

Matching PO- Invoice-Receipts

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Introduction

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This Form is used for Matching Purchase order or invoice documents with receipt document which are created separately.

Business Example

When an organization has to make sure that Receipts made has corresponding invoice or Purchase orders according to organization this form is used.

Form Execution

Form Execution

The screenshot shows a web application interface for matching documents. At the top, there are tabs: 'Home (55)', 'Summary', and 'Matching PO-Receipt-Invoice' (which is active). Below the tabs, the form is divided into two main sections: 'Invoice' and 'Receipt'. The 'Invoice' section contains fields for 'Match From' (set to 'Invoice'), 'Search Mode' (set to 'Not Matched'), 'Organization' (a dropdown), 'Business Partner' (a text field with a user icon), and 'Date from' (a date picker). The 'Receipt' section contains fields for 'Match To' (set to 'Receipt'), 'Product' (a text field with a refresh icon), and 'Date to' (a date picker). A 'Search records' button is located to the right of the 'Date to' field. Below these sections, there are three checkboxes: 'Same Business Partner' (checked), 'Same Product' (checked), and 'Same Quantity' (unchecked). At the bottom, there are three input fields labeled 'To be matched', 'Matching', and 'Difference'. A 'Process' button is located at the bottom right.

Selection Fields

1. Match From: Match From Document

1.1. Invoice

1.2. Receipt

1.3. Purchase order

2. Match To: Match to document (Receipts)

3. Search Mode: Mode to apply filter to view only matched or not matched documents.

4. Organization: This Field is to select Organization details according to which user want documents to proceed for Matching.

5. Business Partner: This Field is to select Business Partner details according to which user want

documents to proceed for Matching.

6. Product: This Field is to select product details according to which user want documents to proceed for Matching.

7. Date from: Date filter to select Documents between dates for which user wants to proceed.

8. Date To: Date filter to select Documents between dates for which user wants to proceed.

Output fields (Record single/double)

1. Document No

2. Date

3. Business Partner

4. Line

5. Product

6. Quantity

7. Matched

Action (Form)

Home (55)SummaryMatching PO-Receipt-Invoice ✕

Match FromInvoice

Match ToReceipt

Search ModeNot Matched

Organization

Business Partner

Date from

Product

Date to

Search records

Invoice

☒ Same Business Partner☒ Same Product☐ Same Quantity

Receipt

To be matched

Matching

Difference

Process

Search Records

Process