## Exercise 5: Use the vendor invoice matching policy

You must have completed exercise 4. This exercise will help you create a vendor invoice from a purchase order and view the results of matching the purchase order, receipt, and invoice (Three-way matching).

### Create a purchase order and change the line matching policy

1. Navigate to **Accounts payable > Purchase orders > Purchase orders received but not invoiced**.
2. Select the purchase order that you created. You have made a note of the purchase order number in exercise 4.
3. On the Action Pane, select **Invoice**.
4. Select **Invoice**.
5. In the **Number** field, verify the value **RainInv1** issaved from exercise 4. This can be modified.
6. In the **Invoice description** field, enter **Invoice matching demo**.
7. In the **Invoice date** field, enter today’s date, or enter ‘t’ and tab for it to fill today.
8. In the **Unit price** field in the **Lines** section, enter 1200.
9. Select **Add line**.
10. In the **Item number** field, select the drop-down button to open the lookup.
11. In the list, find the **item number** S0001 installation service.
12. Note the **Match status** field. The matching has not been performed.
13. Select **Update match status**. Note the **Match status** field, the status is failed.
14. On the Action Pane, select **Review**.
15. Select **Matching details**. The new line with services does not need to be matched so the status stays "Not performed". Also, A0001 has a price discrepancy.
16. Close the form.
17. Select the invoice line for item A0001 that you have received. The line with the product receipt was matched but there is a mismatch of quantity or price, so it fails.
18. In the **Unit price** field, **12**.
19. Select **Update match status**.
20. Now that the unit price matches, the **Match status** field is updated to **Passed**. If your policy allows discrepancies or if matching is only a warning, you can still post the invoice.
21. Select **Post**.
22. The page automatically closes.
23. Note that the purchase order is no longer listed in **Purchase orders received but not invoiced** list page since it has been now posted.