

Subaward Invoice—Matching Quick Guide

Every Invoice should pass the Matching Exception rules prior to being approved by the Unit approver.

This step is a requirement in BUY.IU and is in ADDITION to the Subrecipient Monitoring requirements outlined in Indiana University's [Subrecipient Monitoring Policy](#).

You can quickly see if your invoice is currently “Matched” or, if not, what is needed in order for it to “Match” by viewing the Matching tab highlighted at the top of the screenshot.

Summary **Matching** Supplier Messages Comments Attachments 2 History

General ... **Addresses** ... **Note/Attachments** ...

Invoice Type
Invoice

Pay Status
In Progress

Invoice Number
SIC

Invoice No.
393

Supplier Account No.
87795MGH

Supplier Name
The General Hospital Corporation

Invoice Date
12/9/2021

Discount Date
no value

Due Date
1/8/2022

Remit To

Bank of America, N.A.
P O Box 3829
Boston, Massachusetts 02241-3829

United States
Address Id p35888328

Internal Note
no value

| Internal Attachments | Date |
|--------------------------|------------|
| ↓ 2134391 8050001.pdf | 12/18/2021 |

Matching Tab

You can see the current Matched Status here, as well as, the Matching Exception that is being triggered.

IMPORTANT NOTES:

Matching Exceptions are triggered per line item in the Purchase Order (PO). One PO can have multiple lines with Matching issues.

AND

“Force Match” approval should only be used when approving an invoice against a Recurring PO if there are no other invoices expected. Force Matching an invoice causes the PO to close.

| Match Status | Matching Method | Invoice Line No. | PO Line No. | Catalog No. | Description | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--------------|-----------------|------------------|-------------|-------------|--|----------------|--------------|----------|--------------|
| Unmatched | 3 Way | 1 | 2 | | BPO (After first 25K) Amend #3 Massachusetts General Hospital, Period of Performance 6/1/17-5/31/21, Subaward# IN4687795MGH, Subaward cost under ORA Account # 4687961 awarded to IU PI Dr. S. Gawrieh, Subrecipient's work will be overseen by Dr. K. Corey | EA | 7,397.87 USD | 1 | 7,397.87 USD |

| MATCHING EXCEPTIONS | | MATCHING SUMMARY | | | |
|---|--|------------------|---------------|----------------------------|---|
| <ul style="list-style-type: none"> Invoice extended price exceeds Receipt by: 7,397.87 USD | | Ordered | Received | Net Invoiced | Exception Reason |
| Quantity | | 1 | -- | 8 | |
| Unit Price | | 144,669.00 USD | -- | 648.25 USD - 13,945.20 USD | |
| Ext. Price | | 144,669.00 USD | 75,963.02 USD | 83,360.89 USD | Invoice extended price exceeds Receipt by: 7,397.87 USD |
| Document DTS&H | | 0.00 USD | -- | 0.00 USD | |

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Most Common Matching Errors for Subaward Requisitions on ORA Grant Accounts

| Common Matching Exceptions | Explanation of Exception | How to Correct |
|--|---|---|
| Invoice unit price exceeds PO by XX,XXX USD | The PO has the unit price and quantity was entered in reverse boxes. | Do a Change Request to update the unit price and quantity on this PO prior to approving the invoice. |
| Invoice extended price exceeds Receipt by XX,XXX USD | A receipt document in BUY.IU must be created to reconcile the amount of receipts to match the amount invoiced. | Enter a receipt for the dollar amount listed to create a match. You can see the receipt details on the matching tab by clicking the red "show" link at the bottom of the page. |
| Invoice extended price exceeds PO by: XX,XXX USD | Could be payables made a mistake and did not split between multiple lines, subrecipient invoiced more than awarded or a change request is needed to add money to the PO due to an amendment on the award. | See notes below: |
| | If payable issue... | Add a comment to the invoice explaining the issue and add askap@iu.edu as a Comment recipient. |
| | If PO is short because the subrecipient over billed.... | Disapprove the invoice and ask the subrecipient to send an updated invoice. |
| | If the invoice is correct and the PO needs additional funds... | Do a Change Request to update the PO before approving the Invoice. NOTE: If a new invoice comes in while the Change Request is in process and the invoice results in the PO status of Soft Close, it will void the Change Request you will have to re-do it. |

If you are experiencing any other technical issues with BUY.IU, please fill out the support form at <https://purchasing.iu.edu/contact/contact.php>.

Completing Your Receipt

Before an invoice can be approved in the system, a Receipt Document must be entered in BUY.IU that accounts for the discrepancy noted in the Matching Exceptions section. **The receipt shouldn't be done until you are ready to approve the document, but should be done PRIOR to approving the document.** More information about logging a receipt can be found on Purchasing's [Receiving, Invoices, & Credits](#) webpage.

The screenshot to the below shows an Invoice with a Matching Exception for a Receipt.

| Match Status | Matching Method | Invoice Line No. | PO Line No. | Catalog No. | Description | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--------------|-----------------|------------------|-------------|-------------|--|----------------|--------------|----------|--------------|
| Unmatched | 3 Way | 1 | 2 | | BPO (After first 25K) Amend #3 Massachusetts General Hospital, Period of Performance 6/1/17-5/31/21, Subaward# IN4687795MGH, Subaward cost under ORA Account # 4687961 awarded to IU PI Dr. S. Gawrieh, Subrecipient's work will be overseen by Dr. K. Corey | EA | 7,397.87 USD | 1 | 7,397.87 USD |

| MATCHING EXCEPTIONS | |
|---------------------|---|
| • | Invoice extended price exceeds Receipt by: 7,397.87 USD |

| MATCHING SUMMARY | | | | |
|------------------|----------------|---------------|----------------------------|---|
| | Ordered | Received | Net Invoiced | Exception Reason |
| Quantity | 1 | -- | 8 | |
| Unit Price | 144,669.00 USD | -- | 648.25 USD - 13,945.20 USD | |
| Ext. Price | 144,669.00 USD | 75,963.02 USD | 83,360.89 USD | Invoice extended price exceeds Receipt by: 7,397.87 USD |
| Document DTS&H | 0.00 USD | -- | 0.00 USD | |

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[Show](#)

The amount of receipts logged, should match the Ext. Price of Net Invoiced.

By clicking on the "Show List" hyperlink you can see a list of all of the Receipt documents that have been logged for that Line Item in the PO.

Invoice Summary

The **Purchase Order (PO) document** in BUY.IU has a Invoice Summary page where you can view the current status of all of the invoices linked to the PO. This is a useful tool for ensuring that your PO has enough funds to pay out the invoice and/or the payables group has allocated the payment to the correct line.

Purchase Order • P00149379 Revision 5 ▾

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| Line Details | | | | | | | |
|--------------|---|-------------|----------------|---------|----------------|--|----------------------|
| Line No. | Product Name | Catalog No. | Unit Price | Qty/UOM | Extended Price | Invoice Qty/Cost | Status |
| 1 | BPO (After first 25K) Amend #2 Period of Performance 6/1/17-5/31/20, Subaward# IN-4687961, Subcontract cost for "Fatty Liver in HIV Infected Individuals,"under MGH/NIH grant SR01DK112293 awarded to IU PI Gawrieh. Amend #2 add \$143,676 & terminate 5/31/20 | | 121,924.07 USD | 1 EA | 121,924.07 USD | n/a / 121,924.07 USD | Net Invoiced |
| 2 | BPO (After first 25K) Amend #3 Massachusetts General Hospital, Period of Performance 6/1/17-5/31/21, Subaward# IN4687795MGH, Subaward cost under ORA Account # 4687961 awarded to IU PI Dr. S. Gawrieh, Subrecipient's work will be overseen by Dr. K. Corey | | 144,669.00 USD | 1 EA | 144,669.00 USD | n/a / 61,308.11 USD n/a / 83,360.89 USD | Open Net Invoiced |
| 3 | BPO (After first 25K) Amend #4 Massachusetts General Hospital, Period of Performance 6/1/17-5/31/22, Subaward# IN4687795MGH, Subaward cost under ORA Account # 4687961 awarded to IU PI Dr. S. Gawrieh, Subrecipient's work will be overseen by Dr. K. Corey | | 145,692.00 USD | 1 EA | 145,692.00 USD | n/a / 145,692.00 USD | Open |

The Line Details section shows how much has been Net Invoiced (or paid) for each line, as well as, the Open (or remaining) funds on each line. The Net Invoiced funds INCLUDES the funds of any In Process Invoices.