

2017 UIC Procurement Symposium

Payments to Vendors / Invoice Processing Tips for Submission and Tracking

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Workshop Presenters

- Angela Bensyl
Specialist
Payment Operations, University Payables
- Aaron Brown
Specialist
Payment Operations, University Payables

Please ...

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Identify the steps to ensure that invoices are processed as quickly as possible
- Discover how to research invoice status in Banner and in Banner Document Management (BDM)
- Resolve issues of payment holds and rejections

Purchase Order Payables (POPs) By the Numbers ...

- There are nine Payables staff members reviewing all the submitted PO-related invoices for all University locations, extension units and medical facilities
- POPs receives on average 1,200 invoices per day equaling on average 6,000 invoices per week

Purchase Order Payables (POPs)

By the Numbers ...

- POPs staff have dedicated letter assignments to process the bulk of the invoices/credits we receive.
- Several POPs staff are also assigned a variety of other tasks, including Special Payment Request form processing, monitoring email inboxes, handling recurring payments, assisting with the letter queues, cross-training in TEM, etc.

Avoid Invoice Processing Delays

- Verify vendor selection and remit address
- Have invoices sent to designated Payables location
- Avoid non-compliance situations
- Resolve items on hold as quickly as possible

Proper Vendor Selection is Critical

- Use Banner FTMVEND to verify vendor is established in Banner
- Verify remit address is available under vendor ID and is active
- Selecting an incorrect vendor ID can affect 1099 reporting and/or delay payment

For assistance, contact Vendor Maintenance at uivendor@uillinois.edu.

Purchase Order Invoice Submission

- Vendors should mail invoices directly to:
University of Illinois
Invoice Processing Center
P.O. Box 820
Rantoul, IL 61866
- OR, email invoices to obfsupay@uillinois.edu
- **Invoices must contain the following information:**
Purchase Order Number
Unique Vendor Invoice Number
Invoice Date
Remit Address
Detailed Billing



How do I find a copy or image of my invoice?

Banner Document Management (BDM)

- Search using multiple fields
 - Banner transaction number (I number)
 - Purchase order number
 - Invoice number
 - Invoice amount
- Review invoice image and status
- Instructions on www.obfs.uillinois.edu,
Payments to Vendors & Students > Vendor
Invoice Payment Process

Browser address bar: https://bnsprod.apps.uillinois.edu/vw/Main.aspx?DataSource=BANPROD_0NONE

Browser tabs: Banner Administrative Forms S..., Vendor Invoice Payment Proce..., ApplicationTender Web Ac...

Browser menu: File Edit View Favorites Tools Help

Suggested Sites: Welcome to UI Enterprise..., SOEEA Time Reporting, UIC Find People, University of..., Illinois Directory Illinois, OBFS Home, Nessie Home, Welcome to UI Enterprise..., Web Slice Gallery, Welcome to Dell Technica...

Application menu: File Edit View Help

Query Criteria for Application 'UI-F-INV' Current Query:

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	BANNER_INV_NBR	<input type="text"/>
<input checked="" type="checkbox"/>	BANNER_INV_TYPE	<input type="text"/>
<input checked="" type="checkbox"/>	BANNER_INV_TRANS_DATE	<input type="text"/>
<input checked="" type="checkbox"/>	VENDOR_ID	<input type="text"/>
<input checked="" type="checkbox"/>	VENDOR_LNAME	<input type="text"/>
<input checked="" type="checkbox"/>	VENDOR_FNAME	<input type="text"/>
<input checked="" type="checkbox"/>	VENDOR_INV_NBR	<input type="text"/>
<input checked="" type="checkbox"/>	VENDOR_INV_DATE	<input type="text"/>
<input checked="" type="checkbox"/>	VENDOR_INV_AMT	<input type="text"/>
<input checked="" type="checkbox"/>	ATTACHMENT_TYPE	*
<input checked="" type="checkbox"/>	ATTACHMENT_LOAD_DATE	<input type="text"/>
<input checked="" type="checkbox"/>	STATUS	*
<input checked="" type="checkbox"/>	BANNER_PO/ENC_NBR	<input type="text"/>
<input checked="" type="checkbox"/>	COA	<input type="text"/>
<input checked="" type="checkbox"/>	ORGN	<input type="text"/>
<input checked="" type="checkbox"/>	PO_CLASS	<input type="text"/>
<input checked="" type="checkbox"/>	PO_FOB_CODE	<input type="text"/>
<input checked="" type="checkbox"/>	DISCOUNT_TERMS	<input type="text"/>
<input checked="" type="checkbox"/>	BUYER_NAME	<input type="text"/>
<input checked="" type="checkbox"/>	BUYER_PHONE	<input type="text"/>
<input checked="" type="checkbox"/>	REQUESTOR_NAME	<input type="text"/>
<input checked="" type="checkbox"/>	REQUESTOR_EMAIL	<input type="text"/>
<input checked="" type="checkbox"/>	UREF1	<input type="text"/>
<input checked="" type="checkbox"/>	UREF2	<input type="text"/>
<input checked="" type="checkbox"/>	DMI_REFERENCE	<input type="text"/>
<input checked="" type="checkbox"/>	UREF3	<input type="text"/>
<input checked="" type="checkbox"/>	PO/ENC DATE	<input type="text"/>
<input checked="" type="checkbox"/>	NOTES	<input type="text"/>

User: abensy; DataSource: BANPROD_0NONE; Application: UI-F-INV

100%

https://bxprod.apps.uillinois.edu/?ParamEnc=80%3a88F285DE55E29ED98F6A13FC67457C119FF8885883D0E - Internet Explorer

Index Name	Field Value
BANNER_INV_NBR	16207380
BANNER_INV_TYPE	R
BANNER_INV_TRANS_DATE	19-Feb-2016
VENDOR_ID	@00842466
VENDOR_LNAME	Columbia Pipe and Supply Co
VENDOR_FNAME	
VENDOR_INV_NBR	1972706
VENDOR_INV_DATE	12-Feb-2016
VENDOR_INV_AMT	1648.08
ATTACHMENT_TYPE	INVOICE
ATTACHMENT_LOAD_DATE	18-Feb-2016
STATUS	HOLD
BANNER_PO/ENC_NBR	P1269555
COA	1
ORGN	701000
PO_CLASS	-
PO_FOB_CODE	-
DISCOUNT_TERMS	0 - 30 -NET30
BUYER_NAME	E-Procurement Buyer
BUYER_PHONE	217 - 3338201 -
REQUESTOR_NAME	Winters Pamela
REQUESTOR_EMAIL	pwinters@uillinois.edu
UREF1	D-OVRTOL
UREF2	
DML_REFERENCE	7822161
UREF3	
PO/ENC DATE	11-Feb-2016
NOTES	
VPDL_CODE	

Save Cancel



16207380

COLUMBIA PIPE & SUPPLY CO.
SERVICE *plus* SOLUTIONS

INVOICE

Bill To: 104856	Ship To: 104857	Invoice
University of Illinois (PVF) Accounting Division PO Box 820 Rantoul, IL 61866	University of Il (Pvf) + Central Receiving Building 1609 S. Oak Street Attn: Teresa Lewis Champaign, IL 61820	1972706 Date 02/12/16 Page 1 of 1
CP/Order No. 1344427 SO	Customer Po No. P1269555	Payment Terms NET 30 DAYS
		Carrier Decatur Truck

Unit	Qty	UM	Part Number	Description	Unit Price	Ext Amt
1.000	500	FT	CTACK78	7/8 OD TYPE AGR L HARD COP TUBE TYPE 1 CLEANED & BAGGED	3.0700	1,535.00
2.000	30	EA	C9034CB	3/4 WROT CXG 90 ELL 1/BAG CLEANED & BAGGED FOR OXYGEN	2.0573	61.72
3.000	30	EA	CC54CB	3/4 WROT CXG CPLG 1/BAG CLEANED & BAGGED FOR OXYGEN	.9400	28.20
4.000	12	EA	C4534CB	3/4 WROT CXG 45 ELL 1/BAG CLEANED & BAGGED FOR OXYGEN	1.9300	23.16

Shipment Date	Shipment Number	Subtotal	\$1,648.08
02/12/16	3726567	Tax	
		Total	\$1,648.08

Remit To: 23671 Network Place
Chicago, IL 60673-1236

AB

BRIAN 02/12/2016 10:08
TWease 2/23/16 & 3/2/16
E-mailed dmuzzarelli@columbiapipe.com
to issue credit memo. Quote show unit price should be
\$1.39 for line# 2, not \$2.0573 as invoice shows.

When is Unit Action Required?

- Check Banner FOIDOCH for status:
 - Invoice on hold
 - Receiving report required
 - Check/payment issued
- Check Banner FAIVNDH for vendor payment history

Oracle Fusion Middleware Forms Services: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 8.8.0.6 (BANPROD) (NONE)

Document Type: PO Purchase Order Document Code: P1167141

Requisition	Status	Bid	Status	Purchase Order	Status	Issues	Status
				P1167141	A		

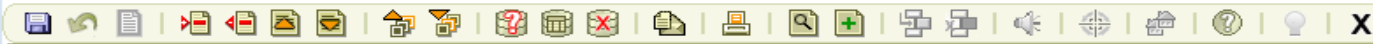
Invoice	Status	Check	Status	Return	Status	Receiver	Status
I6041197	H	C2652174				Y0152410	C
I6041198	P	C2661121					
I6067321	P	C2690695					
I6147971	P	C2709345					
I6147972	P	C2718120					
I6147973	P						

Asset Tag	Status	Asset Adjustment Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.
Record: 6/17 <OSC>

Oracle Fusion Middleware Forms Services: Open > FAIVNDH

File Edit Options Block Item Record Query Tools Help



Vendor Detail History FAIVNDH 8.9.0.13 (BANPROD) (ONONE)

Vendor: @02123767 BioLegend Incorporated Vendor Hold **Selection:** All
Fiscal Year: 16 **Invoice Date From:** **Invoice Date To:**

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
SI392718	I6180831	Y	N	N	P	N	520.00	24-FEB-2016	25-FEB-2016	I2032476
SI392806	I6180839	Y	N	N	P	N	210.00	24-FEB-2016	25-FEB-2016	I2032476
SI395087	I6187269	Y	N	N	P	N	165.00	02-MAR-2016	03-MAR-2016	I2035278
SI395216	I6190557	Y	N	N	P	N	240.00	02-MAR-2016	03-MAR-2016	I2035278
SI396626	I6193309	Y	N	N	P	N	231.00	04-MAR-2016	05-MAR-2016	I2036194
SI398623	I6198652	Y	N	N	P	N	115.50	10-MAR-2016	11-MAR-2016	I2038336
SI398624	I6198653	Y	N	N	P	N	428.00	10-MAR-2016	11-MAR-2016	I2038336
SI398838	I6198664	Y	N	N	P	N	60.00	10-MAR-2016	11-MAR-2016	I2038336
SI398908	I6198685	Y	N	N	P	N	275.00	10-MAR-2016	11-MAR-2016	I2038336
SI399016	I6198690	Y	N	N	P	N	338.00	10-MAR-2016	11-MAR-2016	I2038336
SI399092	I6198692	Y	N	N	P	N	1,655.00	10-MAR-2016	11-MAR-2016	I2038336
SI400286	I6204033	Y	N	N	O	N	210.00	12-MAR-2016		
SI401059	I6208437	Y	N	N	O	N	157.50	16-MAR-2016		
SI401119	I6208443	Y	N	N	O	N	220.00	16-MAR-2016		
Total:							81,766.12			

Record: 105/? <OSC>

Purchase Order Invoice Holds

- Invoices may be placed on hold for:
 - Over-tolerance (D-OVRTOL)
 - Non-conforming (D-NONCONF)
 - Item add (D-ITMADD)
 - Over \$50K approval (D-OVR50K)
 - Remit address/vendor issues (U-P&D)
 - Incomplete information (line item detail)
- Automated emails sent to PO requestor

Over Tolerance

- 10% or \$150, whichever is triggered first
 - Standing PO's
 - Requires no quantity or unit price; “as required” or “as needed” basis
 - Tolerance calculated on total of PO
 - Regular PO's
 - One-time procurement of commodity or service
 - Tolerance calculated on the PO line
 - No tolerance on quantity or bid orders
 - Use Banner FGIENCD to confirm balance of PO

Non-Conforming

- PO is created after the invoice date
- Service dates do not start until after the invoice date
- Systematic flag to move invoice to a non-conforming queue

System-Rejected Purchase Order Invoices

- Payables is unable to determine the owner of the invoice and unable to return invoice to vendor
- Current technology doesn't allow for notification of rejected invoices
- Search for rejected invoice using invoice number and/or invoice amount

Browser: https://bsprod.apps.uillinois.edu/vw/Main.aspx?DataSource=BANPROD_ONONE

Application: ApplicationXtender Web Ac...

Query Results for Application 'UI-F-INV'

Document 1 - 25 of 1000

	BANNER_INV_NBR	BANNER_INV_TYPE	BANNER_INV_TRANS_DATE	VENDOR_ID	VENDOR_LNAME	VENDOR_FNAME	VENDOR_INV_NBR	VENDOR_INV_DATE	VENDOR_INV_AMT	ATTACHMENT_TYPE	ATTACHMENT_LOAD_DATE	STATUS	BANNER_PO/ENC_NBR	COA	ORGN	PO_CLASS	PO_FOB
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		910153	01-Mar-2016	450.00	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		7734619270	04-Mar-2016	196.87	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		54561	01-Mar-2016	2666.00	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		IL21-419940	29-Feb-2016	46.64	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		34528	21-Feb-2016	305.00	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		IL21-419937	29-Feb-2016	631.18	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		P1271891 22916	29-Feb-2016	2448.00	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		20024439	18-Feb-2016	47.54	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153612	15-Feb-2016	27.95	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153613	15-Feb-2016	27.98	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		28058345	22-Feb-2016	397.58	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153422	10-Feb-2016	56.88	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		M1337	30-Nov-2015	219.86	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153294	05-Feb-2016	43.34	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153271	05-Feb-2016	519.36	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		200438	28-Jan-2016	6820.49	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		0189202-IN	19-Feb-2016	1502.50	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		657766	07-Jan-2016	195.85	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		46620324	05-Jan-2016	130.15	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		1785753	10-Nov-2015	90.79	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		49944	05-Oct-2015	141.82	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		179	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		178	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		175	26-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
<input type="checkbox"/>	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		174	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					

User:rabensy; DataSource: BANPROD_ONONE; Application: UI-F-INV

Rejected Invoice in BDM (example)

Query Results for Application 'UI-F-INV'

Document 1 - 2 of 2

<input type="checkbox"/>	BANNER_INV_NBR	BANNER_INV_TYPE	BANNER_INV_TRANS_DATE	VENDOR_ID	VENDOR_LNAME	VENDOR_FNAME	VENDOR_INV_NBR	VENDOR_INV_DATE	VENDOR_INV_AMT	ATT
<input type="checkbox"/>	INVREJCT	R	12-Mar-2016		REJECTED INVOICE		000061E177275	04-Jul-2015	15.82	INVC
<input type="checkbox"/>	10969427	R	30-Jun-2005	@00732619	United Parcel Service(UPS)		000061E177275	02-Jul-2005	11.49	INVC

User:JKIMBLE2; DataSource: BANPROD_0NONE; Application: UI-F-INV

100%

For More Information:

- Please visit our website:

www.obfs.uillinois.edu

Payments to Vendors and Students >
Vendor Invoice Payment Process

- Link to “The Basics of BDM: Banner Document Management”
- Job Aid: Payables Queries (AP 101)

Workshop Summary

We hope you leave today with more information on how to:

- Identify the steps to ensure that invoices are processed as quickly as possible
- Discover how to research invoice status in Banner and in Banner Document Management (BDM)
- Resolve issues of payment holds and rejections

Questions / Concerns?