#### Setting Up Accounts Payable

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# Logging in

To setup or update your accounts payable information, first navigate to the 'Direct Deposit Setup/Update' page in Banner using these steps:

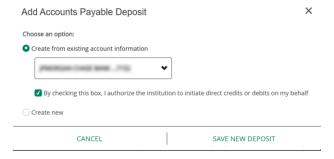
- 1. Go to myapps.up.edu
- 2. Select 'SelfServe Banner'
- 3. Select the four square icon in the top left of the screen to expand the left-side menu
- 4. Select 'Banner' > 'Personal Information' > 'Direct Deposit Setup/Update'

## Setting up Accounts Payable

1. In the 'Accounts Payable Deposit' section select 'Add New'

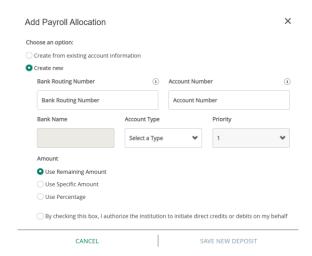


- 2. To add an account, select either 'Create from existing account information' or 'Create new'
  - a. 'Create from existing account information'
    - i. Select the account from the dropdown



- b. 'Create new' Enter the following:
  - i. Bank Routing Number (9-digit number found on the bottom of check)
  - ii. Account Number (Found on bottom of check, is not the 16-digit number from your debit card)
  - iii. Account Type (Checking or Savings)
  - iv. Priority (The first account will default to '1')
  - v. Amount

### Setting Up Accounts Payable



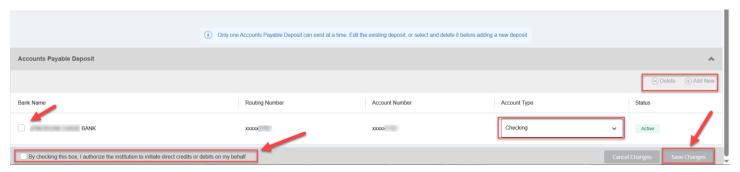
- 3. Check the checkbox and Select 'SAVE NEW DEPOSIT'
- 4. Your account should now appear under 'Accounts Payable Deposit.' To save your edits, select the checkbox at the bottom left, then 'Save Changes'

5. You will receive an email notification from directdeposit@up.edu that your direct deposit information has been updated

### Updating Accounts Payable

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

- 1. To delete an account, select the checkbox next to the account, then 'Delete'
- 2. To edit the 'Account Type', select from the drop-down
- 3. To add a new account, first delete the existing account, then select "Add New"



- 4. Check the checkbox and Select 'SAVE NEW DEPOSIT'
- 5. Your account should now appear under 'Proposed Pay Distribution.' To save your edits, select the checkbox at the bottom left, then 'Save Changes



6. You will receive an email notification from <a href="mailto:directdeposit@up.edu">directdeposit@up.edu</a> that your direct deposit information has been updated