# Accounts Payable FIS Manual



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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**.

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Enter a query; press F7 to execute, F12 to cancel.	<0SC>								

Click on <u>? on the toolbar</u> to Enter Query

Type name of the vendor in the <u>last name field</u>. Fields are case sensitive, use % as wild card at the end of the vendor name.

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ID. Press Edit to change Ordering of Records.	-	•									
Record: 1/1	<0SC>										

Click on button to the right of the ? <u>on the toolbar</u> 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

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Address Code:	VP  Sequence Number: 1 Discount Code: Payment Due: 26-OCT-2011	
Address Line 1: Address Line 2: Address Line 3: City: State or Province: ZIP or Postal Code: Nation: Collects Tax:	dba Eastern Office Solutions         PO Box 757         La Grande         P7850         Product remit address from vendor invoice         N COLLECTS NO TAXES	Je:
Enter invoice date(DD-MON	N-YYYY)	Î)
Record: 1/1	<0SC>	

Type in the date of the invoice from the vendor's invoice in the <u>Invoice Date</u> field.

### Tab to <u>Transaction Date</u> 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 <u>Address</u> matches the Remit To: address on the vendor's invoice. If it does not, Click on the arrow next to the <u>Sequence Number</u> 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 <u>Payment Due</u> field and enter the Due Date. Note: Checks are cut every Wednesday – the <u>Payment Due</u> 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 <u>Payment Due</u>.

Tab to <u>Vendor Invoice</u> 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

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🙀 Invoice/Credit Memo FAAINVE 8.4.B (EOUPRI	) ((
🙀 Commodity Info -Direct Pay/General Encumbra	nce- FAAINVE 8.4.8 (EOUPRD) 3000000000000000000000000000000000000
Document: 10252457 Vendor: 910016 Item: 1 of Service & R Commodity: Service & R	257 Dunlap, Raymond K. Enter description of purchase, so A/P knows what you are paying for apair HP CP4005N in Learning Center ▼
Amounts Approved: 265.50 Discount: 0.00 Additional: 0.00 Net: 265.50	Entire amount of invoice - shipping       Suspense:       Y         Open or Paid:       Open or Paid:         Shipping Costs if applicable       Commodity Hold         Access Completion
Enter Commodity Code and press NXTFLD	
Record: 1/1	<0SC>

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 <u>Approved</u> 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.

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Document:       I0252457       Vendor:       910018257       Dunlap, Raymond K.       Vendor Hold         Item:       Commodity:       DOCUMENT ACCTG DISTRIBUTION       Transaction Date:       25-0CT-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 💌
Commodity       Accounting         Approved:       265.50         Discount:       0.00         0.00       0.00         Indicators         Additional:       0.00         Suspense:       N         Net:       265.50
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ecord: 1/1   <0SC>

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

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

Tab to <u>Additional</u> Accounting and add shipping if applicable. <u>Net Accounting</u> 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.

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Click the box next to <u>Complete</u> to forward the invoice to Accounts Payable or <u>In Process</u> 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

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Type in Next in Document field

Tab twice, click <u>down arrow</u> in the <u>Direct Pay</u> box and select *Regular* 

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

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Enter vendor's invoice numb	or			
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Type in the date of the invoice from the vendor's invoice in the Invoice Date field.

Tab to <u>Transaction Date</u> 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 <u>Address</u> matches the Remit To: address on the vendor's invoice. If it does not, Click on the arrow next to the <u>Sequence Number</u> 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 <u>Payment Due</u> field and enter the Due Date. Note: Checks are cut every Wednesday – the <u>Payment Due</u> 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 <u>Payment Due</u>.

Tab to <u>Vendor Invoice</u> field. Enter the vendor's invoice number from the vendor's invoice. If no invoice # is shown, enter the account number and invoice date.

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Quantity Ordered: Prev Invoiced: Accepted: Invoiced: Approved: Discount: Additional: Net:	Unit Price	Extended Price	Indicators Override Tolerance: Hold: Final Payment: Last Receiver: Suspense: Open or Paid: Text Exists:	Access Completion
Enter Y and NEXT FIELD to select f	PO's items/NEXT BLOCK to que	ry selected items.   <0SC>		L

Type Y in the <u>Select PO</u> field.

*Enter* to go to the PO Selection page

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Item     Code       1	Commodity Description My Book WDBACW0020HBK - hard drive - 2	Text       U/M         Exists       U/M         IIII       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Quantity           2.00	Unit Price 92.99	Add	

Click on boxes in <u>Add</u> 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 <u>Save</u> button on the toolbar.

Then click on the  $\underline{X}$  button to go to the Commodity Information page.

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Enter Commodity Co	de and press				
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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 <u>"Quantity"</u> and/or <u>Unit Price</u>" Invoiced and <u>"Quantity"</u> and/or <u>Unit Price</u>" 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 <u>Additional</u> to add shipping if applicable. Use arrow keys to move between multiple items on one invoice.

Page Down, then Page Up.

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Invoice Accounting Distribution FAAINVE 8.4.B (EOUPRD) 000000000000000000000000000000000000	
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	202
COA         Year         Index         Fund         Orgn         Acct         Prog         Actv         Locn         Proj           V         V         V         V         V         V         V         V         V           I2         ALB029         001100         285057         20204         30001         Image: Constraint of the second sec	
Bank: B1 General Suspense Checking Income Type: NA	2
Commodity % Accounting	
Approved: 185.98 185.98	
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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 <u>Approved</u> field is correct for each index, including shipping (showing up in <u>Additional</u> field). Make any necessary adjustments.

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Additional:	0.00	0.00	0.00	BALANCED	
					8
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	Complete: 🛃 🛛 In Pi	ocess: 🔟			
WARNING : Budget i	is exceeded for sequence 1				
Record: 1/1		<08C>			

Click the box next to <u>Complete</u> to forward the invoice to Accounts Payable or <u>In Process</u> 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.

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Invoice Date:	17-OCT-2011	te: 26-0CT-2011	🗹 Document Accounting	
Check Vendor:				
				1
Address Code:	VP Sequence Number: 1	Discount Code:		
		Payment Due:	02-NOV-2011	
Address Line 1:	CDW Government			
Address Line 2:	75 Remittance Drive Ste 1515	Bank:	B1 General Suspense Checking	
Address Line 3:		Vendor Invoice:	1020242	
		Direct Deposit Status:	No IAT ACH Transaction Type:	
City:	Chicago		364230110	
State or Province:		$\sim$	Credit Memo	
ZIP or Postal Code:	60675-1514		☑ 1099 Vendor	
Nation:			Direct Deposit Override	
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Check to mark invoice as a	credit memo			L)

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

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Document:	10252481 Vendor:	910043241 Computer Discount Ware	house Government Inc	🗆 Vendor Hold	
Item: Commodity:	1 of Cred	t for return of defective monitor			
	Reverse Calculation				
Amounts			Indicators		
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Discount:	0.00		Open or Paid:		
Additional:	0.00				
			Commodity Hold		
Net:	70.13		Access Completion	DN	
Check on to place	commodity record on hold				
Record: 1/1		<0SC>			)

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 <u>Approved</u> 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 <u>Approved and Net</u> Amounts show as positive numbers.

🚳 Oracle Developer Forms Runtime - Web: Open > FAAINVE	
Eile Edit Options Block Item Record Query Tools Help	
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🙀 Invoice/Credit Memo FAAINVE 8.4.8 (EOUPRD) 🖉	×
🙀 Invoice Accounting Distribution FAAINVE 8.4.B (EOUPRD) 2000000000000000000000000000000000000	×
Document:       I0252481       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:       Image: Commodity Count:       0	
COA Year Index Fund Orgn Acct Prog Actv Locn Proj	
Bank: B1 General Suspense Checking	
Commodity % Accounting Currency Code:	
Approved: 70.13 70.13	
Discount: 0.00 0.00 Indicators	
Additional: 0.00 0.00 NSF Override: N	
Suspense:     N       Net:     70,13     NSF Suspense:     A	
Enter (P)ercent to calculate dollar amt based on percentage.         Record: 1/1                 <osc></osc>	

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

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

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

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

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Eile Edit Options	Block Item Record Query	Tools Help			
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🙀 Invoice/Credit N	Memo FAAINVE 8.4.8 (EOUPI	RD)			× ≥
Document: Vendor:	10252481 V M	ultiple Direct Pay	t Inc		
Amount: [	Input	Exchange Rate	Converted		× × •••••••••••••••••••••
Amount Type	Header	Commodity	Accounting	Status	
Approved:	70.13	70.13	70.13	BALANCED	8
Discount:	0.00	0.00	0.00	BALANCED	
Additional:	0.00	0.00	0.00	BALANCED	
Select to mark docu	Complete: 💽 In P	rocess: 🕱			
Record: 1/1		<0SC>			L

Click the box next to <u>Complete</u> to forward the invoice to Accounts Payable or <u>In Process</u> 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.

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🙀 Purchase Order FPAPURR 8.5.0.7.A (EOUPRD) 000000000000000000000000000000000000	: × 🖻
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   <0SC>	

Type NEXT in the Purchase Order: field.

Page Down

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Eile Edit Options Block Item Record Query Too	ols Help			
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🙀 Purchase Order Entry: Document Information FP	APURR 8.5.0.7.A (EOUPRD)			0000000000000 🗹 × 🔼
Purchase Order: NEXT Order Date: 28-NOV-2011 Delivery Date: Commodity Total: 0	Blanket Order: Transaction Date: Comments: .00 Accounting Total:	28-NOV-2011	Order Type: In Suspense Document Text .00 Print Ind Document Leve	Regular 🔻
Document Information Requestor/Delivery Inform	nation Vendor Informatio	n Commodity/Accounting	Balancing/Completion	
PO created from Requisition         Requisition Document Text:         None         Buyer Code:	¥			
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	<08C>			

Type in your Buyer Code: Note: The IT Department Buyer Code is ACC1

Page Down,

Page Down.

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🙀 Purchase Order Entry: Ve	ndor FPAPURR 8.5.0.7.A (	EOUPRD)				≚ × 1≏
Purchase Order: P000	19393	Blanket Order:			Order Type:	Regular 🔻
Order Date: 28-N	IOV-2011 🎹	Transaction Date:	28-NOV-2011 🏛		In Suspense	
Delivery Date:		Comments:			Document Tex	t
Commodity Total:	0.00	Accounting Total:		0.00	Print Ind	-1.4
					Vocument Lev	el Accounting
	🧖 Op	tion List 0.0000000000	000000000000000000000000000000000000000	untin a la pata	unio e 70 constation	
Document Information Ri	equestor/Delivery Inf	ntity Name/ID Search (	FTIIDEN)	unting Bala	ncing/Completion	
Vandom	<u> </u>	endor Maintenance (F	TMVEND)	- Vondor II	ald	
	Address Seque			Venuor Hu	biu	
Hudress Type.	Hulless Seque					
Street Line 1:				Zino	r Postal Code:	
Street Line 2:						
Street Line 3:				Area Code	Phone Number	Extension
			Capcel			
Contact:						
Email:						
Discount:				J		
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Tax Group:			Disbursing Agent			
Class Code: 📃 💌						
Carrier:						
Currency:						
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Record: 1/1		<0SC>				L

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

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ID Last Name	First Name	Middle Name	Entity Change Ind Ind	v	F	A G	Р	Туре	
Amazon%           Image: Second Secon									
Enter a query; press F7 to execute, F12 to cancel. Record: 1/1   Enter-Qu	<0SC>								

Click on <u>? on the toolbar</u> to Enter Query Type Name of the Vendor in <u>Last Name</u> field. Fields are Case Sensitive – use % as wild card

Gracle Develo File Edit Optic Entry Name/ Entry Name/ Vendors	oper Forms Runtime - Web: Oper ons Block Item Record Query Per Tem Record Query Per Tem Record Second Second Second Second To Search FTIIDEN 8.4 (EOUPR Grant Pe ed Vendors Proposal	rsonnel	「	rs cial Manage	ers	<u>] (</u>	X ]	encies I			******	- D
ID	Last Name	First Name	Middle Name	Entity Cl Ind	hange Ind	v	F	А	G	Р	Туре	
910045526 G10010973 V00005630 	Amazon.com LLC Amazon.com LLC Amazon.com LLC											
V - Vendors ID. Press Edit to Record: 1/3	F - Financial Managers A - change Ordering of Records.	Agencies G - Grant Person	nel P-Prop	iosal Persoi	nnel							

Click on button to the right of the ? on the toolbar to Execute the Query

Highlight the <u>ID</u> of the correct vendor and click the <u>Select button on the toolbar</u> (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

🔹 Oracle Developer Forms Runtime - Web: Open > FPAPURR				
File Edit Options Block Item Record Ouery Tools Help				
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Purchase Order Entry: Commodity/Accounting FPAPURR 8.5.0	.7.A (EOUPRD)			oooooooooooooooooooooooooooooooooooooo
Purchase Order: P0009393 Blanket	Order:		Order Typ	e: Regular 🔻
Order Date: 28-NOV-2011 🧰 Transac	tion Date: 🛛 🛛	28-NOV-2011 🧰	🗆 In Susp	ense
Delivery Date: 📃 🔲 Commer	its:		Docume	ent Text
Commodity Total: 0.00 Account	ing Total:		0.00 Print In	d
			🗹 Docume	ent Level Accounting
Document Information Requestor/Delivery Information Ver	idor Information	Commodity/Ad	counting Balancing/Completi	ion
U/M Tax Group	Quantity	Unit	Price	
Item of EA V	2.0	uu X	124.8700 = Extended:	249.74
Commodity Description			Discoult: Additional:	0.00
	Commodity To	out	Audicondi. Tav	0.00
HP LaserJet Printer Monochrome (P2035)	Item Text	-01	Commodity Line Total:	249.74
	Add Commodif	ty Docu	ıment Commodity Total:	
	Distribute			· / / / / / / / / / / / / / / / /
FOAPAL of Remaining Commodity Amount	:	□ N:	SF Override %	USD
			SF Suspense Extended: 🗌	
COA Yr Index Fund Orgn Acct Prog	Actv	Locn Proj	Discount: 🗌	
			Additional:	
			Tax:	
			FUAPAL Line Total:	
			pocument accounting Total:	
t Enter discount amount of item.				
Record: 1/1       <0	SC>			· · · )

Tab to <u>Description</u> and enter the description of the item you wish to order. Continue tabbing and enter U/M (ea, pg, dz), <u>Quantity</u> and <u>Unit Price</u>. The <u>Extended</u> amount and <u>Totals</u> 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 <u>Description</u> field, you can enter information in <u>Item Text</u>. To do this, click on <u>Options</u> on the Toolbar and select <u>Item</u> <u>Text</u>. Click on the top <u>Text</u> field and add information as needed. Arrow down to access additional text fields. Click on the <u>Save</u> button, then the <u>X</u> on the Toolbar to save and exit

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Purchase Order Entry: Commodity/Accounting FPAPURR 8.5.0.7.A (EOUPRD) 3000000000000000000000000000000000000	00000000000000 🗹 × 🔼
Purchase Order: P0009393 Blanket Order: Order Type:	Regular 👻
Order Date: 28-NOV-2011 🗰 Transaction Date: 28-NOV-2011 🗰 🗆 In Suspensi	e
Delivery Date: Comments: Document T	Text
Commodity Total: 249.74 Accounting Total: Drint Ind	
☑ Document L	Level Accounting
Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion	
U/M Tax Group Quantity Unit Price	
Item 1 of 1 EA 👻 2.00 X 124.8700 = Extended:	249.74
Commodity Description Discount:	0.00
Additional:	0.00
HP LaserJet Printer Monochrome (P2035) 🛛 Commodity Text Tax:	
Item Text     Commodity Line Total:	249.74
Add Commodity Document Commodity Total:	249.74
Distribute	
FOAPAL of Remaining Commodity Amount: 249.74 NSF Override %	USD
<b>NSF Suspense</b> Extended:	249.74
COA Yr Index Fund Orgn Acct Prog Actv Locn Proj Discount:	
Additional:	
G 12 AAEUUI UUIIUU 245101 20204 UIIUU Tax:	
Document Accounting Total:	
Enter Dollar Amount Percent of Dollar Amount or Press NEXT FIELD	
	L )

Enter Accounting Information (i.e. Index, Acct, Actv, etc). Tab to <u>Extended</u> 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.

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File Edit Options Block Item Record Query Tools Help			
		@   @   @   X	
Procurement Text Entry FOAPOXT 8.4 (EOUPRD)      Secondary Solution	***************	*******************************	)<
Text Type: PO Code: P0009393	3	Change Sequence:	Item Number:
Vendor: 910045526 Amazon.com LLC			
	Second and the Worlds	Default Jacuary 10	
	.ommodity lext	Default Increment:	
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	~		
	, <sup>2</sup>		

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 <u>Options</u> on the Toolbar and select <u>Document Text</u>. Click on the top <u>Text</u> 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 <u>Save</u> button, then the  $\underline{X}$  on the Toolbar to save and exit.

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🙀 Purchase Order Entry:	Balance/Completion FPAPUR	R 8.5.0.7.A (EOUPRD) 👀	*********************	*********************	000000000000 <u>≤</u> × [≏
Purchase Order: PC Order Date: 22 Delivery Date: Commodity Total:	0009393 3-NOV-2011 249.74	Blanket Order: Transaction Date: 2 Comments: Accounting Total:	₹8-NOV-2011 (11) 249.	Order Type: In Suspense Occument Text 74 Print Ind Occument Leve	Regular v
Document Information	Requestor/Delivery Informat	ion Vendor Information	Commodity/Accounting	Balancing/Completion	
Vendor: 9100	045526 Amazon.com LLC		🗌 Vendor Ho	old	
COA: GO	US EOU Chart		Reque	stor: Helen Moore	
Organization: 2902	201 ACC Computing Operat	ions			
Currency Code:			Commodity Record Co	punt: 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	
Complete:	0.00	0.00	0.00	BALANCED	
Record: 1/1		<0SC>			

Click the box next to <u>Complete</u> to forward the Purchase Order to the Approval Process or <u>In Process</u> 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

#### FWAPORD -- Purchase Order Print To Print a Purchase Order

🕌 Oracle De	eveloper Forms Runtime - Web: Open > GJAPCTL		
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Process S	Submission Controls GJAPCTL 8.3.0.2.A (EOUPRD)		_≚×[A
Process:	FWAPORD Purchase Order Print	Parameter Set:	
Printer	· Control		
Printer:	Special Print: PORTR	TRAIT Lines: Submit Time:	
Daram	eter Values		1
Number	Parameters	Values	
Number			
01	Purchase Order Number	P0009394	
02	Status	c	
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	Buyer Code		
		Findly	
		Find 38	
		Code Description	
		EO_PRINT86 Hoke - Student Activities	
		EO_PRINT87 Admissions - Cross	
LENGTH:	8 TYPE: Character O/R: Optional M/S: Single	EO_PRINT88 Inlow Hall - Computer Center	
Enter a F	P.O. number	EO_PRINT89 Intow Hall - U12 Jon Norris	<u>~</u>
		EO_PRINT92 Hunchall-Distance Ed - Daulson	
		EO PRINT94 Admissions-IH 1098	
Submis	ssion	EO_PRINT95 Hunt Hall-Distance Ed, rm B31	o 💌 🗌
			D
□Save F	Parameter Set as Name: Description:		
Choices in li	st 226		
Record: 1/1	List of Valu     <0SC>		
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Click on the arrow on the <u>Printer</u>: box and select the appropriate printer (EO\_PRINT88 for IT). Click *OK*.

Page Down

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Process:	FWAPORD Purchase Order Print	Parameter Set:
Printer Printer:	Control	RAIT Lines: Submit Time:
Param Number	eter Values Parameters T	¥alues ▼
01	Purchase Order Number	P0009398
02	Status Buver Code	C C
LENGTH:	8 TYPE: Character O/R: Optional M/S: Single	
	.u. number	
Submis	sion	
<b>✓</b> Save P	arameter Set as Name: Description:	C Hold © Submit
Save Entered Record: 1/1	I Parameters; CHECK to save.         <0SC>	

Tab to the <u>Values</u> box and enter the *PO Number* you wish to print. *Page Down* and click on the <u>Save Parameter Set as</u> box. Click on the <u>Save</u> button on the toolbar.

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Reprocess Submission Controls GJAPCTL 8.3.0.2.A (EOUPRD)	× × <u>→</u>
Process: FWAPORD Purchase Order Print Parameter Set:	
Printer Control	
Drinter Special Drint: DORTRAIT Lines: Submit Time:	_
	-
Parameter Values	
Number Para Forms 2000000000000000000000000000000000000	
01 Purchase Order Number Saving current parameter values as user level defaults.	- <b>1</b> 8
02 Status	
	•
LENGTH: 8 TYPE: Character O/R: Optional M/S: Single	
Enter a P.O. number	
Submission	
	-
Saving current parameter values as user level defaults.	
Record: 0/1   <0SC>	

Click *OK* in the <u>Forms (Saving current parameter values as user level defaults)</u> 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.

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Eile Edit Options Block	Item Record Query Tools Help			
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🙀 Purchase/Blanket Orde	r Cancel FPAPDEL 8.4 (EOUPRD)	000000000000000000000000000000000000000	***********************	0000000000000000000 🗹 × 🔁
Purchase Order: PO	009217		Blanket Order:	•
Purchase Order Cano	el Date			
Ordered Date: Delivery Date: Vendor: Origin:	VNSF Checking 27-JUL-2011 910043241 Computer Discount War BANNER	ehouse Government Inc		
Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
91	0.00	+ +	0.00 =	90.91
Check for (Yes).				
Record: 1/1		<0SC>		1/30

Type the PO number in the <u>Purchase Order</u> field.

#### Page Down

<u>Click</u> on <u>Options</u> on the toolbar, <u>Access Completion Date</u>

📓 Oracle Developer Forms Runtime - W	eb: Open > FPAPDEL	
Eile Edit Options Block Item Record	Query Tools Help	
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🙀 Purchase/Blanket Order Cancel FPAI	DEL 8.4 (EOUPRD) 2000000000000000000000000000000000000	10000000 <u>×</u> × 📤
Purchase Order: P0009217	Blanket Order:	
Purchase Order Cancel Date		
Record Count		
Accounting: 1 Can Commodity: 1 Rea Mak	cel Date: 25-0CT-2011 IIII son Code: IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
		_
Enter cancel date and select Make Cancella	ions Permanent. (DD-MON-YYYY)	
Record: 1/1	<pre>&lt;</pre>	1/30

Today's date should default into the <u>Cancel Date</u> field. Change date if necessary (i.e. backdating).

Click on the button next to <u>Make Cancellation permanent</u>.

#### 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)



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ig Journal Voucher Entry FGAJVCD 8.4.B (E	OUPRD) MARRAY	$\exists X \models X$	-
Document Number: NEXT	Submission Num	nber: 0	
Journal Voucher Document Head	ler		
<u>م</u> ـ			
Transaction Date: 26-OCT-2011 🔳 ≻	۲ 💌	Document Total: 1.00	
Redistribute	Backdate if	Distribution Total:	
☑ NSF Checking	necessary	Document Status:	12
🗆 Defer Edit		Create Source:	
Document Text Exists			12.2
			12
			22
			1
			-
Enter Document Hash Total for balancing.			h
Record: 1/1	•	<0SC>	

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

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

Image: Second	EXT
Text  IT# 20824 Computer Speakers @ \$8.36 Helen Moore, ext 23582	Print       Line         I       10         I       20         I       30         I       30         I       1

Click on the top blank line under <u>Text</u> 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 <u>Print</u> 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 <u>Save</u> button, then the <u>X</u> button on the Toolbar to save and exit <u>FOATEXT</u>.

Page Down

🚳 Oracle Developer Forms Runtime - Web: Open > FGAJVCD	
Eile Edit Options Block Item Record Query Tools Help	
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Transaction Detail FGAJVCD 8.4.8 (EOUPRD) 3000000000000000000000000000000000000	k≚×]≜
Document Number: J0045050 Submission: 0 Document Total: 1.00	
Status: Sequence: 1 Journal Type: 33V1 JV W/O Encumbrance	
COA     Index     Fund     Orgn     Acct     Prog     Actv     Locn     Project       GV     AAS702     016201     217053     20204     01100     Image: Constraint of the second se	
Percent: Amount: 8.36 Debit/Credit: Debit NSF Override	
Description: Speakers for DSSML Laptop Bank Code: Deposit:	
Encumbrance Number: Item Number: Sequence: Action: (None) Commit Type:	
Document Reference: IT#28024 Budget Period: Accrual Indicator Currency:	
Gift Date: 🔤 Number of Units:	
Enter the Budget Period	ň
Record: 1/1   <08C> 1/30	

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 <u>Index</u>, <u>Acct Code</u>, <u>Actv</u> (if applicable), and <u>Amount</u> you wish to charge. Tab to <u>Debit/Credit</u> and click on the down arrow. Choose <u>Debit</u>.

Tab to <u>Description</u> 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 <u>Document Reference</u> and enter the reference document, such as Purchase Order # or Invoice #.

Down Arrow to access the next record.

💰 Oracle Developer Forms Runtime - Web: Open > FGAJVCD	
File Edit Options Block Item Record Query Tools Help	
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Transaction Detail FGAIVCD 8.4.B (EOUPRD) 2000000000000000000000000000000000000	eee 🗉 🗙 🖻
Document Number: J0045050 Submission: 0 Document Total: 1.00	
Status: Sequence: 2 Journal Type: 3JV1 V/O Encumbrance	
COA     Index     Fund     Orgn     Acct     Prog     Actv     Locn     Project       G▼     Acco24     090140     ▼     ▲4002     ▼     ▼     ▼     ▼     ▼	
Percent: Amount: 8.36 Debit/Credit: Credit VINSF Override	
Description: Speakers for DSSML Laptop Bank Code: B1 V 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	L.
Record: 2/2     <08C>	1/30

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

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

Note: <u>F4</u> copies the previous record. It is convenient to use this feature and just change the pertinent data. Be careful when using <u>F4</u> 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 > FGAJVCD	
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Document Number: J0045050 Submission: 0 Document Total: 1.00	
Status: Postable Y Sequence: 2 Journal Type: 3JV1 Y JV W/O Encumbrance	
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Complete: 📴 In Process: 🔟	
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Select to keep Document Incomplete and "In Process"	
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Click the box next to <u>Complete</u> to complete the JV or <u>In Process</u> 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.

📓 Oracle Developer Forms Runtime - Web: Open > FGAJVCD - GUAERRM		
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If you see this screen when you click on <u>Complete</u>, it means your <u>Document Total</u> on the opening page is incorrect.

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

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

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Close window. Record: 1/1	<0SC>	1/30

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

To correct this, <u>Close</u> 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 <u>Document</u> if you know the document number (I0281111 or J0004234 for example) of the transaction you are approving, *page down*. Only THAT document will be displayed.

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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.

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To view the document, click <u>Detail</u>.

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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  $\underline{X}$ . This will take you back to FOAUAPP, where you can click the *green checkmark* next to <u>Approve</u>. The document is now approved.

## View/Delete Banner Messages

### How to view and delete a Banner Message

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anner	Mulinks
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Payroll Report by FOAP [FWRFOAP]	Change Banner Password
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Fixed Asset Master Query [FFIMAST]	Bernenel Link 1
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🗎 Organization Budget Summary [FGIBSUM]	Personal Link 2
Purchase Order Creation [FPAPURR]	Personal Link 3
Purchase Orders by Vendor Form [FPIOPOV]	Demonster internet
Invoice/Credit Memo Creation [FAAINVE]	Personal Link 4
Vendor Detail History Form [FAIVNDH]	Personal Link 5
User Approval Form [FOAUAPP]	Personal Link 6
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Procurement Text Entry Form [FOAPOXT]	
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Banner Broadcast Messages	
01-FEB-2011 Banner passwords must be a minimum of 8 digits long, with at least one letter and one number.	
Press ENTER to start selection or expand/collapse menu	
Record: 1/1   <0SC>	L

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 <u>Check Banner Messages</u>.

Click on Check Banner Messages.

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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 <u>Complete</u> then <u>Save</u> on the tool bar. The message is now deleted and you can exit the screen by clicking on the <u>X</u> on the toolbar.

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.



Type Document Type in the <u>Document Type</u> box. i.e. *PO* for Purchase Order, *INV* for Invoice or *CHK* for Check. Tab to <u>Document Code:</u>



Type the PO number, Invoice number or Check number in the <u>Document Code</u> box.

*Page Down* to view document status  $-\underline{C} = \text{completed}, \underline{A} = \text{approved}, \underline{O} = \text{open}, \underline{P} = \text{paid}$ . For definition of other Status Indicators, click on <u>Options</u> on the tool bar and select <u>View Status Indicators</u>. Once PO is marked <u>A</u>, you can exit out of this screen by clicking on the <u>X</u> on the tool bar and going to

FWAPORD to print it out.

If there is an <u>O</u> in the <u>status</u> box, it means someone has disapproved the document. If a document is disapproved, you will receive a Banner Message (under <u>My Links</u>) 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

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

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Click on <u>? on the toolbar</u> to Enter Query

Type name of the vendor in the <u>last name field</u>. Fields are case sensitive, use % as wild card at the end of the vendor name.

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V - Vendors F - Financial Managers A -	Agencies G - Grant Person	nel P - Prop	osal Personnel						
D. Press Edit to change Ordering of Records.	<0SC>								

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

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.