

## QUICK REFERENCE GUIDE

Updated November 01, 2019

### Un-Match Voucher Using the Match Workbench

To correct a voucher that was matched to a PO, un-match the voucher before trying to make corrections. Use the Match Workbench to un-match the voucher and the PO, and then correct the voucher before rerunning the matching, budget checking, and approval processes.

**Note:** To un-match a voucher, it must be unposted first. Un-matching a voucher will reset its statuses, so the matching, budget checking, and approval processes will need to be rerun.

#### Steps to complete

- Step 1: Find the voucher that was matched.
- Step 2: Un-match the voucher.
- Step 3: Verify the voucher status says “Ready.”
- Step 4: Correct the voucher, and rerun the Matching process.

#### Step 1: Find the voucher that was matched.

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. Enter the agency number in the *Business Unit* field.
3. Select the “Matched” option from the drop-down list on the *Match Status* field.
4. From the drop-down list next to the *Voucher ID* field, select “contains.”
5. Enter the voucher to un-match in the *Voucher ID* field.
6. Press the **Search** button.
7. *Search Results* will display in the *Details* tab listing the voucher to un-match.

## Step 2: Un-match the voucher.

1. Check mark the voucher that needs to be un-matched by selecting the **Undo Match** checkbox.
2. In the *Action* field below, select the “Undo Matching” option from the drop-down list.
3. Press the **Run** button.

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers
▼ Actions	<input checked="" type="checkbox"/>	Matched	Auto - Matched	G1001	00024520

Select All     Deselect All  
 Action: Undo Matching    Run

4. A *Processing* message will display with a Process Instance Number, which indicates that SWIFT will undo the matching process for the voucher. Write down this number, and press **OK**.

Undo Matching has been launched with Process Instance Number 25796971

OK

5. To verify that the Undo Matching process was successful, select the *Process Monitor* link toward the top of the *Match Workbench* page.

**Match Workbench**

▼ Search

Use Saved Search:

Business Unit: equal to G1001

Match Status: equal to Matched

Process Monitor

6. The *Process Monitor* will open. Make sure the *Process List* tab is selected.
7. Make sure the three fields to the right of the **Refresh** button read “Last,” “1,” and “Days.”
8. Press the **Refresh** button.

**Process Monitor**

Process List Server List

View Process Request For

User ID: 0    Type:     Last    1    Days    Refresh

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9. Identify the Process Instance Number under the *Process List* section.
10. For that number, make sure the *Process Name* column says "AP\_MATCH," the *Run Status* column says "Success," and the *Distribution Status* says "Posted."

The screenshot shows the 'Process List' section of a software interface. At the top, there are two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' section with several search filters: 'User ID' (with a search icon), 'Type' (dropdown), 'Last' (dropdown), a numeric field with '1' and a 'Days' dropdown, a 'Refresh' button (highlighted with a red box), 'Server' (dropdown), 'Name' (with a search icon), 'Instance From' and 'Instance To' (text fields), 'Run Status' (dropdown), and 'Distribution Status' (dropdown). There is also a 'Save On Refresh' checkbox. Below the filters is a 'Process List' section with a search icon and a table. The table has columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', and 'Distribution Status'. One row is highlighted in yellow, with the 'Instance' value '25796971' (highlighted in red), 'Process Name' 'AP\_MATCH' (highlighted in red), 'Run Status' 'Success' (highlighted in red), and 'Distribution Status' 'Posted' (highlighted in red).

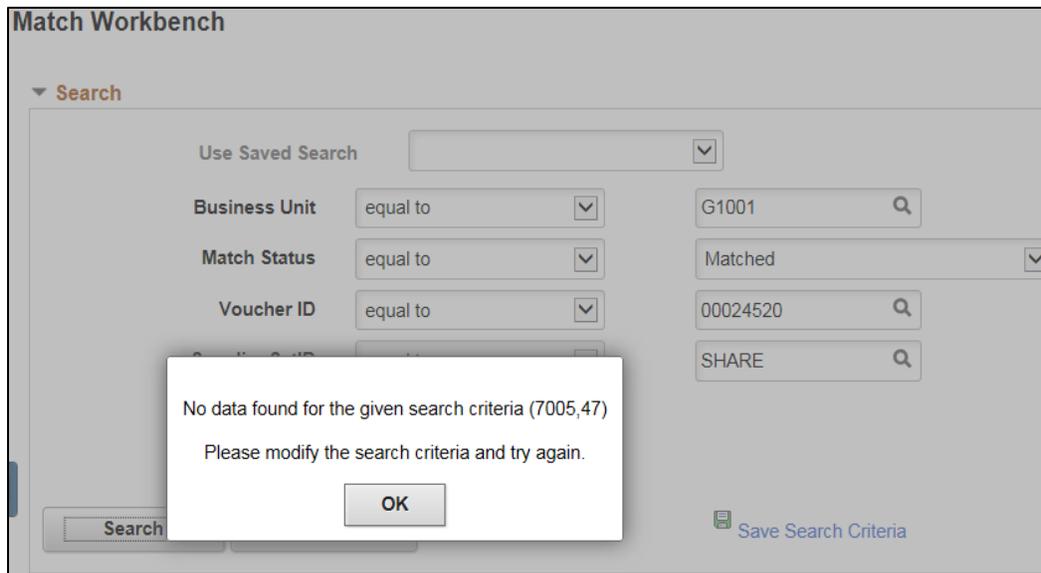
**Note:** If the *Run Status* column says "Queued" or "Processing," the Undo Matching process is still running. Press the **Refresh** button until this status says "Success."

11. Select the *Go back to Match Workbench* link toward the bottom of the screen.

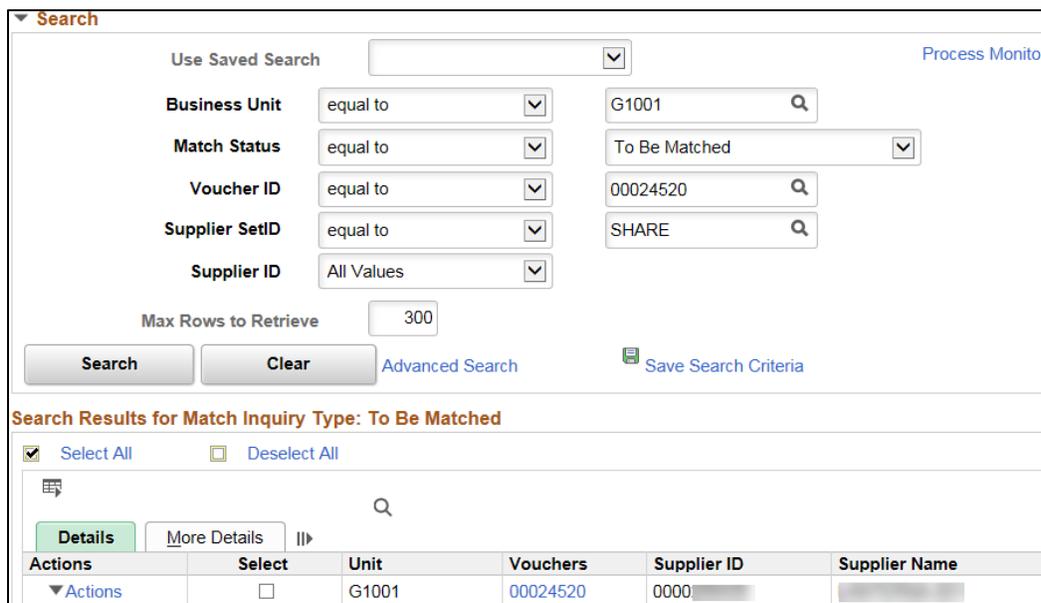
The screenshot shows a close-up of the 'Process List' section. It features a search icon and a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', and 'Process Name'. The table contains one row with the 'Instance' value '25796971' and 'Process Name' 'AP\_MATCH'. Below the table, there is a link 'Go back to Match Workbench' highlighted with a red box.

## Step 3: Verify the voucher status says "Ready."

1. On the *Match Workbench* page, enter the agency number in the *Business Unit* field.
2. Select the "Matched" option from the drop-down list on the *Match Status* field.
3. Enter the voucher number in the *Voucher ID* field.
4. Press the **Search** button.
5. A message will display saying no search results were found. Press **OK**.



6. Select the “To Be Matched” option from the drop-down list on the *Match Status* field.
7. Press the **Search** button.
8. The voucher will display under the *Search Results*.



## Step 4: Correct the voucher, and rerun the Matching process.

1. Identify and resolve any matching error exceptions on the voucher.
2. Rerun the Matching process, and also run the Budget Check and Approval processes if it was necessary to make changes to the voucher’s Invoice Lines.