



**UNIVERSITY SYSTEM OF GEORGIA**

# Matching: The Relationship Between Purchasing and AP

# 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
- Inquiring on a Purchase Order
- Finalizing a Purchase Order
- Questions and Answers



# 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 Match Exceptions the right way



# Purchasing Responsibilities

- Ensure PO is set up correctly & understand the options
  - 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



# Category Code defaults

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	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**

\*Receiving Required  Required  Inspection Required

Reject Qty Over Tolerance

Qty Rcvd Tolerance %  Inspect ID

\*Partial Qty  \*Inspection UOM

Early Ship Reject Days



# Receiving Requirement – PO Line

The Default Receiving Requirement can be changed on the PO Line

The screenshot shows a web browser window with the URL [https://core.fprc3.gafirst.usg.edu/psp/fprc3/EMPLOYEE/ERP/c/MANAGE\\_PURCHASE\\_ORDERS.PURCHASE\\_ORDER.GBL](https://core.fprc3.gafirst.usg.edu/psp/fprc3/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PURCHASE_ORDER.GBL). The browser's address bar and tabs are visible. The main content area is titled "Employee Self Service" and "Add/Update POs". Below this, there is a "Lines" section with a table of purchase order lines. The table has columns for "Line", "Item", "Description", "\*Receiving Required", "Inspection Required", "Inspect ID", and "Close Short". The "Receiving Required" column contains a dropdown menu for each line. The dropdown menu for line 4 is open, showing options: "Do Not", "Optional", and "Required". The "Required" option is highlighted in blue. The "Receiving" tab in the top navigation bar is also highlighted with a red box.

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	Do Not Optional Required	<input type="checkbox"/>		<input type="checkbox"/>

# Quantity or Amount Only PO?

- Amount Only lines are commonly used for the purchase of services, where the supplier would send an invoice that is based on an amount of service provided rather than a quantity of items delivered.
- Select the Amount Only check box on a PO Line to designate that line as an amount only line. If selected, the purchase order quantity value on the line is set to 1 and the field becomes unavailable for entry.
- The Amount Only check box should NOT be selected for purchases of items, where the supplier would send an invoice that is based on a quantity of items delivered.





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"/>	<span>+</span>	<span>-</span>
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"/>	<span>+</span>	<span>-</span>
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"/>	<span>+</span>	<span>-</span>
4		Seventh Generation Disinfecting Multi-Surface Wipes, Lemongrass Citrus, 35 Count	Goods <span>▼</span>	Schedule Quar <span>▼</span>	Due <span>▼</span>	<input checked="" type="checkbox"/>	<span>+</span>	<span>-</span>



# Matching Requirement – PO Schedule

Maintain Purchase Order

## 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					
<b>Schedules</b> Personalize   Find   View All   [Print] [Refresh]    First 1 of 1 Last												
[Details] [Statuses] [Shipments] <b>[Matching]</b> [Receiving] [Freight] [RTV] [PDF]												
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					
<b>Schedules</b> Personalize   Find   View All   [Print] [Refresh]    First 1 of 1 Last												
[Details] [Statuses] [Shipments] <b>[Matching]</b> [Receiving] [Freight] [RTV] [PDF]												
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

All lines on a PO should have the same Matching requirement

# Accounts Payable Responsibilities

- Confirm that the correct supplier Location and Address are defined on the Invoice Information and Payments tabs of the voucher.
- 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 Match and/or Receiving settings



# How does the supplier Location and Address get populated on a PO Voucher?

When creating a PO Voucher, the Supplier Location and Address will either:

- Populate on the voucher with the Default location defined on the supplier
- Populate on the voucher from the supplier location defined on the purchase order (Payables Definition setting for the Business Unit)

# Creating Voucher using Copy From Source Document – entire PO

If you need to adjust the Quantity or Amount on the voucher, do not use this option.

Regular Entry

[New Window](#) | [Help](#) | [Personalize](#)

**Invoice Information** | Payments | Voucher Attributes

Business Unit 98000 Invoice No

Voucher ID NEXT Accounting Date 03/29/2022

Voucher Style Regular Voucher \*Pay Terms N30  Net 30

Invoice Date  Basis Date Type Inv Date

Invoice Received

Supplier ID  Control Group

ShortName

Location

\*Address

Incomplete Voucher

Save Save For Later Action  Run Calculate Print

**Invoice Total**

Line Total 0.00

\*Currency USD

Miscellaneous

Freight

Total 0.00

Difference 0.00

[Non Merchandise Summary](#)  
[Session Defaults](#)  
[Comments\(0\)](#)  
[Attachments \(0\)](#)  
[Template List](#)  
[Advanced Supplier Search](#)  
[Supplier Hierarchy](#)  
[Supplier 360](#)

**Copy From Source Document**

PO Unit 98000  PO Number 0000521018   Copy From None

# Creating Voucher using Copy From Source Document – Copy From Worksheet

If you need to adjust the Quantity or Amount on the voucher, use this option.

Regular Entry New Wind

**Invoice Information** | Payments | Voucher Attributes

Business Unit	98000	Invoice No	<input type="text"/>	
Voucher ID	NEXT	Accounting Date	03/29/2022 <input type="text"/>	
Voucher Style	Regular Voucher	*Pay Terms	N30 <input type="text"/>	Net 30
Invoice Date	<input type="text"/>	Basis Date Type	Inv Date	
Invoice Received	<input type="text"/>			
Supplier ID	<input type="text"/>	Control Group	<input type="text"/>	
ShortName	<input type="text"/>			
Location	<input type="text"/>			
*Address	<input type="text"/>	<input type="checkbox"/> Incomplete Voucher		

**Invoice Total**

Line Total	0.00
*Currency	USD <input type="text"/>
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<b>Total</b>	<b>0.00</b>
Difference	0.00

Non  
Sess  
Com  
Attac  
Tem  
Adv  
Supp  
Supp

Save | Save For Later | Action  | Run | Calculate | Print

**Copy From Source Document**

PO Unit	<input type="text"/>	PO Number	<input type="text"/>	Copy PO	Copy From	Purchase Order O <input type="text"/>	Go
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## Copy Worksheet

Business Unit 98000 [Return to Invoice Information](#)

Voucher NEXT

### PO Lookup Criteria

PO Business Unit   BOARD OF REGENTS   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  |   1 of 1

PO Unit 98000 Supplier ID 0000006387 BLICK ART MATERIALS LLC  
 PO Number 0000520996 PO Date 03/23/2022

Select All  Deselect All

### Select PO Lines

1-8 of 8

**Main Information**

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input type="checkbox"/>	2.75000	1	1		Yasutomo Adjustable Hake Brush	<input type="text" value="4.0000"/>	EA	11.00	USD	4.0000	EA	2.75000
<input type="checkbox"/>	1.36000	2	1		Staedtler Mars Plastic Eraser	<input type="text" value="12.0000"/>	EA	16.32	USD	12.0000	EA	1.36000



# Recap: Which option should I use to copy a PO into a Voucher?

- Use the Copy PO option if you are FULLY vouchering all PO lines without making any changes
- Use the Copy Worksheet option if:
  - The Invoice amount or quantity is different than the associated PO
  - You only want to voucher certain lines of a PO
  - If copying in multiple POs to one voucher














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**Match Exceptions:  
To Override or Not to Override?**

# To Override or Not to Override?

PO Line set to Receiving Required  
No receipt exists

## Match Rules

 1-2 of 2 					
Rules		Override Options 			
	Details	Match Rule	Voucher	Purchase Order	Receiver
		No receipts found	05355376	0000520984	
		Voucher line amt > Sum of received amount	390.03		0

# To Override or Not to Override?

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



# To Override or Not to Override?

- Do not override this Match Exception if a receipt should be created.  
Determine:
  - Is it an item or a service?
  - Has the quantity/amount that you are vouchering been physically received?
- Ask the Purchasing Department to update the Receiving Requirement on the Purchase Order if it is incorrect so that you do not have to override the exception. Communication is key to avoid paying for something you don't yet have.
- If the Match Exception is overridden, the PO will NOT be eligible to be closed. The Purchasing dept will have to manually force it to close.



# To Override or Not to Override?

PO Qty = 5

Voucher Qty = 5

Receiving Required, but No Receipt created

## Match Rules

		1-2 of 2 ▾			
Rules		Override Options   ▸			
	Details	Match Rule	Voucher	Purchase Order	Receiver
ⓘ		No receipts found	05355419	0000521021	
ⓘ		Voucher quantity does not equal sum of receipt qty	5	5	0

# To Override or Not to Override?

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 Matched, as expected.
- However, the PO will NOT be eligible to be closed. The Purchasing dept will have to manually force it to close.
- It is OK to leave a voucher with a Match Status of Exceptions. Once a receipt is created the voucher will be matched when the matching process is run.



# 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

## Match Rules

 1-1 of 1 					
Rules		Override Options 			
	Details	Match Rule	Voucher	Purchase Order	Receiver
		Unit price does not equal PO unit price + % tol	17	20	



# To Override or Not to Override?

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 quantity was vouchered.
- The PO will be eligible to be closed, without further intervention.








# To Override or Not to Override?

PO Line Amount: \$31.40

Voucher Line Amount: \$6.28

Previously Vouchered Line Amount: \$31.40

## Match Rules

 <span style="float: right;">1-2 of 2 ▾</span>					
Rules		Override Options			
	Details	Match Rule	Voucher	Purchase Order	Receiver
		Unit price does not equal PO unit price + % tol	6.28	31.4	
		Life to Date > Sched Amt + % ext tol	6.28	31.4	

# To Override or Not to Override?

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.
  - These Match Exceptions are telling us:
    - The voucher amount does not equal the PO amount
    - 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.

# To Override or Not to Override?

PO is for an Asset

Receiving is Required, but no receipt exists

## Match Rules

	Details	Match Rule	Voucher	Purchase Order	Receiver
		Receipt required for asset voucher	05355429	0000521029	
		No receipts found	05355429	0000521029	
		Voucher quantity does not equal sum of receipt qty	1	1	0

# To Override or Not to Override?

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



# To Override or Not to Override?

- This Match Exception can not be overridden.
- Ask Purchasing/Receiving to create a receipt if the item has been physically received OR wait for a receipt to be created.
- It is OK to leave a voucher with a Match Status of Exceptions. Once a receipt is created the voucher will be matched when the matching process is run.







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# Inquiring on Purchase Orders

# Purchase Order Inquiry

- Review Matching Status
- Review Receiving Requirements
- Review Matching Requirements

Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

**Purchase Order Inquiry**  
**Purchase Order**

Business Unit PO ID 0000516661 PO Status Dispatched  
Budget Status Valid

**Header**

PO Date 09/13/2019 Doc Tol Status Valid  
Supplier Name FASTEN-CAT-001 Backorder Status Not Backordered  
Supplier ID CAT0000194 Supplier Details Receipt Status Not Recvd  
Buyer Hold From Further Processing



PO Reference 99999-001-SPD0000114-0002

**Amount Summary**

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

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

**Lines**

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

[View Approvals](#)

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

# PO Header – Match Status

PO Matching -- Steam-Co., LLC

Business Unit 98000 PO ID 0000521029

**Match Status**

To Match

**Matching Options**

Match Action Standard

Match Rule STANDARD

Return

Help

# PO Line Details – Receiving Requirements

Details for Line STEAMCO-001

PO ID 0000521029      Line 1      [Paper](#)

Status Approved       Amount Only      Backorder Status Not Backordered

**Line Details**

Physical Nature	Goods		
Merchandise Amt	4,000.00	Currency	USD
Category	00500	Category ID	00001
	ABRASIVES		
Contract SetID	POCON	Version	
Contract		Category Line	
Contract Line		Original Substituted Item	
Group ID		Description	
Release			
Rebate ID			
RFQ ID		RFQ Line	
Supplier Item ID			
Supplier's Catalog			
GPO Contract		GPO ID	
Manufacturer ID		UPN Type	
		UPN ID	
Mfg Item ID			
Price Qty	Schedule	Price Date	PO
	<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 Unit 98000 PO ID 0000521029

[Return to Main Page](#)

**Lines**

Line	Description
1	Paper

**Schedules**

[Details](#) [Statuses](#)

Sched	Due
1	04/28/2022

Ship To Comments

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

**Details for Schedule 1**

PO ID 0000521029

Line Number 1

Item ID Paper [Backord](#)

**Schedule Details**

Due Date 04/28/2022

Original Promise Date 04/28/2022

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

**Matching Controls**





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# Finalizing a Purchase Order

# Finalizing a Purchase Order

When a voucher is created for a quantity or amount that is less than what is defined on the associated Purchase Order AND the remaining quantity or amount will not need to be vouchered in the future, the finalize action can be taken.

- Finalize option available if voucher accounting date is in an open accounting period
  - Option is not available if accounting period is closed
- Finalize at the header, line, or distribution line level



Business Unit 08000 Invoice No 5465378

Voucher ID 05355429 Accounting Date 03/29/2022

Voucher Style Regular Voucher \*Pay Terms N30 Net 30

Invoice Date 03/29/2022 Basis Date Type Inv Date

Supplier ID 000000049 ShortName STEAMCO-001

Location MAIN \*Address 1

**Invoice Total**

Line Total 4,000.00

\*Currency USD

Miscellaneous

Freight

---

Total 4,000.00

Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 View Audit Logs  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 300

Save Action Run Calculate Print

Copy From Source Document

**Invoice Lines**

Line 1  Copy Down

\*Distribute by Amount

Quantity 1.0000 UOM EA Unit Price 4,000.000000 Line Amount 4,000.00

SpeedChart Ship To MAIN Description Paper

**Purchase Order**  
 Associate Receiver(s)  
 Adjust PO Percentage  
 Allocate by Percentage

One Asset  
 UPN  
 Calculate

**Distribution Lines**

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Class	Bud Ref	Project	Budget Date	Finalize	PO Finalized
<input type="checkbox"/>	1	100.0000	100.0000	4,000.00	1.0000	41500	2022		03/29/2022	<input type="checkbox"/>	N

Save



# Finalizing a Purchase Order

- Finalizing a PO does **NOT** automatically close the PO. A PO is closed when the PO Close process is run, or when closed on the Buyer's Workbench
- Undo Finalize is an option. This action can only be taken on the voucher where the Finalize was initiated.
- Finalize action should **NOT** be taken on every voucher, as it can cause issues if the additional PO quantity or amount should be vouchered.



# Trivia Question

- 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\_AMOUNT\_ALL: Displays PO's with Open Encumbrances. Also lists PO Status and Match Status.





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Questions?