

MBUG 2022

Session Title: Accounts Payable–Tips and Tricks

Presented By: Dana Nichols

Institution: Holmes Community College

September 13, 2022



Session Rules of Etiquette

- Please turn off your cell phone
- If you must leave the session early, please do so discreetly
- Please avoid side conversation during the session



Commonly Used Screens for AP

- ▶ FTMVEND (Vendor Maintenance)
- ▶ FOAIDEN (Vendor Identification)
- ▶ FAIVNDH (Vendor History)
- ▶ FOIDOCH (Document History)
- ▶ FPIOPOV (PO by Vendor)
- ▶ FAAIVNE (Invoice Entry)
- ▶ FAAINVD (Delete Invoice)
- ▶ FAACHKS (Void Check)



FTMVEND Vendor Maintenance

- ▶ This is where the creation of a new vendor begins.
 - Vendor name, tax identification, PO address, BA address, etc.
 - You may also come back here to update address when/if a vendor changes their address.
 - HCC requires a W9 for any new vendor before anything is created or purchased.



FTMVEND Vendor Maintenance

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Holmes Community College, Application Navigator.
- Address Bar:** <https://badm.holmescc.edu/applicationNavigator/seamless>
- Page Title:** Vendor Maintenance FTMVEND 9.3.22 (PROD)
- Form Fields:**
 - Vendor:
 - Corporation:
 - Last Name:
 - Middle Name:
 - First Name:
- Buttons:** ADD, RETRIEVE, RELATED, TOOLS, Go
- Instructions:** 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.
- Footer:** EDIT, Record: 1/1, KEY_BLOCK:FTMVEND_VEND_CODE [1], ©2000 - 2022 Ellucian. All rights reserved. ellucian.



FTMVEND Vendor Maintenance

Vendor: H00002972 Corporation: MS Banner Users Group Last Name: First Name: Middle Name: Start Over

Vendor Maintenance Additional Information Vendor Types Address E-mail Taxes Collected

VENDOR MAINTENANCE Insert Delete Copy Filter

Start Date * 07/01/2001 Termination Date

Address Defaults

Procurement Type	BU	Accounts Payable	BU
Code		Type Code	
Procurement Sequence	1	Accounts Payable	1
		Sequence	

More Details

Contact		Owner ID	
Area Code		Check Vendor	
Phone Number		Discount Code	
Extension		Order Hold Code	
Collects Taxes *	Collects No Taxes	Payment Hold Code	
		Vendor Text	<input type="checkbox"/>

Activity Date 01/12/2005 10:17:04 AM SAVE

EDIT Record: 1/1 FTMVEND.FTMVEND_EFF_DATE [1] 82000 - 2022 Ellucian. All rights reserved. ellucian



FTMVEND Vendor Maintenance

Vendor: H00002972 Corporation: MS Banner Users Group Last Name: First Name: Middle Name: Start Over

Vendor Maintenance Additional Information Vendor Types Address E-mail Taxes Collected

ADDITIONAL INFORMATION

1099 Information

Tax ID State Withholding

Income Type Address Defaults

Federal Withholding Type Code

Address Defaults

Sequence

More Details

Base Currency Carrier Type Domestic Carrier Foreign Carrier None

Name Type State Indicator In State Vendor Out of State Vendor None

SSN/SIN/TIN Invoice Grouping* (M)any invoices per check

Tax Form Status E-Procurement* No

Status Date Vendor

Activity Date 01/12/2005 10:17:04 AM

SAVE



FTMVEND Vendor Maintenance

Holmes Community College x Application Navigator x

https://badm.holmescc.edu/applicationNavigator/seamless

hibbett sports

Cameras ACJ Payments, Inc. - P... javascript: Welcome to IBM Sterli... VMware Horizon Webpage Edits HCC - Business Office Ellucian Hub http://www.centralms... https://w6.icconnectda... Nelnet Credit Card Back Office S&S Recovery Other Bookmarks

ellucian Vendor Maintenance FTMVEND 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Vendor: H00002972 Corporation: MS Banner Users Group Last Name: First Name: Middle Name: Start Over

Vendor Maintenance Additional Information Vendor Types Address E-mail Taxes Collected

ADDRESS Settings Insert Delete Copy Filter

From Date		Area Code	662
To Date		Phone Number	8628032
Address Type	BU Business	Extension	
Sequence Number	1	Fax Area Code	662
Street Line 1	c/o Joyce Dixon	Fax Number	8628234
Street Line 2	MVSU 7265	Fax Extension	
Street Line 3	14000 Highway 82 W	<input type="checkbox"/> Inactivate Address	
City	Itta Bena	Source	
State or Province	MS Mississippi	Delivery Point	
ZIP or Postal Code	38941	Correction Digit	
County		Carrier Route	
Nation		Registration Number	
Telephone Type	BU Business or work		

Record 1 of 3

Activity Date 05/16/2018 09:30:37 AM Activity User DNICHOLS SAVE

EDIT Record: 1/3 SPRADDR SPRADDR ATYP_CODE (1) ©2000 - 2022 Ellucian. All rights reserved. ellucian



FOAIDEN (Vendor Identification)

- ▶ This is where you would make changes to the vendor name. You can also make changes to the address here as well.
 - *I usually only used this screen in the instance of an actual name change or correct a spelling error 😊.*



FOAIDEN (Vendor Identification)

Application Navigator | Person Identification Form - Finance FOAIDEN 9.3.22 (PROD)

ID: H00002972 MS Banner Users Group Start Over

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

CURRENT IDENTIFICATION Insert Delete Copy Filter

ID	H00002972	SSN/SIN/TIN	
Name Type			

PERSON Insert Delete Copy Filter

Last Name		Suffix	
First Name		Preferred First Name	
Middle Name		Full Legal Name	
Prefix		Marital Status	

NON-PERSON Insert Delete Copy Filter

Name	MS Banner Users Group
------	-----------------------

ID AND NAME SOURCE Insert Delete Copy Filter

Last Update	Origin	FTM/VEND
Original Creation	User	Create Date

Activity Date 01/20/2004 10:41:27 AM Activity User LCUNNINGHAM SAVE

Record: 1/1 SPRIDEN_CURRENT_SPRIDEN_ID (1) ©2000 - 2022 Ellucian. All rights reserved. ellucian.



FAIVNDH (Vendor History)

- ▶ This is probably one of the most used screens. This will show all payments made to a particular vendor. You would type the vendor number in or use the drop down feature to locate the vendor, select the correct Fiscal year, then select GO.
 - *This screen can be exported into Excel (Tools-Export).*
 - *You also have the option to not use Fiscal year and only select an Invoice To/From Date (this does not work when checking 1099s).*



FAIVNDH (Vendor History)

Application Navigator

Vendor Detail History FAIVNDH 9.3.22 (PROD)

Vendor: H0000079 Amazon.Com Vendor Hold:

Selection: All Fiscal Year: 23

Invoice Date From: Invoice Date To:

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.

Vendor Detail History FAIVNDH 9.3.22 (PROD)

Vendor: H0000079 Amazon.Com Vendor Hold: Selection: All Fiscal Year: 22 Invoice Date From: Invoice Date To:

VENDOR DETAIL HISTORY

Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date	Check Number
458888897763	I0132777	Yes	Yes	No	Paid	No	499.00	07/25/2021	07/26/2021	40130761
459743466599	I0132777	Yes	Yes	No	Paid	No	60.97	07/25/2021	07/26/2021	40130761
733839939939	I0132777	Yes	Yes	No	Paid	No	259.99	07/25/2021	07/26/2021	40130761
469396487554	I0132778	Yes	Yes	No	Paid	No	68.40	07/25/2021	07/26/2021	40130761
956367686753	I0132778	Yes	Yes	No	Paid	No	50.24	07/25/2021	07/26/2021	40130761
443465573476	I0132779	Yes	No	No	Paid	No	6.88	07/25/2021	07/26/2021	40130761
887377984469	I0132780	Yes	No	No	Paid	No	159.80	07/25/2021	07/26/2021	40130761
454596385848	I0133277	Yes	Yes	No	Paid	No	143.76	08/18/2021	08/18/2021	20004154
858369338636	I0133277	Yes	Yes	No	Paid	No	1,571.52	08/18/2021	08/18/2021	20004154
454748679548	I0133278	Yes	Yes	No	Paid	No	135.00	08/25/2021	08/25/2021	40131029
739889463797	I0133278	Yes	Yes	No	Paid	No	105.66	08/25/2021	08/25/2021	40131029
77595694368	I0133278	Yes	Yes	No	Paid	No	51.36	08/25/2021	08/25/2021	40131029
444575936573	I0133279	Yes	Yes	No	Paid	No	219.90	08/25/2021	08/25/2021	40131029
986687897836	I0133279	Yes	Yes	No	Paid	No	75.77	08/25/2021	08/25/2021	40131029
469479874744	I0133280	Yes	No	No	Paid	No	53.53	08/25/2021	08/25/2021	40131029
467544857669	I0133281	Yes	Yes	No	Paid	No	806.41	08/25/2021	08/25/2021	40131029
65937865893	I0133281	Yes	Yes	No	Paid	No	9.98	08/25/2021	08/25/2021	40131029
865333875554	I0133281	Yes	Yes	No	Paid	No	56.97	08/25/2021	08/25/2021	40131029
638933865858	I0133282	Yes	No	No	Paid	No	456.73	08/25/2021	08/25/2021	40131029
579935873947	I0133283	Yes	No	No	Paid	No	294.00	08/25/2021	08/25/2021	40131029
Total							212,453.76			

Record 1 of 1088



FAIVNDH (Vendor History)

- ▶ You can also click on a specific invoice and view it from here.

Vendor: 100000073 Amazon Com Vendor Hold: Selection: All Fiscal Year: 22 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date
13888897753	10132777	YES	YES	NO	PAID	NO	499.00	07/25/2021	07/26/20
13974348659	10132777	YES	YES	NO	PAID	NO	60.97	07/25/2021	07/26/20
72383993959	10132777	YES	YES	NO	PAID	NO	259.99	07/25/2021	07/26/20
69396487554	10132778	YES	YES	NO	PAID	NO	68.40	07/25/2021	07/26/20
596267680753	10132778	YES	YES	NO	PAID	NO	66.24	07/25/2021	07/26/20
443485573476	10132779	YES	NO	NO	PAID	NO	6.89	07/25/2021	07/26/20
180737984469	10132780	YES	NO	NO	PAID	NO	169.80	07/25/2021	07/26/20
154596385048	10132777	YES	YES	NO	PAID	NO	142.76	08/18/2021	08/18/20
165269338626	10132777	YES	YES	NO	PAID	NO	1,571.52	08/18/2021	08/18/20
15474807548	10132778	YES	YES	NO	PAID	NO	136.80	08/25/2021	08/25/20
72889452797	10132778	YES	YES	NO	PAID	NO	105.66	08/25/2021	08/25/20
77585594368	10132778	YES	YES	NO	PAID	NO	51.36	08/25/2021	08/25/20
444575036573	10132779	YES	YES	NO	PAID	NO	219.90	08/25/2021	08/25/20
986887997836	10132779	YES	YES	NO	PAID	NO	75.77	08/25/2021	08/25/20
469479874744	10133280	YES	NO	NO	PAID	NO	63.53	08/25/2021	08/25/20
467544857869	10133281	YES	YES	NO	PAID	NO	896.41	08/25/2021	08/25/20
69393965893	10133281	YES	YES	NO	PAID	NO	9.98	08/25/2021	08/25/20
86533975554	10133281	YES	YES	NO	PAID	NO	66.97	08/25/2021	08/25/20
638933868958	10133282	YES	NO	NO	PAID	NO	456.73	08/25/2021	08/25/20
579935872947	10133283	YES	NO	NO	PAID	NO	294.90	08/25/2021	08/25/20
Total							212,453.76		

1 of 55 Per Page

EDIT Record: 61188 FAIVNDH_BLOCK/FAIVNDH_VEND_INV_CODE/01 ©2009 - 2022 Ellucian. All rights reserved. ellucian



FOIDDOCH (Document History)

- ▶ This is another heavily used screen. You can view a PO, REQ, INV, or CHK. You can also click in the line items and those specific items. If looking at a check you will have to have the bank code.

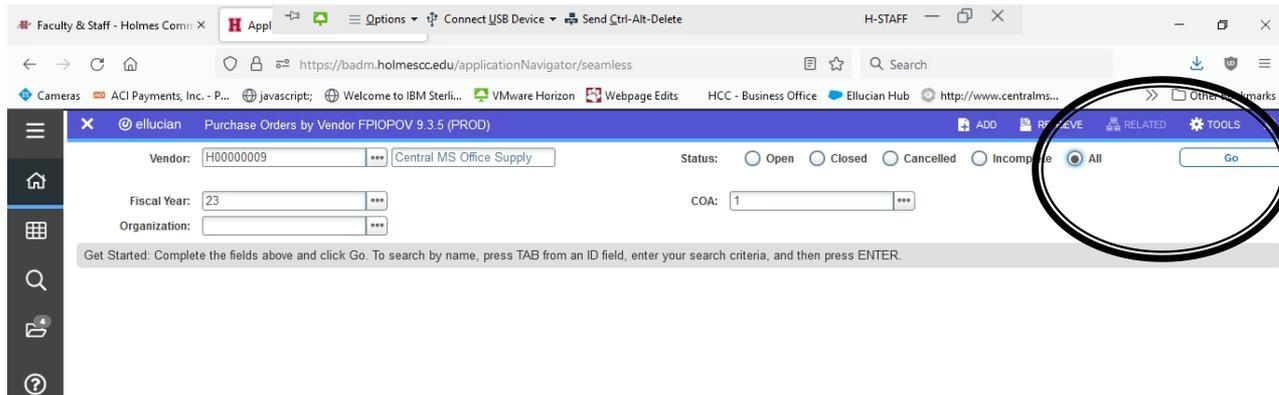
The screenshots illustrate the FOIDDOCH application interface. The top screenshot shows the search form with 'Document Type' set to 'Purchase Order' and 'Document Code' set to 'P0054367'. The middle screenshot shows the 'DOCUMENT HISTORY' table with one entry: 'Purchase Order' with document number 'P0054367' and status 'Approved'. The bottom screenshot shows a more detailed view of the document history for the same document code, listing multiple document types and their statuses.

Document Type	Document Number	Status	Status Description
Requisition	R0058166	A	Approved
Purchase Order	P0054367	A	Approved
Invoice	I0126483	P	Paid
Check Disbursement	20003783		
Receiving Documents	Y0053227	C	Completed



FPIOPOV (PO by Vendor)

- ▶ On this screen you search by vendor. It will list PO's that have been issued to that particular vendor.
- *I like this screen when you have an invoice that does not reference a PO. I do like to select ALL just to be sure that I do not miss anything.*



Faculty & Staff - Holmes Comm... Appl Options Connect USB Device Send Ctrl-Alt-Delete H-STAFF

https://badm.holmescc.edu/applicationNavigator/seamless

Cameras ACI Payments, Inc. - P... javascript: Welcome to IBM Steri... VMware Horizon Webpage Edits HCC - Business Office Ellucian Hub http://www.centralms...

ellucian Purchase Orders by Vendor FPIOPOV 9.3.5 (PROD) ADD REMOVE RELATED TOOLS

Vendor: H00000009 Central MS Office Supply Status: Open Closed Cancelled Incomplete All Go

Fiscal Year: 23 COA: 1

Organization:

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.



FAAINVE (Invoice Entry)

- ▶ This is the MOST used screen!😊
- ▶ All the MAGIC happens here and its screenshot deserves its own slide.



FAAINVE (Invoice Entry)

Holmes Community College Application Navigator

https://badm.holmescc.edu/applicationNavigator/seamless

ellucian Invoice/Credit Memo FAAINVE 9.3.23 (PROD)

Document: Multiple:

Invoice Type:

Vendor: Vendor Hold:

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.

Holmes Community College Application Navigator

https://badm.holmescc.edu/applicationNavigator/seamless

ellucian Invoice/Credit Memo FAAINVE 9.3.23 (PROD)

Document: Multiple:

Invoice Type: Purchase Order:

Select PO Items: Invoice All:

Vendor: Vendor Hold:

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.



FAAINVE (Invoice Entry)

Application Navigator | Invoice/Credit Memo FAAINVE 9.3.23 (PROD)

Document: NEXT Multiple: Invoice Type: Direct Pay Vendor: H00125378 Nichols, Dana R. Vendor Hold: [Start Over](#)

INVOICE/CREDIT MEMO HEADER

Invoice Date *	09/02/2022	Check Vendor	
Transaction Date *	09/02/2022	Payment Due	
<input checked="" type="checkbox"/> Document Accounting		Bank	
Address Code		Vendor Invoice	
Sequence Number		Direct Deposit Status	No
Address Line 1		<input type="checkbox"/> IAT	
Address Line 2		ACH Transaction Type	
Address Line 3		1099 Tax ID	
City		<input type="checkbox"/> Credit Memo	
State or Province		<input type="checkbox"/> 1099 Vendor	
ZIP or Postal Code		<input type="checkbox"/> Direct Deposit Override	
Nation		<input type="checkbox"/> Text Exists	
Collects Tax	N COLLECTS NO TAXES		

SAVE

EDIT Record: 1/1 FABINVH.FABINVH_INVOICE_DATE [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian.



FAAINVD (Delete Invoice)

Holmes Community College x Application Navigator x +

https://badm.holmescc.edu/applicationNavigator/seamless

Cameras ACI Payments, Inc. - P... javascript; Welcome to IBM Sterli... VMware Horizon Webpage Edits HCC - Business Office Ellucian Hub http://www.centralms...

ellucian Invoice/Credit Memo Cancel FAAINVD 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Invoice: I0140782 Purchase Order: P0060678 [Start Over](#)

INVOICE/CREDIT MEMO CANCEL Insert Delete Copy Filter

Invoice Date	08/05/2022	Vendor Invoice Number	0126937-002
<input checked="" type="checkbox"/> NSF Checking		Vendor	H00000009 Central MS Office Supply
Payment Due Date	09/08/2022	Blanket Order Remaining Balance	

Net Amount

Approved Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
35.13	- 0.00	+ 0.00	= 0.00	35.13

CANCEL DATE Insert Delete Copy Filter

<input type="checkbox"/> Re-establish Indicator	Make Cancellations Permanent
Cancel Date	09/02/2022
Record Count	
Accounting	1
Commodity	

SAVE

READ Record: 1/1 HDR_BLOCK.FABINVDH INVOICE_DATE [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian



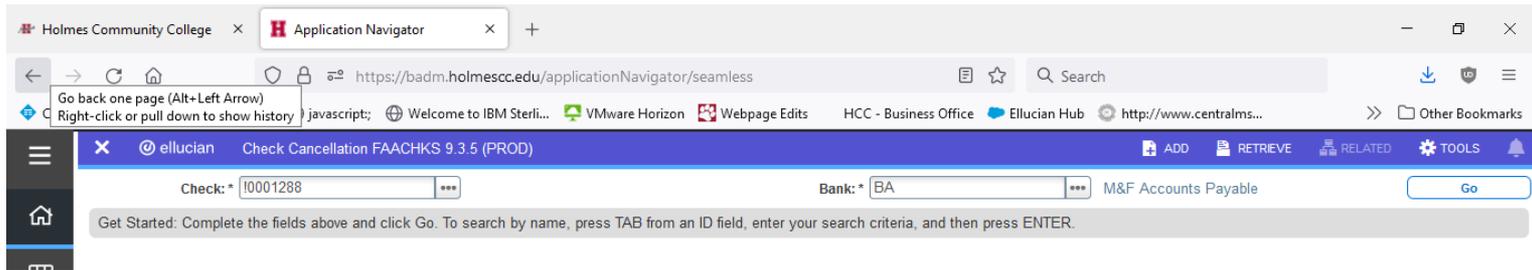
FAAINVD (Delete Invoice)

- ▶ Once you have entered your invoice number and chosen REESTABLISH (need to make changes)—give it a minute and then you can go into FAAINVE and type that INV number and make changes.



FAACHKS (Void Check)

- ▶ You will enter check number and Bank Code.



ellucian Check Cancellation FAACHKS 9.3.5 (PROD)

Check: * 10001288 Bank: * BA M&F Accounts Payable Go

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.



FAACHKS (Void Check)

Application Navigator | https://badm.holmescc.edu/applicationNavigator/seamless

Check: 10001288 Bank: BA M&F Accounts Payable [Start Over](#)

▼ CHECK CANCELLATION [Insert] [Delete] [Copy] [Filter]

Vendor	H00000009 Central MS Office Supply	Street Line 3	
Check Vendor		City	Kosciusko
Street Line 1	PO Box 848	State or Province	MS
Street Line 2		ZIP or Postal Code	39090

▼ CHECK INFORMATION [Insert] [Delete] [Copy] [Filter]

Date	07/11/2022	Amount	1,266.79
------	------------	--------	----------

▼ CANCEL DATE [Insert] [Delete] [Copy] [Filter]

Check Cancellation Information

Re-establish Payable

Cancel Date: 09/02/2022 [Calendar Icon]

Cancel Reason: [Dropdown]

[Process Cancellation](#)

EDIT Record: 1/5 FAACHKS_HEADER.FAACHKS_VEND_CODE [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian. [SAVE](#)

MIBUG



1099 Pointers

- ▶ Seems like kind of a gray area.
- ▶ You all may have different ways of doing these and we would love to hear them!



1099's

- ▶ You enter the tax information in FTMVEND.

The screenshot shows the Elucian Vendor Maintenance FTMVEND 9.3.22 (PROD) application. The 'Additional Information' tab is selected, and the '1099 Information' section is visible. A red arrow points to the 'Tax ID' field. The form includes various fields for tax and vendor information, such as 'Income Type', 'Federal Withholding', 'State Withholding', 'Address Defaults', 'Type Code', 'Carrier Type', 'State Indicator', 'Invoice Grouping', 'E-Procurement', and 'Vendor'. The 'Activity Date' is 01/12/2005 10:17:04 AM. The footer shows '©2000 - 2022 Elucian. All rights reserved.' and the 'elucian.' logo.



1099's

- ▶ Ever paid a vendor without having a completed W9? 😊
- ▶ After paid or to make changes to the 1099, you will go to FAA1099 and copy information from FAIVNDH into FAA1099.
- ▶ I always print 1099's on regular paper then compare information in Vendor History (FAIVNDH).



MBUG 2022

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Presented By: Dana Nichols

Institution: Holmes Community College

September 13, 2022

