

Kent State University Accounts Payable 237 Schwartz Ctr. 330-672-2607 payments@kent.edu	Accounts Payable Direct Deposit for Employees
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Accounts Payable (AP) direct deposit allows employees to receive non-payroll payments, such as expense reimbursements, via electronic transfer. Direct deposits are credited to your bank account within two business days of being paid. This is faster than payments by check, which require time for printing and mailing and then must be deposited or cashed at the bank.

NOTE: Enrolling in AP direct deposit is a different process from enrolling in payroll direct deposit. Enrollment in in AP direct deposit will not affect payroll payments.

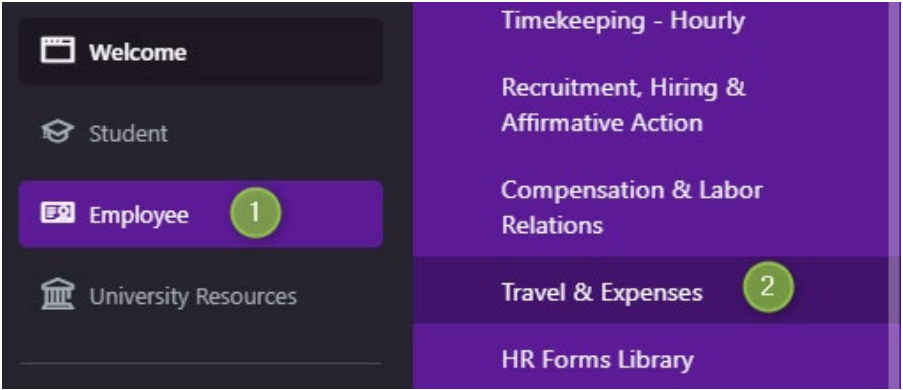
Included in this guide:

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Direct Deposit Enrollment Instructions

Use these instructions to turn on—activate—Accounts Payable direct deposit.

1. Login to Flashline and, from the menu on the left margin, select **Employee** and then, under Resources, select **Travel & Expenses**.



2. Select **Expense Reimbursement Direct Deposit**.

Travel and Expenses

Expense Reimbursement Workflow

Chrome River TEM is used for travel and expense preapprovals, expense reimbursements, and travel advances.

Expense Reimbursement Direct Deposit 1

Choose an account to allocate expense reimbursements.

Policies, Manuals and Forms

University procedures and rules about travel and what expenses are eligible for reimbursement.

!!! IMPORTANT !!!

If, when you click on Expense Reimbursement Direct Deposit (above), you are given a message that looks like the image below, refer to the **Personal Email Address Instructions** on page 4. Otherwise, continue with Step 3, below.

To update your direct deposit account(s) you must have a personal email account on record. You do NOT currently have a personal email account on record. Please add your personal email, at the link below, to proceed.

Add Personal Email Address

3. Enter your banking information and click **Save**. You are now enrolled in AP direct deposit. Be sure to update your banking information whenever you change banks or bank accounts. Remember, this direct deposit information will only be used for Accounts Payable transactions and will not affect Payroll transactions.

Direct Deposit for Expense Reimbursements

You must inactivate an existing account by clicking on the Bank Name before a new account can be allocated.

- indicates a required field.

Allocation:						
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Chase (Bank One			Checking	1	100.00%	Active

Add Allocation:

Bank Routing Number: 1

Account Number:

Account Type:

Percent:

Save 2

Direct Deposit Inactivation Instructions

Use these instructions to turn off—inactivate—Accounts Payable direct deposit.

1. Click on the **bank name**

Allocation:							
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status	
Chase (Bank One)			Checking	1 ▾	100.00%	Active	

2. Click on the **Inactivate** box and then click **Save**.

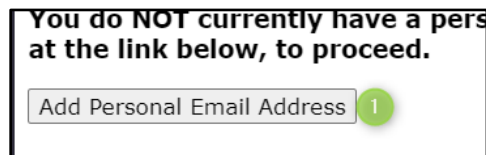
Bank Name:	Chase (Bank One)
Bank Routing Number:	
Account Number:	
Inactivate:	<input type="checkbox"/>
Account Type:	Checking ▾
Percent:	100 Percent ▾
<input type="button" value="Save"/>	

3. Your direct deposit for Accounts Payable is now inactive. Please note that this inactivation of direct deposit will only affect Accounts Payable transactions and will not affect Payroll transactions.

Personal Email Address Instructions

For security and fraud prevention purposes, individuals who enroll in direct deposit must have a secondary/personal email address on file with the university. If you receive the notification shown on page 2 in the **!!! IMPORTANT !!!** section, follow the instructions below to register your email address within Flashline.

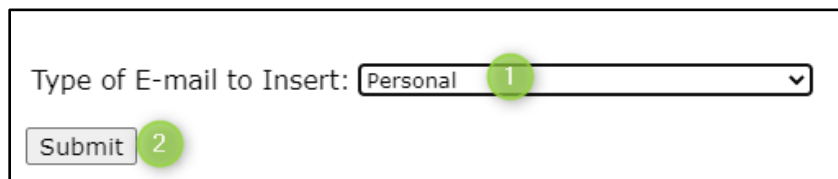
1. Click on the **Add Personal Email Address** button.



**You do NOT currently have a pers
at the link below, to proceed.**

Add Personal Email Address 1

2. Choose **Personal** from the dropdown list and click **Submit**.



Type of E-mail to Insert: Personal 1

Submit 2

3. Enter your secondary/personal email address and click **Submit**.



Personal

E-mail: 1 @gmail.com

Comment:

Delete this address: ☐

Make this your Preferred address: ☐

Preferred not specified

Submit 2 Reset

4. You can now resume your direct deposit enrollment, using the instructions that begin on page 1.