

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.

If there is no purchase order to match, complete the instructions in [Entering Vouchers Without Purchase Orders](#).

This work instruction shows how:

[Enter a Voucher Using Two-Way Match](#)

[Add a Freight or Delivery Charge](#)

[Review a Voucher](#)

This instruction contains [Additional Functions and Options](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

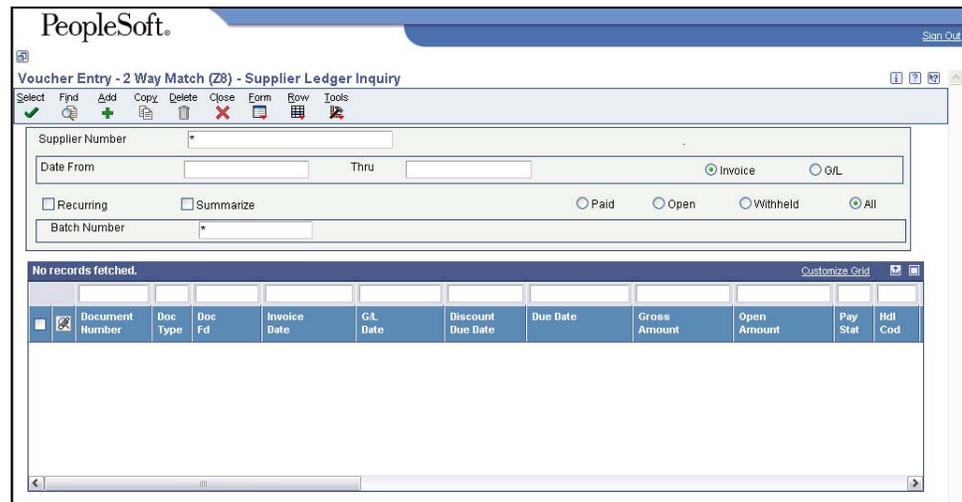
Click Roles, Accounts Payable.
 (Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Voucher Processing > Voucher Entry > Voucher Entry - 2 Way Match (Z8)

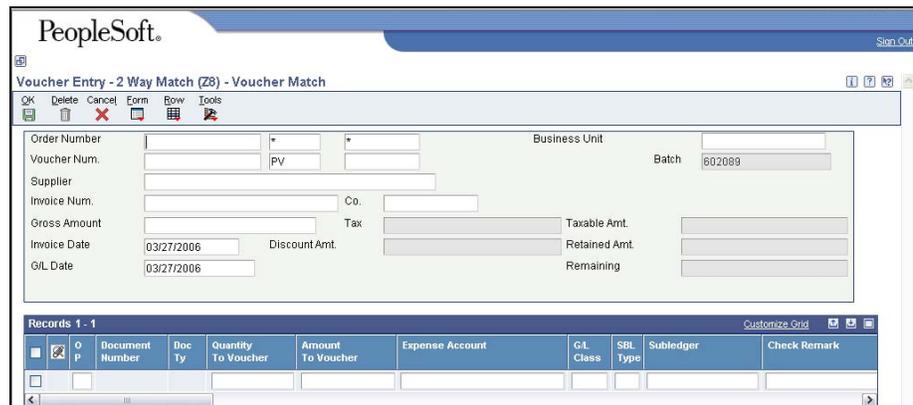
Steps

Enter a Voucher Using Two-Way Match

Start this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window.



1. Click **Add**. The Voucher Entry with PO – Voucher Match window appears.



2. Complete the following:
 - Order Number – Type the purchase order number to be matched to the voucher.

- Supplier – Type the supplier's Address Book number.
- Invoice Num. – Type the number printed on the supplier's invoice.
- Gross Amount – Type the amount of the pay item.
- Invoice Date – Type the date printed on the supplier's invoice.
- ✎ Multiple invoice numbers can be entered (ex. invoice1, invoice2, invoice3, etc.) up to 25 characters.
- G/L Date – Type the current date.
- Co. (Fund) – Type the Fund Number from the purchase order.
- ✎ If you enter more than one voucher, the system will default the date entered for the first voucher to all subsequent vouchers.

Order Number	Document Number	Doc Ty	Quantity To Voucher	Amount To Voucher	Expense Account	G/L Class	SBL Type	Subledger	Check Remark

3. Click **Form, Orders To Match**. The Voucher Entry with PO – Select Orders to Match window appears.

Order Number	Or Ty	Order Fd	Change Order	Line Number	Quantity Open	Tr. UOM	Amount Open	Purch. UOM	Account Number	Sub - Type	Sub ledger	Li T
46344	Z8	56650	000	1.000	40.0000	HR	800.00	HR	65025009.554900			J

4. Click **Find**, if needed, to display a list of orders to match.
 - ✎ If no available orders display, type an asterisk (*) in the **Fund** field and click **Find**.
 - ✎ If no available orders display, it is possible that a voucher has already been created.
5. Choose one or more orders to match.
 - ✎ If the invoice pertains to multiple purchase orders, choose the line items for each purchase order.

6. Click **OK**. The Voucher Entry with PO – Voucher Match window appears.

Document Number	Doc Ty	Quantity To Voucher	Amount To Voucher	Expense Account	G/L Class	SBL Type	Subledger	Check Remark
1		40.0000	800.00	65025009.554900				

7. Write down the system-assigned numbers in the Voucher Number and Batch header fields.
8. Change the following, as needed, to reflect the vendors invoice:

- 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 unit price if the current price differs from the voucher.
- 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.
 - Payment Terms – Type the appropriate payment term code.
 - Discount Due Date - defaults based on payment terms and invoice date
 - 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
 - DO NOT CHANGE** 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](#).
 - Payee Number – **DO NOT CHANGE**. Contact the Address Book representative at DAS - State Accounting for changes.
 - Warrant Remark – Type a remark that will appear on the warrant.

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

- Follow the same steps to enter additional vouchers or click **Cancel** to return to the Voucher Entry with PO – Supplier Ledger Inquiry window.

Add a Freight or Delivery Charge

To add a freight or delivery charge that is not included in an invoice begin the following steps after Step 8 above.

9. 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
10. Click **OK** to accept the information and clear the window.

Review the Voucher

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**.

	Document Number	Doc Type	Doc Id	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Htd Cod
<input type="checkbox"/>	1511751	PD	23320	07/01/2003	09/17/2003	09/17/2003	09/17/2003	133.50-		P	
<input type="checkbox"/>	1511755	PV	10000	08/21/2003	09/17/2003	09/20/2003	09/20/2003	50.00		P	
<input type="checkbox"/>	1511758	PV	23330	08/12/2003	09/17/2003	09/11/2003	09/11/2003	252.00		P	
<input type="checkbox"/>	1511761	PV	23320	08/21/2003	09/17/2003	09/20/2003	09/20/2003	49.50		P	
<input type="checkbox"/>	2229410	PV	52510	12/30/2003	01/28/2004	01/29/2004	01/29/2004	5.00		P	
<input type="checkbox"/>	3328044	PV	56541	05/10/2004	05/25/2004	05/28/2004	06/09/2004	119.70		P	
<input type="checkbox"/>	3328044	PV	56541	05/10/2004	05/25/2004	05/28/2004	06/09/2004	87.80		P	
<input type="checkbox"/>	3328994	PV	56541	05/12/2004	05/25/2004	05/30/2004	05/30/2004	126.00		P	

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.

Additional Functions and Options

Do any of the following from the Voucher Entry with PO – Voucher Match window.

To	Do This
Display the Work with Order Details window.	Click Row, Review Orders .
Display the Order Line Amounts window.	Click Row, Line Amounts .