

SDCOE MITI Finance Refresher Activity Creating a Supplier

This activity details the steps required to create a Supplier.

Navigation: Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Step	Action
1	Click the Add a New Value tab.
2	Use the defaults for the SetID , Supplier ID and Persistence . The Supplier ID default will be NEXT and the system will assign the value after save.
3	Click the Add button. This will Identifying Information tab.
4	Enter Supplier Name
5	Enter Supplier Short Name
6	Check the Withholding box if Supplier is 1099 reportable
7	<i>Review the Classification</i>
8	<i>Review the Persistence</i>
9	<i>Review the Supplier Status</i>
10	Using the Address Tab enter a Description “Business”
11	Enter Address 1, 2 and/or 3
12	Enter City
13	Enter Postal
14	Enter State
15	Using the Location Tab enter a Location and Description “1” and “Main”
16	Using the Sales/Use Tax link select Sales/Use Tax Applicability
17	Click OK
	If Supplier is not 1099 reportable, skip to step #30
	<i>Additional Steps for 1099 Reportable Supplier</i>
18	Using the 1099 link
19	Using 1099 Information , enter or lookup Entity: IRS
20	Enter or Lookup Type: 1099
21	Enter or Lookup Jurisdiction: FED
22	Select Default Jurisdiction
23	Enter or Lookup Default Class: 07
24	Enter or Lookup 1099 Status: RPT
25	Using 1099 Reporting Information , enter or lookup Entity: IRS
26	Enter or Lookup Address
27	Enter or Lookup Tin Type
28	Enter Taxpayer Identification Number: (##-##### OR ###-##-###)
29	Click OK
30	Click the Save button. After saving, a Supplier ID will be assigned.

SDCOE MITI Finance Refresher Activity Creating a PO Voucher

This activity details the steps required to create Voucher from a Purchase Order Invoice.

Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Step	Action
1	Click the Add a New Value tab.
2	Use the defaults for the Business Unit , Voucher ID and Voucher Style . The Voucher ID default will be NEXT and the system will assign the value after save.
3	Click the Add button. Use the Invoice Information tab. Other tabs available: Payments and Voucher Attributes .
4	Enter Invoice No
5	Enter Invoice Date (MMDDYYYY)
6	Enter or Lookup Supplier ID
7	Using the Invoice Total enter a Freight and \ or Sales Tax Amount (if applicable)
8	Enter Total
9	Using the Copy From Source Document , go to the Copy From dropdown <i>Option 1:</i> PO Receipt and click Go link <i>Option 2:</i> Purchase Order Only and click Go link
10	<i>Option 1:</i> Using the Receiver Lookup Criteria Enter or Lookup PO Business Unit <i>Option 2:</i> Using the PO Lookup Criteria Enter or Lookup PO Business Unit
11	Enter or Lookup PO Number
12	Click the Search button
13	<i>Option 1:</i> Using the Select Receiver Lines , use the Select checkbox to choose line(s) available <i>Option 2:</i> Using the Select PO Lines , use the Select checkbox to choose line(s) available. Note: if this is a partial invoice of Open PO, update Merchandise Amount
14	Click the Copy Selected Lines button
15	Using the Distribution Lines review the Chartstrings
16	Click the Save button. After saving, a Voucher ID will be assigned. Additional tabs will also populate: Summary , Related Documents and Error Summary .
17	Click the Submit Approval button. Within the Approval Comments pop-up box, click OK .

SDCOE MITI Finance Refresher Activity Creating a Non-PO Voucher (aka Direct Voucher)

This activity details the steps required to create Voucher.

Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Step	Action
1	Click the Add a New Value tab.
2	Use the defaults for the Business Unit , Voucher ID and Voucher Style . The Voucher ID default will be NEXT and the system will assign the value after save.
3	Click the Add button. This will Invoice Information tab. Other tabs available: Payments and Voucher Attributes .
4	Enter Invoice No
5	Enter Invoice Date (MM/DD/YYYY)
6	Enter or Lookup Supplier ID
7	Using the Invoice Total enter a Freight and \ or Sales Tax Amount (if applicable)
8	Enter Total
9	Using the Invoice Lines enter a Line Amount
10	The Ship To will default
11	Enter a Description
12	Using the Distribution Lines enter a Chartstring
14	If needed, to add additional lines by clicking the (+ sign) button.
15	Click the Save button. After saving, a Voucher ID will be assigned. Additional tabs will also populate: Summary , Related Documents and Error Summary .
16	Click the Submit Approval button. Within the Approval Comments pop-up box, click OK .

SDCOE MITI Finance Refresher Activity

Delete a Voucher

This activity details the steps required to delete a saved Voucher.

Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

Step	Action
1	Click the Find an Existing Value tab.
2	Use the district default for the Business Unit
3	Enter Voucher ID
4	Click Search
5	Click Delete button
6	Delete confirmation pop-up, click OK
7	Budget delete confirmation pop-up, click OK
8	Click Save