

How to Create a Direct Pay

Invoice/Credit Memo Header

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

Vendor Search

- Click on Entity Name/ID Search (FTIIDEN).
- Click on Advanced Filter.
- In the Last Name row, enter the vendor name or one word of the vendor name in the empty (t1 Tw 9) (7C)4 (l4m5'0.0w 9) (7C)2.d ()T#9.96 0 Td ()TEM C /LBody AMC9D 25 BD

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

4) Update the invoice date if needed (this is important as it drives the payment due date). 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

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

Invoice Accounting Distribution

11) Tab through and complete the FOAPAL. **If there is only one FOAPAL being used, go to the next step.** If an additional FOAPAL needs to be added, after entering the first

FOAPALzN1A9101ACB5P9Td()2074211 (i/P AMCID4011 1.61AMCID 5 BDC 14.04 -0 040.003 Tw 1

Balancing Completion

- 13) 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).



- 14) 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.

If you would like an invoice or documentation to get mailed out with a check, please email accountspayable@stockton.edu. Include the I# in your email and attach the document(s) that need to be included.

Check pick-ups are considered exceptions. If a check needs to be picked up, please email accountspayable@stockton.edu, include the I# and cc your Budget Unit Manger on the email. You will be notified when the check is ready to be picked up from the Bursar's Office.