



Accounts Payable Job Aid

PO / Voucher Match Exceptions and Resolutions

This document provides a list of the match rules triggered in Cardinal during the Matching Process and includes the Match Rule ID, short and long descriptions, and a recommended solution for clearing the related match exceptions.

Note: The terms "receipt" and "receiver" are used interchangeably in Cardinal.

PO / Voucher Match Exceptions Resolutions

MATCH RULE ID	SHORT DESCRIPTION	LONG DESCRIPTION	SOLUTION
710	Vendor's Financial Sanctions Status	Check whether Vendor is on a Financial Sanctions Listing.	This exception is triggered if the vendor has a financial sanctions status of Blocked or Review. Contact the Vendor Maintenance Specialist group to have the exception addressed.
RULE_E100	Extended Price Tolerance	The voucher extended price exceeds the purchase order extended price plus or minus (+/-) the extended price tolerance, and the tolerance is not equal to (<>) 0.	If unit price or quantity discrepancy, contact Buyer to determine resolution of discrepancy. If PO or receiver is incorrect, Buyer needs to have correction made. If PO and receiver are correct, adjust voucher to match PO and receipt, and contact vendor for corrected invoice.
RULE_E200	Extended Price % Tolerance	The voucher extended price exceeds the purchase order extended price plus or minus the extended price percentage tolerance, and the tolerance does not equal 0.	See RULE_E100
RULE_E250	Voucher Ext Amt <> PO Ext Amt (No Tolerances)	The voucher extended price does not equal the purchase order extended price when the extended percentage and price tolerances are 0.	See RULE_E100
RULE_H100	Voucher Pay Terms <> PO Pay Terms	The payment terms code on the purchase order does not equal the payment terms code on the voucher.	If related PO has pay terms other than Net 30, contact buyer to confirm. If correct on PO, adjust voucher and contact vendor. If vendor's invoice has pay term other than Net 30, contact vendor to confirm, then contact buyer to have PO corrected if required.
RULE_H400	Voucher Vendor/Loc <> Receiver Vendor/Loc	The vendor on the voucher does not equal the vendor on the receipt.	Vendor copied from receipt should not be changed. Check to make sure correct receipt was copied.
RULE_I100	Inspection Required but not Complete	The item ordered requires inspection but inspection has not been completed.	Contact Buyer to determine resolution of inspection discrepancy.
RULE_L100	Voucher item <> PO item	The item on the voucher line does not equal the item on the purchase order line.	Contact Buyer to determine resolution of item discrepancy. If PO is correct, adjust voucher to match PO and receiver, and contact vendor for corrected invoice.
RULE_L200	Voucher item <> Receiver item	The item on the voucher line does not equal the item on the receiver line.	Contact Buyer to determine resolution of item discrepancy. If Receiver is correct, adjust voucher to match receiver, and contact vendor for corrected invoice.
RULE_P100	Voucher Unit Price <> PO Unit Price (No tolerance)	The voucher price does not equal the purchase order price when the unit price percentage and price amount tolerances are 0.	Contact Buyer to determine resolution of unit price discrepancy. If PO is correct, adjust voucher to match PO and receiver, and contact vendor for corrected invoice. If PO is incorrect, Buyer needs to have correction made.

PO / Voucher Match Exceptions Resolutions

MATCH RULE ID	SHORT DESCRIPTION	LONG DESCRIPTION	SOLUTION
RULE_P400	Voucher Unit Price <> PO Unit Price + % Unit Tol	The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the purchase order price range (calculated using price percentage tolerance).	See RULE_P100
RULE_P500	Voucher Unit Price <> PO Unit Price + Unit Tol	The unit price tolerance does not equal 0, and the voucher price does not fall within the purchase order price range (calculated using unit price tolerance).	See RULE_P100
RULE_R500	No receipts found	The Matching process could not find any receipts for the purchase order specified on the voucher line that were available for matching (for example not matched, not on hold, and not canceled).	Contact Buyer to determine resolution of receipts not found, or quantity not accepted on receipt(s).
RULE_R600	No receipt found, but unmatched ones exist	The Matching process found receipts for this purchase order that were available for matching (for example not matched, not on hold, and not cancelled) but could not make an association to the voucher line using any of the receipt aware criteria.	Contact Buyer to determine resolution of receipts not found, or quantity not accepted on receipt(s). If no receipt(s) copied to voucher, contact Voucher Processor for voucher correction to associate receipts, and to enforce business process of copying from receipts.
RULE_R650	Voucher line amt > Sum of received amount	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching)	Contact Buyer to determine resolution of line amount discrepancy. If receiver is incorrect, Buyer needs to have correction made. If receiver is correct, adjust voucher to match receipt, and contact vendor for corrected invoice.
RULE_R651	Voucher line amt > Sum of received amount	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching)	See RULE_R650
RULE_R900	Total voucher received quantity > Accepted Qty	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver	Contact Buyer to determine resolution of quantity discrepancy. If Receiver is correct, adjust voucher to match Receiver quantity, and contact vendor for corrected invoice. If Receiver quantity is incorrect, Buyer needs to have correction made.
RULE_R901	Total voucher received quantity > Accepted Qty	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver	See RULE_R900
RULE_R950	Voucher quantity does not equal sum of receipt qty	The quantity on the voucher line does not equal sum of remaining unmatched quantity on the associated receipt(s).	If the exception is caused by a rounding difference between the receipt and the vendor's invoice, the Match Exception can be overridden. An alternative is for the Voucher Processor to insert a new voucher line (non-PO related) for the rounding difference.
RULE_S200	Invalid PO ID exists not set for match	Invalid PO ID exists but not is set for matching.	This exception is triggered by a change in the PO status after the voucher is created. Contact Buyer for resolution of the PO status.

PO / Voucher Match Exceptions Resolutions

MATCH RULE ID	SHORT DESCRIPTION	LONG DESCRIPTION	SOLUTION
RULE_S201	Invalid Receiver exists but not set for matching.	Invalid Receiver exists but is not set for matching.	This exception is triggered by a change in the Receiver status after the voucher is created. Contact Buyer for resolution of the Receiver status.
RULE_S210	Invalid PO Status	Invalid PO Status	Contact Buyer to check PO Status (should be "Dispatched").
RULE_S300	Invalid UOM conversion for PO	Invalid UOM conversion for PO	Check to make sure UOM was copied from Receiver and not changed.
RULE_S500	Invalid UOM conversion for Receipt	Invalid UOM conversion for receipt	Check to make sure UOM was copied from Receiver and not changed.
RULE_V200	Life to Date Voucher Qty > PO Qty	The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity	Contact Buyer to determine resolution of quantity discrepancy. If Receiver is correct, adjust voucher to match Receiver quantity, and contact vendor for corrected invoice. If Receiver quantity is incorrect, Buyer needs to have correction made.
RULE_V300	Life to Date Voucher Amount > PO Amount	The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. An exception is not generated for an amount-only purchase order or non-purchase order receipt.	Contact Buyer to determine resolution of quantity discrepancy. If Receiver is correct, adjust voucher to match Receiver quantity, and contact vendor for corrected invoice. If Receiver quantity is incorrect, Buyer needs to have appropriate correction made.
RULE_V400	Life to Date > Sched Amt + % ext tol	The extended price percentage tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price percentage tolerance).	Contact Buyer to determine resolution of discrepancy. If PO or receiver is incorrect, Buyer needs to have correction made. If PO and receiver are correct, adjust voucher to match PO and receipt, and contact vendor for corrected invoice.
RULE_V500	Life to Date > Sched Amt + ext amt tol	The extended price tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price tolerance).	Contact Buyer to determine resolution of discrepancy. If PO or receiver is incorrect, Buyer needs to have correction made. If PO and receiver are correct, adjust voucher to match PO and receipt, and contact vendor for corrected invoice.