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# Direct Pay Processing We Can Help!!!



# What is Direct Pay Invoicing?

Direct Pay invoices are initiated by the end-user which expedites certain types of transactions that do not require the use of a purchase order, yet does not by-pass the College's and the State of Texas procurement guidelines.

## THE INTENT is...

- Not to circumvent the requisition/purchase order process
- Identify expenditures that do not require any type of quote or bid process
- Allow purchases / payments to be processed more quickly and efficiently
- Only applies to select transactions
- Defined and processed using a commodity code ending in DP

# Let's Talk About the following!

Why Undertake this Process?

Responsibilities/Roles

- Purchasing
  - Determining Criteria
  - Create Commodity Codes
- ITS
  - One time set-up
- Budget Control
  - Rule Groups
  - Setup of Direct Pay Invoicing Approvals
- Accounts Payable
  - Direct Pay Invoicing Training/Procedures



# Why Undertake this PROCESS?

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## Why Undertake this Process?

### REASONS

- Better use of buyers' time
- Better use of resources
- Reduction in printing and paper costs
- Allocate buyers' efforts to more cost effective processes
- Strategic sourcing
- Contract administration
- Price negotiations

### RESULTS

- Quicker turn-around from initiation to payment
- Satisfaction for staff and suppliers due to faster payment processing
- Decrease in data entry for Accounts Payable staff

# Responsibilities/Roles



# Purchasing Responsibilities

- Determining the criteria
- Creating new commodity codes



# Determining the criteria

Identify purchases that are not bound to the PO process

Items for which there are no competition or bid requirements

- Reimbursements for travel or non-negotiable expenses
- Employee travel reimbursement
- Conference fees
- Subscriptions
- Certification and professional license fee
- Permits

Determine comfort level of price threshold for each category

Does not include

- Negotiable items
- Competitively bid items
- Insurance required
- Contracted rates that fluctuate





## Creating New Commodity Codes (ending in DP)

### General Services (\$1,000 or less)

- Mailing Services
- Equipment Maintenance Services
- Subscriptions, Magazines
- Non-Travel Restaurant Catering
- Delivery Services (ex: Fed Ex, UPS)
- Club Memberships, Association fees, dues & licensing
- Umpires, Referees, (Officials)

## Creating New Commodity Codes (ending in DP)

- Professional Services (\$1,000 or less)
  - General consulting services
  - Financial Services
  - Professionals' services
- Travel Services/Personal Reimbursement (\$1,500 or less)
  - Mileage, tolls, parking, and/or fuel
  - Airlines, shuttles, taxis, bus, rails & rental car
  - Meals, phone/internet services, conference registration, lodging

Commodity Code	Description	Definition	Account Code and Description
91558DP	Shipping: DIRECT PAY Mailing Services	Postage and mailing fees not processed through campus services	731340 - Contractual Svcs - Mailing
91600DP	Communication/IT: DIRECT PAY Cell Phones, Air Cards	Reimbursement for use of personal equipment used for College business. Itemized billing/invoices are required.	761520 - Telecommunications - Cell Phones
91897DP	Utilities: DIRECT PAY Gas & Water <b>FISCAL AFFAIRS USE ONLY</b>	Utility payments not paid for with the utilities Pcard.	761300 - Gas 761100 - Water
93600DP	Office Supplies: DIRECT PAY Equipment Maintenance Services	Service, inspection, repair or maintenance for <u>office</u> equipment only *DO NOT USE for LAB or CLASSROOM equipment*	731320 - Cont Svcs - Equipment Repairs/Maint
93906DP	IT: DIRECT PAY Audio/Visual Equipment Maintenance Services	Service, inspection, repair or maintenance for audio visual equipment	731320 - Cont Svcs - Equipment Repairs/Maint
95225DP	Human Services: DIRECT PAY Day Care Preschool Services	Payment of allowable student day care expenditures	751160 - S/A - Child Care
95640DP	Fees: DIRECT PAY Subscriptions, Magazines	Only subscriptions that are delivered to College addresses are authorized purchases.	711110 - Instructional Supplies - Consumable 731350 - Contractual Svcs - Subscription
96115DP	Foods: DIR PAY NON TRAVEL Restaurants, Catering	Itemized receipts and the names of guests included are required. If the purchase is for a group, include the purpose of the event, the name of the organization and the approximate number of attendees.	731270 - Catering/Meals
96219DP	Travel: DIRECT PAY Chamber and Community Luncheons	Include the name of the organization, the purpose of the event and the approximate number of attendees.	731270 - Catering/Meals
96224DP	Shipping: DIRECT PAY Courier, Delivery Services	Messenger and delivery services (i.e. FedEx, UPS, couriers)	731340 - Contractual Svcs - Mailing
96320DP	Fees: DIRECT PAY Associations, Clubs, Memberships, Dues, Fees, Licensing	Only transferrable memberships are approved <u>unless required</u> for one's job or the existence of other extenuating circumstances.	731230 - Institutional Membership 731235 - Individual Membership 731225 - Accreditation Fee 731390 - Cont Svcs - License/Permit/Inspection
96345DP	Fees: DIRECT PAY Permits, Inspections <b>FACILITIES USE ONLY</b>	Fees, permits, inspections or licensing expenditures for Facilities Services only.	731390 - Cont Svcs - License/Permit/Inspection
96490DP	Athletic: DIRECT PAY Umpires, Referees, Officials		731370 - Contractual Svcs - Game Officials
96340DP	DIRECT PAY Student Stipends	Stipend payment to students	751140 - S/A - Stipends

## Professional Services

**Use of Direct Payment for Professional Services is Limited to Payments \$1,000 or Less**

Commodity Code	Description	Definition	Account Code and Description
91800DP	Professional Services: DIRECT PAY General Consulting Services <b>GRANTS ONLY</b>	Consultants may not be SJCCD employees. <b>For GRANTS ONLY.</b>	731260 - Contractual Svcs - Consultant 731130 - Test
94600DP	Financial Services: DIRECT PAY Fiscal Affairs Use	Includes services provided by individuals or firms engaged in financial review, consulting, auditing, banking or other matters related to fiscal affairs of the College.	731210 - Contractual Svcs - Audit 731260 - Contractual Svcs - Consultant 731310 - Contractual Svcs - Banking Services

# ITS Responsibilities

- One Time Set-Up
- Regular Maintenance



# One Time Set – UP

Establish Security Rule Class to include only Banner Form FAAINVE

<u>Form Name</u>	<u>Maintenance Role</u>	<u>Security Class</u>
FAAINVE	BAN_DEFAULT_M	SJCD_FIN_DIRECT_PAY_INVOICING

## Regular Maintenance

Grant end-users' privileges to the Security Rule Class

## One Time Set-Up

- ◆ Rule Group/Rule Class Security - FOMRGRC
- ◆ Form/Process to Rule Group Form - FOMPRRG

## Regular Maintenance

- ◆ Approval Queue Maintenance - FTMAPPQ
- ◆ Approval Queue Routing Codes – “Z” queue and “Next” queue
- ◆ User Profile Maintenance – FOMPROF
- ◆ Rule Group Security Maintenance - FOMUSRG



# Financial Planning, Analysis Budget

## One Time Set-Up

- Rule Group/Rule Class Security
- Form/Process to Rule Group Form

## Regular Maintenance

- User Profile Maintenance
- Rule Group Security Maintenance
- Approval Queue Maintenance
- Approval Queue Routing Codes

## **FOMRGRC** **Rule Group/Rule Class Security Maintenance**

- Create a new rule group for direct pays – INDG, if not created during implementation
- Add the following rule classes to INDG  
    INNI, ADDI, ADII, DIII, DISI, INII, TAI, TAXI, & TAXL
- Added rule classes should be removed from the INVG rule group.



San Jacinto College

Minelia Izaguirre Sign Out ?

Rule Group/Rule Class Security Maintenance FOMRGRC 9.0 (BAN9)

ADD RETRIEVE RELATED TOOLS

Start Over

Rule Group: INDG Copy from Rule Group:

RULE GROUP/RULE CLASS SECURITY MAINTENANCE

Insert Delete Copy Filter

Rule Group \* Direct Pay Invoice Rule Group

Description

RULE CLASSES

Insert Delete Copy Filter

Rule Class *	Description
ADDI	Additional Charges on an Invoice
ADII	Addl Charges on Invoice w/G/L Acct
DIII	Discount on Invoice w/G/L Acct
DISI	Discount on Invoice
INII	Invoice w/G/L Account no Enc
INNI	Invoice without Encumbrance
TAXI	Sales Tax on Invoice w/G/L Acct
TAXI	Sales Tax on Invoice
TAXL	Record Liability for Non-vendor Tax

Record 1 of 9


# Financial Planning, Analysis Budget

## FOMPRRG

### Rule Group/Rule Class Security Maintenance

Add the direct pay rule group to Form/Process FAAINVE (if not added during implementation)





X FormProcess To Rule Group Maintenance FOMPRRG 9.0 (BAN)

 ADD  RETRIEVE  RELATED  TOOLS

Start Over

FormProcess: FAHJIVE New FormProcess:

\* FORMPROCESS TO RULE GROUP MAINTENANCE

 Insert  Delete  Copy  Filter

Rule Group	Title
<u>INDG</u>	Direct Pay Invoice Rule Group
INVG	Invoice rule group (regular in etc)

1 of 1 Per Page

Record 1 of 2

## FTMAPPQ

### Approval Queue Maintenance

- Create Z queues for direct pay invoices (use next available number)
- Queue limits should be zero
- Next queue should be budget control (numeric queue)



Approval Queue Maintenance FTMAPPQ 9.0 (BAN9)

ADD RETRIEVE RELATED TOOLS

APPROVAL QUEUE MAINTENANCE

Insert Delete Copy Filter

Filter Again

Queue ID\* 2012 Queue Description\* AP - CENTRAL ART AND DESIGN

Next Queue 1004 BC - CENTRAL ART AND DESIGN

Queue Limit 0.00

1 of 1 Per Page Record 1 of 1

QUEUE LEVEL INFORMATION

Mass Change Approval Limit by Level

Effective Date *	Termination Date	Level *	User ID *	Name	Approval Limit	Next Change Date
09/01/2014			10 BTURNER	Becky Turner		0.00
09/01/2014			10 CTALBOT	Jolana Talbot		0.00
09/01/2014			10 JPHILLIPS	Jenny Phillips		0.00
09/01/2014			10 SSOWELL	Susan Sprouse		0.00

1 of 1 Per Page Record 1 of 4

Add the **Direct Pay Invoice Rule Group** to identified end users

× Rule Group Security Maintenance FOMUSRG 9.0 (BAN9)

User ID: SSANCHEZ Copy User ID:

▼ RULE GROUP SECURITY MAINTENANCE

Rule Group	Description
<a href="#">BDTR</a>	Budget Transfer Rule Group
<b>INDG</b>	<b>Direct Pay Invoice Rule Group</b>
JVCG	Journal Voucher
REQG	Requisition Rule Group

◀ ◁ 1 of 1 ▷ ▶ | 10 ▼ Per Page

# FOMPROF

## User Profile Maintenance

Grant access to "Direct Pay Invoices Only" for end users Under the 'Procurement Maintenance'

User Profile Maintenance FOMPROF 9.3.1 (BAN9)

User ID: SSANCHEZ

User Profile Maintenance Procurement Maintenance

INVOICE

Invoice Restrictions: Direct Pay Invoices Only

Invoice Overage Tolerance

Invoice Tolerance Amount

Invoice Tolerance Override

Invoice Receipt Required Override

REQUISITION OR PURCHASE ORDER

Ship To: D002

Street Line 1: San Jacinto Coll Dist Annex

Street Line 2: 4620 Fairmont Parkway

Street Line 3

Building

Floor

Contact: District Annex

Requisition Receipt Required Override

Purchase Order Receipt Required Override

RECEIVING

Receiving Quantity Overage Tolerance: 10

Receiving Quantity Tolerance: 20

Receiving Amount Overage Tolerance: 10

Receiving Amount Tolerance: 100.00

Receiving Override


Activity User: SSANCHEZ

SAVE

## FOMUSRG

### Rule Group Security Maintenance

Add the **Direct Pay Invoice Rule Group (INDG)** to identified end users

 Rule Group Security Maintenance FOMUSRG 9.0 (BAN9)

User ID: SSANCHEZ Copy User ID:

▼ RULE GROUP SECURITY MAINTENANCE

Rule Group	Description
<a href="#">BDTR</a>	Budget Transfer Rule Group
<b>INDG</b>	<b>Direct Pay Invoice Rule Group</b>
JVCG	Journal Voucher
REQG	Requisition Rule Group

◀ ◁ 1 of 1 ▷ ▶ | 10 ▾ Per Page



success is liking yourself

liking what you do

and liking how you do it

*Maya Angelou*

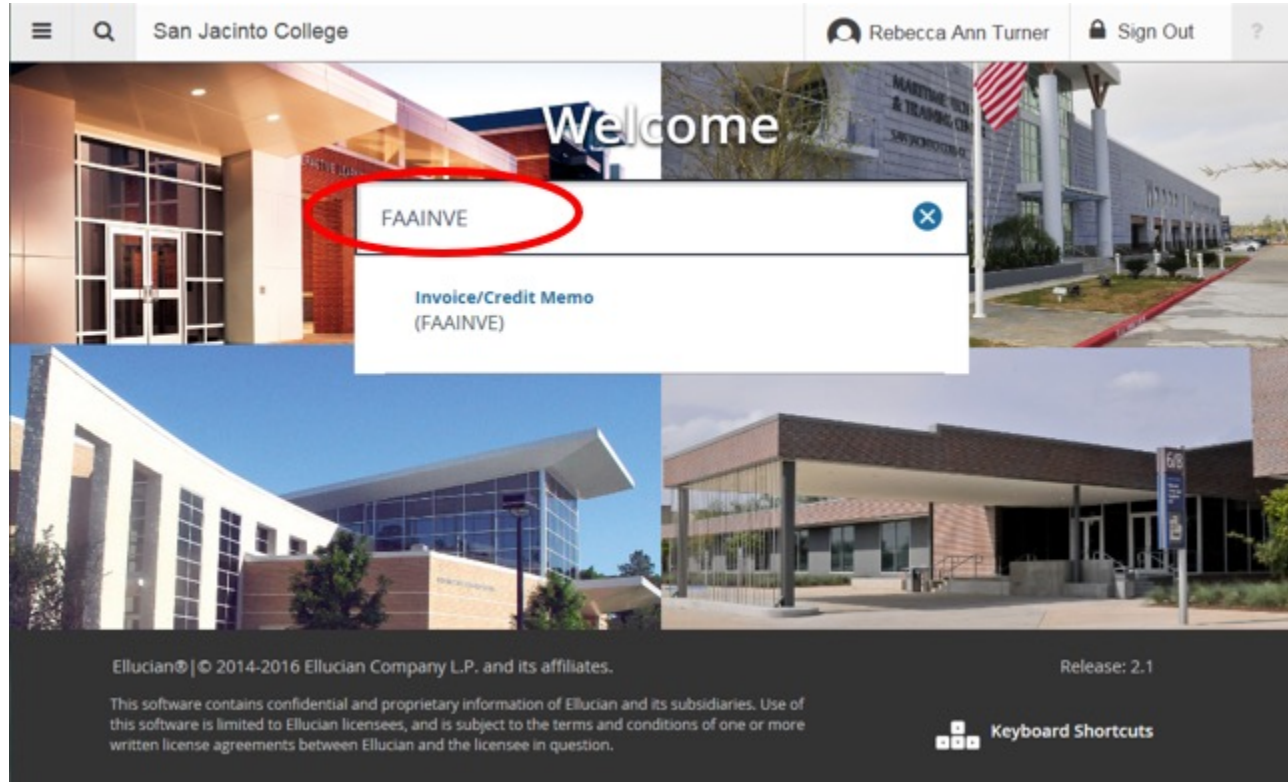
# Accounts Payable Responsibilities

- Create Direct Pay Processing Procedures
- Direct Pay Invoice ZOOM Training Sessions
- AP Approvals



## Direct Pay Invoicing

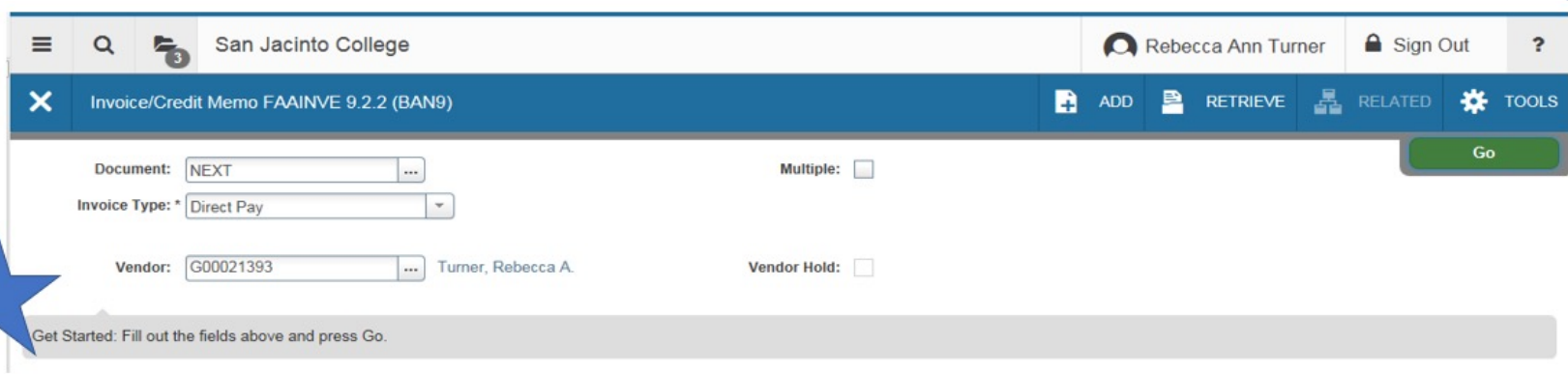
- The End-User can type in FAAINVE at the home page
- Click on Invoice/Credit Memo  
Memo
  - (FAAINVE)



The screenshot displays the San Jacinto College website interface. At the top, the navigation bar includes a search icon, the text "San Jacinto College", a user profile for "Rebecca Ann Turner", and a "Sign Out" button. The main content area features a "Welcome" banner with a background image of a building. A search bar is overlaid on the banner, containing the text "FAAINVE" which is circled in red. Below the search bar, a dropdown menu is visible, showing the option "Invoice/Credit Memo (FAAINVE)". The footer of the page contains copyright information: "Ellucian® | © 2014-2016 Ellucian Company L.P. and its affiliates.", a release version of "2.1", a disclaimer about confidential information, and a "Keyboard Shortcuts" icon.

## The training provides step-by-step how to create direct pay invoice in FAAINVE

- ◆ Type “NEXT”
- ◆ Choose “DIRECT PAY”
- ◆ Enter Vendor number
- ◆ Press **GO**

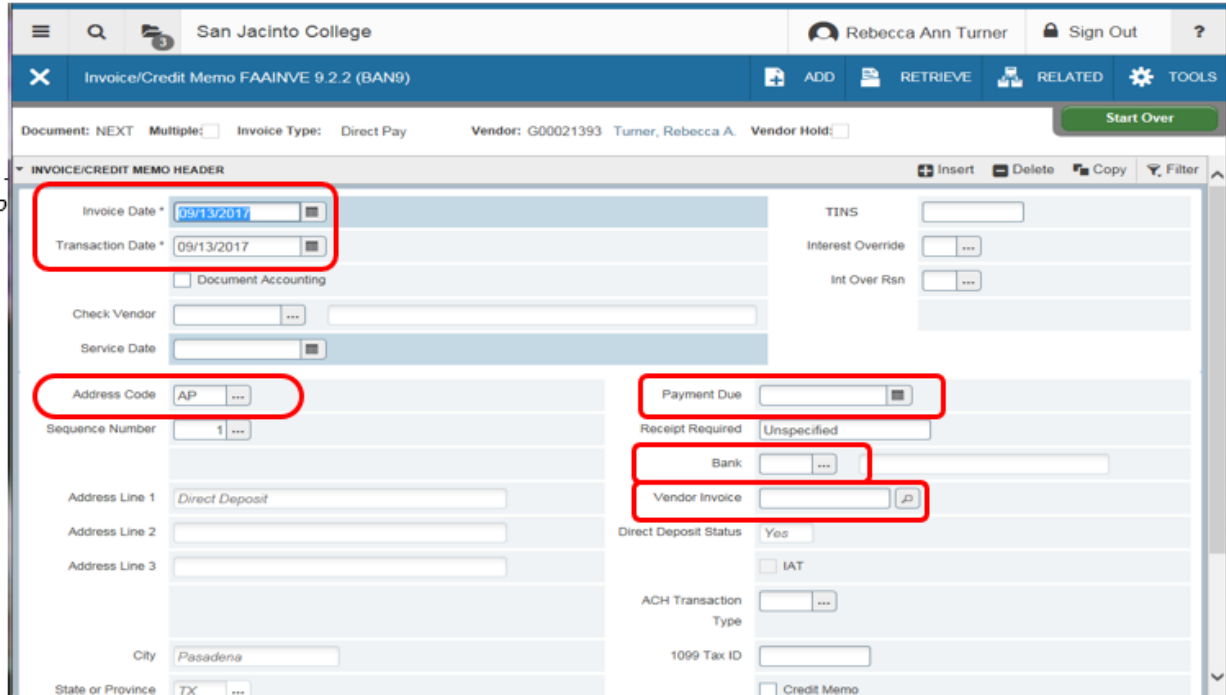


The screenshot shows the FAAINVE software interface. At the top, there is a navigation bar with a search icon, the text "San Jacinto College", and user information for "Rebecca Ann Turner" with a "Sign Out" button. Below this is a blue header bar with a close button (X), the title "Invoice/Credit Memo FAAINVE 9.2.2 (BAN9)", and action buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". The main form area contains the following fields:

- Document:** A text input field containing "NEXT" and a dropdown arrow.
- Multiple:** A checkbox that is currently unchecked.
- Invoice Type:** A dropdown menu currently set to "Direct Pay".
- Vendor:** A text input field containing "G00021393" and a dropdown arrow, followed by the text "Turner, Rebecca A.".
- Vendor Hold:** A checkbox that is currently unchecked.

A green "Go" button is located to the right of the "Multiple" checkbox. At the bottom of the form, a grey bar contains the text: "Get Started: Fill out the fields above and press Go." A blue star graphic is overlaid on the left side of the form.

- Procedures define the information required for the following information:
- Transaction date
- Invoice Date
- Address code must be selected for the correct remittance - *AP address codes are for direct deposit of payment – do not change*  
\*\*\*Currently 50% of payments are direct deposit to vendors and employees\*\*\*
- Payment Due Date
- Bank Code
- Vendor Invoice Number (established data standards)



San Jacinto College

Rebecca Ann Turner Sign Out

Invoice/Credit Memo FAAINVE 9.2.2 (BAN9)

ADD RETRIEVE RELATED TOOLS

Document: NEXT Multiple:  Invoice Type: Direct Pay Vendor: G00021393 Turner, Rebecca A. Vendor Hold:  Start Over

INVOICE/CREDIT MEMO HEADER

Insert Delete Copy Filter

Invoice Date \* 09/13/2017

Transaction Date \* 09/13/2017

Document Accounting

Check Vendor

Service Date

Address Code AP

Sequence Number 1

Address Line 1 Direct Deposit

Address Line 2

Address Line 3

City Pasadena

State or Province TX

TINS

Interest Override

Int Over Rsn

Payment Due

Receipt Required Unspecified

Bank

Vendor Invoice

Direct Deposit Status Yes

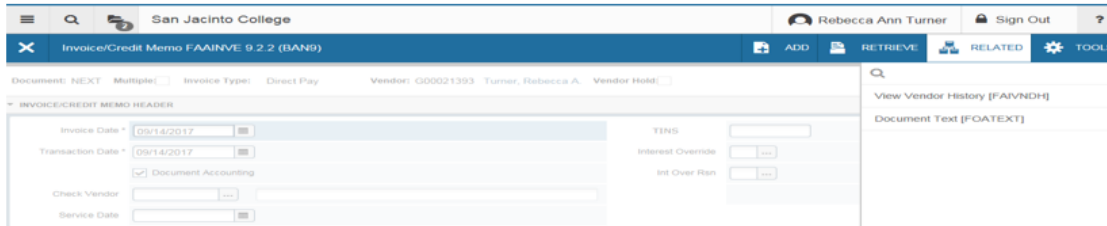
IAT

ACH Transaction Type

1099 Tax ID

Credit Memo

- Document Text is Required for all direct pay invoices
- The text should indicate the Where? Why? What? When? And in some cases, Who?



San Jacinto College

Rebecca Ann Turner Sign Out ?

Invoice/Credit Memo FAAINVE 9.2.2 (BAN9)

Document: NEXT Multiple: Invoice Type: Direct Pay Vendor: 000021393 Turner, Rebecca A. Vendor Hold:

INVOICE/CREDIT MEMO HEADER

Invoice Date \* 09/14/2017 TINS

Transaction Date \* 09/14/2017 Interest Override

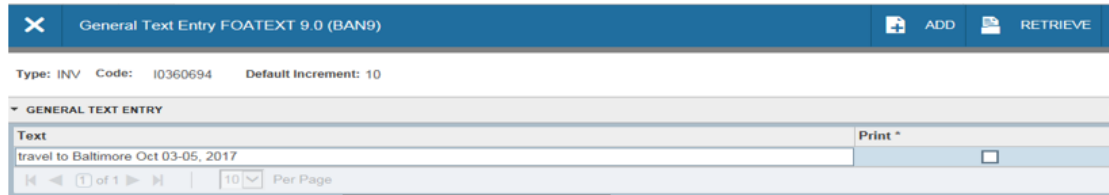
Document Accounting Int Over Run

Check Vendor

Service Date

View Vendor History [FAIVNDH]

Document Text [FOATEXT]



General Text Entry FOATEXT 9.0 (BAN9)

Type: INV Code: 10360694 Default Increment: 10

GENERAL TEXT ENTRY

Text	Print *
travel to Baltimore Oct 03-05, 2017	<input type="checkbox"/>

10 Per Page



Invoice/Credit Memo FAAINVE 9.2.2 (BAN9)



ADD



RETRIEVE



RELATED

Document: ID0360694 Multiple:  Invoice Type: Direct Pay Vendor: G00021393 Turner, Rebecca A. Vendor Hold:

Vendor:

Vendor Hold

Item:

Commodity:

Commodity Record Count:

Accounting Record Count:

Currency Code:

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	J			106500	66042	721250	620300			...

1 of 1 | 10 Per Page

Bank:  ...

Income Type:  ...

	Commodity	%	Accounting
Approved	<input type="text" value="12.00"/>	<input type="text"/>	<input type="text"/>
Discount	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>
Additional	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>
Tax	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>
Net			<input type="text"/>

NSF Override:

Suspense:

NSF Suspense:

- COMPLETE the Direct Pay
- Upon completion of the invoice – the procedure advises the end-user the IMPORTANCE OF DOCUMENT NUMBER

ellucian Invoice/Credit Memo FAAINVE 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

Document: I0410553 Multiple:  Invoice Type: Direct Pay Vendor: G00021393 Turner, Rebecca A. Vendor Hold:  [Start Over](#)

BALANCING COMPLETION Insert Delete Copy Filter

	Input	Exchange Rate	Converted	
Amount	<input type="text" value="20.00"/>	<input type="text"/>	<input type="text"/>	
Amount Type	Header	Commodity	Accounting	Status
Approved	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="BALANCED"/>
Discount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>
Tax				
Additional	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="BALANCED"/>

[Complete](#) [In Process](#)



## AppXtender – add backup documentation to the Banner direct pay invoice number

Document History FOIDDCH932 (PROD) **ADD** RETRIEVE RELATED TOOLS

Document Type: INV Invoice Document Code: 10401314 [Start Over](#)

DOCUMENT HISTORY Insert Delete Copy Filter

Document Type	Document Number	Status	Status Description
Invoice	10401314	P	Paid
Check Disbursement	10037994		

10 Per Page Record 1 of 2

The screenshot displays the OpenText ApplicationXtender interface. The browser address bar shows the URL: `bdm.sanjac.edu/AppXtender/datasources/PROD/IDocImport/?DSN=PROD&AppName=B-F-DOCS&DOCUMENT%20ID=I0401314`. The application header includes the OpenText logo and the text "ApplicationXtender - PROD". The user profile is identified as "BTURNER".

The main interface is divided into two sections. The left section contains a toolbar with various icons for document navigation and manipulation. A red arrow points to the "Page" indicator, which shows "0 / 0". Other icons include a scanner, rotate, zoom (set to 102%), and a hand icon for panning.

The right section displays a list of document metadata fields:

DOCUMENT ID *	I0401314
BANNER DOC TYPE	INVOICE
DOCUMENT TYPE *	
TRANSACTION DATE *	19-Aug-2019
VENDOR ID	G00916795
VENDOR NAME	BLOUNT
FIRST NAME	JAMES
PIDM	896964
ROUTING STATUS	
ACTIVITY DATE	Timestamp
VPDI_CODE	
EXPIRATION DATE	

At the bottom right of the interface, there are two buttons: "CANCEL" and "SAVE".

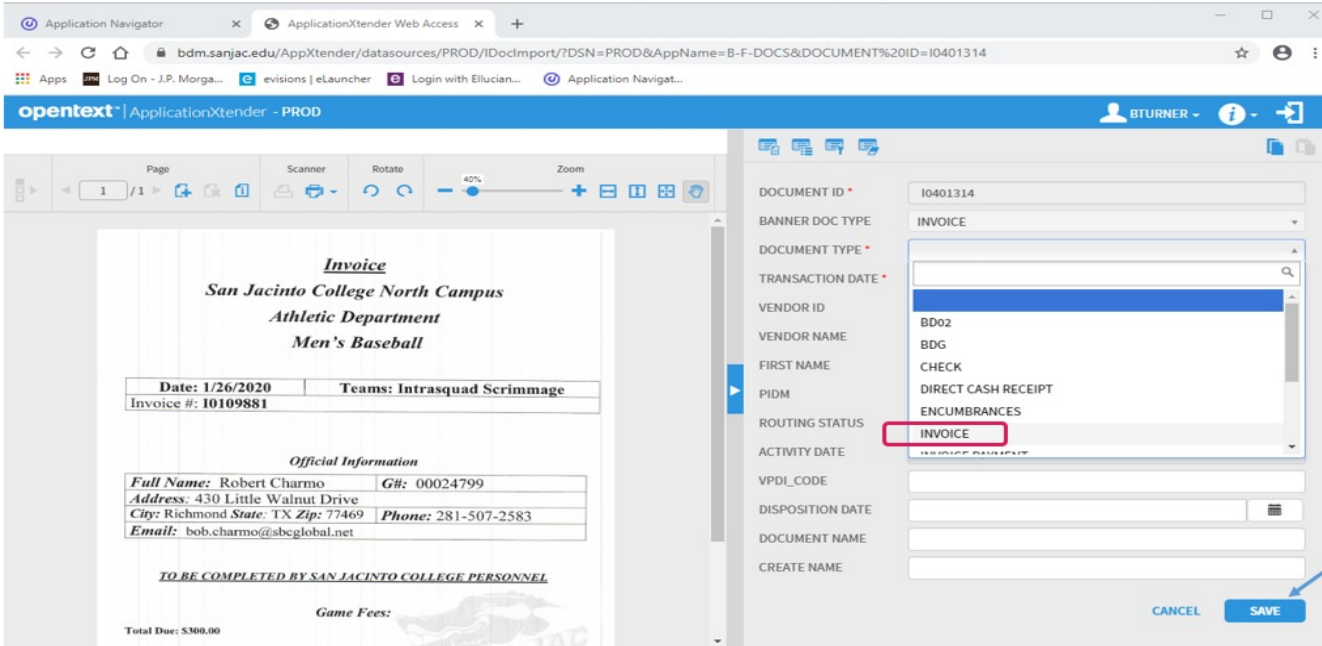
## Locate File and Attaching Backup

The screenshot illustrates the process of attaching a backup file in the OpenText ApplicationXtender interface. It features a main application window with a toolbar and a central workspace. A dialog box titled "Add New Page" is open, showing a "File\*" field with a "Choose Files" button and a "No file chosen" status. Below this, a Windows File Explorer window is open, displaying a list of files in the "Tellespen" folder. A second "Add New Page" dialog box is shown in the foreground, with the "File\*" field containing the text "Choose Files CHAR.I0109881.pdf".

1. Choose file  
2. Upload

Name	Date modified	Type	Size
Tellespen.1562	2/3/2020 4:32 PM	Adobe Acrobat D...	18,565 KB
Tellespen.34477	1/30/2020 1:26 PM	Adobe Acrobat D...	33,578 KB
Tellespen.34539	1/30/2020 12:48 PM	Compressed (zipp...	10,303 KB
Tellespen.34542	1/27/2020 4:20 PM	Adobe Acrobat D...	2,984 KB
Tellespen.PayAgg29	1/24/2020 4:20 PM	Adobe Acrobat D...	11,177 KB
Tellespen.5295	1/24/2020 3:50 PM	Adobe Acrobat D...	1,168 KB
Tellespen.34544	1/24/2020 3:55 PM	Adobe Acrobat D...	8,341 KB
Tellespen.001CM	1/24/2020 3:01 PM	Adobe Acrobat D...	531 KB
Tellespen.5193	1/24/2020 1:22 PM	Adobe Acrobat D...	169 KB
Tellespen.34538	1/15/2020 3:46 PM	Adobe Acrobat D...	11,177 KB
Tellespen.34602	1/10/2020 2:25 PM	Adobe Acrobat D...	17,874 KB
Tellespen.34410	1/9/2020 1:14 PM	Compressed (zipp...	12,467 KB
Tellespen.34410	1/9/2020 1:15 PM	Adobe Acrobat D...	12,269 KB
Tellespen.5173 - 50292	1/3/2020 10:41 AM	Adobe Acrobat D...	1,608 KB
Tellespen.34414	12/20/2019 10:17 ...	Adobe Acrobat D...	5,493 KB
ms7	12/20/2019 10:15 ...	Adobe Acrobat D...	180 KB

## Locate File and Attaching Backup (B-F-DOCS)



The screenshot shows a web browser window with the URL `bdm.sanjac.edu/AppXtender/datasources/PROD/IDocImport/?DSN=PROD&AppName=B-F-DOCS&DOCUMENT%20ID=I0401314`. The page title is "opentext | ApplicationXtender - PROD". The user is logged in as "BTURNER".

The main content area displays an invoice document with the following text:

**Invoice**  
**San Jacinto College North Campus**  
**Athletic Department**  
**Men's Baseball**

<b>Date:</b> 1/26/2020	<b>Teams:</b> Intrasquad Scrimmage
<b>Invoice #:</b> 10109881	

**Official Information**

<b>Full Name:</b> Robert Charmo	<b>G#:</b> 00024799
<b>Address:</b> 430 Little Walnut Drive	
<b>City:</b> Richmond <b>State:</b> TX <b>Zip:</b> 77469	<b>Phone:</b> 281-507-2583
<b>Email:</b> bob.charmo@sbcglobal.net	

**TO BE COMPLETED BY SAN JACINTO COLLEGE PERSONNEL**

**Game Fees:**

Total Due: \$300.00

The right-hand side of the interface shows a metadata form with the following fields:

- DOCUMENT ID: I0401314
- BANNER DOC TYPE: INVOICE
- DOCUMENT TYPE: **INVOICE** (highlighted in a red box)
- TRANSACTION DATE: [Empty]
- VENDOR ID: BD02
- VENDOR NAME: BDG
- FIRST NAME: CHECK
- PIDM: DIRECT CASH RECEIPT
- ROUTING STATUS: ENCUMBRANCES
- ACTIVITY DATE: INVOICE
- VPDI\_CODE: [Empty]
- DISPOSITION DATE: [Empty]
- DOCUMENT NAME: [Empty]
- CREATE NAME: [Empty]

At the bottom right of the form, there are "CANCEL" and "SAVE" buttons. A blue arrow points to the "SAVE" button.

Application Navigator x ApplicationXtender Web Access x +

bdm.sanjac.edu/AppXtender/datasources/PROD/applications/506/document/257626?DSN=PROD&AppName=B-F-DOCS&DOCUMENT%20ID=I0401314

Apps Log On - J.P. Morga... evisions | eLauncher Login with Ellucian... Application Navigat...

opentext | ApplicationXtender - PROD BTURNER - i -

B-F-DOCS > I0401314

Document Page

Text Search EMAIL EXPORT PRINT

Page 1 / 1 Scanner Rotate 40% Zoom Annotation Format Actions

**Invoice**  
*San Jacinto College North Campus  
Athletic Department  
Men's Baseball*

Date: 1/26/2020	Teams: Intrasquad Scrimmage
Invoice #: I0109881	


**Official Information**

Full Name: Robert Charmo	G#: 00024799
Address: 430 Little Walnut Drive	
City: Richmond State: TX Zip: 77469	Phone: 281-507-2583
Email: bob.charmo@sbcglobal.net	


TO BE COMPLETED BY SAN JACINTO COLLEGE PERSONNEL

Game Fees:

Total Due: \$300.00

Signed- Ok to pay by: 

NOTE: 964900P/731370/92008/312200 revised 9/28/19




# Accounts Payable Approvals

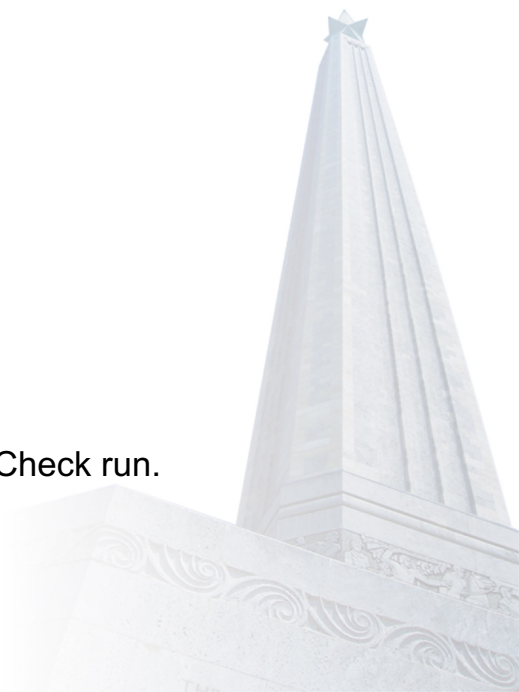
All direct pay invoices require Accounts Payable's approval.

AP Staff reviews the following:

- Vendor Name
- Backup Documentation
- Address Code
- Document Text
- Review the commodity and account codes

Upon completion of all approvals, the direct pay invoice process on the next AP Check run.

Timeline: 1-5 days



User ID: BTURNER Becky Turner Document: Next Approver: [Start Over]

USER APPROVAL [Insert] [Delete] [Copy] [Filter]

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
INV		0407096		0	ESTANFIELD	300.00	DOC	Y
INV		0410227		0	LADAME	273.65	DOC	Y
INV		0410377		0	DCUBSTEAD	9.69	DOC	Y
INV		0410403		0	ETAMEZ	30.00	DOC	Y
INV		0410536		0	CMAUER	20.00	DOC	Y
INV		0410537		0	JFARINA	39.05	DOC	Y
INV		0410538		0	JFARINA	39.05	DOC	Y
INV		0410539		0	KTURNER	204.10	DOC	Y
INV		0410540		0	JTREVINO	97.68	DOC	Y
INV		0410541		0	JTREVINO	127.37	DOC	Y

Record 1 of 21

Invoice/Credit Memo Approval FOGINA 9.0 (PROD)

Document Number: 0407096 Vendor: Texas Assoc. of Deans & Directors

Line Item Information

Accounting Information

Sequence Number	Seq. #	Bank Description	Change Status	Document Number
001	1	Invoice		
002	2	Product Fee		
003	3	To Be Paid		
004	4	Invoice		
005	5	Approved		300.00
006	6	Discount		0.00
007	7	Tax		0.00
008	8	Additional		0.00
009	9	Net		300.00
010	10	NSF		

User ID: BTURNER Becky Turner Document: Next Approver: [Start Over]

USER APPROVAL [Insert] [Delete] [Copy] [Filter]

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
INV		0407096		0	ESTANFIELD	300.00	DOC	Y
INV		0410227		0	LADAME	273.65	DOC	Y
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INV		0410536		0	CMAUER	20.00	DOC	Y
INV		0410537		0	JFARINA	39.05	DOC	Y
INV		0410538		0	JFARINA	39.05	DOC	Y
INV		0410539		0	KTURNER	204.10	DOC	Y
INV		0410540		0	JTREVINO	97.68	DOC	Y
INV		0410541		0	JTREVINO	127.37	DOC	Y
INV		0410542		0	JTREVINO	91.46	DOC	Y
INV		0410543		0	JTREVINO	126.89	DOC	Y
INV		0410544		0	JTREVINO	47.04	DOC	Y
INV		0410545		0	JTREVINO	140.00	DOC	Y
INV		0410546		0	JTREVINO	237.86	DOC	Y
INV		0410551		0	SSANCHEZ	7,613.00	DOC	Y
INV		0410551		0	SSANCHEZ	1,004.40	DOC	Y
INV		0410552		0	SSANCHEZ	35,977.45	DOC	Y

Document Approval FOUUAPP 9.3.7 (PROD)

Type INV

Number 0410551

Submission 0

Change Sequence

DOCUMENT IS APPROVED

OK Cancel

Questions?





Thank You!

- Becky Turner – [becky.turner@sjcd.edu](mailto:becky.turner@sjcd.edu) 281-998-6153

**We want to hear from you!**

- *To Communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.” – Tony Robbins*

