Pegasys Quick Reference Card

COMPLETED MATCH REVIEW QUERY

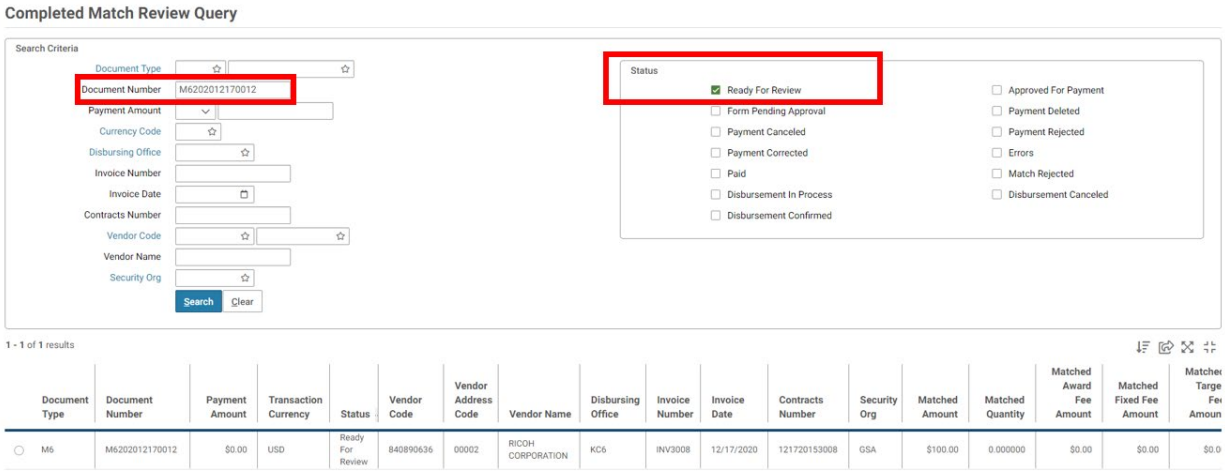
The Completed Match Review query allows a user to view completed matches that are ready for payment and check the status of payments authorized by the Automated Match process.

Users are able to search for documents in “Pending Approval” status and approve the match for payment generation.

Searching for Completed Match Awaiting Approval

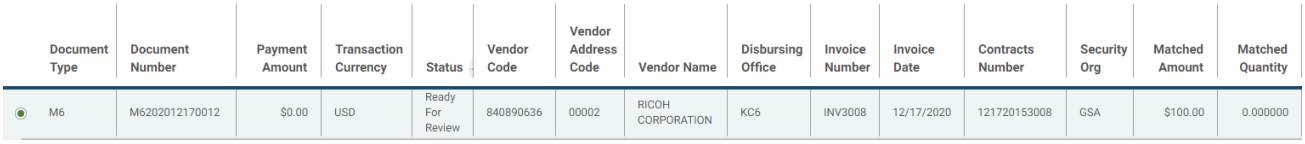
1. Login to Pegasys and Navigate to Queries > Purchasing > Completed Match Review Query.
2. In the search criteria section, perform the following:
    a. Check the 'Ready For Review' flag.
    b. Enter the Document Number of the invoice in the document number field.
3. Select **Search**.

Figure 1: Searching for Match



4. Verify a match is returned in the item collection box.

Figure 2: Match is Found



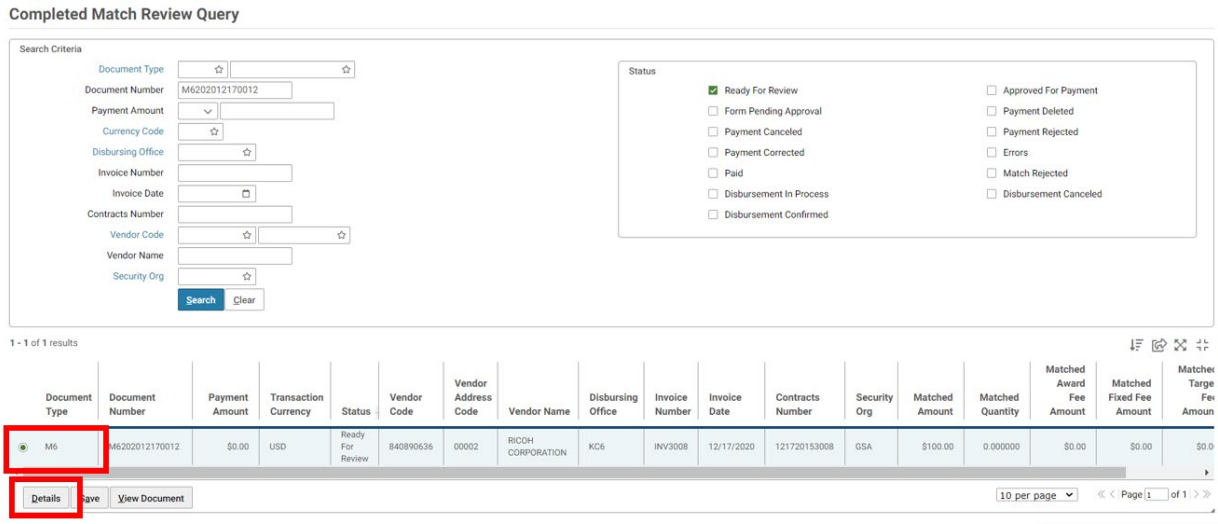
Pegasys Quick Reference Card

Reviewing a 3-way Match

NOTE: Prior to reviewing a match, complete the "Searching for Completed Match Awaiting Approval" section and continue with the steps below.

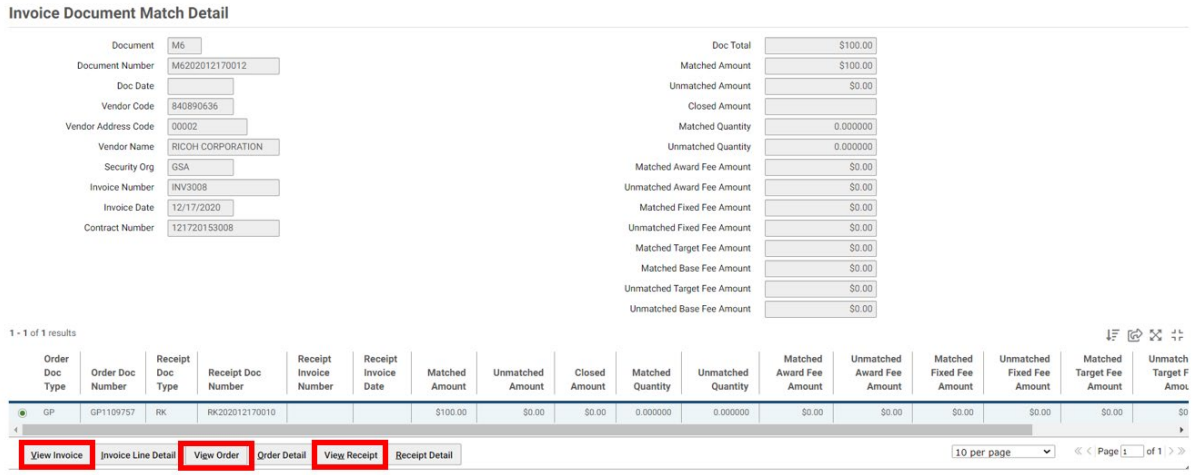
1. Once search results are returned, select the Invoice in the item collections box. Once the document is selected, select [Details].

Figure 3: Completed Match Query Item Collection



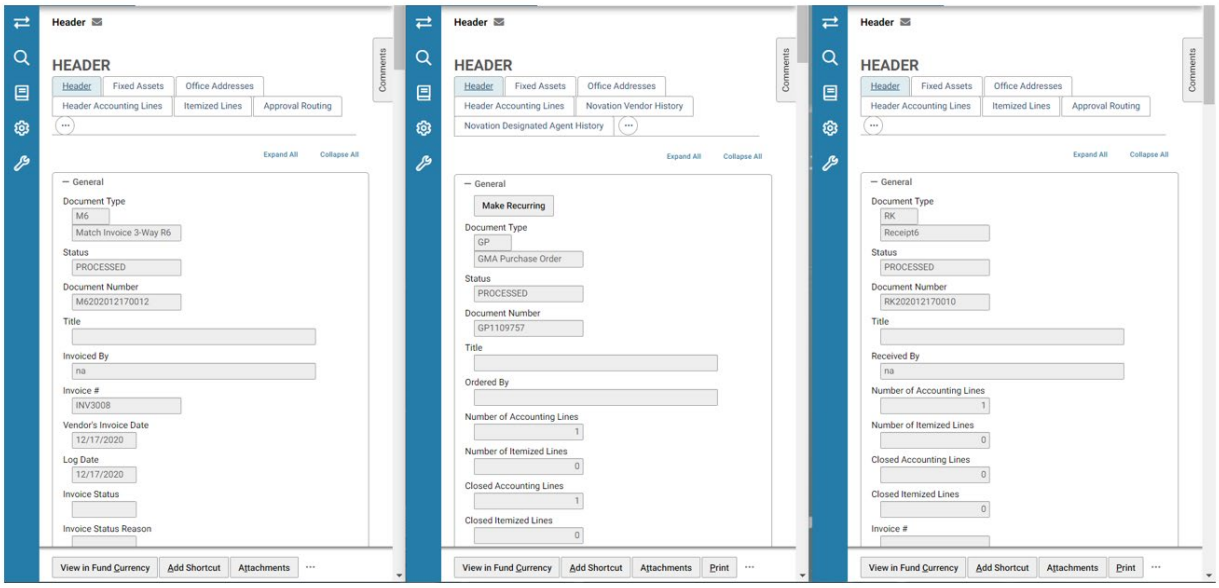
2. Select [View Invoice], wait for the window to load and then minimize the window.
3. Select [View Order], wait for the window to load and then minimize the window.
4. Select [View Receipt], wait for the window to load and then minimize the window.

Figure 4: View Invoice/Order/Receipt Buttons



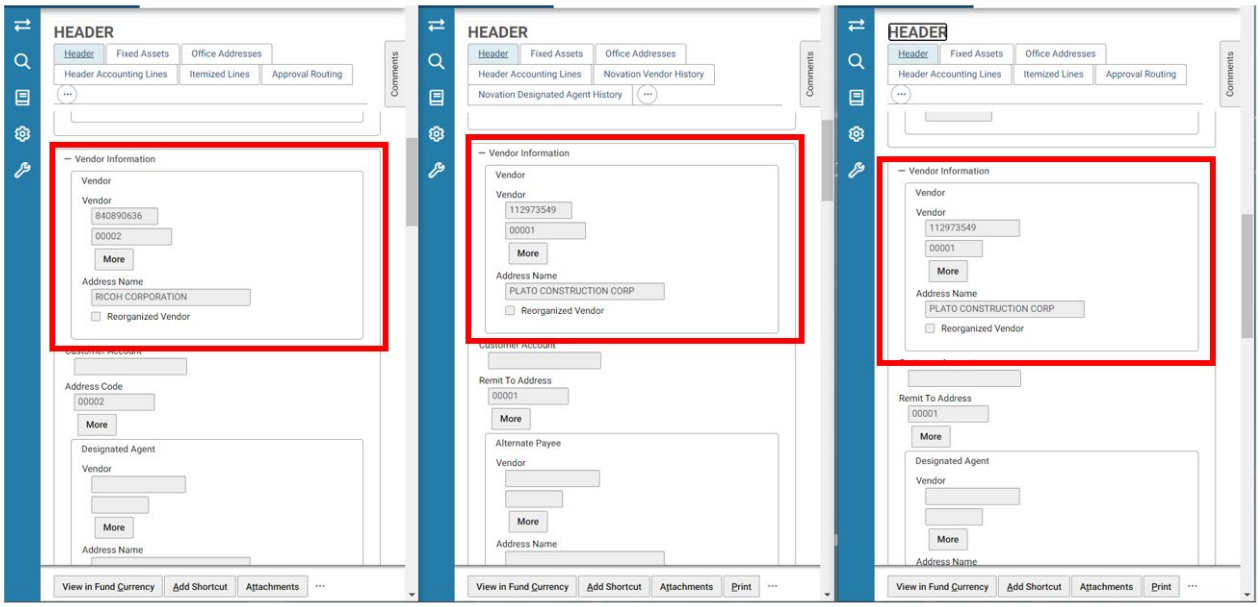
OPTIONAL: Rearrange the windows to view the Vendor Information section for all three of these windows simultaneously.

Figure 5: Visibility of all Documents



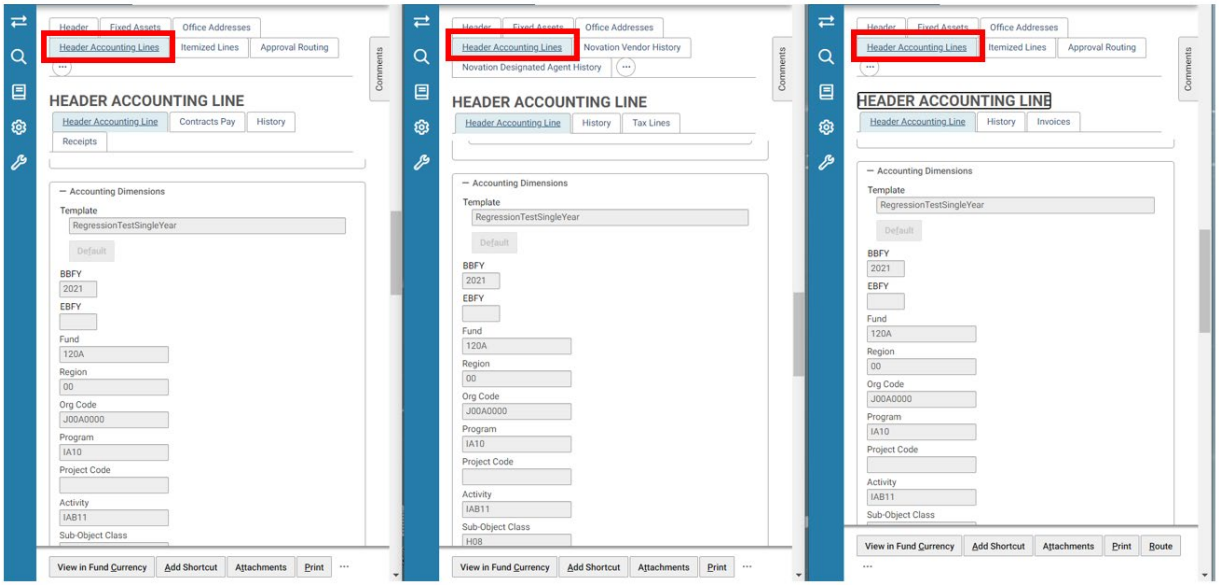
5. For each of these open documents, perform the following actions:
    a. Scroll to the Vendor Information Section and Verify that the information matches across all three documents.

Figure 6: Vendor Information Section for all 3 Documents



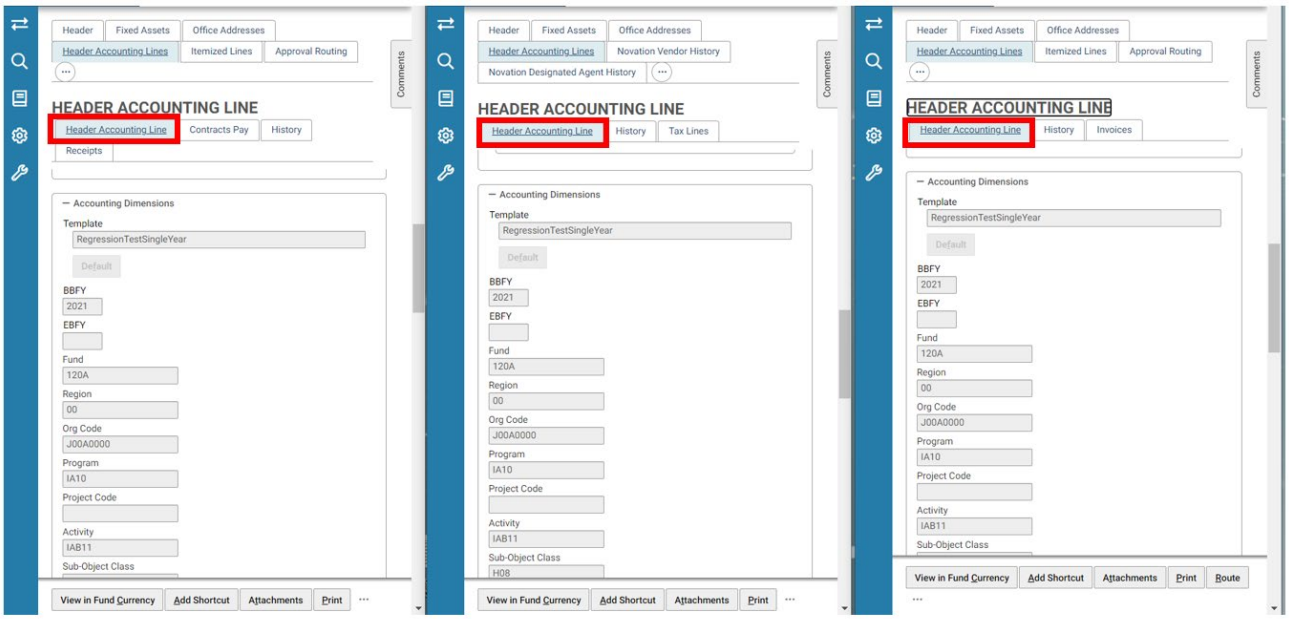
b. Scroll to the top of the page and Select the Header Accounting Lines tab. Select the line in the item collection box and then select the Header Accounting Line Sub tab. Review data on the Header Accounting line.

Figure 7: Header Accounting Lines tab



c. Scroll to the Accounting Dimensions Section and Verify that the dimensions match across all three documents.

Figure 8: Accounting Dimensions



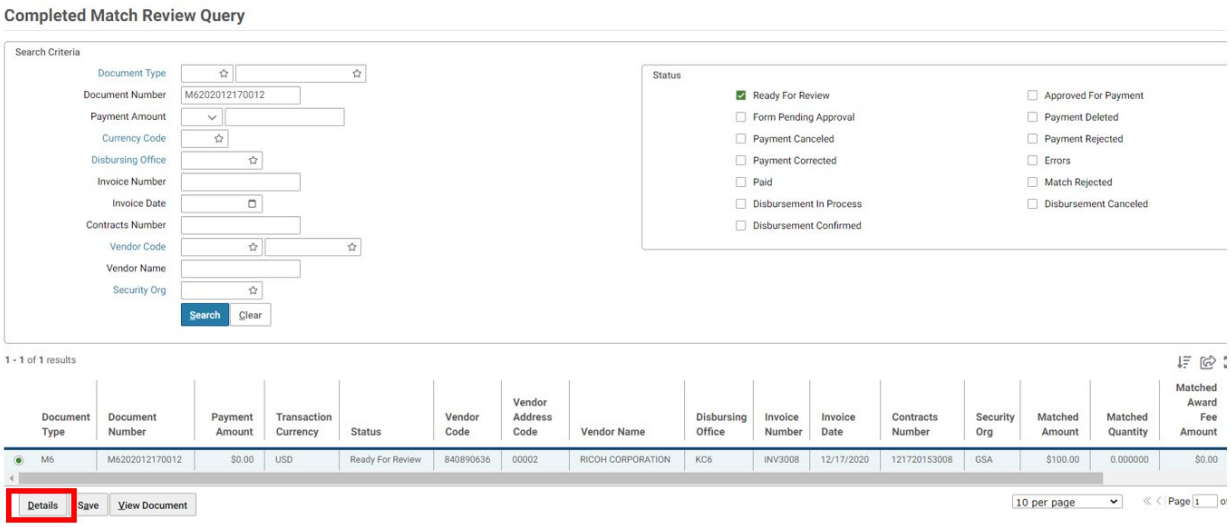
Match has been reviewed, close all three windows.

Reviewing a 1-way Match

NOTE: Prior to reviewing a match, complete the "Searching for Completed Match Awaiting Approval" section and continue with the steps below.

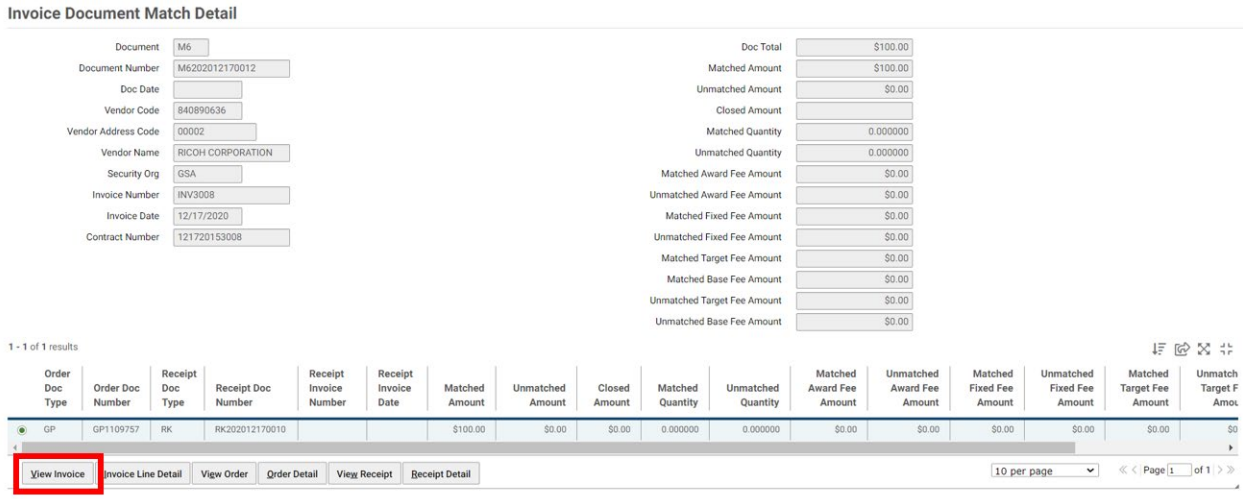
1. Once search results are returned, select the Invoice in the item collections box. Once the document is selected, select [Details].

Figure 9: Details Button on a Completed Match Review Query



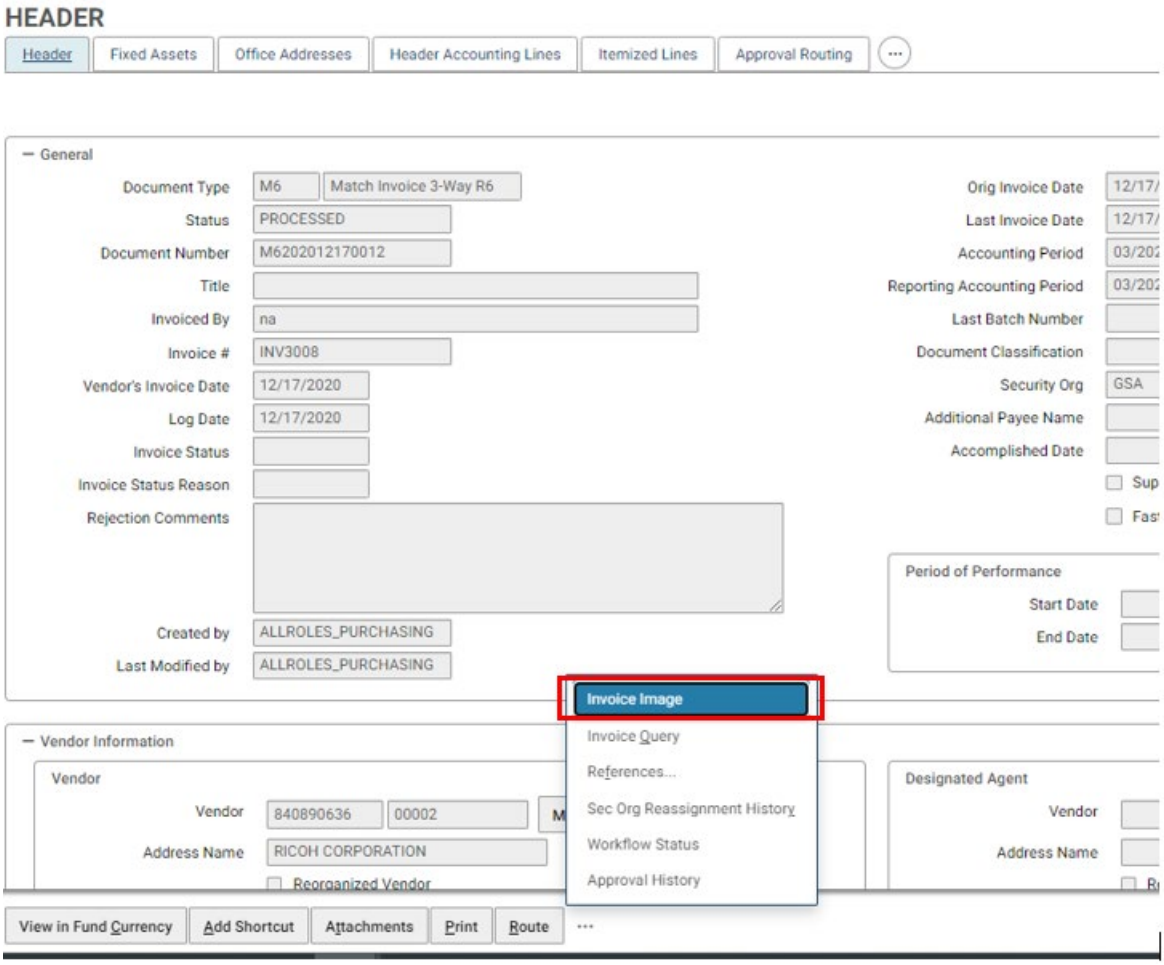
2. Select [View Invoice].

Figure 10: View Invoice Button



3. Select [Invoice Image] to open a hardcopy of the invoice to compare with the invoice on Pegasys.

Figure 11: Invoice Image Button

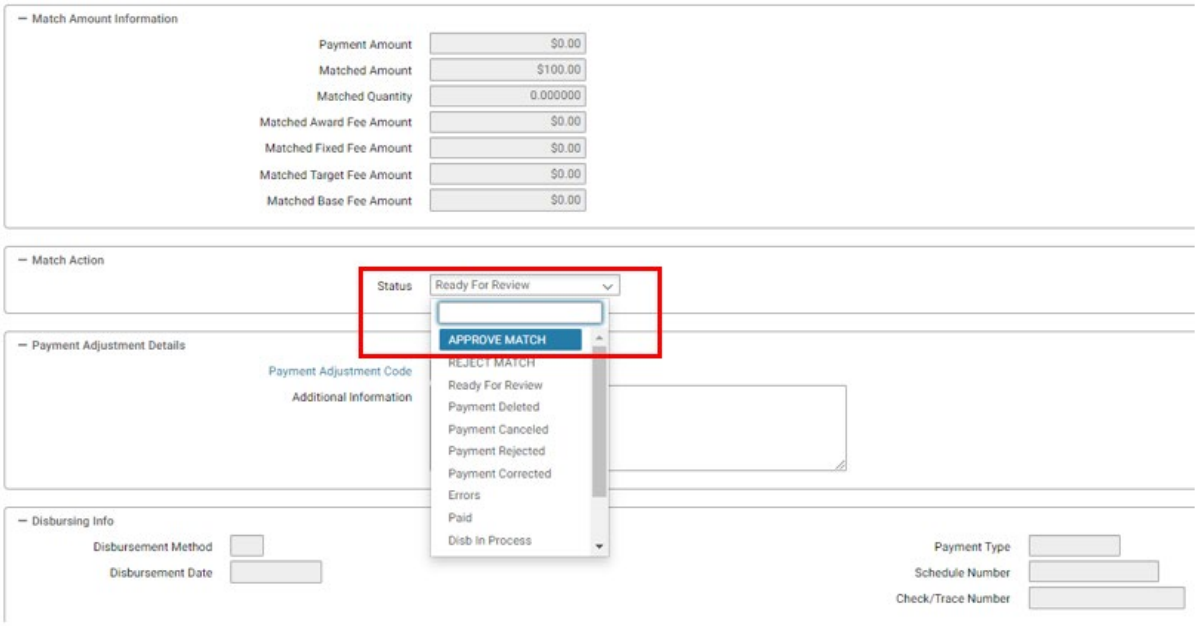


Approving Match and Confirming Payment Generation

NOTE: Prior to reviewing a match, complete the "Searching for Completed Match Awaiting Approval" section and continue with the steps below.

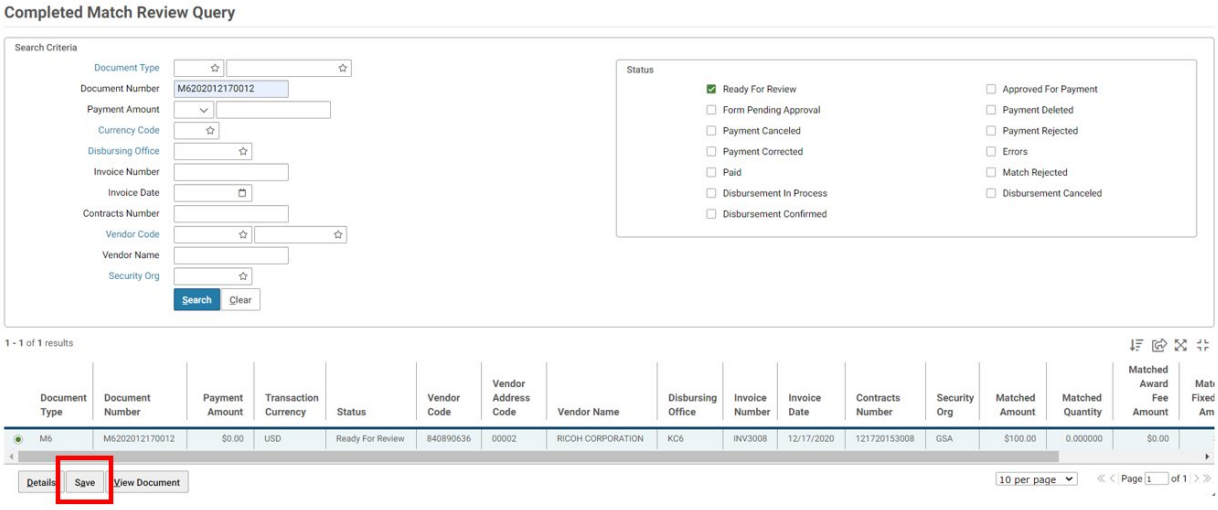
1. Once the search results are returned, Verify that the Status is "Ready for Review".
2. Select the Invoice in the item collections box and change the status in the Match Action section to APPROVE MATCH.

Figure 12: Status Approve Match



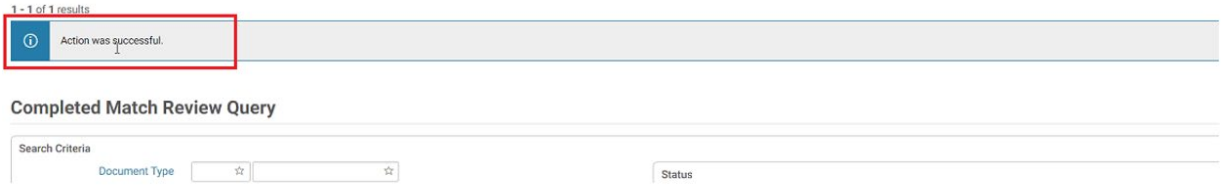
3. Select [Save].

Figure 13: Save button



4. Verify that the “Action was successful” message is returned.

Figure 14: Action Was Successful Message



5. The next time OAIMPGEN runs in production it will pick up all Approved for Payment matches.