

Cost Coding Field Responsibilities

The screenshot shows a web-based invoice form for 'amazon business - American Express'. The form includes a search bar at the top, followed by buttons for 'Save Changes' and 'Back to top'. Below these are several informational fields: 'Handled By' (Waiting to be assigned), 'Processing Began' (08/01/2024), 'Invoice Type' (Invoice Change), 'Due Date' (08/31/2024), 'Financial System' (Export), and 'Source' (N/A Change). The main body of the form contains fields for 'Invoice No.' (Mandatory field), 'Vendor' (Amazon Business - American Express), 'Invoice Date' (08/01/2024), and 'Invoice Amount' (37.84). Below these are sections for 'GL Posting Date' (MMDDYY), 'Purchase Order' (Type to search list), 'GL Accounts' (Add/Edit line items), and a list of fields for 'Amount', 'Company', 'Department', 'Property', 'Project', 'Cost Code', 'Cost Type', 'Item', 'Allocation', and 'Memo', each with a search icon and the text 'Type to search list'.

STAMPLI INVOICE FIELDS

Accounting Fields

Source
 Invoice #
 Vendor
 Invoice Date
 Amount (verify the math)
 PO # (Verify Match)
 GL Account (GL Accounts if **splitting**)
 Allocation (if applicable)
 Subtotals (verify all of the taxes on invoice)

Approver/Coder Fields

PO # (Review for accuracy)
 GL Account (Review for accuracy)
 Amount
 Company
 Department
 Property
 Project
 Cost Code
 Cost Type
 Memo (Business Purpose)

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