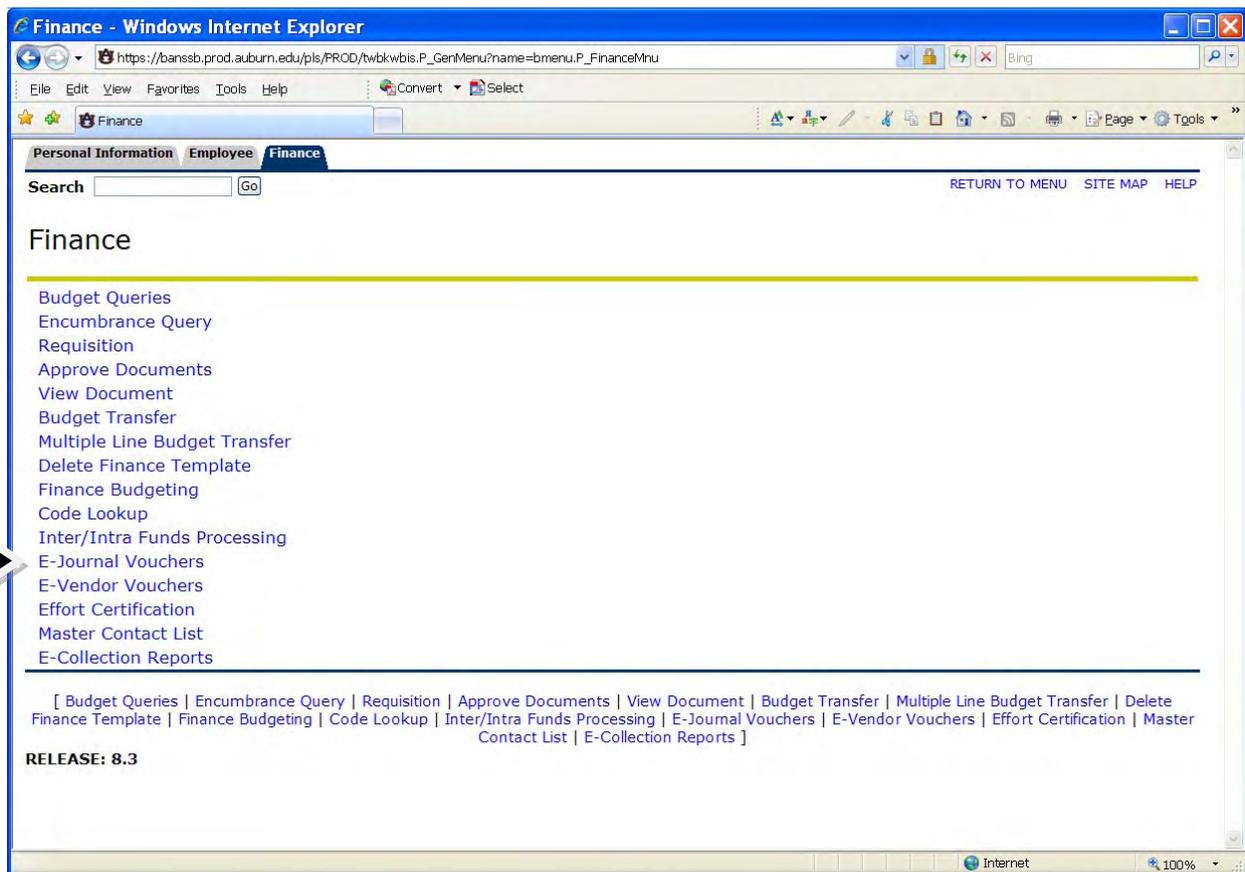


Self Service E-Journal Voucher System

Information Systems Support originally created an application in Self Service Banner to assist in inputting large journal entries, such as direct charges or corrections. Over time, the University found this system can be used to automate paper transactions such as journal entries, department error corrections and internal transaction vouchers.

The system incorporates electronic approval queues and requires the submitter to attach supporting documentation. The supporting documentation is automatically uploaded to Xtender. Self Service E-Journal Voucher System should be rolled out to the entire University by the summer of 2012.

The application is found under the Finance tab, in Self Service Banner under the link “E-Journal Vouchers.” You will not see this link until ISS has given you access.



Auburn University Journal Vouchers - Windows Internet Explorer

https://banssb.prod.auburn.edu/pls/PROC/lfzbfpld.p_main

Personal Information Employee **Finance**

Search Go SITE MAP HELP

Auburn University Journal Vouchers

[Create a New Banner Journal Voucher / Create a New Banner Collection Report](#)

Or edit an existing Journal Voucher.
 If the voucher has already be sent or completed any changes will be saved to a new voucher.
 Note: Vouchers with greater than 500 lines can take several minutes to load, if you have one this large please [send email here](#)

The line below allows you to filter out particular records. [Click here for more information.](#)

JV ID	Created By	System	Comment/Info	Status	Tran Date	Doc ID	Reports	Msg/Del
JV009745	Deborah Heidepriem	FINRPT	To allocate FA11 60% from DL to College/Dept	queued	06-FEB-12			
JV009744	Deborah Heidepriem	FINRPT	To allocate FA11 60% to Distance Learning	queued	06-FEB-12			
JV009742	Kimberly Smith	BOOKSTOR	Wrong Account code S/B 70950	queued	06-FEB-12			
JV009724	Resa Halsey	BOOKSTOR	MS SCHOLARSHIP FOR JAN 31, 2012	queued	06-FEB-12			
JV009722	Resa Halsey	BOOKSTOR	TIGER CARD SALES FOR JAN 31, 2012	queued	06-FEB-12			
JV009714	Deborah Heidepriem	FINRPT	DEC to correct I1093017 1-12-12	queued	06-FEB-12			
JV009707	Lavonne Howard	BIOCHEM	NMR Lab charges 2-3-2012	queued	03-FEB-12			
JV009699	Cindy Selman	FINRPT	Institutional Recharge 2nd Quarter FY12	queued	03-FEB-12			

This is an example of the first screen you see after clicking on the “E-Journal Vouchers” link.

To create a new voucher, click on the blue “Create a New Journal Voucher / Create a New Banner Collection Report”.

If you are preparing a collection report (CR05) click the right side of the link. If you are preparing a JV, DEC or CRG, click the left side of the link. To be approved to use the CR05 function, contact Student Financial Services.

Personal Information Employee **Finance**

Search [SITE MAP](#) [HELP](#)

Auburn University Journal Vouchers

[Back to main page](#)

Voucher ID : Created when validated/Saved * Marks required fields. (other fields may be required depending on the type of transaction)

contact *
Linda Lauderdale

System ID *
FINRPT (Financial Reporting Fuploads)

Your Email address(or a comma delimited set of emails) *
laudels@auburn.edu

Transaction Date (MM/DD/YYYY) *
02/06/2012

Banner Admin Document Text *

Additional Comments - characters remaining 4000

[Click here for list of valid Rule Class codes.](#) [Click here for list of valid Chart of Account codes. \(Default Chart is A\)](#) [Click here for list of valid Bank codes. \(Default Bank is 05\)](#)

Click the links below to see special instructions for filling out types of JVs :
[Inter chart fund transfers](#) - [Intra chart fund transfers](#) -

[Click here for more instructions on copying data from Excel and pasting into this webpage.](#)
[Click here to download the Excel template spreadsheet to use for copying data to this webpage.](#)

#	Bank*	Rule*	Chart*	Fund*	Orgn	Acct*	Prog	Actv	Locn	D/C*	Amount*	Description*	Ref No.
1													
2													
3													
4													
5													

Error on page. Internet 100%

This is the form you see if you click on the “Create New Journal Voucher” 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 a 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 Email 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.

Additional Questions

Additional Questions may appear below the Additional Comments after you save the Journal Voucher data. These questions will be based on the information you enter on the Journal Voucher form. For example, if you enter a DEC for a Sponsored Fund you will be asked to answer some questions about the Sponsored Funds.

Click here for list of valid Rule Class codes. Click here for list of valid Chart of Account codes. (Default Chart is A) Click here for list of valid Bank codes. (Default Bank is 05)

Click the links below to see special instructions for filling out types of JVs :
[Inter chart fund transfers - Intra chart fund transfers -](#)

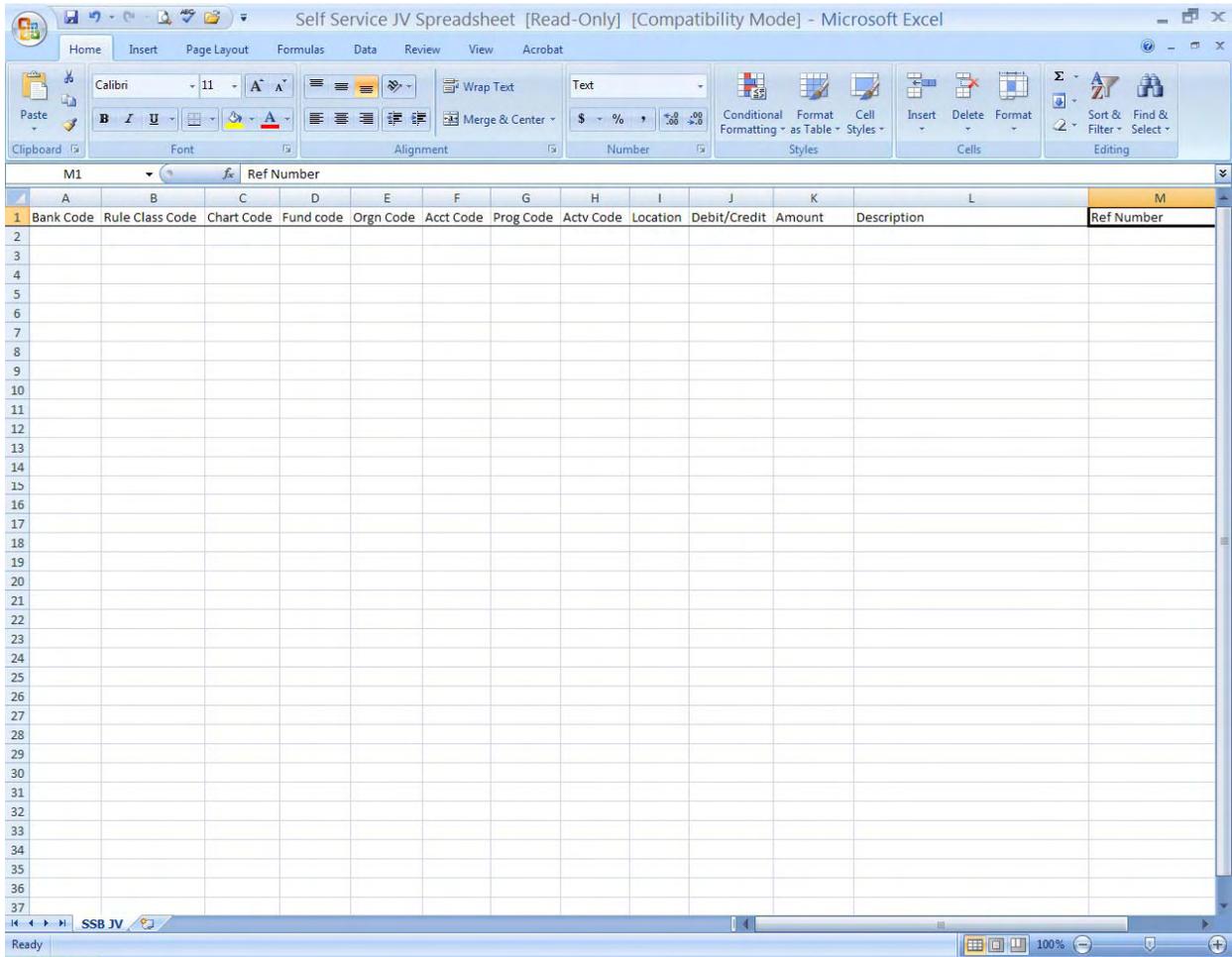
Click here for more instructions on copying data from Excel and pasting into this webpage.
Click here to download the Excel template spreadsheet to use for copying data to this webpage.

Copy from data spreadsheet

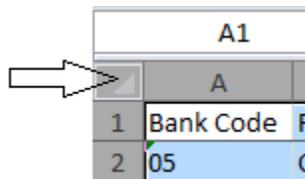
#	Bank*	Rule*	Chart*	Fund*	Orgn	Acct*	Prog	Actv	Locn	D/C*	Amount*	Description*	Ref No.
1													
2													
3													
4													
5													
6													
7													
8													
9													
add5													

The system includes many helpful lists for choosing rule class codes, charts and bank codes. There are also special instructions for inter-chart and intra-chart transfers. To access these features, click on the hyper link for the category that you are interested in.

There are two ways to enter data for an entry: Typing directly into the form and loading data from a spreadsheet. Use the following format to prepare an Excel spreadsheet for upload into the system. This spreadsheet can be downloaded from the system using the link that is above the “Copy from data spreadsheet” button:



To copy from the spreadsheet click the left most “Select All” area, which is located to the left of column A and above row 1. Then click the copy button in the spreadsheet.



To paste the data into the system click in the text box that appears after you click the “Copy from data spreadsheet” button (see image below), either use the two keyboard keys Ctrl and v

or right click with your mouse and select paste on the menu. Do not edit the data after it is copied into the text box. If you need to edit the data, go back to the spreadsheet, change the data, and repeat the process. Now click the “Import pasted data” button to save and validate the pasted data. Note that the pasted data overlays any existing data entered for this JV; it does not append.

Click here to download the Excel template spreadsheet to use for copying data to this webpage.

Hide text box

Select the data from the spreadsheet then use the two keyboard keys Ctrl and v to paste the data into the below box.

Bank Code	Rule Class Code	Chart Code	Fund code	Orgn Code	Acct Code	Prog
Code	Actv Code	Location	Debit/Credit	Amount	Description	Ref Number
05	CRG	A	101001 113500 11100	7000		D 1.00 Reimb from ISS
05	CRG	A	101001 113600 11100	7000		D 1.00 Reimb from PPS

Import pasted data Clear text box

#	Bank*	Rule*	Chart*	Fund*	Orgn	Acct*	Prog	Actv	Locn	D/C*	Amount*	Description
1												
2												

Once you have completed your spreadsheet, use the “Copy from data spreadsheet” button to populate the SSB form with your data:

Click the links below to see special instructions for filling out types of JVs :
Collection Reports - Inter chart fund transfers - Intra chart fund transfers -

[Click here for more instructions on copying data from Excel and pasting into this webpage.](#)
[Click here to download the Excel template spreadsheet to use for copying data to this webpage.](#)

Copy from data spreadsheet

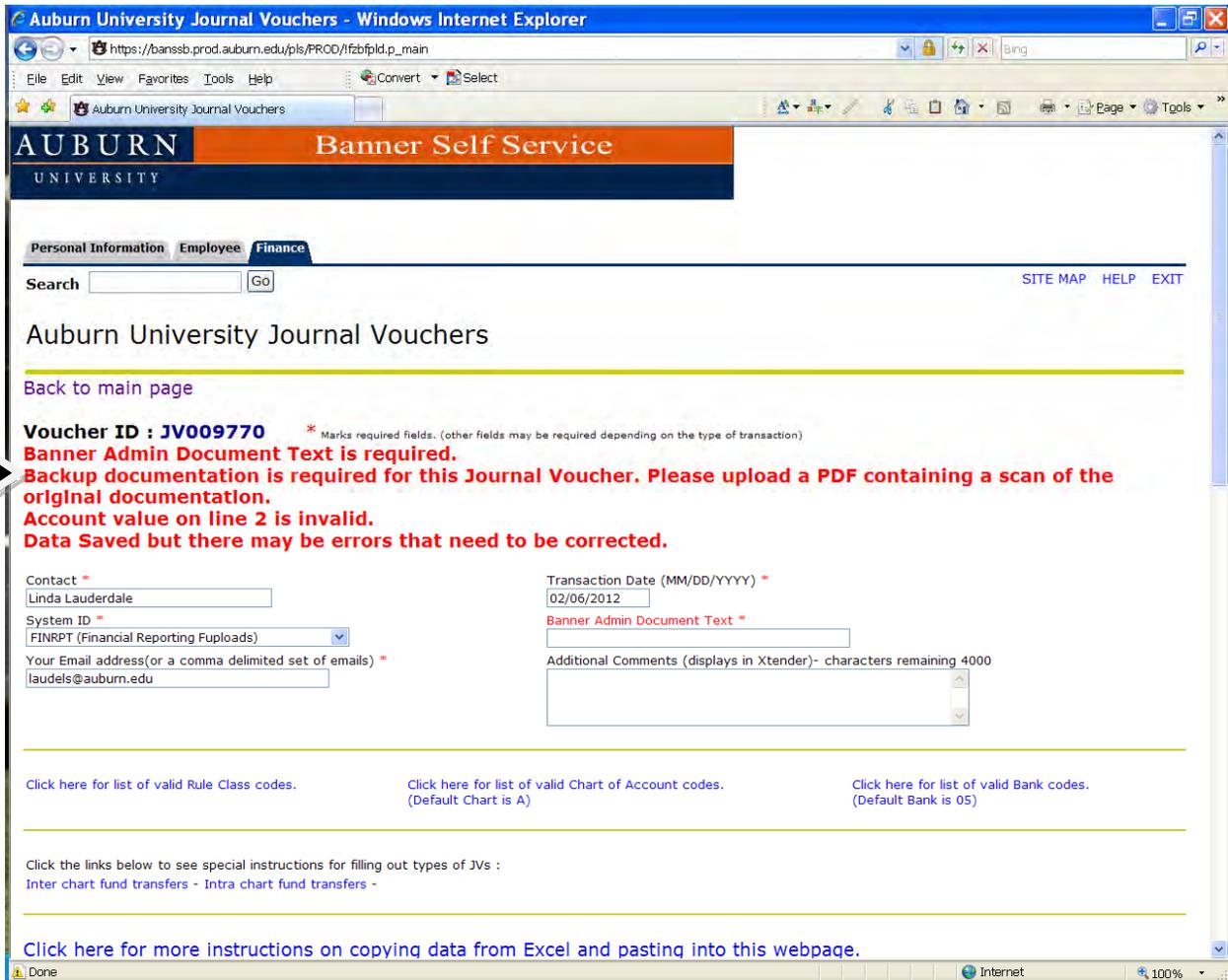
#	Bank*	Rule*	Chart*	Fund*	Orgn	Acct*	Prog	Actv	Locn	D/C*	Amount*	Description*	Ref No.
1													
2													
3													
4													
5													
6													
7													
8													
9													
add5 10													

Save Progress/Validate Data Upload/Change Documentation

Documents that have been unloaded.

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.

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.



The screenshot shows a web browser window titled "Auburn University Journal Vouchers - Windows Internet Explorer". The address bar shows the URL "https://banssb.prod.auburn.edu/pls/PROD/1fzbfpfld.p_main". The page header includes the Auburn University logo and "Banner Self Service". Below the header are navigation tabs for "Personal Information", "Employee", and "Finance". A search bar is present with a "Go" button. The main heading is "Auburn University Journal Vouchers". A link "Back to main page" is provided. The "Voucher ID" is "JV009770". A red asterisk indicates required fields. The error messages are in red text: "Banner Admin Document Text is required.", "Backup documentation is required for this Journal Voucher. Please upload a PDF containing a scan of the original documentation.", "Account value on line 2 is invalid.", and "Data Saved but there may be errors that need to be corrected." The form fields include: Contact (Linda Lauderdale), System ID (FINRPT), Your Email address (laudels@auburn.edu), Transaction Date (02/06/2012), Banner Admin Document Text (empty), and Additional Comments (empty). There are three links for valid codes: Rule Class, Chart of Account, and Bank codes. At the bottom, there are links for special instructions and a link for copying data from Excel.

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.

Click the links below to see special instructions for filling out types of JVs :
 Collection Reports - Inter chart fund transfers - Intra chart fund transfers -

Click here for more instructions on copying data from Excel and pasting into this webpage.
Click here to download the Excel template spreadsheet to use for copying data to this webpage.

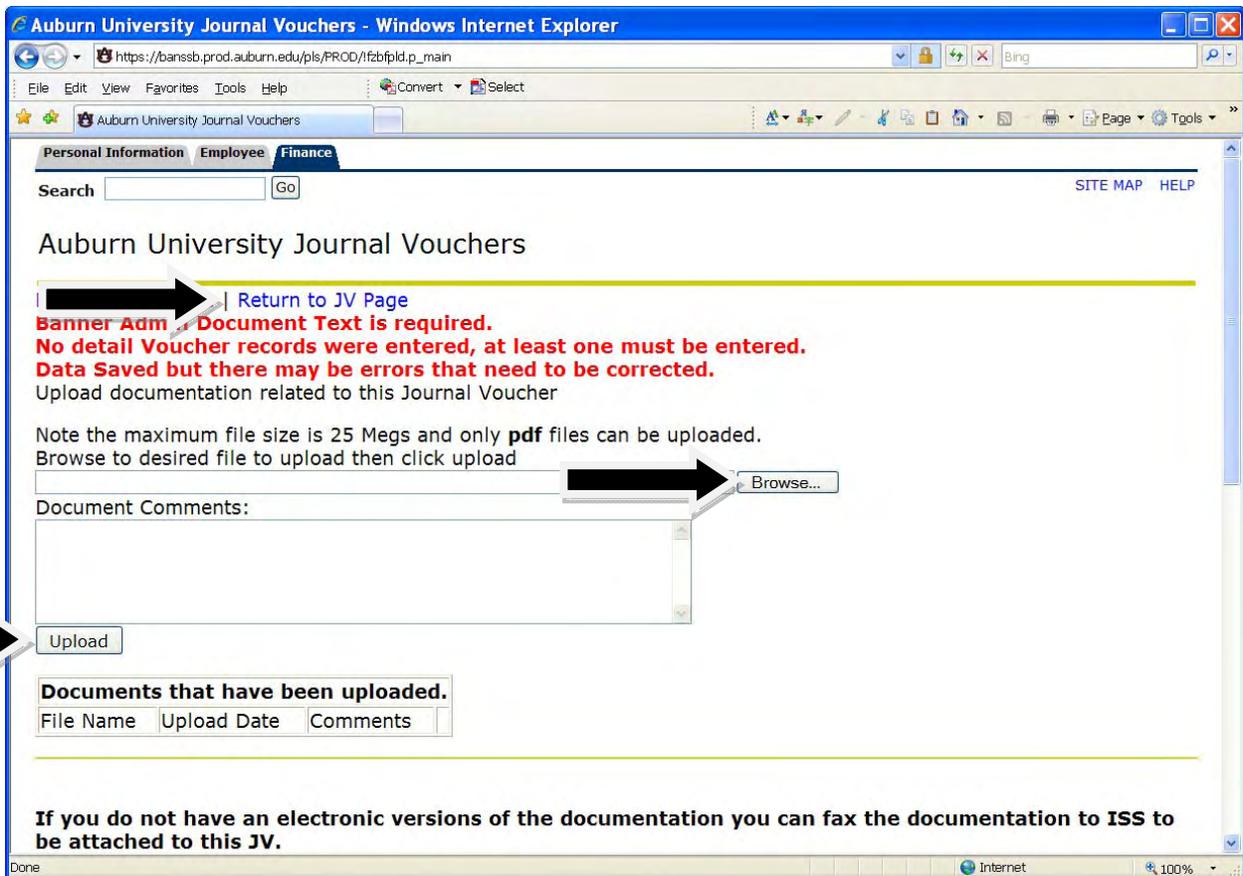
Copy from data spreadsheet

	#	Bank*	Rule*	Chart*	Fund*	Orgn	Acct*	Prog	Actv	Locn	D/C*	Amount*	Description*	Ref No.
	1													
	2													
	3													
	4													
	5													
	6													
	7													
	8													
	9													
add5	10													

Save Progress/Validate Data  Upload/Change Documentation

Documents that have been unloaded.

This will take you to the following screen.



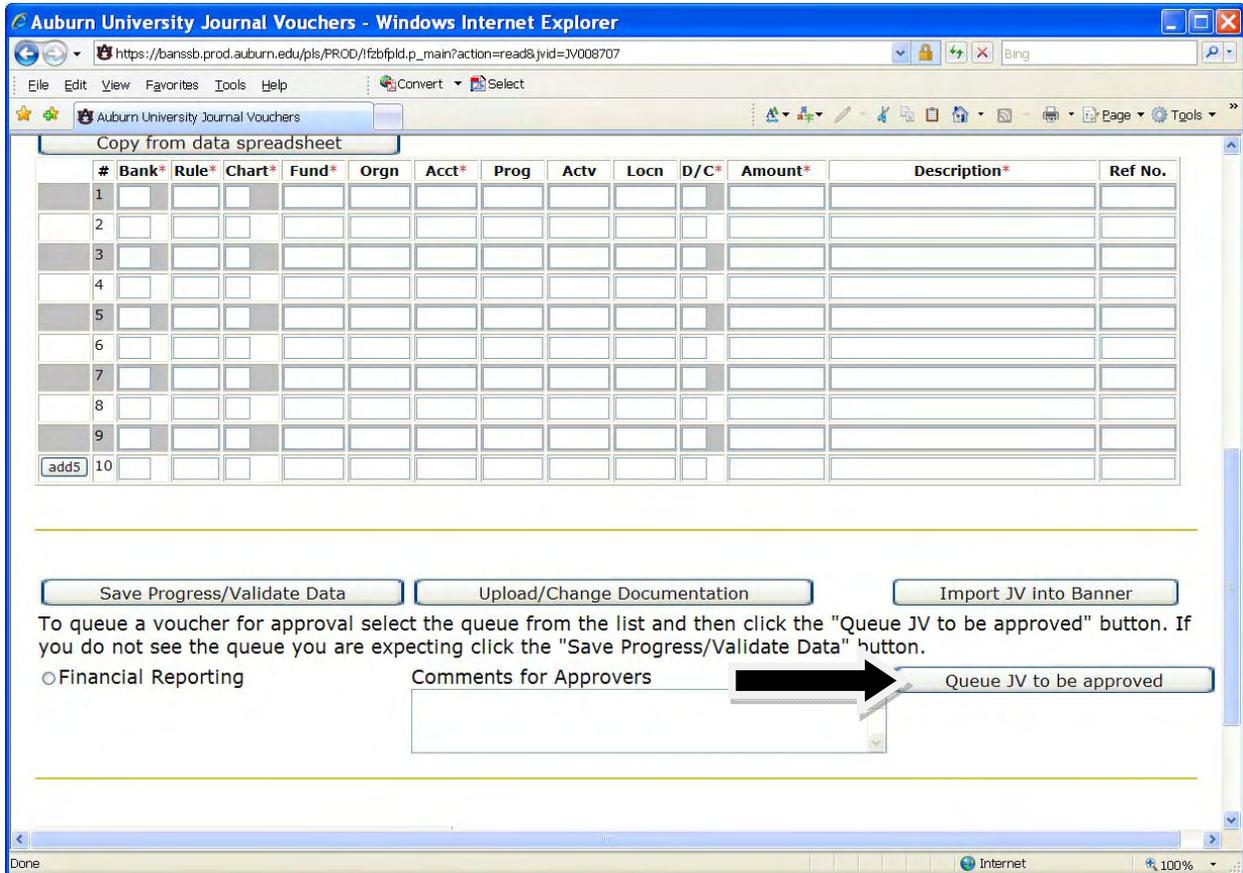
The "Browse button will allow you to locate and select the appropriate PDF to attach as supporting documentation for your entry. Select the file, and then click the "Upload" button to attach the PDF. After the file is attached, you can return to the JV page by clicking "Return to JV Page" at the top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



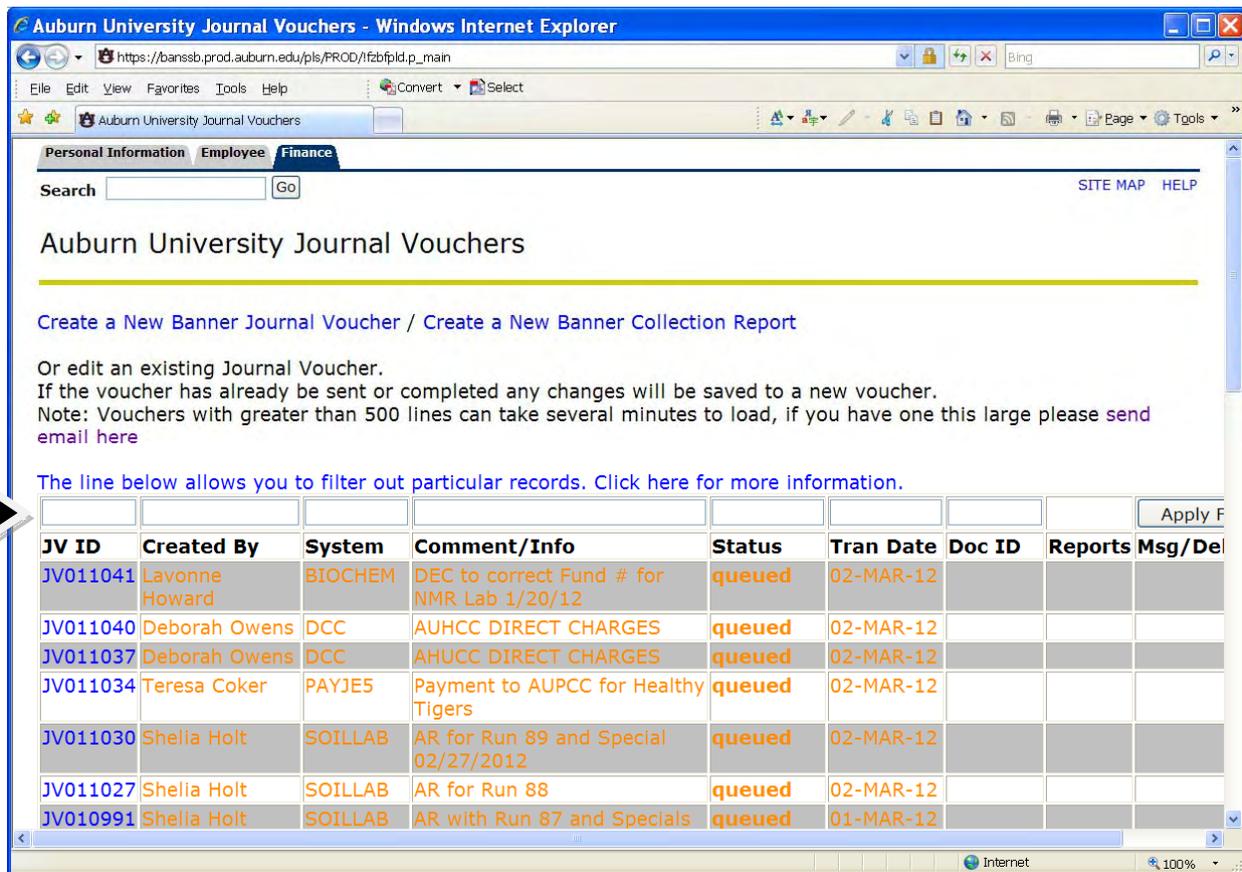
There are queues for each department, as well as queues for Financial Reporting and Contract and Grant Accounting. These queues are the online equivalent of approval signatures. Once a department approval is obtained, an entry may go to the Contract and Grant Accounting queue or the Financial Reporting queue (or both), depending on the nature of the entry. Entries using a contract or grant FOAP should go to C&G accounting and the rest will go to Financial Reporting.

To submit your entry for approval, click the "Queue JV to be approved" button. You will receive an e-mail that lets you know if the entry has been approved or returned for more information or correction. If an entry is returned, the approver must add detail as to why the entry was returned. In most cases, a returned entry will require additional information or correction of a keypunch error to be approved.

After any corrections are made, the entry can be queued again for approval.

Filtering Capabilities

When you are searching for an entry in the SSB Journal Voucher System, there are several fields you can use to search. Filters are retained over a logoff so if you expect to see an item and don't, make sure there is nothing in the filter fields, not even a space.



The screenshot shows a web browser window titled "Auburn University Journal Vouchers - Windows Internet Explorer". The address bar shows the URL "https://banssb.prod.auburn.edu/pls/FROD/1fzbfpld.p_main". The page has tabs for "Personal Information", "Employee", and "Finance". A search bar is at the top with a "Go" button. Below the search bar, the page title is "Auburn University Journal Vouchers". There are links for "Create a New Banner Journal Voucher" and "Create a New Banner Collection Report". A note states: "Or edit an existing Journal Voucher. If the voucher has already be sent or completed any changes will be saved to a new voucher. Note: Vouchers with greater than 500 lines can take several minutes to load, if you have one this large please send email here". A link says "The line below allows you to filter out particular records. Click here for more information." Below this is a table with columns: "JV ID", "Created By", "System", "Comment/Info", "Status", "Tran Date", "Doc ID", "Reports", and "Msg/Del". An "Apply F" button is to the right of the table. A black arrow points to the "JV ID" column header.

JV ID	Created By	System	Comment/Info	Status	Tran Date	Doc ID	Reports	Msg/Del
JV011041	Lavonne Howard	BIOCHEM	DEC to correct Fund # for NMR Lab 1/20/12	queued	02-MAR-12			
JV011040	Deborah Owens	DCC	AUHCC DIRECT CHARGES	queued	02-MAR-12			
JV011037	Deborah Owens	DCC	AHUCC DIRECT CHARGES	queued	02-MAR-12			
JV011034	Teresa Coker	PAYJE5	Payment to AUPCC for Healthy Tigers	queued	02-MAR-12			
JV011030	Shelia Holt	SOILLAB	AR for Run 89 and Special 02/27/2012	queued	02-MAR-12			
JV011027	Shelia Holt	SOILLAB	AR for Run 88	queued	02-MAR-12			
JV010991	Shelia Holt	SOILLAB	AR with Run 87 and Specials	queued	01-MAR-12			

- **JV ID** – You can filter by the full or partial JV ID.
- **Created By** - You can reduce the number of entries you see by typing in some or all of a person's name.
- **System** – You can filter by the system ID.
- **Comments/Info** – You can filter by part or all of the entry name.
- **Status** – You can filter by the status of the record. (incomplete, queued, rejected, sent, processing, complete)
- **Trans Date** – You can filter by the transaction date (DD-MON-YEAR).
- **Doc ID** – You can filter by the Doc ID that is generated when the document posts to Banner.

If you filter by more than one filter at a time, the result will take all the filters into account and only return the records where all filters are true.

Index Page

At the bottom of the index page there are several items to note. You can change the number of items that display on each page from 25 to 200. After changing this value click the "Set Page Value" button to update the field. Below that there is an option to upload a "fupload" format file, please ignore this option. The system generates emails to inform you where the JV is in the approval process. You can select the check boxes to NOT receive particular types of emails. We suggest not checking these until you have processed several JVs so you know what types of emails are generated. At the very bottom of the page is a legend show the color and sort order of JVs on the index page. This helps identify where the JV is in the approval process.

JV010706	Melissa Stillwell	DOSA	02/27/2012 Regions Bank Deposit	complete	27-FEB-12	DS000048	FURFEED FZPGDTL
JV010693	Resa Halsey	BOOKSTOR	E-COM AM EXP CC SALES FOR FEB 20, 2012	complete	27-FEB-12	BS002596	FURFEED FZPGDTL
JV010692	Resa Halsey	BOOKSTOR	MS AM EXP CC SALES FOR FEB 20, 2012	complete	27-FEB-12	BS002597	FURFEED FZPGDTL

Page Index - Items Per Page

1 2 3 4 5 6 7 8 ... 109 | [Next](#) [Last](#) (1 - 25) [2722]

Upload a file in the Fupload format. File must have a ".txt" extension.
Note the maximum file size is 25 Megs and only **txt** files can be uploaded.
Browse to desired file to upload then click upload

Check the boxes for type of Journal Voucher emails you **DO NOT** want to receive.
 - Awaiting Review - Processing - Approved - Rejected - Marked Complete

Queued for approval. Approval needed.
Rejected by approver.
Incomplete Vouchers.
Queued for approval. No action needed.
Approved and will be processed on the next check run.
Approved and processed.

E-Journal Vouchers will be automatically uploaded to Xtender with a voucher report plus the PDF supporting documentation. If you do not already have access to Xtender you can e-mail xtender@auburn.edu and request that you be set up for Finance Documents.

To view a completed entry as it will be archived in Xtender, view the entry by clicking on the document number, then scroll to the bottom of the screen and click the link named “Data Extract to PDF”.

Auburn University Journal Vouchers - Windows Internet Explorer

https://banssb.prod.auburn.edu/pls/PROD/fzbfpld_p_main?action=read&jvrid=JV0113598&display=

Convert Select

Search

Facebook Listen to music Amazon YouTube 57 Auburn University, AL News Fun Games Options

Favorites Opelika & Auburn Alaba... Suggested Sites Upgrade Your Browser Customize Links

Auburn University Journal Vouchers

Click here for more instructions on copying data from Excel and pasting into this webpage.

#	Bank*	Rule*	Chart*	Fund*	Orgn	Acct*	Prog	Actv	Locn	D/C*	Amount*	Description*	Ref No.
1	05	CRG	A	249697	146500	70768	2002			D	\$2,625.00	3T MRI scans MSI 5.25hr Chattaraman	008I
Fund-MKTG SCI INST-4-1682; Orgn-Consumer Affairs; Acct-MRI Machines-Internal Charges; Prog-Sponsored Research Applied Bank-Regions Bank 05; Rule Class-Direct Charge Users-JE(Inter Fund); Chart-Auburn University													
2	05	CRG	A	101002	129541	77000	2050			C	\$2,625.00	3T MRI scans MSI 5.25hr Chattaraman	008I
Fund-AU Unrestricted Other; Orgn-3 Tesla MRI Service Center; Acct-Inter-Departmental Credit; Prog-Departmental Research expense Bank-Regions Bank 05; Rule Class-Direct Charge Users-JE(Inter Fund); Chart-Auburn University													
3													
4													
5													
6													
7													
8													
9													
10													

Credits for CRG in chart A equals \$2,625.00
Debits for CRG in chart A equals \$2,625.00

Approver's comments (Approved, Rejected, No Action)
Valencia Yancy [FINRPT] - 03/09/2012 02:31 PM - Approved VNY 3/9/2012

Copy to New JV

Documents that have been uploaded.

File Name	Upload Date	Comments
008I_3T_Scan_MSI_2012_02_signed.pdf	03-09-12 14:16:12	

Data Extract to PDF  Data Extract to PDF

Internet | Protected Mode: On 100%

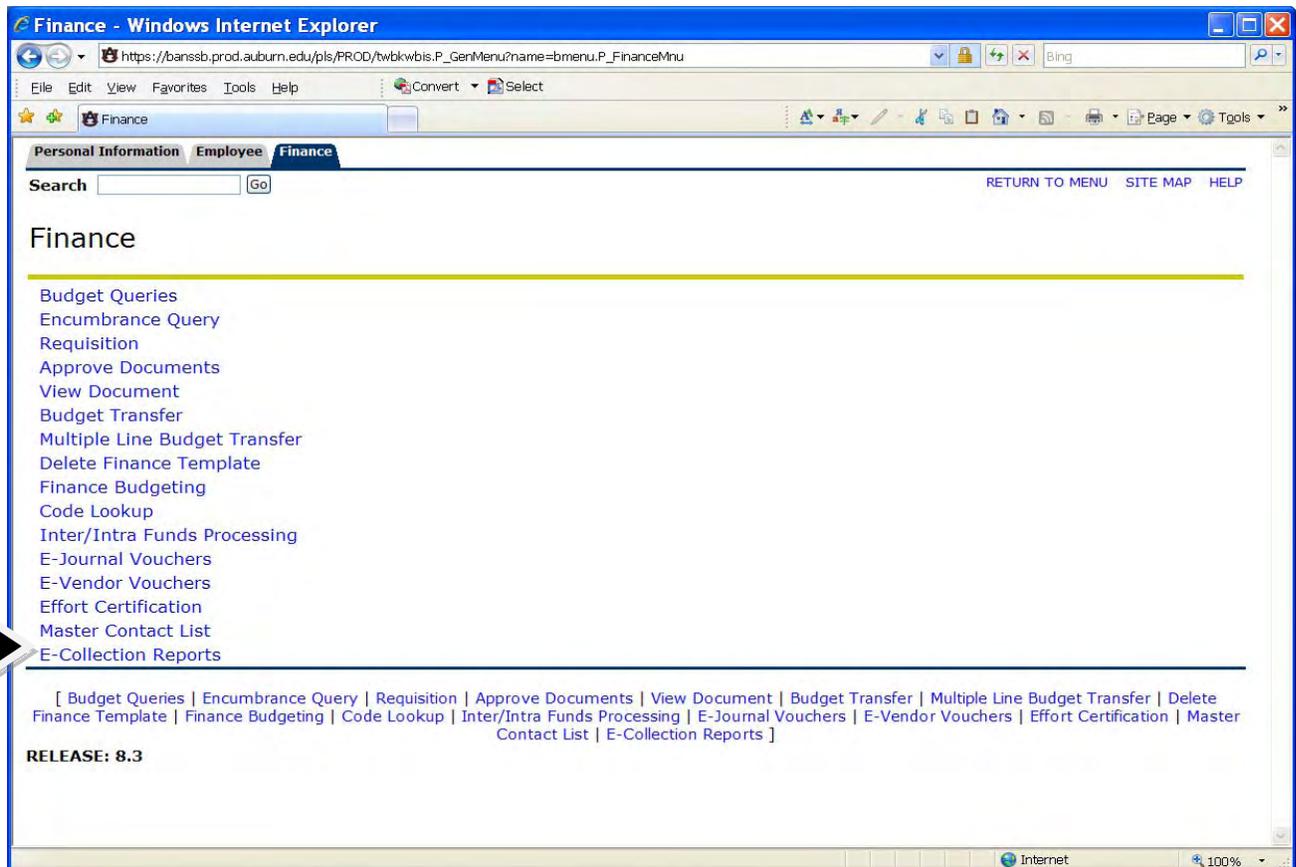
TIPS for SSB APPROVAL

- All submissions need to be in by 2:30 pm on Fridays so that approvers can have them approved by the 4:00 pm processing deadline.
- All submissions need to be in by 12:00 noon on the day we close a month-end in order to be processed for that month.
- Supporting documentation should be in the same order as the entry for multiple line entries.
- Screenshots from Banner need to be included in the supporting documentation for DEC's and CRG's showing the FOAP where the transaction is currently.
- Any DEC that affects a Contract and Grant fund should be routed to Contracts & Grants Accounting.
- If you are making a correction for a transaction that has posted in error, use transaction code DEC. If you are reallocating a transaction, use transaction code CRG.
- No type of maintenance activity should be coded to account code 74XXX. Only equipment purchased over the \$5,000 capitalization threshold should use the 74XXX account code range.
- Descriptions for DEC's should have date posted (MO-DA-YR), and eight digit Banner document number. The Banner document number will be posted in the ledger not on the SSB entry.
- Rule class code ITV should not be used in the SSB system. The rule class code to use will be CRG.
- Do not use the description of an account code as the description of the transaction on collection reports, CR05s.
- You should never use an expense program code on a CR05 unless the money coming in is a reimbursement on a previous expense. If it is a reimbursement, it should go back to the original FOAP charged.
- This is the link to the Help Screen:
<https://iss.auburn.edu/dokuwiki/doku.php?id=public:fupload>
Go to this website for video training and additional information.

- This is the link to the Test Instance of Banner:
<https://banssb.test.auburn.edu>
You can use this link to try out what you learned today.

E- Collection Reports

E-Collection Reports are currently only being used for confirmation deposits and credit cards for Chart A. Additionally, a separate E-Collection Report should be created for each deposit (one deposit slip = one E-Collection Report).



To create a collection report (CR05), click on the E-Collection Reports.

Auburn University Journal Vouchers - Windows Internet Explorer

https://banssb.prod.auburn.edu/pls/PROD/fzbfpld.p_main

Personal Information Employee Finance

Search Go SITE MAP HELP

Auburn University Journal Vouchers

[User Security](#) - [Queue Security](#) - [Additional Fields](#) - [Help Information](#) - [Exclude Values](#) - [Enable/Disable Submission](#)
 (F_ISS_ISS1_MNGR)(Amy,Michelle,Linda)

[Create a New Banner](#)  [Create a New Banner Collection Report](#)

Or edit an existing Journal Voucher.
 If the voucher has already be sent or completed any changes will be saved to a new voucher.
 Note: Vouchers with greater than 500 lines can take several minutes to load, if you have one this large please [send email here](#)

The line below allows you to filter out particular records. [Click here for more information.](#)

JV ID	Created By	System	Comment/Info	Status	Tran Date	Doc ID	Reports	Msg/Del
JV011276	Julie Trussell	SFS	Update Service Charges 2012-02	queued	08-MAR-12			
JV011274	Julie Trussell	SFS	Update Interest - Inst loans - 2012-02	queued	08-MAR-12			
JV011273	Julie Trussell	SFS	Update Interest/LC-2012-02	queued	08-MAR-12			
JV011263	Zilun Fan	FACII ITY	DFC	queued	07-MAR-			

Apply Filter

https://banssb.prod.auburn.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu

Click on the right side of “Create a New Journal Voucher/Create a New Banner Collection Report”.

Auburn University Journal Vouchers - Windows Internet Explorer

https://banssb.prod.auburn.edu/pls/frod/fzbfpld_p_main?action=new&display=collection_report

Personal Information Employee Finance

Search Go SITE MAP HELP

Auburn University Journal Vouchers

[Back to main page](#)

Voucher ID : Created when validated/Saved * Marks required fields. (other fields may be required depending on the type of transaction)
Collection Report

contact *

System ID *

Your Email address(or a comma delimited set of emails) *

Transaction Date (MM/DD/YYYY) *

Banner Admin Document Text *

Additional Comments - characters remaining 4000

Deposit Date (MM/DD/YYYY) : *

Bank/Chart: *

[Click here for list of valid Chart of Account codes.](#)
(Default Chart is A)

[Click here for list of valid Bank codes.](#)
(Default Bank is 05)

Click the links below to see special instructions for filling out the Collection Report :
[Collection Reports -](#)

This is the form you see when you click on the “Create New Banner Collection Report”. Using the system to create E-Collection Reports is very similar to E-Journal Vouchers. The Contact, Transaction Date, System ID Banner Admin Document Text, Your Email Address, and Additional Comments are the same as we have described above in the E-Journal Voucher training. There are some fields unique to E-Collection Reports, however:

Deposit Date

A deposit date is required for CR05s. This date is the date the funds were received at the bank. It must be entered in the format (MM/DD/YYYY).

Bank/Chart

A bank number and chart identifier is required for CR05s. Click the drop down arrow to select a bank/chart combination for your collection report. For confirmation deposits, wires and ACH payments, use Bank 05/Chart A. For credit card sales, use Bank 15/Chart A. **NOTE THAT CREDIT CARD SALES MAY NOT BE MIXED WITH OTHER TYPES OF COLLECTIONS.**

Click here to download the Excel template spreadsheet to use for copying data to this webpage.

Copy from data spreadsheet

#	Fund*	Orgn	Acct*	Prog	Actv	Description*	Gross*	+/-*	Sales Tax	Sales Tax Type	Adjustments	Adjust Reason	Net*
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
						AU SALES TAX							\$0.00
						Gross Total	\$0.00			Adjustments Total	\$0.00	Grand Total	\$0.00
											Summary Payment Mode		
											Checks & M.O.'s		
											Currency		
											Coins		
											Direct/Confirm. Deposits		
											Credit Cards		
											NOTE: Credit Cards use bank 15 for Chart A. Can't mix Credit Card collections with other types of monetary collections.		
											Equals Net plus Sales Tax Total ->	Total Payment	\$0.00

Save Progress/Validate Data Upload/Change Documentation

Backup Documentation *
Documents that have been uploaded.

You can see that collection reports have different fields. Besides the FOAPA information, the following fields are used:

Gross

This field is the gross (total) amount of all sales for each FOAP.

+/-

This field indicates whether it is a credit (receipt of money) or a debit (payment of money) to the account.

Sales Tax

This field is where you enter the total amount of sales tax collected.

Sales Tax Type

If sales tax was collected, use the drop down list in this field to select the category of sale that generated the sales tax.

Adjustments

Use this field for any adjustments to the gross amount of the collection, including credit card sales.

Adjust Reason

If you include an adjustment, you must also enter an adjustment reason. If it is for credit card sales, include that as the reason.

Net

This amount will be automatically calculated.

Summary Payment Mode

This section of the collection report is where you will indicate which form of money was collected (checks & money orders, currency, coins, direct/confirm deposits, and credit cards). **Again, please note that at this time we are only accepting E-Collection Reports for confirmation deposits and credit cards.** The total payment will automatically calculate and should equal your grand total.

As with E-Journal Vouchers, once you have completed your data entry, you will upload supporting documentation, save and validate your data, and then queue it for approval. E-Collection Reports will go through a departmental approval queue and then be queued to the AU Collection Report approval queue.