## Miscellaneous or Temp Vendor Payment

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Expense Report</strong> icon.</td>
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</table>
| 2.   | Complete the **Document Header** information.  
|      | 1) Enter a unique report title in the **Report Title** field.  
|      | 2) Select the **Purpose** of  
|      | a. Misc Vendor – Payment for Goods,  
|      | b. Misc Payment – Vendors, Non-Employees, and Students,  
|      | c. Misc Vendor – Foreign Natl Reimbursements,  
|      | d. Temp Vendor Payments,* or  
|      | e. Temp Vendor Payments – Foreign Natl Reimbursements.  
|      | **NOTE:** For all Vendor Payments, only one invoice/receipt may be attached per Expense Report.  
|      | 3) Enter a detailed business purpose in the **Business Purpose/Justification** field. Explain the reason for the expense and the benefit to the University. Review the [Providing a Detailed Business Purpose/Justification](#) job aid for more information.  
|      | 4) Enter information in these required fields for 2) a., b, and c. (**Misc** purposes)  
|      | a. **Payee Name**  
|      | b. UIN/ID  
|      | c. **Vendor Invoice #/Ref#**  
|      | d. **Contract #** (if applicable)  
|      | e. **Vendor Address Type**  
|      | f. **Vendor Address Sequence**  
|      | Review the [Banner Vendor ID and Address Query](#) job aid for more information.  
|      | 5) Enter information in these required fields for 2) d. and e. (**Temp** purposes)  
|      | a. **Payee Name**  
|      | b. **Vendor Invoice #/Ref#**  
|      | c. **Temp Vendor Address**  
|      | d. **Temp Vendor City**  
|      | e. **Temp Vendor State**  
|      | f. **Temp Vendor Zip**  
|      | g. **Vendor Address Seq**  
|      | 6) Select an affiliation (e.g., Vendor) from the **Affiliation** menu. |
| 3.   | Click the **Continue** button. |
| 4.   | Select an **Expense Type** from the menu. |
| 5.   | Click the **Add Expense** button. |
| 6.   | Enter the information in the fields under **Standard Information**. |
| 7.   | Select a CFOP from the **Project** menu under **Charge Code Allocations**. |
| 8.   | Enter a note in the **Notes** field if necessary. |
| 9.   | Click the **Save** button. |
| 10.  | Repeat steps 4 through 9 to add additional **Expense Types**. |
### Step 11. Task

11. Attach any receipts if necessary. For more information on how to attach receipts, review the *Browse and Attach Receipts* job aid.

   **NOTE:** For Vendor Payments, attach only one invoice/receipt per Expense Report.

### Step 12. Task

12. Click the *Submit* button.

### Step 13. Task

13. Read the certification information, and click *View Policy* if necessary.

### Step 14. Task

14. Click the *Continue* 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.