

# DIRECT PAYS BANNER 9 ADMIN PAGES

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ACCOUNTS PAYABLE



# WHEN CAN I ENTER A DIRECT PAY?

EXAMPLES INCLUDE:

- Same-day Travel Reimbursements for Employees
- Student and Candidate Travel Reimbursements
- Memberships & Subscriptions
- Fees, Licenses, Fines
- Cell Phone Reimbursements
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# WHEN SHOULD I NOT ENTER A DIRECT PAY?

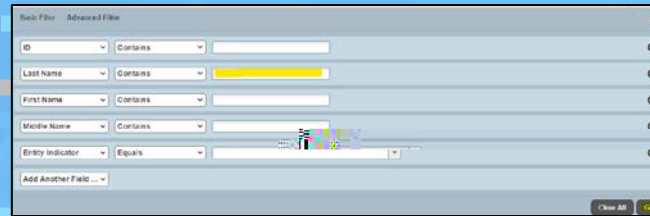
EXAMPLES INCLUDE:

- Services On-Campus
  - Includes payments to individuals
- Contracted Services & Social Events
  - Banquets, Spirit of Philadelphia
- Payment for Activities
  - Ziplining, escape rooms
- Payment for Transportation
  - Buses for student trips
- Overnight Travel Reimbursements for Employees
  - This is done as an expense report in Chrome River

# 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.



The screenshot shows an 'Advanced Filter' dialog box with the following fields:

Field	Operator	Value
ID	Contains	
Last Name	Contains	Smith
First Name	Contains	
Middle Name	Contains	
Entry Indicator	Equals	

- Select the vendor and their Z# will populate in the Vendor field. Write down the Z#, then click Go.



# CORRECT REMIT TO 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.


Vendor Maintenance FTMVEND 9.3.6 (PPRD)

Vendor: Z00001617 Corporation: Treasurer State of New Jersey Last Name: First Name: Middle Name: Start Over

Vendor Maintenance Additional Information Vendor Types **Address** E mail Taxes Collected

ADDRESS Insert Delete Copy Filter

From Date To Date Area Code 908 211 2200

Address Type RT Remit To  Telephone Number

Sequence Number 75 Extension

Street Line 1 Njdep Division Of Revenue Fax Area Code

Street Line 2 PO Box 417 Fax Number

Street Line 3 Fax Extension

Inactivate Address

City Trenton Source

State or Province NJ New Jersey

ZIP or Postal Code 08646-0001 Correction Digit 7

County 021 Mercer Carrier Route C900

Nation 157 United States of America Registration Number EXEMPT

Telephone Type RT Remit To

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# ADDITIONAL DOCUMENTATION YOU MAY NEED

## ALL DIRECT PAYS REQUIRE BACKUP DOCUMENTATION


- Invoice/Bill/Itemized Receipt
- Payment Voucher Form (Travel webpage)
- Stipend vs. Wages Determination Form (Tax Compliance webpage)
- All backup travel-related documentation such as receipts, Google Maps docs, etc.
- FOAPAL – Fund, Organization, Account, Program (always needed)

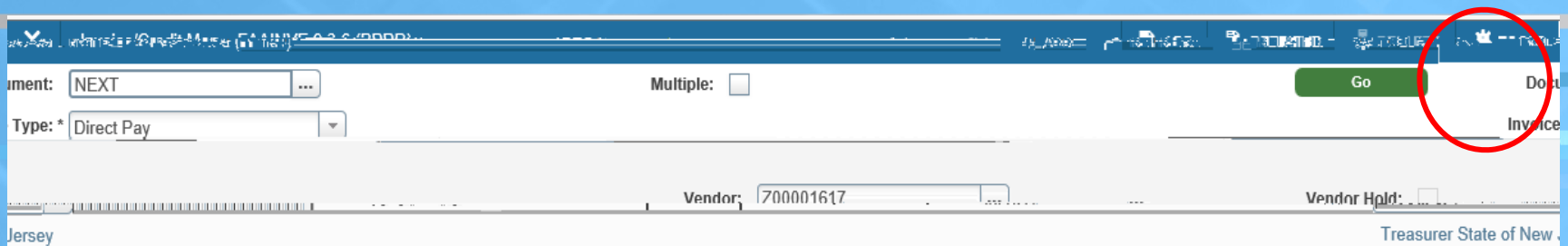


INVOICE	
Accommodation	135.50
1 night	
	135.50
TAX Incl	32.32
Thank you for staying with us	



# HOW TO CREATE 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 .



The screenshot shows the Banner FAAINVE form. The 'Document' field contains 'NEXT' and the 'Type' is set to 'Direct Pay'. The 'Vendor' field contains '700001617'. A red circle highlights the 'Save' icon (a crown) in the top right corner of the form. Other visible fields include 'Multiple' (checkbox), 'Go' button, 'Vendor Hold' (checkbox), and 'Invoice' button. The bottom of the form shows 'Jersey' and 'Treasurer State of New Jersey'.



# INVOICE/CREDIT MEMO HEADER

4)

# COMMODITY INFO

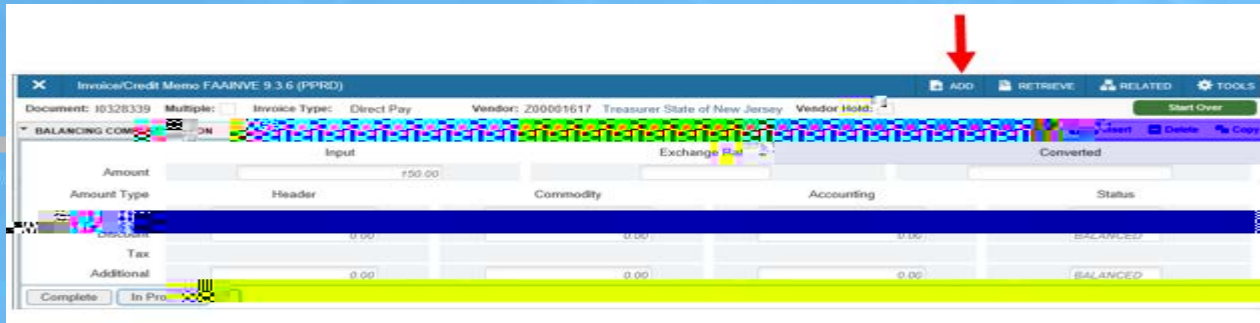
- 6) TAB over to the Commodity Description and fill in that field. As much information should be entered here as possible as this description prints on the check stub and will ensure the payment is being applied properly. ARE/Pre-Approval, contract, and confirmation numbers should be included in this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

Amounts	
Approved	<input type="text" value="2600"/>
Discount	<input type="text" value="0.00"/>
Additional	<input type="text" value="0.00"/>

- 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 FAANVE and entering the I#.

# HOW TO CREATE A DIRECT PAY DEMO

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# APPROVALS AND MAKING CHANGES TO A DIRECT PAY

## APPROVALS

- Your completed direct pay will need to be

## MAKING CHANGES

# HOW TO DELETE 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 delete 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.