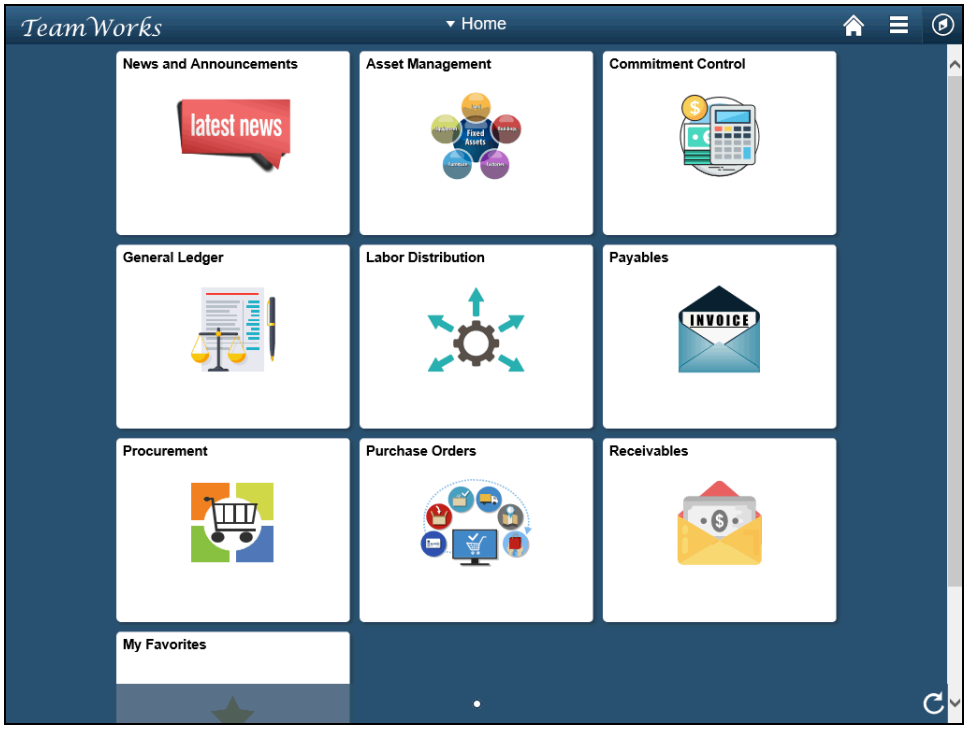
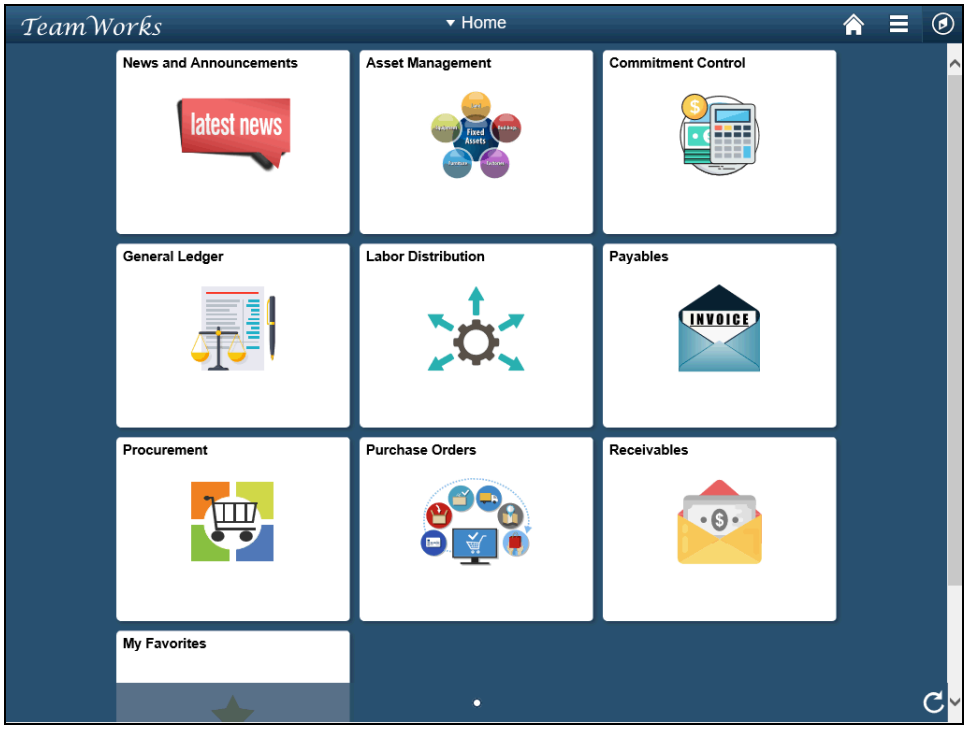
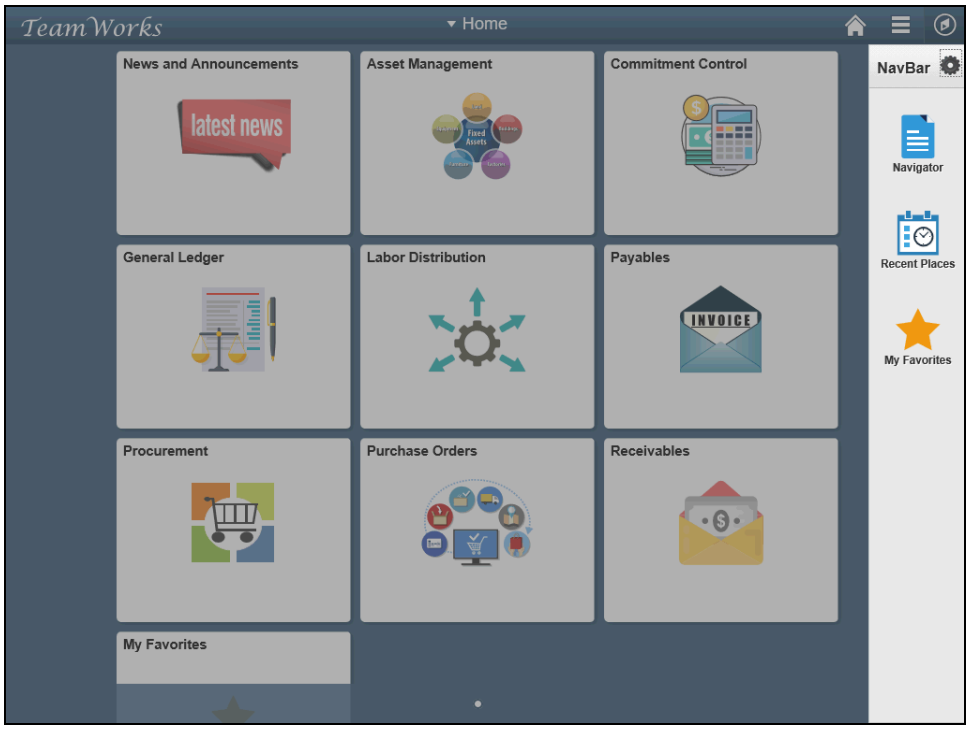
Creating a Voucher - 1099 9.2



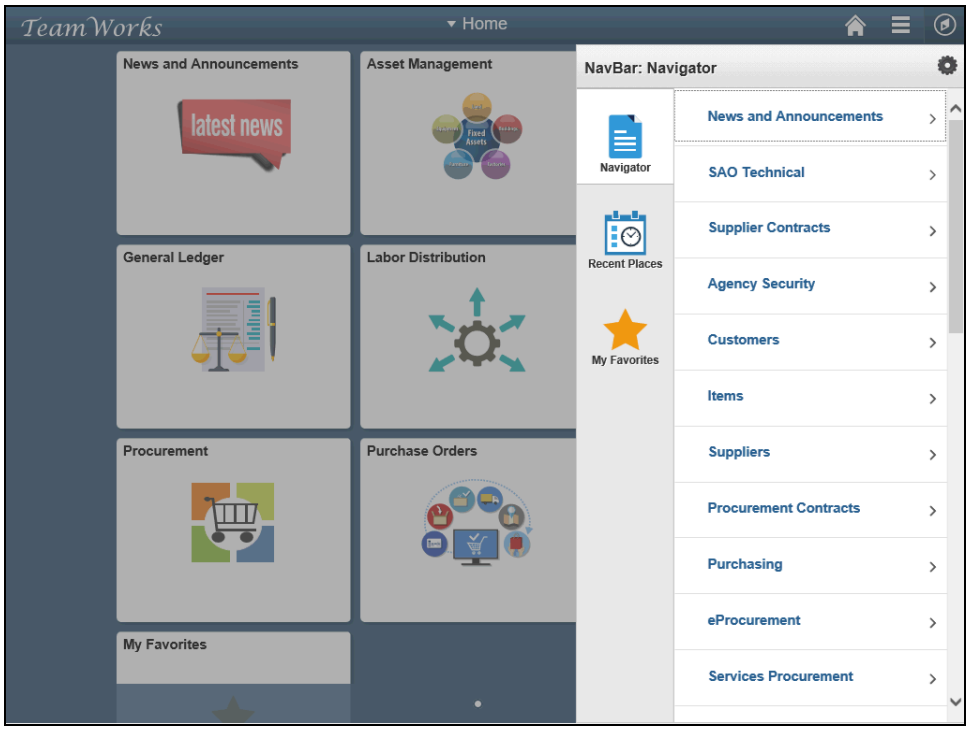
Step	Action
1.	**Note:** This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information). When entering a transaction in the live TeamWorks Financials system please select all values and options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

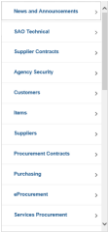


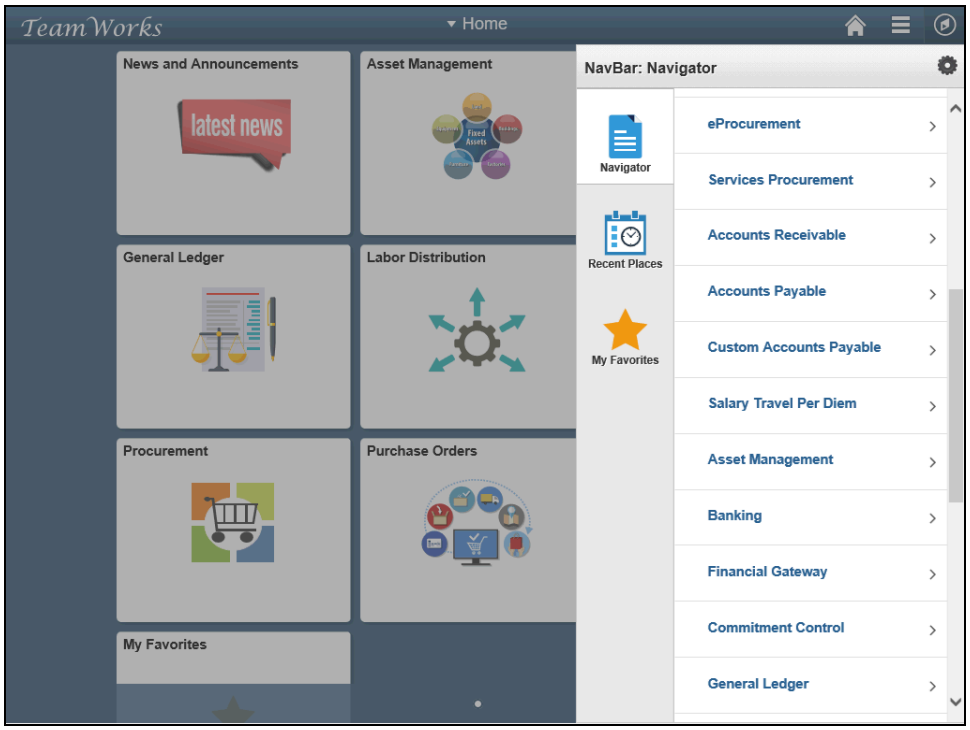
Step	Action
2.	Begin by navigating to the voucher **Voucher** page. Click the **NavBar** icon.

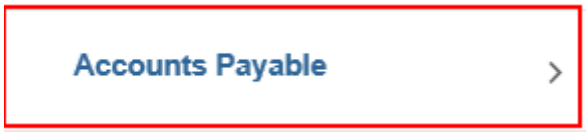


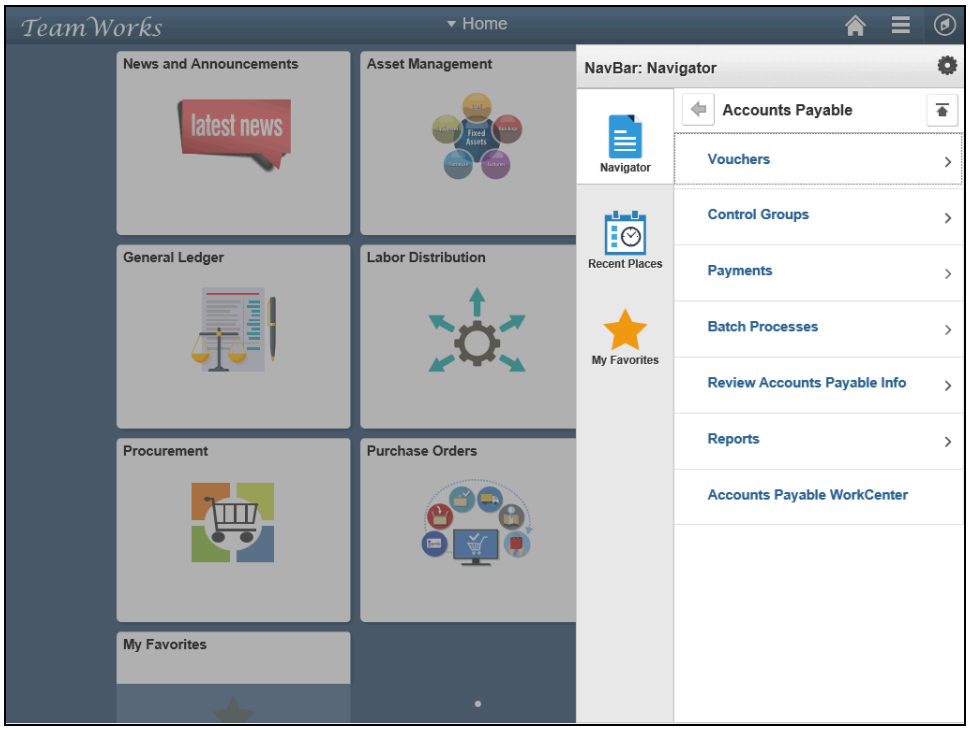
Step	Action
3.	Click the **Navigator** link.



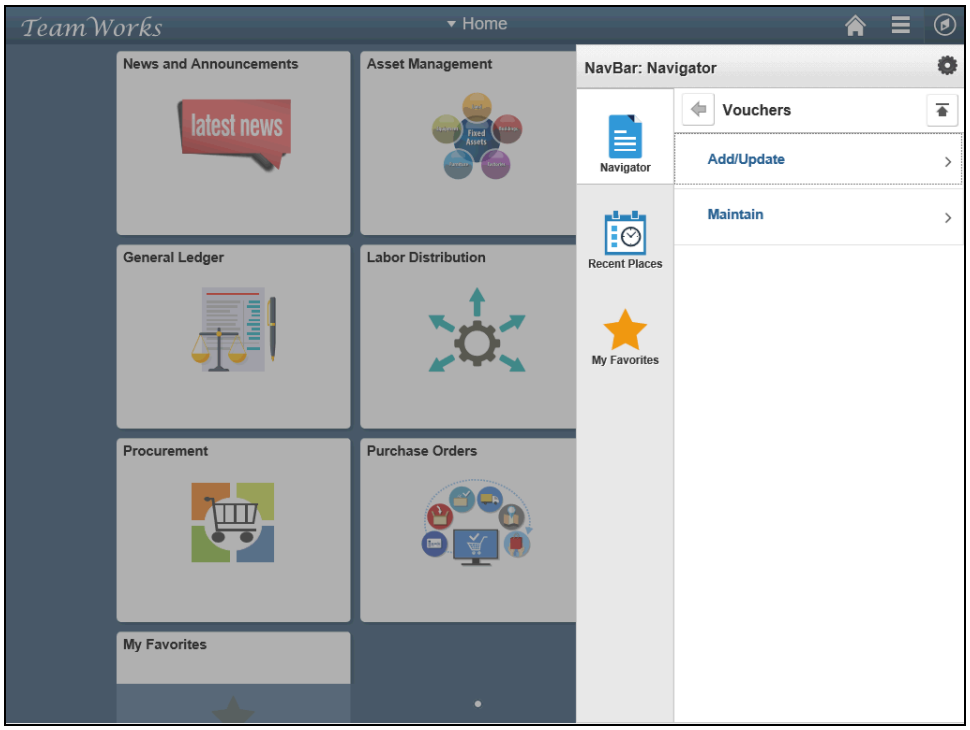
Step	Action
4.	Click the **Vertical Scrollbar** scrollbar. 



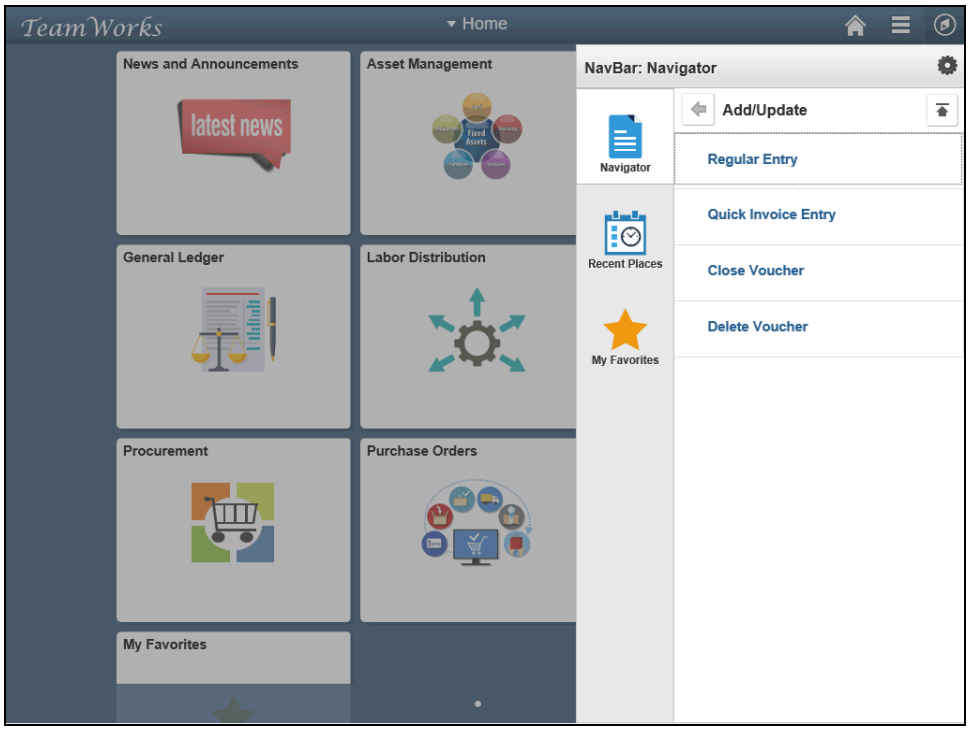
Step	Action
5.	Click the **Accounts Payable** link. 



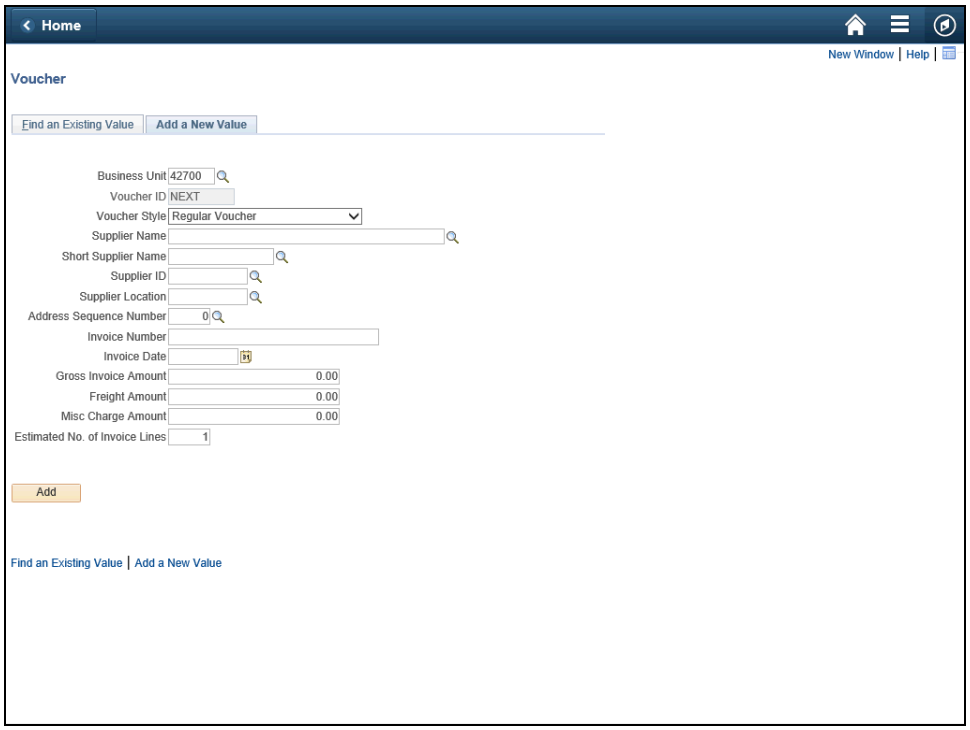
Step	Action
6.	Click the **Vouchers** link.



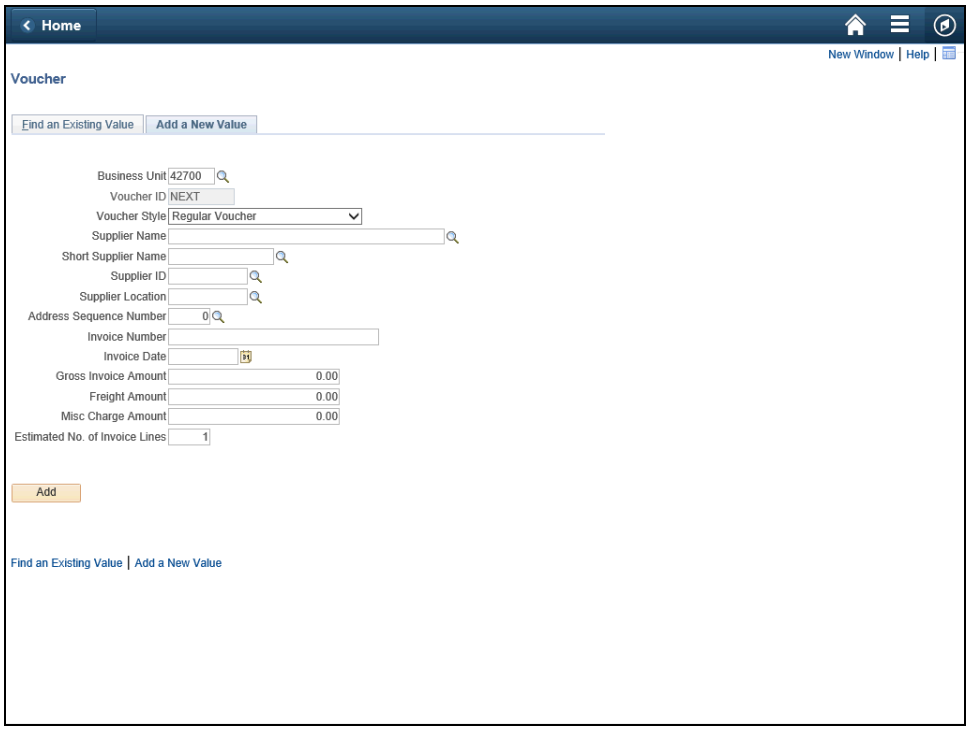
Step	Action
7.	Click the **Add/Update** link.



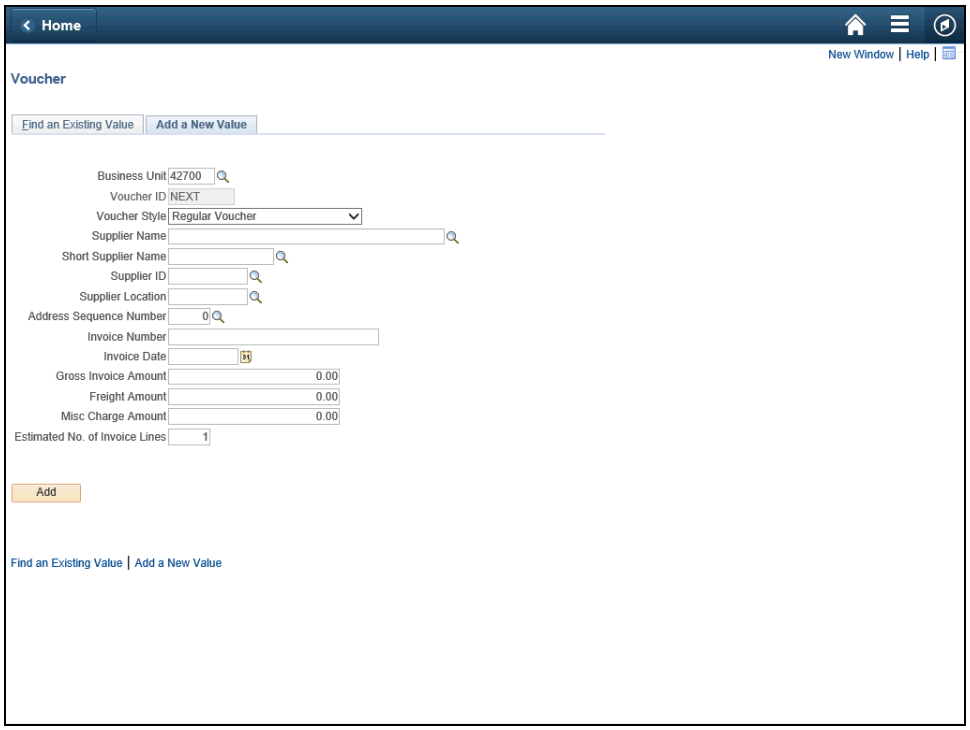
Step	Action
8.	Click the **Regular Entry** link.



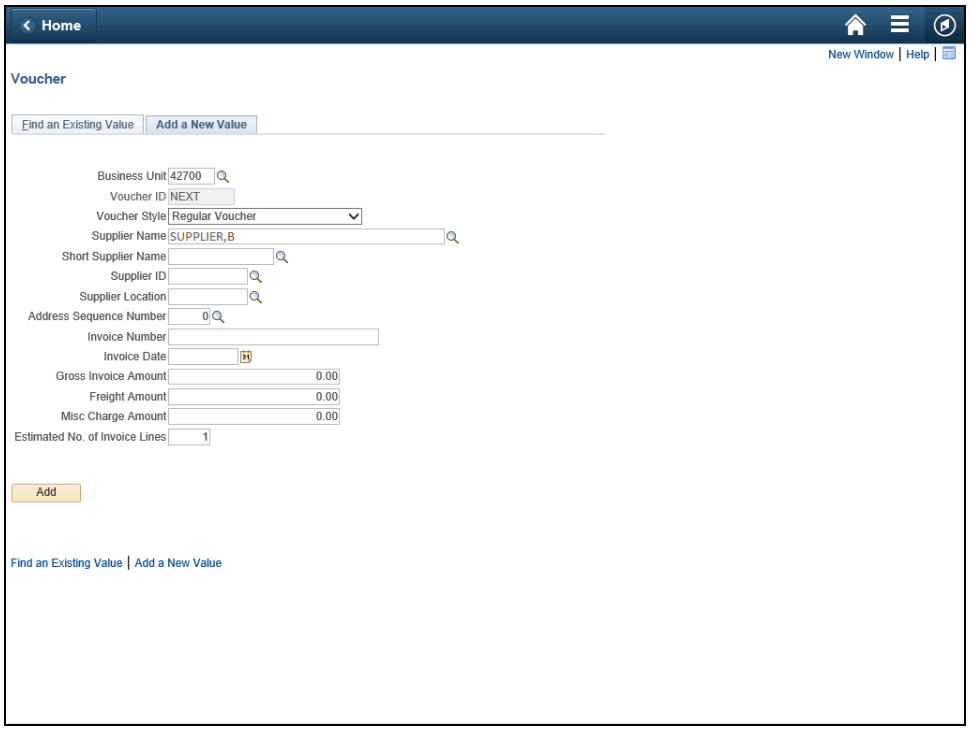
Step	Action
9.	Use the **Voucher Add a New Value** page to enter the required information for creating a voucher. Users can add vouchers associated with standard invoices or purchase orders. If a different **Business Unit** needs to be entered, it is comprised of the agency number and two zeros at the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



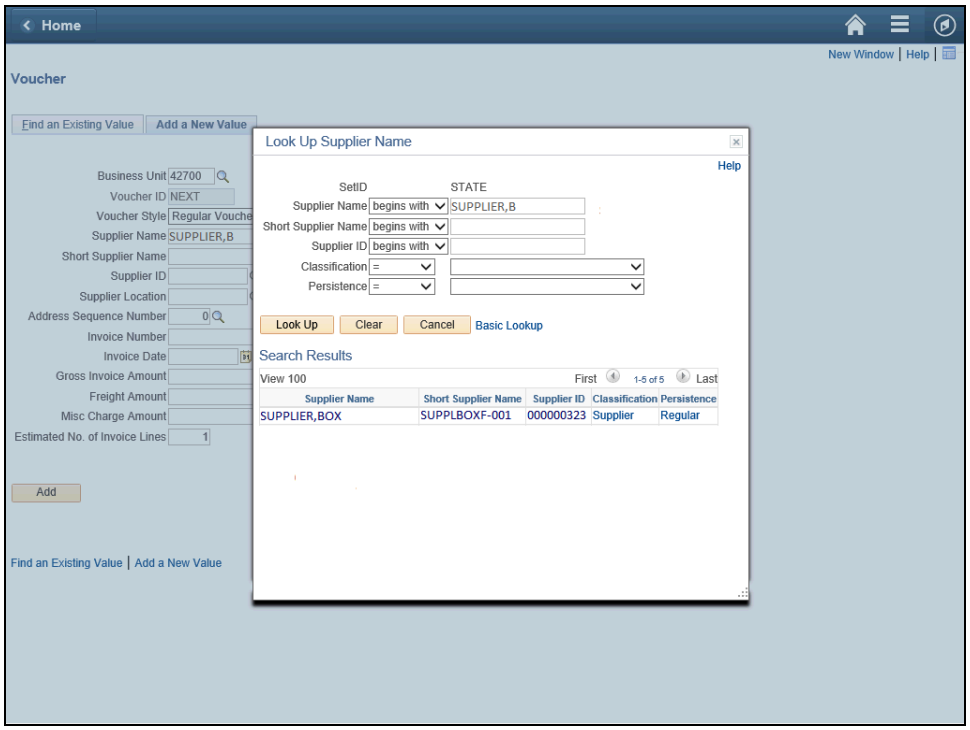
Step	Action
10.	For this example, the user knows part of the supplier name and will use the **Supplier Name** field to search for it. Click in the **Supplier Name** field. Supplier Name

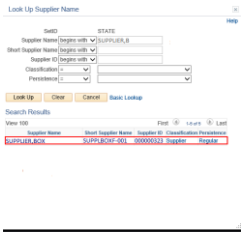


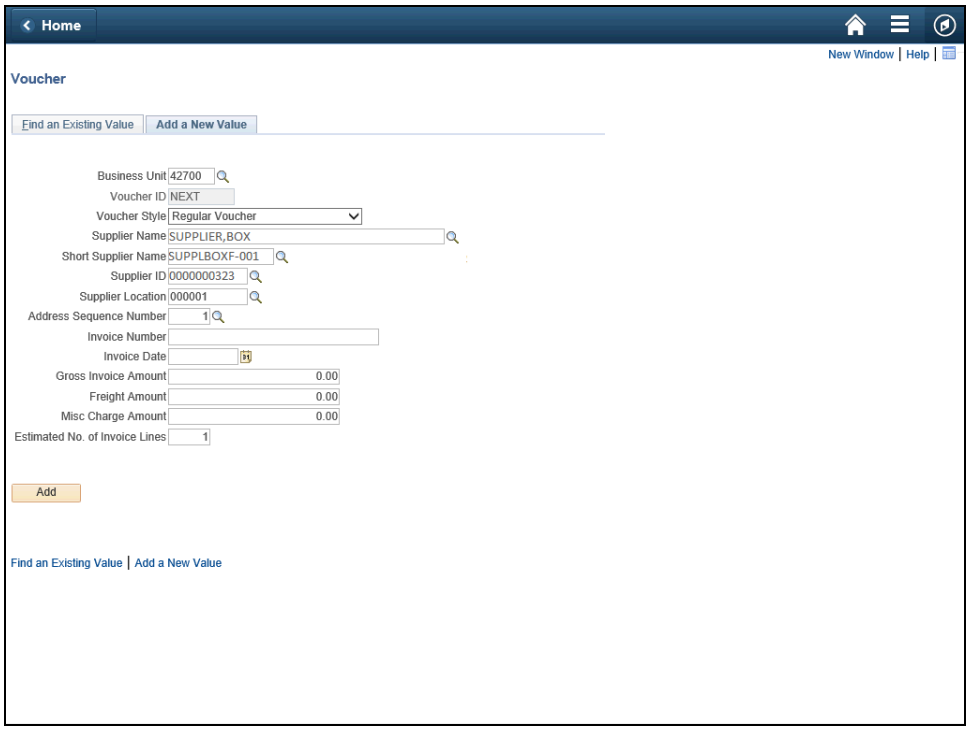
Step	Action
11.	Enter the appropriate known information into the **Short Supplier Name** field to narrow the search results and limit system processing times. For this example, type **SUPPLIER,B**. Supplier Name



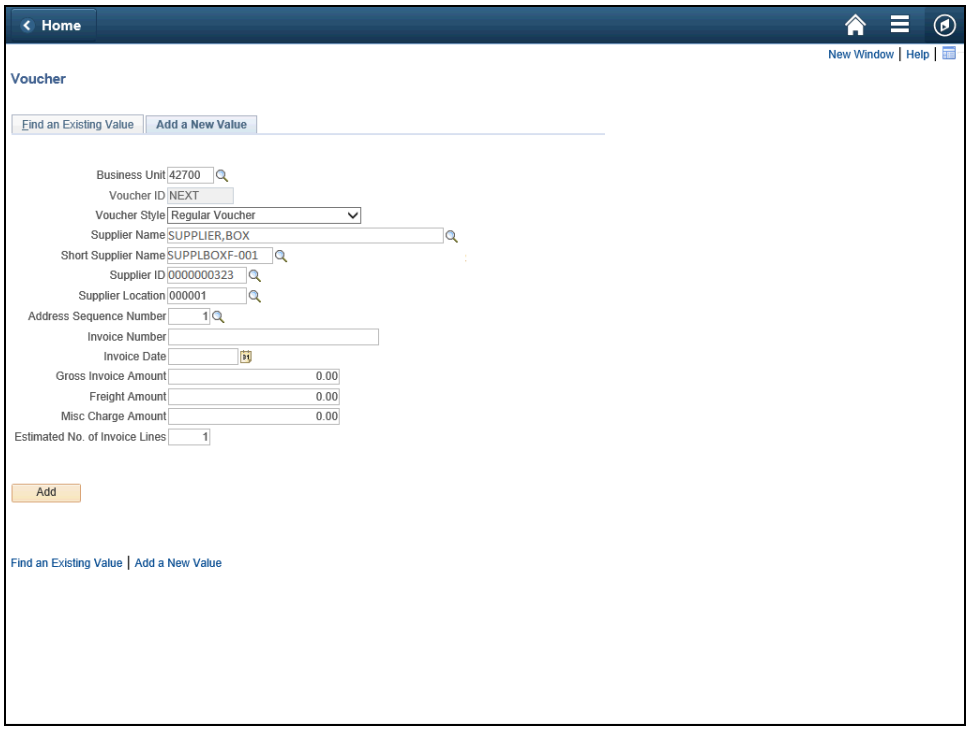
Step	Action
12.	For this example, the user knows part of the supplier name and will use the **Supplier Name** field search option to complete the name. Click the **Supplier Name** look-up button.



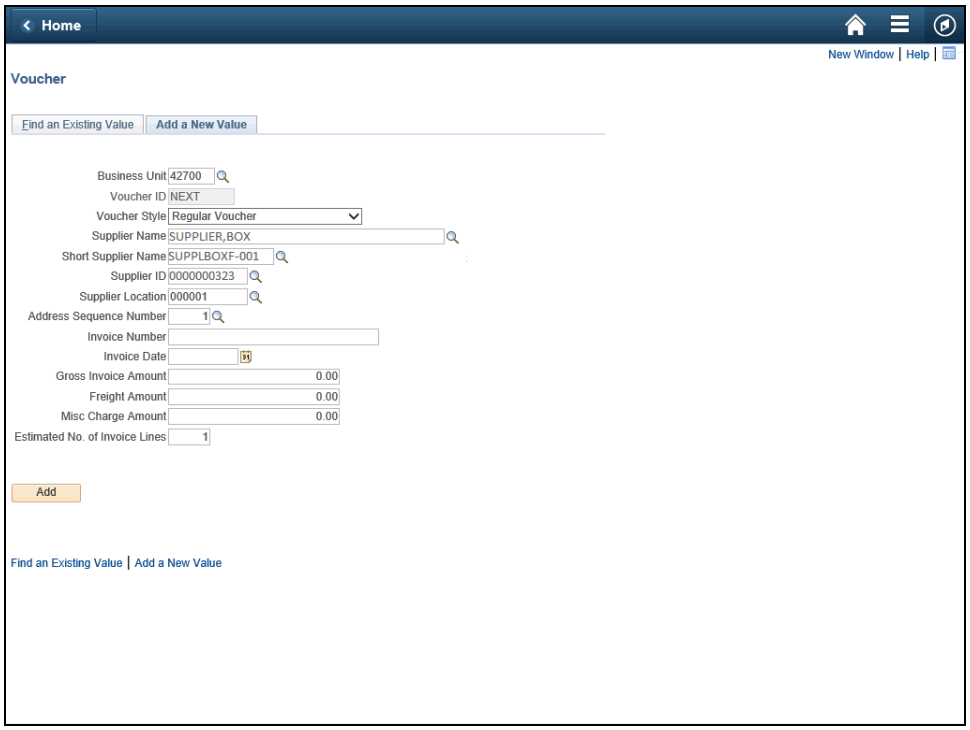
Step	Action
13.	Select the appropriate **Supplier Name** for the voucher creation. For this example, click the **SUPPLIER,BOX 1 SUPPLBOXF-001** Supplier Name link. Click on any link located on the same line as that supplier name. 



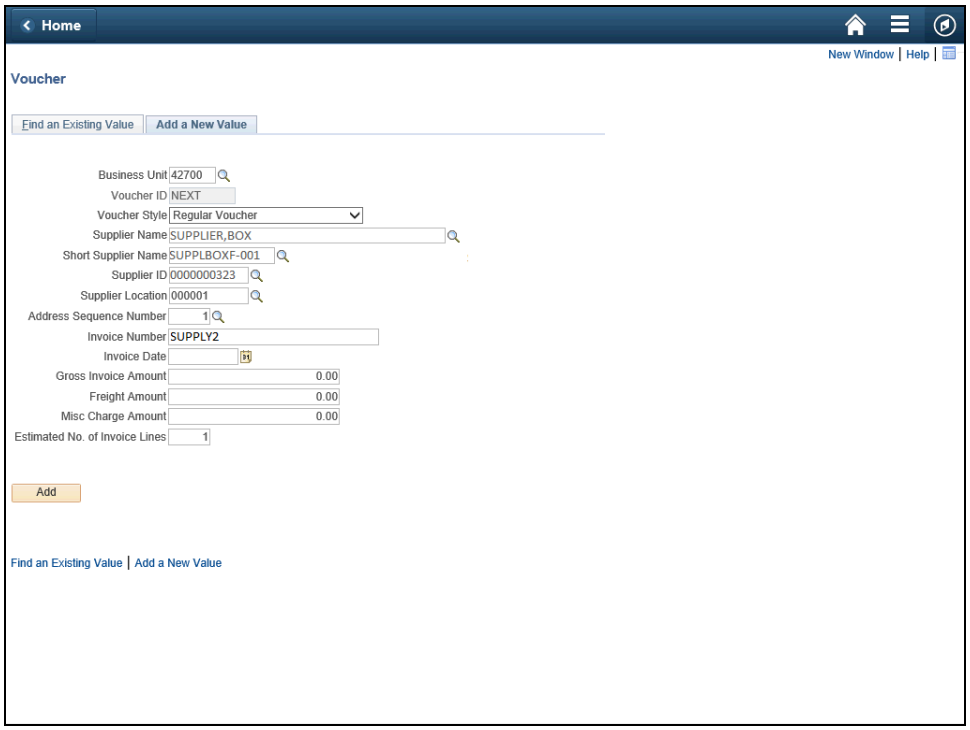
Step	Action
14.	The remaining supplier selection fields default depending on the supplier selected. The Supplier Name, Short Supplier Name, Supplier ID, Supplier Location and Address Sequence Number all defaulted into the fields. **Supplier Location** defaults to the Supplier's primary address, but it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



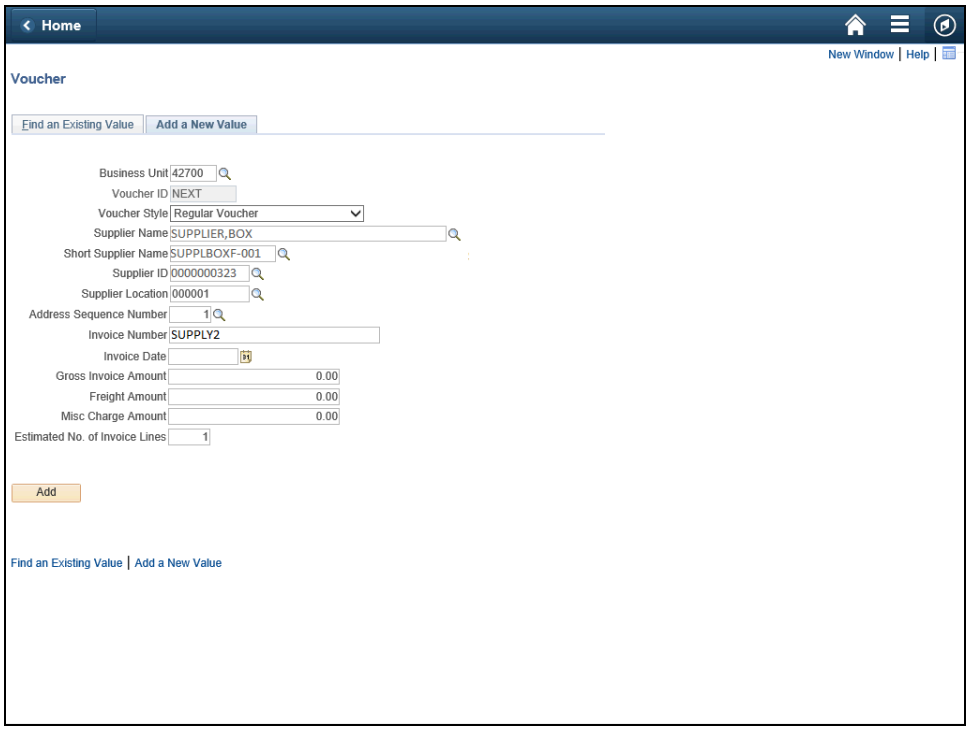
Step	Action
15.	The **Invoice Number** is a required field. It holds a maximum number of 30 characters. The system uses the Invoice number as a reference to check for duplicate invoices. Click in the **Invoice Number** field. Invoice Number



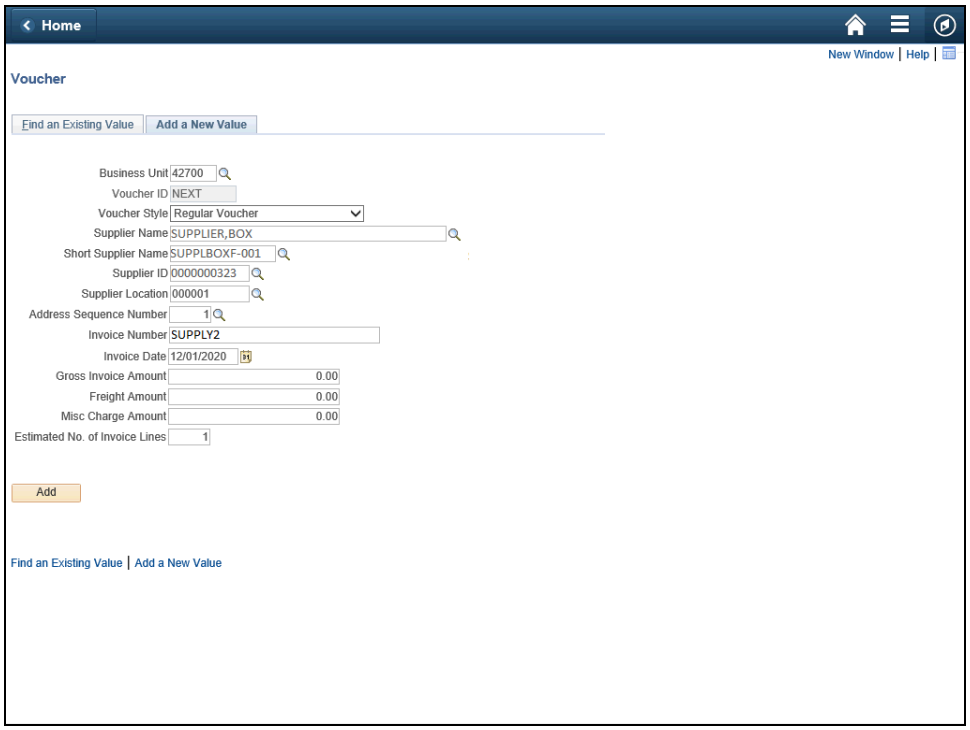
Step	Action
16.	Enter the provided information exactly as it appears on the supplier's invoice into the **Invoice Number** field. For this example, type **SUPPLY2**. Invoice Number



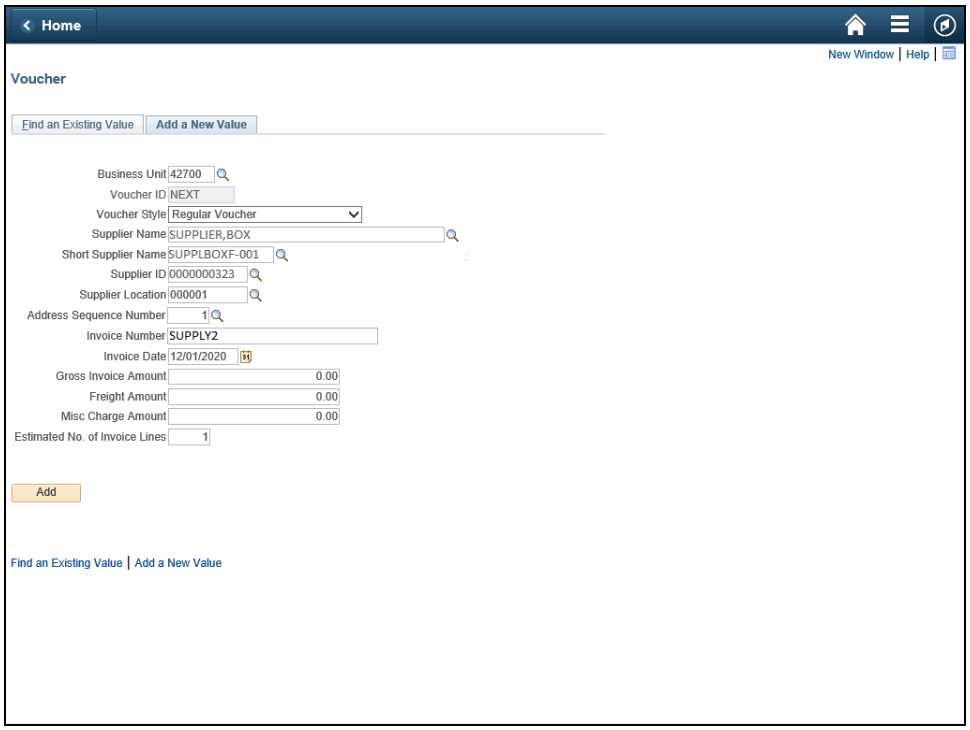
Step	Action
17.	The **Invoice Date** is a required field. It is used to calculate when the payment for the voucher is due along with the payment terms. Click in the **Invoice Date** field. Invoice Date



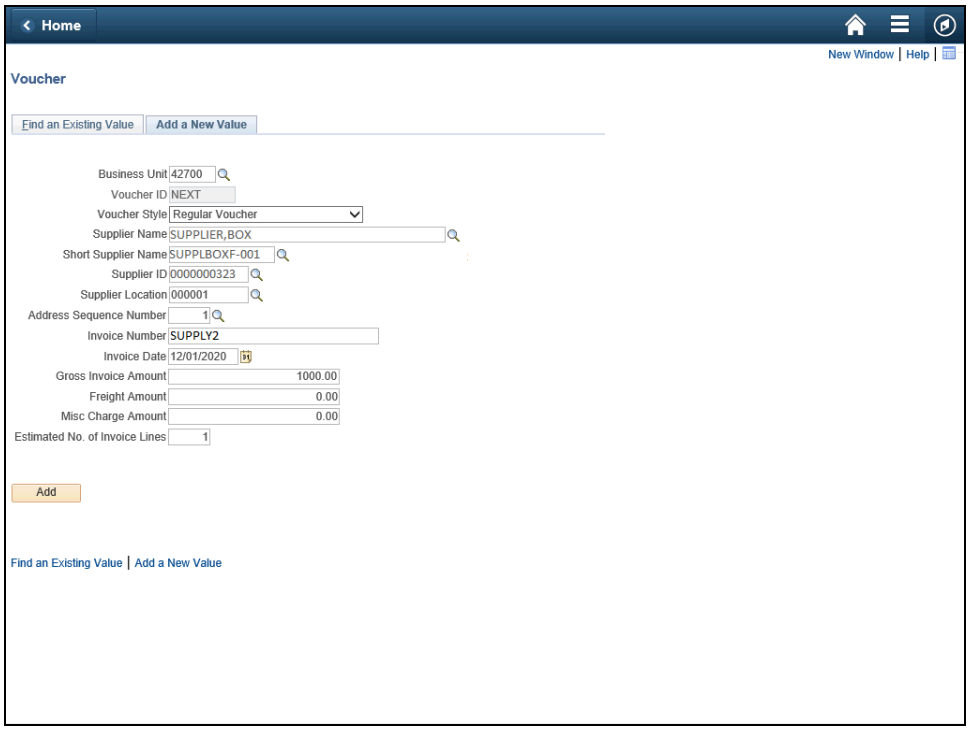
Step	Action
18.	The provided date can be looked up or entered into the **Invoice Date** field. For this example, type **12/01/2020**. Invoice Date



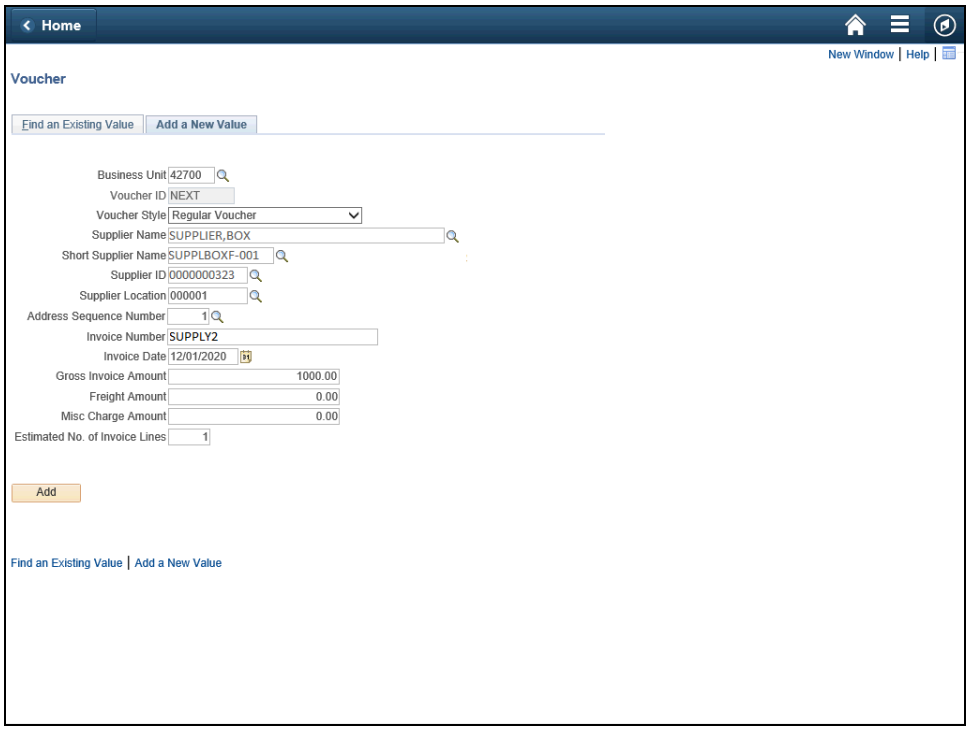
Step	Action
19.	Use the **Gross Invoice Amount** field to enter the total amount of the invoice. Click in the **Gross Invoice Amount** field. Gross Invoice Amount 0.00



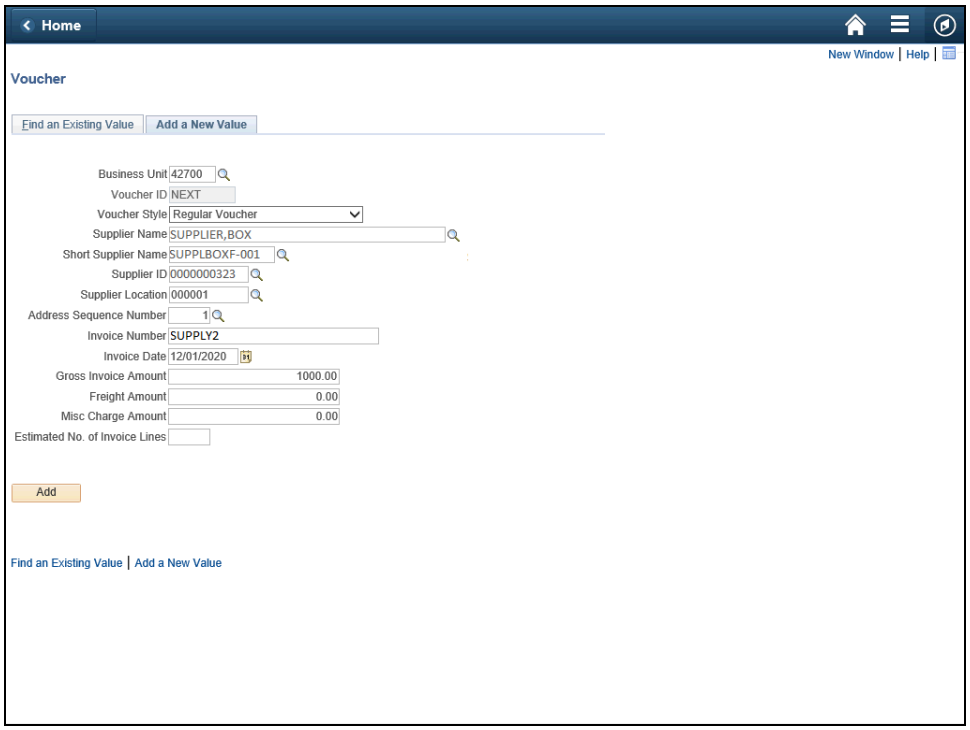
Step	Action
20.	The **Gross Invoice Amount** is the total amount to be paid to the supplier. Enter the appropriate information into the **Gross Invoice Amount** field For this example, type **1000.00**. Gross Invoice Amount 0.00



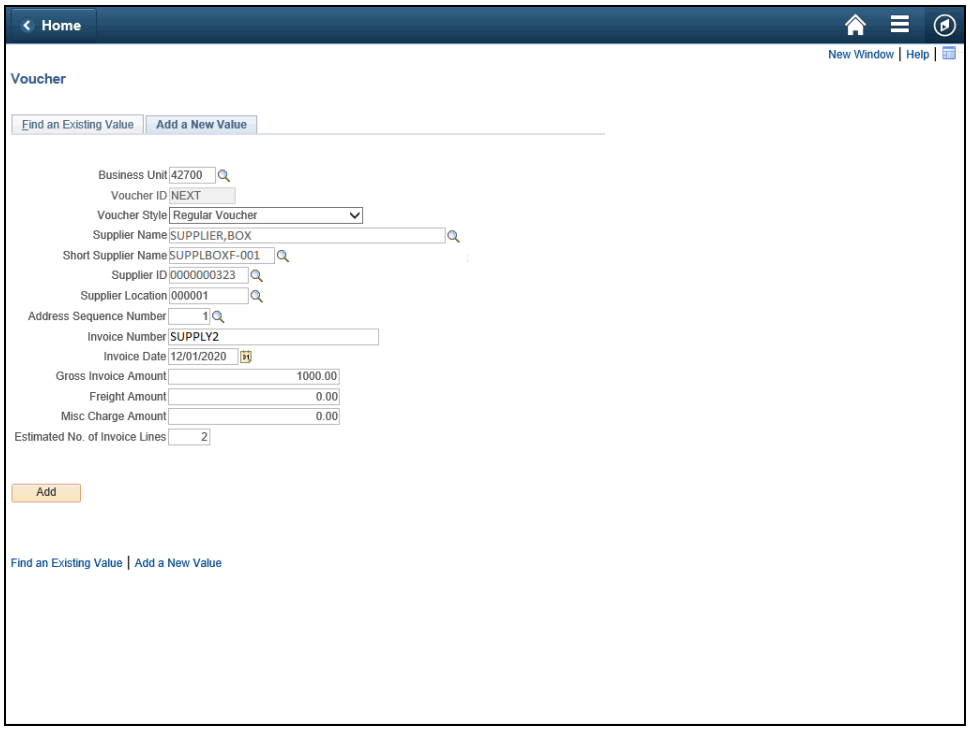
Step	Action
21.	The **Estimated No. of Invoice Lines** field can be changed to different number here or on the voucher *Invoice Information* page. If the user over estimates number of lines needed, the system will delete any empty lines when the voucher is saved.



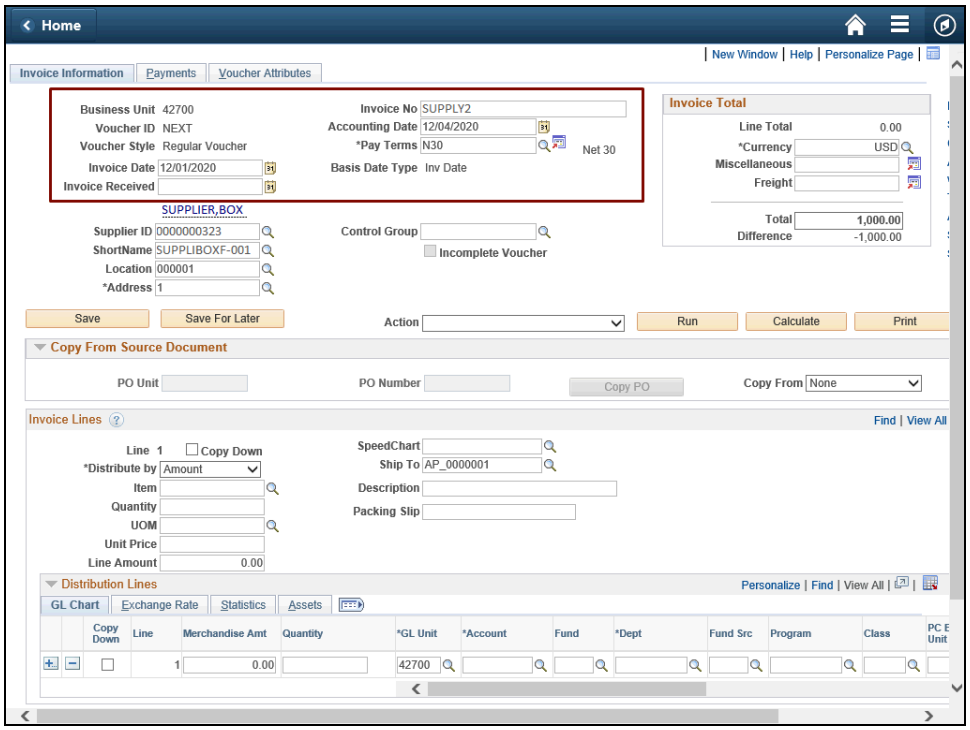
Step	Action
22.	For this example, two invoice lines are needed. Click in the **Estimated No. of Invoice Lines** field. Estimated No. of Invoice Lines 1



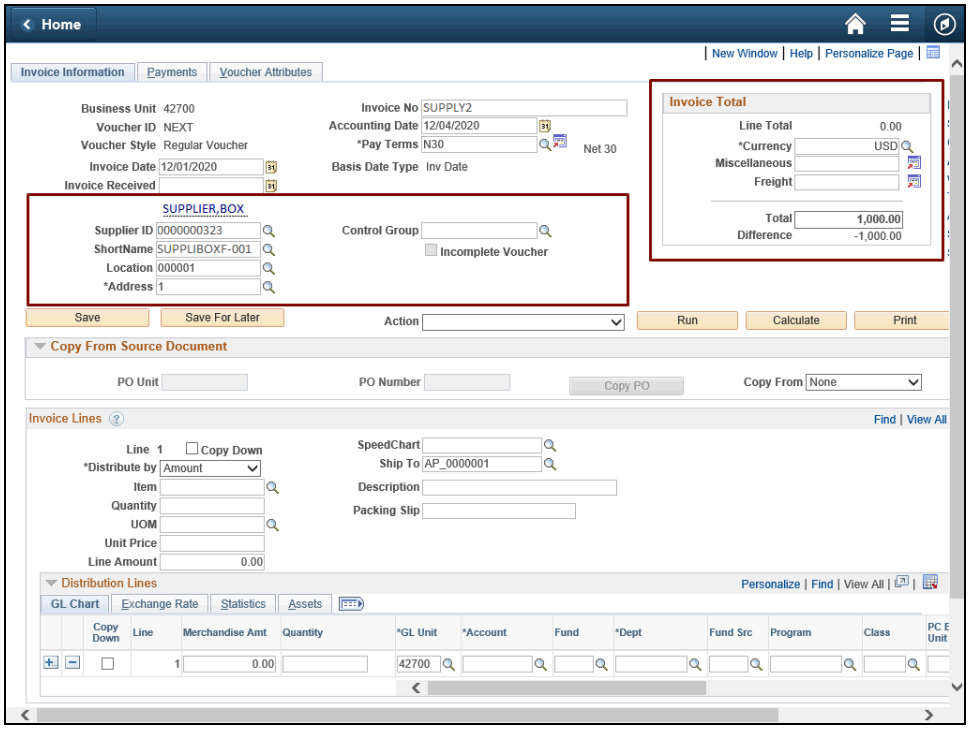
Step	Action
23.	To provide a clear description of what is being invoiced, two invoice lines will need to be entered into the **Estimated No. Invoice Lines** field. For this example, type **2**. Estimated No. of Invoice Lines



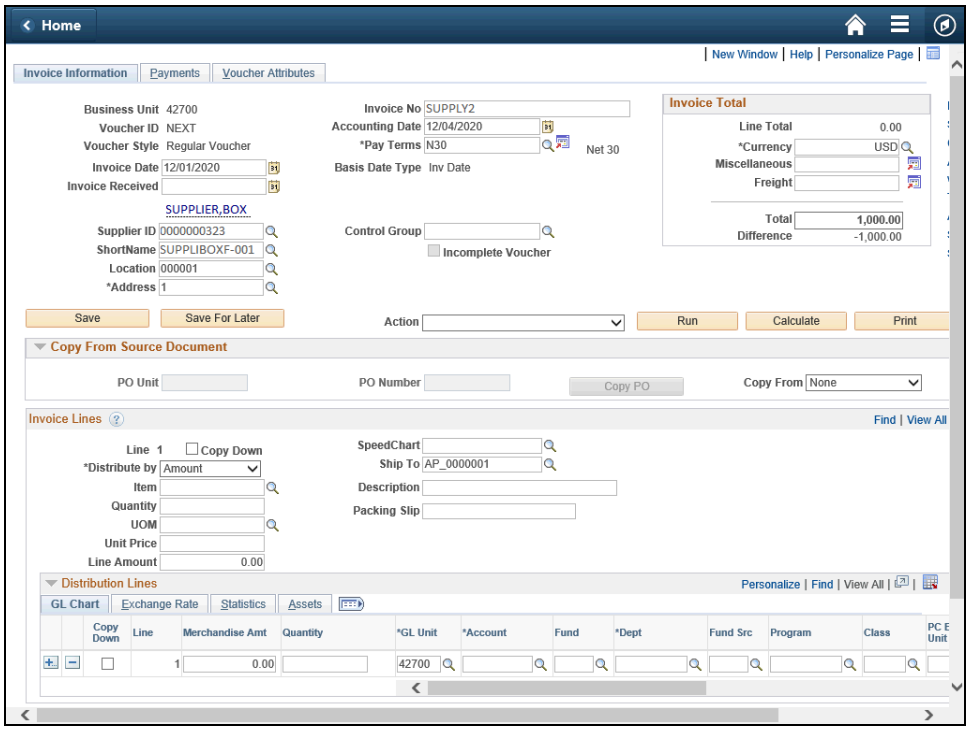
Step	Action
24.	Click the **Add** button. Add



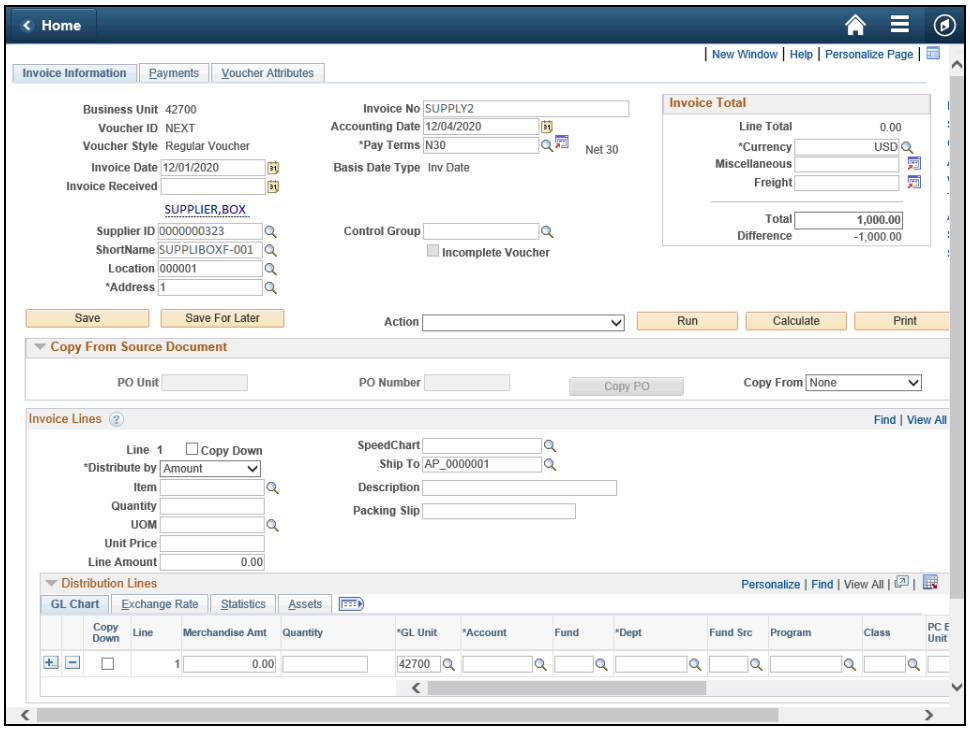
Step	Action
25.	Use the **Invoice Information** page to enter invoice information, including invoice header information, voucher line and distribution information. The voucher header information includes the key information such as Business Unit, Voucher Style and a place holder for the Voucher ID. **Accounting 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.



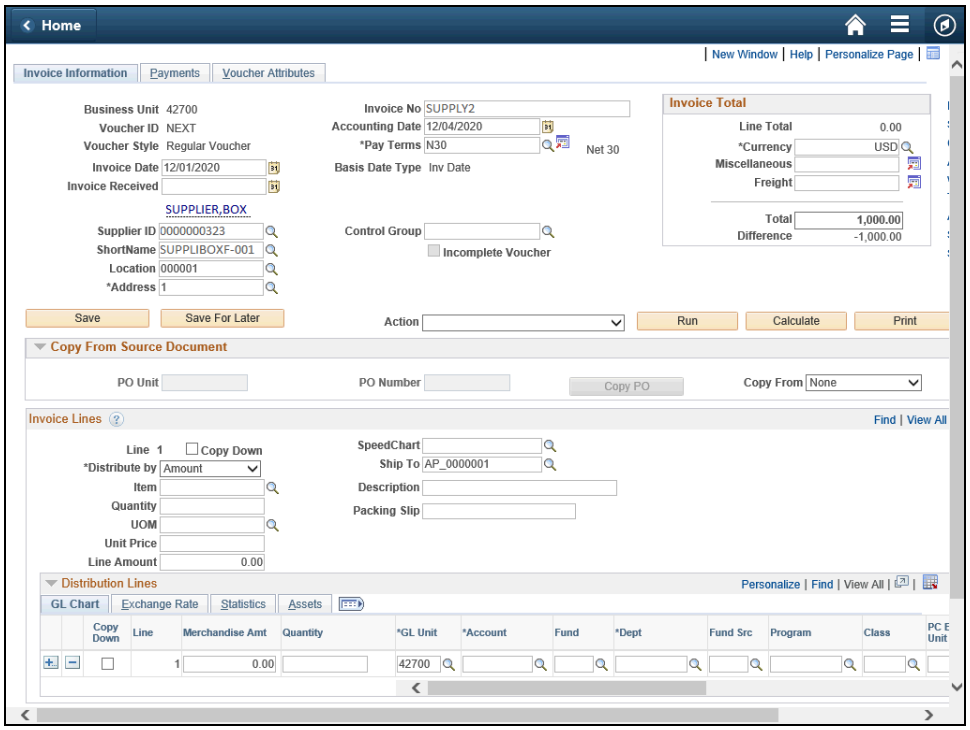
Step	Action
26.	The remaining fields in the header section display basic payment information: Invoice Total, Supplier ID, ShortName, Location and Address. **Invoice Total** section displays the sum of the invoice lines and the header total. When the voucher is in balance, the **Difference** field displays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



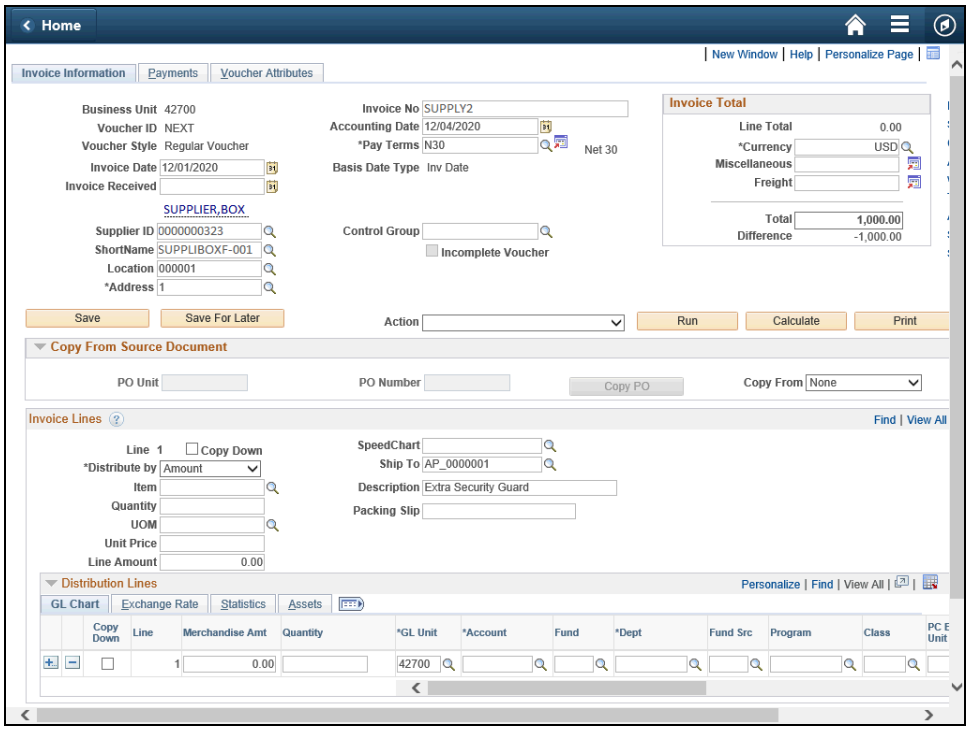
Step	Action
27.	It is important to note that a voucher must include at least one **Invoice Line** and one **Distribution Line.** If additional Invoice Lines are needed, click the + plus button in the Invoice Line section. If the entire page is not visible, use the horizontal and vertical scrollbars to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



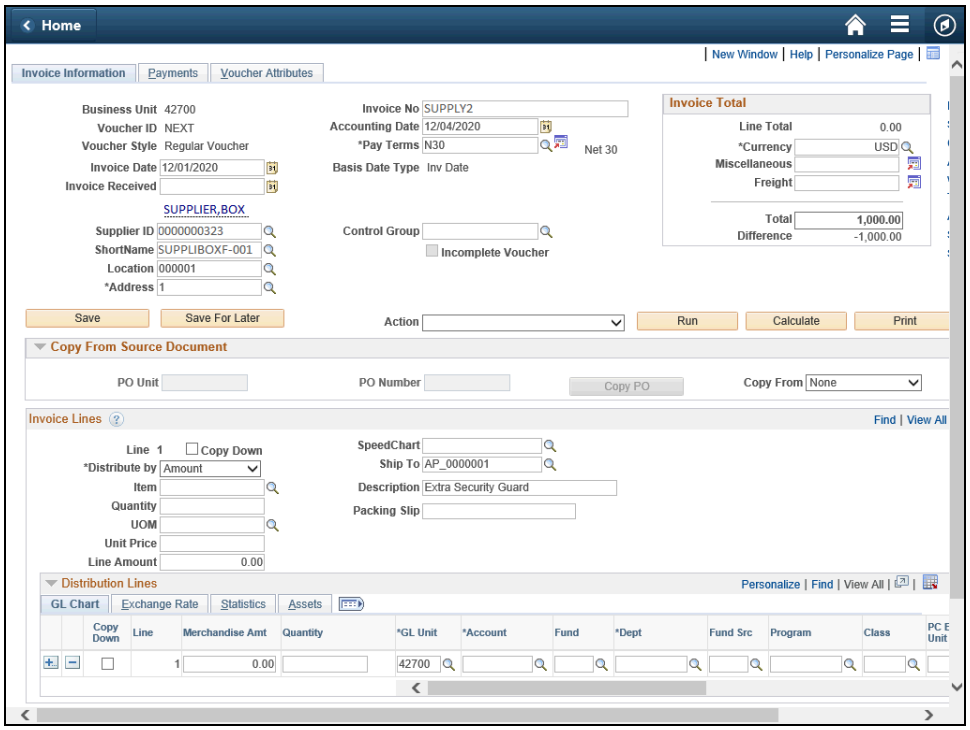
Step	Action
28.	Use the **Description** field to enter brief description of the charges related to this voucher. Click in the **Description** field. Description



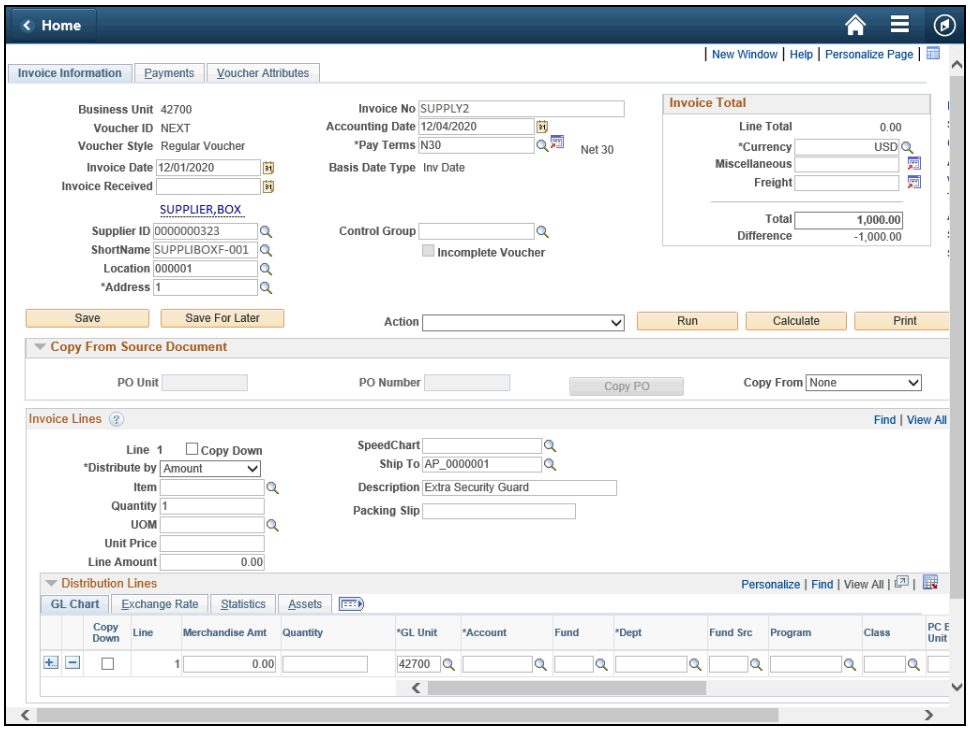
Step	Action
29.	The **Description** is passed to the General Ledger and is useful for inquiries. The field is 30 characters long. For this example, type **Extra Security Guard** into the **Description** field. Description



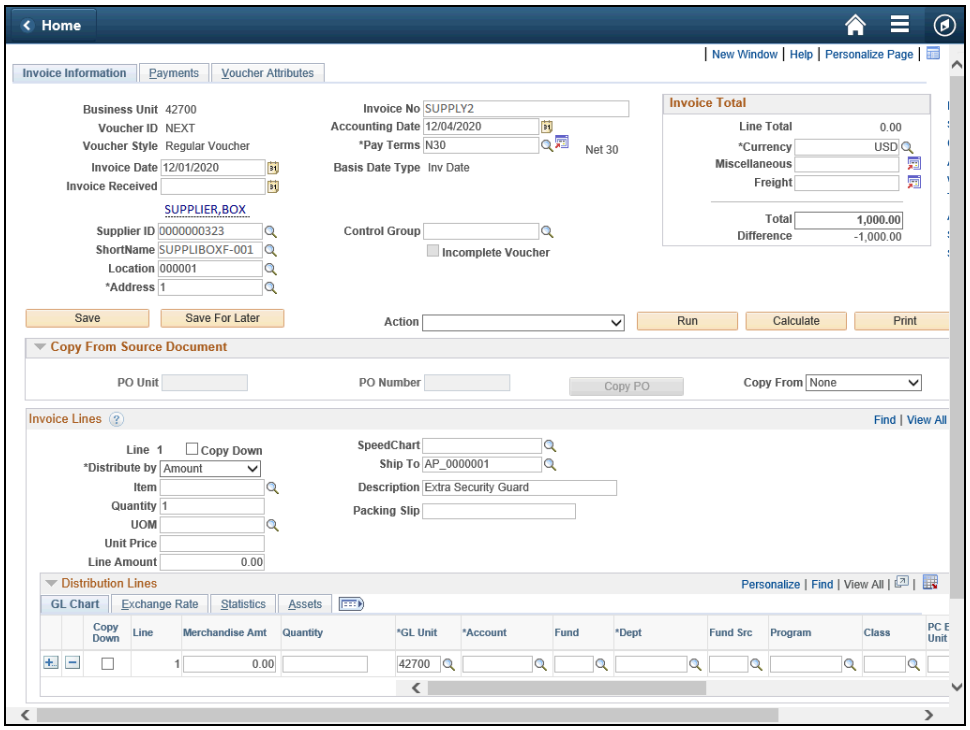
Step	Action
30.	Enter the **Quantity** of units purchased. Click in the **Quantity** field. Quantity



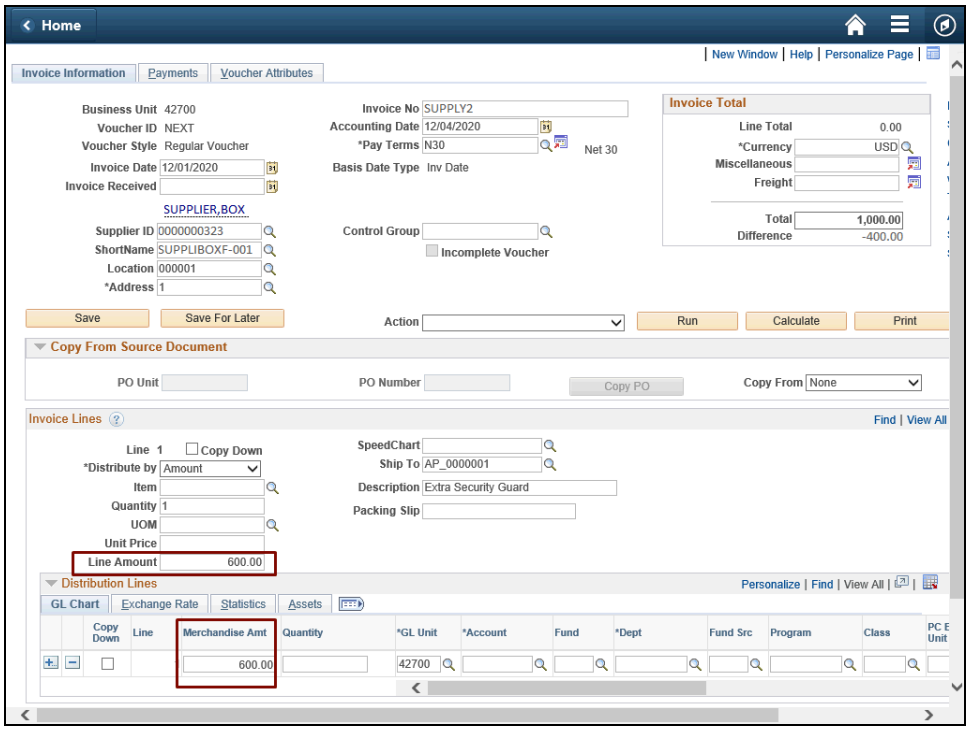
Step	Action
31.	Enter the appropriate units purchased into the **Quantity** field. For this example, type **1**. Quantity



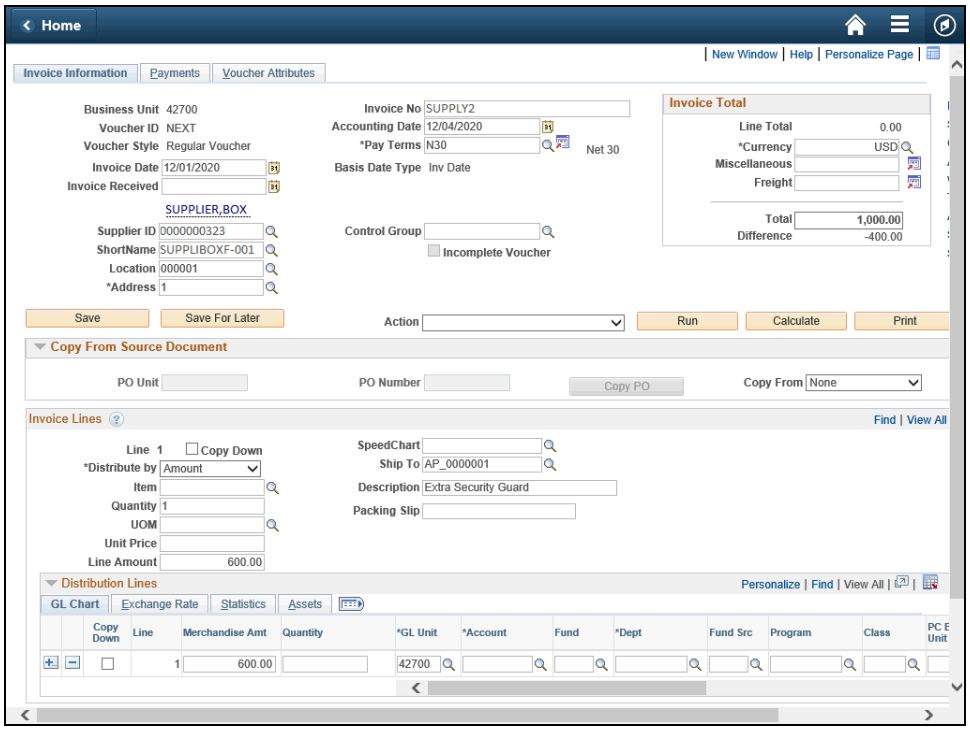
Step	Action
32.	Enter the total amount to be paid to the supplier in the **Line Amount** field. Click in the **Line Amount** field. Line Amount 0.00



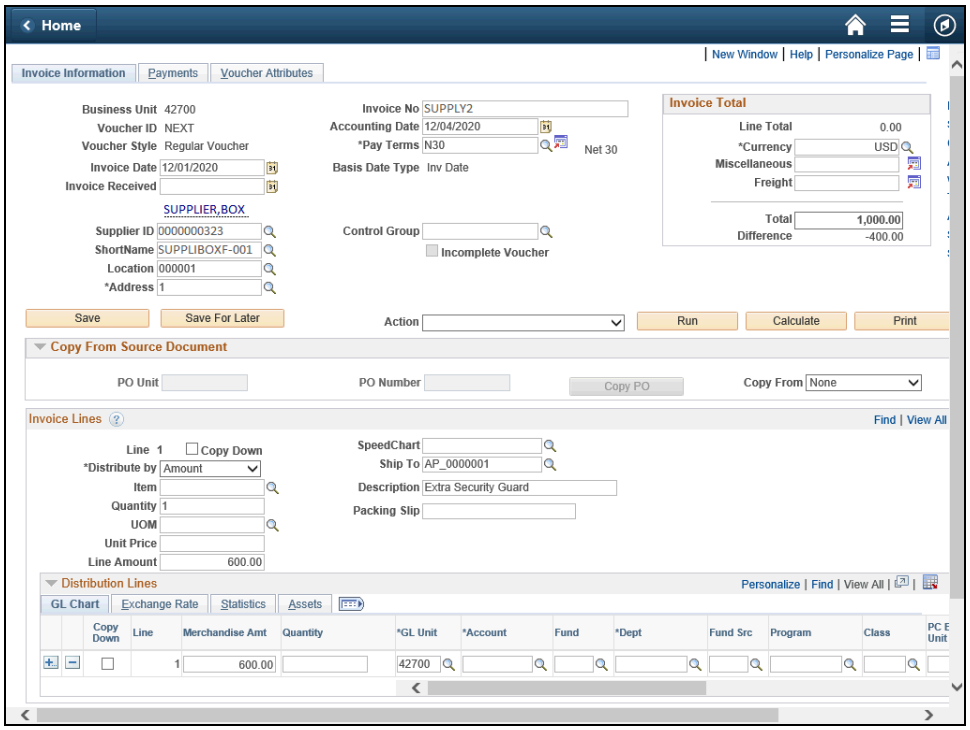
Step	Action
33.	Enter the appropriate amount into the **Line Amount** field. For this example, type **600.00**. Line Amount 0.00



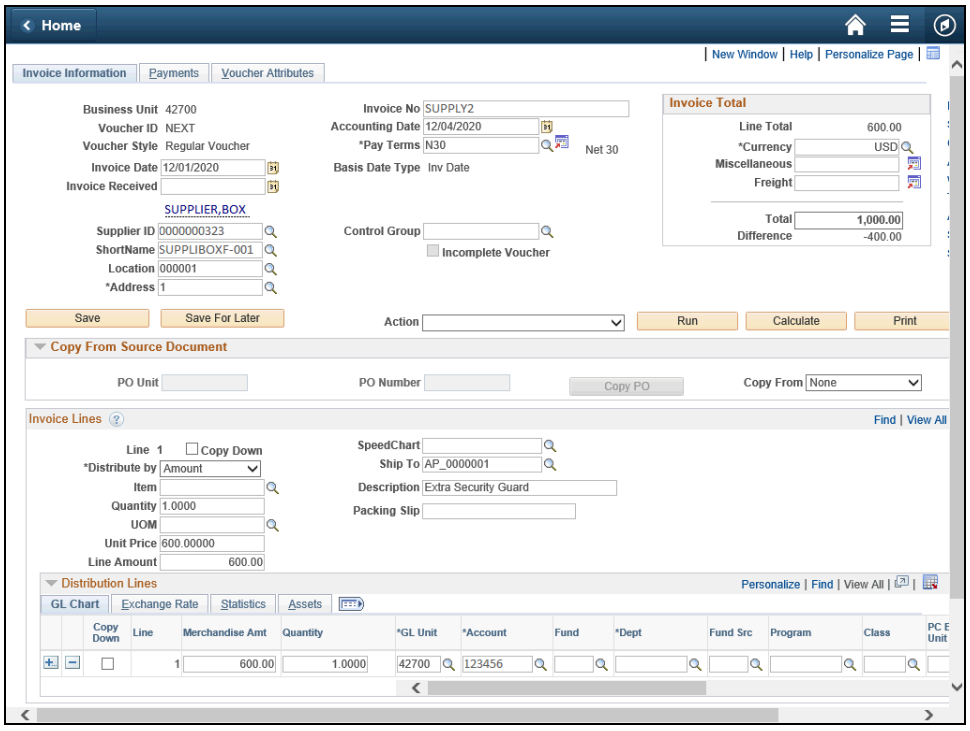
Step	Action
34.	The **Line Amount** field displays the dollar amount for the voucher line. **Merchandise Amount** is automatically updated from the Line Amount field. The total of all distribution line amounts entered for a voucher line must equal the Line Amount on the parent voucher line. Users will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

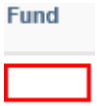


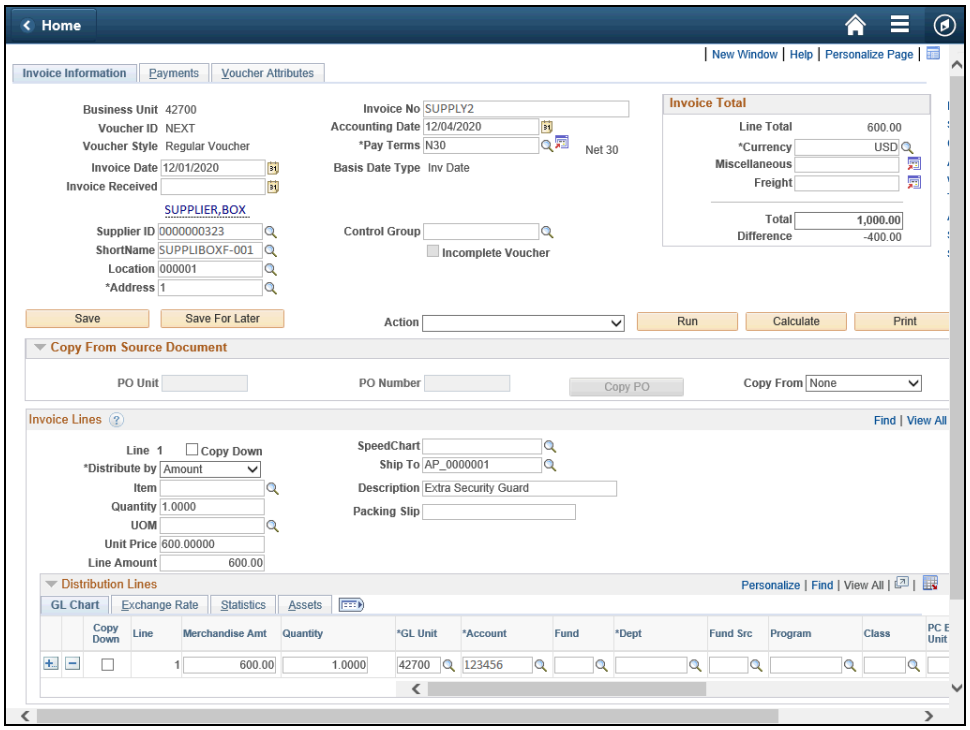
Step	Action
35.	The **Account** field is required and is used to allocate this charge to an account within the agency. Click in the **Account** field. *Account



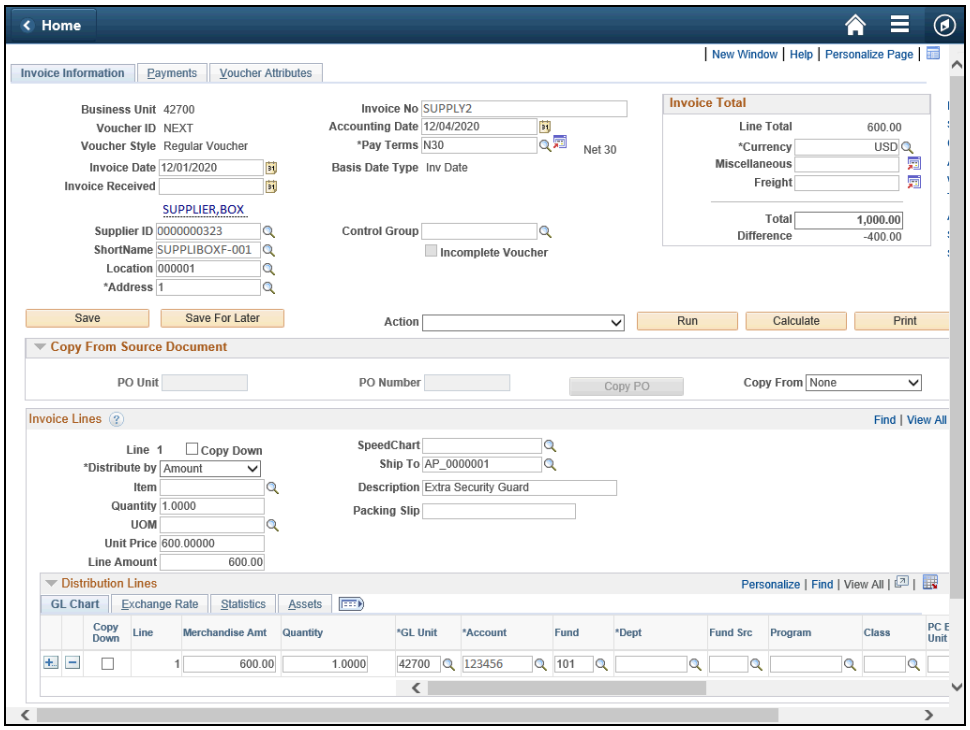
Step	Action
36.	Enter the appropriate code into the **Account** field. For this example, type **123456**.



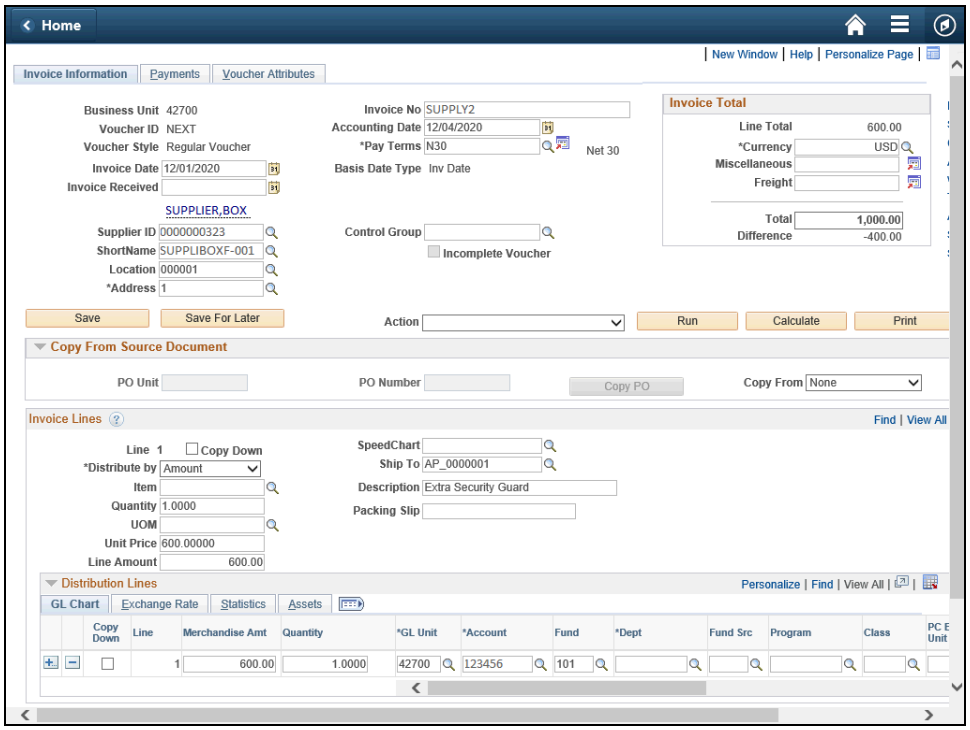
Step	Action
37.	The **Fund** field is required and represents which fund is used to pay the invoice. Click in the **Fund** field. 



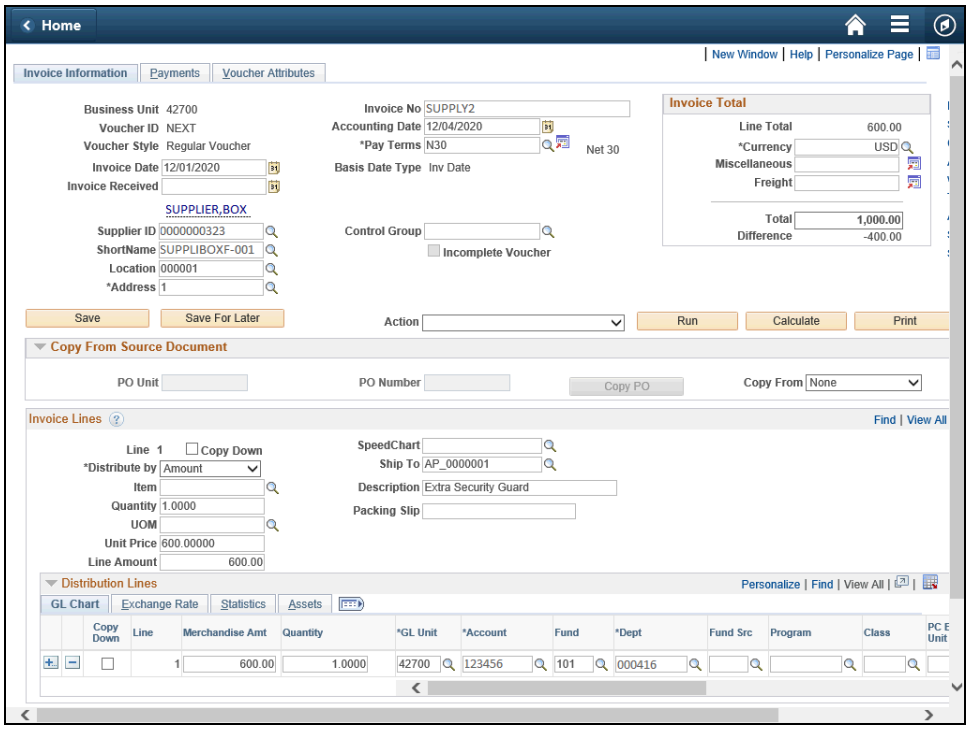
Step	Action
38.	Enter the appropriate information into the **Fund** field. For this example, type **101**.

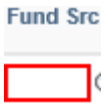


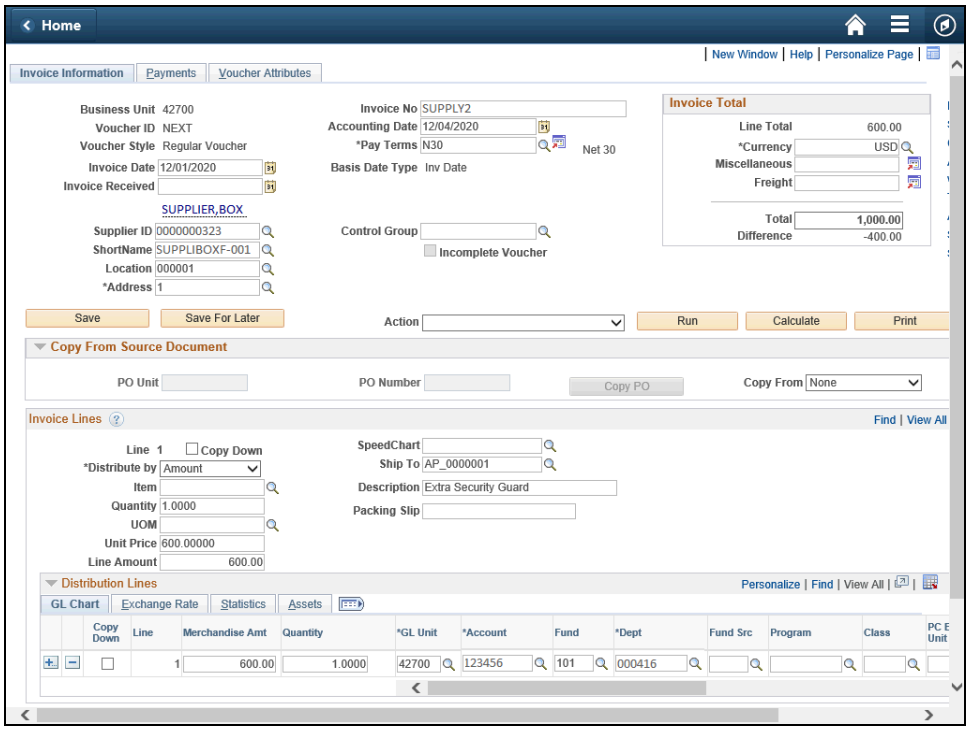
Step	Action
39.	The **Dept** field is required and is used to allocate the costs to one or more departments within the organization. Click in the **Dept** field.



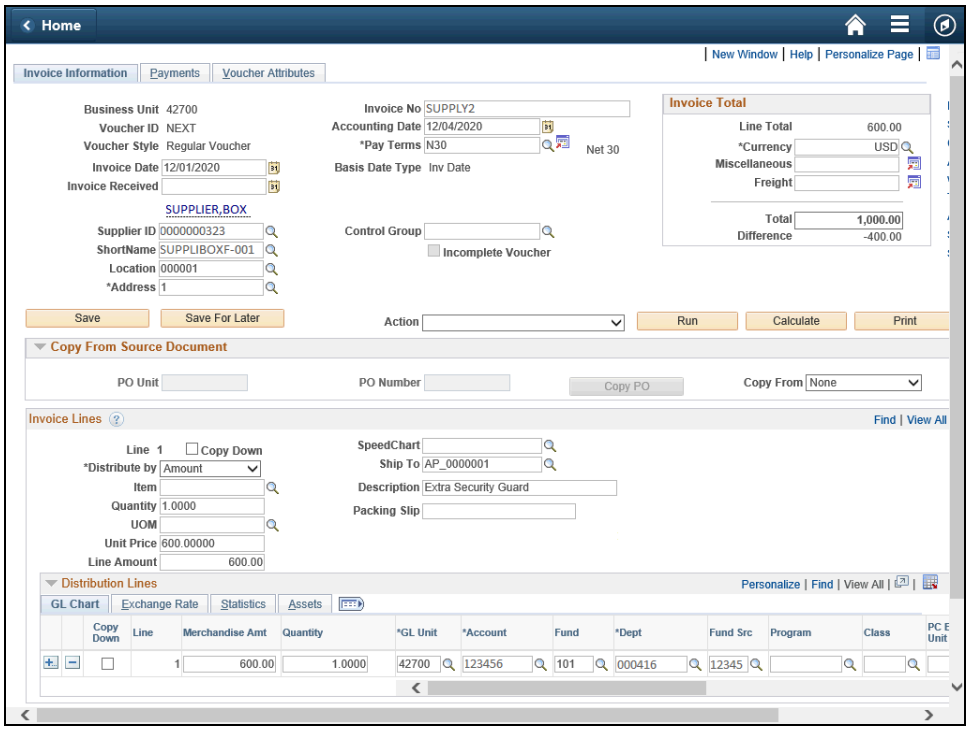
Step	Action
40.	Enter the appropriate information into the **Dept** field. For this example, type **000416**.

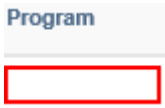


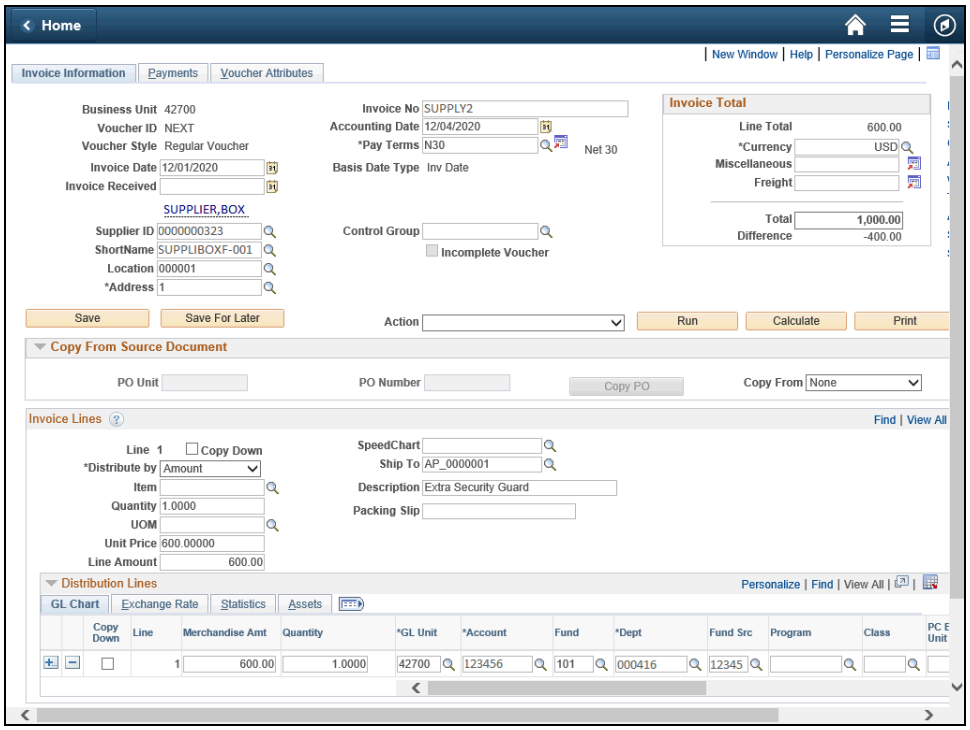
Step	Action
41.	The **Fund Source** field is a required and represents the revenue source for the charge and is also used to track expenditures made against the revenue. Click in the **Fund Src** field. 



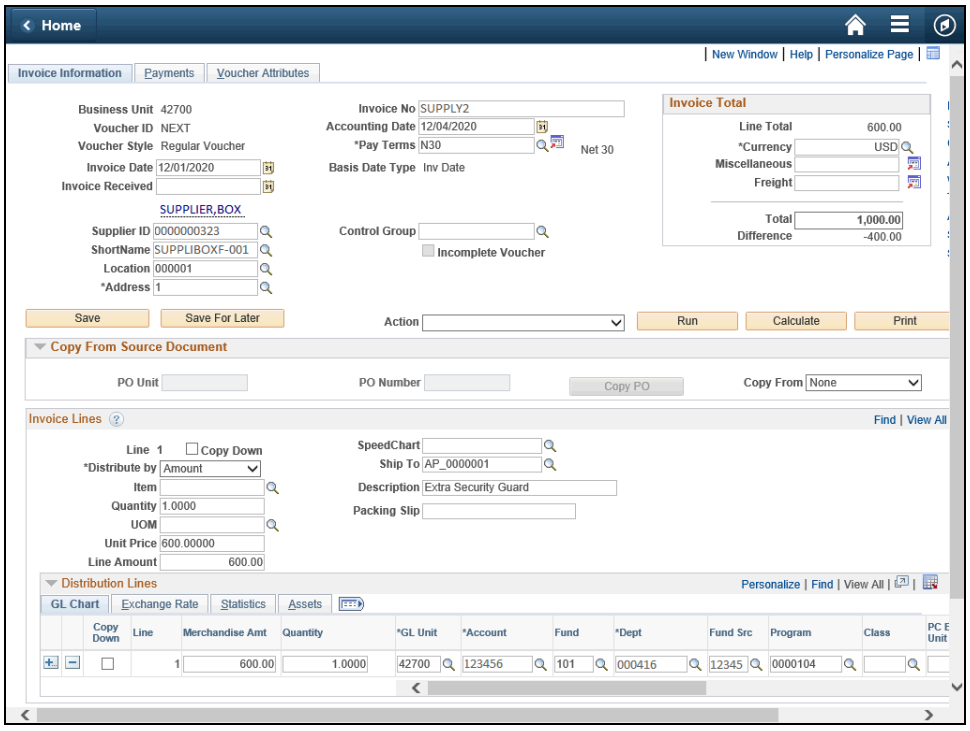
Step	Action
42.	Enter the appropriate information into the **Fund Src** field. For this example, type **12345**.



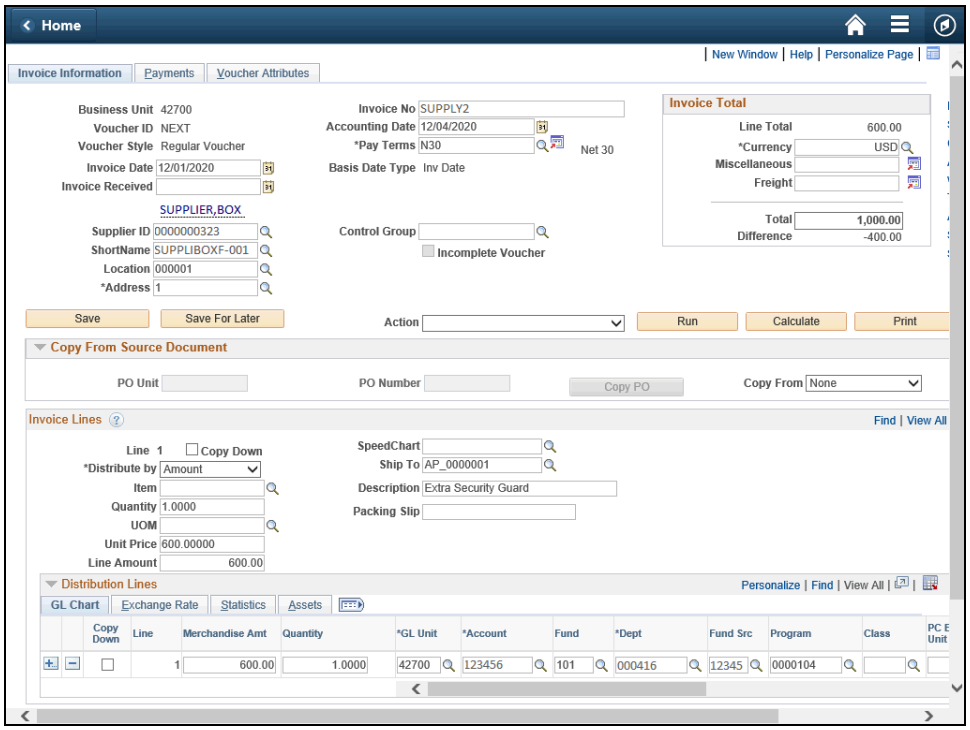
Step	Action
43.	The **Program** field classifies transactions according to the purpose/reason for the transaction. Click in the **Program** field. 



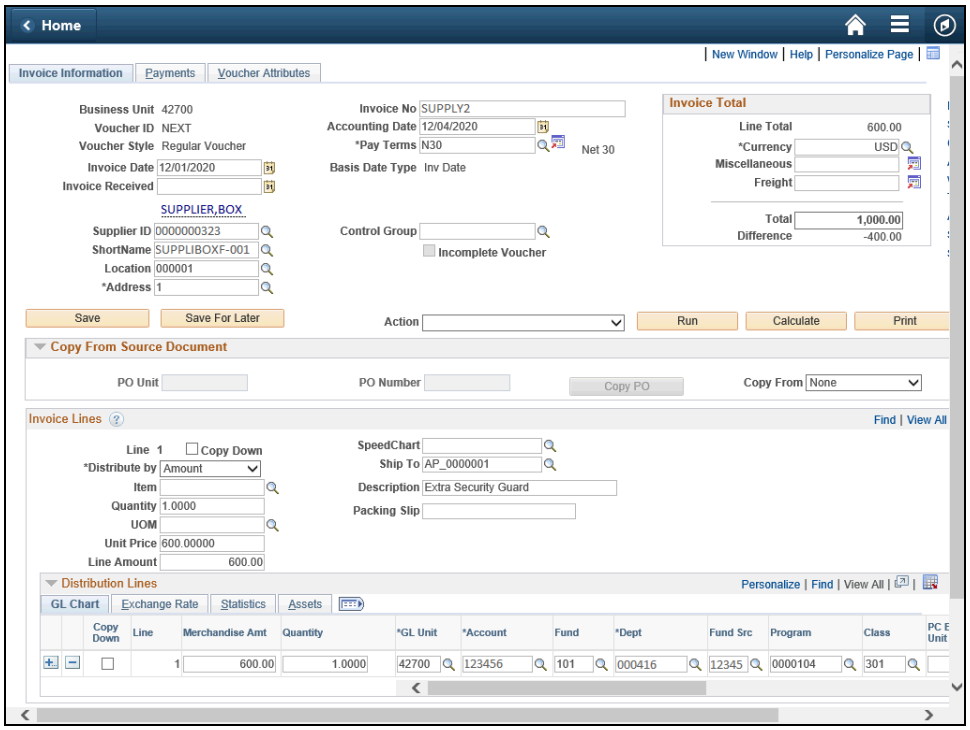
Step	Action
44.	Enter the appropriate information into the **Program** field. For this example, type **0000104**.



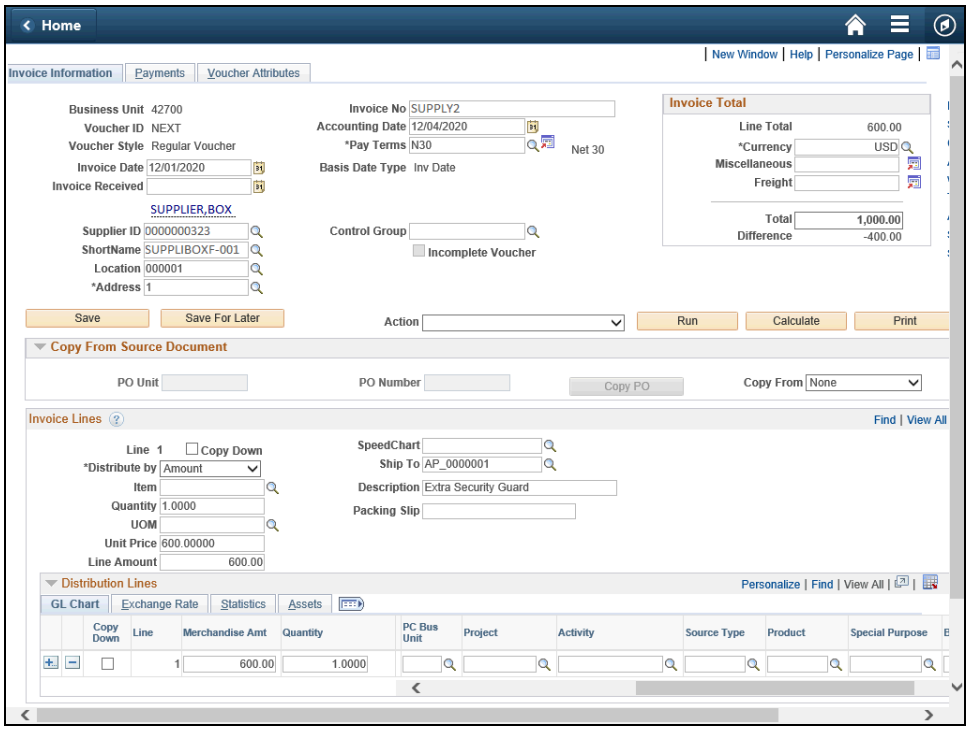
Step	Action
45.	The **Class** field identifies the unique appropriation budget key. Click in the **Class** field.

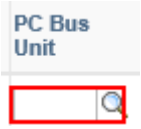


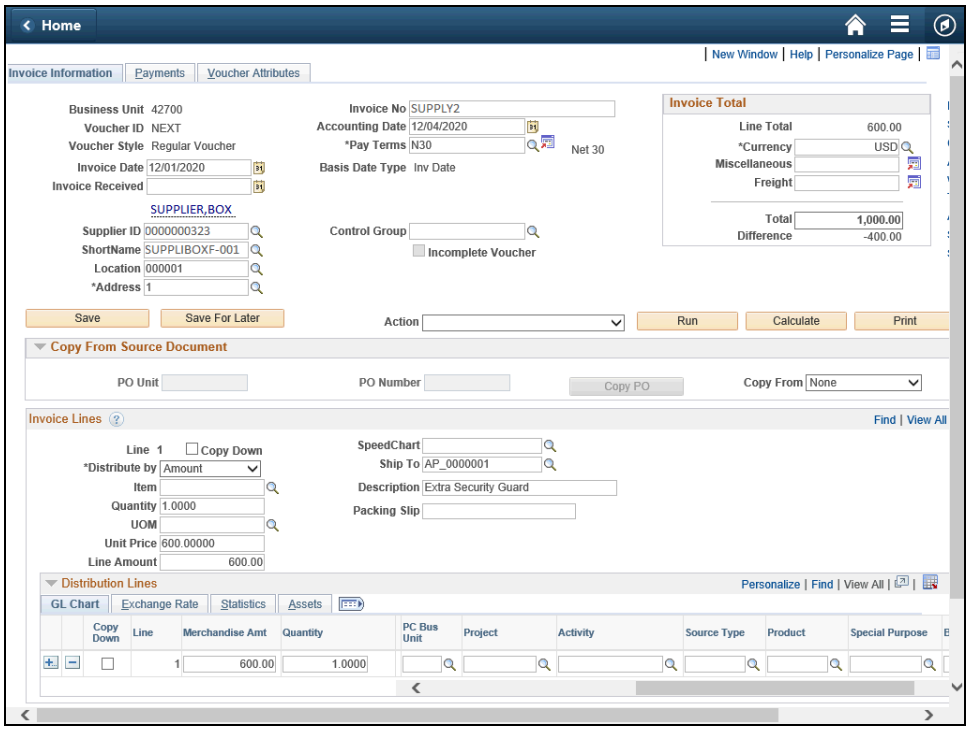
Step	Action
46.	Enter the appropriate information into the **Class** field. For this example, type **301**.



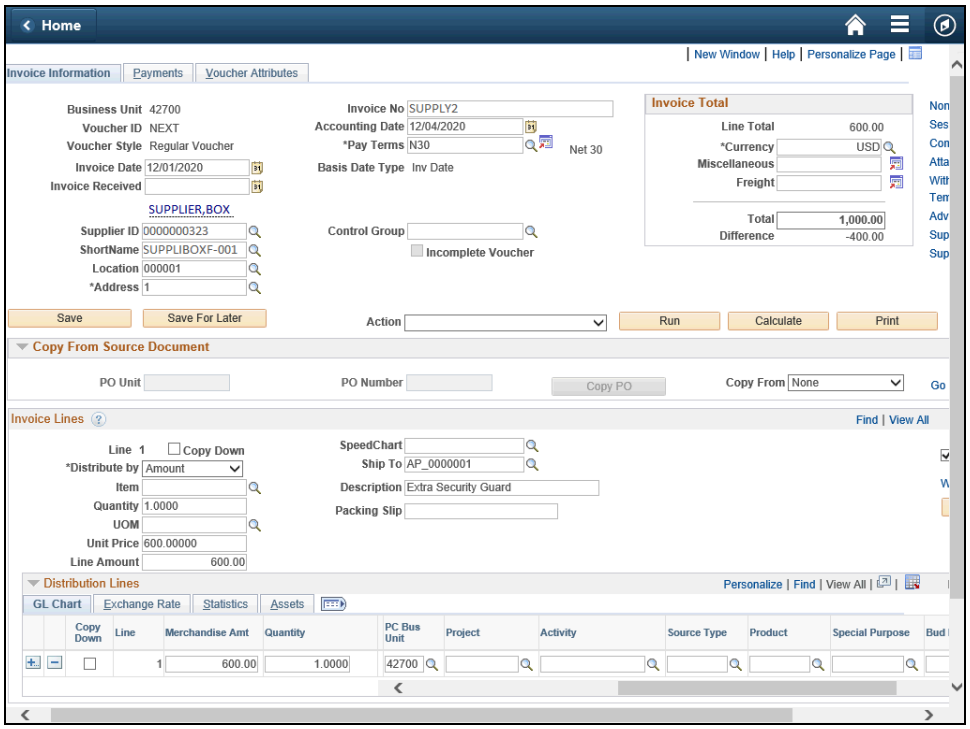
Step	Action
47.	Use the Distribution Lines horizontal scrollbar to move to the right to display the hidden columns and enter additional chartfield information. Click the **Horizontal** scrollbar.

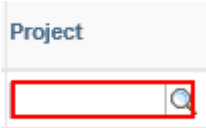


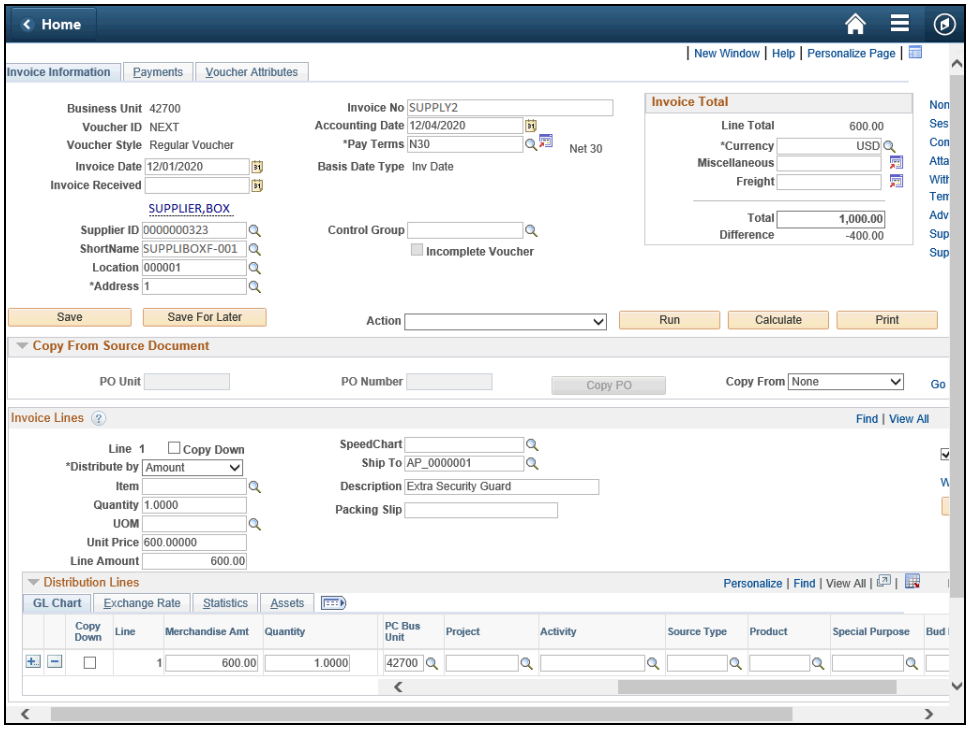
Step	Action
48.	**Project Costing Business Units** field is based on the business unit. If this field is required, the Project and Activity field may also be required to save the voucher. Click in the **PC Bus Unit** field. 



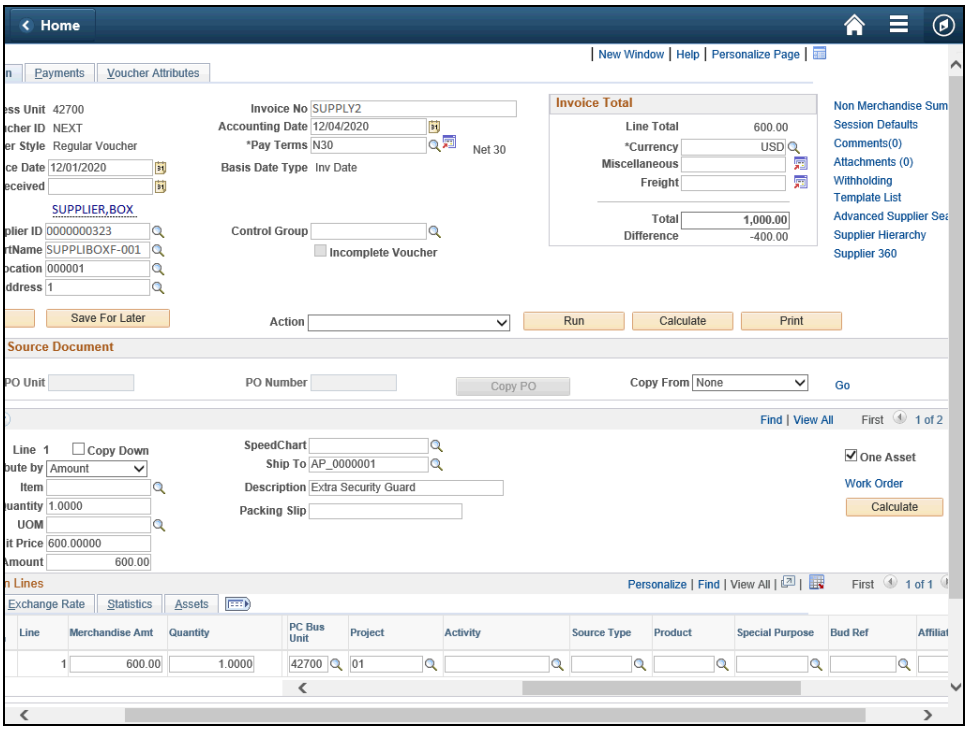
Step	Action
49.	Enter the appropriate information into the **PC Bus Unit** field. For this example, type **42700**.



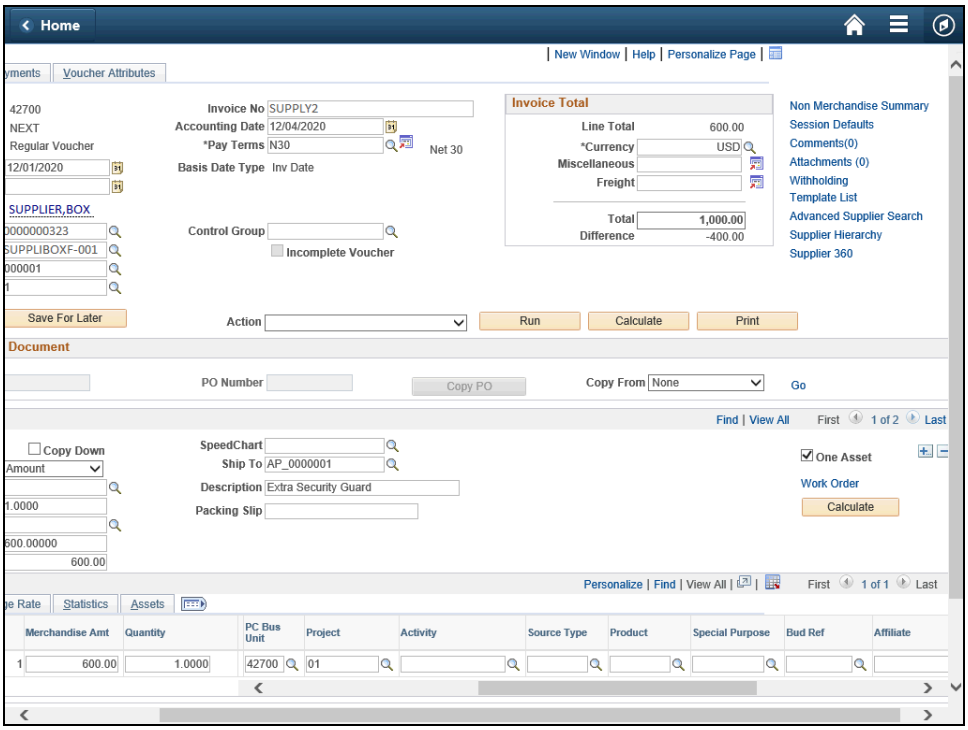
Step	Action
50.	The **Project** field captures additional information useful for grant and project accounting. Based on the business unit, the Project and Activity field may be also required to save the voucher. Click in the **Project** field. 



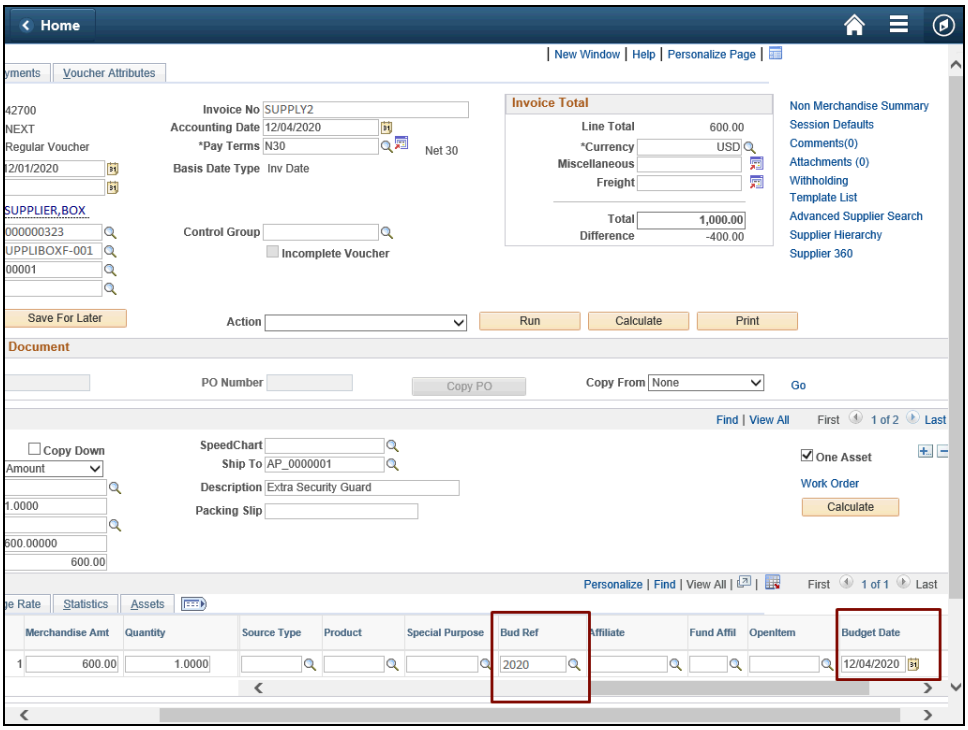
Step	Action
51.	Enter the appropriate information into the **Project** field. For this example, type **01**.



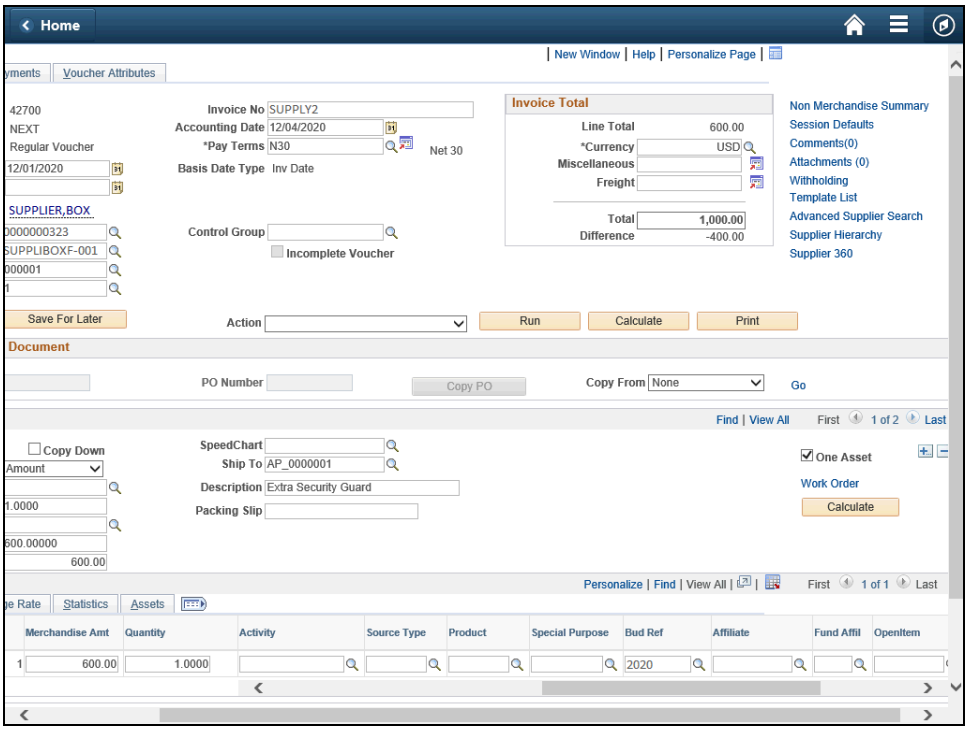
Step	Action
52.	Each **Activity** represents a specific task, schedule and status on a project. Based on the business unit, the Activity field may be required. If applicable enter the appropriate **Activity** code. For this example, no activity code will be entered.



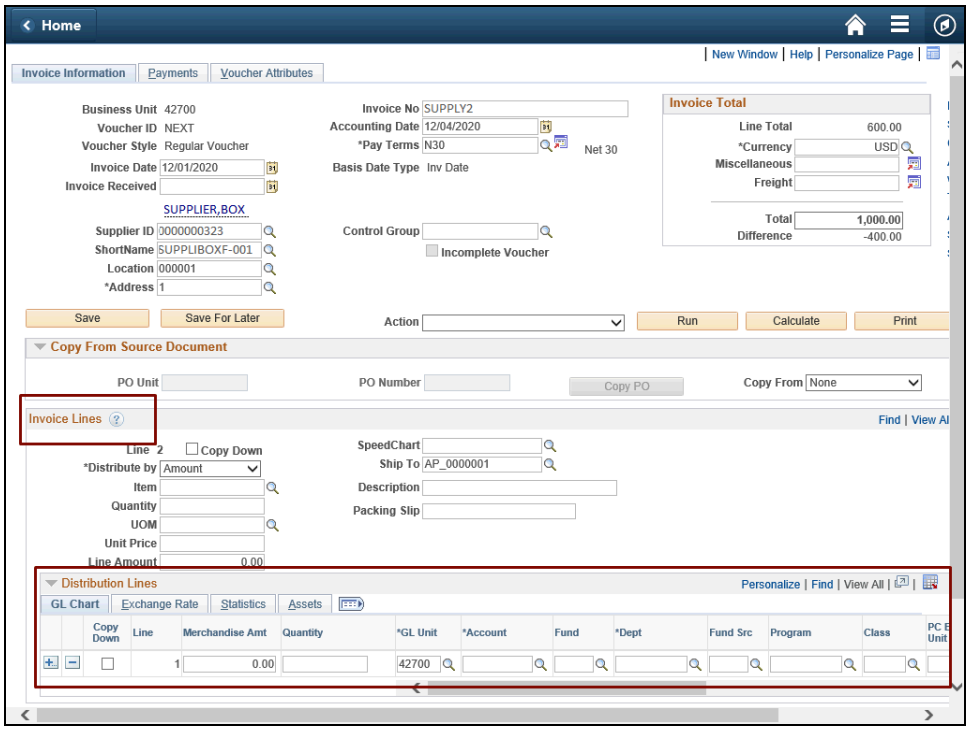
Step	Action
53.	Scroll to the right side of the page to review and enter the remaining chartfield information. Click the **Horizontal** scrollbar.



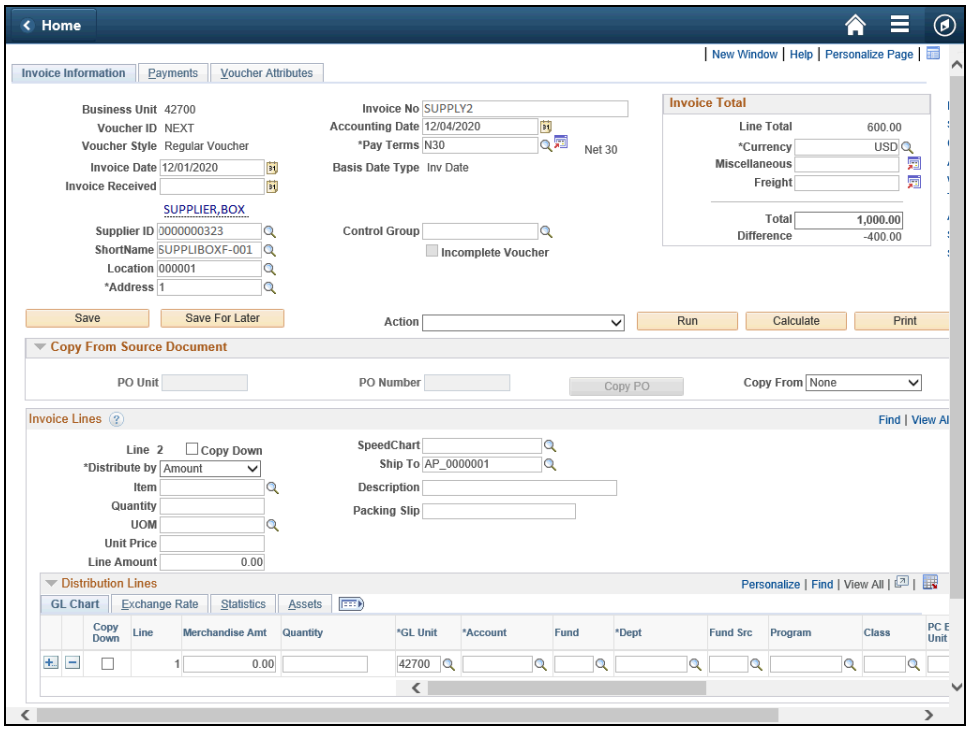
Step	Action
54.	Once the voucher is saved, the Budget Reference defaults to the current year and the **Budget Date** defaults to the current accounting date. As necessary, change the Budget Reference and Budget Date to coincide with the budget date on the transaction. For example, the dates may need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



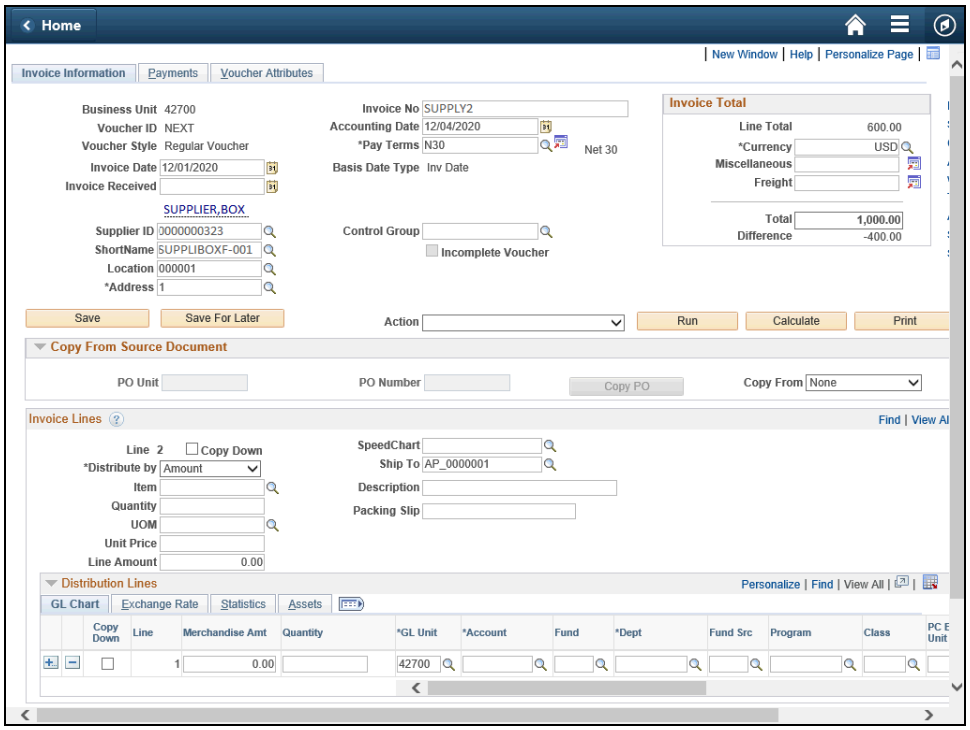
Step	Action
55.	Use the Navigation bar **View All, Show Previous** or **Show Next row Arrow** links to display the hidden distribution lines. Click the **Show next row** button.



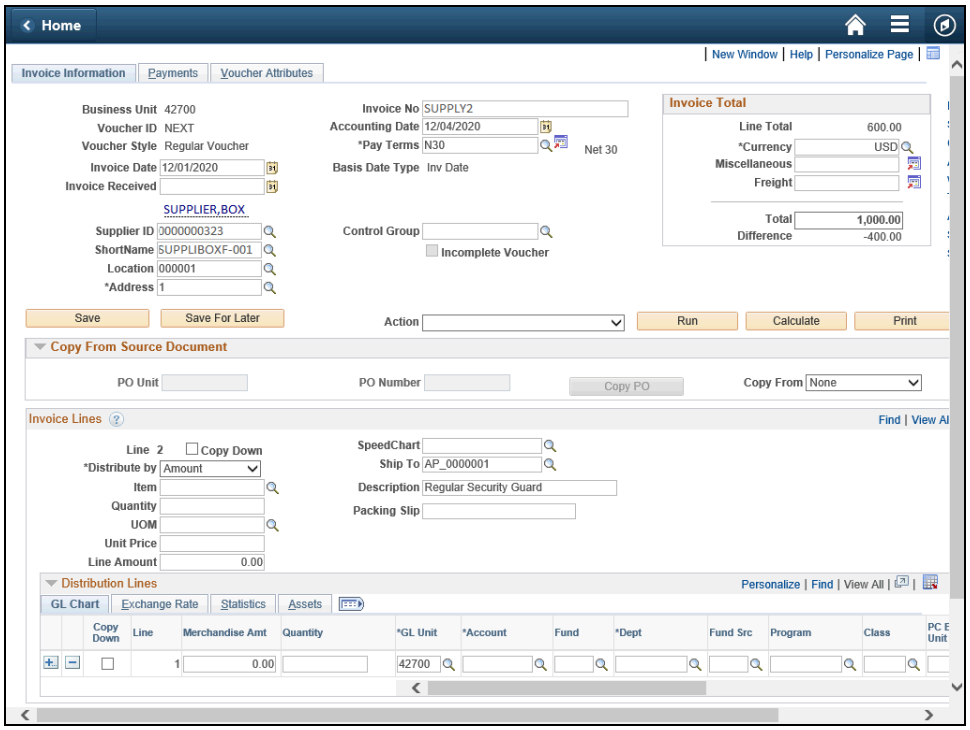
Step	Action
56.	For this example, Invoice Line 1 charges are for the Extra Security Guard. Invoice Line 2 charges are for the Regular Security Guard. The Chartfield string will be the same for both invoice lines except for the department codes to be charged.



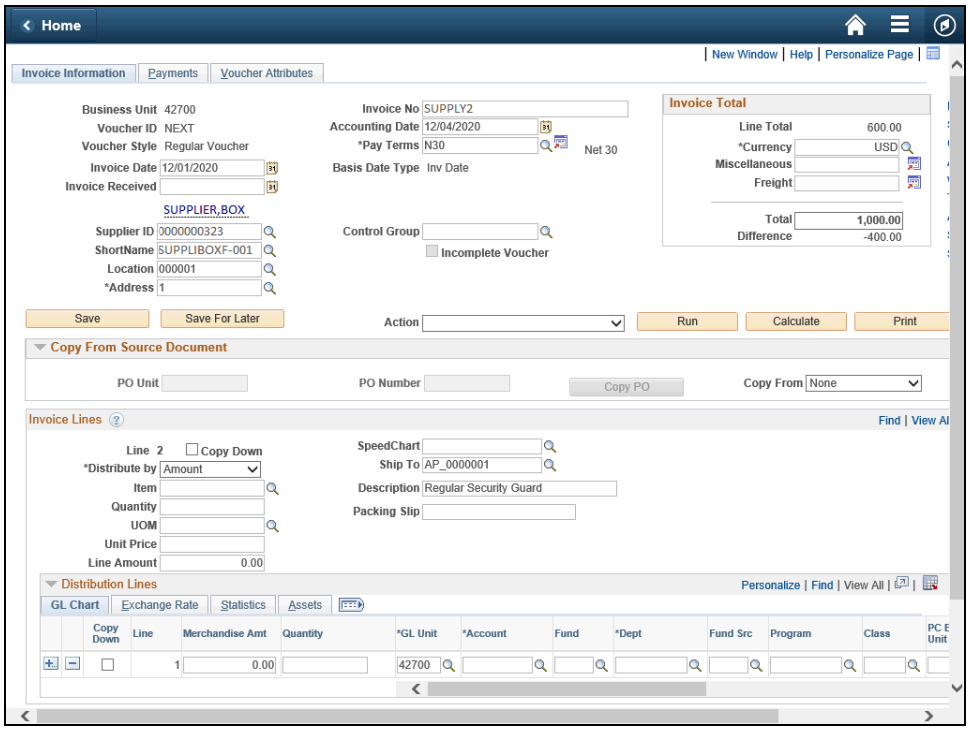
Step	Action
57.	Use the **Description** field to enter brief definition of the charges related to the Invoice Line for this voucher. Click in the **Description** field. Description



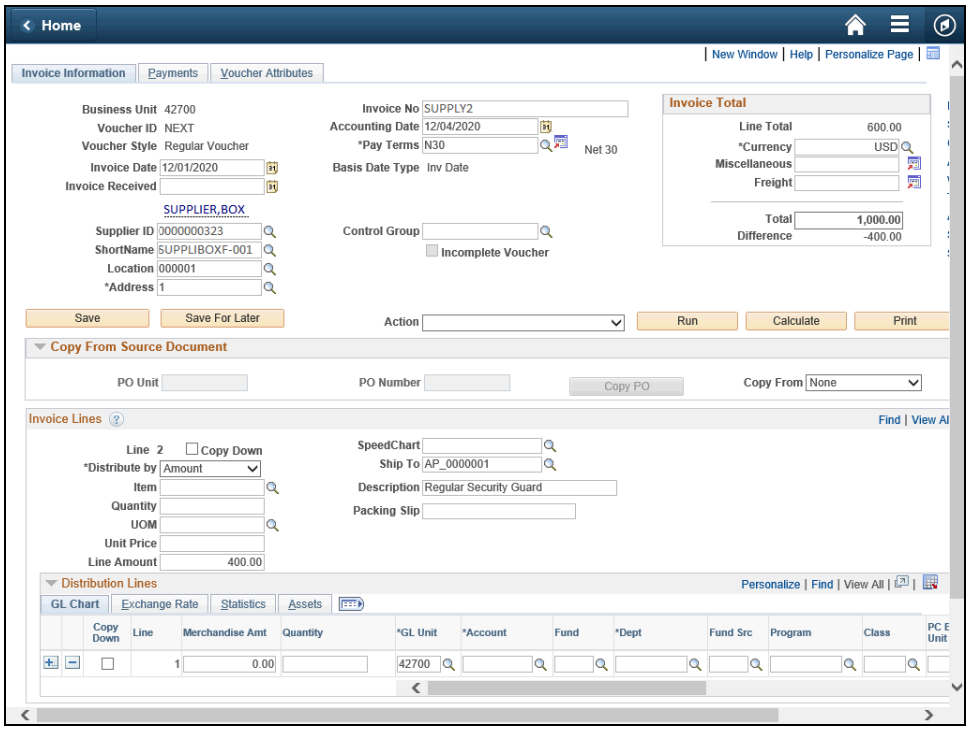
Step	Action
58.	The **Description** is passed to the General Ledger and is useful for inquiries. The field is 30 characters long. For this example, type **Regular Security Guard** into the **Description** field. Description



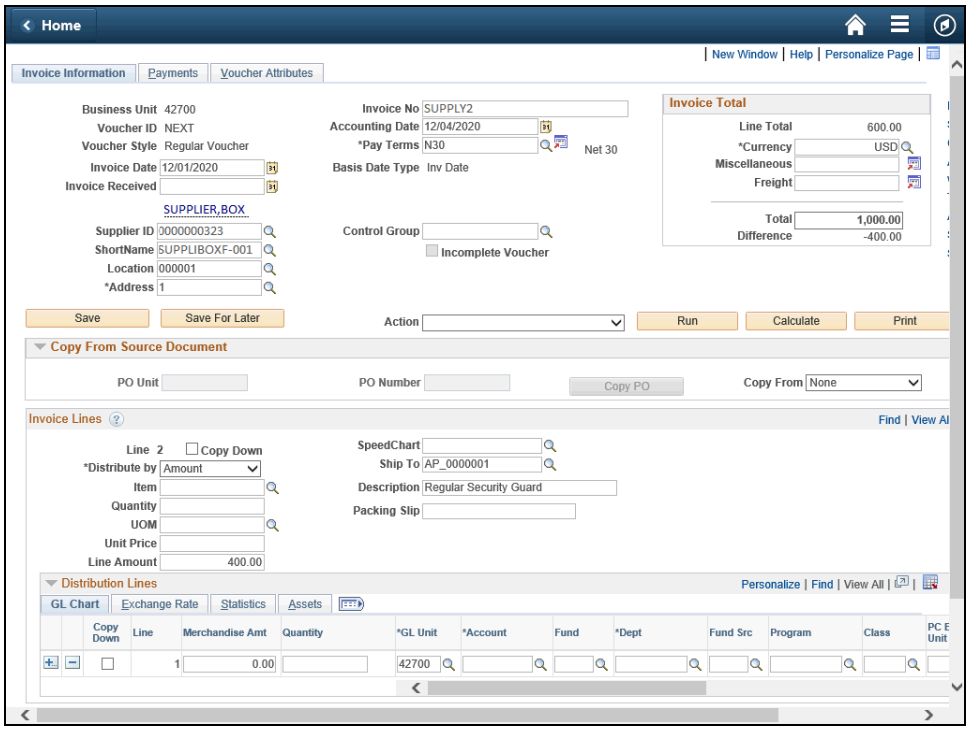
Step	Action
59.	Click in the **Line Amount** field. Line Amount 0.00



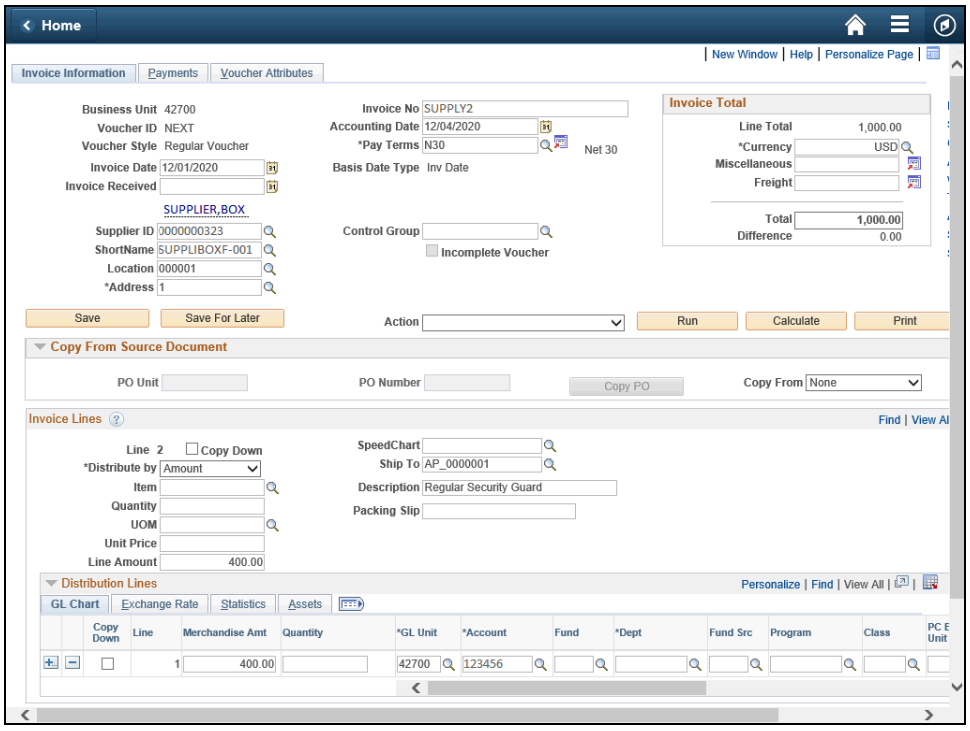
Step	Action
60.	Enter the appropriate amount into the **Line Amount** field. For this example, type **400.00**. Line Amount 0.00

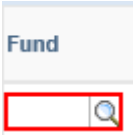


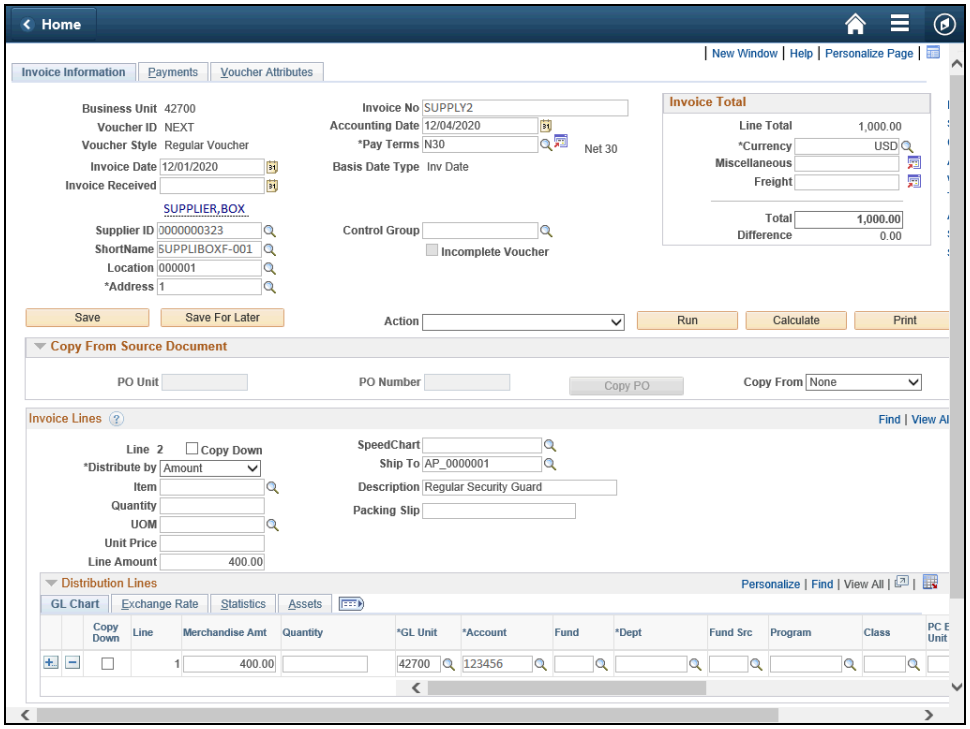
Step	Action
61.	Click in the **Account** field. *Account



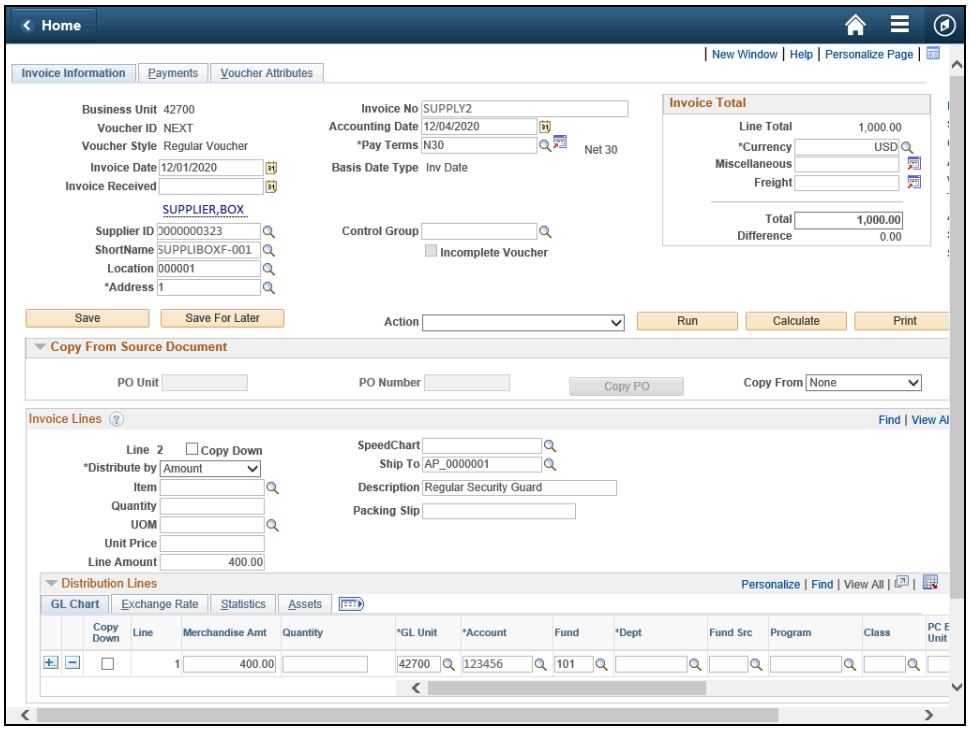
Step	Action
62.	Enter the appropriate code into the **Account** field. For this example, type **123456**.

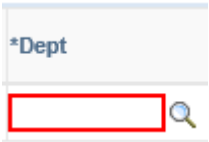


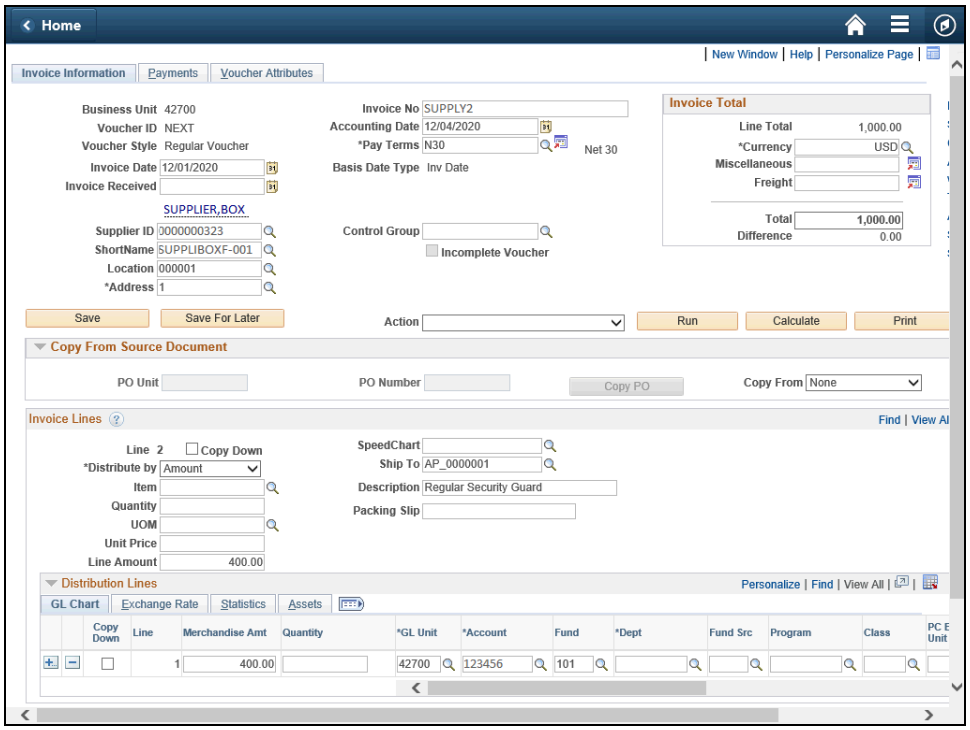
Step	Action
63.	Click in the **Fund** field. 



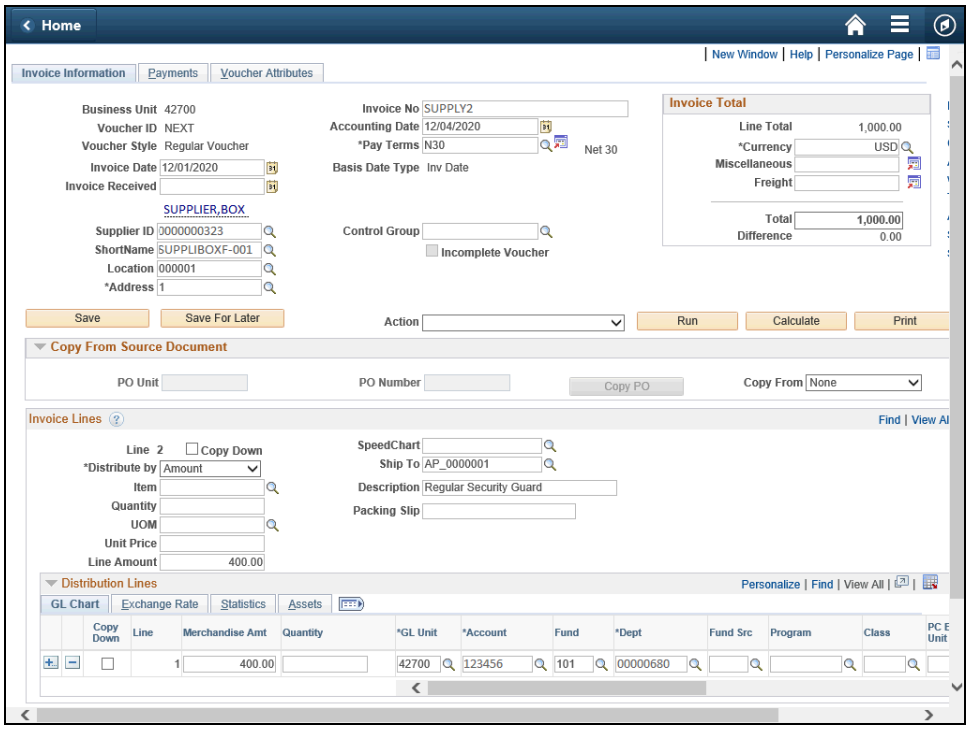
Step	Action
64.	Enter the appropriate information into the **Fund** field. For this example, type **101**.



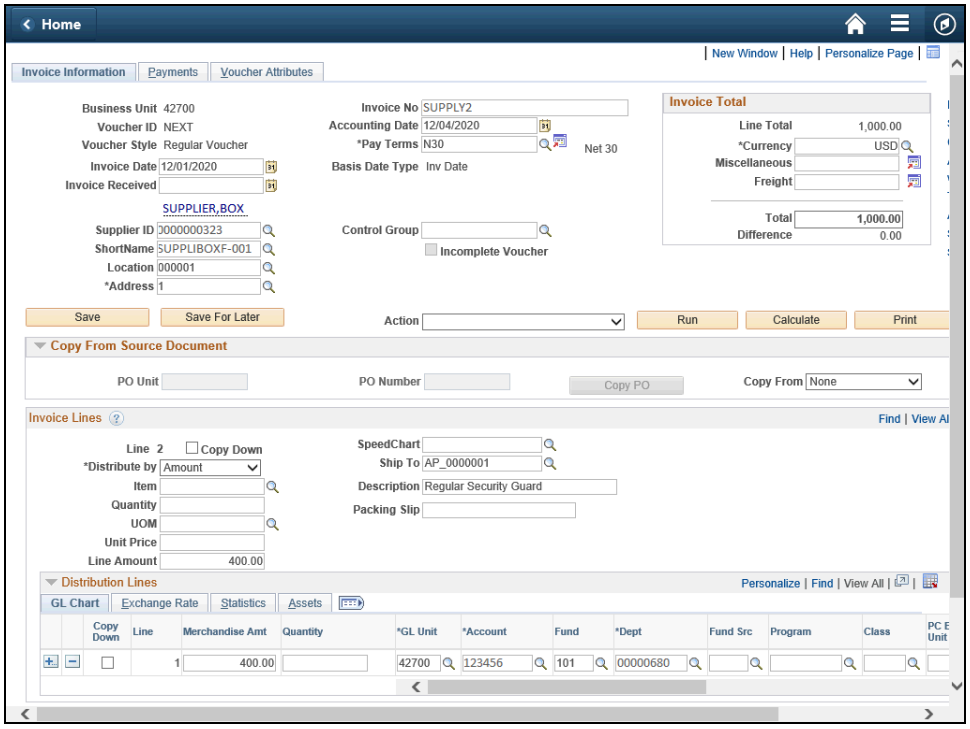
Step	Action
65.	Click in the **Dept** field. 



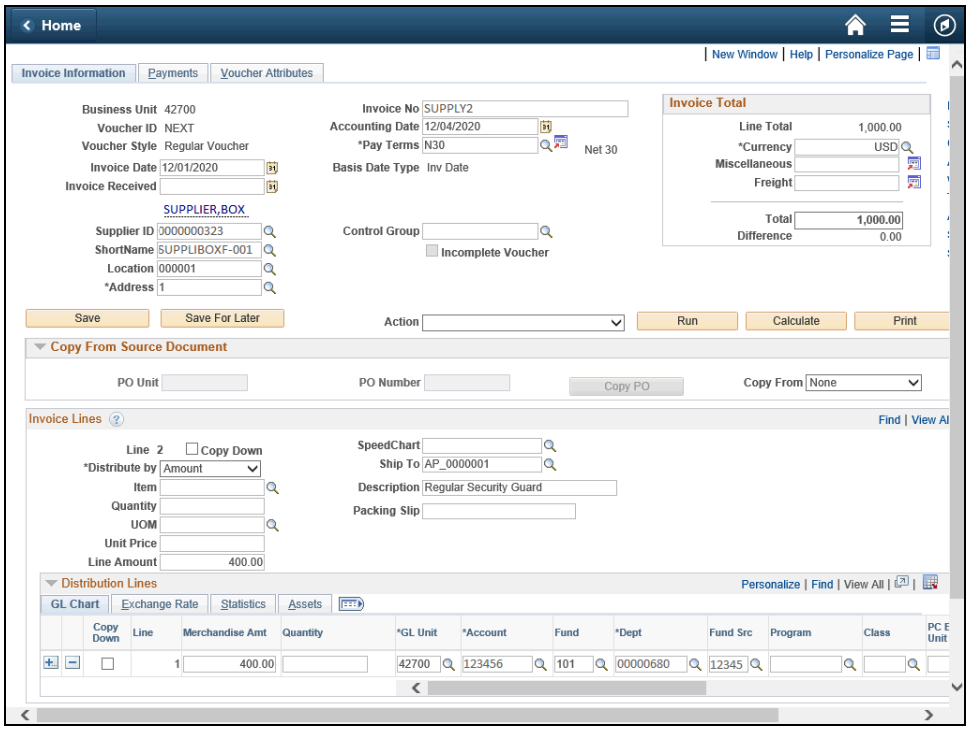
Step	Action
66.	Enter the appropriate information into the **Dept** field. For this example, type **00000680**.

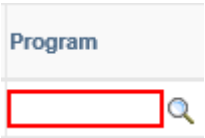


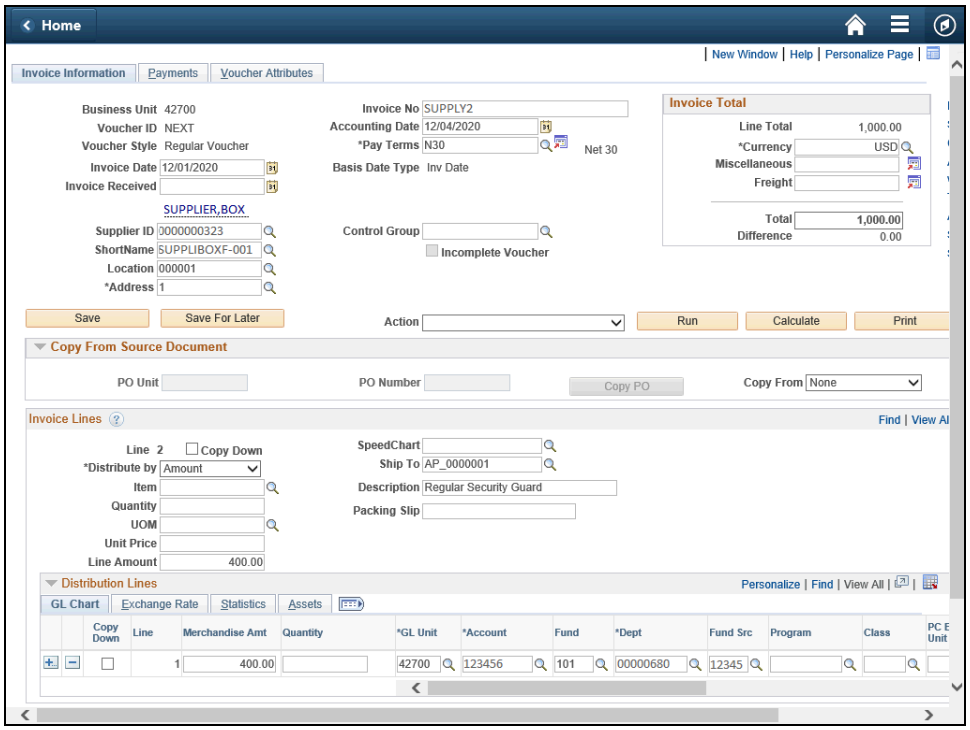
Step	Action
67.	Click in the **Fund Src** field.



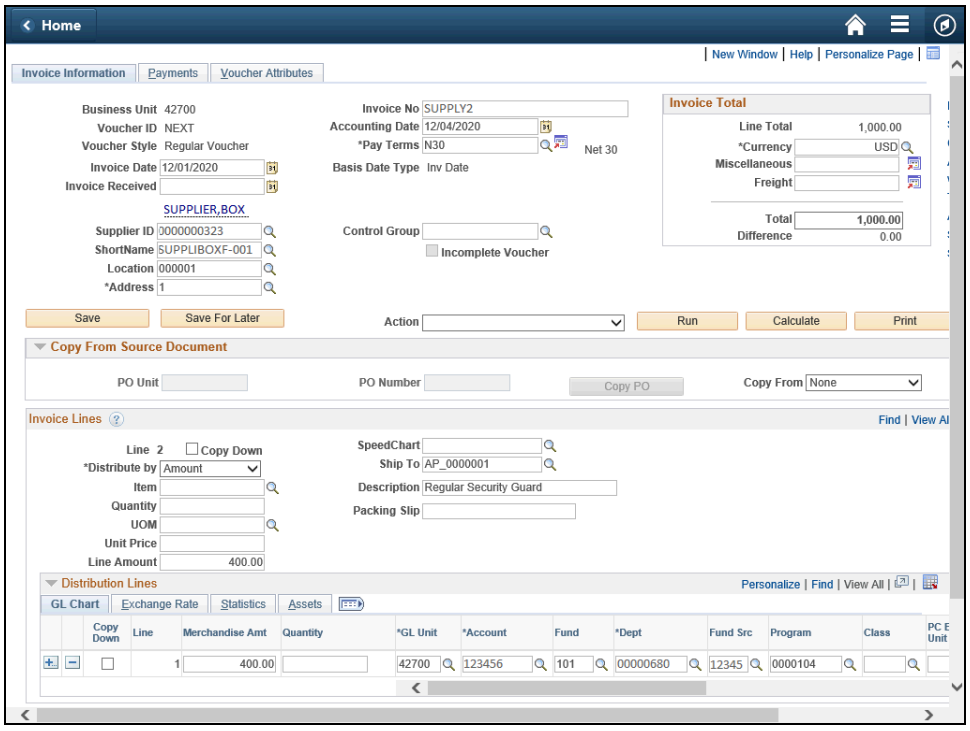
Step	Action
68.	Enter the appropriate information into the **Fund Src** field. For this example, type **12345**.



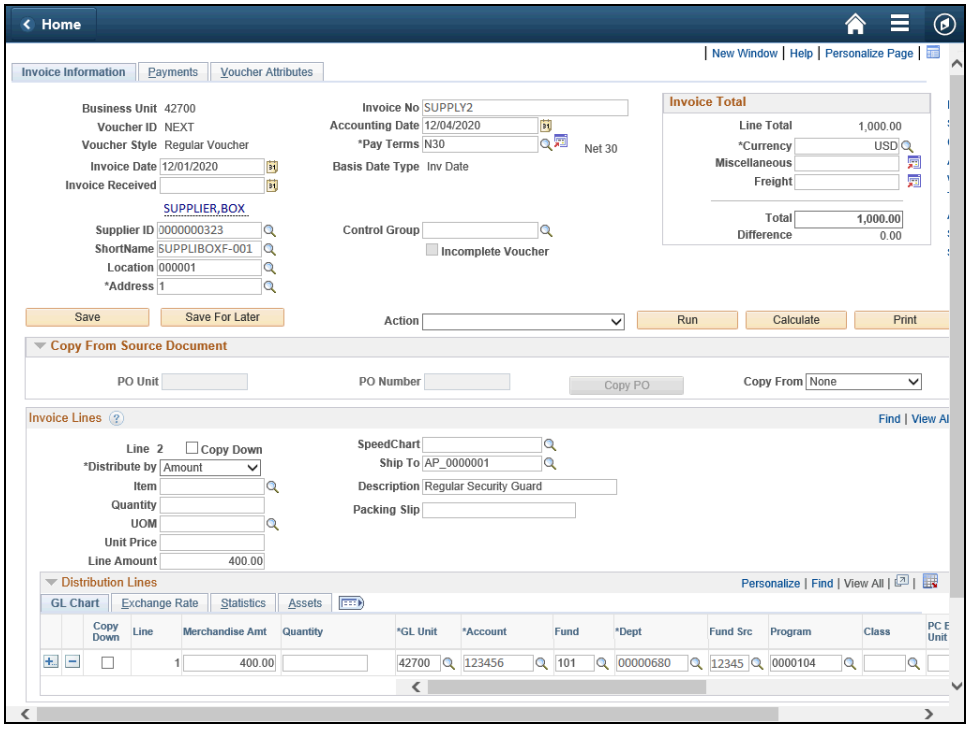
Step	Action
69.	Click in the **Program** field. 



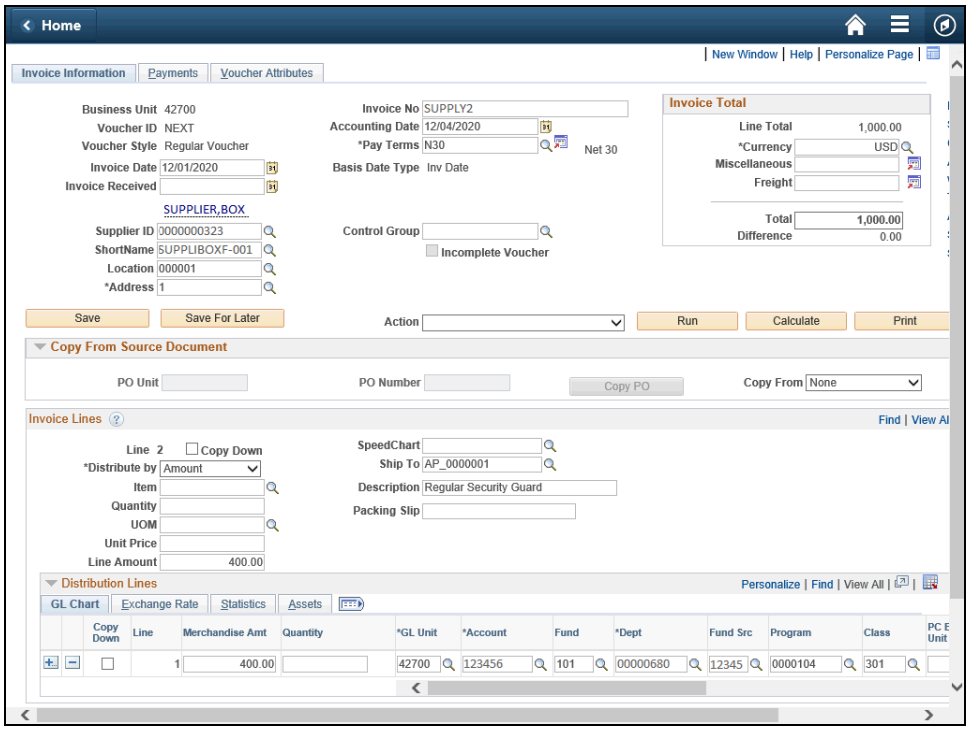
Step	Action
70.	Enter the appropriate information into the **Program** field. For this example, type **0000104**.



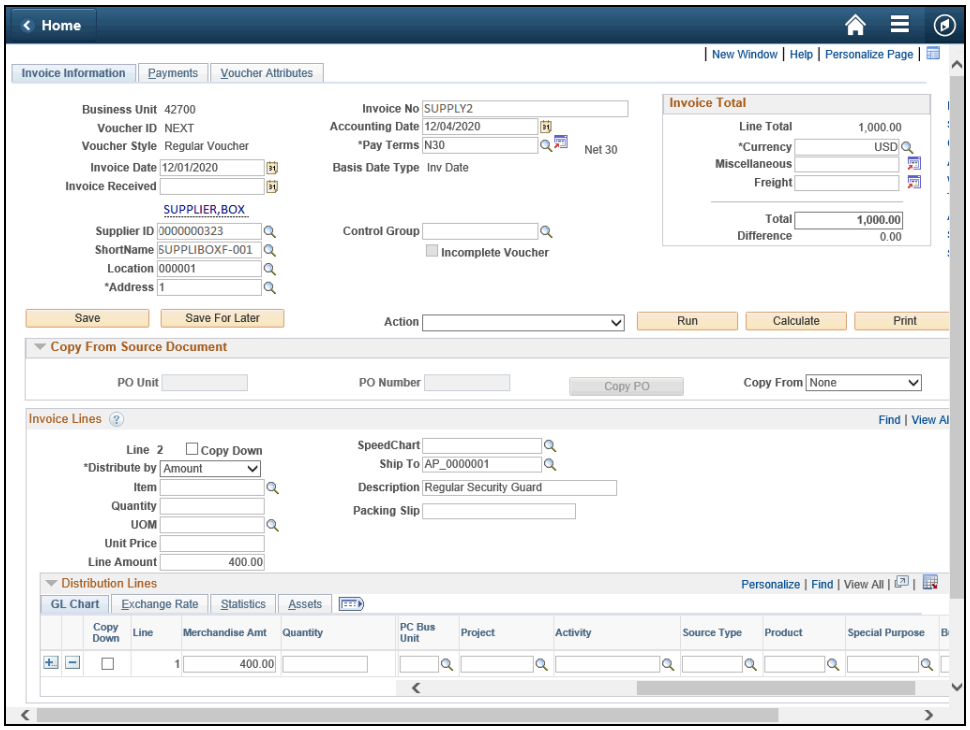
Step	Action
71.	Click in the **Class** field.



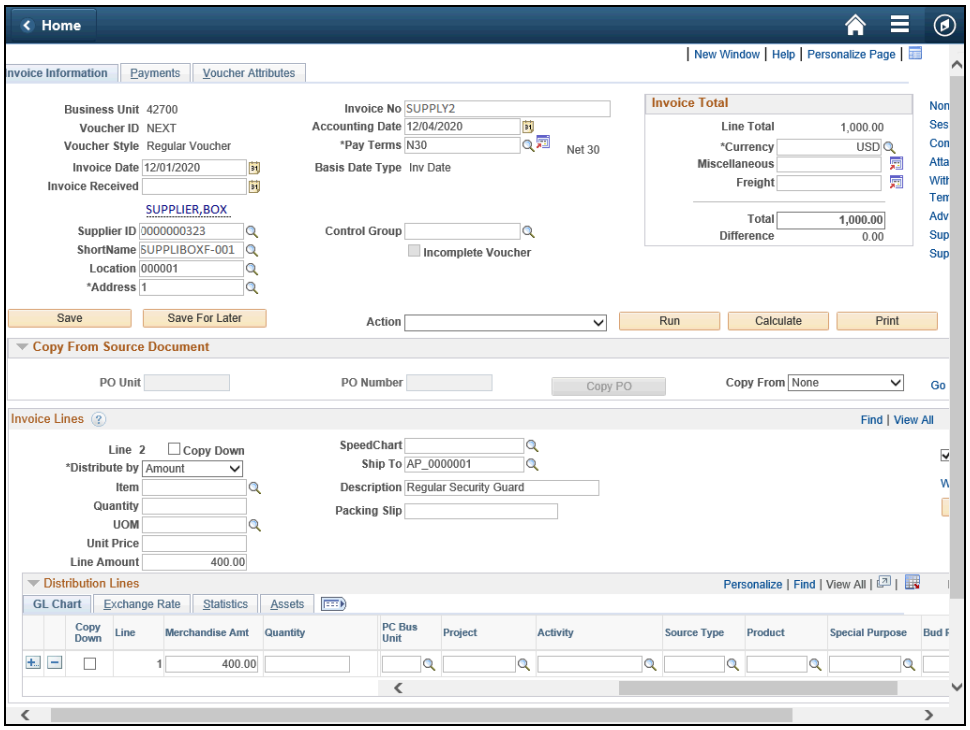
Step	Action
72.	Enter the appropriate information into the **Class** field. For this example, type **301**



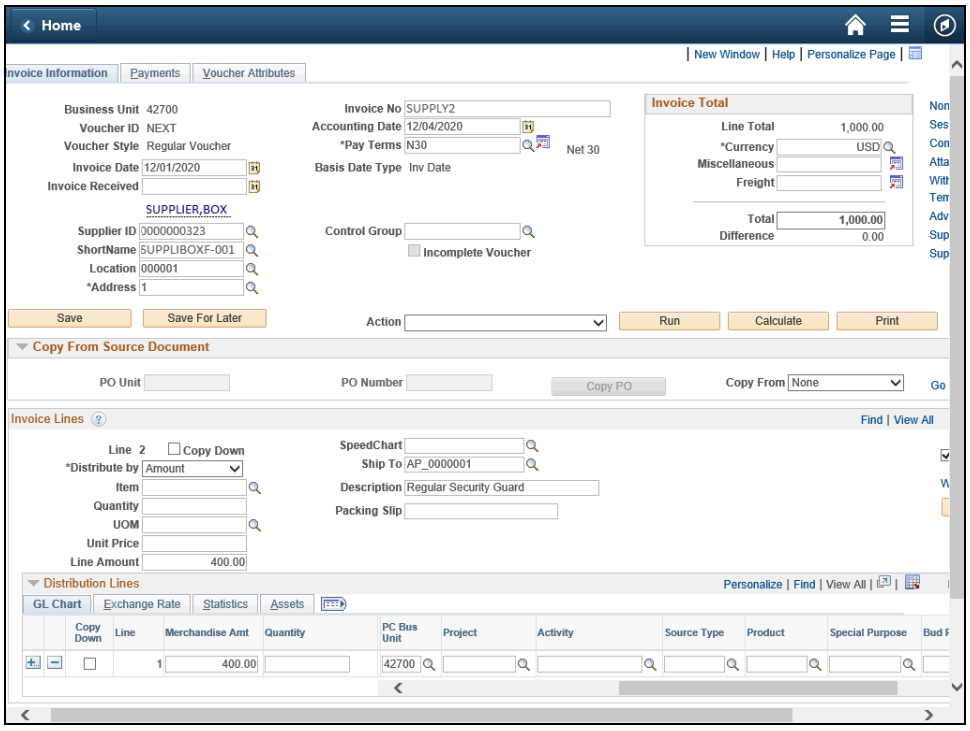
Step	Action
73.	Use the Distribution Lines horizontal scrollbar to move to the right to display the hidden columns and enter additional chartfield information. Click the **Horizontal** scrollbar.

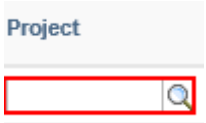


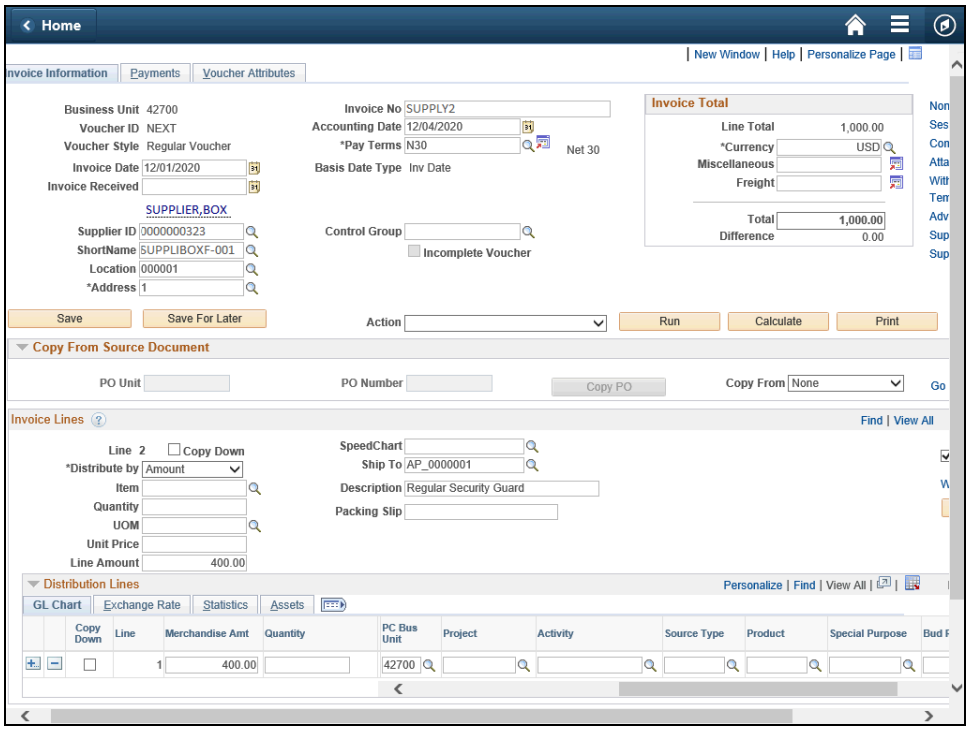
Step	Action
74.	Click in the **PC Bus Unit** field.



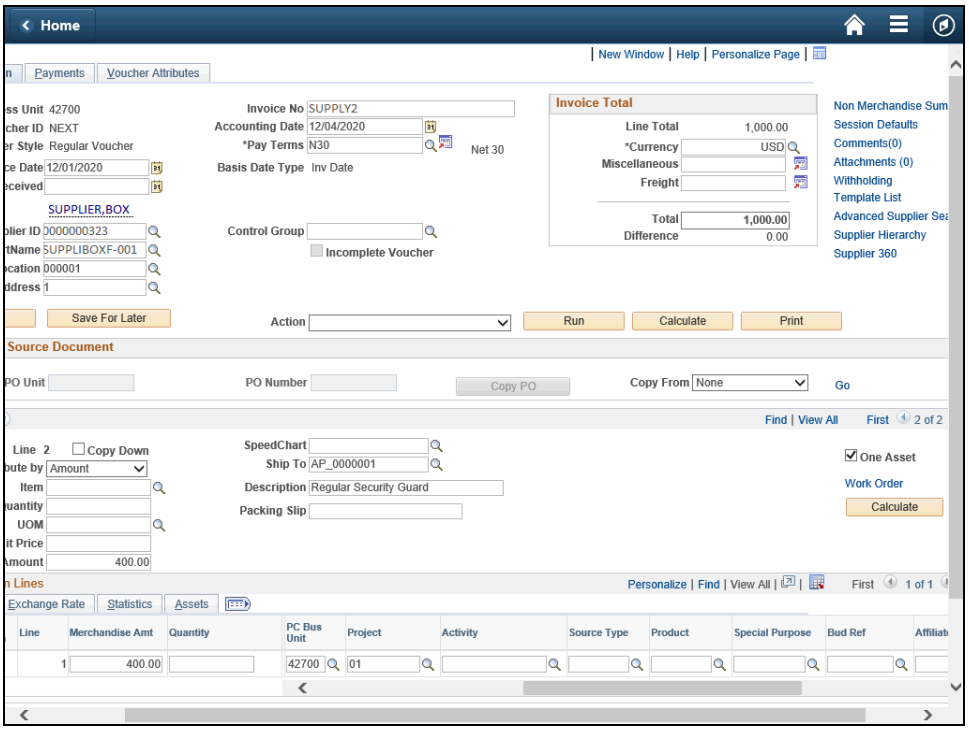
Step	Action
75.	Enter the appropriate information into the **PC Bus Unit** field. For this example, type **42700**.



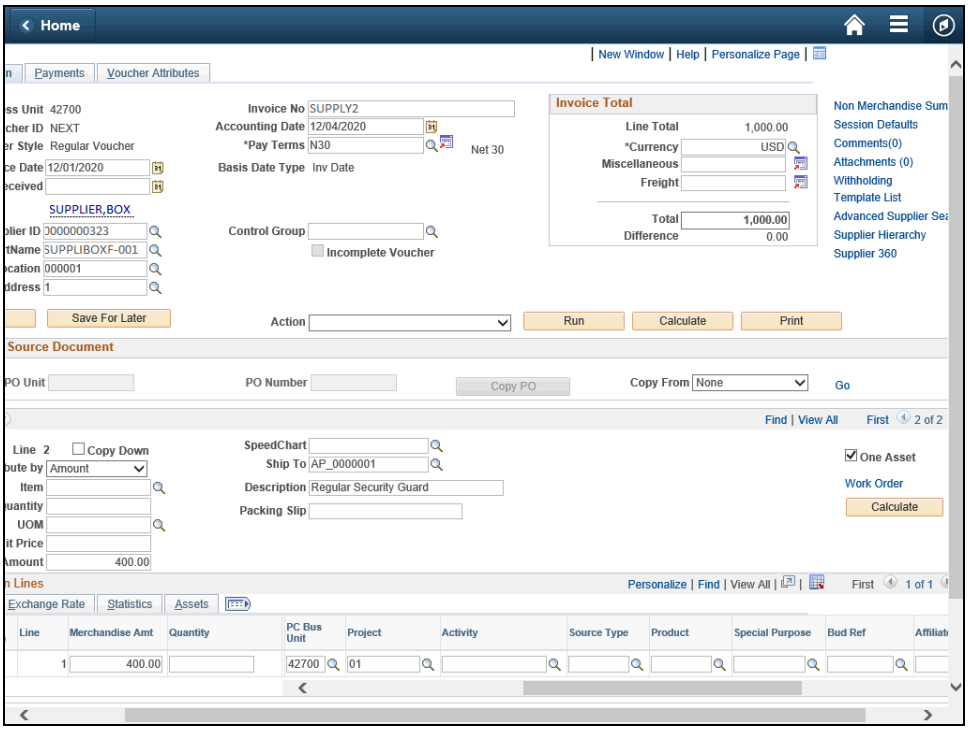
Step	Action
76.	Click in the **Project** field. 



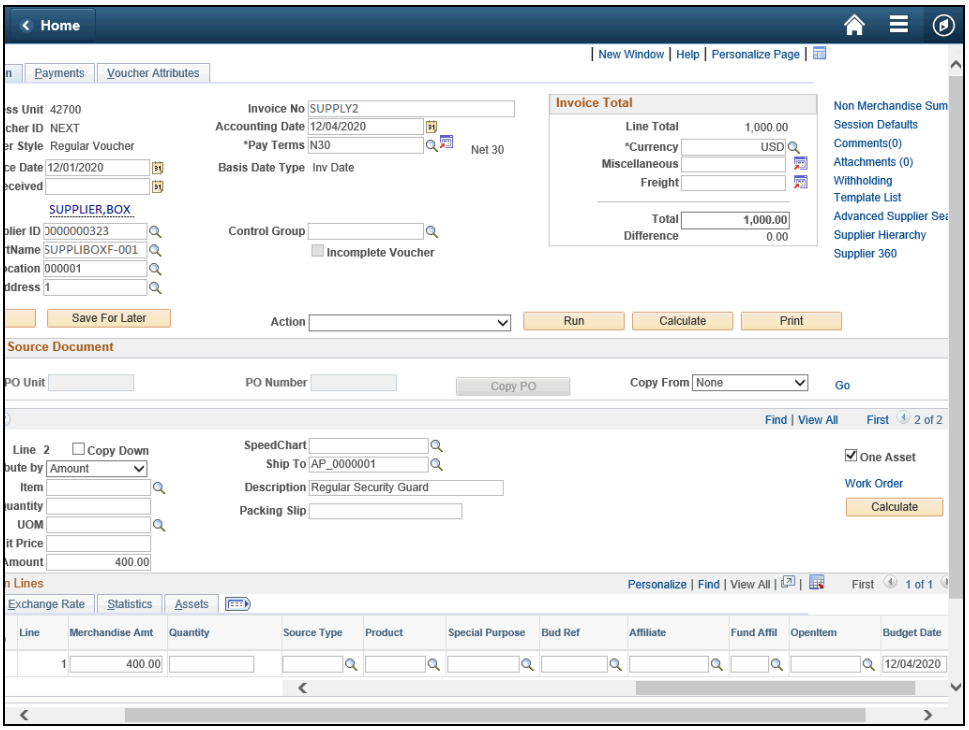
Step	Action
77.	Enter the appropriate information into the **Project** field. For this example, type **01**.



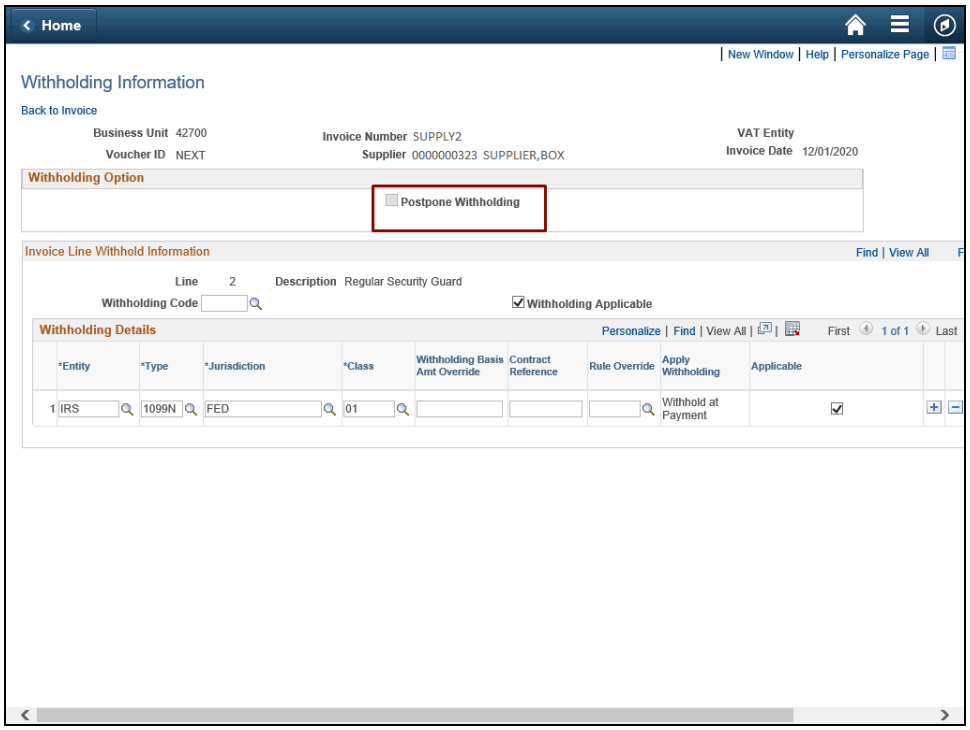
Step	Action
78.	Each **Activity** represents a specific task, schedule and status on a project. Based on the business unit, the Activity field may be required. If applicable enter the appropriate **Activity** code. For this example, no activity code will be entered.



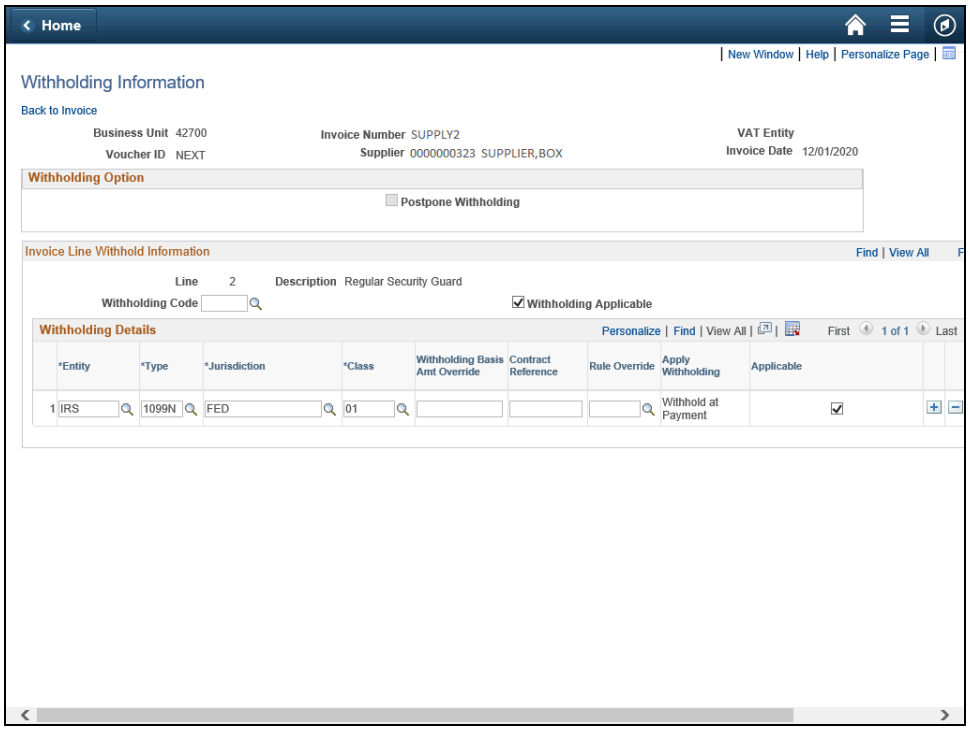
Step	Action
79.	Scroll to the right side of the page to display the Withholding link in the header section. Click the **Horizontal** scrollbar at the bottom of the page.



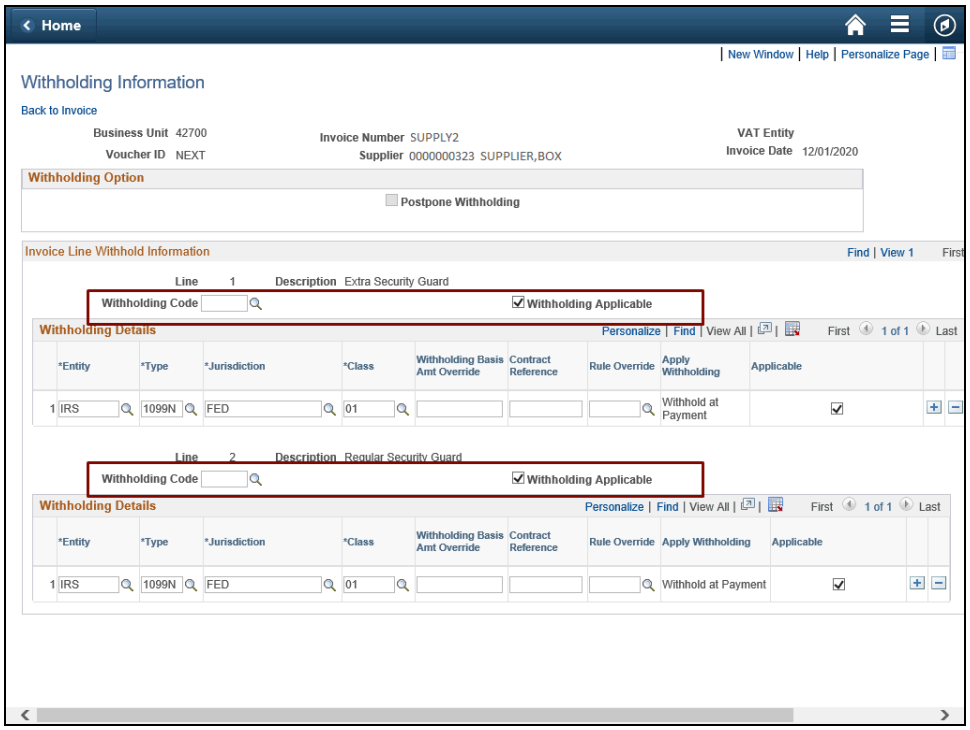
Step	Action
80.	The **Withholding** information for the 1099 voucher needs to be entered. The Withholding link is located on the upper right hand side of the Invoice Information page. Click the **Withholding** link. Withholding



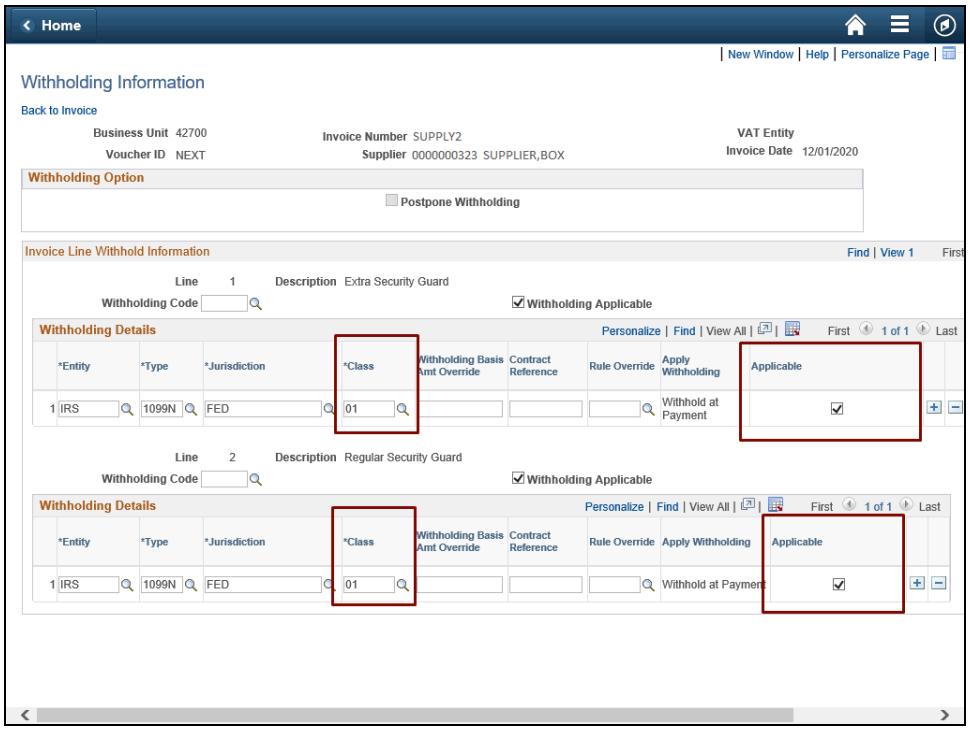
Step	Action
81.	Use the **Withholding Information** page to review or override the withholding for individual voucher lines for a withholding-applicable voucher. Use the **Postpone Withholding** check box to delay withholding for vouchers. If this option is 'On' or checked, withholding is not calculated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



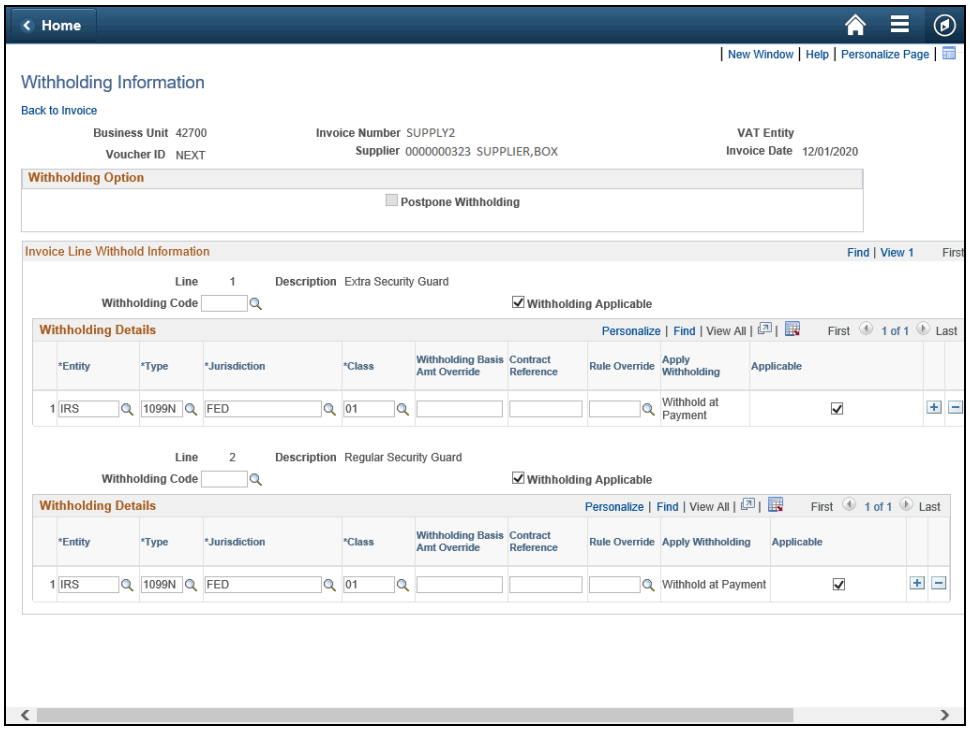
Step	Action
82.	In this example, the voucher has two lines. Display all of the Invoice Line Withholding Detail lines associated with this voucher. Click the **View All** link. View All



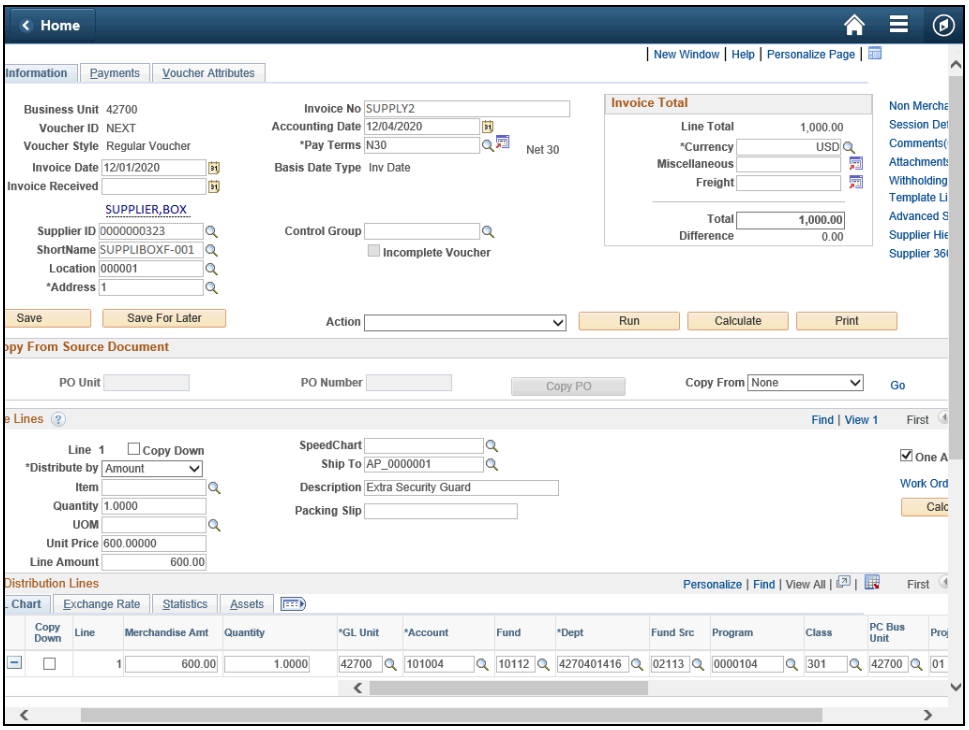
Step	Action
83.	The system expands the Invoice Line Withhold Information section to display the two lines associated with the invoice. **Withholding Code** defines the values that default in the Withholding Details information such as 'Entity', 'Type', 'Jurisdiction', and 'Class'. As necessary, the Withholding 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.



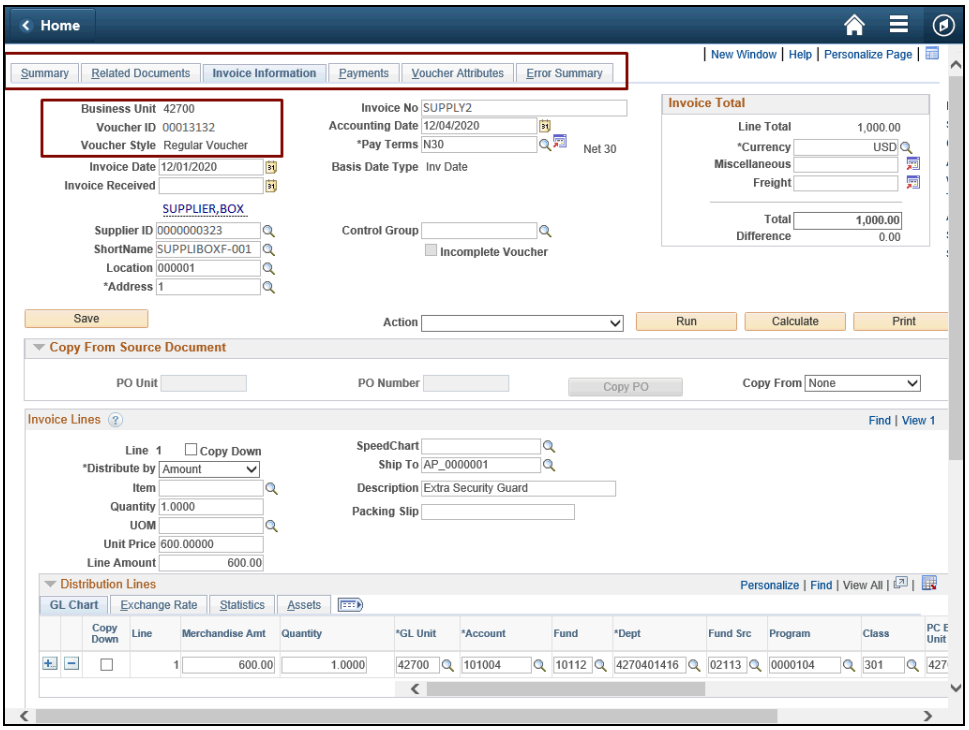
Step	Action
84.	The **Withholding Details** section displays the withholding Entity, Type, Jurisdiction, and Class specified for the supplier at the supplier location level. If the Withholding **Class** is changed, the new class must be added to the 1099 supplier if it is not already there. Use the **Applicable** 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.



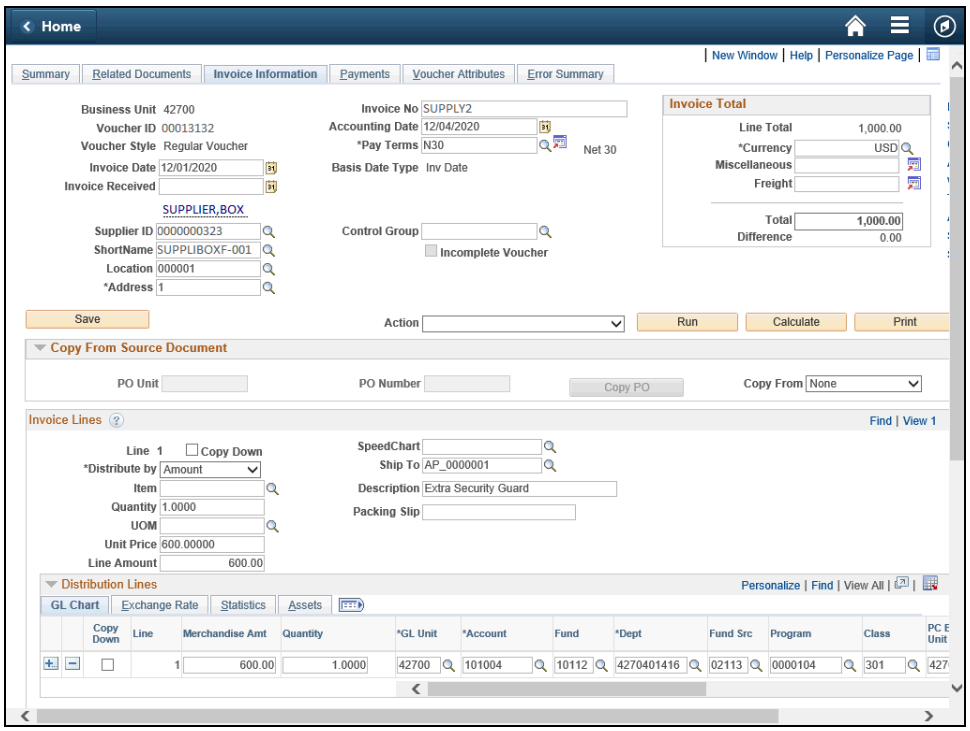
Step	Action
85.	The system expands the Invoice Line Withhold Information section to display the two lines associated with the invoice. Click the **Back to Invoice** link. Back to Invoice



Step	Action
86.	Click the **Save** button. Save



Step	Action
87.	If the voucher passes validation, the **Voucher ID** changes from *NEXT* 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.



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