

AP.020.060 – ENTERING A QUICK INVOICE

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| 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 |
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| 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. |

| Step | Action |
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| 30. | If needed, add and enter additional Invoice Lines. |
| 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 . |