

Invoice/Credit Memo Form [FAAINVE] – Multiple Regular Invoicing

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

Invoice/Credit Memo Form FAAINVE 5.3.1 (BTST)

Document:

Purchase Order:


Vendor:

Multiple: ☒ Regular

Record: 1/1 ... <OSC>

Notes

Task B-1: Creating a Multiple Regular Invoice

What you do...	Comments/Prompts
<div data-bbox="240 331 310 401" data-label="Image"></div> <ol style="list-style-type: none"> 1. Log in to Banner. 2. Type FAAINVE (Invoice/Credit Memo Form) in the Direct Access box and press Enter. 3. In the Document field, enter the document number. 4. Click in the Multiple box to select. 5. Choose “Regular” from the “Direct Pay” drop down list. 6. Tab to the Purchase Order field and enter the purchase order number. (Can only reference a Regular Purchase order number; standing PO’s cannot be referenced). 7. Tab to Vendor field and confirm the defaulted vendor information. 8. Perform a “Next block”. 	<p>Review the PO available balance in FGIENCD prior to entering the Banner Invoice. If sufficient funds are not available to cover the vendor invoice, a change order must be processed. Once sufficient funds are available, proceed to Step 2.</p> <p>The Invoice/Credit Memo Form [FAAINVE] will be displayed.</p> <p>Enter the document number beginning with I. <i>See Appendix for additional coding information.</i></p> <p>Check box indicates whether Vendor Invoice Consolidation functionality will be utilized to assign more than one vendor invoice to the Banner invoice. This functionality is available for Direct Pay and Regular invoice types; General Encumbrances are not allowed. In addition, standing purchase orders cannot be referenced when using Vendor Invoice Consolidation (VIC) functionality.</p> <p>“Direct Pay” will be the default value. Choose “Regular” to pay on a Purchase Order.</p> <p>The purchase order must be supplied.</p> <p>If no purchase order number is supplied on the invoice, document research in Banner should be completed to locate the purchase order or the vendor should be contacted.</p> <p>Enter purchase order number</p> <p>Or</p> <p>click on the  and complete a query for the purchase order number. Double-click on the appropriate purchase order number to enter in the form.</p> <p>If the vendor information does not match the invoice, do <i>not</i> proceed with the regular invoice until after the purchase order number has been researched and confirmed.</p>

Invoice/Credit Memo Header

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File Edit Options Block Item Record Query Help Window

Invoice/Credit Memo Form FAAINVE 5.3.1 (BTST)

Document: Multiple: ☒ Regular

Purchase Order:

Vendor:

Invoice/Credit Memo Header FAAINVE 5.3.1 (BTST)

Invoice Date: Transaction: Doc Acctg: ☒

Check Vendor:

Address Code: Seq #: Collects Tax: COLLECTS NO TAXES

Address: City:
 State/Prov: ZIP/PC:
 Nation:

Discount Code: Payment Due:

Bank:

Vendor Inv. #: Direct Deposit Status: Direct Deposit Override: ☐

1099 Tax ID: 1099 Vendor: ☐ Text Exists: ☐




Credit Memo: ☐

Enter invoice date(DD-MON-YYYY)

Record: 1/1 <OSC>

Notes

Task B-2: Entering Invoice/Credit Memo Header Information

What you do....	Comments/Prompts
1. Enter Invoice Date . Today's date will be the default.	Type the actual date on the invoice [mmddyy]. <i>The field will automatically update the date format: e.g. 02-APR-2001. (Since this is for multiple invoices, does it matter what date is in this field...date for first invoice to be entered??)</i>
2. Enter Transaction date. Today's date will be the default.	Generally, today's date will be used in this field.
3. Doc Acctg should default as checked.	Do not uncheck this field. It must be checked for document level accounting distribution.
4. Enter alternative Check Vendor , if appropriate.	A Check Vendor code can be used when the primary vendor requires a check be written to a third party. Enter code Or click on the  , choose Entity Name/ID Search [FTIIDEN] and complete a query for the vendor. Double-click on the appropriate code to enter in the form.
5. Tab past the Address Code field.	
6. Tab to the Seq # field. The address displayed may be over-written by searching the Seq # field.	The remit address can be different from the ordering address. Verify that the correct address is being used for payment. Click on the  and double-click on the appropriate code to enter in the form. The appropriate <i>Address Code</i> and <i>Seq #</i> will default into the fields. <i>The combination of Address code and Seq # must be valid to move to the next field.</i>
7. Enter Discount Code for the payment discount provided on the invoice. Verify that the correct discount has defaulted from the purchase order and make any changes that are required or indicated according to the vendor's invoice.	If the default value is incorrect, enter the discount code. <i>See Appendix for additional information.</i> Or click on the  and double-click the appropriate code to enter in the form. If no discount is offered on the invoice, enter the code for "Net 30" terms. Leave this field blank if you will be entering a specific date or specific discount amounts.

Invoice/Credit Memo Header (continued)

What you do....	Comments/Prompts
8. If there is no default value in the Payment Due field, enter the date due as indicated on the invoice.	Type the date due from the invoice [mmddyy]; <i>The field will automatically update the date format: e.g. 02-APR-2001</i> <i>Enter today's date to schedule payment for the next check run.</i>
9. If there is no default value in the Bank field, enter U1.	U1 (Bank of New Hampshire) is the required and default value for this field. If U1 is not entered in this field, a check will <i>not</i> be generated for this transaction.
10. Tab past Credit Memo field.	The <i>Credit Memo</i> is addressed in Module 5, <i>Lesson 2</i> .
11. Tab past Vendor Invoice # field.	"MULTIPLE" should be defaulted if the multiple check box was marked.
<p>If you need to enter disbursement (Carrier Route) or enclosure (Delivery Point) information, GO TO STEP 13 (below).</p> <p>If you do not need to enter disbursement or enclosure information, perform a "Next block" to move to Vendor Invoice Consolidation Form (FACICON) and GO TO [TASK B-5].</p> <p>1099 Reportable Vendors: GO TO STEP 12.</p>	
12. 1099 Coding Instructions: If there is no default value in the 1099 Tax ID field and the payment should be 1099 reportable, contact the appropriate campus purchasing office to code the vendor 1099 reportable. The invoice will need to be removed and re-entered for the change to take effect.	<p>Policy for 1099 reportable items is located in the <u>USNH Financial and Administrative Procedures Manual</u> at http://www.finadmin.unh.edu/pol_proc_06/pro06_017.html.</p> <p><i>Contact Campus Accounts Payable Office or Purchasing Office if you have any questions.</i></p>
Otherwise, if the 1099 Tax ID field is not empty, leave as is. The transaction will either remain 1099 reportable or will be excluded during the 1099 reporting process.	
13. Select Options drop down list and click on header additional information.	The Additional Information form will be displayed. [TASK B-4]

Additional Information

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Invoice/Credit Memo Form FAAINVE 5.3.1 (BTST)

Document: Multiple: ☒ Regular

Purchase Order:

Vendor: N E Woodcraft Inc

Invoice/Credit Memo Header FAAINVE 5.3.1 (BTST)

Additional Information FAAINVE 5.3.1 (BTST)

Tax Group:

Currency:

Disbursing Agent:

Income Type:

Additional Check Vendor Information

Carrier Route: Delivery Point: Correction Digit:

Close

Required for 1099 Vendors. Press [LIST] for income type list.

Record: 1/1 ... List of Valu... <OSC>

Notes

Task B-3: Entering Additional Information

What you do...	Comments/Prompts
1. Enter <i>Carrier Route</i> (for disbursement) and/or <i>Delivery Point</i> (for enclosures) coding as necessary.	<p><i>Carrier Route</i> (for disbursement) and/or <i>Delivery Point</i> (for enclosures) will need to be coded to indicate disbursement group and enclosures for special handling.</p> <p>Note: If a credit memo is issued for the vendor/remit address combination in the same payment cycle, the system will negate any special handling requests in order to process the credit memo. <i>See Appendix for additional information.</i></p>
2. Click on the Close button located in the bottom right corner of the frame.	This will close the form and return you to the Invoice/Credit Memo Header frame.
3. After you have entered <i>Carrier Route</i> or <i>Delivery Point</i> values, select <i>Options</i> drop down list and click on <i>View Document Indicators</i> .	[TASK B-5]

View Document Indicators

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File Edit Options Block Item Record Query Help Window

Invoice/Credit Memo Form FAAINVE 5.3.1 (BTST)

Document: NEXT Multiple: ☒ Regular

Purchase Order: P0003739

Vendor: 030265306 N E Woodcraft Inc

Invoice/Credit Memo Header FAAINVE 5.3.1 (BTST)

Invoice Date: 10-APR-2003

Check Vendor:

Address Code: BU Seq #: 1

Address: Rte 53
P O Box 165

Discount Code: 30 Payment Due

Bank:

Vendor Inv. #: MULTIPLE

1099 Tax ID:

Document Indicators FAAINVE 5.3.1 (BTST)

Recurring: ☐

Installments: ☐

NSF On/Off: ☒

Deferred Edit: ☐

Grouping: (1) Invoice per check

Hold: ☐

Close

Enter grouping indicator: (1) - 1 invoice per check or (M) any invoices per check

Record: 1/1 <OSC>

Notes

Task B-4: View Document Indicators

What you do...	Comments/Prompts
1. From the <i>Grouping</i> drop down list choose (1) INVOICE PER CHECK .	If you have entered <i>Carrier Route</i> (for disbursement) or <i>Delivery Point</i> (for enclosure) values, you must specify a grouping of (1) INVOICE PER CHECK to request a separate check for this invoice.
2. Click on the Close button located in the bottom right corner of the frame.	This will close the form and return you to the Invoice/Credit Memo Header frame.
3. Perform a “Next block” to proceed to Vendor Invoice Consolidation Form (FACICON) .	[TASK B-6]

Vendor Invoice Consolidation Form (FACICON) – Referred to as “Commodity Information” from the OPTIONS menu.

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File Edit Options Block Item Record Query Help Window

Vendor Invoice Consolidation Form FACICON 5.2.0.2 (BTST)

Vendor Inv Vendor Inv Date 10-APR-2003 ☐ Invoice All Vendor Inv Total

Document 10022711 Document Total PO Number P0003738 1 of

Add	Doc Item	PO Item	Commodity	Description	Txt	Accepted Quantity	Approved Quantity	U/M	Unit Price
<input type="checkbox"/>		1		#560 Adjustable Low Lo	Y	0	0	EA	173.5
<input type="checkbox"/>		2		#203 Three Drawer Dre	Y	0	0	EA	173.5
<input type="checkbox"/>		3		#205 Five Drawer Dress	Y	0	0	EA	239.5
<input type="checkbox"/>		4		#205C 30" Deep 4/Draw	N	0	0	EA	242.5
<input type="checkbox"/>		5		#205C 24# Deep 4/Draw	Y	0	0	EA	233.5
<input type="checkbox"/>		6		#560L Solid oak loft kit	Y	0	0	EA	160.0

Ordered Prev Invcd Curr Invcd

Access Completion: ☒

Vendor Invoice Total Amounts

Approved	Discount	Additional	Tax	Net

Enter vendor's invoice number.

Record: 1/1 ... <OSC>

Notes

Task B-5: Entering Invoice Consolidation Information

What you do...	Comments/Prompts
1. In the Vendor Inv field, enter the Vendor Invoice number.	Enter the Vendor invoice number to be recorded on the invoice document.
2. Tab to Vendor Inv Date and enter Vendor Invoice Date.	The default value is the current date. It can be changed. Type the actual date of the invoice [mmddyy] <i>The field will automatically update the date format: e.g. 02-APR-2001.</i>
3. Check “Invoice All” and “Next block” or perform a “Next block” to proceed to the “Add” check box. Check as many “Add” check boxes as necessary.	Check box enables you to include the commodity item for payment on the current vendor invoice. When you select the Invoice All check box, Banner automatically selects the Add check box on all items. It can be changed. You may clear this check box to remove previously-selected items from the invoice; however, you will lose any changes that were made to the commodity record (for example, updated quantity and additional amount).
4. Tab past Accepted Quantity .	This field will not be used. The default value is 0.
5. Enter Approved Quantity and tab . (An error message may appear stating the tolerance has been exceeded since the default approved amount will be the full PO commodity amount until it is changed.)	Quantity of the commodity approved for payment on this vendor invoice. The default value is 0. It can be changed.
6. Enter Unit Price .	Approved amount will be updated automatically based on quantity and unit price.
7. Verify Discount Amount . If a Discount code is used that results in a discount, the amount will be defaulted and cannot be changed. Otherwise, if a discount code is not used, a specific discount amount can be entered.	Enter a reason for the discount in the <i>Document Text</i> if necessary [TASK B-2, STEP 12] <i>See Appendix for additional information.</i>
8. If there are charges in addition to the Approved amount, enter an Additional Amount .	Enter a reason for the <i>Additional</i> charges in the <i>Document Text</i> . [TASK B-2, STEP 12] <i>See Appendix for additional information.</i>
9. In the Final/Partial payment indicator field enter “F” for final or “P” (or leave blank) for partial payment.	

What you do...	Comments/Prompts
10. Tab to Net Amount and verify the amount is correct.	To enter additional vendor invoices, go to Step 11; otherwise go to step 12.
11. Perform a “Previous Block” and then use “Insert” record to enter the next vendor invoice.	Complete steps 1-10 again for each additional vendor invoice. When finished entering all vendor invoices, go to Step 12.
12. Deselect “Access Completion” to manually enter the correct amount to be applied to each FOAPAL line.	If the PO has multiple FOAPAL lines, the box must be unchecked in order to manually distribute the dollar amounts; otherwise any changes made will not be saved and Banner will perform the distribution according to the percentages of each line relative to the PO total amount.
13. Perform “Next block” to move to Invoice Accounting Distribution.	The Accounting Distribution Window displays the accounting distribution from the purchase order.

****To remove a vendor invoice after it is entered, make sure you are in the vendor invoice block where the invoice number and date is entered. Perform Record-Remove twice. To remove a commodity line from a vendor invoice, make sure you are in the commodity block. Perform Record-Remove twice.****

Invoice Accounting Distribution

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Invoice/Credit Memo Form FAAINVE 5.3.1 (BTST)

Invoice Accounting Distribution FAAINVE 5.3.1 (BTST)

Document: 10022712 Vendor: 030265306 N E Woodcraft Inc

Item: Commodities: DOCUMENT ACCTG DISTRIBUTION Trans Date: 10-APR-2003

Commodity Record Count: 2 Accounting Record Count: 2

Sequence Number: 1

C	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
Y	03		5XT081	KTARNR	715020	020			

Bank: U1 USNH Disbursements - Bank of Income Type:

	Commodity	%	Accounting
Approved:	11047.20		1380.95
Discount:	0.00		0.00
Additional:	0.00		0.00
Net:			1380.95

Currency Code: Indicators: NSF Override: N Suspense: N NSF Suspense: N

Enter (P)ercent to calculate dollar amt based on percentage.

Record: 1/? <OSC>

Notes

Task B-6: Enter Invoice Accounting Distribution Information

What you do...	Comments/Prompts
1. Verify the accounting information. If the information is not correct, a change order should be processed.	
2. Use “Next record” (down arrow) to allocate total \$ amount on the vendor’s invoice to more than one FOAPAL line.	To remove a FOAPAL line after it is entered, perform Record-Remove twice.
3. If this transaction has Non-Sufficient Funds available and you have the authority to allow the transaction anyway, change the “N” to “Y” in the <i>NSF Override</i> field.	If permitted, you may override the NSF to allow the transaction, otherwise the budget may need to be increased or an alternate funding source identified.
4. Perform a “Next block” to proceed to Balancing/Completion.	[TASK B-8]

Balancing/Completion

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File Edit Options Block Item Record Query Help Window

Invoice/Credit Memo Form FAAINVE 5.3.1 (BTST)

Document: 10022712 Multiple: ☒ Regular

Purchase Order: P0003739

Vendor: 030265306 N E Woodcraft Inc

Balancing Completion FAAINVE 5.3.1 (BTST)

	Input	Exchange Rate	Converted
Amount:	11047.20		

Amt Type	Header	Commodity	Accounting	Status
Approved:	11047.20	11047.20	8656.00	COM/ACCT
Discount:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete: ☒ In Process: ☐

Commodity Items not equal to the sum of Accounting records.

Record: 1/1 ... <OSC>

Notes

Task B-6: Reviewing Balancing/Completion and Submitting the Document

What you do...	Comments/Prompts
1. Verify that the <i>Approved, Discount, Additional and Tax</i> status fields display “BALANCED”.	<p>Note: Fields cannot be edited from this form.</p> <p>If corrections are required, choose the appropriate frame from the “Options” drop down list (e.g. Commodity Information).</p>
2. If your document:	The document will be completed and sent to the approvals process. The Invoice number for the document you just entered will be displayed in the gray area at the bottom of your screen.
Is complete, Choose COMPLETE	
Still needs additional information, choose IN PROCESS .	You can return to the “in process” invoice by accessing the Invoice/Credit Memo Form [FAAINVE] entering the document number, pressing tab and choosing “Next block”.
You will return to the Invoice/Credit Memo Form .	