

# **ACCOUNTS PAYABLE – 6B PROCESSING**

## **COVER SHEET FOR RECEIVING AND 3-WAY VOUCHER MATCH**

**DATE:** \_\_\_\_\_

TO: AP CHECK WRITER/6B PERSONNEL  
ACCOUNTS PAYABLE SECTION/OOC  
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**FROM:** \_\_\_\_\_

REQUIRED INFORMATION ON THE INVOICE WHEN SUBMITTING FOR 6B RECEIVING AND 3-WAY VOUCHER MATCH:

## 6B Receiving

- a. Purchase Order (OP) number
- b. Supplier/Address Book number (AB#)
- c. Company Number (CO#)

## 6B 3-way Voucher Matching

- a. Batch Number
- b. Document Number
- c. Name and Date

**IMPORTANT TO PLEASE CHECK THE FOLLOWING PRIOR TO SUBMISSION:**

1. Receiving Quantity, Invoice Qty & Amounts, and PO Qty & Amounts must all **EQUAL** for the 3-way voucher matching process
2. The remit to address on the invoice **MUST** match the address listed for the vendor's Address Book number (AB#) in FMIS.

FOR 6B VOUCHER MATCH AND/OR RECEIVING, ONLY THE INVOICE IS REQUIRED AS PART OF THE SUBMISSION ALONG WITH THIS COVER SHEET. COPIES OF PURCHASE ORDER (PO), PURCHASING RECEIVING RECORDS ARE NOT REQUIRED AS PART OF THE SUBMITTAL.