QCC Quick Reference Guide Invoice Processing using QCC Invoice & Billing Management

To process invoices in the **QCC Invoice & Billing Management System**, you only need to be familiar with two screens: the **Invoice Entry** screen used to add, change, inspect, and delete invoices and the **Invoice Print** Box used to print invoices, invoice prelists, and invoice registers.



• Select the Finance – AR (invoicing and Billing Management – RI, RP) option.

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						*	Inspect				
ſ	Invoice Entry	Receipt Entry	Invoice Print	Aging/Statements	Receipts Rpt/App	Dep Ltr/Sales Tax					
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	Customer ID: Custor	/									
	Cust Search (F3)		Dept:	Department:							
			Tax ID:	Authority:		late:					
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- The Invoice Entry screen will open in Inspect mode (status).
- Click on the **Add Invoice** button to create a new invoice.

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The screen status will change to **Update Invoice** and the **Invoice Number** box will display ***NEW*** because invoices are auto-numbered and the number will be assigned after you update this screen. There are five required steps to enter a new invoice (as labeled above):

- 1. Enter the **Customer ID** number, then press **Tab** to retrieve the vendor information (Use the **F3** key to activate the **Customer Search** function.)
- 2. Select the **Department Number** from the drop-down list
- 3. Enter the invoice item information (maximum 99 lines per invoice including "blank" lines)
 - a. Item (optional field, you can enter any 6-character alpha-numeric value)
 - b. **Description** (maximum 35 characters per line; you can enter an initial "." on a description line to create a "blank" line to separate items)
 - c. Quantity (required, maximum 5 digits)
 - d. Unit Cost (of a single unit) (required
 - e. Unit Type Description (i.e. EA, LF, DZ, etc.)
 - f. Tax Flag (Y if the customer should pay sales tax on this item, N for non-taxable items) Click **Enter** or **Tab** after this field to accept this item line. A new item line will open.
- Revenue accounts (enter account or pseudo code in left column only, leave default in right.) (For multiple accounts, change Pct Splt to less than 100% or \$ Splt to less than the total invoice) Click Enter or Tab after the \$ Splt field to accept the account line.
- 5. Click on the **Update Invoice** button to save the invoice. (Changes can actually be made until the invoice has been printed.) You can also use the **Cancel Entry** button to cancel any invoice entries as long as they have not been updated.

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After your invoices are complete, there are three steps to printing the invoices:

- 1. Print Invoice Pre-list (to verify that all items and accounts on the invoices are correct)
- 2. Print Customer Invoices (and create PDF file copies for email and archival purposes)
- 3. Print Invoice Register (lists invoices printed, each invoice will appear only once on a register)

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File Tools Help+Video	
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C Print Customer Invoices \leftarrow 2.	
Print Invoice Register	
Select by User ID:	
Always enter your User ID	
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• Enter Numbers C Enter Range	
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Sort: Department: 1 Customer: 2 Invoice #: 3	
Print PreList	
1:YCRYYYFFFFFFF7YYYYY7YYYFBY00009115010000YNYY0000921000009209-2:NY12312341234YYYYY Yr:2015 Dist:90 Site:0 GS: W 10/17/2014	9:28 AM

Go to the **Print Manager** and print the file that you created.

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File View Options Help+Video													
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003 N Y			Y	N	364799	10/17/20	J06345	0/2 (21)		Customer Invoice Register	AR0112		

Be sure to select the special IBM **AR Invoice** format file if you have more than one printer in your printer selection box so that your purchase orders will print correctly.

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File Options	
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Always make a **PDF** copy of your invoices and reports so that you have archival copies in an easily accessible space – especially since the Print Spool only saves files for 30-45 days.

Print Manager (LSpool) 90 - S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS										- 	
File View Options Help+Video											
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Create PDF file copy on your desktop and then drag it to a folder to archive it											
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