OSU Bursar Office AIRS Bursar (AR) Transaction Upload Instructions

Prepare text file for AIRS Banner Upload, use the OSU Banner AR Entry Macro Workbook

- See Email from OSU Bursar's office with workbook and installation instructions
- Bursar office will step through the installation with you

AIRS Upload

Log into my.okstate.edu if not already logged in.

1. Select the **AIRS** LINK in MYOKSTATE - STILLWATER/TULSA



2. Select **Banner Uploads** from the Student Section of the AIRS Menu

IRS Menu			
avorites			Edit
Finance	 Student	Employee	

3. Select the **AR Uploads** link



- 4. Upload File information should default as listed below:
 - Select Type: Accounts Receivable
 - System ID: Specific for user (This is just an internal indicator used in AIRS uploads. Yours will be specific to your office)
 - VPDI Code: OSU
- 5. Click on the **Choose File** button

	AIRS > Banner Uploads Menu > Upload File
- Upload File	
- Opload File	
Select a Type:	Accounts Receivable
Enter SystemID:	Specific to your Department 💌
Enter VPDI code (For AR only):	OSU 🗸
Select a file	Chases File No file chosen

6. Navigate to the txt file location and select the appropriate text file

 Local Disk (C:) > AR Entries 	
	^ Name
	Upload Files
	Completed AIRS Upload Files
	SU Banner AR Entry Macro

7. Click the Upload button

Once the Upload button has been clicked, the process of uploading the file will begin.

IMPORTANT NOTE: This process may take several minutes. **Do not** click the **Upload** button again as this may result in duplicate file uploads.

	AIRS > Banner Uploads Menu > Upload File
Upload File	
Select a Type:	Accounts Receivable
Enter SystemID:	BL ID Specific to your Department
Enter VPDI code (For AR only):	OSU v
Select a file:	Choose File No file chosen
	Upload

- 8. When the file has completed the upload, the Upload File Summary screen will appear.
 - Successful Transactions should match the number from your data file
 - Error Transactions should be zero
 - The same file name **cannot** be uploaded a 2nd time
 - If there are errors, for file correction questions contact <u>fim@okstate.edu</u>
 - Amount in File should match the amount from your data file
 - Keep screenshots for your records

Administrative Information Resource System
AIRS Menu VPAF Home Logout
AIRS > Banner Uploads Menu > Upload File > Upload Summary
Upload File Summary Upload File Name: AR July 14 2023 14 35 02 bd
Output File Name: OSU_BUR3037_07142023.txt Batch ID: BUID3037
Successful Transactions: 45
Error Transactions: 0
Amount in File: \$15030
Elle Errore
- File Errors
, Killer

IMPORTANT NOTE: The same file name **cannot** be uploaded a 2nd time. For file correction questions please contact fim@okstate.edu.

Reminder: Once the file is uploaded to AIRS, move the txt file to the **Completed AIRS Upload Files** folder in the location where the Macro Workbook is stored