


# Requesting Non-PO Payment in JD Edwards

Overview	Requesting Payment: Branch User	Attachment Instructions	Notes
<p>The Automated Voucher Match (AVM) queue in JDE is used to process non-PO invoices. If you receive an invoice directly, outside of JDE, enter it into the system and request payment.</p> <p><b>Note:</b> You can also send invoices to [REDACTED]</p> <ol style="list-style-type: none"> <li>1 Enter the invoice information, attach the invoice and supporting documentation, and request payment to create an AVM document in the queue.</li> <li>2 Confirm information in the AVM queue and make changes to coding, account number, BU, or Req Type as needed. See: Working with Non-PO Invoices.</li> </ol> <p><b>Note:</b> Whoever updates the non-PO invoice in the AVM queue becomes the Transactions Originator of the AI document.</p> <ol style="list-style-type: none"> <li>3 The approver approves the AI document.</li> </ol>	<p>Use the AVM queue to request payment for an invoice you received directly.</p> <ol style="list-style-type: none"> <li>1 Click the Navigator icon , click WestRock Menu, and then choose <b>Purchasing &amp; Inventory &gt; Purchasing &gt; Purchasing Inquiries &gt; AVM Payment Request</b>.</li> <li>2 Search for supplier number and assign to your payment request.</li> <li>3 Enter the following information: <ul style="list-style-type: none"> <li>• Invoice Amount</li> <li>• Invoice Date</li> <li>• Invoice Number</li> <li>• Approving Business Unit</li> </ul> </li> <li>4 Select a Payment Handling Code if needed and click the green checkmark.</li> </ol> <p><b>Note:</b> Record your AVM document number for future reference.</p> <ol style="list-style-type: none"> <li>5 In the line item section, enter the fields below: <ul style="list-style-type: none"> <li>• Amount</li> <li>• Description</li> <li>• Account Number</li> </ul> </li> <li>6 (Optional) Verify the commodity code default assignment and validate.</li> <li>7 Review the payment request data entry.</li> <li>8 Click the green checkmark.</li> </ol> <p><b>Note:</b> Asterisks (*) indicate required fields.</p>	<ol style="list-style-type: none"> <li>1 Add the invoice and any other documents to support the payment (for example, credit memo): <ul style="list-style-type: none"> <li>• Click <b>Attachments</b>.</li> <li>• Click <b>File</b>.</li> <li>• Click <b>Browse</b>.</li> <li>• Navigate to the file you want to attach and click <b>OK</b>.</li> </ul> <p><b>Note:</b> The attachment size limit is 10 MB.</p> <ul style="list-style-type: none"> <li>• Click <b>Save</b> twice.</li> </ul> </li> <li>2 Click the green check mark.</li> </ol>	<ul style="list-style-type: none"> <li>• Create an Invoice Date if one is not provided.</li> <li>• To maintain uniform invoice numbers, you <b>must</b> include: alpha numeric numbers and the entire series of numbers.</li> <li>• To maintain uniform invoice numbers, you should <b>not</b> include: Leading zeros (0001423740), dashes, special characters, and spaces.</li> <li>• Adding attachments is mandatory for Non-PO numbers.</li> <li>• Suppliers must be set up in JDE before a payment request can be submitted.</li> <li>• If you forget to record the AVM document number and submit the request, you can find the request by searching the Voucher Match Error Queue (see Requesting Non-PO Payment in JD Edwards quick reference).</li> </ul>