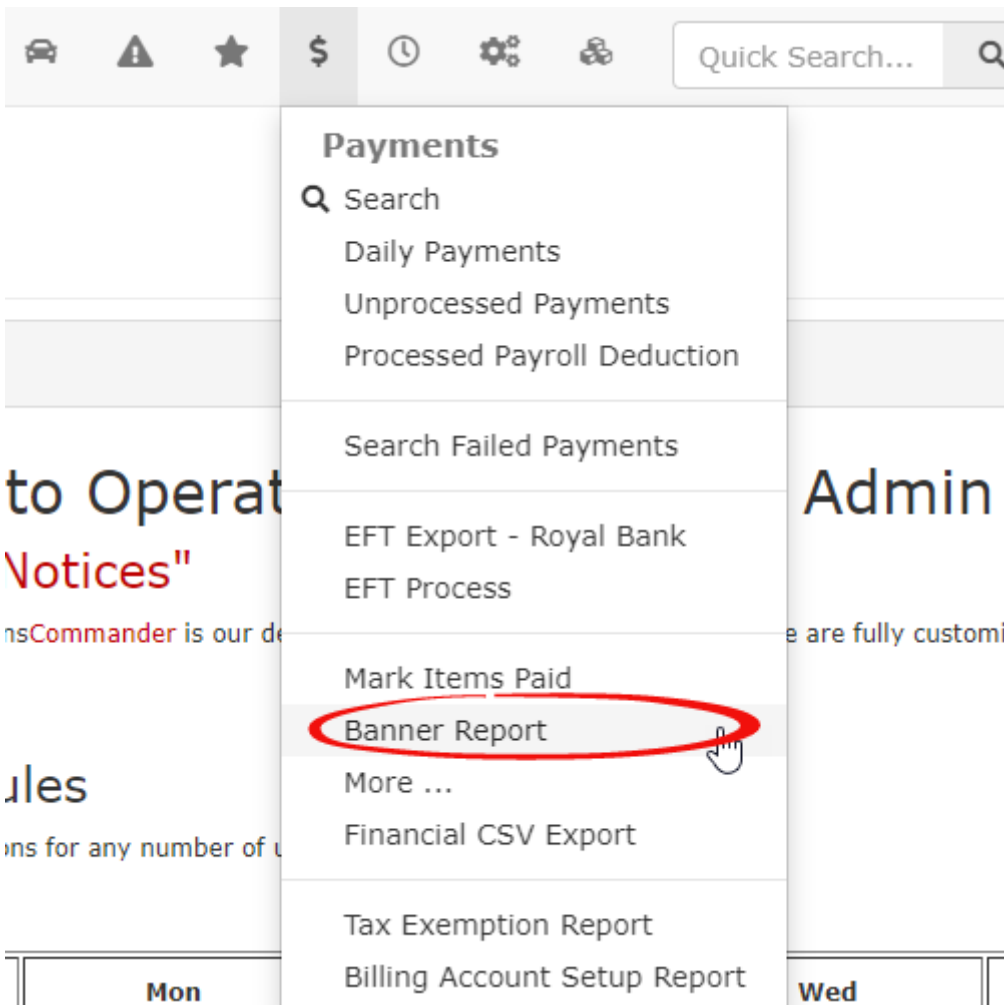


# Banner Report

## 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

User Types

✓ 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

Violations

Up To and Including

Nov 09, 2020

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**.

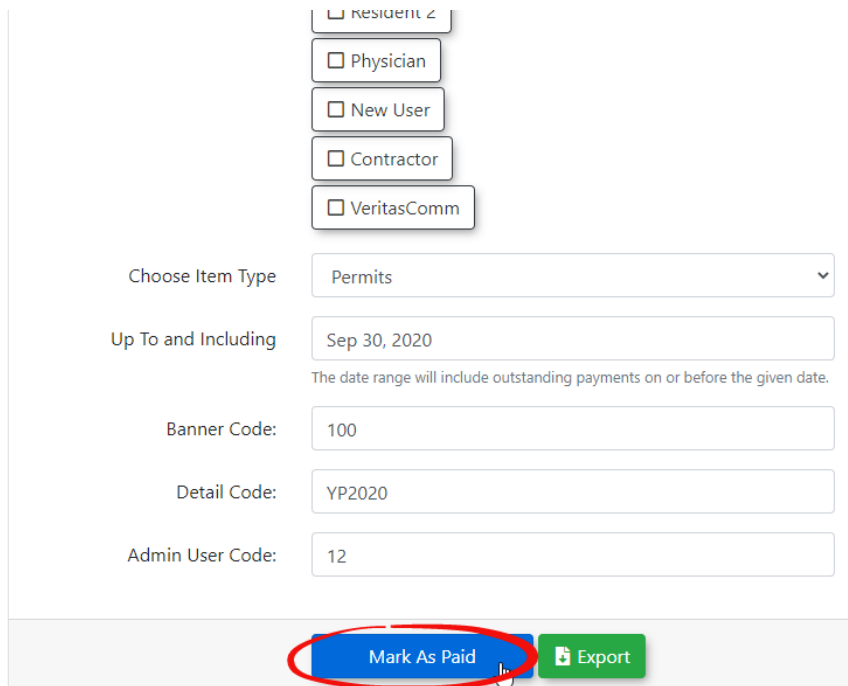
# Exporting to Excel

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



# Mark Items as Paid

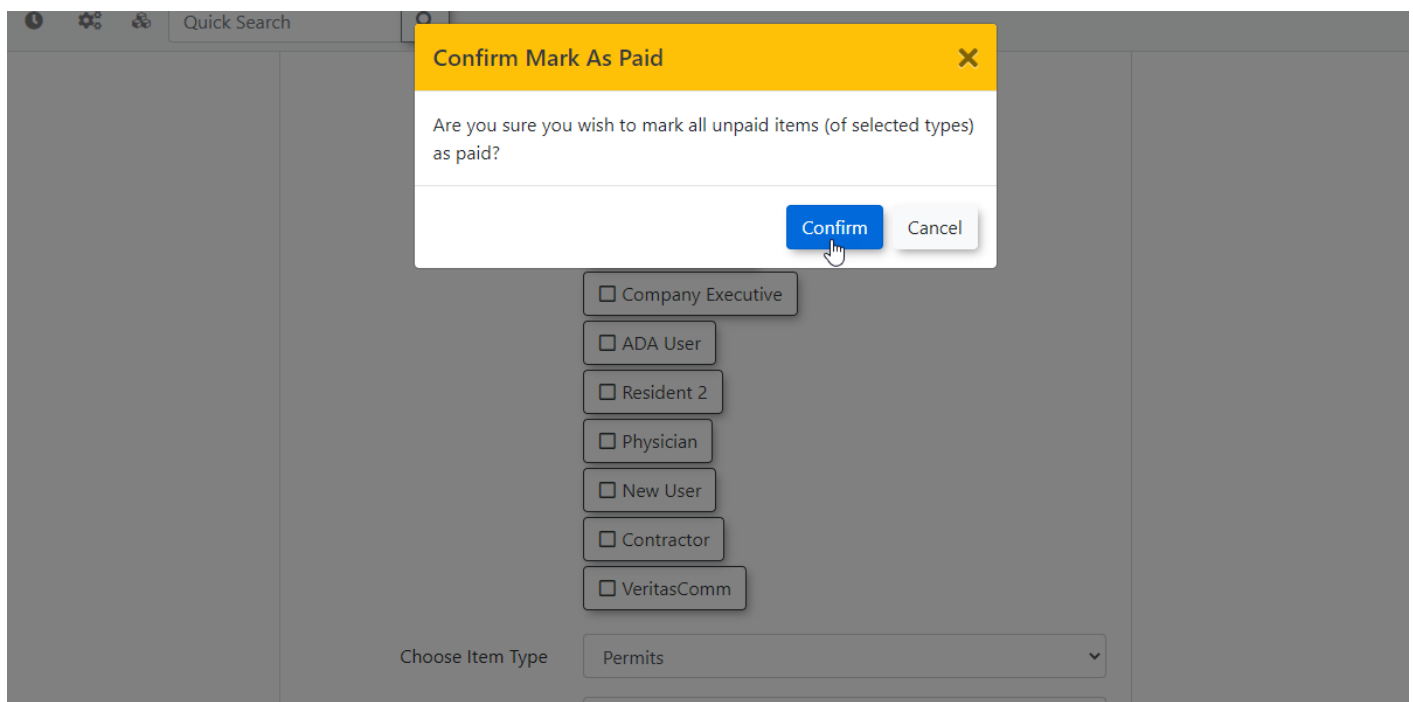
To mark these reported items paid in OPS-COM Select Mark as Paid.



The screenshot shows a web form for marking items as paid. At the top, there is a vertical stack of checkboxes for user types: Resident 2, Physician, New User, Contractor, and VeritasComm. Below these is a 'Choose Item Type' dropdown menu set to 'Permits'. The 'Up To and Including' date field is set to 'Sep 30, 2020', with a note below it stating 'The date range will include outstanding payments on or before the given date.' Further down are input fields for 'Banner Code' (100), 'Detail Code' (YP2020), and 'Admin User Code' (12). At the bottom of the form, there are two buttons: 'Mark As Paid' (highlighted with a red circle) and 'Export'.

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

Click **Confirm** to continue.



The screenshot shows a 'Confirm Mark As Paid' popup window. The window has a yellow header with the title and a close button. The main text asks, 'Are you sure you wish to mark all unpaid items (of selected types) as paid?'. At the bottom right of the popup are two buttons: 'Confirm' (highlighted with a mouse cursor) and 'Cancel'. The background of the page is dimmed, showing the same form as the previous screenshot.

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: Other

Change

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

Processed By: john.tomahawk

Void Payment

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

