

Banner to PeopleSoft: Direct Deposit

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Getting started...



BOR Georgia Enhancements
Documentation in the AR Sole
Receivables: 6.14.1 pages 24-39



Advantages to direct deposit:

- Student attentiveness
- Checking or savings account
- Refund time to students is faster
- More control over the refund
 - Time and documentation to respond to returns
 - Review of refunds in PeopleSoft
 - Notification to student



Overview of Banner Setup

- Email form setup
 - Notifies of direct deposit subscription
 - Notifies them of refund
 - Notifies them of change in subscription
- Documentation is very helpful-completed by OIIT
- Set up forms exactly per documentation, just make the agreement text institution specific and per NACHA standards
- Send address update reminders to students
- Update Banner with routing file from URL in documentation for validation

Oracle Developer Forms Runtime - Web: Open > ZUREMRU

File Edit Options Block Item Record Query Tools Help

Email Rules Form ZUREMRU 7.0 (BPRD)

Mailhost: mail.mcg.edu

Production Instance?: ☒

Test Email Address: bursar@mcg.edu

Default Subject: Official MCG E-Mail Communication

Sender Email Address: bursar@mcg.edu

User: BWELSH

Activity Date: 13-JUL-2006

Record: 1/1 | | ... | | <OSC>

Process: EDEPOSIT ▼ Type: DDACT ▼ Edeposit Subscription Activation Message.

Subject: USF_EDEPOSIT_Activation

Priority: 1 Format Option: ▼ Table Name: SPRIDEN ▼ Column Name: SPRIDEN_FIRST_NAME ▼

Text: Dear

Priority: 2 Format Option: Paragraph ▼ Table Name: ▼ Column Name: ▼

Text:

Priority: 3 Format Option: Paragraph ▼ Table Name: ▼ Column Name: ▼

Text: Thank you for subscribing to eDeposit at Medical College of Georgia. Your request has been accepted. eDeposit allows you to direct deposit financial aid proceeds and student account refunds into your bank account. Your banking information will be stored by this institution and only used for processing these approved transactions. Please call 706-721-2926 (MCG Cashier's Office) if you have any questions.

Priority: Format Option: ▼ Table Name: ▼ Column Name: ▼

Text:

Process: EDEPOSIT ▼ Type: DDCHG ▼ Edeposit Subscription Change Of Bank Information Me

Subject: EDEPOSIT_Subscription_Change

Priority: 1 Format Option: ▼ Table Name: SPRIDEN ▼ Column Name: SPRIDEN_FIRST_NAME ▼

Text: Dear

Priority: 2 Format Option: Paragraph ▼ Table Name: ▼ Column Name: ▼

Text:

Priority: 3 Format Option: Paragraph ▼ Table Name: ▼ Column Name: ▼

Text: You have submitted a change through eDeposit to your bank account information. We accept this change and will begin to process future transactions per your new information submittal. Please call 706-721-2926 with any questions. Thank you for the update.

Priority: Format Option: ▼ Table Name: ▼ Column Name: ▼

Text:

Oracle Developer Forms Runtime - Web: Open > ZURMAIL

File Edit Options Block Item Record Query Tools Help

E-Mail Text Rules Form ZURMAIL 7.0 (BPRD)

Process: EDEPOSIT Type: DDEL Edeposit Subscription Deletion Message.

Subject: EDEPOSIT_Subscription_Delete

Priority: 1 Format Option: Table Name: SPRIDEN Column Name: SPRIDEN_FIRST_NAME

Text: Dear

Priority: 2 Format Option: Paragraph Table Name: Column Name:

Text:

Priority: 3 Format Option: Paragraph Table Name: Column Name:

Text: You have chosen to terminate your eDeposit subscription effective immediately. Please note, any previously requested transactions are still scheduled to occur. No future transactions will be processed. Please call 706-721-2926 with any questions. Thank you for the update.

Priority: Format Option: Table Name: Column Name:

Text:

Record: 1/3 ... <OSC>

Oracle Developer Forms Runtime - Web: Open > ZURMAIL

File Edit Options Block Item Record Query Tools Help

E-Mail Text Rules Form ZURMAIL 7.0 (BPRD)

Process: EDEPOSIT Type: DDINACT Edeposit Subscription Inactivation Message.

Subject: USF_EDEPOSIT_Subscription_Inactivation

Priority: 1 Format Option: Table Name: SPRIDEN Column Name: SPRIDEN_FIRST_NAME

Text: Dear

Priority: 2 Format Option: Paragraph Table Name: Column Name:

Text:

Priority: 3 Format Option: Paragraph Table Name: Column Name:

Text: You have inactivated your bank account information on eDeposit. Unless you activate another account, your transactions will not be handled through eDeposit after this date. Any funds will be distributed by check, and mailed to the address that we have on file. You should verify and update any address information to insure that your check is mailed appropriately. Thank you for the update.

Priority: Format Option: Table Name: Column Name:

Text:

Record: 1/3 ... <OSC>

[illegible]

Oracle Developer Forms Runtime - Web: Open > ZUREPLS

File Edit Options Block Item Record Query Tools Help

E-Mail Process/Letter/Status Control Form ZUREPLS 7.0 (BPRD)

Process Code	Letter Code	Status Code	Activity Date
EDEPOSIT	DDACT	HOLD	03-JUL-2005
EDEPOSIT	DDCHG	HOLD	03-JUL-2005
EDEPOSIT	DDDEL	HOLD	03-JUL-2005
EDEPOSIT	DDINACT	HOLD	03-JUL-2005

Record: 1/4 | ... | List of Valu... | <OSC>

Direct Deposit Rules

☒ Web Subscription Enabled ☒ Web Refund Enabled

Agreement Text:

I authorize the Medical College of Georgia to direct deposit my financial aid proceeds and student account refunds to my bank account at the financial institution I have indicated. I understand that I am responsible for updating this account information immediately in the event of a change in my account status.

User:

BWELSH

Direct Deposit Address Hierarchy

Sequence
Number

Type

Description

Activity Date

1	MA	Mailing	21-NOV-2005 11:33:11
2	PR	Permanent	21-NOV-2005 11:33:11

Process: ZGRDIRD Bank Rout Num Load Process

Parameter Set:

Printer Control

Printer: DATABASE

Special Print:

Lines:

Submit Time:

Parameter Values

Number

Parameters

Values

01

Fed ACH Data File Name

LENGTH: 35 TYPE: Character O/R: Required M/S: Single

Name of file to be imported from Fed

Submission

☐ Save Parameter Set as

Name:

Description:

☐ Hold

☒ Submit

**Bank Routing
Number****Bank Name****Activity Date**

011000015	FEDERAL RESERVE BANK	08-JUL-2005
011000028	STATE STREET BANK AND TRUST COMPANY	08-JUL-2005
011000138	FLEETBOSTON	08-JUL-2005
011000206	FLEETBOSTON	08-JUL-2005
011000390	FLEETBOSTON	08-JUL-2005
011000536	FEDERAL HOME LOAN BK BOST	08-JUL-2005
011001234	MELLON FINANCIAL SERVICES	08-JUL-2005
011001276	BOSTON BANK OF COMMERCE	08-JUL-2005
011001331	CITIZENS BANK	08-JUL-2005
011001438	INVESTORS BANK AND TRUST	08-JUL-2005
011001726	ATLANTIC BANK OF NEW YORK	08-JUL-2005
011001742	FLEETBOSTON	08-JUL-2005
011001881	FIDUCIARY TRUST CO	08-JUL-2005
011001962	CATHAY BANK	08-JUL-2005
011002343	BOSTON PRIVATE BK + TR CO	08-JUL-2005
011002550	WAINWRIGHT BANK + TRUST CO	08-JUL-2005
011002628	CAPITAL CROSSING BANK	08-JUL-2005
011002725	MERCANTILE BK & TR CO	08-JUL-2005
011002864	BOSTON TRUST & INVESTMENT MGT CO.	08-JUL-2005
011002877	ASIAN AMERICAN BANK	08-JUL-2005
011075150	SOVEREIGN BANK	08-JUL-2005
011075202	SOVEREIGN BANK	08-JUL-2005

Bank Routing Number; Enter Bank Routing Number for your Institution.

Record: 1/? | | ... | | <OSC>

Conduct a test of eDeposit on SSB

- Enter login
- Student and Financial Aid menu option
- eDeposit option
- Enter bank routing and account numbers
- Review text for errors
- Agree to acceptance text

eDeposit Subscription - Windows Internet Explorer

http://mcgps23.mcg.edu:9070/pls/BTRN/ztgkwbdd.zp_web_dd_subscribe


Live Search

File Edit View Favorites Tools Help

eDeposit Subscription

Page Tools

eDeposit Subscription

 eDeposit allows you to setup subscription data so that any refunds you are to receive from Your Institution will automatically be deposited to your bank checking account. Your banking information **will be** stored by Your Institution in compliance with the Gramm-Leach-Bliley Act and will only used for refund processing.

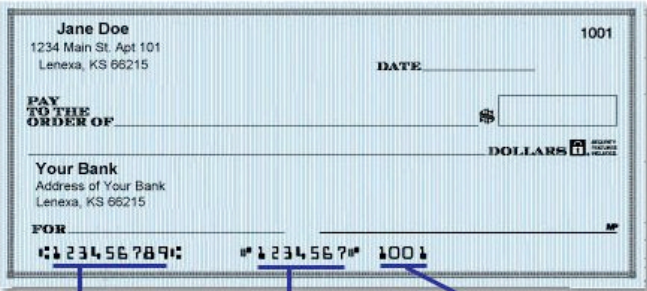
For any eDeposit transactions or subscription data changes, an email notification will be sent to the email address Your Institution has on record marked "preferred". Please verify this email address is correct before subscribing to eDeposit.

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Name: Marvey L. Sample

Enter your banking information below.

Please refer to the sample check to assist in identifying the bank routing number and your account number.



Routing Number **Account Number** **Check Number**
(not required)

Direct Deposit Subscription

Bank Routing Number:

Bank Account Number:

Current Direct Deposit Subscription Status: Active

Direct Deposit Subscription: Activate: ☒ Inactivate: ☐ Delete: ☐

RELEASE: 6.3 powered by
SUNGARD HIGHER EDUCATION

eDeposit Subscription Agreement - Windows Internet Explorer


http://mcgps23.mcg.edu:9070/pls/BTRN/ztgkwbdd.zp_web_dd_subs_agree

Live Search

FileEditViewFavoritesToolsHelp

eDeposit Subscription Agreement

PageTools




Personal InformationStudent and Financial Aid

SearchGo

SITE MAPHELPEXIT

eDeposit Subscription Agreement

 Please verify that the banking information displayed here is correct. Your Institution is not responsible for entry of incorrect bank account information.

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

I authorize the Medical College of Georgia to direct deposit my financial aid proceeds and student account refunds to my bank account at the financial institution I have indicated. I understand that I am responsible for updating this account information immediately in the event of a change in my account status.

Current Subscription

Bank Routing Number:061000052
Bank Account Number:XXXXXXXXXX28
Active/Inactive Direct Deposit Subscription: Active

New Subscription

Bank Routing Number:061000052
Bank Account Number:0452817296
Active/Inactive Direct Deposit Subscription: Active

Bank Name

Bank Name: BANK OF AMERICA, N.A.

Edit

Agree

RELEASE: 6.3

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Please note:



- The loading of subscription data into PeopleSoft happens automatically by a trigger.
- The agreement acceptance

I authorize the Medical College of Georgia to direct deposit my financial aid proceeds and student account refunds to my bank account at the financial institution I have indicated. I understand that I am responsible for updating this account information immediately in the event of a change in my account status.

Cashier questions:



- Review of subscription: ZSADDSD

Oracle Developer Forms Runtime - Web: Open > ZSADDSD

File Edit Options Block Item Record Query Tools Help

Direct Deposit Subscription Form ZSADDSD 7.0 (BTST)

ID: 111222333 MarveyLynn Sample

Subscription Audit

Direct Deposit Subscription

Routing Number: 061000052

Account Number: XXXXXXXXXXXX28

Bank Name: BANK OF AMERICA, N.A.

☒ Active ☐ Inactive

User: DAD_USER

Activity Date: 03-AUG-2006 09:28 17 PM

Agreement:

I authorize the Medical College of Georgia to direct deposit my financial aid proceeds and student account refunds to my bank account at the financial institution I have indicated. I understand that I am responsible for updating this account information immediately in the event of a change in my account status.

Record: 1/1 | ... | List of Valu... | <OSC>

Cashiering info: troubleshooting...

- Acceptance of agreement text
- Flag is flipped in PeopleSoft manually from EFT to Check vendor
- Incorrectly keyed routing or account numbers
- Forgot about update of a subscription: audit trail on ZSADDSD

Basic refund process:

- Query TGIACCD for credit balances for term
- Exclusions determined
- Execute TSRRFND:
 - Flag, audit
 - Flag, update
 - TSARFND
 - Refund, audit
 - Refund, update

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 7.4 (BPRD)

Process: TSRRFND Auto Refund Credit Amt-Student Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Flag/Refund Mode	FLAG
02	Audit/Update Mode	A
03	Refund A(LL) or T(IV) only	A
04	Minimum credit balance	-1
05	Address Selection Date	16-SEP-2007
06	Address Type Hierarchy	1MA
07	Refund Detail Code	
08	Cashier User ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
FLAG will select accounts for review, RFND is create transactions

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 1/? ... List of Valu... <OSC>

Basic refund process:

- Save the final Refund-update file for AP
- Two options: either close the refund session on TGACSPV, then feed, or save for end of day close

The screenshot displays the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open - TGACSPV". The window contains a table of inactive cashier sessions. The table has columns for User, Status, Bank, Session, Deposit Number, Start Date, End Date, Start Time, and End Time. The data is as follows:

User	Status	Bank	Session	Deposit Number	Start Date	End Date	Start Time	End Time
DFULMER	C		327		17-SEP-2007	17-SEP-2007	14:19:14	14:19:15
DFULMER	C		326		17-SEP-2007	17-SEP-2007	14:11:28	14:11:29
DFULMER	R		325		13-SEP-2007	14-SEP-2007	15:40:48	11:25:23
DFULMER	R		324		13-SEP-2007	13-SEP-2007	13:40:04	13:40:38
DFULMER	R		323		13-SEP-2007	13-SEP-2007	15:05:09	15:05:10
DFULMER	R		322		13-SEP-2007	13-SEP-2007	14:50:20	14:50:21
DFULMER	R		321		13-SEP-2007	13-SEP-2007	14:44:04	14:44:05
DFULMER	R		320		13-SEP-2007	13-SEP-2007	14:39:36	14:39:37

At the bottom of the window, there is a status bar that reads "Cashier session status (Values C=Closed,F=Finalized)" and "Record: 1/7". The Windows taskbar at the bottom shows the Start button, several open applications (Novell Group..., Internet Explorer, 2007 September, Microsoft Office..., Review Vendor In...), and the system clock showing 2:20 PM.

PeopleSoft Setup:

- http://www.usg.edu/gafirst/fin/docs/bus_process/
- AP Business Process 44 and 45
- Go, BOR Interfaces and Reports
- Interface, Banner Direct Deposit to AP

BOR Interfaces & Reports - Interface - Banner Direct Deposit to AP

File Edit View Go Favorites Interface Use AM Rpt AP Rpt AR Rpt GL/Bud Rpt GL Tools PQ Rpt Help

Banner Direct Deposit to AP

Operator ID: ROBERTP
Run Control ID: BDDAP

SetID: 12000 Bank Code: SUNTR
Business Unit: 12000 Bank Account: NEWB
Run Date: 08/31/2007

FPLY75 Banner Direct Deposit to AP Add

PeopleSoft Setup...

- Go, Administer Procurement, Enter Voucher Information, Use, Group Information, Total and Assignment Entry, Add
- Accept the defaults, your School ID and “NEXT”

The image displays two side-by-side screenshots of the PeopleSoft 'Enter Voucher Information - Use - Group Information' window, showing different tabs.

Left Screenshot (Total and Assignment Entry Tab):

- Unit:** 12000 **Group:** NEXT
- Control Totals:**
 - ☐ Run a Tape
 - Gross Amt:** 1.00
 - Vouchers:** 1
- Status:** Open
- Assignment:**
 - Assigned to:** [Field]
 - Assigned:** [Field]
 - Due:** [Field]
 - Completed:** [Field]
- Actual Totals:**
 - 0.00
 - 0
- Differences:**
 - 1.00
 - 0
- Voucher Numbering:**
 - ☐ Reserve Voucher Numbers
 - Starting From:** 00000000

Right Screenshot (Accounting Options Tab):

- Unit:** 12000 **Group:** NEXT
- Accounting Date:**
 - ☒ Default
 - ☐ Use Current Date
 - ☐ Use Specific Date
 - Date:** [Field]
- Posting Timing:**
 - ☒ Post Vouchers Individually
 - ☐ Post Only when Group Balanced
- Payment Timing:**
 - ☒ Pay Vouchers Individually
 - ☐ Pay Only when Group Balanced
- Accounting Entry Template:**
 - ☒ Default
 - ☐ Specify
 - Template:** [Field]
- Actions:**
 - ☐ Post Group
 - ☒ Only Pay Verified Groups

PeopleSoft BOR Banner to AP Process

- Go, BOR Interfaces and Reports, Interface, Banner to AP, Add (or Update Display), and enter run control ID

The screenshot shows the 'BOR Interfaces & Reports - Interface - Banner to AP' window. The title bar includes standard window controls. The menu bar contains: File, Edit, View, Go, Favorites, Interface, Use, AM Rpt, AP Rpt, AR Rpt, GL/Bud Rpt, GL Tools, PQ Rpt, and Help. The toolbar contains various icons for file operations, printing, and navigation. Below the toolbar, there is a tab labeled 'Banner Load AP' and a yellow 'Add' button. The main form area contains the following fields:

Operator ID:	ROBERTP		
Run Control ID:	BAP		
SetID:	12000	Bank Code:	SUNTR
Business Unit:	12000	Bank Account:	NEWB
Accounting Date:	08/31/2007	Control Group ID:	006895

At the bottom of the window, there is a status bar with the text 'FPLY75 Banner Load AP Add'.

PeopleSoft Voucher Edit Request

- Go, Administer Procurement, Enter Voucher Information, Process, Voucher Edit Request, Add (or Update/Display)
- If errors, you must complete them and rerun this step

The screenshot shows the 'Enter Voucher Information - Process - Voucher Edit Request' window in PeopleSoft. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. The main form area contains the following fields and options:

- Operator ID:** ROBERTP
- Run Control ID:** BAP
- Request ID:** BAP (text field) and 2 (text field)
- Process Frequency:** Always Process (dropdown menu)
- Process Option:** Process Control Group (dropdown menu)
- ☐ Reasonable Date Edit
- Unit:** 12000 (dropdown menu)
- Group:** 006895 (dropdown menu)
- Voucher ID:** (text field)
- Vendor ID:** (text field)
- SetID:** (text field)
- Queue Inst:** (text field)
- Origin:** (text field)
- Contract:** (text field)
- Request Status:** (text field)
- Instance:** (text field)

At the bottom of the window, there is a status bar with the text 'FPLY75 Voucher Edit Request Add'.

PeopleSoft: Voucher verification and posting

- Go, Administer Procurement, Enter Voucher Information, Use, Group Information, Total and Assignment Entry, Update/Display
- Control totals must equal the total number and dollar amount of the vouchers entered as a member of the control group.

Enter Voucher Information - Use - Group Information

File Edit View Go Favorites Use Process Inquire Report Help

Total and Assignment Entry | Accounting Options | Vouchering Options 1 | Vouchering Options 2 | Sales/Use Tax Options

Unit: 12000 Group: 006895

Control Totals		Adding Tape	Actual Totals
<input type="checkbox"/> Run a Tape			71,537.07
Gross Amt:	71,537.07		30
Vouchers:	30		
			Differences

PeopleSoft Processing ...

- Pay Cycle is run specifically for Banner EFTs: Administer Procurement, Create Payment; Use, Selection Criteria, Date Criteria, Update/Display
- Select: Banner EFT Run, Run process, then save file to secure server and upload to online banking system.

The screenshot shows the 'Create Payments - Use - Payment Selection Criteria' window in PeopleSoft. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar are tabs for 'Date Criteria', 'Preferences', 'Source Criteria', 'Business Unit Criteria', 'Bank/Payment Method Criteria', and 'Pay Group Criteria'. The 'Process' tab is selected, showing a 'Pay Cycle' dropdown set to 'BANNER EFT'. Below this are four sections: 'PayCycle Dates' with 'Pay Through Date' and 'Payment Date' both set to 08/31/2007; 'Discount Alert Dates' with 'Next Pay Thru' and 'Next Payment' both set to 08/31/2007; 'Payment Accounting Date' with 'Current Date' selected; and 'Bulk Processing Expiry Date' with 'Expiration' set to 10/17/2007. The bottom status bar shows 'FPLY75', 'Date Criteria', and 'Update/Display'.

Section	Field	Value	Day
PayCycle Dates	Pay Through Date	08/31/2007	Fri
	Payment Date	08/31/2007	Fri
Discount Alert Dates	Next Pay Thru	08/31/2007	Fri
	Next Payment	08/31/2007	Fri
Payment Accounting Date	Current Date	<input checked="" type="radio"/>	
	Payment Date	<input type="radio"/>	
	Specific Date	09/17/2007	
Bulk Processing Expiry Date	Expiration	10/17/2007	Wed

Queries:

- Run Query BOR_AP_Due with current date to Excel
- Sort by location
- Only keep the locations with BANNER
- Sort by payment method (only check and EFT)
- Add totals for each payment method
- Review spreadsheet and send to appropriate staff for backup of refunds uploaded

[illegible]

Questions?