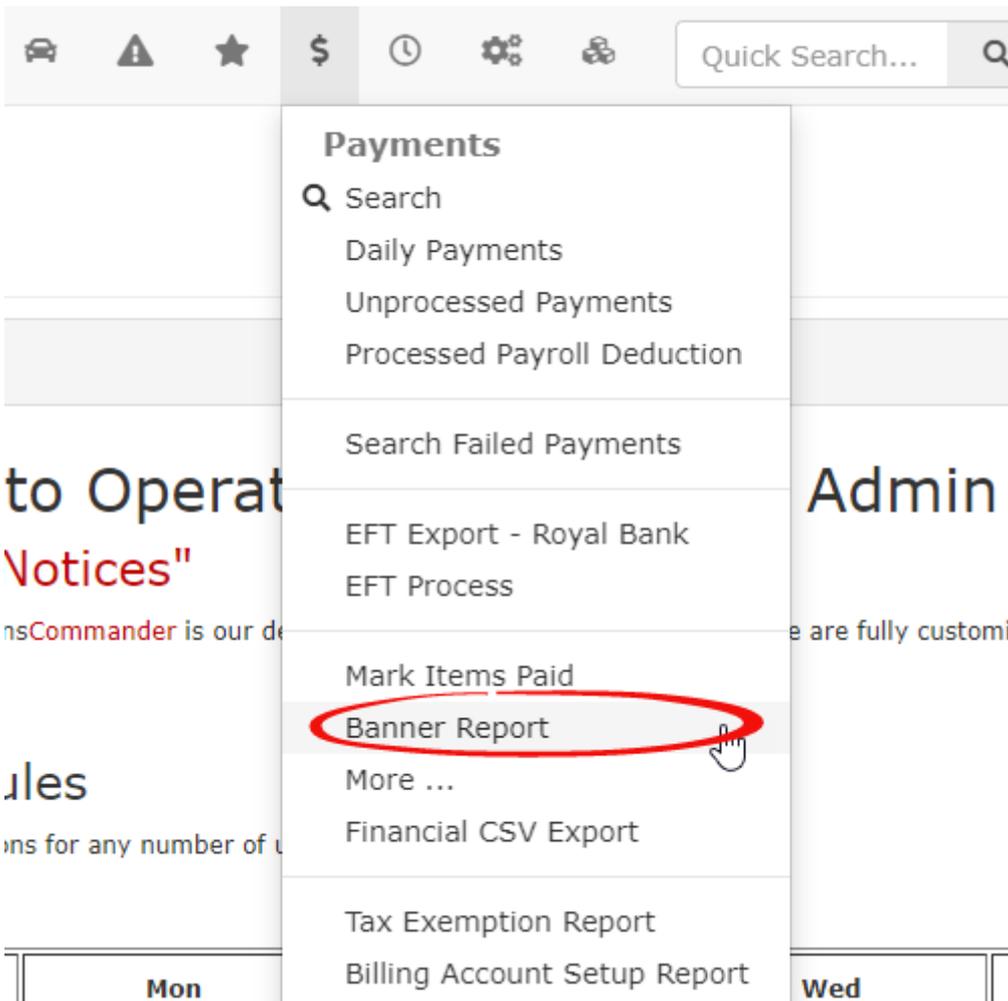


Banner Report

Generating the Report

To begin look for the **Banner Report** menu item under the **Payments Menu**



The screen will refresh and display the **Banner Report Search** page.

On this page you select:

User Types: Select the User Type you wish to report and pay for.

Choose Item Type: Select the item you wish to pay for. In our example we are paying for yearly permits.

Up To and Including: Select the end date of the period you wish to pay for.

Banner Code: Enter the payment or identifying code that you wish to apply to this record in Banner. (Code 100)

Detail Code: Enter the code that represents the item you are paying for. In our case it will be a yearly permit for 2020. (YP2020)

Admin Code: Enter your admin ID number to track who is making this payment report.

Banner Report

The screenshot shows a web form titled "Banner Report". It features a list of user types, each with a checkmark icon, indicating they are selected. Below the list are three input fields: "Choose Item Type" with a dropdown menu set to "Violations", "Up To and Including" with a text box containing "Nov 09, 2020", and a small note below the date field stating "The date range will include outstanding payments on or before the given date."

User Types	Selected
Full Time Student	✓
Public User	✓
Full Time Staff	✓
Part Time Staff	✓
Part Time Student	✓
Resident 1	✓
Company Staff	✓
Company Executive	✓
ADA User	✓
Resident 2	✓
Physician	✓
New User	✓
Contractor	✓
VeritasComm	✓

Choose Item Type:

Up To and Including:

The date range will include outstanding payments on or before the given date.

There are two functions you can perform here. **Mark as Paid** or **Export to Excel**.

Exporting to Excel

The export to Excel functionality allows the admin to export a spreadsheet of names and payments that will be made.

Resident 2
 Physician
 New User
 Contractor
 VeritasComm

Choose Item Type:

Up To and Including:
The date range will include outstanding payments on or before the given date.

Banner Code:

Detail Code:

Admin User Code:

Here is a sample of an exported spreadsheet. This report can then be imported into Banner to facilitate payment through a Student or Staff account.

Part Time Staff

BannerReport-Violations-2020-11-09.xls - Compatibility Mode

John Griffiths

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Banner ID	First Name	Last Name	Term Code	Detail Code	Amount	Document Number	User	Ticket Type				
1	TU2346	John	Doe	2020-FS	PayRequest	75	TT-19003		Private Property				
2	TU5678	James	Rockwood	2020-FS	PayRequest	50	TT-10002		Private Property				
3	TU8230	Steph	Jamieson	2020-FS	PayRequest	50	TT-10001		Private Property				
4	TU8254	Patricia	Birch	2020-FS	PayRequest	50	TT-10003		Private Property				
5	TU8254	Patricia	Birch	2020-FS	PayRequest	50	21-01001		Private Property				
6	TU1238	James	Campana	2020-FS	PayRequest	20	13-01000		Private Property				
7	TU1238	James	Campana	2020-FS	PayRequest	50	23-01000		Private Property				
8	TU1238	James	Campana	2020-FS	PayRequest	70	5-001003		Private Property				
9	TU1238	James	Campana	2020-FS	PayRequest	100	5-001004		Private Property				
10	TU1479	Bruce	Sifton	2020-FS	PayRequest	50	21-01006		Private Property				
11	TU1284	Paula	Feder	2020-FS	PayRequest	50	TT-10003		Private Property				
12	TU7788	Jack	Parsana	2020-FS	PayRequest	50	21-01000		Private Property				
13	TU7788	Jack	Parsana	2020-FS	PayRequest	125	5-001001		Private Property				
14	TU7788	Jack	Parsana	2020-FS	PayRequest	20	5-001002		Private Property				
15	TU7567	Garda	Deman	2020-FS	PayRequest	75	21-01005		Private Property				
16	TU7722	Bob	Smith	2020-FS	PayRequest	50	TT-19001		Private Property				
17	TU8456	Paul	Bennett	2020-FS	PayRequest	50	TT-19002		Private Property				
18													
19													
20													
21													
22													
23													
24													

Worksheet

Ready

100%

Mark Items as Paid

To mark these reported items paid in OPS-COM Select Mark as Paid.

Resident 2
 Physician
 New User
 Contractor
 VeritasComm

Choose Item Type: Permits

Up To and Including: Sep 30, 2020
The date range will include outstanding payments on or before the given date.

Banner Code: 100

Detail Code: YP2020

Admin User Code: 12

Mark As Paid Export

A popup window will appear for the admin to confirm the transaction.

Click **Confirm** to continue.

Confirm Mark As Paid X

Are you sure you wish to mark all unpaid items (of selected types) as paid?

Confirm Cancel

Company Executive
 ADA User
 Resident 2
 Physician
 New User
 Contractor
 VeritasComm

Choose Item Type: Permits

A confirmation screen will appear displaying the **transaction code** for the payment.

Payments Updated Queued

Outstanding payments have been queued to be cleared from the database. Confirmation code is:
17f26z9edc149472dbad

If you searched the transaction code you would see this return. Note: All three items here are now paid for,

Confirmation Number: 17f26z9edc149472dbad

Submit Date: Nov. 10, 2020 @ 7:23pm

Comment: Administrator cleared all payments prior to 2020-11-04 23:59:59

Payment Method:

Processed: Nov. 10, 2020 @ 7:23pm

Processed By: john.tomahawk

Violations:

	Issued Date	Ticket #	Amount
	Jun. 13, 2018	13-01000	\$20.00
	Jun. 20, 2018	TT-10002	\$50.00
	Nov. 5, 2018	21-01000	\$50.00
	Feb. 19, 2019	5-001001	\$125.00
	Apr. 21, 2019	23-01000	\$50.00
	Apr. 21, 2019	5-001002	\$20.00
	Apr. 28, 2019	5-001004	\$100.00
	May. 25, 2019	5-001003	\$70.00
	May. 27, 2019	21-01005	\$75.00
	Jun. 24, 2019	TT-10003	\$50.00
	Jul. 30, 2019	TT-10003	\$35.00
	Aug. 6, 2019	TT-10001	\$50.00
	Sep. 3, 2019	21-01006	\$50.00
	Aug. 27, 2019	21-01001	\$50.00
	Feb. 7, 2020	TT-19001	\$25.00
	Jun. 2, 2020	TT-19002	\$50.00
	Jun. 16, 2020	TT-19003	\$75.00
		Total:	\$945.00

Total: \$945.00

Updated 5 May 2025 09:49:14