



BIRCHSTREET

ACCOUNTS PAYABLE

USER MANUAL

January 2012

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

Copyright© 2012 BirchStreet Systems, Inc. All Rights Reserved. Any distribution of this software by any entity other than BirchStreet Systems is strictly prohibited

TABLE OF CONTENTS

INTRODUCTION5

- Feature Overview 5
- System Dependencies 6
- Support 6
- Logging In 7
- Key Accounts Payable Terms.....10

SETTING UP AUTO MATCHING TOLERANCES..... 15

- Setting Up Auto Matching Tolerances16

CROSS-REFERENCING VENDOR CODES..... 20

- Pre-AP Module Setup21
- Add a New Cross Reference Code21
- Edit an Existing Cross Reference Code25

AP INVOICE TAB..... 28

- Key Features on the AP Invoice Tab28

AP INVOICE SCREEN 31

- Accessing the AP Invoice Screen31
- Understanding the Layout of the AP Invoice Screen32
- Key Features on the AP Invoice Screen35

WORKING WITH OCR FEEDS 40

HANDLING AUTO MATCHED INVOICES 40

- Auto Matching Overview40



Auto Matched Invoice Statuses41

Handling Invoices that are in a Matched Status42

Handling Invoices in an Exception Status42

Handling Invoices that are in a Not Matched Status.....55

Handling Invoices in a New Status.....58

DELETING AUTO MATCHED INVOICES IN A NEW STATUS 69

ENTERING INVOICES MANUALLY (PAPER INVOICE ENTRY) 71

Manual Invoice Creation Overview.....71

Manual Invoice Entry Status72

One Invoice for One PO and One Receiving Event72

One Invoice for One PO and Multiple Receiving Events80

Multiple Invoices for One PO and One Receiving Event87

Multiple Invoices for One PO and Multiple Receiving Events106

Multiple Discrepancy Invoices (Over-Invoiced in Quantity or Price).....120

Entering a Non-PO Invoice133

DELETING MANUAL INVOICES IN A NEW STATUS..... 146

ENTERING CREDIT MEMOS MANUALLY 148

Creating Credit Memos Manually148

Submitting Credit Memos for Approval.....159

Approving Credit Memos.....160

HANDLING USE TAX 167

TRANSMITTING INVOICES AND CREDIT MEMOS TO A BACK OFFICE SYSTEM 167

Manually Transmitting Invoices.....167



Manually Transmitting Credit Memos168

REVIEWING PAYMENT INFORMATION..... 169

HANDLING ACCRUALS 170

 Adjusting Un-Received PO Amounts to a New Budget Period.....171

SEARCHING FOR INVOICES AND CREDIT MEMOS USING THE AP INVOICE TAB..... 174

RUN AP REPORTS 176

Run Accounts Payable Reports176

 AP Invoice Report177

 AP Invoice Exception Report177

 AP Invoice Summary Report.....177

 AP Credit Memo Report.....177

 AP Accrual Report177

 AP Batch Report.....178

 Batch Error Log Report178

 AP Vendors Needing Cross Reference Report178

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 approval process if 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 entered 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

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

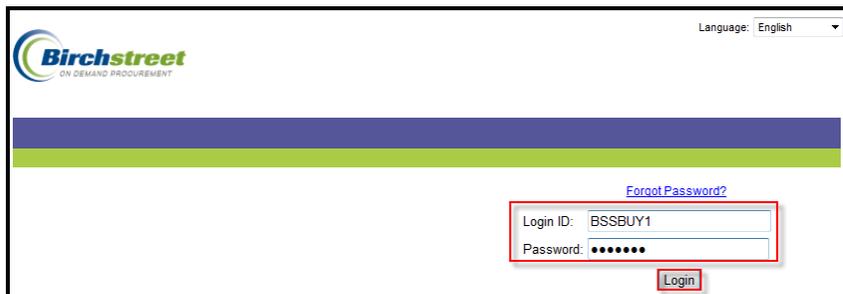
Support Email: support@birchstreet.net

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

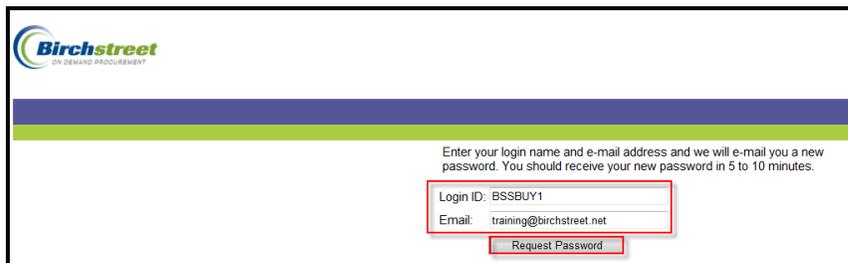
For example <http://customername.birchstreet.net>)



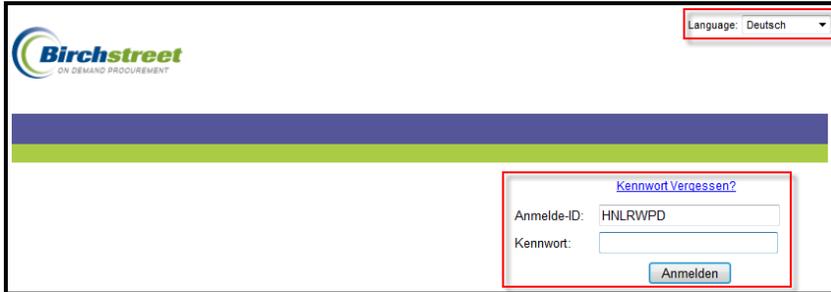
Enter your login ID and password which are case sensitive, then click the **Login** button.



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.

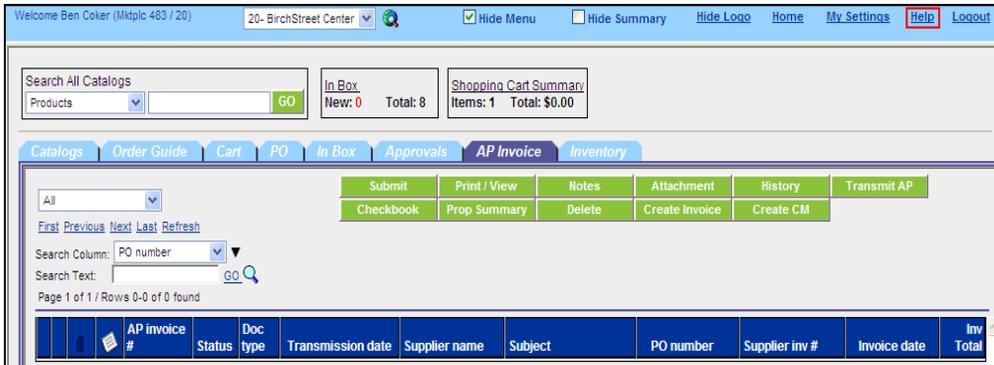


You can also change your language to localize your login page.

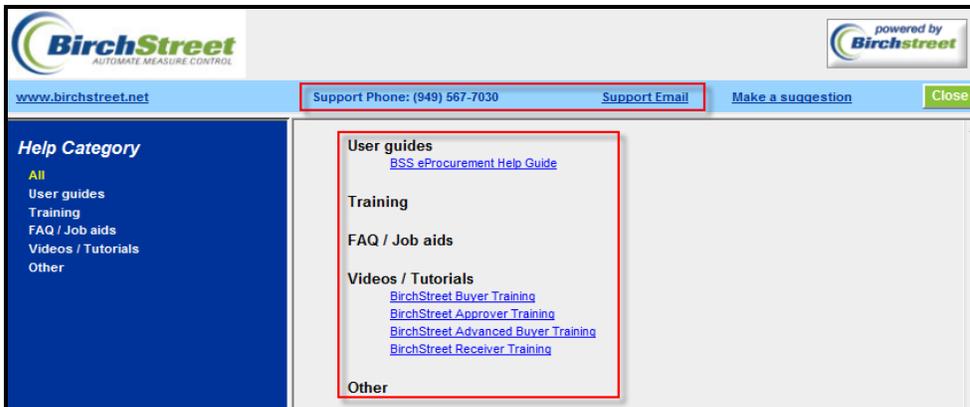


Note: You may be prompted to change your password the first time you log in. Follow the prompts to change your password based on your hotel's password security standards.

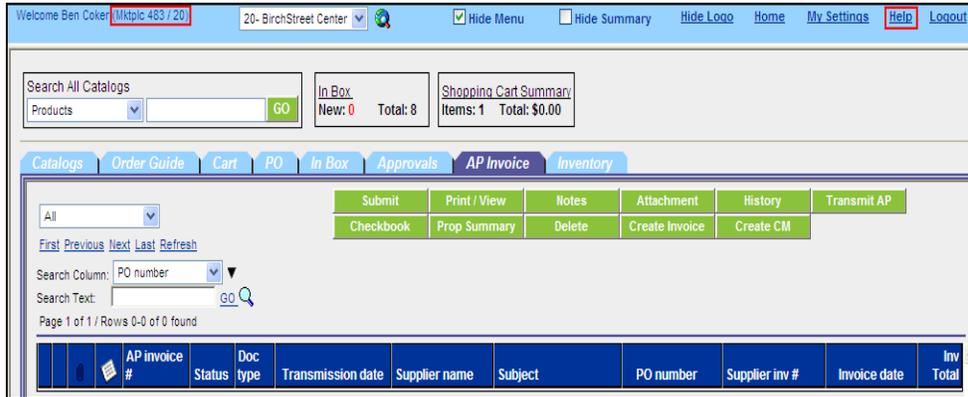
Once you are logged in, Help resources customized for your marketplace are located in the upper right corner in the **Help** link.



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.



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.



BirchStreet Accounts Payable User Manual

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.

PURCHASE ORDER							
BirchStreet Center							
PO NUMBER : 00000000002514				Status: Receiving Complete			
Required Delivery Date : 01/18/2012				PO Submit Date: 01/17/2012 15:34:53			
Source Document :				Customer Account #:			
Internal PO No.:							
PO Type: Standard							
Purchase type : General							
Supplier: Unisource Worldwide				Bill To: BirchStreet Center			
File 57006				3737 Birch Street			
Los Angeles, CA, 90074, US				Newport Beach, CA, 92660, US			
Attn: Cami Smith				Attn: Accounts Payable			
Title: Customer Service Ambassador				Ship To: BirchStreet Center			
Phone: (800) 767-5677				3737 Birch Street			
Fax: (877) 765-6946				Newport Beach, CA, 92660, US			
Email: cam.smith@unisourceink.com				Attn: Justin Davis			
DBA: Unisource							
Sent From: BirchStreet Center				Terms:			
Name: Ben Coker				Subject: Paper Products			
Title: Assistant Controller				Partial Order Accepted: No			
Phone: (949) 567-7000				Ship via: Best Way			
Fax:				Payment Terms: 1-15th due the 25th; others due 10th of next Month			
Email: tvaldez@birchstreet.net				Department: 10-Rooms			
Cost Center:				Payment Method: Purchase order			
FOB : Origin							
Notes and Attachments :							
Header Notes :							
No Notes							
This Purchase Order has 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 Alloc
* - Non catalog item							
Sub Total:						\$80.00	
Freight:						\$0.00	
Tax Amount:						\$0.00	
Less Discount:						\$0.00	
Total amount 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.



BirchStreet Accounts Payable User Manual

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.

[Print](#) [Close](#)

Receiving Record #: 00000000001903
Purchase Order #: 00000000002484

Received by: Ben Coker
Buyer's name: Mary Sato

Received on: 01/06/2012
Buyer's Phone: (949)567-7000

PO Status: Receiving Complete
Buyer's Dept.: A&G

Invoice number:
Invoice subtotal amount: \$0.00
Invoice freight amount: \$0.00
Invoice tax amount: \$0.00
Invoice less discount amount: \$0.00
Invoice Total: \$404.70

PO date: 01/04/2012
PO subtotal: \$404.70
PO Freight amount: \$0.00
PO Tax amount: \$0.00
PO less discount amount: \$0.00
PO Total: \$404.70

Supplier: Unisource Worldwide
Source document number:
Tracking number:
Bill of lading number:
Delivery note number:
Direct total amount: \$404.70

Receiving Notes :
No Notes

Product Disbursement:
 Picked up by: _____ Department : _____ Date : _____
 Delivered to: _____ Location : _____ Signature : _____

Line status	Item SKU	Product Desc.	GL Account	Order UOM	Pack/ Size	Purchase orders			Receiving			Rec'd to date qty	Open qty	Can'd qty	Reason
						Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt				
Receiving Complete	10042059	# 3000 3m Power Sponge 20 Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00		-
Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-
Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	0.00		-



BirchStreet Accounts Payable User Manual

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 Worldwide 1232 Elm Street Suite 320 Newport Beach, CA 9433						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #ffff00;">Date</th> <th style="background-color: #ffff00;">Invoice #</th> </tr> <tr> <td style="text-align: center;">1/15/2012</td> <td style="text-align: center;">KK777</td> </tr> </table>	Date	Invoice #	1/15/2012	KK777																																			
Date	Invoice #																																												
1/15/2012	KK777																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #ffff00;">Bill To</th> </tr> <tr> <td style="padding: 5px;"> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>			Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #ffff00;">Ship To</th> </tr> <tr> <td style="padding: 5px;"> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>			Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Bill To																																													
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																													
Ship To																																													
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #ffff00;">PO Number</th> <th style="background-color: #ffff00;">Terms</th> <th style="background-color: #ffff00;">Rep</th> <th style="background-color: #ffff00;">Ship</th> <th style="background-color: #ffff00;">Via</th> <th style="background-color: #ffff00;">F.O.B</th> <th style="background-color: #ffff00;">Project</th> </tr> <tr> <td style="width: 25%;"></td> <td style="text-align: center;">Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						PO Number	Terms	Rep	Ship	Via	F.O.B	Project		Net 21																															
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																							
	Net 21																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffff00;">Qty</th> <th style="background-color: #ffff00;">Item Code</th> <th style="background-color: #ffff00;">Description</th> <th style="background-color: #ffff00;">Price Each</th> <th style="background-color: #ffff00;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">10042059</td> <td>Power Sponge</td> <td style="text-align: right;">34.94</td> <td style="text-align: right;">69.88</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">10041962</td> <td>17" Red Buffing Pads</td> <td style="text-align: right;">20.15</td> <td style="text-align: right;">40.30</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">10042083</td> <td>20" Red Buffing Pads</td> <td style="text-align: right;">25.85</td> <td style="text-align: right;">51.70</td> </tr> <tr> <td colspan="4" style="text-align: right;">Subtotal</td> <td style="text-align: right;">161.88</td> </tr> <tr> <td colspan="4" style="text-align: right;">Tax</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Freight</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td style="text-align: right;">161.88</td> </tr> </tbody> </table>						Qty	Item Code	Description	Price Each	Amount	2	10042059	Power Sponge	34.94	69.88	2	10041962	17" Red Buffing Pads	20.15	40.30	2	10042083	20" Red Buffing Pads	25.85	51.70	Subtotal				161.88	Tax					Freight					Total				161.88
Qty	Item Code	Description	Price Each	Amount																																									
2	10042059	Power Sponge	34.94	69.88																																									
2	10041962	17" Red Buffing Pads	20.15	40.30																																									
2	10042083	20" Red Buffing Pads	25.85	51.70																																									
Subtotal				161.88																																									
Tax																																													
Freight																																													
Total				161.88																																									

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.

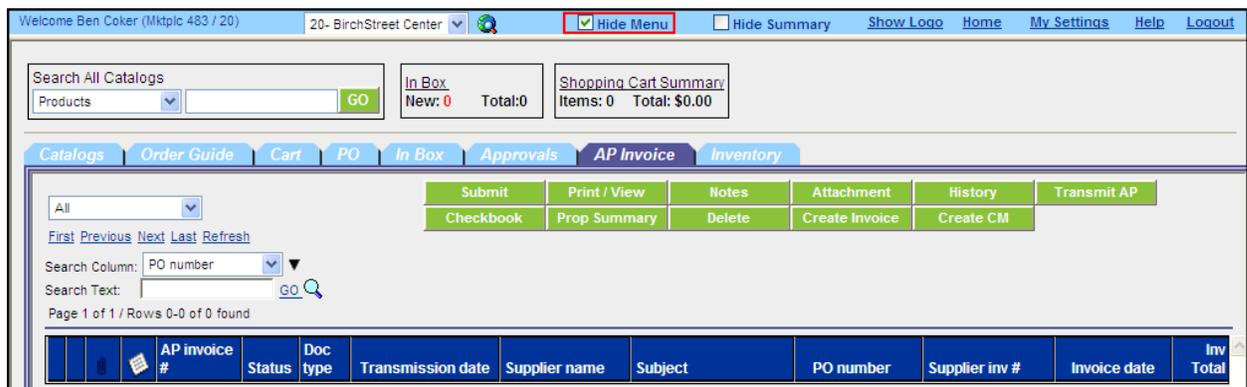
Once a Matching type and comparative value have been selected, percentage or flat dollar values can be added to the equation to complete a tolerance.

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

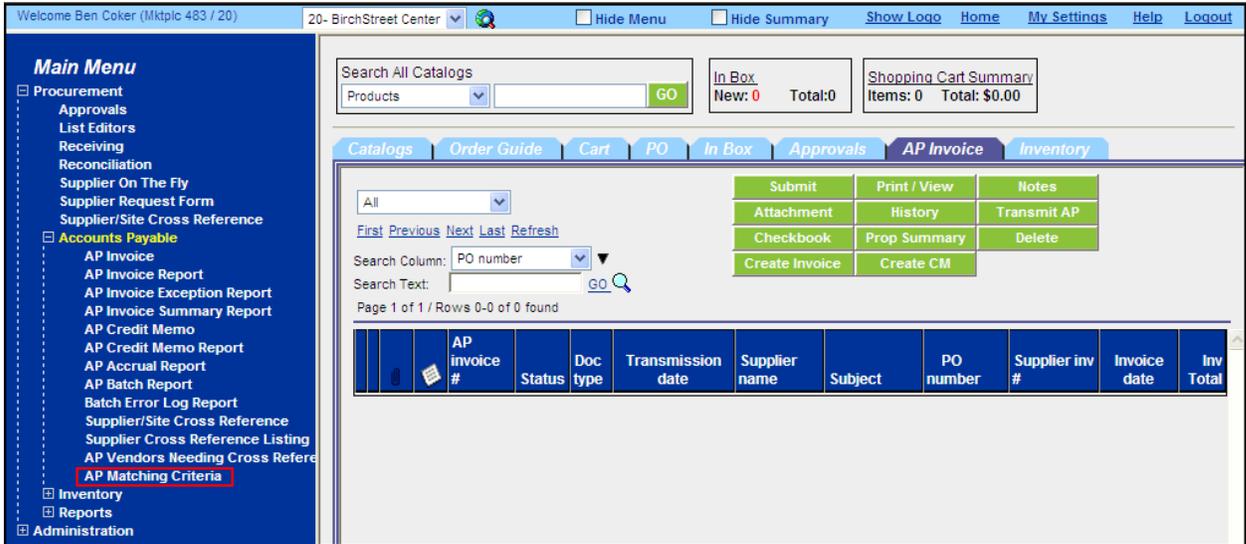
SETTING UP AUTO MATCHING TOLERANCES

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.

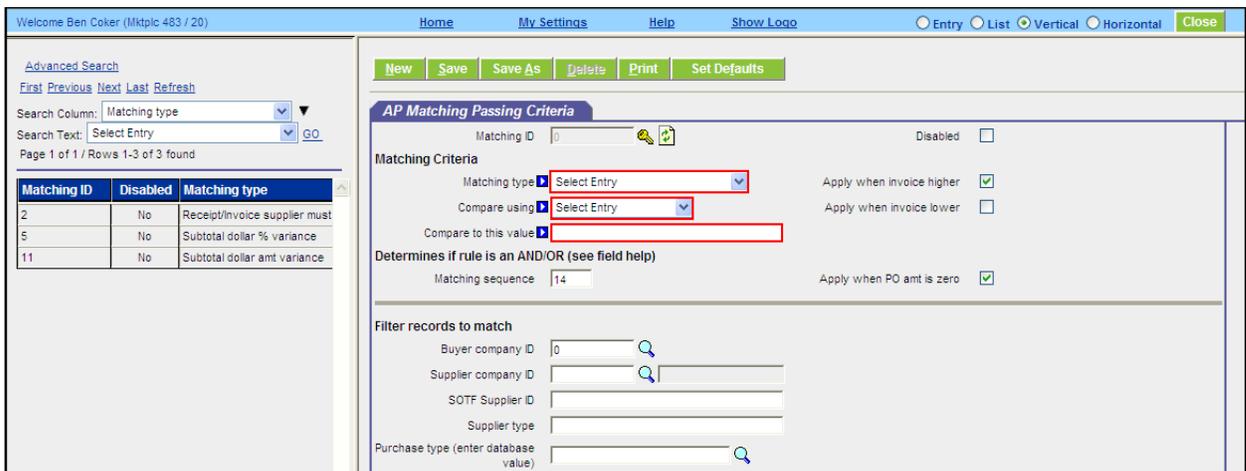
Uncheck the **Hide Menu** Option at the top of the screen to show the menu on the left-hand side of the page.



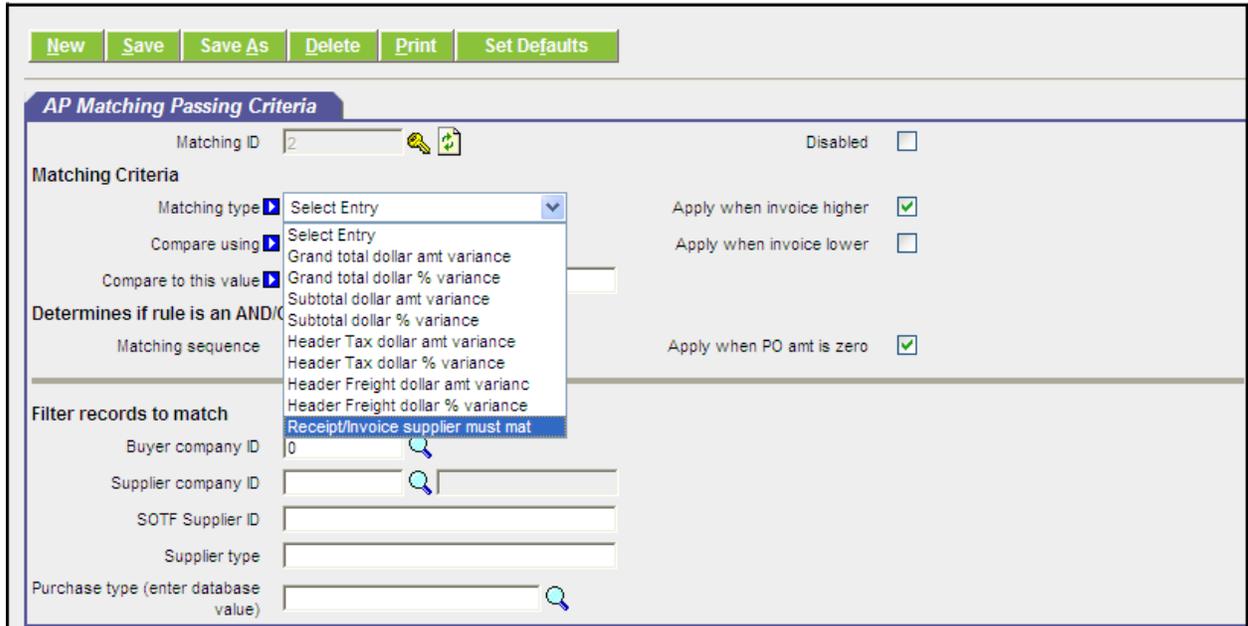
Under **Procurement** select **Accounts Payable** then click the **AP Matching Criteria Screen**.



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 .



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



The screenshot shows the 'AP Matching Passing Criteria' form. At the top, there is a toolbar with buttons: New, Save, Save As, Delete, Print, and Set Defaults. Below the toolbar, the form title is 'AP Matching Passing Criteria'. The form contains several sections:

- Matching ID:** A text field containing '2' and a 'Disabled' checkbox.
- Matching Criteria:**
 - Matching type:** A dropdown menu with 'Select Entry' selected. A list of options is shown, with 'Receipt/Invoice supplier must mat' highlighted.
 - Compare using:** A dropdown menu with 'Grand total dollar % variance' selected.
 - Compare to this value:** A dropdown menu with 'Subtotal dollar % variance' selected.
 - Determines if rule is an AND/OR:** A dropdown menu with 'Header Freight dollar % variance' selected.
 - Matching sequence:** A dropdown menu with 'Header Freight dollar % variance' selected.
- Filter records to match:** A section with several input fields:
 - Buyer company ID: 0
 - Supplier company ID: [empty]
 - SOTF Supplier ID: [empty]
 - Supplier type: [empty]
 - Purchase type (enter database value): [empty]
- Apply when invoice higher:**
- Apply when invoice lower:**
- Apply when PO amt is zero:**

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**.

New	Save	Save As	Delete	Print	Set Defaults
---------------------	----------------------	-------------------------	------------------------	-----------------------	------------------------------

AP Matching Passing Criteria

Matching ID:   Disabled

Matching Criteria

Matching type: Apply when invoice higher

Compare using: Apply when invoice lower

Compare to this value:

Determines if rule is an AND/OR (see field help)

Matching sequence: Apply when PO amt is zero

Filter records to match

Buyer company ID: 

Supplier company ID: 

SOTF Supplier ID:

Supplier type:

Purchase type (enter database value): 

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 tolerance 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.

New	Save	Save As	Delete	Print	Set Defaults
---------------------	----------------------	-------------------------	------------------------	-----------------------	------------------------------

AP Matching Passing Criteria

Matching ID:   Disabled

Matching Criteria

Matching type: Apply when invoice higher

Compare using: Apply when invoice lower

Compare to this value:

Determines if rule is an AND/OR (see field help)

Matching sequence: Apply when PO amt is zero

Filter records to match

Buyer company ID: 

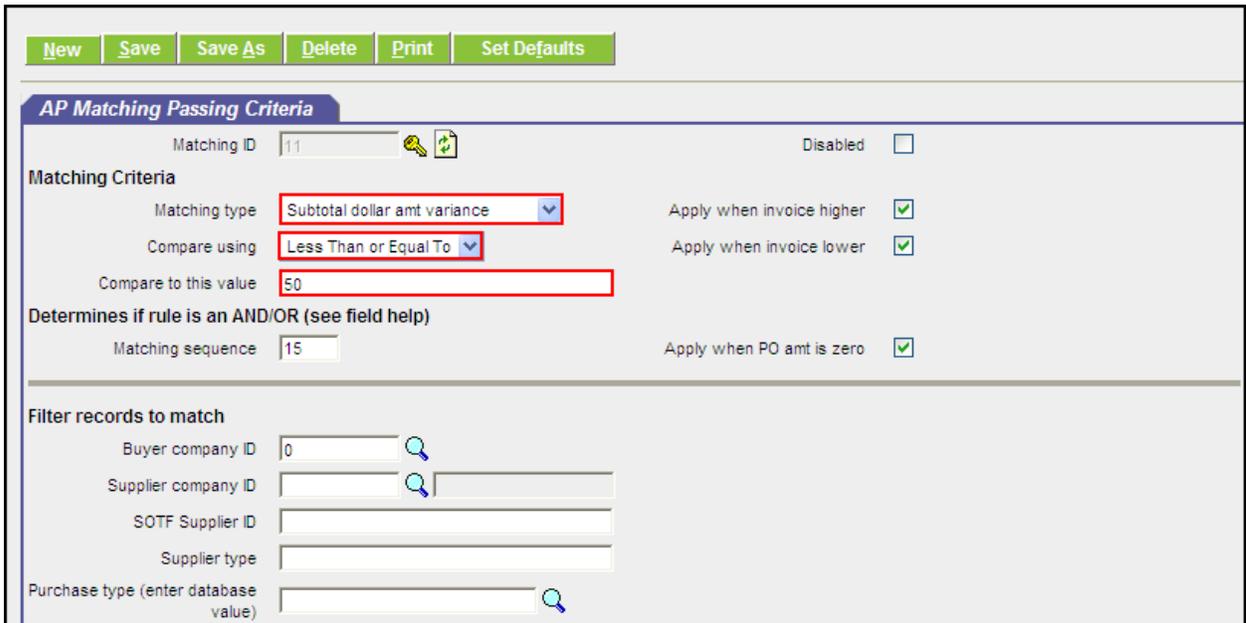
Supplier company ID: 

SOTF Supplier ID:

Supplier type:

Purchase type (enter database value): 

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 tolerance 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 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.



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 cross-referenced 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.

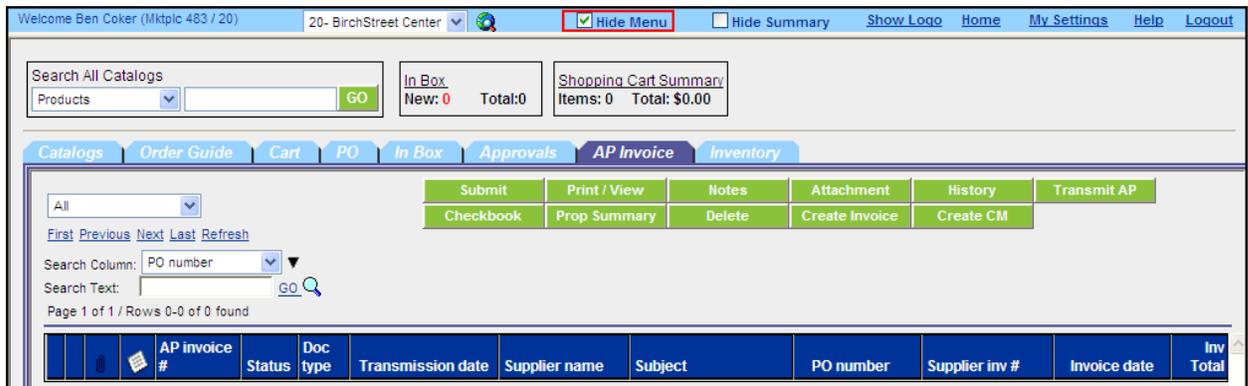
PRE-AP MODULE SETUP

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

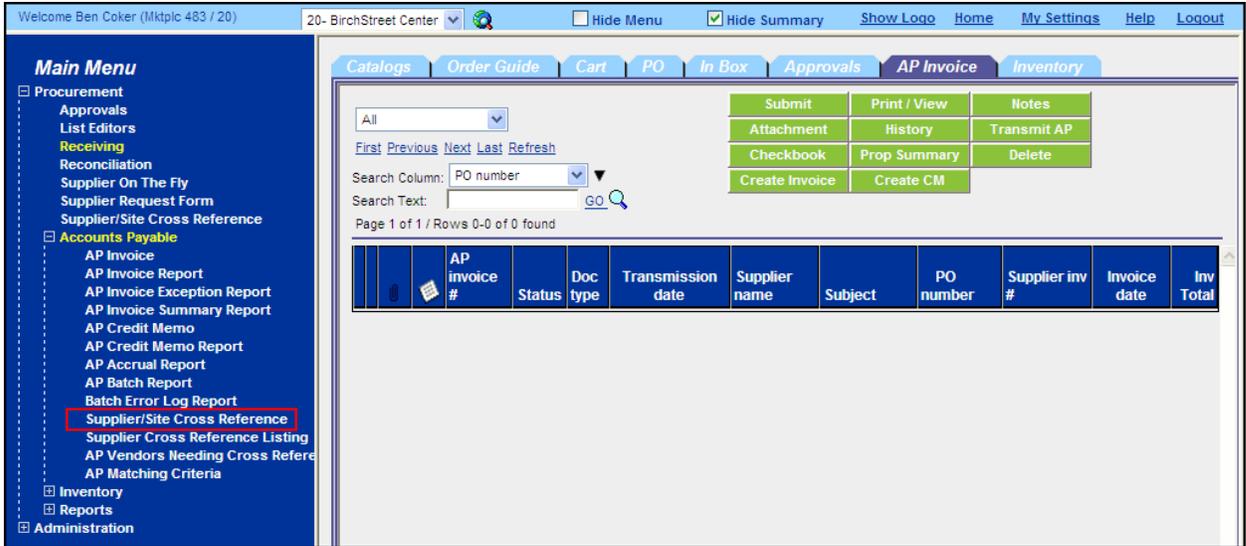
To add a new cross-reference code between a suppliers' BirchStreet ID and their unique vendor code, proceed by following the steps below:

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

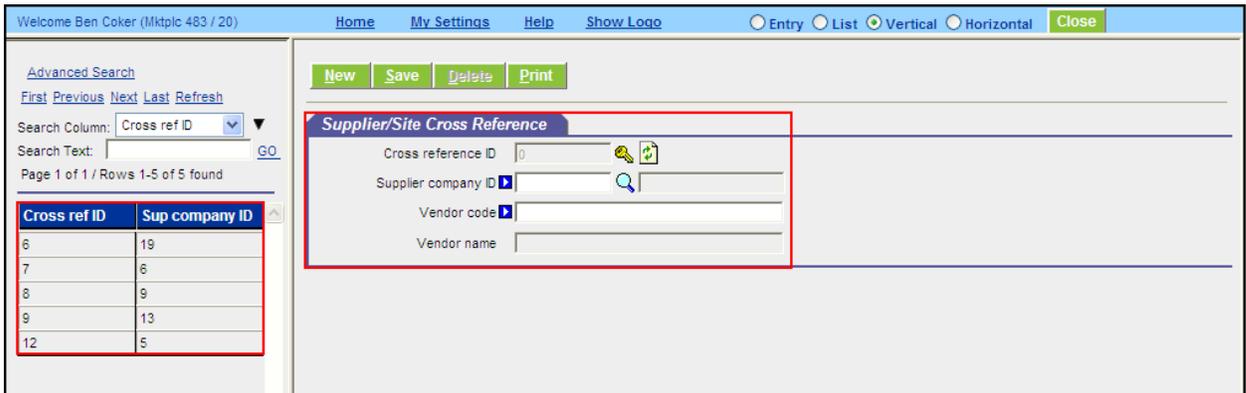


The screenshot shows the BirchStreet Accounts Payable interface. At the top, there is a navigation bar with the following items: "Welcome Ben Coker (Mktpic: 483 / 20)", "20- BirchStreet Center", a globe icon, a checked "Hide Menu" checkbox, an unchecked "Hide Summary" checkbox, and links for "Show Logo", "Home", "My Settings", "Help", and "Logout". Below the navigation bar, there is a search section with "Search All Catalogs", a dropdown menu set to "Products", a "GO" button, and a "Shopping Cart Summary" box showing "Items: 0 Total: \$0.00". The main content area has a tabbed interface with "Catalogs", "Order Guide", "Cart", "PO", "In Box", "Approvals", "AP Invoice" (selected), and "Inventory". Below the tabs, there is a search section with a dropdown menu set to "All", a "Search Column:" dropdown set to "PO number", a "Search Text:" input field, and a "GO" button. Below the search section, there is a table of AP invoices with the following columns: "AP invoice #", "Status", "Doc type", "Transmission date", "Supplier name", "Subject", "PO number", "Supplier inv #", "Invoice date", and "Inv Total". The table is currently empty, showing "Page 1 of 1 / Rows 0-0 of 0 found".

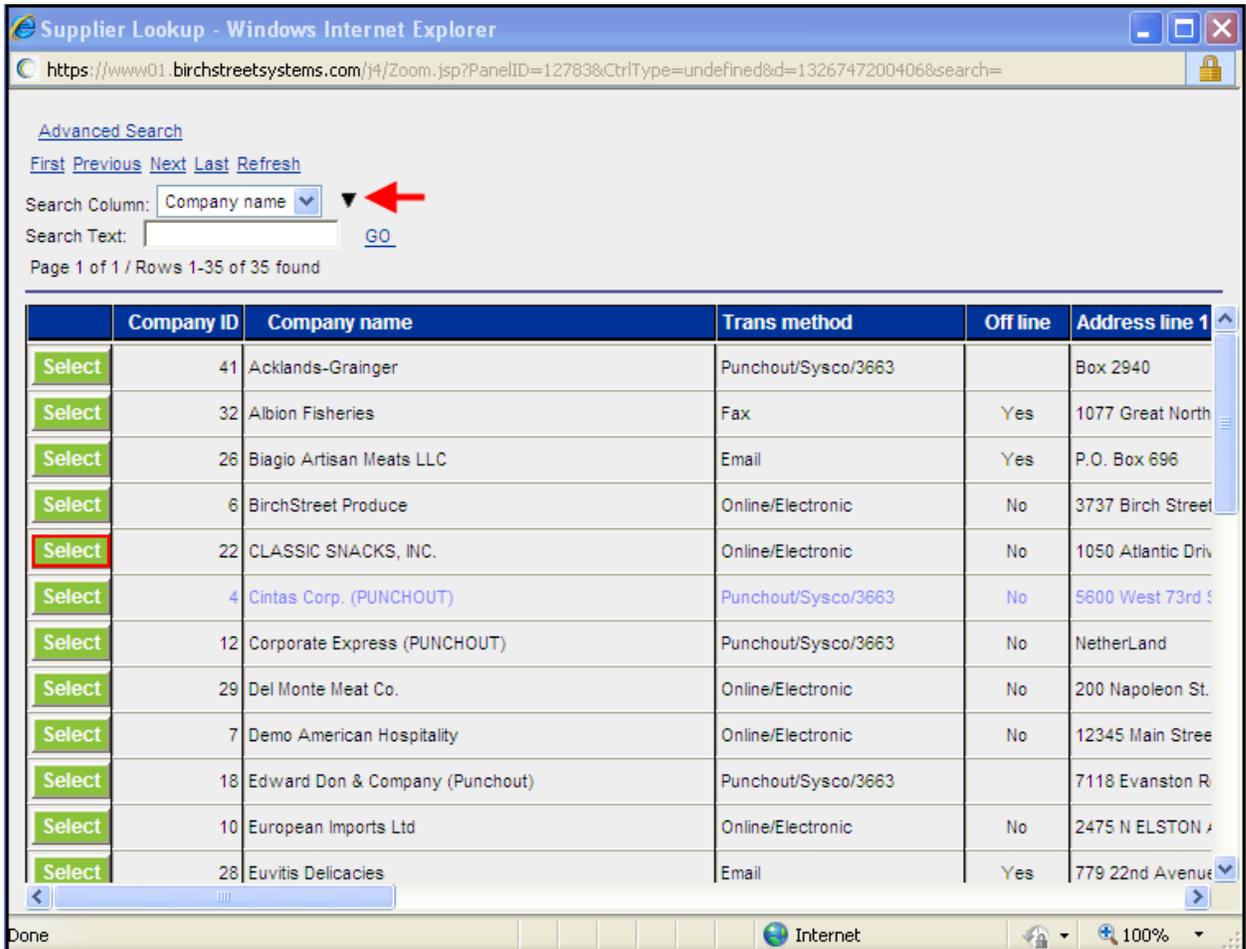
Under **Procurement** select **Accounts Payable** and then click the **Supplier/Site Cross Reference Screen**.



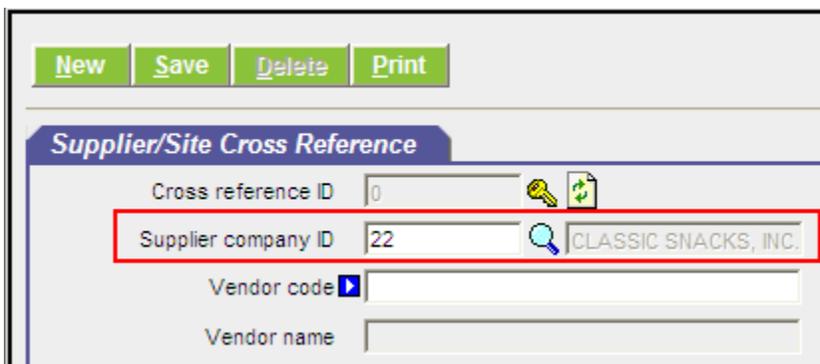
When the screen appears, note that any previously referenced codes will be in a Navigation list on the left and the main entry screen will be visible on the right. On the main entry screen there are several required fields indicated by a blue box with a white arrow .



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.



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



Enter the **Vendor code** for the supplier at hand.

New Save Delete Print

Supplier/Site Cross Reference

Cross reference ID  

Supplier company ID  CLASSIC SNACKS, INC.

Vendor code

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 Coker (Mktplc 483 / 20) [Home](#) [My Settings](#) [Help](#) [Show Log](#) Entry List Vertical Horizontal **Close**

New Save Delete Print

Supplier/Site Cross Reference

Cross reference ID  

Supplier company ID  CLASSIC SNACKS, INC.

Vendor code

Vendor name

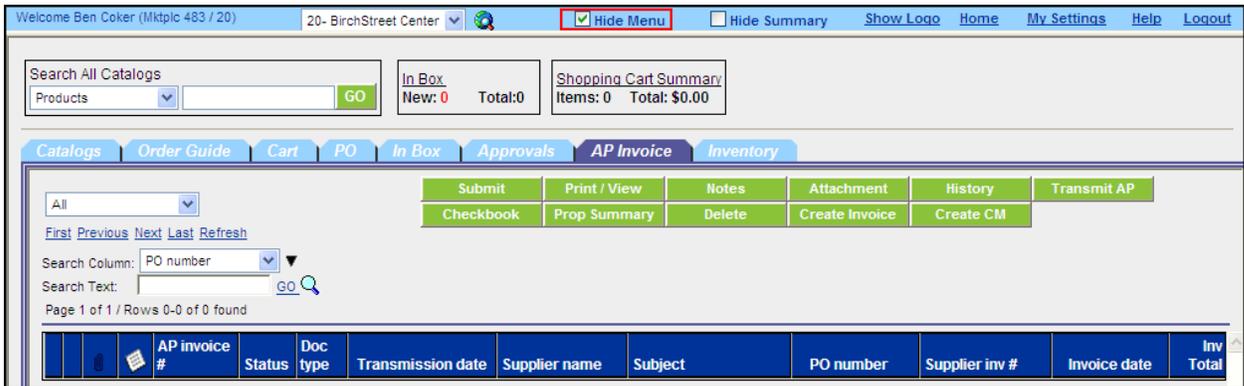
Advanced Search
[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)
Search Column: 
Search Text: [GO](#)
Page 1 of 1 / Rows 1-6 of 6 found

Cross ref ID	Sup company ID
6	19
7	6
8	9
9	13
12	5
15	22

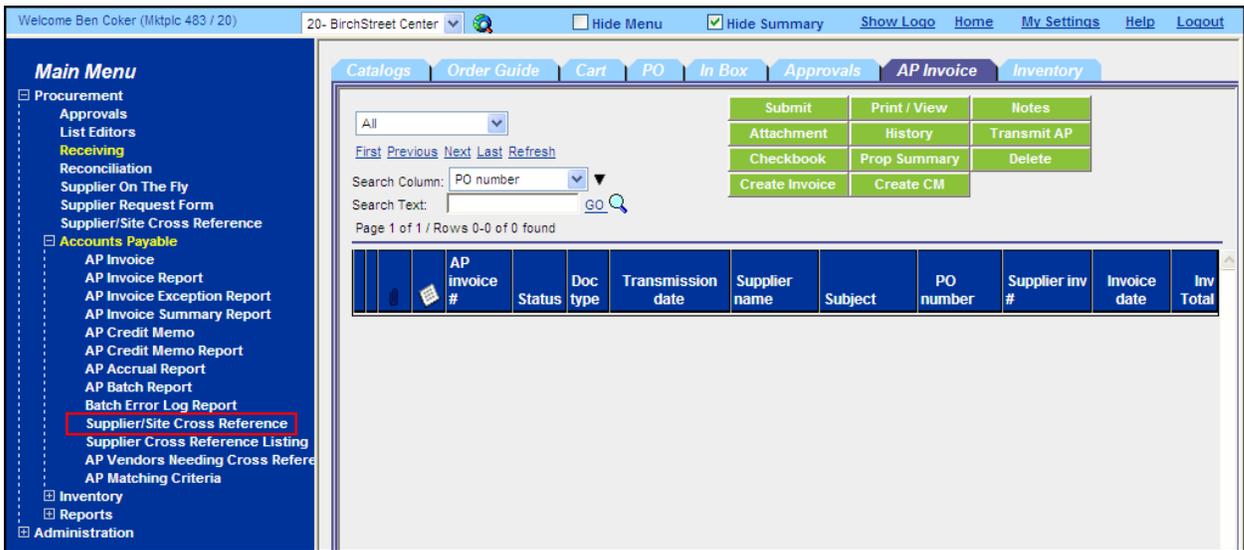
EDIT AN EXISTING CROSS REFERENCE CODE

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.



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 list of the left and the main entry screen will be visible on the right.

The screenshot shows the 'Supplier/Site Cross Reference' screen. On the left, there is an 'Advanced Search' section with a search column set to 'Cross ref ID' and a search text field. Below this is a table with 6 rows and 2 columns: 'Cross ref ID' and 'Sup company ID'. The rows contain the following data:

Cross ref ID	Sup company ID
6	19
7	6
8	9
9	13
12	5
15	22

On the right, the 'Supplier/Site Cross Reference' form is empty, with fields for 'Cross reference ID', 'Supplier company ID', 'Vendor code', and 'Vendor name'. The 'Cross reference ID' field contains the value '0'.

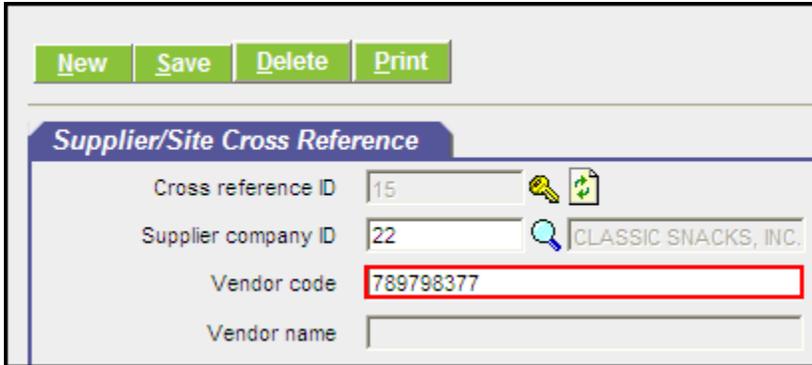
From the list on the left, click on the record that needs to be edited.

This screenshot is identical to the previous one, but a red arrow points to the last row in the table, which has a 'Cross ref ID' of 15 and a 'Sup company ID' of 22.

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

This screenshot shows the 'Supplier/Site Cross Reference' form populated with data from the selected record. The 'Cross reference ID' field now contains '15', the 'Supplier company ID' field contains '22' (with 'CLASSIC SNACKS, INC.' visible next to it), and the 'Vendor code' field contains '789798379'. The 'Vendor name' field is empty. A red box highlights the entire form area.

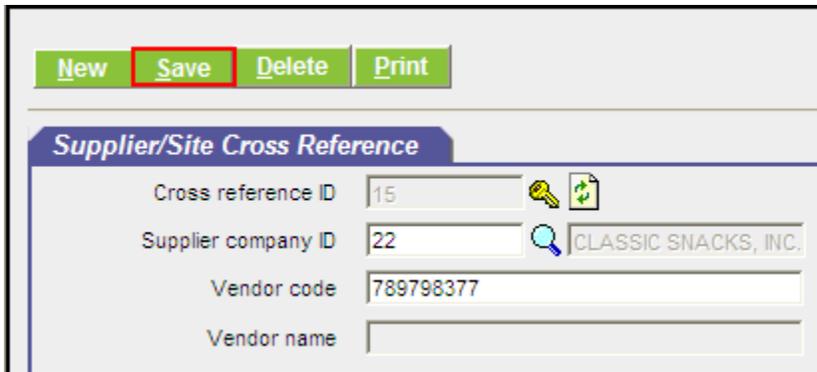
Modify the **Vendor code** as needed.



The screenshot shows a web form titled "Supplier/Site Cross Reference". At the top, there are four buttons: "New", "Save", "Delete", and "Print". Below the title bar, there are four input fields:

- Cross reference ID: 15
- Supplier company ID: 22 (with a dropdown menu showing "CLASSIC SNACKS, INC.")
- Vendor code: 789798377 (this field is highlighted with a red border)
- Vendor name: (empty)

Click **Save**.

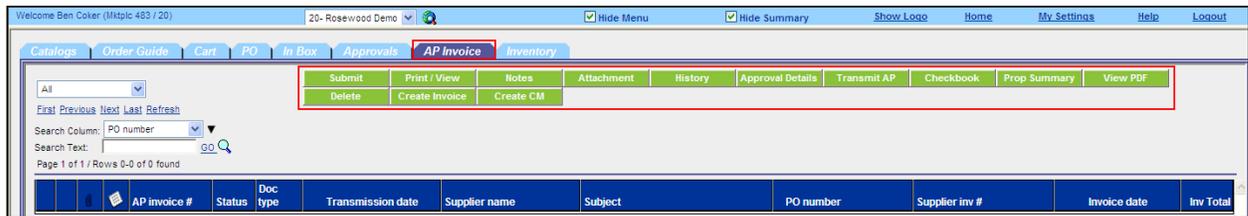


This screenshot is identical to the previous one, but the "Save" button at the top is now highlighted with a red border, indicating the next step in the process.

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.



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.)*

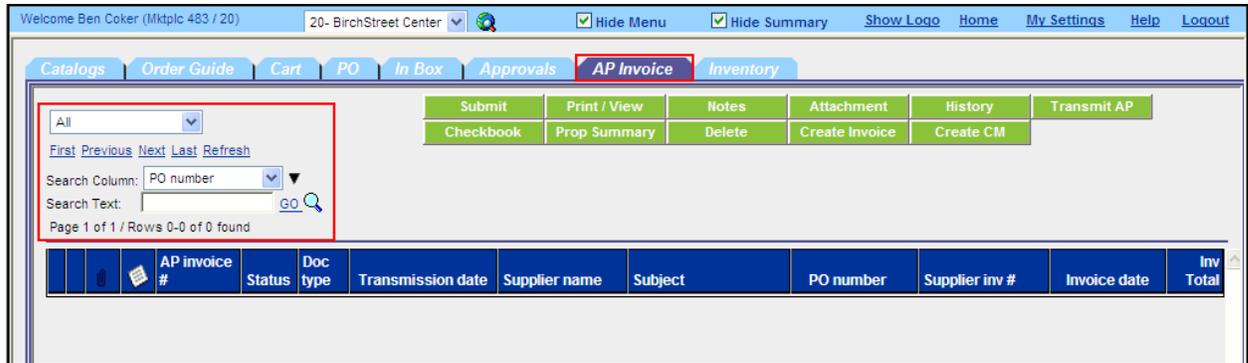
View PDF – View scanned copies of supplier invoices and credit memos. *(Only available for those receiving invoices and credit memos via an OCR Feed.)*

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

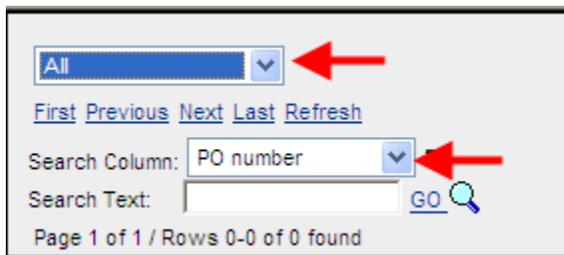
Create Invoice – Routes users to the AP Invoice Screen.

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

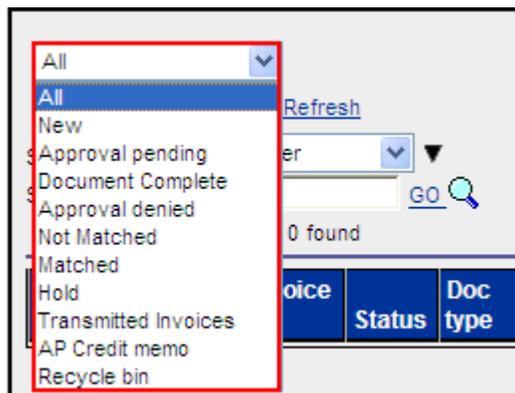
On the left-hand side of the AP Invoice Screen, users will see a selection of filter options.



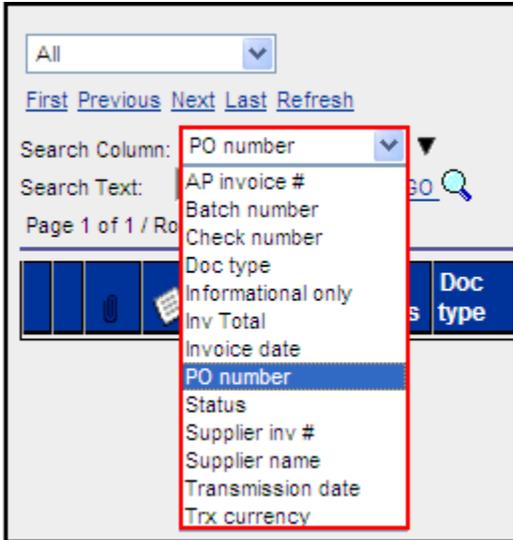
To use the filter options, click the drop down menu next to each option in order to narrow the search criteria.



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



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.

Welcome Ben Coker (Mktplc 483 / 20) 20- Rosewood Demo Hide Menu Hide Summary [Show Logo](#) [Home](#) [My Settings](#) [Help](#) [Logout](#)

[Catalogs](#) [Order Guide](#) [Cart](#) [PO](#) [In Box](#) [Approvals](#) **[AP Invoice](#)** [Inventory](#)

All [First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column: PO number [GO](#)

Page 1 of 1 / Rows 1-1 of 1 found

	AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
	000000000000103	Auto Matched	AP Invoice		Unisource Worldwide		000000000002506	XYZ13456	01/15/2012	\$457.67

AP INVOICE SCREEN

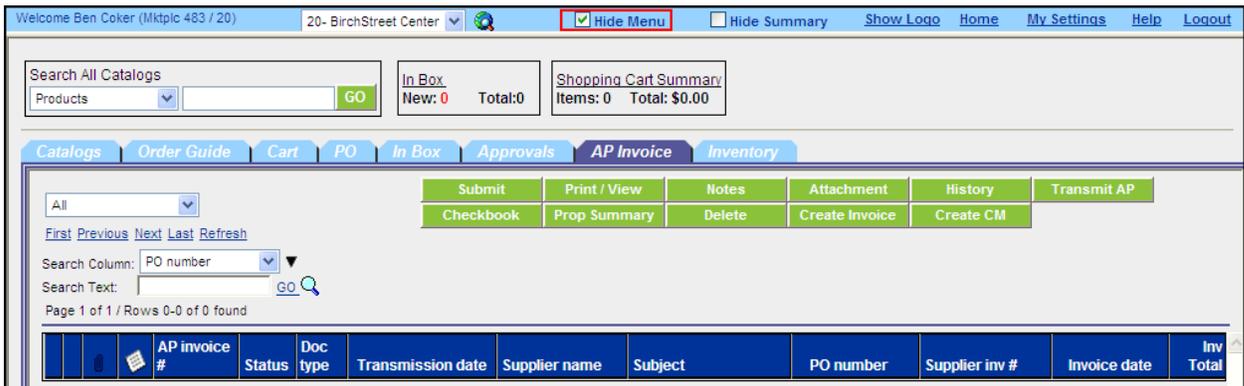
The AP Invoice Screen allows users to create, review, or modify invoices. In the next three sections, you will learn how to access the AP Invoice Screen, understand the layout, and review the key features.

ACCESSING THE AP INVOICE SCREEN

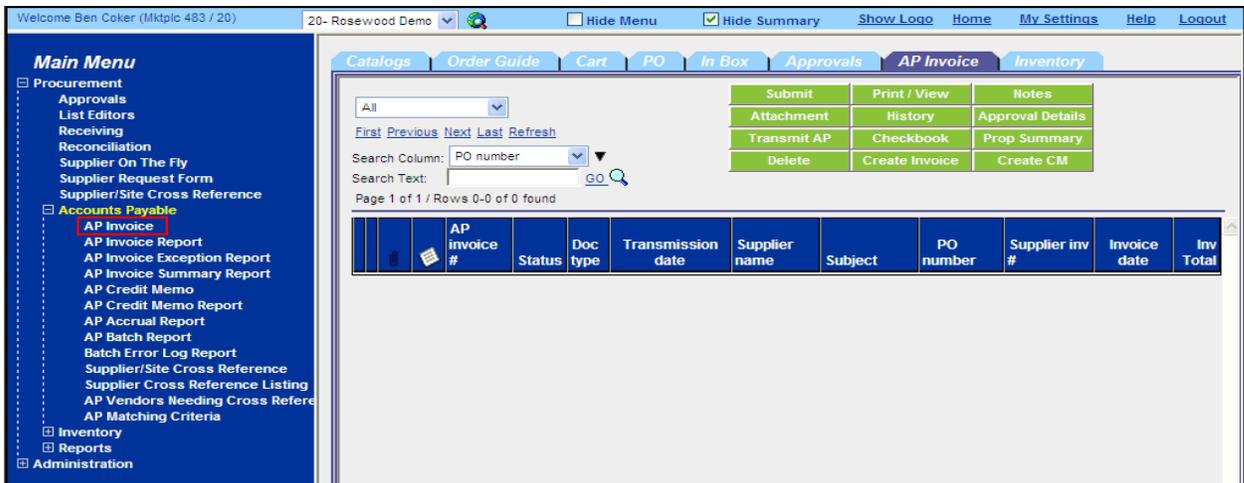
The AP Invoice Screen can be accessed one of two ways, via the **Main Menu** or via the **AP Invoice Tab**.

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.

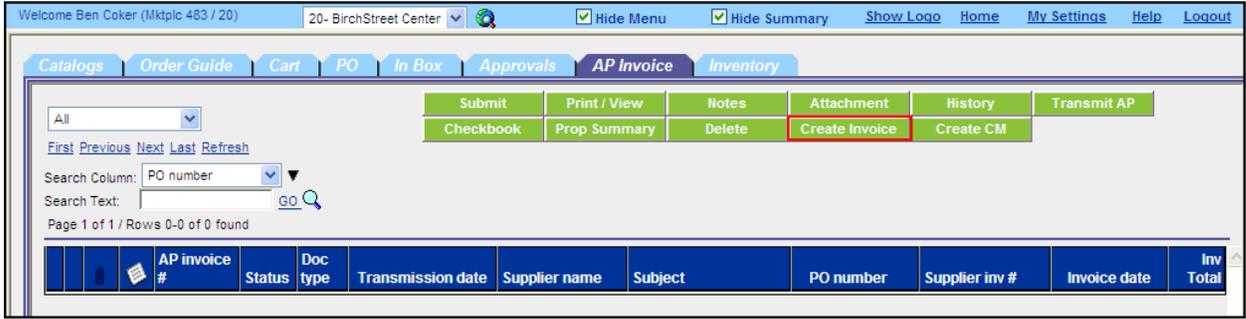


Under **Procurement** select **Accounts Payable** and then click the **AP Invoice Screen**.



AP Invoice Tab Access

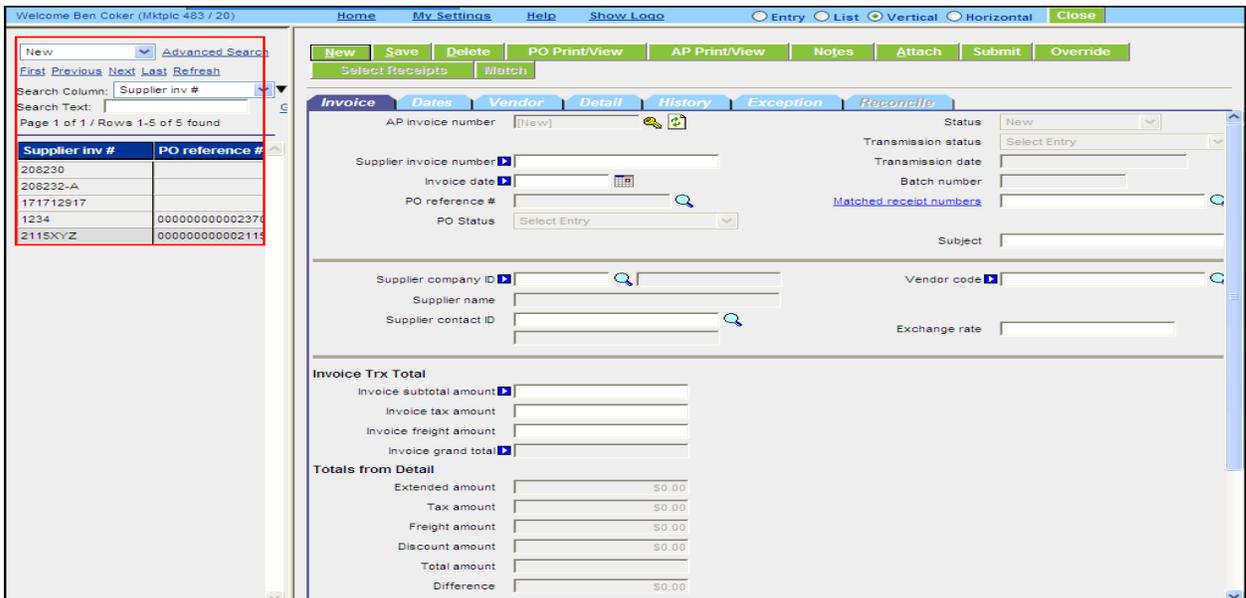
To access the **AP Invoice Screen** via the **AP Invoice Tab**, begin on the **AP Invoice Tab** and click the **Create Invoice** button.



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.



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.

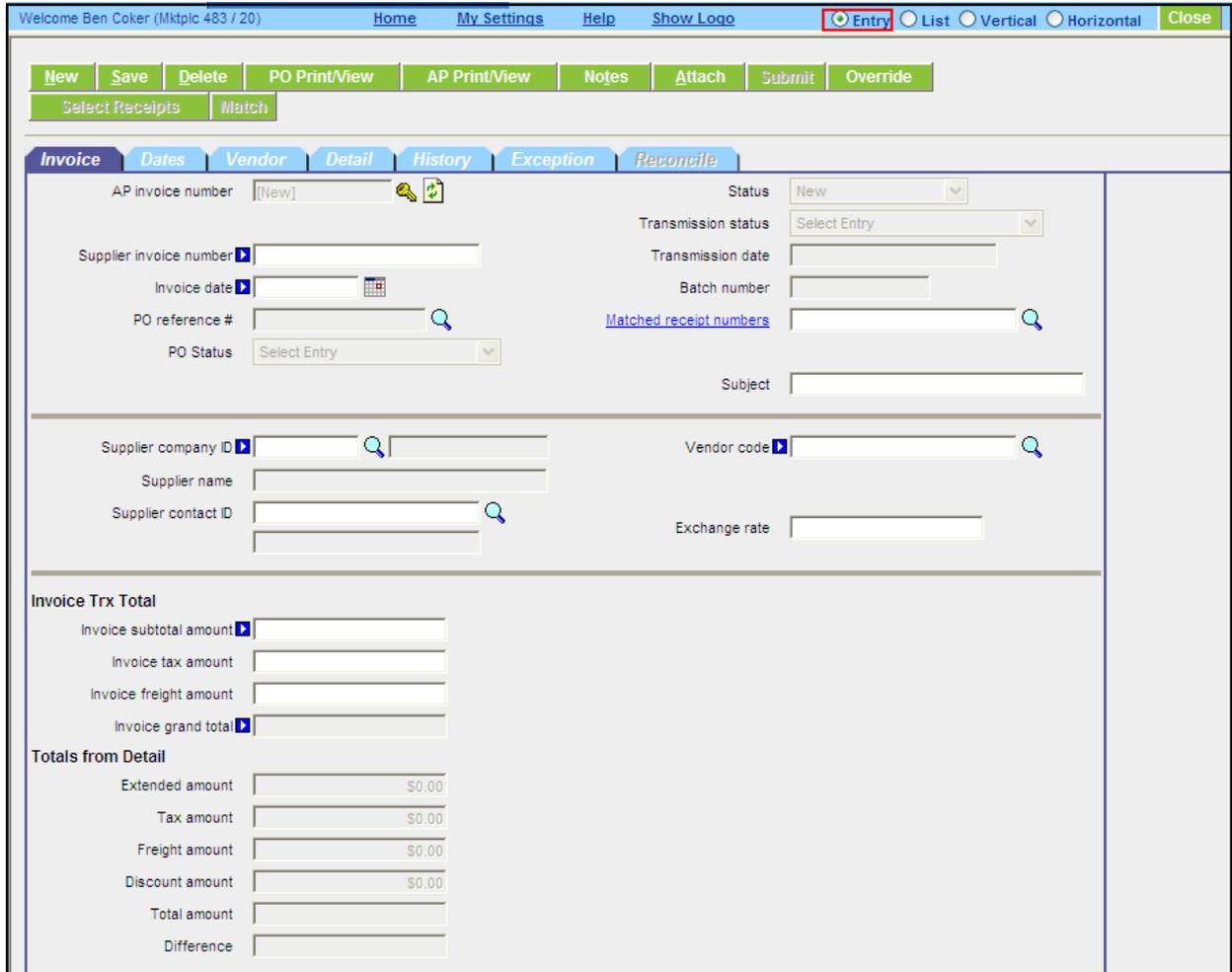
Supplier inv #	PO reference #	Invoice date	Status	Supplier name	Vendor code	AP invoice #	Sup company ID	SOTF Supplier ID
208230		03/30/2011	New	BirchStreet Produce	232352342	000000000000007	6	
208232-A		03/31/2011	New	BirchStreet Produce	232352342	000000000000013	6	
171712917		04/18/2011	New	BirchStreet Produce	232352342	000000000000021	6	
1234	000000000002370	08/03/2011	New	The Chefs Warehouse	202302	000000000000062	9	
2115XYZ	000000000002115	08/30/2011	New	WNE WAREHOUSE	WNNWAR1	000000000000066	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.

The 'Entry' screen includes the following sections:

- Buttons:** New, Save, Delete, PO Print/View, AP Print/View, Notes, Attach, Submit, Override, Select Receipts, Match.
- Navigation Tabs:** Invoice, Dates, Vendor, Detail, History, Exception, Reconcile.
- AP Invoice Information:** AP invoice number (New), Status (New), Transmission status (Select Entry), Supplier invoice number, Invoice date, PO reference #, PO Status (Select Entry), Transmission date, Batch number, Matched receipt numbers, Subject.
- Supplier Information:** Supplier company ID, Supplier name, Supplier contact ID, Vendor code, 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 Entry screen in its entirety, select the **Entry** radio button at the top of the page.



The screenshot displays the 'Entry' screen for an AP invoice. At the top, there is a navigation bar with 'Entry' selected, and buttons for 'List', 'Vertical', and 'Horizontal'. Below this is a toolbar with buttons for 'New', 'Save', 'Delete', 'PO Print/View', 'AP Print/View', 'Notes', 'Attach', 'Submit', and 'Override'. The main form area has tabs for 'Invoice', 'Dates', 'Vendor', 'Detail', 'History', 'Exception', and 'Reconcile'. The 'Invoice' tab is active, showing fields for AP invoice number, Supplier invoice number, Invoice date, PO reference #, PO Status, Status, Transmission status, Transmission date, Batch number, Matched receipt numbers, Subject, Supplier company ID, Supplier name, Supplier contact ID, Vendor code, and Exchange rate. At the bottom, there are sections for 'Invoice Trx Total' and 'Totals from Detail'.

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 (Mktplc 483 / 20) Home My Settings Help Show Logo Entry List Horizontal Close

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 date	Status	Supplier name	Vendor code	AP invoice #	Sup company ID	SOTF Supplier ID
208230		03/30/2011	New	BirchStreet Produce	232352342	0000000000000007	6	
208232-A		03/31/2011	New	BirchStreet Produce	232352342	0000000000000013	6	
171712917		04/18/2011	New	BirchStreet Produce	232352342	0000000000000021	6	
1234	000000000002370	08/03/2011	New	The Chefs Warehouse	202302	0000000000000062	9	
2115XYZ	000000000002115	08/30/2011	New	WINE WAREHOUSE	WINWAR1	0000000000000066	99999	000000001283

Invoice Dates Vendor Detail History Exception Reconcile

AP invoice number [New] Status New
 Supplier invoice number Transmission status Select Entry
 Invoice date Transmission date
 PO reference # Batch number
 PO Status Select Entry Matched receipt numbers
 Subject

Supplier company ID Vendor code
 Supplier name Exchange rate
 Supplier contact ID

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

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 original 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	<input type="text"/>						Status <input type="button" value="▶"/> Select Entry <input type="text"/>
Supplier invoice number	<input type="text"/>						Transmission status <input type="text"/> Select Entry
Invoice date	<input type="text"/>	<input type="button" value="▶"/>					Transmission date <input type="text"/>
PO reference #	<input type="text"/>	<input type="button" value="▶"/>					Batch number <input type="text"/>
PO Status	Select Entry						Matched receipt numbers <input type="text"/>
							Subject <input type="text"/>
Supplier company ID	<input type="text"/>	<input type="button" value="▶"/>					Vendor code <input type="text"/>
SOTF Supplier ID	<input type="text"/>	<input type="button" value="▶"/>					Trx currency <input type="text"/>
Supplier name	<input type="text"/>						Exchange rate <input type="text"/>
Supplier contact ID	<input type="text"/>	<input type="button" value="▶"/>					
Invoice Trx Total				Reconcile Trx Totals			
Invoice subtotal amount	<input type="text"/>	<input type="button" value="▶"/>					Received ext amt <input type="text"/>
Invoice tax amount	<input type="text"/>						Received tax amount <input type="text"/>
Invoice freight amount	<input type="text"/>						Received freight amt <input type="text"/>
Invoice grand total	<input type="text"/>	<input type="button" value="▶"/>					Receiving grand total <input type="text"/>
							Variance <input type="text"/>
Totals from Detail							
Extended amount	<input type="text"/>						
Tax amount	<input type="text"/>						
Freight amount	<input type="text"/>						
Discount amount	<input type="text"/>						

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.



The screenshot shows the 'Dates' tab selected. It contains the following fields:

- Entry date: 01/17/2012
- Age date: (empty)
- Discount date: (empty)
- Due date: (empty)

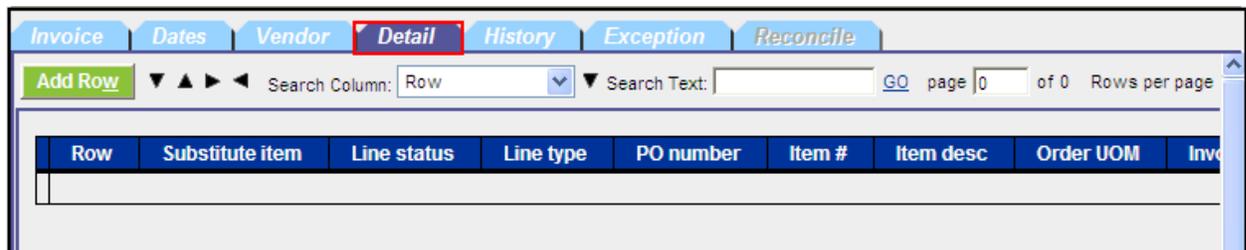
Vendor Tab – Reveals the supplier contact information for an invoice.



The screenshot shows the 'Vendor' tab selected. It contains the following fields:

- Address line 1: File 57006
- Address line 2: (empty)
- Address line 3: (empty)
- 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 be added to an invoice.



The screenshot shows the 'Detail' tab selected. It features a table with the following columns:

Row	Substitute item	Line status	Line type	PO number	Item #	Item desc	Order UOM	Inv

Additional interface elements include an 'Add Row' button, search filters for 'Search Column' (set to 'Row') and 'Search Text', and pagination information showing 'page 0 of 0'.

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

Invoice Dates Vendor Detail History Exception Reconcile						
Search Column: Row Search Text: <input type="text"/> GO page 1 of 1 Rows per page 100						
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.

Invoice Dates Vendor Detail History Exception Reconcile						
Search Column: Matched date Search Text: <input type="text"/> GO page 1 of 1 Rows per page 100						
Matched date	Matching exception	Exception type	Row	Supplier inv #	Item #	Item desc
Edit 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.

Invoice Dates Vendor Detail History Exception Reconcile							
Add Row Search Column: PO number Search Text: <input type="text"/> GO page 1 of 1 Rows per page							
	PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM
Edit	000000000002301	000000000001725	10	10-90-330	Guest Supplies	Creamer 3 1/3oz	EA
Edit	000000000002301	000000000001725	10	10-90-330	Guest Supplies	Creamer 8 1/2oz	EA
Edit	000000000002301	000000000001725	10	10-90-330	Guest Supplies	Cup 14oz	EA
Edit	000000000002301	000000000001725	10	10-90-330	Guest Supplies	Cup 7oz	EA
Edit	000000000002301	000000000001725	10	10-90-330	Guest Supplies	Cup Stackable 7 1/2oz	EA
Edit	000000000002301	000000000001725	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 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.
- 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.

The screenshot shows the 'AP Invoice' tab selected in the navigation menu. A filter dropdown is set to 'Matched'. The search column is 'PO number' and the search text is empty. The table below displays three matched invoices.

		AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
		000000000000103	Auto Matched	AP Invoice		Unisource Worldwide		000000000002506	XYZ13456	01/15/2012	\$457.67
		00000000000016	Auto Matched	AP Invoice		Edward Don & Company (Punchout)		000000000001065	X56770	04/12/2011	\$45.00
		000000000000001	Auto Matched	AP Invoice		COMMERCIAL FURNITURE GROUP, INC		000000000000756	12345	03/09/2011	\$105.25

HANDLING INVOICES IN AN EXCEPTION STATUS

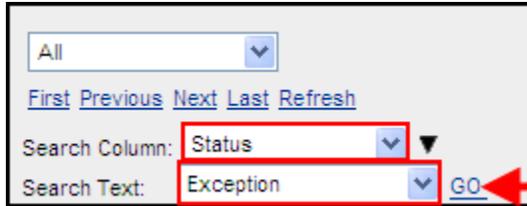
Auto matched invoices that have not been successfully matched to a PO or corresponding receiving events nor fallen within a predefined tolerance range will fall into an **Exception** status. Exception statuses are commonly the result of receiving events that have been tracked in one event instead of 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**.

The screenshot shows the 'AP Invoice' tab selected in the navigation menu. A filter dropdown is set to 'All'. The search column is 'PO number' and the search text is empty. The table below shows no results.

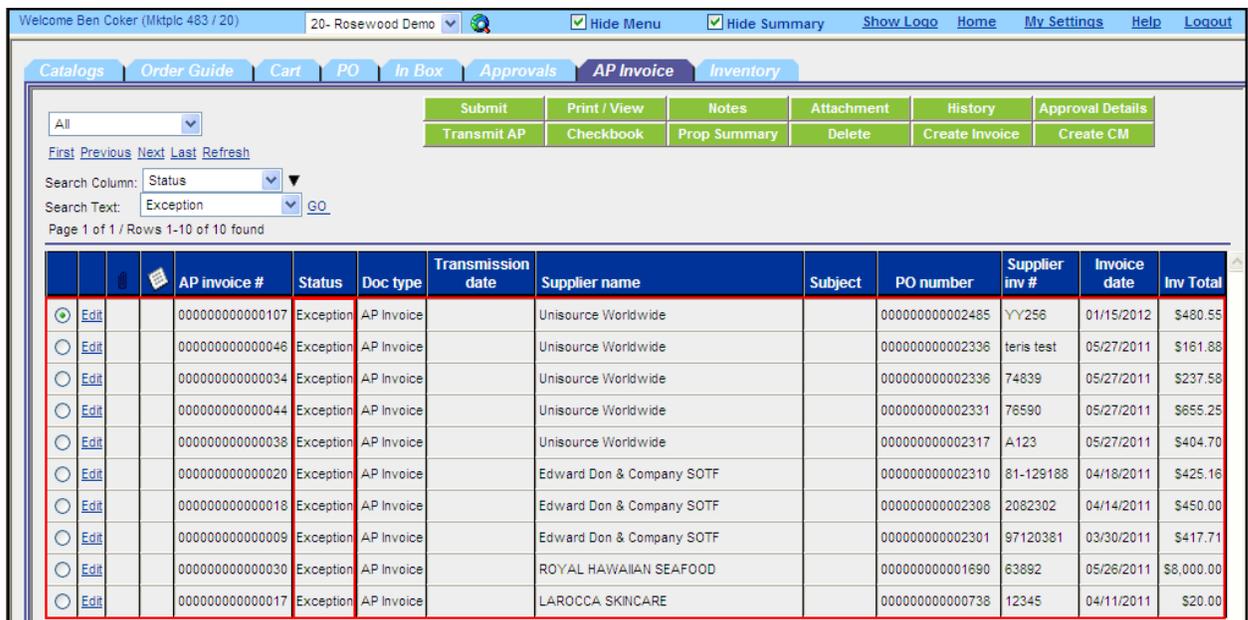
		AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
Page 1 of 1 / Rows 0-0 of 0 found											

Use the filter options to pull up any invoices in an Exception status and click **GO**.



A screenshot of a search interface. At the top, there is a dropdown menu set to 'All'. Below it are navigation links: 'First', 'Previous', 'Next', 'Last', and 'Refresh'. The 'Search Column:' dropdown is set to 'Status'. The 'Search Text:' input field contains 'Exception'. A red box highlights the 'Status' dropdown and the 'Exception' text. A red arrow points to the 'GO' button.

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



A screenshot of the 'AP Invoice' section in a software application. The top navigation bar includes 'Catalogs', 'Order Guide', 'Cart', 'PO', 'In Box', 'Approvals', 'AP Invoice', and 'Inventory'. Below the navigation are several buttons: 'Submit', 'Print / View', 'Notes', 'Attachment', 'History', 'Approval Details', 'Transmit AP', 'Checkbook', 'Prop Summary', 'Delete', 'Create Invoice', and 'Create CM'. The search filters from the previous image are repeated here. Below the filters, it says 'Page 1 of 1 / Rows 1-10 of 10 found'. A table lists 10 AP invoices, all with a status of 'Exception'.

			AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
			000000000000107	Exception	AP Invoice		Unisource Worldwide		000000000002485	YY256	01/15/2012	\$480.55
			000000000000046	Exception	AP Invoice		Unisource Worldwide		000000000002336	teris test	05/27/2011	\$161.88
			000000000000034	Exception	AP Invoice		Unisource Worldwide		000000000002336	74839	05/27/2011	\$237.58
			000000000000044	Exception	AP Invoice		Unisource Worldwide		000000000002331	76590	05/27/2011	\$655.25
			000000000000038	Exception	AP Invoice		Unisource Worldwide		000000000002317	A123	05/27/2011	\$404.70
			000000000000020	Exception	AP Invoice		Edward Don & Company SOTF		000000000002310	81-129188	04/18/2011	\$425.16
			000000000000018	Exception	AP Invoice		Edward Don & Company SOTF		000000000002308	2082302	04/14/2011	\$450.00
			000000000000009	Exception	AP Invoice		Edward Don & Company SOTF		000000000002301	97120381	03/30/2011	\$417.71
			000000000000030	Exception	AP Invoice		ROYAL HAWAIIAN SEAFOOD		000000000001690	63892	05/26/2011	\$8,000.00
			000000000000017	Exception	AP Invoice		LAROCCA SKINCARE		000000000000738	12345	04/11/2011	\$20.00

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

Welcome Ben Coker (Mktplc 483 / 20) | 20- Rosewood Demo | Hide Menu | Hide Summary | [Show Logo](#) | [Home](#) | [My Settings](#) | [Help](#) | [Logout](#)

[Catalogs](#) | [Order Guide](#) | [Cart](#) | [PO](#) | [In Box](#) | [Approvals](#) | **AP Invoice** | [Inventory](#)

Submit | Print / View | Notes | Attachment | History | Approval Details
 Transmit AP | Checkbook | Prop Summary | Delete | Create Invoice | Create CM

All | [First](#) | [Previous](#) | [Next](#) | [Last](#) | [Refresh](#)

Search Column: Status | Search Text: Exception | [GO](#)

Page 1 of 1 / Rows 1-10 of 10 found

		AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
<input checked="" type="radio"/>	Edit	00000000000107	Exception	AP Invoice		Unisource Worldwide		00000000002485	YY256	01/15/2012	\$480.55
<input type="radio"/>	Edit	00000000000046	Exception	AP Invoice		Unisource Worldwide		00000000002336	teris test	05/27/2011	\$161.88
<input type="radio"/>	Edit	00000000000034	Exception	AP Invoice		Unisource Worldwide		00000000002336	74839	05/27/2011	\$237.58
<input type="radio"/>	Edit	00000000000044	Exception	AP Invoice		Unisource Worldwide		00000000002331	76590	05/27/2011	\$655.25
<input type="radio"/>	Edit	00000000000038	Exception	AP Invoice		Unisource Worldwide		00000000002317	A123	05/27/2011	\$404.70
<input type="radio"/>	Edit	00000000000020	Exception	AP Invoice		Edward Don & Company SOTF		00000000002310	81-129188	04/18/2011	\$425.16
<input type="radio"/>	Edit	00000000000018	Exception	AP Invoice		Edward Don & Company SOTF		00000000002308	2082302	04/14/2011	\$450.00
<input type="radio"/>	Edit	00000000000009	Exception	AP Invoice		Edward Don & Company SOTF		00000000002301	97120381	03/30/2011	\$417.71
<input type="radio"/>	Edit	00000000000030	Exception	AP Invoice		ROYAL HAWAIIAN SEAFOOD		00000000001690	63892	05/26/2011	\$8,000.00
<input type="radio"/>	Edit	00000000000017	Exception	AP Invoice		LAROCCA SKINCARE		00000000000738	12345	04/11/2011	\$20.00

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

[New](#) | [Save](#) | [Deletes](#) | [PO Print/View](#) | [AP Print/View](#) | [Notes](#) | [Attach](#) | [Submit](#) | [Override](#) | [Select Receipts](#) | [Match](#)

Invoice | [Dates](#) | [Vendor](#) | [Detail](#) | [History](#) | **Exception** | [Reconcile](#)

AP invoice number: 00000000000107 | Status: Exception | Transmission status: Processed, not transmitted

Supplier invoice number: YY256 | Invoice date: 01/15/2012 | PO reference #: 00000000002485 | Matched receipt numbers: 00000000001922

Supplier company ID: 13 | Supplier name: Unisource Worldwide | Vendor code: 10172011

Supplier contact ID: | Exchange rate: 1

Invoice Trx Total	Reconcile Trx Totals
Invoice subtotal amount: \$480.55	Received ext amt: \$404.70
Invoice tax amount: \$0.00	Received tax amount: \$0.00
Invoice freight amount: \$0.00	Received freight amt: \$0.00
Invoice grand total: \$480.55	Receiving grand total: \$404.70
	Variance: \$75.85

Payment

Payment method code: Select Entry | Terms: | Hold: | Hold description: | 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
Variance:	\$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.

Invoice grand total: \$480.55								
Variance: \$75.85								
Home My Settings Help Hide Logo <input type="radio"/> Entry <input type="radio"/> List <input checked="" type="radio"/> Vertical <input type="radio"/> Horizontal Close								
New Save Delete PO Print/View AP Print/View Notes Attach Submit Override Select Receipts Match								
Invoice Dates Vendor Detail History Exception Reconcile								
Search Column: <input type="text" value="Matched date"/> Search Text: <input type="text"/> <input type="button" value="GO"/> page 1 of 1 Rows 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 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 pre-defined 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 transaction.

Invoice grand total: \$480.55								
Variance: \$75.85								
Home My Settings Help Hide Logo <input type="radio"/> Entry <input type="radio"/> List <input checked="" type="radio"/> Vertical <input type="radio"/> Horizontal Close								
New Save Delete PO Print/View AP Print/View Notes Attach Submit Override Select Receipts Match								
Invoice Dates Vendor Detail History Exception Reconcile								
Search Column: <input type="text" value="Matched date"/> Search Text: <input type="text"/> GO page 1 of 1 Rows 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 50.0)	Subtotal dollar amt variance	2	HH817			



BirchStreet Accounts Payable User Manual

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

Unisource Worldwide
 1232 Elm Street
 Suite 320
 Newport Beach, CA 9433

Date	Invoice #
1/15/2012	YY256

Bill To

BirchStreet Center

3737 Birch Street
 Newport Beach, CA 92660

Ship To

BirchStreet Center

3737 Birch Street
 Newport Beach, CA 92660

PO Number	Terms	Rep	Ship	Via	F.O.B	Project
2485	Net 21					

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
Subtotal				480.55
Tax				
Freight				
Total				480.55



BirchStreet Accounts Payable User Manual

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 NUMBER : 000000000002485 Required Delivery Date : 01/05/2012 Source Document : Internal PO No.: PO Type: Standard Purchase type : General	Status: Receiving Complete PO Submit Date: 01/04/2012 12:45:45 Customer Account #:					
Supplier: Unisource Worldwide File 57006 Los Angeles, CA, 90074, US Attn: Cami Smith Title: Customer Service Ambassador Phone: (800) 767-5677 Fax: (877) 765-6946 Email: cam.smith@unisourcelink.com DBA: Unisource	Bill To: BirchStreet Center 3737 Birch Street Newport Beach, CA, 92660, US Attn: Accounts Payable Ship To: BirchStreet Center 3737 Birch Street Newport Beach, CA, 92660, US Attn: Justin Davis					
Sent From: BirchStreet Center Name: Mary Sato Title: Hotel Admin Phone: (949) 567-7000 Fax: Email: Cost Center: FOB : Origin	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					
Notes and Attachments : Header Notes : No Notes This Purchase Order has 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 Alloc
3	10042083	10-90-100 / Rooms 20" Red Buffing Pads 5/case	5.00	CS	\$25.8500	\$129.25 Edit Line Edit Alloc
Sub Total:						\$404.70
Freight:						\$0.00
Tax Amount:						\$0.00
Less Discount:						\$0.00
Total amount due:						\$404.70

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

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 discrepancies 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 discrepancy 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.

PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt		
Edit 000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	✗
Edit 000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	✗
Edit 000000000002485	000000000001922	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.

PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt		
Edit 000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	✗
Edit 000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	✗
Edit 000000000002485	000000000001922	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.

PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt
000000000002485	000000000001922	10	10-90-100	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70
000000000002485	000000000001922	10	10-90-100	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75
000000000002485	000000000001922	10	10-90-100	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25

OK **Cancel** **Delete Row**

PO number: 000000000002485
 Receiving number: 000000000001922
 Receiving row number: 2

Receiving Item Information
 Item #: 10041962
 Item description: 17" Red Buffing Pads 5/Case
 Department code: 10
 Ordered UOM: CS
 Received quantity: 5
 PO/Rec'd price: \$20.1500
 Received ext amt: \$100.75

Invoice Amounts
 Invoiced quantity: 5
 Invoiced price: \$20.1500
 Inv extended amt: \$100.75
 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**.

OK **Cancel** **Delete Row**

PO number: 000000000002485
 Receiving number: 000000000001922
 Receiving row number: 2

Receiving Item Information
 Item #: 10041962
 Item description: 17" Red Buffing Pads 5/Case
 Department code: 10
 Ordered UOM: CS
 Received quantity: 5
 PO/Rec'd price: \$20.1500
 Received ext amt: \$100.75

Invoice Amounts
 Invoiced quantity: 5
 Invoiced price: **\$30.1500**
 Inv extended amt: \$150.75
 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.

Invoice Dates Vendor Detail History Exception Reconcile												
Add 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		
Edit	000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	✗
Edit	000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	✗
Edit	000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25	✗
											\$454.70	

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

Invoice grand 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												
Add 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		
Edit	000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	✗
Edit	000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	✗
Edit	000000000002485	000000000001922	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	Vendor	Detail	History	Exception	Reconcile			
Add 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
Edit 000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	5	\$34.94	\$174.70
Edit 000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	5	\$30.1500	\$150.75
Edit 000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/Case	5	\$25.85	\$129.25
									\$454.70

OK **Cancel** **Delete Row**

PO number: 000000000002485 Reconcile row: 3
 Receiving number: 000000000001922 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
 Ordered UOM: CS
 Received quantity: 5
 PO/Rec'd price: \$25.8500
 Received ext amt: \$129.25

Invoice Amounts

Invoiced quantity: 5 Invoiced / Rcv'd qty variance: 0.0000
 Invoiced price: \$25.8500 Price variance: 0.0000
 Inv extended amt: \$129.25 Extended amt variance: \$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**.

OK **Cancel** **Delete Row**

PO number: 000000000002485 Reconcile row: 3
 Receiving number: 000000000001922 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
 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.

Invoice Dates Vendor Detail History Exception Reconcile											
Add 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	
Edit	000000000002485	000000000001922	10	10-90-100	Cleaning Supplies	10042059 # 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	✘
Edit	000000000002485	000000000001922	10 Rooms	10-90-100	Cleaning Supplies	10041962 17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	✘
Edit	000000000002485	000000000001922	10 Rooms	10-90-100	Cleaning Supplies	10042083 20" Red Buffing Pads 5/Case	CS	6	\$25.8500	\$155.10	✘
										\$480.55	

Reveiwng 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 discrepancy, continue to make edits and reconcile as needed to decrease the gap. Be sure to check tax and freight amounts if discrepancies 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.)

The screenshot displays the 'Invoice' tab in the BirchStreet Accounts Payable system. At the top, it shows 'Invoice grand total: \$480.55' and 'Variance: \$0.00'. The interface includes a navigation bar with 'Home', 'My Settings', 'Help', and 'Hide Logo', along with radio buttons for 'Entry', 'List', 'Vertical', and 'Horizontal', and a 'Close' button. Below this is a toolbar with buttons for 'New', 'Save', 'Delete', 'PO Print/View', 'AP Print/View', 'Notes', 'Attach', 'Submit', 'Override' (highlighted in red), 'Select Receipts', and 'Match'. The main content area is divided into several sections:

- Invoice Details:** Includes fields for AP invoice number (000000000000107), Supplier invoice number (YY256), Invoice date (01/15/2012), PO reference # (0000000000002485), PO Status (Receiving Complete), Status (Exception), Transmission status (Processed, not transmitted), Transmission date, Batch number, Matched receipt numbers (000000000001922), and Subject.
- Supplier Information:** Includes Supplier company ID (13), Supplier name (Unisource Worldwide), Supplier contact ID, Vendor code (10172011), and Exchange rate (1).
- Invoice Trx Total:** A table showing Invoice subtotal amount (\$480.55), Invoice tax amount, Invoice freight amount, and Invoice grand total (\$480.55).
- Reconcile Trx Totals:** A table showing Received ext amt (\$480.55), Received tax amount (\$0.00), Received freight amt (\$0.00), Receiving grand total (\$480.55), and Variance (\$0.00).
- Payment:** Includes Payment method code (Select Entry), Hold checkbox, Home currency (USD / US Dollar), Terms, Hold description, and Grand total (\$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**.

A close-up of the 'Status' dropdown menu. The dropdown is open, and 'Match Override' is selected and highlighted. Other options are not visible.

Click **OK** on the confirmation prompt.



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.

	AP Invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
	000000000000067	Not Matched	AP Invoice		Unisource Worldwide		000000000002396	XY1243	10/16/2011	\$80.00
	000000000000054	Not Matched	AP Invoice		Unisource Worldwide		000000000002342	87GH	07/14/2011	\$30.00
	000000000000050	Not Matched	AP Invoice		Unisource Worldwide		000000000002331	6789	05/31/2011	\$629.40
	000000000000108	Not Matched	AP Invoice		Unisource Worldwide		000000000002328	KKJ	01/17/2012	\$504.70
	000000000000047	Not Matched	AP Invoice		Edward Don & Company SOTF		000000000002301	7483290	05/31/2011	\$450.00
	000000000000033	Not Matched	AP Invoice		BENVIRONMENTAL		000000000001848	479	05/26/2011	\$800.00

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

	AP Invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
	000000000000108	Not Matched	AP Invoice		Unisource Worldwide			JJ452	01/17/2012	\$80.00
	000000000000067	Not Matched	AP Invoice		Unisource Worldwide		000000000002396	XY1243	10/16/2011	\$80.00
	000000000000054	Not Matched	AP Invoice		Unisource Worldwide		000000000002342	87GH	07/14/2011	\$30.00
	000000000000050	Not Matched	AP Invoice		Unisource Worldwide		000000000002331	6789	05/31/2011	\$629.40
	000000000000108	Not Matched	AP Invoice		Unisource Worldwide		000000000002328	KKJ	01/17/2012	\$504.70
	000000000000047	Not Matched	AP Invoice		Edward Don & Company SOTF		000000000002301	7483290	05/31/2011	\$450.00
	000000000000033	Not Matched	AP Invoice		BENVIRONMENTAL		000000000001848	479	05/26/2011	\$800.00

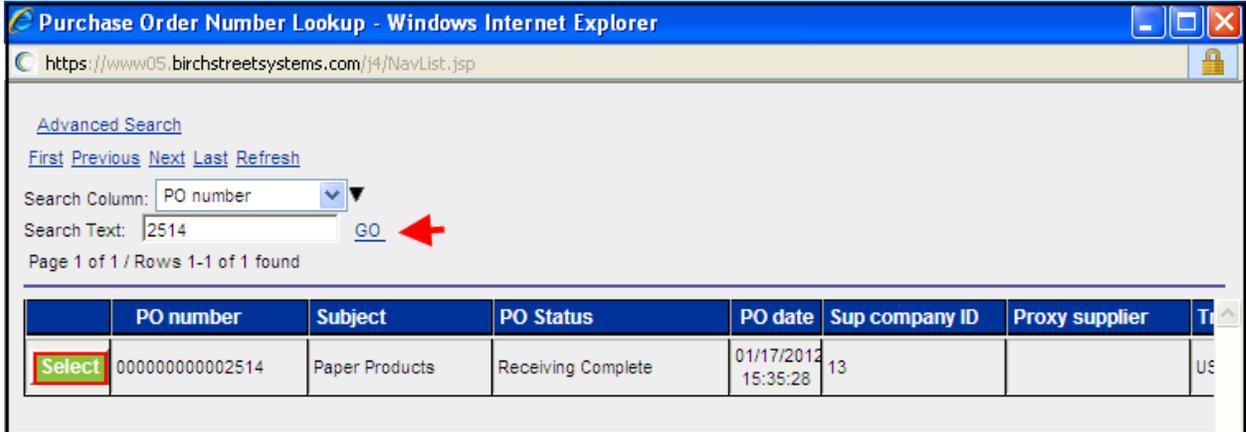
The record will load onto the **AP Invoice Screen** on the **Invoice Tab**. Note that the status is Not Matched.

New	Save	Delete	PO Print/View	AP Print/View	Notes	Attach	Submit	Override	Select Receipts	Match
<div style="display: flex; justify-content: space-between;"> Invoice Dates Vendor Detail History Exception Reconcile </div>										
AP invoice number <input type="text" value="[[New]]"/>			Status Not Matched		Transmission status <input type="text" value="Select Entry"/>					
Supplier invoice number <input type="text" value="JJ452"/>			Transmission date <input type="text"/>		Batch number <input type="text"/>					
Invoice date <input type="text" value="01/17/2012"/>			Matched receipt numbers <input type="text"/>		Subject <input type="text"/>					
PO reference # <input type="text"/>			PO Status <input type="text" value="Receiving Complete"/>							
Supplier company ID <input type="text" value="13"/> Unisource Worldwide			Vendor code <input type="text" value="10172011"/>							
Supplier name <input type="text" value="Unisource Worldwide"/>			Supplier contact ID <input type="text"/>							
Supplier contact ID <input type="text"/>										
Invoice Trx Total			Reconcile Trx Totals							
Invoice subtotal amount <input type="text" value="\$80.00"/>			Received ext amt <input type="text"/>							
Invoice tax amount <input type="text"/>			Received tax amount <input type="text"/>							
Invoice freight amount <input type="text"/>			Received freight amt <input type="text"/>							
Invoice grand total <input type="text" value="\$80.00"/>			Receiving grand total <input type="text"/>							
Payment										
Payment method code <input type="text" value="Select Entry"/>			Terms <input type="text"/>							
Hold <input type="checkbox"/>			Hold description <input type="text"/>							

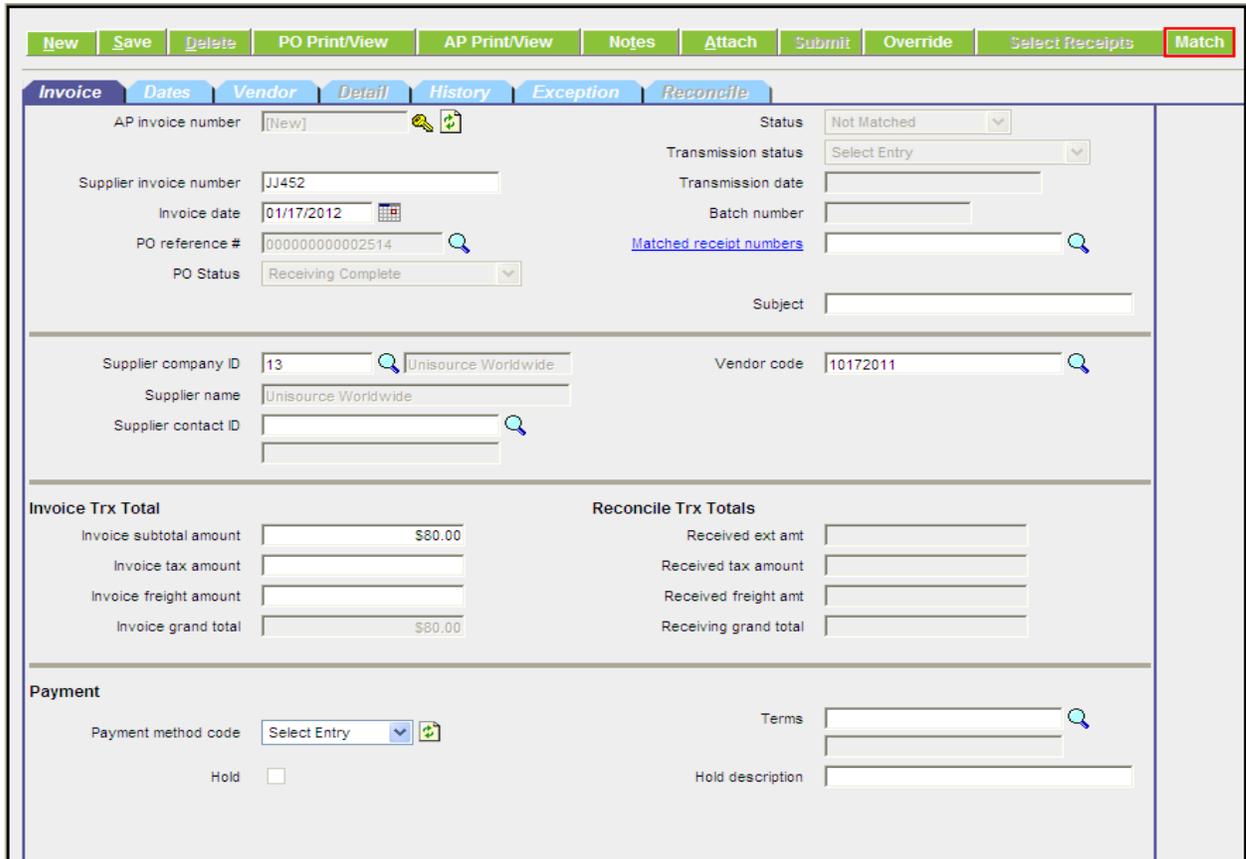
Review the scanned document using the **View PDF** button and confirm that there is a PO in BirchStreet for the invoice and that there is at least one receiving event for the PO.

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

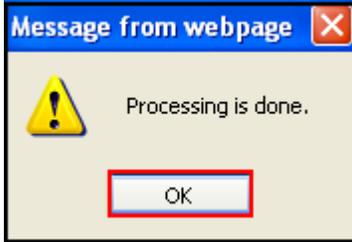
Note that you may optionally narrow the search criteria at the top of the lookup screen. Once the correct PO number has been located, click **Select**.



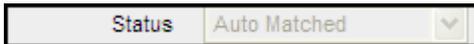
Once the correct PO is selected, proceed by clicking the **Match** button. (If **Save** is clicked instead, the invoice will automatically be matched during the next scheduled AP auto-match process.)



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.

Welcome Ben Coker (Mktplc 483 / 20) | 20- Rosewood Demo | Hide Menu | Hide Summary | Show Logo | Home | My Settings | Help | Logout

Catalogs | Order Guide | Cart | PO | In Box | Approvals | **AP Invoice** | Inventory

New (selected) | Submit | Print / View | Notes | Attachment | History | Approval Details | Transmit AP | Checkbook | Prop Summary | Delete | Create Invoice | Create CM

Search Column: PO number | Search Text: | GO

Page 1 of 1 / Rows 1-6 of 6 found

		AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
		000000000000007	New	AP Invoice		BirchStreet Produce			208230	03/30/2011	\$3.00
		000000000000013	New	AP Invoice		BirchStreet Produce			208232-A	03/31/2011	\$399.89
		000000000000110	New	AP Invoice		Unisource Worldwide			KK777	01/15/2012	\$181.88
		000000000000021	New	AP Invoice		BirchStreet Produce			171712917	04/18/2011	\$200.00
		000000000000062	New	AP Invoice		The Chefs Warehouse		000000000002370	1234	08/03/2011	\$114.50
		000000000000066	New	AP Invoice		WINE WAREHOUSE		000000000002115	2115XYZ	08/30/2011	\$852.15

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

Welcome Ben Coker (Mktplc 483 / 20) 20- Rosewood Demo Hide Menu Hide Summary Show Logos Home My Settings Help Logout

Catalogs Order Guide Cart PO In Box Approvals **AP Invoice** Inventory

Submit Print / View Notes Attachment History Approval Details
 Transmit AP Checkbook Prop Summary Delete Create Invoice Create CM

New

First Previous Next Last Refresh

Search Column: PO number

Search Text:

Page 1 of 1 / Rows 1-6 of 6 found

		AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
<input type="radio"/>	Edit	000000000000007	New	AP Invoice		BirchStreet Produce			208230	03/30/2011	\$3.00
<input type="radio"/>	Edit	000000000000013	New	AP Invoice		BirchStreet Produce			208232-A	03/31/2011	\$399.89
<input checked="" type="radio"/>	Edit	000000000000110	New	AP Invoice		Unisource Worldwide			KK777	01/15/2012	\$161.88
<input type="radio"/>	Edit	000000000000021	New	AP Invoice		BirchStreet Produce			171712917	04/18/2011	\$200.00
<input type="radio"/>	Edit	000000000000062	New	AP Invoice		The Chefs Warehouse		000000000002370	1234	08/03/2011	\$114.50
<input type="radio"/>	Edit	000000000000066	New	AP Invoice		WINE WAREHOUSE		000000000002115	2115XYZ	08/30/2011	\$852.15

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

New Save Delete PO Print/View AP Print/View Notes Attach Submit Override

Select Receipts Watch

Invoice Dates Vendor Detail History Exception Reconcile

AP invoice number: 000000000000110 Status: **New**

Supplier invoice number: KK777 Transmission status: Select Entry

Invoice date: 01/15/2012 Transmission date:

PO reference #: Batch number:

PO Status: Select Entry Matched receipt numbers:

Subject:

Supplier company ID: 13 Unisource Worldwide Vendor code: 10172011

Supplier name: Unisource Worldwide

Supplier contact ID:

Exchange rate: 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



BirchStreet Accounts Payable User Manual

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 Newport Beach, CA 9433		<table border="1"> <thead> <tr> <th>Date</th> <th>Invoice #</th> </tr> </thead> <tbody> <tr> <td>1/15/2012</td> <td>KK777</td> </tr> </tbody> </table>		Date	Invoice #	1/15/2012	KK777																																				
Date	Invoice #																																										
1/15/2012	KK777																																										
<table border="1"> <thead> <tr> <th>Bill To</th> </tr> </thead> <tbody> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </tbody> </table>		Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"> <thead> <tr> <th>Ship To</th> </tr> </thead> <tbody> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </tbody> </table>		Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Bill To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
Ship To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
<table border="1"> <thead> <tr> <th>PO Number</th> <th>Terms</th> <th>Rep</th> <th>Ship</th> <th>Via</th> <th>F.O.B</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td></td> <td>Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PO Number	Terms	Rep	Ship	Via	F.O.B	Project		Net 21																																	
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																					
	Net 21																																										
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item Code</th> <th>Description</th> <th>Price Each</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>10042059</td> <td>Power Sponge</td> <td>34.94</td> <td>69.88</td> </tr> <tr> <td>2</td> <td>10041962</td> <td>17" Red Buffing Pads</td> <td>20.15</td> <td>40.30</td> </tr> <tr> <td>2</td> <td>10042083</td> <td>20" Red Buffing Pads</td> <td>25.85</td> <td>51.70</td> </tr> <tr> <td colspan="3"></td> <td>Subtotal</td> <td>161.88</td> </tr> <tr> <td colspan="3"></td> <td>Tax</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Freight</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Total</td> <td>161.88</td> </tr> </tbody> </table>		Qty	Item Code	Description	Price Each	Amount	2	10042059	Power Sponge	34.94	69.88	2	10041962	17" Red Buffing Pads	20.15	40.30	2	10042083	20" Red Buffing Pads	25.85	51.70				Subtotal	161.88				Tax					Freight					Total	161.88		
Qty	Item Code	Description	Price Each	Amount																																							
2	10042059	Power Sponge	34.94	69.88																																							
2	10041962	17" Red Buffing Pads	20.15	40.30																																							
2	10042083	20" Red Buffing Pads	25.85	51.70																																							
			Subtotal	161.88																																							
			Tax																																								
			Freight																																								
			Total	161.88																																							

If there is not a PO in BirchStreet, 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.

The screenshot shows the 'Order Guide' tab selected in the top navigation bar. Below the navigation bar is a search bar containing 'Unisource' and a dropdown menu. To the right of the search bar are several action buttons: 'Create PO', 'Add to PO', 'Add to cart', 'Remove Item', 'Clear all qty', 'Create OG', 'Delete OG', 'Rename OG', 'Print / View', 'Copy Item', 'Transfer Owner', and 'Update'. Below these buttons are more options: 'Change Supp', 'Edit Item', 'ImpTemplate', 'Exp Template', 'Create items', 'Rpt Price Issue', 'Item history', 'Checkbook', and 'Prop Summary'. There are also checkboxes for 'Sort' and 'Par values'. The main area contains a table with the following data:

All	Item #	Prod / Supplier	Pack/ Size	Order UOM	Min qty	Order Qty	Price	Extension	GL Account	Dept
<input checked="" type="checkbox"/>	10042059 More Product Info	# 3000 3m Power Sponge 20/Case Unisource Worldwide	20/	CS	1.00	2	\$34.94	\$69.88	10-90-100	
<input checked="" type="checkbox"/>	10041962 More Product Info	17" Red Buffing Pads 5/Case Unisource Worldwide	5/	CS	1.00	2	\$20.15	\$40.30	10-90-100	
<input checked="" type="checkbox"/>	10042083 More Product Info	20" Red Buffing Pads 5/Case Unisource Worldwide	5/	CS	1.00	2	\$25.85	\$51.70	10-90-100	

Click **Create PO**.

This screenshot is identical to the previous one, showing the 'Order Guide' tab and the table of items. The 'Create PO' button in the top navigation bar is highlighted with a red box, indicating the next step in the process.

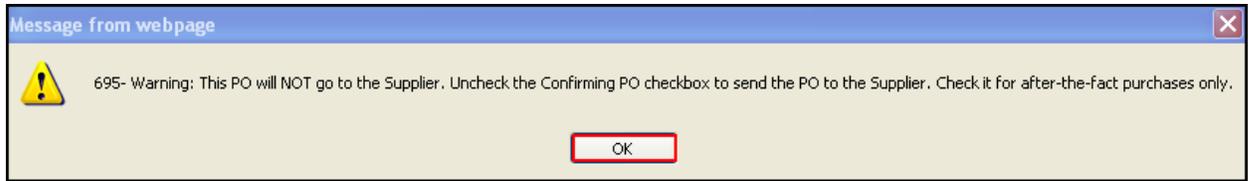
Click the **Confirming PO** checkbox.

The screenshot shows a web browser window titled "Create Document - Windows Internet Explorer". The address bar shows the URL: https://www03.birchstreetsystems.com/j4/POCreate.jsp?sub_id=483&co_id=20&doctype=PO&singleSup=1&supplierID=13&POType=&callFrom=C. The form contains the following fields and controls:

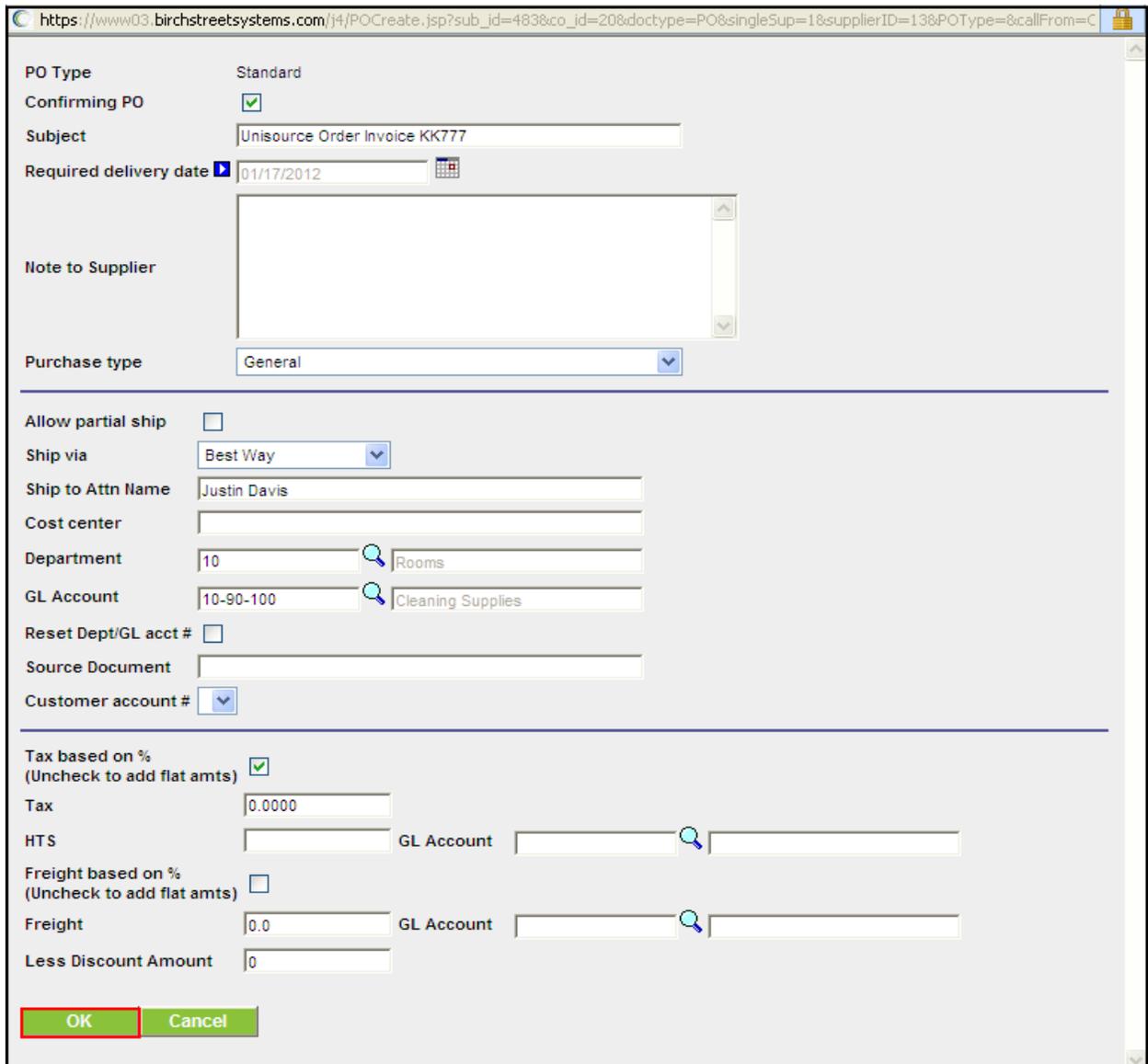
- PO Type:** Standard (radio button), **Confirming PO** (checkbox, highlighted with a red box).
- Subject:** Text input field.
- Required delivery date:** Date picker.
- Note to Supplier:** Text area.
- Purchase type:** Dropdown menu with "Select Entry" selected.
- Allow partial ship:** Checkbox (unchecked).
- Ship via:** Dropdown menu with "Best Way" selected.
- Ship to Attn Name:** Text input field with "Justin Davis" entered.
- Cost center:** Text input field.
- Department:** Text input field with "60" and a search icon; dropdown menu with "A&G" selected.
- GL Account:** Text input field with a search icon.
- Reset Dept/GL acct #:** Checkbox (unchecked).
- Source Document:** Text input field.
- Customer account #:** Dropdown menu.
- Tax based on % (Uncheck to add flat amts):** Checkbox (checked).
- Tax:** Text input field with "12.0000".
- HTS:** Text input field with "12.0"; **GL Account:** Text input field with "01-05-008" and a search icon.
- Freight based on % (Uncheck to add flat amts):** Checkbox (unchecked).
- Freight:** Text input field with "0.0"; **GL Account:** Text input field with a search icon.
- Less Discount Amount:** Text input field with "0".

At the bottom of the form are "OK" and "Cancel" buttons. The browser status bar shows "Done", "Internet", and "100%".

Click **OK** on the following prompt.



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



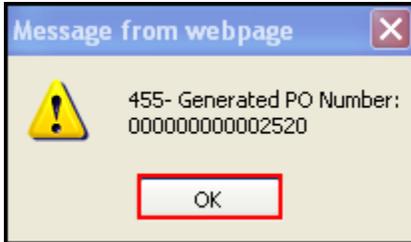
A screenshot of a web browser displaying the "PO Create" form. The browser address bar shows the URL: https://www03.birchstreetsystems.com/j4/POCreate.jsp?sub_id=483&co_id=20&doctype=PO&singleSup=1&supplierID=13&POType=&callFrom=C

The form contains the following fields and controls:

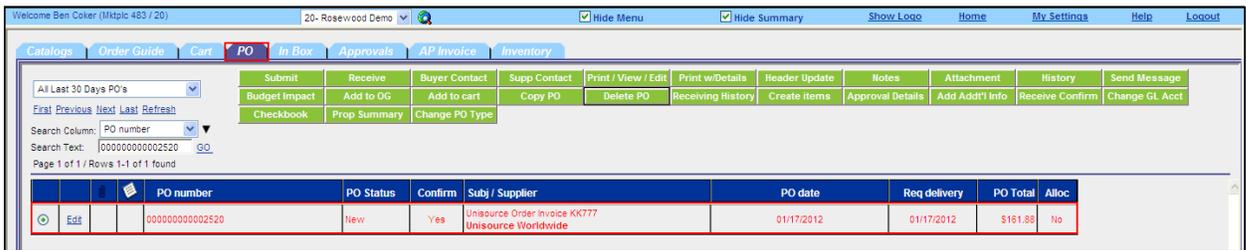
- PO Type: Standard
- Confirming PO:
- Subject: Unisource Order Invoice KK777
- Required delivery date: 01/17/2012 (grayed out)
- Note to Supplier: (Empty text area)
- Purchase type: General
- Allow partial ship:
- Ship via: Best Way
- Ship to Attn Name: Justin Davis
- Cost center: (Empty)
- Department: 10 (Rooms)
- GL Account: 10-90-100 (Cleaning Supplies)
- Reset Dept/GL acct #:
- Source Document: (Empty)
- Customer account #: (Dropdown menu)
- Tax based on % (Uncheck to add flat amts):
- Tax: 0.0000
- HTS: (Empty) GL Account: (Empty)
- Freight based on % (Uncheck to add flat amts):
- Freight: 0.0 GL Account: (Empty)
- Less Discount Amount: 0

At the bottom of the form, there are two buttons: "OK" (highlighted with a red rectangle) and "Cancel".

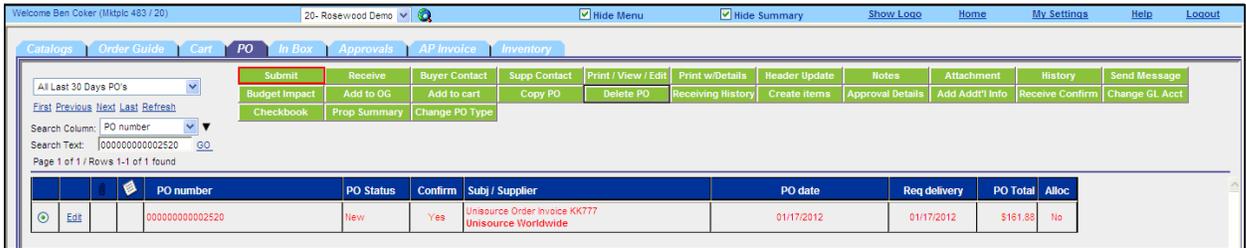
Click **OK** on the following PO prompt.



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



Click **Submit** to route for approvals.

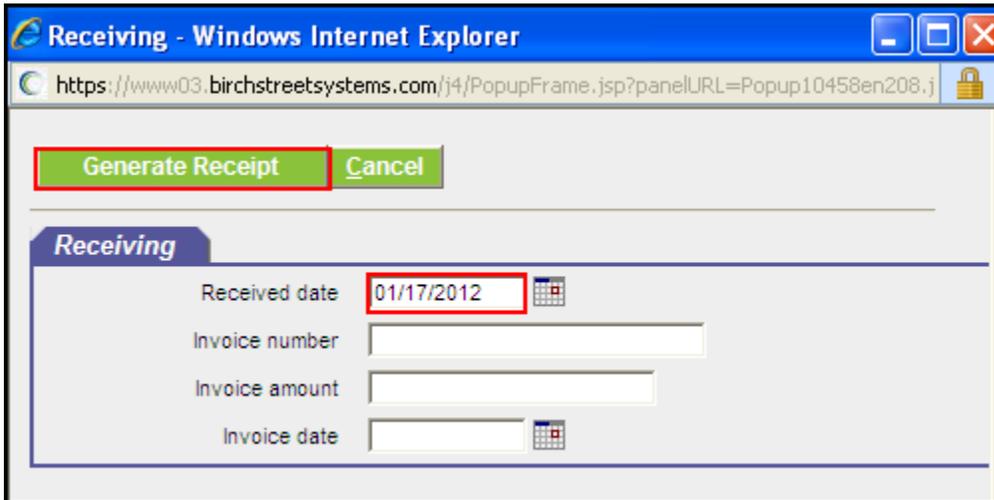


Important Note: Confirming PO's must be in a status beyond approval pending. Any PO that is in an approval pending or new status will cause the invoice to error out into the invoice feed correction and could possibly cause a delay in processing. Be sure to relay the message to approvers that the PO must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



Enter the **Received date** and click **Generate Receipt**.



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

Receiving Record #: 00000000001925		Purchase Order #: 00000000002520		Confirming Purchase Order											
Received by: Ben Coker Buyer's name: Ben Coker		Received on: 01/17/2012 Buyer's Phone: (949)567-7000		PO Status: Receiving Complete Buyer's Dept.: A&G											
Invoice number: Invoice subtotal amount: \$0.00 Invoice freight amount: \$0.00 Invoice tax amount: \$0.00 Invoice less discount amount: \$0.00 Invoice Total: \$161.88		PO date: 01/17/2012 PO subtotal: \$161.88 PO Freight amount: \$0.00 PO Tax amount: \$0.00 PO less discount amount: \$0.00 PO Total: \$161.88		Supplier: Unisource Worldwide Source document number: Tracking number: Bill of lading number: Delivery note number: Direct total amount: \$161.88											
Receiving Notes : No Notes															
Product Disbursement: Picked up by: _____ Department: _____ Date: _____ Delivered to: _____ Location: _____ Signature: _____															
Purchase orders															
Line status	Item SKU	Product Desc.	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	10042059	# 3000 3m Power 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 Buffing 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	-

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.

The screenshot shows the 'AP Invoice' tab selected in the navigation menu. A dropdown menu is open, showing 'New' as the selected filter. Below the filter, there are search options and a table of invoices. The table has columns for AP invoice #, Status, Doc type, Transmission date, Supplier name, Subject, PO number, Supplier inv #, Invoice date, and Inv Total. The third row is highlighted with a green dot, indicating it is the selected invoice.

		AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
<input type="radio"/>	Edit	000000000000007	New	AP Invoice		BirchStreet Produce			208230	03/30/2011	\$3.00
<input type="radio"/>	Edit	000000000000013	New	AP Invoice		BirchStreet Produce			208232-A	03/31/2011	\$399.88
<input checked="" type="radio"/>	Edit	000000000000110	New	AP Invoice		Unisource Worldwide			KK777	01/15/2012	\$161.88
<input type="radio"/>	Edit	000000000000021	New	AP Invoice		BirchStreet Produce			171712917	04/18/2011	\$200.00
<input type="radio"/>	Edit	000000000000062	New	AP Invoice		The Chefs Warehouse		000000000002370	1234	08/03/2011	\$114.50
<input type="radio"/>	Edit	000000000000066	New	AP Invoice		WINE WAREHOUSE		000000000002115	2115XYZ	08/30/2011	\$852.15

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

This screenshot is identical to the previous one, but the 'Edit' link for the third row (Invoice # 000000000000110) is highlighted with a red box, indicating it is the selected invoice.

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

New	Save	Delete	PO Print/View	AP Print/View	Notes	Attach	Submit	Override																																																																																																												
Select Receipts		Match																																																																																																																		
<table border="1"> <tr> <td>Invoice</td> <td>Dates</td> <td>Vendor</td> <td>Detail</td> <td>History</td> <td>Exception</td> <td colspan="3">Reconcile</td> </tr> </table>									Invoice	Dates	Vendor	Detail	History	Exception	Reconcile																																																																																																					
Invoice	Dates	Vendor	Detail	History	Exception	Reconcile																																																																																																														
AP invoice number			000000000000110  			<table border="1"> <tr> <td>Status</td> <td>New</td> </tr> </table>			Status	New																																																																																																										
Status	New																																																																																																																			
Supplier invoice number			KK777			Transmission status																																																																																																														
Invoice date			01/15/2012 			Transmission date																																																																																																														
PO reference #						Batch number																																																																																																														
PO Status			Select Entry			Matched receipt numbers 																																																																																																														
						Subject																																																																																																														
Supplier company ID			13  Unisource Worldwide			Vendor code																																																																																																														
Supplier name			Unisource Worldwide			10172011 																																																																																																														
Supplier contact ID						Exchange rate																																																																																																														
						1																																																																																																														
<table border="1"> <tr> <td colspan="9">Invoice Trx Total</td> </tr> <tr> <td>Invoice subtotal amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$161.88</td> </tr> <tr> <td>Invoice tax amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Invoice freight amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Invoice grand total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$161.88</td> </tr> <tr> <td colspan="9">Totals from Detail</td> </tr> <tr> <td>Extended amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$161.88</td> </tr> <tr> <td>Tax amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Freight amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Discount amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$161.88</td> </tr> <tr> <td>Difference</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> </table>									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
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.

The screenshot shows the 'Save' button highlighted in red in the top navigation bar. The main form area includes the following fields and sections:

- AP invoice number:** [New]
- Supplier invoice number:** KK777
- Invoice date:** 01/16/2012
- PO reference #:** 00000000002520
- PO Status:** Receiving Complete
- Status:** New
- Transmission status:** Select Entry
- Supplier company ID:** 13 (Unisource Worldwide)
- Supplier name:** Unisource Worldwide
- Vendor code:** 10172011
- Invoice Trx Total:** Invoice subtotal amount (\$161.88), Invoice tax amount, Invoice freight amount, Invoice grand total (\$161.88)
- Reconcile Trx Totals:** Received ext amt, Received tax amount, Received freight amt, Receiving grand total
- Payment:** Payment method code (Select Entry), Hold (checkbox), Terms, Hold description

Click **OK**.



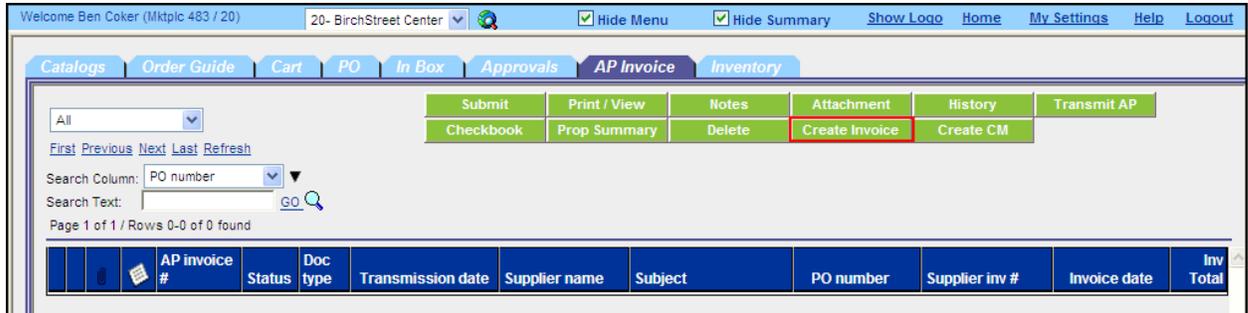
The status of the invoice is now **Approval Pending**.

The status dropdown menu shows "Approval Pending" selected.

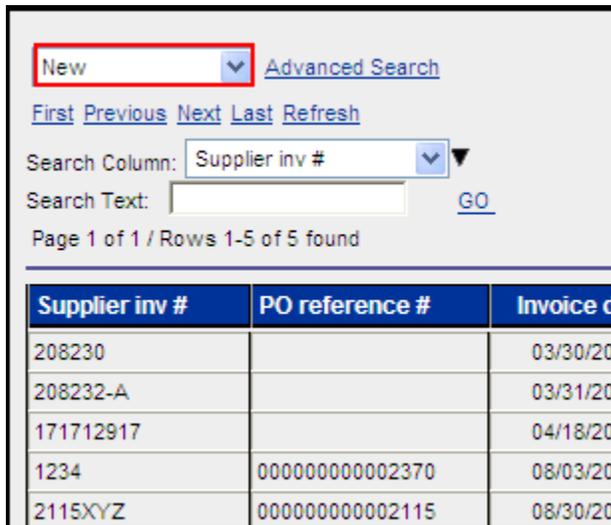
DELETING AUTO MATCHED INVOICES IN A NEW STATUS

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.



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



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

New

First Previous Next Last Refresh

Search Column:

Search Text:

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
2115XYZ	00000000002115	08/30/20

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

Welcome Ben Coker (Mtlpic483 / 20)

Home My Settings Help Show Logo Entry List Vertical Horizontal

New Save **Delete** PO Print/View AP Print/View Notes Attach Submit Override Select Receipts Match

Invoice Dates Vendor Detail History Exception Reconcile

AP invoice number 00000000000007

Status New

Supplier invoice number 208230

Transmission date

Invoice date 03/30/2011

Batch number

PO reference #

Matched receipt numbers

PO Status

Subject

Supplier company ID 6 BirchStreet Produce

Vendor code 222352342

Supplier name BirchStreet Produce

Supplier contact ID

Invoice Trx Total

Invoice subtotal amount \$250.00

Invoice tax amount

Invoice freight amount

Invoice grand total \$250.00

Totals from Detail

Extended amount \$3.00

Tax amount \$0.00

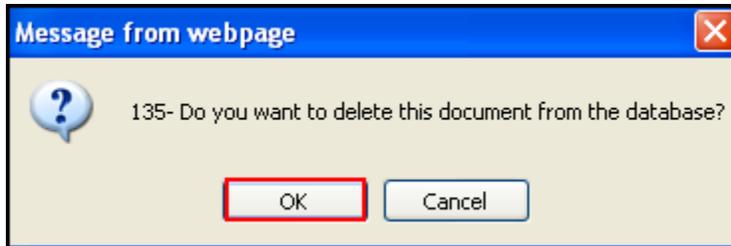
Freight amount \$0.00

Discount amount \$0.00

Total amount \$3.00

Difference \$247.00

Click **OK** to confirm.



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 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 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.

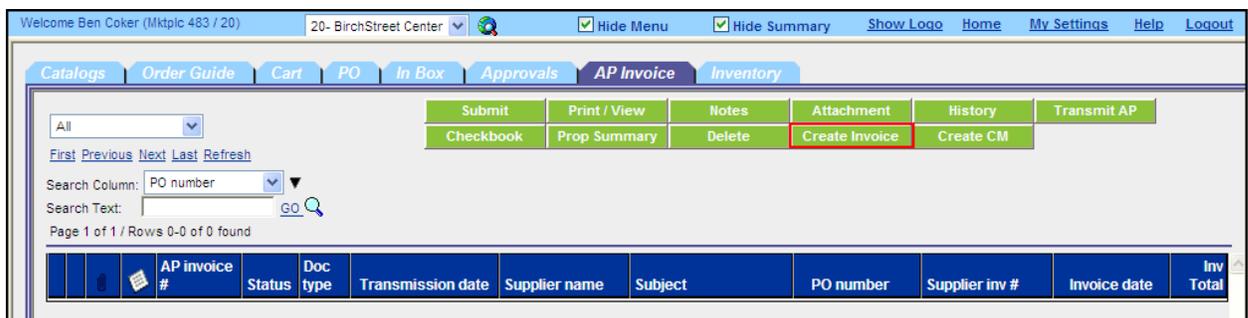
Invoice Complete – The invoice has been completed recently and is awaiting the next automatic process to be transmitted to a back office system.

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.



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 Print/View
Notes
Attach
Submit
Override

Select Receipts
Match

Invoice
Dates
Vendor
Detail
History
Exception
Reconcile

AP invoice number <input type="text" value="[New]"/>	Status <input type="text" value="New"/>
Supplier invoice number <input style="border: 2px solid red;" type="text"/>	Transmission status <input type="text" value="Select Entry"/>
Invoice date <input style="border: 2px solid red;" type="text"/>	Transmission date <input type="text"/>
PO reference # <input type="text"/>	Batch number <input type="text"/>
PO Status <input type="text" value="Select Entry"/>	Matched receipt numbers <input type="text"/>
Subject <input type="text"/>	

Supplier company ID <input style="border: 2px solid red;" type="text"/>	Vendor code <input style="border: 2px solid red;" type="text"/>
Supplier name <input type="text"/>	Exchange rate <input type="text"/>
Supplier contact ID <input type="text"/>	

Invoice Trx Total

Invoice subtotal amount <input style="border: 2px solid red;" type="text"/>
Invoice tax amount <input type="text"/>
Invoice freight amount <input type="text"/>
Invoice grand total <input style="border: 2px solid red;" type="text"/>

Totals from Detail

Extended amount	\$0.00
Tax amount	\$0.00
Freight amount	\$0.00
Discount amount	\$0.00
Total amount	<input type="text"/>
Difference	<input type="text"/>



BirchStreet Accounts Payable User Manual

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, freight, and grand total.

Unisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1"> <thead> <tr> <th>Date</th> <th>Invoice #</th> </tr> </thead> <tbody> <tr> <td>1/6/2012</td> <td>XX234</td> </tr> </tbody> </table>		Date	Invoice #	1/6/2012	XX234																																				
Date	Invoice #																																										
1/6/2012	XX234																																										
<table border="1"> <thead> <tr> <th>Bill To</th> </tr> </thead> <tbody> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </tbody> </table>		Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"> <thead> <tr> <th>Ship To</th> </tr> </thead> <tbody> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </tbody> </table>		Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Bill To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
Ship To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
<table border="1"> <thead> <tr> <th>PO Number</th> <th>Terms</th> <th>Rep</th> <th>Ship</th> <th>Via</th> <th>F.O.B</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>2484</td> <td>Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2484	Net 21																																	
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																					
2484	Net 21																																										
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item Code</th> <th>Description</th> <th>Price Each</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>10042059</td> <td>Power Sponge</td> <td>34.94</td> <td>174.70</td> </tr> <tr> <td>5</td> <td>10041962</td> <td>17" Red Buffing Pads</td> <td>20.15</td> <td>100.75</td> </tr> <tr> <td>5</td> <td>10042083</td> <td>20" Red Buffing Pads</td> <td>25.85</td> <td>129.25</td> </tr> <tr> <td colspan="3"></td> <td>Subtotal</td> <td>404.70</td> </tr> <tr> <td colspan="3"></td> <td>Tax</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Freight</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Total</td> <td>404.70</td> </tr> </tbody> </table>		Qty	Item Code	Description	Price Each	Amount	5	10042059	Power Sponge	34.94	174.70	5	10041962	17" Red Buffing Pads	20.15	100.75	5	10042083	20" Red Buffing Pads	25.85	129.25				Subtotal	404.70				Tax					Freight					Total	404.70		
Qty	Item Code	Description	Price Each	Amount																																							
5	10042059	Power Sponge	34.94	174.70																																							
5	10041962	17" Red Buffing Pads	20.15	100.75																																							
5	10042083	20" Red Buffing Pads	25.85	129.25																																							
			Subtotal	404.70																																							
			Tax																																								
			Freight																																								
			Total	404.70																																							



BirchStreet Accounts Payable User Manual

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

Receiving Record #: 00000000001903				Purchase Order #: 00000000002484																																																																									
Received by: Ben Coker Buyer's name: Mary Sato		Received on: 01/06/2012 Buyer's Phone: (949)567-7000		PO Status: Receiving Complete Buyer's Dept.: A&G																																																																									
Invoice number:		PO date: 01/04/2012		Supplier: Unisource Worldwide																																																																									
Invoice subtotal amount: \$0.00		PO subtotal: \$404.70		Source document number:																																																																									
Invoice freight amount: \$0.00		PO Freight amount: \$0.00		Tracking number:																																																																									
Invoice tax amount: \$0.00		PO Tax amount: \$0.00		Bill of lading number:																																																																									
Invoice less discount amount: \$0.00		PO less discount amount: \$0.00		Delivery note number:																																																																									
Invoice Total: \$404.70		PO Total: \$404.70		Direct total amount: \$404.70																																																																									
Receiving Notes : No Notes																																																																													
Product Disbursement: Picked up by: _____ Department : _____ Date : _____ Delivered to: _____ Location : _____ Signature : _____																																																																													
<table border="1"> <thead> <tr> <th rowspan="2">Line status</th> <th rowspan="2">Item SKU</th> <th rowspan="2">Product Desc.</th> <th rowspan="2">GL Account</th> <th rowspan="2">Order UOM</th> <th rowspan="2">Pack/ Size</th> <th colspan="3">Purchase orders</th> <th colspan="3">Receiving</th> <th rowspan="2">Rec'd to date qty</th> <th rowspan="2">Open qty</th> <th rowspan="2">Can'd qty</th> <th rowspan="2">Reason</th> </tr> <tr> <th>Order Qty</th> <th>Unit price</th> <th>Ext. Amt</th> <th>Acpt'd qty</th> <th>Unit price</th> <th>Ext. Amt</th> </tr> </thead> <tbody> <tr> <td>Receiving Complete</td> <td>10042059</td> <td># 3000 3m Power Sponge 20 Case</td> <td>10-90-100</td> <td>CS</td> <td>20 / -</td> <td>5.00</td> <td>\$34.9400</td> <td>\$174.70</td> <td>5.00</td> <td>\$34.9400</td> <td>\$174.70</td> <td>5.00</td> <td>0.00</td> <td></td> <td>-</td> </tr> <tr> <td>Receiving Complete</td> <td>10041962</td> <td>17" Red Buffing Pads 5/Case</td> <td>10-90-100</td> <td>CS</td> <td>5 / -</td> <td>5.00</td> <td>\$20.1500</td> <td>\$100.75</td> <td>5.00</td> <td>\$20.1500</td> <td>\$100.75</td> <td>5.00</td> <td>0.00</td> <td></td> <td>-</td> </tr> <tr> <td>Receiving Complete</td> <td>10042083</td> <td>20" Red Buffing Pads 5/case</td> <td>10-90-100</td> <td>CS</td> <td>5 / -</td> <td>5.00</td> <td>\$25.8500</td> <td>\$129.25</td> <td>5.00</td> <td>\$25.8500</td> <td>\$129.25</td> <td>5.00</td> <td>0.00</td> <td></td> <td>-</td> </tr> </tbody> </table>								Line status	Item SKU	Product Desc.	GL Account	Order UOM	Pack/ Size	Purchase orders			Receiving			Rec'd to date qty	Open qty	Can'd qty	Reason	Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Receiving Complete	10042059	# 3000 3m Power Sponge 20 Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00		-	Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-	Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	0.00		-
Line status	Item SKU	Product Desc.	GL Account	Order UOM	Pack/ Size	Purchase orders								Receiving			Rec'd to date qty	Open qty	Can'd qty					Reason																																																					
						Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt																																																																		
Receiving Complete	10042059	# 3000 3m Power Sponge 20 Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00		-																																																														
Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-																																																														
Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	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: 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.

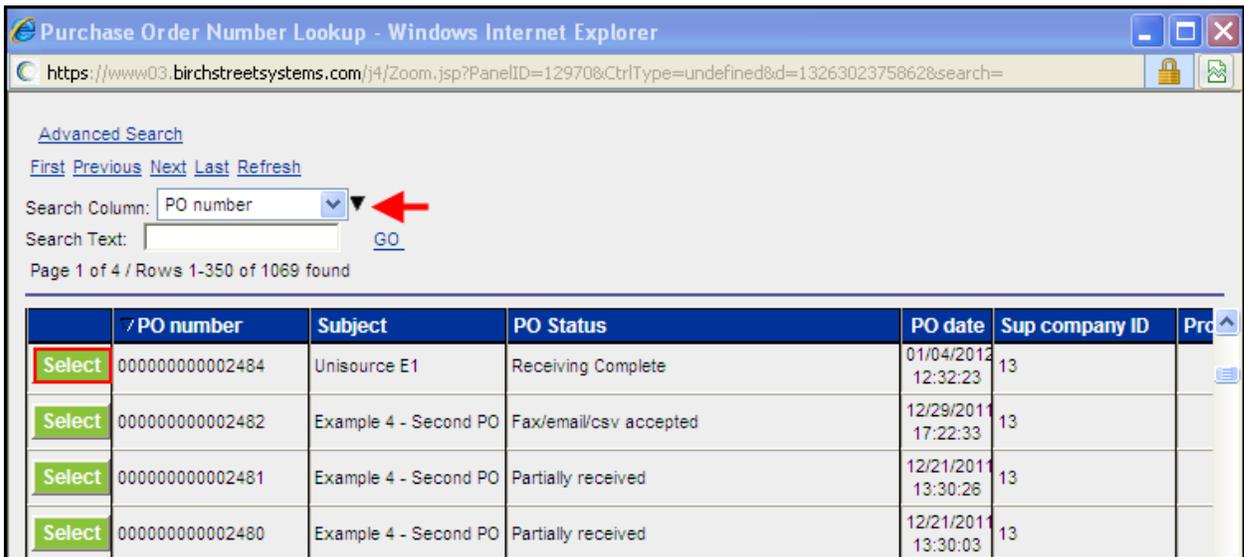
Supplier invoice number  xx234

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  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**.



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	<input type="text" value="13"/>	<input type="text" value="Unisource Worldwide"/>	Vendor code	<input type="text" value="10172011"/>
Supplier name	<input type="text" value="Unisource Worldwide"/>			
Supplier contact ID	<input type="text"/>	<input type="text"/>		

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.

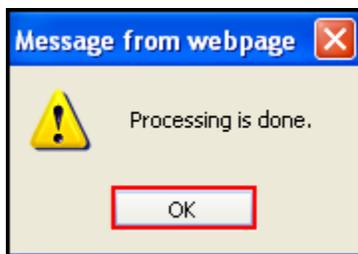
Total – Refers to the grand total as indicated on the supplier’s physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

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	<input type="text" value="\$404.70"/>	Received ext amt	<input type="text"/>
Invoice tax amount	<input type="text"/>	Received tax amount	<input type="text"/>
Invoice freight amount	<input type="text"/>	Received freight amt	<input type="text"/>
Invoice grand total	<input type="text" value="\$404.70"/>	Receiving grand total	<input type="text"/>

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

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.

The screenshot displays the 'AP Invoice Detail' screen with the following data:

Invoice Information		Supplier Information	
AP invoice number	000000000000089	Supplier company ID	13 (Unisource Worldwide)
Supplier invoice number	XX234	Supplier name	Unisource Worldwide
Invoice date	01/06/2012	Supplier contact ID	
PO reference #	000000000002484	Vendor code	10172011
PO Status	Receiving Complete	Matched receipt numbers	00000000001903

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$404.70	Received ext amt	\$404.70
Invoice tax amount		Received tax amount	\$0.00
Invoice freight amount		Received freight amt	\$0.00
Invoice grand total	\$404.70	Receiving grand total	\$404.70

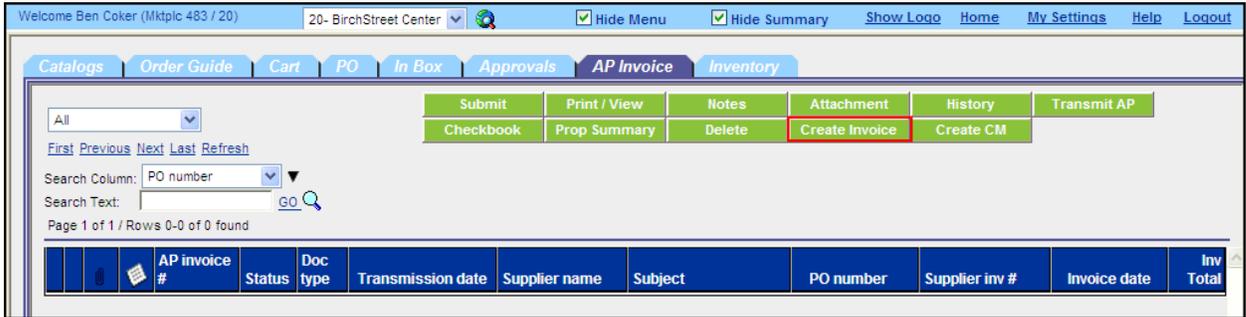
Payment	
Payment method code	Select Entry
Hold	<input type="checkbox"/>
Terms	
Hold description	

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

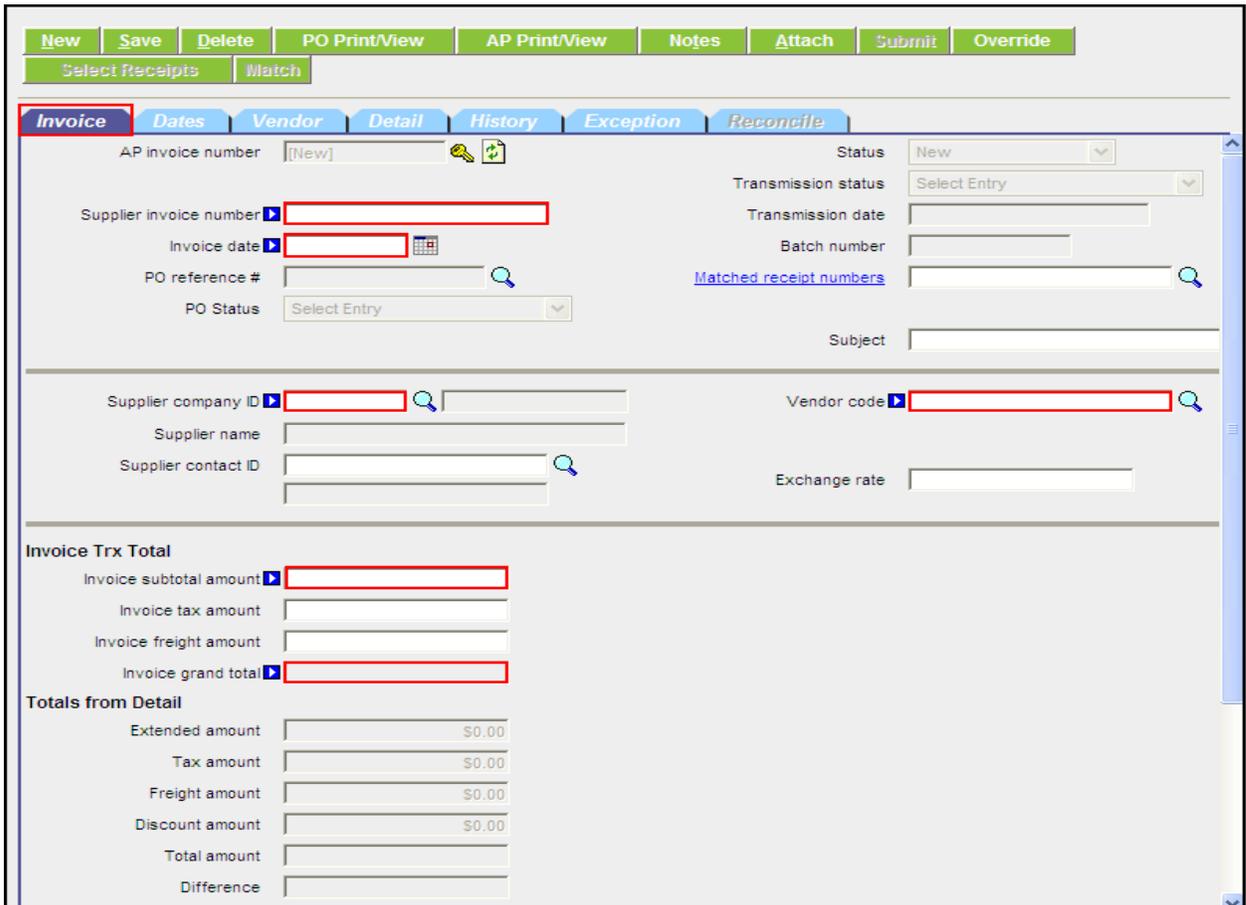
Depending on the business process at the property, invoices can be submitted to an approver using the **Submit** button or they can be transmitted to a back office system from the AP Invoice Tab as discussed on page 167.

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.



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 .





BirchStreet Accounts Payable User Manual

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, freight, and grand total.

Unisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1"> <tr> <th>Date</th> <th>Invoice #</th> </tr> <tr> <td>1/6/2012</td> <td>SS234</td> </tr> </table>		Date	Invoice #	1/6/2012	SS234																																				
Date	Invoice #																																										
1/6/2012	SS234																																										
<table border="1"> <tr> <th>Bill To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"> <tr> <th>Ship To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Bill To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
Ship To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
<table border="1"> <tr> <th>PO Number</th> <th>Terms</th> <th>Rep</th> <th>Ship</th> <th>Via</th> <th>F.O.B</th> <th>Project</th> </tr> <tr> <td>2487</td> <td>Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2487	Net 21																																	
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																					
2487	Net 21																																										
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item Code</th> <th>Description</th> <th>Price Each</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10042059</td> <td>Power Sponge</td> <td>34.94</td> <td>349.40</td> </tr> <tr> <td>5</td> <td>10041962</td> <td>17" Red Buffing Pads</td> <td>20.15</td> <td>100.75</td> </tr> <tr> <td>5</td> <td>10042083</td> <td>20" Red Buffing Pads</td> <td>25.85</td> <td>129.25</td> </tr> <tr> <td colspan="4">Subtotal</td> <td>579.40</td> </tr> <tr> <td colspan="4">Tax</td> <td></td> </tr> <tr> <td colspan="4">Freight</td> <td></td> </tr> <tr> <td colspan="4">Total</td> <td>579.40</td> </tr> </tbody> </table>		Qty	Item Code	Description	Price Each	Amount	10	10042059	Power Sponge	34.94	349.40	5	10041962	17" Red Buffing Pads	20.15	100.75	5	10042083	20" Red Buffing Pads	25.85	129.25	Subtotal				579.40	Tax					Freight					Total				579.40		
Qty	Item Code	Description	Price Each	Amount																																							
10	10042059	Power Sponge	34.94	349.40																																							
5	10041962	17" Red Buffing Pads	20.15	100.75																																							
5	10042083	20" Red Buffing Pads	25.85	129.25																																							
Subtotal				579.40																																							
Tax																																											
Freight																																											
Total				579.40																																							



BirchStreet Accounts Payable User Manual

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 Record #: 00000000001904						Purchase Order #: 00000000002487									
Received by: Ben Coker Buyer's name: Mary Sato			Received on: 01/04/2012 Buyer's Phone: (949)567-7000			PO Status: Partially received Buyer's Dept.: A&G									
Invoice number: Invoice subtotal amount: \$0.00 Invoice freight amount: \$0.00 Invoice tax amount: \$0.00 Invoice less discount amount: \$0.00 Invoice Total: \$349.40			PO date: 01/04/2012 PO subtotal: \$579.40 PO Freight amount: \$0.00 PO Tax amount: \$0.00 PO less discount amount: \$0.00 PO Total: \$579.40			Supplier: Unisource Worldwide Source document number: Tracking number: Bill of lading number: Delivery note number: Direct total amount: \$349.40									
Receiving Notes : No Notes															
Product Disbursement: Picked up by: _____ Department : _____ Date : _____ Delivered to: _____ Location : _____ Signature : _____															
						Purchase orders			Receiving						
Line status	Item SKU	Product Desc.	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	10042059	# 3000 3m Power Sponge 20/ Case	10-90-100	CS	20 / -	10.00	\$34.9400	\$349.40	10.00	\$34.9400	\$349.40	10.00	0.00		-

Receiving Record #: 00000000001905						Purchase Order #: 00000000002487									
Received by: Ben Coker Buyer's name: Mary Sato			Received on: 01/05/2012 Buyer's Phone: (949)567-7000			PO Status: Receiving Complete Buyer's Dept.: A&G									
Invoice number: Invoice subtotal amount: \$0.00 Invoice freight amount: \$0.00 Invoice tax amount: \$0.00 Invoice less discount amount: \$0.00 Invoice Total: \$230.00			PO date: 01/04/2012 PO subtotal: \$579.40 PO Freight amount: \$0.00 PO Tax amount: \$0.00 PO less discount amount: \$0.00 PO Total: \$579.40			Supplier: Unisource Worldwide Source document number: Tracking number: Bill of lading number: Delivery note number: Direct total amount: \$230.00									
Receiving Notes : No Notes															
Product Disbursement: Picked up by: _____ Department : _____ Date : _____ Delivered to: _____ Location : _____ Signature : _____															
						Purchase orders			Receiving						
Line status	Item SKU	Product Desc.	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 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-
Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	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: 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**.

Purchase Order Number Lookup - Windows Internet Explorer
https://www01.birchstreetsystems.com/j4/NavList.jsp

Advanced Search
First Previous Next Last Refresh

Search Column: PO number

Search Text: 2487 GO

Page 1 of 1 / Rows 1-1 of 1 found

	PO number	Subject	PO Status	PO date	Sup company ID	Proxy supplier	Trx c
Select	000000000002487	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	<input type="text" value="13"/>	<input type="text" value="Unisource Worldwide"/>	Vendor code	<input type="text" value="10172011"/>
Supplier name	<input type="text" value="Unisource Worldwide"/>			
Supplier contact ID	<input type="text"/>	<input type="text"/>		

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.

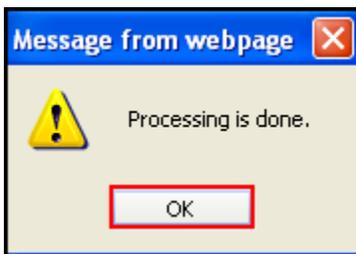
In this instance, there are no tax or freight charges included on the physical invoice under inspection, so the data will be refelected as seen below.

Invoice Trx Total	
Invoice subtotal amount	<input type="text" value="\$579.40"/>
Invoice tax amount	<input type="text"/>
Invoice freight amount	<input type="text"/>
Invoice grand total	<input type="text" value="\$579.40"/>

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

The screenshot shows a web-based interface for managing accounts payable. At the top, there is a menu bar with buttons: New, Save, Delete, PO Print/View, AP Print/View, Notes, Attach, Submit, and Override. Below this is a sub-menu with 'Select Receipts' and 'Match' (highlighted in red). The main area has tabs for Invoice, Dates, Vendor, Detail, History, Exception, and Reconcile. The 'Invoice' tab is active, showing fields for AP invoice number ([New]), Supplier invoice number (SS234), Invoice date (01/06/2012), PO reference # (000000000002487), PO Status (Receiving Complete), Status (Not Matched), Transmission status (Select Entry), Transmission date, Batch number, Matched receipt numbers, and Subject. Below these are fields for Supplier company ID (13), Supplier name (Unisource Worldwide), Supplier contact ID, and Vendor code (10172011). At the bottom, there are two sections: 'Invoice Trx Total' and 'Reconcile Trx Totals'. The 'Invoice Trx Total' section shows: Invoice subtotal amount (\$579.40), Invoice tax amount, Invoice freight amount, and Invoice grand total (\$579.40). The 'Reconcile Trx Totals' section shows: Received ext amt, Received tax amount, Received freight amt, and Receiving grand total.

Click **OK** on the confirmation prompt.

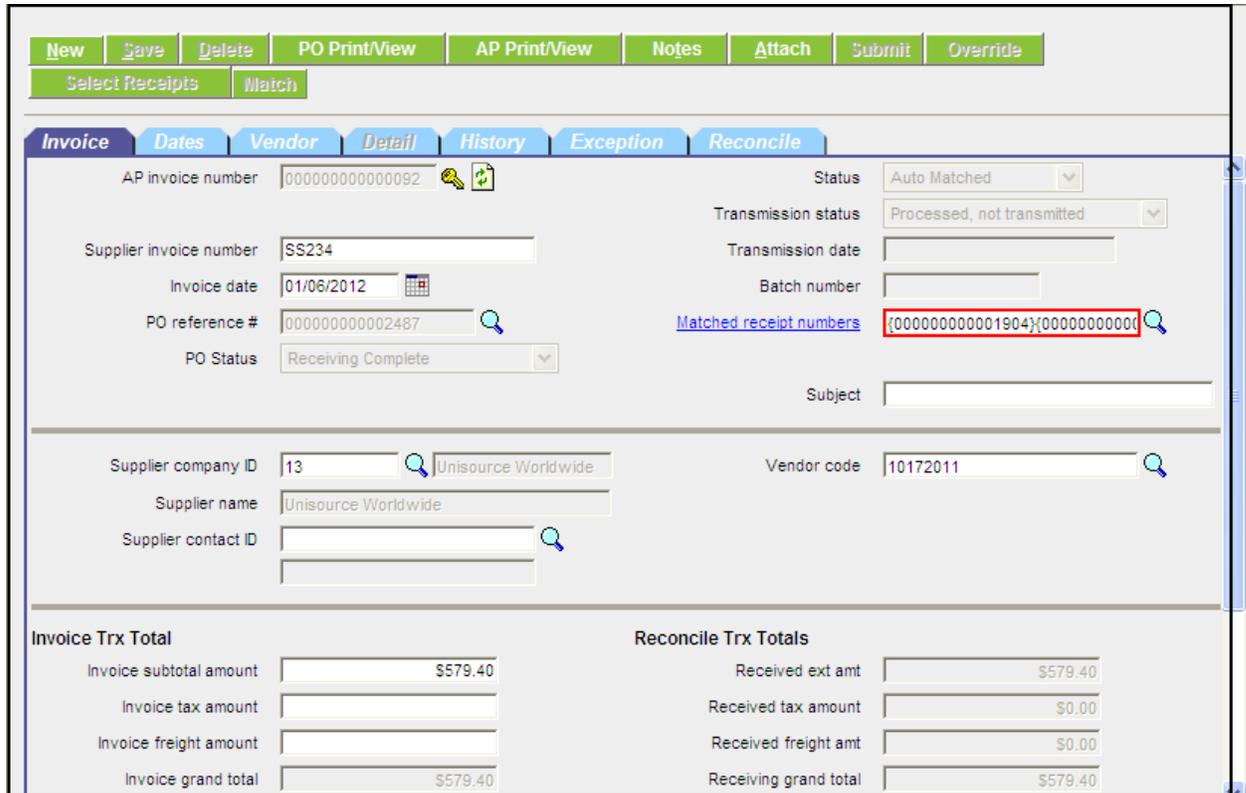


If the Invoice grand total falls within the tolerance levels that have been predefined, the Status of the invoice will change to **Auto Matched**.

The image shows a close-up of the 'Status' dropdown menu. The text 'Status' is on the left, and 'Auto Matched' is selected and displayed in the dropdown box.

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.



The screenshot displays the AP Invoice form with the following data:

AP invoice number	000000000000092	Status	Auto Matched
Supplier invoice number	SS234	Transmission status	Processed, not transmitted
Invoice date	01/06/2012	Transmission date	
PO reference #	000000000002487	Batch number	
PO Status	Receiving Complete	Matched receipt numbers	{00000000001904}{000000000000}
Supplier company ID	13 Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide		
Supplier contact ID			

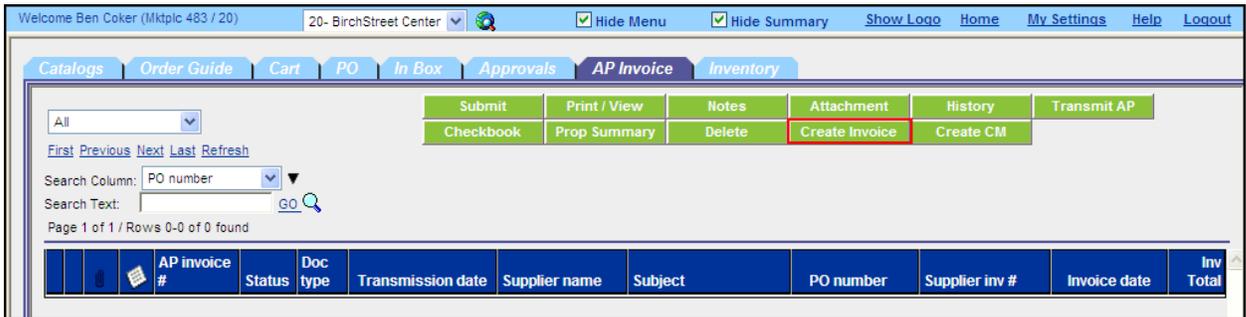
Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$579.40	Received ext amt	\$579.40
Invoice tax amount		Received tax amount	\$0.00
Invoice freight amount		Received freight amt	\$0.00
Invoice grand total	\$579.40	Receiving grand total	\$579.40

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

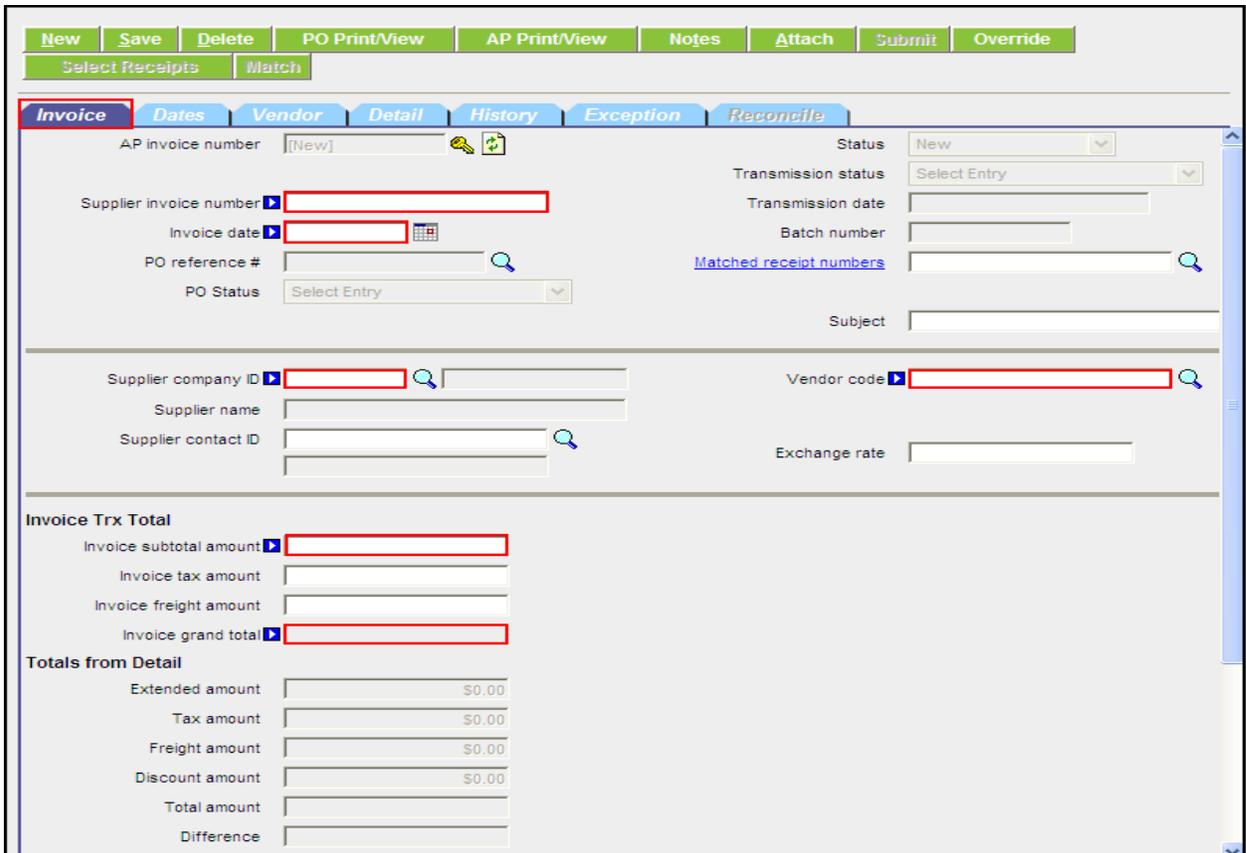
Depending on the business process at the property, invoices can be submitted to an approver using the **Submit** button or they can be transmitted to a back office system from the AP Invoice Tab as discussed on page 167.

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.



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 .





BirchStreet Accounts Payable User Manual

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, freight, and grand total.

Invoice #1:

Unisource Worldwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1"> <tr> <th>Date</th> <th>Invoice #</th> </tr> <tr> <td>1/13/2012</td> <td>FF654</td> </tr> </table>		Date	Invoice #	1/13/2012	FF654																																				
Date	Invoice #																																										
1/13/2012	FF654																																										
<table border="1"> <tr> <th>Bill To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"> <tr> <th>Ship To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Bill To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
Ship To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
<table border="1"> <tr> <th>PO Number</th> <th>Terms</th> <th>Rep</th> <th>Ship</th> <th>Via</th> <th>F.O.B</th> <th>Project</th> </tr> <tr> <td>2507</td> <td>Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2507	Net 21																																	
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																					
2507	Net 21																																										
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item Code</th> <th>Description</th> <th>Price Each</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>10041962</td> <td>17" Red Buffing Pads</td> <td>20.15</td> <td>100.75</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Subtotal</td> <td>100.75</td> </tr> <tr> <td colspan="4">Tax</td> <td>8.06</td> </tr> <tr> <td colspan="4">Freight</td> <td>10.08</td> </tr> <tr> <td colspan="4">Total</td> <td>118.89</td> </tr> </tbody> </table>		Qty	Item Code	Description	Price Each	Amount	5	10041962	17" Red Buffing Pads	20.15	100.75											Subtotal				100.75	Tax				8.06	Freight				10.08	Total				118.89		
Qty	Item Code	Description	Price Each	Amount																																							
5	10041962	17" Red Buffing Pads	20.15	100.75																																							
Subtotal				100.75																																							
Tax				8.06																																							
Freight				10.08																																							
Total				118.89																																							



BirchStreet Accounts Payable User Manual

Invoice #2:

Unisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1"><thead><tr><th>Date</th><th>Invoice #</th></tr></thead><tbody><tr><td>1/12/2012</td><td>FF655</td></tr></tbody></table>	Date	Invoice #	1/12/2012	FF655																														
Date	Invoice #																																			
1/12/2012	FF655																																			
<table border="1"><thead><tr><th>Bill To</th></tr></thead><tbody><tr><td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td></tr></tbody></table>	Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"><thead><tr><th>Ship To</th></tr></thead><tbody><tr><td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td></tr></tbody></table>	Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																															
Bill To																																				
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Ship To																																				
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
<table border="1"><thead><tr><th>PO Number</th><th>Terms</th><th>Rep</th><th>Ship</th><th>Via</th><th>F.O.B</th><th>Project</th></tr></thead><tbody><tr><td>2507</td><td>Net 21</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2507	Net 21																											
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																														
2507	Net 21																																			
<table border="1"><thead><tr><th>Qty</th><th>Item Code</th><th>Description</th><th>Price Each</th><th>Amount</th></tr></thead><tbody><tr><td>5</td><td>10042059</td><td>Power Sponge</td><td>34.94</td><td>174.70</td></tr><tr><td>5</td><td>10042083</td><td>20" Red Buffing Pads</td><td>25.85</td><td>129.25</td></tr><tr><td colspan="4">Subtotal</td><td>303.95</td></tr><tr><td colspan="4">Tax</td><td>24.32</td></tr><tr><td colspan="4">Freight</td><td>30.4</td></tr><tr><td colspan="4">Total</td><td>358.67</td></tr></tbody></table>	Qty	Item Code	Description	Price Each	Amount	5	10042059	Power Sponge	34.94	174.70	5	10042083	20" Red Buffing Pads	25.85	129.25	Subtotal				303.95	Tax				24.32	Freight				30.4	Total				358.67	
Qty	Item Code	Description	Price Each	Amount																																
5	10042059	Power Sponge	34.94	174.70																																
5	10042083	20" Red Buffing Pads	25.85	129.25																																
Subtotal				303.95																																
Tax				24.32																																
Freight				30.4																																
Total				358.67																																



BirchStreet Accounts Payable User Manual

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

Receiving Record #: 00000000001912				Purchase Order #: 00000000002507																																																																									
Received by: Ben Coker Buyer's name: Ben Coker		Received on: 01/11/2012 Buyer's Phone: (949)567-7000		PO Status: Receiving Complete Buyer's Dept.: A&G																																																																									
Invoice number:		PO date: 01/11/2012		Supplier: Unisource Worldwide																																																																									
Invoice subtotal amount: \$0.00		PO subtotal: \$404.70		Source document number:																																																																									
Invoice freight amount: \$40.47		PO Freight amount: \$40.47		Tracking number:																																																																									
Invoice tax amount: \$32.38		PO Tax amount: \$32.38		Bill of lading number:																																																																									
Invoice less discount amount: \$0.00		PO less discount amount: \$0.00		Delivery note number:																																																																									
Invoice Total: \$477.55		PO Total: \$477.55		Direct total amount: \$404.70																																																																									
Receiving Notes : No Notes																																																																													
Product Disbursement: Picked up by: _____ Department : _____ Date : _____ Delivered to: _____ Location : _____ Signature : _____																																																																													
<table border="1"> <thead> <tr> <th rowspan="2">Line status</th> <th rowspan="2">Item SKU</th> <th rowspan="2">Product Desc.</th> <th rowspan="2">GL Account</th> <th rowspan="2">Order UOM</th> <th rowspan="2">Pack/ Size</th> <th colspan="3">Purchase orders</th> <th colspan="3">Receiving</th> <th rowspan="2">Rec'd to date qty</th> <th rowspan="2">Open qty</th> <th rowspan="2">Can'd qty</th> <th rowspan="2">Reason</th> </tr> <tr> <th>Order Qty</th> <th>Unit price</th> <th>Ext. Amt</th> <th>Acpt'd qty</th> <th>Unit price</th> <th>Ext. Amt</th> </tr> </thead> <tbody> <tr> <td>Receiving Complete</td> <td>10042059</td> <td># 3000 3m Power Sponge 20 Case</td> <td>10-90-100</td> <td>CS</td> <td>20 / -</td> <td>5.00</td> <td>\$34.9400</td> <td>\$174.70</td> <td>5.00</td> <td>\$34.9400</td> <td>\$174.70</td> <td>5.00</td> <td>0.00</td> <td></td> <td>-</td> </tr> <tr> <td>Receiving Complete</td> <td>10041962</td> <td>17" Red Buffing Pads 5/Case</td> <td>10-90-100</td> <td>CS</td> <td>5 / -</td> <td>5.00</td> <td>\$20.1500</td> <td>\$100.75</td> <td>5.00</td> <td>\$20.1500</td> <td>\$100.75</td> <td>5.00</td> <td>0.00</td> <td></td> <td>-</td> </tr> <tr> <td>Receiving Complete</td> <td>10042083</td> <td>20" Red Buffing Pads 5/case</td> <td>10-90-100</td> <td>CS</td> <td>5 / -</td> <td>5.00</td> <td>\$25.8500</td> <td>\$129.25</td> <td>5.00</td> <td>\$25.8500</td> <td>\$129.25</td> <td>5.00</td> <td>0.00</td> <td></td> <td>-</td> </tr> </tbody> </table>								Line status	Item SKU	Product Desc.	GL Account	Order UOM	Pack/ Size	Purchase orders			Receiving			Rec'd to date qty	Open qty	Can'd qty	Reason	Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Receiving Complete	10042059	# 3000 3m Power Sponge 20 Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00		-	Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-	Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	0.00		-
Line status	Item SKU	Product Desc.	GL Account	Order UOM	Pack/ Size	Purchase orders								Receiving			Rec'd to date qty	Open qty	Can'd qty					Reason																																																					
						Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt																																																																		
Receiving Complete	10042059	# 3000 3m Power Sponge 20 Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00		-																																																														
Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-																																																														
Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	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: 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  ff654

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

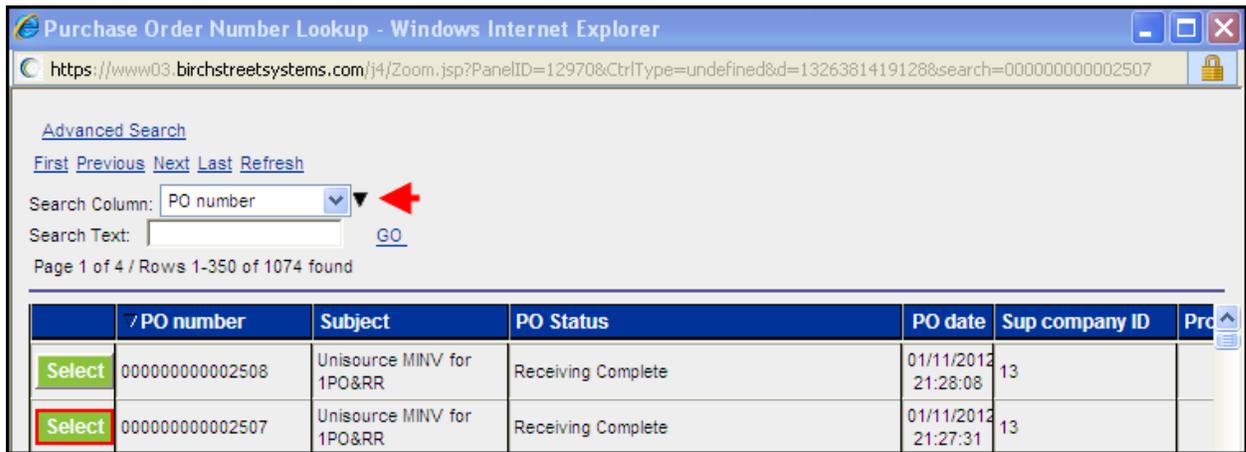
PO reference # – Refers to the PO number you are referencing when creating a paper invoice against a PO that was processed in BirchStreet. The field is greyed out and must be populated using the lookup icon



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**.



	PO number	Subject	PO Status	PO date	Sup company ID	Pro
Select	000000000002508	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:28:08	13	
Select	000000000002507	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	<input type="text" value="13"/>	<input type="text" value="Unisource Worldwide"/>	Vendor code	<input type="text" value="10172011"/>
Supplier name	<input type="text" value="Unisource Worldwide"/>			
Supplier contact ID	<input type="text"/>	<input type="text"/>		

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 reflected as seen below.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	<input type="text" value="\$100.75"/>	Received ext amt	<input type="text"/>
Invoice tax amount	<input type="text" value="\$8.06"/>	Received tax amount	<input type="text"/>
Invoice freight amount	<input type="text" value="\$10.08"/>	Received freight amt	<input type="text"/>
Invoice grand total	<input type="text" value="\$118.89"/>	Receiving grand total	<input type="text"/>

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/View Notes Attach Submit Override

Select Receipts Match

Invoice Dates Vendor Detail History Exception Reconcile

AP invoice number:

Supplier invoice number:

Invoice date:

PO reference #:

PO Status:

Status:

Transmission status:

Transmission date:

Batch number:

[Matched receipt numbers](#):

Subject:

Supplier company ID: Unisource Worldwide

Supplier name:

Supplier contact ID:

Vendor code:

Invoice Trx Total

Invoice subtotal amount	\$100.75
Invoice tax amount	\$8.06
Invoice freight amount	\$10.08
Invoice grand total	\$118.89

Reconcile Trx Totals

Received ext amt	<input type="text"/>
Received tax amount	<input type="text"/>
Received freight amt	<input type="text"/>
Receiving grand total	<input type="text"/>

Payment

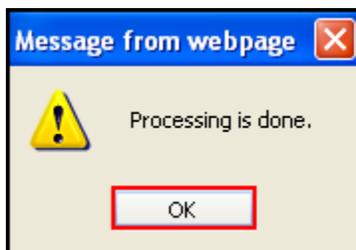
Payment method code:

Hold:

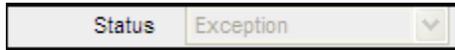
Terms:

Hold description:

Click **OK** on the confirmation prompt.



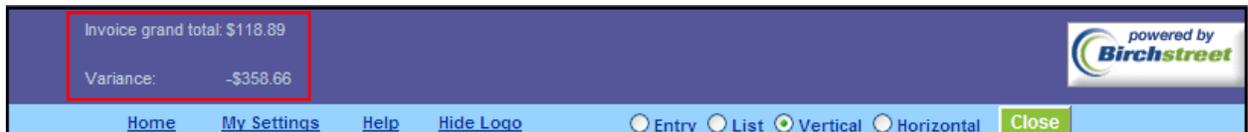
If the Invoice grand total does not fall within the tolerance levels that have been predefined, the status of the invoice will change to **Exception**.



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

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.



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 state 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 transaction.

Invoice grand total: \$118.89
Variance: -\$358.66

powered by BirchStreet

Home My Settings Help Hide Logo Entry List Vertical Horizontal Close

New Save Delete PO Print/View AP Print/View Notes Attach Submit Override
Select Receipts Match

Invoice Dates Vendor Detail History **Exception** 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
Edit	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			
Edit	01/12/2012 07:24:06	Exception: Header extended trx amount variance. (AP - 100.75, Receiving - 404.7, variance - 303.95, allowed variance 50.0)	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 pre-defined 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 transaction.

Invoice grand total: \$118.89
Variance: -\$358.66

powered by BirchStreet

Home My Settings Help Hide Logo Entry List Vertical Horizontal Close

New Save Delete PO Print/View AP Print/View Notes Attach Submit Override
Select Receipts Match

Invoice Dates Vendor Detail History **Exception** 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
Edit	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			
Edit	01/12/2012 07:24:06	Exception: Header extended trx amount variance. (AP - 100.75, Receiving - 404.7, variance - 303.95, allowed variance 50.0)	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 Tab interface showing the following fields:

- AP invoice number: 00000000000093
- Supplier invoice number: FF654
- Invoice date: 01/13/2012
- PO reference #: 000000000002507
- PO Status: Receiving Complete
- Status: Exception
- Transmission status: Processed, not transmitted
- Transmission date: [Empty]
- Batch number: [Empty]
- Matched receipt numbers: 000000000001912** (highlighted)
- Subject: [Empty]

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

PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt
000000000002507	000000000001912	10	10-90-100	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70
000000000002507	000000000001912	10	10-90-100	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75
000000000002507	000000000001912	10	10-90-100	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
→ 5	10041962	17" Red Buffing Pads	20.15	100.75
			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.

PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt		
000000000002507	000000000001912	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	X
000000000002507	000000000001912	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	X
000000000002507	000000000001912	10	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25	X
										\$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.

Invoice grand total: \$118.89											
Variance: \$0.00											
Welcome Ben Coker (Mktplc 483 / 20) Home My Settings Help Hide Logo <input type="radio"/> Entry <input type="radio"/> List <input type="radio"/> Vertical <input type="radio"/> Horizontal Close											
New Save Delete PO Print/View AP Print/View Notes Attach Submit Override											
Select Receipts Match											
Invoice Dates Vendor Detail History Exception Reconcile											
Add 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		
000000000002507	000000000001912	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	X
										\$100.75	

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.)

New Save Delete PO Print/View AP Print/View Notes Attach Submit Override

Select Receipts Match

Invoice Dates Vendor Detail History Exception Reconcile

AP invoice number <input type="text" value="000000000000093"/>	Status <input type="text" value="Exception"/>
Supplier invoice number <input type="text" value="FF654"/>	Transmission status <input type="text" value="Processed, not transmitted"/>
Invoice date <input type="text" value="01/13/2012"/>	Transmission date <input type="text"/>
PO reference # <input type="text" value="000000000002507"/>	Batch number <input type="text"/>
PO Status <input type="text" value="Receiving Complete"/>	Matched receipt numbers <input type="text" value="00000000001912"/>
Subject <input type="text"/>	

Supplier company ID <input type="text" value="13"/> Unisource Worldwide	Vendor code <input type="text" value="10172011"/>
Supplier name <input type="text" value="Unisource Worldwide"/>	
Supplier contact ID <input type="text"/>	

Invoice Trx Total <table style="width: 100%; border-collapse: collapse;"> <tr><td>Invoice subtotal amount</td><td style="text-align: right;">\$100.75</td></tr> <tr><td>Invoice tax amount</td><td style="text-align: right;">\$8.06</td></tr> <tr><td>Invoice freight amount</td><td style="text-align: right;">\$10.08</td></tr> <tr><td>Invoice grand total</td><td style="text-align: right;">\$118.89</td></tr> </table>	Invoice subtotal amount	\$100.75	Invoice tax amount	\$8.06	Invoice freight amount	\$10.08	Invoice grand total	\$118.89	Reconcile Trx Totals <table style="width: 100%; border-collapse: collapse;"> <tr><td>Received ext amt</td><td style="text-align: right;">\$100.75</td></tr> <tr><td>Received tax amount</td><td style="text-align: right;">\$8.06</td></tr> <tr><td>Received freight amt</td><td style="text-align: right;">\$10.08</td></tr> <tr><td>Receiving grand total</td><td style="text-align: right;">\$118.89</td></tr> <tr><td>Variance</td><td style="text-align: right;">\$0.00</td></tr> </table>	Received ext amt	\$100.75	Received tax amount	\$8.06	Received freight amt	\$10.08	Receiving grand total	\$118.89	Variance	\$0.00
Invoice subtotal amount	\$100.75																		
Invoice tax amount	\$8.06																		
Invoice freight amount	\$10.08																		
Invoice grand total	\$118.89																		
Received ext amt	\$100.75																		
Received tax amount	\$8.06																		
Received freight amt	\$10.08																		
Receiving grand total	\$118.89																		
Variance	\$0.00																		

Payment

Payment method code <input type="text" value="Select Entry"/>	Terms <input type="text"/>
Hold <input type="checkbox"/>	Hold description <input type="text"/>

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**.

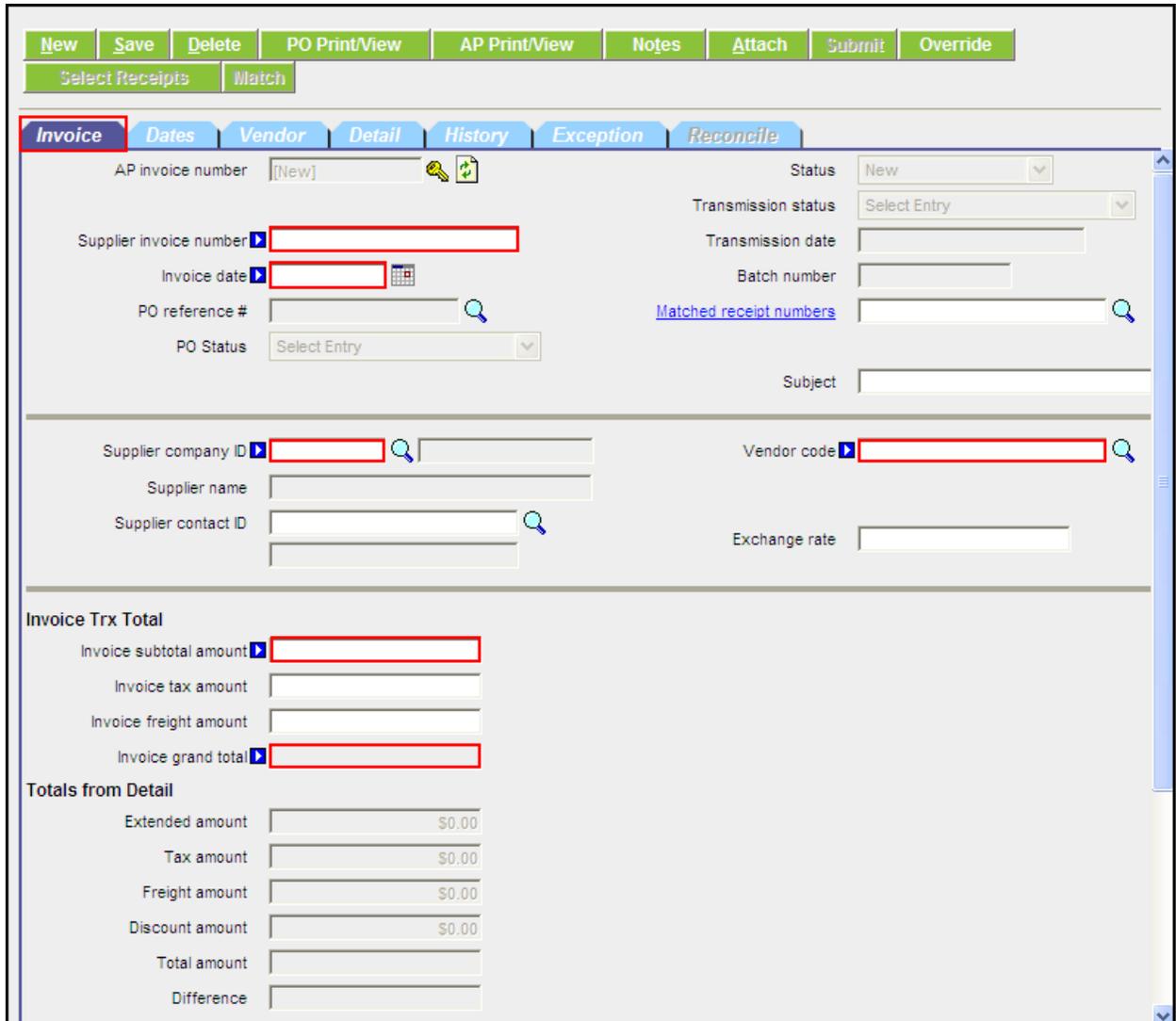


Reload the record by clicking the **Refresh icon**  and click **New** to begin creating the second supplier invoice.

The screenshot displays the Accounts Payable system interface. At the top, there are buttons for 'New', 'Save', 'Delete', 'PO Print/View', 'AP Print/View', 'Notes', 'Attach', 'Submit', and 'Override'. Below these are 'Select Receipts' and 'Match' buttons. The main interface is divided into several sections:

- Invoice Section:** Includes fields for AP invoice number (000000000000093), Supplier invoice number (FF654), Invoice date (01/13/2012), PO reference # (000000000002507), PO Status (Receiving Complete), Status (Match Override), Transmission status (Processed, not transmitted), Batch number, and Subject.
- Supplier Information:** Includes Supplier company ID (13, Unisource Worldwide), Supplier name (Unisource Worldwide), Supplier contact ID, and Vendor code (10172011).
- Reconciliation Section:** Compares 'Invoice Trx Total' (subtotal \$100.75, tax \$8.06, freight \$10.08, grand total \$118.89) with 'Reconcile Trx Totals' (received ext amt \$100.75, tax \$8.06, freight \$10.08, receiving grand total \$118.89).
- Payment Section:** Includes Payment method code (Select Entry), Hold checkbox, Terms, and Hold description.

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



The screenshot displays the 'Invoice' tab in a software application. At the top, there is a navigation bar with buttons for 'New', 'Save', 'Delete', 'PO Print/View', 'AP Print/View', 'Notes', 'Attach', 'Submit', and 'Override'. Below this is a secondary bar with 'Select Receipts' and 'Match'. The 'Invoice' tab is selected, and other tabs include 'Dates', 'Vendor', 'Detail', 'History', 'Exception', and 'Reconcile'. The form contains several input fields: 'AP invoice number' (with a dropdown set to '[New]'), 'Supplier invoice number', 'Invoice date', 'PO reference #', 'PO Status', 'Status', 'Transmission status', 'Transmission date', 'Batch number', 'Matched receipt numbers', and 'Subject'. Below these are fields for 'Supplier company ID', 'Supplier name', 'Supplier contact ID', 'Vendor code', and 'Exchange rate'. The 'Invoice Trx Total' section includes 'Invoice subtotal amount', 'Invoice tax amount', 'Invoice freight amount', and 'Invoice grand total'. The 'Totals from Detail' section includes 'Extended amount', 'Tax amount', 'Freight amount', 'Discount amount', 'Total amount', and 'Difference'. Several fields are highlighted with red boxes, indicating they are required or the focus of the current step.



BirchStreet Accounts Payable User Manual

Review the second supplier invoice, #FF655.

Unisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1"><thead><tr><th>Date</th><th>Invoice #</th></tr></thead><tbody><tr><td>1/12/2012</td><td>FF655</td></tr></tbody></table>	Date	Invoice #	1/12/2012	FF655																														
Date	Invoice #																																			
1/12/2012	FF655																																			
<table border="1"><thead><tr><th>Bill To</th></tr></thead><tbody><tr><td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td></tr></tbody></table>	Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"><thead><tr><th>Ship To</th></tr></thead><tbody><tr><td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td></tr></tbody></table>	Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																															
Bill To																																				
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Ship To																																				
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
<table border="1"><thead><tr><th>PO Number</th><th>Terms</th><th>Rep</th><th>Ship</th><th>Via</th><th>F.O.B</th><th>Project</th></tr></thead><tbody><tr><td>2507</td><td>Net 21</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2507	Net 21																											
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																														
2507	Net 21																																			
<table border="1"><thead><tr><th>Qty</th><th>Item Code</th><th>Description</th><th>Price Each</th><th>Amount</th></tr></thead><tbody><tr><td>5</td><td>10042059</td><td>Power Sponge</td><td>34.94</td><td>174.70</td></tr><tr><td>5</td><td>10042083</td><td>20" Red Buffing Pads</td><td>25.85</td><td>129.25</td></tr><tr><td colspan="4">Subtotal</td><td>303.95</td></tr><tr><td colspan="4">Tax</td><td>24.32</td></tr><tr><td colspan="4">Freight</td><td>30.4</td></tr><tr><td colspan="4">Total</td><td>358.67</td></tr></tbody></table>	Qty	Item Code	Description	Price Each	Amount	5	10042059	Power Sponge	34.94	174.70	5	10042083	20" Red Buffing Pads	25.85	129.25	Subtotal				303.95	Tax				24.32	Freight				30.4	Total				358.67	
Qty	Item Code	Description	Price Each	Amount																																
5	10042059	Power Sponge	34.94	174.70																																
5	10042083	20" Red Buffing Pads	25.85	129.25																																
Subtotal				303.95																																
Tax				24.32																																
Freight				30.4																																
Total				358.67																																

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: 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.

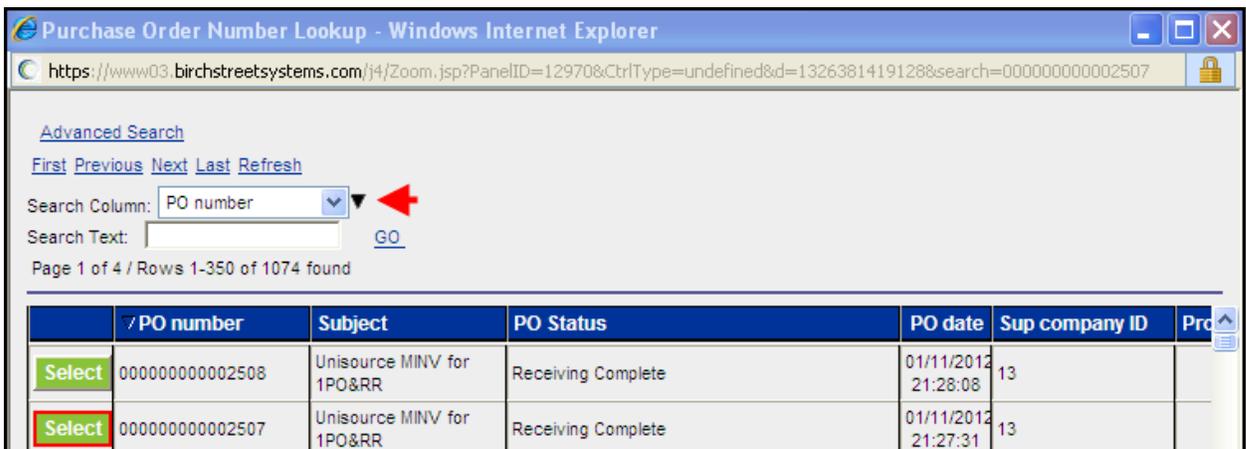
Supplier invoice number ! ff655

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  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**.



	PO number	Subject	PO Status	PO date	Sup company ID	Pro
Select	000000000002508	Unisource MINV for 1PO&RR	Receiving Complete	01/11/2012 21:28:08	13	
Select	000000000002507	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	<input type="text" value="13"/>	<input type="text" value="Unisource Worldwide"/>	Vendor code	<input type="text" value="10172011"/>
Supplier name	<input type="text" value="Unisource Worldwide"/>			
Supplier contact ID	<input type="text"/>			

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	<input type="text" value="\$303.95"/>	Received ext amt	<input type="text"/>
Invoice tax amount	<input type="text" value="\$24.32"/>	Received tax amount	<input type="text"/>
Invoice freight amount	<input type="text" value="\$30.40"/>	Received freight amt	<input type="text"/>
Invoice grand total	<input type="text" value="\$358.67"/>	Receiving grand total	<input type="text"/>

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

The screenshot shows the Accounts Payable system interface. At the top, there is a navigation bar with buttons: New, Save, Delete, PO Print/View, AP Print/View, Notes, Attach, Submit, and Override. Below this is a sub-bar with 'Select Receipts' and 'Match' (highlighted in red). The main interface has tabs: Invoice, Dates, Vendor, Detail, History, Exception, and Reconcile. The 'Invoice' tab is active. The form contains the following fields:

- AP invoice number: [New]
- Status: Not Matched
- Supplier invoice number: FF655
- Transmission status: Select Entry
- Invoice date: 01/12/2012
- Transmission date: []
- PO reference #: 000000000002507
- Batch number: []
- PO Status: Receiving Complete
- Matched receipt numbers: []
- Subject: []
- Supplier company ID: 13 (Unisource Worldwide)
- Vendor code: 10172011
- Supplier name: Unisource Worldwide
- Supplier contact ID: []

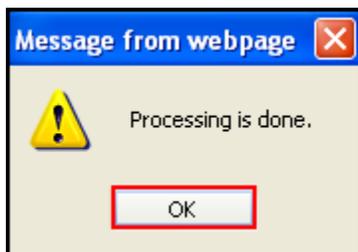
Summary tables:

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 section:

- 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**.

Status **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 discrepancies, but because that small amount falls within the defined tolerance levels it did not result in an Exception status.

Invoice grand total: \$358.67
 Variance: \$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.

The screenshot displays the 'Invoice' detail page in the BirchStreet Accounts Payable system. The interface includes a top navigation bar with buttons for 'New', 'Save', 'Delete', 'PO Print/View', 'AP Print/View', 'Notes', 'Attach', 'Submit', 'Override', 'Select Receipts', and 'Match'. Below this is a sub-navigation bar with tabs for 'Invoice', 'Dates', 'Vendor', 'Detail', 'History', 'Exception', and 'Reconcile'. The main content area is divided into several sections:

- Header Information:** AP invoice number (000000000000094), Status (Auto Matched), Supplier invoice number (FF855), Invoice date (01/12/2012), PO reference # (000000000002507), PO Status (Receiving Complete), Transmission status (Processed, not transmitted), and Batch number.
- Matched receipt numbers:** A field containing '00000000001912' is highlighted with a red box.
- Supplier Information:** Supplier company ID (13, Unisource Worldwide), Supplier name (Unisource Worldwide), and Vendor code (10172011).
- Trx Totals:**

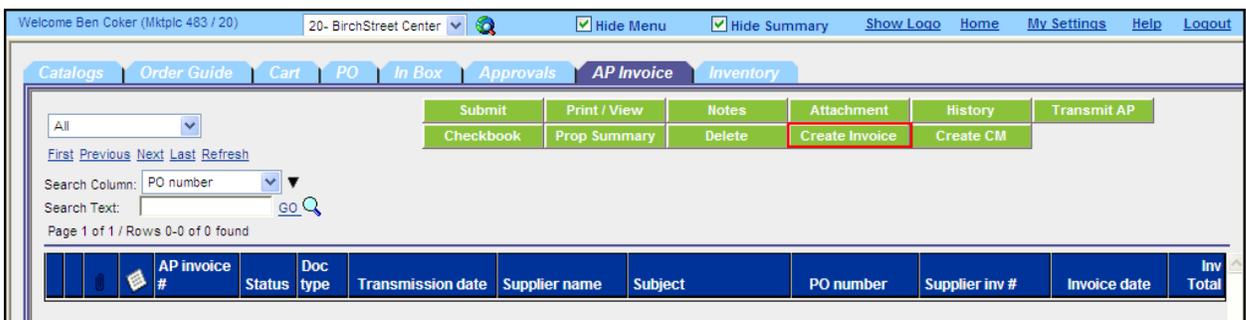
Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	\$303.95	Received ext amt	\$303.95
Invoice tax amount	\$24.32	Received tax amount	\$24.32
Invoice freight amount	\$30.40	Received freight amt	\$30.39
Invoice grand total	\$358.67	Receiving grand total	\$358.66
- Payment Information:** Payment method code (Select Entry), Terms, Hold checkbox, and Hold description.

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

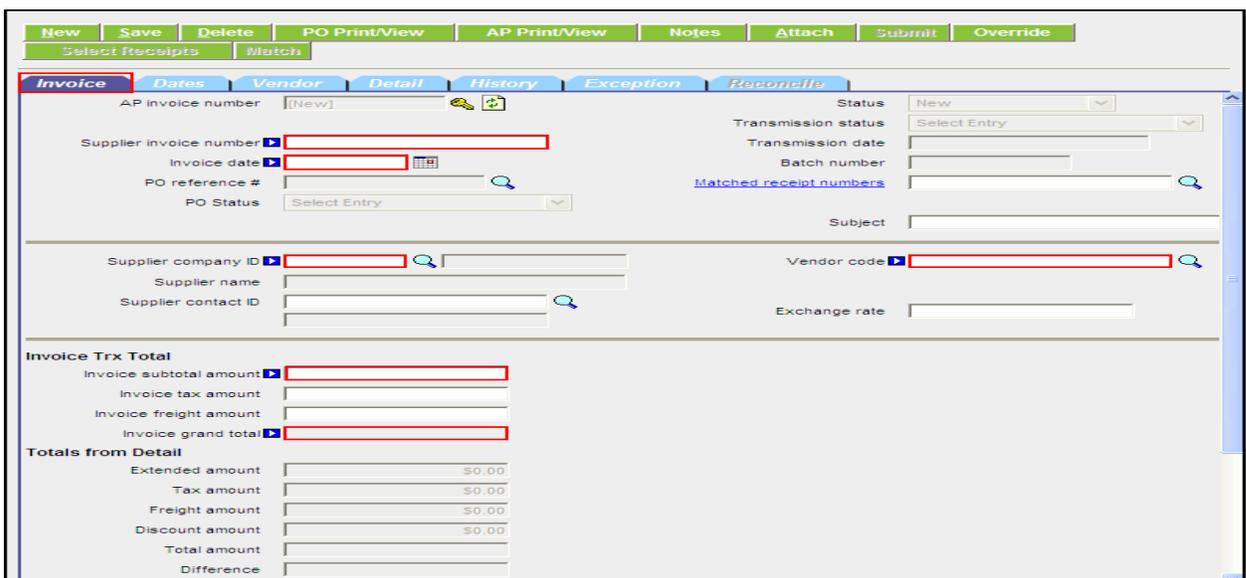
Depending on the business process at the property, invoices can be submitted to an approver using the **Submit** button or they can be transmitted to a back office system from the AP Invoice Tab as discussed on [page 167](#).

MULTIPLE INVOICES FOR ONE PO AND MULTIPLE RECEIVING 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.



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 .





BirchStreet Accounts Payable User Manual

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, freight, and grand total.

Invoice #1:

Unisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1"> <tr> <th>Date</th> <th>Invoice #</th> </tr> <tr> <td>1/12/2012</td> <td>DD786</td> </tr> </table>		Date	Invoice #	1/12/2012	DD786																																				
Date	Invoice #																																										
1/12/2012	DD786																																										
<table border="1"> <tr> <th>Bill To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"> <tr> <th>Ship To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																				
Bill To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
Ship To																																											
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																											
<table border="1"> <tr> <th>PO Number</th> <th>Terms</th> <th>Rep</th> <th>Ship</th> <th>Via</th> <th>F.O.B</th> <th>Project</th> </tr> <tr> <td>2509</td> <td>Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2509	Net 21																																	
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																					
2509	Net 21																																										
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item Code</th> <th>Description</th> <th>Price Each</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>10042059</td> <td>Power Sponge</td> <td>34.94</td> <td>69.88</td> </tr> <tr> <td>5</td> <td>10041962</td> <td>17" Red Buffing Pads</td> <td>20.15</td> <td>100.75</td> </tr> <tr> <td>2</td> <td>10042083</td> <td>20" Red Buffing Pads</td> <td>25.85</td> <td>51.70</td> </tr> <tr> <td colspan="4">Subtotal</td> <td>222.33</td> </tr> <tr> <td colspan="4">Tax</td> <td>17.79</td> </tr> <tr> <td colspan="4">Freight</td> <td>22.24</td> </tr> <tr> <td colspan="4">Total</td> <td>262.36</td> </tr> </tbody> </table>		Qty	Item Code	Description	Price Each	Amount	2	10042059	Power Sponge	34.94	69.88	5	10041962	17" Red Buffing Pads	20.15	100.75	2	10042083	20" Red Buffing Pads	25.85	51.70	Subtotal				222.33	Tax				17.79	Freight				22.24	Total				262.36		
Qty	Item Code	Description	Price Each	Amount																																							
2	10042059	Power Sponge	34.94	69.88																																							
5	10041962	17" Red Buffing Pads	20.15	100.75																																							
2	10042083	20" Red Buffing Pads	25.85	51.70																																							
Subtotal				222.33																																							
Tax				17.79																																							
Freight				22.24																																							
Total				262.36																																							



BirchStreet Accounts Payable User Manual

Invoice #2:

Unisource Worlwide
 1232 Elm Street
 Suite 320
 Newport Beach, CA 9433

Date	Invoice #
1/12/2012	DD798

Bill To
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660

Ship To
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660

PO Number	Terms	Rep	Ship	Via	F.O.B	Project
2509	Net 21					

Qty	Item Code	Description	Price Each	Amount
1	10042059	Power Sponge	34.94	34.94
2	10042083	20" Red Buffing Pads	25.85	51.70
Subtotal				86.64
Tax				6.94
Freight				8.66
Total				102.24



BirchStreet Accounts Payable User Manual

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 #: 00000000001913				Purchase Order #: 00000000002509											
Received by: Ben Coker Buyer's name: Ben Coker				Received on: 01/12/2012 Buyer's Phone: (949)567-7000				PO Status: Partially received Buyer's Dept.: A&G							
Invoice number: Invoice subtotal amount: \$0.00 Invoice freight amount: \$22.24 Invoice tax amount: \$17.79 Invoice less discount amount: \$0.00 Invoice Total: \$262.36				PO date: 01/12/2012 PO subtotal: \$308.97 PO Freight amount: \$30.90 PO Tax amount: \$24.72 PO less discount amount: \$0.00 PO Total: \$364.59				Supplier: Unisource Worldwide Source document number: Tracking number: Bill of lading number: Delivery note number: Direct total amount: \$222.33							
Receiving Notes : No Notes															
Product Disbursement: Picked up by: _____ Department : _____ Date : _____ Delivered to: _____ Location : _____ Signature : _____															
						Purchase orders			Receiving						
Line status	Item SKU	Product Desc.	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
Partially received	10042059	= 3000 3m Power Sponge 20 Case	10-90-100	CS	20 / -	3.00	\$34.9400	\$104.82	2.00	\$34.9400	\$69.88	2.00	1.00		-
Receiving Complete	10041962	17" Red Buffing Pads 5 Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00		-
Partially received	10042083	20" Red Buffing Pads 5 case	10-90-100	CS	5 / -	4.00	\$25.8500	\$103.40	2.00	\$25.8500	\$51.70	2.00	2.00		-

Second Receiving Record:

Receiving Record #: 00000000001914				Purchase Order #: 00000000002509											
Received by: Ben Coker Buyer's name: Ben Coker				Received on: 01/12/2012 Buyer's Phone: (949)567-7000				PO Status: Receiving Complete Buyer's Dept.: A&G							
Invoice number: Invoice subtotal amount: \$0.00 Invoice freight amount: \$8.66 Invoice tax amount: \$6.94 Invoice less discount amount: \$0.00 Invoice Total: \$102.24				PO date: 01/12/2012 PO subtotal: \$308.97 PO Freight amount: \$30.90 PO Tax amount: \$24.72 PO less discount amount: \$0.00 PO Total: \$364.59				Supplier: Unisource Worldwide Source document number: Tracking number: Bill of lading number: Delivery note number: Direct total amount: \$86.64							
Receiving Notes : No Notes															
Product Disbursement: Picked up by: _____ Department : _____ Date : _____ Delivered to: _____ Location : _____ Signature : _____															
						Purchase orders			Receiving						
Line status	Item SKU	Product Desc.	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	10042059	= 3000 3m Power 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 Buffing 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.

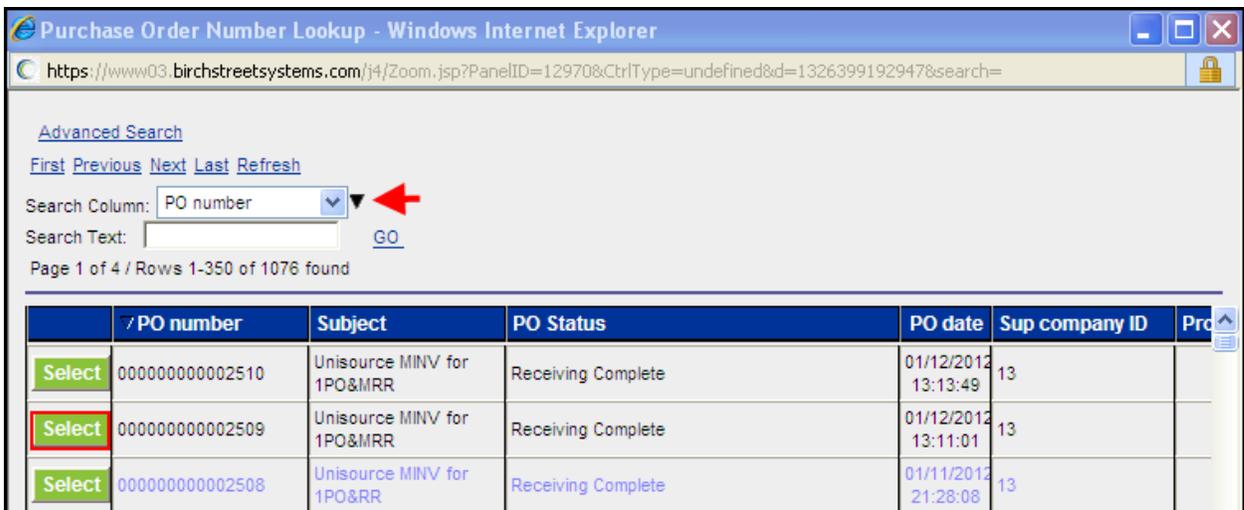
Supplier invoice number  dd786

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  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**.



	PO number	Subject	PO Status	PO date	Sup company ID	Pro
Select	000000000002510	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:13:49	13	
Select	000000000002509	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:11:01	13	
Select	000000000002508	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	<input type="text" value="13"/>	<input type="text" value="Unisource Worldwide"/>	Vendor code	<input type="text" value="10172011"/>
Supplier name	<input type="text" value="Unisource Worldwide"/>			
Supplier contact ID	<input type="text"/>			

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 reflected as seen below.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	<input type="text" value="\$222.33"/>	Received ext amt	<input type="text"/>
Invoice tax amount	<input type="text" value="\$17.79"/>	Received tax amount	<input type="text"/>
Invoice freight amount	<input type="text" value="\$22.24"/>	Received freight amt	<input type="text"/>
Invoice grand total	<input type="text" value="\$262.36"/>	Receiving grand total	<input type="text"/>

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/View	Notes	Attach	Submit	Override	Select Receipts	Match
<div style="display: flex; justify-content: space-between;"> Invoice Dates Vendor Detail History Exception Reconcile </div>										
AP invoice number: [New]					Status: Not Matched					
Supplier invoice number: DD786					Transmission status: Select Entry					
Invoice date: 01/12/2012					Transmission date:					
PO reference #: 000000000002509					Batch number:					
PO Status: Receiving Complete					Matched receipt numbers					
Supplier company ID: 13 Unisource Worldwide					Vendor code: 10172011					
Supplier name: Unisource Worldwide										
Supplier contact ID:										
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:					
Hold: <input type="checkbox"/>					Hold description:					

Click OK on the confirmation prompt.



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.

Invoice grand total: \$262.36
 Variance: \$0.00

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	Vendor	Detail	History	Exception	Reconcile
AP Invoice number	000000000000097		Status	Auto Matched		
Supplier invoice number	DD786		Transmission status	Processed, not transmitted		
Invoice date	01/12/2012		Transmission date			
PO reference #	000000000002509		Batch number			
PO Status	Receiving Complete		Matched receipt numbers	00000000001913		
Supplier company ID	13 Unisource Worldwide		Vendor code	10172011		
Supplier name	Unisource Worldwide					
Supplier contact ID						
Invoice Trx Total			Reconcile 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			Terms			
Payment method code	Select Entry					
Hold	<input type="checkbox"/>		Hold description			

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

The screenshot shows the 'Invoice' tab selected in the system. The interface includes a top navigation bar with buttons like 'New', 'Save', 'Delete', 'PO Print/View', 'AP Print/View', 'Notes', 'Attach', 'Submit', 'Override', 'Select Receipts', and 'Match'. Below this are sub-tabs for 'Invoice', 'Dates', 'Vendor', 'Detail', 'History', 'Exception', and 'Reconcile'. The main form contains the following data:

- AP invoice number:** 000000000000097
- Supplier invoice number:** DD786
- Invoice date:** 01/12/2012
- PO reference #:** 000000000002509
- PO Status:** Receiving Complete
- Status:** Auto Matched
- Transmission status:** Processed, not transmitted
- Transmission date:** (empty)
- Batch number:** (empty)
- Matched receipt numbers:** 00000000001913
- Subject:** (empty)
- Supplier company ID:** 13 (Unisource Worldwide)
- Supplier name:** Unisource Worldwide
- Supplier contact ID:** (empty)
- Vendor code:** 10172011

Invoice Trx Total:

Invoice subtotal amount	\$222.33
Invoice tax amount	\$17.79
Invoice freight amount	\$22.24
Invoice grand total	\$262.36

Reconcile Trx Totals:

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

Payment:

- Payment method code:** Select Entry
- Terms:** (empty)
- Hold:**
- Hold description:** (empty)

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

The screenshot shows the 'Invoice' tab selected, with a new record being created. The 'AP invoice number' field is set to '[New]'. Red boxes highlight the following required fields:

- Supplier invoice number
- Invoice date
- PO reference #
- Supplier company ID
- Vendor code
- Invoice subtotal 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	



BirchStreet Accounts Payable User Manual

Review the second supplier invoice, #DD798.

Unisource Worldwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1"> <tr> <th>Date</th> <th>Invoice #</th> </tr> <tr> <td>1/12/2012</td> <td>DD798</td> </tr> </table>		Date	Invoice #	1/12/2012	DD798																															
Date	Invoice #																																					
1/12/2012	DD798																																					
<table border="1"> <tr> <th>Bill To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"> <tr> <th>Ship To</th> </tr> <tr> <td> BirchStreet Center 3737 Birch Street Newport Beach, CA 92660 </td> </tr> </table>		Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																															
Bill To																																						
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																						
Ship To																																						
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																						
<table border="1"> <tr> <th>PO Number</th> <th>Terms</th> <th>Rep</th> <th>Ship</th> <th>Via</th> <th>F.O.B</th> <th>Project</th> </tr> <tr> <td>2509</td> <td>Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2509	Net 21																												
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																
2509	Net 21																																					
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item Code</th> <th>Description</th> <th>Price Each</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10042059</td> <td>Power Sponge</td> <td>34.94</td> <td>34.94</td> </tr> <tr> <td>2</td> <td>10042083</td> <td>20" Red Buffing Pads</td> <td>25.85</td> <td>51.70</td> </tr> <tr> <td colspan="3"></td> <td>Subtotal</td> <td>86.64</td> </tr> <tr> <td colspan="3"></td> <td>Tax</td> <td>6.94</td> </tr> <tr> <td colspan="3"></td> <td>Freight</td> <td>8.66</td> </tr> <tr> <td colspan="3"></td> <td>Total</td> <td>102.24</td> </tr> </tbody> </table>		Qty	Item Code	Description	Price Each	Amount	1	10042059	Power Sponge	34.94	34.94	2	10042083	20" Red Buffing Pads	25.85	51.70				Subtotal	86.64				Tax	6.94				Freight	8.66				Total	102.24		
Qty	Item Code	Description	Price Each	Amount																																		
1	10042059	Power Sponge	34.94	34.94																																		
2	10042083	20" Red Buffing Pads	25.85	51.70																																		
			Subtotal	86.64																																		
			Tax	6.94																																		
			Freight	8.66																																		
			Total	102.24																																		

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: 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.

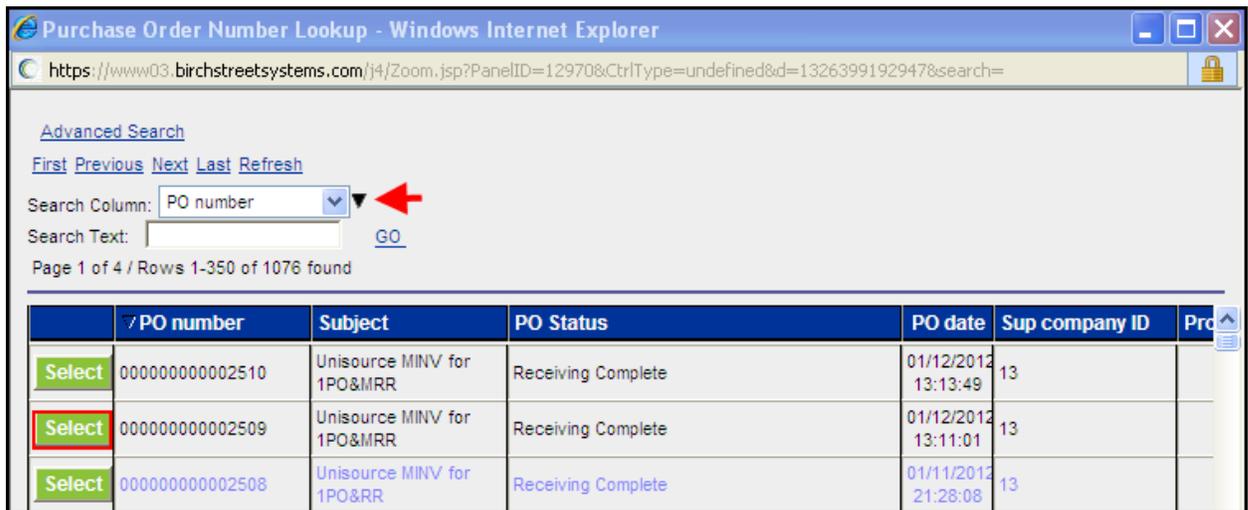
Supplier invoice number ! dd798

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  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**.



	PO number	Subject	PO Status	PO date	Sup company ID	Pro
Select	000000000002510	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:13:49	13	
Select	000000000002509	Unisource MINV for 1PO&MRR	Receiving Complete	01/12/2012 13:11:01	13	
Select	000000000002508	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	<input type="text" value="13"/>	<input type="text" value="Unisource Worldwide"/>	Vendor code	<input type="text" value="10172011"/>
Supplier name	<input type="text" value="Unisource Worldwide"/>			
Supplier contact ID	<input type="text"/>			

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.

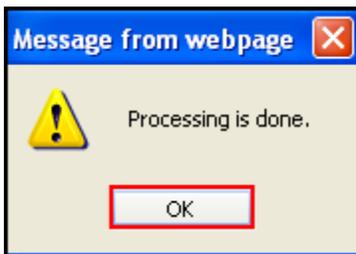
Total – Refers to the grand total as indicated on the supplier's physical invoice. Note that this field is greyed out and will automatically populate based on the sum totals of the Invoice subtotal amount, Invoice tax amount and Invoice freight amount.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	<input type="text" value="\$86.64"/>	Received ext amt	<input type="text"/>
Invoice tax amount	<input type="text" value="\$6.94"/>	Received tax amount	<input type="text"/>
Invoice freight amount	<input type="text" value="\$8.66"/>	Received freight amt	<input type="text"/>
Invoice grand total	<input type="text" value="\$102.24"/>	Receiving grand total	<input type="text"/>

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

The screenshot shows the 'Reconcile' tab of the Accounts Payable interface. At the top, a navigation bar includes buttons for 'New', 'Save', 'Delete', 'PO Print/View', 'AP Print/View', 'Notes', 'Attach', 'Submit', 'Override', 'Select Receipts', and a highlighted 'Match' button. Below this, the 'Reconcile' sub-tab is active, displaying various fields for invoice and vendor information. The 'Status' is set to 'Not Matched'. The 'Invoice Trx Total' section shows a subtotal of \$86.64, tax of \$6.94, freight of \$8.66, and a grand total of \$102.24. The 'Reconcile Trx Totals' section has empty input fields for received amounts. The 'Payment' section includes a 'Payment method code' dropdown set to 'Select Entry' and a 'Hold' checkbox.

Click OK on the confirmation prompt.



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.

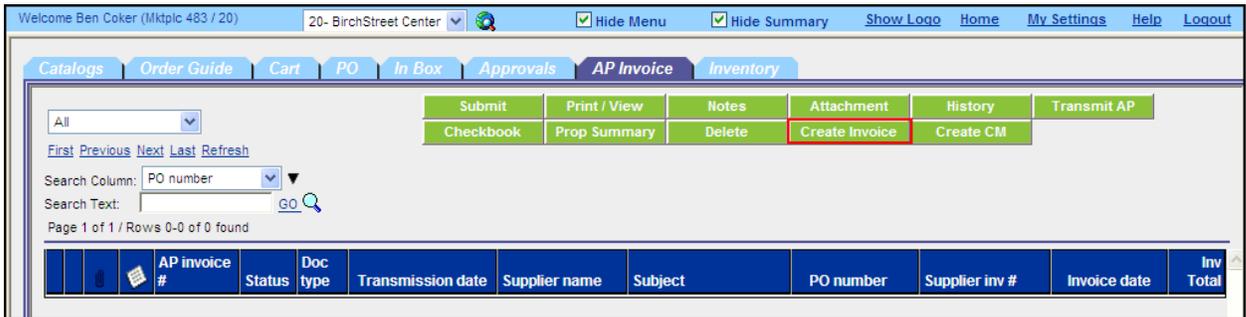
Invoice grand total: \$102.24
 Variance: \$0.00

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.

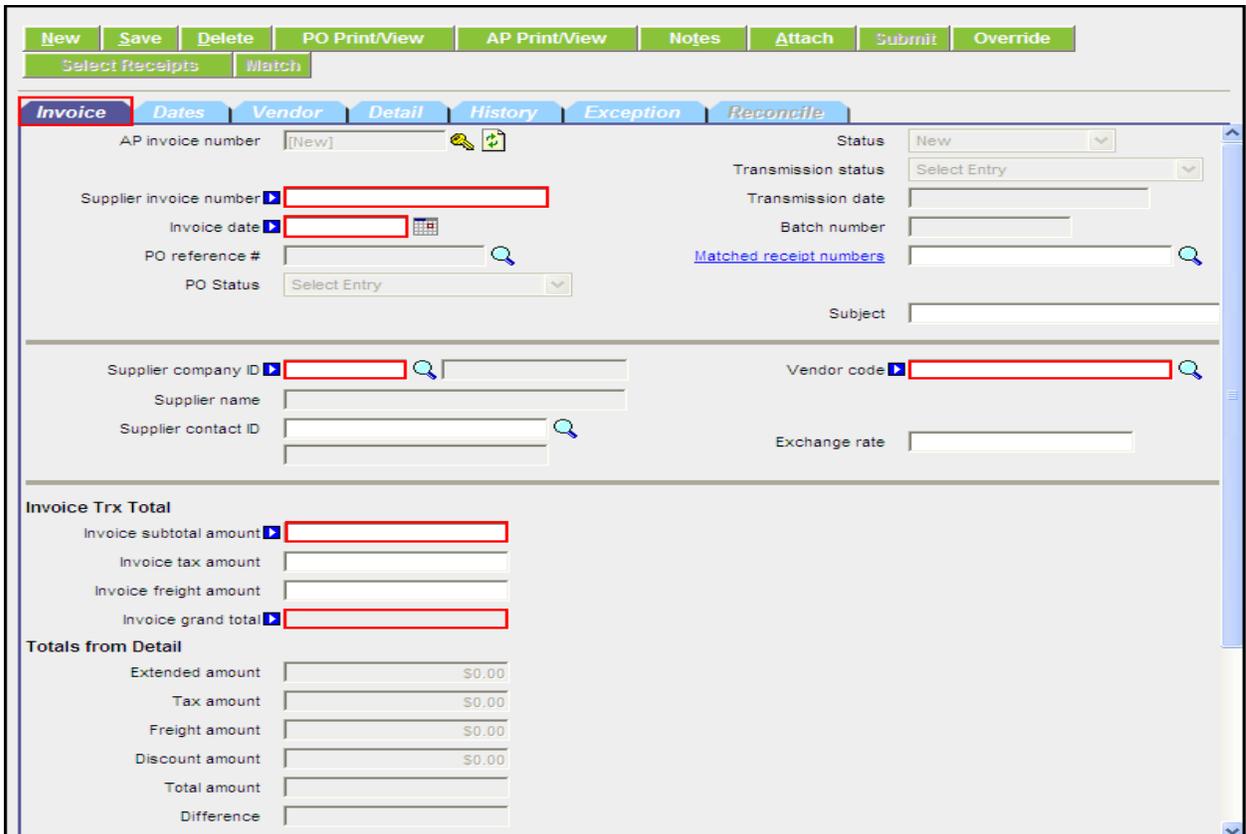
New	Save	Delete	PO Print/View	AP Print/View	Notes	Attach	Submit	Override	Select Receipts	Match
<p>Invoice Dates Vendor Detail History Exception Reconcile</p>										
AP invoice number: 000000000000098				Status: Auto Matched						
Supplier invoice number: DD798				Transmission status: Processed, not transmitted						
Invoice date: 01/12/2012				Transmission date: <input type="text"/>						
PO reference #: 000000000002509				Batch number: <input type="text"/>						
PO Status: Receiving Complete				Matched receipt numbers: 00000000001914						
Subject: <input type="text"/>										
Supplier company ID: 13 Unisource Worldwide				Vendor code: 10172011						
Supplier name: Unisource Worldwide										
Supplier contact ID: <input type="text"/>										
Invoice Trx Total					Reconcile Trx Totals					
Invoice subtotal amount: \$86.64					Received ext amt: \$86.64					
Invoice tax amount: \$6.94					Received tax amount: \$6.94					
Invoice freight amount: \$8.66					Received freight amt: \$8.66					
Invoice grand total: \$102.24					Receiving grand total: \$102.24					
Payment										
Payment method code: Select Entry				Terms: <input type="text"/>						
Hold: <input type="checkbox"/>				Hold description: <input type="text"/>						

MULTIPLE DISCREPANCY 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.



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 .





BirchStreet Accounts Payable User Manual

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, freight, and grand total.

Unisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Invoice #</th> </tr> <tr> <td style="text-align: center;">1/12/2012</td> <td style="text-align: center;">HH817</td> </tr> </table>		Date	Invoice #	1/12/2012	HH817																																							
Date	Invoice #																																													
1/12/2012	HH817																																													
<table border="1" style="width: 100%;"> <tr> <th style="background-color: #ffff00;">Bill To</th> </tr> <tr> <td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td> </tr> </table>		Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1" style="width: 100%;"> <tr> <th style="background-color: #ffff00;">Ship To</th> </tr> <tr> <td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td> </tr> </table>		Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																							
Bill To																																														
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																														
Ship To																																														
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																														
<table border="1" style="width: 100%; margin-left: auto; margin-right: auto;"> <tr> <th style="width: 25%;">PO Number</th> <th style="width: 10%;">Terms</th> <th style="width: 10%;">Rep</th> <th style="width: 10%;">Ship</th> <th style="width: 10%;">Via</th> <th style="width: 10%;">F.O.B</th> <th style="width: 10%;">Project</th> </tr> <tr> <td style="text-align: center;">2486</td> <td style="text-align: center;">Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							PO Number	Terms	Rep	Ship	Via	F.O.B	Project	2486	Net 21																															
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																																								
2486	Net 21																																													
<table border="1" style="width: 100%; margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 10%;">Qty</th> <th style="width: 10%;">Item Code</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Price Each</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">10042059</td> <td>Power Sponge</td> <td style="text-align: right;">34.94</td> <td style="text-align: right;">174.70</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">10041962</td> <td>17" Red Buffing Pads</td> <td style="text-align: right;">30.15</td> <td style="text-align: right;">150.75</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">10042083</td> <td>20" Red Buffing Pads</td> <td style="text-align: right;">25.85</td> <td style="text-align: right;">155.10</td> </tr> <tr> <td colspan="4" style="text-align: right;">Subtotal</td> <td style="text-align: right;">480.55</td> </tr> <tr> <td colspan="4" style="text-align: right;">Tax</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Freight</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td style="text-align: right;">480.55</td> </tr> </tbody> </table>							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	Subtotal				480.55	Tax					Freight					Total				480.55
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																																										
Subtotal				480.55																																										
Tax																																														
Freight																																														
Total				480.55																																										

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

Receiving Record #: 00000000001917		Purchase Order #: 00000000002486																																																																							
Received by: Ben Coker Buyer's name: Mary Sato		Received on: 01/12/2012 Buyer's Phone: (949)567-7000																																																																							
Invoice number: Invoice subtotal amount: \$0.00 Invoice freight amount: \$0.00 Invoice tax amount: \$0.00 Invoice less discount amount: \$0.00 Invoice Total: \$404.70		PO date: 01/04/2012 PO subtotal: \$404.70 PO Freight amount: \$0.00 PO Tax amount: \$0.00 PO less discount amount: \$0.00 PO Total: \$404.70																																																																							
		Supplier: Unisource Worldwide Source document number: Tracking number: Bill of lading number: Delivery note number: Direct total amount: \$404.70																																																																							
Receiving Notes : No Notes																																																																									
Product Disbursement: Picked up by: _____ Department: _____ Date: _____ Delivered to: _____ Location: _____ Signature: _____																																																																									
<table border="1"> <thead> <tr> <th rowspan="2">Line status</th> <th rowspan="2">Item SKU</th> <th rowspan="2">Product Desc.</th> <th rowspan="2">GL Account</th> <th rowspan="2">Order UOM</th> <th rowspan="2">Pack/ Size</th> <th colspan="3">Purchase orders</th> <th colspan="3">Receiving</th> <th rowspan="2">Rec'd to date qty</th> <th rowspan="2">Open qty</th> <th rowspan="2">Can'd qty</th> <th rowspan="2">Reason</th> </tr> <tr> <th>Order Qty</th> <th>Unit price</th> <th>Ext. Amt</th> <th>Acpt'd qty</th> <th>Unit price</th> <th>Ext. Amt</th> </tr> </thead> <tbody> <tr> <td>Receiving Complete</td> <td>10042059</td> <td># 3000 3m Power Sponge 20/Case</td> <td>10-90-100</td> <td>CS</td> <td>20 / -</td> <td>5.00</td> <td>\$34.9400</td> <td>\$174.70</td> <td>5.00</td> <td>\$34.9400</td> <td>\$174.70</td> <td>5.00</td> <td>0.00</td> <td>-</td> <td>-</td> </tr> <tr> <td>Receiving Complete</td> <td>10041962</td> <td>17" Red Buffing Pads 5/Case</td> <td>10-90-100</td> <td>CS</td> <td>5 / -</td> <td>5.00</td> <td>\$20.1500</td> <td>\$100.75</td> <td>5.00</td> <td>\$20.1500</td> <td>\$100.75</td> <td>5.00</td> <td>0.00</td> <td>-</td> <td>-</td> </tr> <tr> <td>Receiving Complete</td> <td>10042083</td> <td>20" Red Buffing Pads 5/case</td> <td>10-90-100</td> <td>CS</td> <td>5 / -</td> <td>5.00</td> <td>\$25.8500</td> <td>\$129.25</td> <td>5.00</td> <td>\$25.8500</td> <td>\$129.25</td> <td>5.00</td> <td>0.00</td> <td>-</td> <td>-</td> </tr> </tbody> </table>				Line status	Item SKU	Product Desc.	GL Account	Order UOM	Pack/ Size	Purchase orders			Receiving			Rec'd to date qty	Open qty	Can'd qty	Reason	Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt	Receiving Complete	10042059	# 3000 3m Power Sponge 20/Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00	-	-	Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00	-	-	Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	0.00	-	-
Line status	Item SKU	Product Desc.	GL Account							Order UOM	Pack/ Size	Purchase orders			Receiving					Rec'd to date qty	Open qty	Can'd qty	Reason																																																		
				Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt																																																																
Receiving Complete	10042059	# 3000 3m Power Sponge 20/Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00	-	-																																																										
Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00	-	-																																																										
Receiving Complete	10042083	20" Red Buffing Pads 5/case	10-90-100	CS	5 / -	5.00	\$25.8500	\$129.25	5.00	\$25.8500	\$129.25	5.00	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: 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.

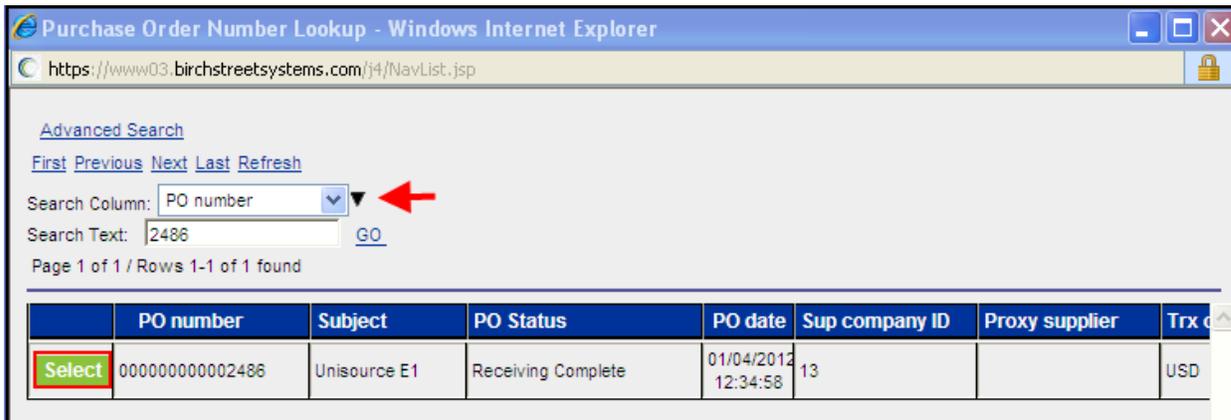
Supplier invoice number ! hh817

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  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**.



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.



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 reflected as seen below.

Invoice Trx Total		Reconcile Trx Totals	
Invoice subtotal amount	<input type="text" value="\$480.55"/>	Received ext amt	<input type="text"/>
Invoice tax amount	<input type="text"/>	Received tax amount	<input type="text"/>
Invoice freight amount	<input type="text"/>	Received freight amt	<input type="text"/>
Invoice grand total	<input type="text" value="\$480.55"/>	Receiving grand total	<input type="text"/>

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/View
Notes
Attach
Submit
Override
Select Receipts
Match

Invoice
Dates
Vendor
Detail
History
Exception
Reconcile

AP invoice number

Supplier invoice number

Invoice date

PO reference #

PO Status

Status

Transmission status

Transmission date

Batch number

[Matched receipt numbers](#)

Subject

Supplier company ID Unisource Worldwide

Supplier name

Supplier contact ID

Vendor code

Invoice Trx Total

Invoice subtotal amount

Invoice tax amount

Invoice freight amount

Invoice grand total

Reconcile Trx Totals

Received ext amt

Received tax amount

Received freight amt

Receiving grand total

Payment

Payment method code

Hold

Terms

Hold description

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** .

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 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 transaction.

Invoice grand total: \$480.55
Variance: \$75.85

Home My Settings Help Hide Logo Entry List Vertical Horizontal

New Save Delete PO Print/View AP Print/View Notes Attach Submit Override Select Receipts Match

Invoice Dates Vendor Detail History **Exception** 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
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 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 pre-defined 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 transaction.

Invoice grand total: \$480.55
Variance: \$75.85

Home My Settings Help Hide Logo Entry List Vertical Horizontal

New Save Delete PO Print/View AP Print/View Notes Attach Submit Override Select Receipts Match

Invoice Dates Vendor Detail History **Exception** 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
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 50.0)	Subtotal dollar amt variance	2	HH817			



BirchStreet Accounts Payable User Manual

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.

Invoice grand total: \$480.55
Variance: \$75.85

Home My Settings Help Hide Logo Entry List Vertical Horizontal Close

New Save Delete **PO Print/View** AP Print/View Notes Attach Submit Override Select Receipts Match

Invoice Dates Vendor Detail History Exception 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
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 50.0)	Subtotal dollar amt variance	2	HH817			

Note any discrepancies 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 #: 00000000001917 Purchase Order #: 00000000002486

Received by: Ben Coker Received on: 01/12/2012 PO Status: Receiving Complete
Buyer's name: Mary Sato Buyer's Phone: (949)567-7000 Buyer's Dept.: A&G

Invoice number:	PO date: 01/04/2012	Supplier: Unisource Worldwide
Invoice subtotal amount: \$0.00	PO subtotal: \$404.70	Source document number:
Invoice freight amount: \$0.00	PO Freight amount: \$0.00	Tracking number:
Invoice tax amount: \$0.00	PO Tax amount: \$0.00	Bill of lading number:
Invoice less discount amount: \$0.00	PO less discount amount: \$0.00	Delivery note number:
Invoice Total: \$404.70	PO Total: \$404.70	Direct total amount: \$404.70

Receiving Notes :
No Notes

Product Disbursement:
Picked up by: _____ Department: _____ Date: _____
Delivered to: _____ Location: _____ Signature: _____

Line status	Item SKU	Product Desc.	GL Account	Order UOM	Pack/ Size	Purchase orders			Receiving			Rec'd to date qty	Open qty	Can'd qty	Reason
						Order Qty	Unit price	Ext. Amt	Acpt'd qty	Unit price	Ext. Amt				
Receiving Complete	10042059	# 3000 3m Power Sponge 20/Case	10-90-100	CS	20 / -	5.00	\$34.9400	\$174.70	5.00	\$34.9400	\$174.70	5.00	0.00	-	-
Receiving Complete	10041962	17" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$20.1500	\$100.75	5.00	\$20.1500	\$100.75	5.00	0.00	-	-
Receiving Complete	10042083	20" Red Buffing Pads 5/Case	10-90-100	CS	5 / -	5.00	\$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.

	PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt		
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	X
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	X
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25	X
											\$404.70	

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

	PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt		
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	X
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75	X
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25	X
											\$404.70	

Once clicked, the line item screen will open.

The screenshot shows the 'Reconcile' tab in the Accounts Payable system. A table lists three invoice items:

PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt
000000000002486	000000000001917	10	10-90-100	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70
000000000002486	000000000001917	10	10-90-100	10041962	17" Red Buffing Pads 5/Case	CS	5	\$20.15	\$100.75
000000000002486	000000000001917	10	10-90-100	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25

Below the table is a detailed 'Receiving Item Information' form for item 10041962. The form includes fields for PO number, Receiving number, Receiving row number, Item #, Item description, Department code, Ordered UOM, Received quantity, PO/Rec'd price, Received ext amt, Invoiced quantity, Invoiced price, Inv extended amt, Invoice tax amt, Invoice freight amount, Invoice total, Reconcile row, PO date, Received date, Substitute item, and GL Account. The 'Invoiced price' field is currently set to \$20.1500.

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

This screenshot shows the same 'Receiving Item Information' form as above, but with the 'Invoiced price' field highlighted in red. The value in this field has been updated to \$30.1500. The 'Invoice total' is now \$150.75. The 'Price variance' is now -\$10.0000.

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

Invoice													
Add 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			
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	✗	
Edit	000000000002486	000000000001917	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	✗
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25	✗	
											\$454.70		

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

Invoice grand total: \$480.55
Variance: \$25.85

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

Invoice													
Add 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			
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70	✗	
Edit	000000000002486	000000000001917	10	Rooms	10-90-100	Cleaning Supplies	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75	✗
Edit	000000000002486	000000000001917	10	10-90-100	Cleaning Supplies	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25	✗	
											\$454.70		



BirchStreet Accounts Payable User Manual

Once clicked, the line item screen will open.

Invoice Dates Vendor Detail History Exception Reconcile

Add Row Search Column: PO number Search Text: GQ 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
000000000002486	000000000001917	10	10-90-100	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70
000000000002486	000000000001917	10 Rooms	10-90-100	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75
000000000002486	000000000001917	10	10-90-100	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25
									\$454.70

OK Cancel Delete Row

PO number: 000000000002486 Reconcile row: 3
Receiving number: 000000000001917 PO date: 01/04/2012 12:34:58
Receiving row number: 3 Received date: 01/12/2012

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: 5 Invoiced / Rcv'd qty variance: 0.0000
Invoiced price: \$25.8500 Price variance: 0.0000
Inv extended amt: \$129.25 Extended amt variance: \$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**.

Invoice Dates Vendor Detail History Exception Reconcile

Add Row Search Column: PO number Search Text: GQ 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
000000000002486	000000000001917	10	10-90-100	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70
000000000002486	000000000001917	10 Rooms	10-90-100	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75
000000000002486	000000000001917	10	10-90-100	10042083	20" Red Buffing Pads 5/Case	CS	5	\$25.85	\$129.25
									\$454.70

OK Cancel Delete Row

PO number: 000000000002486 Reconcile row: 3
Receiving number: 000000000001917 PO date: 01/04/2012 12:34:58
Receiving row number: 3 Received date: 01/12/2012

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.

PO number	Receiving number	Dept code	GL Account	Item #	Item desc	UOM	Invoiced qty	Invoiced price	Inv extended amt
Edit 000000000002486	000000000001917	10	10-90-100	10042059	# 3000 3m Power Sponge 20/Case	CS	5	\$34.94	\$174.70
Edit 000000000002486	000000000001917	10	10-90-100	10041962	17" Red Buffing Pads 5/Case	CS	5	\$30.1500	\$150.75
Edit 000000000002486	000000000001917	10	10-90-100	10042083	20" Red Buffing Pads 5/Case	CS	6	\$25.8500	\$155.10
									\$480.55

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

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

Note: If the Variance still indicates a discrepancy, continue to make edits and reconcile as needed to decrease the gap. Be sure to check tax and freight amounts if discrepancies 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 My Settings Help Hide Logo Entry List Vertical Horizontal

New Save Deletes PO Print/View AP Print/View Notes Attach Submit **Override** Select Receipts Match

Invoice Dates Vendor Detail History Exception Reconcile

AP invoice number: 00000000000107
Supplier invoice number: HH817
Invoice date: 1/12/2012
PO reference #: 00000000002486
PO Status: Receiving Complete

Status: Exception
Transmission status: Processed, not transmitted
Transmission date:
Batch number:
Matched receipt numbers: 00000000001917
Subject:

Supplier company ID: 13 Unisource Worldwide
Supplier name: Unisource Worldwide
Supplier contact ID:
Vendor code: 10172011
Exchange rate: 1

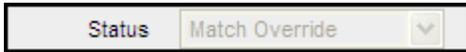
Invoice Trx Total	Reconcile Trx Totals
Invoice subtotal amount: \$480.55	Received ext amt: \$480.55
Invoice tax amount:	Received tax amount: \$0.00
Invoice freight amount:	Received freight amt: \$0.00
Invoice grand total: \$480.55	Receiving grand total: \$480.55
	Variance: \$0.00

Payment

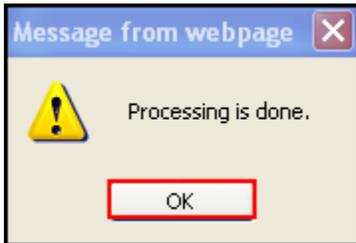
Payment method code: Select Entry
Hold:
Home currency: USD US Dollar
Grand total: \$0.00

Terms:
Hold description:

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.

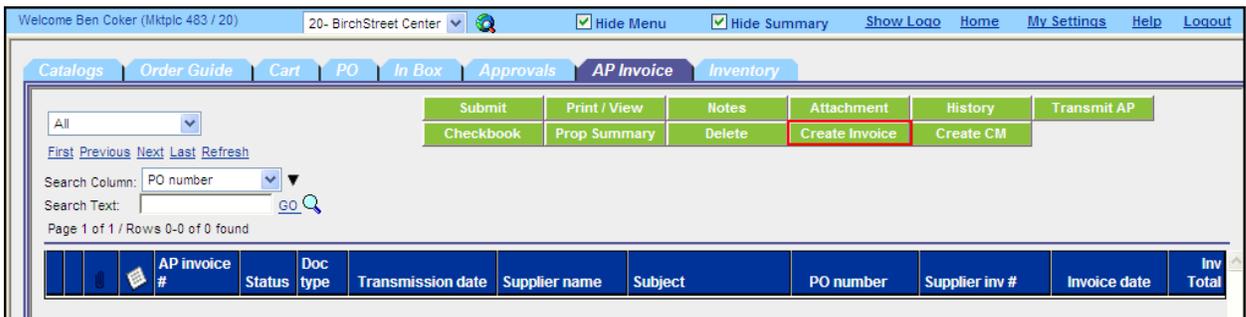


ENTERING A NON-PO INVOICE

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 invoice 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.



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 PO Print/View AP Print/View Notes Attach Submit Override

Select Receipts Match

Invoice Dates Vendor Detail History Exception Reconcile

AP invoice number <input type="text" value="[New]"/>	Status <input type="text" value="New"/>
Supplier invoice number <input style="border: 1px solid red;" type="text"/>	Transmission status <input type="text" value="Select Entry"/>
Invoice date <input style="border: 1px solid red;" type="text"/>	Transmission date <input type="text"/>
PO reference # <input type="text"/>	Batch number <input type="text"/>
PO Status <input type="text" value="Select Entry"/>	Matched receipt numbers <input type="text"/>
Subject <input type="text"/>	

Supplier company ID <input style="border: 1px solid red;" type="text"/>	Vendor code <input style="border: 1px solid red;" type="text"/>
Supplier name <input type="text"/>	Exchange rate <input type="text"/>
Supplier contact ID <input type="text"/>	

Invoice Trx Total

Invoice subtotal amount <input style="border: 1px solid red;" type="text"/>	
Invoice tax amount <input type="text"/>	
Invoice freight amount <input type="text"/>	
Invoice grand total <input style="border: 1px solid red;" type="text"/>	

Totals from Detail

Extended amount	\$0.00
Tax amount	\$0.00
Freight amount	\$0.00
Discount amount	\$0.00
Total amount	<input type="text"/>
Difference	<input type="text"/>



BirchStreet Accounts Payable User Manual

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

Unisource Worlwide 1232 Elm Street Suite 320 Newport Beach, CA 9433							<table border="1"> <tr> <th>Date</th> <th>Invoice #</th> </tr> <tr> <td>1/12/2012</td> <td>JJ987</td> </tr> </table>		Date	Invoice #	1/12/2012	JJ987																						
Date	Invoice #																																	
1/12/2012	JJ987																																	
<table border="1"> <tr> <th>Bill To</th> </tr> <tr> <td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td> </tr> </table>				Bill To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660	<table border="1"> <tr> <th>Ship To</th> </tr> <tr> <td>BirchStreet Center 3737 Birch Street Newport Beach, CA 92660</td> </tr> </table>				Ship To	BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																							
Bill To																																		
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																		
Ship To																																		
BirchStreet Center 3737 Birch Street Newport Beach, CA 92660																																		
<table border="1"> <tr> <th>PO Number</th> <th>Terms</th> <th>Rep</th> <th>Ship</th> <th>Via</th> <th>F.O.B</th> <th>Project</th> </tr> <tr> <td></td> <td>Net 21</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		PO Number	Terms	Rep	Ship	Via	F.O.B	Project		Net 21																								
PO Number	Terms	Rep	Ship	Via	F.O.B	Project																												
	Net 21																																	
<table border="1"> <thead> <tr> <th>Qty</th> <th>Item Code</th> <th>Description</th> <th>Price Each</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WR</td> <td>January 2012 Waste Removal</td> <td>\$825.00</td> <td>\$825.00</td> </tr> <tr> <td colspan="3"></td> <td>Subtotal</td> <td>\$825.00</td> </tr> <tr> <td colspan="3"></td> <td>Tax</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Freight</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Total</td> <td>\$825.00</td> </tr> </tbody> </table>		Qty	Item Code	Description	Price Each	Amount	1	WR	January 2012 Waste Removal	\$825.00	\$825.00				Subtotal	\$825.00				Tax					Freight					Total	\$825.00			
Qty	Item Code	Description	Price Each	Amount																														
1	WR	January 2012 Waste Removal	\$825.00	\$825.00																														
			Subtotal	\$825.00																														
			Tax																															
			Freight																															
			Total	\$825.00																														

On 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.



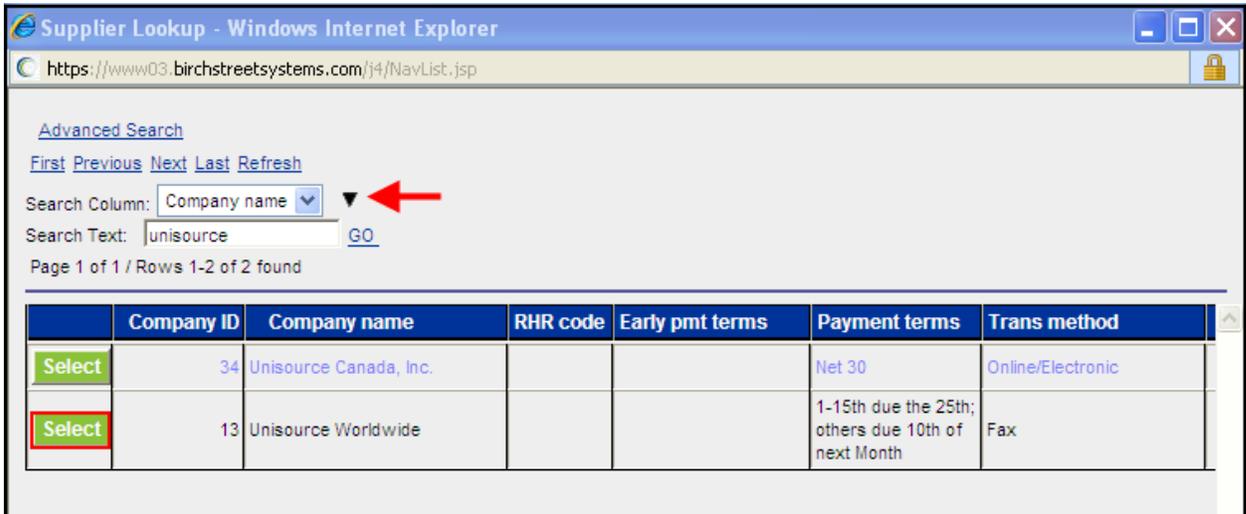
Invoice date - Refers to the date on the physical invoice and indicates when the invoice was generated by the supplier.

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**.



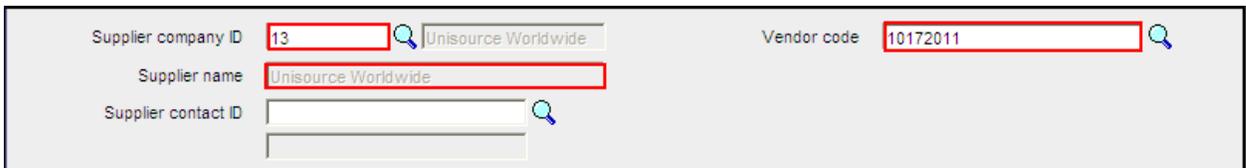
Vendor code - The vendor code is a unique code assigned to each supplier by Finance personnel and will allow a supplier's information in BirchStreet to be linked to the supplier's information in a back office system.

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	Unisource Worldwide	Vendor code	10172011
Supplier name	Unisource Worldwide			
Supplier contact ID				

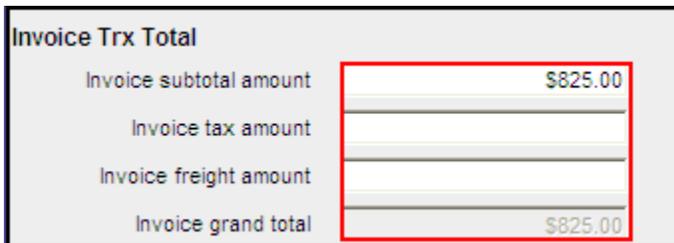
Invoice subtotal amount – Refers to the supplier’s subtotal amount from the physical invoice.

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 reflected 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**.



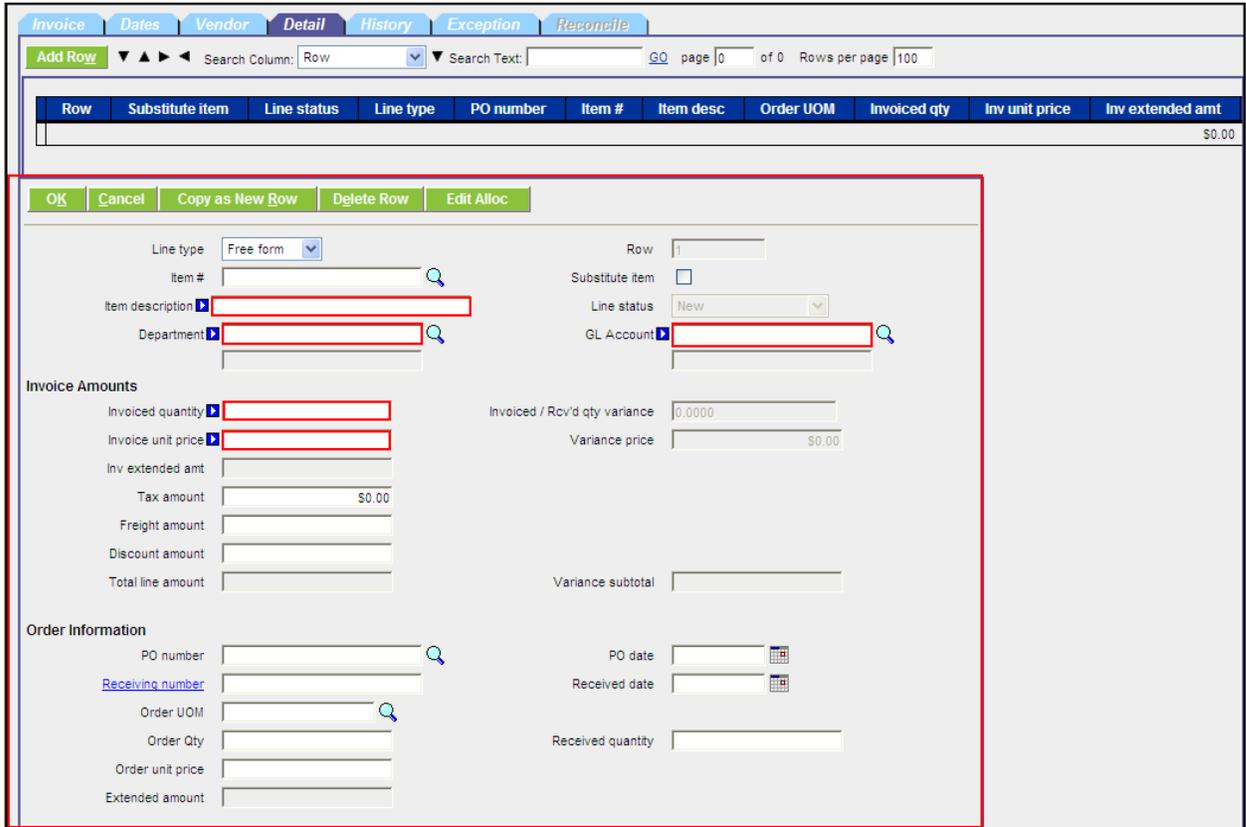
Row	Substitute item	Line status	Line type	PO number	Item #	Item desc	Order UOM	Invoiced qty	Inv unit price	Inv extended amt
										\$0.00

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



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 .



The screenshot shows the 'Add Row' screen in the BirchStreet Accounts Payable system. The screen is divided into several sections:

- Line type:** A dropdown menu set to 'Free form'.
- Item #:** A text input field with a blue search icon and a red box around it.
- Department:** A text input field with a blue search icon and a red box around it.
- GL Account:** A text input field with a blue search icon and a red box around it.
- Invoice Amounts:**
 - Invoiced quantity:** A text input field with a blue arrow and a red box around it.
 - Invoice unit price:** A text input field with a blue arrow and a red box around it.
 - Inv extended amt:** A text input field.
 - Tax amount:** A text input field with a value of '\$0.00'.
 - Freight amount:** A text input field.
 - Discount amount:** A text input field.
 - Total line amount:** A text input field.
- Order Information:**
 - PO number:** A text input field with a blue search icon and a red box around it.
 - Receiving number:** A text input field with a blue arrow and a red box around it.
 - Order UOM:** A text input field with a blue search icon.
 - Order Qty:** A text input field.
 - Order unit price:** A text input field.
 - Extended amount:** A text input field.
 - PO date:** A date picker field.
 - Received date:** A date picker field.
 - Received quantity:** A text input field.

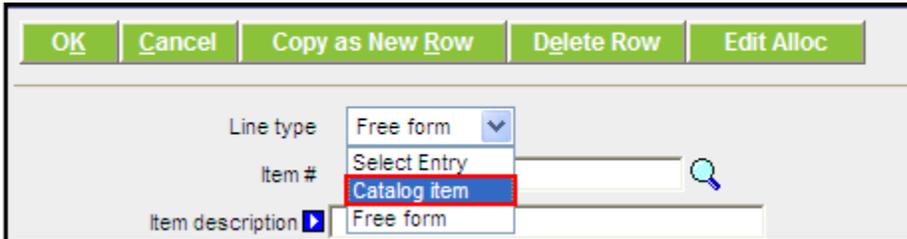
Line type – Use the drop down menu to choose whether the item being added is a Free form item or a Catalog item. A free form item is an item that is not contained in any supplier’s BirchStreet catalogs and will not be searchable in the next step. A Catalog item is an item that is contained in a BirchStreet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

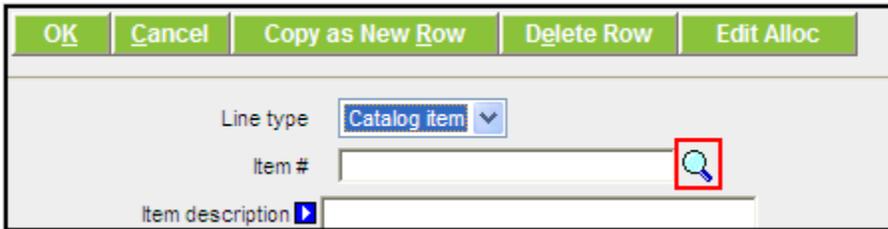
Item description – Refers to the supplier’s description of a product or service, however if using the Free form Line type, the user entering the data will be able to enter their own description if desired.

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

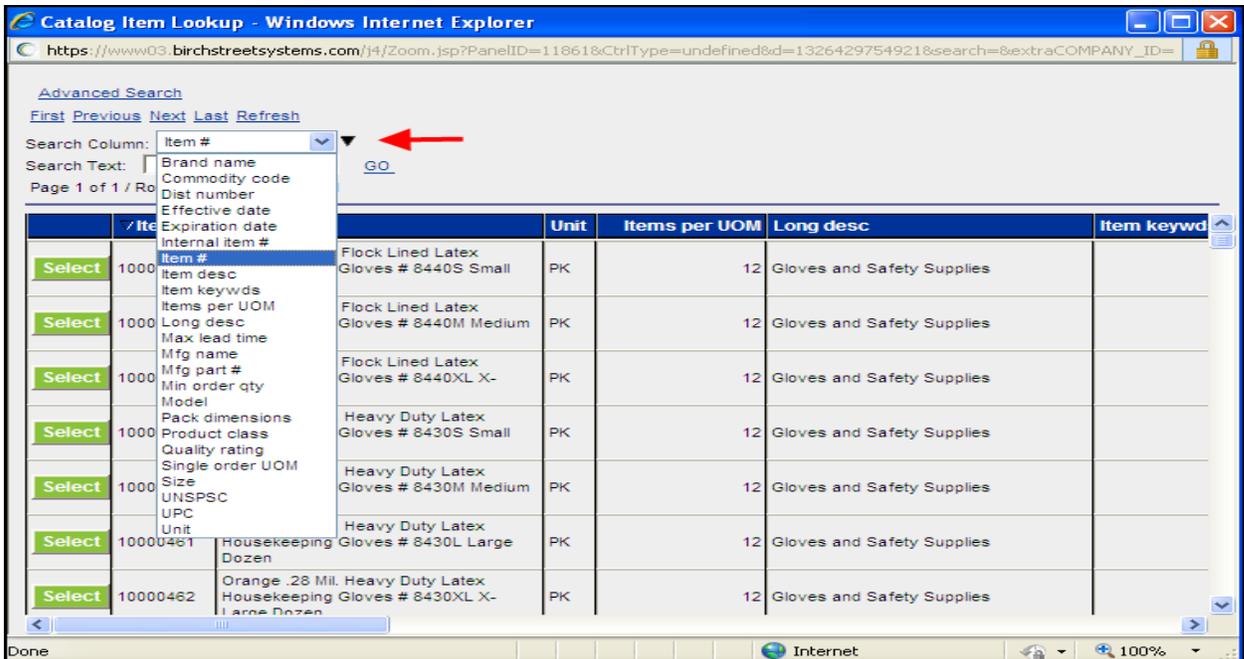
Using the drop down menu in the **Line type** field, select **Catalog item**.



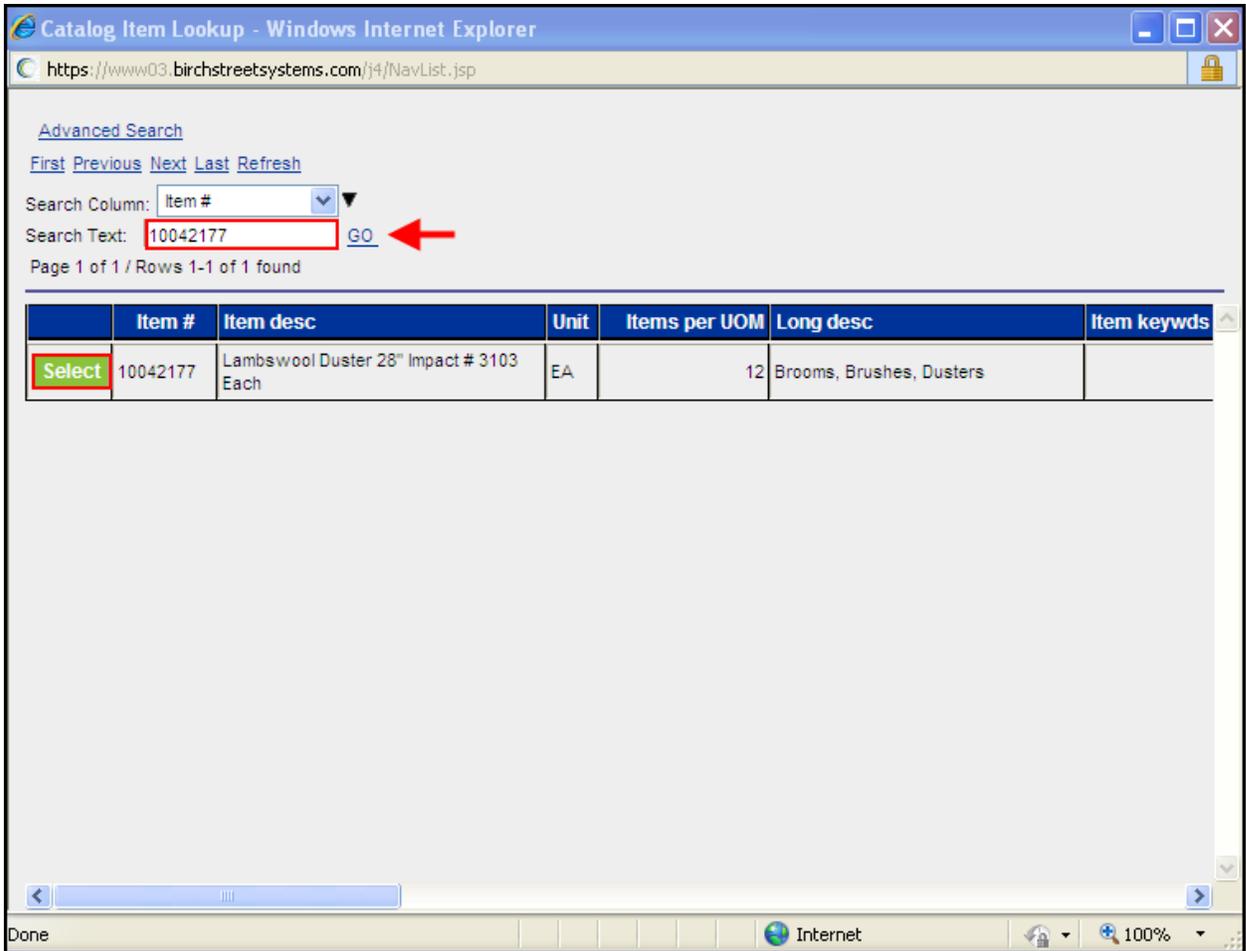
Click on the **lookup icon** to the right of the **Item #** field.



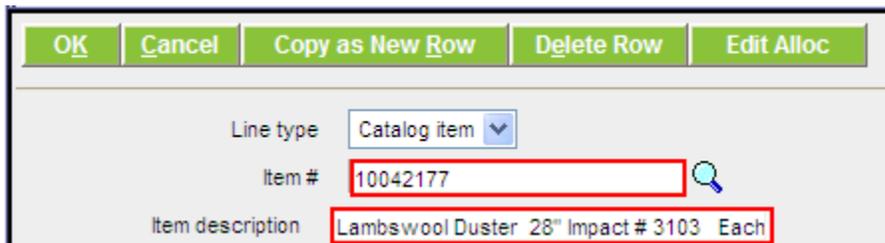
If desired, narrow down the search for the item using the search filters.



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

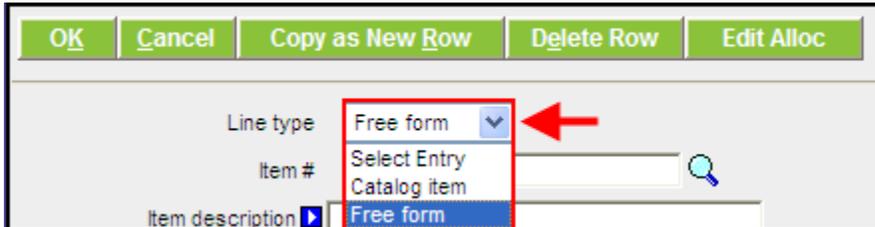


The Item # and the Item description will automatically be populated when selected an item from a catalog.



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**.



OK Cancel Copy as New Row Delete Row Edit Alloc

Line type Free form

Item # Select Entry

Item description Free form

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



OK Cancel Copy as New Row Delete Row Edit Alloc

Line type Catalog item

Item # WR

Item description January 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

GL Account

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 Property Maintenance

GL Account 64-90-125 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.

Invoice Amounts	
Invoiced quantity	<input type="text" value="1"/>
Invoice unit price	<input type="text" value="\$825.0000"/>
Inv extended amt	<input type="text" value="\$825.00"/>
Tax amount	<input type="text" value="\$0.00"/>
Freight amount	<input type="text" value=""/>
Discount amount	<input type="text" value=""/>
Total line amount	<input type="text" value="\$825.00"/>
Invoiced / Rcv'd qty variance	<input type="text" value="-1.0000"/>
Variance price	<input type="text" value="\$825.00"/>
Variance subtotal	<input type="text" value="\$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 <input type="text"/>	PO date <input type="text"/>
Receiving number <input type="text"/>	Received date <input type="text"/>
Order UOM <input type="text"/>	Received quantity <input type="text"/>
Order Qty <input type="text"/>	
Order unit price <input type="text"/>	
Extended amount <input type="text"/>	

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

Invoice
Dates
Vendor
Detail
History
Exception
Reconcile

OK
Cancel
Copy as New Row
Delete Row
Edit Alloc

Line type <input type="text" value="Free form"/>	Row <input type="text" value="1"/>
Item # <input type="text" value="WR"/>	Substitute item <input type="checkbox"/>
Item description <input type="text" value="January 2012 Waste Removal"/>	Line status <input type="text" value="New"/>
Department <input type="text" value="64"/>	GL Account <input type="text" value="64-90-125"/>
<input type="text" value="Property Maintenance"/>	<input type="text" value="Contract Services"/>

Invoice Amounts

Invoiced quantity <input type="text" value="1"/>	Invoiced / Rcv'd qty variance <input type="text" value="-1.0000"/>
Invoice unit price <input type="text" value="\$825.0000"/>	Variance price <input type="text" value="\$825.00"/>
Inv extended amt <input type="text" value="\$825.00"/>	
Tax amount <input type="text" value="\$0.00"/>	
Freight amount <input type="text"/>	
Discount amount <input type="text"/>	
Total line amount <input type="text" value="\$825.00"/>	Variance subtotal <input type="text" value="\$825.00"/>

Order Information

PO number <input type="text"/>	PO date <input type="text"/>
Receiving number <input type="text"/>	Received date <input type="text"/>
Order UOM <input type="text"/>	Received quantity <input type="text"/>
Order Qty <input type="text"/>	
Order unit price <input type="text"/>	
Extended amount <input type="text"/>	

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

Row	Substitute item	Line status	Line type	PO number	Item #	Item desc	Order UOM	Invoiced qty	Inv unit price	Inv extended amt	Tax amt	Frft amt
1		New	Free form		WR	January 2012 Waste Removal		1	\$825.0000	\$825.00	\$0.00	
										\$825.00	\$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.

Row	Substitute item	Line status	Line type	PO number	Item #	Item desc	Order UOM	Invoiced qty	Inv unit price	Inv extended amt	Tax amt	Frft amt
1		New	Free form		WR	January 2012 Waste Removal		1	\$825.0000	\$825.00	\$0.00	
										\$825.00	\$0.00	\$0.00

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

New	Save	Delete	PO Print/View	AP Print/View	Notes	Attach	Submit	Override	Select Receipts	Watch
------------	-------------	---------------	----------------------	----------------------	--------------	---------------	---------------	-----------------	------------------------	--------------

Invoice	Dates	Vendor	Detail	History	Exception	Reconcile
AP invoice number	[New]	Status	New			
Supplier invoice number	JJ987	Transmission status	Select Entry			
Invoice date	01/12/2012	Transmission date				
PO reference #		Batch number				
PO Status	Select Entry	Matched receipt numbers				
Supplier company ID	13 Unisource Worldwide	Subject				
Supplier name	Unisource Worldwide	Vendor code	10172011			
Supplier contact ID		Exchange rate	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	<input type="checkbox"/>	Hold description				
Home currency	USD US Dollar					

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

Status	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.

The screenshot shows the AP Invoice screen with the following elements:

- Top navigation: Welcome Ben Coker (Mktpic 483 / 20), 20- BirchStreet Center, Hide Menu, Hide Summary, Show Logo, Home, My Settings, Help, Logout.
- Sub-navigation tabs: Catalogs, Order Guide, Cart, PO, In Box, Approvals, **AP Invoice**, Inventory.
- Buttons: Submit, Print / View, Notes, Attachment, History, Transmit AP, Checkbook, Prop Summary, Delete, **Create Invoice** (highlighted in red), Create CM.
- Search area: Search Column: PO number, Search Text: [input], GO.
- Table header: AP invoice #, Status, Doc type, Transmission date, Supplier name, Subject, PO number, Supplier inv #, Invoice date, Inv Total.

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

The screenshot shows the AP Invoice screen with the following elements:

- Filter dropdown: **New** (highlighted in red), Advanced Search.
- Navigation: First, Previous, Next, Last, Refresh.
- Search area: Search Column: Supplier inv #, Search Text: [input], GO.
- Page info: Page 1 of 1 / Rows 1-5 of 5 found.
- Table data:

Supplier inv #	PO reference #	Invoice d
208230		03/30/20
208232-A		03/31/20
171712917		04/18/20
1234	000000000002370	08/03/20
2115XYZ	000000000002115	08/30/20

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

New

[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column:

Search Text:

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
2115XYZ	00000000002115	08/30/20

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

Welcome Ben Coker (Mtlpic483 / 20) Home My Settings Help Show Logo Entry List Vertical Horizontal

Invoice

AP invoice number: 00000000000007 Status: New

Supplier invoice number: 208230 Transmission status: Select Entry

Invoice date: 03/30/2011 Transmission date:

PO reference #: Batch number:

PO Status: Select Entry [Matched receipt numbers](#):

Subject:

Supplier company ID: 6 BirchStreet Produce Vendor code: 222352342

Supplier name: BirchStreet Produce

Supplier contact ID:

Invoice Trx Total

Invoice subtotal amount: \$250.00

Invoice tax amount:

Invoice freight amount:

Invoice grand total: \$250.00

Totals from Detail

Extended amount: \$3.00

Tax amount: \$0.00

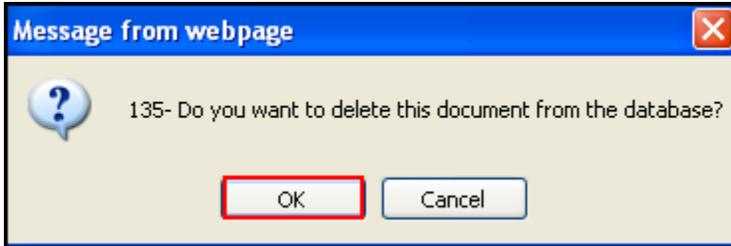
Freight amount: \$0.00

Discount amount: \$0.00

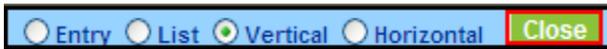
Total amount: \$3.00

Difference: \$247.00

Click **OK** to confirm.



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



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

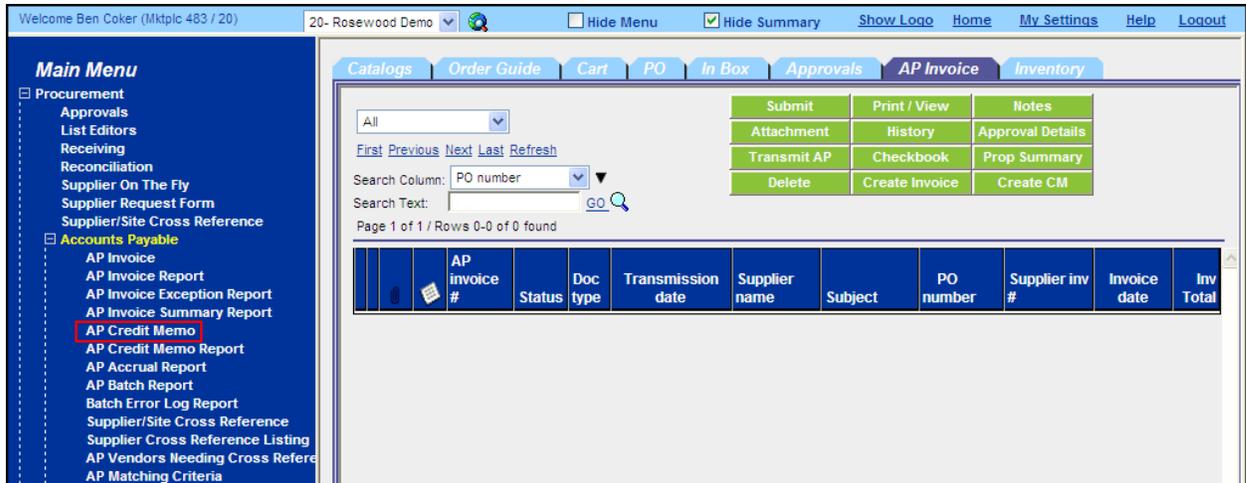
To create a Credit Memo, the AP Invoice number, supplier company ID and PO reference # are needed. Upon gathering the data from the invoice, the Credit Memo screen can be accessed in one of two ways.

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.

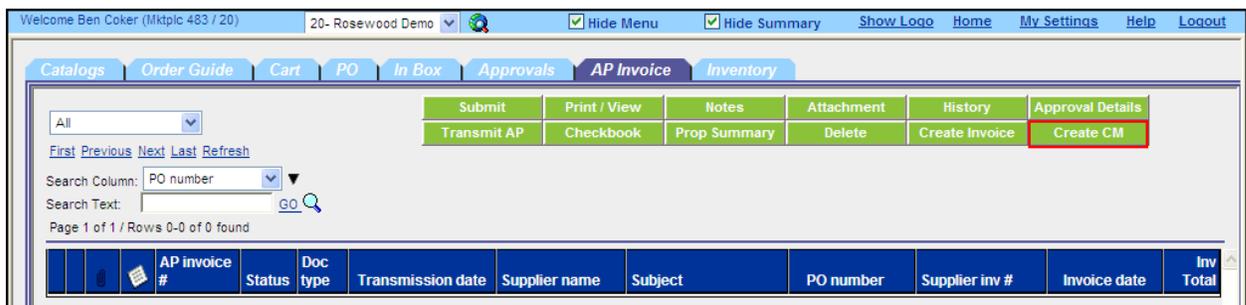


Under **Procurement** select **Accounts Payable** then click the **AP Credit Memo Screen**.



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.

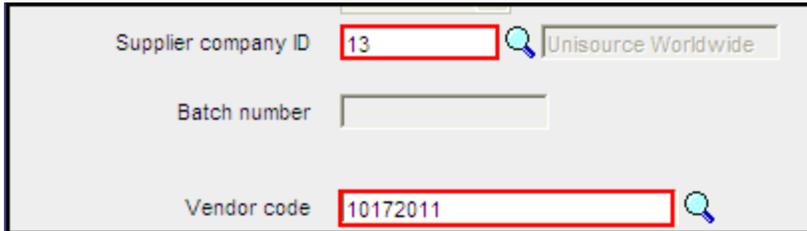


Note: Both methods will open the AP Credit Memo Screen and the functionality will be the same regardless as to how it is chosen to be accessed. Note that when the screen opens, there will be several buttons and tabs to work with. On the AP Credit Memo Tab, there will be several required fields indicated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

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.

	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

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.

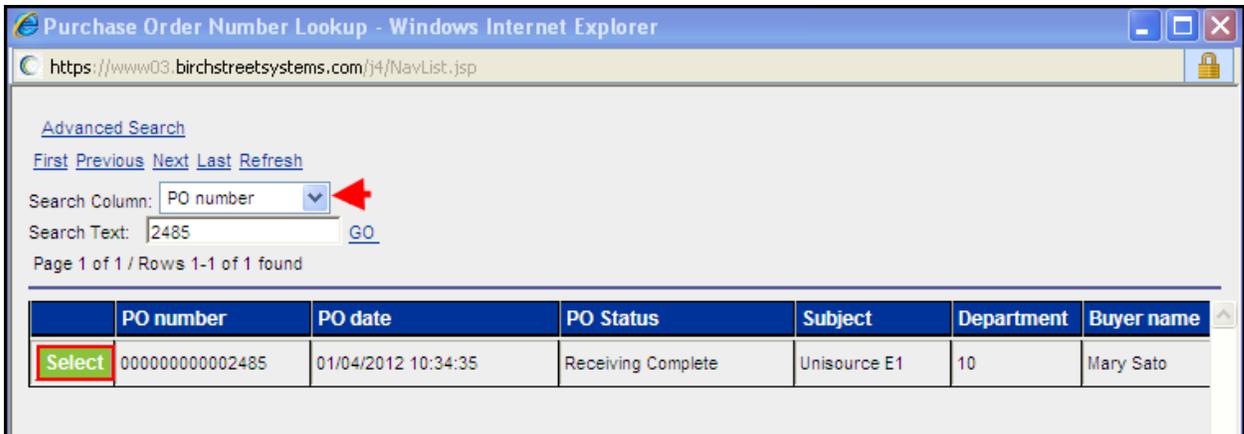


Supplier company ID  Unisource Worldwide

Batch number

Vendor code 

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
https://www03.birchstreetsystems.com/j4/NavList.jsp

[Advanced Search](#)
[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column:  

Search Text: [GO](#)

Page 1 of 1 / Rows 1-1 of 1 found

	PO number	PO date	PO Status	Subject	Department	Buyer name
Select	000000000002485	01/04/2012 10:34:35	Receiving Complete	Unisource E1	10	Mary Sato

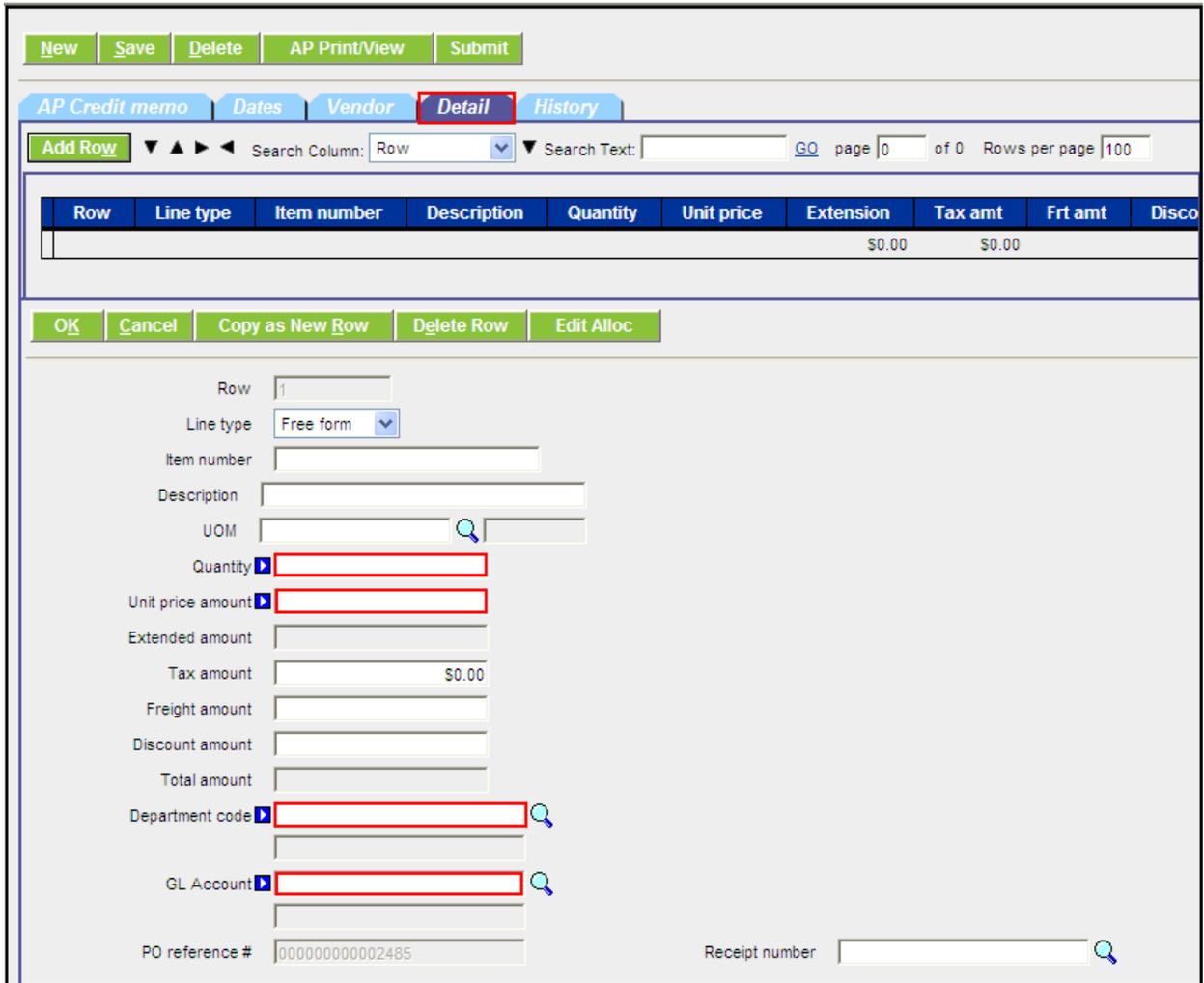
For some customer's, a Supplier invoice number is also required. Manually enter that data to complete the required fields and then click on the **Detail Tab**.

The screenshot shows the 'AP Credit memo' form with the 'Detail' tab highlighted in red. The form contains various input fields for creating a credit memo. The 'Supplier invoice number' field is populated with 'HH817'. The 'AP invoice number' field is empty and has a blue link icon next to it. The 'Status' is set to 'New'. The 'Terms' field shows '1-15th due the 25th; others due 10'. The 'Extended amount', 'Discount amount', 'Tax amount', 'Freight amount', and 'Total amount' fields all show '\$0.00'.

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

The screenshot shows the 'AP Credit memo' form with the 'Detail' tab highlighted in red. The 'Add Row' button is highlighted in red. Below the button is a search bar with 'Search Column: Row' and 'Search Text:'. Below the search bar is a table with the following columns: Row, Line type, Item number, Description, Quantity, Unit price, Extension, Tax amt, Frt amt, and Disco. The table has one row with the following values: Row (1), Line type, Item number, Description, Quantity, Unit price, Extension (\$0.00), Tax amt (\$0.00), Frt amt, and Disco.

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



The screenshot shows the 'Detail' tab of the 'AP Credit memo' screen. At the top, there are buttons for 'New', 'Save', 'Delete', 'AP Print/View', and 'Submit'. Below these are tabs for 'AP Credit memo', 'Dates', 'Vendor', 'Detail', and 'History'. A search bar is present with 'Search Column: Row' and 'Search Text:'. A table with columns 'Row', 'Line type', 'Item number', 'Description', 'Quantity', 'Unit price', 'Extension', 'Tax amt', 'Frt amt', and 'Disco' is shown, with one row containing values for 'Extension' (\$0.00) and 'Tax amt' (\$0.00). Below the table are buttons for 'OK', 'Cancel', 'Copy as New Row', 'Delete Row', and 'Edit Alloc'. The form below the buttons includes fields for 'Row' (1), 'Line type' (Free form), 'Item number', 'Description', 'UOM', 'Quantity', 'Unit price amount', 'Extended amount', 'Tax amount' (\$0.00), 'Freight amount', 'Discount amount', 'Total amount', 'Department code', 'GL Account', 'PO reference #' (000000000002485), and 'Receipt number'. The 'Quantity', 'Unit price amount', 'Department code', and 'GL Account' fields are highlighted with red boxes and blue arrows.

The Item number and Description 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**.

OK	Cancel	Copy as New Row	Delete Row	Edit Alloc
Row	1			
Line type	Free form			
Item number	10041962			
Description	17" Red Buffing Pads			
UOM	<input type="text"/>			
Quantity	5			
Unit price amount	\$10.00			
Extended amount	\$50.00			
Tax amount	\$0.00			
Freight amount	<input type="text"/>			
Discount amount	<input type="text"/>			
Total amount	\$50.00			
Department code	10			
	Rooms			
GL Account	10-90-100			
	Cleaning Supplies			
PO reference #	000000000002485			

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**.

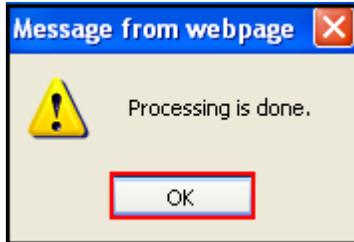
Row:
 Line type:
 Item number:
 Description:
 UOM:
 Quantity:
 Unit price amount:
 Extended amount:
 Tax amount:
 Freight amount:
 Discount amount:
 Total amount:
 Department code: Rooms
 GL Account: Cleaning Supplies
 PO reference #:

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**.

Search Column:
 Search Text:
 GO page of 1 Rows per page

	Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frft amt
Edit	1	Free form	10041962	17" Red Buffing Pads	5	\$10.00	\$50.00	\$0.00	
Edit	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.



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.

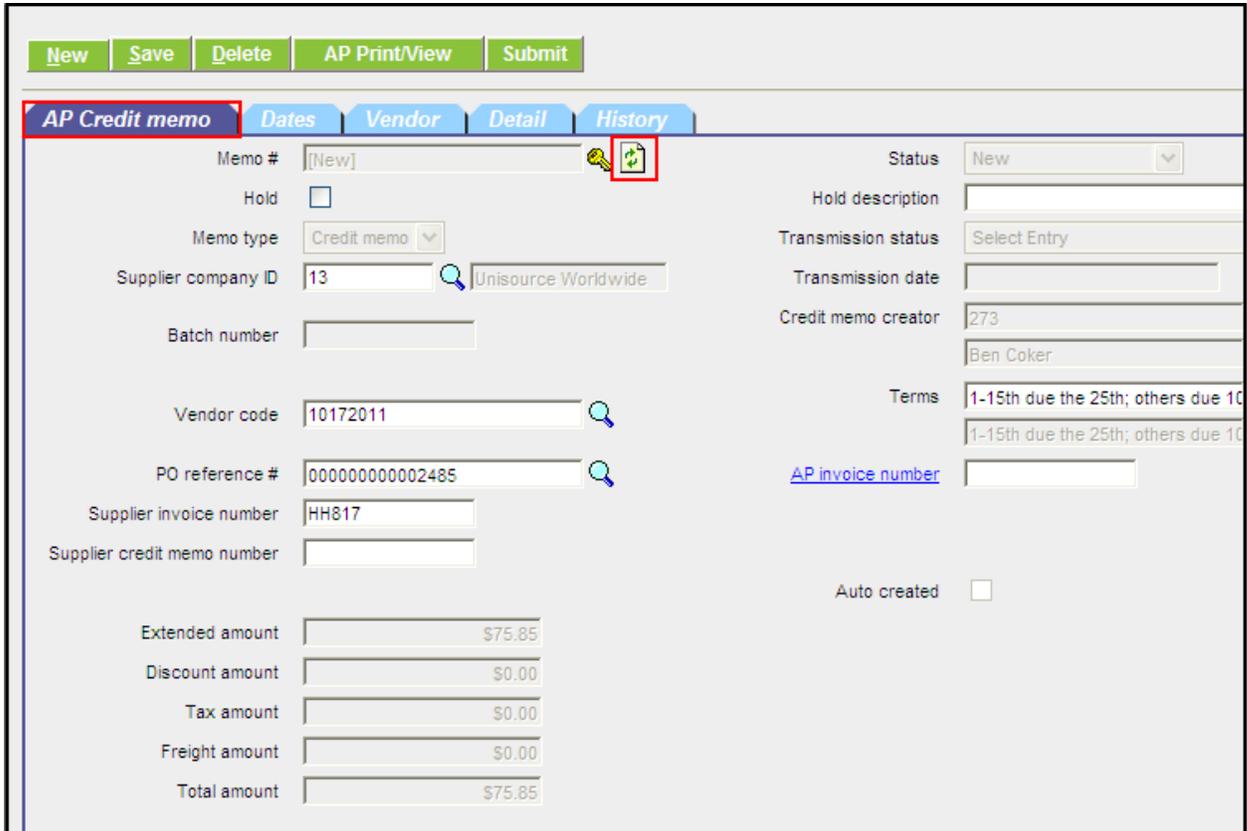
For customers using AP Auto Match:

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.

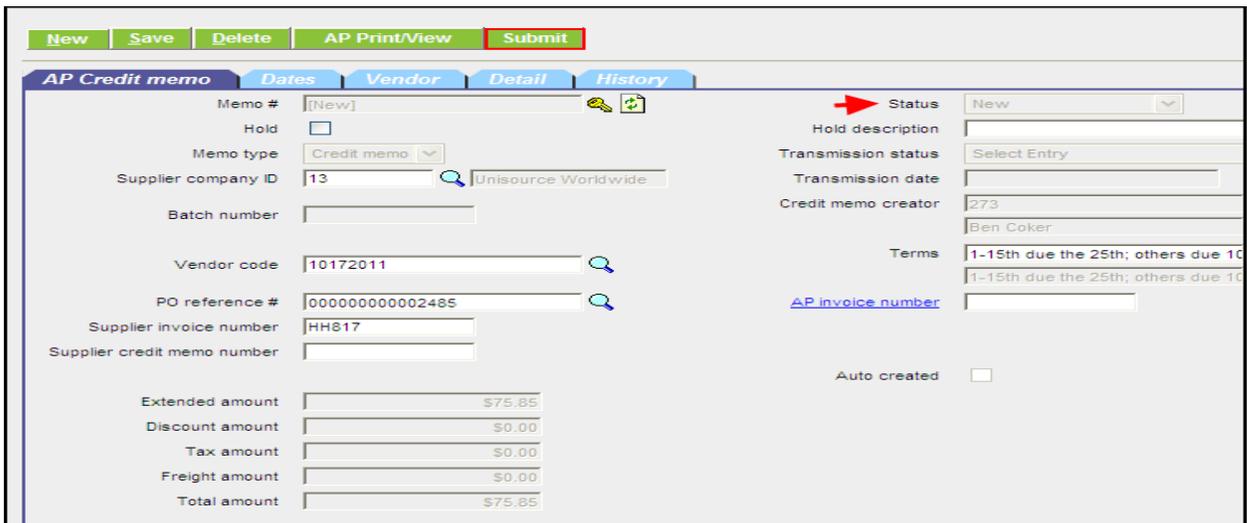
Click the **AP Credit Memo Tab** and click the **refresh icon** .



The screenshot shows the 'AP Credit memo' form with the following fields and values:

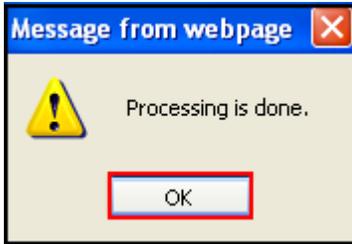
Memo #	[New]	Status	New
Hold	<input type="checkbox"/>	Hold description	
Memo type	Credit memo	Transmission status	Select Entry
Supplier company ID	13 Unisource Worldwide	Transmission date	
Batch number		Credit memo creator	273 Ben Coker
Vendor code	10172011	Terms	1-15th due the 25th; others due 10
PO reference #	000000000002485	AP invoice number	
Supplier invoice number	HH817	Auto created	<input type="checkbox"/>
Supplier credit memo number			
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**.



The screenshot shows the same 'AP Credit memo' form as above, but with the 'Submit' button highlighted in red. A red arrow points to the 'Status' dropdown menu, which is currently set to 'New'.

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** .

The screenshot shows the 'AP Credit memo' form with the following fields and values:

- Buttons:** New, Save, Delete, AP Print/View, Submit
- Tabs:** AP Credit memo (selected), Dates, Vendor, Detail, History
- Memo #:** [New] (with a refresh icon highlighted in a red box)
- Status:** New
- Hold:**
- Hold description:** [Empty]
- Memo type:** Credit memo
- Transmission status:** Select Entry
- Supplier company ID:** 13 (Unisource Worldwide)
- Transmission date:** [Empty]
- Batch number:** [Empty]
- Credit memo creator:** 273 (Ben Coker)
- Vendor code:** 10172011
- Terms:** 1-15th due the 25th; others due 10 (1-15th due the 25th; others due 10)
- PO reference #:** 000000000002485
- AP invoice number:** [Empty]
- Supplier invoice number:** HH817
- Supplier credit memo number:** [Empty]
- Auto created:**
- Summary:**
 - 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**.

The screenshot shows the same 'AP Credit memo' form, but with a red arrow pointing to the **Status** field, which now displays **New**. The other fields and values remain the same as in the previous screenshot.

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**.

	Status	Doc type	Doc number	Confirm	Doc Date	Req deliv date	Submitter / Property	Subj / Supplier	Total amount
<input type="radio"/>	Awaiting approval	PO	000000000002515	No	01/17/2012 23:01:39	01/18/2012	Ben Coker BirchStreet Center	Unisource Worldwide	\$161.88
<input type="radio"/>	Awaiting approval	Memo	000000000000013		01/18/2012 15:30:38		Ben Coker BirchStreet Center	Unisource Worldwide	\$20.00

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

	Status	Doc type	Doc number	Confirm	Doc Date	Req deliv date	Submitter / Property	Subj / Supplier	Total amount
<input type="radio"/>	Awaiting approval	PO	000000000002515	No	01/17/2012 23:01:39	01/18/2012	Ben Coker BirchStreet Center	Unisource Worldwide	\$161.88
<input checked="" type="radio"/>	Awaiting approval	Memo	000000000000013		01/18/2012 15:30:38		Ben Coker BirchStreet Center	Unisource Worldwide	\$20.00

Print, add **Notes**, or add **Attachments** if applicable.

Print
Close
Notes
Attachments

Credit Memo
BirchStreet Center
Rosewood Hotels & Resorts

Memo #: 000000000000013 Entry date: 01/18/2012 Memo Trx Total: \$20.00 GL Account:	Terms: Payment Terms: 1-15th due the 25th; others due 10th of next Month	Status: Approval pending																																																								
Supplier: Unisource Worldwide File 57006 Los Angeles, CA, 90074, US Attn: Steven Delmonico Title: Territory Manager Phone: (800) 360-2303 Fax: (877) 765-6946 Email: steve.delmonico@unisourceclink.com	Remit To: Vendor Code: 10172011 File 57006 Los Angeles, CA, 90074, US Remit to name: Steven Delmonico																																																									
Header Notes : No Notes This Credit Memo has 0 Attachments																																																										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PO No.</th> <th style="text-align: left;">Receiving No.</th> <th style="text-align: left;">Line #</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Quantity</th> <th style="text-align: left;">UOM</th> <th style="text-align: right;">Price</th> <th style="text-align: right;">Extension</th> </tr> </thead> <tbody> <tr> <td>0000000000002514</td> <td></td> <td>1</td> <td>Damaged Napkins</td> <td style="text-align: right;">1.0</td> <td></td> <td style="text-align: right;">\$20.0000</td> <td style="text-align: right;">\$20.00 Edit Alloc</td> </tr> <tr> <td colspan="7" style="text-align: right;">Sub Total:</td> <td style="text-align: right;">\$20.00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Freight:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Tax:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Less Discount:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Total:</td> <td style="text-align: right;">\$20.00</td> </tr> </tbody> </table>			PO No.	Receiving No.	Line #	Description	Quantity	UOM	Price	Extension	0000000000002514		1	Damaged Napkins	1.0		\$20.0000	\$20.00 Edit Alloc	Sub Total:							\$20.00	Freight:							\$0.00	Tax:							\$0.00	Less Discount:							\$0.00	Total:							\$20.00
PO No.	Receiving No.	Line #	Description	Quantity	UOM	Price	Extension																																																			
0000000000002514		1	Damaged Napkins	1.0		\$20.0000	\$20.00 Edit Alloc																																																			
Sub Total:							\$20.00																																																			
Freight:							\$0.00																																																			
Tax:							\$0.00																																																			
Less Discount:							\$0.00																																																			
Total:							\$20.00																																																			

Click **Close**.



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

Welcome Ben Coker (Mktplc 463 / 20) 20- Rosewood Demo Hide Menu Hide Summary Show Logo Home My Settings Help Logout

Catalogs
Order Guide
Cart
PO
In Box
Approvals
AP Invoice
Inventory

Approve
Disapprove
Buyer Contact
Print / View / Edit
Print w/Details
Header Update
History
Budget Impact
Approval Details
Notes

Attachment
Checkbook
Prop Summary
View PDF

Pending approval

Search Column: Doc number

Page 1 of 1 / Rows 1-2 of 2 found

		Status	Doc type	Doc number	Confirm	Doc Date	Req deliv date	Submitter / Property	Subj / Supplier	Total amount
<input type="radio"/>	Edit	Awaiting approval	PO	0000000000002515	No	01/17/2012 23:01:39	01/18/2012	Ben Coker BirchStreet Center	Unisource Worldwide	\$161.88
<input checked="" type="radio"/>	Edit	Awaiting approval	Memo	000000000000013		01/18/2012 15:30:38		Ben Coker BirchStreet Center	Unisource Worldwide	\$20.00

Use the Tabs to review the credit memo screens. In this example, we will modify the GL Account associated with this Credit Memo.

The screenshot shows the 'AP Credit memo' screen with the following fields and values:

- Buttons:** New, Save, Delete, AP Print/View, Submit
- Tabs:** AP Credit memo (selected), Dates, Vendor, Detail (highlighted in red), History
- Memo #:** 000000000000013
- Hold:**
- Memo type:** Credit memo
- Supplier company ID:** 13 (Unisource Worldwide)
- Batch number:** [Empty]
- Vendor code:** 10172011
- PO reference #:** 0000000000002514
- Supplier invoice number:** JJ452
- Supplier credit memo number:** [Empty]
- Extended amount:** \$20.00
- Discount amount:** \$0.00
- Tax amount:** \$0.00
- Freight amount:** \$0.00
- Total amount:** \$20.00
- Status:** Approval pending
- Hold description:** [Empty]
- Transmission status:** Select Entry
- Transmission date:** [Empty]
- Credit memo creator:** 273 (Ben Coker)
- Terms:** 1-15th due the 25th; others due 10
- AP invoice number:** [Empty]
- Auto created:**

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

This screenshot is identical to the one above, showing the 'AP Credit memo' screen with the 'Detail' tab highlighted in red. The fields and values are the same as in the previous screenshot.

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

Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frnt 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	

Note the GL Account field that needs to be modified.

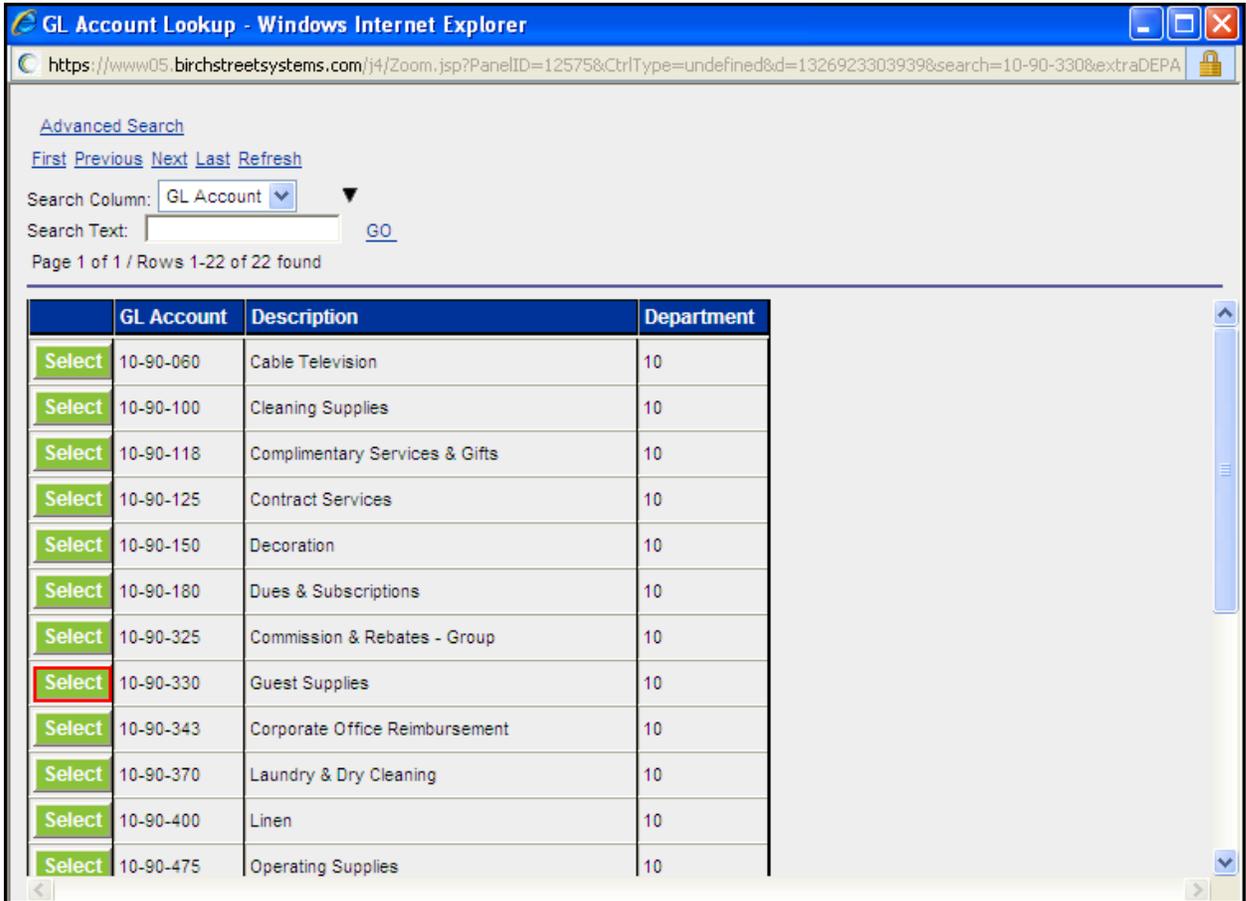
[AP Credit memo](#) [Dates](#) [Vendor](#) [Detail](#) [History](#)

Search Column: Row Search Text: GO page 1 of 1 Rows per page 100

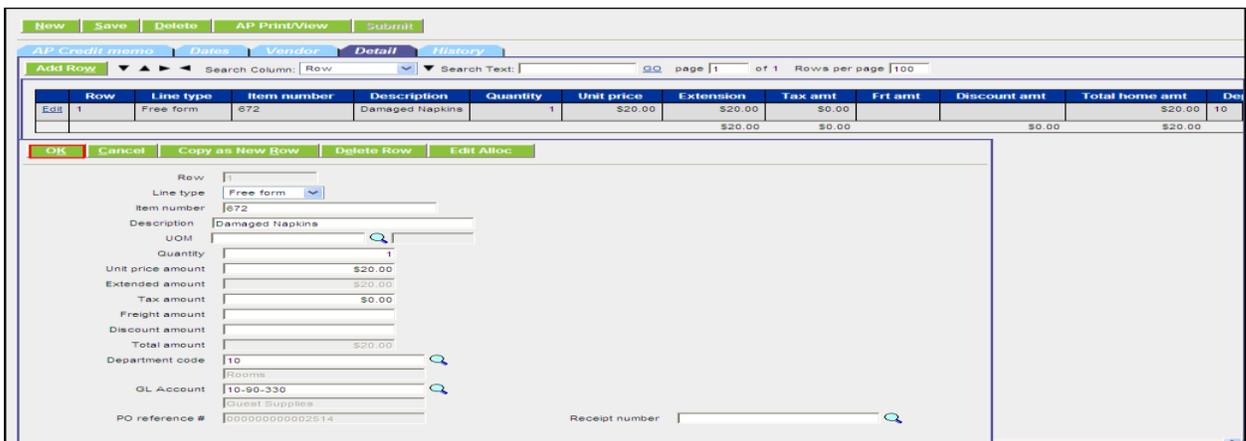
Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frnt amt	Discount amt	Total home amt	De
Edit 1	Free form	672	Damaged Napkins	1	\$20.00	\$20.00	\$0.00			\$20.00	10
						\$20.00	\$0.00		\$0.00	\$20.00	

Row: 1
 Line type: Free form
 Item number: 672
 Description: Damaged Napkins
 UOM:
 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: 10
 Rooms
 GL Account: **10-90-100**
 Cleaning Supplies
 PO reference #: 00000000002514
 Receipt number:

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.



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



Click **Save**.

The screenshot shows the top navigation bar with buttons for 'New', 'Save', 'Delete', 'AP Print/View', and 'Submit'. Below this is a sub-menu with 'AP Credit memo', 'Dates', 'Vendor', 'Detail', and 'History'. A search bar is present with 'Search Column' set to 'Row' and 'Search Text' empty. The main table has the following data:

Row	Line type	Item number	Description	Quantity	Unit price	Extension	Tax amt	Frt amt	Discount amt	Total home amt	De
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.

The screenshot shows a navigation bar with radio buttons for 'Entry', 'List', 'Vertical', and 'Horizontal', and a 'Close' button highlighted in red.

Click **OK** on the following prompt.

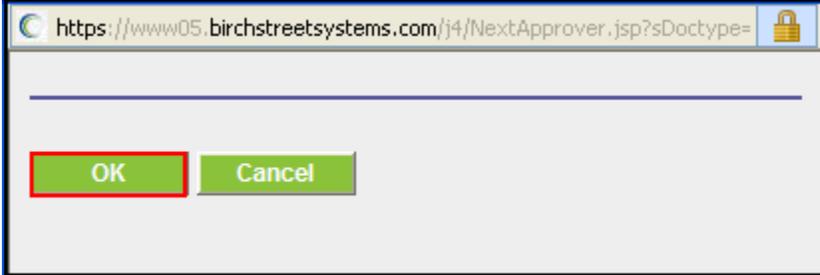
The screenshot shows a 'Message from webpage' dialog box with a warning icon and the text: '1928- Warning: This credit memo already exists in our system.' The 'OK' button is highlighted in red.

Click **Approve**.

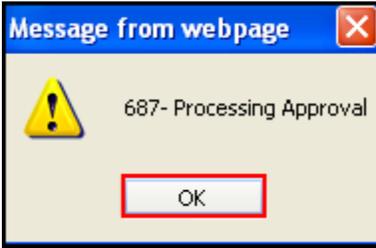
The screenshot shows the 'AP Invoice' interface with a navigation bar including 'Approvals', 'AP Invoice', and 'Inventory'. The 'Approve' button is highlighted in red. Below the navigation bar is a search bar and a table with the following data:

Status	Doc type	Doc number	Confirm	Doc Date	Req deliv date	Submitter / Property	Subj / Supplier	Total amount
Awaiting approval	PO	000000000002515	No	01/17/2012 23:01:39	01/18/2012	Ben Coker BirchStreet Center	Unisource Worldwide	\$161.88
Awaiting approval	Memo	000000000000013		01/18/2012 15:30:38		Ben Coker BirchStreet Center	Unisource Worldwide	\$20.00

Click **OK**.



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.



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.

The screenshot shows the 'AP Invoice' tab in a web application. At the top, there are navigation tabs: Catalogs, Order Guide, Cart, PO, In Box, Approvals, AP Invoice (selected), and Inventory. Below the tabs, there is a search filter set to 'Matched'. A toolbar contains buttons for Submit, Print / View, Notes, Attachment, History, Approval Details, Transmit AP, Checkbook, Prop Summary, and Delete. Below the toolbar, there are buttons for 'Create Invoice' and 'Create CM'. A search column is set to 'PO number' with a search text field and a 'GO' button. The main area displays a table with 3 rows of data.

		AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
<input type="radio"/>	Edit	000000000000114	Auto Matched	AP Invoice		Unisource Worldwide		000000000002317	GG875	01/15/2012	\$404.70
<input type="radio"/>	Edit	000000000000016	Auto Matched	AP Invoice		Edward Den & Company (Punchout)		000000000001065	X56770	04/12/2011	\$45.00
<input type="radio"/>	Edit	000000000000001	Auto Matched	AP Invoice		COMMERCIAL FURNITURE GROUP, INC		000000000000758	12345	03/09/2011	\$105.25

Click **Transmit AP**.

The screenshot shows the 'AP Invoice' tab selected in the top navigation bar. The 'Transmit AP' button in the top toolbar is highlighted with a red box. Below the toolbar, there is a search section with a dropdown menu set to 'Matched', search columns set to 'PO number', and a search text field. A table of AP invoices is displayed below, with columns for AP Invoice #, Status, Doc type, Transmission date, Supplier name, Subject, PO number, Supplier inv #, Invoice date, and Inv Total.

		AP Invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
<input type="radio"/>	Edit	000000000000114	Auto Matched	AP Invoice		Unisource Worldwide		00000000002317	G0675	01/15/2012	\$404.70
<input type="radio"/>	Edit	00000000000016	Auto Matched	AP Invoice		Edward Don & Company (Punchout)		00000000001065	X56770	04/12/2011	\$45.00
<input type="radio"/>	Edit	000000000000001	Auto Matched	AP Invoice		COMMERCIAL FURNITURE GROUP, INC		000000000000756	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.

The screenshot shows the 'AP Invoice' tab selected. The 'Document Complete' filter is selected in the dropdown menu. The table below shows only invoices with a status of 'Invoice complete'.

		AP Invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
<input type="radio"/>	Edit	000000000000005	Invoice complete	Memo		Unisource Worldwide		00000000002340	12345	05/31/2011	\$1.70
<input type="radio"/>	Edit	000000000000004	Invoice complete	Memo		Unisource Worldwide		00000000002330	HGV678	05/27/2011	\$75.85
<input type="radio"/>	Edit	000000000000010	Invoice complete	Memo		NEW ENGLAND LOBSTER COMPANY		00000000001328	77YV7	01/18/2012	\$25.13

Click **Transmit AP**.

This screenshot is identical to the one above, showing the 'AP Invoice' tab with the 'Document Complete' filter selected. The 'Transmit AP' button in the top toolbar is highlighted with a red box.

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.

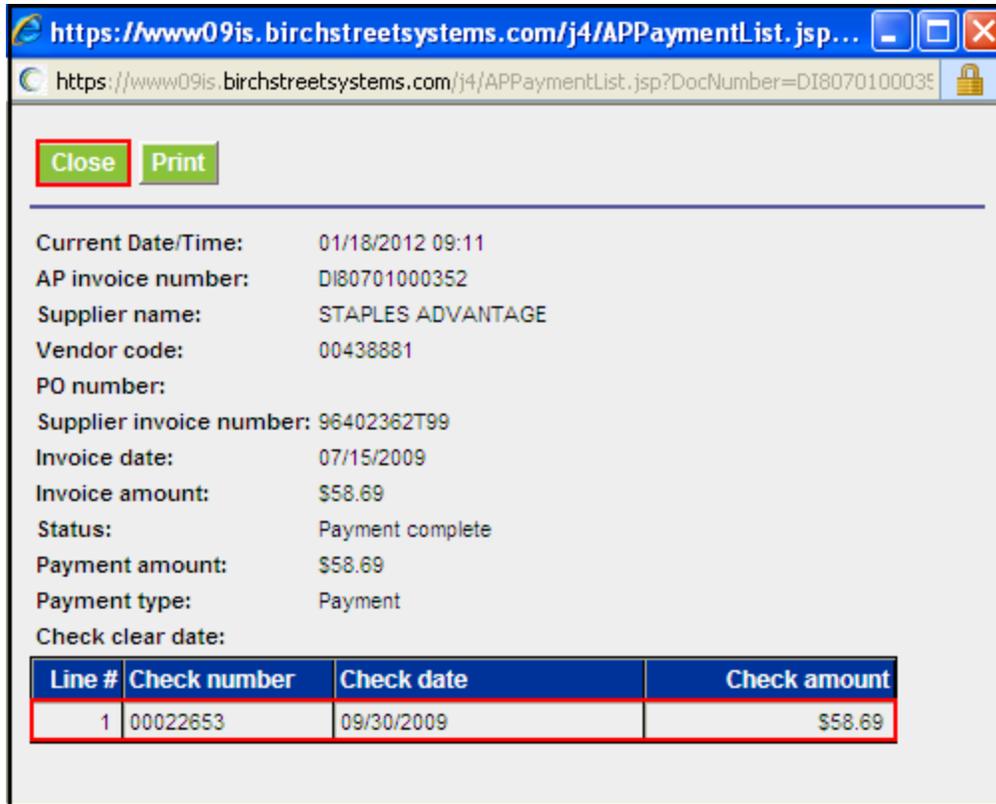
The screenshot shows the 'AP Invoice' tab in the software interface. At the top, there are navigation tabs: Catalogs, Order Guide, Cart, REQ, PO, In Box, Approvals, Supplier PO, **AP Invoice**, and Projects. Below these are several action buttons: Print / View, Notes, Attachment, Gen Invoices, History, Approval Details, Match, Checkbook, Prop Summary, and View PDF. A search section includes a dropdown menu set to 'Status', a search text field containing 'Payment complete', and a 'GO' button. Below the search section is a table with the following data:

		AP Invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
<input checked="" type="radio"/>	Edit	D180701000352	Payment complete	AP Invoice	09/18/2009	STAPLES ADVANTAGE			96402362T99	07/15/2009	\$58.69
<input type="radio"/>	Edit	D180701000401	Payment complete	AP Invoice	10/09/2009	MARTIN RAY LAUNDRY SYSTEMS INC			SP38877-INT99	06/30/2009	\$245.72
<input type="radio"/>	Edit	D180701000400	Payment complete	AP Invoice	10/08/2009	BRIDAL FESTIVALS			1356T99	07/13/2009	\$227.50

Select the document to review and click **Payment**.

This screenshot is identical to the one above, but with a red box highlighting the 'Payment' button in the top toolbar and a red horizontal line under the first row of the table (the Staples Advantage invoice).

Review the payment details, print if necessary and click **Close**.



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

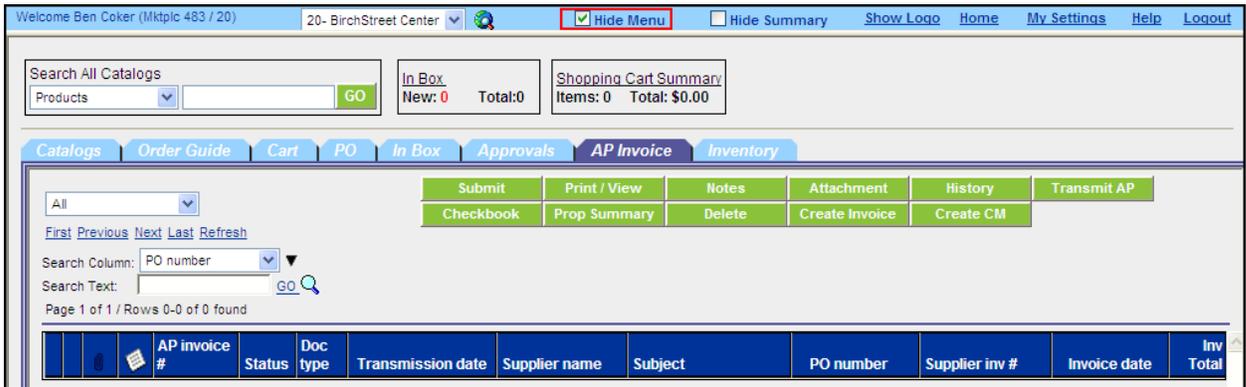
HANDLING ACCRUALS

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.

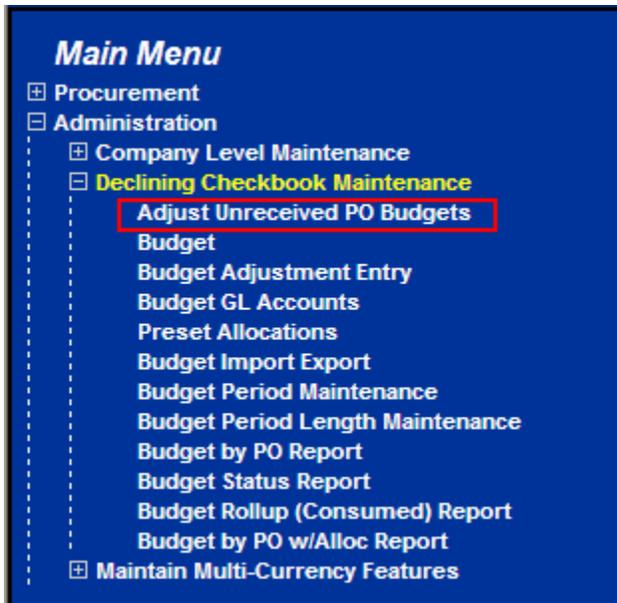
Within BirchStreet, it is possible for un-received PO amounts to be adjusted to a new budget period. After adjusting the un-received PO amounts, an AP Accrual Report can be run which will include all journal entries that can be fed into a back office system (see Run AP Reports section on page 176).

ADJUSTING UN-RECEIVED PO AMOUNTS TO A NEW BUDGET PERIOD

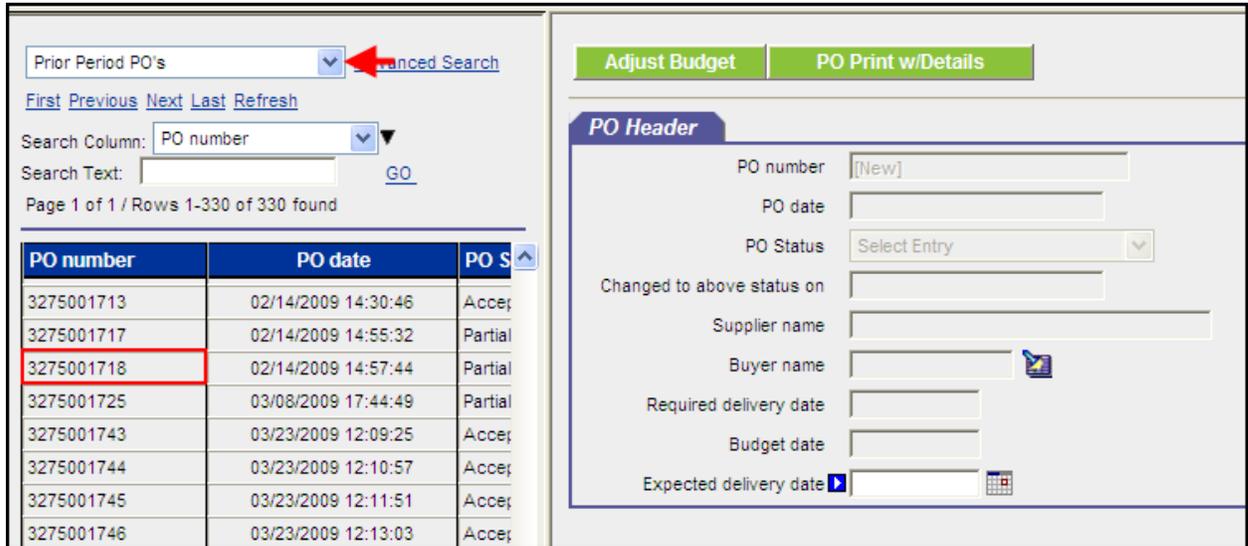
To adjust un-received PO amounts to a new budget period, begin by unchecking the **Hide Menu** option at the top of the screen to bring up the **Main Menu**.



Click **Administration**, click **Declining Checkbook Maintenance**, and then click the **Udjust Unreceived PO Budgets Screen**.



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

[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column: PO number

Search Text:

Page 1 of 1 / Rows 1-330 of 330 found

PO number	PO date	PO S
3275001713	02/14/2009 14:30:46	Acce;
3275001717	02/14/2009 14:55:32	Partial
3275001718	02/14/2009 14:57:44	Partial
3275001725	03/08/2009 17:44:49	Partial
3275001743	03/23/2009 12:09:25	Acce;
3275001744	03/23/2009 12:10:57	Acce;
3275001745	03/23/2009 12:11:51	Acce;
3275001746	03/23/2009 12:13:03	Acce;

Adjust Budget **PO Print w/Details**

PO Header

PO number

PO date

PO Status

Changed to above status on

Supplier name

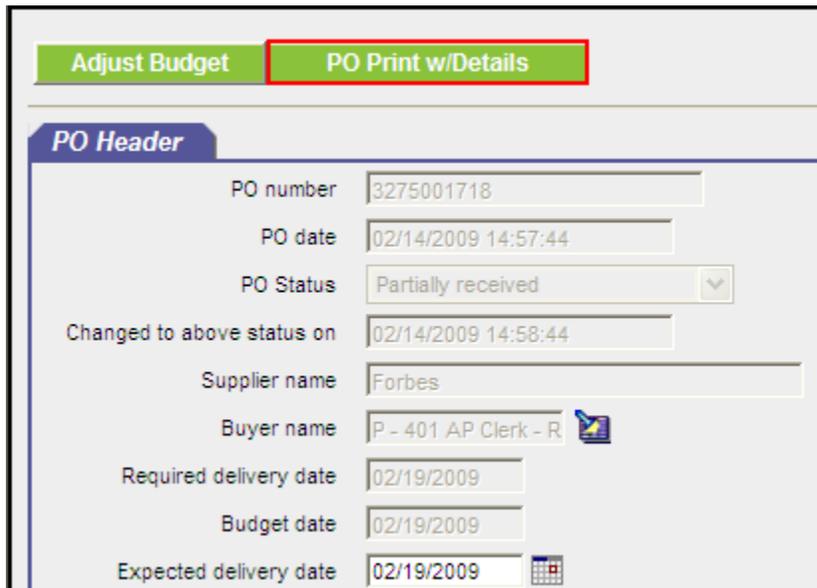
Buyer name

Required delivery date

Budget date

Expected delivery date

The data will load onto the entry screen and the original PO can be viewed using the **PO Print w/Details** button.



Adjust Budget **PO Print w/Details**

PO Header

PO number

PO date

PO Status

Changed to above status on

Supplier name

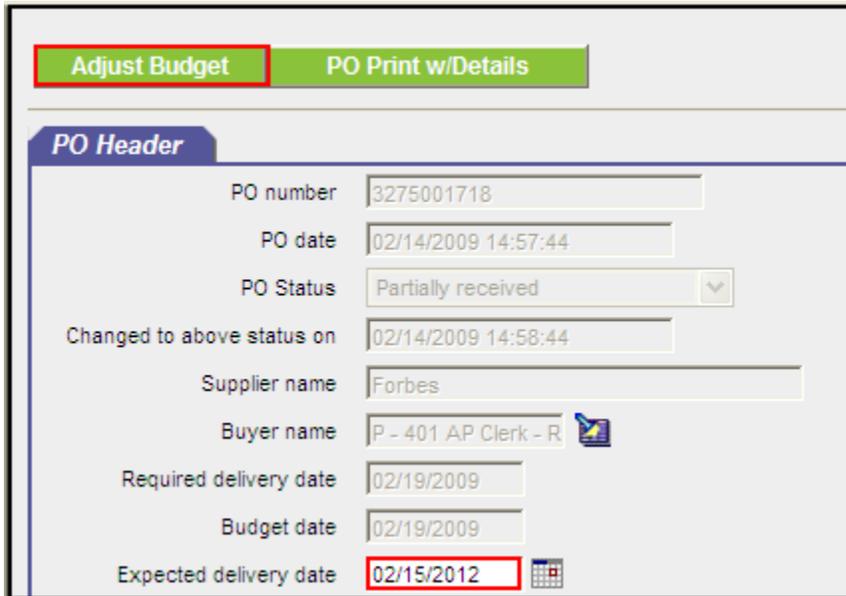
Buyer name

Required delivery date

Budget date

Expected delivery date

Manually enter a new date or use the calendar icon to select a date in another budget period, then click **Adjust Budget**.

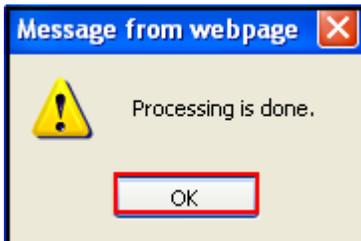


The screenshot shows a web application interface for a Purchase Order (PO) header. At the top, there are two buttons: "Adjust Budget" (highlighted with a red border) and "PO Print w/Details" (highlighted with a green border). Below the buttons is a section titled "PO Header" with a blue background. The form contains the following fields:

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

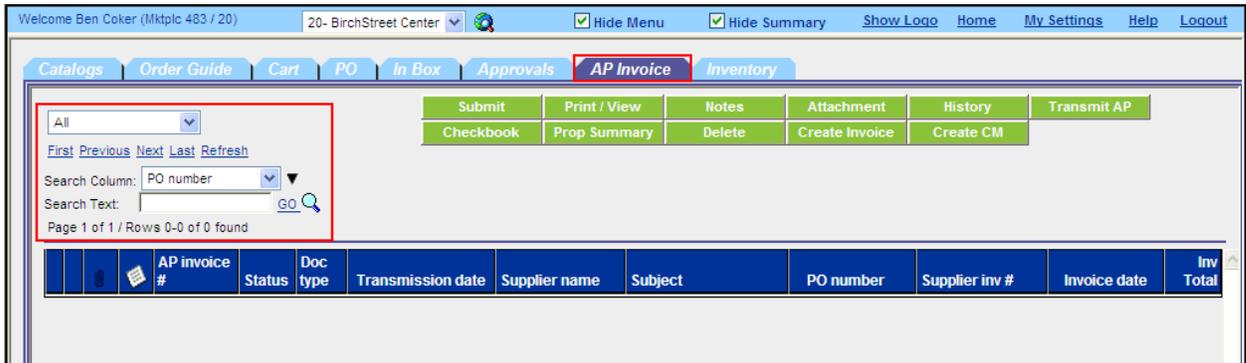
The "Expected delivery date" field is highlighted with a red border, and a calendar icon is visible to its right.

Click **OK**.

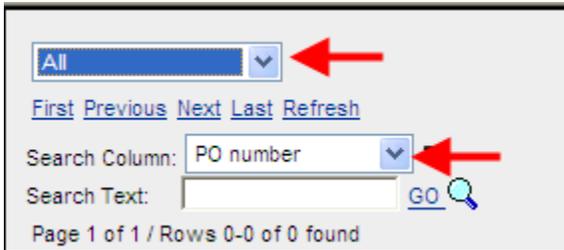


SEARCHING FOR INVOICES AND CREDIT MEMOS USING THE AP INVOICE TAB

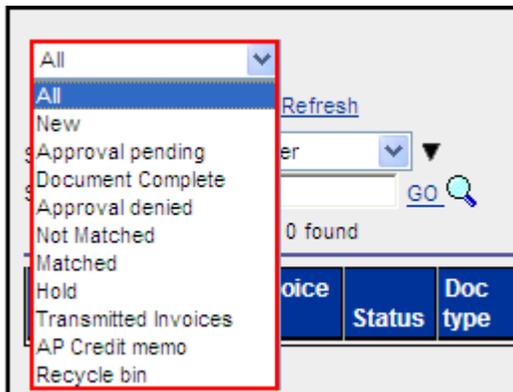
The **AP Invoice Tab** is the primary tab used when working with the AP Module. Clicking on the tab, users will see a selection of filter options, on the on the left-hand side of the screen.



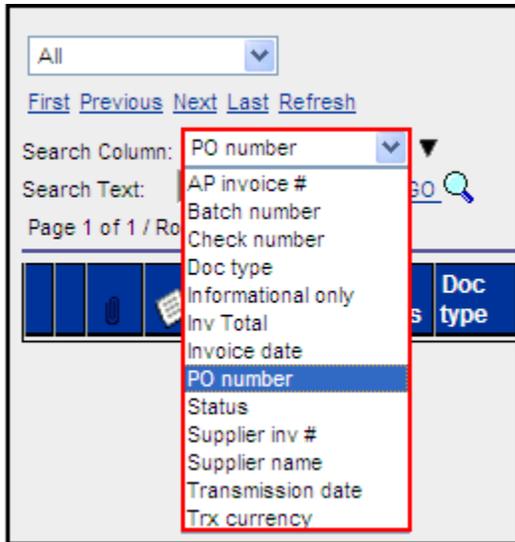
To use the filter options when searching for invoices or credit memos, click the drop down menu next to each option in order to narrow the search criteria.



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



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.

Welcome Ben Coker (Mktplc 483 / 20) 20- Rosewood Demo Hide Menu Hide Summary Show Logo Home My Settings Help Logout

Catalogs Order Guide Cart PO In Box Approvals **AP Invoice** Inventory

Submit Print / View Notes Attachment History Approval Details
 Transmit AP Checkbook Prop Summary Delete Create Invoice Create CM

All First Previous Next Last Refresh

Search Column: PO number Search Text: 2506 GO

Page 1 of 1 / Rows 1-1 of 1 found

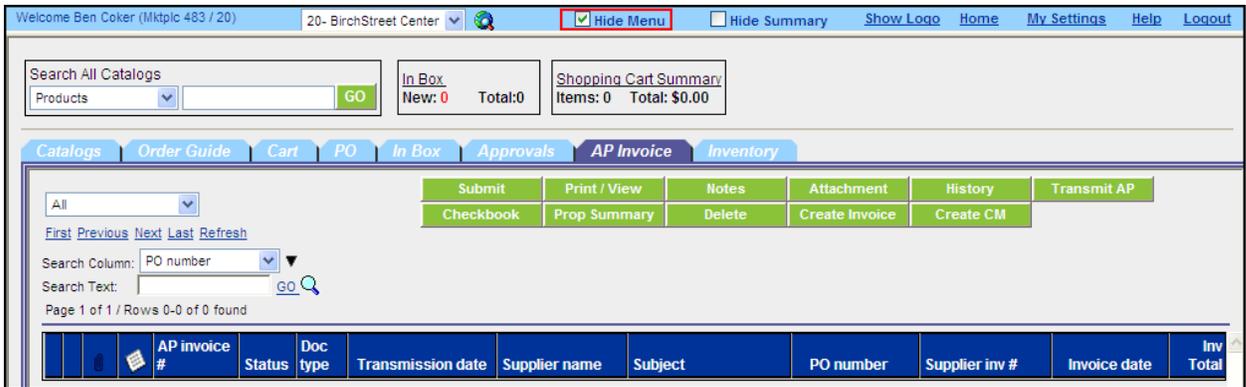
	AP invoice #	Status	Doc type	Transmission date	Supplier name	Subject	PO number	Supplier inv #	Invoice date	Inv Total
 Edit	000000000000103	Auto Matched	AP Invoice		Unisource Worldwide		000000000002506	XYZ13456	01/15/2012	\$457.67

RUN AP REPORTS

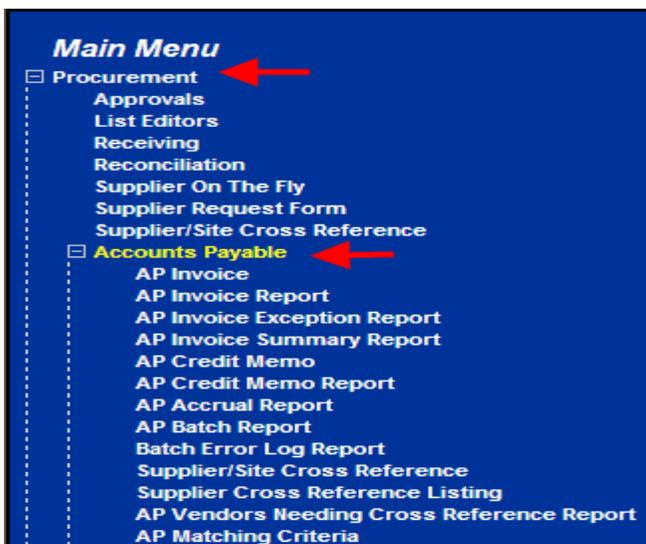
The BirchStreet AP Module includes a host of AP reports designed to capture information with regard to invoices, credit memos, accruals, and transmission errors.

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.



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.