Desk Manual

Oregon State University
HOW TO DO APPROVALS AND DISAPPROVALS—FOAUAPP

For more help with these steps, see Approvals Section, FIS Fundamentals Reference Manual.

All POs, $5,000 and over, and Banner Invoices require departmental approval. If documents are awaiting your approval, FOIAINP, Approvals Notification Form, will appear upon your first form selection in Banner. If you choose not to view outstanding approvals at this point, click “Exit”.

To View Outstanding Approvals from FOIAINP:

1. Click User Approval under the Options menu.
2. Follow the directions on how to approve documents.

Document Detail Information

1. Go to FOAUAPP.
2. Click Next Block.
3. To view document detail, click “Detail”. The system will jump to FOQINVA.
4. Use the Scroll Bar or click Next/Previous Record to scroll through accounting and/or commodity records if there are multiple sequences (or click View Commodities under the Options menu to view commodities on one screen.)
5. Click Query Document under the Options menu, then click Next Block to view original document.
6. Click “Exit” to return to the detail screen. Click “Exit” again to return to FOAUAPP.

Approval Queue Information
(to find who still needs to approve a document)

1. Click “Queues” button. The system jumps to FOAAINP.
2. Click Next Block to retrieve queue information.
3. Use the Scroll Bar or click Next Record to see approvers for other queues (if more than one QUEUE ID shows). Click “Exit” to return to FOAUAPP.
To Approve Documents

NOTE: The previous queries listed should be completed prior to doing the approval of a document. Once a document is approved, it cannot be reversed.

1. Go to FOAUAPP.
2. Click Next Block for a list of all documents awaiting your approval.
   
   Document Types: INV=Invoices or Credit Memos; PO=Purchase Orders; JV=Journal Voucher.
3. Use the Scroll Bar or Next/Previous Record to go to the document you wish to approve or disapprove.
5. Repeat 3-4 to approve more documents. Use the Scroll Bar or Next/Previous Record to scroll through the documents. Click “Exit” to return to FOAUAPP.

To Disapprove Documents

1. Use the Scroll Bar or Next/Previous Record to go to the document you wish to approve or disapprove.
2. Click “Disapprove” button, this takes you to the Document Disapproval Text form.
3. Type in your explanation for the disapproval.
4. Click “OK”.
5. Message appears “Document has been disapproved” by you, click “OK”. Click “Exit” to return to FOAUAPP.

Document Approval History

1. Click Approval History under the Options menu.
2. Enter Banner document number that you want to query on. Click Execute Query.
3. You can see who the originating user is and who has approved the document. You cannot see who disapproves a document.
4. Click “Exit” to return to FOAUAPP.

NOTE: You can exit without approving at any time. Click “Exit” to return to the menu.
**HOW TO LOOK UP DOCUMENT APPROVAL HISTORY—FOIAPPH**

For more help with these steps, see Approvals Section, FIS Fundamentals Reference Manual.

The Document Approval History form lists the Originating User and Approver(s) for documents that have completed all or a portion of the approval process.

1. Go to FOIAPPH.
2. Form begins in query mode. In DOCUMENT CODE, enter document #.
3. Click **Execute Query**.
4. To enter another query, click **Enter Query** and repeat steps 2 and 3.
5. Click "Exit" to return to menu.

**NOTE:** This form is for documents that have been approved. To see approval queues for documents not yet approved, use form **FOAAINP**.
HOW TO FIND WHO STILL NEEDS TO APPROVE A DOCUMENT—FOAAINP

For more help with these steps, see Approvals section, FIS Fundamentals Reference Manual.

You can select FOAAINP or jump to it from FOAUAPP, User Approval Form. FOAAINP displays the required approval queues for a completed document.

1. Go to FOAAINP, enter document number and type.
   NOTE: If querying on an invoice and there is not a zero (0) in the Sub Num: field you must enter a zero in that field.

2. Click Next Block to display the required approval queues.

3. Use the Scroll Bar or press Next Record to view additional queues and/or approvers in those queues.

4. (Optional) Click Approval History under the Options menu to see who or, if anyone, has already approved the document. Click “Exit” to return to FOAAINP.

5. Click “Detail” button to view the document detail. Click “Exit” to return to FOAAINP.

6. Click “Exit” to return to the menu.
HOW TO DELETE A DOCUMENT  
(PURCHASE ORDER, INVOICE OR JOURNAL VOUCHER)

For more help with deleting, see the Delete & Cancel Section, FIS Fundamentals Reference Manual.

Only uncompleted documents can be deleted. Completed documents must be canceled.

To DELETE an uncompleted document if no document # has been assigned:

1. If a document # has not been assigned, click "Exit" and the document is deleted.

To DELETE an uncompleted document when a document # has been assigned:

1. Go to the form in which the uncompleted document was created. You must be in the correct form to delete the document.

   FAAINVE - Invoice
   FPAPURR - Purchase Order
   FGAJVCD - Journal Voucher

2. In the DOCUMENT # field, enter the # of document to be deleted. Click Next Block and document information defaults.

3. Cursor will be in the ORDER DATE (PO), INVOICE DATE (INV), or TRANSACTION DATE (JV) depending on the document. You must be in the appropriate date field of the document you are deleting, in order for the document to be deleted entirely.

4. Press Delete Record. You are prompted to press Delete Record again, do so.

5. Click "OK" to acknowledge message. Document has has been deleted.

6. Click "Exit" to return to menu.

Click on the "Delete Record" icon on Tool Bar!
IMPORTANT – DELETING MULTIPLE INVOICE DOCUMENTS

When deleting a multiple invoice document, delete each individual vendor invoice before deleting the document.

1 Go to FAAINVE.

2 In the Document Number field, enter the document number to be deleted.

3 Click Next Block twice to go past the Invoice Header to the first vendor invoice of the multiple document. The cursor should be in the Vendor Invoice field.

4 Press Delete Record. You are prompted to press Delete Record again; do so.

5 Repeat step 4 for each vendor invoice to be deleted.

6 After all vendor invoices have been deleted, click on Invoice Header in the Options Menu.

7 With the cursor in the Invoice Date field, press Delete Record. You are prompted to press Delete Record again; do so.

8 Click “OK” to acknowledge message. Document has been deleted.

9 Press Exit to return to menu.

Multiple invoices present special problems in processing, because they rely on the document being entered without mistakes. To prevent problems, follow the Fast FIS instructions carefully until you are experienced with multiple document entry.
HOW TO CANCEL A PURCHASE ORDER—FPAPDEL

For more help with these steps, see the Delete & Cancel Section, FIS Fundamentals Reference Manual.

Only approved and posted Purchase Orders can be canceled.

1 Go to FPAPDEL.

2 In the PURCHASE ORDER field enter the # of the completed Purchase Order to be canceled.

3 Click Next Block.

4 Click Access Cancel Date under the Options menu.

5 Accept default date or change if necessary.

6 Click Process Cancellation under the Options menu.

7 Click “Exit” to return to menu.

NOTE: An incomplete document can be deleted (removed entirely) from the system. See the Delete and Cancel Section of the FIS Fundamentals Reference Manual.
HOW TO CREATE AN ENCUMBRANCE—FGAENC

For more help with these steps, see the Encumbrances Section of the FIS Fundamentals Reference Manual.

FIS creates an encumbrance within the accounting ledgers when a Purchase Order is completed and approved, then liquidates it when the item purchased is invoiced. Encumbrances can also be created using FGAENC.

1. Go to FGAENC.
2. In ENCUMBRANCE NUMBER, leave field blank.
3. Click Next Block to go to the Encumbrance Header Block.
4. In ENCUMBRANCE TITLE, enter a description of the encumbrance.
5. IN DOCUMENT TOTAL, enter the amount to be encumbered.
6. [TAB] to ENCUMBRANCE TYPE, encumbrance defaults in, accept default.
7. VENDOR ID (optional). Multiple vendors can be referenced through the FAAINVE form when making payments against the encumbrance if Vendor ID is left blank.
8. Click Next Block to go to the Transaction Detail Block.
9. WRITE DOWN YOUR BANNER DOCUMENT NUMBER.
10. [TAB] to JOURNAL TYPE, enter 2ENC.
11. [TAB] to INDEX, enter index code. Click “Search” for list.
12. [TAB] to ACCOUNT, enter account code. Click “Search” for list.
13. [TAB] to AMOUNT, enter dollar amount.
14. If more than one Accounting Record is to be entered, click Next Record to move to next Accounting Data record and repeat 10-13.
15. Click Next Block to go to the Balancing/Completion Block.
16. Click the “Complete” button to send encumbrance to the posting/approval process.
NOTE:
- You may view the completed document in FGIENC.D.
- Changes can be made to the accounting distribution when payments are made using the FAAINVE invoice form regardless of the original accounting distribution on the encumbrance. It will liquidate the "E" encumbrance by the payment amount.
HOW TO LIST ENCUMBRANCES BY ORGANIZATION—FGIOENC

For more help with these steps, see the Encumbrance Section, FIS Fundamentals Reference Manual.

This form provides a list of all encumbrances by Organization and Fund or by Index Code.

1. Go to FGIOENC.

2. CHART and FISCAL YEAR will default. (You need to change the year if you want to query on a past fiscal year.)

3. [TAB] to INDEX, enter index. Press F9 for list. Organization and Fund default. Note: If Index is not entered, you will need to enter an Organization and/or a Fund. Click the appropriate fields for list.

4. Click Next Block to retrieve data.

5. Use the Scroll Bar or click Next/Previous Record to scroll through encumbrance items.

6. To view Encumbrance Detail Activity, (FGIENCD):
   - Click on the desired encumbrance number and click Query Detail Encumbrance Info under the Options menu.
   - If there are multiple sequences, use the Scroll Bar or click Next/Previous Record to view them.
   - Click “Exit” to return to FGIOENC.

7. Click “Exit” to return to the menu.
HOW TO DO A LIQUIDATING JV—FGAJVCD
TOTAL AND PARTIAL

For more help with these steps, see Journal Vouchers or Encumbrances Section, FIS Fundamentals Reference Manual.

When creating liquidating JV’s you need to first do the following:

1. Go to FGIENCD. (Detail Encumbrance Activity Form)
2. Enter Encumbrance/PO number and click Next Block.
3. Make note of the following: Item #, Sequence #, Index, Account code, Activity code (if any) and the Balance to be liquidated of each accounting sequence you wish to liquidate. (Screen prints of the above information can be helpful.)
4. If there are multiple accounting records, use the Scroll Bar or click Next Record and repeat Step 3. Click “Exit”.

After you have the above information, you can now enter your JV:

1. Go to FGAJVCD.
2. In DOCUMENT NUMBER field, leave field blank and click Next Block.
3. TRANSACTION DATE field will default. [TAB] past field.
4. In DOCUMENT TOTAL field, enter document total. (This is the total of all entries for this JV.)
5. Text is required for all JVs. Click Document Text under the Options menu. Click Next Block. Enter the required information (i.e., purpose of liquidation, name and telephone #). Click “Save” then “Exit” to return to FGAJVCD.
6. Click Next Block to move to Transaction Detail block.
7. WRITE DOWN YOUR BANNER DOCUMENT NUMBER
8. [TAB] to Journal Type, enter rule code:
   • 2LIQ for TOTAL liquidation
   • OR, 2LQP for PARTIAL liquidation
9. In INDEX, enter Index Code that was entered for encumbrance.
10 In ACCT, enter Account Code that was entered for encumbrance.
11 In ACTV enter Activity Code, if one was used on the encumbrance.
12 In AMOUNT, enter dollar amount for this line of the JV, to be liquidated.
13 In DC, enter "+" (to liquidate).
14 In DESCRIPTION, enter transaction description.
15 In ENCUMBRANCE #, enter PO or the General Encumbrance #. (This must be ORIGINAL encumbrance number.)
16-17 In ITEM:, enter Item #. In SEQ: enter Sequence #.
18 In ACTION, click (↓) or click Next Record:

If a Total Liquidation JV is being done (2LIQ):
Select Total, <↓>.

If a Partial Liquidation JV is being done (2LQP):
Select Partial, <↓>.
19 [TAB] to the DOCUMENT REFERENCE field and enter the Encumbrance number.
20 To enter additional sequences, click Next Record, repeat steps 7-19. Remember to click “Save” after you have entered all the data for your LAST SEQUENCE before you try to Print, Complete, or go to the Transaction Summary.
21 To see all of the accounting transactions, click Access Transaction Summary Info under the Options menu. Use the Scroll Bar or Next/Previous Record to view all sequences if necessary. Click “Exit” to return to FG AJVCD.
22 If you choose to print the JV, you can do it before or after completion of the JV If you do not want to print the JV go to step 23.
   a. Click Print Journal Voucher under the Options menu. This takes you to submission form GJAPCTL.
   b. Click Next Block.
   c. In Submit Time, delete the field and click Next Block .
   d. [TAB] to Values field and enter JV number to print.
   e. Click Next Block.
   f. Click Save.
   g. Click “Exit” to return to FG AJVCD.
23 Click Next Block to go to the Completion block.
24 Click “Complete” button for JV to go to posting/approval process.
25 Click “Exit” to return to the menu.
HOW TO CREATE AN INVOICE TO LIQUIDATE A GENERAL ENCUMBRANCE—FAAINVE

For more help with these steps, see Invoices or Encumbrances Section, FIS Fundamentals Reference Manual.

1. Go to FAAINVE.

2. In DOCUMENT #, leave field blank.


4. In ENCUMBRANCE #, enter encumbrance number to be liquidated through this invoice.

5. If no vendor # in field, enter Vendor ID #. Click "Search" to look up if not known. (Do this if a vendor number was not entered on the original encumbrance). Otherwise, the vendor number will default in. Click Next Block to transfer to Invoice/Credit Memo Header block.

6. In INVOICE DATE, enter date as on vendor’s invoice.

7. Click Next Field to SEQUENCE #. If address that defaults in is not the correct address, do the following to select the correct one.

   To change the vendor address:
   a. Click “Search” to go to FOQADDR.
   b. To scroll up or down, use the Scroll Bar or click Next/Previous Record.
   c. Click in the CODE or SEQ field of the address you need and click Select.

   Note: You must select a “VP” code.

8. DISCOUNT CODE field may be left blank, or enter appropriate code. Click “Search” for list.

9. In PAYMENT DUE, date entered determines when the check is printed. It’s very important to enter a date that allows for any early payment discount.

10. In VENDOR INV #, enter the number from the vendor’s invoice.

11. If you want/need text with this document, click Document Text under the Options menu. Click Next Block and enter your text.

12. Click “Save”, then click “Exit” to return to FAAINVE.

13. If a single check per invoice (order) is required, do the following:
a. Click **View Document Indicators** under the Options menu.
   b. To change the grouping to 1 (one), click the arrow next to GROUPING.
   c. Click on the (1) to select one check, then click "Close".

14  Click **Next Block** to transfer to the Commodity Information block.

15  **WRITE DOWN YOUR BANNER DOCUMENT NUMBER.**

16  Click **Next Field** to DESCRIPTION, ‘Commodity from Gen. Acctg. Enc.’ defaults in. Delete and enter an appropriate commodity description.

17  In APPROVED, amount defaults in from encumbrance. Adjust invoice payment amount if necessary.

18  In ADDITIONAL, enter the shipping charge, if needed.

19  Click **Next Field** to FINAL PAYMENT IND. If this is the final payment for this encumbrance, enter "F". If more payments need to be made, leave blank.

20  To view accounting: click **Accounting Info** under the Options menu. If you want to view Commodities, click **Commodity Info** under the Options menu. Click **Balancing/Completion** under the Options menu.

21  Click **Next Block** to transfer to the Balancing Completion block. Click "Complete" button to send invoice to the posting/approval process.

22  Click “Exit” to return to the menu.

**NOTE:** When an invoice is created referencing an encumbrance without a vendor id number and the invoice is subsequently disapproved, the vendor number must be re-entered before doing a **Next Block** to the Invoice/Credit Memo Header block.
HOW TO CREATE A DIRECT PAY INVOICE—FAAINVE
DOCUMENT LEVEL ACCOUNTING

For more help with these steps, see Invoices Section, FIS Fundamentals Reference Manual.

Direct Pay invoices are used when you do not reference a Banner Purchase Order. You CANNOT use this form to pay invoices $5,000 or more.

1 Go to FAAINVE.

2 In DOCUMENT # field, leave field blank. The Banner Invoice type defaults to Direct Pay.

3 [TAB] to VENDOR, enter Vendor ID #. Click “Search” to look up if not known.

4 Click Next Block to transfer to Invoice/Credit Memo Header block.  
   Message: “Field must be entered” appears, ignore and press <↓> or click OK.

5 In INVOICE DATE, enter date as on vendor’s invoice.

6 Click Next Field to SEQ #. If address that defaults in is not the correct address, do the following to select the correct one.

   To change the vendor address:
   a. Click “Search” to go to FOQADDR.
   b. To scroll up or down, use the Scroll Bar or click Next/Previous Record.  
      c. Click in the CODE or SEQ field of the address you wish to select and click Select.  
         Note: You must select a “VP” code.

7 In DISCOUNT CODE, enter discount code, or leave blank if you want to enter the payment due date. Click “Search” for list.

8 In PAYMENT DUE, date entered determines when the check is printed. It’s very important to enter a date that allows for any early payment discount.

9 In VENDOR INV #, enter the number from the vendor’s invoice.

10 If you want/need text with this document, click Document Text under the Options menu, click Next Block and enter your text.

11 Click “Save”, then click “Exit” to return to FAAINVE.

12 If a single check for invoice (order) is required, do the following:  
   a. Click View Document Indicators under the Options menu.  
   b. To change the grouping to 1 (one), click the arrow next to GROUPING.
c. Click on the (1) to select one check, then click "Close".

13 Click **Next Block** to transfer to Direct Pay Invoice Commodity block.

15 WRITE DOWN YOUR BANNER DOCUMENT NUMBER.

16 Click **Next Field** to DESCRIPTION, enter commodity description.

17 In APPROVED, enter total $ amount for commodity.

18 In ADDITIONAL enter the appropriate amount if needed.

19 If more than one commodity, press **Next Record** and Repeat steps 16-18

20 Click **Next Block** to go to Invoice Accounting Distribution block.

21 In INDEX, enter index code. Click "Search" for list.

22 In ACCOUNT, enter account code. Click "Search" for list.

23 In % column, enter P to show % of cost per FOAPAL for entire order. [TAB] through field for 100% distribution, or do manual entry of amounts.

24 In ACCOUNTING field, enter amount of invoice:
   • If P was entered under %, enter % amount, (i.e., 50).
   • If you want payment made against only one FOAPAL, [TAB] through field and amount will default.
   • For partial figure, manually enter $ amount.

29 If more than one Accounting Record is to be entered, click **Next Record** to move to next Accounting Data record and repeat 25-28.

30 Click **Next Block** to go to the Balancing Completion block.

31 Click "**Complete**" button to send invoice to the posting/approval process.

32 If accounting errors exist, click **Accounting Information** under the Options menu to go to the Accounting block to review and/or adjust. **(Never do a Previous Block when making corrections.)** After corrections, repeat steps 30&31

33 Click "**Exit**" to return to the menu.
HOW TO CREATE A REGULAR PAY INVOICE USING VENDOR INVOICE CONSOLIDATION—FACICON

The Vendor Invoice Consolidation Form (FACICON) is accessible only from within the existing Invoice/Credit Memo Entry Form (FAAINVE).

1. Go to **FAAINVE**.

2. In DOCUMENT field, leave field blank and [TAB].

3. [TAB] to MULTIPLE checkbox. Click in MULTIPLE checkbox to allow for payment of more than one vendor invoice.

4. [TAB] to DIRECT PAY field, arrow down, and select Regular.

5. In PURCHASE ORDER, enter PO# to liquidate through this invoice. Click **Next Block** to transfer to the Invoice/Credit Memo Header block.

6. In INVOICE DATE, enter date as on vendor's invoice. Message: "Field must be entered" appears, ignore and press <↓> or click **OK**.

7. [TAB] to SEQ #. If address that defaults in is not the correct address, do the following to select the correct one.

   **To change the vendor address:**
   a. Click "Search" to go to **FOQADDR**.
   b. To scroll up or down, use the Scroll Bar or click **Next/Previous Record**.
   c. Click in the CODE or SEQ field of the address you need and click **Select**

    **Note:** You must select a "VP" code.

8. In DISCOUNT CODE field, it may default from PO, or you may enter discount code. Leave blank if you want to enter the payment due date. Click "Search" for list.

9. In PAYMENT DUE, date entered determines when the check is printed. It's very important to enter a date that allows for any early payment discount.

10. MULTIPLE defaults in VENDOR INV #.

11. If you want/need text with this document, click **Document Text** under the Options menu. Click **Next Block** and enter your text.

12. Click "Save", then click "Exit" to return to **FAAINVE**.

13. If a single check per invoice (order) is required, do the following:
a. Click **View Document Indicators** under the Options menu.
b. To change the grouping to 1 (one), click the arrow next to GROUPING.
c. Click on the (1) to select one check, then click **Close**.

14  Click **Next Block** to transfer to the Commodity Information block.

15  **WRITE DOWN YOUR BANNER DOCUMENT NUMBER.**

16  Enter Vendor Invoice # and Invoice Date.

17  Click **Next Block**.

18  Check ADD checkbox on the first item to be paid.

19  Enter APPROVED QUANTITY, the quantity of item(s) you received on this invoice.

20  U/M, accept default

21  **UNIT PRICE & ADDITIONAL AMOUNT** will default, if necessary, adjust to match the price being billed on the vendor’s invoice.

22  **NOTE:** The Final Payment Indicator (F/P) must be “F” if this is the final payment against the commodity. If additional payments are to be made against the commodity, you must clear the F/P indicator field for that commodity.

23  In **ADDITIONAL**, enter shipping charges, if any.

24  Check next ADD checkbox, if there are other items on the first vendor invoice to be paid for and repeat steps 19-23.

25  Click **Previous Block**, to return to the Vendor Inv. # field. Click **Next Record**, to get a new blank record.

26  Enter second VENDOR INV number to be paid.

27  Repeat steps 19-25.

28  After entering all of the vendor invoices for this Regular Pay invoice, click **Next Block** to access the Balancing Completion window.

29  To view accounting: click **Accounting Info** under the Options menu. If you want to view Commodities, click **Commodity Info** under the Options menu. Click **Balancing/Completion** under the Options menu.

30  Click **“Complete”** to send invoice to the posting/approval process.

31  If accounting errors exist, click **Accounting Info** under the Options menu to go to the Accounting block to review/adjust. (**Never do a Previous Block when making corrections.**) After corrections, repeat step 20.

32  Click **“Exit”** to return to the menu.
HOW TO CREATE A REGULAR PAY INVOICE FROM A PO—FAAINVE

For more help with these steps, see Invoices Section, FIS Fundamentals Reference Manual.

1 Go to FAAINE.

2 [TAB] to DIRECT PAY field, press ↓ and select Regular, press ↓↓.

3 [TAB] to PURCHASE ORDER, enter PO# to liquidate through this invoice. Click Next Block to transfer to Invoice/Credit Memo Header block.

Message: “Field must be entered” appears, ignore and press ↓↓ or click OK.

4 In INVOICE DATE, enter date as on vendor’s invoice.

5 [TAB] to SEQ #. If address that defaults in is not the correct address, do the following to select the correct one.

To change the vendor address:
   a. Click “Search” to go to FOQADDR.
   b. To scroll up or down, use the Scroll Bar or click Next/Previous Record.
   c. Click in the CODE or SEQ field of the address you need and click Select.

   Note: You must select a “VP” code.

6 In DISCOUNT CODE field, it may default from PO, or you may enter discount code. Leave blank if you want to enter the payment due date. Click “Search” for list.

7 In PAYMENT DUE, date entered determines when the check is printed. It’s very important to enter a date that allows for any early payment discount.

8 In VENDOR INV #, enter the number from the vendor’s invoice.

9 If you want/need text with this document, click Document Text under the Options menu. Click Next Block and enter your text.

10 Click “Save”, then click “Exit” to return to FAAINE.

11 If a single check per invoice (order) is required, do the following:
   a. Click View Document Indicators under the Options menu.
   b. To change the grouping to 1 (one), click the arrow next to GROUPING.
   c. Click on the (1) to select one check, then click “Close”.

12 Click Next Block to transfer to the Commodity Information block.

13 WRITE DOWN YOUR BANNER DOCUMENT NUMBER.
14 In SELECT PO, enter Y and press [TAB]. System jumps to FAQINVP.

15 There are two choices available for selecting commodities. Please choose one of the following, NOT BOTH.

1. To pay for all items (received at least one of every item). PO will be closed.: 
   a. Click the Invoice All box then click "Save".
   b. Message "Query caused no records to be retrieved" appears, Click "OK"
   c. Click "Exit".
   d. Click Next Block to bring items into the invoice.

2. To pay for individual items (did not receive at least one of every item). PO will be left open for future payments.
   a. Click Next Block.
   b. To select commodities for payment, click the ADD box next to each item.
   c. Click "Save" then "Exit".
   d. Click the Next Block to bring items into the invoice.

16 If no adjustments in QUANTITY or UNIT PRICE are required, tab past Approved fields then, go to step 18. If QUANTITY or UNIT PRICE need adjusting, do the following:
   a. In INVOICED: adjust QUANTITY and/or UNIT PRICE as needed,
   b. In APPROVED: adjust QUANTITY and/or UNIT PRICE the same way.
   c. If more commodities need adjusting, press Next Record and repeat step 16.

17 The DISCOUNT defaults in if entered in the Header block.

18 In ADDITIONAL enter the appropriate amount if needed.

19 **NOTE:** The Final Payment Indicator must be "F" if this is the final payment against the commodity. If additional payments are to be made against the commodity, you must make sure the FINAL PAYMENT IND field for that commodity is blank.

20 Click Next Block to transfer to the Balancing Completion block.

21 To view accounting: click Accounting Info under the Options menu. If you want to view Commodities, click Commodity Info under the Options menu. Click Balancing/Completion under the Options menu.

22 Click "Complete" to send invoice to the posting/approval process.

23 If accounting errors exist, click Accounting Info under the Options menu to go to the Accounting block to review/adjust. **(Never do a Previous Block when making corrections.)** After corrections, repeat step 20.

24 Click "Exit" to return to the menu.
HOW TO CREATE A DIRECT PAY INVOICE—FAAINVE
DOCUMENT LEVEL ACCOUNTING-MULTIPLE INVOICES

For more help with these steps, see Invoices Section, FIS Fundamentals Reference Manual.

Direct Pay invoices are used when you do not reference a Banner Purchase Order. You CANNOT use this form to pay invoices $5,000 or more.

1  Go to FAAINVE.

2  In DOCUMENT # field, leave field blank.

3  [TAB] to Multiple checkbox. Click in “Multiple” checkbox.

4  The Banner Invoice type defaults to Direct Pay.

5  [TAB] to VENDOR, enter Vendor ID #. Click “Search” for list.

6  Click Next Block to transfer to Invoice/Credit Memo Header block.
   Message: “Field must be entered” appears, ignore and press <↓> or click OK.

7  In INVOICE DATE, enter today’s date.

8  [TAB] to SEQ #. If address that defaults in is not the correct address, do the following to select the correct one.

   To change the vendor address:
   a. Click “Search” to go to FOQADDR.
   b. To scroll up or down, use the Scroll Bar or click Next/Previous Record.
   c. Click in the CODE or SEQ field of the address you wish to select and click Select.
   Note: You must select a “VP” code.

9  In DISCOUNT CODE, enter discount code, or leave blank if you want to enter the payment due date. Click “Search” for list.

10 In PAYMENT DUE, date entered determines when the check is printed. It’s very important to enter a date that allows for any early payment discount.

11 MULTIPLE defaults in the VENDOR INV#, field.

12 If you want/need text with this document, click Document Text under the Options menu, click Next Block and enter your text.

13 Click “Save”, then click “Exit” to return to FAAINVE.
If a single check per invoice (order) is required, do the following:
   a. Click View Document Indicators under the Options menu.
   b. To change the grouping to 1 (one), click the arrow next to GROUPING.
   c. Click on the (1) to select one check, then click “Close”.

Click Next Block to transfer to Direct Pay Invoice Commodity block.

WRITE DOWN YOUR BANNER DOCUMENT NUMBER.

Enter Invoice # and Invoice Date.

Click Next Block

Click Next Field to DESCRIPTION, enter commodity description.

In APPROVED, enter total $ amount for commodity.

In ADDITIONAL, add shipping charges, if needed.

If more than one commodity, press Next Record and Repeat steps 19-21.

To enter the next Vendor Invoice #, click Previous Block and click Next Record. Repeat steps 17-22.

Click Next Block to go to Invoice Accounting Distribution block.

In INDEX, enter index code. Click “Search” for list.

In ACCOUNT, enter account code. Click “Search” for list.

In % column, enter P to show % of cost per FOAPAL for entire order. [TAB] through field for 100% distribution, or do manual entry of amounts.

In ACCOUNTING field, enter amount of invoice:
   • If P was entered under %, enter % amount, (i.e., 50).
   • If you want payment made against only one FOAPAL, [TAB] through field and amount will default.
   • For partial figure, manually enter $ amount.

If more than one Accounting Record is to be entered, click Next Record to move to next Accounting Data record and repeat 25-28.

Click Next Block to go to the Balancing Completion block.

Click “Complete” button to send invoice to the posting/approval process.

If accounting errors exist, click Accounting Information under the Options menu to go to the Accounting block to review and/or adjust. After corrections, repeat steps 30&31.

Click “Exit” to return to the menu.
HOW TO CREATE A DIRECT PAY INVOICE—FAAINVE
COMMODITY LEVEL ACCOUNTING

For more help with these steps, see Invoices Section, FIS Fundamentals Reference Manual.

Direct Pay invoices are used when you do not reference a Banner Purchase Order. You CANNOT use this form to pay invoices $5,000 or more.

1. Go to FAAINVE.

2. In DOCUMENT # field, leave field blank. The Banner Invoice type defaults to Direct Pay.

3. [TAB] to VENDOR, enter Vendor ID #. Click “Search” to look up if not known.

4. Click Next Block to transfer to Invoice/Credit Memo Header block. Message: “Field must be entered” appears, ignore and press <↓> or click OK.

5. In INVOICE DATE, enter date as on vendor’s invoice.

6. To change to Commodity Level Accounting, deselect the Doc Lev Acctg indicator by clicking on the checkbox to remove the X. NOTE: You MUST do this before leaving this block.

7. [TAB] to SEQUENCE #. If address that defaults in is not the correct address, do the following to select the correct one.
   a. Click “Search” to go to FOQADDR.
   b. To scroll up or down, use the Scroll Bar or click Next/Previous Record.
   c. Click in the CODE or SEQ field of the address you wish to select and click Select. Note: You must select a “VP” code.

8. In DISCOUNT CODE, enter discount code, or leave blank if you want to enter the payment due date. Click “Search” for list.

9. In PAYMENT DUE, date entered determines when the check is printed. It’s very important to enter a date that allows for any early payment discount.

10. In VENDOR INV #, enter the number from the vendor’s invoice.

11. If you want/need text with this document, click Document Text under the Options menu, click Next Block and enter your text.

12. Click “Save”, then click “Exit” to return to FAAINVE.
If a single check per invoice (order) is required, do the following:
   a. Click **View Document Indicators** under the Options menu.
   b. To change the grouping to 1 (one), click the arrow next to GROUPING.
   c. Click on the (1) to select one check, then click **"Close"**.

Click **Next Block** to transfer to Direct Pay Invoice Commodity block.

**WRITE DOWN YOUR BANNER DOCUMENT NUMBER.**

[**TAB**] past Commodity field and enter commodity description.

In APPROVED, enter total $ amount for commodity.

In ADDITIONAL enter the shipping charges, if needed.

Click **Next Block** to go to Invoice Accounting Distribution block.

Enter Index and Account Codes. Click Index or Account **"Search"** for list.

If only one FOAPA is used for this commodity:

[**TAB**] through the ACCOUNTING field, then go to step 21.

If two or more FOAPAs are used for this commodity:

Enter amount in the ACCOUNTING field, and click **Next Record** to enter the next Accounting Data record & repeat step 20.

To enter more commodities, click **Commodity Info** under the Options menu. Click **Next Record** and repeat steps 16-20.

Click **Next Block** to go to the Balancing Completion block.

Click **"Complete"** button to send invoice to the posting/approval process.

If accounting errors exist, click **Accounting Information** under the Options menu to go to the Accounting block to review and/or adjust. **(Never do a Previous Block when making corrections.)** After corrections, repeat steps 22&23

Click **"Exit"** to return to the menu.
HOW TO CREATE A CREDIT MEMO—FAAINVE

For more help with these steps, see Invoices Section, FIS Fundamentals Reference Manual.

When you create a Credit Memo you MUST use the Direct Pay Invoice form.

1. Go to FAAINVE.

2. In DOCUMENT # field, leave field blank. The Banner Invoice type defaults to Direct Pay.

3. [TAB] to VENDOR, enter Vendor ID #. Click "Search" to look up if not known.

4. Click Next Block to transfer to Invoice/Credit Memo Header block. Message: "Field must be entered" appears, ignore and press <.> or click OK.

5. In INVOICE DATE, enter date on vendor's Credit Memo, or the date the Credit Memo was received.

6. Click Next Field to SEQ # field. If address that defaults is not the correct address, do the following to select the correct one.

To change the vendor address:
   a. Click "Search" to go to FOQADDR.
   b. To scroll up or down, use the Scroll Bar or press Next/Previous Record.
   c. Click in the CODE or SEQ field of the address you wish to select and click Select.
   Note: You must select a "VP" code address and it must be the same as the original invoice.

7. In DISCOUNT CODE, enter discount code, or leave blank if you want to enter your own payment due date. Click "Search" for list.

8. In PAYMENT DUE, enter date. Date entered determines when credit will be applied.

9. [TAB] to the Credit Memo checkbox and click in the checkbox to change the invoice to a Credit Memo. NOTE: You MUST select Credit Memo before leaving the Header block.

10. In VENDOR INV #, enter the number from the vendor's credit memo.

11. If you want/need text with this document, click Document Text under the Options menu, click Next Block and enter your text.

12. Click "Save", then click "Exit" to return to FAAINVE.

14. Click Next Block to transfer to Direct Pay Invoice Commodity block.
15 WRITE DOWN YOUR BANNER DOCUMENT NUMBER.

16 Click **Next Field** to DESCRIPTION field, enter commodity description.

17 In APPROVED, enter total $ amount of credit. **DO NOT put a negative sign in front of the $ amount.**

18 In ADDITIONAL enter the shipping charges, if needed.

19 If more than one commodity, click **Next Record** and repeat steps 16-18.

20 Click **Next Block** to go to Invoice Accounting Distribution block.

21 In INDEX, enter index code. Click “**Search**” for list.
**NOTE:** It must be the same index the original invoice was paid on.

22 In ACCOUNT, enter account code. Click “**Search**” for list.
**NOTE:** It must be the same account code the original invoice was paid with.

23 In % column, enter P to show % of cost per FOAPAL for entire order. [**TAB**] through field for 100% distribution, or do manual entry of amounts.

24 In ACCOUNTING field, enter amount of credit. **DO NOT put a negative sign in front of the $ amount.**
- If P was entered under %, enter % amount, (i.e., 50).
- If you want payment made against only one FOAPAL, [**TAB**] through field and amount will default.
- For partial figure, manually enter $ amount.

25 If entering more than one Accounting Sequence, click **Next Record** to move to next Accounting Data record and repeat 21-24.

26 Click **Next Block** to go to the Balancing Completion block.

27 Click “**Complete**” button to send invoice to the posting/approval process.

28 If accounting errors exist, click **Accounting Information** under the Options menu to go to the Accounting block to review and/or adjust. (Never do a **Previous Block** when making corrections.) After corrections, repeat steps 26&27.

29 Click “**Exit**” to return to the menu.
HOW TO LOCATE AN INVOICE BY VENDOR—FAIVNDH (VENDOR DETAIL HISTORY)

For more help with these steps, see Invoices Section, FIS Fundamentals Reference Manual.

This form locates invoices that are incomplete or have been completed, approved and posted.

1 Go to FAIVNDH.

2 In VENDOR field, enter vendor code. Click "Search" to look up if not known.

3 In SELECTION, (All) = All invoices and credit memos defaults in. If you wish to make a different selection, click on the <↓> arrow next to the selection window and click on the appropriate option listed below.

   Credit Memo = Credit memos only
   Open = Invoices not complete or completed but not paid
   Paid = Paid invoices only

4 Fiscal Year field. Current year defaults in. You must change to review previous year’s Invoice history.

5 Press Next Block to retrieve data.

6 To scroll through the list of invoices, click Next Record, or use the Vertical Scroll Bar.

7 To view the check number, use the Horizontal Scroll Bar, scroll past the CHECK DATE field. Click on the desired check number, click "Check" icon and click Next Block.

8 Use the Scroll Bar or Next/Previous Record to view all invoices on that check. Click "Exit" to return to FAIVNDH.

9 To search further for specific invoices:
   • Press Enter Query.
   • Enter selection criteria (i.e., to search by vendor invoice #) enter # in VENDOR INVOICE field.
   • Press Execute Query.

10 You can review the original invoice or commodity by clicking on the desired invoice and then click on the appropriate selection under the Options menu. Click "Exit" to return to FAIVNDH.

11 Click "Exit" to return to menu.
HOW TO LOCATE AN INVOICE BY VENDOR—FAIVHIS
(VENDOR HISTORY QUERY)

This form allows you to do a query by a Banner Document number or a dollar amount.

1. Go to FAIVHIS.
2. In VENDOR field, enter vendor code. Click "Search" to look up if not known.
3. Click Next Block.
4. Click in the appropriate FY field, then click on the appropriate selection under the Options menu to retrieve.
   - **Credit Memos** = Total number and amount of Credit Memos
   - **Open Invoices** = Total number and amount of Invoices completed but not paid.
   - **Paid Invoices** = Total number and amount of paid Invoices.
5. To scroll through the list of invoices, click Next Record, or use the Vertical Scroll Bar.
6. To search further for specific invoices:
   - Press Enter Query.
   - Enter selection criteria (i.e., to search by $ amount) enter $ amount in the unlabeled field.
   - Press Execute Query.
7. You can review the original Invoice by clicking on the desired invoice and then click on "Search". Click "Exit" to return to the Detail Query screen. Click "Close" to return to FAIVHIS.
8. Click "Exit" to return to menu.
HOW TO LOCATE OPEN, PAID, SUSPENSE, OR ON HOLD INVOICES—FAINVL

For more help with these steps, see Invoices Section, FIS Fundamentals Reference Manual.

FAINVL can be used to locate an open invoice by one or more of these parameters: Invoice, PO#, Credit Memo (Y or N), Complete (Y or N), or Approved (Y or N). Use FAINVL to find invoices that cannot be located in FOIDOCH.

1. Go to FAINVL.

2. Click on the circle field next to the document type you wish to query on (i.e. Open, Paid, Suspense, Hold). Click Next Block to retrieve data.

3. Press Enter Query and form clears. Click Next Field to go to the field you want to query on. NOTE: You cannot query on Vendor unless it is a one time vendor.

4. Enter the chosen parameter(s).
   Example: To query on all incomplete Banner Invoices, click in the COM INDICATOR FIELD and enter N (no).

5. Press Execute Query.

6. Invoice #, PO # (if one was input), vendor, and status information appears.

7. Click Document Query under the Options menu, then click Next Block to view document. Click “Exit” to return to FAINVL.

8. Click Review Commodities under the Options menu to view commodities. Click “Exit” to return to FAINVL.

9. Click “Exit” to return to menu.
HOW TO DO A JV—FGAJVCD

For more help with these steps, see Journal Vouchers Section, FIS Fundamentals Reference Manual.

1. Go to FGAJVCD.
2. In DOCUMENT field, leave field blank and click Next Block.
3. TRANSACTION DATE field will default. [TAB] past field.
4. In DOCUMENT TOTAL, enter document total. (This is the total of all entries for this JV.)
5. Text is required for all JVs. Click Document Text under the Options menu, then click Next Block. Enter the required information (i.e., purpose of the JV, name and telephone #). Click “Save” then click “Exit” to return to FGAJVCD.
6. Click Next Block to move to Transaction Detail block.
7. WRITE DOWN YOUR BANNER DOCUMENT NUMBER
8. [TAB] to the JOURNAL TYPE and enter rule code (i.e., 3JV1).
9. In INDEX, enter Index Code. Click “Search” for list.
10. In ACCOUNT, enter Account Code. Click “Search” for list.
11. In ACTV, enter Activity code, if any. Click “Search” for list.
12. In AMOUNT, enter dollar amount for this Sequence.
13. In DC, enter D for Debit, or C for Credit. For some JV types, such as a budget change, “+” (increase) or “-” (decrease).
15. If you are correcting a transaction, [TAB] to the DOCUMENT REFERENCE field and enter the Banner Document number you are correcting (i.e., 1010201).
16. To enter additional sequences, click Next Record, repeat steps 8-15.
   NOTE: You can use Duplicate Record and [TAB] to the fields that need changing.
17. Remember to click “Save” after you have entered all the data for your LAST SEQUENCE before you try to Print, go to the Transaction Summary, or Complete.
To see all of the accounting transactions, click **Access Transaction Summary Info** under the Options menu. Use the **Scroll Bar or Next/Previous Record** to view all sequences if necessary. Click "Exit" to return to FGAJVCD.

If you choose to print the JV, you can do it before or after completion of the JV If you do not want to print the JV, go to step 20.

a. Click **Print Journal Voucher** under the Options menu. This takes you to submission form **GJAPCTL**.
b. Click **Next Block**.
c. In Submit Time, delete the field and click **Next Block**.
d. **[TAB]** to Values field and enter JV number to print.
e. Click **Next Block**.
f. Click **Save**.
g. Click "Exit" to return to FGAJVCD.

Click **Next Block** to go to the Completion block.

Click "**Complete**" for JV to go to posting/approval process.

Click "**Exit**" to return to the menu.
FiSflow

Journal Vouchers
Inter-Dept, Corrections, Encumbrance Liquidation
For help with Journal Vouchers, see FIS Fundamentals Reference Manual sections or Fast FIS Index.

Accounting Corrections

Dept detects accounting error on Operating Ledger

Is there an encumbrance on the FOAPAL to be debited?

Yes

Dept prepares JV correction using rule code 4ENC referencing enc/item/seq

No

Dept prepares JV correction using rule code 3JV1

No

Approved?

by A/P

Yes

Approved?

JV posts to operating (OPAL) Ledger

Dept monitors OPAL ledger for adjusting entry
Encumbrance Liquidation

Purchase Order encumbrance exists

Type of encumbrance liquidation needed

Query on FGIENC'D for details: Item #, Sequence #, etc.

Invoices have been paid, but did not liquidate Purchase Order (not marked as final payment on invoice payment)

Liquidity via JV using correct encumbrance/sequence/item number using rule code 2LIQ using an + sign in the DC field

PO has never been referenced for payment, entire PO to be canceled.

Use Purchase Order Cancellation Form FPAPDEL

JOURNAL VOUCHERS—
ENCUMBRANCE LIQUIDATIONS

JOURNAL VOUCHERS—
INTER-DISTRIBUTIONAL

JV Interdept. Purchase

Dept. bills ordering dept. via JV from FGAJVCUD using rule code 3JV1

...by A/P (work with Research Accounting & Property Management for final approval)

Approved

Yes

JV posts to operating (OPAL) ledger

No
FISflow
Accounts Payable Direct Pay
(Bookstore, Credit Card, etc...)  
For help with Purchase Orders or Invoices, see FIS Fundamentals Reference Manual sections for FastFIS Index.

Vendor sends master invoice to Accounts Payable

Audit Invoice

A/P creates Banner FIS direct pay invoice using clearing FOAPAL

A/P redistributes charges to depts main Index by JV

Forward copy of payment document w/ JV # to department

- most monthly  
(Bookstore = bi-monthly)

Accounts Payable will pull out capital items where invoices need to be created by depts

Check produced

FastFIS Query Tip:
To view only the records that are for your department, enter a query in FGIDOCR at sequence number. Enter your index and execute query. This will limit your view of large JV records to only the record for your department.
HOW TO CREATE A PURCHASE ORDER—FPAPURR

DOCUMENT LEVEL ACCOUNTING

For more help with these steps, see Purchase Orders Section, FIS Fundamentals Manual.

1. Go to FPAPURR.

2. In PURCHASE ORDER field, leave field blank.

3. Click Next Block to go to the Document Information block.

4. Enter Delivery Date and Buyer Code. Click "Search" button for list. Click Next Block to go to the Requester/Delivery block.

5. Enter Organization and Ship To fields. Click appropriate "Search" button for list. Press Next Block to go to the Vendor Information block.

6. Enter VENDOR ID# or click "Search" button to look up if not known. Click Next Field. If the address is correct go to steps 8-9, if not do the following to select the correct one.

7. To change the vendor address:
   a. Click "Seq #" Search button to go to FOQADDR
   b. To scroll up or down, use the Scroll Bar or click Next/Previous Field.
   c. Click in the SEQ field of the address you need and click "Select".
   d. Tab for address to change.

8-9. Enter DISCOUNT CODE and FOB (free on board) CODE. Click the appropriate "Search" button for list.

10. To add special instructions to the vendor click Document Text under the Options menu, click Next Block and enter your information. Click "Save" then click "Exit" to return to FPAPURR.

11. Click Next Block to go to the PO Commodity/Accounting block.

12. WRITE DOWN YOUR BANNER DOCUMENT NUMBER.

13. Press Next Field to DESCRIPTION, enter commodity description. If you want/need to add to the commodity description, do so now. Click Item Text under the Options menu, click Next Block and enter your text. Click "Save" then click "Exit" to return to FPAPURR.
14 Click **Next Field** to U/M (unit of measure), enter unit of measure. Click "Search" button for list.

15 Enter QUANTITY (# of units), and UNIT PRICE.

16 In ADDITIONAL AMOUNT, enter shipping charges, if any.

17 To add more commodities, click **Next Record** to move to the next Commodity record. Repeat steps 13-16.

18 Click **Next Block** to go to the Accounting Data block.

19-20 Enter index and account codes. Click appropriate "Search" button for list.

**If only one FOAPA is used for this commodity:**

Click **Next Field** through the ACCOUNTING field, then go to step 21.

**If two or more FOAPA are used for this commodity:**

Type in the amount in the ACCOUNTING field, click **Next Record** to move to next Accounting Data record. Repeat steps 19-20.

21 Click **Next Block** to go to the Balancing Completion block.

22 Click "**Complete**" button to send purchase order to the posting/approval process.

23 If accounting errors exist, click **Commodity/Accounting Information** under the Options menu to go to the Accounting block to review and/or adjust. After corrections, repeat steps 21&22.

24 Click "**Exit**" to return to the main menu.
HOW TO CREATE A PURCHASE ORDER—FPAPURR
COMMODITY LEVEL ACCOUNTING

For more help with these steps, see Purchase Orders Section, FIS Fundamentals Reference Manual.

1 Go to FPAPURR.

2 In PURCHASE ORDER field, leave field blank.

3 Click Next Block to go to the Document Information block.

4 Enter Delivery Date and Buyer Code. Click "Search" button for list. Click Next Block to go to the Requester/Delivery block.

5 Enter Organization and Ship To fields. Click appropriate "Search" button for list. Click Next Block to go to the Vendor Information block.

6 Enter VENDOR ID # or click "Search" button to look up if not known. Click Next Field. If the address is correct go to steps 8-9, if not do the following to select the correct one.

7 To change the vendor address:
   a. Click "Seq #" to go to FOQADDR.
   b. To scroll up or down, use the Scroll Bar or press Next/Previous Record.
   c. Click in the SEQ field of the address you need and click "Select".
   d. Tab for address to change.

8-9 Enter DISCOUNT CODE and FOB (free on board) CODE. Click the appropriate "Search" button for list.

10 To add special instructions to the vendor click Document Text under the Options menu, click Next Block and enter your information. Click "Save" then click "Exit" to return to FPAPURR.

11 Click Next Block to go to the PO Commodity/Accounting block.

12 WRITE DOWN YOUR BANNER DOCUMENT NUMBER

13 To change to Commodity Level Accounting, deselect the Doc Acctg indicator (above the Unit Price field) by clicking on the box to remove the X. NOTE: You must do this before leaving this block.
14 Press **Next Field** to DESCRIPTION, enter commodity description. If you want/need to add to the commodity description, do so now. Click **Item Text** under the Options menu, click **Next Block** and enter your text. Click "**Save**, then click "**Exit**" to return to **FPAPURR**.

15 Press **Next Field** to U/M (unit of measure), enter unit of measure. Click "**Search**" button for list.

16 Enter QUANTITY (# of units), and UNIT PRICE.

17 In ADDITIONAL AMT, enter shipping charges, if any.

18 Click **Next Block** to go to the Accounting block.

19-20 Enter Index and Account codes. Click the appropriate "**Search**" button for list.

*If only one FOAPA is used for this commodity:*

Click **Next Field** through the ACCOUNTING field, then go to step 21.

*If two or more FOAPAs are used for this commodity:*

Enter amount in the ACCOUNTING field, and click **Next Record** to move to the next Accounting Data record. Repeat step 19-20.

21 To enter more commodities, click **Previous Block**. Click **Next Record** and repeat steps 14-20.

22 Click **Next Block** to go to the Balancing Completion block.

23 Click "**Complete**" button to send purchase order to the posting/approval process.

24 If accounting errors exist, click the **Commodity/Accounting Information** under the Options menu to go to the Accounting block to review and/or adjust. After corrections, repeat steps 22 & 23.

25 Click "**Exit**" to return to the main menu.
HOW TO CHECK ON OPEN PURCHASE ORDERS
FPIOPOF, FPIOPOV, FPIOPOB

For more help with these steps, see Purchase Orders Section, FIS Fundamentals Reference Manual.

An open PO is one that has not been liquidated by an invoice or JV. Find PO numbers by using one of three query forms to view a PO by FOAPAL, Vendor, or Buyer.

OPEN PO BY FOAPAL—FPIOPOF

1 Go to FPIOPOF.

2 In INDEX field, enter index code. Click "Search" for list.

3 To add search limitations, click in desired field (e.g., Account or Activity) and enter the appropriate code. Double click desired buttons for list.

4 Click Next Block to retrieve data. Use the Scroll Bar or click Next/Previous Record to view records.

5 Click Query Purchase Order under the Options menu to view the original document. System jumps to FPIPURR. Press "Next Block" to retrieve data. Click "Exit" to return to FPIOPOF.

6 Click View Commodities under the Options menu from PO Code field for commodity summary. System jumps to FOICOMM. Click Accounting Information under the Options menu to view the accounting detail. System jumps to FOICACT. Click "Exit" to return to FOICOMM.

7 Click "Exit" again to return to FPIOPOF.

8 To do another query, click "Rollback" and repeat steps 2 through 7.

9 Click "Exit" to return to menu.

OPEN PO BY VENDOR—FPIOPOV

1 Go to FPIOPOV.

2 In VENDOR, enter vendor code. Click "Search" for list.

3 Select the Status you want.
4 If you want to limit the search to only view your department's purchase orders, enter your Organization Code, otherwise leave blank.

5 Click **Next Block** to retrieve data. Use the **Vertical Scroll Bar**, or click **Next/Previous Record** to scroll through records. Use the **Horizontal Scroll Bar** to view additional data in the window.

6 With your cursor on the desired PO number, Click **Query Purchase Order** under the Options menu to view the original document. Click **Next Block** to retrieve document.

7 Click "Exit" to return to **FPIOPOV**.

8 With your cursor on the desired PO number, click **View Commodities** under the Options menu Commodity detail. System jumps to **FOICOMM**.

9 Click **Account Data List** under the Options menu to view accounting detail. System jumps to **FOICACT**. Click "Exit" to return to **FOICOMM**.

10 Click "Exit" again to return to **FPIOPOV**.

11 To do another query, click "Rollback" and repeat steps 2-10.

12 Click "Exit" to return to the menu.

**OPEN PO BY BUYER—FPIOPOB**

1 Go to **FPIOPOB**.

2 In **BUYER** field, enter buyer code. Double click in the "Buyer" field for list.

3 Press **Next Block** to retrieve data. Use the **Scroll Bar**, press **Next/Previous Record** to scroll through records.

4 Click **Query Purchase Order** under the Options menu. System jumps to **FPIPURR**. Click "Next Block" to retrieve data. Click "Exit" to return to **FPIOPOB**.

5 With your cursor on the desired PO number, click **View Commodities** under the Options menu for Commodity detail. System jumps to **FOICOMM**.

6 Click **Account Data List** under the Options menu to view accounting detail. Click "Exit" to return to **FOICOMM**.

7 Click "Exit" to return to **FPIOPOB**.

8 To do another query, click "Rollback" and repeat steps 2-7.

9 Click "Exit" to return to the menu.
**FISflow**

**Purchasing Under $5000**
Dept.--OSU Purchasing

*For help with Purchase Orders or Invoices, see FIS Fundamentals Reference Manual or FastFIS Index.*

1. **Department identifies need**
   - **under $5000?**
     - **Yes**
     - **Is central purchasing support needed to place order?**
       - **Yes**
       - **Dept creates requisition (paper)**
       - **Route requisition to Purchasing**
       - **Create PO**
       - **Place order with vendor**
       - **Dept receives goods**
       - **See Accounts Payable**
     - **No**
     - **Is PO needed?**
       - **Yes**
       - **Route requisition to Purchasing**
       - **Create PO**
       - **Place order with vendor**
       - **Dept receives goods**
       - **See Accounts Payable**

- **When to create PO**
  1. If Central Purchasing places order
  2. If funds need to be encumbered
  3. If vendor requires
FISflow
Purchasing Under $5000
Dept--Accounts Payable

Vendor mails invoice directly to initiating dept.

Dept receives vendor invoice

Check invoice against goods received

discount calculated from day invoice received in mail

Create Banner Invoice

Record FIS info on Invoice Voucher & route to A/P with vendor invoice attached

Banner Approval Queue

Document routes electronically back to initiator for correction and recompletion of banner document

Dept level approved?

Yes

Restricted Fund & by account code?

Yes

Route to Research Acting for approval

If equipment purchase, RA will audit for fixed assets info:
-serial #
-where located
-ownership code

No

Equipment

Yes

Route to Property mgmt for approval

No

Forward Banner Invoice electronically to A/P for final approval

Approved

Checks produced
FISflow
Purchasing Over $5000
Dept--OSU Purchasing
For help with Purchase Orders or Invoices, see FIS Fundamentals Reference Manual or FastFIS Index.

Dept identifies need

over $5000

Yes

Dept creates requisition w/proper approvals

Route to Central Purchasing

Equipment on Restricted Funds?

Yes

Notify Research Accounting of Requisition

No

Buyer Assignment

Create Banner FIS PO

Place order with vendor

Dept receives goods

See Accounts Payable

For exception cases depts can create PO's with final approval by Purchasing (if vendor known, proper bids, etc.) Original paperwork needs to be routed to Purchasing
dep't queries FOIDOCH to get PO# open PO's by FOAPAL
**FISflow**

**Purchasing Over $5000**

**Dept--Accounts Payable**

1. **Vendor mails invoice directly to initiating dept**
2. **Dept receives vendor invoice**
3. **Check invoice against goods received**
4. **Create Banner Invoice**
5. **Record FIS info on Invoice Voucher & route to A/P with vendor invoice attached**

**Banner Approval Queue**

- Document routes electronically back to initiator for correction and recompletion of banner document

- **Dept level approved?**
  - **Yes**
    - **Restricted Fund & by account code?**
      - **Yes**
        - **Route to Research Acctng for approval**
      - **No**
        - **Equipment**
          - **Yes**
            - **Route to Property Mgmt for approval**
          - **No**

- **Forward Banner Invoice electronically to A/P for final approval**

- **Approved**

- **Checks produced**

**Discount calculated from day invoice received in mail**

**FAAINVE**

- or, from Banner PO (if needed), see purchasing flow
- or, credit memo

- If equipment purchase, RA will audit for fixed assets info:
  - serial #
  - where located
  - ownership code
HOW TO REVIEW DOCUMENT HISTORY—FOIDOCH

For more help with these steps, see Queries Section, FIS Fundamentals Manual.

FOIDOCH traces the history of purchasing documents by showing document numbers for all documents linked by an original transaction, e.g., PO #, to Invoice #, to Check #.

1. Go to FOIDOCH.

2. In DOC TYPE field, enter document type:
   - PO = Purchase Order
   - INV = Invoice
   - CHK = Check
   If not sure, double click in "Doc Type" field for list.

3. In DOC CODE, enter document number. If not sure, click "Search" for list.

4. Click Next Block.

5. Click the appropriate selection under the Options menu to view document details.
   - PO = Purchase Order Information
   - INV = Invoice Information
   - CHK = Check Information

6. Click "Exit" to return to FOIDOCH.

7. To view details of another linked document, click on the document number you wish to view, then click the appropriate selection under the Options menu.

8. Click "Exit" to return to FOIDOCH.

9. To enter a new query, click "Rollback" and repeat steps 2-6.

10. Click "Exit" to return to Menu.
HOW TO GET A TRIAL BALANCE—FGITBAL OR FGITBSR

For more help with these steps, see Queries Section, FIS Fundamentals Reference Manual, or FIS Financial Managers Manual.

Each fund in Banner has its own balance sheet. Use FGITBAL (General Ledger Trial Balance) to obtain a trial balance for each fund using account types or account codes.

1. Go to FGITBAL. CHART field defaults to C.
2. FISCAL YEAR field shows current fiscal year. You can change the fiscal year.
4. Leave ACCOUNT TYPE blank to query all types, or enter account type code (i.e., 11 cash) to limit query. Double click in “Account field for list.
5. Leave ACCOUNT CODE blank to query all codes, or enter General Ledger account code (e.g., B0100 Invoices Payable) to limit query. Double click in “Account Code” field for list.
6. Click Next Block to retrieve data.
7. Use the Scroll Bar or Next/Previous Record to scroll through account codes.
   - To see the breakdown behind an account code, click on the account code line and click Query General Ledger Activity Info under the Options menu; this takes you to FGIGLAC.
   - To review input document for a Document #, click on the document # line and click Query Transaction Source Info under the Options menu to go to FGIDOCR. Click Next Block to retrieve data.
   - Click “Exit”, once for each form viewed, to return to FGITBAL.
8. Click “Rollback” to start a new query. Change query fields as needed.
9. Click “Exit” to return to main menu.

NOTE: Beginning characters of General Ledger accounts are coded as follows:
   A = Assets       B = Liabilities    C = Control Accounts    D = Fund Balance
HOW TO QUERY TABLE MAINTENANCE FORMS
FTMACCI, FTMFUND, FTMGRNT

For more help with these steps, see Queries Section of FIS Fundamentals Reference Manual, or FIS Financial Managers Manual.

Only a handful of FIS users are allowed to change the Chart of Accounts tables, but almost all users can query the table maintenance forms. Three maintenance forms have widespread utility:

FTMACCI (Index Code Maintenance): Useful when you have an Index code and wish to know what Fund, Organization, and Program are associated with it; or if you want to view all the Indexes associated with a particular fund.

FTMFUND (Fund Code Maintenance): Among other fields, this form shows the indirect cost rate and method and whether cost sharing is required for grants and contracts.

FRAGRNT (Grant Maintenance): This form displays grant and contract starting and ending dates, payment method, agency, responsible Research Accountant (in Grant Accountant field) and other information about a grant.

The procedure for querying is slightly different because most users have query-only access to these data-entry forms.

1. Go to maintenance form (FTMACCI, FTMFUND, or FTMGRNT).

2. Before pressing any other key, press Enter Query.

3. Click in the appropriate field(s) and enter selection criteria. (Click the appropriate "Search" for list.) Press Execute Query.

4. If there is a date in the NEXT CHANGE field, this means that you are not looking at the most current information. Use the Scroll Bar or click Next Record until there is no longer a date in the NEXT CHANGE field.

5. If multiple records are retrieved, use the Scroll Bar or click Next/Previous Record to scroll through them.

6. Press Enter Query to change selection criteria for a new query.

7. Click "Exit" to return to the menu.
HOW TO CHECK ORGANIZATION BUDGET STATUS—FGIBDST

For more help with these steps, see Queries Section, FIS Fundamentals Reference Manual or FIS for Financial Managers Manual.

FGIBDST shows a summary of all activity for an Index (FUND, ORG, PROGRAM). Queries can be further defined by ACTIVITY or LOCATION. FGIBDST does not show incomplete, unapproved, or unposted transactions. To do a hierarchical budget review you will need to use FGIBDSR.

1  Go to FGIBDST.
2  CHART and FISCAL YEAR will default. (You need to change the year if you want to query on a past fiscal year.)
3  Leave FISCAL PERIOD blank to query all, or enter a specific fiscal period. If a fiscal period is entered, the data returned will be cumulative up to and including that period.
4  In INDEX, enter index. Double click in "Index" field for list.
5  In QUERY SPECIFIC ACCOUNT, the field defaults to unchecked (Range of Account Codes). Check the box if you plan to query on a Specific Account code or Account Type.
6  Leave Commit Ind <Both>.
7  If Index was entered ORGANIZATION, FUND, and PROGRAM default. NOTE: If Index is not entered, then you will need to enter a Fund and/or Organization and/or Program. If a non-dataenterable Fund or Organization is entered, you will not be able to "jump" to detailed information. Click the appropriate button for lists.
8  Leave ACCOUNT and ACCOUNT TYPE blank to query all, or specify account or account type to limit query (e.g., 71 Services & Supplies). Double click the appropriate fields for lists. Note: You must enter an account or account type if you checked the QUERY SPECIFIC ACCOUNT field.
9  Leave ACTIVITY and LOCATION blank to query all or specify activity or location to limit query. Double click the appropriate fields for lists.
10 Click Next Block to retrieve data.

NOTE: You can JUMP to forms that summarize or expand the data by clicking on the desired selection under the Options menu: Budget Summary Information, Organization Encumbrances, Transaction Detail Information, or Format Display Preferences.

11 Use the Scroll Bar or Next/Previous Record to scroll through budget lines.
12 Click "Rollback" to do additional queries.
13 Click "Exit" to return to the menu.

**DETAIL TRANSACTION HISTORY—FGITRND**
SHOWS BREAKDOWN OF SUMMARY OF EACH ACCOUNT CODE IN FGIBDST.

1 In the Options menu of FGIBDST, click on the account code line you want to view.

2 Click Transaction Detail Information under the Options menu to jump to FGITRND. To scroll through the transactions use the Scroll Bar or Next/Previous Record.

3 To see the originating documents (e.g., PO, JV, Inv.), click on a specific record, then click Query Document under the Options menu. Click Next/Previous Block to scroll through form.

4 Click "Exit" to return to FGIBDST (once for each form viewed).

**ORGANIZATION BUDGET SUMMARY—FGIBSUM**
SUMMARIZES TOTAL OF ALL FOP ACTIVITY IN 4 ACCOUNT CODE CATEGORIES: REVENUE, LABOR, DIRECT EXPENDITURES, AND TRANSFERS.

1 From the Options menu of FGIBDST, click Budget Summary Information under the Options menu to go to FGIBSUM.

2 Information will default from FGIBDST.

3 Click "Exit" to return to FGIBDST.

**ORGANIZATION ENCUMBRANCE LIST—FGIOENC**
LISTS ALL ENCUMBRANCES FOR A FUND/ORG COMBINATION.

1 From FGIBDST, click Organization Encumbrances under the Options menu to go to FGIOENC.

2 To view a specific encumbrance, click on the encumbrance, then click Query Detail Encumbrance Info under the Options menu.

3 Use the Scroll Bar or Next/Previous Record to view multiple sequences.

4 Click "Exit" to go back to FGIBDST (once for each form viewed).
HOW TO RETRIEVE DOCUMENTS—FGIDOCR

For more information on query forms, see Queries Section, FIS Fundamentals Reference Manual.

FGIDOCR retrieves posted documents only. Use it to query on POs, Invoices, JVs, and encumbrances by one or more parameters—index, document #, document type, transaction date, etc.

1 Go to FGIDOCR.

2 In DOCUMENT field, enter document #. Click Next Block to retrieve data. NOTE: If you stay in the document field, this means your document has not posted.

3 If document # is unknown, click “Search” to go to FGQDOCN.

To locate a document in FGQDOCN:

a. Click in each field you want to query.
b. Enter chosen parameter(s). Example: To query on a posted invoice dated May 16, 1997, enter INV in Document Type field and 17-MAY-1997 in Transaction Date field.
c. Press Execute Query. Matching documents are listed.
d. Click in the document number you want. Click “Select” to bring document back into FGIDOCR.
e. Click Next Block to retrieve data.

4 You can query on different fields in this form, i.e., DOC REF, INDEX, ACCOUNT CODE, etc. (This can be used for Journal Vouchers that have multiple entries for multiple departments and when you want to find documents pertaining to your department.)

5 To view document text, if any, click Document Text under the Options menu. Click “Exit” to return to FGIDOCR.

6 Click “Exit” to return to the menu.
HOW TO OBTAIN AN ORGANIZATIONAL BUDGET SUMMARY—FGIBSUM

For more help with these steps, see Queries Section, FIS Fundamentals Reference Manual.

FGIBSUM provides a summary of budgetary information by Organization and Fund. Summary information is obtained by four major category types: Revenue, Labor, Direct Expenditures, and Transfers. If you want to view this summary by Fiscal Periods, you need to use the FGIBDST form.

1. Go to FGIBSUM.

2. CHART and CURRENT FISCAL YEAR default.

3. Enter Organization, Fund, and Program. Totals will be returned for all funds and programs within the Organization. Fund and Program must be used together. Use any combination to limit the query. NOTE: You should never query by just the Fund. If you don’t use an Organization code with the Fund query, you will get all of the Fund activity for the whole University. This is only for General fund, queries on Restricted Funds are valid without an Organization code.

4. Click Next Block to retrieve data.

5. Click on Budget Status Information under the Options menu to go to FGIBDST. (See Fast FIS Query 4, How to Check Organization Budget Status—FGIBDST.)

6. Click “Exit” to return to FGIBSUM. Click “Exit” again to return to menu.

NOTE: If query information defaults in from a previous query, you may have to update the query information.