CHAPTER 1

Setting Up and Managing Bank Accounts

Bundle 30. Setting up and managing bank accounts through AP Direct Deposits will be deprecated. Instead, use the pages described in this chapter to set up and manage bank accounts for students and organizations. This chapter replaces Setting Up and Managing Bank Accounts for AP Direct Deposit Refunding.

This chapter discusses how to:

- Set up and manage student bank accounts.
- Set up and manage bank accounts for organizations.

Understanding Bank Account Setup

Use the Bank Accounts - Student page and the Bank Accounts - Corporate page to set up and manage bank accounts for students and organizations. The Bank Accounts - Corporate page is similar to the Bank Accounts - Student page, except that the External Org ID appears on the Corporate page. You can set up bank accounts for any country or currency.

Students can set up and manage bank accounts using Self Service.

See Also

PeopleSoft Student Financials 9.0 PeopleBook, (NLD) Using the Banking Interface.

Pages Used to Set Up and Manage Bank Accounts

Page Name	Definition Name	Navigation	Usage
Bank Accounts - Student	SSF_BNKACCT_DTL	Student Financials, Banking, Bank Accounts - Student	Set up and manage student bank accounts.
Bank Accounts - Corporate	SSF_BNKACCTORG_DTL	Student Financials, Banking, Bank Accounts - Corporate	Set up and manage bank accounts for organizations.

Setting Up and Managing Student Bank Accounts

Access the Bank Accounts - Student page (Student Financials, Banking, Bank Accounts - Student).

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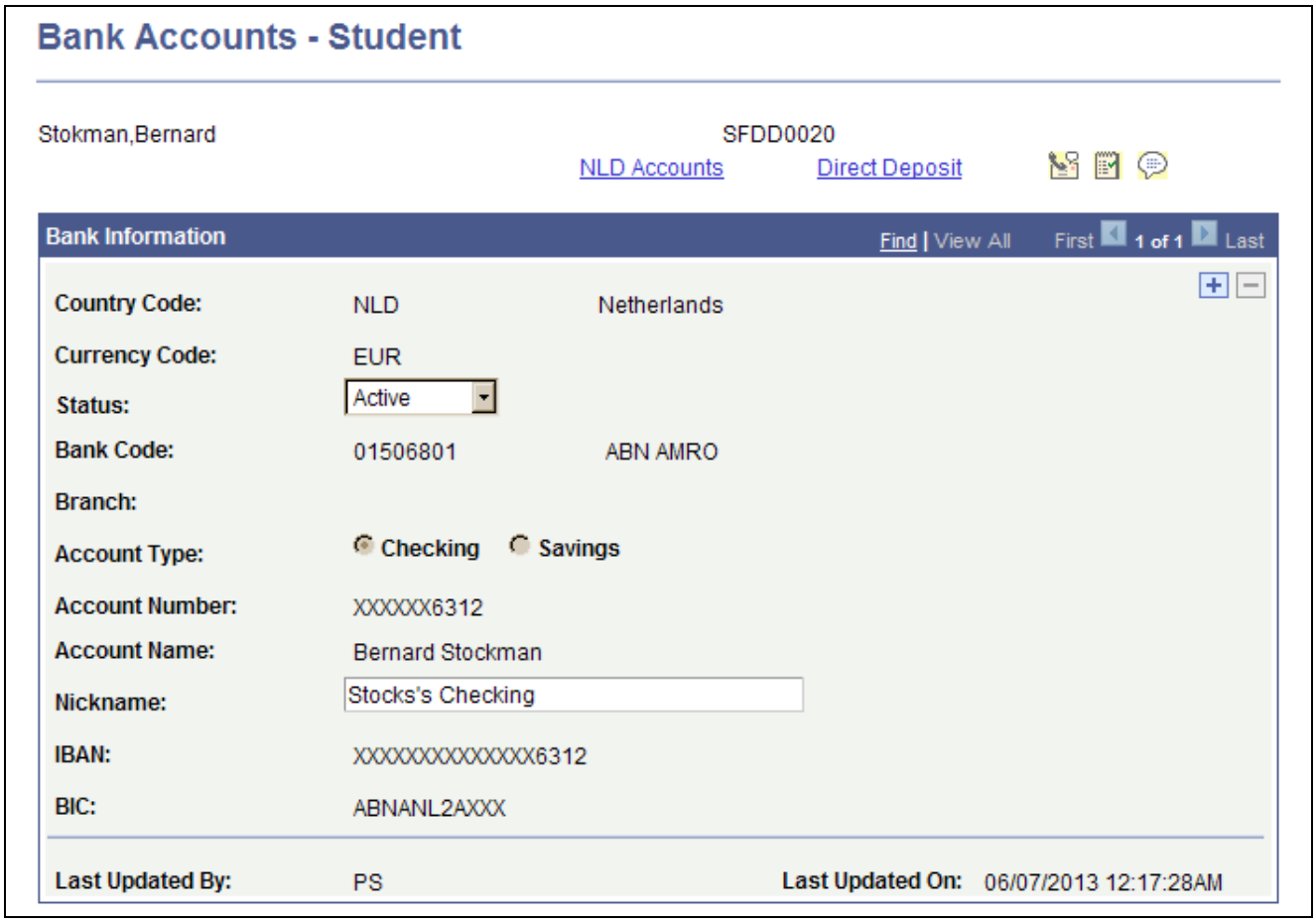

Bank Accounts - Student page

Use this page to:

- Set up multiple bank accounts for a student.
- View or edit bank accounts that have been created by students using Self Service.

Note. This page is available only to administrative users. Also, administrative users who are currently logged in will not be able to create nor update their own bank details.

When you set up a bank account for a student, an agreement type of Bank Account is inserted into the Agreement table (SSF_AGREE_TBL) when you save the page.

In update/edit mode, the only fields available are Status and Nickname. All other fields are view-only. In update/edit mode, you can add but not delete bank accounts.

When you set up or modify a bank account, data is inserted in the 3C trigger table with the Bank Event ID and institution to facilitate communication using 3C and the Comm Gen process. The Bank Event ID and institution are derived from the SF Installation setup only if the Bank Event ID is populated.

The bank details on this page are validated according to the validation procedures in HRMS. To prevent duplicate bank accounts, the system checks that the combination of EmplID, Routing Number, Branch, and Account Number is unique.

See [PeopleSoft Enterprise Campus Community 9.0 Fundamentals PeopleBook - Update 1, Setting Up Communications].

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If you click View All, data appears in descending order, that is, the most recent data is shown first.

Country Code and	Select a country code. Otherwise, the default value from your HRMS setup is retrieved.
Currency Code	Select a currency code. Otherwise, the default value from your HRMS setup is retrieved.
Status	Displays whether the bank account is active or inactive. By default, it is set to *Active*. This field is disabled when you are setting up a new bank account. If you want to deactivate a bank account, change its status to *Inactive*. However, if a bank account is used for direct deposit distribution, this field is disabled and the message "This account is in use." is displayed. To change the status to *Inactive* for a bank account used in direct deposit distributions, you must first deactivate the direct deposit distribution. When a bank account is inactive, you can no longer make changes from the Bank Accounts - Student page nor the Self Service page.
Routing Number	Select a routing number. The bank details record in HRMS controls which values are available. If you provide a BIC Code, this field displays the information derived from the BIC and appears as view-only.
Branch	Select a branch ID. This field appears depending on the country code and routing number. If you provide a BIC Code, this field displays the information derived from the BIC and appears as view-only.
Account Type	Select an account type. By default, Checking is selected.
Account Number	Enter an account number. For security reasons, the account number is masked to show only the last 4 digits after you save the page. The account number is also encrypted and stored in the database. If you provide a value in the IBAN field, this field displays information derived from the IBAN and appears as view-only.
Confirm Account Number	Enter the same value you entered in Account Number. This field is an added security measure and ensures that you provided the correct account number.
Check Digit	This field is available only when the IBAN field is not used. If the IBAN field is used, the value is derived from the IBAN and appears as view-only.
Account Name	Enter the name as it appears on the bank account.
Nickname	(Optional) Enter an alias for the bank account.
IBAN and **BIC Code**	If you provide the IBAN, you must also provide a BIC Code. Student Financials uses the information in the HRMS IBAN Country Setup page to perform the required validation and prompt for values in the lookups. • If IBAN is not enabled and not required, or the country is not defined on the IBAN Country Setup page, the IBAN and BIC Code fields do not appear. • If IBAN is enabled but not required, you can provide values in the other bank information fields. The information is saved, and the IBAN and BIC Code are stored as blank.

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When bank details are derived from the IBAN and BIC setup, the details appear as view-only.

For example, if you enter an IBAN value of *NL51ABNA0401396312*, the BIC Code becomes required. The BIC Code values that are available are all those for the country NLD, which are based on the IBAN value (the first 2 digits are always the country and the next 2 digits are always the IBAN check digit). You select a BIC Code of *ABNANL2A* (this is an available value because it is set up on the Bank Branch Setup table in HR). The Routing Number and Branch fields are populated and are view only—with the values *0150681* (BankID already set up for ABN Amro) and *ABNANL2* (Branch ID) respectively. The Bank Name and Branch Name also appear.

- If IBAN is enabled and required, you must provide a value for IBAN and BIC Code.

  The Account Number field is populated based on the IBAN value and appears as view-only. The other standard bank fields are view-only.

For security reasons, only the last four digits of the IBAN appear after you save the page. It is also encrypted and stored in the database.

See *PeopleSoft HRMS Application Fundamentals PeopleBook*, Setting Up Banks and Bank Branches.

Direct Deposit

This link is available only after you save the page and only if you are authorized to access the Direct Deposit - Student page. Also, the AP Refunding Option must be set to *Use Single Payment Voucher* on the SF Installation page.

Click to access the Direct Deposit - Student page to set up or view direct deposit distributions.

NLD Accounts

This link is available only after you save the page and if you are authorized to access the NLD Student Accounts page.

Click to access the NLD Student Accounts page for the student whose bank account you are creating or updating.

See PeopleSoft Student Financials 9.0 PeopleBook, (NLD) Using the Banking Interface.

See PeopleSoft Campus Solutions 9.0 Application Fundamentals PeopleBook, Reviewing Installation Setup and System Defaults, Selecting Country-Specific Features and Enabling CRM for Higher Education Feature.

Last Updated By and **Last Updated On**

Last Updated By shows the OPRID and Last Updated On shows the date and time that the past was last modified.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords].

See [PeopleSoft Enterprise Campus Self Service 9.0 PeopleBook - Update 1, Using Student Financials Self Service, Using Account Services].

Note. UPK for setting up AP Direct Deposit is also available. Use this link to access the "Campus Solutions 9.0 Additional Features, January 2011, AP Direct Deposit Setups" UPK: http://download.oracle.com/technology/products/upk_cs/UPK%20CS%209.0%20PlayerPackage/toc0.html

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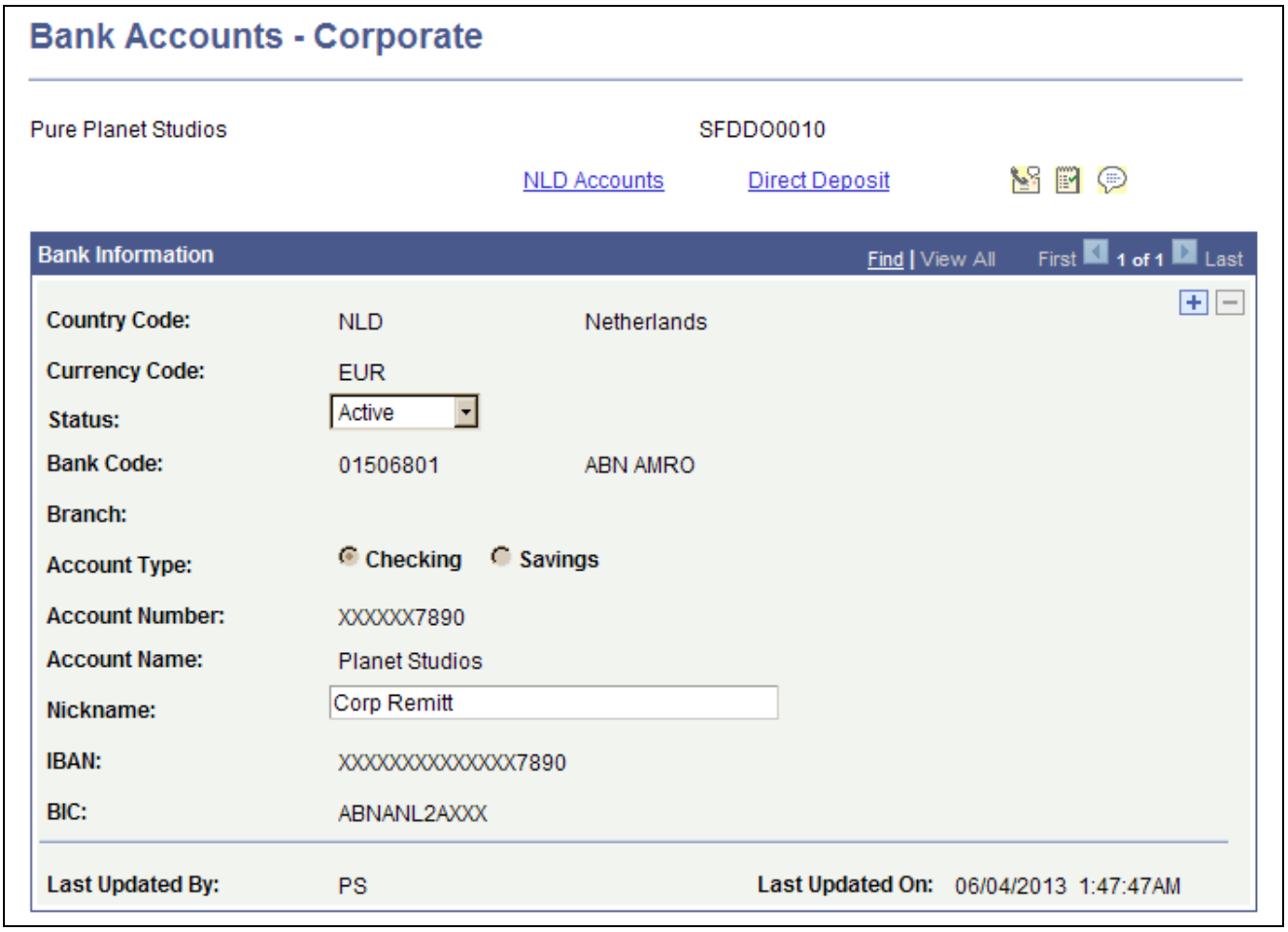
Setting Up and Managing Corporate Bank Accounts

Access the Bank Accounts - Corporate page (Student Financials, Banking, Bank Accounts - Corporate).



Bank Accounts - Corporate page

Use this page to set up and manage multiple bank accounts for an organization.

The fields on this page are similar to the Bank Accounts - Student page, except for the External Org ID and:

NLD Accounts

This link is available only after you save the page and you are authorized to access the NLD Corporate Accounts page.

Click to access the NLD Corporate Accounts page of the organization whose bank account you are creating or updating.

See PeopleSoft Student Financials 9.0 PeopleBook, (NLD) Using the Banking Interface.

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