

QUICK REFERENCE GUIDE

Updated November 01, 2019

Correct Matching Error Exceptions Using the Match Workbench

After the matching process runs, the voucher successfully matches to the PO when the Match Status reads “Matched.” If the matching process has an error, the Match Status will read “Exceptions” and the voucher will not be available for payment until the error is corrected. To correct the matching error, use the Match Workbench.

Steps to complete

- Step 1: Search for the voucher with matching error exceptions.
- Step 2: Identify and resolve the matching error exceptions on the voucher.
- Step 3: Rerun Matching, Budget Checking, and Approval processes.

Step 1: Search for the voucher with matching error exceptions.

1. Navigate to the *Match Workbench* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers, left-menu, Add/Update folder, Match Workbench
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Vouchers, Match Workbench.

2. If applicable, select a routinely saved search from the *Use Saved Search* field.

Note: You can also select the *Process Monitor* link to view exceptions in the Process Monitor.

The screenshot shows the 'Match Workbench' header. Below it is a search area with a dropdown arrow and the word 'Search'. A red box highlights a dropdown menu containing the text 'Use Saved Search' and a downward arrow icon. To the right of this dropdown is a button labeled 'Process Monitor', also highlighted with a red box.

3. Enter the agency number in the *Business Unit* field.
4. Select one of the following options from the *Match Status* field. (These are the same statuses that appear on the *Summary* tab for the voucher.)

Match Status Option	Match Status Option Description
Manually Overridden	The matching error has been manually overridden for a voucher.
Match Dispute	The status of the voucher is in dispute and requires additional attention.
Match Exceptions Exist	The voucher has matching errors.
Matched	The voucher was successfully matched and has no matching errors.
Overridden – Credit Note	The voucher has been matched with a credit memo adjustment voucher.
To Be Matched	The voucher has not completed the matching process.

Note: To find a voucher with matching exceptions errors, select “Match Exceptions Exists.”

- If you know the identification for the voucher or the supplier, enter them in the *Voucher ID* and *Supplier ID* fields.
- Press the **Search** button.

Match Workbench

▼ Search

Use Saved Search [dropdown]

Business Unit equal to [dropdown] G1001 [input] [search icon]

Match Status equal to [dropdown] Match Exceptions Exist [dropdown]

Voucher ID All Values [dropdown]

Supplier SetID equal to [dropdown] SHARE [input] [search icon]

Supplier ID All Values [dropdown]

Max Rows to Retrieve [input] 300

[Search] [Clear] [Advanced Search](#) [Save Search Criteria](#)

- Search Results* will display in the *Details* tab listing vouchers with matching error exceptions.

Review the *Vouchers*, *Supplier ID*, *Invoice Number*, and *Gross Amount* columns to find the voucher with matching error exceptions.

Search Results for Match Inquiry Type: Match Exceptions Exist

Select All Deselect All

1-3 of 3

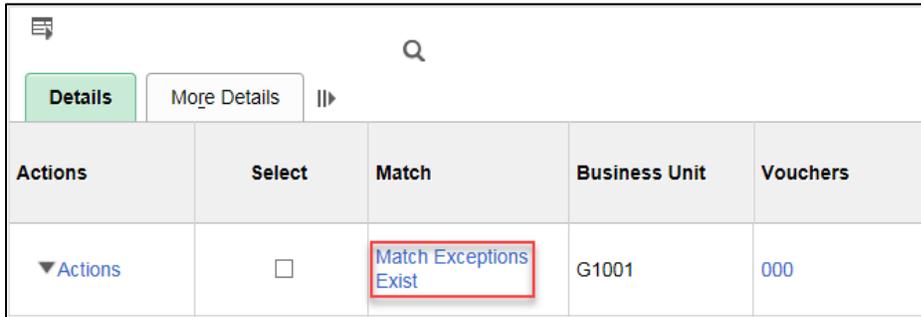
Details More Details

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
▼ Actions	<input type="checkbox"/>	Match Exceptions Exist	G1001	000	0000	Valid		4,131.08	USD

8. Select the *More Details* tab to review the *Post Status*.

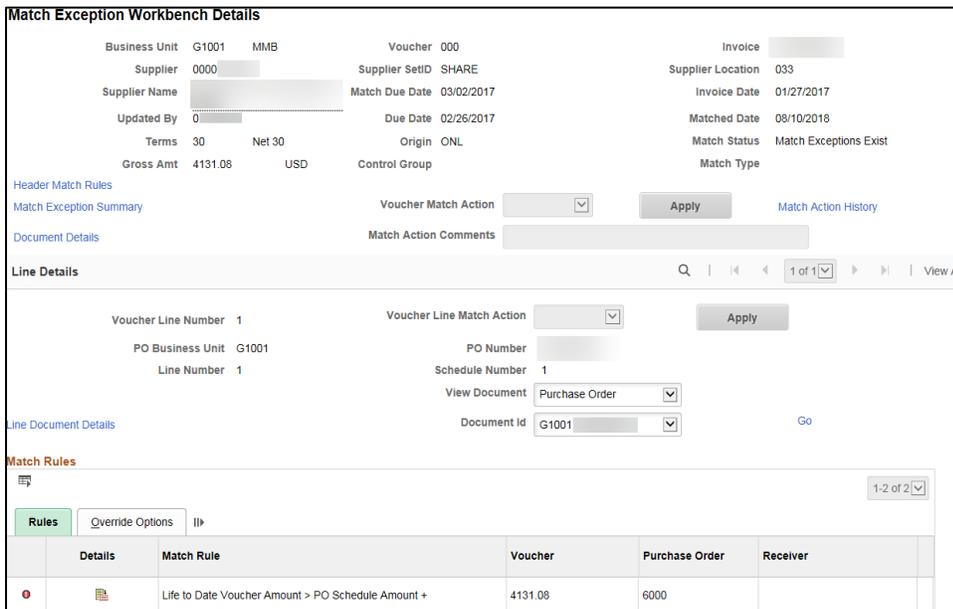


9. On the *Details* tab, select the *Match Exceptions Exist* link under the *Match* column.



Step 2: Identify and resolve the matching error exceptions on the voucher.

1. The *Match Exception Workbench Details* page will display information about the voucher, including the *Line Details* and the *Match Rules*.



Note: Make sure the correct voucher is displayed before identifying matching error exceptions.

2. Identify the matching error exceptions on the voucher in one of the following four ways.

A. Select the *Header Match Rules* link to view exceptions found in the header, which will display in the *Header Match Rules* screen.

Match Exception Workbench Details

Business Unit G1001 MMB

Supplier 0000

Supplier Name

Updated By 0

Terms 30 Net 30

Gross Amt 4131.08 USD

[Header Match Rules](#)

- In the *Match Rule* column, find matching exception errors in the *Header*, if applicable.

Header Match Rules

Business Unit G1001 MMB Voucher 000 Invoice

Supplier 0000 Supplier SetID SHARE Supplier Location 033

Supplier Name Match Due Date 03/02/2017 Invoice Date 01/27/2017

Updated By 0 Due Date 02/26/2017 Matched Date 08/10/2016

Terms 30 Net 30 Origin ONL Match Status Match Exceptions Exist

Gross Amt 4131.08 USD Control Group Match Type

Header Match Rules

Rules 1-1 of 1

Details	Match Rule	Voucher	Purchase Order	Receiver

[Return](#)

- Select the *Return* link to go back to the *Match Exception Workbench Details* page.

B. Select the *Match Exception Summary* link to view Invoice Line exceptions, which display in the *Invoice Line Errors* screen.

Match Exception Workbench Details

Business Unit G1001 MMB

Supplier 0000

Supplier Name

Updated By 0

Terms 30 Net 30

Gross Amt 4131.08 USD

[Header Match Rules](#)

[Match Exception Summary](#)

- In the *Description* column, find errors in the invoice lines, if applicable.

Match Exception Workbench Summary

Business Unit	G1001	MMB	Voucher
Supplier	0000		Supplier SetID
Supplier Name			Match Due Date
Updated By	0		Due Date
Terms	30	Net 30	Origin
Gross Amt	4131.08	USD	Control Group

Invoice Line Errors

Voucher Line	Match Rule ID	Description
1	340	Life to Date Voucher Amount > PO Schedule Amount +
1	350	Life to Date Voucher Amount > PO Schedule Amount +

Return

- Press the **Return** button to go back to the *Match Exception Workbench Details* page.
- C. Select the *Document Details* link to view exceptions that occurred between the Voucher, Purchase Order, and Receiver.

Match Exception Workbench Details

Business Unit	G1001	MMB
Supplier	0000	
Supplier Name		
Updated By	0	
Terms	30	Net 30
Gross Amt	4131.08	USD

[Header Match Rules](#)
[Match Exception Summary](#)
[Document Details](#)

- Under the *Match Object Details* section, find errors in these documents, if applicable.

Associated Document Information

Match Object Details

Attribute	Voucher	Purchase Order	Receiver
Business Unit:	G1001	G1001	G1001
Document ID:	000		00000
Line Number:	1	1	1
Schedule Number:		1	1
Supplier Setid:	SHARE	SHARE	SHARE
Supplier ID:	0000	0000	0000
Supplier Location:	033	033	032

- Press the **Return** button to go back to the *Match Exception Workbench Details* page.

Buyer Id:

Receiving Required:

Return

- D. Review the *Match Rules* section to view match rules with exceptions. The *Rules* tab will display match rules verified during the Matching process.

Details	Match Rule	Voucher	Purchase Order	Receiver
	Life to Date Voucher Amount > PO Schedule Amount +	4131.08	6000	
	Life to Date Voucher Amount > PO Schedule Amount +	4131.08	6000	

- Select the *Override Options* tab to review match rules that were not verified.

The **red exclamation circular icon** indicates which match rules have exceptions.

Details	Match Rule	Action
	Life to Date Voucher Amount > PO Schedule Amount +	<input type="text"/> <input type="button" value="Run"/>
	Life to Date Voucher Amount > PO Schedule Amount +	<input type="text"/> <input type="button" value="Run"/>

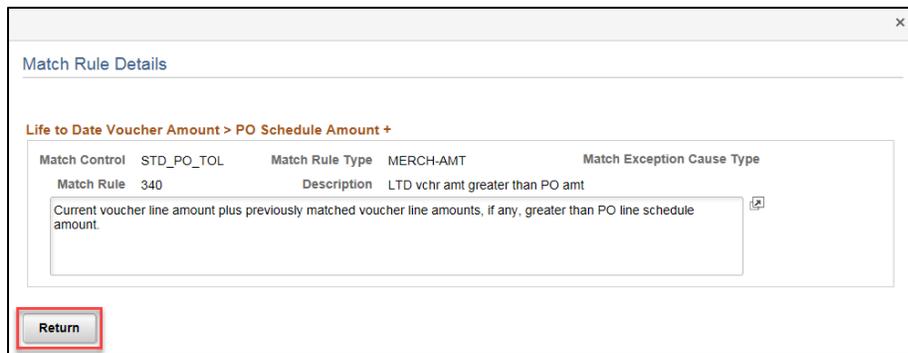
Note: Do not manually override any exceptions using the *Action* column, because that may violate the State’s best practices. Continue with the proceeding steps to fix the problem.

- Select the **Details** icon to see details about the exception.

Details	Match Rule	Action
	Life to Date Voucher Amount > PO Schedule Amount +	<input type="text"/> <input type="button" value="Run"/>
	Life to Date Voucher Amount > PO Schedule Amount +	<input type="text"/> <input type="button" value="Run"/>

- *Match Rule Details* will display to help you identify the matching error exception.

Press the **Return** button to go back to the *Match Exception Workbench Details* page.



4. After identifying the matching error exception on the voucher, correct the voucher entry to resolve the exception.

Step 3: Rerun Matching, Budget Checking, and Approval processes.

1. Navigate to the *Regular Entry (Voucher)* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Regular Entry (Vouchers)</i> page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Vouchers, Regular Entry

2. Select the *Find an Existing Value* tab to search for the voucher, and enter the agency number in the *Business Unit* field and the *Invoice Number* in the *Invoice Number* field.
3. Press the **Search** button, and select the voucher from the *Search Results*.
4. Select the *Invoice Information* tab.
5. Under the *Action* list, select the “Matching” option from the drop-down list.
6. Press the **Run** button to rerun the Matching process.
7. A **Message** box will ask if you want to wait for the matching process to complete. Press **Yes**.
8. When the Matching process is complete, select the *Summary* tab.
9. Verify the *Match Status* field says “Matched.”
10. Select the *Invoice Information* tab.
11. Under the *Action* list, select the “Budget Checking” option from the drop-down list.
12. Press the **Run** button to rerun the Budget Checking process.
13. A **Message** box will ask if you want to wait for the process to complete. Press **Yes**.
14. When the Budget Checking process is complete, select the *Summary* tab.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

15. Verify the *Budget Status* field says "Valid."
16. Select the *Invoice Information* tab.
17. Verify that the voucher has an identification number the *Voucher ID* field.
18. Press the **Submit for Approval** button.
19. SWIFT will display the *Approval Comments* screen. In the Additional Details field, enter any optional comments to send to the approver, if applicable.
20. Press the **OK** button.
21. An *Approval Summary* tab will display the *Voucher Approval* screen, which shows the status of the approval. Press the **Save** button.

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

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
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 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 not = recv line amt	The difference between the voucher Line Amount and the Receipt 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 one. If the Invoice is correct, contract the buyer.	Validate the PO Amount. If 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	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,	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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
		State of MN). This is a life-to-date exception – it will account for all Invoices for a given PO.	contact the buyer to create a change order.	
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 = rcv qty with PO received % tol	The voucher quantity exceeds the quantity on the receipt. The receipt quantity includes the allowed over-receiving quantity (0% at the State of MN).	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.	Validate the PO quantity. If 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.