PMM Invoice Discrepancies – Needs Additional Receipts

1) Open 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.
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5) Click on the pushpin icon.

The “Detail Line” screen will appear.

![Detail Line Screen]

Note: Make sure the “Discrepancy/Resolution” circle is selected. This will identify 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) Click on No button.
11) Go to PMM main menu screen and double click on the “Purchasing” icon.
12) Click on the “Query” tab, enter the PO number, remove the date, and click search.
13) Double click on the appropriate purchase order to open the PO.
14) The PO cover page will appear. 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 replicate 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 “Non-Catalog” box and 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 done. Simply save the receipts and click on Yes to save the changes.
23) Return to Invoice Matching and open the discrepant invoice.
24) Open the discrepant line by clicking on the pushpin icon.
25) Go to the “Notes” tab and enter your note.

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