

---

## Invoice Matching (3-Way)

---

Prepared by:

Prepared for:

Module:

Date:

Document Ref:

Version:

Documentation Team

Learning Resources

Purchase Ledger

01 July 2016

LMDAP0002

3

Construction Industry Solutions Ltd.  
11 St. Laurence Way  
SL1 2EA





Copyright 2015 Construction Industry Solutions Ltd.. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of Construction Industry Solutions Ltd..

Construction Industry Solutions Ltd.  
11 St. Laurence Way  
SL1 2EA

**THIS USER GUIDE WAS CREATED USING MADCAP FLARE.**



# Contents

## 1 Invoice Matching (3-Way)

1.1 Invoice Entry and Matching .....	5
1.2 Entering Invoice Details .....	7
1.3 Scenario 1 – Perfect Match .....	9
1.4 Scenario 2 – No Lines appear on the Matching Tab .....	12
1.5 Scenario 3 – The invoice Quantity is greater than the GRN Quantity .....	13
1.6 Scenario 4 – The invoice Item Price is lower than the Order Item Price .....	14
1.7 Tolerances .....	15
1.7.1 Scenario 5 – The Invoice Amount is greater than the Order Amount (In Tolerance) .....	15
1.7.2 Scenario 6 – The Invoice Amount is greater than the Order Amount (Outside Tolerance) .....	15
1.8 Scenario 7 – No GRN (Missing Ticket) .....	17
1.9 Scenario 8 - Multiple Orders to One Invoice .....	18
1.10 Posting the Invoice Batch .....	19



## 1 Invoice Matching (3-Way)

This section will guide you through the essential steps to raise a PL invoice and match against a Purchase Order and Goods Received Note (GRN).



1.1 Invoice Entry and Matching

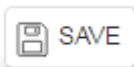
From the Side Menu, Select Purchase Ledger > Invoices > Enter Invoices




Field	Details	Additional Info
Batch and Reference:	This will Auto Populate once the batch has been created	
Financial Period:	Keep as default	
Transaction Date:	Keep as today's date	

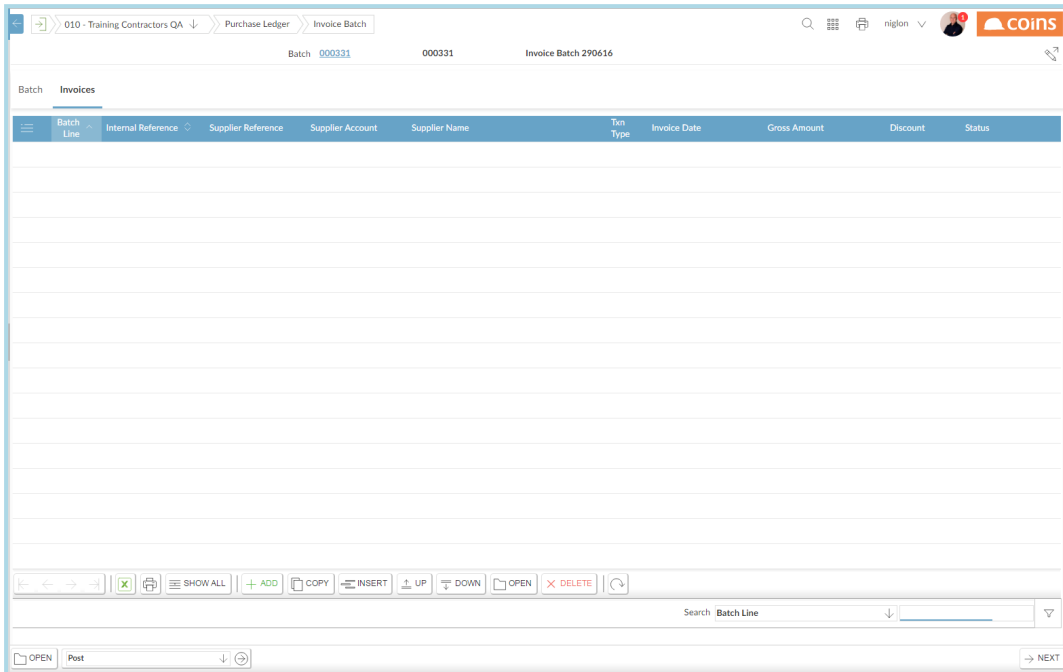


Field	Details	Additional Info
Transaction Type:	The default transaction type for each transaction. For example:  <b>PINN</b> – PL Invoice No PO Number <b>PINV</b> – PL Invoice	COINS use this as the default transaction type for each transaction, but you can choose a different transaction type for individual transactions. For example, if you were entering several invoices and one or two credit notes, you would choose 'invoice' for the transaction type in the batch header, and change it to 'credit note' for the credit note transactions only.
Description:	Free format text, used to help identify the batch.	

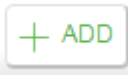


Select  to create the batch and move onto Invoice entry.

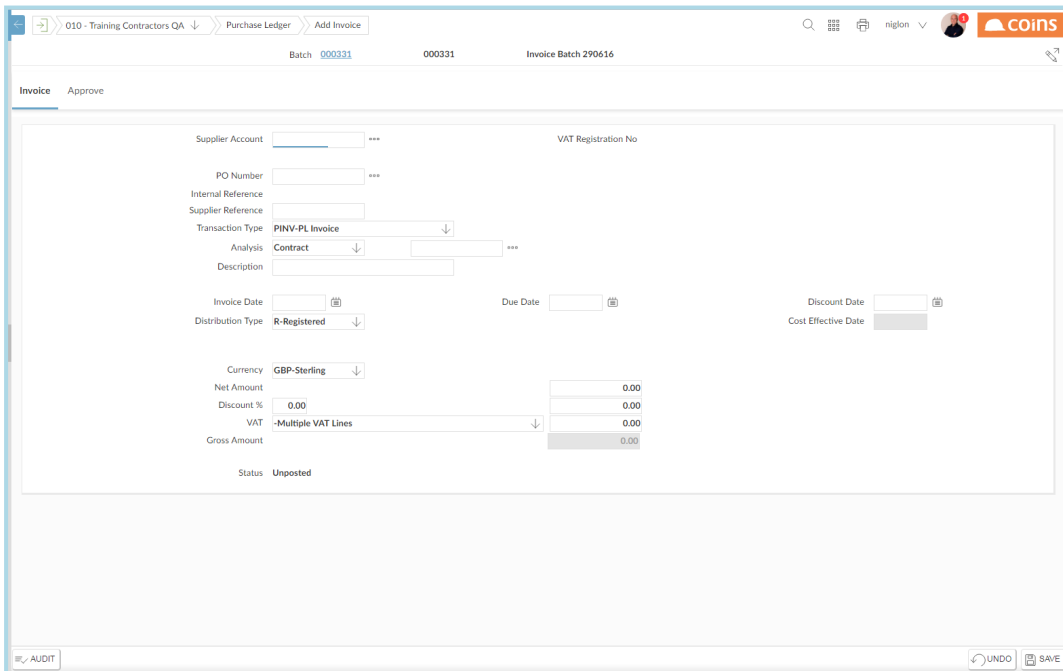
## 1.2 Entering Invoice Details



The transaction entry screen displays any transaction entered into the current batch. For a new batch, this screen will be empty.

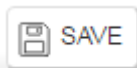


Click  to create a new invoice





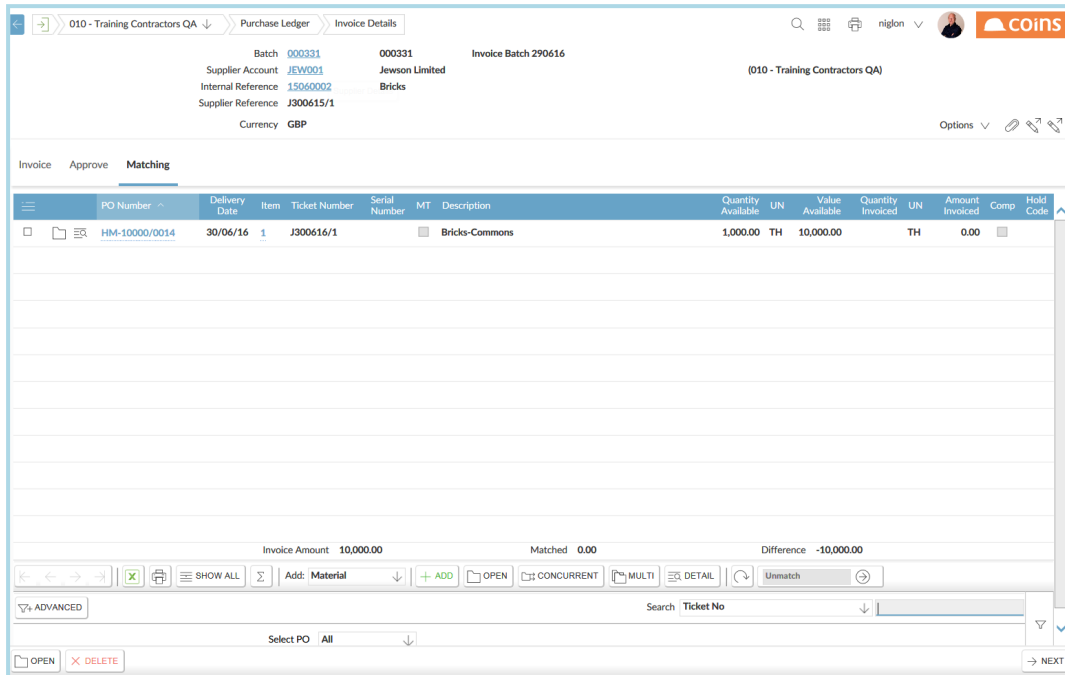
Field	Details
Supplier Account:	Leave this blank. It will be completed automatically from the PO details
PO Number	Enter the PO Number from the Invoice Details or use lookup to select the appropriate invoice.  NOTE: If you have specified a Supplier Account in the field above, the lookup will only show Purchase Orders for that account to make selection easier.
Internal Reference:	This will be automatically generated when the invoice is saved.
Transaction Type:	This will default from the batch header, but should be changed to PINV for 2 way (ORDER - INVOICE) and 3 way (ORDER – GRN – INVOICE) matching.
Analysis:	COINS will default this from the Purchase order details
Invoice Date:	Enter the date shown on the invoice. This will auto-complete the due date and discount date.
Distribution Type	Set this to C - Costed
Net Amount:	Enter the net amount of the invoice. The VAT and Gross amounts will be automatically calculated.




Click  to store the Invoice details and move onto the Matching Tab



### 1.3 Scenario 1 – Perfect Match



The Matching Tab will show all of the Goods Received Notes (GRN's) that have been entered into the system against the order number and are ready to be matched.

1. Identify the Goods Received note that relates to the invoice you are matching. The ticket number on the invoice should match the ticket number shown on the screen.
2. Select the tick box ☐ for the GRN Line that is being matched.
3. Select the Match action from the Action Dropdown at the bottom of the screen
4. Click Apply Action 
5. The Quantity Invoiced column will update. The Matched amount at the bottom of the screen should now be populated and the Difference should be zero.

Invoice Amount: 300.00	Matched: 300.00	Difference: 0.00
------------------------	-----------------	------------------



Click

Page 10 of 20



+ ADD

+ ADD



## **1.4 Scenario 2 – No Lines appear on the Matching Tab**

If no lines appear on the matching tab, check that the GRN has been entered and that the order has been raised correctly.



## 1.5 Scenario 3 – The invoice Quantity is greater than the GRN Quantity

If the supplier has made a partial delivery of the goods with the balance to follow at a later date, but invoiced you for the full amount, the most likely scenario is that your business process is to reject the invoice until the full goods have been delivered. Should you need to process the invoice in this situation, the following process applies.

The Invoice Value and the Value Available will not match on the matching tab. This must still be matched as a whole quantity on the system.

1. Select the appropriate invoice matching line for the partial delivery using the tick box.
2. Select the Action Match Whole Quantity from the action dropdown list and select the Apply Action button.
3. The Quantity Invoiced column will update, and the Status will show Matching Imbalance. The Matched amount at the bottom of the screen should now be populated and the Difference will be the unmatched value remaining.
4. Select the Forward button to return to the batch listing screen.

You will now be able to Post the batch, but the Invoice cannot be paid until the balance of goods has been matched on the system, or a credit note entered for the outstanding quantities.



## **1.6 Scenario 4 – The invoice Item Price is lower than the Order Item Price**

In situations where the correct amount of goods have been delivered, but the supplier has charged you a lower price than that on the Purchase order, COINS will allow you to enter this without resulting in any errors.

For example, 10 items ordered at £120.00 each. Invoice is received for 10 items at £100.00

1. Open the Invoice matching line
2. Change the Invoice Price amount to that on the Invoice
3. Save the line
4. The Quantity Invoiced column will update. The Matched amount at the bottom of the screen should now be populated and the Difference should be zero.

The Invoice is now matched.

## 1.7 Tolerances

There are a number of reasons why the invoice amount may be greater than expected. Some examples are listed below, but the means of dealing with them are the same.

Example 1: An order is raised for £1000.00 of materials. The supplier has invoiced you £1050.00 because they have added a delivery charge in error.

Example 2: The supplier raised their prices in-between the order being raised and the goods being delivered.


Your business will have defined an upper tolerance – either a value or % amount higher than the original order under which they will accept the payment of the invoice or beyond which approval must be sought before the system will allow payment.

### 1.7.1 Scenario 5 – The Invoice Amount is greater than the Order Amount (In Tolerance)

Example 1: An order is raised for £1000.00 of materials. The supplier has invoiced you £1050.00 because they have added a delivery charge in error.

Example 2: The supplier raised their prices in-between the order being raised and the goods being delivered.

1. Open the appropriate matching line and change the Invoice Price to that shown on the invoice or select the Override Value field and amend the Invoice Value
2. Save the line
3. You will be prompted that the Invoice Amount is in excess of expected, but that it is within tolerance.
4. COINS will automatically allocate a Hold Code indicating the within tolerance condition but this will be for memorandum and reporting purposes only and will not physically place the invoice on hold.
5. The Quantity Invoiced column will update. The Matched amount at the bottom of the screen should now be populated and the Difference should be zero.

Click  to return to the batches listing screen.

### 1.7.2 Scenario 6 – The Invoice Amount is greater than the Order Amount (Outside Tolerance)

1. Open the appropriate matching line and change the Invoice Price to that shown on the invoice or select the Override Value field and amend the Invoice Value
2. Save the line
3. You will be prompted that the Invoice Amount is in excess of expected, and that it is not within tolerance.



The COINS system can be set to not allow entry of lines that exceed tolerances. If this is the case for your business, you will not be able to continue with the entry of this invoice.

COINS will automatically allocate a Hold Code indicating the outside tolerance condition and the invoice will be placed on hold.



---

The buyer will need to be consulted regarding the price difference and identify the reason for it. Possible scenarios are:

1. The Purchase Order is correct and a Credit Note must be requested from the supplier
2. The Invoice is correct

In order to pay the invoice, one of the following actions will need to be taken:

1. Request a Credit note from the supplier and amend the Hold code on the invoice to indicate this is the case. Enter the credit note when received.
2. Amend the order and take it off hold.





## 1.8 Scenario 7 – No GRN (Missing Ticket)

This scenario can occur when the goods have been received, but the delivery ticket number is missing from the system. Once proof of delivery has occurred, then a missing ticket can be input at the same time as entering the suppliers invoice.

1. The Invoice Batch is created and the Invoice details entered
2. On the Matching Tab some, or all, of the lines relating to the items may not be available for matching
3. Contact the buyer and establish that there is proof of delivery and it is just that the ticket is missing in COINS, then select Options.
4. From the Options menu select Missing Ticket
5. The Goods Received Note screen is displayed for the missing ticket details to be entered.
6. Once entered, the Matching tab appears and the Invoice can now be matched.
7. Post the batch



## 1.9 Scenario 8 - Multiple Orders to One Invoice

Where more than one purchase order has been entered for a supplier they may send one invoice covering all those purchase orders.


1. Enter the Invoice in the normal way, note that the net value entered will be for the total of the purchase orders being invoiced.
2. When the Matching screen appears enter the details of the first purchase as per normal, and apply a manual match.
3. To enter the details of one or more purchase order use the Options menu and Select another PO.
4. You will be prompted to enter the Purchase Order Number.
5. The Matching screen is displayed with the goods received note information for the order. If the screen is blank then no goods have been received.
6. If the goods have been received you can apply a manual match to the invoice
7. There should be no difference once all relevant purchase orders have been matched to the invoice.

The invoice can then be posted.



The batch can be posted once all invoices are entered. Select the Post Action drop-down at the bottom of the screen and choose the appropriate action.

Action	Details
Post Batches:	Post the selected batches. This commits the transactions to the database
Post Batches with Report	Post the selected batches with a report.
Batch Posting/Listing Report	Produce a listing report (for unposted batches) or a posting report (for posted batches) for the selected batches.

Click  to apply your selection. The system will return you to the Invoice Batches screen.

Once posting is complete, your batch will be displayed here with the status Posted.

[illegible]

