



**State of Oklahoma CORE Project  
Purchasing Course P132  
Purchase Order Matching Process  
Training Manual**

October, 2006

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# CREATING A DIRECT PURCHASE ORDER

## Step 1 – Enter Purchase Order Data

Follow the following navigation

Navigation: Purchasing>Purchase Orders>Maintain Purchase Orders

**Purchase Order**

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:**  

**Purchase Order:**

[Add](#)

[Find an Existing Value](#) | [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.

PO Form Schedule

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
 Vendor: [ ] 'ID: [ ] Lookup Details 'Buyer: [ ]

PO Status: Initial Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[PO Form | Schedule](#)

Input the Vendor Number and Buyer's Name. Click the  button to validate data. (To change the vendor location or address, click the [Header Details](#) link.)

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
 Vendor: DCS-001 'ID: 0000000580 Lookup Details 'Buyer: RMAXWELL Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

**Lines** Customize | Find | View All | First 1 of 4

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>									Active

---

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) Defaults [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) ... More ...

Import Agency Req. & Sole Source Info.

Save Notify Refresh

PO Form | [Schedule](#)

## 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

Unit: 34000 PO: NEXT

#### Header Details

Vendor: DCS-001 PO Date: 04/03/2006 Budget Status: Not Chk'd

'PO Type: OMKT PO Ref:

'Billing Location: 34000 [Billing Address](#) Origin: CP CntrlPurch

Tax Exempt ID: 736017987 Letter of Credit ID:

#### Currency

Currency Code: USD [Exchange Rate Detail](#)

Rate Date: 04/03/2006 Exchange Rate: 1.00000000

Rate Type: CRRNT Base Currency: USD

#### Process Control Option

Hold From Further Processing

Dispatch 'Method: Print Acctg Date: 04/03/2006

Accounting Template: STANDARD

OK Cancel Refresh

Update information on this page and click the  button to return to the Purchase Order Form page.

### Step 3 – Input Item ID

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
Vendor: DCS-001 ID: 0000000580 Buyer: RMAXWELL Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount Curr	Status
<input checked="" type="checkbox"/> 1	<input type="checkbox"/>								Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) ... More ...

Import Agency Req. & Sole Source Info.

Save Notify Refresh

PO Form | [Schedule](#)

Input the Item ID and click the  button. If the Item ID is not known then click the  located to the right of the line.

Click the  icon.

## Look Up Item

SetID: 00000

Item ID:

Category:   

Description:

[Basic Lookup](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  1-100 of 300  [Last](#)

Item ID	Category	Category ID	Description
<a href="#">0005</a>	<a href="#">0005</a>	<a href="#">17444</a>	<a href="#">ABRASIVES</a>
<a href="#">000514</a>	<a href="#">000514</a>	<a href="#">00002</a>	<a href="#">ABRASIVES, COATED: CLOTH,</a>
<a href="#">00051404</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">ABRASIVES, PLASTONE</a>
<a href="#">00051404 A</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 B</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 C</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 D</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 E</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">000514040351</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">ABRASIVES, PLASTONE</a>
<a href="#">00051404055</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">ABRASIVES, PLASTONE</a>

You can narrow your results by inputting an item number, category, or description and clicking the  button. In this example a description of "EQUIPMENT" was used and received the following results:

## Look Up Item

SetID: 00000

Item ID: begins with

Category: begins with  

Description: begins with  equipment

Look Up

Clear

Cancel

[Basic Lookup](#)

## Search Results

[View All](#)

First  1-32 of 32  Last

<u>Item ID</u>	<u>Category</u>	<u>Category ID</u>	<u>Description</u>
<a href="#">076552</a>	<a href="#">076552</a>	<a href="#">14634</a>	<a href="#">EQUIPMENT &amp; PARTS, CASE</a>
<a href="#">04053410165</a>	<a href="#">04053410</a>	<a href="#">08265</a>	<a href="#">EQUIPMENT (PER INSTRUMENT</a>
<a href="#">003540</a>	<a href="#">003540</a>	<a href="#">00450</a>	<a href="#">EQUIPMENT AIRPLANE</a>
<a href="#">076065</a>	<a href="#">076065</a>	<a href="#">14542</a>	<a href="#">EQUIPMENT AND PARTS</a>
<a href="#">076557</a>	<a href="#">076557</a>	<a href="#">14639</a>	<a href="#">EQUIPMENT AND PARTS, FORD</a>
<a href="#">003545</a>	<a href="#">003545</a>	<a href="#">00451</a>	<a href="#">EQUIPMENT HELICOPTER</a>
<a href="#">0929</a>	<a href="#">0929</a>	<a href="#">16035</a>	<a href="#">EQUIPMENT MAINTENANCE</a>
<a href="#">0931</a>	<a href="#">0931</a>	<a href="#">16089</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>
<a href="#">0934</a>	<a href="#">0934</a>	<a href="#">16115</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>
<a href="#">0936</a>	<a href="#">0936</a>	<a href="#">16125</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>
<a href="#">0939</a>	<a href="#">0939</a>	<a href="#">16294</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>

You can make your selection by clicking on the link. In this case Item ID “076552” was used.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
 Vendor: DCS-001 'ID: 0000000580 Buyer: RMAXWELL Ronney Maxwell  
 PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Stat
<input checked="" type="checkbox"/>	1			Case equipment and			EA	076552			Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)  
 Import Agency Req. & Sole Source Info.

[PO Form](#) | [Schedule](#)

Input the PO QTY and click the  button to validate the data. In this example "3" was used.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
 Vendor: DCS-001 'ID: 0000000580 'Buyer: RMAXWELL Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and		3.0000	EA	076552	67.35	USD	Active

Merchandise: 67.35 Adj Amt: 0.00 Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[PO Form | Schedule](#)

The Amount defaulted in from the Item ID.

## Step 4 – Enter the Header Comments

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

**PO Header Comments**

Unit: 34000 PO: NEXT

**Comments** Find | View All First 1 of 1 Last

Active Only \*Sort Methd: Comment Time Sta \*Sort Seq: Ascending

Comments:

Send to Vendor  Shown at Receipt  Shown at Voucher

**Associated Document**

File Name: File Extension:

[Standard Comments](#) GoTo Source Fetch Item Specs

OK Cancel Refresh

Input any comments that apply to the whole Purchase Order in the Comment Field.

**PO Header Comments**

Unit: 34000 PO: NEXT

Comments Find | View All First 1 of 1 Last

Active Only    \*Sort Methd: Comment Time Sta    \*Sort Seq: Ascending

**Comments:**  
 Enter Header Comments here that will apply to PO.

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associated Document**

File Name:     File Extension:

[Standard Comments](#)    GoTo Source    Fetch Item Specs

OK    Cancel    Refresh

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

**PO Header Comments**

Unit: 34000 PO: NEXT

Comments Find | View All First 1 of 1 Last

Active Only \*Sort Methd: Comment Time Sta \*Sort Seq: Ascending

Comments:  
Enter Header Comments here that will apply to PO.

Send to Vendor  Shown at Receipt  Shown at Voucher

**Associated Document**

File Name: File Extension:

[Standard Comments](#) GoTo Source Fetch Item Specs

OK Cancel Refresh

---

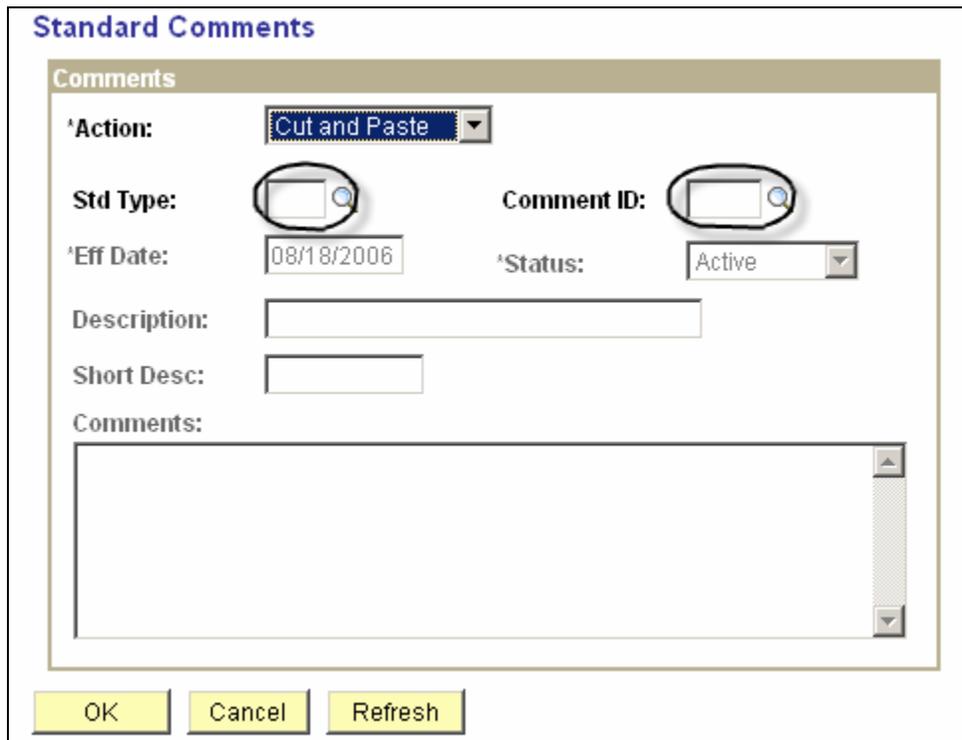
PS gives you the ability to attach a file to your Purchase Order. Currently this feature is not being utilized.

---

## Standard Comments

DCS requires certain Purchase Orders to contain certain comments concerning the purchase. Instead of having to type this information into each Purchase Order, DCS has 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 DCS rules and regulations: [http://www.ok.gov/DCS/Central\\_Purchasing/index.html](http://www.ok.gov/DCS/Central_Purchasing/index.html).

Click the  button in the upper right hand corner and then the [Standard Comments](#) link.



The screenshot shows a web form titled "Standard Comments". At the top left, there is a "Comments" header. Below it, the form contains several fields: "Action:" with a dropdown menu set to "Cut and Paste"; "Std Type:" and "Comment ID:" both with text input boxes and a magnifying glass icon to the right; "Eff Date:" with a text box containing "08/18/2006"; and "Status:" with a dropdown menu set to "Active". Below these are "Description:" and "Short Desc:" text boxes. At the bottom is a large text area for "Comments:". At the very bottom of the form are three buttons: "OK", "Cancel", and "Refresh".

From this page you can select the "Standard Comment" by inputting the Std Type and Comment ID. If you do not know this information, click the Lookup Icon  located to the right.

Click the **Lookup Icon**  for the Std Type.

**Look Up Std Type**

SetID: 00000

Standard Comment Type: begins with

Description: begins with

[Basic Lookup](#)

**Search Results**

View All First  1-7 of 7  Last

<u>Standard Comment Type</u>	<u>Description</u>
<a href="#">345</a>	<a href="#">ODOT TERMS AND CONDITIONS</a>
<a href="#">COL</a>	<a href="#">NON COLLUSION</a>
<a href="#">OTM</a>	<a href="#">OTERM</a>
<a href="#">SOL</a>	<a href="#">IT Solicitation Terms</a>
<a href="#">SVC</a>	<a href="#">SERVICE</a>
<a href="#">T&amp;C</a>	<a href="#">TERMS AND CONDITIONS</a>
<a href="#">TRM</a>	<a href="#">TERMS</a>

Select the comment by clicking on it. In this example **“Non-Collusion”** will be used.

## Standard Comments

**Comments**

'Action:

'Std Type:   'Comment ID:  

'Eff Date:  'Status:

Description:

Short Desc:

Comments:

Click the Lookup Icon  for the Comment ID.

### Look Up Comment ID

**SetID:** 00000  
**Standard Comment Type:** COL  
**Standard Comment ID:** begins with   
**Description:** begins with

[Basic Lookup](#)

#### Search Results

View All    First  1 of 1  Last

Standard Comment ID	Description
<a href="#">NONC</a>	<a href="#">NON COLLUSION</a>

---

**Note:** The Comment ID is unique to the Std Type. The Comment ID must have a STD Type or an error will be received.

---

**Select the comment by clicking on it.**

## Standard Comments

**Comments**

\*Action:

Std Type:  Comment ID:

\*Eff Date:  \*Status:

Description:

Short Desc:

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

OK

Cancel

Refresh

Click the  button.

**PO Header Comments**

Unit: 34000 PO: NEXT

Comments Find | View All First 1 of 1 Last

Active Only \*Sort Methd: Comment Time Sta \*Sort Seq: Ascending

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 I (S)he is the duly authorized agent of Bidder \_\_\_\_\_

Send to Vendor  Shown at Receipt  Shown at Voucher

Associated Document

File Name: \_\_\_\_\_ File Extension: \_\_\_\_\_

[Standard Comments](#) [GoTo Source](#) [Fetch Item Specs](#)

OK Cancel Refresh

**Fetch Item Specs-** If an Item ID has a description over 250 characters, this link will become available and link will pull up the item's complete description and move the specifications to the Comments page. The Send to Vendor option on the Comments page will be automatically selected and the item specifications will be eligible to be sent to the vendor. **Select the Hyperlink, select the radio box located to the left of the description. and click OK.**

Click the **OK** button.

## Step 5 – Verify Line Item Details

Use the Line Details page to verify or modify additional details on the line. Select the line item to review by clicking the Radio Box  located to the left of the line on the PO Forms page. **Click the [Line Details](#) link.**

### Line Details -- DCS-001

PO: NEXT      Line: 1      Case equipment and parts

Amount Only      Status: Active

Amount: 67.35      USD      Doc. Base: 67.35      Base Currency: USD

Category: 076552      CASE EQUIPMENT AND PARTS      Category ID: 14634

Contract SetID: 00000

Contract ID:       Line:

Release: NEXT      [Contract Details](#)

RFQ ID:      UPN ID: 00000

Vendor Item ID:

Vndr Catlg:

Mfg ID:

Mfg Itm ID:

\*Price Qty:  Schedule      \*Price Date:  PO

Replenish Code:

Withholding       Device Tracking

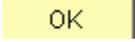
Receiving Required      Inspect ID:

Inspection Required

Configuration Info

OK      Cancel      Refresh

- **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” and UOM of “SUM”.
- **Receiving Required** - This option is used to require the Item Ordered be received and matched to a payment. This option defaults in from the Item ID as being required and must be deselected if not required; otherwise the voucher will fail matching. 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.

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

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006 [31] [check] [up] [down] [close] [print]

Vendor: DCS-001 [search] ID: 0000000580 [search] [lookup] [details] Buyer: RMAXWELL [search] Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd [left] [right]

**Lines** Customize | Find | View All | [grid] First

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount Curr
<input checked="" type="checkbox"/>	1 076552 [search]	<input type="checkbox"/>	[search]	Case equipment and [dropdown]	[search]	3.0000	EA [search]	076552	67.35 USD

---

Merchandise: 67.35 Adj Amt: 0.00 [print] Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#)

Import Agency Req. & Sole Source Info.

[PO Form | Schedule](#)

## Step 6 – Verify Shipping Details and Input 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 on the [Schedule](#) tab.**

The screenshot shows the 'Schedule' tab of a Purchase Order form. At the top, there are fields for 'Unit: 34000' and 'PO: NEXT'. Below that, 'PO Date: 04/03/2006', 'PO Status: Open', 'Receipt: Not Recvd', and 'Budget Status: Not Chk'd' are displayed. The main section is titled 'Lines' and contains a table for 'Schedules'. The table has columns for 'Sel', 'Sched', 'Due Date', 'Ship To', 'PO Qty', 'Price', and 'Amount Status'. A single row is visible with 'Sel' checked, 'Sched' 1, 'Due Date' 08/18/2006, 'Ship To' 58030, 'PO Qty' 3.0000, 'Price' 22.45000 (circled), and 'Amount Status' 67.35 Active. Below the table, summary information shows 'PO Qty: 3.0000', 'UOM: EA', and 'Amount: 67.35 USD'. At the bottom, there are several links for 'Ship To Comments', 'Ship To Address', 'One Time Address', 'Sales/Use Tax', 'Schedule VAT', 'Schedule Details', 'Price Adjustment', 'Misc. Charges', 'Schedule RTV', 'Distributions', and 'Backorder PO'. There are also buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Sel	Sched	Due Date	Ship To	PO Qty	Price	Amount Status
<input checked="" type="checkbox"/>	1	08/18/2006	58030	3.0000	22.45000	67.35 Active

PO Qty: 3.0000      UOM: EA      Amount: 67.35 USD

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

## Distribution Information

To access the Distribution page, click on the [Distribution](#) link.

**Distributions -- 1**

PO: NEXT    Line: 1    Sched: 1    Item: 076552    Case equipment and parts 

'Distribute by: Quantity    SpeedChart:      [Multi-SpeedCharts](#)    Status: Active

---

**Distribution**

[Details](#)   [More Details](#)   [Asset Information](#)   [Req Detail](#)   

Sel	Dist	PO Qty	Percent	Amount	Currency	GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input checked="" type="checkbox"/>	1	<u>3.0000</u>	100.0000	<u>67.35</u>	USD	34000	<u>533220</u>	<input type="text"/>						

---

**Amount:**            67.35 USD    **Doc. Base:**            67.35 USD    **PO Qty:** 3.0000

---

[Distribution Details](#)   [Projects](#)   [Asset Information](#)   Req Detail   [Distrib Sales/Use Tax](#)   Distrib VAT

**Distribute by: Quantity** - Defaults if nothing is selected. Used when ordering quantities.

**Amount** - Used for 1 sum , mostly contracts.

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

**Input the Fund, Class Department, Bud Ref and any other information needed. If needed, you can change the account by inputting the value or clicking the .**

**Distributions -- 1**

PO: NEXT    Line: 1    Sched: 1    Item: 076552    Case equipment and parts

'Distribute by: Quantity    SpeedChart:    Multi-SpeedCharts    Status: Active

---

**Distribution**

Details    More Details    Asset Information    Req Detail

Sel	Dist	PO Qty	Percent	Amount	Currency	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input checked="" type="checkbox"/>	1	3.0000	100.0000	67.35 USD	USD	34000	533220		1000	40000	3500001	06		

---

Amount: 67.35 USD    Doc. Base: 67.35 USD    PO Qty: 3.0000

[Distribution Details](#)    [Projects](#)    [Asset Information](#)    Req Detail    [Distrib Sales/Use Tax](#)    Distrib VAT

OK    Cancel    Refresh

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

Click the **OK** button.

[PO Form](#) | **Schedule**
△ ×

**Unit:** 34000      **PO:** NEXT

**PO Date:** 04/03/2006    **PO Status:** Open    **Receipt:** Not Recvd    **Budget Status:** Not Chk'd

**Lines** Find | View All    First ◀ 1 of 1 ▶ Last

**Line:** 1    **Item:** 076552    Case equipment and parts 📄

**Schedules** Customize | Find | View All | 📅    First ◀ 1 of 1 ▶ Last

Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status
<input checked="" type="checkbox"/>	1	08/18/2006 📅	58030 🔍	3.0000	22.45000	67.35	Active + -

---

**PO Qty:** 3.0000      **UOM:** EA      **Amount:** 67.35 USD

[Ship To Comments](#)    [Ship To Address](#)    [One Time Address](#)    [Sales/Use Tax](#)    Schedule VAT  
[Schedule Details](#)    [Price Adjustment](#)    [Misc. Charges](#)    [Schedule RTV](#)    [Distributions](#)    [Backorder PO](#)

Save Notify Refresh Add Update/Display

[PO Form](#) | [Schedule](#)

## 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 are 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.

Click the  tab.

## Review the Header Match Status

PO Form **Schedule**

Unit: 34000 PO: NEXT \*PO Date: 04/03/2006  
Vendor: DCS-001 \*ID: 0000000580 \*Buyer: RMAXWELL Ronney Maxwell  
PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and		3.0000

Merchandise: 67.35 Adj Amt: 0.00 Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

Import Agency Req. & Sole Source Info.

[PO Form](#) | [Schedule](#)

In the bottom right hand, click the  button located to the right of [... More ...](#) . Click the **11-Matching** Link.

**PO Matching -- DEPARTMENT OF CENTRAL SERVICES**

Unit: 34000 PO: NEXT

**Match Status**

To Match

**Match Options**

'Match Action: Standard ▾ 'ERS Action: No ▾

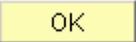
Match Rule: STANDARD 🔍

OK Cancel Refresh

You can change the PO's Match Action to "No Match" by clicking the ▾ button and selecting it. **This should never be done unless it is on an Authority Order ( when you select the AO vendor, 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 vendor set up.

- All Vendor's PO(s) Default is set to Match (Except AO)
- Authority Order Vendor Default is set to "No Match"
- The Header matches on Vendor number and Vendor Location.

Click the  button.

PO Form **Schedule**

Unit: 34000 PO: NEXT \*PO Date: 04/03/2006  
 Vendor: DCS-001 \*ID: 0000000580 \*Buyer: RMAXWELL Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

**Lines**

Sel	Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
<input checked="" type="checkbox"/>	1	076552	<input type="checkbox"/>		Case equipment and		3.0000

Merchandise: 67.35 Adj Amt: 0.00 Total Amount: 67.35 USD Backorder Status: None

\*Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

PO Form | [Schedule](#)

Click the **Schedule** tab.

PO Form Schedule

Unit: 34000 PO: NEXT

PO Date: 04/03/2006 PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 Case equipment and parts

Schedules Customize | Find | View All | First 1 of 1 Last

Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status
<input checked="" type="checkbox"/>	1	06/09/2006	58030	3.0000	22.45000	67.35	Active

PO Qty: 3.0000 UOM: EA Amount: 67.35 USD

[Ship To Comments](#)
[Ship To Address](#)
[One Time Address](#)
[Sales/Use Tax](#)
[Schedule VAT](#)

[Schedule Details](#)
[Price Adjustment](#)
[Misc. Charges](#)
[Schedule RTV](#)
[Distributions](#)
[Backorder PO](#)

[PO Form](#) | [Schedule](#)

To review the Match Status on a PO Schedule click the Radio Box  located to the left of the line and select the [Schedule Details](#) link.

**Details for Schedule 1 -- DCS-001**

PO: NEXT      Line: 1      Sched: 1      Item: 076552      Case equipment and parts 

Amount: 67.35 USD      Doc. Base: 67.35 USD      PO Qty: 3.0000      Status: Active

Due Date: 06/09/2006      Time Due:        Custom Price - No Override       No Charge

Orig Prom: 06/09/2006       Ship Date:        (Planning)

Matching: **Full Match**       Match Status PO: Unmatched

Freight Trm: FOB DEST       Free on board at Destination      Ship Via: COMMON       Common Carrier

Matching Controls		Receiving Controls		Freight Calculation Rule	
	Tolerance Over		Tolerance Under		TRFT Rule: <input type="text"/> 
Unit Price:	<input type="text"/>	<input checked="" type="checkbox"/> Reject Qty Over Tolerance		Charge Method: <input type="text" value="Weight"/> 	<input type="checkbox"/> Freight Charge Override
% Unit Price:	<input type="text"/>	Early Ship Rjct Days: <input type="text"/>			
Ext Price:	<input type="text"/>	Qty Rcvd Tolerance %: <input type="text"/>			
% Ext Price:	<input type="text"/>				

OK      Cancel      Refresh

This should be set to “Full Match” unless it is an Authority Order.

Schedule matches on:

- Quantity
- Extended amount

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

---

**The PO is now ready to be saved, pre-approved, budget checked, approved, dispatched, and printed.**

---

# CREATING A VOUCHER AGAINST A PURCHASE ORDER

## Step 1 – Enter Voucher Data

Follow the following navigation

**Navigation: Accounts Payable>Vouchers>Entry>Regular Entry**

[Find an Existing Value](#) | **Add a New Value**

**Business Unit:**

**Voucher ID:**

**Voucher Style:**

**Control Group ID:**

**Short Vendor Name:**

**Vendor ID:**

**Vendor Location:**

**Address Sequence Number:**

**Invoice Number:**

**Invoice Date:**

**Gross Invoice Amount:**

**Total Voucher Lines:**

[Find an Existing Value](#) | [Add a New Value](#)

**Business Unit** - Defaults to specific agency for each user.

**Voucher Number** - Defaults to Next. 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 vendor.

---

**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.

---

**Input the Invoice number and invoice date only, the other fields do not need to be populated.**

### Voucher

[Find an Existing Value](#) | **Add a New Value**

**Business Unit:**  

**Voucher ID:**

**Voucher Style:**  

**Control Group ID:**  

**Short Vendor Name:**  

**Vendor ID:**  

**Vendor Location:**  

**Address Sequence Number:**  

**Invoice Number:**

**Invoice Date:**  

**Gross Invoice Amount:**

**Total Voucher Lines:**

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

Click the  button.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

**Style:** Regular    **Entry Status:** Open    [Comments](#)    [View Related Document](#)  
**Unit:** 34000    **Voucher ID:** NEXT    **Budget Status:** Not Chk'd    **Post Status:** Unposted

**Copy from a Source Document**  
**PO Unit:**      **Purchase Order:**          **Worksheet Copy Option:**

Vendor	Invoice
<a href="#">Advanced Vendor Search</a> <b>Vendor:</b> <input type="text"/> <input type="button" value="Search"/> <b>Name:</b> <input type="text"/> <input type="button" value="Search"/> <b>Location:</b> <input type="text"/> <b>'Address:</b> <input type="text"/>	<b>Invoice No:</b> <input type="text" value="5551523"/> <b>Invoice Date:</b> <input type="text" value="05/30/2006"/> <input type="button" value="ST"/> <b>Acctg Date:</b> <input type="text" value="06/09/2006"/> <input type="button" value="ST"/> <b>'Pay Terms:</b> <input type="text"/> <input type="button" value="ST"/> <b>Misc Amt:</b> <input type="text"/> <input type="button" value="ST"/> <b>Frght Amt:</b> <input type="text"/> <input type="button" value="ST"/>  <a href="#">Non Merchandise Summary</a>  <b>Total:</b> <input type="text" value="0.00"/> <b>'Curr:</b> <input type="text" value="USD"/> <input type="button" value="Search"/> <b>Balance:</b> <input type="text" value="0.00"/>

**Invoice Lines**    [Find](#) | [View All](#)    [First](#)

**1**    **'Dist by:**      **SpeedChart**

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1					

Note the status of the circled data on the Voucher. The 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 should not be changed.

## Step 2 – Copy Purchase Order to Voucher

In the upper right hand corner **Worksheet Copy Option:**  click the  button and select “Purchase Order Only”.

<b>Unit:</b> 34000	<b>Voucher:</b> NEXT	<a href="#">Go To Voucher Header</a>
<b>PO Lookup Criteria</b>		
<b>PO Unit:</b> <input type="text"/>	<b>PO:</b> <input type="text"/>	<input type="checkbox"/> <b>View Matched /Cancelled Only?</b>
<b>PO Dt Opt:</b> <input type="text" value="No Date"/>	<b>PO Date:</b> <input type="text"/>	<input type="button" value="Copy To Voucher"/> <input type="button" value="Search"/>

Input the PO Unit and PO Number.

<b>Unit:</b> 34000	<b>Voucher:</b> NEXT	<a href="#">Go To Voucher Header</a>
<b>PO Lookup Criteria</b>		
<b>PO Unit:</b> <input type="text" value="34000"/> Department of Health	<b>PO:</b> <input type="text" value="3409007427"/>	<input type="checkbox"/> <b>View Matched /Cancelled Only?</b>
<b>PO Dt Opt:</b> <input type="text" value="No Date"/>	<b>PO Date:</b> <input type="text"/>	<input type="button" value="Copy To Voucher"/> <input type="button" value="Search"/>

Click the  button.

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.

1A

Unit: 34000    Voucher: NEXT    [Go To Voucher Header](#)

▼ PO Lookup Criteria

PO Unit:  Department of Health    PO:      View Matched /Cancelled Only?

\*PO Dt Opt:     PO Date:

**Select PO Lines** Find | View All    First 1 of 1 Last

PO Unit: 34000    PO: 3409007427    PO Date: 04/03/2006

Vendor ID: 0000000580    DEPARTMENT OF CENTRAL SERVICES

Customize | Find |     First 1 of 1 Last

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
<input type="checkbox"/>	076552	Case equipment and parts	3.0000	EA	22.45	67.35	USD	3.0000	EA	22.45	1	1

**PO Line Count:** 1    **PO Total:** \$67.35

This "Quantity Vouchered" is what is available for vouchering. If the value is zero then there are no available quantities and it will fail matching. (By selecting the correct "Distribute By" method, if the quantity is zero, it will not be available for vouchering at all.)

**Click the Radio Box  located to the left of the PO Line/Schedule to copy to the voucher.**

---

If you are vouchering for less quantity, you may change it here. In this example change it to 2.000 in this example.

---

# 1A

Unit: 34000    Voucher: NEXT    [Go To Voucher Header](#)

**PO Lookup Criteria**

PO Unit:  Department of Health    PO:      View Matched /Cancelled Only?

'PO Dt Opt:     PO Date:

**Select PO Lines**    [Find](#) | [View All](#)    First  1 of 1  Last

PO Unit: 34000    PO: 3409007427    PO Date: 04/03/2006

Vendor ID: 0000000580    DEPARTMENT OF CENTRAL SERVICES

[Customize](#) | [Find](#) |

First  1 of 1  Last

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
<input checked="" type="checkbox"/>	076552	Case equipment and parts	<input type="text" value="2.0000"/>	EA	22.45	67.35	USD	3.0000	EA	22.45	1	1

**PO Line Count:** 1    **PO Total:** \$67.35

The PO is copied to the voucher by Line Number and Schedule Number.

**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.

# 1B

**Unit:** 34000    **Voucher:** NEXT    [Go To Voucher Header](#)

**PO Lookup Criteria**

**PO Unit:** 34000 Department of Health    **PO:** 3409007427     **View Matched /Cancelled Only?**

**\*PO Dt Opt:** No Date    **PO Date:**    [Copy To Voucher](#)    [Search](#)

---

**Select PO Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

**PO Unit:** 34000    **PO:** 3409007427    **PO Date:** 04/03/2006

**Vendor ID:** 0000000580 DEPARTMENT OF CENTRAL SERVICES

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
<input type="checkbox"/>	076552	Case equipment and parts	1.0000	EA	22.45	22.45	USD	1.0000	EA	22.45	1	1

[Select All](#)    [Deselect All](#)    **PO Line Count:** 1    **PO Total:** \$22.45

After the voucher matches successfully against the PO, the Quantity will be updated with the available amount.

Click the [Copy To Voucher](#) button.

### Step 3 – Review Copied Data

**Invoice Information** | **Payments** | **Voucher Attributes** | **Accounting Information**

**Style:** Regular    **Entry Status:** Open    [Comments](#)    [View Related Document](#)      
**Unit:** 34000    **Voucher ID:** NEXT    **Budget Status:** Not Chk'd    **Post Status:** Unposted

**Copy from a Source Document**  
 PO Unit:     Purchase Order:     **Copy PO**    **Worksheet Copy Option:** None

**Vendor**

[Advanced Vendor Search](#)

**Vendor:** 0000000580  
**Name:** DCS-001  
**Location:** 0001  
**Address:** 1  
 DEPARTMENT OF CENTRAL SERVICES  
 DCS ACCOUNTING  
 OKLAHOMA CITY, OK 73152-3488

**Invoice**

**Invoice No:** 5551523  
**Invoice Date:** 05/30/2006    **Acctg Date:** 06/09/2006  
**Pay Terms:** 0 Days  
**Misc Amt:**   
**Frght Amt:**   
[Non Merchandise Summary](#)

**Total:** 0.00    \*Curr: USD    **Balance:** -44.90

**Invoice Lines**    Find | View All    First 1 of 1 Last

1    \*Dist by: Qty    SpeedChart     [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pai	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Assct ID

**Distribution Lines**    Customize | Find | View All | First 1 of 1 Last

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	BudRef	CFDA#	Program	Projects
67.35	3.0000	34000	06/09/2006	533220		1000	40000	3500001	06			<a href="#">Projects</a>

The Circled data copied in from the Purchase Order.

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 is 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 timely.
- The Extended Amt field is not accessible. Payers can change the "dist by" field from "Qty" to "Amt" after copying the PO that is distributed by quantity. This will activate the Extended Amt field; however, **the matching tables are updated based on the calculation of quantity x unit price so it is crucial that the extended price 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 "dist 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 be changed to agree to the voucher line quantity. In this example, there is only one distribution line so the voucher distribution line quantity would be changed from 3.0000 to 2.0000.
- 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 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, that PO distribution line will gray out so that funding changes can no longer be made.

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

Copy from a Source Document

PO Unit:  Purchase Order:  [Copy PO](#) Worksheet Copy Option:

**Vendor**

[Advanced Vendor Search](#)

Vendor:

Name:

Location:

Address:

DEPARTMENT OF CENTRAL SERVICES  
DCS ACCOUNTING  
OKLAHOMA CITY, OK 73152-3488

**Invoice**

Invoice No:

Invoice Date:

Acctg Date:

\*Pay Terms:

Misc Amt:

Frght Amt:

[Non Merchandise Summary](#)

Total:  \*Curr:  Balance:

**Invoice Lines** Find | View All | First 1 of 1 Last

1 'Dist by:  SpeedChart  [View PO/Receiver](#) [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pa	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Asset ID

**Distribution Lines** Customize | Find | View All | First 1 of 1 Last

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
44.90	2.0000	34000	06/09/2006	533220		1000	40000	3500001	06		

[Save](#) [Notify](#) [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Click on the [View PO/Receiver](#) link.

**View Source PO/Recv**

Unit: 34000      Voucher: NEXT      Line: 1      'Line Match Option: **Full Match**

Purchase Order				Receipt Number			
PO Unit	PO	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
34000	3409007427	1	1				

▶ PO 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](#) | [Accounting Information](#)

**Style:** Regular    **Entry Status:** Postable    [Comments](#)    [View Related Document](#)

**Unit:** 34000    **Voucher ID:** 00084595    **Group:**    **Budget Status:** Not Chk'd    **Post Status:** Unposted

**Copy from a Source Document**  
 PO Unit:    Purchase Order:    [Copy PO](#)    **Worksheet Copy Option:** None

**Vendor**

[Advanced Vendor Search](#)

**Vendor:** 0000000580

**Name:** DCS-001

**Location:** 0001

**Address:** 1

DEPARTMENT OF CENTRAL SERVICES  
DCS ACCOUNTING  
OKLAHOMA CITY, OK 73152-3488

**Invoice**

**Invoice No:** 5551523

**Invoice Date:** 05/30/2006    **Acctg Date:** 08/10/2006

**Pay Terms:** 0 Days

**Misc Amt:**    **Frght Amt:**

[Non Merchandise Summary](#)

**Total:** 44.90    **Curr:** USD    **Balance:** 0.00

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

1 'Dist by: Qty     SpeedChart    [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pai	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Asset ID

**Distribution Lines**    [Customize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects	Oper Unit
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06			<a href="#">Projects</a>	

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

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Input 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.

Follow the following navigation

**Navigation: Accounts Payable>Batch Processes>Vouchers>Match Request**

### Match Request

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**

---

Run Control ID:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

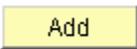
Click the **Add a New Value** tab.

**Match Request**

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Input a “Run Control ID” and click the  button.

**Match Request** [Messages](#)

Run Control ID: Match\_Voucher [Report Manager](#) [Process Monitor](#)

**Run Control Parameters**

\*Description:  [Match Manager](#)

\*Process Frequency: Don't Run

\*Options: All Business Units

[Match Request](#) | [Messages](#)

Input a description, change the Process Frequency to “Always Process”, and change the OPTIONS to “VOUCHER”.

**Match Request** [Messages](#)

Run Control ID: Match\_Voucher [Report Manager](#) [Process Monitor](#) [Run](#)

**Run Control Parameters**

'Description: Match PO [Match Manager](#)

'Process Frequency: Always Process

'Options: Voucher

Voucher	
'Business Unit	'Voucher ID
<input type="text"/>	<input type="text"/>

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

[Match Request](#) | [Messages](#)

**Input your Business Unit and Voucher ID.**

**Match Request** | [Messages](#)

Run Control ID: Match\_Voucher      [Report Manager](#)    [Process Monitor](#)    **Run**

**Run Control Parameters**

\*Description: Match PO      [Match Manager](#)

\*Process Frequency: Always Process

\*Options: Voucher

Voucher	
*Business Unit	*Voucher ID
34000	00084595

Save    Notify      Add    Update/Display

[Match Request](#) | [Messages](#)

Click the **Run** button.

**Process Scheduler Request**

User ID: RMAXWELL      Run Control ID: Match\_Voucher

---

Server Name:       Run Date:  

Recurrence:       Run Time:      

Time Zone:  

**Process List**

Select	Description	Process Name	Process Type	'Type	'Format	Distribution
<input checked="" type="checkbox"/>	AP/PO Matching	AP_MATCHING	Application Engine	Web	TXT	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Matching Workflow</a>	MTCHWF	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	Process Match Exceptions	MTCH_ERR_WF	Application Engine	Web	TXT	<a href="#">Distribution</a>

Enter PSUNX as the Server Name and check the AP/PO Matching box. Click the  button to begin running the job.

Match Request **Messages**

Run Control ID: Match\_Voucher [Report Manager](#) [Process Monitor](#)

Process Instance:3236171

**Run Control Parameters**

**\*Description:** Match PO [Match Manager](#)

**\*Process Frequency:** Always Process

**\*Options:** Voucher

Voucher	
*Business Unit	*Voucher ID
34000	00084595

[Match Request](#) | [Messages](#)

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

Process List [Server List](#)

View Process Request For

User ID:   Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List Customize | Find | View All |  First  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3236171		Application Engine	AP_MATCHING	RMAXWELL	08/10/2006 3:30:46PM CDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	3236059		Crystal	OCGL0056	RMAXWELL	08/09/2006 6:01:59PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236058		COBOL SQL	FSPKBDP3	RMAXWELL	08/09/2006 6:00:24PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236054		PSJob	<a href="#">OCP353PO</a>	RMAXWELL	08/09/2006 5:52:52PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236052		COBOL SQL	FSPKBDP3	RMAXWELL	08/09/2006 5:42:24PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236051		Crystal	OCGL0056	RMAXWELL	08/09/2006 5:35:41PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236046		COBOL SQL	FSPKBDP3	RMAXWELL	08/09/2006 5:27:51PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236042		PSJob	<a href="#">OCP353PO</a>	RMAXWELL	08/09/2006 5:22:25PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236041		Crystal	OCGL0056	RMAXWELL	08/09/2006 5:15:39PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236040		COBOL SQL	FSPKBDP3	RMAXWELL	08/09/2006 5:11:13PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236037		PSJob	<a href="#">OCP353PO</a>	RMAXWELL	08/09/2006 5:06:16PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236036		Crystal	OCGL0056	RMAXWELL	08/09/2006 5:04:10PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236035		Crystal	OCGL0056	RMAXWELL	08/09/2006 4:58:15PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236034		COBOL SQL	FSPKBDP3	RMAXWELL	08/09/2006 4:46:51PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236031		PSJob	<a href="#">OCP353PO</a>	RMAXWELL	08/09/2006 4:38:26PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236030		Crystal	OCGL0056	RMAXWELL	08/09/2006 4:36:14PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236028		Crystal	OCGL0056	RMAXWELL	08/09/2006 4:25:19PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3236027		COBOL SQL	FSPKBDP3	RMAXWELL	08/09/2006 4:20:37PM CDT	Success	Posted	<a href="#">Details</a>

When the job goes to “Success”, the voucher will have completed the matching process. **Click the  button to review the status of your job.**

## Step 2 – Review Voucher Match Status

Return to the voucher using the follow the following navigation:

**Navigation: Accounts Payable>Vouchers>Entry>Regular Entry**

### Voucher

[Find an Existing Value](#) | [Add a New Value](#)

**Business Unit:**  

**Voucher ID:**

**Voucher Style:**  

**Control Group ID:**  

**Short Vendor Name:**  

**Vendor ID:**  

**Vendor Location:**  

**Address Sequence Number:**  

**Invoice Number:**

**Invoice Date:**  

**Gross Invoice Amount:**

**Total Voucher Lines:**

[Find an Existing Value](#) | [Add a New Value](#)

Click the **Find an Existing Value** tab.

**Voucher**  
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**

**Business Unit:** =  

**Voucher ID:** begins with  

**Invoice Number:** begins with

**Short Vendor Name:** begins with

**Vendor ID:** begins with  

**Name 1:** begins with

**Voucher Style:** =

**Entry Status:** =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | **[Accounting Information](#)**

---

**Style:** Regular    **Entry Status:** Postable    [Match Manager](#)    [Comments](#)    [View Related Document](#)

**Unit:** 34000    **Voucher ID:** 00084595    **Group:**     **Budget Status:** Not Chk'd    **Post Status:** Unposted

---

**Copy from a Source Document**  
 PO Unit:     Purchase Order:     [Copy PO](#)    **Worksheet Copy Option:** None

---

Vendor		Invoice	
<a href="#">Advanced Vendor Search</a> <b>Vendor:</b> 0000000580 <b>Name:</b> DCS-001 <b>Location:</b> 0001 <b>Address:</b> 1 DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488		<b>Invoice No:</b> 5551523 <b>Invoice Date:</b> 05/30/2006 <b>Acctg Date:</b> 08/10/2006 <b>Pay Terms:</b> 0 Days <b>Misc Amt:</b> <input type="text"/> <b>Frht Amt:</b> <input type="text"/> <a href="#">Non Merchandise Summary</a> <b>Total:</b> 44.90    *Curr: USD <b>Balance:</b> 0.00	

---

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

1    \*Dist by: Qty    SpeedChart     [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt
076552	Case equipment and pai	2.0000	EA	22.45000	44.90

Force Price     Use One Asset ID

---

**Distribution Lines**    [Customize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06			Projects

---

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

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

The voucher match status is on the Accounting Information tab.

Click the [Accounting Information](#) tab.

<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<b>Accounting Information</b>
<b>Unit:</b> 34000	<b>Invoice:</b> 5551523	<b>Vendor:</b> DEPARTMENT OF CENTRAL SERVICES	
<b>Voucher:</b> 00084595	<b>Date:</b> 05/30/2006	<b>ID:</b> 0000000580	
<b>Accounting Instructions</b>			
*Accounting Template: STANDARD <input type="text"/>			
<b>Accounting Policy</b>			
Account At: Gross <input type="text"/>			
<b>Match Action</b>			
*Status: Exceptions <input type="text"/>			
<input type="checkbox"/> Pay UnMatched Voucher			
<input type="button" value="Save"/> <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"/>			
<a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Accounting Information</a>			

### Statuses

- Ready
- No Match
- Matched
- Exceptions

Click the **Invoice Information** tab. . The Match Manager link is available only if the voucher match status is Matched or Exceptions.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

**Style:** Regular    **Entry Status:** Postable    **Match Manager**    [Comments](#)    [View Related Document](#)

**Unit:** 34000    **Voucher ID:** 00084595    **Group:**     **Budget Status:** Not Chk'd    **Post Status:** Unposted

---

**Copy from a Source Document**

**PO Unit:**     **Purchase Order:**     [Copy PO](#)    **Worksheet Copy Option:** None

---

Vendor	Invoice
<a href="#">Advanced Vendor Search</a> <b>Vendor:</b> 0000000580 <b>Name:</b> DCS-001 <b>Location:</b> 0001 <b>Address:</b> 1 DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488	<b>Invoice No:</b> 5551523 <b>Invoice Date:</b> 05/30/2006 <b>Acctg Date:</b> 08/10/2006 <b>Pay Terms:</b> 0 Days <b>Misc Amt:</b> <input type="text"/> <b>Frht Amt:</b> <input type="text"/> <a href="#">Non Merchandise Summary</a> <b>Total:</b> 44.90    *Curr: USD <b>Balance:</b> 0.00

---

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

1    'Dist by: Qty    SpeedChart     [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
076552	Case equipment and pai	2.0000	EA	22.45000	44.90	<input type="checkbox"/>

Use One Asset ID

---

**Distribution Lines**    [Customize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Amount	Quantity	GL Unit	Budget Date	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects	Oper.
44.90	2.0000	34000	08/10/2006	533220		1000	40000	3500001	06			<a href="#">Projects</a>	

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

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

### Step 3 – Review Voucher Match Exception

Click on the [Match Manager](#) link.

(A new window will open. This window will take a couple of minutes.)

Match Manager Search

## Match Manager

**Search Criteria**

From Business Unit:	To Business Unit:	From Voucher ID:	To Voucher ID:	*Voucher Style:
<input type="text" value="34000"/>	<input type="text" value="34000"/>	<input type="text" value="00084595"/>	<input type="text" value="00084595"/>	<span>All Vouchers</span> ▾
From Invoice Number:	To Invoice Number:	*Match Status:	Buyer:	
<input type="text"/>	<input type="text"/>	<span>All</span> ▾	<input type="text"/>	

SetID:	From Vendor Name:	To Vendor Name:	Voucher Date Type:
<input type="text" value="00000"/>	<input type="text"/>	<input type="text"/>	<span></span> ▾
From Vendor ID:	To Vendor ID:	Vendor Location:	From Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="08/15/2006"/>
			To Date:
			<input type="text" value="08/15/2006"/>

**Search Results** Customize | Find | View All | First 1 of 1 Last

Voucher Info Unmatch Info

Un- Match	Business Unit	Voucher ID	Match Status	Vendor ID	Invoice Number	Gross Amt	Currency	Purchase Orders	Exceptions Log
<input type="checkbox"/>	34000	<a href="#">00084595</a>	Exceptions	0000000580	5551523	44.90	USD	<span>i</span>	<span>i</span>

Purchasing\_PO Matching

60

Click on the  icon located under Exceptions Log. A new window will open.

### Match Exception Override

**Unit:** 34000      **Voucher:** 00084595      **Group:**      **Origin:** ONL  
**Vendor:** 0000000580      DEPARTMENT OF CENTRAL SERVICES  
**Invoice:** 5551523      **Invoice Date:** 05/30/2006      **Gross Amt:** 44.90      USD  
**Due:** 05/30/2006      **Disc due:**      **Dscnt Amt:**

[View Purchase Order](#)

Match Status	Voucher Post Status
<input type="radio"/> Rejected <input type="radio"/> Overridden <input checked="" type="radio"/> Exceptions <input type="button" value="Apply"/>	Unposted

**Details**      [Find](#) | [View All](#)      First ◀ 1 of 1 ▶ Last

**Voucher Line Number:** 1

Match Exceptions
<b>Match Control:</b> STANDARD    Standard match rules <b>Match Rule:</b> RULE_R500 <b>Match Level:</b> Standard
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">No unmatched Receivers exist for this Voucher. There is no record of the merchandise being received as of yet.</div> <input type="checkbox"/> <b>Override</b>

---

The override button 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 page 146 for details. In this case we are going to assume receiving is not being utilized so we will turn receiving off.

## Step 4 – Fix Match Exception

Follow the following navigation

**Navigation: Purchasing>Purchase Orders>Maintain Purchase Orders**

**Purchase Order**

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:**  

**Purchase Order:**

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click the [Find an Existing Value](#) tab.

## 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](#)

<b>Business Unit:</b>	=	<input type="text" value="34000"/>	
<b>Purchase Order:</b>	begins with	<input type="text"/>	
<b>Purchase Order Date:</b>	=	<input type="text"/>	
<b>PO Status:</b>	=	<input type="text"/>	
<b>Short Vendor Name:</b>	begins with	<input type="text"/>	
<b>Vendor ID:</b>	begins with	<input type="text"/>	
<b>Name 1:</b>	begins with	<input type="text"/>	
<b>Buyer:</b>	begins with	<input type="text"/>	
<b>PO Type:</b>	=	<input type="text"/>	
<b>Purchase Order Reference:</b>	begins with	<input type="text"/>	

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input PO number and click the  button.

PO Form **Schedule**

Unit: 34000 PO: 3409007427 'PO Date: 04/03/2006  
 Vendor: DCS-001 'ID: 0000000580 Lookup Details 'Buyer: RMAXWELL Ronney Maxwell

PO Status: Dispatched Receipt: Not Recvd Budget Status: Valid Doc Tol Status: Valid

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Amount	Curr	Status
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and parts		3.0000	EA	67.35	USD	Active

Merchandise: 67.35 Adj Amt: 0.00 Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments...](#) [Line Details](#) Requisitions  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) ... More ...  
 Import Agency Req. & Sole Source Info.

Save Return to Search Notify Refresh

PO Form | [Schedule](#)

Click the Radio Box  located to the left of the line to change and click the  button.

Click the [Line Details](#) link.

## Line Details -- DCS-001

PO: 3409007427 Line: 1 Case equipment and parts



### Line Details

Backorder Status: None

Amount Only

Status: Active

Amount: 67.35 USD Doc. Base: 67.35 Base Currency: USD

Category: 076552 CASE EQUIPMENT AND PARTS Category ID: 14634

Contract SetID: 00000

Contract ID:  Line:

Release: NEXT [Contract Details](#)

RFQ ID:  UPN ID: 00000

Vendor Item ID:  GPO ID:

Vndr Catlg:  GPO Contract:

Mfg ID:

Mfg Itm ID:

'Price Qty:  'Price Date:

Replenish Code: Standard

Withholding

Receiving Required

Device Tracking

Inspection Required

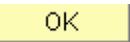
Inspect ID:

Configuration Info

OK

Cancel

Refresh

De-select "Receiving Required" and click the  button.

PO Form **Schedule**

Unit: 34000 PO: 3409007427 'PO Date: 04/03/2006 [B] [✓] [▲] [✖] [🗑] [💬]  
Vendor: DCS-001 'ID: 0000000580 [🔍] Lookup [Details](#) 'Buyer: RMAXWELL Ronney Maxwell

PO Status: Dispatched Receipt: Not Recvd Budget Status: Valid Doc Tol Status: Valid

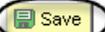
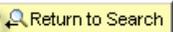
**Lines** [Customize](#) | [Find](#) | [View All](#) | [📄] First 1 of 1 Last

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Amount	Curr	Status
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and parts		3.0000	EA	67.35	USD	Active

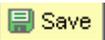
Merchandise: 67.35 Adj Amt: 0.00 [🔍] Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments...](#) [Line Details](#) Requisitions  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[PO Form](#) | [Schedule](#)

Click the  button. (Notice this was not a change order.)

## Step 5 – Match Voucher Again

Match the voucher again by following step numbers 1- 4 pages 47-61.

## Step 6 – Review Purchase Order’s Match Status

Follow the following navigation

**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**

<b>Business Unit:</b>	=	34000	
<b>Purchase Order:</b>	begins with		
<b>Contract SetID:</b>	begins with		
<b>Contract ID:</b>	begins with		
<b>Release Number:</b>	=		
<b>Purchase Order Date:</b>	=		
<b>PO Status:</b>	=		
<b>Short Vendor Name:</b>	begins with		
<b>Vendor ID:</b>	begins with		
<b>Buyer:</b>	begins with		
<b>PO Type:</b>	=		
<b>Purchase Order Reference:</b>	begins with		

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Input the PO number and click the [Search](#) button.

**Form** [Schedule](#)

**Unit:** 34000 **PO:** 3409007427

**Vendor:** DCS-001 **ID:** 0000000580 [Vendor Details](#) **Buyer:** Ronney Maxwell

**PO Date:** 04/03/2006 **PO Status:** Dispatched **Receipt:** Not Recvd **Backorder Status:** None

**Budget Status:** Valid **Doc Tol Status:** Valid

Lines								
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1 of 1   <a href="#">Last</a>								
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1	076552	<a href="#">Case equipment and parts</a>	076552	3.0000	EA	67.35 USD	Active

---

**Merch.:** 67.35 **Adj Amt:** **Total:** 67.35 USD

---

[Header Details](#) [Matching](#) [Header VAT](#) [All RTV](#) [Header Comments...](#) [Line Details](#) [Line Comments](#) [Document Status](#)

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

[Form](#) | [Schedule](#)

Click the [Matching](#) link.

## 1A

**PO Matching -- 3409007427**

**Unit:** 34000    **PO:** 3409007427

Match Status	
Partially	

Match Options	
<b>Match Action:</b>	Standard
<b>Match Rule:</b>	STANDARD

[Return](#)

## 1B

**PO Matching -- 3409007427**

**Unit:** 34000    **PO:** 3409007427

Match Status	
Matched	

Match Options	
<b>Match Action:</b>	Standard
<b>Match Rule:</b>	STANDARD

[Return](#)

When the PO Quantity fully matches, the status will change.

Click the [Return](#) button.

Form **Schedule**

Unit: 34000 PO: 3409007427

Vendor: DCS-001 ID: 0000000580 [Vendor Details](#) Buyer: Ronney Maxwell

PO Date: 04/03/2006 PO Status: Dispatched Receipt: Not Recvd Backorder Status: None

Budget Status: Valid Doc Tol Status: Valid

Lines								
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1	076552	<a href="#">Case equipment and parts</a>	076552	3.0000	EA	67.35 USD	Active

---

Merch.: 67.35 Adj Amt: Total: 67.35 USD

[Header Details](#) [Matching](#) Header VAT [All RTV](#) [Header Comments...](#) [Line Details](#) Line Comments [Document Status](#)

Form | [Schedule](#)

Click the **Schedule** tab.

[Form](#) | **Schedule**

**Unit:** 34000    **PO:** 3409007427

**PO Schedule** Find | View All    First ◀ 1 of 1 ▶ Last

**Line:** 1    [Case equipment and parts](#)

**Details** Customize | Find | View All |  First ◀ 1 of 1 ▶ Last

<u>Sel</u>	<u>Sched</u>	<u>Due Date</u>	<u>Time Due</u>	<u>Ship To</u>	<u>PO Qty</u>	<u>Price</u>	<u>Amount</u>	<u>Revision</u>	<u>Status</u>
<input checked="" type="checkbox"/>	1	06/09/2006		58030	3.0000	22.45000	67.35 USD		Active

---

**Amount:** 67.35 USD    **PO Qty:** 3.0000    **UOM:** EA

[Schedule Details](#)    [Ship To Comments](#)    [Sched Sales/Use Tax](#)    [Schedule Freight](#)    [Distribution](#)  
[Ship To Address](#)    [Value Adjustment](#)    [Miscellaneous Charges](#)    [Schedule VAT](#)    [Req Detail](#)

[Form](#) | [Schedule](#)

Click the [Schedule Details](#) link.

# 1A

## Details for Schedule 1 -- DCS-001

PO: 3409007427 Line: 1 [Case equipment and parts](#) 076552 Status: Active

Amount: 67.35 USD Doc. Base: 67.35 USD PO Qty: 3.0000

Orig Prom: 06/09/2006 Ship Date:  Frozen (Planning)

Matching: Full Match Match Status PO: Partial

### Backordered From Schedule:

#### Matching Controls

Tolerance Over Tolerance Under

Unit Price Tolerance:

% Unit Price Tolerance:

Ext Price Tolerance:

% Ext Price Tolerance:

Custom Price - No Override

No Charge

#### Receiving Controls

Reject Qty Over Tolerance

Early Ship Rjct Days:

Qty Rcvd Tolerance %:

OK

Cancel

## 1B

**Details for Schedule 1 -- DCS-001**

PO: 3409007427    Line: 1    [Case equipment and parts](#)    076552    Status: Active

Amount:                    67.35 USD    Doc. Base:                    67.35 USD    PO Qty:    3.0000

Orig Prom:    06/09/2006                    Ship Date:                     Frozen (Planning)

Matching:    Full Match                    Match Status PO: Matched

**Backordered From Schedule:**

Matching Controls		
	Tolerance Over	Tolerance Under
Unit Price Tolerance:		
% Unit Price Tolerance:		
Ext Price Tolerance:		
% Ext Price Tolerance:		

Custom Price - No Override  
 No Charge

Receiving Controls
<input checked="" type="checkbox"/> Reject Qty Over Tolerance
Early Ship Rjct Days:
Qty Rcvd Tolerance %:

OK    Cancel

When the PO Schedule fully matches, the Quantity the status will change.

Click the  button.

## Step 7 – Voucher Remaining PO Quantity

Voucher against the remaining quantity. Page 34-74

# Purchase Order's “Distribute By”

## Step 1 – Enter Purchase Order Data

Follow the following navigation

**Navigation: Purchasing>Purchase Orders>Maintain Purchase Orders**

**Purchase Order**

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:**

**Purchase Order:**

[Add](#)

[Find an Existing Value](#) | [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.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
 Vendor: [ ] 'ID: [ ] [Lookup](#) [Details](#) 'Buyer: [ ]

PO Status: Initial Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[PO Form](#) | [Schedule](#)

Input the Vendor Id Number and Buyer's Name. Click the  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

Unit: 34000 PO: NEXT

#### Header Details

Vendor: DCS-001 PO Date: 04/03/2006 Budget Status: Not Chk'd

'PO Type:  PO Ref:

'Billing Location:  [Billing Address](#) Origin:  CntrlPurch

Tax Exempt ID:  Letter of Credit ID:

#### Currency

Currency Code:  [Exchange Rate Detail](#)

Rate Date: 04/03/2006 Exchange Rate: 1.00000000

Rate Type: CRRNT Base Currency: USD

#### Process Control Option

Hold From Further Processing

Dispatch 'Method:  Acctg Date:

Accounting Template:

Update information on this page and click the  button to return to the Purchase Order Form page.

### Step 3 – Input Item ID

PO Form | **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
Vendor: DCS-001 'ID: 0000000580 Lookup Details 'Buyer: RMAXWELL Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>								Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

Import Agency Req. & Sole Source Info.

[PO Form](#) | [Schedule](#)

Input the Item ID and click the  button. If the Item ID is not known then click the Lookup Icon  located to the right of the line.

Click the Lookup Icon .

## Look Up Item

SetID: 00000

Item ID:

Category:   

Description:

[Basic Lookup](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  1-100 of 300  [Last](#)

Item ID	Category	Category ID	Description
<a href="#">0005</a>	<a href="#">0005</a>	<a href="#">17444</a>	<a href="#">ABRASIVES</a>
<a href="#">000514</a>	<a href="#">000514</a>	<a href="#">00002</a>	<a href="#">ABRASIVES, COATED: CLOTH,</a>
<a href="#">00051404</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">ABRASIVES, PLASTONE</a>
<a href="#">00051404 A</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 B</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 C</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 D</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">00051404 E</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">See Line Comments</a>
<a href="#">000514040351</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">ABRASIVES, PLASTONE</a>
<a href="#">00051404055</a>	<a href="#">00051404</a>	<a href="#">00003</a>	<a href="#">ABRASIVES, PLASTONE</a>

You can narrow your results by inputting an item number, category, or description and clicking the  button. In this example a description of "EQUIPMENT" was used and received the following results:

## Look Up Item

SetID: 00000

Item ID: begins with

Category: begins with  

Description: begins with  equipment

Look Up

Clear

Cancel

[Basic Lookup](#)

## Search Results

[View All](#)

First  1-32 of 32  Last

<u>Item ID</u>	<u>Category</u>	<u>Category ID</u>	<u>Description</u>
<a href="#">076552</a>	<a href="#">076552</a>	<a href="#">14634</a>	<a href="#">EQUIPMENT &amp; PARTS, CASE</a>
<a href="#">04053410165</a>	<a href="#">04053410</a>	<a href="#">08265</a>	<a href="#">EQUIPMENT (PER INSTRUMENT</a>
<a href="#">003540</a>	<a href="#">003540</a>	<a href="#">00450</a>	<a href="#">EQUIPMENT AIRPLANE</a>
<a href="#">076065</a>	<a href="#">076065</a>	<a href="#">14542</a>	<a href="#">EQUIPMENT AND PARTS</a>
<a href="#">076557</a>	<a href="#">076557</a>	<a href="#">14639</a>	<a href="#">EQUIPMENT AND PARTS, FORD</a>
<a href="#">003545</a>	<a href="#">003545</a>	<a href="#">00451</a>	<a href="#">EQUIPMENT HELICOPTER</a>
<a href="#">0929</a>	<a href="#">0929</a>	<a href="#">16035</a>	<a href="#">EQUIPMENT MAINTENANCE</a>
<a href="#">0931</a>	<a href="#">0931</a>	<a href="#">16089</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>
<a href="#">0934</a>	<a href="#">0934</a>	<a href="#">16115</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>
<a href="#">0936</a>	<a href="#">0936</a>	<a href="#">16125</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>
<a href="#">0939</a>	<a href="#">0939</a>	<a href="#">16294</a>	<a href="#">EQUIPMENT MAINTENANCE, RE</a>

You can make your selection by clicking on the link. In this case Item ID “076552” was used.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
 Vendor: DCS-001 'ID: 0000000580 'Buyer: RMAXWELL Ronney Maxwell  
 PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Stat
<input checked="" type="checkbox"/>	1			Case equipment and			EA	076552			Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)  
 Import Agency Req. & Sole Source Info.

[PO Form](#) | [Schedule](#)

Input the PO QTY and click the  button to validate the data. In this example 3 was used.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006  
 Vendor: DCS-001 'ID: 0000000580 'Buyer: RMAXWELL Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and		3.0000	EA	076552	67.35	USD	Active

Merchandise: 67.35 Adj Amt: 0.00 Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[PO Form | Schedule](#)

The Amount defaulted in from the Item ID.

## Step 4 – Enter the Header Comments

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

**PO Header Comments**

Unit: 34000 PO: NEXT

**Comments** Find | View All First 1 of 1 Last

Active Only \*Sort Methd: Comment Time Sta \*Sort Seq: Ascending

Comments:

Send to Vendor  Shown at Receipt  Shown at Voucher

**Associated Document**

File Name: File Extension:

[Standard Comments](#) GoTo Source Fetch Item Specs

OK Cancel Refresh

Input any comments that apply to the whole Purchase Order in the Comment Field.

**PO Header Comments**

Unit: 34000 PO: NEXT

Comments Find | View All First 1 of 1 Last

Active Only    \*Sort Methd: Comment Time Sta    \*Sort Seq: Ascending

**Comments:**  
 Enter Header Comments here that will apply to PO.

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associated Document**

File Name:     File Extension:

[Standard Comments](#)    GoTo Source    Fetch Item Specs

OK    Cancel    Refresh

**NOTE:** The Send to Vendor check (✓) box by default will be checked. If you want this comment to appear on the receipt or voucher, check (✓) the appropriate box. **In this example click on Shown at Voucher.**

## PO Header Comments

Unit: 34000 PO: NEXT

Comments Find | View All First 1 of 1 Last

Active Only   \*Sort Methd:    \*Sort Seq:  1-26

Comments:

Send to Vendor    Shown at Receipt    Shown at Voucher

Associated Document

File Name:    File Extension:  

[Standard Comments](#)   GoTo Source   Fetch Item Specs

---

PS gives you the ability to attach a file to your Purchase Order. Currently this feature is not being utilized.

---

## Standard Comments

DCS requires certain Purchase Orders to contain certain comments concerning the purchase. Instead of having to type this information into each Purchase Order, DCS has 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 DCS rules and regulations.

Click the **+** button in the upper right hand corner and then the [Standard Comments](#) link.

**Standard Comments**

Comments

'Action: Cut and Paste

Std Type:  

Comment ID:  

'Eff Date: 08/18/2006

'Status: Active

Description:

Short Desc:

Comments:

OK Cancel Refresh

From this page you can select the “Standard Comment” by inputting the Std Type and Comment ID. If you do not know this information, click the Lookup Icon  located to the right.

Click the **Lookup Icon**  for the Std Type.

### Look Up Std Type

**SetID:** 00000

**Standard Comment Type:** begins with

**Description:** begins with

[Basic Lookup](#)

#### Search Results

View All First  1-7 of 7  Last

<u>Standard Comment Type</u>	<u>Description</u>
<a href="#">345</a>	<a href="#">ODOT TERMS AND CONDITIONS</a>
<a href="#">COL</a>	<a href="#">NON COLLUSION</a>
<a href="#">OTM</a>	<a href="#">OTERM</a>
<a href="#">SOL</a>	<a href="#">IT Solicitation Terms</a>
<a href="#">SVC</a>	<a href="#">SERVICE</a>
<a href="#">T&amp;C</a>	<a href="#">TERMS AND CONDITIONS</a>
<a href="#">TRM</a>	<a href="#">TERMS</a>

Select the comment by clicking on it. In this example **“Non-Collusion”** will be used.

## Standard Comments

**Comments**

'Action:

Std Type:   Comment ID:  

'Eff Date:  'Status:

Description:

Short Desc:

Comments:

Click the Lookup Icon  for the Comment ID.

### Look Up Comment ID

SetID: 00000

Standard Comment Type: COL

Standard Comment ID: begins with

Description: begins with

[Basic Lookup](#)

#### Search Results

View All First  1 of 1  Last

Standard Comment ID	Description
<a href="#">NONC</a>	<a href="#">NON COLLUSION</a>

---

**Note:** The Comment ID is unique to the Std Type. The Comment ID must have a STD Type or an error will be received.

---

**Select the comment by clicking on it.**

## Standard Comments

**Comments**

\*Action:

Std Type:  Comment ID:

\*Eff Date:  \*Status:

Description:

Short Desc:

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

OK

Cancel

Refresh

Click the  button.

**PO Header Comments**

Unit: 34000 PO: NEXT

**Comments** Find | View All First 1 of 1 Last

Active Only 'Sort Methd: Comment Time Sta 'Sort Seq: Ascending

**Comments:**

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:  
State of \_\_\_\_\_ County of \_\_\_\_\_, of lawful age, being  
first duly sworn, doath, say that: 1. (S)he is the duly authorized agent of Bidder

Send to Vendor  Shown at Receipt  Shown at Voucher

**Associated Document**

File Name: File Extension:

[Standard Comments](#) GoTo Source Fetch Item Specs

OK Cancel Refresh

Click the **OK** button.

## Step 5 – Verify Line Item Details

Use the Line Details page to verify or modify additional details on the line. Select the line item to review by clicking the Radio Box  located to the left of the line on the PO Form page. **Click the [Line Details](#) link.**

**Line Details -- DCS-001**

PO: NEXT      Line: 1      Case equipment and parts

**Line Details**

**Backorder Status:** None

Amount Only      **Status:** Active

**Amount:** 67.35      USD      **Doc. Base:** 67.35      **Base Currency:** USD

**Category:** 076552      CASE EQUIPMENT AND PARTS      **Category ID:** 14634

**Contract SetID:** 00000

**Contract ID:**        **Line:**

**Release:** NEXT      [Contract Details](#)

**RFQ ID:**      **UPN ID:** 00000

**Vendor Item ID:**

**Vndr Catlg:**

**Mfg ID:**

**Mfg Itm ID:**

**\*Price Qty:**        **\*Price Date:**

**Replenish Code:**

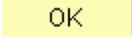
Withholding

Receiving Required       Device Tracking

Inspection Required      **Inspect ID:**

Configuration Info

- **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” and UOM of “SUM”.
- **Receiving Required** - This option is used to require the Item Ordered be received and matched to a payment. This option defaults in from the Item ID as being required and must be deselected if not required; otherwise the voucher will fail matching. 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.

De-Select “Receiving Required” then click the  button.

PO Form **Schedule**

Unit: 34000 PO: NEXT 'PO Date: 04/03/2006 [31] [check] [up] [down] [close] [print]

Vendor: DCS-001 [search] ID: 0000000580 [search] [lookup] [details] Buyer: RMAXWELL [search] Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd [left] [right]

**Lines** Customize | Find | View All | [grid] First

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount Curr
<input checked="" type="checkbox"/>	1   076552 [search]	<input type="checkbox"/>	[search]	Case equipment and [dropdown]	[search]	3.0000	EA [search]	076552	67.35 USD

---

Merchandise: 67.35 Adj Amt: 0.00 [print] Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#) [dropdown]

Import Agency Req. & Sole Source Info.

[Save] [Notify] [Refresh]

[PO Form | Schedule](#)

## Step 6 – Verify Shipping Details and Input 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 on the [Schedule](#) tab.

The screenshot shows the 'Schedule' tab of a Purchase Order form. At the top, there are fields for 'Unit: 34000' and 'PO: NEXT'. Below that, 'PO Date: 04/03/2006', 'PO Status: Open', 'Receipt: Not Recvd', and 'Budget Status: Not Chk'd' are displayed. The main section is titled 'Lines' and contains a table for 'Schedules'. The table has columns for 'Sel', 'Sched', 'Due Date', 'Ship To', 'PO Qty', 'Price', and 'Amount Status'. A single row is visible with the following values: 'Sel' is checked, 'Sched' is 1, 'Due Date' is 08/18/2006, 'Ship To' is 58030, 'PO Qty' is 3.0000, 'Price' is 22.45000 (circled in red), and 'Amount Status' is 67.35 Active. Below the table, summary information shows 'PO Qty: 3.0000', 'UOM: EA', and 'Amount: 67.35 USD'. At the bottom, there are several links for 'Ship To Comments', 'Ship To Address', 'One Time Address', 'Sales/Use Tax', 'Schedule VAT', 'Schedule Details', 'Price Adjustment', 'Misc. Charges', 'Schedule RTV', 'Distributions', and 'Backorder PO'. There are also buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Sel	Sched	Due Date	Ship To	PO Qty	Price	Amount Status
<input checked="" type="checkbox"/>	1	08/18/2006	58030	3.0000	22.45000	67.35 Active

From this page you can change the Unit Price if needed. The unit price defaults from the Item ID.

## Distribution Information

To access the Distribution page, click on the [Distribution](#) link.

**Distributions -- 1**

PO: NEXT    Line: 1    Sched: 1    Item: 076552    Case equipment and parts 

'Distribute by: Quantity    SpeedChart:      [Multi-SpeedCharts](#)    Status: Active

---

**Distribution**

[Details](#)   [More Details](#)   [Asset Information](#)   [Req Detail](#)   

Sel	Dist	PO Qty	Percent	Amount	Currency	GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input checked="" type="checkbox"/>	1	<u>3.0000</u>	100.0000	<u>67.35</u>	USD	34000	<u>533220</u>							

---

**Amount:**                  67.35 USD    **Doc. Base:**                  67.35 USD    **PO Qty:** 3.0000

---

[Distribution Details](#)   [Projects](#)   [Asset Information](#)   Req Detail   [Distrib Sales/Use Tax](#)   Distrib VAT

**Distribute by: Quantity** - Defaults if nothing is selected. Used when ordering quantities.

**Amount** - Used for 1 sum , mostly contracts.

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, it will be considered fully matched when total extended amount has been vouchered and matched.

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

Input the Fund, Class Department, Bud Ref and any other information needed. If needed you can change the account by inputting the value or clicking the Lookup Icon .

**Distributions -- 1**

PO: NEXT    Line: 1    Sched: 1    Item: 076552    Case equipment and parts 

'Distribute by: Quantity    SpeedChart:   [Multi-SpeedCharts](#)    Status: Active

---

**Distribution**

Details    [More Details](#)    [Asset Information](#)    [Req Detail](#)    

Sel	Dist	PO Qty	Percent	Amount	Currency	'GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
<input checked="" type="checkbox"/>	1	3.0000	100.0000	67.35	USD	34000	533220		1000	40000	3500001	06		

---

Amount: 67.35 USD    Doc. Base: 67.35 USD    PO Qty: 3.0000

---

[Distribution Details](#)    [Projects](#)    [Asset Information](#)    [Req Detail](#)    [Distrib Sales/Use Tax](#)    [Distrib VAT](#)

Click the  button to validate the data.

Click the  button.

[PO Form](#) | **Schedule**
△ ×

**Unit:** 34000      **PO:** NEXT

**PO Date:** 04/03/2006    **PO Status:** Open    **Receipt:** Not Recvd    **Budget Status:** Not Chk'd

**Lines** Find | View All    First ◀ 1 of 1 ▶ Last

**Line:** 1    **Item:** 076552    Case equipment and parts 📄

**Schedules** Customize | Find | View All | 📅    First ◀ 1 of 1 ▶ Last

Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status
<input checked="" type="checkbox"/>	1	08/18/2006 📅	58030 🔍	3.0000	22.45000	67.35	Active + -

---

**PO Qty:** 3.0000      **UOM:** EA      **Amount:** 67.35 USD

[Ship To Comments](#)    [Ship To Address](#)    [One Time Address](#)    [Sales/Use Tax](#)    Schedule VAT  
[Schedule Details](#)    [Price Adjustment](#)    [Misc. Charges](#)    [Schedule RTV](#)    [Distributions](#)    [Backorder PO](#)

Save Notify Refresh Add Update/Display

[PO Form](#) | [Schedule](#)

## 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 are 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.

Click the  tab.

## Review the Header Match Status

PO Form **Schedule**

Unit: 34000 PO: NEXT \*PO Date: 04/03/2006  
Vendor: DCS-001 \*ID: 0000000580 \*Buyer: RMAXWELL Ronney Maxwell  
PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

**Lines**

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
<input checked="" type="checkbox"/>	1 076552	<input type="checkbox"/>		Case equipment and		3.0000

Merchandise: 67.35 Adj Amt: 0.00 Total Amount: 67.35 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

Import Agency Req. & Sole Source Info.

PO Form | [Schedule](#)

In the bottom right hand, click the  button located to the right of [... More ...](#) . Click the **11-Matching** Link.

**PO Matching -- DEPARTMENT OF CENTRAL SERVICES**

Unit: 34000 PO: NEXT

**Match Status**

To Match

**Match Options**

'Match Action: Standard ▾ 'ERS Action: No ▾

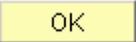
Match Rule: STANDARD 🔍

OK Cancel Refresh

You can change the PO's Match Action to "No Match" by clicking the ▾ button and selecting it. **This should never be done unless it is on an Authority Order ( when you select the AO vendor, this will automatically default to "NO MATCH"). The match rules prevent users from creating payments that exceed the Purchase Order and Purchasing Line Schedules quantities and amounts.**

Match action defaults in from the vendor set up.

- All Vendor's PO(s) Default is set to Match (Except AO)
- Authority Order Vendor Default is set to "No Match"
- The Header matches on Vendor number and Vendor Location.

Click the  button.

PO Form **Schedule**

Unit: 34000 PO: NEXT \*PO Date: 04/03/2006 [B] [✓] [△] [X] [🗑] [🔍]

Vendor: DCS-001 [🔍] \*ID: 0000000580 [🔍] [📄] [Lookup](#) [Details](#) \*Buyer: RMAXWELL [🔍] Ronney Maxwell

PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd [⏪] [⏩] [⏴] [⏵]

**Lines** [🔍]

Sel	Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty
<input checked="" type="checkbox"/>	1	076552 [🔍]	<input type="checkbox"/>	[🔍]	Case equipment and [🔍]	[🔍]	3.0000 [📄]

---

Merchandise: 67.35 Adj Amt: 0.00 [📄] Total Amount: 67.35 USD Backorder Status: None

\*Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [⋮ More ...]

[Import Agency Req. & Sole Source Info.](#)

[📄] Save [📧] Notify [🔄] Refresh

PO Form | [Schedule](#)

Click the **Schedule** tab.

PO Form Schedule

Unit: 34000 PO: NEXT

PO Date: 04/03/2006 PO Status: Open Receipt: Not Recvd Budget Status: Not Chk'd

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 076552 Case equipment and parts

Schedules Customize | Find | View All | First 1 of 1 Last

Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status
<input checked="" type="checkbox"/>	1	06/09/2006	58030	3.0000	22.45000	67.35	Active

PO Qty: 3.0000 UOM: EA Amount: 67.35 USD

[Ship To Comments](#)
[Ship To Address](#)
[One Time Address](#)
[Sales/Use Tax](#)
[Schedule VAT](#)

[Schedule Details](#)
[Price Adjustment](#)
[Misc. Charges](#)
[Schedule RTV](#)
[Distributions](#)
[Backorder PO](#)

[PO Form](#) | [Schedule](#)

To review the Match Status on a PO Schedule click the Radio Box  located to the left of the line on the PO Form page and click the [Schedule Details](#) link.

**Details for Schedule 1 -- DCS-001**

PO: NEXT      Line: 1      Sched: 1      Item: 076552      Case equipment and parts

Amount: 67.35 USD      Doc. Base: 67.35 USD      PO Qty: 3.0000      Status: Active

Due Date: 06/09/2006      Time Due:        Custom Price - No Override       No Charge

Orig Prom: 06/09/2006      Ship Date:       (Planning)

Matching: **Full Match**      Match Status PO: Unmatched

Freight Trm: FOB DEST      Free on board at Destination      Ship Via: COMMON      Common Carrier

Matching Controls		Receiving Controls		Freight Calculation Rule	
	Tolerance Over	Tolerance Under			
Unit Price:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Reject Qty Over Tolerance		TRFT Rule: <input type="text"/>
% Unit Price:	<input type="text"/>	<input type="text"/>	Early Ship Rjct Days:	<input type="text"/>	Charge Method: <input type="text" value="Weight"/>
Ext Price:	<input type="text"/>	<input type="text"/>	Qty Rcvd Tolerance %:	<input type="text"/>	<input type="checkbox"/> Freight Charge Override
% Ext Price:	<input type="text"/>	<input type="text"/>			

OK      Cancel      Refresh

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

Schedule matches on:

- Quantity
- Extended amount

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

---

**The PO is now ready to be saved, pre-approved, budget checked, approved, dispatched, and printed.**

---

# CREATING A VOUCHER AGAINST A PURCHASE ORDER

## Step 1 – Enter Voucher Data

Follow the following navigation

**Navigation: Accounts Payable>Vouchers>Entry>Regular Entry**

[Find an Existing Value](#) | **Add a New Value**

**Business Unit:**

**Voucher ID:**

**Voucher Style:**

**Control Group ID:**

**Short Vendor Name:**

**Vendor ID:**

**Vendor Location:**

**Address Sequence Number:**

**Invoice Number:**

**Invoice Date:**

**Gross Invoice Amount:**

**Total Voucher Lines:**

[Find an Existing Value](#) | [Add a New Value](#)

**Business Unit** - Defaults to specific agency for each user.

**Voucher Number** - Defaults to Next. The system will auto number each Voucher.

**Voucher Style** - Defaults to Regular and should not be change when creating basic voucher that requires payment to a vendor.

---

**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.

---

**Input the Invoice number and invoice date only; the other fields do not need to be populated.**

### Voucher

[Find an Existing Value](#) | **Add a New Value**

**Business Unit:**  

**Voucher ID:**

**Voucher Style:**  

**Control Group ID:**  

**Short Vendor Name:**  

**Vendor ID:**  

**Vendor Location:**  

**Address Sequence Number:**  

**Invoice Number:**

**Invoice Date:**  

**Gross Invoice Amount:**

**Total Voucher Lines:**



[Find an Existing Value](#) | [Add a New Value](#)

Click the  button.

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

**Style:** Regular    **Entry Status:** Open    [Comments](#)    [View Related Document](#)  
**Unit:** 34000    **Voucher ID:** NEXT    **Budget Status:** Not Chk'd    **Post Status:** Unposted

**Copy from a Source Document**  
**PO Unit:**      **Purchase Order:**          **Worksheet Copy Option:** None

Vendor	Invoice
<a href="#">Advanced Vendor Search</a> <b>Vendor:</b> <input type="text"/> <input type="button" value="Search"/> <b>Name:</b> <input type="text"/> <input type="button" value="Search"/> <b>Location:</b> <input type="text"/> <b>Address:</b> <input type="text"/>	<b>Invoice No:</b> <input type="text" value="522211"/> <b>Invoice Date:</b> <input type="text" value="07/15/2006"/> <input type="button" value="BY"/> <b>Acctg Date:</b> <input type="text" value="08/21/2006"/> <input type="button" value="BY"/> <b>Pay Terms:</b> <input type="text"/> <input type="button" value="Print"/> <b>Misc Amt:</b> <input type="text"/> <input type="button" value="Print"/> <b>Frght Amt:</b> <input type="text"/> <input type="button" value="Print"/>  <a href="#">Non Merchandise Summary</a>  <b>Total:</b> <input type="text" value="0.00"/> <b>'Curr:</b> <input type="text" value="USD"/> <input type="button" value="Search"/> <b>Balance:</b> <input type="text" value="0.00"/>

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last   

1 'Dist by:       SpeedChart

Item	Description	Quantity	UOM	Unit Price	Extended Amt
<input type="text"/>	<input type="text" value="0.00"/>				

Use One Asset ID

**Distribution Lines**    [Customize](#) | [Find](#) | [View All](#) |     First 1 of 1 Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Amount	Quantity	'GL Unit	Budget Date	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects
1	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="34000"/> <input type="button" value="Search"/>	<input type="text" value="08/21/2006"/> <input type="button" value="BY"/>	<input type="text"/> <a href="#">Projects</a>							

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

## Step 2 – Copy Purchase Order to Voucher

In the upper right hand corner **Worksheet Copy Option:**  click the  button and select “Purchase Order Only”.

Unit: 34000    Voucher: NEXT    [Go To Voucher Header](#)

Worksheet Copy Option:

PO Lookup Criteria

PO Unit:  PO:   View Matched /Cancelled Only?

\*PO Dt Opt:  PO Date:

Input the PO Unit and PO Number.

Unit: 34000    Voucher: NEXT    [Go To Voucher Header](#)

PO Lookup Criteria

PO Unit:  Department of Health PO:   View Matched /Cancelled Only?

\*PO Dt Opt:  PO Date:

Click the  button. (If the PO is not available for selection then either the PO is not in a dispatch status or the PO has been fully matched.)

# 1A

Unit: 34000 Voucher: NEXT [Go To Voucher Header](#)

**PO Lookup Criteria**

PO Unit: 34000 Department of Health PO: 3409007428  View Matched /Cancelled Only?  
 \*PO Dt Opt: No Date PO Date:

**Select PO Lines** Find | View All First 1 of 1 Last

PO Unit: 34000 PO: 3409007428 PO Date: 04/03/2006  
 Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES

Customize | Find | First 1 of 1 Last

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
<input type="checkbox"/>	076552	Case equipment and parts	3.0000	EA	22.45	67.35	USD	3.0000	EA	22.45	1	1

PO Line Count: 1 PO Total: \$67.35

This “Quantity Vouchered” is the quantity available for vouchering. If the value is zero, then there are no available quantities and it will fail matching. (By selecting the correct “Distribute By” method if the quantity is zero, it will not be available for vouchering at all.) The amount in the Merchandise Amt column is the amount left to match on the PO line.

Click the Radio Box  to the left of the PO Line/Schedule to copy to the voucher.

If you are vouchering for less quantity you may change, it here. In this example, the quantity is left as 3.0000.

1B

Unit: 34000 Voucher: NEXT [Go To Voucher Header](#)

PO Lookup Criteria

PO Unit: 34000 Department of Health PO: 3409007428  View Matched /Cancelled Only?

PO Dt Opt: No Date PO Date:

Select PO Lines [Find](#) | [View All](#) First 1 of 1 Last

PO Unit: 34000 PO: 3409007428 PO Date: 04/03/2006

Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES

[Customize](#) | [Find](#) | [Grid](#) First 1 of 1 Last

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
<input type="checkbox"/>	076552	Case equipment and parts	<input type="text"/>	EA	22.45	0.15	USD		EA	22.45	1	1

PO Line Count: 1 PO Total: \$0.15

This is what you will receive when all quantities have been matched but the "Distribute By" Method was Amount and there is an available balance.

Unit: 34000 Voucher: NEXT [Go To Voucher Header](#)

PO Lookup Criteria

PO Unit: 34000 Department of Health PO: 3409007428  View Matched /Cancelled Only?

'PO Dt Opt: No Date PO Date:

Select PO Lines [Find](#) | [View All](#) First 1 of 1 Last

PO Unit: 34000 PO: 3409007428 PO Date: 04/03/2006

Vendor ID: 0000000580 DEPARTMENT OF CENTRAL SERVICES

[Customize](#) | [Find](#) | First 1 of 1 Last

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
<input checked="" type="checkbox"/>	076552	Case equipment and parts	3.0000	EA	22.45	67.35	USD	3.0000	EA	22.45	1	1

PO Line Count: 1 PO Total: \$67.35

The PO is copied to the voucher by Line Number and Schedule Number. If a PO line and Schedule does not display after searching on the PO, then it is fully matched, inactive or closed, or every PO distribution line associated with the PO line is finalized.

Click the  button.

### Step 3 – Review Copied Data

**Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

Style: Regular    Entry Status: Open    [Comments](#)    [View Related Document](#)  
 Unit: 34000    Voucher ID: NEXT    Budget Status: Not Chk'd    Post Status: Unposted

Copy from a Source Document  
 PO Unit:     Purchase Order:     [Copy PO](#)    Worksheet Copy Option:

**Vendor**    [Advanced Vendor Search](#)

Vendor:   
 Name:   
 Location:   
 Address:   
 DEPARTMENT OF CENTRAL SERVICES  
 DCS ACCOUNTING  
 OKLAHOMA CITY, OK 73152-3488

**Invoice**

Invoice No:   
 Invoice Date:     Acctg Date:   
 Pay Terms:   
 Misc Amt:   
 Frght Amt:   
[Non Merchandise Summary](#)

Total:     Curr:     Balance: -67.35

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

1 'Dist by:      SpeedChart    [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt
076552	Case equipment and pai	3.0000	EA	22.45000	67.35

Use One Asset ID

**Distribution Lines**    [Customize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

[ChartFields](#)    [Exchange Rate](#)    [Statistics](#)    [Assets](#)

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects
67.35		34000	08/21/2006	533220		1000	40000	3500001	06			<a href="#">Projects</a>

[Save](#)    [Notify](#)    [Refresh](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

The Circled data copied in from the Purchase Order.

The information that copies to the voucher line/distribution when the PO is distributed by amount is as follows:

- The Quantity, Unit Price and Extended Amounts are activated on the voucher line when the PO line is distributed by Amount. The payer must enter the Extended Amount for the voucher line, although it cannot exceed the amount copied to the voucher as this is the amount left to match on the PO line. The payer may also enter the Quantity and Unit Price on the voucher line, although the quantity cannot exceed the quantity copied to the voucher as this is the quantity left to match on the PO line. It is a good idea to implement an internal policy that quantity x unit price always equal extended amount to minimize the risk of matching the PO based on incorrect quantities and unit prices on the vouchers.
- The amount copied to the voucher distribution line is the original amount of the encumbrance on the PO distribution line. It is imperative that payers have access to the outstanding encumbrances on the on the daily Outstanding Orders report so they can ensure a PO distribution line has adequate encumbrances. A PO line with 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 the 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 lines(s) can be deleted so the voucher can be processed. Once a voucher is saved against a PO distribution line, funding changes can no longer be made on the PO distribution line.

**In our example, the “Unit Price” is changed to 22.40. Since the Dist By is Amt, the Extended Amt on the voucher line and the Amount on the voucher distribution line must be changed to 67.20. (If the Dist by was set to QTY, the Unit Price X QTY would calculate.)**

**Input 67.20 in the “Total Field” and click the  button to validate the data.**

**Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

**Style:** Regular    **Entry Status:** OPEN    [Comments](#)    [View Related Document](#)

**Unit:** 34000    **Voucher ID:** NEXT    **Group:**     **Budget Status:** Not Chkd    **Post Status:** Unposted

---

**Copy from a Source Document**

**PO Unit:**     **Purchase Order:**     [Copy PO](#)    **Worksheet Copy Option:** None

---

Vendor		Invoice	
<b>Vendor:</b> <input type="text" value="0000000580"/>	<a href="#">Advanced Vendor Search</a>	<b>Invoice No:</b> <input type="text" value="522211"/>	
<b>Name:</b> <input type="text" value="DCS-001"/>		<b>Invoice Date:</b> <input type="text" value="07/15/2006"/>	<b>Acctg Date:</b> <input type="text" value="08/21/2006"/>
<b>Location:</b> <input type="text" value="0001"/>		<b>Pay Terms:</b> <input type="text" value="0 Days"/>	
<b>Address:</b> <input type="text" value="1"/>		<b>Misc Amt:</b> <input type="text"/>	
DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488		<b>Frght Amt:</b> <input type="text"/>	
		<a href="#">Non Merchandise Summary</a>	
		<b>Total:</b> <input type="text" value="67.20"/> *Curr: <input type="text" value="USD"/>	<b>Balance:</b> 0.00

---

**Invoice Lines** [Find](#) | [View All](#)    First  1 of 1  Last

1    \*Dist by:     [SpeedChart](#)     [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt
076552	Case equipment and pai	3.0000	EA	22.40000	67.20

Use One Asset ID

---

**Distribution Lines** [Customize](#) | [Find](#) | [View All](#)    First  1 of 1  Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Projects
1	67.20	3.0000	34000	08/21/2006	533220		1000	40000	3500001	06		<a href="#">Projects</a>

---

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

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

## Step 4 – Save Voucher

Click the  button located in the bottom left hand corner.

## Step 5 – Match the Voucher

Follow steps 1-2 pages 47-61

## Step 6 – Review Purchase Order's Match Status

Follow step 6 pages 68-74

**PO's "Distribute By" set to Amount**

**PO Matching -- 3409007428**

Unit: 34000 PO: 3409007428

**Match Status**  
Partially

**Match Options**  
Match Action: Standard  
Match Rule: STANDARD

Return

---

**Details for Schedule 1 -- DCS-001**

PO: 3409007428 Line: 1 [Case equipment and parts](#) 076552 Status: Active

Amount: 67.35 USD Doc. Base: 67.35 USD PO Qty: 3.0000

Orig Prom: 08/21/2006 Ship Date:  Frozen (Planning)

Matching: Full Match Match Status PO: Partial

**Backordered From Schedule:**

Matching Controls	
Tolerance Over	Tolerance Under
Unit Price Tolerance:	
% Unit Price Tolerance:	
Ext Price Tolerance:	
% Ext Price Tolerance:	

Custom Price - No Override  
 No Charge

**Receiving Controls**  
 Reject Qty Over Tolerance  
Early Ship Rjct Days:  
Qty Rcvd Tolerance %:

OK Cancel

PO's "Distribute By" set to QTY.

**PO Matching -- 3409007428**

Unit: 34000 PO: 3409007428

**Match Status**  
Matched

**Match Options**  
Match Action: Standard  
Match Rule: STANDARD

Return

---

**Details for Schedule 1 -- DCS-001**

PO: 3409007428 Line: 1 [Case equipment and parts](#) 076552 Status: Active

Amount: 67.35 USD Doc. Base: 67.35 USD PO Qty: 3.0000

Orig Prom: 08/21/2006 Ship Date:  Frozen (Planning)

Matching: Full Match Match Status PO: Matched

**Backordered From Schedule:**

Matching Controls	
Tolerance Over	Tolerance Under
Unit Price Tolerance:	
% Unit Price Tolerance:	
Ext Price Tolerance:	
% Ext Price Tolerance:	

Custom Price - No Override  
 No Charge

**Receiving Controls**  
 Reject Qty Over Tolerance  
Early Ship Rjct Days:  
Qty Rcvd Tolerance %:

OK Cancel

# 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>Maintain Purchase Orders

PO Form **Schedule**

Unit: 58000 PO: 5809004343 'PO Date: 09/14/2006

Vendor: DCS-001 'ID: 0000000580 [Lookup](#) [Details](#) Buyer: RMAXWELL Ronney Maxwell

PO Status: Pend Appr Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Valid

Lines										
Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input type="checkbox"/> 1			Shipping and handling		1.0000	SUM	099930	13.19	USD	Active

Merchandise: 13.19 Adj Amt: 0.00 Total Amount: 13.19 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) Line Details Requisitions  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) **... More ...**

[Import Agency Req. & Sole Source Info.](#)

Save Return to Search Previous in List Next in List Notify Refresh

PO Form | [Schedule](#)

Click on the [Schedule](#) tab.

**PO Form** | **Schedule**

Unit: 58000      PO: 5809004343

PO Date: 09/14/2006      PO Status: Pend Appr      Receipt: Not Recvd      Budget Status: Not Chk'd

**Lines** Find | View All First 1 of 1 Last

Line: 1      Item: 099930      Shipping and handling charges

**Schedules** Customize | Find | View All First 1 of 1 Last

Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Revision	Status
<input checked="" type="checkbox"/>	1	09/14/2006	58030	1.0000	13.19000	13.19		Active

PO Qty: 1.0000      UOM: SUM      Amount: 13.19 USD

[Ship To Comments](#)      [Ship To Address](#)      [One Time Address](#)      [Sales/Use Tax](#)      Schedule VAT  
[Schedule Details](#)      [Price Adjustment](#)      [Misc. Charges](#)      [Schedule RTV](#)      [Distributions](#)      [Backorder PO](#)

[PO Form](#) | [Schedule](#)

Click on the [Schedule Details](#) link.

**Details for Schedule 1 -- DCS-001**

PO: 5809004343 Line: 1 Sched: 1 Item: 099930 Shipping and handling charges 

Amount: 13.19 USD Doc. Base: 13.19 USD PO Qty: 1.0000 Status: Active

Due Date: 09/14/2006 Time Due:   Custom Price - No Override  No Charge

Orig Prom: 09/14/2006  Ship Date:   (Planning)

Matching: Full Match  Match Status PO: Unmatched

Freight Trm: FOB DEST  Free on board at Destination Ship Via: COMMON  Common Carrier

Matching Controls		Receiving Controls		Freight Calculation Rule	
	Tolerance Over	Tolerance Under			
Unit Price:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Reject Qty Over Tolerance	Early Ship Rjct Days:	<input type="text"/>
% Unit Price:	<input type="text"/>	<input type="text"/>	Qty Rcvd Tolerance %:	<input type="text"/>	TRFT Rule: <input type="text"/> 
Ext Price:	<input type="text"/>	<input type="text"/>		Charge Method:	Weight <input type="text"/>
% Ext Price:	<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Freight Charge Override	

OK Cancel Refresh

By inputting 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, input a value .0001 in the unit price.

Input a zero (.0001) in the unit price for both Tolerance Over and Tolerance Under. Click the **Refresh** button.

**Details for Schedule 1 -- DCS-001**

PO: 5809004343 Line: 1 Sched: 1 Item: 099930 Shipping and handling charges 

Amount: 13.19 USD Doc. Base: 13.19 USD PO Qty: 1.0000 Status: Active

Due Date: 09/14/2006 Time Due:   Custom Price - No Override  No Charge

Orig Prom: 09/14/2006  Ship Date:   (Planning)

Matching: Full Match  Match Status PO: Unmatched

Freight Trm: FOB DEST  Free on board at Destination Ship Via: COMMON  Common Carrier

Matching Controls		Receiving Controls		Freight Calculation Rule	
Unit Price:	Tolerance Over: <input type="text" value="0.00010"/>	Tolerance Under: <input type="text" value="0.00010"/>	<input checked="" type="checkbox"/> Reject Qty Over Tolerance	TRFT Rule: <input type="text"/>	Charge Method: <input type="text" value="Weight"/>
% Unit Price:	<input type="text"/>	<input type="text"/>	Early Ship Rjct Days: <input type="text"/>		<input type="checkbox"/> Freight Charge Override
Ext Price:	<input type="text"/>	<input type="text"/>	Qty Rcvd Tolerance %: <input type="text"/>		
% Ext Price:	<input type="text"/>	<input type="text"/>			

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

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 will be received.

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

**\* Do not input any values for EXT Price Tolerance. This 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**

### Match Exceptions

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](#)

Run Control ID:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input a Run\_Control ID and click the  button.

**Match Exceptions**

Run Control ID: Match\_Voucher [Report Manager](#) [Process Monitor](#)

Language:

**Report Request Parameters**  
No parameters required.

Click the  button.

**Process Scheduler Request**

User ID: RMAXWELL      Run Control ID: Match\_Voucher

---

Server Name: **PSNT**      Run Date: 09/18/2006 

Recurrence:       Run Time: 4:26:25PM     

Time Zone:  

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Matching Exception Report	APY1090-	Crystal	Web	<b>PDF</b>	<a href="#">Distribution</a>

Server Name: PSNT  
 Format : PDF

Click the  button.

**Match Exceptions**

Run Control ID: Match\_Voucher      [Report Manager](#)      [Process Monitor](#)     

Language:       **Process Instance:3242152**

**Report Request Parameters**  
No parameters required.

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

Process List [Server List](#)

View Process Request For

User ID:   Type:  Last:  Days   
 Server:  Name:  Instance:  to   
 Run Status:  Distribution Status:   Save On Refresh

Process List Customize | Find | View All | First 1-11 of 11 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3242152		Crystal	APY1090-	RMAXWELL	09/18/2006 4:26:25PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242151		Crystal	APY1090-	RMAXWELL	09/18/2006 4:15:41PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242150		Crystal	OCPP0343	RMAXWELL	09/18/2006 4:14:38PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242126		PSJob	<a href="#">PODISP</a>	RMAXWELL	09/18/2006 2:20:56PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242114		Application Engine	AP_MATCHING	RMAXWELL	09/18/2006 1:02:29PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242113		Application Engine	AP_MATCHING	RMAXWELL	09/18/2006 12:43:18PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242112		Application Engine	AP_MATCHING	RMAXWELL	09/18/2006 12:29:42PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242111		Application Engine	AP_MATCHING	RMAXWELL	09/18/2006 12:00:13PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242110		Application Engine	AP_MATCHING	RMAXWELL	09/18/2006 11:32:48AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3242107		PSJob	<a href="#">PODISP</a>	RMAXWELL	09/18/2006 11:30:07AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3241932		PSJob	<a href="#">OCP354PO</a>	RMAXWELL	09/12/2006 1:28:31PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Match Exceptions](#)

[Process List](#) | [Server List](#)

Click the [Details](#) link.

Process Detail	
<b>Process</b>	
<b>Instance:</b> 3242152	<b>Type:</b> Crystal
<b>Name:</b> APY1090-	<b>Description:</b> Matching Exception Report
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted
<b>Run</b>	<b>Update Process</b>
<b>Run Control ID:</b> Match_Voucher	<input type="radio"/> <b>Hold Request</b>
<b>Location:</b> Server	<input type="radio"/> <b>Queue Request</b>
<b>Server:</b> PSNT	<input type="radio"/> <b>Cancel Request</b>
<b>Recurrence:</b>	<input type="radio"/> <b>Delete Request</b>
	<input type="radio"/> <b>Restart Request</b>
<b>Date/Time</b>	<b>Actions</b>
<b>Request Created On:</b> 09/18/2006 4:27:30PM CDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 09/18/2006 4:26:25PM CDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 09/18/2006 4:27:42PM CDT	Batch Timings
<b>Ended Process At:</b> 09/18/2006 4:28:35PM CDT	<a href="#">View Log/Trace</a>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

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

**View Log/Trace**

**Report**

**Report ID:** 1592892      **Process Instance:** 3242152      [Message Log](#)  
**Name:** APY1090-      **Process Type:** Crystal  
**Run Status:** Success

Matching Exception Report

**Distribution Details**

**Distribution Node:** FSSTGU      **Expiration Date:** 10/02/2006

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">APY1090- 3242152.PDF</a>	68,838	09/18/2006 4:28:35.000000PM CDT
<a href="#">Message Log</a>	0	09/18/2006 4:28:35.000000PM CDT
<a href="#">PeopleSoft Trace File</a>	597	09/18/2006 4:28:35.000000PM CDT

**Distribute To**

Distribution ID Type	'Distribution ID
User	RMAXWELL

[Return](#)

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Report ID: APY1090

PeopleSoft Accounts Payable  
MATCH EXCEPTION REPORT

Page No. 1  
Run Date Sep/18/2006  
Run Time 4:16:35 PM

Buyer	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	Line	Seq	Match Control Id	Match Rule
	18500	00010008	1	-1.00	3.05	-3.05	18500	Y003822	4	1	1.00	3,028.05	3,028.05			1		SYSTEM	RULE_S210
	29200	00022437	1	1.00	432.34	432.34	29200	Z049988	4	1	1.00	14,985.85	14,985.85			1		SYSTEM	RULE_S210
	80500	00077985	1	1.00	65.43	65.43	80500	8059004100	1	1	1.00	1,280.00	1,280.00			1		SYSTEM	RULE_S210
	80500	00078063	1	1.00	93.17	93.17	80500	8059001830	3	1	1.00	754.73	754.73			1		SYSTEM	RULE_S210
	<b>Vouchers with Match Exceptions for Buyer</b>												<b>4</b>						
ABODINE01	74000	00033595	1	1.00	125,000.00	125,000.00	74000	7409000824	1	1	1.00	125,000.00	125,000.00			1		STANDARD	RULE_R500
	<b>Vouchers with Match Exceptions for Buyer ABODINE01</b>												<b>1</b>						
AHILLEMEYER	34000	00084502	3	1.00	1,856.86	1,856.86	34000	3409007145	3	1	1.00	1,856.86	1,856.86			1		STANDARD	RULE_R500
	<b>Vouchers with Match Exceptions for Buyer AHILLEMEYER</b>												<b>1</b>						
APARKER02	27000	00006988	1	1.00	400.00	400.00	27000	2709000190	1	1	1.00	400.00	400.00			1		STANDARD	RULE_R500
	<b>Vouchers with Match Exceptions for Buyer APARKER02</b>												<b>1</b>						
BBALDWIN	40000	00050543	1	6.00	1.50	9.00	40000	4009006981	3	1	4.00	19.00	72.00			1		STANDARD	RULE_V200

To print, click FILE>Print

## Step 2 – Identify the Match Exception

### Rule H200- Voucher Vendor/Loc <> PO Vendor/Loc

- Compare the PO's Vendor Number and Location to the Voucher's Header Vendor Number and Location.
  - Navigate to the Purchase Order
  - Navigate to the Voucher

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

Form [Schedule](#)

**Unit:** PO:

**Vendor:** CINGULAR W-003 **ID:** 0000064992 [Vendor Details](#) **Buyer:** Betty Haddad

**PO Date:** 10/04/2005 **PO Status:** Dispatched **Receipt:** Not Recvd **Backorder Status:** None

**Budget Status:** Valid **Doc Tol Status:** Valid

Lines								Customize	Find	View All	First	1 of 1	Last	
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status						
<input checked="" type="checkbox"/>	1	07255138	<a href="#">CELLULAR TELEPHONE, RATE PLANS</a>	07255138	1.0000	SUM	600.00	USD	Active					

---

**Merch.:** 600.00 **Adj Amt:** **Total:** 600.00 USD

[Header Details](#) [Matching](#) [Header VAT](#) [All RTV](#) [Header Comments...](#) [Line Details](#) [Line Comments...](#) [Document Status](#)

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

[Form](#) | [Schedule](#)

Navigation: Purchasing>Purchase Orders>Review PO Information>Purchase Orders>Vendor Details

**Vendor Details -- CINGULAR WIRELESS**

<b>Unit:</b>		<b>PO:</b>	
<b>Location:</b>	0002	<b>Terms:</b>	00
<b>Basis Dt Type:</b>	Inv Date	<b>Basis Date:</b>	
<b>Address:</b>	2	<a href="#">Address Details</a>	
<b>Contact:</b>		Contact Details	
<b>Salesperson:</b>		Salesperson Details	

**Details**

<b>Country:</b>	USA	United States	<b>Prefix:</b>			
<b>Address 1:</b>	9020 N MAY STE 130			<b>Phone:</b>	405/858-5706	
<b>Address 2:</b>						
<b>Address 3:</b>						
<b>City:</b>	OKLAHOMA CITY				<b>Fax:</b>	
<b>County:</b>		<b>Postal:</b>	73120-4445			
<b>State:</b>	OK	Oklahoma				

[Return](#)

## Accounts Payable>Vouchers>Entry>Regular Entry

Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular    Entry Status: Postable    Match Manager/Withholding Comments    View Related Document

Unit:    Voucher ID:    Group:    Budget Status: Valid    Post Status: Unposted

Copy from a Source Document  
 PO Unit: 56600    Purchase Order: 5669003310    Copy PO    Worksheet Copy Option: None

**Vendor**  
[Advanced Vendor Search](#)  
 Vendor: 0000064992  
 Name: CINGULAR W-003  
 Location: 0007  
 Address: 7  
 CINGULAR WIRELESS  
 PO BOX 650553  
 DALLAS, TX 75265-0553

**Invoice**  
 Invoice No: X03232006  
 Invoice Date: 03/15/2006    Acctg Date: 04/10/2006  
 Pay Terms: 0 Days  
 Misc Amt:  
 Frght Amt:  
[Non Merchandise Summary](#)  
 Total: 41.05    Curr: USD    Balance: 0.00

**Invoice Lines**    Find | View All    First 1 of 1 Last

1    Dist by: Qty    SpeedChart    View PO/Receiver    Associate Receiver(s)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
07255138	CELLULAR TELEPHONE	1.0000	SUM	41.05000	41.05	<input type="checkbox"/>

Use One Asset ID

**Distribution Lines**    Customize | Find | View All    First 1 of 1 Last

Amount	Quantity	GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
41.05	1.0000	56600	04/10/2006	531130	09	1000	19601	6701101	06		

Save    Return to Search    Notify    Refresh

Invoice Information | Payments | Voucher Attributes | Accounting Information

The PO and Voucher have the same Vendor Number, but the PO has Vendor Location Number 0002 and the Voucher has Vendor Location Number 0007. The PO Vendor Number and Location copies into the Voucher, but the H200 exception occurs when the CPO changed the location 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>Schedule**

The screenshot displays a software interface for reviewing a Purchase Order (PO) schedule. At the top, there are two tabs: "PO Form" and "Schedule". Below the tabs, the "Unit:" field is empty, and the "PO:" field contains "...". To the right of these fields are two icons: a blue triangle and a red "X".

Below the unit and PO fields, there are several status fields: "PO Date: 09/14/2006", "PO Status: Dispatched", "Receipt: Not Recvd", and "Budget Status: Valid".

The main section is titled "Lines" and contains a sub-section for "Schedules". The "Schedules" section has a table with the following columns: "Sel", "Sched", "Due Date", "Ship To", "PO Qty", "Price", "Amount", "Revision", and "Status". The table contains one row with the following data: "Sel" is checked, "Sched" is "1", "Due Date" is "09/14/2006", "Ship To" is empty, "PO Qty" is "1.0000", "Price" is "13.19000" (circled in red), "Amount" is "13.19", and "Status" is "Active".

Below the table, there are several fields: "PO Qty: 1.0000", "UOM: SUM", "Amount: 13.19 USD".

At the bottom of the interface, there are several links: "Ship To Comments", "Ship To Address", "One Time Address", "Sales/Use Tax", "Schedule VAT", "Schedule Details", "Price Adjustment", "Misc. Charges", "Schedule RTV", "Distributions", and "Backorder PO".

At the very bottom, there are several buttons: "Save", "Return to Search", "Notify", "Refresh", "Add", and "Update/Display".

Navigation: Purchasing>Purchase Orders>Review PO Information>Purchase Orders>Schedule>Schedule Details

**Details for Schedule 1 -- DCS-001**

**PO:** 5809004343    **Line:** 1    [Shipping and handling charges](#)    099930    **Status:** Active

**Amount:** 13.19 USD    **Doc. Base:** 13.19 USD    **PO Qty:** 1.0000

**Orig Prom:** 09/14/2006    **Ship Date:**  **Frozen (Planning)**

**Matching:** Full Match    **Match Status PO:** Unmatched

**Backordered From Schedule:**

Matching Controls		
	Tolerance Over	Tolerance Under
<b>Unit Price Tolerance:</b>	0.00010	0.00010
<b>% Unit Price Tolerance:</b>		
<b>Ext Price Tolerance:</b>		
<b>% Ext Price Tolerance:</b>		

Custom Price - No Override  
 No Charge

Receiving Controls	
<input checked="" type="checkbox"/> <b>Reject Qty Over Tolerance</b>	
<b>Early Ship Rjct Days:</b>	
<b>Qty Rcvd Tolerance %:</b>	

OK    Cancel

## Accounts Payable>Vouchers>Entry>Regular Entry

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

**Style:** Regular    **Entry Status:** Postable    [Match Manager](#)    [Comments](#)    [View Related Document](#)

**Unit:**    **Voucher ID:**    **Group:**     **Budget Status:** Not Chk'd    **Post Status:** Unposted

**Copy from a Source Document**  
 PO Unit:     Purchase Order:     [Copy PO](#)    **Worksheet Copy Option:** None

Vendor	Invoice
<a href="#">Advanced Vendor Search</a> <b>Vendor:</b> 0000000580 <b>Name:</b> DCS-001 <b>Location:</b> 0001 <b>Address:</b> 1 DEPARTMENT OF CENTRAL SERVICES DCS ACCOUNTING OKLAHOMA CITY, OK 73152-3488	<b>Invoice No:</b> TEST TOLERANCE OVER PO <b>Invoice Date:</b> 09/18/2006 <b>Acctg Date:</b> 09/18/2006 <b>Pay Terms:</b> 0 Days <b>Misc Amt:</b> <input type="text"/> <b>Frigh Amt:</b> <input type="text"/> <a href="#">Non Merchandise Summary</a> <b>Total:</b> 13.20 <b>*Curr:</b> USD <b>Balance:</b> 0.00

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

1    **\*Dist by:** Qty     SpeedChart    [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	<input type="checkbox"/> Force Price
099930	Shipping and handling cl	1.0000	SUM	13.20000	13.20	<input type="checkbox"/> Use One Asset ID

**Distribution Lines**    [Customize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

Amount	Quantity	GL Unit	Budget Date	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
13.20	1.0000		09/18/2006	531110		1000	19601	0202002	06		

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

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

The Purchase Order was set up with a Unit Price Tolerance of .0001. The PO unit price is 13.19 but the voucher unit price is 13.20.

**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, removed 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>PO Activity Summary**

**Activity summary**

Unit:                      PO:                      Vendor:                      PO Status:    Dispatched

Details							Customize   Find   View All	First	1-3 of 3	Last
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only				
<input checked="" type="checkbox"/>	1 02045605100	<a href="#">Statewide Catalog Contract Com</a>	SUM	6.0000	14632.860		<input type="checkbox"/>			
<input type="checkbox"/>	2 02045605100	<a href="#">Statewide Catalog Contract Com</a>	SUM	2.0000	107.920		<input type="checkbox"/>			
<input type="checkbox"/>	3 02045605100	<a href="#">Statewide Catalog Contract Com</a>	SUM	1.0000	1856.860		<input type="checkbox"/>			

<p><b>Receipt</b></p> <p>Qty Rcvd:                      0.0000</p> <p>Qty Acptd:                      0.0000</p>	<p><b>Invoice</b></p> <p>Qty Invcd:                      0.80</p> <p>Amt Invcd:                      14632.860</p>	<p><b>Matched</b></p> <p>Qty Mtchd:                      0.8057</p> <p>Amt Mtchd:                      1964.949</p>
--	--	---

Receipt      [Invoice](#)      [Matching](#)      Open Qty:      5.2000      Open Amt:      0.000

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

---

**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 Revd and Qty Accptd 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>Review PO Information>Purchase Orders> [Matching](#)

**PO Matching --**

<b>Unit:</b>	<b>PO:</b>	<b>Chng Order:</b>	4
--------------	------------	--------------------	---

**Match Status**

None

**Match Options**

**Match Action:** No Match

**Match Rule:**

Return

Navigation: Purchasing>Purchase Orders>Review PO Information>Purchase Orders>Schedule>Schedule Details

**Details for Schedule 1 -- OKLAHOMA G-003**

**PO:** Line: 1 [Janitorial/custodial services](#) 091039 **Status:** Active

**Amount:** 153050.22 USD **Doc. Base:** 153050.22 USD **PO Qty:** 9.0000

**Orig Prom:** **Ship Date:**  Frozen (Planning)

**Matching:** **No Match** **Match Status PO:** Unmatched

**Backordered From Schedule:**

Matching Controls		
	Tolerance Over	Tolerance Under
<b>Unit Price Tolerance:</b>	99999999.99999	99999999.99999
<b>% Unit Price Tolerance:</b>	10.00	100.00
<b>Ext Price Tolerance:</b>		
<b>% Ext Price Tolerance:</b>		

Custom Price - No Override  
 No Charge

**Receiving Controls**

Reject Qty Over Tolerance  
**Early Ship Rjct Days:**  
**Qty Rcvd Tolerance %:**

OK Cancel

Accounts Payable>Vouchers>Entry>Regular Entry> [View PO/Receiver](#)

**View Source PO/Recv**

Unit:                      Voucher:                      Line: 1                      \*Line Match Option: Full Match

---

Purchase Order				Receipt Number			
PO Unit	PO	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
<input type="text"/>	<input type="text"/>	1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

▶ PO Comments

OK    Cancel    Refresh

---

**If this is the only voucher processed against this PO and it is not an Authority Order then change the match status on the PO Header and PO Schedule to Match. If other vouchers were processed as NO match then delete the voucher and start over. Do not change the match status on the PO if there have been vouchers processed as NO Match.**

---

**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**

PO Form Schedule

Unit: PO: Chng Order: 2 'PO Date: 05/24/2005

Vendor: SAVIN CORP-001 'ID: 0000068261 Lookup [Details](#) 'Buyer: Jeanie Wall

PO Status: Approved Receipt: Not Recvd Budget Status: Valid Doc Tol Status: Valid

Lines								Customize   Find   View All
Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM Category	Amount
<input type="checkbox"/>	1 09852805023	<input type="checkbox"/>	<input type="text"/>	5 year extended term lease 31 to 44 CPM Digital Copier Automatic Document Feeder Limitless Sorting Stapling/Offset Catch Tray w/In- line Stapler Automatic Duplexing	0409	12.0000	MOR 09852605	2844.00
<input type="checkbox"/>	2 099971	<input type="checkbox"/>	<input type="text"/>	Copy Charge	0409	1.0000	CPY 099971	21.69
<input type="checkbox"/>	3 099971	<input type="checkbox"/>	<input type="text"/>	Copy Charge	0409	1.0000	CPY 099971	275.15

Merchandise: 3140.83 Adj Amt: 0.00 Total Amount: 3140.83 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments...](#) Line Details Requisitions  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments...](#) ... More ...

Save Return to Search Notify Refresh

[PO Form](#) | [Schedule](#)

**The Purchase Order is in an Approve 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 on the [Invoice](#) and/or [Matching](#) link.

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

Activity summary

Unit: PO: Vendor: PO Status: Dispatched

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input type="checkbox"/>	1 03751521075	<a href="#">Bread, raisin 1 lb. loaf, slic</a>	EA	10.0000	18.500	<input type="checkbox"/>
<input type="checkbox"/>	2 03751523024	<a href="#">Bread, rye 1 lb. loaf, sliced,</a>	EA	10.0000	14.000	<input type="checkbox"/>
<input type="checkbox"/>	3 03751529010	<a href="#">Bread, texas toast style, thic</a>	EA	700.0000	700.000	<input type="checkbox"/>
<input type="checkbox"/>	4 03751531050	<a href="#">Bread, wheat, sandwich style,</a>	EA	2000.0000	2100.000	<input type="checkbox"/>
<input type="checkbox"/>	5 03751531060	<a href="#">Bread, wheat, sandwich style,</a>	EA	8.0000	11.200	<input type="checkbox"/>
<input type="checkbox"/>	6 03751532040	<a href="#">Bread, white, family style, en</a>	EA	8000.0000	8000.000	<input type="checkbox"/>
<input type="checkbox"/>	7 03751533100	<a href="#">Bread, white, sandwich style,</a>	PKG	64.0000	89.600	<input type="checkbox"/>
<input type="checkbox"/>	8 03751535001	<a href="#">Hogie buns 6" length, 6/pkg,</a>	PKG	200.0000	230.000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	9 03751536130	<a href="#">Buns, hamburger, vitamin forti</a>	PKG	500.0000	575.000	<input type="checkbox"/>
<input type="checkbox"/>	10 03751538300	<a href="#">Buns, hot dog, vitamin fortifi</a>	PKG	80.0000	112.000	<input type="checkbox"/>
<input type="checkbox"/>	11 03751552106	<a href="#">Muffins, english Pre-baked, 12</a>	PKG	10.0000	11.000	<input type="checkbox"/>
<input type="checkbox"/>	12 03751555100	<a href="#">Rolls, french dip sandwich 6 r</a>	PKG	30.0000	51.000	<input type="checkbox"/>
<input type="checkbox"/>	13 03751559400	<a href="#">Rolls, brown and serve White -</a>	PKG	10.0000	12.000	<input type="checkbox"/>
<input type="checkbox"/>	14 03751564100	<a href="#">Rolls, tea, fully cooked, read</a>	PKG	9.0000	9.900	<input type="checkbox"/>

Receipt		Invoice		Matched	
Qty Rcvd:	0.0000	Qty Invcd:	501.00	Qty Mtchd:	456.0000
Qty Acptd:	0.0000	Amt Invcd:	576.150	Amt Mtchd:	524.400

Receipt [Invoice](#) [Matching](#) Open Qty: 0.0000 Open Amt: -1.150

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

**According to the PO Activity Summary PO line 9 has a quantity of 500.00 but there are vouchers created totaling a quantity of 501.00. If you are dealing with more then 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 on the [Invoice](#) and/or [Matching](#) link.

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

Activity summary

Unit: PO: Vendor: PO Status: Dispatched

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input type="checkbox"/>	1	03751521075 <a href="#">Bread, raisin 1 lb. loaf, slic</a>	EA	10.0000	18.500	
<input type="checkbox"/>	2	03751523024 <a href="#">Bread, rye 1 lb. loaf, sliced,</a>	EA	10.0000	14.000	
<input type="checkbox"/>	3	03751529010 <a href="#">Bread, texas toast style, thic</a>	EA	700.0000	700.000	
<input type="checkbox"/>	4	03751531050 <a href="#">Bread, wheat, sandwich style,</a>	EA	2000.0000	2100.000	
<input type="checkbox"/>	5	03751531060 <a href="#">Bread, wheat, sandwich style,</a>	EA	8.0000	11.200	
<input type="checkbox"/>	6	03751532040 <a href="#">Bread, white, family style, en</a>	EA	8000.0000	8000.000	
<input type="checkbox"/>	7	03751533100 <a href="#">Bread, white, sandwich style,</a>	PKG	64.0000	89.600	
<input type="checkbox"/>	8	03751535001 <a href="#">Hogie buns 6" length, 6/pkg,</a>	PKG	200.0000	230.000	
<input checked="" type="checkbox"/>	9	03751536130 <a href="#">Buns, hamburger, vitamin forti</a>	PKG	500.0000	575.000	
<input type="checkbox"/>	10	03751538300 <a href="#">Buns, hot dog, vitamin fortifi</a>	PKG	80.0000	112.000	
<input type="checkbox"/>	11	03751552106 <a href="#">Muffins, english Pre-baked, 12</a>	PKG	10.0000	11.000	
<input type="checkbox"/>	12	03751555100 <a href="#">Rolls, french dip sandwich 6 r</a>	PKG	30.0000	51.000	
<input type="checkbox"/>	13	03751559400 <a href="#">Rolls, brown and serve White -</a>	PKG	10.0000	12.000	
<input type="checkbox"/>	14	03751564100 <a href="#">Rolls, tea, fully cooked, read</a>	PKG	9.0000	9.900	

Receipt	Invoice	Matched
Qty Rcvd: 0.0000	Qty Invcd: 501.00	Qty Mtchd: 456.0000
Qty Acpptd: 0.0000	Amt Invcd: 576.150	Amt Mtchd: 524.400

Receipt [Invoice](#) [Matching](#) Open Qty: 0.0000 Open Amt: -1.150

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

According to the PO Activity Summary page, the extended amount on PO line 9 is 575.00 but there are vouchers totaling 576.15.

## MATCH RULES

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

The system first checks for system error. This 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 <b>is</b> processed against the PO requiring the PO to be re-dispatched <b>but is not</b> . 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 <b>is</b> processed against the PO requiring the PO to be re-dispatched <b>but is not</b> . 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 ID	Short Description	Clarification and Resolution
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 all of the voucher, purchase order, and receiver data, the system applies Matching Rules.

This table lists, defines, and explains the Matching Rules delivered with the system:

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-H200	Voucher Line Vendor/Loc<>PO Vendor/Loc	The vendor number and location on the purchase order does not match the vendor 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 vendor and/or location on the voucher invoice information page after the voucher has been copied. This error causes the vendor number and location on invoice information page not to equal PO vendor 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 vendor number and/or location to match the PO vendor 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 Vendor/Loc<>Receiver Vendor/Loc	The vendor number and location on the voucher does not match the vendor number and location on the receipt.	This error is a result of a change to the vendor number and/or location on the receiver. To correct, determine the correct vendor 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-P500	Voucher Unit Price <> 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-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-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 can not 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-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 can not 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.