EOU Accounts Payable Helpful Hints

1. When ordering or purchasing anything provide an index number, purchase order number, or procurement card number (if you are an authorized user). When charging locally, **remember to bring back the invoice, receipt, or cash register tape and give to your support staff to process for payment or reimbursement.**

2. When signing for a purchase make sure that your signature is legible. If not, print it, too.

3. EOU pays by invoice, not from a monthly statement. Staple together all pages of the invoice before sending to the Accounts Payable office.

4. Checks are printed on Wednesdays and may be picked up at the cashier's window after 10:00 am, if requested to do so. Otherwise, checks are automatically mailed. Completed paperwork must be in the Accounts Payable office by 5:00pm on Monday for a check on Wednesday.

5. If you are not sure if the purchase is an approved purchase, check with your support staff, Accounts Payable, or FASOM. **http://www1.ous.edu/owfp/plsql/fpm.index_list**

6. Enter the invoice number **EXACTLY** as vendor has it. Banner is designed to catch double payments. If the system shows that the invoice number is already in existence, click on the magnifying glass icon to the right of the invoice number box, which takes you to FAQVINV where the document number using this invoice number is displayed. Please write the document number down, exit the form, and call Accounts Payable for assistance.

7. If there is not an invoice number, use the vendor's account number plus the billing date. (Example 60256 01/15/05). When there is no invoice or account number, then use something that will make sense to the vendor. (Example: 2005 Dues or Reimb WalMart 10/05).

8. Be sure to make an extra copy of the invoice to send with the check for applications, registrations, memberships, orders or any invoice without an invoice number or an account number. Send the copy with the original to the Accounts Payable office as originals are kept in the Accounts Payable office.

9. Please click on the 'Check Banner Messages' link to the right on the general menu screen several times during the day to see if there are any messages for disapproved documents.

10. Pay invoice according to vendor's terms. For example, Net 20 means it is due 20 days from the date of the invoice. **If there are no terms, pay immediately**. Allow 5 to 7 days for postal delivery when entering in the payment due date.

Additional Hints

Query to see if a check has been issued

At the Accounts Payable menu click on vendor detail history or type FAIVNDH at the direct access block to query for vendor--search for invoice number, document number, or by the amount (shift + F7, type in query, then F7 again). To the far right of the screen will be the check date and check number, if one has been issued.

To check a tax ID number to see if vendor is in the system

At the direct access block type in FWITXID then type in the tax ID# without the dashes and execute the query (F7). It will show the vendor number if it is in the system.

Deleting an open invoice

If you start an invoice and then want to exit before you have gone to the second page, you will need to go back to the invoice date block and click on the remove record icon twice to remove this document. Even though it doesn't show a document number, one has been created.

Credit memo problems

If you were trying to enter a credit memo but forgot to check the box on the first page, you will have to delete this document and enter a new one.

Invoice approvals

Please let approvers know that the documents need approval. Accounts Payable is the final approver and cannot approve until it has gone through all of the approval queues.

Closing of the Period

Periods are closed on the 7th working day of the month. All backdated invoices are due in the Accounts Payable office by 5:00pm on or before the 5th working day of each month to allow time for processing. As the due date will vary each month, an email will be sent out notifying users of the date.

Procurement card expenses

In order to reflect the appropriate accounting for the item purchased remember to journal voucher all procurement card charges to the appropriate account codes monthly. For example, office supplies need to be JV'd from account code 28995 to account code 20101. If you have any questions, please call Jolynne at 2-3377 or Carrie at 2-3856.

Menu	Title	Description
FOIDOCH	Document History	View status of invoice (INV), or check (CHK)
FAIVNDH	Vendor Detail History	View vendor payment history
FAAINVE	Invoice/Credit Memo Creation	Key document
FOAUAPP	User Approval	Approve documents
FGRBDSH	Budget Report	Index summary report
FGRODTH	Detail transaction history	Index transaction detail report
FRAGRNT	Grant Maintenance	Query grant codes
FTVACCI	Query Account Index Code	Query Index codes
FTVACCT	Account Code Validation	Query account codes
FGITRND	Detail Transaction Activity	Transaction Activity
FWRJVLR	Journal Voucher Listing Report	Print journal vouchers
FOIAPHT	Approval History	View approval history
FOATEXT	General Text Entry	Enter text on General Document
FOIAPPH	Document Approval History	View document approval history
FWITXID	Name/Tax ID Search	Check to see if a vendor is in the system
GUASYST	System Identififcation Form	Check to see if a person is in the system
FGAJVCD	Journal Voucher Entry	Enter a journal voucher
FWIBDST	Organization Budget Status From	Query index/account budget information