Welcome & Agenda

- Introductions 5 minutes
- Matching Overview 5 minutes
- Match Rules 150 minutes
- Break 10 minutes
- Questions/Open Discussion 10 minutes
Match Process Overview

- The Matching process is used to validate procurement documents (PO, Receipts as needed and Vouchers) prior to paying the supplier. This check-and-balance ensures that no payment is issued until ‘matching’ is complete.

- The system performs different types of matching:
  - Two-Way matching compares POs and Vouchers without Receipts; the Receiving Required option on the PO is set to Do Not Receive or Optional
  - Three-Way matching compares POs, Receipts and Vouchers if the Receiving Required option on the PO is set to Required
  - Four-Way matching compare POs, Receipts, Vouchers and Inspections. Must have the Receiving Required and Inspection checkbox checked below the Receiving Required option on the PO.

- If the vouchers match successfully, the voucher status is set to Matched and the voucher is available for payment.

- If the vouchers do not pass the Matching process, the system flags them as Exceptions. Exceptions must be resolved prior to supplier being paid.
To ensure any match exceptions encountered are resolved quickly for appropriate Two-Way and Three-Way Matching Requirements.

To ensure the supplier is paid timely once the associated documents* are appropriately matched as required prior to payment. (*Typical associated documents include: Purchase Order, Receipt(s), Inspection(s) and Voucher(s);

The Match Workbench may be the initial review and analysis point; however, all other document reviews such as Summary Activities and Document Status may shed additional light on the specific match exception(s).

Thorough understanding of the documents and their associations to one another will provide that widest range of information to determine the action course of action.

The recommended solutions are not meant to be all-encompassing but should provide the best solutions for specific errors. Other resolutions may be available but may only be discussed in terms of additional research and resolution needed.
System Rules: All System Rules for specific match exception cannot be overridden. They are triggered due to essential information missing from specific documents. This is why System rules are noted first, then all other rules are in alphabetic order.

Process Owner: Procurement Buyers

Overview: Delivered Match exception rules require thorough review the specific rule(s). Any necessary steps for corrective action in order for matches to allow the vouchers tied to P0s and Receivers to pay the supplier. Buyers may have to work through the exceptions in coordination with the AP staff to remedy specifics rule exceptions requiring vouchers updates to clear the errors. Although the Match Workbench may be the initial review point, other avenues must be reviewed and understood.

RULE_S100 – Invalid match Control ID

The actual order of match rule application is based on the Match Control ID. USC Match Rule Control ID is ‘USC01_STD’. Step 1: Review the following PO BU(s) for the configuration as it indicates that the Match Control ID is missing;
**Resolving Match Exceptions – Rule Specific**

**RULE_S100 – (Continued)**

**Step 2:** Query all POs created (via public query – PO_Match_INFO_PO_HDR) under the initial PO BU configuration as those POs may all indicate that the PO does not require Match or have the correct Match (Rule Control) ID = USC01_STD. Also See: RULE_S200 – Invalid PO ID exists not set for match as well as RULE_S201 – Invalid Receipt ID exists not set for matching;

<table>
<thead>
<tr>
<th>Unit</th>
<th>PO No.</th>
<th>Status</th>
<th>Method</th>
<th>PO Date</th>
<th>Supplier</th>
<th>Location</th>
<th>Buyer</th>
<th>Match Action</th>
<th>Rule</th>
<th>Match Status</th>
<th>Match In Process</th>
<th>Entered By</th>
<th>Entered</th>
<th>By Date</th>
<th>User Modify</th>
<th>Last DTM</th>
<th>Last Activ</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 USCO1</td>
<td>RULE_S100</td>
<td>D</td>
<td>EML</td>
<td>11/12/2015</td>
<td>USCO1</td>
<td>00000000400</td>
<td>0001</td>
<td>No Match</td>
<td>No</td>
<td>Not Required</td>
<td>No</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
</tr>
<tr>
<td>2 USCO1</td>
<td>RULE_S200</td>
<td>D</td>
<td>EML</td>
<td>11/12/2015</td>
<td>USCO1</td>
<td>00000000400</td>
<td>0001</td>
<td>No Match</td>
<td>No</td>
<td>Not Required</td>
<td>No</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
</tr>
<tr>
<td>3 USCO1</td>
<td>RULE_S200A</td>
<td>D</td>
<td>PHN</td>
<td>11/12/2015</td>
<td>USCO1</td>
<td>00000000400</td>
<td>0001</td>
<td>No Match</td>
<td>No</td>
<td>Not Required</td>
<td>No</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
</tr>
<tr>
<td>4 USCO1</td>
<td>RULE_S200R</td>
<td>D</td>
<td>PHN</td>
<td>11/12/2015</td>
<td>USCO1</td>
<td>00000000400</td>
<td>0001</td>
<td>No Match</td>
<td>No</td>
<td>Not Required</td>
<td>No</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
<td>SHERRYNH</td>
<td>11/12/2015</td>
<td>11/12/2015</td>
</tr>
</tbody>
</table>

Be proactive in resolving this issue prior to running match processing when a voucher has already copied from a PO that is missing complete. Run public query PO_MATCH_INFO_PO_HDR to identify any POs that does not have matching required or missing the Rule Control ID = USC01_STD and the Match Flag set to No. The PO should be changed prior to other documents being attached to it (voucher, receipts, RTVs/Credit Adjustments).
Resolving Match Exceptions – Rule Specific

RULE_S100 – – Invalid match Control ID (Continued)

Step 3: Again, because the PO which already has the Match Control ID missing and is set to no match has resulted in the Voucher copied from the PO to also be set for No Match. Go to the voucher in question and set the Matching in two places for the voucher:

- Once on the Voucher Attributes tab/page (as shown in the page shot above) select the drop down values and move from ‘Not Applicable’ to ‘To Be Matched’.
- Secondly the Invoice Information tab/page the voucher line which has the PO value attached to the voucher (see page shot on next slide)
Step 3 (Continued): Above is page shot for the Invoice Information tab/page that also must be updated for the Matching to be selected for the voucher. Click on the PO link which provides the pop-up window note the *Line Match Options drop down change the ‘Don't Match’ to ‘Full match’ the Click OK. Be sure to save the voucher. So this Match information will be saved in the Voucher. To confirm this has been corrected. Go to the voucher Summary page and see that the Match is now at Ready when it was initial No match.
Resolving Match Exceptions – Rule Specific

RULE_S100 – Invalid match Control ID (Continued)

If you update the Voucher Attributes page without updating the Invoice Information page to PO attached to the voucher, you will not be able to match. The pop-up page indicating that the PO Line will need to indicate Match requirements as well.

**Recommended solution:** Always remember that in order for Two-Way (PO/Voucher) or Three-Way (PO/Receipt/Voucher) matching to function properly, all associated documents must be set to match.

- Update the PO BU in the configuration to have matching required and use the USC specific Match Control ID (USC01_STD).
- Fix any/all POs that are not set to match (see RULE_S200 below).
- Fix any/all Receipts that are tied to the PO and are set to no match.
- Fix any/all Vouchers that are not set to match as well.
Resolving Match Exceptions – Rule Specific

System Rules: Credit Adjustments created from Electronically received batches – generally from punch out suppliers or electronically interfaced transactions.
RULE_S110 – Credit Adjustment Quantity > PO Match Quantity
RULE_S111 – Credit Adjustment Amount > PO Matched Amount
RULE_S120 – Credit Adjustment Quantity > Receiver Match Quantity
RULE_S121 – Credit Adjustment Amount > Receiver Match Amount
RULE_S122 – Credit Adjustment Quantity > Receiver Match Qty
RULE_S123 – Credit Adjustment Amount > Receiver Match Amount

Process Owner: Procurement Buyers

Overview: Step 1: Regardless of the match exception pertaining to all Credit Adjustments, the original supporting documentation against the Vouchers, PO and Receipts either for the Amount or Quantity (percentage or amount tolerances) must be reviewed in order to determine the correction needed. You must go beyond the Match Workbench and review source documents as well as order of the activities.

Match Exception RULE_S110 and RULE_S111 are noted here for the Qty -473 & AMOUNT of $(-3765.08).
Resolving Match Exceptions – Rule Specific

Credit Adjustment System Rules (Continued):

Step 2: Contact the Supplier (HD Supply) to obtain the original invoices on these vouchers— you will more likely to have a credit without the original debit to the voucher/invoice.

The example on the previous page for Voucher #30000858- USC01 \ 0000000029, the RTV (Return to Vendor) invoice which when matched to Receipt #481 (below) all 533 of item #473907 have been received and accepted. Furthermore this RTV was created to return 473 of item #473907 (See page shots of the documents below). However, the original 533 are never shown as paid, which is creating this match exception.
Credit Adjustment System Rules (Continued):

Below is another example where the dollar of Amounts of the credit adjustments between Voucher, PO and Receipts are not matched creating a Match Exception. Voucher adjustment for -$301.40 was submitted; however, the PO and Receipt both only show the debit amounts of $301.40 that are matched against each other. This indicates that the credit amounts have come through before the original invoice was processed. To understand this further the Match Workbench in of itself is NOT adequate to run down this information. Document Status or Activity Summary from the PO/Receipts/Vouchers must be reviewed for further analysis.

Match Exception RULE_S111 and RULE_S121 are noted here for the AMOUNT of $(301.40).
Overview: Review the specific voucher(s) and their match workbench detail in order to identify what is to be done. Typically the RTV is internally generated by PeopleSoft based on interfac ed transactions for returns to suppliers or from electronically interfaced transactions which are unable to match against the voucher that was processed for invoice/payment.

Since this is HD Supply, the supplier should be sending invoices via the punch out supplier or use of supplier network/interfaced into PeopleSoft payables as soon as the POs are acknowledged and the order(s) filled. In this case, it may be that the invoice for this order was either held at HD Supply and thus the RTV does not have an original invoice to match against the credit being requested. This is delay in processing the original debit transaction(s) creates a problem for the match process as there is a CREDIT (CR) without a corresponding DEBIT (DR) and typically the DR occurs prior to the CR.

Recommended solution: Find, match and process the corresponding Debit voucher/invoice to offset the Credit being generated. Contact the supplier as needed. This should correct the Credit Adjustment Rules.
**Resolving Match Exceptions – Rule Specific**

**RULE_S200 Invalid PO ID exists not set for match:**

**Process Owner:** Procurement Buyers

**Overview:** Similar to the RULE_S100 where the Match Control ID is missing from the PO BU Definition, this error created Purchase Orders with similar problems where the Match Control ID is not set into the associated documents nor the PO's attributes set to matching. This is determined from running the public query PO_MATCH_INFO_PO_HDR identifying Match Action field = No Match and a missing Match Control Rule ID = USC01_STD. Additionally, Match Status = Not Required should be an indication that the PO was not set up correctly.

![Use Public Query: PO_MATCH_INFO_PO_HDR](image)
RULE_S200 Invalid PO ID exists not set for match (Continued):

**Recommended solution:** Use the query noted in discussion with RULE_S100 (PO_MATCH_INFO_PO_HDR) to find all of the POs with the incorrect Match Status, Matching and missing RULE ID and fix them manually online. Navigate to the *Go to field at the bottom of the Maintain PO page and select drop down for 11- Matching. The pop-up window will allow you to select the *Match Action from No Match to Standard, which will in turn open the Match Rule for entry = USC01_STD. Be sure to save the PO at the bottom left corner of the page so that the fix will be in place.
RULE-S201 Invalid Receiver exists but not set for matching:

**Process Owner:** Procurement Buyers

*Use Public Query:*

**PO_MATCH_INFO_PO_HDR**

**Overview:** Typically the Receipts take on the attributes of the Purchase Order, if the receipts are created as PO Receipts (see page shot below). This means that if the PO is not match, the receipt that was created at the time the PO was marked as NO Match, the receipt itself will encounter this match exception error. Similar to the RULE_S100 and RULE_S200, if the Receipt is created from the PO Attributes, the Receipt(s) as well will be set in error as “NO MATCH”. Using the same public query in RULE_S200, PO_MATCH_INFO_PO_HDR, identify any Receipts tied to the POs. If the Receipts were created with the PO Receipt check box, then the corrections to the POs Match Status and Match Control ID will fix the Receipt.
Resolving Match Exceptions – Rule Specific

RULE_S201 – continued

Since this is a system match rule, it cannot be overridden. It will require the PO to be fixed and in turn the Receipt should be fixed to reflect the match action, status and match in progress to Y.

**Recommended solution:** Run the public query from RULE_S200 (PO_MATCH_INFO_PO_HDR) and update all the Receivers that do not have the correct PO Attributes. If Receipts are created after the PO is corrected with the RULE_S200 error then there is no need to update the receivers’ match status or Control ID as long as the Receipt was created with the PO Receipt checkbox. Otherwise, the Receipt will not have the Attributes of the PO and is considered a NON-PO Receipt.
Resolving Match Exceptions – Rule Specific

RULE_S210 – Invalid PO Status
Process Owner: Procurement Buyers

Overview: Purchase Order is NOT Dispatched while match processing is running. This creates an error against the voucher which is tied to the PO. The PO may be “in-flux” to correct or make necessary changes/adjustments to the PO. The Voucher must have the PO in a DISPATCHED status in order to process a match and generate any payment.

Recommended solution:
The Buyer or designee will need to determine why the PO Status is Not Dispatched as it could be due to the PO change order necessary. Ultimately the PO must be Dispatched in order for any voucher to be created or processed for payment to the supplier.
Recommended solution: Make sure that Copied PO data and interface transactions only pass valid Units of Measurement as defined in PeopleSoft conversion (Navigation: Set Up Financials/ Supply Chain> Common Definitions> Units of Measure> ). Additional solution may require validation of the Supplier’s Invoice as the true Unit of Measure and correct the PO accordingly or have the Supplier provide corrected Invoice for the PO Unit of Measure. Also, the Voucher may need to be corrected if the supplier submitted incorrect units of measure.
Resolving Match Exceptions – Rule Specific

**RULE-S300 - Invalid UOM conversion of PO (Continue):**
Additional Example shows the two associated documents PO and Voucher with different Units of Measure and the Match Exception that was triggered due to the discrepancy with the PO with one unit of measure and the voucher with a different unit of measure.

**Recommended solution:** Make sure that interface transactions only pass valid Units of Measurement as defined in PeopleSoft Units of Measures and their valid conversions (Navigation: Set Up Financials/Supply Chain> Common Definitions> Units of Measures).
RULE-S300 - Invalid UOM conversion of PO (Continue):
After Match processing is run the Match Workbench will show the error that exists between the PO and Voucher (TWO-WAY Matching) which must be corrected for further match processing to continue. Also note that RULE_S500 – Invalid UOM conversion of Receipts can be a similar issue if THREE-WAY Matching is being utilized.

**Recommended solution:**
STOP and call the Supplier to change the UOM to match the PO or change the PO to match the Invoice UOM.

Make sure that copied POs data or direct interface PO transactions only pass valid Units of Measurement as defined in PeopleSoft Units of Measures and their valid conversions (Navigation: Set Up Financials/ Supply Chain> Common Definitions> Units of Measure>...).
### Resolving Match Exceptions – Rule Specific

**RULE_S500 - Invalid Unit of Measure (UOM) conversion for Receipt (Similar to RULE_S300 above)**

**Process Owner:** Procurement Buyers

**Overview:** The unit of measure on the Receipt is does not match the UOM on the voucher. Additionally, since Receipts are generally copied from the PO, the attributes from the PO are copied into the PO Receipt. This will result in a THREE_WAY match exception due to the Receipt’s UOM being different than that which the Voucher via an Invoice, which is being paid in a different UOM. It is not an uncommon practice for the PO to be ordered in a standard unit of measure, for example one case for 24 boxes. This allows for quantity discounts but then dispersed in lesser amounts say, boxes or each. Also, this may be a result of the punch out supplier whose standard units of measure (CASE) are not the same as was contracted to be dispersed by USC standards (BOX).

**Recommended solution:** Make sure that Copied PO data and interface transactions only pass valid Units of Measurement as defined in PeopleSoft conversion (Navigation: Set Up Financials/ Supply Chain> Common Definitions> Units of Measures> ). Additional solution may require validation of the Supplier’s Invoice as the true Unit of Measure and correct the PO accordingly or have the Supplier provide corrected Invoice for the PO Unit of Measure. As well the Voucher may need to be corrected if the supplier submitted incorrect units of measure.
Resolving Match Exceptions – Rule Specific

RULE-S400 - Invalid currency exchange rate for PO
RULE-S600 - Invalid currency exchange rate for Receipt
RULE-S700 – Invalid Global Exchange rate conversion error

Process Owner: Procurement Buyers

Overview: ***USC is not using multi-currency feature***

Recommended solution: None needed at this time. If and when USC determines they need to re-configure the system for multi-currency, these specific match exception rules can be added to the Match Exception Reference Guide.
Resolving Match Exceptions – Rule Specific

RULE_R500 – No Receipts Found

AND RECV_REQ = 'Y' AND ((AMT_ONLY_FLG = 'N' AND QTY_RECV_APPLIED = 0 AND TOTAL_RECV_QTY = TOTAL_RECV_QTY_PO) OR (AMT_ONLY_FLG = 'Y' AND MERCH_AMT_RECVAPPL = 0 AND TOTAL_RECV_AMT = TOTAL_RECV_AMT_PO))

**Process Owner:** Accounts Payable Analyst

**Overview:** No Receipts are found to tie to the PO which is attached to the voucher. Typically the receipts are created as PO Receipts and thus as POs are attached to the voucher, their association with the receipts are easily matched by line item, quantity and amounts. However, this match exceptions does not show any receipts that can be found to associate to the voucher.

**Recommended resolution:** The quickest solution is that if a Receipt was not created and is required per the PO, then the Requester needs to create a Receipt for the goods ordered from the PO. It is possible that the actual receipt was matched to the wrong voucher. The Buyer should confirm that the wrong receipt was attached to the voucher in error. If this happens and as long as the voucher has *not* been paid, any matched voucher receipt can be unmatched and detached from the incorrect voucher and associated with the correct voucher. Another alternative can be to delete the voucher(s) that was matched in error as long as it has NOT been paid. However, if the voucher has already been paid, a request to override the match exception with the necessary supporting details attached to the voucher for payment processing. In some instances, AP staff may need to make an adjustment (credit) if any voucher/invoice was paid incorrectly or in error.
Resolving Match Exceptions – Rule Specific

RULE_R500 – No Receipts Found (Continued):

From the Voucher research the PO as to any Receipts tied to other vouchers to determine if mis-application was done. If Receipt is located associated to the PO via the voucher Associate Receivers link below the Purchase Order box on the Invoice Line of Voucher.

PO confirms that Receiving is Required; No other receipts or vouchers exist. Since this is a THREE-WAY Match, a Receipt is needed. Review the Invoice to determine if the User indicated OK to Pay or Receipt is attached to the Voucher as Documentation. If not, request the User create a receipt online in PeopleSoft.
Resolving Match Exceptions – Rule Specific

**RULE_R600 – No receipt found, but unmatched ones exist**

AND RECV_REQ = 'Y' AND ((AMT_ONLY_FLG = 'N' AND QTY_RECV_APPLIED = 0 AND TOTAL_RECV_QTY = TOTAL_RECV_QTY_PO) OR (AMT_ONLY_FLG = 'Y' AND MERCH_AMT_RECVAPPL = 0 AND TOTAL_RECV_AMT = TOTAL_RECV_AMT_PO))

**Process Owner:** Procurement Buyers

<table>
<thead>
<tr>
<th>PO Quantity</th>
<th>Receipt Qty</th>
<th>Voucher 1</th>
<th>Voucher 2</th>
<th>Voucher 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overview:** No Receipts are found to tie to the PO which is attached to the voucher. Typically the receipts are created as PO Receipts and thus as P0s are attached to the voucher, their association with the receipts are easily matched by line item, quantity and amounts. However, this match exceptions does not show any receipts that can be found to associate to the voucher.
Resolving Match Exceptions – Rule Specific

RULE_R900 – Total Voucher received quantity > Accepted Qty

AND LTD_RECV = 'Y' AND AMT_ONLY_FLG = 'N'

Process Owner: Procurement Buyers

Overview: Total quantities between the receipts applied to the voucher exceeds the accepted amount of receipts. Typically the receipts are created as PO Receipts and thus as POs are attached to the voucher, their association with the receipts are easily matched by line item, quantity and amounts. However, this match exceptions has more receipts associated with the voucher whether they are PO Receipts or just any receipt for this item.
Resolving Match Exceptions – Rule Specific

RULE_R900 – Total Voucher received quantity > Accepted Qty (Continued)

AND LTD_RECV = 'Y' AND AMT_ONLY_FLG = 'N'
RULE_R900 – Total Voucher received quantity > Accepted Qty (Continued)

AND LTD_RECV = 'Y' AND AMT_ONLY_FLG = 'N'

Resolving Match Exceptions – Rule Specific
RULE_R900 – Total Voucher received quantity > Accepted Qty (Continued):

AND LTD_RECV = 'Y' AND AMT_ONLY_FLG = 'N'

Receipt #1

Receipt #2
Resolving Match Exceptions – Rule Specific

RULE_R900 – Total Voucher received quantity > Accepted Qty

AND LTD_RECV = 'Y' AND AMT_ONLY_FLG = 'N'

**Recommended Resolution:** It is possible that the actual receipt was matched to the wrong voucher. The Buyer should confirm that the wrong receipt was attached to the voucher in error. If this happens and as long as the voucher has not been paid, any matched voucher receipt can be unmatched and detached from the incorrect voucher and associated with the correct voucher. Another alternative can be to delete the voucher(s) that was matched in error as long as it has NOT been paid. However, if the voucher has already been paid, a request to override the match exception with the necessary supporting details attached to the voucher for payment processing. In some instances, AP staff may need to make an adjustment (credit) if any voucher/invoice was paid incorrectly or in error.
Overview: Life to Date is the summation of all of the vouchers that are associated with a particular PO whether in amount or quantity. For Rule_V200, the Voucher sum quantity does not equal PO total quantity. Typically there are more vouchers applied to the PO. This results from a few things: duplicate invoices, credits, missing receivers, etc.

The example above shows a duplicate paper invoice was received from HD Supply when the OSN is processed electronically online. This duplicate should not be paid. If paid, adjustments are to voucher(s). This match rules catches duplicates and vouchers for more than the quantities authorized by the purchase order.

Recommended resolution: The Buyer must do the necessary analysis between all documents (POs, vouchers and receipts) and if some transactions were initiated in PS 8.4 with split documents in PS 9.1 to ensure the full story is achieve and what actions that are required. AP Staff is involved if the voucher is duplicate and corrective action is required.
Overview: Life to Date is the summation of all of the vouchers that are associated with a particular PO whether in amount or quantity. For Rule_V200, the Voucher sum quantity does not equal PO total quantity. Typically there are more vouchers applied to the PO. This results from a few things: duplicate invoices, credits, missing receivers, etc.

Recommended resolution: The Buyer must do the necessary analysis between all documents (POs, vouchers and receipts) and if some transactions were initiated in old system (IMS) with split documents in PS 9.2 to ensure the full story is achieved and what actions that are required.
**Recommended resolution:** The Buyer must do the necessary analysis between all documents (POs, vouchers and receipts) to ensure the full story is achieved and what actions that are required. As necessary AP Staff may need to assist in updating the voucher to correct matching.
RULE_V300 – Life-To Date Voucher Amount > PO Amount
   AND INVOICED_AMT_B > MERCH_AMT_PO AND PCT_EXT_PRC_TOL = 0 AND EXT_PRC_TOL = 0

Process Owner: Accounts Payable Analysts

Overview: The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. An exception is not generated for an amount-only purchase order.

Recommended resolution: The Payables Analyst must do the necessary analysis first between all documents (POs, vouchers and receipts). As necessary AP Staff should communicate this information to the Buyer/Procurement Analyst in conferring what is needed to correct the PO for the voucher in order to pay the supplier.
Resolving Match Exceptions – Rule Specific

Final points to remember:

• Although many of the Match Exceptions may be resolved quickly. Others may require tedious, diligent efforts to identify the problem and its resolution. Mis-applied Matches that are paid to the supplier and cannot be undone can and will continue to pose problems. However, if match exceptions are caught early in the process many of the exceptions can be mitigated.

• Match Processing is to ensure that goods/services procured are authorized and in accordance with USC and State procurement policies.

• Being good stewards of USC/State Funds means both Procurement and Payables must work together to ensure that the proper checks and balance is maintained prior to paying the supplier(s).
The FAQs for the Match Rule Exceptions are located at the following site:
http://www.sc.edu/about/offices_and_divisions/division_of_information_technology/peoplesoft/faq/index.php
Questions
Resolving Match Exceptions – Rule Specific

DONE!

Thank you