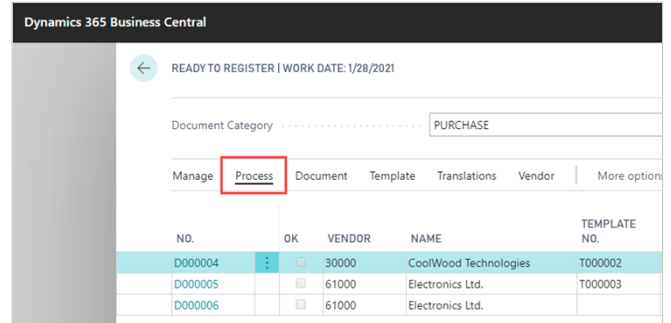


You can match incoming purchase documents against purchase orders and purchase return orders. This guide describes the basics of how to conduct a match of a purchase invoice against a purchase order. Select the action **"Process"** in the ribbon.



Dynamics 365 Business Central

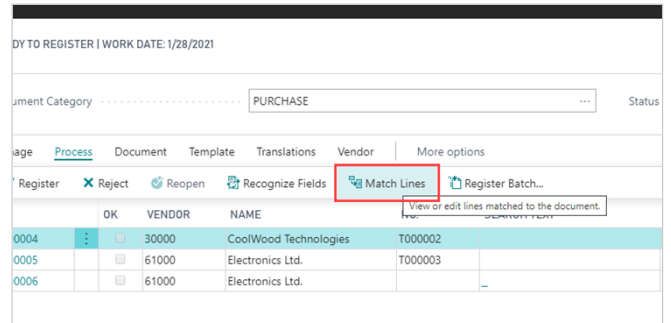
READY TO REGISTER | WORK DATE: 1/28/2021

Document Category: PURCHASE

Manage Process Document Template Translations Vendor More options

| NO. | OK | VENDOR | NAME | TEMPLATE NO. |
|---------|--------------------------|--------|-----------------------|--------------|
| D000004 | <input type="checkbox"/> | 30000 | CoolWood Technologies | T000002 |
| D000005 | <input type="checkbox"/> | 61000 | Electronics Ltd. | T000003 |
| D000006 | <input type="checkbox"/> | 61000 | Electronics Ltd. | |

Select **"Match Lines"**.



Dynamics 365 Business Central

READY TO REGISTER | WORK DATE: 1/28/2021

Document Category: PURCHASE

Manage Process Document Template Translations Vendor More options

Register Reject Reopen Recognize Fields Match Lines Register Batch...

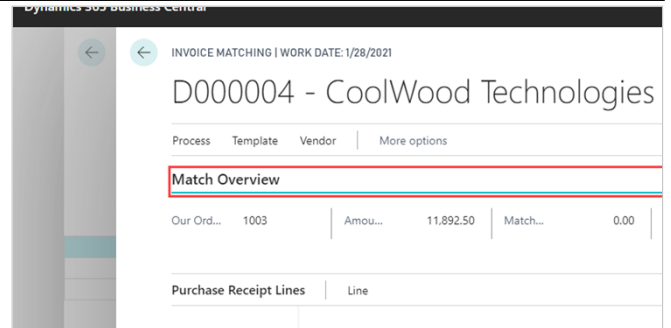
View or edit lines matched to the document.

| NO. | OK | VENDOR | NAME | TEMPLATE NO. |
|---------|--------------------------|--------|-----------------------|--------------|
| D000004 | <input type="checkbox"/> | 30000 | CoolWood Technologies | T000002 |
| D000005 | <input type="checkbox"/> | 61000 | Electronics Ltd. | T000003 |
| D000006 | <input type="checkbox"/> | 61000 | Electronics Ltd. | |

The matching page contains several sections. Let's spent a few seconds going through the individual page parts.

At the top of the page, we have the **"Match Overview"**.

This section contains information about what order numbers to match against and the amounts in play.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

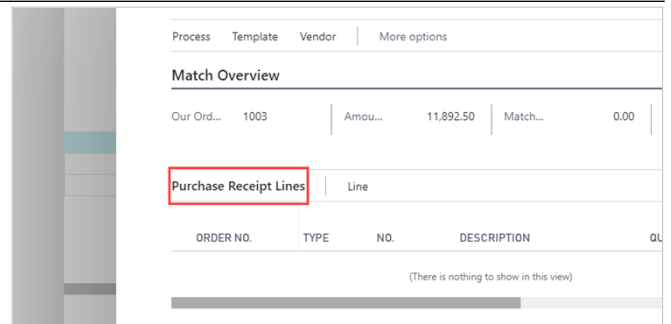
Process Template Vendor More options

Match Overview

| Our Ord... | 1003 | Amou... | 11,892.50 | Match... | 0.00 |
|-------------------------------|------|---------|-----------|----------|------|
| Purchase Receipt Lines Line | | | | | |

The next section, **"Purchase Receipt Lines"**, is where the posted **"Purchase Receipt Lines"** is shown.

In this session no receipts were posted for this vendor.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

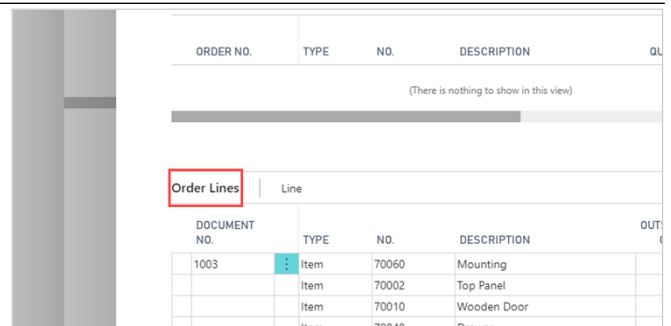
D000004 - CoolWood Technologies

Process Template Vendor More options

Match Overview

| Our Ord... | 1003 | Amou... | 11,892.50 | Match... | 0.00 |
|---|------|---------|-------------|----------|------|
| Purchase Receipt Lines Line | | | | | |
| ORDER NO. | TYPE | NO. | DESCRIPTION | QUANTITY | |
| (There is nothing to show in this view) | | | | | |

At the bottom of the page, we have the **"Order Lines"** section. As you can see, we have a bunch of Order Lines available.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

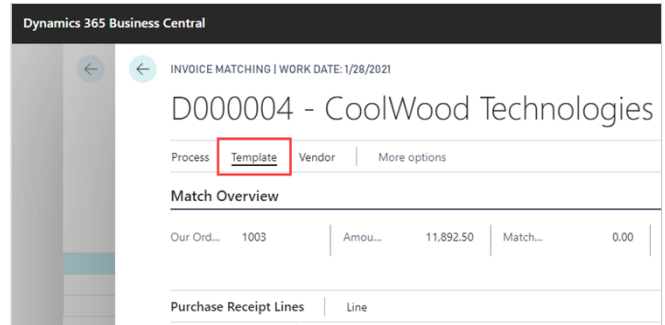
Process Template Vendor More options

Match Overview

| Our Ord... | 1003 | Amou... | 11,892.50 | Match... | 0.00 |
|-------------------------------|------|---------|-------------|-------------|------|
| Purchase Receipt Lines Line | | | | | |
| Order Lines Line | | | | | |
| DOCUMENT NO. | TYPE | NO. | DESCRIPTION | OUTSTANDING | |
| 1003 | Item | 70060 | Mounting | | |
| | Item | 70002 | Top Panel | | |
| | Item | 70010 | Wooden Door | | |
| | Item | 70040 | Drawer | | |

Before showing the function you should activate - the order matching function - let's have a quick tour around some of the template settings related to the order matching process.

To open the template, select the action **"Template"** in the ribbon.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

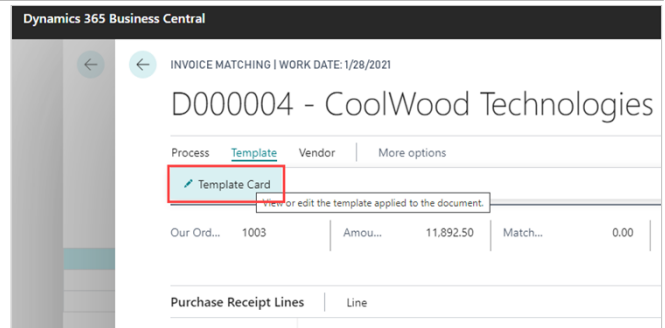
Process **Template** Vendor More options

Match Overview

| | | | | | |
|------------|------|---------|-----------|----------|------|
| Our Ord... | 1003 | Amou... | 11,892.50 | Match... | 0.00 |
|------------|------|---------|-----------|----------|------|

Purchase Receipt Lines Line

Select **"Template Card"**.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

Process Template Vendor More options

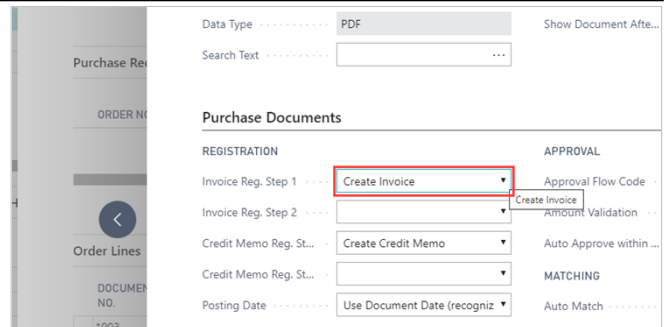
Template Card

View or edit the template applied to the document.

Our Ord... 1003 Amou... 11,892.50 Match... 0.00

Purchase Receipt Lines Line

To ensure that the matching process is activated every time a document from the current vendor is received, please choose an appropriate value in the field **"Invoice Reg. Step 1"**.



Purchase Documents

REGISTRATION

Invoice Reg. Step 1 Create Invoice

Invoice Reg. Step 2

Credit Memo Reg. St... Create Credit Memo

Credit Memo Reg. St...

Posting Date Use Document Date (recogniz)

APPROVAL

Approval Flow Code

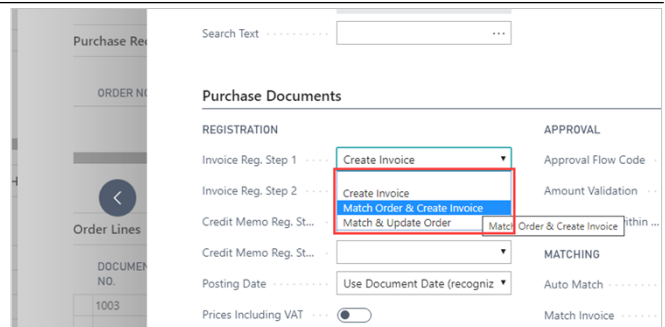
Create Invoice Amount Validation

Auto Approve within ...

MATCHING

Auto Match

Leaving the field blank, Document Capture does nothing when registering the document. "Create Invoice" is the default value in this template. When registering the document, Document Capture creates an invoice, without demanding any purchase order matching. "Match Order & Create Invoice" is the most used option. Document Capture checks if the document was matched before, by creating a purchase invoice. If no match was conducted, Document Capture will ask if you want to create the invoice or return to the document to complete the matching process. With "Match & Update Order", Document Capture checks if the document was matched before, by updating the purchase order lines. If no match was conducted, Document Capture will ask if you want to update the order or return to the document to complete the matching process. Today we should choose the **"Match Order & Create Invoice"** option.



Purchase Documents

REGISTRATION

Invoice Reg. Step 1 Match Order & Create Invoice

Invoice Reg. Step 2

Credit Memo Reg. St... Match & Update Order

Credit Memo Reg. St...

Posting Date Use Document Date (recogniz)

Prices Including VAT

APPROVAL

Approval Flow Code

Amount Validation

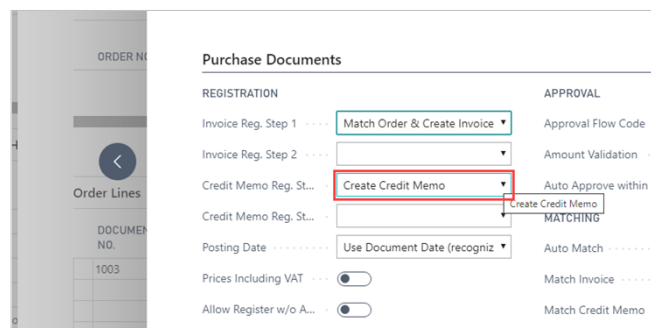
Order & Create Invoice within ...

MATCHING

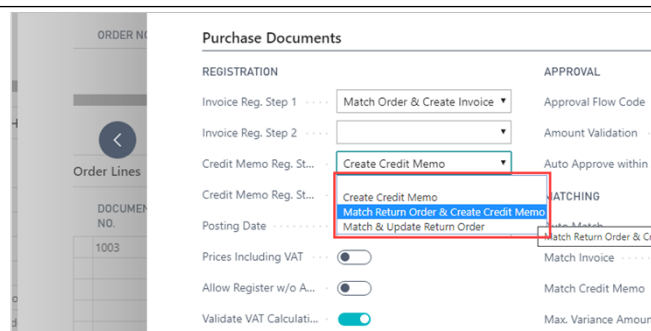
Auto Match

Match Invoice

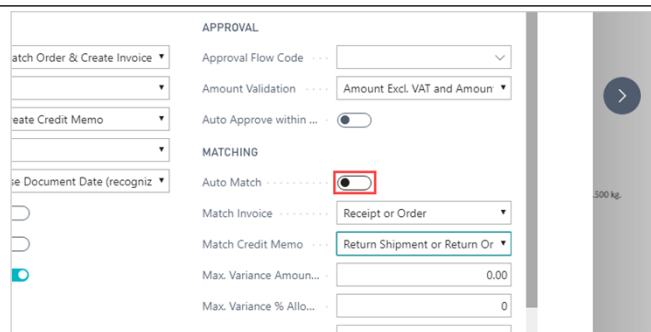
To ensure that the matching process is activated every time a document from the current vendor is received, please choose an appropriate value in the field **"Credit Memo Reg. Step 1"**.



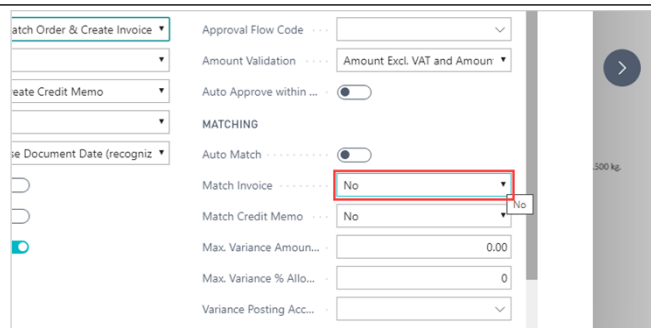
Leaving the field blank, Document Capture does nothing when registering the document. "Create Credit Memo" is the default value in this template. When registering the document, Document Capture creates a credit memo, without demanding any purchase return order matching. "Match Return Order & Create Credit Memo" is the most used option. Document Capture checks if the document was matched before creating a purchase credit memo. If no match was conducted, Document Capture will ask if you want to create the credit memo or return to the document to complete the matching process. With "Match & Update Return Order" Document Capture checks if the document was matched before updating the purchase return order lines. If no match was conducted, Document Capture will ask if you want to update the return order or return to the document to complete the matching process. We will choose the **"Match Return Order & Create Credit Memo"** option.



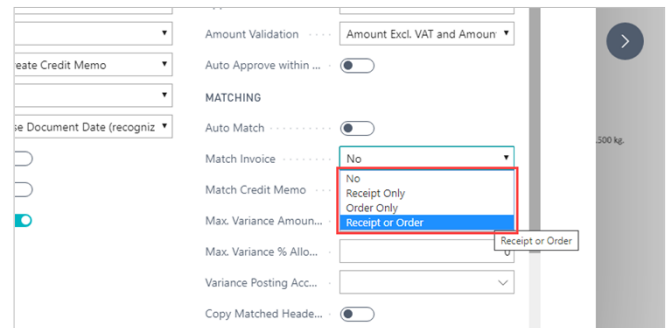
If you want the order matching process to run fully automated, you can activate this by enabling the switch **"Auto Match"**. In this session, we will keep it disabled.



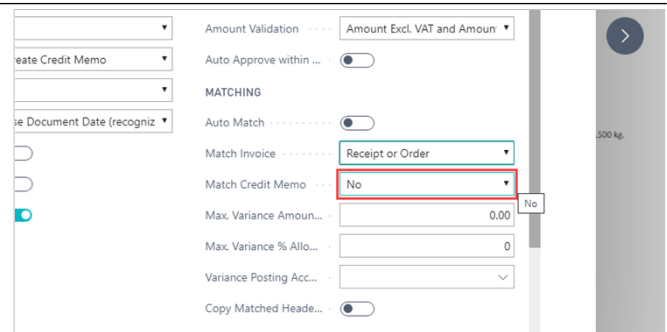
In the field **"Match Invoice"** you choose which document types you want to match when receiving an invoice. When the option is set to **"No"** all automated matching is disabled. You can still perform a manual match.



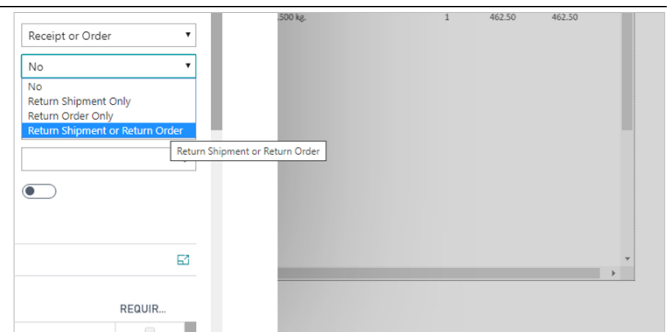
In this scenario, the preferred setting is **"Receipt or Order"**. This will allow a semi-automated matching of both Receipt and Order lines.



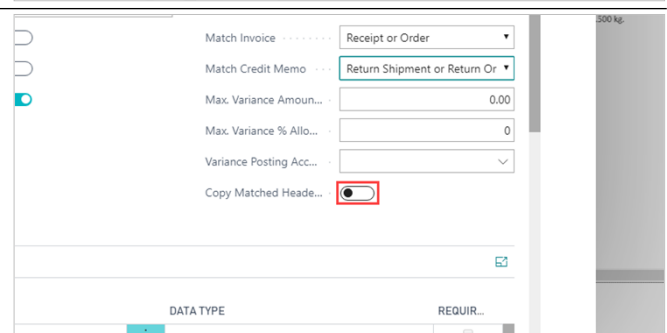
In the field **"Match Credit Memo"** you choose which document types you want to match when receiving a credit memo. With the option set to **"No"** all automated matching is disabled. You can still perform manual match.



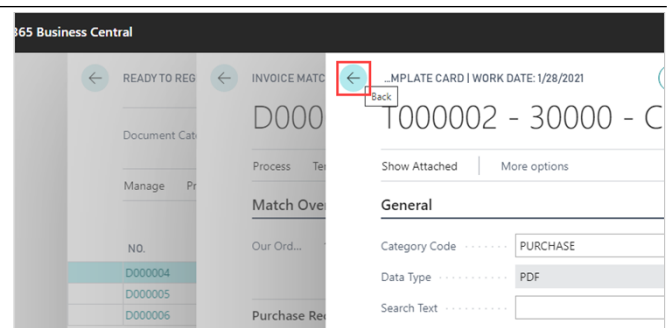
In this scenario, the preferred setting is **"Match Credit Memo"**. This will allow a semi-automated matching of both Shipments and Return Order lines. Enabling the **"Auto Match"** switch will have Document Capture, when completing the recognition of fields, automatically match the above-chosen document types.



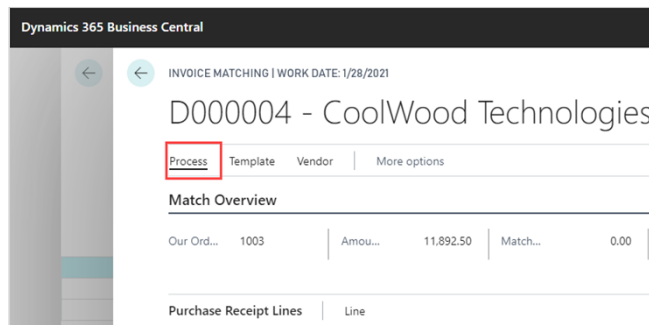
Enabling the switch **"Copy Matched Header Dimensions"** will copy the header dimensions of the first matched order or receipt to the new document created when registering an invoice or credit memo.



Select **"Back"** to return to the Invoice Matching page.



Now it is time to activate the matching function. Select **"Process"** in the ribbon.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

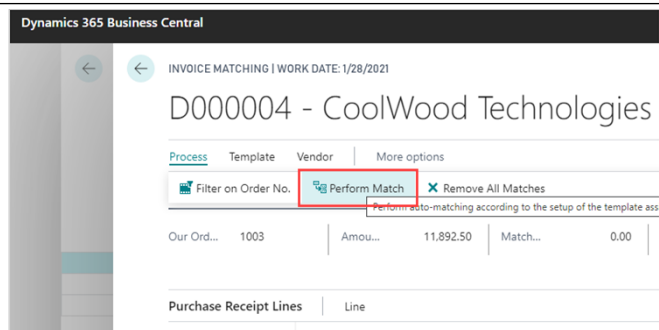
Process Template Vendor More options

Match Overview

| | | | | | |
|------------|------|---------|-----------|----------|------|
| Our Ord... | 1003 | Amou... | 11,892.50 | Match... | 0.00 |
|------------|------|---------|-----------|----------|------|

Purchase Receipt Lines Line

Select **"Perform Match"**.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

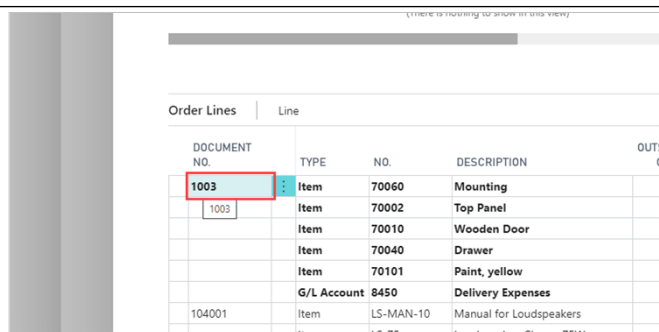
Process Template Vendor More options

Filter on Order No. Perform Match Remove All Matches

Our Ord... 1003 Amou... 11,892.50 Match... 0.00

Purchase Receipt Lines Line

After activating the matching function, all the lines for order **"1003"** are now highlighted, confirming that the total amount match is completed.

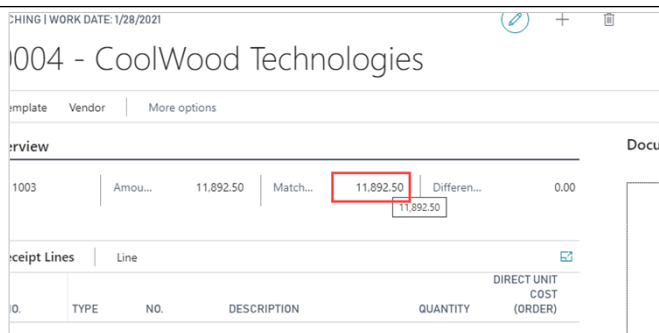


Order Lines Line

| DOCUMENT NO. | TYPE | NO. | DESCRIPTION | OUT |
|--------------|-------------|-----------|-------------------------|-----|
| 1003 | Item | 70060 | Mounting | |
| 1003 | Item | 70002 | Top Panel | |
| | Item | 70010 | Wooden Door | |
| | Item | 70040 | Drawer | |
| | Item | 70101 | Paint, yellow | |
| | G/L Account | 8450 | Delivery Expenses | |
| 104001 | Item | LS-MAN-10 | Manual for Loudspeakers | |
| | Item | LS-75 | Loudspeaker, Charv. 75W | |

Looking at the Match Overview at the top of the page, further information confirms that the order match is just perfect.

The value in the field **"Matched Amount"** is the same as...



INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

Template Vendor More options

Match Overview

| | | | | | | |
|------|---------|-----------|----------|-----------|-------------|------|
| 1003 | Amou... | 11,892.50 | Match... | 11,892.50 | Differen... | 0.00 |
|------|---------|-----------|----------|-----------|-------------|------|

Purchase Receipt Lines Line

| Q. | TYPE | NO. | DESCRIPTION | QUANTITY | DIRECT UNIT COST (ORDER) |
|----|------|-----|-------------|----------|--------------------------|
|----|------|-----|-------------|----------|--------------------------|

...the value **"Amount to Match"**, that was found during the recognition of the total amount header field.



INVOICE MATCHING | WORK DATE: 1/28/2021

D000004 - CoolWood Technologies

Process Template Vendor More options

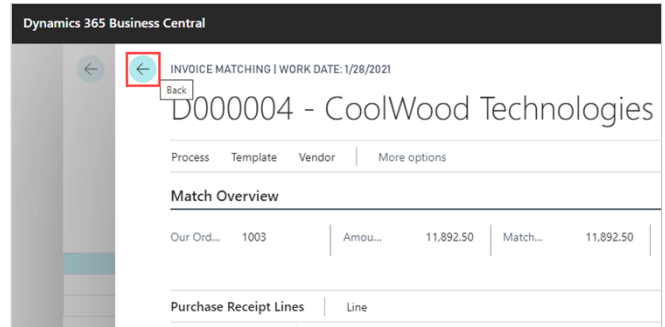
Match Overview

| | | | | | | |
|------------|------|---------|-----------|----------|-----------|-------------|
| Our Ord... | 1003 | Amou... | 11,892.50 | Match... | 11,892.50 | Differen... |
|------------|------|---------|-----------|----------|-----------|-------------|

Purchase Receipt Lines Line

| ORDER NO. | TYPE | NO. | DESCRIPTION | QUANTITY |
|-----------|------|-----|-------------|----------|
|-----------|------|-----|-------------|----------|

When satisfied with the matching result, you can register the document from the Invoice Matching page or select **"Back"** to return to the Document Journal.



Dynamics 365 Business Central

INVOICE MATCHING | WORK DATE: 1/28/2021

Back

D000004 - CoolWood Technologies

Process Template Vendor More options

Match Overview

| | | | | | |
|------------|------|---------|-----------|----------|-----------|
| Our Ord... | 1003 | Amou... | 11,892.50 | Match... | 11,892.50 |
|------------|------|---------|-----------|----------|-----------|

Purchase Receipt Lines Line