

DIRECT PAYS BANNER 9 ADMIN PAGES

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
-

WHEN SHOULD I NOT ENTER A DIRECT PAY?

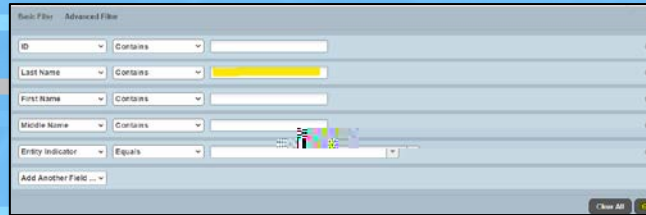
EXAMPLES INCLUDE:

- 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 image shows a screenshot of the 'Advanced Filter' dialog box in the FTMVEND system. The dialog has a title bar with 'Basic Filter' and 'Advanced Filter' tabs. It contains several rows of filter criteria. The first row is 'ID' with a dropdown set to 'Contains' and an empty text field. The second row is 'Last Name' with a dropdown set to 'Contains' and a text field containing 'Smith'. The third row is 'First Name' with a dropdown set to 'Contains' and an empty text field. The fourth row is 'Middle Name' with a dropdown set to 'Contains' and an empty text field. The fifth row is 'Entry Indicator' with a dropdown set to 'Equals' and a text field containing '1'. At the bottom, there is a button labeled 'Clear All' and a button labeled 'Go'.

- 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:

Vendor Maintenance Additional Information Vendor Types Address E mail Taxes Collected

ADDRESS

From Date To Date Area Code Phone Number Extension

Address Type RT Remit To Sequence Number 75

Street Line 1 Njdep Division Of Revenue

Street Line 2 PO Box 417

Street Line 3

City Trenton

State or Ill. New Jersey

ZIP or Postal Code 08645-0001

County Mercer

Nation United States of America

Telephone Type RT Remit To

Fax Area Code Fax Number Fax Extension

☐ Inactivate Address

Source

Correction Digit 7

Carrier Route C000

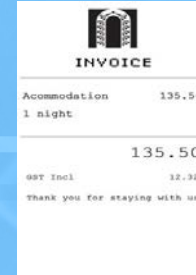
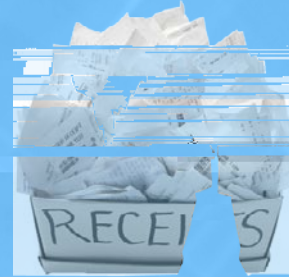
Registration Number EXEMPT

Record 45 of 148

ADDITIONAL DOCUMENTATION YOU MAY NEED

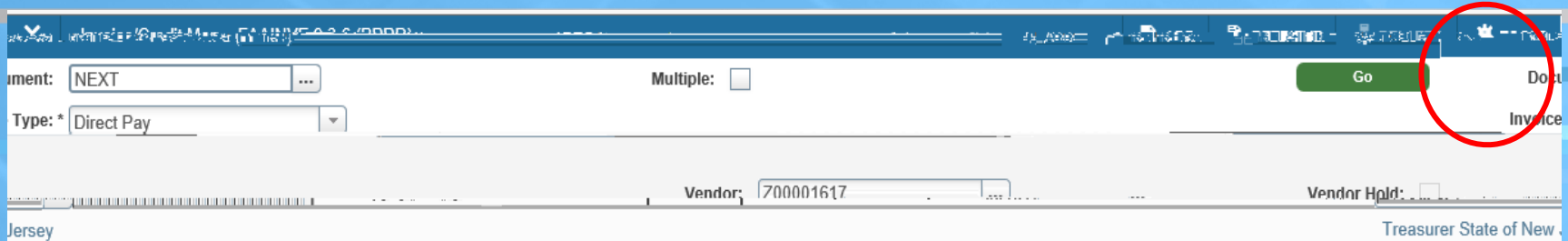
ALL DIRECT PAYS REQUIRE BACKUP DOCUMENTATION

- 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)



HOW TO CREATE A DIRECT PAY

1. Log into Banner and go to FAINVE (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 FAINVE form. The 'Document' field contains 'NEXT'. The 'Type' dropdown is set to 'Direct Pay'. The 'Vendor' field contains '700001617'. The 'Vendor Hold' field is empty. A red circle highlights the 'Save' icon in the top right corner of the form.

Document: NEXT Multiple: ☐ Go Do a
Type: * Direct Pay Invoice
Vendor: 700001617 Vendor Hold: ☐
Jersey Treasurer State of New

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	2600
Discount	0.00
Additional	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.

Invoice/Credit Memo FAANVE 9.3.6 (PPRD)

Document: 10326339 Multiple: ☐ Invoice Type: Direct Pay Vendor: 200001617 Treasurer State of New Jersey Vendor Hold:

BALANCING COMMODITY ☐ ON ☐

Amount	Input	Exchange	Converted
Amount Type	Header	Commodity	Accounting
Header	150.00		
Tax	0.00	0.00	0.00
Additional	0.00	0.00	0.00
Status	BALANCED		BALANCED

Complete In Process

- 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

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.