

## 9.2 Enter a Quick Invoice

**Purpose:** Use this document as a reference for building a voucher from a Quick Invoice in ctcLink.

**Audience:** Accounts Payable staff.

❗ You must have at least one of these local college managed security roles:

- ZZ Quick Invoice Entry

You must also set these User Preference Definitions:

- [User Preferences: Quick Invoice Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.


The Voucher Build process can create vouchers from many sources of information, including Quick Invoice. Because the Quick Invoice component will likely be used by non-finance staff and faculty (if it is used at all) it is important to check the resultant voucher for completeness and accuracy.

## Enter a Quick Invoice

**Navigation:** Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

1. On the **Quick Invoice Entry** search page, select the **Add a New Value** tab.
2. Enter or select **Business Unit**.
3. **Voucher ID** will default to "NEXT". A **Voucher ID** will be assigned by the system later in the process.
4. Enter or lookup **Supplier** by using:
  - Supplier Name.
  - Short Supplier Name.
  - Supplier ID.
5. Enter the **Invoice Number**.
6. Enter the **Invoice Date**.
7. Enter the **Gross Invoice Amount**.


8. Optional to adjust the **Estimated No. of Invoice Lines**. The system defaults to 4 lines and only will save the lines completed.
9. Select the **Add** button.

 To create a **Quick Invoice** by copying a PO, select "**Quick Invoice Template**" as "**Complete**". This will enable PO Business Unit and PO Number fields to be selected.


Note the **Quick Invoice Template** defaults to "Simple" and **Voucher Style** defaults to "**Regular Voucher**".


**Quick Invoice Entry**


Find an Existing Value   Add a New Value

\*Business Unit  


\*Voucher ID

Supplier Name  

Short Supplier Name  

Supplier ID  

Invoice Number

Invoice Date  

Gross Invoice Amount


Estimated No. of Invoice Lines


Freight Amount


Sales Tax Amount


Entered VAT Amount

Misc Charge Amount

Transaction Currency  


Origin  

\*Quick Invoice Template  

Voucher Style  

**Add**

10. The **Quick Invoice** page displays.
11. Verify the **Supplier Invoice Address** and update the **Location** to your local college as needed.
12. Enter **Sales Tax Amount** or select the **Tax Exempt** box if applicable.
13. Enter or lookup Payment **Terms**.
14. On the **Invoice Lines** section, enter ChartField distribution details such as **Description, Account, Fund, Dept, Class** and **State Purpose**. Scroll the bar over to right to view all available fields.
15. Select the **Save** button.

 Add **Comments** or **Attachments** by selecting the links located on the right side of the Quick Invoice page.

**Quick Invoice**

Business Unit: WA000  
 Voucher: NEXT  
 Voucher Style: Regular

\*Invoice Number: 000\_Invoice12345  
 Invoice Date: 11/22/2023  
 Accounting Date:   
 Prepaid Ref:   
 Invoice Received:   
☒ Auto Apply

Action:   
 Run  
 Calculate  
 Print Invoice  
 Edit Combinations

Supplier: V000009293  
 Location: 000  
 Invoice Address: 1  
 Remitting Addr: 1  
 WA St Arts Commission  
 PO Box 42675  
 Olympia  
 WA USA 98504

Attachments (1)  
 Comments(0)

Line Amount: 500.00  
 Misc Amt: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
 VAT Amt: 0.00  
 Total: 500.00

Control Group:   
 Terms: 00  
 Currency: USD  
 VAT Treatment Group: ☒ Tax Exempt

Payments  
 Session Defaults  
 Override Session Default

Difference: 0.00

**Invoice Lines**

| Copy Down                | Line | Amount | GL Unit | Description                    | Account | Oper Unit | Fund | Approp | Dept  |
|--------------------------|------|--------|---------|--------------------------------|---------|-----------|------|--------|-------|
| <input type="checkbox"/> | 1    | 500.00 | WA000   | Payment Inv12345 HPotterDesign | 5030010 | 7002      | 001  | 101    | 81002 |
| <input type="checkbox"/> | 2    | 0.00   | WA000   |                                |         |           |      |        |       |
| <input type="checkbox"/> | 3    | 0.00   | WA000   |                                |         |           |      |        |       |
| <input type="checkbox"/> | 4    | 0.00   | WA000   |                                |         |           |      |        |       |

Save Notify Refresh Add


16. Notice that the system has assigned a **Voucher ID**.

**Note:** If you have the access to run the **Voucher Build** process then proceed with step 16 & 17 or else let the AP person of your college know to run the "Voucher Build" process.

16. Select "Voucher Build" from the **Action** dropdown list.

17. Select **Run**. The Process Monitor will display. Refer to the [Process Scheduling QRG](#) for additional instructions.

**Quick Invoice**

Business Unit: WA220  Voucher: 00007722  
Voucher Style: Regular  
\*Build Status: Build Voucher

\*Invoice Number: OOSE-001-2649-007  
Invoice Date: 04/30/2019  
Accounting Date:   
Prepaid Ref:   
Invoice Received:   
☒ Auto Apply

Action: 1. Voucher Build  
Run  
Calculate  
Print Invoice  
Edit Combinations

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Supplier: V000000018  
Location: MAIN  
Invoice Address: 1  
Remitting Addr: 1  
Office of Support Enforcement  
PO Box 11699  
Tacoma  
WA USA 98411-9905  
Attachments (0)  
Comments(0)

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Line Amount: 250.00  
Misc Amt: 0.00  
Freight: 0.00  
Sales Tax: 0.00  
VAT Amt: 0.00  
Total: 250.00  
Difference: 0.00

Control Group:   
Terms: EM1  
Currency: USD  
VAT Treatment:   
Group: ☒ Tax Exempt

Payments  
Session Defaults  
Override Session Default

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**Invoice Lines** Personalize | Find | First 1 of 1 Last

| Copy Down                | Line | Amount | GL Unit | Description           | Account | Oper Unit | Fund | Dept  | Class |
|--------------------------|------|--------|---------|-----------------------|---------|-----------|------|-------|-------|
| <input type="checkbox"/> | 1    | 250.00 | WA220   | OOSE Payment for 2649 | 522012  | 7220      | 101  | 33112 | 011   |

Save Notify Refresh Add Update/Display

18. Section complete.

## Find and Modify a Quick Invoice Voucher

**Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry**

1. On the **Voucher** search page, select the **Find an Existing Value** tab.
2. Enter or select **Business Unit**.
3. Enter or Select "Quick Invoice" in **Voucher Source**.
4. Select **Search**. The **Voucher** invoice information page displays with populated data fields from quick invoice.
5. Add and/or update data details as needed and save.

| Summary   | Related Documents  | Invoice Information | Payments   | Voucher Attributes | Error Summary |
|---|--|---------------------|--|--------------------|---------------|
| Business Unit   | WA220  | Invoice Date        | 04/30/2019   |                    |               |
| Voucher ID  | 00007722   | Invoice No          | OOSE-001-2649-007  |                    |               |
| Voucher Style   | Regular  | Invoice Total       | 250.00   | USD                |               |
| Supplier Name   | Office of Support Enforcement<br>PO Box 11699<br>Tacoma, WA 98411-9905         |                     |  |                    |               |
| Entry Status  | Recycle  | Pay Terms           | End Nxt Mt   |                    |               |
| Match Status  | No Match   | Voucher Source      | Quick Invoice  |                    |               |
| Approval Status   | Pending  | Origin              | ONL  |                    |               |
| Post Status   | Unposted   | Created On          | 04/30/2019 5:59AM  |                    |               |
|   |  | Created By          | CTC_KCLARK   |                    |               |
|   |  | Last Update         | 04/30/2019 5:59AM  |                    |               |
|   |  | Modified By         | CTC_KCLARK   |                    |               |
|   |  | ERS Type            | Not Applicable   |                    |               |
|   |  | Close Status        | Open   |                    |               |
| Budget Status   | Not Chk'd  |                     |  |                    |               |
| Budget Misc Status  | Valid  |                     |  |                    |               |
| *View Related   | <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/> |                     |  |                    |               |
| <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>  |  |                     | <input type="button" value="Add"/> <input type="button" value="Update/Display"/> |                    |               |
| <a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a> |  |                     |  |                    |               |

6. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video. - **coming soon!**

## Video Tutorial Via Panopto

View the external link to Enter a Quick Invoice. This link will open in a new tab/window. - **coming soon!**