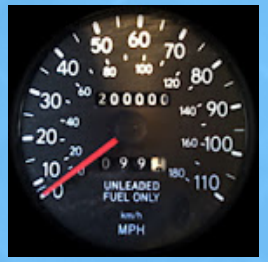
DIRECT PAYS
BANNER 9 ADMIN PAGES

ACCOUNTS PAYABLE

WHEN CAN I ENTER A DIRECT PAY?

EXAMPLES INCLUDE:



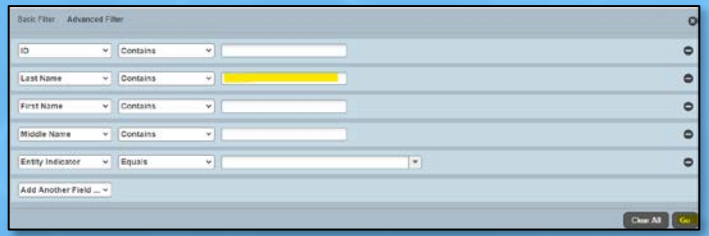
- Same-day Travel Reimbursements
- Memberships
- Fees, Licenses, Fines
- Cell Phone Reimbursements

- Contracted Services below $5,000 that have been reviewed by General Counsel and returned with an L#

WHAT DO YOU NEED BEFORE CREATING A DIRECT PAY?

VENDOR'S Z NUMBER – if this is a new vendor, work with the Purchasing Department to have the vendor added to the system

- Go to FTMVEND (Vendor Maintenance) and click on the three dots (…) next to the Vendor field.
- Click on Advanced Filter
- In the Last Name row, enter the vendor name in the empty field. You can enter one word and all vendor names that contain that word will appear in the list. Then click Go.



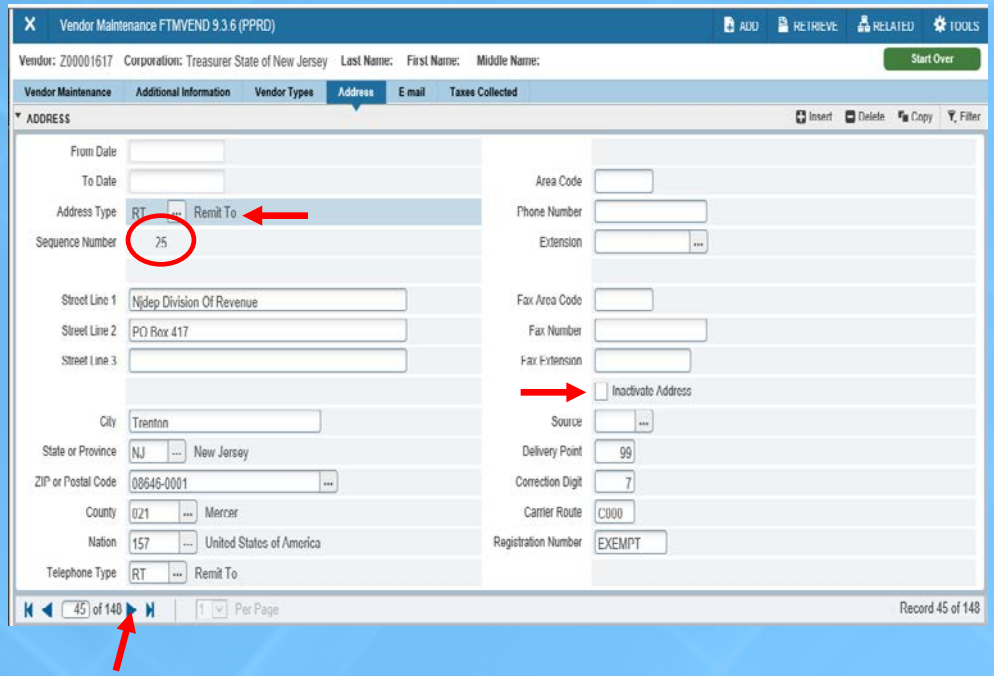
- Select the appropriate vendor by double-clicking on it or click once and then **SELECT** on the bottom right of the page.
- Write down the Z # and then click Go.

continued

CORRECT ADDRESS

- Click on the address tab and then click on the arrow to go through the addresses. You want to be sure that you are looking at only active RT (Remit To) addresses.

- Once you have located the correct address, write down the Sequence Number. If you do not see the correct address listed, contact Purchasing to have the address added for this vendor.



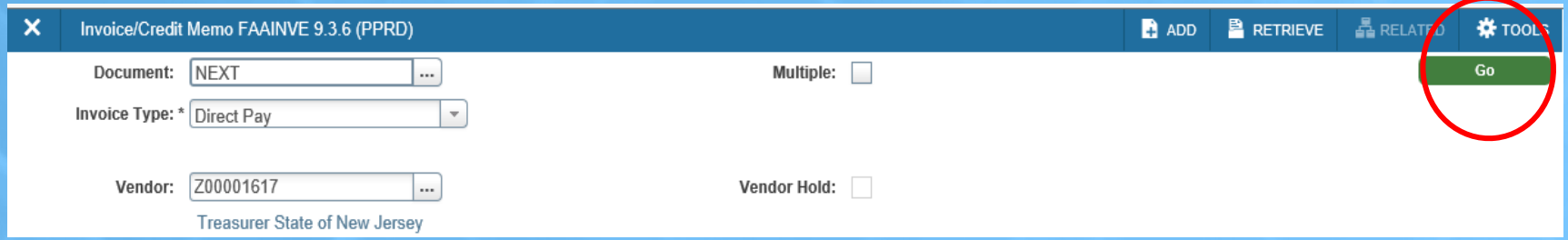
ADDITIONAL ITEMS YOU MAY NEED

DEPENDING ON THE TYPE OF DIRECT PAY, YOU MAY ALSO NEED:

- Invoice/Bill
- Payment Voucher Form
- Copy of Contract and L #
- All backup travel-related documentation such as receipts, Google Maps docs, etc.
- FOAPAL – Fund, Organization, Account, Program (always needed)

STEPS TO CREATING A DIRECT PAY

1. Log into Banner and go to FAAINVE (Invoice/Credit Memo)
2. In the Document field, type NEXT and TAB to the Vendor field.
3. Type in the Z # for the vendor and then click on *Go*.



INVOICE/CREDIT MEMO HEADER

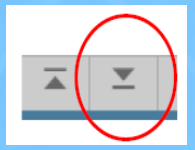
4) The following fields need to verified or added by you on the Invoice/Credit Memo header:

- **Invoice Date:** Update if needed (drives the payment date)
- **Transaction Date:** Defaults to the date you are entering the direct pay
- **Address:** Verify that it is the sequence number you want and that the Address Code is RT
- **Payment Due Date:** Automatically updates based on the Invoice Date and Vendor File. The Vendor File will also determine if the vendor will be mailed a check or receive a direct deposit.
- **Bank**: 01
- **Vendor Invoice:** This must be filled in using the actual invoice number. If there is no invoice number, one can be created. EXAMPLES:

  CAND 2/27/18 – candidate travel and date

  HERC FY19 – name of organization and fiscal year of membership

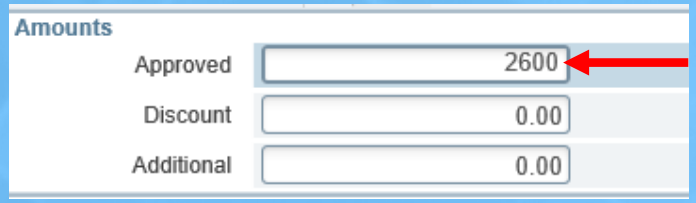
5) Click on Next Section symbol on the bottom left of the screen to continue to the next page.



COMMODITY INFO

6) TAB over to the Commodity Description and fill in that field. As much information should be entered here as possible as this description prints on the check stub and will ensure the payment is being applied properly. ARE/Pre-Approval, contract, and confirmation numbers should be included in this field if appropriate.

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

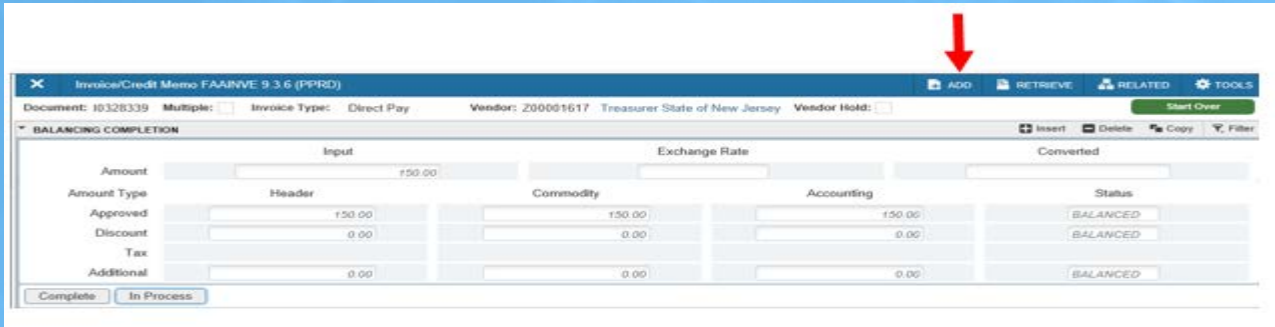


- Check pick-up – An email needs to be sent to AP requesting a check pick-up
  - This is an exception – please cc you BUM on the email request
- Enclosure – Please send an email to AP and attach the what needs to be enclosed to the email

INVOICE/ACCOUNTING DISTRIBUTION

8) TAB through and complete the FOAPAL then TAB through and verify the amount is correct.

9) Click on Next Section to continue to the last page. Click on ADD to scan/attach all related documents as backup.



10) Click on **Complete** if you are finished with the direct pay or click on **In Process** to save the direct pay to complete at a later time (be sure to write down the I# if you need to go back to it). You can view a completed direct pay by going to FAIINVE and entering the I#.

HOW TO CREATE A DIRECT PAY

DEMO

APPROVALS AND MAKING CHANGES TO A DIRECT PAY

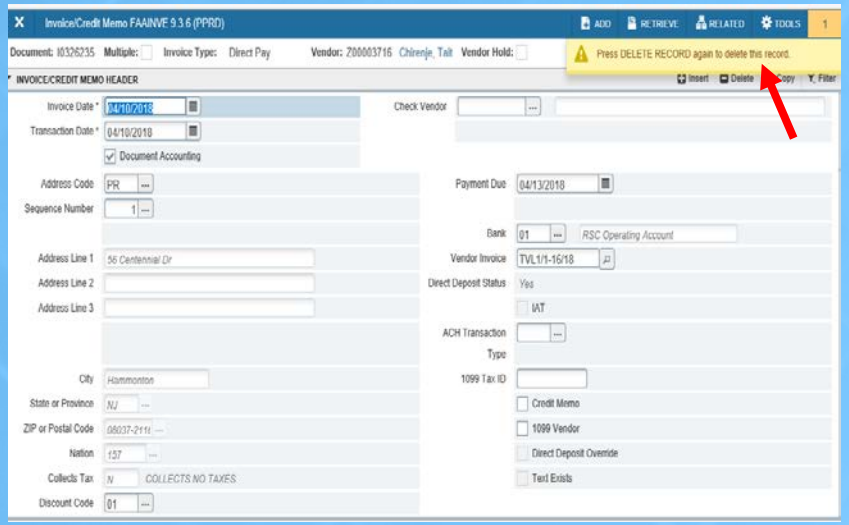
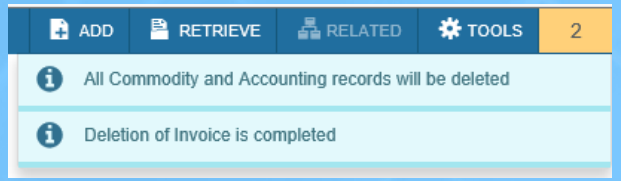
APPROVALS

- Your completed direct pay will need to be approved by your Budget Unit Manager.
- After BUM approval, Accounts Payable will need to review and approve. Additional approvals may be needed for high dollar amount direct pays.
- If your direct pay has been disapproved, Disbursement Services will email you as to the reason and what is needed.

MAKING CHANGES

- All changes needed to the document itself should be made by going to FAAINVE and entering the I#. Once in the document, change the transaction date to the date you are making the changes, TAB through, make the necessary changes, and click on Complete.
- Issues with backup – Go to FAIINVE (Invoice/Credit Memo Query) and enter the I#. Click on Retrieve to view backup. Click on Add to attach/scan backup.
- NSF – Work with the Budget Dept. to clear the NSF, go into the document using FAAINVE, change the transaction date, TAB through the Accounting portions and re-complete.

HOW TO REMOVE A DIRECT PAY

- You are only able to remove a direct pay if it has not been completed or if it has been disapproved.
- If you would like to remove a completed document, contact Disbursement Services.

1. Go to FAAINVE – Invoice/Credit Memo
2. Type the I# in the Document field and click on Go. You will be taken to the Invoice/Credit Memo Header.
3. Click on Delete. You will get a message to press Delete Record again. Click on Delete a second time.
4. You will receive a message that the deletion of the invoice has been completed.