

# Unmatching an Accounts Payable Voucher

**Purpose:** Use this document as a reference for Unmatching an Accounts Payable voucher in ctcLink.

**Audience:** Finance Staff

**!** You must have at least one of these local college managed security roles:

- ZZ Voucher Entry
- ZZ Voucher Processing

You must also set these User Preference Definitions:

- [User Preferences: Voucher Processing](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Note: Only vouchers in a Matched or Manually Overwritten status are eligible for UnMatching. Running the matching process for a voucher locks certain fields from edits and UnMatching a voucher will unlock those fields for you to edit again. You will need to re-run the matching process for the voucher after making those edits before it can continue to be processed.

**i** It is recommended to establish each user with the specific access associated with their job duties and is not recommended to simply copy one user's access to another user as this could lead to overallocation of access. However, there are situations where a group of staff within a single department all require the same access to perform similar work. In that case, the COPY function provides the ability to apply all Process Group definitions from one user to another without having to search and enter each Source Transaction and Process Group combination.

Please refer to the QRG [9.2 FSCM Security - Process Groups](#)

Navigation: NavBar > Navigator > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

## Matching Workbench

1. The **Match Workbench** page displays.
2. Enter search information to find the voucher you want to unmatch.
3. Select **Search**.

**Match Workbench**

▼ Search

Use Saved Search [dropdown] [Process Monitor](#)

Business Unit	equal to	WA170
Match Status	equal to	Matched
Voucher ID	All Values	
Supplier SetID	equal to	WACTC
Supplier ID	All Values	

Max Rows to Retrieve: 300

**Search** Clear [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

4. Qualifying vouchers display at the bottom of the **Match Workbench** page in the **Search Results for Match Inquiry Type** section.

Match Workbench

Search

Use Saved Search  Process Monitor

Business Unit

Match Status

Voucher ID

Supplier SetID

Supplier ID

Max Rows to Retrieve

Search Clear Advanced Search Save Search Criteria Delete Saved Search

Search Results for Match Inquiry Type: Matched

Select All  Deselect All

Personalize | Find | View 100 | First 1-10 of 300

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000105	V000004785	Valid	318950	23.75	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000106	V000010931	Valid	162215 & 162275	96.20	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000107	V000035828	Valid	4016863730	109.40	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000123	V000006689	Valid	INV1255580	35.13	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000124	V000006689	Valid	INV1255581	28.77	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000125	V000035907	Valid	235728231	26.48	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000130	V000026000	Valid	PER REMIT	2,496.84	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000131	V000001927	Valid	M72010	1,015.20	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000132	V000006689	Valid	INV1255571	34.75	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000135	V000004178	Valid	17679-1	65.22	USD

Select All  Deselect All

Action  Run

## UnMatching a Voucher

1. Check the **Undo Match** checkbox for the voucher(s) you wish to unmatch.
2. Select 'Undo Matching' from the **Action** dropdown menu.
3. Select **Run**.

Match Workbench

Search

Use Saved Search  Process Monitor

Business Unit

Match Status

Voucher ID

Supplier SetID

Supplier ID

Max Rows to Retrieve

Search Clear Advanced Search Save Search Criteria Delete Saved Search

Search Results for Match Inquiry Type: Matched

Select All  Deselect All

Personalize | Find | View 10 | First 1-100 of 300

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000143	V000035828	Valid	4016913068	120.62	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000140	V000035828	Valid	4016900249	114.40	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000144	V000035828	Valid	4016939420	78.18	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000135	V000004178	Valid	17679-1	65.22	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000146	V000035828	Valid	4016908712	36.78	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000107	V000035828	Valid	4016863730	109.40	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000132	V000006689	Valid	INV1255571	34.75	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000105	V000004785	Valid	318950	23.75	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000124	V000006689	Valid	INV1255581	28.77	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000142	V000035828	Valid	4016898889	177.45	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000232	V000035907	Valid	235727724	329.56	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000139	V000035828	Valid	4016863729	216.80	USD
Actions	<input checked="" type="checkbox"/>	Matched	Auto - Matched	WA170	00000123	V000006689	Valid	INV1255580	35.13	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000194	V000010502	Valid	PER REMIT (JUL-AUG)	231.15	USD
Actions	<input type="checkbox"/>	Matched	Auto - Matched	WA170	00000106	V000010931	Valid	162215 & 162275	96.20	USD

Select All  Deselect All

Action  Run

**i** NOTE: Selecting **Run** may redirect you to the **Process Monitor**. After the process has completed successfully, you can return to the now UnMatched voucher for editing – you will notice that those **Invoice Information** fields that were locked after the voucher was Matched are now available for editing. **\*\*After** edits have been made to the targeted voucher, you will need to re-run **Matching** for that voucher before it can continue to be processed.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit WA170 Invoice No INV1255580  
 Voucher ID 00000123 Accounting Date 09/10/2015  
 Voucher Style Regular Voucher \*Pay Terms 30 Net 30  
 Invoice Date 08/31/2015 Basis Date Type Inv Date  
 Invoice Received 09/04/2015  Tax Exempt

COPIERS NORTHWEST INC  
 Supplier ID V000006689  
 ShortName COPERS NO-001  
 Location 170  
 \*Address 2

**Invoice Total**  
 Line Total 32.32  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Sales Tax 2.81  
 Entered VAT  
 Use Tax 0.00  
 VAT NonInv 0.00  
 Total 35.13  
 Difference 0.00

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1  Copy Down Ship To 171-WCCC  
 \*Distribute by Quantity Description Maintenance agreement for Cano  
 Item Packing Slip  
 Quantity 1.0000  
 UOM NTE  
 Unit Price 32.32000  
 Line Amount 32.32

Purchase Order  
 WA170/4SA525168LJ11  
 Associate Receiver(s)  
 Force Price  
 One Asset  
 Sales/Use Tax  
 Invoice Line VAT  
 Calculate

Distribution Lines Personalize | Find | View All First 1 of 2 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Oper Unit	Account	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project
<input type="checkbox"/>	1	22.95	0.7100	WA170	7170	603050	145		53079	161	N	WA170	0000001043

Save

4. Process complete.