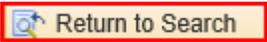


Reviewing Supplier 1099 Balances 9.2

| Step | Action |
|------|--|
| 1. | <p>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).</p> <p>When entering a transaction in the live TeamWorks Financials system please select all values and options based on your agency policy, paperwork on hand and current situation.</p> |
| 2. | <p>Begin by navigating to the Supplier Balances by Class page.</p> <p>Click the NavBar icon.</p>  |
| 3. | <p>Click the Navigator tile.</p>  |
| 4. | <p>Click the Suppliers link.</p>  |
| 5. | <p>Click the 1099/Global Withholding link.</p>  |
| 6. | <p>Click the Review link.</p>  |
| 7. | <p>Click the Supplier Balance by Class link.</p>  |
| 8. | <p>It is important for users to enter as much search criteria as possible to narrow the search results and limit system processing times.</p> |

| Step | Action | | | | | | | | | | |
|---|---|---------------|---------------------|-----------------|---------------------|-----------------|---|----------------|------------|---------|---------|
| 9. | <p>For this example, the user knows part of the supplier name and will use the Supplier Name field to search for it.</p> <p>Click in the Supplier Name field.</p> <p>Supplier Name <input type="text" value="begins with"/> <input type="text"/></p> | | | | | | | | | | |
| 10. | <p>Enter the appropriate known information into the Supplier Name field to narrow the search results and limit system processing times.</p> <p>For this example, type GEORGIA CORRECT.</p> <p>Supplier Name <input type="text" value="begins with"/> <input type="text"/></p> | | | | | | | | | | |
| 11. | <p>If a partial name is entered, the entire supplier name must be completed to proceed with the search.</p> <p>Click the Look up Supplier Name button.</p> <p>Supplier Name <input type="text" value="begins with"/> <input type="text" value="GEORGIA CORRECT"/> <input type="button" value="x"/> <input type="button" value="🔍"/></p> | | | | | | | | | | |
| 12. | <p>The Search Results appear in the popup window. Select the appropriate Supplier Name.</p> <p>For this example, click any field on the same row as the Supplier Name GEORGIA CORRECTIONAL INDUSTRIES link.</p> <table border="1"> <thead> <tr> <th>Supplier Name</th> <th>Short Supplier Name</th> <th>Supplier ID</th> <th>Our Customer Number</th> <th>Old Supplier ID</th> </tr> </thead> <tbody> <tr> <td>GEORGIA CORRECTIONAL INDUSTRIES</td> <td>GACORRECTI-001</td> <td>0000000126</td> <td>(blank)</td> <td>(blank)</td> </tr> </tbody> </table> | Supplier Name | Short Supplier Name | Supplier ID | Our Customer Number | Old Supplier ID | GEORGIA CORRECTIONAL INDUSTRIES | GACORRECTI-001 | 0000000126 | (blank) | (blank) |
| Supplier Name | Short Supplier Name | Supplier ID | Our Customer Number | Old Supplier ID | | | | | | | |
| GEORGIA CORRECTIONAL INDUSTRIES | GACORRECTI-001 | 0000000126 | (blank) | (blank) | | | | | | | |
| 13. | <p>Click the Search button.</p> <p><input type="button" value="Search"/></p> | | | | | | | | | | |
| 14. | <p>Use the Supplier Balance page to search for and display supplier balances by a specific date range.</p> | | | | | | | | | | |
| 15. | <p>Enter the desired date range. The date range must encompass the calendar year of the balance desired in the inquiry.</p> <p>Click in the Start Date field.</p> <p>Start Date <input type="text" value="07/31/2018"/></p> | | | | | | | | | | |
| 16. | <p>Enter the appropriate date into the Start Date field.</p> <p>For this example, type 01/01/2017.</p> <p>Start Date <input type="text" value="07/31/2018"/></p> | | | | | | | | | | |
| 17. | <p>Click in the End Date field.</p> <p>End Date <input type="text" value="07/31/2018"/></p> | | | | | | | | | | |

| Step | Action |
|------|---|
| 18. | <p>Enter the appropriate date into the End Date field.</p> <p>For this example, type 12/31/2017.</p> <p>End Date <input data-bbox="462 384 609 420" type="text" value="07/31/2018"/></p> |
| 19. | <p>Click the Search button.</p> <p><input data-bbox="354 485 505 525" type="button" value="Search"/></p> |
| 20. | <p>The system displays the search results in the Business Units section.</p> <p>For this example, the system has returned 53 Results.</p> |
| 21. | <p>Use the View All link to display all search results consecutively on the page.</p> <p>Note: View All may be an easier option for viewing the information than using the navigation arrows.</p> <p>Click the View All link.</p> <p><input data-bbox="354 877 446 909" type="button" value="View All"/></p> |
| 22. | <p>Scroll to the bottom of the page to review the search results.</p> <p>Click the Vertical scrollbar.</p> |
| 23. | <p>Scroll back to the top of the page.</p> <p>Click the Vertical scrollbar.</p> |
| 24. | <p>Use the View 1 link to collapse the Search Results.</p> <p>Click the View 1 link.</p> <p><input data-bbox="354 1270 456 1302" type="button" value="View 1"/></p> |
| 25. | <p>Next, use the navigation bar options in the Business Units section. Go directly to the Last row in the search results.</p> <p>Click the Last link.</p> <p><input data-bbox="354 1472 423 1503" type="button" value="Last"/></p> |
| 26. | <p>Use the Show previous row button to navigate back through the records one at a time.</p> <p>Click the Show previous row button.</p> <p><input data-bbox="354 1640 391 1671" type="button" value="Show previous row"/></p> |
| 27. | <p>Use the First link to navigate to the first row in the search Results.</p> <p>Click the First link.</p> <p><input data-bbox="354 1808 414 1839" type="button" value="First"/></p> |

| Step | Action |
|------|---|
| 28. | <p>Now, use the Show Next Row button to go to the next row in the sequence.</p> <p>Click the Show next row button.</p>  |
| 29. | <p>The search results only returned one supplier. Use the Return to Search button to return to the search page.</p> <p>Click the Return to Search button.</p>  |
| 30. | <p>The system displays a warning popup message indicating that the user can save changes.</p> <p>Click the No button.</p>  |
| 31. | <p>If you need to search for another Suppliers 1099 balance, use the Clear button to remove any entered values and reset all search criteria fields.</p> |
| 32. | <p>Click here (http://www.surveymonkey.com/r/25KG2HH) to take a quick survey.</p> |
| 33. | <p>Congratulations! You have completed the topic Reviewing Supplier 1099 Balances topic. End of Procedure.</p> |