

It's time to start the UA Accounts Payable Direct Deposit Campaign – here's an update.

We completed the 2nd SUA recruitment campaign this spring and are now ready to start the campaign to convert remaining vendors from the paper check payment option to direct deposit. Financial Systems staff met with John Hebard in Procurement and with the Accounts Payable staff throughout the system to discuss the campaign and the change in payment terms.

Statistics:

In FY19 we generated 12,743 paper checks at a conservative estimated cost of \$177,000 over and above what it would cost to pay these vendors/individuals via direct deposit. The breakdown of paper checks by type of vendor is as follows:

- Vendors = 5,894
- Students (financial aid & refunds) = 4,959
- Student employees (travel reimb or student payments) = 1,101
- Employees (travel reimbursements) = 789

New Payment Terms:

Working with John Hebard, we agreed on the following payment term options for new contracts:

- SUA payment – Net 15
- ACH payment – Net 30
- Paper Checks – Net 45

The procurement offices will be using new payment term language in all new and renewed contracts, POs, and RFPs effective immediately.

The Campaign Plan:

The first phase of the campaign will focus on converting the 5,894 vendors from paper check to direct deposit using the following process.

- Financial Systems will be mailing a request to vendors on 8/23/2019 asking them to sign up for Direct Deposit and providing them the form to return to UA. (Please see the mailer attached). The forms will be returned to Financial Systems, which will do the initial verification and enter the information into Banner.
- Approximately 2 weeks after the mailing, Financial Systems will begin a phone campaign to contact vendors, asking them to sign up for direct deposit.
- After the 1st month, we will provide stuffers for campuses to put into their check runs.

After the vendor recruitment is up and running, we will work with Human Resources and the Bursars Offices to create a plan for the Employee and Student direct deposit campaigns.