Query Accounts Payable Workbook
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PURPOSE

The purpose of the Query Accounts Payable Workbook is to provide a reference guide to assist users who wish to inquire about:

- Details of requisitions, purchase orders, and invoices
- Check numbers and payment history
- Due dates on invoices
- Vendor transaction history
- Vendor look-up
Querying

Querying is the process of retrieving data from a database or information system. Almost all forms in Banner can be used to perform queries.

In Banner, some forms will automatically open in query mode. This is usually because a large number of records would have to be retrieved which puts a burden on the system. Opening the form in query mode lets you specify search criteria so you can narrow the search. When a form opens in query mode, **ENTER A QUERY, PRESS F8 TO EXECUTE** appears on the status line.

**How to Query**

1. Access the form that will display the records you want to query.
2. If the form opens in Query Mode, go to Step 3. Otherwise, perform **ENTER QUERY** using one of the navigation options such as the Enter Query button (/button) or by pressing F7.
3. Enter the query search criteria. You can query on any field in which you have access. You can use the Oracle wildcards % and _ to broaden your search criteria. (See instructions on using wildcards below)
   
   Note: Criteria entered is **case sensitive**. A mismatch in capitalization will prevent data from being retrieved.
4. Perform **EXECUTE QUERY** to prompt the system to search the database. All records that match the criteria will be displayed. This can be done by pressing the execute query button (/button) or by pressing F8.
5. To redisplay the original search criteria so that you can make changes and re-query, perform the **ENTER QUERY** function. The matching records will disappear. Then perform **ENTER QUERY** again. The original search criteria appear. Revise your search and return to Step 4.

**Using Wildcards**

You can use the Oracle wildcards % and _ in the search criteria.

- % - represents any number of unspecified characters.
- _ - represents one occurrence of an unspecified character

The following examples show how wildcards can be used:

<table>
<thead>
<tr>
<th>To get these results</th>
<th>Enter this Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>All entries that contain ma</td>
<td>%ma%</td>
</tr>
<tr>
<td>All entries that begin with ma</td>
<td>ma%</td>
</tr>
<tr>
<td>All entries that have ma as the final two characters</td>
<td>%ma</td>
</tr>
<tr>
<td>All entries that have m as the second character</td>
<td>_m%</td>
</tr>
</tbody>
</table>
Most Frequently Used Forms in Banner

The following chart lists the forms in Banner Finance that users most frequently access to query requisition, purchasing, and payment history data.

<table>
<thead>
<tr>
<th>Banner Form</th>
<th>Form Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOIDOCH</td>
<td>Document History Form</td>
</tr>
<tr>
<td>FAICHH</td>
<td>Check Payment History Form</td>
</tr>
<tr>
<td>FPIPURR</td>
<td>Purchase/Blanket/Change Order Query Form</td>
</tr>
<tr>
<td>FAIINVE</td>
<td>Invoice/Credit Memo Query</td>
</tr>
<tr>
<td>FAVNDH</td>
<td>Vendor Detail History Form</td>
</tr>
<tr>
<td>FTIIDEN</td>
<td>Entity (vendor) Name/Id Search Form</td>
</tr>
<tr>
<td>FZIVEND</td>
<td>Vendor Inquiry Form</td>
</tr>
<tr>
<td>FGIENCD</td>
<td>Detail Encumbrance Activity Form</td>
</tr>
<tr>
<td>FGITRND</td>
<td>Detail Transaction Activity Form</td>
</tr>
<tr>
<td>FPIORQF</td>
<td>Open Requisition by FOAPAL (Index) Form</td>
</tr>
<tr>
<td>FPIOPOF</td>
<td>Open Purchase Orders by FOAPAL (Index) Form</td>
</tr>
<tr>
<td>FGIBAVL</td>
<td>Budget Availability Form</td>
</tr>
</tbody>
</table>
DOCUMENT/PAYMENT INQUIRES
Use FOIDOCH to display document history and status of purchasing and payment documents. FOIDOCH displays windows with related document numbers for requisitions, purchase orders, fixed assets tags, invoices, checks, and receiving transactions.

1. Key in the document type in the Doc Type field. If you do not know a valid document type, double click in the field next to Doc Type or use the drop down to access a list of document types
   - To search by Purchase Order- PO
   - To search by Banner invoice- INV
   - To search by Check - CHK
   - To search by Requisition - REQ
2. Key in the document number in the Doc Code field
3. Perform a NEXT BLOCK function (Ctrl + Page Down) to query the data

Each transaction related to the specified document appears within the window of the appropriate document type. Navigate through these windows by clicking on the desired window. Once the cursor is in a given window, on a specific document number, click on the OPTIONS menu to navigate to the detailed form for that document.
Each document has a status indicator. Click on a document number and go to Options → View Status Indicators for an explanation of the indicators:

<table>
<thead>
<tr>
<th>Status Indicators</th>
<th>FOI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Approved</td>
<td>FOI</td>
</tr>
<tr>
<td>(C) Completed</td>
<td>FOI</td>
</tr>
<tr>
<td>(F) Final Reconciliation</td>
<td>FOI</td>
</tr>
<tr>
<td>(P) Paid</td>
<td>FOI</td>
</tr>
<tr>
<td>(R) Receipt Required</td>
<td>FOI</td>
</tr>
<tr>
<td>(S) Suspended</td>
<td>FOI</td>
</tr>
<tr>
<td>(O) Open</td>
<td>FOI</td>
</tr>
<tr>
<td>(X) Cancelled</td>
<td>FOI</td>
</tr>
<tr>
<td>(V) Void</td>
<td>FOI</td>
</tr>
<tr>
<td>(H) Hold</td>
<td>FOI</td>
</tr>
<tr>
<td>(T) Tagged Permanently</td>
<td>FOI</td>
</tr>
</tbody>
</table>

**QUICK TIPS:**

- **Y** If you pull up a document by the Purchase Order number and no Invoice number appears (the “I” number), the PO has not been paid.
- **Y** If you see an Invoice number, but no check number, then the check has yet to be disbursed. You can go into the invoice and look for payment date.
FPIPURR displays purchase/blanket order documents. The form also includes any change orders processed against the purchase/blanket order. The form has multiple windows that displays purchase order information such as order dates, delivery date, vendor information, document text, line item detail with purchase order amounts and accounting distributions.

- The purchase/blanket order number is already entered when accessing the form from FOIDOCH.

  **Note:** You may also access this form directly (FPIPURR) and key in the PO number you want to inquire about in the Purchase Order or Blanket Order field.

- Click on Document Information in the OPTIONS menu or perform a NEXT BLOCK function to view additional purchase/blanket order information as described below.
This window displays document information such as the order date (date purchase/blanket order was processed in Banner), the purchase/blanket order delivery date, buyer, commodity total, blanket order termination date, and if a purchase/blanket order was cancelled.

☐ Click on Document Text in the OPTIONS tab to view purchase/blanket order text pertaining to the purchase/blanket order (if applicable). Perform a Ctrl + Next Block to view the text.

QUICK TIPS:

Y The Buyer Code will tell you if the purchase went through Purchasing for approval.
Y If the Buyer Code says “EBUY” this indicates that the purchase had the approvals done through Hokiemark. The Purchase Order Origin will say “EPROCUREMENT”
Y If the Buyer Code is someone’s name, this is the Buyer in Purchasing that is handling the procurement, The Purchase Order Origin will say “Banner”.

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☐ Click the exit button (X) to return to the purchase order/blanket inquiry form.
☐ Perform a Ctrl + Next Block to view the requestor/delivery information.

This window displays requestor and delivery information.

☐ Click on Vendor Information in the OPTIONS menu or perform a NEXT BLOCK function to view vendor information on the purchase/blanket order.
This window displays purchase/blanket order vendor information, payment terms, FOB Code (shipping), and purchase order class code.

☐ Click on Commodity/Accounting Information in the OPTIONS menu or perform a NEXT BLOCK function to view additional purchase/blanket order information as shown below.

Quick Tips:

Y If this Purchase Order was done through Purchasing, you will see the payment terms, as well as any agreed upon shipping charges.
This window displays up to four line items and three accounting distributions.

- Use the arrow keys to review the pricing and funding for each item if more than one item is displayed or click on **Review Commodity Information** to see all items and pricing on a single form in the **OPTIONS** menu.

- If there is a check in the Closed Box, this means that the item has already been paid for, or the line has been canceled.

- If there is a check in the **Item Text** box next to a line item, you may view this text for clicking on **Item Text** in the **OPTIONS** menu.

- Use the **NEXT BLOCK** function to view the dollar distribution on each accounting fund (if more than one accounting fund is displayed).
Use the arrow keys to review the dollar distribution for each accounting fund or click on **Review Accounting Information** to see all items and pricing on a single form or click on **Review Accounting Information** to see all funds and dollar distributions on a single form.

This form completes inquiry on a purchase/blanket order.

Click **EXIT (X)** to return to the **FOIDOCH** form.
**Invoice/Credit Memo Query (FAIINVE)**

Invoice/Credit Memo Query Form Accessed From FOIDOCH-FAIINVE

Use FAIINVE to display the invoice/credit memo document. The form has multiple windows that display an invoice header with dates and vendor information, invoice status, text, item (commodity) detail, with invoice amounts and approved amounts, and accounting distributions.

In FOIDOCH – Highlight the invoice number that you would like more information on, and through the OPTIONS menu, select “Invoice Information [FAIINVE]”
If you arrived on this form by navigating from another form (FOIDOCH) the Document # will already be entered.

- **Note:** if you go directly to FAINVE you will need to key in the invoice/credit memo number you want to inquire about in the Document field.

- Perform Next Block (CTRL + Page Down) to bring you to the Invoice/Credit Memo Header screen.
Once the information is displayed in the block use the **Next Block** function, or the **Option** menu, to navigate between the windows within **FAIINV**.

If the invoice is keyed against a PO, you will see the PO number at the top.

If it was keyed as a “direct”, you will only see the Document number and the vendor number.

This screen gives you several pieces of information:

- **Y** Check due date
- **Y** Payment Due date – if the payment is on time
- **Y** Activity Date – if the payment is past due, this will tell you the exact date the check was disbursed.
- **Y** Vendor Address
- **Y** Vendor invoice number
- **Y** Vendor Account number
- **Y** PO Origin (either Hokiemart or Banner)

**NEXT BLOCK** (Ctrl + Page down) brings you to the Commodity Information screen. If there are multiple lines paid, the Record Count will show “1/?”. Use the down arrow key to navigate through all line items.

**Commodity Information on a PO**

This window will display when you have selected an invoice that references a purchase order. It displays the commodity, the order quantity, accepted quantity, approved quantity, unit price, and amount. Use the Down Arrow to display additional commodities or access the **Options** Menu and go to form FOICOMM (List Commodities).

If the Final Payment Indicator box is checked, the line is closed and any extra funds are unencumbered.
Commodity Information on a Direct Pay

This window will display when you have selected a direct pay invoice. It displays the commodity description that has been keyed by Accounts Payable and the associated approved, discount, additional, tax, and net amounts. Use the **Down Arrow** to display additional line items.

From either of these screens **Next Block** (Ctrl + Page Down) will bring you to the Accounting amounts, showing which fund and account the payment is applied to. If the funding is split, the Record Count will show “1/?”.

Additionally, funding may vary by commodity line item. If so, you will need to navigate back up to the commodity screen through **Previous Block** (Ctrl + Page Up) and select a line. Then **Next Block** (Ctrl + Page Down) to review the funding for that line. This has to be repeated for each line.
Perform a **Next Block** which brings the form to the Balancing/Completion screen.

This screen shows you the total amount of the payment, and if any discounts were applied. It also indicates if it has been approved and completed. Once approved and completed the document goes to the posting process or awaits receiving.
Check Payment History (FAICHKH)

Check Payment History Form Accessed From FOIDOCH-FAICHKH

Use FAICHKH to review document history for check transactions.

In FOIDOCH – Highlight the check number that you would like more information on, and through the Options menu, select “Check Information [FAICHKH].”

If you arrived on this form by navigating from another form (FOIDOCH) the Check # will already be entered.

Note: if you go directly to FAICHKH you will need to key in the check number you want to inquire about in the Check Number field. If you do not know the check number, click on the drop down to access the FTICHKS form to perform a search query.
The Bank Code should correspond to the Check Number as follows:

- Checks beginning with a “C” = “03”. Checks are created locally.
- Checks beginning with a “S” = “01”. Debt Set Off Payments
- Checks beginning with an “!” = “03”. Direct deposit payments to bank accounts or ACH disbursements.

“S” payments are Debt Set Off Payments-
- Vendors identified by the Commonwealth of Virginia as an agency with an outstanding liability to any agency in the Commonwealth. Funds are intercepted to cover the liability before distributing the excess to the vendor.

Perform a NEXT BLOCK function (Ctrl + Page Down)
This shows all of the invoices that were paid on the specific check. Highlighting the Document number on the left shows what vendor invoice and amount it corresponds to on the Right. **FAINVE** can be accessed from the **Options** menu to see specific details of the invoice which is highlighted.
Looking up Vendor Payment History—FAIVNDH

Use FAIVNDH to display invoice/credit memo payment transactions for a specific vendor. The form displays the vendor invoice number, vendor account number, Banner invoice number, invoice status, invoice amount, due/paid date, and check number.

Key in the vendor number you want to inquire about in the Vendor field. If you do not know the vendor number, click on the drop down list to access the FTIIDEN form to perform a search query.

- Perform an ENTER QUERY function in your preferred manner. (Enter Query button ( ) or by pressing F7)
- Key in some portion of the Vendor’s ID number or name using wildcards (%) as appropriate. Remember, vendor names are case sensitive. In most Banner searches, the less information that you enter the better chance you may have of finding your request.

Examples:
- If the vendor name contains an uncommon or unique word, try searching for that word only. To find GTE Wireless, enter: %Wireless%
- Or you may wish to search on GTE, but may be uncertain about entering spaces or periods between the letters. To find GTE, enter: %G%T%E%
• Press F8 or the execute query button ( ) to execute the query

Highlight the number of the vendor that you want to select, and click the select button ( ) or double click the Vendor ID number. This will populate the Vendor into the FAIVNDH form.
Select the Fiscal Year that you would like to search, and then perform the Next Block function (Ctrl + Page Down).

If there is no Check date or Check Number, the payment has yet to be disbursed, and the check will be cut on the Due Date. If the due date is past, and the check has still not been disbursed, then the payment could be held up from a credit that is more than the payment amount.

Use the Options that are available to navigate to the details for that document, specifically FAIINV.

Enter Query and Execute Query can be used in the detail block to further refine the search.
Use the FGIENCD form to view detail transactions including invoice payments against an encumbrance. If you arrived on this form by clicking Encumbrance Detail on FGITRND, the form will populate automatically. Refer to the General Accounting Banner training for details on FGITRND. Otherwise:

- Key the encumbrance document number you want to inquire about in the Encumbrance field.
- Perform a NEXT BLOCK function in your preferred manner.

Quick Tips

Y Use this form when reconciling your funds and obtaining a PO history
Y This form will show you what lines have been paid, and the related Document Number.
Y It will also show you any change orders done to the PO as well as cancellations.
VENDOR INFORMATION
Banner ID Numbers

The Banner ID number is a 9-character string. These vendor numbers may be:
- A company’s 9-digit federal identification number (FIN)
- A Banner-generated identification number that begins with a “90” (NOTE: some “90” numbers MAY be a FIN number).
Vendor Inquiry Form – FZIVEND

FZIVEND is a Virginia Tech developed form designed to display all vendor information on one form. This form provides easy access to information by University Departments querying about vendors. The form also provides the Financial Database staff with a quick, efficient way to access Banner forms used in the vendor creation and/or update process.

Use the FZIVEND form to view demographic information about vendors, vendor addresses, vendor phone numbers, vendor notes, etc.

- Key the Banner ID number of the vendor you want to inquire about in the Banner ID field. When the query is executed pay close attention to fields that have a darkened arrow. This indicates that you must scroll up or down on the field in order to see all of the available information.
- If you do not know the vendor’s ID number, click on the arrow next to Banner ID to go to form FTIIDEN where you may search for a vendor name or ID number.
- A check mark in the “E-Proc” field indicates that the vendor is in HokieMart.
SEARCHING FOR DOCUMENTS BY INDEX AND/OR FUND

1) Open Requisitions
2) Open Purchase Orders
3) Open Invoices
Looking Up Open Requisitions by Index/Fund – FPIORQF

Use **FPIORQF** to display open requisitions by any Index or Fund. The form displays only those open requisitions that meet the specified Index. Open requisitions have not been assigned to a purchase order.

- Key in the Index number you want to inquire about in the **Index** field.
- Optionally key in the Account Number in the **Acct** field.
- Perform a **Next Block** function
Open Purchase Orders by FOAPAL Form – FPIOPOF

Use FPIOPOF to display open purchase orders by any Index or Fund. The form displays only those open purchase orders that meet the specified Index.

- Key in the Index number you want to inquire about in the Index field.
- Optionally, key in the account code you want to inquire about in the Acct field.
- Perform a Next Block function

Enter Query and Execute Query can be used in the detail block to further refine the search.
DEPARTMENT A/P PROCESSING
Document Numbers

The **voucher number** in Banner is referred to as an **invoice number**. The invoice number is an automatically generated one-up number that begins with an “I”. Batched invoices begin with an “L” or “F”. Electronic invoices begin with an “E”, which are currently for vendors such as Office Max, Fisher Scientific, CDW-G, VWR, Bio-Rad, Dell, Sigma-Aldrich, The Supply Room, Guy Brown, Integrated DNA, USA Scientific, Invitrogen, Applied Biosystems, Grainger and Qiagen. Departments may query using the FOIDOCH form discussed earlier. The user can query by the HokieMart PO number to locate the invoice number.
Invoice Due Dates

- In accordance with the Commonwealth of Virginia’s Prompt Pay Act, payments are due 30 days from the receipt of the vendor’s invoice or the receipt of the goods, whichever is later.

- **Date vendor's invoice received** – To accurately calculate the due date; the date the vendor’s invoice is first received at the university **MUST be stamped** on the vendor’s invoice. The date stamps apply to invoices received by the Controller’s Office as well as those received by the department. If the invoice is not date stamped by the department, the date received is 2 business days from the invoice date.

- **Date goods or services received** – To accurately calculate the due date, the date the goods or services are received at the university **MUST be recorded** in the receipts section in HokieMart. Enter the actual date goods or services were received, not the date it was entered into HokieMart.

- **Automatic calculation of due date** – Banner uses the invoice received date to automatically calculate the due date. If the invoice appears on Prompt Pay at month end, then the Controller’s Office reviews the receiving date in HokieMart to determine if the due date should be adjusted, and hence be taken off Prompt Pay for that month.

Customer Account Numbers

If available on the vendor invoice, the customer account number is keyed into Banner when the invoice is keyed into Banner. In turn, this is printed on the check stub to ensure that the vendor applies the payments correctly.
Credit Memos

Departments do not have to hold credit memos until they receive an invoice large enough to cover the credit. Credit memos should be submitted to the Controller’s Office promptly upon receipt. The PO number should be referenced.

Receiving

All receiving should be completed in HokieMart for each purchase order. Receiving is not required for prepayments, Interdepartmental Service Requests (ISR’s), Interdepartmental Printing Request (IPR), Reimbursements, and Travel Agency Authorizations (TAA). Goods and services should be received promptly in HokieMart so that invoices can be paid by the due date. If the purchase order related to a prepayment, or to goods or services not received, then receiving is not possible. Prepayments should be handled through checking the “Notify AP” box in HokieMart. This box should ONLY be used for Prepayments.

Travel Invoices

Departments submit travel vouchers to the Controller’s Office to be processed in Banner. Some of the traveler’s trip information is available in the Banner system and on the reimbursement check stub.

- The last day of travel is recorded in the “vendor invoice date” field and on the check stub.

☐ The trip destination is recorded in the Customer Account Number / Description field and on the check stub.

☐ The total amount of the travel voucher appears in the commodity block and the individual amounts charged to each Fund and account appear in the accounting block.

Viewing Images

Once an invoice has been keyed into Banner and either “Completed” or put “In Process” in Banner, the department can view the invoice by:

Y Typing the PO number into FOIDOCH
Y Highlight the particular “I” number that is to be viewed

Y Click on the magnifying glass in the tool bar at the top
Y Make sure pop up blockers are off
Y Image will appear in another window
Check Stubs and ACH Remittance

Note the following information about the Banner checks:

- The information described in the “Travel Invoices” section is included on the check stub.
- All of the vendor’s invoices included in the payment will be listed in the “Vendor Invoice” column, as well as the amount of each invoice under “Gross Amount”.
- The “I” number associated with the vendor’s invoice will be in the VT Invoice # column.
- The customer account number used by vendors appears on the check stub as a customer account number.
- Credit memos are itemized separately on the check stubs. This provides the information for the vendors to apply the credit to accounts without documentation being mailed separately.
Similar information is represented on the ACH remittance that is emailed to the vendor.

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Vendor Invoice Number</th>
<th>Vendor Customer Account Number</th>
<th>VT Invoice Number</th>
<th>Gross Amount</th>
<th>Discount Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/25/2009</td>
<td>17811698</td>
<td>370575</td>
<td>11410564</td>
<td>1367.52</td>
<td>0.00</td>
<td>1367.52</td>
</tr>
<tr>
<td>8/25/2009</td>
<td>17811748</td>
<td>370575</td>
<td>11410577</td>
<td>35.01</td>
<td>0.00</td>
<td>35.01</td>
</tr>
</tbody>
</table>

**Virginia Tech**

Invent the Future

University Controller
201 Southgate Center
Blacksburg, VA 24061-0312
(540) 231-6418

**DATE** 09/30/09

0338845

**DEPOSITED**
One Thousand Four Hundred Two And 53/100 Dollars

Newark
PO BOX 94151
PALATINE, IL 60094-4151

**VOID**

THIS IS NOT A CHECK
## Accounts Payable Rule Codes used at Virginia Tech

Rule codes are used in the Banner system to process each transaction. The fiscal officer needs to know each rule code in order to understand how it affects the budget balance on the fund. Several of these codes were included in the General Accounting workbook. The following list is a selection of some of the most common rule codes used in the accounts payable module.

### Accounts Payable Rule Codes

<table>
<thead>
<tr>
<th>Rule Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INNI</td>
<td>Payment of Vendor Invoice</td>
</tr>
<tr>
<td>INNC</td>
<td>Credit Memo on Vendor Invoice</td>
</tr>
<tr>
<td>ICNI</td>
<td>Cancel Payment of Vendor Invoice</td>
</tr>
<tr>
<td>ICNC</td>
<td>Cancel Credit Memo on Vendor Invoice</td>
</tr>
<tr>
<td>INEI</td>
<td>Payment against a Purchase Order</td>
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<tr>
<td>INEC</td>
<td>Credit Memo on a Purchase Order</td>
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<tr>
<td>ICEI</td>
<td>Cancel Invoice against an Order</td>
</tr>
<tr>
<td>ICEC</td>
<td>Cancel Credit Memo on an Order</td>
</tr>
<tr>
<td>CNEI</td>
<td>Cancel Check – Invoice with Encumbrance</td>
</tr>
<tr>
<td>CNNI</td>
<td>Cancel Check – Invoice without Encumbrance</td>
</tr>
<tr>
<td>DNEC</td>
<td>Check – Credit Memo with an Encumbrance</td>
</tr>
<tr>
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</tr>
<tr>
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<td>Check – Credit Memo without Encumbrance</td>
</tr>
<tr>
<td>DNNI</td>
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</tr>
</tbody>
</table>
Additional Resources

Additional information can be found on the web. The web address listed below contains links to Purchasing, Accounts Payable, Banner Finance, as well as Financial Procedures and Electronic Forms.

The web address is:

http://www.controller.vt.edu/

**Accounts Payable** link offers information about:

- Travel Voucher Template
- Account Code Descriptions
- W-9 Certificate of Taxpayer Identification Number
- Payroll Forms
- Banner Finance Access Request Form
- Journal Entry Transfer Form
- Cash Receipts-Cash Disbursements Form

The **Purchasing** link (http://www.procurement.vt.edu) offers:

- Procedures (Pcard, Direct Pay, Sole Source, Telecommunications, VCE, HokieMart…)
- Virginia Tech Contracts and State Contracts
- Women-Owned and Minority-Owned Business Programs
- Vendor Data Base Information and Vendor Registration