# AP5 – UNDO MATCHING PURCHASE ORDER (PO) VOUCHER PROCESS

Activity Trigger:          When a matched PO Voucher needs to be corrected.

Module:                    Accounts Payable (AP)

Roles:                     AP Processor
                           AP Maintainer

Objective: To unmatch a Purchase Order (PO) Voucher or to unmatch a PO Receipt from a Voucher for correction. Matching compares a voucher to the PO and/or receiving and inspection document to confirm that payments are only made for goods and services that have been ordered, received, and inspected.

Most unmatching is done to fix a PO copying issue or to override matching.

The AP Processor or AP Maintainer will navigate to **Match Workbench** as shown below:

To find the voucher, use values per your BU/Voucher ID. A sample is provided below:

**1** - Business Unit equal to '8860'

**2** - Match Status equal to 'Matched'

**3** - Voucher ID equal to '00004171'

**4** - Vendor SETID equal to 'STATE'

**5** - Then click on **Search**

Information for the "Matched" voucher (requested in the previous step) appears as shown below.



Next, check the **Undo Match** or **Select All** box (if not already checked). Pick **Undo Matching** from the **Action** drop down menu. Then, click the **Run** button.

The match process is running.  Click **OK** in the message box to continue.

Voucher ID: 00004171 now has a Match Status of "Ready" to show the Undo Matching is done, and the unmatched PO Voucher may be corrected.