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)

- 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.

	Application Navigator × +						- 0
$\leftarrow \rightarrow$ C \textcircled{a}	O A ≅ https://badm.holmescc.edu/applicat	tionNavigator/seamless		E 🕁 Q	hibbett sports	\rightarrow	* 👳
🜩 Cameras 🛛 ACI Payments, Inc P	💮 javascript:; 💮 Welcome to IBM Sterli 📮 VMware H	lorizon 🔣 Webpage Edits 🛛 HCC - Business C	ffice 🗢 Ellucian Hub 💿 http://www.centralms	📙 https://w6.iconnectda 🥡	🕽 Nelnet 🕀 Credit Card Back Office 🔛 S&S Recovery		>> 🗋 Other Boo
ellucian Vendo	r Maintenance FTMVEND 9.3.22 (PROD)					🔒 ADD 斗 RETRIEVE	👗 RELATED
Vendor: *	··· +		Corporation:				G
Last Name:			First Name:				
Get Started: Complete the fie	elds above and click Go. To search by name, press TAB f	from an ID field, enter your search criteria, and	then press ENTER.				
4							
(?)							
*							
<i>c</i> .							
L→							
(48)							
8							
EDIT Record: 1/1	KEY_BLOCK.FTVVEND_VEND_CODE [1]			©2000 - 2022 Ellucian. All	rights reserved.		e
EDIT Record: 1/1	KEY_BLOCK FTVVEND_VEND_CODE [1]			62000 - 2022 Ellucian. All i	rights reserved.		e
EDIT Record 1/1	KEY, BLOCK FTWEND_VEND_CODE [1]			62000 - 2022 Ellucian. All	rights reserved.		e
EDIT Record: 1/1	KEY_BLOCK FTWEND_VEND_CODE [1]			62000 - 2022 Ellucian, All	rights reserved.		e
EDIT Record 1/1	KEY_BLOCK FTWEND_VEND_CORE [1]			62000 - 2022 Ellucian, All	right reserved		e
EOIT Record UI	KEY_BLOCK FTWIEND, VEND, CODE [1]			©2000 - 2022 Elludan Ali	right reserved		e
EDT Record 1/1	KEY_ELOCK FTWEND_VEND_CODE [1]			€2020 - 2022 Elludan AH	right reserved		e
EGT Record 1/1	KEY_BLOCK FTWEND_VEND_CODE [1]			€2020 - 2022 Elludan AH	right reserved		e
ET Resol 11	KEY, BLOCK FTWEND, VEND, CODE [1]			€2020 - 2022 Elludan AH	right reserved		e
ET Read 11	KEY_BLOCK FTWEND_VEND_CODE [1]			62000 - 2022 Eliudan Alf	right nessoned		e
EIT Read 11	KEY_BLOCK FTWEND_VEND_CODE [1]			62000 - 2022 Eliudan Alf	right nessened		e

Holmes Community College × 🔢 Application Navigator × +					- 0
		E 🏠	Q hibbett sports	\rightarrow	ن 🛃
🕨 Cameras 🛛 🔤 ACI Payments, Inc P 🕀 javascript:; 🕀 Welcome to IBM Sterli 🍹 VMware Horizon 🛛 🔀 Webpage Edits	HCC - Business Office 🗢 Ellucian Hub 💿 http://www.centralms	https://w6.iconnectda.	🐽 Nelnet Gredit Card Back Office 🔛 S&S Recovery		>> 🗋 Other Bookm
X @ ellucian Vendor Maintenance FTMVEND 9.3.22 (PROD)			1	ADD 🖺 RETRIEV	E 🚜 RELATED 🔅 T
Vendor: H00002972 Corporation: MS Banner Users Group Last Name: First Name: Middle Name:					Start Over
C Vendor Maintenance Additional Information Vendor Types Address E-mail Taxes Collected					
VENDOR MAINTENANCE				🖶 Insert	Delete 🚡 Copy 🦷
Start Date * 07/01/2001	Termination Date				
Address Defaults					
Q Procurement Type BU	Accounts Payable	BU			
Recoverage 1	Type Code	1			
Sequence	Sequence				
More Details					
Contact	Owner ID]	
	Check Vendor]	
Area Code	Discount Code				
Phone Number	Order Hold Code				
Extension	Payment Hold Code	···			
Collects Taxes * Collects No Taxes		Vendor Text			
Activity Date 01/12/2005 10:17:04 AM					-11
EDIT Record: 1/1 FTVVEND_FTV_END_EFF_DATE [1]		@2000 - 2022 Ellucia	n. All rights reserved.		ellu
G					

ME

I Holmes Community College ×	H Application Navigator × +						- 0
$\leftarrow \rightarrow$ C \textcircled{a}	O A ≅ https://badm.holmes	scc.edu/applicationNavigator/seamless		E \$	Q hibbett sports	\rightarrow	👱 🤠 🗄
💠 Cameras 🛛 ACI Payments, Inc	P	. 📮 VMware Horizon 🛛 Webpage Edits	HCC - Business Office 🛛 🗢 Ellucian Hub 💿 http://www.centralms.	🙀 https://w6.iconnectda	. 🐽 Nelnet Gredit Card Back Office 🔛 S&S Recover	у	≫ 🗋 Other Bookma
😑 🗙 🎯 ellucian V	endor Maintenance FTMVEND 9.3.22 (PROD)				🔒 ADD 🛛 🗎 RETRIEVE	🖧 RELATED 🛛 🔅 TO
Vendor: H00002972 C	Corporation: MS Banner Users Group Last M	lame: First Name: Middle Name:					Start Over
Vendor Maintenance	Additional Information Vendor Types	Address E-mail Taxes Collected					
ADDITIONAL INFORMATION	N					🛨 Insert	Delete 🖪 Copy 🏹
1099 Information			State Withholding				
			Address Defaults				
			Type Code				
Federal Withholding			Address Defaults				
			Sequence				
Base Currency			Carrier Type	O Domestic Carrier	Foreign Carrier None		
Name Type			State Indicator	In State Vendor	Dut of State Vendor O None		
SSN/SIN/TIN			Invoice Grouping	(M)any invoices per chec	k 🔹		
Tax Form Status			E-Procurement	* No 🔻			
.→			Vendor				
Status Date				- 41			
script: EDIT Record: 1/1	Date 01/12/2005 10:17:04 AM FTWIEND FTWIEND 1059	RPT 10/11		\$2000 - 2022 Elludar	s. All rights reserved.		elluc
UG							

	Imes Community College	× H Application Navigator × +					- 0
	\rightarrow C C	◯ 🛆 🛋 https://badm.holmescc.edu/applicationNavigator/seamless		E ☆	Q, hibbett sports	\rightarrow	ت 🛃
	ieras 🚥 ACI Payments, In	ic P 💮 javascript:; 💮 Welcome to IBM Sterli 🍹 VMware Horizon 🛛 🔀 Webpage Edits	HCC - Business Office 🗢 Ellucian Hub 💿 http://www.centralms	https://w6.iconnectda.	💿 Nelnet Gredit Card Back Office 🔤 S&	S Recovery	>> 🗅 Other Boo
Net 10000212 Operation: Mole Reversion: Operation: Operation: Mole Reversion: Operation: Operation: Mole Reversion: Operation: Mole Reversion: Operation: Mole Reversion: Operation: Mole Reversion: Operation: Operat	🗙 🕜 ellucian	Vendor Maintenance FTMVEND 9.3.22 (PROD)				🔒 ADD 斗 RETRIEV	E 🚠 RELATED
Addem Mendermann Market figte Market fi	Vendor: H00002972	Corporation: MS Banner Users Group Last Name: First Name: Middle Name:					Start 0
Other Other <th< td=""><td>Vendor Maintenance</td><td>Additional Information Vendor Types Address E-mail Taxes Collected</td><td></td><td></td><td></td><td></td><td></td></th<>	Vendor Maintenance	Additional Information Vendor Types Address E-mail Taxes Collected					
For Date	ADDRESS					🔅 Settings 🚦 Insert	🗖 Delete 🦷 Copy
To Date was Cote 62 Address Time Balances Phone Hunder 60002 Strett Lin 1 Cot Strett Cote 62 Image: Cote Strett Lin 2 MSD 7265 Fac Hunder 60023 Strett Lin 2 MSD 7265 Fac Hunder 60023 Strett Lin 2 MSD 7265 Fac Hunder 60023 Strett Lin 3 1000 Hybrary 22 W Fac Hunder 60023 Oth His Bern Bernstein Fac Hunder Strett Lin 3 1000 Hybrary 22 W Fac Hunder 60023 Strett Lin 3 1000 Hybrary 22 W Fac Hunder 60023 Strett Lin 3 1000 Hybrary 22 W Fac Hunder 60023 Strett Lin 3 1000 Hybrary 22 W Fac Hunder 60023 Strett Lin 3 1000 Hybrary 22 W Fac Hunder 6000 Strett Lin 3 1000 Hybrary 22 W Fac Hunder 6000 Strett Lin 3 1000 Hybrary 22 W Fac Hunder 6000 Strett Lin 3 1000 Hybrary 22 W Fac Hybrary 2000 Fac Hybrary 2000 Strett Lin 3 1000 Hybrary 22 W Fac Hybrary 2000 Fac Hybrary 2000 Strett Lin 3 1000 Hybrary 2000 Fac Hybrary 2000 Fac Hybrary 2000 Stre	From Date						
Addres Tipe Image: Sequences Number Image: Sequences Numer Image: Sequences Numer I	To Date		Area Code	662			
Secure A kiniter 1 Ensisten	Address Type	BU Business	Phone Number	8628032			
Steet Like 1 Col: Steet Like 2 Steet Like 2 May 7265 Steet Like 2 Far Area Cole Steet Like 2 Steet Like 2 Steet Like 2 Far Area Cole Steet Like 2 Steet Like 2	Sequence Number	1	Extension				
BeetLine 2 MSU 7265 BeetLine 3 MSU 7265 BeetLine 3 Fas Humber Cover Instatute Address Over MSu Missispi Deliver Priorice Source Over MSu Missispi Deliver Priorice Source Over MSu Missispi Deliver Priorice Source Deliver Prior Source <	Street Line 1	c/o Joyce Dixon	Fax Area Code	662			
Steet Lie 3 1400 Highway R2 W Fitz Edension	Street Line 2	MVSU 7265	Fax Number	8628234			
Activity Date 05/15/2018 09/30 37 AL Activity User Diractivity Station Station <t< td=""><td>Street Line 3</td><td>14000 Highway 82 W</td><td>Fax Extension</td><td></td><td></td><td></td><td></td></t<>	Street Line 3	14000 Highway 82 W	Fax Extension				
Chy Im Bena Statio of Province Mississippi Zier or Facial Delevay Pant County County Nation County				Inactivate Address			
State or Province MS Mississippi Defining Point Defining Point Zill or Postal Correstion Dipti Correstion Dipti Correstion Dipti Course Trave Correstion Dipti Correstion Dipti Course Trave Nation Image: State or Province Registration Number Correstion Dipti Tatlephone Tatlephone Registration Number Correstion Dipti Nation Image: State Of State Diption Dipt	City	Itta Bena	Source				
ZP or Postal Code 39341 County Carretion Digt Nation Carretion Digt Nation Registration Number Telephone Registration Number Itelephone M < T of 3 > N 1 ~ Per Page R M < T of 3 > N 1 ~ Per Page R R R R R R R R R R R R R R R R R	State or Province	MS Mississippi	Delivery Point				
County Image: Carrier Route Nation Image: Carrier Route Telephone Type Ulime Business or work If I Per Page Resolution To Per Page	ZIP or Postal Code	38941	Correction Digit				
Nation Telephone Type BU Buisness or work I Per Page Registration Number Registration Number <t< td=""><td>County</td><td></td><td>Carrier Route</td><td></td><td></td><td></td><td></td></t<>	County		Carrier Route				
Telephone Type BU Buiness or work Image: Control Type BU Buiness or work Image: Control Type Builting	Nation		Registration Number				
R Activity Date 05/16/2018 09:30:37 AM Activity User DNICHOLS EDIT Record: 10 SPRACOR SPRACOR SPRACOR_ATYP_CODE [1] 80000-2022 Ellusas All rights reserved.	Telephone Type	BU Business or work					
Control Activity Date Op/16/2018 09:30:37 AM Activity User DNICHOLS EXIT Record: 1/3 SFRADOR REPLACER, ATYP_CODE (1) 60000 - 2032 Ellusian All rights reserved.	🛛 🛋 🚺 of 3 🕨 🕽	1 V Per Page					Re
Image: Control of the Control of th							
EDIT Record: 113 SPRADOR SPRADOR_ATYP_CODE [1] 00000 - 2022 Elludan. All ights reserved.	🔺 🗶 Activ	ity Date 05/16/2018 09:30:37 AM Activity User DNICHOLS					
	EDIT Record:	1/3 SPRADDR_SPRADDR_ATYP_CODE [1]		©2000 - 2022 Elluciar	. All rights reserved.		
	G						
G							
G							
G							
G							

M

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)

	folmes Community College 🛛 🗡	H Application Navigator X +		- 6
Text Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control <th>\rightarrow C \textcircled{a}</th> <th>🔿 🖞 🕫 https://badm.holmesccedu/applicationNavigator/seamless 🗄 🏠 🔍 hibbett sports</th> <th>\rightarrow</th> <th>\mathbf{F}</th>	\rightarrow C \textcircled{a}	🔿 🖞 🕫 https://badm.holmesccedu/applicationNavigator/seamless 🗄 🏠 🔍 hibbett sports	\rightarrow	\mathbf{F}
Version Sector Version Constant Sector Version	ameras 🛛 ACI Payments, Inc.	- P 🕀 javascript; 🕀 Welcome to IBM Sterli 📮 VMware Horizon 👸 Webpage Edits 🛛 HCC - Business Office i PEllucian Hub 💿 http://www.centralms 🧏 https://w6.iconnectda 🖲 Nelnet 🕀 Credit Card Back Office 🔛 S&S Recovery		» 🗅 Other I
	🗙 🕜 ellucian	Person Identification Form - Finance FOAIDEN 9.3 22 (PROD)	d 🖺 Retriev	RELATED
Control Marris Material Marris 0 0 <td>ID: H00002972 MS Ba</td> <td>nner Users Group</td> <td></td> <td>Star</td>	ID: H00002972 MS Ba	nner Users Group		Star
Crede Date Crede Date Crede Date	Current Identification	Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification		
Num Try Second M • 18500 Soft	CURRENT IDENTIFICATION	N STANDAR OF STANDAR	Insert	Delete • Cop
resolution r	ID Name Type	NUMUOZAIT SSINISINI III SSINISINI III		
Stati Name Individuals Perkense Recgular Individuals Individuals Perkense Individuals Perkense Recgular Individuals Individuals Indintro	* PERSON		🖬 insert	Delete 🖣 Cor
Last lame Individuals Putred Fist Name Individuals Individual Indidia Individual Individual Indi	I EROON	Suffix		-
First Name Inclivicuals Pres Image: State of the stat	Last Name	Prefered First Name		
Midde Name Prefer Prefer Non-RECOURD Name MIS Banner Users Group Name MIS Banner Users Group Chart Prefer Control Control Contr	First Name			
Preds None (MS Banner Users Group * Anis MMK Stylice * Origin (FMMRH0) Origin (FMMRH0) Origin (FMMRH)	Middle Name	Marital Status		
Name MS Banner Users Group Regular Regula	Prefix			
Name INSUBATION INSURATION • DAMO MARE SOURCE • Date • Date • Date • Date • Instri • Date	NON-PERSON	Regular	🖬 Insert	Delete 🍢 Co
I have to source: I have to be t	Name	MS Banner Users Group		
Create Date Original Creation User Create Date	ID AND NAME SOURCE		🚦 Insert	Delete 🌇 Coj
Original Creation User Create Date	Origin	FINVEND		
User Create Date C	Original Creation			
Activity Date 01/20/2004 10:41:27 AM Activity User LCU/NBINGHAM EDT Resort 1/1 SPRIDEL OXREENT SPRIDEL D (1) 92000 - 2022 Ellustan All rights reserved.	User	Create Date		
Activity Date 01/20/2004 10/41/27 AM Activity User LCUNNINGHAM EDT Record: 1/1 SPRIDEN_CURRENT SPRIDEN_ID (1) @2000-2022 Ellusian. All rights reserved.				
EDT Record: 1/1 SPRIDEN_QUREENTSPRIDEN_D (1) 02000-2022 Elludara All rights reserved.	🛣 🗶 Activity	Date 01/20/2004 10:41:27 AM Activity User LCUNNINGHAM		
	EDIT Record: 1	1 SPRICEN_CURRENT_SPRICEN_D[1] @2000-2022 Ellucian All rights reserved.		
	IC			
	10 /7			
JG				

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).

MBUG

• 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)

	H Application Navigator	× +									- 1	o ×		
d C	O A ≅ https:	//badm.holmescc.edu/	/applicationNavigator/seamle	2SS				Q hibbett sports		\rightarrow	\mathbf{z}	•		
🚥 ACI Payments, Inc F	P	me to IBM Sterli 🍳 VI	Mware Horizon 🛛 🔀 Webpage E	dits HCC - Busir	ess Office 🛛 🗢 Ellucian Hub	http://www.centralm	ns 🔀 https://w6.iconnectda	🖲 Nelnet 💮 Credit C	ard Back Office 🛛 🔛 S&S Recovery	>	> 🗅 Other	Bookmarks		
🗙 🎯 ellucian Ve	ndor Detail History FAIVNDH	9.3.22 (PROD)							🔒 A	.dd 🖹 retrieve 💡	RELATED	🔅 TOOLS		
Vendor: H	0000079	Amazon Com				Vendor Hold:						60		
Coloritor.		Anazon.com										00		
Selection: Al		÷				Fiscal rear: 23								
Invoice Date From:					Inv	voice Date To:								
Get Started: Complete th	ne fields above and click Go. 1	To search by name, pre	ss TAB from an ID field, enter	your search criteria	, and then press ENTER.									
/栅 Hol	mes Community College 🛛 🗙	H Application Navigat	tor × +									-	- 0 ×	5
~	→ C ŵ		https://badm. holmescc.edu /a	oplicationNavigator	/seamless				Q hibbett sports		\rightarrow		<u>∗</u> © ≡	
💠 Car	neras 🚥 ACI Payments, Inc F	P 🕀 javascript:; 🕀 \	Welcome to IBM Sterli 🍹 VM	ware Horizon 🛛 🛐 We	bpage Edits HCC - Busin	ness Office 🛛 🏷 Ellucian Hu	b 💿 http://www.centralms	https://w6.iconnectda	n Nelnet 🕀 Credit Card Back Office	S&S Recovery		» C] Other Bookmarl	ks
_	× @ ellucian Ve	andor Detail History FAI	(NDH 9 3 22 (PROD)							AD	n 🖻 RETE		ATED 🎸 TOO	u si
=		and of Detail History 1740	(NDH 5.5.22 (FROD)							u ~				5
	Vendor: H00000079 Ama	izon.Com Vendor Hold:	Selection: All Fiscal Ye	ear: 22 Invoice Da	e From: Invoice Date To:								Start Over	_
ហ	 VENDOR DETAIL HISTORY 									Q SI	ettings 🛛 🖬 ins	sert 🖬 Delete	• Copy • F	лer
m l	Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date		Check Num	iber	
₩.	458888897753	10132777	Yes	Yes	No	Paid	No		499.00 07/25/2021	07/26/2021		40130761		
	459743466599	10132777	Yes	Yes	NO	Paid	NO		60.97 07/25/2021	07/26/2021		40130761		
Q I	733839939939	10132777	res	res	NO	Paid	NO		259.99 07/25/2021	07/26/2021		40130761		
	469396487554	10132778	Yes	Yes	No	Paid	No		68.40 07/25/2021	07/26/2021		40130761		
	956367686753	10132778	Yes	Yes	No	Paid	No		50.24 07/25/2021	07/26/2021		40130761		
	443465573476	10132779	Yes	No	No	Paid	No		6.88 07/25/2021	07/26/2021		40130761		
୍	887377984469	10132780	Yes	NO	NO	Paid	NO		159.80 07/25/2021	07/26/2021		40130761		
Ū	454596385848	10133277	Yes	Yes	No	Paid	No		143.76 08/18/2021	08/18/2021		20004154		
	858369338636	10133277	Yes	Yes	No	Paid	No		1,571.52 08/18/2021	08/18/2021		20004154		
×	454/486/9548	10133278	Yes	Yes	NO	Paid	NO		135.00 08/25/2021	08/25/2021		40131029		
	739889463797	10133278	Yes	Yes	NO	Paid	NO		105.66 08/25/2021	08/25/2021		40131029		
C→ ,	775955694368	10133278	Yes	Yes	No	Paid	No		51.36 08/25/2021	08/25/2021		40131029		
	444575936573	10133279	Yes	Yes	NO	Paid	NO		219.90 08/25/2021	08/25/2021		40131029		
	986687897836	10133279	Yes	Yes	NO	Paid	No		75.77 08/25/2021	08/25/2021		40131029		
	403473074744	10133200	Tes	NO	No	Paid	No		53.53 06/25/2021	00/25/2021		40131029		
L.	40/54405/009	10133201	Tes	Tes	NO	Paid	INO		000.41 00/25/2021	00/25/2021		40131029		
	005000075554	10133281	Yes	Yes	No	Paid	No		9.98 08/25/2021	08/25/2021		40131029		
EDIT Re	000000010004	10133201	Tes	18S	NO	Paid	NO No		50.97 U0/25/2U21	00/25/2021		40131029		
	579935873947	10133282	Yes	No	No	Paid	No		456.73 08/25/2021	08/25/2021		40131029		
	515555015541	10133203	Total		NU	r- aiu	NU		212 453 76	00/20/2021		40131023		
			- Court						212,400.10					
	d d 1 of 55 ► N	20 × Per Ps	age										Record 1 of 10	88

X

FAIVNDH (Vendor History)

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

Name A Largement C - Busines DRev	tion (FAIINVE)
Control Vertex Control Control <th< th=""><th>tion (FAIINVE) on [FOICOMM</th></th<>	tion (FAIINVE) on [FOICOMM
Wander: Wander Honologie Salescient All Fiscal Water 22 Wander Honologie Winder Honologie Winder Honologie Winder Honologie Winder Honologie Markan Winder Salescient All Fiscal Water 22 Winder Honologie Minder Honologie M	tion (FAIINVE) on [FOICOMM [FAIVINV]
Variability of Variabili Variabili Variability of Variability of Variability of Variabil	tion [FAIINVE] on [FOICOMN [FAIVINV]
manuar manuary manuary Operating of the second of the	on [FOICOMN [FAIVINV]
No. No. PAD No. No. <td>[FAIVINV]</td>	[FAIVINV]
1230393993 1012777 YES YES NO PAD NO 253039 012278 YES VEW Webd/ Invoce 48039411544 1013277 YES YES NO PAD NO 66.46 07252021 0726202 48039411544 10132778 YES YES NO PAD NO 66.46 07252021 072602 4434553166 10132778 YES NO PAD NO 66.26 07252021 072602 4534531664 10132777 YES NO NO PAD NO 66.26 07252021 072602 4534531564 1013277 YES NES NO PAD NO 16.01 14.17.6 0112021 081422 454531564 10133277 YES YES NO PAD NO 13.05 0652021 08252021 08252021 081252021 081252021 08252021 08252021 08252021 08252021 08252021 08252021 08252021 08252	[FAIVINV]
Name YES YES YES NO PAD NO 64.0 012/2021 012/2021 MASHRYMAL M132778 YES YES NO PAD NO 64.0 012/2021 017/202 MASHRYMAL/S13 M132778 YES NO PAD NO 68.0 012/2021 017/202 MASHRYMAL/S13 M132778 YES NO NO PAD NO 68.0 012/2021 017/202 M127778 YES NO NO PAD NO 6.0 68.0 012/2021 017/202 M127778 YES NO NO PAD NO 6.0 14.37.0 011/2021 041/102 M45455546 0133277 YES YES NO PAD NO 135.0 012/2021 041/2021 041/2021 041/202 041/2021 041/2021 041/2021 041/202 041/202 041/202 041/202 041/2021 041/202 042/202 041/202 041/202	
96/03/2016/10 913277 YES YES NO PAD NO 60.4 69.24 69.24/2012 69.24/2012 4334567341 6132770 YES NO NO PAD NO 63.04 67.26/2011 67.76/201 43345673416 6132760 YES NO NO PAD NO 63.04 67.62/2011 67.76/201 4345813416 1013277 YES YES NO PAD NO 14.17.6 601182021 60114021 4345934514 1013277 YES YES NO PAD NO 14.01 601182021 60114021 4345934514 1013272 YES YES NO PAD NO 15.05 66525021 <td></td>	
4A3465736746 (193277) YES NO NO PAD NO SO SO <td></td>	
BIX27884400 DISX278 VES NO PAD NO NO PAD N	
44458/5844 10133277 YES YES NO PAD NO 10.11111111111111111111111111111111111	
BASHB303636 IO33227 YES YES NO PAD NO SCA <	
44748/05/64 1933278 YES YES NO PAD NO SO SO <td></td>	
7368644379 1013278 YES NO PAID NO 100 105.66 00252021	
775555563408 10133278 YES YES NO PAD NO SO 61.36 60252021 6025202 4454553657 10133278 YES YES NO PAD NO 21.95 60522021 60252021 <td></td>	
44457930573 (013227) YES YES NO PAD NO 2119.00 00252021	
98668793754 013273 YES VG PAD IAO FAT 0625201 0625201 98668793754 0132736 YES NO PAD NO SA 00522021 0625202 46754687690 1932281 YES NO PAD NO SA 06252021 0625202 46754687690 1932281 YES NO PAD NO SA 06252021 0625202 6503706503 1913281 YES YES NO PAD NO 6437 06252021 0625202 5503786503 1913281 YES YES NO PAD NO 6437 06252021 0625202	
468/19/07/44 10/32/20 YES NO PAID NO Sol Sol Sol Object <	
46754456569 10133281 YES YES NO PAD NO 800.41 60252021 6025202 6959765693 10133281 YES YES NO PAD NO 9.99 60252021 6025202 653333097554 10133281 YES YES NO PAD NO 6.637 60252021 6025202	
6537365539 013281 YES YES NO PAD NO 539 0052521 002522 0533317554 0133281 YES YES NO PAD NO 6451 00525221 002522	
5195358/3947 UT35283 YES NU NU PAID NU 2240/00/2523/21 08/25/20	
lotal 212,453,76	

FOIDOCH (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.

- Faculty & Staff - Holmes Co	emm × H Application Navigator	× +					- ø ×			
$\leftarrow \rightarrow$ C \textcircled{a}	O A ≅ https	s://badm.holmescc.edu/applicationNavigator/se	amless	(F	이 없 Q Search		⊕ ≡			
🔶 Cameras 🛛 ACI Payment:	ts, Inc P 🕀 javascript; 🕀 Welce	ome to IBM Sterli 📮 VMware Horizon 🔣 Webp	age Edits HCC - Business Office 🗢 Ellucian Hul	b O http://www.centralms } https://w6.iconnectd	la 🖲 Nelnet 🕀 Credit Card Ba	ck Office 🔤 S&S Recovery	>> 🗅 Other Bookmarks			
😑 🗙 🕲 elluciar	n Document History FOIDOCH 9	9.3.2 (PROD)				👔 add 斗 Retrieve 🌡	🖁 RELATED 🛛 🌞 TOOLS 🛛 🌲			
Document Typ	pe: P0	Purchase Order	Do	cument Code: P0054367			60			
Get Started: Corr	mplete the fields above and click Go.	To search by name, press TAB from an ID field, o	enter your search criteria, and then press ENTER.							
	Faculty & Staff - Holmes Commission	× Application Navigator × +						- 0 ×		
	$\leftarrow \rightarrow$ C \bigcirc	O A ₹ ² https://badm.holmes	cc.edu/applicationNavigator/seamless		Ð	쇼 Search		♥ =		
	💠 Cameras 🚥 ACI Payments, In	nc P 🕀 jævascript; 🕀 Welcome to IBM Sterli.	. 📮 VMware Horizon 🛐 Webpage Edits 🛛 HCC	- Business Office 🗢 Ellucian Hub 💿 http://www.cer	tralms 🔛 https://w6.iconnectdi	🖲 Nelnet 🕀 Credit Card Back Office 🔛 St	IS Recovery	>> 🗅 Other Bookmarks		
		Document History FOIDOCH 9.3.2 (PROD)					🔒 ADO 🖺 RETREVE 🛔 R	ELATED 🔅 TOOLS 🌲		
	Document Type: PO F	Purchase Order Document Code: P0054367						Start Over		
	CO						A Sating B heart	Balate Se Conv X Filter		
	Document Type		Document Number		Status	Status Description	Complete Barrent	- COULD - COPY - THE		
	Requisition		R0058166		A	Approved				
	Q Purchase Order Invoice	# Faculty & Staff - Holmes Comm×	H Application Navigator × +							- 0
	Check Disbursement Receiving Document	$\leftarrow \rightarrow$ C \textcircled{a}	O 🔒 🔤 https://badm.holme	scc.edu/applicationNavigator/seamless			E	☆ Q Search		¢
	N 4 1 at 1	💠 Cameras 🛛 ACI Payments, Inc P) javascript;) Welcome to IBM Sterli	📮 VMware Horizon 🛛 🔡 Webpage Edits	HCC - Business Office	Ellucian Hub 💿 http://www.centralms	🙀 https://w6.iconnectda		y	>> 🗅 Other Bo
		😑 🗙 @ ellucian Docu	ment History FOIDOCH 9.3.2 (PROD)					🔒 AD	o 🖺 retrieve 📇 i	RELATED 🔅 TOOL
4		Document Type: PO Purcha	se Order Document Code: P0054367						Q Search	
		ស							Reguisition Info [*	FPIREQN]
ARIO		DOCUMENT HISTORY								
MDUG	7>	Document Type		Document Number			Status	Status Description	Query Document	[BY TYPE]
1		Requisition Burchase Order		R0050100			A	Approved	-	Query Document
		2 Check Disbursement								
		Receiving Documents		Y0053227				Completed		
		N 📢 1 of 1 🕨 N								
		(?)								

FPIOPOV (PO by Vendor)

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

-∰• Faculty & Staff	- Holmes Comm× 📙 Appl 🦾 📮	≡ Options ▼ ψ ⁴ Connect USB Device ▼ 🖶 Send <u>C</u> trl-Alt-Dele	te	h-staff — 🗇 🗙	-	o ×
$\leftarrow \rightarrow C$		//badm.holmescc.edu/applicationNavigator/seamless	E \$	Q Search	⊻	• =
💠 Cameras 📼 ,	ACI Payments, Inc P 💮 javascript:; 🦿	🖲 Welcome to IBM Sterli 📮 VMware Horizon 🛛 🔀 Webpage Edit	s HCC - Business Office 🔎 E	lucian Hub 💿 http://www.centralms	>> C Othe	er for kmarks
= ×	@ ellucian Purchase Orders by Ve	ndor FPIOPOV 9.3.5 (PROD)		🖬 ADD 🖺 RF LEVE	👗 RELATED 🛛 🌞 T	TOOLS
	Vendor: H00000009	Central MS Office Supply	Status: Open OClos	ed 🔘 Cancelled 🔘 Incomplee 🔘 A		Go
	Fiscal Year: 23	•••	соа: 1			
Get 5	Started: Complete the fields above and cli	ck Go. To search by name, press TAB from an ID field, enter w	uur search criteria, and then press	ENTER		
Q	Started. Complete the news above and ch	on do, to search by hame, press the norm and herd, enter yo	and then press	LITER.		
0						
MBUG						

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 × H Application Navigator	+		- 0 ×
← → C @ O A == https://badm.holme	scc.edu/applicationNavigator/seamless	🗉 🏠 🔍 Search	⊻ 👳 =
💠 Cameras 📨 ACI Payments, Inc P 💮 javascript:; 💮 Welcome to II	3M Sterli 🍳 VMware Horizon 🛛 Webpage Edits 🛛 HCC -	Business Office 🔎 Ellucian Hub 💿 http://www.c	centralms >>> 🗋 Other Bookmarks
O ellucian Invoice/Credit Memo FAAINVE 9.3.23	(PROD)	🔒 ADD	🖹 RETRIEVE 📲 RELATED 🗰 TOOLS 🜲
Document: NEXT *** Invoice Type: * Direct Pay	Multiple:		Go
Vendor: ••••	Vendor Hold:		
Get Started: Complete the fields above and click Go. To sear	ch by name, press TAB from an ID field, enter your search cr	iteria, and then press ENTER.	
Holmes Community College × H Application Navigator	< +		- 0 ×
$\leftarrow \rightarrow C \Leftrightarrow \qquad \bigcirc A = \circ \text{ https://hadm.holms}$		E 🖒 Q Search	↓ @ =
	scc.edu/applicationNavigator/seamless		○ ↓ −
Cameras ACI Payments, Inc P javascript: Welcome to I	scc.eou/applicationNavigator/seamless 3M Sterli 🍹 VMware Horizon Webpage Edits HCC -	Business Office Cllucian Hub Chttp://www.c	centralms >> C Other Bookmarks
	SCC:e00/application/vavigator/seamless BM Sterli 📮 VMware Horizon 🔡 Webpage Edits HCC - (PROD)	Business Office Cllucian Hub in thtp://www.c	centralms » C Other Bookmarks
	SCC:eOU/application/vavigator/seamless BM Sterli 📮 VMware Horizon 🔛 Webpage Edits HCC - (PROD) Multiple: 🗌	Business Office Ellucian Hub ADD	centralms 》 D Other Bookmarks 을 RETRIEVE 를 RELATED 샦TOOLS 单 Go
	SCC-ROU/application/vavigator/seamless 3M Sterli 📮 VMware Horizon 🔀 Webpage Edits HCC - (PROD) Multiple: [Purchase Order: [Invoice All: [Business Office Ellucian Hub ADD	centralms >> C Other Bookmarks
	SCC-ROU/application/vavigator/seamless 3M Sterli 📮 VMware Horizon 🔛 Webpage Edits HCC - (PROD) Multiple: [Purchase Order: [Invoice All: [Vendor Hold: [Business Office Cllucian Hub Chttp://www.c	centralms 》 D Other Bookmarks 말 RETRIEVE 를 RELATED COLS (Go
Cameras ACI Payments, Inc P	SCC-ROU/application/vavigator/seamless 3M Sterli ♥ VMware Horizon 😵 Webpage Edits HCC - (PROD) Multiple: [Purchase Order: [Invoice All: [Vendor Hold: [ch by name, press TAB from an ID field, enter your search or	Business Office Ellucian Hub Http://www.c ADD iteria, and then press ENTER.	centralms >> Co Other Bookmarks
Cameras ACI Payments, Inc P javascript; Welcome to II Cameras ACI Payments, Inc P javascript; Welcome to II Common Complete the fields above and click Go. To sear Q	SCC-ROU/application/vavigator/seamless SM Sterli VMware Horizon Webpage Edits HCC - (PROD) Multiple: Purchase Order: Invoice All: Vendor Hold: Ch by name, press TAB from an ID field, enter your search cr	Business Office Ellucian Hub Http://www.c ADD I I I I I I I I I I I I I I I I	centralms » 🗅 Other Bookmarks
 Cameras ^{IIII} ACI Payments, Inc P ⊕ javascript; ⊕ Welcome to II Cameras ^{IIII} ACI Payments, Inc P ⊕ javascript; ⊕ Welcome to II Cameras ^{IIII} ACI Payments, Invoice/Credit Memo FAAINVE 9.3.23 Document: NEXT •••• Invoice Type: * Regular • Select PO Items: _ Vendor: •••• Get Started: Complete the fields above and click Go. To sear 	SCC-ROU/application/vavigator/seamless 3M Sterli ♥ VMware Horizon ♥ Webpage Edits HCC - (PROD) Multiple: Purchase Order: Invoice All: Vendor Hold: Ch by name, press TAB from an ID field, enter your search cr	Business Office Ellucian Hub Http://www.c ADD iteria, and then press ENTER.	centralms » 🗅 Other Bookmarks
Cameras ACI Payments, Inc P javascript; Welcome to II Cameras and ACI Payments, Inc P javascript; Welcome to II Common Control of Cont	SCCEOU/application/vavigator/seamless BM Sterli ♥ VMware Horizon ♥ Webpage Edits HCC - (PROD) Muttiple: Purchase Order: Invoice All: Vendor Hold: ch by name, press TAB from an ID field, enter your search cr	Business Office Ellucian Hub Http://www.c ADD interia, and then press ENTER.	centralms » 🗅 Other Bookmarks

FAAINVE (Invoice Entry)

/₩ Holm	es Community College	× H Application Navigator × +	-	٥	×
\leftarrow -	C û	○ A = https://badm.holmescc.edu/applicationNavigator/seamless E ☆ Q Search	\mathbf{F}	۵	≡
💠 Came	ras 🖾 ACI Payments, Inc	Inc P 💮 javascript:; 💮 Welcome to IBM Sterli 🍹 VMware Horizon 🦉 Webpage Edits 🛛 HCC - Business Office 🔎 Ellucian Hub 💿 http://www.centralms 📎	🗅 Otł	er Bookr	marks
≡	🗙 🕜 ellucian	Invoice/Credit Memo FAAINVE 9.3.23 (PROD)	D 🛠	TOOLS	
	Document: NEXT Mul	ultiple: Invoice Type: Direct Pay Vendor: H00125378 Nichols, Dana R. Vendor Hold:	s	tart Ove	r D
ជា	▼INVOICE/CREDIT MEMO	O HEADER	Te Cop	y 🖣 🖁	ilter ^
F	Invoice Date *	* 09/02/2022 Check Vendor			
	Transaction Date *	* 09/02/2022			
Q	Address Code	Document Accounting			
_5	Sequence Number				
D		Bank ••••			
	Address Line 1	Vendor Invoice		Q]
Ø	Address Line 2	Direct Deposit No			
*	Address Line 3	Status			
		ACH Transaction ••••			
€		Туре			
	City	1099 Tax ID			
	State or Province				
/ 51	ZIP or Postal Code	1099 Vendor			
ප	Nation	Direct Deposit Override			
	Collects Tax	N COLLECTS NO TAXES			~
					SAVE
	EDIT Record: 1/1	FABINVH_FABINVH_INVOICE_DATE [1] @2000 - 2022 Ellucian, All rights reserved.		ellucia	เทะ

FAAINVD (Delete Invoice)

🖶 Holm	nes Community College	× H Application Navigator	- × +					-	- 0	×
← -	→ C ŵ	◯ A == https://ba	dm.holmescc.edu/applicationN	avigator/seamless		E ☆ Q Search			⊻ ©	=
💠 Cam	eras 📨 ACI Payments, In	ic P 💮 javascript:; 💮 We	elcome to IBM Sterli 🦕 VMware	e Horizon 🛛 🔣 Webpage Edits	HCC - Business Of	fice 🗢 Ellucian Hub 💿 http://www.c	entralms	» C] Other Book	:marks
Ξ	🗙 🕜 ellucian	Invoice/Credit Memo Cancel	FAAINVD 9.3.22 (PROD)			🔒 ADD	🖹 RETRIEVE	🖧 RELATED	🗱 TOOLS	Ļ
	Invoice: 10140782 Pu	rchase Order: P0060678						C	Start Ove	er 🔹
ស៊	▼INVOICE/CREDIT MEMO	CANCEL					🗄 ins	ert 🗖 Delete	Copy	🕄 Filter
⊞	Invoice Date	08/05/2022			Vendor Invoice Number	0126937-002				
\sim		NSF Checking			Vendor	H00000009 Central MS Office Supply	/			
Q	Payment Due Date	09/08/2022			Blanket Order Remaining Balance					
Ċ	Net Amount Approved A	Amount	Discount Amount	Tax A	mount	Additional Charges		Net A	Amount	
୭		35.13	0.00	+	0.00		=		3	5.13
J							🖬 Ins	ert 🗖 Delete	Па Сору	🕄 Filter
*	C ricel Date	Re-establish Indicator				Make Cancellations Permanent				
(→	Record C unt A counting	1			Commodity					
පි										
	▲ ⊻									SAVE
	READ Record: 1/1	HDR_BLOCK.FABINVH_I	NVOICE_DATE [1]		©200	0 - 2022 Ellucian. All rights reserved.			elluci	an₅
Ĺ										
MB	IIO									
MD										

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.





FAACHKS (Void Check)

🖶 Holm	es Community College	× H Application Navigator × +				- 0	×
\leftarrow \rightarrow C \bigtriangleup \land https://badm.holmescc.edu/applicationNavigator/seamless				토 ☆ Q Search		<u>↓</u> ©	, ≡
💠 Came	eras 🛛 ACI Payments, In	c P 💮 javascript:; 💮 Welcome to IBM Sterli 🃮 VMware Horizon 🛛 😫 Webpage Edits	HCC - Business Of	ffice 🐤 Ellucian Hub 💿 http://www.centralms	\gg	🗋 Other Boo	okmarks
≣	🗙 🕜 ellucian	Check Cancellation FAACHKS 9.3.5 (PROD)		🖡 ADD 斗 RETRIEVE	RELATED	🗱 TOOLS	s 🌲
	Check: 10001288 Bar	ık: BA M&F Accounts Payable				Start O	ver
ጨ				🕒 in	sert 📮 Delet	e 🧧 Copy	Ϋ Filter
Ē	Vendor	H00000009 Central MS Office Supply	Street Line 3				
	Check Vendor		0.1	Kaaringha			
Q	Street Line 1	PO Box 848	City State or Province	MS			
	Street Line 2		ZIP or Postal Code	39090			
Đ	- CHECK INFORMATION			- • • •	sert 🗖 Delei	e 🍢 Copy	👻 Filter
ୢ	Date	07/11/2022	Amount	1 266.79			
Û					sert 🗖 Delei	e 📲 Copy	🔨 Filter
\star	Check Cancellation In	formation		Process Cancellation			
~	Cancel Date	09/02/2022					
L→	CanoxIReason						
4 51							
ß							
	▲ ≚						SAVE
M		FAACHKS_HEADER.FAACHKS_VEND_CODE [1]	©200	10 - 2022 Ellucian. All rights reserved.		elluc	cian₅
1							

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.

$\leftarrow \rightarrow$ C \bigcirc	~ ~								
	○ H == https://badm.holmese	cc.edu/applicationNavigator/seamless			Ē ☆	Q hibbett sports		\rightarrow	
🗢 Cameras 🛛 ACI Payments, I	Inc P 💮 javascript:; 💮 Welcome to IBM Sterli	📮 VMware Horizon 🛛 🔁 Webpage Edits	HCC - Business Office 🗢 Ellucian Hub 💿 http://v	www.centralms	https://w6.iconnectda.	. 💿 Nelnet 💮 Credit Card Back (Office 🔛 S&S Recovery		»C
E × © ellucian	Vendor Maintenance FTMVEND 9.3.22 (PROD)						🔒 #	ado 🚆 retrieve	💑 REL
Vendor: H0000297	2 Corporation: MS Banner Users Group Last N	ame: First Name: Middle Name:							C
Vendor Maintenance	Additional Information Vendor Types	Address E-mail Taxes Collected						_	_
ADDITIONAL INFORM.	IATION							🔛 insert	Delete
Tax ID			Sta	ate Withholding					
O Income Type			Adu	Idress Defaults					
				Type Code					
Federal Withholding			Ad	Idress Defaults					
More Details				Sequence					
Base Currency	у			Carrier Type	O Domestic Carrier	Foreign Carrier			
Name Type	• • • • • • • • • • • • • • • • • • • •			State Indicator	In State Vendor	Out of State Vendor 🔘 None			
SSN/SIN/TIN	4		Inv	voice Grouping *	(M)any invoices per chec	k 💌			
Tax Form Status	5		E	E-Procurement*	No				
C7				vendor					
									_
Javascrijet, <u>EDT</u> Resz	1111 Date 01/12/2005 10:17:04 AM #111 FTVEND FTVEND FTVEND 4592 8	PT, (0 (1)			6000 - 2022 Eluca	1. All rights reserved			
jyvacijet, tort Reco	why Date 01/12/2005 10:17:04 AM # 1/1 FTWEND FTWEND 4599, 8	PET_(0[1]		_	€2009 - 2022 Elivoa	All right resined.			
javascript. DDT Reco	9 vty Date 01/12/2005 10:17:04 AM 9 V1 FTWRIG FTWRIG 40904	PT.9().			#2000 : 2022 Elives	 All right reserved. 			

MB

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

