

# ACCOUNTS PAYABLE INVOICE ENTRY FORM

## How to process invoices using FAAINVE

### **Description:**

The Invoice/Credit Memo screen is the basis for all Accounts Payable payment processing activities. It accommodates Direct Pay invoice transactions (invoices that do not involve a purchase order), Regular invoice transactions (invoices that involve a purchase order), and General Encumbrance invoice transactions (invoices that liquidate a General Accounting Encumbrance).

**Note:** To process a General Encumbrance Invoice type you enter the Encumbrance number and follow the same process as a Direct Pay Invoice.

**Tip:** When you create an invoice from a purchase order, you must maintain the method of accounting on the invoice that was used on the purchase order. However, you can use this page to reallocate accounting amounts based on the percentage distributions from the purchase order.

Use this page to assign a document number and a vendor for the invoice. You can also view and modify existing incomplete invoices by entering an existing invoice document number.

### **Navigation:**

Access to the screen can be gained in one of three ways:

1. Type FAAINVE in the search field
2. Type Invoice in the search field and select the appropriate item
3. Select from the Applications /Banner/Finance/Accounts Payable/ menu

### **The Process:**

This document will outline the process for entering a direct pay and a regular invoice using the FAAINVE screen. The processes are similar with the major difference being the selection of purchase order items to be reflected in the regular pay invoice. Steps 1 through 7 will cover the quick steps required to enter a Direct Pay invoice and steps 8 through 12 will cover the processing of a regular invoice based on a purchase order. The Appendix at the end of the document will list the detailed description of each field by screen.

### **Direct Pay Processing:**

#### **Step 1:**

Follow the navigation process to FAAINVE.

**Step 2:**

In the Document Field enter the invoice number from the group assigned to you<sup>1</sup>.

**Step 3:**

1. Select Invoice Type, Direct Pay, from the drop-down list.
2. Enter the vendor number then click the “Go” button on the right or use the search option by clicking the ellipses (...).
3. If you use the keyboard, Press “ALT” and “Page Down”.

<sup>1</sup> Financial and Administrative Services assigns a range of invoice document numbers for use for each fiscal year. Do not use numbers outside your range. If you need additional document numbers, contact FAS main office.

#### Step 4:

On the Invoice/Credit Memo Header enter the following:

1. Enter Check Vendor if different from existing vendor.
2. Enter Sequence Number for vendor address.
3. Enter "Payment Due" Date.
4. Enter Bank (02 for CAD\$, 06 for US\$, WT for Wire Transfer).
5. Enter Vendor Invoice if applicable.
6. Use Additional Info section to specify Income Type.
7. Enter 1099 Tax ID (SIN number) if applicable.
8. Enter Delivery Point if applicable.
9. Select check boxes if entering a Credit Memo.
10. "1099 Vendor" and "Text Exists" check box will be active if required.
11. To optionally add document text, select Document Text screen from the related menu.

Press *Next Section* button, or "ALT" and "Page Down"

#### Step 5:

On the Commodity INFO – Direct Pay/General Encumbrance Screen enter the following:

1. Enter commodity code OR Tab to enter Commodity Description
2. Tab through Tax Group (Should be HH – All Taxes Included)
3. If entering in total amount including taxes check the Reverse Calculation check box
4. If using Reverse Calculation – tab to Net amount field and enter total including taxes
5. OR Tab and enter the Approved Net Invoice pre-tax amount
6. Tab through remaining fields to update calculations

Press *Next Section* button, or "ALT" and "Page Down"

### Step 6:

On the Invoice Accounting Distribution screen enter the following:

1. Charts of Accounts defaults to M – Tab to Year
2. Year should default in as current Fiscal Year – Tab to Index
3. Index is not used – Tab to and enter Fund – Tab to Orgn
4. Enter Orgn and Tab to Acct
5. Enter Acct and Tab to Prog
6. Prog should default in but can be over written if needed
7. Tab through and enter if needed Actv, Locn, and Work Order
8. Tab through the Bank, Income, and distribution Amounts to return to COA
9. Enter accounting amount by dollar or percentage.
10. If additional FOAP is needed use the Down Arrow to create an additional line

Press *Next Section* button, or “ALT” and “Page Down”

Invoice/Credit Memo FAANVE 9.3.10.M (munast)

Document: I9123455 Multiple:  Invoice Type: Direct Pay Vendor: 00000022 Wanschek Vendor Hold:

BALANCING COMPLETION

Amount	Input	Exchange Rate	Converted
Amount Type	Header	Commodity	Accounting
Approved	100.00	100.00	100.00
Discount	0.00	0.00	0.00
Tax	15.00	15.00	15.00
Additional	0.00	0.00	0.00
			STATUS
			BALANCED
			BALANCED
			BALANCED
			BALANCED

Complete In Process

EDT Record: 1/1 POSTING\_BLOCK:POSTING\_BLK\_MFRK\_NDT\_COMP\_8TN (1) ©2000 - 2019 Cluwin. All rights reserved. Memorial

### Step 7:

On the Balancing Completion screen enter the following:

1. Confirm the status is showing balanced for all items
2. Click the Complete icon to complete and post invoice
3. Click "In Process" icon to save invoice for future changes

Invoice/Credit Memo FAANVE 9.3.10.M (munast)

Document:  Multiple:

Invoice Type: Direct Pay

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.

Document I9123455 is completed and forwarded to the posting process

EDT Record: 1/1 KEY\_BLOCK:FAANVE\_OOP\_CODE (1) ©2000 - 2019 Cluwin. All rights reserved. Memorial

**You have completed the Direct pay Invoice process. You can exit the screen or repeat the process.**

## **Regular Invoice Processing:**

### **Step 8:**

Follow the navigation process to FAAINVE.

The screenshot shows a web application interface for processing invoices. The title bar reads "Invoice/Credit Memo FAAINVE 9.3.10.M (munual)". The form contains the following fields and controls:

- Document: 09876543
- Invoice Type: Regular (dropdown menu)
- Purchase Order: PO156371
- Vendor: 00000022 (with "Warschek" as a suggestion)
- Multiple:
- Select PO Items:
- Invoice All:
- Vendor Hold:
- A "Go" button is located to the right of the Purchase Order field.

Below the form fields, a grey bar contains the instruction: "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."

### **Step 9:**

In the Document Field enter the invoice number from the group assigned to you<sup>2</sup>.

### **Step 10:**

1. Select Invoice Type, Regular, from the drop-down list.
2. Enter the purchase order number.
3. Click check box for either Select PO Items or Invoice All<sup>3</sup>
4. Then click the "Go" button on the right.
5. If you use the keyboard, Press "ALT" and "Page Down".

<sup>2</sup> Financial and Administrative Services assigns a range of invoice document numbers for use for each fiscal year. Do not use numbers outside your range. If you need additional document numbers contact FAS main office.

<sup>3</sup> If invoice covers all items on the PO, check Invoice All check box to bypass the PO selection screen.

Invoice/Credit Memo PO Selection FAQINVP 9.3.14 (munual)

Document: 89876543 Purchase Order: P0156371 Vendor: 000000022 Wanschek

Invoice All:

Item	Code	Commodity Description	Text Exists	UM	Quantity	Unit Price	Add
1		Widgets Large Blue	N	EA		100.00	1.55 <input type="checkbox"/>
2		Widgets Large White	N	EA		100.00	1.65 <input type="checkbox"/>

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.

Record 1 of 2

SAVE

### Step 11:

If selecting Invoice All on previous screen skip to step 12.

On the Invoice/Credit Memo PO Selection screen click the check box on the right of each item you wish to add to the invoice for payment. Click the Save icon in the bottom right corner and close the screen using the white X on the top left of the screen. Note the unselected items will remain on this screen for future invoicing.

Invoice/Credit Memo FAANVE 9.3.10.M (munual)

Document: 89876543 Multiple:  Invoice Type: Regular Purchase Order: P0156371 Select PO Items:  Invoice All:  Vendor: 000000022 Wanschek Vendor Hold:

Invoice/CREDIT MEMO HEADER

Invoice Date: 09-MAR-2020  
 Transaction Date: 09-MAR-2020  
 Document Accounting

Address Code: BU  
 Sequence Number: 5

Address Line 1: 5688 McJunkins N  
 Address Line 2: Apt # 759  
 Address Line 3: 997B

City: Toronto  
 State or Province: ON  
 ZIP or Postal Code: MSW 0E9  
 Nation: CD  
 Collects Tax: A COLLECTS ALL TAXES  
 Discount Code:

Check Vendor:   
 Payment Due:   
 Receipt Required: Unspecified  
 Bank:   
 Vendor Invoice:   
 Direct Deposit Status: Yes  
 IAT  
 ACH Transaction:   
 Type:   
 1099 Tax ID:   
 Delivery Point:   
 Credit Memo  
 1099 Vendor  
 Direct Deposit Override  
 Text Exists

SAVE

## Step 12:

On the Invoice/Credit Memo Header enter the following:

1. Enter Check Vendor if different from existing vendor.
2. Enter Sequence Number for vendor address.
3. Enter "Payment Due" Date.
4. Enter Bank (02 for CAD\$, 06 for US\$, WT for Wire Transfer).
5. Enter Vendor Invoice number for Regular Invoice processing.
6. Use Additional Info section to specify Income Type.
7. Enter 1099 Tax ID (SIN number) if applicable.
8. Enter Delivery Point if applicable.
9. Select check boxes if entering a Credit Memo.
10. "1099 Vendor" and "Text Exists" check box will be active if required.
11. To optionally add document text, select Document Text screen from the related menu.

Press *Next Section* button, or "ALT" and "Page Down"

Commodity	Commodity Description	UIM	Add Commodity	Tax Group	Tax Group Description
	Widgets Large Blue	EA	<input type="checkbox"/>	HH	All taxes included

  

	Quantity	Unit Price	Extended Price	Indicators
Ordered	100	1.5500	155.00	Override Tolerance
Prev Invoiced	0		0.00	Hold <input type="checkbox"/> N
Accepted	<input type="text" value="0"/>	<input type="text" value="1.5500"/>	0.00	Final Payment <input type="checkbox"/>
Invoiced	<input type="text" value="100"/>	<input type="text" value="1.5500"/>	155.00	Last Receiver
Approved	<input type="text" value="100"/>	<input type="text" value="1.5500"/>	155.00	Suspense <input type="checkbox"/> Y
Discount			<input type="text" value="0.00"/>	Open or Paid <input type="checkbox"/> O
Additional			<input type="text" value="0.00"/>	<input checked="" type="checkbox"/> Access Completion
Tax			23.25	Text Exists <input type="checkbox"/> N
Net			178.25	

## Step 13:

On the Commodity Information - Regular screen:

1. If you missed adding items in step 10 above, you can click the Select PO Items button to repeat.
2. Tab through the selected commodity item to enter the accepted units.
3. Tab through to enter any Discount or Additional amount if required.
4. Tab to Final Payment filed, if final payment for this purchase order enter Y else leave blank.
5. Tab will bring you back to the commodity line to enter the next items values if required.
6. Repeat for each commodity. Navigate to next commodity using Paging Buttons or down arrow on keyboard.
7. Uncheck Access Completion to review/update Accounting Information if needed.

Press *Next Section* button, or "ALT" and "Page Down"



Invoice/Credit Memo FAANVE 9.3.10.M (munat)

Document: I9123455 Multiple:  Invoice Type: Direct Pay Vendor: 00000022 Wanschek Vendor Hold:

**BALANCING COMPLETION** Insert Delete Copy Filter

Amount Type	Header	Commodity	Accounting	Status
Approved	100.00	100.00	100.00	BALANCED
Discount	0.00	0.00	0.00	BALANCED
Tax	15.00	15.00	15.00	BALANCED
Additional	0.00	0.00	0.00	BALANCED

Complete In Process

EDT Record: 1/1 POSTING BLOCK:POSTING\_BLK\_MARK\_NOT\_COMP\_8TH (1) ©2000 - 2019 Cluwin. All rights reserved. Memorial

#### Step 14:

On the Balancing Completion screen enter the following:

1. Confirm the status is showing balanced for all items.
2. Receipt Required is defaulted to Yes Receipt Required.
3. Click the Complete icon to complete and post invoice.
4. Click "In Process" icon to save invoice for future changes.

Invoice/Credit Memo FAANVE 9.3.10.M (munat)

Document:  Multiple:

Invoice Type: Direct Pay

Vendor:  Vendor Hold:

Document I9123455 is completed and forwarded to the posting process

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.

EDT Record: 1/1 REV BLOCK:FAANVE\_005\_CODE (1) ©2000 - 2019 Cluwin. All rights reserved. Memorial

**You have completed the Regular Invoice process. You can exit the screen or repeat the process.**

## **Field Definitions**

### **FAAINVE Key block**

Use the FAAINVE key block to create an invoice.

### **FAAINVE Invoice/Credit Memo Header section**

Use the Invoice/Credit Memo Header section of the Invoice/Credit Memo page (FAAINVE) to enter date, discount, and text information for the invoice.

### **FAAINVE Additional Information section**

Use the Additional Information section of the Invoice/Credit Memo page (FAAINVE) to specify tax and currency data for this invoice. Indicates whether a vendor collects taxes or uses a foreign currency in this section.

### **FAAINVE Vendor Address section**

Use the Vendor Address section of the Invoice/Credit Memo page (FAAINVE) to verify the address for this vendor.

### **FAAINVE Invoice Status section**

Use the Invoice Status section of the Invoice/Credit Memo page (FAAINVE) to verify the status of the specified invoice document.

### **FAAINVE Document Indicators section**

Use the Document Indicators section of the Invoice/Credit Memo page (FAAINVE) to apply broad Finance System features to the invoice. The indicators in the check boxes default, but you can activate or deactivate them here.

### **FAAINVE Commodity Information section**

Use the Commodity Information section of the Invoice/Credit Memo page (FAAINVE) to enter commodity information for direct payments, such as travel expense reimbursements. This section displays payment commodity information.

### **FAAINVE Commodity Taxes Distribution section**

Use the Commodity Taxes Distribution section of the Invoice/Credit Memo page (FAAINVE) to view tax information, including tax amounts to pay and tax authorities, by item.

### **FAAINVE Invoice Accounting Distribution section**

Use the Invoice Accounting Distribution section of the Invoice/Credit Memo page (FAAINVE) to enter the accounting distributions which you assign to either the invoice document in total or to individual commodities. This section displays tax information. Use this section to enter, view, or change amounts associated with an accounting distribution.

### **FAAINVE Accounting Tax Distribution section**

Use the Accounting Tax Distribution section of the Invoice/Credit Memo page (FAAINVE) to view the desired tax amounts and codes for this invoice.

### **FAAINVE Currency Information section**

Use the Currency Information section of the Invoice/Credit Memo page (FAAINVE) to view the currency conversion data for the specified invoice.

**FAAINVE Balancing Completion section**

Use the Balancing Completion section of the Invoice/Credit Memo page (FAAINVE) to verify that the document is in balance at the header, commodity, and accounting levels.

**Use the FAAINVE key block to create an invoice.**

To create an invoice, specify the type of invoice you want to use. Select an option from the Invoice Type pull-down list (untitled). You can select **Direct Pay**, **Regular**, or **General Encumbrance**

Field	Description
Document	Code representing the invoice. To create a new invoice, enter the invoice number. Required. To look up an existing invoice, enter the invoice number.
Multiple	Check box that indicates if you want to use the Vendor Invoice Consolidation functionality, which enables you to assign more than one vendor invoice to this document. Selected = Assign more than one vendor invoice to this document. Cleared = Assign only one vendor invoice to this document. (Default)
Invoice Type (untitled)	Type of invoice document that will be created. Direct Pay = Use a direct pay invoice type when you do not reference a purchase order. (Default) Regular = Use a regular invoice type when you reference a purchase order previously created on the Purchase Order page (FPAPURR).
Purchase Order	Code representing the purchase order associated with this invoice. This field appears only when Regular is selected from the Invoice Type pull-down list and regardless of the selection status of the Multiple check box.
Select PO Items	Code that indicates whether the user wants to select individual items from the purchase order to be invoiced. Y = (Yes) Blank = Invoice all open items. If the transaction is a Credit Memo and you do not want to Invoice All items, leave the Select POs and Invoice All fields blank. Instead, proceed with the remainder of the key block and Header section. Purchase Order items can then be selected in the Commodity Information/Regular section by entering a Y in the Select POs field and pressing Enter. Note: This field appears only when Regular is selected from the Invoice Type pull-down list and the Multiple check box is cleared.

Invoice All	Code that indicates whether the user wants to invoice all open items from the referenced purchase order. Y = (Yes) Invoice all open items on the referenced purchase order. Blank = Do not invoice all open items on the referenced purchase order. Note: This field appears only when Regular is selected from the Invoice Type pull-down list.
Encumbrance	Currently not used at Memorial. Code representing the General Accounting Encumbrance document referenced on this invoice. Note: This field appears only when General Encumbrance is selected from the Invoice Type pull-down list. Current functionality only allows processing for General Encumbrance payments with the Multiple check box cleared. If the Multiple check box is selected and General Encumbrance invoice type is selected, the check box will automatically be reset to cleared.
Vendor	Code and name of the vendor supplying the commodities or services. Note: To enter a one-time vendor, leave the Vendor Number field blank, and enter the vendor's name in the Vendor Description field (untitled).

Tip: If the transaction is a Credit Memo and you do not want to Invoice All items, leave the Select POs and Invoice All fields blank in the key block. Instead, proceed with the remainder of the key block and Header section. Purchase Order items can then be selected in the Commodity Information — Regular section by entering a Y in the Select POs field.

Use the Invoice/Credit Memo Header section of the Invoice/Credit Memo page (FAAINVE) to enter date, discount, and text information for the invoice.

Fields	Descriptions
Invoice Date	Date the invoice was created or goes into effect. Default value is the system date but can be overwritten. The invoice date can be back dated or future dated, but must be equal to or before the transaction date.
Transaction Date	Date the transaction will be recorded to the ledgers. Default value is the system date but can be overwritten.
Document Accounting	<p>Check box that indicates whether the user wants to use document level accounting.</p> <p>Selected = Use document level accounting. (Default for Direct Pay invoice types)</p> <p>Cleared = Use commodity level accounting. (Default for General Encumbrance invoice types)</p> <p>Default value for Regular invoice types comes from the setting as entered on the Purchase Order for Regular invoice types.</p> <p>Note: After the accounting level has been set and accounting distribution(s) have been created, you cannot change accounting level.</p>
Check Vendor	<p>Code and name of the check vendor. If you do not know the check vendor code, request a List. This takes you to the Vendor List page (FOIVEND). A check vendor is used under the following conditions:</p> <ul style="list-style-type: none"> <li>• The primary vendor requires that checks be written to a third party.</li> <li>• A check vendor was entered to override the vendor supplied at the header level for check payment.</li> <li>•</li> </ul> <p>Note: The address information for the Vendor entered in the Check Vendor field populates the Address fields in this section.</p>
Address Code	Code representing the vendor address type. If you do not know the address code, request a List. This takes you to the Address Type Validation section.
Sequence Number	Sequence number used in combination with the Address Code value to represent the selected address for the vendor (or check vendor) for this invoice. This value comes from the Accounts Payable default

	address entered on the Vendor Maintenance page (FTMVEND).
House Number	House number of the vendor. The house number is a unique number assigned to each building on a street.
City	City of the vendor. This is a display-only field unless entering a one-time vendor.
State or Province	Code representing the state or province of the vendor.
ZIP or Postal Code	ZIP or postal code of the vendor.
Nation	Nation of the vendor.
Collects Tax	Code that indicates whether the vendor for this invoice document collects taxes. A = This vendor collects all taxes. S = This vendor collects selected taxes. N = This vendor collects no taxes.
Discount Code	Code representing the discount terms established with the vendor. Default value comes from the Vendor Maintenance page (FTMVEND) but can be overwritten.
Payment Due	Date the vendor requires payment. This field is populated by the system if a discount code defaults or is entered. Required.
Vendor Hold	Check box that indicates whether the vendor is on payment hold.
Receipt Required	The value in this field indicates if the invoice requires matching. If document level matching is on, the value of the Receipt Required field is pulled from the Purchase Order page (FPAPURR). This field displays one of the following values: Receipt Required = Invoice requires a match among the Purchase Order, Invoice, and Receiving documents before payment. No Receipt Required = Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents before payment. Unspecified = No match specified.
Bank	Code representing the bank where funds will be drawn for the payment of commodities or services. Optional in this section; however, the Bank code is required in the Invoice Accounting Distribution section if left blank here.
Vendor Invoice	Code representing the vendor's invoice number.
Direct Deposit Status	Code that indicates whether the vendor has been set up to receive direct deposit payments. Y = This vendor has direct deposit. N = This vendor does not have direct deposit.

IAT	<p>Check box that indicates whether direct deposits for this vendor address require the IAT format. Defaults from the vendor's direct deposit information, which is defined for the applicable bank account on the Direct Deposit Recipient page (GXADIRD).</p> <p>Display-only.</p> <p>Selected = ACH direct deposits use the IAT format.</p> <p>Cleared = ACH direct deposits do not use the IAT format.</p>
ACH Transaction Type	ACH transaction type used with invoice payments to this bank.
1099 Tax ID	Social insurance number or taxpayer identification number for a 1099 vendor.
Credit Memo	<p>Check box that indicates whether this invoice document is a credit memo.</p> <p>Selected = This is a credit memo invoice. Cleared = This is not a credit memo invoice.</p> <p>Note: All Vendor Invoices entered will be posted as Credit Memos when the Multiple check box is selected.</p>
1099 Vendor	Check box that identifies this vendor as a 1099 vendor. Selected = This a 1099 vendor. Cleared = This is not a 1099 vendor.
Direct Deposit Override	<p>Check box that indicates whether the authorized user wants to override the vendor's direct deposit status. This check box would be used to pay a direct deposit Vendor with a check on an individual Invoice document basis. Privileges to use this check box are granted for a user through the User Profile Maintenance page (FOMPROF).</p> <p>Selected = Override vendor's direct deposit status.</p> <p>Cleared = Do not override vendor's direct deposit status.</p>
Text Exists	<p>Indicates whether text exists attached to the invoice.</p> <p>Y = Text exists with this invoice.</p> <p>N = Text does not exist with this invoice. (Default)</p>



Use the Additional Information section of the Invoice/Credit Memo page (FAAINVE) to specify tax and currency data for this invoice. Indicates whether a vendor collects taxes or uses a foreign currency in this section.

You can enter or change information in the Tax Group and Currency fields. The tax information defaults from the Vendor Information page (FTMVEND).

Fields	Descriptions
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution. Default value comes from the vendor's currency entered on the Vendor Maintenance page (FTMVEND), but can be overwritten.
Disbursing Agent	Code that indicates whether a disbursing agent will be used to create the foreign currency checks for this invoice. Y = A disbursing agent will be used to create the foreign currency checks for this invoice. N = A disbursing agent will not be used to create the foreign currency checks for this invoice.
Income Type	Code and description of the income type. The default value comes from Vendor Maintenance page (FTMVEND).
Additional Check Vendor Information: Carrier Route	Carrier route code of the delivery address for bar code reading purposes. Note: The Additional Check Vendor Information fields are navigable only if this invoice uses a one-time vendor.
Additional Check Vendor Information: Delivery Point	User-defined code representing the delivery point address for bar code reading purposes.
Additional Check Vendor Information: Correction Digit	User-defined correction digit code representing the address for bar code reading purposes.

Use the Vendor Address section of the Invoice/Credit Memo page (FAAINVE) to verify the address for this vendor.

The address information defaults from the vendor information entered on the Vendor Maintenance page (FTMVEND). This section is display-only; you cannot update any information.

Fields	Description
Type	Code representing the address type for the selected address for this vendor (or check vendor).
Sequence Number	Sequential number associated with the selected address for the vendor (or check vendor) for this invoice.
House Number	House number of the vendor for this invoice. The house number is a unique number assigned to each building on a street or in an area and used as part of the postal address in some countries.
Street Line 1 Street Line 2 Street Line 3 Street Line 4	Street address of the vendor for this invoice.
City	City of the vendor for this invoice.
State or Province	State or province of the vendor for this invoice.
ZIP or Postal Code	ZIP code or postal code of the vendor for this invoice.

Use the Invoice Status section of the Invoice/Credit Memo page (FAAINVE) to verify the status of the specified invoice document.

This section is display-only; you cannot update any information.

Fields	Descriptions
Open or Paid	Code that indicates whether the invoice has been paid. O = The invoice is unpaid (open). P = The invoice is paid.
Complete	Code that indicates whether or not the invoice document has been completed. Y = The document has been completed. N = The document has not been completed.
Approved	Code that indicates whether or not the invoice document is approved. Y = The document has been approved. N = The document has not been approved.
Suspense	Code that indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process. Y = This invoice document is in suspense. N = This invoice document is not in suspense.
NSF or Suspense	Code that indicates whether the invoice document is in suspense due to non- sufficient funds. The value in this field defaults from FOASYSC. Y = The document is in NSF suspense. N = The document is not in NSF suspense.

Use the Document Indicators section of the Invoice/Credit Memo page (FAAINVE) to apply broad Finance System features to the invoice. The indicators in the check boxes default, but you can activate or deactivate them here.

Fields	Descriptions
Recurring	<p>Check box that indicates whether the user wants this invoice to be paid to the vendor on a regular recurring basis.</p> <p>Selected = Pay the vendor on a regular recurring basis. Cleared = Pay the vendor one time per invoice.</p> <p>Note: To modify information for a recurring payable, use the Recurring Payables page (FAARUIV).</p>
Installments	<p>Check box that indicates whether a fixed asset will be purchased under an installment plan.</p> <p>This indicator signals the Fixed Asset Origination Tag Extraction Process (FFPOEXT) to use the commodity amount from the purchase order as the basis for the asset cost. In this way, the full amount of the asset can be capitalized, which eliminates the need to create additional records for the amount associated with each installment.</p> <p>Selected = Fixed asset will be purchased under an installment plan. Cleared = Fixed asset will be purchased and paid in full.</p> <p>Note: The Installments indicator can be selected only if the Recurring payable indicator is also selected.</p>
NSF On/Off	<p>Check box that indicates whether the user wants to activate the Non-sufficient funds checking feature.</p> <p>The default value comes from the Invoice NSF Checking check box on the System Control Maintenance page (FOASYSC). You can select this check box if it is cleared, but you can not clear it if it is selected.</p> <p>Selected = Activate the Non-Sufficient Funds checking feature. Cleared = Non-Sufficient Funds checking feature remains inactive.</p>
Deferred Edit	<p>Check box that indicates whether the user wants to activates the deferred editing feature. Default value comes from the System Control Maintenance page (FOASYSC).</p> <p>Selected = Activate the Deferred Editing feature.</p> <p>This speeds up your system processing time. However, it also disables the system from displaying online errors immediately. You cannot view your errors until you run the Editing feature in the batch processes FGRTRNI and FGRTRNR.</p> <p>Cleared = Online editing continues to occur.</p>
Invoice Hold	<p>Check box that indicates whether the user wants to disregard the Payment Due date and defer payment</p>

	<p>until the hold is removed using the Payment Control page (FAAPAYC).</p> <p>Selected = Disregard payment due date and defer payment. Cleared = Pay invoice upon receipt.</p>
Grouping	<p>Code that indicates whether the user wants to group related invoices. Default value comes from the Vendor Maintenance page (FTMVEND).</p> <p>M = Combine many invoices on one check. 1 = Use one check per invoice</p>
Vendor Hold Override	<p>Check box that allows the document to be paid even when the vendor has a payment hold.</p> <p>If the vendor is on hold and override is unchecked, the system notifies the user with a warning about vendor hold during completion of invoice. Changing the setting requires payment hold override authorization on the User Profile Maintenance page (FOMPROF).</p>

Use the Commodity Information section of the Invoice/Credit Memo page (FAAINVE) to enter commodity information for direct payments, such as travel expense reimbursements. This section displays payment commodity information.

Use this section to define direct pay and general encumbrance invoice types.

Fields	Descriptions
Document	Code representing the invoice.
Vendor	Code and name of the vendor supplying the commodities or services.
Encumbrance	Code representing the General Accounting Encumbrance referenced to this invoice. Note: This field only appears when referencing a General Encumbrance invoice.
Item	Line item number of the commodity as it appears on the document. Displays with the of field, for example, Item 7 of 9. Filterable but protected against update.
of	Total number of items on the invoice document. Displays with the Item field, for example, Item 7 of 9.
Commodity	Code representing the commodity.
Description (untitled)	Description of the commodity.
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Reverse Calculation	Check box that indicates Banner uses the tax group and discount codes to reverse calculate the other fields when an amount is keyed in the Net Amount field. This convenient feature is useful in situations where there is a restricted amount of money to spend; you can have the system use the net amount entered to calculate the approved amount, and the discount and tax amounts (if any). Note: This feature is available for General Encumbrance and Direct Pay invoices.
Approved	Amount which has been approved for payment on this invoice. Required.
Discount	Discount amount based on the discount terms established with the vendor. Note: This field displays an amount if a discount code was entered in the header section. You can enter a discount amount in this field if the Discount Code field was left blank in the header section.
Additional	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping. You can enter additional amounts in this field even if the Additional Amt field was left blank in the header section.
Tax	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.

Net	Net amount of the commodity calculated as extended cost, less discounts, plus additional charges, plus taxes.
Currency Flag (Untitled)	Denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars. Displays to the right of the Net field.
Suspense	Code that indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process. <ul style="list-style-type: none"> <li>• Y = The document is in suspense.</li> <li>• N = The document is not in suspense.</li> </ul>
Open or Paid	Code that indicates whether the invoice has been paid. <ul style="list-style-type: none"> <li>• = The invoice is unpaid (open).</li> <li>• P = The invoice is paid.</li> </ul>
Final Payment	Code that indicates whether this is a final payment on this item. <ul style="list-style-type: none"> <li>• Y = This is a final payment on this item.</li> <li>• Blank = This is a partial payment on this item.</li> </ul> Note: This field only appears when referencing a General Encumbrance invoice.
Hold	Check box indicates whether the user wants to disregard the Payment Due date and defer payment until the hold is removed using the Payment Control page (FAAPAYC). <ul style="list-style-type: none"> <li>• Selected = Disregard payment due date and defer payment.</li> <li>• Cleared = Pay invoice upon receipt.</li> </ul>
Access Completion	Check box indicates whether the user wants to move directly to the document completion process without navigating to the Invoice Accounting Distribution section to enter accounting data. <ul style="list-style-type: none"> <li>• Selected = Move directly to the document completion process.</li> <li>• Cleared = Move to the Invoice Accounting Distribution section to review or adjust accounting data.</li> </ul> Note: You cannot access the Access Completion check box until accounting records exist for the commodity. When accounting records exist, the default value is selected.

Use this section to enter commodity invoice information.

All of the commodity information defaults from the purchase order. You can override this information.

Fields	Descriptions
Document	Code representing the referenced document.
Vendor	Code and name of the vendor supplying the commodities or services.
Select PO	Code that indicates whether the user wants to select individual items from the purchase order to be invoiced. <ul style="list-style-type: none"> <li>• Y = Enter Y and press Enter to access the Invoice/Credit Memo PO Selection page (FAQINVP) to select items from the purchase order for invoicing.</li> <li>• Blank = Invoice all open items.</li> </ul> Note: This field appears only when Regular is selected as the invoice type.
PO Number	Code representing the purchase order document referenced by this invoice.
PO Item	Line item number of the item as it appears on the purchase order document.
Commodity Record Count	Total number of items currently invoiced on this document.
Invoice Item	Line item number of the commodity as it appears on the invoice document.
Remaining Addl	System-calculated running total of the remaining additional cost based on the <b>Additional Amount</b> field in the header section and the amounts assigned to individual commodities in this section.
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation page (FTVCOMM). Required if the description is not entered.
Description (Untitled)	Description of the commodity. If you do not know the commodity code and want to retrieve the commodity by description, request a List. This takes you to the Commodity Alpha Search page (FPIACOM). Required if Commodity is not entered. List Commodity Alpha Search page (FPIACOM)
U/M	Unit of measure of the commodity. If you do not know the unit of measure, request a List. This takes you to the Unit of Measure List section.
Add Commodity	Check box that indicates whether the user wants to add the commodity to the FTMCOMM table. <ul style="list-style-type: none"> <li>• Selected = Add the displayed commodity to the FTVCOMM table.</li> <li>• Cleared = Do not add the displayed commodity to the FTVCOMM table.</li> </ul>
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.



Ordered	Quantity, Unit Price, and Extended Price of the ordered commodity. Default values come from the purchase order. These totals will NOT be reduced by previous invoices.
Prev Invoiced	Quantity and Extended Price of the commodity that has been previously invoiced.
Accepted	Quantity, Unit Price, and Extended Price of the commodity accepted. Note: The Accepted, Invoiced, and Approved fields do not need to be the same.
Invoiced	Quantity, Unit Price, and Extended Price of the commodity invoiced. You can enter a different Unit Price for invoiced items.
Approved	Quantity, Unit Price, and Extended Price of the commodity approved for payment on this invoice and the Unit Price of the commodity. The Extended Price is system calculated.
Discount	Discount amount based on the discount terms established with the vendor if a Discount Code was entered in the header section. Note: You can enter a discount amount in this field if the Discount Code field was left blank in the header section.
Additional	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping. Note: You can enter additional amounts in this field even if the Additional Amount field was left blank in the header section.
Tax	Amount of taxes of each commodity based on the terms established by the vendor's tax group.
Net	Net total for the individual commodity items. Note: For each commodity record, the system multiplies the unit price entered (up to 4 decimal places) by the quantity and then rounds the result to two decimals for display in the form.
Override Tolerance	Code that indicates whether the user (authorized to do so on the User Profile Maintenance page (FOMPROF)) wants to allow for differences in price between the purchase order and the invoice. <ul style="list-style-type: none"> <li>• Y = Allow for differences in price between the purchase order and the invoice.</li> <li>• Blank = Do not accept differences in price between the purchase order and the invoice.</li> </ul>
Hold	Check box that indicates whether the user wants to disregard the Payment Due date and defer payment until the hold is removed using the Payment Control page (FAAPAYC). <ul style="list-style-type: none"> <li>• Selected = Disregard payment due date and defer payment.</li> <li>• Cleared = Pay invoice upon receipt.</li> </ul>
Final Payment	Code that indicates whether this is a final payment on this item. <ul style="list-style-type: none"> <li>• Y = This is a final payment on this item.</li> </ul>

	<ul style="list-style-type: none"> <li>• Blank = This is a partial payment on this item.</li> </ul>
Last Receiver	<p>Code that indicates the status of the last receiver document completed against the referenced purchase order.</p> <ul style="list-style-type: none"> <li>• F = Last receiver was marked as final receiver.</li> <li>• P = Last receiver was not marked as final receiver.</li> <li>• Blank = No completed receivers exist for the referenced purchase order.</li> </ul>
Suspense	<p>Code that indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process.</p> <ul style="list-style-type: none"> <li>• Y = The document is in suspense.</li> <li>• N = The document is not in suspense.</li> </ul>
Open/Paid	<p>Code that indicates whether the invoice has been paid.</p> <ul style="list-style-type: none"> <li>• O = The invoice is unpaid (open).</li> <li>• P = The invoice is paid.</li> </ul>
Access Completion	<p>Check box that indicates whether the user wants to move directly to the document completion process without navigating to the Invoice Accounting Distribution section to enter accounting data.</p> <ul style="list-style-type: none"> <li>• Selected = Move directly to the document completion process.</li> <li>• Cleared = Move to the Invoice Accounting Distribution section to review or adjust accounting data.</li> </ul> <p>Note: You cannot access the Access Completion check box until accounting records exist for the commodity. When accounting records exist, the default value is selected.</p>
Currency Flag (Untitled)	<p>Denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars. Displays to the right of the Net field.</p>

Use the Commodity Taxes Distribution section of the Invoice/Credit Memo page (FAAINVE) to view tax information, including tax amounts to pay and tax authorities, by item.

**Note:** Only installations that use the Tax Processing feature can access this section. If your installation uses Tax Processing, select this section from the Commodity Information section.

This section displays the allocation of taxes to the separate taxing authorities (if there are more than one) based on a combination of taxing priority and tax rates.

Fields	Descriptions
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity.
Tax Group	Title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Tax Override	Tax amount that will override the system-calculated amount.
Extended	Amount that has been approved for payment on this invoice.
Discount	Discount amount if a Discount Code is entered in the header section. You can enter a discount amount in this field if the Discount Code field was left blank in the header section.
Additional Charges	Additional amount to be added to individual commodity items or to the total extended cost of the requisition to allow for surplus charges, for example, shipping.
Code	Code representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Priority	Priority code indicates the order in which taxes are calculated. 1 = Compute Duty first. 2 = Compute Federal Sales Tax, which includes Duty in its calculation.
Description	Description of the tax rate code.
Taxable Amount	Amount upon which the tax calculation is based.
Tax Amount	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.
Total Tax Amount	Total amount of tax imposed by all applicable tax rates within the tax group.

Use the Invoice Accounting Distribution section of the Invoice/Credit Memo page (FAAINVE) to enter the accounting distributions which you assign to either the invoice document in total or to individual commodities. This section displays tax information. Use this section to enter, view, or change amounts associated with an accounting distribution.

**Tip:** If you use Document Level Accounting, the system does not link any specific item to a specific accounting distribution. As a result, the Item field is blank or null, and the Commodity description displays as above. When you do not use Document Level Accounting, the Item field is populated and the commodity descriptions display.

If you selected a regular invoice, the commodity and accounting information defaults from the purchase order.

Fields	Descriptions
Document	Code representing the invoice.
Vendor	Code and name of the vendor supplying the commodities or services.
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Commodity Record Count	Number of items currently invoiced on this document.
Accounting Record Count	Number of accounting records currently on this invoice document.
Sequence Number	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice.
Year	Fiscal Year Code. Code representing the fiscal year using the transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Fund. Code representing the fund from which the purchase of specific commodities or services is paid.
Orgn	Organization. Code and name of a specific person, organization, or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Location. Code representing the physical location or site in which the specific activity will take place.

Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Bank	Code and name of the bank where funds will be drawn for the payment of commodities or services. Default value comes from the header information. If left blank in the Invoice/Credit Memo Header section, this field must be entered in this section.
Income Type	Code and description representing the income type for this vendor as defined by the classifications to use with the U.S. Governmental 1099 form. Required for 1099 vendors. Default value comes from the header information. Can be changed from the default as a notation, but the income type entered for the accounting distribution is not part of the automated FABCHKA process that creates the initial 1099 data. Use FAA1099 to adjust 1099 reporting data if more than one income type applies to the invoice.
Currency Code	Code representing the denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars.
Approved Commodity	Approved amount for the commodity.
Approved %	Enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Approved Accounting	Approved dollar amount to be allocated to the accounting distribution or enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.
Discount Commodity	Discount amount for the Commodity based on the terms established with the vendor. A value displays in this field if a Discount Code was entered in the Commodity Information section and cannot be changed.
Discount %	Enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Discount Accounting	Discount amount to be allocated to the accounting distribution or enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.
Additional Commodity	Additional amount to be added to Commodity items to allow for surplus charges, for example, shipping.
Additional %	Enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Additional Accounting	Discount amount to be allocated to the accounting distribution or enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.

Tax Commodity	Tax amount for the commodity. Defaults from the Commodity Information section and cannot be changed.
Tax %	Enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Tax Accounting	Tax amount to be allocated to the accounting distribution or enter P in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.
Net	Net total for the Accounting column.
NSF Override	Code that indicates whether the user wants to deactivate the non-sufficient funds checking feature. <ul style="list-style-type: none"> <li>• Y = Deactivate the non-sufficient funds checking feature.</li> <li>• N = The non-sufficient funds checking feature remains active.</li> </ul>
Suspense	Code that indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process. <ul style="list-style-type: none"> <li>• Y = The document is in suspense.</li> <li>• N = The document is not in suspense.</li> </ul>
NSF Suspense	Code that indicates whether the invoice document is suspense due to non-sufficient funds. <ul style="list-style-type: none"> <li>• Y = The document is in NSF suspense.</li> <li>• N = The document is not in NSF suspense.</li> </ul>

Use the Accounting Tax Distribution section of the Invoice/Credit Memo page (FAAINVE) to view the desired tax amounts and codes for this invoice.

The proper rebate data will be obtained from the multiple rebate information on the Rebate Maintenance page (FTMREBT), if applicable. Otherwise, the default rebate data from the Tax Rate Code Maintenance page (FTMTRAT) will be used.

You can have multiple tax rates on one invoice. If necessary, you can scroll through this list of rate/codes.

Fields	Descriptions
Tax Group	Code and title representing the group of tax rates that should be applied to this invoice.
Total Tax	Total amount of tax imposed by all applicable tax rates within the tax group.
Code	Code representing the tax rate identifies the sales or use tax groups which calculate the appropriate tax for processing purchasing and payables documents.
Priority	Priority code that indicates the order in which taxes are calculated.  1 = Compute Duty first. 2 = Compute federal sales tax, which includes Duty in its calculation.
Description	Description of the tax rate identified in the Code field.
Rate	Sales or use tax withholding rate, expressed as a percent.
Tax Amount	Amount of tax withheld by the respective sales or use tax group. Based on the invoice amount and the value in the Rate field.
Rebate%	Percentage of tax to be rebated.
Rebate Amount	Amount of tax to be rebated.

Use the Currency Information section of the Invoice/Credit Memo page (FAAINVE) to view the currency conversion data for the specified invoice.

This section displays the amounts in both the input currency and the converted currency from either the commodity or the accounting windows of this page. Select Exit to return to the section from which you called the Currency Information section (either the Commodity Information section or the Invoice Accounting Distribution section).

Fields	Descriptions
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity.
Tran Date	Date the transaction was processed or recorded to the ledgers.
Seq#	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice.
Year	Fiscal year code set by the system using transaction date.
Index	Account index code representing a pre-determined combination of FOAPAL elements.
Fund	Fund. Code representing the fund from which the purchase of specific commodities or services is paid.
Orgn	Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Location. Code representing the physical location or site in which the specific activity will take place.
Project	Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency	Currency code and description for the invoice. This will be the vendor's default currency on the Vendor Maintenance page (FTMVEND), unless you changed



	the Currency Code in the Additional Information section of this page.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Amount (Input)	Amount of the commodity before a currency conversion of domestic amounts based on the exchange rate in the Exchange Rate field.
Amount (Converted) (Result)	Total cost of the commodity after a currency conversion of domestic amounts based on the exchange rate in the Exchange Rate field.
Discount (Input)	Amount of the discount before a currency conversion of domestic amounts based on the exchange rate in the Exchange Rate field.
Discount (Converted) (Result)	Amount of the discount after a currency conversion of domestic amounts based on the exchange rate in the Exchange Rate field.
Additional (Input)	Amount of additional charges before a currency conversion of domestic amounts based on the exchange rate in the Exchange Rate field.
Additional (Converted) (Result)	Amount of additional charges after a currency conversion of domestic amounts based on the exchange rate in the Exchange Rate field.
Tax (Input)	Tax amount before a currency conversion based on the exchange rate entered in the Exchange Rate field.
Tax (Converted) (Result)	Tax amount after a currency conversion based on the exchange rate entered in the Exchange Rate field applied to the amount entered in the Tax Amount Input field.
Net Amount (Input)	Net amount before a currency conversion based on the exchange rate entered in the Exchange Rate field.
Net Amount (Converted) (Result)	Net amount after a currency conversion based on the exchange rate entered in the Exchange Rate field applied to the amount entered in the Tax Amount Input field.

Use the Balancing Completion section of the Invoice/Credit Memo page (FAAINVE) to verify that the document is in balance at the header, commodity, and accounting levels.

This matrix provides summary invoice/credit memo information for each section of this page (that is, each aspect of the invoice).

Tip: The Complete and In Process buttons are navigable.

Fields	Descriptions
Input	Dollar amount of the invoice in domestic currency.
Exchange Rate	Rate used for conversions between foreign currency units and domestic currency units. This field displays if this invoice uses foreign currency.
Converted	Invoice amount converted into foreign currency based on the amounts entered in the Input and Exchange Rate fields. This field displays if this invoice uses foreign currency.
Approved	Amount approved for payment on this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Discount	Discount amount associated with this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Tax	Amount of tax applied to this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Additional	Additional amounts associated with this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Complete	Click Complete if all of the status amounts are in balance.
In Process	Click In Process if you want to close the Balancing Completion section without completing the invoice.
Receipt Required	<p>Setting that indicates if the invoice requires matching. This field displays only if document- or enterprise-level matching is enabled, based on values on FOASYSC.</p> <p>If you have permission to update the document type, as defined on the User Profile Maintenance page (FOMPROF), you can use the pull-down list to change the value that is displayed. Choices include the following:</p> <ul style="list-style-type: none"> <li>• Receipt Required = Invoice requires a match among the Purchase Order, Invoice, and Receiving documents before payment.</li> <li>• No Receipt Required = Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents before payment.</li> <li>• Unspecified = No match specified.</li> </ul>

