

Matching in ARC

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.

Performing Manual Matching

1. After entering all information on your PO voucher, click “Save”

The screenshot displays the ARC system interface for matching a voucher. At the top, the 'Difference' is 0.00, and a 'Calculate' button is visible. Below this is the 'Copy From Source Document' section, which includes fields for 'PO Unit', 'PO Number', and 'Copy From' (set to 'None'), along with a 'Copy PO' button and a 'Go' button. The 'Invoice Lines' section shows details for Line 1, including 'Distribute by' (Amount), 'Ship To' (DGYM), 'SpeedChart', 'Unit Price' (2,000.00000), 'Quantity' (1.0000), 'Line Amount' (2,000.00), and 'Description' (Professional consultation for). There are also checkboxes for 'Amount Only' and 'One Asset', and buttons for 'Calculate', 'Purchase Order & Receiver Info', 'Associate Receiver(s)', 'Override PO Pct.', and 'Allocate by Pct.'. The 'Distribution Lines' table is visible below, showing a single line with a 'Copy Down' checkbox. At the bottom, the 'Save' button is highlighted with a red box, along with 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons. The footer includes links for 'Invoice Information', 'Payments', and 'Voucher Attributes'.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Fun
<input type="checkbox"/>	1	100.0000	100.0000	2,000.00	1.0000	COLUM	64505		01	0502102	21632	225

JOB AID



2. After clicking, save the Action's drop down on the top right of your page will have an option that says "Matching". Select this option.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: COLUM Invoice No: 908 Action: **Run**
Voucher ID: 00017681 Invoice Date: 08/01/2012 [B1] View Documents
Voucher Style: Regular Voucher Accounting Date: 08/08/2012 [B1] Procurement EDM

Vendor ID: 0000011634 CATHIE T SIDERS *Date Dept Rec'd Invoice: 08/02/2012 [B1] Session Defaults
ShortName: CATHIE T SIDER 2854 28TH STREET NW *Service Location: US Attachments (0)
Location: CHK-01 *Voucher Type: Invoice Comments(0)
*Address: 1
[Advanced Vendor Search](#)

Control Group: *Pay Terms: 00 Due Now
Invoice Lines: 2000.00 Basis Date Type: Inv Date
*Currency: USD Non Merchandise Summary
Total: 2,000.00 Withholding
Difference: 0.00 Print Invoice
Calculate

Copy From Source Document
PO Unit:
PO Number: Copy PO
Copy From: None Go

3. Click "Run".

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: COLUM Invoice No: 908 Action: Matching
Voucher ID: 00017681 Invoice Date: 08/01/2012 [B1] Run
Voucher Style: Regular Voucher Accounting Date: 08/08/2012 [B1] View Documents
Procurement EDM

Vendor ID: 0000011634 CATHIE T SIDERS *Date Dept Rec'd Invoice: 08/02/2012 [B1] Session Defaults
ShortName: CATHIE T SIDER 2854 28TH STREET NW *Service Location: US Attachments (0)
Location: CHK-01 *Voucher Type: Invoice Comments(0)
*Address: 1
[Advanced Vendor Search](#)

Control Group: *Pay Terms: 00 Due Now
Invoice Lines: 2000.00 Basis Date Type: Inv Date
*Currency: USD Non Merchandise Summary
Total: 2,000.00 Withholding
Difference: 0.00 Print Invoice
Calculate

Copy From Source Document
PO Unit:
PO Number: Copy PO
Copy From: None Go

JOB AID



4. A warning will appear asking if you want to wait for the process to occur (this takes about 10-15 seconds). You should say "Yes".

The screenshot shows a software interface with a 'Message' dialog box. The dialog text is: "Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)". There are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red box. In the background, the interface shows fields for Invoice No: 908, Invoice Date: 08/01/2012, Accounting Date: 08/08/2012, and Vendor Name: CATHIE T SIDERS, 2854 28TH STREET NW. There are also buttons for "Run", "View Documents", "Print Invoice", and "Procurement EDM".

5. Once matching is complete, you will notice that the "Preview & Submit for Approval" button appears.

The screenshot shows the 'Invoice Information' tab of a software interface. It displays various fields for Business Unit (COLUM), Invoice No (908), Invoice Date (08/01/2012), Accounting Date (08/08/2012), Vendor ID (0000011634), Short Name (CATHIE T SIDER), Location (CHK-01), and Address (1). There are also fields for *Date Dept Rec'd Invoice (08/02/2012), *Service Location (US), and *Voucher Type (Invoice). The interface includes buttons for "Run", "View Documents", "Print Invoice", and "Preview & Submit for Approval". The "Preview & Submit for Approval" button is highlighted with a red box. Other buttons include "Calculate", "Copy From Source Document", and "Withholding".

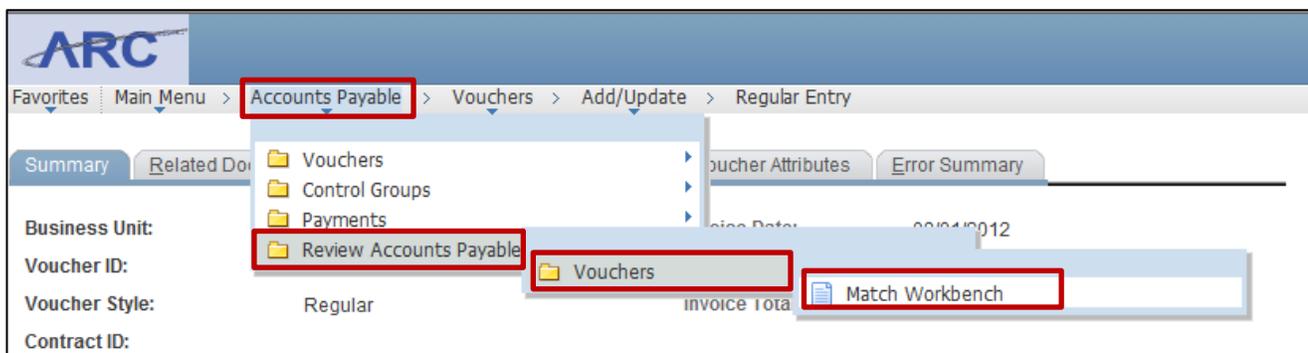
- You can also click the “Summary” tab to view the status of whether a voucher has been matched. If it is ready for matching, the status will be “Ready”. Once it is matched, the status will say “Matched”. If it has gone through matching, but there were match exceptions, this status will say “Exceptions”.

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	COLUM	Invoice Date:	08/01/2012			
Voucher ID:	00017681	Invoice No:	908			
Voucher Style:	Regular	Invoice Total:	2,000.00	USD		
Contract ID:		Pay Terms:	Due Now			
Vendor Name:	CATHIE T SIDERS 2854 28TH STREET NW	Voucher Source:	Online			
Entry Status:	Postable	Origin:	ONL			
Match Status:	Matched	Created:	08/08/2012			
Approval Status:	Pending	Created By:	AP_TEST_03			
Post Status:	Unposted	Modified:	08/08/2012			
		Modified By:	AP_TEST_03			
		ERS Type:	Not Applicable			
Budget Status:	Not Chk'd	Close Status:	Open			
Budget Misc Status:	Valid					
*View Related	Payment Inquiry	Go				
Save	Return to Search	Notify	Refresh	Add	Update/Display	
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary						

Undo Matching

- In order to navigate to the Match Workbench, where you can unmatch vouchers or override match exceptions, you should follow this navigation:

Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench



ARC

Favorites | Main Menu > **Accounts Payable** > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | **Vouchers** | Voucher Attributes | Error Summary

Business Unit: COLUM

Voucher ID: 00017681

Voucher Style: Regular

Contract ID:

Invoice Date: 08/01/2012

Invoice Total: 2,000.00 USD

Match Workbench

JOB AID



- To unmatch a voucher, you can type in these search criteria to locate the voucher you wish to unmatch. After typing in the search criteria, click “Search”.

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit: equal to

Match Status: equal to

Voucher ID: equal to

Vendor SetID: equal to

Vendor ID: All Values

Max Rows to Retrieve:

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

- Select the box under the Undo Match column that corresponds with the voucher(s) you'd like to unmatch.

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 <input type="button" value="📄"/>	Valid	908	2000.00	USD

Select All Clear All

Action:

- From the Action Drop Down select “Undo Matching” and click “Run”.

Search Results for Match Inquiry Type: Matched

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

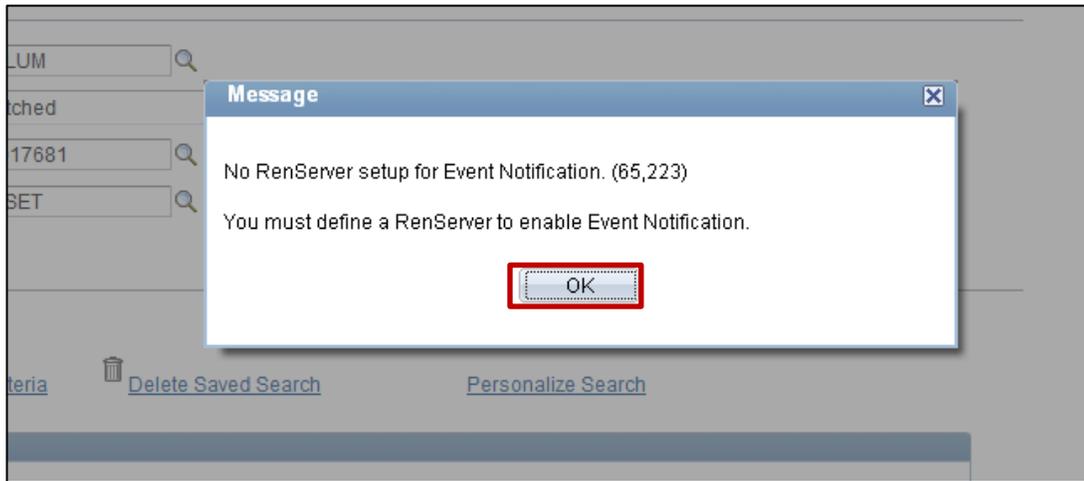
Customize | Find | View All | First 1 of 1 Last

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 <input type="button" value="📄"/>	Valid	908	2000.00	USD

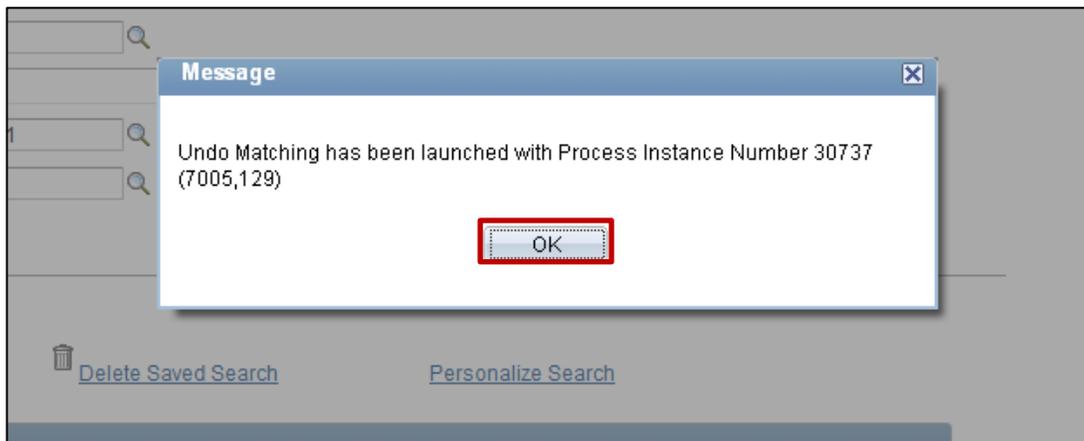
Select All Clear All

Action:

5. You will receive a message about the Run Server, and click “Ok”.

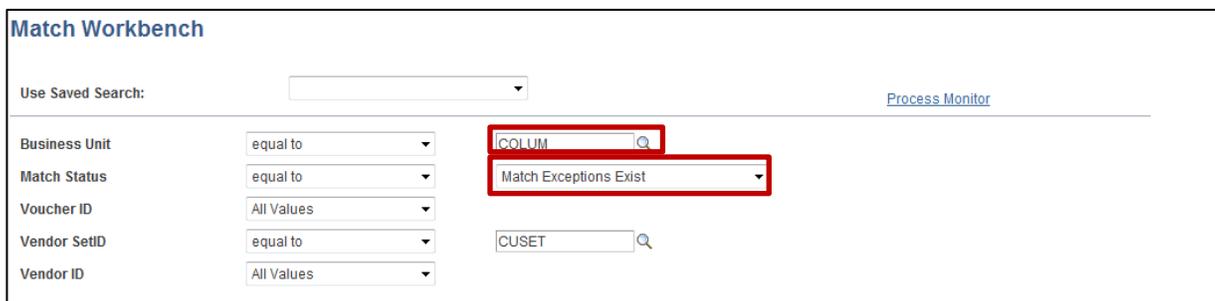


6. You will then receive confirmation that the Undo Matching process has begun. It normally takes a few seconds for the process to complete, so wait a few seconds before attempting to perform additional action on the voucher.



Override Match Exceptions

1. To override a match exception, you can search for all vouchers that have match exceptions or look for a specific voucher.



JOB AID



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

<input type="checkbox"/>	Match Exceptions Exist	COLUM	00004120	0000013536	Valid	TESTSOD2	325.00	USD
<input type="checkbox"/>	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:

Action:

3. From the Voucher Match Action Drop Down Menu, select "Override" and click "Run".

<input type="checkbox"/>	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:

Action: