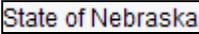
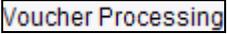
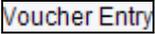
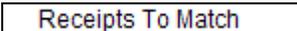


Entering Vouchers Using Three-Way Match Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Voucher Processing link. 
4.	Click the Voucher Entry link. 
5.	Click the Voucher Entry with PO link. 
6.	Click the Add button. 
7.	Enter the purchase order number to be matched to the voucher into the Order Number field.
8.	Click in the Supplier field. 
9.	Enter the supplier's Address Book number into the Supplier field.
10.	Click in the Invoice Num. field. 
11.	Enter the number printed on the supplier's invoice into the Invoice Num. field. Note: Multiple invoice numbers can be entered (ex. invoice1, invoice2, invoice3, etc.) up to 25 characters.
12.	Click in the Fund field. 
13.	Enter the number of the fund responsible for the voucher into the Fund field.
14.	Click the Form button. 
15.	Click the Receipts To Match menu. 
16.	Click Find , if needed, to display a list of receipts to match. Note: If no available orders display, type an asterisk (*) in the Fund field and click Find. If no available receipts display, a voucher has already been created.

Step	Action
17.	Choose one or more receipts to match by clicking the check box next to it. 
18.	Click the OK button. 
19.	Write down the system-assigned numbers in the Voucher Num and Batch header fields.
20.	Change the following fields on the QBE, as needed, to reflect the vendors invoice: Note: Changes must be made on the original line, not on the blank line at the bottom. Quantity to Voucher – Type a quantity that matches the invoice quantity. Amount to Voucher – Type the price if the current price differs from the voucher. Note: 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. G/L Class – Enter the appropriate offset code. Required for multi-funded 3-way match vouchers. Note: This field is required when the general ledger distribution for a portion of the voucher will go to a fund other than the fund listed in the voucher header. This action splits the accounts payable to multiple funds and prevents early cash movement among the funds.
21.	Change the following fields on the QBE, as needed, to reflect the vendors invoice: Payment Terms – Type the appropriate payment term code. Discount Due Date – defaults based on payment terms and invoice date Note: 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. Due Date – defaults based on payment terms and invoice date Note: <u>DO NOT CHANGE</u> 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.
22.	Change the following fields on the QBE, as needed, to reflect the vendors invoice: Payee Number – <u>DO NOT CHANGE</u> . Contact the Address Book representative at DAS – State Accounting for changes. Note: Changes to this field will create vendor payment problems Warrant Remark – Type a remark that will appear on the warrant.

Step	Action
23.	Click the OK button. 
24.	Click the Cancel button. Note: Follow the same steps to enter additional vouchers or click Cancel to return to the Supplier Ledger Inquiry window. 
25.	Click the Close button. 
26.	You have successfully completed this lesson. End of Procedure.