



THE CITADEL

Banner 9 Direct Pay Invoice Process

1. Enter FAAINVE on the Banner 9 Welcome screen and click enter on your keyboard or select the screen from your Applications list.
2. Type the word Next in the Document field or tab until you get to the Vendor field.
3. Enter the vendor number for the person or vendor that needs to be paid. If you do not have this information, and the vendor is in the system, you may perform a search for the vendor number. (If the vendor is new to The Citadel, reach out to the procurement office to have it established.)
4. To lookup a vendor number, click on the search tool at the end of the Vendor field. When the Option box pops up select the link to Entity Name/ID Search. When the new screen opens, left click in the Last Name field. If you do not know the exact name of your vendor a “wild card” search may be performed by entering the percent sign in front of and in back of a key word in the vendor name. For example, %test%. Hit enter on your keyboard or click the Go button on the right side of the screen. If you know the first word of the vendor name enter it in the Last Name field then insert a percent sign. This action will pull all vendor’s whose name begins with the word you are using for the search. For example, test% then click enter from your keyboard or select the Go button.
5. To select your vendor from the list that appears, you may double click on the vendor number or click once on the vendor number to highlight and click the Select icon on the lower right of the screen.
6. From the Invoice/Credit Memo screen, click the Go button on the upper right corner or the Next Section arrow on the lower left.
7. The invoice and transaction date fields will automatically populate. If you are paying an invoice that is directly from a vendor, enter the true vendor invoice date in the Invoice Date field. If you are processing a reimbursement payment use the default date.

8. Confirm that you have selected the vendor's AP (preferred) or PO address type. Also, make sure that the address information is correct. If there is no AP or PO address type or the address needs to be updated, please contact the vendor manager in the procurement office.
9. Tab to or left click in the Payment Due field, enter the letter 'T' then tab. (should always be the current date)
10. Enter the number "1" in the Bank field and tab to the Vendor Invoice field.
11. If you are paying a vendor directly and you have an invoice number enter it in the Vendor Invoice field. Otherwise, enter a brief description of your payment. For example, "SUPPLIES 080618," or "JONES INTERVIEW," or "INTERVIEW 081818," or "GLOVES 090418." Please do not use your initials and the date.
12. Click the Next Section icon.
13. Tab to or Click in the Commodity Description field and type a description of your purchase. For example, "John Doe s Interview expenses 080618 or Reimbursement for Writing Club Pins."
14. Tab to or click in the Tax Group field and enter NT.
15. Tab to or click in the Approved Amount field and enter the total amount of the payment. Press the tab key so that the net amount appears then click the Next Section arrow.
16. The letter "C" should be highlighted in the COA (chart of accounts) field. Tab once or click in the Index field and enter the number to be charged for the purchase. Then tab to or click in the Account field and enter the appropriate number. If you need to insert another record to split the payment use the downward pointing arrow on your keyboard to create another row and add the appropriate index and account information. Click the tab key until the appropriate net amount appears in the Accounting field then click on the Next Section icon. (If you are splitting the expense between two indexes remember to type the individual amount for each accounting row in the Accounting field)
17. Click the Next Section arrow.
18. Confirm the Input amount of your document and that all accounting information is BALANCED. If you are done you may click the Complete button or In Process to leave it in suspense for additional adjustments. A document number will be generated and can be located in the popup box on the upper right of the screen. Write this number on your backup documentation.