Banner Training

Accounts Payable Processes
Accounts Payable Department

- Location: Academic Hall Rm 340
- Mail Stop: 3250
- Phone: 651-2055
- Fax: 986-6412
- Webpage: [www6.semo.edu/apdept](http://www6.semo.edu/apdept)
- Hours: 8:00 am – 5:00 pm
  - Closed for Lunch 12:00 - 1:00
Accounts Payable Staff

● **Manager**
  - Yvonne Lee 651-2072 ylee@semo.edu

● **Accounts Payable Technician**
  - Sheri Ponder 651-2534 sponder@semo.edu
    ● Handles Vendors I – M
    ● All Travel Documents (Cash Advance & Expense Reports)

● **Accounting Clerks**
  - **Vacant Position** 651-2073
    ● Handles Vendors A – H
  - Ullanda Jackson 651-2055 ujackson@semo.edu
    ● Handles Vendors N – Z
Business Policies & Procedures

- Purchasing Policy & Procedures
  - Purchasing webpage [www6.semo.edu/purchasing](http://www6.semo.edu/purchasing)

- Direct Pay Guidelines
  - Purchasing or Accounts Payable webpage

- Travel Policy & Procedures
  - Accounts Payable webpage
Training Agenda

- Check Distribution
- Forms
- Document Transactions
- Self-Service Queries
- Internet Native Banner Queries
- Wrap Up
Check Distribution

- **Types of payments**
  - Printed Check
    - Mail
    - Pick-up
  - Direct Deposit

- **Schedule of payments**
  - Allow one week for processing
    - this applies primarily to pick-up checks
  - Wednesday & Friday distribution
Forms

- Direct Pay Stamp
  - Distributed by Accounts Payable
  - Direct Pay Log available on website.
    - On-Campus Info / Banner
  - Use Index code for the first 6 digits of Q#

- Payment Voucher
  - Available on website.
    - On-Campus Info / Banner
  - Save the file to your computer

- Travel Cash Advance & Expense Report
  - Available by contacting the Help Desk x4357
Forms – Direct Pay Stamp

- **FY**: Fiscal Year to be charged
- **Chart**: Bank chart to be charged
  - University or Foundation
- **Index**: Index for Fund/Org to be charged
  - not required if filling in Fund and Organization
- **Fund**: Fund to be charged
  - not required if Index is used
- **Org**: Organization to be charged
  - not required if Index is used
- **Acct**: Account to be charged
Forms – Direct Pay Stamp (cont.)

- Vendor #: Banner ID of vendor
  - leave blank if no ID is found on FTIIDEN
- Description: Q# or brief description of purchase
- Amount: Dollar Amount to charge to FOAPAL
- Sign: Financial Manager’s signature
- Date: Date of approval
- Phone: Contact number for any questions
- Mail Attachments: Circle YES or NO. If yes, please attach appropriate mailing attachments.
Forms – Payment Voucher

- Fill-in form
- Social Security # / Federal ID # is required for services rendered payments
- Multiple FOAPAL lines
- Multiple lines for Approval signatures.
Forms - Travel

Cash Advance & Expense Report

- Fill-in forms
- Open a new template each time for the most up-to-date form
  - Choose Enable Macros when prompted
  - Use Print button (upper right side of form) for printing
Document Transactions

- Axxxxxxx Check Number
- !xxxxxxx Direct Deposit check number
- Ixxxxxxx Invoice
- Exxxxxxx General Encumbrance
- EAxxxxxx General Encumbrance Adjustment
- Jxxxxxxx Journal Voucher
Other Numbering Sequences

- Sxxxxxxxxx Banner ID
  - Vendor Number
  - Student ID
  - Employee ID
- 7xxxxx Expenditure Accounts
Self-Service

- Training – in class and practicing
  - [http://sctbanas.semo.edu:9090](http://sctbanas.semo.edu:9090)
  - Scroll to the Self-Service Banner (SSB) section
  - Select: **Test Database [TEST]**
  - Use ID card to sign in
Self-Service Queries

- Track Payments by Fund/Organization
  - Expenditure Query
- Track Payments by Vendor
  - View Document
    - Must have Vendor Number (Banner ID)
Self-Service Queries (cont.)

- Open Purchase Orders & Outstanding Cash Advances by Fund/Organization
  - Open PO & Cash Advance Query
- Travel Cash Advance & Related Activity
  - Cash Advance Activity Query
Internet Native Banner (INB)

- Training – in class and practicing
  - http://sctbanas.semo.edu:9090
  - From the Internet Native Banner (INB) section
  - Select: Test Database [TEST] 1024 x 768
  - Use ID card to sign in
INB Queries

- Find a Vendor Number (Banner ID)
  - FTIIDEN: Entity Name/ID Search
- Vendor History
  - FAIVNDH: Vendor Detail History Form
- Document History
  - FOIDOCH: Document History
Wrap Up

- Questions
- Practice
- Don’t forget your Banner Direct Pay Stamp

- Other suggested training classes
  - Direct Pay and Other Procurement Methods
  - Travel & Completing Your Expense Report
Thank you for attending our class on Accounts Payable Processes.

Please remember to fill out your Evaluation form.