HOW TO CREATE A REGULAR PAY INVOICE FROM A PO FAAINVE

1. Go to **FAAINVE**.

2. **[TAB]** to DIRECT PAY field, press <↓> and select Regular

3. **[TAB]** to PURCHASE ORDER; enter PO# to liquidate through this invoice. Click **Next Block** to transfer to Invoice/Credit Memo Header block.

4. Message: "Field must be entered" appears, ignore and click **OK**.

5. In INVOICE DATE, enter date as on vendor's invoice.

6. **[TAB]** to SEQUENCE NUMBER. If address that defaults in is not the correct address, do the following to select the correct one.

   To change the vendor address:

   a. Click **"Search"** to go to FOQADDR.
   b. To scroll up or down, use the **Scroll Bar** or click **Next/Previous Record**.
   c. Click in the Address Type or Sequence Number field of the address you need and click **Select** Note: You must select a "VP" Address Type.

7. In the DISCOUNT CODE field, it may default from PO, or you may enter discount code. Leave blank if you want to enter the payment due date. Click **"Search"** for list.

8. In PAYMENT DUE, date entered determines when the check is printed. It's very important to enter a date that allows for any early payment discount.

9. In VENDOR INVOICE, enter the invoice number from the vendor's invoice.

10. If you want/need text with this document, click **Document Text** under the Options menu. Click **Next Block** and enter your text.

11. Click **"Save"**, then click "Exit" to return to **FAAINVE**.

12. If a single check per invoice (order) is required, do the following:

    a. Click **View Document Indicators** under the Options menu.
    b. To change the grouping to 1 (one), click the arrow next to GROUPING.
    c. Click on the (1) to select one check, and then click "Close".

13. Click **Next Block** to transfer to the Commodity Information block

14. **WRITE DOWN YOUR BANNER DOCUMENT NUMBER.**

15. In SELECT PO, enter Y and press **[TAB].** System jumps to **FAQINVP**

16. There are two choices available for selecting commodities. Please <u>choose one</u> of the following, **NOT BOTH**.

    a. **To pay for all items (received at least one of every item). PO will be closed:**
       i. Click the Invoice All box, then click **"Save".**
       ii. Message "Query caused no records to be retrieved" appears, Click **"OK"**
       iii. Click **"EXIT"**
       iv. Click **Next Block** to bring items into the invoice.

    b. **To pay for individual items (did not receive at least one of every item). PO will be left open for future payments.**

       i. Click **Next Block**
       ii. To select commodities for payment, click the ADD box next to each item.
       iii. Click **"Save"** then **"Exit"**.
       iv. Click the **Next Block** to bring items into the invoice.

17. If no adjust in QUANTITY or UNIT PRICE are required, tab past Approved fields, then go to step 18. If QUANTITY or UNIT PRICE need adjusting, do the following:

    a. In INVOICED: adjust QUANTITY and/or UNIT PRICE as needed.
    b. In APPROVED: adjust QUANTITY and/or UNIT PRICE the same way.
    c. If more commodities need adjusting, press **Next Record** and repeat step 17.

18. The DISCOUNT defaults in if entered in the Header block

19. In ADDITIONAL enter the appropriate amount if needed.

20. **NOTE: The Final Payment Indicator must be "F" if this is the final payment against the commodity.** If additional payments are to be made against the commodity, you must make sure the FINAL PAYMENT IND field for that commodity is blank.

21. Click **Next Block** to transfer to the Balancing Completion block.

22. To view accounting: click **Accounting Information** under the Options menu. If you want to view Commodities, click Commodity Info under the Options menu. Click **Balancing/Completion** under the Options menu.

23. Click **"Complete"** to send invoice to the posting/approval process.

24. If accounting errors exist, click **Accounting Info** under the Options menu to go to the Accounting block to review/adjust. **(Never do a Previous Block when making corrections.)** After corrections, repeat step 21.

25. Click **"Exit"** to return to the menu.