

## QUICK REFERENCE GUIDE

### *Match Exceptions Errors*

April 27, 2015

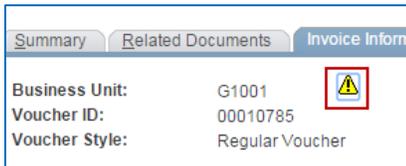
## Match Exceptions Errors

SWIFT's matching process compares vouchers with purchase orders and receiving documents to ensure that the agency pays for only the goods and services ordered and received. Matching can be completed during voucher creation or SWIFT can run in batch at a later time. Transactions with match exception errors do not proceed until they are corrected or overridden and are match checked again. This quick reference guide provides information about match exceptions errors.

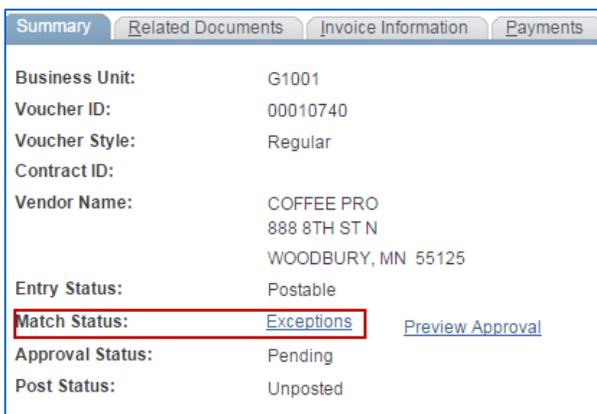
- It provides a summary of ways to determine if you have match exceptions.
- There is an overview of match tolerances rules.
- You can use the match exception matrix to determine the reason for the exception and likely solutions.

You can find if you have matching exceptions in several places on a voucher.

1. After you run the Matching Check and select the Action field to run the Budget Checking, you see that the Matching option remains. This means that the voucher did not pass Matching.
2. After you save a new or updated voucher, you may see a **yellow triangle icon** that indicates an error. Click on this **Error** icon to get more information about the error.



3. After you run a voucher through the match process, check the **Summary** tab. It will indicate if there is a match exception error.



- If you click on the **Match Exceptions** link, SWIFT brings you to the **Match Exception Workbench Details** page. On the Match Rules section, SWIFT indicates the match rule. It also tells you the *Voucher ID* and the *PO ID* for you to research.

Match Rules				
Rules		Override Options		
	Details	Match Rule	Voucher	Purchase Order
		Vendor does not equal PO vendor	0000213897	0000213897

- If you click on the **Details** icon, SWIFT will bring you to information about the match exception. You can use the match rule exception number to review possible solutions on the *Match Exception Matrix* at the end of this QRG.

Match Rule Details	
<b>Vendor does not equal PO vendor</b>	
<b>Match Control:</b> STD_PO_TOL	<b>Match Rule Type:</b> DATAENTRY
<b>Match Rule:</b> 130	<b>Description:</b> Vendor/Loc not = PO Vendor/Loc
The vendor or vendor location on the purchase order does not equal the vendor or vendor location on the voucher	

- The **Error Summary** tab will tell you where the error is located (e.g., Invoice Line), which field number and a message about that error. You can use the match rule exception number to review possible solutions on the *Match Exception Matrix* at the end of this QRG.

Summary				Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
<b>Business Unit:</b>	G1001	<b>Invoice Number:</b>	TRN20EX4										
<b>Voucher ID:</b>	00010740	<b>Invoice Date:</b>	03/02/2015										
<b>Style:</b>	Regular	<b>Total:</b>	10.00										
Invoice Line Errors												Personalize   Find   View All     First	
Line	Field Name	Message											
1	130	PO Vendor/Location <=> Voucher Vendor/Location											

## Tolerances Rules Overview

As part of the matching process, tolerances are set up that describe what variances are acceptable.

### Some matching rules are:

- Monetary Tolerances – specify the lower amount and/or upper amount for the tolerance.
- Percentage Tolerances – specify the lower % and/or upper %.
- Minimum Amount – Minimum amount for the tolerance.

### Match rules use tolerances that are defined in SWIFT through use of the Category Codes.

- Category codes are maintained by SWIFT's procurement team as global settings.
- Goods have a \$50 or 10% tolerance (Category Codes beginning with a 1-6).
- Services have \$0 or 0% tolerance (Category Codes beginning with 7-9).
- PO references category code 8013052 and therefore does not have a tolerance.

### Matching Process Rules Overview

- Match rules with zero tolerance values result in an exact match.
- Summary match rules with tolerances always match when summary amount is less than or equal to the tolerance amount.
- SWIFT converts match tolerance rules to the purchase order currency.
- SWIFT converts match tolerance rules quantities to the purchase order unit of measure.
- If a match exception exists and the voucher is within established tolerances, the matching process overrides the exception.
- With the matching process, you can match multiple receipts to a voucher line, match multiple voucher lines to one receipt and keep track of outstanding amounts (after matching) to support partial receipt matching.

## Match Exceptions Matrix

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
100	No receipts found.	No receipts were found for the purchase order (PO) specified on the voucher.	Contact the buyer.	The buyer should contact the person at the "Ship TO" location specified on the PO for further research.
130	Vendor/Loc not = PO Vendor/Loc	The Vendor ID or the Vendor Location on the voucher does not match with the PO.	If the Vendor/Loc on the voucher is different from the PO, contact the buyer to determine if the PO or the voucher should be updated.	Update the Vendor or Vendor Location on the PO.
140	Voucher item not = PO item.	The Item ID on the voucher lines does not match the Item ID on the PO Line.	The defaulted Item ID should not be changed on the voucher. If there is a difference between the PO and the voucher, contact the buyer to determine which should be updated.	Update the Item ID on the PO.
160	Vendor/Loc not = Receiver Vendor/Loc	The Vendor ID or the Vendor Location on the voucher does not match this information on the PO receipt.	If the Vendor/Loc on the PO is different from the receipt, contact the buyer to determine if the voucher or the receipt should be updated. If the receipt was manually associated with the voucher, remove the incorrect receipt and associate the correct one.	Cancel the receipt and create a new receipt with the correct PO.170
170	Voucher item not = receiver item.	The Item ID on the Voucher Lines does not match the Item ID on the Receiver Line.	Do not change the defaulted Item ID on the voucher. If there is a difference between the receipt and the voucher, contract the buyer. If the receipt was manually associated with the voucher, remove the incorrect receipt and use the correct one.	Cancel the receipt and create a new receipt with the correct PO.
250	Line amount not = PO line amt with the PO amt tol	The difference between the Voucher Line Amount and the PO Line Amount is greater than the configured price tolerance (\$50 at State of MN).	Contact the vendor and validate the Invoice Amount and Quantity. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contract the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher price or quantity. If there is a receipt is associated, it must also be updated.
260	Line amount not = PO line amt with the PO % tol	The difference between the Voucher Line Amount and the PO Line Amount is greater than the configured price % tolerance (10% at the State of MN).	Contact the vendor and validate the Invoice Amount and Quantity. If the Invoice is incorrect, the vendor should send a new one. If the Invoice is correct, contract the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher price or quantity. If the receipt is associated, it must be updated also.
270	Line amount	The difference between	Contact the vendor and validate	Validate the PO Amount. If

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
	not = recv line amt	the voucher Line Amount and the Receipt Line Amount is greater than the configured price tolerance (\$50 at State of MN).	the Invoice Amount and Quantity. If the Invoice is incorrect, the vendor should send a new one. If the Invoice is correct, contract the buyer.	correct, update the receipt Amount.
280	Line amount not = recv line amt with PO % tol	The difference between the voucher Line Amount and the Receipt Line Amount is greater than the configured price % tolerance (10% at the State of MN).	If the Invoice is incorrect, the vendor should send a new one. If the Invoice is correct, contract the buyer.	Validate the PO Amount. If correct, update the Receipt Amount.
330	LTD vchr qty greater than PO qty with receipt tol	The total voucher quantity (including previously matched quantities) exceeds the quantity on the PO. This includes the allowed over-receiving quantity (0% at the State of MN). This is a life-to-date exception – it will account for all Invoices for a given PO.	Contact the vendor and validate the Invoice Quantity. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.
340	LTD vchr amt greater than PO amt	The total voucher quantity (including previously matched quantities) exceeds the Amount on the PO. This includes the configured price tolerance (\$50.00 at the State of MN). This is a life-to-date exception meaning - it will account for all Invoices for a given PO.	Contact the vendor and validate the Invoice Amount. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.
350	LTD vchr amt greater than PO amt	The total voucher quantity (including previously matched quantities) exceeds the amount on the PO. This includes the configured price % tolerance (10% at the State of MN). This is a life-to-date exception - it will account for all Invoices for a given PO.	Contact the vendor and validate the Invoice Amount. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.
580	Line qty not	The voucher quantity	Contact the vendor and validate	Validate the PO quantity. If

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
	= recv qty with PO received % tol	exceeds the quantity on the receipt. The receipt quantity includes the allowed over-receiving quantity (0% at the State of MN).	the Invoice quantity. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order.	correct, update the receipt quantity.
700	Freight not allowed.	PO freight terms = Paid by the seller but the voucher contains freight costs.	Contact the buyer.	If the freight charge is valid, update the PO Freight Terms.
710	Vendor's Financial Sanctions Status	There may be issues with the vendor.	Contact the Vendor Maintenance Group to complete a review of the vendor (e.g., verification).	
M_P100	PO date range is not valid	The Goods/Services Received Date on the voucher is not within the PO Date and the PO Expiration Date range.	Contact the buyer.	The buyer should work with AP and the Contracts team to determine a resolution.