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AP.040.020 Processing Banner to AP Transactions

Trigger:

Concept

This topic demonstrates how to process the Banner to AP Interface. Banner refund and difference payments to students are paid through PeopleSoft Accounts Payable.

Banner should notify the AP department that Banner payments are ready to be loaded (after Banner process TGRFEED is run). AP will initiate the BORIF003 – Banner to AP Interface that ensures all students to be processed are established as AP vendors. Note: If your institution has completed the setup of the Banner Direct Deposit Subscription, previous runs of the BORIF035 Banner Direct Deposit to AP Interface (see business process AP.040.010) will have established Direct Deposit Vendors and student banking information so that student vendors can be prenoted prior to running the Banner to AP Interface.

After the interface creates/updates vendors, Banner refund transactions are loaded into staging tables, and vouchers are created in AP from a Voucher Build process (refer to Business Process AP.030.060). Through this process, AP will set up these transactions as payables.

After the vouchers are budget checked, the Banner pay cycle should run to issue Banner refunds paid via System Check. A Banner EFT pay cycle should be run to issue Banner refunds paid via EFT/PPD.

There are numerous steps required for the processing of Banner vouchers. Listed below is the order of the steps and the related business processes:

Step 1 – Prior to running the Banner to AP Interface, you must **create a control group**. Refer to AP.020.200 – Creating Control Groups.

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Step 2 – Run the Banner to AP Interface as instructed in this business process. Voucher data will be loaded into staging tables (PS_VCHR_HDR_STG, PS_VCHR_LINE_STG and VCHR_DIST_STG).

Step 3 – Run Voucher Build process to move the data from staging tables to the online voucher tables. Refer to AP.030.060 – Running Voucher Build.

Step 4 – Check for Voucher Build errors. Refer to AP.050.030 – View and Correct Voucher Build Errors.

Step 5 – (Optional) – Run the APY1011 Control Group Register Report (see business process AP.070.025) for a listing of all vouchers within the Control Group.

Step 6 – Budget Check the Vouchers (AP.030.020).

Step 7 – Verify the Control Group Totals (AP.020.200) so the vouchers can be posted/paid.

Step 8 – Post the Vouchers (AP.030.030 – Posting Vouchers)

Step 9 – Run the Banner Pay Cycle (both check and EFT if applicable). Refer to the following Business Processes:

-AP.020.500 – Payment Selection

-AP.020.501 – Running Check Pay Cycles

-AP.020.502 – Running EFT or ACH Pay Cycles

-AP.020.503 – Locating Pay Cycle files in Report Manager

-AP.020.505 – Reviewing Payments Selected and Exceptions and Alerts

-AP.020.506 – Pay Cycle Approval

Step 10 – Post Payments (AP.030.050).

Topic Objectives:

Upon completion of this topic, you will be able to:

- Identify the function of the Banner to AP Interface.
- Identify the purpose of the Vendor and Voucher Load Interface Report that is produced from the Banner to AP Interface.
- Identify the steps required for processing Banner vouchers.
- Run the Banner to AP Interface.

Assumptions

A control group has been created prior to running the Banner to AP Interface.

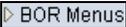
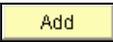
Dependencies/Constraints

Banner should communicate to AP when both a student's SSN and Banner ID are modified since this may result in a new vendor being added. AP will need to manually correct the SSN in the vendor prior to running the interface to prevent a new vendor being added.

Additional Information

Procedure

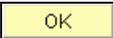
For this topic, run the Banner to AP Interface with a Budget Date of 10/3/2007, and control group ID 0000000373. Let's see how this is done.

Step	Action
1.	Click the BOR Menus link. 
2.	Click the BOR Accounts Payable link.
3.	Click the BOR AP Interfaces link.
4.	Click the Banner to AP link.
5.	Click the Add a New Value tab. 
6.	Click in the Run Control ID field. <input type="text"/>
7.	Enter " BNR_AP " in the Run Control ID field.
8.	Click the Add button. 
9.	Click in the Bank Code field. <input type="text"/>
10.	Enter " MBOPR " in the Bank Code field. (If your institution has changed banks, enter your current disbursement Bank Code.)
11.	Click in the Bank Account field. <input type="text"/>
12.	Enter " OPER " in the Bank Account field. (If your institution has changed banks, enter your current Disbursement Bank Account.)
13.	Click the Look up Control Group ID (Alt+5) button. 
14.	Click an entry in the Control Group ID column. 
15.	Click in the Budget Date field. Note: This is the date that the transactions will post to the General Ledger and must be within the current open period. <input type="text" value="10/03/2007"/>

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Step	Action
16.	Click the Choose a date (Alt+5) button. 
17.	Click the 3 link. 
18.	Click the Run button. 
19.	Click the OK button. 
20.	Click the Process Monitor link. Process Monitor
21.	Click the Refresh button. 
22.	Click an entry in the Details column. Details
23.	Click the View Log/Trace link. View Log/Trace
24.	Click the Summary tab object. porif003_2406.PDF
25.	Review the Vendor and Voucher Load Interface report. Ensure that the totals balance to the figure you were given by Banner. Once you have confirmed totals, you will need to review the Errors and Warnings that print at the end of this report.
26.	Students with invalid addresses in Banner and PeopleSoft: Notify Banner that addresses must be corrected for those students. You will need to manually update the vendor address in PeopleSoft.
27.	Foreign Country Code in Banner: Since Country Codes in Banner are not the same as the Country Codes in PS, all foreign country codes from Banner are populated as 'USA'. If the vendor should have a country code other than 'USA', you will need to manually update the country in the vendor.
28.	Vendors that are 1099 reportable: Banner vendors that are marked as 1099 reportable are provided for your review to confirm that the vendor is correctly established and marked as reportable.

Step	Action
29.	<p>Vendors with blank SSN from Banner:</p> <p>Vendors with a blank SSN will be added as a new vendor and may result in duplicate vendors in PS.</p>
30.	<p>List of Control Group ID's:</p> <p>A list of the Control Groups used by the Banner to AP Interface is provided. You will need to know which control groups the vouchers are loaded into and that will require processing.</p>
31.	<p>Vendor Names updated:</p> <p>A list is provided of existing vendor names that were updated by the Banner to AP Interface. You should carefully review this list and confirm that vendor names are appropriately updated.</p> <p>If you are in question about a name change, contact your Banner staff for confirmation of the name change.</p>
32.	<p>In the event a problem is found with a student refund and you wish to match up the PIDM and Banner Student ID to research the issue, you can create a new query on the BOR_BNR_SPRIDEN table using the Banner PIDM (BOR_SPRI_PIDM) included in the Banner to AP Report to locate the Banner Student ID (BOR_SPRI_ID).</p>
33.	<p>Congratulations. You have just completed the Processing Banner to AP Transactions topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> - The Banner to AP Interface ensures all students to be processed are established as AP vendors and loads voucher data into staging tables (PS_VCHR_HDR_STG, PS_VCHR_LINE_STG and VCHR_DIST_STG). - Through the Vendor and Voucher Load Interface report, you can ensure that the totals balance to the figure provided to you by Banner. After confirming totals, you need to review the Errors and Warnings that are printed at the end of the report. - The steps required for the processing of Banner vouchers are: <ol style="list-style-type: none"> 1. Create a control group. 2. Run the Banner to AP Interface. 3. Run Voucher Build. 4. Check for Voucher Build errors. 5. Run the APY1011 Control Group Register Report (optional). 6. Budget Check the vouchers. 7. Verify the Control Group Totals. 8. Post the Vouchers. 9. Run the Banner Pay Cycle. 10. Post payments. <p>End of Procedure.</p>

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