

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.

PO Unit	-0-	PO Number		Сору РО С	opy From None *	Go	
voice Lines 👔	-	SpeedChart			Non PO Receipt w A None PO Receipt	II First 3 1 of 1 D Last	
*Distribute by Amount	/ Down	Ship To 615W131STS	a		Purchase Order Only Template	One Asset	
Item	Q	Description			Voucher		m. 2 .
Quantity	-	Packing Slip					
Unit Price	a						
Line Amount	0.00						
	0						
Calcular							
Calcula Distribution Lines	- <u>M</u>			Pe	ersonalize Find View All 🖉 🎆	First 🚯 1 of 1 🛞 Last	
Calcula Distribution Lines GL Chart Exchange Rate	tatistics Assets		AUCL	Pe	rsonalize Find View All 🖾 🔝	First 1 of 1 🕑 Last	
Calcula Distribution Lines GL Chart Exchange Rate Copy Copy Line Mercha	itatistics Assets	GL Unit Account	Dept	PC Bus Unit Project	Activity Initiative	First 🚯 1 of 1 🕑 Last Segment Site	

- 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.

Business Unit COLUM Return	o Invoice Information		Voucher NEXT		
PO Lookup Criteria					
PO Business Unit COLUM	Q	Reset	View	Matched /Cancelled Only	
PO Number From	Q		PO Number To		
PO Line Number From		AUCUS	O Line Number To		
*PO Date Option No Date	Ŧ		PO Date	ii Contraction	
Additional Search Criteria					
					#2

- 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.

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Copy Wor	ksheet _{Busine}	ss Unit CC	DLUM Return	to Invoice Info	rmation			Voucher NEXT	1011		
PO Look	up Criteria										
	PO Busine	ss Unit CO	LUM	Q Colur	nbia University	Reset		View	Matched /Cance	elled Only	
	PO Numbe	r From 000	0088648	Q			PC	Number To		Q	
	PO Line Numbe	r From	M. C.	Q			PO Line	e Number To		Q	# 2
	*PO Date	Option No	Date	v				PO Date		1	
Additio	nal Search Crite	ria									
Select PO Lin	PO Unit CO	LUM	#Jo		action		*	Find View A	10 First @ 8648	1 of 1 🕭 Last	A.
	Supplier ID 000	0010007	APPLE INC					PO Date 03/31/2	017		
Select /	All 🗖 De	select All									
Select PO	Lines					Personalize	Find N	/iew All 💷 🔣	First 🕚 1 of 1	1 🕑 Last	
Main Inform	nation <u>C</u> ontract	Information	1								
Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	
	2718.00000	1	1 1		Apple Macbook Pro 15" for Kris	1.0000	EA	2718.00	USD	1.00	
4				ALCONG. COM						b	

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.

Matching, Budget Checking and Submitting the Voucher

		ezzzas Sigr	ed into EN92DE
ARC < Buying and Paying	Voucher	ŵ	ୟ : ≡
Voucher *Address 1	View Dryments		Saved 4
Save	Action Run Calculate Print		
Copy From Source Document	Matching		
PO Unit COLUM	PO Number 000088648 Copy PO Copy From None Co	on	
	Find View All First 1 of 1 2 Last		
*Distribute by Quantity Item	Ship To (1041020202 Q COLUMI0000088648)(11) Description Apple Macbook Pro 15' for Kris Associate Receiver(s)		- 1
Quantity 1.0000 UOM EA	Packing Slip Force Price Frice Final Final Final Final Final		
Unit Price 2,718.00000 Line Amount 2,718.00	U4/[1]U[2]6406 Adjust PO Percentage		
Calculate	Allocate by Percentage		
 Distribution Lines 	Personalize Find View All 💷 🧱 First 🕢 1 of 1 🛞 Last	200	
GL Chart Exchange Rate Statistics Assets	anota	On	

- 1. Click the Action dropdown and select Matching.
- 2. Click Run. If there are no matching errors, the Preview and Submit for Approval button appears.

	1			
Action	Run	Calculate	Print	Preview & Submit For Approval
Budget Checking				

3. Select Budget Checking from the Action dropdown and click Run.



- 4. Click the Procurement EDM to upload the Invoice and any related documentation.
- 5. Click Preview & Submit for Approval.



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Matching in ARC





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ARC < Buying and Paying		Voucher	ଇ ୟ : ≡
Vouchor			New Window
Voucher			New Window Personalize Page 4
Preview Approval			
a chora			CLIOL
Business Unit COLUM	Total 1,000.00		modus
Voucher ID 02748405			1 Mathe
Approval Status Pending	Submit For Approval	#Lon	*Idon
Departmental Approval			
		Start	
BUSINESS_UNIT=CC	JLUM, VOUCHER_ID=02748405, VOUCHER	LINE_NUM=1, DIS IRIB_LINE_NUM=1:Initiated + New Path	
Departmental Approval			
	-•		nction
Adhoc Approval			Proou
BUSINESS_UNIT=CO	DLUM, VOUCHER_ID=02748405:Initiated	➡Start New Path	*NOU
Ad Hoc Approval			- y
Not Routed			
Self Approval Step (Ignor	(e)		
Central AP Approval			
BUSINESS_UNIT=CO	DLUM, VOUCHER_ID=02748405:Initiated	 Start New Path 	
Central AP Approval - Non PO			HOR
Not Routed			ducu
ZCUVoucherApprovers(F	ROLE)		Prov
Return	#Lan	# Lan	*Nou

6. Click Submit for Approval.

Undoing or Overriding Matching

Undo Matching

1. 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.

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Match Workbench			
Use Saved Search:		•	Process Monitor
Business Unit	equal to 👻	COLUM	
Match Status	equal to 👻	Matched	•
Vouciler ID	equal to	00017081	
Vendor SetID	equal to 👻	CUSET	
Vendor ID	All Values 🗸		
Max Rows to Retrieve:	300		
Search Clear	Advanced Search	Search Criteria	earch Personalize Search

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

							ustomize Find)	/inur AT 12 1	
Details	More Details					<u>2</u>		New All P	
Undo Aatch	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
V	Matched	Auto - Matched	COLUM	00017681	0000011634 🗾	Valid	908	2000.00	USD

- 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.

Use Saved Search:			•		Process Monitor
Business Unit	equal to	*	COLUM		
Match Status	equal to	•	Match Exceptions Exist	~	
Voucher ID Vendor SetID	equal to	· ·	CUSET		
Vendor ID	All Values	•			

2. Select the boxes next to the vouchers whose match exceptions you wish to override.

4	ACIOII.					(un				
	Voucher Match Action:		Overr	ide	- Apply					
	Select A	II Clear All								
	7	Match Exceptions Exist	COLUM	<u>00008609</u>	T00000003 🔎	Valid	3333	1979480.00	USD	
	V	Match Exceptions Exist	COLUM	00004280	T00000003 周	Valid	12345	1979540.00	USD	
		Match Exceptions Exist	COLUM	00004265	000002111 💂	Valid	12345	2125.00	USD	

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

Getting Help

Please contact the Finance Service Center: <u>http://finance.columbia.edu/content/finance-service-center</u> You can log an incident or request a service via Service Now: <u>https://columbia.service-now.com</u>

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