BANNER Finance - Accounts Payable Processes

Check Distribution
Checks are processed by Accounts Payable on Wednesday and Friday of each week, this includes both Printed Checks and Direct Deposits. Please note the following distribution schedule:

*Note: This timetable applies primarily to pick-up checks

Check needed by Wednesday: paperwork should be submitted to Accounts Payable by the previous Wednesday. (i.e, allow one week for processing)

Friday: paperwork should be submitted to Accounts Payable by the previous Friday (i.e., allow one week for processing).

Any item, which requires special consideration, should be presented to a member of the Accounts Payable staff to determine if a faster turn-around time is possible.

Checks intended for pick-up are generally available after 2:00 p.m. on the day of the check run at the Cashier’s Office, Academic Hall, Rm 142.

Accounts Payable Forms

Direct Pay stamp: Available by contacting Accounts Payable x2055

Explanation of items to be filled in by users:
FY: Fiscal Year Budget that charge should be paid from
CHART: Bank chart for payment.
   U – University or F - Foundation
INDEX: Quick Code for the Fund/Org to be charged
   *Note: Fill in an Index or Fund/Org
FUND: Fund # to be charged
ORG: Organization # to be charged
ACCT: Account # to be charged
VENDOR #: Banner number assigned to this vendor, find this on FTIIDEN. If the vendor is not on this table, please leave this field blank and Accounts Payable will add the vendor to the Banner system
DESC: Enter the Q# or a brief description for this purchase.
AMOUNT: The dollar amount to be paid.
SIGN: Approval signature of the Financial Manager.
DATE: Date of approval.
PHONE: Phone number to call if there are any questions about the purchase.
MAIL ATTACHMENTS YES NO – Circle the appropriate response. If yes, attach appropriate documentation.


Travel Forms: Expense Report & Travel Cash Advance – these forms are available by contacting the Help Desk at x4357

Accounts Payable Documents
Axxxxxxx Check number
!xxxxxxx Direct Deposit check number
Ixxxxxxx Invoice document – Transaction for Direct Pays, payments against Purchase Orders, Expense Reports, and Cash Advances.
Exxxxxxx General Encumbrance – Transaction for encumbering funds for Cash Advances
EAxxxxxx General Encumbrance Adjustment – Transaction for making an adjustment to an existing General Encumbrance
Jxxxxxx Journal Voucher - Transaction for liquidating remaining funds of a General Encumbrance

Other important numbering sequences
Sxxxxxxx Banner ID / Vendor Number for individuals and companies
7xxxxx Banner Accounts for expenditures
Self-service

Tracking Down Payments by Fund/Organization

Using Self-Service will provide information regarding payment status on expenditures entered by the Accounts Payable Department. Please use the following example and steps as a guide for researching when a payment will be made. This includes Direct Pays, Invoices referencing Purchase Orders, Expense Reports, and Cash Advances.

Example: Looking for status of a Direct Pay to Mid-South Office Supply for $49.97
Index: 100380  Account: 707450

At Main Menu
1. Choose Finance
2. Choose Budget Queries
3. At Retrieve Existing Query, select Expenditure Query from the drop down menu and click Retrieve Query.
4. Click Continue
5. Enter the Index code that the expense was charged to and Submit Query.
6. The Fund and Organization fields are populated, Submit Query again for results.
7. Query Results will show all Expenditure Accounts that have had activity, find the Account that the expenditure was to be charged to and click on the amount. The result is a Document List by transaction date showing all transactions charged to this Account.
8. Select the appropriate document you are looking for.
   *If you do not see the transaction that you are looking for then it has not been entered in the system or it could have been charged to another Account. In this case contact Accounts Payable for assistance.
9. Related Documents gives any document related to the one you have selected.

<table>
<thead>
<tr>
<th>Select Document</th>
<th>Detail Transaction Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type: Invoice</td>
<td>Commitment Type: All</td>
</tr>
<tr>
<td>Document Code: 10702896</td>
<td>Description: Mid-South Office Supply</td>
</tr>
<tr>
<td>Transaction Date: 25-Jul-2006</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts Fund Organization Account Program Activity Location Amount Rule Class Code</td>
</tr>
<tr>
<td>U</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date Document Type Document Code Status Indicator</td>
</tr>
<tr>
<td>Jul 28, 2006 Check Disbursement A0022082</td>
</tr>
</tbody>
</table>

10. If there is not a Document Type: Check Disbursement, then a check has not been written for this Invoice. To find out when the check will be printed, select the Transaction number from the Document Code field to view this document.
11. At the Invoice Header, the date under the heading Payment Due is (or will be) the check date.
Tracking Down Payments by Vendor Number

To retrieve a list of transactions to a particular Vendor (company or individual)
*Note: You must know the Vendor number to get results using this query.

Example: Looking for status of a travel reimbursement for trips to Sikeston teaching in the month of July.
Id #: S01085347 (Danny Allen)

From the Selections at the top of the screen
1. Choose Finance
2. Choose View Document
3. From the Choose Type: drop down menu select Invoice
4. Click the Document Number box
5. On the Document Lookup screen, delete the information in the User ID field
6. Enter the Vendor number in the **Vendor Id** field.
7. Click **Execute Query**. The results will be a listing of all Invoice Documents entered for this Vendor ID.
8. Click on the Document ID that you wish to view.
9. You are taken back to the View Document Screen and the Invoice document you selected has been entered in the Document Number field. Click **View Document**.
10. At the Invoice Header, the date under the heading **Payment Due** is (or will be) the check date.
11. The Description of this Invoice document is in the Invoice Commodities section.
12. Invoice Accounting is your FOAPAL information.
Open Purchase Orders & Outstanding Cash Advances by Fund/Organization

It is important for all departments to stay up to date on any Purchase Orders or Cash Advance that remain open on their Fund/Org. It is a good practice to run this Query on a monthly basis and review any open encumbrances.

Example: Index code 100265

From the Selections at the top of the screen
1. Choose Finance
2. Choose Encumbrance Query
3. Select Open PO's & Cash Advances from the drop down menu.
4. Click Retrieve Query.
5. Select the Fiscal Year.
7. For Encumbrance Status, select Open.
8. For Commitment Type, select All.
9. Enter Index code.
10. Click Submit Query.
11. The Fund, Organization, and Program codes will be populated, click Submit Query again.
12. The query results will be a list of the open Purchase Order and Cash Advance encumbrances.

<table>
<thead>
<tr>
<th>Account Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Current Commitments</th>
<th>% Used</th>
<th>Cmt Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>704200</td>
<td>E0700016 HH701</td>
<td>680.00</td>
<td>200.00</td>
<td>(500.00)</td>
<td>500.00</td>
<td>360.00</td>
<td>56.82</td>
<td>Uncommitted</td>
</tr>
<tr>
<td>705740</td>
<td>P0600119 Ikon Solutions</td>
<td>1,140.00</td>
<td>0.00</td>
<td>(955.00)</td>
<td>0.00</td>
<td>265.00</td>
<td>75.00</td>
<td>Uncommitted</td>
</tr>
<tr>
<td>705740</td>
<td>P0760016 Ikon Office Solutions</td>
<td>1,140.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,140.00</td>
<td>0.00</td>
<td>Uncommitted</td>
<td></td>
</tr>
<tr>
<td>783000</td>
<td>P07000291 World Wide Technology</td>
<td>360.08</td>
<td>0.00</td>
<td>0.00</td>
<td>360.08</td>
<td>0.00</td>
<td>Uncommitted</td>
<td></td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td></td>
<td>3,320.08</td>
<td>200.00</td>
<td>(1,355.00)</td>
<td>500.00</td>
<td>2,165.08</td>
<td>38.49</td>
<td></td>
</tr>
</tbody>
</table>

Activity on a Cash Advance

To understand what the different types of transactions mean related to a General Encumbrance.

From the Selections at the top of the screen
1. Choose Finance
2. Choose Encumbrance Query
3. Select Fiscal Year 2007
4. Select Fiscal Period 14
5. Select Encumbrance Status All
6. Select Commitment Type All
7. Enter Index code.
8. Click Submit Query.
9. Enter Account Code 704%
10. Click Submit Query
11. The query results will be a list of all (open & closed) General Encumbrances.

Example 1: Perform an Encumbrance Query on index code 100265.
Select the encumbrance number for HH701 (E0700016)

This is a Cash Advance Form turned in, an Invoice posted to pay out the Advance amount, and that at a later time had an additional Cash Advance form turned in for the same trip requesting to increase the encumbrance funds.

Total Estimated Expenses to be Paid Directly by the Individual: $ 680.00
75% Advance Allowed and paid to individual: $ 500.00
Additional Request to Increase funds: $ 200.00
Document Detail lists all transaction entered against this encumbrance.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Rule Class Code</th>
<th>Original Encumbrance</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Item Number</th>
<th>Sequence Number</th>
<th>Fund</th>
<th>Organization Account Program Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>E0700016</td>
<td>EI10</td>
<td>680.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>1</td>
<td>1000000</td>
<td>100265</td>
<td>704200</td>
</tr>
<tr>
<td>0700749</td>
<td>INEI</td>
<td>0.00</td>
<td>0.00</td>
<td>(500.00)</td>
<td>0</td>
<td>0</td>
<td>1000000</td>
<td>100265</td>
<td>704200</td>
</tr>
<tr>
<td>EA700016</td>
<td>EI20</td>
<td>0.00</td>
<td>200.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>1000000</td>
<td>100265</td>
<td>704200</td>
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<tr>
<td>07000749</td>
<td>INEI</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0</td>
<td>0</td>
<td>1000000</td>
<td>100265</td>
<td>704200</td>
</tr>
<tr>
<td>A002292</td>
<td>DNEI</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>1</td>
<td>1000000</td>
<td>100265</td>
<td>704200</td>
</tr>
</tbody>
</table>

**EA…** General Encumbrance Adjustment – an adjustment has been made against this Encumbrance. The following will be displayed if you select this document number.

**Unable to query information for Document EA700016.**

This transaction number is only an adjustment to an existing encumbrance. To see the explanation for the adjustment, click on the original encumbrance document number. The explanation will be to the side of the “Document Change Num”.

**Encumbrance Header**

- **Encumbrance**: E0700016
- **Title**: HH701
- **Trans Date**: Jul 07, 2006
- **Establish Date**: Jul 07, 2006
- **Total**: 200.00

**Doc Change Num**: EA700016 Increase Funds

**Status**: Complete

**Type E Doc Ref**

**Document Text**: Lang, Wanda

**Encumbrance Accounting**

<table>
<thead>
<tr>
<th>Seq</th>
<th>COA</th>
<th>FY</th>
<th>CU</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog Acct</th>
<th>Len</th>
<th>Proj</th>
<th>NSFOvr</th>
<th>Susp</th>
<th>Amount</th>
<th>Net Encum Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U</td>
<td>07</td>
<td>100265</td>
<td>1000000</td>
<td>100265</td>
<td>704200</td>
<td>11</td>
<td>N</td>
<td>P</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>380.00</td>
<td>380.00</td>
</tr>
</tbody>
</table>

**E…** General Encumbrance – Encumbrance transaction that encumbers the total estimated expenses to be paid directly by the individual that was submitted on a Cash Advance Form.

**I…** Invoice posted against Encumbrance. This is an Invoice transaction entered for Cash Advance Payment. The document number appears twice, once to release the portion of encumbrance and the other to charge the account as an expenditure. Both Invoice documents with the same number will give the same document view.

**Example 2:** Perform an Encumbrance Query on index code 100271.
Select the encumbrance number for CJ001 (E0600475)

This is a Cash Advance Form turned in for an FY06 trip, an Invoice posted to pay out the Advance amount. In FY07, an Expense Report was turned in to show actual expenses for the trip, the actual expenses were less than the amount given as an Advance requiring the individual to return the remaining funds back to the University.

**Total Estimated Expenses to be Paid Directly by the Individual**: $ 850.00
Document Detail lists all transaction entered against this encumbrance.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Rule Class Code</th>
<th>Original Encumbrance</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Item Number</th>
<th>Sequence Number</th>
<th>Fund</th>
<th>Organization Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENRL0900</td>
<td>E090</td>
<td>850.00</td>
<td>.00</td>
<td>.00</td>
<td>0</td>
<td>11000000 100271</td>
<td>704200 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENRL0900</td>
<td>E090</td>
<td>.00</td>
<td>1.00</td>
<td>.00</td>
<td>0</td>
<td>11000000 100271</td>
<td>704200 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENRL0900</td>
<td>E090</td>
<td>.00</td>
<td>(.850.00)</td>
<td>.00</td>
<td>0</td>
<td>11000000 100271</td>
<td>704200 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J0701496</td>
<td>E032</td>
<td>.00</td>
<td>.00</td>
<td>(1.00)</td>
<td>0</td>
<td>11000000 100271</td>
<td>704200 11</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ENRL.  Encumbrance Roll – When an encumbrance document is not closed in the fiscal year that it was created, it will be rolled to the new fiscal year. Activity for the encumbrance will be in the fiscal year in which the activity occurred.

J...  Journal Voucher – Transaction to close/liquidate the encumbrance when an Expense Report is turned in with funds due to the University or when $0.00 funds are due to the individual or the University.

1. Select Budget Queries from the links listed at the bottom of the screen.
2. At Create New Query select Budget Status by Account from the drop down menu.
3. Click Create Query.
4. Click Continue.
5. Enter the Index (100271).
6. Click Submit Query.
7. Enter Account (704200).
8. Click on the dollar amount in the Year to Date field.
The result will be a document list of documents that have been entered against this Fund/Org/Account. For this example we are looking for a Cash Receipt for MS123 in the amount of $25.00.

**Example 3:** Perform an Encumbrance Query on index code 100616. Select the encumbrance number for TM724 (E0700026).

This is a Cash Advance Form turned in, an Invoice posted to pay out the Advance amount. Later an Expense Report was turned in to show actual expenses for the trip, the actual expenses were less than the amount given as an Advance requiring the individual to return the remaining funds back to the University.

- **Total Estimated Expenses to be Paid Directly by the Individual:** $107.90
- **75% Advance Allowed & Paid to Individual:** $80.92
- **Actual Expenses of trip:** $198.90
- **Amount Due to the Individual:** $117.98

Document Detail lists all transaction entered against this encumbrance.

**Document Detail**

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Rule Class Code</th>
<th>Original Encumbrance</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Item Number</th>
<th>Sequence Number</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>E0700026</td>
<td>EY10</td>
<td>107.90</td>
<td>.00</td>
<td>.00</td>
<td>0</td>
<td>1310120 100616</td>
<td>704100 AX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I0702168</td>
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<td>.00</td>
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<td>(80.92)</td>
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<td>1310120 100616</td>
<td>704100 AX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I0703618</td>
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<td>.00</td>
<td>.00</td>
<td>(26.98)</td>
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<td>1310120 100616</td>
<td>704100 AX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A0021020</td>
<td>DNEI</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>80.92</td>
<td>0</td>
<td>1310120 100616</td>
<td>704100 AX</td>
<td></td>
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<tr>
<td>I0703618</td>
<td>INEI</td>
<td>.00</td>
<td>.00</td>
<td>117.98</td>
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<td>1310120 100616</td>
<td>704100 AX</td>
<td></td>
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<td></td>
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<tr>
<td>1006026</td>
<td>DNEI</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
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<td>1310120 100616</td>
<td>704100 AX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**E...** General Encumbrance – Encumbrance transaction that encumbers the total estimated expenses to be paid directly by the individual that was submitted on a Cash Advance Form.

**I...** When funds are due to the individual there will be 2 different Invoice Document Numbers.

1. **Invoice posted against the Encumbrance.** An Invoice transaction entered for Cash Advance Payment.
2. **Invoice posted against the Encumbrance.** An invoice transaction entered to pay individual funds due after returning from trip. The document number appears twice, once to release the remaining amount of encumbrance and the other to charge the FOAPAL for the amount due to the individual. Both Invoice documents with the same number will give the same document view.
Internet Native Banner

Table Names

FTIIDEN – Entity Name/ID Search – list of Vendors; companies and individuals.
FAIVNNDH – Vendor Detail History Form – gives vendor invoice #, document invoice # & amount, check date, & check # for a specified FY.

Find a Vendor Number/Banner ID

Table: FTIIDEN – Entity Name/ID Search

Exp: Need Vendor Number for Meyer Supply Company

At the General Menu
1. Type FTIIDEN and hit Enter
2. Uncheck the Selection box at Vendor.
3. Check the Selections box at All.
4. Perform a next block. (Ctrl-Page Down)
5. Click the Enter Query button (or F7)
6. Tab to the Last Name field and enter the first few letters of the vendor name you are searching for followed by the wildcard symbol (%). Reminder: Banner is case sensitive and all vendors are entered with mixed case. Exp. %Meyer% or %Supply% or %Meyer Sup%
7. Click the Execute Query button (or F8). A listing of all vendors with the criteria that you asked for will be listed. Valid Banner vendor numbers begin with Sxxxxxxx

If you do not see the vendor that you are looking for you should leave the vendor number space blank on the direct pay stamp and Accounts Payable will establish this company or individual as a vendor.
Find Vendor History

Table FAIVNDH – Vendor Detail History Form

Example: Looking for payment information on a Meyer Supply Co invoice for $22.15, vendor invoice # 170744

At the General Menu
1. Type FAIVNDH and hit Enter
2. Enter the vendor number.
   If you do not know the vendor number.
   a. Click on the Search box to the right of the Vendor number/name box.
   b. A pop-up box named Options List will appear, click on Entity Name/ID Search (FTIIDEN)
   c. Perform a vendor search (see “Find a Vendor Number/Banner ID”)
   d. Double click on the Vendor Number. This will automatically take you back to FAIVNDH and fill in the vendor number for you.
3. Tab to the Selection field and choose ALL.
4. Tab to the Fiscal Year, enter Fiscal Year.
5. Perform a Next Block.

The result is a list of all vendor invoices entered in the system and corresponding information for each vendor invoice.

To narrow down the information
1. Enter a Query (F7)
2. In the Vendor Invoice field, type in the vendor’s invoice number. Or, in the Vendor Invoice Amt field, enter the dollar amount of the invoice.
3. Execute the Query (F8)