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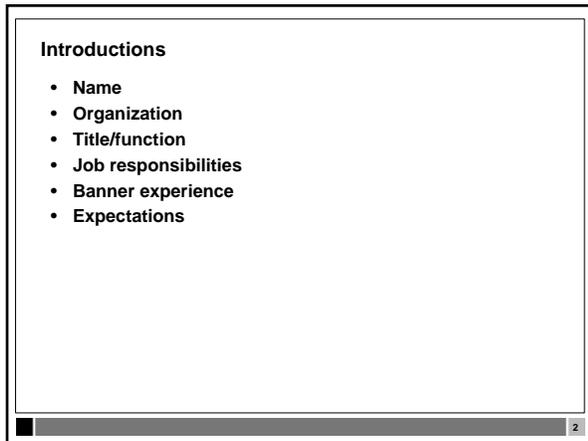
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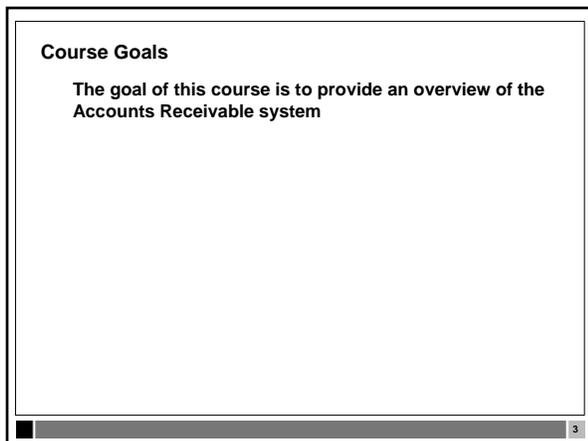
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**Agenda**

- Overview
- Set up
- Day-to-Day
- Question and Answer

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**Overview**

The Business Office staff will assess charges, process payments, generate billings, and perform various audit and control functions using the Banner Accounts Receivable module

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**Introduction Process**

Legend

- Accounts Receivable

- 1 Receives Payments
- 2 Verifies/records installment plans and special credits
- 3 Refunds credit balances
- 4 Generates appropriate bills
- 5 Performs reconciliation of receipts

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**Set up Objectives**

- At the end of this section, you will be able to
  - Build standard charge and payment transaction codes
  - Process student charges and payments
  - Describe the process of admission, registration, and fee assessment
  - Query the individual person's account
  - Apply payments to specific charges

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**Objectives, Continued**

- Un-apply charges and their related payments
- Create a company account
- Process a returned check transaction
- Adjust a cashier's session
- Close and finalize a cashier's sessions

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**Set up**

- Build Student-Related Detail Codes
  - Detail Code Control Form – Student (TSADETC)
    - Build Student-related detail codes to create a new detail code and to perform queries based on the selection fields

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**Set up**

- **Build Standard Detail Codes**
  - Detail Code Control Form – Finance (TFADETC)
  - Build standard detail codes for use in non-student processing with the Finance system installed

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**Set up**

- **Create a Non-person**
  - Identification Form (FOAIDEN or SPAIDEN)
  - Entity Name/ID Search Form (FTIIDEN)
    - A non-person account is created to enter non-student accounting transactions for companies and associations

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**Set up**

- **Create a User Profile**
  - User Profile Definition Form (TGAUPRF)
    - Used to grant access to the Banner system

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**Set up**

- Enter Comments about Account Holders
  - Customer Profile Definition Form (TGACPRF)
    - Used to identify a customer with an entity category, establish a credit limit, and append text to a customer's account

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**Set up**

- Quick Entry and Registration of a Student
  - Student Course Registration Form (SFAREGS) and the Quick Entry Form (SAAQUIK)
    - Used to register students for courses

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**Set up**

- Review Assessment of Fees
  - Registration Fees Process Control Form (SFARGFE)
    - Review Fee Assessment rules
  - Account Detail Review Form – Student (TSAAREV)
  - Student Course/Fee Assessment Query Form (SFAREGF)

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**Set up**

- Review the Schedule/Bill Rules Form
  - Schedule/Bill Rules Form (TSASBRL)
    - Enables you to enter the schedule/bill parameters once, eliminating the need to enter a large number of parameters each time schedule/bills are produced

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**Set up**

- Process Third-party Contracts
  - Contract Authorization Form (TSACONT)
    - Third-party contracts are billed via the Third Party Invoice/Statement Process (TSRTBIL)

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**Set up**

- Process Student Exemptions
  - Exemption Authorization Form (TSAEXPT)
    - Used to create exemption authorizations for student accounts by term

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**Set up**

- Query Records in the Account Charge/Payment Detail table (TBRACCD)
  - Account Query Detail Form (TGIACCD)
    - Allows for the ability to query all records in the Account Charge/Payment Detail Table (TBRACCD) without specifying an ID number or specify an ID number to view just one student account

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**Set up**

- Create an Automated Installment Plan
  - Installment Plan Code Control Form (TSAISTC)
    - Defines the characteristics and default entry information for loans and time payments for the institution

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**Set up**

- Create Assignment Rules
  - Installment Plan Assignment Rules Form (TSAISTA)
    - Enables you to create rules that automatically assign a student to an installment plan for a given term

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**Set up**

- **Create Payment Rules**
  - **Installment Plan Payment Rules Form (TSAISTR)**
    - **Enables you to define variables used to calculate the Installment principal amount**

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**Set up Review**

- **Which form enables you to create rules that automatically assign a student to an installment plan for a given term?**
- **Which form is used to register students for courses?**
- **What is the Installment Plan Payment Rules Form (TSAISTR) used for?**

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**Day-to-Day Objectives**

- At the end of this section, you will be able to**
- **Build standard charge and payment transaction codes**
  - **Process student charges and payments**
  - **Describe the process of admission, registration, and fee assessment**
  - **Query the individual person's account**
  - **Apply payments to specific charges**

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**Objectives, Continued**

- Unapply charges and their related payments
- Create a company account
- Process a returned check transaction
- Adjust a cashier's session
- Close and finalize a cashier's sessions

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**Day-to-Day**

- **Accept Charges and Post Payment on the Student Payment Form (TSASPAY)**
- **Student Payment Form (TSASPAY)**
  - Used to process a student who has registration and/or housing (location management) charges for a term

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**Day-to-Day**

- **Post a Charge on an Account**
- **Student Account Detail Form (TSADETL)**
  - Allows for the entry of all charges and payments either in amount or rate X unit form, deposits, and memo items

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**Day-to-Day**

- **Post Charges and Payments on the Account Detail Form (TFADETL)**
  - Account Detail Form (TFADETL)
    - Used to post charges and payments on a student or non-student account

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**Day-to-Day**

- **Review the Account Detail Review Form (TFIAREV)**
  - Account Detail Review Form (TFIAREV)
    - Used to review your entries

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**Day-to-Day**

- **Post a Payment on the Account Detail Review Form – Student**
  - Account Detail Review Form (TSAAREV)
    - Used to enter charges and payments to a student's account and to display information in a condensed form

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**Day-to-Day**

- Review a Student Account
  - Account Review Form (TSAACCT)
    - Used to review account information about a specific account

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**Day-to-Day**

- Query Account by Detail Code
  - Account Detail Review Form - Student (TSAAREV)
    - Used to display information in a condensed format

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**Day-to-Day**

- Process Deposits and Post Deposits to a Student's Account
  - Student Account Detail Form (TSADETL)
    - Used to process and post deposits to a student's account

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**Day-to-Day**

- Review the Account Review Form - Finance (TFAACCT)
  - Account Review Form – Finance (TFAACCT)
    - Used to review account information

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**Day-to-Day**

- Use Mass Entry for Student Charges and Payments
  - Billing Mass Data Entry Form (TSAMASS)
    - Used to quickly enter charges and payments in amount form, deposits, and memo items

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**Day-to-Day**

- Use Mass Entry for Charges and Payments
  - Billing Mass Data Entry Form (TFAMASS)
    - Used to post multiple transactions

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**Day-to-Day**

- **Direct Application of Payment**
  - **Student Account Detail Review Form (TSAAREV)**
    - Used to enter charges and payments to a student's account and to display information in a condensed format

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**Day-to-Day**

- **View the account transactions for a student**
  - **Account Detail Review Form – Student (TSAAREV)**
    - Used to view the account transactions for a student

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**Day-to-Day**

- **Review the Application of Payments**
  - **Application of Payments Process (TGRAPPL)**
    - Exists to allow the enterprise maximum flexibility in determining which payments apply to which charges, the order in which payments should be used, and the order in which charges should be liquidated

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**Day-to-Day**

- Perform an Unapplication of Payments
  - Unapplication of Payments Form (TSAUNAP)
    - Used for a specific transaction number, term, or effective date
    - After a payment has been applied and it is determined that it was applied incorrectly, the payment(s) may be unapplied

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**Day-to-Day**

- Perform Miscellaneous Routine Cash Receipts
  - Miscellaneous Transaction Form – Student (TSAMISC) and Miscellaneous Transaction Form – Finance (TFAMISC)
    - Used to collect money that is not applied to a specific account

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**Day-to-Day**

- Perform Miscellaneous Non-routine Cash receipts
  - Miscellaneous Transaction Form (TFAMISC/TSAMISC)
    - Used to post transactions that have not been assigned to a detail code

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**Day-to-Day**

- **Process Non-sufficient Fund Checks**
  - **Returned Check Code Control Form (TGARETC)**
    - Establishes penalty codes and amounts for returned checks, to be automatically assessed upon entry of a returned check code

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**Day-to-Day**

- **Use the Receipt Form (TGARCPT)**
  - **Receipt Form (TGARCPT)**
    - Used to display and reprint previously processed receipts

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**Day-to-Day**

- **Use the Receipt Query Form (TGIRCPT)**
  - **Receipt Query Form (TGIRCPT)**
    - Used to view and copy receipts

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**Day-to-Day**

- Review and Close Cashier Sessions
  - Cashier Session Review Form (TGACREV)
    - The Accounts Receivable module supports online processing of all types of payments and charges

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**Day-to-Day**

- Adjust a Closed Session – Regular
  - User Profile Definition Form (TGAUPRF)
    - Used to identify users as supervisors and to assign cashiers to a supervisor

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**Day-to-Day**

- Adjust a Closed Session – Miscellaneous
  - Cashier Session Review Form (TGACREV)
    - Used to adjust closed sessions

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**Day-to-Day**

- **Finalize a Cashier Session**
  - Cashier Supervisory Form (TGACSPV)
    - Used to finalize cashier

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**Day-to-Day**

- **Generate the Accounting Feed report**
  - Accounting Feed Process (TGRFEED)
    - Used to send the accounting information to the Finance system

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**Day-to-Day Review**

- Which form is used to finalize cashier?
- How is the Accounting Feed Process (TGRFEED) used?
- Which form is used to adjust closed sessions?
- How do you create a company account
- How is the Account Detail Review Form (TSAAREV) used?

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**Course Summary/Review**

As a result of this course we have provided you an overview of the Accounts Receivable system

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**Questions and Answers**

SUNGARD HIGHER EDUCATION

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**Thank you for your participation**

SUNGARD HIGHER EDUCATION

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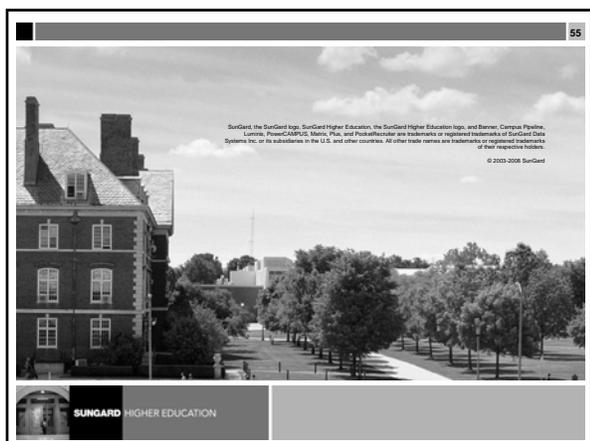
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