

Invoice for Payments Against a Purchase Order:

- 1) FAAINVE
- 2) Type NEXT to create a document number
- 3) Select Regular
- 4) Enter PO #
- 5) Vendor information populates
- 6) Enter "Y" in Select PO Items (if making a partial payment) or Enter "Y" in Invoice All (only if paying PO complete (no partial payments have been made, and will not be made - paying all now)
- 7) Next block
- 8) Key in Invoice Date (actual date on invoice)
- 9) Select Vendor if paying other than PO Vendor
- 10) Key in Transaction Date (defaults to current date)
- 11) Verify Address Code or search on Sequence number
- 12) Key in Payment Due Date (Tuesday or Friday depending on check run)
- 13) Select Bank (20 for University PO or 90 for foundation PO or 60 for Bond fund payment)
- 14) Key in vendor invoice number \*
- 15) 1099 Tax ID populates if vendor is set up as a 1099
- 16) Select Credit Memo **only IF** invoice to be paid is a credit
- 17) Only leave 1099 Vendor box checked if paying a professional service, Un-check if paying for service that is not considered taxable income, always verify that vendor is really a 1099 vendor and if 1099 reportable
- 18) If an individual check is requested, R click in open area on screen and choose from Grouping drop down menu View document indicators.
- 19) Next block
- 20) Key in Amount or quantity invoiced to be paid to vendor in Invoiced and Approved Amount Column.
- 21) If a final payment, type an F in the final indicator.
- 22) Next block
- 23) Approve info and click on Complete
- 24) Write Document Number for this payment on the invoice

\*When paying Pre-Paid PO's: if PO doesn't have an invoice use the PO number as the invoice. Make sure if an invoice is present that it is on top of the PO as any PO would be.

When paying all other PO's:

Use the invoice number on the documented minus any spaces.

If an invoice number is not available use the account number plus the 3 letter month and last 2 numbers for year. Example 123456FEB08

If no invoice or account number are available use the date of the invoice. Example DATED02122008.

Detach all remittance forms to mail with check unless the payment will be an ACH.

When paying an invoice on a PO that is a partial, make sure that you look at FGIENCD to make sure that enough money is available to make the payment on the specific line items indicated. Example: Woody's has 5 line items and invoices are sent over with the line item indicated. Go into FGIENCD and make sure that enough money is available for all the invoices needing to be paid, if not contact the department with a request for more funds.

Some PO's will have the same funding but different line item for different things. The only way to catch these changes are to pay close attention to the amount left when indicating how much to pay. If the money is not available remove that invoice and contact the department for more funds.

The list below are example's to watch out for:

- Car / Tire repair
- Legal fees
- Transportation
- Wal-Mart
- Hy-Vee
- Consultants
- Utilities

Some of these are more of a problem towards the end of the FY.