



MERLIN PHARMACY INFORMATION SYSTEM

AUTOMATED ELECTRONIC INVOICE MATCHING

Version 4.7

USER REFERENCE

Pharmhos Software Pty. Ltd.
Unit 2, 20 Cato Street
Hawthorn East Victoria 3123
Australia

Telephone: 1300 742 764
Facsimile: (03) 9645-6299
Web Site: www.pharmhos.com

Last updated: 17 January 2020

Table of Contents

1.	ELECTRONIC INVOICING OVERVIEW	3
1.1	E-INVOICE MATCHING (SEMI AUTOMATED)	4
1.2	E-INVOICE MATCHING (FULLY AUTOMATED).....	6
1.3	Reviewing of Automatic Invoice.....	6
1.4	Automatic Invoice Reporting.....	7
1.4.1	Printed Auto Invoice Variance Report	7
1.4.2	Excel Auto Invoice Variance Report.....	7

Proprietary Notice

This document contains information proprietary to Pharmhos Software Pty Ltd. No reproduction, in whole or part, or use of the information contained within is authorised except as Pharmhos Software Pty Ltd may agree to in writing.

Copyright Notice

This document and the information contained within is copyright by Pharmhos Software Pty Ltd and may not be duplicated in full or in part by any person without prior written approval by Pharmhos Software Pty Ltd. While every effort has been made to keep the information contained within current and accurate as of the date of publication, no guarantee is given or implied that the document is error-free or that it is accurate with regard to any specification. Pharmhos Software reserves the right to make changes, for the purpose of product improvement at any time.

1. ELECTRONIC INVOICING OVERVIEW

Electronic Invoice Matching – Semi Automated and Fully Automated

Electronic Invoice Matching shortens the process of reconciling the EAN Purchase Order Goods Receipts to the Supplier Invoices by making use of a GS1 compliant eInvoice message that is automatically retrieved by Merlin via EANCOM background process. The Delivery Note entered during the Goods Receipting is the Invoice Number and the key to finding the relevant eInvoice message. Any Freight charges can also be accounted for if they are in the eInvoice.

There are two levels of automation which can be set in Merlin – Semi Automated and Fully Automated. Semi Automated Electronic Invoicing simplifies the process of reconciliation through the Purchase Order Invoice entry screen by automatically populating the eInvoice message data into the screen's fields. Fully Automated Electronic Invoicing is a background process which periodically checks for any EAN orders which have been fully receipted and automatically invoice matches the Goods Receipts with the data passed in the eInvoice message based on a predetermined variance tolerance factor. In either case, the data can be sent to a Third Party interface (eg: SAP AP).

The Variance factor is entered by Pharmhos at time of set up and can only be adjusted by someone with authorisation.

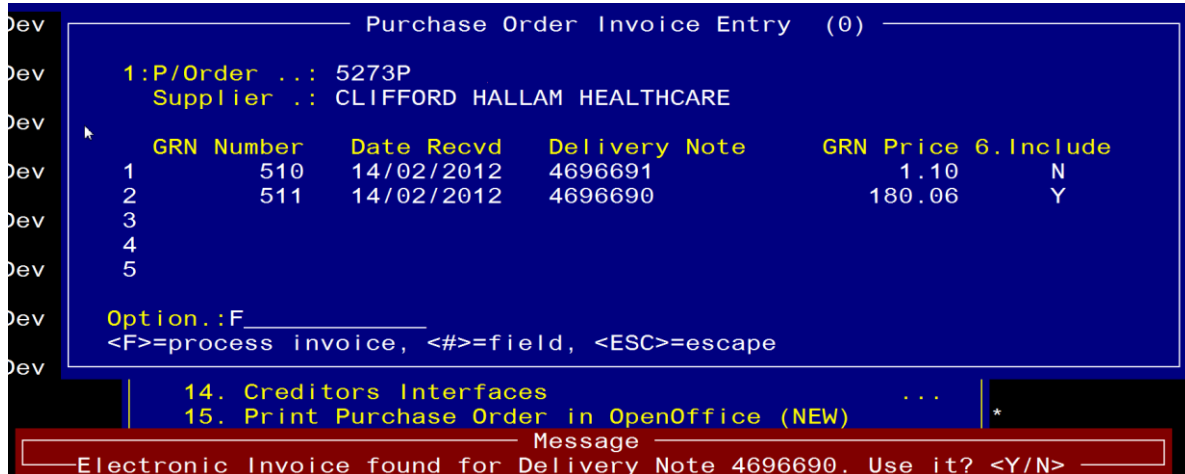
1.1 E-INVOICE MATCHING (SEMI AUTOMATED)

Invoice Matching validates the total invoice amount with the Goods Receipts and Purchase Order.

The Invoice amount must balance to within a parameterised variance amount or percentage to be filed.

Adjustment is made at item level for item, quantity, price, discount, and at order level with freight, order discount and withholding amounts.

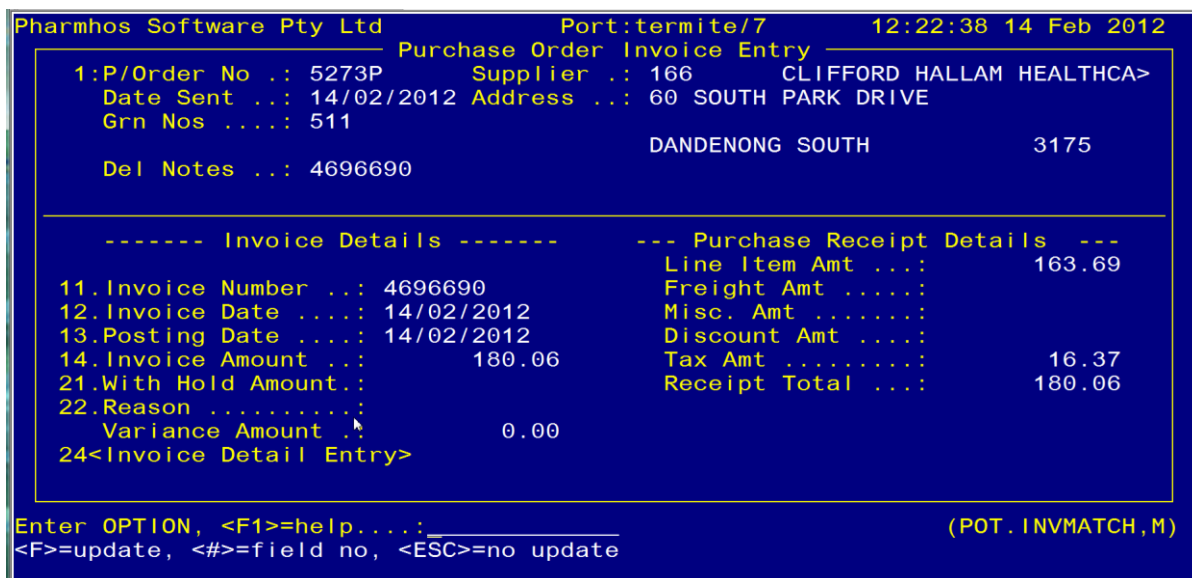
Menu option – Inventory >> 6. Purchase Order Processing >> 5. Purchase Order Invoice Entry



Enter the Purchase Order Number. Enter <Y> in the last column for the GRNs that are to be processed and enter <N> for the other entries. If there is an eInvoice message available then it will ask the user if they would like to use it. Enter <Y>.

File the screen to process the invoice.

The Purchase Order Invoice Entry screen appears to enter the invoice details.



Field 11 – Invoice Number will be automatically populated with the Invoice number specified in the eInvoice message.

Field 12 –Invoice Date will be automatically populated with the date specified in the eInvoice message.

Field 13 – Posting Date will be automatically populated with the current date

Field 14.- Invoice Amount will be automatically populated with the total amount specified in the eInvoice.

If there is a valid discrepancy, the system calculates the variance amount and a message appears “Invoice variance, press <RTN> to enter details”

		Invoice Detail Entry (2)				
		ExTax	Tax	Totals		
Invoice No. :	4696690	Line Itms:	163.69	16.37	180.06	
Invoice Tot.:	180.06	4.Freight.:	5.	611		
Balance.....:		6.Misc Chg.:	7.			
		8.Discout.:	9.			
		Total =	180.06			
Description	QtyOrd	Rec	13.ExTax	14.Tax	15.IncTax	Ext Price
1 NAROPIN with FENTANYL 0.2%-200mcg/100mL INFUSION	1	1	163.6888	16.37	180.06	180.06
2						
3						
4						
5						
6						
7						
8						
9						
10						
Option.:						
Enter the invoice Freight amount						

On pressing <Return>, the Invoice Detail Entry screen opens, which allows the user to enter any freight charges, miscellaneous charges or discounts. The system alerts the user when the invoice is balanced to purchase order. File the screen to update which returns the user to the previous screen.

File the Purchase Order Invoice Entry screen once all details have been completed.

1.2 E-INVOICE MATCHING (FULLY AUTOMATED)

Fully Automated Electronic Invoice Matching can be scheduled to run in Merlin so that EAN Purchase Orders will be immediately invoiced once the order is fully receipted. No client interaction is required unless a variance/exception has been discovered resulting in the order not being invoiced. If an order is not invoiced automatically it will still be available for receipting through the Purchase Order Invoice Entry screen.

The program checks through all the Delivery Notes in the Goods Receipt that match the eInvoice invoice number and does a comparison of figures between the two entities. The Variance Factor is a predetermined amount (eg. 10 cents) or percentage with the default being zero tolerance. The Variance is applied to all Fully Automatic eInvoicing and can be customised for each site per supplier. Any variances which occur during the data integrity checks are reported and audited which can then be reviewed at a later date if desired. If the prices match or the eInvoice price is below the allowed variance then the Goods Receipt will be automatically invoiced using the figures provided in the eInvoice.

If the site requires updating of the Creditors Interface then a General Ledger summary record is written out and filed away for later extraction to Accounts Payable. Any variance amounts will be removed from the first item line for that invoice in the AP extract. The layout of the AP Extract will be in the same layout as if invoicing was performed manually.

1.3 Reviewing of Automatic Invoice

To check that an Automatic Invoice has successfully occurred, the user can view this through the Purchase Order Invoice Details screen.

Menu option – Inventory >> 6. Purchase Order Processing >> 8. Purchase Order Enquiries/Reports >> 4. Purchasing – Invoice Related Reports >> 3. P/Order Invoice Enquiry

```
Pharmhos Software Pty Ltd          Port:termite/2          10:49:14 15 Feb 2012
-----
1.Receiving Site  .: PH01          PHARMACY - MAIN STORE
2:P/Order Number .: 5357P         166 CLIFFORD HALLAM HEALTHCARE

----- Invoice Details -----
1  Inv: V12111          Invd:13/02/2012  Posted:14/02/2012  by AUTO
2  PHARMHOS - SMALL          Ord.: 2          O/s.: 0
3  30/03/2011 Dkt:V12111    Qty Recd.:      2 x      $1.00 =      $2.00
4
5  PHARMHOS - MEDIUM        Ord.: 2          O/s.: 0
6  30/03/2011 Dkt:V12111    Qty Recd.:      1 x      $1.00 =      $1.00
7  30/03/2011 Dkt:V12111    Qty Recd.:      1 x      $1.00 =      $1.00
8
9  PHARMHOS - LARGE         Ord.: 1          O/s.: 0
10 30/03/2011 Dkt:V12111    Qty Recd.:      1 x      $1.00 =      $1.00
11 * Inv Total ...:          5.50
12
13

Enter OPTION, <F1>=help....: (POQ. INVDISP,R)
'v' '^'=page fwd/bck, 'U' 'D'=scroll fwd/bck, '=' invno, aaa=search
```

Field 1 – Enter the Main Store

Field 2 – Enter the Purchase Order number

A Red banner will be displayed on the screen which shows that the Invoice was created by a user called "AUTO"

Press <Esc> to exit screen.

1.4 Automatic Invoice Reporting

There are two reports available to assist will monitoring elnvoicing and reconciling any related issues.

1.4.1 Printed Auto Invoice Variance Report

A report called the "AUTO INVOICE ERROR REPORT" is a print out which is produced once a Fully Automatic elnvoicing check has occurred on a Goods Receipt with an elnvoice which was over the allowed variance margin and has resulted in the order not being invoiced. This print out can be suppressed if it is not required.

ICT.EANINV.VAR.SUB AUTO INVOICE ERROR REPORT

 The following errors were detected during creation of an Auto Invoice
 Order.....: 5357P
 Invoice.....: V12111
 Invoice Variance...: 0.1500
 Allowed Variance...: 0.1000
 Date.....: 15/02/2012
 Time.....: 11:31

Variance between Goods Receipt price 5.50 and EInvoice 5.65 too large - not invoiced
 PO Line 1: Extended Price tax inclusive 2.25 different to GRN (527) 2.20
 PO Line 2: Extended Price tax inclusive 2.25 different to GRN (527) 2.20
 PO Line 3: Extended Price tax inclusive 1.15 different to GRN (528) 1.10

1.4.2 Excel Auto Invoice Variance Report

The "EAN Invoice Variance Report" is an Excel exportable report which lists all variances per line regardless of allowed variance. It will even display variances from rounding issues which may still result in a successful auto invoice match . Any marked as Over Variance are Purchase orders which have failed the data integrity checks and have NOT been invoiced.

EAN Invoice Variance Report													Run:	19/10/2011
1	ICR.EANINV.VAR.XML													
2	Date From:	01/04/2011												
3	Date To:	30/04/2011												
4	Site:	All Sites												
5														
6	Date	Time	Invoice No	Manual or Auto	Over Variance YN	Order No	Line	Line Status	GRNs	Prod Code	Product Description	Strength/For		
7	01/04/2011	09:39	5215041	A	N	1286QH	4	PO Line 4: Unit price incl tax 19.76 different to GRN (30354) 19.77	30354	DOR22	DORZOLAMIDE/TIMOLOL	2%/0.5% (5ml)		
8	01/04/2011	09:39	5215041	A	N	1286QH	5	PO Line 5: Extended Price tax inclusive 3.79 different to GRN (30354) 3.80	30354	OXAZ2	OXAZEPAM	30mg TABLET		
9	01/04/2011	09:39	5215327	A	Y	1324VB	2	PO Line 2: Extended Price tax inclusive 49.77 different to GRN (30349) 49.78	30349	BACL0N	BACLOFEN	10mg TABLET		
10	01/04/2011	09:39	5215327	A	Y	1324VB	4	PO Line 4: Extended Price tax inclusive 12.59 different to GRN (30349) 12.58	30349	CLON4	CLONAZEPAM	2mg TABLET		
11	01/04/2011	09:39	5215327	A	Y	1324VB	6	PO Line 6: Unit price incl tax 32.23 different to GRN (30349) 35.45	30349	DESV2	DESVENLAFAXINE	50mg SR TAB		
12	01/04/2011	09:39	5215327	A	Y	1324VB	7	PO Line 7: Unit price incl tax 39.31 different to GRN (30349) 43.24	30349	DESV1	DESVENLAFAXINE	100mg SR TAB		
13	01/04/2011	09:39	5215327	A	Y	1324VB	8	PO Line 8: Unit price incl tax 1.46 different to GRN (30349) 1.45	30349	DIAZ5	DIAZEPAM	5mg TABLET		
14	01/04/2011	09:39	5215327	A	Y	1324VB	12	PO Line 12: Extended Price tax inclusive 10.70 different to GRN (30349) 10.69	30349	LITH1	LITHIUM CARBONATE	250mg TABLET		
15	01/04/2011	09:39	5215327	A	Y	1324VB	14	PO Line 14: Extended Price tax inclusive 3.49 different to GRN (30349) 3.50	30349	METR7	METRONIDAZOLE	400mg TABLET		
16	01/04/2011	09:39	5215327	A	Y	1324VB	16	PO Line 16: Unit price incl tax 140.00 different to GRN (30349) 140.01	30349	OLAN10	OLANZAPINE	7.5mg TABLET		
17	01/04/2011	09:39	5215327	A	Y	1324VB	21	PO Line 21: Extended Price tax inclusive 10.95 different to GRN (30348) 10.96	30348	LACT4	LACTULOSE	3.34g/5mL (50)		
18	01/04/2011	09:41	5214329	A	N	1285QH	2	PO Line 2: Unit price incl tax 4.67 different to GRN (30356) 4.66	30356	MORP24	MORPHINE SULFATE	10mg/mL INJ		
19	01/04/2011	10:07	5215365	A	N	1626NA	9	PO Line 9: Extended Price tax inclusive 11.27 different to GRN (30360) 11.28	30360	DEXT6	DEXTROROPROXYPHENE/P32	5mg/325mg		
20	01/04/2011	10:07	5215365	A	N	1626NA	10	PO Line 10: Extended Price tax inclusive 3.90 different to GRN (30358) 3.89	30358	DIPH5	DIPHENOXYLATE/ATROPINE	2.5mg/25mg		
21	01/04/2011	10:07	5215365	A	N	1626NA	15	PO Line 15: Unit price incl tax 13.05 different to GRN (30358) 13.06	30358	GLYC15	GLYCERYL TRINITRATE	400mg (200)		
22	01/04/2011	10:07	5215365	A	N	1626NA	19	PO Line 19: Extended Price tax inclusive 11.58 different to GRN (30358) 11.57	30358	AMOX13	AMOXICILLIN/CLAVULANIC	400mg/57mg		
23	01/04/2011	10:07	5215365	A	N	1626NA	20	PO Line 20: Extended Price tax inclusive 4.05 different to GRN (30358) 4.06	30358	CEFA2	CEFACLOR	250mg/5mL (7)		
24	01/04/2011	10:07	5215365	A	N	1626NA	25	PO Line 25: Extended Price tax inclusive 152.84 different to GRN (30358) 152.85	30358	LIPA1	LIPASE/PROTEASE/ AMYLASE	10000U/600PI		
25	01/04/2011	10:07	5215365	A	N	1626NA	26	PO Line 26: Unit price incl tax 33.74 different to GRN (30358) 33.75	30358	FENO1	FENOFIBRATE	145mg TABLET		
26	01/04/2011	10:09	5214010	A	N	1623NA	4	PO Line 4: Unit price incl tax 20.94 different to GRN (30363) 20.93	30363	OXYC7	OXYCODONE (OXYCONTIN)	20mg CONTR		
27	01/04/2011	10:09	5214010	A	N	1623NA	5	PO Line 5: Unit price incl tax 4.67 different to GRN (30363) 4.66	30363	MORP24	MORPHINE SULFATE	10mg/mL INJ		
28	01/04/2011	10:09	5214013	A	N	1622NA	3	PO Line 3: Unit price incl tax 4.67 different to GRN (30364) 4.66	30364	MORP24	MORPHINE SULFATE	10mg/mL INJ		
29	01/04/2011	10:09	5213607	A	N	1626NA	1	PO Line 1: Unit price incl tax 4.67 different to GRN (30361) 4.66	30361	MORP24	MORPHINE SULFATE	10mg/mL INJ		
30	01/04/2011	10:13	5215480	A	Y	1509QF	1	PO Line 1: Unit price incl tax 16.18 different to GRN (30370) 17.80	30370	HYDR66	HYDROCORTISONE SODIUM	250mg/2mL (6)		
31	01/04/2011	10:13	5215477	A	Y	1509QF	5	PO Line 5: Unit price incl tax 150.24 different to GRN (30371) 150.25	30371	MESN1	MESNA	1g/10mL INJ		

To run the "EAN Invoice Variance Report" Posh Report Processing Screen is used. This screen can be accessed by the zoom [REPORT or run from Merlin Report Web Link.

```
Posh Report Processing (1)
1:Report Id.:ICR.EANINV.VAR.XML
  Report Name:EAN EInvoice Variance report
  Inputs
  4.Values
1 Task Id.....: ICR.EANINV.VAR.XML
2 User Id.....: VT
3 Start Date.....: 05/02/2012
4 End Date.....: 15/02/2012
5 Main-Store Site Id.....:
6 File to Write to.....: POSH.FTP
7 Item Id to Write.....:
8
9
10
11
12
13
14

Option.:_____
<R>=Run report <ESC>=exit <#.#>=file.line
```

Enter ? in Field 1 and a list of all available reports will appear.

Select ICR.EANINV.VAR.XML EAN EInvoice Variance Report

Field 2: Enter User Id

Field 3: Enter the Start Date

Field 4: Enter the End Date

Field 5 Enter the Main Store Id OR leave blank and all sites will be included in the report

Type <R> in the Option Line to run the report

When it has finished, escape out of the screen and enter the zoom [EXPORT.

```
Pharmhos Software Pty Ltd Port:termite/2 09:25:21 15 Feb 2012
1.Task...:
2.Filter.:EANINV
3.Drive:\Path.:c:\sandh\
4.Export Item Id
13 N ICR.EANINV.VAR.XML_20101208_1647_PH01.xml
14 N ICR.EANINV.VAR.XML_20101208_1649_PH01.xml
15 N ICR.EANINV.VAR.XML_20101208_1650_PH01.xml
16 N ICR.EANINV.VAR.XML_20101215_0955_PH01.xml
17 N ICR.EANINV.VAR.XML_20101215_0957_PH01.xml
18 N ICR.EANINV.VAR.XML_20101215_1000_PH01.xml
19 N ICR.EANINV.VAR.XML_20101215_1001_PH01.xml
20 N ICR.EANINV.VAR.XML_20101215_1002_PH01.xml
21 N ICR.EANINV.VAR.XML_20110120_0939_AllSites.xml
22 Y ICR.EANINV.VAR.XML_20110120_0940_AllSites.xml
23
24

Enter OPTION, <F1>=help....E_____ (POSH.EXPORT,M)
<E>=Export to Windows
```

Field 1: Leave blank (Nothing needs to be entered in this field)

Field 2: Enter EANINV

Field 3: Enter the path for the report to be exported to

When the cursor is at the option line, type the reference for the report ie: 4.1 (for the line one of Field

4) The 'N' next to the report will change to 'Y'.

Type <E> for Export in the Option Line and <Y> when the box opens.

The report will now be exported to the folder specified.