

How to Modify A Direct Payment (Invoice/Credit Memo) That Has Been Completed AND Fully Approved

These instructions allow you to modify a direct payment (Invoice/Credit Memo document) that has been created, completed and fully approved.

To modify a fully approved Invoice/Credit Memo document you must know or have the following;

- *The document number*
- *Verified the status of the document is 'A' for fully approved. You can do this either by going to 'View Document' in Self-Service (SSB) or by looking on the 'Document by User (FOADOCU)' form in Internet Native Banner (INB)*
- *The Vendor name on the document*
- *The total Net amount paid*

- 1) On the Banner menu enter FAAINVD in the 'Go To' box and press enter to see the Invoice/Credit Memo Cancel form

IMPORTANT

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

IMPORTANT

You must know your Document Number before you start.

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Cancel FAAINVD 7.3 (TRNG)

Invoice: Purchase Order:

Invoice Date: NSF Checking Payment Due Date:

Vendor Invoice Number:

Vendor:

Blanket Order Remaining Balance:

Approved Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
<input type="text"/>	- <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text"/>

Enter Invoice document number and press NXTBLK
Record: 1/1 ... <OSC>

- 2) Enter the Document Number of the one you want to modify in the Invoice box

- 3) Click the Next Block icon  or press  + 

Using this method you can only modify those documents that have been **completed and fully approved**. If the document has not been completed or fully approved then you will see an error. If you are shown this error then you must follow the instructions on how to 'Modify Completed but Not Approved Invoice' (if it is not fully approved) or how to 'Modify an Incomplete Invoice' (if it is not complete).

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Cancel FAAINVD 7.3 (TRNG)

Invoice: 10000385 Purchase Order:

Invoice Date: 11-APR-2008 NSF Checking Payment Due Date: 11-APR-2008

Vendor Invoice Number:

Vendor: V1 Office Max

Blanket Order Remaining Balance:

Approved Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
25.00	.00	.00	.00	25.00

Record: 1/1 <OSC>

4) You should see the information that was entered on the original document. You cannot change any of this. Verify it matches the document you want to modify

5) Click the Next Block icon  or press  + 

In the Record Count box the 'Accounting' number shows how many FOAPALs are on this document.

The 'Commodity' number shows how many commodities or items are on this document.

When you check the 'Re-establish Indicator' box, and this cancellation process is completed, the status of the document will change from 'A' for Approved to 'I' for Incomplete.

If you do not check this box the document is cancelled and the status will change from 'A' for Approved to 'X' for Cancelled.

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Cancel FAAINVD 7.3 (TRNG)

Invoice: 10000385 Purchase Order:

Invoice Date: 11-APR-2008 NSF Checking Payment Due Date: 11-APR-2008

Vendor Invoice Number:

Vendor: V1 Office Max

Blanket Order Remaining Balance:

Approved Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
25.00	.00	.00	.00	25.00

Cancel Date: FAAINVD 7.3 (TRNG)


Record Count

Accounting: 1

Commodity: 1


Re-establish Indicator

Cancel Date: 14-APR-2008

Make Cancellation Permanent: 

Record: 1/1 <OSC>

6) Put a check in the 'Re-establish Indicator' box – this is very important! If you do not check the box then the document will be cancelled.

7)  to the Cancel Date if necessary. This will default to Today's date and should not be changed

8) Click the 'Make Cancellation Permanent' icon



File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Cancel FAAINVD 7.3 (TRNG)

Invoice: 10000385 Purchase Order:

Invoice Date: NSF Checking Payment Due Date:

Vendor Invoice Number:





Vendor:

Blanket Order Remaining Balance:

Approved Amount	-	Discount Amount	+	Tax Amount	+	Additional Charges	=	Net Amount
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

Cancellation successful. Cancelled invoice awaiting posting to the ledgers

Record: 1/1 <OSC>

- 9) You should see a message saying the Cancellation was successful.
- 10) Click the 'X' in the toolbar to exit from this form
- 11) To modify this document enter FAAINVE in the 'Go To' box on the Banner menu and press enter
- 12) Enter the document number and press 
- 13) You should see the Vendor that you entered when you created this document. You can change this if necessary
- 14) Click the Next Block icon  or press  + 
- 15) You should now be able to see the Header block with all your information as you originally entered it
- 16) You can go through each screen, as you did when you created the document and modify whatever you need to. Press the 'Complete' button when all is done and balanced.
- 17) When you have completed the document it will go through the approvals process again so if one person approved it previously (like the first approver) they will have to approve it again with the modifications you have made

End of Process