Matching Requirements
- Total Invoice value, referred to as the extended price, is within 10% or $250 (whichever is lower) of PO.
- Invoice line item values within 10% or $250 (whichever is lower) of corresponding PO line items.
- Invoice line item quantities within 10% of corresponding PO line items.

No Invoice considered "Unmatched"
Review Matching section of Invoice.

Are mismatches acceptable?

No Review supplier invoice image.

Yes Invoice considered "Matched."

Supplier invoice correct?

Yes, but entered incorrectly in BUY.IU.
Log comment on Invoice and tag user "fmsaphlp" AP edits document.

Additional invoices expected?

Yes Assign Invoice to self, UNCHECK Force Match box, approve.

No Assign Invoice to self, CHECK Force Match box, approve.

Yes Assign/approve invoice

Contact supplier and request correct Invoice be submitted.

No Assign/reject Invoice

No Assign/approve invoice

Invoice approved workflow:
Purchase Orders ≤ $4,999.99

- All Invoices that book against a PO whose total value is less than or equal to $4,999.99, regardless of the Invoice’s dollar amount, are subject to the matching requirements listed.
- Invoices which do not pass these requirements route to the Matching Exception workflow stop for additional review and approval from fiscal staff.

Additional invoices expected?

Yes Assign Invoice to self, UNCHECK Force Match box, approve.

No Assign Invoice to self, CHECK Force Match box, approve.

Invoice considered “Payable.”
Matching Requirements

- Total Invoice value, referred to as the extended price, is within 10% or $250 (whichever is lower) of PO.
- Invoice line item values within 10% or $250 (whichever is lower) of corresponding PO line items.
- Invoice line item quantities within 10% of corresponding PO line items.
- Receipt document logged on PO which meets or exceeds items/amounts invoiced.

No Invoice considered “Unmatched” Review Matching section of Invoice.

Receipt logged on PO which satisfies Invoice?

Yes Review price/quantity mismatches.

Are mismatches acceptable?

No Review supplier Invoice image.

Supplier invoice correct?

Yes, but entered incorrectly in BUY.IU.

Log comment on Invoice and tag user “fmsalphp” AP edits document.

No Assign/reject Invoice.

Contact supplier and request correct invoice be submitted.

Yes Invoice considered “Matched.”

No Invoice considered “Payable.”

Invoice approval workflow: Purchase Orders ≥ $5,000

- All Invoices that book against a PO whose total value is greater than or equal to $5,000, regardless of the Invoice’s dollar amount, are subject to the matching requirements listed.
- Invoices which do not pass these requirements route to the Matching Exception workflow stop for additional review and approval from fiscal staff.

Yes Invoice approved.

No Receipt logged?

No Contact staff and request Receipt be entered.

Receipt logged?

Yes Other matching requirements met?

Yes Invoice considered “Matched.”

No Invoice considered “Payable.”
Invoice approval workflow:
Recurring/Blanket Invoices

- Recurring payment Invoice behavior is determined by the Invoice’s value, not the PO value.

1. Invoice paired to Recurring or Blanket PO
2. Invoice value ≥ $5,000?
   - Yes
     - Route to Recurring Payment Review workflow stop.
   - No
     - Matching requirements applied.

3. Invoice passes matching requirements?
   - Yes
     - Invoice considered “Matched.”
   - No
     - No Review supplier Invoice image.
       - Supplier invoice correct?
         - Yes
           - Invoice considered “Matched.”
         - No
           - No Assign/reject Invoice.
             - Log comment on Invoice and tag user “fmsaphlp” AP edits document.
     - No
       - Are mismatches acceptable?
         - Yes
           - Invoice passes matching requirements?
             - Yes
               - Invoice considered “Matched.”
             - No
               - Invoice considered “Unmatched” Review Matching section of Invoice.
         - No
           - Additional invoices expected?
             - Yes
               - No Assign Invoice to self, CHECK Force Match box, approve.
             - No
               - No Assign Invoice to self, UNCHECK Force Match box, approve.

4. Receipt logged which satisfies Invoice?
   - Yes
     - Receipt logged?
       - Yes
         - Invoice considered “Matched.”
       - No
         - Invoice considered “Unmatched” Review Matching section of Invoice.
   - No
     - No Contact staff and request Receipt be entered.

5. Invoice approval workflow stop.