

Direct Pay Invoice – for single invoice payment

- 1) FAAINVE
- 2) Type Requisition Number or Expense Report Number in document; if requisition was submitted online (i.e. R3xxxxxx) enter requisition Number as D... (same as Reqn # but with D)
- 3) Select Direct Pay
- 4) Enter Vendor ID
- 5) Next block
- 6) Key in Invoice Date: Date of vendor invoice; date requisition/voucher is signed or approved; or last travel date on expense report
- 7) Key in Transaction Date
- 8) Select Address Code
- 9) Select Sequence number
- 10) Key in Payment Due Date (Wednesday or Friday depending on check run)
- 11) Select Bank
- 12) Key in vendor invoice number, if no number is available use requisition number or expense report number
- 13) Select Credit Memo **only if** invoice to be paid is a credit
- 14) 1099 Vendor should be selected if paying a professional service, unselect if paying for service that is not considered taxable income
- 15) Next block
- 16) Commodity: enter description of payment (refreshments for NEWS36 Open House 03/02/09)
- 17) Approved: enter amount of invoice
- 18) Next block
- 19) Enter Fund: 4 or 6-digit fund code from requisition
- 20) Enter Organization: 6-digit orgn code from requisition
- 21) Enter expense account code: 5-digit acct code from requisition (typically starts with 7)
- 22) Select Program: 2-digit prog code from requisition
- 23) If paying from more than one account: Enter fund-orgn-acct-prog for 1st accounting line and the amount to be paid from this accounting; then arrow down to key in second line of accounting information (fund-orgn-acct-prog) and the corresponding amount for each additional line of accounting.
- 24) Next Block
- 25) Before clicking on Complete, go to new Banner screen (FPARDEL) and delete requisition to disencumber the original requisition
- 26) Review and click on Complete