

## Check Backup Review

Run FWRINVS (Invoice Selection Report with COA) to DATABASE. Fill in the date of the next check run and type in the bank code (20-University, 90-Foundation, 60-Bond Fund, 75-Self Insurance Fund)

### Review the following information on the FWRINVS report:

1. Vendor Name and address. Verify there are not multiple addresses on the invoice. If there are multiple addresses listed on the invoice, the REMIT TO address needs to be the one showing on the FWRINVS report.
2. Vendor invoice number. See **“Invoice Number procedures for external vendor payments”**
3. Vendor invoice date. Sometimes this is not apparent, especially on membership payments. In those cases the requisition date is often used.
4. Transaction Date: For some utility payments, must use the last business day of the previous month so that it is recorded in the proper month. Otherwise, Angela must do an accrual entry. Must view the transaction date through FOIDOCH.
5. Invoice amount. Watch for any mention of possible early pay discounts. If applicable, these are commonly stated near the amount.
6. Accounting string: Fund, Organization (often required), Account, Program (often required), and sometimes an Activity Code. The accounting string should match what was documented on the requisition.
7. 1099 reporting field information. Indicates type of income and entity’s TIN information. These are often associated with service work (account 72119, 72123, 74109, etc.). This review is done in conjunction with the FWRV004 vendor report.

REPORT FWRINVS  
 FISCAL YEAR 2012  
 BANK 20 General Bank Account

Truman State University  
 Invoice Selection Report with COA  
 Next Check Run: 09/11/11

RUN DATE: 09/20/2011  
 TIME: 12:19 PM  
 PAGE: 1

PAYMENT METHOD	VENDOR/PAYEE NUMBER	VENDOR/PAYEE NAME	DUE DATE	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	CHECK AMOUNT
Check	00073423	A to Z Theatrical Supply and S Addr: 307 W 80th St Kansas City, MO 64114-2314	09/20/2011	1611-0316	04/07/2011	\$296.81	\$296.81
	COA: 1 1110	221040 72123 11				\$296.81	\$296.81
	COA: 1 1110	221040 72123 11	09/20/2011	1611-0505	05/23/2011	\$296.81	\$296.81
TOTAL VENDOR						\$593.62	\$593.62
Check	000020145	Adair County Ambulance Distric Addr: 606 W Potter Ave Kirksville, MO 63501-1100	09/19/2011	11-1295	09/10/2011	\$198.00	\$198.00
	COA: 1 1110	218003 72119 46				\$198.00	\$198.00
TOTAL VENDOR						\$198.00	\$198.00
Dir Dep	000020155	Aladdin Glass Inc Addr: 1705 S Baltimore St Kirksville, MO 63501-0676	09/19/2011	67116	08/19/2011	\$310.00	\$310.00
	COA: 1 3110	214007 72119 82				\$310.00	\$310.00
	COA: 1 3110	214007 72119 82	09/19/2011	67115	08/19/2011	\$410.83	\$410.83
	COA: 1 3110	130039 72123 82	09/19/2011	66972A	08/03/2011	\$1,071.00	\$1,071.00
	COA: 1 3110	130039 72123 82	09/19/2011	67222	08/31/2011	\$185.00	\$185.00
TOTAL VENDOR						\$1,976.83	\$1,976.83

It may sometimes be helpful and necessary to go in to FOIDoch to see address and/or vendor invoice and amount information, especially for "multiples", "mult".

Oracle Fusion Middleware Forms Services: Open > FOIDDOCH - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.4 (ADMIN)

Document : 10085342  Multiple Regular

Purchase Order: P0032016

Vendor: 1 000020145 Adair County Ambulance District  Vendor Hold

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Invoice/Credit Memo Header FAIINVE 8.4 (ADMIN)

Invoice Date: 3 10-SEP-2011 Transaction: 4 19-SEP-2011 Cancel:   Document Accounting

Check Vendor:

Address Code: VC Sequence Number: 2

Collects Tax: N Collects no taxes

City: Kirksville

Street Line 1: 1 806 W Potter Ave

Street Line 2:

Street Line 3:

State or Province: MO ZIP or Postal Code: 63501-1168

Nation:

Discount Code:  Payment Due: 21-SEP-2011

Receipt Required: No Receipt Required

Bank: 20 General Bank Account  Credit Memo

Vendor In: 2 11-1295  Text Exists  1099 Vendor

1099 Tax ID: 431352323

Direct Deposit Status: No  IAT ACH Transaction Type:

Income Type: 7 MD Medical and Health Care Payments  Direct Deposit Override

User ID: STU\_MSKOUBY

Activity Date: 19-SEP-2011

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

Oracle Fusion Middleware Forms Services: Open > FOIDDOCH - FAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.4 (ADMIN)

Document : 10085342  Multiple Regular

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Accounting Amounts FAIINVE 8.4 (ADMIN)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 1 Transaction Date: 19-SEP-2011 Item: 0

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
1	12	6	1110	218003	72119	46				U

Bank: 20 General Bank Account Income Type: MD Medical and Health Care Payments

	Commodity	Accounting	Indicators
Approved:	198.00	198.00	Partial/Total Liquidation: <input type="checkbox"/>
Discount:	0.00	0.00	NSF Override: <input type="checkbox"/> N
Tax:	0.00	0.00	Suspense: <input type="checkbox"/> N
Additional:	0.00	0.00	NSF Suspense: <input type="checkbox"/> N
Net:		198.00	

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

Prevailing wage documentation is needed for professional service work performed on buildings.

All wire payments must be reviewed to be sure the beneficiaries are not on the Specially Designated Nationals List, as required by the United States Treasury. Laura has a stamp that she puts on the requisition indicating that she has verified this.