**Fast FIS – Banner 9**

**Single Direct Pay Invoice FAAINVE**

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| **FIELD** | **INSTRUCTIONS** |
| **ACCESS** | Enter **FAAINVE** (not case sensitive) in the field under Welcome, press [Enter]. |
|  |  |
| **Document** | Leave blank, press Enter. The system will populate the next document number |
|  |  |
| **Multiple** | Leave unchecked |
|  |  |
| **Invoice Type** | Defaults to “Direct Pay”; leave as is. |
|  |  |
| **Vendor** | Enter the Banner vendor number. If you need to search for the vendor number go to FTIIDEN (Page 4) for instructions.  |
|  |  |
| **Invoice/Credit Memo Header Block** |
|  |  |
| **Invoice Date** | Defaults to the current date; override this and enter the date assigned to the invoice by the vendor. |
| **Transaction Date** | **This is the Banner transaction date.** Banner will default to the current date. You may override this date, if necessary. |
|  |  |
| **Doc Accounting** | Defaults to check |
|  |  |
| **Check Vendor** | Leave blank |
|  |  |
| **Address Code** | Default as **‘VP’**, leave as is. |
|  |  |
| **Sequence Number** | Check address to make sure it matches the remittance address on the vendor invoice. To select a different address, click on **‘…’** button right next to sequence number field (it brings you to **Address Information Query Block**), press **down arrow** to find correct address, once you find it, double click on **VP field**. |
|  |  |
| **Discount Code** | Leave blank |
|  |  |
| **Payment Due** | **This is a required field; enter a current or future date. If the invoice is a credit memo enter today’s date**. |
|  |  |
| **Bank** | Leave blank |
|  |  |
| Vendor Invoice | Enter the number assigned to the invoice by the vendor. This field is 25 characters long. |
| **ACH Transaction** | Leave blank |
|  |  |
| **1099 Tax ID** | Leave as default |
|  |  |
| **Credit Memo** | If the vendor issues you a refund for a specific purchase, check this box to create a credit memo. Otherwise, leave blank. |
|  |  |
| **1099 Vendor** | Leave as default |
|  |  |
| **Document Indicators** | All checks are mailed the day they are issued unless you indicate the check requires special handling (such as check pickup, attach copy of invoice to check, etc.). On top right corner, click **TOOLS** **>** **View Document Indicators**. In the Document Indicators pop-up box, change the Grouping from (M) Many Invoices per check to (1) Invoice per check. Click Close. |
|  |  |
| **Document Text** | To add additional text to the invoice, on top right corner, click **RELATED > Document Text (FOATEXT)**. Enter text, check the Print box for each line of text. To add additional lines, press **down arrow** key. |
|  |  |
| **[Next page, click down arrow key on bottom left]** |
|  |
| **Commodity Information Block** |
|  |  |
| **Document, Vendor, Item** | Information all default. |
|  |  |
| **Commodity** | Leave blank. **Tab to field next to Commodity field and enter commodity description**. Be as descriptive as possible to describe your payment. |
| **Approved Amount** | Enter the dollar amount of the invoice. Shipping and handling cost should be added to the cost of the merchandise. |
|  |  |
| **Discount** | Leave blank. |
|  |  |
| **Additional** | Leave blank. |
|  |  |
| **Net** | System calculates net total amount. |
|  |  |
|  |  |
| **To add another commodity record, press the down arrow key. Enter description and amount(s).** |
|  |
| **Access Completion** | Uncheck. |
|  |  |
| **[Next page, click down arrow key on bottom left]** |
|  |  |
| **Invoice Accounting Distribution Block** |
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|  |
| **COA** | Chart-of-accounts. Defaults to E |
|  |  |
| **Year** | Defaults to the current fiscal year |
|  |  |
| **Index** | Enter Index code; generally the Fund, Organization, and Program codes will default. |
|  |  |
| **Acct** | Enter account code |
|  |  |
| **Actv** | Enter activity code if needed |
|  |  |
| **Bank** | Leave blank |
| **Accounting** | Tab through the % field and tab through the accounting, then amount will default. If there are multiple accounting lines, enter the appropriate amount with each index. |
|  |
| **Balancing/Completion Block** |
|  |  |
| **Be sure the Header, Commodity and Accounting fields are the same amounts. If the commodity and accounting amounts are different, make the correction. Banner will not allow you to complete the invoice if the commodity and accounting amounts don’t match.** |
|  |  |
| ***Write down the system generated number (document with an ‘I’ prefix) and the Banner vendor’s number on the invoice.*** |
|  |
| *Click the Complete icon to complete invoice.***FTIIDEN (Entity Name/ID Search form)** |
| In ENTITY NAME/ID SEARCH block, make sure to uncheck Vendors and check All. In DETAILS block, left click in the blue field under **Last Name**. Click dropdown list, select Last Name, next right defaults as Contains (you may also select Starts With to narrow the list). Next right, type in part of the vendor name that you are searching for. On the second line, click dropdown list, select Entity Ind, next right defaults as Equals. Next right, select either Corporation or Person from the dropdown list, then click Go (middle right grey button) to display a list of vendors. On this page, under ‘V’ column, ‘Yes’ means active vendors, and ‘Terminated’ means terminated vendors. If no match is found, the vendor will need to complete the WOU Substitute W-9 form, the Tax Payer Identification and Certification. This form is required in order to set up a new vendor in FIS. It is available at: [http://www.wou.edu/business/files/2018/02/WOU-Substitute-W9-fillable -1.pdf](http://www.wou.edu/business/files/2018/02/WOU-Substitute-W9-fillable%20-1.pdf) or <http://www.wou.edu/business/services/forms/> .Submit the completed Substitute W-9 to Cheri Darby, Business Services. |

**SIDE NOTES:**

**Employees and Students who are vendors:**

In order to reimburse employees or students for travel expense or other expense incurred on behalf of WOU they must be set up as vendors in Banner FIS. If the employee or student is not set up as a vendor, you will need to contact Xuan Xuan Villenueve (villenuevex@wou.edu) to create the vendor.

**Terminated Vendors:**

A vendor is terminated in Banner when they fail to provide a valid social security number or tax ID or they are no longer in business. A terminated vendor may be reactivated if their new social security number or tax ID can be verified in the Social Security Administration or IRS database. They are identified with a ‘Terminated’ in the V column (vendor) in the Vendor Search form FTIIDEN.