Direct Deposit & Accounts Payable Instructions

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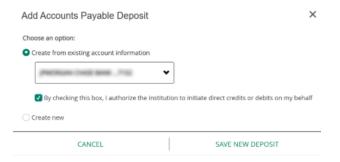
1. Go to myapps.up.edu
2. Select 'SelfServe Banner'
3. Select the four square icon in the top left of the screen to expand the left-side menu
4. Select 'Banner' > 'Personal Information' > 'Direct Deposit Setup/Update'
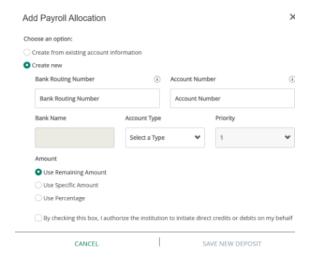
Setting up Accounts Payable

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')
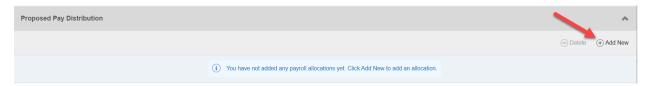   v. Amount

Add Payroll Allocation

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

Setting up Direct Deposit

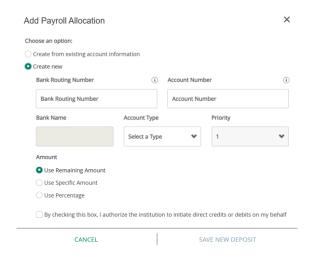1. In the 'Proposed Pay Distribution' section select 'Add New'

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

Add Accounts Payable 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

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'
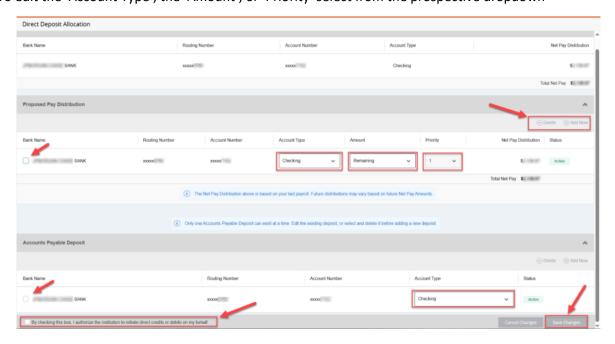

5. You will receive an email notification from directdeposit@up.edu that your direct deposit information has been updated

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

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