

In Banner go to form FAAINVE (Invoice/Credit Memo).

ellucian Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD) ADD RETRIEVE RELATED TOOLS

Document: Multiple: Go

Invoice Type: * Direct Pay

Vendor: Vendor Hold:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Tab until you get to the Vendor box. The word NEXT will now be in the box to the right of the word Document.

Type in the V# from the form. If it is missing or incorrect you can click on the ... to the right of the Vendor box to search for the V#.

Press tab. Verify that the correct name is displayed.

ADVANCE TRAVEL MEALS PER DIEM INVOICE Request Form
Low/High Cost (Up to two weeks)

 **Western Oregon UNIVERSITY**

REFERENCE WOU TRAVEL POLICIES AND RATES TO COMPLETE THIS FORM

NAME:	Charlotte Darby <i>Complete Mailing Address:</i>	WOU V#:	
STREET:	345 Monmouth Ave N		V00000000
CITY, STATE ZIP:	Monmouth, OR 97361	Destination:	
Permanent WorkStation:	WOU <u> X </u> HOME <u> </u> or *Remote work		Bend, OR
**EMPLOYEE only:	<u> X </u>	DEPARTMENT:	Accounting & Business Services
Form Prepared by: (Print name)	Self	TRAVEL DATES:	3/6-10/23
INDEX code: (Excluding PRO921)	<u> BAO000 </u> ACCT code: <u> 39415 </u>	FUND/ACTV Code: (if applicable)	Recruitment

Click on "Go".

ellucian Invoice/Credit Memo FAAINVE 9.3.23.E (WOUPRD) ADD RETRIEVE RELATED TOOLS

Document: NEXT Multiple: Go

Invoice Type: * Direct Pay

Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Leave the Invoice Date and the Transaction Date as the current date.

ellucian Invoice/Credit Memo FAAINVE 9.3.23.E (WOUPRD) ADD RETRIEVE RELATED TOOLS

Document: NEXT Multiple: Invoice Type: Direct Pay Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold: Start Over

INVOICE/CREDIT MEMO HEADER Insert Delete Copy Filter

Invoice Date *	02/03/2023	Check Vendor	[REDACTED]
Transaction Date *	02/03/2023	Payment Due	[REDACTED]
<input checked="" type="checkbox"/> Document Accounting		Bank	[REDACTED]
Address Code	VP	Vendor Invoice	[REDACTED]
Sequence Number	2	Direct Deposit Status	No
Address Line 1	[REDACTED] Ln	<input type="checkbox"/> IAT	
Address Line 2		ACH Transaction	[REDACTED]
Address Line 3		Type	
City	Dallas	1099 Tax ID	[REDACTED]
State or Province	OR	<input type="checkbox"/> Credit Memo	
ZIP or Postal Code	97338	<input checked="" type="checkbox"/> 1099 Vendor	
Nation		<input type="checkbox"/> Direct Deposit Override	
Collects Tax	N COLLECTS NO TAXES	<input type="checkbox"/> Text Exists	
Discount Code	[REDACTED]		

You will now need to enter a Payment Due date. Use the date that is written on the TAM invoice.

ADVANCE TRAVEL MEALS PER DIEM INVOICE Request Form
Low/High Cost (Up to two weeks)



REFERENCE WOU TRAVEL POLICIES AND RATES TO COMPLETE THIS FORM

NAME:	Charlotte Darby <i>Complete Mailing Address:</i>	WOU V#:	
STREET:	345 Monmouth Ave N		V00000000
CITY, STATE ZIP:	Monmouth, OR 97361	Destination:	
Permanent WorkStation:	WOU <input checked="" type="checkbox"/> HOME <input type="checkbox"/> or *Remote work		Bend, OR
**EMPLOYEE only:	<input checked="" type="checkbox"/> DEPARTMENT: Accounting & Business Services	Purpose:	
Form Prepared by: (Print name)	Self	TRAVEL DATES:	3/6-10/23
INDEX code: (Excluding PRO921)	BAO000 ACCT code: 39415	FUND/ACTV Code: (if applicable)	Recruitment

MEALS & INCIDENTAL EXPENSES					
	Conference			First/Last Day	TOTAL
DATE	Y/N	DESTINATION	**M&IE	Yes/No	Per diem
3/6/2023	N	WOU to Bend	\$64.00	Yes	\$48.00
3/7/2023	N	Bend	\$64.00	No	\$64.00
3/8/2023	N	Bend	\$64.00	No	\$64.00
3/9/2023	N	Bend	\$64.00	No	\$64.00
3/10/2023	N	Bend to WOU	\$64.00	Yes	\$48.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Meals Request					\$288.00

<https://wou.edu/business/files/2022/01/WOU-Summary-of-Travel-Reimbursements-Rates-2022-2.pdf>
<https://wou.edu/business/files/2023/01/WOU-Summary-of-Travel-Reimbursements-Rates-2023.pdf>

2022 Rates
2023 Rates

**Vendor INV Standard Naming Convention in Banner:	TAM Bend OR 3/6-10/23
Invoice#:	I0559988
Created by / Date:	cd 2/3/23
**PMT Due Date:	2/27/2023

The next step is to enter the Vendor Invoice. A TAM has a set format. You will first have "TAM", then the location (city and state or the country) and lastly is the date(s) of the travel. Always do the date as month/first day-last day/year (2 digit only). If the trip is only one day then it would be month/day/year (2 digit only). There is a limit of 25 characters. If you need more than that you will need to either abbreviate the city or leave off the state. The TAM and the dates have to be correct.

i.e. TAM Bend OR 3/6-10/23

ellucian Invoice/Credit Memo FAAINVE 9.3.23.E (WOUPRD) ADD RETRIEVE RELATED TOOLS

Document: NEXT Multiple: Invoice Type: Direct Pay Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold: Start Over

INVOICE/CREDIT MEMO HEADER Insert Delete Copy Filter

Invoice Date *	02/03/2023	Check Vendor	
Transaction Date *	02/03/2023	Payment Due	02/03/2023
<input checked="" type="checkbox"/> Document Accounting		Bank	
Address Code	VP	Vendor Invoice	TAM BEND OR 3/6-10/23
Sequence Number	2	Direct Deposit Status	No
Address Line 1	[REDACTED] r Ln	<input type="checkbox"/> IAT	
Address Line 2		ACH Transaction	
Address Line 3		Type	
City	Dallas	1099 Tax ID	[REDACTED]
State or Province	OR	<input type="checkbox"/> Credit Memo	
ZIP or Postal Code	97338	<input checked="" type="checkbox"/> 1099 Vendor	
Nation		<input type="checkbox"/> Direct Deposit Override	
Collects Tax	N COLLECTS NO TAXES	<input type="checkbox"/> Text Exists	
Discount Code			

Now you need to make sure that this invoice has not already been entered into Banner.

Click on RELATED. It is located in the top right corner.

Then click on View Vendor History.

ellucian Invoice/Credit Memo FAAINVE 9.3.23.E (WOUPRD) ADD RETRIEVE RELATED TOOLS

Document: NEXT Multiple: Invoice Type: Direct Pay Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold:

INVOICE/CREDIT MEMO HEADER

Invoice Date *	02/03/2023	Check Vendor	
Transaction Date *	02/03/2023	Payment Due	02/03/2023
<input checked="" type="checkbox"/> Document Accounting		Bank	
Address Code	VP	Vendor Invoice	TAM BEND OR 3/6-10/23
Sequence Number	2	Direct Deposit Status	No
Address Line 1	[REDACTED] Ln	<input type="checkbox"/> IAT	
Address Line 2		ACH Transaction	
Address Line 3		Type	
City	Dallas	1099 Tax ID	[REDACTED]
State or Province	OR	<input type="checkbox"/> Credit Memo	
ZIP or Postal Code	97338	<input checked="" type="checkbox"/> 1099 Vendor	
Nation		<input type="checkbox"/> Direct Deposit Override	
Collects Tax	N COLLECTS NO TAXES	<input type="checkbox"/> Text Exists	
Discount Code			

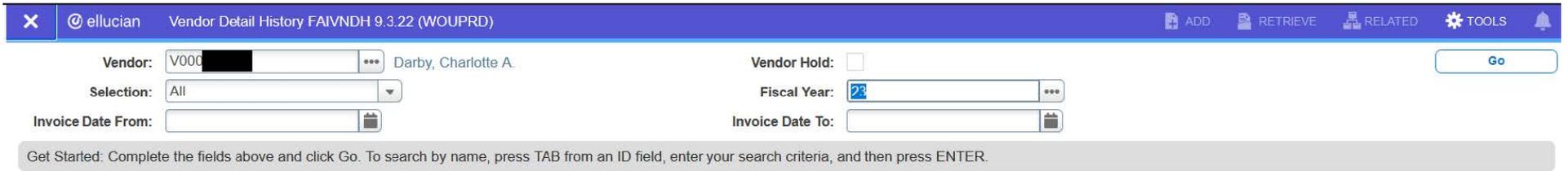
Search

View Vendor History [FAIVNDH]

Document Text [FOATEXT]

SAVE

Now you can proceed to see a list of the prior invoices that have been entered for this vendor. Make sure that the Fiscal Year is correct for the year that the travel happened in.

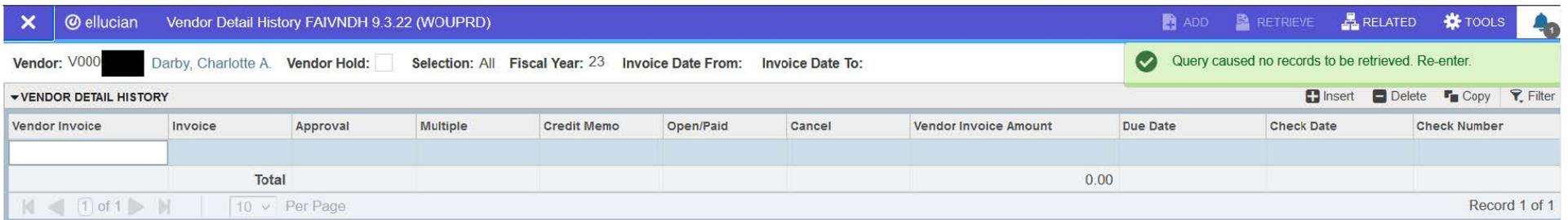


Vendor: V000 [redacted] Darby, Charlotte A. Vendor Hold: Selection: All Fiscal Year: 23 Invoice Date From: Invoice Date To:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Click on “Go”. It is located in the top right side of the screen.



Vendor: V000 [redacted] Darby, Charlotte A. Vendor Hold: Selection: All Fiscal Year: 23 Invoice Date From: Invoice Date To:

Query caused no records to be retrieved. Re-enter.

Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date	Check Number
							0.00			
Total							0.00			

1 of 1 10 Per Page Record 1 of 1

Check the list to make sure the invoice has not already been entered into Banner. If it hasn't, you can proceed with entering the invoice.

Click on the “X” that is located on the top left side of the screen. This will take you back to the invoice.

Document: I0559126 Multiple: Invoice Type: Direct Pay Vendor: V000 [redacted] Darby, Charlotte A. Vendor Hold:

Start Over

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

Document: I0559126 Item: 1 Vendor: V000 [redacted] Darby, Charlotte A. Vendor Hold:

Commodity	Commodity Description	Reverse Calculation *
	TAM - Recruiting	<input type="checkbox"/>

1 of 1 10 Per Page Record 1 of 1

Amounts

Approved	288.00	Net	288.00
Discount	0		
Additional	0.00		

Indicators

Suspense	Y	<input type="checkbox"/> Commodity Hold
Open or Paid		<input type="checkbox"/> Access Completion

Click on the Next Section button (arrow down located on the bottom left-hand corner on your screen). This will take you to the INVOICE ACCOUNTING DISTRIBUTION screen.

ellucian Invoice/Credit Memo FAAINVE 9.3.23.E (WOUPRD) ADD RETRIEVE RELATED TOOLS

Document: I0559126 Multiple: Invoice Type: Direct Pay Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold: ✔ Query caused no records to be retrieved. Re-enter.

INVOICE ACCOUNTING DISTRIBUTION Insert Delete Copy Filter

Document: I0559126 Transaction Date: 02/03/2023
 Vendor: V000 [REDACTED] Darby, Charlotte A. Commodity Record: 1
 Count:
 Accounting Record: 0
 Count:
 Currency Code:
 Vendor Hold:
 Item:
 Commodity: DOCUMENT ACCTG DISTRIBUTION

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	B1									

1 of 1 10 Per Page Record 1 of 1

Bank: B1 Income Type:
 Commodity % Accounting
 Approved 288.00
 Discount 0.00
 Additional 0.00
 Tax 0.00
 Net
 NSF Override: N Suspense: N NSF Suspense: N

SAVE

You will need to enter the Index, Acct, Actv (if there is one) and the amount. The rest of the boxes will self populate. The amount goes in the box directly below the word Accounting. You will need to tab between boxes.

(Full name) Self TRAVEL DATES: 3/6-10/23 Recruitment

INDEX code: BA0000 ACCT code: 39415 FUND/ACTV Code: _____
(Excluding PRO921) (if applicable)

MEALS & INCIDENTAL EXPENSES					
	Conference			First/Last Day	TOTAL
DATE	Y/N	DESTINATION	**M&IE	Yes/No	Per diem
3/6/2023	N	WOU to Bend	\$64.00	Yes	\$48.00
3/7/2023	N	Bend	\$64.00	No	\$64.00
3/8/2023	N	Bend	\$64.00	No	\$64.00
3/9/2023	N	Bend	\$64.00	No	\$64.00
3/10/2023	N	Bend to WOU	\$64.00	Yes	\$48.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Meals Request					\$288.00

Document: I0559126 Multiple: Invoice Type: Direct Pay Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold: Start Over

INVOICE ACCOUNTING DISTRIBUTION Insert Delete Copy Filter

Document: I0559126	Transaction Date: 02/03/2023
Vendor: V000 [REDACTED] Darby, Charlotte A.	Commodity Record Count: 1
<input type="checkbox"/> Vendor Hold	Accounting Record Count: 1
Item: [REDACTED]	Currency Code: [REDACTED]
Commodity: DOCUMENT ACCTG DISTRIBUTION	

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	E	23	BAO901	001001	303100	39415	61050			

1 of 1 Per Page Record 1 of 1

Bank: B1 General Suspense Checking	Income Type: NA	
Commodity	%	Accounting
Approved	288.00	288.00
Discount	0.00	0.00
Additional	0.00	0.00
Tax	0.00	0.00
Net		288.00
NSF Override: N	Suspense: N	NSF Suspense: N

Click on the Next Section button (arrow down located on the bottom left-hand corner on your screen). This will take you to the BALANCING COMPLETION screen. It will only take you here if your Commodity amounts and your Accounting amounts are the same.

ellucian Invoice/Credit Memo FAAINVE 9.3.23.E (WOUPRD) ADD RETRIEVE RELATED TOOLS

Document: I0559126 Multiple: Invoice Type: Direct Pay Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold: Start Over

▼ BALANCING COMPLETION Insert Delete Copy Filter

	Input	Exchange Rate	Converted	
Amount	<input type="text" value="288.00"/>	<input type="text"/>	<input type="text"/>	
Amount Type	Header	Commodity	Accounting	Status
Approved	<input type="text" value="288.00"/>	<input type="text" value="288.00"/>	<input type="text" value="288.00"/>	<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

SAVE

If it doesn't take you to this screen you will need to figure out where the mistake is at.

Now you will need to fill/write in the invoice description, the Invoice # (I#), your initials, and the date on your Travel Advance Meals form. The I# is located towards the top left of the form just to the right of the word Document.

Now you will click on the Complete button.

**Vendor INV Standard Naming Convention in Banner:	TAM Bend OR 3/6-10/23
Invoice#:	I0559988
Created by / Date:	cd 2/3/23
**PMT Due Date:	2/27/2023

<i>Charlotte Darby</i>		<i>2-3-23</i>
CLAIMANT (Printed Name)	Signature	Date
<i>Aaron White</i>		<i>2-2-23</i>
BUDGET AUTHORITY (Printed Name)	Signature	Date

2/3/2023

Document: I0559126 Multiple: Invoice Type: Direct Pay Vendor: V000 [REDACTED] Darby, Charlotte A. Vendor Hold:

Start Over

BALANCING COMPLETION Insert Delete Copy Filter

	Input	Exchange Rate	Converted	
Amount	288.00			
Amount Type	Header	Commodity	Accounting	Status
Approved	288.00	288.00	288.00	BALANCED
Discount	0.00	0.00	0.00	BALANCED
Tax				
Additional	0.00	0.00	0.00	BALANCED

Complete In Process

Now your Travel Advance Meal form and all of the supporting documents need to be scanned into DocStar for indexing. See the instructions for DocStar if needed for this process.