Running the Match Exception Report Created on 2/21/2013 7:57:00 AM

Table of Contents

Running the Match Exception Report1

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Core-

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

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Favorites Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions	
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Match Exceptions	
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Find an Existing Value Add a New Value	
✓ Search Criteria	
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Search Clear Basic Search 👹 Save Search Criteria	
Find an Existing Value Add a New Value	

Step	Action
1.	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.
	Click the Add a New Value tab. Add a New Value

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

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*Business Unit Description							
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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.
	Run

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



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

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

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Date/Time	Actions					
Request Created On 11/08/2012 12:01:34PM EST	Parameters	Transfer				
Run Anytime After 11/08/2012 12:01:20PM EST	Message Log	View Locks				
Began Process At 11/08/2012 12:01:55PM EST	Batch Timings					
Ended Process At 11/08/2012 12:02:07PM EST	View Log/Trace					
OK Cancel						

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

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APX1090 407.trc	3,819 11/08/2012	12:02:07.429599PM EST				
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Step	Action
14.	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 . Click the Return button.
	Return
15.	Click the OK button.

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

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



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

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Step	Action
20.	Click the Maximize button.

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elete			DOTM:	00512225	:	24.00	38.92	\$24.08	DOTM	0000108235	1	:	24.00	38.02000	904.08800	DOT NI	0000245745	1	:	24.00 E	STANDARD	RJLE_5100	
			DOTM:	00519225	3	1.00	20.71	20.71	DOTMI	0000168235	3	;	1.00	20.7 1000	22,71000	COLMI	0000245745	3	1	1.00 E	STANDARD	RULE_5100	
back			DOTM1	00519244	1	60.00 73.00	9.50	570.00	DOTM1	0000108855	2	:	60.00 150.00	5.50000	570.00000	DOTM1	0000245742	1	1	60.00 E	STANDARD	RULE_5100 RULE_5100	
Save			DOTM1	00512245	1	60.00	29.60	1,770.00	DOTMI	0000108855	1	,	02.00	25.50000	1,770.00000	00 FM 1	0000248743	1	,	60.00 E	STANDARD	RJLE_5100	
June			DOTMI	00519245	2	75.00	1.00	75.00	DOTMI	0000108855	3	1	150.00	1,00009	153.00000	COLNI	0000245743	2	1	75.00 E	STANDARD	R.R.E_5100	
Expl									Vouohers	with Match Exc	eption	s for Buyer	CarpeR		•								
			DOTMI	00512225	1	1.00	350.00	350.00	DOTMI	0000058754		1	01.00	250,00009	21,000.00000	00FM1	0000245709	1	1	1.00 E	STANDARD	R.R.E_5100	
			DOTMI	60512227	1	4.00	31.00	124.00	DOTMI	0000055784	2	1	132.00	31.00009	4,003.00000	DOEMS	0000245709	2	1	4.00 E	STANDARD	R.R.E_5100	
			DOTM1	00512225		1.00	31.00	124.00	DOTMI	0000054585	3		201.00	5 0000	6,293,00000	COLUMN	0000245755	1		400 E	STANDARD STANDARD	RJLE_5100	
			DOTMI	00512228	1	8.00	31.00	279.00	DOTM	0000058785	5		242.00	31.00000	7,443.00000	COTMI	0000245710	2	1	3.00 E	STANDARD	R.R.E_5100	
			DOTM1	00512235	1	8.00	38.00	279.00	DOTMI	0000058785	6	1	42.00	31,00000	1,243.00000	COTMI	0000245750	1	1	3.00 E	STANDARD	RJLE_5100	
			DOTMI	00512234	1	1.00	\$5.00	\$5.00	DOTMI	0000094509	1	1	15.00	\$5,0000	1,425.00000	COEMI	0000245755	1	1	1.00 E	STANDARD	RJLE_5100	
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	Ø		DOTM1	00512247	1	1.00	65.00	65.00	DOTMI	0000105337	٠	,	1.00	65.00009	65.00000	00 FM 1	0000245719	1	1	1.00 E	STANDARD	RJLE_5100	
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	1		DOTMI	00519252	1	10.00	195.03	1,850.30	DOTMI	0000108043	1	1	10.00	193.00000	1,903,30800	DOTMI	0000248772	1	1	12.00 E	STANDARD	RJLE_5100	
									Vouchers	with Match Exc	eption	e for Buyer	DiselicM		1								

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



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



Step	Action
24.	Click the Close button.

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25.	
	End of Procedure.