







Verifying and Taking Action on Match Exceptions

EFS requisition preparers (requesters) will receive an email from EFS titled “You have match exception(s).” Requesters are ultimately responsible for resolving the “no receipt found” match exception errors. **Match exceptions must be resolved or the supplier will not get paid.**

1. The requester can click on the link within the email to learn more information about which PO line(s) still need to be received in EFS.

You have match exception(s)  Inbox x Purchasing Services x  

 **EFS-no-reply@umn.edu** Aug 5 (2 days ago) ☆  

to me ▾

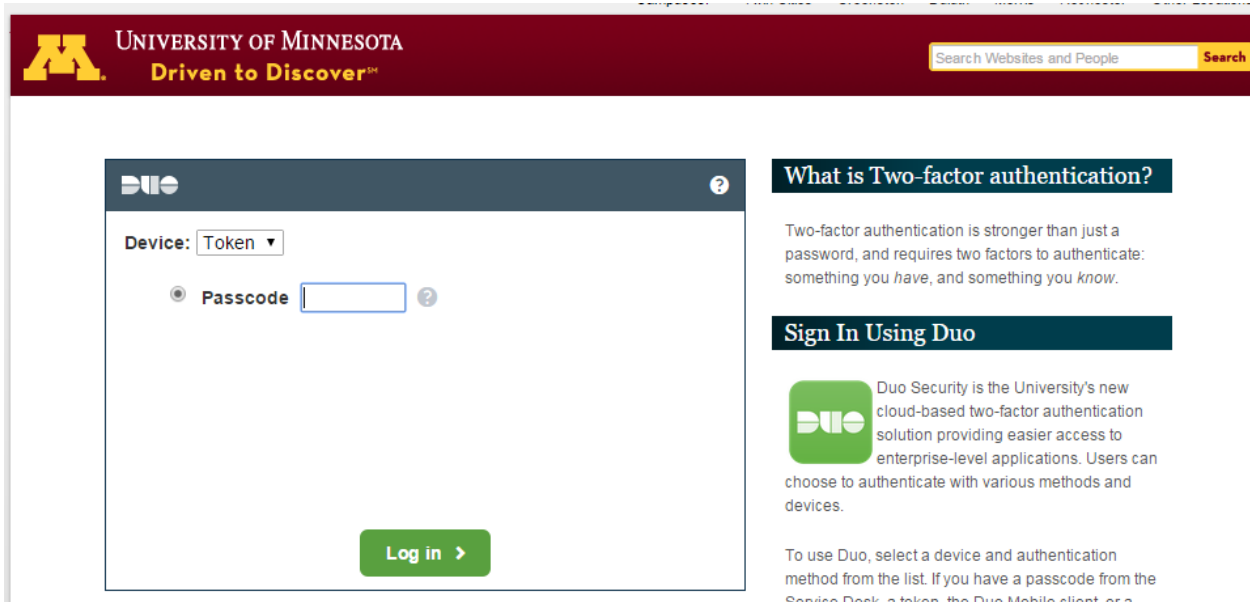
Please note that voucher(s) with supplier SQ-EPPENDORF NORTH AMERICA INC at their SQ-EPPENDORF NORTH AMERICA location have been placed on the Match Exception page requiring your review:

https://fs.myu.umn.edu/psp/fsprd/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.AP_MTCH_WB_EXCPTN_GBL?Action=U&BUSINESS_UNIT=UMN01&VOUCHER_ID=03706517

Please take the appropriate action. These voucher(s) cannot be scheduled for payment until the exceptions are reviewed and addressed.

Business Unit : UMN01
Voucher Id : 03706517
Match Rule ID: 100

2. If the individual is not logged into the MyU portal, he/she must login to Duo first.



The screenshot shows the University of Minnesota MyU portal header with the logo and "Driven to Discover" tagline. A search bar is visible on the right. The main content area is split into two columns. The left column contains a Duo Security login form with a "Device" dropdown set to "Token", a radio button selected for "Passcode" next to an empty input field, and a green "Log in >" button. The right column contains two sections: "What is Two-factor authentication?" with a brief explanation, and "Sign In Using Duo" with a description of Duo Security and instructions on how to use it.

- It's important to note: simply accessing this page will not resolve the error! The reason why the requester is being taken to this page is to identify which match exception applies to the order.

Match Exception Workbench Details

Business Unit UMN01 UMN01	Voucher 03706517	Invoice 4000554787
Supplier SQ-EPPENDO	Supplier SetID UMFIN	Supplier Location SQ-EPPENDO
Supplier Name SQ-EPPENDORF NORTH AMERICA INC	Match Due Date 08/05/2015	Invoice Date 08/04/2015
Updated By EFSBTCH1	Due Date 09/03/2015	Matched Date 08/06/2015
Terms N30 Net 30	Origin 212	Match Status Match Exceptions Exist
Gross Amt 3.80 USD	Control Group	Match Type

Header Match Rules

Match Exception Summary

Document Details

Voucher Match Action Match Action History

Match Action Comments

Line Details Find | View All First 1 of 1 Last

Voucher Line Number 1	Voucher Line Match Action <input type="text"/> <input type="button" value="Apply"/>
PO Business Unit UMN01	PO Number 0001068421
Line Number 1	Schedule Number 1
	View Document <input type="text" value="Purchase Order"/>
	Document Id <input type="text" value="UMN01 0001068421"/> <input type="button" value="Go"/>

Line Document Details

Match Rules Personalize | [\[?\]](#)

Rules	Override Options	Details	Match Rule	Voucher	Purchase Order	Receiver
			No receipts found	03706517	0001068421	

- When the *Match Rule* is No receipts found, verify which voucher line(s) does not contain a receipt. Be advised that this page is collapsed by default and will only display one line. Click <View All> if there is more than one match exception.

Match Exception Workbench Details

Business Unit UMN01 UMN01	Voucher 03706517	Invoice 4000554787
Supplier SQ-EPPENDO	Supplier SetID UMFIN	Supplier Location SQ-EPPENDO
Supplier Name SQ-EPPENDORF NORTH AMERICA INC	Match Due Date 08/05/2015	Invoice Date 08/04/2015
Updated By EFSBTCH1	Due Date 09/03/2015	Matched Date 08/06/2015
Terms N30 Net 30	Origin 212	Match Status Match Exceptions Exist
Gross Amt 3.80 USD	Control Group	Match Type

Header Match Rules

Match Exception Summary

Document Details

Voucher Match Action Match Action History

Match Action Comments

Line Details Find | View All First 1 of 1 Last

Voucher Line Number 1	Voucher Line Match Action <input type="text"/> <input type="button" value="Apply"/>
PO Business Unit UMN01	PO Number 0001068421
Line Number 1	Schedule Number 1
	View Document <input type="text" value="Purchase Order"/>
	Document Id <input type="text" value="UMN01 0001068421"/> <input type="button" value="Go"/>

Line Document Details

Match Rules Personalize | [\[?\]](#)

Rules	Override Options	Details	Match Rule	Voucher	Purchase Order	Receiver
			No receipts found	03706517	0001068421	

5. Don't assume which line(s) have the match exception. Verify which lines on the PO were NOT received and have the error by selecting voucher, then <Go>.

Match Exception Workbench Details

Business Unit UMN01 UMN01	Voucher 03706517	Invoice 4000554787
Supplier SQ-EPPENDO	Supplier SetID UMFIN	Supplier Location SQ-EPPENDO
Supplier Name SQ-EPPENDORF NORTH AMERICA INC	Match Due Date 08/05/2015	Invoice Date 08/04/2015
Updated By EFSBTCH1	Due Date 09/03/2015	Matched Date 08/06/2015
Terms N30 Net 30	Origin 212	Match Status Match Exceptions Exist
Gross Amt 3.80 USD	Control Group	Match Type

Header Match Rules
 Match Exception Summary
 Document Details

Voucher Match Action Match Action History
 Match Action Comments

Line Details Find | View All First 1 of 1 Last

Voucher Line Number 1
 PO Business Unit UMN01
 Line Number 1

Voucher Line Match Action
 PO Number 0001068421
 Schedule Number 1

View Document
 Document Id

Line Document Details

Match Rules		Personalize ?				
Rules	Override Options	Details	Match Rule	Voucher	Purchase Order	Receiver
			No receipts found	03706517	0001068421	

6. The voucher inquiry page will appear, with the voucher ID populated. Click <Search>.

Voucher

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

Search Criteria

Business Unit: =

Voucher ID: begins with

Origin: begins with

Invoice Number: begins with

Invoice Date: =

Short Supplier Name: begins with

Supplier ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

7. The *Summary* tab will appear by default. Click <Invoice Information> to view which item(s) have the match exception. For our example, it was line 1 of the voucher. Reminder: the caution icon will be displayed where the error exists. PeopleSoft collapses voucher information so only one line will appear at a time. If multiple lines exist, click <View All> to verify all lines.

Invoice Information

Business Unit UMN01 Invoice No 4000554787
 Voucher ID 03706517 Accounting Date 08/05/2015
 Voucher Style Regular Voucher Pay Terms N30 Net 30
 Invoice Date 08/04/2015 Basis Date Type Inv Date

Invoice Total

Line Total	3.80
Currency	USD
Miscellaneous	
Freight	
Total	3.80
Difference	0.00

Invoice Lines

Line 1 Copy Down
 Distribute by Quantity
 Item
 Quantity 1.0000
 UOM EA
 Unit Price 3.80000
 Line Amount 3.80

Purchase Order

UMN01000106842111
 Associate Receiver(s)
 Force Price
 Adjust PO Percentage
 Allocate by Percentage

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Fund	DeptID	Program	PC Bus Unit	Project	Activity	Account	Fin
<input type="checkbox"/>	1	100.0000	100.0000	3.80	1.0000	UMN01	1026	10003	20134				720299	

8. Once the lines with the “no receipt found” error have been identified, ensure the items or services were delivered as expected. To view the invoice associated to the voucher, users with the appropriate access may view it via WebNow at: <https://imagenow.umn.edu/webnow/>. Click <F AP Voucher> then search by voucher ID to find the associated images.

webnow

Documents Folders Tasks Capture options | help | disconn

Quick Search Search

Voucher ID is equal to Go

Drawer	Voucher ID	Vendor ID	Invoice #	Invoice Date	Origin	Type	Pages	Created
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Enter search criteria.

9. Once the order or service is delivered as expected, receive it in EFS via the receiving business process (e.g. eProcurement>Manage Requisitions or eProcurement>Receive Items).