

DETERMINING WHICH INVOICE TRIGGERED A LATE FEE

To determine which payment caused the late fee (in sub-account 5701), departmental staff with the appropriate Banner access can research as shown in the following screenshots.

Oracle Developer Forms Runtime - Web: Open > FGIBDST [Q] - FGITRND [Q]

File Edit Options Block Item Record

Detail Transaction Activity FGITRND

COA Fiscal Year Index

U 09

Period Query Type Commit

Highlight the transaction you want to research. In this instance, we are going to find out which invoice caused the late receiving report fee for the highlighted transaction. From the options pull-down menu, select "query document." You'll be taken to the Document Retrieval Inquiry Form (FGIDOCR). Do Next Block (Ctrl+Page Down) to populate the form - see next screenshot.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase
5701		895	01-MAY-2009	JE60	00904400	LATE WEB ENTRY F	50.00	+
5701							50.00	+
5701							50.00	+
5701							50.00	+
5701							50.00	+
5701							50.00	+
5701							50.00	+
5701							50.00	+
5701							50.00	+
5701		895	16-MAR-2009	JE60	00903597	MAN CHCK FEE M F	50.00	+
5701		895	16-MAR-2009	JE60	00903565	Late Rec Rpt Fee	50.00	+
5701		895	16-MAR-2009	JE60	00903565	Late Rec Rpt Fee	50.00	+
5701		895	06-FEB-2009	JE60	00903072	LATE FEE WEB ENT	50.00	+
5701		895	23-JAN-2009	JE60	00902860	LATE REC REPORT	50.00	+
5701		895	19-DEC-2008	JE60	00902544	LATE FEE WEB ENT	50.00	+
5701		895	23-OCT-2008	JE60	00901703	LATE FEE WEB ALLI	50.00	+
5701		895	23-OCT-2008	JE60	00901703	LATE FEE WEB MAF	50.00	+

You will see several types of late fees in 5701.

1. Late receiving report fees
2. Manual Check Fees - where you wish to have someone paid as scheduled
Can be because of late paperwork
Can be an employee who failed to submit WTE
3. Late Web Time Entry - supervisor failed to approve timely

Oracle Developer Forms Runtime - Web: Open > FGIBDST [Q] - FGITRND [Q] - FGIDOCR [Q]

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry FGIDOCR 8.0 (AIR_DB)

Document: 00903565 Submission Number: Document Type: JV

Header

Transaction

Commit Type: Text Exists:

Detail

Sub Number

COA

Sign Currency Document Reference

NSF Override Bank Accrual

When you first link to this form, you must do Next Block (Ctrl+Page Down) to populate it. Otherwise, no information will display.

Oracle Developer Forms Runtime - Web: Open > FGIBDST [Q] - FGITRND [Q] - FGIDOCR [Q]

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry FGIDOCR 8.0 (AIR_DB)

Document: 30903565 Submission Number: Document Type: JV

Header Information

Transaction Date: 12-MAR-2009 Fiscal Year: 09 Fiscal Period: 09 Items: 90 Commit Type: U Text Exists: Y

Detail Information

When you first populate the form, ALL transactions on the journal entry are shown. You will want to do a query to find YOUR transaction. Press F7 to put the form into query mode. See next screenshot.

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	2	JE60	Late Rec Rpt Fee	50.00	D		I0923826

COA Index Fund Orgn Acct Prog Actv Locn Proj NSF Override Bank Accrual

U 011001 5749 162 N 50

Oracle Developer Forms Runtime - Web: Open > FGIBDST [Q] - FGITRND [Q] - FGIDOCR [Q]

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry FGIDOCR 8.0 (AIR_DB)

Document: 30903565 Submission Number: Document Type: JV

Header Information

Transaction Date: 12-MAR-2009 Commit Type: U Text Exists: Y

Detail Information

You are now going to enter your budget code in the "Orgn" field and press F8 to generate the query. That will find all late fees charged to your budget on this journal entry. See next screenshot for results of the query.

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference

COA Index Fund Orgn Acct Prog Actv Locn Proj NSF Override Bank Accrual

Sub Number Item Sequence Journal Type Description Amount Sign Currency Document Reference

COA Index Fund Orgn Acct Prog Actv Locn Proj NSF Override Bank Accrual

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu... | <OSC>

Oracle Developer Forms Runtime - Web: Open > FGIBDST [Q] - FGITRND [Q] - FGIDOCR [Q]

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry FGIDOCR 8.0 (AIR_DB)

Document: 00903565 Submission Number: Document Type: JV

Header Information

Transaction Date: 12-MAR-2009

In the "Document Reference" field you will see the Banner-Generated invoice number for the receiving report that generated the late receiving report fee. In this instance, there were 2 different invoices.

Document Exists:

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	10	JE60	Late Rec Rpt Fee	50.00	D		10924558			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
U		025601		5701	895				N	01	

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	30	JE60	Late Rec Rpt Fee	50.00	D		10920501			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
U		025601		5701	895				N	01	

Submission Number. Press Duplicate Item to access Document Postings (FGQDOCP).
Record: 1/2

Using FOIDoch (Document History Form) to Find PO# (DO's only)

Oracle Developer Forms Runtime - Web: Open > FOIDoch

File Edit Options Block Item Record Query Tools Help

Document History FOIDoch 8.0 (AIR_DB)

Document Type: INV Invoice Document Code: 10924558

Follow the instructions in "How do I research an invoice using the Banner Invoice Number?"

You'll see the invoice number in the *Invoice* field and the check number in the *Check* field. If it is for a DO, you will see the *Purchase Order* field populated. That field will not be populated for LPOs.

<table border="1"> <thead> <tr><th>Invoice</th><th>Status</th></tr> </thead> <tbody> <tr><td>10924558</td><td>P</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>	Invoice	Status	10924558	P							<table border="1"> <thead> <tr><th>Check</th><th>Status</th></tr> </thead> <tbody> <tr><td>10924558</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>	Check	Status	10924558								<table border="1"> <thead> <tr><th>Purchase Order</th><th>Status</th></tr> </thead> <tbody> <tr><td>10924558</td><td>A</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>	Purchase Order	Status	10924558	A							<table border="1"> <thead> <tr><th>Issues</th><th>Status</th></tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>	Issues	Status								
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Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.
Record: 1/1

Using FAIINVE (Invoice/Credit Memo Query Form) to find THE PO#

Oracle Developer Forms Runtime - Web: Open > FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.0 (AIR_DB)

Document : 10924588 Multiple

Enter the Banner-generated invoice number in the *Document* field and do Next Block (Ctrl+Page Down) to populate the form - see next screenshot.

Record: 1/1 <OSC>

Oracle Developer Forms Runtime - Web: Open > FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.0 (AIR_DB)

Document : 10924588 Multiple Regular

Purchase Order: D1-10924588

Vendor: 540624996 DODSON BROTHERS EXTERMINATING CO INC

Invoice/Credit Memo Header FAIINVE 8.0 (AIR_DB)

Invoice Date: 29-JAN-2009 Transaction: 23-FEB-2009 Cancel: Document Accounting

Check Vendor:

Address Code: MA Sequence Number: 1

Street Line 1: POB 10292

Street Line 2:

Street Line 3:

Collects Tax: Collects no taxes

City: NORFOLK

State or Province: VA ZIP or Postal Code: 23513-0000

Discount Code: Payment Due: 05-MAR-2009

Bank:

Vendor Invoice: 15-648700-01 1099 Vendor

1099 Tax ID:

Income Type:

User ID: AMSAVAGE

Activity Date: 06-MAR-2009

Record: 1/1 <OSC>

You can see the PO number, the vendor number and name, the invoice date, transaction date, mailing address code and sequence number, address, PAYMENT DUE DATE, vendor invoice number, and the processor name.