

Accounts Payable - Interfaces
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Introduction

This chapter concentrates on how Banner interfaces with the Accounts Payable module.

Banner Interfaces

This lesson contains the two interfaces that are run from Banner to Accounts Payable. The first involves running the Banner Direct Deposit to AP Interface. This interface loads data from the BNR_DIR_DEP_BOR table into the vendor and banking tables to add vendors or update the student banking information. The second interface is the Banner to AP Transactions Interface. This interface ensures all students to be processed are established as AP vendors and loads voucher data into staging tables.

Lesson Objectives:

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

- Process Banner Direct Deposit to Accounts Payable.
- Process Banner to Accounts Payable Transactions.

AP.040.010 Processing Banner Direct Deposit to AP

This topic demonstrates how to run the Banner Direct Deposit to AP Interface. The Banner Direct Deposit to AP Interface (BORIF035) loads data from the BNR_DIR_DEP_BOR table (interfaced from Banner) into the vendor and banking tables to add vendors or update the student banking information. These records can be used in creating EFT (PPD) prenotes for direct deposit of future disbursements for the Banner student vendors created. This interface is available to institutions that have completed the setup of the Banner Direct Deposit Subscription.

Once student direct deposit vendors are added/updated, prenoting will occur with the next EFT pay cycle. Once the Wait Days (typically set to 10 days) have passed, the vendor prenote status will be updated to "confirmed" by the EFT pay cycle, and the student payment method of EFT will be available. Once the student vendor has a confirmed prenote status, the Banner to AP interface (BORIF003.sqr) will create direct deposit transactions for the student. Note that if the prenote status is not confirmed, a check will be issued instead.

Before running, you may wish to query on BNR_DIR_BOR table to review the student direct deposit data that is ready to be interfaced.

Topic Objectives:

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

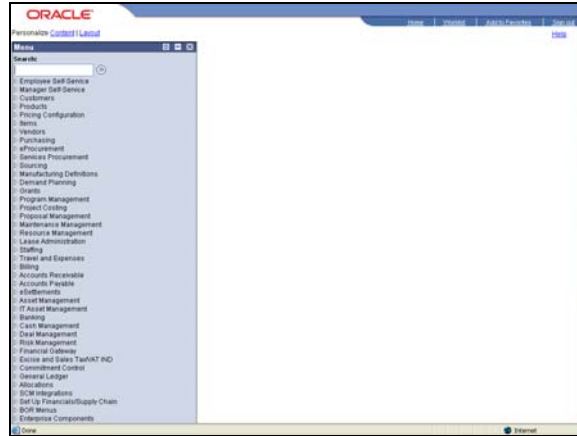
- Identify the purpose of the Banner Direct Deposit to AP Interface.
- Identify the errors that may occur during the interface.
- Run the Banner Direct Deposit to AP Interface.

Procedure

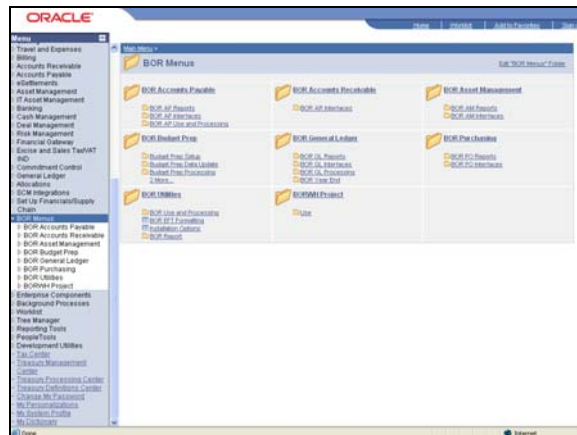
For this topic, run the Banner Direct Deposit to AP Interface with a run date of 6/28/2007. Review the resulting report for any errors that may occur.

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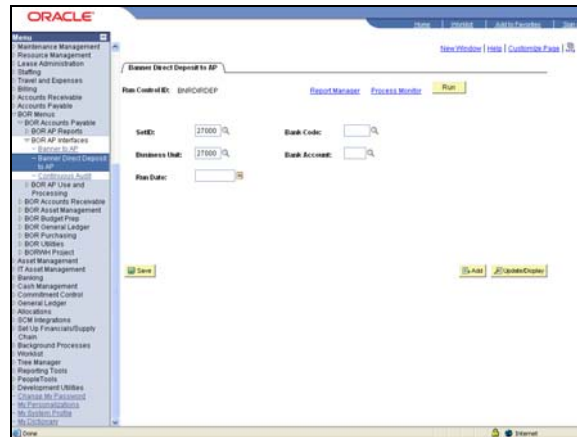
Step	Action
1.	Click the BOR Menu link. <input type="text" value="BOR Menu"/>



Step	Action
2.	Click the BOR Accounts Payable link.
3.	Click the BOR AP Interfaces link.
4.	Click the Banner Direct Deposit to AP link.








Step	Action
5.	Click the Add a New Value tab. Add a New Value
6.	Click in the Run Control ID field. <input type="text"/>
7.	Enter " BNRDIRDEP " in the Run Control ID field.
8.	Click the Add button. <input type="button" value="Add"/>

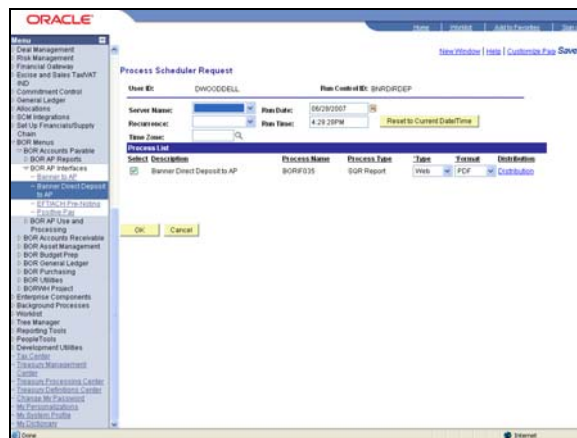


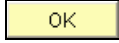
Step	Action
9.	Click in the Run Date field. <input type="text"/>

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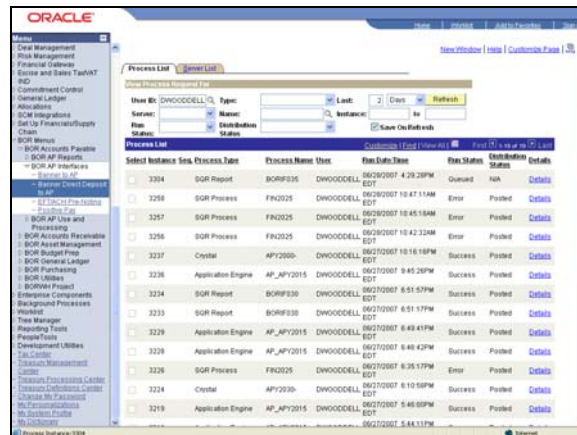
Step	Action
10.	Enter " 06/28/2007 " in the Run Date field. Be sure to use the Run Date that you wish the vendors to become active which is typically the current date.
11.	Click the Look up Bank Code (Alt+5) button. 
12.	Click an entry in the Bank Code column. 
13.	Click the Look up Bank Account (Alt+5) button. 
14.	Click an entry in the Bank Account column. 
15.	Click the Run button. 



Step	Action
16.	Confirm that Type (Web) and Format (PDF) are correct. Click the OK button. 



Step	Action
17.	Click the Process Monitor link. Process Monitor



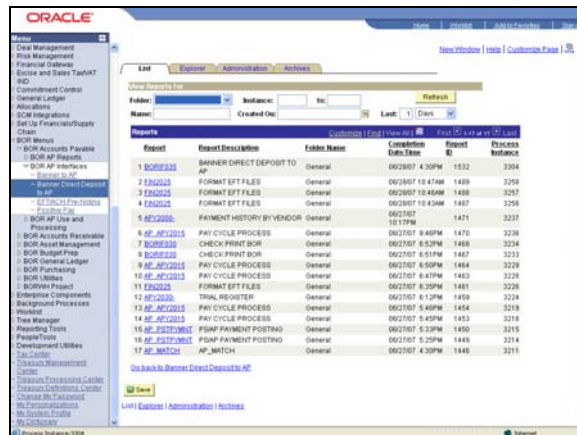
Step	Action
18.	Click the Refresh button. Refresh
19.	Click the Go back to Banner Direct Deposit to AP link. Go back to Banner Direct Deposit to AP

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Step	Action
20.	Click the Report Manager link. Report Manager



Step	Action
21.	Click an entry in the Report column. BORIF035



Step	Action
22.	Click an entry in the Name column. borif035_3304.PDF
23.	Be sure to review the report and confirm that vendors were correctly updated or added. The error records should be reviewed to determine if any vendors will need to be manually updated. The following are examples of the types of errors that may need to be corrected: 1.) Country is Blank - If a country code is blank or a non US country from Banner, the vendor country will be added as 'USA'. If this is not correct for the vendor, you will need to manually update the vendor. 2.) Record not processed - if a new direct deposit bank/account record is not processed, you will need to confirm the banking information with Banner and manually add the vendor/banking information for the vendor. 3.) Vendor TIN - if a vendor TIN is less than 9 digits or includes non numeric characters, Banner should be notified and the vendor TIN should be manually corrected in the vendor.

Step	Action
24.	<p>Congratulations. You have just completed the Processing Banner Direct Deposit to AP topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"> - The Banner Direct Deposit to AP Interface loads data from the BNR_DIR_DEP_BOR table (interfaced from Banner) into the vendor and banking tables to add vendors or update the student banking information. - These records can be used in creating EFT (PPD) prenotes for direct deposit of future disbursements for the Banner student vendors created. - The report that results from the Banner Direct Deposit to AP Interface lists the error records, which should be reviewed to determine if any vendors need to be manually updated. The following are errors that may need to be corrected: <ul style="list-style-type: none"> - Country is Blank - Record not processed - Vendor TIN <p>End of Procedure.</p>

AP.040.020 Processing Banner to AP Transactions

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.

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).

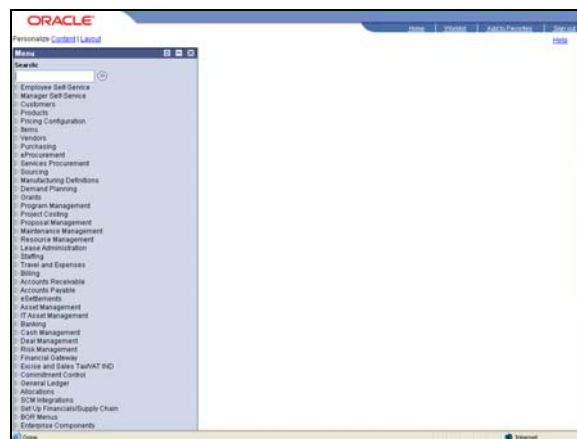
Topic Objectives:

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.

Procedure

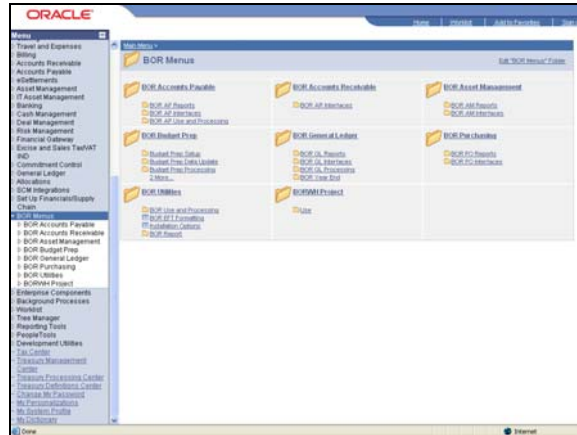
For this topic, run the Banner to AP Interface with a Budget Date of 10/3/2007, and control group ID 0000000373. Let's see how this is done.



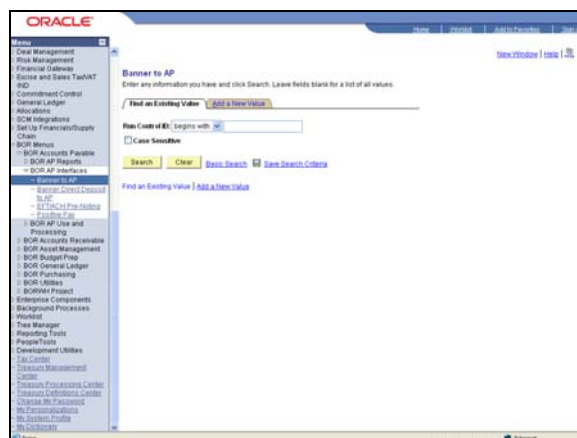
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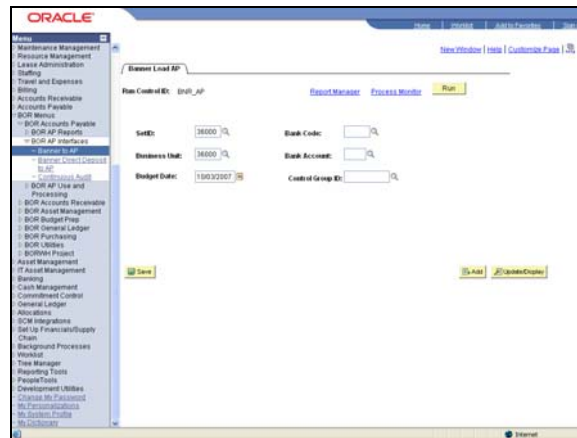
Step	Action
1.	Click the BOR Menus link. ▶ BOR Menus



Step	Action
2.	Click the BOR Accounts Payable link.
3.	Click the BOR AP Interfaces link.
4.	Click the Banner to AP link.



Step	Action
5.	Click the Add a New Value tab. Add a New Value
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. <input type="button" value="Add"/>

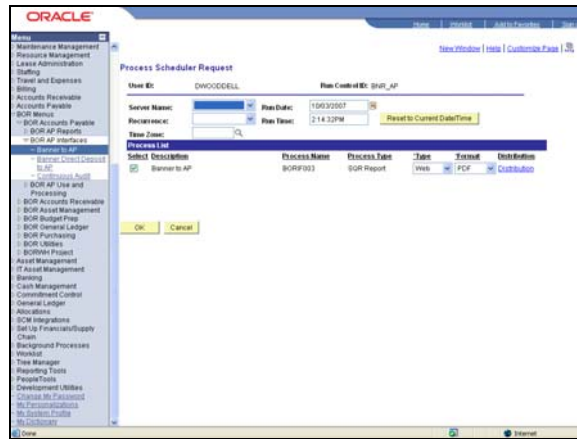


Step	Action
9.	Click in the Bank Code field. <input type="text"/>
10.	Enter " MBOPR " in the Bank Code field. (If your institution has changed banks, enter your current disbursement Bank Code.)
11.	Click in the Bank Account field. <input type="text"/>
12.	Enter " OPER " in the Bank Account field. (If your institution has changed banks, enter your current Disbursement Bank Account.)
13.	Click the Look up Control Group ID (Alt+5) button. <input type="button" value="Look up"/>
14.	Click an entry in the Control Group ID column. 0000000373

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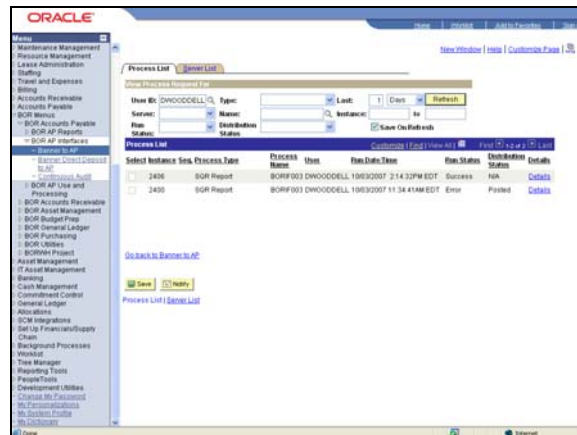
Step	Action
15.	Click in the Budget Date field. Note: This is the date that the transactions will post to the General Ledger and must be within the current open period. <input type="text" value="10/03/2007"/>
16.	Click the Choose a date (Alt+5) button. <input type="button" value="31"/>
17.	Click the 3 link. <input type="text" value="3"/>
18.	Click the Run button. <input type="button" value="Run"/>



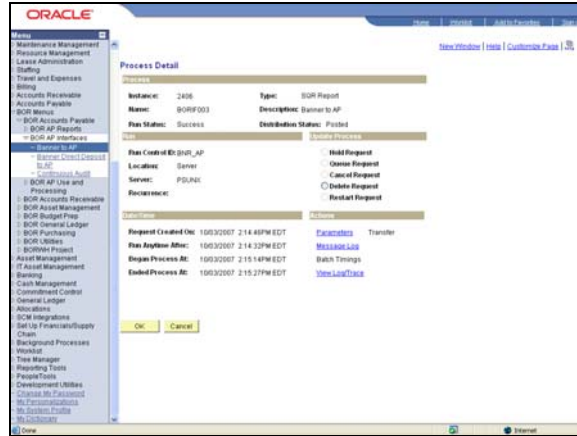
Step	Action
19.	Click the OK button. <input type="button" value="OK"/>



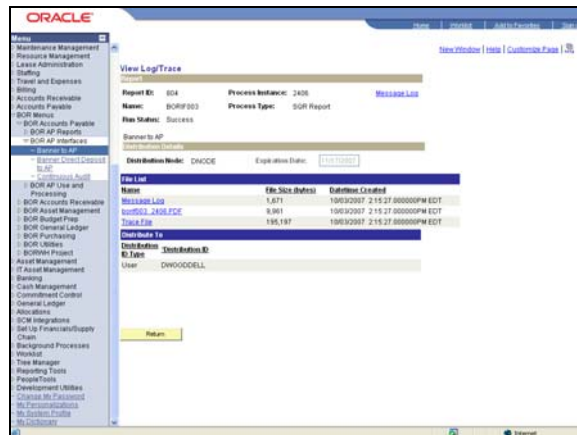
Step	Action
20.	Click the Process Monitor link. Process Monitor



Step	Action
21.	Click the Refresh button. Refresh
22.	Click an entry in the Details column. Details



Step	Action
23.	Click the View Log/Trace link.



Step	Action
24.	Click the User ID object.
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.

Step	Action
26.	<p>Students with invalid addresses in Banner and PeopleSoft:</p> <p>Notify Banner that addresses must be corrected for those students. You will need to manually update the vendor address in PeopleSoft.</p>
27.	<p>Foreign Country Code in Banner:</p> <p>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.</p>
28.	<p>Vendors that are 1099 reportable:</p> <p>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.</p>
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>

Step	Action
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>

Banner Interfaces - Review Questions

These are review questions for the lesson you just completed: **Banner Interfaces**.

When completing the review questions, please note the following:

- Select the most correct answer from the options provided.
- Select your answer by clicking directly on your choice; clicking anywhere else but the correct answer will result in a wrong answer.
- You must answer the questions in order.
- If you have selected the correct answer, you will move on to the next question.
- If you have selected an incorrect answer, you will be prompted to try again.
- There is no official scoring of review questions; however, you will see a summary of your results at the end of the review questions.

Procedure

The following are Lesson Review Questions for **Banner Interfaces**.

Please keep the following in mind when completing the review questions:

- Questions are not scored.
- To select an answer, click directly on your choice; clicking anywhere but the correct answer will register as an incorrect choice.
- Completing the review questions will help prepare you for the end of chapter quiz.

1. What is the purpose of the Banner Direct Deposit to AP Interface?

a. To check for duplicate vendors.

b. To remove vendors no longer used in Banner from Accounts Payable.

c. To add vendors or update the student banking information from Banner.

Step	Action
1.	Click the correct object. Select the correct answer by clicking directly on it.
2.	Click the correct object. Select the correct answer by clicking directly on it.
3.	Click the correct object. Select the correct answer by clicking directly on it. <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; display: inline-block; margin-top: 10px;">e. Both B & C</div>
4.	Click the correct object. Select the correct answer by clicking directly on it.
5.	This completes this lesson's review questions. End of Procedure.