

PeopleSoft Training Document

Financials 9.2

Matching for Buyers

Functional Area	Purchasing
Process Area	
Processes covered in this document	3-Way Matching Report
Process Map Reference	Unitec Processes 9.2

Contents

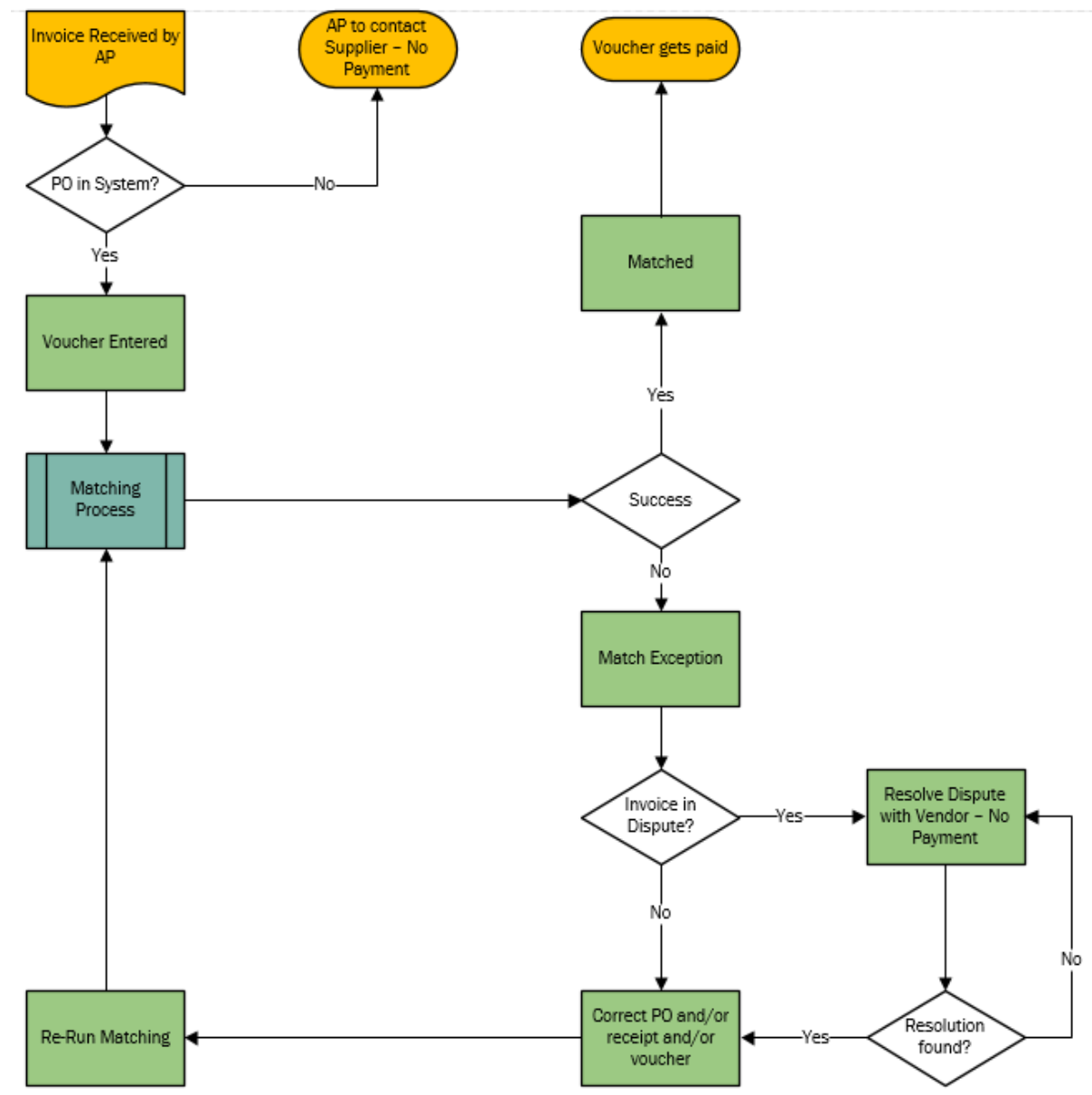
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3-Way Matching in PeopleSoft

Objective

To give the buyer an understanding of the match rules in action at Unitec and enable them to interpret and resolve match exceptions.

Matching Process



Please note that any invoice/voucher that is not matched cannot be paid. The buyer and AP need to actively review and resolve the match exceptions so that the supplier can be paid.

Matching Rules

When the Matching Process is executed the system looks at Unitec's match rules and tolerances, and compares the purchase order to the individual and total receipts and individual and total vouchers processed against the PO. Some rules apply at PO Header level and some apply to each individual PO line.

There are a number of match exception rules that prevent vouchers from being processed, these are not usually relevant for buyers and are not listed here.

In the match exception report you might find the following match exceptions triggered:

Rule	Description	Definition
General Match Exceptions		
RULE_S210	Invalid PO status	Means that the PO is not in the "Dispatched" State. Will stop AP from entering the invoice into the system. Will only appear on the Match exception report if the PO was previously dispatched and AP had entered the voucher, but a change order has since been processed.
RULE_R500	No receipts found	Means that there were no unmatched receipts that could be associated with the voucher.
RULE_R600	No receipt found but unmatched one's exist	It means that there is an unmatched receipt against the PO line the voucher is processed against, but it cannot be matched because one of the other match rules has been violated.
Unit Price Rules– these rules only apply to Quantity Orders - compares voucher to PO		
RULE_P100	Voucher Unit Price <> PO Unit Price (No tolerance)	Rarely triggered as most Purchasing Categories are set up with Unit Price Tolerances. Means that the Unit Price on the voucher differs from that on the PO.
RULE_P400	Voucher Unit Price <> PO Unit Price + % Unit Tol	The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the purchase order price range (calculated using price percentage tolerance).
RULE_P500	Voucher Unit Price <> PO Unit Price + Unit Tol	The unit price tolerance does not equal 0, and the voucher price does not fall within the purchase order price range (calculated using unit price tolerance).
Received Amount - amount only orders - compares voucher to receipt		
RULE_R650	Voucher line amt > Sum of received amount	Voucher line amount exceeds the sum of associated receipt line amounts. For 'amount only' order lines there are no tolerances when matching the receipted amount to the vouchered amount – they have to be exactly the same. This match exception is common. Often the issue is that there are several invoices but only one receipt.

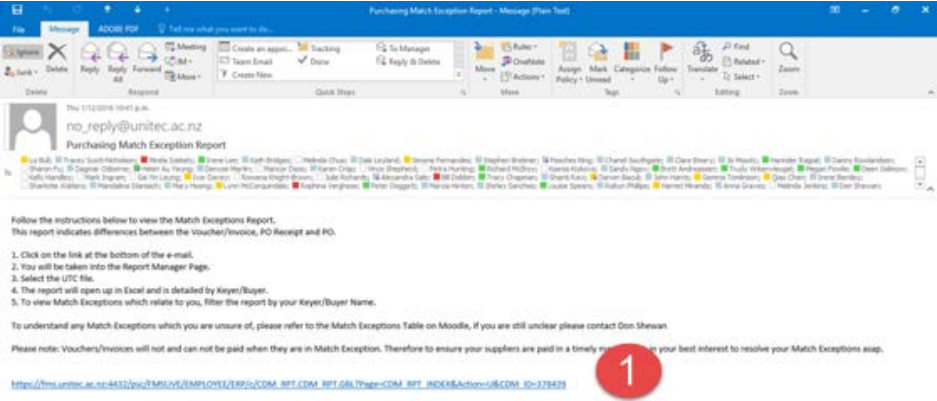
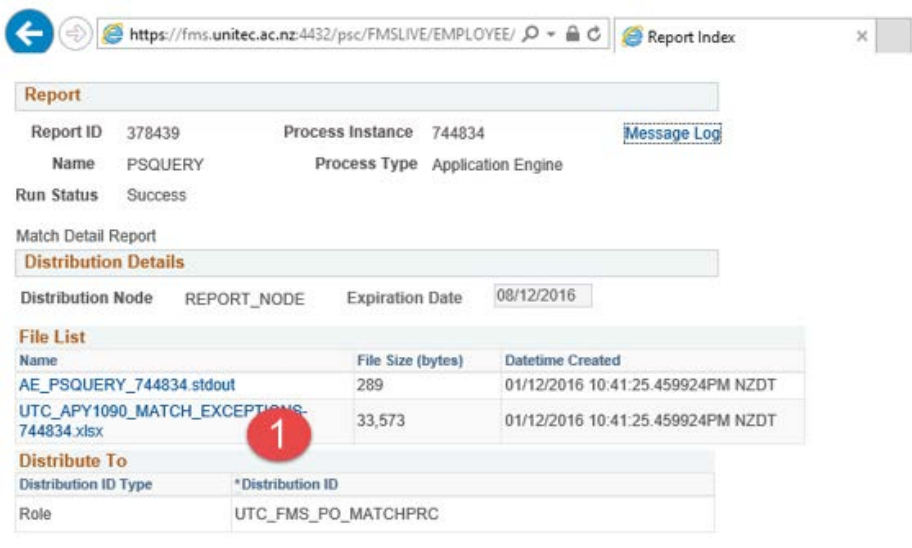
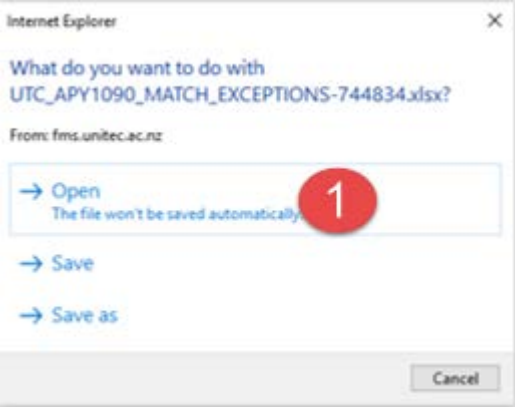
Life to Date – compares all vouchers processed against PO		
RULE_V200	Life to Date Voucher Qty > PO Qty	The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity
RULE_V300	Life to Date Voucher Amount > PO Amount	The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. This rule is not applied to an amount-only purchase order line.
RULE_V400	Life to date > Sched Amt + % ext tol	The percentage tolerance does not equal 0, and the total amount vouchered (including previously matched vouchers) exceeds the amount on the purchase order plus the allowed over-receiving value
RULE_V500	Life to date > Sched Amt ext amt tol	The amount tolerance is 0 and the total amount vouchered (including previously matched vouchers) exceeds the amount on the purchase order. This rule is not applied to an amount-only purchase order line
Quantity Tolerances – compares vouchered quantity to receipted quantity at line level		
RULE_R961	Invoiced Line Qty > Sum of Assoc. Receipt Qty tol	Invoiced line quantity is greater than receipted line quantity plus tolerance. There are tolerance settings which allow the quantity on the receipt to vary from the quantity vouchered by 5%. Only applies to quantity POs
RULE_R962	Invoiced Line Qty < Sum of Assoc. Receipt Qty tol	Invoiced line quantity is less than receipted line quantity minus tolerance. There are tolerance settings which allow the quantity on the receipt to vary from the quantity vouchered by 5%. Only applies to quantity POs

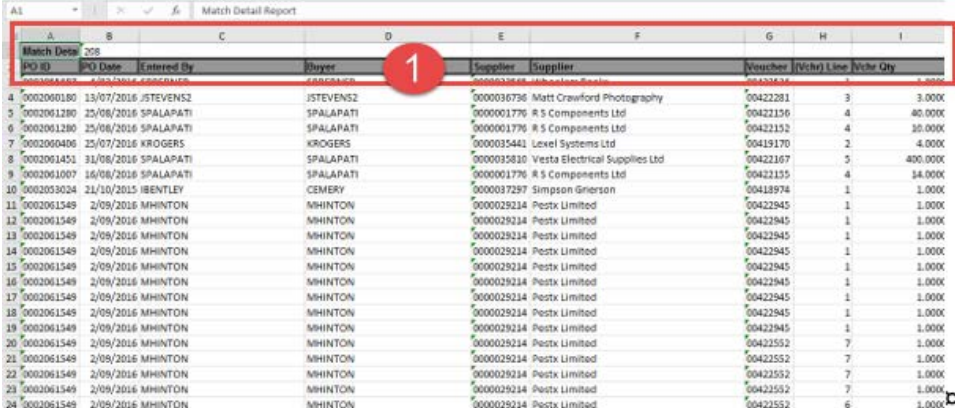
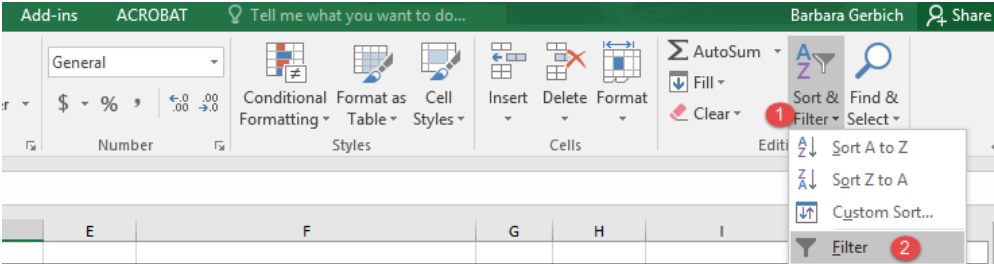
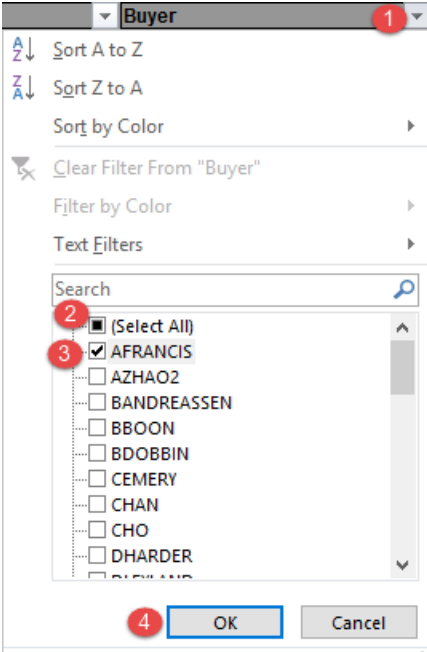
The match rules are executed in a particular order which affects the outcome.

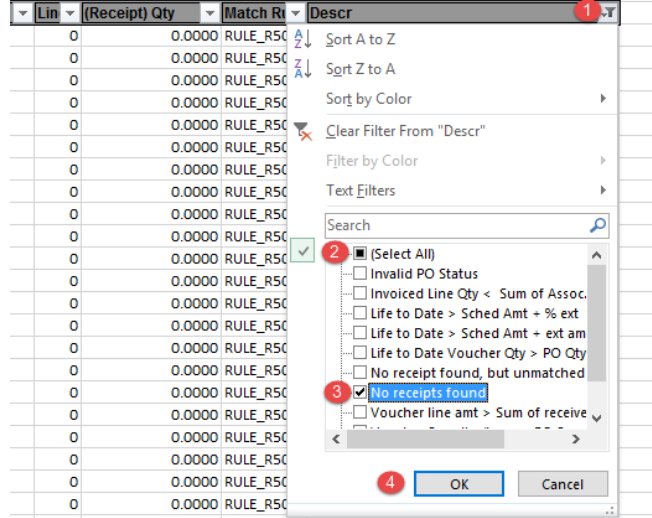
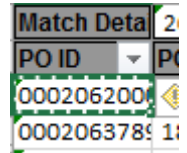
Some tolerances depend on the set up at the purchasing category level. Generally, our tolerance settings at the purchasing category level are set at +/- 5% (percentage tolerance) or +/- NZ\$100 (price tolerance) using whichever is the lesser of the two. This is applied once at Unit Price level (rule P400 and P500), and once at the PO line level (Rule V400 and V500).

Purchasing Match Exception Report

Each day you will receive an email with a link to run the Match Exception Report. You should run this report at least once a week to see if any match exceptions affect your purchase orders.

STEP	PURCHASING MATCH EXCEPTION REPORT
<p>1. Click the Link in the email, and follow the instructions 1-5</p>	 <p>1</p>
<p>1. Select the UTC report</p>	 <p>1</p>
<p>1. Select Open</p>	 <p>1</p>

STEP	PURCHASING MATCH EXCEPTION REPORT
<p>1. Within the Excel spreadsheet, apply a filter to view only exceptions that relate to you as a Keyer/buyer</p>	
<p>1. Click Sort & Filter 2. Click Filter</p>	
<p>Apply the filter by buyer name</p> <p>1. Click on Filter Arrow at the top of the column</p> <p>2. Deselect (Select All)</p> <p>3. Select your buyer name</p> <p>4. Click OK</p>	

STEP	PURCHASING MATCH EXCEPTION REPORT
<p>You can also filter by any of the other headings –</p> <ol style="list-style-type: none"> 1. Apply a filter by Description 2. De-select (Select all) 3. Select No Receipts Found 4. Click OK 	
<p>Select and Copy the PO number you want to look up in PeopleSoft</p>	

Reviewing and Resolving Match Exceptions

Reviewing the information in the Match Exception Report, you should first look at the reason for the match exception and compare that to the list at the beginning of this document - Matching Rules on page 4. Then look at the information in the relevant columns.

S210 – There has been a change order, and the PO needs to be approved again, or needs to be dispatched again.

R500 – There is no receipt. Please check if you have received the goods or services and process a receipt if appropriate.

R600 or R650 – There is a receipt but it cannot be matched to the voucher. Usually this reason is associated with partial invoices and crops up because the quantity or amount receipted differs from the quantity or amount on the invoice. Check the existing receipt and investigate if it should be amended to match the voucher, and whether additional receipts are required. This kind of match exception is common where there is only one receipt but several invoices/vouchers, possibly because of partial deliveries. A useful query for this investigation is [UTC_PO_RECEIPT_VOUCHER](#) which can be accessed in the query menu.

P100 or P400 or P500 – There is a price difference in the unit price of a quantity PO that is outside any applicable tolerances. You will need to amend the unit price in the purchase order. Please refer to the relevant section 'Change Order Line' in the 'Create a Change Order' manual.

The other match rules may indicate that the totals for a PO line or the entire PO have been exceeded and need more detailed investigation. Use the Activity Summary, the Query [UTC_PO_RECEIPT_VOUCHER](#) and liaise closely with AP. Reasons for such exceptions could include: The supplier continuing to reference an old PO number, duplicate invoice, or processing of a charge against an incorrect PO line, but there may be other reasons as well.

Activity Summary

STEP	ACTIVITY SUMMARY																																																								
Path	Purchasing WorkCenter – Activity Summary																																																								
<div>1. Paste or enter the PO number into PO number field</div> <div>2. Click <div>Search</div></div>	<div><div>PO Activity Summary</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div>Find an Existing Value</div><div><div>▼ Search Criteria</div><div><div>Business Unit</div><div>=</div><div>▼</div><div>UNITC</div><div>x</div><div></div></div><div><div>PO Number</div><div>begins with</div><div>▼</div><div>0002062000</div><div>1</div></div><div><div>Purchase Order Date</div><div>=</div><div>▼</div><div></div><div></div></div><div><div>Purchase Order Reference</div><div>begins with</div><div>▼</div><div></div></div><div><div>Supplier ID</div><div>begins with</div><div>▼</div><div></div><div></div></div><div><input type="checkbox"/> Case Sensitive</div><div><div>2</div><div>Search</div><div>Clear</div><div>Basic Search </div><div>Save Search Criteria</div></div></div></div>																																																								
<div>1. Details tab shows detail of what was ordered on that PO</div>	<div><div>Activity Summary</div><div><div>Business UnitUNITC</div><div>PO StatusDispatched</div><div>Purchase Order0002062000</div><div>SupplierFuji Xerox NZ Ltd</div><div>Supplier Location1</div><div><div>Merchandise Amount3,436.65 NZD</div><div>Merchandise Receipt2,656.65 NZD</div><div>Merchandise Returned0.00 NZD</div><div>Merchandise Invoice2,656.65 NZD</div><div>Merchandise Matched2,656.65 NZD</div></div></div><div><div>Lines</div><div>Personalize Find View All First 1-6 of 6 Last</div><div><div>1</div><div>Details</div><div>Receipt</div><div>Invoice</div><div>Matched</div><div>RJV</div><div></div></div><div><table><tr><th>Line</th><th>Item</th><th>Item Description</th><th>UOM</th><th>Order Qty</th><th>Amount Ordered</th><th>Currency</th><th>Amount Only</th></tr><tr><td>1</td><td></td><td>4023255 - 2 3D Infinity rinse</td><td>EA</td><td>2.0000</td><td>260.000</td><td>NZD</td><td><input type="checkbox"/></td></tr><tr><td>2</td><td></td><td>401422-01 PLA x Industrial Gre</td><td>EA</td><td>4.0000</td><td>520.000</td><td>NZD</td><td><input type="checkbox"/></td></tr><tr><td>3</td><td></td><td>23126-905 VisiJet? S300 Supp</td><td>EA</td><td>4.0000</td><td>2,360.000</td><td>NZD</td><td><input type="checkbox"/></td></tr><tr><td>4</td><td></td><td>A4 black backing card</td><td>EA</td><td>10.0000</td><td>165.700</td><td>NZD</td><td><input type="checkbox"/></td></tr><tr><td>5</td><td></td><td>A4 pink 80gsm paper</td><td>EA</td><td>5.0000</td><td>43.650</td><td>NZD</td><td><input type="checkbox"/></td></tr><tr><td>6</td><td></td><td>A4 ivory 80gsm paper</td><td>EA</td><td>10.0000</td><td>87.300</td><td>NZD</td><td><input type="checkbox"/></td></tr></table><div><div> Return to Search</div><div> Notify</div></div></div></div></div>	Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only	1		4023255 - 2 3D Infinity rinse	EA	2.0000	260.000	NZD	<input type="checkbox"/>	2		401422-01 PLA x Industrial Gre	EA	4.0000	520.000	NZD	<input type="checkbox"/>	3		23126-905 VisiJet? S300 Supp	EA	4.0000	2,360.000	NZD	<input type="checkbox"/>	4		A4 black backing card	EA	10.0000	165.700	NZD	<input type="checkbox"/>	5		A4 pink 80gsm paper	EA	5.0000	43.650	NZD	<input type="checkbox"/>	6		A4 ivory 80gsm paper	EA	10.0000	87.300	NZD	<input type="checkbox"/>
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Return to Search

Notify

STEP	ACTIVITY SUMMARY																																																								
<p>In this case there is only one invoice entered</p> <p>1. Click Activity Summary to return to the previous screen</p>	<div><div>Unit UNITC PO No. 0002062000 Line 3 Item ID</div><div><div>Invoice</div><div>Personalize Find View All First 1 of 1 Last</div><table><tr><th>Sched Num</th><th>AP Unit</th><th>Voucher</th><th>Line</th><th>Quantity Invoiced</th><th>Amount Invoiced</th><th></th></tr><tr><td>1</td><td>UNITC</td><td>00420610</td><td>1</td><td>4.0000</td><td>2360.000</td><td> </td></tr></table></div><div><div>Activity Summary 1</div><div><div> Return to Search</div><div> Notify</div></div></div></div>	Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced		1	UNITC	00420610	1	4.0000	2360.000																																											
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<p>1. Matched tab</p> <p>2. Indicates matched items, and drill down to match details</p>	<div><div><div>Business Unit UNITC</div><div>Purchase Order 0002062000</div><div>Merchandise Amount 3,436.65 NZD</div><div>Merchandise Receipt 2,656.65 NZD</div><div>Merchandise Returned 0.00 NZD</div><div>Merchandise Invoice 2,656.65 NZD</div><div>Merchandise Matched 2,656.65 NZD</div></div><div><div>PO Status Dispatched</div><div>Supplier Fuji Xerox NZ Ltd</div><div>Supplier Location 1</div></div></div> <div><div>Lines</div><div>Personalize Find View All First 1-6 of 6 Last</div><div><div>Details</div><div>Receipt</div><div>Invoice</div><div>Matched 1</div><div>RIV</div><div></div></div><table><tr><th>Line</th><th>Item</th><th>Item Description</th><th>UOM</th><th>Qty Matched</th><th>Amt Matched</th><th>Currency</th><th></th></tr><tr><td>1</td><td></td><td>4023255 - 2 3D Infinity rinse</td><td>EA</td><td>0.0000</td><td>0.000</td><td></td><td></td></tr><tr><td>2</td><td></td><td>401422-01 PLA x Industrial Gre</td><td>EA</td><td>0.0000</td><td>0.000 NZD</td><td></td><td></td></tr><tr><td>3</td><td></td><td>23126-905 VisiJet? S300 Supp</td><td>EA</td><td>4.0000</td><td>2,360.000 NZD</td><td></td><td> 2</td></tr><tr><td>4</td><td></td><td>A4 black backing card</td><td>EA</td><td>10.0000</td><td>165.700 NZD</td><td></td><td></td></tr><tr><td>5</td><td></td><td>A4 pink 80gsm paper</td><td>EA</td><td>5.0000</td><td>43.650 NZD</td><td></td><td></td></tr><tr><td>6</td><td></td><td>A4 Ivory 80gsm paper</td><td>EA</td><td>10.0000</td><td>87.300 NZD</td><td></td><td></td></tr></table><div><div> Return to Search</div><div> Notify</div></div></div>	Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency		1		4023255 - 2 3D Infinity rinse	EA	0.0000	0.000			2		401422-01 PLA x Industrial Gre	EA	0.0000	0.000 NZD			3		23126-905 VisiJet? S300 Supp	EA	4.0000	2,360.000 NZD		2	4		A4 black backing card	EA	10.0000	165.700 NZD			5		A4 pink 80gsm paper	EA	5.0000	43.650 NZD			6		A4 Ivory 80gsm paper	EA	10.0000	87.300 NZD		
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