HOW TO ENTER A DIRECT PAY-INVOICE

At “**Direct Access type FAAINVE**

INVOICE/CREDIT MEMO FORM (FAAINVE)

* Document: type NEXT or tab past the block and NEXT will default
* Tab through the Multiple check box
* Tab through Direct Pay
* Vendor enter vendor code directly or query
	+ How to Query for a vendor code
		- click on three dots to get option list
		- select Entity Name/ID Search (FTIIDEN)
		- at FTIIDEN form vendor name
		- use “%” wildcards to search for vendor
		- double click on appropriate ID Number to return the vendor information page
* Next Section or “Go” Button to move to next block of information

INVOICE/CREDIT MEMO HEADER

* Invoice Date: defaults to current date but you need to override this date to coincide with the vendor’s invoice date.
* Transaction Date: defaults to current date. Date is not overwritten.
* Document Accounting: not used tab through
* Check Vendor: not used tab through
* Address Code: tab through
* Sequence Number: defaults to first mailing address on file
	+ HowTo\_Change/Search for an Alternate Vendor Address
		- click on the three dots by “Sequence Number”
		- if there are additional address to view use page navigation at the bottom of the section
		- double click on appropriate Address Type to return the vendor address.
		- You will return to the start of the Invoice/Credit Memo Header section. Tab to Discount Code.
* Discount Code: Tab past unless a change is needed to match vendor invoice terms – use three dots to look up
* Payment Due: defaults based on discount code and invoice date. If the discount code is not used or an alternate check date is needed select the calendar icon to change the date to the Monday the payment is due. Tab
* Bank always **U1** tab
* VendorInvoice: - type the number exactly as it appears on the vendor’s invoice or use conventional coding – xxmonthxx$invoice amount (ex. 25Feb19$100.00) Tab
* Direct Deposit Status: defaults (if it defaults to “no” double check to make sure you have the correct address for the check to be sent to.
* ACH Transaction Type: tab through
* 1099 Tax ID: defaults from vendor code
* Credit Memo: tab through
* 1099 Vendor: defaults from purchasing

# **Go to Options**

# Header Additional Information: **For checks needing to return to KSC only**

* Carrier Route - enter “KAOO” (All in CAPS)
* “Click on Save button or “X” in upper LEFT to return to Invoice/Credit Memo Header section
* Document Text is available from “Related”. Select Document Text; enter your text – save then exit
* Perform Next Section or use “Alt” and “Page Down” keys on keyboard

COMMODITY INFO

* Commodity Code: do not use tab through to description field
* Commodity Description: enter a brief description of the item being paid
* Reverse Calculation: do not use tab through
* Amounts:
	+ Approved: enter dollar amount of the item described above (if not cents enter dollar amount without decimal point)
	+ Discount: will default in based on discount code if applicable
	+ Additional: enter any charges that are in addition to the approved amount i.e., shipping
* Indicators: can be disregarded
	+ Suspense:
	+ Open or Paid:
	+ Commodity Hold:
	+ Access Completion
* *Note: If you need to enter another description line -- use arrow down key on keyboard.*
* Perform Next Section or use “Alt” and “Page Down” keys on keyboard

INVOICE ACCOUNTING DISTRIBUTION

 \*Note each search will bring you back to the start of the Invoice Accounting Distribution section.

* COA**:** tab through, defaults to “Y”
* Fiscal Year: tab through, defaults to current fiscal year
* Index: tab through
* Fund: enter the fund code or search then tab
* Organization: enter the organization code or search then tab
* Account Code: enter the account code or search then tab
* Program: tab through, defaults in “020”
* Activity Code: is optional enter the activity code if applicable or tab through
* Location and Project**:** tab through, **these elements are not currently in use**
* Bank: tab through, defaults to “**U1**”
* Income Type: tab through
* Currency Code: can be disregarded
* **%:** - is optional, can be used if splitting the cost between 2 or more FOAPAL strings if not used tab
	+ HowTo\_Percentage
	*Note: Percentage does not work for odd percentage amounts i.e. 33%*
		- Type “P”
		- Enter percent number (i.e. 50, 25, 75) then tab
* Approved/Accounting**:** press tab key and the dollar amount displayed in the commodity approved field will populate the Discount/Accounting, Additional/Accounting and Net fields
	+ How\_To\_Enter Accounting Amount
		- Type specific dollar amount to be charged to the FOAPAL example 100 then tab
* Indicators: can be disregarded
	+ NSF Override:
	+ Suspense:
	+ NSF Suspense:
* *Note: Use down arrow key on your keyboard if you need to enter another FOAPAL.*
* Perform **Next Section** or use “Alt” and “Page Down” keys on keyboard

BALANCING COMPLETION

Review information, then click on Complete button if you want the document to be forwarded to the approval process. If you’re not ready to complete put the document in Process.

COMPLETING THE PROCESS

* Use the KSC Direct Pay Cover Sheet and complete the required information. (<http://www.keene.edu/business/forms.cfm> Finance Forms/Direct Pay Coversheet).
	+ Banner Invoice Number
	+ Your name
	+ Vendor Name
	+ Scheduled check date
	+ Dollar mount
	+ Distribution Option – hold check, mail check or add enclosure
* Make photocopy for enclosure and/or for your records
* Forward all supporting documentation and necessary attachments to the Business Office, MS1603.