

Enter Invoice using Speed Invoice Entry

Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Accounts Receivable link. <input type="text" value="Accounts Receivable"/>
3.	Click the Accounts Receivable Processing link. <input type="text" value="Accounts Receivable Processing"/>
4.	Click the Invoicing link. <input type="text" value="Invoicing"/>
5.	Click the Enter & Print Invoice link. <input type="text" value="Enter & Print Invoice"/>
6.	Click the Speed Invoice Entry link. <input type="text" value="Speed Invoice Entry"/>
7.	Enter the customer address book number into the Customer field.
8.	Press [Tab] .
9.	Enter the fund number into the Fund field.
10.	Press [Tab] .
11.	Enter the amount into the Gross Amount field.
12.	Press [Tab] .
13.	Enter the ddate of the supplier's invoice or date of your invoice to the customer into the Invoice Date field.
14.	Press [Tab] .
15.	Enter the date on which the entry should post to the general ledger into the G/L Date field.
16.	Click in the Remark field. <input type="text"/>
17.	Identify the invoice in the Remark field.
18.	Click in the Account Number field. <input type="text"/>
19.	Enter the account number into the Account Number field.
20.	Amount – should be negative, all or part of the Gross Amount
21.	Remark – will default to the same as above or can be modified. Note: The remark will not default until the down arrow on the keyboard is pressed.
22.	Press the down arrow on the keyboard to accept the data entered.

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23.	Add additional line(s) as needed. Note: The Amt to Distribute field should show full distributed amount and the Remaining field should be blank.
24.	Click the OK button. 
25.	Record the batch number.
26.	Click the Cancel button. 
27.	You have successfully completed this lesson. End of Procedure.