



Direct Deposit File Creation Direct Deposit Note1

Creating a Direct Deposit File

A direct deposit file is created by Production Control in Grand Forks Monday-Friday and processed by 10:00 PM. Once the files are created for the campuses, Production Control sends out a spreadsheet the following morning with the total ACH amounts along with count totals to all campuses. It is up to the campuses to review the data for accuracy and contact Production Control if there is an issue. If campuses are to run refunds during a time that is not within normal business hours, NDUS needs to be notified ahead of time via remedy ticket so the DDP file can be manually ran.

Reversing a Direct Deposit

A direct deposit refund may be reversed using the “refund reversal by ID” but it will not reverse out the DDP from the DDP file that was created for the bank. You must submit a “Request for Delete, Change, or Add to an ACH File” form directly to the bank to correct the DDP file that was created.

Pre-notes

For new students, when entering Direct Deposit information and no refunds are being created, you will want to still create a Direct Deposit file to be sent to the bank. The bank will then do the verification on the data sent. If the data is in error, your campus will be notified via Fax or phone call from the bank. For those students receiving a refund for the first time, please note the refund will NOT go direct deposit, instead the student will receive a paper check.

Forcing a paper check for an active DDP account

A student who has an active DDP account will always create a DDP even if you try to override to a paper check when processing an on-line refund. The only way to get a paper check is to inactivate the DDP for the student.

Entering DDP information for a couple with a joint acct.

If you are entering the same exact Direct Deposit for two or more students (example: married couples that are going to school) make sure the effective dated row is different for each record. Otherwise you may encounter a message that says this account is already being used.