T-Code MRBR is specific to the Purchasing buyer and used to reconcile invoice and Goods Confirmations/Goods Receipts that do not qualify for system release based on 3-way match.

Referencing the below graphic, after the purchase order is processed and placed, the supplier provides the goods/services. The final two steps of the process are:

1. Department creates Goods Confirmation/Goods Receipt
2. Supplier provides invoice to Accounts Payable for posting

Purchasing General Process Flow (5 Steps)

IRIS — Integrated Resource Information System

1. Create Shopping Cart (Dept)
2. Approval (Dept / Unit / College)
3. Purchase Order Sent to Supplier (Purchasing)
4. Goods Confirmation (Dept)
5. Invoice Posting / Check Payment (Accounts Payable)

- The department creates Shopping Carts for goods and services, with approval(s) to follow.
- Purchasing processes and places the purchase order with the supplier.
- Along with the purchase order, Goods Confirmations and invoice postings complete a 3-way match and payment releases.
- Encumbrances occur along the way and are expensed at the creation of the Goods Confirmation.

Provided there is a "3-way match" between PO, Goods Confirmation/Receipt, and Invoice, SAP will automatically release the payment without further intervention.

1. Goods Confirmation/Receipt quantity must match PO quantity.
2. Invoice posting must match PO line item dollar price

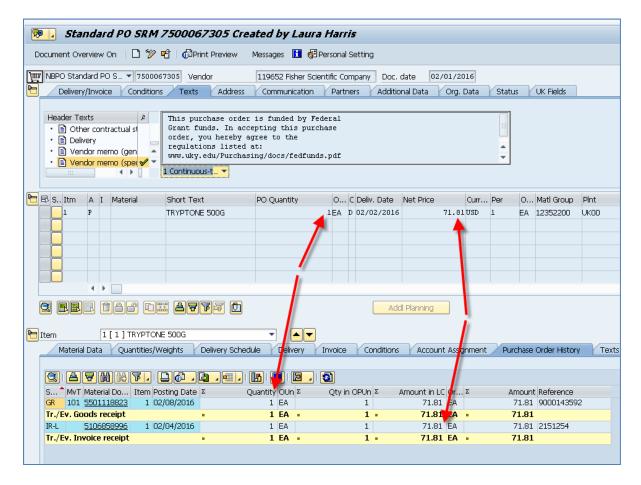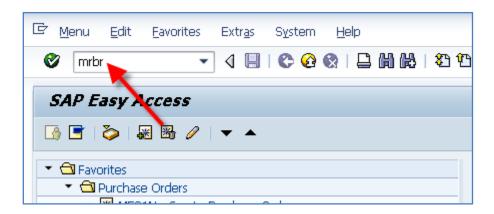If there are discrepancies in the 3-way match, the payment will not process and the order populates to a queue for buyer intervention. The queue is accessed via T-code MRBR.

1. Type T-code MRBR into the SAP Easy Access command field and press enter

2. Enter buyer number and click Execute button

3. The results screen will reflect purchase orders for which invoices have posted, but do not qualify for a 3-way match. Any of the following may be reasons for an invoice appearing in a buyer's MRBR queue:

1. Invoice posted and correct, but awaiting creating of Goods Confirmation/Goods Receipt by department.
   Note: If the invoice date is relatively recent, attention is usually not required for this. Departments may need reasonable time (several days) in order to examine goods upon delivery and create the confirmation/receipt.

2. Invoice posted with price that does not match the PO price. This will appear in the Blocking Reason: Price Column.
   Action needed: Request a credit memo from supplier. When posted, it will correct the invoice amount and invoice will meet 3-way match and release.

3. Invoice posted, but Goods Confirmation/Receipt created for incorrect quantity.
   Action needed. Contact the department to correct Goods Confirmation/Receipt as needed to match invoice quantity

Release Blocked Invoices

Blocking Reason

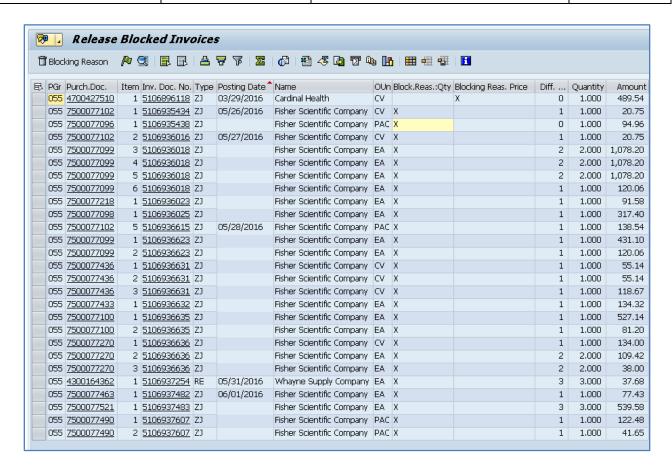| PGr	Purch.Doc.	Item	Inv. Doc. No.	Type	Posting Date	Name	OUn	Block.Reas.:Qty	Blocking Reas. Price	Diff. ...	Quantity	Amount
055	4700427510	1	5106896118	ZJ	03/29/2016	Cardinal Health	CV		X	0	1.000	489.54
055	7500077102	1	5106935434	ZJ	05/26/2016	Fisher Scientific Company	CV	X		1	1.000	20.75
055	7500077096	1	5106935438	ZJ		Fisher Scientific Company	PAC	X		0	1.000	94.96
055	7500077102	2	5106936016	ZJ	05/27/2016	Fisher Scientific Company	CV	X		1	1.000	20.75
055	7500077099	3	5106936018	ZJ		Fisher Scientific Company	EA	X		2	2.000	1,078.20
055	7500077099	4	5106936018	ZJ		Fisher Scientific Company	EA	X		2	2.000	1,078.20
055	7500077099	5	5106936018	ZJ		Fisher Scientific Company	EA	X		2	2.000	1,078.20
055	7500077099	6	5106936018	ZJ		Fisher Scientific Company	EA	X		1	1.000	120.06
055	7500077218	1	5106936023	ZJ		Fisher Scientific Company	EA	X		1	1.000	91.58
055	7500077098	1	5106936025	ZJ		Fisher Scientific Company	EA	X		1	1.000	317.40
055	7500077102	5	5106936615	ZJ	05/28/2016	Fisher Scientific Company	PAC	X		1	1.000	138.54
055	7500077099	1	5106936623	ZJ		Fisher Scientific Company	EA	X		1	1.000	431.10
055	7500077099	2	5106936623	ZJ		Fisher Scientific Company	EA	X		1	1.000	120.06
055	7500077436	1	5106936631	ZJ		Fisher Scientific Company	CV	X		1	1.000	55.14
055	7500077436	2	5106936631	ZJ		Fisher Scientific Company	CV	X		1	1.000	55.14
055	7500077436	3	5106936631	ZJ		Fisher Scientific Company	CV	X		1	1.000	118.67
055	7500077433	1	5106936632	ZJ		Fisher Scientific Company	EA	X		1	1.000	134.32
055	7500077100	1	5106936635	ZJ		Fisher Scientific Company	EA	X		1	1.000	527.14
055	7500077100	2	5106936635	ZJ		Fisher Scientific Company	EA	X		1	1.000	81.20
055	7500077270	1	5106936636	ZJ		Fisher Scientific Company	CV	X		1	1.000	134.00
055	7500077270	2	5106936636	ZJ		Fisher Scientific Company	EA	X		2	2.000	109.42
055	7500077270	3	5106936636	ZJ		Fisher Scientific Company	EA	X		2	2.000	38.00
055	4300164362	1	5106937254	RE	05/31/2016	Whayne Supply Company	EA	X		3	3.000	37.68
055	7500077463	1	5106937482	ZJ	06/01/2016	Fisher Scientific Company	EA	X		1	1.000	77.43
055	7500077521	1	5106937483	ZJ		Fisher Scientific Company	EA	X		3	3.000	539.58
055	7500077490	1	5106937607	ZJ		Fisher Scientific Company	PAC	X		1	1.000	122.48
055	7500077490	2	5106937607	ZJ		Fisher Scientific Company	PAC	X		1	1.000	41.65

Based on judgment of the Purchasing buyer, and sometimes a manager, an invoice may be manually released by the buyer if the invoice price posting is off by an insignificant amount. For instance, .01 or $1.00, etc. Contact Accounts Payable regarding release of invoices with minute discrepancies.