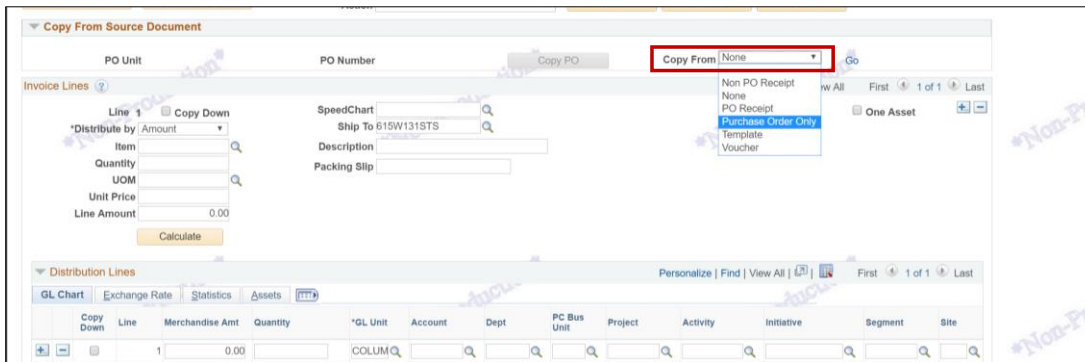


Matching is a process that must occur on all vouchers associated with a Purchase Order. This process ensures that the information on the PO corresponds with the information on the voucher and, if applicable, any receipt that is associated with the transaction as well. Matching runs automatically every two hours or can be done manually upon saving a PO voucher. Once a voucher has been matched, no additional action can be taken on the voucher (editing, deleting, etc.) unless the voucher is unmatched. Lastly, in certain cases, users can also override match exceptions if there is a specific reason why the information does not match. This job aid will instruct you how to perform manual matching, undo matching, and override match exceptions.

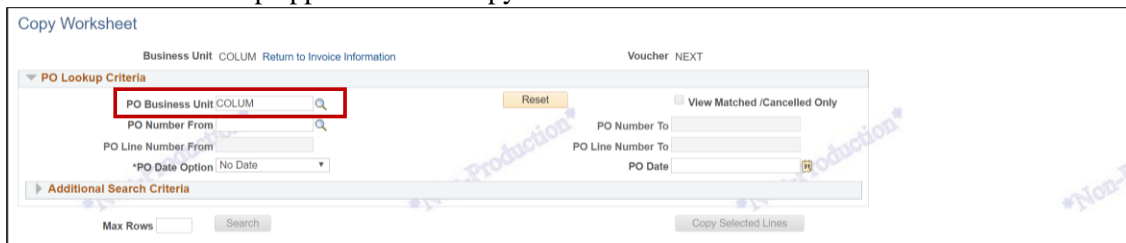
## Matching in a Voucher

### Copying the Purchase Order Information

To associate a voucher with a Purchase Order, you will need to copy information from the Purchase Order.



1. Click the **Copy From** drop down
2. If you created a receipt for the Purchase Order, select copy from **PO Receipt**.  
If you have not created a receipt in ARC, select copy from **Purchase Order Only**.
3. Click **Go**. PO Lookup appears on the Copy Worksheet screen.



4. Enter "COLUM" into the **PO Business Unit** field.
5. Enter or Search for the **PO Number**.
6. Click the **Search** button. The search results appear.

7. Select the desired Purchase Order line and click the **Copy Selected Lines** button. The information from the matching Purchase Order appears on the Voucher Page.

ARC

< Buying and PayingVouchervz2248 Signed info FWSN02...  
New Window

Voucher

\*Address [ ]

Action Run Calculate PrintView DocumentsSave

Copy From Source DocumentMatching

PO Unit COLUM PO Number 0000088648 Copy PO Copy From None Go

Invoice Lines ? Find | View All First 1 of 1 Last One Asset

Distribute by Quantity  
Item  
Quantity 1.0000  
UOM EA  
Unit Price 2,718.00  
Line Amount 2,718.00  
Calculate

SpeedChart Ship To 1041020202 Description Apple Macbook Pro 15" for Kris Packing Slip Contract Info 00000000000000000000000000000000 047110J2I6466

Purchase OrderCOLUM\0000088648\11Associate Receiver(s)Force PriceAdjust PO PercentageAllocate by Percentage

GL Chart Exchange Rate Statistics Assets Personalize | Find | View All | First 1 of 1 Last

- 
- Action

- |                  |                 |                   |            |                      |          |                          |
|------------------|-----------------|-------------------|------------|----------------------|----------|--------------------------|
| Business Unit    | COLUM           | Invoice No        | 123456     | <b>Invoice Total</b> |          | Non Merchandise Summary  |
| Voucher ID       | 02748406        | Accounting Date   | 06/27/2017 | Line Total           | 2,718.00 | Session Defaults         |
| Voucher Style    | Regular Voucher | *Pay Terms        | 00         | Currency             | USD      | Comments(0)              |
| Invoice Date     | 06/23/2017      | Basis Date Type   | Inv Date   | Total                | 2,718.00 | Attachments(0)           |
| Invoice Received | 06/26/2017      | *Service Location | US         | Difference           | 0.00     | Template List            |
|                  |                 | Voucher Type      | Invoice    |                      |          | Advanced Supplier Search |
|                  |                 |                   |            |                      |          | Supplier Hierarchy       |
|                  |                 |                   |            |                      |          | Supplier 360             |
|                  |                 |                   |            |                      |          | <b>Procurement EDM</b>   |
|                  |                 |                   |            |                      |          |                          |

Supplier ID	D000010007
ShortName	APPLE INC-001
Location	ACH-01
*Address 1	

-  COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

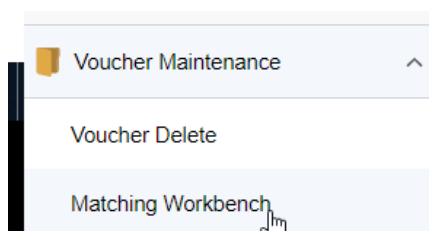
The Preview Approval screen appears.

- Click **Submit for Approval**.

## Undoing or Overriding Matching

### Undo Matching

- Click the **Buying and Paying** tile, click the **Voucher Maintenance** folder, and click **Match Workbench**.



Or,

Navigate to the **NavBar > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench**. The Match Workbench search appears.

**Match Workbench**

Use Saved Search:  [Process Monitor](#)

Business Unit equal to COLUM

Match Status equal to Matched

Voucher ID equal to 00017681

Vendor SetID equal to CUSET

Vendor ID All Values

Max Rows to Retrieve: 300

**Search** Clear [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

2. Enter your search criteria and click **Search**. The search result appears.

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row. ☒ Select All ☐ Clear All

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

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input checked="" type="checkbox"/>	Matched	Auto - Matched	COLUM	00017681	0000011634	Valid	908	2000.00	USD

☒ Select All ☐ Clear All

Action: **Undo Matching** **Run**

3. Select the box under the **Undo Match** column that corresponds with the voucher(s) you'd like to unmatch.
4. Select **Undo Matching**, from the **Action Drop Down** and click **Run**.
5. Click **Ok** for the messages about the Run Server and the confirmation that the Undo Matching process has begun. It normally takes a few seconds for the process to complete. Wait a few seconds before attempting to perform an additional action on the voucher.

## Override Matching

1. Search for all vouchers that have a **Match Status** of **Match Exceptions Exist** or look for a specific voucher.

**Match Workbench**

Use Saved Search:  [Process Monitor](#)

Business Unit equal to COLUM

Match Status equal to Match Exceptions Exist

Voucher ID All Values

Vendor SetID equal to CUSET

Vendor ID All Values

☒ Select All ☐ Clear All

	Match Exceptions Exist	COLUM	00004265	0000002111	Valid	12345	2125.00	USD
<input checked="" type="checkbox"/>	Match Exceptions Exist	COLUM	00004280	T000000003	Valid	12345	1979540.00	USD
<input checked="" type="checkbox"/>	Match Exceptions Exist	COLUM	00008609	T000000003	Valid	3333	1979480.00	USD

☒ Select All ☐ Clear All

Voucher Match Action: **Override** **Apply**

Action: **Run**

3. Select **Override** from the **Voucher Match Action** drop down menu and click **Apply**.

## Getting Help

Please contact the Finance Service Center: <http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now: <https://columbia.service-now.com>