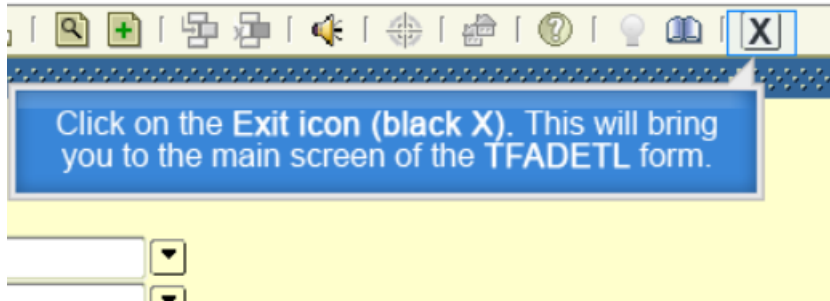


## How to Process an Invoice in Banner using the form TFADETL

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1. Login to **Banner** and click in the **Go To...** field.
2. Type **TFADETL** in the **Go To...** field and press the **Enter key** on your keyboard.
3. Click on the **Exit icon (black x)**, to bring you back to the main form.



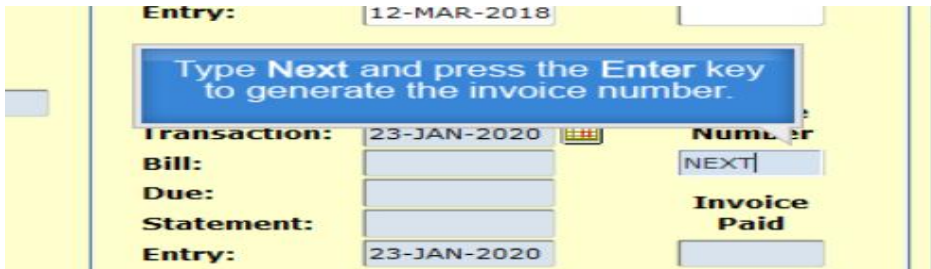
4. Enter the **Client ID number** in the **ID** field and press **Ctrl + Page Down** key.
5. Click on the **Insert Record icon**, to create a new sequence.
6. Enter the **Detail Code** in the **Detail code** field. The **Address Type** and **Sequence** will default in.

Balance:					
Source:	T				
Detail Code:	K001	French Course Revenue	Pay Num:		
Address Type:	BI	Sequence: 5	Doc Num:		
Units:			Trans Paid:		

7. Click in the **Amount** field.
8. Enter the **Amount of the invoice (before taxes)** in the **Amount** field.
9. Click in the **Pay Num:** field.
10. Type the **PO# (if applicable)** in the **Pay Num:** field.
11. Click in the **Doc Num:** field.
12. Type the **Sales Reference #** in the **Doc Num:** field.
13. Click in the **Invoice Number** field.

## How to Process an Invoice in Banner using the form TFADETL

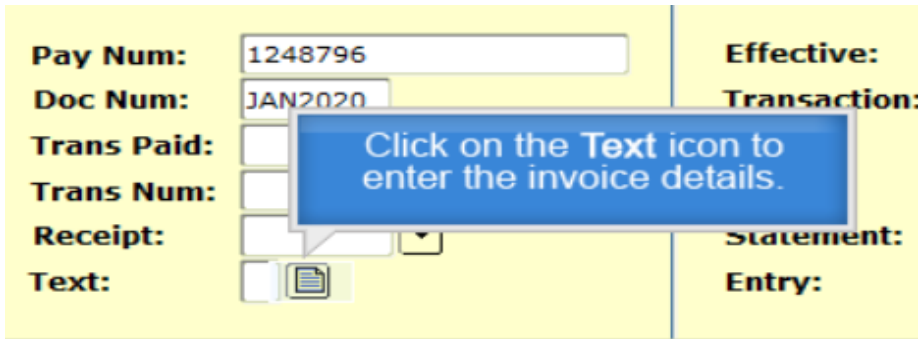
14. Type **Next** and press the **Enter** key on your keyboard in order to generate an invoice number.



The screenshot shows the TFADETL form with a blue callout box that reads: "Type Next and press the Enter key to generate the invoice number." The form fields include: Entry: 12-MAR-2018, Transaction: 23-JAN-2020, Bill: (empty), Due: (empty), Statement: (empty), Entry: 23-JAN-2020, and a button labeled "NEXT".

15. Click on the **Save icon (diskette)**.

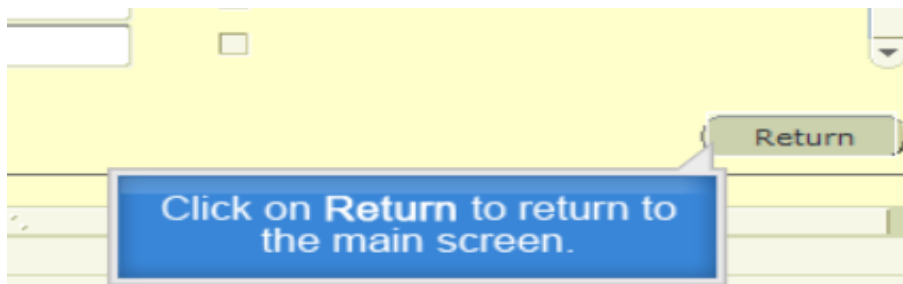
16. Click on the **Text icon**, to enter invoice details.



The screenshot shows the TFADETL form with a blue callout box that reads: "Click on the Text icon to enter the invoice details." The form fields include: Pay Num: 1248796, Doc Num: JAN2020, Trans Paid: (checkbox), Trans Num: (checkbox), Receipt: (checkbox), Text: (checkbox with a diskette icon), Effective: (checkbox), Transaction: (checkbox), Statement: (checkbox), and Entry: (checkbox).

17. Enter the **Text details**. (Details to appear on invoice - Who, What, Where, When, Why)

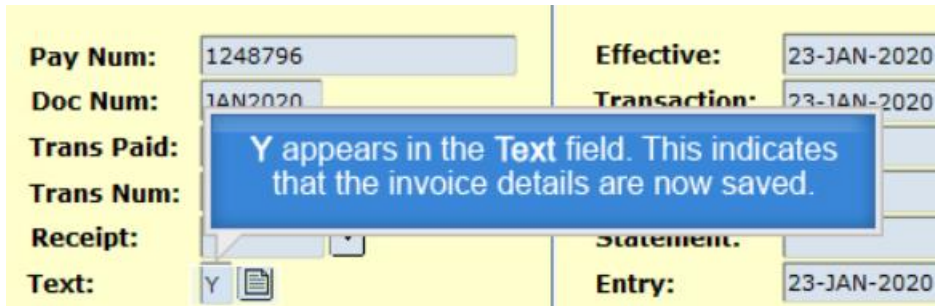
18. Click on **Return** to return to the main screen.



The screenshot shows the TFADETL form with a blue callout box that reads: "Click on Return to return to the main screen." The form fields include: Pay Num: 1248796, Doc Num: JAN2020, Trans Paid: (checkbox), Trans Num: (checkbox), Receipt: (checkbox), Text: (checkbox with a diskette icon), Effective: (checkbox), Transaction: (checkbox), Statement: (checkbox), and Entry: (checkbox). A button labeled "Return" is visible in the bottom right corner.

19. **Y** appears in the **Text** field. This means the details have been saved.

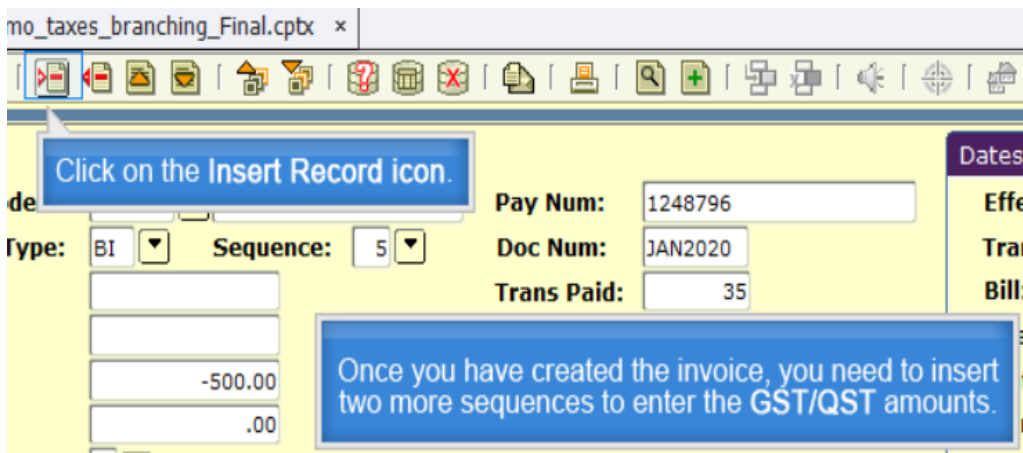
## How to Process an Invoice in Banner using the form TFADETL



Pay Num: 1248796      Effective: 23-JAN-2020  
Doc Num: JAN2020      Transaction: 23-JAN-2020  
Trans Paid:      Y appears in the Text field. This indicates that the invoice details are now saved.  
Trans Num:      Statement:  
Receipt:      Entry: 23-JAN-2020  
Text: Y

### To create a taxable invoice, continue with the steps below:

20. Click on the **Insert Record** icon.



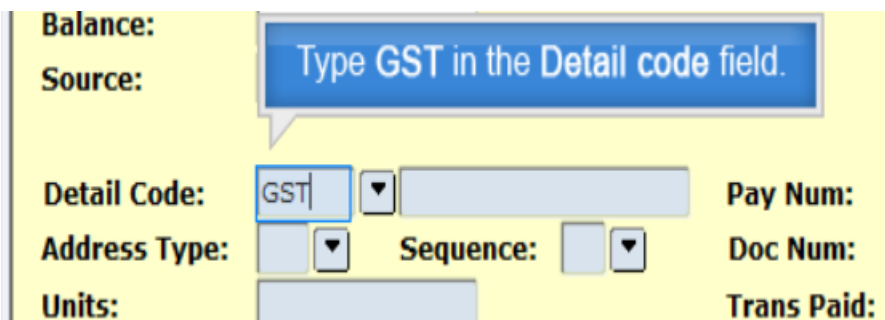
mo\_taxes\_branching\_Final.cptx x

Click on the Insert Record icon.

Type: BI      Sequence: 5      Pay Num: 1248796      Effective:  
Doc Num: JAN2020      Transaction:  
Trans Paid: 35      Statement:  
Bill:

Once you have created the invoice, you need to insert two more sequences to enter the GST/QST amounts.

21. Enter **GST** in the **Detail code** field.



Balance:  
Source:  
Detail Code: GST      Pay Num:  
Address Type:      Sequence:      Doc Num:  
Units:      Trans Paid:

Type GST in the Detail code field.

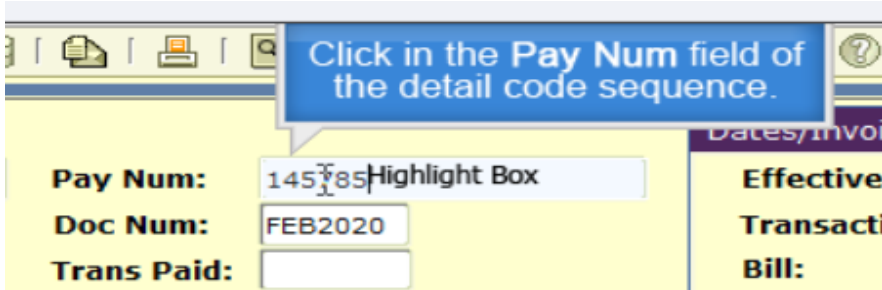
22. Click in the **Units** field.

23. Enter the **Amount of the invoice** in the **Units** field.

24. Click in the **Rate** field.

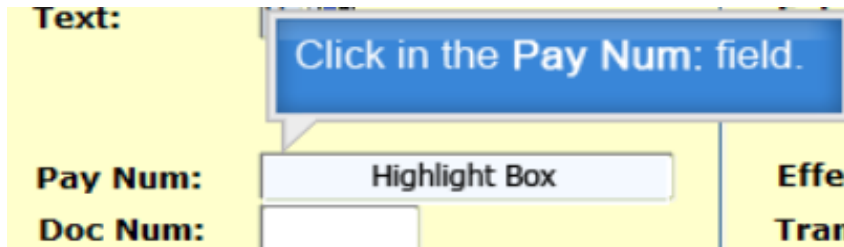
## How to Process an Invoice in Banner using the form TFADETL

25. Type **.05** in the **Rate** field and press the **TAB** key on your keyboard. This is the current rate of the GST (5%).
26. Click in the **Pay Num** field of the detail code sequence.



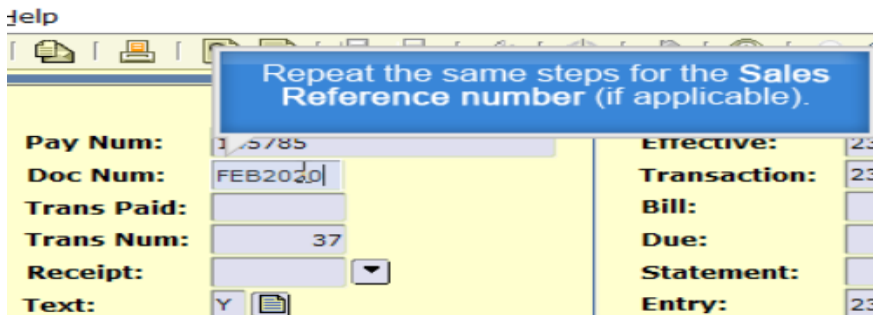
A screenshot of the TFADETL form. A blue callout box points to the 'Pay Num' field, which contains the text '145785' and is highlighted with a 'Highlight Box'. Other fields visible include 'Doc Num' with 'FEB2020', 'Trans Paid', 'Effective', 'Transaction', and 'Bill'.

27. **Copy** (Press Ctrl + C key) the **PO# (if applicable)**.
28. Click in the **Pay Num** field of the GST sequence.



A screenshot of the TFADETL form. A blue callout box points to the 'Pay Num' field, which contains the text '145785' and is highlighted with a 'Highlight Box'. Other fields visible include 'Text', 'Doc Num', and 'Effective'.

29. **Paste** (Press Ctrl + V key) the **PO# (if applicable)**.
30. Click in the **Doc Num** field of the Detail Code sequence.



A screenshot of the TFADETL form. A blue callout box points to the 'Doc Num' field, which contains the text 'FEB2020' and is highlighted with a 'Highlight Box'. Other fields visible include 'Pay Num' with '145785', 'Trans Paid', 'Trans Num' with '37', 'Receipt', 'Text', 'Effective', 'Transaction', 'Bill', 'Due', 'Statement', and 'Entry'.

31. **Copy** (Press Ctrl + C key) the **Sales Reference #**.
32. Click in the **Doc Num** field of the GST sequence.
33. **Paste** (Press Ctrl + V key) the **Sales Reference #**.
34. Repeat the same steps for the **Invoice Number**.

## How to Process an Invoice in Banner using the form TFADETL

Dates/Invoice	Feed/Cashier	Cross Ref
Effective:	23-JAN-2020	Invoice Number
Transaction:	23-JAN-2020	950745
Bill:		
Due:		
State:		
Entry:		

35. Click on the **Save icon (diskette)**, to save the GST sequence.

36. Click on the **Insert Record** icon to enter QST sequence.

File Edit Options Block Item Record Query Tools Help

Click on the Insert Record icon.

Detail Code Address Type: BI Sequence: 5 Pay Num: Doc Num: Trans Paid: Trans Num: Receipts:

37. Enter **QST** in the **Detail code** field.

Balance: Source: Detail Code: QST Pay Num: Doc Num: Trans Paid: Units: Address Type: Sequence:

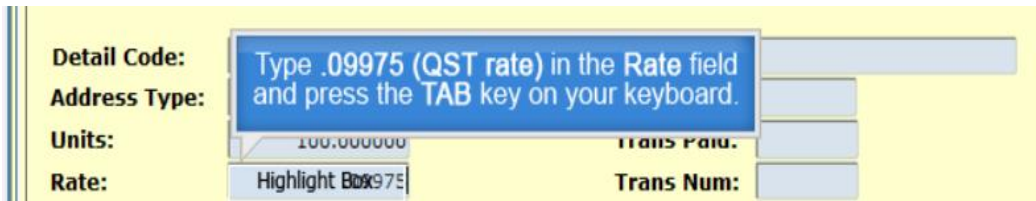
38. Click in the **Units** field.

39. Enter the **Amount of the invoice** in the **Units** field.

40. Click in the **Rate** field.

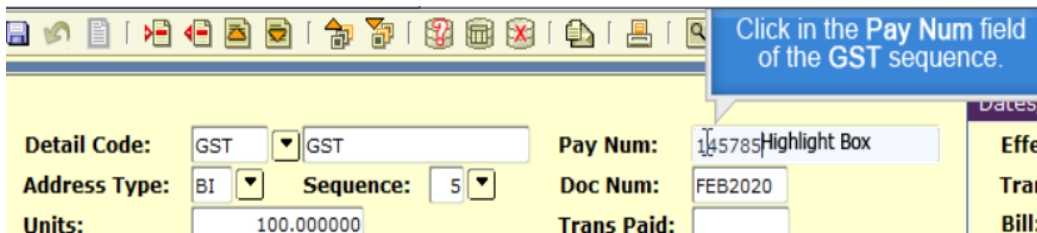
## How to Process an Invoice in Banner using the form TFADETL

41. Type **.09975** in the **Rate** field and press the **TAB** key on your keyboard. This is the current rate of the QST (9.975%).



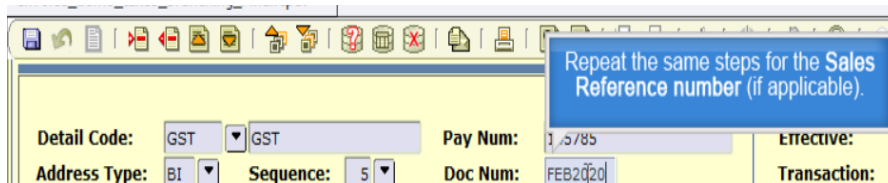
The screenshot shows the TFADETL form with a blue callout box over the Rate field. The callout text reads: "Type .09975 (QST rate) in the Rate field and press the TAB key on your keyboard." The Rate field contains ".09975" and is highlighted with a blue box. Other fields visible include Detail Code, Address Type, Units, Trans Paid, and Trans Num.

42. Click in the **Pay Num** field of the **GST** sequence.



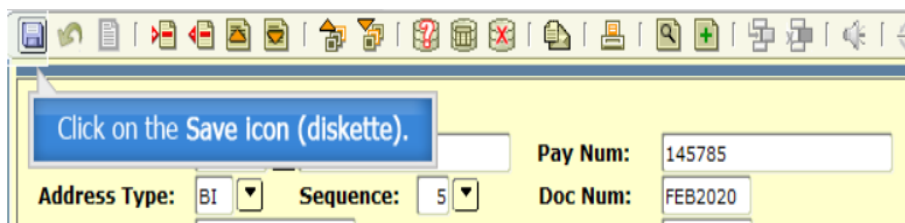
The screenshot shows the TFADETL form with a blue callout box over the Pay Num field. The callout text reads: "Click in the Pay Num field of the GST sequence." The Pay Num field contains "145785" and is highlighted with a blue box. Other fields visible include Detail Code (GST), Address Type (BI), Sequence (5), Doc Num (FEB2020), and Trans Paid.

43. **Copy** (Press Ctrl + C key) the **PO# (if applicable)**.
44. Click in the **Pay Num** field of the **QST** sequence.
45. **Paste** (Press Ctrl + V key) the **PO# (if applicable)**.
46. Click in the **Doc Num** field of the **GST** sequence.
47. **Copy** (Press Ctrl + C key) the **Sales Reference #**.
48. Click in the **Doc Num** field of the **QST** sequence.



The screenshot shows the TFADETL form with a blue callout box over the Doc Num field. The callout text reads: "Repeat the same steps for the Sales Reference number (if applicable)." The Doc Num field contains "FEB2020" and is highlighted with a blue box. Other fields visible include Detail Code (GST), Address Type (BI), Sequence (5), Pay Num (145785), Effective, and Transaction.

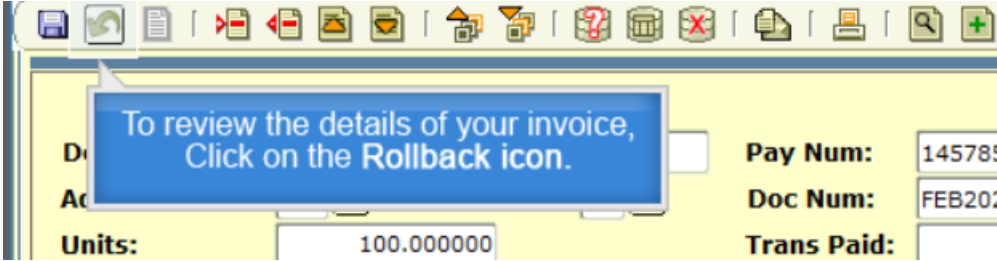
49. **Paste** (Press Ctrl + V key) the **Sales Reference #**.
50. Repeat the same for the **Invoice Number**.
51. Click on the **Save icon (diskette)** to save the QST sequence.



The screenshot shows the TFADETL form with a blue callout box over the Save icon (diskette) in the toolbar. The callout text reads: "Click on the Save Icon (diskette)." The Pay Num field contains "145785" and the Doc Num field contains "FEB2020".

# How to Process an Invoice in Banner using the form TFADETL

52. Click on **Rollback** to review the invoice.



53. Press Ctrl + Page Down key on your keyboard.