Below are the instructions to add a multiple line Non-PO invoice to the Excel to CI template spreadsheet

- The first line of the template will have the required header information (Light Blue Area), as well as line 1 information (Yellow & Pink Area).
- The header information (Light Blue Area) is only required on the first line of the voucher, the header data is what designates vouchers.
- The “Amount Due” listed in the header information (Light Blue Area), will be the total amount of the voucher (Total of all lines).
- In the line information portion of the spreadsheet (Yellow Area) indicate how many lines are needed (see below).

	F	G	H	I	J	K	L
s ce	Amount Due	Payment Terms	Obligation Date	Invoice Received Date	Line Number	Merchandise Amount	Line Desc
	300.00	00	2017-12-14	2017-12-14	1	100.00	
					2	100.00	
					3	100.00	

- In the distribution portion of the template (Pink Area) fill in all coding applicable (See below).

	M	N	O	P	Q	R	S	T	U	
	Account Number	Department Code	Operating Unit	Product	Fund	Program	Bud Ref.	Chartfield 1	Chartfield 2	
	99999	3333333	1111111	44444	22222		2017-18	1234567		At
	99999	3333333	1111111	44444	22222		2017-18	3456789		
	99999	3333333	1111111	44444	22222		2017-18	1234567		

- The payment portion of the template (Green Area), is for remit to information on the payments tab. When applicable only needs to be filled out on the first line (see below).

P	Q	R	S	T	U	V	W
Product	Fund	Program	Bud Ref.	Chartfield 1	Chartfield 2	Remit to Info	
44444	22222		2017-18	1234567		Attention: John Doe	
44444	22222		2017-18	3456789			
44444	22222		2017-18	1234567			

- Email completed spreadsheets to ogs.sm.exceltoci@ogs.ny.gov for processing.