






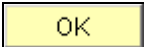



Entering a Quick Invoice

Step	Action
1.	Begin by navigating to the Quick Invoice Entry page. Click the vertical scrollbar.
2.	Click the Accounts Payable link. 
3.	Click the Vouchers link.
4.	Click the Quick Invoice Entry link. 
5.	Click in the Short Vendor Name field. 
6.	Enter the desired information into the Short Vendor Name field. Enter a valid value e.g. "BAELECTRIC-001" .
7.	Click in the Gross Invoice Amount field. 
8.	Enter the desired information into the Gross Invoice Amount field. Enter a valid value e.g. "500" .
9.	Use the Quick Invoice Template field to choose whether to access the Quick Invoice page using the Simple worksheet or the Complete worksheet. In this example, you will use the Simple worksheet. The simple worksheet requires minimal voucher data entry. You can only enter the simple worksheet in update/display mode if you have not yet run the Voucher Build process for the voucher.
10.	Click the Add button. 
11.	Use the Quick Invoice page to enter and update invoice header, line, and distribution information for the Voucher Build process to build into a voucher.
12.	Click in the *Invoice Number field. 
13.	Enter the desired information into the *Invoice Number field. Enter a valid value e.g. "QI BAE 02" .
14.	Click in the *Invoice Date field. 
15.	Enter the desired information into the *Invoice Date field. Enter a valid value e.g. "01/26/2007" .

Step	Action
16.	Click in the Description field. 
17.	Enter the desired information into the Description field. Enter a valid value e.g. " Facility Wiring ".
18.	Click in the Account field. 
19.	Enter the desired information into the Account field. Enter a valid value e.g. " 100000 ".
20.	Click the Payments link. 
21.	Use the Payment Details page to enter and update specific payment information for a quick invoice.
22.	Enter the desired information into the Gross Payment Amount field. Enter a valid value e.g. " 500 ".
23.	Click in the Scheduled Due field. 
24.	Use the Scheduled Due field to specify the scheduled pay date. This needs to be done only if you want to specify the payment date instead of having it calculated from the payment terms. Enter the desired information into the Scheduled Due field. Enter a valid value e.g. " 02/06/2007 ".
25.	Click in the Bank Code field. 
26.	Enter the desired information into the Bank Code field. Enter a valid value e.g. " USBNK ".
27.	Click in the Bank Account field. 
28.	Enter the desired information into the Bank Account field. Enter a valid value e.g. " CHCK ".
29.	Click in the Payment Handling field. 
30.	Use the Payment Handling field to select a payment handling method. For this example, you will use the code for Regular Payments. Enter the desired information into the Payment Handling field. Enter a valid value e.g. " RE ".
31.	Click the OK button. 
32.	Click the vertical scrollbar.

Step	Action
33.	Click the Save button. 
34.	You successfully entered a voucher using the Quick Invoice data entry method. End of Procedure.