Direct Pay Invoice – for single invoice payment

1) FAINVE
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