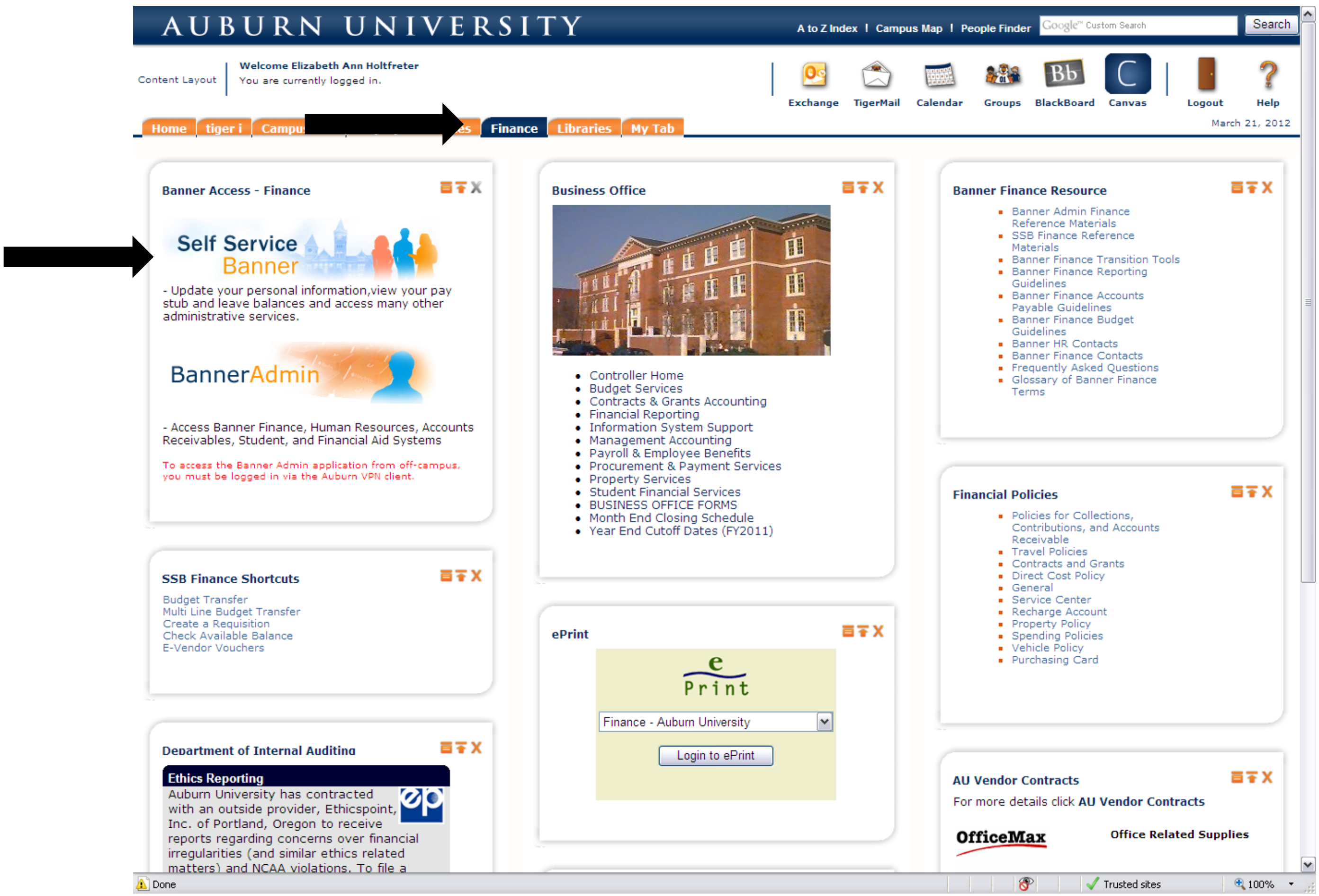
Self Service Banner Electronic Collection Report

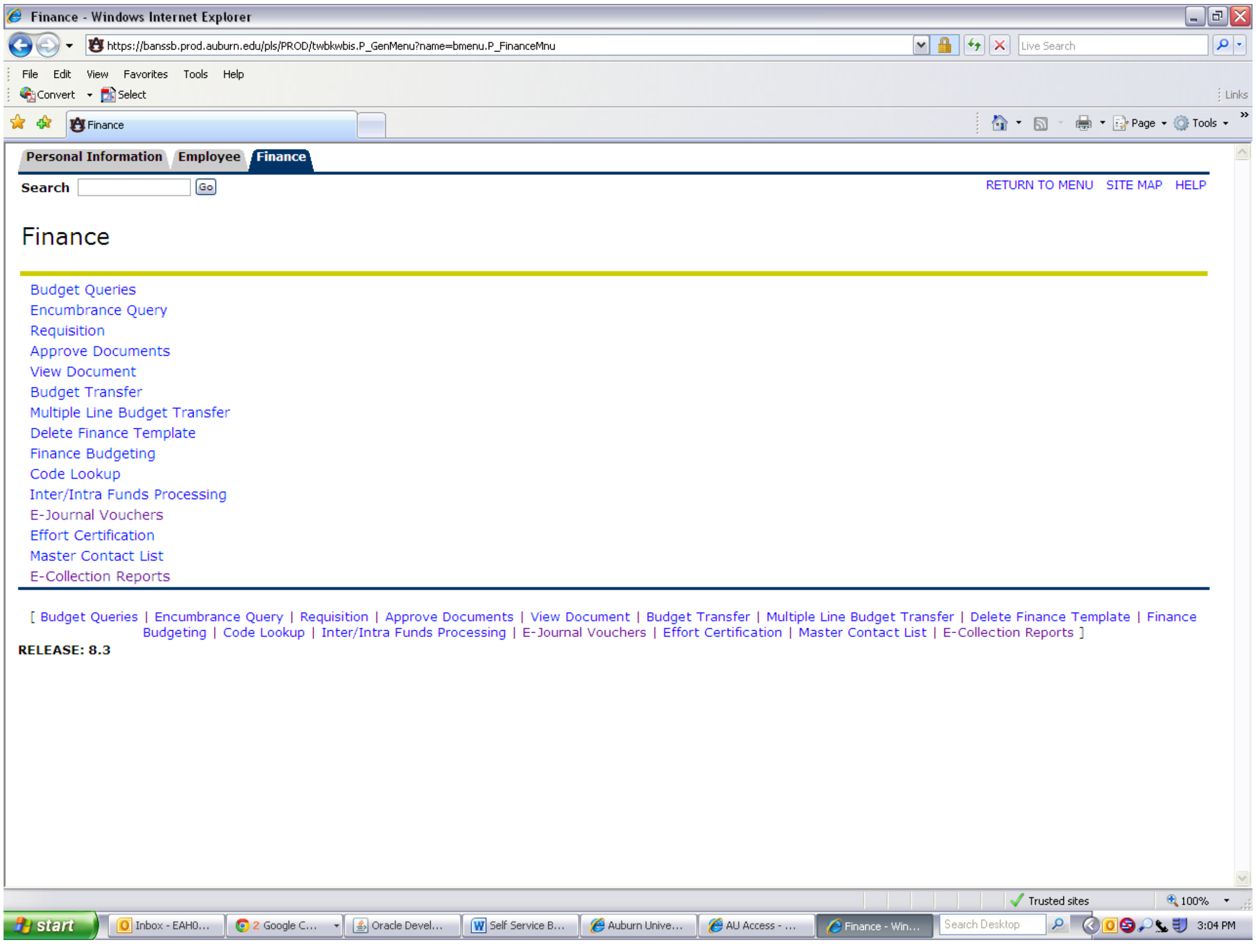
Login to AU Access

Click "Finance" tab

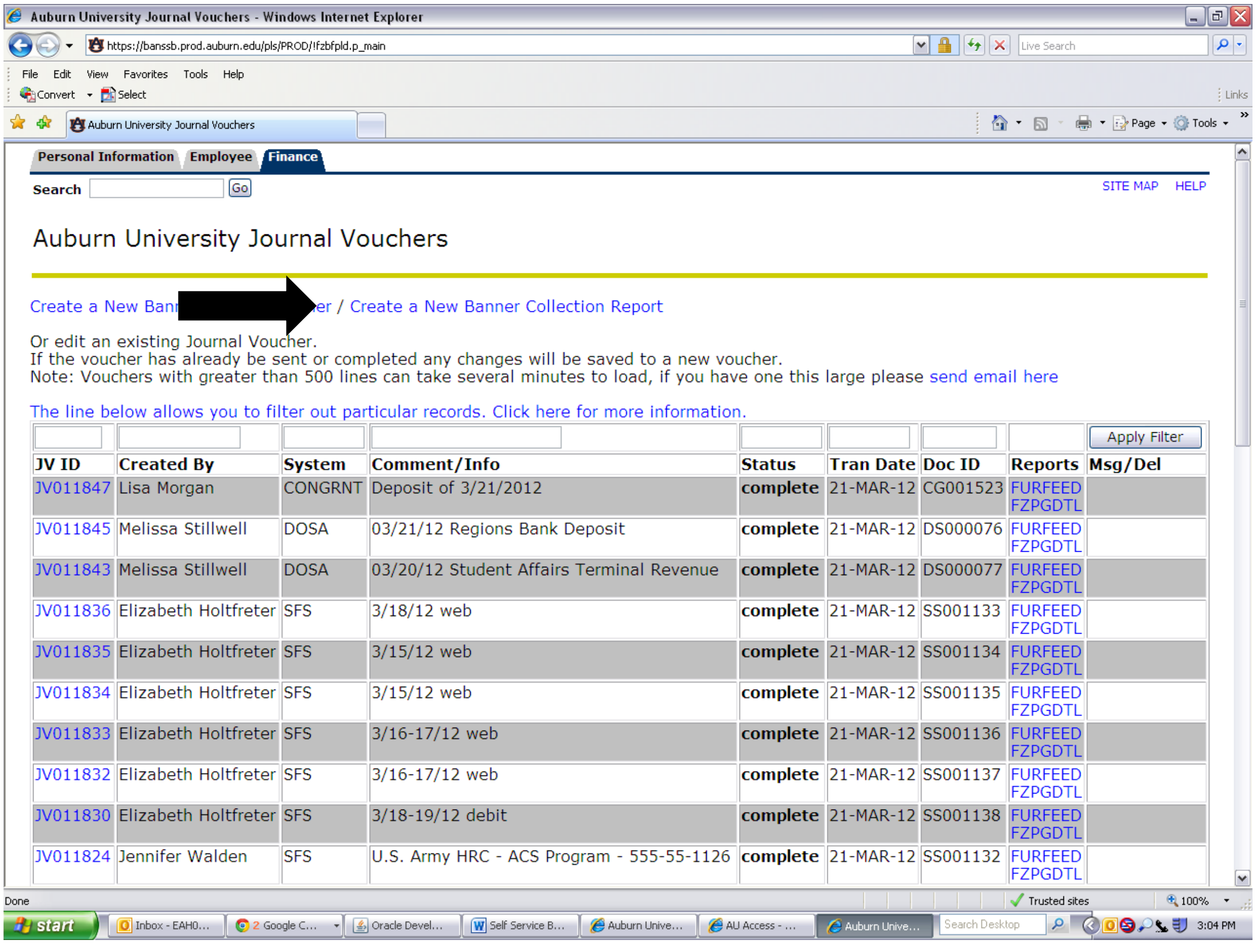
Click "Self Service Banner"



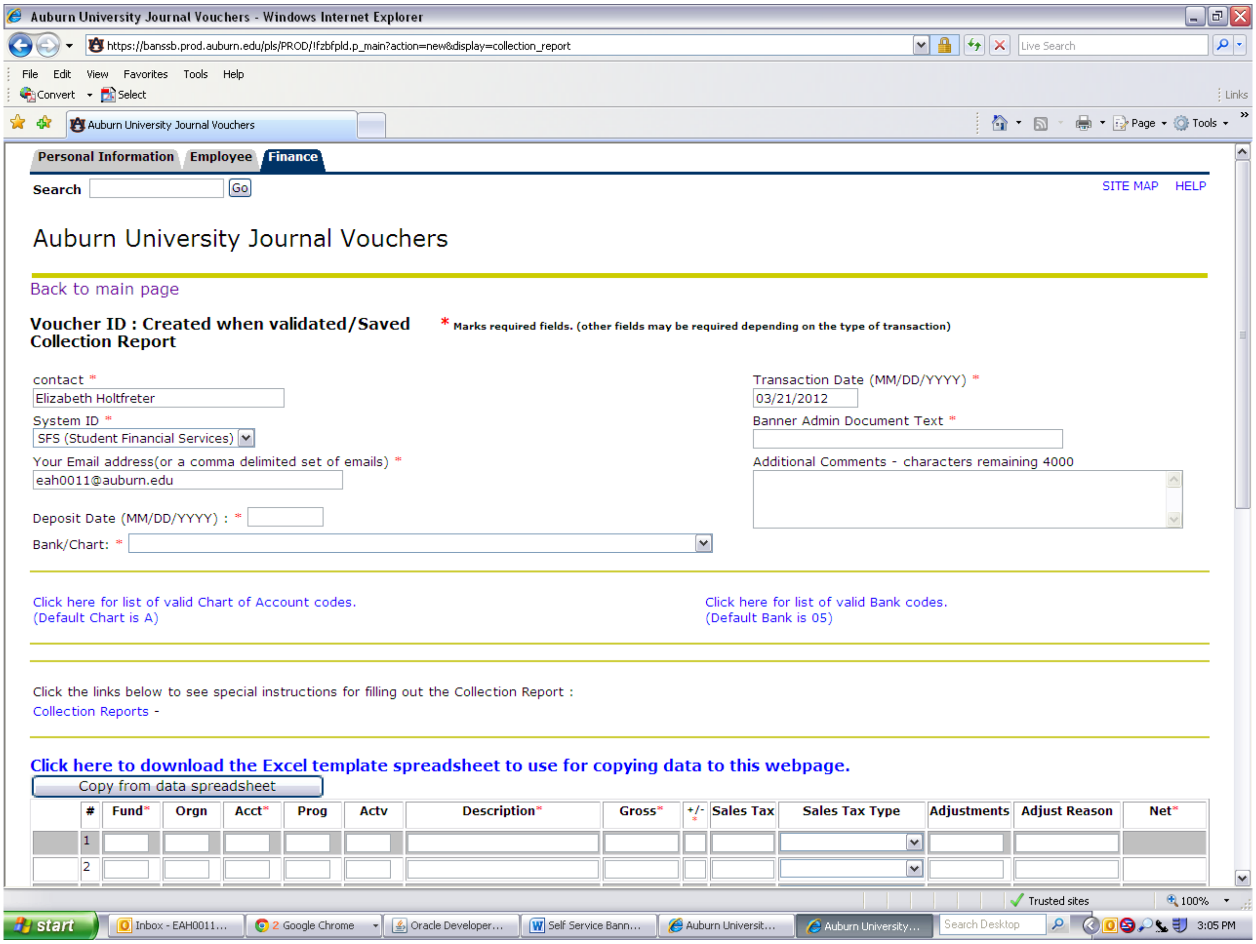
Click on “E-Collection Reports”



Click “Create a New Banner Collection Report”



This is the form that you see when you click on the "Create New Journal Vouchers" link.



Contact – The contact name will fill in based on the user sign in ID.

Transaction Date – The transaction date will default to the current date. This date can be changed if needed.

System ID – The System ID is populated from ad dropdown box with all system IDs that are currently active. When you sign on, your system ID should automatically populate.

Banner Admin Document Text – The banner Admin document text should be a description of the entry. What are you trying to accomplish with this document?

Your E-mail address – Your e-mail address should automatically populate but you can add additional e-mail addresses if you want someone else to receive a copy of the entry. To add others you should add a comma, and the other e-mail address(es).

Additional Comments - Additional comments are optional but are useful for adding additional information to the entry. This space is limited to 4,000 characters. Above the comment box there is a counter that tells you how many characters you have left to use.

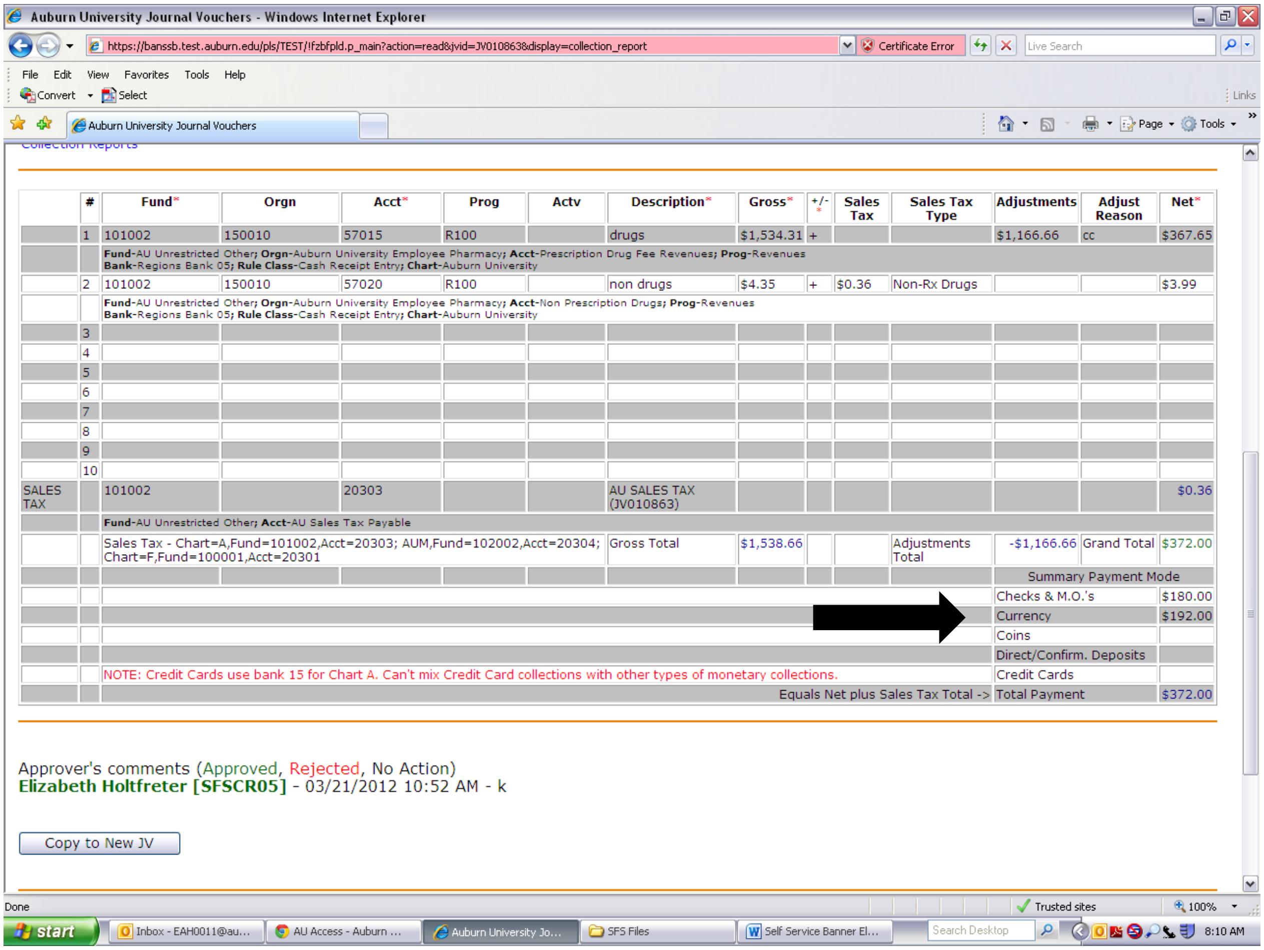
Deposit Date - Enter the date that the checks/cash will be delivered to Student Financial Services for deposit.

Bank/Chart - Click the appropriate bank/chart combination from the dropdown box. (Checks/cash is Bank 05/Chart A).

FOAP - Enter your Fund, Orgn, Account, Program Code and a brief description. Enter the gross amount collected, +/-, if sales tax was collected, select the type of tax collected from the dropdown box. If you have any adjustments enter with an adjustment reason. (Credit card sales, etc.)

Payment Summery Mode - Enter your checks/cash in the Payment Summery Mode in the bottom right of the screen. Checks, cash and coin should be reported on the same e-collection report. Credit card payments and confirmed deposits **must be** reported on separate collection report.

Once the form is populated (either by copying from a spreadsheet or by typing in the fields), you should save your information by clicking the “Save Progress/Validate Data” button.


Auburn University Journal Vouchers - Windows Internet Explorer

https://banssb.test.auburn.edu/pls/TEST/!fzbfpld.p_main?action=read&jvid=JV010863&display=collection_report

	#	Fund*	Orgn	Acct*	Prog	Actv	Description*	Gross*	+/-*	Sales Tax	Sales Tax Type	Adjustments	Adjust Reason	Net*
	1	101002	150010	57015	R100		drugs	$1,534.31	+			$1,166.66	cc	$367.65
		Fund-AU Unrestricted Other; **Orgn**-Auburn University Employee Pharmacy; **Acct**-Prescription Drug Fee Revenues; **Prog**-Revenues **Bank**-Regions Bank 05; **Rule Class**-Cash Receipt Entry; **Chart**-Auburn University												
	2	101002	150010	57020	R100		non drugs	$4.35	+	$0.36	Non-Rx Drugs			$3.99
		Fund-AU Unrestricted Other; **Orgn**-Auburn University Employee Pharmacy; **Acct**-Non Prescription Drugs; **Prog**-Revenues **Bank**-Regions Bank 05; **Rule Class**-Cash Receipt Entry; **Chart**-Auburn University												
	3													
	4													
	5													
	6													
	7													
	8													
	9													
	10													
SALES TAX		101002		20303			AU SALES TAX (JV010863)							$0.36
		Fund-AU Unrestricted Other; **Acct**-AU Sales Tax Payable												
		Sales Tax - Chart=A,Fund=101002,Acct=20303; AUM,Fund=102002,Acct=20304; Chart=F,Fund=100001,Acct=20301					Gross Total	$1,538.66			Adjustments Total	-$1,166.66	Grand Total	$372.00
												Summary Payment Mode		
												Checks & M.O.'s		$180.00
												Currency		$192.00
												Coins		
												Direct/Confirm. Deposits		
		NOTE: Credit Cards use bank 15 for Chart A. Can't mix Credit Card collections with other types of monetary collections.										Credit Cards		
										Equals Net plus Sales Tax Total ->		Total Payment		$372.00

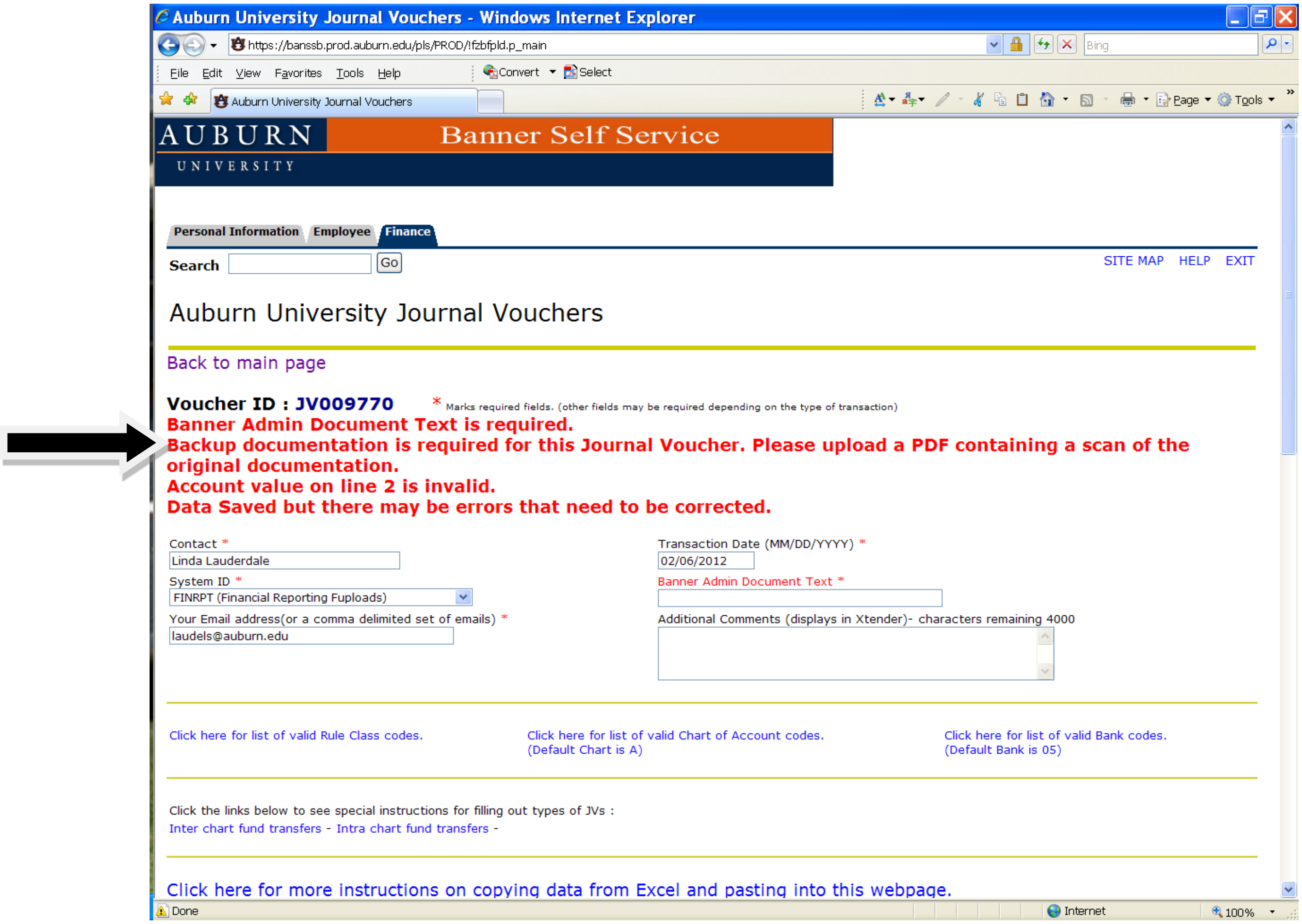
Approver's comments (Approved, Rejected, No Action)
Elizabeth Holtfreter [SFSCR05] - 03/21/2012 10:52 AM - k

Copy to New JV

EACH CREDIT CARD DEPOSIT OR CONFIRMED DEPOSIT MUST HAVE ITS OWN <u>E-COLLECTION REPORT.</u>

<u>DO NOT PUT MULTIPLE DEPOSITS ON ONE E-COLLECTION REPORT.</u>

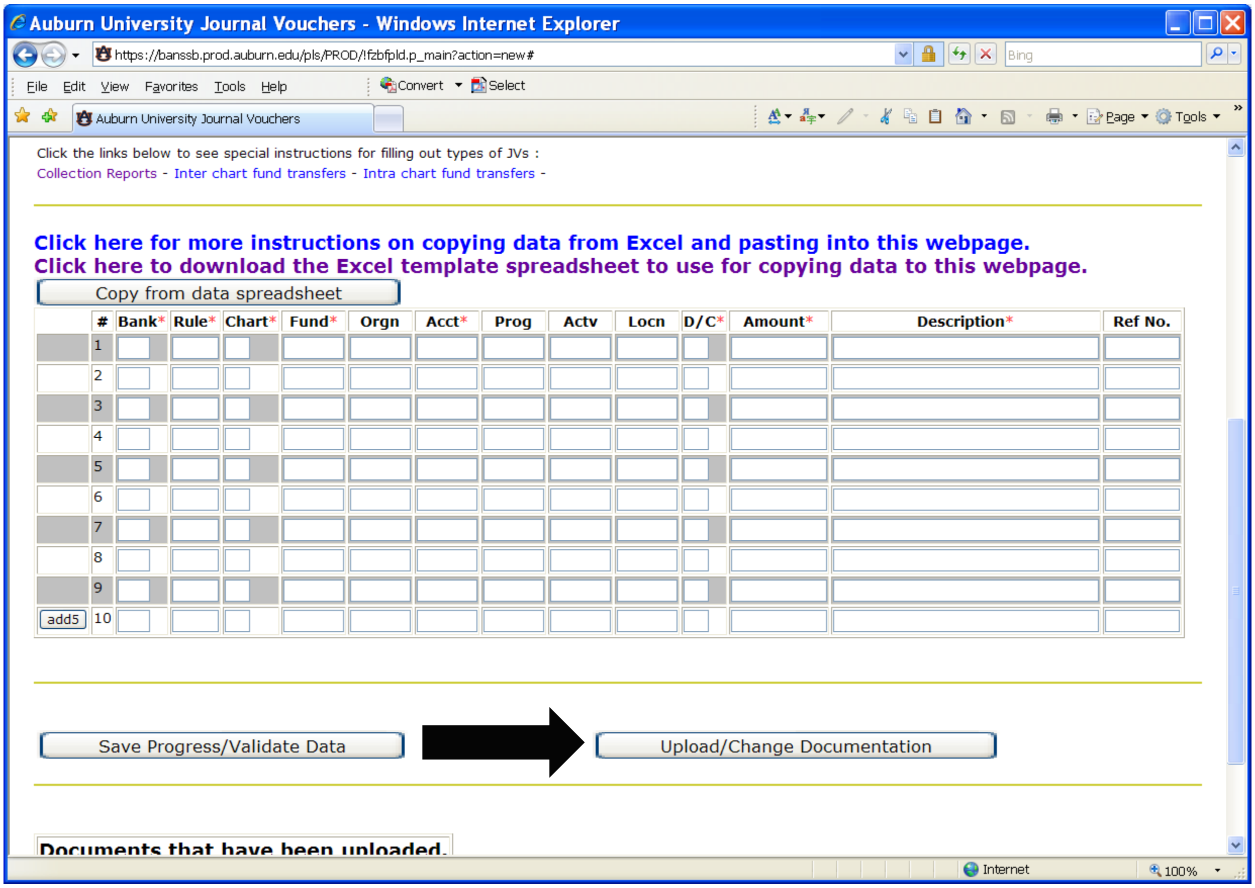
At this point, you could see error messages under the Voucher ID. Error messages will be in red and tell you that some information you entered is incorrect or you may be missing needed information.



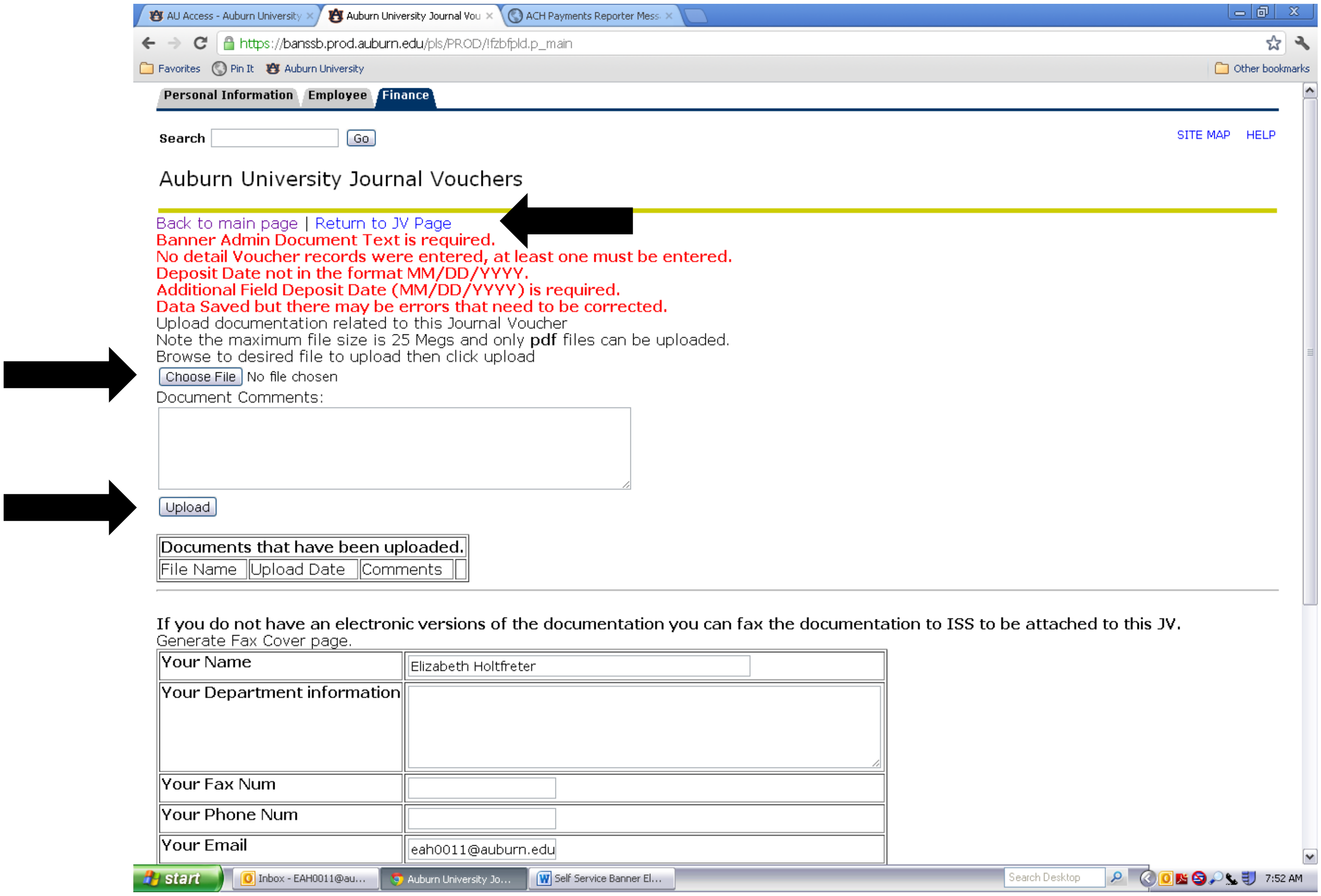
Until these errors are corrected, the system will not process the document. You must go back to the lines that have errors and correct them. You can then use the “Save Progress/Validate Data” button.

The next step is to attach supporting documentation for your entry. All supporting documentation must be saved as a PDF file. To attach a PDF to your entry, click the "Upload/Change Documentation" button. Supporting documentation is your receipts or information that you would present to the Auditors if they came to audit your department.

No e-collection report will be approved without supporting documentation.



This will take you to the following screen.



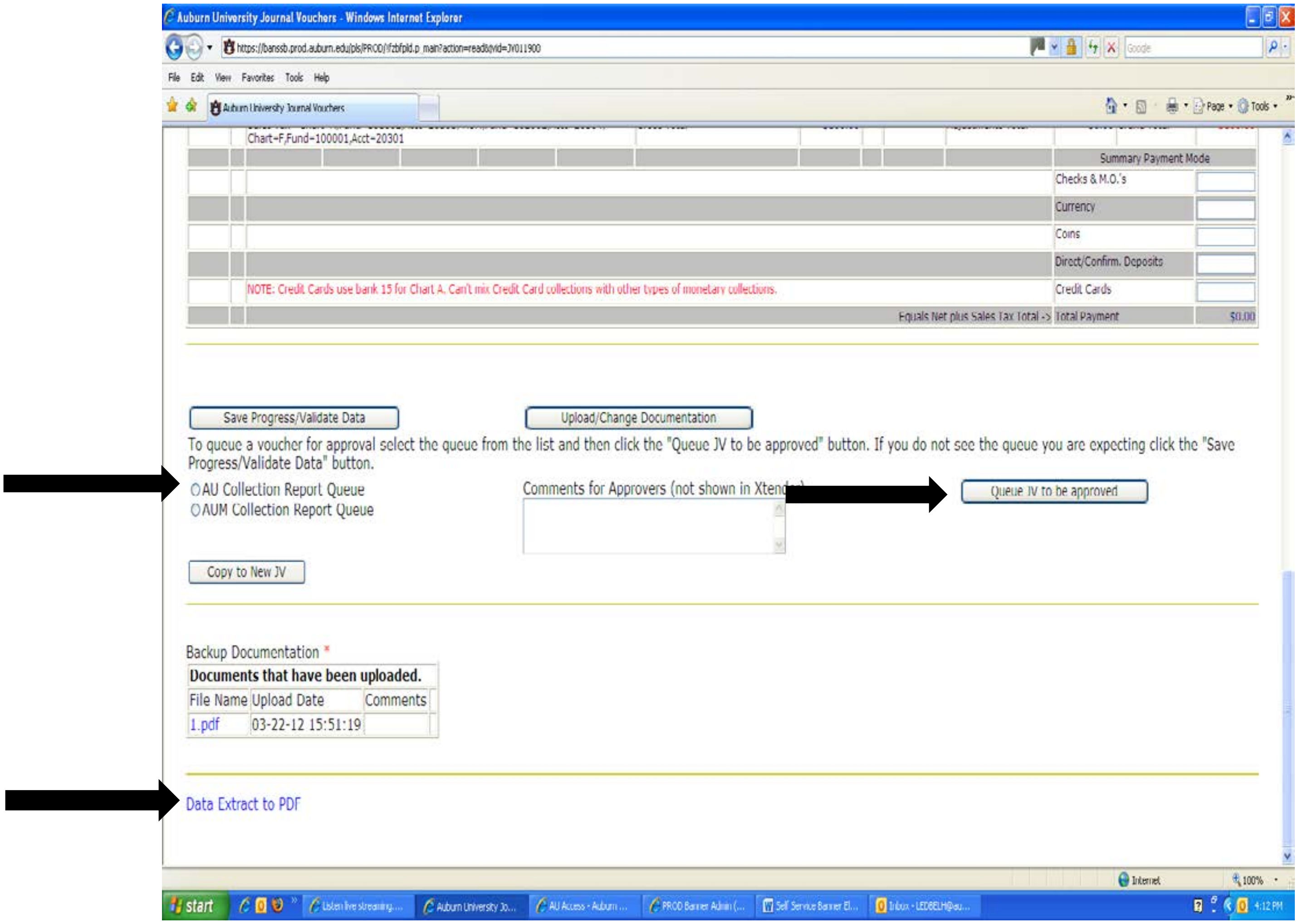
The “Choose File” button will allow you to locate and select the appropriate PDF to attach as supporting documentation for your entry. Select the file, and then click the “Upload” button to attach the PDF. After the file is attached, you can return to the JV page by clicking “Return to JV Page” at the top of the page.

You will see that the error message re: “Backup documentation is required for this Journal Voucher” has disappeared.

If you do not have access to a scanner or have problems generating a PDF from your paper or electronic documentation, please contact Scott Tisdale for assistance.

Note that Auburn University has a campus license for Adobe X Professional, which can be downloaded from http://www.auburn.edu/download. This is the easiest way to generate a PDF from Email, Microsoft Office, IE, etc.

Once your entry form is completed with all required information, including documentation, and any errors flagged by the system have been cleared, you can queue the entry for approval.



There are queues for each department, as well as queues for Student Financial Services. These queues are the online equivalent of approval signatures.

To submit your entry for approval, select the button for your departmental approval and click “Queue JV to be approved”. You will receive notification when your entry has been approved or rejected. If an entry is rejected, the approver must add detail as to why the entry was rejected. In most cases, a rejected entry will require additional information to be approved.

Once a departmental approval is obtained, the entry will go to the Student Financial Services queue. Print one copy from the “Data Extract to PDF” link to submit with your checks/cash to Student Financial Services. Once Student Financial Services receives your e-collection report and checks/cash, the report will be processed for deposit by SFS. When the funds have been deposited at the bank you will receive a ***Document ID*** *number with your* ***JV*** *number.*

Notes from **SFS**:

- Please make sure you endorse your checks as follows: For Deposit Only Auburn University

  Your Department's Name

- Include a calculator tape with your endorsed checks.

- Please do not staple your checks to your e-collection report.

- When attaching backup documentation, please be sure that there is no sensitive information attached (i.e. SSN, copies of checks, credit card numbers).

- Do not send cash and checks through the mail.

- Please bring your money right away! DO NOT HOLD MONEY IN YOUR DEPARTMENT!