

# Direct Deposit & Accounts Payable Instructions

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## Logging in

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

1. Go to [myapps.up.edu](https://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

**Add Payroll Allocation** ✕

Choose an option:

☐ Create from existing account information

☒ Create new

Bank Routing Number ? Account Number ?

Bank Name Account Type Priority

Select a Type 1

Amount

☒ Use Remaining Amount

☐ Use Specific Amount

☐ Use Percentage

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

CANCEL | SAVE NEW DEPOSIT

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'

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

5. You will receive an email notification from [directdeposit@up.edu](mailto:directdeposit@up.edu) that your direct deposit information has been updated

## Setting up Direct Deposit

1. In the 'Proposed Pay Distribution' section select 'Add New'

**Proposed Pay Distribution**

⊖ Delete ⊕ Add New

? You have not added any payroll allocations yet. Click Add New to add an allocation.

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

**Add Accounts Payable Deposit** ✕

Choose an option:

☒ Create from existing account information

☐ Create new

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

CANCEL | SAVE NEW DEPOSIT

- 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

Add Payroll Allocation ×

Choose an option:

☐ Create from existing account information

☒ Create new

Bank Routing Number ? Account Number ?

Bank Routing Number Account Number

Bank Name Account Type Priority

Account Type: Select a Type ▼ Priority: 1 ▼

Amount

☒ Use Remaining Amount

☐ Use Specific Amount

☐ Use Percentage

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

CANCEL SAVE NEW DEPOSIT

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

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

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

## Updating Accounts Payable or Direct Deposit

1. To delete an account, select the checkbox next to the account, then 'Delete'
2. To edit the 'Account Type', the 'Amount', or 'Priority' select from the prospective dropdown

Direct Deposit Allocation

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
BANK	XXXXXX	XXXXXX	Checking	\$1,100.00
				Total Net Pay \$1,100.00

Proposed Pay Distribution

✕ + Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> BANK	XXXXXX	XXXXXX	Checking	Remaining	1	\$1,100.00	Active
						Total Net Pay \$1,100.00	

? The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

? Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

✕ + Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> BANK	XXXXXX	XXXXXX	Checking	Active

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

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

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

Cancel Changes

Save Changes

5. You will receive an email notification from [directdeposit@up.edu](mailto:directdeposit@up.edu) that your direct deposit information has been updated