

Paying Vendors: Checking Vouchers for Errors and Match Exceptions

OVERVIEW

Vouchers must be free of submission errors before payment can be made. The system finds two kinds of errors - those found immediately after saving and those found by overnight processes. Common submission errors:

- Incomplete or wrong ChartField string
- Duplicate invoice number
- Gross Amount under the Payments tab is not the same as the Total on the front panel
- Leaving Total as 0.00 for encumbered/unencumbered vouchers
- Paying more than one line on a multiline PO with one voucher line instead of paying each PO line with a separate voucher line
- Changing the Pay Terms on the voucher
- Changing the Vendor or Vendor address
- Vouchering a PO that have receipts not matching the vouchered qty
- Vouchering a PO for more than the PO's amount

STEPS

1. Retrieve your voucher by using the **Find an Existing Voucher** search page that will display the original voucher page. **To navigate, click on Main Menu, then click on Accounts Payable. Click on Vouchers, then click on Add/Update. Click on Regular Entry, and then click on the Find an Existing Value tab**
 - a. Enter your Voucher ID number and click Search
 - b. The voucher will display the Summary tab page first
 - c. If there is an "Exceptions" link next to **Match Status** then the voucher has errors, known as "exceptions". To troubleshoot, click the **Exceptions** link or the **Error Summary** tab.

The screenshot shows a web browser window with the following breadcrumb trail: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The interface has several tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary (which is selected and highlighted with a red box). The main content area displays voucher details in two columns:

Business Unit:	UFLOR	Invoice Date:	11/22/2010
Voucher ID:	03036609	Invoice No:	Test-PO Rec
Voucher Style:	Regular	Invoice Total:	3,183.00 USD
Contract ID:			
Vendor Name:	Mace Security Products Inc dba Industrial Vision Source Farmers Branch, TX 75234	Pay Terms:	Net 40
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Exceptions	Created:	11/22/2010
Approval Status:	Pending	Created By:	TOD_AP_Originator
Post Status:	Unposted	Modified:	11/22/2010
		Modified By:	TOD_AP_Originator
Budget Status:	Not Chk'd	ERS Type:	Not Applicable
Budget Misc Status:	Valid	Close Status:	Open

At the bottom, there is a section for '*View Related' with a dropdown menu set to 'Payment Inquiry' and a 'Go' button.

Instruction Guide

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2. If you click the **Exceptions** link,
 - a. You may view the errors in the **Match Rules** section of the page at the bottom. (You may also view these errors in the **Error Summary** Tab.)

Match Exception Summary

Document Details Voucher Match Action:

Line Details Find | View All | First

Voucher Line Number: 1 Voucher Line Match Action:

PO Business Unit: 1902 PO Number: 1100076559

Line Number: 1 Schedule Number: 1

View Document: Purchase Order Go

Line Document Details Document Id: 1902 1100076559

Match Rules Customize |

Rules		Override Options			
	Details	Match Rule	Voucher	Purchase Order	Receiver
		Pay terms does not equal PO pay terms	40	30	
		Life to date voucher amount is greater than PO amt	3183.00	3183.00	

- b. This screen also displays the **Purchase Order ID** number and the **Business Unit**.
3. If you click the **Error Summary** tab you will also be able to view the Match Rules that are broken and become errors.

Match Exception Rule List that Become Errors:

Error: The Pay Terms on the PO do not match the Pay Terms on the Voucher.

How to Correct

- Change terms back to match those on purchase order.
- Click on the icon under Purchase Orders on the Match Manager screen to see the terms on the PO.

How to Prevent

- Don't change Pay Terms on the voucher - terms default in from vendor.
- Contact Purchasing & Disbursement Services for assistance.

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Error: Unmatched receipts exist within the system but could not be matched to the Voucher, or the Receipts have been assigned to another Voucher being matched in this same matching run control.

How to Correct

- Check that items ordered came in and were received.
- Receive them if needed, or if they did not come in, call the vendor to inquire. If items are received, find and complete voucher.

How to Prevent

- Make sure items ordered are received before vouchering.
- Check to see if there is a receipt for the PO before vouchering.

Error: Life to date total invoiced amount for PO schedule is greater than the total PO schedule amount.

How To Correct

- Check that the Total on the Invoice Information tab matches the Gross Amount on the Payments Tab.
- Contact the vendor if there is an error on the invoice.
- Reject the invoice and request new one or if no error, or create a change request to increase the price.
- Check that each line on the PO was vouchered with a separate line on the voucher, and not with one voucher line for several PO lines.

How to Prevent

- Pay each PO line with a separate voucher line - myUFL matches line by line.
- Check that the Total on the Invoice Information tab and the Gross Total on the Payments Tab match.
- Contact vendor for error on invoice. Reject invoice and request new one, or, if no error, create change request to increase the price.
- Do not pay for more than the amount on the PO.

There are more match rules that when broken cause errors.

Please contact the Disbursement Office if you need assistance with correcting errors at 392-1241 or email Disbursements@ufl.edu