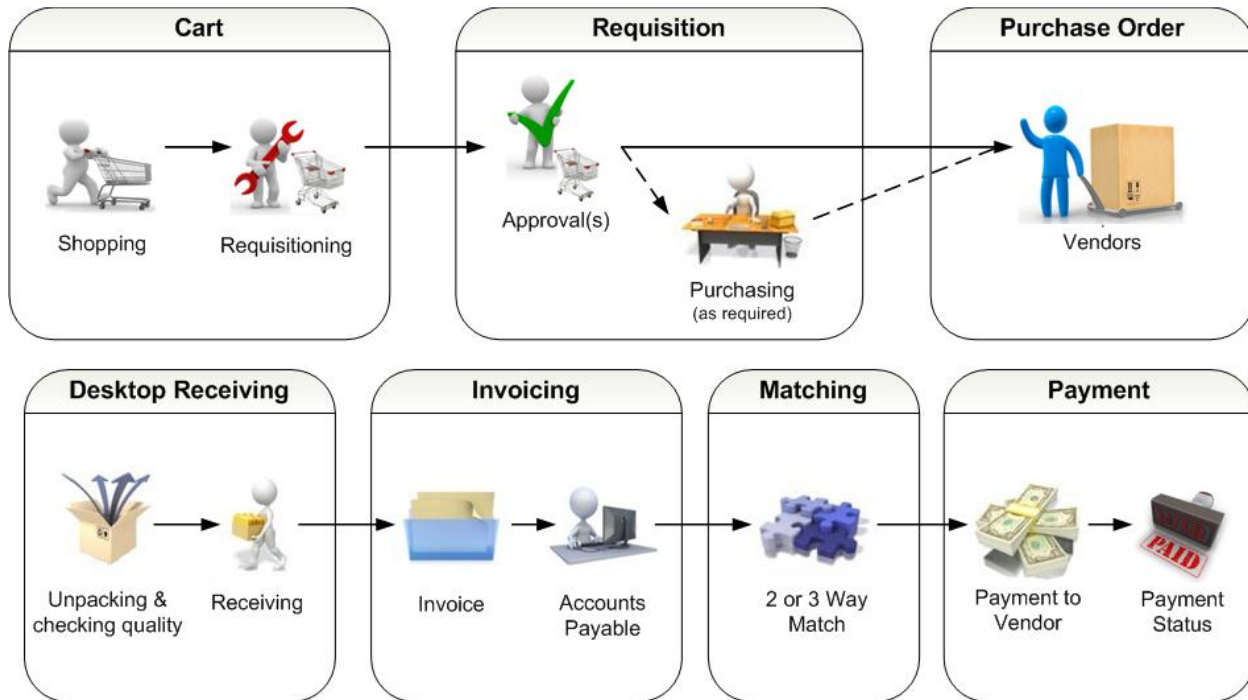


### In This Guide

This guide provides an overview of the matching, match exceptions and match resolution process.

### Procure to Pay Process



The matching process ensures the accuracy of invoices.

For example:

- ▲ The invoice quantity matches the receipt quantity and does not exceed the purchase order quantity.
- ▲ The invoice amount matches the receipt amount and does not exceed the purchase order amount.

With matching, the OK Corral establishes “when” an invoice is automatically eligible for payment -- with no human intervention.

This process saves a lot of time because the AP staff can focus on questions or issues around exception invoices instead of the ones where all parties are in agreement on the goods or Services rendered.

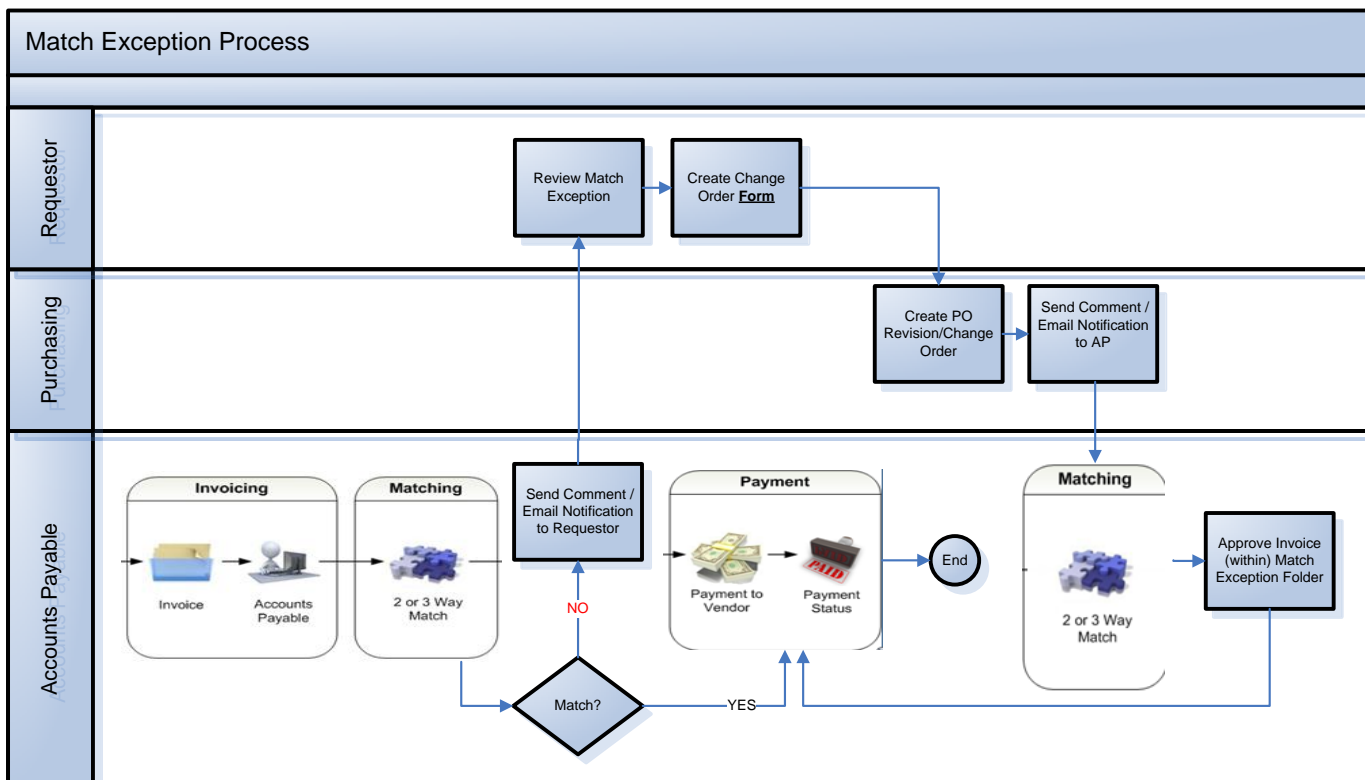
The OK Corral identifies match exceptions systematically when an invoice does not match the related receipts or purchase orders.

- A **purchase order** is created for 3 items, each costing \$10.00, for a total of \$30.00.
- A **receipt** is entered for 3 items.
- An **invoice** is entered for 4 items, each costing @10.00, for a total of \$40.00.

▲ The invoice status would update to ***match exception*** because the invoice quantity exceeds the purchase order and receipt quantities.

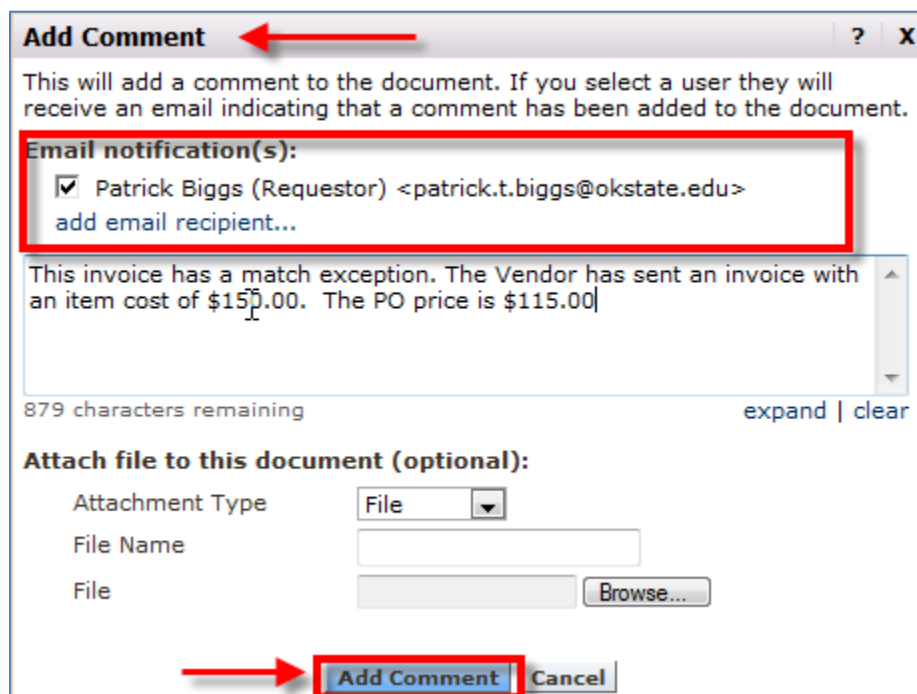
The match exception resolution process is a coordinated effort between AP, the requestor and Purchasing.

1. AP must notify the requestor of the match exception, via invoice comments.
2. The requestor must validate the goods or services received and complete the PO Change Order Form (if needed).
3. Purchasing must process the Change Order and notify AP via the PO comment.
4. Once the invoice is successfully matched, AP must approve the invoice for payments.



### How do I create/send a notification or comment?

1. From the invoice or purchase order, select the **comment** tab.
2. From the **Email notification** section:
  - Click the checkbox ☒ to select the requestor, or
  - Click the **add email recipient** link to search for additional users.
3. Enter a comment.
4. Attach a document if needed.
5. Click the **Add Comment** button.



**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):**

☒ Patrick Biggs (Requestor) <patrick.t.biggs@okstate.edu>  
add email recipient...

This invoice has a match exception. The Vendor has sent an invoice with an item cost of \$150.00. The PO price is \$115.00

879 characters remaining expand | clear

**Attach file to this document (optional):**

Attachment Type File

File Name

File Browse...

**Add Comment** Cancel

*Please contact the OK Corral helpdesk if you have questions.*