

**BearBuy**  
**User Reference Guide:**  
*Match Exception Preparer*



**Version 10**

# Match Exception Preparer

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# Match Exception Preparer

## A. BearBuy Business Process

### High Level Workflow

- The High-Level Business process (**Appendix A on page 11**) shows the major steps performed in the end-to-end workflow procure-to-pay process from shopping through review, authorization, approval, ordering, receiving, invoice processing, exception management and Voucher approval.

### Match Exception Workflow

- The High-Level match exception business process (**Appendix B on page 12**) shows the major steps that are performed when resolving a match exception.

### Data Privacy

- UC Berkeley policy requires strict access control over personally identified information (PII) that contains an individual's *name/initials* combined with a *social security number, credit card number, driver's license/ state identification card number, any type of medical or medical insurance information, any personal financial account number, or full birthdates (MM/DD/YY)*.
- We refer to this set of PII as "**notice triggering data.**"
- Any unauthorized access to notice triggering data requires us to notify the state and the individual, and subjects us to serious financial penalties and lawsuits.
- ***No document with visible notice triggering data in any electronic system (including BearBuy) may be electronically stored or transmitted without the prior approval of the UC Berkeley Privacy Office.***
- An UCB individual's home address and family information also require restricted access control.
- Before attaching any documentation to the BearBuy transaction, **redact** any sensitive and PII information so that it is unreadable on any documents attached to the Requisition being processing.



### Chart Of Account (COA) Codes

- Each department uses a unique COA combination when processing transactions.
- A chartstring may consist of:
  - **Account:** Classifies the type of accounting transaction, i.e. office supplies, furniture, etc.
  - **Speedtype:** Shorthand for an entire or partial chartstring.
  - **Fund:** Explains the source of funds or the use of funds.
  - **Department:** Represents the cost center to which financial transactions are recorded.
  - **Program Code:** Identifies financial control points designated by UCOP (i.e. instruction).
  - **Chartfield 1 & Chartfield 2:** Identify activities or classify transactions for tracking that are important to the campus or department (i.e. Principle Investigator).
- If you need specific Chart of Account (COA) guidance, including understanding the proper usage of chartfields review the [Chart of Accounts training materials](http://www.bai.berkeley.edu/BFS/BudgetGL/chartofaccounts.htm).<sup>1</sup>

### Encumbrances

- An encumbrance is the name given to funds that have been reserved when a purchase Requisition is finalized; a Purchase Order is created and encumbered.

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<sup>1</sup> Chart Of Accounts Information: <http://www.bai.berkeley.edu/BFS/BudgetGL/chartofaccounts.htm>

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- When a Purchase Order is processed, funds are “placed aside” for that transaction. Those funds are no longer available for use in other transactions, but also have not been included in the Actual Funds balance because a payment has not yet been generated and the funds have not physically left the university.
- When the Supplier is paid, the encumbrance is reversed and the funds will appear under the Actual funds balance instead of as an Encumbrance balance.


### Self-Approval Threshold

- UC policy states that Requisition Creators can purchase items less than \$1,000 without additional approval.
- Purchases greater than this self-approval limit require a Requisition Approver based on the Org Node.
- Exceptions to the Self Approval Thresholds are orders for Services Type forms, Sub-awards, Payment Request and After-the-fact POs – all of these will require Requisition Org Node Approval.

### Tax Calculations

- When the PO exports to BFS, sales tax associated to the Ship To Location will be applied so the encumbrance (see section above) accounts for sales tax.
- Example: If a department approved a Requisition for \$4,999, when a tax rate of 8% is applied in BFS, the value will be \$5398.92. Be aware of this difference when managing POs and running BAIRS reports on BearBuy POs in BFS.

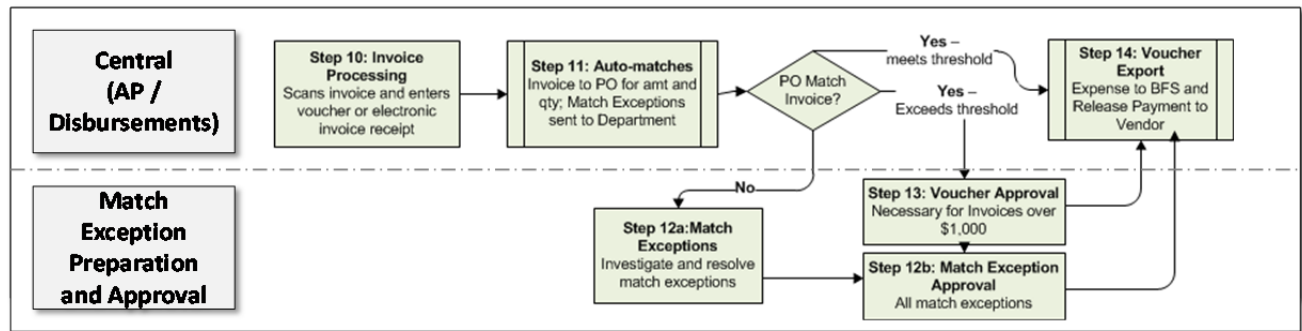
BearBuy PO			
Item	Taxable?	Price	Ext Price
1	Yes	\$4999.00	\$4999.00
		Total	\$4999.00



BFS PO			
Item	Taxable?	Price	Ext Price
1	Yes	\$4999.00	4999.00
	@ 8%		\$399.92
		Total	\$5398.92

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## B. Match Exception Preparer Concepts & Responsibilities



### Overview:

- An invoice is matched to the PO based on line-item Quantity and Amount. **Match exceptions** are generated when:

Goods Tolerances	Service / Amount-only Tolerances
<ul style="list-style-type: none"> <li>Invoice line <b>Unit Price</b> exceeds PO <b>Unit Price</b>: the <b>lower of 10% of Total</b> or \$500.</li> <li><b>Invoice line Quantity</b> exceeds <b>PO Quantity</b> by 10% of Total.</li> </ul>	<ul style="list-style-type: none"> <li>Invoice line <b>Unit Price</b> exceeds PO <b>Unit Price</b>: the <b>lower of 10% of Total</b> or \$500.</li> <li>Quantity is not taken into consideration for Invoice / PO matching.</li> </ul>

### Responsibilities:

- Researches and processes the clearing of exceptions when the Invoice and Purchase Order do not match.
  - Review vouchers in Org Node Match Exception Preparer folder
  - Review matching tab on voucher to determine why it fell into Match Exception
  - May include reviewing receipts, PO and Requisition Comments/Notes, and supplier feedback
  - Research voucher issues with departments to determine if the voucher should be paid
  - Research voucher issues with the Supplier if necessary
  - When applicable, request vendor to correct/address erroneous invoices
  - Must force match the voucher to clear a Match Exception
  - Add comments and attach documentation to voucher to support resolution

**Note:** Purchase Order revision/change will not resolve exceptions.

- When researching Match Exceptions, some suggested topics to consider:
  - Why is the voucher in Match Exception?
  - Is the Supplier invoicing for the same quantity or same unit price as what was ordered?
  - Who was the REQ Creator for the PO?
  - Was this a Catalog order? Who was the Supplier?
  - Are there other line items on the PO?
  - Is there a receipt against the PO that will help determine if the voucher should be paid?
  - Are there other vouchers matching the PO and could they have been posted to the wrong lines?
  - Are there comments on the PO/Voucher that could help resolve the Match Exception?

## Match Exception Preparer

### Reminders:

- Assign the voucher to yourself from My Approvals before you take action on it.
- Forward the voucher back to Accounts Payable if you want the voucher to be rejected/cancelled .
- Once you force match the voucher to clear the Match Exception it will be routed to the Voucher Approver to confirm and approve the Match Exception.
- Include comments and documentation to support your actions

If the Match Exception Preparer determines the voucher should not be force matched and paid the voucher should be forwarded to Accounts Payable.

- Forward vouchers to Accounts Payable to resolve misapplied, erroneous or duplicate invoices
- Add comments explaining why you do not want to pay the voucher
- Add comments to the Accounts Payable analyst who created the voucher



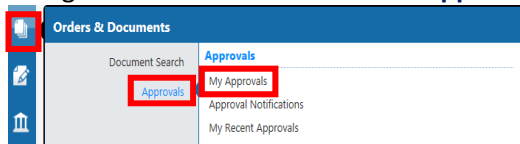
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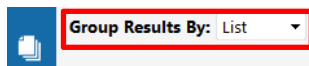
### C. Basic Match Exception Function (Step-by-Step Instructions)

#### Accessing Match Exceptions Pending Review and Approval

1. Navigate to **Orders & Documents>Approvals>My Approvals**.

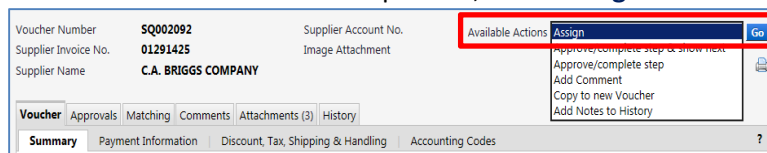


2. On the resulting **My Approvals** page, you can use the **Group Results By:** option to group vouchers by **List** or **Folders**.
  - a. **Folders:** Select the **Org Node Match Exception Preparer** folder.
  - b. **List:** Sort or filter your **My Approvals** list.



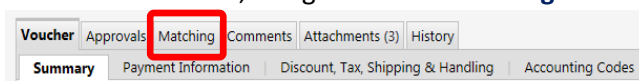
#### Assign a Voucher to Myself

1. Navigate to **Orders & Documents>Approvals>My Approvals**
2. Select the **Voucher Number**.
3. From the **Available Actions** drop-down, select **Assign** then **Go**.



#### Review a Voucher Match Exception

1. Within the voucher, navigate to the **Matching** tab.



2. The **Matching Summary** table the highlighted area shows the issue causing the match exception.



PO Number : BB00004436

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.
Unmatched	2 Way PO/Invoices	1	1	

Matching Exceptions:

- Invoice quantity exceeds PO by: 11
- Invoice extended price exceeds PO by: 4,950.00 USD

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	1	--	12
Unit Price:	5,650.00 USD	--	450.00 USD - 5,650.00 USD
Ext. Price:	5,650.00 USD	--	10,600.00 USD
Document TS&H:	0.00 USD	--	0.00 USD

This example shows the Net Invoiced unit quantity highlighted to show the exception.

3. Research the variance and take the necessary actions to resolve the Match Exception.
  - a. If the exception is **not ok to pay**, you may need to request a re-bill from the supplier. This voucher should then be **forwarded** to **Accounts Payable** for deletion and when the new invoice comes in, a new voucher will be entered by Accounts Payable. (see **Forward a Voucher** section).
  - b. If the Invoice lines were misapplied to the PO during manual voucher entry, **forward** the voucher to **Accounts Payable** to correct. (see **Forward a Voucher** section).

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- c. If the exception is **ok to pay**, attach supporting documentation. At that point, the Match Exception Preparer can approve the voucher by going to the **Available Actions** menu and selecting **Complete Step and Approve Exception**.

## Adding Comments/Attachments to a Voucher

1. Within the voucher, navigate to the **Comments** tab.
2. Click **Add Comment**.
3. Enter your comments, then select the ☒ **Email notification(s)** box next to the individuals whom you want the email to be sent.
  - a. To add individuals, select **add email recipient**.
4. Enter **comment**.
5. To attach document select **Browse**. From the pop-up window, select your documents and select **open**.
6. Click **Add Comment**.



## Approving a Match Exception

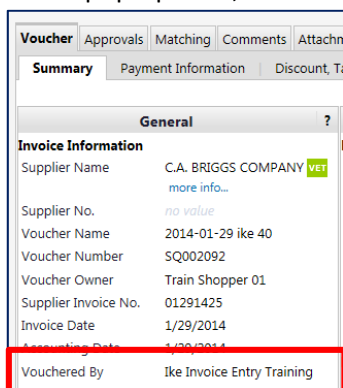
Once you've completed your review and have established that the voucher is **ok to pay**:

1. Within the voucher, navigate to the **Available Actions** drop-down menu.
2. Select **Complete Step and Approve Exception** and click **Go**.
3. The **Match/Force Match & Approve Complete** pop-up window is displayed.
  - a. In the **Force Match Reason** field provide additional information.
4. Click **Approve/Complete Step** when complete.

## Forward a Voucher

If the voucher needs corrections (i.e. duplicate invoice, incorrect remit to, misapplied lines, etc) you must **forward** the voucher to Accounts Payable.

1. Within the voucher, navigate to the **Available Actions** drop-down menu.
2. From the **Available Actions** drop-down, select **Forward** and click **Go**.
3. Select the Analyst in *Accounts Payable* who should receive the forwarded voucher – the Analyst name is listed on the **General** section as **Vouchered By**.
  - a. For electronic invoices contact [bearbuyhelp@berkeley.edu](mailto:bearbuyhelp@berkeley.edu).
4. In the pop-up note, enter a **Forward reason** note. Click the **Forward** button.





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## **Reject/Cancel a Voucher**

AP will cancel the voucher for you as long as:

1. Within the voucher, navigate to the **Available Actions** drop-down menu.
2. Follow the steps outlined in the **Forward a Voucher** section. Include comments to explain why the voucher needs to be rejected/cancelled.

## **Return a Voucher to the Shared Folders**

1. In the assigned **voucher**, navigate to the **Available Actions** drop down menu.
2. From the **Available Actions** drop-down, select **Return to Shared Folder**.
3. Select **Go**.

## **Assign Substitute Approvers**

To have a substitute approver assigned, contact the BearBuy Help Desk, [bearbuyhelp@berkeley.edu](mailto:bearbuyhelp@berkeley.edu).

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## D. Additional Resources & Support

### **BearBuy**

- The BearBuy Training site is the source for the most up to date news and announcements.
  - <http://supplychain.berkeley.edu/bearbuy>
- More Training Resources are available for you at
  - <http://supplychain.berkeley.edu/bearbuy/instructional-resources>
- BearBuy YouTube Channel
  - <youtube.com/user/BearBuyProcurement>
- Need more assistance? Contact the BearBuy help desk!
  - (510) 664-9000 Option 1, Option 2
  - Mon-Fri 8 AM to 5PM
  - [Email BearBuy Help](mailto:bearbuyhelp@berkeley.edu) (bearbuyhelp@berkeley.edu)

### **Other Supply Chain Management Units**

- Vending
  - <http://supplychain.berkeley.edu/programs/vending>
- Procurement Buyers
  - <http://supplychain.berkeley.edu/programs/campus-buyer>

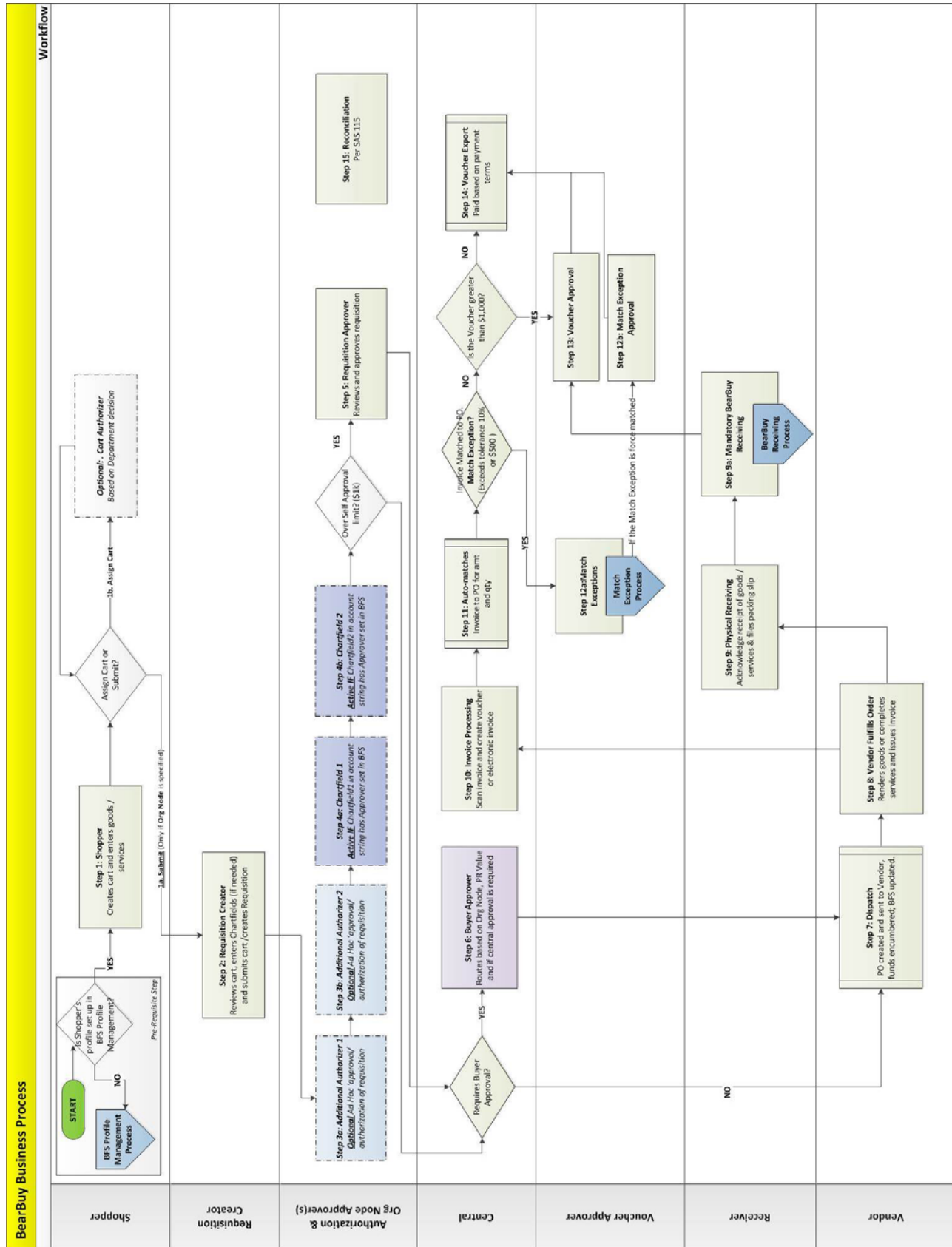
### **Controller's Office – Accounts Payable**

- Accounts Payable website (formerly known as Disbursements)
  - <http://controller.berkeley.edu/departments/accounts-payable>

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### Appendix A: High Level Procure To Pay Workflow Map



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### Appendix B: Match Exception Workflow Map

