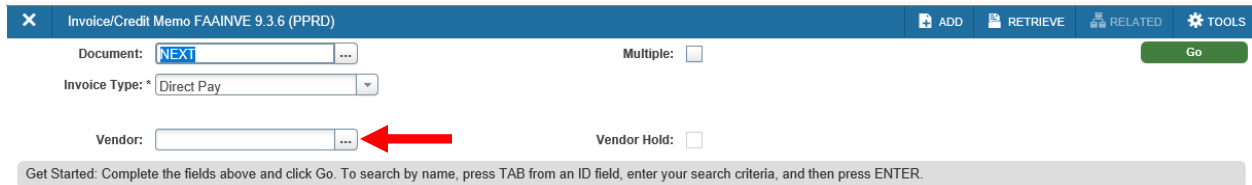


How to Create a Direct Pay

- 1) Login to Banner and go to FAAINVE (Invoice/Credit Memo).
- 2) In the *Document* field, type in **NEXT**. If you know the Z # of the vendor, type that in or click on ... shown below to search the vendor.



Invoice/Credit Memo FAAINVE 9.3.6 (PPRD)

Document: ... Multiple:

Invoice Type: *

Vendor: ... Vendor Hold:

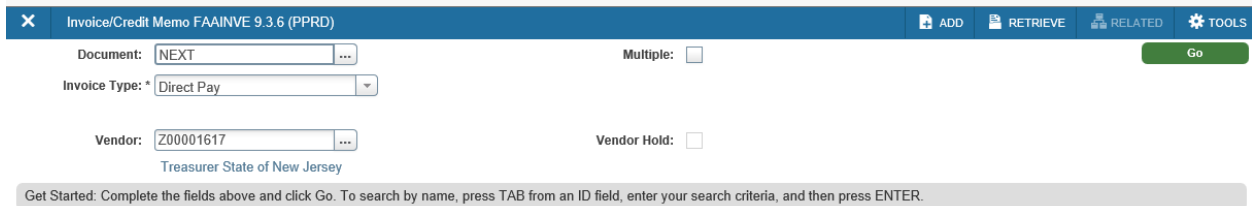
Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Vendor Search

- Click on Entity Name/ID Search (FTIIDEN).
- Click on the drop-down menu under DETAILS and choose *Last Name*.
- Leave the second drop-down menu as *Contains*, and then type in the vendor name in the open box and click on *Go*.
- ***Note that the first letter of the first word must be capitalized. You can type in one word and all vendors that have that word in their name will appear in the list.***
- Select the appropriate vendor by either double-clicking on it or click once and then **SELECT** on the bottom right corner of the page.

- 3) The *Vendor* field will populate; then click on **Go**.



Invoice/Credit Memo FAAINVE 9.3.6 (PPRD)

Document: ... Multiple:

Invoice Type: *

Vendor: ... Vendor Hold:

Treasurer State of New Jersey

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- 4) Update the invoice date if needed. Check the address to ensure it is accurate and that it is an **RT** address. If the address is not correct, click on the three dots in the *Sequence Number* field to search the existing addresses that are in the system. When you see the one you want, click **SELECT** on the bottom right of the page. If you do not see the correct address listed, please contact Purchasing to have the address added for this vendor.

- 5) Tab through and Type **01** in the *Bank* field.

- 6) Type in the invoice number in the *Vendor Invoice* field. If there is no vendor invoice number, one can be created. Keep in mind that this description shows on the paystub. Here are some examples:
CAND 2/27/18 – candidate travel and date
TVL 10/1-10/8 – travel and dates covered by reimbursement
EVNT 5/22/18 – event and date of event
HERC FY19 – name of organization and fiscal year of membership

- 7) Click on the Next Section symbol on the bottom left of the screen to continue to the next page.



- 8) Tab over to Commodity Description and fill in that field. ***Note that this description prints on the check. ARE, contract, and confirmation numbers should be included in this field if appropriate***

- 9) Enter the amount of the direct pay in the *Approved* field and click on Next Section to continue to the next page.

Amounts	
Approved	<input type="text" value="150"/>
Discount	<input type="text" value="0.00"/>
Additional	<input type="text" value="0.00"/>

To enter additional commodity lines, go back to the commodity description field, click on the down arrow on your keyboard, enter in another approved amount, and then click on next page.

- 10) Tab through and complete the FOAPAL.

11) Click on Next Section to continue to the last page. Click on **ADD** to scan/attach all related documents as backup. (Refer to the BDMS doc under the Disbursement Services webpage under Banner 9 Finance for step-by-step instructions).



Invoice/Credit Memo FAAINVE 9.3.6 (PPRD) ADD RETRIEVE RELATED TOOLS

Document: I0328339 Multiple: Invoice Type: Direct Pay Vendor: Z00001617 Treasurer State of New Jersey Vendor Hold: Start Over

BALANCING COMPLETION Insert Delete Copy Filter

	Input	Exchange Rate	Converted	
Amount	<input type="text" value="150.00"/>	<input type="text"/>	<input type="text"/>	
Amount Type	Header	Commodity	Accounting	Status
Approved	<input type="text" value="150.00"/>	<input type="text" value="150.00"/>	<input type="text" value="150.00"/>	BALANCED
Discount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	BALANCED
Tax				
Additional	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	BALANCED

Complete In Process

12) Click on **Complete** if you are completely finished with the direct pay or click on **In Process** to save the direct pay to complete at a later time.