

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.

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 to the [Orange Team Lead Analyst](#) in the Controller's Office.
12. Send the completed DOPP form, spreadsheet, and W9's (if needed) to the Orange Team Lead Analyst in the Controller's Office. State on the DOPP form if the checks are to be picked up, mailed/direct deposited to the vendor, or mailed to the department.
13. 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. These cells will be highlighted in red. Once the cells have been corrected this error and the red highlight will go away.

After completing the template, save the file and email the spreadsheet to the Orange Team Lead Analyst in the Controller's Office. Send a second email to the Lead Analyst with the password for the file.

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

1. Fields in red are required.

* 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:

- I. **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	Doc Seq Number	ACH Override	1099 Rept	Income Type	Pymt Category	Batch used as follows
APPAYROL	FM	N	N	N/A	K8	Payroll Tax Shelters & Garnishments
APAYROL1	FM	Y	N	N/A	K8	Payroll Tax Shelters & Garnishments
APVNDPMT	FI	Y	Y	NC	KK	Vendor Payment - No ACH
APVDPTNO	FI	N	Y	NC	KK	Vendor Payment - ACH Available
APCKPKUP	FI	Y	N	N/A	K1	RHF/Athletic/Band Trips
APDDPYMT	FI	N	N	N/A	K1	RHF/Athletic/Band Trips
APREFUND	FM	N	N	N/A	K2	Refunds
APRENTPY	FM	N	Y	RE	K7	Rent Pymt
APCHKHON	FI	Y	Y	NC	H4	Honoraria
APACHHON	FM	N	Y	NC	H4	Honoraria
APHPVPMT	FM	N	Y	99	K2	Hokiepassport
APVDPTOT	FI	Y	Y	OT	KK	Human Subject Payments, Awards, Prizes - No ACH
APVPOTNO	FI	N	Y	OT	KK	Human Subject Payments, Awards, Prizes - ACH Available

- Doc Seq Number:** Document number assigned by Banner; starts with a FI or FM. This takes the place of “I number” that is normally assigned when a paper invoice is processed by the Controller’s Office.
- Ach Override:** Determines if the payment made is by check or direct deposit. The SYSTEM ID with an N will 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, Non-employee compensation, or Other.
- Pymt Category:** This is normally recorded on the DOPP and recorded in Banner. With the batch processes the payment category is preset.

The payments held at the window for pickup must use the SYSTEM ID APCKPKUP, APVNDPMT, APCHKHON, or APVDPTOT. 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.

- II. **Banner ID:** Id Purchasing has assigned to the vendor.
- III. **Last Name:** Last name of the individual. If paying a company enter the full name of the company.
- IV. **First Name:** First name of the individual. If paying a company leave this field blank.
- V. **Trans Amt:** Amount of the check. Decimals are not included (Example \$100.00 would be written 10000).
- VI. **Index:** Department fund to charge.
- VII. **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).
- VIII. **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).
- IX. **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 (905572516). The Atyp for this address is VP and Seq is 6 (Accounts Payable Default). Scroll lines to the right 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 Procurement (FDG) 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.

Vendor Inquiry Form FZIVEND V17 (PROD) [wl-prod-2] 04/16/2010 16:04:46

Banner ID: 905572516 Vendor: Atmos Energy

Tax ID: ACH E-Proc

Vendor Type: Company Person No Data

Vendor Address and Attributes

Type	Sequence	Address
VP	6	PO Box 790311
		Saint Louis MO 63179-0311

Inactive Purchase Order Default Accounts Payable Default

Nation:

DUNS:

Preferred Order Method:

Send to eVA:

Other useful fields (not required):

- I. **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.
- II. **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.
- III. **Commodity Desc:** A more detailed description of the payment.
- IV. **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.