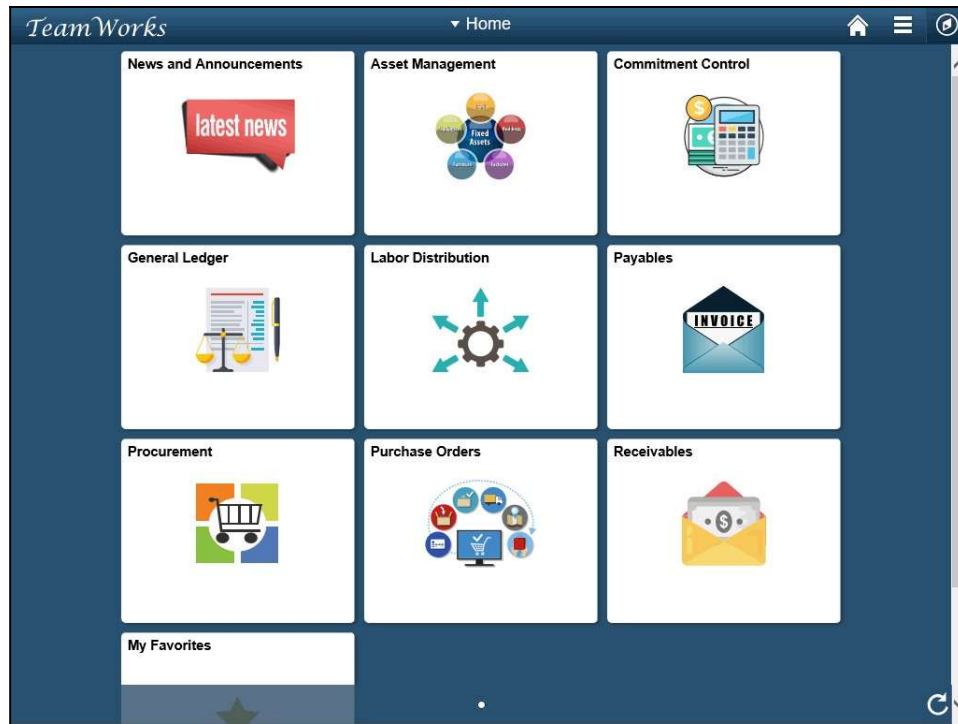
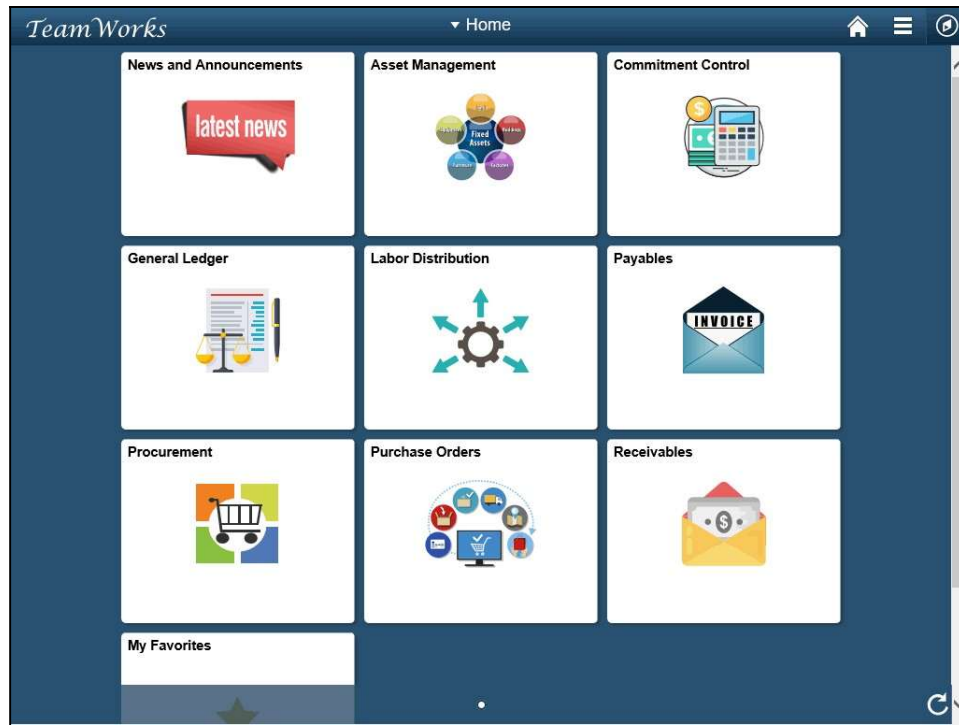


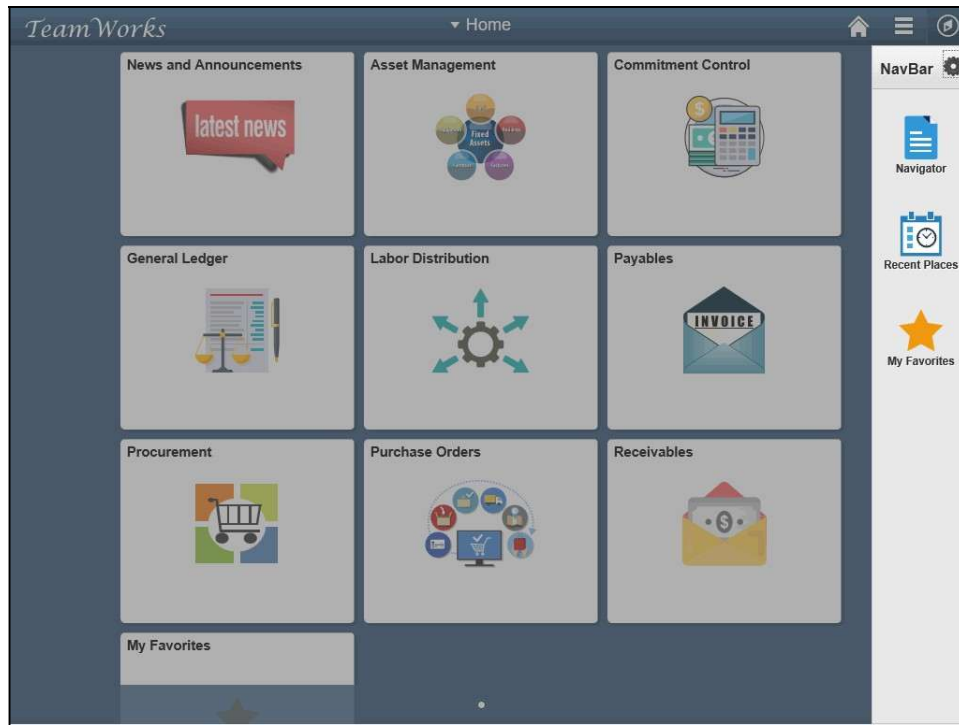
## Creating a 1099 Voucher - Job Aid



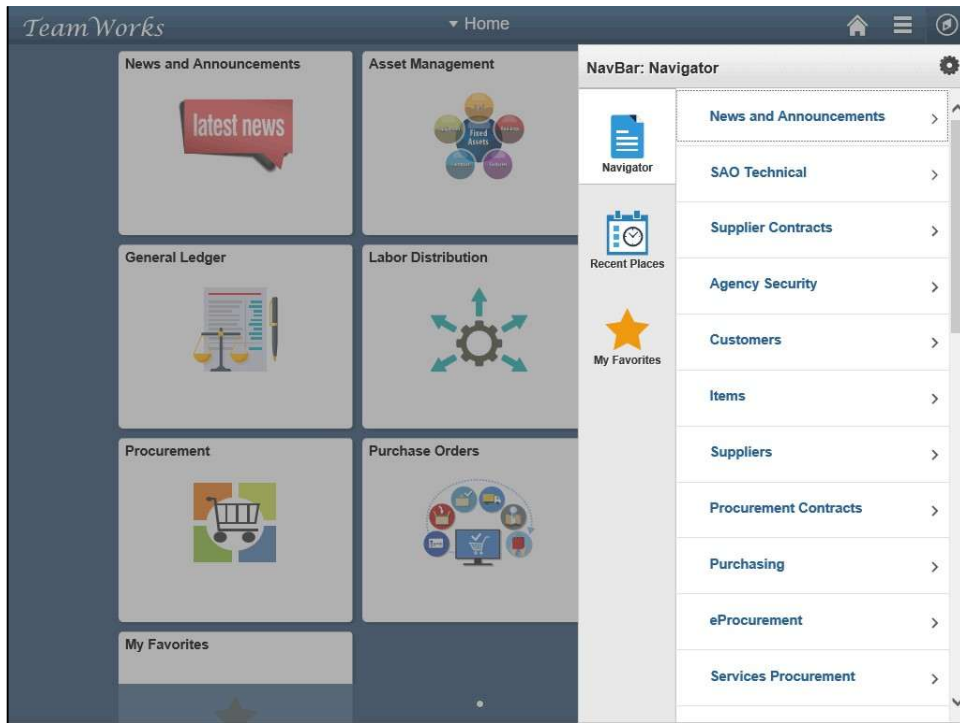
| Step | Action   |
|------|--|
| 1.   | <p><b>Note:</b> This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).</p> <p>When entering a transaction in the live TeamWorks Financials system please select all values and options based on your agency policy, paperwork on hand and current situation.</p> |




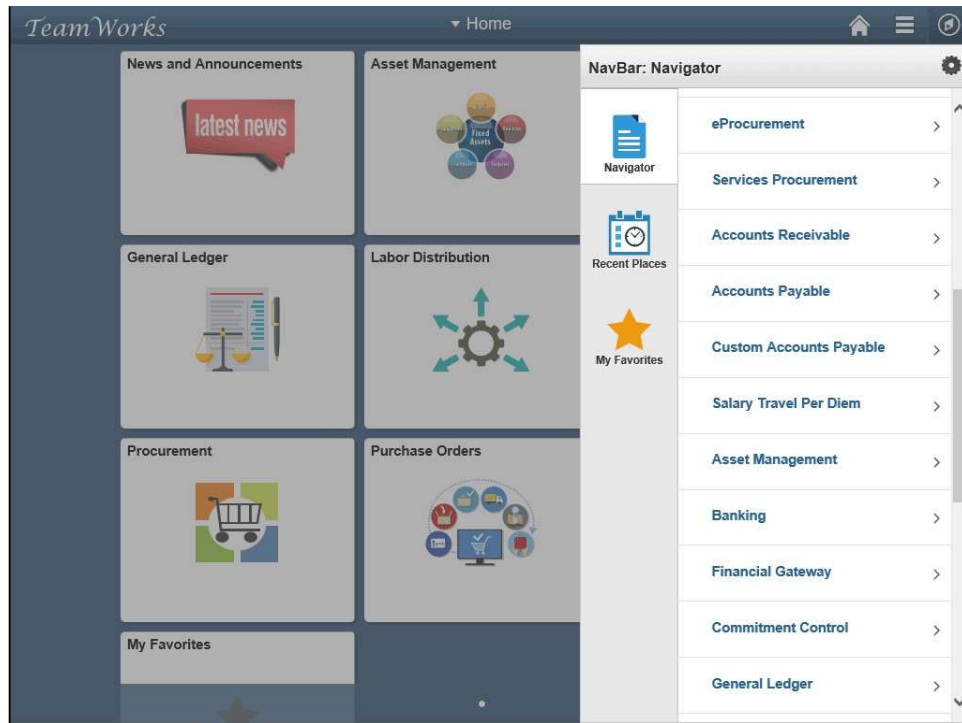
| Step | Action  |
|------|---|
| 2.   | <p>Begin by navigating to the voucher <b>Voucher</b> page.</p> <p>Click the <b>NavBar</b> icon.</p> |



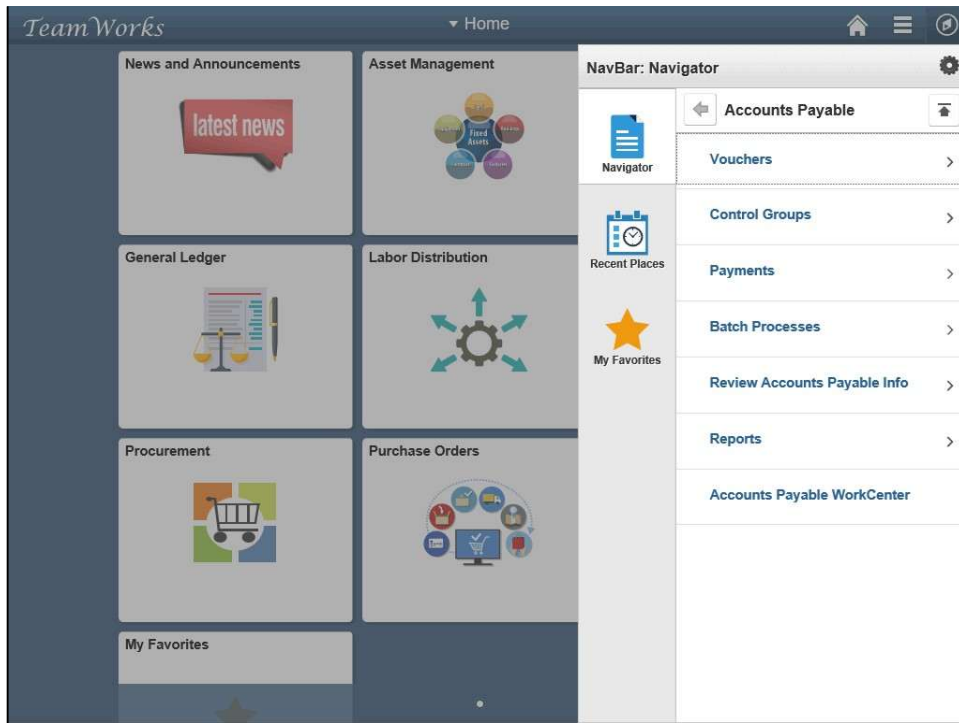
| Step | Action                           |
|------|----------------------------------|
| 3.   | Click the <b>Navigator</b> link. |




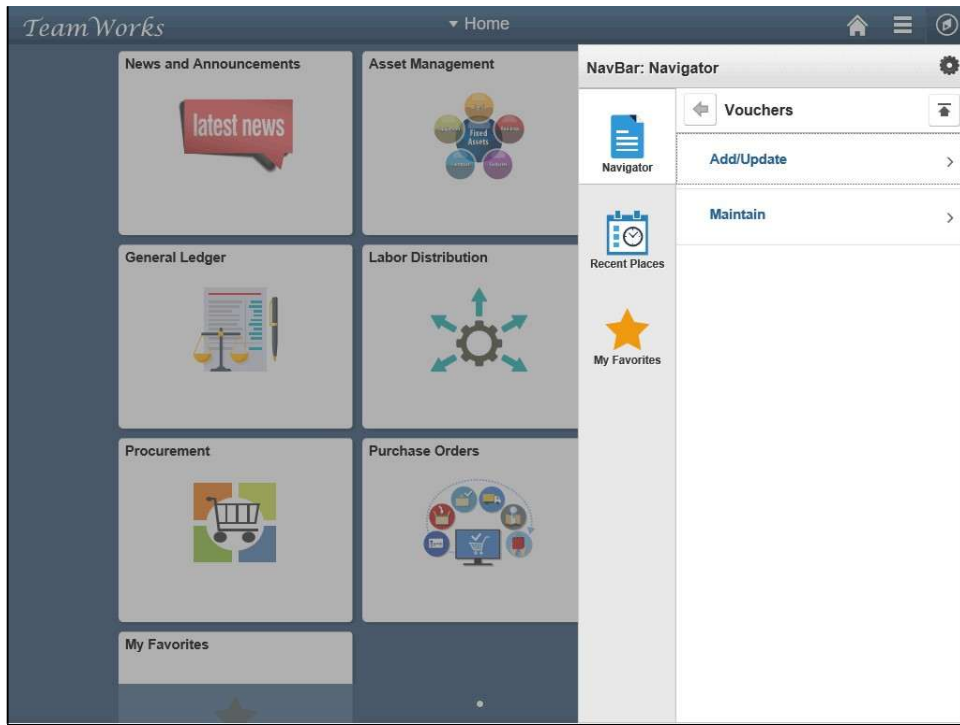
| Step | Action  |
|------|---|
| 4.   | <p>Click the <b>Vertical Scrollbar</b> scrollbar.</p>  |




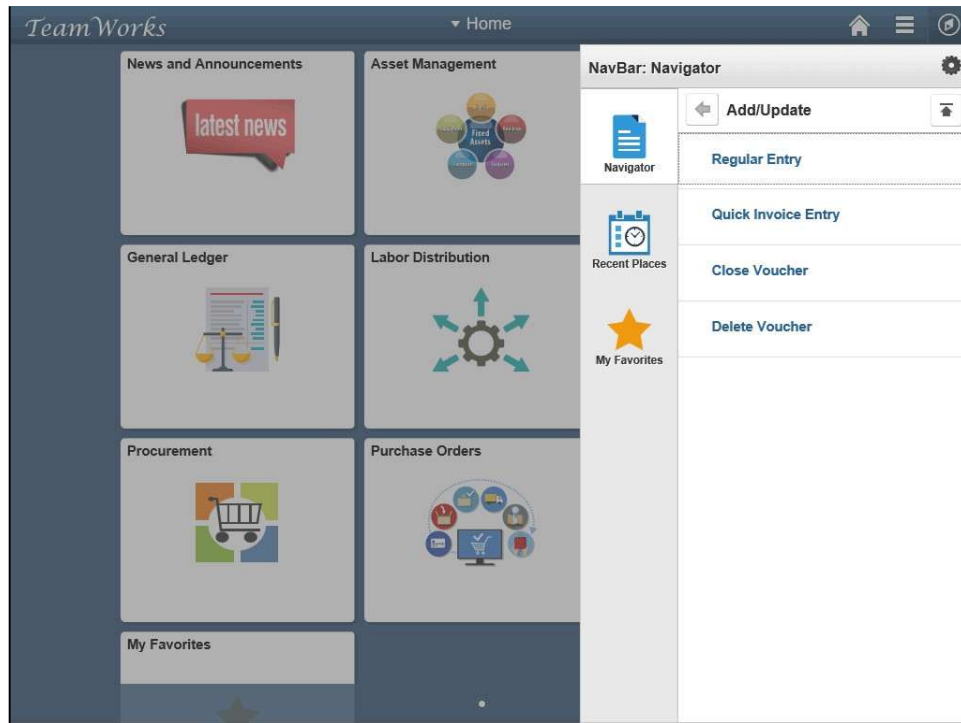
| Step | Action   |
|------|--|
| 5.   | Click the <b>Accounts Payable</b> link. <div data-bbox="358 1108 933 1230" style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <span style="font-weight: bold; color: blue;">Accounts Payable</span> &gt;           </div> |



| Step | Action   |
|------|--|
| 6.   | Click the <b>Vouchers</b> link.<br> |



| Step | Action   |
|------|--|
| 7.   | Click the <b>Add/Update</b> link.<br> |



| Step | Action  |
|------|---|
| 8.   | Click the <b>Regular Entry</b> link.<br><div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <b>Regular Entry</b> </div> |

The screenshot shows the 'Voucher' form with the following fields and values:

- Business Unit: 42700
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Supplier Name: [Empty]
- Short Supplier Name: [Empty]
- Supplier ID: [Empty]
- Supplier Location: [Empty]
- Address Sequence Number: 0
- Invoice Number: [Empty]
- Invoice Date: [Empty]
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

An 'Add' button is located below the form fields.

| Step | Action   |
|------|--|
| 9.   | <p>Use the <b>Voucher Add a New Value</b> page to enter the required information for creating a voucher. Users can add vouchers associated with standard invoices or purchase orders.</p> <p>If a different <b>Business Unit</b> needs to be entered, it is comprised of the agency number and two zeros at the end.</p> <p>The <b>Voucher ID</b> defaults to <i>NEXT</i> and is a grayed unchangeable field. This means the system will assign the next sequential number for the business unit once the voucher is saved.</p> <p>Use the <b>Voucher Style</b> drop-down field to select the type of voucher to create.</p> |

The screenshot shows a web application interface for creating a voucher. At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below this, the page title is 'Voucher'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The form contains several input fields with search icons: Business Unit (42700), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number (0), Invoice Number, Invoice Date, Gross Invoice Amount (0.00), Freight Amount (0.00), Misc Charge Amount (0.00), and Estimated No. of Invoice Lines (1). An 'Add' button is located below the form fields. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'.

| Step | Action   |
|------|--|
| 10.  | <p>For this example, the user knows part of the supplier name and will use the <b>Supplier Name</b> field to search for it.</p> <p>Click in the <b>Supplier Name</b> field.</p> <p>Supplier Name <input data-bbox="521 1230 1105 1262" type="text"/></p> |

The screenshot shows a web application interface for creating a voucher. At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the page title is 'Voucher'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields:

- Business Unit: 42700
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Supplier Name: (text input)
- Short Supplier Name: (text input)
- Supplier ID: (text input)
- Supplier Location: (text input)
- Address Sequence Number: 0
- Invoice Number: (text input)
- Invoice Date: (date input)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

An 'Add' button is located below the form. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'.

| Step | Action   |
|------|--|
| 11.  | <p>Enter the appropriate known information into the <b>Short Supplier Name</b> field to narrow the search results and limit system processing times.</p> <p>For this example, type <b>SUPPLIER,B</b>.</p> <p>Supplier Name <input data-bbox="521 1230 1105 1262" type="text"/></p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 42700

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: SUPPLIER, B

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00


Freight Amount: 0.00

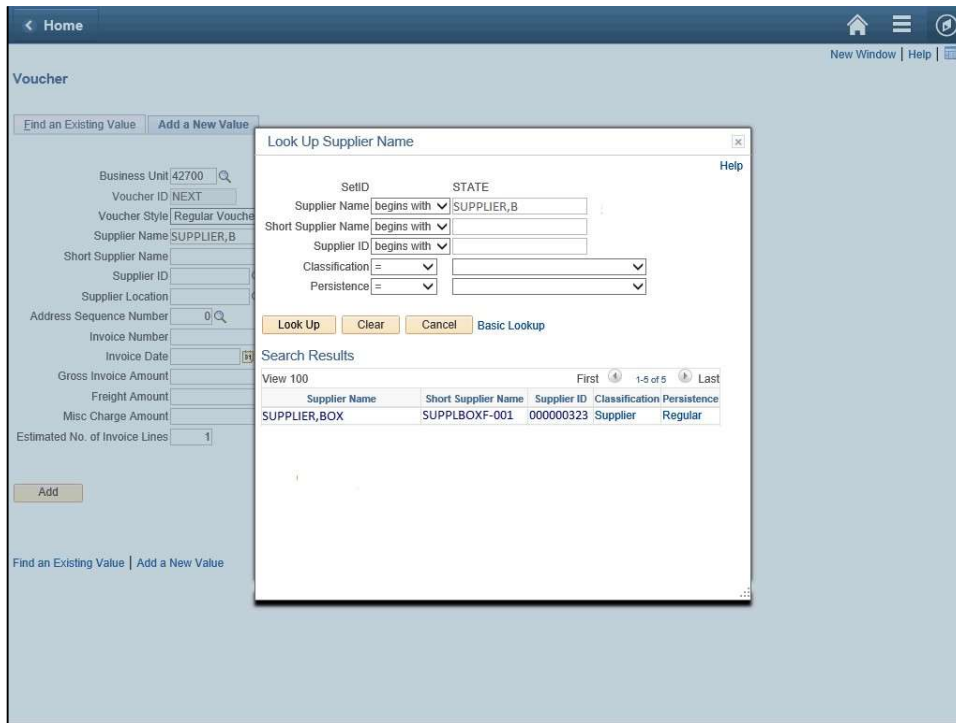
Misc Charge Amount: 0.00

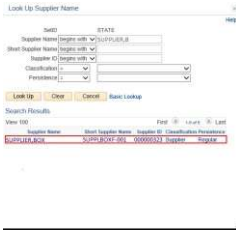
Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

| Step | Action   |
|------|--|
| 12.  | <p>For this example, the user knows part of the supplier name and will use the <b>Supplier Name</b> field search option to complete the name.</p> <p>Click the <b>Supplier Name</b> look-up button.</p> <p>Supplier Name SUPPLIER, B </p> |



| Step | Action  |
|------|---|
| 13.  | <p>Select the appropriate <b>Supplier Name</b> for the voucher creation.</p> <p>For this example, click the <b>SUPPLIER,BOX 1 SUPPLBOXF-001</b> Supplier Name link. Click on any link located on the same line as that supplier name.</p>  |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 42700

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: SUPPLIER, BOX

Short Supplier Name: SUPPLBOXF-001

Supplier ID: 0000000323

Supplier Location: 000001

Address Sequence Number: 1

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 14.  | <p>The remaining supplier selection fields default depending on the supplier selected.</p> <p>The Supplier Name, Short Supplier Name, Supplier ID, Supplier Location and Address Sequence Number all defaulted into the fields.</p> <p><b>Supplier Location</b> defaults to the Supplier's primary address, but it can be changed here or on the <i>Invoice Information</i> page. The remit address must match the remit address on the supplier invoice.</p> |

The screenshot shows a web-based form titled "Voucher" with a navigation bar at the top containing "Home", "New Window", "Help", and a search icon. The form has two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. The form contains the following fields and values:

- Business Unit: 42700
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Supplier Name: SUPPLIER, BOX
- Short Supplier Name: SUPPLBOXF-001
- Supplier ID: 000000323
- Supplier Location: 000001
- Address Sequence Number: 1
- Invoice Number: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

An "Add" button is located below the form. At the bottom of the form area, there are links for "Find an Existing Value" and "Add a New Value".

| Step | Action   |
|------|--|
| 15.  | <p>The <b>Invoice Number</b> is a required field. It holds a maximum number of 30 characters. The system uses the Invoice number as a reference to check for duplicate invoices.</p> <p>Click in the <b>Invoice Number</b> field.</p> <p>Invoice Number <input data-bbox="527 1255 977 1291" type="text"/></p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 42700

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: SUPPLIER, BOX

Short Supplier Name: SUPPLBOXF-001

Supplier ID: 0000000323

Supplier Location: 000001

Address Sequence Number: 1

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 16.  | <p>Enter the provided information exactly as it appears on the supplier's invoice into the <b>Invoice Number</b> field.</p> <p>For this example, type <b>SUPPLY2</b>.</p> <p>Invoice Number <input style="border: 2px solid red;" type="text"/></p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit 42700

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name SUPPLIER, BOX

Short Supplier Name SUPPLBOXF-001

Supplier ID 0000000323

Supplier Location 000001

Address Sequence Number 1

Invoice Number SUPPLY2

Invoice Date

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

Estimated No. of Invoice Lines 1

Add

Find an Existing Value | Add a New Value

| Step | Action   |
|------|--|
| 17.  | <p>The <b>Invoice Date</b> is a required field. It is used to calculate when the payment for the voucher is due along with the payment terms.</p> <p>Click in the <b>Invoice Date</b> field.</p> <p>Invoice Date <input data-bbox="490 1226 643 1262" style="border: 1px solid red;"/></p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit 42700

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name SUPPLIER, BOX

Short Supplier Name SUPPLBOXF-001

Supplier ID 0000000323

Supplier Location 000001

Address Sequence Number 1

Invoice Number SUPPLY2

Invoice Date

Gross Invoice Amount 0.00


Freight Amount 0.00

Misc Charge Amount 0.00

Estimated No. of Invoice Lines 1

Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 18.  | <p>The provided date can be looked up or entered into the <b>Invoice Date</b> field.</p> <p>For this example, type <b>12/01/2020</b>.</p> <p>Invoice Date <input type="text" value=""/> </p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit 42700

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name SUPPLIER, BOX

Short Supplier Name SUPPLBOXF-001

Supplier ID 000000323

Supplier Location 000001

Address Sequence Number 1

Invoice Number SUPPLY2

Invoice Date 12/01/2020

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

Estimated No. of Invoice Lines 1

Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 19.  | <p>Use the <b>Gross Invoice Amount</b> field to enter the total amount of the invoice.</p> <p>Click in the <b>Gross Invoice Amount</b> field.</p> <p>Gross Invoice Amount <input type="text" value="0.00"/></p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 42700  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Supplier Name: SUPPLIER, BOX  
 Short Supplier Name: SUPPLBOXF-001  
 Supplier ID: 000000323  
 Supplier Location: 000001  
 Address Sequence Number: 1  
 Invoice Number: SUPPLY2  
 Invoice Date: 12/01/2020  
 Gross Invoice Amount: 0.00  
 Freight Amount: 0.00  
 Misc Charge Amount: 0.00  
 Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 20.  | <p>The <b>Gross Invoice Amount</b> is the total amount to be paid to the supplier. Enter the appropriate information into the <b>Gross Invoice Amount</b> field</p> <p>For this example, type <b>1000.00</b>.</p> <p>Gross Invoice Amount <input data-bbox="597 1230 963 1262" type="text" value="0.00"/></p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit 42700

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name SUPPLIER, BOX

Short Supplier Name SUPPLBOXF-001

Supplier ID 0000000323

Supplier Location 000001

Address Sequence Number 1

Invoice Number SUPPLY2

Invoice Date 12/01/2020

Gross Invoice Amount 1000.00

Freight Amount 0.00

Misc Charge Amount 0.00

Estimated No. of Invoice Lines 1

Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 21.  | <p>The <b>Estimated No. of Invoice Lines</b> field can be changed to different number here or on the voucher <i>Invoice Information</i> page.</p> <p>If the user over estimates number of lines needed, the system will delete any empty lines when the voucher is saved.</p> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 42700  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Supplier Name: SUPPLIER, BOX  
 Short Supplier Name: SUPPLBOXF-001  
 Supplier ID: 000000323  
 Supplier Location: 000001  
 Address Sequence Number: 1  
 Invoice Number: SUPPLY2  
 Invoice Date: 12/01/2020  
 Gross Invoice Amount: 1000.00  
 Freight Amount: 0.00  
 Misc Charge Amount: 0.00  
 Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 22.  | For this example, two invoice lines are needed.<br><br>Click in the <b>Estimated No. of Invoice Lines</b> field.<br><br>Estimated No. of Invoice Lines <input data-bbox="678 1192 771 1230" type="text" value="1"/> |

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 42700

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: SUPPLIER, BOX

Short Supplier Name: SUPPLBOXF-001

Supplier ID: 0000000323

Supplier Location: 000001

Address Sequence Number: 1

Invoice Number: SUPPLY2

Invoice Date: 12/01/2020

Gross Invoice Amount: 1000.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines:

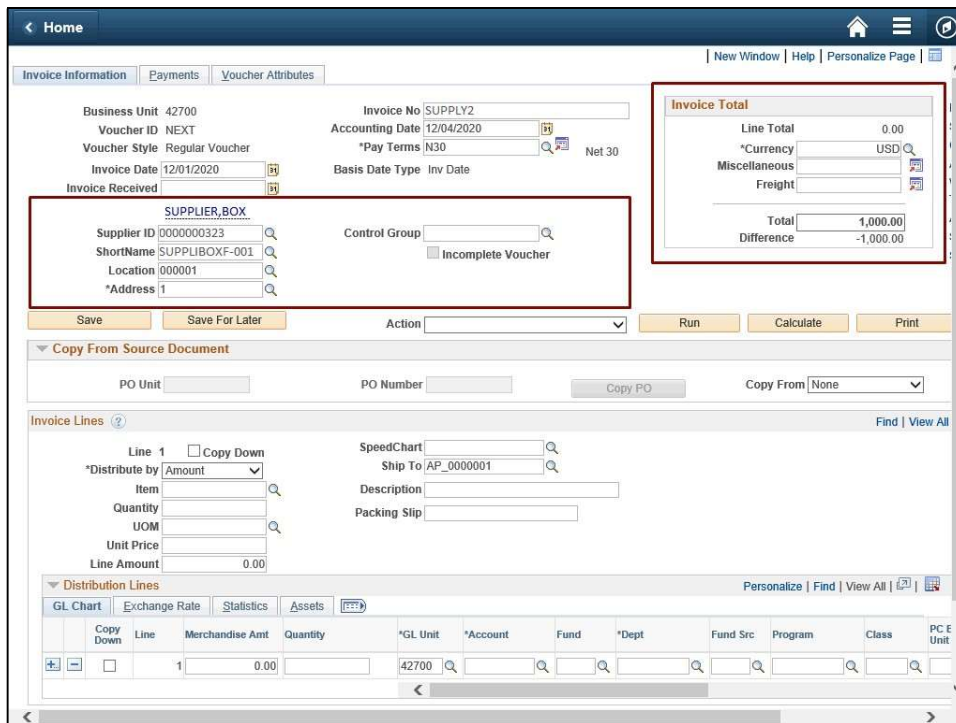
Add

Find an Existing Value | Add a New Value

| Step | Action  |
|------|---|
| 23.  | <p>To provide a clear description of what is being invoiced, two invoice lines will need to be entered into the <b>Estimated No. Invoice Lines</b> field.</p> <p>For this example, type <b>2</b>.</p> <p>Estimated No. of Invoice Lines <input style="border: 1px solid red;" type="text"/></p> |

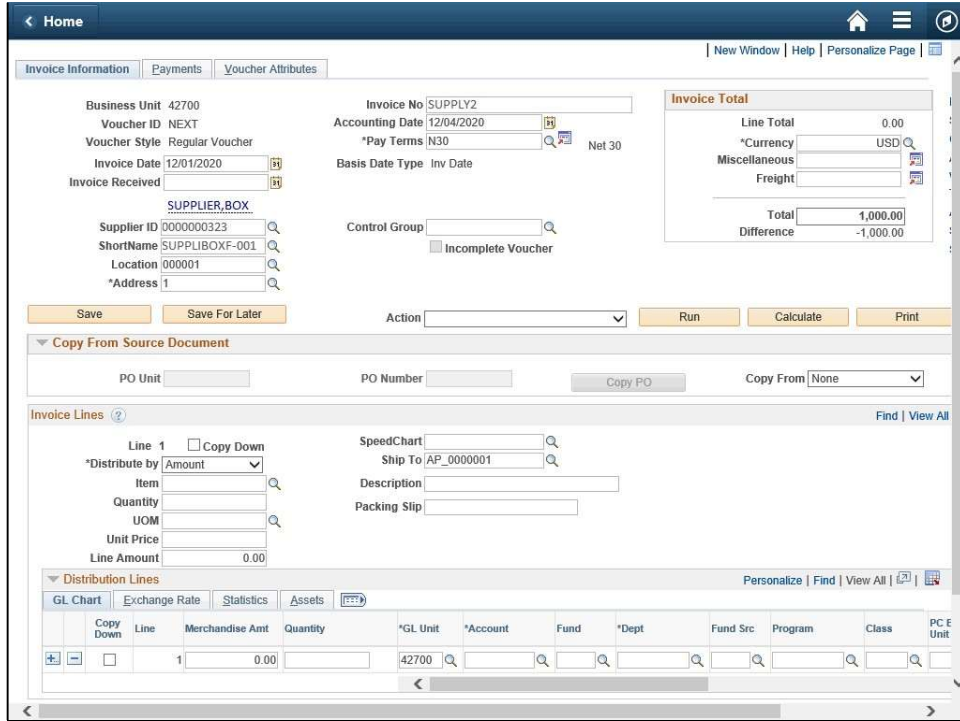
| Step | Action   |
|------|--|
| 24.  | Click the <b>Add</b> button.<br><div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Add</div> |

| Step | Action  |
|------|---|
| 25.  | <p>Use the <b>Invoice Information</b> page to enter invoice information, including invoice header information, voucher line and distribution information. The voucher header information includes the key information such as Business Unit, Voucher Style and a place holder for the Voucher ID.</p> <p><b>Accounting Date</b> defaults to the current date the voucher information is initially entered.<br/>The accounting date must be within the current open period.<br/><b>Invoice Date</b> is the date listed on the actual invoice.<br/><b>Invoice Received</b> is an optional field that represents the date the invoice was received by the office (similar to stamping it received).<br/><b>Pay Terms</b> displays the default payment terms, but can be updated. These terms are populated from the Payables default hierarchy.</p> <p>All the enabled Header fields, (i.e. Invoice Date, Invoice Received, Invoice No and Accounting Date), can be updated until the voucher is posted.</p> |



| Step | Action  |
|------|---|
| 26.  | <p>The remaining fields in the header section display basic payment information: Invoice Total, Supplier ID, ShortName, Location and Address.</p> <p><b>Invoice Total</b> section displays the sum of the invoice lines and the header total.</p> |

When the voucher is in balance, the **Difference** field displays 0.00.



| Step | Action   |
|------|--|
| 27.  | <p>It is important to note that a voucher must include at least one <b>Invoice Line</b> and one <b>Distribution Line</b>.</p> <p>If additional Invoice Lines are needed, click the + plus button in the Invoice Line section.</p> <p>If the entire page is not visible, use the horizontal and vertical scrollbars to display all of the fields on the page.</p> |

The screenshot displays the SAO software interface for creating a voucher. The 'Invoice Information' section contains the following data:

- Business Unit: 42700
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 12/01/2020
- Invoice Received: [icon]
- Supplier ID: SUPPLIER\_BOX
- Supplier ID: 000000323
- ShortName: SUPPLIBOXF-001
- Location: 000001
- \*Address: 1
- Invoice No: SUPPLY2
- Accounting Date: 12/04/2020
- \*Pay Terms: N30
- Basis Date Type: Inv Date
- Control Group: [empty]
- Incomplete Voucher: [checkbox]

The 'Invoice Total' summary shows:

- Line Total: 0.00
- \*Currency: USD
- Miscellaneous: [empty]
- Freight: [empty]
- Total: 1,000.00
- Difference: -1,000.00

The 'Invoice Lines' section shows a table with the following data:

| Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|------------|
| 1    | 0.00            |          | 42700    |          |      |       |          |         |       |            |

| Step | Action   |
|------|--|
| 28.  | <p>Use the <b>Description</b> field to enter brief description of the charges related to this voucher.</p> <p>Click in the <b>Description</b> field.</p> <p><b>Description</b> <input style="border: 1px solid red; width: 200px; height: 20px;" type="text"/></p> |

| Step | Action   |
|------|--|
| 29.  | <p>The <b>Description</b> is passed to the General Ledger and is useful for inquiries. The field is 30 characters long.</p> <p>For this example, type <b>Extra Security Guard</b> into the <b>Description</b> field.</p> <p><b>Description</b> <input style="border: 2px solid red; width: 200px; height: 20px;" type="text"/></p> |

The screenshot displays the SAO software interface for creating an invoice. The 'Invoice Information' section contains the following data:

- Business Unit: 42700
- Invoice No: SUPPLY2
- Accounting Date: 12/04/2020
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 12/01/2020
- Invoice Received: [Empty]
- Supplier ID: 000000323
- ShortName: SUPPLIBOXF-001
- Location: 000001
- Address: 1

The 'Invoice Lines' section shows the following details for Line 1:

- Line 1: [ ] Copy Down
- \*Distribute by: Amount
- Item: [Empty]
- Quantity: [Empty]
- UOM: [Empty]
- Unit Price: [Empty]
- Line Amount: 0.00
- Description: Extra Security Guard

The 'Distribution Lines' table at the bottom is as follows:

| GL Chart | Exchange Rate | Statistics | Assets | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | PCE Unit |
|----------|---------------|------------|--------|----------|----------|------|-------|----------|---------|-------|----------|
| [+]      | [ ]           | [ ]        | [ ]    | 42700    | [ ]      | [ ]  | [ ]   | [ ]      | [ ]     | [ ]   | [ ]      |

| Step | Action  |
|------|---|
| 30.  | <p>Enter the <b>Quantity</b> of units purchased.</p> <p>Click in the <b>Quantity</b> field.</p> <p>Quantity <input style="border: 2px solid red; width: 100px;" type="text"/></p> |

| Step | Action   |
|------|--|
| 31.  | <p>Enter the appropriate units purchased into the <b>Quantity</b> field.</p> <p>For this example, type <b>1</b>.</p> <p>Quantity <input style="border: 2px solid red; width: 100px;" type="text"/></p> |

The screenshot displays the 'Invoice Information' tab in the SAO software. Key fields include:
 

- Business Unit: 42700
- Invoice No: SUPPLY2
- Accounting Date: 12/04/2020
- Supplier ID: 000000323
- Short Name: SUPPLIBOXF-001
- Location: 000001
- Address: 1

 The 'Invoice Total' box shows:
 

- Line Total: 0.00
- \*Currency: USD
- Total: 1,000.00
- Difference: -1,000.00

 The 'Distribution Lines' table at the bottom is as follows:
 

| GL Chart | Exchange Rate | Statistics | Assets | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        | 1    | 0.00            |          | 42700    |          |      |       |          |         |       |            |

| Step | Action  |
|------|---|
| 32.  | <p>Enter the total amount to be paid to the supplier in the <b>Line Amount</b> field.</p> <p>Click in the <b>Line Amount</b> field.</p> <p>Line Amount <span style="border: 1px solid red; padding: 2px;">0.00</span></p> |

The screenshot displays the SAO State Accounting Office software interface. The main window is titled 'Home' and contains several tabs: 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' section is active, showing fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), and Supplier ID (000000323). The 'Invoice Lines' section is also visible, showing a table with columns for Line, Merchandise Amt, Quantity, \*GL Unit, \*Account, Fund, \*Dept, Fund Src, Program, Class, and PCE Unit. The first line has a Line Amount of 0.00.

| Step | Action  |
|------|---|
| 33.  | <p>Enter the appropriate amount into the <b>Line Amount</b> field.</p> <p>For this example, type <b>600.00</b>.</p> <p>Line Amount <input style="border: 1px solid red;" type="text" value="0.00"/></p> |

The screenshot displays the SAO State Accounting Office software interface. The 'Invoice Information' section includes fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), and Supplier ID (000000323). The 'Invoice Lines' section shows a table with columns for Line, Merchandise Amt, Quantity, \*GL Unit, \*Account, Fund, \*Dept, Fund Src, Program, Class, and P.C.E Unit. The 'Line Amount' field is highlighted with a red box, showing the value 600.00. The 'Merchandise Amt' field is also highlighted with a red box, showing the value 600.00.

| Step | Action   |
|------|--|
| 34.  | <p>The <b>Line Amount</b> field displays the dollar amount for the voucher line. <b>Merchandise Amount</b> is automatically updated from the Line Amount field.</p> <p>The total of all distribution line amounts entered for a voucher line must equal the Line Amount on the parent voucher line.</p> <p>Users will receive an error message if it does not balance.</p> |

The screenshot displays the 'Invoice Information' and 'Distribution Lines' sections of the SAO software. The 'Invoice Information' section includes fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), Invoice Date (12/01/2020), Supplier ID (000000323), and Supplier Name (SUPPLIER\_BOX). The 'Distribution Lines' section shows a table with columns for GL Chart, Line, Merchandise Amt, Quantity, \*GL Unit, \*Account, Fund, \*Dept, Fund Src, Program, Class, and P.C.E Unit. The table contains one row with Line 1, Merchandise Amt 600.00, and \*GL Unit 42700.

| Step | Action   |
|------|--|
| 35.  | <p>The <b>Account</b> field is required and is used to allocate this charge to an account within the agency.</p> <p>Click in the <b>Account</b> field.</p> |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received  
 Supplier ID SUPPLIER\_BOX  
 Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date  
 Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 0.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity 1  
 UOM  
 Unit Price  
 Line Amount 600.00

SpeedChart  
 Ship To AP\_0000001  
 Description Extra Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | PCE Unit |
|----------|---------------|------------|--------|---------|----------|------|-------|----------|---------|-------|----------|
|          |               |            |        |         |          |      |       |          |         |       |          |

| Step | Action  |
|------|---|
| 36.  | Enter the appropriate code into the <b>Account</b> field.<br><br>For this example, type <b>123456</b> . |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received  
 Supplier ID SUPPLIER\_BOX  
 Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date  
 Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 600.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

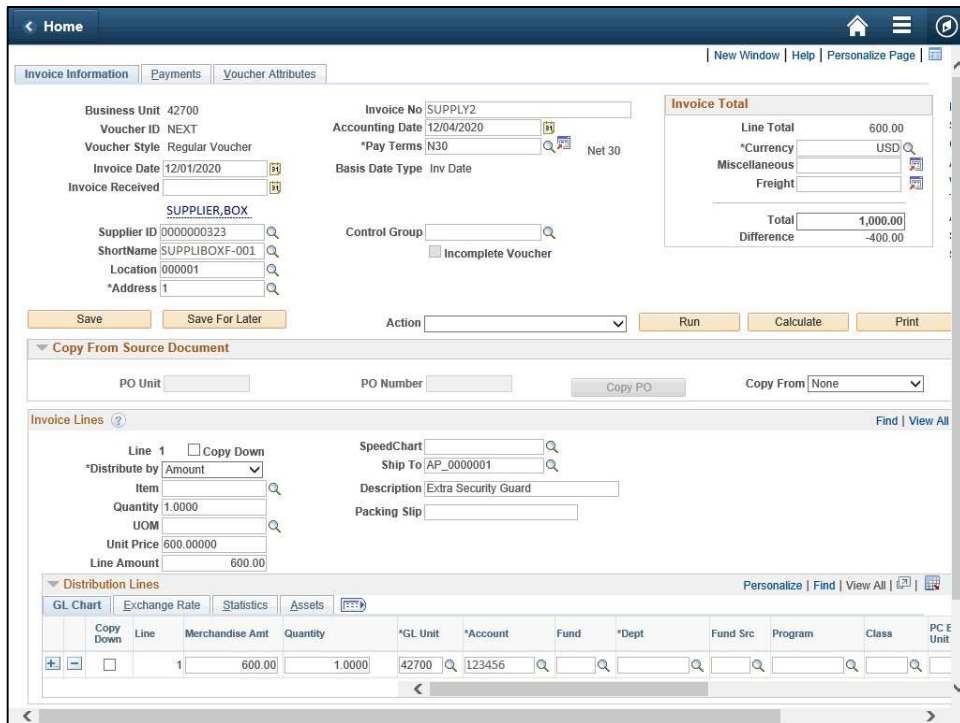
Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity 1.0000  
 UOM  
 Unit Price 600.000000  
 Line Amount 600.00

SpeedChart  
 Ship To AP\_0000001  
 Description Extra Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | PCE Unit |
|----------|---------------|------------|--------|---------|----------|------|-------|----------|---------|-------|----------|
|          |               |            |        | 42700   | 123456   |      |       |          |         |       |          |

| Step | Action  |
|------|---|
| 37.  | <p>The <b>Fund</b> field is required and represents which fund is used to pay the invoice.</p> <p>Click in the <b>Fund</b> field.</p> |



The screenshot shows the 'Invoice Information' tab in the SAO software. Key fields include Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), and Invoice Date (12/01/2020). The 'Supplier' section is expanded for 'SUPPLIER\_BOX' with fields for Supplier ID, Short Name, Location, and Address. An 'Invoice Total' summary shows a Line Total of 600.00 and a Total of 1,000.00. Below this is a 'Copy From Source Document' section with PO Unit and PO Number fields. The 'Invoice Lines' section shows details for Line 1, including Quantity (1.0000) and Unit Price (600.00000). At the bottom, a 'Distribution Lines' table is visible with columns for Line, Merchandise Amt, Quantity, \*GL Unit, \*Account, Fund, \*Dept, Fund Src, Program, Class, and PC E Unit.

| Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | PC E Unit |
|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|-----------|
| 1    | 600.00          | 1.0000   | 42700    | 123456   |      |       |          |         |       |           |

| Step | Action   |
|------|--|
| 38.  | <p>Enter the appropriate information into the <b>Fund</b> field.</p> <p>For this example, type <b>101</b>.</p> |

The screenshot displays the 'Invoice Information' tab of the SAO software. Key fields include:
 


- Business Unit: 42700
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 12/01/2020
- Invoice No: SUPPLY2
- Accounting Date: 12/04/2020
- \*Pay Terms: N30
- Supplier ID: 000000323
- ShortName: SUPPLIBOXF-001
- Location: 000001
- \*Address: 1

 The 'Invoice Total' box shows:
 

- Line Total: 600.00
- \*Currency: USD
- Total: 1,000.00
- Difference: -400.00

 The 'Distribution Lines' table at the bottom contains the following data:
 

| GL Chart | Exchange Rate | Statistics | Assets | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        | 1    | 600.00          | 1.0000   | 42700    | 123456   | 101  |       |          |         |       |            |

| Step | Action  |
|------|---|
| 39.  | <p>The <b>Dept</b> field is required and is used to allocate the costs to one or more departments within the organization.</p> <p>Click in the <b>Dept</b> field.</p>  |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received

Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date  
 Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 600.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity 1.0000  
 UOM  
 Unit Price 600.00000  
 Line Amount 600.00

SpeedChart  
 Ship To AP\_0000001  
 Description Extra Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | Account | Fund | Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|---------|---------|------|------|----------|---------|-------|------------|
|          |               |            |        | 42700   | 123456  | 101  |      |          |         |       |            |

| Step | Action  |
|------|---|
| 40.  | Enter the appropriate information into the <b>Dept</b> field.<br><br>For this example, type <b>000416</b> . |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received

Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date  
 Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 600.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None


**Invoice Lines**

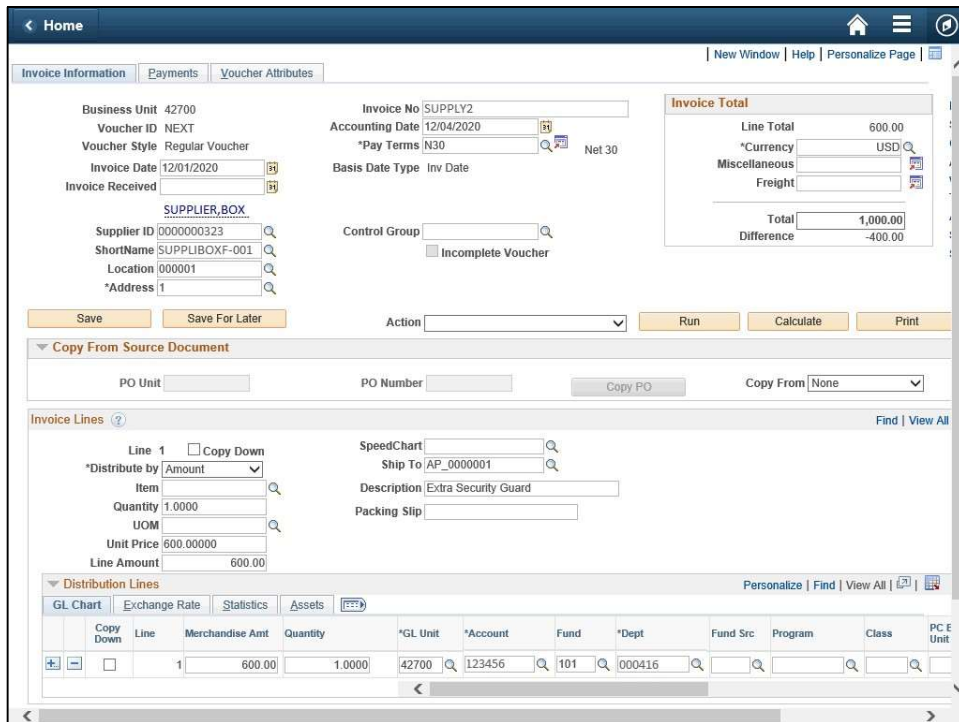
Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity 1.0000  
 UOM  
 Unit Price 600.00000  
 Line Amount 600.00

SpeedChart  
 Ship To AP\_0000001  
 Description Extra Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | Account | Fund | Dept   | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|---------|---------|------|--------|----------|---------|-------|------------|
|          |               |            |        | 42700   | 123456  | 101  | 000416 |          |         |       |            |

| Step | Action   |
|------|--|
| 41.  | <p>The <b>Fund Source</b> field is a required and represents the revenue source for the charge and is also used to track expenditures made against the revenue.</p> <p>Click in the <b>Fund Src</b> field.</p>  |



The screenshot shows the 'Invoice Information' tab in the SAO software. The 'Fund Src' field in the 'Distribution Lines' table is highlighted with a red box. The table contains the following data:

| Copy Down                | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept  | Fund Src | Program | Class | PCE Unit |
|--------------------------|------|-----------------|----------|----------|----------|------|--------|----------|---------|-------|----------|
| <input type="checkbox"/> | 1    | 600.00          | 1.0000   | 42700    | 123456   | 101  | 000416 |          |         |       |          |

| Step | Action   |
|------|--|
| 42.  | <p>Enter the appropriate information into the <b>Fund Src</b> field.</p> <p>For this example, type <b>12345</b>.</p> |

The screenshot displays the 'Invoice Information' and 'Invoice Lines' sections of the SAO software. The 'Invoice Information' section includes fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), Invoice Date (12/01/2020), Invoice Received, Supplier ID (000000323), Short Name (SUPPLIBOXF-001), Location (000001), and Address 1. The 'Invoice Lines' section shows Line 1 with a quantity of 1.0000 and a unit price of 600.0000. The 'Distribution Lines' table at the bottom shows a single line with a merchandise amount of 600.00 and a quantity of 1.0000.

| Step | Action  |
|------|---|
| 43.  | <p>The <b>Program</b> field classifies transactions according to the purpose/reason for the transaction.</p> <p>Click in the <b>Program</b> field.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <span style="background-color: #e0e0e0; padding: 2px;">Program</span> </div> <div style="border: 2px solid red; width: 80px; height: 15px; margin-bottom: 5px;"></div> |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received

Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date

Supplier: SUPPLIER\_BOX  
 Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 600.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

Save Save For Later Action Run Calculate Print

Copy From Source Document  
 PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity 1.0000  
 UOM  
 Unit Price 600.00000  
 Line Amount 600.00

SpeedChart  
 Ship To AP\_0000001  
 Description Extra Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|---------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        |         |          |      |       |          |         |       |            |

| Step | Action  |
|------|---|
| 44.  | Enter the appropriate information into the <b>Program</b> field.<br>For this example, type <b>0000104</b> . |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received

Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date

Supplier: SUPPLIER\_BOX  
 Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 600.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

Save Save For Later Action Run Calculate Print

Copy From Source Document  
 PO Unit PO Number Copy PO Copy From None


**Invoice Lines**

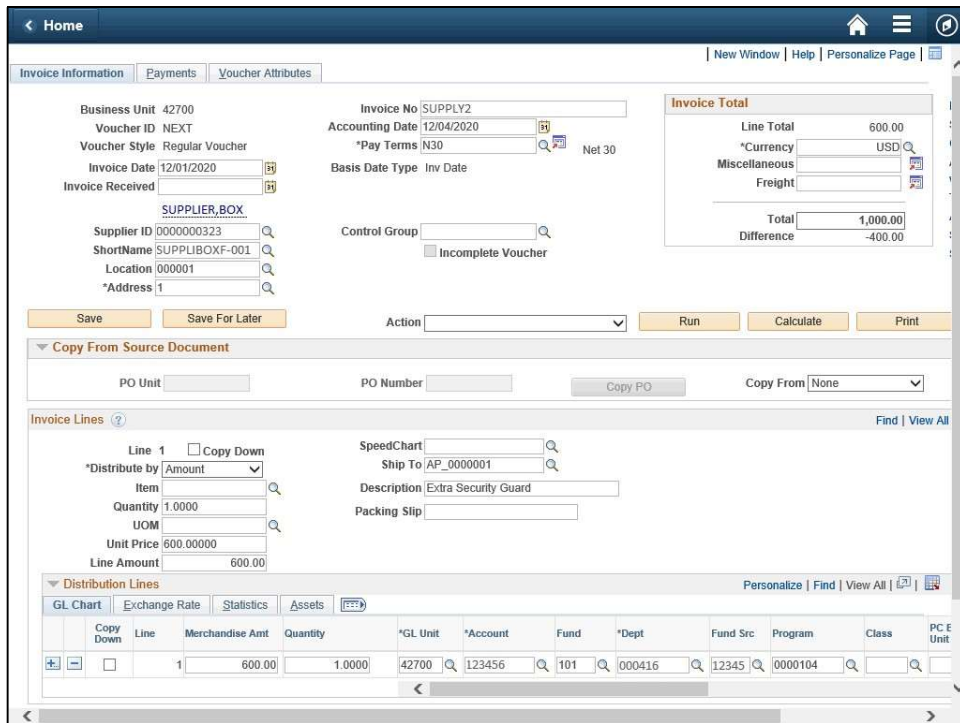
Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity 1.0000  
 UOM  
 Unit Price 600.00000  
 Line Amount 600.00

SpeedChart  
 Ship To AP\_0000001  
 Description Extra Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|---------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        |         |          |      |       |          | 0000104 |       |            |

| Step | Action  |
|------|---|
| 45.  | <p>The <b>Class</b> field identifies the unique appropriation budget key.</p> <p>Click in the <b>Class</b> field.</p>  |



The screenshot shows the 'Invoice Information' tab in the SAO software. The 'Class' field is highlighted with a red box. The interface includes the following fields and values:

- Business Unit: 42700
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 12/01/2020
- Invoice Received: [Empty]
- Supplier ID: 000000323
- ShortName: SUPPLIBOXF-001
- Location: 000001
- \*Address: 1
- Invoice No: SUPPLY2
- Accounting Date: 12/04/2020
- \*Pay Terms: N30
- Basis Date Type: Inv Date
- Control Group: [Empty]
- Incomplete Voucher: [Checked]
- Invoice Total:
  - Line Total: 600.00
  - \*Currency: USD
  - Miscellaneous: [Empty]
  - Freight: [Empty]
  - Total: 1,000.00
  - Difference: -400.00

The 'Distribution Lines' table at the bottom shows the following data:

| GL Chart | Exchange Rate | Statistics | Assets | Copy Down                | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept  | Fund Src | Program | Class | PC E Unit |
|----------|---------------|------------|--------|--------------------------|------|-----------------|----------|----------|----------|------|--------|----------|---------|-------|-----------|
|          |               |            |        | <input type="checkbox"/> | 1    | 600.00          | 1.0000   | 42700    | 123456   | 101  | 000416 | 12345    | 0000104 |       |           |

| Step | Action  |
|------|---|
| 46.  | <p>Enter the appropriate information into the <b>Class</b> field.</p> <p>For this example, type <b>301</b>.</p> |

The screenshot displays the 'Invoice Information' tab in the SAO software. Key fields include Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), and Supplier ID (000000323). An 'Invoice Total' box shows a Line Total of 600.00 and a Total of 1,000.00. The 'Distribution Lines' section contains a table with columns for GL Chart, Exchange Rate, Statistics, Assets, and various chartfields. The table has a horizontal scrollbar at the bottom.

| GL Chart | Exchange Rate | Statistics | Assets | *GL Unit | *Account | Fund | *Dept  | Fund Src | Program | Class | PCE Unit |
|----------|---------------|------------|--------|----------|----------|------|--------|----------|---------|-------|----------|
|          |               |            |        | 42700    | 123456   | 101  | 000416 | 12345    | 0000104 | 301   |          |

| Step | Action  |
|------|---|
| 47.  | Use the Distribution Lines horizontal scrollbar to move to the right to display the hidden columns and enter additional chartfield information.<br><br>Click the <b>Horizontal</b> scrollbar. |

| Step | Action  |
|------|---|
| 48.  | <p><b>Project Costing Business Units</b> field is based on the business unit. If this field is required, the Project and Activity field may also be required to save the voucher.</p> <p>Click in the <b>PC Bus Unit</b> field.</p> |

**Invoice Information**

Business Unit: 42700  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 12/01/2020  
 Invoice Received:

Invoice No: SUPPLY2  
 Accounting Date: 12/04/2020  
 \*Pay Terms: N30 Net 30  
 Basis Date Type: Inv Date  
 Supplier: SUPPLIER\_BOX  
 Supplier ID: 000000323  
 ShortName: SUPPLIBOXF-001  
 Location: 000001  
 \*Address: 1

**Invoice Total**

Line Total: 600.00  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 1,000.00  
 Difference: -400.00

**Copy From Source Document**

PO Unit:  PO Number:  Copy PO:  Copy From:

**Invoice Lines**

Line 1  Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity: 1.0000  
 UOM:   
 Unit Price: 600.00000  
 Line Amount: 600.00

SpeedChart:   
 Ship To: AP\_0000001  
 Description: Extra Security Guard  
 Packing Slip:

**Distribution Lines**

| GL Chart                 | Exchange Rate | Statistics | Assets | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose |
|--------------------------|---------------|------------|--------|-------------|---------|----------|-------------|---------|-----------------|
| <input type="checkbox"/> |               |            |        | 1           |         |          |             |         |                 |

| Step | Action   |
|------|--|
| 49.  | Enter the appropriate information into the <b>PC Bus Unit</b> field. For this example, type <b>42700</b> . |

**Invoice Information**

Business Unit: 42700  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 12/01/2020  
 Invoice Received:

Invoice No: SUPPLY2  
 Accounting Date: 12/04/2020  
 \*Pay Terms: N30 Net 30  
 Basis Date Type: Inv Date  
 Supplier: SUPPLIER\_BOX  
 Supplier ID: 000000323  
 ShortName: SUPPLIBOXF-001  
 Location: 000001  
 \*Address: 1

**Invoice Total**

Line Total: 600.00  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 1,000.00  
 Difference: -400.00

**Copy From Source Document**

PO Unit:  PO Number:  Copy PO:  Copy From:


**Invoice Lines**

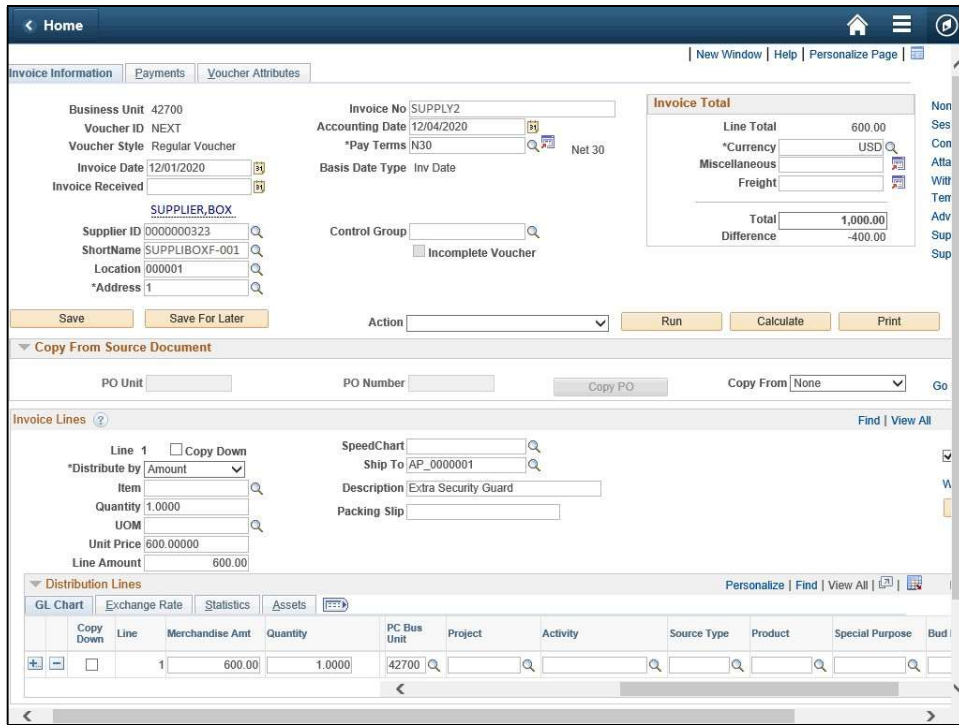
Line 1  Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity: 1.0000  
 UOM:   
 Unit Price: 600.00000  
 Line Amount: 600.00

SpeedChart:   
 Ship To: AP\_0000001  
 Description: Extra Security Guard  
 Packing Slip:

**Distribution Lines**

| GL Chart                 | Exchange Rate | Statistics | Assets | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose |
|--------------------------|---------------|------------|--------|-------------|---------|----------|-------------|---------|-----------------|
| <input type="checkbox"/> |               |            |        | 42700       |         |          |             |         |                 |

| Step | Action  |
|------|---|
| 50.  | <p>The <b>Project</b> field captures additional information useful for grant and project accounting. Based on the business unit, the Project and Activity field may be also required to save the voucher.</p> <p>Click in the <b>Project</b> field.</p>  |



The screenshot displays the SAO system interface for creating a voucher. The 'Invoice Information' section includes fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), Invoice Date (12/01/2020), and Supplier ID (000000323). The 'Invoice Total' section shows a Line Total of 600.00 and a Total of 1,000.00. The 'Invoice Lines' section shows a single line with a quantity of 1.0000 and a unit price of 600.00000. The 'Distribution Lines' table at the bottom is highlighted, showing the 'Project' field for line 1.

| Copy Down                | Line | Merchandise Amt | Quantity | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose | Bud |
|--------------------------|------|-----------------|----------|-------------|---------|----------|-------------|---------|-----------------|-----|
| <input type="checkbox"/> | 1    | 600.00          | 1.0000   | 42700       |         |          |             |         |                 |     |

| Step | Action   |
|------|--|
| 51.  | <p>Enter the appropriate information into the <b>Project</b> field.</p> <p>For this example, type <b>01</b>.</p> |

The screenshot displays the SAO software interface for creating a voucher. Key elements include:

- Business Unit:** 42700
- Invoice No:** SUPPLY2
- Accounting Date:** 12/04/2020
- Pay Terms:** N30
- Invoice Total Summary:**
  - Line Total: 600.00
  - Total: 1,000.00
  - Difference: -400.00
- Lines Table:**

| Line | Merchandise Amt | Quantity | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose | Bud Ref | Affiliat |
|------|-----------------|----------|-------------|---------|----------|-------------|---------|-----------------|---------|----------|
| 1    | 600.00          | 1.0000   | 42700       | 01      |          |             |         |                 |         |          |

| Step | Action   |
|------|--|
| 52.  | <p>Each <b>Activity</b> represents a specific task, schedule and status on a project. Based on the business unit, the Activity field may be required. If applicable enter the appropriate <b>Activity</b> code.</p> <p>For this example, no activity code will be entered.</p> |

The screenshot displays the SAO State Accounting Office software interface for creating a voucher. The main form includes the following fields and sections:

- Invoice Information:** Invoice No (SUPPLY2), Accounting Date (12/04/2020), Pay Terms (N30), Basis Date Type (Inv Date), and Supplier (SUPPLIER\_BOX).
- Invoice Total Summary:** Line Total (600.00), Total (1,000.00), and Difference (-400.00).
- Document Section:** PO Number, Copy PO, and Copy From (None).
- SpeedChart Section:** Ship To (AP\_0000001), Description (Extra Security Guard), and Packing Slip.
- Table:** A table with columns for Merchandise Amt, Quantity, PC Bus Unit, Project, Activity, Source Type, Product, Special Purpose, Bud Ref, and Affiliate. It contains one row with Merchandise Amt of 600.00 and Quantity of 1.0000.

| Step | Action  |
|------|---|
| 53.  | <p>Scroll to the right side of the page to review and enter the remaining chartfield information.</p> <p>Click the <b>Horizontal</b> scrollbar.</p> |


The screenshot displays the SAO State Accounting Office interface for creating a voucher. Key elements include:

- Invoice Information:** Invoice No SUPPLY2, Accounting Date 12/04/2020, Basis Date Type Inv Date, and Invoice Total (Line Total 600.00, Total 1,000.00, Difference -400.00).
- Supplier Information:** SUPPLIER\_BOX, 00000323, and JPPLIBOXF-001.
- Document Section:** PO Number, Copy PO, Copy From (None), and Description (Extra Security Guard).
- Table:** A table with columns: Merchandise Amt, Quantity, Source Type, Product, Special Purpose, Bud Ref (2020), and Budget Date (12/04/2020).

| Step | Action   |
|------|--|
| 54.  | <p>Once the voucher is saved, the Budget Reference defaults to the current year and the <b>Budget Date</b> defaults to the current accounting date.</p> <p>As necessary, change the Budget Reference and Budget Date to coincide with the budget date on the transaction. For example, the dates may need to be changed during year-end when 2 periods are open.</p> |

The screenshot displays the SAO system interface for creating a voucher. The top navigation bar includes 'Home', 'New Window', 'Help', and 'Personalize Page'. The main area is divided into several sections:

- Voucher Attributes:** Invoice No: SUPPLY2, Accounting Date: 12/04/2020, \*Pay Terms: N30, Basis Date Type: Inv Date, Control Group: [empty], Incomplete Voucher: [checked].
- Invoice Total:** Line Total: 600.00, \*Currency: USD, Miscellaneous: [empty], Freight: [empty], Total: 1,000.00, Difference: -400.00.
- Document:** PO Number: [empty], Copy PO: [empty], Copy From: None, Go: [empty].
- SpeedChart:** Ship To: AP\_0000001, Description: Extra Security Guard, Packing Slip: [empty].
- Table:** A table with columns: Merchandise Amt, Quantity, Activity, Source Type, Product, Special Purpose, Bud Ref, Affiliate, Fund Affil, Openitem. Row 1: 600.00, 1.0000, [empty], [empty], [empty], [empty], 2020, [empty], [empty], [empty].

| Step | Action  |
|------|---|
| 55.  | <p>Use the Navigation bar <b>View All</b>, <b>Show Previous</b> or <b>Show Next row Arrow</b> links to display the hidden distribution lines.</p> <p>Click the <b>Show next row</b> button.</p>  |

**Invoice Information** | Payments | Voucher Attributes

Business Unit 42700 | Invoice No SUPPLY2 | Accounting Date 12/04/2020 | \*Pay Terms N30 Net 30

Voucher ID NEXT | Basis Date Type Inv Date

Voucher Style Regular Voucher

Invoice Date 12/01/2020 | Invoice Received

Supplier ID 3000000323 | Control Group | Incomplete Voucher

ShortName SUPPLIBOXF-001

Location 000001

\*Address 1

**Invoice Total**

|               |          |
|---------------|----------|
| Line Total    | 600.00   |
| *Currency     | USD      |
| Miscellaneous |          |
| Freight       |          |
| Total         | 1,000.00 |
| Difference    | -400.00  |

Save | Save For Later | Action | Run | Calculate | Print

Copy From Source Document

PO Unit | PO Number | Copy PO | Copy From None

**Invoice Lines**

Line 2 | Copy Down | \*Distribute by Amount | SpeedChart | Ship To AP\_0000001

Item | Description

Quantity | Packing Slip

UOM | Unit Price

Line Amount 0.00

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        | 1    | 0.00            |          | 42700    |          |      |       |          |         |       |            |

| Step | Action   |
|------|--|
| 56.  | <p>For this example, Invoice Line 1 charges are for the Extra Security Guard. Invoice Line 2 charges are for the Regular Security Guard.</p> <p>The Chartfield string will be the same for both invoice lines except for the department codes to be charged.</p> |

| Step | Action  |
|------|---|
| 57.  | <p>Use the <b>Description</b> field to enter brief definition of the charges related to the Invoice Line for this voucher.</p> <p>Click in the <b>Description</b> field.</p> <p><b>Description</b> <input data-bbox="495 1234 906 1264" type="text"/></p> |

| Step | Action  |
|------|---|
| 58.  | <p>The <b>Description</b> is passed to the General Ledger and is useful for inquiries. The field is 30 characters long.</p> <p>For this example, type <b>Regular Security Guard</b> into the <b>Description</b> field.</p> <p><b>Description</b> <input data-bbox="495 1234 906 1264" type="text"/></p> |

**Invoice Information**

Business Unit 42700 Invoice No SUPPLY2  
 Voucher ID NEXT Accounting Date 12/04/2020  
 Voucher Style Regular Voucher \*Pay Terms N30 Net 30  
 Invoice Date 12/01/2020 Basis Date Type Inv Date  
 Invoice Received  
 SUPPLIER\_BOX  
 Supplier ID 000000323 Control Group  
 ShortName SUPPLIBOXF-001 Incomplete Voucher  
 Location 000001  
 \*Address 1

**Invoice Total**

Line Total 600.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

Line 2  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 0.00

SpeedChart  
 Ship To AP\_0000001  
 Description Regular Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | PC E Unit |
|----------|---------------|------------|--------|---------|----------|------|-------|----------|---------|-------|-----------|
|          |               |            |        | 42700   |          |      |       |          |         |       |           |

| Step | Action  |
|------|---|
| 59.  | Click in the <b>Line Amount</b> field.<br><b>Line Amount</b> <span style="border: 1px solid red; padding: 2px;">0.00</span> |

| Step | Action   |
|------|--|
| 60.  | <p>Enter the appropriate amount into the <b>Line Amount</b> field.</p> <p>For this example, type <b>400.00</b>.</p> <p>Line Amount <input type="text" value="0.00"/></p> |

The screenshot shows the 'Invoice Information' tab in the SAO software. The 'Line Amount' field is highlighted with a red box and contains the value 400.00. Other fields include Business Unit 42700, Invoice No SUPPLY2, Accounting Date 12/04/2020, Invoice Date 12/01/2020, Supplier ID 000000323, and Short Name SUPPLIBOXF-001. The 'Invoice Total' section shows a Line Total of 600.00 and a Difference of -400.00. The 'Distribution Lines' table at the bottom shows a single line with a Merchandise Amt of 0.00 and a GL Unit of 42700.

| Step | Action   |
|------|--|
| 61.  | <p>Click in the <b>Account</b> field.</p> <p><b>*Account</b></p> <p><input type="text"/></p> |

**Invoice Information**

Business Unit 42700 Invoice No SUPPLY2  
 Voucher ID NEXT Accounting Date 12/04/2020  
 Voucher Style Regular Voucher \*Pay Terms N30 Net 30  
 Invoice Date 12/01/2020 Basis Date Type Inv Date  
 Invoice Received

SUPPLIER\_BOX  
 Supplier ID 000000323 Control Group  
 ShortName SUPPLIBOXF-001 Incomplete Voucher  
 Location 000001  
 \*Address 1

**Invoice Total**

Line Total 600.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference -400.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

Line 2 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 400.00

SpeedChart  
 Ship To AP\_0000001  
 Description Regular Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | Copy Down                | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|--------------------------|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        | <input type="checkbox"/> | 1    | 0.00            |          | 42700    |          |      |       |          |         |       |            |

| Step | Action  |
|------|---|
| 62.  | Enter the appropriate code into the <b>Account</b> field.<br>For this example, type <b>123456</b> . |

**Invoice Information**

Business Unit 42700 Invoice No SUPPLY2  
 Voucher ID NEXT Accounting Date 12/04/2020  
 Voucher Style Regular Voucher \*Pay Terms N30 Net 30  
 Invoice Date 12/01/2020 Basis Date Type Inv Date  
 Invoice Received

SUPPLIER\_BOX  
 Supplier ID 000000323 Control Group  
 ShortName SUPPLIBOXF-001 Incomplete Voucher  
 Location 000001  
 \*Address 1

**Invoice Total**

Line Total 1,000.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference 0.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

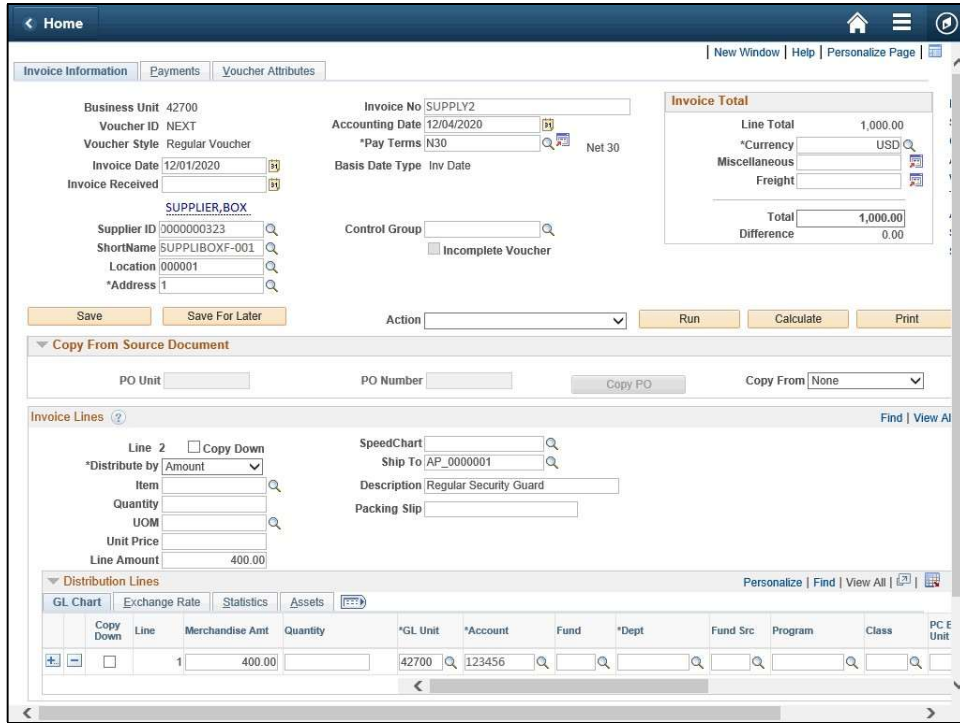
Line 2 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 400.00

SpeedChart  
 Ship To AP\_0000001  
 Description Regular Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | Copy Down                | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|--------------------------|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        | <input type="checkbox"/> | 1    | 400.00          |          | 42700    | 123456   |      |       |          |         |       |            |

| Step | Action                          |
|------|---------------------------------|
| 63.  | Click in the <b>Fund</b> field. |



Business Unit 42700 Invoice No SUPPLY2  
 Voucher ID NEXT Accounting Date 12/04/2020  
 Voucher Style Regular Voucher \*Pay Terms N30 Net 30  
 Invoice Date 12/01/2020 Basis Date Type Inv Date  
 Invoice Received  
 SUPPLIER, BOX  
 Supplier ID 000000323 Control Group  
 ShortName SUPPLIBOXF-001 Incomplete Voucher  
 Location 000001  
 \*Address 1

Invoice Total  
 Line Total 1,000.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference 0.00

Save Save For Later Action Run Calculate Print

Copy From Source Document  
 PO Unit PO Number Copy PO Copy From None

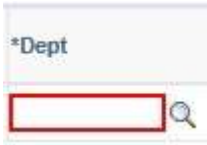
Invoice Lines  
 Line 2 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 400.00  
 SpeedChart  
 Ship To AP\_0000001  
 Description Regular Security Guard  
 Packing Slip

Distribution Lines  
 Personalize Find View All

| GL Chart | Exchange Rate | Statistics | Assets | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | PC E Unit |
|----------|---------------|------------|--------|----------|----------|------|-------|----------|---------|-------|-----------|
|          |               |            |        | 42700    | 123456   |      |       |          |         |       |           |

| Step | Action   |
|------|--|
| 64.  | Enter the appropriate information into the <b>Fund</b> field.<br><br>For this example, type <b>101</b> . |

The screenshot displays the SAO State Accounting Office software interface. The main window is titled 'Home' and contains several tabs: 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' tab is active, showing fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), and Supplier ID (000000323). The 'Invoice Lines' section is expanded, showing a table with columns for Line, Merchandise Amt, Quantity, \*GL Unit, \*Account, Fund, \*Dept, Fund Src, Program, Class, and P.C.E Unit. The first row shows Line 1 with a Merchandise Amt of 400.00 and \*GL Unit of 42700. The \*Dept field is highlighted with a red box, indicating the step to click in this field.

| Step | Action   |
|------|--|
| 65.  | <p>Click in the <b>Dept</b> field.</p>  |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received

Supplier: SUPPLIER\_BOX  
 Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date

Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 1,000.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference 0.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None

**Invoice Lines**

Line 2  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 400.00

SpeedChart  
 Ship To AP\_0000001  
 Description Regular Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | Copy Down                | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|--------------------------|------|-----------------|----------|----------|----------|------|-------|----------|---------|-------|------------|
|          |               |            |        | <input type="checkbox"/> | 1    | 400.00          |          | 42700    | 123456   | 101  |       |          |         |       |            |

| Step | Action  |
|------|---|
| 66.  | Enter the appropriate information into the <b>Dept</b> field.<br>For this example, type <b>00000680</b> . |

**Invoice Information**

Business Unit 42700  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 12/01/2020  
 Invoice Received

Supplier: SUPPLIER\_BOX  
 Supplier ID 000000323  
 ShortName SUPPLIBOXF-001  
 Location 000001  
 \*Address 1

Invoice No SUPPLY2  
 Accounting Date 12/04/2020  
 \*Pay Terms N30 Net 30  
 Basis Date Type Inv Date

Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total 1,000.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 1,000.00  
 Difference 0.00

**Copy From Source Document**

PO Unit PO Number Copy PO Copy From None


**Invoice Lines**

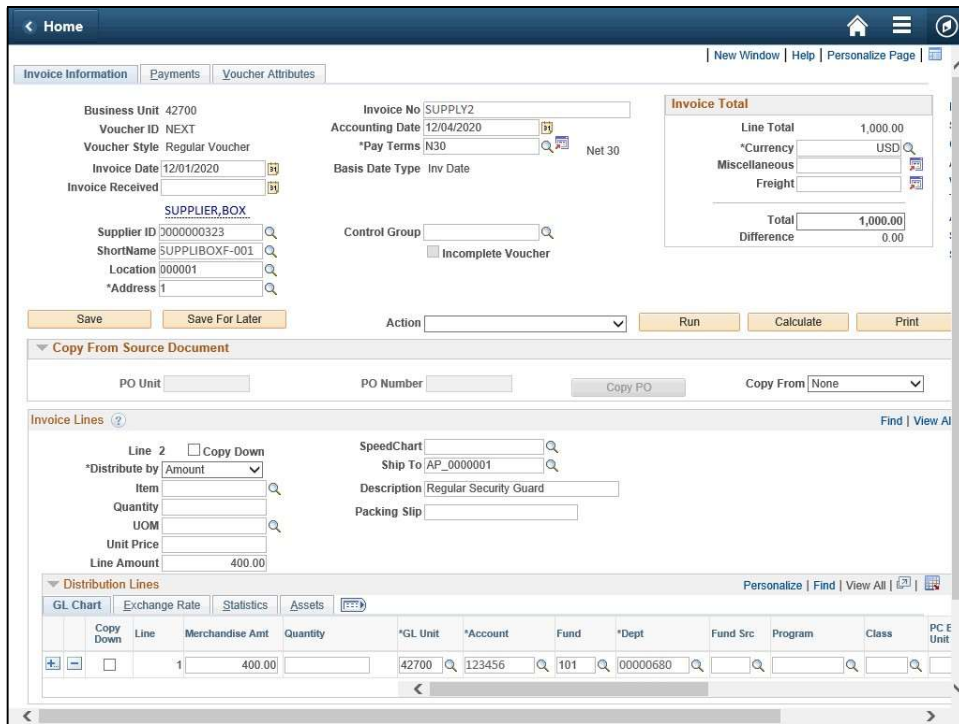
Line 2  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 400.00

SpeedChart  
 Ship To AP\_0000001  
 Description Regular Security Guard  
 Packing Slip

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | Copy Down                | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept    | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|--------------------------|------|-----------------|----------|----------|----------|------|----------|----------|---------|-------|------------|
|          |               |            |        | <input type="checkbox"/> | 1    | 400.00          |          | 42700    | 123456   | 101  | 00000680 |          |         |       |            |

| Step | Action   |
|------|--|
| 67.  | Click in the <b>Fund Src</b> field.<br> |




The screenshot shows the 'Invoice Information' tab in the SAO software. The 'Fund Src' field is highlighted in the 'Distribution Lines' table. The table has the following data:

| GL Chart | Exchange Rate | Statistics | Assets | Line | Merchandise Amt | Quantity | *GL Unit | *Account | Fund | *Dept    | Fund Src | Program | Class | PCE Unit |
|----------|---------------|------------|--------|------|-----------------|----------|----------|----------|------|----------|----------|---------|-------|----------|
|          |               |            |        | 1    | 400.00          |          | 42700    | 123456   | 101  | 00000680 |          |         |       |          |

| Step | Action   |
|------|--|
| 68.  | Enter the appropriate information into the <b>Fund Src</b> field.<br><br>For this example, type <b>12345</b> . |

The screenshot displays the 'Invoice Information' form in the SAO system. The 'Invoice Information' section includes fields for Business Unit (42700), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (12/01/2020), Invoice Received, Supplier ID (000000323), Short Name (SUPPLIBOXF-001), Location (000001), and Address (1). The 'Invoice No' is SUPPLY2, the Accounting Date is 12/04/2020, and the Pay Terms are N30. The 'Invoice Total' section shows a Line Total of 1,000.00, Currency of USD, and a Total of 1,000.00 with a Difference of 0.00. The 'Distribution Lines' table at the bottom shows a single line with a Merchandise Amount of 400.00 and a Program field highlighted with a red box.

| GL Chart | Exchange Rate | Statistics | Assets | GL Unit | Account | Fund | Dept     | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|---------|---------|------|----------|----------|---------|-------|------------|
|          |               |            |        | 42700   | 123456  | 101  | 00000680 | 12345    |         |       |            |

| Step | Action  |
|------|---|
| 69.  | Click in the <b>Program</b> field.<br> |

**Invoice Information**

Business Unit: 42700  
 Invoice No: SUPPLY2  
 Accounting Date: 12/04/2020  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 12/01/2020  
 Invoice Received:

Supplier: SUPPLIER\_BOX  
 Supplier ID: 300000323  
 ShortName: SUPPLIBOXF-001  
 Location: 000001  
 \*Address: 1

Invoice Total  
 Line Total: 1,000.00  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 1,000.00  
 Difference: 0.00

**Copy From Source Document**

PO Unit:  PO Number:  Copy PO:  Copy From:

**Invoice Lines**

Line 2  Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity:   
 UOM:   
 Unit Price:   
 Line Amount: 400.00

SpeedChart:   
 Ship To: AP\_0000001  
 Description: Regular Security Guard  
 Packing Slip:

**Distribution Lines**

| GL Chart                 | Exchange Rate | Statistics | Assets | GL Unit | *Account | Fund | *Dept    | Fund Src | Program | Class | PC E Unit |
|--------------------------|---------------|------------|--------|---------|----------|------|----------|----------|---------|-------|-----------|
| <input type="checkbox"/> |               |            |        | 42700   | 123456   | 101  | 00000680 | 12345    |         |       |           |

| Step | Action   |
|------|--|
| 70.  | Enter the appropriate information into the <b>Program</b> field.<br>For this example, type <b>000104</b> . |

**Invoice Information**

Business Unit: 42700  
 Invoice No: SUPPLY2  
 Accounting Date: 12/04/2020  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 12/01/2020  
 Invoice Received:

Supplier: SUPPLIER\_BOX  
 Supplier ID: 300000323  
 ShortName: SUPPLIBOXF-001  
 Location: 000001  
 \*Address: 1

Invoice Total  
 Line Total: 1,000.00  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 1,000.00  
 Difference: 0.00

**Copy From Source Document**

PO Unit:  PO Number:  Copy PO:  Copy From:


**Invoice Lines**

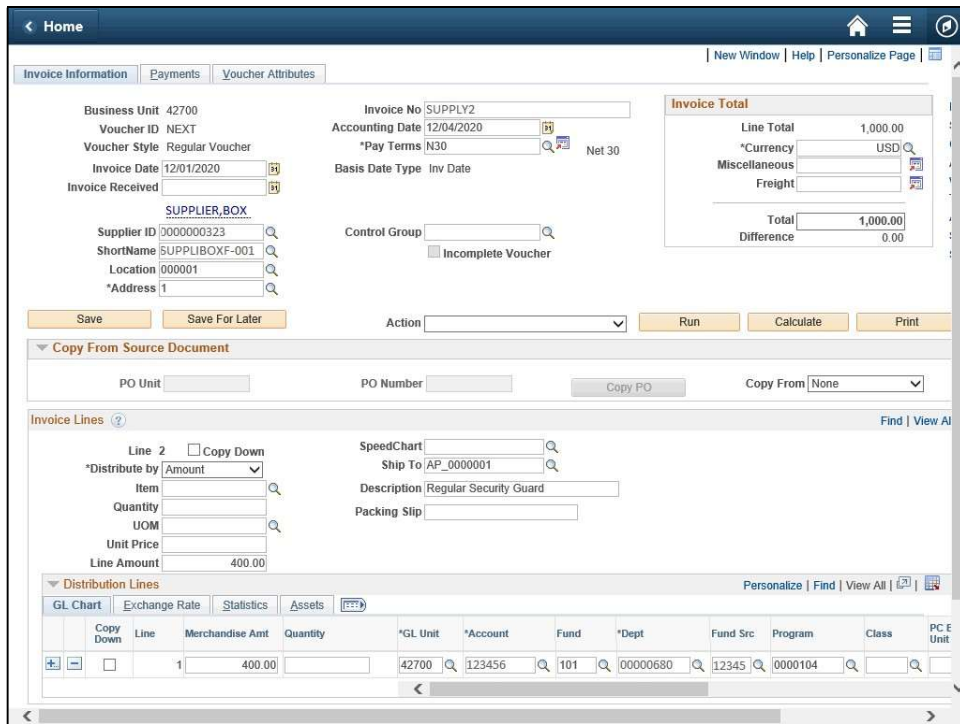
Line 2  Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity:   
 UOM:   
 Unit Price:   
 Line Amount: 400.00

SpeedChart:   
 Ship To: AP\_0000001  
 Description: Regular Security Guard  
 Packing Slip:

**Distribution Lines**


| GL Chart                 | Exchange Rate | Statistics | Assets | GL Unit | *Account | Fund | *Dept    | Fund Src | Program | Class | PC E Unit |
|--------------------------|---------------|------------|--------|---------|----------|------|----------|----------|---------|-------|-----------|
| <input type="checkbox"/> |               |            |        | 42700   | 123456   | 101  | 00000680 | 12345    | 000104  |       |           |

| Step | Action  |
|------|---|
| 71.  | Click in the <b>Class</b> field.<br> |




| Step | Action  |
|------|---|
| 72.  | Enter the appropriate information into the <b>Class</b> field.<br>For this example, type <b>301</b> |

The screenshot displays the 'Invoice Information' and 'Distribution Lines' sections of the SAO State Accounting Office software. The 'Invoice Information' section includes fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (12/01/2020), Invoice Received, Supplier ID (000000323), ShortName (SUPPLIBOXF-001), Location (000001), and Address (1). The 'Invoice Total' section shows a Line Total of 1,000.00, Currency of USD, and a Total of 1,000.00 with a Difference of 0.00. The 'Distribution Lines' section shows a table with columns for GL Chart, Exchange Rate, Statistics, Assets, Line, Merchandise Amt, Quantity, \*GL Unit, \*Account, Fund, \*Dept, Fund Src, Program, Class, and P.C.E Unit. The table contains one row with Line 1, Merchandise Amt of 400.00, \*GL Unit of 42700, \*Account of 123456, Fund of 101, \*Dept of 00000680, Fund Src of 12345, Program of 0000104, and Class of 301.

| Step | Action  |
|------|---|
| 73.  | <p>Use the Distribution Lines horizontal scrollbar to move to the right to display the hidden columns and enter additional chartfield information.</p> <p>Click the <b>Horizontal</b> scrollbar.</p>  |

The screenshot displays the 'Invoice Information' tab in the SAO software. Key fields include Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (12/01/2020), Invoice Received, Supplier ID (000000323), ShortName (SUPPLIBOXF-001), Location (000001), and Address (1). An 'Invoice Total' summary shows a Line Total of 1,000.00 USD. Below the form are sections for 'Copy From Source Document' and 'Invoice Lines' with a table for 'Distribution Lines'.

| Step | Action  |
|------|---|
| 74.  | Click in the <b>PC Bus Unit</b> field.<br> |

**Invoice Information**

Business Unit: 42700  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 12/01/2020  
 Invoice Received:

Supplier: SUPPLIER, BOX  
 Supplier ID: 000000323  
 ShortName: SUPPLIBOXF-001  
 Location: 000001  
 \*Address: 1

Invoice No: SUPPLY2  
 Accounting Date: 12/04/2020  
 \*Pay Terms: N30  
 Basis Date Type: Inv Date

**Invoice Total**

Line Total: 1,000.00  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 1,000.00  
 Difference: 0.00

**Copy From Source Document**

PO Unit:  PO Number:  Copy PO:  Copy From: None

**Invoice Lines**

Line 2  Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity:   
 UOM:   
 Unit Price:   
 Line Amount: 400.00

SpeedChart:   
 Ship To: AP\_0000001  
 Description: Regular Security Guard  
 Packing Slip:

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose | Bud F |
|----------|---------------|------------|--------|-------------|---------|----------|-------------|---------|-----------------|-------|
|          |               |            |        |             |         |          |             |         |                 |       |
|          |               |            |        | 42700       |         |          |             |         |                 |       |

| Step | Action  |
|------|---|
| 75.  | Enter the appropriate information into the <b>PC Bus Unit</b> field.<br>For this example, type <b>42700</b> . |

**Invoice Information**

Business Unit: 42700  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 12/01/2020  
 Invoice Received:

Supplier: SUPPLIER, BOX  
 Supplier ID: 000000323  
 ShortName: SUPPLIBOXF-001  
 Location: 000001  
 \*Address: 1

Invoice No: SUPPLY2  
 Accounting Date: 12/04/2020  
 \*Pay Terms: N30  
 Basis Date Type: Inv Date

**Invoice Total**

Line Total: 1,000.00  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 1,000.00  
 Difference: 0.00

**Copy From Source Document**

PO Unit:  PO Number:  Copy PO:  Copy From: None


**Invoice Lines**

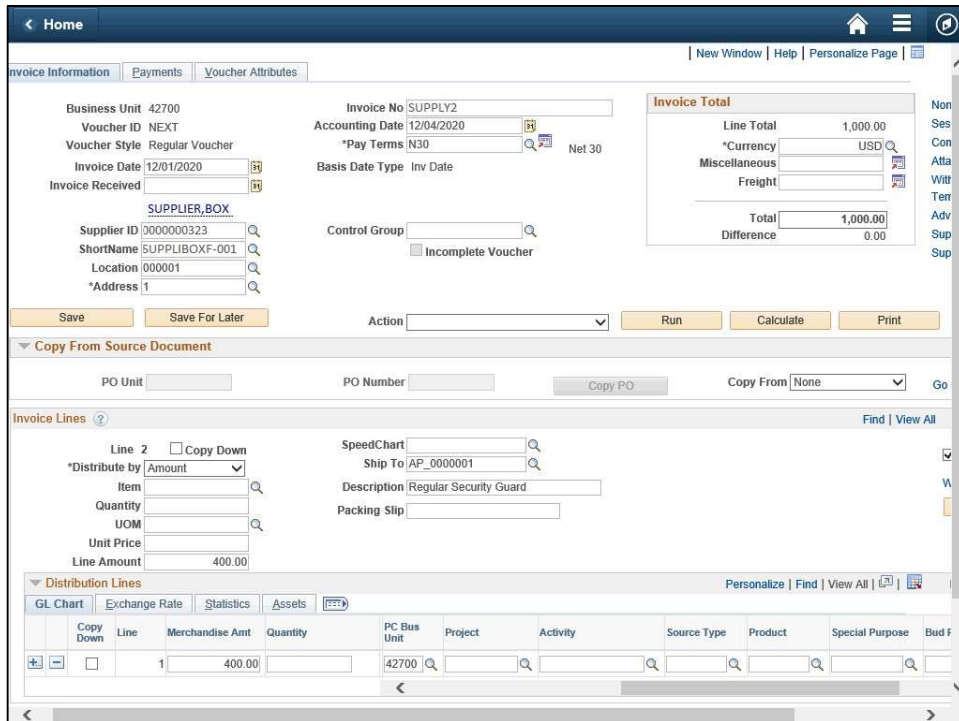
Line 2  Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity:   
 UOM:   
 Unit Price:   
 Line Amount: 400.00

SpeedChart:   
 Ship To: AP\_0000001  
 Description: Regular Security Guard  
 Packing Slip:

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose | Bud F |
|----------|---------------|------------|--------|-------------|---------|----------|-------------|---------|-----------------|-------|
|          |               |            |        | 42700       |         |          |             |         |                 |       |

| Step | Action  |
|------|---|
| 76.  | Click in the <b>Project</b> field.<br> |



The screenshot shows the SAO software interface for creating a voucher. The 'Invoice Information' section includes fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), and Supplier ID (000000323). The 'Invoice Lines' section shows a table with columns for Line, Merchandise Amt, Quantity, PC Bus Unit, Project, Activity, Source Type, Product, Special Purpose, and Bud F. The 'Project' field in the first row is highlighted.

| Line | Merchandise Amt | Quantity | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose | Bud F |
|------|-----------------|----------|-------------|---------|----------|-------------|---------|-----------------|-------|
| 1    | 400.00          |          | 42700       |         |          |             |         |                 |       |


| Step | Action   |
|------|--|
| 77.  | Enter the appropriate information into the <b>Project</b> field.<br><br>For this example, type <b>01</b> . |

The screenshot displays the SAO software interface for creating a voucher. Key sections include:

- Header:** Business Unit 42700, Invoice No SUPPLY2, Accounting Date 12/04/2020, \*Pay Terms N30, Net 30.
- Supplier Information:** Supplier Name SUPPLIBOXF-001, Supplier Hierarchy Supplier 360.
- Invoice Total:** Line Total 1,000.00, Total 1,000.00, Difference 0.00.
- Source Document:** PO Unit, PO Number, Copy PO, Copy From None.
- Line Item:** Line 2, Description Regular Security Guard, Quantity 1, Unit Price 400.00.
- Lines Table:**

| Line | Merchandise Amt | Quantity | PC Bus Unit | Project | Activity | Source Type | Product | Special Purpose | Bud Ref | Affiliate |
|------|-----------------|----------|-------------|---------|----------|-------------|---------|-----------------|---------|-----------|
| 1    | 400.00          |          | 42700       | 01      |          |             |         |                 |         |           |

| Step | Action   |
|------|--|
| 78.  | <p>Each <b>Activity</b> represents a specific task, schedule and status on a project. Based on the business unit, the Activity field may be required. If applicable enter the appropriate <b>Activity</b> code.</p> <p>For this example, no activity code will be entered.</p> |

| Step | Action  |
|------|---|
| 79.  | <p>Scroll to the right side of the page to display the Withholding link in the header section.</p> <p>Click the <b>Horizontal</b> scrollbar at the bottom of the page.</p>  |

The screenshot displays the 'Invoice Information' page in the SAO system. Key elements include:

- Invoice Details:** Invoice No SUPPLY2, Accounting Date 12/04/2020, \*Pay Terms N30, Net 30.
- Supplier Information:** Supplier Name SUPPLIBOXF-001, Supplier ID 000000323.
- Invoice Total:** Line Total 1,000.00, Total 1,000.00, Difference 0.00.
- Source Document:** PO Unit, PO Number, Copy PO, Copy From None.
- Line 2 Details:** Description Regular Security Guard, Amount 400.00.
- Table:** A table with columns: Line, Merchandise Amt, Quantity, Source Type, Product, Special Purpose, Bud Ref, Affiliate, Fund Affil, Openitem, Budget Date. Row 1: 1, 400.00, [blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank], 12/04/2020.

| Step | Action  |
|------|---|
| 80.  | <p>The <b>Withholding</b> information for the 1099 voucher needs to be entered. The Withholding link is located on the upper right hand side of the Invoice Information page.</p> <p>Click the <b>Withholding</b> link.</p> <p><b>Withholding</b></p> |

**Withholding Information**

Back to Invoice

Business Unit 42700 Invoice Number SUPPLY2 VAT Entity  
Voucher ID NEXT Supplier 000000323 SUPPLIER,BOX Invoice Date 12/01/2020

**Withholding Option**

Postpone Withholding

**Invoice Line Withhold Information**

Line 2 Description Regular Security Guard Find | View All

Withholding Code [ ]  Withholding Applicable

**Withholding Details**

| *Entity | *Type | *Jurisdiction | *Class | Withholding Basis Amt Override | Contract Reference | Rule Override | Apply Withholding   | Applicable                          |
|---------|-------|---------------|--------|--------------------------------|--------------------|---------------|---------------------|-------------------------------------|
| 1 IRS   | 2025N | FED           | 01     |                                |                    |               | Withhold at Payment | <input checked="" type="checkbox"/> |

| Step | Action   |
|------|--|
| 81.  | <p>Use the <b>Withholding Information</b> page to review or override the withholding for individual voucher lines for a withholding-applicable voucher.</p> <p>Use the <b>Postpone Withholding</b> check box to delay withholding for vouchers. If this option is 'On' or checked, withholding is not calculated when the voucher is paid. It is calculated when the regular voucher is created.</p> |

**Withholding Information**

Back to Invoice

Business Unit 42700 Invoice Number SUPPLY2 VAT Entity  
 Voucher ID NEXT Supplier 000000323 SUPPLIER,BOX Invoice Date 12/01/2020

**Withholding Option**

Postpone Withholding

**Invoice Line Withhold Information** Find | View All

Line 2 Description Regular Security Guard  
 Withholding Code   Withholding Applicable

**Withholding Details** Personalize | Find | View All |  |  First 1 of 1 Last

| *Entity | *Type | *Jurisdiction | *Class | Withholding Basis<br>Amt Override | Contract<br>Reference | Rule Override        | Apply<br>Withholding   | Applicable                          |
|---------|-------|---------------|--------|-----------------------------------|-----------------------|----------------------|------------------------|-------------------------------------|
| 1   IRS | 2025N | FED           | 01     | <input type="text"/>              | <input type="text"/>  | <input type="text"/> | Withhold at<br>Payment | <input checked="" type="checkbox"/> |

| Step | Action   |
|------|--|
| 82.  | <p>In this example, the voucher has two lines. Display all of the Invoice Line Withholding Detail lines associated with this voucher.</p> <p>Click the <b>View All</b> link.</p> <p><a href="#">View All</a></p> |

**Withholding Information**

Back to Invoice

Business Unit 42700 Invoice Number SUPPLY2 VAT Entity  
 Voucher ID NEXT Supplier 000000323 SUPPLIER,BOX Invoice Date 12/01/2020

**Withholding Option**

Postpone Withholding

**Invoice Line Withhold Information**

Line 1 Description Extra Security Guard  
 Withholding Code [ ]  Withholding Applicable

**Withholding Details**

| *Entity | *Type | *Jurisdiction | *Class | Withholding Basis Amt Override | Contract Reference | Rule Override | Apply Withholding   | Applicable                          |
|---------|-------|---------------|--------|--------------------------------|--------------------|---------------|---------------------|-------------------------------------|
| 1 IRS   | 2025N | FED           | 01     |                                |                    |               | Withhold at Payment | <input checked="" type="checkbox"/> |

Line 2 Description Regular Security Guard  
 Withholding Code [ ]  Withholding Applicable

**Withholding Details**

| *Entity | *Type | *Jurisdiction | *Class | Withholding Basis Amt Override | Contract Reference | Rule Override | Apply Withholding   | Applicable                          |
|---------|-------|---------------|--------|--------------------------------|--------------------|---------------|---------------------|-------------------------------------|
| 1 IRS   | 2025N | FED           | 01     |                                |                    |               | Withhold at Payment | <input checked="" type="checkbox"/> |

| Step | Action   |
|------|--|
| 83.  | <p>The system expands the Invoice Line Withhold Information section to display the two lines associated with the invoice. <b>Withholding Code</b> defines the values that default in the Withholding Details information such as 'Entity', 'Type', 'Jurisdiction', and 'Class'. As necessary, the Withholding Code can be changed.</p> <p>The <b>Withholding Applicable</b> checkbox defaults to 'On' or checked if the supplier is set up as a withholding applicable supplier. This indicates that the payment for this voucher line will be included on the 1099 statement that is issued for this supplier.</p> <p>If a user turns 'Off' or clears the Withholding Applicable checkbox the lines on the voucher will not be included in the amount of the supplier's 1099 statement.</p> |

The screenshot displays the 'Withholding Information' screen. At the top, there are fields for Business Unit (42700), Invoice Number (SUPPLY2), Supplier (000000323 SUPPLIER,BOX), VAT Entity, and Invoice Date (12/01/2020). Below this is a 'Withholding Option' section with a 'Postpone Withholding' checkbox. The main section is 'Invoice Line Withhold Information', which lists two lines. Line 1 is 'Extra Security Guard' and Line 2 is 'Regular Security Guard'. Both lines have 'Withholding Applicable' checked. Below each line is a 'Withholding Details' table. In both tables, the 'Class' field (containing '01') and the 'Applicable' checkbox are highlighted with red boxes.

| Step | Action  |
|------|---|
| 84.  | <p>The <b>Withholding Details</b> section displays the withholding Entity, Type, Jurisdiction, and Class specified for the supplier at the supplier location level.</p> <p>If the Withholding <b>Class</b> is changed, the new class must be added to the 1099 supplier if it is not already there.</p> <p>Use the <b>Applicable</b> checkbox to indicate any line on the voucher that should not be included in the amount the supplier receives on a 1099 statements.</p> <p><b>Note:</b> Information regarding the type of expense that should be included on a 1099 statement can be found on the IRS web site.</p> |

**Withholding Information**

Back to Invoice

Business Unit 42700 Invoice Number SUPPLY2 VAT Entity  
 Voucher ID NEXT Supplier 000000323 SUPPLIER,BOX Invoice Date 12/01/2020

**Withholding Option**

Postpone Withholding

**Invoice Line Withhold Information** Find | View 1 First

Line 1 Description Extra Security Guard  
 Withholding Code   Withholding Applicable

**Withholding Details** Personalize | Find | View All |  |  First 1 of 1 Last

| *Entity | *Type | *Jurisdiction | *Class | Withholding Basis Amt Override | Contract Reference | Rule Override | Apply Withholding   | Applicable                          |
|---------|-------|---------------|--------|--------------------------------|--------------------|---------------|---------------------|-------------------------------------|
| 1 IRS   | 2025N | FED           | 01     |                                |                    |               | Withhold at Payment | <input checked="" type="checkbox"/> |

Line 2 Description Regular Security Guard  
 Withholding Code   Withholding Applicable

**Withholding Details** Personalize | Find | View All |  |  First 1 of 1 Last

| *Entity | *Type | *Jurisdiction | *Class | Withholding Basis Amt Override | Contract Reference | Rule Override | Apply Withholding   | Applicable                          |
|---------|-------|---------------|--------|--------------------------------|--------------------|---------------|---------------------|-------------------------------------|
| 1 IRS   | 2025N | FED           | 01     |                                |                    |               | Withhold at Payment | <input checked="" type="checkbox"/> |

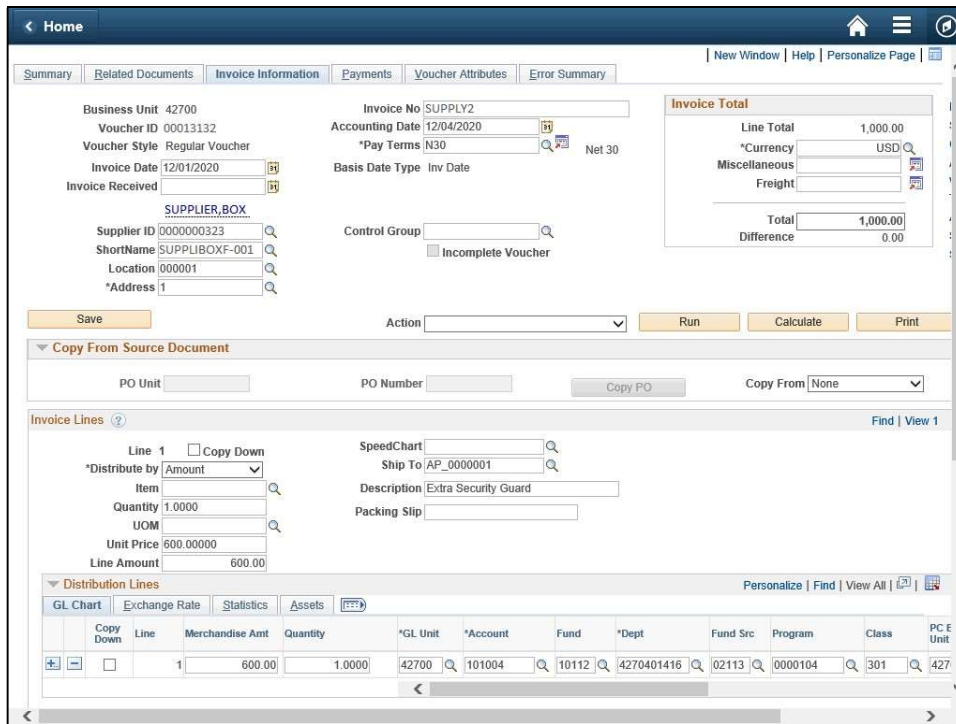
| Step | Action  |
|------|---|
| 85.  | <p>The system expands the Invoice Line Withhold Information section to display the two lines associated with the invoice.</p> <p>Click the <b>Back to Invoice</b> link.</p> <p><b>Back to Invoice</b></p> |

The screenshot shows the 'Voucher Attributes' tab in the SAO system. The 'Save' button is highlighted with a red border. The interface includes fields for Business Unit (42700), Invoice No (SUPPLY2), Accounting Date (12/04/2020), and various other voucher details. An 'Invoice Total' summary is visible on the right, showing a Line Total of 1,000.00. Below the main form is a 'Copy From Source Document' section and an 'Invoice Lines' section with a table of distribution lines.

| Step | Action  |
|------|---|
| 86.  | Click the <b>Save</b> button.<br><div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Save</div> |

This screenshot is similar to the first one, showing the 'Voucher Attributes' tab. In this view, the 'Save' button is highlighted with a red border. The 'Invoice Information' tab is also visible at the top. The 'Invoice Lines' section shows a table with one line item: Line 1, Merchandise Amt 600.00, Quantity 1.0000, and Line Amount 600.00. The 'Distribution Lines' table below it shows the same data with additional columns for GL Unit, Account, Fund, and Dept.

| Step | Action   |
|------|--|
| 87.  | <p>If the voucher passes validation, the <b>Voucher ID</b> changes from <i>NEXT</i> to a system assigned number.</p> <p>The following three tabs: <b>Summary</b>, <b>Related Documents</b> and <b>Error Summary</b> appear after the voucher is saved.</p> <p>The <b>Summary</b> page displays the processing that the system has performed on the voucher. This page is helpful for a quick review of a voucher's information without navigating multiple tabs.</p> <p><b>Related Documents</b> displays attached documents that are associated with this voucher.</p> <p>The <b>Error Summary</b> lists voucher processing errors, duplicate invoices out-of-balance and combination edit errors on the voucher.</p> |



**Invoice Information**

Business Unit: 42700  
 Voucher ID: 00013132  
 Voucher Style: Regular Voucher  
 Invoice Date: 12/01/2020  
 Invoice Received: [ ]  
 Supplier: SUPPLIER\_BOX  
 Supplier ID: 000000323  
 ShortName: SUPPLIBOXF-001  
 Location: 000001  
 \*Address: 1

Invoice No: SUPPLY2  
 Accounting Date: 12/04/2020  
 \*Pay Terms: N30 Net 30  
 Basis Date Type: Inv Date  
 Control Group: [ ]  
 Incomplete Voucher

**Invoice Total**

|               |                 |
|---------------|-----------------|
| Line Total    | 1,000.00        |
| *Currency     | USD             |
| Miscellaneous |                 |
| Freight       |                 |
| <b>Total</b>  | <b>1,000.00</b> |
| Difference    | 0.00            |

Save [ ] Action [ ] Run [ ] Calculate [ ] Print [ ]

**Copy From Source Document**

PO Unit [ ] PO Number [ ] Copy PO [ ] Copy From [ None ]

**Invoice Lines**

Line 1  Copy Down  
 \*Distribute by: Amount  
 Item: [ ]  
 Quantity: 1.0000  
 UOM: [ ]  
 Unit Price: 600.00000  
 Line Amount: 600.00

SpeedChart: [ ]  
 Ship To: AP\_0000001  
 Description: Extra Security Guard  
 Packing Slip: [ ]

**Distribution Lines**

| GL Chart | Exchange Rate | Statistics | Assets | *GL Unit | *Account | Fund  | *Dept      | Fund Src | Program | Class | P.C.E Unit |
|----------|---------------|------------|--------|----------|----------|-------|------------|----------|---------|-------|------------|
| [ ]      |               |            |        | 42700    | 101004   | 10112 | 4270401416 | 02113    | 0000104 | 301   | 427        |

| Step | Action  |
|------|---|
| 88.  | <p><b>Congratulations!</b> You have completed the Creating a Voucher - 1099 topic. <b>End of Procedure.</b></p> |