PMM Invoice Discrepancy PD

1) Open PMM.
2) Double click on the “Invoice Matching” icon.
3) Enter your user name and password
   The “Invoice Matching” screen will display.

If you have invoice discrepancies, they will appear in this screen. If not, this screen will be blank.

4) To resolve invoice discrepancies, double click on an invoice listed. You will see the invoice lines on the invoice.
The discrepant line will show as a percentage in the “%” column. (Note: if the discrepant line is highlighted, it will show up as a green line.)

5) Click on the pushpin located on the left end of the discrepant line. You will then see the “Detail Line” screen.
This screen will tell you what the discrepancy is on this particular invoice. (Note: You may need to click in the “Discrepancy/Resolution” circle to see the discrepancy.)

6) If price discrepancy and the invoice is correct, enter your resolution in the lower half of the box.
7) Click on Price/Quantity tab.
8) Click Invoice Price button. (Note: Approved Price now reflects the invoice price.)
9) Select a Resolution Code
10) Click the “Close” button
11) Click the “Save Button” second icon from the left end of the task bar.
12) By default, discrepant is Selected
13) Click the circle by “Approved”

14) Click “OK”

15) Click “ok”