

State of Oklahoma

COR132

Purchase Order Matching Manual
Office of Management & Enterprise Services



OKLAHOMA

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Document History

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1.1	10/01/2007	Upgrade Update
1.2	06/27/2011	ADA Compliance
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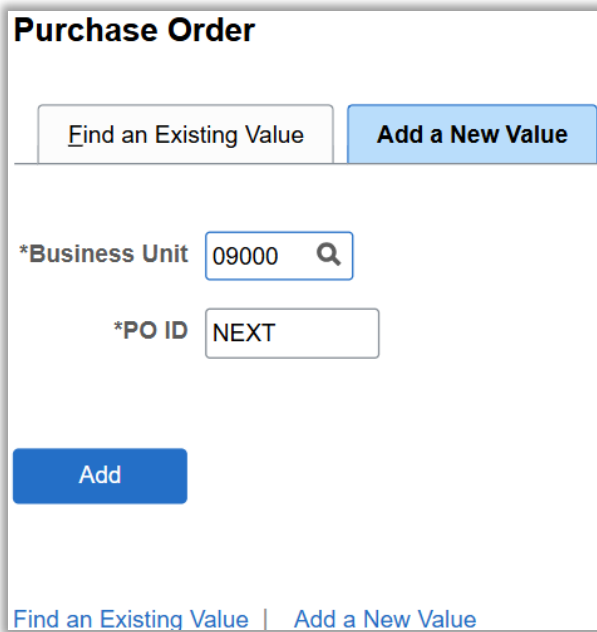


Matching a Voucher to PO

Creating a Direct Purchase Order

Step 1 – Enter Purchase Order Data

Navigation: Purchasing > Purchase Orders > Add/Update POs



The screenshot shows a web form titled "Purchase Order". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are two input fields: "*Business Unit" with the value "09000" and a search icon, and "*PO ID" with the value "NEXT". A blue "Add" button is positioned below the fields. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Business Unit - Defaults to specific agency for each User.

Purchase Order Number - Defaults to NEXT. The system will auto number each Purchase Order.

NOTE: Do not change the Purchase Order ID data field. Let the system default NEXT into the data field. The Purchase Order number will be assigned upon saving.

Click the **Add** button to take you to the Purchase Order Form page.



Maintain Purchase Order
Purchase Order

Business Unit 09000 PO Status Open
 PO ID NEXT Budget Status Not Chkd
 Copy From Hold From Further Processing

Header [?]

*PO Date 07/29/2024
 *Supplier STAPLES IN-001
 *Supplier ID 0000067919 STAPLES INC
 *Buyer AANDREWS Angela Andrews

PO Reference
 Header Details Activity Summary
 PO Defaults Add Comments
 PO Activities Add Ship To Comments
 Actions

Doc Tol Status Valid
 Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print

Amount Summary [?]

Merchandise 0.00
 Freight/Tax/Misc. 0.00
 Total Amount 0.00 USD

Add Items From [?]

Catalog Purchasing Kit

Lines [?]

1-1 of 1

Details Eligs Ship To/Due Date Statuses Item Information Attributes B/FQ Contract Receiving IP

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status				
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.000	Open	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	

Supplier - A purchase order can have only one Supplier. When you enter a Supplier, the Supplier order location, price location, primary buyer, freight terms, payment terms, Supplier currency, dispatch methods, and VAT option appear by default on the purchase order. You can override the defaults from the supplier on the Supplier Details page. (To change the supplier location or address, **click** the [Supplier Details](#) link.)

Enter the Supplier ID and Buyer's Name. If the Supplier ID is not known, the lookup icon in the right side of the field can be used to search for Suppliers.

Click the Refresh button to validate data.



Step 2 – Update Header Details

Information entered on this page is associated with the entire Purchase Order.

Click the [Header Details](#) link.

PO Header Details

PO Details

Supplier: STAPLES IN-001
 *PO Type: RLSE
 *Billing Location: 09050
 Origin: EXC
 Use One Ship To

PO Date: 07/25/2024
 Budget Status: Not Chk'd
 Tax Exempt
 ID: 736017987
 Letter of Credit ID:
 Ship To:

Currency

Currency Code: USD
 Rate Date: 07/25/2024
 Rate Type: CRRNT
 Base Currency: USD
 Exchange Rate: 1.00000000

Process Control Option

Dispatch
 *Method: Print
 Acknowledgements required for: Not required
 Accounting Date: 07/25/2024
 Accounting Template: STANDARD

Custom Fields

OK Cancel Refresh

PO Type - Select the type of purchase order that you are creating from a selection list.

Billing Location - Location code that designates the billing address displays.

Tax Exempt - Select if the purchase order is exempt from sales and use taxes. If selected, enter a tax exempt ID in the **ID** field.

Dispatch - Selected by default so that once the status of the purchase order is *Approved*, the purchase order is a candidate for the next dispatch process. To prevent the purchase order from being dispatched, clear this option.

Method - Override the default dispatch method if applicable by selecting *EDX*, *Fax*, *Phone*, *Email*, or *Print*.

Update information on this page, if necessary, and **click** the **OK** button to return to the Purchase Order Form page.



Step 3 – Enter Line Details

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1						0	0.000	Open

Enter the Line Details and **click** the **Refresh** button.

The user can input the **Item ID**, which will default the **Description** and **Category** field,

OR

The user can input the **Category** code directly, without an Item ID.

An item ID is used for this example.

If the Item ID/Category is not known, the lookup icon can be clicked to search for an Item ID/Category.

Look Up Item ×

[Help](#)

*SetID 00000

Item ID begins with

Category begins with

Description begins with

[Basic Lookup](#)

To narrow search results, enter an item number, category, or description and click the **Search** button.

In this example a description of “OFFICE SUPPLIES” was used and received the following results:



Look Up Item x

[Help](#)

*SetID 00000

Item ID begins with

Category begins with

Description begins with

Basic Lookup

Search Results

View 100 1-1 of 1

Item ID	Category	Category ID	Description
1000013634	44121600	45469	OFFICE SUPPLIES: General desk/

Make selection by clicking the [item](#) link.

Lines 1-1 of 1 View All

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | B/FQ | Contract | Receiving | **Item**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1	1000013634	OFFICE SUPPLIES: <input type="text"/>	<input type="text"/>	YR	44121600	0	0.000	Open	<input type="button" value="Q"/>	<input type="button" value="Refresh"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Enter the PO QTY. Change the Price and UOM, if necessary.

Click the **Refresh** button to validate the data.

NOTE: When using a custom price, PeopleSoft will notify the user if a system price is found for the Item ID selected. The user may select to continue with custom price or change to system price.

Lines 1-1 of 1 View All

Details | Flags | Ship To/Due Date | Statuses | Item Information | Attributes | B/FQ | Contract | Receiving | **Item**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1	1000013634	OFFICE SUPPLIES: <input type="text"/>	10.0000	YR	44121600	100.00000	1,000.00	Open	<input type="button" value="Q"/>	<input type="button" value="Refresh"/>	<input type="button" value="+"/> <input type="button" value="-"/>

The Merchandise Amount defaulted in from the Item ID. It is automatically calculated by the system as PO Qty x Unit Price.

Step 4 – Enter the Header Comments

Access the Header Comments page by clicking the [Add Comments](#) link.

The screenshot shows the 'PO Header Comments' window. At the top, it displays 'Business Unit 09000', 'PO ID NEXT', and 'Supplier STAPLES IN-001'. Below this are dropdown menus for '*Sort Method' (set to 'Comment Time Stamp') and '*Sort Sequence' (set to 'Ascending'), with a 'Sort' button. The main section is titled 'Comments' and includes a search bar, navigation arrows, and a 'View All' link. Under 'Use Standard Comments', there is a 'Comment Status' set to 'Active' and an 'Inactivate' button. A large text area for comments is currently empty. Below the text area are checkboxes for 'Send to Supplier' (checked), 'Show at Receipt', 'Show at Voucher', and 'Approval Justification'. An 'Associated Document' section contains an 'Attachment' field and buttons for 'Attach', 'View', 'Delete', and 'Email'. At the bottom, it shows 'From -> PO 09000-NEXT' and 'OK', 'Cancel', and 'Refresh' buttons.

Enter any comments that apply to the entire Purchase Order in the Comment Field.

This screenshot is identical to the previous one, but the large text area for comments now contains the text: 'Enter Header Comments here that will apply to the entire PO'. The rest of the form, including the sort options, checkboxes, and buttons, remains the same.

NOTE: The Send to Supplier check box by default will be checked. If you want this comment to appear on the receipt or voucher, check the appropriate box.

PeopleSoft gives you the ability to attach a file to your purchase order with the **Attach** button.



Standard Comments

Central Purchasing requires certain Purchase Orders to contain certain comments concerning the purchase. Instead of having to type this information into each Purchase Order, there is a list of Standard Comments that, when selected, will default in. These comments are called STANDARD COMMENTS and must be added to these Purchase Orders. See CP rules and regulations at the following link: [Purchasing Statutes](#).

Click the **Plus** button and the [Standard Comments](#) link to add a Standard Comment.

From this page **select** the **Standard Comment** by entering the **Comment Type** and **Comment ID**.

If you do not know this information, **click** the **Look Up Icon** located to the right of each field.

Click the **Look Up Icon** for the Comment Type.

Look Up Comment Type × Help

*SetID 00000

Standard Comment Type begins with

Description begins with

Basic Lookup

Search Results

View 100 ◀◀ ▶▶ 1-8 of 8

Standard Comment Type	Description
345	ODOT TERMS AND CONDITIONS
807	OHCA TERMS AND CONDITIONS
COL	NON COLLUSION
OTM	OTERM
SOL	IT Solicitation Terms
SVC	SERVICE
T&C	TERMS AND CONDITIONS
TRM	TERMS

Select the comment type you wish to add.

In this example, [NON COLLUSION](#) will be used.

Standard Comments × Help

Comments

*Action Copy Comment

Comment Type COL Comment ID

*Effective Date 07/25/2024 *Status Active

Description

Short Desc

Comments

Click the Look Up Icon for the Comment ID.

Look Up Comment ID
✕

[Help](#)

SetID 00000

Standard Comment Type COL

Standard Comment ID begins with

Description begins with

Search
Clear
Cancel
Basic Lookup

Search Results

View 100 | 1-1 of 1

Standard Comment ID	Description
NONC	NON COLLUSION

NOTE: The Comment ID is unique to the Comment Type. The Comment ID must have a Comment Type, or an error will be received.

Select the appropriate [Comment ID](#) link.

Standard Comments
✕

[Help](#)

Comments

*Action Copy Comment

Comment Type COL

Comment ID NONC

*Effective Date 07/25/2024

*Status Active

Description NON COLLUSION

Short Desc NON COLLUS

Comments THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
 State of _____ County of _____ of
 lawful age, being first duly sworn, on oath, say that: 1.(S)he is the
 duly authorized agent of Bidder and/or contractor submitting the
 competitive bid and/or procuring the contract which is attached to the

OK
Cancel
Refresh

Click the **OK** button to add the Standard Comment to the Purchase Order.

PO Header Comments

[Help](#)

Business Unit 09000
PO ID NEXT
Supplier STAPLES IN-001

*Sort Method Comment Time Stamp

*Sort Sequence Ascending

[Sort](#)

Comments
2 of 2
[View All](#)

Use Standard Comments
Comment Status Active
[Inactivate](#)
+

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
 State of _____ County of _____, of lawful age, being first duly sworn, on oath, say that: 1.(S)he is
 the duly authorized agent of Bidder and/or contractor submitting the competitive bid and/or procuring the contract which is _____

Send to Supplier
 Show at Voucher

Show at Receipt
 Approval Justification

Associated Document

Attachment

[Attach](#)

[View](#)

[Delete](#)

Email

[OK](#)

[Cancel](#)

[Refresh](#)

From (item) link - If the transaction's comments originated with another transaction, you can click this link to view the originating source transaction. This link is available only if a source is available. For example, if the PO was copied from another PO containing these comments, you can select the link to view the originating Purchase Order.

Click the **OK** button to exit the PO Header Comments page.



Step 5 – Verify Line Item Details

Under the Lines section of the main PO page, click on the **Line Details icon**, outlined below, on the Line you want to select to view the Line Details page.

Line	Item #	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	10.0000	YR	44121600	0.00000	0.00	Open

Use the Line Details page to verify or modify additional details on the line.

[Help](#)

PO ID NEXT Supplier STAPLES IN-001

Line 1 Item ID 1000013634 [OFFICE SUPPLIES: General desk/office supplies](#)

Line Details

Category 44121600 Line Status Open ▲

Description Desk supplies Backorder Status Not Backordered

Category ID 45469

Amount Summary

Amount to Receive	USD	Merchandise Amount	1,000.00	USD
Quantity to Receive		Doc. Base Amt	1,000.00	USD

[Item Availability](#)

Transaction Item Description

OFFICE SUPPLIES: General desk/office supplies

209 characters remaining

Preferred Language Item Description

OFFICE SUPPLIES: General desk/office supplies

[Expand All](#) [Collapse All](#)

- ▶ **Item Information**
- ▶ Attributes
- ▶ RFQ
- ▶ Contract
- ▶ Receiving
- ▶ Custom Fields

OK Cancel Refresh

Click the **Attributes** drop-down to expand the section.

Attributes

Physical Nature Goods

*Price Qty Line Quantity

*Price Date PO

Amount Only

Physical Nature – Select to indicate whether the object is a **physical good** or **service**.

Price Qty - Quantity that the system uses to determine minimum order quantities and price adjustment quantities. Select **Line** or **Schedule**.

Price Date - Date that the system uses to determine minimum quantity and price adjustment dates. Select **PO** (purchase order date) or **Due** (schedule due date). The price date works in conjunction with the value in the Price Qty field.

Amount Only - This option is used to bypass matching on PO QTY and match only on the Extended Amount. When this option is selected the PO line must be set up with a PO QTY of “1” for the selected UOM. To change to Amount Only, if desired, select the **Amount Only** checkbox.

Click the **Receiving** drop-down to expand and define Receiving as Required or Optional.

Receiving

*Receiving Required Required

Close Short

Inspection Required

Inspect ID

Receiving Required – Options are Required or Optional. This option is used to require the Item Ordered be received and matched to a payment. This option may default in from the Item ID as being required and must be deselected if not required; otherwise, the voucher will fail matching without a Receipt. When Receiving Required is selected this is known as 3-way matching.

Inspection Required - This option is used to require the Item Ordered be inspected and matched to a payment. This option does not default in and will need to be selected if used. This option is known as 4-way matching.

Click the **Contract** drop-down to expand the section to view and update contract information, if necessary.

After data has been verified or changed, click the **OK** button.

Step 6 – Verify Shipping Details and Enter Distribution Information. Schedule

Use the Purchase Order Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount.

To access the Schedule page, **click** the Schedule icon at the far right on the **Line Details** tab, outlined below.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	10.0000	YR	44121600	100.00000	1,000.00	Open

The Schedules page opens.

Sched	Schedule Details	Due Date	Ship To	Ship To Address	PO Qty	Price	Merchandise Amount	Status
1	OFFICE SUPPLIES: General desk/	07/25/2024	09000		10.0000	100.00000	1,000.00	Active

From this Page you can change the Unit Price if needed. (The unit price defaults from the Item ID, if entered).

Due Date – Displays the default due date for the schedule. If there is no default due date, the system calculates one by adding the lead-time days to the purchase order date. You can override the due date for each schedule as long as it is not earlier than the purchase order date.

Ship To – Ship to destination. A change to the ship to value can result in a price change, a sales and use tax recalculation, or a VAT recalculation.



Distribution Information

To access the Distributions, **click** the Distributions/Chartfields icon on the far right of the **Details** tab on the Schedules page.

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/Chartfields
1		07/25/2024	09000		10.0000	100.00000	1,000.00	Active				

The Distributions page is displayed.

Distribute by: The selection made will determine when the Purchase Order will be considered fully matched. If “Distribute By” is *QTY*, it will be considered fully matched when all quantities have been vouchered and matched. If “Distribute By” is *Amount*, the Purchase Order will be considered fully matched when the total extended amount has been vouchered and matched.

Quantity - Defaults if nothing is selected. Select if the sum of all distribution quantities must equal the schedule quantity. This is used when ordering quantities.

Unit 09000 Supplier STAPLES IN-001
 PO ID NEXT Item 1000013634 OFFICE SUPPLIES: General desk
 Line 1
 Schedule 1 Status Active

*Distribute By: Quantity
 Schedule Qty: 10.0000
 Merchandise Amount: 1,000.00 USD
 Doc. Base Amount: 1,000.00 USD

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	10.0000	1,000.00	USD	09000	536130	ADM9999	1000	8800110	D0102	19401

Amount - Select if the sum of all distribution amounts must equal the schedule amount (merchandise amount). Inventory items cannot be distributed by amount. Used for 1 Unit of Measure.

Unit 09000 Supplier STAPLES IN-001
 PO ID NEXT Item 1000013634 OFFICE SUPPLIES: General desk
 Line 1
 Schedule 1 Status Active

*Distribute By: Amount
 Schedule Qty: 1.0000
 Merchandise Amount: 1,000.00 USD
 Doc. Base Amount: 1,000.00 USD

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	10.0000	1,000.00	USD	09000	536130	ADM9999	1000	8800110	D0102	19401

In this example, the PO line is distributed by **Quantity**.

Enter the Fund, Class Department, Bud Ref and any other funding information needed. To change the account, **enter** the value or **click the Look Up Icon**.

Distributions for Schedule 1

Unit: 09000, Supplier: STAPLES IN-001, PO ID: NEXT, Item: 1000013634, Schedule: 1, Status: Active

*Distribute By: Quantity

Schedule Qty: 10.0000
Merchandise Amount: 1,000.00 USD
Doc. Base Amount: 1,000.00 USD

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
1	Open	100.0000	10.0000	1,000.00	USD	09000	536130	ADM9999	1000	8800110	D0102	19401

Click the **Refresh** button to validate the data.

Click the **Details/Tax** Tab.

Distributions for Schedule 1

Unit: 09000, Supplier: STAPLES IN-001, PO ID: NEXT, Item: 1000013634, Schedule: 1, Status: Active

*Distribute By: Quantity

Schedule Qty: 10.0000
Merchandise Amount: 1,000.00 USD
Doc. Base Amount: 1,000.00 USD

Details/Tax Tab Selected

Dist	Status	Percent	Merch Amt Base	Base Currency	Currency	*Location	IN Unit	Consigned	Custom Fields
1	Open	100.0000	1,000.00	USD	Currency	09015		<input type="checkbox"/>	Custom Fields

Location - Internal destination of the item, once it is received. This can be different from the ship to location on the schedule.

Click the **Refresh** button to validate the data.

Click the **OK** button to exit the Distributions page and return to the Schedules page.

Click [Return to Main Page](#) link.

Step 7 – Matching

Matching is a flexible process that compares vouchers with purchase orders and receiving documents to ensure that you are paying for what you ordered and received. The system automatically performs the required matching based on the document characteristics. The purchase order header sets the match control for all applicable lines. At the purchase order line schedule level, you can also specify if matching is required. The only time matching is not required is for Authority Orders.

Two-way matching compares vouchers and purchase orders if receiving-required is not enabled on the purchase order.

Three-way matching compares vouchers, purchase orders, and receipts, if inspection-required is not enabled on the receiver.

Four-way matching compares vouchers, purchase orders, receivers, and inspections if inspection is required.

Receipt-only matching compares vouchers to receipts.

Open the Purchase Order.



Review the Header Match Status

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO Status Open
 PO ID NEXT Budget Status Not Chk'd
 Copy From [] Hold From Further Processing

Header

*PO Date 07/25/2024 Supplier Search
 *Supplier STAPLES IN-001 Supplier Details
 *Supplier ID 0000067919 STAPLES INC
 *Buyer AANDREWS Angela Andrews
 PO Reference []

Doc Tol Status Valid
 Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print Dispatch

Amount Summary

Merchandise 1,000.00
 Freight/Tax/Misc. 0.00 Calculate
 Total Amount 1,000.00 USD

Add Items From

Catalog Purchasing Kit Item Search

Lines

Details | Etags | Ship To/Due Date | Statuses | Item Information | Attributes | B/FQ | Contract

Line	Item	Description	PO Qty	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	10.0000	0.00000	1,000.00	Open

View Printable Version
 View Approvals

Save Notify Refresh Add Update/Display

Click the dropdown button on the ***Go to** drop-down.

The choices are displayed.

... More ...

- 01-Activity Log
- 02-PO Dispatched History
- 03-Category Search
- 04-View Category Hierarchy
- 05-All RTV
- 10-----
- 11-Matching
- 13-Header Misc. Charges
- 14-Freight Calculation
- 15-Budget Check
- 16-Budget Status-Prorated
- 17-Budget Status-NProrated
- 18-Doc Tolerance Checking
- 19-Doc Tolerance Exception

... More ...

Select **11-Matching** link. The link will show what kind of matching has been set.

The image shows a 'PO Matching' dialog box. At the top, it displays 'Business Unit 09000', 'PO ID NEXT', and 'Supplier STAPLES IN-001'. There is a 'Match Status' section with a 'Match Status To Match' field. Below that is the 'Match Options' section, which includes three dropdown menus: '*Match Action' set to 'Standard', '*ERS Action' set to 'No', and 'Match Rule' set to 'STANDARD'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Refresh'.

Click the **Match Action** drop-down button and **select** No Match if applicable. This should never be done unless it is on an Authority Order, (*when you select the AO supplier, this will automatically default to “NO MATCH”*). The match rules prevent users from creating payments that exceed the Purchase Order and Purchasing Schedule Detail quantities and amounts.

- Match action defaults in from the supplier set up.
- All Supplier’s PO(s) Default is set to Match (Except AO)
- Authority Order Supplier Default is set to “No Match”
- The Header matches on Supplier number and Supplier Location.

Click the **OK** button.

The image shows the 'Maintain Purchase Order' screen. The 'Purchase Order' header includes 'Business Unit 09000', 'PO ID NEXT', 'PO Status Open', 'Budget Status Not Chkd', and 'Doc Tol Status Valid'. The 'Header' section contains fields for 'PO Date 07/25/2024', 'Supplier STAPLES IN-001', 'Supplier ID 0000067919', and 'Buyer AANDREWS'. An 'Amount Summary' table shows 'Merchandise 1,000.00', 'Freight/Tax/Misc. 0.00', and 'Total Amount 1,000.00 USD'. The 'Lines' section is visible at the bottom, with a table containing one line item: '1', '1000013634', 'OFFICE SUPPLIES', '10.0000', 'YR', '44121600', '100.00000', '1,000.00', 'Open'. A red box highlights a schedule icon on the far right of the line details.

Click the Schedule icon on the far right of the Line Details tab, outlined above.

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		07/25/2024	09000		10.0000	100.00000	1,000.00	Active	%			

To review the Match Status on a PO Schedule, **select the Matching Tab.**

Sched	Schedule Details	*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		07/25/2024	09000	Not Matched	Full Match								

Match Status – Displays the match status for this purchase order line.

The **Matching** Field should be set to “Full Match” unless it is an Authority Order.

The schedule matches on:

- Quantity
- Extended amount

Matching Controls and Receiving Controls - Defaults in from the Item ID if entered.

The PO is now ready to be saved, pre-approved, budget checked, approved, dispatched, and printed. (See COR110 – Purchase Order Administration manual for more information on these processes.)

Creating Voucher Against a Purchase Order

Step 1 – Enter Voucher Data

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

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

Business Unit - Defaults to specific agency for each user.

Voucher Number - Defaults to NEXT and normally should not be changed. The system will auto number each Voucher.

Voucher Style - Defaults to Regular and should not be changed when creating a voucher that requires payment to a supplier.

NOTE: Do not change the Voucher ID field. Let the system default to NEXT into the data field. The Voucher number will be assigned upon saving.



Enter the Invoice Number and Invoice Date fields.

Enter any other fields for which you have information.

If you are copying from a PO, you may enter PO information here, or you may create the voucher first and then copy from a PO.

Voucher

Find an Existing Value Keyword Search **Add a New Value**

*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

Add

Click the **Add** button.

Invoice Information
Payments
Voucher Attributes

Business Unit 09000 Invoice No INV001

Voucher ID NEXT Accounting Date 07/25/2024

Voucher Style Regular Voucher *Pay Terms 45 45 Days

Invoice Date 07/25/2024 Basis Date Type Inv Date

Invoice Received

Supplier ID ShortName Location *Address

Control Group

Incomplete Voucher [View Related Document](#)

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
Calculate
Print

► Copy From Source Document

Invoice Lines

Line 1 Copy Down

Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

SpeedChart

Ship To 09000

Description

Packing Slip

One Asset Calculate

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets									
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	
+	-	<input type="checkbox"/>	1	0.00		09000						

Save
Save For Later
Notify
Refresh
Add
Update/Display

NOTE: Entry Status is “Open”, the Voucher ID is “NEXT”, the Budget Status is “Not Chk’d”, and the Post Status is “Unposted”.

The Accounting Date defaulted to today’s date and generally will not be changed.

Step 2 – Copy Purchase Order to Voucher

There are two other methods of copying from a PO, if the information was not entered on the initial Create Voucher screen (page 24).

Click on the **Copy From Source Document** section heading to expand the section.

Option 1

Enter the PO Unit and PO Number.

Click the **Copy PO** button to copy the PO onto the voucher.

In order for the PO to be available for vouchering:

- PO must be dispatched
- PO/Schedule must not be fully matched.
- The PO cannot be closed or canceled.

Option 2

The second method of copying a PO while in the voucher is to use the **Copy From** dropdown.

Click on **Purchase Order Only** to select the PO to be copied.



Copy From Purchase Order Only

Business Unit 09000 [Return to Invoice Information](#) Voucher NEXT

▼ **PO Lookup Criteria**

PO Business Unit Mgmt and Enterprise Services View Matched /Cancelled Only

PO Number From PO Number To

PO Line Number From PO Line Number To

*PO Date Option PO Date

▶ **Additional Search Criteria**

Max Rows

Select PO Lines | < > | 1 of 1 | View All

PO Unit 09000 PO Number 0909023182
Supplier ID 0000067919 STAPLES INC PO Date 07/25/2024

Select All Deselect All

Select PO Lines | < > | 1-1 of 1 | View All

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	PO Qty	UOM PO	PO Price	Amount Only	Recei Requ
<input type="checkbox"/>	100.00000	1	1	1000013634	OFFICE SUPPLIES: General desk/	<input type="text" value="10.0000"/>	YR	1000.00	10.0000	YR	100.00000	<input type="checkbox"/>	

Select All Deselect All

PO Line Count 1
PO Total \$1,000.00

Enter the **PO Business Unit** and **PO Number** in the **PO Lookup Criteria** section and **click the Search** button to retrieve the Purchase Order you wish to copy.

Quantity Vouchered – The quantity available for vouchering. If the value is zero, then there are no available quantities, and it will fail matching. This field can be modified if the PO line is not an Amount Only PO line. If you change the quantity that is vouchered, this value and the extended amount (quantity × unit price) are carried forward to the voucher line. However, you must change the distribution line manually on the Invoice Information page to match both the quantity and the extended amount. After the voucher matches successfully against the PO, the Quantity will be updated with the available amount.

NOTE: By selecting the correct “Distribute By” method on the PO, if the quantity is zero it will not be available for vouchering at all.

Select the Check Box located to the left of the PO Line to copy to the voucher.

The lines are copied to the voucher through the **Copy Selected Lines** button. To add or remove voucher lines use the **add/delete (+/-)** buttons on the line level.

If you are vouchering for more/less quantity, you may change it at the line level.



The screenshot shows the 'Invoice Lines' window. At the top, there are fields for 'Line 1', 'Quantity', 'Item', 'UOM', 'Unit Price', and 'Line Amount'. A 'Purchase Order' link is highlighted in blue. Below this, there is a 'Distribution Lines' table with columns for 'Copy Down', 'Line', 'PO Percent', 'Percent', 'Merchandise Amt', 'Quantity', '*GL Unit', 'Account', 'Oper Unit', 'Fund Type', 'Dept', 'Program', and 'Class-Funding'. The table contains one row with values: Copy Down (checkbox), Line (1), PO Percent (100.0000), Percent (100.0000), Merchandise Amt (1,000.00), Quantity (10.0000), *GL Unit (09000), Account (536130), Oper Unit (ADM999), Fund Type (1000), Dept (8800110), Program (D0102), and Class-Funding (19401).

The PO is copied to the voucher by Line Number and Schedule Number. Click on the [Purchase Order](#) link, outlined below, to view.

This is a close-up of the 'Purchase Order' link from the previous screenshot. The link text is '09000|0909023182|1|1 Associate Receiver(s)'. Below the link are two buttons: 'Adjust PO Percentage' and 'Allocate by Percentage'.

The screenshot shows the 'View Source PO/Receiver Information' dialog box. It has a title bar with a close button. Below the title bar, there are fields for 'Unit' (09000), 'Voucher' (NEXT), 'Line' (1), and '*Line Match Option' (Full Match). There are two sections: 'PO Number' and 'Receipt Number'. The 'PO Number' section has fields for 'PO Unit' (09000), 'PO No.' (0909023182), 'PO Line' (1), and 'PO Schedule' (1). The 'Receipt Number' section has fields for 'Receipt Unit', 'Receipt Number', 'Line', and 'Schedule'. At the bottom, there is a section for 'PO/Receipt Comments' and three buttons: 'OK', 'Cancel', and 'Refresh'.

In order for the PO line to be available for vouchering:

- PO line must not be fully matched.
- PO line cannot be closed or inactive.
- At least one PO distribution line on the PO line cannot be finalized.

Step 3 – Review Copied Data

Invoice Information

Business Unit: 09000
 Invoice No: INV001
 Voucher ID: NEXT
 Accounting Date: 07/25/2024
 Voucher Style: Regular Voucher
 *Pay Terms: 00 0 Days
 Invoice Date: 07/25/2024
 Basis Date Type: Inv Date
 Invoice Received: [Empty]
 Supplier ID: STAPLES INC. 0000067919
 ShortName: STAPLES IN-001
 Location: 0030
 *Address: 30
 Control Group: [Empty]
 Incomplete Voucher: View Related Document

Invoice Total

Line Total: 1,000.00
 *Currency: USD
 Miscellaneous: [Empty]
 Freight: [Empty]
 Total: 0.00
 Difference: 1,000.00

Copy From Source Document

PO Unit: 09000 PO Number: 0909023182 Copy PO: [Button] Copy From: None [Dropdown] Go: [Button]

Invoice Lines

Line 1
 *Distribute by: Quantity
 Item: 1000013834
 Quantity: 10.0000
 UOM: YR
 Unit Price: 100.0000
 Line Amount: 1,000.00

Purchase Order

09000(0909023182)11
 Associate Receiver(s)
 Description: OFFICE SUPPLIES: General desk/
 Packing Slip: [Empty]

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
<input type="checkbox"/>	1	100.0000	100.0000	1,000.00	10.0000	09000	539130	ADM999	1000	8800110	D0102	19401

Check the Supplier information, line details, and distribution line.

The information that copies to the **Voucher Line** when the PO is distributed by quantity is as follows:

- The Quantity is what is available to match against the Purchase Order. The quantity must be changed on the voucher line if the actual quantity on the invoice is less than the available quantity copying into the voucher.
- The Unit Price is accessible and can be changed, but payers should notify their supervisors or CPOs if the invoice and PO unit price differs so that it can be addressed in a timely manner.
- The Line Amount field is not accessible. Payers can change the "*Distribute by" field from "Quantity" to "Amount" after copying the PO that is distributed by quantity. This will activate the Line Amount field; however, the matching tables are updated based on the calculation of quantity x unit price, so it is crucial that the Line Amount mathematically computes based on the information entered in the quantity and unit price fields. If the CPO enters the information correctly on the PO, there would be few reasons to change the "Distribute by" field (rounding sometimes is an issue requiring the payer to activate the Extended Amount field).



The information that copies to the **Voucher Distribution Line** when the PO is distributed by quantity is as follows:

- The quantity copied to the voucher distribution line is the quantity on the PO distribution line. The sum of the quantities on the Voucher Distribution Lines must agree with the Voucher Line quantity.
- The amount copied to the voucher distribution line is the original amount encumbered on the PO distribution line. It is imperative that payers have access to the outstanding encumbrances on the daily Outstanding Orders report so they can ensure a PO distribution line has adequate encumbrance. A PO line with an available amount to voucher may have PO distribution lines that have been fully liquidated.
- The chartfield combination also copies from the PO distribution lines. If the account code TBD copies to a voucher distribution line, then the voucher should not be processed (saved) until the account code on the PO has been changed to the correct code. If there are multiple distribution lines, including one or more containing TBD that is (are) not needed to make the payment, the line(s) can be deleted so the voucher can be processed. Once a voucher is saved against a PO distribution line, the PO distribution line will gray out so that funding changes can no longer be made.

To validate the data, **click the Refresh** button located in the bottom left hand corner.

The screenshot shows the 'Invoice Lines' interface. At the top, there are fields for 'Line 1', 'Distribute by' (set to 'Quantity'), 'Item' (1000013634), 'Quantity' (10.0000), 'UOM' (YR), and 'Unit Price' (100.00000). The 'Line Amount' is 1,000.00. The 'Purchase Order' section shows '09000|0909023182|111 Associate Receiver(s)' and 'OFFICE SUPPLIES: General desk/'. Below this is a table of 'Distribution Lines' with columns for Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Oper Unit, Fund Type, Dept, Program, and Class-Funding. The table contains one row with values: Copy Down (checkbox), Line (1), PO Percent (100.0000), Percent (100.0000), Merchandise Amt (1,000.00), Quantity (10.0000), *GL Unit (09000), Account (536130), Oper Unit (ADM999), Fund Type (1000), Dept (8800110), Program (D0102), and Class-Funding (19401). At the bottom, there are buttons for 'Save', 'Save For Later', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Click the **Purchase Order and Receiver** link, outlined below, in the Purchase Order section at the line level.

This is a close-up of the 'Purchase Order' section from the screenshot. It shows the text '09000|0909023182|111 Associate Receiver(s)' with a red box around the pipe-separated ID. Below it are the options 'Force Price' (unchecked) and 'Associate Receiver(s)' (checked). At the bottom are two buttons: 'Adjust PO Percentage' and 'Allocate by Percentage'.

View Source PO/Receiver Information
x

[Help](#)

Unit 09000 Voucher NEXT Line 1 *Line Match Option Full Match

PO Number				Receipt Number			
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
09000	0909023182	1	1				

▶ PO/Receipt Comments

OK
Cancel
Refresh

From this page you can see the PO number, PO line, and PO Schedule. The voucher line is attached to the **Line Match Option** of Full Match, copied from the PO schedule, and should not be changed.

Click the **OK** button.

Invoice Information
Payments
Voucher Attributes

Business Unit 09000	Invoice No <input style="width: 80%;" type="text" value="INV001"/>	
Voucher ID NEXT	Accounting Date <input style="width: 80%;" type="text" value="07/25/2024"/>	
Voucher Style Regular Voucher	*Pay Terms <input style="width: 80%;" type="text" value="00"/> 0 Days	
Invoice Date <input style="width: 80%;" type="text" value="07/25/2024"/>	Basis Date Type Inv Date	
Invoice Received <input style="width: 80%;" type="text"/>	Control Group <input style="width: 80%;" type="text"/>	
Supplier ID <input style="width: 80%;" type="text" value="0000067919"/>	<input type="checkbox"/> Incomplete Voucher View Related Document	
ShortName <input style="width: 80%;" type="text" value="STAPLES INC"/>		
Location <input style="width: 80%;" type="text" value="0030"/>		
*Address <input style="width: 80%;" type="text" value="30"/>		

	Invoice Total Line Total 1,000.00 *Currency USD Miscellaneous <input style="width: 80%;" type="text"/> Freight <input style="width: 80%;" type="text"/> <hr/> Total 0.00 Difference 1,000.00
--	---

[Non Merchandise Summary](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments\(0\)](#)
[Template List](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)
[Custom Fields](#)
[Supplier 360](#)

Save
Save For Later
Calculate
Print

Enter the invoice amount in the **Total** Field and click the **Save** button.

Matching Process

Step 1 – Match Voucher

The matching process compares the Voucher to the PO, and if all criteria are met the voucher will match. If an exception is found, the voucher will fail matching.

Navigation: *Accounts Payable > Batch Processes > Vouchers > Matching > Add a New Value*

Enter a **Run Control ID** and click the **Add** button.

Enter a description, change the Process Frequency to **Always Process**, and set the Options field to **VOUCHER**.



The screenshot shows the 'Match Request' interface. At the top, there are tabs for 'Match Request' and 'Messages'. Below the tabs, the 'Run Control ID' is 'MATCHING'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Process Instance' is '29239604'. Under 'Run Control Parameters', there are several fields: '*Description' (Matching TST), '*Process Frequency' (Always Process), 'Match Action' (Matching), '*Options' (Voucher), and 'As of Date'. There are also checkboxes for 'Run Document Association Only' and 'Autopilot Run Control'. Below this is a 'Voucher' section with a search bar and a table. The table has columns for '*Business Unit' and '*Voucher ID'. The values are '09000' and '00196347' respectively. There are also '+', '-', and 'View All' buttons. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Enter the Business Unit and Voucher ID you wish to run the Matching process on.

Click the **Run** button.

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it says 'Process Scheduler Request'. Below that, there are fields for 'User ID' (BBENN06) and 'Run Control ID' (MATCHING). There are also fields for 'Server Name', 'Run Date' (07/26/2024), 'Recurrence', 'Run Time' (9:53:53AM), and 'Time Zone'. There is a 'Reset to Current Date/Time' button. Below this is a 'Process List' table with columns: 'Select', 'Description', 'Process Name', 'Process Type', 'Type', 'Format', and 'Distribution'. The table has one row with 'AP Matching' selected. At the bottom, there are buttons for 'OK', 'Cancel', and 'Refresh'.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AP Matching	AP_MATCH	Application Engine	Web	TXT	Distribution

Leave Server Name blank to default and ensure the **Select** box for the AP Matching process is checked.

Click the **OK** button to initiate the process.

The screenshot shows the 'Match Request' interface. At the top, there are tabs for 'Match Request' and 'Messages'. Below the tabs, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Run Control ID' is 'MATCHING' and the 'Process Instance' is '29239604'. The 'Run Control Parameters' section includes fields for '*Description' (Matching TST), '*Process Frequency' (Always Process), 'Match Action' (Matching), '*Options' (Voucher), and 'As of Date'. There are also checkboxes for 'Run Document Association Only' and 'Autopilot Run Control'. Below this is a 'Voucher' section with a table showing '*Business Unit' (09000) and '*Voucher ID' (00196347). At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

To review your process, **click** the [Process Monitor](#) link.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs, there is a 'View Process Request For' section with search filters for 'User ID' (BBENN06), 'Type', 'Last', '1 Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. There are buttons for 'Refresh', 'Clear', and 'Reset'. Below this is a 'Process List' section with a table showing process instances. The table has columns for 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', 'Details', and 'Actions'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29239605		Application Engine	AP_MATCH	BBENN06	07/26/2024 9:56:45AM CDT	Processing	N/A	Details	Actions

Click the **Refresh** button, repeatedly, until the Run Status is **Success** and the Distribution Status is **Posted**.

Click the [Details](#) link to review the status of your job.

Step 2 – Review Voucher Match Status

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Keyword Search
Add a New Value

▼ Search Criteria

Business Unit =

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Enter the voucher number and **click** the **Search** button.



Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	07/26/2024		
Voucher ID	00196347	Invoice No	INV001		
Voucher Style	Regular	Invoice Total	1,000.00	USD	
Supplier Name	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC PO BOX 660409 DALLAS, TX 75266-0407				
Entry Status	Postable	Pay Terms	0 Days		
Match Status	Exceptions	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	07/26/2024 9:13AM		
Doc Tol Status	Not Chk'd	Created By	BBENN06		
Budget Status	Not Chk'd	Last Update	07/26/2024 9:45AM		
Budget Misc Status	Valid	Modified By	BBENN06		
ERS Type		Not Applicable			
Close Status		Open			
*View Related	Payment Inquiry	<input type="button" value="Go"/>			
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>	

Click the **Summary Tab**.

The voucher match status can be seen on the **Summary Tab**, if the status is Exceptions, there will be a hyperlink.

Statuses equal:

- Ready
- No Match
- Matched
- Exceptions



Step 3 – Review Voucher Match Exception

Click the [Exceptions](#) link. A new window will open.

NOTE: The window may take a couple of minutes to open.

Match Exception Workbench Details

Business Unit	09000 OMES	Voucher	00196347	Invoice	INV001
Supplier	0000067919	Supplier SetID	00000	Supplier Location	0030
Supplier Name	STAPLES INC.	Match Due Date	07/26/2024	Invoice Date	07/26/2024
Updated By	BBENN06	Due Date	07/26/2024	Matched Date	07/26/2024
Terms	00 0 Days	Origin	ONL	Match Status	Match Exceptions Exist
Gross Amt	1000.00 USD	Control Group		Match Type	

Match Exception Summary Voucher Match Action Match Action History

Document Details Match Action Comments

Line Details

1 of 1 | View All

Voucher Line Number	1	Voucher Line Match Action	<input type="text"/>	<input type="button" value="Apply"/>
PO Business Unit	09000	PO Number	0909023182	
Line Number	1	Schedule Number	1	
		View Document	Purchase Order	
		Document Id	09000 0909023182	<input type="button" value="Go"/>

Line Document Details

Match Rules

1-12 of 12

	Details	Match Rule	Voucher	Purchase Order	Receiver
		Extended price tolerance	1000.00	1000.00	
		Extended price % tolerance	1000.00	1000.00	
		Unit price does not equal PO unit price + % tol	100.00000	100.00000	
		Unit price does not equal PO unit price + unit tol	100.00000	100.00000	
		No receipts found	00196347	0909023182	
		Voucher line amt > Sum of received amount	1000.00		0.00
		Voucher quantity is greater than accepted qty	10.0000	10.0000	0.0000
		Voucher quantity does not equal sum of receipt qty	10	10	0
		Life to date voucher qty is greater than PO qty	10.0000	10.0000	
		Life to date voucher amount is greater than PO amt	1000.00	1000.00	
		Life to Date > Sched Amt + % ext tol	1000.00	1000.00	
		Life to Date > Sched Amt + ext amt tol	1000.00	1000.00	

Click the **Details** icon to the right of the **Error** icon located under Match Rules. A new window will open.

The screenshot shows a window titled "Match Rule Details" with a "Help" link in the top right corner. Below the title bar, there is a section header "No receipts found" in orange. Underneath, a table displays the following information:

Match Control	STANDARD	Match Rule Type	DATAENTRY	Match Exception Cause Type
Match Rule	RULE_R500	Description	No receipts found	

Below the table, a text box contains the following message: "The Matching process could not find any receipts for the purchase order specified on the voucher line that were available for matching (for example not matched, not on hold, and not canceled)." There is a small icon to the right of the text box. At the bottom left of the window, there is a "Return" button.

NOTE: The override option is not available in production. Match exceptions are not to be overridden, and the PO is not to be changed to No Match. The problem must be fixed.

To determine what the match exception is stating or how to fix the problem, review **Matching Rules Delivered with the System** at the end of this manual for details. In this example, the error is **“No Receipts Found”**. We are going to assume receiving is not being utilized, so we will turn receiving off.

Steps to fix other Match Exceptions are found later in this manual, starting on page 49.



Step 4 – Fix Match Exception

Navigation: Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

*Business Unit = ▾ 09000 🔍

PO ID begins with ▾ 0909023182

Purchase Order Date = ▾ 📅

PO Status = ▾ ▾

Short Supplier Name begins with ▾ 🔍

Supplier ID begins with ▾ 🔍

Supplier Name begins with ▾ 🔍

Buyer begins with ▾ 🔍

Buyer Name begins with ▾ 🔍

PO Type = ▾ ▾

Purchase Order Reference begins with ▾

Hold From Further Processing

Case Sensitive

Search Clear Basic Search 📄 Save Search Criteria

Enter PO ID and click the **Search** button.



Maintain Purchase Order

Purchase Order

Business Unit 09000 PO ID 0909023182
 Copy From [Dropdown]

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

Header ⓘ

*PO Date 07/25/2024 Supplier Search
 *Supplier STAPLES IN-001 Supplier Details
 *Supplier ID 0000067919 STAPLES INC.
 *Buyer AANDREWS Angela Andrews

PO Reference [Text Box]

Header Details PO Defaults PO Activities Requisitions Actions
 Activity Summary Edit Comments Add Ship To Comments Document Status

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

Amount Summary ⓘ

Merchandise	1,000.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	1,000.00 USD	
Encumbrance Balance	Not Available USD	

Select Lines To Display ⓘ
 Search for Lines Line [Text Box] To [Text Box] Retrieve

Add Items From ⓘ
 Catalog Purchasing Kit Item Search

Lines ⓘ

View Printable Version View Approvals Close Short All Lines *Go to ... More ...

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	1000013634	OFFICE SUPPLIES: General desk/office supplies	10.0000	YR	44121600	100.00000	1,000.00	Approved			

Save Return to Search Notify Refresh Add Update/Display

Click the **Details** icon located on the left side of the line to be changed, outlined above.

Details for Line 1

PO ID 0909023182 Supplier STAPLES IN-001
 Line 1 Item ID 1000013634 OFFICE SUPPLIES: General desk

Line Details

Category 44121600 Line Status Approved ✖ ▲
 Description Desk supplies Backorder Status Not Backordered
 Category ID 45469

Amount Summary

Merchandise Amount	1,000.00	USD
Doc. Base Amt	1,000.00	USD

Amount to Receive 1,000.00 USD
 Quantity to Receive 10.0000 Item Availability

Transaction Item Description OFFICE SUPPLIES: General desk/office supplies
 Preferred Language Item Description OFFICE SUPPLIES: General desk/office supplies

Expand All Collapse All
 ▶ Item Information
 ▶ Attributes
 ▶ RFQ
 ▶ Contract
 ▶ Receiving
 ▶ Custom Fields

OK Cancel Refresh

Click the **Receiving** section heading to expand the section.

Receiving

*Receiving Required Close Short

Inspection Required

Inspect ID

Since this example is a Receiving Error (page 38), "Optional" is chosen from the dropdown.

Click the **OK** button to exit the Line Details page.

Purchase Order

Business Unit 09000 PO ID 0909023182 PO Status Dispatched Budget Status Valid

Copy From

Header

*PO Date 07/25/2024 Supplier Search Doc Tol Status Valid Backorder Status Not Backordered Receipt Status Not Recvd

*Supplier STAPLES IN-001 Supplier Details Priority Medium

*Supplier ID 0000067919 STAPLES INC *Dispatch Method Print

*Buyer AANDREWS Angela Andrews

PO Reference

Amount Summary

Merchandise 1,000.00

Freight/Tax/Misc. 0.00

Total Amount 1,000.00 USD

Encumbrance Balance Not Available USD

Select Lines To Display

Search for Lines Line To Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desig/office supplies	10.0000	YR	44121600	100.00000	1,000.00	Approved

View Printable Version View Approvals Close Short All Lines *Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

Click the **Save** button. Notice this was not a change order.

Step 5 – Match Voucher Again

Match the voucher again by following Step Numbers 1-4.

Step 6 – Review Purchase Order’s Match Status

Navigation: *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Business Unit =

PO ID begins with

Contract SetID begins with

Contract ID begins with

Release Number =

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Enter the PO ID and **click the Search** button.

Purchase Order Inquiry
Purchase Order

Business Unit 09000 PO Status Dispatched
 PO ID 0909023182 Budget Status Valid

Header

PO Date 07/25/2024 Doc Tol Status Valid
 Supplier Name STAPLES IN-001 Backorder Status Not Backordered
 Supplier ID 0000067919 Receipt Status Not Recvd
 Buyer Angela Andrews Hold From Further Processing
 PO Reference

Amount Summary

Merchandise 1,000.00
 Freight/Tax/Misc. 0.00
 Total 1,000.00 USD
 Encumbrance Balance 0.00 USD

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

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	44121600	10.0000	YR	1,000.00 USD	Active

View Approvals
 Return to Search Notify Related Links

Click the [Matching](#) link to view the PO Matching Status.

PO Matching Page

PO Matching -- STAPLES INC

Business Unit 09000 PO ID 0909023182

Match Status
 Matched

Matching Options

Match Action Standard
 Match Rule STANDARD

Return

When the PO Quantity fully matches, the status will change from “Partial” or “Not Matched” to “Matched”.

Click the **Return** button.

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	44121600	10.0000	YR	1,000.00 USD	Active

Click the **Schedule icon** on the Line Details tab, outlined above.

Purchase Order Inquiry

Schedules

Business Unit 09000 PO ID 0909023182

[Return to Main Page](#)

Lines

Line	Description	PO Qty	YR	Merchandise Amt	1,000.00 USD
1	OFFICE SUPPLIES: General desk/	10.0000			

Schedules

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

Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status
1	07/25/2024			09000		10.0000	100.00000	1,000.00 USD	Active

Ship To Comments

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

Click on the Schedule Details icon, outlined above.

Schedule Details Page

Details for Schedule 1

PO ID 0909023182 Status Active

Line Number 1 Schedule 1

Item ID 1000013634 Backordered From Schedule

OFFICE SUPPLIES: General desk/office supplies

Schedule Details

Due Date 07/25/2024

Original Promise Date 07/25/2024

Ship Date

Ship To 09000

Ship Via COMMON Common Carrier

Freight Terms FOB DEST Free on board at Destination

Matching Full Match

Match Status PO Matched

Custom Price - No Override

No Charge

Frozen (Planning)

Amount Summary

PO Qty	10.0000
Merchandise Amount	1,000.00 USD
Doc. Base	1,000.00 USD

[Help](#)

When the PO Schedule fully matches, the **Match Status PO** will change.

Click the **Return** button, then click [Return to Main Page](#) link.

Step 7 – Voucher Remaining PO Quantity

If applicable, voucher against the remaining quantity by going to **Creating Voucher Against a Purchase Order** on page 23.



Setting up Match Rules for Unit Price

PeopleSoft was not configured to match on unit price; however, when creating the Purchasing Order, the user can set up a unit price tolerance which will not allow the voucher to match if the tolerance is exceeded.

Step 1 – Set Up Price Tolerance

Navigation: *Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value*

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

*Business Unit =

PO ID begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

Click the **Search** button.

Purchase Order

Business Unit 09000 PO ID 0909023182 PO Status Dispatched
 Budget Status Valid
 Copy From [dropdown]
 Header
 *PO Date 07/25/2024 Supplier Search
 *Supplier STAPLES IN-001 Supplier Details
 *Supplier ID 0000067919 STAPLES INC
 *Buyer AANDREWS Angela Andrews
 PO Reference [input]
 Doc Tol Status Valid
 Backorder Status Not Backordered Create BackOrder
 Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print Dispatch
 Amount Summary
 Merchandise 1,000.00
 Freight/Tax/Misc. 0.00 Calculate
 Total Amount 1,000.00 USD
 Encumbrance Balance Not Available USD
 Add Items From Catalog Purchasing Kit Item Search
 Select Lines To Display Search for Lines Line [input] To [input] Retrieve
 Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/office supplies	10.0000	YR	44121600	100.00000	1,000.00	Approved

 View Printable Version View Approvals Close Short All Lines *Go to More
 Save Return to Search Notify Refresh Add Update/Display

Click on the Schedule icon, outlined above.

Maintain Purchase Order

Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Dispatched
 PO ID 0909023182 PO Date 07/25/2024
 Return to Main Page
 Lines
 Line 1 Item 1000013634 OFFICE SUPPLIES: General desk/ PO Qty 10.0000 YR Merchandise Amt 1,000.00 USD
 Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1	[Schedule Details icon]	07/25/2024	09000	[Address icon]	10.0000	100.00000	1,000.00	Active				

 Add ShipTo Comments
 Save Return to Search Notify Refresh Add Update/Display

Click the Schedule Details icon, outlined above.

Click [Expand All](#) to view all sections.

Details for Schedule 1 x

Unit 09000
PO ID 0909023182
Line 1
Schedule 1

Supplier STAPLES IN-001
Item 1000013634
Status Active

[OFFICE SUPPLIES: General desk/](#)

▲ ✕

Schedule Details

Due Date
 Time Due
 Ship To 09000
 Original Promise Date
 Ship Date
 Ship Via Common Carrier
 Freight Terms Free on board at Destination
 Attention To
 Distribute By Quantity

[Expand All](#) [Collapse All](#)

▼ **Matching Controls**

*Matching

Matching Controls

	Tolerance Over	Tolerance Under
Unit Price	<input type="text"/>	<input type="text"/>
% Unit Price	<input type="text"/>	<input type="text"/>
Ext Price	<input type="text"/>	<input type="text"/>
% Ext Price	<input type="text"/>	<input type="text"/>

▼ **Receiving Controls**

Reject Qty Over Tolerance

Qty Rcvd Tolerance %

Early Ship Reject Days

Close Under Quantity Percent

▼ **Freight Calculation Rule**

Arbitration

Charge Method

Freight Charge Override

▼ **Return To Vendor / Supplier**

RTV Business Unit

RTV ID

RTV Line

Amount Summary

Schedule Qty	10.0000
Merchandise Amt	1,000.00 USD
Doc. Base Amount	1,000.00 USD

Match Status PO Matched

By entering data into the tolerance fields, you can determine the allowable until price Accounts Payable will be allowed to use when processing a voucher. If a voucher is created using a unit price outside of the tolerance, a match exception will be received. The tolerance can be set up as an amount or percentage.

To set up the Purchase Order not to allow any tolerance, **enter** the value .0001 in the unit price field.

Click the **Refresh** button.

Matching Controls		
	Tolerance Over	Tolerance Under
Unit Price	<input type="text" value="0.00010"/>	<input type="text" value="0.00010"/>
% Unit Price	<input type="text"/>	<input type="text"/>
Ext Price	<input type="text"/>	<input type="text"/>
% Ext Price	<input type="text"/>	<input type="text"/>

Click the **OK** button and continue to process the Purchase Order.

If a voucher is created with a unit price higher or lower than the unit price +/- any tolerance set up on the Purchase Order, a match exception (P-500) will be received.

P-500 Rule: Voucher unit price is not within plus or minus the unit price tolerance amount.

NOTE: Do not enter any values for EXT Price Tolerance. This action could put you in violation of the Central Purchasing Act.



Fixing Match Exceptions

Step 1 – Run Match Exception Report

Navigation: Accounts Payable > Reports > Vouchers > Match Exceptions > Add a New Value

Match Exceptions

Find an Existing Value
Add a New Value

*Run Control ID

Add

Find an Existing Value
Add a New Value

Enter a Run Control ID and click the **Add** button.

Match Exceptions

Run Control ID

Language

Process All Business Units

Report Manager
Process Monitor
Run

Report Request Parameters

Request Parameters

1-1 of 1

*Business Unit	Description		
<input style="width: 90%; border: none;" type="text" value="09000"/>		+	-

Save
Notify

Add
Update/Display

Click the **Run** button.



Process Scheduler Request

User ID: BBENN06 Run Control ID: MATCH_EXCEPTIONS

Server Name: Run Date: 07/26/2024

Recurrence: Run Time: 3:38:21PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Match Exceptions Report	APX1090	BI Publisher	Web	PDF	Distribution

[OK](#) [Cancel](#)

Server Name: Leave blank to default the appropriate server.

Type: Select the output type for this job or process.

Format: Select the output format for this process. Generally, **PDF** is selected to create the report.

Click the **OK** button to initiate the process.

Match Exceptions

Run Control ID: MATCH_EXCEPTIONS [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Process Instance: 29239634

Process All Business Units

Report Request Parameters

Request Parameters

*Business Unit	Description		
09000	Mgmt and Enterprise Services	+	-

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Click the [Process Monitor](#) link to view the report status and print the report.

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh [Report Manager](#)

▼ Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29239634		BI Publisher	APX1090	BBENN06	07/26/2024 3:36:21PM CDT	Success	Posted	Details	▼ Actions

Click the **Refresh** button until the Run Status is Success and the Distribution Status is Posted.

Click the [Details](#) link.

Process Detail x

[Help](#)

Process

Instance	29239634	Type	BI Publisher
Name	APX1090	Description	Match Exceptions Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	MATCH_EXCEPTIONS
Location	Server
Server	PSUNX
Recurrence	

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content
 Restart Request

Date/Time

Request Created On	07/26/2024 3:37:05PM CDT
Run Anytime After	07/26/2024 3:36:21PM CDT
Began Process At	07/26/2024 3:37:10PM CDT
Ended Process At	07/26/2024 3:37:25PM CDT

Actions

[Parameters](#) [Transfer](#)
[Message Log](#) [View Locks](#)
[Batch Timings](#)
[View Log/Trace](#)

Click the [View Log/Trace](#) link.

View Log/Trace

[Help](#)

Report

Report ID	25963010	Process Instance	29239634	Message Log
Name	APX1090	Process Type	XML Publisher	
Run Status	Success			

Match Exceptions Report

Distribution Details

Distribution Node	OOD_REPNODE	Expiration Date	08/09/2024
-------------------	-------------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_APX1090_29239634.stdout	453	07/26/2024 3:37:25.426630PM CDT
AE_APX1090_29239634.trc	8,616	07/26/2024 3:37:25.426630PM CDT
APX1090.pdf	23,710	07/26/2024 3:37:25.426630PM CDT

Distribute To

Distribution ID Type	Distribution ID
User	BBENN06

[Return](#)

Click the [.pdf](#) link.



PeopleSoft Accounts Payable													Page No.		1					
MATCH EXCEPTION REPORT													Run Date		7/26/2024					
Report ID: APX1090													Run Time		15:37:13 PM					
VOUCHER DATA					PURCHASE ORDER DATA					RECEIVER DATA				MATCH ERROR INFORMATION						
Unit	Voucher	Line	Vchr Qty	Vchr Price	Vchr Amt	Unit	PO ID	Line	Sched	PO Qty	PO Price	PO Amt	Unit	Recv ID	Seq	Line	AcptQty	Status	Match Control Id	Match Rule
09000	00189933	2	1.00	2.97	2.97	09000	0909019228	11	1	1.00	78.00000	78.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193024	1	4.00	38.01	152.04	09000	0909019817	11	1	10.00	38.01000	380.10000		0	0	0.00	E	STANDARD	RULE_V200	
09000	00193024	1	4.00	38.01	152.04	09000	0909019817	11	1	10.00	38.01000	380.10000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193035	1	1.00	43.46	43.46	09000	0909019715	4	1	7.00	43.46000	304.22000		0	0	0.00	E	STANDARD	RULE_H200	
09000	00193035	1	1.00	43.46	43.46	09000	0909019715	4	1	7.00	43.46000	304.22000		0	0	0.00	E	STANDARD	RULE_V200	
09000	00193035	1	1.00	43.46	43.46	09000	0909019715	4	1	7.00	43.46000	304.22000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193047	2	9.00	391.14	3,520.26	09000	0909019823	8	1	11.00	391.14000	4,302.54000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193047	2	9.00	391.14	3,520.26	09000	0909019823	8	1	11.00	391.14000	4,302.54000		0	0	0.00	E	STANDARD	RULE_V200	
09000	00193696	1	1.00	146.91	146.91	09000	0909020178	3	1	12.00	146.91000	1,762.92000		0	0	0.00	E	STANDARD	RULE_H200	
09000	00193697	1	13.00	76.23	990.99	09000	0909019363	4	1	48.00	76.23000	3,659.04000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193697	1	13.00	76.23	990.99	09000	0909019363	4	1	48.00	76.23000	3,659.04000		0	0	0.00	E	STANDARD	RULE_V200	
09000	00193760	3	52.50	185.00	9,712.50	09000	0909021777	15	1	54.00	185.00000	9,990.00000		0	0	0.00	E	STANDARD	RULE_V200	
09000	00193760	3	52.50	185.00	9,712.50	09000	0909021777	15	1	54.00	185.00000	9,990.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193818	3	1.00	2,428.75	2,428.75	09000	0909022346	2	1	976.00	67.00000	65,392.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193818	4	1.00	1,541.00	1,541.00	09000	0909022346	2	1	976.00	67.00000	65,392.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193818	5	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193818	6	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193818	7	1.00	2,250.40	2,250.40	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193818	8	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193846	2	1.00	2,519.20	2,519.20	09000	0909022346	2	1	976.00	67.00000	65,392.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193846	3	1.00	2,275.82	2,275.82	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193846	4	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193877	2	1.00	2,691.39	2,691.39	09000	0909022346	2	1	976.00	67.00000	65,392.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193877	3	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00193877	4	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194138	2	1.00	2,713.50	2,713.50	09000	0909022346	2	1	976.00	67.00000	65,392.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194138	3	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194138	4	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194355	2	1.00	2,657.22	2,657.22	09000	0909022346	2	1	976.00	67.00000	65,392.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194355	3	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194355	4	1.00	2,260.00	2,260.00	09000	0909022346	3	1	976.00	56.50000	55,144.00000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194540	3	1.00	391.14	391.14	09000	0909019823	8	1	11.00	391.14000	4,302.54000		0	0	0.00	E	STANDARD	RULE_V300	
09000	00194540	3	1.00	391.14	391.14	09000	0909019823	8	1	11.00	391.14000	4,302.54000		0	0	0.00	E	STANDARD	RULE_V200	

To print: Click FILE > Print.



Step 2 – Identify the Match Exception

Rule H200 - Voucher Supplier ≠ PO Supplier

Compare the PO’s Supplier Number and Location to the Voucher’s Header Supplier Number and Location.

- Navigate to the Purchase Order
- Navigate to the Voucher

Navigation: *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*

Purchase Order Inquiry
Purchase Order

Business Unit 09000 PO Status Dispatched
 PO ID 0909023175 Budget Status Valid

Header

PO Date 07/11/2024 Doc Tol Status Valid
 Supplier Name STAPLES.IN-001 Backorder Status Not Backordered
 Supplier ID 0000067919 Receipt Status Not Recvd
 Buyer Angela Andrews Hold From Further Processing

Amount Summary

Merchandise	32.00
Freight/Tax/Misc.	0.00
Total	32.00 USD
Encumbrance Balance	0.00 USD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	44121600	4.0000	EA	32.00 USD	Active

View Approvals
 Return to Search Previous in List Next in List Notify Related Links

Click [Supplier Details](#) link.

Supplier Details -- STAPLES INC

Business Unit 09000 PO ID 0909023175
 Location 0030 Terms 00 Due in 0 Days
 Address 30 Show Address Details Basis Date Type Inv Date
 Contact Show Contact Details Basis Date
 Salesperson Show Salesperson Details

Address Details

Country USA United States Fax
 Address 1 STAPLES CONTRACT & COMMERCIAL LLC Prefix
 Address 2 PO BOX 660409 Phone
 Address 3
 City DALLAS
 County Postal 75266-0407
 State TX Texas

Return

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information

Business Unit 09000 Invoice No INV002
 Voucher ID 00196348 Accounting Date 07/26/2024
 Voucher Style Regular Voucher *Pay Terms 45 45 Days
 Invoice Date 07/26/2024 Basis Date Type Inv Date
 Invoice Received
 Supplier ID 0000278261 Control Group
 ShortName OFFICEMAX-005
 Location 0002
 *Address 2

Invoice Total

Line Total 32.00
 *Currency USD
 Miscellaneous
 Freight
 Total 32.00
 Difference 0.00

Copy From Source Document

PO Unit 09000 PO Number Copy PO Copy From None Go

Invoice Lines

Line 1 Copy Down
 *Distribute by Quantity
 Item 1000013634
 Quantity 4.0000
 UOM EA
 Unit Price 8.00000
 Line Amount 32.00

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
<input type="checkbox"/>	1	100.0000	100.0000	32.00	4.0000	09000	536130	ADM999	1000	8800110	D0102	19401

The PO and Voucher have a different Supplier Number. The PO Supplier Number and Location copies into the Voucher, but the H200 exception occurs when the CPO changed the Supplier ID after the voucher was created but before it matched, or the AP user changes the location.

Rule P500 - Voucher unit price is not within plus or minus the unit price tolerance amount.

Review the Purchase Order unit price and compare it to the Voucher Unit Price.

- Navigate to the Purchase Order
- Navigate to the Voucher

Navigation: *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*

Purchase Order Inquiry

Purchase Order

Business Unit 09000 PO ID 0909023183 PO Status Pend Appr Budget Status Not Chk'd

Header

PO Date 07/26/2024 Doc Tol Status Valid

Supplier Name OFFICE MAX-001 Backorder Status Not Backordered

Supplier ID 0000069092 Supplier Details Receipt Status Not Recvd Hold From Further Processing

Buyer Angela Andrews

PO Reference

Amount Summary

Merchandise 3.00

Freight/Tax/Misc. 0.00

Total 3.00 USD

Encumbrance Balance 0.00 USD

Header Details Activity Summary

All RTV Header Comments

Matching Document Status

Actions

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/	44121600	1.0000	YR	3.00 USD	Pending Approval

Purchase Order Approval

Return to Search Notify Related Links

Click the **Schedule** icon, outlined above.

Purchase Order Inquiry

Schedules

Business Unit 09000 PO ID 0909023183

[Return to Main Page](#)

Lines

Line 1 OFFICE SUPPLIES: General desk/ PO Qty 1.0000 YR Merchandise Amt 3.00 USD

Schedules

Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status
1	07/26/2024			09000		1.0000	3.00000	3.00 USD	Active

Details Statuses

Click the **Schedule Details** icon, outlined above.

x
Details for Schedule 1

PO ID 0909023183

Line Number 1

Item ID 1000013634

OFFICE SUPPLIES: General desk/office supplies

Schedule Details

Due Date 07/26/2024

Original Promise Date 07/26/2024

Ship Date

Ship To 09000

Ship Via COMMON Common Carrier

Freight Terms FOB DEST Free on board at Destination

Matching Full Match

Match Status PO Not Matched

Status Active

Schedule 1

Backordered From Schedule

Custom Price - No Override

No Charge

Frozen (Planning)

Amount Summary

	PO Qty	1.0000
	Merchandise Amount	3.00 USD
	Doc. Base	3.00 USD

[Help](#)

Matching Controls

	Tolerance Over	Tolerance Under
Unit Price Tolerance	0.00010	0.00010
% Unit Price Tolerance		
Ext Price Tolerance		
% Ext Price Tolerance		

Receiving Controls

Reject Qty Over Tolerance

Early Ship Reject Days

Qty Rcvd Tolerance %

Close Under Qty %



Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information
Payments
Voucher Attributes

Business Unit 09000 Invoice No

Voucher ID NEXT Accounting Date 07/29/2024

Voucher Style Regular Voucher *Pay Terms 00 0 Days

Invoice Date

Invoice Received

Supplier ID 0000069092 OFFICE MAX

ShortName OFFICE MAX-001

Location 0001

*Address 1

Invoice Total

Line Total 2.99

*Currency USD

Miscellaneous

Freight

Total 2.99

Difference 2.99

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments(0)

Template List

Advanced Supplier Search

Supplier Hierarchy

Custom Fields

Supplier 360

Save
Save For Later
Calculate
Print

Copy From Source Document

PO Unit 09000 PO Number 0909023183

Copy PO Copy From None

Invoice Lines
1 of 1
View All

Line 1 Copy Down

*Distribute by Quantity

Item 1000013634

Quantity 1.0000

UOM YR

Unit Price 2.99000

Line Amount 2.99

SpeedChart

Ship To 09000

Description OFFICE SUPPLIES: General desk/

Packing Slip

Purchase Order

090000909023183111

Associate Receiver(s)

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

1-1 of 1 View All

GL Chart	Exchange Rate	Statistics	Assets										
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	
<input type="checkbox"/>	1	100.0000	100.0000	2.99	1.0000	09000	536130	ADM999	1000	8800110	D0102	19401	

Save
Save For Later
Add
Update/Display

The Purchase Order was set up with a Unit Price Tolerance of .0001. The PO unit price is 3.00 but the voucher unit price is 2.99.

Rule R500 - No receipts found (Query OCP_PO0316_PO_WITH_RECV_REQ will give you a list of POs with Receiving Required checked).

Rule S120 - Currently, when this match exception is received it requires the same resolution as the R500 match exception.

If receiving is not used, remove the receiving required from run the Matching Process again.

If receiving is used, navigate to the PO Activity Page.

- If a receiver has not been done, contact the receiving department or individual responsible for receiving and have them process a receiver document.
- If a receiver has been done, have Accounts Payable attach it to the voucher.

Navigation: *Purchasing > Purchase Orders > Review PO Information > Activity Summary*

Activity Summary

Business Unit 09000 PO Status Dispatched
 Purchase Order 0909023182 Supplier STAPLES INC
 Supplier Location 0030

Merchandise Amount 1,000.00 USD
Merchandise Receipt 0.00 USD
 Merchandise Returned 0.00 USD
 Merchandise Invoice 1,000.00 USD
 Merchandise Matched 1,000.00 USD

Lines

1-1 of 1 | View All

Details Receipt Invoice Matched RIV

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg ltm ID	UPN T
1		1000013634	OFFICE SUPPLIES: General desk/	YR			

Return to Search Previous in List Next in List Notify

NOTE: Nothing has been received on PO line 1. When the receiving required is on, the open quantity and amount calculations are computed by subtracting the Qty Recvd and Qty Acctpd from the Order Qty and Amount Ordered on the PO.

Rule S100 - The match control from the PO/Receiver does not exist in the match control table.

Navigate to the Purchase Order and review the match status.

Navigate to the Voucher and review the match status

Navigation: Purchasing > Purchase Orders > Add/Update POs

Purchase Order

Business Unit: 09000
 PO ID: 0909023183
 Copy From: [Dropdown]
 PO Status: Dispatched
 Budget Status: Valid
 Doc Tol Status: Valid
 Backorder Status: Not Backordered
 Receipt Status: Not Recvd
 Priority: Medium
 *Dispatch Method: Print
 Amount Summary:
 Merchandise: 3.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 3.00 USD
 Encumbrance Balance: Not Available USD

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES: General desk/office supplies	1,000	YR	44121600	3.00000	3.00	Approved

Click the **Schedules** icon.

Click the **Matching** Tab.

Maintain Purchase Order Schedules

Unit: 09000
 PO ID: 0909023183
 Supplier: OFFICE MAX-001
 PO Date: 07/26/2024
 PO Status: Dispatched

Sched	Schedule Details	*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		07/26/2024	09000	Not Matched	ERS								

Reset matching action to FULL match. (10200,196)

Valid options are FULL match or NO match.

Current matching action will be reset from 'ERS' match to 'FULL' match.

OK



Rule S210 - Invalid PO Status. PO must be Approved and Dispatched.

Navigate to Maintain Purchase Orders. Purchase Order must be in a Dispatch status before the Voucher will match.

Navigation: Purchasing > Purchase Orders > Maintain Purchase Order

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO Status **Approved** ✖
 PO ID 0909023184 Budget Status Valid
 Hold From Further Processing

Copy From

Header

*PO Date 07/29/2024 Supplier Search
 *Supplier OFFICE MAX-001 Supplier Details
 *Supplier ID 0000069092 OFFICE MAX
 *Buyer AANDREWS Angela Andrews

PO Reference

Doc Tot Status Valid

Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print

Amount Summary

Merchandise 50.00
 Freight/Tax/Misc. 0.00
 Total Amount 50.00 USD
 Encumbrance Balance Not Available USD

Select Lines To Display
 Search for Lines Line To

Add Items From
 Catalog Purchasing Kit Item Search

Lines

View Printable Version View Approvals *Go to ... More ...

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000013634	OFFICE SUPPLIES	5.0000	YR	44121600	10.00000	50.00	Approved

The Purchase Order is in an Approved Status, the voucher will not match until dispatched.

Rule V200 - Life to Date Voucher Qty > PO Qty + %Tolerance

Review the PO quantity and Vouchers created against the PO by navigation to the PO Activity Page.

To review the invoice data, **click** the [and/or](#) link.

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary

Activity Summary

Business Unit 09000	PO Status Dispatched
Purchase Order 0909023183	Supplier OFFICE MAX
Merchandise Amount 3.00 USD	Supplier Location 0001
Merchandise Receipt 0.00 USD	
Merchandise Returned 0.00 USD	
Merchandise Invoice 6.00 USD	
Merchandise Matched 0.00 USD	

Lines

Details Receipt Invoice Matched RIV ||>

Line	Line Details	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		1000013634	OFFICE SUPPLIES: General desk/	YR	2.0000	<input type="checkbox"/>	6.000	USD

Return to Search
Notify

According to the PO Activity Summary PO line 1 has a quantity of 1.00 but there are vouchers created totaling a quantity of 2.00. If you are dealing with more than 2 decimals you may need to review the actual voucher/PO.

Rule V300 – Life to Date Voucher Amount > PO Amount (No Price Tolerance Specified).

Review the PO extended amount and Vouchers created against the PO by navigating to the PO Activity Page.

To review the invoice data, click the Invoice and/or Matching link.

Navigation: *Purchasing > Purchase Orders > Review PO Information > Activity Summary*

Activity Summary

Business Unit	09000		PO Status	Dispatched
Purchase Order	0909023184		Supplier	<u>OFFICE MAX</u>
Merchandise Amount	50.00 USD		Supplier Location	0001
Merchandise Receipt	0.00 USD			
Merchandise Returned	0.00 USD			
Merchandise Invoice	75.00 USD			
Merchandise Matched	0.00 USD			

Lines

☰ 🔍 1-1 of 1 View All

Details Receipt Invoice Matched RIV ||

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN T
1		1000013634	OFFICE SUPPLIES: General desk/	YR			

Return to Search Notify

According to the PO Activity Summary page, the merchandise amount on PO line 1 is 50.00 but there are vouchers totaling 75.00.

Match Rule Table

People Soft delivers one set of Matching Rules. These rules can be structured to meet our needs through selecting certain match rule controls. Match rule controls are sets of rules that the system applies against vouchers, purchase orders, and receivers. The system uses these controls during a background process to ensure that voucher header and line amounts are reconciled against purchase order and receiver lines.

People Soft Delivered Match Rules		
Rule ID	Description	Apply Rule
RULE-E100	Extended Price Tolerance	Yes
RULE-E200	Extended Price % Tolerance	Yes
RULE-E250	Voucher Ext Amt \diamond PO Ext Amt (No Tolerances Specified)	No
RULE-H100	Voucher Pay Terms \diamond PO Pay Terms	No
RULE-H200	Voucher Supplier/Loc \diamond PO Supplier/Loc	Yes
RULE-H400	Voucher Supplier/Loc \diamond Receiver Supplier/Loc	Yes
RULE-I100	Inspection Required but not Complete	Yes
RULE-L100	Voucher item \diamond PO item	No
RULE-L200	Voucher item \diamond Receiver item	No
RULE-P100	Voucher Price \diamond PO Price (no tolerances specified)	No
RULE-P400	Voucher Price \diamond PO Price + % Unit Tolerance	Yes
RULE-P500	Voucher Unit Price \diamond PO Price + Unit Tolerance	Yes
RULE-R500	No receipts found	Yes
RULE-R600	No receipts found, but unmatched ones exist	Yes
RULE-R900	Total voucher received quantity > Accepted quantity	Yes
RULE-R950	Total Line Invoice Qty \diamond Sum of Associated Receipts Accepted Qty	Yes
RULE-V200	Life to Date Voucher Qty > PO Qty + %Tolerance	Yes
RULE-V300	Life to Date Voucher Amount > PO Amount (No Price Tolerance Specified)	Yes
RULE-V400	Life to Date Voucher Amt > PO Schedule Amt + % Tolerance	Yes
RULE-V500	Life to Date Voucher Amt > PO Schedule Amt + Tolerance	Yes



Match Rule Clarification and Resolution Tables

The system first checks for system errors. The following table lists, defines, and explains the System Matching Rules delivered with the system:

Rule ID	Short Description	Clarification and Resolution
RULE_S100	The matching on the PO/Receiver does not exist in the match control table.	This error can arise because the voucher requires matching, but the PO is not set up for match. This can happen after the PO was copied into the voucher but before match is run the PO was changed from match to no match or when a PO is copied into the voucher and the voucher is changed from a no match to a match but the PO does not require match. All PO's should be set up for match with the exception of Authority Orders.
RULE_S110	RTV/Credit Adjustments are greater than the PO Matched Quantity/Amounts	
RULE_S120	Voucher line RTV/Credit Adjustments will bring the Receiver line ship Matched Quantity/Amounts below zero. Modify voucher line credit adjustment and run Matching again	Currently this message is being received in error. Should receive Rule R500.
RULE_S200	Invalid PO ID	This error can arise after the PO is copied into the voucher, but before match has run a change order is processed against the PO requiring the PO to be re-dispatched but is not . Review the PO to insure the PO is in a dispatch status. The purchasing user must place the PO in dispatch status.
RULE_S210	Invalid PO Status. PO must be Approved and Dispatched.	This error can arise after the PO is copied into the voucher, but before match has run a change order is processed against the PO requiring the PO to be re-dispatched but is not . Review the PO to insure the PO is in a dispatch status. The purchasing user must place the PO in dispatch status.
RULE_S300	Invalid UOM conversion for PO	This error can arise after the PO is copied into the voucher and the Unit of Measure is changed. The Unit of Measure should never be changed. If it is incorrect then the purchasing user must be notified to correct the PO.
RULE_S400	Invalid currency exchange rate for PO	
RULE_S500	Invalid UOM conversion for receipt	
RULE_S600	Invalid currency exchange rate for receipt	
RULE_S700	Receipt for voucher line has multiple UOMs	
RULE_S800	Receipt for voucher line has multiple transaction currencies	

If no system errors exist, which would indicate missing data and would prevent the system from getting the entire voucher, purchase order, and receiver data, the system applies Matching Rules.



Matching Rules Delivered with the System

This table lists, defines, and explains matching rules.

Rule ID	Short Description	Generates an exception when:	Clarification and Resolution
RULE-E100	Extended Price Tolerance	The voucher extended price exceeds the purchase order extended price +/- the extended price tolerance AND the tolerance ≤ 0 . It won't give an exception for non-purchase order receipt.	This error is a result of creating a voucher where you are trying to pay more on a PO line item than is available on the PO. In order to correct, you either reduce the voucher in accordance with the PO or purchasing user must increase the line item in accordance with all applicable state laws. Which user, (Accounts Payable or Purchasing) makes the correction depends on internal agency procedures.
RULE-E200	Extended Price % Tolerance	The voucher extended price exceeds the purchase order extended price +/- the extended price % tolerance AND the tolerance ≤ 0 . It won't give an exception for non-purchase order receipt.	This error is a result of creating a voucher where you are trying to pay more on a PO line item than is available on the PO in addition to having the PO set up with a tolerance level. When paying a voucher that exceeds the PO extended price % tolerance, must see the % for tolerance and either decrease the voucher or decrease PO. Which user, (Accounts Payable or Purchasing) makes the correction depends on internal agency procedures.



Rule ID	Short Description	Generates an exception when:	Clarification and Resolution
RULE-H200	Voucher Line Supplier/Loc<>PO Supplier/Loc	The supplier number and location on the purchase order does not match the supplier number and location on the voucher. It won't give an exception for non-purchase order receipt.	This error is a result of changing the supplier and/or location on the voucher invoice information page after the voucher has been copied. This error causes the supplier number and location on invoice information page not to equal PO supplier number and location. If you require the check to be mailed to another location then change the location address on the payee panel. If this error occurs on the voucher invoice information page, change the supplier number and/or location to match the PO supplier number and/or location, providing the Purchase Order is correct. If Purchase Order is not correct, change the payee on the payee page.
RULE-H400	Voucher Line Supplier/Loc<>Receiver Supplier/Loc	The supplier number and location on the voucher does not match the supplier number and location on the receipt.	This error is a result of a change to the supplier number and/or location on the receiver. To correct, determine the correct supplier and/or location and correct either the voucher, receiver and/or PO. This error could be received in combination error with H200. To correct receiver, change the payee on the payee page.
RULE-I100	Inspection Required but not Complete	The item ordered requires inspection, but inspection has not been completed.	A PO can be set up requiring inspection or not. Either the PO or the receiver will need to be corrected. Navigation is shipping, inspect shipment.



Rule ID	Short Description	Generates an exception when:	Clarification and Resolution
RULE-P500	Voucher Unit Price \diamond PO Price + Unit Tolerance	The unit price on the voucher is either higher or lower than the unit price and tolerance specified on the PO.	To fix this either the voucher's unit price needs to be changed to match the PO price +/- any tolerance or the PO price or tolerance needs to be changed. Either way the Purchasing Department needs to be notified to resolve the discrepancy.
RULE-R500	No unmatched Receivers exist for this Voucher. There is no record of the merchandise being received as of yet.	The matching process could not find any receipts for the purchase order specified on the voucher line that was available for matching (for example not matched, not on hold, and not cancelled).	The Purchase Order requires a receiving report to be completed, but no report was found. Agencies that utilize receiving must verify receiving has been performed by reviewing the PO on the PO Activity Page. The Activity Page will show if item has been received with the receiver number. If the item has been received, attach item to the voucher by retrieving voucher and "invoice lines" through the hyperlink. Click on the Associate Receiver Lines then Under Receiver Lookup Criteria 1) fill in Recv BU, 2) Click Fetch button, (on the right side of page), 3) Under select Unit – check the box, 4) click the OK button on the bottom. If there are more than one line on the Select Unit Box, make sure you select all appropriate lines. If there are no receipts found then you need to contact your receiving department. If you are not using receiving then the purchasing user needs to turn off receiving on the PO.



Rule ID	Short Description	Generates an exception when:	Clarification and Resolution
RULE-R600	No receipt found, but unmatched ones exist	The matching process found receipts for this purchase order that were available for matching (for example not matched, not on hold, and not cancelled) but could not make an association to the voucher line using any of the receipt aware criteria.	This means that the PO requires a receiving report to be completed. The system sees some receipts out there for this PO but it could not find enough similarities to match them up or they were all used for other vouchers. On the voucher under "invoices lines" is a blue hyperlink "Associate Receiver(s)." Either create a new receipt or locate the correct existing receipt and attach it to this voucher through the hyperlink. Click on the Associate Receiver Lines then Under Receiver Lookup Criteria 1) Fill in Recv BU, 2) Click Fetch button, (on the right side of page), 3) Under Select Unit - check the box, 4) Click the OK button on the bottom. If there are more than one line on the Select Unit Box, make sure you select all appropriate lines.
RULE-R900	Total voucher received quantity > Accepted quantity	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. It won't give an exception for Amt only Receiver.	Quantity on the voucher exceeds quantity on the receiver. Check for receiver that could be missing, if receiver cannot be found, reduce the quantity on the voucher. Hint: You might want to check with internal department to ensure receiver indication is accurate.
RULE-R950	Total Line Invoiced Qty <> Sum of Associated Receipts Accepted Qty	Within the same matching process instance the total receiver quantity associated on the voucher line exceeds the remaining unmatched receipt quantity on the receiver line schedule.	Quantity on the voucher exceeds Associated Receipts Accepted quantity. Check for receiver that could be missing, if receiver cannot be found, reduce the quantity on the voucher. Hint: You might want to check with internal department to ensure receiver indication is accurate.



Rule ID	Short Description	Generates an exception when:	Clarification and Resolution
RULE-V200	Total voucher Qty > PO Qty + % Tolerance	The receiving % tolerance does NOT equal zero, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity. It won't give an exception for Amt only purchase order and non-purchase order receipt.	The voucher quantity matching exceeds PO Order quantity. Either reduce voucher quantity or increase PO quantity. Hint: you can receive this error message in combination with E100, E200, and V300.
RULE-V300	Total Voucher extended Amount > PO Schedule extended amount(No Price Tolerance Specified)	The receiving tolerance is zero 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 or non-purchase order receipt.	<p>Either reduce voucher quantity or increase PO quantity. If do not want to match on quantity, mark the PO - Amount Only. Hint: you can receive this error message in combination with E100, and E200.</p> <p>Hint: One-Sum POs with only one funding line were NOT converted as "amount only" but rather as a quantity of one. Therefore, if a voucher is paid and no changes have been made to the PO, then the PO is no longer available for subsequent payments. Agencies should review these types of POs before processing any payments and change the PO type to amount only or add another item line on the order for the remaining payments.</p>
RULE-V400	Life to Date Voucher Amt > PO Schedule Amt + % Tolerance	The extended price % tolerance is NOT zero, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price % tolerance). It won't give an exception for non-purchase order receipt.	Voucher cannot be paid against PO or create change order to increase PO. Either decrease the amount on the voucher to match what is on the PO or increase the PO to the amount on the voucher by completing a change order.



Rule ID	Short Description	Generates an exception when:	Clarification and Resolution
RULE-V500	Life to Date Voucher Amt > PO Schedule Amt + Tolerance	The extended price tolerance is NOT zero, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price tolerance). It won't give an exception for non-purchase order receipt.	Voucher cannot be paid against PO or create change order to increase PO. Either decrease the amount on the voucher to match what is on the PO or increase the PO to the amount on the voucher by completing a change order.

