Preparing a DP-EZ  
FSJA-078

1. Go to Banner Form FZADPEZ.
2. Select Create New or Edit In Process DP-EZ.
3. Click on New DP-EZ.
4. Select the appropriate Payee Type.
5. Select the Payment Type.
6. Enter the Payee Banner ID Number (if # is not known click the drop-down to search.
   (If Vendor is not found go to Fast Info #467.)

**NOTE:** No transaction can be processed for the vendor until confirmation of vendor set-up is received.

7. In the Address Type Code verify address
   a. If correct tab to Payment Due Date
   b. If not correct search for address in the dropdown next to the Seq # field and double click on the correct address
   c. If address is not found go to Step 6
8. Tab to the Payment Due Date enter the desired date or ‘T’ for today’s date
9. Tab to the Direct Deposit Status field. ‘Y’ indicates vendor has direct deposit.
   a. If direct deposit is not desired check Override Direct Deposit, Issue Check and select from choices. If selecting ‘Hold for pick-up’ see Fast Info #3342.
   b. If direct deposit is desired tab to Special Handling and select ‘None’.
10. Tab to Originator Title and enter your title
11. Tab to Originator Phone and enter your #
12. Tab to Dept Head/Paye Supervisor Name and enter the information
13. Tab to Dept Head/Paye Supervisor Title and enter the information
14. Perform a Next Block
15. There may be three sections at the top of the screen, whichever is not needed for the payment type will be grayed out:
   a. Travel
   b. Meals
   c. Lodging
   d. Other
16. Enter the travel details or the Business Purpose (reason for payment).
17. Tab to Additional Information enter if necessary
18. Perform a Next Block
19. Tab to Payment Category, using the drop-down select correct type
20. Tab to enter the date of the invoice or “T” for today’s date
21. Tab to enter the purpose of the payment (Explanation)
22. Tab to enter the Amount
23. Perform a next record if you have more than one invoice to reimburse or pay (repeat steps 19 to 23 till complete).
24. Tab and Perform a Next Block
25. Enter the Index and then tab
26. Enter the Account code and then tab
27. Enter the Amount and tab
28. Click save
29. Verify the Balance to be Allocated is 0.00. (If more than one index or account codes are required perform a next record and repeat steps 25 to 27)
30. To review the document, select Options and then Print DP-EZ. This is a draft copy.
31. When satisfied with the information Complete the document.

**Additional Resources:**
- For Travel Reimbursement see FI #263
- For Travel Advance see FI #367
- For Honorarium see FI #848

END