SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Unmatch a Voucher Using the Match Workbench

To correct a voucher that was created referencing a purchase order or receipt and matched, you will need to unmatch the voucher before correcting the voucher. Use the Match Workbench to unmatch the voucher from the purchase order or receipt. Un-matching a voucher will reset its statuses. You will need to rerun the matching, budget checking, and approval processes.

If the voucher was posted, you must unpost it before unmatching it. View the Unpost a Voucher quick reference guide for more information.

The Match Workbench allows you to:

- Correct errors
- Put vouchers on a Match hold
- Initiate the Matching process
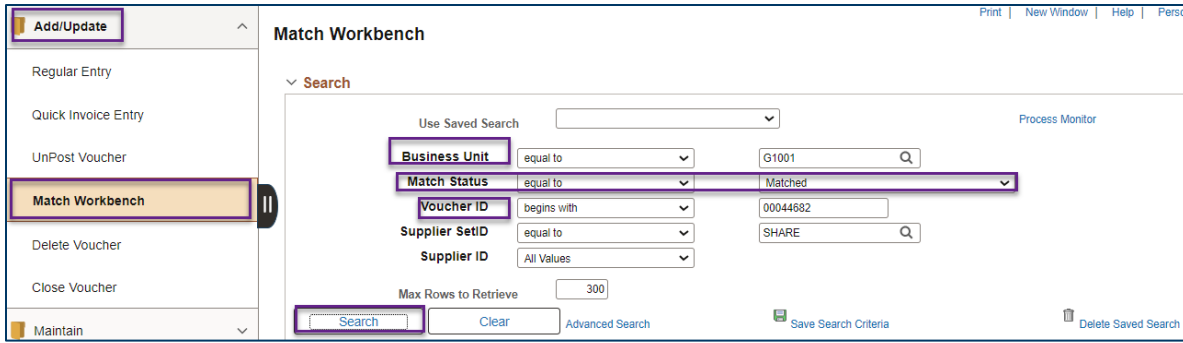- Undo matched vouchers

This guide provides the steps to unmatch a voucher using the Match Workbench.

Step 1: Find the voucher by using the Match Workbench

1. Navigate to the **Match Workbench** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. Left menu, Add/Update folder, Match Workbench
WorkCenter	Accounting, Accounts Payable, AP WorkCenter. Left menu, Links section, Vouchers, Match Workbench.

2. Enter search criteria in the Match Workbench search page.
    a. Enter the agency number in the Business Unit field.
    b. Select the "Matched" option from the drop-down list on the Match Status field.
    c. From the drop-down list next to the Voucher ID field, select "contains."
    d. Enter the voucher to unmatch in the Voucher ID field.
3. Press the **Search** button.

Step 2: Unmatch the voucher

1. The Search Results section displays the voucher.
    a. Check mark the voucher that needs to be unmatched by selecting the **Undo Match** checkbox.
    b. In the Action field below, select the "Undo Matching" option from the drop-down list.
    c. Press the **Run** button.
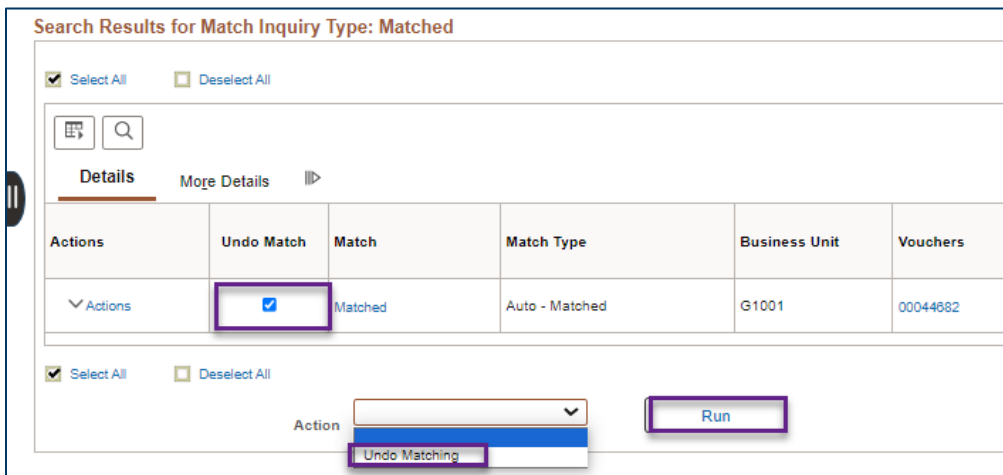
2. SWIFT displays a message with Process Instance Number in the Process Monitor. Press **OK**.
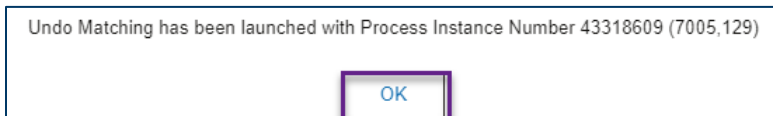
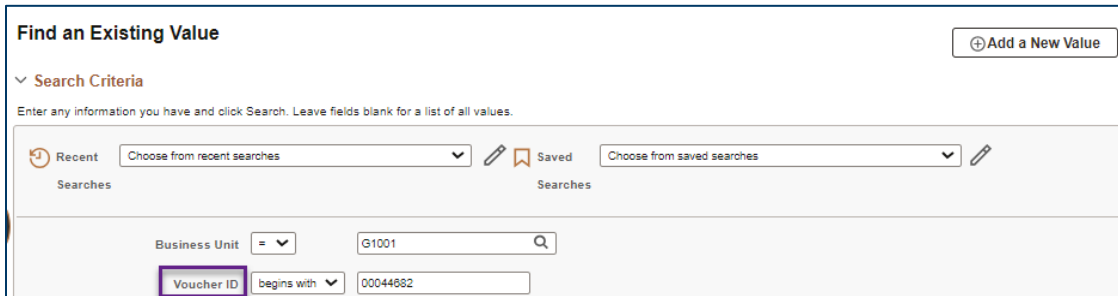# Step 3: Verify the voucher is no longer matched

1. Navigate to the **Regular Voucher Entry** page.
    a. Open the left menu and select **Regular Voucher**.
    b. On the Voucher page, select the **Find an Existing Value** button.

2. In the Find an Existing Value page, enter the **Voucher ID** and select the **Search** button at the bottom of the page.
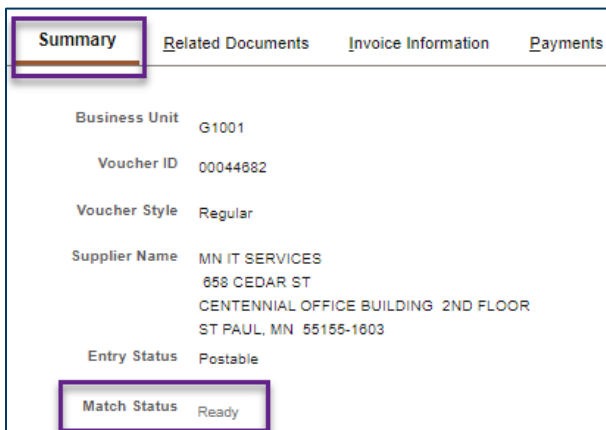

3. The voucher appears in the Search Results section. Select the **Voucher ID**.

4. The Summary tab opens. The Match Status is "Ready." It was unmatched.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Step 4: Correct the voucher and reprocess it

1. Review the voucher to identify and correct any issues on the voucher.
2. At the bottom of the Invoice Information page, select the **Save** button.
3. Rerun the Matching process.
   a. In the header of the Invoice Information tab, go to the **Action** menu, select "Matching," and press the **Run** button.

   b. SWIFT displays a message about wanting to wait for the process to be completed. Select **Yes**.

4. Go to the **Summary** tab, verify the Match Status field says "Matched."

5. Budget check the voucher.
6. Submit the voucher for approval.