

MATCH EXCEPTIONS

Invoice Match Exceptions

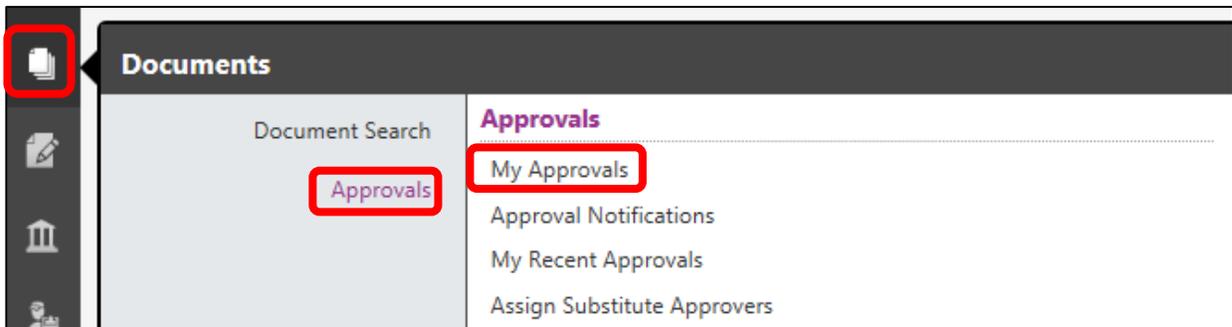
Before invoices for purchases over \$500 can be paid, the purchase order must have a receipt(s) that equals the full amount of the goods or services on the invoice. If the requestor has placed a receipt against the purchase order with an amount matching the invoice, the invoice will be processed without exception. If the requestor has not placed a receipt that matches the invoice, a match exception will occur and the requestor will be notified that a receipt is needed.

Match exceptions are caused when:

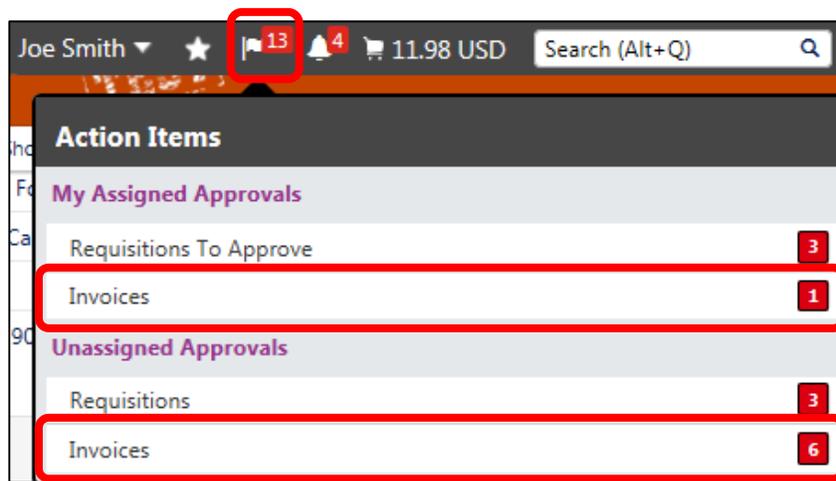
- An invoice is created prior to the requestor receiving the goods or services
- Partial receipt of goods or services and the quantity ordered does not match quantity received
- The invoice dollar amount is under or over the PO dollar amount

Let's Get Started

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click on the **Documents** tab on menu located to the left. Click on **Approvals** and select **My Approvals**.



Alternatively, you can click on **Action Items Icon** in the upper right corner next to your name and select **Invoices** from **My Assigned Approvals** or **Unassigned Approvals**.



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- Find the desired invoice from the list of results. To help refine your results, you can use the filters on the left side panel. To open, click the **Invoice Number**.

Sort by: Create date newest first

Hide invoice details expand all collapse all Results per folder: 20

My Invoice Approvals [2 results]

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
IB000206	987789	OSU Test Supplier 1	Joe Smith	7/17/2017 4:05 AM		Do Not Match	50.00 USD	Approve
IB000167	62626	OSU Test Supplier 14	Joe Smith	6/29/2017 3:40 PM	P0028251	Unmatched	4,500.00 USD	Approve

Budget Authority Level 1 - ORG 212421 [1 result]

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
IB000198	42063262	Henry Schein Inc	Not Assigned	7/12/2017 5:29 AM	P0028292	Unmatched	9,052.00 USD	Assign

- Within the invoice summary screen, click the **Matching** tab located on the left side panel. This page displays the **Match Status**, **Matching Method**, and the **Matching Summary**, including exceptions. The **Match Summary** will show the quantity, unit price, extended price, and shipping and handling fees for the PO amount that was ordered, received, and invoiced. Highlighted items denote match exceptions. To see related documents, select **Show Related Documents Expanded**.

Invoice: IB000199

Supplier Invoice No.: 42063261
Supplier: Henry Schein Inc
Status: Pending
Document Total: 14.75 USD

Matching

Show Related Documents Expanded

PO Number : P0028292

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Unmatched	3 Way	1	1	6422016	2 Hole Syringe Tubing Black Per Foot	EA	2.95 USD	5	14.75 USD

Matching Exceptions:

- No receipt has been entered
- Invoice unit price exceeds PO by: 2.59 USD
- Invoice extended price exceeds PO by: 12.95 USD

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	5	--	5
Unit Price	0.36 USD	--	2.95 USD
Ext. Price:	1.80 USD	--	14.75 USD
Document TS&H:	0.00 USD	--	0.00 USD

Related Documents
Invoices: 0 / Credits: 0 / Receipts: 0

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5. To resolve a match exception, click on **Document Actions** in the upper right hand corner and select **Add Comment**.

The screenshot shows the 'Matching' section of an invoice. On the left, there is a summary for 'Invoice: IB000199' with details like 'Supplier Invoice No.: 42063261', 'Supplier: Henry Schein Inc', 'Status: Pending', and 'Document Total: 14.75 USD'. The main area is titled 'Matching' and contains a message: 'Please see the highlighted items below for any matching exceptions.' Below this is a table with columns: Match Status, Matching Method, Invoice Line No., PO Line No., Catalog No., Description, Size/Packaging, Unit Price, Quantity, and Unit Cost. A 'Document Actions' dropdown menu is open in the top right corner, with 'Add Comment' highlighted. Other options in the menu include Assign, Approve/complete step & show next, Approve/complete step, Copy to new invoice, and Add Notes to History.

6. The **Add Comment** dialogue box will appear. Select the name of the end user or document owner as the email recipient and notify the individual to adjust the purchase order or add a receipt. Once you have added your note, click **Add Comment** to close the window.

The 'Add Comment' dialog box is shown. It contains the following elements: a title bar with 'Add Comment' and a close button; a message: 'This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.'; a section for 'Email notification(s):' with a list of users, where 'Test User (Prepared for, Requisition prepared by) <tema@oregonstate.edu>' is selected and circled in red; a large text area for the comment, also circled in red; a character count: '1000 characters remaining'; an 'Attach file to this document (optional):' section with a dropdown for 'Attachment Type' set to 'File', a 'File Name' input field, and a 'Browse...' button; and a bottom bar with 'Add Comment' and 'Close' buttons, both circled in red.

7. Once the end user has been notified of the match exception and has adjusted the purchase order or invoice, the match exception should be resolved and removed from your match exception queue. Alternatively, you can also evaluate the request and take appropriate action using the **Document Actions** drop down menu, such as force match or reject / cancel.