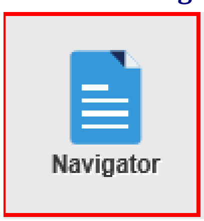
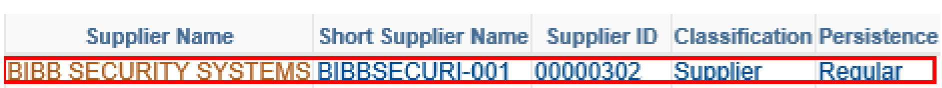
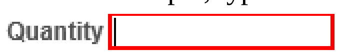
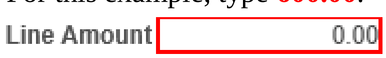
Creating a Voucher - 1099 9.2

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.
2.	Begin by navigating to the voucher **Regular Entry** page. Click the **NavBar** icon. 
3.	Click the **Navigator** tile. 
4.	Click the **Accounts Payable** link. 
5.	Click the **Vouchers** link. 
6.	Click the **Add/Update** link. 
7.	Click the **Regular Entry** link. 

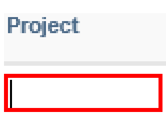
Step	Action
8.	Use the **Voucher Add a New Value** page to enter the required information for creating a voucher. Users can add vouchers associated with standard invoices or purchase orders. If a different **Business Unit** needs to be entered, it is comprised of the agency number and two zeros at the 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.
9.	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. 
10.	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 **BIBB SEC**. 
11.	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 **Look up Supplier Name** button. 
12.	Select the appropriate **Supplier Name** for the voucher creation. For this example, click any field on the same row as the Supplier Name **BIBB SECURITY SYSTEMS** link. 
13.	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.

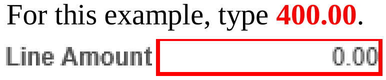
Step	Action
14.	The **Invoice Number** is a required field. It holds a maximum number of 30 characters. The system uses the Invoice number as a reference to check for duplicate invoices. Click in the **Invoice Number** field. Invoice Number
15.	Enter the provided information exactly as it appears on the supplier's invoice into the **Invoice Number** field. For this example, type **BIBB2**. Invoice Number
16.	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
17.	The provided date can be looked up or entered into the **Invoice Date** field. For this example, type **3/25/2018**. Invoice Date
18.	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
19.	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
20.	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.
21.	For this example, two invoice lines are needed. Click in the **Estimated No. of Invoice Lines** field. Estimated No. of Invoice Lines

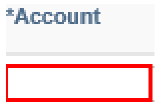
Step	Action
22.	To provide a clear description of what is being invoiced, two invoice lines will need to be entered into the **Estimated No. Invoice Lines** field. For this example, type **2**. Estimated No. of Invoice Lines
23.	Click the **Add** button. Add
24.	Use the **Invoice Information** page to 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.
25.	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.
26.	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 fields on the page.
27.	Use the **Description** field to enter brief description of the charges related to this voucher. Click in the **Description** field. Description

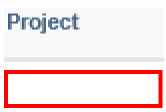
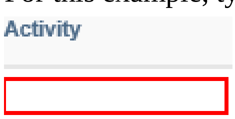
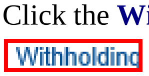
Step	Action
28.	The **Description** is passed to the General Ledger and is useful for inquiries. The field is 30 characters long. For this example, type **Extra Security Guard** into the **Description** field. 
29.	Enter the **Quantity** of units purchased. Click in the **Quantity** field. 
30.	Enter the appropriate units purchased into the **Quantity** field. For this example, type **1**. 
31.	Enter the total amount to be paid to the supplier in the **Line Amount** field. Click in the **Line Amount** field. 
32.	Enter the appropriate amount into the **Line Amount** field. For this example, type **600.00**. 
33.	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.
34.	The **Account** field is required and is used to allocate this charge to an account within the agency. Click in the **Account** field. 
35.	Enter the appropriate code into the **Account** field. For this example, type **123456**.

Step	Action
36.	The **Fund** field is required and represents which fund is used to pay the invoice. Click in the **Fund** field. 
37.	Enter the appropriate information into the **Fund** field. For this example, type **101**.
38.	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. 
39.	Enter the appropriate information into the **Dept** field. For this example, type **02001**.
40.	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. 
41.	Enter the appropriate information into the **Fund Src** field. For this example, type **12345**.
42.	The **Program** field classifies transactions according to the purpose/reason for the transaction. Click in the **Program** field. 
43.	Enter the appropriate information into the **Program** field. For this example, type **0000118**.

Step	Action
44.	The **Class** field identifies the unique appropriation budget key. Click in the **Class** field. 
45.	Enter the appropriate information into the **Class** field. For this example, type **301**.
46.	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.
47.	**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. 
48.	Enter the appropriate information into the **PC Bus Unit** field. For this example, type **40700**.
49.	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. 
50.	Enter the appropriate information into the **Project** field. For this example, type **01**.
51.	Each **Activity** represents a specific task, schedule and status on a project. Based on the business unit, the Activity field may be required. Click in the **Activity** field. 

Step	Action
52.	Enter the appropriate information into the **Activity** field. For this example, type **CST**.
53.	Scroll to the right side of the page to review and enter the remaining chartfield information. Click the **Horizontal** scrollbar.
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.
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. 
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.
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. 
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. 
59.	Click in the **Line Amount** field. 
60.	Enter the appropriate amount into the **Line Amount** field. For this example, type **400.00**. 

Step	Action
61.	Click in the **Account** field. 
62.	Enter the appropriate code into the **Account** field. For this example, type **123456**.
63.	Click in the **Fund** field. 
64.	Enter the appropriate information into the **Fund** field. For this example, type **101**.
65.	Click in the **Dept** field. 
66.	Enter the appropriate information into the **Dept** field. For this example, type **04070**.
67.	Click in the **Fund Src** field. 
68.	Enter the appropriate information into the **Fund Src** field. For this example, type **12345**.
69.	Click in the **Program** field. 
70.	Enter the appropriate information into the **Program** field. For this example, type **0000118**.
71.	Click in the **Class** field. 

Step	Action
72.	Enter the appropriate information into the **Class** field. For this example, type **301**.
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.
74.	Click in the **PC Bus Unit** field. 
75.	Enter the appropriate information into the **PC Bus Unit** field. For this example, type **40700**.
76.	Click in the **Project** field. 
77.	Enter the appropriate information into the **Project** field. For this example, type **01**.
78.	Click in the **Activity** field. 
79.	Enter the appropriate information into the **Activity** field. For this example, type **CST**. 
80.	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.
81.	The **Withholding** information for the 1099 voucher needs to be entered. The Withholding link is located on the upper right side of the Invoice Information page. Click the **Withholding** link. 

Step	Action
82.	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.
83.	For this example, the voucher has two lines. Display all Invoice Line Withholding Detail lines associated with this voucher. Click the **View All** link. View All
84.	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.
85.	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.
86.	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
87.	Click the **Save** button. Save

Step	Action
88.	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.
89.	Click **here (**http://www.surveymonkey.com/r/25KG2HH**)** to take a quick survey.
90.	**Congratulations!** You have completed the Creating a Voucher - 1099 topic. **End of Procedure.**