

Bull Marketplace - Accounts Payable

**Unmatched Transaction Report** 

Purpose:	To provide a job aid for reviewing unmatched AP invoices in Bull Marketplace.
Details	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.
	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.
Navigation:	Navigate in Bull Marketplace to Accounts Payable > Invoices > Search for Invoices
Notes:	To access the report, you must have the Receiver, Requestor, or Approver role in Bull Marketplace.
	Receiving guidance and job aids are available on the Accounts Payable website: <u>Accounts</u> <u>Payable (usf.edu)</u>

## Unmatched Voucher Report Instructions



	Unmatched Vo	oucher	Report Instructions	
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Invoice Search				Select All
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All Match Exceptions will appear. You	Unmatched V may now rev	oucher Report iew the list of p	Instructions ending transactio	ons or narrow dow	n further by
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Page 1 of 6 1-20 of 110 Results				🔅 20 Per Page 👻	
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