



GEARS

General Enterprise And Resource Support

Using

Quick Invoices

for

Expense Accounts

And

Appointed Attorney Invoices

Pathway: Main Menu – Accounts Payable – Vouchers – Add/Update – Quick Invoice

Find an Existing Value Add a New Value

Business Unit: MDJUD 

Voucher ID: NEXT

Short Vendor Name: MARGARETVR-001 

Vendor ID: 0000009866 

Invoice Number: 20140519MR

Invoice Date: 05/19/2014 

Gross Invoice Amount: 100.00

Estimated No. of Invoice Lines: 4

Freight Amount: 0.00

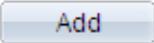
Misc Charge Amount: 0.00

Transaction Currency: USD 

Origin: 

Quick Invoice Template: Simple 

Voucher Style: Regular 



Short Vendor Name / Vendor ID – If this information is available, please enter it.

Invoice Number – Formatted as follows:
For Expense Account: yyymmddXX, i.e. 20150501SA; OR for Appointed Attorney ATT05012015SA

Invoice Date – Date the invoice is being entered. (Or the invoice date listed on the Appointed Attorney Invoice)

Gross Invoice Amount – Total invoice amount.

- **Attachments:** Attach the expense report or AA invoice and appropriate receipts.
- **Comments:** Entered by and phone number
- **New Employees:** Follow the same steps without entering vendor information and note “New employee – please assign vendor ID” on the expense report.

- Click “Save” to submit the quick entry voucher
- A voucher number will be assigned upon completion.

ORACLE

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Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

New Wind

Quick Invoice

Business Unit:	MDJUD	*Invoice Number:	20140519MR	Action:
Voucher:	0000081506	*Invoice Date:	05/19/2014	<input type="button" value="Save"/>
Voucher Style:	Regular	Accounting Date:		<input type="button" value="Cancel"/>
		Prepaid Ref:		<input type="button" value="Print"/>
			<input checked="" type="checkbox"/> Auto Apply	<input type="button" value="Help"/>

- An email notification will be sent once the voucher is approved.
-

The following Voucher has been "Approved".

Business Unit:	MDJUD
Voucher ID:	00032499
Invoice ID:	20131212MT
Invoice Date:	2013-12-18
Gross Amount:	36.55
Vendor:	THOMAS MARK D
Entered by:	RECTO MARGARET
Updated by:	MCKAGAN ROXANNE