

# Banner Finance Accounts Payable Training Workbook

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Think before you print.

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# Introduction



## Course goal

The goal of this workbook is to provide you with the knowledge and practice to perform accounts payable processes at your institution.

## Course objectives

In this course you will learn how to

- identify and describe the validation tables and maintenance forms needed for the accounts payable process
- set up the Automated Clearing House (ACH)
- set up the Purchase Card Processing feature
- create invoices and credit memos
- cancel invoices and credit memos
- work with queries
- produce and cancel checks
- run a batch check process
- reconcile bank transactions
- pay invoices by check and direct deposit
- work with 1099 reports.

## Intended audience

Staff members who are responsible for accounts payable and related processes.

## Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- administrative rights to create and perform the necessary set up in Banner.

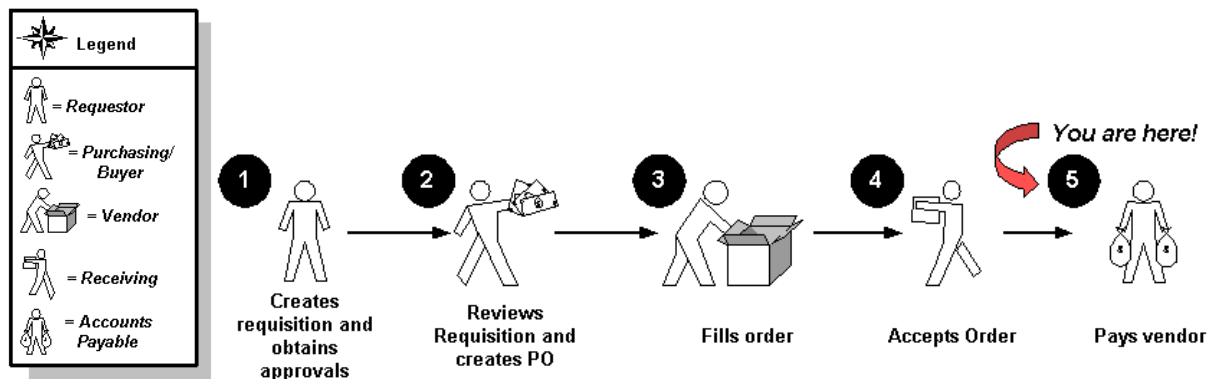
# Process Introduction

## Introduction

The accounts payable process includes creating and canceling regular and direct invoice/credit memos, producing and canceling batch and online checks, performing accounts payable queries, performing bank reconciliation, creating and maintaining appropriate accounts payable tables, setting up the automated clearing house (ACH) process to enable direct deposits, and producing accounts payable reports.

## Flow diagram

This diagram highlights the processes used to perform accounts payable within the Requisition to Check process.



## About the process

The processes within the overall Finance process occur simultaneously on a daily basis, with the exception of the Budget process, which is performed once a year.

The accounts payable process is part of the Requisition to Check process.

# Set Up



## Section goal

The purpose of this section is to outline the set up process and detail the procedures to set up accounts payable processing on your Banner system.

## Objectives

In this section you will learn how to

- identify and describe the validation tables and maintenance forms needed for the accounts payable process
- set up the Automated Clearing House (ACH)
- set up the Purchase Card Processing feature.

# Validation Tables and Maintenance Forms Used in the Accounts Payable Module

## Introduction

Before Banner can handle accounts payable processes, there are several validation tables and maintenance forms that need to be completed.

## Forms needed

These setup forms and table validation views are used to set up the Accounts Payable module. Review these forms and set up as needed.

<b>Form Description</b>	<b>Banner Name</b>
<b>General Setup</b>	
System Control Maintenance Form	FOASYSC
Bank Code Rules	GXR BANK
Currency Code Maintenance	GUACURR
<b>Accounts Payable Validation Menu</b>	
Discount Terms Validation	FTV DISC
Tax Rate Code Validation	FTV TRAT
Sales/Use Tax Group Validation	FTV TGRP
<b>Accounts Payable Table Maintenance Menu</b>	
Discount Terms Maintenance	FTM DISC
1099 Income Type Code Maintenance	FTM ITYP
Rebate Maintenance	FTM REBT
Tax Rate Code Maintenance	FTM TRAT
Vendor Maintenance	FTM VEND
Vendor Type Code Maintenance	FTM VTYP
Sales/Use Tax Group Maintenance	FTM TGRP



# Maintaining Discount Terms

## Introduction

Use the Discount Terms Maintenance Form (FTMDISC) to add, change, or terminate vendor discount codes.

## Banner form

The screenshot displays the 'Discount Terms Maintenance' form (FTMDISC 8.0) with four entries. Each entry includes a discount code, description, effective date, termination date, month end discount, discount days, net days, next change date, and percent.

Discount Code	Description	Month End Discount	Discount Days	Net Days	Percent
01	10 Net 30	N	10	30	10
02	Net 10 Days	N	10	10	0
03	2% 10 Days, Net 30	N	10	30	2
30	Net 30 Days	N	30		0

Each entry also includes an 'Effective Date' and a 'Last Activity Date' field.

## Steps

Follow these steps to complete the process.

1. Access the Discount Terms Maintenance Form (FTMDISC).
2. Select **Next Record** from the **Discount Code** field to navigate through the discount codes in your system or request a list of codes by clicking the List button to open the Discount Terms List (FTVDISC).

Note: A set of standard discount codes are delivered with Banner.

3. Select Insert Record from the **Discount Code** field to add a new record.
4. Enter the new discount code desired in the **Discount Code** field.
5. Enter a description of the discount terms with the vendor in the **Description** field.
6. Enter *Y* (Yes) otherwise enter *N* (No) in the **Month End Discount** field if the discount is valid through the end of the month.
7. Enter the number of days within which the discount may be taken in the **Discount Days** field.
8. Enter in the **Net Days** field the number of days within which payment is due to the vendor.

Note: This value is used by the system to calculate the payment due date for an invoice.

9. Enter the percentage of the discount allowed by the vendor in the **Percent** field.
10. Enter the date on which the discount is to come into effect in the **Effective Date** field.
11. Click the **Save** icon.
12. Click the **Exit** icon.

# Creating Tax Rate Codes

## Introduction

Use the Tax Rate Code Maintenance Form (FTMTRAT) to establish individual tax rates applicable to your institution.

## Banner form

The screenshot shows the 'Tax Rate Code Maintenance' form (FTMTRAT 8.0) in a Windows application window. The form is divided into several sections:

- General Information:** Tax Rate Code (dropdown), Tax Rate (text), Effective Date (calendar icon, set to 14-MAR-2008), Priority (text), Termination Date (calendar icon), Last Activity Date (text), Next Change Date (text), and Active Status (checkbox, checked).
- Charges:** Include Additional Charges (checkbox, unchecked) and Include Discount (checkbox, checked).
- Authority:** Taxing Authority ID (dropdown) and Pay Tax To (dropdown).
- Liability Accounting Distribution:** Chart of Accounts (dropdown), Fund (text), and Liability Account (dropdown).
- Default Rebate Accounting Distribution:** Rebate Percent (text), Chart of Accounts (dropdown), Fund (text), and Receivable Account (dropdown).

## Steps

Follow these steps to complete the process.

1. Access the Tax Rate Maintenance Form (FTMTRAT).
2. Enter the new tax rate code desired in the **Tax Rate Code** field or request a list of codes by clicking the List button to open the Tax Rate Code List (FTVTRAT) to add a new record.
3. Enter a description of the tax rate in the **Description** field.

4. Enter the tax withholding rate expressed as a percentage in the **Tax Rate** field.
5. Enter *1* to compute Duty first or *2* to compute federal sales tax which includes Duty in its calculation in the **Priority** field.
6. Enter the date on which the tax rate is to come into effect in the **Effective Date** field.
7. Check the **Include Additional Charges** checkbox indicates to include any additional charges allocated to the commodity when computing the tax amount.
8. Check the **Include Discount** checkbox to deduct discount amounts from the **Approved Amount** when computing the tax amount.
9. Enter the taxing authority Banner ID in the **Taxing Authority ID** field if the taxes are to be remitted direct to the taxing authority and not be collected by the vendor. Otherwise leave this field blank.
10. Enter the name and address of the taxing authority in the appropriate fields.
11. Enter a value in the **Pay Tax To** field.

Valid values:

*V* – Pay taxes to the vendor in all cases

*C* – Pay taxes only to those vendors who are tax collectors

*T* – Pay only to the Taxing Authority.

Note: If value selected is either *C* or *T*, then a Taxing Authority ID is required in step 9 above.

12. Enter the chart and fund codes for the liability accounting distribution for the tax.
13. Enter the liability account codes in the **Liability Account** field if you entered either a *C* or *T* in the **Pay Tax To** field in step 11 above.
14. Click the **Save** icon.
15. Click the **Exit** icon.



## Steps

Once you establish the tax rates, you can create tax groups. The first tax group you should establish is for items that are not taxed. Then create other tax groups that should be applied to purchasing and payment documents if Tax Processing is on at the system level.

Follow these steps to complete the process.

1. Access the Sales/Use Tax Group Maintenance Form (FTMTGRP).
2. Enter the new tax group code desired in the **Tax Group Code** field or request a list of codes by clicking the List button to open the Tax Group List window to add a new record.
3. Enter a description of the tax group in the **Tax Group Title** field.
4. Enter the Chart of Accounts that is valid for this tax group in the **Chart of Accounts** field.
5. Check the **Non Taxable** checkbox if this group does NOT compute tax.
6. Enter the date on which the tax group is to come into effect in the **Effective Date** field.
7. Enter the tax rate code in the **Tax Code** field and **Next Record** for each tax rate to be associated with this tax group.

Note: The other tax rate information will default in.

8. Click the **Save** icon.
9. Click the **Exit** icon.

# Setting Up the Automated Clearing House (ACH) Process

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## Introduction

The Automated Clearing House (ACH) process enables payment to vendors, students, and employees using direct deposit transactions rather than checks. All of the forms, processes, and reports that are needed are listed in the pages that follow.

## Bank Code Rules

The Bank Code Rules Form (GXR BANK) is used to create bank code records for an organization's bank accounts. It is also used to link bank funds and bank accounts with cash accounts.

## Bank Code Query

This form lists bank code records by COA, bank code, account name, status, and effective date.

## Direct Deposit Recipient Form

GXADIRD identifies the recipient of direct deposit payments; it specifies the bank and bank account where recipient has requested money to be deposited; it creates the detail records in the direct deposit file that is sent to the bank/clearinghouse. You can choose A/P or Payroll or both for ACH payment, depending on your Banner user roles.

## Bank Routing Number Validation

This form displays recipient bank routing information, including name of bank, routing number, and activity date.

## User Profile Maintenance

If the ACH override option is checked, a user can indicate that an ACH vendor will not receive a payment via the ACH.

## Invoice Maintenance

The **ACH** indicator shows if a vendor has direct deposit status; if *Y (Yes)* and the user ID has override capability, the box can be unchecked.

## Detail Code Control (Finance or Student)

**TFADETC** (Finance) Detail Code Control Form  
**TSADETC** (Student) Detail Code Control Form

The Direct Deposit Refund status is indicated on this form.

## Invoice Selection Report

This report lists invoices to be paid via check or direct deposit.

## Batch Check Print

This form is used to define the mode of payment - check, direct deposit, or both.

## Check Selection Process

This process selects items for payment by check or direct deposit.

## Check Print Process

This process prints checks using FAABATC or FAAONLC to specify parameters.

## Check Register Process

This process generates a hard copy report after running FABCHKP.

## Check Accounting Process

This process creates accounting transactions for payments made by check or direct deposit using FABCHKP. The posting process FGRACGTG must follow.

## Direct Deposit File Creation Process

This process creates a file of direct deposit transactions to send to the bank/clearinghouse for U.S. organizations.



## Canadian Direct Deposit File Process

This process creates a file of direct deposit transactions to send to the bank/clearinghouse for Canadian organizations.

## Direct Deposit Remittance Advice Report

This report provides a list of direct deposit remittance advices and can be sent to the party receiving payment by direct deposit.

## Direct Deposit Transmittal Register Report

This report displays a listing of summary control totals for transactions contained in the Direct Deposit file. This register should be sent to the bank/clearinghouse along with the Direct Deposit file.

# Purchase Card Processing

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## Introduction

Banner offers a Purchase Card processing feature. This feature permits the upload of monthly charge information from your bank card vendor(s) directly to Banner. This information is then verified and converted to temporary invoice records for review by a designated account manager. When approved, these temporary invoices are converted to actual Banner invoices for posting/processing.

## Purchase Card manual

Refer to the separate Purchase Card manual for further details on this feature.

# Self Check

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## Directions

Use the information you have learned in this workbook to complete this self check activity.

### Question 1

The Accounts Payable Table Maintenance Menu contains forms needed for Accounts Payable setup.

True or False

### Question 2

Individual tax rates applicable to your organization are controlled on the Tax Rate Code Maintenance Form (FTMTRAT).

True or False

### Question 3

What form is used to establish a fund for transactions?

# Answer Key for Self Check

---

## Question 1

The Accounts Payable Table Maintenance Menu contains forms needed for Accounts Payable setup.

**True**

## Question 2

Individual tax rates applicable to your organization are controlled on the Tax Rate Code Maintenance Form (FTMTRAT).

**True**

## Question 3

What form is used to establish a fund for transactions?

**The Fund Maintenance Form (FTMFUND)**

# Day-to-Day Operations



## Section goal

The purpose of this section is to explain the day-to-day or operational procedures to handle accounts payable procedures at your institution.

## Objectives

In this section you will learn how to

- set up the Purchase Card Processing feature
- create invoices and credit memos
- cancel invoices and credit memos
- work with queries
- produce and cancel checks
- run a batch check process
- reconcile bank transactions
- pay invoices by check and direct deposit
- work with 1099 reports.

# Process Introduction

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## About the process

The process includes processing invoices online, as well as processing credit memos, recurring payables, and invoice consolidations for vendors.

The system allows you to view, hold, and cancel invoices at any time.

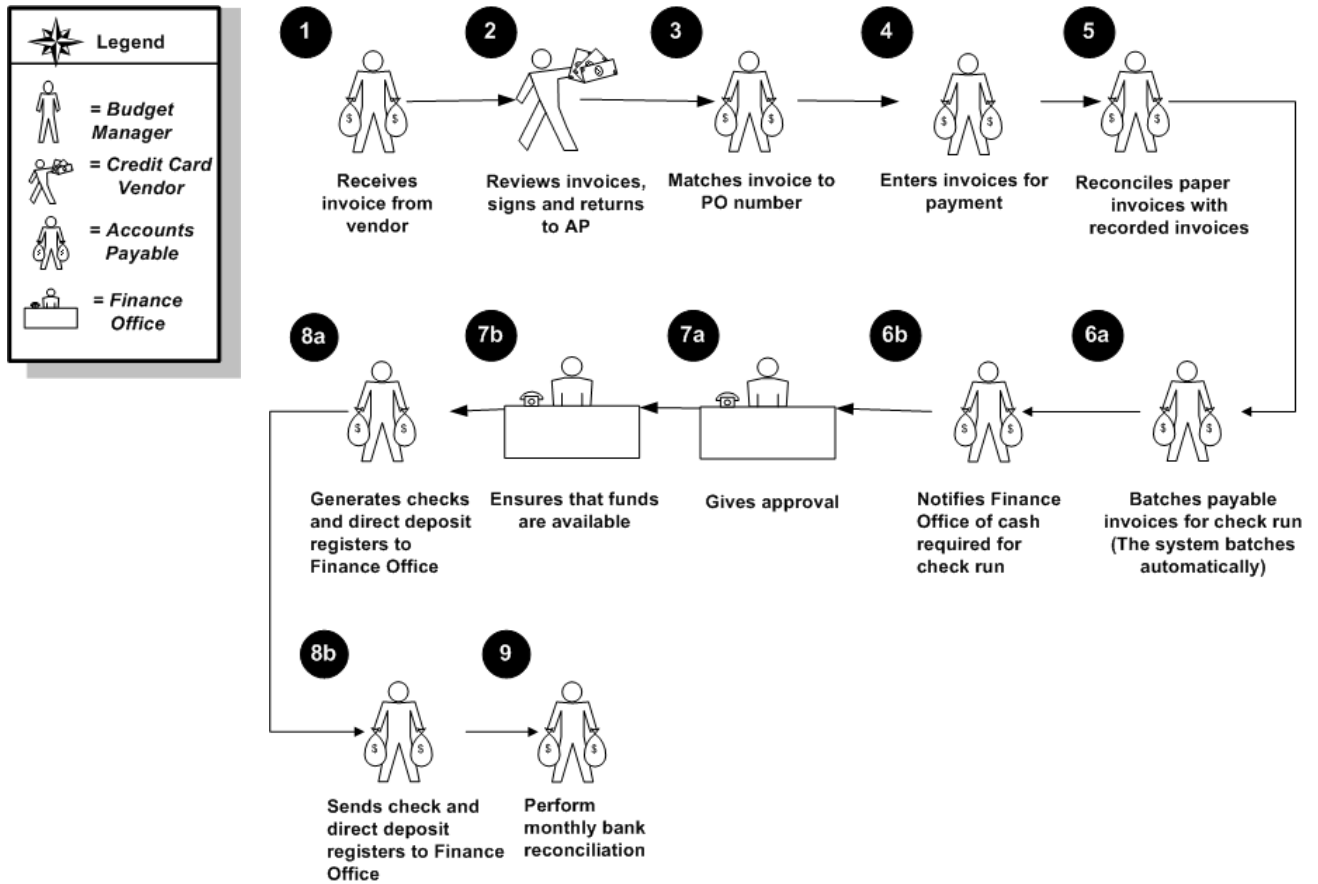
The Accounts Payable system is fully integrated with the General Ledger module.

At each step in the process, the system automatically creates operating and general ledger entries.

The system will produce vendor checks and direct deposit remittances as well as a bank tape for direct deposit transmission.

# Flow diagram

This diagram highlights the processes used to perform accounts payable-related tasks.



## What happens

The stages of the process are described in this table.

Stage	Description
Accounts Payable	
1	Receives invoice from vendor.
Budget Manager	
2	Reviews invoices, signs and returns to AP
Accounts Payable	
3	Matches invoice to PO number.
4	Enters invoices for payment.
5	Reconciles paper invoices with recorded invoices.
6a	Batches payable invoices for check run. (The system batches automatically.)
6b	Notifies Finance Office of cash required for check run.
Finance Office	
7a	Gives approval.
7b	Ensures that funds are available.
Accounts Payable	
8a	Generates checks and direct deposit transactions.
8b	Sends check and direct deposit registers to Finance Office.
9	Perform monthly bank reconciliation.



# Invoice/Credit Memo Overview

## Types of invoices

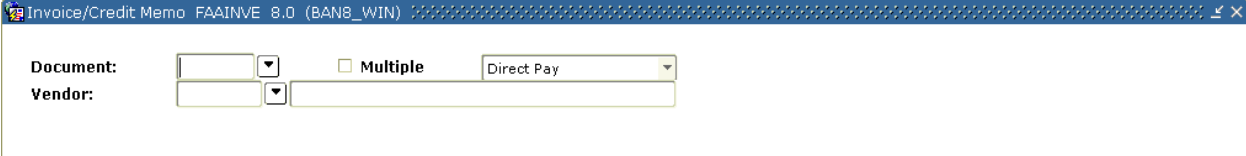
Invoices are of three kinds.

- **Direct Pay Invoices** are stand-alone documents, unrelated to any Purchase Order or encumbrance.
- **Regular Invoices** are invoices that liquidate, wholly or partially, a Purchase Order (created in FPAPURR).
- **General Encumbrance Invoices** are invoices that liquidate, wholly or partially, a General Encumbrance document (created in FGAENCB).

## Banner form

The Invoice/Credit Memo Form (FAAINVE) is used to create invoices and credit memos.

The **Multiple** option on the FAAINVE form permits you to associate multiple *vendor* invoices with a single *Banner* invoice. When the **Multiple** switch is turned on, the Vendor Invoice Consolidation Form (FACICON), will be called up from the FAAINVE form. This form is slightly different in format and navigation than the FAAINVE form.



# Creating a Regular Invoice

## FAINVE form fields

The table provides an overview of items that appear on the FAINVE form.

Item	Description
<b>Document</b>	Field that allows you to assign an invoice number.
<b>Multiple</b>	Checkbox used to turn on or off vendor invoice consolidation (VIC) functionality. If you want to assign multiple vendor invoice numbers to a Banner invoice, select this checkbox.
<b>Invoice Type</b>	Pull-down list which allows you to create Regular, Direct Pay, and General Encumbrance invoices and credit memos.

## Steps – FAINVE form

Follow these steps to create a regular invoice.

1. Access the Invoice/Credit Memo Form (FAINVE).
2. Assign an invoice number in the **Document** field, *or* TAB to the **Multiple** field, or enter **Next** to have Banner generate one.
3. Select the **Multiple** checkbox if you want to assign multiple vendor invoice numbers to a Banner invoice.

Result: The key block dynamically redisplay and the **Select PO Items** and **Invoice All** fields, which are no longer valid, will disappear.

Note: You cannot process a standing purchase order while using the VIC functionality.

4. Enter an "R" or select **Regular** from the **Invoice Type** pull-down list to display the purchase order field.
5. Enter the purchase order number in the **Purchase Order** field to roll a previously completed, approved, and posted purchase order into the invoice.

Notes: You can also query the existing purchase orders. You can only reference one Banner Finance purchase order number (a "P" number) per Banner accounts payable invoice number (an "I" number). The **Vendor** field is automatically populated from the purchase order.

6. Enter *Y* (Yes) in the **Select PO Items** field if you only want to select specific commodity items.
7. Perform a **Next Block** function to access the Invoice/Credit Memo PO Selection Form (FAQINVP).
8. Enter *Y* (Yes) in the **Invoice All** field if you want to select all the commodities.
9. Perform a **Next Block** function to access the Invoice/Credit Memo Header window.

## Steps – FAQINVP form

Follow these steps to continue the process.

Note: The Invoice/Credit Memo PO Selection Form (FAQINVP) is opened if you performed a **Next Block** function after entering *Y* in the **Select PO Items** field.

1. Go to the Commodity block to select specific commodity items.
2. Click the **Add** checkbox next to each commodity item you want to select for invoicing.

Note: You can also select all the commodities by clicking in the **Invoice All** field in the header block.

3. Click the **Save** icon.
4. Click the **Exit** icon to access the Invoice/Credit Memo Header window.

# Invoice/Credit Memo Header window fields

The table shows fields and checkboxes you should know when completing the exercises that follows.

Field or Checkbox	Description
<b>Invoice Date and Transaction</b>	Display the system date, but can be overridden.
<b>Document Accounting</b>	Checkbox that indicates whether document level accounting is activated. If checked, it is activated and cannot be changed.
<b>Address Code, Sequence Number, Address, and Discount Code</b>	Fields that are populated from the Vendor Table (FTMVEND). You can also override these fields.
<b>1099 Tax ID</b>	Field that is populated from the Vendor Maintenance Form (FTMVEND).
<b>Vendor Invoice Number</b>	A required field when processing a VIC document, but it is entered on the Vendor Invoice Consolidation Form (FACICON).

## Steps – Invoice/Credit Memo Header window

Follow these steps to continue the process.

Note: All of the header information is populated from a purchase order for a Regular invoice.

1. Do you want the payment for this Check to be paid to a vendor other than the vendor listed in the **Vendor** field?

Note: If yes, enter that vendor’s ID code in the **Check Vendor** field.

2. Enter the payment due date in the **Payment Due** field (required field).
3. If a **Bank** code is entered in the Bank Code field on the Invoice Header, all accounting sequences for the invoice must have the same bank code..

If a bank code is not entered in the Bank Code field on the Invoice Header window, then each accounting sequence can have a different bank code on the Invoice Accounting.

If the bank code is changed on the Invoice Header, all bank codes on all accounting sequences will be updated to the new bank code.

If a bank code is entered on the Invoice Header and a different bank code is entered on the Accounting Sequence window, an error will occur when completing the invoice.

4. Check the **1099 Vendor** checkbox if you want to include this invoice in 1099 reporting.
5. If you are using the vendor invoice consolidation (VIC) functionality, the **Vendor Invoice Number** field will automatically display MULTIPLE, and cannot be updated.

Notes: The **Vendor Invoice Number** field is the major 'duplicate checking' edit for Banner invoices. It is not required on non-multiple invoices, but a policy enforcing the entry of this field (and standards for supplying information for this field in the absence of a standard Vendor Invoice #) is recommended. Performing a **Next Block** function will take you to the Vendor Invoice Consolidation Form (FACICON), if using VIC functionality.

6. Are you using VIC functionality?

If no, enter the vendor's invoice number in the **Vendor Invoice Number** field.

7. Perform a **Next Block** function.

## Commodity Information-Regular window fields

The table shows fields and descriptions you should know when completing the exercises that follows.

Field	Description
<b>Commodity, Description, and U/M</b>	Note that this form displays the updated Commodity code overwritten description, if one exists. This allows you to see information when both the Commodity code as well as a specific description other than the description stored in the table have been entered
<b>Quantity and Unit Price</b>	If you are processing a standing purchase order, there are no <b>Quantity</b> and <b>Unit Price</b> fields. The <b>Amount</b> column is required and is particularly helpful when processing payments for services rather than goods ordered in a quantity.
<b>Ordered</b>	Displays the amount ordered on the purchase order
<b>Prev Invcd</b>	Displays the amount of all invoices that are in approvals, in the matching process and that have been posted against the purchase order. Invoices will not be included in the <b>Prev Invcd</b> field if the following occurs <ul style="list-style-type: none"> <li>• The purchase order or encumbrance has not been posted or is closed.</li> <li>• The purchase order has been cancelled.</li> <li>• The document referencing a blanket order is not complete or is terminated.</li> </ul>

<b>Field or Checkbox</b>	<b>Description</b>
<b>Accepted</b>	Value in this field reflects the net amount of goods received less rejected through the receiving process. It is also possible to enter the quantity that has been accepted here instead of in Receiving depending on institutional policies.
<b>Approved</b>	The value in this field designates the quantity for which the enterprise is paying with this invoice.
<b>Approved Extended Price</b>	Amount in this field is the value of the <b>Accepted Quantity</b> field times the value of the <b>Unit Price</b> field, which is calculated and not updateable.
<b>Discount Amount</b>	Field that is updateable if a Discount code has not been entered on the header of the document.
<b>Additional Amount</b>	Allows for the entry of a positive or negative number as required
<b>Tax Amount</b>	Calculated based on the <b>Tax Group</b> entered and the <b>Approved Extended Price</b> .  Note: For taxes to be calculated an Institution would have to setup the tax process. This is generally not used in Universities in the United States.
<b>Net</b>	Displays the calculation of the <b>Discount Amount</b> , <b>Additional Amount</b> , and <b>Tax Amount</b> fields.
<b>Total Override</b>	Permits you to approve any overage amount by commodity in the invoice if you have authority on the FOMPROF form.
<b>Hold</b>	Places a payment hold on this commodity until released through the Payment Control Form (FAAPAYC).
<b>Final Payment Indicator</b>	Displays <i>F</i> if you are paying all goods through the <b>Approved</b> field. If not, this field remains blank, designating partial payment. If left as <i>F</i> the Purchase Order will be fully liquidated and marked as Closed
<b>Last Receiver</b>	Displays the status of the last receiver, if one has been entered. It will display <i>F</i> if it has been marked final. It will display <i>P</i> if it has been marked as partial, allowing additional items to be received. This field will allow someone processing the payment to make a more informed decision about whether the <b>Final Payment Ind</b> field should be marked <i>F</i> (Final) or <i>P</i> (Partial).
<b>Suspense</b>	A <i>Y</i> (Yes) in the <b>Suspense</b> field indicates the document cannot be completed at this time.

<b>Access Completion</b>	<p>The <b>Access Completion</b> checkbox gives you the option to move directly to the document completion process so you do not have to enter accounting data. When you first enter the Commodity Information window, you cannot access the <b>Access Completion</b> field until accounting records exist for the commodity.</p> <p>When accounting records exist, this field is checked. If you change the commodity record and perform a <b>Next Block</b> function, Banner navigates to the Balancing Completion window.</p>
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## Steps – Commodity Information-Regular window

Follow these steps to continue the process. Review the tables on the previous pages as necessary.

1. Perform a **Next Block** function or select **Commodity Information** from the **Options** menu to access the Commodity Information-Regular window.

Note: Commodity information is populated from the originating purchase order based on the settings of the **Select PO Items** and **Invoice All** fields in the key block.

2. The **Commodity**, **Description**, and **U/M** fields are populated from the purchase order.

Note: If you click the **Add** checkbox, this will create a commodity on the Commodity Maintenance Form (FTMCOMM). This form displays the updated Commodity code overwritten description, if one exists. This allows you to see information when both the Commodity code, as well as a specific description other than the description stored in the table, have been entered.

3. The commodity quantity information is displayed from the purchase order and the receiving document. Banner updates the **Accepted**, **Invoiced**, and **Approved** fields.

4. Is the receiving process turned on?

If no, enter the **Quantity** of goods that have been accepted.

5. Enter the number of goods that have been invoiced by the vendor in the **Invoiced** field.

Note: The **Final Payment Indicator** must be set to **F** for each commodity in order to close (liquidate) that line item of the Purchase Order.





## Steps – Invoice Accounting Distribution Information window

Follow these steps to continue the process.

1. Select **Accounting Information** from the **Options** menu to navigate to the Invoice Accounting Distribution Information window.
  - The **COA, Fund, Orgn, Acct, Prog,** and **Accounting** fields are populated from the purchase order for a Regular Invoice type.
  - The commodity totals are populated from the Commodity Information-Regular window.
  - If a **Bank** code is entered in the Bank Code field on the Invoice Header, all accounting sequences for the invoice must have the same bank code..
  - If a bank code is not entered in the Bank Code field on the Invoice Header window, then each accounting sequence can have a different bank code on the Invoice Accounting.
  - If the bank code is changed on the Invoice Header, all bank codes on all accounting sequences will be updated to the new bank code.
  - If a bank code is entered on the Invoice Header and a different bank code is entered on the Accounting Sequence window, an error will occur when completing the invoice.
  - Income type are populated from the Invoice header.
  - The Currency Code default value comes from the purchase order and not from the vendor record. This ensures that the currency for the payment matches the currency on the purchase order.

## Steps – Balancing/ Completion window

Follow these steps to complete the process.

1. Once all vendor invoice and accounting information has been entered, you may complete the document. Select **Balancing/Completion** from the **Options** menu to navigate to the Balancing Completion window.

Result: This window displays summary information.

2. Are all the appropriate levels balanced?

If yes, complete the invoice by clicking **Complete**.

# Consolidating Vendor Invoices

## Introduction

If you are using the vendor invoice consolidation (VIC) functionality, vendor invoice numbers must be entered on the Vendor Invoice Consolidation Form (FACICON). Performing a **Next Block** function from the Invoice/Credit Memo Header window will take you to this form.

## Banner form

The screenshot shows the Vendor Invoice Consolidation Form (FACICON) interface. The form is titled "Vendor Invoice Consolidation Form" and contains several input fields and a table.

**Vendor Invoice** [input field]      **Vendor Invoice Date** [input field]       Invoice All      **Vendor Invoice Total** [input field]

**Document** [input field]      **Document Total** [input field]      **PO Number** [input field]      [input field] of [input field]

**Document PO**

Document Item	Commodity	Description	Approved Amount	Partial Payment	Discount Amount	Additional Amount	Tax Group

**Vendor Invoice Total Amounts**       Access Completion

<b>Approved</b>	<b>Discount</b>	<b>Additional</b>	<b>Tax</b>
[input field]	[input field]	[input field]	[input field]
			<b>Net</b>
			[input field]

## FACICON form fields

The table shows fields and descriptions you should know when completing the exercise that follows.

<b>Field</b>	<b>Description</b>
<b>Vendor Invoice Date</b>	Field that is automatically populated by the system but you can change it.
<b>Invoice All</b>	Function that is only available when processing a Regular pay invoice, and allows you to select all items on a purchase order for a specific vendor invoice to be paid by this Banner invoice.
<b>Vendor Invoice Total</b>	Field that keeps a running total of the specific vendor invoice you are currently working on.
<b>Document</b>	Field that displays the Banner Finance accounts payable invoice number (an "I" number) that has been generated by this process.
<b>Document Total</b>	Field that displays the document total of all vendor invoices entered so far for the entire Banner invoice document ("I" number), not just one specific vendor invoice.
<b>PO Number</b>	Field that is populated only when processing a Regular pay invoice, and displays the Banner Finance purchase order number (a "P" number) that is referenced. You can only reference one Banner Finance purchase order number per Banner accounts payable invoice number (an "I" number), even when using the VIC functionality.
<b>Counter</b>	Function which shows which vendor invoice number you are on, based on the total number of vendor invoices entered. If only one vendor invoice number has been entered, this will display <i>1 of 1</i> .
<b>Accepted Quantity</b>	Field that may be entered, or if online receiving is being used, the field will display the value received to date.
<b>U/M (Unit of Measure)</b>	Field that automatically populates from the purchase order.
<b>Unit Price</b>	Field that can be updated.
<b>Approved Amount</b>	Field value is the value of the <b>Accepted Quantity</b> field times the value of the <b>Unit Price</b> field, which is calculated and not updateable.
<b>Ordered, Previous Invoiced, and Currently Invoiced</b>	Fields that are helpful when making a decision about what amounts should be approved for payment.

<b>Ordered, Previous Invoiced, and Currently Invoiced</b>	Fields that are helpful when making a decision about what amounts should be approved for payment.
<b>Ordered</b>	Field that displays the amount ordered on the purchase order.
<b>Previously Invoiced</b>	Field that displays the amount of all completed and approved invoices that have been posted so far.
<b>Currently Invoiced</b>	Field that shows the amount that exists on the current invoice, or Banner Finance Accounts Payable document ("I" number) that you are processing at this time.
<b>Tolerance Override</b>	Field that allows you to enter a tolerance override when using invoicing tolerances.
<b>Discount Amount</b>	Field that is updateable if a Discount code has not been entered on the header of the document.
<b>Tax Group</b>	Field populated from the purchase order, but can be updated here.
<b>Tax Amount</b>	Field calculated based on the <b>Tax Group</b> entered and the <b>Approved Amount</b> .
<b>Net Amount</b>	Field that displays the calculation of the <b>Discount Amount, Tax Group, and Tax Amount</b> fields.

## Steps

Follow these steps to complete the process. Review the tables on the previous pages as necessary.

1. Enter a specific vendor invoice number in the **Vendor Invoice** field on the Vendor Invoice Consolidation Form (FACICON).
2. Perform a **Next Block** function to select the items you want to include in your payment.
3. Select the items by clicking on the appropriate **Add** checkbox.

Note: If you uncheck an **Add** checkbox, the item would be deselected from the invoice, and any information previously entered for that item will be lost.

4. As you perform a **Next Field** function (or Tab) through the fields, they will automatically update.
5. The **Approved Quantity** field is required, and must be populated with a value equal to or greater than one (1).

Note: As you continue to navigate through the fields, the **Final Payment** indicator is displayed.

6. Do you want to mark this for final payment?

If yes, enter *F* in the field.

Notes: The **Last Receiver** indicator will display *F* if the receiver has been marked final, or *P* if it has not. You can see the cumulative totals in the Vendor Invoice Total Amounts block. This displays the total **Approved, Discount, Additional, Tax Amount**, and **Net Amount** for all items entered for this selected vendor invoice.

7. Do you want to enter another vendor invoice?

If yes, perform a **Previous Block** function to go back to the Vendor Invoice Information block.

8. Perform a **Next Record** function to insert a new vendor invoice, and fill in the required information of vendor invoice number and date.
9. Perform a **Next Block** function to select the items to include on the vendor invoice.

Note: Once all vendor invoice and accounting information has been entered, you may complete the document.

## Steps – Balancing/ Completion window

Follow these steps to complete the process.

1. Select **Balancing/Completion** from the **Options** menu to access the Balancing Completion window.

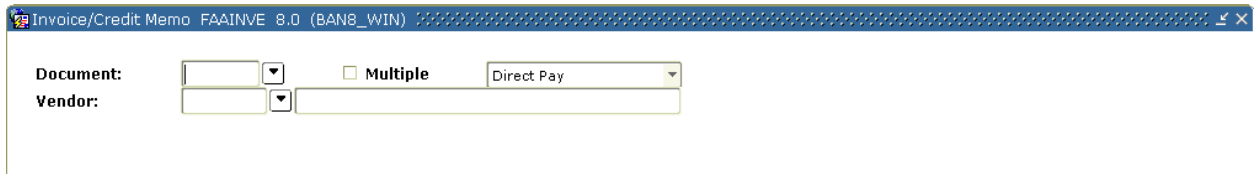
Note: This window displays summary information.

2. Complete the invoice by clicking **Complete** if all the appropriate levels are balanced.

# Returning to an Incomplete Invoice/Credit Memo

## Banner form

### Invoice/Credit Memo Form (FAAINVE)



Document:   Multiple

Vendor:

## Steps

Follow these steps to return to an incomplete invoice/credit memo.

1. Click the **In Process** button if you want to exit the document and complete it at a later date.
2. Go to the key block of FAAINVE and enter the document number to complete the document.

Note: The document header information displays.

## Steps – Complete/In Process window

Follow these steps to continue the process.

1. Select **Complete/In Process** from the **Options** menu to complete the document.

Note: Upon completion, the document is rolled back to the key block. Notice that the document number generated is displayed in the Auto-Hint Help line, and allows you to track what number was generated. Banner forwards this document to the approval and/or posting process.

# Creating Direct Pay and General Encumbrance Invoices

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## Multiple checkbox – FAAINVE form

The **Multiple** checkbox allows you to turn on or off invoice consolidation functionality provided on the form. If you want to use the vendor invoice consolidation (VIC) functionality, select the checkbox.

## Steps

Follow these steps to create Direct Pay and General Encumbrance invoices.

1. Access the Invoice/Credit Memo Form (FAAINVE).
2. Assign an invoice number or allow the system to generate one by clicking TAB or inserting NEXT in the **Document** field.

Note: You may either enter a "D" or select Direct Pay from the pull-down menu to create an invoice without a pre-existing purchase order, or enter a "G" or select General Encumbrance to enter the corresponding encumbrance number in the **Encumbrance** field.

3. Enter a valid code in the **Vendor** field.
4. Enter the vendor's name you want to retrieve or query the vendor's name.

Note: If you need to create a vendor or add address information, access the Vendor Maintenance Form (FTMVEND).



## Fields

The table shows fields and descriptions you should know when completing the exercises that follows.

Field	Description
<b>Vendor Invoice Number</b>	Required field when processing a VIC document, and it is entered on the Vendor Invoice Consolidation Form (FACICON).
<b>Vendor Invoice</b>	Just like in a Regular Pay invoice, you are required to enter a vendor invoice number in the field. The <b>Vendor Inv Date</b> defaults to today's date but you can change it.
<b>Vendor Invoice Total, Document, and Document Total</b>	Information is automatically provided in the fields, as well as indicators of the total number of vendor invoices entered and the vendor invoice number you are currently on. The values for these fields can be edited.
<b>Discount Amount</b>	Field that is automatically calculated if you entered a Discount code in the header of the document and is updateable.
<b>Additional Amount</b>	Field allows for the entry of a positive or negative number as required.

## Steps – Invoice/Credit Memo Header window

Follow these steps to continue the process. Review the table on the previous page as necessary.

1. Perform a **Next Block** function or select **Invoice Header** from the **Options** menu to navigate to the Invoice/Credit Memo Header window.

Note: This window operates the same as with Regular invoices. Banner requires the **Payment Due** field and the **Bank** field to be populated. With the VIC functionality enabled, the **Vendor Invoice Number** field displays MULTIPLE, and cannot be updated.

2. Perform a **Next Block** function to access the Vendor Invoice Consolidation Form (FACICON).
3. Once you've completed the appropriate information, perform a **Next Block** function to add your commodity.
4. Enter your commodity information in the scrolling block.
5. Enter a Commodity code or leave the field blank in the **Commodity** field.
6. Enter a description for the commodity in the **Description** field.

Note: Unlike the requisition, purchase order, and change order, the

Invoice/Credit Memo Form (FAAINVE) does not have the functionality to allow for an overridden Commodity code description

7. Enter values in the **Approved Amount**, **Discount Amount**, and/or the **Additional Amount** fields.
8. Enter a tax group in the **Tax Group** field.

Note: The **Tax Amount** field will be automatically calculated based on the tax group entered. The **Net Amount** field displays the calculation of all of the amounts entered.

9. Perform a **Next Record** function and enter the required information to enter another commodity item for this specific vendor invoice.

Note: Notice that the accumulative totals in the Vendor Invoice Total Amounts block continually update as you add items. This displays the total **Approved**, **Discount**, **Additional**, **Tax Amount**, and **Net Amount** for the current vendor invoice, not for the document as a whole.

## Steps – Procedure 2 – enter another invoice

Follow these steps to complete the process.

1. Do you want to enter another vendor invoice?

If yes, perform a **Previous Block** function to access the Vendor Invoice Information block.

2. Perform a **Next Record** function in the Vendor Invoice Information block to insert a new vendor invoice.
3. Fill in the vendor invoice number and vendor invoice date.
4. Perform a **Next Block** to go the Commodity section.

Note: Enter the commodities as necessary, and their related amounts.

5. Perform a **Next Block** function from the Vendor Invoice Consolidation Form (FACICON) once all vendor invoice and related commodity information has been entered.

Note: This will access the Invoice Accounting Distribution window of the Invoice/Credit Memo Form (FAAINVE).

6. Enter information about what FOAPAL elements these items should be charged to.

7. Enter the values in the **COA, Fund, Orgn, Acct, Prog** fields as well as accounting distributions.
  - The commodity totals are populated from the Commodity Information window.
  - A *Y* (Yes) in **Suspense** indicates that the document cannot be completed at this time. There may be several reasons.
  - The Currency Code default value comes from the vendor record and can be overridden.
8. Enter *Y* (Yes) in the **NSF Override** field to override the budget checking for this accounting distribution.
9. Complete the document after all invoice and FOAPAL information has been entered and the document is balanced.
10. Perform a **Next Block** function, or select Balancing/Completion from the **Options** menu to navigate to the Balancing Completion window.

Note: This window displays summary information.
11. Complete the invoice by clicking **Complete** if all the appropriate levels are balanced.

# Creating a Credit Memo

---

## Introduction

An invoice becomes a credit memo if you check the **Credit Memo** box in the Document Indicators window. This reverses postings for this invoice.

## Steps

Follow these steps to create a credit memo.

1. Enter information as you would for a Regular or Direct Pay invoice. If you choose Regular, select an open purchase order.

Note: You cannot enter a credit memo against a closed purchase order on a Regular invoice. Instead, use a Direct Pay invoice.

2. Perform a **Next Block** function to navigate to the Invoice/Credit Memo Header window.
3. Check the **Credit Memo** box.
4. Fill in the rest of the header; the **Payment Due** and **Bank Code** fields are required.

Note: Once you have checked the Credit Memo box and navigated to the next block it is NOT possible to navigate back and uncheck.

5. Access the Direct Pay/General Encumbrance block.
6. Enter a positive amount.

Notes: Since this is now a credit memo, Banner reverses all accounting entries.

All remaining windows for credit memos are the same as the corresponding windows for Regular invoices.

7. Complete this credit memo as you would an invoice by clicking **Complete** in the Balancing/Completion window.

# Entering a One-Time Vendor

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## Introduction

Most invoices use a vendor that has already been entered on the Vendor Maintenance Form (FTMVEND). FTMVEND allows you to maintain recurring vendor information. However, you can enter a one-time vendor on the Invoice/Credit Memo Form (FAAINVE) without an existing vendor ID number. Banner requires the vendor's address, but does not keep a vendor history for this vendor.

One-time vendors cannot collect selected taxes, be paid in foreign currency, or be paid as a 1099 vendor. Do not attempt to use multiple invoice functionality when using a one-time vendor.

## Steps

Follow these steps to enter a one-time vendor.

1. Access the Invoice/Credit Memo Form (FAAINVE).
2. Complete the required information for the type of invoice you are creating.
3. Leave the **Vendor** field blank and go to the **Vendor Name** field and enter the vendor name to indicate a one-time vendor.

Note: The absence of a code in the **Vendor** field signals FAAINVE to handle all the updates and restrictions appropriately.

4. Perform a **Next Block** function to access the Invoice/Credit Memo Header window.
5. Go to the **Check Vendor Address** fields.
6. Enter the check vendor's address information.

Note: All remaining windows for one-time vendors are the same as the corresponding windows for Regular invoices.

# Canceling an Invoice

## Introduction

Use the Invoice/Credit Memo Cancel Form (FAAINVD) to cancel invoice/credit memos that have been completed, approved, and posted within the Accounts Payable module. Cancellation will effectively reverse the posting of the original invoice.

## Banner form

The screenshot shows the 'Invoice/Credit Memo Cancel' form in Banner 8.0. The form is titled 'Invoice/Credit Memo Cancel FAAINVD 8.0 (BAN8\_WIN)'. It contains the following fields and sections:

- Invoice:** A dropdown menu with 'NEXT' selected.
- Purchase Order:** An empty text box.
- Invoice Date:** An empty text box.
- Vendor Invoice Number:** An empty text box.
- Vendor:** A text box containing a long alphanumeric string.
- Blanket Order Remaining Balance:** An empty text box.
- Payment Due Date:** An empty text box.
- NSF Checking:** A checkbox that is currently unchecked.
- Calculation Table:** A table with five columns: 'Approved Amount', 'Discount Amount', 'Tax Amount', 'Additional Charges', and 'Net Amount'. Each column has a corresponding empty text box for input. The table structure is as follows:

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"/>

## Reestablishing the payable

Note that when canceling a Banner invoice, you will have to decide whether or not you wish to reestablish the payable. This will depend upon the circumstances of the cancellation. That is, if the invoice is being cancelled because it was simply an incorrect or duplicate payment, you may not want to reestablish the payable. Your cancellation will reverse the original posting, and that will be the end of it. However, if you merely wish to correct something on the invoice, you will want to reestablish the payable. If you reestablish the payable, the invoice will be reopened in an incomplete status, so that you can make your corrections without reentering the whole document.

## Steps - Procedure 1

Follow these steps to complete the process.

1. Access the Invoice/Credit Memo Cancel Form (FAAINVD).
2. Enter the invoice you want to cancel.
3. Perform a **Next Block** function.

Note: The invoice's information is displayed.

4. Select **Access Cancel Date** from the **Options** menu.

Note: The Cancel Date window appears.

5. Click on the **Re-establish Payable** indicator, so that a checkmark displays in the box.

Note: The **Cancel Date** field is populated with the current date.

6. Select **Process Cancellation** from the **Options** menu to cancel the invoice/credit memo.
7. Click the **Exit** icon.

## Steps - Procedure 2

Follow these steps to complete the process.

1. After you or your instructor run the posting process (FGRACTG), access the Invoice/Credit Memo Entry Form (FAAINVE).
2. Call up the invoice you just cancelled.
3. Modify any field on your invoice, then complete the document again.
4. Click the **Exit** icon.
5. Access the Document Retrieval Inquiry Form (FGIDOCR) after you or your instructor have run the posting process (FGRACTG).
6. Enter your invoice ID.
7. Perform a **Next Block** function.
8. Choose **Access Document Postings** from the **Options** menu to examine the postings for this invoice.
9. Click the **Exit** icon.

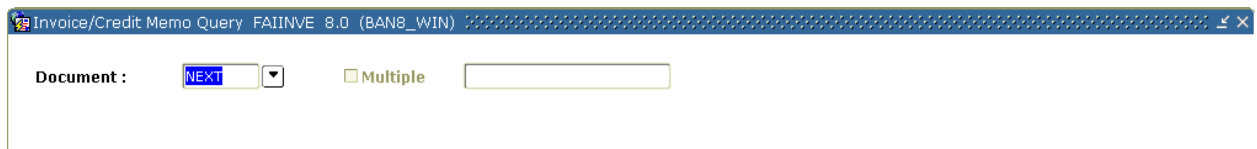


# Querying Invoice/Credit Memos

## Introduction

Once you complete and approve an invoice, you cannot query the information from the Invoice/Credit Memo Form (FAAINVE). Instead, use the Invoice/Credit Memo Query Form (FAIINVE). This form can also be used to query invoice forms that are still In Process.

## Banner form



The screenshot shows a web browser window titled "Invoice/Credit Memo Query FAIINVE 8.0 (BAN8\_WIN)". The main content area contains the following elements:

- Document :** A dropdown menu with "NEXT" selected.
- Multiple** checkbox.
- An empty text input field.

## Steps

Follow these steps to complete the process.

1. Access the Invoice/Credit Memo Query Form (FAIINVE).
2. Enter the invoice/credit memo number you want to query in the **Document** field.

Note: You can click the **Search** icon to select a valid Invoice/Credit Memo number. If the document you are querying uses the Vendor Invoice Consolidation (VIC) functionality, the **Multiple** checkbox will be checked.

3. Perform a **Next Block** function, or select **Invoice Header** from the **Options** menu to access the Invoice/Credit Memo Header window.

# Querying Non-Vendor Invoice Consolidation (VIC) Invoices

---

## Steps

Follow these steps to query non-vendor invoice consolidation (VIC) invoices. In this window, vendor address information is displayed.

1. Perform a **Next Block** function to go to the Commodity Information – Regular window if the document you are querying does not use the vendor invoice consolidation (VIC) functionality.

Notes: The Invoice/Credit Memo Inquiry Form (FAIINVE) provides the Commodity code overridden description functionality, and displays the information as entered on the purchase order. However, it does not provide the Original Commodity Description pop-up window as in the requisition, purchase order, and change order forms.

If you are querying a standing purchase order, the **Quantity** and **Unit Price** fields have been replaced with the **Amount** field, since a standing order only uses an amount.

The **Last Receiver** field stores the status of either “F” for final or “P” for Partial payment, which was the status when the invoice was completed.

2. Review the purchase order item text by selecting **Purchase Order Item Text** from the **Options** menu.

Note: This opens the Procurement Text Entry Form (FOAPOXT), and allows you to review text that has been entered on the purchase order.

3. Click **Exit** to exit this form and return to the Commodity Information-Regular window when you are finished reviewing the information.
4. Perform a **Next Block** function from the Commodity Information – Regular window or select **Accounting Information** from the **Options** menu to display the Invoice Accounting Distribution window.

Note: In this window, you can review the accounting distribution (the FOAPALs charged) information.

5. Perform a **Next Block** function from the Accounting Distribution Information window, or click **Balancing/Completion** from the **Options** menu to access the Balancing/Completion window.

Note: Here you can see the totals of the documents and whether they are balanced. You cannot complete the document from this block, as this is an inquiry form and not an entry form. If you wanted to complete this document, you must access it through the Invoice/Credit Memo Form (FAAINVE).

6. Click the **Exit** icon when finished with your query.

# Querying Vendor Invoice Consolidation (VIC) Invoices

---

## Steps

Follow these steps to query vendor invoice consolidation (VIC) invoices.

1. Perform a **Next Block** function to go to the Vendor Invoice Consolidation window.

Note: If the document you are querying was entered using VIC functionality, the **Vendor Invoice** field on the Invoice/Credit Memo Header window will display MULTIPLE.

2. Perform a **Next Block** function to move to the Commodity block.

Notes: The first block displays information regarding the vendor invoice, such as the vendor invoice number and vendor invoice date.

Once in the Commodity block of the Vendor Invoice Consolidation window, you can use the Tab key, or **Next Field** function to navigate through the various fields in the scroll block.

3. Tab through the fields to review information in the **Accepted Quantity**, **Approved Quantity**, **U/M** (Unit of Measure), **Unit Price**, **Approved Amounts**, **Final Pay** indicator, **Last Receiver** indicator, **Tolerance Override** indicator, **Discount Amount**, **Additional Amount**, **Tax Group**, **Tax Amount**, and **Net Amount** fields.

Note: The Vendor Invoice Total Amounts displayed at the bottom of the form provide a summary of all information entered in the Commodity block.

4. Perform a **Previous Block** function from the Commodity block to access the Vendor Invoice block.

5. Perform a **Next Record** function to scroll down to the next vendor invoice that has been entered.

Note: You can use this function to review all vendor invoices or to find a specific vendor invoice to review.

6. Perform a **Next Block** function to navigate to the Commodity block and review the information once you find the vendor invoice that you want to review.

Note: All remaining windows are the same as when querying a non-VIC Invoice.

7. Click the **Exit** icon when finished with your query.



## Steps

Follow these steps to view vendor invoices using FAIVNDH.

1. Access the Vendor Detail History Form (FAIVNDH).
2. Enter a Vendor code in the **Vendor** field or click the **Search** icon to retrieve an existing vendor.
3. Choose a **Selection** type.
4. Enter the **Fiscal Year** in FAIVNDH.
5. Enter a beginning date for the transaction in the **Invoice Date From** field.
6. Enter an end date for the transaction in the **Invoice Date To** field.
7. Perform a **Next Block** function.

Note: All invoices associated with the selected vendor will display. The **VIC Indicator** on the FAIVNDH form indicates a *Y* (Yes) if there are multiple vendor invoices associated with the Banner invoice.

8. Click the **Exit** icon when finished viewing all of the information.

## Banner form

### Vendor Invoice Query Form (FAIVINV)



The screenshot shows a web browser window titled "Vendor Invoice Query FAIVINV 8.0 (BAN8\_WIN)". The main content area contains a "Vendor:" label followed by a search field. The search field consists of a small dropdown menu icon, a text input box, and a search icon (magnifying glass) to the right.

## Steps

Follow these steps to view invoices using the Vendor Invoice Query Form (FAIVINV).

1. Access the Vendor Invoice Query Form (FAIVINV).
2. Enter a Vendor code in the **Vendor** field or click the **Search** icon to retrieve an existing vendor.
3. Perform a **Next Block** function.
4. Click the **Exit** icon when finished viewing all of the associated information.

# Producing Online Checks

## Introduction

The Online Check Print Form (FAAONLC) is used for non-batch check print jobs to create the check print parameters for producing a single check from a completed, approved, and posted invoice.

Note: Only one invoice per check may be paid using this option, and that invoice must be created (using FAAINVE) before any check payment is possible.

## Banner form

On-line Check Print: FAAONLC 8.0 (BANB\_WIN)

Document Number:   Purchase Order Number:

---

Vendor:

Check:

Bank:

Approved Amount:

Discount Amount: -

Tax Amount: +

Additional Charges: +

Federal Withholding: -

State Withholding: -

Check Amount:

Check Number:

Check Date:

Manual Check

Online Check

Print Test Pattern:

Process/Print Check:



## Steps - Procedure 1

Follow these steps to complete the process.

1. Access the Online Check Print Form (FAAONLC).
2. Enter a completed, approved, and posted invoice in the **Document Number** field.

Note: If the invoice originated from a purchase order, the purchase order number displays.

3. Perform a **Next Block** function.

Note: The **Vendor Number** and/or **Name** defaults from the invoice.

4. Enter an unused or the next "good" check number for your bank in the **Check Number** field.

Notes: This field is required. The current date displays in the **Check Date** field.

5. Go to the **Manual Check** and **Online Check** radio buttons.

6. Select the **Online Check** radio button.

Note: A manual check records disbursement accounting for a check that you prepared outside of Banner.

7. Check the **Print Test Pattern** checkbox to print a test pattern.

Notes: The **Print Test Pattern** checkbox allows you to print one or more test patterns in order to make sure the checks are aligned properly. With each test, Banner increments the check number by one to account for the check used in printing the test pattern.

8. Click the **Save** icon.

Note: If you chose to print a test pattern, Banner informs you with the following message: *Transaction complete: 1 record applied and saved.*

9. Select **OK**.

Note: The Process Submission Control Form (GJAPCTL) appears. The **Process** field displays *FATCHKS*, which is the test check process.

10. Run this process.

Note: You can run this process more than once for proper check alignment.

11. Click the **Exit** icon to exit GJAPCTL once you align the checks.

## Steps - Procedure 2

Follow these steps to continue the process.

1. Banner displays FAAONLC.
2. Leave the checkbox blank and click **Save** to move to the **Process/Print Check** checkbox if you have completed the **Print Test Pattern** or do not want to print a test pattern.
3. Check the **Process/Print Check** checkbox and click **Save**. Banner displays the following messages.

*Transaction complete: 1 record applied and saved.*

*Run jobs FABCHKS, FABCHKP, FABCHKR, FABCHKA to print/record the checks.*

4. Select **OK** for each message.

Notes: The Process Submission Control Form (GJAPCTL) appears, with *FABCHK1* in the **Process** field. Change the entry to *FABCHKS* and run this process. This process will select the invoice to pay.

5. Run the FABCHKP process to print the check.

Note: If the check did not print properly (e.g., the printer jams), you will need to reprint the check. Return to FAAONLC and start the process over again.

6. Run FABCHKA to enter the corresponding accounting records into the ledgers once the check prints.

Note: Banner updates the ledgers the next time you run posting (FGRCTG).

# Running a Batch Check Process

## Introduction

The Batch Check Print Form (FAABATC) is used to create the check print parameters to select all completed, approved, and posted invoices by bank. Invoices are selected by payment due date, as defined on the Invoice/Credit Memo Form (FAAINVE) or as modified on the Payment Control Form (FAAPAYC).

## Banner form

Batch Check Print FAABATC 8.0 (BAN8\_WIN)

Bank:

Check       Direct Deposit       Direct Deposit and Check

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Check Date:

STARTING Check Number:

Last GOOD Check Number:

RESTART Check Number:

Print Test Pattern:

Print Check:

## Before you begin

Before running batches of checks, perform the following three steps to ensure the check run will be correct.

**Invoice Selection Report (FARINVS)** - This report is run from the Process Submission Control Form (GJAPCTL). It produces a list of open invoices available to be paid for the payment due date indicated in the report parameters.

**Payment Control Form (FAAPAYC)** - This form allows you to place open invoices on hold to prevent them from being paid on the next check run, even though they fall within the indicated payment due date parameter. You can place an open invoice on hold indefinitely. You may also update the payment due date if necessary.

## Steps

Follow these steps to complete the process.

1. Access the Batch Check Print Form (FAABATC).
2. Enter the bank whose checks Banner will print in this run.
3. Perform a **Next Block** function.
4. Enter the date for the check run.

Note: Banner compares this date to the payment due dates on the invoices. Banner will attempt to include all invoices with a payment due date up to and including this date.

5. Enter the check number of the next check to be printed in the **Starting Check Number** field.
6. Do you want to print a test pattern?
  - If yes, check the Print Test Pattern checkbox.
  - If no, leave the checkbox blank.

Note: The **Print Test Pattern** checkbox allows you to print one or more test patterns to ensure the checks are properly aligned. With each test, Banner increments the check number by one to allow for the check it used to print the test pattern.

7. Click the **Save** icon.

## Steps

Follow these steps to continue the process.

1. If you chose to print a test pattern, Banner displays the message: *Now run rpt (FABCHKS) to print check.*
2. Click **OK**.

Note: The Process Submission Control Form (GJAPCTL) appears. *FABCHKS* displays in the **Process** field. You can run this process more than once, if necessary, for proper check alignment.

3. Exit GJAPCTL once you align the checks.

Note: Banner returns to FAABATC.

4. Click the **Save** icon to move to the **Print Check** checkbox with the **Print Test Pattern** checkbox blank.
5. Click the **Print** checkbox.
6. Click the **Save** icon.

Note: Banner displays the message:

*Run processes FABCHKS, FABCHKP, FABCHKR, FABCHKA to print the checks.*

7. Select **OK**.

Note: GJAPCTL appears. *FABCHK1* displays in the **Process** field. Change the process to *FABCHKS*.

8. Enter *FABCHKP* in the **Process** field on GJAPCTL once Banner runs this process.

Notes: Run this process to print the checks.

If the check run is not satisfactory, restart the process by going back to FAABATC and starting over.

Once you enter the Header block, the cursor goes to the **Last GOOD Check Number** field.

9. Enter the number of the last check in this run that printed correctly.

Note: If no checks printed correctly, enter *NONE* in this field.

10. Enter the next "good" check number in the **RESTART Check Number** field.
11. Run the *FABCHKR* to create a report of the check run if the check run is satisfactory.
12. Click **Exit** to return to FAABATC.

Note: The cursor is in the **Perform Accounting** checkbox.

13. Check the **Perform Accounting** checkbox.
14. Click the **Save** icon.

Note: GJAPTCL appears with *FABCHKA* in the **Process** field.

**Warning:** Do not run FABCHKA until you are sure the check run is accurate. You cannot rerun checks after you run FABCHKA. If your check run is accurate, run FABCHKA to enter the corresponding accounting records into the ledgers. Banner updates the ledgers when you run the next posting (FGRACTG).

15. Click **Exit** to return to the Batch Check Print Form (FAABATC) when the batch check run is completed.
16. Click the **Exit** icon.

# Canceling a Previously Issued Check

## Introduction

The Check Cancellation Form (FAACHKS) is used to cancel previously issued checks and perform the associated reverse accounting. This form, like the Invoice Cancellation Form (FAAINVD), also gives you the option to re-establish the payable. If the payable is reestablished, then the invoices paid by this cancelled check will all be reopened in an incomplete status, pending your corrections.

**Warning:** *You* are the only one who can verify whether or not a check is eligible for cancellation. Banner will not permit cancellation of a check that is confirmed as reconciled. However, until final reconciliation, any check can be cancelled. It is important to maintain strict controls on check cancellations.

## Banner form

The screenshot shows a web browser window titled "Check Cancellation FAACHKS 8.0 (BAN8\_WIN)". The form contains the following fields:

- Check:** A dropdown menu.
- Bank:** A dropdown menu.
- Vendor:** A text input field.
- Check Vendor:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- State or Province:** A dropdown menu.
- ZIP or Postal Code:** A text input field.
- Check Information:** A section containing:
  - Date:** A text input field.
  - Amount:** A text input field.

## Steps

Follow these steps to complete the process.

1. Access the Check Cancellation Form (FAACHKS).
2. Enter the check number you want to cancel in the **Check** field.
3. Enter the Bank code.
4. Perform a **Next Block** function.

Note: Vendor and check payment information default into the fields.

5. Select **Accounting Information** from the **Options** menu to navigate to the Invoice Accounting window.

Note: Accounting distributions for the check are displayed.

6. Select **Access Cancel Date** from the **Options** menu to navigate to the Cancel Date window.

Note: The **Cancel Date** field defaults to today's date. You can change it to any date greater than the check date and within an open accounting period.

7.

IF you...	THEN...
wish to print a new check to replace the canceled one	check the <b>Re-establish Payable</b> box.
leave the checkbox blank	Banner closes the invoice and reverses the accounting entries.

8. Select **Process Cancellation** from the **Options** menu to cancel the check.
9. Click the **Exit** icon.



# Reconciling Bank Transactions

## Introduction

Reconciliation of bank-related transactions (deposits, checks, etc.) with the Banner Finance system can be performed either by manually entering bank records into the Banner system or by interfacing to them via electronic media.

## Banner form

Use the Bank Tape Reconciliation Form (FAABREC) to enter bank activity from the bank statement. If your enterprise interfaces bank activity via electronic media, the interfaced information appears on this form and the only entry you will need to make is to enter the **Internal Document code**.

Bank:    
Bank Account Number:

Status Selection:   
Cash Account Number:

Document	Type	Transaction Date	Description	Amount	Internal Document Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## Reports

The Bank Reconciliation Activity Aging Report (FARAAGE) displays aging of unreconciled items. The Bank Reconciliation Balance Report (FARBBAL) produces a summarized statement.

You will be running these reports in the exercise that follows.

Table 1

Use the information in Table 1 to complete the exercise that follows.

<b>Field</b>	<b>Action required</b>
<b>Document</b>	Enter the document number for the transaction shown on the bank statement.
<b>Type</b>	Each transaction must be categorized as Check, Deposit, Other, or Unknown. Use Other for miscellaneous adjustments, such as bank service charges. Unknown indicates adjustments of unknown origin. Use it to classify items that you cannot classify into one of the other categories.
<b>Transaction Date</b>	Enter the bank statement's transaction date.
<b>Description</b>	Enter a transaction's description.
<b>Amount</b>	Enter the transaction's amount, per the bank statement.
<b>Internal Document Code</b>	Enter the number that Banner uses to recognize the document. For checks, this is the same as the Document number. For deposits, it is the number entered in the Deposit field on the Journal Voucher Entry Form (FGAJVCD). If you leave this field blank, Banner inserts the Document number from the first column.
<b>Status</b>	This is not a user-defined field. The system populates this field with <i>R</i> as items are reconciled.

## Steps

Follow these steps to complete the process. Use the table on the previous page where indicated.

1. Access the Bank Tape Reconciliation Form (FAABREC).
2. Enter a Bank code that you want to reconcile in the **Bank** field.
3. Access the **Status Selection** field.

Note: Valid entries for reconciliation are All, Reconciled Only, and Not Reconciled. Banner retrieves the bank account number for this bank account, as well as the cash account. Before you enter the data, ensure that the bank account number matches the bank account number shown on the bank statement.

4. Perform a **Next Block** function.
5. Enter data from the bank statement using Table 1.
6. Click the **Save** icon.
7. Run the Bank Reconciliation Report Process (FARBREC) using Process Submission Control Form (GJAPCTL).

Result: This job matches records, updates the Status Indicator field on the Bank Tape Reconciliation Form (FAABREC) with an R as appropriate, then prints the report (FARBREC). The report contains fields similar to the Bank Tape Reconciliation Form (FAABREC) with the addition of a column to indicate the bank amount.

Note: Banner does not populate this field for items it has reconciled. For items that it has not reconciled, Banner enters a *G* (Enterprise amount is greater than bank amount), an *L* (Enterprise amount is less than bank amount), or *N* (No matching record).

8. Make the appropriate adjustments on the Bank Tape Reconciliation Form (FAABREC) and/or the enterprise's records after each iteration of this job, until you reconcile all items.
9. When running the Bank Reconciliation Report Process (FARBREC), enter *R* (Repetitive) in the **Type of Reconciliation** field. Once you reconcile everything, run this report and enter *F* (Final) in the **Type of Reconciliation** field.

Result: This process generates a summary report of all items in this reconciliation and clears out the appropriate tables to prepare for the next reconciliation.

10. After the final run for FARBREC, run the Bank Reconciliation Balance Report (FARBBAL) to produce a summarized statement. Use the balance on your bank statement when the process requests a balance.
11. Run the Bank Reconciliation Activity Aging Report (FARAAGE).
12. Click the **Exit** icon.

# Paying Accounts Payable Invoices by Check and Direct Deposit

## Introduction

There are three options for processing checks in the Banner Finance system: by check only, direct deposit only, and direct deposit and check.

When you ran a batch check process, you paid Accounts Payable invoices by check without using the ACH capability. These exercises are the same as the previous exercises, and are provided so that you can readily see the differences in the three options.

## Banner form

To identify which vendor invoices should be paid, you will need to run the Invoice Selection Report (FARINVS). This report provides the payment date and bank code for invoices which have been completed, approved, and posted and have due dates less than or equal to the payment date.

The screenshot shows a web browser window titled "Process Submission Controls - GJAPCTL 8.0 (BAN8\_WIN)". The interface includes the following sections:

- Process:** FARINVS (dropdown) Invoice Selection (text field)
- Parameter Set:** (dropdown)
- Printer Control:** Printer: (dropdown), Special Print: (text field), Lines: 55 (text field), Submit Time: (text field)
- Parameter Values:** A table with columns for Number, Parameters, and Values.

Number	Parameters	Values
01	Next check run, DD-MON-YYYY	14-MAR-2008
02	Bank Code	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single  
Enter the date for the next check run ( i.e. the invoices that will be paid )
- Submission:**  Save Parameter Set as, Name: (text field), Description: (text field),  Hold,  Submit

## Banner form

Use the Payment Control Form (FAAPAYC) to place an invoice on "hold," which will prevent the invoice from being paid on the next check run.

Payment Control FAAPAYC 8.0 (BAN8\_WIN)

Invoice:    
Invoice Amount:  0.00

Purchase Order:   
Commodity Record Count:

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**Invoice Information**

Invoice Date:  Payment Due Date:   Hold  
Discount Code:   
Vendor:   
Check Vendor:   
Bank:

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**Commodity Information**

Invoice Item Number:   Hold  
Purchase Order Item Number:   
Commodity:

Invoice Item Number:   Hold  
Purchase Order Item Number:   
Commodity:

## Banner form

Use the Batch Check Print Form (FAABATC) to select the Bank code that will be the source of the withdrawals.

Batch Check Print FAABATC 8.0 (BAN8\_WIN)

Bank:

Check  Direct Deposit  Direct Deposit and Check

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Check Date:

STARTING Check Number:   
Last GOOD Check Number:   
RESTART Check Number:

Print Test Pattern:    
Print Check:

## Steps - Procedure 1 – check only option

Follow these steps to complete the process for the check only option (without ACH).

1. Run the Invoice Selection Report (FARINVS) to identify which vendor invoices should be paid.
2. Use the Payment Control Form (FAAPAYC) to place an invoice on “hold,” which will prevent the invoice from being paid on the next check run.
3. Use the Batch Check Print Form (FAABATC) to select the Bank code that will be the source of the withdrawals.
4. Perform a **Next Block** function.
5. Click on the **Check** radio button.

**Warning:** Do not select **Direct Deposit** or **Direct Deposit & Check**.

6. Enter the check date, the check numbers for printing, and print a test pattern for check stock alignment.
7. Click on the **Print Check** checkbox to proceed.

## Banner forms

The Batch Check Process (FABCHKS) allows you to select invoices for payment. The system does this by comparing the invoices to be paid to the due date parameters you enter.

The Check Print Process (FABCHKP) is used to print the checks.

The Check Register Process (FABCHKR) is used to print a register of the checks. This will be your audit trail.

The Batch Check Accounting Process (FABCHKA) is used to create the cash disbursement transactions for your accounting ledgers.

After you have created the cash disbursements, you can post them to your ledgers by running the Posting Process (FGRCTG).

## Steps - Procedure 2 – check only option

Follow these steps to continue the process.

1. Run the Batch Check Process (FABCHKS).
2. Run the Check Print Process (FABCHKP).
3. Run the Check Register Process (FABCHKR).
4. Are you satisfied with the quality and accuracy of the checks printed?
  - If yes, proceed to the next step.
  - If no, you may rerun the check printing process by restarting the Batch Check Process (FABCHKS).

Note: You may rerun the check printing process as many times as needed.

5. Run the Batch Check Accounting Process (FABCHKA) once you are satisfied with your checks.
6. Run the Posting Process (FGRACTG).
7. Distribute checks as you normally would.

## Banner processes

The Direct Deposit File Creation Process (FAPDIRD) creates a file containing payment records that conform to NACHA standards. This process is applicable if you operate in the United States.

The Canadian Direct Deposit File Creation Process (FAPCDIR) creates a file containing payment records that conform to CPA standards. This process is applicable if you operate in Canada.

The Direct Deposit File Register Process (FAPTREG) prints a register of the payments. This will be your audit trail of the direct deposit payments.

To create advices for the payments made via direct deposit, you can run the Batch Direct Deposit Advice Print Process (FARDIRD), and print the advice forms.



## Steps - Procedure 3 – direct deposit only option

Follow these steps to complete the process for the direct deposit only option.

1. Run the Invoice Selection Report (FARINVS) to identify which vendor invoices should be paid.
2. Use the Payment Control Form (FAAPAYC) to place an invoice on “hold.”
3. Use the Batch Check Print Form (FAABATC) to select a bank for payment.
4. Perform a **Next Block** function.
5. Click the **Direct Deposit** radio button.

**Warning:** Do not select **Check** or **Direct Deposit & Check**.

6. Enter the check (payment) date.
7. Run the Batch Check Process (FABCHKS) to select invoices for payment.
8. Where are you located?

<b>IF you are operating in...</b>	<b>THEN run the...</b>
The United States	Direct Deposit File Creation Process (FAPDIRD).
Canada	Canadian Direct Deposit File Creation Process (FAPCDIR).

9. Run the Direct Deposit File Register Process (FAPTREG).
10. Do you want to create advices for the payments made via direct deposit?

If yes, run the Batch Direct Deposit Advice Print Process (FARDIRD), and print the advice forms.

Note: You can send these forms as verification of payment to the party who received funds via direct deposit.

11. Are you satisfied with your direct deposit payments?

If yes, run the Batch Check Accounting Process (FABCHKA) to create the cash disbursement transactions for your accounting ledgers.

12. Post the cash disbursements to your ledgers by running the Posting Process (FGRACTG).

13. Send the direct deposit file to your bank or clearinghouse for processing.

Note: You may want to send the direct deposit file register along with the file. If you are operating in Canada, send the Canadian direct deposit file to your bank or clearinghouse for processing.

14. Distribute direct deposit advice forms to the appropriate parties.

## Steps – Procedure 4 – direct deposit and check option

In this exercise, you will make payments using both direct deposits and checks. This option allows you to save time by not having to separately process check and direct deposit payments.

Follow these steps to complete the process for the direct deposit and check option.

1. Run the Invoice Selection Report (FARINVS) to identify which vendor invoices should be paid.
2. Use the Payment Control Form (FAAPAYC) to place an invoice on “hold.”
3. Use the Batch Check Print Form (FAABATC) to select a bank for payment.
4. Perform a **Next Block** function
5. Click the **Direct Deposit & Check** radio button.

**Warning:** Do not select **Check** or **Direct Deposit**.

6. Enter the check date and the check numbers for printing.
7. Run the Batch Check Process (FABCHKS).
8. Run the FABCHKP process to print the checks.
9. Where are you operating?

<b>IF you are operating in...</b>	<b>THEN...</b>
the United States	run the Direct Deposit File Creation Process (FAPDIRD).
Canada	run the Canadian Direct Deposit File Creation Process (FAPCDIR).

10. Run the Direct Deposit Transmittal Register Process (FAPTREG) to print a register of the payments.

11. If you want to create advices for the payments made via direct deposit, run the Batch Direct Deposit Advice Print Process (FARDIRD).

Note: You can send these forms as verification of payment to the party who received their funds via direct deposit.

12. Are you satisfied with the quality and accuracy of the printed checks and the advice notices?

- If yes, proceed to the next step.
- If no, you may rerun the check printing process by restarting the Batch Check Process (FABCHKS).

Note: If you are not satisfied, you may rerun the check printing process as many times as needed.

13. Run the Check Register Process (FABCHKR).

14. Run the Batch Check Accounting Process (FABCHKA) after you are certain that the payments process has been performed correctly.

15. Post the cash disbursements by running the Posting Process (FGRACTG).

16. Send the direct deposit file to your bank or clearinghouse for processing.

Note: You may want to send the direct deposit file register along with the file. If you are operating in Canada, send the Canadian direct deposit file to your bank or clearinghouse for processing.

17. If you printed direct deposit advice forms, distribute these to the appropriate parties.

18. Distribute checks as you normally do.

# Editing and Printing 1099 Reports

## Introduction

You will now complete the 1099 Reporting Form (FAA1099), which is used to view and edit 1099 vendor information. In addition, you will run the following reports using Job Submission (GJAPCTL): 1099 Reporting/Withholding Status Report (FARWHLD), 1099 Reporting/Withholding Audit Report (FARWHLY), and 1099 Report Print (FAB1099).

## Banner form

The screenshot shows a software window titled "1099 Reporting FAA1099 8.0 (BANS\_WIN)". The form contains the following fields:

- Vendor:** A dropdown menu and a text input field.
- Owner Vendor ID:** A dropdown menu and a text input field.
- Year:** A text input field.
- 1099 Reporting ID:** A text input field.

Below these fields is a table with three rows. Each row has the following columns and fields:

Document	Check Date	Check Number	Income Type	Bank
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Reported Amount:	<input type="text"/>		1099 Reporting ID:	<input type="text"/>
Federal Withheld:	<input type="text"/>		State Withheld:	<input type="text"/>
Federal Previously Paid:	<input type="text"/>		State Previously Paid:	<input type="text"/>

The table is repeated three times, with a vertical scrollbar on the right side.

## Steps

Follow these steps to complete the process.

1. Access the 1099 Reporting Form (FAA1099).

Note: The key block contains the vendor ID, 1099 ID, and the fiscal year.

2. Enter a vendor ID for a 1099 vendor.
3. Enter the fiscal year and perform a **Next Block** function.

Notes: The Header block contains a record for each invoice document that contained a 1099 entry for this vendor. All fields are populated with vendor and invoice data that Banner maintains.

You can modify any field. There is no error checking for valid document numbers, check numbers, or amounts. Enter new records, delete bad records, and modify existing records to obtain the correct vendor 1099 report.

4. Select **View Total Information** from the **Options** menu to view the totals of all records for this vendor.

Note: The Process Submission Control Form (GJAPCTL) is used to run the following 1099 reports.

5. Run the 1099 Reporting/Withholding Status Report (FARWHLD). To print a list of totals by vendor.

Notes: If you want to see these totals separated by Income type, use the 1099 Reporting/Withholding Audit Report (FARWHLY).

Use the 1099 Forms Test Pattern (FAT1099) to line up the forms on the printer when you are ready to print the 1099 forms. Use the 1099 Report Print (FAB1099) to print the forms. Leave the **Correction Date** field blank if you want to print all 1099 forms.

6. Use the 1099 Report Form (FAA1099) to make changes if you need to make changes after printing the 1099 forms.

Note: When running the 1099 Report Print (FAB1099), enter the date you made changes in the **Correction Date** field. Forms print only for vendors who have had changes made on a date equal to or greater than the Correction date.

7. Run the 1099 Tape Summary Audit Report (FAM1099) to generate a file that meets the IRS standards for reporting by magnetic tape.
8. Click the **Exit** icon when finished.

# Summary

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## Let's review

As a result of completing this workbook, you have

- set up the validation tables and maintenance forms needed for the accounts payable process
- created and canceled invoices and credit memos
- performed accounts payable queries
- produced payments, both online and batch
- reconciled bank transactions
- set up the ACH process
- used the Purchase Card Processing feature
- edited and printed 1099 reports.

# Self Check

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## Directions

Use the information you have learned in this workbook to complete this self check activity.

### Question 1

Which form is used to create invoices and credit memos?

### Question 2

Which form is called up from FAAINVE, and allows you to assign multiple vendor invoice numbers to a Banner invoice?

### Question 3

Once an invoice/credit memo has been completed, approved, and posted within the Accounts Payable module, how can it be cancelled?

On this form, which option do you select to cancel the invoice/credit memo?

### Question 4

The Invoice/Credit Memo Query Form (FAIINVE) is used to query completed and approved invoices.

True or False

### Question 5

The Invoice/Credit Memo Query Form (FAIINVE) cannot be used to query invoice forms that are still in process.

True or False



## Question 6

Which two forms are used to view the Vendor Invoice Consolidation (VIC) functionality?

## Question 7

In Banner, you can only have one vendor invoice per Banner Finance Accounts Payable document (or "I" number).

True or False

## Question 8

This form is used for non-batch check print jobs to create the check print parameters for producing a single check from a completed, approved, and posted invoice. What is the name of the form?

## Question 9

What is the purpose of the Batch Check Print Form (FAABATC)?

## Question 10

What three steps need to be performed first to ensure that the batch process will run correctly?

## Question 11

Which form is used to cancel previously issued checks and perform the associated reverse accounting?

This form also gives you the option to reestablish the payable.

True or False

## Question 12

What are two methods that can be performed in Banner to reconcile bank-related transactions (deposits, checks, etc.)?

## Question 13

The Bank Tape Reconciliation Form (FAABREC) is used to enter bank activity from the bank statement.

True or False

## Question 14

The Automated Clearing House (ACH) process enables payment to vendors, students, and employees using direct deposit transactions rather than checks.

True or False

## Question 15

Write the correct letter on the line to the left of its most appropriate match.

1. \_\_\_\_ 1099 Reporting Form (FAA1099)
2. \_\_\_\_ 1099 Reporting/Withholding Status Report (FARWHLD)
3. \_\_\_\_ 1099 Reporting/ assessment

used to print a list of totals by vendor

used to see vendor totals separated by income type

used to view and edit 1099 vendor information

# Answer Key for Self Check

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## Question 1

Which form is used to create invoices and credit memos?

**The Invoice/Credit Memo Form (FAAINVE)**

## Question 2

Which form is called up from FAAINVE, and allows you to assign multiple vendor invoice numbers to a Banner invoice?

**The Vendor Invoice Consolidation Form (FACICON)**

## Question 3

Once an invoice/credit memo has been completed, approved, and posted within the Accounts Payable module, how can it be cancelled?

**By accessing the Invoice/Credit Memo Cancel Form (FAAINVD).**

On this form, which option do you select to cancel the invoice/credit memo?

**Select the Process Cancellation option to cancel the invoice/credit memo.**

## Question 4

The Invoice/Credit Memo Query Form (FAIINVE) is used to query completed and approved invoices.

**True**

## Question 5

The Invoice/Credit Memo Query Form (FAIINVE) cannot be used to query invoice forms that are still in process.

**False**

## Question 6

Which two forms are used to view the Vendor Invoice Consolidation (VIC) functionality?

**The Vendor Detail History Form (FAIVNDH) and the Vendor Invoice Query Form (FAIVINV).**

## Question 7

In Banner, you can only have one vendor invoice per Banner Finance Accounts Payable document (or "I" number).

**False**

**There can be several vendor invoices per Banner Finance Accounts Payable document (or "I" number). The FAIVNDH and FAIVINV forms identify all vendor invoices associated with the queried vendor.**

## Question 8

This form is used for non-batch check print jobs to create the check print parameters for producing a single check from a completed, approved, and posted invoice. What is the name of the form?

**The Online Check Print Form (FAAONLC)**

## Question 9

What is the purpose of the Batch Check Print Form (FAABATC)?

**The Batch Check Print Form (FAABATC) is used to create the check print parameters to select all completed, approved, and posted invoices by bank.**

## Question 10

What three steps need to be performed first to ensure that the batch process will run correctly?

**Run the Invoice Selection Report (FARINVS).**

**Place open invoices on hold using the Payment Control Form (FAAPAYC).**

## Question 11

Which form is used to cancel previously issued checks and perform the associated reverse accounting?

**The Check Cancellation Form (FAACHKS)**

This form also gives you the option to reestablish the payable.

**True**

## Question 12

What are two methods that can be performed in Banner to reconcile bank-related transactions (deposits, checks, etc.)?

**Reconciliation of bank-related transactions (deposits, checks, etc.) with the Banner Finance system can be performed either by manually entering bank records into the Banner system or by interfacing them via electronic media.**

## Question 13

The Bank Tape Reconciliation Form (FAABREC) is used to enter bank activity from the bank statement.

**True**

## Question 14

The Automated Clearing House (ACH) process enables payment to vendors, students, and employees using direct deposit transactions rather than checks.

**True**

## Question 15

Write the correct letter on the line to the left of its most appropriate match.

1. **c** 1099 Reporting Form (FAA1099)
2. **a** 1099 Reporting/Withholding Status Report (FARWHLD)
3. **b** 1099 Reporting/ assessment

used to print a list of totals by vendor

used to see vendor totals separated by income type

used to view and edit 1099 vendor information

# Appendix





## Forms Job Aid

Form	Full Name	Use this Form to...
FAA1099	1099 Reporting Form	view 1099 information for a vendor for a specific reporting year.
FAABATC	Batch Check Print Form	enter parameters for the payment process, and then initiate the processes that will make payments via check or direct deposit.
FAABREC	Bank Tape Reconciliation Form	enter bank reconciliation information or adjustments from the bank for bank reconciliation.
FAACHKS	Check Cancellation Form	cancel a check which has been previously created and posted.
FAAINVD	Invoice/Credit Memo Cancel Form	cancel an invoice that you have completed, approved, and posted.
FAAINVE	Invoice/Credit Memo Form	enables you to create invoice documents.
FAAONLC	Online Check Print Form	generate a single check online or to record a manual check.
FAAPAYC	Payment Control Form	modify payment due dates and assign or remove holds on completed invoice documents.
FAIINVE	Invoice/Credit Memo Query Form	query accounting, commodity, currency conversion, and tax information about a specified invoice.
FAIVNDH	Vendor Detail History Form	query vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors.
FOASYSC	System Control Maintenance Form	create and maintain global database values.
FTMDISC	Discount Terms Maintenance	add, change, or terminate vendor discount codes.
FTMITYP	1099 Income Type Code Maintenance	view a list of income classifications to use with the U.S. Governmental 1099 form.

<b>Form</b>	<b>Full Name</b>	<b>Use this Form to...</b>
FTMREBT	Rebate Maintenance	establish multiple rebate percentages for a tax rate and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, and Program) attributes.
FTMTGRP	Sales/Use Tax Group Maintenance	add and maintain sales/use tax groups in order to calculate tax on purchasing and payment documents.
FTMTRAT	Tax Rate Code Maintenance	establish the individual tax rates applicable to your installation.
FTMVEND	Vendor Maintenance	add, change, or terminate vendor information.
FTMVTYP	Vendor Type Code Maintenance	add, change, or delete vendor type designations.
FTVDISC	Discount Terms Validation	view existing discount information defined to the system.
FTVTGRP	Sales/Use Tax Group Validation	view existing tax group information defined to the system.
FTVTRAT	Tax Rate Code Validation	view existing tax rate information defined to the system.
GUACURR	Currency Code Maintenance	establish and maintain the currency codes used in the system.
GXR BANK	Bank Code Rules	define bank codes for your institution's bank accounts, link bank funds and bank accounts with your cash accounts, define Automatic Clearing House (ACH) information for your institution's bank accounts

# Terminology

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## Commodity level accounting

A way of processing requisitions or purchase orders in which each "line" (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

## Document level accounting

A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole document. In other words, several commodities can be charged to one accounting distribution.

## Encumbrance

The reserving of funds for a specific purchase. The encumbrance is established when a requisition, general encumbrance or a purchase order is approved. The encumbrance is reduced or eliminated when the requisition is transferred to a purchase order, or when a purchase order or general encumbrance has an invoice approved, or when the encumbrance is cancelled or otherwise liquidated.

## Purchase order

A business document used to request a third party to supply a good or service in return for payment.

Purchase orders can be of these three types.

**Regular Purchase Order** – Will encumber funds in Banner. All commodities have quantity and a unit price.

**Standing Purchase Order** - Will encumber funds in Banner. Commodities have dollar values assigned to them. This type of PO is useful when you are paying for services or travel or any non-quantity based Purchase Order.

**Blanket Purchase Order** – Does not encumber funds in Banner. Commodities will be assigned quantity and unit prices to them. This type of PO is obsolete and rarely by used by clients since the introduction of the Standing PO.

## Vendor invoice

An itemized list of goods purchased specifying the price and the terms of purchase, from a person or company providing goods or services to your institution. An invoice triggers a check to be produced for the vendor as payment for the goods. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.