Accounts Payable
FIS Manual
# Table of Contents

Direct Pay Invoice .................................................................................................................. 3  
Regular Pay Invoice (keying against PO) ............................................................................. 11  
Credit Memo.......................................................................................................................... 19  
Creating a Purchase Order (PO).......................................................................................... 24  
Printing a PO......................................................................................................................... 34  
Canceling/Deleting a PO....................................................................................................... 38  
Processing a Journal Voucher (JV)..................................................................................... 41  
Approving a Document......................................................................................................... 50  
View/Delete Banner ............................................................................................................ 54  
View Document Status........................................................................................................ 57  
Vendor History...................................................................................................................... 60

Please contact Accounts Payable if you have any further questions. 2-3664
Direct Pay
Invoice
FAAINVE -- Direct Pay

To pay an invoice not paid against a Purchase Order

Type *NEXT* in Document field

If you don’t know the vendor code, click on the down arrow by vendor and click on **Entity Name/ID search**.
Click on `?` on the toolbar to Enter Query

Type name of the vendor in the **last name field**. Fields are case sensitive, use `%` as wild card at the end of the vendor name.
Click on button to the right of the ? on the toolbar to Execute the Query

Once the vendor ID is highlighted hit select on the tool bar.

If you cannot locate the correct vendor, try other variations of the name, (i.e. BiMart instead of BI MART). If you still cannot locate the vendor, contact Accounts Payable Office for assistance.

Page Down
Type in the date of the invoice from the vendor’s invoice in the Invoice Date field.

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.

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 dash, then invoice number. Example= PSA# 112163-4545

Page down
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 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.

*Page down*
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.

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

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.

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.

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 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 from the vendor’s invoice. If no invoice # is shown, enter the account number and invoice date.

Page down
Type *Y* in the **Select PO** field.

*Enter* to go to the PO Selection page
Click on boxes in Add column to choose items to be paid on this invoice. Those not added will be available to pay for later.

After all items you are paying for on this invoice have check marks beside them click the Save button on the toolbar.

Then click on the X button to go to the Commodity Information page.

Page Down
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.

Note: you will often receive several invoices for each PO and/or each item on a PO, (i.e. you order six batteries and get three separate invoices with two batteries on each invoice).

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

Page Down, then
Page Up.
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.

Page down
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.

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
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
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.

Page down
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.
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.

Type NEXT in the Purchase Order: field.

Page Down
Type in your Buyer Code:

Note: The IT Department Buyer Code is ACC1

Page Down,

Page Down.
In the Vendor field, click down arrow, then click on Entity Name/ID Search
Click on ? on the toolbar to Enter Query
Type Name of the Vendor in Last Name field. Fields are Case Sensitive – use % as wild card
Click on button to the right of the ? on the toolbar to Execute the Query. Highlight the ID of the correct vendor and click the Select button on the toolbar (vendor number and name will automatically populate the correct fields). If you cannot locate the correct vendor, try other variations of the name, (i.e. BiMart instead of BI MART). If you still cannot locate the vendor, contact Accounts Payable Office for assistance.

Page Down
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 button, then the X on the Toolbar to save and exit.

Page down
Enter Accounting Information (i.e. Index, Acct, Actv, etc). Tab to Extended and enter amount to be charged to the Index/Account. If you are charging more than one Index and/or Account, arrow down to get to next record and repeat the process.
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 button, then the X on the Toolbar to save and exit.

Page down
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 FOIDOCH 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
To Print a Purchase Order

Page Down

Click on the arrow on the Printer: box and select the appropriate printer (EO_PRINT88 for IT). Click OK.

Page Down
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.
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, then file the PO in the red accordion file in Helen’s Desk (top left hand drawer).
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.

Type the PO number in the **Purchase Order** field.

*Page Down*

Click on **Options** on the toolbar, **Access Completion Date**
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.

Go To... FGAJVCD (enter)
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].
Click on the top blank line under Text and enter information about the transaction you are processing. **Be concise, but enter enough that the department you are billing can understand what the charges are for.**

The last line of text should include your name and phone extension.

Put a checkmark (for each line of text) in the boxes under Print by clicking in each box. If there is no checkmark in the box, the corresponding line of text will not print.

Make a note of the JV number (Code), in case you need to reference it later.

Click on the Save button, then the X button on the Toolbar to save and exit FOATEXT.

*Page Down*
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 #.

Down Arrow to access the next record.
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**.
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.
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.
Approving a Document
FOAUAPP – User Approval

To approve an invoice that a Banner user has keyed in

Enter your User ID and tab over to **Document** if you know the document number (10281111 or J0004234 for example) of the transaction you are approving, *page down*. Only THAT document will be displayed.
If you don’t know the document number, type in your User ID, and page down. This will show all documents currently in your approval queue.
To view the document, click Detail.

FOQINVA includes the description of the purchase, the vendor as well as the accounting information and amount.

Once you have established that the document details are correct, exit out of this screen by clicking X. This will take you back to FOAUAPP, where you can click the green checkmark next to Approve. The document is now approved.
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 checkmark next to Check Banner Messages.

Click on Check Banner Messages.
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. The message is now deleted and you can exit the screen by clicking on the X on the toolbar.

The check box beside Check Banner Messages should be gone.
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.

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:
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 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
If you don’t know the vendor code, click on the down arrow by vendor and click on Entity Name/ID search.
Click on ? on the toolbar to Enter Query

Type name of the vendor in the last name field. Fields are case sensitive, use % as wild card at the end of the vendor name.
Click on button to the right of the question mark on the toolbar to Execute the Query.

Once the vendor ID is highlighted hit select on the tool bar.

If you cannot locate the correct vendor, try other variations of the name, (i.e. BiMart instead of BI MART). If you still cannot locate the vendor, contact Accounts Payable Office for assistance.

Page down

This will show all invoices that have been keyed to this vendor. You can view what has been used as invoice number, what account codes have been used, specific check numbers for invoices, and details of invoices.