Three-Way Match & Bill Exception Queue

User Guide

Odoo 18 / 19 · Community Edition

Purchasing & Procurement

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1. Overview

Three-Way Match & Bill Exception Queue automatically matches each vendor bill against its purchase order and goods receipt (PO ↔ GRN ↔ bill). Lines within tolerance are marked matched; price or quantity variances are routed to an exception queue for review so nothing is paid blindly.

Tolerance rules let you set acceptable price and quantity variances; anything outside them becomes an exception that a reviewer can approve (override) or reject.

Who is it for?

Accounts-payable and procurement teams who want to stop paying vendor bills that do not match the order and receipt.

Technical name	gb_three_way_match_bill_exception_queue
Category	Purchasing & Procurement
Depends on	purchase, stock, account
Edition	Odoo 18 / 19 Community (no Enterprise required)
Licence	LGPL-3

2. Installation

The module installs like any standard Odoo application. You need a user with the Administration / Settings access right to add an app.

- Activate Developer Mode (Settings ▸ General Settings ▸ Developer Tools) if the Apps menu is hidden.
- Open Apps and click Update Apps List so Odoo re-scans the add-ons path.
- Search for “Three-Way Match & Bill Exception Queue” (technical name **gb_three_way_match_bill_exception_queue**).
- Click Install. Odoo loads the models, security groups, menus and any scheduled actions.
- Refresh the browser; the new top-level menu Three-Way Match appears.

Dependencies

This app depends on purchase, stock, account. Odoo installs any missing dependency automatically.

3. Configuration

Define tolerance rules; matching then runs against them.

Tolerance Rules — Three-Way Match ▸ Configuration ▸ Tolerance Rules

Rules (three.way.match.tolerance) set the acceptable price and quantity variance before a line is flagged as an exception.

Exception Queue — Three-Way Match ▸ Exception Queue

Bills with at least one out-of-tolerance line appear here for review.

Match lines

Each comparison is stored as a three.way.match.line with its match status (Matched / Exception).

4. Step-by-step Usage Walkthrough

Run the match, then work the exception queue.

Step	What you do
1. Run match	On a vendor bill press Run Three-Way Match (action_run_three_way_match); each line is compared with the PO and receipt.
2. See results	Matched lines are marked Fully Matched; any price/qty variance makes the bill an Exception.
3. Open queue	Open Exception Queue to review bills with variances (action_view_twm_exceptions).
4. Approve override	If a variance is acceptable, Approve Override (action_approve_override) clears the exception so the bill can proceed.
5. Reject	Otherwise Reject (action_reject) and send the bill back for correction.
6. Rebuild	Use Rebuild All Match Lines (action_rebuild_all_match_lines) after changing tolerances to re-evaluate.

Status lifecycle

Match line: Matched or Exception. Exception: Open → Override Approved / Rejected.

5. Feature Reference

Automatic 3-way match

Compares each bill line against its PO and goods receipt.

Tolerance rules

Configurable price and quantity tolerances that decide what counts as an exception.

Exception queue

A dedicated queue of bills with out-of-tolerance variances for review.

Override approval

Authorised users can approve an override to accept a variance, with an audit trail.

Match line detail

Per-line match results (three.way.match.line) showing exactly where PO, receipt and bill differ.

Rebuild

Re-evaluate all match lines after tolerance changes.

6. Tips, Troubleshooting & FAQ

Q. What is three-way matching?

A. Checking that a vendor bill agrees with the purchase order and the goods receipt on price and quantity before payment.

Q. How do I set what counts as a variance?

A. With tolerance rules — set the acceptable price and quantity difference; anything beyond it is an exception.

Q. Can I accept a known variance?

A. Yes. Approve Override clears the exception while recording who approved it.

Q. What if there is no receipt yet?

A. The line cannot fully match and will sit as an exception until the receipt exists.

Q. I changed a tolerance — do I re-match?

A. Use Rebuild All Match Lines to re-evaluate existing bills against the new tolerances.

Q. Which apps are needed?

A. purchase, stock and account, installed automatically.

7. Support

We provide application support and integration guidance for this module. If you hit an issue, please include your Odoo version (18 or 19), the module version, and a short description with a screenshot.

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Thank you for choosing Three-Way Match & Bill Exception Queue. This guide documents the features as implemented in the module; menu labels and field names match what you see in Odoo.