

Batch Interface Process

General Information

The Controller's Office offers a batch interface process that enables departments to electronically submit high volumes of refunds, rent payments, student payments, and other bulk transactions.

The department is responsible for completing a [Batch Payment Processing Form](#), securing all required signatures, and gathering the necessary supporting documentation for the payments. A [Batch Interface Template](#) must be attached to the form. Data must be entered in the template according to the specified column headings, which must not be altered, moved, or deleted. Any unused fields should be left blank. When using this process, the department must ensure that all suppliers or individuals being paid are active suppliers in Banner with a valid and active supplier address.

Batch Interface Template

The template available on the Controller's Office website is specifically formatted and must not be modified in any way.

Below are the column headings, required fields, and brief descriptions for each column. The blank row at the top of the template is designed to flag any cells that exceed the character limits for their respective columns. If the phrase "Too Many" appears, review and shorten the content in those cells. Once corrected, the warning will disappear. Once the cells have been corrected, this error will go away.

The [Batch Payment Processing Form](#) and the [Batch Interface Template](#) should be submitted to the Controller's Office electronically at acctpay@vt.edu.

Column Headings	Length	Required
System Id	8	Yes
Banner ID	9	Yes
Last Name	25	Yes
First Name	15	Yes
Trans Amt	12 **	Yes
Trans Date	MMDDYYYY	Yes
Pymt Due	MMDDYYYY	Yes
Index	6	Yes
Acct	6	Yes
Invoice Date	MMDDYYYY	Yes
Atyp	2	Yes
Seq	2	Yes
Street Line1	30	No
Street Line2	30	No
Street Line3	30	No
City	20	No
State Code	3	No
Zip	10	No
Invoice Rcvd Date	MMDDYYYY	Yes
Vendor Invoice	15	Yes
Cust Acct Num	15	No
Commodity Desc	50	No
Services Begin Date	MMDDYYYY	No
Goods Rcvd Date	MMDDYYYY	No
Fund	6	Yes
Orgn	6	Yes
Prog	6	Yes
Actv	6	Yes
Locn	6	Yes

** 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 on how the payment will be made and recorded in Banner.

System ID	Description	Doc Seq Number	ACH Override	1099 Rept	Income Type	Pymt Category	Hold at Window
APCKPKUP	RHF/Athletic/Band Trips	FI	Y	N	N/A	K1	Y
APDDPYMT	RHF/Athletic/Band Trips	FM	N	N	N/A	K1	N
APREFUND	Refunds	FM	N	N	N/A	K2	N
APHPVPMT	Hokie Passport	FM	N	T	99	K2	N
APRENTPY	Rent Payments	FM	N	Y	RE	K7	N
APCHKHON	Honoraria (check)	FI	Y	Y	NC	H4	Y
APACHHON	Honoraria (direct deposit)	FM	N	Y	NC	H4	N
APVNDPMT	Supplier Payment (check)	FI	Y	Y	Nc	KK	N
APVDPTNO	Supplier Payment (direct deposit)	FI	N	Y	NC	KK	N
APVDPTOT	Human Subject, Awards, Prizes (check)	FI	Y	Y	OT	KK	N
APVPOTNO	Human Subject, Awards, Prizes (direct deposit)	FI	N	Y	OT	KK	N

Doc Seq Number: Document number assigned by Banner and starts with a FI or FM.

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 cut, 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 a 1099 as Rent or Non-Employee Compensation.

Pymt Category: The payment category is preset.

Banner ID: ID Procurement has been assigned to the supplier.

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 form is prepared. Use a two-digit month, two-digit day, and four-digit year (Example January 1, 2025, would be written 01012025).

Pynt Due: Date the check should be written. When determining a payment date, allow enough time for paperwork 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, 2025, would be written 01012025).

Index: Department funds 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, 2025, would be written 01012025).

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 America to Go (906298289). There are three addresses for this supplier. The Type and Seq should be selected for the address where payment will be sent. In this case, VP-1 is marked as the pay default. If no address in Banner matches the payment address or the vendor is not in Banner, contact Procurement at fdg@vt.edu to have the address or supplier 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.

Vendor Inquiry Form FZIVEND V2 (PROD)

Id: 906298289 America To Go Deposit Status: ACH E-PROC Start Over

VENDOR HISTORY

ID	Name	Message	Vendor Type	Activity Date
906298289	America To Go		Company	09/10/2019 11:00:01
906298289	America To Go LLC	Previous Name	Company	09/10/2019 11:00:01

Record 1 of 2

VENDOR ADDRESS AND ATTRIBUTES

Ty...	Seque...	AddressLine 1	AddressLine 2	AddressLine 3	City	St...	ZIP Code	Nation Code	Nation	DUNS	Inactive	Order Default	Pay Default	eVA	Pref Mett
OR	1	1001 6th Ave 12th Fl			New York	NY	10018			008...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	U
OR	2	641 Lexington Ave Fl 14			New York	NY	1002...	000	United States	008...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	U
VP	1	1001 Avenue of The Americas ...			New York	NY	1001...	000	United States		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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Telephone

Code	Sequence	Phone

Vendor Type

Code	Description

Vendor Invoice: Used to provide your invoice number from the supplier. When not paying an invoice, use this field to provide a brief description of the payment. This will print on the check stub.

Cust Acct Num: Used to provide your customer account number with the supplier. When not paying an invoice, use this field to provide a telephone number for the supplier to call if they have questions about the check. This will 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, 2025, would be written 01012025).

The remaining fields should be left blank.