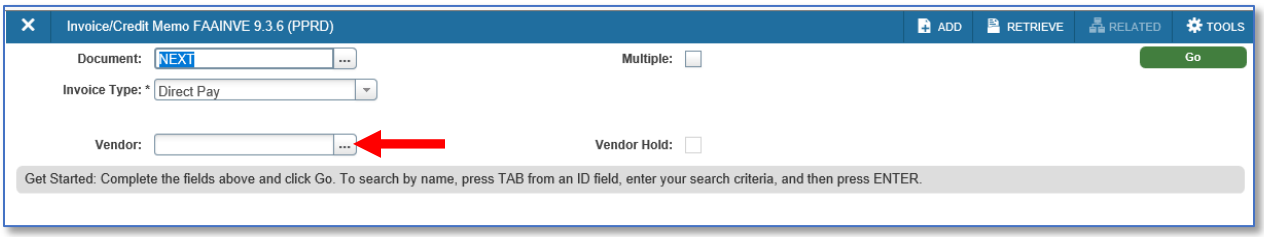
How to Create a Direct Pay

Invoice/Credit Memo Header

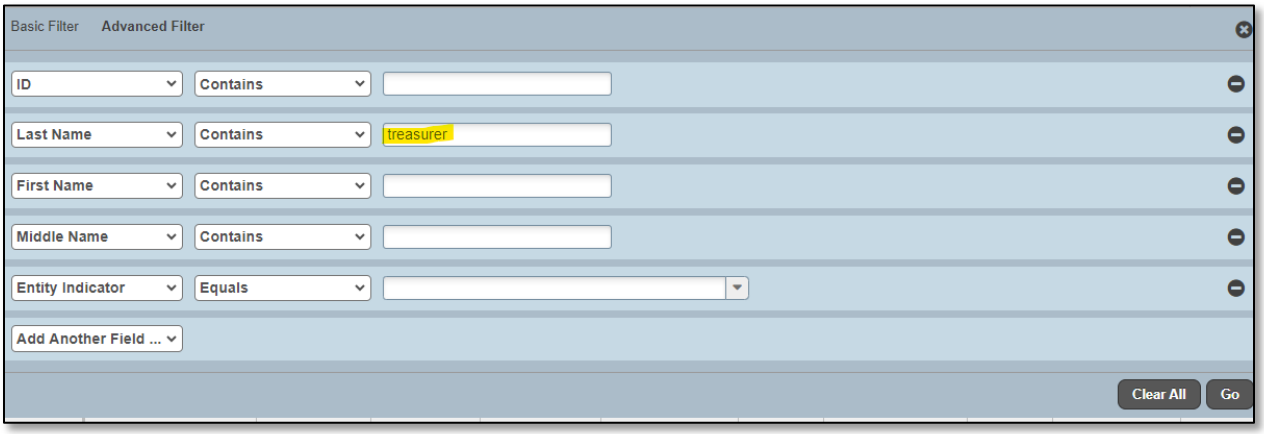
1) Log into Banner and go to FAAINVE (Invoice/Credit Memo).

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.



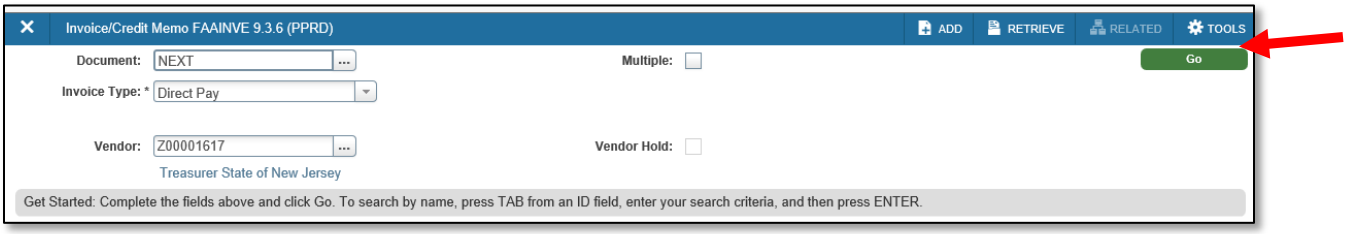
Vendor Search

- 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 field.
- Click Go.



- Select the appropriate vendor from the search results by either double-clicking on it or click once and then SELECT on the bottom right corner of the page.

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



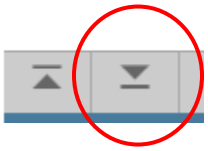
4) Update the invoice date if needed (this is important as it drives the payment due date). Check the address to ensure it is accurate and that it is an RT address. If the address is not correct, click on the three dots in the *Sequence Number* field to search the existing addresses that are in the system. When you see the one you want, click SELECT on the bottom right of the page. If you do not see the correct address listed, please contact Purchasing to have the address added for this vendor.

5) If the payment due date defaults to the date in the past and you receive an error message, change the date to today's date.

6) Tab through and Type **01** in the *Bank* field.

7) Type in the invoice number in the *Vendor Invoice* field. If there is no vendor invoice number, one can be created. Keep in mind that this description shows on the check stub. Here are some examples:
CAND 2/27/18 – candidate travel and date
TVL 10/1-10/8 – travel and dates covered by reimbursement
EVNT 5/22/18 – event and date of event
HERC FY19 – name of organization and fiscal year of membership

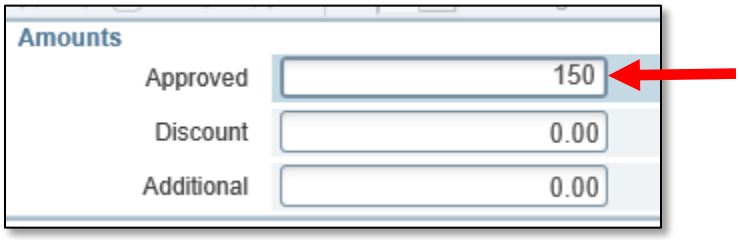
8) Click on the Next Section symbol on the bottom left of the screen to continue to the next page.



Commodity Info

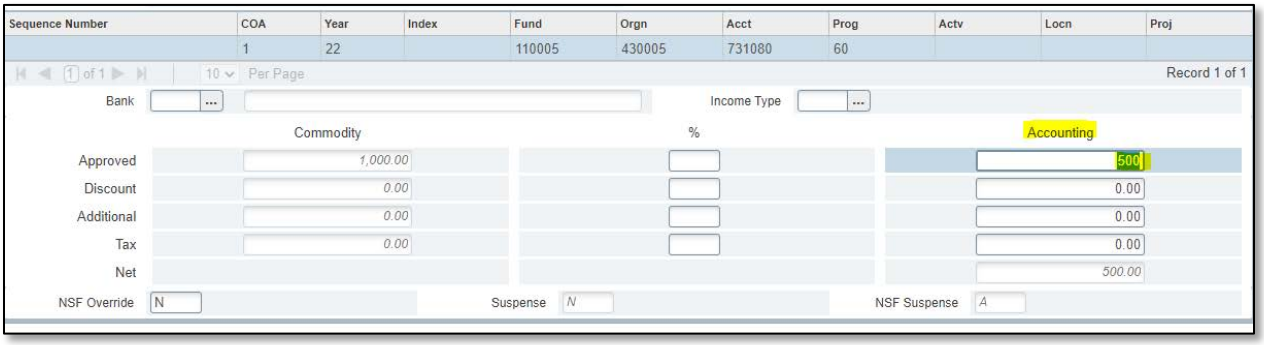
9) Tab over to Commodity Description and fill in that field. ***Note that this description prints on the check. Contract and account ID numbers should be included in this field if appropriate. Please also include CR#s and membership/subscription term dates if appropriate.***

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 FOAPAL, click on the accounting field (highlighted below) and enter the amount that should be charged against the first FOAPAL.

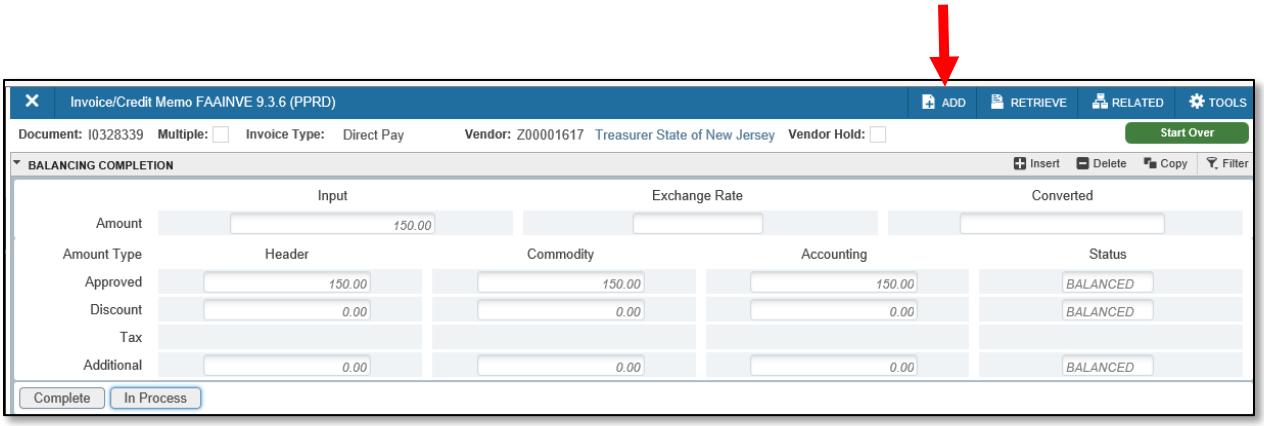


Tab through until you are back at the COA field and click on insert (top right corner) or use the down arrow on your keyboard to add another FOAPAL line. Input the second FOAPAL and then click on the Accounting field to enter the amount for the second FOAPAL.

12) Click on Next Section to continue to the last page.

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.