



**GENERAL INFORMATION**

This procedure explains how to pay an invoice directly by using Banner form FZADPEZ to generate a Direct Pay Approval Form.

**IMPORTANT NOTES:**

1. The **Direct Pay Approval Form** is generated following the successful input of a payment or reimbursement transaction to the Banner system. Original receipts and vendor invoices are to be attached to the Direct Pay Approval Form. The form requires specific signatures based on the payment type selected in Banner. The form and supporting documentation should be forwarded to the departments designated approver for electronic approval in Banner as well as required signatures on the form. The document then should be sent to the appropriate accounting office via campus mail or hand delivery.
2. **If it is known that the vendor is NOT in Banner**, go directly to Step 8b before beginning the electronic DPEZ invoice in Banner.

**NOTE: Tab from field to field all the way through the screen to allow Banner edits to take place. Failure to Tab from field to field could result in an incomplete document.**

**The procedure begins on the next page.**

## PROCEDURE

1. Log in to Banner.
2. From the Main Menu place the cursor in the “Go” field, type FZADPEZ and press ENTER.
3. Click on “New DP-EZ”
4. **Payee Type:** Drop down menu is automatically displayed. Select appropriate payee type:
  - a. UNM Employee
  - b. UNM Student
  - c. UNM Foreign Student
  - d. US Individual or US Company
  - e. Foreign Individual or Foreign CompanyClick “OK”
5. **Payment Type:** Drop down menu is automatically displaying the allowable selections for the Payee Type chosen in step 4. Select appropriate Payment Type. Click “OK”.
6. **Payee:** Is vendor number known?
  - a. If yes, enter the number in the vendor field directly; tab to populate, and then go to step 9.
  - b. If not known, search for the vendor (**case sensitive**) by clicking on the magnifying glass to the right of the vendor field to open an “Entity Name/ID Search” window.
  - c. Click in the last name field and type the vendor name. The field is case sensitive. The percent ( %) sign is used in Banner as a “wild card”. For example: To locate the vendor number for the American Psychological Association type “%Amer% %Psych%” without using the quotation marks. If the vendor name is not located proceed to step 8b.
  - d. Click on the Execute Query icon (or press F8).
  - e. Select the vendor from the list by clicking in the **ID Number** field to highlight the whole vendor record.

## FIAP-120 Key Direct Pay Invoices

- f. Double-click anywhere on the highlighted area and that vendor number and vendor name populates the DP-EZ.
7. Vendor found in Banner after searching using wildcard and any known information?
  - a. If yes, go to step 9.
  - b. If the vendor is not set up in Banner, go to my.unm.edu and log in.
  - c. Click on “Finance On Line Request Forms.”
  - d. Select “Vendor Add/Change Request Form.”
  - e. Choose “New Vendor.”
  - f. Enter appropriate fields using Banner Data Entry Standards at <http://link.unm.edu> “Shared Components” tab.
  - g. Select “Submit.”

**NOTE: Until confirmation of vendor set up is received, no transactions can be processed for this vendor. (Confirmation may be received within 2 hours.)**

8. When confirmation is received, return to electronic processing at step 6. (If desired, print the email and keep with supporting documentation for department files for future reference.)
9. Tab to **Address Type Code**. **Verify that the address shown is correct. This is the address the check will be mailed to.** Multiple addresses can be stored for each vendor.
  - a. If yes, tab to **Payment Due Date**
  - b. If no, search for the desired address by clicking on the magnifying glass to the right of the vendor field to open “Address Information Query Form” window.
  - c. Use arrow keys to highlight desired address.
10. Click on the select icon (fat arrow) to populate address fields or double click on the Address Sequence Code field.
11. . If the correct address is not listed, follow steps 8b through 8g and select “Change Vendor”.
12. When confirmation is received, return to electronic processing at step 10.
13. Tab to payment due date.

## FIAP-120 Key Direct Pay Invoices

14. **Payment Due Date:** Enter desired payment date or “T” for today’s date. Press Tab.
15. **Direct Deposit Status:** “Y” indicates that vendor is set up for direct deposit. If this is indicated and direct deposit is not desired check the **Override Direct Deposit, Issue check** box. Otherwise, tab to **Special Handling**.
16. **Special Handling:** Defaults to “None”. Click on drop down arrow to access other choices:
  - a. Mail document with check
  - b. Hold check for pick up (Note: Hold Check for Pick up requires prior approval from the Supervisor, Fiscal Services in the Accounts Payable department.
  - c. Wire Transfer (Banking and Currency information is required).
  - d. Foreign currency check (Currency information is required).
  - e. Foreign currency wire transfer (Banking and Currency information is required).Click on desired handling.  
Tab to Originator Phone.
17. **Originator Phone:** Enter your phone number and tab.
18. **Dept Head / Payee Supervisor Name:** Enter the name of the Department Head or the payee’s supervisor and tab.
19. **Dept Head / Payee Supervisor Title:** Enter the title of the Department Head or the payee’s supervisor.
20. Click on “Next Block” icon or press Ctrl and Page Down simultaneously.
21. There are now four sections at the top of the screen: Travel/Other, Meals, Lodging and Other. If the information is not required for the payment type selected in Step 6 the section is grayed out.
22. Travel/Other is the first section. There are two blocks under this section: “Travel Departure / Arrival” and “Travel Details”.
23. Within Travel Departure / Arrival your cursor should now be on **Destination**.
24. **Destination:** Enter the destination and press the tab key.

**Note: If the trip involves more than one destination complete all of the required transaction information for the first destination, for each of the applicable sections (travel/other, Meals, lodging), then perform a next record and input the transactions completely for the next destination.**

25. **Departure Date and Time:** Enter the date and time of the departure in the following format MM/DD/YY HH:MM AM (or PM) and press tab. This level of detail is used for tax purposes.
26. **Return Date and Time:** Enter the date and time of the departure in the following format MM/DD/YY HH:MM AM (or PM) and press tab.
27. **Business Purpose:** Enter purpose of trip and press tab.
28. **Additional Information:** Enter information if desired.
29. Click on “Next Block” icon or press Ctrl and Page Down simultaneously to go to Travel Details block.
30. **Detail Seq#:** Will be automatically generated. Press Tab.
31. **Payment Category:** Click on the arrow to the right to access the available choices and select one:
  - a. Prepaid Pcard Airfare
  - b. Prepaid Pcard Other
  - c. Prepaid Other
  - d. Out- of – Pocket
  - e. Travel Advance

The Prepaid Pcard Airfare will enable the blue search icon to the right. Click on this icon to access the prepaid transactions in Banner. Use the search box at top and “FIND” button at bottom or scroll through to find the appropriate transaction and Click to highlight. Click on “OK” at bottom to select. Click on the Next Record Icon or press the down arrow to enter further transactions.

For Prepaid Pcard Other, Prepaid Other and Out-of –Pocket tab to Trans date and enter the transaction date. Note that you no longer need to enter the time. Tab to Explanation and enter description of expenditure. Tab to Amount and enter value. For Travel Advance transactions tab to Trans date and enter the transaction date. Note that you no longer need to enter the time. Tab to Explanation and enter

## FIAP-120 Key Direct Pay Invoices

description of expenditure. Tab to Amount and enter value. Tab to Travel Advance Source. Click on the arrow to the right to access the available choices and select one:

- Main Contracts and Grants
- General Accounting
- HSC Financial Services
- Athletics.

Click on the Next Record Icon or press the down arrow to enter further transactions. If no additional records are required proceed to step 32.

32. Click on “Next Block” icon or press Ctrl and Page Down simultaneously.
33. Meals Section. If meal expense was incurred at multiple destinations then the expenses should be input in the same destination order used for the “travel/Other” section.
34. There are two blocks under this section: “Meal Detail “ and “Computed Meals Total”.
35. Within the Meals Detail section your cursor should now be on **Destination**.
36. **Destination:** Enter the destination and press the tab key.
37. Input the number of Breakfast, Lunch and Dinner meals the employee is eligible for (based on policy) and is claiming re-imburement for.
38. Press the tab key and input the Per Diem Rate applicable to the destination.
39. Click on “Next Block” icon or press Ctrl and Page Down simultaneously. This will compute the meals total for the first destination. If more than one destination click on the Previous Block icon or press Ctrl and Page Up simultaneously. Select Next record and repeat steps 36 through 39. Proceed to step 40 when complete.
40. Click on “Next Block” icon or press Ctrl and Page Down simultaneously.
41. Lodging Section. . If lodging expense was incurred at multiple destinations then the expenses should be input in the same destination order used for the “travel/Other” section.
42. There are two blocks under this section: “Lodging Details “ and “Computed Lodging Total”.

## FIAP-120 Key Direct Pay Invoices

43. Within the Lodging Detail section your cursor should now be on **Destination**.
44. **Destination:** Enter the destination and press the tab key.
45. Input the number of lodging days and press the tab key.
46. Input the actual Lodging rate per day or press the tab key and input the Meal and Lodging Per Diem Rate applicable to the destination.
47. Click on “Next Block” icon or press Ctrl and Page Down simultaneously. This will compute the lodging total for the first destination. If more than one destination click on the Previous Block icon or press Ctrl and Page Up simultaneously. Select Next record and repeat steps 36 through 39. Proceed to step 40 when complete.
48. Click on “Next Block” icon or press Ctrl and Page Down simultaneously.
49. Accounting Distribution Section. The Accounting Distribution screen is used to allocate the expenses previously input to the appropriate Index number(s) and Account number(s). Input the Index Code if known and press the tab key. If not known click on the magnifying glass next to the Index Code field and search for the correct Index code. Click in the search box next to the “%” sign and type the Account Index Title. The field is case sensitive. Use the wild card (“%”) as needed. Click on the Find button at the bottom of the form to begin the search. Double click on the correct Index Code.
50. Input the Account Code if known and press the tab key. If not known click on the magnifying glass next to the Account Code field and search for the correct Account code. Click in the search box next to the “%” sign and type the Account Description. The field is case sensitive. Use the wild card (“%”) as needed. Click on the Find button at the bottom of the form to begin the search. Double click on the correct Account Code.
51. Input the amount to be allocated (expensed) the Index Code and Account code selected or input above.
52. Click on the save icon at the top left of the screen.
53. Verify that the Balance to be allocated amount field is zero. If not click on Next Record and repeat steps 49 through 52 until the balance to allocated is zero.

## **FIAP-120 Key Direct Pay Invoices**

54. If all of the information previously input is complete and accurate select the Complete button at the bottom of the screen otherwise select In Process.
55. If the Complete button was selected and Print DPEZ screen with prompt you to either Print the DPEZ form or not. If Yes is selected input your User Id in the field labeled User Name and press the tab key. Input your Password in the Password field.
56. Verify that the information listed on the form is complete and correct.
57. Print the form
58. Attach are required original invoices and required documentation.
59. Obtain all of the required signatures per your department policies and procedures and the University's policies and procedures.
60. Forward the documents to your Department Approver for review and approval if appropriate.
61. After all required signatures have been obtained and the electronic approval has been completed forward the form and all of the attached documentation to your Central Accounting Office.