

## AP.020.060 – ENTERING A QUICK INVOICE

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

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Step	Action
30.	If needed, add and enter additional Invoice Lines.
31.	Click the <b>Save</b> 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.