

# **2 Way Match Accounting**

## **2-Way Match Accounting: Challenges, Opportunities, and Best Practices**

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### **Introduction: Understanding 2-Way Match Accounting**

2-way match accounting is a crucial process in accounts payable (AP) automation that verifies the accuracy and legitimacy of invoices before payment. Unlike a 3-way match (which also includes a goods receipt), a 2-way match compares only two documents: the purchase order (PO) and the supplier invoice. This method checks whether the quantity and price on the invoice align with the initial purchase order. While simpler than a 3-way match, 2-way match accounting still offers significant benefits in streamlining AP processes and improving financial controls. However, it also presents unique challenges that need careful consideration.

### **The Mechanics of 2-Way Match Accounting**

The 2-way match process hinges on the accurate creation and management of purchase orders and invoices. The system compares data points such as:

**PO Number:** Verifies that the invoice relates to an authorized purchase.

**Item Description:** Checks that the goods or services received match the description on the PO.

Quantity: Confirms that the quantity invoiced matches the quantity ordered.

Unit Price: Ensures the price charged aligns with the agreed-upon price on the PO.

Any discrepancies between the PO and the invoice will trigger an exception, requiring manual intervention and investigation before payment can be processed. This automated flagging of discrepancies is a key advantage of 2-way match accounting.

## **Advantages of Implementing 2-Way Match Accounting**

Implementing a 2-way match accounting system offers several compelling advantages:

**Enhanced Accuracy:** By comparing the PO and invoice, the system drastically reduces the risk of paying for incorrect quantities or inflated prices. This leads to greater accuracy in financial reporting.

**Fraud Prevention:** The automated checks deter fraudulent invoices by highlighting inconsistencies and requiring closer scrutiny.

**Improved Efficiency:** Automating the matching process frees up AP staff from tedious manual tasks, allowing them to focus on higher-value activities. This significantly boosts efficiency and reduces processing times.

**Reduced Costs:** By minimizing errors and payment delays, 2-way match accounting contributes to cost savings in the long run.

**Better Cash Flow Management:** Faster and more accurate invoice processing improves cash flow predictability and allows for more effective cash management.

**Stronger Internal Controls:** The system strengthens internal controls by introducing an automated layer of verification, reducing the risk of errors and fraud.

## **Challenges in Implementing 2-Way Match Accounting**

Despite its benefits, implementing and maintaining a 2-way match accounting system presents certain challenges:

**Data Integrity:** The accuracy of the 2-way match relies heavily on the accuracy of the data entered into the PO and invoice systems. Inconsistent data entry can lead to false positives and unnecessary delays.

**Exception Handling:** A high volume of exceptions can overwhelm the AP department, negating the efficiency gains of automation. Effective exception management processes are crucial.

**System Integration:** Integrating the 2-way match system with existing ERP and other accounting systems can be complex and require significant investment.

**Supplier Compliance:** Suppliers need to be compliant with the system's requirements for accurate and consistent invoice data. This may require training and ongoing communication.

**Cost of Implementation:** The initial investment in software, training, and system integration can be substantial.

**Maintenance and Updates:** Ongoing maintenance and updates are necessary to ensure the system remains efficient and effective.

## **Opportunities Presented by 2-Way Match Accounting**

Beyond the core benefits, 2-way match accounting opens up several significant opportunities:

**Improved Supplier Relationships:** Streamlined processing and faster payments can enhance relationships with suppliers.

**Data-Driven Insights:** The data generated by the system can provide valuable insights into spending patterns and supplier performance.

**Scalability:** A well-designed 2-way match system can easily scale to accommodate business growth.

**Integration with other technologies:** The system can be integrated with other technologies, such as robotic process automation (RPA) and AI, to further enhance efficiency and accuracy.

## **Best Practices for Implementing 2-Way Match Accounting**

To maximize the benefits and mitigate the challenges of 2-way match accounting, organizations should follow these best practices:

**Thorough Planning and Design:** Carefully plan the implementation process, including system selection, data migration, and user training.

**Data Quality Management:** Implement robust data quality controls to ensure accuracy and consistency in PO and invoice data.

**Effective Exception Management:** Develop clear procedures for handling exceptions, assigning responsibility, and ensuring timely resolution.

**Supplier Collaboration:** Work closely with suppliers to ensure compliance with the system's requirements.

**Regular Monitoring and Review:** Continuously monitor the system's performance and make adjustments as needed.

**Employee Training:** Invest in adequate training for employees responsible for managing the system.

## **Conclusion**

2-way match accounting offers a powerful tool for improving the accuracy, efficiency, and control of accounts payable processes. While challenges exist, particularly concerning data integrity and exception management, the benefits of reduced errors, fraud prevention, and improved cash flow significantly outweigh the hurdles. By adopting best practices and proactively addressing potential challenges, organizations can unlock the full potential of 2-way match accounting and establish a robust, efficient, and secure AP function.

## FAQs

1. What is the difference between 2-way and 3-way matching? 2-way matching compares the purchase order and invoice, while 3-way matching adds a goods receipt note for complete verification.
2. How can I improve data integrity in my 2-way match system? Implement data validation rules, automated data cleansing procedures, and robust training for data entry personnel.
3. What are the common exceptions encountered in 2-way match accounting? Quantity discrepancies, price discrepancies, missing PO numbers, and incorrect item descriptions.
4. How can I reduce the volume of exceptions in my 2-way match process? Improve data quality, work closely with suppliers on data accuracy, and regularly review and refine matching rules.
5. What software solutions are available for 2-way match accounting? Many ERP systems and specialized AP automation software offer 2-way match capabilities.
6. What is the ROI of implementing 2-way match accounting? The ROI varies depending on the organization's size and complexity, but it generally involves significant cost savings through improved efficiency and reduced errors.
7. How can I ensure supplier compliance with 2-way match requirements? Clearly communicate requirements, provide training, and offer ongoing support.
8. What are the key performance indicators (KPIs) for 2-way match accounting? Exception rate, invoice processing time, payment cycle time, and error rate.
9. Can 2-way match accounting be used for all types of purchases? It's most effective for purchases with standardized items and clear specifications, but may not be suitable for all scenarios.

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entrepreneur, consultant, and finance expert Christine H. Doxey delivers a unique and powerful approach to the accounts payable process and discusses the impact of the automation of the Procure to Pay (P2P) process. The toolkit explores all aspects of the accounts payable process, from the establishment of the contract and the purchase order to the supplier validation process, invoice processing and payment, accounting, and fiscal close. You'll learn the key metrics and analytics needed for the accounts payable process. This comprehensive toolkit provides the best practices, tools, and internal controls that can help safeguard your company's cash and other assets. You'll obtain a variety of tools to create the foundation required for current internal controls and compliance to ensure that suppliers are correctly validated in the supplier master file to maintain regulatory compliance. Avoid paying fraudulent or inaccurate invoices and avoid paying a supplier's invoice more than once. Be certain that all supplier invoices are properly accounted for to ensure an accurate fiscal close. Finally, stay up to date with all current and coming trends in the accounts payable process, including eInvoicing, ePayment, Robotic Process Automation (RPA), Artificial Intelligence (AI), Machine Learning, and eAccounting. The New Accounts Payable Toolkit provides guidance for the implementation of AP automation solutions that can streamline and modernize your own systems and processes to take advantage of new digital developments. Perfect for controllers, chief financial officers, and finance managers, The New Accounts Payable Toolkit will also earn a place in the libraries of students and professionals who seek to better understand the components of an optimal accounts payable. **UNCOVER A UNIQUE AND POWERFUL NEW APPROACH TO ACCOUNTS PAYABLE PROCESSES** The New Accounts Payable Toolkit offers readers a comprehensive and timely new way of handling their accounts payable systems and processes. You'll discover how to implement new digital technologies in every aspect of the accounts payable process, from the establishment of the initial contract and purchase order to the supplier validation process, invoice processing and payment, accounting, and fiscal close. You'll learn to validate suppliers in the master list to ensure regulatory compliance, prevent multiple payments for a single invoice, keep from paying fraudulent, inaccurate, or incomplete invoices, and apply best practices to help safeguard your company's assets. You'll also discover how to measure and record key metrics and analytics to maintain an effective accounts payable process. Finally, you'll read about new and upcoming trends in accounts payable, like artificial intelligence, machine learning, and robotic process automation that you can implement today to realize new efficiencies and savings. Ideal for chief financial officers, finance managers, and controllers, The New Accounts Payable Toolkit is an invaluable guide to modernizing and optimizing your own company's accounts payable processes and systems.

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