



# ***Query Accounts Payable Workbook***



**THIS PAGE INTENTIONALLY LEFT BLANK**

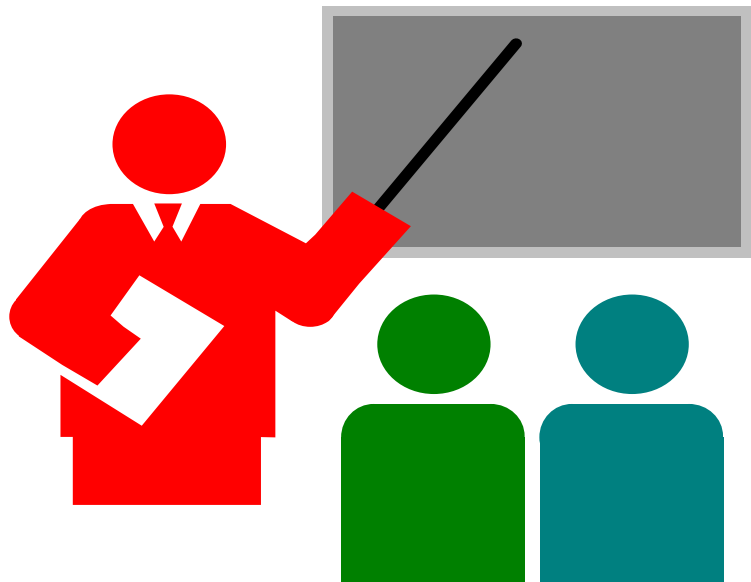
## TABLE OF CONTENTS

<b>PURPOSE .....</b>	<b>4</b>
<b>QUERYING .....</b>	<b>5</b>
<b>MOST FREQUENTLY USED FORMS IN BANNER.....</b>	<b>6</b>
<b>DOCUMENT/PAYMENT INQUIRES .....</b>	<b>7</b>
DOCUMENT HISTORY FORM -- FOIDOCH .....	8
<i>Purchase/Blanket Order Query (FPIPURR)</i> .....	10
<i>Invoice/Credit Memo Query (FAIINVE)</i> .....	16
<i>Check Payment History (FAICHHK)</i> .....	21
LOOKING UP VENDOR PAYMENT HISTORY—FAIVNDH .....	24
DETAIL ENCUMBRANCE ACTIVITY FORM - FGIENCD .....	27
<b>VENDOR INFORMATION .....</b>	<b>28</b>
BANNER ID NUMBERS.....	29
VENDOR INQUIRY FORM – FZIVEND .....	30
<b>SEARCHING FOR DOCUMENTS BY INDEX AND/OR FUND .....</b>	<b>31</b>
LOOKING UP OPEN REQUISITIONS BY INDEX/FUND – FPIORQF.....	32
OPEN PURCHASE ORDERS BY FOAPAL FORM – FPIOPOF .....	33
<b>DEPARTMENT A/P PROCESSING.....</b>	<b>34</b>
DOCUMENT NUMBERS.....	35
INVOICE DUE DATES .....	36
CUSTOMER ACCOUNT NUMBERS.....	36
CREDIT MEMOS .....	37
RECEIVING .....	37
TRAVEL INVOICES .....	37
INVOICE IMAGING .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
CHECK STUBS AND ACH REMITTANCE .....	38
ACCOUNTS PAYABLE RULE CODES USED AT VIRGINIA TECH.....	40
<b>ADDITIONAL RESOURCES .....</b>	<b>41</b>

## PURPOSE

The purpose of the Query Accounts Payable Workbook is to provide a reference guide to assist users who wish to inquire about:

- Details of requisitions, purchase orders, and invoices
- Check numbers and payment history
- Due dates on invoices
- Vendor transaction history
- Vendor look-up




# Querying




Querying is the process of retrieving data from a database or information system. Almost all forms in Banner can be used to perform queries.

In Banner, some forms will automatically open in query mode. This is usually because a large number of records would have to be retrieved which puts a burden on the system. Opening the form in query mode lets you specify search criteria so you can narrow the search. When a form opens in query mode, **ENTER A QUERY, PRESS F8 TO EXECUTE** appears on the status line.

## How to Query

1. Access the form that will display the records you want to query.
2. If the form opens in Query Mode, go to Step 3. Otherwise, perform **ENTER QUERY** using one of the navigation options such as the Enter Query button (  ) or by pressing F7.
3. Enter the query search criteria. You can query on any field in which you have access. You can use the Oracle wildcards % and \_ to broaden your search criteria. (See instructions on using wildcards below)

Note: Criteria entered is **case sensitive**. A mismatch in capitalization will prevent data from being retrieved.

4. Perform **EXECUTE QUERY** to prompt the system to search the database. All records that match the criteria will be displayed. This can be done by pressing the execute query button (  ) or by pressing F8.
5. To redisplay the original search criteria so that you can make changes and re-query, perform the **ENTER QUERY** function. The matching records will disappear. Then perform **ENTER QUERY** again. The original search criteria appear. Revise your search and return to Step 4.

## Using Wildcards

You can use the Oracle wildcards **%** and **\_** in the search criteria.

**%** - represents any number of unspecified characters.

**\_** - represents one occurrence of an unspecified character

The following examples show how wildcards can be used:

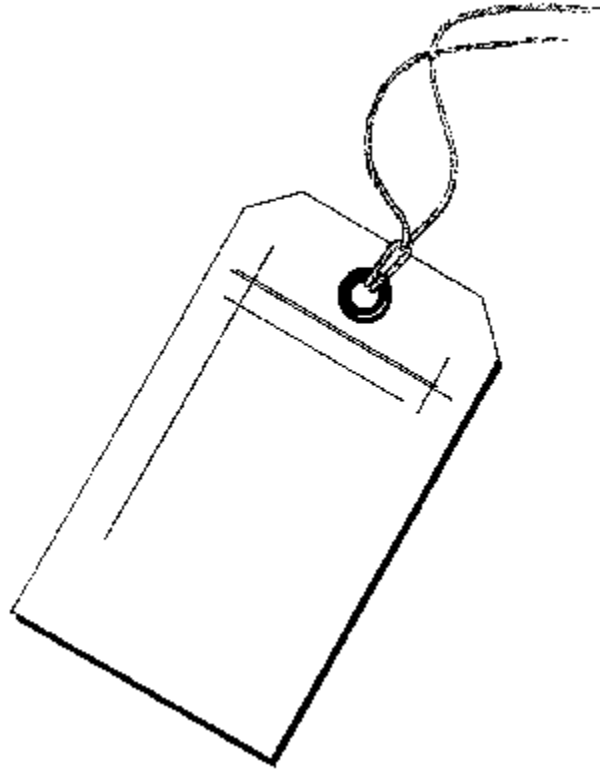
<u>To get these results</u>	<u>Enter this Criteria</u>
All entries that contain <i>ma</i>	%ma%
All entries that begin with <i>ma</i>	ma%
All entries that have <i>ma</i> as the final two characters	%ma
All entries that have <i>m</i> as the second character	_m%

## Most Frequently Used Forms in Banner

The following chart lists the forms in Banner Finance that users most frequently access to query requisition, purchasing, and payment history data.

Banner Form	Form Title
FOIDCH	Document History Form
FAICHKH	Check Payment History Form
FPIPURR	Purchase/Blanket/Change Order Query Form
FAIINVE	Invoice/Credit Memo Query
FAIVNDH	Vendor Detail History Form
FTIIDEN	Entity (vendor) Name/Id Search Form
FZIVEND	Vendor Inquiry Form
FGIENC	Detail Encumbrance Activity Form
FGITRND	Detail Transaction Activity Form
FPIORQF	Open Requisition by FOAPAL (Index) Form
FPIOPOF	Open Purchase Orders by FOAPAL (Index) Form
FGIBAVL	Budget Availability Form

# DOCUMENT/PAYMENT INQUIRES



# Document History Form -- FOIDOCH

Document Type: PO Purchase Order

Document Code: P1011010

Requisition	Status

Bid	Status

Purchase Order	Status
P1011010	A

Issues	Status

Invoice	Status
I1390267	P
I1392212	P
I1392214	P

Check	Status
C2168563	F
C2171350	F
C2171700	F

Return	Status

Receiver	Status
T0159380	C
T0159381	C
T0159385	C

Asset Tag	Status

Asset Adjustment	Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.  
Record: 1/1

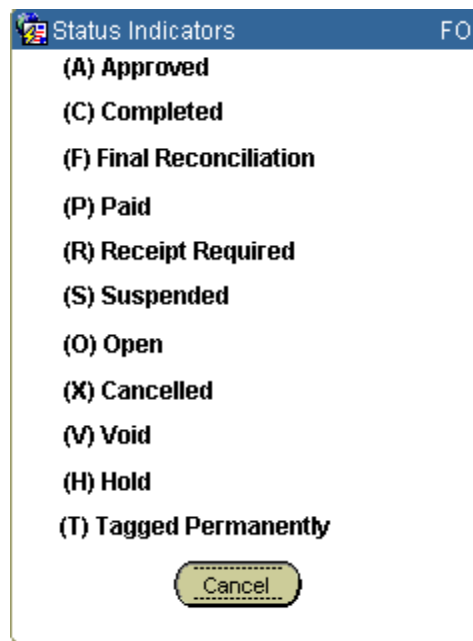
Use **FOIDOCH** to display document history and status of purchasing and payment documents. **FOIDOCH** displays windows with related document numbers for requisitions, purchase orders, fixed assets tags, invoices, checks, and receiving transactions.

1. Key in the document type in the **Doc Type** field. If you do not know a valid document type, double click in the field next to **Doc Type** or use the drop down to access a list of document types
  - To search by Purchase Order- PO
  - To search by Banner invoice- INV
  - To search by Check - CHK
  - To search by Requisition - REQ
2. Key in the document number in the **Doc Code** field
3. Perform a **NEXT BLOCK** function (Ctrl + Page Down) to query the data

Each transaction related to the specified document appears within the window of the appropriate document type. Navigate through these windows by clicking on the desired window. Once the cursor is in a given window, on a specific document number, click on the **OPTIONS** menu to navigate to the detailed form for that document.



Each document has a status indicator. Click on a document number and go to Options → **View Status Indicators** for an explanation of the indicators:



**QUICK TIPS:**

- If you pull up a document by the Purchase Order number and no Invoice number appears (the "I" number), the PO has not been paid.
- If you see an Invoice number, but no check number, then the check has yet to be disbursed. You can go into the invoice and look for payment date.

## Purchase/Blanket Order Query (FPIPURR)

### Purchase/Blanket Order Inquiry Form Accessed From FOIDDOCH – FPIPURR

PROD Internet Native Banner (server croc): Open > FOIDDOCH - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket/Change Order Query FPIPURR 8.0V1 (PROD)

Purchase Order: P1011010 Blanket Order: Change Sequence Number:

Enter purchase order and press NEXT FIELD; press NEXT BLOCK to execute query.

Record: 1/1


**FPIPURR** displays purchase/blanket order documents. The form also includes any change orders processed against the purchase/blanket order. The form has multiple windows that displays purchase order information such as order dates, delivery date, vendor information, document text, line item detail with purchase order amounts and accounting distributions.

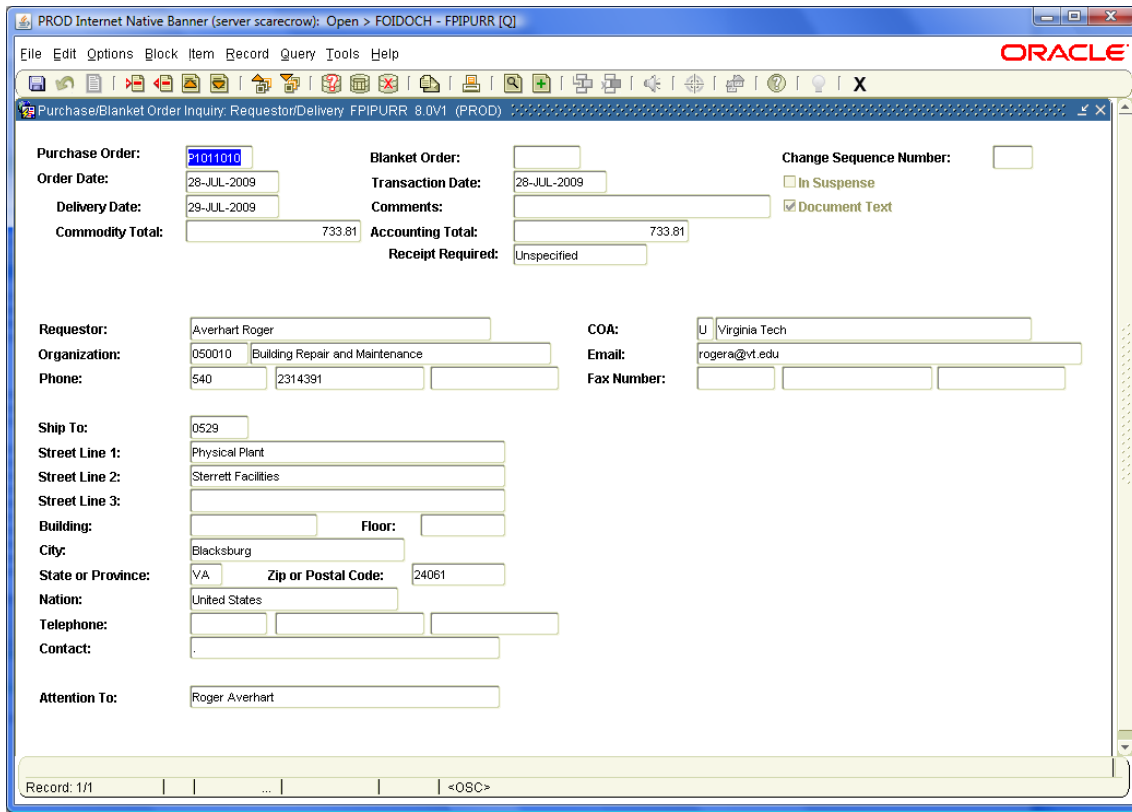
- The purchase/blanket order number is already entered when accessing the form from **FOIDDOCH**.

**Note:** You may also access this form directly (**FPIPURR**) and key in the PO number you want to inquire about in the **Purchase Order** or **Blanket Order** field.

- Click on **Document Information** in the **OPTIONS** menu or perform a **NEXT BLOCK** function to view additional purchase/blanket order information as described below.



- Click the exit button (  ) to return to the purchase order/blanket inquiry form.
- Perform a Ctrl + Next Block to view the requestor/delivery information.



PROD Internet Native Banner (server scarecrow): Open > FIPURR - FIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Requestor/Delivery FIPURR 8.0V1 (PROD)

**Purchase Order:** PO101010 **Blanket Order:**  **Change Sequence Number:**

**Order Date:** 28-JUL-2009 **Transaction Date:** 28-JUL-2009 ☐ In Suspense

**Delivery Date:** 29-JUL-2009 **Comments:**  ☒ Document Text

**Commodity Total:** 733.81 **Accounting Total:** 733.81 **Receipt Required:** Unspecified

**Requestor:** Averhart Roger **COA:** U Virginia Tech

**Organization:** 050010 Building Repair and Maintenance **Email:** rogera@vt.edu

**Phone:** 540 2314391 **Fax Number:**

**Ship To:** 0529

**Street Line 1:** Physical Plant

**Street Line 2:** Sterrett Facilities

**Street Line 3:**

**Building:**  **Floor:**

**City:** Blacksburg

**State or Province:** VA **Zip or Postal Code:** 24061

**Nation:** United States

**Telephone:**

**Contact:**

**Attention To:** Roger Averhart

Record: 1/1 | ... | <OSC>

This window displays requestor and delivery information.

- Click on **Vendor Information** in the **OPTIONS** menu or perform a **NEXT BLOCK** function to view vendor information on the purchase/blanket order.

PROD Internet Native Banner (server scarecrow): Open > FOIDOC - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

Purchase/Blanket Order Inquiry Vendor FPIPURR 8.0VI (PROD)

Purchase Order:  Blanket Order:  Change Sequence Number:

Order Date:  Transaction Date:  ☐ In Suspense

Delivery Date:  Comments:  ☒ Document Text

Commodity Total:  Accounting Total:  Receipt Required:

Vendor:

Address Code:  Sequence Number:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:  Zip or Postal Code:

Nation:

Telephone:

Fax Number:

Contact:  Email:

Discount:

FOB Code:

Tax Group:  ☐ Disbursing Agent

Class Code:

Carrier:

Currency:

Record: 1/1 | ... | <OSC>

This window displays purchase/blanket order vendor information, payment terms, FOB Code (shipping), and purchase order class code.

- Click on **Commodity/Accounting Information** in the **OPTIONS** menu or perform a **NEXT BLOCK** function to view additional purchase/blanket order information as shown below.

#### Quick Tips:

- If this Purchase Order was done through Purchasing, you will see the payment terms, as well as any agreed upon shipping charges.

PROD Internet Native Banner (server scarecrow): Open > FOIDCH - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Commodity/Accounting FPIPURR 8.0V1 (PROD)

Purchase Order: P1011010 Blanket Order: Transaction Date: 28-JUL-2009

Order Date: 28-JUL-2009

Delivery Date: 29-JUL-2009

Change Sequence Number:

☐ In Suspense

☒ Document Text

☐ Document Accounting

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
1 of 4	LO		1.00	X 541.6200	541.62	0.00	0.00	0.00	541.62

Commodity Description

1872825-1872825	<input type="checkbox"/> Commodity Text
1872825-Freight	<input checked="" type="checkbox"/> Closed
1875212-1875212	<input type="checkbox"/> Item Text
1875212-1-1875212-1	<input type="checkbox"/> Suspense

FOAPAL 1 of 1

☐ Suspense ☐ NSF Override ☐ NSF Suspense

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Commodity Accounting Total
U	10	232572	232572	077601	13530	071073				541.62	0.00	0.00	0.00	541.62	541.62

Press NEXT BLOCK to navigate to Accounting block.

Record: 1/4 ... <OSC>

This window displays up to four line items and three accounting distributions.

- Use the arrow keys to review the pricing and funding for each item if more than one item is displayed or click on **Review Commodity Information** to see all items and pricing on a single form in the **OPTIONS** menu.
- If there is a check in the Closed Box, this means that the item has already been paid for, or the line has been canceled.
- If there is a check in the **Item Text** box next to a line item, you may view this text for clicking on **Item Text** in the **OPTIONS** menu.
- Use the **NEXT BLOCK** function to view the dollar distribution on each accounting fund (if more than one accounting fund is displayed).

PROD Internet Native Banner (server scarecrow): Open > FOIDDOCH - FPIPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: CommodityAccounting FPIPURR 8.0V1 (PROD)

Purchase Order: P1011010 Blanket Order: Transaction Date: 28-JUL-2009

Order Date: 28-JUL-2009 Delivery Date: 29-JUL-2009

Change Sequence Number: ☐ In Suspense ☒ Document Text ☐ Document Accounting

Item	UM	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
1 of 4	LO		1.00 X	541.6200	541.62	0.00	0.00	0.00	541.62

Commodity Description

1872825-1872825	<input type="checkbox"/> Commodity Text
1872825-Freight	<input checked="" type="checkbox"/> Closed
1875212-1875212	<input type="checkbox"/> Item Text
1875212-1-1875212-1	<input type="checkbox"/> Suspense

FOAPAL 1 of 1 ☐ Suspense ☐ NSF Override ☐ NSF Suspense


COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Commodity Accounting Total
U	10	232572	232572	077601	13530	071073				541.62	0.00	0.00	0.00	541.62	541.62

Press NEXT BLOCK to navigate to Document Information window.

Record: 1/1

Use the arrow keys to review the dollar distribution for each accounting fund or click on **Review Accounting Information** to see all items and pricing on a single form or click on **Review Accounting Information** to see all funds and dollar distributions on a single form

This form completes inquiry on a purchase/blanket order.

Click **EXIT** (  ) to return to the **FOIDDOCH** form.

## Invoice/Credit Memo Query (FAINVE)

### Invoice/Credit Memo Query Form Accessed From FOIDOCH-FAINVE

Use **FAINVE** to display the invoice/credit memo document. The form has multiple windows that display an invoice header with dates and vendor information, invoice status, text, item (commodity) detail, with invoice amounts and approved amounts, and accounting distributions.

In **FOIDOCH** – Highlight the invoice number that you would like more information on, and through the **OPTIONS** menu, select "Invoice Information [**FAINVE**]"

The screenshot shows the Oracle FAINVE form within the FOIDOCH application. The form is titled "PROD Internet Native Banner (server screenshot): Open > FOIDOCH". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Document Type:** PO (Purchase Order)
- Document Code:** P1011010
- Requisition:** A list of requisition numbers with a status column.
- Bid:** A list of bid numbers with a status column.
- Purchase Order:** A list of purchase order numbers with a status column.
- Issues:** A list of issue numbers with a status column.
- Invoice:** A list of invoice numbers with a status column. The first invoice number, 1390267, is highlighted.
- Check:** A list of check numbers with a status column.
- Return:** A list of return numbers with a status column.
- Receiver:** A list of receiver numbers with a status column.
- Asset Tag:** A list of asset tag numbers with a status column.
- Asset Adjustment:** A list of asset adjustment numbers with a status column.

At the bottom of the form, there is a status bar that reads: "Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form. Record: 1/3 ... <OSC>".



PROD Internet Native Banner (server scarecrow): Open > FOIDDOCH - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.0V1 (PROD)

Document : 11390267 Multiple

Record: 1/1 <OSC>

If you arrived on this form by navigating from another form (**FOIDDOCH**) the Document # will already be entered.

- Note: if you go directly to **FAIINVE** you will need to key in the invoice/credit memo number you want to inquire about in the **Document** field.
- Perform **Next Block** (CTRL + Page Down) to bring you to the Invoice/Credit Memo Header screen.

PROD Internet Native Banner (server scarecrow): Open > FOIDDOCH - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Header FAIINVE 8.0V1 (PROD)

Document : 11390267 Multiple Regular

Purchase Order: P1011010

Vendor: 541211771 Ferguson Enterprises, Inc.

Invoice Date: 06-JUL-2009 Invoice Received: 14-JUL-2009 Cancelled: Transaction: 30-JUL-2009

Services Start: Goods Received/ Services End: 14-JUL-2009 Payment Due: 13-AUG-2009

Check Vendor:

Address Code: YP Sequence Number: 10 Collects Tax: N Collects no taxes

Street Line 1: FBI Lynchburg No 75 City: Pittsburgh

Street Line 2: PO Box 644054 State or Province: PA ZIP or Postal Code: 15264-4054

Street Line 3: Nation:

Discount Code: Receipt Required: Receipt Required

Bank: 03 Wachovia Bank General Disbursements 1099 Tax ID: 1099 Vendor

Vendor Invoice: 1872825 Credit Memo

Income Type: Direct Deposit Override: Text Exists

Customer Account Number / Description: 47913 Direct Deposit Status: N

PO Origin: NonCatalogItem User ID: BLUCADO Activity Date: 12-AUG-2009

Payment Category:

Record: 1/1 <OSC>

Once the information is displayed in the block use the **Next Block** function, or the **Option** menu, to navigate between the windows within **FAINVE**.

If the invoice is keyed against a PO, you will see the PO number at the top.

If it was keyed as a “direct”, you will only see the Document number and the vendor number.

This screen gives you several pieces of information:

- Check due date
- Payment Due date – if the payment is on time
- Activity Date – if the payment is past due, this will tell you the exact date the check was disbursed.
- Vendor Address
- Vendor invoice number
- Vendor Account number
- PO Origin (either Hokiemark or Banner)

**NEXT BLOCK** (Ctrl + Page down) brings you to the Commodity Information screen. If there are multiple lines paid, the Record Count will show “1/?”. Use the down arrow key to navigate through all line items.

### Commodity Information on a PO

Document: 1390267 ☐ Multiple Regular

Purchase Order: P1011010

Vendor: 541211771 Ferguson Enterprises, Inc.

Commodity Information - Regular FAINVE 8.0V1 (PROD)

Document: 1390267 Vendor: 541211771 Ferguson Enterprises, Inc.

Purchase Order: P1011010 PO Item: 1

Invoice Item: 1 Commodity Record Count: 2

Commodity: 1872825-1872625 UOM: LO

Fixed Asset Status: N Non fixed asset

Tax Group:

	Quantity	Unit Price	Extended Price
Ordered:	1	541.6200	541.62
Accepted:	1	541.6200	541.62
Invoiced:	1	541.6200	541.62
Approved:	1	541.6200	541.62
Discount:			.00
Additional:			.00
Tax:			.00
Net:			541.62

-----Indicators-----

Tolerance Override: ☐

Hold: ☐ N

Final Payment Indicator: ☒ F

Last Receiver: ☐ F

Suspense: ☐ N

Open/Paid: ☐ P

☐ Text Exist

Record: 1/2 ... <OSC>

This window will display when you have selected an invoice that references a purchase order. It displays the commodity, the order quantity, accepted quantity, approved quantity, unit price, and amount. Use the Down Arrow to display additional commodities or access the **Options** Menu and go to form FOICOMM (List Commodities).

If the Final Payment Indicator box is checked, the line is closed and any extra funds are unencumbered.

## Commodity Information on a Direct Pay

This window will display when you have selected a direct pay invoice. It displays the commodity description that has been keyed by Accounts Payable and the associated approved, discount, additional, tax, and net amounts. Use the **Down Arrow** to display additional line items.

PROD Internet Native Banner (server croc): Open > FOIDDOCH - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.0V1 (PROD)

Document: 11413152 Multiple Direct Pay

Vendor: 911319190 VWR International Inc

Commodity Information - Direct Pay/General Encumbrance FAIINVE 8.0V1 (PROD)

Document: 11413152 Vendor: 911319190 VWR International Inc

Item: 1 of 1

Commodity: P9090593

Tax Group:

Fixed Asset Status: N Non fixed asset

Amounts	
Approved:	115.97
Discount:	0.00
Additional:	0.00
Tax:	0.00
Net:	115.97

-----Indicators-----

Suspense: N

Open/Paid: P

Hold

Record: 1/1 <OSC>

From either of these screens **Next Block** (Ctrl + Page Down) will bring you to the Accounting amounts, showing which fund and account the payment is applied to. If the funding is split, the Record Count will show "1/?".

Additionally, funding may vary by commodity line item. If so, you will need to navigate back up to the commodity screen through **Previous Block** (Ctrl + Page Up) and select a line. Then **Next Block** (Ctrl + Page Down) to review the funding for that line. This has to be repeated for each line.



## Check Payment History (FAICKH)

Check Payment History Form Accessed From FOIDoch-FAICKH

Use **FAICKH** to review document history for check transactions.

In **FOIDoch** – Highlight the check number that you would like more information on, and through the **Options** menu, select “Check Information [**FAICKH**]”

PROD Internet Native Banner (server scarecrow): Open > FOIDoch

File Edit Options Block Item Record Query Tools Help

Document History FOIDoch 8.0 (PROD)

Document Type: PO Purchase Order

Document Code: P1011010

Requisition	Status	Bid	Status	Purchase Order	Status	Issues	Status
				P1011010	A		

Invoice	Status	Check	Status	Return	Status	Receiver	Status
I1390267	P	C2168563	F			T0159380	C
I1392212	P	C2171350	F			T0159381	C
I1392214	P	C2171700	F			T0159385	C

Asset Tag	Status	Asset Adjustment	Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 1/3

<OSC>

If you arrived on this form by navigating from another form (**FOIDoch**) the Check # will already be entered.

- Note: if you go directly to **FAICKH** you will need to key in the check number you want to inquire about in the **Check Number** field. If you do not know the check number, click on the drop down to access the **FTICKS** form to perform a search query.

- The Bank Code should correspond to the Check Number as follows:
  - Checks beginning with a "C" = "03". Checks are created locally.
  - Checks beginning with an "!" = "03". Direct deposit payments to bank accounts or ACH disbursements.
- Debt Set off Payments
  - Vendors identified by the Commonwealth of Virginia as an agency with an outstanding liability to any agency in the Commonwealth. Funds are intercepted to cover the liability before distributing the excess to the vendor.
  - Prior to October 7, 2010 → Checks beginning with a "S" = "01"
  - After October 7, 2010
    - Vendors on debt set off will have credit memos for the amount the state wants withheld issued with their payment, so there will be a deduction in the amount. The original invoice number will appear with an asterisk (\*) on the end.
    - Another payment will be issued to the Department of Taxation for the amount that is withheld, the original invoice number will have a carrot (^) at the end.
    - To determine if part of a payment was withheld by the State, search the invoice number in FAIVNDH using the wildcard (%) at the front and the back of the invoice number.


Vendor Invoice	Customer Account Number	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
			Approval	VIC	Credit Memo	Open/ Paid	Cancel				
11332	3178	11606181	Y	N	N	O	N	58.19	24-OCT-2010		
11332*	3178	11618578	Y	N	Y	O	N	-58.19	22-OCT-2010		
11332^	3178	11618579	Y	N	N	P	N	58.19	25-OCT-2010	25-OCT-2010	10402811

- Perform a **NEXT BLOCK** function (Ctrl + Page Down)



Use **FAIVNDH** to display invoice/credit memo payment transactions for a specific vendor. The form displays the vendor invoice number, vendor account number, Banner invoice number, invoice status, invoice amount, due/paid date, and check number.

Key in the vendor number you want to inquire about in the **Vendor** field. If you do not know the vendor number, click on the drop down list to access the **FTIIDEN** form to perform a search query.

- Perform an **ENTER QUERY** function in your preferred manner. (Enter Query button (  ) or by pressing F7)
- Key in some portion of the Vendor's ID number or name using wildcards (%) as appropriate. Remember, vendor names are case sensitive. In most Banner searches, the less information that you enter the better chance you may have of finding your request.

- If the vendor name contains an uncommon or unique word, try searching for that word only. To find GTE Wireless, enter: %Wireless%
- Or you may wish to search on GTE, but may be uncertain about entering spaces or periods between the letters. To find GTE, enter: %G%T%E%







# Detail Encumbrance Activity Form - FGIENCD

PROD Internet Native Banner (server:scarecrow): Open > FGIENCD [Q]

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.0V1 (PROD)

Encumbrance: P1010068 Encumbrance Period: All

Description: Direct Waiststaff Apparel Inc Status: O Type: P  
 Date Established: 24-JUL-2009 Balance: 187.52 Vendor: 905262411 Direct Waiststaff Apparel Inc

Item: 1 7331/0067-01-Waist Apron, Black, with three pocke

Sequence: 1 Fiscal Year: 10 Status: O Commit Indicator: U  
 COA Index Fund Orgn Acct Prog Actv Locn Proj  
 U 153326 153326 002009 13111 090810

Encumbrance: 107.64 Liquidation: 0.00 Balance: 107.64

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
24-JUL-2009	PORD	P1010068		107.64	107.64

Press Next Record or Previous Record to scroll accounting transaction details  
 Record: 1/3 ... <OSC>

Use the **FGIENCD** form to view detail transactions including invoice payments against an encumbrance. If you arrived on this form by clicking Encumbrance Detail on **FGITRND**, the form will populate automatically. Refer to the General Accounting Banner training for details on **FGITRND**. Otherwise:

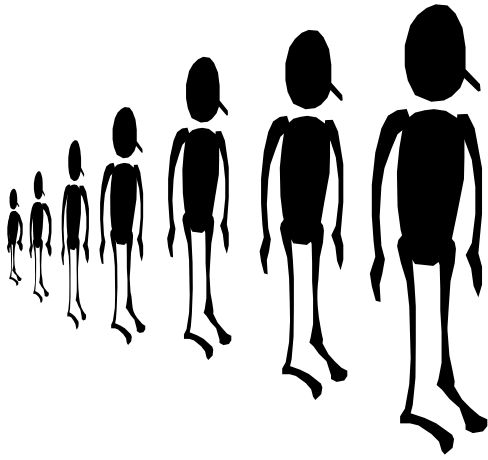
- Key the encumbrance document number you want to inquire about in the **Encumbrance** field.
- Perform a **NEXT BLOCK** function in your preferred manner.

## Quick Tips

- Use this form when reconciling your funds and obtaining a PO history
- This form will show you what lines have been paid, and the related Document Number.
- It will also show you any change orders done to the PO as well as cancellations.

# VENDOR INFORMATION





## Banner ID Numbers

The Banner ID number is a 9-character string. These vendor numbers may be:

- A company's 9-digit federal identification number (FIN)
- A Banner-generated identification number that begins with a "90" (NOTE: some "90" numbers MAY be a FIN number).

# Vendor Inquiry Form – FZIVEND

**FZIVEND** is a Virginia Tech developed form designed to display all vendor information on one form. This form provides easy access to information by University Departments querying about vendors. The form also provides the Financial Database staff with a quick, efficient way to access Banner forms used in the vendor creation and/or update process.

**PROD Internet Native Banner (server croc): Open > FZIVEND**

File Edit Options Block Item Record Query Tools Help

Vendor Inquiry Form FZIVEND V12 (PROD)

02/04/1998 08:02:37

Vendor Type: ☒ Company ☐ Person ☐ No Data

☒ E-Proc

**Vendor Address and Attributes**

Type	Sequence	Address
MA	1	813 Kabrich Street P.O. Box 9 Blacksburg VA 24063

☐ Inactive ☐ Purchase Order Default ☐ Accounts Payable Default

DUNS:  Preferred Order Method:  Send to eVA:

Nation:

**Telephone**

Code	Sequence	Phone
MA	1	(540) 552-1221

**Commodities**

Commodity Code	Description
005-00	ABRASIVES
010-00	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIE
135-00	BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIA

**Vendor Type**

Code	Description
E	Employer Identification Number
IN	Incorporated Business
SM	Small Business

**Comments**

Sequence	Entry
10	CONTRACT VENDOR TG-010-00 & TG-008-05
20	Town Center Hardware Dublin pays to Heavener
30	Heavener Rental pays to Heavener Hardware & Lumber

Record: 1/?

Use the **FZIVEND** form to view demographic information about vendors, vendor addresses, vendor phone numbers, vendor notes, etc.

- Key the Banner ID number of the vendor you want to inquire about in the **Banner ID** field. When the query is executed pay close attention to fields that have a darkened arrow. This indicates that you must scroll up or down on the field in order to see all of the available information.
- If you do not know the vendor's ID number, click on the arrow next to **Banner ID** to go to form **FTIDEN** where you may search for a vendor name or ID number.
- A check mark in the "E-Proc" field indicates that the vendor is in HokieMart.

# **SEARCHING FOR DOCUMENTS BY INDEX AND/OR FUND**



- 1) Open Requisitions**
- 2) Open Purchase Orders**
- 3) Open Invoices**

# Looking Up Open Requisitions by Index/Fund – FPIORQF

**PROD Internet Native Banner (server croc): Open > FPIORQF [Q]**

File Edit Options Block Item Record Query Tools Help

ORACLE

Open Requisition by FOAPAL Query: FPIORQF 7.0 (PROD)

COA: U Index: 139444 Fund: 139444 Orgn: 013100 Acct: Prog: 020023 Actv: Locn:

Requisition	Type	Item	Commodity	U/M	Quantity
R0003704	P	1	PMK185-MAPK Pathway Phospho Antibody Array, 2 Slid	EA	2
Vendor: Full Moon BioSystems Inc			Unit Price:	621.00	
R0003704	P	2	PTK098-tyrosine Kinase Adaptor Phospho Antibody Arr	EA	2
Vendor: Full Moon BioSystems Inc			Unit Price:	477.00	
R0003704	P	3	KAS02-Antibody Array Assay Kit	EA	4
Vendor: Full Moon BioSystems Inc			Unit Price:	265.50	
Vendor:			Unit Price:		

Press Count Query Hits to query requisition.

Record: 1/3 | ... | <OSC>

Use **FPIORQF** to display open requisitions by any Index or Fund. The form displays only those open requisitions that meet the specified Index. Open requisitions have not been assigned to a purchase order.

- Key in the Index number you want to inquire about in the **Index** field.
- Optionally key in the Account Number in the **Acct** field.
- Perform a **Next Block** function



# Open Purchase Orders by FOAPAL Form – FPIOPOF

**PROD Internet Native Banner (server croc): Open > FPIOPOF [Q]**

File Edit Options Block Item Record Query Tools Help

Open Purchase Orders by FOAPAL FPIOPOF 7.0 (PROD)

COA Index Fund Orgn Acct Prog Actv Locn Proj

U 139444 139444 013100 020023

Purchase Order	Item	Commodity	U/M	Quantity	Unit Price
P0731404	4	04566 Refrigerators and Freezers	EA	1	5775.7
Vendor: Fisher Scientific Company LLC					
P0748870	2	CCL-228-SV480 human cells	EA	1	203
Vendor: ATCC					
P0748870	3	TIB-202-THP-1 human cells	EA	1	203
Vendor: ATCC					
P0748870	4	CRL-2278-RAW 264.7 gamma NO(-) mouse cells	EA	1	203
Vendor: ATCC					

List for Purchase Order Inquiry (FPIPURR)

Record: 1/?

Use **FAIOPOF** to display open purchase orders by any Index or Fund. The form displays only those open purchase orders that meet the specified Index.

- Key in the Index number you want to inquire about in the **Index** field.
- Optionally, key in the account code you want to inquire about in the **Acct** field.
- Perform a **Next Block** function

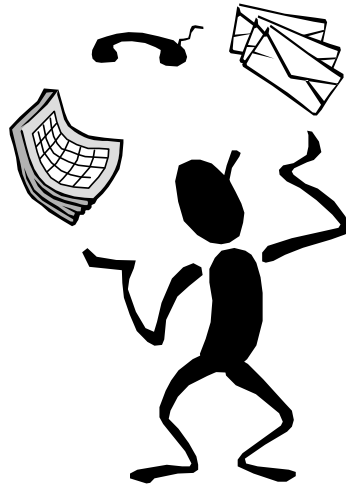
**Enter Query** and **Execute Query** can be used in the detail block to further refine the search.

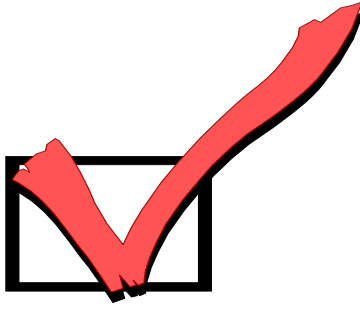
# DEPARTMENT A/P PROCESSING



## Document Numbers

The **voucher number** in Banner is referred to as an **invoice number**. The invoice number is an automatically generated one-up number that begins with an "I". Batched invoices begin with an "L" or "F". Electronic invoices begin with an "E", which are currently for vendors such as Office Max, Fisher Scientific, CDW-G, VWR, Bio-Rad, Dell, Sigma-Aldrich, The Supply Room, Guy Brown, Integrated DNA, USA Scientific, Invitrogen, Applied Biosystems, Grainger and Qiagen. Departments may query using the FOIDOC form discussed earlier. The user can query by the HokieMart PO number to locate the invoice number.





## Invoice Due Dates

- In accordance with the Commonwealth of Virginia's Prompt Pay Act, payments are due 30 days from the receipt of the vendor's invoice or the receipt of the goods, whichever is later.
- **Date vendor's invoice received** – To accurately calculate the due date; the date the vendor's invoice is first received at the university **MUST be stamped** on the vendor's invoice. The date stamps apply to invoices received by the Controller's Office as well as those received by the department. If the invoice is not date stamped by the department, the date received is 2 business days from the invoice date.
- **Date goods or services received** – To accurately calculate the due date, the date the goods or services are received at the university **MUST be recorded** in the receipts section in HokieMart. Enter the actual date goods or services were received, not the date it was entered into HokieMart.
- **Automatic calculation of due date** – Banner uses the invoice received date to automatically calculate the due date. If the invoice appears on Prompt Pay at month end, then the Controller's Office reviews the receiving date in Hokiemarket to determine if the due date should be adjusted, and hence be taken off Prompt Pay for that month.

## Customer Account Numbers

If available on the vendor invoice, the customer account number is keyed into Banner when the invoice is keyed into Banner. In turn, this is printed on the check stub to ensure that the vendor applies the payments correctly.

## Credit Memos

Departments do not have to hold credit memos until they receive an invoice large enough to cover the credit. Credit memos should be submitted to the Controller's Office promptly upon receipt. The PO number should be referenced.

## Receiving

All receiving should be completed in HokieMart for each purchase order. Receiving is not required for prepayments, Interdepartmental Service Requests (ISR's), Interdepartmental Printing Request (IPR), Reimbursements, and Travel Agency Authorizations (TAA). Goods and services should be received promptly in HokieMart so that invoices can be paid by the due date. If the purchase order related to a prepayment, or to goods or services not received, then receiving is not possible. Prepayments should be handled through checking the "Notify AP" box in Hokiemarket. This box should ONLY be used for Prepayments.


## Travel Invoices

Departments submit travel vouchers to the Controller's Office to be processed in Banner. Some of the traveler's trip information is available in the Banner system and on the reimbursement check stub.

- The last day of travel is recorded in the "vendor invoice date" field and on the check stub.
- The trip destination is recorded in the Customer Account Number / Description field and on the check stub.
- The total amount of the travel voucher appears in the commodity block and the individual amounts charged to each Fund and account appear in the accounting block.

## Viewing Images

Once an invoice has been keyed into Banner and either "Completed" or put "In Process" in Banner, the department can view the invoice by:

- Typing the PO number into FOIDCH
- Highlight the particular "I" number that is to be viewed
- Click on the magnifying glass  in the tool bar at the top
- Make sure pop up blockers are off
- Image will appear in another window

# Check Stubs and ACH Remittance

Note the following information about the Banner checks:

- The information described in the "Travel Invoices" section is included on the check stub.
- All of the vendor's invoices included in the payment will be listed in the "Vendor Invoice" column, as well as the amount of each invoice under "Gross Amount".
- The "I" number associated with the vendor's invoice will be in the VT Invoice # column.
- The customer account number used by vendors appears on the check stub as a customer account number.
- Credit memos are itemized separately on the check stubs. This provides the information for the vendors to apply the credit to accounts without documentation being mailed separately.

UNIVERSITY CONTROLLER  
201 SOUTHGATE CENTER  
BLACKSBURG, VA 24061-0312  
(540) 231-6418



INVOICE DATE	VENDOR INVOICE	CUST ACCT NO / DESC	VT INVOICE #	GROSS AMOUNT	DISCOUNT/WH TAX	NET AMOUNT
08/18/09			L0267269	7,807.50	0.00	7,807.50
TOTALS				7,807.50	0.00	7,807.50

Check No. 2169504  
Date 08/19/09  
Vendor No. 905265683 Vendor Name: TALIA M. ALEXANDER

**VOID**

VOID AFTER 180 DAYS

Pay Seven Thousand Eight Hundred and no/100

To the Order of TALIA M. ALEXANDER  
2025 BROWNSTONE LN  
CHARLOTTESVILLE VA 22901

WACHOVIA BANK, N.A.  
BLACKSBURG, VA 24060

Check No. 2169504  
Check Date 08/19/09  
Amount \$7,807.50

*[Signature]*

⑈ 2169504 ⑈ ⑆ 25607270 ⑆ 2079910008493 ⑈



# Accounts Payable Rule Codes used at Virginia Tech

Rule codes are used in the Banner system to process each transaction. The fiscal officer needs to know each rule code in order to understand how it affects the budget balance on the fund. Several of these codes were included in the General Accounting workbook. The following list is a selection of some of the most common rule codes used in the accounts payable module.

## Accounts Payable Rule Codes

INNI	Payment of Vendor Invoice
INNC	Credit Memo on Vendor Invoice
ICNI	Cancel Payment of Vendor Invoice
ICNC	Cancel Credit Memo on Vendor Invoice
INEI	Payment against a Purchase Order
INEC	Credit Memo on a Purchase Order
ICEI	Cancel Invoice against an Order
ICEC	Cancel Credit Memo on an Order
CNEI	Cancel Check – Invoice with Encumbrance
CNNI	Cancel Check – Invoice without Encumbrance
DNEC	Check – Credit Memo with an Encumbrance
DNEI	Check – Invoice with an Encumbrance
DNNC	Check – Credit Memo without Encumbrance
DNNI	Check – Invoice without an Encumbrance



## Additional Resources

Additional information can be found on the web. The web address listed below contains links to Purchasing, Accounts Payable, Banner Finance, as well as Financial Procedures and Electronic Forms.

The web address is:

**<http://www.co.vt.edu>**

**Accounts Payable** link offers information about:

Travel Voucher Template  
Account Code Descriptions  
W-9 Certificate of Taxpayer Identification Number  
Payroll Forms  
Banner Finance Access Request Form  
Journal Entry Transfer Form  
Cash Receipts-Cash Disbursements Form

The **Purchasing** link (**<http://www.purch.vt.edu>**) offers:

Procedures (Pcard, Direct Pay, Sole Source, Telecommunications, VCE, HokieMart...)  
Virginia Tech Contracts and State Contracts  
Women-Owned and Minority-Owned Business Programs  
Vendor Data Base Information and Vendor Registration