Miscellaneous or Temporary Vendor Payment

Step	Task
1.	Click the **Expense Report** icon.
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) For checks required to be picked up in Cashiering, choose your specific campus from the **Special Handling** drop down menu. **NOTE:** If you will be using a State Fund CFOP, select **Pick up State Funded Check** from the drop down menu and Payables will route the check to the appropriate Cashiering Office for you. 4) 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. 5) 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. 6) 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** 7) 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 information in the fields under **Standard Information**.
7.	Select a CFOP from the **Project** menu under **Charge Code Allocations**.

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8.	Enter a note in the **Notes** field if necessary. **Example:** If a check has to be picked up, provide a business reason for pickup with the name and 10-digit telephone number of the person to contact when the check is available.
9.	Click the **Save** button.
10.	Repeat steps 4 through 9 to add additional **Expense Types**.
11.	Attach any receipts if necessary. For more information on how to attach receipts, review the Browse and Attach Receipts and Supporting Documentation job aid. **NOTE:** For Vendor Payments, attach only one invoice/receipt per Expense Report.
12.	Click the **Submit** button.
13.	Read the certification information, and click **View Policy** if necessary.
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