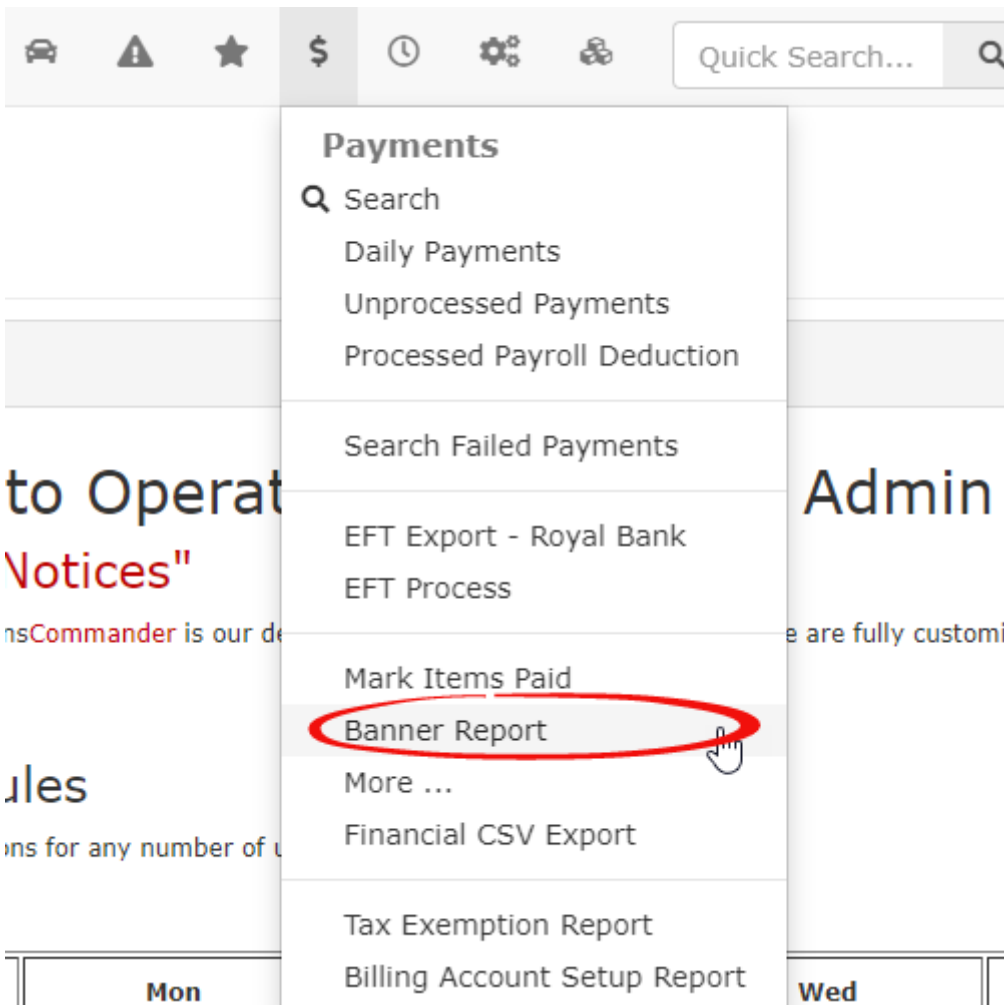


# Banner Report

## 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.

☐ 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

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

	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				
2	TU2346	John	Doe	2020-FS	PayRequest	75	TT-19003		Private Property				
3	TU5678	James	Rockwood	2020-FS	PayRequest	50	TT-10002		Private Property				
4	TU8230	Steph	Jamieson	2020-FS	PayRequest	50	TT-10001		Private Property				
5	TU8254	Patricia	Birch	2020-FS	PayRequest	50	TT-10003		Private Property				
6	TU8254	Patricia	Birch	2020-FS	PayRequest	50	21-01001		Private Property				
7	TU1238	James	Campana	2020-FS	PayRequest	20	13-01000		Private Property				
8	TU1238	James	Campana	2020-FS	PayRequest	50	23-01000		Private Property				
9	TU1238	James	Campana	2020-FS	PayRequest	70	5-001003		Private Property				
10	TU1238	James	Campana	2020-FS	PayRequest	100	5-001004		Private Property				
11	TU1479	Bruce	Sifton	2020-FS	PayRequest	50	21-01006		Private Property				
12	TU1284	Paula	Feder	2020-FS	PayRequest	50	TT-10003		Private Property				
13	TU7788	Jack	Parsana	2020-FS	PayRequest	50	21-01000		Private Property				
14	TU7788	Jack	Parsana	2020-FS	PayRequest	125	5-001001		Private Property				
15	TU7788	Jack	Parsana	2020-FS	PayRequest	20	5-001002		Private Property				
16	TU7567	Garda	Deman	2020-FS	PayRequest	75	21-01005		Private Property				
17	TU7722	Bob	Smith	2020-FS	PayRequest	50	TT-19001		Private Property				
18	TU8456	Paul	Bennett	2020-FS	PayRequest	50	TT-19002		Private Property				
19													
20													
21													
22													
23													
24													

Mark As Paid

📄

 Export

# 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**

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:

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

