Matching Rules and Requirements

Objective

To provide agencies with information on the matching processes available in the StateWide Integrated Financial Tools (SWIFT) system.

Policy

Agencies must ensure purchases made by the State of Minnesota are processed correctly in SWIFT. This includes matching vouchers against purchase orders, receipts, and inspection records (if applicable) prior to payment. Matching helps ensure the validity of the payment before the payment is made and that payments are not made against invalid invoices.

Matching Processes

SWIFT performs several types of matching. Depending on the type of voucher, there may be a two, three or four way match:

2-Way Matching:

Verifies information between the voucher and the purchase order including:

- Invoice Price is less than or equal to the Purchase Order Price
- Quantity Billed is less than or equal to the Quantity Ordered

3-Way Matching:

Verifies information between the voucher, purchase order, and receipt including:

- Invoice Price is less than or equal to the Purchase Order Price
- Quantity Billed is less than or equal to the Quantity Ordered
- Quantity Billed is less than or equal to the Quantity Received

4-Way Matching:

Verifies information between the voucher, purchase order, receipt and acceptance/inspection documents including:

- Invoice Price is less than or equal to the Purchase Order Price
- Quantity Billed is less than or equal to the Quantity Ordered

- Quantity Billed is less than or equal to the Quantity Received
- Quantity Billed is less than or equal to the Quantity Accepted

The flexible matching processes in SWIFT can accommodate a wide variety of purchases. For example, agencies may want to document the receipt of a particular purchase prior to payment thus requiring a receipt on the PO and three-way match. Conversely, agencies can process a payment without a receipt by utilizing the two-way match *and* workflow approval. Vouchers greater than $100,000 require workflow approval regardless of matching process. Matching tolerances in SWIFT have been set to the lessor of $50 or 10% for goods and $0 and 0% for services. By default, purchase orders are set to require receipts. Match exceptions should generally not be overridden.

See also

Minnesota Statute 16A.15 (https://www.revisor.mn.gov/statutes/?id=16A.15)

SWIFT Accounts Payable and Purchasing Reference Guides
(https://mn.gov/mmb/accounting/swift/training-support/reference-guides/)