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Invoice Approval QRC

Invoice Approval in Banner

1. Access the User Approval (FOAUAPP) form to view all completed invoices in your approval queue.

2. Select Detail to preview the invoice information (Invoice/Credit Memo Approval (FOQINVA) form).
   a. Items to verify on the invoice:
      i. Vendor Name/Address
      ii. Invoice number
      iii. Dates
      iv. Accounting information
      v. Amount
      vi. Documentation (must access Nolij to view scanned documentation)
      
Note: To view the complete invoice, select Invoice/Credit Memo Query (FAIINVE) from the Options menu.

3. On the FOAUAPP page:
   - Select Approve to approve the invoice for payment or to send it to the next queue.
   - Select Disapprove to disapprove the invoice with error notations.

Invoice Approval in Banner Self Service


2. On the Document Approval page, select Documents for which you are the next approver and Invoices, then click Submit Query to view all completed invoices in your approval queue.
   Note: Results can be sorted by any of the table headings simply by clicking on the heading, then the arrow.

3. Select the Document number (I-Doc) to view the Banner invoice detail.
   a. Items to verify on the invoice:
      i. Vendor Name/Address
      ii. Invoice number
      iii. Dates
      iv. Accounting information
      v. Amount
      vi. Documentation (clicking on the document link will open the image in a new window)

4. On the Invoice Approval Review page:
   - Select Approve to approve the invoice for payment or to send it to the next queue.
   - Select Disapprove to disapprove the invoice with error notations.
### Invoice Approval Checklist

<table>
<thead>
<tr>
<th>Items to verify...</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vendor Name: Does the vendor name match the name on the invoice?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Vendor Address: Does the address in the Banner I-Doc match the address on the invoice? Remember, vendors can have multiple addresses; the check will be sent to the address selected in Banner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Invoice Number: Does the invoice number match exactly what is on the invoice image? If it does not, there is the possibility of duplicate payments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Dates: Are the transaction date, invoice date, and payment due date correct? Incorrect dates can delay payment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Accounting Information: Is the appropriate index (or fund) selected for the expense? Is the appropriate account code selected? If needed, is the activity code correct? Remember, once the invoice is approved, the index/fund will be immediately charged.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Amount: Does the I-Doc amount match the vendor invoice amount?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Documentation: Is there documentation attached? Is it legible? Does it support payment of the invoice? Does the invoice have the appropriate Departmental Budgetary Approval signature? Is there proof the goods or services were actually received?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other considerations...</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the transaction comply with all currently posted OUS/OSU fiscal policy? Comply with Granting Agency restrictions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the purchase have a valid university business purpose?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have contracts been approved by an official OSU contract officer (using authorized standard contract) before vendors provided services?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are purchase initiations, receipt of goods, and payment authorizations performed by different OSU staff persons (separation of duties)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Has the proper vendor discount code been used for the invoice (if applicable)? Processed timely?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Does the transaction need additional TEXT explanation in Banner to clarify its purpose or does the documentation stand on its own? Would a lay person understand what the invoice was for?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Does the check need to be accompanied by other remittance information, CTA? Is the check a Pick-Up? Is that properly noted in Banner?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Banner Invoice Approval

Reminder: To access a form in Banner, from the General Menu page, enter the form name in the Go To... box or select it from the folders:

Note: See Appendix C for details on setting up the “My Banner” folder for easier access to forms/commands you commonly use.

Invoice Approval

1. Access the User Approval (FOAUAPP) form to view all completed invoices in your approval queue. Ctrl + Page Down or Next Block (¶) to populate the form:

2. To preview the invoice details, select the Detail button:
3. On the Invoice/Credit Memo Approval (FOQINVA) form, verify:
   A. Vendor Name
   B. Commodity Description
   C. Accounting Information
   D. Amount
   E. Transaction Date

Note: To view the complete invoice, click Select (bbox) or choose Invoice/Credit Memo Query (FAIINVE) from the Options menu:

- To populate and navigate through all the pages of the Invoice/Credit Memo Query form, Ctrl + Page Down or click Next Block. See the Banner Invoice Details sections for more information on the items to verify on the FAIINVE form.
4. Once you have reviewed the invoice details, return to the FOAUAPP form to Approve or Disapprove the invoice.

   a. To approve the invoice, select the Approve button:

   - Approving the invoice will allow for payment through Accounts Payable or send it to the next approval queue (if applicable).
     o Approval of the invoice will **immediately** charge the fund/index.

   b. To disapprove the invoice, select the Disapprove button:

   - Disapproving the invoice will change the status to incomplete and re-route the invoice back to the originator for corrections.
     o Be sure to include error notations in the Document Disapproval Text Entry box:

       Include reason for disapproval, what action is needed to correct the invoice, and your name and ext.
Invoice Details

1. Access the Invoice/Credit Memo Query (FAINVE) form.
   - If you navigated to the form from FOQINV, the I-Doc number will populate in the document field; simply Ctrl + Page Down or click Next Block (⿰) to view the invoice.
   - If you are accessing the form directly, enter the I-Doc number you would like to view then Ctrl + Page Down or click Next Block to view the invoice.

2. From the Query page, Ctrl + Page Down or Next Block to view each page of the invoice: Header, Commodity, Accounting, and Balancing/Completion.

   a. Invoice/Credit Memo Query Page:

   - Information to verify on the Invoice/Credit Memo Query Page:
     o Vendor Number
     o Vendor Name
b. Header Page:

- Information to verify on the Header Page:
  - Invoice Date
  - Transaction Date
  - Vendor Address – this is where the check will be sent.
  - Payment Due Date
  - Invoice Number
  - User ID
  - Credit Memo
  - Text Exists – if checked, view text by selecting FOATEXT from the Options menu.
    - The approver can add text to clarify the transaction by exiting the FAIINVE form, accessing the FOATEXT form, entering the I-Doc for the invoice, and adding the text.
  - Direct Deposit (Y/N)
    - If yes, the approver can override direct deposit one time by checking the Direct Deposit Override box.

Note: if the Document Accounting box is unchecked, Commodity Accounting was used for the invoice. See Appendix A for information on reviewing the commodity and accounting pages for those invoices.
c. Commodity Page:

- Information to verify on the Commodity Page:
  - Commodity – should be as descriptive as possible for the invoice.
  - Commodity Amount
  - Commodity Items – if there are additional items, click Next Record (➡️) to view each commodity description/amount separately or select Review Commodity Information from the Options menu to see all of the commodity lines.

![Commodity Information - Direct Pay/General Encumbrance](image_url)

- Accounting Page:

- Information to verify on the Accounting Page:
  - Fund/Index and Account – also, if used, verify the Activity code.
  - Accounting Amount
  - Accounting Records – if there are additional records, click Next Record (➡️) to view each accounting line separately or select Review Accounting Information from the Options menu to see all of the accounting lines.
Balancing/Completion Page:

- Information on the Balancing/Completion Page:
  - Amount – this should match the invoice total.
  - Invoice completion status (Y/N)
  - Invoice approval status (Y/N)

Vendor Details

The Vendor Detail History form is useful to verify if any invoices for the same amount or with similar invoice numbers exist for the vendor to help prevent duplicate payments.

1. On the Vendor Detail History (FAIVNDH) form, enter the Vendor ID, then Ctrl + Page Down or Next Block:

2. You will see all the invoices created for the vendor for the Fiscal Year or time period selected:
3. For additional details about an invoice, you can access input status, approval, and payment history from the Document History (FOIDOCH) form:

4. To view details of the check or invoice, click in the field, then F3 on your keyboard or select Invoice Information (FAIINVE) or Check Information (FAICHKH) from the Options menu.

Note: For status descriptions, select View Status Indicators from the Options menu.

a. Check Details:

Note: To view the complete invoice, select Document Inquiry (FAIINVE) from the Options menu.
Banner Self Service Invoice Approval

Reminder: Access Banner Self Service from the OSU Online Services page (https://admininfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin):

Invoice Approval

1. From the Online Services Home page, select the Finance tab or FIS Financial Information from the menu:

2. Select Document Approvals from the FIS Financial Information menu:
3. On the OSU Document Approvals page, select Documents for which you are the next approver and Invoices, then click Submit Query:

Note: If you approve invoices that are split between BCs, select All documents which you may approve.

4. To view the documentation, click on the Y in the Nolij column – this will open the image in a new window. Next, select the Document number (I-Doc) to view the invoice details:

Note: You can sort the results by any of the table menus.
5. The Invoice Approval Review page has the complete Banner invoice detail. Verify:
   a. Vendor Name/Address
   b. Invoice Number
   c. Invoice, Transaction, and Payment Due Dates
   d. Grouping and Credit Memo (should be applicable to the document being paid)
      - Grouping is the payment format – one check/one invoice vs. one check/multiple invoices.
      - Credit Memo – Y is the only indicator that the invoice is being reversed.
   e. Accounting – click on the ACCT link to open the OUS Fiscal Policy Account Code Index.
   f. Amount
   g. Text
   h. Documentation – if not opened from the Document Approvals page, click on the document description link to open the image in a new window.

![Invoice Approval Review Page](image)
6. Once you have reviewed the invoice details and documentation, select Approve or Disapprove at the top of the page:

7. On the Approval page, add any comments (if needed), then select Approve Document:

8. You will receive a confirmation message in a new window. Close the window when finished, do NOT use your browser’s back button:

Reminder: Approving the invoice will immediately charge the fund/index.

9. To disapprove the invoice, select Disapprove. This will change the invoice status to incomplete and send it back to the originator for corrections. Be sure to add error notations on the Disapprove Document page.
Transaction & Document Lookup

1. From the Finance tab in Banner Self Service, select Transaction & Document Lookup:

2. Enter the Document number, or any other criteria to search for document details, then click submit:
3. Click on the DocCode to view the document details from Banner FIS; click on the Y in the Nolij Docs column to view the invoice documentation image:

![Image of Transaction & Document Lookup]

**Common Errors/Fields to Verify**

1. Proper vendor selected.
2. Correct amount to pay.
3. Proper dates used (invoice date, transaction date, and payment due date).
4. Correct vendor address selected.
5. Sufficient commodity description and text.
6. Correct Accounting.
Appendix A: Commodity Accounting

Commodity level accounting allows assignment of one or more accounting lines to each specific commodity entered for the invoice; verifying the invoice elements takes a few extra steps in Banner.

FAINVE Form

1. If the Document Accounting box is not checked on the Invoice Header page, Commodity Accounting was used for the invoice:

2. Verify the commodity description and amount for the first commodity:
3. Click Next Block( )-> to access the Accounting page and view the accounting information for the first commodity item:

Note: if there is more than one accounting record for the commodity item, select Next Record ( ) to view the additional accounting lines.

4. Click Previous Block ( )-> to return to the Commodity page, then select Next Record ( ) to view the next commodity item:
5. Click Next Record to view the accounting information for the second commodity item:

![Commodity Details Image]

6. Repeat steps 2-5 until all commodity items and accounting lines have been verified.

**FOQINVA Form**

1. The accounting information for the first commodity item is shown when first accessing the FOQINVA form:

![FOQINVA Form Image]
2. To view the accounting information for the additional commodity items, tab to the commodity line:

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**Banner Self Service**

In Banner Self Service, the accounting lines will be directly under the commodity items:

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Appendix B: Resources/Policies

OSU Fiscal Operations (FIS) Policy and Procedure Manual:

http://oregonstate.edu/fa/manuals/fis

OSU FIS – Section 400 Expenditures:

http://oregonstate.edu/fa/manuals/fis/400

OSU FIS - Section 1402 Policies/Expenditures:

http://oregonstate.edu/fa/manuals/fis/1402

OUS Fiscal Policy Manual – Account Codes Index:

http://bsm.ous.edu/owfp/plsql/fpm.index_list
Appendix C: Setting Up My Banner

The My Banner folder is a helpful tool to easily find your commonly used FIS Inquires and FIS Commands.

1. From the General Menu Page, click on the My Banner folder:

2. Select Organize My Banner, the GUAPMNU form:
3. On the GUAPMNU page, select the forms you use most often to display in the My Banner folder by highlighting the form on the left and using the arrow to move it to the list on the right:

![GUAPMNU page screenshot]

Note: You will only see forms you have access to in the list on the left.