



**State of Wisconsin
Department of Administration**

**Entering Quick Invoices
Job Aid**

Version 1.0



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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in entering quick invoices. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

The key activities involved in the entering quick invoices process are:

- Activity 1: Entering Quick Invoices
- Activity 2: Entering Summary Invoices

ACTIVITY 1: ENTERING QUICK INVOICES

Entering Quick Invoices Procedure Steps

Scenario: Create a quick invoice with multiple lines using the online page. Follow the steps explained below.

Step	Action
1.	Navigate to the Quick Invoice Entry Page: Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry
2.	Select the Add a New Value tab.
3.	Enter the Business Unit , the Short Supplier Name , and the Gross Invoice Amount .
4.	Use the Quick Invoice Template list to choose whether to access the Quick Invoice page using the Simple

	<p>Worksheet or Complete worksheet. This job aid uses the Simple Worksheet as an example.</p> <p>NOTE: The simple worksheet requires minimal voucher data entry. Users can only enter the simple worksheet in update/display mode if they have not yet run the Voucher Build process for the voucher.</p>
<p>5.</p>	<p>Click Add.</p> <div data-bbox="516 468 1203 1188" style="border: 1px solid black; padding: 10px;"> <p>Quick Invoice Entry</p> <p>Find an Existing Value Add a New Value</p> <hr/> <p>Business Unit: 37000</p> <p>Voucher ID: NEXT</p> <p>Supplier Name: Natural Resources</p> <p>Short Supplier Name: DNR-001</p> <p>Supplier ID: 0000000273</p> <p>Invoice Number: <input type="text"/></p> <p>Invoice Date: <input type="text"/></p> <p>Gross Invoice Amount: 1000.00</p> <p>Estimated No. of Invoice Lines: 4</p> <p>Freight Amount: 0.00</p> <p>Misc Charge Amount: 0.00</p> <p>Transaction Currency: USD</p> <p>Origin: <input type="text"/></p> <p>Quick Invoice Template: Simple</p> <p>Voucher Style: Regular</p> <p>Add</p> </div>
<p>6.</p>	<p>On the Quick Invoice Page, enter the Invoice Number.</p>
<p>7.</p>	<p>Enter the Invoice Date.</p>
<p>8.</p>	<p>Under Invoice Lines component, enter the appropriate information in the Description field.</p>
<p>9.</p>	<p>Select the right Account.</p>
<p>10.</p>	<p>Click the Payments link. The Payment Details page is used to enter and update specific payment information for a quick invoice.</p>



11.	<p>On the Payments Details Page, enter the desired information into the Gross Payment Amount field.</p>
12.	<p>Specify the scheduled pay date in the Scheduled Due column. This can be done only if the user changes Terms to Due Now (00), which allows the user to specify the payment date instead of having it calculated from the payment terms.</p>
13.	<p>Enter the appropriate Bank Code.</p>
14.	<p>Enter the appropriate Bank Account.</p>
15.	<p>Use the Payment Handling field to select a payment handling method.</p>
16.	
17.	<p>On the Quick Invoice page, click Save.</p>



ACTIVITY 2: ENTERING SUMMARY INVOICES

Entering Summary Invoices Procedure Steps

Scenario: Create a summary invoice using the online page with multiple lines. Follow the steps explained below.

Step	Action
1.	Navigate to the Quick Invoice Entry Page: Accounts Payable > Vouchers > Add/Update > Summary Invoice Entry
2.	Enter the Business Unit , the Short Supplier Name , the Invoice Number , and the Invoice Date .
3.	<p>Click Add.</p> <div data-bbox="597 680 1122 1318" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; color: #4F81BD;">Summary Invoice Entry</p> <p style="text-align: center; background-color: #F0F0F0; margin: 5px 0;">Add a New Value</p> <p>Business Unit: <input type="text" value="37000"/></p> <p>Voucher ID: <input type="text" value="NEXT"/></p> <p>Short Supplier Name: <input type="text" value="DNR-001"/></p> <p>Supplier ID: <input type="text" value="000000273"/></p> <p>Invoice Number: <input type="text" value="01234"/></p> <p>Invoice Date: <input type="text" value="03/24/2015"/></p> <p>PO Business Unit: <input type="text"/></p> <p>PO Number: <input type="text"/></p> <p>Gross Invoice Amount: <input type="text" value="0.00"/></p> <p>Freight Amount: <input type="text" value="0.00"/></p> <p>Misc Charge Amount: <input type="text" value="0.00"/></p> <p>Packing Slip Number: <input type="text"/></p> <p>Transaction Currency: <input type="text" value="USD"/></p> <p style="text-align: center; border: 2px solid red; display: inline-block; padding: 2px 10px;">Add</p> </div>
4.	On the Invoice Header Information Page , enter PO Unit .
5.	Enter PO to be copied into summary invoice. Users can search for the PO using the search function.
6.	Click Copy to Voucher .



	<p>Invoice Header Information</p> <p>*Invoice Number <input type="text" value="01234"/></p> <p>*Invoice Date <input type="text" value="03/24/2015"/> </p> <p>PO Unit <input type="text" value="37000"/> </p> <p>PO No <input type="text"/> </p> <p>Freight Amount <input type="text"/></p> <p>Misc Amt <input type="text"/></p> <p>Gross Amt <input type="text"/> <input type="text" value="USD"/></p> <p>Packing Slip <input type="text"/></p> <p>Control Group ID <input type="text"/> </p> <p><input type="button" value="Copy To Voucher"/></p>
7.	Click Add .