

## UNMATCHING A VOUCHER

There are situations where changes need to be made to the voucher or where the relationship between the voucher and a receipt needs to be removed.

Once a voucher successfully completes the matching process, authorized users are able to Unmatch the voucher in order to make changes to the voucher or remove the association of the voucher with a specific receipt. If the voucher is matched to the wrong receipt or purchase order, the voucher is entered for an incorrect amount, or other updates must be made to a matched, but unposted, voucher. **This process will be used anytime a voucher must be corrected after matching has run successfully, but before the voucher is paid or posted.**

**Step 1:** Navigate to **Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench**

### Match Workbench

Use Saved Search:  [Process Monitor](#)

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Business Unit	<input type="text" value="equal to"/>	<input type="text"/>
Match Status	<input type="text" value="equal to"/>	<input type="text"/>
Voucher ID	<input type="text" value="All Values"/>	
Vendor SetID	<input type="text" value="All Values"/>	
Vendor ID	<input type="text" value="All Values"/>	

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Max Rows to Retrieve:

[Advanced Search](#)  [Save Search Criteria](#)  [Delete Saved Search](#) [Personalize Search](#)

**Step 2:** Enter the appropriate data in each of the fields on the Match Workbench page. To select a specific voucher, use the “equal to” option for each of the fields

- Business Unit – Equal to (Select from the drop down list)
- Match Status – Equal to (Typically select “Matched” from the drop down list to un-match a matched voucher)
- Voucher ID – Equal to (There are multiple options here. If you have a specific voucher to un-match, select “Equal To” and press search. You will be presented with a drop down list of vouchers for the business unit selected. Select the appropriate voucher that will be populated here.)
- Vendor SetID - Equal to “NTL99”. This value will automatically be populated if the business unit selected is a NTL business unit.

## Match Workbench

Use Saved Search:

[Process Monitor](#)

Business Unit	equal to	BAR04
Match Status	equal to	Matched
Voucher ID	equal to	00000032
Vendor SetID	equal to	NTL99
Vendor ID	All Values	

Max Rows to Retrieve:

[Advanced Search](#)
[Save Search Criteria](#)
[Delete Saved Search](#)
[Personalize Search](#)



**Step 3:** Press the Search button. The selected voucher is displayed.

Use Saved Search:

[Process Monitor](#)

Business Unit	equal to	BAR04
Match Status	equal to	Matched
Voucher ID	contains	32
Vendor SetID	equal to	NTL99
Vendor ID	All Values	

Max Rows to Retrieve:

[Advanced Search](#)
[Save Search Criteria](#)
[Delete Saved Search](#)
[Personalize Search](#)

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row.  Select All  Clear All

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input type="checkbox"/>	Matched	Auto - Matched	BAR04	00000032	0000002204		unmatch voucher	5349.00	USD

Select All  Clear All

Action:

**Step 4:** Check the “Undo Match” box next to the voucher.

If the voucher is posted, the system will display a message that the voucher is posted and cannot be un-matched. In that case, follow the steps for the Voucher Unpost process.

**Step 5:** In the Action field, select “Undo Matching” from the drop down box.

**Match Workbench**

Use Saved Search:  [Process Monitor](#)

Business Unit: equal to BAR04  
 Match Status: equal to Matched  
 Voucher ID: contains 32  
 Vendor SetID: equal to NTL99  
 Vendor ID: All Values

Max Rows to Retrieve: 300

Search Clear Advanced Search Save Search Criteria Delete Saved Search Personalize Search

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row.  Select All  Clear All

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input checked="" type="checkbox"/>	Matched	Auto - Matched	BAR04	00000032	0000002204		unmatch voucher	5349.00	USD

Select All  Clear All

Action: Undo Matching Run



**Step 6:** Select the Run button. The process will unmatch the selected voucher. The system will launch this process and a message will list the Process instance number. You can monitor the process by viewing the process monitor.

**Step 7:** Click on the process Monitor link at the top of the page to see the progress of this process;

The process is complete when the status of the process is Success and Posted.

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Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench > Process Monitor

Process List Server List

View Process Request For

User ID: 23407857 x Type: Last 1 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3556790		Application Engine	AP_MATCH	23407857	06/12/2019 3:57:30PM EDT	Success	Posted	<a href="#">Details</a>

Go back to Match Workbench

Save Notify

Once the process completes, the voucher is available for corrections and to run the Matching process.