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<table>
<thead>
<tr>
<th>Publication Date</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Date</td>
<td>New version that supports 8.0 software.</td>
</tr>
</tbody>
</table>

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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.

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Banner Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Setup</strong></td>
<td></td>
</tr>
<tr>
<td>System Control Maintenance Form</td>
<td>FOASYSC</td>
</tr>
<tr>
<td>Bank Code Rules</td>
<td>GXRBANK</td>
</tr>
<tr>
<td>Currency Code Maintenance</td>
<td>GUACURR</td>
</tr>
<tr>
<td><strong>Accounts Payable Validation Menu</strong></td>
<td></td>
</tr>
<tr>
<td>Discount Terms Validation</td>
<td>FTVDISC</td>
</tr>
<tr>
<td>Tax Rate Code Validation</td>
<td>FTVTRAT</td>
</tr>
<tr>
<td>Sales/Use Tax Group Validation</td>
<td>FTVTGRP</td>
</tr>
<tr>
<td><strong>Accounts Payable Table Maintenance Menu</strong></td>
<td></td>
</tr>
<tr>
<td>Discount Terms Maintenance</td>
<td>FTMDISC</td>
</tr>
<tr>
<td>1099 Income Type Code Maintenance</td>
<td>FTMITYP</td>
</tr>
<tr>
<td>Rebate Maintenance</td>
<td>FTMREBT</td>
</tr>
<tr>
<td>Tax Rate Code Maintenance</td>
<td>FTMTRAT</td>
</tr>
<tr>
<td>Vendor Maintenance</td>
<td>FTMVEND</td>
</tr>
<tr>
<td>Vendor Type Code Maintenance</td>
<td>FTMVTyp</td>
</tr>
<tr>
<td>Sales/Use Tax Group Maintenance</td>
<td>FTMTGRP</td>
</tr>
</tbody>
</table>
maintaining discount terms

introduction

use the discount terms maintenance form (FTMDISC) to add, change, or terminate vendor discount codes.

banner form
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

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.
Maintaining Sales/Use Tax Groups

Introduction

Use the Sales/Use Tax Group Maintenance Form (FTMTGRP) to add and maintain sales/use tax groups in order to calculate tax on purchasing and payment documents.

Banner form
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

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 (GXRBANK) 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 \textit{Y (Yes)} and the user ID has override capability, the box can be unchecked.

Detail Code Control (Finance or Student)

\textbf{TFADETC} (Finance) Detail Code Control Form
\textbf{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 FABCHKS. The posting process FGRACTG 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

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

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

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.

1. Receives invoice from vendor
2. Reviews invoices, signs and returns to AP
3. Matches invoice to PO number
4. Enters invoices for payment
5. Reconciles paper invoices with recorded invoices

6a. Note: Finance Office of cash required for check run
6b. Batches payable invoices for check run (The system batches automatically)
7a. Ensures that funds are available
7b. Gives approval
8a. Generates checks and direct deposit registers to Finance Office
8b. Performs monthly bank reconciliation
9. Sends check and direct deposit registers to Finance Office
What happens

The stages of the process are described in this table.

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

Banner form

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

The **Multiple** option on the FAAINE 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 FAAINE form. This form is slightly different in format and navigation than the FAAINE form.
Creating a Regular Invoice

FAIINVE form fields

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>Field that allows you to assign an invoice number.</td>
</tr>
<tr>
<td>Multiple</td>
<td>Checkbox used to turn on or off vendor invoice consolidation (VIC) function</td>
</tr>
<tr>
<td>Invoice Type</td>
<td>Pull-down list which allows you to create Regular, Direct Pay, and General Encumbrance invoices and credit memos.</td>
</tr>
</tbody>
</table>

Steps – FAAINVE form

Follow these steps to create a regular invoice.

1. Access the Invoice/Credit Memo Form (FAAINVE).

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 redisplays 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.

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

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity, Description, and U/ M</td>
<td>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.</td>
</tr>
<tr>
<td>Quantity and Unit Price</td>
<td>If you are processing a standing purchase order, there are no Quantity and Unit Price fields. The Amount column is required and is particularly helpful when processing payments for services rather than goods ordered in a quantity.</td>
</tr>
<tr>
<td>Ordered</td>
<td>Displays the amount ordered on the purchase order</td>
</tr>
</tbody>
</table>
| Prev Invccd            | 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 Prev Invccd field if the following occurs:  
   • The purchase order or encumbrance has not been posted or is closed.  
   • The purchase order has been cancelled.  
   • The document referencing a blanket order is not complete or is terminated. |
<table>
<thead>
<tr>
<th>Field or Checkbox</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accepted</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>The value in this field designates the quantity for which the enterprise is paying with this invoice.</td>
</tr>
<tr>
<td><strong>Approved Extended Price</strong></td>
<td>Amount in this field is the value of the <strong>Accepted Quantity</strong> field times the value of the <strong>Unit Price</strong> field, which is calculated and not updateable.</td>
</tr>
<tr>
<td><strong>Discount Amount</strong></td>
<td>Field that is updateable if a Discount code has not been entered on the header of the document.</td>
</tr>
<tr>
<td><strong>Additional Amount</strong></td>
<td>Allows for the entry of a positive or negative number as required</td>
</tr>
</tbody>
</table>
| **Tax Amount**    | Calculated based on the **Tax Group** entered and the **Approved Extended Price**.  
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. |
| **Net**           | Displays the calculation of the **Discount Amount**, **Additional Amount**, and **Tax Amount** fields. |
| **Total Override** | Permits you to approve any overage amount by commodity in the invoice if you have authority on the FOMPROF form. |
| **Hold**          | Places a payment hold on this commodity until released through the Payment Control Form (FAAPAYC). |
| **Final Payment Indicator** | Displays $F$ if you are paying all goods through the **Approved** field. If not, this field remains blank, designating partial payment. If left as $F$ the Purchase Order will be fully liquidated and marked as Closed |
| **Last Receiver** | Displays the status of the last receiver, if one has been entered. It will display $F$ if it has been marked final. It will display $P$ 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 **Final Payment Ind** field should be marked F (Final) or P (Partial). |
| **Suspense**      | A $Y$ (Yes) in the **Suspense** field indicates the document cannot be completed at this time. |
| **Access Completion** | The **Access Completion** 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 **Access Completion** field until accounting records exist for the commodity. When accounting records exist, this field is checked. If you change the commodity record and perform a **Next Block** function, Banner navigates to the Balancing Completion window. |

---

## 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.
6. Do you want to access the Invoice Accounting Distribution window to view the accounting data?

   If yes, or if the Suspense box is Y, remove the check from the Access Completion checkbox.

**Purchase – Purchase Order Item Text**

The Procurement Text Entry Form (FOAPOXT) allows you to review text that has been entered for the purchase order. Modifications or updates are not allowed on this form when called from the Invoice/Credit Memo Form (FAAINVE).

![Procurement Text Entry Form](foapoxt_screenshot.png)

**Steps**

1. If there is a Y (Yes) in the Text Exists field, select Purchase Order Item Text from the Options menu.

   Result: This calls the Procurement Text Entry Form (FOAPOXT).

2. Click Exit to exit this form and return to the Commodity Information-Regular window of the Invoice/Credit Memo Form (FAAINVE) when you are finished reviewing the information.
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
**FACICON form fields**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Invoice Date</td>
<td>Field that is automatically populated by the system but you can change it.</td>
</tr>
<tr>
<td>Invoice All</td>
<td>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.</td>
</tr>
<tr>
<td>Vendor Invoice Total</td>
<td>Field that keeps a running total of the specific vendor invoice you are currently working on.</td>
</tr>
<tr>
<td>Document</td>
<td>Field that displays the Banner Finance accounts payable invoice number (an “I” number) that has been generated by this process.</td>
</tr>
<tr>
<td>Document Total</td>
<td>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.</td>
</tr>
<tr>
<td>PO Number</td>
<td>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.</td>
</tr>
<tr>
<td>Counter</td>
<td>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 1 of 1.</td>
</tr>
<tr>
<td>Accepted Quantity</td>
<td>Field that may be entered, or if online receiving is being used, the field will display the value received to date.</td>
</tr>
<tr>
<td>U/M (Unit of Measure)</td>
<td>Field that automatically populates from the purchase order.</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Field that can be updated.</td>
</tr>
<tr>
<td>Approved Amount</td>
<td>Field value is the value of the <strong>Accepted Quantity</strong> field times the value of the <strong>Unit Price</strong> field, which is calculated and not updateable.</td>
</tr>
<tr>
<td>Ordered, Previous</td>
<td>Fields that are helpful when making a decision about what amounts should be approved for payment.</td>
</tr>
<tr>
<td>Currently Invoiced</td>
<td></td>
</tr>
</tbody>
</table>

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Accounts Payable
<table>
<thead>
<tr>
<th>Ordered, Previous Invoiced, and Currently Invoiced</th>
<th>Fields that are helpful when making a decision about what amounts should be approved for payment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered</td>
<td>Field that displays the amount ordered on the purchase order.</td>
</tr>
<tr>
<td>Previously Invoiced</td>
<td>Field that displays the amount of all completed and approved invoices that have been posted so far.</td>
</tr>
<tr>
<td>Currently Invoiced</td>
<td>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.</td>
</tr>
<tr>
<td>Tolerance Override</td>
<td>Field that allows you to enter a tolerance override when using invoicing tolerances.</td>
</tr>
<tr>
<td>Discount Amount</td>
<td>Field that is updateable if a Discount code has not been entered on the header of the document.</td>
</tr>
<tr>
<td>Tax Group</td>
<td>Field populated from the purchase order, but can be updated here.</td>
</tr>
<tr>
<td>Tax Amount</td>
<td>Field calculated based on the Tax Group entered and the Approved Amount.</td>
</tr>
<tr>
<td>Net Amount</td>
<td>Field that displays the calculation of the Discount Amount, Tax Group, and Tax Amount fields.</td>
</tr>
</tbody>
</table>

### 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)

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

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Invoice Number</strong></td>
<td>Required field when processing a VIC document, and it is entered on the Vendor Invoice Consolidation Form (FACICON).</td>
</tr>
<tr>
<td><strong>Vendor Invoice</strong></td>
<td>Just like in a Regular Pay invoice, you are required to enter a vendor invoice number in the field. The Vendor Inv Date defaults to today’s date but you can change it.</td>
</tr>
<tr>
<td><strong>Vendor Invoice Total, Document, and Document Total</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Discount Amount</strong></td>
<td>Field that is automatically calculated if you entered a Discount code in the header of the document and is updateable.</td>
</tr>
<tr>
<td><strong>Additional Amount</strong></td>
<td>Field allows for the entry of a positive or negative number as required.</td>
</tr>
</tbody>
</table>

**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

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

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

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 (FAINVE) 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.
Querying Vendor Detail History

Introduction

The Vendor Detail History Form (FAIVNDH) and the Vendor Invoice Query Form (FAIVINV) can both be used to retrieve invoice information by vendor, and be the vendor's invoice number.

If the vendor consolidation (FACICON) option has been used, then there can be several vendor invoices per Banner Finance Accounts Payable document (or “I” number). These forms identify all vendor invoices associated with the queried vendor.

Banner form

Vendor Detail History Form (FAIVNDH)
**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)

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

![Online Check Print Form](image)

<table>
<thead>
<tr>
<th>Document Number:</th>
<th>Purchase Order Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor:</td>
<td>Bank:</td>
</tr>
<tr>
<td>Check:</td>
<td></td>
</tr>
<tr>
<td>Approved Amount:</td>
<td>Check Number:</td>
</tr>
<tr>
<td>Discount Amount:</td>
<td>Check Date:</td>
</tr>
<tr>
<td>Tax Amount:</td>
<td>Manual Check:</td>
</tr>
<tr>
<td>Additional Charges:</td>
<td>Online Check:</td>
</tr>
<tr>
<td>Federal Withholding:</td>
<td></td>
</tr>
<tr>
<td>State Withholding:</td>
<td></td>
</tr>
<tr>
<td>Check Amount:</td>
<td>Print Test Pattern:</td>
</tr>
<tr>
<td></td>
<td>Process/Print Check:</td>
</tr>
</tbody>
</table>
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 (FGRACTG).
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
Before you begin

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

**Invoice Selection Report (FARI NVS)** - 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. FABCHKI displays in the Process field. Change the process to FABCHKS.

8. Enter FABCHKP in the Process field on GJAPTCL 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 *FABCHA* 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
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.

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

7. IF you... THEN...

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.
**Reports**


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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document</strong></td>
<td>Enter the document number for the transaction shown on the bank statement.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Transaction Date</strong></td>
<td>Enter the bank statement’s transaction date.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Enter a transaction’s description.</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>Enter the transaction’s amount, per the bank statement.</td>
</tr>
<tr>
<td><strong>Internal Document Code</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>This is not a user-defined field. The system populates this field with R as items are reconciled.</td>
</tr>
</tbody>
</table>
**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.


   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.


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.
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.

Banner form

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

<table>
<thead>
<tr>
<th>IF you are operating in...</th>
<th>THEN run the...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The United States</td>
<td>Direct Deposit File Creation Process (FAPDIRD).</td>
</tr>
<tr>
<td>Canada</td>
<td>Canadian Direct Deposit File Creation Process (FAPCDIR).</td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>IF you are operating in...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>the United States</td>
<td>run the Direct Deposit File Creation Process (FAPDIRD).</td>
</tr>
<tr>
<td>Canada</td>
<td>run the Canadian Direct Deposit File Creation Process (FAPCDIR).</td>
</tr>
</tbody>
</table>

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
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

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

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

Question 1
Which form is used to create invoices and credit memos?

The Invoice/ Credit Memo Form (FAAI NVE)

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 as 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 (FAAI NVD).

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 (FARI NVS).

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

<table>
<thead>
<tr>
<th>Form</th>
<th>Full Name</th>
<th>Use this Form to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA1099</td>
<td>1099 Reporting Form</td>
<td>view 1099 information for a vendor for a specific reporting year.</td>
</tr>
<tr>
<td>FAABATC</td>
<td>Batch Check Print Form</td>
<td>enter parameters for the payment process, and then initiate the processes that will make payments via check or direct deposit.</td>
</tr>
<tr>
<td>FAABREC</td>
<td>Bank Tape Reconciliation Form</td>
<td>enter bank reconciliation information or adjustments from the bank for bank reconciliation.</td>
</tr>
<tr>
<td>FAACHKS</td>
<td>Check Cancellation Form</td>
<td>cancel a check which has been previously created and posted.</td>
</tr>
<tr>
<td>FAAINVDCancel Form]</td>
<td>Invoice/Credit Memo Cancel Form</td>
<td>cancel an invoice that you have completed, approved, and posted.</td>
</tr>
<tr>
<td>FAAINV</td>
<td>Invoice/Credit Memo Form</td>
<td>enables you to create invoice documents.</td>
</tr>
<tr>
<td>FAAONLC</td>
<td>Online Check Print Form</td>
<td>generate a single check online or to record a manual check.</td>
</tr>
<tr>
<td>FAAPAYC</td>
<td>Payment Control Form</td>
<td>modify payment due dates and assign or remove holds on completed invoice documents.</td>
</tr>
<tr>
<td>FAINVE</td>
<td>Invoice/Credit Memo Query Form</td>
<td>query accounting, commodity, currency conversion, and tax information about a specified invoice.</td>
</tr>
<tr>
<td>FAIVNDH</td>
<td>Vendor Detail History Form</td>
<td>query vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors.</td>
</tr>
<tr>
<td>FOASYSC</td>
<td>System Control Maintenance Form</td>
<td>create and maintain global database values.</td>
</tr>
<tr>
<td>FTMDISC</td>
<td>Discount Terms Maintenance</td>
<td>add, change, or terminate vendor discount codes.</td>
</tr>
<tr>
<td>FTMITYP</td>
<td>1099 Income Type Code Maintenance</td>
<td>view a list of income classifications to use with the U.S. Governmental 1099 form.</td>
</tr>
<tr>
<td>Form</td>
<td>Full Name</td>
<td>Use this Form to...</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FTMREBT</td>
<td>Rebate Maintenance</td>
<td>establish multiple rebate percentages for a tax rate and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, and Program) attributes.</td>
</tr>
<tr>
<td>FTMTGRP</td>
<td>Sales/Use Tax Group Maintenance</td>
<td>add and maintain sales/use tax groups in order to calculate tax on purchasing and payment documents.</td>
</tr>
<tr>
<td>FTMTRAT</td>
<td>Tax Rate Code Maintenance</td>
<td>establish the individual tax rates applicable to your installation.</td>
</tr>
<tr>
<td>FTMVEND</td>
<td>Vendor Maintenance</td>
<td>add, change, or terminate vendor information.</td>
</tr>
<tr>
<td>FTMVTyp</td>
<td>Vendor Type Code Maintenance</td>
<td>add, change, or delete vendor type designations.</td>
</tr>
<tr>
<td>FTDISC</td>
<td>Discount Terms Validation</td>
<td>view existing discount information defined to the system.</td>
</tr>
<tr>
<td>FTVTGRP</td>
<td>Sales/Use Tax Group Validation</td>
<td>view existing tax group information defined to the system.</td>
</tr>
<tr>
<td>FTVTRAT</td>
<td>Tax Rate Code Validation</td>
<td>view existing tax rate information defined to the system.</td>
</tr>
<tr>
<td>GUACURR</td>
<td>Currency Code Maintenance</td>
<td>establish and maintain the currency codes used in the system.</td>
</tr>
<tr>
<td>GXRBANK</td>
<td>Bank Code Rules</td>
<td>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</td>
</tr>
</tbody>
</table>
Terminology

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.