

## Miscellaneous or Temp Vendor Payment

Step	Task
1.	Click the <b>Expense Report</b> icon.
2.	<p>Complete the <b>Document Header</b> information.</p> <ol style="list-style-type: none"> <li>1) Enter a unique report title in the <b>Report Title</b> field.</li> <li>2) Select the <b>Purpose</b> of               <ol style="list-style-type: none"> <li>a. <i>Misc Vendor – Payment for Goods,</i></li> <li>b. <i>Misc Payment – Vendors, Non-Employees, and Students,</i></li> <li>c. <i>Misc Vendor – Foreign Natl Reimbursements,</i></li> <li>d. <i>Temp Vendor Payments,* or</i></li> <li>e. <i>Temp Vendor Payments – Foreign Natl Reimbursements.</i></li> </ol> <p><b>NOTE:</b> For all Vendor Payments, only one invoice/receipt may be attached per Expense Report.</p> </li> <li>3) Enter a detailed business purpose in the <b>Business Purpose/Justification</b> field. Explain the reason for the expense and the benefit to the University. Review the <a href="#">Providing a Detailed Business Purpose/Justification</a> job aid for more information.</li> <li>4) Enter information in these required fields for 2) a., b, and c. (<i>Misc</i> purposes)               <ol style="list-style-type: none"> <li>a. <b>Payee Name</b></li> <li>b. <b>UIN/ID</b></li> <li>c. <b>Vendor Invoice #/Ref#</b></li> <li>d. <b>Contract #</b> (if applicable)</li> <li>e. <b>Vendor Address Type</b></li> <li>f. <b>Vendor Address Sequence</b></li> </ol> <p>Review the <a href="#">Banner Vendor ID and Address Query</a> job aid for more information.</p> </li> <li>5) Enter information in these required fields for 2) d. and e. (<i>Temp</i> purposes)               <ol style="list-style-type: none"> <li>a. <b>Payee Name</b></li> <li>b. <b>Vendor Invoice #/Ref#</b></li> <li>c. <b>Temp Vendor Address</b></li> <li>d. <b>Temp Vendor City</b></li> <li>e. <b>Temp Vendor State</b></li> <li>f. <b>Temp Vendor Zip</b></li> <li>g. <b>Vendor Address Seq</b></li> </ol> </li> <li>6) Select an affiliation (e.g., Vendor) from the <b>Affiliation</b> menu.</li> </ol>
3.	Click the <b>Continue</b> button.
4.	Select an <b>Expense Type</b> from the menu.
5.	Click the <b>Add Expense</b> button.
6.	Enter the information in the fields under <b>Standard Information</b> .
7.	Select a CFOP from the <b>Project</b> menu under <b>Charge Code Allocations</b> .
8.	Enter a note in the <b>Notes</b> field if necessary.
9.	Click the <b>Save</b> button.
10.	Repeat steps 4 through 9 to add additional <b>Expense Types</b> .

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11.	Attach any receipts if necessary. For more information on how to attach receipts, review the <i>Browse and Attach Receipts</i> job aid.  <b>NOTE:</b> For Vendor Payments, attach only one invoice/receipt per Expense Report.
12.	Click the <b>Submit</b> button.
13.	Read the certification information, and click <b>View Policy</b> if necessary.
14.	Click the <b>Continue</b> button.

Additional information:

- The process of submitting a request for travel, employee and miscellaneous reimbursement, or non-purchase order payments to vendors is the same—start by creating an Expense Report.
- The Expense Report (ER) number (e.g., ER001234) can be referenced in FOATEXT within **Banner**.
- Business Purpose/Justification is the *who, what, when, where, and why* of the request.
- Payee Affiliation designates the person being paid and/or their relationship to the University.
- Dates are the “date of purchase,” unless otherwise stated.
- A project (C-FOP), other than the default, can be searched or selected at any time.
- Traveler, Creator, and Reviewer/Approver will receive alert email notifications based on their status.
- Vendor Payment Expense Reports with multiple invoices/receipts attached will be rejected back to the submitter for correction.

\*The *Temp Vendor Payments* purposes can only be used for payments meeting the following criteria:

- Refunds of any kind.
- Non-employee reimbursements.
- Payments to human subjects totaling less than \$200.00 in a calendar year.