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# **JD Edwards World**

## **Choosing Receipt Records to Match to an Invoice**

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# Choosing Receipt Records to Match to an Invoice Enhancement

## Overview

JD Edwards World Customers using the Match Voucher to Open Receipt program can create a voucher from an invoice and if an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice.

The system creates a voucher interactively when you match receipt records to an invoice.

The Match Open Purchase Orders enhancement enables customers to prevent employees from changing the Supplier field.

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# Choosing Receipt Records to Match to an Invoice



From Stock Based Procurement (G43A), choose Receipts Matching and Posting  
From Receipts Matching and Posting (G43A15), choose Match Voucher to Open Receipt

To create a voucher from an invoice, you must locate the receipt records that correspond to the invoice and match them to the invoice. For example, if a supplier has sent you an invoice for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the invoice.

The total amount of the receipt records you match to an invoice must equal the amount on the invoice. For example, if two receipt records correspond to an invoice and each receipt record is for 200.00, the invoice amount must equal 400.00 to perform a match.

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items, but the invoice amount reflects 50 items, you can change the receipt record quantity to 50. You can create a voucher for the remaining 50 items at a later time.

The system creates a voucher interactively when you match receipt records to an invoice.

If you do not record receipt information, you must match purchase order detail lines to invoices to create vouchers (two-way voucher match). For example, if a supplier sends you an invoice for 100.00, you must locate and match the purchase order detail lines that contain the corresponding 100.00 worth of items.

To prevent employees from changing the Supplier, set the Protect the Supplier field processing option to 1.

## To choose receipt records to match to an invoice

On Match Voucher to Open Receipt (P4314)

**4314 Match Voucher to Open Receipt Match Type**

Tools Help

ORACLE JD Edwards World

Email World Resources Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Exit Program  
 More Details  
 Inquire on Last Transact  
 Exit to Voucher Entry  
 Exit to Voucher Logging  
 Exit to Review Journal E  
 Exit to Purchase Order E  
 Exit to Apply Landed Co  
 Display Our Item or Sup  
 Select Multiple Order Lin  
 Received/Vouchered S  
 Clear Screen

4314 Match Voucher to Open Receipt  
 Mode (F) 0

Match Type 1  
 Branch/Plant 30  
 Prev Voucher:  
 Voucher/Ty/Co. PV  
 Payment Terms. Pay Instr. Z  
 Company 00100 USD  
 Tax Expt Code.  
 Tax Rate/Area.  
 Currency Code. USD  
 Exchange Rate.  
 Open To Voucher

Action Code  
 P.O. Number 2612 0P  
 Supplier 4343 Vector Manufacturin  
 Invoice Number  
 " Amount  
 " Date  
 G/L Date  
 Tax  
 Taxable Amount

Line	Item/Account	Supplier	Quantity	Amount
1.000	TS002	4343	12	6,264.00
2.000	TS002	4343	12	6,264.00

Opt: 1=Match 7=Close 9=Cancel F10=Voucher F13=JE Revisions F24=More

- Complete the following fields:
  - Match Type
  - Branch/Plant
- To locate receipt records or purchase order detail lines for a specific purchase order, complete the P.O. Number field and press Enter.
- To locate receipt records or purchase order detail lines for a specific supplier, complete the Supplier field and press Enter.
- To enter invoice information, complete the following fields:
  - Invoice Number
  - Invoice Amount
  - Date
  - G/L Date
  - Tax
  - Taxable Amount

Do not press Enter.

You can have the system enter the amount, tax, and taxable amount based on the receipt records you choose to match to the invoice.

5. To increase or decrease quantities or amounts, modify the following fields:

- Open to Voucher Quantity
- Open to Voucher Amount

If you are working with receipt records, you cannot increase the quantity to reflect an invoice. You must first receive the additional quantity from the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

6. To choose the lines you want to match, complete the following field and press Enter:

- (O) Option

7. Press F10 to access Voucher Entry (P04105) to review the resulting voucher.

Field	Explanation
Invoice Number	<p>The supplier's invoice number used for voucher entry.</p> <p><b>Note:</b> Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine and enter them as one voucher.</p> <p>If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.</p>
Amount - Invoice Gross	The gross amount of the invoice, including tax amounts but not including discounts.
Tax	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p><i>Form-specific information</i></p> <p>In the Tax Amount field in the upper portion of the screen you can enter the actual tax amount for the entire receipt.</p> <p>Use the Tax field in the fold area to enter the actual tax amount for a single line.</p>
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p><i>Form-specific information</i></p> <p>The Taxable Amount field in the upper portion of the screen indicates the total amount upon which the system has accessed taxes.</p> <p>The Taxable field in the fold area indicates the total amount of the line upon which the system has accessed taxes.</p>

## What You Should Know About

### Locating open receipts

You can locate receipt records using additional search criteria and choose records to match to an invoice. For example, if an invoice is for multiple items, you can locate open receipts based on an item number and supplier and choose records to return to the Voucher Match program.

You can access the Open Receipts program using one of two methods:

- Press F1 on the Order Number field to choose a single receipt record. The system returns all open receipts with the same purchase order number to the Voucher Match program.
- Press F18 to choose multiple receipt records to match to the voucher. The system stores each line you choose and returns all of them to the Voucher Match program. You can review all of the lines you have chosen and the total amount for the lines by pressing F8 from the Review Unmatched Receipts screen (P43214).

For more information about the Open Receipts program, see *Reviewing Open Receipts*.

### Adding new detail lines

You might receive an invoice for goods or services that were never entered on a purchase order. You can set processing option 12 for the Voucher Match program to allow for the entry of new order detail lines during the voucher match process. The system creates a new record in the Purchase Order Detail file (F4311) when you match the new detail line to an invoice.

You must set the processing options for the Purchase Order Line Values to indicate the line type and status codes for new detail lines. The line type you enter must have an inventory interface of 'A' in Order Line Types (P40205)

### Closing or canceling order detail lines

If you use a two-way match process (bypassing the Enter Receipts program), you can close the balance of a detail line or cancel the entire line. For example, if a purchase order detail line contains two items, you can create a voucher for one item and close the remaining balance by entering 7 in the option field, or you can cancel the entire line (both items) by entering 9 in the option field.

You use the processing options for Outgoing Next Status Codes to specify the next status code for a partially vouchered order detail line and a cancelled order detail line.

If you use a three-way match process, you cannot close the balance of a receipt record. Instead, you must reverse the quantity from the Enter Receipts program.

**Taxes**

The system calculates taxes for each order detail line based on:

- The tax explanation code and rate area values assigned to the detail line, which can be different from those specified in the header of the Voucher Match screen
- The Taxable (Yes or No) flag
- The tax calculation rules set up on Tax Rules by Company (P0022)

You must press F4 to display the detail area (fold) in the Voucher Match screen to review, change, or add tax information for a detail line.

You can also enter a specific tax amount for a detail line. If you enter a tax amount, you must also enter the tax rate/area and an explanation code.

A No/Yes tax rule defined on Tax Rules by Company is not valid for the Procurement system. That is, the Calculate Tax on Gross field cannot be set to no if the Calculate Discount on Gross field is set to yes.

**Default values for header fields**

If you inquire on receipt records by supplier and records for multiple purchase orders appear, header defaults for the Voucher Match program reflect purchase order header information for the first receipt record that displays. If you perform a match, these values override header values for all other receipt records.

**Purchase order number for voucher**

When you create a voucher using receipt records from multiple purchase orders, the system uses the purchase order number from the first receipt record you matched to the invoice as a reference.

**Landed costs**

When you add landed costs to receipt records prior to the voucher match process, the system might create separate detail lines for the landed costs depending on how you have set up the costs. To create a voucher for the landed costs, locate and match the landed cost line to the appropriate invoice.

For more information about landed costs, see *Entering Landed Costs*.



**Multi-currency**

You can set up automatic accounting instructions to account for variances in the exchange rate. If you enter a new exchange rate during the voucher match process, the system creates journal entries to account for the variance between costs incurred at the old exchange rate and costs incurred at the new exchange rate. The system uses the account number you specify in AAI 4340 for exchange rate variances. For more information, see *AAI Tables for the Procurement System*.

If the line type on the purchase order line you are vouchering has an inventory interface of A or B (usually line types J and B, respectively), you can have the system book exchange rate variances back to the expense account on the order line instead of the account in AAI 4340. You specify which account the system uses with the Exchange Rate Variance flag in Order Line Types (P40205).

**Reviewing voucher information**

You can review the voucher number and the quantity and amount for receipt records for which vouchers already exist by changing the match type to 2.

**Option 1**

Option 1 allows for partial vouchers. If the quantity vouchered is less than the quantity received the system will create a voucher for that quantity/amount entered at voucher match time and leave the remaining quantity open to be vouchered at a later date.

**Option 7**

For inventory based purchasing, if you change the quantity and place a 7 in the option field, error 3613 "Qty must match original" will result. Option 7 can only be used in 3-Way match when purchasing to the G/L. The system will account for any differences from the amount received.

**Option 9**

Option 9 is not applicable in 3-Way match. When a 9 is placed in the option field, error 3134 "Cancel not allowed in 3-Way match" will result.

## Processing Options

See [Match Open Orders \(P4314\)](#).