

A QUICK GUIDE TO ENTERING A DIRECT PAY-INVOICE

Plymouth State College

Document Coding

Basic Direct Pay
I2P_ _ _ _ _

Travel Direct Pay
I2P_ _ T_ _

- At the Banner menu type **FAAINVE** in the Direct Access box and press enter
- **Document:** Enter the 8-character document number, using the coding convention assigned to your department [**I 2 P.....**]; <TAB>
- **Multiple:** only for use by the Accounts Payable Office; <TAB>
- **Direct Pay** should default as the invoice category; if not, use the arrow to pull-down the menu and click on Direct Pay from the available categories; <TAB>
- **Vendor:** enter a vendor code; to find a vendor code, click on the flashlight, then click on the Entity Name/ID Search (FTIDEN) form name; click in the Last Name field and type your vendor's name between the percent signs, such as, "%Sodexo%" (Remember that this query is case sensitive); Execute Query and select your vendor code by double-clicking on the vendor's name. The vendor code, name and address will then be populated.
- Perform a **Next Block** function

~ INVOICE/CREDIT MEMO HEADER ~

- **Invoice Date:** *REQUIRED*; should default to today's date; <TAB>
- **Transaction Date:** *REQUIRED*; should default to today's date; <TAB>
- **Doc Acctg:** should default; indicates that document level accounting distribution is required; Do Not Uncheck; <TAB>
- **Check Vendor:** Optional; if the check is to be made payable to a vendor that is different than the vendor entered above, enter the check vendor code here (see query directions above); <TAB>
- **Address Code:** should default based on vendor information; if not correct, click on flashlight, then use scrollbar to find correct address code, double-click on your selection to populate the data into your document; <TAB>
- **Sequence #:** should default; identifies multiple address codes; if not correct, click on flashlight, use scrollbar to find correct code and sequence # combination, and double-click on your selection to populate the data into your document; <TAB>
- **Discount Code:** should default a number used to calculate the payment due date; blank out by pressing the spacebar while the data is highlighted in blue; <TAB>
- **Payment Due:** should default; blank the date and change to a Monday date of the week that you want the check printed; third Monday of month for Sodexo<TAB>
- **Bank:** enter U1 (Bank of New Hampshire); Do Not Change; <TAB>
- **Credit Memo:** only for use by the Accounts Payable Office; <TAB>
- **Vendor Invoice #:** type the number exactly as it appears on the vendor's invoice; if there is no vendor's invoice number, leave this field blank; <TAB>
- **1099 Tax ID:** should default from vendor code, if applicable; <TAB>
- **1099 Vendor:** should default; box will be checked for 1099 reportable vendors
- Under **Options** on the menu bar select **Header Additional Information**

(turn page over)

Document Text is available from this page; if desired, select Document Text from Options on menu bar; click on first text line; enter your text; Save; Exit

~ HEADER ADDITIONAL INFORMATION ~

- **Income Type:** *only for use by the Accounts Payable Office;* <TAB>
- **Carrier Route:** *enter a 4-character code to indicate any special check processing, ex. PGMA (mail check) or PGPA (pick up check);* <TAB>
- **Delivery Point:** *enter "1" (one) to indicate that an enclosure is to be attached to the check; otherwise, leave blank;* <TAB>
- **Correction Digit:** *do not use*
- Click on **CLOSE** button to return to Invoice/Credit Memo Header page
- Perform a **Next Block** function

~ COMMODITY INFORMATION – DIRECT PAY/GENERAL ENCUMBRANCE ~

- **Commodity:** *do not use;* <TAB>
- **Description:** *enter a description of the item being paid;* <TAB>
- **Reverse Calculation:** *do not use;* <TAB>
- **Approved Amount:** *enter dollar amount of the item described above;* <TAB>
- **Discount:** *optional; enter any additional discount amount;* <TAB>
- **Additional:** *optional; enter any amounts that are billed in addition to the Approved amount;* <TAB>
- **HOLD:** *only for use by the Accounts Payable Office*
- Perform a **Next Block** function

Perform a **Next Record** function to enter another description line

~ INVOICE ACCOUNTING DISTRIBUTION ~

- **C:** *REQUIRED; Chart of Accounts; should default to Y;* <TAB>
- **Yr:** *REQUIRED; Fiscal Year; should default to current fiscal year*
- **Index:** *optional; do not use at this time;* <TAB>
- **Fund:** *REQUIRED; should default; if needed, click on flashlight, Enter Query, type your search criteria, Execute Query, double-click on your selection;* <TAB>
- **Organization:** *REQUIRED; should default; if needed, click on flashlight, Enter Query, type in search criteria, Execute Query, double-click on selection;* <TAB>
- **Account Code:** *REQUIRED; if needed, click on flashlight, Enter Query, type in your search criteria, Execute Query, double-click on your selection;* <TAB>
- **Program:** *REQUIRED; should default; Do Not Change;* <TAB>
- **Activity Code:** *optional; if needed, click on flashlight, Enter Query, type in your criteria, Execute, dbl-click; Continue to TAB through Location and Project fields*
- **Bank:** *should default to UI (Bank of New Hampshire); if blank, enter UI;* <TAB>
- **Income Type:** *should default; Do Not Change;* <TAB>
- **%:** *optional; if desired, enter "P" to indicate that a percentage will be used and enter the percent on the Approved/Accounting Amount field;* <TAB>
- **Approved/Accounting Amount:** *By pressing the <TAB> key, the dollar amounts displayed in the Commodity Approved field will populate the Approved, Discount, Additional and Net fields, or enter each amount separately*
- Perform a **Next Block** function

Perform a **Next Record** function to add another accounting line

~ BALANCING/COMPLETION ~

Review data, then click on **COMPLETE** or **In Process** button. Click **EXIT** for menu.