Process Exceptions
Training Manual

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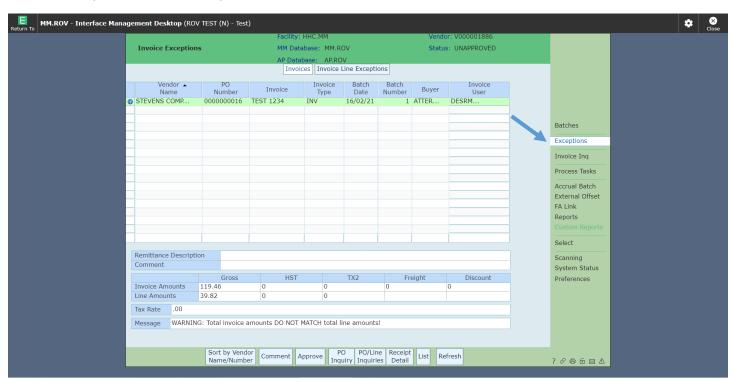
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Overview of the Process Invoice Exceptions Routine

invoice exceptions

An invoice exception is an error that occurs when

- A line on an invoice has a cost (price) discrepancy between its purchase order and the invoice.
- A line on an invoice has a quantity discrepancy between its purchase order and the invoice.
- An invoice has a variance between the total of its lines and the gross amount, which is larger than allowed by the **$ Var Per Invoice** or **% Var Per Invoice** parameters.

Please follow the screenshots below to create POs from Inventory

Step 1 – MM/AP Interface

Use this routine to process invoice exceptions. To use this routine's options and routines, click on the button that contains the option or routine that you want to use.

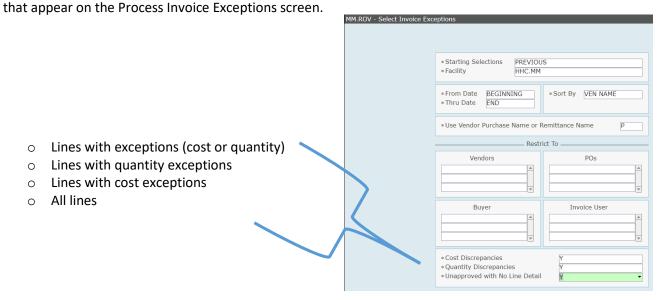Invoices appear on the process screen with the following information:

- o   Vendor number
- o   PO number
- o   Invoice number
- o   Batch date and number
- o   Buyer
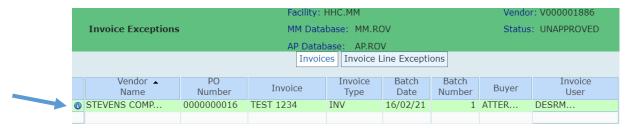- o   Mnemonic of the person who created the invoice

Step 2 – Exception Selection

Selection - The selection screen allow you to select specific invoices with exceptions, refresh, remove or sort invoices that appear on the Process Invoice Exceptions screen.

- o Lines with exceptions (cost or quantity)
- o Lines with quantity exceptions
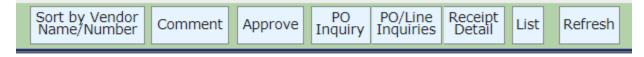- o Lines with cost exceptions
- o All lines

Step 3 – Options and Routines on the screen

Not all of the routines on the standard Process Invoice Exception screen may appear on your process screen.

The ability to use these routines, and the way they are grouped on menus is controlled via the MIS Desktop Function Set Dictionary and MM Access dictionaries. Before you can use these routines, you must select invoices.

The following options and routines appear on the bottom screen.

Sort by Vendor Name/Number – Allows you to flip your display screen between the vendor name and the vendor number

Comment – Allows the user to add a comment to the invoice in exceptions. The system transfers these comments to Accounts Payable (AP) when you transfer the invoice to AP via the Transfer Batch (Process MM/AP Batches) Routine.

Approve - Use this option to approve a specific invoice. Approve Yes/No? If there are variances for the invoice, an appropriate message describes the variance. Systems asks again Approve Yes/NO?

You can use the Select Detail Line Options for Processing Invoice Exceptions option to correct the variances so that you can approve the invoice.

PO Inquiry – PO/Line Inquiries and Receipt Detail - You can use one of the following options to list purchase orders and invoices.

- o PO Inquiry
- o Receipt Detail
- o PO Invoice Summary
- o PO Invoice Detail
- o PO Invoice Summary and Detail

Information at the Bottom of the Screen

A summary of the invoice amounts and line amounts appears at the bottom of this screen. The amounts that appear in the Inv Amounts fields are totals of the invoices. The Line Amounts fields display the sum of all of the detail line amounts for the invoices. If the amounts for these two sets of fields are different, then a warning message appears describing the problem with the amounts.

Remittance Description					
Comment					

	Gross	HST	TX2	Freight	Discount
Invoice Amounts	119.46	0	0	0	0
Line Amounts	39.82	0	0		

Tax Rate	.00

Message	WARNING: Total invoice amounts DO NOT MATCH total line amounts!

Invoice line exceptions Tab - Use this routine to research and edit invoice exceptions. You can process a cost change, a quantity change, a receipt, or edit the invoice on the highlighted invoice on the display screen

Invoices exceptions only appear on the screen with the following information:

- o Line number / Item number / Cost UP for the PO and invoice / Gross quantity (UP:SU) for the PO and invoice
- o Description
- o

Options for approving or correcting the discrepancy appear at the bottom of the screen as footer buttons. You may not have access to all of these buttons.

Sort Lines - Use this screen to sort invoice lines by the following.

- o Line Number / Item Number / Manufacturer Catalog Number / Vendor Catalog Number

OK Discrepancy - You use this option to allow or disallow the discrepancies for selected line items. The type of discrepancy is indicated by a Y that appears at the Discr Qty or Discr Cost prompt.
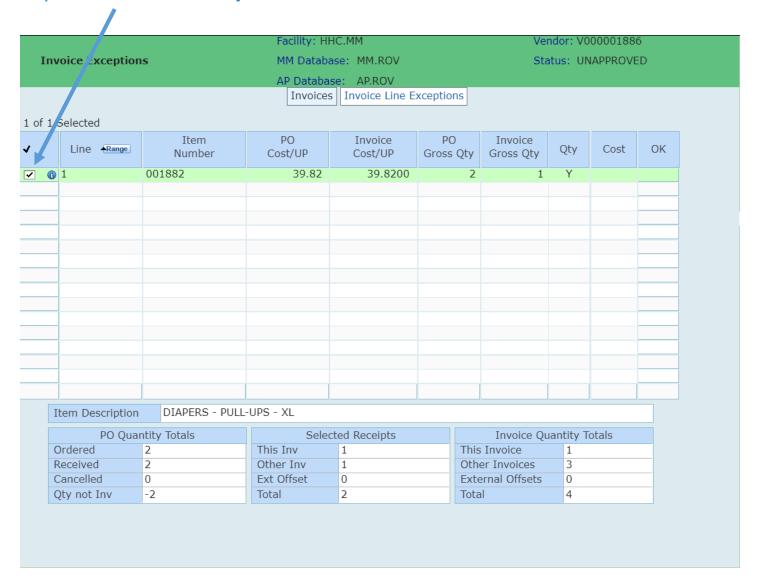
Approve - Use this option to approve a specific invoice. If there are variances for the invoice, a message describes the variances. You can use the options on the Process Invoice Line Exceptions screen to correct the variances if necessary.

Note: If you make changes to the PO's cost or quantity to resolve the discrepancy, the invoice is approved automatically.

Step 5 – Select the Line item you want to correct

	Line ▲Range	Item Number	PO Cost/UP	Invoice Cost/UP	PO Gross Qty	Invoice Gross Qty	Qty	Cost	OK
✓ ⓘ	1	001882	39.82	39.8200	2	1	Y		

Facility: HHC.MM
Vendor: V000001886
Invoice Exceptions
MM Database: MM.ROV
Status: UNAPPROVED
AP Database: AP.ROV

Invoices | Invoice Line Exceptions

1 of 1 Selected

Item Description	DIAPERS - PULL-UPS - XL

PO Quantity Totals		Selected Receipts		Invoice Quantity Totals	
Ordered	2	This Inv	1	This Invoice	1
Received	2	Other Inv	1	Other Invoices	3
Cancelled	0	Ext Offset	0	External Offsets	0
Qty not Inv	-2	Total	2	Total	4

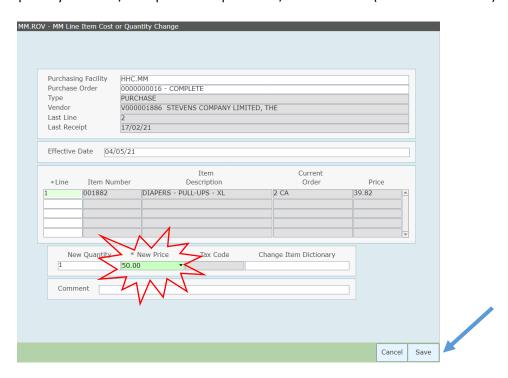From the buttons at the bottom of the screen select the appropriate routine to address your exception.

Step 5 – Cost/Quantity Exception

Use this routine to edit any of the following information for a line item on a PO with a status of OPEN, BACKORDER or COMPLETE

- o quantity ordered / cost per unit of purchase / item tax code (if tax method is ITC)

After you enter the changes for a line item, you can also update the information in the Item Dictionary if the changes are permanent.

If the cost or quantity is changed for a line item associated with an invoice that has not been APPROVED and this change resolves the discrepancy between the invoice and the PO, the invoice may be automatically approved (assuming the taxes match).
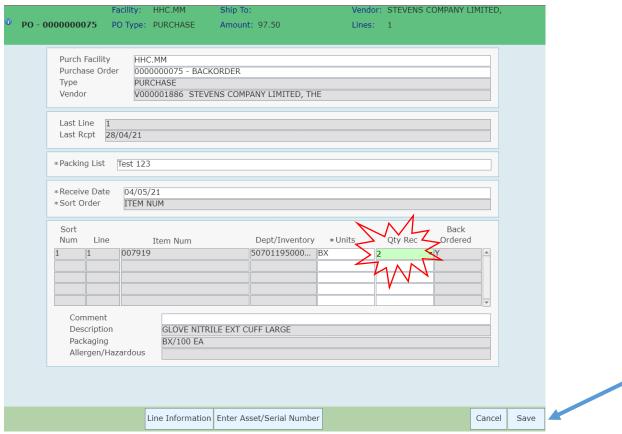
Step 6 – Receive Quantity Exception

Receive - Use this routine to record the receipt of items on an OPEN or BACKORDER purchase order (PO). The Receive PO screen that appears depends on the receiving screen that is defined in the MM Access Dictionary at the Receiving Screen prompt.

You can edit the unit of purchase and specify the quantity of each item received.

At the end of this routine, you are prompted to print a Receiving Report. The Print How Many Copies of Receiving Report after Receipt parameter determines the number of copies of the report that are to print. In addition, the following occurs.

Additional Inquiries

E/E Invoices - Use this routine to check if the gross totals on the purchase order (PO) match the invoice gross amount. If there is a difference and that difference falls within the variance that appears at the $ Var Per Invoice and % Var Per Invoice parameters, the invoice is approved. If the variance is within one of these parameters but not the other, you must OK the invoice. If the invoice is not approved, the Invoice Detail Line Process screen appears

PO Inquiry - Use this routine to

- o view detailed purchase order information online
- o print purchase order information in one of eight formats
- o enter comments for line items on a PO

You must first identify the purchasing facility associated with the purchase order about which you want to inquire. To print purchase order information for multiple POs, use the Multiple PO Inquiry Routine.

PO/Line Inquiries - Use this screen to select one of the lists that you want to print.

- o Invoice Inquiry Summary
- o Invoice Inquiry Detail
- o Invoice Inquiry Combined

Receipt Detail - Use this routine to print all purchasing information for items received on one purchase order (PO) with a status of BACKORDER or COMPLETE. The Print How Many Copies of Receiving Report after Receipt? Parameter determines the number of copies of the report to print.

List - You can list the invoice that appears on the Process Invoice Line Exceptions screen using either of two options. You can list all line items that appear on the invoice using the List Exception Report option, or you can list selected line items using the List Exception screen option.