

AP.050.010 – USING THE MATCH WORKBENCH

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| Purpose | <ul style="list-style-type: none"> • To access the Match Workbench. • To review Match Exceptions based on search criteria. • To Run Matching on Vouchers. • To Unmatch a Voucher. |
| Description | <p>The Match Workbench component is comprised of various associated pages that enable users to query match information, override exceptions, correct errors, put vouchers on a match hold, and initiate the Matching process on demand.</p> <ul style="list-style-type: none"> • The Match Workbench is delivered as a model to meet USG business requirements. • A user can override Match Exceptions only if it is enabled on their User Preferences. • The View Document link on the Details tab allows a user to drill down to the Purchase Order to analyze exceptions. |
| Security Role | BOR_AP_VOUCHER_ENTRY |
| Dependencies/ Constraints | <ul style="list-style-type: none"> • Security controls access to associated inquiry pages. <ul style="list-style-type: none"> ○ User Preferences are required to allow Authority to Override Match. ○ Security needs to ensure users have the Matching Process Groups to allow users to unmatch vouchers. |
| Additional Information | <p>Other related Matching business processes are:</p> <p>AP.030.010 - Running Matching (Batch Process)</p> |

Procedure

| Step | Action |
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| 1. | Click the NavBar icon. |
| 2. | Click the Menu icon. |
| 3. | Click the Accounts Payable link. |
| 4. | Click the Review Accounts Payable Info link. |
| 5. | Click the Vouchers link. |
| 6. | <p>Click the Match Workbench link.</p> <p>The Match Workbench page allows users to view a list of vouchers and match information, according to specified search criteria. The search criteria provides conditional options available to the user, such as equal to, between, greater than, not equal to, etc.</p> <p>Note: Click the Personalize Search link to access search fields to display on the Match Workbench page. Warnings appear if users select fields that have other field dependencies that have not been selected. Users can save the search criteria and use it again by selecting it from the saved search list.</p> |
| 7. | Enter Business Unit in the Business Unit field. |
| 8. | Click the Match Status drop down list. |

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| 9. | Select a Match Status in the dropdown menu Options include: <ul style="list-style-type: none"> • Manually Overridden: Users manually assign this status on the Match Exception Workbench Details page to indicate that the match exception has been overridden. • Match Dispute: Users manually assign the Match Dispute status to vouchers on the Match Exception Workbench Details page. No further match processing is done on these vouchers until users change the match status. • Match Exceptions Exist: Exceptions occurred when applying the match rules to the voucher. Click the link to access the Match Exception Workbench Details page. • Matched: The voucher is successfully matched. Click the link to access the Matched Vouchers page. • Overridden - Credit Note: Users manually assign this status on the Match Exception Workbench Details page to indicate that the voucher has been matched with a credit memo adjustment voucher. • To Be Matched: Vouchers have not gone through the Matching process or vouchers have been unmatched. |
| 10. | Enter other criteria needed to search for such as Voucher ID, Supplier ID, Control Group ID, Invoice Date, PO Number , etc. |
| 11. | Click the Search button. <i>Note: The Search Results grid displays voucher information for selected vouchers that have gone through the Matching process.</i> |
| 12. | To Review Match Exceptions, follow Steps 13 -17. To Run Matching on Selected Vouchers, follow Steps 18 -22. To Unmatch a Voucher, follow Steps 23-25. |
| 13. | Click the More Details tab Review the detailed information. |
| 14. | In the Actions column, user can use the view related links in the dropdown menu to review Supplier Information using the Maintain Supplier, Review Supplier Contacts , or Maintain Conversation links. |
| 15. | The Match Type column displays further details of the match status. Match types include Auto - Matched, Matched with Debit Memo, Matched with Override, Matched with Credit Note. |

| Step | Action |
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| 16. | <p>In the Match column, users can click on the highlighted item to review the Match status and/or exceptions.</p> <p>Click a Matched link for a match type of Auto - Matched to view match information for associated vouchers, purchase orders, and receipts. Users can initiate the Matching process to undo a matched voucher. Click the Matched link to review the information on the Matched Vouchers page and close the window when done. Click the Close button when done.</p> <p>Click a Matched link for a match type of Matched with Override, Matched with Debit Memo, or Matched with Credit Note to view match override information for associated vouchers, purchase orders, and receipts. Click the Matched link to review the information on the Match Overridden Workbench Details page and close the window when done. Note that the voucher displayed on this page has gone through the Matching process and resulted in a successful match. Click the Close button.</p> |
| 17. | <p>In the Vouchers column, users can click on the voucher ID and review voucher information.</p> <p>This Review process is complete.</p> |
| 18. | <p>For unmatched vouchers:</p> <p>Select the Check Box in the Select Column to mark the voucher to be matched.</p> <p>NOTE: <i>the option only appears for To Be Matched, and Matched Exceptions Exist vouchers.</i></p> |
| 19. | <p>Select a Voucher Match Action, such as Credit Note, Match Dispute, or Override.</p> |
| 20. | <p>Select Apply.</p> |
| 21. | <p>Select an Action – Matching.</p> |
| 22. | <p>Select Run.</p> <p>The Matching Process is complete.</p> |

| Step | Action |
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| 23. | <p>To Unmatch a Voucher:</p> <p>For matched vouchers, users can select the Undo Match check box to mark the voucher to be unmatched.</p> <p>NOTE: <i>This option appears only for Matched vouchers.</i></p> <p>NOTE: <i>When the user selects the check box to undo a matched voucher, the system verifies whether the voucher is available to be unmatched. If the voucher is not available to undo a match, an error message appears. Because the verification occurs when selecting the check box, users may need to wait a few seconds before proceeding.</i></p> <p>NOTE: <i>Undoing a matched voucher resets all statuses on the voucher, receiver, and purchase order.</i></p> |
| 24. | Select an Action – Undo Matching. |
| 25. | <p>Select Run.</p> <p>This Unmatching Process is complete.</p> |