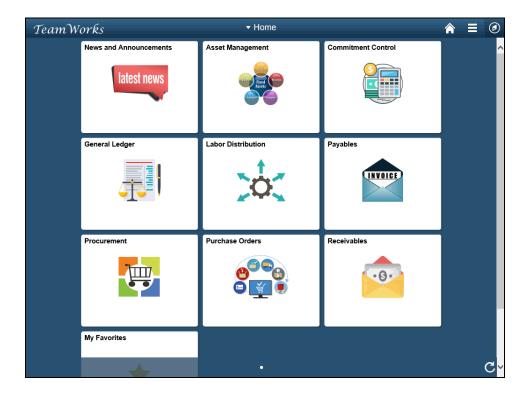


Creating a Voucher - 1099 9.2



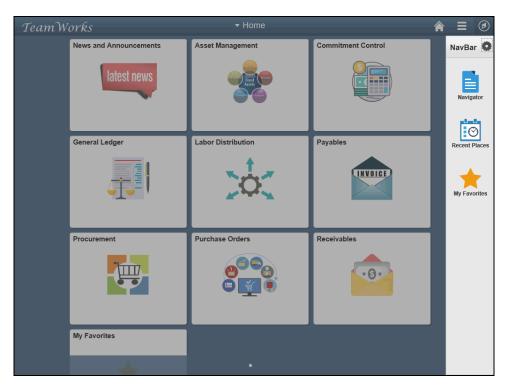


Step	Action
1.	Note: This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).
	When entering a transaction in the live TeamWorks Financials system please select all values and options based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

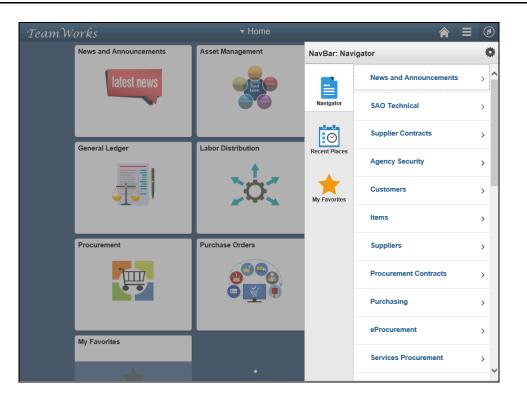
TeamW	orks	▼ Home		â	Ξ	۲
	News and Announcements	Asset Management	Commitment Control			
	General Ledger	Labor Distribution	Payables			
	Procurement	Purchase Orders	Receivables			
	My Favorites					
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Step	Action
2.	Begin by navigating to the voucher Voucher page.
	Click the NavBar icon.

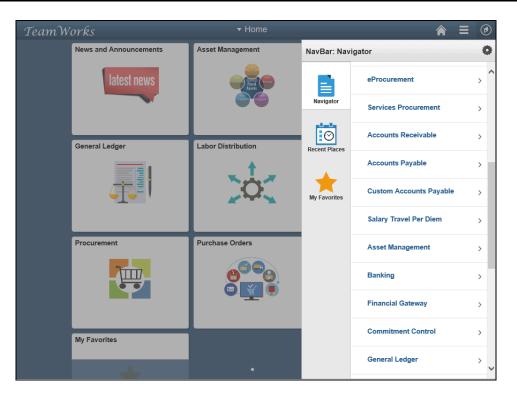


Step	Action
3.	Click the Navigator link.
	NavBar 🔘
	Nergetor
	Recent Places
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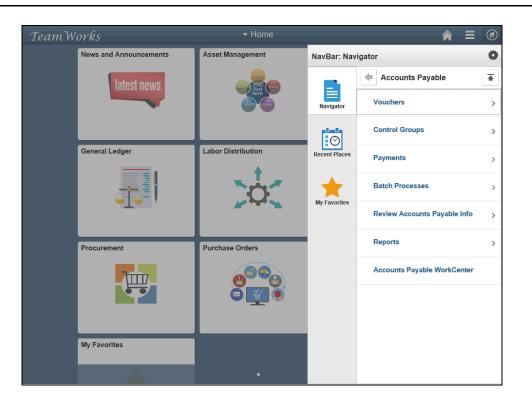
Step	Action
4.	Click the Vertical Scrollbar scrollbar.
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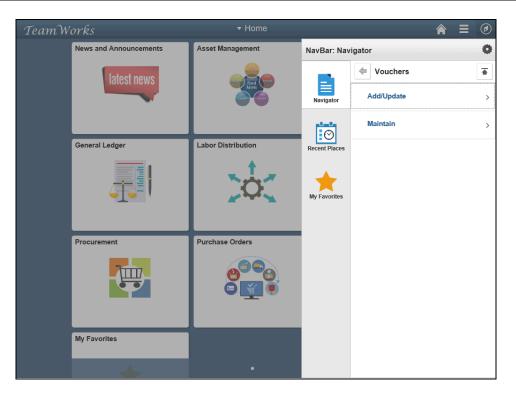
>





Step	Action		
6.	Click the Vouchers link.		
	Vouchers >		





Step	Action
7.	Click the Add/Update link.
	Add/Update >



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News and Announcements	Asset Management	NavBar: Nav	vigator 🧳
latest news			Add/Update
	Aliest Com	Navigator	Regular Entry
		Ø	Quick Invoice Entry
General Ledger	Labor Distribution	Recent Places	Close Voucher
		*	Delete Voucher
		My Favorites	
Procurement	Purchase Orders		
	0000		
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My Favorites			

Step	Action
8.	Click the Regular Entry link.
	Regular Entry



< Home	Rew Window Help
foucher	
Eind an Existing Value Add a New Value	
Business Unit 42700	
Voucher ID NEXT	
Voucher Style Regular Voucher	
Supplier Name	
Short Supplier Name	
Supplier ID	
Supplier Location	
Address Sequence Number 0 Q	
Invoice Number	
Invoice Date	
Gross Invoice Amount 0.00	
Freight Amount 0.00	
Misc Charge Amount 0.00	
stimated No. of Invoice Lines 1	
Add	
ind an Existing Value Add a New Value	

Step	Action
9.	Use the Voucher Add a New Value page to enter the required information for creating a voucher. Users can add vouchers associated with standard invoices or purchase orders.
	If a different Business Unit needs to be entered, it is comprised of the agency number and two zeros at the end.
	The Voucher ID 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.
	Use the Voucher Style drop-down field to select the type of voucher to create.



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	New Window Help 📰
/oucher	
Eind an Existing Value Add a New Value	
Business Unit 42700 Q	
Voucher ID NEXT	
Voucher Style Regular Voucher	
Supplier Name	
Short Supplier Name	
Supplier ID	
Supplier Location	
Address Sequence Number 0 Q	
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	
Aud	
Find an Existing Value Add a New Value	

Step	Action
10.	For this example, the user knows part of the supplier name and will use the Supplier Name field to search for it.
	Click in the Supplier Name field. Supplier Name



K Home		Rew Window Help
Voucher		
Eind an Existing Value Ad	id a New Value	
Business Unit		
Voucher ID		
	Regular Voucher V	
Supplier Name		
Short Supplier Name		
Supplier ID		
Supplier Location		
Address Sequence Number Invoice Number		
Invoice Number		
Gross Invoice Amount		
Freight Amount		
Misc Charge Amount		
Estimated No. of Invoice Lines		
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Add		
ind an Existing Value Add a I	New Value	
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Step	Action
11.	Enter the appropriate known information into the Short Supplier Name field to narrow the search results and limit system processing times.
	For this example, type SUPPLIER,B . Supplier Name



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	New Window Help 📰
/oucher	
Eind 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	
stimated No. of Invoice Lines 1	
Add	
Aud	
ind an Existing Value Add a New Value	

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



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



< Home	A E 🕢 New Window Help 📰
Voucher	
Eind an Existing Value Add a New Value	
Business Unit 42700 Q Voucher ID NEXT	
Voucher Style Regular Voucher Supplier Name SUPPLIER,BOX	
Short Supplier Name SUPPLBOXF-001 Q Supplier ID 0000000323 Q	
Supplier Location 000001 Q Address Sequence Number 1 Q	
Invoice Number	
Gross Invoice Amount 0.00	
Freight Amount 0.00 Misc Charge Amount 0.00	
Stimated No. of Invoice Lines 1	
Add	
Find an Existing Value Add a New Value	

Step	Action
14.	The remaining supplier selection fields default depending on the supplier selected.
	The Supplier Name, Short Supplier Name, Supplier ID, Supplier Location and Address Sequence Number all defaulted into the fields.
	Supplier Location 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.



K Home	Rew Window Help
Voucher	
Eind an Existing Value Add a New Value	
Business Unit 42700 Q Voucher ID NEXT Voucher Style Regular Voucher Supplier Name SUPPLIER, BOX Short Supplier Name SUPPLIEOKF-001 Q Supplier Location 000001 Q Address Sequence Number Invoice Date Invoice Number Invoice Number	
Freight Amount 0.00 Misc Charge Amount 0.00 Estimated No. of Invoice Lines 1	
Find an Existing Value Add a New Value	

Step	Action
15.	The Invoice Number 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.
	Click in the Invoice Number field. Invoice Number



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/oucher	
Eind 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 Q	
Supplier Location 000001	
Address Sequence Number 1 Q	
Invoice Number	
Invoice Date	
Gross Invoice Amount 0.00	
Freight Amount 0.00	
Misc Charge Amount 0.00	
Estimated No. of Invoice Lines 1	
bbA	
Find an Existing Value Add a New Value	

Step	Action
16.	Enter the provided information exactly as it appears on the supplier's invoice into the Invoice Number field.
	For this example, type SUPPLY2 . Invoice Number



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Voucher	
Eind an Existing Value Add a New Value	
Business Unit 42700 Q Voucher ID NEXT Voucher Style Regular Voucher Supplier Name SUPPLER,BOX Short Supplier D0000000323 Q Supplier Location 000001 Q Address Sequence Number 1Q Invoice Number SUPPLY2 Invoice Suppler 5	
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.	The Invoice Date is a required field. It is used to calculate when the payment for the voucher is due along with the payment terms.
	Click in the Invoice Date field. Invoice Date



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/oucher	New Window Help 📰
Eind 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 Q	
Supplier Location 000001	
Address Sequence Number 1 Q	
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	
ind an Existing Value Add a New Value	

Step	Action
18.	The provided date can be looked up or entered into the Invoice Date field. For this example, type 12/01/2020 .
	Invoice Date



< Home	
oucher	New Window Help
Eind an Existing Value Add a New Value	
Business Unit 42700 Q	
Voucher ID NEXT	
Voucher Style Regular Voucher	
Supplier Name SUPPLIER, BOX	
Short Supplier Name SUPPLBOXF-001 Q Supplier ID 0000000323 Q	
Supplier Location 000001 Q	
Address Sequence Number 10	
Invoice Number SUPPLY2	
Invoice Date 12/01/2020	
Gross Invoice Amount 0.00	
Freight Amount 0.00	
Misc Charge Amount 0.00	
stimated No. of Invoice Lines 1	
Add	
d an Existing Value Add a New Value	

Step	Action
19.	Use the Gross Invoice Amount field to enter the total amount of the invoice.
	Click in the Gross Invoice Amount field. Gross Invoice Amount 0.00



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/oucher	
Eind an Existing Value Add a New Value	
Business Unit 42700 Q	
Voucher ID NEXT	
Voucher Style Regular Voucher	
Supplier Name SUPPLIER, BOX	
Short Supplier Name SUPPLBOXF-001	
Supplier ID 000000323 Q	
Supplier Location 000001	
Address Sequence Number 1 Q	
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.	The Gross Invoice Amount is the total amount to be paid to the supplier. Enter the appropriate information into the Gross Invoice Amount field
	For this example, type 1000.00. Gross Invoice Amount 0.00



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/oucher	New Window Help 🛅
Eind an Existing Value Add a New Value	
Business Unit 42700 Q Voucher ID NEXT	
Voucher Style Regular Voucher	
Supplier Name SUPPLIER, BOX	
Short Supplier Name SUPPLBOXF-001	
Supplier ID 0000000323 Q	
Supplier Location 000001	
Address Sequence Number 1 Q 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	
Aud	
ind an Existing Value Add a New Value	

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



< Home	R ■
Voucher	Kew Annoom Helb 📼
End an Existing Value Add a New Value	
Business Unit 42700 Q Voucher ID NEXT Voucher Style Regular Voucher Supplier Name SUPPLER, BOX Sthort Supplier ID 0000000323 Q Supplier Location 0000001 Q Address Sequence Number 1 Q Invoice Number SUPPLY2 Invoice Date [1201/2020] 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. Click in the Estimated No. of Invoice Lines field. Estimated No. of Invoice Lines 1

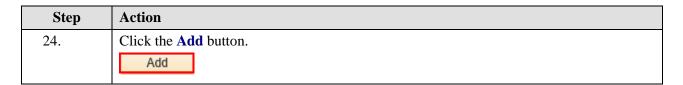


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/oucher	New Window Help
Eind an Existing Value Add a New Value	
Business Unit 42700 Q Voucher ID NEXT Voucher Style Regular Voucher Supplier Name SUPPLIER, BOX Short Supplier Name SUPPLBOXF-001 Q Supplier Location 000001 Q Address Sequence Number 1 Q Invoice Number 1 Q 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.	To provide a clear description of what is being invoiced, two invoice lines will need to be entered into the Estimated No. Invoice Lines field.
	For this example, type 2. Estimated No. of Invoice Lines



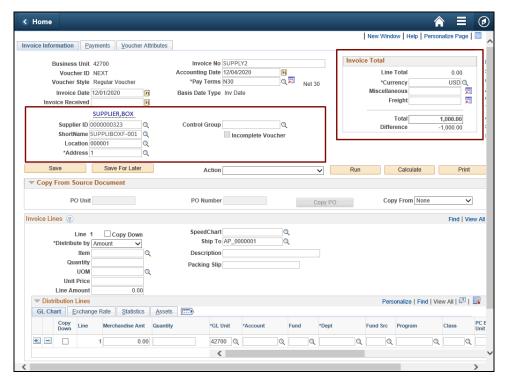
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/oucher	New Window Help
Eind an Existing Value Add a New Value	
Business Unit 42700	
Voucher ID NEXT	
Voucher Style Regular Voucher	
Supplier Name SUPPLIER, BOX	
Short Supplier Name SUPPLBOXF-001	
Supplier ID 000000323	
Supplier Location 000001	
Address Sequence Number 1 Q	
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 2	
Add	
ind an Existing Value Add a New Value	



ice Information	ayments <u>V</u> oucher Attr	ributes				New Windo	ow Help Pers	onalize Page	
Business Unit Voucher ID Voucher Style Invoice Date Invoice Received	NEXT Regular Voucher 12/01/2020	Invoice No Accounting Date *Pay Terms Basis Date Type	12/04/2020 🕅 N30 Q		Invoid	*Curr Miscellan	Total rency leous reight	0.00 USD Q	
		Control Group	C Incomplete Voucher			Differ	Total	1,000.00 -1,000.00	
Save Copy From Sourc	Save For Later	Action		~	Run		Calculate	Print	
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voice Lines ② Line *Distribute by Item Quantity UOM Unit Price Line Amount ▼ Distribution Lines	1 Copy Down Amount V 0.00 nge Rate Statistics	SpeedChart Ship To Description Packing Shp	AP_0000001 C	<u>}</u>	bept			Find Vi	ew /



Step	Action
25.	Use the Invoice Information 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.
	Accounting Date defaults to the current date the voucher information is initially entered. The accounting date must be within the current open period. Invoice Date is the date listed on the actual invoice.
	Invoice Received is an optional field that represents the date the invoice was received by the office (similar to stamping it received).
	Pay Terms displays the default payment terms, but can be updated. These terms are populated from the Payables default hierarchy.
	All the enabled Header fields, (i.e. Invoice Date, Invoice Received, Invoice No and Accounting Date), can be updated until the voucher is posted.



Step	Action
26.	The remaining fields in the header section display basic payment information: Invoice Total, Supplier ID, ShortName, Location and Address.
	Invoice Total section displays the sum of the invoice lines and the header total.
	When the voucher is in balance, the Difference field displays 0.00.



										onalize Page	
voice Information Payments Voucher Attributes											
Business Unit 42700	Invoice	No SUPP	1.172				Invoic	e Total			
Voucher ID NEXT	Accounting E			1				Line	Total	0.00	
Voucher Style Regular Voucher		rms N30		(Contraction)	Jet 30			*Cur	rency	USD Q	
Invoice Date 12/01/2020	Basis Date T	vpe Inv Da	ate		101 00			Miscellar	neous	<u>,</u>	1
Invoice Received								F	reight		1
SUPPLIER, BOX											
Supplier ID 000000323	Control Gr	oup	C	1				Diffo	Total	1,000.00	
ShortName SUPPLIBOXF-001			complete Voucher					Dille	atelice	-1,000.00	
Location 000001											
*Address 1											
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Step	Action
27.	It is important to note that a voucher must include at least one Invoice Line and one Distribution Line .
	If additional Invoice Lines are needed, click the + plus button in the Invoice Line section.
	If the entire page is not visible, use the horizontal and vertical scrollbars to display all of the fields on the page.



voice Informat	ion Payment	s <u>V</u> oucher	Attributes	1						New Wind	low Help Pe	rsonalize Pa	ge 🔲
Dusi	iess Unit 4270			Invoice N		122			Invoic	e Total			
	ucher ID NEX1			Accounting Dat			1			Line	Total	0.00	
	her Style Regu			*Pay Term			level.	t 30			rency	USD	
	pice Date 12/01		Ħ	Basis Date Typ		ate	· INC	1.50		Miscellar	-		
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	ortName SUPPL		Q			complete Voucher	•			Diffe	rence	-1,000.00	
	ocation 00000		Q			Tomproto Voucitor							
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Step	Action
28.	Use the Description field to enter brief description of the charges related to this voucher.
	Click in the Description field. Description



															onalize Page	10
voice Info	ormation	<u>P</u> aym	ents	Voucher At	tributes											
	Dueinoe	s Unit 42	700			Invoice	e No SUPF	01.02			_	Invoid	e Total			
		her ID N				Accounting I			n.				Line	Total	0.00	
,		r Style R		oucher			rms N30		1000	Net 3(0		*Cur	rency	USD Q	
	Invoic	e Date 12	/01/2020)	1	Basis Date T	ype Inv D	Date			•		Miscellar	neous	<u>,</u>	
Inv	oice Red	ceived		ii ii	i								Fi	reight	<u>8</u>	1
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	Short	Name SU	PPLIBO				🔲 In	complete Vouche	r.				Dille	101100	-1,000.00	
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Copy	From S Pr nes (?) *Distribu Qu	O Unit Line 1 ute by An Item		nt py Down V Q		PO Num SpeedCl Ship Descrip	hber hart o To AP_0 tion						Cop	by From None]
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Copy	From S Per *Distribu Qu Unit Line An ribution	O Unit Line 1 Line 1 Item antity UOM POINT Price nount Lines	Concent Concent	py Down		PO Nun SpeedCl Ship Descrip Packing	hber hart o To AP_0 tion							oy From <u>None</u>	Find Vi] ew <i>4</i>
Copy	From S Per *Distribu Qu Unit Line An ribution	O Unit Line 1 Line 1 Item Line Line Line Line Line Line Line Line	Concent Concent	nt py Down V Q		PO Num SpeedCl Ship Descrip	hber hart o To AP_0 tion								Find Vi] ew <i>4</i>
Copy	From S Per *Distribu Qu Unit Line An ribution	O Unit Line 1 Line 1 Item antity UOM POINT Price nount Lines	Contraction Contra	py Down		PO Nun SpeedC Ship Descrip Packing	hber hart o To AP_0 tion			Cc					Find Vi] ew <i>4</i>

Step	Action
29.	The Description is passed to the General Ledger and is useful for inquiries. The field is 30 characters long.
	For this example, type Extra Security Guard into the Description field. Description



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olee morne	ation	<u>P</u> aymen	ts <u>V</u> ouche	r Attributes												
Bus	iness Un	it 4270	0		Invoice	No SUPI	PLY2					Invoic	e Total			
v	/oucher I	D NEX	т		Accounting D	ate 12/04	1/2020	Þi					Lin	e Total	0.0	0
Vou	cher Sty	le Regu	ular Voucher		*Pay Te	rms N30		Q	n 🔊	let 30			*Cu	irrency	USE	
Inv	voice Dat	te 12/01	/2020	31	Basis Date T	ype Inv D	Date						Miscella			2
Invoice	e Receive	d		31										Freight		2
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Step	Action
30.	Enter the Quantity of units purchased. Click in the Quantity field. Quantity



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oice Info	rmation	Paym	ients <u>V</u> ouch	er Attributes											
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		her ID N			Accounting D		/2020)				Line	Total	0.0	00
	Vouche	Style Re	egular Voucher		*Pay Ter	ms N30	C	1	Net 3	0		*Cur	rency	USI	Q
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			PPLIBOXF-001	Q		In	complete Voucher					Dille		-1,000.0	
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Step	Action
31.	Enter the appropriate units purchased into the Quantity field. For this example, type 1 . Quantity



oice Informati	on Payments	Voucher Attribute	es -									
Busin	ess Unit 42700		Invoice N	No SUPPLY	2			Invoic	e Total			
	ucher ID NEXT		Accounting Da		020 🗒				Line	Total	0.00	
Voucl	her Style Regular Vo	oucher	*Pay Tern	ns N30	٩,	Net :	30		*Curi	rency	USD 🔍	
Invo	vice Date 12/01/2020	1	Basis Date Ty	pe Inv Date	e				Miscellar	ieous		
Invoice F	Received	B1							Fr	reight		1
	SUPPLIER,	,BOX										
Su	pplier ID 000000323	3 Q	Control Grou	up	Q					Total	1,000.00	
Sho	ortName SUPPLIBOX			Inco	mplete Voucher				Dille	rence	-1,000.00	
L	ocation 000001	Q										
*/	Address 1	Q										
Save												
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	m Source Docume		Acti	ion			~	Run		Calculate	Print	
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Step	Action
32.	Enter the total amount to be paid to the supplier in the Line Amount field. Click in the Line Amount field. Line Amount 0.00



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	Busines	s Unit 42	700		Invoic	e No SUPF	LY2			Invoid	e Total			
		her ID NE			Accounting			1			Line	Total	0.00	
	Voucher	style Re	egular Voucher	r	*Pay Te	erms N30	C	🔎 Net	30		*Cur	тепсу	USD	2
	Invoice	e Date 12/	01/2020	31	Basis Date	Type Inv D	ate				Miscellar	neous		
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		SU	JPPLIER, BOX											
	Suppl	lier ID 000	0000323	Q	Control G	roup	C	L			Diffo	Total	1,000.00	
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	Down	1	1	0.00		42700 Q	Q Q	0	2	Q	Q		Q	0

Step	Action
33.	Enter the appropriate amount into the Line Amount field.For this example, type 600.00.Line Amount0.00



		New Window Help Personalize Page 🖩
voice Information Payments Voucher Attributes		
Business Unit 42700	Invoice No SUPPLY2	Invoice Total
Voucher ID NEXT	Accounting Date 12/04/2020	Line Total 0.00
Voucher Style Regular Voucher	*Pay Terms N30 Q 💯 Net	et 30 *Currency USD Q
Invoice Date 12/01/2020	Basis Date Type Inv Date	Miscellaneous
Invoice Received		Freight
SUPPLIER, BOX		Total 1,000.00
Supplier ID 000000323	Control Group	Difference -400.00
ShortName SUPPLIBOXF-001	Incomplete Voucher	10000
Location 000001		
*Address 1		
Save Save For Later	Action	Run Calculate Print
Copy From Source Document	Action	
PO Unit	PO Number	Copy From None
PO Unit	PO Number	Copy PO Copy From None V
woice Lines 👔		Find View
Line 1 Copy Down	SpeedChart	
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Item	Description Extra Security Guard	
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Unit Price		
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	ts 🚥	
GL Chart Exchange Rate Statistics Asset		
GL Chart Exchange Rate Statistics Asset Copy Down Line Merchandise Amt Quantitie	ty *GL Unit *Account Fund	*Dept Fund Src Program Class PU

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



voice Information Payments Voi	Icher Attributes									
Business Unit 42700		Invoice No	SUPPLY2		_	Invoic	e Total			
Voucher ID NEXT	Α	Accounting Date	12/04/2020	n)			Line	Total	0.00	
Voucher Style Regular Vouch	er	*Pay Terms	N30	Net :	30		*Curr	rency	USD Q	
Invoice Date 12/01/2020	DI E	Basis Date Type					Miscellan	ieous		
Invoice Received	81						Fr	reight	<u>,</u>	
SUPPLIER, BO	x							Total	1 000 00	
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Voice Lines @ Line 1 Copy D *Distribute by Amount Item Quantity 1 UOM	\sim	SpeedChart Ship To Description	AP_0000001 CExtra Security Guard	2	copy PO		Сор	y From None		-
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Step	Action
35.	The Account field is required and is used to allocate this charge to an account within the agency. Click in the Account field. *Account



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voice Information	Payments Voucher Attribute	S								
Business U	nit 42700	Invoice No	SUPPLY2			Invoic	e Total			
Voucher	ID NEXT	Accounting Date		Ħ			Line	Total	0.00	
Voucher Sty	rle Regular Voucher	*Pay Terms	N30	Q 🗖 N	et 30			rency	USD	
	ite 12/01/2020	Basis Date Type	Inv Date				Miscellan			
Invoice Receiv	ed						FI	reight		<u>.</u>
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	on 000001									
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voice Lines (2) Line "Distribute I Quant UC Unit Pri Line Amou V Distribution Lin	a 1 Copy Down by Amount V ity 1 MM Cce cc 600.00 es ange Rate Statistics Ass	SpeedChart Ship To Description Packing Slip ets	Extra Security Guard		Copy PO					View All

Step	Action
36.	Enter the appropriate code into the Account field.
	For this example, type 123456 .

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voice Informatio	n <u>P</u> ayments <u>V</u> oucher	Attributes					
Dusia	ess Unit 42700	Invoice N	0 SUPPLY2		Invoice To	otal	
	icher ID NEXT	Accounting Date				Line Total	600.00
	er Style Regular Voucher	*Pay Terms		Net 30		*Currency	USD Q
		Basis Date Type		Net 30	Mi	iscellaneous	555 Q
Invoice R		Basis Date Type	e niv Date			Freight	
III YOIGG TO							
	SUPPLIER, BOX					Total	1,000.00
	-	Control Group				Difference	-400.00
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Save	Save For Later	Action	1	~	Run	Calculate	Print
	Source Document PO Unit	PO Numbe	r	Copy P	0	Copy From None	~
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	PO Unit			Copy P	0	Copy From None	✓ Find Viev
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woice Lines (?	PO Unit	SpeedChar Ship To	tQ AP_0000001Q	Copy P	0	Copy From None	-
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Step	Action
37.	The Fund field is required and represents which fund is used to pay the invoice.
	Click in the Fund field.

Net 30	Invoid	e Total			
N-t-20	invoid				
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				600.00	
Net 30		*Curr Miscellan		USD 🔍	a
			eigin		u
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	Copy	Copy PO	Run Copy PO Cop	Copy PO Copy From None	Freight 9 Total 1,000.00 Difference -400.00 V Run Calculate Print Copy PO Copy From None ✓ Find Vi

Step	Action
38.	Enter the appropriate information into the Fund field.
	For this example, type 101 .



Business Unit 42700 Invoice No SUPPLY2 Voucher ID NEXT Accounting Date 12/04/2020 161 Voucher Style Regular Voucher "Pay Terms N30 2 121 Invoice Date 12/01/2020 161 Basis Date Type Inv Date Supplier ID 0000000323 Control Group Supplier ID 0000000323 Control Group Incomplete Voucher Total 1,000.00 Vateress 1 Action Save Save For Later Action Run Copy From Source Document PO Number	Invoice No SUPPLY2 Accounting Date 12/04/2020 "Pay Terms N30 "Pay Terms N30 Q Control Group Incomplete Voucher Action Run Calculate Print PO Number Copy PO Copy From None Find View Al Ship To AP_0000001 Q Description Extra Security Guard	Busines Unit 42700 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date [2201/2020] Invoice Received Invoice	Busines Unit 42700 Invoice No SUPPLY2 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 12/01/2020 13 Invoice Date 12/01/2020 13 Invoice Received 13 SUPPLIER,BOX Supplier ID 0000000323 ShortName SUPPLIBOXF-001 C Location 000001 C *Address 1 PO Unit PO Number Copy PO Copy From None V PO Number Copy PO Copy From None V Frid View A Line 1 Copy Down SpeedChart SpeedChart Account V Item C
Builsness Unit 42/00 invoice No Sover12 Voucher Style Regular Youcher Pay Terms N30 Vet 30 Invoice Date 12/01/2020 IB Invoice Received IB Supplier ID 0000000323 Control Group Incomplete Voucher Location 000001 Control Group Incomplete Voucher Save Save For Later Action Vet Incomplete Voucher PO Unit PO Number Copy PO Copy From None Vet Incomplete Voucher	Accounting Date 1/204/220 19 Pay Terms N30 2 Net 30 Basis Date Type Inv Date Control Group Control Group Incomplete Voucher Action PO Number PO Number Copy PO Copy From None Find View Al Ship To AP_000001 Q Description Extra Security Guard	Business Unit 42/00 Invoice No SUPPLI2 Voucher ID NEXT Accounting Date [2204/22020] Invoice Received IB Invoice Received IB SuppLIER,BOX SuppLIER,BOX SuppLIER,BOX SuppLIER,BOX SuppLier ID 0000000223 Control Group Q ShortName SUPPLIBOXF-001 Q Location 000001 Address 1 PO Unit PO Number Copy PO Copy From None PO Unit PO Number Copy PO Copy From None PO Unit PO Number Print PO Number Copy PO Copy From None Find View A Line 1 Copy Down Ship To [AP_000001 Q Quantity 1.0000 Packing Stip	Business Unit 42/00 Invoice No SUPPLI2 Voucher ID NEXT Accounting Date [20/4/2020] IB Invoice Received IB Invoice Received IB SuppLiER,BOX SuppLiER,BOX SuppLier ID 0000000223 Control Group Incomplete Voucher Location 000001 *Address 1 PO Unit PO Number Copy PO Copy From None PO Unit PO Number Sipe SpeedChart PO Unit PO Number Sipe SpeedChart Copy From Source Document PO Unit PO Number Sipe SpeedChart Copy From Source Document Po Unit PO Number Copy PO Copy From None Find View A Line 1 Copy Down Ship To [AP_000001] Q Copy From Ship To [AP_0000001] Q Copy From Ship To [AP_00000001] Q Copy From Ship To [AP_0000000] C Copy From Ship To [AP_0000000] C
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Step	Action
39.	The Dept field is required and is used to allocate the costs to one or more departments within the organization. Click in the Dept field. *Dept



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Step	Action
40.	Enter the appropriate information into the Dept field.
	For this example, type 000416 .

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Step	Action
41.	The Fund Source field is a required and represents the revenue source for the charge and is also used to track expenditures made against the revenue. Click in the Fund Src field.
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Step	Action
42.	Enter the appropriate information into the Fund Src field.
	For this example, type 12345 .



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Step	Action
43.	The Program field classifies transactions according to the purpose/reason for the transaction. Click in the Program field. Program



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Step	Action
44.	Enter the appropriate information into the Program field.
	For this example, type 0000104.

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Step	Action
45.	The Class field identifies the unique appropriation budget key.
	Click in the Class field.

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Step	Action
46.	Enter the appropriate information into the Class field.
	For this example, type 301.



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Step	Action
47.	Use the Distribution Lines horizontal scrollbar to move to the right to display the hidden columns and enter additional chartfield information.
	Click the Horizontal scrollbar.



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Step	Action
48.	Project Costing Business Units 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.
	Click in the PC Bus Unit field.
	PC Bus Unit



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Step	Action
49.	Enter the appropriate information into the PC Bus Unit field.
	For this example, type 42700 .

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Step	Action
50.	The Project 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. Click in the Project field.

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Step	Action
51.	Enter the appropriate information into the Project field.
	For this example, type 01 .



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Step	Action
52.	Each Activity 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 Activity code.
	For this example, no activity code will be entered.



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Step	Action
53.	Scroll to the right side of the page to review and enter the remaining chartfield information.
	Click the Horizontal scrollbar.



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Home										(1

Step	Action
54.	Once the voucher is saved, the Budget Reference defaults to the current year and the Budget Date defaults to the current accounting date. 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.



nents Voucher Attributes			New Window		
			Invoice Total		Non Merchandise Summary
42700 NEXT	Invoice No SUPPLY Accounting Date 12/04/20		Line To	tal 600.00	Session Defaults
Regular Voucher	*Pay Terms N30	Q 💭 Net 30	*Currer		Comments(0)
2/01/2020	Basis Date Type Inv Date	Net 50	Miscellaneo		Attachments (0)
2/01/2020 N	Dasis Date Type III Date		Frei		Withholding
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Step	Action
55.	Use the Navigation bar View All, Show Previous or Show Next row Arrow links to display the hidden distribution lines. Click the Show next row button. First (1) 1 of 2 Last



	New Window Help Personalize Page	:
roice Information Payments Voucher Attributes		
Business Unit 42700	Invoice No SUPPLY2 Invoice Total	
Voucher ID NEXT	Accounting Date 12/04/2020 DLine Total 600.00	
Voucher Style Regular Voucher	*Pay Terms N30 Q I Net 30 *Currency USD Q	
Invoice Date 12/01/2020	Basis Date Type Inv Date Miscellaneous	
Invoice Received	Freight	1
SUPPLIER, BOX	Total 1.000.00	
Supplier ID 000000323	Control Group Q Difference -400.00	
ShortName SUPPLIBOXF-001	Incomplete Voucher	
Location 000001		
*Address 1		
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Step	Action
56.	For this example, Invoice Line 1 charges are for the Extra Security Guard. Invoice Line 2 charges are for the Regular Security Guard.
	The Chartfield string will be the same for both invoice lines except for the department codes to be charged.



voice Information	S							
Business Unit 42700	Invoice No SUPI	PLY2		Invoic	e Total			
Voucher ID NEXT	Accounting Date 12/04				Line	Total	600.00	
Voucher Style Regular Voucher	*Pay Terms N30	Q 🗖	Net 30			rency	USD 🔍	
Invoice Date 12/01/2020	Basis Date Type Inv I	Date			Miscellan			
Invoice Received					FI	reight	×	
SUPPLIER, BOX						Total	1,000.00	
Supplier ID 000000323	Control Group	Q			Diffe	rence	-400.00	
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Address								
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Step	Action
57.	Use the Description field to enter brief definition of the charges related to the Invoice Line for this voucher.
	Click in the Description field. Description



Invoice No SUPPLY2 unting Date (1204/2020) [] "Pay Terms N30 C s Date Type Inv Date Introl Group C Incomplete Vouche	B Net 30	Invoid	e Total Line *Curr Miscellan Fr	ency	600.00 USD	
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Step	Action
58.	The Description is passed to the General Ledger and is useful for inquiries. The field is 30 characters long.
	For this example, type Regular Security Guard into the Description field. Description



oice Information Payme	ents Voucher Attributes								
Business Unit 427	700	Invoice No	SUPPLY2		Invoic	e Total			
Voucher ID NE	XT	Accounting Date				Line	Total	600.00	
Voucher Style Reg	gular Voucher	*Pay Terms	N30 Q	Net 30		*Curr	ency	USD 🔍	
Invoice Date 12/0	01/2020	Basis Date Type	Inv Date			Miscellan		2	
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Step	Action
59.	Click in the Line Amount field.
	Line Amount 0.00

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pice Information	Payments	Voucher Attr	ibutes								
Business	Unit 42700		Invoice	No SUPP	LY2		Inv	oice Total			
	ID NEXT		Accounting D					Lin	e Total	600.00	
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Step	Action
60.	Enter the appropriate amount into the Line Amount field.
	For this example, type 400.00 . Line Amount 0.00

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business unit 42/00 invoice No SUPPLI2 Voucher ID NEXT Accounting Date 120/02/02/02/02/02/02/02/02/02/02/02/02/0	voice Information Payments Voucher Attributes						
Voucher Style Regular Voucher "Pay Terms N30< 27	Business Unit 42700			Invoice Total			
Invoice Date 1201/2020 is Basis Date Type Inv Date Miscellaneous Miscellaneous Freight Field Fie			-	Line	Total		
Invoice Received is Supplier ID 2000000323 C Control Group C			Net 30				
SupPlier ID SupPlier ID Control Group Incomplete Voucher ShortName SupPlieQXF-001 Incomplete Voucher Incomplete Voucher *Address 1 Run Calculate Print Save Save For Later Action Run Calculate Print *Copy From Source Document PO Unit PO Number Copy PO Copy From None Incomplete Voucher Invoice Line 2 Copy Down Ship To [AP_000001] Pint Find Vie Uown Quantity Description Regular Security Guard Personalize Find View All [2] Find View All [2] GL Charl Exchange Rate Statistics Assets Find View All [2] Incomplete I fund Src Program Cass \$\u00e0 42700 Q		Basis Date Type Inv Date					
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Item Operation Regular Security Guard Quantity Packing Slip UOM Packing Slip Uotif Price Personalize Find View All [2]] GL Chart Exchange Rate Statistics GL Chart Exchange Rate Statistics Merchandise Ant Quantity "GL Unit "Account Fund 'Dept Fund Src Program Class							
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Step	Action
61.	Click in the Account field.
	*Account



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oice Information Payments Voucher Attribut	es								
Business Unit 42700	Invoice No	SUPPLY2			Invoic	e Total			
Voucher ID NEXT	Accounting Date	12/04/2020	21			Line	Total	600.00	
Voucher Style Regular Voucher	*Pay Terms	N30	Q 🛒	Net 30		*Curr	ency	USD	
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Step	Action
62.	Enter the appropriate code into the Account field.
	For this example, type 123456 .

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Step	Action
63.	Click in the Fund field.
	Fund

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roice Information	ayments Voucher Attribut	utes							
Business Unit	42700	Invoice No SU	PPLY2		Invoid	ce Total			
Voucher ID		Accounting Date 12				Line	Total	1,000.00	
Voucher Style	Regular Voucher	*Pay Terms N3	0 0	Net 3	0	*Curr	rency	USD 🔍	
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Invoice Received	31					Fr	reight	2	
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woice Lines 👔		PO Number SpeedChart		_	opy PO	Сор	y From None		1
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nvoice Lines ②	2 Copy Down	SpeedChart Ship To AP		2	opy PO	Сор	y From None		1
voice Lines ② Line *Distribute by	2 Copy Down Amount Q	SpeedChart Ship To AF Description Re	_0000001	2	opy PO	Сор	y From None		1
woice Lines ② Line *Distribute by Item Quantity UOM	2 Copy Down Amount V	SpeedChart Ship To AP	_0000001	2	opy PO	Сор	y From None		1
voice Lines ② Line *Distribute by Item Quantity UOM Unit Price	2 Copy Down Amount V Q	SpeedChart Ship To AF Description Re	_0000001	2	opy PO	Сор	by From None		1
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Step	Action
64.	Enter the appropriate information into the Fund field.
	For this example, type 101 .



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oice Information Payments Voucher Attribute	s							
Business Unit 42700	Invoice No	SUPPLY2		Invo	ice Total			
Voucher ID NEXT	Accounting Date				Line	Total	1,000.00	
Voucher Style Regular Voucher	*Pay Terms	N30 Q	🧖 Net 30		*Cur	rency	USD 🔍	
Invoice Date 12/01/2020	Basis Date Type	Inv Date			Miscellar		2	
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Step	Action
65.	Click in the Dept field.
	*Dept



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Step	Action
66.	Enter the appropriate information into the Dept field.
	For this example, type 00000680.

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				New Wind	ow Help Persor	nalize Page	
Invoice Information Payments Voucher At	tributes						-
Business Unit 42700	Invoice No S			Invoice Total			
Voucher ID NEXT	Accounting Date 1			Line	Total	1,000.00	
Voucher Style Regular Voucher	*Pay Terms N				rency	USD Q	
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 1 400.00 	42700	0 Q 123456 Q	101 Q 0000068	30 Q Q	Q	Q	
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Step	Action
67.	Click in the Fund Src field.
	Fund Src

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oice Information	Payments Voucher	r Attributes					New Wind	low Help Perso	nalize Page	18
						Inco	ice Total			
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Voucher II			ng Date 12/04				Line	Total	1,000.00	
	e Regular Voucher	-	/ Terms N30	C	V 📰 Net S	0		тепсу	USD 🔍	
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Step	Action
68.	Enter the appropriate information into the Fund Src field.
	For this example, type 12345.



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voice Information	Payments V	oucher Attributes									_
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Step	Action
69.	Click in the Program field.
	Program



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oice Information Payments Voucher Attrib	utes									
Business Unit 42700	Invoice No	SUPPLY2				Invoic	e Total			
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Supplier ID 000000323	Control Group		Q					rence	1,000.00	
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Step	Action
70.	Enter the appropriate information into the Program field.
	For this example, type 0000104.

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Step	Action
71.	Click in the Class field.
	Class

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roice Information Payments Voucher Attributes				I New Wild		nalize Faye
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Business Unit 42700	Invoice No				T-4-1	
Voucher ID NEXT	Accounting Date *Pay Terms					1,000.00
Voucher Style Regular Voucher			Net 30	*Cur Miscellar	rency	USD 🔍
Invoice Date 12/01/2020	Basis Date Type	Inv Date			reight	
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SUPPLIER, BOX					Total	1,000.00
Supplier ID 000000323	Control Group	Q		Diffe	rence	0.00
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Location 000001						
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Step	Action
72.	Enter the appropriate information into the Class field.
	For this example, type 301



Business Unit 4270 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 1201/2020 Invoice Received Invoice Received Supplier ID 000000323 Supplier ID 0000000323 Supplier ID 0000000323 Control Group Incomplete Voucher Copy PO Copy From None Copy PO Copy From None Copy PO Copy From None Copy PO Copy From None Copy PO Copy From None Packing Stip Copy Copy From None Copy Po Copy From None Copy Po Copy From None Copy Po Copy From None Copy Po Copy From None Polistribution Lines Copy Po Copy From None Polistribution Lines Copy Po Copy From None Polistribution Lines Copy Po Copy Po Copy From None Polistribution Lines Copy Po Copy Po Copy Po Copy Po Copy From None Polistribution Lines Copy Po Copy Po Copy Po Copy Po Copy From None Polistribution Lines Copy Po Copy Po Copy Po Copy Po Copy Po Copy Po Copy Po Copy From None Polistribution Lines Copy Po Copy Po Copy Po Copy Po Copy Po Copy Po Copy Po Copy From None Polistribution Lines Copy Po Copy	Business Unit 42700 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date [2012/220] [5] Invoice Bote [2012/220] [5] Basis Date Type Inv Date Invoice Received [2012/220] [5] Basis Date Type Inv Date Supplier ID 000000323 Supplier ID 000000323 Supplier ID 000000323 Control Group Control Group Incomplete Voucher * Cotal 1,000.00 Difference 0.00 Total 1,000.00 Difference 0.00 Basis Date Type Inv Date Freight III Total 1,000.00 Difference 0.00 Freight IIII Total 1,000.00 Difference 0.00 Freight IIIII Total 1,000.00 Difference 0.00 Freight IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII								New Wind	dow Help Pe	rsonalize Pa	ge 📰
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73.	Use the Distribution Lines horizontal scrollbar to move to the right to display the hidden columns and enter additional chartfield information.



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Step	Action
76.	Click in the Project field.
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Step	Action
77.	Enter the appropriate information into the Project field.
	For this example, type 01 .



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Step	Action
78.	Each Activity 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 Activity code.
	For this example, no activity code will be entered.



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Step	Action
79.	Scroll to the right side of the page to display the Withholding link in the header section.
	Click the Horizontal scrollbar at the bottom of the page.
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Step	Action
80.	The Withholding 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. Click the Withholding link.



Skto Invoice Business Unit 42700 Invoice Number SUPPLY2 VAT Entity Voucher ID NEXT Supplier 000000323 SUPPLIER,BOX Invoice Date 12/01/2020 Fith-olding Option	thholding Inf	ormation	I								
Volume No Maximum Concord 25 Sof PELLINDOX		s Unit 4270/	0 Inv	voice Number	SUPPLY2						
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Step	Action
81.	Use the Withholding Information page to review or override the withholding for individual voucher lines for a withholding-applicable voucher.
	Use the Postpone Withholding 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.



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Step	Action
82.	In this example, the voucher has two lines. Display all of the Invoice Line Withholding Detail lines associated with this voucher.
	Click the View All link.



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Step	Action
83.	The system expands the Invoice Line Withhold Information section to display the two lines associated with the invoice. Withholding Code 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.
	The Withholding Applicable 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.
	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.



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



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Step	Action
85.	The system expands the Invoice Line Withhold Information section to display the two lines associated with the invoice.
	Click the Back to Invoice link. Back to Invoice



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Step	Action
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Step	Action
87.	If the voucher passes validation, the Voucher ID changes from <i>NEXT</i> to a system assigned number. The following three tabs: Summary , Related Documents and Error Summary appear after the voucher is saved.
	The Summary 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.
	Related Documents displays attached documents that are associated with this voucher.
	The Error Summary lists voucher processing errors, duplicate invoices out-of-balance and combination edit errors on the voucher.

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Step	Action
88.	Congratulations! You have completed the Creating a Voucher - 1099 topic. End of Procedure.