

How to Modify A Direct Payment (Invoice/Credit Memo) That Has Been Completed but NOT Fully Approved

These instructions allow you to modify a direct payment (Invoice/Credit Memo document) that has been created and completed but not fully approved.

To modify the Invoice/Credit Memo document you must know or have the following:

- *Verified the status of the document is 'C' for Complete. 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*
- *The Document number would be helpful but is not required*

- 1) On the Banner menu enter FOADOCU in the 'Go To' box and press enter to see the Document by User form





IMPORTANT

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

Here you will select the document you want to modify and deny it to make it incomplete.

When it is incomplete you can then go to the FAAINVE form to modify it.

You do not need your document number as this will show all of your documents.

- 2)  to the COA box. If you want to modify a document paid with University funds verify the COA is number 1. If it is paid with Foundation funds verify the COA is number 2
- 3) Click the Next Block icon  or press  +  to see all your documents

The document number for all invoices or credit memos start with an 'I' and the type is 'INV'.

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 Status column. Clicking in a different column does not always work.




Document by User: FOADOCU 7.3.0.1 (TRNG)

Original User ID: Name COA: I Fiscal Year: 08 Document Type: Document: Status: Activity Date From: Activity Date To:

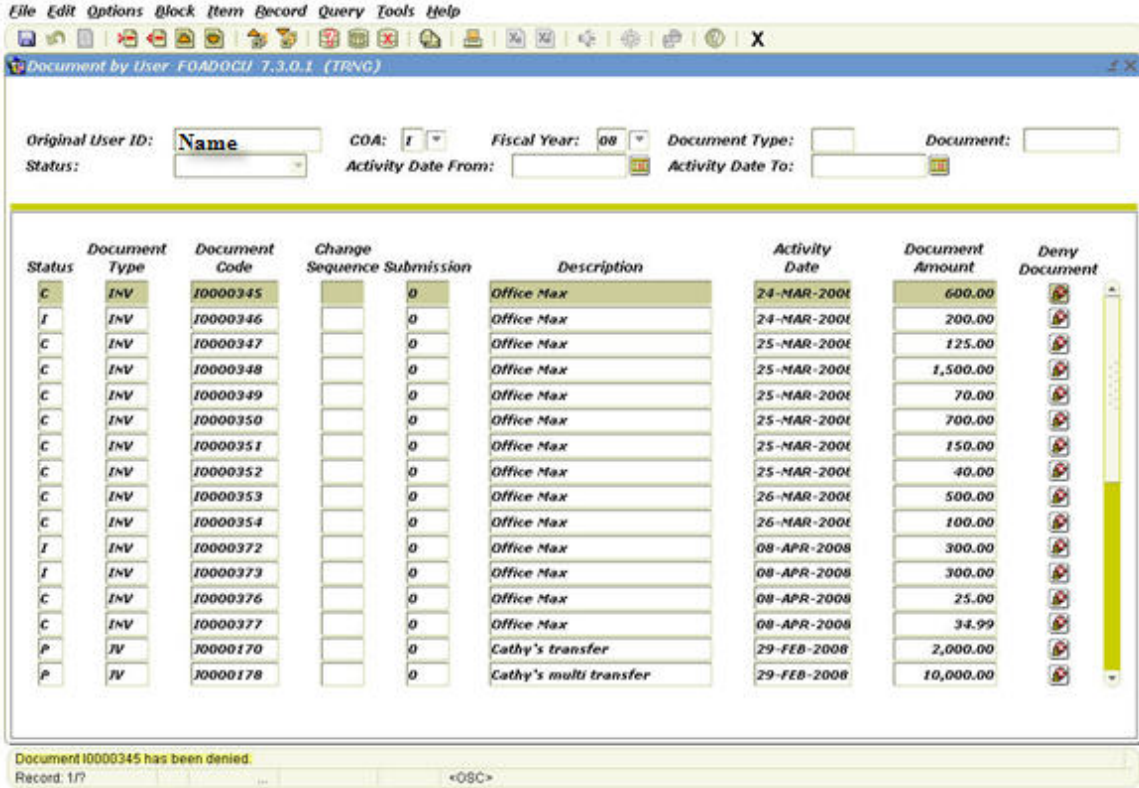
Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	INV	10000345		0	Office Max	24-MAR-2008	600.00	
I	INV	10000346		0	Office Max	24-MAR-2008	200.00	
C	INV	10000347		0	Office Max	25-MAR-2008	125.00	
C	INV	10000348		0	Office Max	25-MAR-2008	1,500.00	
C	INV	10000349		0	Office Max	25-MAR-2008	70.00	
C	INV	10000350		0	Office Max	25-MAR-2008	700.00	
C	INV	10000351		0	Office Max	25-MAR-2008	150.00	
C	INV	10000352		0	Office Max	25-MAR-2008	40.00	
C	INV	10000353		0	Office Max	26-MAR-2008	500.00	
C	INV	10000354		0	Office Max	26-MAR-2008	100.00	
I	INV	10000372		0	Office Max	08-APR-2008	300.00	
I	INV	10000373		0	Office Max	08-APR-2008	300.00	
C	INV	10000376		0	Office Max	08-APR-2008	25.00	
C	INV	10000377		0	Office Max	08-APR-2008	34.99	
P	JV	10000170		0	Cathy's transfer	29-FEB-2008	2,000.00	
P	JV	10000178		0	Cathy's multi transfer	29-FEB-2008	10,000.00	

Record: 1/7

IMPORTANT
The status of the document you want to modify must be 'C' for Completed.
If the status is 'A' then it has been fully approved. Follow steps to 'Modify completed and approved invoice'.
If the status is 'I' then it is Incomplete. You can go straight to the FAAINVE form, enter your document # and modify it.
If the status is 'X' then it has been cancelled and no longer exists. You must create a new document in the FAAINVE form.

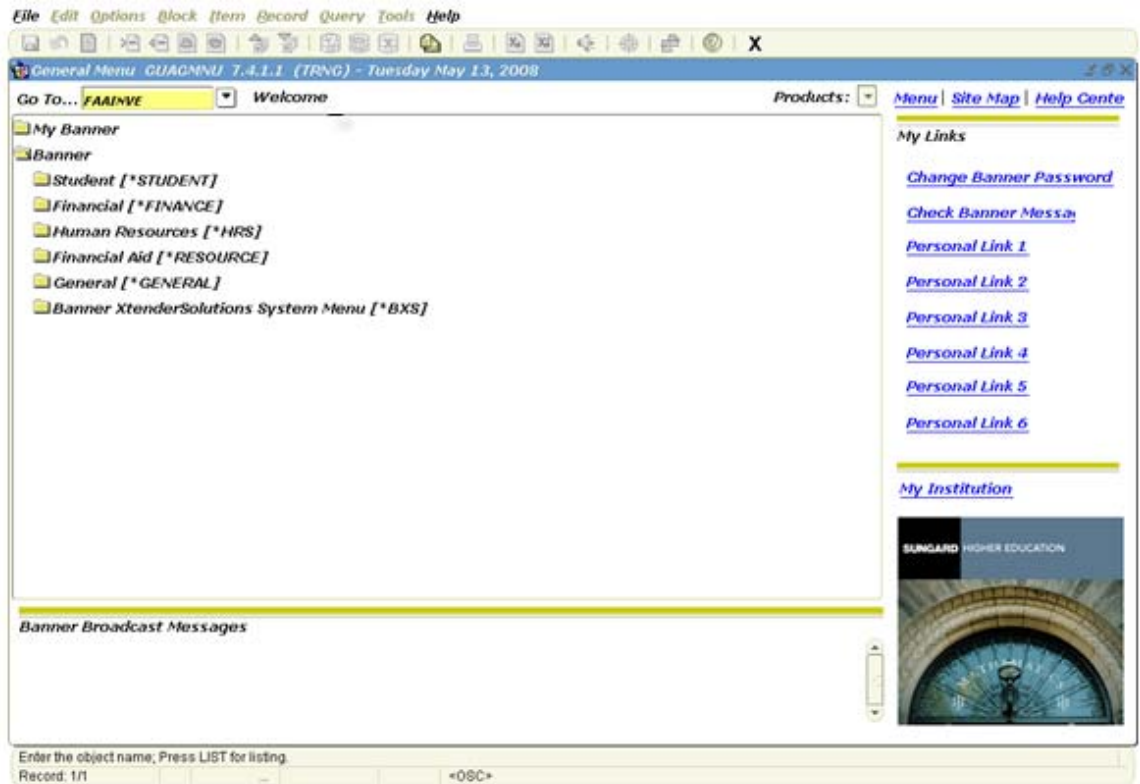
- Using the scroll bar or  and  keys find the invoice or credit memo you want to modify
- Click the line the document is on to highlight the Invoice or Credit Memo you want
- Click the Deny Document icon  (on the far right of the line) and the bottom of the screen should say 'Document Ixxxxxx has been denied'. If the Deny Document icon is grayed out then check the status. It may be grayed out because the status is not 'C'. Or it may be because you are not the creator of the document. Only the creator can deny the document. An approver can disapprove it to accomplish the same thing (this is done while in 'Approve Documents').
- Write this document number down

FOADOCU can also be used to find a document number if you forgot to write it down. A document type of INV is a payment or credit memo. REQ is a requisition. JV is a budget transfer (on reports it can also be an Inter-account bill or journal entry).

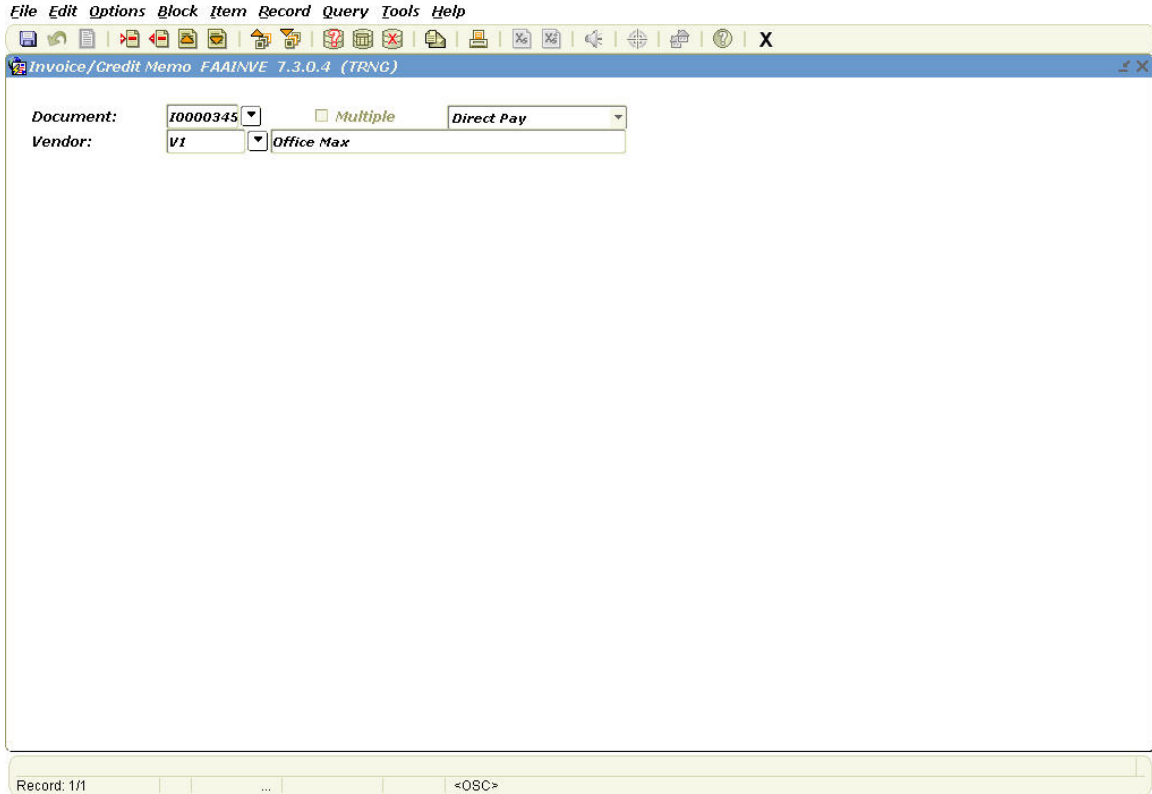


- 8) Close the form by clicking on the 'X' in the toolbar
- 9) You should now see the Banner Menu again. You have made your document Incomplete and are ready to modify it.

- 10) Type FAAINVE in the Go To box and click enter to see the Invoice/Credit Memo form



- 11) Enter the document number of the one you just denied and press



12) You should now see the Vendor that you entered when you created this document. You can change this if necessary

13) Click the Next Block icon  or press  + 

14) You should now be able to see the Header block with all your information as you originally entered it

15) 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.

16) When you have completed the document it will go through approvals.

End of Process