

# Direct Pay Entries

## Purpose and Overview

Direct Payments are payments that do not require an eVA Purchase Order. Direct Pays are sometimes called 'Check Requests', because users are completing an invoice form in Banner Finance for the purpose of check issuance.

View the [Direct Pay Table](#) for a detailed description of when to use the Direct Pay form. Some of the most common types of Direct Pay entries are registration fees, conferences, subscriptions, and dues. One word of caution, Direct Pays are exempt from eVA and are only required if the vendor does not accept credit card. Ensure your purchase is an exemption for both eVA and credit card acceptance prior to entering the information into Banner

The purpose of the manual is to assist users in:

- Banner navigation and invoice form completion
- Vendor form queries
- Proper form coding
- University procedure
- Website assistance

Training in the Direct Pay process must be completed prior to form access.

## Table of Contents

---

<b>PURPOSE AND OVERVIEW .....</b>	<b>0</b>
<b>VERIFY VENDOR STATUS AND CARDINAL ID .....</b>	<b>3</b>
FTIIDEN – VERIFY VENDOR IS ACTIVE IN BANNER.....	3
FOAIDEN – VERIFY VENDOR HAS A CARDINAL ID NUMBER .....	4
<b>DIRECT PAY .....</b>	<b>6</b>
NAVIGATE TO FAAINVE .....	6
VENDOR SEARCHES .....	6
ADD VENDOR AND DUE DATE - INVOICE/CREDIT MEMO HEADER FAAINVE FORM .....	8
ADDING CUSTOMER ACCOUNT NUMBERS TO THE DIRECT PAY .....	11
ADD COMMODITY AND DOLLAR VALUE - COMMODITY INFO-DIRECT PAY/GENERAL ENCUMBRANCE.....	13
PRE PAYMENTS.....	13
<b>ADD FOAPAL - INVOICE ACCOUNTING DISTRIBUTION FORM .....</b>	<b>14</b>
SINGLE FOAP .....	14
MULTIPLE FOAP – SPLIT CODING .....	15
STATE AND LOCAL FUNDS .....	16
ADDING MULTIPLE LINE ITEMS TO A SINGLE INVOICE .....	16
<b>COMPLETE THE INVOICE - BALANCING COMPLETION FORM.....</b>	<b>17</b>
<b>WHAT TO DO WITH THE VENDOR INVOICE? .....</b>	<b>18</b>
<b>DIRECT PAY APPROVAL PROCESS.....</b>	<b>18</b>
<b>CORRECTING BANNER INVOICES.....</b>	<b>18</b>
<b>BANNER MESSAGES .....</b>	<b>19</b>
<b>DOCUMENT REVIEW - FOIDoch FORM.....</b>	<b>19</b>
<b>SEARCHING FOR VENDOR DETAIL HISTORY - FAIVNDH .....</b>	<b>22</b>

## Verify Vendor Status and Cardinal ID

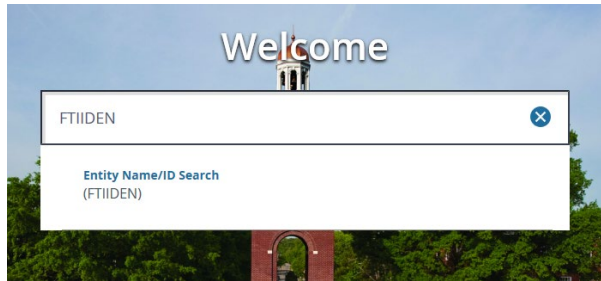
Before beginning a Direct Pay, you must first verify that the Vendor is an active vendor in Banner and has a Cardinal ID.

To verify vendor status by Last Name/Company name in Banner:

- Search for the vendor in the [Cardinal Verified Vendor Report](#) and/or
- Search the Banner form **FTIIDEN** to verify the vendor is active in Banner and **FOAIDEN** to ensure the vendor has a Cardinal ID.

### FTIIDEN – Verify Vendor is Active in Banner

- Enter **FTIIDEN** in the Banner Search Field.



- Click the *Next Section* arrow to move to the Details section.



- Select **Last Name** from the *Add Another Field* dropdown.
- Enter the name of the person or company in blank field to the right of *Contains*.

A screenshot of the Banner search results interface. The top section is titled 'Entity Name/ID Search FTIIDEN 9.0 (QA8)' and includes buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this is a section titled 'ENTITY NAME/ID SEARCH' with a list of checkboxes: 'Vendors' (checked), 'Terminated Vendors', 'Grant Personnel', 'Proposal Personnel', 'Financial Managers', 'Terminated Financial Managers', 'Agencies', and 'All'. Below this is a section titled 'DETAILS' with a search field containing 'Last Name' and 'Contains', and a dropdown menu labeled 'Add Another Field ...'. At the bottom right, there are buttons for 'Clear All' and 'Go'.

- Click **Go** to execute query.
  - The “V” column indicates Vendor Status  
Y = Vendor is active

T = Vendor is inactive

DETAILS

Insert

Delete

Copy

Filter

Filter Again

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
000213865	Allied Barton Security Services LLC			C		Y	N	N	N	N	
000137429	Allied High Tech Products Inc			C		T	N	N	N	N	
000000779	Allied Plywood Corp.			C		T	N	N	N	N	
000136963	Allied Waste Services LLC			C	N	T	N	N	N	N	

1 of 1

10

Per Page

Record 1 of 4

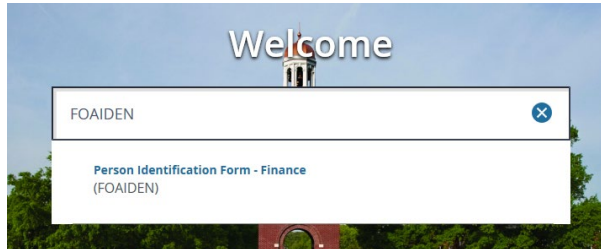
V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

- Click **X** to exit the form.



## FOAIDEN – Verify Vendor has a Cardinal ID Number

- Enter **FOAIDEN** in the Banner Search field. Click *Enter*.



- Select the *Lookup* icon to search for a Vendor ID.

ID:

- Select **Non-Person Search (FOICOMP)**

**Option List**

[Person Search \(FOIDEN\)](#)

**[Non-Person Search \(FOICOMP\)](#)**

[Alternate ID Search \(GUIALT\)](#)

- To search by Name, select **Name** from the *Add Another Field* dropdown

**Add Another Field ...**

- Enter search criteria in the field to the right of *Contains*.

- Click **Go** to search

7. Double click on either the *ID* or the *Name* of the Vendor

8. Click **Go** to search

9. Select the *Additional Identification* tab

10. Verify that the Vendor has a **CVID** (Cardinal Vendor ID).

ID Type	ID Type Description	Additional Identification
CVID	Cardinal Vendor ID	0000069652

11. Click the **X** button to return to the home screen.



Vendors not listed on the SharePoint report or found in Banner must complete both forms listed below

- ✓ [Vendor Registration Information Form](#)
- ✓ [Commonwealth of Virginia Substitute W-9 form](#)

Direct vendors to:

- ✓ Complete and sign the forms
- ✓ Send the forms directly to the Accounts Payable department.

If the vendor is identified as an Active vendor in Banner without the Cardinal Vendor ID, contact Accounts Payable for assistance.

## Direct Pay

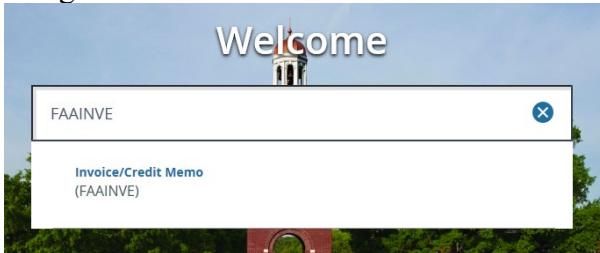
---

### Navigate to FAAINVE

---

Once you have verified that the Vendor is Active in Banner and has a Cardinal ID you may enter the Direct Pay.


From the Banner home screen, type **FAAINVE** in the search box and use the Enter key to navigate to the invoice form.



Within the FAAINVE invoice form:

1. In the *Document* field, type the word *Next* or use the tab key to automatically insert the word.
2. Tab to the *Vendor* field.

A screenshot of the FAAINVE invoice form. The form has a blue header bar with a white "X" icon and the text "Invoice/Credit Memo FAAINVE 9.2.2 (QA8)". Below the header, there are several fields: "Document:" with a text box containing "NEXT" and a dropdown arrow; "Multiple:" with a checkbox; "Invoice Type: \*" with a dropdown menu showing "Direct Pay"; "Vendor:" with a text box and a dropdown arrow; and "Vendor Hold:" with a checkbox. At the bottom, there is a grey bar with the text "Get Started: Fill out the fields above and press Go."

3. Select the *Lookup*  icon to search for the appropriate vendor.

A screenshot of the "Vendor:" field in the FAAINVE invoice form. The field is a text box with a dropdown arrow. A red rectangle highlights the dropdown arrow, which is the "Lookup" icon.

### Vendor Searches

---

1. Select **Entity Name/ID Search** from the Option List

2. Select **Last Name** from the **Add another Field** dropdown.

3. Enter the last name of the individual or company's name in the blank field beside *Contains*.

4. Click **Go** to search for the vendor.

5. Double click on either the *ID* or *Last Name* field to select the vendor

Entity Name/ID Search FTIIDEN 9.0 (QA8)

Entity Name/ID SEARCH

Insert Delete Copy Filter

☒ Vendors  
☐ Terminated Vendors  
☐ Grant Personnel  
☐ Proposal Personnel

☐ Financial Managers  
☐ Terminated Financial Managers  
☐ Agencies  
☐ All

DETAILS

Insert Delete Copy Filter

Filter Again

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
000213865	Allied Barton Security Services LLC			C		Y	N	N	N	N	
000137429	Allied High Tech Products Inc			C		T	N	N	N	N	
000000779	Allied Plywood Corp.			C		T	N	N	N	N	
000136963	Allied Waste Services LLC			C	N	T	N	N	N	N	

1 of 1 | 10 Per Page | Record 1 of 4

V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

6. The selected vendor ID will be populated in the Vendor field on the Invoice/Credit Memo screen.

Invoice/Credit Memo FAAINVE 9 2.2 (QA8)

ADD RETRIEVE RELATED TOOLS

Document: NEXT Multiple: ☐

Invoice Type: Direct Pay

Vendor: 000213865 Allied Barton Security Services LLC Vendor Hold: ☐

Go

Get Started: Fill out the fields above and press Go.

7. Click **Go** to continue.

ADD RETRIEVE RELATED TOOLS

Go

### Add Vendor and Due Date - Invoice/Credit Memo Header FAAINVE Form

The Invoice/Credit Memo Header form will default the following field information:

Invoice Date  
 Transaction Date  
 Address and associated coding, and  
 Direct Deposit Status.  
 Check Vendor field will remain blank.

You will be verifying the address, and inserting data in the Discount Code, Payment Due, Bank and Vendor Invoice fields only.

Sample Invoice Credit/Memo Header form



Invoice/Credit Memo FAAINVE 9.2.2 (QA8)

Document: NEXT Multiple: ☐ Invoice Type: Direct Pay Vendor: 000213865 Allied Barton Security Services LLC Vendor Hold: ☐ Start Over

INVOICE/CREDIT MEMO HEADER

Invoice Date \* 12/07/2016 Transaction Date \* 12/07/2016 Check Vendor Document Accounting

Address Code AP Sequence Number 3

Address Line 1 PO Box 828854 Address Line 2 Address Line 3

City Philadelphia State or Province PA ZIP or Postal Code 19182-885 Nation

Payment Due Bank Vendor Invoice Direct Deposit Status No IAT ACH Transaction Type 1099 Tax ID 600DFD15E

Credit Memo 1099 Vendor Direct Deposit Override

SAVE

1. Verify the default address is correct.

If the address is not correct, tab to the Sequence Number and select the *Lookup* button to reveal additional vendor addresses.

Address Code AP

Sequence Number 3

- a. If available, additional sequence numbers (meaning additional addresses) are available for selection.
- b. Scroll to the correct sequence number using the page arrows at the bottom of the address record

Address Information Query FQADDR 9.0 (QA8)

ID: 000213865 Allied Barton Security Services LLC Start Over

ADDRESS INFORMATION QUERY

Address Type AP Sequence Number 1 Source From Date To Date Status Indicator Street Line 1 161 Washington Street

Street Line 2 Suite 600 Street Line 3 City Conehohocken State or Province PA ZIP or Postal Code 19428 Nation

1 of 3 Per Page Record 1 of 3

1 of 3 | 1 Per Page

- c. Double click the correct sequence number to bring the sequence number into the form. If the available address information is not correct, contact Accounts Payable to request an address update.

Address Code  ...

Sequence Number  ...

Address Line 1

Address Line 2

Address Line 3

City

State or Province  ...

ZIP or Postal Code  ...

2. Tab to the *Discount Code* field (located at the bottom of the form).

Discount Code  ...

3. Select the *Lookup* icon to open the Discount Code dropdown. The Discount Code tells AP how you would like the check (mail or pick-up).
- If you want the check mailed, leave the *Discount Code* field blank.
  - If you have attachments or check pick-up needs, select the appropriate discount code.

Select the appropriate Discount Code and click **OK**.

Discount Terms List (FTVDISC)


Criteria

Code	Discount Description	End Month
A	Attachment with Check	N
B	Pickup and attachment with check	N
M	Mail Check	N
M	Mail Check	N
P	Pickup	N

1 of 1 | 10 Per Page

Record 5 of 5

4. Tab to the *Payment Due* Field.


Payment Due  

The Date Received must be stamped or written on the invoice.

Payment due dates are listed on the Accounts Payable website. Review the AP site for [Prompt Pay Due Dates](#) and information about Pre Pays. State law requires payment to be made to the vendor 30 days from the date UMW receives the invoice OR goods or services, whichever is later. Exceptions do apply and payment dates can change due to weekend, holiday or system down times.

Exceptions to the 30-Day Rule include, but are not limited to: Honorarium, Non-Employee Cash Awards, Post Office or Mailing Services, Skilled Services, Permits and Licensing, Subscriptions and Books, Conference Fees or Registrations, University Refunds, Finance Related Functions, and Transcripts.

5. Tab to the *Bank* field. Type **MW** in the Bank field and use the tab key to populate *Payables Operations*.

Bank  

6. Tab to the *Vendor Invoice* field.  
Enter the Vendor Invoice number (this field cannot be left blank)

Vendor Invoice  

**Note:** Only enter alphanumeric characters in this field. Spaces or other special characters may not be used.

If you do not have an invoice number, use the current date or word that will assist with vendor invoice number searches.

### Adding Customer Account Numbers to the Direct Pay

Any UMW Customer Account Number included on an invoice must be included on the check.

To add the Customer Number:

1. Select **Related** in the upper right corner

 ADD  RETRIEVE  **RELATED**  TOOLS

2. Choose **Document Text [FOATEXT]** from the Related dropdown menu.

The screenshot shows a navigation bar with four buttons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the 'ADD' button is a search dropdown menu. The dropdown menu has a search icon and two options: 'View Vendor History [FAIVNDH]' and 'Document Text [FOATEXT]'. The 'Document Text [FOATEXT]' option is highlighted.

**NOTE:** Entries made in *Document Text [FOATEXT]* must be entered in ALL CAPS. Undercase and special characters are not allowed.

3. Enter the Customer Account Number in the *Text* field

The screenshot shows the 'General Text Entry FOATEXT 9.0 (QAB)' form. The form has a blue header bar with a close button (X) and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header bar, there is a status bar showing 'Type: INV Code: I0159080 Default Increment: 10' and a 'Start Over' button. The main area of the form is titled 'GENERAL TEXT ENTRY' and contains a large text input field labeled 'Text'. To the right of the text input field is a 'Print \*' button. Below the text input field, there is a pagination bar showing '1 of 1' and 'Per Page'. The 'Text' field is highlighted with a red border.

4. To add additional lines of text, click the down arrow on your keyboard to create a new line.
5. Click **Save** in the lower right corner

The screenshot shows three buttons: 'CANCEL', 'SELECT', and 'SAVE'. The 'SAVE' button is highlighted with a red border.

6. Once the Customer Number has been saved, select **X** to return to the Invoice/Credit Memo form.

You will be returned to the Invoice/Credit Memo screen.

7. Click the *Next Section* arrow to continue to the next form.



## Add Commodity and Dollar Value - Commodity Info-Direct Pay/General Encumbrance

On this form the Document number, Vendor information, and Item number will populate from the previous form. You will be entering the Commodity description and dollar value only.

1. Tab to the *Commodity Description* field. Enter the description of the item. Pay attention to pre-pay requirements.

Document: I0159080 Multiple: ☐ Invoice Type: Direct Pay Vendor: 000213865 Allied Barton Security Services LLC Vendor Hold: ☐ Start Over

COMMODITY INFO -DIRECT PAY/GENERAL ENCUMBRANCE Insert Delete Copy Filter

Document	I0159080	Vendor	000213865 Allied Barton Security Services LLC	<input type="checkbox"/> Vendor Hold
Item	1			

Commodity	Commodity Description	Reverse Calculation *
	Enter description of good or service in this field	<input type="checkbox"/>

Record 1 of 1

### Pre Payments

Pre Payments, which are goods or services that are paid before services are received, require date ranges.

For example, pre pays using Account codes 71221 (Membership and Dues) or 71222S (Subscriptions), require the date of service or membership renewal period within the commodity description.

Example of Membership Renewal:

“Membership renewal for July 1 – June 30” or “Subscription for July-Sept”.

2. Tab to *Approved Amount*  
Enter the amount of the invoice.

Amounts

Approved	400.00
Discount	0.00
Additional	0.00

If your invoice is over \$5,000, please have your supervisor’s signature on the paper invoice that serves as your backup to the electronic entry.

3. Tab through the *Discount* and *Additional* fields. The *Net* field will populate with the Approved amount.

Amounts	
Approved	<input type="text" value="400.00"/>
Discount	<input type="text" value="0.00"/>
Additional	<input type="text" value="0.00"/>
Net	<input type="text" value="400.00"/>

- Click the *Next Section* arrow to continue to the Invoice Accounting Distribution form.



### Add FOAPAL - Invoice Accounting Distribution form

This form will default all information from previous forms, excluding the chart of account elements (Fund, Organization, Account...). You will be entering the FOAPAL information on this form.

### Single FOAP

When entering a Direct Pay and paying with a single FOAP:

- Tab to the *Chart of Accounts (COA)* field. Banner will default the *COA* and *Year* fields.
- Tab through the *Index* field.
- Enter the appropriate *Fund*, *Organization*, *Account* and *Program* codes.

Click the  button to search for the appropriate codes, if necessary.

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	M	17		1111	302020	71268	10630			

10 Per Page Record 1 of 1

- If the Activity or Location Chart Elements are not required on your Banner invoice, continue tabbing through the form.
- The *Accounting* column will populate with the total invoice amount.

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	M	17		1111	302020	71268	10630			

Record 1 of 1

Bank: MW ... Payables Operations Income Type: NC ...

	Commodity	%	Accounting
Approved	400.00		400.00
Discount	0.00		0.00
Additional	0.00		0.00
Tax	0.00		0.00
Net			400.00

NSF Override: N Suspense: N NSF Suspense: A

- Once the cursor has returned to the COA field, click the *Next Section* arrow to continue to the next form.



## Multiple FOAP – Split Coding

When entering a direct pay and paying with more than one FOAP:

- Enter the appropriate *Fund*, *Organization*, *Account* and *Program* codes, for the first record.
- Tab through the form, the *Payables Operations* field will populate.
- Tab to the *Approved Accounting* field.
- Enter the amount to be charged to the FOAP for the first record.

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	M	17		1111	302020	71268	10630			

Record 1 of 1

Bank: MW ... Payables Operations Income Type: NC ...

	Commodity	%	Accounting
Approved	400.00		200.00
Discount	0.00		0.00
Additional	0.00		0.00
Tax	0.00		0.00
Net			200.00

NSF Override: N Suspense: N NSF Suspense: A

- Tab through the form to populate the *Net Accounting* field.
- Continue to tab through the form until the cursor has returned to the *COA* field.
- Click the down arrow on your keyboard to insert a second FOAP sequence.

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	M	17		1111	302020	71268	10630			
	M									

Record 2 of 2

- Tab through the *Index* field and enter the appropriate FOAP for the second record.

9. Tab through the form, the *Payables Operations* field will populate.
10. Tab to the *Approved Accounting* field.
11. Enter the remaining amount to be charged to the FOAP for the second record.

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	M	17		1111	302020	71268	10630			
	M	17		1111	302504	71268	10620			

Record 2 of 2

Bank: MW ... Payables Operations Income Type: NC ...

	Commodity	%	Accounting
Approved	400.00		200.00
Discount	0.00		0.00
Additional	0.00		0.00
Tax	0.00		0.00
Net			200.00

NSF Override: N Suspense: N NSF Suspense: A

12. Tab through the form to populate the Net Accounting field.
13. Continue to tab through the form until the cursor has returned to the COA field.
14. Select the *Next Section* arrow to continue to the *Balancing Completion* form.



## State and Local Funds

Combining State and Local funds within the same invoice can cause payment complications. (Funds that begin with 11 with a 15 for instance.) If funding sources differ, contact Accounts Payable or Training & System Support for assistance.

## Adding Multiple Line Items to a Single Invoice

Once the FOAP information has been entered for the first line item, a second line item may be added.

1. On the *Invoice Accounting Distribution* form, select the *Previous Section* icon to return to the Commodity Info – Direct Pay/General Encumbrance form. The form will be complete with the item information keyed earlier.
2. Click the down arrow on your keyboard to insert a new line item.





Invoice/Credit Memo FAAINVE 9.2.2 (QA8)

Document: 10159080 Multiple: ☐ Invoice Type: Direct Pay Vendor: 000213865 Allied Barton Security Services LLC Vendor Hold: ☐ [Start Over](#)

COMMODITY INFO - DIRECT PAY/GENERAL ENCUMBRANCE

Document: 10159080 Vendor: 000213865 Allied Barton Security Services LLC Vendor Hold: ☐

Item: 2

Commodity	Commodity Description	Reverse Calculation *
	Enter description of good or service in this field	<input type="checkbox"/>
		<input type="checkbox"/>

Record 2 of 2

- The form will be cleared to allow entry for Item 2.
- Enter the description of the second commodity and complete the form using the instructions listed above.
- Click the *Next Section* arrow to continue to the Invoice Accounting screen to enter the FOAPAL information.



## Complete the Invoice - Balancing Completion Form

The Balancing Completion form allows you to save the form for continued entry or review, or complete the form for Accounts Payable approval and payment. A quick check that the form status is balanced is necessary before continuing.

BALANCING COMPLETION

Input Exchange Rate Converted

Amount

Amount Type	Header	Commodity	Accounting	Status
Approved	<input type="text" value="400.00"/>	<input type="text" value="400.00"/>	<input type="text" value="400.00"/>	<input type="text" value="BALANCED"/>
Discount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Tax				
Additional	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>

[Complete](#) [In Process](#)

- If the *Status* column indicates that the accounting information is Balanced and you wish to send the form to Accounts Payable, click **Complete**.  
Once completed, the Direct Pay will be forwarded to Accounts Payable for approval. You may review the completed form on FAAINVE.  
[Complete](#) [In Process](#)
- If the Status column indicates that your transaction are out of balance, click the *Previous Section* button to return to the *Accounting Distribution* section and make necessary corrections.



3. To continue working on this invoice later, or if you are not quite ready to release the form to Accounts Payable, make note of your “Document/I number” (located at the top of the form) and select the ***In Process*** button.

Invoice/Credit Memo FAAINVE 9.2.2 (QA8)

Document: 10159080 Multiple: ☐ Invoice Type: Direct Pay Vendor: 000213865 Allied Barton Security Services LLC Vendor Hold: ☐ Start Over

Complete In Process

To continue working on a saved invoice, go to ***FAAINVE*** and type in your “I” number.

### What to do with the Vendor Invoice?

Please make sure the original invoice (or copy of a faxed or emailed invoice) has the Banner invoice number (I number) clearly noted. Forward the invoice to Accounts Payable.

If the invoice is over \$5,000, your supervisor must sign the invoice granting approval. Invoices must be date stamped or have written indication of the date the item was received.

### Direct Pay Approval Process

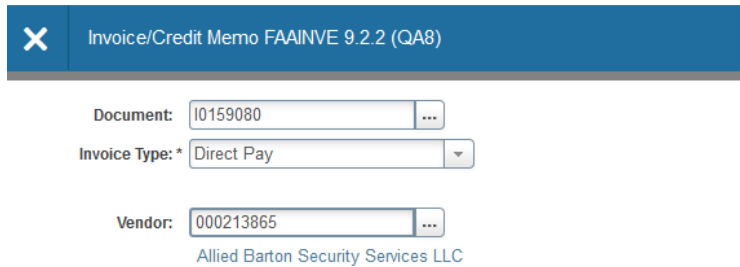
When an invoice is entered into Banner (FAAINVE) and completed, the invoice routes into an Accounts Payable approval queue. Accounts Payable compares the original invoice to the Banner form, and approves or denies the payment. Denied orders will route back to you for correction.

### Correcting Banner Invoices

Accounts Payable will notify you via email if an invoice requires correction. The most common correction is a result of an improper due date. Make sure to review the Accounts Payable Prompt Pay website prior to a Direct Pay entry.

To correct a Banner invoice:

1. Log into Banner.
2. Go to ***FAAINVE***
3. Type in the Banner Invoice number in the Document field and Tab to populate the Vendor information.



Invoice/Credit Memo FAAINVE 9.2.2 (QA8)

Document: I0159080

Invoice Type: \* Direct Pay

Vendor: 000213865  
Allied Barton Security Services LLC

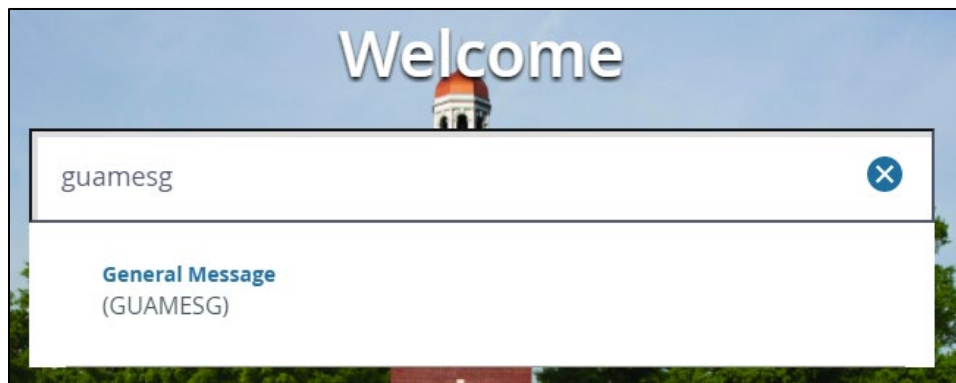
4. Click the *Next Section* arrow to open the Form
5. Use the tab key and the *Next Section* arrow to enter the correction and navigate to the Balancing Completion form.
6. Verify the invoice Status is balanced and click **Complete**.

Complete In Process

7. The completed invoice will be forwarded to Accounts Payable for approval.

## Banner Messages

Accounts Payable may also notify you of an issue with your invoice through Banner Messaging. To check your Banner messages go to **GUAMESG**.



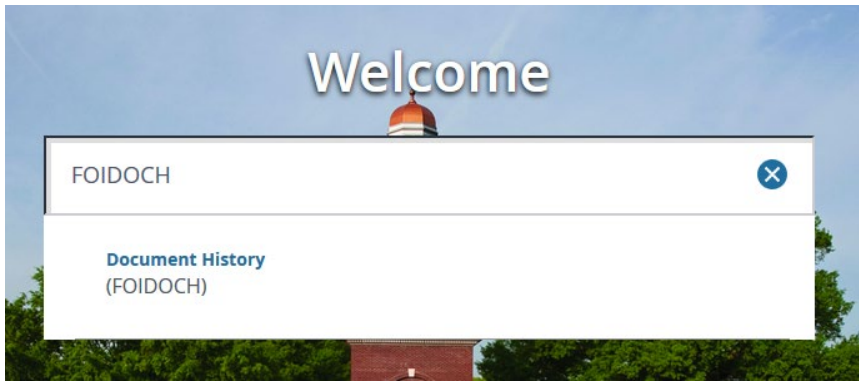
## Document Review - FOIDOC Form

FOIDOC allows you to see the status of an invoice (or any other document) and any associated forms.

For Direct Pay invoices, the associated document would be a vendor check.

To view invoice information:

1. Go to **FOIDOC**



2. Within FOIDDOCH complete *Document Type* and *Document Code* as follows:

Document Type – type **INV** then Tab to the Document Code field.

Document Code – type in the Banner Invoice number

3. After the codes are entered, click the **Go** button to populate the form.

Document Type	Document Number	Status	Status Description
Invoice	10091474	P	Paid
Check Disbursement	M0076807	F	Final Reconciliation

Record 1 of 2

4. To drill down to view the details of a document, select the Document Number, open the **Related** dropdown menu and select **Query Document [by Type]**.

Click **Go** to view the details of the invoice. Click the *Next Section* arrow to move through the form.

Select **Cancel** to return to the Document History form.

To view Check details:

- From the Document History form, select the Check Document Number

Document History FOIDCH 9.0 (QA8)

Document Type: INV Invoice Document Code: I0091474

Start Over

DOCUMENT HISTORY

Document Type	Document Number	Status	Status Description
Invoice	I0091474	P	Paid
Check Disbursement	M0076807	F	Final Reconciliation

1 of 1 Per Page Record 2 of 2

- Open the **Related** menu and select **Query Document [by Type]**.

If the check number begins with an *M*, type the Bank code “MW” into the Bank field.

If the check number begins with a *C*, type the Bank code “01” into the Bank field.

Check Payment History FAICHKH 9.0 (QA8)

Check Number: M0076807 Bank: MW

Go

Vendor: Check Date: Check Amount: Cancel Date:

Check Vendor: Check Type: Cancel Reason:

Get Started: Fill out the fields above and press Go.

- Click **Go** to view check details.

Check Payment History FAICHKH 9.0 (QA8)

Check Number: M0076807 Bank: MW Payables Operations Vendor: 000248225 GEE Sales, LLC Check Vendor:

Check Date: 02/25/2011 Check Type: Batch Check Amount: 194.58 Cancel Date: Cancel Reason:

Start Over

CHECK PAYMENT HISTORY

Document Number	Document Type	Net Amount
I0091454	Invoice	221.06
I0091472	Credit Memo	-2.22
I0091474	Credit Memo	-16.12
I0091818	Credit Memo	-8.14

1 of 1 Per Page Record 1 of 4

VENDOR INVOICE

Vendor Invoice Code	Vendor Invoice Amount
2067093	221.06

1 of 1 Per Page Record 1 of 1

- Click **Cancel** to return to the Document History form.

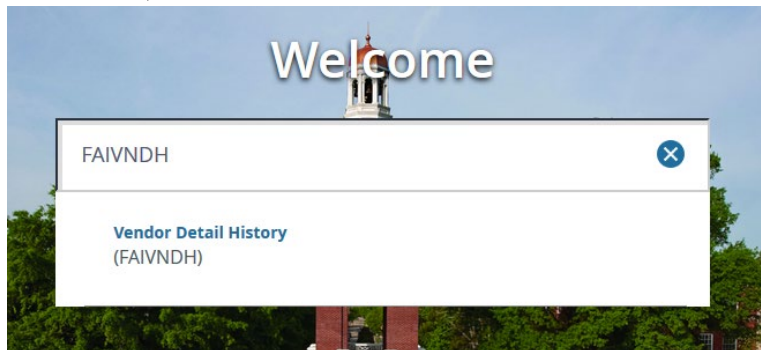
CANCEL SELECT SAVE

## Searching for Vendor Detail History - FAIVNDH

The Vendor Detail History form shows all check invoices against a particular vendor based on fiscal year or specific date ranges. This form is very handy to view past payments to a particular vendor, or to assist a vendor with upcoming payments due.

The form will not allow searches based on buyer or accounting information.

1. Go to **FAIVNDH**.



2. Enter the Banner Vendor ID in the Vendor field.  
To search for the Vendor ID, click the *Lookup* icon.

The vendor name will automatically populate once the Vendor ID is entered.  
The form allows you to filter search criteria by fiscal year and invoice dates, if necessary.

3. Click **Go** to view Vendor Detail History.  
Vendor invoices, amounts, dates and check number that meet search criteria are presented for review. The Invoice column allows for continued drill down.

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Nu...
8252016	I0156366	Y	N	N	P	N	1,500.00	09/23/2016	23-SEP-2016	M0121537
Total							1,500.00			

Record 1 of 1

4. To view invoice details, click on the Invoice number, open the **Related** dropdown and select **View Invoice Information [FAINVE]**.

ADD		RETRIEVE		RELATED		TOOLS	
Date To:				<input type="text"/> Search			
				View Invoice Information [FAIINVE]			
				Commodity Information [FOICOMM]			
				View Vendor Invoice [FAIVINV]			
Invoice Amt		Due					
1,500.00		09/2					
1,500.00							