



Manual Match Job Aid

Use the Manual Match process when a vendor submits an invoice that is matched to the overall Purchase Order (PO), but not the appropriate line of the PO. MyFloridaMarketPlace allows Exception Handlers to manually match the line items in lieu of creating new invoices in the system. The Manual Match process can only be completed while the IR is in 'Reconciling' status.

IR3234419986-3203957: IR3234419986-3203957
Items:21 Total: \$286.13000 USD

You can continue to edit the invoice before submitting it for approval.

Exceptions Approval Flow Invoice Order Receipts History

Display: Exceptions you have permissions to reconcile

Invoice Date: Fri, 20 Jun, 2014
Transaction Date: Fri, 27 Jun, 2014
Invoice: INV3234419986-3203957
Payment Completed in FLAIR:
Audit in Progress?:

Contract: C3703
Order: AA7D68
Supplier: Staples Business Advantage
Contact: 001_Staples Business Advantage [select]
On Behalf Of: Ariba System
Reason Code: * 0A (NOT REASON REQUIRED)
Site Code: * 700000-C2 (C2 - ACCOU)

My Labels: Archive Items

Header Level Exceptions

<input type="checkbox"/>	Name ↑	Description
<input type="checkbox"/>	Amount Variance	The invoice's amount, \$286.13000 USD, does not match the purchase order's amount, \$1,462.06000 USD.

Line Item Exceptions

<input type="checkbox"/>	No. ↑	Qty	Description	Price	Amount	Exception
<input checked="" type="checkbox"/>	1	6	SPLS STANDARD 100L SURGE	\$20.27000 USD	\$121.62000 USD	Item Unmatched, Accounting Verification Exception
			<i>Item Unmatched - The invoice item's amount, \$121.62000 USD, is unmatched to a line item.</i> <i>Accounting Verification Exception - Please accept or edit the accounting information</i> Matched To: Not Matched Part #: 199670 Unit of Measure: each			
<input type="checkbox"/>	2	1	REMARX DE MARKER 6PK ASST	\$2.06000 USD	\$2.06000 USD	Item Unmatched, Accounting Verification Exception
			<i>Item Unmatched - The invoice item's amount, \$2.06000 USD, is unmatched to a line item.</i> <i>Accounting Verification Exception - Please accept or edit the accounting information</i> Matched To: Not Matched Part #: 052420 Unit of Measure: each			

Match the selected item to a purchase order line item

Open the IR that has an unmatched line on it. Do not click the Manual Match button at the top; this is to match the entire IR.

Line Item Exceptions

<input type="checkbox"/>	Qty	Description	Price	Amount	Exception
<input checked="" type="checkbox"/>	1	6 SPLS STANDARD 100L SURGE	\$20.27000 USD	\$121.62000 USD	Item Unmatched, Accounting Verification Exception
		<i>Item Unmatched - The invoice item's amount, \$121.62000 USD, is unmatched to a line item.</i> <i>Accounting Verification Exception - Please accept or edit the accounting information</i> Matched To: Not Matched Part #: 199670 Unit of Measure: each			
<input type="checkbox"/>	2	1 REMARX DE MARKER 6PK ASST	\$2.06000 USD	\$2.06000 USD	Item Unmatched, Accounting Verification Exception
		<i>Item Unmatched - The invoice item's amount, \$2.06000 USD, is unmatched to a line item.</i> <i>Accounting Verification Exception - Please accept or edit the accounting information</i> Matched To: Not Matched Part #: 052420 Unit of Measure: each			

Match the selected item to a purchase order line item

Select the line to match manually by placing a check in the box.

Line Item Exceptions

No.	Qty	Description	Price	Amount	Exception
1	6	SPLS STANDARD 100L SURGE	\$20.27000 USD	\$121.62000 USD	Item Unmatched, Accounting Verification Exception
2	1	REMARX DE MARKER 6PK ASST	\$2.06000 USD	\$2.06000 USD	Item Unmatched, Accounting Verification Exception

Item Unmatched - The invoice item's amount, \$121.62000 USD, is unmatched to a line item.
Accounting Verification Exception - Please accept or edit the accounting information

Matched To: Not Matched
Part #: 199670
Unit of Measure: each

Buttons: Edit, Accept, Dispute, Manual Match, Cannot Resolve

Match the selected item to a purchase order line item

Click the 'Manual Match' button.

IR3234419986-3203957: IR3234419986-3203957

Items:21 Total: \$286.13000 USD

Match an exception to an adjustment category or to a purchase order line item.

No.	Qty	Price	Amount	Exception	Manually Match To
1	6	\$20.27000 USD	\$121.62000 USD	Item Unmatched, Accounting Verification Exception	Discount [select]

Item Unmatched - The invoice item's amount, \$121.62000 USD, is unmatched to a line item.
Accounting Verification Exception - Please accept or edit the accounting information

Description: SPLS STANDARD 100L SURGE
Part #: 199670
Unit of Measure: each

Click "Select" to match the appropriate line of the PO to the IR.

INVOICE LINE ITEM

No.	Qty	Description	Price	Amount	Exception
1		SPLS STANDARD 100L SURGE	\$121.62000 USD	\$121.62000 USD	Item Unmatched, Accounting Verification Exception

Item Unmatched - The invoice item's amount, \$121.62000 USD, is unmatched to a line item.
Accounting Verification Exception - Please accept or edit the accounting information

Part #: 199670

MANUALLY MATCH TO - ORDER LINE ITEM

Select a purchase order line item to match to the invoice line item.

No.	Qty	Part #	Description	Unit	Price	Amount	Action
2	30	600495	Kensington Hi-Fi Headphones, 3.5 mm ...	each	\$11.37000 USD	\$341.10000 USD	Select
3	6	199670	Staples Black Basic Surge Protector, 10-...	each	\$20.27000 USD	\$121.62000 USD	Select
4	3	461829	CyberPower UPS Battery Backup with AVR ...	each	\$95.97000 USD	\$287.91000 USD	Match the invoice item to this order
5	1	753682	Staples OneTouch 36927-CC 2-Hole Punch, 28 ...	each	\$5.15000 USD	\$5.15000 USD	Select
6	1	572645	Staples 33989 Heavy-Duty Adjustable 3-Hole ...	each	\$8.67000 USD	\$8.67000 USD	Select
7	4	418293	Staples Top-Tab File Pockets, Red-Rope Gusset...	box	\$11.23000 USD	\$44.92000 USD	Select

Cancel

The top of the screen displays the invoice line item selected and the bottom displays all of the lines on the PO. If there are multiple PO lines, scroll until locating the correct PO line for the IR. Click 'Select.'

IR3234419986-3203957: IR3234419986-3203957

Items:21 Total: \$286.13000 USD

Match an exception to an adjustment category or to a purchase order line item.

The Manual Match screen will not display any of the changes made earlier. Click 'Ok' to save the manual match.

Please note that there is no option to change 'Discount' to anything else.

No.	Qty	Price	Amount	Exception	Manually Match To	
1			\$121.62000 USD	Item Unmatched, Accounting Verification Exception	Discount [select]	Comment

*Item Unmatched - The invoice item's amount, \$121.62000 USD, is unmatched to a line item.
Accounting Verification Exception - Please accept or edit the accounting information*

Description: SPLS STANDARD 100L SURGE
Part #: 199670

OK Cancel
Save your changes

Payment Completed in FLAIR: Contact: 001 Staples Business Advantage [select]
Audit in Progress? On Behalf Of: Ariba System
Reason Code: * OA (NOT REASON REQUIRED)
Site Code: * 700000-C2 (C2 - ACCOU [select]

My Labels: Archive Items [Apply Label...](#)

Header Level Exceptions

Name	Description
Amount Variance	The invoice's amount, \$286.13000 USD, does not match the purchase order's amount, \$1,462.06000 USD.

Accept Dispute
Cannot Resolve

Line Item Exceptions

No.	Qty	Description	Amount	Exception
1		SPLS STANDARD 100L SURGE		Accounting Verification Exception - Please accept or edit the accounting information
Matched To: Item 3, Discount Part #: 199670				
2		REMARX DE MARKER 6PK ASST	\$2.06000 USD	Accounting Verification Exception
Accounting Verification Exception - Please accept or edit the accounting information				
Matched To: Item 15, Discount Part #: 852479				
3		STPLS ARRWH D CAP ERASER PNK-12	\$2.00000 USD	Accounting Verification Exception

Edit Accept Dispute Manual Match
Cannot Resolve

Back on the *Exceptions* tab of the IR, the line item now reflects that it is matched to the appropriate line of the PO. The manual match description contains the word 'Discount,' therefore, for audit purposes, it may be useful to add a general comment, such as: "This IR was manually matched. This does not reflect any additional discount from the vendor."

