

# Creating a Direct Payment for One Vendor Invoice or Credit Memo

## Using Document Level Accounting

*These instructions allow you to create a payment or credit memo for a Vendor (payee) with one invoice or credit memo, using Document Level Accounting.*

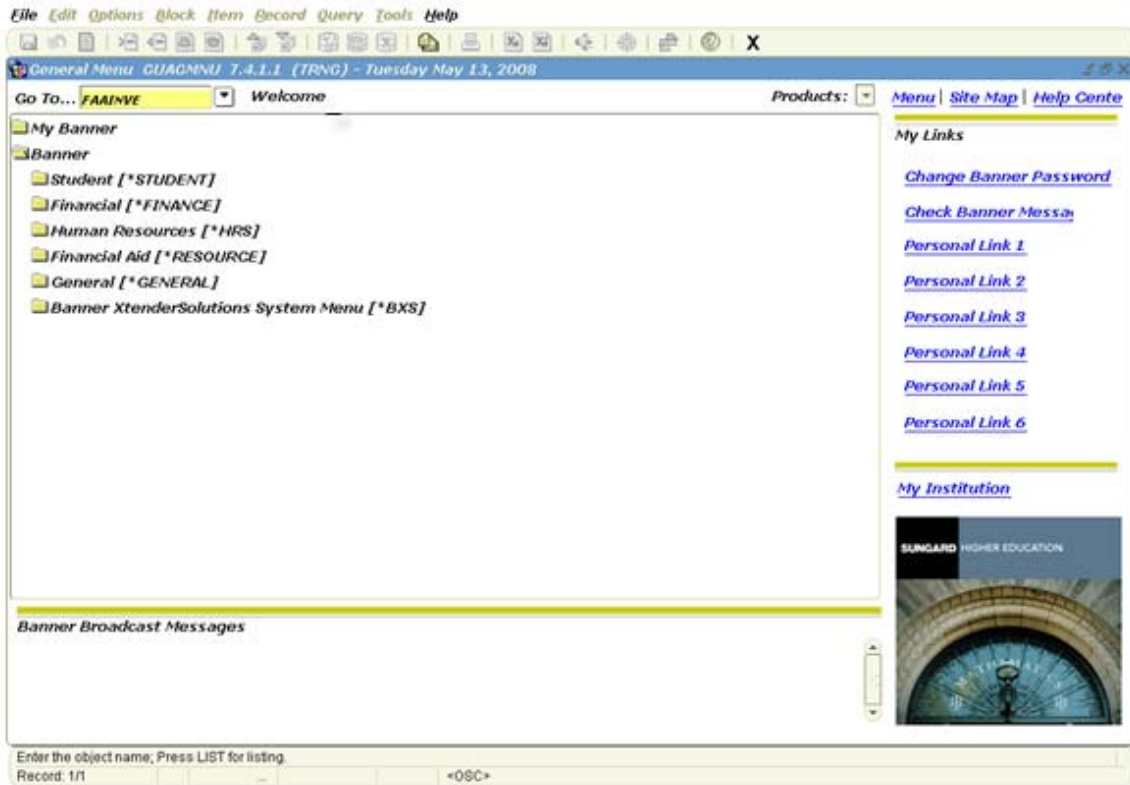
*Document Level accounting can be used when the FOAPAL(s) pay for the entire document (all the commodities or items added together), instead of specific commodities or items. **Document Level Accounting can only be used when none of the commodities or items should be tagged for inventory.** Supplies and equipment can be on the same document provided none of the items should be tagged for inventory.*

Shielded electrode.....	\$ 300.00	}	TOTAL.....	\$440.00	}	50% to FOAPAL 1
Adhesive disks.....	\$ 40.00					
Unshielded electrode.....	\$ 100.00					

*To create a Document Level Invoice/Credit Memo, you must know or have the following:*

- *The paper Vendor Invoice or Credit Memo or;  
Travel Voucher signed by only the person to be paid (with copy of Travel Request if applicable and all original receipts attached) or;  
Petty Cash Replenishment form or;  
Service Contract Invoice (contract is not needed as Procurement should already have it) or;  
Any other form used to make a payment*
- *The Accounting Stamp*
- *The vendor ID code or vendor name that exists in the Banner table. You can look up the Vendor in the Entity Name/ID Search (FTIIDEN) form. (If the vendor is known but does not exist, complete and submit the [Vendor Request \(VR\) Form](#) to Procurement Services.)*
- *The FOAPAL string(s) that you will charge*

- 1) Stamp your paperwork with the Accounting Stamp using red ink



- 2) On the Internet Native Banner (INB) menu enter FAAINVE in the 'Go To' box and press enter

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 7.3.0.4 (TRNG)

Document:   Multiple

Vendor:

Enter NEXT or leave blank for automatic assignment or enter document number; press NXTFLD.  
Record: 1/1 ... <OSC>


**IMPORTANT**



You must tab through each field so defaults and calculations will work.

**IMPORTANT**

Look at the help line on the bottom of each screen often as it shows helpful information and error messages.

- 3) Press  twice to go past 'Document' and 'Multiple' boxes. 'Next' will appear in the Document box to show Banner will create a Document Number. The 'Multiple' box will be blank.
- 4) Make sure 'Direct Pay' is shown and  past

- 5) Enter Vendor ID in Vendor box, press  and go to step #6. If you do not know your Vendor ID then do the following;





- a) Press  or click the search icon 
- b) Click on Entity Name/ID Search (FTIIDEN) to perform a Vendor Search

**IMPORTANT**

To select the one you want on a search form you must always double-click in the FAR LEFT column. In this case it is the ID Number column. Clicking in a different column does not always work.

Search is case sensitive so put Capital letter at beginning of name.

The % before and % after is the best way to search.

- c)  to the 'Last Name' field
- d) Enter a unique portion of the Vendor name, using mixed case with the wild card “%” before and or “%” after, as necessary. For example, if you are searching for the Vendor Office Depot, then enter Office% or %Depot%.
- e) Execute the query by pressing  or click the Execute Query icon  from the toolbar.
- f) Scroll down if necessary, to find the Vendor as listed on the paperwork
- g) Is your Vendor listed? If yes, then double-click in the 'ID Number' column of the Vendor you want, press  and go to step #6. If no, then go to the next step.
- h) Click the X, at the top of the block, twice to exit from the FTIIDEN and FAAINVE forms. Click No so you do not save changes.
- i) Complete and submit the [Vendor Request \(VR\) Form](#) to Procurement Services. When the Vendor is in the system you will have to start from step #2

- 6) Click the Next Block icon  or press  + 

**IMPORTANT**

The following Vendor information must match what is shown on the paperwork.

1) 'Check Vendor' is the Vendor the check is made payable to. It will be blank if the check is payable to the Vendor shown at the top of the screen. Use the same search method in step #5 to find and select a different one.

2) Address is the remittance address. Click the search icon in the Sequence Number box to find and select a different one. You must double-click in the Address Code box to select.

If you cannot find either one then exit this form by clicking the 'X' at the top of the block.

Then a **Vendor Request (VR) Form** must be completed and submitted to Procurement Services.

Start at step #2 again when the information is in the system.

- 7) Enter the date shown on your paperwork and press
- 8) past the Transaction Date as it defaults to today's date and should not be changed
- 9) Click the 'Document Accounting' box. **There should be a checkmark there.** Press
- 10) Verify the address shown matches the remittance address shown on the paperwork. If it does not you will have to change the Address Code or Sequence number to get the correct one.
- 11) Change or past the 'Check Vendor' box. See note at left.
- 12) Change the 'Address Code' if necessary and press
- 13) Change or past the sequence number
- 14) The 'Discount Code' should default in. Do not change this unless there is a discount shown on your paperwork. If there is then delete the discount code shown so the box is blank. You will enter the correct discount on the next screen. Press
- 15) The 'Payment Due' date should default in. Change the Payment Due date to match what is shown on your paperwork. If there is no 'Payment Due' date on your paperwork then set it for 30 days after the invoice date. **This is a required field.** Note: the Payment Due date cannot be before the Transaction date or you will see an error.
- 16) past the Bank box to leave it blank.

When entering, all dates are in the format of MMDDYYYY. Example: Enter 07012008 to see 01 JUL 2008

Enter T to see Today's date or click on the calendar icon to select a date.


To add text to the document click the Options menu, select 'Document Text'.

Input the text in the Text column. You can have up to 50 characters on a line. Press the Down Arrow key to continue on additional lines if necessary.

Put a checkmark in the Print box next to each used line so text will print with the document.

Click the Save icon to see a message at the bottom of the screen saying your records have been applied and saved.

Click the 'X' at the top of the block to return to the Invoice/Credit Memo (FAAINVE) form.


17) Enter the invoice number as shown on your paperwork and press . Banner will not allow duplicate numbers.

If there is no number, or the payment is for travel or a service contract then do the following and press ;

If there is **no invoice number** enter the Invoice date followed by the letter A. If you get a message saying this is a duplicate then enter the date followed by the next letter of the alphabet until you find one that has not been used. AA, BB, etc. can also be used.

If this payment is for **travel** then enter TR, the 3 initials of the person who is receiving the payment, and the Month, Month, Day, Day of the first day of travel. Example: John Robert Jones to be paid for a trip he left for on June 1<sup>st</sup> would be TRJRJ0601.

If this is to pay a **Service Contract** then you must enter the Contract Number that Procurement gave you. Do NOT enter the invoice number shown on your invoice.

18) If this is a Credit Memo then check the Credit Memo box. If it is a payment then leave this box blank. Press 

19) Ignore the 1099 Vendor box as this is used by Procurement Services or Accounting only

20) Click the Next Block icon  or press  + 

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 7.3.0.4 (TRNG)

Commodity Info - Direct Pay/General Encumbrance - FAAINVE 7.3.0.4 (TRNG)

Document: **10000475** Vendor: **V1** Office Max

Item:  of

Commodity:  5 Filing Cabinets

Reverse Calculation

Amounts

Approved:  500.00

Discount:  .00

Additional:

Net:  500.00

Indicators

Suspense:  Y

Open or Paid:

Hold

Access Completion


Enter additional amount.


Record: 1/1


To delete a commodity or item make sure the one you want to delete is shown. Then click 'Record' on the menu and select 'Remove'. Again click 'Record' and 'Remove' and it should be gone.


To see the next commodity or item you have entered click the Next Record icon or press the down arrow key. To see the previous one click the Previous Record icon or press the up arrow key.


21) **Write the Document number on the paperwork, where you put the stamp**

22)  past the first box to enter the description of your first commodity or item (include the quantity)



23)  to 'Approved' box and enter the dollar amount of first commodity or item

24)  to the discount box. This should default based on whatever you entered on the previous screen for the discount code. If you had to delete the code on the previous screen, so it was blank, then enter the discount amount here

25)  to enter the dollar amount of any additional fees, like shipping, for this commodity or item

26)  past 'Net' for automatic calculation

27) Do you have more commodities or items to enter? If no, go to step #28. If yes, do the following;

- a) Click the Next Record icon  or press the  key to give you a blank commodity screen
- b) Follow steps #22 to #27 to enter the rest of your commodities or items

28) Click the Next Block icon  or press  + 

**IMPORTANT**

University and Foundation Charts CANNOT be used on the same document. The COA number must be the same for every FOAPAL entered.

**IMPORTANT**











The FOAPAL must be entered in the order shown for the defaults to be shown.

**IMPORTANT**

Remember that commodities or items to be tagged for inventory CANNOT be entered on a Document Level accounting document. You must use Commodity Level accounting instead.

To delete a FOAPAL make sure the one you want to delete is shown. Then click 'Record' on the menu and select 'Remove'. Again click 'Record' and 'Remove' and it should be gone.








The FOAPALs entered now are for ALL of the commodities or items on this document.

- 29) To find a number for the FOAPAL you can search for it by clicking on the search icon. Click the Query icon to clear the information shown. Tab to the Code or Title box to enter a portion of the number or name you are looking for, using mixed case with the wild card “%” before and or “%” after. Tab to the Data Entry column and enter Y. Execute the query by pressing F8 or click the Execute Query icon. Select the one you want
- 30) The COA (Chart of Accounts) number default will be 1 for University funds. If this invoice/credit memo is to be paid with Foundation funds then enter 2.
- 31)  past the Year box as this will automatically default in for you
- 32)  past the Index box as this is not used
- 33)  twice to enter the Organization number
- 34)  to enter the Account number
- 35)  past the Program box. The Fund and Program numbers should automatically show up
- 36)  past the Activity box as this is not used
- 37)  past the Location as it is not used on Document Level Accounting
- 38)  past the Project box as this is not used
- 39) Put your cursor in the COA box and  through the rest of the FOAPAL boxes. This step is required to have your bank code default in
- 40) Your cursor should now be in the Bank box. This should show a bank code
- 41) Press  to see the description of the bank



The document can be paid with more than one FOAPAL.

If you want to delete this document and start again go to the screen that shows the invoice date. Then click 'Record' on the menu and select 'Remove'. Again click 'Record' and 'Remove'.  
  
You can do this at any time during the creation of the document.

- 42)  to % box – can type P here if you want to pay a percentage of the document total with this FOAPAL
- 43)  to 'Accounting' box – enter either the dollar amount or the percentage amount to be paid with this FOAPAL  
Or you can tab past and it will automatically enter the same amount shown in the Commodity column
- 44)  past the discount box for the discount to default
- 45)  to the Additional box to enter the dollar amount to be paid with this FOAPAL if applicable
- 46)  past the Net box for automatic calculation
- 47) Ignore the Income Type, currency code and Indicator boxes as these are not used
- 48) Did this FOAPAL pay ALL of the total cost for this document? If yes, then go to step #49. If no, then do the following;
  - a) Click the Next Record icon  or press the  key to bring up a blank FOAPAL string
  - b) Repeat steps #30 to #47 to enter another FOAPAL for this document
  - c) Repeat step #48 to enter more FOAPALs for this document until it is fully paid for. Then go to step #49

- 49) Click the Next Block icon  or press  + 

**IMPORTANT**

If the Status column does NOT show Balanced in all 3 boxes then the document is out of balance. Click the Previous Block icon or press the Control and Page Up keys to go back to the information entered and correct it.

If you cannot get the document to balance then make a note of the Document Number and click the 'In Process' icon so you can correct it later.

The document will not post to the FOAPAL until it is fully approved.

A document must be fully approved before the last day of the month or it will not go through. To fix this enter the document number in FAAINVE and click Next Block to go through and complete it again. It will go back through Approvals.

Amount Type	Header	Commodity	Accounting	Status
Approved:	25.00	25.00	25.00	BALANCED
Discount:	.00	.00	.00	BALANCED
Additional:	.00	.00	.00	BALANCED

- 50) Verify the Status column shows “BALANCED” in all 3 boxes for the Approved, Discount and Additional rows. If they do then click the ‘Complete’ icon. If they do not then see the note on the left.
- 51) Check that you have written the Document number, shown at the bottom of the screen, on the stamp you put on the paperwork.

Document I0000376 is completed and forwarded to the approval process

**SEND THE STAMPED PAPERWORK TO ACCOUNTING IF THE TOTAL AMOUNT IS LESS THAN \$2500 AND PAID WITH UNIVERSITY FUNDS. IF IT IS LESS THAN \$2500 AND PAID WITH FOUNDATION FUNDS SEND IT TO THE FOUNDATION OFFICE. IF IT IS MORE THAN \$2500 OR A SERVICE CONTRACT PAYMENT SEND THE PAPERWORK TO PROCUREMENT.**