

Create and Approve Miscellaneous Invoices for Payment

Scope

This section describes how to create and approve miscellaneous invoices for payment.

System References

N/A

Policy

N/A

Responsibility

SFA Financial Partner Manager

Distribution

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever the SFA Financial Partner Manager needs to create or approve a miscellaneous invoice for payment.

This procedure continues from:

Review and Approve LPIF Invoices for Payment [PROG0013]

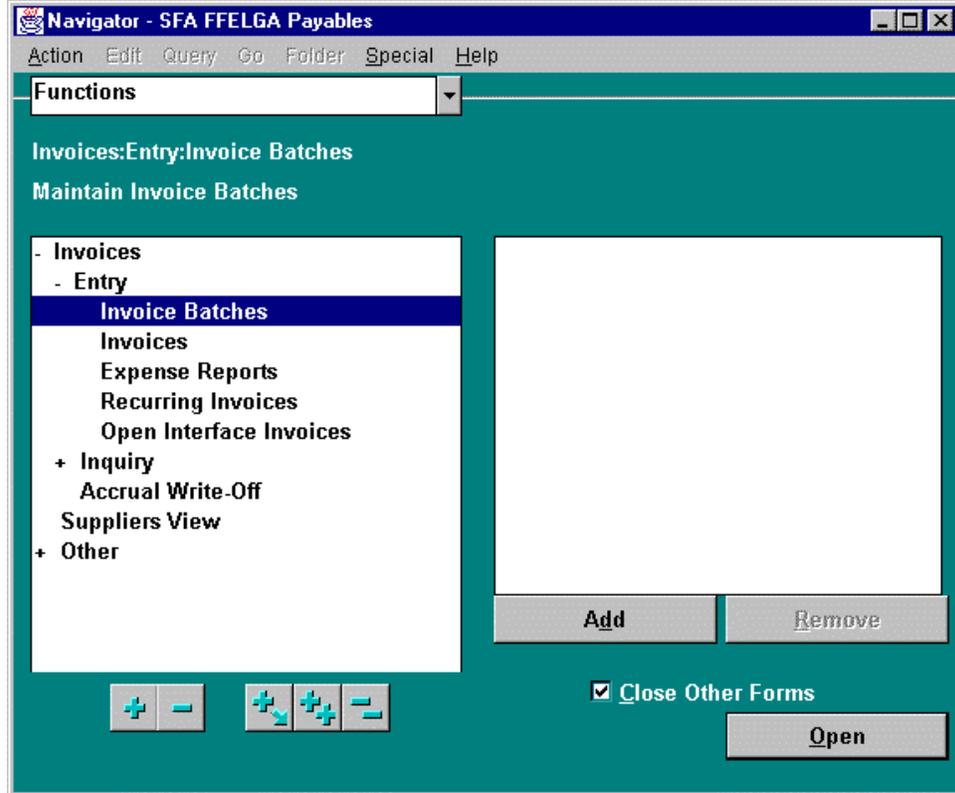
Create and Approve Miscellaneous Invoices for Payment-SFA Financial Partner Manager

Who: SFA Financial Partner Manager responsibility

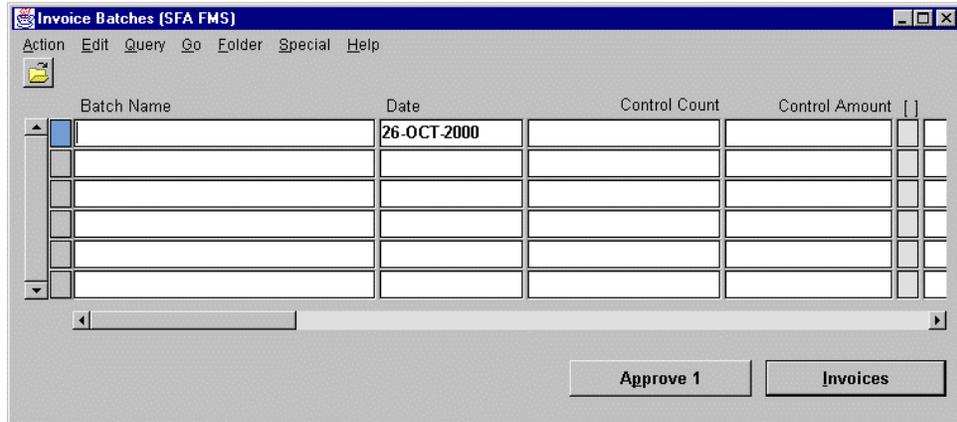
Frequency: As Needed

Situation: The SFA Financial Partner Manager can create and approve miscellaneous invoices for payment to GAs.

Create Miscellaneous Invoice



1. Double-click **Invoices**. The Invoices sub-menu appears.
2. Double-click **Entry**. The Entry sub-menu appears.
3. Click Invoice Batches.
4. Click the **Open** button. The "Invoice Batches (SFA FMS)" window appears with the **Batch Name** column blank.



FYI: The Miscellaneous Invoice Batches follow the naming convention:

FFEL###MIMMDDYYYY

indicates the GA Code

MI indicates that this batch contain Miscellaneous Invoices

MM represents the two-digit day that the invoice batch was created

DD represents the two-digit day that the invoice batch was created

YYYY represents the four-digit year the invoice batch was created

The Invoice Numbers within a Miscellaneous Invoice Batch follow the same naming convention as the Invoice Batch name. If multiple miscellaneous invoices are included in the same batch, adding a sequential letter to the end of the batch name can distinguish between the invoice numbers. For example, the first invoice number will be FFEL###MIMMDDYYYYA and the second invoice number will be FFELGAMIMMDDYYYYB.

5. Type the batch name in the Batch Name field following the convention FFEL###MIMMDDYYYY.
6. Tab to the **Control Count** field and type the number of invoices that are included in the batch.

7. Tab to the **Control Amount** field and type the total dollar of the invoices that are included in the batch.
8. Click the **Invoices** button. The “Invoices (SFA FMS) -- #” window appears blank.

9. Click the **Supplier** field and click the List of Values icon to select the GA Name from a list of valid values.
10. Tab to the **Invoice Number** field. The **Supplier Number**, **Site**, and **Invoice Date** fields are populated.
11. Type the invoice number in the **Invoice Number** field following the convention FFEL###MIMMDDYYYY.
12. Tab to the **Invoice Amount** field and type the dollar amount of the invoice. Note: if there is only one invoice in the invoice batch, the invoice amount should equal the control amount in the invoice batch.
13. Use the **scroll bar** to move the screen display to the right.

Invoices (SFA FMS) - FFEL234MI10312000

Action Edit Query Go Folder Special Help

Batch Control Total
 Actual Total

Distribution Set	Description	Transaction Code	Rate Type	Exchange Date	Ex

Amount Paid
 USD

Holds
 Status **Never Approved**
 Desc

DistributionTotal
 Posted

Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

14. Click the **Distribution Set** field and type M. The **Distribution Set** field is automatically populated with the word Miscellaneous.
15. Tab to the **Transaction Code** field and type F. The **Transaction Code** field is populated with FFELMI_TC01, the active transaction code for Miscellaneous invoices.
16. Click the **Distributions** button. The “Distributions (SFA FMS) - # name” window appears.

Distributions (SFA FMS) - 27-OCT-00, GA Institution Name 234

Action Edit Query Go Folder Special Help

Invoice Total
 Distribution Total

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	15.00		27-OCT-2000	0230X00.B.00.218001.ENNC00

Account Description
 Status
 Posted

PO Number

Prorate... 1 Reverse 1 View PO Calculate Tax

- Click the **Account** field and click the **List of Values** icon. The “SFA COA” window appears.

The SFA COA window displays the following fields and values:

- Fund Category: B CATEGORY B - DIRECT
- Budget Fiscal Year: 00 Year 2000
- Account: 218001 Loan Guarantee Liability
- Organization: ENNC000 PROGRAM ANALYSIS
- Limitation: BB7 FEELP-F COLL NON-FED SRCS
- Object Class: 44000 Temp Object Class
- Activity: 000 SFA Default Activity
- CFDA: 000 SFA Default CFDA
- Cohort Year: PS Pre Splitter Cohort Year
- Sector: N Non - Governmental
- Source Code: GA Guaranty Agencies
- Cost Code: 0000 SFA Default Cost Code
- Institution: GA234 GA Institute 234
- Loan/Grant Type: 00 SFA Default Loan/Grant Type

Buttons: Clear, Cancel, OK

- Click the **Institution** field and click the **List of Values** icon on the “SFA COA” window to select the GA name from a list of valid values. The **Loan/Grant Type** field appears.

- Click the **OK** button. The “Distributions (SFA FMS) - # name” window appears.

The Distributions (SFA FMS) window shows the following details:

- Invoice Total: 15.00
- Distribution Total: 15.00
- Account: 0230X00.B.00.218001.ENNC000
- Description: Reimbursement from audit
- Account Description: FEELP Loans-Liq.CATEGORY B.Year 2000.Loan Guarantee .PROGRAM ANALYSIS
- Status: Never Approved
- Posted: No
- PO Number: [Empty]

Buttons: Prorate... 1, Reverse 1, View PO, Calculate Tax

20. Use the **scroll bar** to move the screen display to the right.
21. Click the **Description** field and type the reason for the miscellaneous invoice.
22. Click the **Save** icon on the **Toolbar** to save the invoice.
23. Click the **X** button to close the “Distributions (SFA FMS) - # name” window. The “Invoices (SFA FMS) -- #” window appears.

Approve Miscellaneous Invoice

Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	GA Instituti	100072	GA-SHOP	27-OCT-2000	27-OCT-00	USD	15.

Amount Paid: USD Holds: Distribution Total:
 Status: Posted:
 Desc:

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

24. Click the **Actions** button. The “Invoice Actions” window appears.

Invoice Actions

Approve

Approve Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Release Holds

Hold Name

Release Name

Release Reason

Print Notice

Printer

Sender Name

Sender Title

Cancel **OK**

25. Click the **Approve** check box and click the **OK** button. The FMS system will automatically conduct funds checking at this time. A “Note” window will appear to indicate whether any holds were either placed or released from the invoice. Therefore, if the invoice had no holds to begin with, the message “No holds placed or released” indicates that the invoice was approved.



26. Click the **OK** button on the “Note” window to continue. The “Invoices (SFA FMS) - #” window appears.

Invoices (SFA FMS) - FFEL234MI10312000

Action Edit Query Go Folder Special Help

Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Standard	GA Instituti	100072	GA-SHOF	27-OCT-2000	27-OCT-00	USD	15.

Amount Paid USD

Holds Status Desc

DistributionTotal Posted

Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

27. Verify that the **Status** field has been updated to Approved.

28. Click the **X** button to close the “Invoices (SFA FMS) - #” window.
 The “Invoices Batches (SFA FMS)” window appears.

Invoice Batches (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Name	Date	Control Count	Control Amount	[]
FFEL234MI10312000	27-OCT-2000	1	15	

Approve 1 Invoices

29. Click the **X** button to close the “Invoice Batches (SFA FMS)” window. The “Navigator – SFA FFELGA Payables” window appears.

End of activity.

