

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 (<u>https://footprints.ct.gov/MRcgi/MRentrancePage.pl</u>).

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

List of possible Match Exceptions:

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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_\$700	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.

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~ My Approvals	✓Actions	0	Match Exceptions Exist	DOTM1	01324799	0000010139	Cleared	572405	77.80	USD				
Vouchers	✓Actions		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."

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

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Business Unit	DOTM1	DOTM1		Voucher	01325397				Invoice	MATCHE	XCEP			
Supplier	00000100	08	Sup	plier SetID	STATE			Supplie	r Location	MAIN				
Supplier Name	GRAINGE	R INDUSTRIAL SUP	PLY Matcl	h Due Date	11/04/202	4		In	voice Date	11/04/20	24			
Updated By	ACC_ODF	RAYTON		Due Date	11/04/202	4		Mat	tched Date	11/04/20	24			
Description	Accenture	-Octavia Drayton												
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		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	
0		Voucher quantity is greater than accepted qty	150	210	100
0		Voucher quantity does not equal sum of receipt qty	150	210	100
	₿ `	Life to date voucher qty is greater than PO qty	150.0000	210.0000	
		Life to Date > Sched Amt + % ext_tol	1500.00	2100.00	
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- 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**.



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Supplier Name	GRAINC	GER INDUSTRIAL SUPPLY	Match Due Date	11/04/2024 11/04/2024	Invoice Date Matched Date	1/04/2024 1/04/2024				
Description	Accentu	re-Octavia Drayton		THUR DES		1012021				
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	B	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.

Match Exceptions Accounts Payable Core-CT Financials Updated as of: November 5, 2024



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Regular Entry				
Summary Related Documents	Invoice Information	Payments Vouche	er Attributes	
Business Unit DOTM1 Voucher ID 01325397 Voucher Style Regular		Invoice Date Invoice No Invoice Total Receipt Date	11/04/2024 MATCHEXCEP 1,500.00 USD 11/04/2024	
Supplier Name GRAINGER INDUS 75 MAXIM RD HARTFORD, CT 06	TRIAL SUPPLY			
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- 12. Change the **Quantity** from 150 to 100 and click **Calculate.**
- 13. Click **Save** to submit your changes.

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