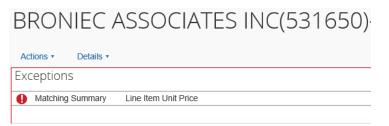
Matching Error

When Quantity and Price Are Reversed on the Invoice

Example: The below invoice with a Matching Summary exception:



In this case the invoice has a Quantity of 1 at \$779.70, but the PO is for a quantity of the full amount at a price of \$1 each.

Matching Sumr	nary					View Invoice	D		
Invoice Copy Items fro	m PO Edit Side-by-Side								
Alert Line Item	Line Description	Quantity	Unit Price	Total	Tax	Matched To PO			
□ () 1	B - Due on this Invoice	1	\$779.70	\$779.70	\$0.00	1000230095 line 1			
Purchase Order	View all Invoices for this Purchase Order		Go to I	line: Line Number	~		Q		
100023009 LIFE TO DATE AMOUNT: Gross: \$32,088.79, Net: \$32,088.79 Remaining to be involced: Gross: \$117,911.21, Net: \$117,911.21									
□ 1	AUDIT SERVICES: Accounts payable audit and recovery services per attached agreement for FY16-19- PoP through	C Ordered 150000	\$1.00	\$150,000.00	\$0.00		~		

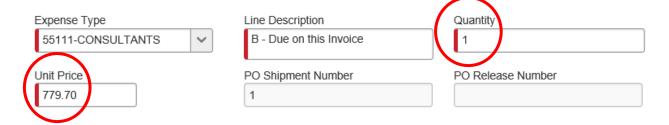
Here you can see it in more detail:

Quantity	Unit Price	Total	Тах	Matched T PO
1	\$779.70	\$779.70	\$0.00	100023009
	Go to line:	Line Number	~	
150000	\$1.00	\$150,000.00	\$0.00	

Click the box next to the red exclamation point. Choose Edit.

Matching Summary Match Unmatch Invoice Copy Items from PO Edit Side-by-Side Alert Line Item Line Description 1 B - Due on this Invoice Purchase Order View all Invoices for this Purchase Order 1 AUDIT SERVICES: Accounts payable audit and reco

This is what comes up for the line:



Manually reverse the circled areas.

Expense Type		Line Description	Quantity
55111-CONSULTANTS V		B - Due on this Invoice	779.70
Unit Price		PO Shipment Number	PO Release Number
1.0000000		1	

Hit SAVE