How to change Non-PO Invoice view from “Simple Manual Entry” to “Detailed Manual Entry”

SciQuest has added a new “simple” entry screen to complement the “detailed” screen we have always had but, since it does not appear to add any efficiency to Texas A&M’s AggieBuy system, we recommend that you continue using the “detailed” screen.

The “simple” screen will be defaulted the first time a user opens the Invoice Creation screen (for either “PO” or “non-PO” invoices) but may easily be switched back to “detailed” where it will remain unless the user chooses “simple” again. To switch to the detailed screen, first select “Don’t show me this option again” from the “New Simple View” pop-up.

Then simply select the “View Detailed Manual Entry”.

Once that is selected the view of the invoice you are accustomed to will appear. Once this is set the default entry screen will always be the “Detailed Manual Entry” unless the “View Simple Manual Entry” is selected. The system will remember the last selection.