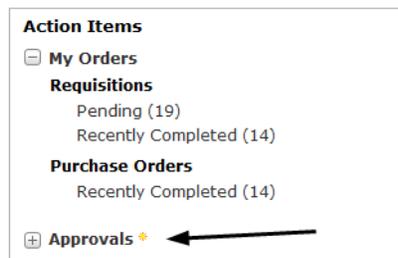


## Reviewing and Approving Invoice Match Exceptions

Step	Action
1.	<p>The Approver is a user that has been given permission in <b>UMass BuyWays</b> to review and approve department match exceptions.</p> <p>The Invoice Approver can approve a match exception under certain circumstances instead of completing a change order. See the document that accompanies this job aid.</p>

2. There are several ways you can find and access your approvals:
- A. Approvers are notified via email when a document has been routed to a workflow folder for which they are an Approver. This email contains a link that takes the recipient directly into the approval area.
  - B. On the left side of the home page you may navigate to Action Items → Approvals. Expand the Approvals folder by clicking the “+” to see how many items are in your folder(s).



- C. Click the “**approvals**” tab at the top of the page.



- D. Set up a “saved search” under the “**document search**” – see a separate job aid on this topic.

Continue with this job aid if you have accessed the Approvals using options A, B or C above.

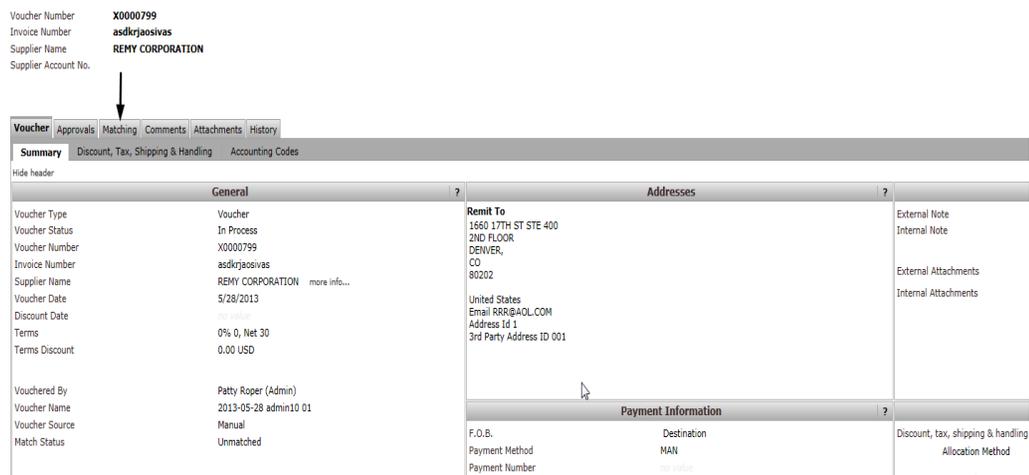
Step	Action
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3. Find the Invoice Match Exception you wish to review. Approve the Match Exception if you can and leave a comment explaining why you are approving it.

If you are unable to approve the match Exception and need to do a Change Order, create the change request. When the Purchase Order is updated, the Match Exception will no longer be in your folder.

4. Find the Voucher you wish to review.

5. You can click on the Invoice Number to bring up the invoice to review. Click on the **Matching** tab



6. Review why the Voucher is in match exception – the matching summary in the middle of the page will indicate the reason

Step	Action
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7. If the reason is a missing receipt, the receipt information will be highlighted.

**Matching Summary**

	Ordered	Received	Net Invoiced
Quantity:	1	--	1
Unit Price	1,000.00 USD	--	1,000.00 USD
Ext. Price:	1,000.00 USD	--	1,000.00 USD
Document TS&H:	0.00 USD	--	0.00 USD

**Related Documents**

Invoices: 0 / Credits: 0 / Receipts: 0

Notify your Receiver and once received, this Match Exception will no longer be in your folder. *You do not need to approve this Match Exception.*

8. If the reason for the Match Exception is ‘line(s) out of tolerance’, the Matching Summary will indicate this. In addition, the reason will be noted on the left side of the page.

PO Number : A000001856

Match Status	Matching Method	Voucher Line No.	PO Line No.	Catalog No.	Description	Size/Packag
Unmatched	2 Way PO/Invoices	1	1	na	stuff	EA

**Matching Exceptions:**

- Voucher quantity exceeds PO by: 10
- Voucher extended price exceeds PO by: 1,000.00 USD

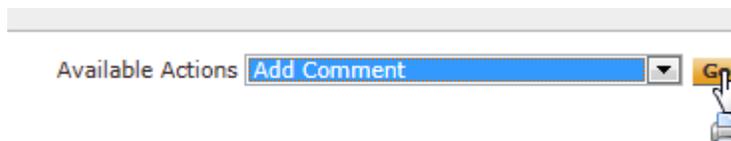
**Matching Summary**

	Ordered	Received	Net Invoiced
Quantity:	23	--	33
Unit Price	100.00 USD	--	100.00 USD
Ext. Price:	2,300.00 USD	--	3,300.00 USD
Document TS&H:	0.00 USD	--	0.00 USD

**Related Documents**

Invoices: 1 / Credits: 0 / Receipts: 0 show list

9. If you can approve the invoice Match Exception\*, select *Add Comment* and click **Go**



\*See “When to Approve a Match Exception” document.

Step	Action
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10. Indicate why you are approving the Match Exception in the **Add Comment** section. Attach any relevant documentation (if available) and click **Add Comment**.

**Add Comment** ? X

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

Jayne Krause (ap) (Prepared by) <jayne@admin.umass.edu>  
add email recipient...

duplicate shipment was received and we decided to keep them.

940 characters remaining expand | clear

Attach file to this document (optional):

Attachment Type File ▼

File Name

File  Browse...

Add Comment
Cancel

11. Select **Approve/complete step** and click **Go**.

Available Actions Approve/complete step ▼ Go

12. The Voucher will move to AP for review of the Match Exception. The Match Exception will be approved and the Invoice will be paid if all the steps have been properly completed.

13. **End of Procedure.**