

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 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

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 equal to

Match Status equal to

Voucher ID All Values

Supplier SetID equal to

Supplier ID All Values

Max Rows to Retrieve 300

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.

The screenshot displays an accounting software interface with the following sections:

- Navigation Tabs:** Summary, Related Documents, **Invoice Information** (highlighted), Payments, Voucher Attributes, Error Summary.
- Business Unit:** WA170
- Voucher ID:** 00000123
- Invoice No:** INV1255580
- Accounting Date:** 09/10/2015
- Invoice Date:** 08/31/2015
- Invoice Received:** 09/04/2015
- Supplier:** COPIERS NORTHWEST INC
- Supplier ID:** V000006689
- ShortName:** COPERS NO-001
- Location:** 170
- *Address:** 2
- *Pay Terms:** 30 Net 30
- Basis Date Type:** Inv Date
- Tax Exempt
- Invoice Total:**
 - Line Total: 32.32
 - *Currency: USD
 - Miscellaneous: [blank]
 - Freight: [blank]
 - Sales Tax: 2.81
 - Entered VAT: [blank]
 - Use Tax: 0.00
 - VAT NonInv: 0.00
 - Total: 35.13
 - Difference: 0.00
- Buttons:** Save, Action (dropdown), Run, Calculate, Print
- Copy From Source Document** (dropdown)
- Invoice Lines:**
 - Line 1 Copy Down
 - *Distribute by: Quantity
 - Item: [blank]
 - Quantity: 1.0000
 - UOM: NTE
 - Unit Price: 32.32000
 - Line Amount: 32.32
 - Ship To: 171-WCCC
 - Description: Maintenance agreement for Cano
 - Packing Slip: [blank]
 - Purchase Order:** WA170/4SA525168L/1/1 Associate Receiver(s)
 - Force Price
 - One Asset
 - Buttons: Calculate
- Distribution Lines:**
 - Personalize | Find | View All | [dropdown] | [dropdown] | First | 1 of 2 | Last
 - Table with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Oper Unit, Account, Fund, Approp, Dept, Class, State Purpose, PC Bus Unit, Project.
 - Row 1: [checkbox], 1, 22.95, 0.7100, WA170, 7170, 603050, 145, [blank], 53079, 161, N, WA170, 0000001043
- Buttons:** Save

4. Process complete.