

DIRECT DEPOSIT

Notes

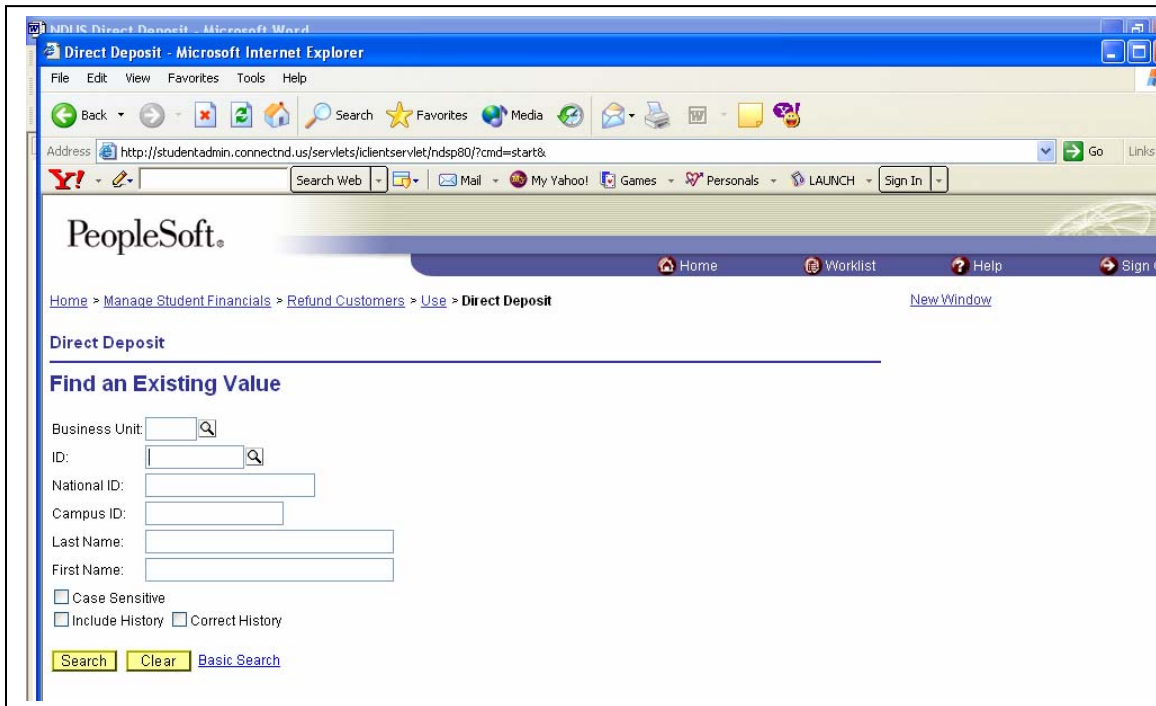
You may use this function to add direct deposit information for a student when getting a refund or when you need to change the status or information for a student.

Setting Up/Changes for Direct Deposit

1. Navigate to Direct Deposit

Home > Manage Student Financials > Refund Customers > Use > Direct Deposit

A. The following page appears.



NDSP Direct Deposit - Microsoft Word

Direct Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail My Yahoo! Games Personals LAUNCH Sign In

Address <http://studentadmin.connectnd.us/servlets/clientServlet/ndsp80?cmd=start&> Go Links

PeopleSoft.

Home Worklist Help Sign C

Home > Manage Student Financials > Refund Customers > Use > Direct Deposit [New Window](#)

Direct Deposit

Find an Existing Value

Business Unit:

ID:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

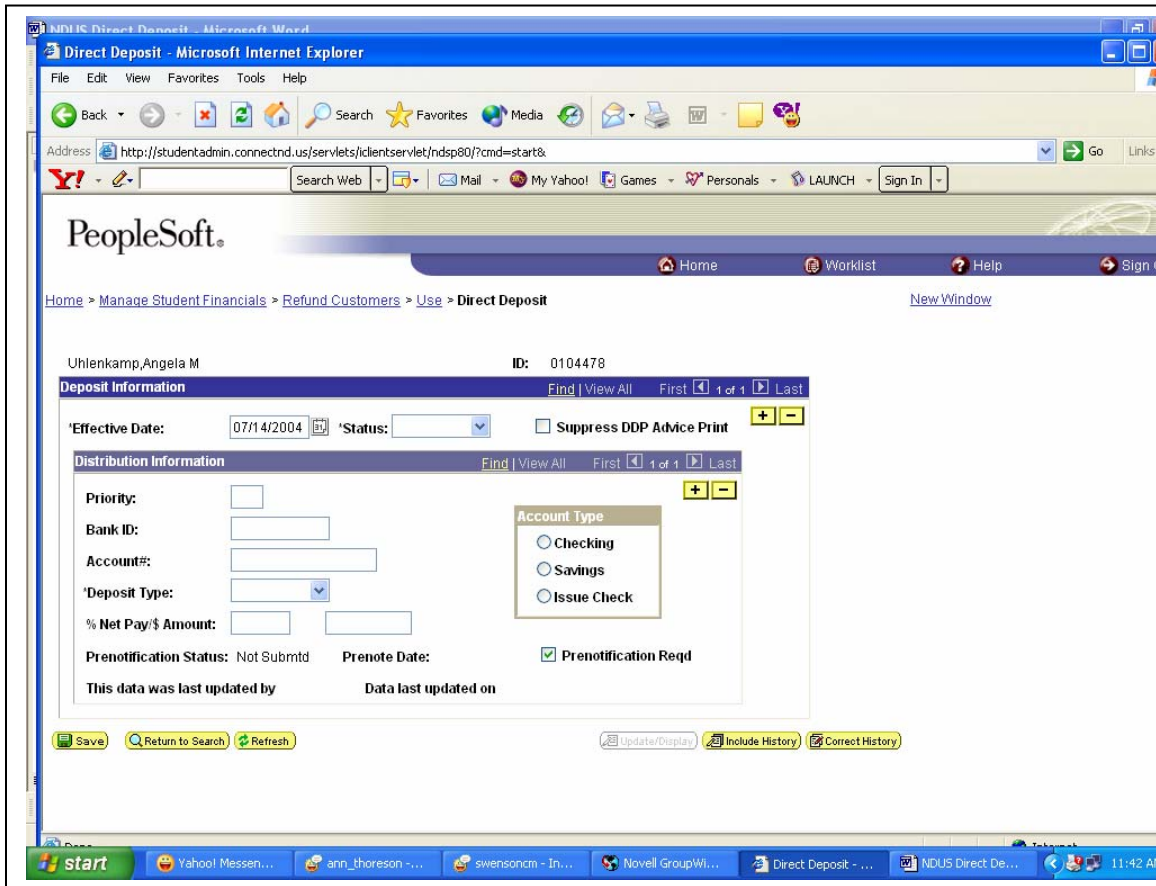
Include History Correct History

[Basic Search](#)

B. Enter your Institutional Business Unit.

C. Enter the Emplid or Last and First Name and hit the Search Button.

D. Following page appears



- A. Enter the effective Date that you are adding the information for the student or insert a new row if you are making corrections.
- B. Enter the status of active for new students that are set up for direct deposit and if they are no longer going to get direct deposit, insert a new row and make the status inactive.
- C. Suppress DDP Advice Print- check this box if the student has elected to receive the pay advice electronically, rather than on a printed paper slip.
- D. Priority Field- Enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number. The lower the priority number, the higher the actual priority. Priority becomes important when a student's refund is not enough to cover all direct deposits. In that case, the system processes only the higher priority deposits. (most likely this would be a 1)
- E. Bank ID/Account: Enter a bank ID (bank's routing number) and checking or savings account number. If a student attaches a deposit slip instead of a voided check,



State of North Dakota

you will need to reconfirm that the routing number is correct. Most times, the routing number on the deposit slip is different than on the actual check. It is best that the student provides a voided check.

Note. You must enter a bank ID and account number for each account number. Insert rows to add additional accounts.

F. Deposit Type: Select **Amount** to deposit a fixed dollar amount in this account.
Select **Balance** to deposit the balance of the student's refund in this account.
Select **Percent** to deposit a specific percentage of the students refund in this account.

G. Enter a specific dollar amount **if you selected Amount** in the Deposit Type field.
Enter a percentage **if you selected Percent** in the Deposit Type field.

H. Prenotification Status- This is to verify that the bank ID and account numbers are valid, the system creates a prenote status file the first time it processes direct deposits for each student. This field displays the status of the prenotification.

I. Prenote Date- This is the date on which you submit the prenote appears in this field.

J. Prenotification check box- this box will be automatically defaulted to be checked.

I.