

Matching: The Relationship Between Purchasing and AP

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Agenda

- Purpose of Matching
- Relationship between Purchasing and AP
- Purchasing Dept Responsibilities
- Accounts Payable Dept Responsibilities
- To Override or Not to Override
- Effects of Overriding Match Exceptions



Purpose of Matching

- Matching is the process used to compare Vouchers with Purchase Orders and, when required, Receipts to ensure that your institution pays for only the goods and services that have been ordered and received
- Two-Way Match: Voucher and Purchase Order
- Three-Way Match: Voucher, Purchase Order and Receipt



Relationship between Purchasing & AP

The tie that binds...MATCHING!

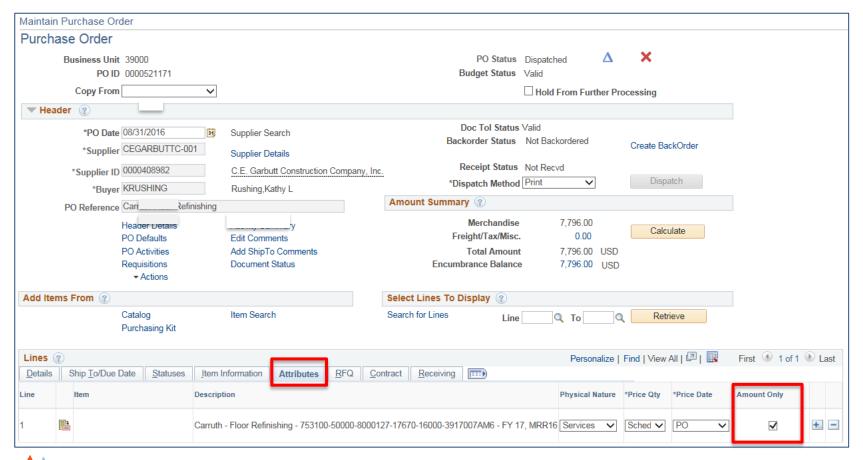
 Decisions made by each department can affect the other

 Communication is important to resolve Match Exceptions the right way





Quantity PO or Amount Only PO?

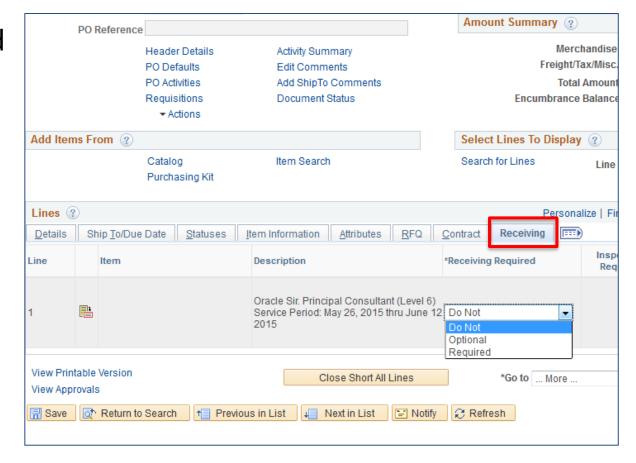




Receiving Options

- Receiving is Required
- Receiving is Optional
- Do Not Receive

Default Receiving option defined on the Category Code (NIGP)





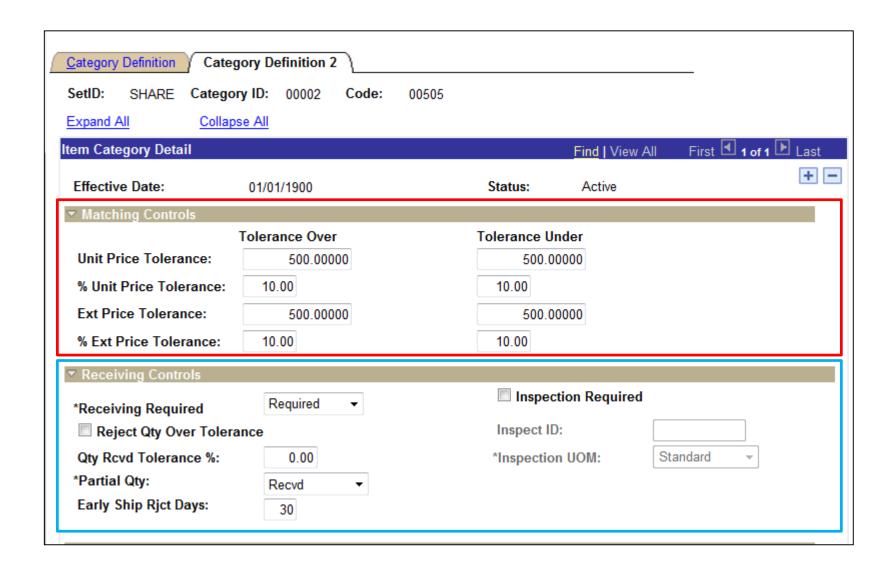
Ensure PO is set up correctly

Matching Options

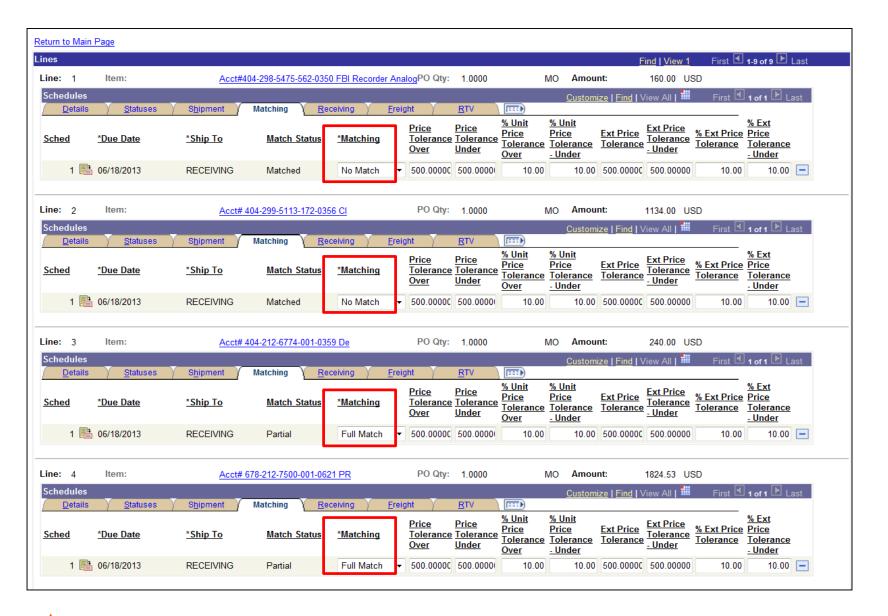
- Full Match
- No Match
- All lines on a PO should have the same Matching requirement

Matching Tolerances: Defined on the Category Code (NIGP)













- Understand how creating a PO Voucher can affect Matching results
- Understand what the Match Exception means before deciding to override it, and what the effect will be if choice is to override
- If necessary, request Purchasing Dept to correct PO:
 Quantity vs Amount Only, Matching and/or Receiving settings

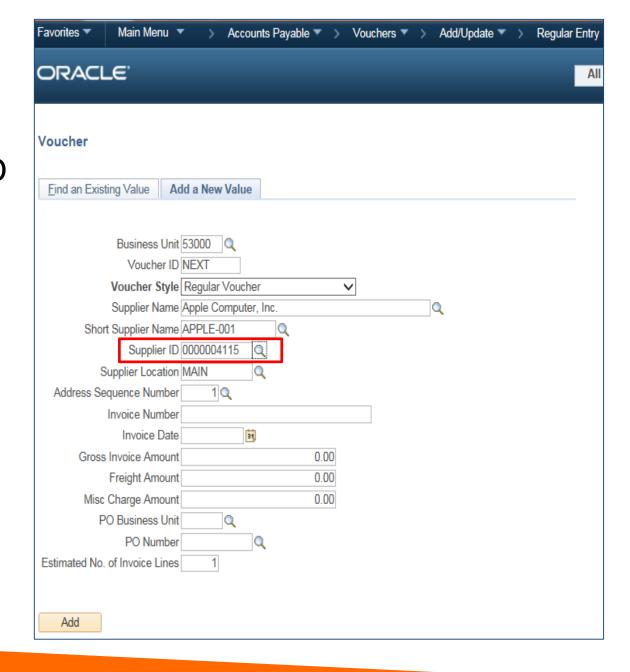


Creating the Voucher

- Defining Supplier information on Add New Value tab
- Copy from Source Document
 - Copy in a Purchase Order in its entirety
 - Copy in a Purchase Order or Receipt using the Worksheet Copy option

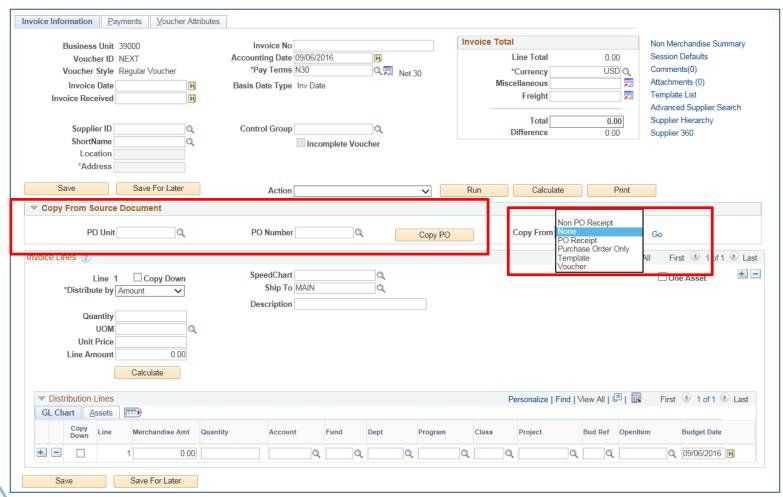


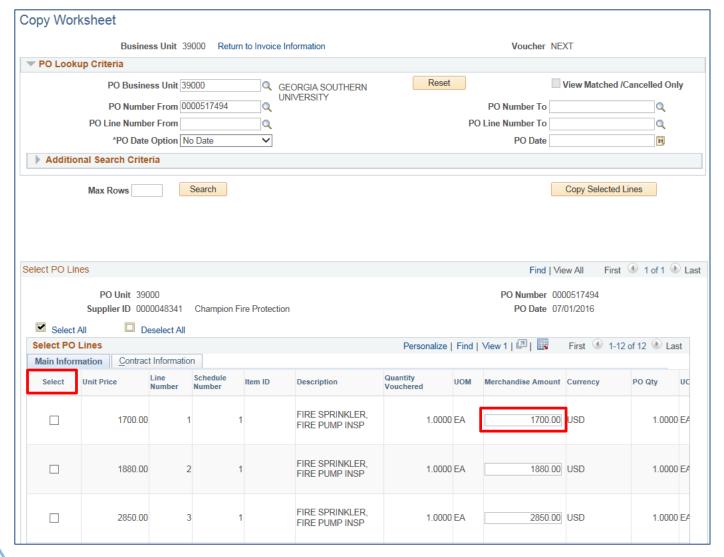
Defining Supplier ID here will cause the Default Supplier Location and Address, as defined in the Supplier file, to populate on the voucher.





Copy from Source Document





Which option should I choose?

- Use the Copy PO option if you are FULLY vouchering all PO lines without making any changes
- Use the Copy Worksheet option if:
 - The Invoice amount or quantity is different than the associated PO
 - You only want to voucher certain lines of a PO
 - If copying in multiple POs to one voucher





PO Qty = 5

Voucher Qty = 5

Receiving Required, but No Receipt created

Matc	Match Rules Personalize 2									
Rules Override Options										
	Details Match Rule		Voucher	Purchase Order Receiver						
	1	Unit price does not equal PO unit price	4.64000	4.64000						
	1	Unit price does not equal PO unit price + % tol	4.64000	4.64000						
	1	Unit price does not equal PO unit price + unit tol	4.64000	4.64000						
•	1	No receipts found	05323953	0000513578						
	1	Voucher line amt > Sum of received amount	23.20		0.00					
	1	Voucher quantity is greater than accepted qty	5.0000	5.0000	0.0000					

2 ways to resolve these Match Exceptions without choosing to override. What are they?

- If you override this exception, the PO Status will get updated to Partially Matched, but will NOT get updated to Matched.
 - The PO will NOT be eligible to be closed. The Purchasing Dept will have to manually force it to close.
 - The PO CAN be vouchered again, since the PO Match
 Status was not updated to Matched. However, Doc Tol will
 get an exception, which is a good double check, but those
 exceptions are often overridden as well.



PO Qty = 5, PO Unit Price = \$20.00 Voucher Qty = 5, Voucher Unit Price = \$17.00 (Invoice came in with a lower unit price) Receiving NOT Required

Match Rules							
Rules Override Options							
Details Match Ru	<u>le</u>	<u>Voucher</u>	Purchase Order	Receiver			
Unit price	does not equal PO unit price + % tol	47	20				

What is the best way to resolve this Match Exception? Why?



- This Match Exception will most likely require some research in order to determine the best way to resolve.
 - Confirm you copied in the correct PO
 - Confirm the final invoice amount is correct
- If you determine that the final invoice price was less than the PO price, it is ok to override this Match exception.
 - The PO Match Status is updated to MATCHED, since the full Qty was vouchered.
 - The PO will be eligible to be closed, without further intervention.



– PO Amount: \$445.43

Receipt Amount: \$445.43

3 Vouchers

Voucher 1: \$285.84

Voucher 2: \$155.42

Voucher 3: \$ 4.17

Total: \$ 445.43



What is the best way to resolve these Match Exceptions?

Why?



You should not override these Match Exceptions. The suggested steps to resolve them would be to manually associate the receipt, then run the Matching process again.



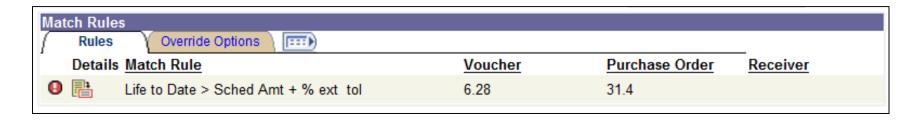
In this case, there are 3 Vouchers and 1 Receipt. Due to the document association rules, the system will not automatically match them to each other.



PO Line Amount: \$31.40

Voucher Line Amount: \$6.28

Previously Vouchered Line Amount: \$31.40



What is the best way to resolve this Match Exception? Why?



This Match Exception will most likely require some research in order to determine the best way to resolve.

- The Match Exception is telling us that the voucher amount EXCEEDS the PO tolerance amount (\$500 or 10%).
- Determine if there is a valid reason for Exceeding the PO Amount.
- Choose which action to take Override, Correct the voucher amount, or Close/Delete if Voucher is a duplicate.



PO exists
Voucher created
Receipt has not been created



What is the best way to resolve this Match Exception? Why?



- This Match Exception can't be overridden
 - This rule replaced a v8.9 modification that was dropped when v9.2 was implemented
 - A receipt must be created, once the item is received

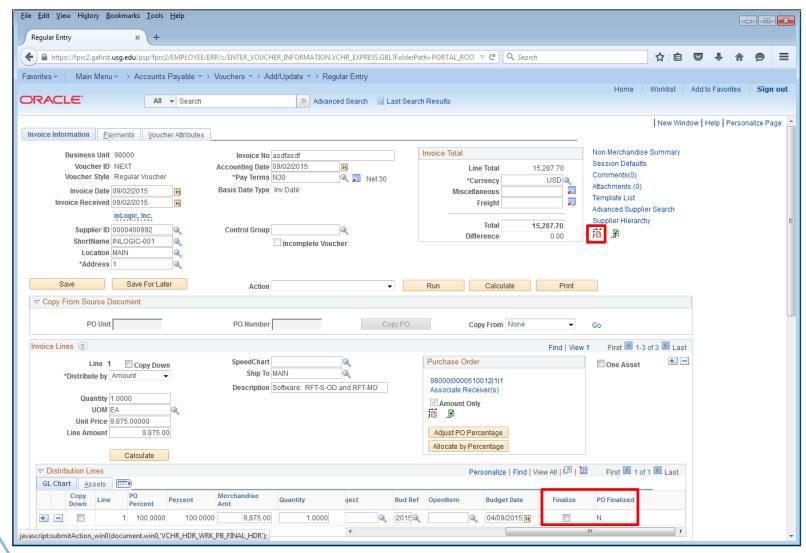


Finalizing a Purchase Order

- Finalize option on voucher if in an open accounting period
 - Button is not available if accounting period is closed
- Finalize at the header or distribution line level
- Finalizing a PO does NOT automatically close the PO. A PO is closed when the PO Close process is run, or when closed on the Buyer's Workbench
- Undo Finalize is an option. This action can only be taken on the voucher where the Finalize was initiated.



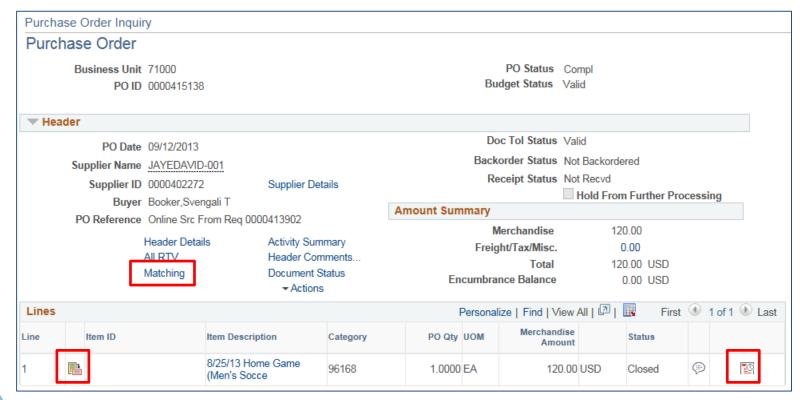
Finalizing a Purchase Order



Purchase Order Inquiry

Purchasing > Purchase Orders > Review PO Information > Purchase Orders

- Review Matching Status
- Review Receiving Requirements
- Review Matching Requirements



PO Header – Match Status



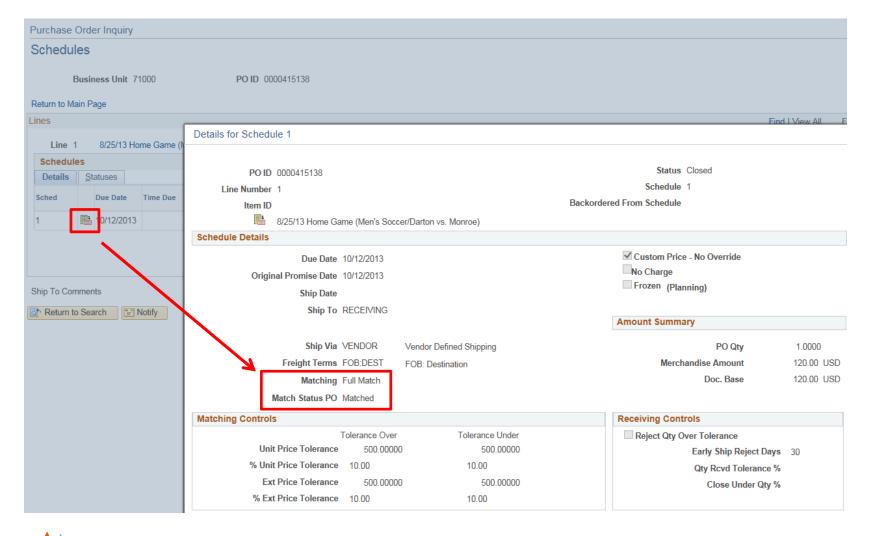


PO Line Details – Receiving Requirements

Details for Line JAYEDAVID-001								
PO ID	0000415138		Line 1	8/25/13 Home Game (Men's	Socce			
Status	Closed		Amount Only	Backorder State	us Not Backordere			
Line Details								
	Physical Nature	Goods						
	Merchandise Amt		120.00	Currency				
	Category	96168		Category ID	07301			
			ofessionals Services (Include	ding Sports and Recreati				
	Contract SetID	71000						
	Contract			Version				
	Contract Line			Category Line				
	Group ID			Original Substituted Item				
	Release			Description				
	Rebate ID							
	RFQ ID			RFQ Line				
	Supplier Item ID							
	Supplier's Catalog							
	GPO Contract			GPO ID				
	Manufacturer ID			GTIN				
	Mfg Item ID							
	-	Schedule		Price Date				
		✓ Withho	lding		Device Trackin			
	Receiving Required			Replenish Code	Standard			
		Inspect		Inspect ID				
	Configuration Code							



PO Schedule Details – Match Line Status





Helpful Queries

- BOR_PO_VCHR_NOTRECV: Displays PO Lines that have been vouchered, but not yet received.
- BOR_PO_NOT_RECEIVED: Displays PO Lines not yet received
- BOR_PO_AMOUNT_BY_PO: Displays Open Encumbrances by PO ID
- BOR_PO_ENC_AND_VCHR: Displays PO encumbrance amounts with Vouchers by PO ID



Trivia

- PO created as Do Not Receive and Do Not Match
 - When is it eligible to be closed?
 - What if a voucher has not yet been created & processed?





