

## Accounts Payable Instructions

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### Logging in

To setup or update your 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 'Direct Deposit Setup/Update' under the 'Personal Information' tab

### Adding/Deleting Accounts Payable Deposit Accounts

1. In the 'Accounts Payable Deposit' section select 'Add New'

2. If you do not already have an account added, you will be asked to enter the following information:
  - a. Bank Routing Number (9-digit number found on the bottom of check)
  - b. Account Number (Found on bottom of check, is **not** the 16-digit number from your debit card)
  - c. Account Type (Checking or Savings)
  - d. Priority (The first account will default to '1')
  - e. Amount

3. If you already have an account added, you must select either '**Create New**' or '**Create from existing account information**'
  - a. If you select '**Create New**', then you input the information from step 2.
  - b. If you select '**Create from existing account information**', then select an account from the dropdown

4. Review the disclaimer, check the checkbox, then select 'SAVE NEW DEPOSIT.' Your account should now appear under 'Accounts Payable Deposit.'
  - a. You can only have one Accounts Payable Deposit Account at a time. To change the account, first delete the existing account, then repeat steps 1-4.
5. To delete an account, select the account then 'Delete', then 'Delete' again in the pop up in the top right.

Accounts Payable Deposit

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

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> JP MORGAN CHASE BANK	000001700	XXXXX	Checking	Active

6. After adding or deleting an account, you will receive an email notification from [directdeposit@up.edu](mailto:directdeposit@up.edu) that your account information has been updated.

## Editing Accounts Payable Deposit Accounts

1. To edit the 'Account Type', select from the drop-down
2. 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

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