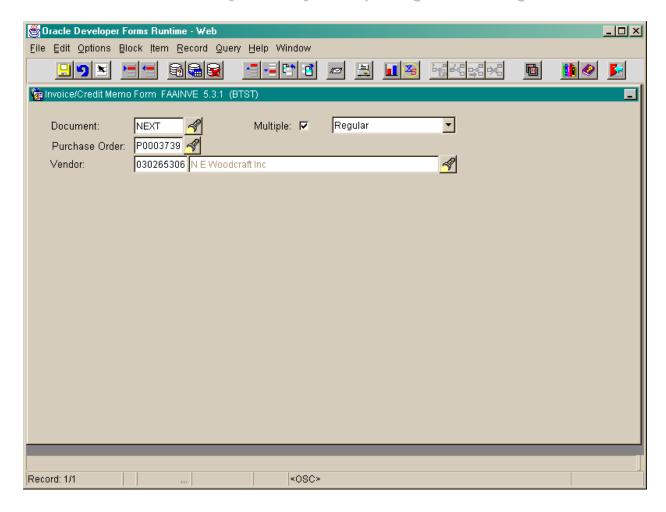
Invoice/Credit Memo Form [FAAINVE] - Multiple Regular Invoicing



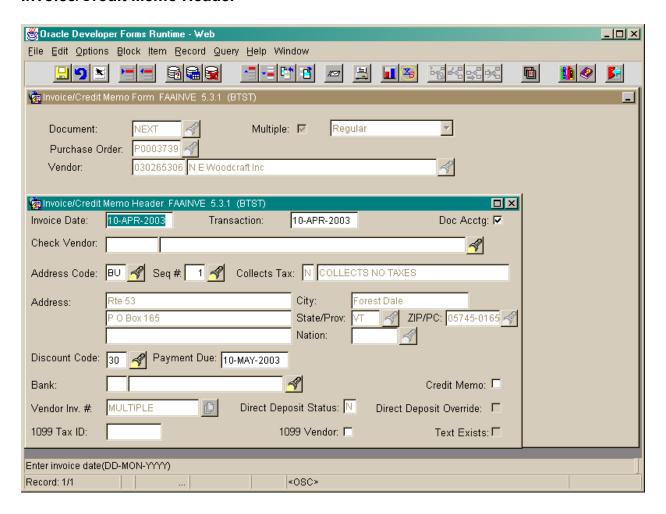
Task B-1: Creating a Multiple Regular Invoice

What you do...

1. Log in to Banner. 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. 2. Type *FAAINVE* (Invoice/Credit The Invoice/Credit Memo Form [FAAINVE] Memo Form) in the *Direct Access* box will be displayed. and press Enter. 3. In the *Document* field, enter the Enter the document number beginning with I. document number. See Appendix for additional coding information. 4. **Click** in the *Multiple* box to select. 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. 5. Choose "Regular" from the "Direct "Direct Pay" will be the default value. Choose "Regular" to pay on a Purchase Order. Pay" drop down list. 6. Tab to the Purchase Order field and The purchase order *must* be supplied. enter the purchase order number. If no purchase order number is supplied on the (Can only reference a Regular Purchase invoice, document research in Banner should be order number; standing PO's cannot completed to locate the purchase order or the be referenced). vendor should be contacted. Enter purchase order number Orclick on the and complete a query for the purchase order number. Double-click on the appropriate purchase order number to enter in the form. 7. **Tab** to **Vendor** field and confirm the If the vendor information does not match the defaulted vendor information. invoice, do *not* proceed with the regular invoice until after the purchase order number has been researched and confirmed. 8. Perform a "Next block".

Comments/Prompts

Invoice/Credit Memo Header



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

What you do		Comments/Prompts	
1.	Enter <i>Invoice Date</i> . Today's date will be the default.	Type the actual date on the invoice [mmddyy]. 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 fielddate for first invoice to be entered??)	
2.	Enter <i>Transaction</i> date. Today's date will be the default.	Generally, today's date will be used in this field.	
3.	<i>Doc Acctg</i> should default as checked.	Do not uncheck this field. It must be checked for document level accounting distribution.	
4.	Enter alternative <i>Check Vendor</i> , 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 <i>Address Code</i> field.		
6.	Tab to the <i>Seq</i> # field. The address displayed may be over-written by searching the <i>Seq</i> # 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.	
		The combination of Address code and Seq # must be valid to move to the next field.	
7.	Enter <i>Discount Code</i> for the payment discount provided on the	If the default value is incorrect, enter the discount code. See Appendix for additional information.	
	invoice.	Or	
	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.	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 <i>Payment Due</i> field, enter the date due as indicated on the invoice.	Type the date due from the invoice [mmddyy]; The field will automatically update the date format: e.g. 02-APR-2001
	Enter today's date to schedule payment for the next check run.
9. If there is no default value in the <i>Bank</i> 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 <i>Credit Memo</i> 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.
If you need to enter disbursement (Carrier Route) or enclosure (Delivery Point) information, GO TO STEP 13 (below).	
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].	
1099 Reportable Vendors: GO TO STEP 12.	
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	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.
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.	Contact Campus Accounts Payable Office or Purchasing Office if you have any questions.
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 <i>Options</i> drop down list and click on header additional information.	The Additional Information form will be displayed. [TASK B-4]

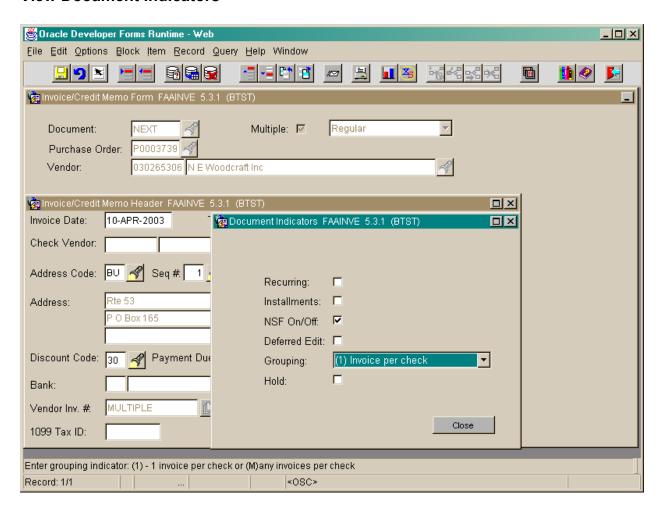
Additional Information

Oracle Developer Forms Runtime - Web	_ ×
Eile Edit Options Block Item Record Query Help Window	
	*
invoice/Credit Memo Form FAAINVE 5.3.1 (BTST)	_
Document: NEXT Multiple: Regular Purchase Order: P0003739 Multiple: Regular	
Vendor: 030265306 N E Woodcraft Inc	
Miglinvoice/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 <0SC>	

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.	Carrier Route (for disbursement) and/or Delivery Point (for enclosures) will need to be coded to indicate disbursement group and enclosures for special handling.	
		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. See Appendix for additional information.	
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 Carrier Route or Delivery Point values, select Options drop down list and click on View Document Indicators.	[TASK B-5]	

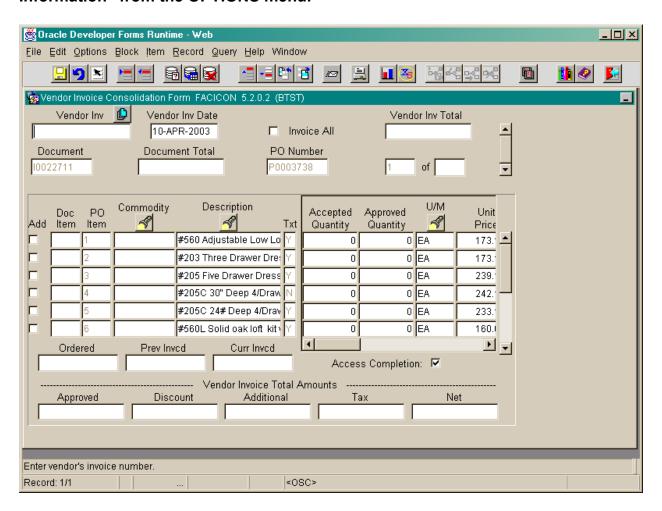
View Document Indicators



Task B-4: View Document Indicators

What you do	Comments/Prompts	
 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.	
 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.



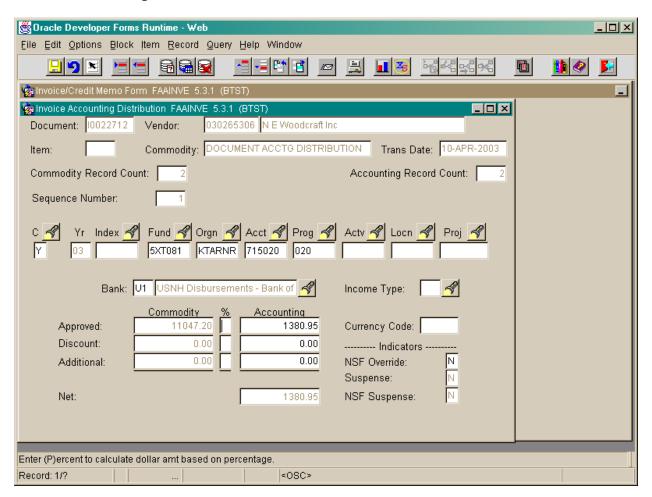
Task B-5: Entering Invoice Consolidation Information

What you do		Comments/Prompts
1.	In the <i>Vendor Inv</i> field, enter the Vendor Invoice number.	Enter the Vendor invoice number to be recorded on the invoice document.
2.	Tab to <i>Vendor Inv Date</i> and enter Vendor Invoice Date.	The default value is the current date. It can be changed. Type the actual date of the invoice [mmddyy] The field will automatically update the date format: e.g. 02-APR-2001.
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 θ .
5.	Enter <i>Approved Quantity</i> 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 θ . It can be changed.
6.	Enter <i>Unit Price</i> .	Approved amount will be updated automatically based on quantity and unit price.
7.	Verify <i>Discount Amount</i> . 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] See Appendix for additional information.
8.	If there are charges in addition to the Approved amount, enter an <i>Additional Amount</i> .	Enter a reason for the <i>Additional</i> charges in the <i>Document Text</i> . [TASK B-2, STEP 12] See Appendix for additional information.
9.	In the <i>Final/Partial</i> payment indicator field enter "F" for final or "P" (or leave blank) for partial payment.	

What you do	Comments/Prompts
10. Tab to <i>Net Amount</i> 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.**

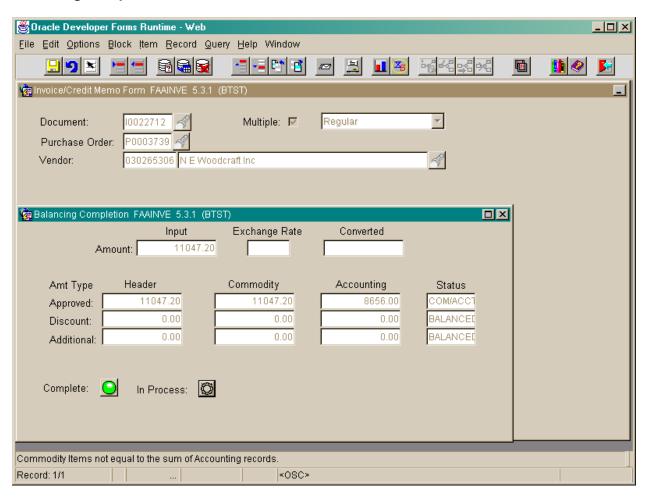
Invoice Accounting Distribution



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



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

What you do		Comments/Prompts	
•	e <i>Approved</i> , <i>Discount</i> , and <i>Tax</i> status fields display D".	Note : Fields cannot be edited from this form.	
		If corrections are required, choose the appropriate frame from the "Options" drop down list (e.g. Commodity Information).	
2. If your docum	nent:	The document will be completed and sent to the approvals process. The Invoice number	
Is complete, Choose COM	IPLETE	for the document you just entered will be displayed in the gray area at the bottom of your screen.	
Still needs add	ditional information, choose	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 Memo Form	en to the Invoice/Credit		