

Invoice Payment Procedure



(For Campus Distribution)

Procedure Number	Accounting- 100.006cd
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Department	Business Services –Accounting
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Authored By	Purchasing Agent
Unit Manager	Director of Business Services
Approved By	Director of Business Services
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Purpose	<p>Banner Finance offers two methods for paying vendor invoices: 1-Direct Pay or 2-Regular Pay Invoicing process and payment methods are described here.</p> <p>Note: Some vendor invoices are paid centrally by the Purchasing Office. These include Departmental Purchasing Card statements, Boise Cascade orders, travel reimbursement and advances, moving expenses, and Personal/Professional Services Contracts.</p>
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Invoice Payment Procedure Campus

Banner Finance offers two different options for paying a vendor invoice. *Both options use the same form: Invoice/Credit Memo Creation (FAAINVE).

1. A direct pay invoice should only be used when
 - the total order is under \$5,000,
 - there is no purchase order in Banner™ Finance,
 - the vendor does not require a hard copy purchase order, OR
 - the purchase is not a fixed asset.
2. A regular pay invoice must be used when a purchase order exists in Banner Finance. The regular pay invoice:
 - liquidates the encumbrances created by the purchase order
 - pays the vendor invoice

Every Banner Finance invoice must have original invoice documentation. All documentation must have an *authorization-to-pay* stamp signed by the appropriate individual(s).

Once an invoice is completed, it routes electronically to the appropriate approval queues. Once approved and when the payment date is equal to the current date, a check from Business Services will be printed and mailed to the vendor.

Refer to the [Banner Finance Training Manual](#) for instructions on using the Invoice/Credit Memo Creation Form (FAAINVE) as well as Document History (FOIDDOCH) and Vendor History (FAIVNDH) Form use.

Some vendor invoices are paid centrally by the Purchasing Office and not by the Department. These include the following:

- Purchasing Card Statements
- Boise Cascade
- Travel Reimbursement and advances
- Moving Expenses
- Personal/Professional Services Contracts

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