Voucher Matching and Error Troubleshooting Query

Use this query to identify your department's vouchers that are held up with errors. The report results, along with the information below, help you identify the nature of the voucher errors and the path resolution.

From the Admin WorkCenter, choose **WorkCenter > General Finance > Query Viewer**

1. Search by query name **NC_AP_EDIT_ERRORS_VOUCHERS_DPT.**
2. Click on Run to **HTML** or **Excel** link.
3. Enter the Unit (**UNCCH** or **UNCGA**) and **Dept#** the click the **Results** button to run the report. For the **Dept#** prompt you can use the % wildcard. For example, "65%" returns all departments that start with 65 and 6511% returns all departments that start with 6511.

Errors	Issue and resolution
ACCOUNT/… CLASS_FLD/… FUND CODE/…	These errors indicate invalid chartfield combinations or missing chartfield entries. You can use the chartfields listed in the error message to focus your analysis when resolving issues. In most cases, the resolution to these errors is to fix the chartfields in the voucher.

Job ID/ Field	Error Description	Resolution
AP_MATCH/ 100	**No Receipts Found.** No available receipts were found for the purchase order specified on the voucher line.	Enter receipt or, if voucher for a PO that originated in FRS, send email to frs_receiveing@unc.edu with all necessary details to enter the receipt.
AP_MATCH/ 250	**Line amount not = PO line amt with PO ant tol.** The voucher line amount is not equal to the PO line amount, with the PO amount tolerance included.	Enter requisition for change order to add money to PO line.
AP_MATCH/ 260	**Line amount not = PO line amt with PO % tol.** The voucher line amount is not equal to the PO line amount, with the PO amount percentage tolerance included.	Enter requisition for change order to add money to PO line.
AP_MATCH/ 270	**Line amount not = PO line amt with PO ant tol.** The voucher line amount is not equal to the PO line amount, with the PO amount tolerance included.	If receipt was entered correctly, enter a requisition for change order to add money to PO line. If receipt had a typo or transposition, correct it.
AP_MATCH/ 280	**Line amount not = recv line mat with PO % tol.** The voucher line amount is not equal to the Received line amount, with PO percentage tolerance included.	If receipt was entered correctly, enter a requisition for change order to add money to PO line. If receipt had a typo or transposition, correct it.
AP_MATCH/ 340	**LTD vchr amt greater than PO amt.** The current voucher line amount plus the previously match voucher line amounts, if any, are greater than the PO line schedule amount (set up by quantity).	Enter requisition for change order to add money to PO line.
AP_MATCH/ 350	**LTD vchr amt greater than PO amt.** The current voucher line amount plus the previously match voucher line amounts, if any, are greater than the PO line schedule amount (set up by quantity).	Enter requisition for change order to add money to PO line.
AP_MATCH/ S111	**Credit Adjustment Amount > PO Matched Amount**	Enter HelpDesk Remedy ticket and assign to Procurement team.
AP_MATCH/ S210	**Invalid PO Status.** The PO associated with the voucher does not have a valid status.	Contact Buyer to fix PO
AP_MATCH/ S300	**Invalid UOM Conversion for PO.** The unit of measure on the PO doesn't match the unit measure on the voucher.	Enter Remedy ticket and assign to Procurement team.