

**Quick
Reference**

3-way Match vs. 2-way Match

3-way Match	2-way Match
Matches: Original Purchase Order Supplier's Invoice Purchase Order Receipt	Matches: Original Purchase Order Supplier's Invoice
Used for purchases of finished goods for which you have a receipt.	Used for non-item purchases for which there are no receipts, such as repair services or rent.
	May be used for Service purchases between \$25,000 - 50,000 (with or without contract).
	May not be used for commodity or IT Service purchases.

To:	Do this:
<p>Enter a Voucher using 2-way Match</p>	<p>Navigation: Payables > Voucher Processing > Voucher Entry > Voucher Entry - 2 Way Match (Z8)</p> <p>Start this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window.</p> <ol style="list-style-type: none"> 1. Click Add. The Voucher Entry with PO – Voucher Match window appears. 2. Complete the following: <ul style="list-style-type: none"> • 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. • G/L Date – Type the current date. • Co. (Fund) – Type the Fund Number from the purchase order. 3. Click Form, Orders To Match. The Voucher Entry with PO – Select Orders to Match window appears. 4. Click Find, if needed, to display a list of orders to match. <ul style="list-style-type: none">  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. <ul style="list-style-type: none">  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. 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: <ul style="list-style-type: none">  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. <ul style="list-style-type: none">  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 <ul style="list-style-type: none">  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 <ul style="list-style-type: none">  <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. • Payee Number – <u>DO NOT CHANGE</u>. 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.

