Service Agreement Invoicing Process

When invoicing against a Purchase Order (PO), the vendor is required to complete the MURC Service Agreement Invoice to ensure all relevant information is properly recorded and that the invoicing aligns with the terms of the service agreement. It is alright if the vendor attaches their own invoice, but they must use the MURC Invoice. **This document must be completed by the vendor.**

The **agreement number (RC-P# or P#)** must be included on all invoices. This number is on the final PO (fully executed service agreement), a copy of which the vendor should have on file. Including this number helps to streamline the processing and ensures accurate tracking of the contract.

Complete the Vendor Section	The vendor must fill out all necessary details in the "To be completed by vendor" section of the invoice. This includes the vendor's name, contact information, and other requested details.
Assign an Invoice Number	The vendor will assign a unique invoice number and include the date of the invoice.
Step Check the Final Invoice Box	If applicable, the vendor should check the box indicating whether this is the final invoice for the service agreement.
Provide Service Details	The invoice must include a brief description of the services provided. For vendors paid on an hourly basis, a detailed breakdown of the days worked, hours worked per day, and the rate of pay should be listed. This breakdown ensures transparency and clarity for both parties involved.
Total Amount and Signature	All invoices must include the total amount for the services rendered. The vendor must sign and date the invoice, certifying that the charges are true and accurate as per the agreement.
PI Review and Approval	The Principal Investigator (PI) will review the charges and ensure they align with the services described in the service agreement. Once the PI is satisfied, they will sign the invoice on the designated line at the bottom of the form.
Submit for Processing	The signed invoice, along with any required supporting documentation, should be sent to Kristen Webb, Contract and Subaward Compliance Officer and copy Kristen Martin, Senior Finance Officer for review. Once reviewed and approved, it is submitted for payment.
Ensure Payment Received	PIs are responsible to ensure that the vendor has received the payment. You can use Banner Screen FGIENCD.

Updated on 3/21//2025

Banner Screen FTIIDEN

Visit Banner here and use screen FTIIDEN in the search bar. This screen will be used first to locate the vendor number (FEIN# if working with an organization). You will need to use screen **FTMVEND** to view the vendors address.

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1. Click on the light green box under the 'Last Name' field

2. In the 'Last Name' box, type the Vendor's name.

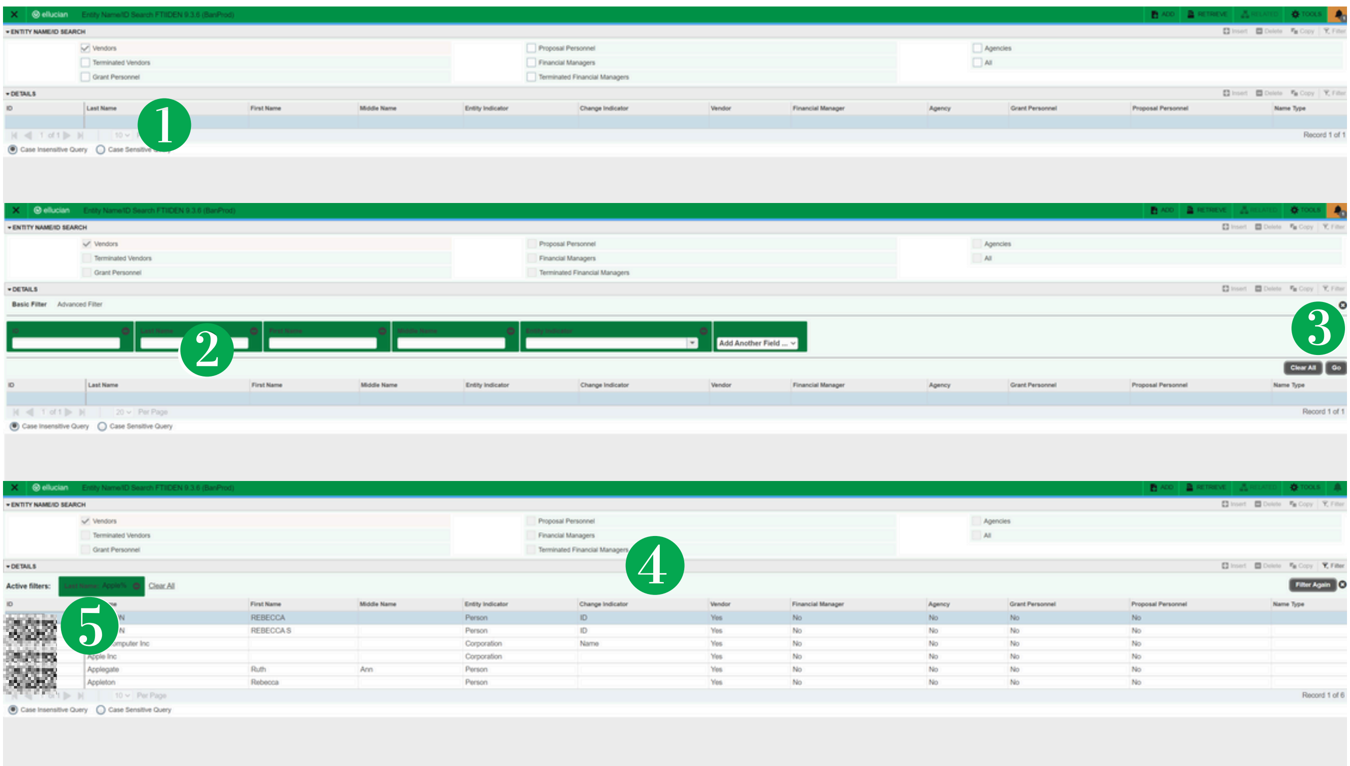
Hint: If you are unsure of the exact name, you can try a variation of what you think it may be and type the wildcard, %, after the name. It will pull up all IDs in Banner that have those characteristics.

3. Hit F8, or click 'Go'

4. It will populate all the options with your search criteria

5. The vendor number (FEIN #) can be located in the ID box.

6. Write down the vendor number (FEIN #). It will be needed to view the address in Banner screen **FTMVEND**.



Banner Screen FTMVEND

Visit Banner here and use screen **FTMVEND** in the search bar. This screen is used to view the vendors address to ensure you are working with the correct vendor.

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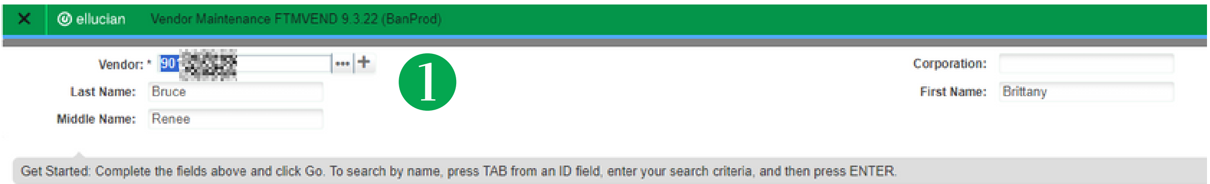
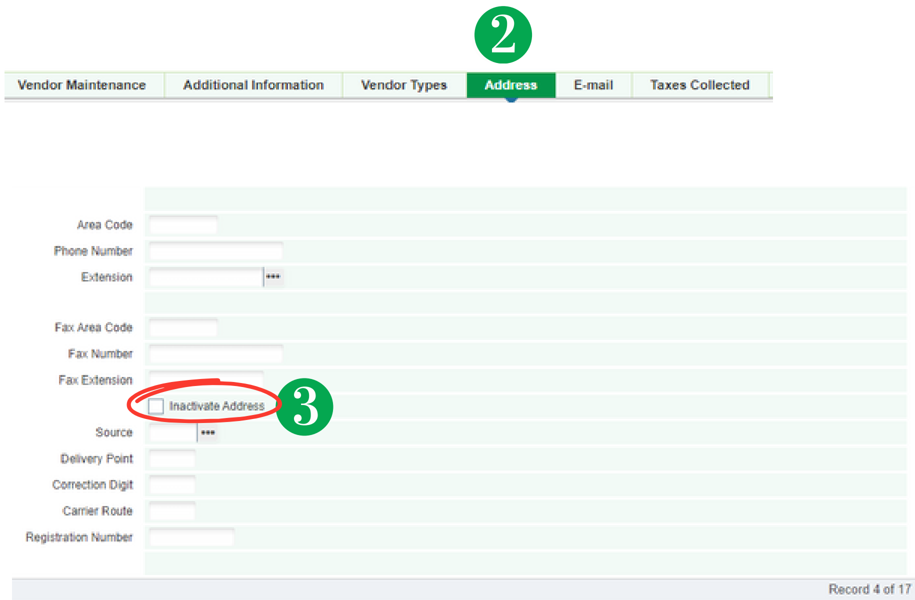
1. Type in the vendor number and click ‘Go’

2. On the next screen select ‘Address’ to check that you are working with the correct vendor.

3. If the vendor has multiple address records, you will need to use the arrows to move through the records to find the one with the ‘Inactivate Address’ box unchecked. This is the current address for the vendor.





Setting up a New Vendor

The Marshall University Purchasing Office has a registration form that the vendors must complete. The PI/PD will need to email the vendor with the below language, where they will answer some question and attach a copy of there W-9.

Email to send to vendor:

Hello - I hope you are well. As a new vendor you will need to be set up in the Marshall University payment system, you will need to complete a Vendor Registration Form that has been provided online for your convenience.

The form can be found here https://www.marshall.edu/purchasing/resources/vendor-registration/

Once you are on the Office of Purchasing webpage, click on Complete Vendor Registration Form. You will follow the instructions, if there is a field that does not apply to you, fill in NA in that space. At the top left you will see TIN: please add your Social Security number there, as the purchasing office is working to change the label for that spot.

Next, click on the W9 link in blue and fill out a W9 for tax purposes.

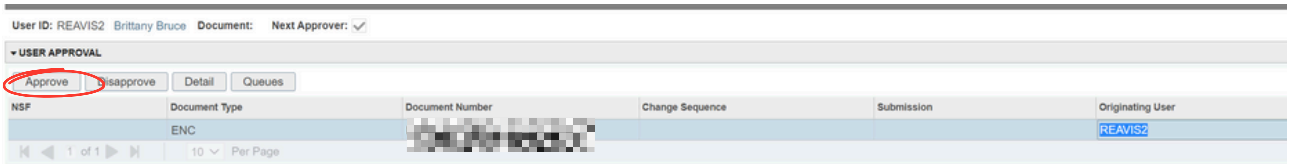
Please let me know once you have completed this.
Thank you,

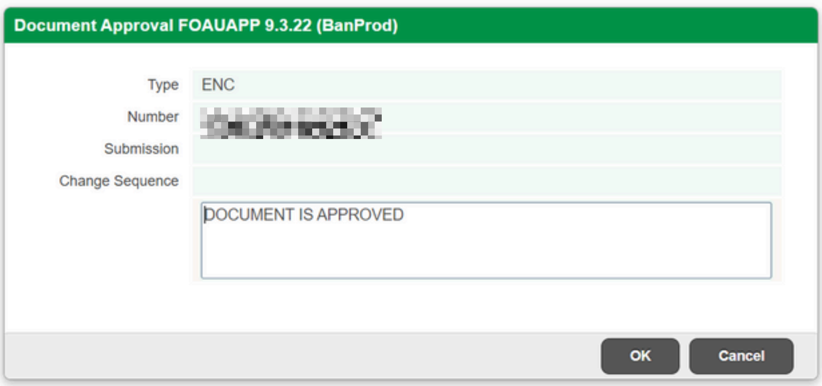
Banner Screen FOAUAPP

Visit Banner *here* and use screen FOAUAPP in the search bar:

This screen will allow you to see all encumbrances in your approval queue.

The first screen will have your User ID prefilled just hit go. On the next screen, you will see the encumbrance(s) that need approval. Select an option and hot ok. In the top right corner, you will see a green box that says Document has your approval.



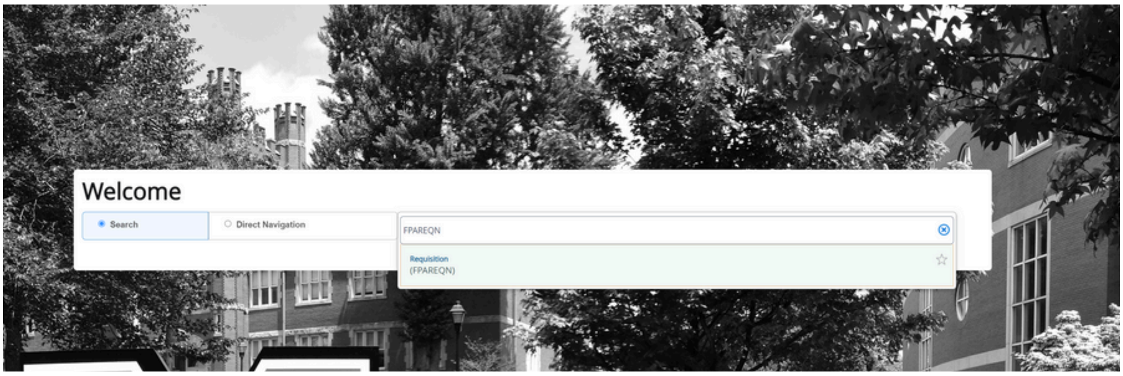


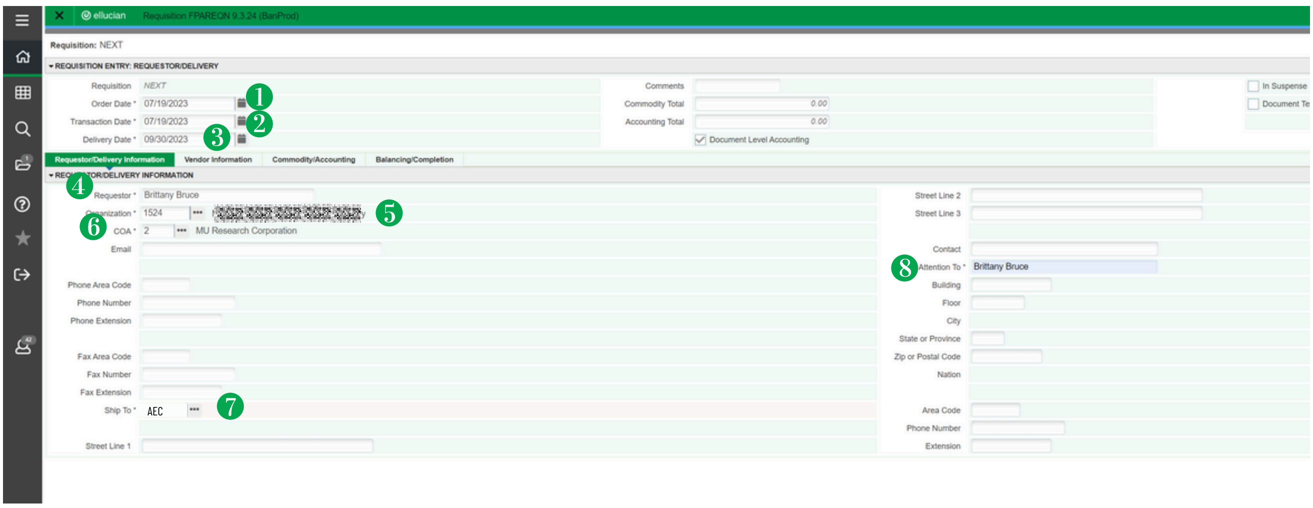
Creating a Requisition

Visit Banner *here* and use screen FPAREQN in the search bar:
On the next screen type NEXT in the Requisition Number box. Then hit GO or use Alt Page Down.

First Screen: Requestor/Delivery Information
Fill in:
1. **Order Date** – This should prefill
2. **Transaction Date** – This should be prefilled
3. **Delivery Date -** Type in the date for the end of the fiscal year
4. **Requestor** – Your name (This should be prefilled)
5. **Organization** – This is the org. for the department that is associated with the fund
6. **COA** - 2 (MU Research Corporation).
7. **Ship to** - AEC
8. **Attention to -** Preferred department administrator

Click the down arrow or hold down the Alt & Page Down buttons to continue





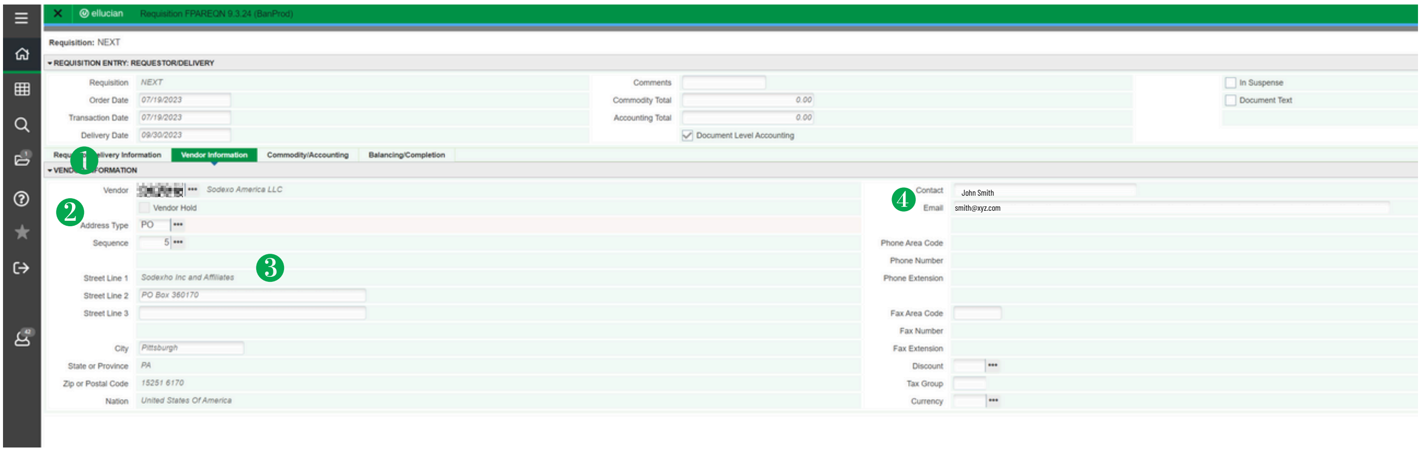
Creating a Requisition

Second Screen: Vendor Information

Fill in:

1. **Vender** – If you do not know the vender #, you can hit the three dots to search.
    - Go to the last name and put an % before and after your search.
    - Hit go and a list should pop up.
    - Click the correct vendor information. This will return you to the previous page.
2. **Sequence** - 1 (This should be prefilled).
3. **Address Type** - PO (This should be prefilled).
4. **Contact** - Provide the vendor name and email address.

Click the down arrow or hold down the alt & page down button to continue



Third Screen: Commodity/Accounting

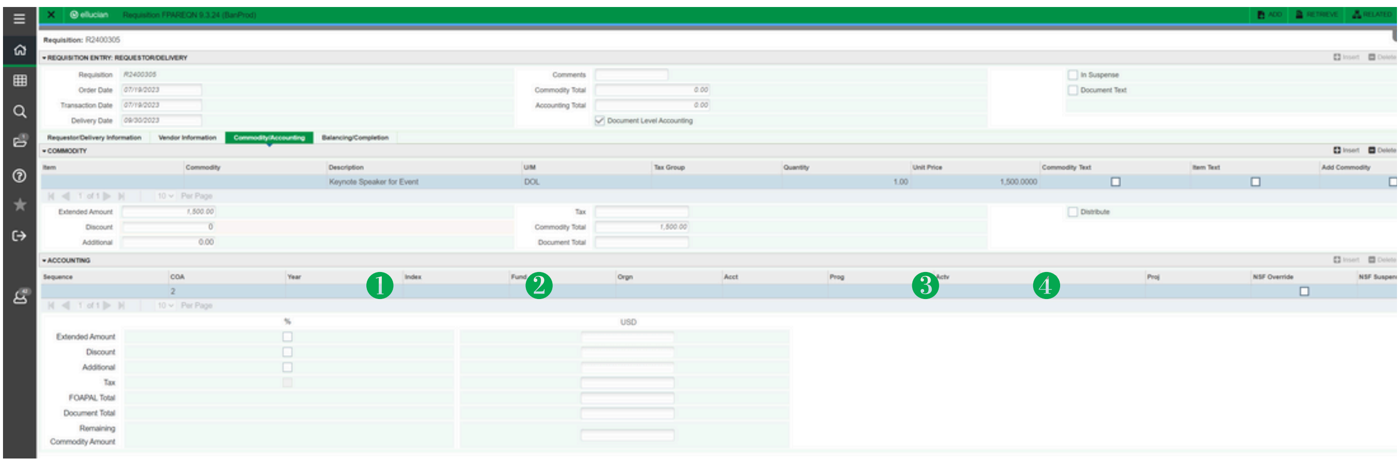
Reminder: Write down the requisition number at this step.

Commodity Section:

Fill in:

1. **Description** - Service Agreement
2. **U/M** - This will be DOL (dollars)
3. **Quantity** - Amount listed on the agreement.
4. **Unit Price** - 1

Remember: Use the TAB button to move to the next section.



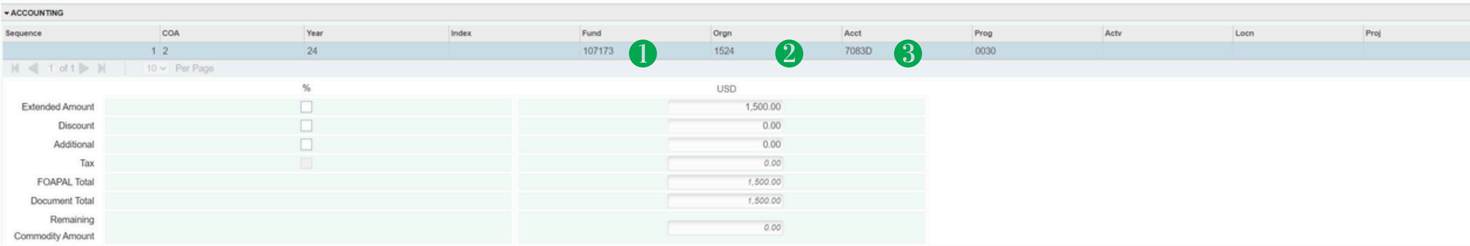
Creating a Requisition

Accounting Section:
Hold Alt & Page Down buttons to continue to the accounting section and always use the TAB button to move through each section.

Fill in:

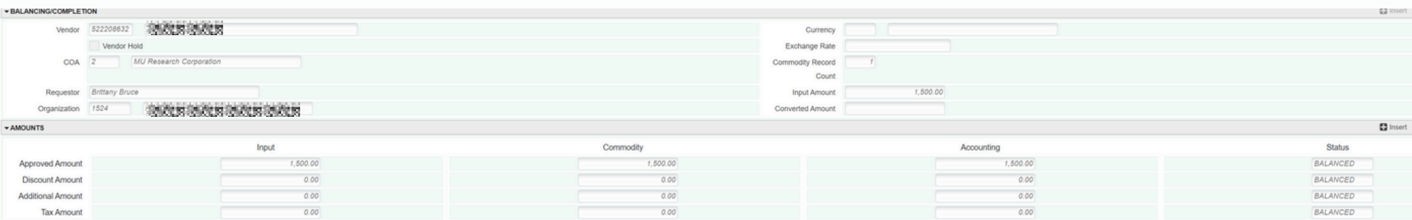
1. **Fund**
2. **Org**
3. **Orgn Acct** - You can find the appropriate account code by selecting the three dots in the Acct box.
   Example: Contractual Services - 70257.

Hit F10 to save and then Alt Page Down



Balancing/Completion Section:

- Everything on this page will be prefilled.
- IMPORTANT: Make sure to write down the requisition # that is listed at the top of the page. Once you complete the requisition there is no way to go back and get the requisition #.
- At the bottom left side of the screen hit complete.



Banner Screen FGIENCD

You will now see the Encumbrance Information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO

Note the following Encumbrance Information:

1. **Description** – vendor name
2. **Status** – O or C indicates whether the PO is open or closed
3. **Type** – P indicates that this is a PO
4. **Date Established** – date PO was created
5. **Balance** – balance left on PO
6. **Vendor** – vendor ID and name

Note the following Encumbrance Details:

1. **Item** – a numbered list of what was ordered on the PO
2. **Sequence** – each different Fund, Orgn, Acct, and Prog (FOAP) combination on a line is considered to be a sequence
3. **Fiscal Year** – FY in which PO was created
4. **Status** – O or C, indicating open or closed
5. **Commit Indicator** – U
6. **Index, Fund, Orgn, Acct, and Prog**
7. **Encumbrance** – original amount encumbered on this line
8. **Liquidation** – total of all payments made against the line
9. **Balance** – encumbrance remaining on the line

As you scroll through the lines in the Encumbrance Detail, the Transaction Activity section reflects the activity for each line

A few Transaction Types:

- **PORD** = PO created
- **CORD** = Change to PO (a.k.a. "Change Order")
- **INEI** = Invoice entry
- **ICEI** = Invoice cancellation
- **E090** = Encumbrance roll from the previous year