

Instruction to Access Bursar Reports on Oracle/IPM

Starting January 4, 2010 with the implementation of the new student system -Banner, some of the reports that have been used previously by departments to reconcile and research has been modified and redesigned. The following reports are now in production and can be accessed through Oracle/IPM.

- **BUR-AR-Transaction Report including MISC**

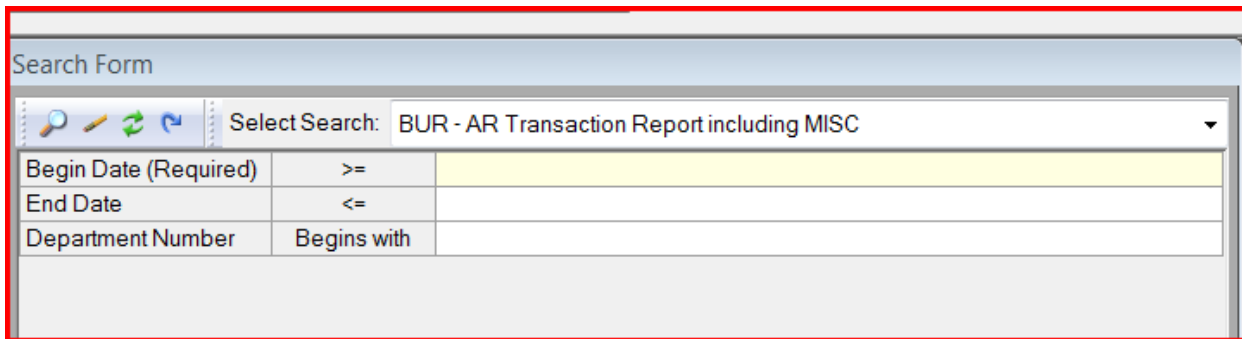
This report takes place of **Online Cash Receipts** and **Acct Rcv Trans Listing**

Log in to Oracle/IPM using your 4+4 and password

Locate report BUR-AR-Transaction Report Including MISC

Enter: Begin Date (required)

 Department Number (without hyphens)



The screenshot shows a web-based search form titled "Search Form". It features a "Select Search:" dropdown menu with the text "BUR - AR Transaction Report including MISC". Below the dropdown is a table with three rows for search criteria: "Begin Date (Required)" with a ">=" operator, "End Date" with a "<=" operator, and "Department Number" with a "Begins with" operator. Each row has an empty text input field to the right of the operator. The form is enclosed in a red border.

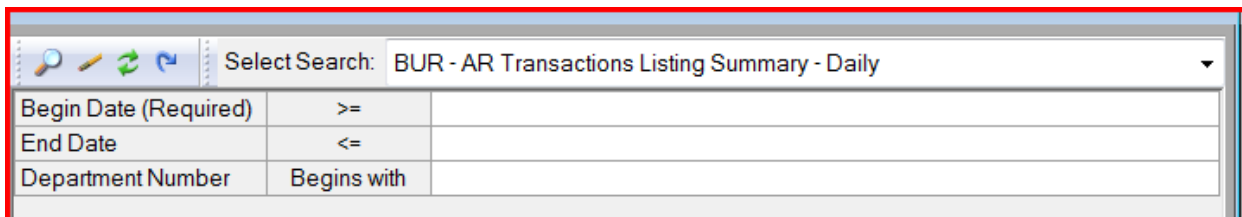
Note: The report is sorted by PeopleSoft account numbers in ascending order. Transactions are listed in this order:

Cash	100001
A/R	139X01
Revenue	4XXX04
Expense	8XXX05

The department deposits will have an entity ID of MISCTRANS.

- **BUR-AR Transaction Listing Summary-Daily**




This report takes place of the summary page of **Acct Rcv Trans Listing**



The screenshot shows a web-based search form titled "Search Form". It features a "Select Search:" dropdown menu with the text "BUR - AR Transactions Listing Summary - Daily". Below the dropdown is a table with three rows for search criteria: "Begin Date (Required)" with a ">=" operator, "End Date" with a "<=" operator, and "Department Number" with a "Begins with" operator. Each row has an empty text input field to the right of the operator. The form is enclosed in a red border.

- **BUR-AR Transaction Summary Monthly**

This report takes place of **Monthly Transaction Recap**

  		Select Search: BUR - AR Transaction Sum ▼
Begin Date (Required)	>=	
End Date	<=	
Department Number	Begins with	

Locate the appropriate report




Enter: Begin Date (required)

Department Number (without hyphens)

These two reports serve as summary for BUR-AR Transaction Report including MISC. The reports include PeopleSoft account number and transaction source. The first two letters BU is for Bursar and third letter indicates OZONE source.

BUC = Bursar Contract (Third Party Billing)
 BUD = Bursar Deposit (Deposits released to pay on the student account)
 BUE = Bursar Exemptions (Fees exempted by state mandate)
 BUF = Bursar Financial Aid (Financial Aid disbursement)
 BUK = Bursar Interface Charge (Charges processed by Interfaces)
 BUL = Bursar Late Charge
 BUP = Bursar Payments (Payments applied to account)
 BUQ = Bursar Housing (Transactions related to housing)
 BUR = Bursar Registration (Transactions generated by student enrollment)
 BUS = Bursar Miscellaneous (Transactions generated by departmental deposits)
 BUT = Bursar Manual Entry (Transactions entered by the Bursars office)
 BUX = Bursar TouchNet Cashiering (Payments processed by service representatives)
 BUY = Bursar TouchNet Web payments (Payment made to students account by Web)
 BUZ = Bursar Conversion (Outstanding AR balances converted to Ozone)

- **BUR-Aged by Account Number**
This report replaces **Acct Rcv Aged Summary**

  		Select Search: BUR - Aged by Account Number ▼
Begin Date (Required)	>=	
End Date	<=	

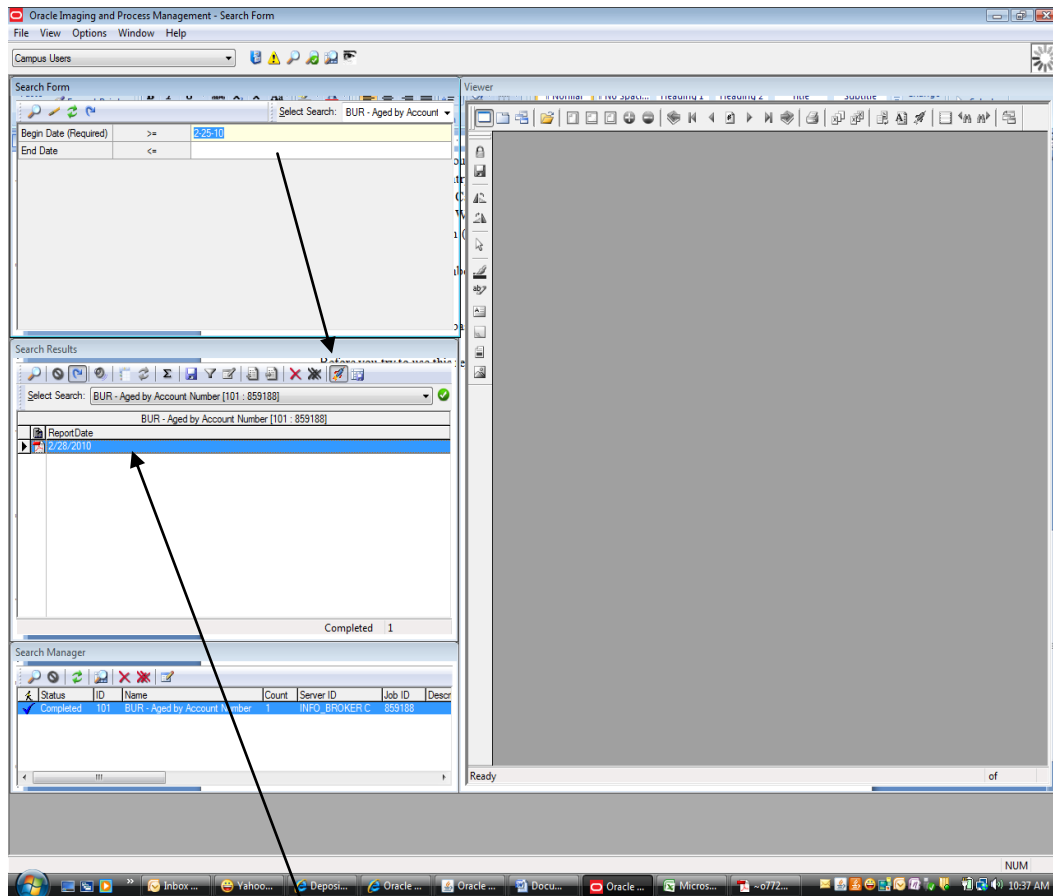
This report is in a PDF format

Open the file

Enter department number to query

- **Instruction for non-web users**

Before you try to use this report, you will need to inactivate your auto launch button by clicking on it.



Highlight the search results

Right mouse click

Select Launch (This is a large report so it may take awhile to load)

The report will open as a PDF with a search box

Enter your department number in the search box (it may take awhile to complete the search)

If you have any questions please contact the following numbers:

Research reports: 325-1469

Technical 325-8111

Or email us at Busar@ou.edu