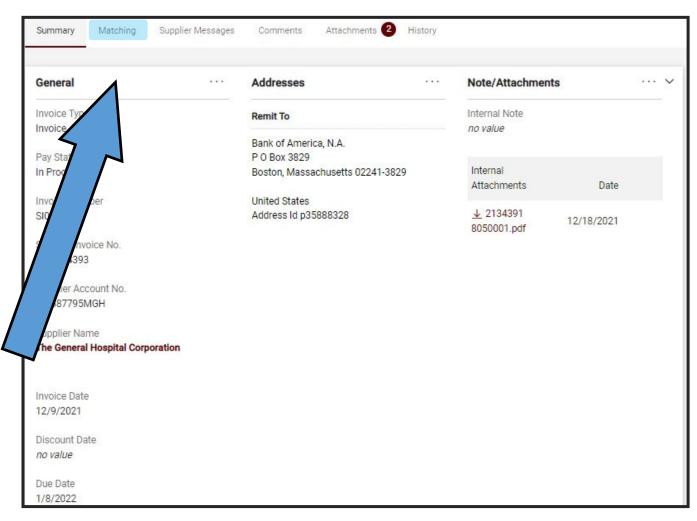
# Subaward Invoice—Matching Quick Guide

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.



## Matching Tab

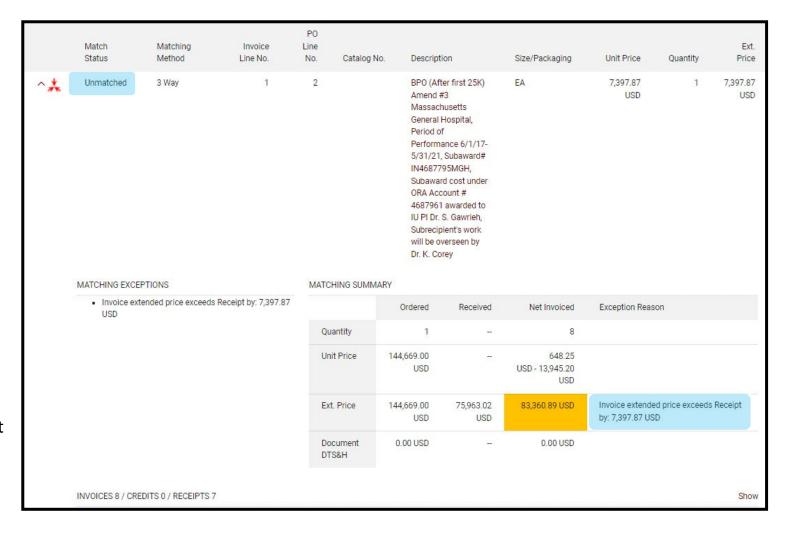
You can see the current Matched Status here, as well as, the Matching Exception that is being triggered.

### **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.



## Most Common Matching Errors for Subaward Requisitions on ORA Grant Accounts

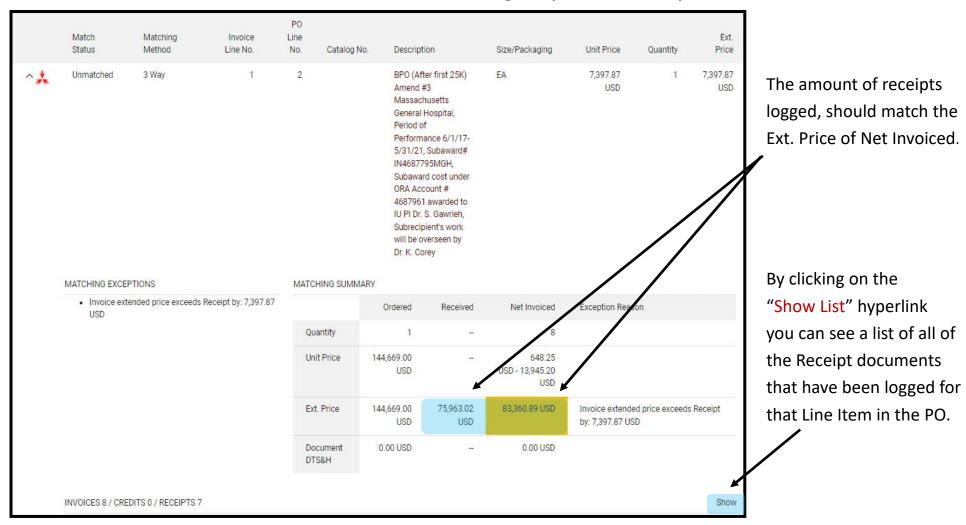
Common Matching Exceptions	Explanation of Exception	How to Correct			
Invoice unit price exceeds PO by XX,XXX USD	The PO has the unit price and quantity was entered in reverse boxes.	Do a Change Request to update the unit price and quantity on this PO prior to approving the invoice.			
Invoice extended 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 <a href="https://purchasing.iu.edu/contact/contact.php">https://purchasing.iu.edu/contact/contact.php</a>.

### **Completing Your Receipt**

Before a 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 <u>Receiving</u>, <u>Invoices</u>, <u>& Credits</u> webpage.

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



## **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.



Line Details									
Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status		
1	PBPO (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 \$R01DK112293 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	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	<b>n/a</b> / 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.