

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:

Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

FISCal

Match Workbench

Search

Use Saved Search Process Monitor

Business Unit equal to

Match Status equal to

Voucher ID All Values

Supplier SetID equal to

Supplier ID All Values

Max Rows to Retrieve

[Advanced Search](#)

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**

The screenshot shows the FISCal Match Workbench search interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench. The FISCal logo is in the top left. The main heading is "Match Workbench". Below it is a "Search" section with a dropdown arrow. The search criteria are as follows:

Field	Operator	Value
Business Unit	equal to	8860
Match Status	equal to	Matched
Voucher ID	equal to	00004171
Supplier SetID	equal to	STATE
Supplier ID	All Values	

Additional controls include: "Use Saved Search" (dropdown), "Process Monitor" (link), "Max Rows to Retrieve" (input field with value 300), and a "Search" button (highlighted with a red box). Other buttons include "Clear", "Advanced Search", "Save Search Criteria", and "Delete Saved Search".

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

Search Results for Match Inquiry Type: Matched

Select All Deselect All

Personalize | Find | View All |

Details More Details

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt
▼ Actions	<input type="checkbox"/>	Matched	Auto - Matched	8860	00004171	0000000035	Valid	383600	1,007.71

Select All Deselect All

Action

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.

Search Results for Match Inquiry Type: Matched

Select All Deselect All

Personalize | Find | View All |

Details More Details

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt
▼ Actions	<input checked="" type="checkbox"/>	Matched	Auto - Matched	8860	00004171	0000000035	Valid	383600	1,007.71

Select All Deselect All

Action

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

The screenshot shows the FISCal Match Workbench interface. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench. The search criteria are: Business Unit (equal to 8860), Match Status (equal to Matched), Voucher ID (equal to 00004171), Supplier SetID (equal to STA), and Supplier ID (All Values). The Max Rows to Retrieve is set to 300. The search results show one row with the following details:

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	<input checked="" type="checkbox"/>	Matched	Auto - Matched	8860	00004171	0000000035	Valid	383600	1,007.71	USD

At the bottom of the interface, there is an 'Action' dropdown menu set to 'Undo Matching' and a 'Run' button. A message box is overlaid on the interface with the following text:

Message
 Undo Matching has been launched with Process Instance Number 6342750 (7005,129)
 OK

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.

The screenshot displays the FISCAL system interface for voucher ID 00004171. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The interface includes a navigation bar with tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main content area is divided into two columns of information. The left column lists details such as Business Unit (8860), Voucher ID (00004171), Voucher Style (Regular), Supplier Name (SMILE BUSINESS PRODUCTS INC), and various statuses (Entry Status: Postable, Match Status: Ready, Approval Status: Pending, Post Status: Unposted, Budget Status: Valid, Budget Misc Status: Valid). The right column lists Invoice Date (07/21/2016), Invoice No (383600), Invoice Total (1,007.71 USD), Pay Terms (Net 20), Voucher Source (Online), Origin (ONL), and creation/modification dates and users. A red box highlights the 'Match Status' field, which is set to 'Ready'. At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Upd', along with a search dropdown menu set to 'Payment Inquiry' and a 'Go' button.

Business Unit	8860	Invoice Date	07/21/2016
Voucher ID	00004171	Invoice No	383600
Voucher Style	Regular	Invoice Total	1,007.71 USD
Supplier Name	SMILE BUSINESS PRODUCTS INC 4525 AUBURN BLVD SACRAMENTO, CA 95841-4202	Pay Terms	Net 20
Entry Status	Postable	Voucher Source	Online
Match Status	Ready	Origin	ONL
Approval Status	Pending	Created On	08/01/2016 8:02AM
Post Status	Unposted	Created By	10009191
Budget Status	Valid	Last Update	08/01/2016 8:05AM
Budget Misc Status	Valid	Modified By	FISCAL_BATCH
*View Related	Payment Inquiry	ERS Type	Not Applicable
		Close Status	Open