

# 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.

 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 unmatched.
- 3. Select **Search**.

Match Workbench

▼ Search

Use Saved Search

▼

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: equal to

Match Status: equal to

Voucher ID: All Values

Supplier SetID: equal to

Supplier ID: All Values

Max Rows to Retrieve:

**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:

## 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: equal to

Match Status: equal to

Voucher ID: All Values

Supplier SetID: equal to

Supplier ID: All Values

Max Rows to Retrieve:

**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:

**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

Sales/Use Tax Summary  
 VAT Summary  
 Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments (1)  
 Template List  
 Advanced Supplier Search  
 Approval History  
 Supplier Hierarchy  
 Supplier 360

Save Action

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(4SA525168LJ1)1  
 Associate Receiver(s)  
☐ Force Price

☐ One Asset  
 Sales/Use Tax  
 Invoice Line VAT

**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.