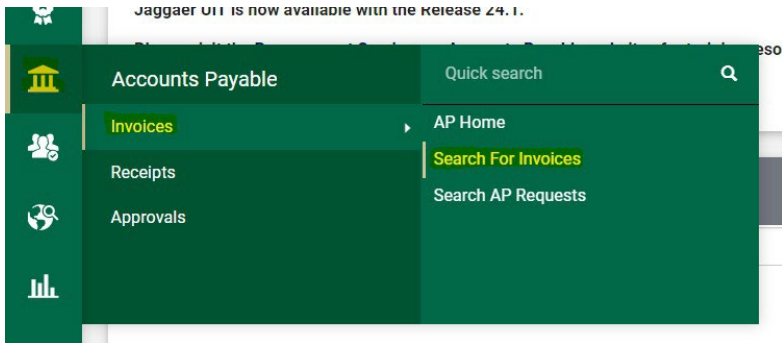


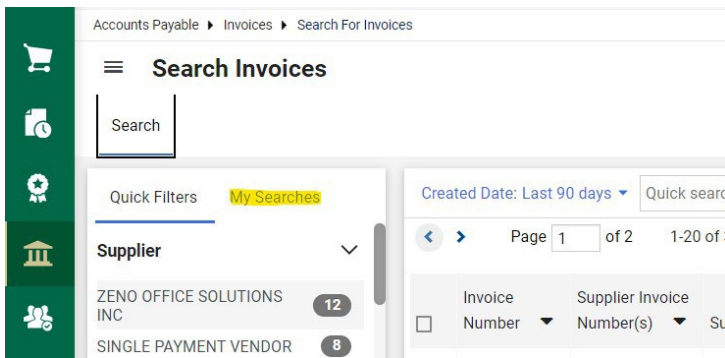
Purpose:	To provide a job aid for reviewing unmatched AP invoices in Bull Marketplace.
Details	<p>Receipt transactions are a fundamental component of USF's financial control of three-way matching of Purchase Order, receipt transaction, and supplier invoice, and are confirmation of satisfactory delivery of goods or performance of services.</p> <p>When an invoice is processed against a purchase order Bull Marketplace will automatically check for a three-way match. If the system is unable to complete the three match the invoice will enter a match exception status. It is the USF department's responsibility to monitor their transactions and timely resolve match exceptions.</p>
Navigation:	Navigate in Bull Marketplace to Accounts Payable > Invoices > Search for Invoices
Notes:	<p>To access the report, you must have the Receiver, Requestor, or Approver role in Bull Marketplace.</p> <p>Receiving guidance and job aids are available on the Accounts Payable website: Accounts Payable (usf.edu)</p>

Unmatched Voucher Report Instructions

To review the status of unmatched transactions users may navigate in Bull Marketplace to Accounts Payable > Invoices > Search for Invoices.



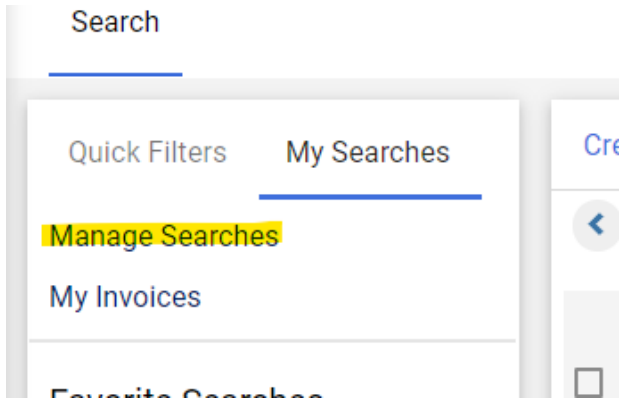
Select My Searches.



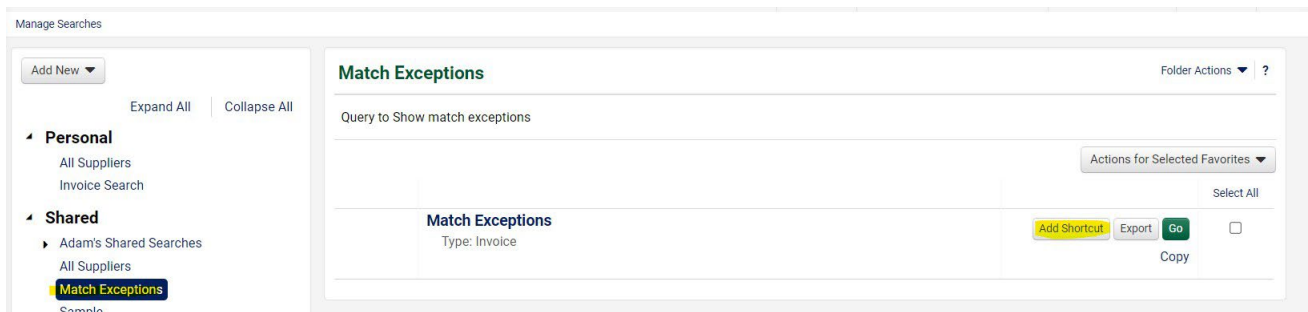
Unmatched Voucher Report

Unmatched Voucher Report Instructions

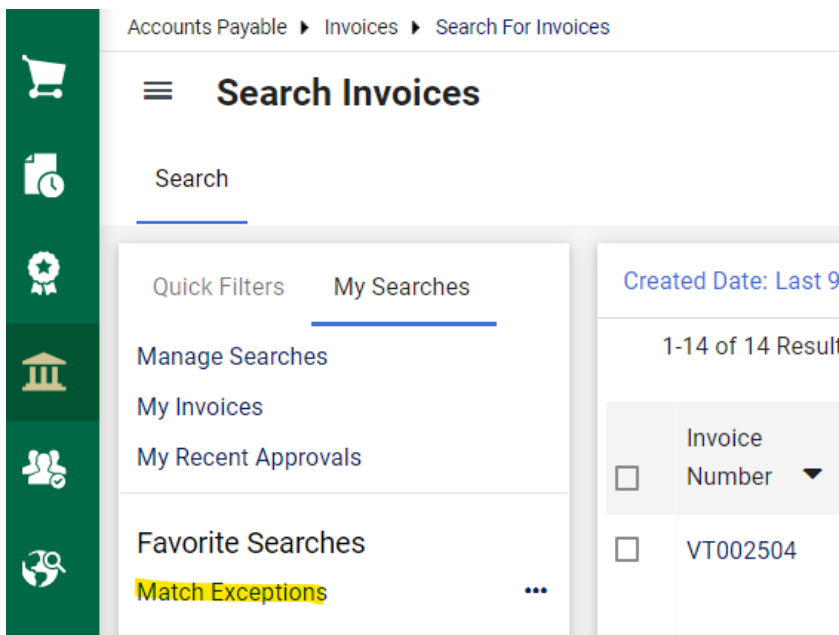
The first time you access you will need to add the search to your favorites, select Manage Searches.



Select Match Exceptions and the Add Shortcut to add to favorites.



Return to My Searches and Match Exceptions will now be an option. Select to run report.



Unmatched Voucher Report

Unmatched Voucher Report Instructions

All Match Exceptions will appear. You may now review the list of pending transactions or narrow down further by Dept ID. To add additional filters to your search select Add Filter.

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount
V015595	037105	SONARDYNE, INC	P000030288	Pending	5/23/2024 10:19:24 AM	3/27/2024		0.00 USD	5/23/2024 10:33:41 AM	Manual Invoice	PO	In Process	33,271.91 USD

Select the invoice number to review the match exception.

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source
V0156398	INV709241	NAVEX GLOBAL INC	P000032802	Pending	5/30/2024 3:51:26 PM	6/2/2024		0.00 USD	5/30/2024 3:53:34 PM	Manual Invoice

The Matching tab will provide details regarding the match exception.

P000032802

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging
Unmatched	3 Way	1	1		Ethicspoint Hotline service term 7/1/2024-6/30/25	0/EA

MATCHING EXCEPTIONS

- No receipt has been entered

MATCHING SUMMARY

	Ordered	Received	Net Invoiced
Quantity	1	--	1
Unit Price	34,616.21 USD	--	34,616.21 USD
Ext. Price	34,616.21 USD	--	34,616.21 USD
Document TS&H	0.00 USD	--	0.00 USD

If you would like to export to an excel file for further review. Select Export All in the top right corner.

Orders > Search > Invoices

Match Exceptions Save As Pin Filters **Export All**

Search

Quick Filters My Searches

Supplier

- IRON MOUNTAIN INC (33)
- APEX OFFICE PRODUCTS (21)
- ZENO OFFICE SOLUTIONS INC (15)
- A D MORGAN CORP (8)
- Azul Supply Company (7)

Created Date: All Quick search Add Filter Clear All Filters

Invoice Status: Pending Invoice Type: PO Invoice Current Workflow Step: Matching Exce... *Dept: All

Page 1 of 7 1-20 of 123 Results 20 Per Page

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status
VT002503	PT1508-3	ZENO OFFICE SOLUTIONS INC	PT00001508	Pending	5/3/2024 12:35:26 PM	6/2/2024		0.00 USD	5/3/2024 12:36:07 PM	Manual Invoice	PO	In Process

Unmatched Voucher Report

Unmatched Voucher Report Instructions

Select your preferred options and then select Submit.

Export Invoices

Export Request Options (Step 1 of 1)

Title ★ Export request for Invoice

74 characters remaining

Type Screen Layout

Format Excel

Submit

A pop up will appear. Select Manage Search Exports.

Success
Successfully created the export request. You can view the status and retrieve the file at Manage Search Exports

When the status is Complete, you may download your report.

Manage Search Exports

Manage Exports ?

Export Requests Export Schedules

Click to Filter Refresh this Page

Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	5/31/2024 1:31:37 PM	5/31/2024 1:31:40 PM	6/7/2024	Total Records: 123	Delete