

# Quick Topic - 1034 and 1035 Invoice Formats

*Title: 1034 and 1035 Invoice Formats*

*Brief description:*

Many clients who do business with the government have the need to supply a specific invoice format called 1034/1035. The process below outlines how to provide this format based on Unanet invoice data.

*What's covered in this document:*

- [Step 1 - Save the File below entitled "Excel 1034 and 1035 Form"](#)
- [Step 2 - Load the 1034/1035 formatted Unanet export template into Unanet \(one-time setup\)](#)
- [Step 3 - Edit the template as necessary](#)
- [Step 4 - Run the 1034/1035 formatted Unanet export template](#)
- [Step 5 - Download the resulting file](#)
- [Step 6 - Paste the downloaded data into the Excel form on the third tab "Export Values"](#)
- [Who can perform the process outlined in the steps above?](#)
- [Additional Information](#)

## Step 1 - Save the File below entitled "Excel 1034 and 1035 Form"

You will later paste directly into this file after downloading data from Unanet. Note that the worksheet has three tabs:

1. The 1034 form on one tab.
2. The 1035 form on another tab.
3. A third tab called "Export Values" for you to paste your exported Unanet data into.

[Excel 1034 and 1035 form.xlsm](#)

Note: If the xlsm file performs slowly for you, you may consider the xlsx file without the macros:

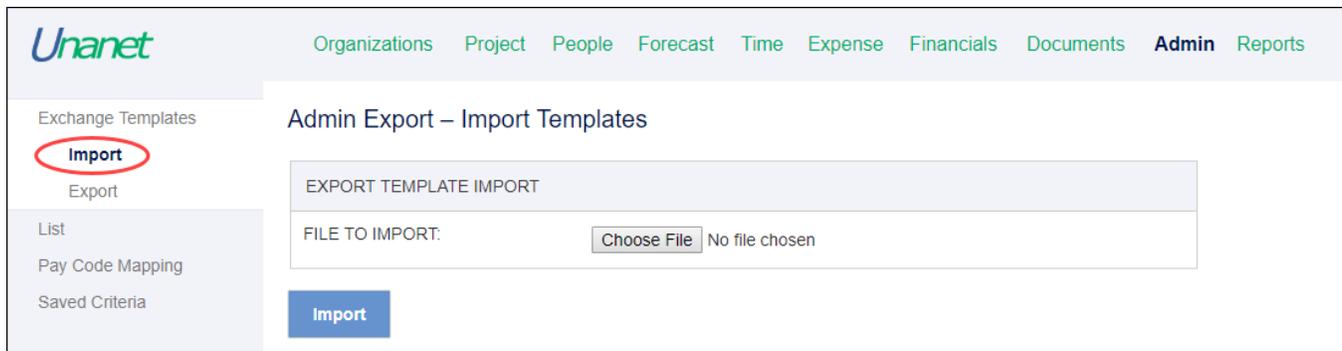
[Excel 1034 and 1035 form Template Blank.xlsx](#)

## Step 2 - Load the 1034/1035 formatted Unanet export template into Unanet (one-time setup)

**Without opening**, save the attached file: [Form 1034-1035 Excel Template Export.csv](#)

Note: If using the xlsx file in red above, you may want to use this CSV file which is grouped slightly differently: [Form 1034\\_1035 Excel Template Export - sub-totals by Cost Element.csv](#)

Navigate to **Admin > Export > Exchange Templates > Import** as in the screenshot below. Click **Import** on the left menu, click **Choose File** to browse for the file you just saved, then click **Import**.



## Step 3 - Edit the template as necessary

Click on **Admin > Export** and in the section ACCOUNTS RECEIVABLE TEMPLATES, click the edit pencil next to "Form 1034-1035 Excel Template Export.". You can edit any of the rows of the template as necessary. You may choose to run it without editing first to get a feel for how the fields are populated by default.

## Step 4 - Run the 1034/1035 formatted Unanet export template

This template exports Unanet invoice data into the format required by 1034/1035 invoice formats. Run the export by navigating to **Admin > Export > List** and clicking the blue run button next to the template.

Exchange Templates

Admin Export – Templates

List

Pay Code Mapping

Saved Criteria

Search

List

+ Template

NAME	OUTPUT TYPE	DESCRIPTION	LAST MODIFIED BY	CREATED DATE	MODIFIED DATE
<b>1099 VENDOR PAYMENT TEMPLATES</b>					
Document Level 1099 Detail	CSV		Controller, Frank T. (fcontroller)	9/6/2017	6/25/2019
Track 1099	CSV		Admin, Unanet (unanetadmin)	12/20/2016	12/20/2016
<b>ACCOUNTS RECEIVABLE TEMPLATES</b>					
Form 1034/1035 Excel Template Export	CSV	AR Export template to be used in conjunction with the Excel 1034 form template. Export an invoice using this template and copy the results into the Export Values worksheet of the excel file. This automatically populates the form 1034/1035 worksheets which can then be printed to send to the customer. The fields section of this export template will need to be modified to reflect the actual places where the various values are stored in Unanet.	Admin, Unanet (unanetadmin)	12/20/2016	12/20/2016
Invoice	CSV		Admin, Unanet (unanetadmin)	12/20/2016	12/20/2016
<b>ASSIGNMENT TEMPLATES</b>					
Export Assignment Budget to Project Budget	CSV		Admin, Unanet (unanetadmin)	12/20/2016	12/20/2016
<b>EXPENSE TEMPLATES</b>					
ADP Expenses for payroll	CSV	Expense export to ADP Employee paid expenses only for reimbursement through a	Controller, Frank T. (fcontroller)	12/20/2016	6/26/2019

Specify the necessary criteria for date range, invoice status, projects (if necessary), etc. on the *Export Criteria* page. Note that the "Completed" status must be selected in this criteria page.

# Admin Export – Form 1034/1035 Excel Template Export Criteria

[▶ Run Export](#) [📄 Save Criteria](#)

SAVED EXPORT:	<Default Export>										
TEMPLATE:	Form 1034/1035 Excel Template Export										
FILE NAME:	1034.CSV										
E-MAIL:											
SUPPRESS OUTPUT TO THE SCREEN:	<input type="checkbox"/>										
SUPPRESS REPEATING VALUES:	<input type="checkbox"/>										
<b>Accounts Receivable Selection Criteria</b>											
MARK DATA AS EXTRACTED:	<input type="checkbox"/>										
LEGAL ENTITY:	<All Legal Entities>										
PROJECT:	<All Projects>										
OWNING ORG.    ORG. CODE    PROJECT CODE											
<input type="checkbox"/> Show Owning Org. Codes in filter only											
<input type="checkbox"/> Show Org. Codes in filter only											
<input type="checkbox"/> Include inactive projects in filter											
<input type="checkbox"/> Include all projects matching filter											
INVOICE:	<All Invoice Numbers>										
INVOICE NUMBER											
INVOICE DATE:	9/1/2019 to 9/30/2019 Calendar - Current Month										
POSTED DATE:	BOT to EOT BOT to EOT										
FISCAL PERIOD(S) RANGE:	to Custom										
INVOICE STATUS:	<table border="1"><tr><td>STATUS</td><td>DOCUMENT REVERSAL OPTIONS</td></tr><tr><td><input type="checkbox"/> Draft</td><td><input checked="" type="checkbox"/> Include Valid Documents</td></tr><tr><td><input checked="" type="checkbox"/> Completed</td><td><input type="checkbox"/> Include Voiding Documents</td></tr><tr><td><input type="checkbox"/> Extracted</td><td><input type="checkbox"/> Include Voided Documents</td></tr><tr><td><input type="checkbox"/> Select All</td><td></td></tr></table>	STATUS	DOCUMENT REVERSAL OPTIONS	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Include Valid Documents	<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Include Voiding Documents	<input type="checkbox"/> Extracted	<input type="checkbox"/> Include Voided Documents	<input type="checkbox"/> Select All	
STATUS	DOCUMENT REVERSAL OPTIONS										
<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Include Valid Documents										
<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Include Voiding Documents										
<input type="checkbox"/> Extracted	<input type="checkbox"/> Include Voided Documents										
<input type="checkbox"/> Select All											

[▶ Run Export](#) [📄 Save Criteria](#)

Step 5 - Download the resulting file

Scroll to the bottom of the output screen and click the *Download the file* link.

```
Number/Dt,05/31/2019,Parking and Toll expenses,0,,40  
UNANET-00907, Customer 3,123 Anystreet,Anywhere,05/31/2019,,,Schedule  
Number/Dt,05/31/2019,Invoice,0,,30000
```

Total Records Written: 323

Data Written To: c:/host/demo\_wlanham/tmp/1034.CSV (on the server)

 [Download the file](#)

## Step 6 - Paste the downloaded data into the Excel form on the third tab "Export Values"

Open the file you downloaded from Unanet and select all. Also have open the file you saved in Step 1, "Excel 1034 and 1035 Form", open to the third tab "Export Values."

Paste the content from the download into the file "Excel 1034 and 1035 Form." The Excel file will then create the 1034/1035 format invoices in other worksheets.

## Who can perform the process outlined in the steps above?

Either an Admin user can run this process manually, or using the IMU and saved export templates, the files for relevant project orgs or projects could be generated each invoice cycle. A (non-admin) user can then populate the formatted templates. Any additional information that the end-customer requires on the invoice that is not stored in Unanet could be added in the Excel file as needed.

## Additional Information

[Form 1034-1035 Excel Template Export.csv](#)

[Excel 1034 and 1035 form.xlsm](#)