Fast FIS

Single Direct Pay Invoice FAAINVE

FIELD	INSTRUCTIONS
ACCESS	Enter **FAAINVE** in the Go To field, press **[Enter].**
	OR
	To access this form through the menus, select the following menu items in the order listed: (1) "Financial System Menu", (2) "Accounts Payable Menu", (3) "Invoice/Credit Memo Creation-FAAINVE".
Document	Leave blank, press Enter. The system will populate 'NEXT' (the next document number)
Multiple	Leave unchecked
Invoice Type	Defaults to "Direct Pay"; leave as is.
Vendor	Enter the vendor number or click on the search button to the right of the Vendor field to search for the vendor. Select **Entity Name/ID Search form (FTIIDEN).** Press Exit, then press F11 to roll back to the header block, uncheck the Vendors box and check the **All** box.
	Click in the **Last Name** field and enter name of the vendor. (It's case sensitive so you may want to use the "%" wildcard. Ex. Boise%.) To execute this query, press F7, or click Query> Execute in the Toolbar. Double click on the desired vendor from the list to return it to the form. **If no match is found, the vendor will need to complete the WOU Substitute W-9 form, 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/wou/forms. Submit the completed W-9 to Lucinda Milligan, Business Services.**

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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
Vendor Address	This is the payment address (remittance address) on the vendor invoice. Banner defaults the **'VP' payment address** assigned to that vendor. If you need a different address, click on the search button next to the address sequence field. Scroll through the addresses using the vertical scroll bar. Double click on the desired address sequence to return it to

the invoice screen. If no match is found, e-mail Lucinda Milligan (milliganl@wou.edu) a copy of the invoice along with a request to set up a new address.

Discount Code   Leave blank

Payment Date   This is a required field; enter a current or future date. If the invoice is a credit memo enter today's date.

Bank   Defaults to "B1". Leave as is

Vendor Invoice   This is a required field. Enter the number assigned to the invoice by the vendor. This field is 25 characters long.

Credit Memo   If the vendor issues you a refund for a specific purchase, check this box to create a credit memo. Otherwise, leave blank.

Dir Dep Status   Defaults to 'No' if the vendor is not set up for direct deposit, and 'Yes' if vendor is set up for direct deposit.

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). Click Options> View Document Indicators in the Toolbar. In the Document Indicators pop-up box, change the Grouping from (M) Many Invoices per check to (1) Invoice per check. Click Close.

Direct Deposit   All default and cannot be overridden.
Override, 1099 Tax ID, Text Exists

Document Text   To add additional text to the invoice, click Options>Document text (FOATEXT) in the Toolbar. Enter text, check the Print box for each line of text. Press SAVE and EXIT to return to the Invoice/Credit Memo page.

Commodity Information Block

Document, Vendor, Information all default.
Item
Commodity   Leave blank. **Tab to field next to Commodity field and enter commodity description.**   Be as descriptive as possible to describe your payment.
Amounts:
Approved   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.

Indicators   Automatically populate where necessary.

To add another commodity record, press the down arrow key. Enter description and amount(s).

Access Completion When navigating between the Balancing Completion and Commodity pages, you may need to uncheck this box to access the Accounting page.

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Accounting Amounts Block

All header information will populate.

COA	Chart-of-accounts. Defaults to E
Year	Tab through. Defaults to the 2-digit fiscal year
Index	Enter Index code; generally the Fund, Organization, and Program codes will default.
Account	Enter account code
Bank	Defaults to B1
Income Type	Leave as is
Commodity	The Approved and Additional amounts will default.
Accounting	Tab through the Approved field and the accounting amount will default. If there are multiple accounting lines, enter the appropriate amount with each index.
Indicators	[Enter] - automatically populates where necessary.

To add another accounting record, press the down arrow key. The Sequence Number will change. [Save]
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Balancing/Completion Block

Be sure the Header, Commodity an 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.

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SIDE NOTES:

Employees and Students who are vendors:
In order to reimburse employees or students for travel expense or other expense incurred in 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 Lucinda Milligan (milliganl@wou.edu) to create a new 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 T in the V column (vendor) in the Vendor Search form FTIIDEN, pictured below.

Deleting Incomplete Invoices/Credit Memos

Invoice or credit memo may be deleted by the user if it is incomplete or it has not received its final approval by Business Services. To delete an incomplete invoice, click the Transaction date field in the Invoice form (FAAINVE), then click Record>Remove in the Toolbar twice. If the invoice is complete and is not approved by Business Services, contact Sandra Holland (hollands@wou.edu) to disapprove it. Once the invoice is disapproved, it returns to an incomplete status and you will be able to delete it.