



Finance 8.4 Accounts Payable
Banner Vendor Voucher Interface
Job Aid

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REVISION CONTROL

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Introduction

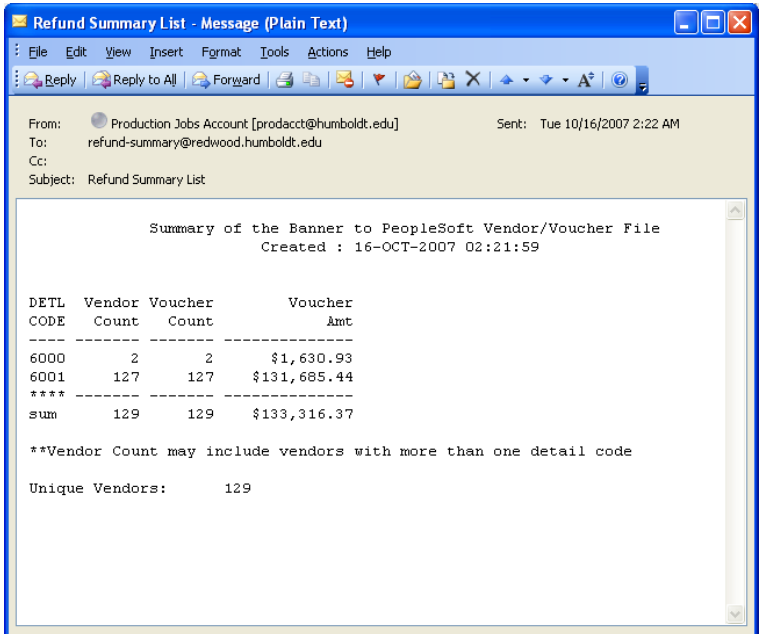
The Banner Vendor Voucher Interface defines a set of processes and procedures for loading Banner transactional data into the PeopleSoft Accounts Payable system.

The transactional data created from Banner is a result of student refunds and financial aid. This data is generated by the Banner job, tsjaps9, and sent via secure FTP to the campus' FTP account on the PeopleSoft process scheduler server. The PeopleSoft Finance process, HUMAP019, is then run to load those transactions into the vendor and voucher tables.

This guide steps you through the loading of Banner transactional data into the PeopleSoft AP tables. The descriptions and screen shots assume that you are using Windows XP.

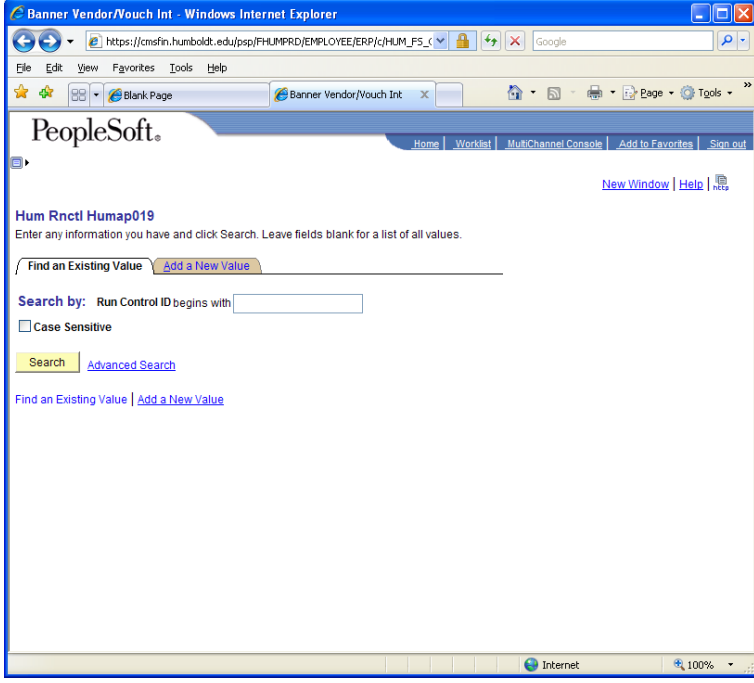
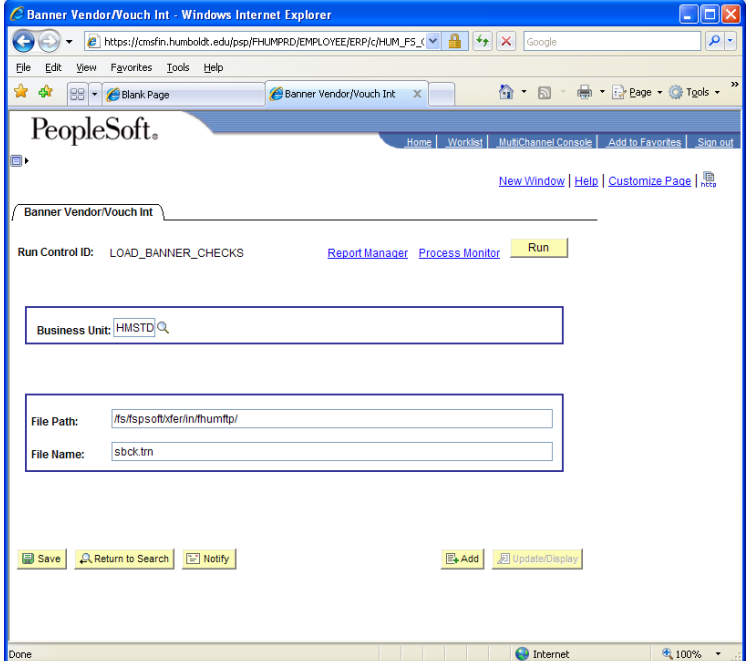
1.0 Running the Banner Vendor Voucher Interface

1.1 Review the Refund Summary List

Process Steps	Screen Shot
<p>1. Review the Refund Summary List to determine if there are Banner transactions to be loaded into the Accounts Payable system. If data is available, the report will show the vendor counts, voucher counts, and voucher amounts for each Banner detail code.</p> <p>If data is not available, the report will say “no rows selected.” You can stop here. There are no transactions to be loaded.</p> <p>The Refund Summary List is delivered via e-mail to the refund-summary@redwood.humboldt.edu mailing list.</p> <p>Note: If there are transactions for detail code 6001 (student refunds), check with Glenda Rotherham before proceeding. She will review the refund statements generated from Banner against the refund report to ensure the validity of the data.</p>	 <pre> Summary of the Banner to PeopleSoft Vendor/Voucher File Created : 16-OCT-2007 02:21:59 DETL Vendor Voucher Voucher CODE Count Count Amt ----- 6000 2 2 \$1,630.93 6001 127 127 \$131,685.44 **** ----- sum 129 129 \$133,316.37 **Vendor Count may include vendors with more than one detail code Unique Vendors: 129 </pre>

1.2 Run the HUMAP019 Process

Navigation: Humboldt Reports and Processes > Humboldt Processes > Banner Vendor/Vouch Int

Process Steps	Screen Shot
<p>2. If there are Banner transactions to be loaded, run the HUMAP019 process. From the run control search page, select an existing run control or create a new one to run the process.</p>	
<p>3. On the Banner Vendor Voucher Interface run control page, enter the following parameters:</p> <p>Business Unit:</p> <p>HMSTD</p> <p>File Path:</p> <p>/fs/fspsoft/xfer/in/fhumftp/</p> <p>File Name:</p> <p>sbck.trn</p> <p>Click the Run button.</p>	

4. On the Process Scheduler Request page, enter the following parameters:

Server Name:

PSUNX (or blank)

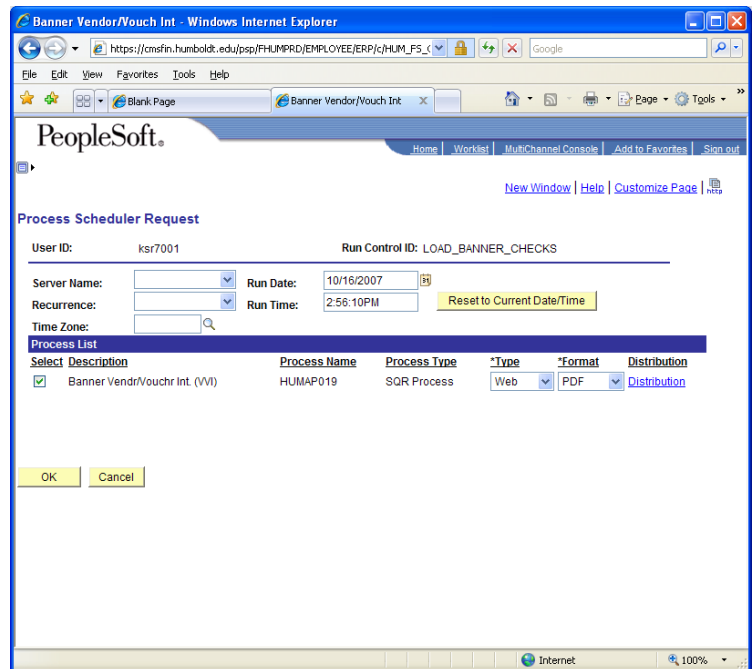
Output Type:

Web

Output Format:

PDF

Click the OK button to run the process.

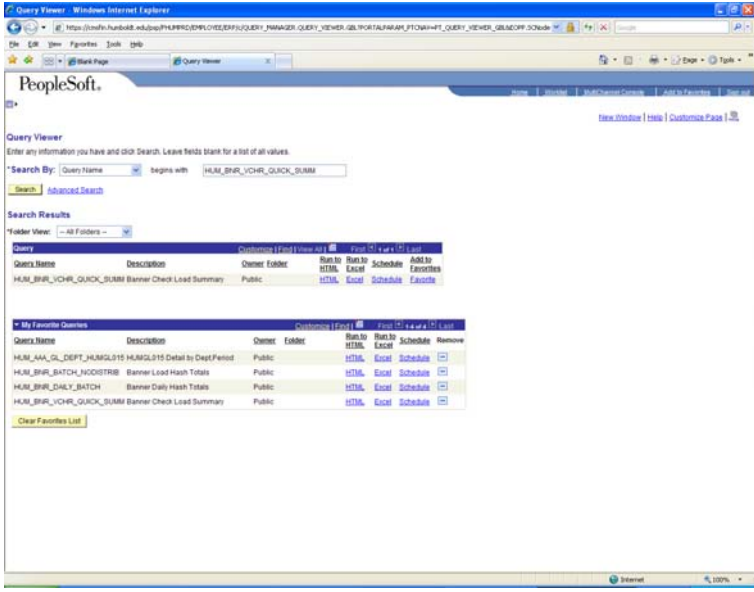


5. Use Report Manager or Process Monitor to print the HUMAP019 report. It is recommended that you use Process Monitor so that you can also verify that HUMAP019 ran successfully to completion.

Note: If the process does not run successfully (i.e., the Run Status is Error), stop here and contact Technical Services.

1.3 Run the HUM_BNR_VCHR_QUICK_SUMM Query

Navigation: Reporting Tools > Query > Query Viewer

Process Steps	Screen Shot																
<p>6. From Query Viewer, run the query HUM_BNR_VCHR_QUICK_SU MM and attach the printed output to the HUMAP019 report.</p>	 <p>The screenshot shows the PeopleSoft Query Viewer interface. The search criteria are set to 'Query Name' and 'begins with' 'HUM_BNR_VCHR_QUICK_SUMM'. The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Editor</th> <th>Run To HTML</th> <th>Run To Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>HUM_BNR_VCHR_QUICK_SUMM</td> <td>Banner Check Lead Summary</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorites</td> </tr> </tbody> </table> <p>Below this, there is a 'My Favorite Queries' section with a similar table listing several queries including HUM_AA_GL_DEPT_HUMGLS15, HUM_BNR_BATCH_HOORSTRB, HUM_BNR_DAILY_BATCH, and HUM_BNR_VCHR_QUICK_SUMM.</p>	Query Name	Description	Owner	Editor	Run To HTML	Run To Excel	Schedule	Add to Favorites	HUM_BNR_VCHR_QUICK_SUMM	Banner Check Lead Summary	Public		HTML	Excel	Schedule	Favorites
Query Name	Description	Owner	Editor	Run To HTML	Run To Excel	Schedule	Add to Favorites										
HUM_BNR_VCHR_QUICK_SUMM	Banner Check Lead Summary	Public		HTML	Excel	Schedule	Favorites										

1.4 Update Foreign Addresses

Process Steps	Screen Shot
<p>7. Examine the Refund Foreign Address List to identify any vendors loaded with foreign addresses. Because the Banner country codes do not always match the PeopleSoft country codes, you may need to correct them in PeopleSoft. Use the vendor maintenance pages in PeopleSoft to verify or update the country codes.</p> <p>If there were no foreign vendors loaded, the report will say “no rows selected.” You will not need to update any country codes in PeopleSoft.</p> <p>The Refund Foreign Address List is delivered via e-mail to the refund-list@redwood.humboldt.edu mailing list.</p>	