

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 <u>Unpost a Voucher</u> 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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Add/Update ^ N	latch Workbench	Print New Window Help Person
Regular Entry	→ Search	
Quick Invoice Entry	Use Saved Search	Process Monitor
UnPost Voucher	Business Unit equal to	G1001 Q
	Match Status equal to 🗸	Matched 🗸
Match Workbench	Voucher ID begins with 🗸	00044682
	Supplier SetID equal to 🗸	SHARE Q
Delete Voucher	Supplier ID All Values 🗸	
Close Voucher	Max Rows to Retrieve 300	
📕 Maintain 🗸 🗸	Search Clear Advanced Search	Save Search Criteria

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.

1	Search Results for Match Inquiry Type: Matched							
	Select All	D	eselect All					
	E, Q							
	Details	Mor	e Details ∥⊵				-	
	Actions		Undo Match	Match	Match Type	Business Unit	Vouchers	
	✓ Actions			Matched	Auto - Matched	G1001	00044682	
	Select All Control Control							

2. SWIFT displays a message with Process Instance Number in the Process Monitor. Press OK.

Undo Matching has been launched with Process Instance Number 43318609 (7005,129)					
	ОК				

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.

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Add/Update ^	Voucher	Print
Regular Entry	Add a New Value	
Quick Invoice Entry		Q Find an Existing Value
UnPost Voucher		
Match Workbench	*Business Unit G1001 Q	

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

Find an Existing Value	⊕Add a New 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 Choose from saved searches	✓
Searches Searches	
Business Unit 🗧 🗸 G1001 🔍	
Voucher ID begins with 🗸 00044882	

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

✓ Search Results 1 rows - Business Unit "G1001" Voucher ID "00044682"						
Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	
G1001	00044682	test	350000	350000	01/24/2024	

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

Summary	<u>R</u> ela	ated Documents	Invoice Information	<u>P</u> ayments
Business U	Init	G1001		
Voucher	r ID	00044682		
Voucher St	yle	Regular		
Supplier Name		MN IT SERVICES 658 CEDAR ST CENTENNIAL OFF ST PAUL, MN 551	ICE BUILDING 2ND FLO	DR
Entry Stat	tus	Postable		
Match Stat	tus	Ready		

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Step 4: Correct the voucher and reprocess it

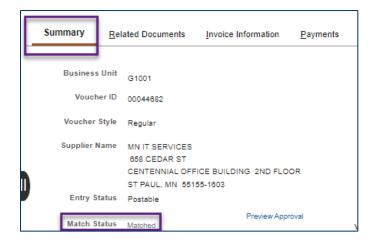
- 1. Review the voucher to identify and correct any issues on the voucher.
- 2. At the bottom of the Invoice Information page, select the **Save** button.
- 3. Rerun the Matching process.
 - a. In the header of the Invoice Information tab, go to the **Action** menu, select "Matching," and press the **Run**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

<u>S</u> ummary <u>R</u> elated	d Documents Invoice I	nformation <u>P</u> ayme	nts <u>V</u> oucher Attributes	Error Summary	
Business Unit Voucher ID	G1001	Invoice No Accounting Date	01/24/2024		Invoice Total
Voucher Style	Regular Voucher	*Pay Terms Basis Date Type	000 Q	🕎 Net 0	*Curr Miscellan
Invoice Date	01/24/2024		Tax Exempt		Fr Sale Us
Supplier ID ShortName	G46000000 Q MN IT SERV-001 Q	Service Period Begin Goods/Services Rec	(augurean) [23]		
Location *Address	001 Q 1 Q	Customer Nu	mber		Differ
Save		Action	Matching	Ľ	Run

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.