

## **Entering Vouchers using Two-Way Match**

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## **Entering Vouchers using Two-Way Match**

### **Entering Vouchers using Two-Way Match Overview**

Use Voucher Match windows to create vouchers using the voucher-matching process. There are two kinds of matching: two-way match and three-way match.

A two-way match compares the voucher you are entering to:

- The original purchase order
- The supplier's invoice

Two-way matches are generally used for non-item purchases for which there are no receipts, such as repair services or rent.

A three-way match compares the voucher you are entering to:

- The original purchase order
- The supplier's invoice
- The purchase order receipt record for the items that were received

Three-way matches are generally used for purchases of finished goods. The item must have a purchase order receipt record showing that it was received before that item can be entered using a three-way match. This helps you avoid paying for items that you have not received, but for which the supplier has billed you.

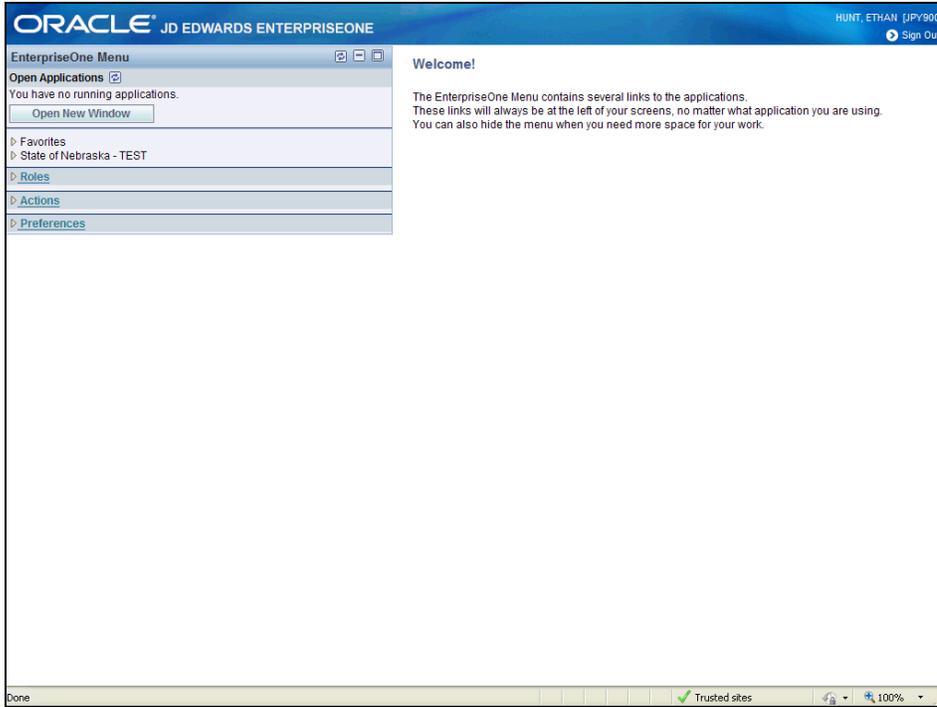
### **Entering Vouchers using Two-Way Match Lesson**

#### **Procedure**

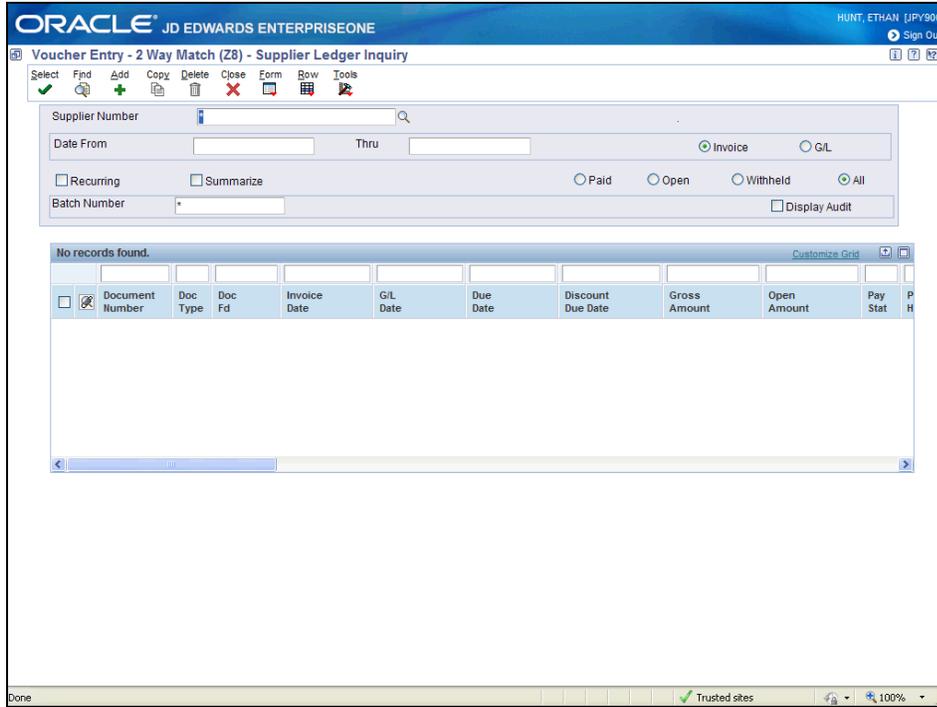
In this lesson you will learn how to enter vouchers using two-way match.

# Training Guide

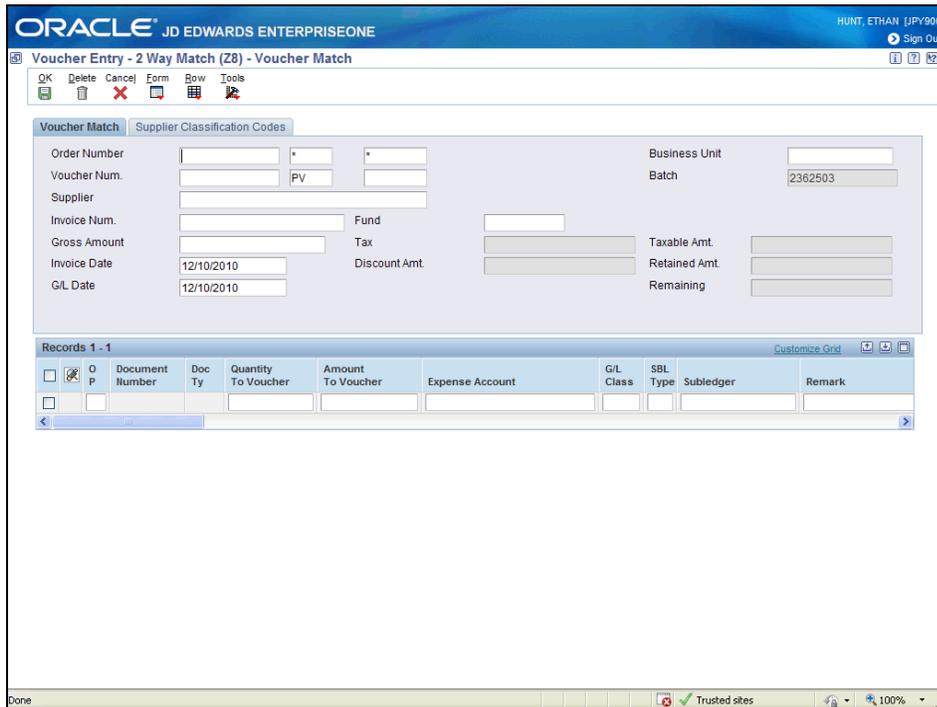
## Entering Vouchers using Two-Way Match



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounts Payable</b> link. <a href="#">Accounts Payable</a>
3.	Click the <b>Voucher Processing</b> link. <a href="#">Voucher Processing</a>
4.	Click the <b>Voucher Entry</b> link. <a href="#">Voucher Entry</a>
5.	Click the <b>Voucher Entry - 2 Way Match (Z8)</b> link. <a href="#">Voucher Entry - 2 Way Match (Z8)</a>



Step	Action
6.	Click the <b>Add</b> button. 



# Training Guide

## Entering Vouchers using Two-Way Match



Step	Action
7.	Enter the order number into the <b>Order Number</b> field.
8.	Click in the <b>Supplier</b> field. <input type="text"/>
9.	Enter the supplier's Address Book number into the <b>Supplier</b> field.
10.	Click in the <b>Invoice Num.</b> field. <input type="text"/>
11.	Enter the number printed on the supplier's invoice into the <b>Invoice Num.</b> field.
12.	Click in the <b>Fund</b> field. <input type="text"/>
13.	Enter the Fund Number from the purchase order into the <b>Fund</b> field.  <b>Note:</b> If you enter more than one voucher, the system will default the date entered for the first voucher to all subsequent vouchers.
14.	Click the <b>Form</b> button. 
15.	Click the <b>Orders To Match</b> menu. <input type="text" value="Orders To Match"/>
16.	Click <b>Find</b> , if needed, to display a list of orders to match.  <b>Note:</b> If no available orders display, type an asterisk (*) in the <b>Fund</b> field and click <b>Find</b> .  <b>Note:</b> If no available orders display, it is possible that a voucher has already been created.

**ORACLE JD EDWARDS ENTERPRISEONE** HUNT, ETHAN (JPY900) Sign Out

Voucher Entry - 2 Way Match (Z8) - Select Orders To Match

Order Number: 344621 \* 56650 Business Unit: 65025009

Supplier: 618656 ARAMARK UNIFORM SERVICES

Account Number: \*

Inventory Number: \*

Summary

Records 1 - 1 Customize Grid

<input type="checkbox"/>	Order Number	Or Ty	Order Fd	Change Order	Line Number	Quantity Open	Tr. UOM	Amount Open	Purch. UOM	Account Number	Multiple Accounts	SBL Type
<input checked="" type="checkbox"/>	344621	Z8	56650	000	1.000	1.0000	WK	37.98	WK	65025009.534900	<input type="checkbox"/>	S

Done Trusted sites 100%

Step	Action
17.	<p>Choose one or more orders to match by clicking the check box next to it.</p> <p><b>Note:</b> If the invoice pertains to multiple purchase orders, choose the line items for each purchase order.</p> 
18.	<p>Click the <b>OK</b> button.</p> 
19.	<p>Write down the system-assigned numbers in the <b>Voucher Number</b> and <b>Batch</b> header fields.</p>
20.	<p>Change the following fields in the QBE line, as needed, to reflect the vendors invoice:</p> <p><b>Note:</b> Changes must be made on the original line, not on the blank line at the bottom.</p> <p><b>Quantity to Voucher</b> – Type a quantity that matches the invoice quantity.</p> <p><b>Amount to Voucher</b> – Type the unit price if the current price differs from the voucher.</p> <p><b>Note:</b> The Amount or Quantity may exceed allowable tolerances, if tolerances are set up. If the system displays an "Amount Exceeds Tolerances" error, contact the Purchasing Manager to resolve the discrepancy.</p>

# Training Guide

## Entering Vouchers using Two-Way Match



Step	Action
21.	<p>Change the following fields in the QBE line, as needed, to reflect the vendors invoice:</p> <p><b>Payment Terms</b> – Type the appropriate payment term code.</p> <p><b>Discount Due Date</b> - defaults based on payment terms and invoice date</p> <p><b>Note:</b> If the voucher does not have a discount, when updating the due date, the discount due date must also be updated to the same date as the due date.</p> <p><b>Due Date</b> - defaults based on payment terms and invoice date</p> <p><b>Note:</b> <b><u>DO NOT CHANGE</u></b> the Discount Due Date or the Due Date. If either field needs to be changed, please follow the work instructions for Special Handling a Voucher.</p> <p><b>Payee Number</b> – <b><u>DO NOT CHANGE</u></b>. Contact the Address Book representative at State Accounting for changes.</p> <p><b>Warrant Remark</b> – Type a remark that will appear on the warrant.</p>

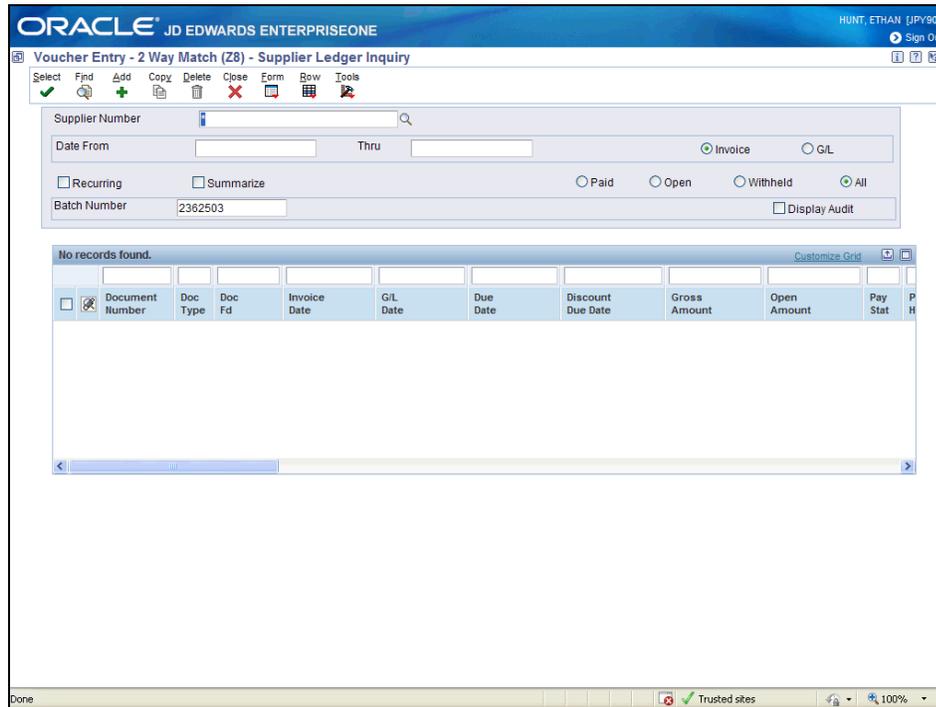
**Voucher Match** | Supplier Classification Codes

Order Number: 344621 | Business Unit: 65025009  
 Voucher Num.: 19648952 | PV | 56650 | Batch: 2362503  
 Supplier: 618656 | ARAMARK UNIFORM SERVICES  
 Invoice Num.: ZH4288 | Fund: 56650  
 Gross Amount: 37.98 | Tax: | Taxable Amt.:  
 Invoice Date: 12/10/2010 | Discount Amt.: | Retained Amt.:  
 G/L Date: 12/10/2010 | Remaining:

Records 1 - 2	Document Number	Doc Ty	Quantity To Voucher	Amount To Voucher	Expense Account	G/L Class	SBL Type	Subledger	Remark
<input type="checkbox"/>	1		1.0000	37.98	65025009.534900		S	L1410	

Step	Action
22.	<p>Click the <b>OK</b> button.</p> 

Step	Action
23.	Click the <b>Cancel</b> button.  <b>Note:</b> Follow the same steps to enter additional vouchers 



Step	Action
24.	Click the <b>Close</b> button. 
25.	You have successfully completed this lesson. <b>End of Procedure.</b>

### Add a Freight or Delivery Charge Lesson

To add a freight or delivery charge that is not included in an invoice begin the following steps after checking the QBE line.

On the next blank detail line complete the following:

- **OP** – Type 4 (Create New Order Line).
- **Quantity to Voucher** – Type 1.
- **Amount to Voucher** – Type the amount of the freight or delivery charge.
- **Expense Account** – Generally this should be the same account as the item.
- **Or Ty** – Type in order type
- **Pay Stat** – Type in pay status

## Training Guide

### Entering Vouchers using Two-Way Match



Click **OK** to accept the information and clear the window.

### Review A Voucher Lesson

Continue this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window after entering your voucher.

1. Choose one or more of the following header options, as needed:

- Summarize – Displays only certain fields in the detail area.
- Paid – Displays only paid vouchers.
- Open – Displays only open vouchers.
- Withheld – Displays only withheld vouchers.
- All – Displays all types of paid, open, and withheld vouchers.

2. Complete one or more of the following to narrow your search:

- Supplier Number
- Date From and Date To
- Batch Number

3. Click **Find**.

4. Scroll to the right to review all voucher detail fields.

5. Choose a voucher to review.

6. Click **Select** to display the Voucher Entry with PO – Multi Company - Single Supplier window.

7. Review the voucher, as needed.

8. Click **Cancel**, then **Close** to return to the menu.