Pay the Piper – Automatically
How to Automate Your Voucher Match Process

By Tim Scott

E1 Editor's Note: Don't you love brand new stuff? OK, when it's software, brand new doesn't always work quite perfectly. For this article Tim Scott bravely rolled up his sleeves and dived in. He found some glitches, but also found out how to work around or solve them. He shows us the setup, the options, and demonstrates how it all comes together. We think you'll be quite interested in the Voucher Match Workbench.

Overview
Is voucher matching one of the least favorite parts of your job? After spending all day on it, do you wake up at night with sweat on your brow and a scream on your lips? Or does this happen the night before you do voucher matching? Do you wish there was a more automatic way to do it?

Fortunately, there is a way to have the system voucher match for you—you just need to handle any exceptions. This will free up your time to handle all the other tasks on your “To Do” list.

This is something new to JDE EnterpriseOne 9.1; the screen prints below are from a 9.1 environment.

Introduction
As those of you in the Accounts Payable Department know, voucher matching can be a tedious, time-consuming, expensive task—opening the envelope (or e-mail), trying to read the supplier's name, the amount you owe, the supplier's invoice number; once that is done, go into JDE to look up the supplier's address book number, enter the invoice number, then find the purchase order lines to match to the invoice. Once done, it is on to the next envelope (or e-mail) from another supplier—and so on, and so on.

To help minimize this work, a new process has been created to automatically voucher an invoice based on total amount owed, by item and/or purchase order number, or other ways. Plus it incorporates your existing voucher tolerance rules so if the invoice is “close enough” the system will still match the voucher.

There are many steps to this process, so let's dig in to the details.

Setup
These are the steps needed to accomplish the auto matching of vouchers:

1. Set up suppliers. We need to indicate which suppliers we will auto voucher.
2. Setup a version or two of the Voucher Match Automation Driver (R4304010). This UBE will handle both logged and non-logged vouchers—but not at the same time. If you deal with logged and non-logged vouchers you will need at least two versions of this UBE.
3. Setup versions of the Voucher Match Automation UBEs. Depending on the rules you set for the suppliers (e.g., match by invoice and item), you will need versions of R4304016, R4204020, and/or R4304021. If you like to run UBEs in proof mode when possible, you will be setting up at least two versions of each of these UBEs.

4. Batch Voucher Processor Report (R04110ZA). If you process logged vouchers, you will need a version of this UBE (or two if you want to run it in proof mode first). This UBE has been around for a while so you may already have a version (or more) you can use in this process.

5. Voucher Match (P4314). Each of the Voucher Match Automation (VMA) UBEs calls a version of the Voucher Match program (P4314), so you will need at least one version of this program. This program also has been around for a long time so you may already have a version that would work.

6. Purchasing Tolerance Rules. If you want to have tolerances for the VMA process, you will need to set them up—or use the ones you currently have.

7. Rounding Tolerance Rules. If a supplier’s invoice has one line for a purchase order line you received against multiple times (such as several partial receipts), you can set up a rounding tolerance rule.

8. Load the Voucher Transactions – Batch Upload table (F0411Z1). You are on your own here—there is not a standard JDE process to load this table with the invoices your supplier sends you. Perhaps using R47002C (Inbound Flat File Conversion) version XJDE0036 (Inbound Invoice) or R47012 (EDI Inbound Invoice) would be a good start at being able to populate F0411Z1. Additionally, there are some companies out there that can read the scanned invoice using OCR (Optical Character Reader) technology to create a record that can be moved in to the F0411Z1 table.

Fortunately, the steps above are pretty much a one-time setup; one obvious exception is repeating step 1 for each new supplier that you bring in to your VMA process—as well as testing with each new supplier.

Process

The Voucher Match Automation is on menu G43B15.

First, let’s take a look at a supplier master record—in particular at the Purchasing 2 tab.