1) Open up PMM.
2) Double click on the “Invoice Matching” icon.
3) Enter your User name and Password.
The “Invoice Matching” screen will appear.

4) Double click on the discrepant invoice listed.
The “PO Invoice Discrepancy Resolution” screen will appear.
5) Click on the pushpin located on the extreme left of the discrepant line.

The “Detail Line” screen will appear.

Note: Make sure the “Discrepancy/Resolution” circle is selected. This will tell you what is discrepant about the invoice line.
6) To add an additional item not on the PO, close the “Detail Line: screen.
7) Click on the “Info” tab and then select “Invoice” to obtain the PO number.

8) Click the “Done” button.
9) Click the “Open Invoice” icon on the left end of the task bar.

10) Answer No.
11) Go to PMM main menu screen and double click on the “Purchasing” icon.
12) Click on the “Query” tab, enter the PO number, delete the date, and click search.
13) Double click on the appropriate purchase order to open the PO.
14) You will see the cover page of the PO. Click “OK” to close the cover page.
15) To add a line, use the arrow key to arrow down to a new line. (NOTE: you can also click on the “Line” tab and insert a line anywhere on the PO. It is recommended that you insert the line as the last line. This will copy the information, such as ship to, from the previous line.)
16) Double click on the new line and enter the new information making sure you check the “Auto Receive item” box.
17) When finished, click the “Close” button.
18) Click the “save” icon

19) Enter a reason for the change and click “Close”
20) Click the “Open” icon when finished.
21) Open up the “Receiving” program from the PMM main menu.
22) Enter the PO number and make sure the “Receive in Full” box is checked and click OK.
Notice that the receipts are already entered in the “QTY” field. Simply save the receipts and answer Yes to the prompt to save.
23) Go back into Invoice Matching and open the discrepant invoice.
24) Open the discrepant line by clicking on the pushpin on the left end of the line.
25) Go to the “Notes” tab and enter your note.

26) Click on the Price/Quantity tab and enter you Resolution code.
27) Click the “Close” button.
28) Click the Save icon. Notice this screen defaults to discrepant.
29) Click the “Approved” circle.

30) Click OK