

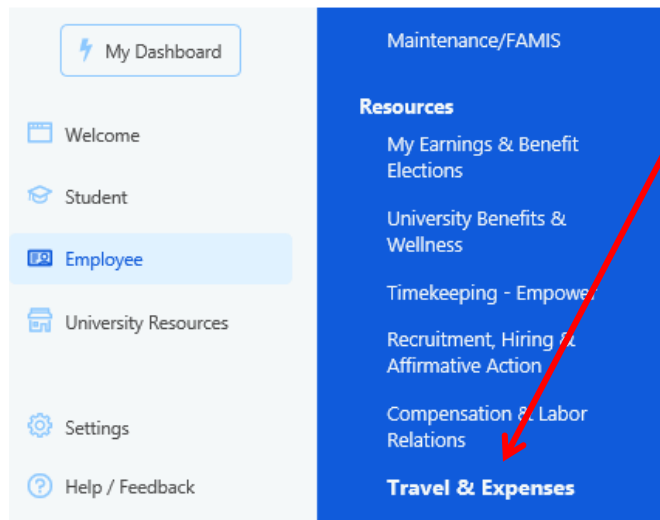
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Accounts Payable Direct Deposit for Employees

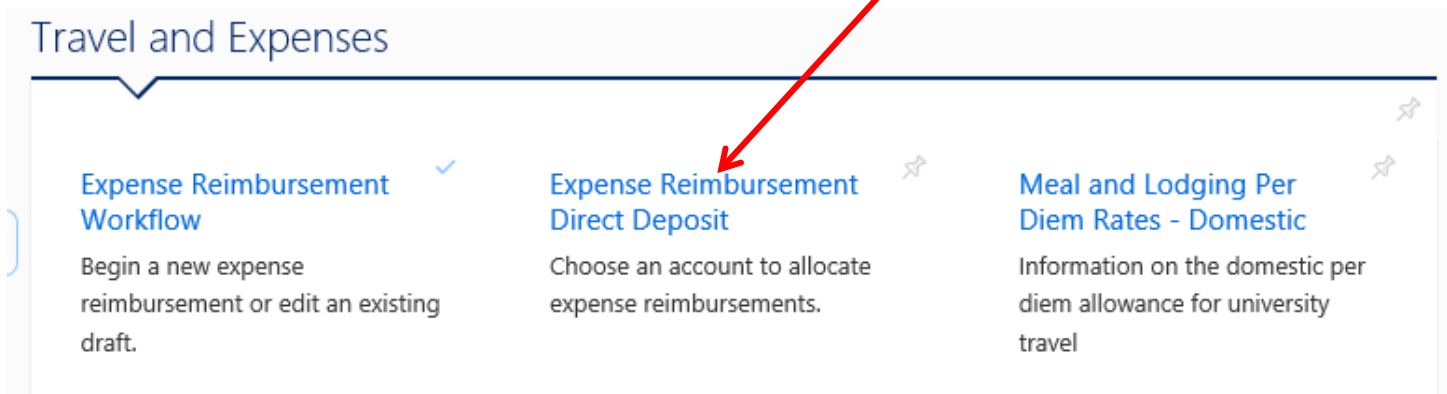
Accounts Payable (AP) direct deposit allows employees to receive non-payroll payments, such as expense reimbursements, via electronic transfer. Direct deposits are credited to your bank account within two business days of being paid. This is faster than payments by check, which require time for printing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

Enrolling in AP direct deposit is a separate process from payroll direct deposit. It can be done through Flashline when on campus, following these instructions:

1. Login to Flashline and, via the menu in the left margin, go to Employee, Resources, **Travel & Expenses**.



2. In the box labeled Travel & Expense Reimbursements, click on **Expense Reimbursement Direct Deposit**.



3. Enter your banking information and click **Save**. You are now enrolled in AP direct deposit.

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: *

Account Number: *

Account Type:

Percent: Percent

4. Be sure to do this again whenever you change banks. Please note that this direct deposit information will only be used for Accounts Payable transactions and will not affect Payroll transactions.
5. To inactivate direct deposit:

- a. 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

- b. Click on the **Inactivate** box and then click **Save**.

Bank Name: Chase (Bank One)

Bank Routing Number:

Account Number:

Inactivate:

Account Type:

Percent: Percent

- c. 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.