

ACCOUNTS PAYABLE QUICK STEPS

Direct Invoice Quick Steps [FAAINVE]

ACTION	KEYSTROKE	NOTES
Access FAAINVE		Tab to move between fields
Skip Document field	Tab	Banner will supply number
Enter "D"	D	To select Direct Pay
Enter Vendor code	Enter or Search List of Values	Required field
Access Invoice Credit Memo Window	Next Block	
Enter Date		Enter date of vendor invoice
Enter Transaction Date	T for Today	Or enter specific date
Skip Sequence and Discount	Tab + Tab	Banner will assign sequence
Enter Payment Due Date		Required field
Enter Bank Code	SS	
Enter Vendor Invoice Number		From the Vendor's Invoice
Enter Return Code	Use Options menu	If applicable
Access Accounting Window	NEXT BLOCK	
Enter Commodity Code	Select from List of Values	
Enter Amount	Free form	
Enter FOAPAL	Enter or Search from List of Values	Required Fields
Enter Amount	Free form	Required Fields
Access Completion	Next Block	
Complete Invoice	Click Complete	Note Number from Hint Line

Encumbrance Invoice Quick Steps [FAAINVE]

ACTION	KEYSTROKE	NOTES
Access FAAINVE		Tab to move between fields
Skip Document field	Tab	Banner supply Invoice Number
Enter General Encumbrance	G	To select General Encumbrance
Enter Vendor Code	Search List of Values	May default from Original Encumbrance
Access Invoice Credit Memo Window	NEXT BLOCK	
Skip Sequence and Discount	Tab + Tab	Banner will assign Sequence
Enter Payment Due Date		Required field
Enter Bank Code	SS	
Enter Vendor Invoice Number		From the Vendor's Invoice
Enter Return Code	Use Options menu	If applicable
Access Accounting Window	NEXT BLOCK	
Enter Commodity Code	Select from List of Values	
Enter Amount	Free form	
Mark Final Indicator	Check Box	If final invoice for encumbrance
Access Completion	Next Block	
Complete Invoice	Click Complete	Note Number from Hint Line

Multiple Invoice Quick Steps [FAAINVE]

ACTION	KEYSTROKE	NOTES
Access FAAINVE		Tab to move between fields
Skip Document field	Tab	Banner supply Invoice Number
Check Multiple	Check box	To mark for Multiple Invoice
Enter "D"	D	To select Direct Pay
Enter Vendor code	Enter or Search List of Values	Required field
Access Invoice Credit Memo Window	Next Block	
Enter Date		Enter date of vendor invoice
Enter Transaction Date	T for Today	Or enter specific date
Skip Sequence and Discount	Tab + Tab	Banner will assign sequence
Enter Payment Due Date		Required field
Enter Bank Code	SS	
Enter Return Code	Use Options menu	If applicable
Access Vendor Invoice Consolidation Window	NEXT BLOCK	
Enter Vendor Invoice Number	Free form	Number from Vendor Invoice
Enter Invoice Date	"DD-MMM-YYYY" format	Date from Vendor Invoice
Access Commodity Block	NEXT BLOCK	
Enter Commodity Code	Enter or Search List of Values	
Enter Amount	Free form	
Access Invoice Header	Previous Block	To enter the additional Vendor Invoices
Access Commodity Block	Next Record	
Enter Commodity Code	Enter or Search List of Values	
Enter Amount	Free form	
Access Accounting Distribution	NEXT BLOCK	When finished entering Invoices
Enter FOAPAL	Enter or Search from List of Values	Required Fields
Enter Amount	Free form	Required Fields
Access Completion	Next Block	
Complete JV	Click Complete	Note Number from Hint Line

Credit Memo Quick Steps [FAAINVE]

ACTION	KEYSTROKE	NOTES
Access FAAINVE		Tab to move between fields
Skip Document field	Tab	Banner will supply number
Enter "D"	D	To select Direct Pay
Enter Vendor code	Enter or Search List of Values	Required field
Access Invoice Credit Memo Window	Next Block	
Enter Date		Enter date of vendor invoice
Enter Transaction Date	T for Today	Or enter specific date
Skip Sequence and Discount	Tab + Tab	Banner will assign sequence
Enter Payment Due Date		Required field
Enter Bank Code	SS	
Enter Vendor Invoice Number		From the Vendor's Invoice
Check Credit Memo	Check box	To indicate that this is a credit
Enter Return Code	Use Options menu	If applicable
Access Accounting Window	NEXT BLOCK	
Enter Commodity Code	Select from List of Values	
Enter Amount	Free form	
Enter FOAPAL	Enter or Search from List of Values	Required Fields
Enter Amount	Free form	Required Fields
Access Completion	Next Block	
Complete JV	Click Complete	Note Number from Hint Line

Canceling an Invoice Quick Steps [FAAINVD]

ACTION	KEYSTROKE	NOTES
Access FAAINVD		Tab to move between fields
Enter Invoice Document Number	Enter or Select from List of Values	This is the document that you want to cancel
Access Invoice	NEXT BLOCK	
Access Cancel Date	NEXT BLOCK	
Re-establish Payable	Check box	Only to Re-establish Payable
Make Cancellation Permanent	Click icon	To complete cancellation

Query an Vendor Detail History Quick Steps [FAIVNDH]

ACTION	KEYSTROKE	NOTES
Access FAIVNDH		Tab to move between fields
Enter Vendor Code	Enter or Select List of Values	
Execute Query	NEXT BLOCK	
Select Invoice	Click on Invoice Number	
View Invoice details	Options + View Vendor Invoice	
View Commodities	NEXT BLOCK	
Return to Vendor History	Click on X	
Return to Main Menu	Click on X	

Vendor Invoice Query Quick Steps [FAIINVE]

ACTION	KEYSTROKE	NOTES
Access FAIINVE		Tab to move between fields
Enter Invoice Number	Enter or Select List of Values	
Execute Query	NEXT BLOCK	
View Invoice Details	NEXT BLOCK	Or use the Options menu
Return to Main Menu	Click on X	