

Requesting Non-PO Payment in JD Edwards


The Automated Voucher Match (AVM) queue in JD Edwards is used to process non-PO invoices. If you receive an invoice directly, i.e. outside of JD Edwards, enter it into the system and request the payment. Invoices can also be sent to [REDACTED] This document will provide instructions on:

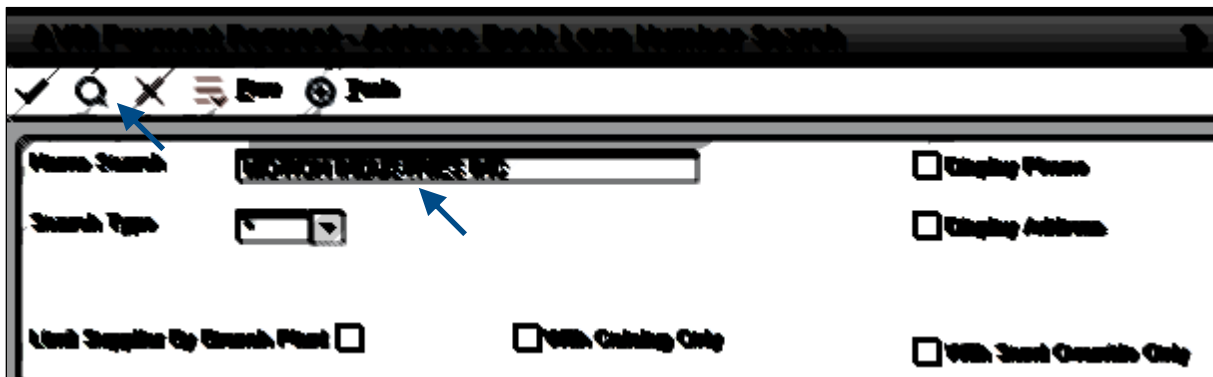
- Entering invoice information
- Attaching the invoice and supporting documentation

Accessing AVM Payment Request and Selecting a Supplier

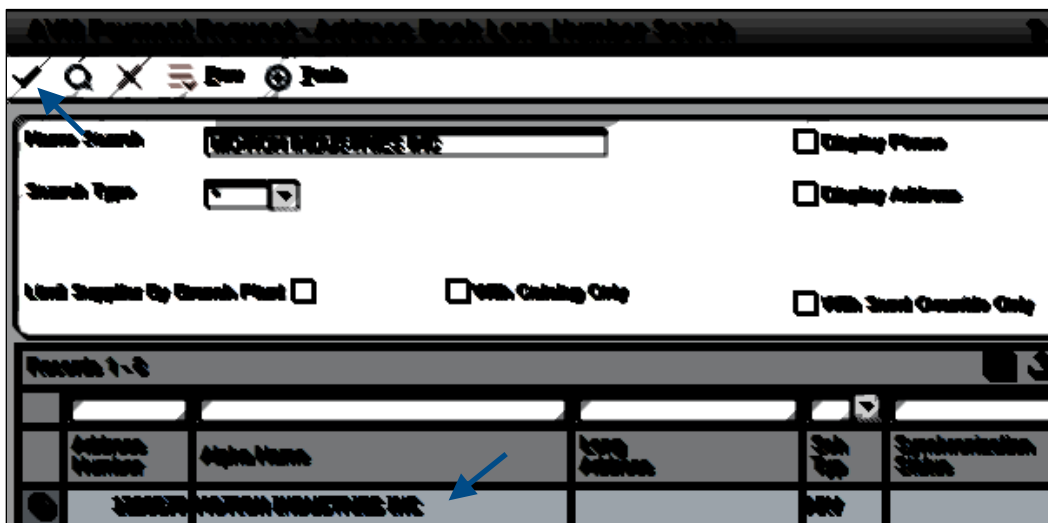
- 1 From the WestRock menu, choose **Purchasing & Inventory > Purchasing > Purchasing Inquiries > AVM Payment Request**.

Result: JD Edwards displays the AVM Payment Request – Payment Request Entry screen.

- 2 Search for a supplier number by clicking inside the Supplier Number field and click **Visual Assist**  .
- 3 Type the supplier name in the Name Search field and click **Find**:



- 4 Select a supplier and click the green check mark:



| Address Number | Alpha Name | Long Number | Sub Type | Synchronization Status |
|----------------------|-------------------------|----------------------|----------|------------------------|
| 00000000000000000000 | WESTROCK INDUSTRIES INC | 00000000000000000000 | 0000 | |

Result: JD Edwards displays the Supplier Number on the Payment Request Entry screen.

Requesting Payment: Branch User

- 1 Enter the required fields. This includes:
 - Invoice Amount
 - Invoice Date – create an invoice date if one is not provided
 - Invoice Number
 - Approving Business Unit

The screenshot shows the 'Request' form in JD Edwards. The following fields are highlighted with blue boxes to indicate they are required:

- Supplier Number *
- Invoice Amount *
- Invoice Date *
- Invoice Number *
- Approving Business Unit *

The form also displays the Supplier Name as 'MOTION INDUSTRIES INC' and the Invoice Amount as '12345'.

Note: All asterisk (*) fields are required.

- 2 Select a Payment Handling Code, enter a comment in the field provided, and then click the green check mark:

The screenshot shows the 'Request' form with the 'Payment Handling Code' field selected. A blue arrow points to the 'Payment Handling Code' field, and another blue arrow points to the comment field next to it. The comment field contains the text 'I want to pay to my customer's account'.

Note: Record your AVM Document Number for future reference:

The screenshot shows the 'Request' form with the 'AVM Document Number' field highlighted with a blue box. The field contains the text '123456789'.

3 In the line item section, enter the required fields below:

- Amount
- Description
- Account Number

| Line Number | Amount | Description | Account Number | Coding Category | Coding C | Sub Type |
|-------------|--------|-----------------|----------------|-------------------------|--------------|----------|
| 1.000 | 150.00 | FREIGHT CHARGES | 404000.5225 | FREIGHT IN - DIRECT MFG | -- Select -- | |

Note: Entering a Coding Commodity is optional.

4 Review all the information entered and click the green check mark.

Attaching Files

An invoice and other supporting payment documents must be attached in JD Edwards.

1 Click the **Attachments** button:

Supplier Number: [Field] Supplier Name: [Field]

Invoice Number: [Field] Invoice Amount: [Field]

Invoice Date: [Field] Invoice Description: [Field]

Attachments button: [Button]

2 Click **File > Browse**, navigate to the file you want to attach and then click **OK**.

Note: The attachment size limit is 10MB.

3 Click **Save**  twice.

4 Click the green check mark.

Result: The AVM Payment Request is successfully submitted.

Searching for Payment Request

If you did not record the AVM Document Number, you can still access the payment request after it is completed by following the steps in this section.

1 From the WestRock menu, choose **Purchasing & Inventory > Purchasing > Purchasing Inquiries > Voucher Match Error Queue**.

Result: JD Edwards displays the Voucher Match Error Queue screen.

2 Select **All Records**:

Voucher Match Error Queue - Work with AVM Queue Management

Find Review Close

PO Number *

Supplier Number *

Invoice Number *

Branch Plant *

☐ My Exceptions
☐ All Exceptions (without AP)
☐ All Exceptions (with AP)
☐ Vouchered
☐ Rejected / Duplicate
☒ All Records

3 Scroll right on the grid, type your name in the Transaction Originator column, and click **Find**:

PO Number *

Supplier Number *

Invoice Number *

Branch Plant *

☐ My Branch Plant Exceptions
☐ All Exceptions (without AP)
☐ All Exceptions (with AP)
☐ Vouchered
☐ Rejected / Duplicate
☒ All Records

Records 1-2

| Position | Transaction Originator | Branch Plant | Creation Date | Creation Time | Appl Date | Voucher Date | Owner | Post Message | Voucher | Creation Date | Creation Time |
|----------|------------------------|--------------|---------------|---------------|-----------|--------------|---------|--------------|---------|---------------|---------------|
| 1 | W000001 | W000001 | 10/12/2017 | 10:00 | | 10/12/2017 | W000001 | | | 10/12/2017 | 10:00 |
| 2 | W000001 | W000001 | 10/12/2017 | 10:00 | | 10/12/2017 | W000001 | | | 10/12/2017 | 10:00 |

Result: All records you have completed will appear in JD Edwards.