Purchase document transaction matching system

(Release 4 Sprint 4 – TFS #6243)

This new feature allows purchase transactions coming from supplier (such as purchase invoices) to be matched with existing orders and delivery notes within iQ. If required, the matching process can be fully automated once the document information is supplied to iQ from external sources.

This feed of information can come from a third-party application using the standard iQ web service or integration task setup within iQ to import this information in the form of csv files. Various statuses are applied on the transaction match document to indicate the status of the automatic matching operation result.

How to...

A new transaction type called ‘PurchaseDocumentTransactionMatch’ is now available within iQ which can be populated with the required information. The matching rules are entirely configurable either at a supplier level or a company level.

Supplier Transaction Match Code Mapping

This is a new type designed to map the incoming transactions to relevant document types within iQ. For example, if a file contains a mix of invoice and credit notes, the transaction code will be used to identify the different document types. This mapping can be setup within the Configurator as shown:
Transaction Matching Option

Options to control the matching process are available within Company Settings -> Purchases -> Transaction Matching Options.

Document Type to Generate

This property controls the final document which needs to be generated when a successful matching is completed. Either a ledger document such as Purchase Invoice can be generated or a register document such as Purchase Invoice Register can be generated.

Document Matching Rule (Company Settings)

This property can be used to define the required matching operation to perform.
Currently, the options available are as described below:-

- **‘Manual’** - As the name suggests this option disables the automatic matching operation and the user has to then manually process the information received.

- **‘Document Match’** - Choosing this instructs the matching engine to perform a document level match. Matching is performed at a header level, comparing the totals on the purchase document to the information provided. For example, for a purchase invoice to match the totals on the invoice it must exactly match with the NetAmount, GrossAmount and TaxAmount on the corresponding purchase order. If the matching operation fails the status on the transaction match document is set to ‘DataMismatch’.

- **‘Line Match’** - This option forces the matching engine to perform a line level matching between the documents. A document is considered a full match only if the TotalQuantity, TotalNetAmount and TotalGrossAmount matches with the source document. For example, an incoming supplier invoice will only be fully matched if all the key properties are an exact match to the combined values of all the delivery notes generated for the purchase order specified on the supplier invoice. If there is a data mismatch the document is set to status ‘DataMismatch’.

Document Matching Rule (Supplier Settings)

Similar to the company settings, similar settings are available at the supplier level. As with any other standard iQ setup, if the default value is specified, the company settings will be applied.

Overhead Invoice

This is a special match rule available to handle overhead invoices coming from suppliers. Overhead invoices are supplier related and as such must be setup for each individual supplier. When overhead invoice is setup, no matching rule is applied and the specified document type is generated.

Transaction Match List

A list of all transaction match documents generated can be viewed from within the Purchases tab -> List menu commands
Re-processing Failed match transactions

If the automatic matching rule fails, the ErrorStatus displays the actual rule violation messages. If the rule violation is acceptable, the user can force the document generation by using the ‘Approve’ command available for the list.

If the matching failed due to a lack of information within iQ at the point of matching and then subsequently this information had been inputted, the user now has the option to force a match operation again by using the ‘Re-Process’ command available on the list. If the matching operation succeeds, the requested document will be automatically generated and the status will be set to either ‘Approved to Ledger’ or ‘Approved to Register’ based on the settings.

Viewing the Transaction Match document displays information received from external sources. Any rule violations can be viewed by using the Rule Violation smart part.