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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"

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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.

3. Click "Run".

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".

5. Once matching is complete, you will notice that the "Preview & Submit for Approval" button appears.
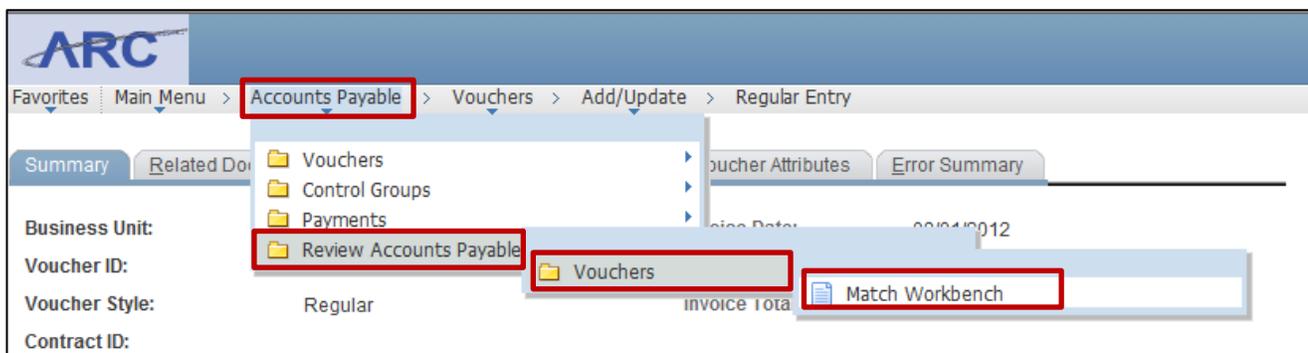
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6. You can also click the "Summary" tab to view the status of whether a voucher has been matched. If it is ready for matching, the status will be "Ready". Once it is matched, the status will say "Matched". If it has gone through matching, but there were match exceptions, this status will say "Exceptions".

Undo Matching

1. 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

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2. 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".

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

4. From the Action Drop Down select "Undo Matching" and click "Run".

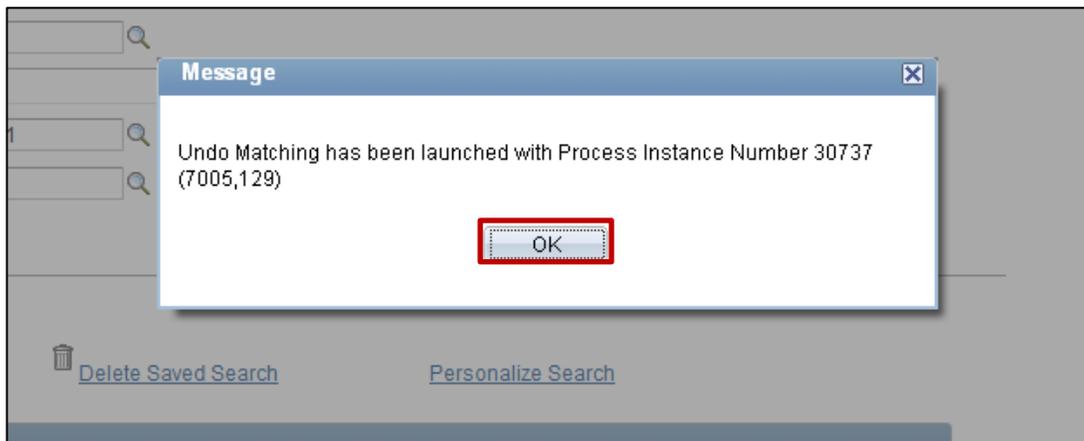5. You will receive a message about the Run Server, and click "Ok".
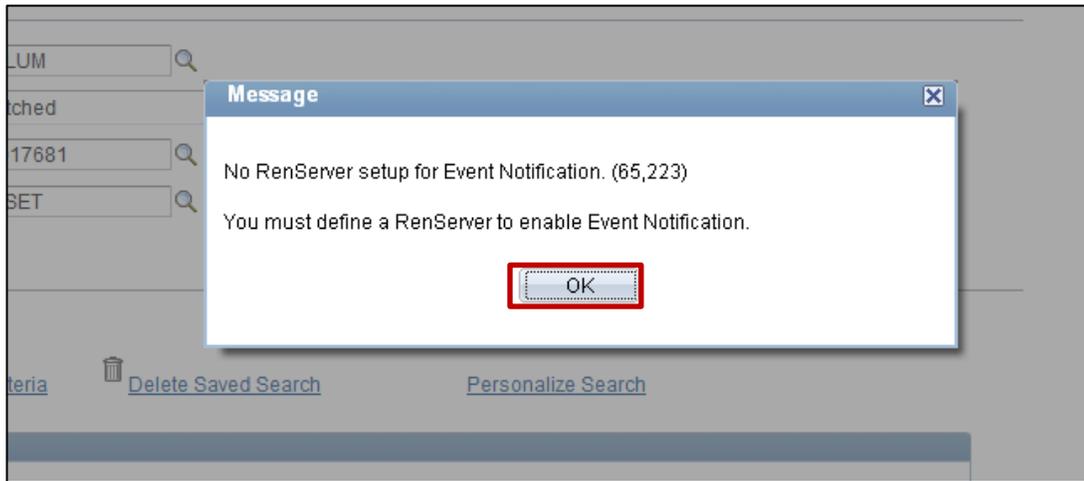
6. You will then receive confirmation that the Undo Matching process has begun. It normally takes a few seconds for the process to complete, so wait a few seconds before attempting to perform additional action on the voucher.

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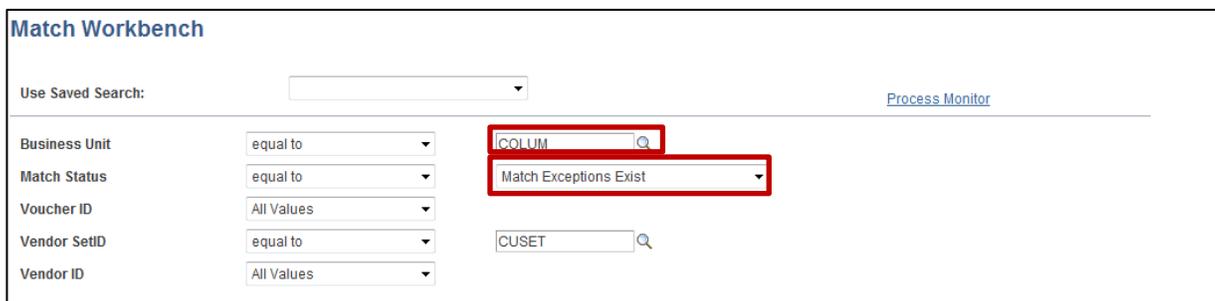
2. Select the boxes next to the vouchers whose match exceptions you wish to override.

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