

Match Exceptions

Accounts Payable Updated as of: September 27, 2022

Core-CT Financials 9.2



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

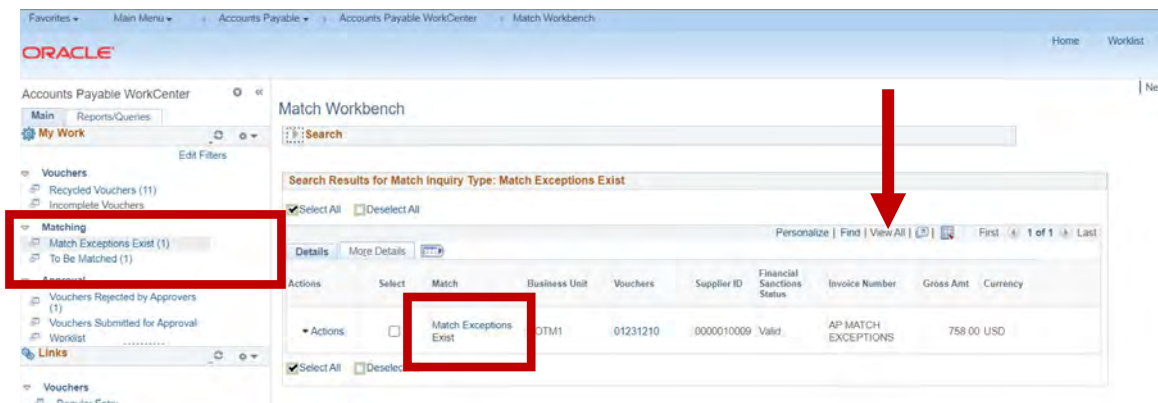
List of possible Match Exceptions:

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
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_S700	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:
2. Click on ‘Match Exceptions Exist’ in My Work
3. Select the ‘Match Exceptions Exist’ Link for the Voucher, this will bring you to the Match Exception Workbench Details
 - a. Please Note there can be more than one line in exception, be sure to ‘View All’.



4. Click 'OK'

Favorites ▾ Main Menu ▾ Accounts Payable ▾ Accounts Payable WorkCenter ▾ Match Workbench

ORACLE

Match Exception Workbench Details

Business Unit DOTM1 DOTM1	Voucher 01231210	Invoice AP MATCH EXCEPTIONS
Supplier 000010009	Supplier SetID STATE	Supplier Location MAIN
Supplier Name SUBURBAN STATIONERS INC	Match Due Date 09/27/2022	Invoice Date 09/27/2022
Updated By COREReedBri	Due Date 09/27/2022	Matched Date 09/27/2022
Description OSC-Reed Brianne (McKenna)	Origin ZZZ	
Terms 000 Due Now	Control Group	
Gross Amt 758.00 USD	Voucher Match Action	

Match Exception Summary
Document Details

Line Details

Voucher Line Number 1	Voucher Line Match Action
PO Business Unit DOTM1	PO Number 0000251321
Line Number 1	Schedule Number 1
	View Document Purchase Order
	Document Id DOTM1 0000251321 Go

Line Document Details

Message

You do not have authority to Override Match Exceptions (7005,127)

OK

Match Exception Workbench Details


Business Unit DOTM1 DOTM1	Voucher 01231210	Invoice AP MATCH EXCEPTIONS
Supplier 000010009	Supplier SetID STATE	Supplier Location MAIN
Supplier Name SUBURBAN STATIONERS INC	Match Due Date 09/27/2022	Invoice Date 09/27/2022
Updated By COREReedBri	Due Date 09/27/2022	Matched Date 09/27/2022
Description OSC-Reed Brianne (McKenna)	Origin ZZZ	Match Status Match Exceptions Exist
Terms 000 Due Now	Control Group	Match Type
Gross Amt 758.00 USD	Voucher Match Action ▾ Apply	Match Action History

Match Exception Summary
Document Details

Line Details Find | View All First 1 of 1 Last

Voucher Line Number 1	Voucher Line Match Action ▾ Apply
PO Business Unit DOTM1	PO Number 0000251321
Line Number 1	Schedule Number 1
	View Document Purchase Order
	Document Id DOTM1 0000251321 Go


Line Document Details


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












View Document | Purchase Order

Document Id | DOTM1 0000251321 | Go

Line Document Details

Match Rules Personalize | 

Rules Override Options 

Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	758.00	758.00	
	Extended price % tolerance	758.00	379.00	
	Line amt does not equal PO line amt	758.00	758.00	
	Unit price does not equal PO unit price + % tol	379.00000	379.00000	
	Unit price does not equal PO unit price + unit tol	379.00000	379.00000	
	Voucher quantity is greater than accepted qty	2	1	1
	Voucher quantity does not equal sum of receipt qty	2	1	1
	Life to date voucher qty is greater than PO qty	2	1	
	Life to Date > Sched Amt + % ext. tol	758	379	
	Life to Date > Sched Amt + ext amt tol	758.00	379.00	
	Life to Date Voucher Amount > Receipt Schedule Amo	758		379

Save

6. The Exception:

- a. The voucher has a quantity of 2 , more than the received and PO quantity.

7. To Resolve:

- a. Update the quantity of '2' on the voucher to '1', this will "MATCH" the received and PO quantity.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit DOTM1 Invoice No AP MATCH EXCEPTIONS
 Voucher ID 01231210 Accounting Date 09/27/2022
 Voucher Style Regular Voucher *Pay Terms 000 Due Now
 Invoice Date 09/27/2022 Basis Date Type Inv Date
 Receipt Date 09/27/2022

Invoice Total

Line Total	758.00
*Currency	USD
Miscellaneous	
Freight	
Total	758.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 View Audit Logs
 Advanced Supplier Search

SUBURBAN STATIONERS, INC.
 Supplier ID 0000010009
 ShortName SUBURB3422-001
 Location MAIN
 *Address 1

Penalty Details

Save Action Run Calculate Print

Copy From Source Document

PO Unit PO Number Copy PO Copy From None Go

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Quantity
 Item
 Quantity 2.0000
 UOM EA
 Unit Price 379.00000
 Line Amount 758.00

SpeedChart
 Ship To 1400000004
 Description SYS VOLANTE - BLACK
 Packing Slip
 Contract Info 15PSX0041EU1|0|0|322

Purchase Order
 DOTM1|0000251321|1|1
 Associate Receiver(s)
 One Asset
 Force Price
 Adjust PO Percentage
 Allocate by Percentage

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

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Dept	Bud Ref	Program	ChartField 2	Ch
<input type="checkbox"/>	1	100.0000	100.0000	758.00	2.0000	STATE	54150	DOT57281		34002		

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Quantity
 Item
 Quantity 1.0000
 UOM EA
 Unit Price 379.00000
 Line Amount 379.00

SpeedChart
 Ship To 1400000004
 Description SYS VOLANTE - BLACK
 Packing Slip
 Contract Info 15PSX0041EU1|0|0|322

Purchase Order
 DOTM1|0000251321|1|1
 Associate Receiver(s)
 One Asset
 Force Price
 Adjust PO Percentage
 Allocate by Percentage

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

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Dept	Bud Ref	Program	ChartField 2	Ch
<input type="checkbox"/>	1	100.0000	100.0000	379.00	1.0000	STATE	54150	DOT57281		34002		

Save

8. Once Saved, the voucher will be picked up again by the 'AP Match' Batch Process.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit DOTM1
Voucher ID 01231210
Voucher Style Regular

Invoice Date 09/27/2022
Invoice No AP MATCH EXCEPTIONS
Invoice Total 379.00 USD
Receipt Date 09/27/2022

Supplier Name SUBURBAN STATIONERS INC
693 HIGH ST
MIDDLETOWN, CT 06457

Entry Status Postable

Match Status Matched

[Preview Approval](#)

Approval Status Pending

Post Status Unposted

Doc Tol Status Not Chk'd

Budget Status Not Chk'd

Budget Misc Status Valid

*View Related

Pay Terms Due Now

Voucher Source Online

Origin ZZZ

Created On 09/27/2022 2:59PM

Created By COREReedBri

Last Update 09/27/2022 3:24PM

Modified By COREReedBri

ERS Type Not Applicable

Close Status Open

[Audit Logs](#)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption