## **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:

<u>User Preferences: Voucher Processing</u>

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 rerun the matching process for the voucher after making those edits before it can continue to be processed.

1 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		~			Process Monitor
Business Unit	equal to	$\sim$	WA170	Q	
Match Status	equal to	$\sim$	Matched		~
Voucher ID	All Values	$\sim$			
Supplier SetID	equal to	$\sim$	WACTC	Q	
Supplier ID	All Values	$\sim$			
Max Rows to Retrieve	300				
Search Clear	Advanced Search		Save Search Criteria	1	Delete Saved Search

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

Us	e Saved S	earch		$\checkmark$		Process Monitor				
	Business	Unit equ	al to 🗸 🗸	WA170	Q					
	Match S	tatus equ:	al to 🗸	Matched		~				
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Max R	lows to Re	trieve	300							
Search	CI	ear Adv	anced Search	Save Search Crit	eria	1 Delete	e Saved Search			
earch Result	ts for Mat	ch Inquiry Ty	e: Matched							
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Select All	Deselect	All							_	
	- Details						Personalize	Find   View 100   🔄	First	1-10 of 30
tions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions	Invoice Number	Gross Amt	Currency
- Actions		Matched	Auto - Matched	WA170	00000105	V000004785	Valid	318950	23.75	USD
- Actions		Matched	Auto - Matched	WA170	00000106	V000010931	Valid	162215 & 162275	96.20	USD
- Actions		Matched	Auto - Matched	WA170	00000107	V000035828	Valid	4016863730	109.40	USD
- Actions		Matched	Auto - Matched	WA170	00000123	V000006689	Valid	INV1255580	35.13	USD
- Actions		Matched	Auto - Matched	WA170	00000124	V000006689	Valid	INV1255581	28.77	USD
- Actions		Matched	Auto - Matched	WA170	00000125	V000035907	Valid	235728231	26.48	USD
- Actions		Matched	Auto - Matched	WA170	00000130	V000026000	Valid	PER REMIT	2,496.84	USD
- Actions		Matched	Auto - Matched	WA170	00000131	V000001927	Valid	M72010	1,015.20	USD
- Actions		Matched	Auto - Matched	WA170	00000132	V000006689	Valid	INV1255571	34.75	USD
- Actions		Matched	Auto - Matched	WA170	00000135	V000004178	Valid	17679-1	65.22	USD
• Accorns										

## **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.

Ita v To v	Save Search Ort      Business Unit      WA170  WA170  WA170	Q Q teria Vouchers 0000143 000010	Process Monitor	Saved Search Persor Financial Santias Satura Valid	altze   Find   View 10   <sup>(2)</sup>   Invoice Number 4016913068 4016903068	First Gross Amt 120.62	USD
tto	Business Unit WA170 WA170	Q Q teria 0000143 0000140	V           Delete           Supplier ID           V000035828           V000035828	Saved Search Persor Financial Status Valid	nalize   Find   View 10   <sup>[25]</sup>   Invoice Number 4016913068 4016903049	First Gross Amt 120.62	L-100 of 3 Currency USD
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Auto - Matched	WA170					114.40	USD
Auto - Matched		00000144	V000035828	Valid	4016939420	78.18	USD
Plate - materie a	WA170	00000135	V000004178	Valid	17679-1	65.22	USD
Auto - Matched	WA170	00000146	V000035828	Valid	4016908712	36.78	USD
Auto - Matched	WA170	00000107	V000035828	Valid	4016863730	109.40	USD
Auto - Matched	WA170	00000132	V000006689	Valid	INV1255571	34.75	USD
Auto - Matched	WA170	00000105	V000004785	Valid	318950	23.75	USD
Auto - Matched	WA170	00000124	V000006689	Valid	INV1255581	28.77	USD
Auto - Matched	WA170	00000142	V000035828	Valid	4016898889	177.45	USD
Auto - Matched	WA170	00000232	V000035907	Valid	235727724	329.56	USD
Auto - Matched	WA170	00000139	V000035828	Valid	4016863729	216.80	USD
Auto - Matched	WA170	00000123	V000006689	Valid	INV1255580	35.13	USD
Auto - Matched	WA170	00000194	V000010502	Valid	PER REMIT (JUL-AUG)	231.15	USD
Auto - Matched	WA170	00000106	V000010931	Valid	162215 & 162275	96.20	USD
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() 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.

Business Uni	it WA170		Invoice No	INV1255580		Invoice	Total		Sales/Use Ta	x Summary
Voucher I	D 00000123	A	ccounting Date	09/10/2015			Line Total	32.32	VAT Summar	у
Voucher Style	e Regular Vouc	her	*Pay Terms	30	Net 30		*Currency	USD	Non Merchan	idise Summa
Invoice Date	e 08/31/2015	В	asis Date Type	Inv Date			liscellaneous	×	Session Defa	ults
Invoice Receive	d 09/04/2015			Tax Exempt			Freight	×.	Attachments(0)	(1)
	COPIERS NO	RTHWEST INC					Sales Tax	2.81	Template List	
Supplier I	D V000006689						Entered VAT		Advanced Su	upplier Sear
ShortNam	COPIERS NO-	001					Use Tax	0.00	Approval Hist	tory
Location	n 170						VAT HOULIN	0.00	Supplier Hiera	archy
*Addres:	s 2						Total	35.13	Supplier 360	
							Difference	0.00	تو <u>ل</u>	
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4. Process complete.