

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.**



V326942
(VP43)

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

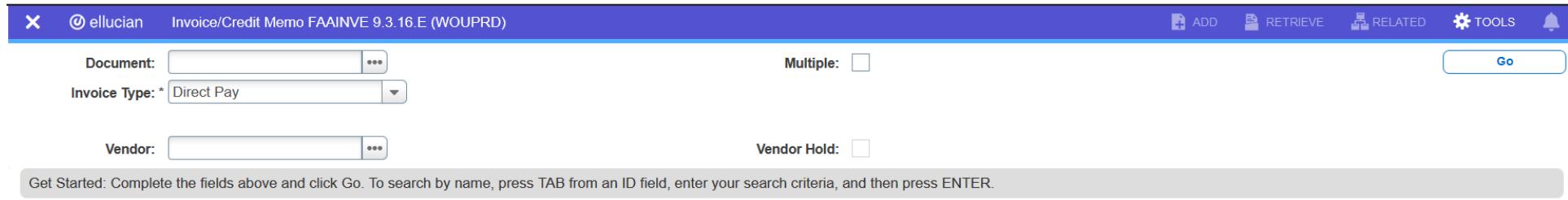
Current Invoice Period Services	Amount
Labor Relations Services	
SEIU Collective Bargaining	\$ 2,944 ✓
Payroll Services	
Benefits Pymts, Tax Pymts and Reporting	6,121 ✓
Systems Support	2,193 ✓
PERS Verification	243
Treasury Management Services	
Legacy Debt Services (Post-Issuance & Accounting)	859 ✓
Non-Legacy Debt Services (Post-Issuance & Accounting)	351 ✓
Endowment	456
Amount Due This Invoice	\$ 13,167 ✓

-xxv 11/10/22

Noting Invoice #, and Client # if possible, please remit:	
Invoice #	SI-2305-WOU
Client #	932-926-329
Amount	\$ 13,167
<i>Via ACH (preferred)</i> Oregon State University Treasury Bank Account 58003	<i>Via check</i> OSU Cashier's Office PO Box 1086 Corvallis OR 97339

Payment is due: December 10, 2022 \Rightarrow 11/15/22
Questions? Please contact Jolene Shute, 541.737.1530. Jolene.Shute@oregonstate.edu

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

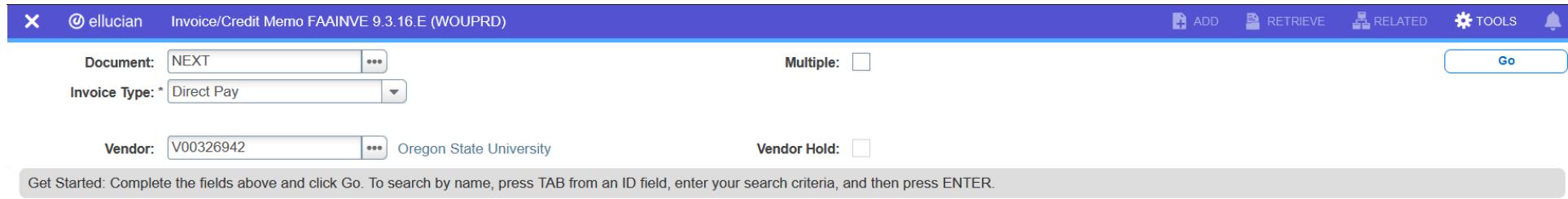


The screenshot shows the Banner FAAINVE form interface. The top navigation bar includes the elucian logo, the title "Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)", and buttons for ADD, RETRIEVE, RELATED, TOOLS, and a bell icon. Below the title, there are input fields for "Document" (with a "... button), "Invoice Type" (set to "Direct Pay"), "Vendor" (with a "... button), and "Vendor Hold" (with a checkbox). A message at the bottom of the form area says: "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.



The screenshot shows the Banner FAAINVE form interface with the "Document" field populated with "NEXT". The other fields and message are identical to the first screenshot.



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villeneuvex@wou.edu

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Current Invoice Period Services	Amount
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Amount \$ 13,167

Via ACH (preferred) Via check
Oregon State University OSU Cashier's Office
Treasury Bank Account 58003 PO Box 1086
Corvallis OR 97339

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Click on “Go”.

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)

Document: NEXT Multiple:

Invoice Type: * Direct Pay

Vendor: V00326942 Oregon State University

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

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)

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

Insert Delete Copy Filter

INVOICE/CREDIT MEMO HEADER

Invoice Date *	11/10/2022 <input type="button" value="..."/>	Check Vendor <input type="button" value="..."/>
Transaction Date *	11/11/2022 <input type="button" value="..."/>	
<input checked="" type="checkbox"/> Document Accounting		
Address Code	VP <input type="button" value="..."/>	Payment Due <input type="button" value="..."/>
Sequence Number	43 <input type="button" value="..."/>	Bank <input type="button" value="..."/>
Address Line 1	OSU Cashier's Office	Vendor Invoice <input type="button" value="..."/>
Address Line 2	PO Box 1086	Direct Deposit Status <input type="button" value="..."/>
Address Line 3		<input type="checkbox"/> IAT
City	Corvallis	ACH Transaction <input type="button" value="..."/>
State or Province	OR	Type <input type="button" value="..."/>
ZIP or Postal Code	97339	1099 Tax ID <input type="button" value="..."/>
Nation		<input type="checkbox"/> Credit Memo
Collects Tax	N <input type="button" value="..."/> COLLECTS NO TAXES	<input checked="" type="checkbox"/> 1099 Vendor
Discount Code	<input type="button" value="..."/>	<input type="checkbox"/> Direct Deposit Override
		<input type="checkbox"/> Text Exists



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villeneuvex@wou.edu

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-xxv 11/10/22

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Amount \$ 13,167

Via ACH (preferred) Via check
Oregon State University OSU Cashier's Office
Treasury Bank Account 58003 PO Box 1086
Corvallis OR 97339

Payment is due: December 10, 2022 \Rightarrow 11/15/22
Questions? Please contact Jolene Shute, 541.737.1530. 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.

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)

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

INVOICE/CREDIT MEMO HEADER

Invoice Date *	11/10/2022	Check Vendor	<input type="checkbox"/>
Transaction Date *	11/11/2022	Payment Due	11/15/2022
<input checked="" type="checkbox"/> Document Accounting		Bank	<input type="checkbox"/>
Address Code	VP	Vendor Invoice	SI-2305-WOU
Sequence Number	43	Direct Deposit Status	No
Address Line 1	OSU Cashier's Office	<input type="checkbox"/> IAT	
Address Line 2	PO Box 1086	ACH Transaction	<input type="checkbox"/>
Address Line 3		Type	
City	Corvallis	1099 Tax ID	<input type="checkbox"/>
State or Province	OR	<input type="checkbox"/> Credit Memo	
ZIP or Postal Code	97339	<input checked="" type="checkbox"/> 1099 Vendor	
Nation		<input type="checkbox"/> Direct Deposit Override	
Collects Tax	N	<input type="checkbox"/> Text Exists	
Discount Code	<input type="checkbox"/>		

Buttons:

Buttons at bottom:

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 -DIRECT 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.

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)

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

Start Over

COMMODITY INFO -DIRECT PAY/GENERAL ENCUMBRANCE

Commodity	Commodity Description	Reverse Calculation *
	SEIU Collective Bargaining November 2022	<input type="checkbox"/>
	Payroll Services - Benefits/Tax Pymts November 202	<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	<input type="checkbox"/> Commodity Hold
Open or Paid	O	<input type="checkbox"/> Access Completion

SAVE



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(VP43)

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Western Oregon University

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Accounts Payable
villeneuvex@wou.edu

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-xxv 11/10/22

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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.

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)

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

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

INVOICE ACCOUNTING DISTRIBUTION

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

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	<input type="button" value="B1"/>	...								

1 of 1 Per Page Record 1 of 1

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

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 and Index. You would then enter that in the Fund Box instead of an Index in the Index box.



✓ 326942
(VP43)

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✓ 11/10/22

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



Document: I0556571

Multiple:

Invoice Type: Direct Pay

Vendor: V00326942 Oregon State University

Vendor Hold:

Start Over

▼ INVOICE ACCOUNTING DISTRIBUTION

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



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 BALANCING COMPLETION screen. It will only take you here if your Commodity amounts and your Accounting amounts are the same.

Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)

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

BALANCING COMPLETION

	Input	Exchange Rate	Converted
Amount	13,167.00		
Amount Type	Header	Commodity	Accounting
Approved	13,167.00	13,167.00	13,167.00
Discount	0.00	0.00	0.00
Tax			
Additional	0.00	0.00	0.00

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.

V326942
(VP43)

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

11-11-22
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elucian Invoice/Credit Memo FAAINVE 9.3.16.E (WOUprd)

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

BALANCING COMPLETION

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

Complete In Process

SAVE

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.