

AP.030.010 – RUNNING MATCHING

Purpose	<ul style="list-style-type: none"> To select appropriate criteria to run the Matching Process. To run the Matching Process. To view the status of the Matching Process.
Description	<p>Using the Matching process to compare vouchers with purchase orders and receiving documents ensures that only the goods and services that were ordered and received are paid for.</p> <p>Once the matching process has run and the voucher successfully Matched, the voucher match status is Matched. If the Matching process is not successful, then the match status will be Rejected. When a voucher match status is Rejected, the voucher is not available for payment. If a voucher match status is Rejected, users can choose to manually override the matching process and the voucher will have a status of Manually Overridden.</p> <p>Once a voucher has a status of Manually Overridden, the next time the matching process is run and the voucher is Matched, the voucher status changes to Matched. Only then is it available for payment.</p> <p>Vouchers with matching exceptions are flagged with an Exception status, and each Match Rule exception for the voucher is logged in a voucher Match Exception log table that can be viewed on the Match Workbench page.</p> <p>Based on the Exception Route selected for each exception on the Match Rules page, the appropriate user will also receive notification of the match exception using Workflow.</p> <p>Vouchers requiring matching will only be available for payment when their status is “Matched.”</p>
Security Role	BOR_AP_MATCH_PRC
Dependencies/ Constraints	User Preferences are required to allow Authority to Override Match.

Additional Information	For more information, see AP.050.010 - Using the Match Workbench
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Procedure

Below are step by step instructions on how to run matching.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Batch Processes link.
5.	Click the Vouchers link.
6.	Click the Matching link.
7.	Click the Add a New Value tab.
8.	Click in the Run Control ID field.
9.	Enter " MATCHING " in the Run Control ID field.
10.	Click the Add button.
11.	Click in the Description field.
12.	Enter " MATCHING " in the Description field.
13.	Click the Process Frequency list.
14.	Click the Always Process list item.
15.	Click the Options list. Select to run matching for Business Unit, Control Group, Voucher Origin, or Voucher
16.	If needed, users can enter the As of Date to narrow down the selection.
17.	Do not select Run Document Association Only or Autopilot Run Control.
18.	Based on selection in Step 15, enter required information: Business Unit, Control Group ID, Set ID, Origin, and/or Voucher ID.
19.	Click the Save button to save the run control parameters.
20.	Click the Run button.
21.	Click the OK button.
22.	The system returns to the Matching Run Control page and displays the Process Instance ID associated with the process. Click the Process Monitor link to review the processing status.

Step	Action
23.	Click the Refresh button periodically until the Run Status displays 'Success' and the Distribution Status field displays 'Posted.'