

Self Service Banner Electronic Collection Report

Login to AU Access

Click "Finance" tab

Click "Self Service Banner"

The screenshot shows the Auburn University Banner Finance website. At the top, the Auburn University logo is on the left, and navigation links like "A to Z Index", "Campus Map", and "People Finder" are on the right. Below the logo, a welcome message for Elizabeth Ann Holtfreter is displayed. A navigation bar contains tabs for "Home", "tiger i", "Campus", "Finance", "Libraries", and "My Tab". The "Finance" tab is selected and highlighted with a black arrow. Below the navigation bar, there are several content boxes. The "Banner Access - Finance" box is highlighted with a black arrow and contains the "Self Service Banner" link, which is also highlighted. Other boxes include "Business Office", "Banner Finance Resource", "SSB Finance Shortcuts", "Department of Internal Auditing", "ePrint", "Financial Policies", and "AU Vendor Contracts". The "Self Service Banner" link is described as a way to update personal information, view pay stubs, and access administrative services. The "Banner Admin" link is described as a way to access Banner Finance, Human Resources, Accounts Receivables, Student, and Financial Aid Systems. The "Business Office" box lists various services like Budget Services, Contracts & Grants Accounting, and Financial Reporting. The "Banner Finance Resource" box lists various resources like Banner Admin Finance Reference Materials, SSB Finance Reference Materials, and Banner Finance Reporting Guidelines. The "SSB Finance Shortcuts" box lists shortcuts like Budget Transfer, Multi Line Budget Transfer, and Create a Requisition. The "Department of Internal Auditing" box lists Ethics Reporting. The "ePrint" box shows a login form for Finance - Auburn University. The "Financial Policies" box lists various policies like Policies for Collections, Contributions, and Accounts Receivable, Travel Policies, and Contracts and Grants. The "AU Vendor Contracts" box lists OfficeMax and Office Related Supplies.

Click on "E-Collection Reports"

The screenshot shows a Windows Internet Explorer browser window displaying a web application interface. The browser's address bar shows the URL: https://banssb.prod.auburn.edu/pls/PROD/twbkvbis.P_GenMenu?name=bmenu.P_FinanceMnu. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search box with the text "Live Search" and various navigation icons. The web application interface has a navigation bar with tabs for "Personal Information", "Employee", and "Finance". Below the navigation bar is a search box with the text "Search" and a "Go" button. To the right of the search box are links for "RETURN TO MENU", "SITE MAP", and "HELP". The main content area is titled "Finance" and contains a list of menu items: Budget Queries, Encumbrance Query, Requisition, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer, Delete Finance Template, Finance Budgeting, Code Lookup, Inter/Intra Funds Processing, E-Journal Vouchers, Effort Certification, Master Contact List, and E-Collection Reports. A black arrow points to the "E-Collection Reports" link. Below the list of menu items is a horizontal line and a list of links: [Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Finance Budgeting | Code Lookup | Inter/Intra Funds Processing | E-Journal Vouchers | Effort Certification | Master Contact List | E-Collection Reports]. Below the list of links is the text "RELEASE: 8.3". The browser's status bar at the bottom shows the Windows Start button, several open tabs (Inbox - EAHO..., Google C..., Oracle Devel..., Self Service B..., Auburn Unive..., AU Access - ...), a search box, and the system tray with the time 3:04 PM.

Click "Create a New Banner Collection Report"

Personal Information Employee **Finance**

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

Auburn University Journal Vouchers

[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 |
|--------------------------|----------------------|---------|---|----------|-----------|----------|--|---------|
| JV011847 | Lisa Morgan | CONGRNT | Deposit of 3/21/2012 | complete | 21-MAR-12 | CG001523 | FURFEED FZPGDTL | |
| JV011845 | Melissa Stillwell | DOSA | 03/21/12 Regions Bank Deposit | complete | 21-MAR-12 | DS000076 | FURFEED FZPGDTL | |
| JV011843 | Melissa Stillwell | DOSA | 03/20/12 Student Affairs Terminal Revenue | complete | 21-MAR-12 | DS000077 | FURFEED FZPGDTL | |
| JV011836 | Elizabeth Holtfreter | SFS | 3/18/12 web | complete | 21-MAR-12 | SS001133 | FURFEED FZPGDTL | |
| JV011835 | Elizabeth Holtfreter | SFS | 3/15/12 web | complete | 21-MAR-12 | SS001134 | FURFEED FZPGDTL | |
| JV011834 | Elizabeth Holtfreter | SFS | 3/15/12 web | complete | 21-MAR-12 | SS001135 | FURFEED FZPGDTL | |
| JV011833 | Elizabeth Holtfreter | SFS | 3/16-17/12 web | complete | 21-MAR-12 | SS001136 | FURFEED FZPGDTL | |
| JV011832 | Elizabeth Holtfreter | SFS | 3/16-17/12 web | complete | 21-MAR-12 | SS001137 | FURFEED FZPGDTL | |
| JV011830 | Elizabeth Holtfreter | SFS | 3/18-19/12 debit | complete | 21-MAR-12 | SS001138 | FURFEED FZPGDTL | |
| JV011824 | Jennifer Walden | SFS | U.S. Army HRC - ACS Program - 555-55-1126 | complete | 21-MAR-12 | SS001132 | FURFEED FZPGDTL | |

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

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/lfzbrpld_p_main?action=new&display=collection_report. The browser tabs include "Auburn University Journal Vouchers".

The page content includes a search bar, navigation tabs for "Personal Information", "Employee", and "Finance", and a "SITE MAP HELP" link. The main heading is "Auburn University Journal Vouchers". Below this is a "Back to main page" link and a "Voucher ID : Created when validated/Saved" message with a note: "* Marks required fields. (other fields may be required depending on the type of transaction)".

The form fields are:

- contact * (text input): Elizabeth Holtfreter
- System ID * (dropdown menu): SFS (Student Financial Services)
- Your Email address(or a comma delimited set of emails) * (text input): eah0011@auburn.edu
- Transaction Date (MM/DD/YYYY) * (text input): 03/21/2012
- Banner Admin Document Text * (text input):
- Additional Comments - characters remaining 4000 (text area):
- Deposit Date (MM/DD/YYYY) : * (text input):
- Bank/Chart: * (dropdown menu):

Below the form are two links: "Click here for list of valid Chart of Account codes. (Default Chart is A)" and "Click here for list of valid Bank codes. (Default Bank is 05)".

Further down, there are links for "Collection Reports" and "Click here to download the Excel template spreadsheet to use for copying data to this webpage." Below this is a "Copy from data spreadsheet" button.

The table below has the following structure:

| # | Fund* | Orgn | Acct* | Prog | Actv | Description* | Gross* | +/- | Sales Tax | Sales Tax Type | Adjustments | Adjust Reason | Net* |
|---|-------|------|-------|------|------|--------------|--------|-----|-----------|----------------|-------------|---------------|------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |

The browser taskbar at the bottom shows several open applications: "Inbox - EAH0011...", "Google Chrome", "Oracle Developer...", "Self Service Bann...", "Auburn Universit...", and "Auburn University...". The system tray shows "Trusted sites", "100%", and the time "3:05 PM".

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.

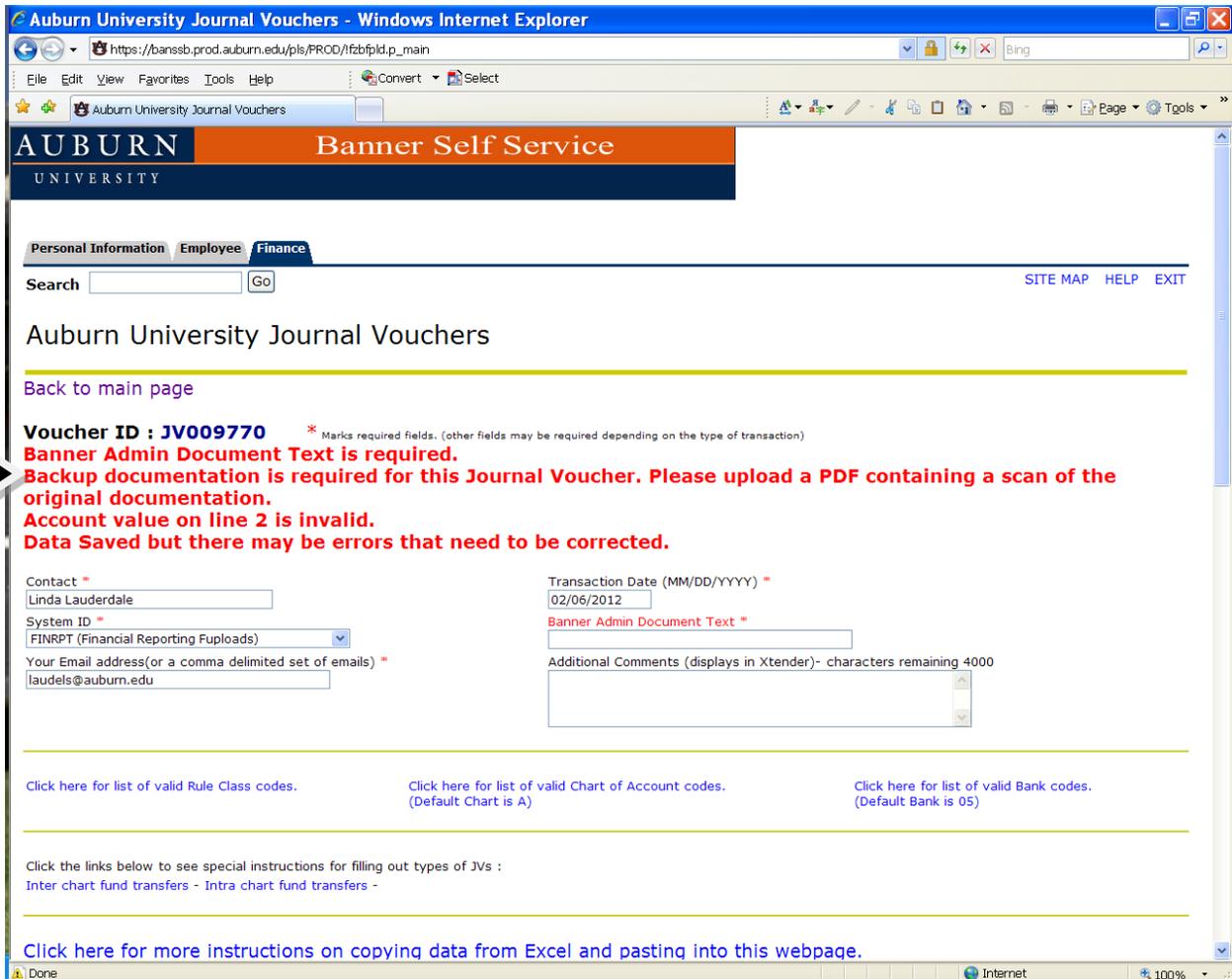
Once the form is populated (either by copying from a spreadsheet or by typing in the fields), you should save your information by clicking the “Save Progress/Validate Data” button.

The screenshot shows a web browser window displaying the Auburn University Journal Vouchers application. The main content is a table with the following columns: #, Fund*, Orgn, Acct*, Prog, Actv, Description*, Gross*, +/-, Sales Tax, Sales Tax Type, Adjustments, Adjust Reason, and Net*. The table contains two main entries for drugs and non-drugs, followed by a SALES TAX entry. At the bottom right, there is a 'Summary Payment Mode' section with a table showing 'Checks & M.O.'s' for \$180.00, 'Currency' for \$192.00, 'Coins', 'Direct/Confirm. Deposits', and 'Credit Cards'. A black arrow points to this section. Below the table, there is a 'NOTE: Credit Cards use bank 15 for Chart A. Can't mix Credit Card collections with other types of monetary collections.' and a 'Total Payment' of \$372.00. The bottom of the screen shows the Windows taskbar with various open applications and the system clock at 8:10 AM.

EACH CREDIT CARD DEPOSIT OR CONFIRMED DEPOSIT MUST HAVE ITS OWN E-COLLECTION REPORT.

DO NOT PUT MULTIPLE DEPOSITS ON ONE E-COLLECTION REPORT.

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 URL is "https://banssb.prod.auburn.edu/pls/PROD/lfbzfpfld.p_main". The page header includes the Auburn University logo and "Banner Self Service". The navigation tabs are "Personal Information", "Employee", and "Finance". A search bar is present with a "Go" button. The main heading is "Auburn University Journal Vouchers". Below it is a link "Back to main page". The "Voucher ID : JV009770" is displayed, followed by a red error message: "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. Data Saved but there may be errors that need to be corrected." A black arrow points to this error message. Below the error message are several form fields: "Contact" (Linda Lauderdale), "System ID" (FINRPT), "Your Email address" (laudels@auburn.edu), "Transaction Date" (02/06/2012), "Banner Admin Document Text", and "Additional Comments". At the bottom, there are links for "valid Rule Class codes", "valid Chart of Account codes", and "valid Bank codes".

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.

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.

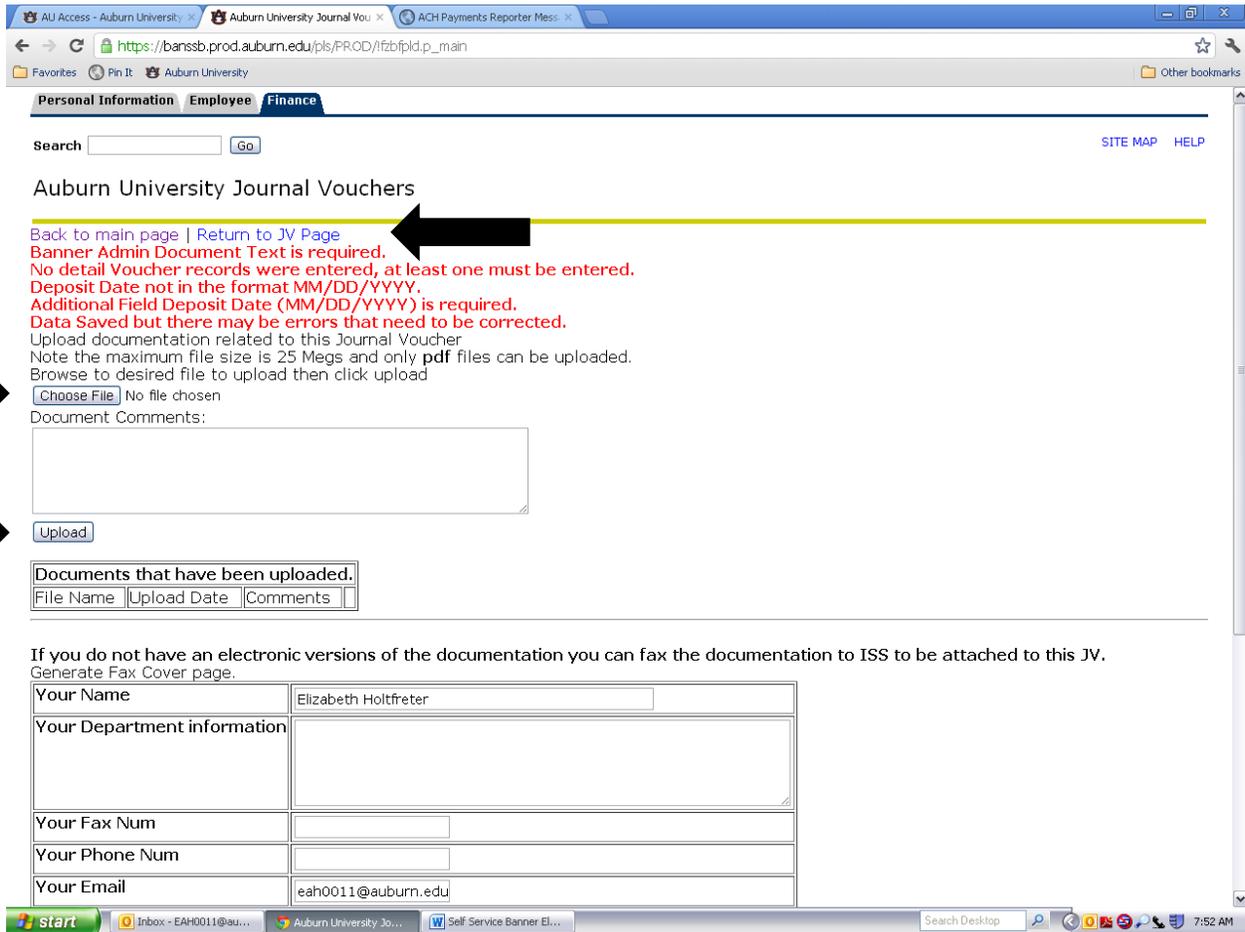
Copy from data spreadsheet

| # | 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.



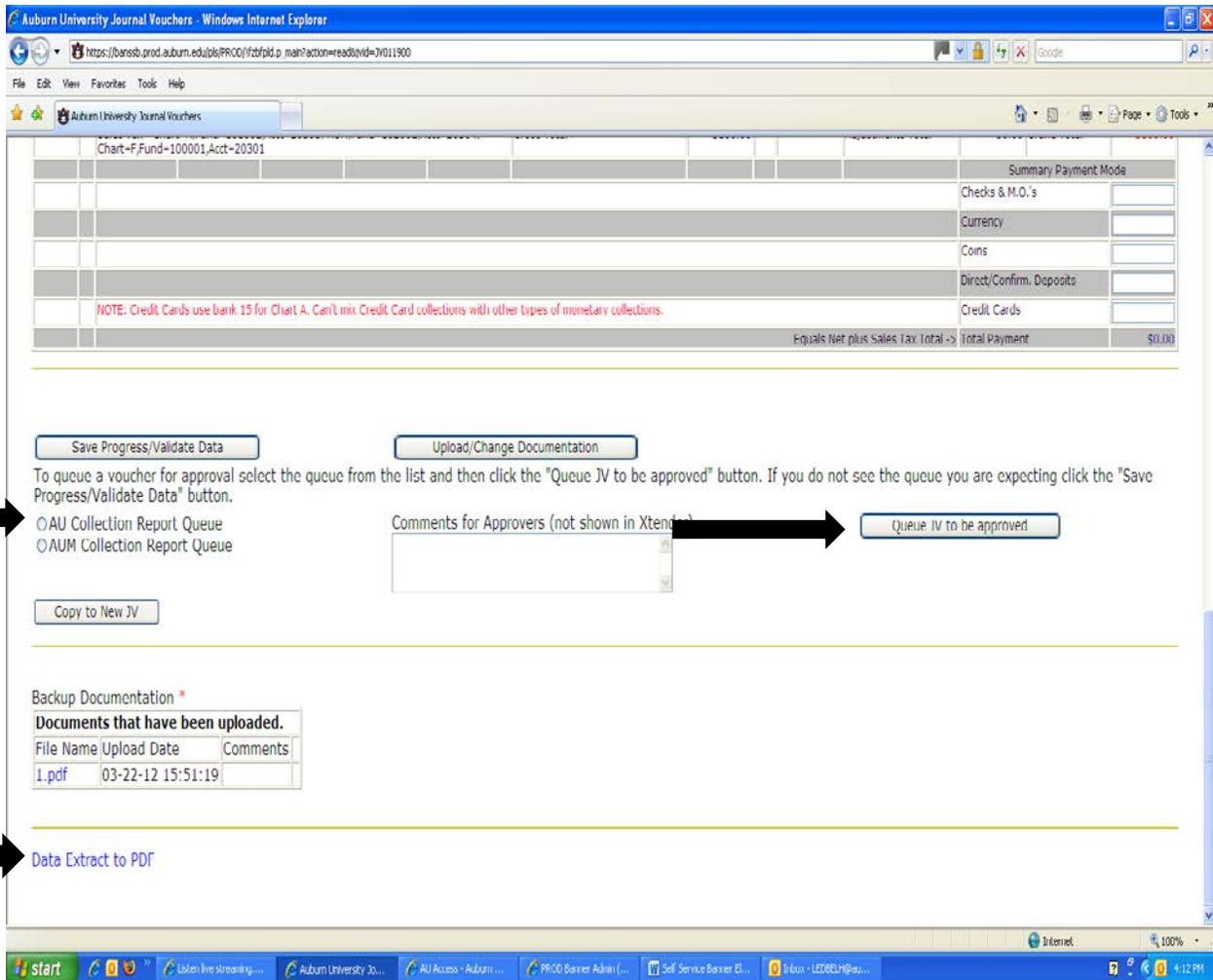
The “Choose File” button will allow you to locate and select the appropriate PDF to attach as supporting documentation for your entry. Select the file, and then click the “Upload” button to attach the PDF. After the file is attached, you can return to the JV page by clicking “Return to JV Page” at the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