Student Post Office Box Cancellations & Billing – ‘TO BE’

**START**

- **Submit eForm**
  - **Confirmation Notifications**
  - **Walk Over**

**Mail Services**

- **Update Issue Key/Lost Key / or Closed**
  - **New Request?**
    - **YES**
      - **Issue Key**
    - **NO**
  - **Lost Key?**
    - **YES**
      - **Notification Charged Lost Key Fee**
    - **NO**
      - **Notification Box Closed**

**Bursar (auto process)**

- **Auto process Create AR & CB Transaction files**
  - **AR Transactions**
  - **CB Address Transactions**
  - **Process AR Transactions (TSAEXPP)**
  - **Process CB address Transactions (SPAIDEN)**

**Request for Departmental Sponsored & Organizational Mail Boxes will be processed at the Campus Postal Station**

**To Close PO Box Mail Services website will instruct students to go to Campus Postal Services and return their key to avoid future charges**

**Automated Semester Billing August / January**

**System generates AR File**

**Person Notified of Charges**

**AR Transactions**

**Banner Student Updated**

**Process AR Transactions (TSAEXPP)**

**End**

IT created 2 nightly processes to create batch files from Bizhub to update Banner using UC4
- On revisions, some departments do not send the form back to faculty for signature.
- Rejected contracts may go to either rep for re-processing.
- Consider for Phase 2 implementation: Put on hold if waiting on confirmation of final semester enrollment.
- Use double connector when need to spawn off to 2 lanes simultaneously.
- Penultimate Semester: Contact faculty advisor for names of honors students.