OSU Banner Finance Information System is a collection of training and reference materials for OSU Faculty and Staff who require access to the Financial Banner System at Oregon State University. This document provides specific information and directions for accessing and using the FIS data entry forms.

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Banner FIS Overview

Banner™ is an internet accessible database interface developed and maintained by the SunGard Computer Technology Corporation (SunGard SCT). The module is an ORACLE database management software used to store, manage, retrieve, and protect financial records and information. Banner FIS is supported by:

- The FIS Systems Integrator, Patty Ross (541-737-0616), who provides user support specific to the Banner FIS module and administers access to the data. The FIS Systems Integrator also supports the FIS Data Warehouse, and more detailed information on that can be found at the website http://osu.orst.edu/dept/computing/warehouse/general.htm.
- The Administrative Systems Trainer, Ross Jackson (541-737-8767), who provides user training and assistance in Banner navigation.

The Banner FIS Module is a collection of program sub-modules, each associated with an area of financial activity, providing:

- The ability to create and track Invoices, Journal Vouchers, and Purchase Orders,
- An Approval system for transaction amounts above defined values, and
- Reporting on fiscal activities.

Banner FIS Security

Privacy policies and procedures are in place to protect access to OSU Financial information. Computer level security protects unauthorized access to the administrative computer system that Banner resides on, and form level security controls access to Banner forms, and subsequently, to data that is accessed through those forms.

FIS Policy References


The Office of Business Affairs is the central coordinating unit for Oregon State University financial transactions. The University operates under a broad spectrum of policies, regulations, and laws mandated by the Oregon University System (OUS), as well as by local, state, and federal governments. This Fiscal Operations Policy & Procedure Manual (FIS) is the official university reference for these rules as they apply to operating units. The Fiscal Operations P&P Manual is an effort to codify, in one location, policies and process guidelines for implementing these policies for the vast majority of financial transactions. The Fiscal Operations P&P Manual also offers a glossary of financial terms (FIS 002).

OUS Fiscal Policy Manual (a.k.a. FASOM) http://www.ous.edu/cont-div/fpm/

The OUS Fiscal Policy Manual is made up of System fiscal policies that have broad application throughout the System. Its purpose is to ensure compliance with applicable laws and regulations, promote operational efficiencies, support the System's mission, and/or reduce System risks by mandating actions, constraints, and specific procedures for compliance.
Access to Banner FIS

Access to Banner FIS forms is based on your office responsibilities, as established by your Dean, Department Head, or Business Officer. The Business Office, which has custodial responsibility for all financial data, has established campus-wide departmental access at seven levels: General Query, Payroll Query, Purchase Order Creation, Invoice Creation, Journal Voucher Creation, Department Approver, and Grants and Contracts Access. Access is granted as either query or update: Query-level users being limited to only viewing data, while update-level users may also insert, delete and modify information in the database.

There are two requirements for receiving access to Banner FIS: 1) completing and processing an access form, and 2) attending the related Banner training sessions.

The Banner & Data Warehouse Request for Access form is available on the web site [http://osu.orst.edu/dept/computing/banner/access.html](http://osu.orst.edu/dept/computing/banner/access.html) and must be completed and signed by your Dean, Department Head, or Business Manager. The “OSU Code of Responsibility” page of your access forms must be signed by you. The printed and signed original forms are to be sent via Campus Mail (or taken directly) to Banner & DW Access, 206 Milne Computer Center, where they are processed by the Warehouse Integration and Training Team (WITT).

This document is used for five instructor led hands-on workshops:

- **FIS Banner** is an exploratory presentation of Financial Records in Banner. It provides information about accounting structure and policies at OSU, and is required for granting query only access for General Query and Payroll Query.

- **FIS Reports** is a navigational guide to running FIS Banner and Data Warehouse reports. It has a prerequisite of FIS Banner, and is required for granting access to Banner and Data Warehouse Administrative Reports.

- **FIS Banner Invoice** is a navigational and policies guide to creating Invoices. It has a prerequisite of FIS Banner, and is required for granting the update access for Invoice Creation.

- **FIS Banner JV** is a navigational and policies guide to creating Journal Vouchers. It has a prerequisite of FIS Banner, and is required for granting the update access for Journal Voucher Creation.

- **FIS Banner PO** is a navigational and policies guide to creating Purchase Orders. It has a prerequisite of FIS Banner, and is required for granting the update access for Purchase Order Creation.

The training sessions are offered either once a month or every other month, and are scheduled term-by-term. Register for your training directly on the Information Services’ Workshop and Seminar web site: [http://osu.orst.edu/dept/isteach/isclass.htm](http://osu.orst.edu/dept/isteach/isclass.htm), or by sending e-mail to the Information Services workshop registrar at: ISClass@orst.edu. Please make note of the training prerequisites (including class materials) listed on the web site.

Banner FIS users are generally assigned their usernames and passwords at the conclusion of the FIS Banner class if their request forms have been completed and turned in. For more general information about passwords, refer to the Your User Name and Password section of the BANNER BASICS for OSU guide.
Menus provide the map for the Banner structure, and for Banner FIS users, it is important to become familiar with the **FINANCIAL MENU** under the **SCT BANNR MENU**. The menu displays only the areas of Banner FIS where you have access, limited to what is necessary for each person to do their job.

Most departmental users become familiar enough with the form names that they use to access the forms directly through the **GO** field. To do so:

- Type the form name in the data enterable field, and
- Press the **Enter** key.

**NOTE:** the developmental instances (DEVL & DEV2) provide access to all Financial menus and forms, query and update, by using the training username and password. If you do not remember the username or the password has expired, call the Administrative Systems Trainer at extension 7-8767.

The sub-menus within the **FINANCIAL MENU** provide access to the forms that are assigned to each of the seven levels of access to Banner FIS: General Query, Payroll Query, Purchase Order Creation, Invoice Creation, Journal Voucher Creation, Department Approver, and Grants and Contracts Access. **REMEMBER:** each level of access is exclusive from the others - a person with Invoice Creation access may not necessarily have Purchase Order Creation access.

**Form Names in Banner FIS**

Banner forms follow a standard naming convention. Names are seven characters long, and the first character of the form name identifies the primary Banner system to which the form belongs.

For example:

- **F** = Finance
- **G** = General
- **P** = Human Resources/Payroll
- **R** = Financial Aid
- **S** = Financial
- **T** = Accounts Receivable

The second character identifies the program module or other Banner system module that issues the form:

- **A** = Accounts Payable
- **B** = Budget
- **F** = Fixed Assets
- **G** = General Accounting
- **O** = Overall
- **P** = Purchasing
- **U** = Utility

The third character identifies the type of form. The most common forms you’ll encounter are:

- **A** = Application (query and modify)
- **Q** = Query (called from another form)
- **V** = Validation (value list)
- **I** = Stand-alone Inquiry

The last four characters reflect the purpose of the form, using an acronym or abbreviation, so that the form name **FGIBDST** can be interpreted as:

- **F** = Finance, **G** = General Accounting, **I** = Inquiry, **BDST** = Budget Status
FIS Banner

Oregon State University is Oregon’s Land Grant institution, and as such, is both a government and non-profit organization which dictates the use of Fund Accounting. All OSU financials are based within the use of funds, and compliance is dictated by the fund sources.

This section provides an overall look at the organizational and accounting structure at Oregon State University.


- Document Types: **FIS 1103**
- Expenditure Types: **FIS 410**
- Employee Reimbursements: **FIS 407**

Accounting Ledgers

The General Ledger offers summary information about your balance sheet accounts: assets, liabilities, control accounts, and fund balances.

The Operating Ledger offers a complete current fiscal year picture. In it you will find summarized information about your revenues, expenditures, grant, and budget information.

The Transactions Ledger offers detailed information about invoices, journal vouchers, and canceled checks.

Banner FOAPA Validation Tables

- **FTVFUND** – Fund Code Validation
- **FTVACCT** – Account Code Validation
- **FTVACTV** – Activity Code Validation
- **FTVORGN** – Organization Code Validation
- **FTVPROG** – Program Code Validation
- **FTMACCI** – Account Index Code Maintenance

Banner Budget Summary Forms

- **FWITBSR** – Trial Balance Summary
- **FGIBDST** – Organization Budget Status
FOAPA Validation Table Forms

These are query forms that enable you to view the codes that are defined in the Financial system. The same is also available from many other Banner FIS forms:

The first column in each of these forms defines the Chart of Accounts, for all Validation Table Forms this field is constant. C is the code for Oregon State University and is the only code available in the OSU system.

Each form includes a code and title field, which can be queried by either the exact information or by the use of wildcards.

The Data Entry field can be queried and indicates how a code is used: either for data entry “Y”, or for roll-up “N”.

For each FTVxxxx form there is a maintenance form FTMxxxx that is query able and shows additional information about the code:

- Open the maintenance form,
- Click the Enter Query button,
- Type in the Chart of Accounts and Code,
- Click the Execute Query button.

FTMACCI – Account Index Code Maintenance provides a form to query the FOAPAL elements that are associated to an Index.
Budget Summary Forms

The General Accounting Query forms enable you to review the accounting data resulting from journal voucher, requisition, purchase order, invoice, and check transactions. These forms always reflect the latest run of the Posting Process.

FWITBSR – Trial Balance Summary

The Trial Balance Summary Form shows detail general ledger activity. Using FWITBSR to query General Ledger account balances, data displays by account code line item for a specific fund, fund type, account, or account type.

This form is much like a balance sheet and displays totals as of a point in time in the current balance column. The beginning balance is the balance as of June 30 of the previous fiscal year and July 1 of the fiscal year selected. The D/C indicator shows the normal balance for an account, a * will be displayed when an account balance is opposite of the normal balance.

The form can also be used to drill down to transaction detail for each general ledger account:

- Place the cursor on the relevant field and select Query General Ledger Activity Info [FGIGLAC] from the Options Menu. This takes you to the General Ledger Activity Form, where you can view all of the transaction detail including document postings.
The Organization Budget Status Form shows detailed OPAL activity. Using FGBDST to query budget availability, data displays a line item by account code for any combination of fund, organization, account, account type, program, activity, and location.

Use the QUERY SPECIFIC ACCOUNT checkbox to determine which type of account query:

- Check to query a specific account.
- Enter a combination of ORGANIZATION, FUND, ACCOUNT, ACCOUNT TYPE, PROGRAM, ACTIVITY, or LOCATION (FOAPAL values).

- OR -

- Leave unchecked to query a range of accounts.
- Enter a combination of FOAPAL values excluding the ACCOUNT TYPE.

- Select [NEXT BLOCK] to display the accounting detail – all records for the full total.

The form can also be used to see transaction detail for each operating ledger account.

- To query further detail, place the cursor on the relevant field and select ‘Transaction Detail Information [FGITRND]’ from the ‘Options’ menu. This takes you to the Detail Transaction Activity form, where you can view all of the transaction detail including document postings.

- To view the budget summary, go to the ‘Options’ menu and select ‘Budget Summary Information [FGIBSUM]’, which summarizes the same data by ACCOUNT TYPE.
FIS Invoices

Invoices are the primary financial document used at OSU for financial transactions, and there are four commonly used types:

- **Direct Pay Invoice** – paying for a transaction with a vendor directly from their invoice,
- **Regular Pay Invoice** – linking an invoice to a PO to offset the encumbered amounts,
- **Multiple Invoices** – paying multiple transactions to a single vendor (total < $5,000), and
- **Credit Memo** – reimbursements from vendor for overpayment or returned merchandise.

The primary data entry form, **FAAINVE**, fulfills each of those functions as well as allowing the choice of either Document or Commodity level accounting:

- **Document level accounting** provides for payment of all items on the invoice to be paid either by a single account, or to split the total cost among multiple accounts by chosen percentages. An example may be paying for a single purchase from a vendor of several office supply items and splitting the costs 60% - 40% by two departmental accounts.
- **Commodity level accounting** provides for payment of each item on the invoice to be paid by a specific account. From the purchase above, each line item of the vendor invoice would be paid by a specific account. Purchases of fixed assets and purchases over $5,000 (requiring a PO from Purchasing) are to be paid using commodity level accounting.


**Separation of duties** (**FIS 1108**) protects the university and the employee by insuring that the individuals that create invoices are not also approving their own invoices. The individual inputting the document into FIS Banner should not be the individual who:

- Approves the payment in the FIS Banner Approval Queue,
- Approves by signature the payment on the label that is affixed to the vendor invoice, or
- Approves by signature the payment on the vendor invoice itself – indicating that the item or service was received and used for University Business.

A **Stamp or Label** is required by the Office of Business Affairs to be affixed to all requests for payment, indicating the vendor number, index and account code, the total amount to be paid, and the signature of the department budget approval. The **Signature** (**FIS 406-03**) on the stamp or label authorizes the payment as an allowable expense within the current budgetary authority. The individual inputting the document into FIS Banner should ensure that:

- Original signatures appear on reimbursement requests for both the claimant and the department approver,
- Signature stamps are not used in lieu of an original signature, and
- The document was not signed on behalf of others.
- Faxed signatures are accepted only from off-campus locations.

When the invoice has been entered into Banner, the Banner document number and the contact name and phone number is also to be completed.

**Other Policies and Resources** to be aware of:

- Special check handling **FIS 1106-07**
- Credit memos **FIS 406-05**
- Vendor Invoice Processing: **FIS 406**
- Pay a Travel Reimbursement **FIS 1106-05**

The Office of Business Affairs, the central coordinating unit for all OSU financial transactions, has a website: [http://oregonstate.edu/fa/businessaffairs](http://oregonstate.edu/fa/businessaffairs). The site also offers a FERPA release form at: [http://oregonstate.edu/fa/businessaffairs/sites/default/files/student_finance/FERPA_Release_1011.pdf](http://oregonstate.edu/fa/businessaffairs/sites/default/files/student_finance/FERPA_Release_1011.pdf).
Banner Invoice Forms:

**FAAINVE** – Direct Pay, Regular Pay, Multiple Invoices, and Credit Memo

**FOATEXT** – Enter Invoice and JV Text

**FOIDOCH** – Document History Query

**FAIINVL** – Invoice Locate Query

**FAINVE** – Query Invoice by Doc Number

**FTICHSKS** – Query Checks by Number

**FOADIOCU** – Disapprove Invoice for changes

**FWITXID** – Query Vendor by Tax ID

**FTMVEND** – Query Vendor Address

**FTIIDEN** – Query Vendor Number

**FAIVHIS** – Vendor History Query

**FAIVNDC** – Vendor Detail History

Identifying the Vendor:
Prior to starting an Invoice, it is important to locate and verify the vendor involved, using **FWITXID** and/or **FTIIDEN**, to insure that payment is made to the proper business address.

**FWITXID** – Query Vendor by Tax ID

This form offers a search by TAX ID NUMBER, VENDOR NAME, or VENDOR ID NUMBER. The form is most useful in seeing multiple vendors with the same Tax ID. Look for the Tax ID number on the vendor invoice, or you may need to contact the vendor to request their 1099 Tax ID.

- Enter the 1099TAX ID or VENDOR ID.
- Click on [EXECUTE QUERY].
- Make a note of the Vendor ID on the stamp.

**FTMVEND** – Query Vendor Address

**FTMVEND** is best used to view vendor information in Banner and verify that it is current. A second lookup form, **FTIIDEN**, is available through **FTMVEND** by clicking on the [Search] button adjacent to the VENDOR ID field (see next page).

Once the vendor is located in Banner:

- Enter the ID number in the Vendor field,
- Click on [NEXT BLOCK],
- Note any vendor discount agreements,
- Verify the addresses against the vendor invoice using the Address tab.

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FTIIDEN – Entity Name/ID search

The vendor search in FTTIDEN is accomplished by entering some known portion of the vendor name in the **LAST NAME** field using the following guidelines:

Things to help you search by names of individuals or businesses:

- Use the **ENTITY IND** field to limit selection by entering “C” for company or “P” for person,
- Acronyms are not used unless it is an actual part of name. (ABC Distributing)
- Punctuation is not used, no apostrophes, commas, periods (unless “.com”) 
- A useful resource to locating vendor business names is the preferred abbreviation list.
- Use the percent sign wildcard before, between, or after parts of the name, and
- Use a unique portion of vendor name to search on possible variables: 
  *e.g.* Saint Charles Medical Center could be searched for as “%t Charles Med%”

When entering this form from another for a search, **FTIIDEN** defaults to searching only for vendors. If you wish to search for other entities:

- Click on [Cancel Query],
- Click on [Rollback],
- Click on the desired checkbox. The **ALL** checkbox will query for students also.
- To set the form back to the search mode, click on the [Enter Query] button.
- Enter the search criteria in the **LAST NAME** field,
- [EXECUTE QUERY].

Once you have a successful search, the **FTIIDEN** form offers a series of status codes:

The **ENTITY IND** field identifies the type of entity for that record

- “C” indicates a company or a non-person.
- “P” indicates a person

The **CHANGE IND** field identifies the type of change made to the record.
- A blank indicates the record shown is the most current record.
- “I” indicates an ID number change
- “N” indicates a name change

The V field indicates the entity’s status as a Vendor: **Yes**, **No** or Terminated.

The F field indicates the entity’s status as a Financial Manager: **Yes** **No** or Terminated.

The A field indicates the entity’s status as an Agency: **Yes** or **No**.

The P field indicates the entity’s status as a Principal Investigator: **Yes** or **No**.

If you are unable to locate the vendor you are attempting to pay in Banner, Account Payables provides a website of **On-line Payables Forms**, including the Vendor Maintenance form, which is used to identify new vendors for Accounts Payable to enter into the system.

**Setting up a new Vendor FIS 403**
FAAINVE – Creating a Direct Pay Invoice

Once you have identified the vendor, and you are paying for a transaction with a vendor directly from their invoice, you are ready to input a Direct Pay, document accounting Invoice:

- Open the form FFAINE.
- Leave the DOCUMENT field blank so that Banner will assign the next number.
- The Banner Invoice type defaults to Direct Pay.
- Tab to the VENDOR field, and enter Vendor number. If you have not identified the vendor before this point, the search button will take you to the FTIIDEN form (see above).
- Click [NEXT BLOCK].
- Click [OK] or press Enter to clear the Message: “Field must be entered”.

In the INVOICE/CREDIT MEMO HEADER block:

- Enter date as it appears on vendor’s invoice in the INVOICE DATE field.
- Allow the current date to default into the TRANSACTION DATE field.
- For DOCUMENT LEVEL, leave the check mark, or uncheck for COMMODITY LEVEL ACCOUNTING.
- Accounting Levels FIS 1105
- Check Vendor selection if paying an entity other than Vendor
- Payment by check to other than vendor FIS 1106-04
- Tab to the SEQUENCE NUMBER field. If the default address is not correct address, click the [Search] button to go to FOQADDR.
- Scroll up or down through records to identify the correct Vendor Payment address.
- Click in the ADDRESS TYPE field of the correct address record, and click the [Select] button.
  
  **Note: You must select a “VP” code.**

- Enter discount code in the DISCOUNT CODE field, or leave blank if you want to enter the payment due date manually. Click [Search] for the list of discount codes.
- Discounts FIS 406-06
- The PAYMENT DUE date defaults based on the DISCOUNT CODE, and it determines when the check is printed.
- Payment Terms FIS 406-10
- Enter the number from the vendor’s invoice in the VENDOR INVOICE field.
- Vendor invoice number guide FIS 406-01
If you want/need text with this document:
- Select ‘Options/Document Text [FOATEXT]’
- Enter your text, and click [Save].
- Click the [Exit] button to return to FAAINVE.

If a single check for the invoice (order) is required:
- Select ‘Options/View Document Indicators’
- Click the arrow next to GROUPING.
- Click on the ‘(1) Invoice per check’ selection.
- Special check handling FIS 1106-07
- Click the [Close] button.

- Select [NEXT BLOCK] and WRITE DOWN YOUR BANNER “I” DOCUMENT NUMBER

In the COMMODITY INFO - DIRECT PAY/GENERAL ENCUMBRANCE block:
- Tab to the COMMODITY DESCRIPTION field, and enter the commodity description.
- Enter $ amount for commodity in the APPROVED field.
- Enter the shipping amount in the ADDITIONAL field. Note: Usually, total of shipping and handling is entered in first commodity entered.
- If the invoice is for more than one commodity, Press [NEXT RECORD] and repeat these steps.
- Select [NEXT BLOCK].

In the INVOICE ACCOUNTING DISTRIBUTION block:
- Enter index code in the INDEX field.
- Enter account in the ACCOUNT field.
- If a single Accounting Record is to be entered, Tab to the ACCOUNTING field, and enter invoice amount.
- If more than one Accounting Record is to be entered:
  - Tab to the ACCOUNTING field and enter the amount for this account record –or– enter “P” in the % column and enter the % of cost in the ACCOUNTING field.
  - Press [NEXT RECORD] and repeat the entire sequence of steps.
- Select [NEXT BLOCK].
In the **BALANCING COMPLETION** block:

- If accounting errors exist, Select ‘Options/Accounting Information’ under the menu to return to the **INVOICE ACCOUNTING DISTRIBUTION** block to adjust. After corrections, select [NEXT BLOCK].
- Click the [Complete] button to send invoice to the posting and approval process – **OR** – [In Process] to return to this invoice.
- Click [Exit] to return to the menu.

**FAIVNDH – Vendor Detail History**

The Vendor Detail History form allows you to view all invoices in the system related to a Vendor ID number. Entering the VENDOR ID and selecting [NEXT BLOCK] will bring back a list indicating:

- **Vendor Invoice:** as entered in **FAAINVE**
- **Invoice:** Banner Doc number

**Document Status Indicators:**
- **APPROVAL:** Yes or No
- **V/C = Multiple:** Yes or No
- **CREDIT MEMO:** Yes or No
- **OPEN/Paid:** Open or Paid
- **CANCEL:** Yes or No

A number in the **CHECK NUMBER** field indicates a check has been issued. By selecting the record and clicking [Search], Banner will take you to **FAICHKH** – Check Payment History, where you can see the disposition of the check: when it was issued, if it was cancelled, when it was cashed, and the total amount. The **DOCUMENT** block will list all Banner invoices/credit memos the check paid, and the **VENDOR** block will list all vendor invoices each Banner invoice paid.

**Note:** Never do a Previous Block when making corrections.
FOIDOCH – Document History

The Document History form is used to query to find the status of any Invoice, Check, and/or PO. It will indicate whether the document is completed, approved, paid, or cancelled. The results of entering into the form will depend upon which document you enter in the KEY BLOCK:

- Enter the DOCUMENT TYPE
- Enter the DOCUMENT CODE
- Select [NEXT BLOCK].

Entering the form with an invoice will display that invoice status as well as any check issued to pay the invoice.

Regular pay invoices will also display the associated PO and indicate its status (Complete or Approved).

Selecting ‘Options/Invoice Information’ will take you into FAAINVE, where you can view the Invoice in query mode.

Entering FOIDOCH with a check number will display the check status as well as all invoices included in the payment.

Check Status Indicators:
- blank: indicates not issued,
- P: indicates printed,
- F: indicates cashed and reconciled to OSU bank statement,
- X: indicates cancelled

Selecting ‘Options/Check Information’ will take you into FAICHKH (see above).

To find all invoices linked to a specific PO, enter the form using a PO DOCUMENT TYPE and DOCUMENT CODE.
FOADOCU – Document by User

This form allows you to disapprove your own document. A completed document does not allow you to make corrections, so you must change the document back to the “In Process” status:

Enter FOADOCU and input:
- Document type (INV).
- Document number.
- Status: “Completed”.
- Select [NEXT BLOCK].
- Click [Deny Doc].
- Click [Exit] to return to the menu.

The document is now returned to your input queue and available to be changed in FAAINVE.

Tips for Correcting Invoices using FAAINVE

When you need to change any header information (except Transaction Date or Vendor):
- Enter the DOCUMENT number and select [NEXT BLOCK].
- Navigate to the INVOICE/CREDIT MEMO HEADER block.
- Tab to and correct the appropriate fields.
- Select ‘Options / Balancing/Completion’ and click the [Complete] button.

When you need to change commodity or accounting information:
- Enter the DOCUMENT number and select [NEXT BLOCK]
  To change an index or account code:
  ° Navigate to the ACCOUNTING DISTRIBUTION block
  ° Tab to and correct the appropriate fields.
  ° Navigate to the BALANCING COMPLETION block and click the [Complete] button.

To correct a document that is out of balance:
- Navigate to the ACCOUNTING DISTRIBUTION block.
- Tab through the accounting information and correct accounting amounts for each accounting sequence (record).
- Navigate to the BALANCING COMPLETION block and click the [Complete] button.

To remove a commodity record:
- Navigate to the COMMODITY INFORMATION block.
- Select [NEXT RECORD] until you reach the commodity to be removed.
- Select [DELETE RECORD], and select [DELETE RECORD] a second time to confirm deletion.
- Select ‘Options / Accounting Information’ (or uncheck the ACCESS COMPLETION checkbox and select [NEXT BLOCK]) to navigate to the ACCOUNTING DISTRIBUTION block
- Make all necessary dollar adjustments to all accounting records.
- Navigate to the BALANCING COMPLETION block and click the [Complete] button.

To remove an accounting record:
- Select ‘Options / Accounting Information’.
- Select [NEXT RECORD] until you reach the commodity to be removed.
- In the COA field of this record, select [DELETE RECORD], and select [DELETE RECORD] a second time to confirm deletion.
- Make all necessary dollar adjustments to all accounting records.
- Select ‘Options / Balancing/Completion’ and click the [Complete] button.
FIS Journal Vouchers

JVs are the primary document used at OSU for moving money between accounts. There are four common purposes:

- Process Internal Transactions – accruals, reversals, and inventory adjustments.
- Correct previous transactions (i.e. Invoices, Gurfeeds, F docs) – corrections to Index, Account, or Activity codes.
- Redistribution of charges – VISA Procurement card charges to expense, and reallocating expenses paid by one index to multiple indexes.
- Revenue and Internal OSU Charges – Service Center, Auxiliary, and Designated Operations billings to departments, or charging other departments for services provided.

There are three JV Types:

- The primary focus of this class is the OSU only type JV. It is generated by departments, and is approved by departmental authority, with final approval from Business Affairs.
- A Budget JV is used to transfer budget items, and is initiated by OSU Colleges, the Budget Office, or OPAA.
- An Inter-Institutional JV is submitted in paper form by departments to Accounts Payable for processing.

The data entry form, FGAJVCD, fulfills the first two functions based on Primary Rule Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| 3JV1 | Original interdepartmental transactions  
Correction/Addition of Activity Codes  
Correction of Index or Account Code  
Redistributions of expenses i.e. VISA Cards, copy machines  
Inventory adjustments, accruals, and other entries  
Gift fund transactions – Index/Funds begin with FSxxxx and Mxxxxx |
| 3GNT | Corrections between grant funds  
Grants distinguished by Index and Fund beginning with a letter |


- Journal Vouchers [FIS 411](http://oregonstate.edu/dept/budgets/FISManual/FISTOC.htm) and [FIS 1107](http://oregonstate.edu/dept/budgets/FISManual/FISTOC.htm)
- Service Centers [FIS 1403-04](http://oregonstate.edu/dept/budgets/FISManual/FISTOC.htm)
- Auxiliary Operations [FIS 510](http://oregonstate.edu/dept/budgets/FISManual/FISTOC.htm)
- Designated Ops [FIS 1403-01](http://oregonstate.edu/dept/budgets/FISManual/FISTOC.htm)
- Balance Sheet Accts [FIS 800-balance](http://oregonstate.edu/dept/budgets/FISManual/FISTOC.htm)

Banner Journal Voucher Forms:

- **FGAJVCD** – Journal Voucher Entry
- **FGIDOCR** – Viewing an approved posting
- **FOATEXT** – Adding Text after completion
- **FGIJVCD** – Checking completion status
- **FOIAPPH** – Viewing approval status/history
- **FWRJVLR** – Print a JV
The Journal Voucher Entry form is used to create all types of JVs. To input a Journal Voucher:

- Open the form FGAJVCD.
- Leave the DOCUMENT NUMBER field blank so that Banner will assign the next number.
- Select [NEXT BLOCK].

In the JOURNAL VOUCHER DOCUMENT HEADER block:

- Enter the aggregate amount in the DOCUMENT TOTAL. *The aggregate amount equals total of debits plus total of credits.*

JVs require text with the document:

- Select ‘Options/Document Text [FOATEXT]’
- Enter your text:
  - Purpose of the JV
  - Name and phone number of entry person
  - Name and phone number of person to be contacted for more information.
- Select [Save] and [Exit] to return to FGAJVCD.

- Select [NEXT BLOCK] and **WRITE DOWN YOUR BANNER “J” DOCUMENT NUMBER**

In the TRANSACTION DETAIL block:

- Tab through the SEQUENCE NUMBER to default the value.
- Enter the Rule Code in the JOURNAL TYPE field. *Remember the Rule Code is determined by what type of JV you are creating.*
- Enter an Index Code in the INDEX field. *Note: The Fund, Orgn, and Prog fill automatically.*
- Enter an Account Code in the ACCT field.
- If used, enter an Activity Code in the ACTV field.
- Enter the amount in the AMOUNT field.
- Enter a “D” or “C” in the DEBIT/CREDIT field.
- Enter a transaction description in the DESCRIPTION field.
- If used, enter a document number in the DOCUMENT REFERENCE field
- Select [NEXT RECORD] or press F6 to save the current record and initiate the next one.

**Tips on entering subsequent records:**

- **F4** will duplicate the data in the previous record into the new record.
- **F3** will duplicate the data in the same field of the previous record.

- When last transaction is complete, select [Save] or press **F10** to save the transaction record.
To review the transaction records for a non-posted JV:

- Select ‘Options/Access Transaction Summary Info [FGIJSUM]’.
- Click [Exit] to return to FGAJVCD.

To print the JV document before completion:

- Select ‘Options/Print Journal Voucher [GJAPCTL]’ and the Appworx job FWRJVLR will run. At completion, a PDF image of the JV will be emailed to you.
- Select [NEXT BLOCK].

In the COMPLETION DETAIL block:

- Click [Complete] to route the JV to the posting/approval process.

Note: If you didn’t write down your JV#, the number is displayed in the status bar at the bottom of the screen.

FWRJVLR – Printing a Journal Voucher

The JV can also be printed outside of Banner using Appworx Job Submission:

- Open Appworx Job Submission and
- Click on the [Requests] button.

- Enter “FWRJ” in the Search field, and
- Click on the [Request] button.

- Enter the JV Document Number.
- Click on [Submit & Close].

At completion of the job, you will be emailed a PDF image of the JV, and you will see the job in the History section of the Appworx Backlog screen.
FGIJVCD – List of Suspended Journal Vouchers

Suspended JVs (complete or incomplete) can be queried using this form. As you enter the form, it will list all suspended JVs, and you can also query on any combination of the fields. This example was obtained by qualifying on a date of OCT-2004 and as incomplete.

- Open the FGIJVCD form.
- Select [NEW QUERY].
- Enter the qualifications you wish to see.
- Select [EXECUTE QUERY].

FGIDOCR – Document Retrieval Inquiry

Approved Journal Vouchers and Purchase Orders can be retrieved using this form. As you enter the form, the KEY BLOCK will require a specific document (JV or PO) number.

- Open the FGIDOCR form.
- Enter the document number in the DOCUMENT field.
- Select [NEXT BLOCK].
- To view the document text, select ‘Options/Document Text [FOATEXT]’.
- You can scroll through the detail or run a query in the detail area using any of the fields to locate a specific record.

FOIAPPH – Document Approval History

Approved JVs can be queried using this form. As you enter the form, it will be in query mode where you can query on any combination of the fields in the left side of the form. This example was obtained by qualifying on a DOCUMENT CODE of J010726% to target a specific group of JVs.

- Open the FGIJVCD form.
- Enter a JV number in the DOCUMENT field.
- Select [EXECUTE QUERY].

Approval History will appear on the right as you select each JV, and will show:

a. The Queue ID if approved, or DENY if it has been disapproved at any time,
b. The name of the person who Approved/Disapproved the document, and
c. The date of Approval/Disapproval.
FIS Purchase Orders

Departments only have authority to make purchases under $5,000, and to create a PO, they are encouraged to complete a Departmental Purchase Order which can be obtained on our website under “Forms” in the heading area. There are limited cases where a department may need to create a PO:

- A vendor requires a hard-copy Purchase Order.
- The department’s policy is to issue Purchase Orders rather than phoning in a verbal order and giving the company an Index number as their “PO” number.

For purchases over $5,000, departments must complete a Departmental Requisition which can be obtained on our website under “Department Services” and “Forms” and submit the form to their Business Center (BC) for processing.


1. **100 Purchasing & Contracts Ethics**: Employment at Oregon State University is a public trust. The ethical standards that an OSU employee must maintain encompass the highest standards of honesty, integrity, impartiality and professionalism in conducting business on behalf of the University. Employees responsible for maintaining the integrity of the competitive, procurement and contracting processes act as stewards of the University and taxpayers’ dollars so it is especially important that OSU employees avoid even the perception of a conflict of interest.

   The purpose of this section of PaCS policies is to outline the elements of the OSU Ethics policy.

   - [101] Employee Ethical Conduct
   - [102] Interaction with Vendors
   - [103] Ethics in Purchasing and Contracting
   - [104] Conflict of Interest

2. **200 Authority & Records**: The purpose of this section of the PaCS policies is to outline the regulations covering the authority delegation under which we operate regarding Purchasing and Contracting at Oregon State University.

   - [201] Regulations & Applicability
   - [202] Authorities
   - [203] Unauthorized Procurements or Contracts
   - [204] Records & Reporting

3. **300 General Procurement Contracting**: This is a subject that more specifically addresses the following policies:

   - [301] Required Reviews & Approvals
   - [302] Requisitions
   - [303] Purchase Orders
   - [304] Invoices
     - [305] Commodities Prohibited for Purchase with State Funds
   - [306] Purchasing & Payment Methods
   - [307] Sustainability
   - [308] Informal Solicitations
   - [309] Formal Solicitations
   - [310] Other Solicitations
     - [311] Posting Solicitations & Notices of Sole Source Procurements
   - [312] Solicitation Process
   - [313] Purchasing Exempt from Competition
   - [314] Sole Source
   - [315] Purchasing from Existing Contracts
     - [316] Affirmative Action Contracting and Qualified Rehabilitation Facilities (QRF)
   - [317] Vendors and Contractors on Campus
Banner Purchase Order Forms:

**FPAPURR** – Create Document Level, and Commodity Level Purchase Orders

**FOAPOXT** – Purchase Order Text

**FOIDOCH** – Document History Query

**FGIDOCR** – Check status of Banner PO

**FWAPORD** – Banner Report to print a PO

**FPIOPOB** – Locate/Open PO by Buyer

**FPIOPOF** – Locate/Open PO by FOAPAL

**FPIOPOV** – Locate/Open PO by Vendor

**FPAPDEL** – Cancel PO with no activity

**FPAPURR** – Purchase Order Form

The Purchase Order form is used to create both Document Level and Commodity Level accounting Purchase Orders. To input a document accounting PO:

- Open the form **FPAPURR**.
- Leave the **PURCHASE ORDER** field blank so that Banner will assign the next number.
- Select [NEXT BLOCK].

In the **DOCUMENT INFORMATION** block:

- Enter the **DELIVERY DATE**
- Enter the **BUYER CODE** – OR –
- Click the [Search] button for list.
- **Within the validation table, if you know the first letters of your Buyer code, type them to shorten the list of codes.**
- Select [NEXT BLOCK].

In the **REQUESTER/DELIVERY** block:

- The **REQUESTOR** field will default in and can be changed.
- Enter the **ORGANIZATION code**
- **EMAIL and PHONE/FAX numbers are not mandatory, though they will appear on the PO for the vendor.**
- Enter the **SHIP TO** code.
- The **ATTENTION TO** field is also required.
- The Contact field may be outdated but will not print on the PO
- Select [NEXT BLOCK].
In the **Vendor Information** block:

- Enter the **Vendor** number.
- Verify the vendor address. To change to another “VO” address:
  - Click either address [Search] button to go to **FOQADDR**.
  - Scroll to find the VO address you want and click in the **Sequence Number** field.
  - Click [Select] to return to **FPAPURR** and Tab for address to change.

- Enter the **Discount** code (standard-net 30)
  - FOB (free on board) code (destination is standard)

- To add special instructions to the vendor select ‘Options/Document Text’
  - Select [Next Block] and enter your information in **FOAPOPT**.
  - Click [Save], then click [Exit] to return to **FPAPURR**.

- Select [Next Block] and ***WRITE DOWN YOUR BANNER “P” DOCUMENT NUMBER***
In the **PO Commodity/Accounting** block.

- **Tab** and enter the commodity description.
- **Tab** and enter the **U/M|** (unit of measure).
- **Tab** and enter the **Quantity** (# of units).
- **Tab** and enter the **Unit Price**.
- If commodity level accounting is needed uncheck the document level accounting block.

In the **Accounting Data** block.

- Enter the index code in the **INDEX** field.
- Enter the account code in the **ACCT** field.
- Enter the activity code in the **ACTV** field.
- **Tab** to the **Extended** field, and enter the amount.
- If more than one Accounting Record is to be entered, press [**NEXT RECORD**] and repeat this sequence of steps.
- Select [**NEXT BLOCK**].
In the **BALANCING COMPLETION** block.

- If status does not indicate balanced errors exist, click the **Commodity/Accounting** tab to review and make the corrections.  *Note: Do not use key strokes for **PREVIOUS** or **NEXT** BLOCK.*

- After corrections, select **[NEXT BLOCK]**.

- Click **[Complete]** button to send purchase order to the posting/approval process and it will automatically return you to beginning screen.

- Note the purchase order number is listed here, if you have not already noted it.

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**FWAPORD – Purchase Order Print**

The Purchase Order is printed outside of Banner using Appworx Job Submission:

- Open Appworx Job Submission and
- Click on the **[Requests]** button.  

- Enter **“FPA”** in the Search field, and
- Click on the **[Request]** button.

- Enter the Purchase Order Number.
- Click on **[Submit & Close]**.

At completion of the job you will be emailed a PDF image of the PO, and you will see the job in the History section of the Appworx Backlog screen.
FPIOPOV – Open a PO by Vendor

Three query forms that enable you to locate and open a PO are FPIOPOB (by buyer), FPIOPOF (by accounting FOAPAL), and FPIOPOV (by vendor). They are similar in navigation, and in the information that they access:

- Open the form FPIOPOV.
- Enter the vendor code in the VENDOR field.
- Select the PO Status you want to see.
- Enter your ORGANIZATION CODE to view only your departmental purchase orders, otherwise leave blank.
- Select [NEXT BLOCK] to retrieve data.

To view the original document:
- Select the desired PO record and Select ‘Options/Query Purchase Order Information’.
  - In FPAPURR select [NEXT BLOCK] to retrieve document and navigate normally.
  - Click [Exit] to return to FPIOPOV.

To view the commodity detail:
- Select the desired PO record and Select ‘Options/Review Commodity Information’.
  - To view accounting detail from FOICOMM, select ‘Options/Account Data List’.

- In FOICACT click [Exit] to return to FOICOMM.
  - Click [Exit] again to return to FPIOPOV.

To do another query:
- Click the [Rollback] button.
- Change parameters and select [NEXT BLOCK].