UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

PO Invoice Processing

Presenters:

Jerald Kimble, Coordinator, Payment Operations

Angela Bensyl, Payment Operations

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UPAY & POPs by the numbers …

- UPAY serves UIUC, UIC, UIS; hospital facilities in Chicago, Peoria & Rockford; UI extension units, etc.
- POPs receives on average 1,200 invoices per day.
- POPs receives on average 6,000 invoices per week.

UPAY & POPs by the numbers

- 5 full-time POPs staff with dedicated letter assignments who process the bulk of the invoices/credits we receive.
- 5 full-time POPs staff who are assigned a variety of other tasks, including Special Payment Request form processing, monitoring SUA payments, monitoring our email inbox, handling recurring payments, assisting with the letter queues, cross-training in TEM, etc.

Vendor Selection

- Banner FTMVEND
- Verify vendor is established in Banner
- Verify remit address is available under vendor ID
- Selecting an incorrect vendor ID can affect 1099 reporting and/or delay payment
- For assistance, contact Vendor Maintenance at uivendor@uillinois.edu

Purchase Order Invoices

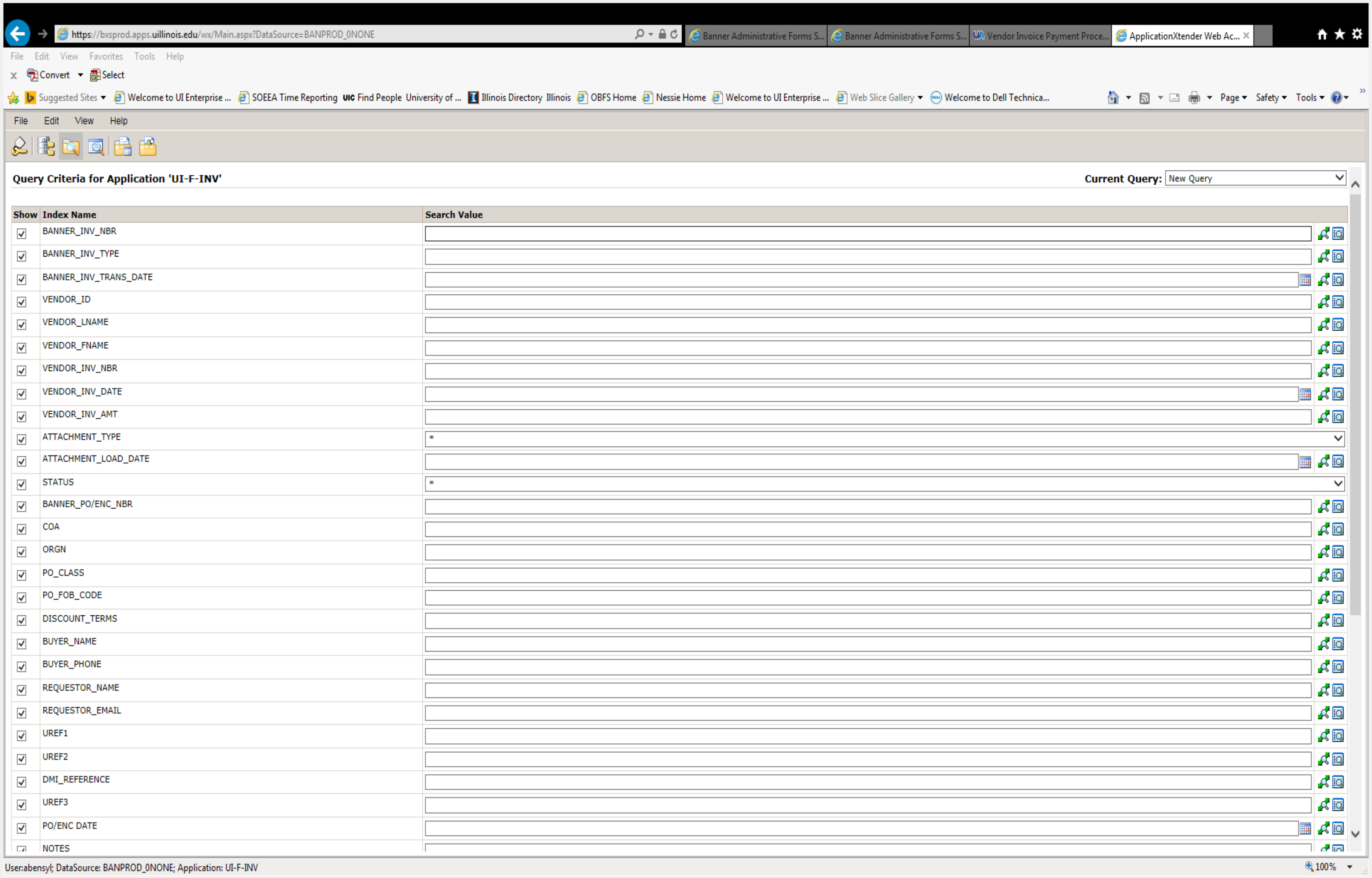
- Vendors mail invoices to:
  University of Illinois
  Invoice Processing Center
  P.O. Box 820
  Rantoul, IL 61866

- 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

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 website, www.obfsuillinois.edu, Payments to Vendors & Students > Vendor Invoice Payment Process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Banner Administrative Forms S...
Banner Administrative Forms S...
Vendor Invoice Payment Proce...
ApplicationXtender Web Ac...
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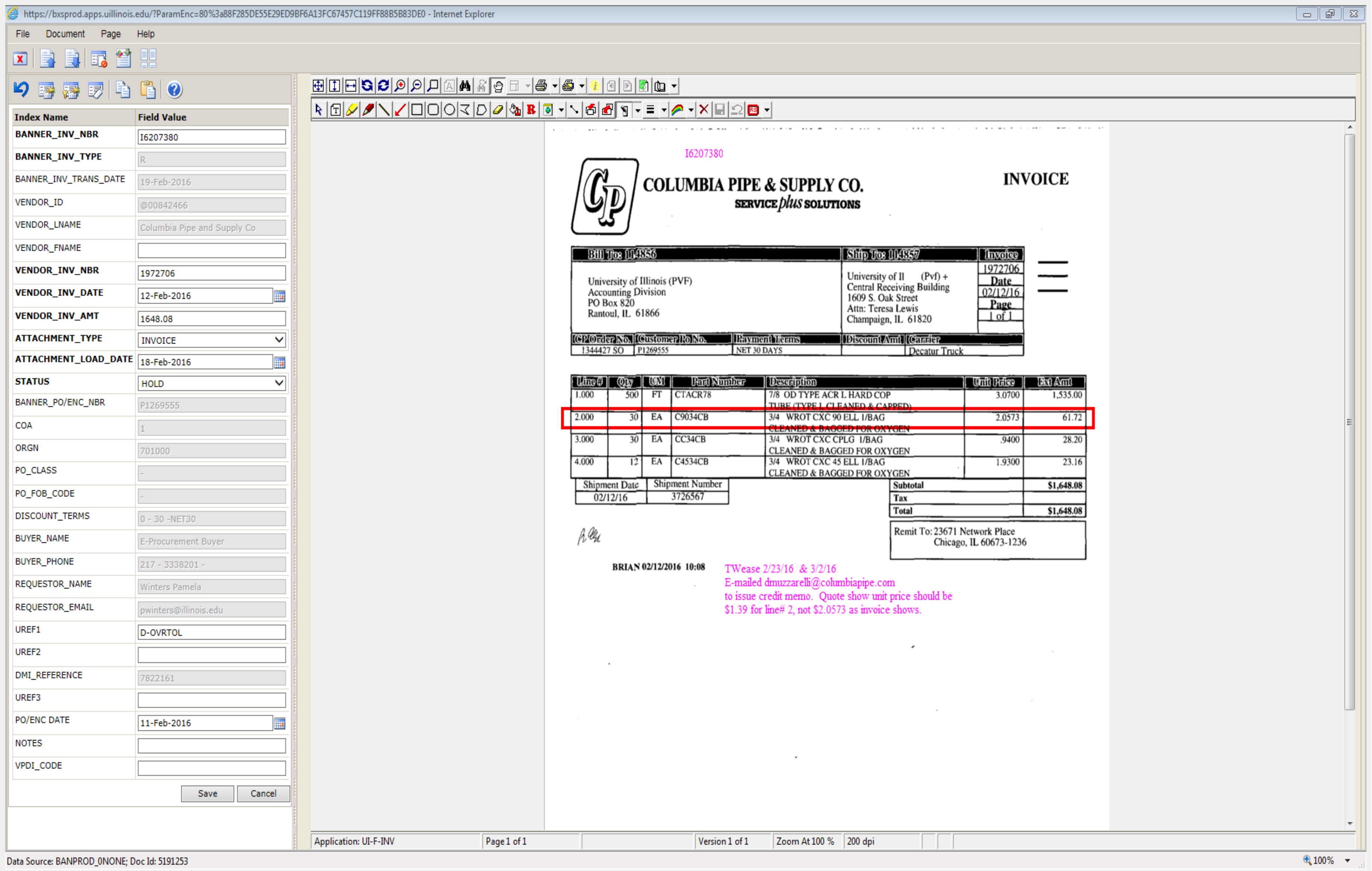
Convert Select
Suggested Sites Welcome to UI Enterprise ... SOEEA Time Reporting UIC Find People University of ... Illinois Directory Illinois OBFS Home Nessie Home Welcome to UI Enterprise ... Web Slice Gallery Welcome to Dell Technica...
Page Safety Tools
File Edit View Help

Query Criteria for Application 'UI-F-INV'

Current Query: New Query

Show	Index Name	Search Value
☑	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_CODE	
☑	DISCOUNT_TERMS	
☑	BUYER_NAME	
☑	BUYER_PHONE	
☑	REQUESTOR_NAME	
☑	REQUESTOR_EMAIL	
☑	UREF1	
☑	UREF2	
☑	DMI_REFERENCE	
☑	UREF3	
☑	PO/ENC DATE	
☑	NOTES	

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



https://bxsprod.apps.uillinois.edu/?ParamEnc=80%3a88F285DE55E29ED9BF6A13FC67457C119FF88B5B83DE0 - Internet Explorer
File
Document
Page
Help

Index Name	Field Value
BANNER_INV_NBR	I6207380
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@illinois.edu
UREF1	D-OVRTOL
UREF2	
DMI_REFERENCE	7822161
UREF3	
PO/ENC DATE	11-Feb-2016
NOTES	
VPDI_CODE	

Save
Cancel

I6207380

COLUMBIA PIPE & SUPPLY CO.
SERVICE *plus* SOLUTIONS

INVOICE

Bill To: 114856	Ship To: 114857	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.	Customer Po No.	Payment Terms	Discount Amt	Carrier
1344427 SO	P1269555	NET 30 DAYS		Decatur Truck

Line #	Qty	UM	Part Number	Description	Unit Price	Ext Amt
1.000	500	FT	CTACR78	7/8 OD TYPE ACR L HARD COP TUBE (TYPE L CLEANED & CAPPED)	3.0700	1,535.00
2.000	30	EA	C9034CB	3/4 WROT CXC 90 ELL 1/BAG CLEANED & BAGGED FOR OXYGEN	2.0573	61.72
3.000	30	EA	CC34CB	3/4 WROT CXC CPLG 1/BAG CLEANED & BAGGED FOR OXYGEN	.9400	28.20
4.000	12	EA	C4534CB	3/4 WROT CXC 45 ELL 1/BAG CLEANED & BAGGED FOR OXYGEN	1.9300	23.16

Shipment Date	Shipment Number
02/12/16	3726567

Subtotal	**$1,648.08**
Tax	
Total	**$1,648.08**

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

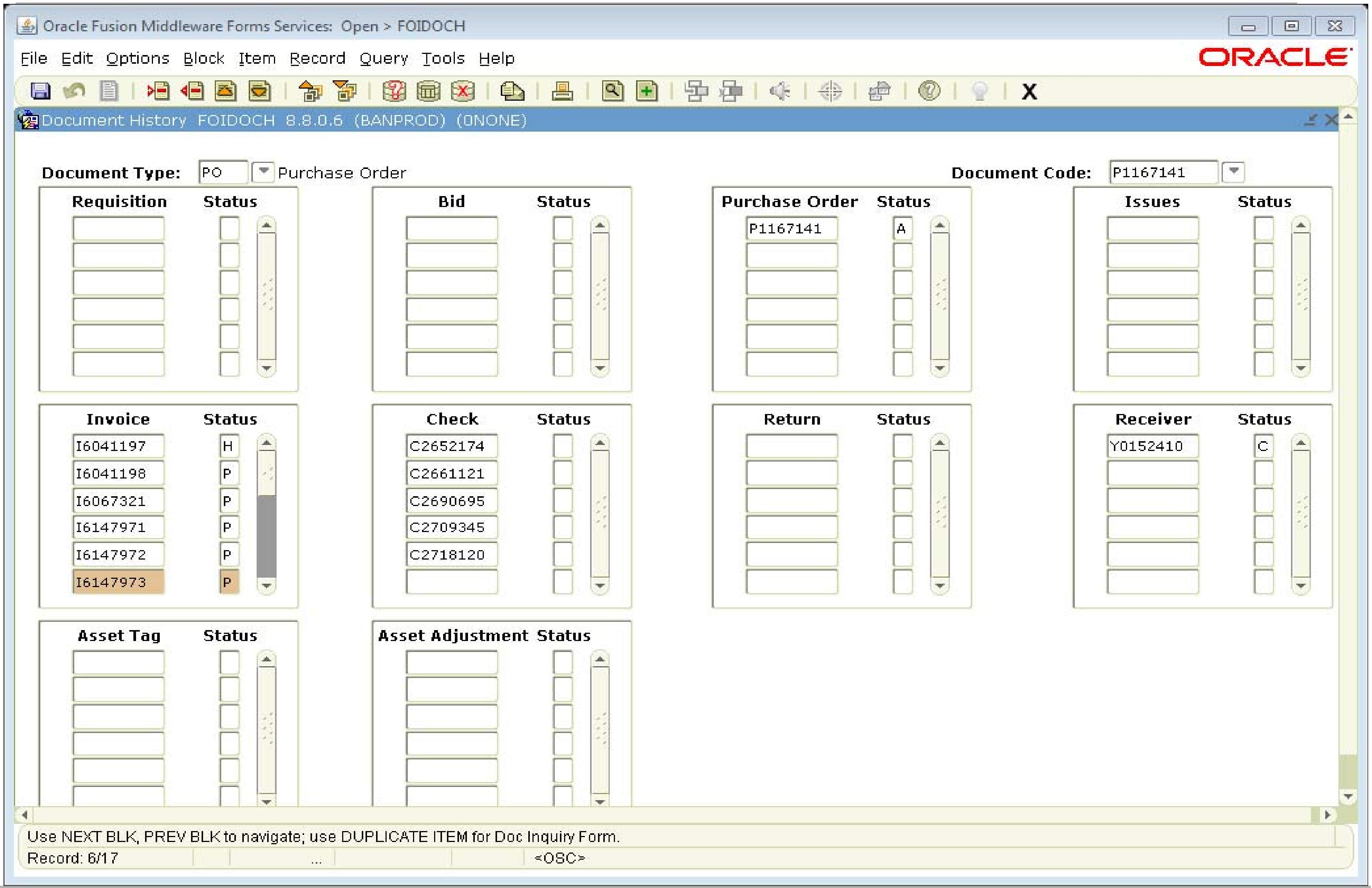
BRIAN 02/12/2016 10:08

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.

Application: UI-F-INV
Page 1 of 1
Version 1 of 1
Zoom At 100 %
200 dpi
Data Source: BANPROD_0NONE; Doc Id: 5191253
100%

Unit Action

- 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
ORACLE
X

Document History FOIDOCH 8.8.0.6 (BANPROD) (0NONE)

Document Type: PO Purchase Order

Document Code: P1167141

Requisition	Status

Bid	Status

Purchase Order	Status
P1167141	A

Issues	Status

Invoice	Status
I6041197	H
I6041198	P
I6067321	P
I6147971	P
I6147972	P
I6147973	P

Check	Status
C2652174	
C2661121	
C2690695	
C2709345	
C2718120	

Return	Status

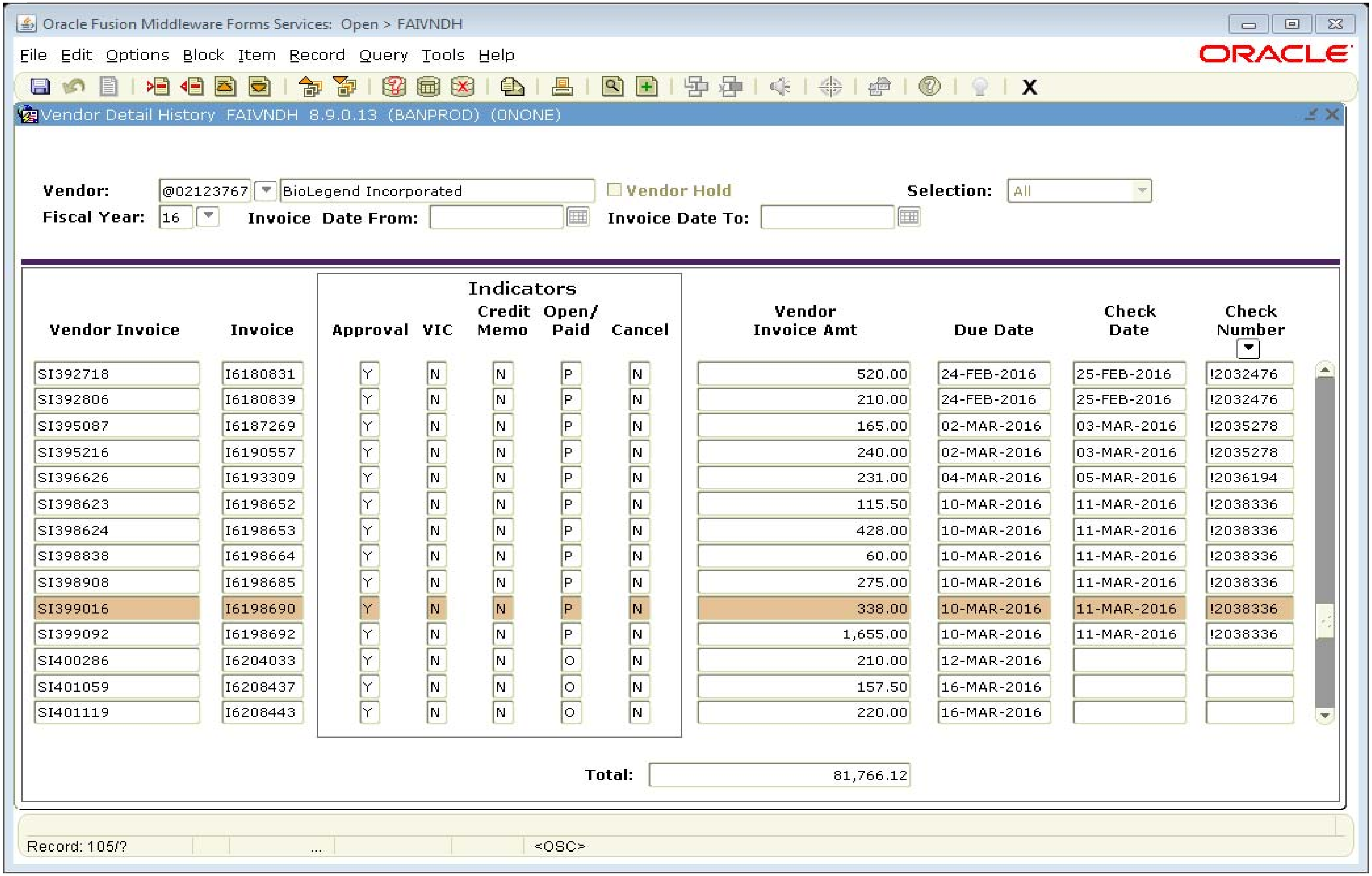
Receiver	Status
Y0152410	C

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
ORACLE
Vendor Detail History FAIVNDH 8.9.0.13 (BANPROD) (0NONE)

Vendor: @02123767 BioLegend Incorporated ☐ **Vendor Hold** **Selection:** All

Fiscal Year: 16 **Invoice Date From:** **Invoice Date To:**

		Indicators								
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/ Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
SI392718	I6180831	Y	N	N	P	N	520.00	24-FEB-2016	25-FEB-2016	!2032476
SI392806	I6180839	Y	N	N	P	N	210.00	24-FEB-2016	25-FEB-2016	!2032476
SI395087	I6187269	Y	N	N	P	N	165.00	02-MAR-2016	03-MAR-2016	!2035278
SI395216	I6190557	Y	N	N	P	N	240.00	02-MAR-2016	03-MAR-2016	!2035278
SI396626	I6193309	Y	N	N	P	N	231.00	04-MAR-2016	05-MAR-2016	!2036194
SI398623	I6198652	Y	N	N	P	N	115.50	10-MAR-2016	11-MAR-2016	!2038336
SI398624	I6198653	Y	N	N	P	N	428.00	10-MAR-2016	11-MAR-2016	!2038336
SI398838	I6198664	Y	N	N	P	N	60.00	10-MAR-2016	11-MAR-2016	!2038336
SI398908	I6198685	Y	N	N	P	N	275.00	10-MAR-2016	11-MAR-2016	!2038336
SI399016	I6198690	Y	N	N	P	N	338.00	10-MAR-2016	11-MAR-2016	!2038336
SI399092	I6198692	Y	N	N	P	N	1,655.00	10-MAR-2016	11-MAR-2016	!2038336
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

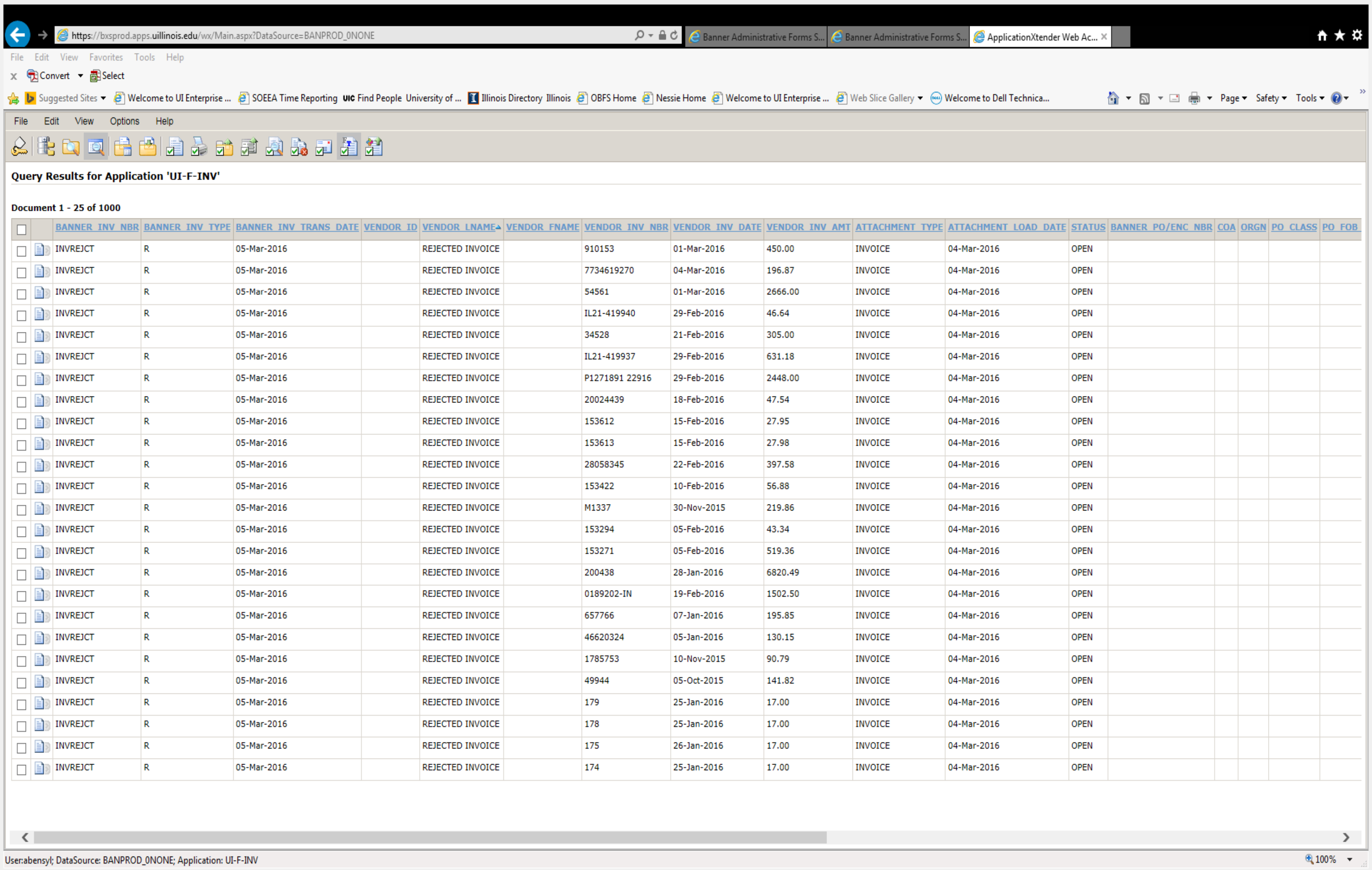
- Invoices may be placed on hold for:
  - Over-tolerance (D-OVRTOL)
  - Non-conforming (D-NONCONF)
  - Item add (D-ITMADD)
  - Over $50K approval (D-OVR50K)
  - Remit address/vendor issues (U-P&D)
  - Incomplete information (line item detail)
- Automated emails sent to unit contact

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
    - Multi-year agreements, fixed assets, leases
    - Tolerance calculated on the PO line
  - No tolerance on quantity or bid orders
  - Banner FGIENCD

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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SOEEA Time Reporting
UIC Find People University of ...
Illinois Directory Illinois
OBFS Home
Nessie Home
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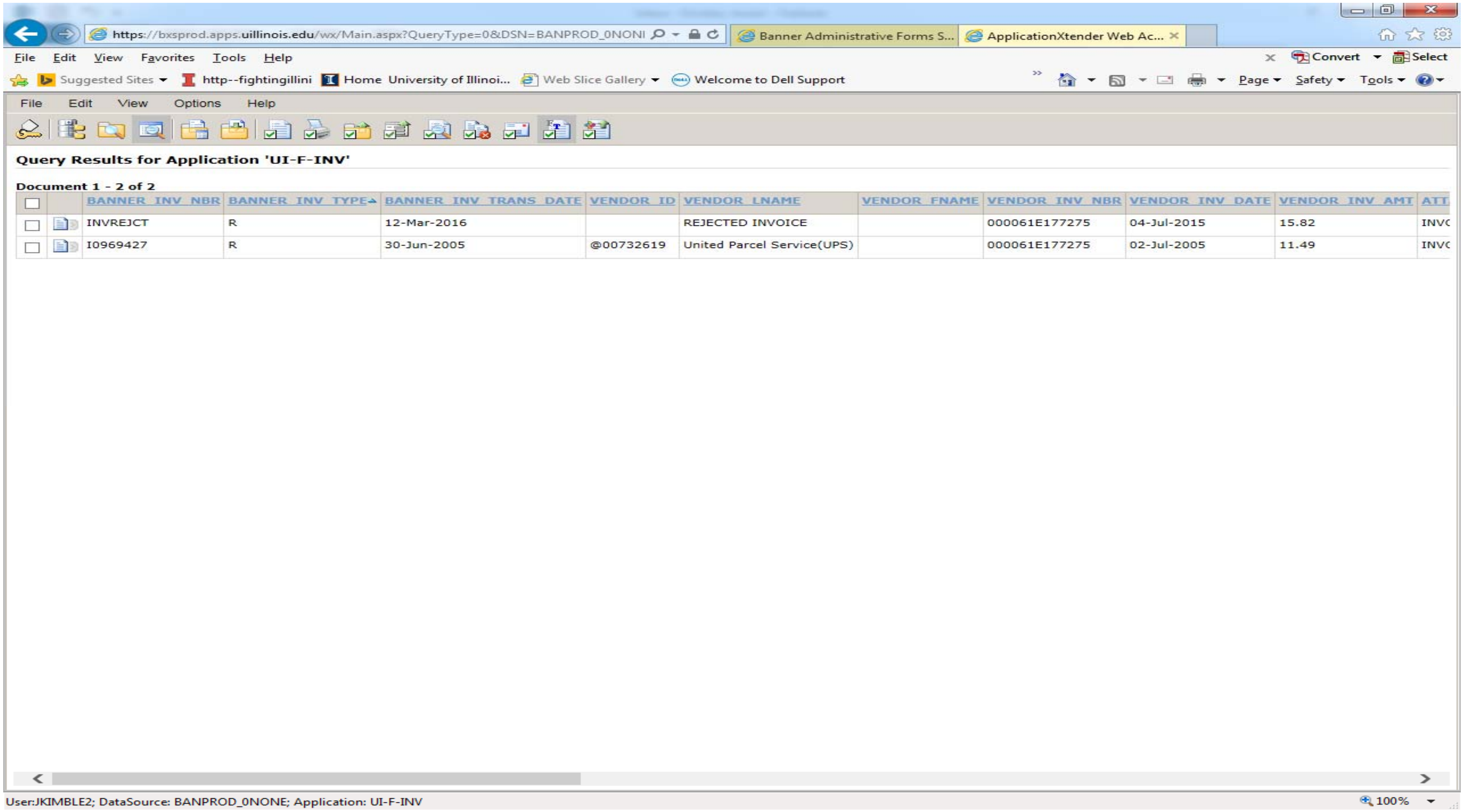
Query Results for Application 'UI-F-INV'

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
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		910153	01-Mar-2016	450.00	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		7734619270	04-Mar-2016	196.87	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		54561	01-Mar-2016	2666.00	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		IL21-419940	29-Feb-2016	46.64	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		34528	21-Feb-2016	305.00	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		IL21-419937	29-Feb-2016	631.18	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		P1271891 22916	29-Feb-2016	2448.00	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		20024439	18-Feb-2016	47.54	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153612	15-Feb-2016	27.95	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153613	15-Feb-2016	27.98	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		28058345	22-Feb-2016	397.58	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153422	10-Feb-2016	56.88	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		M1337	30-Nov-2015	219.86	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153294	05-Feb-2016	43.34	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153271	05-Feb-2016	519.36	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		200438	28-Jan-2016	6820.49	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		0189202-IN	19-Feb-2016	1502.50	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		657766	07-Jan-2016	195.85	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		46620324	05-Jan-2016	130.15	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		1785753	10-Nov-2015	90.79	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		49944	05-Oct-2015	141.82	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		179	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		178	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		175	26-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
☐		INVREJCT	R	05-Mar-2016		REJECTED INVOICE		174	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					

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

Rejected Invoice in BDM (example)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Query Results for Application 'UI-F-INV'

Document 1 - 2 of 2

☐		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
☐		INVREJCT	R	12-Mar-2016		REJECTED INVOICE		000061E177275	04-Jul-2015	15.82	INV
☐		I0969427	R	30-Jun-2005	@00732619	United Parcel Service(UPS)		000061E177275	02-Jul-2005	11.49	INV

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

Special Payment Request forms

- Possible business purposes:
  - Prepayment or deposit
  - Summary invoice
  - Recurring payments
  - Check attached
  - Enclosures
  - Check pickup

Special Payment Request forms:

- Deposits & prepayments:
  - Payment terms of a PO can be broken if there is a PO line specifically for the deposit.
  - Deposit can be paid at Net with the SPR; however, the final payment will be paid as Net 30.
  - If a unit needs escalated payment terms or terms other than Net 30, a Banner PO should be used.

Special Payment Request forms:

- Note: the UI is following the best business practice of mailing payments directly to vendors.
  - Avoids lost checks.
  - Avoids duplicate payments.
  - Reduces fraud opportunities.
  - University auditing purposes.

Special Payment Request forms:

- Unless there is a valid business reason as to why a check cannot be mailed, we are not granting requests for check pickup.
- Current or overdue invoices submitted with an SPR form … PO payment terms take precedence over such a request.

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)