

South Dakota State Banner System Procurement

**Accounts
Payable
Procedures
Manual**

BHSU DSU NSU SDSMT SDSU USD
SD Schl for the Deaf SD Schl for Blind/Vis Imp

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Smart Coding:

Chart of Account elements are needed to complete Accounts Payable transactions. Many of the Chart elements are “smart” coded meaning that all or part of the element signifies a certain campus or account type. Refer to the Chart of Accounts section of the Finance Module Training Manual for Smart Coding details.

Naming Convention:

Standard naming conventions will be used for imaged accounts payable documents.

- Reference the “Vendor Set-Up Maintenance” section of the Shared Services Accounts Payable procedures manual for the imaged W9 naming convention.
- Naming convention for other accounts payable imaged documents are as follows:

X_MMDDYY_DDD_FML_##

X – Smart Coded Alpha Campus identifier.

MMDDYY – Month, Day and Year documented was imaged.

DDD – Banner Document Type.

FML – First, Middle, and Last initials of individual performing the scanning.

- Sequential number of the scanned batch or document that day.

Creating a Vendor

Responsibility: SD Board of Regents Accounts Payable Center

Timeframe: Initial Set-up and As Needed.

Reference Appendix A – SD Board of Regents Accounts Payable Center – Procedures Manual for further Vendor Set-up and Maintenance process procedures.

The Vendor Maintenance Form (FTMVEND) is used to add, change, or delete vendor information. The following exercise will demonstrate how to create a new vendor.

Note: The Generate ID icon will create either a new vendor or it will launch you into a common matching form, GOAMTCH if common matching is set up at your institution.

Follow these steps to complete the process.

Vendor Maintenance Tab

1. Access the Vendor Maintenance Form (FTMVEND).
2. Enter the vendor number in the **Vendor** field or if common matching is turned off Click the **Generate ID** icon.
3. Standard naming conventions for person and corporation vendor data entry should be followed. Refer to Appendix B for more detail.
4. Perform **Next Block**
5. Enter the date the vendor information is active in the **Start Date** field.
6. Enter a date in the **Termination Date** field, if appropriate.
 - a. If a termination date is entered, the vendor is no longer available in Banner
7. Select the **Address Type Code** field and *1* (one) in the **Sequence Number** field in the **two PO Default** fields in the Address Defaults block .
8. If the billing address is different from the business address, enter a different **Address Type Code** and *1* (one) in the **Sequence Number** field in the two **A/P Defaults**

Note: If you do not assign a Type Code to the **A/P Default** address, SCT Banner will assume the address is the same as the **PO Default** address. Actual addresses will be entered in step 33.

9. Enter a primary contact name in the **Contact** field.
10. Enter the telephone number in the **Phone** field.
11. Select a value for the **Collects Taxes** field.
 - a. The field allows for the calculation and appropriate remittance of tax on purchases to the taxing authority if tax processing is turned on. Because of various tax jurisdictions, SCT Banner allows the user to specify Collects All Taxes for the vendors who collect taxes for which your institution is subject, Collects No Taxes for the vendors who do not collect any taxes, and Collects Selected Taxes for the vendors who collect selected taxes. Collects Selected Taxes allows the user to list the taxes collected in the Taxes Collected window.
12. Click the **Search** icon in the **Owner ID** field to enter a parent corporation.

- a. This field is used when the vendor you are creating is a D/B/A (doing business as), or when the vendor shares a 1099 Tax ID with the parent company.
 - b. The owner ID must have been created previously on the vendor table. If you enter an **Owner ID**, the Tax ID for the parent vendor will default in the Tax ID field on the Vendor Header Additional Information window.
13. Select a discount code in the **Discount Code** field.
 14. Select Text from the **Options** menu.
 15. Click the **Save** icon.
 16. Enter free form text in the **Text** field.
 17. Click the **Save** icon.
 18. Click the **Exit** icon.
- Note: Notice that the **Text Exists** field is now populated with a Y (Yes).

Additional Information Tab

19. Select the Additional Information tab.
 20. Enter the tax id number in the **Tax ID** field.
 - a. If a value is entered here, SCT Banner displays the Tax ID on the Invoice/Credit Memo Form (FAAINVE), which you can override.
 - b. If you do not enter a **Tax ID** here, you can enter the ID on an individual invoice.
 21. Double-click on the **Income Type** field, and select an income type.
 - a. SCT Banner requires you to enter an **Income Type** when a Tax ID is entered.
 - b. This identifies the income classification for 1099 reporting.
 22. Enter the withholding percentage for federal in the **Federal Withholding** field.
 - a. SD currently doesn't withhold federal taxes
 23. Enter the withholding percentage for the state in the **State Withholding** field.
 - a. Withholdings deduct the appropriate amount from the vendor's check and create a liability for the remittance to the taxing authority. (Tax processing does not need to be turned on.) Before using the withholding fields, be sure to specify the liability account as a Posting Modifier for the G010 process code in Rule Classes "DDWI – Federal Withholding," "DTWI - State Withholding," "CDWI – Federal Withholding on Cancel Check" and "CTWI – State Withholding on Cancel Check."
 24. Enter the proper Currency code if this is a foreign vendor or disbursing agent in the **Base Currency** field.
 - a. Banner will not print checks in a foreign currency. SD will leave blank.
 25. Enter the Name Type from the drop down box if applicable
 26. Enter the SSN/SIN/TIN number if this vendor is a non-1099 vendor
 27. Select the **Domestic**, **Foreign**, or **None** radio buttons that describes the Carrier.
 28. Select the **In State**, **Out of State**, or **None** radio button as the State Indicator that describes the vendor.
 29. Select a payment option in the **Invoice Grouping** field.
- Note: The valid choices are **One invoice per check** or **Many invoices per check**.

- a. In the batch process, if Many invoices per check is marked, you can not override and have one invoice per check for that single check in the batch process.
30. Select Yes in the E-Procurement Vendor field to allow this vendor to exist in the E-Procurement System
31. Click the **Save** icon.
32. Click the **Exit** icon.

Vendor Types Tab

33. Select the Vendor Types tab.
34. Double-click in the **Code** field, and select all vendor types that apply.
 - a. The Vendor Type List (FTVVVTYP) gives a view of the available user-defined types.
35. Click the **Save** icon.

Address Tab

36. Select the Address tab.
37. Enter or edit the address in the **Address** field.

Tip: Clicking the **Search** icon in the **Zip or Postal Code** field, and selecting a zip or postal code from GTVZIPC will automatically populate the **City**, **State**, and **Zip or Postal Code** fields.
38. Enter or edit the city in the **City** field.
39. Double-click in the **State or Province** field, and select a state.
40. Click the **Search** icon in the **Zip or Postal Code** field, and select a zip or postal code.
41. Double-click in the **Phone Type** field, and select a type from the list.
42. Enter or edit a phone number.
 - a. Do not enter dashes in the phone number.
43. Enter a source if applicable
44. Enter Delivery Point if applicable
45. Enter Correction Digit if applicable
46. Enter a Carrier Route if applicable
47. Enter a Registration Number if applicable
48. Perform an **Insert Record** function to enter a second address.

Warning: If using the same type code, enter 2 in the **Sequence Number** field.
49. Click the **Save** icon.
50. Click the **Exit** icon.

Taxes Collected Tab

51. Select the Taxes Collected tab
 - a. Use the Taxes Collected tab of the Vendor Maintenance Form to establish tax collection data for a vendor. You can only access this window when you define a vendor that *Collects Selected Taxes* in the main window. Then you collect taxes, the system uses the set of records that you enter to calculate the total tax due on transactions that involve this vendor.
52. Select a tax in the **Tax Code** field.

53. Enter a date in the **Effective Date** field.
54. Click the **Save** icon.

Creating a New Person

Responsibility: Human Resources

Timeframe: Initial set-up and as needed.

The Identification Forms (xxxIDEN where xxx could be SPA, PPA, FOI) provides an entry into the SCT Banner system. It generates a unique ID number for each individual. The ID number and name are the minimum requirements to **Save** the record on the system. The Identification Form shares data with all SCT Banner forms, and can be updated.

In any xxxIDEN form, when you add a new person to the system, you can also add biographic/demographic data

Follow these steps to generate a new person record.

1. Access the Identification Form (xxxIDEN).

If the Banner ID is known, enter the ID, select next block and verify you have the correct record.

If the Banner ID is not known, a **THOROUGH SEARCH must be performed when searching for a record**, to avoid duplication, and ensure the proper information is being viewed and/or updated.

There are multiple steps to follow to search for records. They are outlined below:

1. Using the Alternate ID Search Form (GUIALTI)

The Alternate ID Search enables a user to search for a person based on a current ID, an Alternate ID, a social insurance number and/or name.

To execute an Alternate ID and/or Name Search from any xxxIDEN form:

1. In the ID field in the Key Block, click the Search button at the end of the Key Block field
2. Click the Alternate ID Search link in the Option List
3. Enter the parameters you require for your search
 - a. Enter the SSN and execute query
 - i. If the record you are querying for displays, double click on the row of the ID you are searching for
 - ii. If the record you are querying for does not display, perform the next search
 - b. Enter the last name, first name or partial last name, first name by using a wildcard (%) and execute query
 - i. If the record you are querying for displays, double click on the row of the ID you are searching for
 - ii. If the record you are querying for does not display, perform the next search

Criteria Example

Banner searches are “string searches”. This means that Banner will search for the combination of letters

entered on the search query in the order they are entered.

A search on “Mitchell” in the Last Name field will not yield “Mitchel” or “Michell”, even though the name sounds the same - because the combination of letters is different.

Banner displays names using an ASCII-standard, not strictly alphabetical sort. In an ASCII sort. “Blank” comes before punctuation and symbols such as “hyphen” which comes before Uppercase letters “A” which come before Lowercase letters “a”.

Van Eyck then Van-Eyck then VanEyck
Van Eyck then Van-Eyck then VanEyck then
VanHorn then
Vaneyck then Vanhorn

Wildcard:

To perform a “wildcard” search, use the “%” symbol. This option is used for unknown parts of a name. Type the parts of the name that are known and enter “%” on the parts of the name which are unknown.

Search Criteria with Wildcard Results

To find all names that begin with James enter “James%” James, Jameson, and James-Tyler etc.

To find all names that end with son enter “%son” Peterson, Ferguson, Wilson, and Richardson-Bison, but not Richardson-Dixon etc.

To find all names that begin with the letter S enter “S%” Samual, Seiver, Smith, Spencer etc.

Use the wildcard when unsure of the spelling. To find all names that have Sm as the first two characters and th as the last two characters enter “Sm%th” Smarth, Smeath, Smith, Smyth etc.

Use the wildcard when unsure of the entire spelling of a name. And in most cases it is best to turn the case sensitivity OFF. To find McDonald you should may have to use multiple searches.

mc%onald
mac%onald

To execute a Soundex Search

If you do not know the spelling of the name you are looking for, you can use a “Soundex” search. Soundex searches are NOT case sensitive. BE CAREFUL with the Soundex search - it is not 100% reliable. For example, entering “Thomson” will not return “Thompson”, because the Soundex assumes that the “p” is pronounced.

1. In the ID field in the Key Block, click the Search button at the end of the Key Block field
 2. Click the Person Search link in the Option List
 - a. In the Person Search Form (SOAIDEN) click the Exit button once
- OR
- Press Ctrl Q to cancel any query.
3. In the Options menu click the Search Using ‘Sounds Like’ option.
 4. In either field (last or first name) type in your search criteria (it is NOT case sensitive).
 5. Press the Execute Query button
- OR
- Press F8
- Search Criteria Results

If you are looking for someone whose name could be “Thomas”, “Tomes” or “Tomas” enter “tomas” in the Soundex block
T’Ang, Tamaki, Tamas, Tames, Tamko, Tanaka, Tang, Tank,
Thomaiois, Thomas,
Thommes, Thoms, Tomaz etc.

Note: If a person has any former names, they will be found with the Banner name search, and the Chg flag on the right side of the screen will be marked N to indicate the name has changed. The most current name will have a blank in the Chg field. If you select a “former” name to work with, the most current name will appear in the key block of your screen.

2. Using Common Matching (GOAMTCH)

- a. Select the **Generate ID** function.
 - i. When you click the **Generate ID** icon, a more detailed form will open so that you can enter information about the new employee. The word “Generated” defaults to the **ID** field. This does not change until the record is **Saved**.
- b. Select a matching source in the **Matching Source** field from the dropdown list.
- c. Enter the person’s last name in the **Last Name** field.
 - i. Enter the name with upper/lower case mix
 - ii. Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
 - iii. If only an initial is used for a legal first or middle name, do not follow the initial with a “.”.

- iv. Apostrophes may be used in such names as O'Leary, O'Connor, etc.
 - v. The period is not used, not even in an abbreviation in a person's name.
 - vi. Commas, the pound sign (#), and the percent sign (%) are never used.
 - vii. Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested
 - viii. Refer to the Data Standards for abbreviations and/or if the name is too long for the field
- d. Enter the person's first name in the **First Name** field.
- i. Enter the name with upper/lower case mix
 - ii. Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
 - iii. If only an initial is used for a legal first or middle name, do not follow the initial with a ".".
 - iv. Apostrophes may be used in such names as O'Leary, O'Connor, etc.
 - v. The period is not used, not even in an abbreviation in a person's name.
 - vi. Commas, the pound sign (#), and the percent sign (%) are never used.
 - vii. Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested
- e. Optional - enter the person's middle name in the **Middle Name** field.
- f. Double-click in the **Address Type** field and select the code identifying the type of address.
- i. For HR addresses, enter PR Permanent, MA Mailing and IN Institutional
 - ii. For Finance related addresses, enter PR – permanent or IN - institutional
 - iii. For Grant addresses, enter BI for Billing and BU for Business for agencies and agency contacts.
 - iv. The Institutional address is utilized for the dual purpose of routing items on campus as well as to campus. This address should reflect the employee's actual working location. For example, if the employee is an extension agent located in Buffalo, the address would be Buffalo, SD. If the employee works in the Biology Department on a campus, the address will be the particular room and building he is working in.

The institutional address (address type of IN), will be structured in the following format:

Line 1: Building and Room Number
Line 2: Department/Physical Location
Line 3: Central Mailing where the Post office would mail if mailing to your campus.

Examples:

Line 1: Administration Building 301
Line 2: Payroll - Box 2201
Line 3: University Station

Line 1: Lowry Hall 106
Line 2: Computing Services
Line 3: 820 N Washington

- g. Enter the employee's address in the **Address** field.
 - i. Address Line 1 is required.
 - ii. Do not use punctuation when entering the address.
 - iii. SD will use the 911 addresses when available. The 911 address is the proper mailing address provided by your local postal carrier. It contains a physical street address rather than a RR or HC. The use of this mailing address will ensure proper delivery of parcels to the recipient.
 - 1. If the address has a PO Box and a street address, enter the PO Box address on the 2nd line and the street address on the 1st line.
- h. Enter the city associated with the address in the **City** field.
 - i. For countries besides Canada and Mexico, enter the province/state (if any) with the City and leave State blank.
- i. Double-click the **State or Province** field and select the state or province code.
- j. Enter the zip code in the **ZIP or Postal Code** field (excluding foreign zips except for Canada & Mexico).
 - i. You may also double-click the **ZIP or Postal Code** field and select the zip/postal code associated with the address. A search function is available.
 - ii. Enter the Zip code in the Zip code field and city, state and county will automatically be filled. Check the city/state/county/zip information that's returned for validity.
- k. Optional – double-click the **County** field and select and return the county associated with the address.
- l. Enter the employee's social security number in the **SSN/SFN/TFN** field.
- m. Enter the employee's date of birth in the **Birth Date** fields.
 - i. The fields appear in Day/Month/Year order. Be careful to enter the day prior to the month.

- n. Select the employee's gender in the **Gender** field.
 - o. Double-click the **E-mail Type** field and select an E-mail type code.
 - i. For HR, enter the university defined e-mail address
 - ii. For Finance, enter the e-mail type of PRI
 - iii. Grants will not be entering e-mail addresses
 - iv. PRI email addresses will be used for employee reimbursement direct deposit notifications.
 - p. Enter the person's email address in the **E-mail** field.
 - q. Double-click the **Telephone Type** field and select a telephone type.
 - i. For HR and Finance, enter PR Permanent & IN Institutional
 - ii. Grants will not be entering telephone numbers
 - r. Enter the employee's phone number in the **Area Code/Phone Number/Extension** field.
 - s. Click the **Duplicate Check** icon.
 - i. If no matches are found, click **Yes** to create a new record.
 - ii. If a potential match is found, verify the correct record, click **Update** to update the record.
 - t. Click **OK**.
2. Optional - enter a prefix (Ms., Mrs., Miss, Mr., Dr., Rev., Admr.) in the **Prefix** field.
 3. Optional - enter a suffix (M.D., Jr.) in the **Suffix** field.
 4. Optional – enter the person's preferred first name in the **Preferred First Name** field.
 - a. The **Preferred First Name** field does not print or display or any other form or report but can be built into reports through customizations.
 5. Not Required– enter the person's full legal name in the **Full Legal Name** field.
 - a. SD will not be utilizing this field at this time.
 6. Click the **Save** icon.
 7. Complete the process
 - a. Review the new record and add more information
 - i. Select the desired tab.
 8. Exit this form. Click the Close **X** icon.

Enter Alternate Identification Information

The Alternate Identification tab is used to enter a current, previous or alternate name for a person. This is helpful when you need to record name changes associated with marriages or divorces.

Note: You can enter multiple alternative identifications for a person but you cannot delete an alternative identification once it is saved in SCT Banner.

Follow the steps below to enter alternate identification information.

1. Access the **Alternate Identification** tab.
2. Do not enter the name type code from the **Name Type** drop-down list.
 - a. Reserved for future use

3. Select the change type code from the **Change Type** drop-down list.
4. Enter an alternate name for the person, such as a maiden name, in the **Last Name** field.
 - a. Enter the name with upper/lower case mix
 - b. Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
 - c. If only an initial is used for a legal first or middle name, do not follow the initial with a “.”.
 - d. Apostrophes may be used in such names as O'Leary, O'Connor, etc.
 - e. The period is not used, not even in an abbreviation in a person's name.
 - f. Commas, the pound sign (#), and the percent sign (%) are never used.
 - g. Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested
 - h. Refer to the Data Standards for abbreviations and/or if the name is too long for the field
5. Enter the person's first name in the **First Name** field.
6. Optional - enter the person's middle name in the **Middle Name** field.
7. Click the **Save** icon.
 - a. When a name is changed on a xxxIDEN form, the alternate name field will be populated automatically in SCT Banner.
8. Select another tab to continue adding information or Click the **Exit** icon.

Enter Address Information

The Address Information tab allows you to enter or update an address. You can add details such as delivery points or carrier routes. Some persons may have more than one address, such as a Mailing address and a Business address. These are referred to as Address Types. It is important that each address be entered with the appropriate Address Type. You can add multiple addresses via the Address tab.

Follow the steps below to update address information.

1. Access the **Address Information** tab.
2. Optional – enter dates in the **From** and **To** fields indicating when the person started living at that address. The **From** field defaults to the current day.
3. If the address is no longer active, select the **Inactive** field.
4. Double-click in the **Address Type** field and select the code identifying the type of address.
 - i. For HR addresses, enter PR Permanent, MA Mailing and IN Institutional
 - ii. For Finance addresses, enter PR Permanent and IN Institutional.
 - iii. For Grant addresses, enter BI for Billing and BU for Business for agencies and agency contacts.
 - iv. The Institutional address is utilized for the dual purpose of routing items on campus as well as to campus. This address should reflect the employee's actual working location.

For example, if the employee is an extension agent located in Buffalo, the address would be Buffalo, SD. If the employee works in the Biology Department on a campus, the address will be the particular room and building he is working in.

The institutional address (address type of IN), will be structured in the following format:

Line 1: Building and Room Number
Line 2: Department/Physical Location
Line 3: Central Mailing where the Post office would mail if mailing to your campus.

Examples:

Line 1: Administration Building 301
Line 2: Payroll - Box 2201
Line 3: University Station

Line 1: Lowry Hall 106
Line 2: Computing Services
Line 3: 820 N Washington

5. Enter the address in the **Address** field.
 - a. Address Line 1 is required.
 - b. Do not use punctuation when entering the address.
 - c. SD will use the 911 addresses when available. The 911 address is the proper mailing address provided by your local postal carrier. It contains a physical street address rather than a RR or HC. The use of this mailing address will ensure proper delivery of parcels to the recipient.
 - i. If the address has a PO Box and a street address, enter the PO Box address on the 2nd line and the street address on the 1st line.
6. Enter the city associated with the address in the **City** field.
 - a. For countries besides Canada and Mexico, enter the province/state (if any) with the City and leave State blank.
7. Double-click the **State or Province** field and select the state or province code.
8. Enter the zip code in the **ZIP or Postal Code** field.
 - a. You may also double-click the **ZIP or Postal Code** field and select the zip/postal code associated with the address. A search function is available.
 - b. Enter the Zip code in the Zip code field and city, state and county will automatically be filled. Check the city/state/county/zip information that's returned for validity.
9. Optional – double-click the **County** field and select and return the county associated with the address.
10. Optional- Do NOT enter “157” in the **Nation** field for the United States of America.

- a. You can also double-click the **Nation** field and select the country code associated with the address.
 - b. This is only required if the State/Province field is not complete.
11. Click the **Save** icon.
 12. Select another tab to continue adding information or Click the **Exit** icon.

Enter Telephone Information

The Telephone tab allows you to add details regarding a person's phone number and add comments. It automatically records the activity date when you save the record.

Follow the steps below to enter current identification information.

1. Access the Identification Form (xxxIDEN).
2. Double-click the **Telephone Type** field and select a telephone type.
 - a. For Finance, enter the telephone type for PR- Permanent and IN - Institutional
 - b. Grants will not be entering telephone numbers
3. Enter the employee's phone number in the **Telephone** field.
4. Click the **Primary** checkbox if this is the person's primary phone number.
5. Click the **Save** icon.
6. Select another tab to continue adding information or Click the **Exit** icon.

Enter Biographical Information

The Biographical tab on the Identification Form (xxxIDEN) is used to enter biographic and demographic information for a person/employee. Many of the fields such as, Date of Birth, Gender, and Citizenship are required for IPEDS reporting.

You can select the Confidential option to mark this information as confidential. This tab is also to record an employee's death.

Follow these steps to add biographical information.

1. Access the **Biographical** tab.
2. Click the **Confidential** checkbox to mark this information as confidential.
 - a. The **Confidentiality Indicator** field is for reporting purposes only. If it is checked, it is displayed on the Letter Generation window.
 - b. It has no effect on Web for Employees data.
3. Add or edit the gender, birth date, and SSN/SIN/TIN information, if needed. The person's age will be automatically calculated.
 - a. If you have already entered this information when you generated a new person record in a xxxIDEN form, the information will appear on this tab. You can edit this information here.
4. Add or edit Male or Female.
 - a. The gender of an employee should not be Unavailable.
5. Add or enter a birthdate, if provided.
6. Double-click the **Citizenship** field and select a Citizen Type code.

7. Double-click the **Ethnicity** field and select an Ethnic Code.
8. Optional – double-click the **Marital Status** field and select a Marital Status code.
9. Optional – double-click the **Religion** field and select a Religion code.
10. Optional – double-click the **Legacy** field and select a Legacy code.
 - a. This code is normally used for Alumni purposes; however, Human Resources could use it to identify any relatives working at the institution.
11. Enter the file number in the **Veteran File Number** field, if the person is a veteran.
12. Double-click the **Veteran Category** field and select a valid code if the person is a veteran.
13. Check the **Special Disabled Veteran** field if the person is a veteran and disabled.
 - a. A special disabled veteran is either of the following:
 - i. A veteran who is entitled to compensation (or who would be but for the receipt of military retired pay) under laws administered by the Department of Veteran Affairs for a disability (i) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 of Title 38, who has been determined under Section 1506 of Title 38, U.S, to have a serious employment handicap.
 - ii. A veteran who was discharged or released from active duty because of a service-connected disability.
14. Enter the date on which the individual separated or was discharged from active military duty in the **Active Duty Separation Date** field.
 - a. This date is used to classify veterans under the *newly separated veterans' category* on the VETS-100 reports whose active duty separation date falls within the VETS reporting period.
15. Click the **Save** icon.
16. Select another tab to continue adding information or Click the **Exit** icon.

Enter E-mail Information

The E-mail tab allows you to add details regarding a person's e-mail information and add comments. It automatically records the activity date when you save the record.

Follow the steps below to enter e-mail information.

1. Click the **E-mail** tab.
2. Select an E-mail type in the **E-mail Type** field.
 - i. For HR, enter the university defined e-mail address
 - ii. For Finance, use the PRI e-mail type.
 - iii. Grants will not be entering telephone numbers
 - iv. PRI email addresses will be used for employee reimbursement direct deposit notifications.
3. Enter the employee's e-mail address in the **E-mail address** field.
4. Click the **Preferred** checkbox if this is the person's preferred e-mail address.
5. Click the **Save** icon.
6. Select another tab to continue adding information or Click the **Exit** icon.

Maintaining Discount Terms

Responsibility: Purchasing

Timeframe: As needed

Since discount terms are rarely granted to vendors and standard for the state is net 30, it is anticipated at this time that there will be no changes to the Banner standard delivered terms as follows:

- 10 Net 30
- Net 10 Days
- 2% 10 Days Net 30
- Net 30 Days

In the rare case that there are additions, changes or terminations of the Banner delivered vendor discount terms, use the Discount Terms Maintenance Form (FTMDISC) to add, change, or terminate vendor discount codes.

Follow these steps to complete the process.

1. Access the Discount Terms Maintenance Form (FTMDISC).
2. Select **Next Record** from the **Discount Code** field to navigate through the discount codes in your system or request a list of codes by clicking the List button to open the Discount Terms List (FTVDISC).
 - a. A set of standard discount codes are delivered with Banner.
3. Select Insert Record from the **Discount Code** field to add a new record.
4. Enter the new discount code desired in the **Discount Code** field.
5. Enter a description of the discount terms with the vendor in the **Description** field.
6. Enter *Y* (Yes) otherwise enter *N* (No) in the **Month End Discount** field if the discount is valid through the end of the month.
7. Enter the number of days within which the discount may be taken in the **Discount Days** field.
8. Enter in the **Net Days** field the number of days within which payment is due to the vendor.
 - a. This value is used by the system to calculate the payment due date for an invoice.
9. Enter the percentage of the discount allowed by the vendor in the **Percent** field.
10. Enter the date on which the discount is to come into effect in the **Effective Date** field.
11. Click the **Save** icon.
12. Click the **Exit** icon.

Creating Tax Rate Codes

Responsibility: Not Applicable

Timeframe:

South Dakota Board of Regents will not establish tax rate codes in Banner since it is a tax exempt entity.

Maintaining Sales/Use Tax Groups

Responsibility: Not Applicable

Timeframe:

South Dakota Board of Regents will not need to create Sales/Use Tax Groups since Tax Rate Codes will not be used.

Setting Up the Automated Clearing House (ACH) Process

Responsibility: SD Board of Regents Accounts Payable Center

Timeframe: Initial Set-up and On-going Maintenance

The Automated Clearing House (ACH) process enables payment to vendors, students, and employees using direct deposit transactions rather than checks. All of the forms, processes, and reports that are needed are listed in the pages that follow.

Bank Code Rules

The Bank Code Rules Form (GXR BANK) is used to create bank code records for an organization's bank accounts. It is also used to link bank funds and bank accounts with cash accounts.

Bank Code Query

This form lists bank code records by COA, bank code, account name, status, and effective date.

Direct Deposit Recipient Form

GXADIRD identifies the recipient of direct deposit payments; it specifies the bank and bank account where recipient has requested money to be deposited; it creates the detail records in the direct deposit file that is sent to the bank/clearinghouse. You can choose A/P or Payroll or both for ACH payment, depending on your Banner user roles.

Bank Routing Number Validation

This form displays recipient bank routing information, including name of bank, routing number, and activity date.

User Profile Maintenance

If the ACH override option is checked, a user can indicate that an ACH vendor will not receive a payment via the ACH.

Invoice Maintenance

The ACH indicator shows if a vendor has direct deposit status; if *Y (Yes)* and the user ID has override capability, the box can be unchecked.

Detail Code Control (Finance or Student)

TFADETC (Finance) Detail Code Control Form

TSADETC (Student) Detail Code Control Form

The Direct Deposit Refund status is indicated on this form.

Invoice Selection Report

This report lists invoices to be paid via check or direct deposit.

Batch Check Print

This form is used to define the mode of payment - check, direct deposit, or both.

Check Selection Process

This process selects items for payment by check or direct deposit.

Check Print Process

This process prints checks using FAABATC or FAAONLC to specify parameters.

Check Register Process

This process generates a hard copy report after running FABCHKP.

Check Accounting Process

This process creates accounting transactions for payments made by check or direct deposit using FABCHKS. The posting process FGRACTG must follow.

Direct Deposit File Creation Process

This process creates a file of direct deposit transactions to send to the bank/clearinghouse for U.S. organizations.

Canadian Direct Deposit File Process

This process creates a file of direct deposit transactions to send to the bank/clearinghouse for Canadian organizations.

Direct Deposit Remittance Advice Report

This report provides a list of direct deposit remittance advices and can be sent to the party receiving payment by direct deposit.

Direct Deposit Transmittal Register Report

This report displays a listing of summary control totals for transactions contained in the Direct Deposit file. This register should be sent to the bank/clearinghouse along with the Direct Deposit file.

Purchase Card Processing

Responsibility: Not Applicable. Purchase Card Processing functionality will not be utilized by South Dakota Board of Regents at initial July 1, 2006 implementation.

Timeframe:

SCT Banner offers a Purchase Card processing feature. This feature permits the upload of monthly charge information from your bank card vendor(s) directly to Banner. This information is then verified and converted to temporary invoice records for review by a designated account manager. When approved, these temporary invoices are converted to actual Banner invoices for posting/processing.

Purchase Card manual

Refer to the separate Purchase Card manual for further details on this feature when functionality is planned to be implemented.

Accounts Payable Process Overview

The stages of the process are described in this table.

Stage	Description
Vendor Sends Invoice	
1	Vendor send invoice for payment to:
1.a	* Shared Services Center (SDSU) when PO issued (regular invoices).
1.b	* Campus or BOR when no PO issued (direct invoices).
Regular Invoices	
2	Shared Services enters invoice into system
3	Error budget mode checking helps ensure funds are available
4	System performs match on PO and Receiver
5	State Auditors Office provides on-line approval if General Funds
Direct Invoices	
5	Vendor record established if not already available
6	Departmental approval and FOPAL coding obtained
7	Invoiced entered into system
8	Accounts Payable Supervisor provides on-line approval
9	Error budget mode checking helps ensure funds are available
10	State Auditors Office provides on-line approval if General Funds
Payment	
11	Shared Services initiates system process to batch payable invoices for daily check run
12	Checks printed at SDSU and direct deposit transactions are generated
13	Checks sent to vendors or campuses as applicable
Accounts Payable Management Reports	
14	Invoice Aging Report (FARIAGE) – modified for campus reporting.
15	Open Invoice Report (FAROINV) – report by fund type or range of funds.
16	Invoices Awaiting Receiver (FARIREC) – modified for campus reporting.
17	Invoice Selection (FARINVS) – shared services for check printing.
18	Check Register (FARCHKR) – modified for campus reporting.
19	Cash Requirements (FARCSHR) – modified for campus reporting.
20	Vendor History (FARVHST) – modified for campus reporting.

Invoice/Credit Memo Overview

Invoices are of three kinds.

Direct Pay Invoices are stand-alone documents, unrelated to any Purchase Order or encumbrance.

Regular Invoices are invoices that liquidate, wholly or partially, a Purchase Order (created in FPAPURR).

General Encumbrance Invoices are invoices that liquidate, wholly or partially, a General Encumbrance document (created in FGAENCB).

The Invoice/Credit Memo Form (FAAINVE) is used to create invoices and credit memos.

The **Multiple** option on the FAAINVE form permits you to associate multiple *vendor* invoices with a single *Banner* invoice. When the **Multiple** switch is turned on, the Vendor Invoice Consolidation Form (FACICON), will be called up from the FAAINVE form. This form is slightly different in format and navigation than the FAAINVE form.

Creating a Regular Invoice

Responsibility: SD Board of Regents Accounts Payable Center

Timeframe: Daily

Reference Appendix A – SD Board of Regents Accounts Payable Center – Procedures Manual for further Regular Invoice process procedures.

The table provides an overview of items that appear on the FAINVE form.

Item	Description
Document	Tab through this field to allow system generation of the document number.
Multiple	Checkbox used to turn on or off vendor invoice consolidation (VIC) functionality. If you want to assign multiple vendor invoice numbers to a Banner invoice, select this checkbox.
Invoice Type	Pull-down list which allows you to create Regular, Direct Pay, and General Encumbrance invoices and credit memos.

Follow these steps to create a regular invoice.

1. Access the Invoice/Credit Memo Form (FAAINVE).
2. Tab through **Document** field for system generated document number.
3. Select the **Multiple** checkbox if you want to assign multiple vendor invoice numbers to an SCT Banner invoice.
 - a. The key block dynamically redisplay and the **Select PO Items** and **Invoice All** fields, which are no longer valid, will not appear.
 - b. You cannot process a standing purchase order while using the VIC functionality.
4. Enter the purchase order number in the **Purchase Order** field to roll a previously completed, approved, and posted purchase order into the invoice.
 - a. You can also query the existing purchase orders. You can only reference one SCT Banner Finance purchase order number (a “P” number) per SCT Banner accounts payable invoice number (an “I” number).
 - b. The **Vendor** field is automatically populated from the purchase order.
5. Enter *Y* (Yes) in the **Select PO Items** field if you only want to select specific commodity items.
6. Perform a **Next Block** function to access the Invoice/Credit Memo PO Selection Form (FAQINVP).
7. Enter *Y* (Yes) in the **Invoice All** field if you want to select all the commodities.
8. Perform a **Next Block** function to access the Invoice/Credit Memo Header window.

Follow these steps to continue the process.

Note: The Invoice/Credit Memo PO Selection Form (FAQINVP) is opened if you performed a **Next Block** function after entering *Y* in the **Select PO Items** field.

1. Go to the Commodity block to select specific commodity items.
2. Click the **Add** checkbox next to each commodity item you want to select for invoicing.
 - a. You can also select all the commodities by clicking in the **Invoice All** field in the header block.
3. Click the **Save** icon.
4. Click the **Exit** icon to access the Invoice/Credit Memo Header window.

Invoice/Credit Memo Header window fields

The table shows fields and checkboxes you should know when completing the procedure that follows.

Field or Checkbox	Description
Invoice Date and Transaction	Display the system date, but can be overridden. Invoice date should be the date on the vendor's invoice whereas the transaction date should be the date the transaction is entered (system generated).
Document Accounting	Checkbox that indicates whether document level accounting is activated. If checked, it is activated and cannot be changed.
Address Code, Sequence Number, Address, and Discount Code	Fields that are populated from the Vendor Table (FTMVEND). You can also override these fields. 1099 Tax ID Field that is populated from the Vendor Maintenance Form (FTMVEND). Ensure correct remit to (RT) address is being used.
Vendor Invoice Number	A required field when processing a VIC document, but it is entered on the Vendor Invoice Consolidation Form (FACICON).

Invoice/Credit Memo Header window

Follow these steps to continue the process.

Note: All of the header information is populated from a purchase order for a Regular invoice.

1. Do you want the payment for this Check to be paid to a vendor other than the vendor listed in the **Vendor** field?
 - a. If yes, enter that vendor's ID code in the **Check Vendor** field.
2. Enter the payment due date in the **Payment Due** field (required field).
3. Enter a valid **Bank** code – this should always be 'SS' (required field).
4. If you are using the vendor invoice consolidation (VIC) functionality, the **Vendor Invoice Number** field will automatically display MULTIPLE, and cannot be updated.
 - a. Performing a **Next Block** function will take you to the Vendor Invoice Consolidation Form (FACICON), if using VIC functionality.

5. If you are not using VIC functionality, enter the vendor's invoice number in the **Vendor Invoice Number** field in order to perform duplicate checking. If a vendor invoice number is not on the vendors document then the user must enter a unique invoice number. An example would be using a combination of a description and the date. Anything that will assist the vendor in applying the payment correctly as this information will be printed on the check stub. This procedure should be established by each University
6. Check the **1099 Vendor** checkbox if you want to include this invoice in 1099 reporting.
7. Perform a **Next Block** function.

Commodity Information-Regular window fields

The table shows fields and descriptions you should know when completing the procedure that follows.

Field	Description
Commodity, Description, and U/M	Note that this form displays the updated Commodity code overwritten description, if one exists. This allows you to see information when both the Commodity code as well as a specific description other than the description stored in the table have been entered.
Quantity and Unit Price	If you are processing a standing purchase order, there are no Quantity and Unit Price fields. The Amount column is required and is particularly helpful when processing payments for services rather than goods ordered in a quantity.
Ordered	Displays the amount ordered on the purchase order.
Prev Invc	Displays the amount of all completed and approved invoices that have been posted so far.
Accepted	Value in this field reflects the net amount of goods received less rejected through the receiving process. It is also possible to enter the quantity that has been accepted here instead of in Receiving depending on institutional policies.
Approved	The value in this field designates the quantity for which the enterprise is paying with this invoice.
Approved Extended Price	Amount in this field is the value of the Accepted Quantity field times the value of the Unit Price field, which is calculated

	and not updateable.
Discount Amount	Field that is updateable if a Discount code has not been entered on the header of the document.
Additional Amount	Allows for the entry of a positive or negative number as required
Tax Amount	Calculated based on the Tax Group entered and the Approved Extended Price . Note: For taxes to be calculated an institution would have to setup the tax process. This is generally not used in Universities in the United States.
Net	Displays the calculation of the Discount Amount, Additional Amount, and Tax Amount fields.
Total Override	Permits you to approve any overage amount by commodity in the invoice if you have authority on the FOMPROF form.
Hold	Places a payment hold on this commodity until released through the Payment Control Form (FAAPAYC).
Final Payment Indicator	Displays <i>F</i> if you are paying all goods through the Approved field. If not, this field remains blank, designating partial payment. If left as <i>F</i> the Purchase Order will be fully liquidated and marked as Closed.
Last Receiver	Displays the status of the last receiver, if one has been entered. It will display <i>F</i> if it has been marked final. It will display <i>P</i> if it has been marked as partial, allowing additional items to be received. This field will allow someone processing the payment to make a more informed decision about whether the Final Payment Ind field should be marked <i>F</i> (Final) or <i>P</i> (Partial).
Suspense	A <i>Y</i> (Yes) in the Suspense field indicates the document cannot be completed at this time.
Access Completion	The Access Completion checkbox gives you the option to move directly to the document completion process so you do not have to enter accounting data. When you first enter the Commodity Information

	<p>window, you cannot access the Access Completion field until accounting records exist for the commodity.</p> <p>When accounting records exist, this field is checked. If you change the commodity record and perform a Next Block function, Banner navigates to the Balancing Completion window.</p>
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Commodity Information-Regular window

Follow these steps to continue the process. Review the tables on the previous pages as necessary.

1. Perform a **Next Block** function or select Commodity Information from the **Options** menu to access the Commodity Information-Regular window.
 - a. Commodity information is populated from the originating purchase order based on the settings of the **Select PO Items** and **Invoice All** fields in the key block.
2. The **Commodity**, **Description**, and **U/M** fields are populated from the purchase order.
 - a. If you click the **Add** checkbox, this will create a commodity on the Commodity Maintenance Form (FTMCOMM).
 - b. This form displays the updated Commodity code overwritten description, if one exists.
 - c. This allows you to see information when both the Commodity code, as well as a specific description other than the description stored in the table, have been entered.
3. The commodity quantity information is displayed from the purchase order and the receiving document. Banner updates the **Accepted**, **Invoiced**, and **Approved** fields.
4. Since receiving process is turned, the **Quantity** of goods that have been accepted should be populated from the receiving function.
5. Enter the number of goods that have been invoiced by the vendor in the **Invoiced** field.
 - a. The **Final Payment Indicator** must be set to **F** for each commodity in order to close (liquidate) that line item of the Purchase Order.
6. If you want to access the Invoice Accounting Distribution window to view the accounting data, or if the Suspense box is Y, remove the check from the **Access Completion** checkbox.

Purchase –Purchase Order Item Text

The Procurement Text Entry Form (FOAPOXT) allows you to review text that has been entered for the purchase order. Modifications or updates are not allowed on this form when called from the Invoice/Credit Memo Form (FAAINVE).

Follow these steps to continue the process.

1. If there is a Y (Yes) in the **Text Exists** field, select Purchase Order Item Text from the **Options** menu.
 - a. This calls the Procurement Text Entry Form (FOAPOXT).
2. Click **Exit** to exit this form and return to the Commodity Information- Regular window of the Invoice/Credit Memo Form (FAAINVE) when you are finished reviewing the information.

Invoice Accounting Distribution Information window

Follow these steps to continue the process.

1. Select Accounting Information from the **Options** menu to navigate to the Invoice Accounting Distribution Information window.
 - a. The **S for COA, Smart coded fund, Smart coded Orgn, Acct, Prog, Location** (if applicable) and **Accounting** fields are populated from the purchase order for a Regular Invoice type.
 - b. The commodity totals are populated from the Commodity Information-Regular window.
 - c. The Bank and Income type are populated from the Invoice header.

Balancing/Completion window

Follow these steps to complete the process.

1. Once all vendor invoice and accounting information has been entered, you may complete the document.
 - a. Select Balancing/Completion from the **Options** menu to navigate to the Balancing Completion window.
 - b. This window displays summary information.
2. Are all the appropriate levels balanced?
 - a. If yes, complete the invoice by clicking **Complete**.

Consolidating Vendor Invoices

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As needed.

If you are using the vendor invoice consolidation (VIC) functionality, vendor invoice numbers must be entered on the Vendor Invoice Consolidation Form (FACICON). Performing a **Next Block** function from the Invoice/Credit Memo Header window will take you to this form.

Also, reference Finance Module Training Manual for Direct Invoice – Consolidating Vendor Invoices procedures.

FACICON form fields

The table shows fields and descriptions you should know when completing the procedure that follows.

Field	Description
Vendor Invoice Date	Field that is automatically populated by the system but you can change it.
Invoice All	Function that is only available when processing a Regular pay invoice, and allows you to select all items on a purchase order for a specific vendor invoice to be paid by this Banner invoice.
Vendor Invoice Total	Field that keeps a running total of the specific vendor invoice you are currently working on.
Document	Field that displays the Banner Finance accounts payable invoice number (an “I” number) that has been generated by this process.
Document Total	Field that displays the document total of all vendor invoices entered so far for the entire Banner invoice document (“I” number), not just one specific vendor invoice.
PO Number	Field that is populated only when processing a Regular pay invoice, and displays the Banner Finance purchase order number (a “P” number) that is referenced. You can only reference one Banner Finance purchase order number per Banner accounts payable invoice number (an “I” number), even when using the VIC functionality.
Counter	Function which shows which vendor invoice number you are on, based on the

	total number of vendor invoices entered. If only one vendor invoice number has been entered, this will display <i>1 of 1</i> .
Accepted Quantity	Field that may be entered, or if online receiving is being used, the field will display the value received to date.
U/M (Unit of Measure)	Field that automatically populates from the purchase order.
Unit Price	Field that can be updated.
Approved Amount	Field value is the value of the Accepted Quantity field times the value of the Unit Price field, which is calculated and not updateable.
Ordered, Previous Invoiced, and Currently Invoiced	Fields that are helpful when making a decision about what amounts should be approved for payment.
Ordered	Field that displays the amount ordered on the purchase order.
Previously Invoiced	Field that displays the amount of all completed and approved invoices that have been posted so far.
Currently Invoiced	Field that shows the amount that exists on the current invoice, or Banner Finance Accounts Payable document ("T" number) that you are processing at this time.
Tolerance Override	Field that allows you to enter a tolerance override when using invoicing tolerances.
Discount Amount	Field that is updateable if a Discount code has not been entered on the header of the document.
Tax Group	Field populated from the purchase order, but can be updated here.
Tax Amount	Field calculated based on the Tax Group entered and the Approved Amount .
Net Amount	Field that displays the calculation of the Discount Amount, Tax Group, and Tax Amount fields.

Follow these steps to complete the process. Review the tables on the previous pages as necessary.

1. Enter a specific vendor invoice number in the **Vendor Invoice** field on the Vendor Invoice Consolidation Form (FACICON).
2. Perform a **Next Block** function to select the items you want to include in your payment.
3. Select the items by clicking on the appropriate **Add** checkbox.

- Note: If you uncheck an **Add** checkbox, the item would be deselected from the invoice, and any information previously entered for that item will be lost.
4. As you perform a **Next Field** function (or Tab) through the fields, they will automatically update.
 5. The **Approved Quantity** field is required, and must be populated with a value equal to or greater than one (1).
Note: As you continue to navigate through the fields, the **Final Payment** indicator is displayed.
 6. Do you want to mark this for final payment?
 - a. If yes, enter *F* in the field.
Notes: The **Last Receiver** indicator will display *F* if the receiver has been marked final, or *P* if it has not. You can see the cumulative totals in the Vendor Invoice Total Amounts block. This displays the total **Approved, Discount, Additional, Tax Amount**, and **Net Amount** for all items entered for this selected vendor invoice.
 7. Do you want to enter another vendor invoice?
 - a. If yes, perform a **Previous Block** function to go back to the Vendor Invoice Information block.
 8. Perform a **Next Record** function to insert a new vendor invoice, and fill in the required information of vendor invoice number and date.
 9. Perform a **Next Block** function to select the items to include on the vendor invoice.
Note: Once all vendor invoice and accounting information has been entered, you may complete the document.

Balancing/Completion window

Follow these steps to complete the process.

1. Select Balancing/Completion from the **Options** menu to access the Balancing Completion window.
Note: This window displays summary information.
2. Complete the invoice by clicking **Complete** if all the appropriate levels are balanced.

Returning to an Incomplete Invoice/Credit Memo

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: On-going

Follow these steps to return to an incomplete invoice/credit memo.

1. Click the **In Process** button if you want to exit the document and complete it at a later date.
2. Go to the key block of FAAINVE and enter the document number to complete the document.

Note: The document header information displays.

Complete/In Process window

1. Select Complete/In Process from the **Options** menu to complete the document.
Note: Upon completion, the document is rolled back to the key block. Notice that the document number generated is displayed in the Auto-Hint Help line, and allows you to track what number was generated. Banner forwards this document to the approval and/or posting process.

Creating Direct Pay and General Encumbrance Invoices

Responsibility: Universities, Special Schools and Board of Regents Office Campuses and Board of Regents Office

Timeframe: Daily

Direct Invoices are stand alone documents, unrelated to any Purchase Order or encumbrance.

General Encumbrance Invoices liquidate, wholly or partially a General Encumbrance document.

Reference the Finance Module Training Manual for data entry procedures for the following transactions:

- Direct Invoices
- Encumbrance invoices

Also, reference the Accounts Payable Shared Services Procedures Manual for processing 1099 transactions. Please note to enter multiple commodities or accounting distributions, this can be performed through the insert record function on those related forms.

If a vendor invoice number is not on the vendors document then the user must enter a unique invoice number. An example would be using a combination of a description and the date. Anything that will assist the vendor in applying the payment correctly as this information will be printed on the check stub. A procedure should be developed by each University, Special School and Board of Regents Office.

Establishing a Recurring Invoice

Establish a recurring invoice on the Invoice/Credit Memo Form (FAAINVE) by selecting the Recurring check box in the Document Indicators Window. Once you establish the recurring invoice, you must defined the submission schedule and maximum submissions on FAARUIV. If you do not define the submission schedule, then the Batch Check process (FABCHKS) will never select the Invoice for payment. Note: If you pay an on-line check against a recurring invoice, the **Next Submission Date** and **Submissions to Date** fields are not updated.

Creating a Credit Memo

Responsibility: Universities, Special Schools and Board of Regents Office

Timeframe: Daily

An invoice becomes a credit memo if you check the **Credit Memo** box in the Document Indicators window. This reverses postings for this invoice. Follow these steps to create a credit memo.

Reference the Finance Module Training Manual for Credit Memo data entry procedures.

Entering a One-Time Vendor

Responsibility: Universities, Special Schools and Board of Regents Office

Timeframe: Daily

Most invoices use a vendor that has already been entered on the Vendor Maintenance Form (FTMVEND). FTMVEND allows you to maintain recurring vendor information. However, you can enter a one-time vendor on the Invoice/Credit Memo Form (FAAINVE) without an existing vendor ID number. Banner requires the vendor's address, but does not keep a vendor history for this vendor.

One-time vendors cannot collect selected taxes, be paid in foreign currency, or be paid as a 1099 vendor. Do not attempt to use multiple invoice functionality when using a one-time vendor

Follow these steps to enter a one-time vendor.

1. Access the Invoice/Credit Memo Form (FAAINVE).
2. Complete the required information for the type of invoice you are creating.
3. Leave the **Vendor** field blank and go to the **Vendor Name** field and enter the vendor name to indicate a one-time vendor.
 - a. The absence of a code in the **Vendor** field signals FAAINVE to handle all the updates and restrictions appropriately.
4. Perform a **Next Block** function to access the Invoice/Credit Memo Header window.
5. Go to the **Check Vendor Address** fields.
6. Enter the check vendor's address information.
 - a. All remaining windows for one-time vendors are the same as the corresponding windows for Regular invoices.

Canceling an Invoice

Responsibility: Universities, Special Schools and Board of Regents Office Shared Services, Campuses, and Board of Regents Office

Timeframe: As Needed

Use the Invoice/Credit Memo Cancel Form (FAAINVD) to cancel invoice/credit memos that have been completed, approved, and posted within the Accounts Payable module. Cancellation will effectively reverse the posting of the original invoice.

Reference the Finance Module Training Manual for Cancelling an Invoice or Credit Memo document data entry procedures.

Querying Invoices/Credit Memos

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As Needed

Once you complete and approve an invoice, you cannot query the information from the Invoice/Credit Memo Form (FAAINVE). Instead, use the Invoice/Credit Memo Query Form (FAIINVE). This form can also be used to query invoice forms that are still In Process.

Reference the Finance Module Training Manual for Querying Invoices/Credit Memo procedures.

Querying Non-Vendor Invoice Consolidation Invoices

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As Needed

Follow these steps to query non-vendor invoice consolidation (VIC) invoices. In this window, vendor address information is displayed.

1. Perform a **Next Block** function to go to the Commodity Information – Regular window if the document you are querying does not use the vendor invoice consolidation (VIC) functionality.
 - a. The Invoice/Credit Memo Inquiry Form (FAIINVE) provides the Commodity code overridden description functionality, and displays the information as entered on the purchase order. However, it does not provide the Original Commodity Description pop-up window as in the requisition, purchase order, and change order forms.
 - b. If you are querying a standing purchase order, the **Quantity** and **Unit Price** fields have been replaced with the **Amount** field, since a standing order only uses an amount.
 - c. The **Last Receiver** field stores the status of either “F” for final or “P” for Partial payment, which was the status when the invoice was completed.
2. Review the purchase order item text by selecting Purchase Order Item Text from the **Options** menu.
 - a. This opens the Procurement Text Entry Form (FOAPOXT), and allows you to review text that has been entered on the purchase order.
3. Click **Exit** to exit this form and return to the Commodity Information- Regular window when you are finished reviewing the information.
4. Perform a **Next Block** function from the Commodity Information – Regular window or select Accounting Information from the **Options** menu to display the Invoice Accounting Distribution window.
 - a. In this window, you can review the accounting distribution (the FOAPALs charged) information.
5. Perform a **Next Block** function from the Accounting Distribution Information window, or click Balancing/Completion from the **Options** menu to access the Balancing/Completion window.
 - a. Here you can see the totals of the documents and whether they are balanced. You cannot complete the document from this block, as this is an inquiry form and not an entry form. If you wanted to complete this document, you must access it through the Invoice/Credit Memo Form (FAAINVE).
6. Click the **Exit** icon when finished with your query.

Querying Vendor Invoice Consolidation Invoices

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As Needed

Follow these steps to query vendor invoice consolidation (VIC) invoices.

1. Perform a **Next Block** function to go to the Vendor Invoice Consolidation window.
 - a. If the document you are querying was entered using VIC functionality, the **Vendor Invoice** field on the Invoice/Credit Memo Header window will display MULTIPLE.
2. Perform a **Next Block** function to move to the Commodity block.
 - a. The first block displays information regarding the vendor invoice, such as the vendor invoice number and vendor invoice date.
 - b. Once in the Commodity block of the Vendor Invoice Consolidation window, you can use the Tab key, or **Next Field** function to navigate through the various fields in the scroll block.
3. Tab through the fields to review information in the **Accepted Quantity, Approved Quantity, U/M (Unit of Measure), Unit Price, Approved Amounts, Final Pay** indicator, **Last Receiver** indicator, **Tolerance Override** indicator, **Discount Amount, Additional Amount, Tax Group, Tax Amount, and Net Amount** fields.
 - a. The Vendor Invoice Total Amounts displayed at the bottom of the form provide a summary of all information entered in the Commodity block.
4. Perform a **Previous Block** function from the Commodity block to access the Vendor Invoice block.
5. Perform a **Next Record** function to scroll down to the next vendor invoice that has been entered.
 - a. You can use this function to review all vendor invoices or to find a specific vendor invoice to review.
6. Perform a **Next Block** function to navigate to the Commodity block and review the information once you find the vendor invoice that you want to review.
 - a. All remaining windows are the same as when querying a non-VIC Invoice.
7. Click the **Exit** icon when finished with your query.

Querying Vendor Detail History

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As needed

The Vendor Detail History Form (FAIVNDH) and the Vendor Invoice Query Form (FAIVINV) can both be used to retrieve invoice information by vendor, and be the vendor's invoice number.

If the vendor consolidation (FACICON) option has been used, then there can be several vendor invoices per Banner Finance Accounts Payable document (or "I" number). These forms identify all vendor invoices associated with the queried vendor.

Follow these steps to view vendor invoices using FAIVNDH.

1. Access the Vendor Detail History Form (FAIVNDH).
2. Enter a Vendor code in the **Vendor** field or click the **Search** icon to retrieve an existing vendor.
3. Choose a **Selection** type.
4. Enter the **Fiscal Year** in FAIVNDH.
5. Perform a **Next Block** function.
 - a. All invoices associated with the selected vendor will display. The **VIC Indicator** on the FAIVNDH form indicates a *Y* (Yes) if there are multiple vendor invoices associated with the Banner invoice.
6. Click the **Exit** icon when finished viewing all of the information.

Note: To perform an extended search, perform Enter Query. In the Block Query/Where enter SQL syntax for the search such as order by: asc or desc and Execute Query.

Follow these steps to view invoices using the Vendor Invoice Query Form (FAIVINV).

1. Access the Vendor Invoice Query Form (FAIVINV).
2. Enter a Vendor code in the **Vendor** field or click the **Search** icon to retrieve an existing vendor.
3. Perform a **Next Block** function.
4. Click the **Exit** icon when finished viewing all of the associated information.

Invoice/Credit Memo List

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As needed.

Follow these steps to produce a list of invoices/credit memos that are open, paid, suspense or hold:

1. Access Invoice/Credit Memo List (FAIINVL) form
2. Select one of 4 options
 - a. Open
 - b. Paid
 - c. Suspense
 - d. Hold
3. Select **Next Block**

Receiving/Matching Status & Detail Status Query

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As needed

1. Access Receiving/Matching Status Query (FAIIREC) form or (FPIIREC)
2. Enter the Vendor or Select them from the drop down menu
3. Select **Next Block**

Vendor List

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As needed

Query on vendor name to find vendors available in Banner.

1. Access Vendor List (FOIVEND) form

Vendor History Query

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As needed.

1. Access Vendor History Query (FAIVHIS) form
2. Enter the Vendor Number or perform a query

Producing Online Checks

Responsibility: Not applicable – this functionality will not be used by South Dakota Board of Regents.

Timeframe:

The Online Check Print Form (FAAONLC) is used for non-batch check print jobs to create the check print parameters for producing a single check from a completed, approved, and posted invoice.

Note: Only one invoice per check may be paid using this option, and that invoice must be created (using FAAINVE) before any check payment is possible.

Running a Batch Check Process

Responsibility: SD Board of Regents Accounts Payable Center

Timeframe: Daily

Reference Appendix A – SD Board of Regents Accounts Payable Center - Procedures Manual for check cycle process instructions for South Dakota Board of Regents.

The Batch Check Print Form (FAABATC) is used to create the check print parameters to select all completed, approved, and posted invoices by bank. Invoices are selected by payment due date, as defined on the Invoice/Credit Memo Form (FAAINVE) or as modified on the Payment Control Form (FAAPAYC).

Before running batches of checks, perform the following three steps to ensure the check run will be correct.

Invoice Selection Report (FARINVS) - This report is run from the Process Submission Control Form (GJAPCTL). It produces a list of open invoices available to be paid for the payment due date indicated in the report parameters.

Payment Control Form (FAAPAYC) - This form allows you to place open invoices on hold to prevent them from being paid on the next check run, even though they fall within the indicated payment due date parameter. You can place an open invoice on hold indefinitely. You may also update the payment due date if necessary.

Cash Requirements Report (FARCSHR) - This report is run from the Process Submission Control Form (GJAPCTL). It shows the amount of cash the organization needs to cover the checks being produced in the check run.

Follow these steps to complete the process.

1. Access the Batch Check Print Form (FAABATC).
2. Enter the bank whose checks SCT Banner will print in this run.
3. Perform a **Next Block** function.
4. Enter the date for the check run.
 - a. SCT Banner compares this date to the payment due dates on the invoices. Banner will attempt to include all invoices with a payment due date up to and including this date.
5. Enter the check number of the next check to be printed in the **Starting Check Number** field.
6. Do you want to print a test pattern?
 - a. If yes, check the Print Test Pattern checkbox.
 - b. If no, leave the checkbox blank.

Note: The **Print Test Pattern** checkbox allows you to print one or more test patterns to ensure the checks are properly aligned. With each test, SCT Banner increments the check number by one to allow for the check it used to print the test pattern.

7. Click the **Save** icon.

Follow these steps to continue the process.

1. If you chose to print a test pattern, SCT Banner displays the message: *Now run rpt (FABCHKKS) to print check.*
2. Click **OK**.
 - a. The Process Submission Control Form (GJAPCTL) appears.
 - i. *FABCHKKS* displays in the **Process** field.
 1. You can run this process more than once, if necessary, for proper check alignment.
3. Exit GJAPCTL once you align the checks.
 - a. SCT Banner returns to FAABATC.
4. Click the **Save** icon to move to the **Print Check** checkbox with the **Print Test Pattern** checkbox blank.
5. Click the **Print** checkbox.
6. Click the **Save** icon.
 - a. SCT Banner displays the message: *Run processes FABCHKKS, FABCHKP, FABCHKR, FABCHKA to print the checks.*
7. Select **OK**.
 - a. GJAPCTL appears. *FABCHKI* displays in the **Process** field.
 - i. Change the process to *FABCHKKS*.
8. Enter *FABCHKP* in the **Process** field on GJAPCTL once SCT Banner runs this process.
 - a. Run this process to print the checks.
 - b. If the check run is not satisfactory, restart the process by going back to FAABATC and starting over.
 - c. Once you enter the Header block, the cursor goes to the **Last GOOD Check Number** field.
9. Enter the number of the last check in this run that printed correctly.
 - a. If no checks printed correctly, enter *NONE* in this field.
10. Enter the next “good” check number in the **RESTART Check Number** field.
11. Run the *FABCHKR* to create a report of the check run if the check run is satisfactory.
12. Click **Exit** to return to FAABATC.
 - a. The cursor is in the **Perform Accounting** checkbox.
13. Check the **Perform Accounting** checkbox.
14. Click the **Save** icon.
 - a. GJAPCTL appears with *FABCHKA* in the **Process** field.

Warning: Do not run *FABCHKA* until you are sure the check run is accurate. You cannot rerun checks after you run *FABCHKA*. If your check run is accurate, run *FABCHKA* to enter the corresponding accounting records into the ledgers. Banner updates the ledgers when you run the next posting (*FGRACTG*).
15. Click **Exit** to return to the Batch Check Print Form (FAABATC) when the batch check run is completed.
16. Click the **Exit** icon.

Printing Output

1. Run the process
2. When the output displays, go to Options -> Show Document (Save and Print File)
 - a. A box will display asking if you wish to continue. Select Yes.
3. File -> Save as -> to a file on your harddrive
 - a. It will be saved as a text file.
4. Go to Word, open the doc
 - a. Tools -> Options -> Record Macro -> Keyboard
 - b. Customize keyboard
 - i. Assign a shortcut name
 - ii. Save and exit
 - c. Page Setup
 - i. Edit -> Select all
 - ii. File -> Page Setup
 1. Margins ->
 - a. .3 for all
 - b. Landscape Mode
 - c. Select OK
 2. Format
 - a. Select Courier New size 8
 - b. Select OK
 - d. Turn off Macro Recorder

Canceling a Previously Issued Check

Responsibility: Shared Services

Timeframe: As needed.

Reference Appendix A – SD Board of Regents Accounts Payable Center - Procedures Manual for check cycle process instructions for South Dakota Board of Regents.

The Check Cancellation Form (FAACHKS) is used to cancel previously issued checks and perform the associated reverse accounting. This form, like the Invoice Cancellation Form (FAAINVD), also gives you the option to reestablish the payable. If the payable is reestablished, then the invoices paid by this cancelled check will all be reopened in an incomplete status, pending your corrections.

Warning: *You* are the only one who can verify whether or not a check is eligible for cancellation. SCT Banner will not permit cancellation of a check that is confirmed as reconciled. However, until final reconciliation, any check can be cancelled. It is important to maintain strict controls on check cancellations.

Follow these steps to complete the process.

1. Access the Check Cancellation Form (FAACHKS).
 2. Enter the check number you want to cancel in the **Check** field.
 3. Enter the Bank code.
 4. Perform a **Next Block** function.
 - a. Vendor and check payment information default into the fields.
 5. Select Accounting Information from the **Options** menu to navigate to the Invoice Accounting window.
 - a. Accounting distributions for the check are displayed.
 6. Select Access Cancel Date from the **Options** menu to navigate to the Cancel Date window.
 - a. The **Cancel Date** field defaults to today's date.
 - b. You can change it to any date greater than the check date and within an open accounting period.
 7. **IF you** wish to print a new check to replace the canceled one then
 - i. check the **Re-establish Payable** box.
 - ii. leave the checkbox blank
 - iii. SCT Banner closes the invoice and reverses the accounting entries.
- Note:** Checks can not be re-established for closed fiscal years.
8. Select Process Cancellation from the **Options** menu to cancel the check.
 9. Click the **Exit** icon.

Check Number Validation

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: As needed.

1. Access Check Number Validation (FTICHKS) form
2. Enter the check number or perform a query

Reconciling Bank Transactions

Responsibility: Not Applicable. This function is performed by the State of South Dakota.

Timeframe:

Paying Accounts Payable Invoices by Check and Direct Deposit

Responsibility: SD Board of Regents Accounts Payable Center

Timeframe: Daily

Reference Appendix A – SD Board of Regents Accounts Payable Center - Procedures Manual for check cycle process instructions for South Dakota Board of Regents.

There are three options for processing checks in the SCT Banner Finance system: by check only, direct deposit only, and direct deposit and check.

To identify which vendor invoices should be paid, you will need to run the Invoice Selection Report (FARINVS). This report provides the payment date and bank code for invoices which have been completed, approved, and posted and have due dates less than or equal to the payment date.

Use the Payment Control Form (FAAPAYC) to place an invoice on “hold,” which will prevent the invoice from being paid on the next check run.

Use the Batch Check Print Form (FAABATC) to select the Bank code that will be the source of the withdrawals.

Check only option

Follow these steps to complete the process for the check only option (without ACH).

1. Run the Invoice Selection Report (FARINVS) to identify which vendor invoices should be paid.
2. Use the Payment Control Form (FAAPAYC) to place an invoice on “hold,” which will prevent the invoice from being paid on the next check run.
3. Use the Batch Check Print Form (FAABATC) to select the Bank code that will be the source of the withdrawals.
4. Perform a **Next Block** function.
5. Click on the **Check** radio button.
Warning: Do not select **Direct Deposit** or **Direct Deposit & Check**.
6. Enter the check date, the check numbers for printing, and print a test pattern for check stock alignment.
7. Click on the **Print Check** checkbox to proceed.

The Batch Check Process (FABCHKS) allows you to select invoices for payment. The system does this by comparing the invoices to be paid to the due date parameters you enter.

8. The Check Print Process (FABCHKP) is used to print the checks.
9. The Check Register Process (FABCHKR) is used to print a register of the checks. This will be your audit trail.
10. The Batch Check Accounting Process (FABCHKA) is used to create the cash disbursement transactions for your accounting ledgers.

11. After you have created the cash disbursements, you can post them to your ledgers by running the Posting Process (FGRACTG). Note: this process may be running in the “sleep/wake” mode and may not be processed separately.

Check only option

Follow these steps to continue the process.

1. Run the Batch Check Process (FABCHKS).
2. Run the Check Print Process (FABCHKP).
3. Run the Check Register Process (FABCHKR).
4. Are you satisfied with the quality and accuracy of the checks printed?
 - a. If yes, proceed to the next step.
 - b. If no, you may rerun the check printing process by restarting the Batch Check Process (FABCHKS).

Note: You may rerun the check printing procedure as many times as needed.

5. Run the Batch Check Accounting Process (FABCHKA) once you are satisfied with your checks.
6. Run the Posting Process (FGRACTG). Note: this process may be running in the “sleep/wake” mode and may not be processed separately.
7. Distribute checks.

The Direct Deposit File Creation Process (FAPDIRD) creates a file containing payment records that conform to NACHA standards.

The Direct Deposit File Register Process (FAPTREG) prints a register of the payments. This will be your audit trail of the direct deposit payments.

To create advices for the payments made via direct deposit, you can run the Batch Direct Deposit Advice Print Process (FARDIRD), and print the advice forms.

Direct deposit only option

Follow these steps to complete the process for the direct deposit only option.

1. Run the Invoice Selection Report (FARINVS) to identify which vendor invoices should be paid.
2. Use the Payment Control Form (FAAPAYC) to place an invoice on “hold.”
3. Use the Batch Check Print Form (FAABATC) to select a bank for payment.
4. Perform a **Next Block** function.
5. Click the **Direct Deposit** radio button.
Warning: Do not select **Check** or **Direct Deposit & Check**.
6. Enter the check (payment) date.
7. Run the Batch Check Process (FABCHKS) to select invoices for payment.
8. Then execute the Direct Deposit File Creation Process (FAPDIRD).
9. Next, run the Direct Deposit File Register Process (FAPTREG).
10. Do you want to create advices for the payments made via direct deposit?
 - a. If yes, run the Batch Direct Deposit Advice Print Process (FARDIRD), and print the advice forms.

Note: You can send these forms as verification of payment to the party who received funds via direct deposit.

11. Are you satisfied with your direct deposit payments?
 - a. If yes, run the Batch Check Accounting Process (FABCHKA) to create the cash disbursement transactions for your accounting ledgers.
12. Post the cash disbursements to your ledgers by running the Posting Process (FGRACTG). Note: this process may be running in the “sleep/wake” mode and may not be necessary to execute separately.
13. Send the direct deposit file to your bank or clearinghouse for processing.
Note: You may want to send the direct deposit file register along with the file.
14. Distribute direct deposit advice forms to the appropriate parties.

Direct deposit and check option

In this procedure, you will make payments using both direct deposits and checks. This option allows you to save time by not having to separately process check and direct deposit payments.

Follow these steps to complete the process for the direct deposit and check option.

1. Run the Invoice Selection Report (FARINVS) to identify which vendor invoices should be paid.
2. Use the Payment Control Form (FAAPAYC) to place an invoice on “hold.”
3. Use the Batch Check Print Form (FAABATC) to select a bank for payment.
4. Perform a **Next Block** function
5. Click the **Direct Deposit & Check** radio button.
Warning: Do not select **Check** or **Direct Deposit**.
6. Enter the check date and the check numbers for printing.
7. Run the Batch Check Process (FABCHKs).
8. Run the FABCHKP process to print the checks.
9. Execute the Direct Deposit File Creation Process (FAPDIRD).
10. Run the Direct Deposit Transmittal Register Process (FAPTREG) to print a register of the payments.
11. If you want to create advices for the payments made via direct deposit, run the Batch Direct Deposit Advice Print Process (FARDIRD).
Note: You can send these forms as verification of payment to the party who received their funds via direct deposit.
12. Are you satisfied with the quality and accuracy of the printed checks and the advice notices?
 - a. If yes, proceed to the next step.
 - b. If no, you may rerun the check printing process by restarting the Batch Check Process (FABCHKs).
Note: If you are not satisfied, you may rerun the check printing procedure as many times as needed.
13. Run the Check Register Process (FABCHKR).
14. Run the Batch Check Accounting Process (FABCHKA) after you are certain that the payments process has been performed correctly.

15. Post the cash disbursements by running the Posting Process (FGRACTG). Note: this process may be running in the “sleep/wake” mode and may not be processed separately.
16. Send the direct deposit file to your bank or clearinghouse for processing.
Note: You may want to send the direct deposit file register along with the file.
17. If you printed direct deposit advice forms, distribute these to the appropriate parties.
18. Distribute checks.

Editing and Printing 1099 Reports

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and Board of Regents Office

Timeframe: Annually

The creation of 1099 Reports is performed by the State.

Reference the Appendix A – SD Board of Regents Accounts Payable Center – Procedures Manual for the Year End 1099 Verification process.

Glossary

Blanket Purchase Order – Does not encumber funds in Banner. Commodities will be assigned quantity and unit prices to them. This type of PO is obsolete and rarely by used by clients since the introduction of the Standing PO.

Commodity level accounting - A way of processing requisitions or purchase orders in which each “line” (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

Document level accounting - A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole document. In other words, several commodities can be charged to one accounting distribution.

Encumbrance - The reserving of funds for a specific purchase. The encumbrance is established when a requisition, general encumbrance or a purchase order is approved. The encumbrance is reduced or eliminated when the requisition is transferred to a purchase order, or when a purchase order or general encumbrance has an invoice approved, or when the encumbrance is cancelled or otherwise liquidated.

Purchase Order - A business document used to request a third party to supply a good or service in return for payment.

Regular Purchase Order – Will encumber funds in Banner. All commodities have quantity and a unit price.

Standing Purchase Order - Will encumber funds in Banner. Commodities have dollar values assigned to them. This type of PO is useful when you are paying for services or travel or any non-quantity based Purchase Order.

Vendor invoice - An itemized list of goods purchased specifying the price and the terms of purchase, from a person or company providing goods or services to your institution. An invoice triggers a check to be produced for the vendor as payment for the goods. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.

Reference the Finance Module Training Manual for further glossary entries.

Appendix A

SD Board of Regents Accounts Payable Center Procedures Manual

I. Process Procedures

Vendor Set-Up and Maintenance:

- The Campus is responsible for obtaining the W9 information for vendors to help ensure timeliness of transaction. A common W-9 form will be used by all campuses. This form will include a request for the vendor to indicate their business classification. Each campus will have their respective return address/phone number information on the W-9.
- The Campus will scan the completed W9 and save the imaged document to a designated folder in Xtender with the naming convention of S_MMDDYY_W9_JMP_01 (initials plus sequence number). The hard copy of the W-9 is filed at the campus.
- A standard “form e-mail” will be established and will be used by campuses to notify SS that a vendor needs to be set up. The standard “form e-mail” will identify the file name of W9 image on shared server and if it is a rush.
- E-mail is sent from campus to a SS “Vendor Maintenance” mailbox and will be monitored timely.
- SS creates vendor in Banner and attaches scanned document(s) within one working day and the campus can check Banner to see if the vendor has been created before the 1 working day timeframe. If an emergency vendor create is needed this should be indicated on the email notification and only that one W-9 in the batch.
- SS will not notify the Campus once the vendor has been created in Banner but rather the Campus can periodically check Banner within the 1 working day timeframe.
- It was agreed that this process can also be used to handle issues with the conversion of the existing vendors from FRS to Banner. Existing W9 at time of conversion will continue to be maintained on the originating campus and will not need to be imaged unless specific changes need to be made and communicated to SS. A second standard email form will be established for campuses to complete for any changes needed to a vendor record. This form will need to be completed for EACH change needed. You may or may not have a new W9 for the change so in some cases you will not have a batch in Xtender to refer to. However, if you do not have a W-9, but you do have back up documentation for the change, you may scan that. The Change Vendor Form will include the following information: File Name of Batch, Vendor Change Rush, Vendor Name, What has Changed (name, address, phone #, fax #, TIN), Old Information and New Information for the change(s), and How the Change was Conveyed (statement, invoice, per phone call, letter, other).
- SS will be writing all checks, including those on general funds, therefore, there is not a need to create the vendor on MSA. The only reason that would warrant a vendor on MSA would be for Purchase Orders issued by the State and this process is expected to change so the general fund POs will be approved by the State in Banner and then actually processed in Banner.
- One-time vendors: As long as One-time Vendor set up guidelines are followed, campuses can create the Vendor in Banner and AP SS does not need to be notified. An example of a One-time vendor is an individual receiving a refund check for a payment made to attend a summer camp. In this case a W-9 would not be requested. Other one-time vendor situations are difficult to identify but can be determined in a case by case basis. Campuses do not need to get approval from AP SS to create a one time vendor.
- Searching by a DBA or Alias: DBAs will be established as Alternate IDs on FOAIDEN. This will allow a user to search by the DBA name or the Legal Name. Aliases will be stored

in a translation table (GORNPNM) and Common Matching (GOAMTCH) will be used if trying to search by an Alias. The reason for the difference is that an Alias is technically not another name for the business but rather a way someone might try to search for something. Therefore, the Aliases are not stored under Alternate IDs. For example, Hewlett Packard is the Legal Name but a user may try to search by HP. HP will be set up as an Alias on the translation table and common matching would lead the user to the Hewlett Packard record. **This solution does not allow Higher Markets to search by DBAs and Aliases. This issue is being forwarded to SCT and HM by the Purchasing Module.**

Direct Pay Invoice Process

- Campuses are responsible for canceling an invoice before it is approved for check processing.
- The actual invoice date from the vendors invoice document should be indicated on FAAINVE, if terms are to be calculated or if this is to be used as a reference point when discussing invoices with the vendor, rather than the default date of the current date.
- If a Vendor Account number exists, the user will enter this information on FOATEXT on FAAINVE. The Institution and Department Name will also be entered on the same line as the Account number. Intellectcheck will give instructions for what Line Number to be entered to enable this information to be printed on the check stub.
- If a campus needs a check returned, the user will enter the campus code plus RN in the Carrier Route field under Additional Information on the FAAINVE Invoice Header. Example, 03RN. The user must also change the Grouping to One Invoice per Check, under View Document Indicators.
- Travel Vouchers will be processed as a direct pay invoice. The detail of the trip and the traveler's signature are still required, therefore the travel detail voucher, with physical signatures, along with the travel receipts, will be scanned and attached to the Banner invoice transaction.

Regular Pay Invoice Process – PO Payments:

- Invoices from purchase orders will be sent directly to SS from the vendor.
- If invoices are erroneously sent to the campus rather than SS or if there are situations where the packing slip is the invoice, then these will be imaged and an email sent to SS to view and attach to the Regular Pay Invoice OR simply fax the invoice to SS (but not both).
- Once the invoice is received, SS will enter the invoice into the system and prepare for payment within 2 working days. This timeframe will be reviewed after 2 months and adjusted if determined feasible. SS is not able to establish a service level agreement for the time the invoice is entered to the time the check is generated as this will depend on the receipting and matching process which will be done at the campus level. The invoice will be entered within 2 working days so as long as the receipting has been done and they match, then the check will be generated the day after the invoice has been entered.
- The vendor invoice is scanned and attached to the Banner Regular Pay invoice transaction.
- After SS creates the Regular Pay Invoice it is either sent directly to the payment queue or if on general funds is sent to the Auditor's Office for approval before payment.
- **Control Reports** - Campuses will need to assist with the management of the payment of these invoices by reviewing the following reports: Invoice Aging Report (FARIAGE) – to be modified to report by campus. Open Invoice Report (FAROINV) – can report by fund type or range of funds. Invoices Awaiting Receiver Report (FARIREC) – to be modified to report by campus.
- **End of the Year Spend Out Concerns** - To handle concerns with end of the year spend out, the AP SS Workgroup will establish common cutoff dates for end of the year processing for purchases related to all local and state Purchase Orders. These dates will be determined by the AP SS Workgroup and approved by the Finance Module by March 1, 2007. All Direct Pay Invoice spend out issues will be controlled at the campus level.

The AP SS Center will run a report for each campus showing their open POs. These reports will be run after the established cutoff dates for campuses to audit and take action on if

needed. Campuses will review their report of open POs and communicate with the AP SS Center, within a designated time period, the following for each PO:

- If an invoice is received for the PO by the end of the FY, go ahead and process for payment OR
- If an invoice is received for the PO, forward to the campus to determine Funds OR
- If an invoice is received for the PO, hold for payment until the next FY
- **Tolerance Levels for PO-Invoice Differences** - Purchasing is recommending a 0 tolerance level for cost and 10% on quantity. This will need to be tested and a determination made if the invoice and the receipting do not match, who will monitor the reports and make the adjustments. The SS Workgroup is anticipating that the Purchasing Buyer will need to monitor this for the POs they are responsible for and make the necessary inquiries and adjustments. This will need to be discussed and tested with the Purchasing Module.

Check Cycle:

- **Timing** - Checks will be cut daily based on payment date. Initially, until SS has a better handle on the time involved to process the check cycle will begin at 8:00 am each day. Therefore, all invoices that are in the system by 8:00 am, a check cycle will begin Monday – Friday for those checks. Checks will be sorted, printed, folded and inserted in envelopes, special handling checks pulled out and processed, and all checks brought to Central Mail by 3:30. This can be reevaluated after 1 month and adjusted if feasible to allow for campuses to have until 10:00 am, for example, to allow for same day check writing.
- The check process is as follows: (**Copy in procedures from Procedures manual and from Intellectcheck manual**)
 - Run jobs in Banner: FARINVS, FAABATC, FABCHKS, FABCHKP
 - Run the following using Intellectcheck: Process Pending
 - Run jobs in Banner: FABCHKR, FABCHKA, FGRACTG
- **Special Handling** - Checks will be sent to vendors directly from AP SS except if the campus has specifically requested special handling. Campuses will indicate if a check needs to be returned or needs an enclosure by use of the Carrier Route field on the FAAINVE form. The Carrier Route field is found when you are on the Invoice/Credit Memo Header in FAAINVE, then Options, and Additional Information. A user would enter ENCL if an enclosure was needed with the check or 08RT if the check needs to be returned to DSU, for example. We will use the campus identifier as the leading characters so the returns will sort properly and can be returned to the campus. **An issue with this solution is a user can not view the Carrier Route field when performing a query on the invoice.**

If a check needs to be returned to the campus, the user must also indicate the need for a separate check. From FAAINVE Invoice Header, access Options and then View Document Indicators. Change the Grouping field to 1 Invoice per check.

- **Enclosures** - The need for enclosures and returns will be the exception, otherwise efficiencies of SS will be lost. Only enclosures absolutely necessary, such as registration forms, will be included with checks and not simply a remittance stub that is available with the vendors invoice. Adequate information will be included on the check stub. And likewise for returns, it will only be those checks that need to be hand delivered.

Option 2. Campus indicates on FAAINVE that the check needs to be returned to the campus in the Carrier Route field, for example 08RT. SS sorts the checks so these returned checks print first and SS returns the check to the campus to include the enclosure with the check.

- **Vendor Account Number** - There is a need to enter the campuses or departments Account Number with a vendor and there is only a Vendor Invoice field on FAAINVE. If we will not be including remittance stubs, we need the Invoice Number and the Account Number to print on the check, in certain cases, so the payment is applied correctly by the vendor. The only

workable solution discovered is to use FOATEXT on FAAINVE. The user would access FOATEXT and type in the vendors account number, check the print box and enter a line number. This will enable the information to be printed on the check stub in the Account Number column. We are also recommending the campus and department name also be entered on the same line as the Account # so it prints in the Account Number/Department column on check stub.

- Employees - Employee travel and reimbursements will be paid through ACH.
- Student Refunds –This may be a short term issue with electronic student refunds soon to be implemented. For now, in order to eliminate the need for campuses to synchronize the check cycle process, AP SS will print the student refund checks for all campuses and overnight mail them back to the campus.
- Emergency/Manual Checks – It is anticipated with a daily check cycle the need for emergency checks will be greatly reduced. If needed, the campus will use their remaining current O&M check stock (approved by State Auditor’s Office) to manually type the check and then forward the information needed for entry in Banner (a form will be developed) to SS for entry by the next day.

1099 Transactions and Processing

- 1099 vendors will be identified on the vendor file, FTMVEND based on the information from the W-9. Invoice transactions will default to 1099 vendor on FAAINVE if the vendor is a 1099 vendor. If the nature of the transaction is not 1099 reportable then the 1099 check box should be unchecked on the specific transaction when preparing. The final campus A/P approval of invoice transactions, before they are sent to the auditor’s office or to the check writing process, must also include the responsibility of reviewing if the transaction is a 1099 reportable item and ensuring this is reflected on FAAINVE.
- Two separate Direct Pay Invoices need to be created on FAAINVE for a vendor invoice that may require splitting so part is 1099 reportable and part is non 1099 reportable. For example, if a vendor invoice is for rental of a meeting room and for food, this needs to be split so the rental portion of the invoice will have the 1099 Vendor box checked (if a 1099 vendor) and the second invoice for the food will not have the 1099 Vendor box checked. Use an alpha character rather than comma or special character if necessary to split into separate invoice transaction for reportable/non-reportable transactions. For example, if an invoice needs to be split, the first transaction will use the invoice #a and the second transaction will be invoice #b.
- End of the year 1099 verification will be a shared process which will require cooperation between campuses and SS to complete. SS will coordinate the process, initiate report processes, and set deadlines for completion. Campuses will review/verify 1099 information and SS will assist campuses in resolving issues where needed. The AP SS Workgroup will establish a detailed process and deadlines by October 1, 2006. Campuses will be responsible for educating their users to indicate whether the transaction is 1099 reportable or non 1099 reportable at the time of invoice entry. And Campus AP Offices will be responsible to audit this before the invoice is approved. AP SS will be responsible for indicating if Regular Pay Invoice transactions are 1099 reportable, based on the PO Account code. End of the year reports will be needed to verify Direct and Regular Invoice transactions are correct, based on Account Codes.

Name and Address Data Standards

NAME AND ADDRESS DATA STANDARDS (Adapted from *Name and Address Data Entry Standards* written by Nancy Koehler, Wittenberg University.)

USPS Postal Abbreviation Standards can be viewed at

http://www.usps.com/ncsc/lookups/usps_abbreviations.htm. These are the standard abbreviations. Their use is defined in the SCT/Banner System documentation.

The purpose of name and address data standards is to create some continuity between each institution and the different modules in SCT/Banner.

Data Standard Rules for United States Addresses

- A. Do not use punctuation in any address. The postal sorting computers cannot read punctuation.
- B. SD will use the 911 addresses when available. The 911 address is the proper mailing address provided by your local postal carrier. It contains a physical street address rather than a RR or HC. The use of this mailing address will ensure proper delivery of parcels to the recipient. If not available, always abbreviate the following Rural/Post Office Box Addressing:

Rural Route	RR 3 Box 10
Highway Contract Route	HC 2 Box 10
Post Office Box	PO Box 184

- C. The following standard abbreviations of certain Directionals, Secondary Address Unit Indicators and Street Designators can be used when entering addresses:

Directionals:

East – E	South – S
North – N	Southeast – SE
Northeast – NE	Southwest – SW
Northwest – NW	West – W

Secondary Address Unit Indicators:

Apartment – Apt	Floor – Fl
Building – Bldg	Room – Rm
Department – Dept	Suite – Ste

Street Designators (Suffixes):

Alley – Aly	Bend – Bnd	Bridge – Brg
Annex – Anx	Bluff – Blf	Brook – Brk
Arcade – Arc	Bottom – Btm	Burg – Bg
Avenue – Ave	Boulevard –	Bypass – Byp
Bayou – Byu	Blvd	Camp – Cp
Beach – Bch	Branch – Br	Canyon – Cyn

Cape – Cpe
Causeway –
Cswy
Center – Ctr
Circle – Cir
Cliffs – Clfs
Club – Clb
Corner – Cor
Corners – Cors
Course – Crse
Court – Ct
Courts – Cts
Cove – Cv
Creek – Crk
Crescent – Cres
Crossing – Xing
Dale – Dl
Dam – Dm
Divide – Dv
Drive – Dr
Estates – Est
Expressway –
Expy
Extension – Ext
Fall – Fall
Falls – Fls
Ferry – Fry
Field – Fld
Fields – Flds
Flats – Flt
Ford – Frd
Forest – Frst
Forge – Frg
Fork – Frk
Forks – Frks
Fort – Ft
Freeway – Fwy
Gardens – Gdns
Gateway – Gtwy
Glen – Gln
Green – Grn
Grove – Grv
Harbor – Hbr
Haven – Hvn
Heights – Hts
Highway – Hwy

Hill – Hl
Hills – Hls
Hollow – Holw
Inlet – Inlt
Island – Is
Islands – Iss
Isle – Isle
Junction – Jct
Key – Ky
Knolls – Knls
Lake – Lk
Lakes – Lks
Landing – Lndg
Lane – Ln
Light – Lgt
Loaf – Lf
Locks – Lcks
Lodge – Ldg
Loop – Loop
Mall – Mall
Manor – Mnr
Meadows –
Mdws
Mill – Ml
Mills – Mls
Mission – Msn
Mount – Mt
Mountain – Mtn
Neck – Nck
Orchard – Orch
Oval – Oval
Park – Park
Parkway – Pky
Pass – Pass
Path – Path
Pike – Pike
Pines – Pnes
Place – Pl
Plain – Pln
Plains – Plns
Plaza – Plz
Point – Pt
Port – Prt
Prairie – Pr
Radial – Radl
Ranch – Rnch

Rapids – Rpds
Rest – Rst
Ridge – Rdg
River – Riv
Road – Rd
Row – Row
Run – Run
Shoal – Shl
Shoals – Shls
Shore – Shr
Shores – Shrs
Spring – Spg
Springs – Spgs
Spur – Spur
Square – Sq
Station – Sta
Stravenue – Stra
Stream – Strm
Street – St
Summit – Smt
Terrace – Ter
Trace – Trce
Track – Trak
Trail – Trl
Trailer – Trlr
Tunnel – Tunl
Turnpike – Tpk
Union – Un
Valley – Vly
Viaduct – Via
View – Vw
Village – Vlg
Ville – Vl
Vista – Vis
Walk – Walk
Way – Way
Wells – Wls

D. When the address will not fit into the maximum characters, abbreviate from right to left until it will fit. EX: 32 Kensington Expressway North Apartment 135 → 32 Kensington Expressway North Apt 135 → 32 Kensington Expressway N Apt 135 → 32 Kensington Expy N Apt 135.

****NOTE:** Use your best judgment when abbreviating an address. Try to avoid excessive abbreviating. Keep an address if it still looks formal and not too choppy.

E. Always use the nine-digit zip code if available.

Data Standard Rules for Foreign Addresses

Note: Per Postal Regulations, the full address should be typed or legibly written in English and should be placed lengthwise on one side of the item whether it is an address label or envelope. An address in a foreign language is permitted if the names of the city, province and country are also indicated in English. The last line of the address block area must include only the complete country name (no abbreviations) written in uppercase letters. Following is the order of information for the destination address:

The following are examples of properly formatted delivery addresses:

MS JOYCE BROWNING	MR JACQUES MOLIERE
2045 ROYAL ROAD	RUE DE CHAMPAIGN
LONDON WIP 6HQ	076570 ST PAUL
ENGLAND	FRANCE

Regarding mail to Canada, the location of the country name and postal code are interchangeable with US Postal formatting; either one may be placed on the last line, with the other placed after the city and provincial name. Following are examples of destination addresses to Canada:

MS HELEN SAUNDERS	MS HELEN SAUNDERS
1010 CLEAR STREET	1010 CLEAR STREET
OTTAWA ON K1A OB1	OTTAWA ON CANADA
CANADA	K1A OB1

Following is the order of entering information for the destination address

LINE 1: NAME OF ADDRESSEE

- Name of student entered on NAE

LINE 2: STREET ADDRESS

- Enter on the Address field line 1 on ADR
- Do not enter the street address and box number on the same line.
 - SEVIS requires a physical address, not a box number

LINE 3: CITY OR TOWN NAME, OTHER PRINCIPAL SUBDIVISION
(i.e., PROVIDENCE, STATE, COUNTY, etc).

- Enter the city name in City and the state code in State on ADR.
- For countries besides Canada and Mexico, enter the province/state (if any) with the City and leave State blank.

LINE 4: COUNTRY NAME (UPPERCASE LETTERS IN ENGLISH)

- Enter the country code in the Country field on ADR.

Data Standard Rules for Person Names

Prefix

1. Prefixes will not be entered unless the individual has made a specific request, this field should be left blank in the merged environment
 - a. Examples include

Last, First, Middle Name (Legal Name)

1. Enter the name with upper/lower case mix
2. Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
3. If only an initial is used for a legal first or middle name, do not follow the initial with a “.”.
4. Apostrophes may be used in such names as O'Leary, O'Connor, etc.
5. The period is not used, not even in an abbreviation in a person's name.
6. Commas, the pound sign (#), and the percent sign (%) are never used.
7. Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested

Suffix

1. Use Suffix if it is documented (Application, Name Change Request).

When the name will not fit into the maximum characters, use the following:

1. The “,” between LAST and SUFFIX may be eliminated. EX: Jonathon W. Montgomery Jr.
2. The MIDDLE.INIT can be omitted. EX: Richard Peterson, Sr.
3. The SUFFIX (and MIDDLE.INIT) can be eliminated. EX: Christopher Stevenson
4. You may need to use FIRST.INIT and MIDDLE.INIT. EX: T. D. Reimenshneider

Data Standard Rules for Non-Person Names

All information is to be entered using mixed case (standard combination of upper and lower case letters). Acronyms are an exception. See the acronym section below. Enter the vendor's name as supplied to you by the vendor.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

The ampersand (&) can be used only when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.

Abbreviations for suffixes such as Inc, Corp, Co are allowed. Abbreviations should not be used in the legal name (except for suffixes) unless there is a space limitation. When the legal name will not fit into the maximum characters, abbreviate from right to left until it will fit. Below is a list of standard abbreviations to use if there is a space limitation:

<u>Abbreviation</u>	<u>Full Name</u>		
Acct	Accounting/Accounts	Natl	National
Admin	Administration/Administrative	Orgn	Organization
Agric	Agriculture	Pro	Professional
Amer	America/Americas/American	Publ	Publishing
Assn	Association	RC	Rapid City
Assoc	Associate/Associated	Rec	Recreational
BH	Black Hills	Regl	Regional
BHSU	Black Hills State University	SD	South Dakota
BOR	Board of Regents	SDSMT	South Dakota School of Mines
Bur	Bureau	& Technology	
Chptr	Chapter	SDSU	South Dakota State University
Cncl	Council	SF	Sioux Falls
Cnty	County	Serv	Service
Co	Company	Soc	Society
Col	College	St	State
Coop	Cooperative	Syst	System
Corp	Corporation	Univ	University
Ctr	Center	US	United States
Dev	Development	USD	University of South Dakota
DSU	Dakota State University	USDSU	USD/SDSU/DSU
Dept	Department		
Dist	District		
Div	Division		
Educ	Education		
Env	Environment		
Equip	Equipment		
Fed	Federal		
Govt	Government		
Hosp	Hospital		
Inc	Incorporated		
Inst	Institute		
Intl	International		
Lab	Laboratory		
Ltd	Limited		
Mfg	Manufacturing		
NSU	Northern State University		

Acronyms – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT).

Campus Identifier values

Letter – Institution - Number

R- BOR - 1

U - USD - 2

S - SDSU - 3

M - SDMT - 4

N - NSU - 5

B - BHS – 6

H – RIS - 7 <--- RIS ids

D - DSU - 8

V - School for the Visually Impaired (SDSBVI) - 9

O - School for the Deaf (SDSD) - 0

FOAPAL

Fund - smart coded

Allows SD to "group" grant funds by "master" grant:

xR Restricted Non-Appropriated

xFREST Federal Restricted Funds

xFRSTU Federal Grants (Main Campus)

XXXXXX (Master Federal Grant Fund)

xxxxxx (Individual Grant Fund 1)

xxxxxx (Individual Grant Fund 2)

xxxxxx (Individual Grant Fund 3)

etc...

Org - smart coded

Acct - common

Prog - common

Activity - univ specific

Position 1 – Univ identifier

Position 2 – Pre-defined usage/application code or the letter Z for institution-specific

A – Ag Experience Station

C – Cooperative Extension Service Projects

H – HEFF M&R Project

I – Institutionally Funded M&R Project

R – M&R Fee Funded M&R Project

Z – Undefined/Reserved for Individual Institution Use

Position 3 & 4 – Fiscal year for year specific codes; free-format or predefined coding for other types of codes

Position 5 & 6 – Free-format; may be project number

Loc - smart coded

Password configuration

- Length of password (Total): 8
- Number of Alpha characters (a-z A-Z): at least 1

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- Number of Numeric (0-9): ___at least 1___
- Number of Non-alphanumeric characters: ___1 ___ Password cannot contain these special characters: @ \$ & " () , < > ` ; = # \ blankspace
- Passwords cannot be reused immediately at least for the duration until the next password check is scheduled.

User id configuration

- Campus Identifier for 1 char
- Last name (up to 5 if available)
- First Initial (minimum of 1 char - more characters of first name if last name is too short up to a total of 6 characters between the last and first name)
- Middle Initial for at least 1 char if available or more characters of last and/or first names if no middle name (last, first, and middle should total 7 characters...if available)
- Duplicates would be resolved by a 1-up number in the 8th position using 0-9 and later resorting to using letters if all these (the 0-9) are used up.

Parameter Sets for Job Submission

X.FML.FORMdesc where x is the university, FML are your initials, FORM is the last four characters of the form & desc is a short description of the parameters