

Entering Vouchers using Three-Way Match

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Entering Vouchers using Three-Way Match

Entering Vouchers using Three-Way Match Overview

Use Voucher Match windows to create vouchers using the voucher-matching process.

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

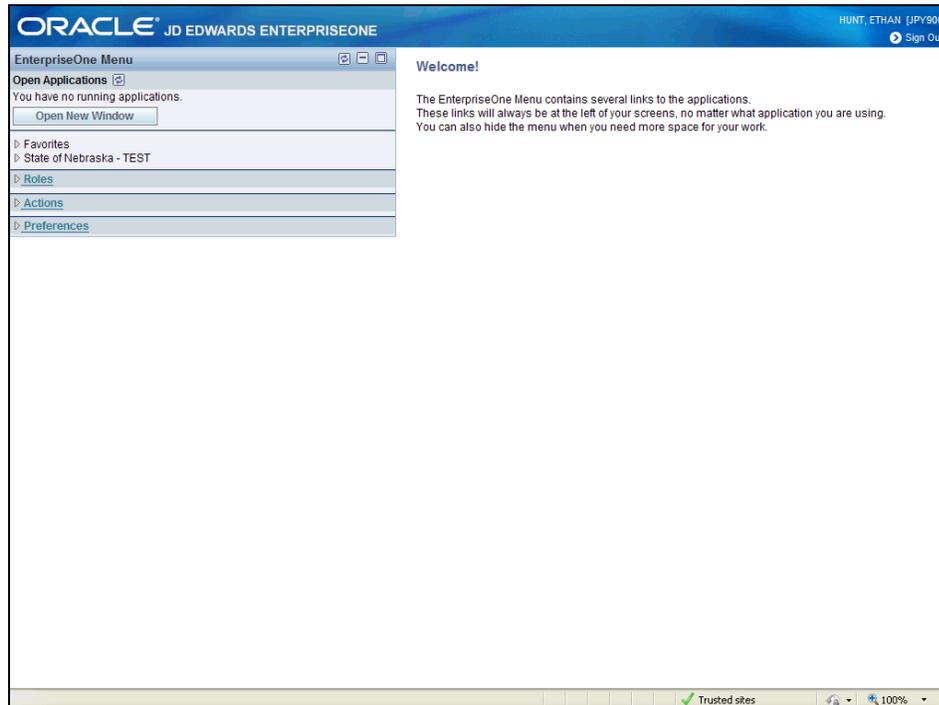
- The original purchase order
- The supplier's invoice
- The purchase order receipt record for the items that were received – G/L Post Report

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 it can be entered a voucher for it using 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 Three-Way Match Lesson

Procedure

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

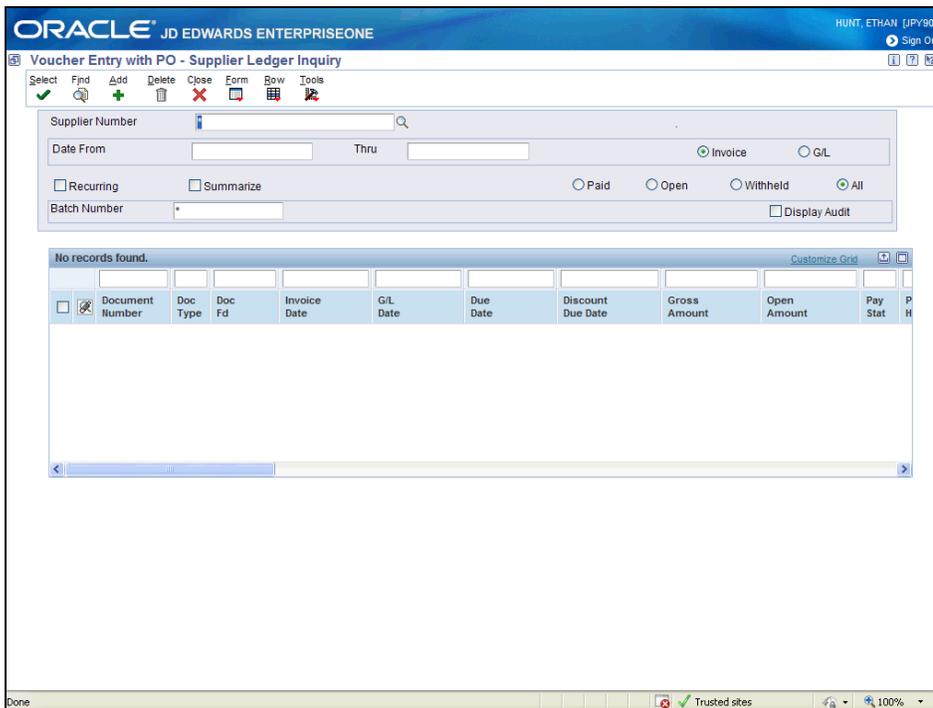


Step	Action
1.	Click the State of Nebraska link. State of Nebraska

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Step	Action
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.



Step	Action
6.	Click the Add button.

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Voucher Entry with PO - Voucher Match'. The form is divided into several sections. The top section contains fields for 'Order Number', 'Supplier', 'Invoice Num.', 'Gross Amount', 'Invoice Date', and 'G/L Date'. The middle section contains fields for 'Business Unit', 'Batch', 'Fund', 'Tax', 'Discount Amt.', 'Taxable Amt.', 'Retained Amt.', and 'Remaining'. Below these fields is a table with columns: Document Number, Doc Ty, Quantity To Voucher, Amount To Voucher, Expense Account, G/L Class, SBL Type, Subledger, and Remark. The table currently shows one record with all fields empty.

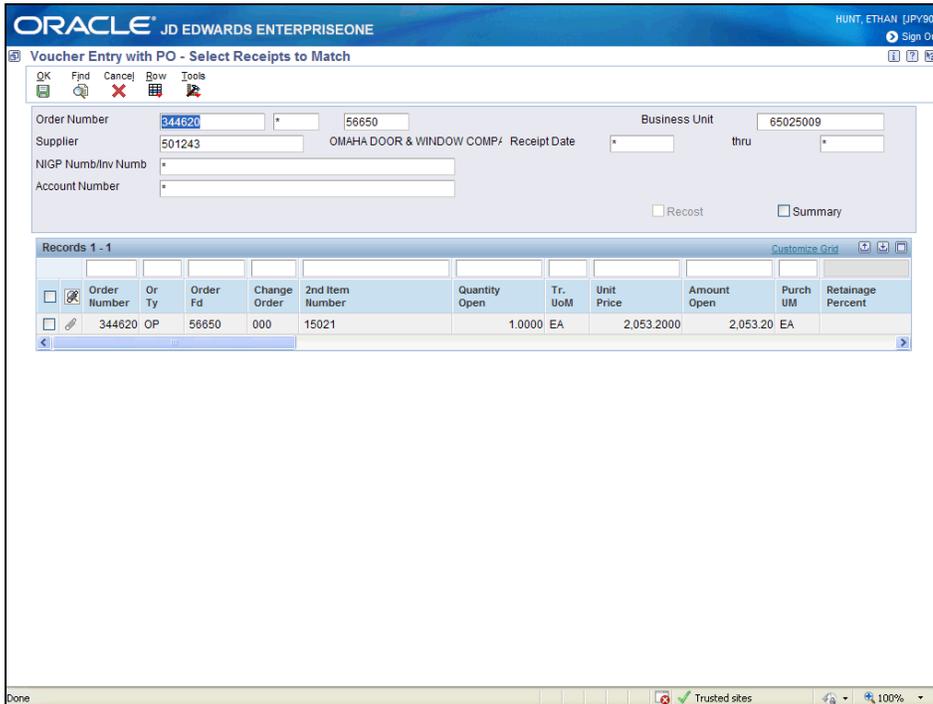
Step	Action
7.	Enter the purchase order number to be matched to the voucher into the Order Number field.
8.	Click in the Supplier field. <input type="text"/>
9.	Enter the supplier's Address Book number into the Supplier field.
10.	Click in the Invoice Num. field. <input type="text"/>
11.	Enter the number 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. <input type="text"/>
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. <input type="button" value="Receipts To Match"/>

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Step	Action
16.	<p>Click Find, if needed, to display a list of receipts to match.</p> <p>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.</p>

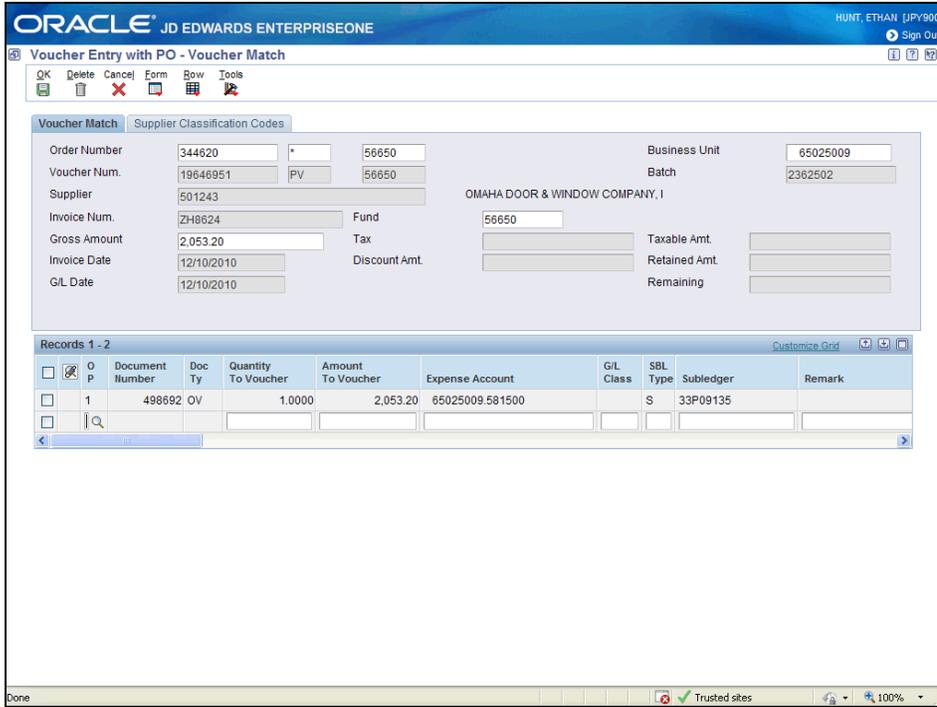


Step	Action
17.	<p>Choose one or more receipts to match by clicking the check box next to it.</p> 
18.	<p>Click the OK button.</p> 
19.	<p>Write down the system-assigned numbers in the Voucher Num and Batch header fields.</p>

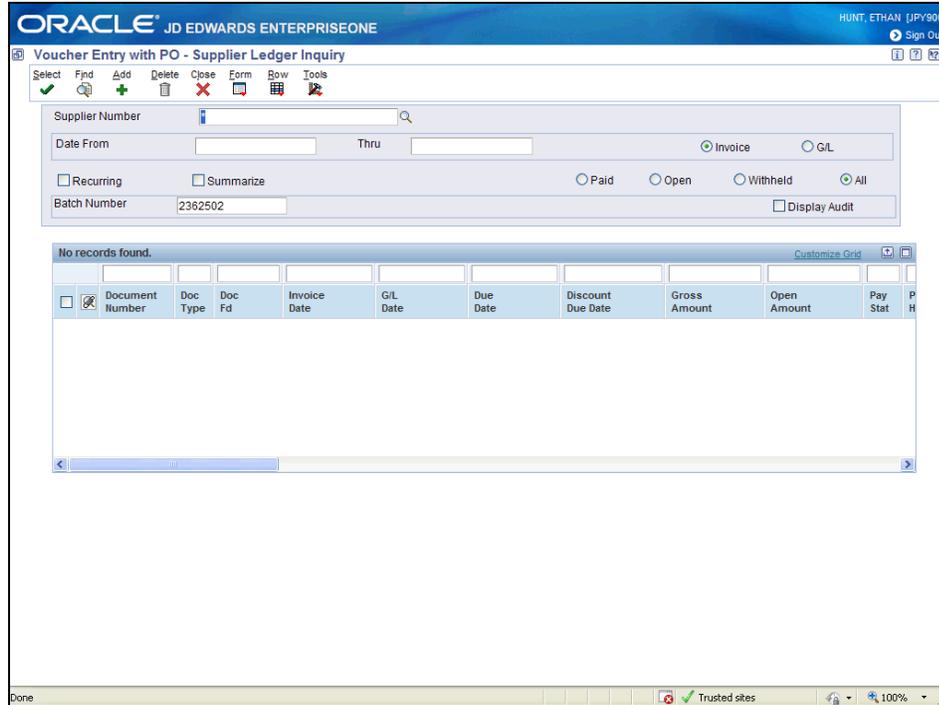
Step	Action
20.	<p>Change the following fields on the QBE, as needed, to reflect the vendors invoice:</p> <p>Note: Changes must be made on the original line, not on the blank line at the bottom.</p> <p>Quantity to Voucher – Type a quantity that matches the invoice quantity.</p> <p>Amount to Voucher – Type the price if the current price differs from the voucher.</p> <p>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.</p> <p>G/L Class – Enter the appropriate offset code. Required for multi-funded 3-way match vouchers.</p> <p>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.</p>
21.	<p>Change the following fields on the QBE, as needed, to reflect the vendors invoice:</p> <p>Payment Terms – Type the appropriate payment term code.</p> <p>Discount Due Date – defaults based on payment terms and invoice date</p> <p>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.</p> <p>Due Date – defaults based on payment terms and invoice date</p> <p>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.</p>
22.	<p>Change the following fields on the QBE, as needed, to reflect the vendors invoice:</p> <p>Payee Number – <u>DO NOT CHANGE</u>. Contact the Address Book representative at DAS – State Accounting for changes.</p> <p>Note: Changes to this field will create vendor payment problems</p> <p>Warrant Remark – Type a remark that will appear on the warrant.</p>

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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. 



Step	Action
25.	Click the Close button. 
26.	You have successfully completed this lesson. End of Procedure.

Add Miscellaneous Charges

To add an additional charge, or reduce the original amount, that is not included in an invoice begin the following steps after reviewing the QBE line in the previous lesson.

Note: Examples of miscellaneous charges include, but are not limited to, freight or delivery, invoice discrepancies, additional or reduced charges, rounding, etc.

Warning: Do not add freight or delivery charges for items purchased off a contract, as all contracts should be FOB (Free on Board) Destination. Please note that some exceptions apply; review the specifications on the contract for delivery information.

1. 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 – Type Account Number to charge for additional expense (i.e. xxxxxxxx.521300 for freight expense; xxxxxxxx = Business Unit, 521300 = object account for freight expense.)

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- Or Ty – if not defaulted, enter the purchase order type (i.e. OP, O9, OH, OG, etc.)
Note: This should match the original lines of purchase order
- Pay Stat – A (approved) Gross Amount on voucher must equal the receipts vouchered plus any freight or delivery charge added.

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