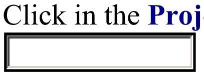
2.8.1 Create a 1099 Voucher

1.	Click the **Accounts Payable** link. Accounts Payable
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Regular Entry** link. Regular Entry
5.	On the **Voucher** page, you may select to view an existing voucher by clicking the **Find an Existing Value** tab or you can enter a new voucher by using the **Add a New Value** tab. The add/search page allows users to enter the required information when adding a voucher to speed data entry. This process is optional.
6.	**Business Unit** is a five digit value (your agency number and two zeros). The Business Unit will default in this field from your user preferences. Verify the **Business Unit** field.
7.	The **Voucher ID** will default to **NEXT**. The system assigns the next sequential number for your Business Unit once the voucher is saved.
8.	The **Voucher Style** you select will determine the type of voucher that will be processed. Click the **Voucher Style** list. Regular Voucher
9.	Click an entry in the list. Regular Voucher
10.	To select the vendor for a voucher, you can specify either the **Short Vendor Name** or the **Vendor ID**. The remaining vendor selection fields are automatically populated by PeopleSoft based on the vendor defaults. Click in the **Vendor ID** field.
11.	Enter the appropriate information into the **Vendor ID** field.
12.	Click in the **Invoice Number** field.
13.	The **Invoice Number** is a required field. It holds a maximum of 30 characters. The system uses this number as a reference for duplicate invoice checking. Enter the appropriate information into the **Invoice Number** field.

14.	Click in the **Invoice Date** field.
15.	The **Invoice Date** is a required field. It is used to calculate when the payment is due along with the payment terms. The invoice date can either be the date on the invoice or the receipt date. This process must be determined by the agency. The link beside the Invoice Date field will display a calendar which allows you to select an invoice date. Enter the appropriate information into the **Invoice Date** field.
16.	Click in the **Gross Invoice Amount** field. 0.00
17.	Enter the appropriate information into the **Gross Invoice Amount** field.
18.	Click the **Add** button. Add
19.	The **Invoice Information** page enables you to enter or view invoice information, including invoice header information and voucher line and distribution information.
20.	Click the scroll bar to view the bottom portion of this page.
21.	Click in the **Description** field.
22.	Use the **Description** field to specify a description of the charges related to this voucher. The description field is a maximum of 30 Characters. Enter the appropriate information into the **Description** field.
23.	Click in the **Extended Amount** field. 150.00
24.	The **Extended Amount** is the Invoice Line amount and it must equal the sum of the amounts on the Distribution Line(s). Enter the appropriate information into the **Extended Amount** field.
25.	Click in the **Amount** field. 150.00
26.	Enter the appropriate information into the **Amount** field.
27.	Click in the **Account** field.
28.	Type the appropriate information into the **Account** field.
29.	Click in the **Fund** field.

30.	Enter the appropriate information into the **Fund** field.
31.	Click in the **Department** field.
32.	Enter the appropriate information into the **Department** field.
33.	Click in the **Fund Src** field.
34.	Enter the appropriate information into the **Fund Src** field.
35.	Click in the **Program** field.
36.	Enter the appropriate information into the **Program** field.
37.	Click in the **Class** field.
38.	Enter the appropriate information into the **Class** field.
39.	Click the **Project Business Unit** link.
40.	The **Project Business Unit** field does not automatically populate. Enter the appropriate information into the **Project Business Unit** field.
41.	Click in the **Project** field.
42.	Enter the appropriate information into the **Project** field.
43.	If multiple **Invoice Lines** or **Distribution Lines** are needed, click the **Add a New Row (+)** button. Click the **Add a New Row (+)** button.
44.	Click the **OK** button. OK
45.	Click the scroll bar to view the bottom portion of this page.
46.	Click in the **Description** field.
47.	Enter the appropriate information into the **Description** field.
48.	The system automatically populates the **Extended Amount** field on Line 2 based on the difference between the **Gross Invoice Amount** and the **Extended Amount** on Line 1.
49.	The system automatically populates the **Amount** field based on the difference between the **Gross Invoice Amount** and the **Extended Amount** on Line 1.
50.	Click in the **Account** field.

51.	Enter the appropriate information into the **Account** field.
52.	Click in the **Fund** field. 
53.	Enter the appropriate information into the **Fund** field.
54.	Click in the **Department** field. 
55.	Enter the appropriate information into the **Department** field.
56.	Click in the **Fund Src** field. 
57.	Enter the appropriate information into the **Fund Src** field.
58.	Click in the **Program** field. 
59.	Enter the appropriate information into the **Program** field.
60.	Click in the **Class** field. 
61.	Enter the appropriate information into the **Class** field.
62.	Click the **Project Business Unit** link. 
63.	Enter the appropriate information into the **Project Business Unit** field.
64.	Click in the **Project** field. 
65.	Enter the appropriate information into the **Project** field.
66.	Click the **Save** button. 
67.	Click the scroll bar to view the top portion of this page.
68.	The **Voucher ID** field changes from **NEXT** to a number generated by PeopleSoft Payables when you save the information.
69.	Click the **Withholding** link. 
70.	Click the **View All** link. 
71.	Click the scroll bar to view the bottom portion of this page.

72.	The **Withholding Code** is defined in the PeopleSoft setup tables. It defines the values that default in the **Withholding Details** information such as "Entity, Type, Jurisdiction, and Class." The **Withholding Code** may be changed from this page if necessary. In PeopleSoft v8.8 and v9.0, once the voucher is paid, the **Withholding** button on the voucher will no longer be available.
73.	The **Withholding Applicable** checkbox defaults to selected if the vendor was set up as being Withholding applicable. This indicates that the payment for this voucher line will be included on the 1099 statement that is issued for this vendor. It may be de-selected from this page from either the **Withholding Code** or the **Withholding Details**. If de-selected, it will not be included in the amount of the 1099 statement.
74.	Use the **Withholding Class** field to change the **Withholding Class** on the voucher. If the **Withholding Class** is changed, the new class must be added to the 1099 vendor if it is not already there.
75.	Use the **Applicable** checkbox to de-select any line of the voucher that should not be included in the amount the vendor receives on a 1099 statements. Information regarding what type of expense should be included on a 1099 statement may be found on the IRS web site. Deselect the **Applicable** checkbox.
76.	Click the scroll bar to view the top portion of this page.
77.	Click the **Back to Invoice** link. Back to Invoice
78.	Click the **Save** button. Save
79.	You have successfully completed the **Create a 1099 Voucher** topic. **End of Procedure.**