

# 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

Holmes Community College x Application Navigator x

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.centra... https://w6.connects... Nenet 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

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 Sequence 1 |

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                    |
|                                    | <input type="checkbox"/> Vendor Text |

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

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# 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

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

**CURRENT IDENTIFICATION**

ID: H00002972 SSN/SIN/TIN

Name Type

**PERSON**

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

**NON-PERSON**

Name: MS Banner Users Group

**ID AND NAME SOURCE**

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)

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# 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: 22

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:

Start Over

| Vendor Invoice               | Invoice  | Approval | Multiple | Credit Memo | Open/Paid | Cancel | Vendor Invoice Amount | Due Date   | Check Date | Check Number |
|------------------------------|----------|----------|----------|-------------|-----------|--------|-----------------------|------------|------------|--------------|
| <a href="#">458888897763</a> | 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            |            |            |              |

1 of 55 Per Page Record 1 of 1088

Record: 1/1088 FABINVH- BLOCK FAIVNDH2 VEND\_INV\_CODE (1) ©2000 - 2022 Ellucian. All rights reserved. ellucian



# 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     | 499.60                | 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   |
| 77584594368    | 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   |
| 46744857869    | 10133281 | YES      | YES      | NO          | PAID      | NO     | 896.41                | 08/25/2021 | 08/25/20   |
| 69393865893    | 10133281 | YES      | YES      | NO          | PAID      | NO     | 9.98                  | 08/25/2021 | 08/25/20   |
| 86533875554    | 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



# 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.

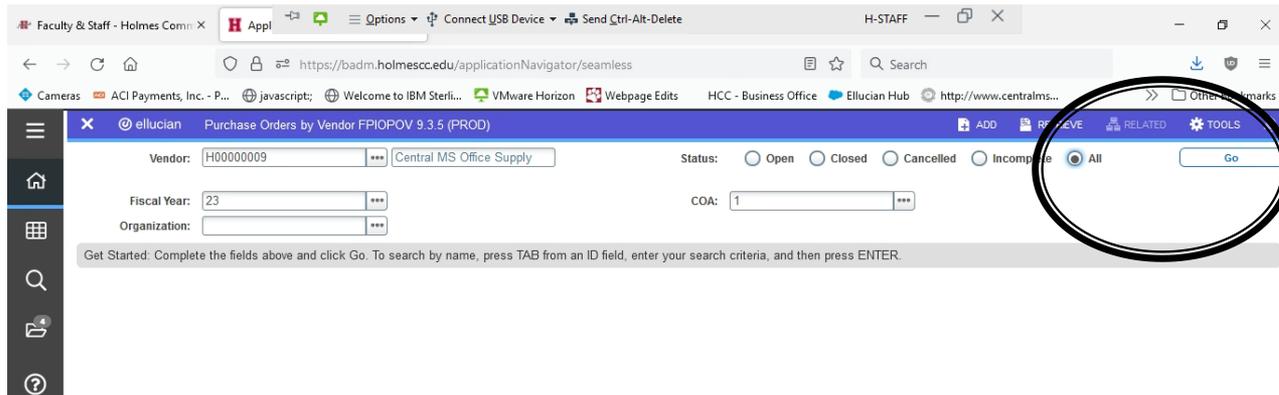
The screenshots illustrate the FOIDDOCH application interface. The top screenshot shows the search form with 'Document Type' set to 'Purchase Order' and 'Document Code' set to 'P0054367'. The middle screenshot shows the 'DOCUMENT HISTORY' table with one entry: 'Purchase Order' with document number 'P0054367' 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... x Appli 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 | Holmes Community College | Application Navigator

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 FAAINVE 9.3.23 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Document: NEXT Multiple:  Invoice Type: Direct Pay Vendor: H00125378 Nichols, Dana R. Vendor Hold:  Start Over

INVOICE/CREDIT MEMO HEADER | Insert | Delete | Copy | Filter

|   |                     |  |    |
|---|---------------------|--|----|
| 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 | <a href="#">Make Cancellations Permanent</a> |
| 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



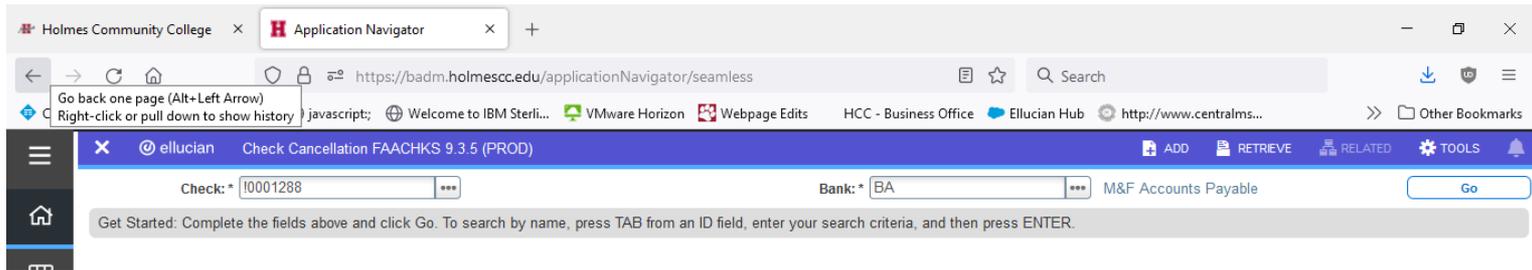
# FAAINVD (Delete Invoice)

- ▶ 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

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 | Check Cancellation FAACHKS 9.3.5 (PROD)

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  |                                    |                    |           |
| Street Line 1 | PO Box 848                         | City               | Kosciusko |
| Street Line 2 |                                    | State or Province  | MS        |
|               |                                    | 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



# 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 displays the 'Vendor Maintenance FTMVEND 9.3.22 (PROD)' application. The 'Additional Information' tab is active, showing the '1099 Information' section. A red arrow points to the 'Tax ID' field. The form includes various input fields for tax-related data, such as 'Income Type', 'Federal Withholding', 'State Withholding', and 'Carrier Type'. The 'Carrier Type' section has radio buttons for 'Domestic Carrier', 'Foreign Carrier', and 'None', with 'None' selected. The 'State Indicator' has radio buttons for 'In State Vendor', 'Out of State Vendor', and 'None', with 'In State Vendor' selected. The 'Invoice Grouping' is set to '(M)any invoices per check' and 'E-Procurement' is set to 'No'. The 'Vendor' field is empty. The bottom of the screen shows the 'Activity Date' as 01/12/2005 10:17:04 AM and a 'SAVE' button.



# 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

Session Title: Accounts Payable–Tips and Tricks

Presented By: Dana Nichols

Institution: Holmes Community College

September 13, 2022

