

# DIRECT PAYS BANNER 9 ADMIN PAGES

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ACCOUNTS PAYABLE

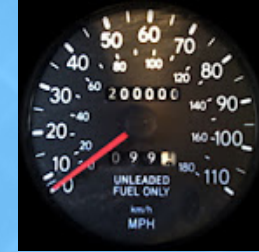
# HOW DO I DETERMINE THE APPROPRIATE PAYMENT METHOD?

- Who are you paying?
  - Vendor/Business, Employee, Student, Individual
- What is the payment for?
  - Items, Reimbursement, Service, Fee
- What are the methods of payment?
  - Requisition > PO, Pcard, Direct Pay, Wire Transfers (international vendors)

# WHEN CAN I ENTER A DIRECT PAY?

EXAMPLES INCLUDE:

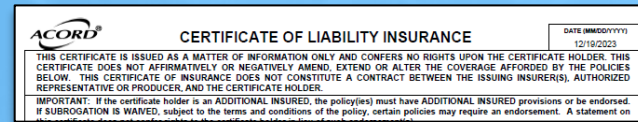
- Same-day Travel Reimbursements for Employees
- Student and Candidate Travel Reimbursements
- Memberships & Subscriptions
- Fees, Licenses, Fines
- Cell Phone Reimbursements
- Student Stipend Payments (refer to Tax Compliance webpage)



# 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.

Field	Operator	Value
ID	Contains	
Last Name	Contains	
First Name	Contains	
Middle Name	Contains	
Entry Indicator	Equals	
Add Another Field ...		

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

*continued*



# 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: Phone Number: Extension: Fax Area Code: Fax Number: Fax Extension: Inactivate Address: Source: Delivery Point: Correction Digit: Carrier Route: Registration Number: EXEMPT

Address Type: RT Remit To (selected) Sequence Number: 75

Street Line 1: Njdep Division Of Revenue Street Line 2: PO Box 417 Street Line 3: City: Trenton State or Province: NJ New Jersey ZIP or Postal Code: 08645-0001 County: 021 Mercer Nation: 157 United States of America Telephone Type: RT Remit To

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# ADDITIONAL DOCUMENTATION YOU MAY NEED

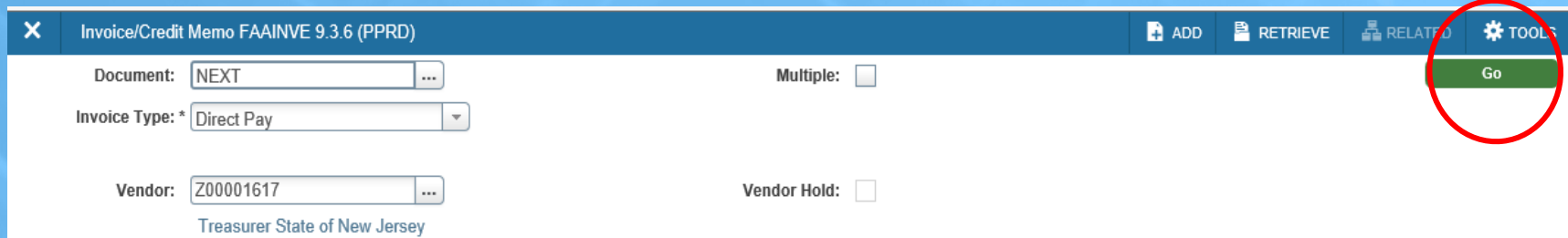
## ALL DIRECT PAYS REQUIRE BACKUP DOCUMENTATION

- 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)



# 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 *Go*.



The screenshot shows the Banner FAAINVE 9.3.6 (PPRD) interface. The top navigation bar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS. The main form area contains the following fields and options:

- Document: NEXT
- Multiple:
- Invoice Type: \* Direct Pay
- Vendor: Z00001617
- Vendor Hold:

The Vendor field is populated with "Z00001617" and "Treasurer State of New Jersey" is displayed below it. The "Go" button in the TOOLS menu is highlighted with a red circle.

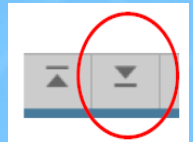


# INVOICE/CREDIT MEMO HEADER

4) The following fields need to be 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:** If there is an invoice number listed, use the exact 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.

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.

Document: 10328339 Multiple:  Invoice Type: Direct Pay Vendor: 200001617 Treasurer State of New Jersey Vendor Hold:

ADD RETRIEVE RELATED TOOLS

Start Over

Insert Delete Copy Filter

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

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# 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 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.

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

The screenshot shows the 'INVOICE/CREDIT MEMO HEADER' form. At the top right, there is a yellow warning banner that says 'Press DELETE RECORD again to delete this record.' Below the banner, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. A red arrow points to the 'Delete' button. The form contains several fields: Invoice Date (04/10/2018), Transaction Date (04/10/2018), Document Accounting (checked), Address Code (PR), Sequence Number (1), Address Lines 1-3 (56 Centennial Dr), City (Hamptonston), State or Province (NJ), ZIP or Postal Code (08037-2111), Nation (157), Collects Tax (N), Discount Code (01), Payment Due (04/13/2018), Bank (01 - RSC Operating Account), Vendor Invoice (TVL1/1-16/18), Direct Deposit Status (Yes), ACH Transaction Type, 1099 Tax ID, Credit Memo, 1099 Vendor, Direct Deposit Override, and Test Exists.

The screenshot shows a notification area with two messages. The first message is 'All Commodity and Accounting records will be deleted' and the second message is 'Deletion of Invoice is completed'. Both messages are preceded by an information icon (i).