

Invoice/Credit Memo

Take your invoice and write the V# and the address sequence in the top right corner of the page. Write the index and account code information on the invoice. If there is only one index and account code, write it in an open area on the invoice. If you have multiple indexes and account codes write the close to the description and amount. **Write this information in red.**



Invoice # SI-2305-WOU ✓
Client # 932-926-329
Invoice Date: November 10, 2022

Western Oregon University
c/o Xuanxuan Villeneuve
AP Accountant
Accounts Payable
villeneuve@wou.edu

Invoice Period: November 2022

Current Invoice Period Services	Amount
Labor Relations Services	
SEIU Collective Bargaining HR0915/24554 (\$3,713 - \$769 mid-year credit)	\$ 2,944 ✓
Payroll Services	
Benefits Pymts, Tax Pymts and Reporting } HR0915/24553	6,121 } ✓
Systems Support	2,193
PERS Verification	243
Treasury Management Services	
Legacy Debt Services (Post-Issuance & Accounting) } BA0901/24552	859 } ✓
Non-Legacy Debt Services (Post-Issuance & Accounting)	351
Endowment	456
Amount Due This Invoice	\$ 13,167 ✓

Noting Invoice #, and Client # if possible, please remit:

Invoice # SI-2305-WOU
Client # 932-926-329
Amount \$ 13,167

Via ACH (preferred)
Oregon State University
Treasury Bank Account 58003

Via check
OSU Cashier's Office
PO Box 1086
Corvallis OR 97339

Payment is due:
Questions?

December 10, 2022 ⇒ 11/15/22
Please contact Jolene Shute, 541.737.1530. Jolene.Shute@oregonstate.edu

In Banner go to form FAAINVE (Invoice/Credit Memo).

ellucian

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADD

RETRIEVE

RELATED

TOOLS

Document:

Multiple:

☐

Go

Invoice Type: *

Direct Pay

Vendor:

Vendor Hold:

☐

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Tab until you get to the Vendor box. The word NEXT will now be in the box to the right of the word Document.

Type in the V# from the form. If it is missing or incorrect you can click on the ... to the right of the Vendor box to search for the V#.

Press tab. Verify that the correct name is displayed.

ellucian

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADD

RETRIEVE

RELATED

TOOLS

Document:

NEXT

Multiple:

☐

Go

Invoice Type: *

Direct Pay

Vendor:

V00326942

Oregon State University

Vendor Hold:

☐

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



V 326942
(VP43)

Invoice #	SI-2305-WOU ✓
Client #	932-926-329
Invoice Date:	November 10, 2022

Western Oregon University
c/o Xuanxuan Villeneuve
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Accounts Payable
villeneuvex@wou.edu

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-xxv 11/10/22

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Jolene.Shute@oregonstate.edu

Click on “Go”.

×

ellucian

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADD

RETRIEVE

RELATED

TOOLS

Document: NEXT

Multiple: ☐

Go

Invoice Type: * Direct Pay

Vendor: V00326942

Oregon State University

Vendor Hold: ☐

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Enter the Invoice Date from the invoice. Leave the Transaction Date as the current date. Check that the Address Code is a VP. Change the Sequence Number if it is different than what is written on the invoice

×

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Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADD

RETRIEVE

RELATED

TOOLS

Document: NEXT

Multiple: ☐

Invoice Type: Direct Pay

Vendor: V00326942 Oregon State University

Vendor Hold: ☐

Start Over

▼ INVOICE/CREDIT MEMO HEADER

Insert

Delete

Copy

Filter

Invoice Date * 11/10/2022

Transaction Date * 11/11/2022

☒ Document Accounting

Address Code VP

Sequence Number 43

Address Line 1 OSU Cashier's Office

Address Line 2 PO Box 1086

Address Line 3

City Corvallis

State or Province OR

ZIP or Postal Code 97339

Nation

Collects Tax N COLLECTS NO TAXES

Discount Code

Check Vendor

Payment Due

Bank

Vendor Invoice

Direct Deposit Status No

☐ IAT

ACH Transaction

Type

1099 Tax ID

☐ Credit Memo

☒ 1099 Vendor

☐ Direct Deposit Override

☐ Text Exists



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Jolene.Shute@oregonstate.edu

You will now need to enter a Payment Due date. If there is a hand written date on the invoice, use that. Otherwise use the current date.

The next step is to enter the Vendor Invoice. Enter in what the invoice has as the invoice number.

If the invoice is a credit memo (refund), you will need to click on the box to the left of Credit Memo.

ellucian

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADD

RETRIEVE

RELATED

TOOLS

Document: NEXT

Multiple: ☐

Invoice Type: Direct Pay

Vendor: V00326942 Oregon State University

Vendor Hold: ☐

Start Over

INVOICE/CREDIT MEMO HEADER

Insert

Delete

Copy

Filter

Invoice Date *11/10/2022

Transaction Date *11/11/2022

☒ Document Accounting

Address CodeVP

Sequence Number43

Address Line 1OSU Cashier's Office

Address Line 2PO Box 1086

Address Line 3

CityCorvallis

State or ProvinceOR

ZIP or Postal Code97339

Nation

Collects TaxNCOLLECTS NO TAXES

Discount Code

Check Vendor

Payment Due11/15/2022

Bank

Vendor InvoiceSI-2305-WOU

Direct Deposit StatusNo

☐ IAT

ACH Transaction

Type

1099 Tax ID

☐ Credit Memo

☒ 1099 Vendor

☐ Direct Deposit Override

☐ Text Exists

SAVE

Click on the Next Section button (arrow down located on the bottom left-hand corner on your screen). This will take you to the COMMODITY INFO -DIRECTY PAY/GENERAL ENCUMBRANCE screen.

Tab to the Commodity Description box. Type in the Commodity description. Press tab twice. This will take you to the Amounts section. Type in the amount. Press tab. If you have more than one commodity line, press the arrow down button on the keyboard. Continue to do this process until all of the Commodity lines have been entered.

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Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADD

RETRIEVE

RELATED

TOOLS

Document: I0556571

Multiple: ☐

Invoice Type: Direct Pay

Vendor: V00326942 Oregon State University

Vendor Hold: ☐

Start Over

COMMODITY INFO -DIRECT PAY/GENERAL ENCUMBRANCE

Insert

Delete

Copy

Filter

Document

I0556571

Vendor

V00326942 Oregon State University

☐ Vendor Hold

Item

7

Commodity	Commodity Description	Reverse Calculation *
	SEIU Collective Bargaining November 2022	<input type="checkbox"/>
	Payroll Services - Benefits/Tax Pymts November 2022	<input type="checkbox"/>
	Payroll Services - Systems Support November 2022	<input type="checkbox"/>
	Payroll Services - PERS Verification November 2022	<input type="checkbox"/>
	Legacy Debt Services November 2022	<input type="checkbox"/>
	Non-Legacy Debt Services November 2022	<input type="checkbox"/>
	Endowment Services November 2022	<input type="checkbox"/>

1 of 1

10 Per Page

Record 7 of 7

Amounts

Approved

456.00

Discount

0

Additional

0.00

Net

456.00

Indicators

Suspense

Y

Open or Paid

O

☐ Commodity Hold

☐ Access Completion

SAVE



V 326942
(VP43)

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-xxv 11/10/22

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Jolene.Shute@oregonstate.edu

Click on the Next Section button (arrow down located on the bottom left-hand corner on your screen). This will take you to the INVOICE ACCOUNTING DISTRIBUTION screen.

ellucian

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADDRETRIEVERELATEDTOOLSN1

Document: I0556571Multiple: ☐Invoice Type: Direct PayVendor: V00326942 Oregon State UniversityVendor Hold: ☐

Query caused no records to be retrieved. Re-enter.

INVOICE ACCOUNTING DISTRIBUTIONInsertDeleteCopyFilter

DocumentI0556571

Transaction Date11/11/2022

VendorV00326942 Oregon State University

Commodity Record7

Count

Accounting Record0

Count

Item

Currency Code

CommodityDOCUMENT ACCTG DISTRIBUTION

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj

1 of 110 Per PageRecord 1 of 1

BankB1Income Type

	Commodity	%	Accounting
Approved	13,167.00		
Discount	0.00		
Additional	0.00		
Tax	0.00		
Net			

NSF OverrideNSFSuspenseNSF Suspense

SAVE

You will need to enter the Index, Acct, Actv (if there is one) and the amount. The rest of the boxes will self populate. The amount goes in the box directly below the word Accounting. You will need to tab between boxes. If you have more than one Accounting line, press the arrow down button on the keyboard. Continue to do this process until all of the Accounting lines have been entered.

Sometimes you will have a Fund instead of an Index. You would then enter that in the Fund Box instead of an Index in the Index box.



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Document: I0556571 Multiple: ☐ Invoice Type: Direct Pay Vendor: V00326942 Oregon State University Vendor Hold: ☐

Start Over

INVOICE ACCOUNTING DISTRIBUTION

Insert Delete Copy Filter

Document	I0556571	Transaction Date	11/11/2022
Vendor	V00326942 Oregon State University	Commodity Record	7
		Count	
<input type="checkbox"/> Vendor Hold		Accounting Record	0
		Count	
Item		Currency Code	
Commodity	DOCUMENT ACCTG DISTRIBUTION		

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	E	23	HRO915	001001	102082	24554	61050			
2	E	23	HRO915	001001	102082	24553	61050			
	E	23	BAO901	001001	303100	24552	61050			

1 of 1 10 Per Page

Record 3 of 3

Bank	B1	Income Type	NC
Commodity		%	Accounting
Approved	13,167.00		1,666.00
Discount	0.00		0.00
Additional	0.00		0.00
Tax	0.00		0.00
Net			1,666.00
NSF Override	N	Suspense	N
		NSF Suspense	N

Click on the Next Section button (arrow down located on the bottom left-hand corner on your screen). This will take you to the BALANCING COMPLETION screen. It will only take you here if your Commodity amounts and your Accounting amounts are the same.

ellucian

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUPRD)

ADD

RETRIEVE

RELATED

TOOLS

Document: I0556571

Multiple: ☐

Invoice Type: Direct Pay

Vendor: V00326942 Oregon State University

Vendor Hold: ☐

Start Over

BALANCING COMPLETION

Insert

Delete

Copy

Filter

	Input	Exchange Rate	Converted	
Amount	<div>13,167.00</div>	<div></div>	<div></div>	
Amount Type	Header	Commodity	Accounting	Status
Approved	<div>13,167.00</div>	<div>13,167.00</div>	<div>13,167.00</div>	<div>BALANCED</div>
Discount	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>BALANCED</div>
Tax				
Additional	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>BALANCED</div>

Complete

In Process

SAVE

If it doesn't take you to this screen you will need to figure out where the mistake is at.

Now you will need to write your Invoice # (I#), your initials and the date on your Invoice form. The I# is located towards the top left of the form just to the right of the word Document.

Now you will click on the Complete button.



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Document: I0556571 Multiple: ☐ Invoice Type: Direct Pay Vendor: V00326942 Oregon State University Vendor Hold: ☐

Start Over

BALANCING COMPLETION

Insert Delete Copy Filter

	Input	Exchange Rate	Converted	
Amount	<input type="text" value="13,167.00"/>	<input type="text"/>	<input type="text"/>	
Amount Type	Header	Commodity	Accounting	Status
Approved	<input type="text" value="13,167.00"/>	<input type="text" value="13,167.00"/>	<input type="text" value="13,167.00"/>	<input type="text" value="BALANCED"/>
Discount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Tax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>

Complete

In Process

Now your Invoice/Credit Memo and all of the supporting documents need to be scanned into DocStar for indexing. See the instructions for DocStar if needed for this process.