

Accounts Payable FIS Manual



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Please contact Accounts Payable if you have any further questions. 2-3664

Direct Pay Invoice

To pay an invoice not paid against a Purchase Order

If you don't know the vendor code, click on the down arrow by vendor and click on **Entity Name/ID search**.

Type in the date of the invoice from the vendor's invoice in the Invoice Date field, if there is no invoice date use the statement date.

Tab to Transaction Date and enter the transaction date – usually “today” **unless you are backdating to have expense moved to prior month. If that is the case, date it to the last day of that month** (documents can only be backdated to the previous month for the first three days of the current month – an example, January invoices can be backdated to 1/31 until February 3rd.)

Verify that the Address matches the Remit To: address on the vendor's invoice. If it does not, Click on the arrow next to the Sequence Number and select the correct address. If the correct address is not available contact Accounts Payable (23664) and they will help you get it added.

Tab to Payment Due field and enter the Due Date. Note: Checks are cut every Wednesday – the Payment Due date is the date that the check will be cut and mailed, so ideally, you should enter a date that falls on a Wednesday at least 7 days prior to the due date shown on the vendor's invoice. That will allow a week for the check to be mailed and received after it is cut. If no due date is shown on the vendor's invoice, use the date of the next Wednesday. If the address field has *****DIRECT DEPOSIT ONLY***** key it to that address no matter the address in the field. Accounts Payable does direct deposit every day, so you can enter the next day's date as the Payment Due.

Tab to Vendor Invoice field. Enter the vendor's invoice number **exactly** as it appears on the vendor's invoice. If no invoice # is shown, enter the account number and invoice date. If paying for services, put the PSA # first, then space, then invoice number. Example= PSA112163 4545

Page down

Tab over once to large box. Enter description of purchase so that Accounts Payable knows what you have purchased (i.e. Paper, envelopes and pens, could be entered as stationary supplies).

If you need to put text on the document (additional description information), click on OPTIONS at the top of the page and then click on Document Text (FOATEXT). You should always include your name and phone number in the document text)

Tab to Approved Amounts and enter the total Amount Due from the vendor's invoice minus any previous balance.

Tab to Additional Amounts and enter shipping charges from the vendor's invoice, if applicable.

Net Amounts should equal to the **Total Amount Due** on the vendor's invoice.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Invoice Accounting Distribution FAAINVE 8.4.B (EOUPRD)

Document: 10252457 Vendor: 910018257 Dunlap, Raymond K. ☐ Vendor Hold

Item: Commodity: DOCUMENT ACCTG DISTRIBUTION Transaction Date: 25-OCT-2011

Commodity Record Count: 1 Accounting Record Count: 0

Sequence Number:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

G 12 ACA029 001202 206001 23504 30800

Bank: B1 General Suspense Checking Income Type: NC

Currency Code:

	Commodity	%	Accounting
Approved:	265.50		265.50
Discount:	0.00		0.00
Additional:	0.00		0.00
Net:			265.50

Indicators

NSF Override: N

Suspense: N

NSF Suspense: A

Enter (P)ercent to calculate dollar amt based on percentage.

Record: 1/1

Enter Accounting Information (i.e. Index, Acct Code, Actv, etc), Fund, Org, and Prog will default in.

Tab to Approved Accounting and enter amount to be charged to the Index/Acct.

Tab to Additional Accounting and add shipping if applicable. Net Accounting should reflect the total amount due on the vendor's invoice.

From here, write down the Document number, the account code and the index on the paper invoice.

Also note if billing to more than one account index for the same invoice arrow down on this page and repeat the process of entering the accounting information for the additional account. Make sure that the total of the two charges matches the **overall total** for the invoice.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: I0252457 ☐ Multiple Direct Pay

Vendor: 910018257 Dunlap, Raymond K. ☐ Vendor Hold

Balancing Completion FAAINVE 8.4.B (EOUPRD)

	Input	Exchange Rate	Converted
Amount:	265.50		

Amount Type	Header	Commodity	Accounting	Status
Approved:	265.50	265.50	265.50	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete:  In Process: 

WARNING : Budget is exceeded for sequence 1

Record: 1/1 | ... | <OSC>

Click the box next to Complete to forward the invoice to Accounts Payable or In Process to save the invoice so you can work on it later.

After invoice is completed, please notify the Budget Authority that they need to approve it.

Be sure to send the original invoice to the Accounts Payable Office and keep a copy for your records.

Regular Pay Invoice

(keying against a PO)

FAAINVE -- Regular Pay

To pay an invoice paid against a Purchase Order

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: NEXT ☐ Multiple Regular 

Purchase Order: P0009340 Select PO Items: Invoice All:

Vendor: ☐ Vendor Hold

Record: 1/1 | | | | | <OSC>

Type in *Next* in Document field

Tab twice, click down arrow in the Direct Pay box and select *Regular*

Tab to next field, type in the purchase order number for the invoice you are paying

Page Down

Type in the date of the invoice from the vendor's invoice in the Invoice Date field, if there is no invoice date use the statement date.

Tab to Transaction Date and enter the transaction date – usually “today” **unless you are backdating to have expense moved to prior month. If that is the case, date it to the last day of that month** (documents can only be backdated to the previous month for the first three days of the current month).

Verify that the Address matches the Remit To: address on the vendor's invoice. If it does not, Click on the arrow next to the Sequence Number and select the correct address. If the address field has *****DIRECT DEPOSIT ONLY***** key it to that address no matter the address in the field. If the correct address is not available contact Accounts Payable (23664) and they will help you get it added.

Tab to Payment Due field and enter the Due Date. Note: Checks are cut every Wednesday – the Payment Due date is the date that the check will be cut and mailed, so ideally, you should enter a date that falls on a Wednesday at least 7 days prior to the due date shown on the vendor's invoice. If no due date is shown on the vendor's invoice, use the date of the next Wednesday. Accounts Payable does direct deposit every day, so you can enter the next day's date.

Tab to Vendor Invoice field. Enter the vendor's invoice number **exactly** as it appears on the vendor's invoice. If no invoice # is shown, enter the account number and invoice date.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Commodity Information -Regular- FAAINVE 8.4.B (EOUPRD)

Document: I0252474 Vendor: 910043241 Computer Discount Warehouse Governm ☐ Vendor Hold Select PO: Y 

PO Number: P0009340 PO Item:

Commodity Record Count: Invoice Item:

Commodity: U/M: ☐ Add Commodity

	Quantity	Unit Price	Extended Price	Indicators
Ordered:				Override Tolerance: ☐
Prev Invoiced:				Hold: ☐
Accepted:				Final Payment: ☐
Invoiced:				Last Receiver: ☐
Approved:				Suspense: ☐
Discount:				Open or Paid: ☐
Additional:				☐ Access Completion
Net:				Text Exists: ☐

Enter Y and NEXT FIELD to select PO's items/NEXT BLOCK to query selected items.

Record: 1/1 | ... | <OSC>

Type Y in the Select PO field.

Hit *Enter* to go to the PO Selection page

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Commodity Information -Regular- FAAINVE 8.4.B (EOUPRD)

Document: I0252474 Vendor: 910043241 Computer Discount Warehouse Governm ☐ Vendor Hold Select PO:
 PO Number: P0009340 PO Item: 1
 Commodity Record Count: 1 Invoice Item: 1
 Commodity: My Book WDBACW0020HBK - hard drive - 2TB U/M: EA ☐ Add Commodity

	Quantity	Unit Price	Extended Price	Indicators
Ordered:	2	92.9900	185.98	Override Tolerance: ☐
Prev Invoiced:			0.00	Hold: ☐ N
Accepted:	0	92.9900	0.00	Final Payment: ☐ F
Invoiced:	2	92.9900	185.98	Last Receiver: ☐
Approved:	2	92.9900	185.98	Suspense: ☐ Y
Discount:			0.00	Open or Paid: ☐ O
Additional:			0.00	☒ Access Completion
Net:			185.98	Text Exists: ☐ N

Enter Commodity Code and press NXTFLD

Record: 1/1 | | ... | | <OSC>

Tab through the fields to highlight quantity and price of item you are paying for.

Arrow down to view multiple items. Verify the quantities and prices match what is shown on the vendor's invoice. If not make the appropriate adjustments on "Quantity" and/or Unit Price" Invoiced and "Quantity" and/or Unit Price" Approved.

Tab to Additional to add shipping if applicable. Use arrow keys to move between multiple items on one invoice.

Page Down, then
Page Up.

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Invoice Accounting Distribution FAAINVE 8.4.B (EOUPRD)

Document: I0252474 Vendor: 910043241 Computer Discount Warehouse Government Inc ☐ Vendor Hold

Item: Commodity: DOCUMENT ACCTG DISTRIBUTION Transaction Date: 25-OCT-2011

Commodity Record Count: 1 Accounting Record Count: 1

Sequence Number: 1

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

Bank: B1 General Suspense Checking Income Type: NA

Currency Code:

	Commodity	%	Accounting
Approved:	185.98		185.98
Discount:	0.00		0.00
Additional:	0.00		0.00
Net:			185.98

Indicators

NSF Override: N

Suspense: N

NSF Suspense: N

Enter Chart of Accounts.

Record: 1/1 ... List of Valu... <OSC>

All the information on this page should default in.

If there are multiple Accounting Records (#1), use arrow keys to move between them and verify that amount charged in Approved field is correct for each index, including shipping (showing up in Additional field). Make any necessary adjustments.

From here, write down the Document number, the account code and the index on the paper invoice.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: 10252474 ☐ Multiple Regular

Purchase Order: P0009340 Select PO Items: Invoice All:

Vendor: 910043241 Computer Discount Warehouse Government Inc ☐ Vendor Hold

Balancing Completion FAAINVE 8.4.B (EOUPRD)

	Input	Exchange Rate	Converted
Amount:	185.98		

Amount Type	Header	Commodity	Accounting	Status
Approved:	185.98	185.98	185.98	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete:  In Process: 

WARNING : Budget is exceeded for sequence 1

Record: 1/1 | ... | <OSC>

Click the box next to Complete to forward the invoice to Accounts Payable or In Process to save the invoice so you can work on it later.

Make a copy of the vendor's invoice for your records.

After invoice is completed, please notify the Budget Authority that they need to approve it.

Be sure to send the invoice original to the Accounts Payables Office and keep a copy for your records.

Credit Memo

FAAINVE -- Credit Memo

To process a Credit Memo

Process just as you would a Direct Pay invoice until you get to this screen.

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: NEXT Multiple Direct Pay

Vendor: 910043241 Computer Discount Warehouse Government Inc Vendor Hold

Invoice/Credit Memo Header FAAINVE 8.4.B (EOUPRD)

Invoice Date: 17-OCT-2011 Transaction Date: 26-OCT-2011 Document Accounting

Check Vendor:

Address Code: VP Sequence Number: 1 Discount Code: Payment Due: 02-NOV-2011

Address Line 1: CDW Government Bank: B1 General Suspense Checking

Address Line 2: 75 Remittance Drive Ste 1515 Vendor Invoice: 1020242

Address Line 3:

City: Chicago Direct Deposit Status: No IAT ACH Transaction Type:

State or Province: IL 1099 Tax ID: 364230110

ZIP or Postal Code: 60675-1515

Nation:

Collects Tax: N COLLECTS NO TAXES

Check to mark invoice as a credit memo

Record: 1/1 <OSC>

Click in the box next to Credit Memo. **Note: this must be done before you page down.** Once you have left this block, you **CANNOT** return and check the Credit Memo box. If you forget and page down without checking the Credit Memo box you will need to delete the document and start over.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Commodity Info -Direct Pay/General Encumbrance- FAAINVE 8.4.B (EOUPRD)

Document: 10252481 Vendor: 910043241 Computer Discount Warehouse Government Inc ☐ Vendor Hold

Item: 1 of

Commodity: Credit for return of defective monitor

☐ Reverse Calculation

Amounts

Approved: 70.13

Discount: 0.00

Additional: 0.00

Net: 70.13

Indicators

Suspense: Y

Open or Paid: ☐

☐ Commodity Hold

☐ Access Completion

Check on to place commodity record on hold

Record: 1/1

Tab over once. Enter description of purchase. Note: even if there are several items, they must fit in this field, (i.e. Paper, envelopes and pens, could be entered as stationary supplies).

Tab to Approved Amounts and enter the Amount Due (less any shipping) from the vendor's invoice.

Tab to Additional Amounts and enter shipping charges from the vendor's invoice.

Net Amounts should equal to the Total Amount Due on the vendor's invoice.

NOTE: Even though this is a credit memo, the Approved and Net Amounts show as positive numbers.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Invoice Accounting Distribution FAAINVE 8.4.B (EOUPRD)

Document: 10252481 Vendor: 910043241 Computer Discount Warehouse Government Inc ☐ Vendor Hold

Item: Commodity: DOCUMENT ACCTG DISTRIBUTION Transaction Date: 26-OCT-2011

Commodity Record Count: 1 Accounting Record Count: 0

Sequence Number:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

G 12 ACA029 001202 206001 20204 30800 RPLC

Bank: B1 General Suspense Checking Income Type: NA

Currency Code:

	Commodity	%	Accounting
Approved:	70.13		70.13
Discount:	0.00		0.00
Additional:	0.00		0.00
Net:			70.13

Indicators

NSF Override: N

Suspense: N

NSF Suspense: A

Enter (P)ercent to calculate dollar amt based on percentage.

Record: 1/1 ... <OSC>

Enter Accounting Information (i.e. Index, Acct, Actv, etc).

Tab to Approved Accounting and enter amount to be charged to the Index/Acct.

Tab to Additional Accounting and add shipping if applicable. Net Accounting should reflect the total amount due on the vendor's invoice.

NOTE: Again, even though this is a credit memo, the Approved and Net Amounts show as positive numbers.

From here, write down the Document number, the account code and the index on the paper invoice.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: I0252481 ☐ Multiple Direct Pay

Vendor: 910043241 Computer Discount Warehouse Government Inc ☐ Vendor Hold

Balancing Completion FAAINVE 8.4.B (EOUPRD)

	Input	Exchange Rate	Converted
Amount:	70.13		

Amount Type	Header	Commodity	Accounting	Status
Approved:	70.13	70.13	70.13	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete:  In Process: 

Select to mark document incomplete and "In Process"

Record: 1/1 | | ... | | <OSC>

Click the box next to Complete to forward the invoice to Accounts Payable or In Process to save the document so you can work on it later.

After invoice is completed, please notify the Budget Authority that they need to approve it.

Be sure to send the credit memo originals to the Accounts Payable Office and keep a copy for your records.

How to delete an invoice

FAAINVE – Deleting an invoice

To delete an invoice from Banner

Type in the document number that you wish to delete (i.e. I0280987)

Oracle Fusion Middleware Forms Services: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.8.C (EOUPRD)

Document: NEXT Multiple Direct Pay

Vendor: 910038947 Bi-Mart Corporation Vendor Hold

Invoice/Credit Memo Header FAAINVE 8.8.C (EOUPRD)

Invoice Date: 30-JAN-2014 Transaction Date: 30-JAN-2014 Document Accounting

Check Vendor:

Address Code: VP Sequence Number: 2 Discount Code: Payment Due:

Address Line 1: remit all payments

Address Line 2: PO Box 2310

Address Line 3:

City: Eugene

State or Province: OR

ZIP or Postal Code: 97402

Nation:

Collects Tax: N COLLECTS NO TAXES

Bank: B1 General Suspense Checking

Vendor Invoice: 00357 5168

Direct Deposit Status: No IAT ACH Transaction Type:

1099 Tax ID: 954159373

Credit Memo

1099 Vendor

Direct Deposit Override

Text Exists

Enter vendor's invoice number.

Record: 1/1

Page down

Oracle Fusion Middleware Forms Services: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.8.C (EOUPRD)

Document: 10280742 Multiple Direct Pay

Vendor: 910038947 Bi-Mart Corporation Vendor Hold

Invoice/Credit Memo Header FAAINVE 8.8.C (EOUPRD)

Invoice Date: 30-JAN-2014 Transaction Date: 30-JAN-2014 Document Accounting

Check Vendor:

Address Code: VP Sequen

Address Line 1: remit all payments

Address Line 2: PO Box 2310

Address Line 3:

City: Eugene 1099 Tax ID: 954159373

State or Province: OR

ZIP or Postal Code: 97402

Nation:

Collects Tax: N COLLECTS NO TAXES

ACH Transaction Type:

General Suspense Checking

Credit Memo

1099 Vendor

Direct Deposit Override

Text Exists

Forms

All Commodity and Accounting records will be deleted

OK

All Commodity and Accounting records will be deleted

Record: 1/1 <OSC>

It will then pop up with this notification “*All Commodity and Accounting records will be deleted*” and click OK.

Your invoice has now been deleted.

Creating a PO

FPAPURR -- Purchase Order Creation

To create a Purchase Order (PO)

Note: Purchase Orders for less than \$1000 total may be ordered “confirming only” (i.e. you may place the order before the PO has been approved) as long as the vendor does not require a copy of the PO. If the Purchase Order is for \$1000 or more or the vendor requires a copy of the PO to place the order, the PO must be approved in Banner before the order is placed.

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order: NEXT

Enter NEXT or leave blank for automatic assignment or enter document number; press Next Field to activate COPY function.
Record: 1/1 | | ... | | <OSC>

Type *NEXT* in the Purchase Order: field.

Page Down

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Document Information FPAPURR 8.5.0.7.A (EOUPRD)

Purchase Order: NEXT Blanket Order: Transaction Date: 28-NOV-2011 Order Type: Regular

Order Date: 28-NOV-2011 In Suspense

Delivery Date: Comments: Document Text

Commodity Total: 0.00 Accounting Total: 0.00 Print Ind

☒ Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

☐ PO created from Requisition

Requisition Document Text: None

Buyer Code: ACC1

BO Termination Date:

☐ Rush Order

☒ NSF Checking

☐ Deferred Editing

Purchase Order Copied From:

Enter buyer code; [LIST] available; required for completion.

Record: 1/1 ... List of Valu... <OSC>

Type in your Buyer Code:

Page Down,

Page Down.

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Vendor FPAPURR 8.5.0.7.A (EOUPRD)

Purchase Order: P0009393 Blanket Order: Transaction Date: 28-NOV-2011 Order Type: Regular

Order Date: 28-NOV-2011 Delivery Date: Comments: In Suspense

Commodity Total: 0.00 Accounting Total: 0.00 Document Text

Print Ind Document Level Accounting

Document Information Request/Delivery Information Accounting Balancing/Completion

Vendor: Address Type: Address Sequence

Street Line 1: Street Line 2: Street Line 3:

Contact: Email: Discount: FOB Code: Tax Group: Class Code: Carrier: Currency:

Entity Name/ID Search (FTIIDEN)

Vendor Maintenance (FTMVEND)

Cancel

Zip or Postal Code: Area Code Phone Number Extension

Disbursing Agent

Record: 1/1 <OSC>

In the Vendor field, click down arrow, then click on Entity Name/ID Search

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Commodity/Accounting FPAPURR 8.5.0.7.A (EOUPRD)

Purchase Order: P0009393 Blanket Order: Transaction Date: 28-NOV-2011 Order Type: Regular

Order Date: 28-NOV-2011 In Suspense

Delivery Date: Comments: Document Text

Commodity Total: 0.00 Accounting Total: 0.00 Print Ind

Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Item	of	U/M	Tax Group	Quantity	Unit Price	Extended
		EA		2.00	124.8700	249.74

Commodity Description

HP LaserJet Printer Monochrome (P2035)

Commodity Text

Item Text

Add Commodity

Distribute

Commodity Line Total: 249.74

Document Commodity Total:

FOAPAL of Remaining Commodity Amount: NSF Override % USD

NSF Suspense Extended: Discount: Additional: Tax: FOAPAL Line Total: Document Accounting Total:

COA Yr Index Fund Orgn Acct Prog Actv Locn Proj

G

Enter discount amount of item.

Record: 1/1 <OSC>

Tab to Description and enter the description of the item you wish to order. Continue tabbing and enter U/M (ea, pg, dz), Quantity and Unit Price. The Extended amount and Totals fields will populate automatically. If you have more than one item to add, arrow down to get to next record and repeat the process.

When there is more information needed for the description than there is room to type in the Description field, you can enter information in Item Text. To do this, click on Options on the Toolbar and select Item Text. Click on the top Text field and add information as needed. Arrow down to access additional text fields. Click on the Save or F10 button, then the X or F12 on the Toolbar to save and exit

Page down

Oracle Developer Forms Runtime - Web: Open > FPAPURR - FOAPOXT

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.4 (EOUPRD)

Text Type: PO Code: P0009393 Change Sequence: Item Number:

Vendor: 910045526 Amazon.com LLC

Commodity Description:

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
CONFIRMING ONLY - ORDERED ONLINE		☒	10
=====		☒	20
For IT# 28317 -- MHCC		☒	30
Note: order will be shipped directly to:		☒	40
MHCC - EOU College of Ed & Business		☒	50
26000 SE Stark St., Gresham OR 97030		☒	60
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	

Checked for Print, Unchecked for No Print

Record: 5/6 | | | | <OSC>

Before completing the document you will need to add information regarding how the order will be placed and who initiated the order request to the Document Text.

To do this, click on Options on the Toolbar and select Document Text. Click on the top Text field and add the required information. The first line should include how the PO will be submitted – i.e.

Confirming Only – Order Placed Online, or Email Order to Budget authority.

Quotes and or Contract #s should go on the next line.

On the third line, note who the order is for, i.e. For AP 1234 – Haley McEnroe.

Any additional pertinent information such as special shipping instructions should be entered next.

If price quotes are required they should be entered on the next few lines. Be sure to note each company, who gave you the quote with their contact information, when they gave you the quote, the dollar amount of the quote and when the quote will expire. You will also need to uncheck the print box, because all checked lines of text will print on the PO form and quote information is confidential and should not appear on the printed PO. Once all the required information has been entered, click on the Save or F10 button, then the X or F12 on the Toolbar to save and exit.

Page down

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Balance/Completion FPAPURR 8.5.0.7.A (EOUPRD)

Purchase Order: P0009393 Blanket Order: Order Type: Regular
Order Date: 28-NOV-2011 Transaction Date: 28-NOV-2011
Delivery Date: Comments:
Commodity Total: 249.74 Accounting Total: 249.74
☐ In Suspense
☒ Document Text
☐ Print Ind
☒ Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Vendor: 910045526 Amazon.com LLC ☐ Vendor Hold
COA: G OUS EOU Chart Requestor: Helen Moore
Organization: 290201 ACC Computing Operations
Currency Code:
Exchange Rate: Commodity Record Count: 1
Input Amount: 249.74 Converted Amount:

	Header	Commodity	Accounting	Status
Approved Amounts:	249.74	249.74	249.74	BALANCED
Discount Amounts:	0.00	0.00	0.00	BALANCED
Additional Amounts:	0.00	0.00	0.00	BALANCED
Tax Amounts:	0.00	0.00	0.00	BALANCED

Complete: In Process:

Select to mark this Document "Complete".

Record: 1/1 | ... | <OSC>

Click the box next to Complete to forward the Purchase Order to the Approval Process or In Process to save the PO so you can work on it later.

Check status of PO via FOIDOC periodically and once it is approved print it out. If it needs to be sent to the vendor, scan, fax or mail a copy as required by vendor.

Printing a PO

FWAPORD -- Purchase Order Print

To Print a Purchase Order

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2.A (EOUPRD)

Process: FWAPORD Purchase Order Print Parameter Set:

Printer Control

Printer: Special Print: PORTRAIT Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Purchase Order Number	P0009394
02	Status	C
03	Buyer Code	

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Enter a P.O. number

Submission

☐ Save Parameter Set as Name: Description:

Choices in list 226
Record: 1/1 ... List of Valu... <OSC>

Printer Validation (GTVPRNT)

Find%

Code	Description
EO_PRINT86	Hoke - Student Activities
EO_PRINT87	Admissions - Cross
EO_PRINT88	Inlow Hall - Computer Center
EO_PRINT89	Inlow Hall - 012 Jon Norris
EO_PRINT92	Hunt Hall-Distance Ed Rm319
EO_PRINT93	Distance Ed - Paulson
EO_PRINT94	Admissions-IH 109B
EO_PRINT95	Hunt Hall-Distance Ed, rm B310

Find OK Cancel

Page Down

Click on the arrow on the Printer: box and select the appropriate printer (i.e. EO_PRINT25). Click OK.

Page Down

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2.A (EOUPRD)

Process: FWAPORD Purchase Order Print Parameter Set:

Printer Control

Printer: Special Print: PORTRAIT Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Purchase Order Number	P0009398
02	Status	C
03	Buyer Code	

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Enter a P.O. number

Submission

☒ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Save Entered Parameters; CHECK to save.

Record: 1/1 ... <OSC>

Tab to the Values box and enter the *PO Number* you wish to print.
Page Down and click on the Save Parameter Set as box.
 Click on the Save button on the toolbar or hit F10.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GUQINTF

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 8.3.0.2.A (EOUPRD)

Process: FWAPORD Purchase Order Print Parameter Set:

Printer Control

Printer: Special Print: PORTRAIT Lines: Submit Time:

Parameter Values

Number	Parameter	Value
01	Purchase Order Number	
02	Status	
03	Buyer Code	

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Enter a P.O. number

Submission

☒ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Saving current parameter values as user level defaults.

Record: 0/1 ... <OSC>

Click OK in the Forms (Saving current parameter values as user level defaults) box.

PO should print on the printer you designated.

If required, fax, email or mail the PO to vendor.

Canceling a PO

FPAPDEL – Purchase/Blanket Order Cancel

To delete a PO out of Banner – usually used if an order is cancelled after the PO has been approved in Banner.

Oracle Developer Forms Runtime - Web: Open > FPAPDEL

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Cancel FPAPDEL 8.4 (EOUPRD)

Purchase Order: P0009217 Blanket Order:

Purchase Order Cancel Date

☒ NSF Checking

Ordered Date: 27-JUL-2011

Delivery Date:

Vendor: 910043241 Computer Discount Warehouse Government Inc

Origin: BANNER

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
90.91	0.00	0.00	0.00	90.91

Check for (Yes). Record: 1/1 ... <OSC> 1/30

Type the PO number in the Purchase Order field.

Page Down

Click on Options on the toolbar, Access Completion Date

Oracle Developer Forms Runtime - Web: Open > FPAPDEL

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Cancel FPAPDEL 8.4 (EOUPRD)

Purchase Order: P0009217 Blanket Order:

Purchase Order Cancel Date

Record Count

Accounting: 1

Commodity: 1

Cancel Date: 25-OCT-2011

Reason Code:

Make Cancellation Permanent:

Enter cancel date and select Make Cancellations Permanent. (DD-MON-YYYY)

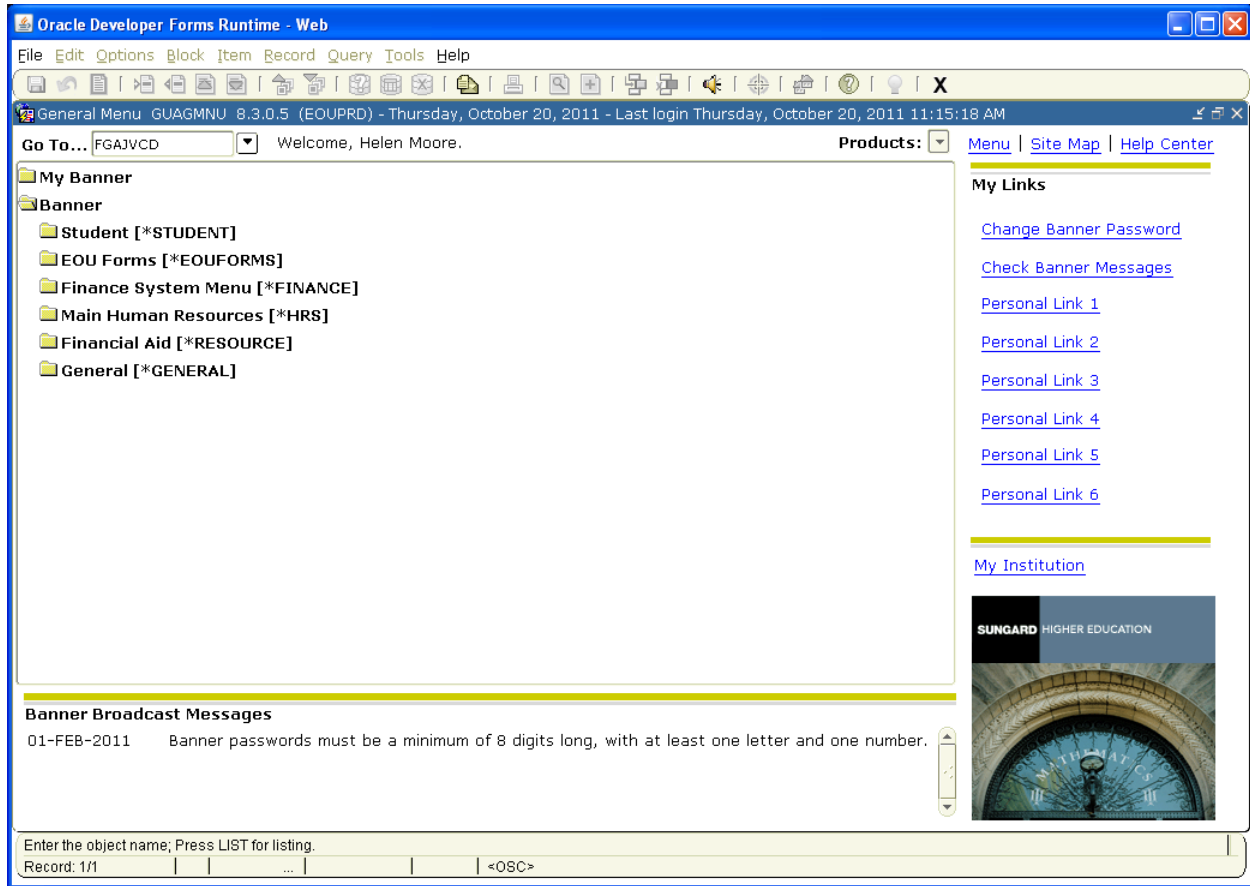
Record: 1/1 1/30

Today's date should default into the Cancel Date field. Change date if necessary (i.e. backdating).
Click on the button next to Make Cancellation permanent.

Be sure to make a note on your paperwork stating why the PO was cancelled and include any other pertinent information.

Processing a JV

FGAJVCD -- To bill another campus department for goods and/or services.



Oracle Developer Forms Runtime - Web: Open * FGAIJVC D

File Edit Options Block Item Record Query Tools Help

Journal Voucher Entry FGAIJVC D 8.4.B (EQU PRD)

Document Number: NEXT Submission Number: 0

Journal Voucher Document Header

Transaction Date: 26-OCT-2011

☐ Redistribute

☒ NSF Checking

☐ Defer Edit

☐ Document Text Exists

Document Total: 1.00

Distribution Total:

Document Status:

Create Source:

Backdate if necessary

Enter Document Hash Total for balancing.

Record: 1/1

Type *NEXT* in the Document Number: field and then (*Page Down*). Today's date will default into the Transaction Date: field. Change it only if you are backdating the document. (*Tab*) to Document Total and enter the total dollar amount of all entries; debits and credits.

Click on Options on the toolbar, then Document Text [FOATEXT].

Note: Each regular Journal Voucher must have at least two accounting records, one Debit and one Credit. The Amount of the Debit(s) must equal the Credit(s).

Tab once to Journal Type and enter 3JV1.

Tab again and G will default into the COA (Chart of Accounts) field.

Continue tabbing to fill in the Index, Acct Code, Actv (if applicable), and Amount you wish to charge. Tab to Debit/Credit and click on the down arrow. Choose Debit.

Tab to Description and enter a brief description of the charge. This is what will appear on the budget documents, so be as specific as possible in the small space allowed.

Tab to Document Reference and enter the reference document, such as Purchase Order # or Invoice #.

Note: when moving expenses from one account code to another, you will debit the correct account code and credit the wrong one. For charging indexes, debit the index you are charging and credit the index that you are moving it from.

Down Arrow to access the next record.

Oracle Developer Forms Runtime - Web: Open > FGJVCB

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGJVCB 8.4.B (EOUPRD)

Document Number: J0045050 Submission: 0 Document Total: 1.00

Status: Sequence: 2 Journal Type: 3JV1 JV W/O Encumbrance

COA Index Fund Orgn Acct Prog Actv Locn Project

G ACC024 090140 A4002

Percent: Amount: 8.36 Debit/Credit: Credit NSF Override

Description: Speakers for DSSML Laptop Bank Code: B1 Deposit:

Encumbrance Number: Item Number: Sequence: Action: (None) Commit Type:

Document Reference: IT#28024 Budget Period: Accrual Indicator Currency:

Gift Date: Number of Units:

Check to override Available Balance Editing

Record: 2/2 <OSC> 1/30

Repeat the process on Page 4 to enter the Index, Acct Code, Actv (if applicable), and Amount you wish to Credit, choosing Credit at the Debit/Credit field. Continue tabbing to enter the Description and Document Reference.

This process may be repeated until you have entered all the necessary accounting information.

Note: F4 copies the previous record. It is convenient to use this feature and just change the pertinent data. **Be careful when using F4 that you do change the necessary fields otherwise, you can end up crediting and debiting the same index/account.**

When you are finished, *Page Down*.

Oracle Developer Forms Runtime - Web: Open > FGJVC

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGJVC 8.4.B (EOUPRD)

Document Number: J0045050 Submission: 0 Document Total: 1.00

Status: Postable Sequence: 2 Journal Type: 3JV1 JV W/O Encumbrance

COA Index Fund Orgn Acct Prog Actv Locn Project

G ACC024 090140 A4002

Percent: Amount: 8.36 Debit/Credit: Credit NSF Override

Description: Speakers for DSSML Laptop Bank Code: B1 Deposit:

Encumbrance Number: Item Number: Sequence: Action: (None) Commit Type:

Document Reference: IT#28024 Budget Period: Accrual Indicator Currency:

Gift Date: Number of Units:

Completion FGJVC 8.4.B (EOUPRD)

★ Complete: In Process:

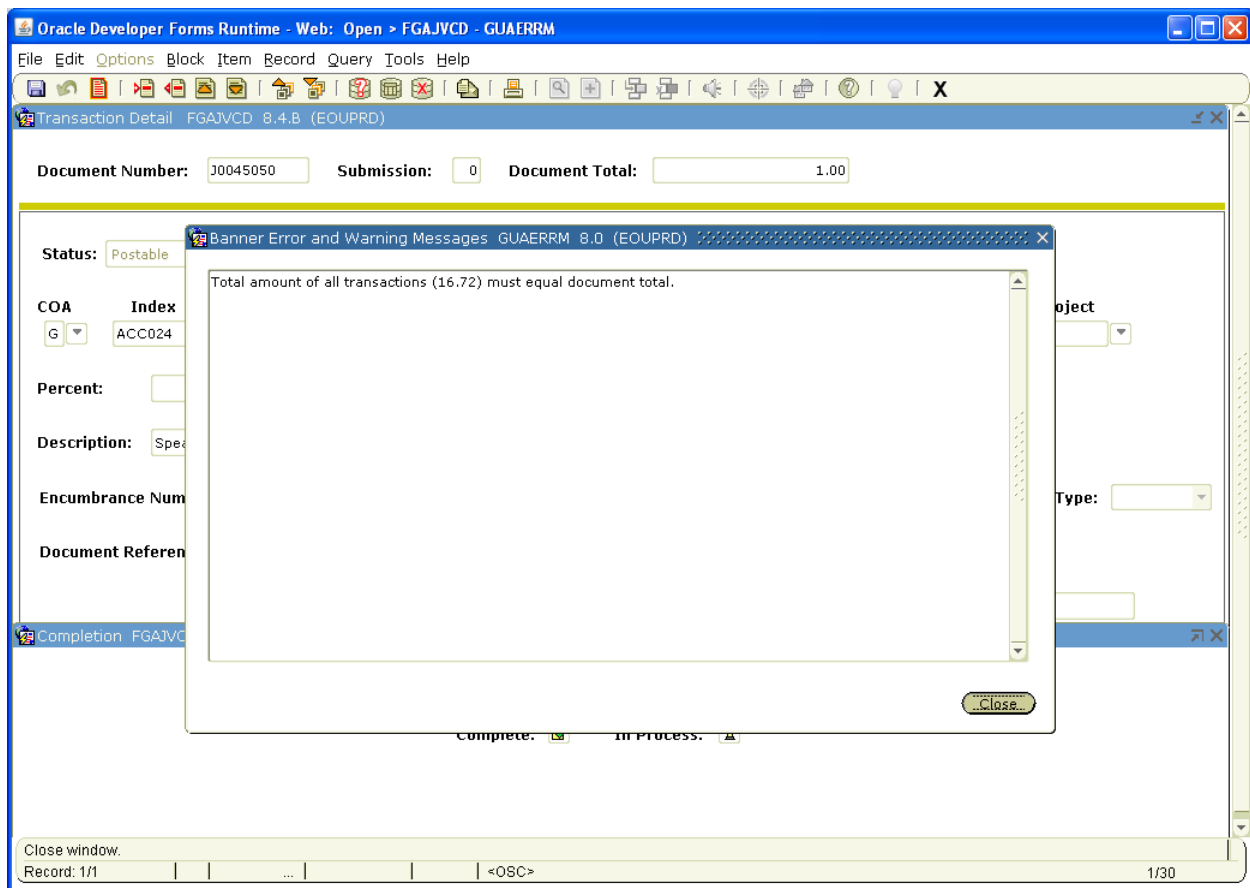
Select to keep Document Incomplete and "In Process"

Record: 1/1 <OSC> 1/30

Click the box next to Complete to complete the JV or In Process to save the document so you can work on it later. **Be sure to make a note of the JV number for your records.**

Note: Instructions for correcting various errors are on the following pages.

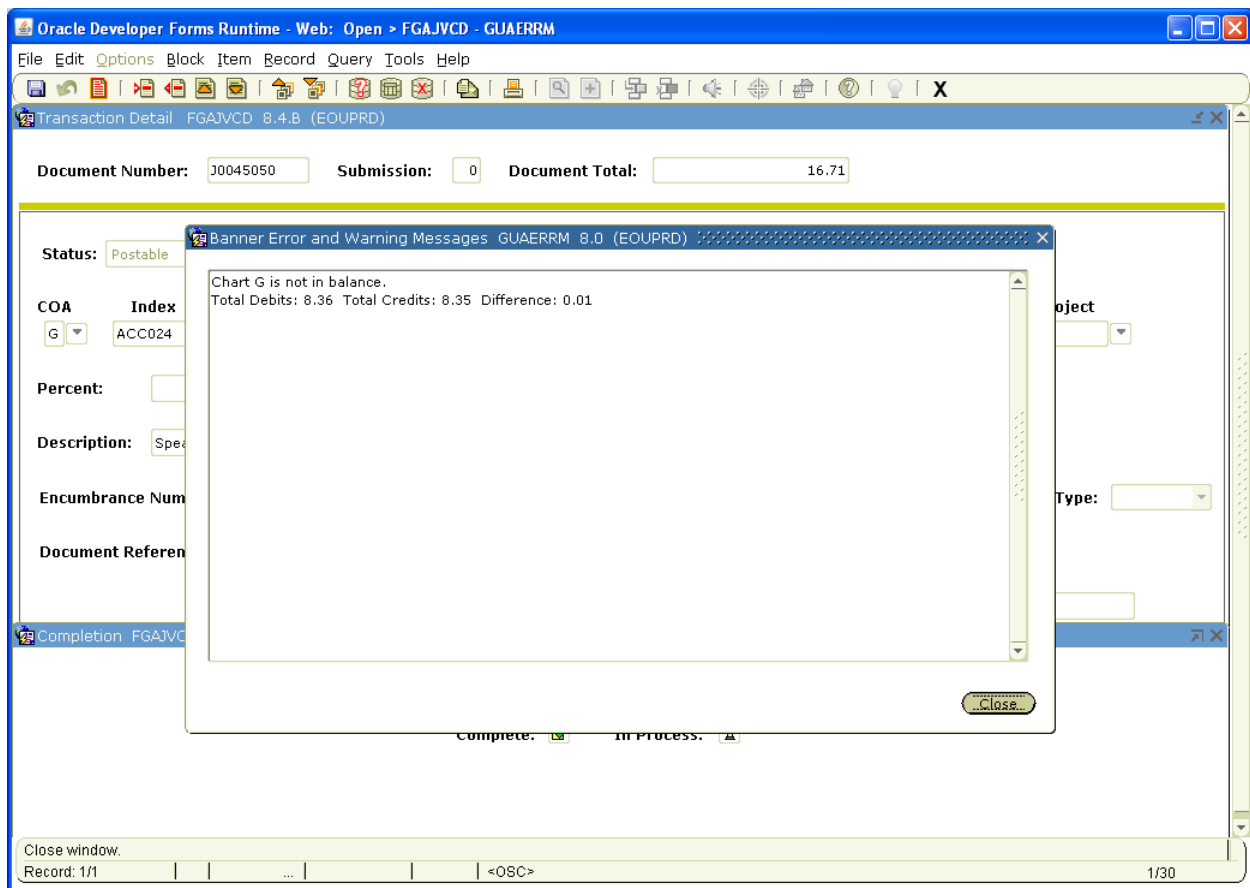
Be sure to notify Budget Authority(s) to approve the JV.



If you see this screen when you click on Complete, it means your Document Total on the opening page is incorrect.

To correct this, Close this screen, *Page Up*, *Tab* to Document Total and enter the correct amount.

Page Down twice and click on the box next to Complete.



If you see this screen when you click on Complete, it means your Debits and Credits are not equal amounts (they are not in balance).

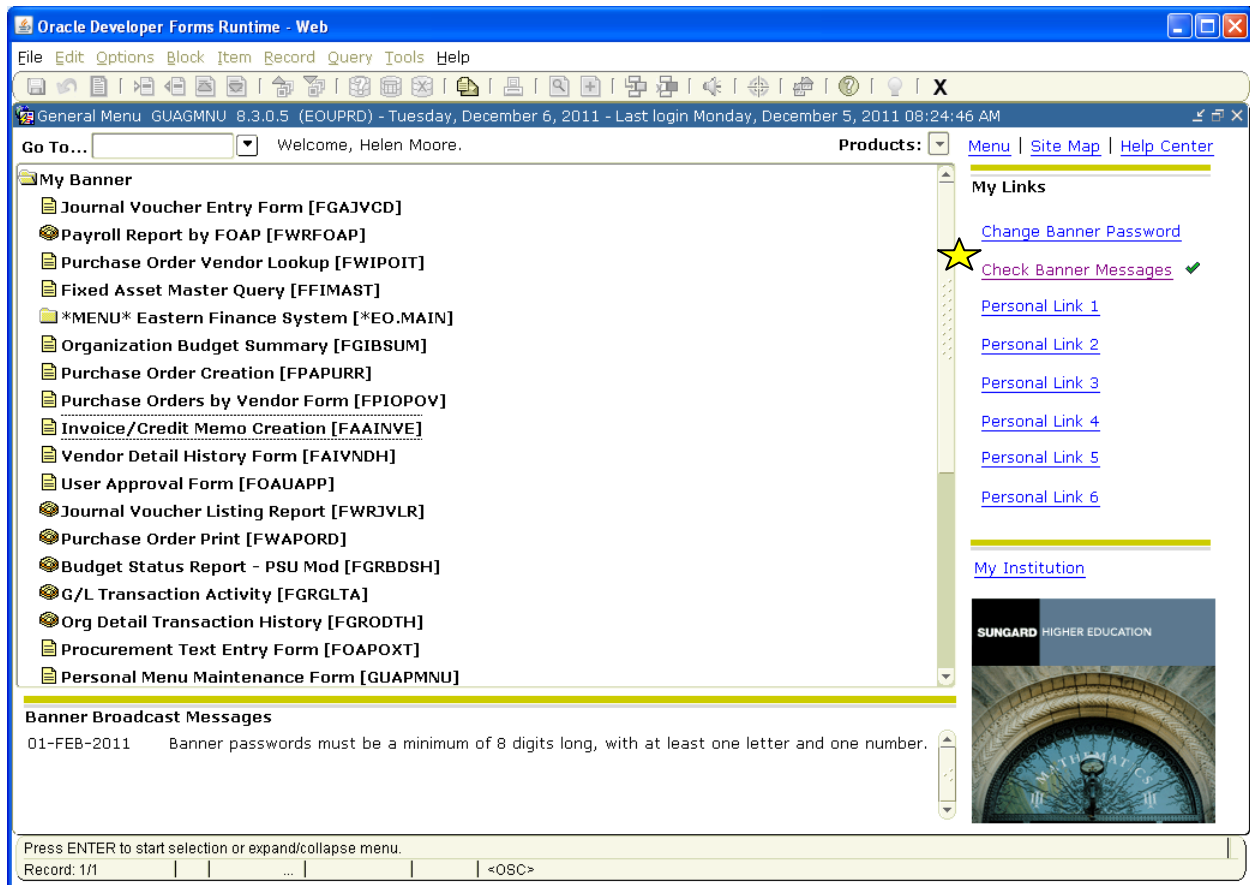
To correct this, Close this screen, identify which record is incorrect and enter the correct amount.

Page Down and click on the box next to Complete.

Notify Budget Authority to approve.

View/Delete Banner Messages

How to view and delete a Banner Message



If a document you have entered is disapproved, Banner will create a message to notify you of the disapproval. If you have a Banner message you will see a green checkmark next to Check Banner Messages.

Click on Check Banner Messages.

Oracle Developer Forms Runtime - Web: Open > GUAMESG

File Edit Options Block Item Record Query Tools Help

General Message GUAMESG 8.4 (EOUPRD)

Recipient: HMOORE Helen Moore Sender: HMCENROE Date: 06-DEC-2011 Time: 1112
 Message: DOCUMENT IS DISAPPROVED/ per your request. Source: FOAUAPP
 Reference ID: Item: I0254027
 System: F Finance System
 ★ ☒ Complete ☐ Pending ☐ Hold ☐ Confidential

Recipient: Sender: Date: Time:
 Message: Source:
 Reference ID: Item:
 System: ☐ Complete ☐ Pending ☐ Hold ☐ Confidential

Recipient: Sender: Date: Time:
 Message: Source:
 Reference ID: Item:
 System: ☐ Complete ☐ Pending ☐ Hold ☐ Confidential

Recipient: Sender: Date: Time:
 Message: Source:
 Reference ID: Item:
 System: ☐ Complete ☐ Pending ☐ Hold ☐ Confidential

Confidentiality Indicator;

Record: 1/1 | | | | <OSC>

Read the message and make notes of any important information (Item number, gist of the message, etc.) Once you have everything you need delete the message by clicking on Complete then Save on the tool bar or F10. The message is now deleted and you can exit the screen by clicking on the X on the toolbar or F12.

The check box beside Check Banner Messages should be gone.

View Document Status

FOIDOCH -- Document History

To view status of Purchase Order, Invoice or Check or to review a document after it has been paid and/or has gone through the final completion process.

Oracle Developer Forms Runtime - Web: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 8.5

Document Type: PO Purchase Order

Document Code:

Choose PO, INV, or CHK

Type Document, PO or Check Number

Invoice Status

Check Status

Purchase Order Status

Asset Tag Status

Asset Adjustment Status

Enter document code

Record: 1/1

Type Document Type in the Document Type box. i.e. *PO* for Purchase Order, *INV* for Invoice or *CHK* for Check.

Tab to Document Code:

Oracle Developer Forms Runtime - Web: Open > FOIDDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDDOCH 8.5.A (EOUPRD)

Document Type: PO Purchase Order

Document Code: P0009397

Invoice	Status

Check	Status

Purchase Order	Status
P0009397	C

Asset Tag	Status

Asset Adjustment	Status

Record: 1/1 | ... | <OSC>

Type the PO number, Invoice number or Check number in the Document Code box.

Page Down to view document status – C = completed, A = approved, O = open, P = paid. For definition of other Status Indicators, click on Options on the tool bar and select View Status Indicators.

Once PO is marked A, you can exit out of this screen by clicking on the X on the tool bar or hit F12 and going to FWAPORD to print it out.

If there is an O in the status box, it means someone has disapproved the document. If a document is disapproved, you will receive a Banner Message (under My Links) and will need to follow the instructions in the message to recomplete the document. It will need to go back through the approval process before you can print it out.

View Vendor History

FAIVNDH -- Vendor History

[illegible]

If you don't know the vendor code, click on the down arrow by vendor and click on **Entity Name/ID search**.

Do not hesitate to contact Accounts Payable with any questions you may have.

General –ext. 2-3664 or 2-3981

Travel – ext. 2-3856

PSA – ext. 2-3377