

AP.020.060 – ENTERING A QUICK INVOICE

Purpose	To demonstrate entering a Quick Invoice.
Description	<p>The Quick Invoice Entry component provides efficient data entry for large volumes of similar invoices and invoices for which users can use defaults to complete most of the voucher details.</p> <p>Quick Invoices enable users to enter minimal invoice information, such as the Business Unit, Supplier ID, Invoice ID, Invoice date, and Merchandise amount.</p> <p>Use the Quick Invoice Entry component for reviewing vouchers staged by the Voucher Build process to Payables from external sources, as well as for correcting Voucher Build process pre-edit errors.</p>
Security Role	BOR_AP_VOUCHER_ENTRY
Dependencies/ Constraints	<p>Quick Invoice entry should be the exception since most vouchers will be Regular Vouchers.</p> <p>GeorgiaFIRST Financials is only using the following PeopleSoft delivered Voucher Styles:</p> <ul style="list-style-type: none"> • Regular Voucher • Adjustment Voucher • Single Payment Voucher • Template Voucher <p>All PeopleSoft delivered voucher styles will appear in the list but only these four voucher styles should be selected.</p> <p>User preferences are required to define the user's authority for entry of each of the voucher styles.</p>
Additional Information	Voucher Build process must be run to build Quick Invoices into Regular Vouchers. For more information, see to AP.030.060 Running Voucher Build.

Procedure

Below are step by step instructions on how to enter a quick invoice.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Quick Invoice Entry link.
7.	Enter Business Unit in the Business Unit field.
8.	Enter Supplier ID in the Supplier ID field.
9.	Enter Invoice Number in the Invoice Number field.
10.	Enter Invoice Date in the Invoice Date field.
11.	Enter Gross Invoice Amount in the Gross Invoice Amount field.
12.	Enter number of lines in the Estimated No. of Invoice Lines field.
13.	If needed, enter Freight Amount and Misc Charge Amount .
14.	Enter " ONL " in the Origin field.
15.	Select " Simple " for the Quick Invoice Template dropdown.
16.	Select " Regular " for the Voucher Style .
17.	Click the Add button.
18.	Enter the Accounting Date in the Accounting Date field.
19.	Enter Payment Terms in the Terms field.
20.	In the Invoice Line Section, enter Business Unit in the GL Unit field.
21.	Enter the Amount in the Amount field.
22.	Enter the Description in the Description field.
23.	Enter Account in the Account field.
24.	Enter Fund in the Fund field.
25.	Enter Department in the Dept field.
26.	Enter Program in the Program field.
27.	Enter Class in the Class field.
28.	Enter Budget Reference in the Budget Reference field.
29.	If needed, add Project information in the Project field.
30.	If needed, add and enter additional Invoice Lines.

Step	Action
31.	Click the Save button.
32.	Run voucher build process to build Quick Invoice into Regular Voucher to be processed. For more information, see AP.030.060 – Running Voucher Build .