



Guide to Resolving Match Exceptions

Accounts Payable Matching (AP_MATCH) is a process in the Voucher Life Cycle for PO vouchers. It will be processed by BATCH after the voucher is saved, and before Document Tolerance and Budget Check. If there are exceptions, they will need to be corrected before it will process through AP Match.

The AP Matching process compares vouchers with purchase orders and receiving documents to ensure that you are paying for what you ordered and received.

If you need assistance with voucher match exceptions, please log a Footprints ticket (<https://footprints.ct.gov/MRcgi/MRentrancePage.pl>).

List of possible Match Exceptions:

Match Rule Exception	Description	MTCH_RULE_TYPE
450	LTD vchr amt or qty greater than recv amt or qty	MERCH-AMT
RULE_E100	Extended Price Tolerance	MERCH-AMT
RULE_E200	Extended Price % Tolerance	MERCH-AMT
RULE_E250	Voucher Ext Amt <> PO Ext Amt (No Tolerances)	MERCH-AMT
RULE_H200	Voucher Supplier/Loc <> PO Supplier/Loc	DATAENTRY
RULE_H400	Voucher Supplier/Loc <> Receiver Supplier/Loc	DATAENTRY
RULE_I100	Inspection Required but not Complete	DATAENTRY
RULE_L100	Voucher item <> PO item	DATAENTRY
RULE_L200	Voucher item <> Receiver item	DATAENTRY
RULE_P400	Voucher Unit Price <> PO Unit Price + % Unit Tol	MERCH – UNIT
RULE_P500	Voucher Unit Price <> PO Unit Price + Unit Tol	MERCH – UNIT
RULE_R100	Receipt is in hold	DATAENTRY
RULE_R500	No receipts found	DATAENTRY
RULE_R600	No receipt found, but unmatched ones exist	DATAENTRY
RULE_R900	Total voucher received quantity > Accepted Qty	MERCH – QTY



RULE_R950	Voucher quantity does not equal sum of receipt qty	MERCH – QTY
RULE_S100	Invalid Match Control ID	SYSTEM
RULE_S110	Credit Adjustment Quantity > PO Matched Quantity	SYSTEM
RULE_S111	Credit Adjustment Amount > PO Matched Amount	SYSTEM
RULE_S120	Credit Adjustment Quantity > Receiver Match Qty	SYSTEM
RULE_S121	Credit Adjustment Amount > Receiver Match Amount	SYSTEM
RULE_S122	Credit Adjustment Quantity > Receiver Match Qty	SYSTEM
RULE_S123	Credit Adjustment Amount > Receiver Match Amount	SYSTEM
RULE_S200	Invalid PO ID exists not set for match	SYSTEM
RULE_S201	Invalid Receiver exists but not set for matching.	SYSTEM
RULE_S210	Invalid PO Status	SYSTEM
RULE_S300	Invalid UOM conversion for PO	SYSTEM
RULE_S400	Invalid currency exchange rate for PO	SYSTEM
RULE_S500	Invalid UOM conversion for Receipt	SYSTEM
RULE_S600	Invalid currency exchange rate for Receipt	SYSTEM
RULE_S700	Invalid Global exchange rate conversion error	SYSTEM
RULE_V200	Life to Date Voucher Qty > PO Qty	MERCH – QTY
RULE_V400	Life to Date > Sched Amt + % ext tol	MERCH-AMT
RULE_V500	Life to Date > Sched Amt + ext amt tol	MERCH-AMT



To Begin Resolving:

1. Navigate to AP WorkCenter: CoreCT Financials > Accounts Payable > Payable WorkCenter
2. Click on 'Match Exceptions Exist' under the My Work tab.
3. Select the 'Match Exceptions Exist' Link for the Voucher, this will bring you to the Match Exception Workbench Details with all of the available vouchers listed.
 - a. Please Note there can be more than one line in exception, be sure to 'View All'.
4. From here, click on the "Match Exceptions Exist" on the voucher you would like to work on.

Accounts Payable WorkCenter

Match Workbench

Search Results for Match Inquiry Type: Match Exceptions Exist

Select All Deselect All

1-9 of 9 View All

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01318058	0000010229	Valid	23052-003	409,602.71	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01323236	0000043384	Valid	3573422	741.00	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01323337	0000010455	Valid	1220155074	79.96	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01324793	0000010139	Cleared	149430	77.80	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01324799	0000010139	Cleared	572405	77.80	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01325138	0000030491	Valid	18397A	539.63	USD



5. Click "OK" on the message "You do not have authority to Override Match Exceptions."

The screenshot shows the 'Match Exception Workbench Details' interface. A modal dialog box is displayed in the center with the message: "You do not have authority to Override Match Exceptions (7005,127)". The 'OK' button in the dialog is highlighted with a red rectangle. The background interface includes sections for 'Business Unit', 'Supplier', 'Invoice', 'Match Exception Summary', 'Line Details', and 'Match Rules'.

Business Unit: DOTM1 DOTM1
Supplier: 0000010008
Supplier Name: GRAINGER INDUSTRIAL SUPPLY
Updated By: ACC_ODRAYTON
Description: Accenture-Octavia Drayton
Terms: 000 Due Now
Gross Amt: 1500.00 USD

Voucher: 01325397
Supplier SetID: STATE
Match Due Date: 11/04/2024
Due Date: 11/04/2024
Origin: 738
Control Group:


Invoice: MATCHEXCEP
Supplier Location: MAIN
Invoice Date: 11/04/2024
Matched Date: 11/04/2024
Match Status: Match Exceptions Exist
Match Type:

Line Details:
Voucher Line Number: 1
PO Business Unit: DOTM1
Line Number: 2
PO Number: 0000272418
Schedule Number: 1
View Document: Purchase Order
Document Id: DOTM1 0000272418

Match Rules:

Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	1500.00	1500.00	
	Extended price % tolerance	1500.00	2100.00	



- Review the exceptions that are identified by the  . Click the details link for further explanation.

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Match Exception Workbench Details

Business Unit DOTM1 DOTM1

Supplier 0000010008

Supplier Name GRAINGER INDUSTRIAL SUPPLY

Updated By ACC_ODRAYTON

Description Accenture-Octavia Drayton

Terms 000 Due Now

Gross Amt 1500.00 USD

Voucher 01325397

Supplier SetID STATE

Match Due Date 11/04/2024

Due Date 11/04/2024

Origin 738

Control Group

Invoice MATCHEXCEP

Supplier Location MAIN

Invoice Date 11/04/2024

Matched Date 11/04/2024

Match Status Match Exceptions Exist

Match Type

[Match Exception Summary](#) Voucher Match Action [Match Action History](#)

[Document Details](#) Match Action Comments

Line Details

Voucher Line Number 1

PO Business Unit DOTM1

Line Number 2

Voucher Line Match Action

PO Number 0000272418

Schedule Number 1

View Document

Document Id [Go](#)

[Line Document Details](#)

Match Rules

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	Details	Match Rule	Voucher	Purchase Order	Receiver
		Extended price tolerance	1500.00	1500.00	
		Extended price % tolerance	1500.00	2100.00	



		Extended price % tolerance	1500.00	2100.00	
		Line amt does not equal PO line amt	1500.00	1500.00	
		Unit price does not equal PO unit price + % tol	10.00000	10.00000	
		Unit price does not equal PO unit price + unit tol	10.00000	10.00000	
		Voucher quantity is greater than accepted qty	150	210	100
		Voucher quantity does not equal sum of receipt qty	150	210	100
		Life to date voucher qty is greater than PO qty	150.00000	210.00000	
		Life to Date > Sched Amt + % ext tol	1500.00	2100.00	
		Life to Date > Sched Amt + ext amt tol	1500.00	2100.00	
		Life to Date Voucher Amount > Receipt Schedule Amo	1500		1000

Save

Notify

7. The Exception:

- a. The Voucher quantity is greater than the accepted quantity.

8. To Resolve:

- a. Update the quantity of '150' on the voucher to '100', this will "MATCH" the received and PO quantity.

9. Select **Voucher** from the **View Document** drop down menu.

10. Click **Go**.



Match Exception Workbench Details

Supplier Name: GRAINGER INDUSTRIAL SUPPLY Match Due Date: 11/04/2024 Invoice Date: 11/04/2024
Updated By: ACC_ODDRAYTON Due Date: 11/04/2024 Matched Date: 11/04/2024
Description: Accenture-Octavia Drayton
Terms: 000 Due Now Origin: 738 Match Status: Match Exceptions Exist
Gross Amt: 1500.00 USD Control Group: Match Type:
Match Exception Summary: Voucher Match Action: Apply Match Action History:
Document Details: Match Action Comments:

Line Details

Voucher Line Number: 1 Voucher Line Match Action: Apply
PO Business Unit: DOTM1 PO Number: 0000272418
Line Number: 2 Schedule Number: 1
View Document: Receiver Go
Document Id:
Purchase Order
Receiver
Voucher

Match Rules

Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	1500.00	1500.00	
	Extended price % tolerance	1500.00	2100.00	
	Line amt does not equal PO line amt	1500.00	1500.00	
	Unit price does not equal PO unit price + % tol	10.00000	10.00000	

11. Select the **Invoice Information** tab.



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Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary >

<p>Business Unit DOTM1 Voucher ID 01325397 Voucher Style Regular</p> <p>Supplier Name GRAINGER INDUSTRIAL SUPPLY 75 MAXIM RD HARTFORD, CT 06114</p> <p>Entry Status Postable Match Status Exceptions</p> <p>Approval Status Pending Post Status Unposted</p> <p>Doc Tol Status Valid Budget Status Not Chk'd</p> <p>Budget Misc Status Valid</p> <p>*View Related <input type="text" value="Payment Inquiry"/> Go</p>	<p>Invoice Date 11/04/2024 Invoice No MATCHEXCEP Invoice Total 1,500.00 USD Receipt Date 11/04/2024</p> <p>Pay Terms Due Now Voucher Source Online Origin 738 Created On 11/04/2024 12:22PM Created By <u>PondCat</u> Last Update 11/04/2024 12:43PM Modified By <u>ACC_ODRAYTON</u> ERS Type Not Applicable Close Status Open</p> <p style="text-align: right;">Audit Logs</p>
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[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Consumption](#)

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Regular Entry

[Related Content](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

<p>Business Unit DOTM1 Voucher ID 01325397 Voucher Style Regular Voucher Invoice Date 11/04/2024 Receipt Date 11/04/2024</p> <p>Supplier ID 0000010008 ShortName GRAING0280-001 Location MAIN *Address 4</p>	<p>Invoice No MATCHEXCEP Accounting Date 11/04/2024 *Pay Terms 000 Due Now Basis Date Type Inv Date</p>	<p>Invoice Total</p> <p>Line Total 1,500.00 *Currency USD Miscellaneous Freight Total 1,500.00 Difference 0.00</p>	<p>Non Merchandise Summary Session Defaults Comments(0) Attachments(0) View Audit Logs Advanced Supplier Search</p>
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Penalty Details

> [Copy From Source Document](#)



- Change the **Quantity** from 150 to 100 and click **Calculate**.
- Click **Save** to submit your changes.

The screenshot shows the 'Invoice Lines' interface. The 'Quantity' field is set to 150.0000 and is highlighted with a red box. The 'Calculate' button in the 'Purchase Order' section is also highlighted with a red box. The 'Line Amount' is 1,500.00. The 'Distribution Lines' table below shows the following data:

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account
<input type="checkbox"/>	1	100.0000	100.0000	1,500.00	150.0000	STATE	12001	DOT57343	10020	14000	54151

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display.

The screenshot shows the 'Invoice Lines' interface after the quantity has been changed to 100.0000. The 'Quantity' field is highlighted with a red box. The 'Line Amount' is now 1,000.00. The 'Distribution Lines' table below shows the following data:

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account
<input type="checkbox"/>	1			1,000.00	100.0000	STATE	12001	DOT57343	10020	14000	54151

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display.

- Once saved, the voucher will be picked up by the 'AP Match' batch process.