

# OSU Bursar Office

## AIRS Bursar (AR) Transaction Upload Instructions

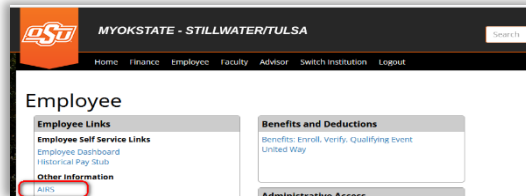
Prepare text file for AIRS Banner Upload, use the **OSU Banner AR Entry Macro Workbook**

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

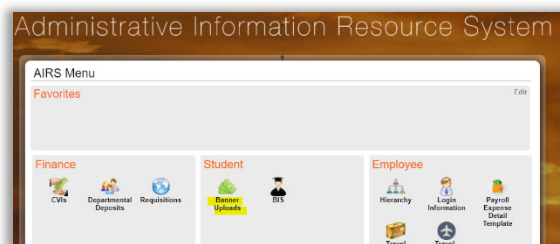
### AIRS Upload

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

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



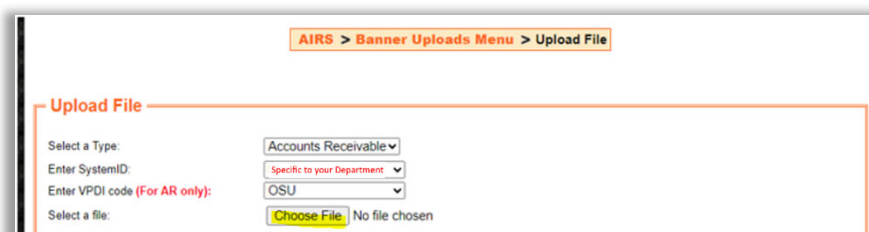
2. Select **Banner Uploads** from the Student Section of the AIRS Menu



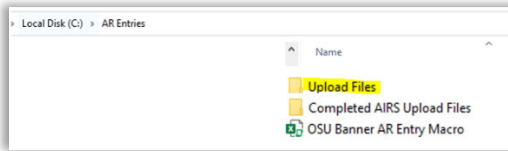
3. Select the **AR Uploads** link



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



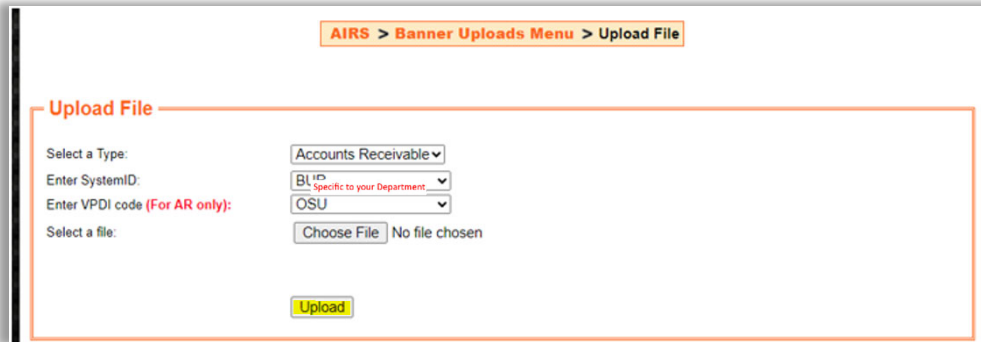
6. Navigate to the txt file location and select the appropriate text file



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.



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 [fim@okstate.edu](mailto:fim@okstate.edu)
  - Amount in File should match the amount from your data file
  - Keep screenshots for your records



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