

Batch Interface Process

General Information

The Controller's Office has a batch interface process that will allow departments to electronically send large volumes of refunds, rent payments, student payments, and other large volumes of payments being paid with the same DOPP.

The department will prepare a [DOPP](#) and obtain all necessary signatures and backup information to support the payments. Attached to the DOPP will also include a list of names and other information printed from the [template](#) located on the Controller's Office web site. The information on this template must be entered according to the headings on the columns. These headings cannot be changed, moved, and/or deleted. Fields not needed on the template must be left blank. When this process is used it is the responsibility of the department to ensure vendors and/or individuals paid are active Banner vendors with a valid active vendor address, the exception is for one-time vendors.

Process:

1. Complete the department's information on the DOPP.
2. For vendor name and address type "See attached spreadsheet".
3. *Description*: Full description of reason for payment.
4. *Quantity*: Number of vendors to be paid.
5. *Unit*: Leave Blank
6. *Unit Price*: If all payments are the same, enter that amount. If different, leave blank.
7. *Amount*: Total amount for the DOPP.
8. If the same fund and account are used, enter the fund and account in the accounting block. If different, enter "See attached Spreadsheet" in the accounting block.
9. Obtain the necessary signatures.
10. Prepare the spreadsheet using the template located on the Controller's Office web site.
11. Email the spreadsheet and send voucher to the Controller's Office.
12. Pick up checks at the Bursar's office, if needed.

Detailed template information:

The template located on the Controller's Office web site is specifically formatted; no changes should be made to the template.

Below are the column headings, required cells and a brief description of the columns. The blank row at the top of the template will inform if any cells have too many characters for each column. Review any columns where the words "Too Many" appear and shorten any cells that are too long. Once the cells have been corrected this error will go away.

After completing the template, save the file and email the spreadsheet to the Controller's Office.

Column Headings		Length	Required (see below)
System Id		8	1 & 2
Banner ID		9	1
Last Name		25	1 & 2
First Name		15	1 & 2
Trans Amt		12 **	1 & 2
Trans Date		MMDDYYYY *	1 & 2
Pymt Due		MMDDYYYY *	1 & 2
Index		6	1 & 2
Acct		6	1 & 2
Invoice Date		MMDDYYYY *	1
Atyp		2	1
Seq		2	1
Street Line1		30	2
Street Line2		30	
Street Line3		30	
City		20	2
State Code		3	2
Zip		10	2
Invoice Rcvd Date		MMDDYYYY *	
Vendor Invoice		15	
Cust Acct Num		15	
Commodity Desc		50	
Services Begin Date		MMDDYYYY *	
Goods Rcvd Date		MMDDYYYY *	
Fund		6	
Orgn		6	
Prog		6	
Actv		6	
Locn		6	

1. Fields in red are required.
2. Fields in blue are required for one-time vendors.

* All dates must be in MMDDYYYY format

** Amount fields are 12 characters long with decimal points deleted. \$12.32 is written as 1232

Definition of Required fields.

System Id: This field determines how payments will be recorded and processed. One of these system ids **must** be used. The table below details the System ID and other information of how the payment will be made and recorded in Banner.

System ID	Examples for which system id to use.	Doc Seq Number	ACH Override	1099 Rept	Income Type	Pymt Category
APOTVPMT	One Time Vendor	FI	Y	N	N/A	N/A
APCKPKUP	RHF/Athletic/Band Trips	FI	Y	N	N/A	K1
APREFUND	Refunds & Hokie Passport	FM	N	N	N/A	K2
APRENTPY	Rent Payments	FM	N	Y	RE	K7
APCHKHON	Honoraria (check written)	FI	Y	Y	NC	H4
APACHHON	Honoraria (direct deposit)	FM	N	Y	NC	H4

Doc Seq Number: Document number assigned by Banner; starts with a FI or FM. This takes the place of the assigned number from Purchasing that departments normally use on the DOPP.

Ach Override: Determines if the payment made is by check or direct deposit. Currently only applies to individuals. The **SYSTEM ID** with an N will try to pay using direct deposit. If there are no direct deposit records for the vendor, then a check will be written. **Note:** If you need a check written then select a **SYSTEM ID** with a Y in this column.

1099 Rept: Reports 1099 information in Banner, normally for rent payments and honoraria. The IRS requires the university to track these payments and issue a 1099 to the vendor.

Income Type: Reports income classified on the 1099 as Rent or Non-employee compensation.

Pymt Category. This is normally recorded on the DOPP and recorded in Banner. With the batch processes the payment category is preset.

IMPORTANT: Before using **APOTVPMT**, prior approval is required from the Controller's Office. One Time Vendors should only be used when making a one time payment to a vendor and there are no plans to pay this vendor again.

The payments held at the window for pickup must use the **SYSTEM ID APOTVPMT, APCKPKUP, APCHKHON**. Payments that need to be held at the window must be stated on the DOPP and all checks with that DOPP will be held for pickup.

Banner ID: Id Purchasing has assigned to the vendor.

Last Name: Last name of the individual. If paying a company enter the full name of the company.

First Name: First name of the individual. If paying a company leave this field blank.

Trans Amt: Amount of the check. Decimals are not included (Example \$100.00 would be written 10000).

Trans Date: Date the voucher is prepared. Use a two digit month, two digit day, and four digit year (Example January 1, 2005 would be written 01012005).

Pymt Due: Date the check should be written. When determining a payment date allow enough time for paper work to be sent and reviewed by the Controller's Office. Use a two digit month, two digit day, and four digit year (Example January 1, 2005 would be written 01012005).

Index: Department fund to charge.

Acct: Proper account code for charge. If an account code with a leading zero is used ensure a leading zero is used (Example 0123 not 123).

Invoice Date: Date invoice was received. If no invoice is paid use the same date as the Trans Date. Use a two digit month, two digit day, and four digit year (Example January 1, 2005 would be written 01012005).

Atyp and Seq: Atyp and Seq numbers are used to specify the address where the check is mailed. This information can be obtained by looking at the FZIVEND screen in Banner. The example below shows the Banner ID for Atmos Energy (751743247). The Atyp for this address is OR and Seq is 1. Scroll lines to the left of the address allow other addresses to be picked, if the one listed is incorrect or inactive. When scrolling through the addresses the Atyp and Seq numbers will change. Use the numbers that appear with the address needed. If no address in Banner matches the payment address or the vendor is not in Banner, contact Purchasing to have the address or vendor added. The Inactive box should not be checked for the Atyp and Seq numbers selected. If the Inactive box is checked this address is no longer valid and cannot be used.

Additional Required fields for One Time Vendors (APOTVPMT).

Street Line1:

City:

State:

Other useful fields.

Vendor Invoice: Used to provide your invoice number from the vendor. When not paying an invoice, use this field to provide a brief description of the payment.

Cust Acct Num: Used to provide your customer account number with the vendor. When not paying an invoice, use this field to provide a telephone number for the vendor to call if they have

questions about the check.

Note: Both the Vendor Invoice and Cust Acct Num print on the check stub.

Commodity Desc: A more detailed description of the payment.

Services Begin Date: Can be used to record the start date of services (example the start of a lease). Use a two digit month, two digit day, and four digit year (Example January 1, 2005 would be written 01012005).

The remaining fields are currently not needed and should be left blank.