

QCC Quick Reference Guide

Invoice Processing using QCC Invoice & Billing Management

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.
4. 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)

Report Title: FINGER PRINT INVOICES

Print Date: 10/17/2014

Print Selection:

- Print Invoice PreList
- Print Customer Invoices
- Print Invoice Register

Dept: 0007 Department: SELPA

Select by User ID: 6248

Select By Numbers or Range:

Enter Numbers Enter Range

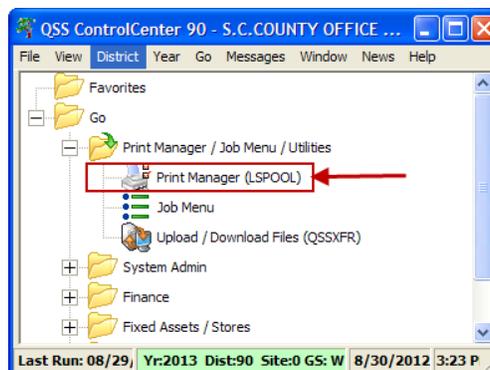
Invoice Number:

Sort: Department: 1 Customer: 2 Invoice #: 3

Print PreList

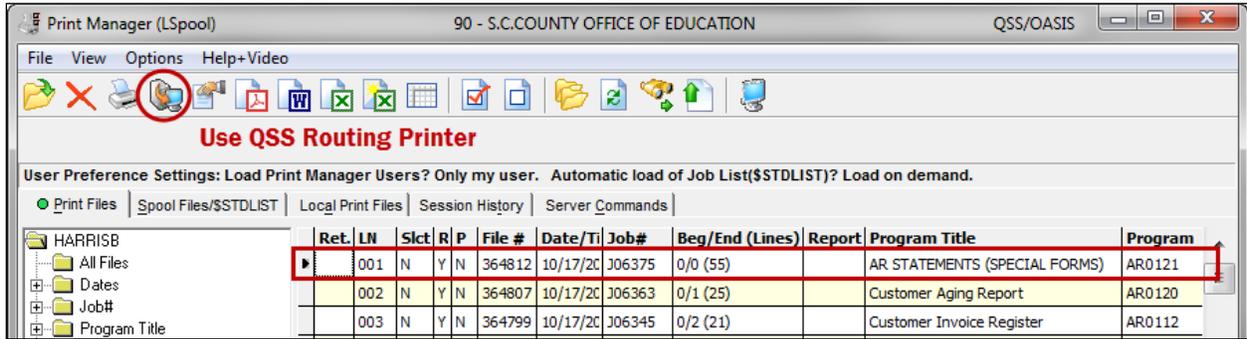
1:YCRYYYFFFFFFF7YYYY7YYF8Y00009115010000YNY000092100009209-2:NY12312341234YYYYY Yr:2015 Dist:90 Site:0 GS: W 10/17/2014 9:28 AM

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

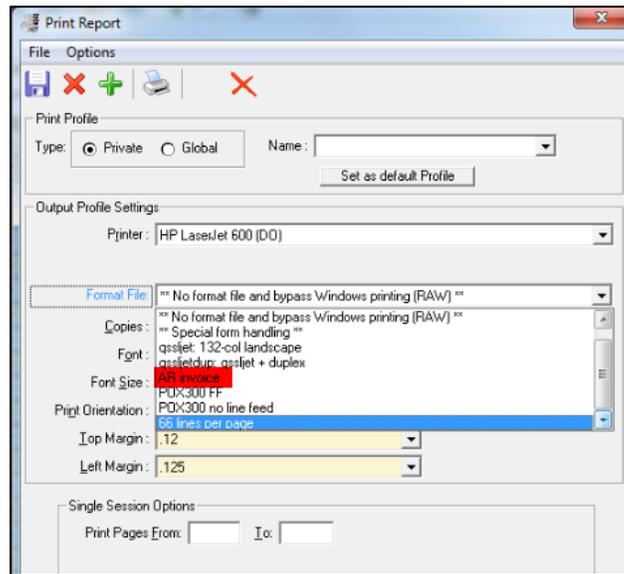


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Be sure to select the special IBM **AR Invoice** format file if you have more than one printer in your printer selection box so that your purchase orders will print correctly.



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.

