

Vendor Payments

Go to FAIVNDH

- Input vendor “M” number
- Hit Next Block button or CTRL + Page Down

The check number will populate in the check number column.

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
133400019680344	10092010	Y	N	N	P	N	81.60	18-DEC-2013	18-DEC-2013	11054923
133400019680349	10092011	Y	N	N	P	N	12.55	18-DEC-2013	18-DEC-2013	11054924
133420019682185	10092048	Y	N	N	P	N	1,463.37	19-DEC-2013	19-DEC-2013	11054955
133450019718583	10092049	Y	N	N	P	N	1,188.49	19-DEC-2013	19-DEC-2013	11054956
133420019682186	10092051	Y	N	N	P	N	7,824.56	19-DEC-2013	19-DEC-2013	11054957
133380019655434	10092355	Y	N	N	P	N	6,998.05	07-JAN-2014	07-JAN-2014	11055053
140070019946718	10093012	Y	N	N	P	N	54.10	23-JAN-2014	24-JAN-2014	0007878
140050019922726	10093013	Y	N	N	P	N	9,904.40	23-JAN-2014	24-JAN-2014	0007878
140090019962206	10093014	Y	N	N	P	N	122.15	23-JAN-2014	24-JAN-2014	0007878
140080019959352	10093015	Y	N	N	P	N	68.43	23-JAN-2014	24-JAN-2014	0007878
140080019959417	10093016	Y	N	N	P	N	95.62	23-JAN-2014	24-JAN-2014	0007878
140080019959422	10093017	Y	N	N	P	N	14.62	23-JAN-2014	24-JAN-2014	0007878
140090019963130	10093018	Y	N	N	P	N	1,469.22	23-JAN-2014	24-JAN-2014	0007878
140080019959420	10093019	Y	N	N	P	N	22.73	23-JAN-2014	24-JAN-2014	0007878
Total:							791,731.24			

If check number begins with:

“1” – check was issued

“!” – direct deposit

“N” – internal finance document (no check was issued)

Vendor Payments (cont'd)

If a physical check was issued and you need to know where a check was mailed, then from the FAIVNDH screen:

- Click on the *Options* tab
- Select *View Invoice Information*
- Hit the Next Block icon or CTRL + Page Down

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the FAIVNDH - FAIINVE screen. The window title is "Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and actions. The main form area displays the following fields:

Document :	I0092355	<input type="checkbox"/> Multiple	Direct Pay
Vendor:	M		<input type="checkbox"/> Vendor Hold
Invoice Date:	04-DEC-2013	Transaction:	02-DEC-2013
Cancel:		<input type="checkbox"/> Document Accounting	
Check Vendor:			
Address Code:	AP	Sequence Number:	3
Street Line 1:	P O Box 660749		
Street Line 2:			
Street Line 3:			
Service Date:	12-DEC-2013	Collects Tax:	N Collects no taxes
City:	Dallas		
State or Province:	TX	ZIP or Postal Code:	75266
Nation:	US	United States of America	

If an invoice was paid via direct deposit, then the mailing address does not pertain to you at this point. If you need to know the vendor's bank details, then you will need to contact the Accounts Payable clerk at ext. 4112 or ext. 4104. This information is not available due to security concerns.

Quick Steps

Team E-mail

A quick way to create an e-mail for a group is to use Quick Steps.

Outlook

- Home tab
- From the Quick Steps section, select Team E-mail

You will be redirected to a First Time Setup box (you will only have to do this once).

- Field Name: Select a name that will help you remember this group
- Actions: Leave box checked if you want your rule to create a new message when the Team E-mail is selected
- To: Select the group of individuals who you want to add to this group
- Save

Or

Click the Options box if you want to get more technical.

You can customize your rule by clicking on the open envelope and selecting a new icon.

Example:

Name: Budget Oversight Committee

To: Valarie Maxwell, Debbie Vaughn, and Terry Ortiz

Options: New Message

(Optional)

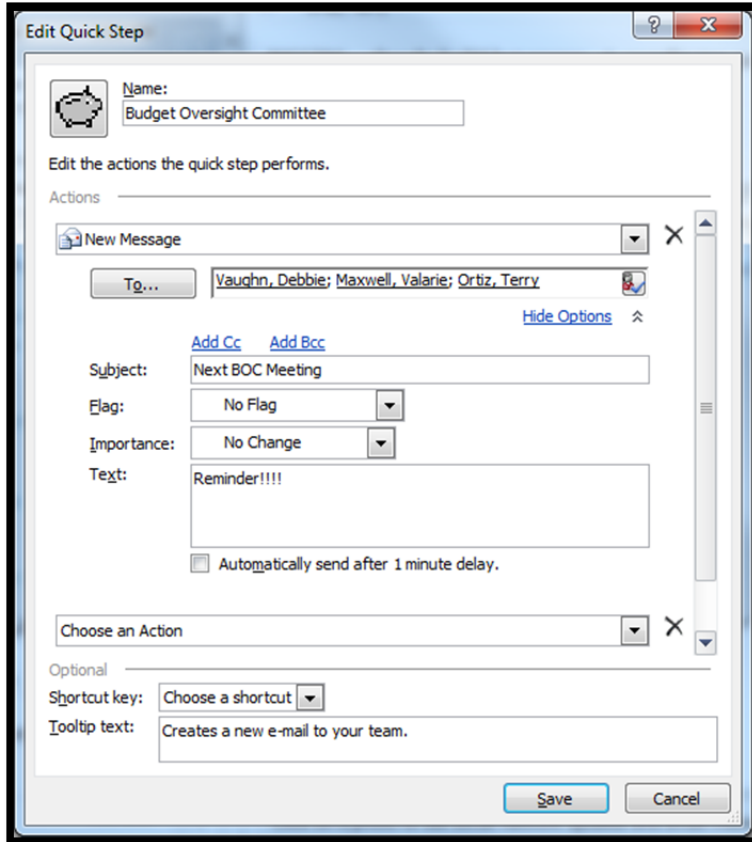
Hide Options

Subject: Next Meeting

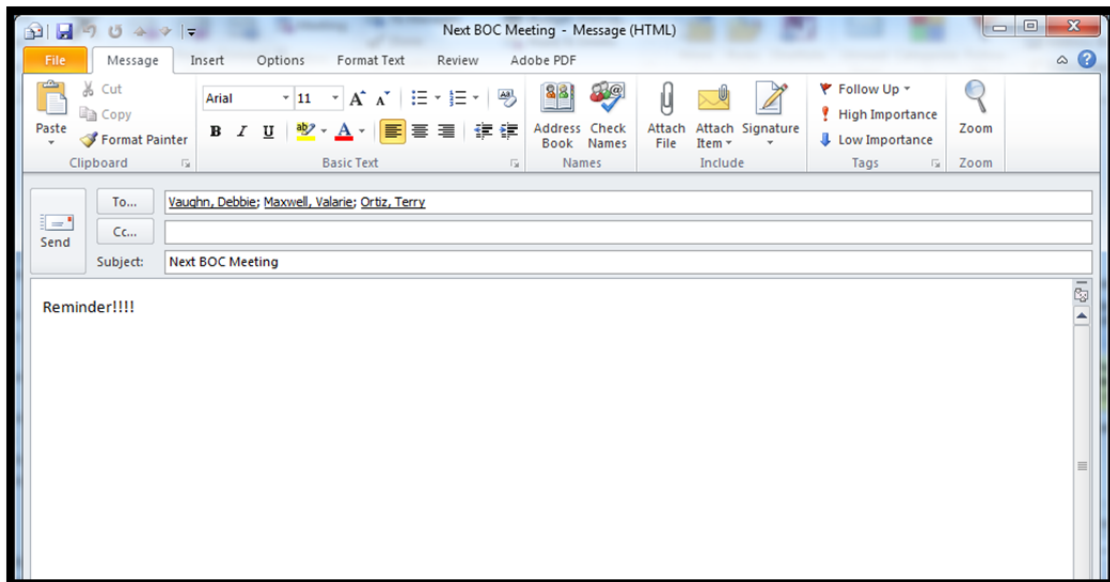
Text: Reminder!!!

Save

Team E-mail (cont'd)



You have now set up your shortcut and can begin using anytime to save you time.



Reply & Delete

Open the e-mail that you would like to respond to and hit the reply & delete button shortcut.

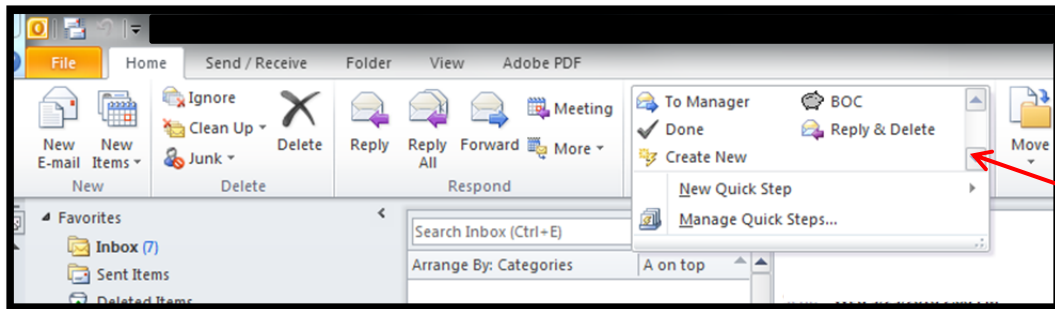
Type your message and hit send.

(Please notice that the e-mail is out of your inbox and has been moved to the deleted folder).

Move E-mails to Folder

Create your folder that you would like to move items into.

- Click on Quick Steps down arrow



- Select New Quick Step
- Move to Folder
- Name your rule

Example: BOC test for AMG. This lets me know that this shortcut is for my e-mails to be moved to BOC test for AMG.

Select your e-mail that you want moved then hit the BOC test icon. Items are moved to BOC test folder.

Forward & Delete E-mails

From the Quick Steps section:

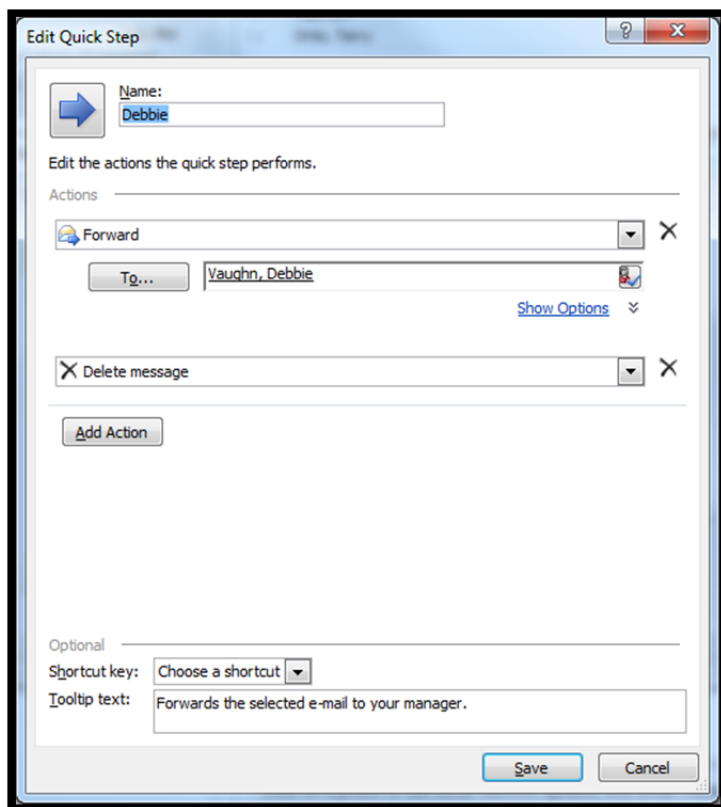
- Select *To Manager*
- Options
- Name your rule

Example: Debbie

- Action: Forward
- Hit the “*To*” box. Select the person who you want to forward these e-mails to
- Hit the **Add Action** then select the **Delete message**.
- Save

(Optional)

Change your icon to personalize!



Select your message and hit the Debbie icon. Your forward box will appear. Type your message and send.

The message is then forwarded and deleted from your folder.