



# BIRCHSTREET

# ACCOUNTS PAYABLE

# USER MANUAL

January 2012

BirchStreet Systems, Inc. 3737 Birch Street, Newport Beach, CA 92660 http://www.birchstreetsystems.com

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#### INTRODUCTION

BirchStreet's Accounts Payable (AP) module provides the structure for three-way auto matching between a PO, receiving event(s), and a supplier's invoice(s). In addition to a three-way auto matching, this comprehensive module allows for Credit Memo generation and approvals on all invoices and Credit Memos in relation to each customer's business process.

## FEATURE OVERVIEW

- AP Auto Matching via Feed AP Auto Matching is completed by allowing a feed file of scanned supplier invoices to seamlessly populate within the BirchStreet AP Module. Invoices will automatically search for their PO counterparts and if receiving has been done and the invoices fall within designated tolerance ranges, the invoice will match and be ready for transmission to a back office system. Invoices that do not match will be manually reconciled.
- AP Matching via Manual Invoice Entry AP Auto Matching is completed by allowing users to physically create system copies of supplier invoices within the BirchStreet AP Module. If designated tolerances are met, invoices will match against their PO counterparts and corresponding receiving events and be ready for transmission to a back office system. Invoices that do not match will be manually reconciled.
- Credit Memos Credit Memos can be generated within the BirchStreet AP Module for transmission to a back office system or as Informational Credit Memo Reminders for customers waiting on a supplier's copy to come in via a feed file. For customers receiving supplier Credit Memos via a feed file, the BirchStreet copy can be deleted.
- Approvals All invoices that do not immediately match designated tolerances can be reconciled and sent through an approval process before transmission to a back office system. Credit Memos can also be sent through an n approval is applicable.
- Reports Included are a full complement of accounts payable based reports.



#### SYSTEM DEPENDENCIES

The BirchStreet AP Module must be used in tandem with the BirchStreet e-Procurement module, and the following details will be pertinent to success.

- Requires full use of e-Procurement Module
  - PO's *must* be in either an "Accepted by Supplier" or "Received" status for AP functionality to begin.
  - AP Invoices for PO's in an "Accepted by Supplier" status will remain in a "Not Matched" status until receiving is done.
  - AP Invoices for PO's in a "Received" status will be automatically matched against the receiving events for properties using an EDI feed. For properties using Manual Invoice Entry the invoices must be enetered before automatching can commence.
  - Receiving events should be completed per each individual delivery (i.e. do not combine multiple deliveries into one receiving record).



# **Support Hours**

USA: M – F 0500- 1600 PST

International:

M – F 2200 - 0700 GMT M – F 0800 - 1700 CET M – F 0900 – 1800 IST

# **Support Phone Numbers**

USA: (+1) 949-567-7030

International: (+44) 203-051-6818

# Support Email

Support Email: <u>support@birchstreet.net</u>



To log in to BirchStreet, use the customized URL provided to you.

For example <a href="http://customername.birchstreet.net">http://customername.birchstreet.net</a>)



Enter your login ID and password which are case sensitive, then click the **Login** button.

Birchstreet	Language: English 👻
	Forgot Password?
	Login ID: BSSBUY1
	Password:
	Login

If you've forgotten your password or locked out your account, and have a valid customer email address, use the **Forgot Password?** link. Enter your **Login** ID and **Email** address. A temporary password will be emailed to you.

Enter your login name and e-mail address and we will e-mail you a new password. You should receive your new password in 5 to 10 minutes.
Login ID: BSSBUY1 Email: training@birchstreet.net
Request Password

You can also change your language to localize your login page.



Birchstreet		Language: Deutsch	4
	Anmelde-ID: Kennwort:	Kennwort Vergessen? HNLRWPD Anmelden	

**Note:** You may be prompted to change your password the first time you log in. Follow the prompts to change your password based on your hotel's password security standards.

Once you are logged in, Help resources customized for your marketplace are located in the upper right corner in the **Help** link.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet C	ienter 🔽 🔇 🗹 Hide	e Menu 📃 Hide Summ	nary <u>Hide Logo</u>	<u>Home My</u>	Settings Help	<u>Loqout</u>
Search All Catalogs Products	n Box lew: 0 Total: 8 Shoppin Items: 1	a Carl Summary Total: \$0.00				
AI	Submit Print / V Checkbook Prop Sur	iew Notes mary Delete (	Attachment Create Invoice	History Create CM	Transmit AP	
First Previous Next Last Refresh Search Column: PO number						
Page 1 of 1 / Rows 0-0 of 0 found AP invoice Doc						Inv 🗠
🛛 🕖 Ў # Status type Transm	ission date Supplier name	Subject	PO number S	Supplier inv #	Invoice date	Total

Contact information for the BirchStreet Customer Support team will also be available.





When contacting the BirchStreet Customer Support team, it is helpful to provide your login ID, and the two numbers located to the right of your name.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStree	et Center 💌 🔇	🗹 Hide Menu	Hide Summar	ry <u>Hide Loqo</u>	<u>Home</u> <u>N</u>	Ay Settings Help	Logout
Search All Catalogs Products GO Catalogs Order Guide Cart PO	In Box New: 0 Total: 8	Shopping Cart Su Items: 1 Total:	immary \$0.00				
	Submit Checkbook	Print / View Prop Summary	Notes A Delete Cre	Attachment eate Invoice	History Create CM	Transmit AP	
First Previous Next Last Refresh Search Column: PO number							
Page 1 of 1 / Rows 0-0 of 0 found							
AP invoice Status Doc type Trans	smission date Suppli	ier name Subjec	t P	PO number S	upplier inv #	Invoice date	inv ≙ Total

As you start to navigate through the system, please note that all features including, but not limited to, other BirchStreet applications, hotel properties, tabs, buttons, screens, reports, and declining checkbook accounts is driven by the security assigned to you. This can be changed as needed. If any of the following Accounts Payable functionality described is unavailable to you, contact your BirchStreet Marketplace Administrator.

# KEY ACCOUNTS PAYABLE TERMS

Within the BirchStreet Accounts Payable (AP) module, inventory items are comprised of many key terms. The most important core terms are OCR, OCR Provider, OCR Feeds, Tolerances, Purchase Order(s), Receiving Event(s), Invoices, Auto Matched, Not Matched, Exception, Reconcile, Credit Memos, Transmit, Batch, and Accruals.

**OCR** stands for Optical Character Recognition. OCR technology allows for a page of text to be scanned into a computer and an OCR program converts the characters into a text document that can be read by a word processing system.

**OCR Provider** refers to a third party company hired by an organization to scan documents (in this case the documents are supplier invoices and credit memos) into an OCR program and convert those into paperless invoices/memos that can be electronically viewed and reconciled within an Accounts Payable system.

**OCR Feeds** are the way that scanned documents are electronically transported from an OCR Provider to a customer's Accounts Payable platform. Also called EDI Feeds.



**Tolerances** refer to the permissible limit(s) of percentage or monetary variation between a supplier invoice and a specific purchase order's receiving event(s).

**Purchase Orders(s)** is a legal document generated within BirchStreet from a buyer to a seller. This document includes supplier item data, quantities and pricing. A supplier will deliver goods/services based on what is requested on a BirchStreet PO.

			I	PURCHASE ORDER	
				BirchStreet Center	
PO NUMBER : 0000000	00002514	Stat	us: Receiving Con	nplete	
Required Delivery Date	e: 01/18/2012	PO	Submit Date: 01/1	7/2012 15:34:53	
Source Document :		6			
Internal PU No.: PO Type: Standard		Cus	tomer Account #:		
Purchase type : General	1				
Supplier: Unisource W	lorldwide	Bill	To: BirchStreet C	lenter	
File 57006		373	7 Birch Street		
Los Angeles, CA, 90074	4, US	Nev	vport Beach, CA, 9	92660, US	
Attn: Cami Smith		Att	n: Accounts Paya	ble	
Title: Customer Servi	ice Ambassador				
Phone: (800) 767-5677		Shi	p To: BirchStreet	t Center	
Fax: (877) 765-6946		373	7 Birch Street		
Email: cami.smith@un	usourcelink.com	Nev	vport Beach, CA, 9	92660, US	
DBA: Unisource		Att	n: Justin Davis		
Sent From: BirchStreet	Center	Ter	ms:		
Name: Ben Coke	er	Sul	oject:	Paper Products	
Title: Assistant	t Controller	Par	rtial Order Accept	ted: No	
Phone: (949) 567-	-7000	Shi	p via:	Best Way	
Fax:		Pay	ment Terms:	1-15th due the 25th; others due 10th of next Month	
Email: tvaldez@	birchstreet.net	Dep	partment:	10-Rooms	
Cost Center:		Pay	ment Method:	Purchase order	
FOB: Origin					
Notes and Attachments	::				
Header Notes :					
No Notes					
This Purchase Order ha	as 0 Attachments				
# Item SKU	Product Desc.	Qty	UOM	Price	Extension
1 637 *	10-90-100 / Rooms Paper Towels 2- ply	3.00	CS	\$20.0000	\$60.00 Edit Line Edit Alloc
2 672 *	10-90-100 / Rooms Napkins 2-ply	2.00	CS	\$10.0000	\$20.00 Edit Line Edit Atloc
* - Non catalog item					
		Sub Total:			\$80.00
		Freight:			\$0.00
	Ta	ax Amount:			\$0.00
	Less	Discount:			\$0.00
	Total a	mount due:			\$80.00

**Receiving Events** refer to documented transactions in BirchStreet where a receiver has updated the system with incoming and/or outgoing goods/services. Within BirchStreet, purchase orders will be created and submitted to a supplier. Once the goods/services are received back at the property, they are noted in BirchStreet and each occurrence creates a receiving event.



**Receiving Record** is a mini-report that encapsulates the activities performed in each receiving event. Once goods/services are received at a property and they are notated in BirchStreet, each receiving event generates a document called a received record. In many cases, receiving records are printed and turned into the AP team to aid in reconciliation practices. Each receiving record contains a unique receiving record number for easy identification.

Receiving l	Record #:	000000000000000000000000000000000000000	3				Purchas	se Order	#: 0000	0000000	2484				
Received by: Ben Coke		Ben Coker			Receive	Received on: 01/06/2012 PO Status: Receiving Comp			ng Compl	lete					
В	uyer's name:	Mary Sato			Buyer's Ph	ione: (949):	567-7000		Buyer's Dept.: A&G						
	Invoice	umber:				PO da	ate: 01/04	4/2012	Supplier: Unisource V				ource Wo	orldwid	
Inve	ice subtotal	amount: \$0.00		PO subtotal: \$404.70 Source docum			nent number	r:							
Inv	Invoice freight amount: \$0.00				PO Fre	eight amou	nt: \$0.00	)			Tracl	king number	r:		
Invoice tax amount: \$0.00					PO	) Tax amou	nt: \$0.00	)			Bill of la	ding number	r:		
Invoice less discount amount: \$0.00			F	O less disc	count amou	nt: \$0.00	)			Delivery	note number	r:			
	Invoid	Invoice Total: \$404.70				PO Total: \$404.70 Direct total amount: \$						total amoun	t: \$404.	70	
Receiving	Notes ·														
Receiving I No Notes Product Disbu Picked up by:	Notes : arsement:			Departmer	nt :				D	Date :					
Receiving I No Notes Product Disbu Picked up by: Delivered to:	Notes : ursement:			Department Location :	nt :				D	Pate :					
Receiving ! No Notes Product Disbu Picked up by: Delivered to:	Notes : irsement:		:	Departmen Location :	nt :	Purc	hase or	ders	D S F	eate : ignature : _ <b>Receiving</b>	5				
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status	Notes : irsement: Item SKU	Product Desc.	GL Account	Departmen Location : Order UOM	nt : Pack/ Size	Purc Order Qty	hase oro Unit price	ders Ext. Amt	D S F Acpt'd qty	late : ignature : _ <b>Ceceiving</b> Unit price	g Ext. Amt	Rec'd to date qty	Open qty	Can'd qty	Reaso
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status Receiving Complete	Notes : 	Product Desc. # 3000 3m Power Sponge 20/Case	GL Account 10-90-100	Departmen Location : Order UOM CS	Pack/ Size 20 / -	Purc Order Qtv 5.00	hase oro Unit price \$34.9400	ders Ext. Amt \$174.70	E S Acpt'd qty 5.00	ate : ignature : <b>Ceceiving</b> Unit price \$34.9400	5 Ext. Amt \$174.70	Rec'd to date qty 5.00	Open qty 0.00	Can'd qty	Reaso -
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status Receiving Complete Receiving Complete	Notes : Irsement: Item SKU 10042059 10041962	Product Desc. # 3000 3m Power Sponge 20/Case 17" Red Buffing Pads 5/Case	GL Account 10-90-100 10-90-100	Department Location : Order UOM CS CS	nt : Pack/ Size 20 / - 5 / -	Purc           Order         Qtv           5.00         5.00	hase oru Unit price \$34.9400 \$20.1500	ders Ext. Amt \$174.70 \$100.75	D S <b>F</b> Acpt'd qty 5.00 5.00	Date : ignature : Ceceiving Unit price \$34.9400 \$20.1500	5 Ext. Amt \$174.70 \$100.75	Rec'd to date sty 5.00 5.00	<b>Open</b> <b>qty</b> 0.00	Can'd qty	Reaso -



**Invoices** are incoming bills from suppliers for goods/services rendered. Invoices may be in a paper form or they may be scanned documents that arrive in a paperless format.

Unisource V 1232 Elm St Suite 320	Vorlwide reet								
Newport Be	ach, CA 9433						Date	Invoice #	
							1/15/2012	KK777	
Bill To						Ship To			
BirchStreet Cer	nter					BirchStreet	Center		
3737 Birch Stre Newport Beach	eet a, CA 92660					3737 Birch Street Newport Beach, CA 92660			
			del su de su d						
PO Number		Terms	Rep	Ship	Via	F.O.B	Project		
		Net 21							
Qty	Item Code	Descriptio	n				Price Each	Amount	
2	10042059	Power Spor	nge				34.94	69.88	
2	10041962	17" Red Bu	ffing Pads				20.15	40.30	
2	10042083	20" Red Bu	ffing Pads		25.85	51.70			
							Subtotal	161.88	
							Tax		
							Freight		
							Total	161.85	



**Auto Matched** is a term that refers to a suppliers invoice amount falling into a customer's tolerance parameter and matching the amount of a specific receiving event(s). If no tolerance has been set, this would indicate a direct match between a customer's receiving event and a supplier's invoice amount. If tolerances have been set, this term refers to the fact that the supplier's invoice amount is falling within those boundaries and not outside.

**Not Matched** refers to when a supplier's invoice amount does not match a customer's receiving event for a given purchase order.

**Exception** denotes a supplier invoice in BirchStreet that does not fall within a tolerance range and promotes the need for manual reconciliation.

**Vendor Codes** are a unique code assigned to a supplier by a customer/property/corporation. These unique codes must be cross-referenced to all suppliers in a BirchStreet marketplace in order for invoice data to flow from BirchStreet to a back office system.

**Reconcile** refers to the act of reconciling supplier invoices to BirchStreet receiving events in order to create a match between a purchase order, the receiving events for that order and the amount that a supplier is billing based on their delivery records.

**Credit Memos** is the abbreviation for Credit Memorandum and is a document issued by a buyer to a supplier that references items, quantities and agreed upon prices for products/services that the buyer requested from the supplier, but the buyer returned or did not receive. Credit Memos may also be issued in the case of errors or allowances. A Credit Memo can reduce or eliminate the amount that the buyer has to pay the seller in respect to the original supplier invoice. Credit Memos are issued from suppliers to buyers, but within BirchStreet the credit memos discussed will be those created as reminders for customers using OCR Feeds and manually created memos for customers inputting a supplier document.

A Credit Memo usually contains: PO #, Date, Billing Address, Shipping Address, Terms of Payment, as well as a list of goods/services including quantities and prices. Typically the Credit Memo will reference the original supplier invoice and may state the reason for issue.

**Transmit** refers to passing something from one person or place to another. Within BirchStreet, this refers to passing system generated copies of supplier invoices and/or credit memos to a customer's back office system for processing and /or payment.

**Batch** denotes a group like items, such as BirchStreet invoices, that are assembled and processed together. BirchStreet offers the capability to transmit system generated invoices to a customer's back office system on an individual basis or in a batch format. For customers using an OCR Feed, invoices and memos will transmit on a scheduled process and need no manual intervention to transmit.

**Back Office System** applies to a behind-the-scenes business tool that can help a company streamline its entire business operations and process. Examples of back office systems might include but are not limited to Sun Integration, Great Plains, Oracle, JDE, etc.



Accruals are an accounting term that refers to the time between when an item is expected to be paid for and the time when it actually does get paid. In BirchStreet, once items are received a customer expects to receive an invoice soon thereafter in order to pay for the goods/services received. The time between receiving goods/services and actually paying for those goods/services categorizes the expected amount due as an accrual until it is paid.

### SETTING UP AUTO MATCHING TOLERANCES

The first step in setting up an Accounts Payable platform within BirchStreet begins with deciding whether or not a property is planning to reconcile supplier invoices against receiving events to the penny or if allowing a slight variance between the two would be more efficient.

As stated above, **tolerances** refer to the permissible limit(s) of percentage or monetary variation between a supplier invoice and a specific purchase order's receiving event(s). BirchStreet offers several Matching rules and comparative measures to allow users the option of creating tolerances that fit best within their business processes.

Matching rules, also known as Matching type, are described below:

**Grand total dollar amt variance** – Refers to the total dollar amount variance that will be tolerated between the grand total on a supplier invoice for a PO as compared to the grand total of combined receiving events for a PO.

**Grand total dollar % variance** – Refers to the total dollar percent variance that will be tolerated between the grand total on a supplier invoice for a PO as compared to the grand total of combined receiving events for a PO.

**Subtotal dollar amt variance** – Refers to the subtotal dollar amount variance that will be tolerated between the subtotal on a supplier invoice for a PO as compared to the grand total of combined receiving events for a PO.

**Subtotal dollar % variance** – Refers to the subtotal dollar percent variance that will be tolerated between the subtotal on a supplier invoice for a PO as compared to the subtotal of combined receiving events for a PO.

**Header Tax dollar amt variance** – Refers to the tax dollar amount variance that will be tolerated between the tax amount on a supplier invoice for a PO as compared to the tax amount on combined receiving events for a PO.

**Header Tax dollar % variance** – Refers to the tax dollar percent variance that will be tolerated between the tax on a supplier invoice for a PO as compared to the tax on combined receiving events for a PO.

**Header Freight dollar amt variance** – Refers to the freight dollar amount variance that will be tolerated between the freight amount on a supplier invoice for a PO as compared to the freight amount on combined receiving events for a PO.



**Header Freight dollar % variance** – Refers to the freight dollar percent variance that will be tolerated between the freight on a supplier invoice for a PO as compared to the freight on combined receiving events for a PO.

**Receipt/Invoice supplier must match** – Indicates that a supplier must be set up in BirchStreet before any incoming receipts/invoices will be able to be matched, whether via an OCR feed or via manual entry. Invoices cannot be matched to suppliers who do not exist within BirchStreet. *This is most commonly the first Matching type used when setting up tolerances.* 

Matching types can be compared several ways and comparative values offered are **Equal**, **Not Equal**, **Less Than**, **Less Than or Equal To**, or **From/Through**. These values can be combined in numerous ways with the Matching types listed above in order to fit a current business process or determine a new workflow.

Once a Matching type and comparative value have been selected, percentage or flat dollar values can be added to the equation to complete a tolerance.

If the decision to set up tolerance levels has been made, proceed to the steps below to begin the setup process.

### SETTING UP AUTO MATCHING TOLERANCES

**Note:** This step is only available to those with administrative access and can only be done using the BirchStreet Screens. If you do not have the necessary rights, please work with your BirchStreet Project Manager to set up your desired tolerance levels.

Uncheck the **Hide Menu** Option at the top of the screen to show the menu on the left-hand side of the page.

Welcome Ben Coker (Mktplc 483 / 20)	20- BirchStreet Cente	ər 🕶 🔕	Hide Menu	Hide Sum	mary <u>Show Lo</u>	<u>qo Home</u>	My Settings Help	<u>Loqout</u>
Search All Catalogs Products	GO In Br	<u>)x</u> r: <mark>0</mark> Total:0	Shopping Cart Su Items: 0 Total: 5	<u>mmary</u> \$0.00				
Catalogs Order Guide	Cart PO In Bo	x Approva	Is AP Invoice	Inventory				
		Submit	Print / View	Notes	Attachment	History	Transmit AP	
		Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
Search Column: PO number	<b>v v</b>							
Search Text:	<u>co</u> Q							
Page 1 of 1 / Rows 0-0 of 0 found								
								1 mar /



Welcome Ben Coker (Mktplc 483 / 20)	20- BirchStreet Center 👻 🔕	Hide Menu	Hide Summary	Show Logo Ho	me <u>My Settings</u>	<u>Help</u>	Logout
Main Menu ☐ Procurement Approvals List Editors Receiving	Search All Catalogs Products Catalogs Order Guide	GO In	<u>Box</u> ew: 0 Total:0 Box Approva	Shopping Cart S Items: 0 Total: als AP Invoice	ummary \$0.00		
Reconclustion Supplier On The Fly Supplier Request Form Supplier/Site Cross Reference Accounts Payable AP Invoice AP Invoice Report AP Invoice Exception Report AP Invoice Summary Report	All  First Previous Next Last Refrest Search Column: PO number Search Text: Page 1 of 1 / Rows 0-0 of 0 found	1 ▼ <u>60</u> Q	Submit Attachment Checkbook Create Invoice	Print / View History Prop Summary Create CM	Notes Transmit AP Delete		
AP Infold Summary report AP Credit Memo AP Credit Memo AP Accrual Report AP Batch Report Batch Error Log Report Supplier/Site Cross Reference Supplier Cross Reference Listii AP Vendors Needing Cross Ref AP Matching Criteria Inventory Reports	AP invoice # Statu	Doc Transmission is type date	Supplier name Sut	PO number	Supplier inv #	Invoice date	inv Total

Under Procurement select Accounts Payable then click the AP Matching Criteria Screen.

With the **AP Matching Screen** open, users will see a Navigation List on the left-hand side and any tolerance levels that have been predetermined will be visible in the list available. On the right-hand side there will be an Entry area to create new tolerances. All required fields in the Entry area will be depicted

by a blue box with a white arrow **D**.

Welcome Ben Coker (Mktplc 483 / 2	20)	Home	My Settings	Help	Show Logo	🔾 Entry	◯ List ⊙ Vertical ◯ Horizontal	Close
Advanced Search First Previous Next Last Refresh Search Column: Matching type	. ▼	<u>N</u> ew <u>Save</u> Save	As Delete	<u>P</u> rint Se	t De <u>f</u> aults			
Search Text: Select Entry Page 1 of 1 / Rows 1-3 of 3 found	<u> </u>	Matching	g ID 0			Disabled		
Matching ID Disabled Ma 2 No Rei	atching type	Matching Chiena Matching ty Compare us	ype 🚺 Select Entry	y y 💌	~	Apply when invoice higher Apply when invoice lower		
5 No Sul 11 No Sul	ubtotal dollar % variance	Determines if rule is an Matching seque	AND/OR (see fiel	ld help)		Apply when PO amt is zero	V	
		Filter records to match Buyer company Supplier company SOTF Supplier Supplier ty Purchase type (enter datab) val	y ID 0 y ID 7 r ID 7 ype 7 ase 7 ue)	 				



<u>N</u> ew <u>S</u> ave Save <u>A</u> s	Delete Print Set De <u>f</u> aults		
AP Matching Passing Crit	teria		
Matching ID	2 💊 🛃	Disabled	
Matching Criteria			
Matching type 🕨	Select Entry	Apply when invoice higher	
Compare using 🕨	Select Entry Grand total dollar amt variance	Apply when invoice lower	
Compare to this value 🕨	Grand total dollar % variance		
Determines if rule is an AND/	Subtotal dollar % variance		
Matching sequence	Header Tax dollar amt variance Header Tax dollar % variance	Apply when PO amt is zero	
	Header Freight dollar amt varianc		
Filter records to match	Receipt/Invoice supplier must mat		
Buyer company ID	0		
Supplier company ID	Q.		
SOTF Supplier ID			
Supplier type		_	
Purchase type (enter database value)	Q		

To create a new tolerance, begin by selecting a **Matching type** using the drop down menu.

In the example above, the "**Receipt/Invoice supplier must match**" option was selected. This is commonly used as the first tolerance in all marketplaces, and what it states is that before any reconciling can be done, the supplier information must match a supplier that has already been added to the marketplace. Invoices cannot be matched to a supplier if the supplier doesn't exist within the BirchStreet marketplace. If a supplier invoice enters the marketplace via an OCR feed and the supplier itself cannot be found, the invoice will immediately fall into an Exception status. Selecting the "Receipt/Invoice supplier must match" option as the first tolerance level will make the other required fields obsolete as they will no longer apply.

**Note**: When setting up tolerance levels, use the **Matching sequence** field to determine the sort order of the tolerance criteria being created. It is recommended to use sequences of five (5, 10, 15, etc) in the event that additional tolerances created at a later date need to be sequenced in between previously created tolerance rules.

Once a tolerance has been created, click **Save**.



<u>N</u> ew <u>S</u> ave Save <u>A</u> s	<u>D</u> elete <u>P</u> rint Set De <u>f</u> aults		
AP Matching Passing Cr	iteria		
Matching ID	2 🔩 🛃	Disabled	
Matching Criteria			
Matching type	Receipt/Invoice supplier must mat 🗸	Apply when invoice higher	
Compare using	Select Entry	Apply when invoice lower	
Compare to this value			
Determines if rule is an AND	/OR (see field help)		
Matching sequence	5	Apply when PO amt is zero	
Filter records to match			
Buyer company ID	0		
Supplier company ID			
SOTF Supplier ID			
Supplier type			
Purchase type (enter database value)	Q		

Another very common tolerance is the "**Subtotal dollar % variance**". Using a comparative rule of "**Less Than or Equal To**" and entering a comparative value of **10**, this tolerence states that if the subtotal dollar percentage of an invoice for a PO is less than or equal to 10% of the receiving events for that same PO, the invoice will be automatically matched and fall into an Auto Matched status. Conversely, if the subtotal dollar percentage of an invoice for a PO is not less than or equal to 10% of the receiving events for that same PO, the invoice will fail upon entry and fall into an Exception status. Invoices that fall into an Exception status will be reviewed and manually reconciled at a later time.

<u>N</u> ew <u>S</u> ave Save <u>A</u> s	Delete Print Set Defaults	1	
AP Matching Passing Cr	iteria		
Matching ID	5 🔍 🕹	Disabled	
Matching Criteria			
Matching type	Subtotal dollar % variance 🗸 🗸	Apply when invoice higher	
Compare using	Less Than or Equal To 💉	Apply when invoice lower	$\checkmark$
Compare to this value	10		
Determines if rule is an AND	)/OR (see field help)		
Matching sequence	10	Apply when PO amt is zero	
Filter records to match			
Buyer company ID	0		
Supplier company ID			
SOTF Supplier ID			
Supplier type			
Purchase type (enter database value)	Q		



An additional common tolerance example is the "**Subtotal dollar amt variance**". Using a comparative rule of "**Less Than or Equal To**" and entering a comparative value of **50**, this tolerence states that if the subtotal dollar amount of an invoice for a PO is less than or equal to \$50.00 of the receiving events for that same PO, the invoice will be automatically matched and fall into an Auto Matched status. Conversely, if the subtotal dollar amount of an invoice for a ninvoice for a PO is not less than or equal to \$50.00 of the receiving event subtotals for that same PO, the invoice will fail upon entry and fall into an Exception status. Invoices that fall into an Exception status will be reviewed and manually reconciled at a later time.

<u>N</u> ew <u>S</u> ave Save <u>A</u> s	Delete Print Set Defaults		
AP Matching Passing Cr	iteria		
Matching ID	11 🔍 🖏	Disabled	
Matching Criteria			
Matching type	Subtotal dollar amt variance 💙	Apply when invoice higher	
Compare using	Less Than or Equal To 👻	Apply when invoice lower	$\checkmark$
Compare to this value	50		
Determines if rule is an AND	//OR (see field help)		
Matching sequence	15	Apply when PO amt is zero	
Filter records to match			
Buyer company ID	0		
Supplier company ID			
SOTF Supplier ID			
Supplier type			
Purchase type (enter database value)	Q		

**Note**: Tolerances can be created using any number of Matching types and comparative values and once created they can be modified at a later date. Determine what business processes are currently in place or which processes need to be put in place before creating tolerances. Keep in mind that the tolerances defined by each property will be the first line of defense when reconciling supplier invoices for PO's against receiving events for the same PO. Any invoice that does not fall within the tolerance levels will fall into an Exception status and will need to be manually reconciled at a later time.

#### **CROSS-REFERENCING VENDOR CODES**

Vendor Codes, unique codes assigned to a supplier by a customer/property/corporation must be crossreferenced to all suppliers in a BirchStreet marketplace in order for invoice data to flow from BirchStreet to a back office system. During the initial AP Module implementation period, vendor codes can be incorporated into BirchStreet via a template format. After implementation, vendor codes can be added on an individual basis as more suppliers are added to a marketplace.



#### PRE-AP MODULE SETUP

During the initial AP Module setup process, a BirchStreet Project Manager will work with each property to import a template that will allow for an automatic mass upload of all existing Vendor Codes. A Vendor Code template will be provided to the property, they will export the Vendor Codes from their back office system, and the template will then be returned to the BirchStreet Project Manager for import. This process is designed to minimize the effort involved in populating a BirchStreet marketplace with functional Vendor Codes prior to utilizing the BirchStreet AP Module. After implementation, new vendor codes can be added on an individual basis by following the steps in the next section.

#### ADD A NEW CROSS REFERENCE CODE

To add a new cross-reference code between a suppliers' BirchStreet ID and their unique vendor code, proceed by following the steps below:

Uncheck the **Hide Menu** Option at the top of the screen to show the menu on the left-hand side of the page.

Welcome Ben Coker (Mktplc 483 / 20)	20- BirchStreet Center 👻 🔕	Hide Menu	Hide Sum	mary Show Log	<u>io Home</u>	My Settings Help	Logout	
Search All Catalogs Products	GO In Box New: 0 Total:0	Shopping Cart Sur Items: 0 Total: \$	<u>mmary</u> \$0.00					
Catalogs Order Guide	Cart PO In Box Appro	vals AP Invoice	Inventory					
All	Submit Checkbook	Print / View Prop Summary	Notes Delete	Attachment Create Invoice	History Create CM	Transmit AP		
First Previous Next Last Refresh Search Column: PO number	<u>First Previous Next Last Refresh</u> Search Column: PO number ▼							
Search Text:   Page 1 of 1 / Rows 0-0 of 0 found	<u>60</u> Q							
AP invoice # S	Doc tatus type Transmission date Su	pplier name Subjec	st	PO number S	Supplier inv #	Invoice date	Inv 🗠 Total	



Welcome Ben Coker (Mktplc 483 / 20)	20- E	BirchStreet Center	× Q		Hi	de Menu 🛛 🗹	Hide Summa	ry	Show Lo	<u>qo Hor</u>	me <u>My Settings</u>	<u>Help</u>	Loqout
Main Menu ☐ Procurement Approvals List Editors		Catalogs	Order G	iuide	Cart	PO In	Box App Submit	orova :	Print / V	Invoice /iew	Notes		
Receiving Reconciliation Supplier On The Fly Supplier Request Form Supplier/Site Cross Reference		First Previous Search Column: Search Text: Page 1 of 1 / Ro	Next Last PO numb	Refresh ber f 0 found	<b>∀</b> ▼ <u>G0</u>	Q	Checkbo Create Invo	ok Dice	Prop Sur Create	nmary CM	Delete		
Accounts Payable     AP Invoice     AP Invoice Report     AP Invoice Exception Report     AP Invoice Summary Report     AP Credit Memo		0	AP invoice #	Status	Doc type	Transmission date	Supplier name	Sub	oject	PO number	Supplier inv #	Invoice date	Inv Total
AP Credit Memo Report AP Accrual Report AP Batch Report Batch Error Log Report Supplier/Site Cross Reference Supplier Cross Reference Listin AP Vendors Needing Cross Ref AP Matching Criteria	ng jere												
<ul> <li></li></ul>													

Under Procurement select Accounts Payable and then click the Supplier/Site Cross Reference Screen.

When the screen appears, note that any previously referenced codes will be in a Navigation list on the left and the main entry screen will be visble on the right. On the main entry screen there are several required

fields indicated by a blue box with a white arrow

Welcome Ben Coker (Mktplc 483 / 20)	Home My Settings Help Show Logo O Entry O List O Vertical O Horizontal Close	
Advanced Search First Previous Next Last Refresh	New Save Delete Print	
Search Column: Cross ref ID GO Page 1 of 1 / Rows 1-5 of 5 found Cross ref ID Sup company ID 6 19	Cross reference D 0 4 2 Supplier company D C 0 1 Vendor code D 1 Vendor name	
7         6           8         9           9         13           12         5		

To create a new cross-reference, enter a Vendor's Supplier company ID or select one using the lookup icon (()) to the right of the Supplier company ID field. If using the lookup icon, locate the supplier as needed by clicking the **Select** button next to the chosen supplier. Note that you may also use the filter options at the top of the screen to narrow down the search if necessary.



🏉 Supplie	r Lookup - W	/indows Internet Explorer						
C https://w	https://www01.birchstreetsystems.com/j4/Zoom.jsp?PanelID=12783&CtrlType=undefined&d=1326747200406&search=							
Advanced First Previo Search Colu Search Text Page 1 of 1	I <u>Search</u> ous <u>Next Last !</u> imn: Company t: / Rows 1-35 o	Refresh name V GO f 35 found						
	Company ID	Company name	Trans method	Off line	Address line 1 📤			
Select	41	Acklands-Grainger	Punchout/Sysco/3663		Box 2940			
Select	32	Albion Fisheries	Fax	Yes	1077 Great North			
Select	26	Biagio Artisan Meats LLC	Email	Yes	P.O. Box 696			
Select	6	BirchStreet Produce	Online/Electronic	No	3737 Birch Street			
Select	22	CLASSIC SNACKS, INC.	Online/Electronic	No	1050 Atlantic Driv			
Select	4	Cintas Corp. (PUNCHOUT)	Punchout/Sysco/3663	No	5600 West 73rd \$			
Select	12	Corporate Express (PUNCHOUT)	Punchout/Sysco/3663	No	NetherLand			
Select	29	Del Monte Meat Co.	Online/Electronic	No	200 Napoleon St.			
Select	7	Demo American Hospitality	Online/Electronic	No	12345 Main Stree			
Select	18	Edward Don & Company (Punchout)	Punchout/Sysco/3663		7118 Evanston R			
Select	10	European Imports Ltd	Online/Electronic	No	2475 N ELSTON /			
Select	28	Euvitis Delicacies	Email	Yes	779 22nd Avenue			
Done			😜 Internet		• 🔍 100% 🔹 💡			

Once the supplier has been selected, the supplier's name and company ID will be visible on the main screen.

<u>N</u> ew	v <u>S</u> ave Delete	<u>P</u> rint				
Sup	plier/Site Cross Refe	rence				
	Cross reference ID	0	<u> </u>			
	Supplier company ID	22	CLASSIC SNACKS, INC.			
	Vendor code 🕨					
	Vendor name					



Enter the Vendor code for the supplier at hand.

<u>N</u> ew <u>Save</u> Delete	Print
Supplier/Site Cross Refe	erence
Cross reference ID	0 🔍 🖏
Supplier company ID	22 CLASSIC SNACKS, INC.
Vendor code	789798379
Vendor name	

Click **Save**. Once the cross-referenced data has been saved, the record will become visible in the list on the left-hand side of the screen.

Welcome Ben Coke	er (Mktplc 483 / 20)	Home	My Settings	Help	Show Logo	O Entry O	List 💿 Vertical	O Horizontal	Close			
Advanced Search	<u>h</u> kt <u>Last Refresh</u>	New	Save Delete	<u>P</u> rint								
Search Column: C	ross ref ID 🛛 👻 🔻	Supplier/	Supplier/Site Cross Reference									
Search Text:	<u>G0</u>	0	cross reference ID	15								
Page 1 of 1 / Rows	s 1-6 of 6 found	Si	pplier company ID	22		ACKS, INC.						
Cross ref ID	Sup company ID		Vendor code	78979837	9							
6	19		Vendor name									
7	6											
8	9											
9	13											
12	5											
15	22											



#### EDIT AN EXISTING CROSS REFERENCE CODE

In some instances, existing Vendor codes may need to be modified if they were initially entered incorrectly. To edit an existing cross reference code, proceed to follow the steps below:

Uncheck the **Hide Menu** Option at the top of the screen to show the menu on the left-hand side of the page.

Welcome Ben Coker (Mktplc 483 / 20) 20- Bird	chStreet Center 👻 🔯	Hide Menu	Hide Sumr	mary <u>Show Lo</u>	<u>qo Home</u>	My Settings Help	Logout
Search All Catalogs Products	60 In Box New: 0 Total:0	Shopping Cart Su Items: 0 Total: :	<u>mmary</u> \$0.00				
Catalogs Order Guide Cart PC	O In Box Approva	Is AP Invoice	Inventory				
	Submit	Print / View	Notes	Attachment	History	Transmit AP	
All	Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
Search Column: PO number							
Search Text: GO GO Search Text: Page 1 of 1 / Rows 0-0 of 0 found							
AP invoice # Doc type	Transmission date Suppli	er name Subje	ct	PO number	Supplier inv #	Invoice date	inv 🗠 Total

Under Procurement select Accounts Payable and then click the Supplier/Site Cross Reference Screen.

Welcome Ben Coker (Mktplc 483 / 20)	20-	BirchStreet Center 💌 🚳		Hi	de Menu 🛛 🔽	Hide Summary	у	Show Logo	<u>Home</u>	My Settings	<u>Help</u>	Logout
Main Menu		Catalogs Order	Guide	Cart	PO In I	Зох Аррі	rovals	AP II	voice	Inventory		
Procurement     Approvals     List Editors     Receiving     Reconciliation     Supplier On The Fly     Supplier Request Form		All <u>First Previous Next La</u> Search Column: PO nu Search Text:	✓ st <u>Refresh</u> mber	▼ ▼ <u>G0</u>	.Q	Submit Attachmer Checkboo Create Invoi	nt k k	Print / Vie History Prop Sumn Create C	w T hary M	Notes Transmit AP Delete		
Suppler/site Lross keterence Accounts Payable AP Invoice AP Invoice Report AP Invoice Exception Report AP Invoice Summary Report AP Credit Memo		Page 1 of 1 / Rows 0-0	e Status	Doc type	Transmission date	Supplier name	Subje	ect n	PO Imber	Supplier inv #	Invoice date	Inv Total
AP Credit Memo Report AP Accrual Report AP Batch Report Batch Error Log Report Supplier/Site Cross Reference Supplier Cross Reference Listin AP Vendors Needing Cross Reference	ig ere											



When the screen appears, note that any previously referenced codes will be in a list of the left and the main entry screen will be visble on the right.

Welcome Ben Coke	r (Mktplc 483 / 20)	Home	My Settings	<u>Help</u>	Show Logo	◯ Entry ◯ List ⊙ Vertical ◯ Horizontal	Close
Advanced Search	<u>1</u> <u>tt Last Refresh</u>	<u>N</u> ew <u>S</u>	ave <u>D</u> elete	<u>P</u> rint			
Search Column: C	ross ref ID 🔽 🔻	Supplier/	Site Cross Refe	erence			
Search Text:	<u>G0</u>	с с	ross reference ID	0	🔍 🖉		
Page 1 of 1 / Rows	s 1-6 of 6 found	Su	pplier company ID		Q		
Cross ref ID	Sup company ID		Vendor code				
6	19		Vendor name				
7	6						
8	9						
9	13						
12	5						
15	22						

From the list on the left, click on the record that needs to be edited.

Welcome Ben Coker (Mktplc 483 / 20)	Home My Settings Hel	<u>lp Show Loqo</u> C	Entry OList OVertical OHorizontal Close	
<u>Advanced Search</u> First Previous Next Last Refresh	<u>N</u> ew <u>S</u> ave <u>Delete P</u> rir	nt		
Search Column: Cross ref ID 🛛 🔻 🔻	Supplier/Site Cross Reference	•		
Search Text: GO	Cross reference ID 0	🔍 💋		
Page 1 of 1 / Rows 1-6 of 6 found	Supplier company ID 🕨	Q		
Cross ref ID Sup company ID 🙆	Vendor code 🔰		_	
6 19	Vendor name			
7 6				
8 9				
9 13				
12 5				
15 22				

The record will load onto the entry screen on the right-hand side.

Welcome Ben Coker (Mktplc 483 / 20)	Home My Settings Help Show Logo OEntry OList OVertical OHorizontal Close	
<u>Advanced Search</u> First <u>Previous Next Last Refresh</u>	New Save Delete Print	
Search Column: Cross ref ID 🛛 👻 🔻	Supplier/Site Cross Reference	
Search Text: GO	Cross reference ID 15 🔍 🖏	
Page 1 of 1 / Rows 1-6 of 6 found	Supplier company ID 22 Q CLASSIC SNACKS, INC.	
Cross ref ID Sup company ID 🛆	Vendor code 789798379	
6 19	Vendor name	
7 6	L	
8 9		
9 13		
12 5		
15 22		



Modify the Vendor code as needed.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	Print
Supplier/Site Cross Refe	erence
Cross reference ID	15 🗳
Supplier company ID	22 Q CLASSIC SNACKS, INC.
Vendor code	789798377
Vendor name	

Click Save.

l	<u>N</u> ew <u>Save D</u> elete	<u>P</u> rint
S	Supplier/Site Cross Refe	rence
	Cross reference ID	15 🔩 🛟
	Supplier company ID	22 Q CLASSIC SNACKS, INC.
	Vendor code	789798377
	Vendor name	



## **AP INVOICE TAB**

### KEY FEATURES ON THE AP INVOICE TAB

The AP Invoice Tab is the primary tab used when working with the AP Module. Clicking on the tab, users will see a series of buttons which can be used to perform various functions as needed.

Welcome Ben Coker (Mktplc 483 / 20)	20- Rosewood Demo 👻 🔕	🗹 Hide Menu	Hide Summary	Show Logo Home	<u>My Settings</u> <u>Help</u>	Logout
Catalogs Order Guide Cart PO In I	Box Approvals AP Invoice	Inventory				
	Submit Print / View	Notes Attachment	History Approval Details T	ransmit AP Checkbook	Prop Summary View PDF	]
First Previous Next Last Refresh	Delete Create Invoice	Create CM				
Search Column: PO number						
Search Text: GO Q						
Page 1 of 1 / Rows 0-0 of 0 found						
AP invoice # Status Doc type	Transmission date Supplie	r name Subject	PO number	Supplier inv #	Invoice date	Inv Total

Submit – Submit an invoice or credit memo to an approver.

Print/View – Print or view an invoice or credit memo.

Notes – Add notes to an invoice or credit memo.

Attachment – Add attachments to an invoice or credit memo.

**History** – Denotes the originator of the PO as well as who matched the invoice to that PO and the date/time the status changed.

Transmit AP – Transmits all matched and Invoice Complete AP documents to a back office system.

**Checkbook** – Provides a view of a departmental checkbook. (Only available for those using the checkbook drilldown features within BirchStreet.)

**Prop Summary** – Provides a dashboard view of the property checkbook; includes all departments. (Only available for those using the checkbook drilldown features within BirchStreet.)

**View PDF** – View scanned copies of supplier invoices and credit memos. (Only available for those receiving invoices and credit memos via an OCR Feed.)

**Delete** – Allows an invoice or credit memo in the New status to be deleted. (*Deleted documents will move to the Recycle bin.*)

Create Invoice – Routes users to the AP Invoice Screen.

Create Credit Memo – Routes users to the Credit Memo Screen.



On the left-hand side of the AP Invoice Screen, users will see a selection of filter options.

V	Velcome Ben Coker (Mktplc 483 / 20) 20- Bird	chStreet Center 👻 🔕	🗹 Hide Menu	🗹 Hide Sum	nmary <u>Show L</u>	<u>oqo Home</u>	<u>My Settings</u> <u>Help</u>	Logout
	Catalogs Order Guide Cart PC	0 In Box Approva	Is AP Invoice	Inventory				
		Submit	Print / View	Notes	Attachment	History	Transmit AP	
	First Bravious Next Last Befreeh	Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
	Search Column: PO number							
	Search Text: GOQ							
	Page 1 of 1 / Rows 0-0 of 0 found							
	AP invoice Doc							Inv 🗠
	# Status type	Transmission date Suppli	er name Subjec	t	PO number	Supplier inv #	Invoice date	Total

To use the filter options, click the drop down menu next to each option in order to narrow the search criteria.



The first filter menu allows users to access invoices and credit memos in various statuses:





All \* First Previous Next Last Refresh PO number Search Column: AP invoice # <u>0</u>Q Search Text: Batch number Page 1 of 1 / Ro Check number Doc type Doc Informational only type 5 Inv Total Invoice date PO number Status Supplier inv # Supplier name Transmission date Trx currency

The second filter option allows users the ability to further narrow the scope of any search.

To manually narrow the scope of a search, enter search text in the open field and click **GO**. Any items matching that search criteria will appear on the screen below.

V	/elcon	ne Ben	Coke	· (Mktp	lc 483 / 20)	20- Rosewo	ood Demo 💊	/ 🔕	🗹 Hide Menu	🗹 Hide Sum	mary <u>Shov</u>	<u>v Loqo</u> <u>Home</u>	My Setting	<u>is Help</u>	Logout	Į
	Ca	talogs	; Y	Ord	er Guide 🔰 Ca	nt PO	In Box	Approvals	AP Invoic	e Inventory						
								Submit	Print / View	Notes	Attachment	History	Approva	al Details		
		di			~		Т	ransmit AP	Checkbook	Prop Summary	Delete	Create Invoice	e Crea	te CM		
	Fi	<u>st</u> Pre	vious	Next	Last Refresh											
	Se	arch C	olumn	PO	number 🔽 '	<b>7</b>										
	Se	arch T	ext:	2506	G	<u>_</u> Q										
	Pa	ge 1 o	f1/R	ows 1	-1 of 1 found											
			U		AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject	PO number	Supplier inv #	Invoice date	inv Totai	~
	0	Edi			00000000000103	Auto Matched	AP Invoice		Unisource Worldw	vide		00000000002506	XYZ13456	01/15/2012	\$457.67	





#### **AP INVOICE SCREEN**

The AP Invoice Screen allows users to create, review, or modify invoices. In the next three sections, you will learn how to access the AP Invoice Screen, understand the layout, and review the key features.

#### ACCESSING THE AP INVOICE SCREEN

The AP Invoice Screen can be accessed one of two ways, via the Main Menu or via the AP Invoice Tab.

#### Main Menu Access

To access the **AP Invoice Screen** via the **Main Menu**, uncheck the **Hide Menu** Option at the top of the screen to show the menu on the left-hand side of the page.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet	Center 👻 🔕	Hide Menu	🗌 Hide Sum	nmary <u>Show Lo</u>	iqo <u>Home</u>	My Settings Help	<u>Loqout</u>
Search All Catalogs Products GO	In Box New: 0 Total:0	Shopping Cart S Items: 0 Total:	<u>ummarv</u> \$0.00				
Catalogs Order Guide Cart PO I	n Box 🔰 Approva	Is AP Invoice	Inventory				
All	Submit Checkbook	Print / View Prop Summary	Notes Delete	Attachment Create Invoice	History Create CM	Transmit AP	
First Previous Next Last Refresh Search Column: PO number ♥						-	
Search Text: <u>GO</u> Q Page 1 of 1 / Rows 0-0 of 0 found							
AP invoice Doc # Status type Transi	mission date Suppli	ier name Subje	ect	PO number	Supplier inv #	Invoice date	Inv 🗠 Total

Under Procurement select Accounts Payable and then click the AP Invoice Screen.

Welcome Ben Coker (Mktplc 483 / 20)	20-	Rosewood Demo 🔻 🔕	Hid	le Menu 🛛 🗹 H	lide Summary	Show Log	<u>o Hon</u>	me My Settings	<u>Help</u>	Logout
Welcome Ben Coker (Mktplc 483 / 20) Main Menu Procurement Approvals List Editors Receiving Reconciliation Supplier Request Form Supplier/Site Cross Reference Accounts Payable AP Invoice Report AP Invoice Report	20-1	Rosewood Demo V Q Catalogs Order Guide All V First Previous Next Last Refress Search Column: PO number Search Text: Page 1 of 1 / Rows 0-0 of 0 four Page 1 of 1 / Rows 0-0 of 0 four	hid Card Go d	Transmission	tide Summary	Show Log ovals AP Print / V Histor Checkb Create In	o Hon Invoice iew y y ook voice	My Settings Notes Approval Details Prop Summary Create CM Supplier inv	Help	
Applier/site Cross Reference Accounts Payable AP Invoice Report AP Invoice Exception Report AP Invoice Summary Report AP Credit Memo AP Credit Memo AP Accrual Report AP Accrual Report AP Batch Report Batch Error Log Report Supplier/Site Cross Reference Listin AP Vendors Needing Cross Reference AP Matching Criteria	g sre	Page 1 of 1 / Rows 0-0 of 0 foun Page 1 of 1 / Rows 0-0 of 0 foun invoice # State	B Doc us type	Transmission date	Supplier name S	Subject	PO number	Supplier inv #	Invoice date	Inv Total
Inventory     Reports     Administration										



#### AP Invoice Tab Access

To access the **AP Invoice Screen** via the **AP Invoice Tab**, begin on the **AP Invoice Tab** and click the **Create Invoice** button.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet Cen	iter 💌 🧟 🛛 🖳	🗹 Hide Menu 🛛 🗹 Hi	de Summary <u>Show I</u>	<u>oqo</u> <u>Home</u>	My Settings Help	Logout
Catalogs Order Guide Cart PO In B	ox Approvals	AP Invoice	ntory			
	Submit Pri	nt / View Notes	Attachment	History	Transmit AP	
	Checkbook Prop	Summary Delete	Create Invoice	Create CM		
First Previous Next Last Refresh					-	
Search Column: PO number 🔽 🔻						
Search Text: GOQ						
Page 1 of 1 / Rows 0-0 of 0 found						
AP invoice Doc						Inv 🗠
🛛 🖗 # Status type Transmis	sion date Supplier nar	ne Subject	PO number	Supplier inv #	Invoice date	Total

**Note**: Both methods will open the AP Invoice Screen and the functionality will be the same regardless as to how it is accessed.

## UNDERSTANDING THE LAYOUT OF THE AP INVOICE SCREEN

There are several components to the AP Invoice Screen. When the screen opens in a **Vertical view**, note that there is a **Navigation List** on the left-hand side of the page. Search filters are available to narrow the scope of any search and any invoices that fall within the selected search criteria will be visible.

Welcome Ben Coker (Mktplc 483 / 20)	Home My Settings	Help Show Logo	◯ Entry ◯ List ⊙ Vertical ◯ Horiz	ontal Close
New Advanced Search	New Save Delete	PO Print/View AP Print/V	iew Notes Attach Sub	mit Override
First Previous Next Last Refresh	Select Receipts Watch	1		
Search Column: Supplier inv #				
Search Text:	Invoice Dates Vend	dor Detail History	Exception Reconcile	
Page 1 of 1 / Rows 1-5 of 5 found	AP invoice number	New] 🔍 🗳	Status	New
Supplier inv # PO reference # ^			Transmission status	Select Entry
208230	Supplier invoice number 🕨		Transmission date	
208232-A	Invoice date 🕨		Batch number	
171712917	PO reference #	Q	Matched receipt numbers	q
1234 0000000002370	PO Status S	Select Entry		
2115XYZ 0000000002115			Subject	
	Supplier company ID 🚺	<b>Q</b>	Vendor code	q
	Supplier name			
	Supplier contact ID	Q		
	Γ		Exchange rate	
	Invoice Trx Total			
	Invoice subtotal amount 📘			
	Invoice tax amount			
	Invoice freight amount			
	Invoice grand total 🕨			
	Totals from Detail			
	Extended amount	\$0.00		
	Tax amount	\$0.00		
	Freight amount	\$0.00		
	Discount amount	\$0.00		
	Total amount			
	Difference	\$0.00		



To view the Navigation List in full screen mode, select the **List** view radio button at the top of the screen. The List view allows users to see the full line of data otherwise covered by the main entry screen.

Welcome Ben Coker (N	Iktplc 483 / 20)	Home	My Settin	i <u>gs Help Show Log</u>	• C	Entry 💽 List 🔘 Ver	tical 🔘 Horizontal	Close	
New       ✓ Advanced Search         First Previous Next Last Refresh         Search Column:       Supplier inv #         Y Search Text:       GO         Page 1 of 1 / Rows 1-5 of 5 found									
								0.077 0 II ID	
Supplier inv #	PO reference #	Invoice date	Status	Supplier name	Vendor code	AP Invoice #	Sup company ID	SOTE Supplier ID	
208230		03/30/2011	New	BirchStreet Produce	232352342	000000000000007	6		
208232-A		03/31/2011	New	BirchStreet Produce	232352342	00000000000013	6		
171712917		04/18/2011	New	BirchStreet Produce	232352342	000000000000021	6		
1234	0000000002370	08/03/2011	New	The Chefs Warehouse	202302	00000000000062	9		
2115XYZ	00000000002115	08/30/2011	New	WINE WAREHOUSE	WINWAR1	00000000000066	99999	00000001283	
	·							•	

The right-hand side of the AP Invoice Screen is called an **Entry** screen. The Entry screen houses a series of buttons with which to enter and reconcile invoices. Note that several buttons may be grayed out during the invoice entry process, as not all buttons are functional in every stage.

Welcome Ben Coker (Mktplc 483 / 20)	Home My Settings Help Show Logo O Entry O List O Vertical O Horizontal Close	
New Advanced Search	Now Sava Delate DO Drint/liaw AD Drint/liaw Notes Attach Submit Overrida	
First Pravious Next Last Defreeh	Calart Densinte Illairth	
Search Text:	Invoice Dates Vendor Detail History Exception Reconcile	
Page 1 of 1 / Rows 1-5 of 5 found	AP invoice number [New] 🔍 🗘 Status New 🗸	^
	Transmission status Select Entry	
Supplier inv # PO reference #	Supplier invoice number	
208230	Invoice date D	
208232-A 171712917	PO reference # Q Matched receipt numbers	2
1234 0000000002370	PO Status Select Entry V	
2115XYZ 0000000002115	Subject	47
· · · · · · · · · · · · · · · · · · ·	Sudect	
	Supplier company ID Q Vendor code D C	9
	Supplier name	
	Supplier contact ID Q	
	Exchange rate	
		- 1
	Invoice Trx Total	
	Invoice subtotal amount 🕨	
	Invoice tax amount	
	Invoice freight amount	
	Invoice grand total 🔯	
	Totals from Detail	4
	Extended amount \$0.00	
	Tax amount \$0.00	
	Freight amount \$0.00	
	Discount amount \$0.00	
	Total amount	
	Difference \$0.00	Y



Welcome Ben Coker (Mktplc 483 / 2	20) <u>Hom</u>	ne <u>My Settings</u>	<u>s Help</u>	Show Logo	💽 Entry 🔘 List	O Vertical O Horizon	tal Close
<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View	AP Print/View	No <u>t</u> es	Attach Su	brnit Override		
Select Receipts Ma	tch						
Invoice Dates Ve	endor Detail	History Exc	ception	Reconcile			
AP invoice number	[New]	💫 💋		Status	New	<b>~</b>	
				Transmission status	Select Entry	~	
Supplier invoice number	1			Transmission date			
Invoice date				Batch number			
PO reference #		<b>__</b>	Match	ned receipt numbers		Q	
PO Status	Select Entry	~					
				Subject			
Supplier company ID			_	Vendor code	3	Q	
Supplier name			-				
Supplier contact ID		Q		Evohanda rata		_	
				Excitatinge faite	1		
Invoice Trx Total							
Invoice subtotal amount	3						
Invoice tax amount							
Invoice freight amount							
Invoice grand total	3						
Totals from Detail							
Extended amount		\$0.00					
Tax amount		\$0.00					
Freight amount		\$0.00					
Discount amount		\$0.00					
Total amount							
Difference							

To view the Entry screen in its entirety, select the **Entry** radio button at the top of the page.

In addition to the Vertical view, List view and Entry view, users can also select to view the AP Invoice Screen horizontally by clicking the radio button next to **Horizontal** at the top of the page. Unlike the vertical view, the horizontal view shows the Navigation List at the top of the page and the entry screen on the lower half.



Welcome Ben Coker (N	1ktplc 483 / 20)	Home	My Settin	<u>qs Help</u>	Show Logo	C	Entry 🔿 List 🔿 Ve	rtical 💽 Horizontal	Close
New First Previous Next L Search Column: Supp Page 1 of 1 / Rows 1-	Advanced Search ast Refresh lier inv # Sa 5 of 5 found	earch Text:		GO					
Supplier inv #	PO reference #	Invoice date	Status	Supplier name		Vendor code	AP invoice #	Sup company ID	SOTF Supplier ID
208230		03/30/2011	New	BirchStreet Produ	uce	232352342	000000000000007	6	
208232-A		03/31/2011	New	BirchStreet Prod	uce :	232352342	00000000000013	6	
171712917		04/18/2011	New	BirchStreet Prod	uce :	232352342	00000000000021	6	
1234	00000000002370	08/03/2011	New	The Chefs Warel	house	202302	00000000000062	9	
2115XYZ	00000000002115	08/30/2011	New	WINE WAREHOU	SE	WINWAR1	00000000000066	99999	00000001283
<		)							
<u>N</u> ew <u>S</u> ave Select Receipt Invoice Date	Delete PO Print/ s Match es Vendor D	View AP P	rint/View	No <u>t</u> es ception	<u>A</u> ttach Reconcile	Submit	Override		
AP invoic	e number [New]	🔍 💋			St	atus New	~		
			_	1	Fransmission st	atus Select E	ntry	~	
Supplier invoic	e number 📐				Transmission	date			
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PO ret	ference #	Q		Match	ed receipt num	bers		Q	
,	PO Status Select Entry		~						
					Sul	bject			
Supplier co	ompany ID ▶	Q		_	Vendor (	code ▶		Q	
Supplier o	olier name		٩		Exchange	rate			
Invoice Trx Total									

## KEY FEATURES ON THE AP INVOICE SCREEN

In addition to the Navigation List and Entry Screen as previously discussed, the AP Invoice Screen is comprised of several buttons and tabs that will prove useful when creating new invoices or reviewing and modifying existing invoices.

#### AP Invoice Screen Buttons

<u>N</u> ew	<u>S</u> ave	Del	ete	PO Print/View	AP Print/View	No <u>t</u> es	<u>A</u> ttach	Submit	Override
Sele	ct Receip	ts	Mat	tch					



**New** – Click to clear the screen in order to create a new invoice.

**Save** – Used to save a document that is currently in process but not completed. The save button will not process or transmit an invoice during manual invoice entry, but it will save the work that has been done on it.

**Delete** – Used to delete a document in the New status that was accidentally generated or is no longer needed.

**PO Print/View** – Opens the orginial PO tied to an invoice. In addition to the original PO, the budget impact and receiving history are visible in this screen.

AP Print/View – Opens the invoice that has been created in alignment with a PO.

**View PDF** – Opens scanned copies of supplier invoices. (Only available for those receiving invoices via an OCR Feed.)

Notes – Add notes to an invoice.

Attach – Add or review attachments to an invoice.

**Submit** – Submit an invoice to an approver if necessary. (*In some cases, not all AP members will have access to process and transmit all invoices, without first submitting those to an approver.*)

**Override** – Once invoices in an exception status are reviewed and modified, this button is used to finalize an invoice and changes the status into one that is acceptable for transmission to a back office system. (In some cases, not all AP members will have access to the Override button and therefore must use the Save or Submit buttons instead. Saved or submitted documents will then be reviewed by an authority and will be overridden at that time.)

**Select Receipts** – Used when the system does not find a specific matching receiving event for an invoice. Users can use this button to review all receiving events for a PO and select the one that matches the invoice.

**Match** – When entering new invoices manually, this button is used to match a PO and receiving events with a new invoice. If the PO, receiving events, and invoice do not match, the status of an invoice will change to exception and will need to be modified.


### **AP Invoice Screen Tabs**

Invoice Tab – Provides a screen where new invoices are entered or existing invoices reviewed.

Invoice Dates Vendor Detail History Exception Reconcile	
AP invoice number Status	Select Entry
Transmission status	Select Entry
Supplier invoice number	
Invoice date D Batch number	
PO reference # A Matched receipt numbers	
PO Status Select Entry	
Subject	
Supplier company ID D Vendor code	
Supplier name Trx currency	I Q I
Supplier contact ID Exchange rate	
Invoice Trx Total Reconcile Trx Totals	
Invoice subtotal amount  Received ext amt	
Invoice tax amount Received tax amount	
Invoice freight amount Received freight amt	
Invoice grand total	
Variance	
Totals from Detail	
Extended amount	
Tax amount	
Freight amount	
Discount amount	



**Dates Tab** – This optional screen will automatically populate with the date an invoice is entered into BirchStreet. An Age date of a PO, a Discount date and a Due date may be populated manually if applicable.

Invoice Dates Ve	ndor Detail History Exception Reconcile
Entry date	01/17/2012
Age date	
Discount date	
Due date	

**Vendor Tab** – Reveals the supplier contact information for an invoice.

Invoice Dates Ve	ndor Detail History Exception Reconcile
Address line 1	File 57006
Address line 2	
Address line 3	
City	Los Angeles
State-Province	CA
Zip-Postal code	90074
Country	UNITED STATES

Detail Tab – Provides a screen in which new line item details can can added to an invoice.

Invoice L	Dates Vendor	Detail	History E	Exception	Reconcile			
Add Ro <u>w</u>	🔺 🕨 🚽 Search	Column: Row	<b>V</b> 9	Search Text:		GO page 0	of 0 Rowsp	er page 🔦
Row	Substitute item	Line status	Line type	PO number	Item #	ltem desc	Order UOM	Invo



**History Tab** – Provides a history of an invoice which includes the date/time as to when an invoice's status changed.

	Invoi	ce Da	ates Vendor	Detail History	Exception	Reconcile	1	
	▼ ▲	► ◀ Sea	arch Column: Row	💉 🔨 Search	1 Text:	GO page 1	of 1 Rowspe	r page 100
Γ		Row	Changed by	Date/time changed	Field changed	Before	After	
	Edit	1	App Admin	03/10/2011 13:28:37	Status	93 (Not Matched)	94 (Auto Matched)	

**Exception Tab** – When an invoice falls into an exception status, the Exception Tab will become available and any tolerances that have not been met will be visible. Reviewing invoice exceptions is a crucial component to correcting an invoice in order to reconcile it before transmitting it to a back office system.

1	nvoi	ce Dates I	Vendor Detail I	History Excepti	ion R	leconcile		
,	∕ ▲	Search Column	n: Matched date 💌 🔻	Search Text:		GO page 1 c	of 1 Rowsp	er page 100
Г								
		Matched date	Matching exception	Exception type	Row	Supplier inv #	Item #	Item desc
	<u>Edit</u>	03/30/2011 18:14:40	Exception: Header extended trx amount percentage variance. (AP - 381.45, Receiving - 362.6, % variance - 5.1986, allowed % variance 2.0)	Subtotal dollar % variance	1	97120381		

**Reconcile Tab** – Provides a screen in which line items details can be modified in order to reconcile an invoice to the existing receiving events, thus allowing an invoice to be transmitted to a back office system.

	Invoi	ce Dates	Vendor Detail	History	Υ	Exception	Reconcil	e		
	Add i	Ro <u>w</u> 🔻 🔺 ► ◄	Search Column: PO nun	nber	<b>~ •</b>	Search Tex	t:	<u> </u>	age 1 of 1 Rows	per page
ſ		PO number	Receiving number	Dept co	de	GL Acco	unt	Item #	Item desc	UOM
	<u>Edit</u>	00000000002301	00000000001725	10		10-90-330	Guest Supplies		Creamer 3 1/3oz	EA
	<u>Edit</u>	00000000002301	00000000001725	10		10-90-330	Guest Supplies		Creamer 8 1/2oz	EA
	<u>Edit</u>	00000000002301	00000000001725	10		10-90-330	Guest Supplies		Cup 14oz	EA
	<u>Edit</u>	00000000002301	00000000001725	10		10-90-330	Guest Supplies		Cup 7oz	EA
	Edit	00000000002301	00000000001725	10		10-90-330	Guest Supplies		Cup Stackable 7 1/2oz	EA
	<u>Edit</u>	00000000002301	00000000001725	10		10-90-330	Guest Supplies		Flat Plate 11 1/4"	EA
			•						•	



## WORKING WITH OCR FEEDS

For customers using an OCR Provider to scan supplier invoices and feed the contents into BirchStreet, the process of that incoming data is called an OCR Feed. The scanned documents that enter BirchStreet via the feed will automatically look for PO's that match the data on the incoming invoice.

OCR Feeds are a fantastic way to reduce the time it takes to match and reconcile invoices, as the data does not have to be manually entered into BirchStreet for every invoice.

## HANDLING AUTO MATCHED INVOICES

## AUTO MATCHING OVERVIEW

Once an OCR Feed is received in BirchStreet, invoices that find a matching PO will be automatically matched and ready for transmission to a back office system. Invoices that do not find matches will fall in to a number of other statuses which will be discussed in depth in the coming section.

Auto matched invoices run through a process at specific intervals, depending on what has been set up by the customer. Because the process timing is defined behind the scenes, no manual intervention is necessary.

The AP auto matching process must be used in tandem with the BirchStreet e-Procurement module, and the following details will be pertinent to successful auto matching transactions.

- PO's <u>must</u> be in either an "Accepted by Supplier" or "Received" status for AP functionality to begin.
- AP Invoices for PO's in an "Accepted by Supplier" status will remain in a "Not Matched" status until receiving is done.
- AP Invoices for PO's in a "Received" status will be automatically matched against the receiving events for properties using an EDI feed.
- Receiving events should be completed per each individual delivery (i.e. do not combine multiple deliveries into one receiving record).



# AUTO MATCHED INVOICE STATUSES

Incoming supplier invoices will fall into one of several statuses:

**Auto Matched** – The invoice matched the PO's receiving event(s) within the predefined tolerance range and is ready to be transmitted.

**Exception** – The invoice has been automatically compared to the PO's receiving events and the totals do not fall within the predefined tolerance range.

**Not Matched** – The auto-matching process found a PO that matched an invoice but the receiving was not complete.

**New** – The system has identified this as a non-PO invoice.

Once auto matched invoices have been fully matched and processed, statuses can change as they await transmission or have completed transmission.

**Invoice Complete** – The invoice has been completed recently and is awaiting the next automatic process to be transmitted to a back office system.

**Transmitted** – The invoice was transmitted to a back office system but payments have not been posted yet.

Payment Complete – The invoice has been transmitted and payments have been posted.



## HANDLING INVOICES THAT ARE IN A MATCHED STATUS

Auto matched invoices that fall into a **Matched** status do not need to be reviewed or reconciled, as they have already passed through the predefined tolerance ranges. Matched invoices are accessible on the AP Invoice Tab and are ready for transmission to a back office system.

To view these invoices, go to the **AP Invoice Tab**, select **Matched** in the filter menu and the documents will be visible below.

rious	Orde	er Guide Cal	rt PO	In Box	Approvals	AP Invoice	Inventory					
rious	Next I	~										
rious	Next I	*				Print / View	Notes	Attachment	History	Approva	I Details	
rious	Next I			T	ransmit AP	Checkbook	Prop Summary	Delete	Create Invoice	Creat	e CM	
	_	Last Refresh										
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xt:		G	Q									
1/R	lows 1	-3 of 3 found										
					Transmission					Supplior	Invoico	Inv
Ú		AP invoice #	Status	Doc type	date	Supplier name		Subject	PO number	inv#	date	Total
		000000000000103	Auto Matched	AP Invoice		Unisource Worldw	ide	(	00000000002506	XYZ13456	01/15/2012	\$457.67
		000000000000016	Auto Matched	AP Invoice		Edward Don & Cor	npany (Punchout)	(	00000000001065	X56770	04/12/2011	\$45.00
		000000000000000000000000000000000000000	Auto Matched	AP Invoice		COMMERCIAL FUR	NITURE GROUP, INC	(	00000000000756	12345	03/09/2011	\$105.25
	kt: 1 / R	t: 1 / Rows 1	ct:         GC           1 / Rows 1-3 of 3 found         GC           0 0000000000103         0000000000103           0 0000000000016         0000000000016	GO         GO           tt         GO         GO           I / Rows 1-3 of 3 found         Status           00000000000103         Auto Matched           00000000000016         Auto Matched           0000000000001         Auto Matched           0000000000001         Auto Matched	GO         GO           I / Rows 1-3 of 3 found         GO           I / Rows 1-3 of 3 found         Status         Doc type           00000000000103         Auto Matched         AP Invoice           0000000000016         Auto Matched         AP Invoice           0000000000016         Auto Matched         AP Invoice           0000000000016         Auto Matched         AP Invoice	Image: Constraint of the second sec	Commercial and the second	GO     GO       tt     GO       1 / Rows 1-3 of 3 found       Image: Comparing the status     Doc type     Transmission date       00000000000103     Auto Matched     AP Invoice     Unisource Worldwide       0000000000016     Auto Matched     AP Invoice     Edward Don & Company (Punchout)       0000000000001     Auto Matched     AP Invoice     COMMERCIAL FURNITURE GROUP, INC	Image: Constraint of the second se	Image: Control of the state of the	Image: Constraint of the second sec	Image: Constraint of a

# HANDLING INVOICES IN AN EXCEPTION STATUS

Auto matched invoices that have not been successfully matched to a PO or corresponding receiving events nor fallen within a predefined tolerance range will fall into an **Exception** status. Exception statuses are commonly the result of receiving events that have been tracked in one event instead of multiple receiving events when there were multiple shipments. Receiving events should be tracked in BirchStreet when they occur so that each event is tracked separately. Another common occurrence that will cause an invoice to go into an exception status is when a supplier has over-invoiced item quantities or unit prices. Exception status invoices must be reviewed and reconciled in order to continue to process the invoice and transmit it to a back office system.

To handle exceptions, begin on the **AP Invoice Tab**.

Welcome Ben Coker (Mktplc 483 / 20)	20- Rosewood Dem	• 🖌 🔕	🗹 Hide Menu	🗹 Hide Sum	mary <u>Show L</u>	oqo <u>Home I</u>	My Settings Help	<u>Loqout</u>
Catalogs Order Guide	Cart PO In B	ox Approva	als 📕 AP Invoic	e Inventory				
		Submit	Print / View	Notes	Attachment	History	Approval Details	
A		Transmit AP	Checkbook	Prop Summary	Delete	Create Invoice	Create CM	
First Previous Next Last Refresh								
Search Column: PO number	✓ ▼							
Search Text:	<u>60</u> <b>Q</b>							
Page 1 of 1 / Rows 0-0 of 0 found								
AP invoice	Doc							inv 🗠
🕛 🥬 # Stat	tus type Transmis	sion date Suppl	ier name Subje	ect	PO number	Supplier inv #	Invoice date	Total



Use the filter options to pull up any invoices in an Exception status and click  ${\bf GO}.$ 

All	~	
First Previous 1	Next Last Refresh	
Search Column:	Status	✓ ▼
Search Text:	Exception	✓ <u>G0</u>

Note that all invoices in an Exception status will appear below.

We	come	Ben	Coker	(Mktp	lc 483 / 20)	20- Ros	sewood Dem	no 🔽 🔕	🕑 Hide Menu	Hide Summ	iary <u>St</u>	iow Logo <u>Home</u>	My Setti	ings <u>Hel</u> j	<u>Loqout</u>	ţ
	Catal	ogs	ΞŶ	Orde	er Guide 👔 Ca	rt PC	) In B	ox Approv	als AP Invoice	e Inventory						
								Submit	Print / View	Notes	Attachme	nt History	Appro	oval Details		Ī
	All	Date		Nauk I	Y Defreek		]	Transmit AP	Checkbook	Prop Summary	Delete	Create Invo	ice Cr	eate CM		
	<u>Filst</u>	Pier	vious	Stat		-										
	Searc	sh Ci sh Te	ext:	Exce	eption	G0										
	Page	1 of	f 1 / R	ows 1	-10 of 10 found											
								Transmission					Supplier	Invoice		^
			U	1	AP invoice #	Status	Doc type	date	Supplier name		Subject	PO number	inv #	date	Inv Total	
	۲	<u>Edit</u>			000000000000107	Exception	AP Invoice		Unisource Worldwide			00000000002485	YY256	01/15/2012	\$480.55	
	0	Edit			00000000000046	Exception	AP Invoice		Unisource Worldwide			00000000002336	teris test	05/27/2011	\$161.88	
	0	<u>Edit</u>			00000000000034	Exception	AP Invoice		Unisource Worldwide			00000000002336	74839	05/27/2011	\$237.58	
	0	<u>Edit</u>			00000000000044	Exception	AP Invoice		Unisource Worldwide			00000000002331	76590	05/27/2011	\$655.25	
	0	Edit			00000000000038	Exception	AP Invoice		Unisource Worldwide			00000000002317	A123	05/27/2011	\$404.70	
	0	<u>Edit</u>			000000000000000000000000000000000000000	Exception	AP Invoice		Edward Don & Compa	ny SOTF		00000000002310	81-129188	04/18/2011	\$425.16	
	0	Edit			000000000000018	Exception	AP Invoice		Edward Don & Compa	ny SOTF		00000000002308	2082302	04/14/2011	\$450.00	
	0	Edit			000000000000000	Exception	AP Invoice		Edward Don & Compa	ny SOTF		00000000002301	97120381	03/30/2011	\$417.71	
	0	Edit			000000000000000000000000000000000000000	Exception	AP Invoice		ROYAL HAWAIIAN SE	AFOOD		000000000001690	63892	05/26/2011	\$8,000.00	
	0	Edit			000000000000017	Exception	AP Invoice		LAROCCA SKINCARE			00000000000738	12345	04/11/2011	\$20.00	



Weld	ome l	Ben Coke	r (Mktp	lc 483 / 20)	20- Ros	sewood Dem	no 🔽 🔕	🗹 Hide Menu	🗹 Hide Summ	ary <u>St</u>	now Logo Home	<u>My Sett</u>	ings <u>Hel</u> j	<u>Loqout</u>
	atal	ogs	Orde	er Guide 🔰 Ca	rt PC	) In B	ox Approv	als AP Invoice	Inventory					
	All	Previous	Nevt	V ast Defrech			Submit Transmit AP	Print / View Checkbook	Notes Prop Summary	Attachme Delete	nt History Create Inv	oice Cr	oval Details eate CM	
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		Ú		AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject	PO number	Supplier inv #	Invoice date	Inv Total
	۲	Edit		000000000000107	Exception	AP Invoice		Unisource Worldwide			00000000002485	YY256	01/15/2012	\$480.55
	0	Edit		000000000000046	Exception	AP Invoice		Unisource Worldwide			00000000002336	teris test	05/27/2011	\$161.88
	0	Edit		00000000000034	Exception	AP Invoice		Unisource Worldwide			00000000002336	74839	05/27/2011	\$237.58
	0	Edit		00000000000044	Exception	AP Invoice		Unisource Worldwide			00000000002331	76590	05/27/2011	\$655.25
	0	Edit		00000000000038	Exception	AP Invoice		Unisource Worldwide			00000000002317	A123	05/27/2011	\$404.70
	0	Edit		000000000000000000000000000000000000000	Exception	AP Invoice		Edward Don & Compar	IV SOTF		00000000002310	81-129188	04/18/2011	\$425.16
	0	Edit		000000000000018	Exception	AP Invoice		Edward Don & Compar	y SOTF		00000000002308	2082302	04/14/2011	\$450.00
	0	Edit		000000000000009	Exception	AP Invoice		Edward Don & Compar	y SOTF		00000000002301	97120381	03/30/2011	\$417.71
	0	Edit		000000000000000000000000000000000000000	Exception	AP Invoice		ROYAL HAWAIIAN SE	AFOOD		00000000001690	63892	05/26/2011	\$8,000.00
	0	Edit		000000000000017	Exception	AP Invoice		LAROCCA SKINCARE			00000000000738	12345	04/11/2011	\$20.00

Select an invoice to reconcile and click the Edit link to be routed to the AP Invoice Screen.

The invoice will load onto the AP Invoice screen on the Invoice Tab. Click the Exception Tab.

New Save Delete	PO Print/View AP Prin	t/View Notes	Attach Su	omit Override	Select Receipts	Mat
	andor V Datail V History					
AP invoice number	00000000000000000000000000000000000000	Exception	Status	Exception		
			Fransmission status	Processed, not transmitte	d 🗸	
Supplier invoice number	YY256		Transmission date			
Invoice date	01/15/2012		Batch number			
PO reference #	0000000002485 🔍	Match	ed receipt numbers	00000000001922	Q	
PO Status	Receiving Complete	~				
			Subject	[		
Supplier company ID	13 Q Unisource Wo	rldwide	Vendor code	10172011	Q	
Supplier name	Unisource Worldwide					
Supplier contact ID		Q	Exchange rate		-	
			Exchange rate	1		
voice Trx Total		Reconcile	Trx Totals			
Invoice subtotal amount	\$480.55		Received ext amt	\$404.	70	
Invoice tax amount		R	eceived tax amount	\$0.	00	
Invoice freight amount		F	leceived freight amt	\$0.	00	
Invoice grand total	\$480.55	R	eceiving grand total	\$404.	70	
			Variance	\$75.	85	
ayment						
Payment method code	Select Entry 💙 🗭		Terms		<b>_</b>	
Hold			Hold description	і Г		
Home currency	USD US Dollar					
Grand total	\$0.00					



If your logo is not hidden, the system will automatically provide you with a Variance amount. In this case, we can see that due to an invoice grand total amount of \$480.55, we are left with a Variance of \$75.85.

Invoice	grand	total:	\$480.55	
Varianc	e:		\$75.85	

Reviewing the information on the **Exception Tab**, we can also deduce additional information in which to figure out where the Variance amount is coming from and why we haven't fallen within our tolerance range.

The first Exception type is in regards to a **Subtotal dollar % variance**. Reviewing the Matching exception field for that Exception type, we note that excluding tax and freight, our AP invoice states that we owe \$480.55 whereas the receiving event that was previously processed in BirchStreet indicates that we owe \$404.70 (excluding tax and freight). The Matching exception field continues to state that the discrepancy between the two amounts has resulted in a 18.74% variance. One of our pre-defined tolerances states that we will not allow a Subtotal dollar % variance of more than 10% and the system has now taken exception to this transaction.

Invo	oice	grand total: \$480.55									
	rianc	e: \$75.85									
		Hon	ne <u>My Settings</u>	<u>Help</u>	<u>Hide L</u>	oqo	🔘 Entry	🔿 🔾 List 💿 Ve	rtical 🔘 Horizo	ontal Close	
N	ew	<u>S</u> ave <u>D</u> elete	PO Print/View	AP Print/View	No <u>t</u> es	<u>A</u> ttach ଓଧା	omit Ove	erride Se	lect Receipts	Match	
In	voi	ce Dates I	Vendor Detail I	History Except	tion 📔	Reconcile					
•	▼▲▶◀ Search Column: Matched date ▼ Search Text: GO page 1 of 1 Rows per page 100										
		Matched date	Matching exception	Exception type	Row	Supplier inv #	Item #	Item desc	Order UOM		
Ē	dit	01/12/2012 16:33:05	Exception: Header extended trx amount percentage variance. (AP - 480.55, Receiving - 404.7, % variance - 18.7423, allowed % variance 10.0)	Subtotal dollar % variance	1	HH817					
Ē	Edit	01/12/2012 16:33:05	Exception: Header extended trx amount variance. (AP - 480.55, Receiving - 404.7, variance - 75.85, allowed variance 50.0)	Subtotal dollar amt variance	2	HH817					



The second Exception type is in regard to the **Subtotal dollar variance**. Reviewing the Matching exception field for that Exception type, we note that excluding tax and freight, our AP invoice states that we owe \$480.55 whereas the receiving event that was previously processed in BirchStreet indicates that we owe \$404.70 (excluding tax and freight). The Matching exception field continues to state that the discrepancy between the two amounts has resulted in a \$75.85 variance between the two subtotals. One of our predefined tolerances states that we will not allow a Subtotal dollar variance of more than \$50.00 and the system has now taken exception to this transcation.

Invoice	grand total: \$480.55									
Variar	ce: \$75.85									
	Hon	ne <u>My Settings</u>	<u>Help</u>	<u>Hide L</u>	oqo	🔾 En	try 🔘 List	💿 Ve	rtical 🔘 Horizo	ntal Close
<u>N</u> ew	<u>Save</u> Delete	PO Print/View	AP Print/View	No <u>t</u> es	Attach	Submit (	verride	Sel	lect Receipts	Match
Invo	ice Dates	Vendor Detail I	History Except	tion 📔	Reconcile					
<b>*</b> A	Search Colum	n: Matched date 🛛 💙	Search Text:		GO page 1	of 1 Rov	s per page	100		
	Matched date	Matching exception	Exception type	Row	Supplier inv	# Item #	Item (	desc	Order UOM	
Edit	01/12/2012 16:33:05	Exception: Header extended trx amount percentage variance. (AP - 480.55, Receiving - 404.7, % variance - 18.7423, allowed % variance 10.0)	Subtotal dollar % variance	1	HH817					
Edit	01/12/2012 16:33:05	Exception: Header extended trx amount variance. (AP - 480.55, Receiving - 404.7, variance - 75 85 allowed variance	Subtotal dollar amt variance	2	HH817					



Compare the receiving record with the supplier invoice using the **View PDF** button.

Newport Bea	ch, CA 9433						Date	Invoice #
							1/15/2012	YY256
Bill To						Ship To		
3irchStreet Cent	er					BirchStreet	Center	
737 Birch Stree lewport Beach,	rt CA 92660					3737 Birch Newport B	Street each, CA 92660	
PO Number		Terms	Rep	Ship	Via	F.O.B	Project	
2485		Net 21						
Qty 5	Item Code 10042059	Descriptio Power Spor	nge				Price Each 34.94	Amount 174.70
5	10041962	17" Red Bu	offing Pads				30.15	150.75
6	10042083	20" Red Bu	offing Pads				25.85	155.10
							Subtotal	480.55
							Freight	
							Total	480.55



Click the **PO Print/View** button to review the original PO and note the quantity and prices of the items ordered.

					PURCHASE ORDER BirchStreet Center					
PO N Requ Sour Inter PO T	NUMBER : 000000 tired Delivery Da the Document : mal PO No.: Type: Standard	000002485 te:01/05/2012		Status: Receiving Co PO Submit Date: 01/( Customer Account #/	mplete )4/2012 12:45:45 :					
Purc	hase type : Gener	al								
Supp File Los Attn	olier: Unisource 7 57006 Angeles, CA, 900 1: Cami Smith	Worldwide 74, US		Bill To: BirchStreet ( 3737 Birch Street Newport Beach, CA, Attn: Accounts Paya	Center 92660, US Ible					
Title Pho Fax: Ema DB	e: Customer Ser ne: (800) 767-5677 (877) 765-6946 il: cami.smith@u A: Unisource	vice Ambassador inisourcelink.com		Ship To: BirchStree 3737 Birch Street Newport Beach, CA, Attn: Justin Davis	t Center 92660, US					
Sent Nam Title Phot Fax: Ema Cost FOE	From: BirchStree te: Mary Sa Hotel A ne: (949) 56 il: t Center: B: Origin	et Center ato dmin 7-7000		Terms:         Subject:       Unisource E1         Partial Order Accepted: No         Ship via:       Best Way         Payment Terms:       1-15th due the 25th; others due 10th of next Month         Department:       10-Rooms         Payment Method:       Purchase order						
Note Head No N This	es and Attachmen ler Notes : Notes Purchase Order h	ts : nas 0 Attachments								
#	Item SKU	Product Desc.	Qty	UOM	Price	Extension				
1	10042059	10-90-100 / Rooms # 3000 3m Power Sponge 20/Case	5.00	CS	\$34.9400	\$174.70 Edit Line Edit Alloc				
2	10041962	10-90-100 / Rooms 17" Red Buffing Pads 5/Case	5.00	CS	\$20.1500	\$100.75 Edit Line Edit Atloc				
3	10042083	10-90-100 / Rooms 20" Red Buffing Pads 5/case	5.00	CS	\$25.8500	\$129.25 Edit Line Edit Atloc				
		1	Sub Total: Freight: Tax Amount: Less Discount: Total amount due:			\$404.70 \$0.00 \$0.00 \$0.00 \$0.00 \$404.70				

Scroll down to reveiw the receiving history at the bottom of the PO Print/View screen and note the items and quantities received.

Receiving	Receiving History												
Line #	Status	Last receipt date	Item SKU	Description	Order UOM	Order Qty	Rec'd to date qty	Open qty	Can'd qty	Reason			
1	Receiving Complete	01/17/2012 12:32:24	10042059	# 3000 3m Power Sponge 20/Case	CS	5	5	0	0				
2	Receiving Complete	01/17/2012 12:32:24	10041962	17" Red Buffing Pads 5/Case	cs	5	5	0	0				
3	Receiving Complete	01/17/2012 12:32:24	10042083	20" Red Buffing Pads 5/case	CS	5	5	0	0				



Note any discrepencies between the supplier invoice and the PO, actual receiving record, or the receiving history on the PO/Print View screen.

Reviewing supplier invoice #YY256 indicates that we ordered and received the 17" Red Buffing Pads at a price of \$20.15/CS but the supplier is invoicing those at a rate of \$30.15/CS. We can also note that we ordered and received 5 cases of 20" Red Buffing Pads but the supplier is invoicing for 6.

Qty	Item Code	Description	Price Each	Amount
5	10042059	Power Sponge	34.94	174.70
5	10041962	17" Red Buffing Pads	30.15	150.75
6	10042083	20" Red Buffing Pads	25.85	155.10

**Note**: If a discrepency is noticed, follow normal business processes and follow up with the buyer/receiver if necessary.

To reconcile, click on the **Reconcile Tab** and note the line item differences between the receiving event and the supplier invoice.

Invo	nvoice Dates Vendor Detail History Exception Reconcile												
Ado	Add Row V A D 4 Search Column: PO number V Search Text: GO page 1 of 1 Rows per page 100												
	PO number Receiving number Dept code GL Account Item # Item desc UOM Invoiced gty Invoiced price Invextended amt												
Ed	00000000002485	00000000001922	10	10-9	0-100	Cleaning Supplies	10042059	# 3000 3m Power	CS	5	\$34.94	\$174.70	X
Ed	00000000002485	00000000001922	10	10-9	0-100	Cleaning Supplies	10041962	17" Red Buffing Pads	CS	5	\$20.15	\$100.75	X
Ed	0000000002485	00000000001922	10	10-9	0-100	Cleaning Supplies	10042083	5/Case 20" Red Buffing Pads	CS	5	\$25.85	\$129.25	X
								5/case				\$404.70	<u> </u>

To reconcile the supplier invoice to the receiving event, begin by clicking the **Edit** line link next to the second item.

1	nvoice Dates Vendor Detail History Exception Reconcile													
	Add Row VA VA Search Column: PO number V Search Text: GO page 1 of 1 Rows per page 100													
Г	Downlas Developmentes Developede Officerent Handles Handles Howleaded - Handles													
		PO number	Receiving number	Dept co	de	GL ACCO	unt	item #	item desc	UOM	invoiced qty	invoiced price	Invextended amt	
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	×
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	×
													\$404.70	



Once clicked, the line item screen will open.

Invoice Dates Ve	endor Detail	History	Y	Exception	Reconcile								
Add Row 🗸 🔺 🗧 s	Search Column: PO num	ber	• •	Search Tex	t J	<u>GO</u> pag	e 1 of 1 Rows	per page 1	00				
PO number F	Receiving number	Dept co	de	GL Acco	unt	Item #	Item desc	UOM	Invoiced	qty	Invoiced price	Inv extended amt	
Edit 0000000002485 00	000000001922	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS		c,	\$34.94	\$174.70	×
Edit 0000000002485 00	000000001922	10		10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS		5	\$20.15	\$100.75	$\mathbf{x}$
Edit 0000000002485 00	000000001922	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads	CS		5	\$25.85	\$129.25	$\mathbf{x}$
O <u>K</u> <u>C</u> ancel D <u>e</u> lete	e Row											\$404.70	
PO number	00000000002485		Q		Reconcile r	ow 2							
Receiving number	00000000001922		o.		PO d	late 01/04	/2012 12:34:35	-					
Receiving row number	2				Received d	late 01/15	/2012						
Receiving Item Information	1-	_				late jointo	2012						
ltem #	10041962			_	Substitute i	tem							
Item description	17" Red Buffing Pads	5/Case		_									
Department code	10		Q		GL Acco	unt 10-90	-100	_ Q					
	Rooms		- 1			Clean	ing Supplies						
Ordered UOM	CS	_ <b>Q</b>											
Received quantity		5											
PO/Rec'd price	S	20.1500											
Received ext amt		\$100.75											
Invoice Amounts													
Invoiced quantity		5		Invoid	ed / Rov'd qty varia	nce 0.000	0						
Invoiced price	S	20.1500			Price varia	nce	0.0000						
Inv extended amt		\$100.75			Extended amt varia	nce	\$0.00						
Invoice tax amt		\$0.00											
Invoice freight amount		\$0.00											
Invoice total		\$100.75											

Enter the supplier's invoice price of \$30.15 into the **Invoiced price** field and click **OK**.

O <u>K</u> <u>C</u> ancel D <u>e</u> let	e Row		
PO number	0000000002485	Reconcile row	2
Receiving number	0000000001922	PO date	01/04/2012 12:34:35
Receiving row number	2	Received date	01/15/2012
Receiving Item Information			
ltem #	10041962	Substitute item	
Item description	17" Red Buffing Pads 5/Case		
Department code	10	GL Account	10-90-100
	Rooms		Cleaning Supplies
Ordered UOM	cs 🔍		
Received quantity	5		
PO/Rec'd price	\$20.1500		
Received ext amt	\$100.75		
Invoice Amounts			
Invoiced quantity	5	Invoiced / Rcv'd qty variance	0.0000
Invoiced price	\$30.1500	Price variance	-10.0000
Inv extended amt	\$150.75	Extended amt variance	\$0.00
Invoice tax amt	\$0.00		
Invoice freight amount	\$0.00		
Invoice total	\$150.75		



The updated invoice price will immediately be updated within the line item information.

h	nvoice Dates Vendor Detail History Exception Reconcile													
1	Add Row Search Column: PO number Search Text: GO page 1 of 1 Rows per page 100													
Γ.														
		PO number	Receiving number	De	pt code	GL Account		Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt	
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×
	<u>Edit</u>	00000000002485	00000000001922	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	×
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	×
	\$45										\$454.70			

Reveiwing the Variance data in the logo panel, note that the Variance is now down to \$25.85.

Invoice grai	nd total: \$480.55
Variance:	\$25.85

Continue reconciling by clicking the **Edit** link next to the third line item.

	Invoice Dates Vendor Detail History Exception Reconcile													
I	Add Row Search Column: PO number Search Text: GO page 1 of 1 Rows per page 100													
		PO number	Receiving number Dept code		GL Acco	GL Account		Item # Item desc		Invoiced qty	Invoiced price	Inv extended amt		
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×
	<u>Edit</u>	00000000002485	00000000001922	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	×
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	×
			-			•	•		•	•			\$454.70	



Once clicked, the line item screen will open.

Invoice Dates Ve	endor Detail Hi	story	Exception	Reconcile							
Add Row VA > S	Search Column: PO number	<b>v v</b>	Search Tex	t:	GO pag	e 1 of 1 Rows	per page 1	00			
DO sumber	Deservices and the De	-4 1-	CL 4		16	Norm datas	11011	level and also	Investment and an	In a subsected and	
PO number F	Acceiving number De	pt code	GL ACCO	Unt Cleaning Supplier	10042059	# 2000 3m Power	00M	Invoiced qty	Invoiced price	Invextended amt	×
	000000001322		10-50-100	cleaning Supplies	10042035	Sponge 20/Case	03	5	304.54	\$174.70	
Edit 0000000002485 00	000000001922 10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	×
Edit 0000000002485 00	000000001922 10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	×
	l									\$454.70	
OK Cancel Delete	e Row										
PO number	0000000002485	Q		Reconcile r	row 3						
Receiving number	00000000001922	Q		PO d	date 01/04	2012 12:34:35	_				
Receiving row number	3	2		Received d	iate 01/15	2012					
Receiving Item Information											
Item #	10042083			Substitute i	tem						
Item description	20" Red Buffing Pads 5/case										
Department code	10	<b>Q</b>		GL Acco	ount 10-90	-100	_ <				
	Rooms				Clean	ng Supplies					
Ordered UOM	cs	Q									
Received quantity		5									
PO/Rec'd price	\$25.85	00									
Received ext amt	\$129.	25									
Invoice Amounts		_									
Invoiced quantity		5	Invoid	ced / Rov'd qty varia	nce 0.000	)					
Invoiced price	\$25.85	00		Price varia	nce	0.0000					
Inv extended amt	\$129.	25		Extended amt varia	nce	\$0.00					
Invoice tax amt	\$0.	00									
Invoice freight amount	\$0.	00									
Invoice total	\$129.	25									

Enter the supplier's **Invoiced quantity** of 6 and click **OK**.

O <u>K</u> <u>C</u> ancel D <u>e</u> let	e Row			
PO number	0000000002485		Reconcile row	3
Receiving number	00000000001922	<b>_</b>	PO date	01/04/2012 12:34:35
Receiving row number	3		Received date	01/15/2012
Receiving Item Information				
Item #	10042083		Substitute item	
Item description	20" Red Buffing Pads 5/case			
Department code	10		GL Account	10-90-100
	Rooms			Cleaning Supplies
Ordered UOM	cs 🔍			
Received quantity	5			
PO/Rec'd price	\$25.8500			
Received ext amt	\$129.25			
Invoice Amounts				
Invoiced quantity	6		Invoiced / Rcv'd qty variance	-1.0000
Invoiced price	\$25.8500		Price variance	0.0000
Inv extended amt	\$155.10		Extended amt variance	\$0.00
Invoice tax amt	\$0.00			
Invoice freight amount	\$0.00			
Invoice total	\$155.10			



The updated invoice quantity will immediately be updated within the line item information.

1	Invoice Dates Vendor Detail History Exception Reconcile													
	Add Row V A F Column: PO number V Search Text: GO page 1 of 1 Rows per page 100													
Γ.														
		PO number	Receiving number	De	pt code	GL Acco	unt	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt	
	<u>Edit</u>	00000000002485	00000000001922	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×
	<u>Edit</u>	00000000002485	00000000001922	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	×
	<u>Edit</u>	00000000002485	00000000001922	10	Rooms	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	6	\$25.8500	\$155.10	×
					-	•	•				•		\$480.55	

Reveiwing the Variance data in the logo panel, note that the Variance is now down to \$0.00.

Invoice grand	total: \$480.55
Variance:	\$0.00

**Note**: If the Variance still indicates a discrepency, continue to make edits and reconcile as needed to decrease the gap. Be sure to check tax and freight amounts if discrepencies persist.



Once the Variance has decreased to zero or within a tolerable range, return to the **Invoice Tab** and click **Override**. (Not all members will have access to the Override button. If no access has been granted, click Save or Submit so that an authority can review the document before transmission to a back office system.)

Invoice grand total: \$480.55										
Variance: \$0.00										
	Home M	y Settings	Help	Hide Logo		(	O Entry	⊃List ⊙Vei	rtical O Horizontal	Close
<u>N</u> ew <u>Save</u> <u>D</u> elete	PO Print/View	AP Print/View	No <u>t</u> es	<u>A</u> ttach	Submit (	Override	Sele	ct Receipts	Match	
Invoice Dates V	endor Detail	History Exce	eption Re	concile						
AP invoice number	000000000000000000000000000000000000000	💫 🔂		Statu	Exceptio	n	~			
			Tra	ansmission statu	Process	ed, not tran	smitted	~		
Supplier invoice number	YY256		т	ransmission dat	•					
Invoice date	01/15/2012			Batch numbe	r 📔					
PO reference #	00000000002485	<b>_Q</b>	Matched	d receipt number	0000000	00001922		<b>_ _</b>		
PO Status	Receiving Complete	~								
				Subjec	t					
Supplier company ID	13 Q U	Inisource Worldwide	-	Vendor code	1017201	1		_ <b>Q</b>		
Supplier name	Unisource Worldwide							•		
Supplier contact ID		Q								
	[			Exchange rate	•		1			
Invoice Trx Total			Reconcile T	rx Totals					•	
Invoice subtotal amount	S	480.55		Received ext an	t		\$480.55			
Invoice tax amount			Rec	eived tax amoun	t		\$0.00			
Invoice freight amount			Rec	ceived freight am	t		\$0.00			
Invoice grand total	S	480.55	Rec	eiving grand tota	ı		\$480.55			
				Varianc	•		\$0.00			
									•	
Payment				<b>T</b>						
Payment method code	Select Entry 🖌	¢		Term	· .			- ~		
Hold				Hold description						
				a a a a a a a a a a a a a a a a a a a						
Home currency	USD US Dollar	r								
Grand total	J	\$0.00								

If the Invoice grand total falls within the tolerance levels that have been predefined, the status of the invoice will change to **Match Override**.





#### Click **OK** on the confirmation prompt.

Messag	e from webpage  🗙
♪	Processing is done.
	ОК

# HANDLING INVOICES THAT ARE IN A NOT MATCHED STATUS

Auto match invoices that match a PO that has not yet been received against will fall into a **Not Matched** status. If the receiving for a PO has not yet been completed within BirchStreet, the incoming feed file will not be able to make a match.

To handle invoices in the **Not Matched** status, begin on the **AP Invoice Tab**. To view these invoices select **Not Matched** in the filter menu and the documents will be visible below.

We	Icome E	ien Coker	(Mktplc 4	183 / 20)		20	- Rosewood Demo 🔽 🔕		🗹 Hide Menu	🗹 Hide Summ	ary <u>Show Log</u>	o <u>Home</u> M	<u>y Settings Help</u>	Logout
	Catalo	ogs	Order (	Guide Cart	PO In	Box A	pprovals AP Invoice	Inventory						
	Not N	latched	`	4		Subn	nit Print / View	Notes Attachment	History	Approval Details Transmit	AP Checkbook Pro	p Summary Delete	Create Invoice Create	e CM
11	First I	Previous I	Next Las	t Refresh										
	Search	n Column:	PO num	iber 🔽 🔻										
	Search Page	n Text: 1 of 1 / Ro	 ws 1.6 (	GO Q										
				1	1			1	1		1			
				AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject		PO number	Supplier inv #	Invoice date	Inv Total
	۲	Edit		00000000000067	Not Matched	AP Invoice		Unisource Worldwide			0000000002396	XY1243	10/16/2011	\$80.00
	0	Edit		00000000000054	Not Matched	AP Invoice		Unisource Worldwide			00000000002342	87GH	07/14/2011	\$30.00
	0	Edit		000000000000050	Not Matched	AP Invoice		Unisource Worldwide			00000000002331	6789	05/31/2011	\$629.40
	0	Edit		0000000000000000	Not Matched	AP Invoice		Unisource Worldwide			00000000002326	ккјј	01/17/2012	\$504.70
	$\sim$	LUN												
	0	Edit		00000000000047	Not Matched	AP Invoice		Edward Don & Company SOTF			00000000002301	7483290	05/31/2011	\$450.00

Select an invoice and click the Edit link to access the AP Invoice Screen.

We	Welcome Ben Coker (Mktplc 483 / 20) 20- Rosewood Demo 👻 🧿						- Rosewood Demo 💌 🚳		🗹 Hide Menu	✓ Hide Su	immary <u>Sh</u>	ow Logo H	ome <u>My</u> :	Settings <u>Help</u>	Logout
	Catalo	ogs (	Order	Guide Cart	PO In	Box A	pprovals AP Invoice	Inventory							
	Not I First   Search Search	Natched Previous N h Column: [ h Text: ]	lext Las PO nun	t Refresh ber V GOQ		Subr	nit Print / View	Notes Attachment	History	Approval Details Trans	smit AP Checkbook	Prop Summary	Delete	Create Invoice Cr	eate CM
	Page	1 of 1 / Ro	ws 1-7	of 7 found											
			1	AP Invoice #	Status	Doc type	Transmission date	Supplier name	Subjec	t	PO number	Supplie	r inv #	Invoice date	Inv Total
	۲	Edit		000000000000108	Not Matched	AP Invoice		Unisource Worldwide				JJ452		01/17/2012	\$80.00
	0	Edit		00000000000067	Not Matched	AP Invoice		Unisource Worldwide			0000000002396	XY1243		10/16/2011	\$80.00
	0	Edit		00000000000054	Not Matched	AP Invoice		Unisource Worldwide			00000000002342	87GH		07/14/2011	\$30.00
	0	Edit		000000000000050	Not Matched	AP Invoice		Unisource Worldwide			00000000002331	6789		05/31/2011	\$629.40
	0	Edit		00000000000106	Not Matched	AP Invoice		Unisource Worldwide			00000000002326	ккјј		01/17/2012	\$504.70
	0	Edit		000000000000047	Not Matched	AP Invoice		Edward Don & Company SOTF			00000000002301	7483290		05/31/2011	\$450.00
	0	Edit		00000000000033	Not Matched	AP Invoice		BENVIRONMENTAL			00000000001846	479		05/26/2011	\$800.00

The record will load onto the **AP Invoice Screen** on the **Invoice Tab**. Note that the status is Not Matched.



<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP Print	t∕View No <u>t</u> es <u>A</u> ttach S⊥	ubmit Override S	ielect Receipts	Match
Invoice Dates V	endor Detail History	Exception Reconcile			
AP invoice number	[New] 🔍 🗳	Status	Not Matched 😪		
		Transmission status	Select Entry	~	
Supplier invoice number	JJ452	Transmission date			
Invoice date	01/17/2012	Batch number			
PO reference #	Q.	Matched receipt numbers			
PO Status	Receiving Complete	¥			
		Subject			
Supplier company ID	13 Q Unisource Wor	rldwide Vendor code	10172011	Q	
Supplier name	Unisource Worldwide				
Supplier contact ID	· · · · · · · · · · · · · · · · · · ·	Q			
Invoice Trx Total		Reconcile Trx Totals			
Invoice subtotal amount	\$80.00	Received ext amt			
Invoice tax amount		Received tax amount			
Invoice freight amount		Received freight amt			
Invoice grand total	\$80.00	Receiving grand total			
Payment					
Payment method code	Select Entry	Terms		<b>Q</b>	
Hold		Hold description			

Review the scanned document using the **View PDF** button and confirm that there is a PO in BirchStreet for the invoice and that there is at least one receiving event for the PO.

After locating a PO, select a **PO reference number** using the lookup icon **Q**.



Note that you may optionally narrow the search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.

🖉 Purcha	ise Order Number	ookup - Windows	Internet Explorer				
C https://	www05.birchstreetsyste	ms.com/j4/NavList.jsp					
Advance First Prev Search Co Search Te: Page 1 of	<u>d Search</u> ious Next Last Refresh lumn: PO number xt: 2514 1 / Rows 1-1 of 1 found						
	PO number	Subject	PO Status	PO date	Sup company ID	Proxy supplier	TI 🗠
Select	00000000002514	Paper Products	Receiving Complete	01/17/2012 15:35:28	13		US

Once the correct PO is selected, proceed by clicking the **Match** button. (If **Save** is clicked instead, the invoice will automatically be matched during the next scheduled AP auto-match process.)

<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP Print/Vie	ew No <u>t</u> es <u>A</u> ttach Si	ubmit Override	Select Receipts
nvoice Dates Vo	endor Detail History	Exception Reconcile		
AP invoice number	[New] 🗳	Status	Not Matched	~
		Transmission status	Select Entry	~
Supplier invoice number	JJ452	Transmission date		
Invoice date	01/17/2012	Batch number		
PO reference #	00000000002514 🔍	Matched receipt numbers	1	Q
PO Status	Receiving Complete			
		Subject		
Supplier company ID	13 Q Unisource Worldw	ide Vendor code	10172011	Q
Supplier name	Unisource Worldwide			
Supplier contact ID	Q.			
nvoice Trx Total		Reconcile Trx Totals		
Invoice subtotal amount	\$80.00	Received ext amt		
Invoice tax amount		Received tax amount		
Invoice freight amount		Received freight amt		
Invoice grand total	\$80.00	Receiving grand total		
Payment				
Payment method code	Select Entry	Terms		Q
Hold		Hold description		



Click OK.



The status of the invoice is now **Auto Matched** and the document will be transmitted automatically in the next batch.



## HANDLING INVOICES IN A NEW STATUS

Non-PO invoices are invoices that the auto match process could not find a corresponding PO number for in BirchStreet. These non-PO invoices will have a status of **New**. When the automatic AP Process cannot find a PO to match to an invoice, users will need to create, submit, and receive a confirming PO so that a match can occur.

To handle invoices in the **New** status, begin on the **AP Invoice Tab**. To view these invoices select **New** in the filter menu and the documents will be visible below.

elcome	Ben C	Coker	(Mktp	lc 483 / 20)	20- Ro	sewood Der	mo 🗸 🔕	🗹 Hide Menu	🗹 Hide Sumr	nary <u>Sh</u>	ow Logo Home	My Settin	ngs <u>Help</u>	Loqout
Cata	logs		Orde	er Guide 🔰 Cai	n P	0 In E	Box Approv	vals AP Invoice	e Inventory					
							Submit	Print / View	Notes	Attachmer	nt History	Аррго	val Details	
New         Y           Transmit AP         Checkbook         Prop Summary         Delete         Create Invoice         Create CM														
Sear Sear	ch Col ch Te:	dumn:	POR	umber G(	<u>,</u> 2									
Page	e 1 of	1 / Rc	ows 1	-6 of 6 found	1	1	T					Curretter	Investore	
Page	e 1 of	1 / Ro	ows 1	-6 of 6 found	Status	Doc type	Transmission date	Supplier name		Subject	PO number	Supplier inv #	Invoice date	Inv 🗠 Total
	e 1 of Edit	1 / Ro	ows 1	-6 of 6 found AP invoice # 000000000000007	Status New	Doc type	Transmission date	Supplier name BirchStreet Produce		Subject	PO number	Supplier inv # 208230	Invoice date	Inv Total \$3.00
	e 1 of Edit Edit	1 / Rc	ows 1	-6 of 6 found AP invoice # 00000000000000 000000000000000000000	Status New New	Doc type AP Invoice AP Invoice	Transmission date	Supplier name BirchStreet Produce BirchStreet Produce		Subject	PO number	Supplier inv # 208230 208232-A	Invoice date 03/30/2011 03/31/2011	Inv Total \$3.00 \$399.89
	e 1 of Edit Edit	1 / Rc	ows 1	-6 of 6 found AP invoice # 000000000000000 0000000000000000 000000	Status New New New	Doc type AP Invoice AP Invoice AP Invoice	Transmission date	Supplier name BirchStreet Produce BirchStreet Produce Unisource Worldwide		Subject	PO number	Supplier           inv #           208230           208232-A           KK777	Invoice date 03/30/2011 03/31/2011 01/15/2012	Inv Total \$3.00 \$399.89 \$161.88
	Edit Edit Edit Edit	1 / R	ows 1	-6 of 6 found AP invoice # 00000000000000 00000000000013 0000000000	Status New New New	Doc type AP Invoice AP Invoice AP Invoice AP Invoice	Transmission date	Supplier name BirchStreet Produce BirchStreet Produce Unisource Worldwide BirchStreet Produce		Subject	PO number	Supplier inv #           208230           208232-A           KK777           171712917	Invoice date           03/30/2011           03/31/2011           01/15/2012           04/18/2011	Inv Total \$3.00 \$399.89 \$161.88 \$200.00
Page ○ ○ ○	e 1 of Edit Edit Edit Edit Edit	1 / R(	ows 1	-6 of 6 found AP invoice # 0000000000000013 00000000000110 00000000	Status New New New New	Doc type AP Invoice AP Invoice AP Invoice AP Invoice AP Invoice	Transmission date	Supplier name BirchStreet Produce BirchStreet Produce Unisource Worldwide BirchStreet Produce The Chefs Warehouse		Subject	PO number	Supplier inv #           208230           208232-A           KK777           171712917           1234	Invoice date 03/30/2011 03/31/2011 01/15/2012 04/18/2011 08/03/2011	Inv Total \$3.00 \$399.89 \$161.88 \$200.00 \$114.50



W	elcome	Ben (	Coker	(Mktp	lc 483 / 20)	20- Ro	sewood De	no 🗸 🔕	🖌 Hide Menu	🗹 Hide Sumn	nary <u>Sh</u>	iow Logo <u>Home</u>	My Settin	igs <u>Help</u>	Logout
	Cata	logs	Y	Orde	er Guide 👔 Ca	nt P	0 In E	Box Appro	vals AP Invoice	e Inventory					
	Nev	N			~			Submit Transmit AP	Print / View Checkbook	Notes Prop Summary	Attachme Delete	nt History Create Invo	Approv	al Details	
	First	Prev	ious	Next L	ast Refresh										
	Sear	ch Co	lumn:	PO n	number 🔽 🖌	<b>'</b>									
	Sear	ch Te ∍1 of	xt: 1 / Rr	 nws 1.	-6 of 6 found	<u>o</u> Q									
1 11	Page 1 of 1 / Rows 1-6 of 6 found														
		Transmission Supplier Invoice Im											Cumplian	Invoian	Inu
			U		AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject	PO number	Supplier inv #	Invoice date	Inv 🗹 Total
	0	<u>Edit</u>	U		AP invoice #	Status New	Doc type	Transmission date	Supplier name BirchStreet Produce		Subject	PO number	Supplier inv # 208230	Invoice date 03/30/2011	Inv Total \$3.00
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	0 0 0	Edit Edit Edit	Û		AP invoice # 0000000000000000 0000000000000013 00000000	Status New New New	Doc type AP Invoice AP Invoice AP Invoice	Transmission date	Supplier name BirchStreet Produce BirchStreet Produce Unisource Worldwide		Subject	PO number	Supplier inv # 208230 208232-A KK777	Invoice date 03/30/2011 03/31/2011 01/15/2012	Inv Total \$3.00 \$399.89 \$161.88
	0 0 0	Edit Edit Edit Edit	Û		AP invoice # 000000000000000 000000000000013 00000000	Status New New New	Doc type AP Invoice AP Invoice AP Invoice AP Invoice	Transmission date	Supplier name BirchStreet Produce BirchStreet Produce Unisource Worldwide BirchStreet Produce		Subject	PO number	Supplier           inv #           208230           208232-A           KK777           171712917	Invoice date 03/30/2011 03/31/2011 01/15/2012 04/18/2011	Inv Total \$3.00 \$399.89 \$161.88 \$200.00
	0 0 0 0	Edit Edit Edit Edit Edit			AP invoice # 000000000000000 00000000000013 00000000	Status New New New New	Doc type AP Invoice AP Invoice AP Invoice AP Invoice AP Invoice	Transmission date	Supplier name BirchStreet Produce BirchStreet Produce Unisource Worldwide BirchStreet Produce The Chefs Warehouse		Subject	PO number	Supplier inv # 208230 208232-A KK777 171712917 1234	Invoice date 03/30/2011 03/31/2011 01/15/2012 04/18/2011 08/03/2011	Inv Total \$3.00 \$399.89 \$161.88 \$200.00 \$114.50

Select an invoice and click the **Edit** link to access the AP Invoice Screen.

The record will load onto the **AP Invoice Screen** on the **Invoice Tab**. Note that the status is **New**.

<u>N</u> ew <u>Save</u> Delete	PO Print/View AP	Print/View	No <u>t</u> es	<u>A</u> ttach	Submit	Override		
Select Receipts Na	tch							
Invoice Dates Ve	endor Detail Histo	ry Excep	tion Re	concile				
AP invoice number	00000000000110 🔍 🛟			State	us New		~	
			Tra	insmission stati	us Selec	t Entry		~
Supplier invoice number	КК777		т	ransmission da	te			
Invoice date	01/15/2012			Batch numb	er 🗌		]	
PO reference #			Matched	receipt numbe	rs 🗌			
PO Status	Select Entry	~						
				Subje	ct 🗌			
Supplier company ID	13 Q Unisource	e Worldwide		Vendor co	de 10172	011		$\sim$
Supplier name	Unisource Worldwide							
Supplier contact ID		_ <b>Q</b>						
				Exchange ra	te		1	
Invoice Trx Total								
Invoice subtotal amount	\$161.88							
Invoice tax amount								
Invoice freight amount								
Invoice grand total	\$161.88							
Totals from Detail								
Extended amount	\$161.88							
Tax amount	\$0.00							
Freight amount	\$0.00							
Discount amount	\$0.00							
Total amount	\$161.88							
Difference	\$0.00							



Review the scanned document using the **View PDF** button and confirm that there is not a PO in BirchStreet for the invoice.

Unisource Worlwide 1232 Elm Street Suite 320 Newnort Beach, CA 9433	Date Invoice #
	1/15/2012 KK777
Bill To	Ship To
BirchStreet Center	BirchStreet Center
9737 Birch Street Newport Beach, CA 92660	3737 Birch Street Newport Beach, CA 92660

PO Number	Terms	Rep	Ship	Via	F.O.B	Project
	Net 21					

Qty	Item Code	Description	Price Each	Amount
2	10042059	Power Sponge	34.94	69.8
2	10041962	17" Red Buffing Pads	20.15	40.3
2	10042083	20" Red Buffing Pads	25.85	51.7
			Subtotal	161
			Tax	101.
			Freight	
			Total	161.



If there is <u>not a PO in BirchStreet</u>, a Confirming PO must be created, submit for approval, and received against before it can be matched to the invoice.

To create a Confirming PO for use with a New (Non-PO) invoice, go to the Catalog Tab or Order Guide Tab to create or add items to a PO. In this example we will go to the **Order Guide Tab**.

Select the Order Guide from the drop down menu and enter the desired quantities.

C	atalogs	Order Guide	Cart PO	In Box	Approvals	AP Invoid	e Inventory									
	'Unisou	ce	✓ Q	Create PO	Add to PO	Add to car	t Remove Item	Clear all	qty Crea	te OG	Delete OG	Rename OG	Print / View	Copy item	Trsfer Owner	Update
l E F	Purple= irst <u>Pre</u> age 1 o	Non catalog item / Rede <u>vious Next Last Search 1</u> 1 / Rows 1-3 of 3 found	=Discontinued <u>Refresh</u>	Sort Par v	alues	Imprempia			ems populari	Le Issue	nem history	CHECKBOOK				
lī	All	Item #	Prod / Supplier			Pack/ Size	Order UOM	Min qty	Order Qty	Price	Extension	GL Account	Dept			
	<b>~</b>	10042059 More Product Info	# 3000 3m Powe Unisource Worldv	r Sponge 20/Cas vide	9 2	0/	cs 🔍	1.00	2	\$34.94	\$69.88	10-90-100				
	<b>~</b>	10041962 More Product Info	17" Red Buffing Unisource Worldw	Pads 5/Case vide	6	/	cs 🔍	1.00	2	\$20.15	\$40.30	10-90-100				
	<b>V</b>	10042083 More Product Info	20" Red Buffing Unisource Worldw	Pads 5/case vide	6	/	cs 🔍	1.00	2	\$25.85	\$51.70	10-90-100				

#### Click Create PO.

"Unisou	ce	v 🔕	Create PO	Add to PO	Add to car	t Remove Item	Clear all	qty Create	9 OG	Delete OG	Rename OG	Print / View	Copy item	Trsfer Owner	Upd
Purpler	Non catalog item / Red=	=Discontinued	Change Supp	Edit item	ImpTempla	te Exp Template	Create ite	ms Rpt Price	e Issue 🛛	Item history	Checkbook	Prop Summar			
First Pre	vious Next Last Search I	Refresh	Sort Par va	alues											
Page 1 o	f 1 / Rows 1-3 of 3 found														
_															
	Item #	Prod / Supplier		P	ack/ Size	Order UOM	Min qty	Order Qty	Price	Extension	GL Account	Dept			
	Item # 10042059 More Product Info	Prod / Supplier # 3000 3m Powe Unisource Worldv	r Sponge 20/Case vide	P 2	ack/ Size	Order UOM	Min qty 1.00	Order Qty	Price \$34.94	Extension \$69.88	GL Account 10-90-100	Dept			
	Item # 10042059 More Product Info 10041962 More Product Info	Prod / Supplier # 3000 3m Powe Unisource Worldv 17" Red Buffing Unisource Worldv	r Sponge 20/Case vide Pads 5/Case vide	2 5	ack/ Size	Order UOM CS Q CS Q	Min qty 1.00 1.00	Order Qty 2	Price \$34.94 \$20.15	Extension \$69.88 \$40.30	GL Account 10-90-100 10-90-100	Dept			



Click the **Confirming PO** checkbox.

🖯 Create Document - Windows Internet Explorer 📃 🗖 🔀
🕻 https://www03.birchstreetsystems.com/j4/POCreate.jsp?sub_id=483&co_id=20&doctype=PO&singleSup=1&supplierID=13&POType=&callFrom=C 🏭
PO Type Standard
Subject
Note to Supplier
Purchase type D Select Entry
Allow partial ship
Ship via Best Way 🗸
Ship to Attn Name Justin Davis
Cost center
Department 60 A&G
GL Account
Reset Dept/GL acct #
Source Document
Customer account #
Tax based on %   (Uncheck to add flat amts)   Tax   12.0000   HTS   12.0   GL Account   01-05-008
one 😜 Internet 🦓 🕶 💐 100% 👻



Click **OK** on the following prompt.

Messag	e from webpage 🛛 🗙
⚠	695- Warning: This PO will NOT go to the Supplier. Uncheck the Confirming PO checkbox to send the PO to the Supplier. Check it for after-the-fact purchases only.
	ОК

The Required delivery date will be grayed out. Complete all required fields, scroll to the bottom, and click **OK**.

C https://www03.birch:	streetsystems.com/j4/POCreate.jsp?sub_id=483&co_id=20&doctype=PO&singleSup=1&supplierID=13&POType=&callFrom=C	
PO Turno	Standard	~
Confirming PO		
Subject	Unisource Order Invoice KK777	
Required delivery da		
Required dentery as		
Note to Supplier		
Purchase type	General	
Allow partial ship		
Ship via	Best Way	
Ship to Attn Name	Justin Davis	
Cost center		
Department	10 Rooms	
GL Account	10-90-100 Cleaning Supplies	
Reset Dept/GL acct #		
Source Document		
Customer account #		
Tax based on %	amts) 🔽	
Тах	0.0000	
HTS	GL Account	
Freight based on % (Uncheck to add flat	amts)	
Freight	0.0 GL Account	
Less Discount Amou	unt 0	
OK Ca	ncel	~



Click **OK** on the following PO prompt.

Message	e from webpage	e 🗙
♪	455- Generated 00000000000253	PO Number: 20
	ОК	

The Confirming PO will be visible in **RED** on the **PO Tab**.

W	elcome Ben Coker (Mktplc 483 / 20)	20- Rosewood Demo 🗸	Q		🗹 Hide Menu	🗹 Hide	Summary	Show Logo	Home	My Settings	Help	Logout
	Catalogs Order Guide Cart PO	In Box Approvals	AP Invoic	e Inventory								
		Submit Receive	Buyer Con	tact Supp Contact	Print / View / Edit	Print w/Details	Header Update	Notes	Attachment	History	Send Message	
	All Last 30 Days PO's Budg	get Impact Add to OG	Add to ca	rt Copy PO	Delete PO	Receiving History	Create items	Approval Details	Add Addt'l Info	Receive Confirm	m Change GL Acct	
	First Previous Next Last Refresh Ch	eckbook Prop Summary	Change PO	Туре								
	Search Column: PO number 👻 🔻											
	Search Text: 0000000002520 GO											
	Page 1 of 1 / Rows 1-1 of 1 found											
	🖞 👂 PO number	PO Status	Confirm	Subj / Supplier			PO date	Req d	elivery PO T	otal Alloc		^
	Edit     0000000002520	New	Yes L	Inisource Order Invoice KK Inisource Worldwide	(777		01/17/2012	01/17	7/2012 \$16	1.88 No		

Click **Submit** to route for approvals.

We	elcome E	Ben C	oker	(Mkt;	plc 4	3/2	0)		20- F	Rosewood Demo 🔽	0			Hide Menu	м н	ide Summary	<u>Sho</u>	v Logo	Home	1	Ily Settings	Help	Logout
	Catal	ogs	Y	Ord	ler (	uid	e Cart	1	PO In Box	Approvals	AP Invo	ice	Inventory										
			0.0-0	- 00					Submit	Receive	Buyer Co	ontact	Supp Contact	Print / View / Edit	Print w/Detai	s Header Updat	e Not	DS	Attachment		History	Send Message	
	AIL	881.5	0 Day	IS PU	18		×		Budget Impact					Delete PO	Receiving Hist			Details					
	First	Previ	ous	lext	Last	Ref	resh	1	Checkbook	Prop Summary	Change P	О Туре											-
1	Searc	h Col	umn:	PO	num	er	<b>v v</b>	1		,													
	Searc	h Tex	d:	0000	0000	0000	2520 <u>GO</u>																
	Page	1 of	1 / Ro	ws	1-1 o	f 1 fo	und																
11		1		_		1						1											~
11				U	P		PO number			PO Status	Confirm	Subj /	Supplier			PO date		Req d	elivery P	) Total	Alloc		
	۲	Ed	5			00	000000000252	0		New	Yes	Unisou Uniso	rce Order Invoice KK urce Worldwide	777		01/17/2012		01/17	/2012	\$161.88	No		

**Important Note:** Confirming PO's must be in a status beyond approval pending. Any PO that is in an approval pending or new status will cause the invoice to error out into the invoice feed correction and could possibly cause a delay in processing. Be sure to relay the message to approvers that the PO must be approved before the next automatch process runs.



Once the PO has been approved it will move into an Accepted status. Click on the **Receive Confirm** button.

We	elcome B	en Co	ker (M)	tpic 48	3/2	D)	20- F	osewood Demo 💌	Ô.		🗹 Hide Menu	🗹 Hide	Summary	Show Logo	Home	My Setting	<u>s Help</u>	Loqou	<u>t</u>
	Catalo	gs	Or	der G	uide	e Cart	PO In Box	Approvals	AP Invoice	Inventory									
				<b>.</b>			Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Details	Header Update	Notes	Attachment	History	Send Me	ssage	
	Ailla	ST 30	Days H	US		×	Budget Impact	Add to OG	Add to cart	Copy PO	Delete PO	Receiving History	Create items	Approval Details	Add Addt'l Info	Receive Confi	rm Change G	L Acct	
	First P	revio	us Nex	t <u>Last</u>	Refr	esh	Checkbook	Prop Summary	Change PO Type	•									
	Search	Colu	nn: PC	) numb	er	Ƴ ▼			·	-									
	Search	Text:				GO													
	Page 1	of 1	Rows	1-66 (	of 66	found													
			I		F	O number		PO Status	Confirm	N Subj / Supplier			PO d	ate	Req delivery	PO Total	Alloc		^
	۲	Edit			000	000000002520		Accepted by su	ipplier Yes	Unisource Order In Unisource World	tvoice KK777 Iwide		01/17/2	2012	01/17/2012	\$161.88	No		

Enter the Received date and click Generate Receipt.

🖉 Receiving - Windows Internet Explorer
🔘 https://www03.birchstreetsystems.com/j4/PopupFrame.jsp?panelURL=Popup10458en208.j 🔒
Generate Receipt <u>C</u> ancel
Received date 01/17/2012
Invoice number
Invoice amount
Invoice date

The system will generate a receiving record. This receiving record number and Confirming PO number will be matched against the invoice.

Received by: Ben Color: Buyer's name: Ben Color: Ben Stower Sponze Color: Ben Stower Sponze Color: Bene Stower	Receiving Record	#: 0000000	00001925			Purchase	Order #: 00	000000000	2520			(	Confirmin	g Purchase Order	r -	
Bayer's name: Sen Color         Bayer's Phone: (949): 87-7000         Bayer's Dept: A&0           Invoice number:         PO date:         01/17/2012         Super's Dept: A&0           Invoice number:         5000         PO freight amount:         5000         Trecking number:         Bill of Iading number:           Invoice tex amount:         5000         PO Teright amount:         5000         Bill of Iading number:         Bill of Iading number:           Invoice tex amount:         5000         PO Teright amount:         5000         Bill of Iading number:         Bill of Iading number:           Invoice tex amount:         5000         PO Teright amount:         5000         Bill of Iading number:         Bill of Iading number:           Invoice less discontar amount:         5000         PO Teright amount:         5000         Bill of Iading number:         Bill of Iading number:         Bill of Iading number:         Bill of Iading number:         Super's Dept: Adv         Sup		Received by	Ben Coker				Received on:	01/17/2012					PO	Status: Receiving C	omplete	
Invoice number:       PO date:       0/1/7.2012       Sugner:       Sugne:       Sugne:       Sugner:       Sugn		Buyer's name	e: Ben Coker			E	Buyer's Phone: (	(949)567-7000						Buyer's Dept.: A&	:G	
Invoice substal amount:         90.00         PO substal:         91.01.81         Source document number:         Source document nu		In	voice number:					PO date:	01/17/2012					Supplier:	Unisource	Worldwide
Invoice freight amount:         50.00         PO Freight amount:         50.00         PO Freight amount:         50.00           Invoice fax amount:         50.00         PO Isas         50.00         Bill of Ialding number:         So           Receiving Notes :         Store fax amount:         50.00         PO Trail:         510.18         Delivery note number:         So           Receiving Notes :         Store fax amount:         50.00         Delivery note number:         So         So         So         So           Product Is an unit:         Store fax         So         <		Invoice sul	ototal amount:	\$0.00				PO subtotal:	\$161.88				Sourc	e document number:		
Invoice tas amount:         50.00         PO Tax amount:         50.00         Bill of Taking number:           Invoice less discontar amount:         50.00         PO Jess discontaramount:         50.00         Bill of Taking number:         Delicery note number:           Invoice less discontaria statisticant amount:         510.188         PO Total:         510.188         Direct total amount:         510.185           Receiving Notes :		Invoice fr	eight amount:	\$0.00			PO Fre	ight amount:	\$0.00					Tracking number:		
Invoice less discount anount:         50.00 Invoice Toral:         PO less discount anount:         50.00 PO Toral:         Delivery note number:           Receiving Notes :         5161.88         PO Toral:         5161.88         Direct toral anount:         5161.58           Receiving Notes :         Storatic         Storatic         Storatic         Direct toral anount:         5161.58           Product Disbursement:         Poetron:         Department:         Date:         Storatic         Storatic           Peivered to:         Location:         Storatic         Storatic         Storatic         Storatic           Line strans         Teem SKU         Poduct Disbursement:         Storatic         Storatic         Storatic         Storatic           Receiving Complete         Ioto200 3m Power Sponge 20 Case         Order VON         Police Poly         Order Opy         Staf400         Stof988         2.00         Staf400         Stof988         2.00         0.00		Invoid	e tax amount:	\$0.00			PO	Tax amount:	\$0.00				в	ill of lading number:		
Invoice Total:         S161.88         PO Total:         S161.88         Direct total amount:         S161.88           Receiving Notes : No Notes	In	voice less dis	count amount:	\$0.00			PO less disco	unt amount:	\$0.00				D	elivery note number:		
Receiving Notes : No Notes           Department :			Invoice Total:	\$161.88				PO Total:	\$161.88					Direct total amount:	\$161.88	
No Notes           Product Disbursement:           Product Disbursement:         Department :	Receiving Notes :															
Product Disbursement:           Product Disbursement:         Department :         Department :         Date :           Product Disbursement:	No Notes															
Picked up by:         Department:         Department:         Date:           Defivered to:         Locatio:         Part-Ase order         Stanture:           Line status Complete         Podet Decs.         Celebrand         Order VO         Pode/Size         Order VO         Pode/S	Product Disbursement:															
Delivered to:	Picked up by:	_			Depart	ment :					Date					
Purchase order         Receiving           Line status         Item SKU         Product Desc.         GL Account         Order UOM         Pack/Size         Order QQy         Unit price         Ex.Amt         Acprd agy         Unit price         Ex.Amt         Receiving         Complete         1004:005         # 5000 3m Power Sponge 20.Case         10.90-100         CS         20.0         520.1500         \$34.4000         \$698.8         2.00         5.96.98         2.00         0.	Delivered to:	_			Locatio	on :					Signa	ture :				
Line stratus         Term SKU         Product Desc.         GL Account         Order VOM         Pol/ck State         Order Qvg         Unit price         Lt.Amt         Acprd qv         Unit price         Ext. Amt         Rec' dro date qv         Open qvg         Can'd qvg         Rear of qvg         Unit price         Ext. Amt         Rec' dro date qvg         Open qvg         Can'd qvg         Rear of qvg         Stat price         Ext. Amt         Rec' dro date qvg         Open qvg         Can'd qvg         Rear of qvg         Can'd qvg         Rear of qvg         Can'd qvg         Stat price         Ext. Amt         Rec' dro date qvg         Open qvg         Can'd qvg         Rear of qvg         Can'd qvg         Can'd qvg         Can'd qvg         Can								Pu	chase order	s	F	Receiving				
Receiving Complete         10042059         # 3000 3m Power Sponge 20 Case         10-90-100         CS         20 / -         2.00         \$34,9400         \$69,88         2.00         \$0.00         0.00	Line status	Item SKU	Product Des	e.	GL Account	Order UOM	Pack/ Size	Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Rec'd to date qty	Open qty	Can'd qty Reason
Receiving Complete         10041962         17" Red Buffing Pads 5 Case         10-90-100         CS         5 / -         2.00         \$20.1500         \$40.30         2.00         0.00         0.00         0.00         0.00         -	Receiving Complete	10042059	# 3000 3m Po	wer Sponge 20/Case	10-90-100	CS	20 / -	2.00	\$34.9400	\$69.88	2.00	\$34.9400	\$69.88	2.00	0.00	0.00 -
	Receiving Complete	10041962	17" Red Buff	ing Pads 5/Case	10-90-100	CS	5 / -	2.00	\$20.1500	\$40.30	2.00	\$20.1500	\$40.30	2.00	0.00	0.00 -
Receiving Complete 10042083 20" Red Buffing Pads 5/case 10-90-100 CS 5/- 2.00 \$25,8500 \$51.70 2.00 \$25,8500 \$51.70 2.00 0.00 0.00 -	Receiving Complete	10042083	20" Red Buff	ing Pads 5/case	10-90-100	CS	5/-	2.00	\$25.8500	\$51.70	2.00	\$25.8500	\$51.70	2.00	0.00	0.00 -



To match the Confirming PO to a New (Non-PO) Invoice, return to the **AP Invoice Tab**, select **New** in the filter menu and the documents will be visible below.

W	elcome	Ben	Coker	(Mktp	lc 483 / 20)	20- Ro	sewood De	mo 🔽 🔕	🗹 Hide Menu	🗹 Hide Sumr	nary <u>Sł</u>	now Logo Home	My Settin	igs <u>Help</u>	Logout
	Cata	logs		Orde	er Guide 🔰 Cai	1   P	0 In E	Box Appro	vals AP Invoice	Inventory					
	Ne	w			~			Submit Transmit AP	Print / View Checkbook	Notes Prop Summary	Attachme Delete	nt History Create Invo	Approvice Crea	al Details	
	Sear Sear Sear Pag	ch Ci ch Ci ch Te e 1 o	olumn: ext: f 1 / Ro	PO r Wext 1	umber V G( -6 of 6 found	<u>_</u> Q									
			Ú		AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject	PO number	Supplier inv #	Invoice date	Inv 🗠 Total
	0	Edit			000000000000000	New	AP Invoice		BirchStreet Produce				208230	03/30/2011	\$3.00
	0	Edit			000000000000013	New	AP Invoice		BirchStreet Produce				208232-A	03/31/2011	\$399.89
	۲	Edit			000000000000110	New	AP Invoice		Unisource Worldwide				КК777	01/15/2012	\$161.88
	0	Edit			000000000000021	New	AP Invoice		BirchStreet Produce				171712917	04/18/2011	\$200.00
	0	Edit			000000000000062	New	AP Invoice		The Chefs Warehouse			00000000002370	1234	08/03/2011	\$114.50
	0	Edit			00000000000066	New	AP Invoice		WINE WAREHOUSE			00000000002115	2115XYZ	08/30/2011	\$852.15

Select the invoice and click the Edit link to access the AP Invoice Screen.

W	elcome	Ben (	Coker	(Mktp	lc 483 / 20)	20- Ro	sewood De	mo 🛩 🔕	🗹 Hide Menu	🗹 Hide Sumr	nary <u>St</u>	now Logo Home	My Settin	iqs <u>Help</u>	Logout
	Cata	logs		Orde	er Guide 🔰 Cai	1   P	0 In E	Box Appro	vals AP Invoice	e Inventory					
	Nev	v			~			Submit Transmit AP	Print / View Checkbook	Notes Prop Summary	Attachme Delete	nt History Create Invo	Approv	al Details	
	First	Prev	ious	Next I	<u>ast</u> Refresh										
	Sear	ch Co	olumn:	PO r	number 🔽 🗸	<b>'</b>									
	Sear	ch Te	ext:		<u>G</u>	$\underline{o}_{\mathbf{Q}}$									
	Page	1 01	17 R	JWS 1	-6 61 6 160nd						1	1		1	
					AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject	PO number	Supplier inv#	Invoice date	Inv 🗹 Total
	0	<u>Edit</u>			000000000000000	New	AP Invoice		BirchStreet Produce				208230	03/30/2011	\$3.00
	0	<u>Edit</u>			000000000000013	New	AP Invoice		BirchStreet Produce				208232-A	03/31/2011	\$399.89
	۲	<u>Edit</u>			000000000000110	New	AP Invoice		Unisource Worldwide				KK777	01/15/2012	\$161.88
	0	<u>Edit</u>			0000000000000021	New	AP Invoice		BirchStreet Produce				171712917	04/18/2011	\$200.00
	0	<u>Edit</u>			000000000000062	New	AP Invoice		The Chefs Warehouse			00000000002370	1234	08/03/2011	\$114.50
	0	<u>Edit</u>			00000000000066	New	AP Invoice		WINE WAREHOUSE			00000000002115	2115XYZ	08/30/2011	\$852.15



Г

<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP I	Print/View	No <u>t</u> es	<u>A</u> ttach	Submit	Override		
Select Receipts Ma	ich						-	
Invoice Dates Ve	endor Detail Histo	ry Exc	eption Re	concile				
AP invoice number	00000000000110 🔍 🛟			Stat	us New		~	
			Tra	ansmission stat	us Selec	t Entry		~
Supplier invoice number	KK777		т	ransmission da	ate 🗌			
Invoice date	01/15/2012			Batch numb	er 🗌			
PO reference #	Q		Matched	I receipt numbe	ers			<b>Q</b>
PO Status	Select Entry	*						
				Subje	ect			
			-					
Supplier company ID	13 Unisource	Worldwide		Vendor co	de [10172	2011		Q I
Supplier name	Unisource Worldwide							
Supplier contact ID		_ <						
	J							
				Exchange ra	ate		1	
Invoice Trx Total								
Invoice subtotal amount	\$161.88							
Invoice tax amount								
Invoice freight amount								
Invoice grand total	\$161.88							
Totals from Detail								
Extended amount	\$161.88							
Tax amount	\$0.00							
Freight amount	\$0.00							
Discount amount	\$0.00							
Total amount	\$161.88							
Difference	\$0.00							



Enter the **PO reference #** of the Confirming PO. Once the correct PO is selected, proceed by clicking the **Save** button to route the invoice through approvals if applicable.

New Save Delete	DO Drint&fow AD D	)rint//iouv Notos	Attach	erreit Ovorrido	Salaai Daasirin	Hotob
Wew Zave Delete		notes	Attach 5		Select necelpts	Match
Invoice Dates Ve	endor Detail Histor	y Exception	Reconcile			
AP invoice number	[New] 🔍 🗳		Status	New	✓	
			Transmission status	Select Entry	~	
Supplier invoice number	КК777		Transmission date			
Invoice date	01/16/2012		Batch number			
PO reference #	0000000002520 🔍	Match	ned receipt numbers		Q	
PO Status	Receiving Complete	~				
			Subject			
Supplier company ID	13 Q Unisource	Worldwide	Vendor code	10172011	Q	
Supplier name	Unisource Worldwide					
Supplier contact ID		_ <b>Q</b>				
		_				
Invoice Trx Total		Reconcile	Trx Totals			
Invoice subtotal amount	\$161.88		Received ext amt			
Invoice tax amount		F	Received tax amount			
Invoice freight amount		1	Received freight amt			
Invoice grand total	\$161.88	F	Receiving grand total			
ayment			Terms		Q	
Payment method code	Select Entry 💉 🖍				`	
Hold			Hold description			

#### Click OK.



### The status of the invoice is now Approval Pending.





## DELETING AUTO MATCHED INVOICES IN A NEW STATUS

If it is discovered that items on an invoice in a **New** status <u>were not ordered or received</u>, the invoice can be deleted as shown below.

Begin on the **AP Invoice Tab** and click the **Create Invoice** button to be routed to the AP Invoice Screen.

V	Velcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet Cer	nter 🖌 🔕	🛃 Hide Menu	🗹 Hide Sum	nmary <u>Show L</u>	oqo <u>Home</u>	<u>My Settings</u> <u>Help</u>	Logout
	Catalogs Order Guide Cart PO In B	Box Approvals	AP Invoice	Inventory				
		Submit	Print / View	Notes	Attachment	History	Transmit AP	
		Checkbook F	Prop Summary	Delete	Create Invoice	Create CM		
	First Previous Next Last Refresh							
	Search Column: PO number							
	Search Text: GO							
Page 1 of 1 / Rows 0-0 of 0 found								
	AP invoice Doc							Inv 🗠
	# Status type Transmis	ssion date Supplier	name Subjec	t	PO number	Supplier inv #	Invoice date	Total

On AP Invoice Screen, use the filter options on the left-side to view invoices in the New status.

New       ▲ dvanced Search         First Previous Next Last Refresh         Search Column:       Supplier inv #         Search Text:       GO         Page 1 of 1 / Rows 1-5 of 5 found							
Supplier inv #	PO reference #	Invoice d					
208230		03/30/20					
208232-A		03/31/20					
171712917		04/18/20					
1234	00000000002370	08/03/20					
2115/0/7							



Select the document to review by clicking on the **Supplier inv #**.

New       Advanced Search         First Previous Next Last Refresh         Search Column:       Supplier inv #         Search Text:       GO         Page 1 of 1 / Rows 1-5 of 5 found							
Supplier inv #	PO reference #	Invoice d					
208230		03/30/20					
208232-A		03/31/20					
171712917		04/18/20					
1234	0000000002370	08/03/20					
2115XYZ	00000000002115	08/30/20					

With the invoice loaded on the entry screen, click **Delete**.

Welcome Ben Coker (Mktplc 483 / 20)		Home My S	Settings <u>Help</u>	Show Logo O Entry	O List  Vertical O Horizontal	lose
		New Cause Datata	00 Drivet 6	web Gauss Mada an Attack		
New Advanced Search		<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/view AP Pr	nuview   No <u>ī</u> es   <u>A</u> πach   Su	ibmit   Overnde   Select Receij	pts Match
First Previous Next Last Refresh		Invoice Dates Ve	ndor Detail History	Exception Reconcile		
Search Column: Supplier inv #		AB invoice number		Chatua Chatua	New	^
Search Text: GO		AP Invoice number				
Page 1 01 17 Rows 1-5 01 5 Tound				- I ransmission status	Select Entry	
Supplier inv # PO reference #	Invoice d 🛆	Supplier invoice number	208230	Transmission date		
208230	03/30/20	Invoice date	03/30/2011	Batch number		
208232-A	03/31/20	PO reference #	Q .	Matched receipt numbers	Q	
171712917	04/18/20	PO Status	Select Entry	~		
1234 0000000002370	08/03/20			Subject		-
2115XYZ 0000000002115	08/30/20					
		Supplier company ID	6 GirchStreet i	Produce Vendor code	232352342	
		Supplier name	BirchStreet Produce			
		Supplier contact ID		0		E
		Coppier contact in				
			)			
		Invoice Trx Total				
		Invoice subtotal amount	\$250.00			
		Invoice tax amount				
		Invoice freight amount				
		Invoice grand total	\$250.00			
		Totals from Detail	1 02.00,00			
		Extended amount	\$3.00			
		Tax amount	50.00			
		Ereight amount	80.00			
		Preignt amount	\$0.00			
		Discount amount	\$0.00			
		Total amount	\$3.00			
<	>	Difference	\$247.00			×
		-				



Click **OK** to confirm.

Message from webpage 🛛 🛛 🔀							
?	135- Do you want to delete this document from the database?						
	OK Cancel						

# ENTERING INVOICES MANUALLY (PAPER INVOICE ENTRY)

For properties that are not receiving scanned supplier invoices via an OCR feed, physical paper invoices that arrive can be used to manually create a system copy of each supplier invoice. System copies are then used to reconcile between a supplier's invoice amount and the receiving event(s) for a purchase order.

The AP Invoice Entry process must be used in tandem with the BirchStreet e-Procurement module, and the following details will be pertinent to success.

- PO's <u>must</u> be in either an "Accepted by Supplier" or "Received" status for AP functionality to begin.
- AP Invoices for PO's in an "Accepted by Supplier" status will remain in a "Not Matched" status until receiving is done.
- AP Invoice Entry must be completed before matching can commence.
- Receiving events should be completed per each individual delivery (i.e. do not combine multiple deliveries into one receiving record).

# MANUAL INVOICE CREATION OVERVIEW

Manually creating a system copy of an invoice allows users to conduct a three way match between an original purchase order, receiving events for that purchase order, and a supplier's invoice.

Before beginning the process of manually entering invoices into BirchStreet, it is strongly recommended that users match up all receiving records with any supplier invoices that are on hand. In many cases, users may wish to refer back to a specific receiving event for a purchase order and compare that event to the supplier's invoice. Having the paperwork organized before you begin will allow you to minimize the time spent searching for details after beginning the invoice creation process.



## MANUAL INVOICE ENTRY STATUS

Upon manually entering invoices, the invoices will fall into one of several statuses:

**Auto Matched** – The invoice matched the PO's receiving event(s) within the predefined tolerance range and is ready to be transmitted.

**Exception** – The invoice has been compared to the PO's receiving event(s) and the totals do not fall within the predefined tolerance range.

Not Matched – The original status of an invoice before any matching has been attempted.

**New** – A non-PO invoice.

Once invoices have been fully matched and processed, statuses can change as they await transmission or have completed transmission.

**Invoice Complete** – The invoice has been completed recently and is awaiting the next automatic process to be transmitted to a back office system.

**Transmitted** – The invoice was transmitted to a back office system but payments have not been posted yet.

**Payment Complete** – The invoice has been transmitted and payments have been posted.

#### ONE INVOICE FOR ONE PO AND ONE RECEIVING EVENT

To reconcile a physical copy of a supplier's invoice against a receiving event, begin on the **AP Invoice Tab** and click the **Create Invoice** button.

W	elcome Ben Coker (Mktplc 483 / 20)	20- Bir	chStreet Center 💌 🔕	🗹 Hide	Menu 🛛 🗹 Hide S	Summary <u>Show</u>	Logo <u>Home</u>	My Settings Help	Logout
	Catalogs Order Guide	Cart P	0 In Box Ap	provals AP In	voice Inventor	y			
			Submi	it Print / Vie	w Notes	Attachment	History	Transmit AP	
	AI		Checkbo	ook Prop Summ	ary Delete	Create Invoice	Create CM		
	First Previous Next Last Refresh	L							
	Search Column: PO number	✓ ▼							
	Search Text:	<u> </u>							
	Page 1 of 1 / Rows 0-0 of 0 found								
	AP invoice	Doc							Inv 🗠
	🕕 🔍 🥬 # 🛛 S	Status type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Total


An **AP Invoice Screen** will appear and you will begin on the **Invoice Tab**. Note that when creating a new invoice, there are several blue boxes with white arrows that depict required fields in the entry screen

Now Savo Doloto	DO DrintAliow AD Drin	tAliow Notos Attach	Subarit Ovorrido
Select Receipts Mai	tch		200mit Overnde
Invoice Dates Ve	ndor Detail History	Exception Reconcile	
AP invoice number	[New] 🔍 🗳	Statu	JS New 🗸
		Transmission statu	us Select Entry
Supplier invoice number 🕨		Transmission da	te
Invoice date 🕨		Batch number	er
PO reference #	<b>Q</b>	Matched receipt number	<u>Q</u>
PO Status	Select Entry	*	
		Subje	ct
Supplier company ID 🕨	<b></b> و	Vendor coo	de 🔰 🔍
Supplier name			
Supplier contact ID		C Exchange ra	te
Invoice Trx Total			
Invoice subtotal amount 🕨			
Invoice tax amount			
Invoice freight amount			
Invoice grand total D	1		
Totals from Detail			
Extended amount	\$0.00		
Tax amount	\$0.00		
Freight amount	\$0.00		
Discount amount	\$0.00		
Total amount			
Difference			



Take the physical copy of a supplier's invoice in hand and note the invoice number, invoice date and whether a PO number is referenced. Proceed to review the document and note the supplier's subtotal amount, tax, frieght, and grand total.

Newport Bea	ich, CA 9433						Date 1/6/2012	Invoice # XX234
Bill To						Ship To		
BirchStreet Cen	ter					BirchStreet	Center	
737 Birch Stre Newport Beach,	et , CA 92660					3737 Birch Newport B	Street each, CA 92660	
		-		01.1	10-		Project	
PO Number		Terms	Rep	Ship	Via	F.O.B	Project	
2484		Net 21				1	L	
Qty	Item Code	Description	n				Price Each	Amount
5	10042059	Power Spor	ıge				34.94	174.70
5	10041962	17" Red Bu	offing Pads				20.15	100.75
5	10042083	20" Red Bu	iffing Pads				25.85	129.25
							Subtatal	404.70
							Tax	404.70
							Freight	
							Total	404.70



Review the Receiving Record if necessary and note the receiving record number of 1903 that corresponds with the PO number of 2484.

Receiving l	Record #:	000000000000000000000000000000000000000	3			1	Purchas	se Order	#: 0000	0000000	2484				
1	Received by:	Ben Coker			Receive	d on: 01/06/.	2012				PO Stat	us: Receivin	ig Compi	lete	
В	Buyer's name: Mary Sato				Buyer's Ph	10ne: (949)5	67-7000				B	iyer's Dept.:	A&G		
	Invoice	number:				PO dat	te: 01/04	4/2012				Supplier	r: Uniso	ource W	orldwid
Invo	oice subtotal	amount: \$0.00				PO subtota	al: \$404.	.70		Sou	irce docui	nent number	r:		
Inv	oice freight	amount: \$0.00			PO Fr	eight amour	nt: \$0.00	)			Tracl	king number	r:		
	Invoice tax	amount: \$0.00			PC	) Tax amour	nt: \$0.00	)	Bill of lading number:						
Invoice le	ess discount	amount: \$0.00		F	O less disc	count amour	nt: \$0.00	)	Delivery note number:						
		PO Total:			al: \$404.	.70	Direct total amount: \$404.70								
<b>Receiving I</b> No Notes	Notes :														
Receiving I No Notes Product Disbu Picked up by:	Notes : ursement:			Departmen	nt :				D	Date :					
Receiving I No Notes Product Disbu Picked up by: Delivered to:	Notes : irsement:			Departmer Location :	nt :				D	ate :					
Receiving I No Notes Product Disbu Picked up by: Delivered to:	Notes : irsement:			Departmen Location :	nt :	Purch	ase or	ders	D S F	eate : ignature : <b>Receiving</b>	5				
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status	Notes : irsement: Item SKU	Product Desc.	GL Account	Departmen Location : Order UOM	nt : Pack/ Size	Purch Order Qty	ase or Unit price	ders Ext. Amt	D S F Acpt'd qty	ate : ignature : _ <b>Ceceiving</b> Unit price	g Ext. Amt	Rec'd to date qty	Open qty	Can'd qty	Reaso
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status Receiving Complete	Notes : Irsement: Item SKU 10042059	Product Desc. # 3000 3m Power Sponge 20/Case	GL Account 10-90-100	Department Location : Order UOM CS	nt : Size 20 / -	Purch Order Qv 5.00	uase orv Unit price \$34.9400	ders Ext. Amt \$174.70	E S F Acpt'd qty 5.00	ate : ignature : <b>Ceceiving</b> Unit price \$34.9400	5 Ext. Amt \$174.70	Rec'd to date qty 5.00	<b>Open</b> <b>qty</b> 0.00	Can'd qty	Reason
Receiving No Notes Product Disbu Picked up by: Delivered to: Line status Receiving Complete Receiving Complete	Notes : Irsement: Irsement: Item SKU 10042039 10041962	Product Desc. # 3000 3m Power Sponge 20/Case 17" Red Buffing Pads 5/Case	GL Account 10-90-100 10-90-100	Departmen Location : UOM CS CS	nt : Pack/ Size 20 / - 5 / -	Purch           Order         Qty           5.00         5	hase ord Unit price \$34.9400 \$20.1500	ders Ext. Amt \$174.70 \$100.75	D S F Acpt'd qty 5.00 5.00	ate : ignature : Ceceiving Unit price \$34.9400 \$20.1500	5 Ext. Amt \$174.70 \$100.75	Rec'd to date qty 5.00 5.00	<b>Open</b> <b>qty</b> 0.00	Can'd qty	Reason -

Turning back to the AP Invoice Screen, enter the required informtaion from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.

**Note**: If a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.

Supplier invoice number 1 xx234

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.



**PO reference #** – Refers to the PO number being referenced when creating a paper invoice against a PO

that was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon  $\square$  to the right of the field.

To select a **PO reference #**, click the lookup icon.

Note that you may optionally narrow your search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.

🏉 Purc	hase Order Number I	Lookup - Windows In	ternet Explorer		_		X
C https	://www03. <b>birchstreetsys</b> te	ems.com/j4/Zoom.jsp?Pane	elID=12970&CtrlType=undefined&d=1326302375	8628search	=		
<u>Advan</u> <u>First Pro</u> Search ( Search 1 Page 1 (	<u>ced Search</u> evious <u>Next Last Refresh</u> Column: PO number Text: of 4 / Rows 1-350 of 1069	1 GO					
		Subject	PO Status	PO date	Sup company ID	Р	re 🛆
Selec	t 00000000002484	Unisource E1	Receiving Complete	01/04/2012 12:32:23	13		۵
Selec	t 00000000002482	Example 4 - Second PO	Fax/email/csv accepted	12/29/2011 17:22:33	13		
Selec	t 00000000002481	Example 4 - Second PO	Partially received	12/21/2011 13:30:26	13		
Selec	t 00000000002480	Example 4 - Second PO	Partially received	12/21/2011 13:30:03	13		

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.

**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel which will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.

**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference # lookup icon.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.

Once a PO reference # has been selected, the **Supplier company ID**, **Vendor code**, and **Supplier name** fields will automatically become populated if the supplier has been fully set up in BirchStreet and a vendor code has already been assigned to the supplier by the Finance team. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.



Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID	<u>م</u>		
	1		

Invoice subtotal amount – Refers to the supplier's subtotal amount from the physical invoice.

Invoice tax amount - Refers to the tax amount (if any) from the supplier's physical invoice.

Invoice freight amount – Refers to the freight amount (if any) from the supplier's physical invoice.

**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

In this instance, there are no tax or freight charges included on the physical invoice under inspection, so the data will be refelected as seen below.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$404.70	Received ext amt	
Invoice tax amount		Received tax amount	
Invoice freight amount		Received freight amt	
Invoice grand total	\$404.70	Receiving grand total	



The current status for this new invoice is Not Matched, but now that the required information has been entered click the **Match** button.

<u>N</u> ew <u>Save</u> <u>D</u> elete Select Receipts Ma	PO Print/View AP Print tch	nt/View	No <u>t</u> es	<u>A</u> ttach	Submit	Override		
Invoice Dates Vo	endor Detail History	Except	tion Re	concile				
AP invoice number	[New]			Sta	atus Not I	Matched	~	
			Tr	ansmission sta	atus Sele	ct Entry		~
Supplier invoice number	XX234	1		Transmission o	date			
Invoice date	01/06/2012			Batch num	nber			
PO reference #	0000000002484 🔍		Matche	d receipt numb	oers			
PO Status	Receiving Complete	~						
				Sub	ject			
Supplier company ID	13 Q Unisource W	orldwide		Vendor c	ode 1017	2011		
Supplier name	Unisource Worldwide							
Supplier contact ID		Q						
		ĺ						
Invoice Trx Total			Reconcile T	Trx Totals				
Invoice subtotal amount	\$404.70			Received ext	amt			
Invoice tax amount			Re	ceived tax amo	ount 🗌			
Invoice freight amount			Re	ceived freight	amt 🗌			
Invoice grand total	\$404.70		Re	ceiving grand t	total			
Payment								
Payment method code	Select Entry 💙 🖍			Te	rms			
Hold				Hold descrip	tion			

Click **OK** on the confirmation prompt.



If the Invoice grand total falls within the tolerance levels that have been predefined, the status of the invoice will change to **Auto Matched**.





Reload the record by clicking the **Refresh icon** 

Once the screen is refreshed, note that the system automatically retrieved the single receiving event for this PO, which we see populated in the **Matched receipt numbers field**. The receipt number of 1903 (last four digits) matches the receiving record number you had previously matched to the supplier's invoice.

<u>N</u> ew <u>Save</u> <u>Delete</u>	PO Print/View AP P	rint/View N	o <u>t</u> es <u>A</u> tta <u>ch</u>	Submit	Override	1		
Select Receipts 🛛 🕅 🛛	ich				,			
Invoice Dates Ve	endor Detail Histor	v Exception	Reconcile					
AP invoice number	0000000000089 🚳 🖨	y Exception	St	tatus Auto	Matched	~		^
			Transmission st	tatus Proc	essed, not trans	smitted	~	
Supplier invoice number	XX234		Transmission	date				
Invoice date	01/06/2012		Batch nur	mber				
PO reference #	0000000002484 🔍		Matched receipt num	bers 0000	00000001903		<b>_</b> Q	
PO Status	Receiving Complete	×						
			Sul	bject				
Supplier company ID	13 Q Unisource	Worldwide	Vendor o	code 1017	2011		Q	
Supplier name	Unisource Worldwide							
Supplier contact ID		_ 🔍						
	ļ							
Invoice Trx Total		Rec	oncile Trx Totals					
Invoice subtotal amount	\$404.70		Received ext	tamt 🗍		\$404.70		
Invoice tax amount			Received tax am	ount		\$0.00		
Invoice freight amount			Received freight	tamt		\$0.00		
Invoice grand total	\$404.70		Receiving grand	total	:	\$404.70		
								-
Payment								
Payment method code	Select Entry 🗸 💕		Те	erms			_ 🔍	
Hold			Hold descri	ption				
								~
<		111					>	·

Note that while the invoice has been reconciled, it has not yet been transmitted.

Depending on the business process at the property, invoices can be submitted to an approver using the **Submit** button or they can be transmitted to a back office system from the AP Invoice Tab as discussed on page 167.



## ONE INVOICE FOR ONE PO AND MULTIPLE RECEIVING EVENTS

To reconcile a physical copy of a supplier's invoice against several receiving events, begin on the **AP Invoice Tab** and click the **Create Invoice** button.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet Cent	ter 🗹 🔕 🛛 🗹 Hi	le Menu 🛛 🗹 Hide Su	mmary <u>Show Lo</u>	igo <u>Home</u> <u>I</u>	<u>My Settings</u> <u>Help</u>	Logout
Catalogs Order Guide Cart PO In Bo	ox Approvals Al	Invoice Inventory				
	Submit Print /	/iew Notes	Attachment	History	Transmit AP	
	Checkbook Prop Su	nmary Delete	Create Invoice	Create CM		
First Previous Next Last Refresh						
Search Column: PO number 🛛 🗸						
Search Text: <u>GO</u> Q						
Page 1 of 1 / Rows 0-0 of 0 found						
AP invoice Doc						Inv 🗠
🛛 🕖 🥬 # Status type Transmiss	sion date Supplier name	Subject	PO number	Supplier inv #	Invoice date	Total

An **AP Invoice Screen** will appear and you will begin on the **Invoice Tab**. Note that when creating a new invoice, there are several blue boxes with white arrows that depict required fields in the entry screen

below 🚺

<u>N</u> ew <u>S</u> ave <u>D</u> elete Select Receipts Ma	PO Print/View	AP Prir	nt/View	No <u>t</u> es	<u>A</u> ttach	Submi	t Override		
Invoice Dates Ve	endor Detail	History	Ехсер	tion R	econcile				
AP invoice number	[New]	💫 🐼			St	atus N	ew	~	
				т	ransmission st	atus S	elect Entry		~
Supplier invoice number	3				Transmission	date 🗌			
Invoice date					Batch nur	mber 🗌			
PO reference #				Matche	ed receipt num	bers			_ <b>Q</b>
PO Status	Select Entry		~						
					Sul	bject			
Supplier company ID	<b>م</b> ر ا				Vendor o	code 🕨			
Supplier name									
Supplier contact ID			Q		Exchange	rate			
Invoice Trx Total									
Invoice subtotal amount	<u></u>								
Invoice tax amount									
Invoice freight amount									
Invoice grand total	3								
Totals from Detail									
Extended amount		\$0.00							
Tax amount		\$0.00							
Freight amount		\$0.00							
Discount amount		\$0.00							
Total amount									
Difference									



Take the physical copy of a supplier's invoice in hand and note the invoice number, invoice date and whether a PO number is referenced. Proceed to review the document and note the supplier's subtotal amount, tax, frieght, and grand total.

1232 Elm Stre Suite 320 Newport Beac	riwide et :h, CA 9433						Date	Invoice #
Bill To						Ship To		
BirchStreet Cente	r					BirchStreet	Center	
3737 Birch Street Newport Beach, C	87 Birch Street wport Beach, CA 92660					3737 Birch Newport Bo	Street each, CA 92660	
PO Number		Terms	Rep	Ship	Via	F.O.B	Project	
2487		Net 21						
Qty	Item Code	Description	n				Price Each	Amount
10	10042059	Power Spor	nge				34.94	349.40
5	10041962	17" Red Bu	iffing Pads				20.15	100.75
5	10042083	20" Red Bu	ffing Pads				25.85	129.25
							Subtotal	579.40

Total

579.40



If there are receiving records on-hand that match the PO number on the supplier invoice, keep the paperwork grouped together. In this case, there are two separate receiving records that match the same PO number. Below you will see Receiving Record #1904 and #1905. Both are receiving events that occurred against PO #2487.

Receiving 1	Record #:	000000000000000000000000000000000000000	4			P	irchas	se Order	#: 0000	0000000	02487				
1	Received by:	Ben Coker			Receive	d on: 01/04/20	12				PO St	atus: Partially	receive	đ	
в	uyer's name:	: Mary Sato		1	Buyer's Pl	hone: (949)561	-7000		Buyer's Dept.: A&G						
	Invoice	number:				PO date	: 01/04	/2012				Supplier	Unise	urce Wo	rldwie
Invo	oice subtotal	amount: \$0.00				PO subtotal	\$579.	.40		So	irce docui	nent number:			
Inv	oice freight	amount: \$0.00			PO Fr	eight amount	: \$0.00	)		Tracking number:					
	Invoice tax	amount: \$0.00			PC	O Tax amount	: \$0.00	)	Bill of lading number:						
Invoice less discount amount: \$0.00				PO less discoun			ount amount: \$0.00		Delivery note number:						
	Invoid	ce Total: \$349.40				PO Total	\$579.	.40			Direct	total amount	\$349.4		
<b>Receiving</b> I No Notes	Notes :														
	irsement:			Desertes											
Product Disbu				Department	1U :				L	ate :					
Product Disbu Picked up by:				-	-										
<b>Product Disbu</b> Picked up by: Delivered to:				Location :					s	ignature :					
Product Disbu Picked up by: Delivered to:				Location :		Purcha	se or	ders	s	ignature : Receiving	ţ				
Product Disbu Picked up by: Delivered to: Line status	Item	Product Desc.	GL Account	Location : Order UOM	Pack/ Size	Purcha Order Otv	se ord Unit price	ders Ext. Amt	S Acpt'd atv	ignature : Ceceiving Unit price	g Ext. Amt	Rec'd to date oty	Open atv	Can'd	Reaso

Receiving I	Record #: (	000000000000000000000000000000000000000	05				Purch	ase Orde	r #: 000	0000000	02487			
н	Received by: I	Ben Coker			Receiv	ed on: 01/05	5/2012				PO Sta	atus: Receivin	g Compl	ete
B	uyer's name:	Mary Sato			Buyer's I	Phone: (949)	567-7000	)			E	Buyer's Dept.:	A&G	
	Invoice r	umber:				PO d	ate: 01/	04/2012				Supplier	Uniso	ource Worldy
Invo	ice subtotal a	amount: \$0.00				PO subto	otal: \$51	9.40		Se	urce docu	iment number		
Inv	oice freight :	amount: \$0.00			PO F	reight amo	unt: \$0.	00			Trac	cking number		
	Invoice tax	amount: \$0.00			Р	O Tax amo	unt: \$0.	00			Bill of l	ading number		
Invoice le	ess discount :	amount: \$0.00			PO less di	scount amo	unt: \$0.	00			Delivery	v note number		
	Invoic	e Total: \$230.00				PO To	tal: \$51	9.40			Direc	t total amount	\$230.0	00
Receiving No Notes	Notes : ursement:													
Picked up by:				Departm	ent :				I	Date :				
Delivered to:				Location	.:				5	Signature :				
						Purc	hase oi	ders	R	leceiving	ş			
	Team	Der der et Der er	GL	Order	Pack/	Order	Uni	t Ext.	Acpt'd	Unit	Ext.	Rec'd to	Open	Can'd Rea
Line status	SKU	Product Desc.	Account	UOM	Size	Quy	price	- Aut	449	price	Ami	date quy	quy	quy
Line status Receiving Complete	SKU 10041962	17" Red Buffing Pads 5/Case	Account 10-90-100	CS	5/-	5.00	\$20.150	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00	-



Turning back to the AP Invoice Screen, enter the required informtaion from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.

**Note**: If a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.

Supplier invoice number 📃 ss234

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.

**PO reference #** – Refers to the PO number being referenced when creating a paper invoice against a PO

that was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon to the right of the field.

To select a **PO reference #**, click the lookup icon.

Note that you may optionally narrow the search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.

l	🦻 Purcha	se Order Number L	ookup - Window	rs Internet Explorer				
(	🔘 https://v	vww01.birchstreetsyster	ms.com/j4/NavList.js	P				
	Advance First Previ Search Col Search Te Page 1 of	<u>d Search</u> ous Next Last Refresh umn: PO number tt: 2487 1 / Rows 1-1 of 1 found	<u>GO</u>					
		PO number	Subject	PO Status	PO date	Sup company ID	Proxy supplier	Trx c
	Select	0000000002487	Unisource E2	Receiving Complete	01/04/2012 12:35:29	13		USD

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.

**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.



**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference # lookup icon.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.

Once a PO reference # has been selected, the **Supplier company ID**, **Vendor code**, and **Supplier name** fields will automatically become populated if the supplier has been fully set up in BirchStreet and a vendor code has already been assigned to the supplier by the Finance team. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.

Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID	Q		

**Invoice subtotal amount** – Refers to the supplier's subtotal amount from the physical invoice.

Invoice tax amount - Refers to the tax amount (if any) from the supplier's physical invoice.

Invoice freight amount – Refers to the freight amount (if any) from the supplier's physical invoice.

**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

In this instance, there are no tax or freight charges included on the physical invoice under inspection, so the data will be refelected as seen below.

Invoice Trx Total	
Invoice subtotal amount	\$579.40
Invoice tax amount	
Invoice freight amount	
Invoice grand total	\$579.40



The current status for this invoice is Not Matched, but now that the required information has been entered click the **Match** button.

New Save Delete	PO Print/View AP Print/View	Notes Attach Sa	ibmit Override	
Select Receipts Ma	tch	Tradit 35	oronau	
Invoice Dates Ve	endor Detail History Exc	eption Reconcile		
AP invoice number	[New] 🔍 🛃	Status	Not Matched	<b>v</b>
		Transmission status	Select Entry	~
Supplier invoice number	SS234	Transmission date		
Invoice date	01/06/2012	Batch number		
PO reference #	0000000002487	Matched receipt numbers		Q
PO Status	Receiving Complete			
		Subject		
Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011	Q
Supplier name	Unisource Worldwide			
Supplier contact ID	Q			
	J			
Invoice Trx Total		Reconcile Trx Totals		
Invoice subtotal amount	\$579.40	Received ext amt		
Invoice tax amount		Received tax amount		
Invoice freight amount		Received freight amt		
Invoice grand total	\$579.40	Receiving grand total		

Click **OK** on the confirmation prompt.



If the Invoice grand total falls within the tolerance levels that have been predefined, the Status of the invoice will change to **Auto Matched**.





Reload the record by clicking the **Refresh icon** 

Once the screen is refreshed, note that the system automatically retrieved the two receiving events for this PO, which we see populated in the **Matched receipt numbers field**. The receipt numbers of 1904 and 1905 (last four digits) match the receiving record numbers previously grouped to the supplier's invoice.

New Cave Delete	PO Print/View ΔP Print/Vi	ew Notes Attach Su	hmit Override	
Select Receipts Ma	ich		Shine Systems	
	andor Datail History	Exception ( Deconcile )		
AP invoice number		Status	Auto Matched	
	,	Transmission status	Processed, not transmitted	-
Supplier invoice number	SS234	Transmission date		
Invoice date	01/06/2012	Batch number		
PO reference #	0000000002487 🔍	Matched receipt numbers	{0000000001904}{00000000000000000000000000000000000	۹
PO Status	Receiving Complete			
		Subject		
Supplier company ID	13 Q Unisource Worldw	vide Vendor code	10172011	2
Supplier name	Unisource Worldwide			
Supplier contact ID	Q			
Invoice Trx Total		Reconcile Trx Totals		
Invoice subtotal amount	\$579.40	Received ext amt	\$579.40	
Invoice tax amount		Received tax amount	\$0.00	
Invoice freight amount		Received freight amt	\$0.00	
Invoice grand total	\$579.40	Receiving grand total	\$579.40	

Note that while the invoice has been reconciled, it has not yet been transmitted.

Depending on the business process at the property, invoices can be submitted to an approver using the **Submit** button or they can be transmitted to a back office system from the AP Invoice Tab as discussed on page 167.



## MULTIPLE INVOICES FOR ONE PO AND ONE RECEIVING EVENT

To reconcile multiple supplier invoices against a single PO and receiving event, begin on the **AP Invoice Tab** and click the **Create Invoice** button.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet Cen	iter 💌 🔕	🗹 Hide Menu	🗹 Hide Sum	nmary <u>Show L</u>	ogo <u>Home</u>	My Settings Help	Logout
Catalogs Order Guide Cart PO In B	lox Approvals	AP Invoice	Inventory				
	Submit	Print / View	Notes	Attachment	History	Transmit AP	
	Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
First Previous Next Last Refresh							
Search Column: PO number							
Search Text: <u>GO</u> Q							
Page 1 of 1 / Rows 0-0 of 0 found							
AP invoice Doc							Inv 🗠
# Status type Transmis	sion date Supplie	r name Subjec	t	PO number	Supplier inv #	Invoice date	Total

An **AP Invoice Screen** will appear and you will begin on the **Invoice Tab**. Note that when creating a new invoice, there are several blue boxes with white arrows that depict required fields in the entry screen

nelow -
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<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View	AP Print/View	No <u>t</u> es <u>A</u> tt	tach Su	bmit Overrid	e		
Select Receipts Mat	ch							
Invoice Dates Ve	ndor Detail Hi	story Exc	ception Reconc	ile				
AP invoice number	[New]	2		Status	New	*		^
			Transmis	sion status	Select Entry		~	
Supplier invoice number 🕨			Transm	nission date				
Invoice date 🕨			Ba	tch number				
PO reference #		9	Matched recei	ipt numbers				
PO Status	Select Entry	~						
				Subject				
Supplier company ID 🕨	Q		- v	endor code D	3			
Supplier name			-					
Supplier contact ID		Q	F					
			EXC	change rate	1			
Invoice Trx Total								
Invoice subtotal amount 🕨		3						
Invoice tax amount								
Invoice freight amount								
Invoice grand total								
Totals from Detail		_						-
Extended amount	\$0.0	0						
Tax amount	\$0.0	0						
Freight amount	\$0.0	0						
Discount amount	\$0.0	10						
Total amount		_						
Difference	J							~



Take the physical copies of the supplier's invoices in hand and note the invoice numbers, invoice dates and whether a PO number is referenced. Proceed to review the document and note the supplier's subtotal amount, tax, frieght, and grand total.

Invoice #1:

Suite 320						f - '- t	
Newport Beach, CA 9	433					Date	Invoice #
						1/13/2012	FF654
3ill To			]		Ship To		
BirchStreet Center					BirchStreet	Center	
737 Birch Street Newport Beach, CA 92660					3737 Birch Newport B	Street each, CA 92660	
			1		L		
PO Number	Terms	Rep	Ship	Via	F.O.B	Project	
2507	Net 21						
Cha Hum Ca	da Descriptio					Price Fach	Amount
						Subtotal	100.75
						Tax	8.06
						Freight	10.08
						Total	118.89
						Tax Freight Total	10.7 8.0 10.0 118.8



Invoice #2:

						Shin To		
1.0.0						BirchStreet	Center	
sirchStreet Cent	er					BirchSucci	Center	
737 Birch Stree Jewport Beach,	t CA 92660					3737 Birch Newport B	Street each, CA 92660	
				]		L		
						1		
PO Number		Terms	Rep	Ship	Via	F.O.B	Project	
2507		Net 21						
Qty	Item Code	Description	n				Price Each	Amount
5	10042059	Power Spor	ige				34.94	174.70
5	10042083	20" Red Bu	ffing Pade				25.85	129.25
1	10042003	20 Red Bu	ring i dus					
		1						
							Subtotal	303.95
							Tax	24.32
							Freight	30.4
							Total	358.67



Review the Receiving Record if necessary and note the receiving record number of 1912 that corresponds with PO number 2507.

Receiving l	Record #:	000000000000191	2			1	Purchas	se Order	#: 0000	0000000	2507				
l B	Received by: uyer's name	Ben Coker : Ben Coker			Receive Buyer's Ph	d on: 01/11/2 none: (949)50	2012 67-7000				PO Stat Bi	us: Receivin 1yer's Dept.:	ig Compl : A&G	lete	
	Invoice	number:				PO dat	te: 01/11	/2012				Supplier	r: Uniso	ource We	orldwide
Invo	oice subtotal	amount: \$0.00				PO subtota	al: \$404.	.70		Sou	irce docui	nent number			
Inv	oice freight	amount: \$40.47			PO Fr	eight amour	nt: \$40.4	7			Tracl	king number			
	Invoice tax	amount: \$32.38			PC	) Tax amour	nt: \$32.3	8			Bill of la	ding number			
Invoice le	ess discount	amount: \$0.00		F	O less disc	count amour	nt: \$0.00	)			Delivery	note number	r:		
	Invoi	e Total: \$477.55				PO Tota	al: \$477.	.55			Direct	total amount	t: \$404.1	70	
<b>Receiving 1</b> No Notes	Notes :														
Receiving I No Notes Product Disbu Picked up by:	Notes : ursement:			Departmen	nt :				D	Pate :					
Receiving I No Notes Product Disbu Picked up by: Delivered to:	Notes : ursement:			Departmer Location :	nt :				E	Pate :					
Receiving I No Notes Product Disbu Picked up by: Delivered to:	Notes : ursement:		:	Departmen Location :	nt :	Purch	ase or	ders	D S F	ate : ignature : _ <b>Ceceiving</b>	5				
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status	Notes : ursement: Item SKU	Product Desc.	GL Account	Department Location : Order UOM	nt : Pack/ Size	Purch Order Qty	ase oro Unit price	ders Ext. Amt	E S F Acpt'd qty	late : ignature : _ <b>Ceceiving</b> Unit price	g Ext. Amt	Rec'd to date qty	Open qty	Can'd qty	Reasor
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status Receiving Complete	Notes : Irsement: Item SKU 10042059	Product Desc. # 3000 3m Power Sponge 20/Case	GL Account 10-90-100	Departmen Location : Order UOM CS	Pack/ Size 20 / -	Purch Order Qy 5.00	uase oro Unit price \$34.9400	ders <u>Ext.</u> <u>Amt</u> \$174.70	E S Fr Acpt'd qty 5.00	Pate :	5 Ext. Amt \$174.70	Rec'd to date qty 5.00	Open qty 0.00	Can'd qty	Reason
Receiving I No Notes Product Disbu Picked up by: Delivered to: Line status Receiving Complete Receiving Complete	Notes : Irsement: Item SKU 10042059 10041962	Product Desc. # 3000 3m Power Sponge 20/Case 17" Red Buffing Pads 5/Case	GL Account 10-90-100 10-90-100	Department Location : UOM CS CS	nt : Size 20 / - 5 / -	Purch           Order         Qy           5.00         1	hase ord Unit price \$34.9400 \$20.1500	ders Ext. Amt \$174.70 \$100.75	D S FF Acpt'd qty 5.00 5.00	ate : ignature : Ceceiving Unit price \$34.9400 \$20.1500	5 Ext. Amt \$174.70 \$100.75	Rec'd to date qty 5.00 5.00	<b>Open</b> <b>qty</b> 0.00	Can'd qty	Reason -

Turning back to the AP Invoice Screen, enter the required informtaion from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.

**Note**: If a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.

Supplier invoice number 1 ff654

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.



**PO reference #** – Refers to the PO number you are referencing when creating a paper invoice against a PO that was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon

to the right of the field.

To select a **PO reference #**, click the lookup icon.

Note that you may optionally narrow the search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.

🖉 Purch	ase Order Number L	ookup - Windows In	ternet Explorer			
C https://	/www03.birchstreetsyste	ms.com/j4/Zoom.jsp?Pana	elID=12970&CtrlType=undefined&d=1326381419	1288search	=000000000002507	
<u>Advance</u> <u>First Prev</u> Search Co Search Te Page 1 of	ed Search vious Next Last Refresh olumn: PO number ext: 4 / Rows 1-350 of 1074	GO found				
	<b>∀PO number</b>	Subject	PO Status	PO date	Sup company ID	Pro
Select	00000000002508	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:28:08	13	
Select	00000000002507	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:27:31	13	

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.

**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.

**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference number lookup icon.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.

Once a PO reference # has been selected, the **Supplier company ID**, **Vendor code**, and **Supplier name** fields will automatically become populated if the supplier has been fully set up in BirchStreet and a vendor code has already been assigned to the supplier by the Finance team. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.



Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID	<u>م</u>		
	1		

Invoice subtotal amount – Refers to the supplier's subtotal amount from the physical invoice.

Invoice tax amount - Refers to the tax amount (if any) from the supplier's physical invoice.

Invoice freight amount – Refers to the freight amount (if any) from the supplier's physical invoice.

**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

In this instance, there are no tax or freight charges included on the physical invoice under inspection, so the data will be refelected as seen below.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$100.75	Received ext amt	
Invoice tax amount	\$8.06	Received tax amount	
Invoice freight amount	\$10.08	Received freight amt	
Invoice grand total	\$118.89	Receiving grand total	



The current status for this new invoice is Not Matched, but now that the required information has been entered click the **Match** button.

New Save Delate	PO Print/View ΔP P	rint/View	Notes	Attach	Subr	iit Overr	ide		
Select Receipts Ma	tch		no <u>i</u> ca	Attach					
				77					
Invoice Dates Ve	endor Detail Histor	y Exce	ption Re	econcile					
AP invoice number	[New] 🔍 🗳			Sta	atus	Not Matched	~	*	
			Tr	ansmission sta	atus	Select Entry		~	
Supplier invoice number	FF654			Transmission o	date				
Invoice date	01/13/2012			Batch num	nber [				
PO reference #	0000000002507 🔍		Matche	d receipt numb	bers			Q	
PO Status	Receiving Complete	~							
				Sub	oject				
Supplier company ID	13 Q Unisource	Worldwide		Vendor c	ode 1	0172011		Q	
Supplier name	Unisource Worldwide							, in the second s	
Supplier contact ID		- Q							
	, 	- `							
	,								
Invoice Trx Total			Reconcile 1	Trx Totals					
Invoice subtotal amount	\$100.75			Received ext	amt				
Invoice tax amount	\$8.06		Re	ceived tax amo	ount				
Invoice freight amount	\$10.08		Re	ceived freight	amt [				
Invoice grand total	\$118.89		Re	ceiving grand t	total [			_	
Payment									
- ajinone				Те	erms [			Q	
Payment method code	Select Entry 😽 🚰				Г			`	
Hold				Hold descrip	tion				

Click **OK** on the confirmation prompt.





If the Invoice grand total does not fall within the tolerance levels that have been predefined, the status of the invoice will change to **Exception**.

Status	Exception	~

Reload the record by clicking the **Refresh icon** 

Once the screen is refreshed, click on the **Exception Tab** to view which tolerance levels were not met and why.

If your logo is not hidden, the system will automatically provide a visible Variance amount. In this case, we can see that after inputting an invoice grand total amount of \$118.89, we are left with a Variance of \$358.66.

Invoice grand tot Variance:	tal: \$118.89 -\$358.66					Birchstreet
<u>Home</u>	My Settings	Help	Hide Logo	◯ Entry ◯ List ⊙ Vertical ◯ Horizontal	Close	

Reviewing the information on the **Exception Tab**, we can also deduce additional information in which to figure out where the Variance amount is coming from and why we haven't fallen within our tolerance range.

The first Exception type is in regards to a Subtotal dollar % variance. Reviewing the Matching exception for that Exception type, we note that excluding tax and freight, our AP invoice states that we owe only \$100.75 whereas the receiving event that was previously processed in BirchStreet indicates that we owe \$404.70 (excluding tax and freight). The Matching exception field continues on to sttae that the discrepancy between the two amounts has resulted in a 75.105% variance. One of our pre-defined tolerances states that we will not allow a Subtotal dollar % variance of more than 10% and the system has now taken exception to this transcation.



		Invoice grand total: \$1	18.89						6	powered by
		Variance: -\$	358.66						<u>_</u>	birchstreet
		<u>Home My</u>	<u>/ Settings Help</u>	Hic	de Logo	O Entry (	🔾 List 💿 Vertical	🔾 Horizonta	l Close	
N	ew Sel	Save Delete	PO Print/View	,   	AP Print/View	No <u>t</u> es	Attach Sub	omit Ove	rride	
Invoice     Dates     Vendor     Detail     History     Exception     Reconcile       V A >      Search Column:     Matched date     V     Search Text:     GO page 1     of 1     Rows per page 100										Order UOM
Ē	<u>dit</u>	01/12/2012 07:24:06	Exception: Header extended trx amount percentage variance 100.75, Receiving - 4 % variance - 75.105, allowed % variance	. (AP - 104.7, 10.0)	Subtotal dollar % variance	1	FF654			
Ē	dit	01/12/2012 07:24:06	Exception: Header extended trx amount variance. (AP - 100.7 Receiving - 404.7, va - 303.95, allowed va 50.0)	75, iriance riance	Subtotal dollar amt variance	2	FF654			=

The second Exception type is in regard to the **Subtotal dollar variance**. Reviewing the Matching exception field for that Exception type, we note that excluding tax and freight, our AP invoice states that we owe \$100.75 whereas the receiving event that was previously processed in BirchStreet indicates that we owe \$404.70 (excluding tax and freight). The Matching exception field continues to state that the discrepancy between the two amounts has resulted in a \$303.95 variance between the two subtotals. One of our predefined tolerances states that we will not allow a Subtotal dollar variance of more than \$50.00 and the system has now taken exception to this transcation.

_									
		Invoice grand total: \$1	18.89					6	powered by
		Variance: -\$	358.66					<u>_</u>	
		<u>Home My</u>	<u> Settings Help Hi</u>	de Logo	O Entry	🔾 List 💿 Vertical	O Horizonta	Close	
	<u>N</u> ew Sel	<u>Save</u> Delete ect Receipts	PO Print/View latch	AP Print/View	No <u>t</u> es	Attach Sui	omit Ove	rride	
	Invoi	ce Dates N	Vendor Detail I	History Except	ion 🔪 🖡	Reconcile			
•	• •	Search Column	n: Matched date 🛛 🗸	Search Text:		GO page 1	of 1 Rowsp	er page 100	<u>^</u>
Г									
		Matched date	Matching exception	Exception type	Row	Supplier inv #	item #	Item desc	Order UOM
	<u>Edit</u>	01/12/2012 07:24:06	Exception: Header extended trx amount percentage variance. (AP - 100.75, Receiving - 404.7, % variance - 75.105, allowed % variance 10.0)	Subtotal dollar % variance	1	FF654			
	<u>Edit</u>	01/12/2012 07:24:06	Exception: Header extended trx amount variance. (AP - 100.75, Receiving - 404.7, variance - 303.95, allowed variance	Subtotal dollar amt variance	2	FF654			=



Return to the **Invoice Tab** and note that the **Matched receipt numbers** field has been populated with a receiving event record.

Invoice Dates Ve	endor Detail	History	Exception	Reconcile		
AP invoice number	0000000000093	\$		Status	Exception 🗸	
				Transmission status	Processed, not transmitted	~
Supplier invoice number	FF654			Transmission date		_
Invoice date	01/13/2012		_	Batch number		
PO reference #	00000000002507	_ <b>Q</b>		Matched receipt numbers	00000000001912	Q
PO Status	Receiving Complete		~			
				Subject		

Click on the **Reconcile Tab** and note that three line items were affected in this single receiving event.

1	nvoice Dates Vendor Detail History Exception Reconcile													
	Add Row 🗸 🔺 🗲 Search Column: PO number 😪 🗸 Search Text: 😡 😡 page 1 of 1 Rows per page 100													
	PO number Receiving number Dept code GL Account Item # Item desc UOM Invoiced qty Invoiced price Inv extended amt													
	<u>Edit</u>	00000000002507	00000000001912	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	X
	<u>Edit</u>	00000000002507	00000000001912	10		10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	×
	<u>Edit</u>	00000000002507	00000000001912	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	cs	5	\$25.85	\$129.25	×
													\$404.70	

Reviewing supplier invoice #FF654 shows that the invoice includes only one if these line item transactions, which is the 17" Red Buffing Pads.

	Qty	Item Code	Description	Price Each	Amount
		10041962	17" Red Buffing Pads	20.15	100.75
1					
				Subtotal	100.75
				Tax	8.06
				Freight	10.08
				Total	118.89



Remove the two un-invoiced items from the receiving event by clicking on the **Red X's** to the right of each line.

h	nvoice Dates Vendor Detail History Exception Reconcile														
	Add Row Search Column: PO number V Search Text: 60 page 1 of 1 Rows per page 100														
PO number Receiving number Dept code GL Account Item # Item desc. UOM Invoiced qty Invoiced price Inv extended amt															
1	Edit	00000000002507	00000000001912	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	X	•
	<u>Edit</u>	00000000002507	00000000001912	10		10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	cs	5	\$20.15	\$100.75	×	
	<u>Edit</u>	00000000002507	00000000001912	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	cs	5	\$25.85	\$129.25	×	←
			•				•		·	•	•		\$404.70		

Once the un-invoiced items have been removed, the Variance data at the top of the screen reflects that the Variance has decreased to \$0.00.

lnvoi Vari	ice grand total: \$1 ance: \$0.	18.89 .00								
Welcome Ben Coker (Mktplc 483 / 20)		Home	My Settin	<u>qs</u>	Help Hide Logo		📀 Entry 🔘 Li	st 🔿 Vertical 🔿 Ho	rizontal Close	
New Save Delete PO Print/View Select Receipts Match	New         Save         Delete         PO Print/View         AP Print/View         Notes         Attach         Submit         Override           Select Receipts         Match         <									
Add Row V A > Search Column: PO num	nber 🔽 🔻	Search Text:		<u>GO</u> page	1 of 1 Rowsperpage	100				
PO number Receiving number	Dept code	GL Account	t	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt	
Edit 0000000002507 0000000001912	10	10-90-100 Ck	eaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	X
									\$100.75	5



Return to the **Invoice Tab** and click **Override**. (Not all members will have access to the Override button. If no access has been granted, click Save or Submit so that an authority can review the document before transmission to a back office system.)

		, , ,		
<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP Pr	int/View No <u>t</u> es <u>A</u> ttach §ប	iomit Override	
Select Receipts Ma	tch			
Invoice Dates Ve	endor Detail History	Exception Reconcile		
AP invoice number	0000000000093 🔍 🛟	Status	Exception 🗸	
		Transmission status	Processed, not transmitted	~
Supplier invoice number	FF654	Transmission date		[
Invoice date	01/13/2012	Batch number		
PO reference #	00000000002507 🔍	Matched receipt numbers	00000000001912	_ <b>Q</b>
PO Status	Receiving Complete	~		
		Subject		
Supplier company ID	13 Villa Vi	Vondor code	J10172011	4
Supplier name	Unisource Worldwide			
Supplier contact ID		_ <b>Q</b>		
	1			
Invoice Trx Total		Reconcile Trx Totals		
Invoice subtotal amount	\$100.75	Received ext amt	\$100.75	
Invoice tax amount	\$8.06	Received tax amount	\$8.06	
Invoice freight amount	\$10.08	Received freight amt	\$10.08	
Invoice grand total	\$118.89	Receiving grand total	\$118.89	
		Variance	\$0.00	
Payment				
Payment method code	Select Entry 🛛 🔽	Terms		_ 4
Hald		Hold description		
Hold		Hold description	1	



Click **OK** on the confirmation prompt.



If the invoice grand total falls within the tolerance levels that have been predefined, the status of the invoice will change to **Match Override**.



Reload the record by clicking the **Refresh icon** and click **New** to begin creating the second supplier invoice.

<u>New Save Delete</u> Select Receipts Ma	PO Print/View AP Print	nt/View No <u>t</u> es <u>A</u> ttach Su	ibmit Override	
Invoice Dates Ve	endor Detail History	Exception Reconcile		
AP invoice number	0000000000093 🔍 🛟	Status	Match Override	
		Transmission status	Processed, not transmitted	~
Supplier invoice number	FF654	Transmission date		
Invoice date	01/13/2012	Batch number		
PO reference #	0000000002507 🔍	Matched receipt numbers	00000000001912	- Q
PO Status	Receiving Complete	<b>~</b>		
		Subject		
Supplier company ID	13 Q Unisource Wr	orldwide Vendor code	10172011	_ 🔍
Supplier name	Unisource Worldwide			
Supplier contact ID		Q		
Invoice Trx Total		Reconcile Trx Totals		
Invoice subtotal amount	\$100.75	Received ext amt	\$100.75	
Invoice tax amount	\$8.06	Received tax amount	\$8.06	
Invoice freight amount	\$10.08	Received freight amt	\$10.08	
Invoice grand total	\$118.89	Receiving grand total	\$118.89	
Payment				
Payment method code	Select Entry	Terms		_ <
Hold		Hold description		



<u>New Save Delete</u>	PO Print/View AP Pri	int/View	No <u>t</u> es <u>A</u> ttach	Submit	Override			
Invoice Dates Ve	endor Detail History	Exception	n Reconcile	1				-
AP invoice number	[New]		S	itatus New		~		~
			Transmission s	tatus Sele	ct Entry		~	
Supplier invoice number		]	Transmission	date				
Invoice date			Batch nu	imber				
PO reference #	Q,		Matched receipt nun	nbers			_ <b>Q</b>	
PO Status	Select Entry	~						
			Su	Ibject				
Supplier company ID	<b>۲</b>		Vendor	code 🕨				
Supplier name								
Supplier contact ID		Q	Exchange	e rate				
Invoice Trx Total								
Invoice subtotal amount								
Invoice tax amount								
Invoice freight amount								
Invoice grand total								
Totals from Detail								
Extended amount	\$0.00							
Tax amount	\$0.00							
Freight amount	\$0.00							
Discount amount	\$0.00							
Total amount								
Difference								~

The screen will clear out and the required fields on the **Invoice Tab** will be visible once again.



Review the second supplier invoice, #FF655.

and the second se						Ship To		
irchStreet Cent	ter			1		BirchStreet	Center	
737 Birch Stree lewport Beach,	et CA 92660					3737 Birch Newport B	Street each, CA 92660	
PO Number		Terms	Rep	Ship	Via	F.O.B	Project	
2507		Net 21						
							T T	
Qty	Item Code	Descriptio	n				Price Each	Amount
5	10042059	Power Spor	nge				34.94	174.70
							Ι Γ	
		1					25.95	120.25
5	10042083	20" Red Bu	offing Pads				23.03	129.25
5	10042083	20" Red Bu	iffing Pads				23.83	129.25
5	10042083	20" Red Bu	iffing Pads				23.63	129.25
5	10042083	20" Red Bu	iffing Pads				23.83	129.25
5	10042083	20" Red Bu	iffing Pads				23.63	129.23
5	10042083	20" Red Bu	tffing Pads				23.63	129.23
5	10042083	20" Red Bu	iffing Pads				Subtotal	303.95
5	10042083	20" Red Bu	iffing Pads				Subtotal Tax	303.95 24.32
5	10042083	20" Red Bu	iffing Pads				Subtotal Tax Freight	303.95 24.32 30.4



Turning back to the AP Invoice Screen, enter the required informtaion from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.

**Note**: If a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.

Supplier invoice number 1 ff655

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.

**PO reference #** – Refers to the PO number referenced when creating a paper invoice against a PO that

was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon  $\square$  to the right of the field.

To select a **PO reference #**, click the lookup icon.

Note that you may optionally narrow the search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.

🟉 Purcha	🔗 Purchase Order Number Lookup - Windows Internet Explorer 📃 🗖 🛛								
C https://www03.birchstreetsystems.com/j4/Zoom.jsp?PanelID=12970&CtrlType=undefined&d=1326381419128&search=00000000002507									
<u>Advance</u> <u>First Previ</u> Search Col Search Te: Page 1 of	<u>d Search</u> ious <u>Next Last Refresh</u> lumn: PO number xt: 4 / Rows 1-350 of 1074	GO found							
	7PO number	Subject	PO Status	PO date	Sup company ID	Prc			
Select	00000000002508	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:28:08	13				
Select	00000000002507	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:27:31	13				

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.



**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.

**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference # lookup icon.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.

Once a PO reference # has been selected, the **Supplier company ID**, **Vendor code**, and **Supplier name** fields will automatically become populated if the supplier has been fully set up in BirchStreet and a vendor code has already been assigned to the supplier by the Finance team. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.

Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID	Q.		

Invoice subtotal amount – Refers to the supplier's subtotal amount from the physical invoice.

**Invoice tax amount** - Refers to the tax amount (if any) from the supplier's physical invoice.

**Invoice freight amount** – Refers to the freight amount (if any) from the supplier's physical invoice.

**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$303.95	Received ext amt	
Invoice tax amount	\$24.32	Received tax amount	
Invoice freight amount	\$30.40	Received freight amt	
Invoice grand total	\$358.67	Receiving grand total	



The current status for this new invoice is Not Matched, but now that the required information has been entered click the **Match** button.

<u>N</u> ew <u>S</u> ave <u>D</u> elete Select Receipts Ma	PO Print/View AP Print	nt/View No <u>t</u> es <u>A</u> ttach S	ubrnit Override
Invoice Dates Vo	endor Detail History	Exception Reconcile	
AP invoice number	[New] 🔍 🛟	Status	Not Matched
		Transmission status	Select Entry
Supplier invoice number	FF655	Transmission date	
Invoice date	01/12/2012	Batch number	
PO reference #	00000000002507 🔍	Matched receipt numbers	Q
PO Status	Receiving Complete	~	
		Subject	
Supplier company ID	13 Q Unisource W	orldwide Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID		Q	
	ſ		
Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$303.95	Received ext amt	
Invoice tax amount	\$24.32	Received tax amount	
Invoice freight amount	\$30.40	Received freight amt	
Invoice grand total	\$358.67	Receiving grand total	
Payment			
Payment method code	Select Entry 💙 💕	Terms	
Hold		Hold description	

Click **OK** on the confirmation prompt.





If the Invoice grand total falls within the tolerance levels that have been predefined, the Status of the invoice will change to **Auto Matched**.



Reload the record by clicking the **Refresh icon** 

Glancing up to the **Variance field** on the logo panel, you may note a slight variance depending on tax or freight discrepencies, but because that small amount falls within the defined tolence levels it did not result in an Exception status.

Invoice	grand	total:	\$358.67
Variano	e:		\$0.01

Reviewing the **Matched receipt numbers** field, we see that the system was able to automatically match this second supplier invoice to the outstanding line items from the original receiving event, #1912.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP Prin	nt/View No <u>t</u> es <u>A</u> tta	ach Su	bmit Override	Select Receipts	Maic
Invoice Dates Ve	endor Detail History	Exception Reconci	le			
AP invoice number	0000000000094 🔍 🖨		Status	Auto Matched	~	
		Transmis	sion status	Processed, not trans	smitted 🗸	
Supplier invoice number	FF655	Transm	ission date			
Invoice date	01/12/2012	Bat	ch number			
PO reference #	00000000002507	Matched receip	ot numbers	00000000001912	Q	
PO Status	Receiving Complete	*				
			Subject			
Supplier company ID	13 Q Unisource Wo	orldwide Ve	endor code	10172011	Q	
Supplier name	Unisource Worldwide					
Supplier contact ID		Q				
Invoice Trx Total		Reconcile Trx Tot	als			
Invoice subtotal amount	\$303.95	Receiv	ed ext amt		\$303.95	
Invoice tax amount	\$24.32	Received	tax amount		\$24.32	
Invoice freight amount	\$30.40	Received	freight amt		\$30.39	
Invoice grand total	\$358.67	Receiving	grand total		\$358.66	
Payment						-
Payment method code	Select Entry 💉 🖍		Terms		Q	
Hold		Hold	description			



Note that while the invoice has been reconciled, it has not yet been transmitted.

Depending on the business process at the property, invoices can be submitted to an approver using the **Submit** button or they can be transmitted to a back office system from the AP Invoice Tab as discussed on page 167.

## MULTIPLE INVOICES FOR ONE PO AND MULTIPLE RECEVINING EVENTS

To reconcile multiple copies of a supplier's invoices against a single PO with multiple receiving events, begin on the **AP Invoice Tab** and click the **Create Invoice** button.

	We	elcome Ben Coker (Mktplc 483 / 20) 20- BirchStre	eet Center 👻 🚳	🗹 Hide Menu	🗹 Hide Sum	nmary <u>Show Loo</u>	<u>io Home</u>	My Settings Help	<u>Loqout</u>
		Catalogs Order Guide Cart PO	In Box Approva	Is AP Invoice	e Inventory				
			Submit	Print / View	Notes	Attachment	History	Transmit AP	
		All	Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
		First Previous Next Last Refresh						_	
		Search Column: PO number 🛛 🗸							
		Search Text: GO Q							
		Page 1 of 1 / Rows 0-0 of 0 found							
		AP invoice Doc							Inv 🗠
		🔋 🔋 🖗 # Status type Trai	nsmission date Suppli	ier name Subje	ect	PO number	Supplier inv #	Invoice date	Total
1									

An **AP Invoice Screen** will appear and you will begin on the **Invoice Tab**. Note that when creating a new invoice, there are several blue boxes with white arrows that depict required fields in the entry screen

New Save Delete	PO Print/View	AP Pr	int/View	Notes	Attach Su	ornit Override		
Select Receipts Ma	itch						1	
Invoice Dates Vo	endor Detail	History	Exce	eption Red	concile			
AP invoice number	[New]	ົ 🔩 🐼			Status	New	~	
				Tra	insmission status	Select Entry		$\sim$
Supplier invoice number				т	ransmission date			
Invoice date					Batch number			
PO reference #		$\frown$		Matched	receipt numbers			
PO Status	Select Entry		~					
					Subject			
Supplier company ID	<b>¤</b> Q			-	Vendor code	1		
Supplier name								
Supplier contact ID								
			-		Exchange rate	1		
ivoice Trx Total								
Invoice subtotal amount								
Invoice tax amount								
Invoice freight amount								
Invoice grand total								
otals from Detail								
Extended amount		\$0.00						
Tax amount		\$0.00						
Freight amount		\$0.00						
Discount amount		\$0.00						
Discount amount								



Take the physical copies of the supplier's invoices in hand and note the invoice numbers, invoice dates and whether a PO number is referenced. Proceed to review the document and note the supplier's subtotal amount, tax, frieght, and grand total.

Invoice #1:

	ich, CA 9433						1/12/2012	DD786
ill To				Ship To	Ship To			
BirchStreet Center					BirchStreet Center			
37 Birch Street swport Beach, CA 92660						3737 Birch Street Newport Beach, CA 92660		
<sup>2</sup> O Number		Terms	Rep	Ship	Via	F.O.B	Project	
2509		Net 21						
Qty	Item Code	Descriptio	n				Price Each	Amount
2	10042059	Power Spor	nge				34.94	69.88
5	10041962	17" Red Bu	ffing Pads				20.15	100.75
2	10042083	20" Red Bu	ffing Pads				25.85	51.70
							Subtotal	222.33
							Tax	17.79
							Freight	
							Total	262.36



## Invoice #2:

					1/12/2012	DD798	
				Ship To			
BirchStreet Center				BirchStreet (	Center		
2660				3737 Birch S Newport Bea	treet ich, CA 92660		
Terms	Rep	Ship	Via	F.O.B	Project		
Net 21							
Aty Item Code Description						Amount	
10042059 Power Spo	onge		34.94	34.94			
10042083 20" Ped P	uffing Pade				25.85	51 70	
	2660 Terms Net 21 m Code Description 10042059 Power Spo	2660           Terms         Rep           Net 21         Net 21           m Code         Description           10042059         Power Sponge	2660       Terms     Rep     Ship       Net 21	2660 Terms Rep Ship Via Net 21 Net 21 M Code Description 10042059 Power Sponge	2660          Terms       Rep       Ship       Via       F.O.B         Net 21       Net 21       Image: Constraint of the second se	2660       BirchStreet Center         3737 Birch Street       Newport Beach, CA 92660         Terms       Rep       Ship       Via       F.O.B       Project         Net 21       Net 21       Price Each       10042059       94.94	

Subtotal

Freight

Total

Тах

86.64

6.94

8.66

102.24


Review the Receiving Records if necessary and note that receiving records 1913 and 1914 both correspond with PO number 2509.

### First Receiving Record:

Receiving Record #	: 00000000	0001913					Purc	chase Order	#: 000000	00000250	9				
	Received by: E	Ben Coker				Received on: 0	1/12/2012					Р	O Status: Partially rec	eived	
В	uyer's name:	Ben Coker			B	uyer's Phone: (!	949)567-7000						Buyer's Dept.: A&	G	
	Invo	ice number:					PO date:	01/12/2012					Supplier:	Unisource	Worldwide
	Invoice subto	otal amount:	\$0.00			F	O subtotal:	\$308.97				Sourc	e document number:		
	Invoice frei	ght amount:	\$22.24			PO Frei	ght amount:	\$30.90					Tracking number:		
	Invoice	tax amount:	\$17.79			PO 1	lax amount:	\$24.72				В	ill of lading number:		
Invo	ice less disco	unt amount:	\$0.00			PO less disco	unt amount:	\$0.00				D	elivery note number:		
	In	woice Total:	\$262.36				PO Total:	\$364.59					Direct total amount:	\$222.33	
Receiving Notes : No Notes Product Disbursement: Picked up by:	_			Departi	nent :					Date	:				
Delivered to:	-			Locatio	n :	_				Signa	ture :				
							Pu	rchase order	rs	1	Receiving				
Line status	Item SKU	Product Des	c.	GL Account	Order UOM	Pack/ Size	Order Qt	y Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Rec'd to date qty	Open qty	Can'd qty Reason
Partially received	10042059	# 3000 3m Pc	wer Sponge 20/Case	10-90-100	CS	20 / -	3.0	0 \$34.9400	\$104.82	2.00	\$34.9400	\$69.88	2.00	1.00	-
Receiving Complete	10041962	17" Red Buff	ing Pads 5/Case	10-90-100	CS	5/-	5.0	0 \$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00	-
Partially received	10042083	20" Red Buff	ing Pads 5/case	10-90-100	CS	5/-	4.0	0 \$25.8500	\$103.40	2.00	\$25.8500	\$51.70	2.00	2.00	-

#### Second Receiving Record:

Receiving Record #	: 0000000	00001914					Purc	hase Order	#: 000000	000002509	)				
B	Received by: uyer's name	Ben Coker : Ben Coker			B	Received on: 0 uyer's Phone: ()	01/12/2012 949)567-7000					PO	Status: Receiving Co Buyer's Dept.: A&	omplete G	
	Inv	oice number:					PO date:	01/12/2012					Supplier:	Unisource	Worldwide
	Invoice sub	total amount:	\$0.00			I	PO subtotal:	\$308.97				Source	e document number:		
	Invoice fre	ight amount:	\$8.66			PO Frei	ght amount:	\$30.90					Tracking number:		
	Invoic	e tax amount:	\$6.94			POT	Tax amount:	\$24.72				Bi	ill of lading number:		
Invo	ice less disc	ount amount:	\$0.00			PO less disco	unt amount:	\$0.00				De	livery note number:		
	1	nvoice Total:	\$102.24				PO Total:	\$364.59					Direct total amount:	\$86.64	
Receiving Notes : No Notes															
Product Disbursement:															
Picked up by:	_			Departs	nent :					Date :					
Delivered to:	-			Locatio	n:					Signat	ture :				
							Pu	rchase order	s	F	Receiving				
Line status	Item SKU	Product Des	с.	GL Account	Order UOM	Pack/ Size	Order Qt	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Rec'd to date qty	Open qty	Can'd qty Reason
Receiving Complete	10042059	# 3000 3m Po	wer Sponge 20/Case	10-90-100	CS	20 / -	3.00	\$34.9400	\$104.82	1.00	\$34.9400	\$34.94	3.00	0.00	0.00 -
Receiving Complete	10042083	20" Red Buff	ing Pads 5/case	10-90-100	CS	5/-	4.00	\$25.8500	\$103.40	2.00	\$25.8500	\$51.70	4.00	0.00	0.00 -

Turning back to the AP Invoice Screen, enter the required information from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.

**Note** that if a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.



Supplier invoice number 1 dd786

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.

**PO reference #** – Refers to the PO number referenced when creating a paper invoice against a PO that

was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon  $\square$  to the right of the field.

To select a **PO reference #**, click the lookup icon.

Note that you may optionally narrow your search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.

🏉 Purc	hase Order Number I:	.ookup - Windows Ir	nternet Explorer			
C https	://www03.birchstreetsyste	ms.com/j4/Zoom.jsp?Pan	elID=12970&CtrlType=undefined&d=1326399192	9478search:	=	
<u>Adva</u> <u>First P</u> Search Search Page 1	nced Search revious Next Last Refresh Column: PO number Text: of 4 / Rows 1-350 of 1076	GO found				
		Subject	PO Status	PO date	Sup company ID	Prc ^
Sele	ct 00000000002510	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:13:49	13	
Sele	ct 00000000002509	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:11:01	13	
Sele	ct 00000000002508	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:28:08	13	

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.

**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.

**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference number lookup icon.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.



Once a PO reference # has been selected, the **Supplier company ID**, **Vendor code**, and **Supplier name** fields will automatically become populated if the supplier has been fully set up in BirchStreet and a vendor code has already been assigned to the supplier by the Finance team. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.

Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011	
Supplier name	Unisource Worldwide			
Supplier contact ID	Q,			

Invoice subtotal amount – Refers to the supplier's subtotal amount from the physical invoice.

**Invoice tax amount** - Refers to the tax amount (if any) from the supplier's physical invoice.

**Invoice freight amount** – Refers to the freight amount (if any) from the supplier's physical invoice.

**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

In this instance, there are no tax or freight charges included on the physical invoice under inspection, so the data will be refelected as seen below.

Invoice subtotal amount			
invoice subtotal amount	\$222.33	Received ext amt	
Invoice tax amount	\$17.79	Received tax amount	
Invoice freight amount	\$22.24	Received freight amt	
Invoice grand total	\$262.36	Receiving grand total	



The current status for this new invoice is Not Matched, but now that the required information has been entered click the **Match** button.

New Save Delete	PO Print/View AP Print/V	iew Notes Attach Su	ibmit Override	Select Receipts Ma
Invoice Dates Vo	endor <u>Detail</u> History	Exception Reconcile		
AP invoice number	[New] 🗳	Status	Not Matched	~
		Transmission status	Select Entry	×
Supplier invoice number	DD786	Transmission date		
Invoice date	01/12/2012	Batch number		
PO reference #	0000000002509	Matched receipt numbers		Q
PO Status	Receiving Complete			
		Subject		
Supplier company ID	13 Q Unisource Worldv	wide Vendor code	10172011	Q
Supplier name	Unisource Worldwide			
Supplier contact ID	Q			
Invoice Trx Total		Reconcile Trx Totals		
Invoice subtotal amount	\$222.33	Received ext amt		
Invoice tax amount	\$17.79	Received tax amount		
Invoice freight amount	\$22.24	Received freight amt		
Invoice grand total	\$262.36	Receiving grand total		
Payment		_		
Payment method code	Select Entry 💉 💕	Terms	1	
Hold		Hold description	, 	
			,	

Click OK on the confirmation prompt.

Message	from webpage  🛛
♪	Processing is done.
	ОК



If the Invoice finds a receiving event that matches the Invoice total amount and falls within the tolerance levels that have been predefined, the Status of the invoice will change to **Auto Matched**.

Status	Auto Matched	<
--------	--------------	---

Reload the record by clicking the **Refresh icon** 

Once the screen is refreshed, note the Variance field in the logo panel indicates that no variance was found.



Reviewing the AP Invoice Screen, note that the system automatically found the receiving event that matched the supplier's invoice. The number of the matched receiving event will be visible in the Matched receipt numbers field.

Invoice Dates Ve	endor Detail History	Exception	Reconcile		
AP invoice number	00000000000097 🔍 💋		Status	Auto Matched 🗸	
			Transmission status	Processed, not transmitted	~
Supplier invoice number	DD786		Transmission date		
Invoice date	01/12/2012		Batch number		
PO reference #	00000000002509	Mat	tched receipt numbers	00000000001913	$\neg$
PO Status	Receiving Complete	~			
			Subject		
Supplier company ID	13 Q Unisource V	/orldwide	Vendor code	10172011	<b>Q</b>
Supplier name	Unisource Worldwide				
Supplier contact ID		Q			
	J				
Invoice Trx Total		Reconc	ile Trx Totals		
Invoice subtotal amount	\$222.33		Received ext amt	\$222.33	
Invoice tax amount	\$17.79		Received tax amount	\$17.79	
Invoice freight amount	\$22.24		Received freight amt	\$22.24	
Invoice grand total	\$262.36		Receiving grand total	\$262.36	
Payment					
Payment method code	Select Entry 💙 💕		Terms		_ ~
Hold			Hold description		



Mem Zana Delete	PO Print/View AP	Print/View No <u>t</u> es <u>A</u> ttach	Submit Override S	Select Receipts
nvoice Dates V	/endor Detail Histo	ory Exception Reconcile		
AP invoice number	0000000000097 🔍 🛟	Statu	s Auto Matched 🗸	
		Transmission statu	Processed, not transmitted	~
Supplier invoice number	DD786	Transmission dat	e	
Invoice date	01/12/2012	Batch number	ər 🛛	
PO reference #	0000000002509	Matched receipt number	<u>s</u> 00000000001913	Q
PO Status	Receiving Complete	×		
		Subje	st 🛛	
Supplier company ID	13 Q Unisource	e Worldwide Vendor cod	e 10172011	Q
Supplier name	Unisource Worldwide			
Supplier contact ID		<b>Q</b>		
	]			
nvoice Trx Total		Reconcile Try Totals		
		Reconcile HX Fotals		
Invoice subtotal amount	\$222.33	Received ext ar	nt \$222.3	3
Invoice subtotal amount Invoice tax amount	\$222.33 \$17.79	Received ext an Received tax amount	nt \$222.3 nt \$17.7	3
Invoice subtotal amount Invoice tax amount Invoice freight amount	\$222.33 \$17.79 \$22.24	Received ext ar Received ext ar Received tax amou Received freight ar	nt \$222.3 nt \$17.7 nt \$22.2	3 9 4
Invoice subtotal amount Invoice tax amount Invoice freight amount Invoice grand totai	\$222.33 \$17.79 \$22.24 \$262.36	Received ext ar Received tax amou Received freight ar Receiving grand tot	nt \$222.3 nt \$17.7 nt \$22.2 al \$262.3	3 9 4
Invoice subtotal amount Invoice tax amount Invoice freight amount Invoice grand total	\$222.33 517.79 \$22.24 \$262.36	Received ext ar Received tax amou Received freight ar Receiving grand tot	nt \$222.3 nt \$17.7 nt \$22.2 al \$262.3	3 9 4 6
Invoice subtotal amount Invoice tax amount Invoice freight amount Invoice grand total Yayment Payment method code	\$222.33 \$17.79 \$22.24 \$262.36 \$elect Entry	Received ext ar Received tax amou Received freight ar Receiving grand tot	nt \$222.3 nt \$17.7 nt \$22.2 al \$262.3	

Click **New** to begin creating the second supplier invoice.

The screen will clear out and the required fields on the Invoice Tab will be visible once again.

New         Save         Delete           Select Receipts         Mate	PO Print/View	AP Prir	nt/View	Notes	Attach	Submi	Override			
Invoice Dates Ven	dor Detail	History	Exce	ption	Reconcile	1				_
AP invoice number	[New]	s 🔁			s	tatus Ne	w	~		
					Transmission s	tatus Se	lect Entry		~	
Supplier invoice number <			1		Transmission	date		_		
Invoice date N					Batch nu	mber				
PO reference #		4		Mate	hed receipt num	nbers			4	
PO Status	Select Entry		~							_
					Su	ibject				
Supplier company ID 🚺					Vendor	code 🔼				
Supplier name										
Supplier contact ID			9			. –				
1			1		Exchange	erate				
Invoice Trx Total										
Invoice subtotal amount 🕨										
Invoice tax amount										
Invoice freight amount										
Invoice grand total										
Totals from Detail										
Extended amount		\$0.00								
Tax amount		\$0.00								
Freight amount		\$0.00								
Discount amount		\$0.00								
Total amount										
Difference										



Review the second supplier invoice, #DD798.

							1/12/2012	DD798	
ill To						Ship To			
irchStreet Cen	nter					BirchStree	t Center		
737 Birch Street lewport Beach, CA 92660						3737 Birch Street Newport Beach, CA 92660			
PO Number		Terms	Ren	Shin	Via	FOR	Project		
		NUC	Top	Unp	FIG	1.0.5	Tiojoot		
2509		Net 21				1	1		
Qty	Item Code	Description	n				Price Each	Amount	
1	10042059	Power Spor	nge				34.94	34.94	
2	10042083	20" Red Bu	ffing Pads				25.85	51.70	
l				and a state of the second state			Subtotal	86.64	
							Tax Freight	6.94	
							Freight	00.8	
							Total	102.24	



Turning back to the AP Invoice Screen, enter the required informtaion from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.

**Note**: If a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.

Supplier invoice number 1 dd798

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.

PO reference # – Refers to the PO number referenced when creating a paper invoice against a PO that

was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon  $\square$  to the right of the field.

To select a **PO reference #**, click the lookup icon.

Note that you may optionally narrow your search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.

Ø	Purcha	se Order Number I	ookup - Windows In	iternet Explorer			IX
C	https://	www03. <b>birchstreetsyst</b> e	ms.com/j4/Zoom.jsp?Pan	elID=12970&CtrlType=undefined&d=1326399192	9478search	_	
2 Ei Se Pi	Advance irst Previ earch Col earch Tex age 1 of	<u>d Search</u> ious <u>Next Last Refresh</u> lumn: PO number xt: 4 / Rows 1-350 of 1076	GO found				
		∀PO number	Subject	PO Status	PO date	Sup company ID	Prc
	Select	00000000002510	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:13:49	13	
	Select	00000000002509	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:11:01	13	
	Select	00000000002508	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:28:08	13	

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.



**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.

**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference number lookup icon.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.

Once a PO reference # has been selected, the **Supplier company ID**, **Vendor code**, and **Supplier name** fields will automatically become populated if the supplier has been fully set up in BirchStreet and a vendor code has already been assigned to the supplier by the Finance team. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.

Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID	Q		
	]		

Invoice subtotal amount – Refers to the supplier's subtotal amount from the physical invoice.

Invoice tax amount - Refers to the tax amount (if any) from the supplier's physical invoice.

**Invoice freight amount** – Refers to the freight amount (if any) from the supplier's physical invoice.

**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$86.64	Received ext amt	
Invoice tax amount	\$6.94	Received tax amount	
Invoice freight amount	\$8.66	Received freight amt	
Invoice grand total	\$102.24	Receiving grand total	



The current status for this new invoice is Not Matched, but now that the required information has been entered click the **Match** button.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP Pri	nt/View No <u>t</u> es <u>A</u> ttac	h Sui	brnit Override	Select Receipts	Match
Invoice Dates Ve	endor Detail History	Exception Reconcile				
AP invoice number	[New] 🔍 🗳		Status	Not Matched	~	
		Transmissio	n status	Select Entry	~	
Supplier invoice number	DD798	Transmis	ion date			
Invoice date	01/12/2012	Batch	number			
PO reference #	00000000002509	Matched receipt	numbers		Q	
PO Status	Receiving Complete	~				
			Subject			
Supplier company ID	13 Q Unisource W	orldwide Ven	dor code	10172011	Q	
Supplier name	Unisource Worldwide					
Supplier contact ID		Q				
	Ţ	1				
Invoice Trx Total		Reconcile Trx Total	s			
Invoice subtotal amount	\$86.64	Receive	i ext amt			
Invoice tax amount	\$6.94	Received ta:	amount			
Invoice freight amount	\$8.66	Received fr	eight amt			
Invoice grand total	\$102.24	Receiving gr	and total			
			_			
Payment						
Payment method code	Select Entry 💉 🛃		Terms		4	
Hold		Hold de	scription			

Click OK on the confirmation prompt.

Message	e from webpage  🛛
♪	Processing is done.
	ОК



If the invoice finds a receiving event that matches the Invoice total amount and falls within the tolerance levels that have been predefined, the status of the invoice will change to **Auto Matched**.

Status Auto Matched	1
---------------------	---

Reload the record by clicking the **Refresh icon** 

Once the screen is refreshed, note the **Variance** field in the logo panel indicates that no variance was found.



Reviewing the AP Invoice Screen, note that the system automatically found the second receiving event that matched the second supplier's invoice. The number of the matched receiving event will be visible in the Matched receipt numbers field.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP Pri	nt/View No <u>t</u> es	Attach Sui	omit Override	Select Receipts	
Invoice Dates V	endor Detail History	Exception Rec	oncile			
AP invoice number	0000000000098 🔍 🛟		Status	Auto Matched	*	
		Tra	nsmission status	Processed, not trans	mitted 🗸	
Supplier invoice number	DD798	Tr	ansmission date			
Invoice date	01/12/2012		Batch number			
PO reference #	0000000002509	Matched	receipt numbers	00000000001914	Q	
PO Status	Receiving Complete	~				
			Subject			
Supplier company ID	13 Q Unisource W	/orldwide	Vendor code	10172011	Q	
Supplier name	Unisource Worldwide					
Supplier contact ID		Q				
nvoice Trx Total		Reconcile Tr	x Totals			
Invoice subtotal amount	\$86.64	F	Received ext amt		\$86.64	
Invoice tax amount	\$6.94	Rece	eived tax amount		\$6.94	
Invoice freight amount	\$8.66	Rec	eived freight amt		\$8.66	
Invoice grand total	\$102.24	Rece	eiving grand total		\$102.24	
ayment						
Payment method code	Select Entry 🖌 💕		Terms		Q	
Hold			Hold description			



## MULTIPLE DISCREPENCY INVOICES (OVER-INVOICED IN QUANTITY OR PRICE)

To reconcile multiple discrepancies on a supplier's invoices against a single PO and receiving event, begin on the **AP Invoice Tab** and click the **Create Invoice** button.

V	Velcome Ben Coker (Mktplc 483 / 20) 20- Birch	nStreet Center 💌 🔕	🗹 Hide Menu	🗹 Hide Sum	nmary <u>Show L</u>	ogo <u>Home</u>	My Settings Help	<u>Logout</u>
	Catalogs Order Guide Cart PO	In Box Approva	Is AP Invoice	Inventory				
		Submit	Print / View	Notes	Attachment	History	Transmit AP	
	AI	Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
	First Previous Next Last Refresh							
	Search Column: PO number							
	Search Text: GO							
	Page 1 of 1 / Rows 0-0 of 0 found							
	AP invoice Doc	Townships in data Downship			<b>DO</b>	0	Investore data	Inv 🗹
	# Status type	Transmission date Suppli	ier name Subje	ct	PO number	Supplier inv #	Invoice date	lotal
	AP invoice # Status Uppe	Transmission date Suppli	ier name Subje	ct	PO number	Supplier inv #	Invoice date	lnı Tota

An **AP Invoice Screen** will appear and you will begin on the **Invoice Tab**. Note that when creating a new invoice, there are several blue boxes with white arrows that depict required fields in the entry screen

below 🚺

New Save Delete	PO Print/View	AP Print	View	No <u>t</u> es	<u>A</u> ttach	Sub	mit Overrid	e		
Invoice Dates Ve	endor Detail	History	Exceptio	on Re	econcile					_
AP invoice number	[New]	a 😰			St	tatus	New	~		^
				Tr	ansmission st	tatus	Select Entry		~	
Supplier invoice number 🕨	3				Transmission	date			-	
Invoice date 🕨					Batch nur	mber				
PO reference #		_ <b>Q</b>		Matche	d receipt num	bers				
PO Status	Select Entry	~	٢							
					Sut	bject				
Supplier company ID					Vendor o	code ▶				
Supplier name										
Supplier contact ID			2		Exchange	rate				
	1									
Invoice Trx Total										
Invoice subtotal amount D	1									
Invoice tax amount										
Invoice freight amount										
Invoice grand total	1									
Totals from Detail										
Extended amount		\$0.00								
Tax amount		\$0.00								
Freight amount		\$0.00								
Discount amount		\$0.00								
Total amount										
Difference										~



Take the physical copies of the supplier's invoices in hand and note the invoice numbers, invoice dates and whether a PO number is referenced. Proceed to review the document and note the supplier's subtotal amount, tax, frieght, and grand total.

Jnisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433	Date         Invoice #           1/12/2012         HH817
Bill To	Ship To
BirchStreet Center	BirchStreet Center
3737 Birch Street Newport Beach, CA 92660	3737 Birch Street Newport Beach, CA 92660

PO Number	Terms	Rep	Ship	Via	F.O.B	Project
2486	Net 21					

acy	Item Code	Description	Price Each	Amount
5	10042059	Power Sponge	34.94	174.7
5	10041962	17" Red Buffing Pads	30.15	150.7
6	10042083	20" Red Buffing Pads	25.85	155.1
1				
			Subtable	490.5
			Subtotal	480.5
			Subtotal Tax Freight	480.5



Review the Receiving Record if necessary and note the receiving record number of 1917 that corresponds with the PO number of 2486.

Receiving Record #:	00000000	0001917					Purc	hase Order:	#: 000000	00000248	6					
R	eceived by: I	Ben Coker				Received on: 0	1/12/2012					PO	Status: Receiving C	omplete		
Bu	yer's name:	Mary Sato			В	uyer's Phone: (!	949)567-7000						Buyer's Dept.: A&	G		
	Invo	ice number:					PO date:	01/04/2012					Supplier:	Unisource	Worldwide	
1	Invoice subt	otal amount:	\$0.00			F	O subtotal:	\$404.70				Sourc	e document number:			
	Invoice frei	ght amount:	\$0.00			PO Frei	ght amount:	\$0.00					Tracking number:			
	Invoice	tax amount:	\$0.00			POI	Fax amount:	\$0.00				Bi	ill of lading number:			
Invoic	e less disco	unt amount:	\$0.00			PO less disco	unt amount:	\$0.00				De	elivery note number:			
	I	woice Total:	\$404.70				PO Total:	\$404.70					Direct total amount:	\$404.70		
Receiving Notes : No Notes Product Disbursement: Picked up by: Delivered to:				Departs	nent :					Date	:					
							Pu	rchase order	rs		Receiving	_				
Line status I	tem SKU	Product Desc	2.	GL Account	Order UOM	Pack/ Size	Order Qt	y Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Rec'd to date qty	Open qty	Can'd qty	Reason
Receiving Complete 1	10042059	# 3000 3m Po	wer Sponge 20/Case	10-90-100	CS	20 / -	5.0	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00		-
Receiving Complete 1	10041962	17" Red Buffi	ng Pads 5/Case	10-90-100	CS	5/-	5.0	0 \$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-
Receiving Complete 1	10042083	20" Red Buffi	ng Pads 5/case	10-90-100	CS	5/-	5.0	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	0.00		-

Turning back to the AP Invoice Screen, enter the required informtaion from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.

**Note**: If a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.

Supplier invoice number 1 hh817

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.

PO reference # – Refers to the PO number referenced when creating a paper invoice against a PO that

was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon  $\square$  to the right of the field.

To select a **PO reference #**, click the lookup icon.

Note that you may optionally narrow your search criteria at the top of the lookup screen. Once the correct PO number is located, click **Select**.



🟉 Purcha	ase Order Number	Lookup - Windo	ws Internet Explorer				_ 🗆 🗙						
C https://	https://www03.birchstreetsystems.com/j4/NavList.jsp												
<u>Advance</u> <u>First Prev</u> Search Co Search Te: Page 1 of	<u>d Search</u> ious Next Last Refresi iumn: PO number xt: 2486 1 / Rows 1-1 of 1 found	2 <u>GO</u>											
	PO number	Subject	PO Status	PO date	Sup company ID	Proxy supplier	Trx c						
Select	00000000002486	Unisource E1	Receiving Complete	01/04/2012 12:34:58	13		USD						

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.

**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.

**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference number lookup icon.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.

Once a PO reference # has been selected, the **Supplier company ID**, **Vendor code**, and **Supplier name** fields will automatically become populated if the supplier has been fully set up in BirchStreet and a vendor code has already been assigned to the supplier by the Finance team. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.

Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011	Q
Supplier name	Unisource Worldwide			
Supplier contact ID	Q			

**Invoice subtotal amount** – Refers to the supplier's subtotal amount from the physical invoice.

**Invoice tax amount** - Refers to the tax amount (if any) from the supplier's physical invoice.

**Invoice freight amount** – Refers to the freight amount (if any) from the supplier's physical invoice.



**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

In this instance, there are no tax or freight charges included on the physical invoice under inspection, so the data will be refelected as seen below.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$480.55	Received ext amt	
Invoice tax amount		Received tax amount	
Invoice freight amount		Received freight amt	
Invoice grand total	\$480.55	Receiving grand total	

The current status for this new invoice is Not Matched, but now that the required information has been entered click the **Match** button.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP	Print/View No <u>t</u> es	Attach Suit	omit Override	Select Receipts	Matc
Invoice Dates V	endor Detail Histo	ory Exception Rec	oncile			
AP invoice number	[New] 🔍 🗳	· · ·	Status	Not Matched	~	
		Tran	smission status	Select Entry	~	
Supplier invoice number	HH817	Tra	ansmission date			
Invoice date	01/12/2012		Batch number			
PO reference #	00000000002486	Matched r	eceipt numbers		Q	
PO Status	Receiving Complete	~				
			Subject			
Supplier company ID	13 Q Unisourc	e Worldwide	Vendor code	10172011	Q	
Supplier name	Unisource Worldwide					
Supplier contact ID						
Invoice Trx Total		Reconcile Trx	Totals			
Invoice subtotal amount	\$480.55	R	eceived ext amt			
Invoice tax amount		Recei	ived tax amount			
Invoice freight amount		Rece	ived freight amt			
Invoice grand total	\$480.55	Recei	iving grand total			
Payment						
Payment method code	Select Entry 💙 🗳		Terms		Q	
Hold			Hold description			
Tolu			noid deachption	1		



Click **OK** on the confirmation prompt.



If the Invoice grand total does not fall within the tolerance levels that have been predefined, the Status of the invoice will change to **Exception**.



Reload the record by clicking the **Refresh icon** 



If your logo is not hidden, the system will automatically provide a Variance amount. In this case, we can see that after inputting an Invoice grand total amount of \$480.55, we are left with a Variance of \$75.85.



Reviewing the information on the **Exception Tab**, we can also deduce additional information in which to figure out where the Variance amount is coming from and why we haven't fallen within our tolerance range.

The first Exception type is in regards to a Subtotal dollar % variance. Reviewing the Matching exception for that Exception type, we note that excluding tax and freight, our AP invoice states that we owe only \$480.55 whereas the receiving event that was previously processed in BirchStreet indicates that we owe \$404.70 (excluding tax and freight). The Matching exception field continues on to state that the discrepancy between the two amounts has resulted in a 18.74% variance. One of our pre-defined tolerances states that we will not allow a Subtotal dollar % variance of more than 10% and the system has now taken exception to this transcation.



Ir	ivoice	grand total: \$480.55								
	/ariano	te: \$75.85								
		Hom	ne <u>My Settings</u>	Help	Hide L	opo	O Entry	/ 🔾 List 💿 Ve	ertical 🔘 Horizo	ntal Close
	<u>N</u> ew	<u>Save</u> Delete	PO Print/View	AP Print/View	No <u>t</u> es	Attach Su	imii Ove	erride Se	lect Receipts	Match
1	Invoi	ce Dates	Vendor Detail I	History Except	tion 📔	Reconcile				
•	• •	Search Column	n: Matched date 🛛 🗸	Search Text:		GO page 1	of1 Rows;	per page 100		
	_									
		Matched date	Matching exception	Exception type	Row	Supplier inv #	Item #	Item desc	Order UOM	
	<u>Edit</u>	01/12/2012 16:33:05	Exception: Header extended trx amount percentage variance. (AP - 480.55, Receiving - 404.7, % variance - 18.7423, allowed % variance 10.0)	Subtotal dollar % variance	1	HH817				
	<u>Edit</u>	01/12/2012 16:33:05	Exception: Header extended trx amount variance. (AP - 480.55, Beceiving - 404.7, variance	Subtotal dollar amt variance	2	HH817				

The second Exception type is in regard to the **Subtotal dollar variance**. Reviewing the Matching exception field for that Exception type, we note that excluding tax and freight, our AP invoice states that we owe \$480.55 whereas the receiving event that was previously processed in BirchStreet indicates that we owe \$404.70 (excluding tax and freight). The Matching exception field continues to state that the discrepancy between the two amounts has resulted in a \$75.85 variance between the two subtotals. One of our predefined tolerances states that we will not allow a Subtotal dollar variance of more than \$50.00 and the system has now taken exception to this transcation.

Invo	oice	grand total: \$480.55								
Var	riano	ce: \$75.85								
		Hon	ne <u>My Settings</u>	<u>Help</u>	Hide L	oqo	O Entry	/ 🔘 List 💿 Ve	rtical 🔘 Horizo	ntal Close
N	ew	<u>Save</u> Delete	PO Print/View	AP Print/View	No <u>t</u> es	Attach Su	bmit Ove	erride Se	lect Receipts	Match
In	voi	ce Dates	Vendor Detail I	History Except	tion 📔	Reconcile				
¥		Search Colum	n: Matched date 🛛 🗸	Search Text:		GO page 1	of 1 Rows	per page 100		
_					_					
		Matched date	Matching exception	Exception type	Row	Supplier inv #	Item #	Item desc	Order UOM	
Ē	<u>Edit</u>	01/12/2012 16:33:05	Exception: Header extended trx amount percentage variance. (AP - 480.55, Receiving - 404.7, % variance - 18.7423, allowed % variance 10.0)	Subtotal dollar % variance	1	HH817				
Ē	Edit	01/12/2012 16:33:05	Exception: Header extended trx amount variance. (AP - 480.55, Receiving - 404.7, variance - 75.85, allowed variance 50.0)	Subtotal dollar amt variance	2	HH817				
			50.07	<u></u>					L	



Invoice grand total: \$480.55 Home My Settings <u>Help</u> Hide Logo ○ Entry ○ List ○ Vertical ○ Horizontal Close <u>New Save Delete PO Print/View AP Print/View Notes Attach Submit Override Select Receipts</u> Vendor Detail Exception GO page 1 ▼ ▲ ► ◀ Search Column: Matched date V Search Text: of 1 Rows per page 100 Matched date Order UOM Matching exception Supplier inv # Item desc Exception type Row Item # 01/12/2012 16:33:05 HH817 Exception: Header Subtotal dollar % Edit extended trx amount variance percentage variance. (AP -480.55, Receiving - 404.7, % variance - 18.7423, allowed % variance 10.0) Edit 01/12/2012 16:33:05 Exception: Header Subtotal dollar amt 2 HH817 extended trx amount variance. (AP - 480.55, variance Receiving - 404.7, variance - 75.85, allowed variance 50.0)

Compare the receiving record with the supplier invoice and if necessary, click **PO Print/View** to review the initial PO as well as the receiving history.

Note any discrepencies between the actual receiving record or history on the PO/Print View screen. Comparing the supplier invoice with the receiving record indicates discrepancies of quantity and price.

Receiving Record #: 000000	000001917					Purc	hase Order:	#: 000000	00000248	6					
Received	y: Ben Coker				Received on: 0	1/12/2012					PO	Status: Receiving C	omplete		
Buyer's na	ne: Mary Sato			B	uyer's Phone: (	949)567-7000						Buyer's Dept.: A&	:G		
1	nvoice number:					PO date:	01/04/2012					Supplier:	Unisource	Worldwide	
Invoice s	ubtotal amount:	\$0.00			I	O subtotal:	\$404.70				Sourc	e document number:			
Invoice	freight amount:	\$0.00			PO Frei	ght amount:	\$0.00					Tracking number:			
Invo	ice tax amount:	\$0.00			POI	Fax amount:	\$0.00				В	ill of lading number:			
Invoice less d	scount amount:	\$0.00			PO less disco	unt amount:	\$0.00				D	elivery note number:			
	Invoice Total:	\$404.70				PO Total:	\$404.70					Direct total amount:	\$404.70		
Receiving Notes : No Notes															
Product Disbursement:															
Picked up by:			Departs	nent :					Date						
Delivered to:			Locatio	n:	_				Signa	iture :					
						Pu	rchase orde	rs	1	Receiving					
Line status Item SKI	Product Des	c.	GL Account	Order UOM	Pack/ Size	Order Qt	y Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Rec'd to date qty	Open qty	Can'd qty	Reason
Receiving Complete 10042059	# 3000 3m Pc	wer Sponge 20/Case	10-90-100	CS	20 / -	5.0	0 \$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00		-
Receiving Complete 10041962	17" Red Buff	ing Pads 5/Case	10-90-100	CS	5/-	5.0	0 \$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-
Receiving Complete 10042083	20" Red Buff	ing Pads 5/case	10-90-100	CS	5/-	5.0	0 \$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	0.00		-



Reviewing supplier invoice #HH817 indicates that we ordered and received the 17" Red Buffing Pads at a price of \$20.15/CS but the supplier is invoicing those at a rate of \$30.15/CS. We can also note that we ordered and received 5 cases of 20" Red Buffing Pads but the supplier is invoicing for 6.

Qty	Item Code	Description	Price Each	Amount
5	10042059	Power Sponge	34.94	174.70
5	10041962	17" Red Buffing Pads	30.15	150.75
6	10042083	20" Red Buffing Pads	25.85	155.10

Click on the **Reconcile Tab** to reconcile differences between the receiving event and the supplier invoice.

h	ivoi	ce Dates	Vendor Detail	History	Υ E	Exception	Reconcile								
1	\dd I	d Row ▼ ▲ ▶ ◀ Search Column: PO number ▼ Search Text: GO page 1 of 1 Rows per page 100													
	PO number Receiving number Dept code GL Account Item # Item desc UOM Invoiced qty Invoiced price Inv extended amt														
	<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×	
	<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	×	
	<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	×	
													\$404.70		

To reconcile the supplier invoice to the receiving event, begin by clicking the **Edit** line link next to the second item.

Invoi	nvoice Dates Vendor Detail History Exception Reconcile													
Add	Add Row ▼▲▶◀ Search Column: PO number ▼ Search Text: GO page 1 of 1 Rows per page 100													
	Downlas Device Device All locate All locate All locate All locates													
PO number Receiving number Dept code GL Account Item # Item desc UOM Invoiced qty Invoiced price Inv extended and														
<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×	
<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	×	
<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	×	
	\$404.70													



Once clicked, the line item screen will open.

Invoice Dates V	endor Detail	History	ΥB	xception	Reconcile								
Add Ro <u>w</u> ▼▲►◀	Search Column: PO num	iber 🕚	<ul> <li>S</li> </ul>	earch Tex	t	<u>GO</u> pag	e 1 of 1 Rows	per page 1	00				
PO number	Receiving number	Dept cod	е	GL Acco	unt	Item #	Item desc	UOM	Invoiced	qty	Invoiced price	Inv extended amt	
Edit 0000000002486 00	0000000001917	10	1	0-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS		5	\$34.94	\$174.70	×
Edit 0000000002486 00	0000000001917	10	1	0-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS		5	\$20.15	\$100.75	$\mathbf{X}$
Edit 0000000002486 00	0000000001917	10	1	0-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads	CS		5	\$25.85	\$129.25	×
O <u>K C</u> ancel D <u>e</u> let	te Row											\$404.70	
			0										
PO number	00000000002486		~		Reconcile	ow j2		_					
Receiving number	00000000001917		4		PO d	ate 01/04	/2012 12:34:58						
Receiving row number	2	4			Received o	late 01/12	/2012						
Receiving item information	400.0000			_	Cubathata i								
item #	10041962			_	Substitute	iem							
Item description	17" Red Buffing Pads	5/Case	0										
Department code	10		Q.		GL Acco	unt  10-90	-100						
	Rooms					Clean	ing Supplies						
Ordered UOM	ICS												
Received quantity		5											
PO/Rec'd price	S	20.1500											
Received ext amt		\$100.75											
Invoice Amounts													
Invoiced quantity		5		Invoid	ed / Rev'd qty varia	nce 0.000	0						
Invoiced price	S:	20.1500			Price varia	nce	0.0000						
Inv extended amt		\$100.75			Extended amt varia	nce 🗌	\$0.00						
Invoice tax amt		\$0.00											
Invoice freight amount		\$0.00											
Invoice total		\$100.75											

Enter the supplier's invoice price of \$30.15 into the **Invoiced price** field and click **OK**.

O <u>K</u> <u>C</u> ancel D <u>e</u> let	e Row			
PO number	0000000002486		Reconcile row	2
Receiving number	00000000001917		PO date	01/04/2012 12:34:58
Receiving row number	2		Received date	01/12/2012
Receiving Item Information				
ltem #	10041962		Substitute item	
Item description	17" Red Buffing Pads 5/Case			
Department code	10	_ <b>Q</b>	GL Account	10-90-100
	Rooms	_		Cleaning Supplies
Ordered UOM	cs 🔍			
Received quantity	5			
PO/Rec'd price	\$20.1500			
Received ext amt	\$100.75			
Invoice Amounts				
Invoiced quantity	5		Invoiced / Rcv'd qty variance	0.0000
Invoiced price	\$30.1500		Price variance	-10.0000
Inv extended amt	\$150.75		Extended amt variance	\$0.00
Invoice tax amt	\$0.00			
Invoice freight amount	\$0.00			
Invoice total	\$150.75			



The updated invoice price will immediately be updated within the line item information.

	Invoi	ce Dates	Vendor Detail	His	story	Exception	Reconcile							
1	Add	Ro <u>w</u>	Search Column: PO nur	nber	<b>v</b>	Search Tex	t:	<u>GO</u> pag	e 1 of 1 Rows	per page 1	DO			
ſ		PO number	Receiving number	De	pt code	GL Acco	unt	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt	
	Edit	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×
	<u>Edit</u>	00000000002486	00000000001917	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	×
	<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	×
					-								\$454.70	

Reveiwing the Variance data in the logo panel, you can see that our Variance is now down to \$25.85.

Invoice	grand	total:	\$480.55
Variand	e:		\$25.85

Continue reconciling by clicking the Edit link next to the third line item.

	Invoi	nvoice Dates Vendor Detail History Exception Reconcile												
	Add Row Search Column: PO number Search Text: GO page 1 of 1 Rows per page 100													
Γ		PO number	Receiving number	De	nt code	GL Acco	unt	item #	Item desc	UOM	Invoiced atv	Invoiced price	Invextended amt	
	Edit	00000000002486	00000000001917	10	preode	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power	CS	5	\$34.94	\$174.70	×
	_								Sponge 20/Case					$\mathbf{n}$
	<u>Edit</u>	00000000002486	00000000001917	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	×
	<u>Edit</u>	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads	CS	5	\$25.85	\$129.25	×
									5/case					
													\$454.70	



Once clicked, the line item screen will open.

Invoi	ce Dates	Vendor D	)etail	listory	Exception	Reconcile							
Add		Search Column:	PO number	~	Search Tex	t:	<u>GO</u> pag	e 1 of 1 Rows	per page 👖	00			
	PO number	Receiving nu	mber l	Dept code	GL Acco	unt	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt	
Edit	00000000002486	0000000000191	17 10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	cs	5	\$34.94	\$174.70	×
<u>Edit</u>	00000000002486	0000000000191	17 10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	cs	5	\$30.1500	\$150.75	×
<u>Edit</u>	00000000002486	00000000000191	17 10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	cs	5	\$25.85	\$129.25	×
												\$454.70	
OK	Cancol	loto Rour											
		iete Kow											
	PO numb	er 000000000	002486	Q		Reconcile n	ow 3						
	Receiving numb	er 000000000	001917	Q	•	PO d	ate 01/04	/2012 12:34:58	_				
	Receiving row numb	er 3		Q		Received d	ate 01/12	/2012					
Receiv	ing Item Informatio	on											
	ltem #	10042083				Substitute it	em 🗌						
	Item description	20" Red Buffi	ing Pads 5/ca	se									
	Department co	de 10		Q	•	GL Acco	unt 10-90	-100					
		Rooms					Clean	ing Supplies					
	Ordered UC	DM CS		- <b>Q</b>									
	Received quant	ity		5									
	PO/Rec'd priv	ce 🗌	\$25.8	1500									
	Received ext a	mt 🛛	\$12	9.25									
Invoice	Amounts												
	Invoiced quant	ity		5	Invoid	ced / Rov'd qty variar	nce 0.000	0					
	Invoiced priced	ce 🛛	\$25.8	500		Price variar	nce 🗌	0.0000					
	Inv extended a	mt	\$12	9.25		Extended amt variar	nce 🗌	\$0.00					
	Invoice tax a	mt	s	0.00									
	Invoice freight amou	int 🗍	S	0.00									
	Invoice to	tal	\$12	9.25									

# Enter the supplier's **Invoiced quantity** of 6 and click **OK**.

Invoi	ce Dates	Vendor Detail	Hi	story	Exception	Reconcile							
Add	Ro <u>w</u> V A F 4	Search Column: PO nu	mber	<b>~ •</b>	Search Tex	t:	<u>GO</u> pag	e 1 of 1 Rows	per page 1	00			
	PO number	Receiving number	De	ept code	GL Acco	unt	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt	
Edit	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	cs	5	\$34.94	\$174.70	×
Edit	0000000002486	00000000001917	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	cs	6	\$30.1500	\$150.75	$\mathbf{x}$
Edit	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	5	\$25.85	\$129.25	$\mathbf{x}$
			-									\$454.70	
O <u>K</u>	<u>C</u> ancel D <u>e</u>	lete Row											
	PO numo	er [00000000002486		~		Reconcile r	ow 13		_				
	Receiving numb	er 00000000001917		Q.		PO d	late 01/04	/2012 12:34:58					
	Receiving row numb	er 3	C	\$		Received d	late 01/12	/2012					
Receiv	ing Item Information	on											
	ltem #	¢ 10042083			_	Substitute i	tem 🔄						
	Item description	20" Red Buffing Pads	5/case	,									
	Department co	de 10		<b>Q</b>		GL Acco	unt 10-90	)-100	Q				
	Ordered UC			0			Toroni	ing ouppies					
	Received quant	av [		-									
	PO/Rec'd pri	ce	\$25.85	00									
	Received ext a	mt	\$120	25									
Invoice	e Amounts		0120.										
	Invoiced quant	ity		6	Invoid	ced / Rov'd gty varia	nce -1.00	00					
	Invoiced pri	ce S	\$25.85	00		Price varia	nce	0.0000					
	Inv extended a	mt	\$155.	10		Extended amt varia	nce 🗌	\$0.00					
	Invoice tax a	mt	\$0.	00									
	Invoice freight amou	unt	<b>S</b> 0.	00									
	Invoice to	tal	\$155.	10									



The updated invoice quantity will immediately be updated within the line item information.

In	nvoice Dates Vendor Detail History Exception Reconcile													
A	Add Row V A > Search Column: PO number V Search Text: GO page 1 of 1 Rows per page 100													
		PO number	Receiving number	De	pt code	GL Acco	unt	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Invextended amt	
	Edit	00000000002486	00000000001917	10		10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	×
1	Edit	00000000002486	00000000001917	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	×
1	Edit	00000000002486	00000000001917	10	Rooms	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/case	CS	6	\$25.8500	\$155.10	×
					•								\$480.55	

Reveiwing the Variance data in the logo panel, you can see that our Variance is now down to \$0.00.

Invoice	grand	total:	\$480.55
Varianc			\$0.00

**Note**: If the Variance still indicates a discrepency, continue to make edits and reconcile as needed to decrease the gap. Be sure to check tax and freight amounts if discrepencies persist.

Once the Variance has decreased to zero or within a tolerable range, return to the **Invoice Tab** and click **Override**. (Not all members will have access to the Override button. If no access has been granted, click Save or Submit so that an authority can review the document before transmission to a back office system.)

Invoice grand total:	\$480.55										
Variance:											
		Home	My Settings		Help	Hide Logo		O Entry	🔾 List 💿 Verti	cal 🔘 Horizontal	Close
New Save	Delata	PO Print//iew		t∆/iow	Notes	Attach	ibroit Override	Sele	ct Receints	Match	
	1 20000										
Invoice Da	ates YVe	endor Detail	History	Excep	otion 1	Reconcile					
AP inve	oice number	0000000000000107	7 🔍 🖄			Status	Exception				
Guardian		44917				Transmission status	Processed, not trai	nsmitted	~		
Supplier invi	lavaica data		T			Rateb sumber		_			
PO	reference #	0000000002486			Mate	bed receipt numbers	0000000001917		- <u> </u>		
	PO Status	Receiving Comple	te				,				
						Subject					
Supplier	company ID	13	Unisource Wo	rldwide		Vendor code	10172011				
Su	upplier name	Unisource Worldw	vide								
Supplie	er contact ID			Q,		Exchange rate		1			
		1									
Invoice Trx Total	1				Reconcile	e Trx Totals					
Invoice sub	total amount		\$480.55			Received ext amt		\$480.55			
Invoice	tax amount				F	Received tax amount		\$0.00			
Invoice fre	eight amount				1	Received freight amt		\$0.00			
Invoice	e grand total		\$480.55		F	Receiving grand total		\$480.55			
						Variance		\$0.00			
Payment						-					
Payment n	method code	Select Entry	🖌 😒			Terms			- ~		
	Hold					Hold description					
		luco luco									
Hor	ne currency	Jusu Jusi	Jollar								
	Grand total		50.00								
	Grand total	,	00.00								



If the Invoice grand total falls within the tolerance levels that have been predefined, the Status of the invoice will change to **Match Override**.

	Status	Match Override	~
--	--------	----------------	---

Click **OK** on the confirmation prompt.



# ENTERING A NON-PO INVOICE

Non-PO invoices are invoices that are received for products or services where a PO was not generated. Contractual arrangements, such as lobby flowers, waste removal, and pest control are a few key examples. If a PO was not originally generated within BirchStreet, an invoiced can still be created in the AP Invoice Screen.

Gather any Non-PO invoices and proceed to follow the steps below.

To enter a **Non-PO** invoice in BirchStreet, begin on the **AP Invoice Tab** and click the **Create Invoice** button.

V	Velcome Ben Coker (Mktplc 483 / 20)	20- Bir	chStreet Center 💌 🔕	🗹 Hide	Menu 🛛 🗹 Hide	Summary Show	Logo Home	My Settings Help	<u>Logout</u>
	Catalogs Order Guide	Cart P	0 In Box Ap	provals AP Ir	voice Invento	ory			
			Submi	it Print / Vie	w Notes	Attachment	History	Transmit AP	
			Checkbo	ook Prop Sumn	ary Delete	Create Invoice	Create CM		
	First Previous Next Last Refresh								
	Search Column: PO number	▼							
	Search Text:	<u>60</u> 🔍							
	Page 1 of 1 / Rows 0-0 of 0 found								
	AP invoice	Doc							Inv 🗠
	🛛 🖉 🥬 # 🛛 St	tatus type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Total



An **AP Invoice Screen** will appear and you will begin on the **Invoice Tab**. Note that when creating a non-PO invoice, there are several blue boxes with white arrows that depict required fields in the entry screen

below	
-------	--

New         Save         Delete           Select Receipts         Mate	PO Print/View	AP Prin	t/View N	lo <u>t</u> es	<u>A</u> ttach	Submit	Override			
Invoice Dates Ver AP invoice number	ndor Detail	History	Exception	Re	concile st	atus Nev	v	~		^
				Tra	ansmission st	atus Sel	ect Entry		~	
Supplier invoice number 🕨				т	ransmission	date /				
Invoice date 🕨					Batch nur	mber 🗍		1		
PO reference #		- Q		Matcheo	d receipt num	bers			_ Q	
PO Status	Select Entry	•	~							
					Sul	bject				
Supplier company ID 🕨	Q_				Vendor o	code 🕨			<b>_</b> Q	
Supplier name										
Supplier contact ID	[ 		Q		Exchange	rate				
Invoice Trx Total										
Invoice subtotal amount 🕨										
Invoice tax amount										
Invoice freight amount										
Invoice grand total										
Totals from Detail										-
Extended amount	5	\$0.00								
Tax amount	5	\$0.00								
Freight amount	5	\$0.00								
Discount amount	5	\$0.00								
Total amount										
Difference										~



Take the physical copy of a supplier's invoice in hand and note the invoice number, invoice date, subtotal amount, tax, frieght, and grand total.

Unisource 1232 Elm S Suite 320 Newport Bo	Worlwide treet each, CA 943	3					Date 1/12/2012	Invoice # JJ987
Bill To						Ship To		
BirchStreet Ce 3737 Birch Str Newport Beac			BirchStreet 3737 Birch Newport B	t Center Street each, CA 92660				
PO Number		Terms	Rep	Ship	Via	F.O.B	Project	
		Net 21						
05	Item Carla	Description	_				Deles Fash	0
Qty 1	WR	Lanuary 20	n 12 Waste i	Removal			S825.00	\$825.00
		5						2022.00
		•					Subtotal	\$825.00
							Tax	
							Freight	
							Total	\$825.00

On AP Invoice Screen, enter the required informtaion from the supplier invoice:

**Supplier invoice number** - This is a unique number provided by a supplier that serves as a key identifier for every invoice they generate.



**Note** that if a supplier's invoice number includes any letters, they MUST be capitalized or the system will indicate an error using a yellow box with an exclamation mark as depicted below. Mandatorily capitalizing all letters will disallow this invoice from accidentally or purposely being reprocessed at a later date.

Supplier invoice number 👤 jj987

**Invoice date** - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.

**Supplier company ID** -The supplier company ID is a unique number assigned to each supplier when they are adopted or added to a BirchStreet marketplace.

To select a **Supplier company ID**, click the lookup icon to the right of the field. The Supplier company ID can manually be typed in if it is known.

Note: Optionally narrow the search criteria at the top of the lookup screen.

Once the correct Company ID has been located, click Select.

🏉 Supplie	er Lookup - W	indows Internet Explor	er				_ 🗆 🗙
C https://v	www03. <b>birchstre</b>	etsystems.com/j4/NavList.jsp					
Advance First Previ Search Col Search Te Page 1 of	<u>d Search</u> ous Next Last F lumn: Company kt: Junisource 1 / Rows 1-2 of:	Refresh name V GO 2 found					
	Company ID	Company name	RHR code	Early pmt terms	Payment terms	Trans method	
Select	34	Unisource Canada, Inc.			Net 30	Online/Electronic	
Select	13	Unisource Worldwide			1-15th due the 25th; others due 10th of next Month	Fax	

**Vendor code** - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.



**Note**: If a Supplier company ID has already been cross-referenced with a Vendor code, the field will automatically populate when the Supplier company ID is selected in the step above. If it does not populate, refer to page 21 to learn how to add a new vendor code.

**Supplier name** – Indicates the name of the supplier as found on the PO that was selected using the PO reference number lookup icon. In the case of Non-PO invoices, this references the supplier's name on the invoice in hand.

Note: The Supplier name will automatically be populated once a Supplier company ID has been selected.

**Supplier contact ID** – This optional field allows a user to select a specific supplier contact to attach to a system copy of a supplier invoice. The lookup icon can be used to select a contact if necessary.

Supplier company ID	13 Q Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID	Q.		

Invoice subtotal amount – Refers to the supplier's subtotal amount from the physical invoice.

Invoice tax amount - Refers to the tax amount (if any) from the supplier's physical invoice.

Invoice freight amount – Refers to the freight amount (if any) from the supplier's physical invoice.

**Total** – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

In this instance, there are no tax or freight charges included on the physical invoice under inspection, so the data will be refelected as seen below.

Invoice Trx Total	
Invoice subtotal amount	\$825.00
Invoice tax amount	
Invoice freight amount	
Invoice grand total	\$825.00



The current status for this invoice is **New** and the line item data will need to be added before the Non-PO invoice can be processed.

Status New	<
------------	---

Click the Detail Tab.

ľ	Invoice	Dates Vendo	r 🕈 Detail 🔪	History	Exception I	Reconcile					
	Add Row V & > < Search Column: Row V Search Text: GO page 0 of 0 Rows per page 100										
ſ											
	Row	Substitute item	Line status	Line type	PO number	Item #	Item desc	Order UOM	Invoiced qty	Inv unit price	Inv extended amt
											\$0.00
											\$0.00

To add line item data, click the **Add Row** button.

1	Invoice	Dates Vend	or Detail	History	Exception	Reconcile					
	Add Row V A > Search Column: Row V Search Text: GO page 0 of 0 Rows per page 100										
	Row	Substitute item	Line status	Line type	PO number	Item #	Item desc	Order UOM	Invoiced qty	Inv unit price	Inv extended amt
											\$0.00



A line item screen will appear below. Note that when adding a new line item, there are several blue boxes with white arrows that depict required fields in the entry screen **D**.

Invoice Dates Vendor Detail His	story Exception	Reconcile					
Add Row V A > Search Column: Row	Search Text:	G	O page 0	of0 Rowspe	r page 100		
Row Substitute item Line status L	ine type PO number	Item #	ltem desc	Order UOM	Invoiced qty	Inv unit price	Inv extended amt
							\$0.00
						_	
O <u>K</u> <u>C</u> ancel Copy as New <u>R</u> ow D <u>e</u> lete I	Row Edit Alloc						
Line type Free form 🔽		Row	1	_			
Item#	Q	Substitute item					
Item description 🖸		Line status	New	~			
Department Ъ	Q	GL Account			<b>Q</b>		
Invoice Amounts	_						
Invoiced quantity 🕨	Invoiced / F	Rcv'd qty variance	0.0000				
Invoice unit price 💟		Variance price		\$0.00			
Inv extended amt							
Tax amount \$0.0	00						
Freight amount							
Discount amount							
Total line amount		Variance subtotal					
Onderstaffermention							
PO number		PO data		_			
Pereiving number	_ `	Po date					
	0	Received date	1				
	_	Received quantity					
Order unit price	-	reconvol qualitity	1				
Extended amount	_						
Extended amount							

**Line type** – Use the drop down menu to choose whether the item being added is a Free form item or a Catalog item. A free form item is an item that is not contained in any supplier's BirchStreet catalogs and will not be searchable in the next step. A Catalog item is an item that is contained in a BirchStreet catalog and can easily be found and selected in the next step.

Item # - Refers to the supplier's SKU or item number for any given product or service.

**Item description** – Refers to the supplier's description of a product or service, however if using the Free form Line type, the user entering the data will be able to enter their own description if desired.



### To add a Catalog item to an invoice, follow these steps:

Using the drop down menu in the Line type field, select Catalog item.

0 <u>K</u>	<u>C</u> ancel	Copy a	is New <u>R</u> ow	D <u>e</u> lete Row	Edit Alloc
	L	ine type	Free form V		_
	Item desc	Item # ription <b>D</b>	Catalog item Free form		<u></u>

Click on the **lookup icon** to the right of the **Item #** field.

O <u>K</u> <u>C</u> ancel Copy	as New <u>R</u> ow	D <u>e</u> lete Row	Edit Alloc
Ling tree	Cotolog itom M	1	
Item #			Q
Item description 🕨			

If desired, narrow down the search for the item using the search filters.

🟉 Catalog	, Iter	n Look	cup - Windov	ws Internet Explorer						×
C https://v	vww0	3.birch	streetsystems.c		118618	&CtrlType=undefined	%d=13264297549218search=8	&extraCOM	IPANY_ID=	
Advance	d Sea	rch								
First Previ		lext La	st Refresh							
Search Col	umo:	Item #	~	<b>•</b>						
Search Tex	ct:	Brand	name	GO						
Page 1 of	1 / Ro	Commo	odity code							
		Effecti	ve date						1	_
	⊽lte	Expirat	tion date		Unit	Items per UOM	Long desc		Item keyw	d ^
Select	1000	Item # Item de	esc	Flock Lined Latex Gloves # 8440S Small	PK	12	Gloves and Safety Supplies			
Select	1000	Items p Long d Max lea	er UOM lesc ad time	Flock Lined Latex Gloves # 8440M Medium	РК	12	Gloves and Safety Supplies			
Select	1000	Mfg na Mfg pa Min oro Model	ime irt # Jer qty	Flock Lined Latex Gloves # 8440XL X-	РК	12	Gloves and Safety Supplies			
Select	1000	Pack d Produc Quality	imensions ct class rrating	Heavy Duty Latex Gloves # 8430S Small	РК	12	Gloves and Safety Supplies			
Select	1000	Single order UOM Size UNSPSC UPC Unit 0461 Housekeeping Dozen		Heavy Duty Latex Gloves # 8430M Medium	РК	12	Gloves and Safety Supplies			
Select	1000			Heavy Duty Latex Gloves # 8430L Large	РК	12 Gloves and Safety Supplies				
Select	1000	0462	Orange .28 Mi Housekeeping Large Dozen	l. Heavy Duty Latex Gloves # 8430XL X-	РК	12	Gloves and Safety Supplies			~
	_									
Done							😁 Internet	- <u>6</u>	≤ 100% •	



Once the item is found, click the **Select** button.

🏉 Catalog Item Lool	kup - Windows Internet Explorer						
C https://www03.birch	streetsystems.com/j4/NavList.jsp						
Advanced Search <u>First Previous Next La</u> Search Column: Item # Search Text: 100421 Page 1 of 1 / Rows 1-1	ast <u>Refresh</u> 77 GO I of 1 found						
Item #	Item desc	Unit	Items per UOM	Long desc		ltem keyv	vds 🗠
Select 10042177	Lambswool Duster 28" Impact # 3103 Each	EA	12	Brooms, Brushes, Dusters			
							2
<u> </u>				•	0		2
Done				😽 Internet	- @-	💐 100%	·

The Item # and the Item description will automatically be popluated when selected an item from a catalog.

O <u>K</u> <u>C</u> ancel Copy	as New <u>R</u> ow	D <u>e</u> lete Row	Edit Alloc
Line type	Catalog item 💙	]	
ltem #	10042177	(	Q
Item description	Lambswool Duste	r 28" Impact # 3103	B Each



### To add a Free form item to an invoice, follow these steps:

Using the drop down menu in the Line type field, select Free form.

O <u>K</u> <u>C</u> ancel Copy a	is New <u>R</u> ow	D <u>e</u> lete Row	Edit Alloc
Line type	Free form 💌	┫	
ltem #	Select Entry Catalog item		Q
Item description 🕨	Free form		

Refer to the invoice and type in the supplier's **Item #** and **Item description**.

O <u>K</u> <u>C</u> ancel Copy a	as New <u>R</u> ow D <u>e</u> lete R	ow Ed	lit Alloc
Line type	Catalog item 🔽		
Item #	WR	Q	_
Item description	anuary 2012 Waste Removal		

For both Catalog item and Free form entries, continue to complete the remaining required fields on the screen.

**Department** – Refers to the Department that is going to be charged for this line item on the invoice.

**GL Account** – Refers to the GL Account that this line item is going to be coded to.

Department 🕨	Q	GL Account 🕨	Q

Manually type in the **Department** and **GL Account** or use the lookup icons next to each field to select from a list of choices.

Once entered, the description of the Department and GL Accounts will be visible on the screen.

Department	64	]Q	GL Account	64-90-125	ρ
	Property Maintenance			Contract Services	



**Invoiced quantity** – Refers to the quantity received according to the invoice. If you are entering a service fee, simply use a quantity of one.

**Invoice unit price** – Refers to the supplier's unit price for the product or service on the invoice.

**Inv extended amount** – Indicates the extended amount by multiplying the Invoiced quantity by the Invoice unit price. This field is greyed out and will prepopulate based on the data in the fields above.

**Tax amount** – Refers to the supplier's tax as shown on the invoice.

Freight amount – Refers to the freight charges as shown on the invoice.

**Discount amount** – Refers to any applicable discount as reflected on the invoice.

**Total line amount** – Represents the sum total of all invoice amounts. This field is grayed out and will prepopulate based on the data in the fields above.

Continue to manually enter the information as shown on the invoice.

**Note**: The Invoiced/Rcv'd qty variance, Variance price, and Variance subtotal fields are grayed out but indicate that according to the invoice we are receiving an item that the system is unaware of. Because this invoice is not linked to a BirchStreet PO, all items added on the Detail tab will appear unrecognized.

Invoiced quantity 1 Invoiced / Rcv'd qty variance -1.0000 Invoice unit price \$825.000 Variance price \$825.00 Inv extended amt \$825.00 Tax amount \$0.00	Invoice Amounts			
Invoice unit price \$825.0000 Invextended amt \$825.00 Tax amount \$0.00	Invoiced quantity	1	Invoiced / Rcv'd qty variance	-1.0000
Inv extended amt \$825.00 Tax amount \$0.00	Invoice unit price	\$825.0000	Variance price	\$825.00
Tax amount \$0.00	Inv extended amt	\$825.00		
	Tax amount	\$0.00		
Freight amount	Freight amount			
Discount amount	Discount amount			
Total line amount \$825.00 Variance subtotal \$825.00	Total line amount	\$825.00	Variance subtotal	\$825.00

**PO number** – An optional field that can be populated using the lookup item if this item is to be added to an existing PO.

**Receiving number Link** – This link will route the user back to the receiving screen if necessary.

**Order UOM** – An optional field that refers to the unit of measure in which the product or service was ordered.

Order Qty – An optional field that refers to the quantity of products or services ordered.

**Order unit price** – An optional field that refers to the unit price in which the product or service was ordered.



**Extended amount** – Represents the sum total of the Order Information data entered in the lines above.

**PO date** – An optional field that refers to the date the items were ordered outside of BirchStreet or if the items are to be added to an existing PO, it refers to the date in which the PO was generated in BirchStreet.

**Received date** – An optional field that refers to the date the item(s) were received.

**Received quantity** – An optional field that refers to the quantity received as compared to the quantity requested.

Order Information				
PO number		<b>Q</b>	PO date	
Receiving number			Received date	
Order UOM	Q			
Order Qty			Received quantity	
Order unit price				
Extended amount				

Invoice Dates Ve	endor Detail Histor	/ Except	ion Reconcile	
O <u>K</u> <u>C</u> ancel Copy	as New <u>R</u> ow D <u>e</u> lete Row	Edit Allo	C	
Line type Item # Item description Department	Free form  WR January 2012 Waste Removal 64 Property Maintenance	_ Q	Row Substitute item Line status GL Account	1 New 64-90-125 Contract Services
Invoice Amounts				
Invoiced quantity	1	In	voiced / Rcv'd qty variance	-1.0000
Invoice unit price	\$825.0000		Variance price	\$825.00
Inv extended amt	\$825.00			
Tax amount	\$0.00			
Freight amount				
Discount amount				
Total line amount	\$825.00		Variance subtotal	\$825.00
Order Information P0 number <u>Receiving number</u> Order U0M Order Qty	Q	<b>Q</b>	P0 date Received date Received quantity	
Order unit price Extended amount				

Once all required fields have been completed and any optional fields filled out, click OK.


The new line item has now been added to the Detail Tab.

Inv	voice Dates Vendor Detail History Exception Reconcile													
Ad	Add Row 🗸 🔺 🗲 Search Column: Row 💙 🗸 Search Text: GO page 1 of 1 Rows per page 100													
		Row	Substitute item	Line status	Line type	PO number	Item #	Item desc	Order UOM	Invoiced atv	Inv unit price	Invextended amt	Tax amt	Frt amt
Ed	lit 1	1		New	Free form		WR	January 2012 Waste		1	\$825.0000	\$825.00	\$0.00	X
Ed	<u>lit</u> '	1		New	Free form		WR	January 2012 Waste Removal		1	\$825.0000	\$825.00	\$0.00	×
Ed	<u>iit</u> '	1		New	Free form		WR	January 2012 Waste Removal		1	\$825.0000	\$825.00 \$825.00	\$0.00 \$0.00	\$0.00

Click Add Row to add any additional line items or click on the Invoice Tab to return to the invoice screen.

h	nvoice Dates Vendor Detail History Exception Reconcile														
4	Add Row Search Column: Row Search Text GO page 1 of 1 Rows per page 100														
	<u>Edit</u>	1		New	Free form	POlitilidei	WR	January 2012 Waste Removal	order dom	1	\$825.0000	\$825.00	\$0.00	TT ant	×
Ē												\$825.00	\$0.00	\$0.00	

<u>N</u> ew <u>S</u> ave <u>D</u> elete	PO Print/View AP Prin	nt/View	No <u>t</u> es <u>A</u> tta	ich Su	ıbmit Override	Sela	ect Receipts	Match
Invoice Dates Ve	endor Detail History	Ехсер	otion Reconci	le				
AP invoice number	[New] 🚳 🗳			Status	New	~		
			Transmiss	ion status	Select Entry		~	
Supplier invoice number	JJ987		Transmi	ssion date				
Invoice date	01/12/2012		Bat	ch number		-		
PO reference #	Q		Matched receip	t numbers			_ 🔍	
PO Status	Select Entry	~						
				Subject				
Supplier company ID	13 Q Unisource Wo	orldwide	Ve	ndor code	10172011		<b>_</b>	
Supplier name	Unisource Worldwide							
Supplier contact ID		Q	Excf	nange rate	<b></b>	1		
Invoice Trx Total								
Invoice subtotal amount	\$825.00							
Invoice tax amount								
Invoice freight amount								
Invoice grand total	\$825.00							
Totals from Detail								
Extended amount	\$825.00							
Tax amount	\$0.00							
Freight amount	\$0.00							
Discount amount	\$0.00							
Total amount	\$825.00							
Difference	\$0.00							
Payment								
Payment method code	Select Entry 💙 💕			Terms			_	
Hold			Hold o	lescription				
Home currency	USD US Dollar							

On the Invoice Tab, review the information if necessary and then click **Submit**.



After submitting the invoice, the status of the invoice will be changed to Invoice Complete.



## **DELETING MANUAL INVOICES IN A NEW STATUS**

If it is discovered that items on an invoice in a New status were not ordered or received, the invoice can be deleted as shown below.

Begin on the **AP Invoice Tab** and click the **Create Invoice** button to be routed to the AP Invoice Screen.

V	Nelcome Ben Coker (Mktplc 483 / 20) 20-	BirchStreet Center 💌 🔕	🗹 Hide Menu	🗹 Hide Sum	nmary <u>Show Lo</u>	ogo <u>Home</u>	My Settings Help	<u>Logout</u>
	Catalogs Order Guide Cart	PO In Box Approv	als AP Invoice	Inventory				
		Submit	Print / View	Notes	Attachment	History	Transmit AP	
		Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
	First Previous Next Last Refresh							
	Search Column: PO number 💉 🔻							
	Search Text: GO 4							
	Page 1 of 1 / Rows 0-0 of 0 found							
	AP invoice Doc							Inv 🗠
	# Status type	Transmission date Supp	blier name Subje	ct	PO number	Supplier inv #	Invoice date	Total

On AP Invoice Screen, use the filter options on the left-side to view invoices in the New status.

New       Advanced Search         First Previous Next Last Refresh         Search Column:       Supplier inv #         Search Text:       GO         Page 1 of 1 / Rows 1-5 of 5 found								
Supplier inv #	PO reference #	Invoice d						
208230		03/30/20						
208232-A		03/31/20						
171712917		04/18/20						
1234	00000000002370	08/03/20						
		00/00/00						



Select the document to review by clicking on the **Supplier inv #**.

New       Advanced Search         First Previous Next Last Refresh         Search Column:       Supplier inv #         Search Text:       GO         Page 1 of 1 / Rows 1-5 of 5 found								
Supplier inv #	PO reference #	Invoice d						
208230		03/30/20						
208232-A		03/31/20						
171712917		04/18/20						
1234	00000000002370	08/03/20						
2115XV7								

With the invoice loaded on the entry screen, click **Delete**.

New       Advanced Starch         First Previous lists list Editable         Search Text:       So         Applied in View & So of 5 fond         Search Text:       So         Search Text:       So         Sougher Invex & Total       Invoice of the sought of t	Welcome Ben Coker (Mktplc 483 / 20)	Home My S	Settings Help Show	Logo O Entry	O List  O Vertical  O Horizontal Close	se
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Search Totis  Page 1 of 1 / Rows 1.5 of 5 found  AP Invoice number  Doss20  Page 1 of 1 / Rows 1.5 of 5 found  AP Invoice number  Doss20  Doss	First Previous Next Last Refresh	Invoice Dates Ve	ondor Detail History F	vcention Reconcile		
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Freger In If FRUNK 1-5 of Submit       Introduce of the submit of the subm	Search Text: GO	AP Invoice number				
Supplier inv #       PO reference #       Invoice data         202320       030020         202324       030120         1717:3917       04/1820         1234       0000000002270         0000000002215       08/03/20         Supplier company D       6         Supplier name       Supplier name         Supplier romated Directst Produce       Vendor code         Totals from Detail       St250.00         Totals from Detail       St250.00	Page 1 01 17 Rows 1-5 01 5 round			I ransmission status	Select Entry	
208220       03/30/20         208220       03/30/20         208220       03/30/20         208220       03/30/20         208220       03/30/20         12/34       00/00/00002270         06/30/20       06/30/20         2115X/Z       00/00/00002270         06/30/20       06/30/20         Subject       Subject	Supplier inv # PO reference # Invoice d	Supplier invoice number	208230	Transmission date		
2023.2.4       03.01.00         177.172917       04.18.02         123.4       00000000002370         06000000002115       08.09.020         2115XYZ       00000000002115         08.0000       08.09.020         Suppler company D       Belect Entry         Suppler company D       Belect Entry         Suppler company D       Belect Entry         Suppler contact D       Vendor code         Suppler contact D       Invoice trx Total         Invoice tax amount       S220.00         Invoice fars from Detail       5250.00	208230 03/30/20	Invoice date	03/30/2011	Batch number		
17/17/1917       04/1820         1234       0000000002370       6803020         2115XYZ       0000000002115       88/00/20         Subject company D       6       9         Subject company D       7	208232-A 03/31/20	PO reference #	Q	Matched receipt numbers	Q.	
1234         00000000002270         08/03/20           2115XYZ         0000000002115         08/03/20           Suppler company 0         Image: Company 0         Image: Company 0           Suppler rame         Image: Company 0         Image: Company 0           Suppler rame         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company 0         Image: Company 0         Image: Company 0           Image: Company	171712917 04/18/20	PO Status	Select Entry			
2115XVZ       00000000002115       00/00000002115       00/000000000115       Vendor code       232352342       Q         Suppler company D       BirchStreet Produce       Vendor code       232352342       Q         Imvoice Trx Total       Invoice subtotal amount       5250.00       Vendor code       232352342       Q         Invoice tax amount       1       5250.00       Invoice freight amount       5250.00       Invoice freight amount       1       1         Totals from Detail       5250.00       1       5250.00       1	1234 0000000002370 08/03/20			Subject		
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Suppler name     BirchStreet Produce       Suppler contact D     Q       Invoice Trx Total     P       Invoice subtotal amount     \$250.00       Invoice fragina mount     \$250.00       Invoice grant total     \$250.00       Totals from Detail     \$250.00		Supplier company ID	6 Q BirchStreet Produce	Vendor code	232352342	
Suppler contact D     C       Invoice Trx Total     Invoice subtotal amount       Invoice tax amount     5250.00       Invoice freight amount     Invoice grant total       Invoice grant total     5250.00		Supplier name	BirchStreet Produce	_		
Invoice Trx Total       Invoice subtotal amount       S250.00       Invoice fragint amount       Invoice fragint amount       Invoice fragint amount       Invoice grant total       S250.00       Totals from Detail		Supplier contact ID	0			
Invoice Trx Total Invoice subtotal amount 5250.00 Invoice tax amount Invoice fraght amount Invoice grant total 5250.00 Invoice grant total 5250.00 Totals from Detail						
Invoice Trx Total Invoice subtotal amount 5250.00 Invoice tax amount Invoice freight amount Invoice grand total 5250.00 Totals from Detail			,			
Invoice subtotal amount \$220.00 Invoice tax amount Invoice grant total Totals from Detail		Invoice Trx Total				
hvoice tax anount invoice freight anount invoice freight anount invoice grand total \$250.00		Invoice subtotal amount	\$250.00			
Invoice freight amount Invoice grand total \$250.00		Invoice tax amount				
Invoice grand total \$250.00		Invoice freight amount				
Totals from Detail		Invoice grand total	\$250.00			
		Totals from Detail	, 0200.00			
Extended amount \$3.00		Extended amount	\$3.00			
Tax amount 50 00		Tax amount	\$0.00			
Freiht annut 5000		Ereight amount	50.00			
Discut amount \$0.00		Discount amount	50.00			
Table Sector and Sector		Total amount	50.00			
True allows 5000		Total amount	53.00			
C Unterence S247/00	X	Difference	\$247.00			



Click **OK** to confirm.

Message from webpage							
?	135- Do you want to delete this document from the database?						
	OK Cancel						

Click **Close** or continue to process other invoices.

O Entry O List O Vertical O Horizontal Close

### ENTERING CREDIT MEMOS MANUALLY

In the case of discrepancies between a supplier's invoice and a customer's receiving events, Credit Memos/Informational Credit Memos can be created in BirchStreet. In most cases, when a discrepancy is noted, the vendor should be contacted to obtain a Credit Memo, but as a reminder of an incoming memo from a vendor, Credit Memo's can be created and deleted later if applicable (for customer's receiving memo's via an OCR Feed).

### CREATING CREDIT MEMOS MANUALLY

To create a Credit Memo, the AP Invoice number, supplier company ID and PO reference # are needed. Upon gathering the data from the invoice, the Credit Memo screen can be accessed in one of two ways.

#### Access the Credit Memo Screen via the Main Menu

To access the **AP Credit Memo Screen** via the Main Menu, uncheck the **Hide Menu** option at the top of the screen to show the menu on the left-hand side of the page.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet	Center 🗸 🚳	Hide Menu	Hide Sum	mary <u>Show Lo</u>	go <u>Home</u>	My Settings Help	<u>Loqout</u>
Search All Catalogs Products GO	In Box New: 0 Total:0	Shopping Cart Su Items: 0 Total:	<u>mmarv</u> \$0.00				
Catalogs Order Guide Cart PO I	n Box Approva	Is AP Invoice	Inventory				
All	Submit Checkbook	Print / View Prop Summary	Notes Delete	Attachment Create Invoice	History Create CM	Transmit AP	
First Previous Next Last Refresh       Search Column:       PO number						_	
Page 1 of 1 / Rows 0-0 of 0 found							
AP invoice Status Doc type Trans	mission date Suppli	er name Subje	ct	PO number	Supplier inv #	Invoice date	Inv Total



Welcome Ben Coker (Mktplc 483 / 20)	20- Rosewood Demo 🔻 🔕	🗌 Hide Menu 🛛	Hide Summary	Show Logo Hor	me <u>My Settings</u>	Help	Logout
Main Menu ☐ Procurement Approvals List Editors	Catalogs Order Guide	Cart PO In L	Box Approva Submit Attachment	AP Invoice Print / View History	Notes Approval Details		
Receiving Reconciliation Supplier On The Fly Supplier Request Form Supplier/Site Cross Reference	First Previous Next Last Refres Search Column: PO number Search Text: Page 1 of 1 / Rows 0-0 of 0 four	<u>sh</u> <u>GO</u> Q nd	Transmit AP Delete	Checkbook Create Invoice	Prop Summary Create CM		
Accounts Payable AP Invoice AP Invoice Report AP Invoice Exception Report AP Invoice Summary Report	AP invoice # Stat	Doc Transmission tus type date	Supplier name Sul	PO bject number	Supplier inv #	Invoice date	Inv Total
AP Credit Memo AP Credit Memo Report AP Accrual Report AP Batch Report Batch Error Log Report Supplier/Site Cross Reference Supplier Cross Reference Listin AP Vendors Needing Cross Reference AD Notebing Cottoria	ng fere						

Under Procurement select Accounts Payable then click the AP Credit Memo Screen.

#### Access the Credit Memo Screen via the AP Invoice Tab

To access the **AP Credit Memo Screen** via the AP Invoice Tab, begin on the **AP Invoice Tab** and click the **Create CM** button.

Wel	come Ben Coker (Mktplc 483 / 20) 20- Ros	sewood Demo 💌 🔕	🗹 Hide Menu	🗹 Hide Sumr	mary <u>Show L</u>	oqo <u>Home I</u>	<u>Ay Settings</u> <u>Help</u>	Logout
	Catalogs Order Guide Cart PC	) In Box Approva	Is AP Invoic	e Inventory				
		Submit	Print / View	Notes	Attachment	History	Approval Details	
	All	Transmit AP	Checkbook	Prop Summary	Delete	Create Invoice	Create CM	
	First Previous Next Last Refresh							
	Search Column: PO number							
	Search Text: <u>GO</u> Q							
	Page 1 of 1 / Rows 0-0 of 0 found							
	AP invoice Boc type	Transmission date Suppli	er name Subje	ect	PO number	Supplier inv #	Invoice date	Inv 🗠 Total

**Note**: Both methods will open the AP Credit Memo Screen and the functionality will be the same regardless as to how it is chosen to be accessed. Note that when the screen opens, there will be several buttons and tabs to work with. On the AP Credit Memo Tab, there will be several required fields indicated

by a blue box with a white arrow **D**.



Welcome Ben Coker (Mktplc 483 / 20)	Home My Settings Help	Show Logo O Ent	try 🔿 List 💿 Vertical 🔿 Horizo	ontal Close
New Advanced Search	<u>N</u> ew <u>S</u> ave <u>D</u> elete AP	Print/View Submit		
Search Column: Memo #	AP Credit memo Dates	Vendor Detail History		
Search Text:	Memo # [New]	الم 🖉	Status	New 👻
Page 1 of 1 / Rows 0-0 of 0 found	Hold		Hold description	
Memo	Memo type Credit	memo 😽	Transmission status	Select Entry
# Status Hold Description	Supplier company ID Ъ	Q	Transmission date	
	Batah aumhar		Credit memo creator	273
	Batch humber			Ben Coker
	Vendor code 🕨	Q	Terms	
	PO reference #	Q	AP invoice number	
	Supplier invoice number 🕨			
	Supplier credit memo number			
			Auto created	
	Extended amount	\$0.00	Extended home amount	\$0.00
	Discount amount	\$0.00	Discount home amount	\$0.00
	Tax amount	\$0.00	Tax home amount	\$0.00
	Freight amount	\$0.00	Freight home amount	\$0.00
	Total amount		Total amount	
				×

Enter a Vendor's Supplier company ID or select one using the lookup icon ( ) to the right of the Supplier company ID field. If using the lookup icon, select the supplier as needed by clicking the **Select** button next to the chosen supplier. Note that you may also use the filter options at the top of the screen to narrow down the search if necessary.

🟉 Supplier Looki	Supplier Lookup - Windows Internet Explorer								
C https://www03.bi	https://www03.birchstreetsystems.com/j4/NavList.jsp								
Advanced Search First Previous Next Last Refresh Search Column: Company name Search Text: unisource Page 1 of 1 / Rows 1-2 of 2 found									
Comp	any ID	Company name	RHR code	Early pmt terms	Payment terms	Trans method			
Select	34	Unisource Canada, Inc.			Net 30	Online/Electronic			
Select	13	Unisource Worldwide			1-15th due the 25th; others due 10th of next Month	Fax		_	



Once the supplier has been selected, the Supplier company ID, Supplier name and Vendor code will be visible on the screen. If a Vendor code is missing, refer to page 21 to see how a new vendor code can be added.

Supplier company ID	13 Q Unisource Worldwide
Batch number	
Vendor code	10172011

To select a **PO reference number**, click the lookup icon to the right of the field. Conduct an optional search using the filter option at the top of the screen and then click **Select** next to the correct PO.

🔗 Purchase Order Number Lookup - Windows Internet Explorer								
C https://www03.birchstreetsystems.com/j4/NavList.jsp								
Advanced Search  First Previous Next Last Refresh Search Column: PO number Search Text: 2485 GO Page 1 of 1 / Rows 1-1 of 1 found								
PO number	PO date	PO Status	Subject	Department	Buyer name 🙆			
Select 0000000002485 01/04/2012 10:34:35 Receiving Complete Unisource E1 10 Mary								
			r					



For some customer's, a Supplier invoice number is also required. Manually enter that data to complete the required fields and then click on the **Detail Tab**.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	AP Print/View Subm	it		
AP Credit memo	tes Vendor Detail	History	1	
Memo #	[New]		Status	New
Hold			Hold description	
Memo type	Credit memo 🛩		Transmission status	Select Entry
Supplier company ID	13 Q Unisource	Worldwide	Transmission date	
Batch number			Credit memo creator	273
Bater Humber	1			Ben Coker
Vendor code	10172011		Terms	1-15th due the 25th; others due 10 🔍
Vender code	101/2011	~		1-15th due the 25th; others due 10
PO reference #	0000000002485	<b>Q</b>	AP invoice number	
Supplier invoice number	HH817			
Supplier credit memo number				
			Auto created	
Extended amount	\$0.00			
Discount amount	\$0.00			
Tax amount	\$0.00			
Freight amount	\$0.00			
Total amount				

When the Detail Tab is displayed, click **Add Row** to add line items.

<u>N</u> ew <u>S</u> ave	Delete	AP Print/View	Submit						
AP Credit me	mo Da	tes Vendor	Detail I	listory					
Add Row		Search Column: Row	· 🗸 🗸	Search Text:		<u>GO</u> page 0	of0 Rows	per page 100	)
Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frt amt	Disco
						\$0.00	\$0.00		
						\$0.00	\$0.00		



The line item screen will open and there will be several required fields indicated by a blue box with a white arrow .

Γ	<u>N</u> ew <u>S</u> ave <u>D</u> elete	AP Print/View	Submit						
	AP Credit memo Dat	tes Vendor	Detail	History					
	Add Row V A F 4 S	earch Column: Row	· · · · · ·	Search Text:		GO page 0	of0 Rows	per page 100	,
l									
l	Row Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frt amt	Disco
						\$0.00	\$0.00		
l									
	O <u>K</u> <u>C</u> ancel Copy	as New <u>R</u> ow	D <u>e</u> lete Row	Edit Alloc					
	Row	1							
l	Line type	Free form 💌							
l	ltem number			'					
l	Description								
l	иом [		Q						
	Quantity	2 I							
	Unit price amount								
	Extended amount								
	Tax amount		\$0.00						
	Freight amount								
	Discount amount								
	Total amount								
	Department code			2					
	GL Account	2 2		2					
	PO reference #	00000000002485	5		Receipt numb	ber		Q	

The Item number and Descrisption fields are optional, but are recommended to populate. Enter the quantity and price differences from the invoice as well as the Department and GL Account information. Once completed, click **OK**.



O <u>K</u> <u>C</u> ancel Copy	as New <u>R</u> ow D <u>e</u> lete Row	Edit Alloc
Row Line type Item number	1 Free form V 10041962	
Description	17" Red Buffing Pads	
UOM	Q	
Quantity	5	
Unit price amount	\$10.00	
Extended amount	\$50.00	
Tax amount	\$0.00	
Freight amount		
Discount amount		
Total amount	\$50.00	
Department code	10	<b>Q</b>
GL Account	Rooms 10-90-100 Cleaning Supplies	_ Q
PO reference #	0000000002485	

Continue to use the **Add Row** button to add additional line items if necessary. In this example, we accounted for a price discrepancy in the added line above and now will add an additional line to account for a quantity discrepancy. If an additional line is added, click **OK**.



O <u>K</u> <u>C</u> ancel Copy	as New <u>R</u> ow D <u>e</u> lete R	low Edit Alloc
Row	2 Eree form	
Item number	10042083	
Description	20" Red Buffing Pads	
UOM [	Q	
Quantity	1	Ī
Unit price amount	\$25.85	5
Extended amount	\$25.85	5
Tax amount	\$0.00	ī
Freight amount		
Discount amount		1
Total amount	\$25.85	5
Department code	10	<b>Q</b>
	Rooms	
GL Account	10-90-100	Q
	Cleaning Supplies	
PO reference #	00000000002485	

Note the line items will now be visible on the Detail Tab and the amount of the Credit Memo is visible at \$75.85. When done adding line items, click **Save**.

New         Save         Delete         AP Print/View         Submit									
AP Credit memo Dates Vendor Detail History									
Add Row Search Column: Row Search Text: GO page 1 of 1 Rows per page 100								e 100	
	Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frt amt
<u>Edit</u>	1	Free form	10041962	17" Red Buffing Pads	5	\$10.00	\$50.00	\$0.00	
<u>Edit</u>	2	Free form	10042083	20" Red Buffing Pads	1	\$25.85	\$25.85	\$0.00	
\$75.85 - \$0.00									



### Click **OK** on the confirmation prompt.

Message from webpage  🛛								
1	Processing is done.							
	ок							

**Note**: Depending on whether a customer is using AP Auto Match or AP Invoice Entry, Credit Memos may be handled differently at this point depending on the business process at the property.

#### For customers using AP Auto Match:

When the "real" Credit Memo arrives from the supplier via the feed file, compare the supplier's memo to the Informational Credit Memo that was created and then proceed to delete the BirchStreet issued Credit Memo. Process the feed generated Credit Memo just like a Non-PO invoice.

#### For customers using AP Invoice Entry:

When the "real" Credit Memo arrives from the supplier in a physical form, compare the supplier's memo to the Credit Memo that was created in BirchStreet. Make adjustments if applicable and then proceed to use the **Submit** button to forward the memo through the approval process before transmitting it to the back office system.



С	lick the AP Credit Memo	Tab and click the re	fresh icon		
ſ	<u>N</u> ew <u>S</u> ave <u>D</u> elete	AP Print/View	Submit		
I	AP Credit memo Da	tes Vendor D	etail History		
I	Memo #	[New]	💫 😥	Status	New
I	Hold			Hold description	
I	Memo type	Credit memo ∨		Transmission status	Select Entry
I	Supplier company ID	13 🔍 Uni	source Worldwide	Transmission date	
I	Batch number			Credit memo creator	273
I	Date: Handel	1			Ben Coker
I	Vendor code	10172011	Q	Terms	1-15th due the 25th; others due 10
I		,	~		1-15th due the 25th; others due 10
I	PO reference #	00000000002485	Q	AP invoice number	
I	Supplier invoice number	HH817			
I	Supplier credit memo number				
I				Auto created	
I	Extended amount	\$7	5.85		
I	Discount amount	S	0.00		
I	Tax amount	S	0.00		
	Freight amount	S	0.00		
	Total amount	\$7	5.85		
н					

Note that the Credit Memo is still in a **New** status. Click **Submit**.

New Save Delete	AP Print/View	Submit		
AP Credit memo	tes Vendor D	etail History		
Memo #	[New]	🔍 💋	> Status	New
Hold			Hold description	
Memo type	Credit memo ∨		Transmission status	Select Entry
Supplier company ID	13 🔍 Unis	source Worldwide	Transmission date	
Ratab averbas			Credit memo creator	273
Batch humber	1			Ben Coker
) (and an and a	40472044		Terms	1-15th due the 25th; others due 10
Vendor Code	110172011	~		1-15th due the 25th; others due 10
PO reference #	00000000002485	Q	AP invoice number	
Supplier invoice number	HH817			
Supplier credit memo number				
			Auto created	
Extended amount	\$7	5.85		
Discount amount	\$	0.00		
Tax amount	S.	0.00		
Freight amount	S	0.00		
Total amount	\$7	5.85		



Click OK.



If there are no approvals, the Credit Memo changes to an **Invoice Complete** status and is ready to be transmitted to a back office system.





### SUBMITTING CREDIT MEMOS FOR APPROVAL

For customers using an approval process for Credit Memo's, please note the following steps:

Create a Credit Memo as outlined on page \_\_\_\_. Once the line items on the Detail Tab have been

completed, click the AP Credit Memo Tab and click the refresh icon

<u>N</u> ew <u>S</u> ave <u>D</u> elete	AP Print/View Submit		
AP Credit memo Da	tes Vendor Detail Histo	ry	
Memo #	[New] 🔍 🛃	Status	New
Hold		Hold description	
Memo type	Credit memo ∨	Transmission status	Select Entry
Supplier company ID	13 Q Unisource Worldwide	Transmission date	
Batah aumhar		Credit memo creator	273
batch number	1		Ben Coker
Mandas anda	10170011	Terms	1-15th due the 25th; others due 10
Vendor code	101/2011		1-15th due the 25th; others due 10
PO reference #	0000000002485	AP invoice number	
Supplier invoice number	HH817		
Supplier credit memo number			
		Auto created	
Extended amount	\$75.85		
Discount amount	\$0.00		
Tax amount	\$0.00		
Freight amount	\$0.00		
Total amount	\$75.85		

Note that the Credit Memo is still in a New status. Click Submit.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	AP Print/View	Submit		
AP Credit memo	tes Vendor	Detail History	1	
Memo #	[New]			New
Hold			Hold description	
Memo type	Credit memo 🛩		Transmission status	Select Entry
Supplier company ID	13	Unisource Worldwide	Transmission date	
Ratab aumbar			Credit memo creator	273
Daten number	1			Ben Coker
Vender code	10172011		Terms	1-15th due the 25th; others due 10
Vendor code	110172011	~		1-15th due the 25th; others due 10
PO reference #	00000000002485		AP invoice number	
Supplier invoice number	HH817			
Supplier credit memo number				
			Auto created	
Extended amount		\$75.85		
Discount amount	1	\$0.00		
Tax amount		\$0.00		
Freight amount	1	\$0.00		
Total amount		\$75.85		



Click OK.



The Credit Memo changes to an **Approval Pending** status and will go through the approval process before being transmitted to a back office system.



## APPROVING CREDIT MEMOS

To approve a Credit Memo, begin on the **Approvals Tab**.

Welc	ome B	ien Co	oker (Mk	tplc 4	83 / 20)		20- Rosewood De	mo 🗸 🔕		🗹 Hide M	lenu	Hide Summary	Show Logo	Home	My Settings	Help	Logout
	atalo	ogs	On	der (	Guide Cart	PO	In Box Approva	als AP Inv	oice Invento	ory							
$ \Gamma$	Pend	ing an	nroval		~		Approve	Disapprove	Buyer Contact	Print / View / Edit	Print w/Details	Header Update H	listory Budget Impa	ct Approval De	etails Notes		
	First F	Previo	us Nex	t Last	Refresh		Attachment	Checkbook	Prop Summary	View PDF							
	Search	n Colui	mn: Do	oc nur	mber 💌 🔻	,											
	Search Page '	n Text: 1 of 1	:   /Rows	1-2 0	of 2 found	-											
lli			Û	1	Status	Doc type	Doc number	Confi	rm D	oc Date	Req deliv date	Submitter / Prop	perty	Subj / Supplie	r	То	otal amount
	۲	<u>Edit</u>			Awaiting approval	PO	00000000002515	No	01/17/20	012 23:01:39	01/18/2012	Ben Coker BirchStreet Cent	er	Unisource Wo	rldwide		\$161.88
	0	<u>Edit</u>			Awaiting approval	Memo	00000000000013		01/18/20	012 15:30:38		Ben Coker BirchStreet Cent	er	Unisource Wo	rldwide		\$20.00

Select the radio next to the document and click **Print w/Details** to review.

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Print, add Notes, or add Attchments if applicable.

se Notes A	Attachments							
				Cre Birch	dit Memo Štreet Center			
				Rosewood	i Hotels & Resorts			
Memo #: 0000000 Entry date: 01/18 Memo Trx Total: GL Account:	00000013 /2012 \$20.00			Terms: Payment Terms: 1-15th due the 25th	; others due 10th of next Montl	'n		Status: Approval pending
Supplier: Unisource World File 57006 Los Angeles, CA Attn: Steven Dels Title: Territory: Phone: (800) 360- Fax: (877) 765- Email: steve.dels Header Notes :	twide ., 90074, US monico Manager 2203 6946 monico@unisourcelink.c	om		Remit To: Vendor Code: 10172011 File 57006 Los Angeles, CA. 90074, US Remit to name: Steven Delmonico				
This Credit Memo	has 0 Attachments	Line#	Description		Quantity	LOM	Price	Extension
00000000002514	Receiving No.	1 Line #	Damaged Napkin:		Quantity 1.0		\$20.0000	\$20.00 Edit Alloc
					Sub Total: Freight: Tax:			\$20.00 \$0.00 \$0.00
					Less Discount: Total :			\$0.00 \$20.00

#### Click Close.



To edit, click the **Edit** link next to the item on the Approvals Tab.

We	icome i	Ben Co	oker (M	ktplc 4	83 / 20)		20- Rosewood Demo 💙	Q		🗹 Hide Me	enu	Hide Summary	Show	Logo H	lome <u>My Se</u>	ttings <u>F</u>	lelp	Logout
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Use the Tabs to review the credit memo screens. In this example, we will modify the GL Account associated with this Credit Memo.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	AP Print/View Submit		
AP Credit memo	tes Vendor Detail History		
Memo #	0000000000013 🚳 🕸	Status	Approval pending
Hold		Hold description	
Memo type	Credit memo 😽	Transmission status	Select Entry
Supplier company ID	13 Q Unisource Worldwide	Transmission date	
Batah aumbar		Credit memo creator	273
Daton number	1		Ben Coker
Vendor onde	40172014	Terms	1-15th due the 25th; others due 10 ${ m Q}$
Vendor Code			1-15th due the 25th; others due 10
PO reference #	0000000002514	AP invoice number	
Supplier invoice number	JJ452		
Supplier credit memo number			
		Auto created	
Extended amount	\$20.00		
Discount amount	\$0.00		
Tax amount	\$0.00		
Freight amount	\$0.00		
Total amount	\$20.00		

Click the **Detail Tab** to access the line item information.

<u>N</u> ew <u>S</u> ave <u>D</u> elete	AP Print/View Subr	nit		
AP Credit memo	tes Vendor Detail	History		
Memo #	00000000000013		Status	Approval pending 😽
Hold			Hold description	
Memo type	Credit memo ∨		Transmission status	Select Entry
Supplier company ID	13 Q Unisourc	e Worldwide	Transmission date	
Ratab aumbar			Credit memo creator	273
Batch humber	1			Ben Coker
Venderede	40470044		Terms	1-15th due the 25th; others due 10 🔍
Vendor code	J10172011	4		1-15th due the 25th; others due 10
PO reference #	0000000002514		AP invoice number	
Supplier invoice number	JJ452			
Supplier credit memo number				
			Auto created	
Extended amount	\$20.00			
Discount amount	\$0.00			
Tax amount	\$0.00			
Freight amount	\$0.00			
Total amount	\$20.00			



On the **Detail Tab**, click the **Edit** link next to the line item.

<u>N</u> ew	<u>S</u> ave	Delete	AP Print/View	Submit								
AP C	redit me	mo Dates	Vendor	Detail Histo	ry I							
Add F	Ro <u>w</u>	A ► ◄ Sea	Irch Column: Row	🖌 🖌 Searc	ch Text:	GO	page 1 of	f1 Rowsper	page 100			
	Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frt amt	Discount amt	Total home amt	Dej
<u>Edit</u>	1	Free form	672	Damaged Napkins	1	\$20.00	\$20.00	\$0.00			\$20.00	10
		•					\$20.00	\$0.00		\$0.00	\$20.00	
							320.00	20.00		30.00	320.00	

Note the GL Account field that needs to be modified.

AP Credit memo       Dates       Vendor       Detail       History         Add Row	De 10
Add Row       ✓ Ab       Search Column:       Row       ✓ Search Text:       GO       page       1       of 1       Rows per page       100         Row       Line type       Item number       Description       Quantity       Unit price       Extension       Tax amt       Frt amt       Discount amt       Total home amt         Edit       1       Free form       672       Damaged Napkins       1       \$20.00       \$0.00       \$20.00       \$20.00         S20.00       \$0.00       \$0.00       \$0.00       \$20.00	De 10
Row       Line type       Item number       Description       Quantity       Unit price       Extension       Tax ant       Frt amt       Discount amt       Total home amt         Edit       1       Free form       672       Damaged Napkins       1       \$20.00       \$0.00       \$0.00       \$20.00       \$20.00              \$20.00       \$0.00       \$0.00       \$20.00       \$20.00               \$20.00       \$0.00       \$20.00	<b>De</b>
Row         Line type         Item number         Description         Quantity         Unit price         Extension         Tax amt         Frt amt         Discount amt         Total home amt           Edit         1         Free form         672         Damaged Napkins         1         \$20.00         \$20.00         \$0.00          \$20.00	<b>De</b> 10
Edit         1         Free form         672         Damaged Napkins         1         \$20.00         \$0.00         \$20.00	10
S20.00         \$0.00         \$0.00         \$20.00           OK         Cancel         Copy as New Row         Delete Row         Edit Alloc	
OK Cancel Copy as New Row Delete Row Edit Alloc	
Row 1	
Line type Free form	
Item number 672	
Description Damaged Napkins	
UOM Q	
Quantity 1	
Unit price amount \$20.00	
Extended amount \$20.00	
Tax amount \$0.00	
Freight amount	
Discount amount	
Total amount \$20.00	
Department code	
Rooms	
GL Account 10-90-100	
Cleaning Supplies	
PO reference # 0000000002514 Receipt number Q	



Use the lookup icon next to the GL Account field to select a different GL Account by clicking the **Select** button next to the applicable option.

🖉 GL Acc	ount Lookup	- Windows Internet Explorer		
C https://	www05. <mark>birchstre</mark>	etsystems.com/j4/Zoom.jsp?PanelID=12575&Ctrl	Type=undefined8	kd=13269233039398search=10-90-3308extraDEPA
<u>Advance</u> <u>First Prev</u> Search Co Search Te: Page 1 of	<u>id Search</u> ious Next Last   lumn: GL Accou xt: 1 / Rows 1-22 o	Refresh unt V GO f 22 found		
	GL Account	Description	Department	<u>^</u>
Select	10-90-060	Cable Television	10	
Select	10-90-100	Cleaning Supplies	10	
Select	10-90-118	Complimentary Services & Gifts	10	=
Select	10-90-125	Contract Services	10	
Select	10-90-150	Decoration	10	
Select	10-90-180	Dues & Subscriptions	10	
Select	10-90-325	Commission & Rebates - Group	10	
Select	10-90-330	Guest Supplies	10	
Select	10-90-343	Corporate Office Reimbursement	10	
Select	10-90-370	Laundry & Dry Cleaning	10	
Select	10-90-400	Linen	10	
Select	10-90-475	Operating Supplies	10	×

Click **OK** to close line item screen.

w <u>S</u> ave	Delete	AP Print/View	Submit							
Credit me	mo Dat	es Vendor	Detail Hist	ory						
d Ro <u>w</u>	• • • • s	earch Column: Row	💙 🔻 Sea	roh Text:	<u>60</u>	page 1 of	1 Rowsperp	age 100		
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it 1	Free form	672	Damaged Napkins	quantity 1	\$20.00	S20.00	\$0.00	Freame	Discount amt	S20.00
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	Description	Damaged Napkina								
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Exte	inded amount	1	\$20.00							
	Tax amount		\$0.00							
E.	reight amount									
Disc	count amount									
	Total amount		\$20.00							
Dep	artment code	10	<u> </u>							
		Rooms								
	GL Account	10-90-330	<u> </u>							
		Guest Supplies								
0.0	Contercore #				Description and the second			-		



Click Save.

New	<u>S</u> ave	<u>D</u> elete	AP Print/View	Submit									
Add Row     V Ab     Search Column:     Row     V Search Text:     GO     page     1     of 1     Rows per page     100													
	Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frt amt	Discount amt	Total home amt	De	
Edit	1	Free form	672	Damaged Napkins	1	\$20.00	\$20.00	\$0.00			\$20.00	10	
			•				\$20.00	\$0.00		\$0.00	\$20.00		

Click **Close** at the top of the screen.

Entry O List O Vertical O Horizontal Close
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Click **OK** on the following prompt.

Message	from webpage 🛛 🔀
1	1928- Warning: This credit memo already exists in our system.
	ок

### Click Approve.

We	Icome E	Ben Co	oker (N	(ktplc -	483 / 20)		20- Rosewood Demo 💙	Ô,		🗹 Hide M	enu	Hide Summary	Show Logo	Home	e <u>My Setting</u>	<u>s Hel</u>	<u>p Loqout</u>
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	Penc First Searc Searc Page	jing ap <u>Previo</u> h Colu h Text 1 of 1	oprova ius Ne imn: [[ t: ] / Row	il <u>ext Las</u> Doc nu rs 1-2	tt <u>Refresh</u> mber V GO of 2 found	-	Approve Disapp Attachment Checkt	rove E book P	Buyer Contact Prop Summary	Print / View / Edit View PDF	Print w/Details	Header Update	History Budge	t Impact 🛛 A	Approval Details	Notes	
			Û	1	Status	Doc type	Doc number	Confirm	n Do	oc Date	Req deliv dat	e Submitter /	Property	Sut	oj / Supplier		Total amount
	0	Edit			Awaiting approval	PO	0000000002515	No	01/17/20	12 23:01:39	01/18/2012	Ben Coker BirchStreet	Center	Unis	source Worldwide		\$161.88
	۲	Edit			Awaiting approval	Memo	0000000000013		01/18/20	12 15:30:38		Ben Coker BirchStreet	Center	Unis	source Worldwide		\$20.00



Click OK.

C	https://www05.birchstreetsystems.com/j4/NextApprover.jsp?sDoctype=	
	OK Cancel	

Click OK.



When the screen refreshes, the approved document will no longer be visible on the Approvals Tab. To review approved or disapproved documents, use the filter options on the left side of the screen.

W	elcome	Ben Co	oker (M	dplc 4	83 / 20)		20- Rosewood Demo 💙	â,		🗹 Hide M	lenu	Hide Summary		Show Logo	Home	My Settings	Help	Logout
	Catal	ogs	Y 01	der (	Guide Cart	PO	In Box Approvals	AP Invoic	e Invento	ny								
	Pen Disa Last App Reci Page	ding ap ling ap pprove 30 Da roved alled 1 of 1	oproval proval ed y's App 7 Rows	oroved s 1-2 c	Documents	, -	Approve Disappr Attachment Checkb	rove B look Pi	uyer Contact rop Summary	Print / View / Edit View PDF	Print w/Details	Header Update	History	Budget Impa	ct Approval	I Details Not	les	
			Û		Status	Doc type	Doc number	Confirm	Do	ic Date	Req deliv dat	e Submitter	/ Property		Subj / Supp	blier		Total amount
	۲	Edit			Awaiting approval	PO	00000000002515	No	01/17/20	12 23:01:39	01/18/2012	Ben Coker BirchStreet	t Center		Unisource \	Worldwide		\$161.88
	0	Edit			Awaiting approval	Memo	0000000000014		01/18/20	12 15:30:21		App Admin BirchStreet	t Center		CLASSIC SI	IACKS, INC.		\$7.00



### HANDLING USE TAX

Suppliers are generally only required to collect sales tax for taxable items when the supplier has a physical presence in the state in which the items will be used. When a supplier is not required to collect sales tax, it is up to the purchaser to pay the sales tax on taxable items to the tax authorities. This tax is known as **Use Tax**.

With OCR Invoices, BirchStreet only receives the total invoice amounts – Tax, Freight, and Grand Total, from which the merchandise Subtotal is calculated. All GL Account and taxability references come from the PO and Receipt against which the invoice is matched.

Because there is no detail, any differences between the invoice and the receiving event(s) against which it is matched are prorated across all GL Accounts of items received on the receiving event.

As these calculations occur during the invoice process, the AP Invoice screen will be changed to show transmitted Use Tax data after the invoice has been transmitted. Prior to transmission, these fields will not be visible.

## TRANSMITTING INVOICES AND CREDIT MEMOS TO A BACK OFFICE SYSTEM

### MANUALLY TRANSMITTING INVOICES

To transmit invoices, begin on the **AP Invoice Tab** and use the filter options to filter for documents in a **Matched** status.

Welcome Ben Coker (Mkt)	blc 483 / 20)		20- Rosev	vood Demo 💌 🚳		🗹 Hide Menu		Hide Summary	Show Lo	go <u>Home</u>	My Setti	ings <u>Help</u>	Logout
Catalogs Ord	er Guide Cart	PO In	Box A	pprovals 📕 AP Invoi	ice Inventory								
Matched <u>First Previous Next</u> Search Column: PO Search Text: Page 1 of 1 / Rows	Last Refresh number V GO I-3 of 3 found	L.	Subr Create la	nit Print / View nvoice Create CM	Notes	Attachment	History	Approval Details	Transmit AP	Checkbook	Prop Summary	Delete	
Û	AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject		PO number	Suppli	er inv #	Invoice date	Inv Total
	00000000000114	Auto Matched	AP Invoice		Unisource Worldwide	•			00000000002317	GG675		01/15/2012	\$404.70
O Edit	00000000000016	Auto Matched	AP Invoice		Edward Don & Compa	any (Punchout)			00000000001065	×56770		04/12/2011	\$45.00
O Edit	000000000000000000000000000000000000000	Auto Matched	AP Invoice		COMMERCIAL FURNIT	FURE GROUP, INC			00000000000756	12345		03/09/2011	\$105.25



#### Click Transmit AP.

W	elcome	Ben	Coker (	Mktplc	483 / 20)		20- Rose	wood Demo 👻 🔕		🗹 Hide Menu		Hide Summary	Show Log	o <u>Home</u>	My Setting	s <u>Help</u>	Logout
	Catal	logs		Order	Guide Cart	PO In	Box A	Approvals AP Invoi	ce Inventory								
	Mat	ched	4		~		Sub	mit Print / View	Notes	Attachment	History	Approval Details	Transmit AP	Checkbook	Prop Summary	Delete	
	First	Prev	vious <u>N</u>	ext La	st Refresh		Create	nvoice Create CM									
Í	Searc	ch Co	olumn: [	PO nu	mber 🔽 🔻												
	Page	cnie ±1 of	f 1 / Ro	ws 1-3	of 3 found	•											
			Û	1	AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject		PO number	Supplie	r inv #	Invoice date	Inv Total
	۲	Ed	lit		00000000000114	Auto Matched	AP Invoice		Unisource Worldwide	9			00000000002317	GG675		01/15/2012	\$404.70
Í	0	Ed	lit		000000000000016	Auto Matched	AP Invoice		Edward Don & Compa	any (Punchout)			00000000001065	X56770		04/12/2011	\$45.00
	0	Ed	lit		000000000000000000000000000000000000000	Auto Matched	AP Invoice		COMMERCIAL FURNI	TURE GROUP, INC			00000000000756	12345		03/09/2011	\$105.25

### MANUALLY TRANSMITTING CREDIT MEMOS

To transmit credit memos, begin on the **AP Invoice Tab** and use the filter options to filter for documents in a **Document Complete** status.

Welco	ome B	ien Co	ker (N	Iktplc	483 / 20)		20- Rosev	vood Demo 👻 🚳		🗹 Hide Menu		Hide Summary	Show Logo	<u>Home</u>	My Setting:	<u>s Help</u>	Logout
Ci	atalo	ogs	Y o	rder	Guide Cart	PO In B	ox Y A	pprovals AP Invoi	ce Inventory								
	Docu	iment	Compl	ete	~		Subr	nit Print / View	Notes	Attachment	History	Approval Details	Transmit AP	Checkbook	Prop Summary	Delete	
E	First F	Previo	us Ne	oxt La	st <u>Refresh</u>			ordate our									
S	earch	n Text	mn: [*		<u>GO</u> Q	<b>L</b>											
	age 1	1 of 1	/ Row	s 1-3	of 3 found	1					1						
			Û		AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject		PO number	Supplie	r inv #	Invoice date	Inv Total
	۲	<u>Edit</u>			000000000000005	Invoice complete	Memo		Unisource Worldwide				00000000002340	12345		05/31/2011	\$1.70
	0	<u>Edit</u>			000000000000004	Invoice complete	Memo		Unisource Worldwide				00000000002330	HGV678		05/27/2011	\$75.85
	0	Edit			000000000000010	Invoice complete	Memo		NEW ENGLAND LOBS	STER COMPANY			00000000001328	77YY7		01/18/2012	\$25.13

#### Click Transmit AP.

Welcome Ben	Coker (	Mktplc	483 / 20)		20- Rosev	vood Demo 🔽 🔕		Hide Menu		Hide Summary	Show Logo	Home	My Setting	<u>ns Help</u>	Logout
Catalogs	s Y C	Order	Guide Cart	PO In B	ox Y A	pprovals AP Invoi	e Inventory								
Docume First Pre Search C Search Te Page 1 o	ent Comp evious <u>N</u> Column: [ 'ext: [ of 1 / Rov	ext La PO nu ws 1-3	st <u>Refresh</u> mber     v     v     GO     GO	2	Subr	nit Print / View nvoice Create CM	Notes	Attachment	History	Approval Details	Transmit AP Ch	eckbook	Prop Summary	Delete	
	Ú		AP invoice #	Status	Doc type	Transmission date	Supplier name		Subject		PO number	Supplie	r inv #	Invoice date	Inv Total
E     E     E	dit		000000000000005	Invoice complete	Memo		Unisource Worldwide	•			00000000002340	12345		05/31/2011	\$1.70
0 E0	dit		000000000000004	Invoice complete	Memo		Unisource Worldwide				00000000002330	HGV678		05/27/2011	\$75.85
0 <u>E</u>	dit		00000000000010	Invoice complete	Memo		NEW ENGLAND LOBS	STER COMPANY			00000000001328	77YY7		01/18/2012	\$25.13



### **REVIEWING PAYMENT INFORMATION**

Invoices in a Payment Complete status indicate that they have been transmitted to a back office system and payments have been posted. Reviewing the payment information may be necessary at times if any questions arise about the invoice.

To review the payment on an invoice, begin on the **AP Invoice Tab** and use the filter options to filter for **Payment Complete** invoices.

Catal	ogs Y	Order	Guide Cart	REQ PO	In Bo	x Approvals	Supplier PO AP Invoice	Projects					
				J	Print / Vie	w Notes	Attachment Gen Invoice:	Histo	ry Approval Details	Match C	heckbook Prop Summa	ry View PDF	
Firet	Dravioue	Nevt La	et Dafrach		Paymen	nt Delete							
Searc Searc Page	h Column: h Text: 1 of 1 / R	Status Payme ows 1-2	ent complete v g	<u>30</u>									
	Ú	1	AP invoice #	Status	Doc type	Transmission date	Supplier name	Subj	ect	PO number	Supplier inv #	Invoice date	Inv Total
۲	Edit		DI80701000352	Payment complete	AP Invoice	09/18/2009	STAPLES ADVANTAGE				96402362T99	07/15/2009	\$58.69
0	Edit		DI80701000401	Payment complete	AP Invoice	10/08/2009	MARTIN RAY LAUNDRY SYSTEMS I	ic			SP38877-INT99	06/30/2009	\$245.72
0	Edit		DI80701000400	Payment complete	AP Invoice	10/08/2009	BRIDAL FESTIVALS				1356T99	07/13/2009	\$227.50

#### Select the document to review and click Payment.

Ca	ntalo	gs	Order	Guide Cart	REQ PO	In Boy	Approvals	Supplier PO AP Invoice Proj	iects				
						Print / Vie	w Notes	Attachment Gen Invoices	History Approval Details	Match Cł	eckbook Prop Summa	ry View PDF	1
	AI			*	Í	Paymen	t Delete						-
1	irst P	Previou	s Next La	st Refresh									
S	earch	Colum	in: Status	× •									
S	earch	Text:	Payme	nt complete 🛛 🖌	<u>o</u>								
	age 1	011/	Rows 1-2	5 of 25 found									
			1 🛸	AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	inv Total
IГ	0	<u>Edit</u>		DI80701000352	Payment complete	AP Invoice	09/18/2009	STAPLES ADVANTAGE			96402362T99	07/15/2009	\$58.69
	0	Edit		DI80701000401	Payment complete	AP Invoice	10/08/2009	MARTIN RAY LAUNDRY SYSTEMS INC			SP38877-INT99	06/30/2009	\$245.72
	0	Edit		DI80701000400	Payment complete	AP Invoice	10/08/2009	BRIDAL FESTIVALS			1356T99	07/13/2009	\$227.50



Review the payment details, print if necessary and click Close.

🏉 https://www09is.bir	chstreetsystems.com/j4/APP	PaymentList. jsp 🔳 🗖 🔀					
C https://www09is.birchstro	eetsystems.com/j4/APPaymentList.js	sp?DocNumber=DI8070100035 🔒					
Close Print							
Current Date/Time:	01/18/2012 09:11						
AP invoice number:	DI80701000352						
Supplier name:	STAPLES ADVANTAGE						
Vendor code:	00438881						
PO number:							
Supplier invoice number	: 96402362T99						
Invoice date:	07/15/2009						
Invoice amount:	\$58.69						
Status:	Payment complete						
Payment amount:	\$58.69						
Payment type:	Payment						
Check clear date:							
Line # Check number	Check date	Check amount					
1 00022653	09/30/2009	\$58.69					

# HANDLING ACCRUALS

Accruals refer to the time between when an item is expected to be paid for and the time when it actually does get paid. In BirchStreet, once items are received a customer expects to receive an invoice soon thereafter in order to pay for the goods/services received. The time between receiving goods/services and actually paying for those goods/services categorizes the expected amount due as an accrual until it is paid.

Within BirchStreet, it is possible for un-received PO amounts to be adjusted to a new budget period. After adjusting the un-received PO amounts, an AP Accrual Report can be run which will include all journal entries that can be fed into a back office system (see Run AP Reports section on page 176).



## ADJUSTING UN-RECEIVED PO AMOUNTS TO A NEW BUDGET PERIOD

To adjust un-received PO amounts to a new budget period, begin by unchecking the **Hide Menu** option at the top of the screen to bring up the **Main Menu**.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet	Center 💌 🔕	Hide Menu	Hide Sum	mary <u>Show Lo</u>	ogo <u>Home</u>	My Settings Help	<u>Loqout</u>
Search All Catalogs Products GO	In Box New: 0 Total:0	Shopping Cart Su Items: 0 Total:	<u>ımmary</u> \$0.00				
Catalogs Order Guide Cart PO I	n Box 👔 Approva	Is AP Invoice	Inventory				
AI	Submit Checkbook	Print / View Prop Summary	Notes Delete	Attachment Create Invoice	History Create CM	Transmit AP	
First Previous Next Last Refresh Search Column: PO number							
Search Text: GO GO C							
AP invoice Doc type Trans	mission date Suppl	ier name Subje	ct	PO number	Supplier inv #	Invoice date	Inv Total

Click Administration, click Declining Checkbook Maintenance, and then click the Udjust Unreceived PO Budgets Screen.

Main Menu
Procurement
Administration
Company Level Maintenance
Declining Checkbook Maintenance
Adjust Unreceived PO Budgets
Budget
Budget Adjustment Entry
Budget GL Accounts
Preset Allocations
Budget Import Export
Budget Period Maintenance
Budget Period Length Maintenance
Budget by PO Report
Budget Status Report
Budget Rollup (Consumed) Report
Budget by PO w/Alloc Report
Maintain Multi-Currency Features



When the screen opens, use the filter options on the left-side if applicable and select a PO to adjust by clicking on the **PO Number**.

Prior Period PO's	ast Refresh	Search	Adjust Budget P(	O Print w/Details
Search Column: PO nu	umber 🗸 🗸		PO Header	
Search Text:	<u>G0</u>		PO number	[New]
Page 1 of 1 / Rows 1-3	330 of 330 found		PO date	
PO number	PO date	PO S 🛆	PO Status	Select Entry
3275001713	02/14/2009 14:30:46	Accer	Changed to above status on	
3275001717	02/14/2009 14:55:32	Partial	Supplier name	
3275001718	02/14/2009 14:57:44	Partial	Buyer name	2
3275001725	03/08/2009 17:44:49	Partial	Required delivery date	
3275001743	03/23/2009 12:09:25	Accer	Budget date	
3275001744	03/23/2009 12:10:57	Accer	Expected delivery date	,
3275001745	03/23/2009 12:11:51	Accer	Expected delivery date	
3275001746	03/23/2009 12:13:03	Accer		

The data will load onto the entry screen and the original PO can be viewed using the **PO Print w/Details button**.

Adjust Budget PC	) Print w/Details
PO Header	
PO number	3275001718
PO date	02/14/2009 14:57:44
PO Status	Partially received
Changed to above status on	02/14/2009 14:58:44
Supplier name	Forbes
Buyer name	P - 401 AP Clerk - R
Required delivery date	02/19/2009
Budget date	02/19/2009
Expected delivery date	02/19/2009



Manually enter a new date or use the calendar icon to select a date in another budget period, then click **Adjust Budget**.

Adjust Budget PO	) Print w/Details	
PO Header		
PO neader PO number	3275001718	
PO date	02/14/2009 14:57:44	_
PO Status	Partially received	~
Changed to above status on	02/14/2009 14:58:44	_
Supplier name	Forbes	
Buyer name	P - 401 AP Clerk - R 🚺	
Required delivery date	02/19/2009	
Budget date	02/19/2009	
Expected delivery date	02/15/2012	

Click OK.





### SEARCHING FOR INVOICES AND CREDIT MEMOS USING THE AP INVOICE TAB

The **AP Invoice Tab** is the primary tab used when working with the AP Module. Clicking on the tab, users will see a selection of filter options, on the on the left-hand side of the screen.

١	Velcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet Ce	nter 💌 🔕	🕑 Hide Menu	🗹 Hide Sun	nmary <u>Show L</u>	<u>oqo Home</u>	My Settings Help	<u>Logout</u>
	Catalogs Order Guide Cart PO In L	Box Approva	als AP Invoice	Inventory				
		Submit	Print / View	Notes	Attachment	History	Transmit AP	
	First Previous Next Last Defresh	Checkbook	Prop Summary	Delete	Create Invoice	Create CM		
	Search Column: PO number ♥ Search Text: <u>GO</u> Q Page 1 of 1 / Rows 0-0 of 0 found							
	AP invoice Boc type Transmis	ssion date Suppl	lier name Subjec	t	PO number	Supplier inv #	Invoice date	inv 🗠 Total

To use the filter options when searching for invoices or credit memos, click the drop down menu next to each option in order to narrow the search criteria.

First Previous Next Last Refresh
Search Column: PO number
Search Text: GO 🔍
Page 1 of 1 / Rows 0-0 of 0 found

The first filter menu allows users to access invoices and credit memos in various statuses:

10 10	All All New Approval pending Document Complete Approval denied Not Matched		Refresh er V GO 0 found				
	Matched Hold Transmitted Invoices AP Credit memo Recycle bin	ices	oice	Status	Doc type		





The second filter option allows users the ability to further narrow the scope of any search.

To manually narrow the scope of a search, enter search text in the open field and click **GO**. Any items matching that search criteria will appear on the screen below.

V	Velco	me B	en C	Coke	r (Mk	tplc 4	83 / 20)	20- Rosewo	ood Demo 🕚	<ul> <li>Q</li> </ul>	🗹 Hide Menu	🗹 Hide Sum	imary <u>Shov</u>	w Logo <u>Home</u>	My Settin	as <u>Help</u>	Logou	<u>it</u>
	Са	ntalc	gs	Y	Or	der (	Guide Ca	rt PO	In Box	Approvals	AP Invoic	e Inventory						
										Submit	Print / View	Notes	Attachment	History	Approv	al Details		
	Ľ	All				~			Т	ransmit AP	Checkbook	Prop Summary	Delete	Create Invoice	e Crea	te CM		
	E	irst I	Previ	ious	Nex	Las	Refresh											
	Se	earcł	n Col	lumn	: PC	) num	ber 🗸	•										
	Se	earch	n Tex	xt:	250	)6	G	<u>o Q</u>										
	P	age	1 of	1/R	lows	1-1 c	of 1 found											
				U	F	AF	o invoice #	Status	Doc type	Transmission date	Supplier name		Subject	PO number	Supplier inv #	Invoice date	Inv Total	^
		•	dit			00	0000000000103	Auto Matched	AP Invoice		Unisource Worldv	vide		00000000002506	XYZ13456	01/15/2012	\$457.67	





#### **RUN AP REPORTS**

The BirchStreet AP Module includes a host of AP reports designed to capture information with regard to invoices, credit memos, accruals, and transmission errors.

#### RUN ACCOUNTS PAYABLE REPORTS

To access the AP Module report selection, begin by unchecking the **Hide Menu** Option at the top of the screen to show the Main Menu on the left-hand side of the page.

Welcome Ben Coker (Mktplc 483 / 20) 20- BirchStreet (	Center 💌 🚳	🗹 Hide Menu	🗌 Hide Sum	imary <u>Show Lo</u>	<u>qo Home</u>	My Settings Help	Logout
Search All Catalogs Products GO	<u>In Box</u> New: <mark>0</mark> Total:0	Shopping Cart St Items: 0 Total:	<u>ummarv</u> \$0.00				
Catalogs Order Guide Cart PO In	n Box 🔰 Approva	Is AP Invoice	Inventory				
AI	Submit Checkbook	Print / View Prop Summary	Notes Delete	Attachment Create Invoice	History Create CM	Transmit AP	
First Previous Next Last Refresh Search Column: PO number						_	
Search Text: GO GO GO Page 1 of 1 / Rows 0-0 of 0 found							
AP invoice Boc type Transr	nission date Suppl	ier name Subje	ect	PO number	Supplier inv #	Invoice date	lnv ≙ Total

Under Procurement select Accounts Payable. All reports referenced will be listed below.





**Note:** All reports are provided based on your security access. If you do not see a report listed, contact your BirchStreet Administrator. For an in-depth tutorial on running reports, please see the *Using BirchStreet Report Filters* user guide.

## AP INVOICE REPORT

This detailed AP Invoice Report includes line item information, vendor codes, transmission date, PO and Receiving numbers as well as notes which have been attached to the invoice.

## AP INVOICE EXCEPTION REPORT

For customers using AP Auto Matching, this AP Invoice Exception Report lists invoices that contain Auto Matching Exceptions between the receiving and the invoice totals.

## AP INVOICE SUMMARY REPORT

This AP Invoice Summary Report shows header level data including invoices in all statuses, vendor data, PO number, transmission date, and whether the invoice is on hold.

### AP CREDIT MEMO REPORT

This detailed AP Credit Memo Report includes line item information, vendor codes, transmission date, as well as shows any attached notes on a credit memo.

## AP ACCRUAL REPORT

The AP Accrual Report shows charges to Department and GL Accounts for purchase orders that have been received, but for which an invoice has not been transmitted to the customer's accounting system. This report includes un-transmitted invoices and credit memos as well as provides journal entries that can be fed into a back office system.



## AP BATCH REPORT

This AP Batch Report lists by batch number the debit and credit memo totals as well as the Batch net amount of invoices and credit memos that have been transmitted to a back office system. The report contains the invoice number, vendor code, PO number, and credit memo numbers as well as their totals.

## BATCH ERROR LOG REPORT

This Batch Error Log Report displays the documents (invoices and credit memos) that did not transmit to the customer's ERP system due to missing data such as a vendor code or GL Account information. The report lists the document number and the reason transmission failed.

# AP VENDORS NEEDING CROSS REFERENCE REPORT

For customers sending a vendor feed file for the AP module, the AP Vendors Needing Cross Reference Report displays the BirchStreet suppliers that have not been assigned a vendor code in the Supplier/Site Cross Reference screen.