

Instructions for setting up Direct Deposit for Accounts Payable disbursements including Travel Expense cash advances and reimbursements, check requests, etc.

- Sign into the YSU portal
- Click on Banner Self Service under e-Services for Faculty and Staff
- Click on Employee
- Click on Pay Information
- Click on Direct Deposit Allocation
- Click on Update Direct Deposit Allocation

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
ASECU	241283181	12345677	Savings	1	\$ 150.00	150.00	Yes	No
Chase	044000037	99999999	Checking	2	Remaining	1,500.00	Yes	No
Total	Net Pay					1,650.00		

[Update Direct Deposit Allocation](#)

Click on an existing account or enter a new account. If an existing account, click on the Accounts Payable Deposit box at the bottom of the screen. If a new account, complete the bank routing number and account number information and the rest of the information. Click on the Accounts Payable Deposit box to activate. Click Save. (You can also change your payroll deposit by clicking on the Payroll Deposit box)

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
ASECU	241283181	123456777	Savings	1	\$150.00	Active
Chase	044000037	999999999	Checking	2	Remaining	Active

Reorder

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type:

Remaining Amount:

Amount or Percent:

Payroll Deposit:

Accounts Payable Deposit:

Save