

QUICK REFERENCE GUIDE

February 20, 2024

Correct Matching Error Exceptions

Matching exceptions can occur on vouchers after running the Matching process. Matching can be completed during voucher creation or SWIFT can run matching during a batch at a later time. If the matching process has an error, the Match Status will read “Exceptions.” Vouchers with match exceptions do not proceed for payment until they are corrected or overridden and are match checked again.

This Quick Reference Guide explains the steps to find, review, and correct match exceptions. It lists the Match Exceptions table to help identify match exception errors and ways to resolve.

Step 1: Search for the voucher with a match exceptions error

1. Find a voucher with match exceptions. There are two ways to find a voucher with match exceptions errors.
 - a. When you are submitting a voucher for matching and the Match Status is “Exceptions.” You have a match error on that voucher.
 - b. You can run a query to see the status of vouchers after a batch process. The M_AP_GBL_MATCH_EXCEPTIONS query shows all vouchers with match exceptions. For information on running queries, view the [Overview of SWIFT Reporting](#) user guide.
2. As needed, navigate to the voucher with a match status error.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers, Regular Entry Voucher page defaults.

3. On the Regular Entry Voucher page, select the **Find and Existing Value** button.
 - a. Enter your Business Unit and Voucher ID.
 - b. Select the **Search** button at the bottom of the page.

Voucher

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Choose from recent searches Saved

Searches Searches

Business Unit = G1001

Voucher ID begins with 00043117

4. In the Search Results, select the **Voucher ID**.

Step 2: Determine the Match Exception Error and fix the voucher

1. On the Voucher page, go to the **Summary** tab. If the Match Status says “Exception,” you have a match exception error. Select the **Exceptions** hyperlink.

Summary Related Documents Invoice Information Payments

Business Unit G1001

Voucher ID 00043117

Voucher Style Regular

Supplier Name MN IT SERVICES
658 CEDAR ST
CENTENNIAL OFFICE BUILDING 2ND FLOOR
ST PAUL, MN 55155-1603

Entry Status Postable

Match Status Exceptions

2. SWIFT may show a message about not having authority to override match errors. Select **OK**.

You do not have authority to Override Match Exceptions (7005,127)

OK

3. SWIFT opens the Match Exception Workbench Details page in a separate window.
 - a. If there is more than one line with a Match Exception, go to the Line Details section and select the **View All** link.

Match Exception Workbench Details

Welcome to the Administrative Portal. [Sign Out](#)

Business Unit	G1001 MMB	Voucher	00043117	Invoice	23060166
Supplier	G460000000	Supplier SetID	SHARE	Supplier Location	001
Supplier Name	MN IT SERVICES	Match Due Date	07/26/2023	Invoice Date	07/17/2023
Updated By	01209425	Due Date	07/17/2023	Matched Date	07/28/2023
Terms	000 Net 0	Origin	ONL	Match Status	Match Exceptions Exist
Gross Amt	139253.27 USD	Control Group		Match Type	

Header Match Rules

Match Exception Summary

Document Details

Voucher Match Action Match Action History

Match Action Comments

[Line Details](#)

- b. Below the Line Details section, go to the **Match Rules** section. SWIFT indicates the match rule. It also tells you the Voucher ID and the PO ID or Receipt ID for you to research.

Match Rules

Rules

Details	Match Rule	Voucher	Purchase Order	Receiver
	Life to Date Voucher Amount > PO Schedule Amount +	62663.97	728827	
	Life to Date Voucher Amount > PO Schedule Amount +	62663.97	728827	

- c. If you select the Details icon, SWIFT opens the Match Rule Details window. Use the Match Rule to review possible solutions listed in the Match Exception Table at the end of this guide.
- d. Select **Return** to close the window.

Match Rule Details

Life to Date Voucher Amount > PO Schedule Amount +

Match Control	STD_PO_TOL	Match Rule Type	MERCH-AMT	Match Exception Cause Type
Match Rule	340	Description	LTD vchr amt greater than PO amt	

Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount.

4. Close the browser of the Match Exception Workbench Details window to return to the voucher.
5. As an option, select the **Error Summary** tab at the top of the voucher. It will tell you where the error is located such as an Invoice Line, the field number and a message about that error.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	G1001	Invoice Number	23060166		
Voucher ID	00043117	Invoice Date	07/17/2023		
Style	Regular Voucher	Total	139,253.27	USD	
Invoice Line Errors					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Line	Field Name	Message			
2	340	LTD vchr amt greater than PO amt with PO amt tol			
2	350	LTD vchr amt greater than PO amt with PO % tol			

- IMPORTANT:** Use the **Match Exception Table** at the end of this guide to review possible solutions.
- After you determine the reason for the Matching error, update the voucher as needed. Save it.

Step 3: Rerun the Matching, Budget Checking, and Approval processes

- Rerun the Matching process. Verify the Match Status field says “Matched.”
- Budget check the voucher.
- Submit the voucher for approval.

Match Exceptions Table

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
100	No receipts found.	No receipts were found for the purchase order (PO) specified on the voucher.	Create a receipt or contact the buyer to create a receipt	Create a receipt or determine if “Receipts Required” should be marked.
130	Supplier/Loc not = PO Supplier/Loc	The Supplier ID or the Supplier Location on the voucher does not match with the PO.	If the Supplier Location on the voucher is different from the purchase order, contact the buyer to determine if the purchase order or the voucher should be updated.	Update the Supplier or Supplier Location on the purchase order.
160	Supplier/Loc not = Receiver Supplier/Loc	The Supplier ID or the Supplier Location on the voucher does not match this information on the PO receipt.	<ul style="list-style-type: none"> If the Supplier Location on the purchase order is different from the receipt, contact the buyer to determine if the voucher or the 	Cancel the receipt and create a new receipt with the correct purchase order.

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
			<p>receipt should be updated.</p> <ul style="list-style-type: none"> If the receipt was manually associated with the voucher, remove the incorrect receipt and associate the correct one. 	
330	LTD vchr qty greater than PO qty with receipt tol	The total voucher quantity (including previously matched quantities) exceeds the quantity on the PO. This includes the allowed over-receiving quantity. This is a life-to-date exception. It will account for all Invoices for a given purchase order.	<ul style="list-style-type: none"> Contact the supplier and validate the Invoice Quantity. If the Invoice is incorrect, the supplier should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order. 	<ul style="list-style-type: none"> If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.
340	LTD vchr amt greater than PO amt	The total voucher quantity (including previously matched quantities) exceeds the Amount on the PO. This is a life-to-date exception meaning - it will account for all Invoices for a given PO.	<ul style="list-style-type: none"> Contact the supplier and validate the Invoice Amount. If the Invoice is incorrect, the supplier should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order. 	<ul style="list-style-type: none"> If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.
350	LTD vchr amt greater than PO amt	The total voucher quantity (including previously matched quantities) exceeds the amount on the PO. This is a life-to-date exception - it will account for all Invoices for a given PO.	<ul style="list-style-type: none"> Contact the supplier and validate the Invoice Amount. If the Invoice is incorrect, the supplier should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order. 	<ul style="list-style-type: none"> If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
M_P100	PO date range is not valid	The Goods/Services Received Date on the voucher is not within the PO Date and the PO Expiration Date range.	Contact the buyer.	The buyer should work with AP and the Contracts teams to determine a resolution.