

Running the Match Exception Report

Created on 2/21/2013 7:57:00 AM

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The Accounts Payable Match process ensures that what was purchased is in sync with what is being vouchered. The Match Exceptions Report is a useful tool for management of match exceptions.

Troubleshooting is required to resolve match exceptions. A voucher cannot proceed through Accounts Payable to payment until it has been successfully matched.

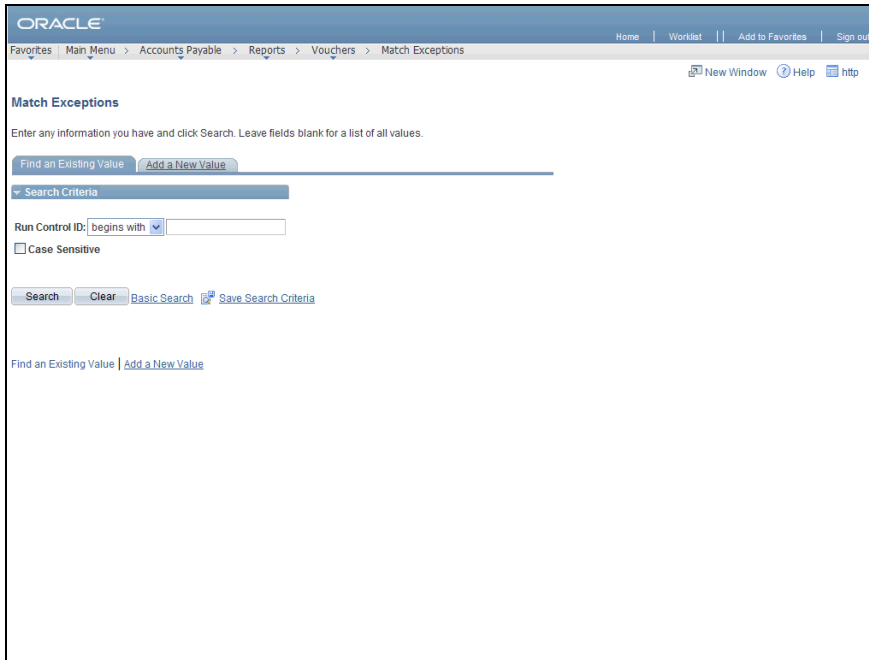
The Match Exceptions report can be run as a crystal report and viewed from the **View Log/Trace** page.

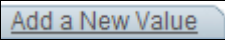
It can also be run as an XML report. XML reports cannot be viewed from the **View/Log Trace** page. They must be viewed from **Report Manager**.

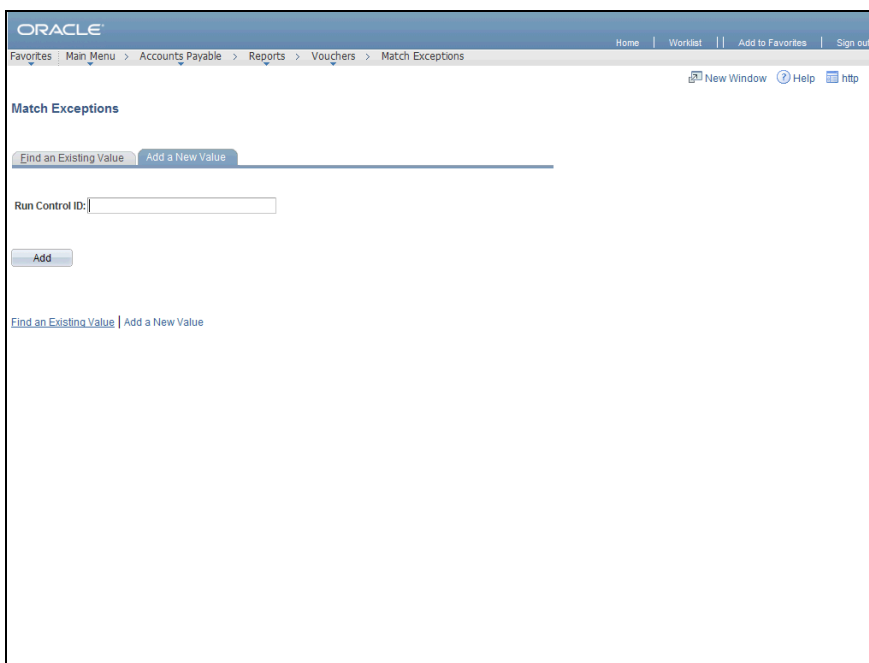
In this example a user runs the Match Exception report as an XML report and views the output from **Report Manager**.

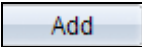
Procedure

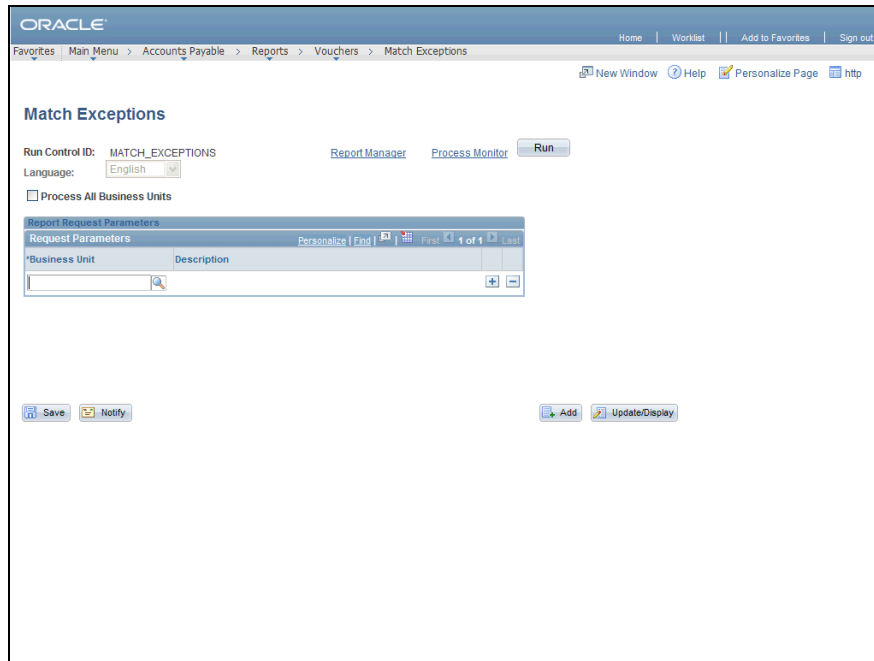
Navigation: Accounts Payable > Reports > Vouchers > Match Exceptions

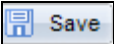
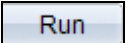


Step	Action
1.	<p>Enter a Run Control ID if one does not exist for the report. A Run Control ID is an identification code that represents a set of selection criteria for a report or process. It can be used repeatedly for the created report once it is created.</p> <p>Click the Add a New Value tab.</p> 



Step	Action
2.	Enter MATCH_EXCEPTIONS into the Run Control ID field.
3.	Click the Add button. 



Step	Action
4.	The report can only be run for one Business Unit at a time. Enter DOTM1 into the Business Unit field.
5.	Saving the run control will make it available for future use. Click the Save button. 
6.	Click the Run button to process the report. 

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Favorites | Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions

Process Scheduler Request Help


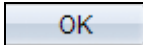
User ID: COREReynoldsDave Run Control ID: MATCH_EXCEPTIONS

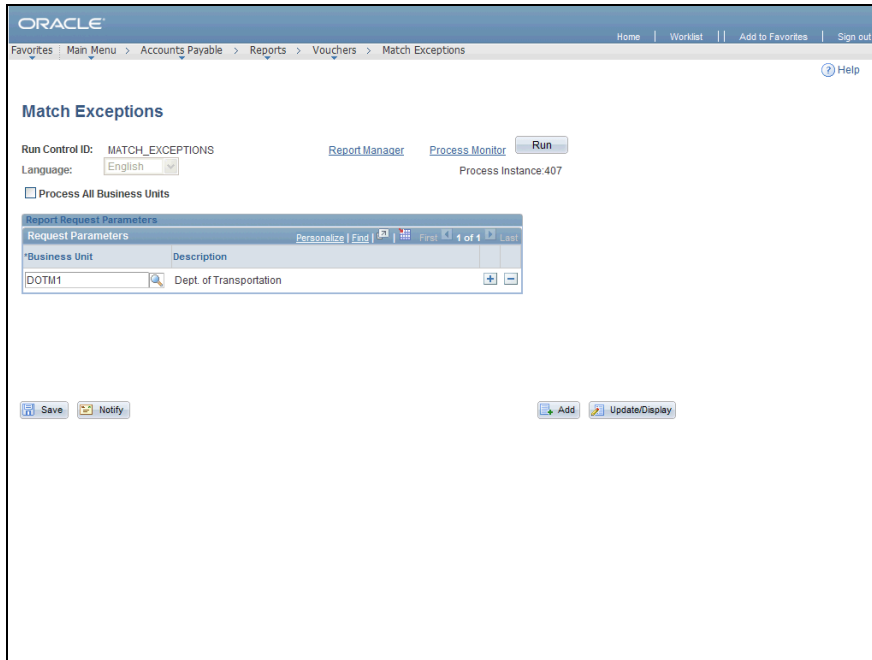
Server Name: Run Date: 11/08/2012

Recurrence: Run Time: 12:01:20PM

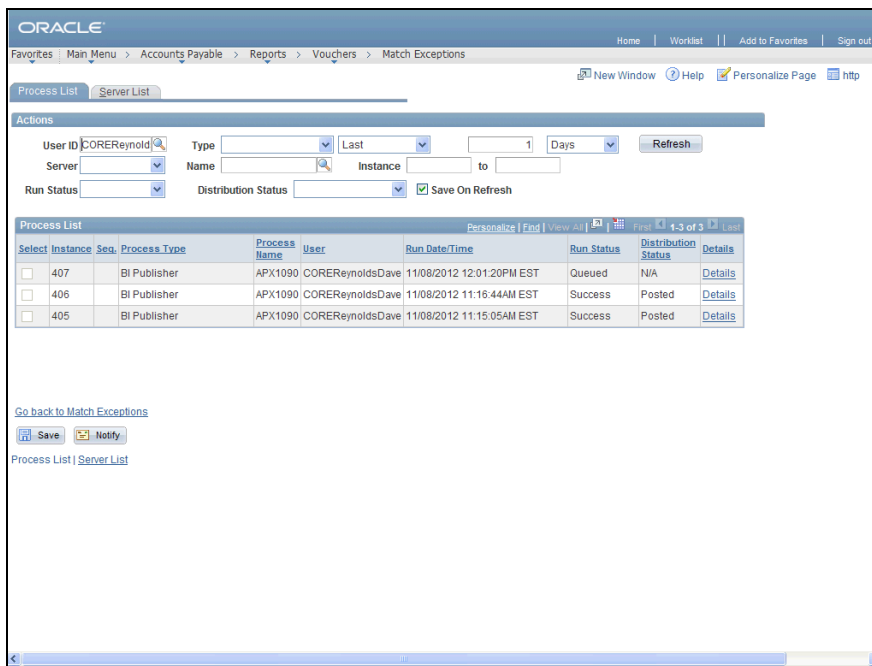
Time Zone:

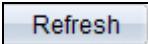

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	XMLP:Match Exceptions Report	APX1090	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Matching Exception Report	APY1090-	Crystal	Web	PDF	Distribution

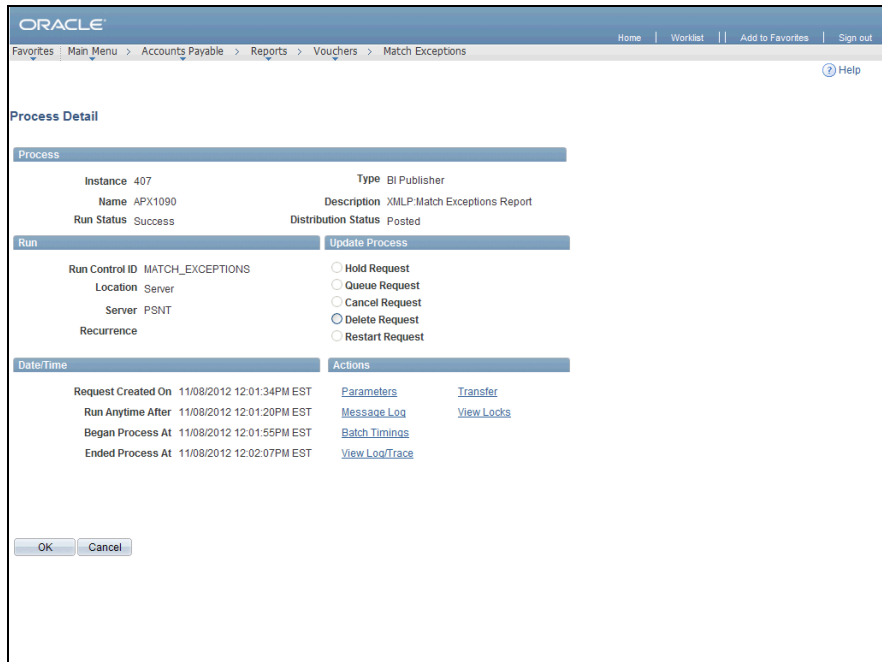
Step	Action
7.	<p>Leave the Server Name blank. It will be assigned accordingly.</p> <p>Click the Select option for XMLP:Match Exceptions Report.</p> <p>The Matching Exception Report is the Crystal version of the report.</p> 
8.	<p>Click the OK button.</p> 

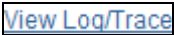


Step	Action
9.	<p>Confirm that the process has begun with the appearance of a Process Instance number. In this example it is 407.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p>



Step	Action
10.	Click the Refresh button to see when the process has progressed to a Run Status of Success . 
11.	Click the Refresh button until the Run Status is 'Success' and the Distribution Status is 'Posted'.
12.	Click the Details link. 



Step	Action
13.	Click the View Log/Trace link. 

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Help

View Log/Trace

Report

Report ID: 5457097 Process Instance: 407 [Message Log](#)
 Name: APX1090 Process Type: XML Publisher
 Run Status: Success

XMLP Match Exceptions Report

Distribution Details

Distribution Mode: PRODRPTFTP Expiration Date: 02/05/2013

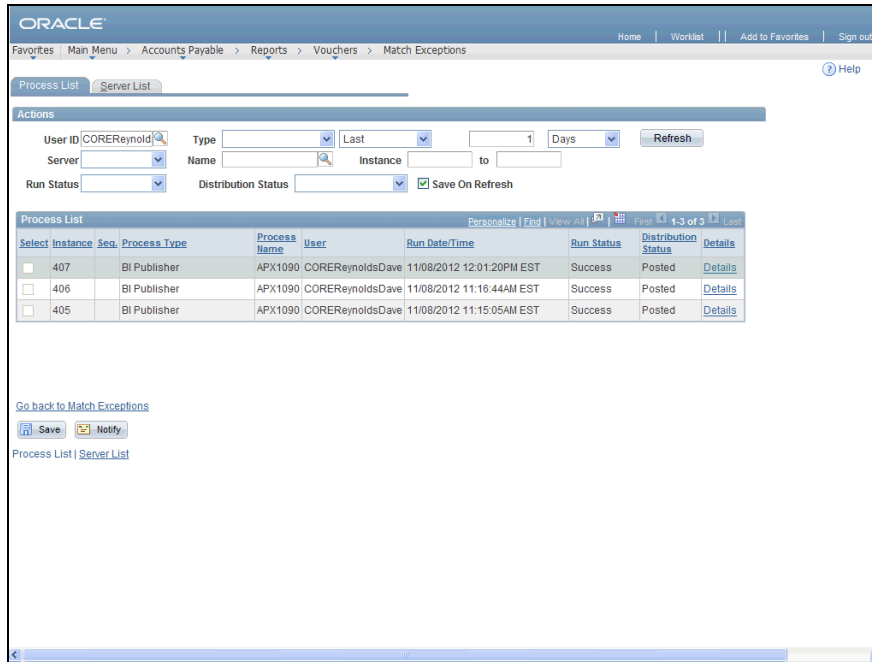
File List

Name	File Size (bytes)	Datetime Created
AE_APX1090_407.log	171	11/08/2012 12:02:07.429599PM EST
AE_APX1090_407.trc	3,819	11/08/2012 12:02:07.429599PM EST

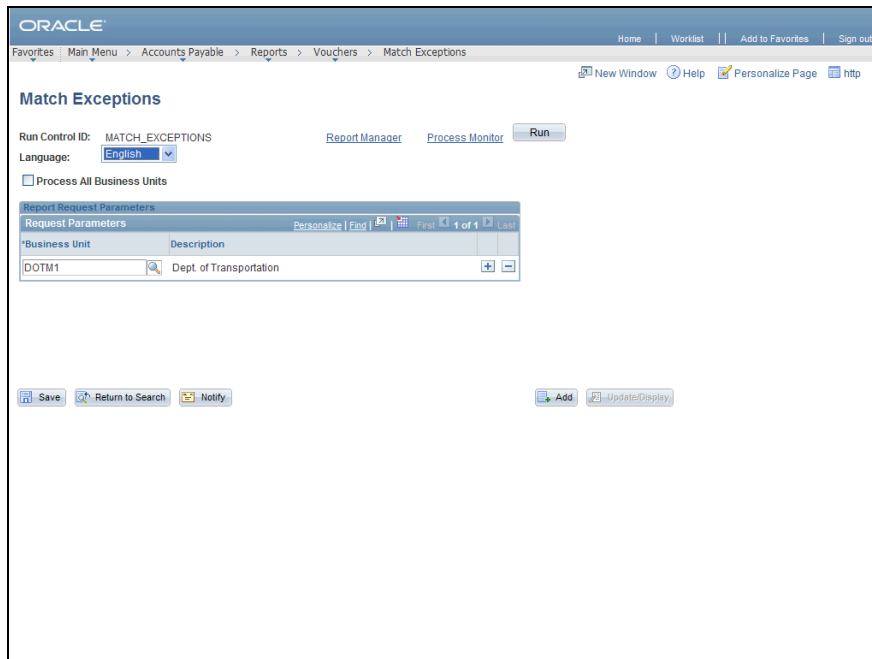
Distribute To

Distribution ID/Type	*Distribution ID
User	COREReynoldsDave

Step	Action
14.	<p>XML version of reports cannot be viewed from the View Log/Trace page. The File List does not contain the pdf for the report. The report must be viewed from Report Manager.</p> <p>Click the Return button.</p> <p><input type="button" value="Return"/></p>
15.	<p>Click the OK button.</p> <p><input type="button" value="OK"/></p>



Step	Action
16.	Click the Go back to Match Exceptions link. Go back to Match Exceptions



Step	Action
17.	Click the Report Manager link. Report Manager

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Favorites | Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions

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List | Explorer | Administration | Archives

New Window | Help | Personalize Page | http

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 APX1090 - APX1090.pdf	APX1090 - APX1090.PDF	General	11/08/12 12:02PM	5457098	407
2 APX1090 - APX1090.pdf	APX1090 - APX1090.PDF	General	11/08/12 11:17AM	5457096	406

Go back to Match Exceptions

Save

List | Explorer | Administration | Archives

Step	Action
18.	Click the Administration tab to view reports.

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Favorites | Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions

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New Window | Help | Personalize Page | http

View Reports For

User ID: COREReynolds Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5457098	407	APX1090 - APX1090.pdf	11/08/2012 12:01:58PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5457096	406	APX1090 - APX1090.pdf	11/08/2012 11:17:11AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

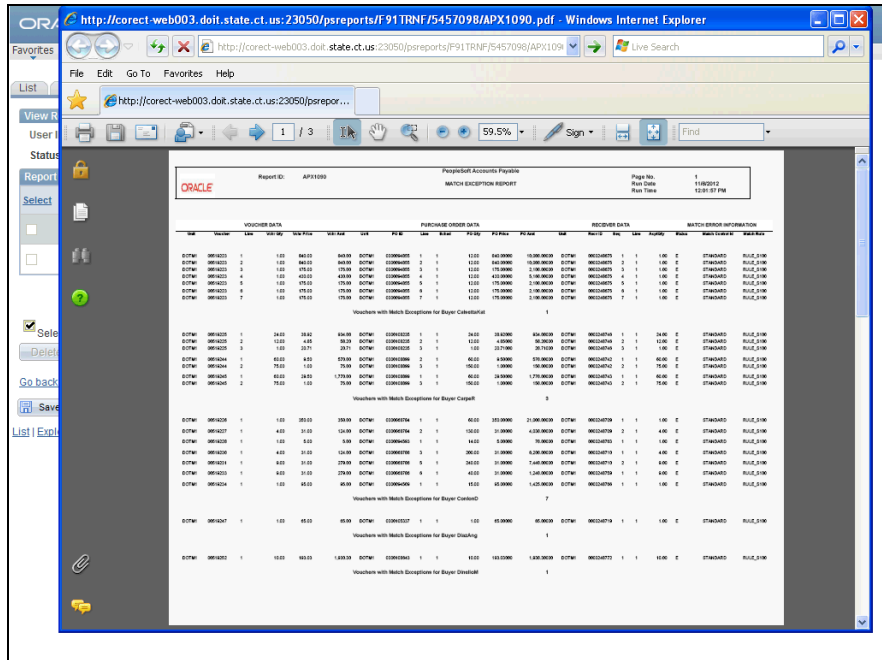
Delete Click the delete button to delete the selected report(s)


Go back to Match Exceptions

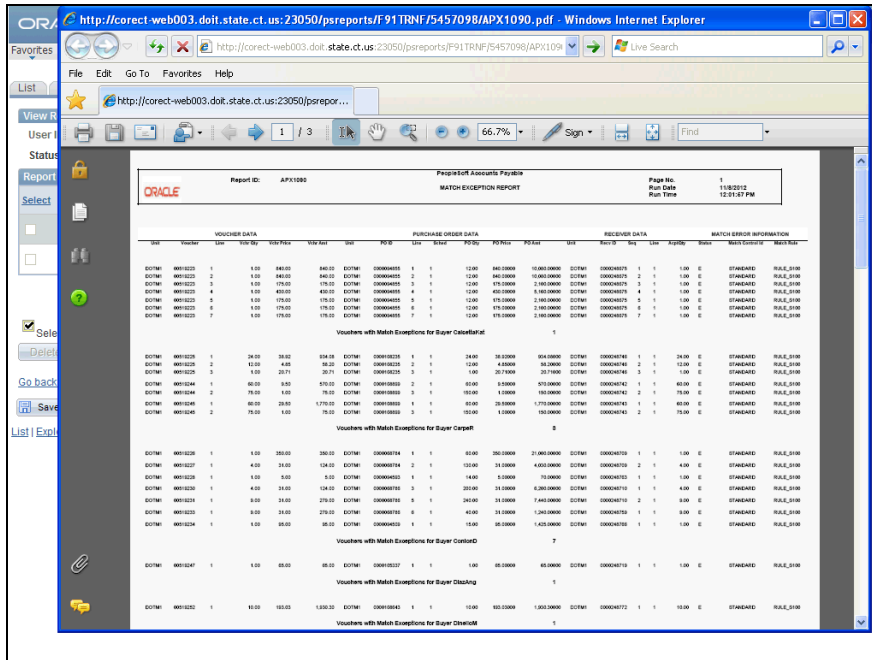
Save


List | Explorer | Administration | Archives

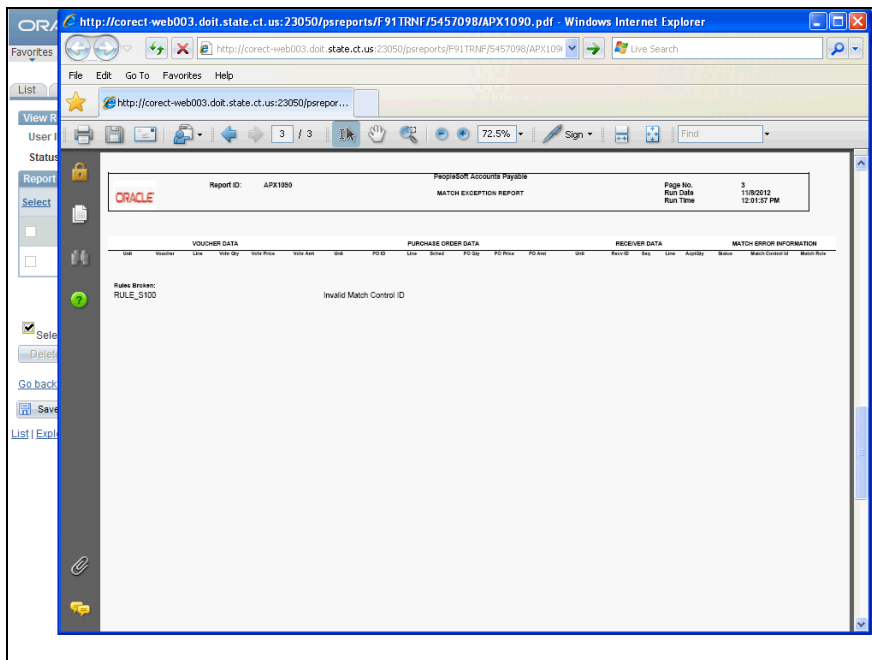
Step	Action
19.	The Match Exceptions Report is APX1090. Click the APX1090 - APX1090.pdf link. APX1090 - APX1090.pdf



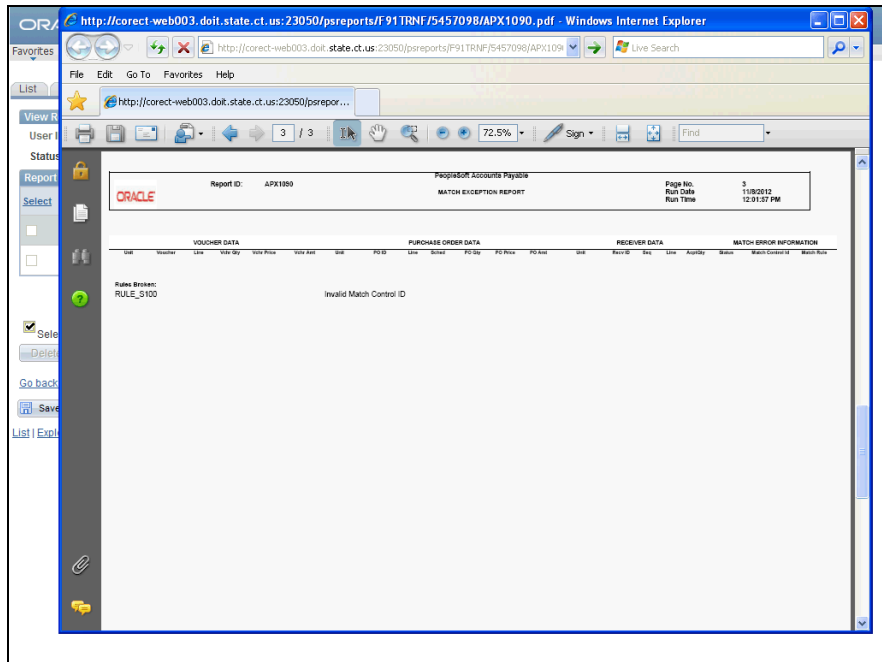
Step	Action
20.	Click the Maximize button. 




Step	Action
21.	Click the Zoom In button. 
22.	Click the scrollbar to move to the bottom of the page.



Step	Action
23.	<p>The last page of the Match Exception Reports lists the rules broken on the previous pages.</p> <p>Navigate to each voucher in exception and troubleshoot errors.</p>



Step	Action
24.	<p>Click the Close button.</p> 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions

List | Explorer | Administration | Archives

New Window | Help | Personalize Page | http

View Reports For

User ID: COREReynolds Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5457098	407	APX1090 - APX1090.pdf	11/08/2012 12:01:58PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5457096	406	APX1090 - APX1090.pdf	11/08/2012 11:17:11AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Match Exceptions

Save

List | Explorer | Administration | Archives

Step	Action
25.	End of Procedure.