

MATCH EXCEPTIONS

When a requester receives an email regarding a Match Exception on Rule 340 or 650, it means your Purchase Order is overbilled. The **email** will look like the email below.

Please note that voucher(s) with supplier ARIZONA REPUBLIC at their location have been placed on the Match Exception page requiring your review:

https://finoprod.maricopa.edu/psp/PMCPAK_4/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.AP_M TCH_WB_EXCPTN.GBL?Action=U&BUSINESS_UNIT=DSTOF&VOUCHER_ID=00122975

Please take the appropriate action. These voucher(s) cannot be scheduled for payment until the exceptions are reviewed and addressed.

Business Unit: **DSTOF**
Voucher ID: 00122975
Match Rule ID: **340**

If you click on the blue hyperlink, you will get a message that you are not authorized to override exceptions. It is true that you cannot override the exception. You are getting the exception, to let you know that you have an invoice that you will not be able to approve until the overbill is resolved. It can be resolved in one of several ways.

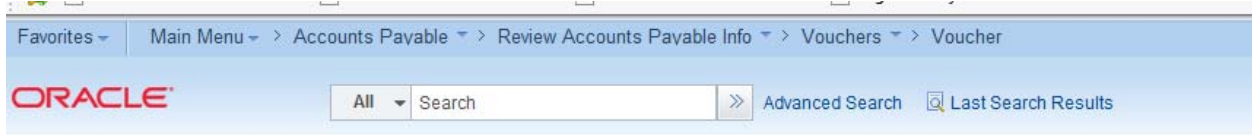
1. The Purchase Order may have multiple lines and Line #1 is overbilled. If so, email your AP Tech and have them apply the voucher to Line #2 or Line #3 (whichever is applicable).
 - a. If the overbill is a minimal amount or only for tax or shipping, it is possible for Accounts Payable to override this as tolerance. Please send an email to your AP Tech and copy your Fiscal Office.
2. The Purchase Order may need to be increased to cover the invoice and other invoices that may be billed in the future. You will have to create a req for the increase and notate the original PO # on the new req, in the description line. The exception is not released until the PO increase is complete.
3. If the invoice is charged to the wrong PO, please advise Accounts Payable, so that it can be corrected.
4. If the invoice is missing receiving, email the MCC Receiving department to receive the items.
5. A credit may be received from the vendor and applied to the PO.

You can research the voucher by inquiring on the invoice, per the instructions below.

Please note when a Receiver receives a Match exception on Rules 450, 600, 500, 901, 200, or 951, it means that receiving needs to be completed for items on that voucher. Rules **340** and **650** indicate overbills on the PO or the PO lines.

INVOICE INQUIRY

To inquire on an invoice go to Main Menu > Accounts Payable> Review Accounts Payable Info > Vouchers > Voucher. Please note that **ALL** vouchers are entered under the Business unit of **DSTOF**. You will have to change that if it does not default to that Business Unit.



Voucher Inquiry

▼ Search Criteria

From		To	
Search Name	ALL		
Business Unit	DSTOF	DSTOF	
Voucher ID			
Invoice Id			
Supplier SetID	MCCCD		
Short Name			
Supplier Name			
Additional Name			
Supplier ID			
Supplier Location			
Entry Status			
Incomplete Voucher			
Accounting Dt			
Invoice Date			
Due Date			
Entered Date			
Origin Set ID			
Origin			
Control Group ID			
Contract ID			
Lease Number			
PO Business Unit			
Purchase Order			
Item ID			
*Amount Rule	Any		
Amount			
Currency			
*Voucher Style	All Vouchers		
Post Status			
Approval Status			

You can inquire based on any of wide variety of criteria. **Voucher ID** and Invoice ID (invoice number) are the most common. If you are inquiring based on a Match Exception that you've received, you will only have the voucher ID.

After you've entered the search criteria, scroll down to click the **search** button.

Sort Criteria

*Sort By

Scroll down again for the results.

Sort Criteria

*Sort By

*Sort Asc/Desc

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results
Personalize | Find | View All | First 1 of 1 Last

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
<input type="button" value="Actions"/>	DSTOF	00122975	22488080	10/02/2015	0000009607	Postable	<input type="checkbox"/>	Match Exceptions Exist	ARIZONA RE-005

Under the Actions button at the left, you can open a copy of the invoice by clicking view attachments

Display Currency Criteria

- View Attachments
- Review Accounting Entries
- Match Workbench
- Scheduled Payments
- Voucher Details
- Review Document Status

ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomp
5	22488080	10/02/2015	0000009607	Postable	<input type="checkbox"/>

Click on the hyperlink to open the invoice.

Business Unit DSTOF Voucher ID 00122975

File Name	Description	User	Name	Date/Time Stamp
18052.pdf	INVOICE IMAGE	LARMW23721	Larisa Rawlings	10/13/2015 4:31

You can also view the match workbench, scheduled payments, voucher details and accounting details from this drop down box.