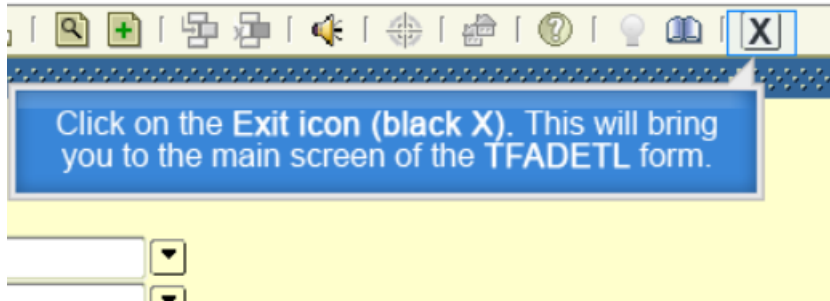# How to Process an Invoice in Banner using the form TFADETL

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.

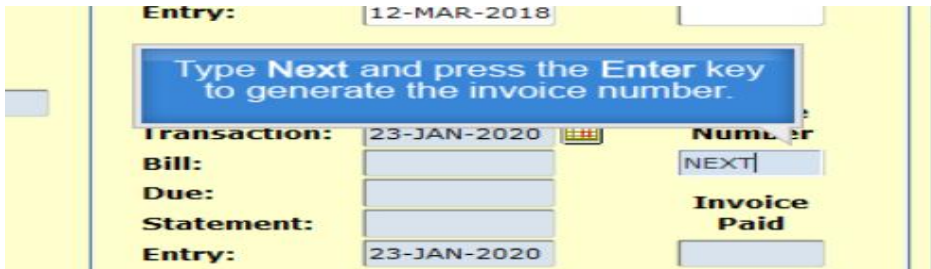3. Click on the **Exit icon (black x)**, to bring you back to the main form.

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.

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.

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

15. Click on the **Save icon (diskette).**
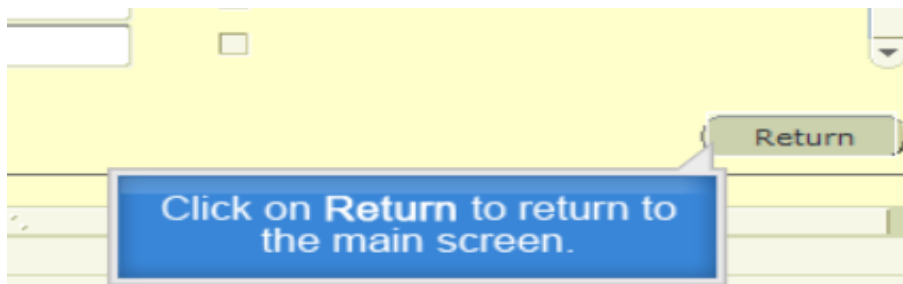
16. Click on the **Text icon**, to enter invoice details.

17. Enter the **Text details**. (Details to appear on invoice - Who, What, Where, When, Why)
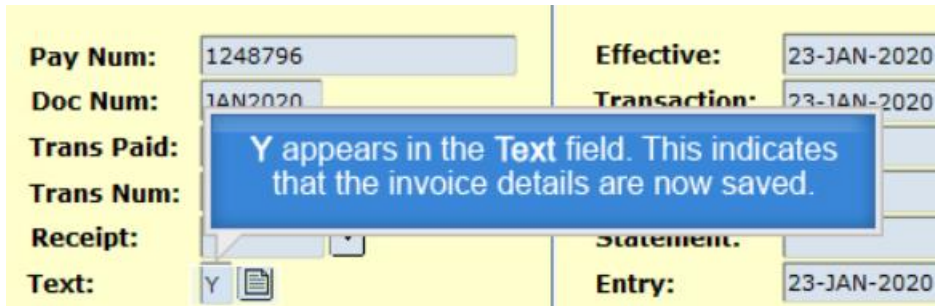
18. Click on **Return** to return to the main screen.

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

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

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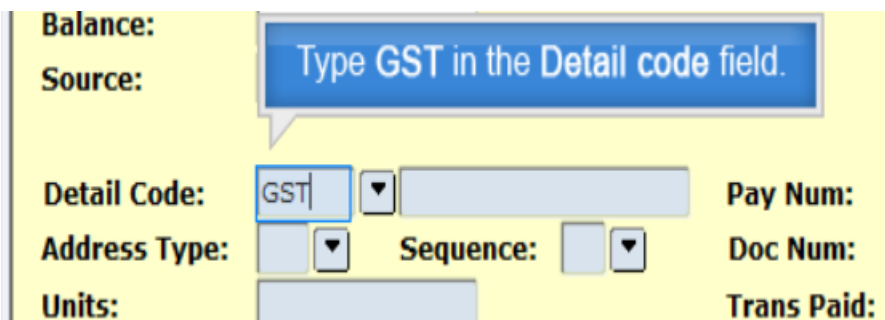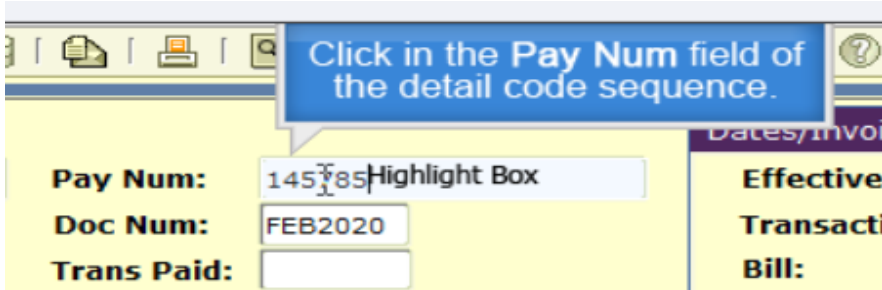

21. Enter **GST** in the **Detail code** field.

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

23. Enter the **Amount of the invoice** in the **Units** field.
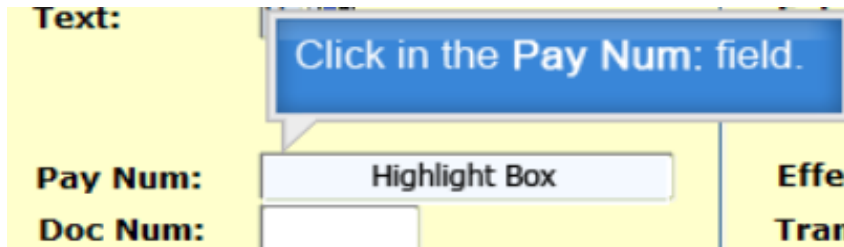
24. Click in the **Rate** field.

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25. Type **.05** in the **Rate** field and press the **TAB** key on your keyboard. This is the current rate of the GST (5%).

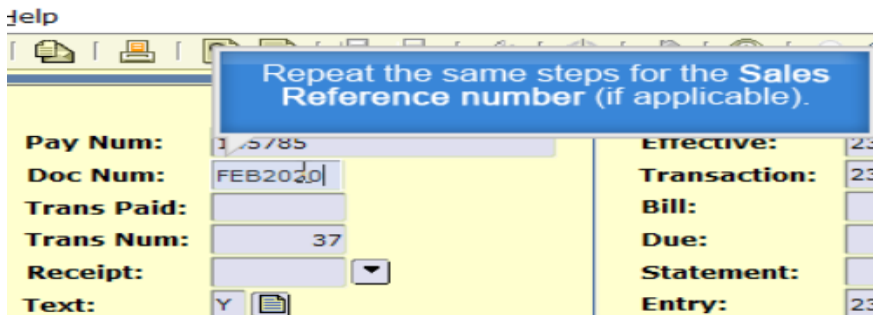26. Click in the **Pay Num** field of the detail code sequence.

27. **Copy** (Press Ctrl + C key) the **PO# (if applicable)**.

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

29. **Paste** (Press Ctrl + V key) the **PO# (if applicable)**.

30. Click in the **Doc Num** field of the Detail Code sequence.

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**.

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

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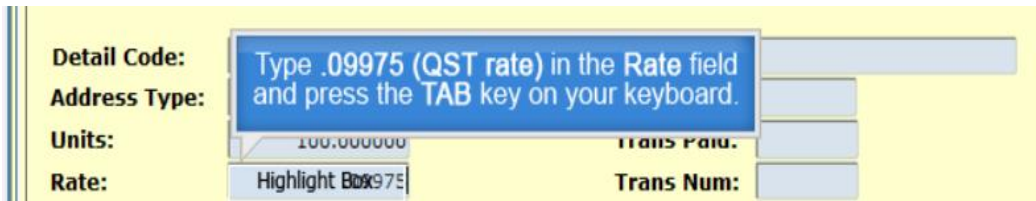

37. Enter **QST** in the **Detail code** field.

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

39. Enter the **Amount of the invoice** in the **Units** field.
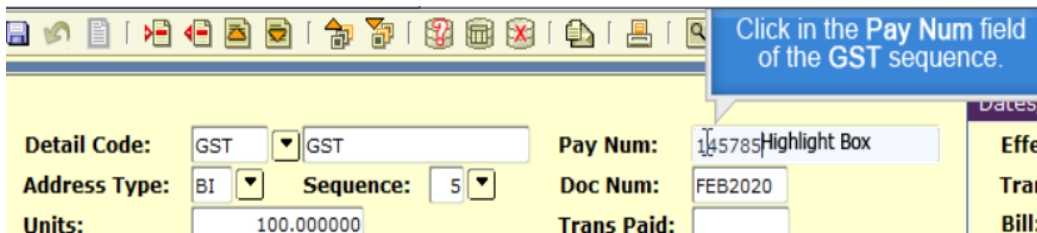
40. Click in the **Rate** field.

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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%).
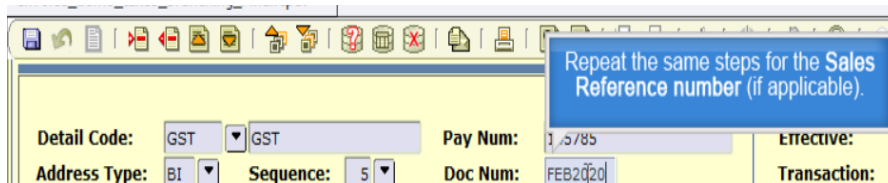

42. Click in the **Pay Num** field of the **GST** sequence.

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 #**.

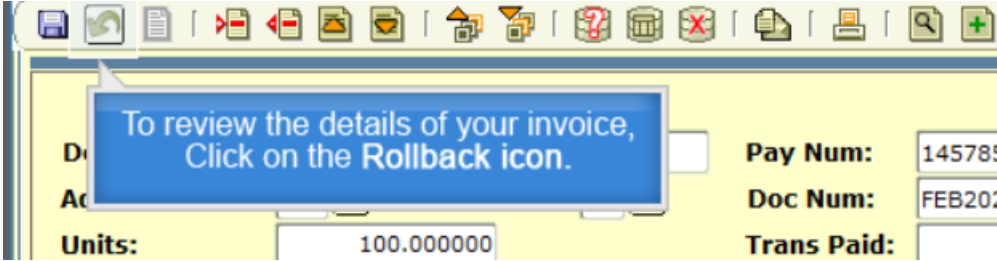48. Click in the **Doc Num** field of the **QST** sequence.

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.

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

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