

Matching: The Relationship Between Purchasing and AP

Teresa Page

Agenda

- Purpose of Matching
- Relationship between Purchasing and AP
- Purchasing Dept Responsibilities
- Accounts Payable Dept Responsibilities
- To Override or Not to Override
- Effects of Overriding Match Exceptions

Purpose of Matching

- Matching is the process used to compare Vouchers with Purchase Orders and, when required, Receipts to ensure that your institution pays for only the goods and services that have been ordered and received
- Two-Way Match: Voucher and Purchase Order
- Three-Way Match: Voucher, Purchase Order and Receipt

Relationship between Purchasing and AP

- The tie that binds...MATCHING!
- Decisions made by each department can affect the other
- Communication is important to resolve Matching Exceptions the right way

Purchasing Responsibilities

- Ensure PO is set up correctly
 - Receiving Options
 - Receiving is Required
 - Receiving is Optional
 - Do Not Receive
 - Quantity PO or Amount only PO?
 - Matching Options
 - Full Match
 - No Match
 - All lines on a PO should have the same Matching requirement

The DEFAULT match tolerances and receiving requirement is defined on the Category Code setup page.

Category Definition		Category Definition 2			
SetID	SHARE	Category ID	00001	Code	00500
Expand All		Collapse All			
Item Category Detail					
Effective Date	03/22/2018	Status	Active		
▼ Matching Controls					
	Tolerance Over		Tolerance Under		
Unit Price Tolerance	<input type="text" value="500.00000"/>			<input type="text" value="500.00000"/>	
% Unit Price Tolerance	<input type="text" value="10.00"/>			<input type="text" value="10.00"/>	
Ext Price Tolerance	<input type="text" value="500.00000"/>			<input type="text" value="500.00000"/>	
% Ext Price Tolerance	<input type="text" value="10.00"/>			<input type="text" value="10.00"/>	
▼ Receiving Controls					
*Receiving Required	<input type="text" value="Required"/>			<input type="checkbox"/> Inspection Required	
	<input type="checkbox"/> Reject Qty Over Tolerance			Inspect ID	<input type="text"/>
Qty Rcvd Tolerance %	<input type="text" value="0.00"/>			*Inspection UOM	<input type="text" value="Standard"/>
*Partial Qty	<input type="text" value="Rcvd"/>				
Early Ship Reject Days	<input type="text" value="30"/>				

Browser address bar: https://core.fprc3.gafirst.usg.edu/psp/fprc3/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PURCHASE_ORDER.GBL

Page Title: Add/Update POs

Navigation: Employee Self Service | Add/Update POs

Menu: Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | **Receiving** | Personalize | Find | View All | First 1-7 of 7 Last

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1		Kneeling Chair with Orthopedic Back Pain Seat, Faux Leather - Manual Adjust, Helps Prevent Coccyx Pain, Kneeling Chair for Better Posture.	Required	<input type="checkbox"/>		<input type="checkbox"/> + -
2		KECC Laptop Case for New MacBook Air 13" Retina (2019/2018, Touch ID) w/Keyboard Cover + Sleeve + Screen Protector (4 in 1 Bundle) Plastic Hard Shell Case A1932 (Lonely Tree)	Required	<input type="checkbox"/>		<input type="checkbox"/> + -
3		SumaLife Cady Blue Laptop Carrier Bag for HP EliteBook / Elite , Pro x2 / ProBook / Pavilion / Stream / ChromeBook 11"-12inch	Required	<input type="checkbox"/>		<input type="checkbox"/> + -
4		Seventh Generation Disinfecting Multi-Surface Wipes, Lemongrass Citrus, 35 Count	<div style="border: 1px solid red; padding: 2px;"> Do Not Optional Required </div>	<input type="checkbox"/>		<input type="checkbox"/> + -

Schedules

Unit 98000

Supplier AMAZON-CAT-001

PO Status Dispatched

PO ID 0000516415

PO Date 07/26/2019

[Return to Main Page](#)

Lines

Find | View 1 First 1-7 of 7 Last

Line 1 Item **Kneeling Chair with Orthopedic** PO Qty 1.0000 EA Merchandise Amt 64.98 USD

Schedules

Personalize | Find | View All | First 1 of 1 Last

[Details](#) | [Statuses](#) | [Shipment](#) | **[Matching](#)** | [Receiving](#) | [Freight](#) | [RTV](#)

Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under
1	08/25/2019	MAIN	Matched	Full Match	500.00000	500.00000	10.00	10.00	500.00000	500.00000	10.00	10.00

Line 2 Item **KECC Laptop Case for New MacBo** PO Qty 1.0000 EA Merchandise Amt 29.99 USD

Schedules

Personalize | Find | View All | First 1 of 1 Last

[Details](#) | [Statuses](#) | [Shipment](#) | **[Matching](#)** | [Receiving](#) | [Freight](#) | [RTV](#)

Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under
1	08/25/2019	MAIN	Matched	Full Match	500.00000	500.00000	10.00	10.00	500.00000	500.00000	10.00	10.00

Lines ? Personalize | Find | View All | 📄 | 📅 First 1-7 of 7 Last

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving ⌵

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only		
1		Kneeling Chair with Orthopedic Back Pain Seat, Faux Leather - Manual Adjust, Helps Prevent Coccyx Pain, Kneeling Chair for Better Posture.	Goods	Schedule Quantity	Due	<input type="checkbox"/>	+	-
2		KECC Laptop Case for New MacBook Air 13" Retina (2019/2018, Touch ID) w/Keyboard Cover + Sleeve + Screen Protector (4 in 1 Bundle) Plastic Hard Shell Case A1932 (Lonely Tree)	Goods	Schedule Quantity	Due	<input type="checkbox"/>	+	-
3		SumacLife Cady Blue Laptop Carrier Bag for HP EliteBook / Elite , Pro x2 / ProBook / Pavilion / Stream / ChromeBook 11"-12inch	Goods	Schedule Quantity	Due	<input type="checkbox"/>	+	-
4		Seventh Generation Disinfecting Multi-Surface Wipes, Lemongrass Citrus, 35 Count	Goods ▼	Schedule Quar ▼	Due ▼	<input checked="" type="checkbox"/>	+	-

Accounts Payable Responsibilities

- Understand how creating a PO Voucher can affect Matching results
- Understand what the Match Exception means before deciding to override it, and what the effect will be if choice is to override
- If necessary, request Purchasing Dept to correct PO Matching and/or Receiving settings

Accounts Payable Responsibilities

- Creating Voucher using Worksheet option
 - Supplier Location and Address is pulled from the Supplier, NOT the PO
 - Adjust the Quantity or Amount BEFORE copying PO/Receipt into voucher

Copy Worksheet

Business Unit

[Return to Invoice Information](#)

Voucher [NEXT](#)

PO Lookup Criteria

PO Business Unit: View Matched /Cancelled Only

PO Number From:

PO Number To:

PO Line Number From:

PO Line Number To:

*PO Date Option:

PO Date:

Additional Search Criteria

Max Rows:

Select PO Lines

[Find](#) | [View All](#) | First Last

PO Unit

PO Number: 0000516650

Supplier ID: 0000004115 Apple Computer, Inc.

PO Date: 09/12/2019

Select All

Deselect All

Select PO Lines

[Personalize](#) | [Find](#) | [View 1](#) |

Main Information


Contract Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	U
<input type="checkbox"/>	2049.00000	1	1		13-inch MacBook Pro with Touch	<input type="text" value="1.0000"/>	EA	2049.00 USD		1.0000 E	
<input type="checkbox"/>	99.00000	2	1		Magic Mouse 2 - Space Gray	<input type="text" value="1.0000"/>	EA	99.00 USD		1.0000 E	
<input type="checkbox"/>	49.00000	3	1		Thunderbolt 3 (USB-C) to Thund	<input type="text" value="1.0000"/>	EA	49.00 USD		1.0000 E	
<input type="checkbox"/>	19.00000	4	1		USB-C to USB Adapter	<input type="text" value="3.0000"/>	EA	57.00 USD		3.0000 E	


Defining Supplier ID here will cause the Default Supplier Location and Address, as defined in the Supplier file, to populate on the voucher.


Voucher


[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)


Business Unit 


Voucher ID


Voucher Style 

Supplier Name 


Short Supplier Name 

Supplier ID 

Supplier Location 

Address Sequence Number 


Invoice Number


Invoice Date 

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit 

PO Number 

Estimated No. of Invoice Lines

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)



To Override or Not to Override?

To Override or Not to Override?

PO Qty = 5

Voucher Qty = 5

Receiving Required, but No Receipt created

Match Rules				
Rules		Override Options		
Details	Match Rule	Voucher	Purchase Order	Receiver
	Voucher quantity does not equal sum of receipt qty	5	5	0
	No receipts found	04077021	0000415125	

2 ways to resolve these Match Exceptions without choosing to override. What are they?

To Override or Not to Override?

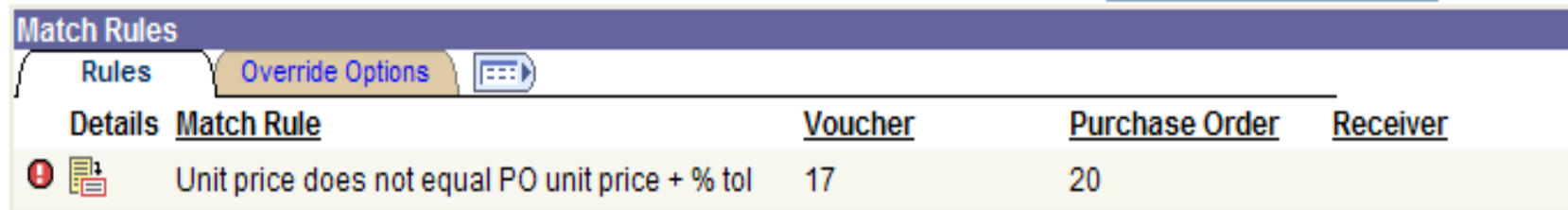
- If you override this exception, the PO Status will get updated to Partially Matched, and will NOT update to Matched.
 - The PO will NOT be eligible to be closed. The Purchasing Dept will have to manually force it to close.
 - The PO CAN be vouchered again, since the PO Match Status was not updated to Matched. However, Doc Tol will get an exception, which is a good double check, but those exceptions are often overridden as well.

To Override or Not to Override?


PO Qty = 5, PO Unit Price = \$20.00

Voucher Qty = 5, Voucher Unit Price = \$17.00 (Invoice came in with a lower unit price)

Receiving NOT Required



The screenshot shows a software interface for 'Match Rules'. It has two tabs: 'Rules' and 'Override Options'. The 'Override Options' tab is active. Below the tabs is a table with columns: 'Details', 'Match Rule', 'Voucher', 'Purchase Order', and 'Receiver'. A single row is visible with a red error icon on the left, the text 'Unit price does not equal PO unit price + % tol', a value of '17' under 'Voucher', and a value of '20' under 'Purchase Order'.

Details	Match Rule	Voucher	Purchase Order	Receiver
	Unit price does not equal PO unit price + % tol	17	20	

What is the best way to resolve this Match Exception? Why?

To Override or Not to Override?

This Match Exception will most likely require some research in order to determine the best way to resolve.

- Confirm you copied in the correct PO
- Confirm the final invoice amount is correct



If you determine that the final invoice price was less than the PO price, it is ok to override this Match exception.

The PO Match Status is updated to MATCHED, since the full Qty was vouchered.

The PO will be eligible to be closed, without further intervention.

To Override or Not to Override?

- PO Amount: \$445.43
- Receipt Amount: \$445.43
- 3 Vouchers
 - Voucher 1: \$285.84
 - Voucher 2: \$155.42
 - Voucher 3: \$4.17

Match Rules				
Rules		Override Options		
Details	Match Rule	Voucher	Purchase Order	Receiver
	No receipt found, but unmatched ones exist	04140324	0000427391	
	Voucher line amt > Sum of received amount	285.84		0

What is the best way to resolve these Match Exceptions?

Why?

To Override or Not to Override?

You should not override these Match Exceptions. The suggested steps to resolve them would be to manually associate the receipt, then run the Matching process again.

The screenshot shows a software interface titled "Invoice Lines". At the top right, there are navigation options: "Find | View All", "First", "1 of 1", and "Last". Below this is a table with the following columns: "Line", "*Distribute by", "Item", "Description", "Quantity", "UOM", "Unit Price", and "Extended Amount". The table contains one row with the following data: Line 1, *Distribute by "Amount", Item (empty), Description "POS hardware: Epson TM", Quantity "1.0000", UOM "EA", Unit Price "285.84000", and Extended Amount "285.84". Below the table, there are several fields and controls: a yellow warning triangle icon, a "Ship To" field with the value "PE03129", a "SpeedChart" field (empty), two red "no" symbols (circles with slashes), a checked "Amount Only" checkbox, an unchecked "Use One Asset ID" checkbox, and a yellow "Calculate" button. At the bottom of the interface, there are two blue links: "Purchase Order & Receiver Info" and "Associate Receiver(s)". Below the main interface, there is a secondary bar with "Distribution Lines" on the left and "Customize | Find | View All | First | 1 of 1 | Last" on the right.



In this case, there are 3 Vouchers and 1 Receipt. Due to the document association rules, the system will not automatically match them to each other.

To Override or Not to Override?

PO Line Amount: \$31.40

Voucher Line Amount: \$6.28

Previously Vouchered Line Amount: \$31.40

Match Rules			
Rules		Override Options	
Details	Match Rule	Voucher	Purchase Order
 	Life to Date > Sched Amt + % ext tol	6.28	31.4

What is the best way to resolve this Match Exception?
Why?

To Override or Not to Override?

This Match Exception will most likely require some research in order to determine the best way to resolve.

The Match Exception is telling us that the voucher amount EXCEEDS the PO tolerance amount(\$500 or 10%).

Determine if there is a valid reason for Exceeding the PO Amount.

Choose which action to take – Override, Correct the voucher amount, or Close/Delete if Voucher is a duplicate.

Purchase Order Inquiry

Purchasing>Purchase Orders>Review PO Information>Purchase Orders

Review Matching Status, Review Receiving Requirements, Review Matching Requirements

Purchase Order Inquiry

Purchase Order

Business Unit: PO ID 0000516661
PO Status: Dispatched
Budget Status: Valid

Header

PO Date: 09/13/2019
Supplier Name: FASTEN-CAT-001
Supplier ID: CAT0000194
Buyer: I...
PO Reference: 99999-001-SPD0000114-0002

Doc Tol Status: Valid
Backorder Status: Not Backordered
Receipt Status: Not Recvd
 Hold From Further Processing


Amount Summary

Merchandise	31.26
Freight/Tax/Misc.	0.00
Total	31.26 USD
Encumbrance Balance	31.26 USD

[Header Details](#)
[Matching](#)
[Activity Summary](#)
Header Comments
[Document Status](#)
▼ Actions

Lines

1-1 of 1 | View All

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Filing Cabinets 16"x18"x15" BI	64025	1.0000	EA	31.26 USD	Approved

[View Approvals](#)

[Return to Search](#) [Notify](#) [Related Links](#)

PO Header – Match Status

PO Matching ✕

Business Unit PO ID 0000516686 Supplier APPLE-001 Help

Match Status

Match Status To Match

Match Options

*Match Action

*ERS Action

Match Rule

PO Line Details – Receiving Requirements

Details for Line FASTEN-CAT-001			
Line Details			
Physical Nature	Goods		
Merchandise Amt	31.26	Currency	USD
Category	64025	Category ID	04388
	Corrugated Boxes and Sheets, Including Fillers		
Contract SetID	POCON		
Contract		Version	
Contract Line		Category Line	
Group ID		Original Substituted Item	
Release		Description	
Rebate ID			
RFQ ID		RFQ Line	
Supplier Item ID	0529550		
Supplier's Catalog			
GPO Contract		GPO ID	
Manufacturer ID	OFFICE DEPOT INC	GTIN	
Mfg Item ID	987304		
Price Qty	Schedule	Price Date	Due
	<input type="checkbox"/> Withholding		<input type="checkbox"/> Device Tracking
Receiving Required	Required	Replenish Code	Standard
	<input type="checkbox"/> Inspect	Inspect ID	
Configuration Code			

PO Schedule Details – Match Line Status

Purchase Order Inquiry

Schedules

Business

[Return to Main Page](#)

Lines

Line 1 [Filing Cab](#)

Schedules

Details | [Statuses](#)

Sched	Due Date
1	10/13/20

Ship To Comments

[Return to Search](#) [Notify](#)

Details for Schedule 1 x

[Help](#)

PO ID 0000516661

Line Number 1

Item ID Filing Cabinets 16"x18"x15" BIK/Gray Mobile Folding File Cart

Status Active

Schedule 1

Backordered From Schedule

Schedule Details

Due Date 10/13/2019

Original Promise Date 10/13/2019

Ship Date

Ship To MAIN

Ship Via VENDOR Vendor Defined Shipping

Freight Terms FOB:DEST FOB: Destination

Matching Full Match

Match Status PO Not Matched

Amount Summary

	PO Qty	1.0000
	Merchandise Amount	31.26 USD
	Doc. Base	31.26 USD

Matching Controls

	Tolerance Over	Tolerance Under
Unit Price Tolerance	500.00000	500.00000
% Unit Price Tolerance	10.00	10.00
Ext Price Tolerance	500.00000	500.00000
% Ext Price Tolerance	10.00	10.00

Receiving Controls

Reject Qty Over Tolerance

Early Ship Reject Days 30

Qty Rcvd Tolerance %

Close Under Qty %

Trivia

- PO created as Do Not Receive and Do Not Match
 - When is it eligible to be closed?
 - What if a voucher has not yet been created & processed?

Helpful Queries

- BOR_VCHR_PO_NOTRECV: Displays PO Lines that have been vouchered, but not yet received.
- BOR_PO_RECV_NO_VOUCHER: Displays PO Lines that have been received, but not yet vouchered.
- BOR_PO_NOT_RECEIVED: Displays PO Lines not yet received
- BOR_PO_OPEN_ENCS_KK: Displays PO's with Open Encumbrances in KK

Questions?