

How to Delete a Direct Pay

A direct pay can only be deleted if it has not been completed or if it has been disapproved. If you would like to delete a completed document, email accountspayable@stockton.edu for assistance.

- 1) Log into Banner and go to FAAINVE – Invoice/Credit Memo.
- 2) Type the I# in the Document field and click on Go. You will land on the Invoice/Credit Memo header.
- 3) Click on Delete in the upper right-hand corner. You will get the message “Press DELETE RECORD again to delete this record.”

The screenshot displays the Banner Invoice/Credit Memo header screen. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons, along with a '1' indicator. A yellow warning message at the top right states: "Press DELETE RECORD again to delete this record." A red arrow points to this message. The main form area is titled "INVOICE/CREDIT MEMO HEADER" and contains various fields for invoice details, including Invoice Date, Transaction Date, Address Code, Sequence Number, Address Lines, City, State or Province, ZIP or Postal Code, Nation, Collects Tax, Discount Code, Payment Due, Bank, Vendor Invoice, Direct Deposit Status, ACH Transaction, Type, and 1099 Tax ID.

- 4) Click on Delete again. You will receive a message that the deletion of the invoice has been completed.

The screenshot shows the Banner notification area with two messages:

- All Commodity and Accounting records will be deleted
- Deletion of Invoice is completed