

Accounts Payable FIS Manual



Table of Contents

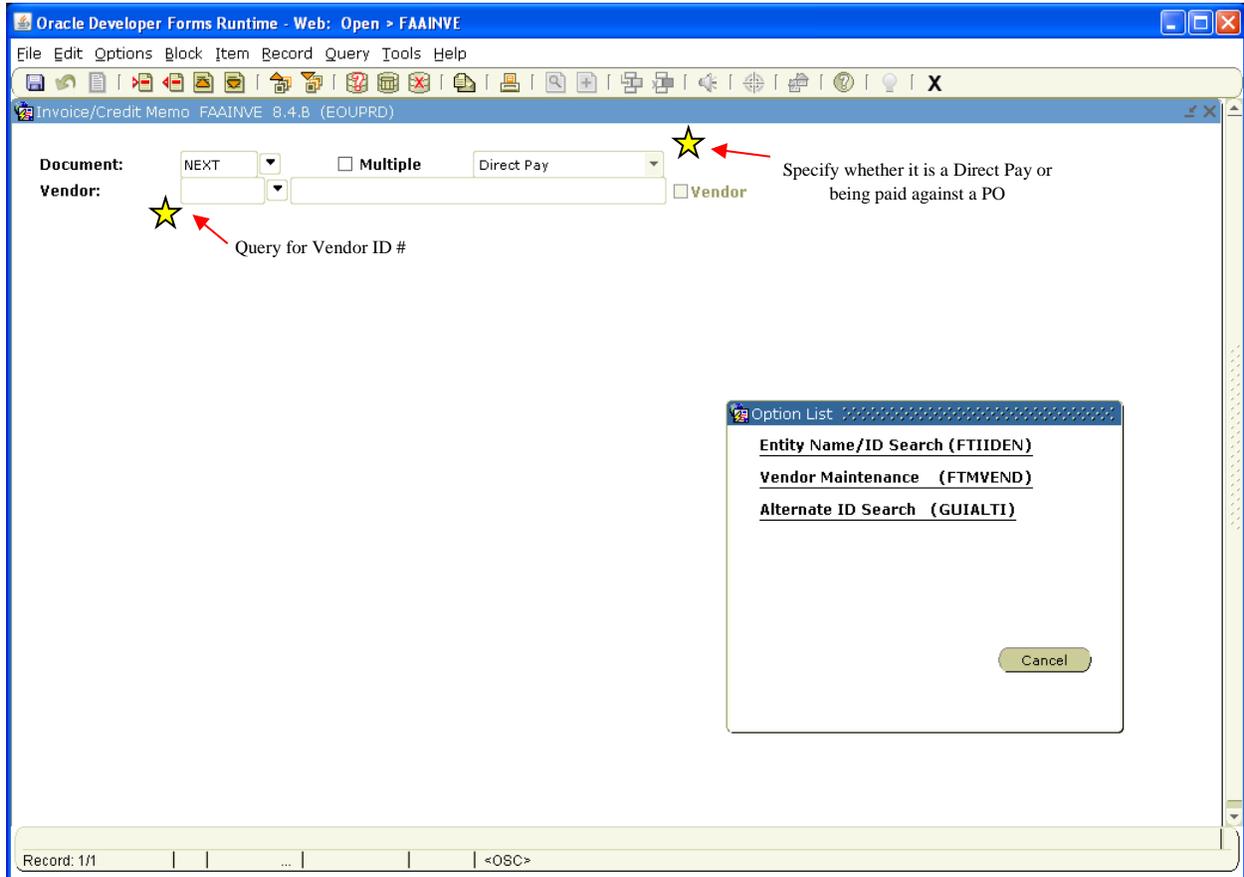
Direct Pay Invoice	3
Regular Pay Invoice (keying against PO)	11
Credit Memo	19
Creating a Purchase Order (PO)	24
Printing a PO	34
Canceling/Deleting a PO	38
Processing a Journal Voucher (JV)	41
Approving a Document	50
View/Delete Banner	54
View Document Status	57
Vendor History	60

Please contact Accounts Payable if you have any further questions. 2-3664

Direct Pay Invoice

FAAINVE -- Direct Pay

To pay an invoice not paid against a Purchase Order



Type *NEXT* in Document field

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

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

Tab to Transaction Date and enter the transaction date – usually “today” **unless you are backdating to have expense moved to prior month. If that is the case, date it to the last day of that month.**

Verify that the Address matches the Remit To: address on the vendor's invoice. If it does not, Click on the arrow next to the Sequence Number and select the correct address. If the correct address is not available contact Accounts Payable (23664) and they will help you get it added.

Tab to Payment Due field and enter the Due Date. Note: Checks are cut every Wednesday – the Payment Due date is the date that the check will be cut and mailed, so ideally, you should enter a date that falls on a Wednesday at least 7 days prior to the due date shown on the vendor's invoice. That will allow a week for the check to be mailed and received after it is cut. If no due date is shown on the vendor's invoice, use the date of the next Wednesday. If the address field has *****DIRECT DEPOSIT ONLY***** key it to that address no matter the address in the field. Accounts Payable does direct deposit every day, so you can enter the next day's date as the Payment Due.

Tab to Vendor Invoice field. Enter the vendor's invoice number **exactly** as it appears on the vendor's invoice. If no invoice # is shown, enter the account number and invoice date. If paying for services, put the PSA # first, then dash, then invoice number. Example= PSA# 112163-4545

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Commodity Info -Direct Pay/General Encumbrance- FAAINVE 8.4.B (EOUPRD)

Document: I0252457 Vendor: 910018257 Dunlap, Raymond K. Vendor Hold

Item: 1 of Enter description of purchase, so A/P knows what you are paying for

Commodity: Service & Repair HP CP4005N in Learning Center

Reverse Calculation

Amounts

Approved: 265.50

Discount: 0.00

Additional: 0.00

Net: 265.50

Indicators

Suspense: Y

Open or Paid:

Commodity Hold

Access Completion

Enter Commodity Code and press NXTFLD

Record: 1/1 | ... | <OSC>

Tab over once. Enter description of purchase. Note: even if there are several items, they must fit in this field, (i.e. Paper, envelopes and pens, could be entered as stationary supplies).

Tab to Approved Amounts and enter the Amount Due from the vendor's invoice.

Tab to Additional Amounts and enter shipping charges from the vendor's invoice.

Net Amounts should equal to the **Total Amount Due** on the vendor's invoice.

Page down

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

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

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

From here, write down the Document number, the account code and the index on the invoice.

Also note, if billing to more than one account index for the same invoice arrow down on this page and repeat the process of entering the accounting information for the additional account. Make sure that the total of the two charges matches the **overall total** for the invoice.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: 10252457 Multiple Direct Pay

Vendor: 910018257 Dunlap, Raymond K. Vendor Hold

Balancing Completion FAAINVE 8.4.B (EOUPRD)

	Input	Exchange Rate	Converted
Amount:	265.50		

Amount Type	Header	Commodity	Accounting	Status
Approved:	265.50	265.50	265.50	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete:  In Process:

WARNING : Budget is exceeded for sequence 1

Record: 1/1 | ... | <OSC>

Click the box next to Complete to forward the invoice to Accounts Payable or In Process to save the invoice so you can work on it later.

After invoice is completed, please notify the Budget Authority that they need to approve it.

Be sure to send the original invoice to the Accounts Payable Office and keep a copy for your records.

Regular Pay Invoice

(keying against a PO)

FAAINVE -- Regular Pay

To pay an invoice paid against a Purchase Order

The screenshot shows the Oracle Developer Forms Runtime interface for the FAAINVE form. The window title is "Oracle Developer Forms Runtime - Web: Open > FAAINVE". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The form itself has the following fields and options:

- Document:** A dropdown menu with "NEXT" selected.
- Purchase Order:** A dropdown menu with "P0009340" selected.
- Vendor:** A dropdown menu that is currently empty.
- Multiple:** A checkbox that is unchecked.
- Regular:** A dropdown menu with "Regular" selected.
- Select PO Items:** A checkbox that is unchecked.
- Invoice All:** A checkbox that is unchecked.
- Vendor Hold:** A checkbox that is unchecked.

At the bottom of the form, the status bar displays "Record: 1/1" and "<OSC>".

Type in *Next* in Document field

Tab twice, click down arrow in the Direct Pay box and select *Regular*

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

Page Down

Type in the date of the invoice from the vendor’s invoice in the Invoice Date field.

Tab to Transaction Date and enter the transaction date – usually “today” unless you are backdating to have expense moved to prior month. If that is the case, date it to the last day of that month.

Verify that the Address matches the Remit To: address on the vendor’s invoice. If it does not, Click on the arrow next to the Sequence Number and select the correct address. If the correct address is not available contact Accounts Payable and they will help you get it added.

Tab to Payment Due field and enter the Due Date. Note: Checks are cut every Wednesday – the Payment Due date is the date that the check will be cut and mailed, so ideally, you should enter a date that falls on a Wednesday at least 7 days prior to the due date shown on the vendor’s invoice. That will allow a week for the check to be mailed and received after it is cut. If no due date is shown on the vendor’s invoice, use the date of the next Wednesday. If the address field has *****DIRECT DEPOSIT ONLY***** key it to that address no matter the address in the field. Accounts Payable does direct deposit every day, so you can enter the next day’s date as the Payment Due.

Tab to Vendor Invoice field. Enter the vendor’s invoice number from the vendor’s invoice. If no invoice # is shown, enter the account number and invoice date.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Commodity Information -Regular- FAAINVE 8.4.B (EOUPRD)

Document: I0252474 Vendor: 910043241 Computer Discount Warehouse Governm Vendor Hold Select PO: Y

PO Number: P0009340 PO Item:

Commodity Record Count: Invoice Item:

Commodity: U/M: Add Commodity

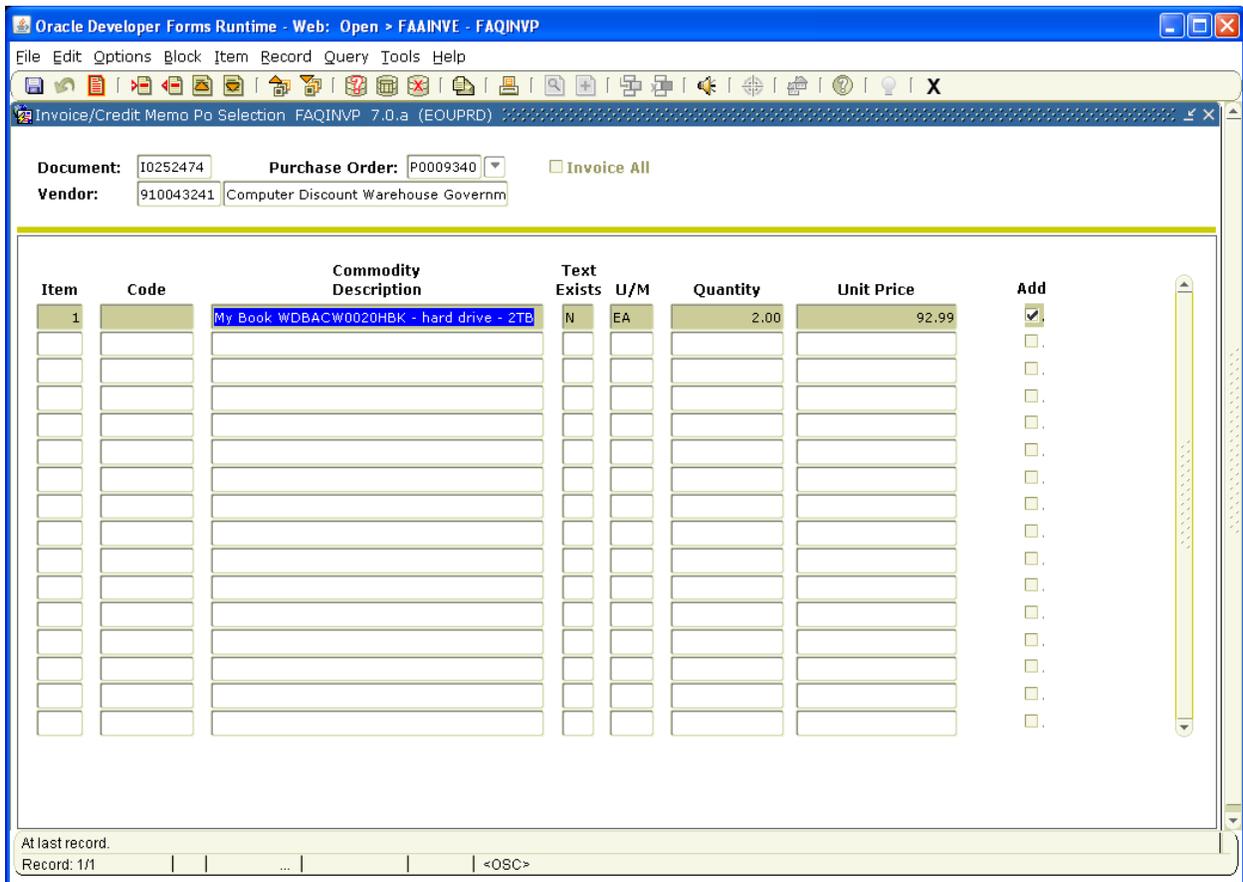
	Quantity	Unit Price	Extended Price	Indicators
Ordered:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Override Tolerance: <input type="checkbox"/>
Prev Invoiced:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hold: <input type="checkbox"/>
Accepted:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final Payment: <input type="checkbox"/>
Invoiced:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Last Receiver: <input type="checkbox"/>
Approved:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Suspense: <input type="checkbox"/>
Discount:			<input type="text"/>	Open or Paid: <input type="checkbox"/>
Additional:			<input type="text"/>	<input type="checkbox"/> Access Completion
Net:			<input type="text"/>	Text Exists: <input type="checkbox"/>

Enter Y and NEXT FIELD to select PO's items/NEXT BLOCK to query selected items.

Record: 1/1 | ... | <OSC>

Type Y in the Select PO field.

Enter to go to the PO Selection page



Click on boxes in Add column to choose items to be paid on this invoice. Those not added will be available to pay for later.

After all items you are paying for on this invoice have check marks beside them click the Save button on the toolbar.

Then click on the X button to go to the Commodity Information page.

Page Down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Commodity Information -Regular- FAAINVE 8.4.B (EOUPRD)

Document: I0252474 Vendor: 910043241 Computer Discount Warehouse Governm Vendor Hold Select PO:

PO Number: P0009340 PO Item:

Commodity Record Count: Invoice Item:

Commodity: My Book WDBACW0020HBK - hard drive - 2TB U/M: EA Add Commodity

	Quantity	Unit Price	Extended Price	Indicators
Ordered:	<input type="text" value="2"/>	<input type="text" value="92.9900"/>	<input type="text" value="185.98"/>	Override Tolerance: <input type="checkbox"/>
Prev Invoiced:	<input type="text"/>		<input type="text" value="0.00"/>	Hold: <input type="text" value="N"/>
Accepted:	<input type="text" value="0"/>	<input type="text" value="92.9900"/>	<input type="text" value="0.00"/>	Final Payment: <input type="text" value="F"/>
Invoiced:	<input type="text" value="2"/>	<input type="text" value="92.9900"/>	<input type="text" value="185.98"/>	Last Receiver: <input type="text"/>
Approved:	<input type="text" value="2"/>	<input type="text" value="92.9900"/>	<input type="text" value="185.98"/>	Suspense: <input type="text" value="Y"/>
Discount:			<input type="text" value="0.00"/>	Open or Paid: <input type="text" value="O"/>
Additional:			<input type="text" value="0.00"/>	<input checked="" type="checkbox"/> Access Completion
Net:			<input type="text" value="185.98"/>	Text Exists: <input type="text" value="N"/>

Enter Commodity Code and press NXTFLD

Record: 1/1 | ... | <OSC>

Tab through the fields to highlight quantity and price of item you are paying for.

Arrow down to view multiple items. Verify the quantities and prices match what is shown on the vendor's invoice. If not make the appropriate adjustments on "Quantity" and/or Unit Price" Invoiced and "Quantity" and/or Unit Price" Approved.

Note: you will often receive several invoices for each PO and/or each item on a PO, (i.e. you order six batteries and get three separate invoices with two batteries on each invoice).

Tab to Additional to add shipping if applicable. Use arrow keys to move between multiple items on one invoice.

Page Down, then
Page Up.

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Invoice Accounting Distribution FAAINVE 8.4.B (EOUPRD)

Document: I0252474 Vendor: 910043241 Computer Discount Warehouse Government Inc Vendor Hold

Item: Commodity: DOCUMENT ACCTG DISTRIBUTION Transaction Date: 25-OCT-2011

Commodity Record Count: 1 Accounting Record Count: 1

Sequence Number: 1

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
B	12	ALB029	001100	285057	20204	30001			

Bank: B1 General Suspense Checking Income Type: NA

Currency Code:

	Commodity	%	Accounting
Approved:	185.98	<input type="checkbox"/>	185.98
Discount:	0.00	<input type="checkbox"/>	0.00
Additional:	0.00	<input type="checkbox"/>	0.00
Net:			185.98

Indicators

NSF Override: N

Suspense: N

NSF Suspense: N

Enter Chart of Accounts.

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

All the information on this page should default in.

If there are multiple Accounting Records (#1), use arrow keys to move between them and verify that amount charged in Approved field is correct for each index, including shipping (showing up in Additional field). Make any necessary adjustments.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: 10252474 Multiple Regular

Purchase Order: P0009340 Select PO Items: Invoice All:

Vendor: 910043241 Computer Discount Warehouse Government Inc Vendor Hold

Balancing Completion FAAINVE 8.4.B (EOUPRD)

	Input	Exchange Rate	Converted
Amount:	185.98		

Amount Type	Header	Commodity	Accounting	Status
Approved:	185.98	185.98	185.98	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete: In Process:

WARNING : Budget is exceeded for sequence 1

Record: 1/1 | ... | <OSC>

Click the box next to Complete to forward the invoice to Accounts Payable or In Process to save the invoice so you can work on it later.

Make a copy of the vendor's invoice for your records.

After invoice is completed, please notify the Budget Authority that they need to approve it.

Be sure to send the invoice original to the Accounts Payables Office and keep a copy for your records.

Credit Memo

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Commodity Info -Direct Pay/General Encumbrance- FAAINVE 8.4.B (EOUPRD)

Document: 10252481 Vendor: 910043241 Computer Discount Warehouse Government Inc Vendor Hold

Item: 1 of

Commodity: Credit for return of defective monitor

Reverse Calculation

Amounts

Approved: 70.13

Discount: 0.00

Additional: 0.00

Net: 70.13

Indicators

Suspense: Y

Open or Paid:

Commodity Hold

Access Completion

Check on to place commodity record on hold

Record: 1/1 | ... | <OSC>

Tab over once. Enter description of purchase. Note: even if there are several items, they must fit in this field, (i.e. Paper, envelopes and pens, could be entered as stationary supplies).

Tab to Approved Amounts and enter the Amount Due (less any shipping) from the vendor's invoice.

Tab to Additional Amounts and enter shipping charges from the vendor's invoice.

Net Amounts should equal to the Total Amount Due on the vendor's invoice.

NOTE: Even though this is a credit memo, the Approved and Net Amounts show as positive numbers.

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Invoice Accounting Distribution FAAINVE 8.4.B (EOUPRD)

Document: I0252481 Vendor: 910043241 Computer Discount Warehouse Government Inc Vendor Hold

Item: Commodity: DOCUMENT ACCTG DISTRIBUTION Transaction Date: 26-OCT-2011

Commodity Record Count: 1 Accounting Record Count: 0

Sequence Number:

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
G	12	ACA029	001202	206001	20204	30800	RPLC		

Bank: B1 General Suspense Checking Income Type: NA

Currency Code:

	Commodity	%	Accounting
Approved:	70.13		70.13
Discount:	0.00		0.00
Additional:	0.00		0.00
Net:			70.13

Indicators
 NSF Override: N
 Suspense: N
 NSF Suspense: A

Enter (P)ercent to calculate dollar amt based on percentage.
 Record: 1/1 | ... | <OSC>

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

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

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

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

Page down

Oracle Developer Forms Runtime - Web: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE 8.4.B (EOUPRD)

Document: 10252481 Multiple Direct Pay

Vendor: 910043241 Computer Discount Warehouse Government Inc Vendor Hold

Balancing Completion FAAINVE 8.4.B (EOUPRD)

	Input	Exchange Rate	Converted
Amount:	70.13		

Amount Type	Header	Commodity	Accounting	Status
Approved:	70.13	70.13	70.13	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete: In Process:

Select to mark document incomplete and "In Process"

Record: 1/1 | ... | <OSC>

Click the box next to Complete to forward the invoice to Accounts Payable or In Process to save the document so you can work on it later.

After invoice is completed, please notify the Budget Authority that they need to approve it.

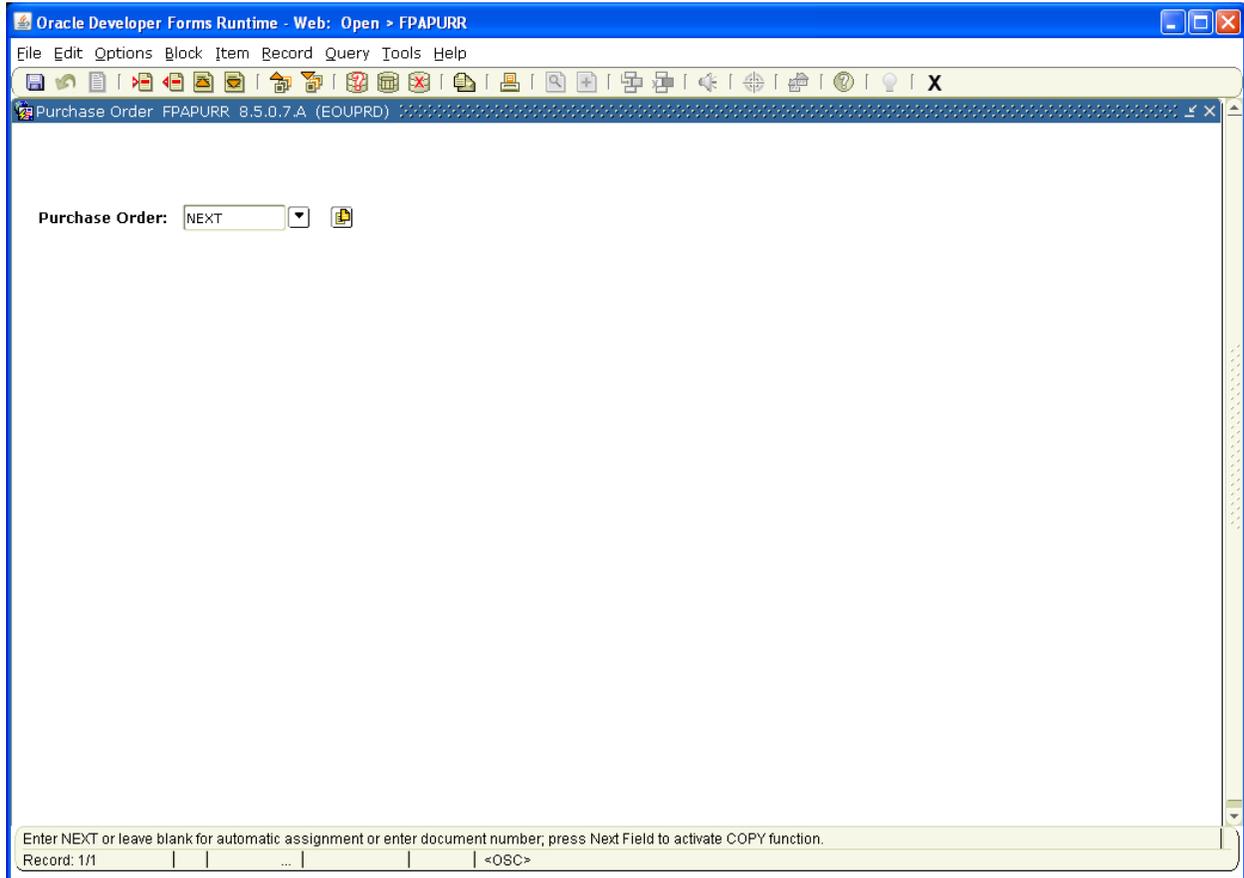
Be sure to send the credit memo originals to the Accounts Payable Office and keep a copy for your records.

Creating a PO

FPAPURR -- Purchase Order Creation

To create a Purchase Order (PO)

Note: Purchase Orders for less than \$1000 total may be ordered “confirming only” (i.e. you may place the order before the PO has been approved) as long as the vendor does not require a copy of the PO. If the Purchase Order is for \$1000 or more or the vendor requires a copy of the PO to place the order, the PO must be approved in Banner before the order is placed.



Type *NEXT* in the Purchase Order: field.

Page Down

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Document Information FPAPURR 8.5.0.7.A (EOUPRD)

Purchase Order: NEXT **Blanket Order:** [v] **Order Type:** Regular [v]
Order Date: 28-NOV-2011 [c] **Transaction Date:** 28-NOV-2011 [c]
Delivery Date: [c] **Comments:** [t]
Commodity Total: [t] 0.00 **Accounting Total:** [t] 0.00

In Suspense
 Document Text
 Print Ind
 Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

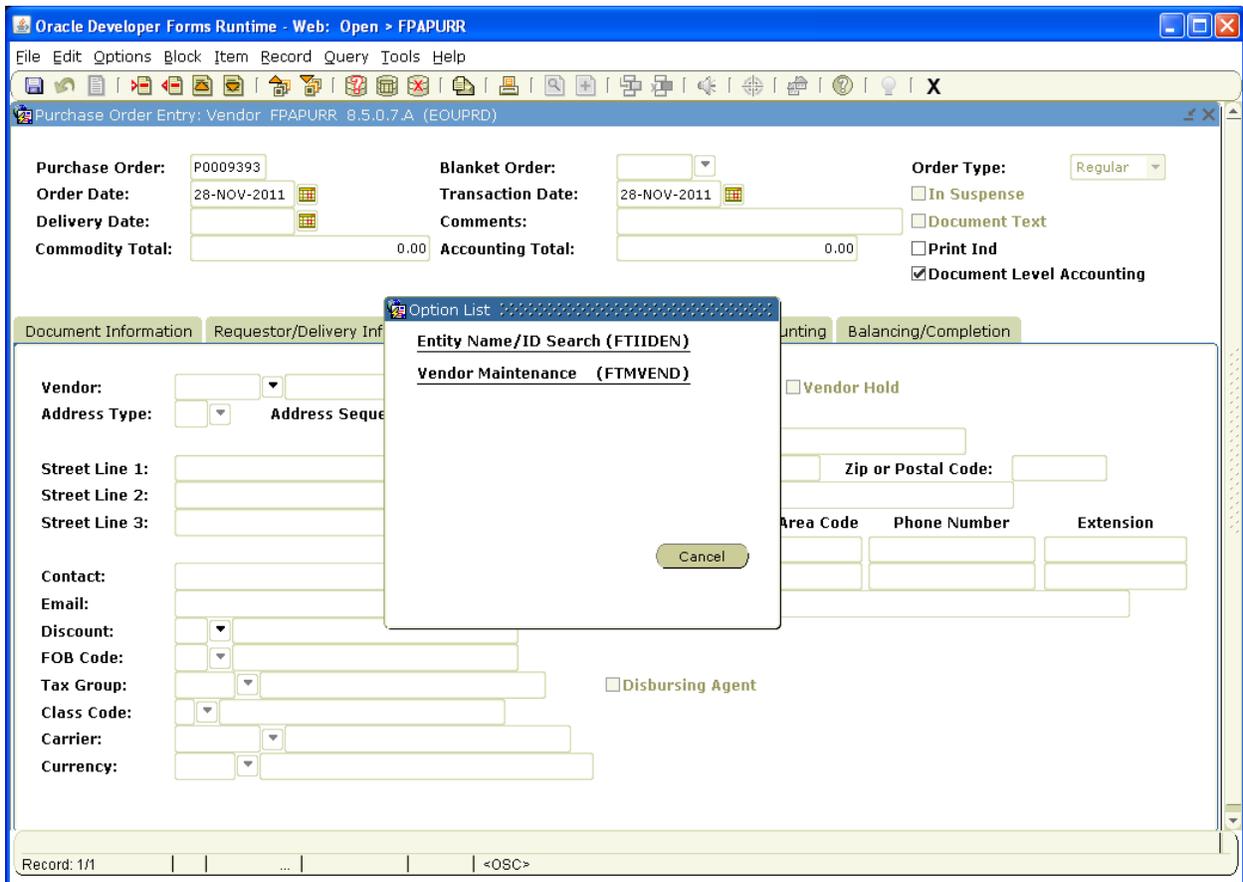
PO created from Requisition
Requisition Document Text: None [v]
Buyer Code: ACC1 [v] [t]
BO Termination Date: [t]
 Rush Order
 NSF Checking
 Deferred Editing
Purchase Order Copied From: [t]

Enter buyer code; [LIST] available; required for completion.
Record: 1/1 ... List of Valu... <OSC>

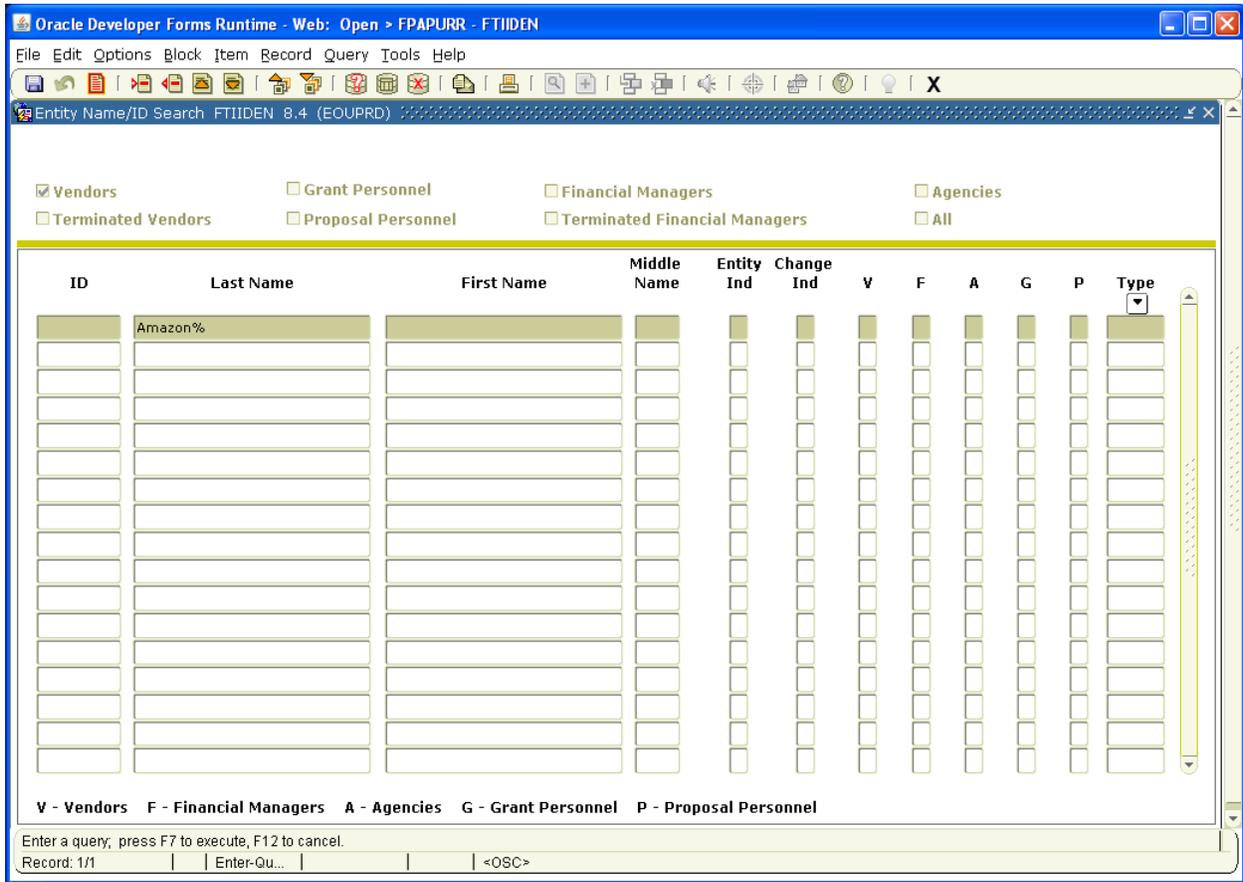
Type in your Buyer Code:
Note: The IT Department Buyer Code is ACC1

Page Down,

Page Down.



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



Tab to Description and enter the description of the item you wish to order. Continue tabbing and enter U/M (ea, pg, dz), Quantity and Unit Price. The Extended amount and Totals fields will populate automatically. If you have more than one item to add, arrow down to get to next record and repeat the process.

When there is more information needed for the description than there is room to type in the Description field, you can enter information in Item Text. To do this, click on Options on the Toolbar and select Item Text. Click on the top Text field and add information as needed. Arrow down to access additional text fields. Click on the Save button, then the X on the Toolbar to save and exit

Page down

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Commodity/Accounting FPAPURR 8.5.0.7.A (EOUPRD)

Purchase Order: P0009393 Blanket Order: Order Type: Regular

Order Date: 28-NOV-2011 Transaction Date: 28-NOV-2011 In Suspense

Delivery Date: Comments: Document Text

Commodity Total: 249.74 Accounting Total: Print Ind

Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item 1 of 1 U/M EA Tax Group Quantity 2.00 X Unit Price 124.8700 = Extended: 249.74

Commodity Description Commodity Text Discount: 0.00

HP LaserJet Printer Monochrome (P2035) Item Text Additional: 0.00

Add Commodity Tax: Commodity Line Total: 249.74

Distribute NSF Override Document Commodity Total: 249.74

NSF Suspense Extended: % USD

FOAPAL of Remaining Commodity Amount: 249.74 Extended: 249.74

COA Yr Index Fund Orgn Acct Prog Actv Locn Proj Discount: Additional: Tax: FOAPAL Line Total: Document Accounting Total:

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
G	12	AAE001	001100	245101	20204	01100			

Enter Dollar Amount, Percent of Dollar Amount, or Press NEXT FIELD.

Record: 1/1 ... <OSC>

Enter Accounting Information (i.e. Index, Acct, Actv, etc). Tab to Extended and enter amount to be charged to the Index/Account. If you are charging more than one Index and/or Account, arrow down to get to next record and repeat the process.

Oracle Developer Forms Runtime - Web: Open > FPAPURR

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Balance/Completion FPAPURR 8.5.0.7.A (EOUPRD)

Purchase Order: P0009393 **Blanket Order:** **Order Type:** Regular
Order Date: 28-NOV-2011 **Transaction Date:** 28-NOV-2011 In Suspense
Delivery Date: **Comments:** Document Text
Commodity Total: 249.74 **Accounting Total:** 249.74 Print Ind
 Document Level Accounting

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: 910045526 Amazon.com LLC Vendor Hold
COA: G OUS EOU Chart **Requestor:** Helen Moore
Organization: 290201 ACC Computing Operations
Currency Code:
Exchange Rate: **Commodity Record Count:** 1
Input Amount: 249.74 **Converted Amount:**

	Header	Commodity	Accounting	Status
Approved Amounts:	<input type="text"/> 249.74	<input type="text"/> 249.74	<input type="text"/> 249.74	<input type="text"/> BALANCED
Discount Amounts:	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> BALANCED
Additional Amounts:	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> BALANCED
Tax Amounts:	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> BALANCED

Complete: **In Process:**

Select to mark this Document "Complete".

Record: 1/1 ... <OSC>

Click the box next to Complete to forward the Purchase Order to the Approval Process or In Process to save the PO so you can work on it later.

Check status of PO via FOIDOCH periodically and once it is approved print it out. If it needs to be sent to the vendor, scan, fax or mail a copy as required by vendor.

Printing a PO

FWAPORD -- Purchase Order Print

To Print a Purchase Order

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2.A (EOUPRD)

Process: FWAPORD Purchase Order Print Parameter Set:

Printer Control

Printer: Special Print: PORTRAIT Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Purchase Order Number	P0009394
02	Status	C
03	Buyer Code	

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Enter a P.O. number

Submission

Save Parameter Set as Name: Description:

Choices in list 226
Record: 1/1 ... List of Valu... <OSC>

Printer Validation (GTVPRNT)

Find%

Code	Description
EO_PRINT86	Hoke - Student Activities
EO_PRINT87	Admissions - Cross
EO_PRINT88	Inlow Hall - Computer Center
EO_PRINT89	Inlow Hall - 012 Jon Norris
EO_PRINT92	Hunt Hall-Distance Ed Rm319
EO_PRINT93	Distance Ed - Paulson
EO_PRINT94	Admissions-IH 109B
EO_PRINT95	Hunt Hall-Distance Ed, rm B310

Find End OK Cancel

Page Down

Click on the arrow on the Printer: box and select the appropriate printer (EO_PRINT88 for IT). Click *OK*.

Page Down

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2.A (EOUPRD)

Process: FWAPORD Purchase Order Print Parameter Set:

Printer Control

Printer: Special Print: PORTRAIT Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Purchase Order Number	P0009398
02	Status	C
03	Buyer Code	

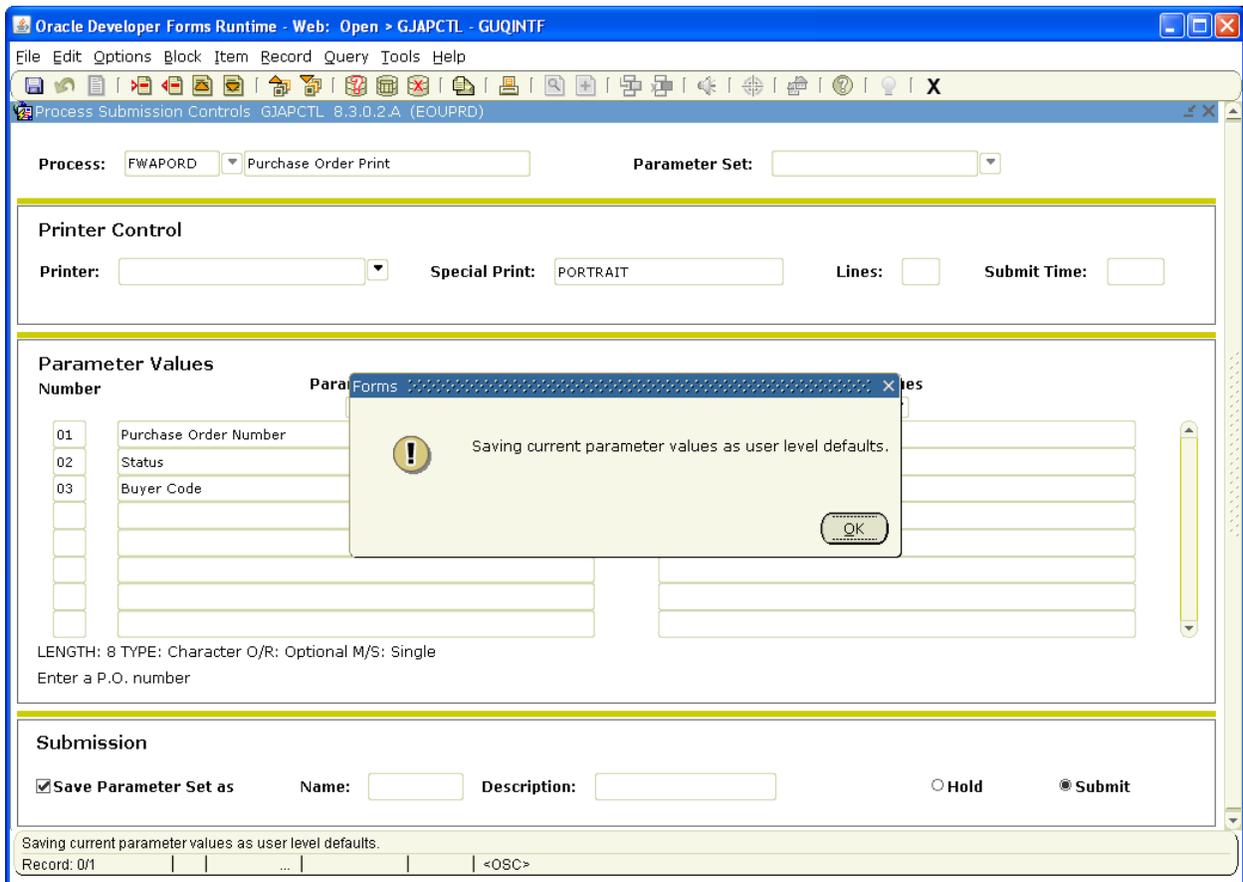
LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Enter a P.O. number

Submission

Save Parameter Set as Name: Description: Hold Submit

Save Entered Parameters; CHECK to save.
Record: 1/1 <OSC>

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

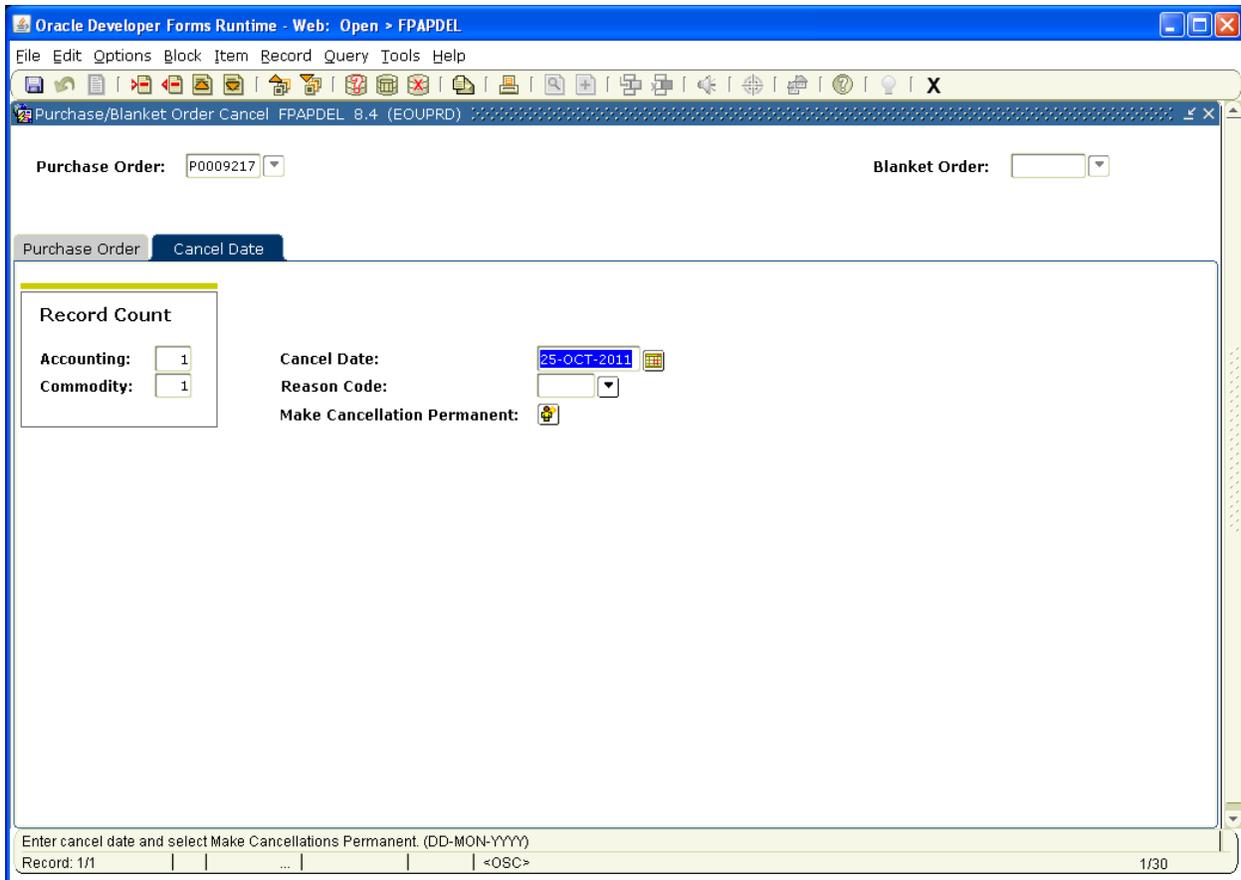


Click **OK** in the Forms (Saving current parameter values as user level defaults) box.

PO should print on the printer you designated.

If required, fax, email or mail the PO to vendor, then file the PO in the red accordion file in Helen's Desk (top left hand drawer).

Canceling a PO



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

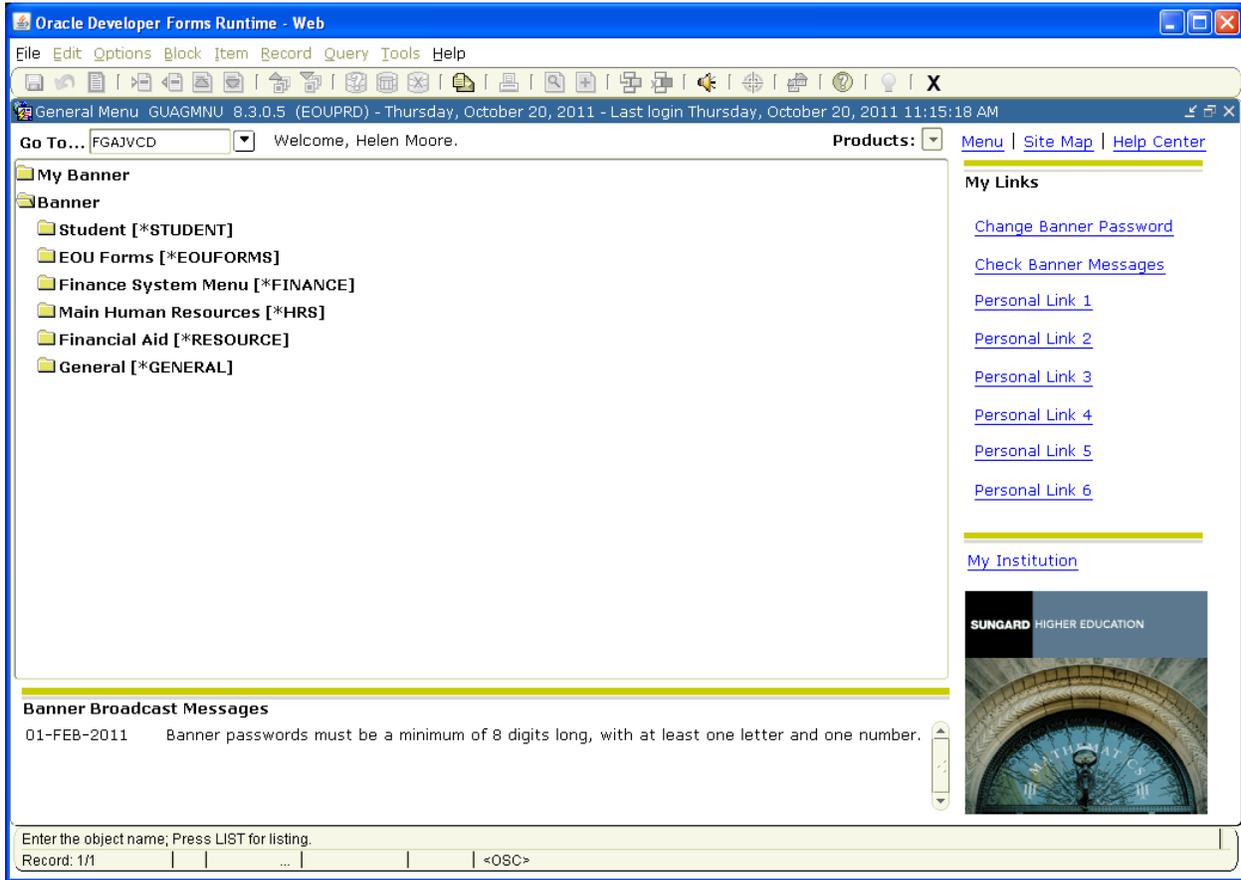
Click on the button next to Make Cancellation permanent.

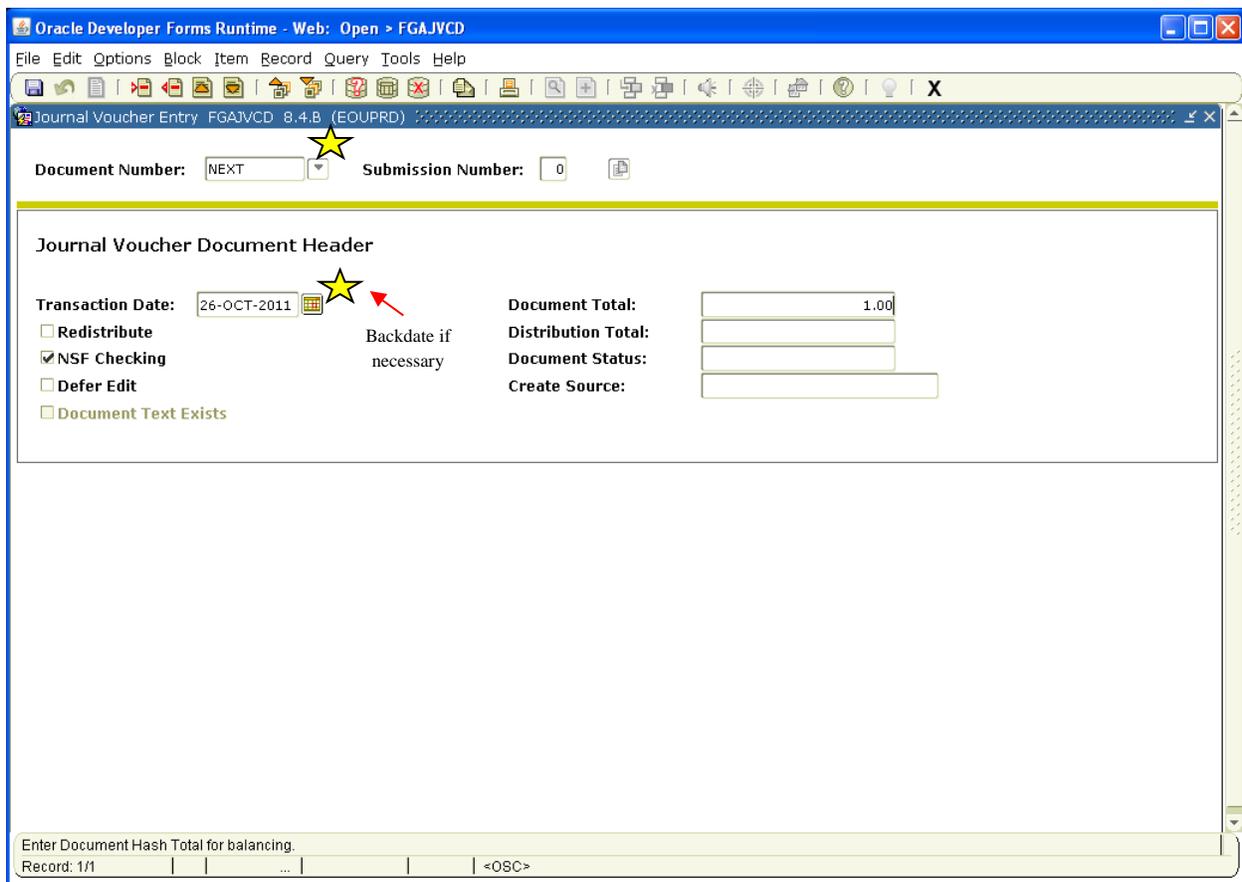
Be sure to make a note on your paperwork stating why the PO was cancelled and include any other pertinent information.

Processing a JV

FGAJVCD -- To bill another campus department for goods and/or services.

Go To... FGAJVCD (enter)





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

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

Oracle Developer Forms Runtime - Web: Open > FGJVC D

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGJVC D 8.4.B (EOUPRD)

Document Number: J0045050 Submission: 0 Document Total: 1.00

Status: [] Sequence: 1 Journal Type: 3JV1 [] JV W/O Encumbrance

COA Index Fund Orgn Acct Prog Actv Locn Project

G AAS702 016201 217053 20204 01100 [] [] []

Percent: [] Amount: 8.36 Debit/Credit: Debit [] NSF Override

Description: Speakers for DSSML Laptop Bank Code: [] Deposit: []

Encumbrance Number: [] Item Number: [] Sequence: [] Action: (None) Commit Type: []

Document Reference: IT#28024 Budget Period: [] Accrual Indicator [] Currency: []

Gift Date: [] Number of Units: []

Enter the Budget Period

Record: 1/1 | | ... | | <OSC> 1/30

Note: Each regular Journal Voucher must have at least two accounting records, one Debit and one Credit. The Amount of the Debit(s) must equal the Credit(s).

Tab once to Journal Type and enter 3JV1.

Tab again and G will default into the COA (Chart of Accounts) field.

Continue tabbing to fill in the Index, Acct Code, Actv (if applicable), and Amount you wish to charge. Tab to Debit/Credit and click on the down arrow. Choose Debit.

Tab to Description and enter a brief description of the charge. This is what will appear on the budget documents, so be as specific as possible in the small space allowed.

Tab to Document Reference and enter the reference document, such as Purchase Order # or Invoice #.

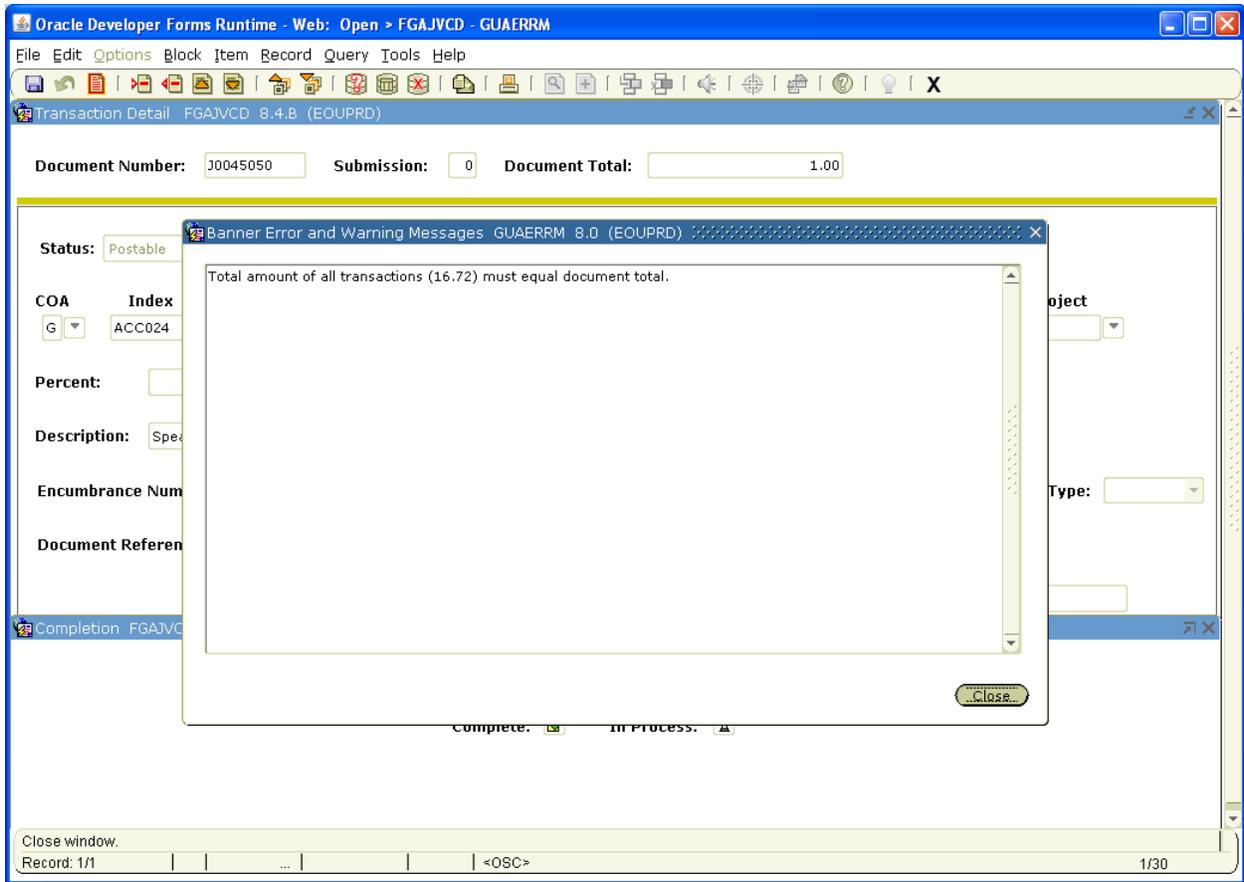
Down Arrow to access the next record.

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

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

Note: F4 copies the previous record. It is convenient to use this feature and just change the pertinent data. **Be careful when using F4 that you do change the necessary fields otherwise, you can end up crediting and debiting the same index/account.**

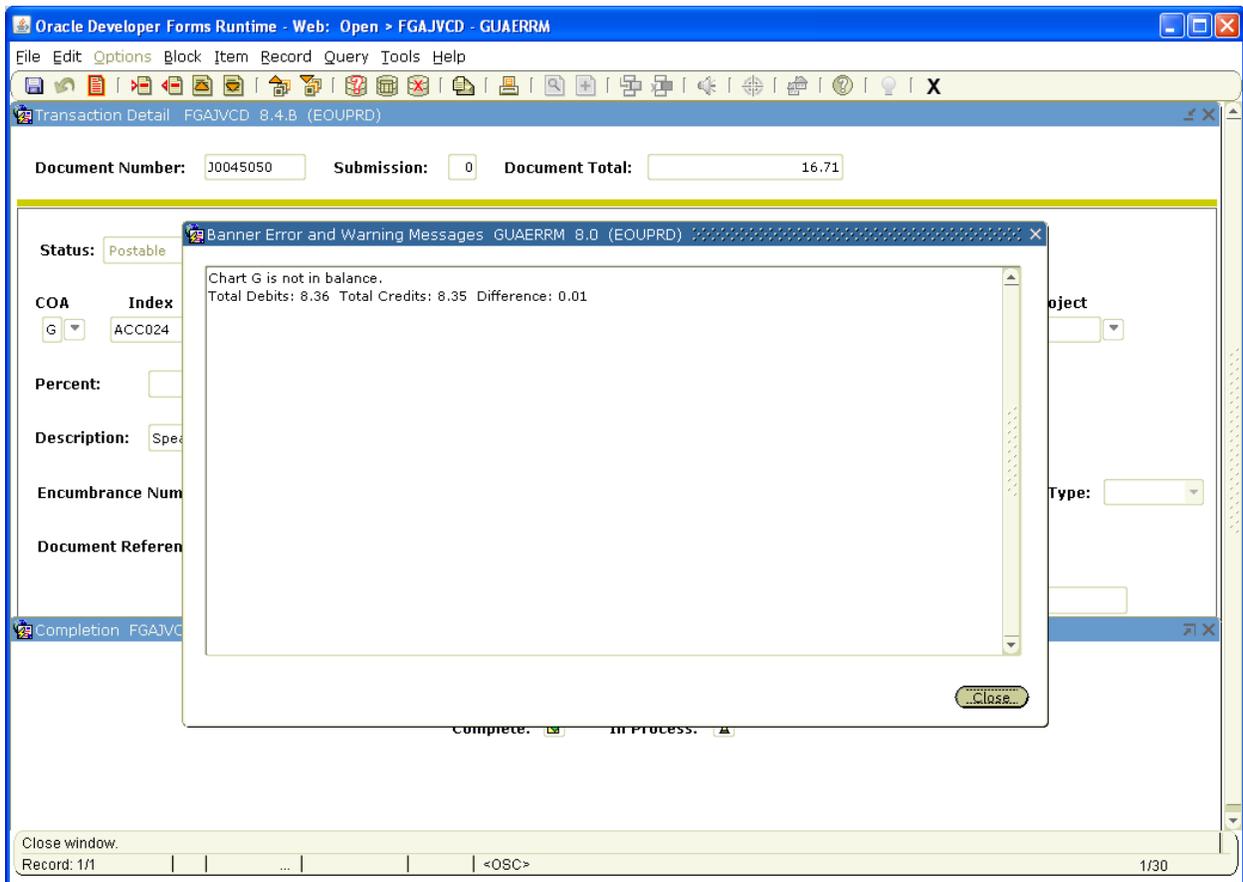
When you are finished, *Page Down*.



If you see this screen when you click on Complete, it means your Document Total on the opening page is incorrect.

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

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



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

To correct this, Close this screen, identify which record is incorrect and enter the correct amount.

Page Down and click on the box next to Complete.

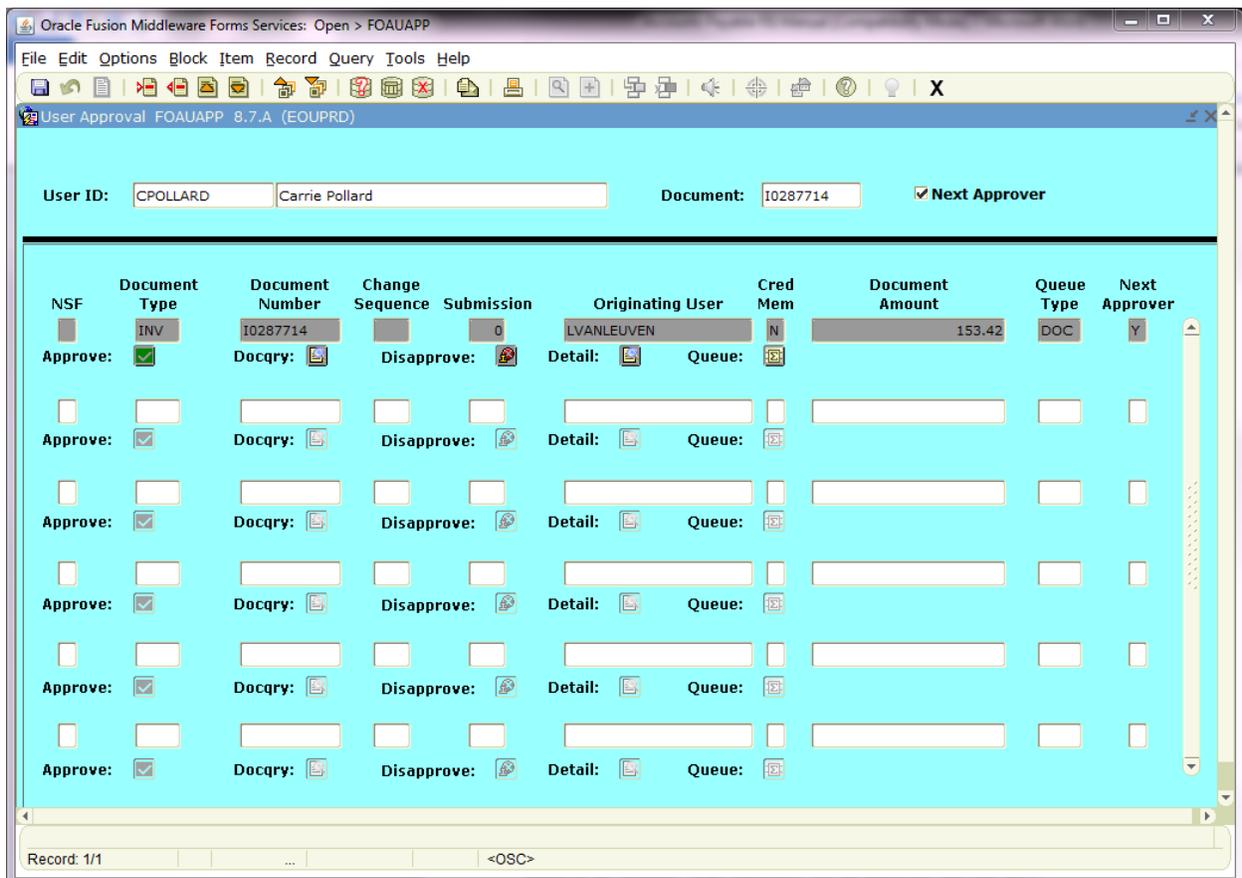
Notify Budget Authority to approve.

Approving a Document

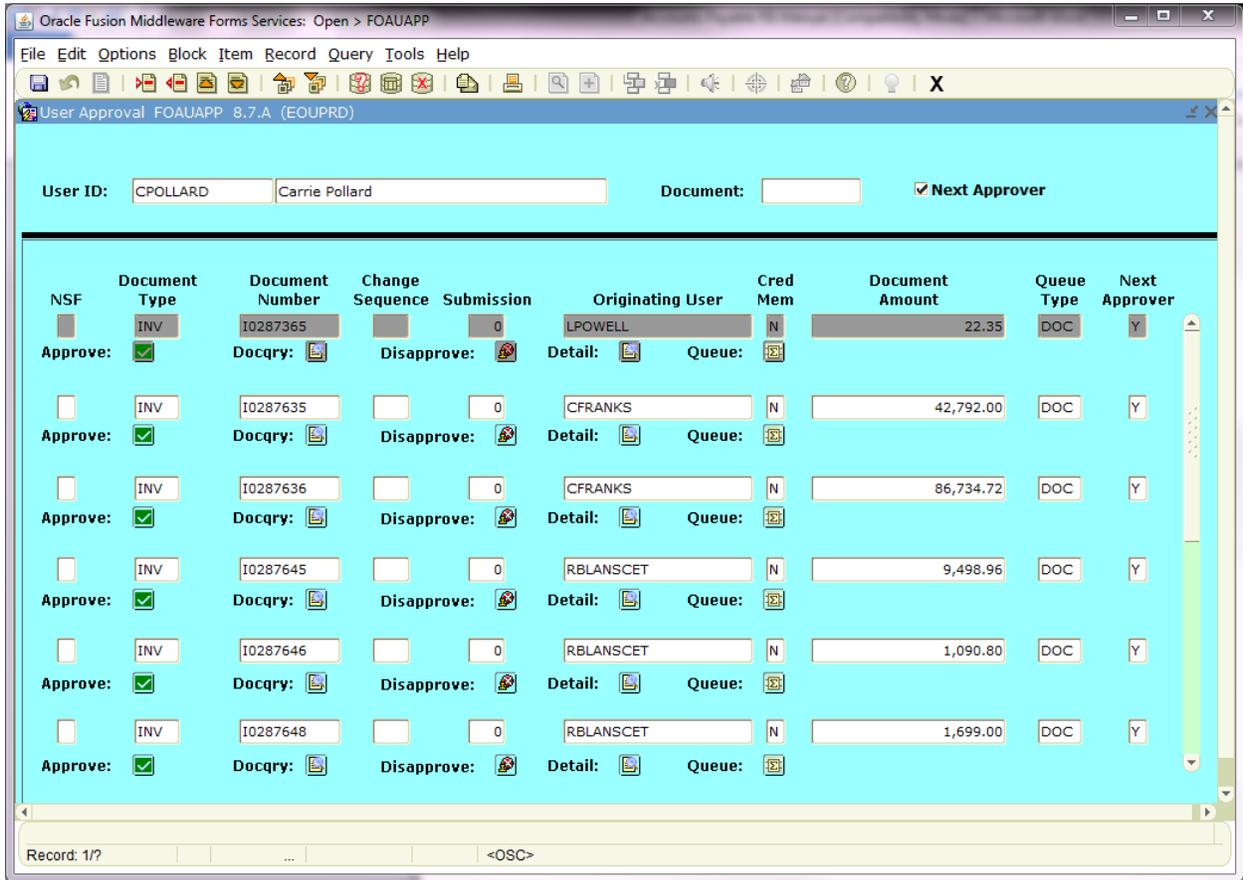
FOAUAPP – User Approval

To approve an invoice that a Banner user has keyed in

Enter your User ID and tab over to Document if you know the document number (I0281111 or J0004234 for example) of the transaction you are approving, *page down*. Only THAT document will be displayed.



If you don't know the document number, type in your User ID, and *page down*. This will show all documents currently in your approval queue.



To view the document, click Detail.

Oracle Fusion Middleware Forms Services: Open > FOAUAPP - FOQINVA

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Approval FOQINVA 8.0 (EQUPRD)

Document Number: I0287365 Credit Memo: N Vendor: Pihl, Theresa M.

Line Item Information

Item	Commodity	Transaction Date
1	Work meeting-reimb for food	01-SEP-2014

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	G	15	GEPM13	312201	208554	28611	30800		
Project		Bank		Bank Description		Income Type			
		B1		General Suspense Checking		NA			
Previously Paid		To Be Paid		Invoiced		Approved		Discount	
						22.35		0.00	
Tax		Additional		Net		NSF		NSF Override	
0.00		0.00		22.35		N		<input type="checkbox"/>	

Check to override the Non-Sufficient Funds condition.

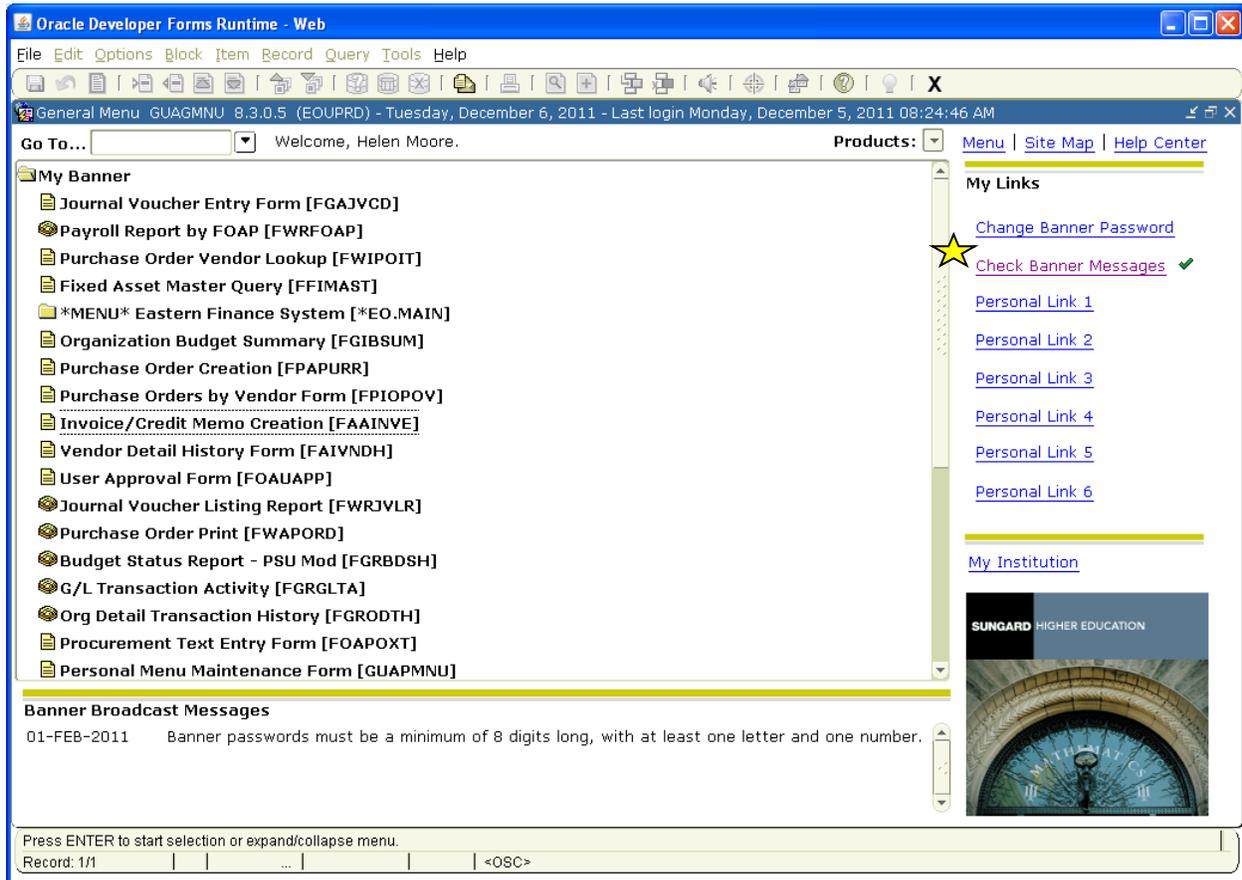
Record: 1/1 ... <OSC>

FOQINVA includes the description of the purchase, the vendor as well as the accounting information and amount.

Once you have established that the document details are correct, exit out of this screen by clicking X. This will take you back to FOAUAPP, where you can click the *green checkmark* next to Approve. The document is now approved.

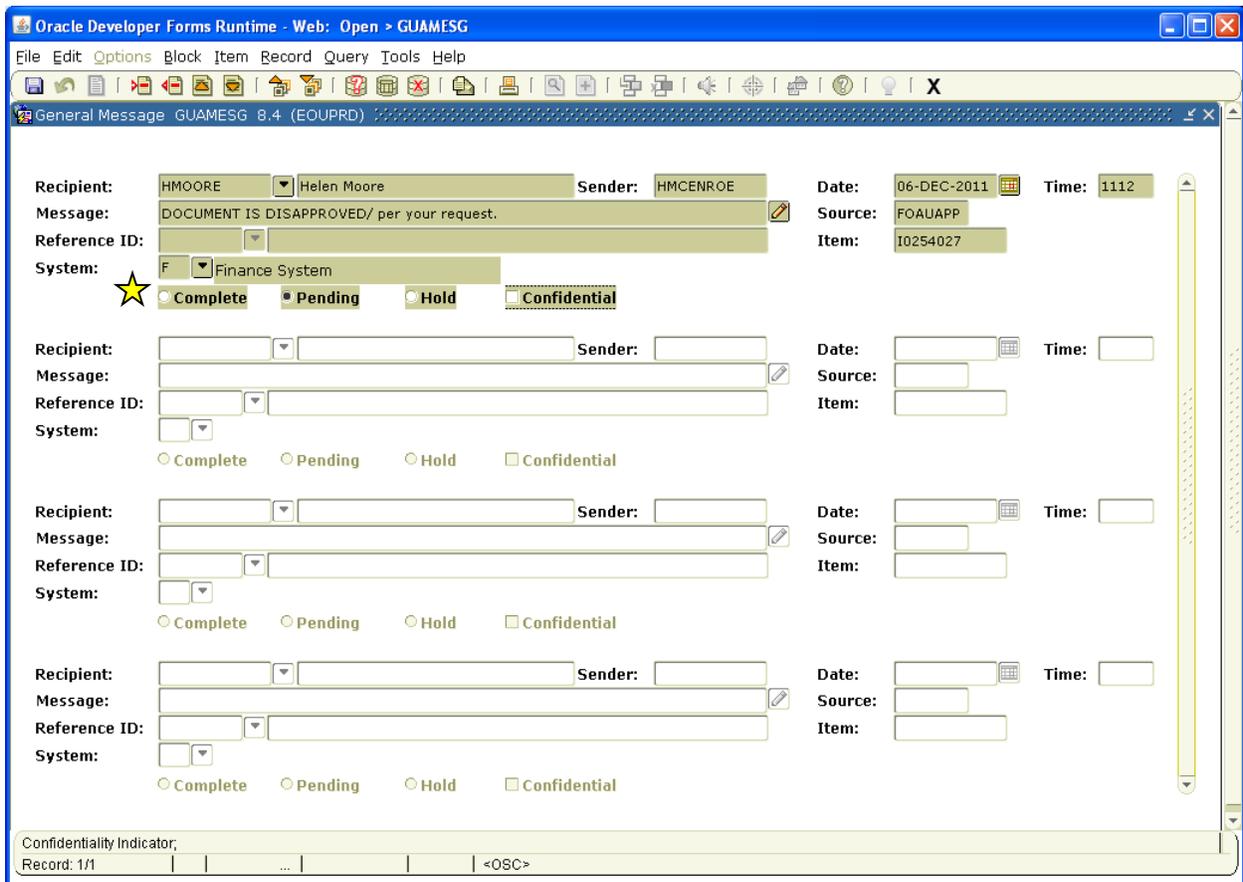
View/Delete Banner Messages

How to view and delete a Banner Message



If a document you have entered is disapproved, Banner will create a message to notify you of the disapproval. If you have a Banner message you will see a checkmark next to Check Banner Messages.

Click on Check Banner Messages.



Read the message and make notes of any important information (Item number, gist of the message, etc.) Once you have everything you need delete the message by clicking on Complete then Save on the tool bar. The message is now deleted and you can exit the screen by clicking on the X on the toolbar.

The check box beside Check Banner Messages should be gone.

View Document Status

FOIDDOCH -- Document History

To view status of Purchase Order, Invoice or Check or to review a document after it has been paid and/or has gone through the final completion process.

Oracle Developer Forms Runtime - Web: Open > FOIDDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDDOCH 8.5

Document Type: PO Purchase Order

Document Code:

Choose PO, INV, or CHK

Type Document, PO or Check Number

Invoice Status

Check Status

Purchase Order Status

Asset Tag Status

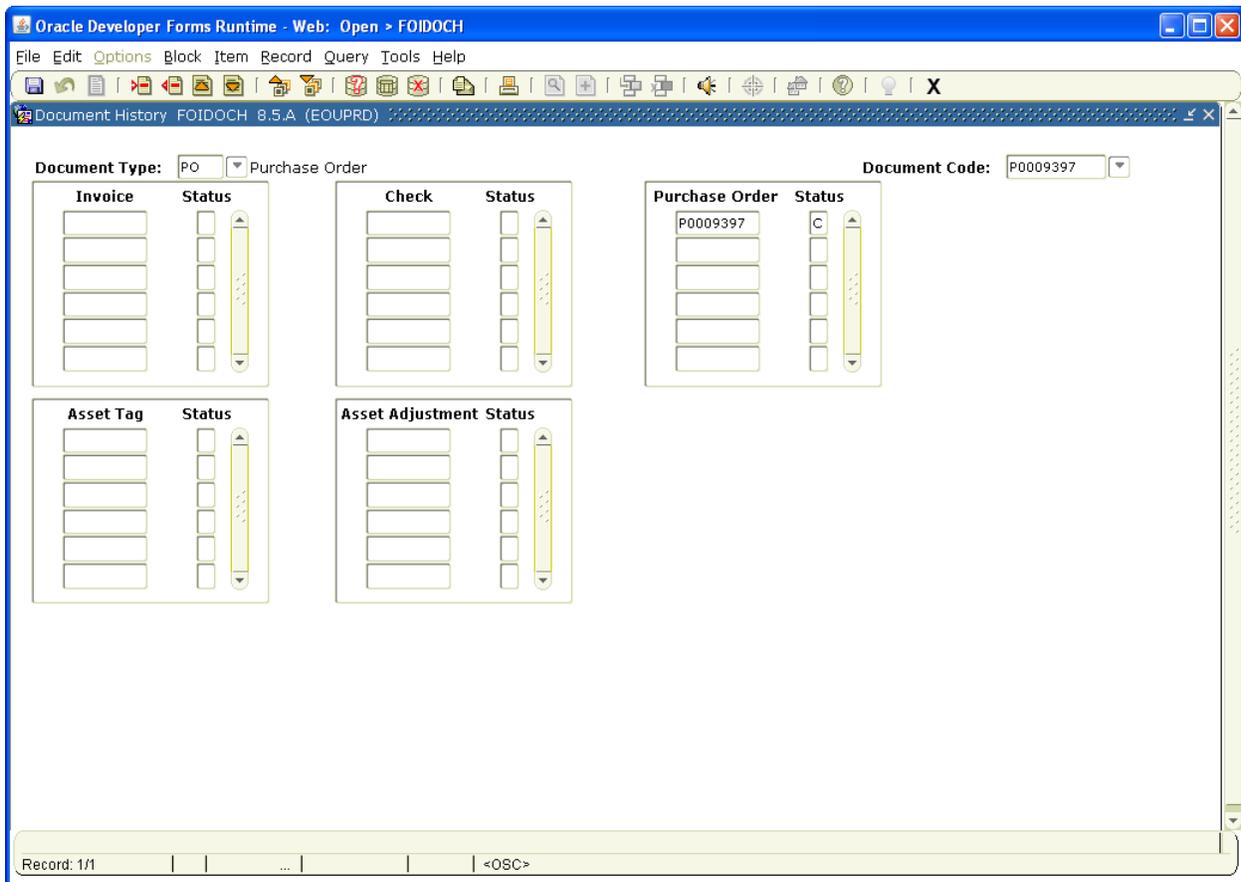
Asset Adjustment Status

Enter document code

Record: 1/1

Type Document Type in the Document Type box. i.e. *PO* for Purchase Order, *INV* for Invoice or *CHK* for Check.

Tab to Document Code:



Type the PO number, Invoice number or Check number in the Document Code box.
Page Down to view document status – C = completed, A = approved, O = open, P = paid. For definition of other Status Indicators, click on Options on the tool bar and select View Status Indicators.
 Once PO is marked A, you can exit out of this screen by clicking on the X on the tool bar and going to FWAPORD to print it out.
 If there is an O in the status box, it means someone has disapproved the document. If a document is disapproved, you will receive a Banner Message (under My Links) and will need to follow the instructions in the message to recomplete the document. It will need to go back through the approval process before you can print it out.

View Vendor History

