

Match Exception Review and Approval

What is a Match Exception?

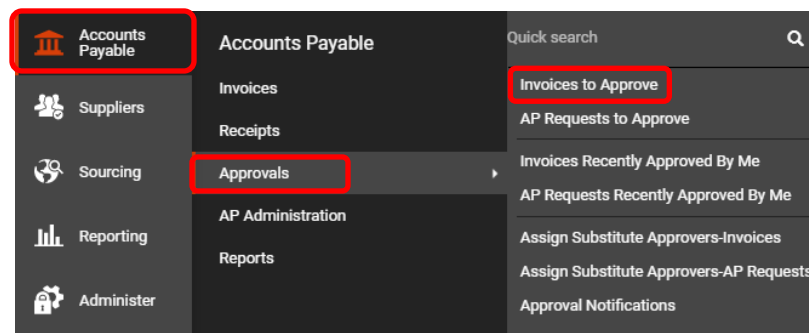
For purchases over \$5000, the purchase order must have a receipt for each invoice that is created against the purchase order. When the requestor completes a receipt against the purchase order that matches the invoice, the invoice will process without needing an exception. If the requestor does not create a receipt that matches the invoice, or if the invoice falls outside of matching tolerances, a match exception may need to be approved.

Match exceptions can occur when:

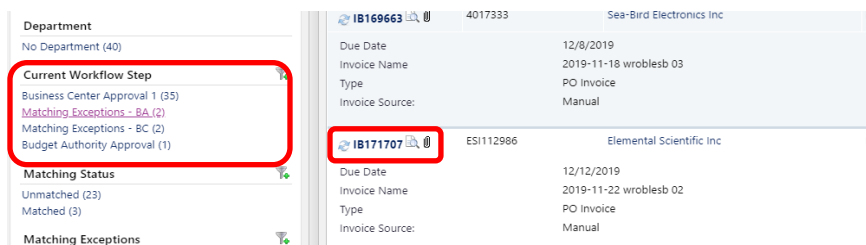
- ❖ An invoice that requires receiving goes past its due date and a receipt has not been created.
- ❖ An invoice line item amount exceeds the line item amount on the PO by 10% or \$250, whichever is less.
- ❖ Shipping charges are \$50 greater than what is listed on the PO.

Reviewing a Match Exception

1. From the BennyBuy home page, click on the **Accounts Payable** tab on menu located to the left. Click on **Approvals** and select **Invoices to Approve**.



2. Find the desired invoice from the list of results. To help refine your results, you can use the filters on the left side panel. Under the **Current Workflow Step** filter, select **Matching Exceptions – BC** to view invoices in a match exception step. To open an invoice, click the IB number.



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- On the invoice document, select the **Matching** tab located along the top of the page to view the reason for the match exception. Take note of the **Match Status**, **Matching Exception**, and **Matching Summary** fields.

The **Match Summary** will show the quantity, unit price, extended price, and shipping and handling charges for the PO amount that was ordered, received, and invoiced. Highlighted items denote match exceptions. To see related documents, such as the PO, click the PO number in the upper left hand corner.

Summary **Matching** Supplier Messages Comments Attachments History

Please see the highlighted items below for any matching exceptions.

P0193171

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	214067	Hermle Z216-MK Refrigerated Centrifuge	EA	5,077.80 USD	1	5,077.80 USD

MATCHING EXCEPTIONS

- No receipt has been entered
- Invoice Shipping & Handling exceeds PO by: 380.84 USD

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	--	1	--
Unit Price	5,077.80 USD	--	5,077.80 USD	--
Ext. Price	5,077.80 USD	--	5,077.80 USD	--
Document DTS&H	0.00 USD	--	380.84 USD	--

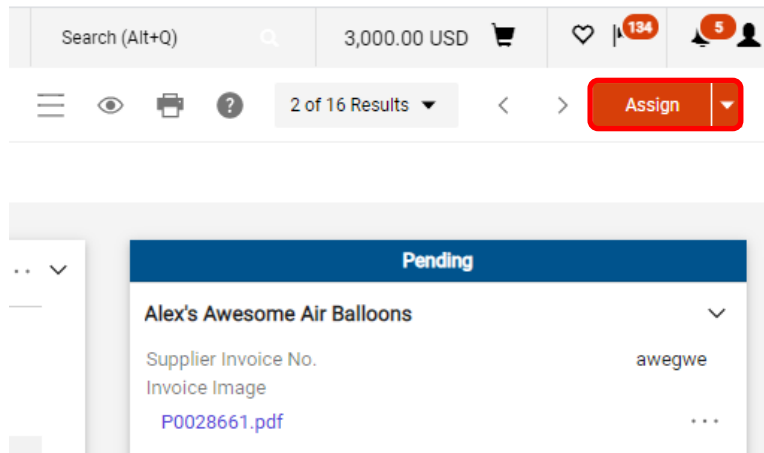
INVOICES 0 / CREDITS 0 / RECEIPTS 0

- ❖ If the invoice has a match exception because a receipt hasn't been created, it is recommended to reach out to the shopper to have them complete the receipt. Once the receipt has been created, the system will automatically update the invoice and the match exception will not need to be approved. **Please note that if you assign the document to yourself in this workflow step, the system will force you to approve the match regardless.**
- ❖ If the invoice has a match exception due to a dollar tolerance, it is recommended to confirm the discrepancy with the shopper and then approve the match exception.

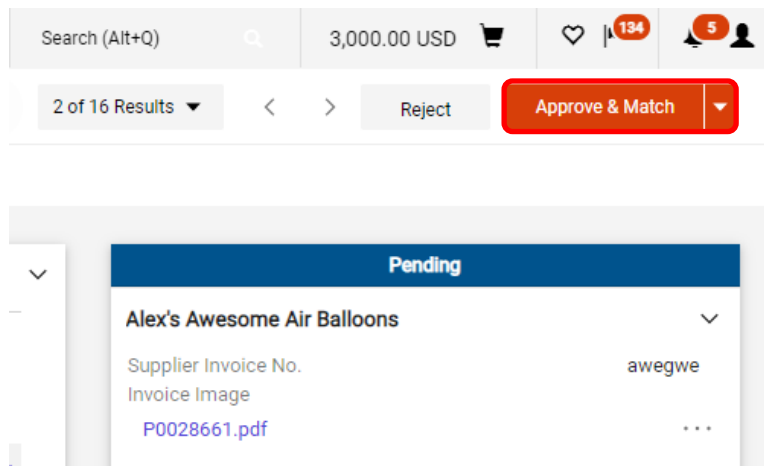
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Approving a Match Exception

1. To approve a match exception, first assign the document to yourself by clicking the **Assign** button in the upper right hand corner.



2. This will assign the document to you. Once assigned, select **Approve & Match**.



3. The **Force Match** dialogue box will appear. By default, the **Force Match this Invoice** box will be checked. If approved with this box checked, the system will update the line item on the PO so it is fully matched, which could close the PO. If additional invoices are expected, it's recommended to uncheck this box by clicking the  symbol before approving.

Match Exception Review and Approval

Match/Force Match & Approve Complete

Upon clicking the Submit button below the approve/complete action will be performed as well as the selected actions below:

Force Match this Invoice

Force Match Reason

1000 characters remaining [expand](#) | [clear](#)

Approve/Complete Step Cancel

4. In the **Force Match Reason** box, indicate why the Match Exception is being approved and then select the **Approve/Complete Step** button.

Match/Force Match & Approve Complete

Upon clicking the Submit button below the approve/complete action will be performed as well as the selected actions below:

Force Match this Invoice

Force Match Reason

Shopper approved additional shipping charges

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Approve/Complete Step Cancel