

Matching: The Relationship Between Purchasing and AP

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Agenda

- Purpose of Matching
- Relationship between Purchasing and AP
- Purchasing Dept Responsibilities
- Accounts Payable Dept Responsibilities
- To Override or Not to Override
- Effects of Overriding Match Exceptions

Purpose of Matching

- Matching is the process used to compare Vouchers with Purchase Orders and, when required, Receipts to ensure that your institution pays for only the goods and services that have been ordered and received
- Two-Way Match: Voucher and Purchase Order
- Three-Way Match: Voucher, Purchase Order and Receipt

Relationship between Purchasing & AP

- The tie that binds...MATCHING!
- Decisions made by each department can affect the other
- Communication is important to resolve Match Exceptions the right way

Purchasing Responsibilities

Purchasing Responsibilities

Quantity PO or Amount Only PO?

Maintain Purchase Order

Purchase Order

Business Unit 39000
PO ID 0000521171
Copy From

PO Status Dispatched ▲ ✖
Budget Status Valid
 Hold From Further Processing

Header ?

*PO Date 08/31/2016 Supplier Search
*Supplier CEGARBUTTC-001 Supplier Details
*Supplier ID 0000408982 C.E. Garbutt Construction Company, Inc.
*Buyer KRUSHING Rushing, Kathy L
PO Reference Carr refinishng

Doc Tol Status Valid
Backorder Status Not Backordered Create BackOrder
Receipt Status Not Recvd
*Dispatch Method Print Dispatch

Amount Summary ?

Merchandise	7,796.00	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	7,796.00	USD
Encumbrance Balance	7,796.00	USD

Add Items From ?
Catalog Item Search
Purchasing Kit

Select Lines To Display ?
Search for Lines Line To Retrieve

Lines ? Personalize | Find | View All | First 1 of 1 Last

Details | Ship To/Due Date | Statuses | Item Information | **Attributes** | RFQ | Contract | Receiving |

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		Carruth - Floor Refinishing - 753100-50000-8000127-17670-16000-3917007AM6 - FY 17, MRR16	Services	Sched	PO	<input checked="" type="checkbox"/>

Purchasing Responsibilities

Receiving Options

- Receiving is Required
- Receiving is Optional
- Do Not Receive

Default Receiving option defined on the Category Code (NIGP)

The screenshot displays a purchasing system interface. At the top, there is a 'PO Reference' field and an 'Amount Summary' section with a help icon. Below this are navigation tabs: 'Header Details', 'Activity Summary', 'Merchandise', 'PO Defaults', 'Edit Comments', 'Freight/Tax/Misc.', 'PO Activities', 'Add ShipTo Comments', 'Total Amount', 'Requisitions', 'Document Status', 'Encumbrance Balance', and 'Actions'. There are also 'Add Items From' and 'Select Lines To Display' sections. The main area is titled 'Lines' and contains a table with columns: 'Line', 'Item', 'Description', '*Receiving Required', and 'Insp Req'. The first row shows 'Line 1' with a description 'Oracle Sir. Principal Consultant (Level 6) Service Period: May 26, 2015 thru June 12, 2015'. A dropdown menu is open for the '*Receiving Required' column, showing options: 'Do Not', 'Do Not', 'Optional', and 'Required'. The 'Do Not' option is selected. At the bottom, there are buttons for 'View Printable Version', 'View Approvals', 'Close Short All Lines', '*Go to ... More ...', 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Purchasing Responsibilities

Ensure PO is set up correctly

Matching Options

- Full Match
- No Match
- All lines on a PO should have the same Matching requirement

Matching Tolerances: Defined on the Category Code (NIGP)

Category Definition

Category Definition 2

SetID: SHARE Category ID: 00002 Code: 00505

[Expand All](#)

[Collapse All](#)

Item Category Detail

Find | View All

First 1 of 1 Last

Effective Date: 01/01/1900

Status: Active



Matching Controls

	Tolerance Over	Tolerance Under
Unit Price Tolerance:	500.00000	500.00000
% Unit Price Tolerance:	10.00	10.00
Ext Price Tolerance:	500.00000	500.00000
% Ext Price Tolerance:	10.00	10.00

Receiving Controls

*Receiving Required	Required	<input type="checkbox"/> Inspection Required
<input type="checkbox"/> Reject Qty Over Tolerance		Inspect ID: <input type="text"/>
Qty Rcvd Tolerance %:	0.00	*Inspection UOM: Standard
*Partial Qty:	Recvd	
Early Ship Rjct Days:	30	

Lines													
Find View 1 First 1-9 of 9 Last													
Line: 1 Item: Acct#404-298-5475-562-0350 FBI Recorder Analog PO Qty: 1.0000 MO Amount: 160.00 USD													
Schedules													
Customize Find View All First 1 of 1 Last													
Details Statuses Shipment Matching Receiving Freight RTV													
Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under	
1	06/18/2013	RECEIVING	Matched	No Match	500.00000	500.00000	10.00	10.00	500.00000	500.00000	10.00	10.00	
Line: 2 Item: Acct# 404-299-5113-172-0356 CI PO Qty: 1.0000 MO Amount: 1134.00 USD													
Schedules													
Customize Find View All First 1 of 1 Last													
Details Statuses Shipment Matching Receiving Freight RTV													
Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under	
1	06/18/2013	RECEIVING	Matched	No Match	500.00000	500.00000	10.00	10.00	500.00000	500.00000	10.00	10.00	
Line: 3 Item: Acct# 404-212-6774-001-0359 De PO Qty: 1.0000 MO Amount: 240.00 USD													
Schedules													
Customize Find View All First 1 of 1 Last													
Details Statuses Shipment Matching Receiving Freight RTV													
Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under	
1	06/18/2013	RECEIVING	Partial	Full Match	500.00000	500.00000	10.00	10.00	500.00000	500.00000	10.00	10.00	
Line: 4 Item: Acct# 678-212-7500-001-0621 PR PO Qty: 1.0000 MO Amount: 1824.53 USD													
Schedules													
Customize Find View All First 1 of 1 Last													
Details Statuses Shipment Matching Receiving Freight RTV													
Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Price Tolerance - Under	% Ext Price Tolerance	% Ext Price Tolerance - Under	
1	06/18/2013	RECEIVING	Partial	Full Match	500.00000	500.00000	10.00	10.00	500.00000	500.00000	10.00	10.00	

Accounts Payable Responsibilities

Accounts Payable Responsibilities

- Understand how creating a PO Voucher can affect Matching results
- Understand what the Match Exception means before deciding to override it, and what the effect will be if choice is to override
- If necessary, request Purchasing Dept to correct PO: Quantity vs Amount Only, Matching and/or Receiving settings

Accounts Payable Responsibilities

Creating the Voucher

- Defining Supplier information on Add New Value tab
- Copy from Source Document
 - Copy in a Purchase Order in its entirety
 - Copy in a Purchase Order or Receipt using the Worksheet Copy option

Defining Supplier ID here will cause the Default Supplier Location and Address, as defined in the Supplier file, to populate on the voucher.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

ORACLE All

Voucher

Business Unit

Voucher ID

Voucher Style ▾

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Accounts Payable Responsibilities

Copy from Source Document

Invoice Information | Payments | Voucher Attributes

Business Unit 39000
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date
Invoice Received

Supplier ID
ShortName
Location
*Address

Invoice No
Accounting Date 09/06/2016
*Pay Terms N30 Net 30
Basis Date Type Inv Date
Control Group
 Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Total	0.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document

PO Unit PO Number Copy PO

Copy From
Non PO Receipt
None
PO Receipt
Purchase Order Only
Template
Voucher

Go

Invoice Lines

Line 1 Copy Down
*Distribute by Amount
Quantity
UOM
Unit Price
Line Amount 0.00
Calculate

SpeedChart
Ship To MAIN
Description

Distribution Lines

Personalize | Find | View All | First 1 of 1 Last

GL Chart	Assets	Copy Down	Line	Merchandise Amt	Quantity	Account	Fund	Dept	Program	Class	Project	Bud Ref	OpenItem	Budget Date
		<input type="checkbox"/>	1	0.00										09/06/2016

Save Save For Later

Accounts Payable Responsibilities

Copy Worksheet

Business Unit 39000 [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit: 39000 GEORGIA SOUTHERN UNIVERSITY View Matched /Cancelled Only

PO Number From: 0000517494 PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows:

Select PO Lines Find | View All | First 1 of 1 Last

PO Unit 39000 PO Number 0000517494
 Supplier ID 0000048341 Champion Fire Protection PO Date 07/01/2016

Select All Deselect All

Select PO Lines Personalize | Find | View 1 | 1-12 of 12 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UC
<input type="checkbox"/>	1700.00	1	1		FIRE SPRINKLER, FIRE PUMP INSP	1.0000	EA	1700.00	USD	1.0000	EA
<input type="checkbox"/>	1880.00	2	1		FIRE SPRINKLER, FIRE PUMP INSP	1.0000	EA	1880.00	USD	1.0000	EA
<input type="checkbox"/>	2850.00	3	1		FIRE SPRINKLER, FIRE PUMP INSP	1.0000	EA	2850.00	USD	1.0000	EA

Accounts Payable Responsibilities

Which option should I choose?

- Use the Copy PO option if you are FULLY vouchering all PO lines without making any changes
- Use the Copy Worksheet option if:
 - The Invoice amount or quantity is different than the associated PO
 - You only want to voucher certain lines of a PO
 - If copying in multiple POs to one voucher

To Override or Not to Override?

To Override or Not to Override?

PO Qty = 5

Voucher Qty = 5

Receiving Required, but No Receipt created

Match Rules Personalize 					
Rules	Override Options				
	Details	Match Rule	Voucher	Purchase Order	Receiver
		Unit price does not equal PO unit price	4.64000	4.64000	
		Unit price does not equal PO unit price + % tol	4.64000	4.64000	
		Unit price does not equal PO unit price + unit tol	4.64000	4.64000	
		No receipts found	05323953	0000513578	
		Voucher line amt > Sum of received amount	23.20		0.00
		Voucher quantity is greater than accepted qty	5.0000	5.0000	0.0000

2 ways to resolve these Match Exceptions without choosing to override. What are they?

To Override or Not to Override?



- If you override this exception, the PO Status will get updated to Partially Matched, but will NOT get updated to Matched.
 - The PO will NOT be eligible to be closed. The Purchasing Dept will have to manually force it to close.
 - The PO CAN be vouchered again, since the PO Match Status was not updated to Matched. However, Doc Tol will get an exception, which is a good double check, but those exceptions are often overridden as well.

To Override or Not to Override

PO Qty = 5, PO Unit Price = \$20.00

Voucher Qty = 5, Voucher Unit Price = \$17.00 (Invoice came in with a lower unit price)

Receiving NOT Required

Match Rules				
Rules		Override Options		
Details	Match Rule	Voucher	Purchase Order	Receiver
 	Unit price does not equal PO unit price + % tol	17	20	





What is the best way to resolve this Match Exception?
Why?

To Override or Not to Override

- This Match Exception will most likely require some research in order to determine the best way to resolve.
 - Confirm you copied in the correct PO
 - Confirm the final invoice amount is correct
- If you determine that the final invoice price was less than the PO price, it is ok to override this Match exception.
 - The PO Match Status is updated to MATCHED, since the full Qty was vouchered.
 - The PO will be eligible to be closed, without further intervention.

To Override or Not to Override

- PO Amount: \$445.43
 - Receipt Amount: \$445.43
 - 3 Vouchers
 - Voucher 1: \$285.84
 - Voucher 2: \$155.42
 - Voucher 3: \$ 4.17
- Total: \$ 445.43

Match Rules				
Rules		Override Options		
Details	Match Rule	Voucher	Purchase Order	Receiver
 	No receipt found, but unmatched ones exist	04140324	0000427391	
 	Voucher line amt > Sum of received amount	285.84		0

What is the best way to resolve these Match Exceptions?

Why?

To Override or Not to Override

You should not override these Match Exceptions. The suggested steps to resolve them would be to manually associate the receipt, then run the Matching process again.

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		POS hardware: Epson TM	1.0000	EA	285.84000	285.84

Ship To: PE03129 SpeedChart Amount Only Use One Asset ID [Calculate](#)

[Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)



In this case, there are 3 Vouchers and 1 Receipt. Due to the document association rules, the system will not automatically match them to each other.

To Override or Not to Override

PO Line Amount: \$31.40

Voucher Line Amount: \$6.28

Previously Vouchered Line Amount: \$31.40

Match Rules			
Rules		Override Options	
Details	Match Rule	Voucher	Purchase Order
 	Life to Date > Sched Amt + % ext tol	6.28	31.4

What is the best way to resolve this Match Exception?
Why?

To Override or Not to Override

This Match Exception will most likely require some research in order to determine the best way to resolve.





- The Match Exception is telling us that the voucher amount EXCEEDS the PO tolerance amount(\$500 or 10%).
- Determine if there is a valid reason for Exceeding the PO Amount.
- Choose which action to take – Override, Correct the voucher amount, or Close/Delete if Voucher is a duplicate.

To Override or Not to Override

PO exists

Voucher created

Receipt has not been created

Match Rules		Personalize 			
Rules		Override Options 			
	Details	Match Rule	Voucher	Purchase Order	Receiver
		Receipt required for asset voucher	05302143	0000510191	

What is the best way to resolve this Match Exception?
Why?

To Override or Not to Override

- This Match Exception can't be overridden
 - This rule replaced a v8.9 modification that was dropped when v9.2 was implemented
 - A receipt must be created, once the item is received

Finalizing a Purchase Order

- Finalize option on voucher if in an open accounting period
 - Button is not available if accounting period is closed
- Finalize at the header or distribution line level
- Finalizing a PO does NOT automatically close the PO. A PO is closed when the PO Close process is run, or when closed on the Buyer's Workbench
- Undo Finalize is an option. This action can only be taken on the voucher where the Finalize was initiated.

Finalizing a Purchase Order

The screenshot displays the Oracle Financials 'Regular Entry' interface. The browser address bar shows the URL: `https://fprc2.gafirst.usg.edu/psp/fprc2/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=PORTAL_ROO`. The Oracle logo is visible in the top left. The page is divided into several sections:

- Invoice Information:** Fields include Business Unit (98000), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (09/02/2015), Invoice Received (09/02/2015), Supplier ID (0000400992), ShortName (INLOGIC-001), Location (MAIN), and Address (1).
- Invoice Details:** Invoice No (asdfasdf), Accounting Date (09/02/2015), Pay Terms (N30), Basis Date Type (Inv Date), and Control Group.
- Invoice Total:** Line Total (15,287.70), *Currency (USD), Miscellaneous, Freight, Total (15,287.70), and Difference (0.00).
- Copy From Source Document:** Fields for PO Unit, PO Number, and Copy From (None).
- Invoice Lines:** Line 1 details: Quantity (1.0000), UOM (EA), Unit Price (9,875.00000), Line Amount (9,875.00). Includes a 'Calculate' button.
- Purchase Order:** 98000|0000510012|11 Associate Receiver(s). Includes 'Adjust PO Percentage' and 'Allocate by Percentage' buttons.
- Distribution Lines Table:**

GL Chart	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	ject	Bud Ref	OpenItem	Budget Date	Finalize	PO Finalized
		<input type="checkbox"/>	1	100.0000	100.0000	9,875.00	1.0000		2015		04/09/2015	<input type="checkbox"/>	N

Red boxes highlight the 'Finalize' and 'PO Finalized' buttons in the Distribution Lines table and a 'Print' icon in the Invoice Total section.

Purchase Order Inquiry

Purchasing > Purchase Orders > Review PO Information > Purchase Orders

- Review Matching Status
- Review Receiving Requirements
- Review Matching Requirements

Purchase Order Inquiry

Purchase Order

Business Unit 71000 PO ID 0000415138 PO Status Compl Budget Status Valid

Header




PO Date 09/12/2013 Doc Tol Status Valid
 Supplier Name JAYEDAVID-001 Backorder Status Not Backordered
 Supplier ID 0000402272 Supplier Details Receipt Status Not Recvd
 Buyer Booker,Svengali T Hold From Further Processing
 PO Reference Online Src From Req 0000413902

Amount Summary

Merchandise	120.00
Freight/Tax/Misc.	0.00
Total	120.00 USD
Encumbrance Balance	0.00 USD

Header Details All RTV **Matching** Activity Summary Header Comments... Document Status Actions

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		8/25/13 Home Game (Men's Socce)	96168	1.0000	EA	120.00 USD	Closed  

PO Header – Match Status

PO Matching -- JAYE, DAVID M x

[Help](#)

Business Unit 71000 PO ID 0000415138

Match Status

Matched

Matching Options

Match Action Standard

Match Rule STANDARD

PO Line Details – Receiving Requirements

Details for Line JAYEDAVID-001

PO ID 0000415138 Line 1 [8/25/13 Home Game \(Men's Socce](#)

Status Closed Amount Only Backorder Status Not Backordered

Line Details

Physical Nature Goods

Merchandise Amt 120.00 Currency USD

Category 96168 Category ID 07301

Sports Professionals Services (Including Sports and Recreati

Contract SetID 71000

Contract Version

Contract Line Category Line

Group ID Original Substituted Item

Release Description

Rebate ID

RFQ ID RFQ Line

Supplier Item ID

Supplier's Catalog

GPO Contract GPO ID

Manufacturer ID GTIN

Mfg Item ID

Price Qty Schedule Price Date Due

Withholding Device Tracking

Receiving Required Do Not Replenish Code Standard

Inspect Inspect ID

Configuration Code

PO Schedule Details – Match Line Status

Purchase Order Inquiry

Schedules

Business Unit 71000 PO ID 0000415138

[Return to Main Page](#)

Lines [Find](#) | [View All](#) | [E](#)

Line 1 8/25/13 Home Game (M

Schedules

[Details](#) | [Statuses](#)

Sched	Due Date	Time Due
1	10/12/2013	

Details for Schedule 1

PO ID 0000415138 Status Closed

Line Number 1 Schedule 1

Item ID Backordered From Schedule

8/25/13 Home Game (Men's Soccer/Dartton vs. Monroe)

Schedule Details

Due Date	10/12/2013	<input checked="" type="checkbox"/> Custom Price - No Override
Original Promise Date	10/12/2013	<input type="checkbox"/> No Charge
Ship Date		<input type="checkbox"/> Frozen (Planning)
Ship To	RECEIVING	

Amount Summary

PO Qty	1.0000
Merchandise Amount	120.00 USD
Doc. Base	120.00 USD

Matching Controls

	Tolerance Over	Tolerance Under
Unit Price Tolerance	500.00000	500.00000
% Unit Price Tolerance	10.00	10.00
Ext Price Tolerance	500.00000	500.00000
% Ext Price Tolerance	10.00	10.00

Receiving Controls

Reject Qty Over Tolerance

Early Ship Reject Days 30

Qty Rcvd Tolerance %

Close Under Qty %

Ship To Comments

[Return to Search](#) [Notify](#)

Helpful Queries

- BOR_PO_VCHR_NOTRECV: Displays PO Lines that have been vouchered, but not yet received.
- BOR_PO_NOT_RECEIVED: Displays PO Lines not yet received
- BOR_PO_AMOUNT_BY_PO: Displays Open Encumbrances by PO ID
- BOR_PO_ENC_AND_VCHR: Displays PO encumbrance amounts with Vouchers by PO ID

Trivia

- PO created as Do Not Receive and Do Not Match
 - When is it eligible to be closed?
 - What if a voucher has not yet been created & processed?

