This instruction guide is for those with role of Voucher Processor. Overnight processes in PeopleSoft check vouchers against purchase orders and receipts to ensure matching. For example, a match exception would happen if a voucher was created for items that have not been received. Then, the system will display a match exception, or error, in the work list the next day. There are five match exception rules in PeopleSoft that will cause an error. It is better to prevent one than to have to fix one, so be sure to check your work list every day for match exceptions.

- Log into the system using the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- To check your worklist, click on the "Worklist" link on the top right-hand corner or select "Worklist" from the myUFL menu
  - Click on the second "Worklist" link that appears underneath
  - If needed, you may use the Work List Filters dropdown to narrow your search
  - Select "Matching Errors" to display your match exceptions

- Select the Match Exception you would like to review (this will take you to the Matching Workflow panel)
  - Click on the "Go to Match Exception Details" link to see the match rule
  - Once you know what caused the error, you may take steps to fix it

- The panel will display the match exception rule that caused the error
There are five instances when a match exception will occur in vouchering:

1. Pay Terms on the PO don’t match the Pay Terms on the voucher
2. Receipts don’t match the voucher—that is, items ordered were not received in PeopleSoft
3. Life-to-date or total voucher amount is more than the PO’s total amount
4. PO Vendor ID or address doesn’t match the Vendor ID or address on the voucher
5. The voucher’s extended price is more than 10 percent higher than the total price on the PO

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<td>Pay Terms on the PO don’t match the Pay Terms on the voucher.</td>
<td>Don't change on voucher - terms default in from vendor. Contact Purchasing &amp; Disbursement Services.</td>
<td>Change terms back to match those on purchase order.</td>
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| Receipts don’t match the voucher—that is, items ordered were not received in PeopleSoft. | Check to see if there is a receipt for the PO before vouchering:  
  eProcurement  
  Receive Items  
  Enter PO Unit and PO ID number  
  Show Status dropdown to "ALL"  
  Click on the Search button | See if items came in, receive them or call vendor to inquire. If items are received, find and complete voucher |
| Life-to-date or total voucher amount is more than the PO’s total amount. | Contact vendor for error on invoice. Reject invoice and request new one or if no error, create change request to increase price. | Contact vendor for error on invoice. Reject invoice and request new one or if no error, create change request to increase price, find voucher and correct amount. |
| PO Vendor ID or address doesn’t match the Vendor ID or location on the voucher. | Address defaults in from vendor – contact Purchasing & Disbursement Services. | Change address back to vendor’s address or change vendor to match PO’s vendor. Contact Purchasing and Disbursement Services. |
| The voucher’s extended price is more than 10 percent higher than the total price on the PO. | Contact vendor for error on invoice. Reject invoice and request new one or if no error, create change request to increase price. | Contact vendor for error on invoice. Reject invoice and request new one, or if no error, create change request to increase price, find voucher and correct. |

**Best Practices**

- A match exception appears after an overnight process—preventing one saves time.
- If something can be changed at the vendor level such as pay terms or address, contact Purchasing and Disbursement Services (addvendor@ufl.edu or purchasing@ufl.edu)
- Check with the vendor for errors on invoices
- If you do get a match exception, view PO and receipts
- If needed, use the work list filter (set to Matching Errors) to find your match exceptions quickly
- See the web tutorial on Match Exceptions in Vouchering
- See instruction guides and web tutorials on change requests and finding vouchers
- Call the UF Help Desk if you have questions at 392-HELP