QUICK INVOICE - REQUISITIONER

The process of initiating requisitions with a CR category has been eliminated. In order to request a payment without a purchase order, or an employee reimbursement, you will need to execute a Quick Invoice. NOTE – A Quick Invoice request will not be available for Approver processing until the day after the creation of it in the system.

The main steps of the Quick Invoice are as follows:

1. Confirm supplier/employee in the FMS system
2. Confirm Invoice number from Supplier, or create an invoice record using the Quick Invoice Number Template for both supplier and employee requests
3. Enter the Quick Invoice information
4. Change a Request (Any changes to the information must be made by the end of the same day)
5. Check status of request

Confirm Supplier/Employee in the FMS System
BEFORE beginning the Quick Invoice process, confirm the supplier or employee exists in PeopleSoft.

For SUPPLIERS, go to View Supplier Details (Main Menu > Suppliers > Supplier Information > Add/Update > Supplier) to search the supplier name.

For EMPLOYEES and STUDENTS, go to Main Menu > MSU Implementation > Accounts Payable > Quick Invoice, click the magnifying glass at the Supplier Name field and search the last name of the person in the Supplier Name field. NOTE- Use the EMP number for the employee as the Supplier ID number.

Confirm Invoice from Supplier/Create Invoice Record
The requestor needs an invoice number before the data entry process can be started. If the supplier has provided an invoice, enter the invoice number in the Invoice Number field. If no invoice has been provided, or an employee reimbursement is to be done, a Quick Invoice Number Template must be completed so that an invoice number can be generated within the system. It is important to complete the correct address of the employee being reimbursed so that Accounts Payable can confirm it is the correct individual. The Quick Invoice Number Template is available on the Finance and Treasury website, under Forms, in the Accounts Payable section.

NOTE – A new Quick Invoice Number Template must be completed each time a new request is initiated. The completed template cannot be reused for multiple requests, as a unique invoice number will need to be generated each time there is not a supplier invoice provided.

Save the completed template as a PDF (print as PDF) in your computer to ensure the entered data is retained within the form. Once saved, attached to the request to the Quick Invoice in PeopleSoft, along with any other related backup.

NOTE – The request for a reimbursement for a Department Managers will be automatically routed to the Department Manager’s Supervisor within FMS. All approvals will be captured within the system.
Confirm the Expense Purpose of your Request

Next, confirm that the expense purpose of your request is valid for a Quick Invoice. The valid Quick Invoice uses are:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Non-Travel Reimbursements</td>
<td>VARIOUS</td>
</tr>
<tr>
<td>Petty Cash Replenish</td>
<td>VARIOUS</td>
</tr>
<tr>
<td>Bursar_3rd党 Party Refund_Only</td>
<td>XXXXX</td>
</tr>
<tr>
<td>Conference_Registration</td>
<td>62515</td>
</tr>
<tr>
<td>Const_Permits</td>
<td>70210</td>
</tr>
<tr>
<td>Co-Op_Teachers</td>
<td>60518</td>
</tr>
<tr>
<td>Credit_Card_Renewal_Fee</td>
<td>60559</td>
</tr>
<tr>
<td>Curriculum_Food_Supplies</td>
<td>60116</td>
</tr>
<tr>
<td>Express_Delivery</td>
<td>60420</td>
</tr>
<tr>
<td>Grant Incentives</td>
<td>60725</td>
</tr>
<tr>
<td>Honorarium</td>
<td>60524</td>
</tr>
<tr>
<td>Instructors/Models</td>
<td>60502</td>
</tr>
<tr>
<td>Insurance</td>
<td>60526</td>
</tr>
<tr>
<td>Internet_Svcs</td>
<td>60562</td>
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<tr>
<td>License_Fees</td>
<td>60511</td>
</tr>
<tr>
<td>Membership</td>
<td>60559</td>
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<tr>
<td>Officials</td>
<td>60542</td>
</tr>
<tr>
<td>Other_Registration</td>
<td>62510</td>
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<tr>
<td>Participant_Payment</td>
<td>60725</td>
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<tr>
<td>Participant_Stipend</td>
<td>60901</td>
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<tr>
<td>Real_Estate_Taxes</td>
<td>60752</td>
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<tr>
<td>Refunds</td>
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<td>Refunds_Grantors</td>
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<tr>
<td>Royalties</td>
<td>60745</td>
</tr>
<tr>
<td>Storage/Shredding</td>
<td>60542</td>
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<tr>
<td>Student_Award</td>
<td>60535</td>
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<tr>
<td>Student_Fee_Liability (Bursar use only)</td>
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<td>Student_Prizes</td>
<td>60750</td>
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<td>Student_Stipends</td>
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<tr>
<td>Subscriptions</td>
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<td>62516</td>
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<tr>
<td>Visa_H1B/Homeland Security</td>
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</tr>
</tbody>
</table>

Enter the Quick Invoice Information

Once the supplier has been confirmed and an invoice number is in hand, go to Main Menu > MSU Implementation > Accounts Payable > Quick Invoice to begin the Quick Invoice process.

The Quick Invoice screen displays. With the Add a New Value tab selected, complete the fields on the first page.

- **Business Unit, Voucher ID** – Do not adjust these fields as they are set as system defaults.
- **Supplier Name** – Search for the name of the supplier or employee. When selected, the Short Supplier Name and Supplier ID fields will autocomplete.
- **Invoice Number** – Enter the supplier invoice number or the Quick Invoice Number.
- **Invoice Date** – Enter the date of the invoice. For today’s date, enter “T”.
- **Gross Invoice Amount** – Enter the total amount of the check to be written, including any freight or sales tax amount.
- **Estimated No. of Invoice Lines** – The default for a Quick Invoice is four line items. You can adjust this value, if needed.
- **Freight Amount** – Enter the amount of any freight to be included in the payment. If you are indicating freight costs on a Quick Invoice, you must have budget in your freight account or the request will not pass budget check.

- **Sales Tax Amount** – Enter the amount of any sales tax to be included in the payment. **NOTE** – This field can only be used for restaurant reimbursements.

- **Misc Charge Amount** – Do NOT enter any amount in this field. Miscellaneous charges cannot be included in the payment.

- **Transaction Currency, Origin, Quick Invoice Template, Voucher Style** – Do not adjust these fields as they are set as system defaults.

**Note** – The information completed on the first screen page will be carried over to the Quick Invoice form.

Click the **Add** button to continue to the Quick Invoice form.

The Quick Invoice form displays and the information from the first screen is filled into the appropriate fields.
The Quick Invoice screen is broken down into four sections. Confirm all information is correct within the top three sections (imported from the first screen) and make any necessary changes.

- The top section is the **Header** which contains the Invoice Number and Date, as well as functional buttons.

  The Calculate button should be used to reset the overall value of the quick invoice if changes are made to the initial values entered. By clicking the calculate button, the system reconfirms the Invoice Lines are equal to the Total line in the Amount Section.

  The Print Invoice button is only available to produce a hardcopy of an external supplier’s invoice. This functionality is not available for employee or student payments.

  The Edit Combinations button should be selected once all Invoice Lines have been completed on the form. This allows the system to validate that the Chartfield codes are valid.

- The **Supplier** section displays information on the selected supplier or employee who receives the payment.

  Additionally, there are links within this section to add attachments and comments to this request. **NOTE - To ensure all data is saved within the system, BEFORE adding any attachments or comments, SAVE your request.**

  Click the **Attachments** link to upload and attach your invoice, and any related documentation, to the Quick Invoice request. An invoice MUST be attached to each request or the request cannot be processed.
To upload an attachment:

1. Click the **Attachments** link.
2. Click **Add Attachments** button.
3. Click the **Choose File** button.
4. Navigate to the document to attach, and select it.
5. Click **Open**.
6. Click **Upload**.
7. Enter a description of the document in the **Description** field.
8. Click **OK**.

The **Comments** link allows special instructions regarding the Quick Invoice request to be entered. There are 254 spaces available for comments.

✓ The **Amount** section breaks down the cost of the payment. If you need to add additional costs to the overall request, enter the appropriate values on the corresponding lines within the Amount section.

Note, to change the Line Amount value, adjust the Total Line within the Amount section first, and the corresponding line item within the Invoice Lines section. Then click the **Calculate** button in the Header section of the screen.

✓ The bottom section is the **Invoice Lines** and provides fields to enter the appropriate Chartfield codes for each line of this payment.

In the Invoice Lines section, enter the description of the expense in the **Description** field, and type the appropriate **Chartfield codes** (Funds, Departments, and Accounts) into the corresponding fields. For Capital Projects and Grants, the PC Business Unit, Project Number, and Activity fields must also be entered.

To break down the payment into multiple accounts or departments, enter the appropriate Chartfield and expense data on separate line for each item. To add additional lines, click the plus sign icon on the far left of a line.

Once Chartfield data has been entered for the request, click the **Edit Combinations** button, in the Header section of the form, to validate the codes within the system.

If values were entered for Freight or Sales Tax lines, no Chartfields will need to be completed in the Invoice Lines section as these categories will automatically map to the appropriate accounts, and will not display within the Invoice Lines section. However, if there is no available budget in these specific accounts, the request will not pass budget check.

Click the **Save** button to submit this form to the Approver for review and processing.

The **Add** button and **Update/Display** button, in the lower right corner of the screen, will bring you back to the first screen. If your data has not yet been saved, a warning message will appear on the screen.
NOTE – All requests will be processed in the system via a system run on the night they were saved. Should any changes need to be made to a request, it must be done by the end of the day of request creation. Once the process is run, no changes can be made to the request.

Change a Request
If adjustments need to be made to a request, the requisitioner must recall the original Quick Invoice from the system database by the end of the day of entry.

Navigate to Main Menu > MSU Implementation > Accounts Payable > Quick Invoice and select the Find an Existing Value tab.

Enter any search criteria in the field(s) for which you have information, such as Invoice number or Supplier name.

Click the Search button to generate a list of Quick Invoices which match the search criteria.

From the search results list, click on the line of the corresponding Quick Invoice to open.
Notice there is a new field in the Header section of the screen. **Build Status** indicates how the system should process this saved request. In order to have this request processed, the Requestor should keep this field as “To Build”. To delete this request in the system, change this field to “To Delete”.

Make any necessary changes to the request, and click the **Save** button. The request will be processed overnight.

To undelete a request by the end of the day, search for and select the Quick Invoice request. Change the **Build Status** back to “To Build” and click the **Save** button.

**Denied/Held Requests**

Should an approver deny or put a request on hold, a Quick Invoice request, the Requisitioner will get an email notification indicating the action and reason. NOTE - The Requisitioner cannot revise the request and will need to reinitiate the entire process (including a new Quick Invoice Number Template, if it had been used). No notifications will be sent to the Requisitioner when the Approver approves the Quick Invoice request. Notifications will only be sent at the final step of a request (i.e.-paid, held, denied).

**Check the Status of a Request**

Once a request has been processed, a user can check the status by pulling up the request on the Voucher Search screen. Note, Quick Invoice requests are not available to view from the Manage Requisitions screen.

Go to **Main Menu > MSU Implementation > Accounts Payable > Voucher Search** to view the request.
Enter any search parameters for your request and click the **Search** button.

Any open requests that match your parameters will be listed below the search button. Note – Search results will be limited by CWID ownership of the requests.

The Search Results columns include:

- **Business Unit** – indicates the main business area for the transaction; always MSU01.
- **Voucher** – Accounts Payable document reference number.
- **Invoice Number** – the number of the invoice as entered into the Quick Invoice.
- **Invoice Date** – the date of the invoice as entered into the Quick Invoice.
- **Entry Status** – current status of the voucher entry process. Status includes Postable - the voucher passes all validations; Recycle – the voucher has failed one or more validations.
- **Gross Invoice Amount** – the total amount of the invoice as entered on the Quick Invoice.
- **Approval Status** – current status of the request per the Approver’s role.
- **Budget Status** – result of the final budget check completed in A/P.
- **Payment Count** – indicates payment was made against this request.
- **Payment Amount** – the total amount of payment for this request.
- **Payment Number** – the paper check or electronic transfer number of the payment.
- **Payment Status** – current status of payment process. Status includes the following: not selected, selected for payment or paid.
- **Transaction Currency** – defines the currency of the transaction; always USD.

Click the link within the Voucher column to open the corresponding request.

The request will open on the **Approval** tab, which displays the request data, the approval flow and the status for each approval. Any attachments can be accessed on this screen by clicking the **Attachments** link.
The Line Information tab shows details entered on the Invoice Line section of the Quick Invoice request. Freight and sales tax are not broken out as they are listed on the Approval tab summary.

The Charge Information tab shows the breakdown of the expense by the Chartfield codes entered in the system. Freight and sales tax are not broken out as they are listed on the Approval tab summary.