

# Deposit Form Training Module

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JUNE 2017



# Background

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*WHAT HAPPENED TO THE CARBON PAPER?*



# Background

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The Report of Collections process can be confusing

- The ROC forms have been used for 24+ years with minimal updates
- When do you use an accounting string? A detail code? What information is needed and used?

Carbon paper is expensive and cumbersome.

- Pick up from our office
- Cannot erase mistakes

OnBase offers tremendous benefits.

- Eliminates paper waste
  - Allows users to view and search their documents and only their documents
  - Easier error correction and updates
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# Purpose

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Offer clarity to the process formerly known as Report of Collections

Provide a brief overview of detail codes

Facilitate use of the electronic deposit form by detailing the steps to successfully complete the online form

Provide reference documentation

# What You Need To Know


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The deposit form is the method used to deposit revenue.

This form was originally referred to as the Report of Collections (ROC).

Departments must have a 4-character alphanumeric detail code available in order to successfully complete the ROC.

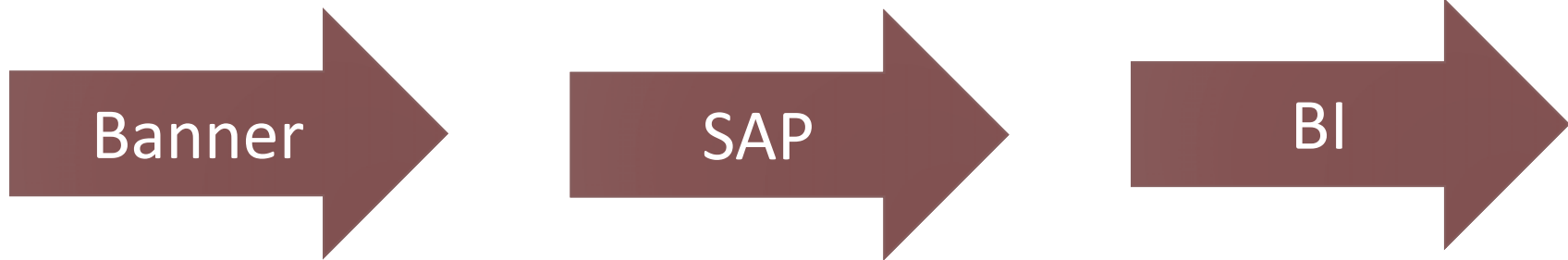
If you do not have a detail code, please contact the Office of Student Accounts (Ext: 5101) to look it up or create one for you.



# System Overview

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- Banner is our student software system
- SAP is our accounting system
- Business Intelligence (BI) is used to pull reports from the data in SAP

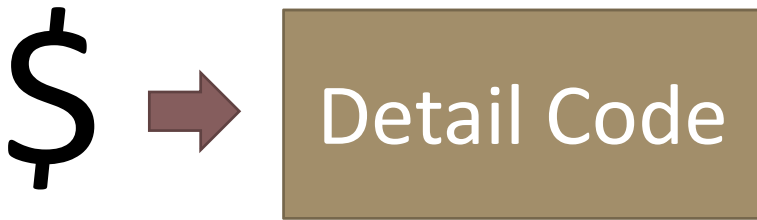


- Banner activity feeds to SAP nightly
- SAP activity feeds to BI nightly

# Detail Code

The detail code will always start with the letter “A”.

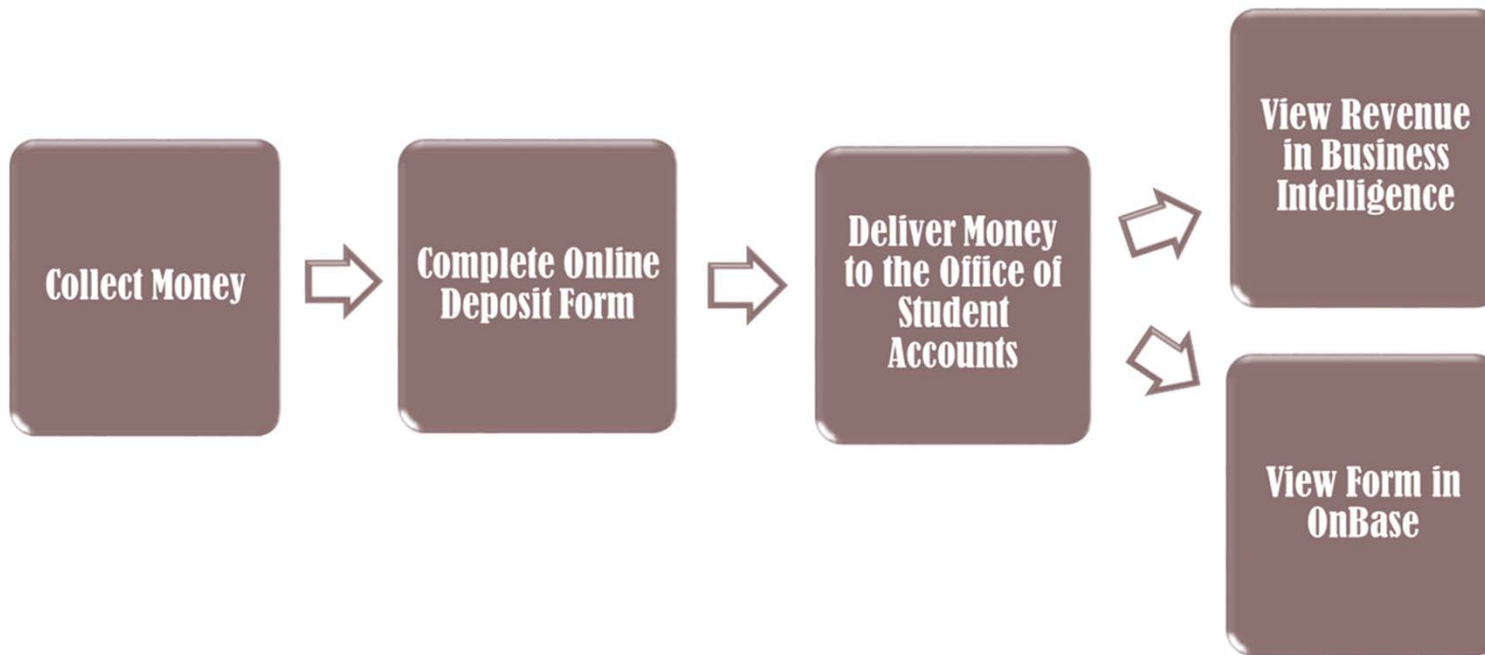
Detail codes tell the system what fund center and account to which funds should be applied.



The screenshot shows the 'Millersville DB Summary' interface. At the top, there are tabs for 'Summary', 'Budget Trans', 'Actuals w/o St Emp Trans', 'Commitments Trans', 'Student Emp Trans', 'Travel', 'Prior Year', 'Trend', 'Payments', and 'Charts'. Below the tabs, the title 'Millersville DB Summary' is displayed along with the date 'Last Data Update: 06/16/2017 06:08:02'. The main area contains several dropdown menus for 'Fund', 'Fund Centers', 'Commitment Item', 'Fiscal Period', and 'Citem Category'. Below these are 'Variable Filters' and 'Dynamic Filters' sections. The 'Variable Filters' section includes 'Fiscal Year' set to '2017' and 'Fund Centers - Single or Multiple Values ( ; )' set to '6011'. The 'Dynamic Filters' section includes 'CI Category' set to '\* Expenses CBs Res and Trans'. At the bottom, there is a table with columns for 'Funds Center', 'Commitment Item', and a group of columns for '\* Expenses CBs Res and Trans' including 'Budget', 'Actuals', 'Commitments', and 'Remaining' in both dollar (\$) and percentage (%) units.

# Deposit Process

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# Deposit Form

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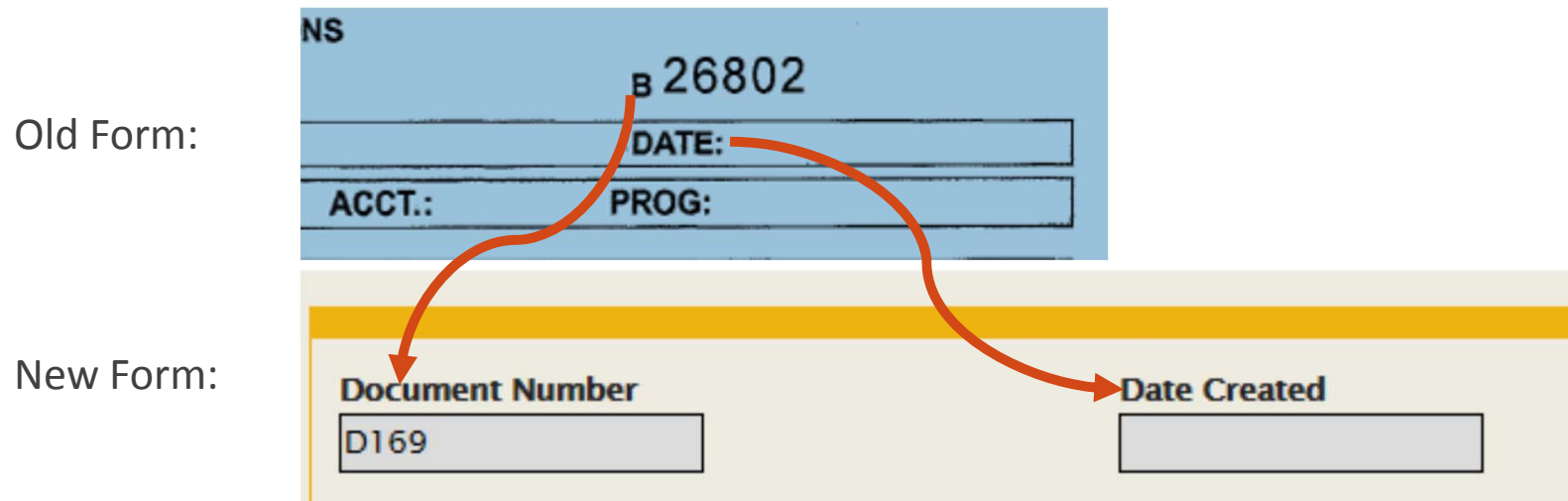
*PAPER FORM TO ELECTRONIC FORM*



# Deposit Form

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The “B” number becomes the “Document Number” and the “Date” becomes the “Date Created.” Both fields are automated on the new form for your convenience.



# Deposit Form

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The Banner Detail Code stays the same and the Description of Revenue has now become the Banner Detail Description and is automatically entered once a Banner Detail Code is entered.

Old Form:

<b>DEPARTMENT:</b>		<b>DESCRIPTION OF REVENUE:</b>	
<b>BANNER DETAIL CODE:</b>			
<b>BANNER ACCOUNTING INFO:</b>	<b>FUND:</b>	<b>ORG:</b>	<b>ACCT.:</b>

New Form:

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

<b>Banner Detail Code *</b>	<b>Banner Detail Description</b>
<input type="text" value="AAAR"/> ▼	<input type="text" value="ATHLETICS ACADEMIC RESOURCES"/>

# Deposit Form

Addresses are no longer included on the new form. You may wish to include this information if it may be necessary to issue a refund. "Name" becomes the "Payor" and the amount stays consistent. A description is not required.

Old Form:

NAME (LAST, FIRST)	ADDRESS	DESCRIPTION	AMOUNT

New Form:

**Payment Information**

Payment Type *	Description	Amount *
Cash		100.00

Payment Type *	Check# *	Payor *	Description	Amount *
Check/Money Order	123	John Doe		155.20

Payment Type *	Check# *	Payor *	Description	Amount *
Check/Money Order	456	Jane Doe		365.03

# Deposit Form

“Prepared By” and “Ext.” no longer need to be filled out because the individual who created the deposit is logged into OnBase and the information is recorded in that way. Instead of personally totaling checks/money orders, cash, credit cards, and the total, the online form calculates them for you.

Old Form:

PREPARED BY \_\_\_\_\_ EXT. \_\_\_\_\_

CALL THE BURSAR'S OFFICE FOR ASSISTANCE, EXT. 5101  
SUBMIT FORM AND MONIES COLLECTED IMMEDIATELY TO THE BURSAR'S OFFICE  
PLEASE MAKE CHECKS PAYABLE TO "MILLERSVILLE UNIVERSITY"

Millersville University  
SEIZE THE OPPORTUNITY

CHECKS/MO	
CASH	
TOTAL	

New Form:

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$100.00	\$520.23	\$0.00	\$0.00

**Grand Total**

\$620.23
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# Completing a Deposit Form

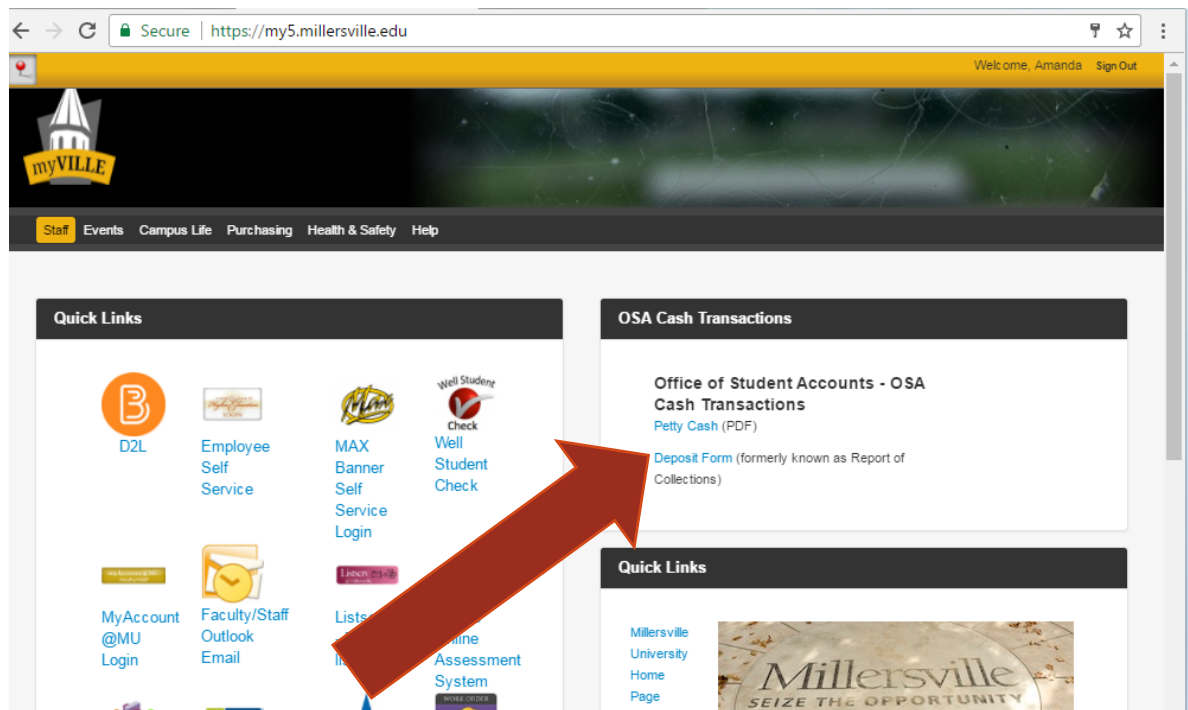
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*A STEP-BY-STEP GUIDE*



# Step 1: Logging into OnBase

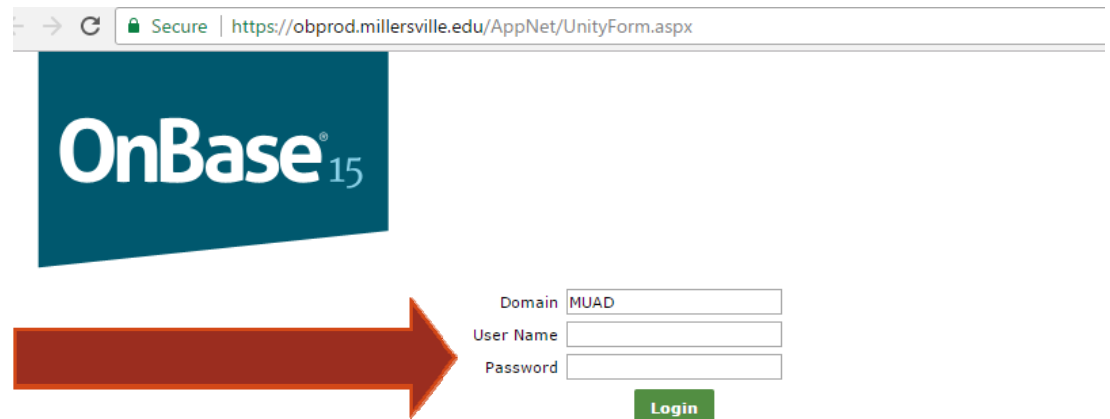
Login into myVille and select  
“Deposit Form” under “OSA  
Cash Transactions.”



# Step 1: Logging into OnBase

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After selecting the Deposit Form, OnBase should appear. Login using your Millersville credentials in the User Name and Password fields.



Secure | https://obprod.millersville.edu/AppNet/UnityForm.aspx

**OnBase<sup>®</sup> 15**

Domain

User Name

Password

**Login**

Depending on modules licensed, this product may contain portions of:  
Imaging technology © Snowbound Software, Inc.  
Full Text Indexing technology © Autonomy.

Version 15.0.0.26 - Copyright © 1992 - 2015 Hyland Software, Inc.



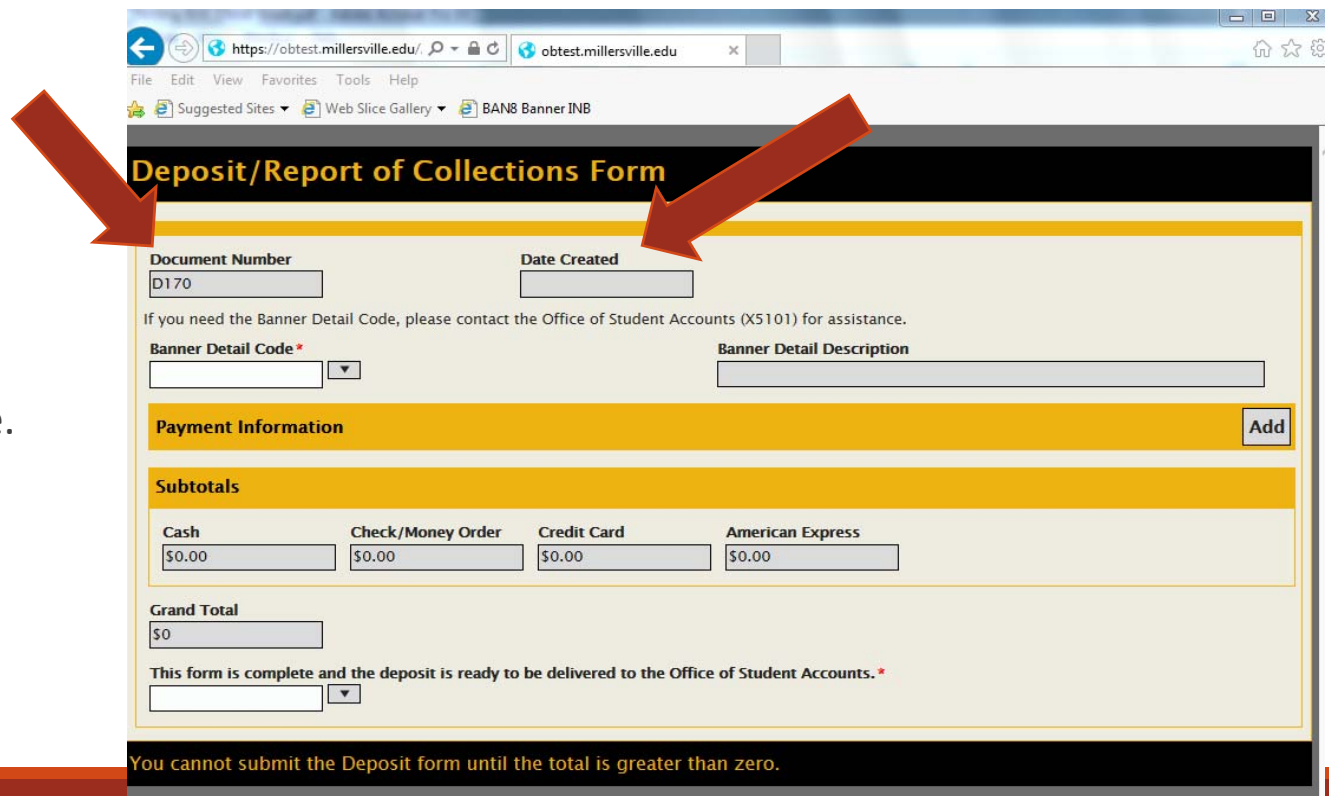
# Step 1: Logging into OnBase

Once logged in, select “Forms” from the top bar and choose the Report of Collections from the left-hand menu.

The screenshot displays the OnBase web application interface. At the top, a navigation bar contains several icons, with the 'Forms' icon highlighted by a red box and a red arrow pointing to it. Below the navigation bar, a left-hand menu is visible, with 'All Report of Collections/Deposit' selected. The main content area shows the 'Deposit/Report of Collections Form' with various input fields and sections. A red arrow also points from the 'Forms' icon to the 'All Report of Collections/Deposit' menu item. The form includes fields for 'Document Number' (value: 00), 'Banner Detail Code', and 'Banner Detail Description'. There is a section for 'Payment Information' with an 'Add' button, and a 'Subtotals' table with columns for 'Cash', 'Check/Money Order', 'Credit Card', and 'American Express', each with a value of '\$0.00'. A 'Grand Total' field is also present. At the bottom, there is a message: 'This form is complete and the deposit is ready to be delivered to the Office of Student Accounts.' and a note: 'You cannot submit the Deposit form until the total is greater than zero.'

# The Deposit Form

Please do not fill in the Document Number or the Date Created, as these fields are automated for your convenience.



The screenshot shows a web browser window with the URL <https://obtest.millersville.edu/>. The page title is "Deposit/Report of Collections Form". The form contains the following fields and sections:

- Document Number:** A text input field containing "D170".
- Date Created:** An empty text input field.
- Banner Detail Code:** A dropdown menu.
- Banner Detail Description:** A text input field.
- Payment Information:** A section with an "Add" button.
- Subtotals:** A table with four columns: Cash, Check/Money Order, Credit Card, and American Express. Each column has a text input field containing "\$0.00".
- Grand Total:** A text input field containing "\$0".
- This form is complete and the deposit is ready to be delivered to the Office of Student Accounts.:** A dropdown menu.

At the bottom of the page, a message states: "You cannot submit the Deposit form until the total is greater than zero."

## Step 2: Enter Detail Code

Under Banner Detail Code, enter the detail code that begins with the letter “A”.

The Banner Detail Description will automatically appear with the selection of the Banner Detail Code. Please check to make sure the description is accurate to what you are depositing.

**Deposit/Report of Collections Form**

Document Number  Date Created

If you need the Banner Detail Code, please contact the Office of Student Accounts (X510) for assistance.

Banner Detail Code \*  Banner Detail Description

**Payment Information**

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Grand Total

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts. \*

You cannot submit the Deposit form until the total is greater than zero.

# Step 3: Add Cash Payments

The next step is to add the various payment methods. Please start by adding all cash payments first.

Select “Add” across from “Payment Information” and select “Cash” as the Payment Type.

**Deposit/Report of Collections Form**

Document Number: D169      Date Created: [ ]

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AAAR      Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

Payment Information			Add
Payment Type*	Description	Amount*	Remove
Cash	[ ]	100.00	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$100.00	\$0.00	\$0.00	\$0.00

**Grand Total**  
\$100.00

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts. \*

You cannot submit the Deposit form until the total is greater than zero.

# Step 3: Add Cash Payments

Please enter a description of the payment (optional), and the total amount of cash received as well.

**Deposit/Report of Collections Form**

Document Number: D169  
Date Created:

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AAAR  
Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

Payment Information			Add
Payment Type *	Description	Amount *	Remove
Cash	<input type="text"/>	100.00	<input type="button" value="Remove"/>

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$100.00	\$0.00	\$0.00	\$0.00

Grand Total: \$100.00

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts.\*

You cannot submit the Deposit form until the total is greater than zero.

# Step 4: Add Check/Money Order Payments

Please add check/money order payments next. Select “Add” across from “Payment Information” and select “Check/Money Order” as your Payment Type.

**Deposit/Report of Collections Form**

Document Number: D169      Date Created: [ ]

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code: AAAR      Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

**Payment Information** Add

Payment Type*	Description	Amount*	Remove		
Cash	[ ]	100.00	Remove		
Payment Type*	Check#*	Payor*	Description	Amount*	Remove
Check/Money Order	123	John Doe	[ ]	155.20	Remove
Check/Money Order	456	Jane Doe	[ ]	365.03	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$100.00	\$520.23	\$0.00	\$0.00

**Grand Total**  
\$620.23

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts.\*

[ ]

You cannot submit the Deposit form until the total is greater than zero.

# Step 4: Add Check/Money Order Payments

After selecting “Check/Money Order”, please enter the Check#, Payor, description of the payment (optional), and the amount of the check.

**Deposit/Report of Collections Form**

Document Number: D169      Date Created: \_\_\_\_\_

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AAAR      Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

**Payment Information** Add

Payment Type*	Check#*	Payor*	Description	Amount*	
Cash				100.00	Remove
Check/Money Order	123	John Doe		155.20	Remove
Check/Money Order	456	Jane Doe		365.03	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$100.00	\$520.23	\$0.00	\$0.00

Grand Total: \$620.23

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts. \*

You cannot submit the Deposit form until the total is greater than zero.

# Step 4: Add Check/Money Order Payments

Continue selecting “Add” to enter additional checks and money orders. PLEASE ENTER EACH CHECK SEPARATELY! The system will total the amount of all checks automatically.

**Deposit/Report of Collections Form**

Document Number: D169      Date Created: [ ]

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code: AAAR      Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

**Payment Information** Add

Payment Type *	Description	Amount *	Remove		
Cash	[ ]	100.00	Remove		
Payment Type *	Check# *	Payor *	Description	Amount *	Remove
Check/Money Order	123	John Doe	[ ]	155.20	Remove
Check/Money Order	456	Jane Doe	[ ]	365.03	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$100.00	\$520.23	\$0.00	\$0.00

Grand Total: \$620.23

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts. \*

You cannot submit the Deposit until the total is greater than zero.



# Step 5: Add Credit Card Payments

Please add credit card payments next.

Visa, Mastercard, and Discover are acceptable forms of tender.

Select “Add” across from

“Payment Information” and select

“Visa”, “Mastercard”, or “Discover” as

your Payment Type. Please also fill in a

description of the payment (optional),

and the total amount charged.

**Deposit/Report of Collections Form**

Document Number: D181 | Date Created: [ ]

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code: AAAR | Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

**Payment Information** [Add]

Payment Type *	Description	Amount *	Remove
Check/Money Order	8111111111111111	165.23	Remove
Visa		477.16	Remove
Discover		201.56	Remove
Mastercard		16.72	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$0.00	\$165.23	\$695.44	\$0.00

**Grand Total**  
\$860.67

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts.\*

You cannot submit the Deposit form until the total is greater than zero.

# Step 6: Add American Express Payments

The last payment you should input is American Express.

Select “Add” across from “Payment Information” and select “American Express” as your Payment Type. Please also fill in a description of the payment (optional), and the total amount charged.

**Deposit/Report of Collections Form**

Document Number: D176      Date Created:

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AAAR      Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

**Payment Information**

Payment Type*	Description	Amount*	
Cash	<input type="text"/>	\$150.00	Remove
American Express	<input type="text"/>	\$300.25	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$150.00	\$0.00	\$0.00	\$300.25

Grand Total: \$450.25

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts.\*

You cannot submit the Deposit form until the total is greater than zero.

# Step 7: Save or Submit Form

If the form is filled out in its entirety and accurate, select “Yes” from the drop-down menu and then select “Submit to the Office of Student Accounts.” Once this is completed, you have the required number of business days, according to MU's Cash Collection, Receipt, and Deposit Policy Guidelines, to deliver the money to Student Accounts.

**Deposit/Report of Collections Form**

Document Number: D176      Date Created:

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AAAR      Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

**Payment Information** Add

Payment Type *	Description	Amount *	
Cash	<input type="text"/>	150.00	Remove
American Express	<input type="text"/>	300.25	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$150.00	\$0.00	\$0.00	\$300.25

**Grand Total**  
\$450.25

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts. \*  
Yes

Cash is required to be brought to the Office of Student Accounts.

**Submit to the Office of Student Accounts**

# Step 7: Save or Submit Form

If the form is not completed or finalized, select “No” from the drop-down menu and select “Save.” Once this is done, you will receive an email with a link that allows you to finish your incomplete form as well as daily reminders. You are allowed 7 days after saving the form to submit it. Once the 7 days passes, the form is removed from the system.

**Deposit/Report of Collections Form**

Document Number: D176      Date Created: \_\_\_\_\_

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AAAR      Banner Detail Description: ATHLETICS ACADEMIC RESOURCES

**Payment Information** Add

Payment Type*	Description	Amount*	
Cash		150.00	Remove
American Express		300.25	Remove

**Subtotals**

Cash	Check/Money Order	Credit Card	American Express
\$150.00	\$0.00	\$0.00	\$300.25

Grand Total: \$450.25

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts.\*

No

Because the form is not complete, you will be emailed a link after you save the form so that you can complete it at another time.

Save

# Step 7: Save or Submit Form

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Pictured on the right is what the email text will look like regarding the saving of your incomplete form. Please click on the link and login using your Millersville credentials. This link will allow you to complete and submit your in-progress deposit. Once you submit the form to the Office of Student Accounts, you have the required number of business days, according to MU's Cash Collection, Receipt, and Deposit Policy Guidelines, to submit the money to the office.

## Incomplete - Initial Notification to Submitter

Monday, May 22, 2017 5:53 PM

SUBJECT: Deposit Form Awaiting Completion

Dear %R,

Thank you for saving the Deposit Form. It has not been submitted to the Office of Student Accounts because it is not complete. Please complete this form within 7 days or it will be removed and not be processed.

<https://obtest.millersville.edu/appnet/docpop/formpop.aspx?docid=%#&chksum=%S>

Office of Student Accounts  
MILLERSVILLE UNIVERSITY  
P.O. Box 1002, Millersville, PA 17551-0302  
Phone: 717-871-5101 | Fax: 717-871-7970 | [osa@millersville.edu](mailto:osa@millersville.edu) | [www.millersville.edu](http://www.millersville.edu)

# Step 7: Save or Submit Form

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Once the form is saved, you will receive daily reminders, such as the text on the right, which notifies you that your form is still in process and not completed until you submit it.

## Incomplete - Daily Reminder to Submitter

Monday, May 22, 2017 5:53 PM

SUBJECT: REMINDER: Deposit Form is Incomplete

Dear %W(K00356.1),

This is a reminder that you have not completed your Deposit Form. The form was created on %D. Please complete this form within 7 days or it will be removed and not be processed.

<https://obtest.millersville.edu/appnet/docpop/formpop.aspx?docid=%#&chksum=%S>

Office of Student Accounts  
MILLERSVILLE UNIVERSITY  
P.O. Box 1002, Millersville, PA 17551-0302  
Phone: 717-871-5101 | Fax: 717-871-7970 | [osa@millersville.edu](mailto:osa@millersville.edu) | [www.millersville.edu](http://www.millersville.edu)

# Step 8: Deliver Payments

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Deliver payments **in person** to the Office of Student Accounts.

- The OSA is on the first floor of the Dilworth Building.
- You may use the yellow OSA bank bag for your office deposit.
- Do not hold checks/money orders and cash in your office.

When you send your deposit:

- All items should be held together with a rubber band, paper clip, or binder clip.
- Clearly label the deposit with the document number (begins with D).

All checks need to be made out to Millersville University



# Reviewing Your Deposit Form

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*USING ONBASE TO SEE WHAT YOU NEED*





# Viewing the Deposit Form in OnBase

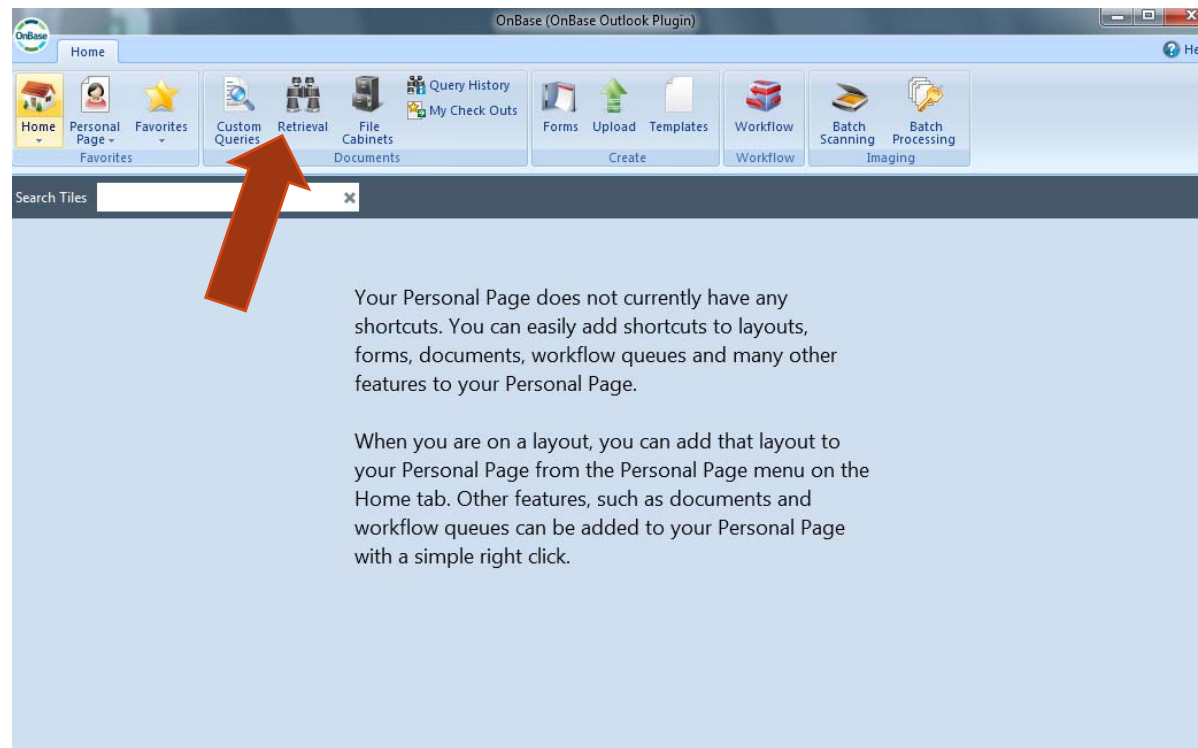
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Once the deposit form is successfully submitted and posted by the Office of Student Accounts, you will be able to view it in OnBase. Please allow 2-3 business days for processing.

Follow the steps listed in the upcoming slides to view the deposit form.

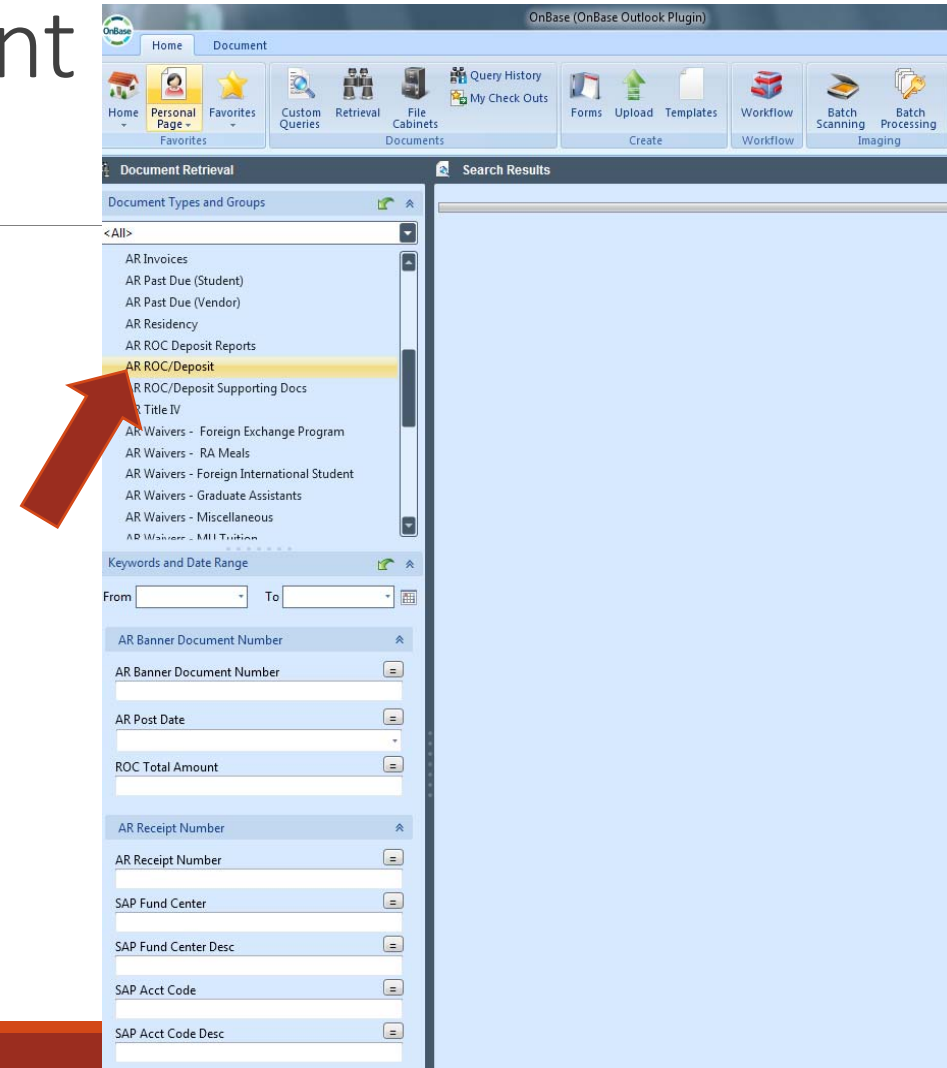
# Step 1: Login and Retrieve Documents

Log into OnBase using your Millersville credentials. Once the homepage appears, select “Retrieval” from the bar.



# Step 2: Select Document Type

Scroll down the list on the left-hand side of the screen until you come across AR ROC/Deposit. Select that as your document type.



# Step 3: Fill in the Fields

Once you select AR ROC/Deposit, you can input the date range, Banner document number, the date it was posted by the Office of Student Accounts, the total amount of the deposit, the fund center, and/or the account code. These various fields narrow down the results and make it easier and quicker to find your specific deposit form. Entering information into more fields leads to a narrower search.

The screenshot displays the OnBase (OnBase Outlook Plugin) interface. The top navigation bar includes 'Home', 'Document', and 'Document Retrieval'. The 'Document Retrieval' pane on the left shows a list of document types, with 'AR ROC/Deposit' highlighted. The 'Search Results: 5 Document(s)' table on the right lists the following documents:

Icon	Name	Type	Date
	ROC D21 Posted On 6/2/2017 \$160.00	AR ROC/Deposit	6/2/2017
	ROC D20 Posted On 6/2/2017 \$205.00	AR ROC/Deposit	6/2/2017
	ROC A123900 Posted On 6/2/2017 \$1,818.00	AR ROC/Deposit	6/2/2017
	ROC B23986 Posted On 6/2/2017 \$2,344.30	AR ROC/Deposit	6/2/2017
	ROC D13 Posted On 6/2/2017 \$180.00	AR ROC/Deposit	6/1/2017

The 'Keywords and Date Range' section at the bottom contains the following fields:

- From: [ ] To: [ ]
- AR Banner Document Number: [ ]
- AR Post Date: 6/2/2017
- ROC Total Amount: [ ]
- AR Receipt Number: [ ]
- SAP Fund Center: [ ]
- SAP Fund Center Desc: [ ]
- SAP Acct Code: [ ]
- SAP Acct Code Desc: [ ]

# Step 4: View the Form

Once you have filled in the field(s), select “Find” and the results related to the information input into the fields will appear. When the desired document is located, double click on the document and the deposit form will appear, as shown on the right.

ROC D21 Posted On 6/2/2017 \$160.00

Document: D21 Submitted By: TARA ETSSELL Date Created: 06/02/2017

Banner Detail Code: ATRN Banner Detail Description: TRANSCRIPT FEE

Payment Type *	Check# *	Payor *	Description	Returned Check	Amount *	
Check/Money Order	107	[REDACTED]		<input type="checkbox"/>	\$5.00	Remove
Check/Money Order	2952	[REDACTED]		<input type="checkbox"/>	\$5.00	Remove
Check/Money Order	2121	[REDACTED]		<input type="checkbox"/>	\$5.00	Remove
Check/Money Order	4571	[REDACTED]		<input type="checkbox"/>	\$5.00	Remove
Check/Money Order	165	[REDACTED]		<input type="checkbox"/>	\$10.00	Remove
Check/Money Order	258	[REDACTED]		<input type="checkbox"/>	\$5.00	Remove
Check/Money Order	193	[REDACTED]		<input type="checkbox"/>	\$5.00	Remove

Note Search: Find Document Viewer

# Step 5: View the Fields

In order to see the information for each field that pertains to this specific deposit form, select “Keywords” on the bar and the list of fields will appear on the right-hand side of the screen with the data that can be used to retrieve this document.



The screenshot displays a software interface for document management. The main window is titled "ROC D21 Posted On 6/2/2017 \$160.00". The interface includes a top menu bar with "Document" and "Tasks" tabs, and a toolbar with various actions like "Keywords", "Cross-References", "Revisions", "History", "Properties", "Send To", "Delete", "Check Out", "View Notes List", "Note", "Draw Redaction", "Delete Note", and "Privacy Options".

The main content area is titled "Deposit Form" and contains the following information:

- Document Number:** D21
- Submitted By:** TARA ETSSELL
- Date Created:** 06/02/2017
- Banner Detail Code:** ATRN
- Banner Detail Description:** TRANSCRIPT FEE

The "Payment Information" section lists three entries:

Payment Type *	Check# *	Payor *	Description	Returned Check	Amount *
Check/Money Order	107	[Redacted]		<input type="checkbox"/>	\$5.00
Check/Money Order	2952	[Redacted]		<input type="checkbox"/>	\$5.00
Check/Money Order	2121	[Redacted]		<input type="checkbox"/>	\$5.00

The right-hand sidebar, titled "Add/Modify Keywords", shows a list of fields with their corresponding values:

- AR Banner Document Number:** D21
- AR Post Date:** 6/2/2017
- ROC Total Amount:** \$160.00
- AR Receipt Number:** 125340
- SAP Fund Center:** 6016700000
- SAP Fund Center Desc:** UNIVERSITY REVENUE
- SAP Acct Code:** 469223
- SAP Acct Code Desc:** TRANSCRIPT FEES

Buttons for "Save Keywords" and "Close" are located at the bottom of the sidebar.

# Corrections

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*VIEWING CHANGES*



# Corrections

Shown on the right is what the payment information on the deposit form looks like once submitted. The Office of Student Accounts has the ability to revise the deposit form if there is an error. If Mickey Mouse did not sign his check, the deposit of Check# 123 will be removed.

### Deposit/Report of Collections Form

Document Number: D183      Submitted By:      Date Created:

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AIDR      Banner Detail Description\*: ID REPLACEMENT FEE

#### Payment Information

Payment Type *	Description	Amount *	
Cash		\$15.00	Remove

Payment Type *	Check# *	Payor/Name *	Description	<input type="checkbox"/> Returned Check	Amount *	
Check/Money Order	123	Mickey Mouse			\$25.00	Remove
Check/Money Order	456	Minnie Mouse			\$50.00	Remove

**Add**



# Corrections

This is what the payment information on the deposit form looks like after the check for Mickey Mouse (Check# 123) is removed.

**Deposit/Report of Collections Form**

Document Number: D183      Submitted By: PATRICIA BENSON      Date Created: 06/12/2017

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code\*: AIDR      Banner Detail Description\*: ID REPLACEMENT FEE

**Payment Information** Add

Payment Type*	Description	Amount*	Remove
Cash		\$15.00	Remove

Payment Type*	Check#*	Payor/Name*	Description	<input type="checkbox"/> Returned Check	Amount*	Remove
Check/Money Order	456	Minnie Mouse			\$50.00	Remove

# Corrections

Once the deposit is revised, the process of removing the transaction and then re-entering the transaction, without the check from Mickey Mouse, appears, as shown under “Keywords.” Listed in the section termed “Notes,” information regarding the error, revision, and what steps need to be taken next can be found.

## Notes

Removed Check#123 Mickey Mouse not signed  
Please pickup check and have it signed to reprocess  
D183A reversed transaction  
D183B re-entered without check 123

Keywords			Add
Banner Document Number	Post Date	Total Amount	
D183	06/12/2017	\$90.00	Remove
D183A	06/12/2017	(\$90.00)	Remove
D183B	06/12/2017	\$65.00	Remove

# Thank you!

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*QUESTIONS?*

