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### I. Un-Matching Overview

Occasionally, there may be a need to un-match a voucher from a purchase order. This event cannot be completed by a user unless they have the proper user profile set up.

**Please note Vouchers that have been posted cannot be Un-Matched.**

The user's profile must include "Matching Process Groups." UW Problem Solvers and the BU Admin at each campus can add these Groups to a user's profile.

<b>Process Frequency</b>	On an as needed basis only. This should not be a regular process.
<b>Dependencies</b>	Voucher matched to Purchase Order that <u>has not</u> been Posted. Cannot un-match a posted voucher.
<b>Assumptions</b>	End User performing the action has the proper authority and user preference to complete the action.
<b>Responsible Parties</b>	Authorized AP Staff

## II. Update/Verify User Preference to Allow the Un-Matching Functionality

- 1) Go to the Define User Preferences page.

**Navigator:** Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences

- 2) Enter User ID and Click Search

**User Preferences**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

User ID

Description

☐ Case Sensitive

[Basic Search](#)

Enter User ID  
Click Search

- 3) Click Process Group

**User Preferences**

General Preference	Product Preference
<a href="#">Overall Preference</a>	Asset Management
<a href="#">OLE Information</a>	IT Asset Management
<a href="#">Process Group</a>	Billing
	Contracts
	General Ledger
	Inventory
	Lease Administration
	Maintenance Management
	Manufacturing
	Mobile Inventory
	Mobile Inventory - Fluid
	Orders - Quotations
	Orders - Other
	Orders - Sales
	Paycycle
	Planning
	Procurement
	Project Costing
	Promotions Management
	Receivables Data Entry 1
	Receivables Data Entry 2
	Staffing - General Preferences
	Staffing - Job Data
	Strategic Sourcing
	Supplier Contract Management

Click Process Group

- 4) Verify Match Source Transactions are in User Preferences. If not added, Click “+” to add all 3 Matching Source Transactions. The Process Group for all 3 transactions should be MATCHING.
  - a. Source Transactions to Add
    - i. MTCEXP
    - ii. MTCEXP
    - iii. MTCOVR
  - b. Process Group for all 3 Transactions
    - i. MATCHING

User Preferences | **Process Group**

User ID 00856855 MCDONALD, DENISE  
Copy From User ID

☒ Allow Processing ☒ Use Event Notification

Source Transaction Find First 1-14 of 14 Last

\*Source Transaction MTCEXP Match Exception

**Process Group** Personalize 1 of 1 First Last

Process Group	Description		
MATCHING	Matching	<input type="button" value="+"/>	<input type="button" value="-"/>

\*Source Transaction MTCEXP Match Exception

**Process Group** Personalize 1 of 1 First Last

Process Group	Description		
MATCHING	Matching	<input type="button" value="+"/>	<input type="button" value="-"/>

\*Source Transaction MTCOVR Match Override

**Process Group** Personalize 1 of 1 First Last

Process Group	Description		
MATCHING	Matching	<input type="button" value="+"/>	<input type="button" value="-"/>

- 5) Click Save
- 6) User should now be able to un-match a voucher from a purchase order.

### III. How to Un-Match a PO from a Voucher

- 1) Navigate to the Match Workbench

**Navigator:** Accounts Payable > Review Accounts Payable Infor > Vouchers > Match Workbench

Match Workbench | [New Window](#)

**Search**

Use Saved Search: [Dropdown] Process Monitor

Business Unit: equal to

Match Status: equal to

Voucher ID: equal to

Supplier SetID: equal to

Supplier ID: All Values

Max Rows to Retrieve: 300

Search Clear Advanced Search Save Search Criteria Delete Saved Search

UWMIL Matched 01199944 SHARE

Fill in Search Criteria  
Click Search

**Search Results for Match Inquiry Type: Matched**

☒ Select All ☐ Deselect All

Personalize | Find | View All | 1 of 1 | First | Last

Actions	Undo Match	Match	Match Type	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<div style="border: 1px solid #ccc; padding: 2px;"> <input checked="" type="checkbox"/> </div>	<input checked="" type="checkbox"/>	Matched	Auto - Matched	UWMIL	01199944	0001082522	Valid	TEST UNMATCHING INVOICE	428.68	USD

☒ Select All ☐ Deselect All

Action: Undo Matching Run

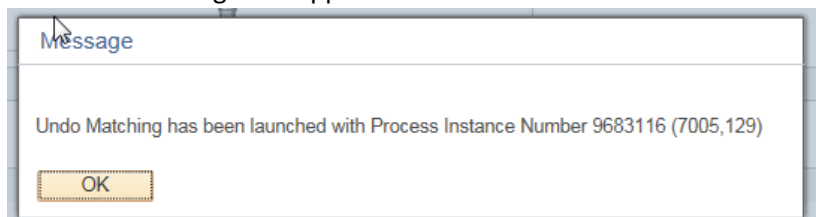
Search Results will be displayed

Check off item to Unmatch

Select Undo Matching from the Action field

Click Run

- 2) Fill in Match Workbench Fields.
  - a. Business Unit
  - b. Match Status – Matched
  - c. Voucher(s) ID
- 3) Click Search
- 4) Select Voucher(s) to un-match, by checking the box next to the Voucher.
- 5) Select Action “Undo Matching”
- 6) Click Run
- 7) The below message will appear. Click OK



- 8) Click the Process Monitor hyperlink at the top of the Match Workbench page to view the status of the Action.
- 9) The Process Monitor should list the Process name AP\_MATCH.
- 10) The process is completed when the status is Success and Posted.

[Process List](#) [Server List](#)

**View Process Request For**

User ID    Type  Last  5 Days

Server  Name   Instance From  Instance To

Run Status  Distribution Status  ☒ Save On Refresh

Process List										Personalize	Find	View All	First	1-2 of 2	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	9683116		Application Engine	AP_MATCH	00856855	05/14/2018 4:38:59PM CDT	Success	Posted	<a href="#">Details</a>						
<input type="checkbox"/>	9683112		Application Engine	AP_MATCH	00856855	05/14/2018 4:25:58PM CDT	Success	Posted	<a href="#">Details</a>						

[Go back to Match Workbench](#)

[Process List](#) | [Server List](#)

- 11) The voucher should now be unmatched from the Purchase Order

**Match Workbench**

[Summary](#) [Related Documents](#) [Invoice Information](#) [Payments](#) [Voucher Attributes](#) [Error Summary](#)

Business Unit UWMIL  
Voucher ID 01199944  
Voucher Style Regular  
Supplier Name SCARBROUGH INTL LTD  
10841 N AMBASSADOR DR  
KANSAS CITY, MO 64153-1241

Entry Status Postable  
**Match Status Ready**  
Approval Status Pending  
Post Status Unposted

Budget Status Valid

Budget Misc Status Valid  
\*View Related

Invoice Date 05/01/2018  
Invoice No TEST UNMATCHING INVOICE  
Invoice Total 428.68 USD

Pay Terms CHK W/ORD  
Voucher Source Online  
Origin MIL  
Created On 05/14/2018 2:25PM  
Created By 00856855  
Last Update 05/14/2018 2:26PM  
Modified By 00856855  
ERS Type Not Applicable  
Close Status Open

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



**University of Wisconsin System**  
**SFS Business Process**  
**AP.6.01 – Un-Match a Voucher from a Purchase Order**

**Revision History**

<b>Author</b>	<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
Denise Mcdonald	1.0	04/24/2018	Initial Draft