GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AP.040.020 – PROCESSING BANNER TO AP TRANSACTIONS

Purpose	• To run the Banner to AP Interface.
Description	Banner refund and difference payments to students are paid through PeopleSoft Accounts Payable. Banner processing checklist includes, but not limited to: • Banner should notify the AP department that Banner payments are ready to be loaded (after Banner process TGRFEED is run). AP will initiate the BORIF003 – Banner to AP Interface that ensures all students are processed and established as AP vendors. • After the interface creates/updates suppliers, Banner refund transactions are loaded into staging tables, and vouchers are created in AP from the Voucher Build Process (for more information, see AP.030.060 – Running Voucher Build). Through this process, AP will set up these transactions as payables. • After the vouchers are budget checked, the Banner pay cycle should run to issue Banner refunds paid via System Check. A Banner EFT pay cycle should be run to issue Banner refunds paid via EFT/PPD. There are numerous steps required for the processing of Banner vouchers. Listed below is the order of the steps and the related business processes: **Step 1** – Prior to running the Banner to AP Interface, AP must **create a control group**. Refer to AP.020.200 – Creating Control Groups. **Step 2** – **Run the Banner to AP Interface** as instructed in this business process. Voucher data will be loaded into staging tables (PS_VCHR_HDR_STG, PS_VCHR_LINE_STG and VCHR_DIST_STG). **Step 3** – **Run Voucher Build** process to move the data from staging tables to the online voucher tables. Refer to AP.030.060 – Running Voucher Build. **Step 4** – **Check for Voucher Build errors**. Refer to AP.050.030 – View and Correct Voucher Build Errors.

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

	Step 5 – (**Optional**) – Run the APY1011 Control Group Register Report for a listing of all vouchers within the Control Group. **Step 6** – **Budget Check the Vouchers** (AP.030.020). **Step 7** – **Verify the Control Group Totals** (AP.020.200) so the vouchers can be posted/paid. **Step 8** – **Post the Vouchers** (AP.030.030 – Posting Vouchers) **Step 9** – **Run the Banner Pay Cycle** (both check and EFT if applicable). Refer to the following Business Processes: • AP.020.500 – Payment Selection • AP.020.501 – Running Check Pay Cycles • AP.020.502 – Running EFT or ACH Pay Cycles • AP.020.503 – Locating Pay Cycle files in Report Manager • AP.020.505 – Reviewing Payments Selected and Exceptions and Alerts • AP.020.506 – Pay Cycle Approval **Step 10** – **Post Payments** (AP.030.050).
Security Role	**BOR_AP_CUSTOM_PRC**
Assumptions	• A control group has been created prior to running the Banner to AP Interface. • Banner has notified the AP department that Banner payments are ready to be loaded
Dependencies/ Constraints	Banner should communicate to AP when both a student's SSN and Banner ID are modified since this may result in a new vendor being added. AP will need to manually correct the SSN in the vendor prior to running the interface to prevent a new vendor being added.
Additional Information	None

Procedure

Below are step by step instructions on how to process Banner to AP Transactions.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** link.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Accounts Payable** link.
5.	Click the **BOR AP Interfaces** link.
6.	Click the **Banner to AP** link.
7.	Enter or Add a **Run Control ID.**
8.	Enter Business Unit in the **Business Unit** field.
9.	Enter Accounting Date in the **Accounting Date** field
10.	Enter the Bank Code in the **Bank Code** field.
11.	Enter the Bank Account in the **Bank Account** field.
12.	Enter the Control ID in the **Control Group ID** column.
13.	Click the **Save** button.
14.	Click the **Run** button.
15.	Click the **OK** button.
16.	Click the **Process Monitor** link.
17.	Click the **Refresh** button until the BORIF003 process completes.
18.	Click the **Details** link.
19.	Click the **View Log/Trace** link.
20.	Open the borif003_XXXXXXXX.PDF file.
21.	Review the Vendor and Voucher Load Interface report. Ensure that the totals balance to the figure that was given by Banner. Once totals confirmed, review the Errors and Warnings that print at the end of this report.
22.	Students with invalid addresses in Banner and PeopleSoft: Notify Banner that addresses must be corrected for those students. AP will need to manually update the vendor address in PeopleSoft.

Step	Action
23.	Foreign Country Code in Banner: Since Country Codes in Banner are not the same as the Country Codes in PS, all foreign country codes from Banner are populated as 'USA'. If the vendor should have a country code other than 'USA', AP will manually update the country in the vendor.
24.	Vendors that are 1099 reportable: Banner vendors that are marked as 1099 reportable are provided for review to confirm that the vendor is correctly established and marked as reportable.
25.	Vendors with blank SSN from Banner: Vendors with a blank SSN will be added as a new vendor and may result in duplicate vendors in PS.
26.	List of Control Group ID's: A list of the Control Groups used by the Banner to AP Interface is provided. AP will need to know which control groups the vouchers are loaded into and that will require processing.
27.	Vendor Names updated: A list is provided of existing vendor names that were updated by the Banner to AP Interface. AP should carefully review this list and confirm that vendor names are appropriately updated. If AP is in question about a name change, contact your Banner staff for confirmation of the name change.
28.	In the event a problem is found with a student refund and AP/Banner team wishes to match up the PIDM and Banner Student ID to research the issue, AP/Banner team can create a new query on the BOR_BNR_SPRIDEN table using the Banner PIDM (BOR_SPRI_PIDM) included in the Banner to AP Report to locate the Banner Student ID (BOR_SPRI_ID).