

# Banner Accounts Receivable Accounts Receivable Training Workbook

*Release 8.0 - April 2008*

*Updated 7/23/2008*



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**SunGard Higher Education**  
4 Country View Road  
Malvern, Pennsylvania 19355  
United States of America  
(800) 522 - 4827

**Customer Support Center website**  
<http://connect.sungardhe.com>

**Distribution Services e-mail address**  
[distserv@sungardhe.com](mailto:distserv@sungardhe.com)

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Original Date	New version that supports Banner 8.0 software.
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Think before you print.

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# Introduction



## Course goal

The goal of this workbook is to provide an overview of the Accounts Receivable system.

The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Appendix

## Course objectives

At the conclusion of this course, participants should be able to

- build standard charge and payment detail codes
- process student charges and payments
- describe the process of admission, registration, and fee assessment
- query an individual person's account
- apply payments to specific charges
- 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.

## Intended audience

Student Accounts Receivable Office Administrators and Staff

## Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 8 Fundamentals” or have equivalent experience navigating in the Banner system
- administrative rights to create the rules and set the validation codes in Banner.

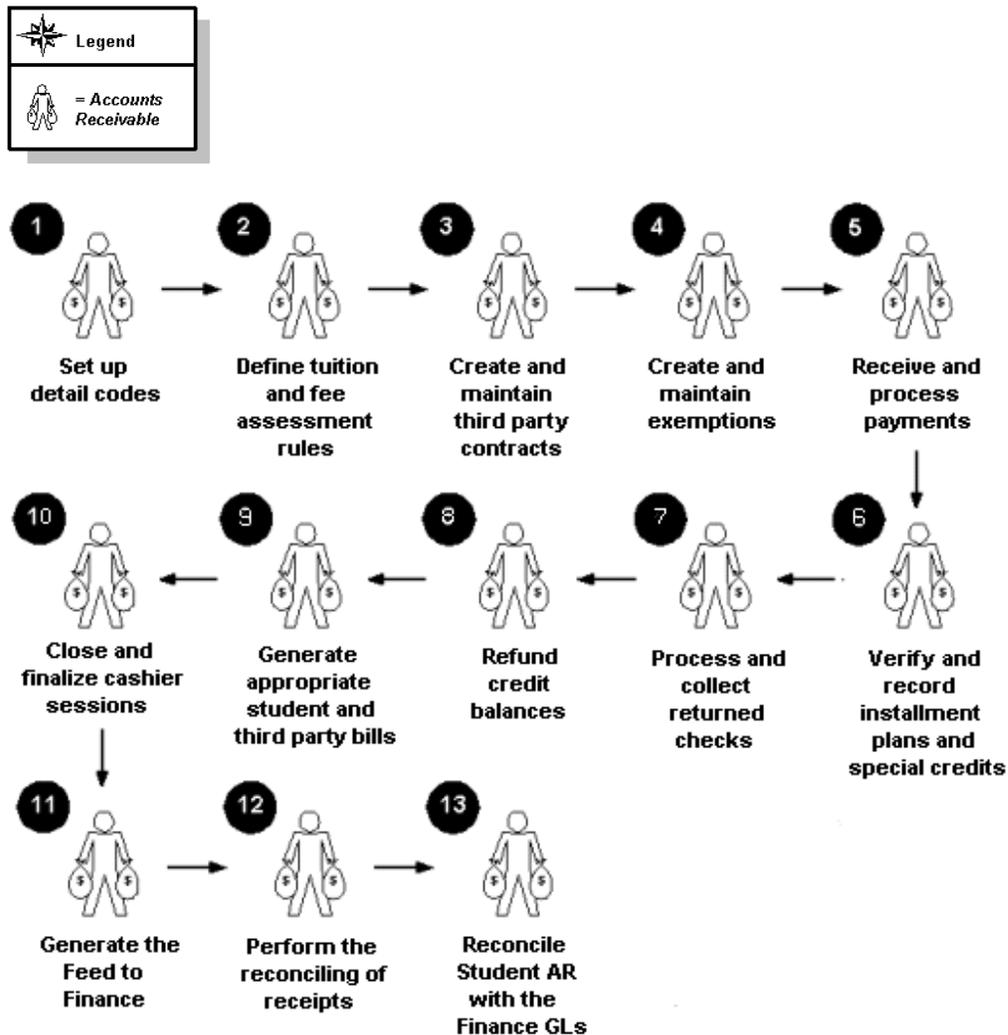
# Process Introduction

## Introduction

The Business Office staff will create detail codes with accounting data, assess charges, process payments, handle third party contracts, exemptions, generate billings, process returned checks, handle collection activity of past due accounts and perform various audit and control functions using the Banner Accounts Receivable module.

## Flow diagram

This diagram summarizes the overall Accounts Receivable process.



# Banner 8 Enhancements

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## Internationalization

Banner Accounts Receivable 8.0 includes the following Internationalization enhancements as part of the overall Banner 8.0 release:

- Banner now supports the Unicode international character set (UTF8) and its Oracle database has been converted to the UTF8 standard.
- A new table, the Additional Identification Table (GORADID), allows storage of any number of extra IDs for a person. Each additional ID must be assigned an ID type. These can be set up using the Additional Identification Type Validation Form (GTVADID).
- A new Additional ID tab on SPAIDEN displays the new Additional ID information. Please refer to the *Banner Student 8.0 Release Guide* for more information on this.
- Many fields have been expanded on Banner tables and forms so as to accommodate longer data values that may be needed, including fields such as currency amounts, currency rates, names, addresses and IDs. Please refer to the *Banner General 8.0 Release Guide* for more information on this.

## Partial Data Masking

With Banner 8.0, the ability to partially mask a field has been extended to character fields. A specified number of characters at either side of a field can remain readable while the rest of the value is masked.

To support partial character masking, two new fields have been added to the Data Display Mask Rules Form (GOTDMSK):

- Partial Character Mask
- Partial Character Length
- For additional detailed information about partial data masking, please refer to the *Banner General 8.0 Release Guide*.

## PIN Maintenance

An enhancement has been added for user PIN (password) security.

- PINs are now stored only in encrypted form.
- Institutions can now set and enforce standards for strong passwords.
- A new, more secure PIN reset mechanism has been established.
- A new PIN Questions Form (GOAQSTN) has been added.
- The Enterprise PIN Preferences Form (GUAPPFR), the Third Party Access Form (GOATPAC) and the Third Party Access Audit Form (GOATPAD) have been modified for the PIN security updates.

For additional detailed information about the PIN enhancement, please refer to the *Banner General 8.0 Release Guide*.

## Supplemental Data Engine

The Supplemental Data Engine (SDE) is a simple way to add data fields to Banner forms, allowing storage of data that is not part of the existing Banner data model.

For additional detailed information about the SDE enhancement, please refer to the *Banner General 8.0 Release Guide*.

# Set Up



## Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up your Banner system to manage Accounts Receivable functionality at your institution.

## Objectives

At the end of this section, you will be able to

- build standard charge and payment detail 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
- 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.

# Build Student-Related Detail Codes

---

## Introduction

Detail codes are the most important items linking the Accounts Receivable Module to the General Ledger. Each is defined as either a charge or a payment and contains the description that will appear on invoices and statements.

Priorities are established to determine to which charge a payment may be applied, and in what order payments may be applied for each detail code used in the Application of Payments Process (TGRAPPL). Also, default amounts and effective dates may be specified. Behind each detail code is an accounting distribution(s) and a series of Finance Rule Classes that determine the postings made to the General Ledger.

Individual Rule Classes handle original posting of Accounts Receivable transactions (payments and charges), details and netting of like types of codes (charges and negative charges; payments and negative payments) and unlike types of codes (payments liquidating charges).

Detail codes create the accounting transactions that are fed to the General Ledger through the interface process. As such, they must be thoroughly tested prior to entering production.

## Build Student-related detail codes

Build Student-related detail codes to create a new detail code and to perform queries based on the selection fields.

### Steps

Follow these steps to complete the procedure.

1. Access the Detail Code Control Form – Student (TSADETC).

The screenshot displays the 'Detail Code Control Page - Student TSADETC 8.0 (UDCSysT)' window. It contains three separate form sections for creating or editing detail codes. Each section includes the following fields:

- Detail Code:** A text input field containing the code and its description (e.g., 'SPT 3 Peat', 'A&H Arts and Humanities', 'AAAC Contract Charge').
- Type:** A dropdown menu with 'C' selected.
- Category:** A dropdown menu with 'FEE' selected.
- Grant Type:** A dropdown menu.
- Priority:** A dropdown menu with '990' selected.
- Refund Code:** A dropdown menu.
- Direct Deposit:**
- Refundable:**
- Receipt:**
- Term Based:**
- Like Term:**
- Like Aid Year:**
- GL Enterable:**
- Active:**
- Pay Type:** A dropdown menu with 'N' selected.
- Tax Type:** A dropdown menu.
- Title IV:**
- Institutional Charges:**
- Exclude Invoice Print:**
- Payment History:**

Each form section also includes a 'Defaults' panel with fields for 'Amount:', 'Term:', and 'Effective Date:'. At the bottom of the window, there is a status bar with the text 'Detail charge/payment code.' and 'Record: 1/?'.

2. Move through the fields, reviewing the comments on the Auto Help line at the bottom of the form for each element.
3. Insert a new record.
4. A highlighted blank record block will appear.

- Enter the following information in the appropriate fields:

Field	Value
Detail Code	LIBx (provided by instructor)
Description	Library Fine
Type	C
Category	BIL
Priority	799
Pay Type	N
Refundable	(select check box)

- Click **Save**.
- Select **Create GL Interface** from the **Options** menu.

GL BANNER Interface TSADETC 8.0 (UDCSysT)

Detail Code:  3 Peat  
 Effective Date:  Next Change Date:   
 Total Percent:   
 Term-based

General Ledger Interface to BANNER Finance

	COA	Account Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
Designator:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent:	<input type="text" value="100"/>	<input type="text"/>	<input type="text" value="1110"/>	<input type="text"/>	<input type="text" value="1310"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CHS1"/>	<input type="text" value="APS2"/>	<input type="text" value="APS1"/>
Account A:	<input type="text" value="B"/>	<input type="text"/>	<input type="text" value="1110"/>	<input type="text"/>	<input type="text" value="5175"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CHS1"/>	<input type="text" value="APS2"/>	<input type="text" value="APS1"/>
Account B:	<input type="text" value="B"/>	<input type="text"/>	<input type="text" value="1110"/>	<input type="text" value="10001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record: 1/1 | ... | <OSC>

8. Perform a **Next Block** function to enter the General Ledger Interface to Banner Finance block and enter the following data elements:

<b>Account A Field</b>	<b>Value</b>
COA	B
Rule Class 1	CHS1
Rule Class 2	APS2
Rule Class 3	APS1

<b>Account B Field</b>	<b>Value</b>
COA	B
Rule Class 1	CHS1
Rule Class 2	APS2
Rule Class 3	APS1

## Introduction

For this part of the exercise, the Finance Consultant or the Finance department staff will need to provide the institutional data to be used when actually building the institutional detail codes.

Non-Finance clients enter accounting information in a 60-character free-form field.

1. Enter *100* in the **Percent** field.
2. Use the scroll bar to access the **Rule Class** fields.
3. Enter a query in the **Category** field for all detail codes that have a category of *BIL*.
4. Repeat the previous step using a category of *FEE* to locate all the Registration Fee detail codes.
5. Search for all detail codes that begin with a *T* by querying for *T%* in the **Detail Code** field.
6. Find the detail code for a parking charge. Access the **Description** field and query for *%Park%* to select all codes with the word *Park* in their descriptions.

The **Description** field is case-sensitive when querying.

7. Click **Exit**.

# Build Standard Detail Codes

## Introduction

Build standard detail codes for use in non-student processing with the Finance system installed.

Before building one Charge detail code and one Payment detail code, the class should determine which codes to use.

## Steps

Follow these steps to build a charge detail code.

1. Access the Detail Code Control Form – Finance (TFADETC).

Note: All of the detail codes on the Detail Code Control Form - Student (TSADETC) are displayed on TFADETC.

The screenshot displays the 'Detail Code Control Page - Finance TFADETC 8.0 (UDCSysT)'. It features three rows of detail code entries, each with a set of fields and checkboxes. The first row is for 'SPT 3 Peat', the second for 'A&H Arts and Humanities', and the third for 'AAAC Contract Charge'. Each entry includes fields for Type, Category, Grant Type, Priority, Refund Code, and checkboxes for Direct Deposit, Refundable, Receipt, Payment History, and GL Enterable. There are also dropdowns for Pay Type and Tax Type. To the right of each entry is a 'Defaults' box with fields for Amount and Effective Date. The status bar at the bottom indicates 'Detail charge/payment code. Record: 1/?' and '<OSC>'.

Detail Code	Type	Category	Grant Type	Priority	Refund Code	Direct Deposit	Refundable	Receipt	Payment History	GL Enterable	Active	Pay Type	Tax Type	Amount	Effective Date
SPT 3 Peat	C	FEE		990		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N			
A&H Arts and Humanities	C	FEE		990		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N			
AAAC Contract Charge	C	CNT		980		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	B		

2. Perform an **Insert Record** function to open a blank detail code record.
3. Enter a new Charge detail code in the **Detail Code** field.
4. Enter an appropriate description for the Charge detail code.
5. Enter *C* (Charge) in the **Type** field.
6. In the **Category** field, enter *BIL* (Billing Charges). You may click the search icon to view a list of valid category codes.
7. In the **Priority** field, enter *999* to indicate that this charge has the highest priority for payment.
8. The **Pay Type** field will default to *N* to indicate non-cash credit.
9. The **Refundable** check box should be selected if this detail code could create a credit balance on an account that should be refunded by the system in the Auto Refund Credit Amt Process (TFRRFND or TSRRFND).
10. Leave the **Refund Code** drop-down box unselected. Codes in this drop-down box should be used only if the detail code is to be used to refund a credit balance to an account owner.
11. Select the **GL Enterable** check box, if it is not already checked.
12. Leave the **Receipt** check box unselected. This check box should be selected only if the detail code generates a receipt number when entered. Normally, this will be checked only for negotiable payments (e.g., cash, check, or charge).
13. Access the **Amount** field. Enter an amount only if the detail code you are defining is entered on the account for the same amount each time. (Note: this is a default value.)
14. Access the **Effective Date** field. Enter a date only if the detail code you are defining has the same effective date when entered on the account.  
  
(Note: this is a default value.)
15. Click **Save**.

# Steps

Follow these steps to complete the process to enter general ledger account distribution.

Note: If you have Banner Finance, the account string is linked and validated to Banner Finance. See the next page for steps if you do *not* have Banner Finance.

1. Select Create GL Interface from the **Options** menu. On this form, you will enter the General Ledger account distribution for the detail code.

Note: The Finance consultant or the Finance department staff of your institution will provide this information.

2. Enter *100* in the **Percent** field.
3. For Account A, enter *B* in the **COA** field, and use the scroll bar to Access the Rule Class fields. Enter *CHS1* in the **Rule Class 1** field, *APS2* in the **Rule Class 2** field, and *APS 1* in the **Rule Class 3** field.

Repeat this step for Account B with the same values.

4. Click **Save**.
5. Select **Create Detail Code Control** from the **Options** menu to return to the main window of TFADETC.

## Banner window – Banner Finance not installed

The GL Interface window of the Detail Code Control Form – Student (TSADETC) will appear slightly different if you do not have Banner Finance installed. Note that the account string is a free-format, 60-character string and is *not* validated.

### Steps

Follow these steps to enter general ledger account distribution information if Banner Finance is *not* installed.

1. Access the Detail Code Control Form - Student (TSADETC).
2. Select Create GL Interface from the **Options** menu. On this form, you will enter the General Ledger account distribution for the detail code.

Note: The Finance consultant or the Finance department staff of your institution will provide this information.

3. Perform a **Next Block** function.
4. Enter *100* in the **Percent** field.
5. Enter the appropriate 60-character string in the **Account A** and **Account B** fields.

Repeat this step for Account B with the same values.

6. Click **Save**.
7. Select **Create Detail Code Control** from the **Options** menu to return to the main window of TSADETC.

## Steps

Follow these steps to build a payment detail code.

1. Perform an **Insert Record** function to open a blank detail code record.
2. Enter a new Payment **Detail Code**.
3. Enter an appropriate description for the Payment detail code.
4. Enter *P* for Payment in the **Type** field.
5. Enter *CSH* in the **Category** field.
6. Enter *000* in the **Priority** field to indicate that this payment can be applied to any charge.
7. Access the **Pay Type** field. Click the Search icon to view a list of valid payment type validation codes. Select *C* (Cash Type Payment).
8. The **Refundable** check box should be selected if this detail code could create a credit balance on an account that should be refunded by the system in the Auto Refund Credit Amt Process (TFRRFND or TSRRFND).
9. Leave the **Refund Code** drop-down box unselected. Codes in this drop-down box should be used only if the detail code defined is the one used to generate a refund check to the student in the Accounting Feed Process (TGRFEED).
10. Leave the **GL Enterable** check box unselected. Only select this check box when accounting distribution information can be overridden for miscellaneous transactions on the Miscellaneous Transaction Form – Finance (TFAMISC).
11. Select the **Receipt** check box to specify that a receipt number should be generated whenever this detail code is entered on an account.

12. Access the **Amount** field.
13. Enter an amount only if the detail code is usually entered on an account for the same amount each time.  
  
(Note: this is a default value.)
14. Access the **Effective Date** field.
15. Enter a date only if the detail code usually has the same effective date when entered on an account.  
  
(Note: this is a default value.)
16. Click **Save**.
17. Select **Create GL Interface** from the **Options** menu.  
  
On this form, you will enter the General Ledger account distribution for the detail code.
18. Enter *100* in the **Percent** field.
19. For Account A, enter *B* in the **COA** field and use the scroll bar to Access the Rule Class fields. Enter *CHS1* in the **Rule Class 1** field, *APS2* in the **Rule Class 2** field, and *APS 1* in the **Rule Class 3** field. Repeat this step for Account B.
20. Click **Save**.
21. Click **Exit**.

# Build Term-Based Designators

---

## Introduction

Build the term-based designators to be used to define the term-based rules that will be attached to detail codes to make them term-based detail codes.

The designator code is a two-digit code that links to a term code. During application of payments the process checks the term code on the transaction and uses the designator for the term attached to the transaction.

The designator allows the control of accounts that are debited and credited based on the term of the transaction. For example, when students register in April for next Fall, the designator then marks the transaction as future effective dated.



## Steps

Follow these steps to complete the process.

1. Access the Term-Based Designator Rules Form (TSATBDS).

Term-Based Designator Rules Page TSATBDS 8.0 (UDCSYST)

Effective Date: 24-AUG-2005      Next Change Date:

Code	Description	Primary Operator	Term	Secondary Operator	Suffix	Activity Date
FY	Future Years	>	200620			24-AUG-2005
CS	Current Spring	=	200620			24-AUG-2005
CF	Current Fall	=	200610			24-AUG-2005
PY	Prior Years	<	200610			24-AUG-2005

2. Enter the following codes in the form:

Code	Primary Operator	Term
○ CT	=(equal to)	200330
○ FT	>(greater than)	200330
○ PT	<(less than)	200330

3. Use **Secondary Operator** to split future Fall and future not Fall if registering for both Fall and Spring in April. You would only use the secondary operator if your institution will be registering for two terms at the same time in a future year.

Note: These values will need to be changed as the terms changes and registration activity occurs. If you choose to use term-based detail codes you will need to decide how many designators will be required and when the term values will be changed.

4. Click **Save**.

# Steps

Follow these steps to complete the process.

1. Access the Detail Code Control Form - Student (TSADETC)

Detail Code Control Page - Student TSADETC 8.0 (UDCSys)

Detail Code	Type	Category	Grant Type	Priority	Direct Deposit	Refundable	Receipt	Term Based	Like Term	Like Aid Year	GL Enterable	Active	Pay Type	Tax Type	Title IV	Institutional Charges	Exclude Invoice Print	Payment History	Defaults
3PT	C	FEE		990	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amount: [ ] Term: [ ] Effective Date: [ ]				
A&H	C	FEE		990	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amount: [ ] Term: [ ] Effective Date: [ ]				
AAAC	C	CNT		980	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amount: [ ] Term: [ ] Effective Date: [ ]				

Detail charge/payment code.  
Record: 1/? | ... | <OSC>

2. Choose an existing detail code or create a new detail code that will be term based.

3. Select **Create GL Interface** from the **Options** menu.

On this form, you will enter the General Ledger account distribution for the detail code.

GL BANNER Interface TSAETC 8.0 (UDCSysT)

Detail Code:  3 Peat Total Percent:   
 Effective Date:  Next Change Date:   Term-based

**General Ledger Interface to BANNER Finance**

Designator:	Percent:	Account A:	Account B:	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text" value="1110"/>	<input type="text"/>	<input type="text" value="1310"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CHS1"/>	<input type="text" value="APS2"/>	<input type="text" value="APS1"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1110"/>	<input type="text" value="10001"/>	<input type="text" value="5175"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CHS1"/>	<input type="text" value="APS2"/>	<input type="text" value="APS1"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record: 1/1 | ... | <OSC>

4. Place your cursor in the **Effective** field and perform an **Insert Record** function to populate today's date into the field.
5. Select the **Term Based** check box.
6. Enter the code *CT* in the **Designator** field.
7. Enter *100* in the **Percent** field.
8. For Account A, enter *B* in the **COA** field and use the scroll bar to Access the Rule Class fields. Enter *CHS1* in the **Rule Class 1** field, *APS2* in the **Rule Class 2** field, and *APS 1* in the **Rule Class 3** field. Repeat this step for Account B.

9. Use your cursor to move to the next line and enter the code *FT* in the **Designator** field.
10. For Account A, enter *B* in the **COA** field and use the scroll bar to Access the Rule Class fields. Enter *CHS1* in the **Rule Class 1** field, *APS2* in the **Rule Class 2** field, and *APS 1* in the **Rule Class 3** field. Repeat this step for Account B.
11. Use your cursor to move to the next line and enter the code *PT* in the **Designator** field.
12. For Account A, enter *B* in the **COA** field and use the scroll bar to Access the Rule Class fields. Enter *CHS1* in the **Rule Class 1** field, *APS2* in the **Rule Class 2** field, and *APS 1* in the **Rule Class 3** field. Repeat this step for Account B.
13. Click **Save**.



3. Access the **Name** field. Query on the name you have selected for your non-person to verify that the non-person does not exist in the system.

Note: Non-Finance staff will normally access SOAIDEN instead of FTIIDEN. SOAIDEN contains different fields than FTIIDEN, but names may be queried within SOAIDEN in a similar manner.

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator Type

4. Access the Identification Form (SPAIDEN).

ID: 210009506 | Abbe, Anthony | Generate ID:

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ID: 210009506 | Name Type:

**Person**

Last Name: Abbe

First Name: Anthony

Middle Name:

Prefix: Mr.

Suffix:

Preferred First Name:

Full Legal Name:

**ID and Name Source**

Last Update

User: SAISUSR

Activity Date: 11-DEC-1995

Origin: SPAIDEN

**Non-Person**

Name:

Original Creation  
 User:   
 Create Date:

Current identification number, overtyping to change.  
 Record: 1/1 | ... | <OSC>

5. Access the **ID** field in the Key block and click the **Generate ID** icon to generate an ID. This will transfer you to the Common Matching Entry Form (GOAMTCH).

6. Access the **Non-Person Name** field and enter the non-person's name.
7. Click **Save** to return to SPAIDEN. Note what happens in the **Key ID** and **ID** fields.

8. Perform a **Next Block** function, then select the **Address** tab.

General Person Identification SPAIDEN 8.0 (UDCSysT)

ID: 210009506 Abbe, Anthony Generate ID:

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

**From Date:** 10-JUL-1995 **To Date:**

**Address Type:** MA Mailing **Sequence Number:** 1

**Street Line 1:** PO Box 21048  
**Street Line 2:**   
**Street Line 3:**

**City:** Malvern  
**State or Province:** PA Pennsylvania

**ZIP or Postal Code:** 19355

**County:** 001 Chester  
**Nation:**

**Telephone Type:** MA Mailing  
**Telephone:** 610 - 5551983

**Inactivate Address**

**Source:**

**Delivery Point:**   
**Correction Digit:**   
**Carrier Route:**

**Last Update**

**User:** KBUNTE  
**Activity Date:** 04-APR-2008

Address start date, format (DD-MON-YYYY); blank is always effective.  
Record: 1/? | | ... | | | <OSC>

9. Enter *BI* (Billing) in the **Address Type** field. Enter a billing address for your non-person.
10. Click **Save**, then click **Exit**.
11. Access the Name/ID Search Form (SOAIDEN).
12. Enter the non-person's name in the **Name** field. The non-person should now be displayed.

# Create a Person

## Introduction

A person account is created to enter student and non-student accounting transactions.

Collection agencies (internal or external to the institution) are defined with an ID and a name on the Identification Form (FOAIDEN or SPAIDEN) and exist on the system as non-persons.

## Steps

Create a person account in Banner.

1. Access the Identification Form (SPAIDEN).

General Person Identification SPAIDEN 8.0 (UDCSysT)

ID: 210009506 Abbe, Anthony Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: 210009506 Name Type:

**Person**

Last Name: Abbe  
First Name: Anthony  
Middle Name:  
Prefix: Mr.  
Suffix:  
Preferred First Name:  
Full Legal Name:

**ID and Name Source**

Last Update  
User: SAISUSR  
Activity Date: 11-DEC-1995  
Origin: SPAIDEN

**Original Creation**  
User:  
Create Date:

**Non-Person**

Name:

Current identification number; overtyping to change.  
Record: 1/1 | | ... | | <OSC>

2. Click on the **Search** icon to access the Person Search Form (SOAIDEN). Enter the name of the person you wish to create and query to ensure that the person has not been created already. (Return to SPAIDEN after doing so.)



8. Perform a **Next Block** function, then select the **Address** tab.

General Person Identification SPAIDEN 8.0 (UDCSysT)

ID: 210009506 Abbe, Anthony Generate ID:

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

From Date: 10-JUL-1995 To Date:

Address Type: MA Mailing Source:

Sequence Number: 1

Street Line 1: PO Box 21048

Street Line 2:

Street Line 3:

City: Malvern

State or Province: PA Pennsylvania

ZIP or Postal Code: 19355

County: 001 Chester

Nation:

Telephone Type: MA Mailing

Telephone: 610 - 5551983

Inactivate Address

Delivery Point:

Correction Digit:

Carrier Route:

Last Update

User: KBUNTE

Activity Date: 04-APR-2008

Address start date, format (DD-MON-YYYY); blank is always effective.

Record: 1/?

9. Enter *MA* (Mailing) in the **Address Type** field. Enter a mailing address for your person.
10. Click **Save**, then click **Exit**.
11. Access the Name/ID Search Form (SOAIDEN).
12. Go to the **Name** field.
13. Query on the new person's name. The person should now be displayed.

# Create a User Profile

---

## Introduction

The User Profile Definition Form (TGAUPRF) is used to grant access to detail codes based on the category of the detail code.

## Define a user

Define the user as a supervisor and grant permission for specific charge and payment transactions.

Each new User ID/User Name (password) must first be issued through the security function, which is one of the Banner General System utilities. The User Profile Definition Form (TGAUPRF) will not grant access to the Banner System. This form will only set supervisor access and restrict detail code availability.

## Steps

Follow these steps to complete the process.

1. Access the User Profile Definition Form (TGAUPRF).

The screenshot shows the 'User Profile Definition TGAUPRF 8.0 (UDCSysT)' window. It contains the following sections:

- User ID:** A text input field with a dropdown arrow.
- User Name:** A text input field.
- Restricted User:**
- Supervisor:**
- User Permissions:** A table with columns: Code (dropdown), Category Description, Type (checkbox), Description, and Activity Date. It contains four rows of input fields.
- Cashier Assignments:** A table with columns: Cashier (dropdown), Cashier Name, and Activity Date. It contains four rows of input fields.
- Footer:** Oracle User ID. Press LIST for a list of established profiles. Record: 1/1 | ... | <OSC>

2. In the **User ID** field, enter the appropriate User ID in the Key block. The user name appears to the right. The existing user definitions will appear in the User Definition block.

3. The **User Name** field can now be modified. Type in *Cashier Supervisor*.
4. If the **Restricted User** field is checked, it restricts the user's ability to post charges and payments. To enable the user to enter specific detail codes, the User Permissions block must be completed.
5. If the **Supervisor** field is checked, it indicates that this User ID can perform supervisory functions on the Cashier Supervisory Form (TGACSPV) and session adjustment transactions on the Miscellaneous Transaction Forms (TFAMISC and TSAMISC), the Account Detail Forms (TFADETL or TSADETL), and the Student Account Detail Review Form (TSAAREV).
6. Click **Save**.

The instructor will demonstrate and explain the control on the Accounts Receivable Billing Control Form (TGACTRL), and will make certain the **Restrictions** indicator is checked.

# Enter Comments about Account Holders

---

## Introduction

The ability to add comments for student accounts can be accessed directly using the Comment Central Form (TGACOMC). Student/person/non-person account-specific comments can be entered using this form, or the comments can be entered by selecting the option **Comment Form [TGACOMC]** when you are in another Accounts Receivable form.

## Review forms

Review the forms where comments are stored about accounts and transactions and review the forms that list all the comments and their original locations.

## Steps

Follow these steps to complete the Account Detail Form (TSADETL).

1. Access the Student Account Detail Form (TSADETL).
2. Enter the **ID** number of the student.

3. Select **Comment Form [TGACOMC]** from the **Options** menu to access Comment Central (TGACOMC).

Comment Central Page TGACOMC 8.0 (UDCSysT)

ID:

[View All Comments](#)

<a href="#">Finance Account Detail</a>	<a href="#">Student Account Detail</a>
<a href="#">Finance Installment Plan</a>	<a href="#">Student Installment Plan</a>
<a href="#">Collections</a>	<a href="#">Student Account Detail Review</a>
<a href="#">Student Application Distribution</a>	<a href="#">Customer Profile</a>
<a href="#">Student Payment</a>	<a href="#">Comment Central</a>

ID Number; press LIST for person search, and COUNT HITS for non-person search, DUP ITEM for Alternate ID search.  
Record: 1/1 | ... | <OSC>

4. Click **Student Account Detail**.
5. Enter the comment: *"Student account past due. Agreed to pay in full by September 1."*
6. Click **Save**.

## Steps

Follow these steps to complete the Account Detail Form (TFADETL).

1. Access the Account Detail Form (TFADETL).
2. Enter the **ID** number of the student.
3. Select **View Comment Form [TGACOMC]** from the **Options** menu to access Comment Central (TGACOMC).
4. Click **Finance Account Detail**.
5. Enter the comment: "*Student appealing parking charges as of today.*"
6. Click **Save**.

## Steps

Follow these steps to complete the comment form.

1. Access the Comment Central Form (TGACOMC).

The screenshot shows a web browser window titled "Comment Central Page TGACOMC 8.0 (UDCSysT)". At the top, there is a search bar with "ID:" followed by a dropdown menu showing "210009508" and a text input field containing "Mr. Anthony Abbe". Below the search bar is a large white area containing a list of comment categories, each with a "Data" icon (a square with a diagonal line) to its right. The categories are:

- View All Comments
- Finance Account Detail
- Finance Installment Plan
- Collections
- Student Application Distribution
- Student Payment
- Student Account Detail
- Student Installment Plan
- Student Account Detail Review
- Customer Profile
- Comment Central

At the bottom of the window, there is a status bar with the text: "ID Number; press LIST for person search, and COUNT HITS for non-person search, DUP ITEM for Alternate ID search. Record: 1/1 | ... | <OSC>".

2. The student's ID should default into the Key block. If not, enter the **ID** of the student.
3. Perform a **Next Block** function. All the forms that can contain comments are listed.

Notice the **Data** icons (filled pages) next to topics that contain existing comments.

4. Select the type of comment you wish to view.

To view all the comments associated with the ID, click **View All Comments**. Options from the **Options** menu will access the same information.

# Define a Customer Profile

---

## Introduction

The Customer Profile Definition Form (TGACPRF) is an optional form that is used to identify a customer with an entity category, establish a credit limit, and append text to a customer's account.

## Steps

Follow these steps to complete the Customer Profile Definition Form (TGACPRF).

1. Access the Customer Profile Definition Form (TGACPRF).

The student's account number should display.

The screenshot shows a window titled "Customer Profile Definition TGACPRF 8.0 (UDCSysT)". At the top, there is an "ID:" field with a dropdown menu showing "210009506" and a text field containing "Mr. Anthony Abbe". Below this is the "Customer Profile" section, which includes fields for "Entity Code", "Default Address Type", "Credit Limit", and "Sequence". The "Customer Comments" section features an "Originator" dropdown and a table with four columns: "Comment Text", "Activity", "Originator", and "User". The table has 10 rows, all of which are currently empty. At the bottom of the window, there is a status bar with the text "ID Number, Press LIST for person, COUNT HITS for non-person, CREATE ENTITY to add." and "Record: 1/1".

2. Perform a **Next Block** function.
3. Enter an **Entity Code** (query the table to find an appropriate code).
4. Perform a **Next Block** function.
5. Enter an **Originator** code (again, query the table to find an appropriate code).
6. Enter the comment "*Student called today about making payment arrangement*" in the Customer Comments block.
7. Click **Save**.

# Quick Entry and Registration of a Student

## Introduction

The Student Course Registration Form (SFAREGS) and the Quick Entry Form (SAAQUIK) are used to register students for courses.

## Steps

Admit a student into the system for use in the Fee Assessment and Payment process.

1. Access the Student Course Registration Form (SFAREGS).

2. When this form is requested for the first time, the Student System Distribution Initialization Info Form (SOADEST) will appear. If this occurs, click the **Exit** icon to continue on to SFAREGS.
3. Enter an appropriate term in the **Term** field.

4. In the **ID** field, enter the ID of the person you've been working with in previous lessons.
5. Perform a **Next Block** function.
6. You should receive the message in the auto help line at the bottom of the form: '\*Error\* Person is not a student, can not register'.
7. Click **Exit**.
8. Access the Quick Entry Form (SAAQUIK). The ID that you previously entered on SFAREGS should default in. If not, enter the ID of the person you have been working with.

9. Enter *UG* (Undergraduate) in the **Level** field.
10. Perform a **Next Block** function to populate the fields on this form.



## Steps

Follow these steps to enter values.

1. Select the **Quick Admit** tab of SAAQUIK, if you are not there already.
2. Update the **Gender** field to an appropriate value of *M* or *F*.
3. If the **Birth Date** field is not populated, enter *01/06/76*. The class discussion should include options for entering dates.
4. If quick entry rules have been built for the level and term in the Key block, all the fields should be filled in the block. Acknowledge the message if you receive one

\*Warning\* Invalid TERM, LEVEL, CAMP, COL-1, DEG-1 & MAJ-1 for curriculum.

5. If the fields are not populated, enter the following values:

Field	Value
Ethnic	1
Citizenship	Y
Student Type	N
Student Status	AS
Residence	R
Catalog Term	200401
Campus	M
College	AS
Program	ENGL_BA
Degree	BA

## Steps

Follow these steps to enter values.

1. In the Field of Study Block, click **Search** for the **Type** field. Select *MAJOR*.
2. In the **Field of Study** field, select *ENGL* (English).
3. In the **Priority** field in this block, enter *1*.
4. In the **Status** field, enter *INPROGRESS*.
5. Click **Save**.
6. Return to the Student Course Registration Form (SFAREGS).

The term and ID that you had previously entered should default in.

7. Perform a **Next Block** function.

A Status of *EL* (Eligible to Register) should default. Access the **CRN** field to register the student for courses.

Enter the following CRNs (Course Reference Numbers):

- 10021
- 10022
- 10023
- 10024

The instructor may provide alternate CRNs to use for this.

8. The message "**\*\*Registered\* \*-**[today's date]" should appear in the **Message** field for each course.

Some of these courses may return error messages instead. For the purposes of this exercise, should this occur, enter *Y* in the **Ovr** field for each course record that returned an error. This will override the errors and allow you to save and continue on this form.

9. Click **Save**.

You are now registered for 10 credit hours.

10. A *Y* appears in the **Fee** field. Assess fees immediately by saving, and acknowledge the message that displays.

This exercise registers the student for 10 credit and billing hours and assesses the student using the Registration Fee Assessment rules. Explanation is given in class of the use of different billing hours and the option of not performing the fee assessment online.

11. Click **Save** to update the collector file for printing the student invoice and schedule using the Sleep/Wake feature of the system.
12. Click **Exit**.

# Review Assessment of Fees

## Introduction

There are three options to view fee assessment information:

- Registration Fees Process Control Form
- Account Detail Review Form
- Student/Course Fee Assessment Query Form

## Steps

Review Fee Assessment rules using the Registration Fees Process Control Form (SFARGFE).

1. Access the Registration Fees Process Control Form (SFARGFE).

2. In the Key block, enter *200401* in the **Term** field.

3. Select *Student* from the **Rule Type** drop-down menu.
4. Select *Regular* from the **Entry Type** drop-down menu.
5. Access the Registration Charges and Fees block.
6. Enter a query of *7%* in the **Detail Code** field. Execute the query to bring back all the rules for assessment by student for Tuition detail codes.
7. Class discussion should include an explanation of each field in this block of the form.

Perform other queries based on the different data elements.

8. Select **Charges by Course Level Rules** from the **Options** menu, which establishes rules by course level. Notice the similarities of this block to the last block.
9. Select **Charges by Course Campus Rules** from the **Options** menu.

Notice that this block assesses the Based-on-Campus code of the course besides the other attributes listed.

Explanation will be given in class for the differences in the three blocks and how to use them in conjunction with each other to establish registration fee assessment.

10. Access the Term Control Form (SOATERM).

The term *200401* should populate the Key block.

11. Review the information on this form. The options on the Fee Assessment section of this form were discussed in class.

Note: The **Effective Date** field is for assessing tuition charges into the future.

12. Click **Exit**.

## Steps

Follow these steps to complete Account Detail Review Form – Student (TSAAREV).

1. Access the Account Detail Review Form – Student (TSAAREV).

The term code should be *200401* and the ID should be *7000000xx*, the number of the student created previously.

2. Charges for the term should now be posted to the account as a result of the Online Fee Assessment process. It should look similar to the following table.

A **Transaction Date** field, **Receipt** field, and **User ID** field appear between the **Eff Date** field and the **Tnum** field. (You may need to use the horizontal scrollbar to view all fields.) If your account doesn't contain the information displayed on the following page, stop and alert the instructor.

Actual transaction numbers depend on the number of transactions already posted to the account.

<b>Detc</b>	<b>Description</b>	<b>Term</b>	<b>Charge</b>	<b>Payment</b>	<b>Balance</b>	<b>S</b>	<b>Eff Date</b>	<b>Tnum</b>
BKST	Bookstore	199301	37.00		37.00	R	DD-MM-YY	1
T101	Tuition	199301	130.00		130.00	R	DD-MM-YY	6
STU1	Student U	199301	15.00		15.00	R	DD-MM-YY	5
S001	Student S	199301	75.00		75.00	R	DD-MM-YY	4
R001	Registration	199301	50.00		50.00	R	DD-MM-YY	3

## Steps

Follow these steps to complete the Student Course/Fee Assessment Query Form (SFAREGF).

1. Access the Student Course/Fee Assessment Query Form (SFAREGF).

The screenshot displays the SFAREGF 8.0 (UDCSysT) interface. At the top, there are search fields for Term (200910), Refund By Total Refund Date, ID (210009506), and the student's name (Abbe, Anthony). Below this is the 'Term Enrollment Summary' section with fields for Status, Description, Status Date, Percentage Tuition Refund, and Percentage Fee Refund. The main section is 'Term Registration Summary', which is a table with columns: CRN, Subject, Course, Section, Credit Hours, Bill Hours, Level, Campus, Status, Status Date, Percent Tuition Refund, Percent Fee Refund, and Message. At the bottom of the table are summary fields for Total Credit Hours, Total Bill Hours, and CEU Hours. A footer bar contains the text 'Term Code; press LIST for valid codes.' and 'Record: 1/1 | ... | List of Valu... | <OSC>'.

2. Perform a **Next Block** function to display the student's enrollment status and course registration for the term.
3. To display the fees to be charged the student based on his/her registration, select **Fee Assessment Without Min/Max Applied** from the **Options** menu.
4. Review the charges and note the total assessment.

5. The Student Fee Assessment block appears:

Detail Code	Description	Type	Ref	Charge	Total Charges
BKST	Bookstore Charge	BIL	Y	37.00	
T101	Tuition	TUI	Y	130.00	
STU1	Student Union Campus 1	FEE	Y	15.00	
S001	Student Service Fee	FEE	N	75.00	
R100	Registration Fee	FEE	N	50.00	307.00

6. Review the assessment before the system applies any minimum or maximum rules from the Registration Fees Min/Max Charge Control Form (SFAFMAX).

The CRN (Course Reference Number) specifies the section for which a fee was assessed. Class discussion addresses what happens when the system applies a Minimum/Maximum rule.

Detail Code	Description	Type	Ref	Charge	CRN
BKST	Bookstore Charge	BIL	Y	37.00	10023
R100	Registration Fee	FEE	N	50.00	
STU1	Student Union Campus 1	FEE	Y	75.00	
S001	Student Service Fee	FEE	N	15.00	
T101	Tuition	TUI	Y	120.00	

7. Click **Exit**.

8. Access the Account Detail Review Form - Student (TSAAREV).

9. The identification number and name of the student should be in the Key block. Review the fees assessed.



# Review the Schedule/Bill Rules Form

---

## Introduction

The Student Invoice/Billing Statement Process (TSRCBIL) produces a multiple page invoice/statement. It can also produce a schedule/bill document. A schedule/bill is a combination of a student's schedule of classes and an invoice of charges and credits.

There are three steps required to produce a schedule/bill:

- Create Schedule/Bill Rule Codes (TTVSBRC)
- Set up the schedule/bill parameters on the Schedule/Bill Rules Form (TSASBRL)
- Run the Student Invoice/Billing Process (TSRCBIL) to produce a schedule/bill.

The Schedule/Bill process consists of two types of parameters: rules parameters and run-time parameters. The rules parameters are those parameters that would probably remain static for each generation of schedule/bills. The **Minimum Account Balance** parameter, the **Detail Codes to Bill** parameter, and the **Include zero balances** parameter are a few examples of rules parameters.

In reviewing TSRCBIL, parameters titled Charge Selection, Charge Summarization and Payment Summarization are not in the list. They are part of the rules found on TSASBRL. The run-time parameters are those parameters that may change for each execution of the schedule/bills. TERM, ID, and the POPULATION SELECTION parameters are examples of run-time parameters.

## Schedule/Bill Rules Form (TSASBRL)

The purpose for the Schedule/Bill Rules Form (TSASBRL) is twofold. It 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. Additionally, parameters that reside on the Schedule/Bill Rules Form (TSASBRL) may be secured.

The key to the Schedule/Bill Rules Form is the schedule/bill rule code. The schedule/bill rule code is defined on the Schedule/Bill Rules Code Validation Form (TTVSBRC). A rules code should be defined for each set of schedule/bill parameters required by the institution.

The schedule/bill rules consist of the following data:

- Who gets a schedule/bill
- What items and item headings appear in the schedule portion
- What appears in the bill portion and how is it displayed
- Messages

## Who gets a schedule/bill

The system determines who gets a schedule/bill using the parameters entered when submitting the Student Invoice/Billing Statement Process (TSRCBIL) in conjunction with the data input on the Schedule/Bill Rules Form (TSASBRL).

A schedule/bill can be produced for an individual or for a group of students. The run-time parameters determine which student(s) are/are not to be screened by the selection criteria.

To produce a schedule/bill for an individual, you must run the Student Invoice/Billing Statement Process (TSRCBIL) and provide a valid ID when prompted for the ID parameter. To produce a schedule/bill for a group of students, you must run the Student Invoice/Billing Statement Process (TSRCBIL) in **COLLECTOR** mode, **MASS** mode, or **POPULATION SELECTION** mode.

To run in **COLLECTOR** mode, you must type the word 'COLLECTOR' when prompted for the ID parameter. Leave all of the population selection (Selection Identifier, Application Code, and Creator ID) parameters blank.

To run in **MASS** mode, you must leave the ID and population selection (Selection Identifier, Application Code, and Creator ID) parameters blank.

To run in **POPULATION SELECTION** mode, you must provide a valid population defined by entering the Selection Identifier, Application Code, and Creator ID, and you must leave the ID parameter blank.

On the Schedule/Bill Rules Form, you may either define student selection rules or provide a population for which a schedule/bill should be produced. Selection rules are never applied when running for an individual or in **COLLECTOR** mode. If you choose to define selection rules and provide a population or run the process in **MASS** mode, the group of students selected must be registered for the term. These students will then be screened by the selection rules.

## Selection rule components

Four items make up the selection rules:

- Exclude Students Not Allowed to Register

Select this check box to exclude any student whose enrollment status prevents them from registering for the term (i.e., **Prevent Registration** is selected on the Enrollment Status Code Validation Form (STVESTS)).

- Exclude Students Who Do Not Count in Enrollment

Select this check box to exclude any student whose enrollment status causes no effect on the headcount of the student population for the term (i.e., the **Affect Headcount** check box is cleared on the Enrollment Status Code Validation Form (STVESTS)).

- Course Required

Select this check box to include only students who are registered for at least one course with a status that is eligible to print on the schedule/bill document (i.e., **Print** is selected on the Course Registration Status Code Validation Form (STVRSTS)).

- Account Billable

Select this check box to include only students whose accounts are eligible to be billed (i.e., **Bill Code** is null on the Account Detail Review Form (TSAACCT)).

All selection criteria must be satisfied in order for a schedule/bill to be produced.

If you choose to provide a population and not define selection rules, a schedule/bill will be produced for those students in that population. (A population must have been provided via run-time parameters or the job will abort.) If a student within that population has no classes for the term, the schedule of classes will be absent from the schedule/bill document. If a student within that population has no charges or credits for the term, then the invoice of charges and credits will be absent from the schedule/bill document.

## What items and item headings appear in the schedule portion

On the Schedule/Bill Rules Form (TSASBRL), you can indicate which data items will appear in the schedule portion.

The available items are as follows:

<b>Part of Term</b>	<b>Course Level</b>
<b>Course Reference Number (CRN)</b>	<b>Course Status</b>
<b>Subject</b>	<b>Meeting Days</b>
<b>Course</b>	<b>Meeting Times</b>
<b>Section</b>	<b>Building</b>
<b>Campus</b>	<b>Room</b>
<b>Title</b>	<b>Instructor(s)</b>
<b>Credits</b>	<b>Grading Mode</b>

To select a data item, select the corresponding check box. You can display an abbreviated course title and/or instructor name via a pull-down list. You must also provide the item heading. An error message will appear if the items selected exceed the allowable line width.

The allowable line width checked by Banner is 132 characters. Determine the allowable line width at your institution based on your printer and the pitch/font used for printing. If more items are selected than can be accommodated by your printer and pitch/font combination, printing difficulties may result.

## What appears in the bill portion and how it is displayed

The following parameters entered on the Schedule/Bill Rules Form (TSASBRL) determine what the bill portion of the schedule/bill should look like:

Parameter	Description
Process Contracts, Deposits, Exemptions	Select this check box to ensure that contract, deposit, and exemption credits are processed when the "apply credits" calculations are performed and to ensure that potential third party and exemption credits will appear on the schedule/bill.
Process Financial Aid	Select this check box to ensure that financial aid credits are processed when the "apply credits" calculations are performed.
Current Due Cutoff Date	This date is used to determine which items comprise current due, which items comprise previous balance, and which items comprise future balance. All information is displayed based on term, but this parameter determines whether items are current due, past due, or future due. If not entered, this parameter defaults to the schedule/bill run date.
Select Term Charges	Using a pull-down list, term charges may be selected by CATEGORY, SOURCE, or ALL. When selecting by category, you must provide categories to select. When selecting by source, you must provide source codes to select.
Summarize Term Charges	Using a pull-down list, term charges may be summarized by DETAIL CODE, CATEGORY, SOURCE, or TOTAL. This parameter controls how charges are displayed.

Parameter	Description
Summarize Payments	This parameter controls how payments are displayed. Using a pull-down list, payments may be summarized by <b>DETAIL CODE</b> , <b>CATEGORY</b> , or <b>TOTAL</b> . You also may display each payment for the term (i.e., no summarization).
Summarize Financial Aid Memos	Select this check box to display the total of the financial aid memos. Clear this check box if you wish to display each financial aid memo for the term.
Print Deposits	Select this check box to display deposits on the schedule/bill. Clear this check box if you do not want deposits to display on the schedule/bill.
Pre-authorized Memos Affect Amount Due	Select this check box to have pre-authorized contract memos reduce amount due. Clear this check box to ensure that contract memos do not reduce amount due.
Financial Aid Memos Affect Amount Due	Select this check box to have financial aid memos reduce amount due. Clear this check box to ensure that financial aid memos do not reduce amount due.

Parameter	Description
Current Credit Balance Apply to Previous Debit Balance	<p>Select this check box to have a current credit balance apply to a previous debit balance, thereby reducing amount due. Clear this check box to specify that a current credit balance may not apply to a previous debit balance.</p> <p>For example: Previous Balance = 125.00</p> <p>Current Term Balance = -75.00</p> <p>If the check box is selected, Amount Due = 50.00; if cleared, Amount Due = 125.00.</p> <p>There is no parameter to control the reverse (i.e., a current debit balance would apply to a previous credit balance).</p>
Currency Code	To display dollar amounts in a currency other than base currency, enter a valid currency code from the Currency Code Validation Form (GTVCURR).
Print Order	Using a pull-down list, select the schedule/bill print order (ID, Name, Zip/ID, Zip/Name).

## Messages

You may enter messages to be displayed on the schedule/bill document on the Schedule/Bill Rules Form (TSASBRL). The messages will display immediately following the billing information. An unlimited number of messages may be displayed; however, remember space considerations when supplying messages.

## The Student Invoice/Billing Statement Process (TSRCBIL)

You will be prompted for the following parameters to run the Student Invoice/Billing Statement Process (TSRCBIL):

- Run Sequence Number
- Term
- Address Selection Date
- Address Hierarchy
- ID
- Printer
- Selection Identifier
- Application Code
- Creator ID
- Run in Sleep/Wake Mode
- Sleep Interval
- Number of Printed Lines Per Page (not used for schedule/bill processing)

You will then be prompted for the following:

Parameter	Description
Produce Schedule/Bill	<p>If Y (Yes), you will be prompted for additional parameters: TERM TYPE, CAMPUS, SCHEDULE/BILL DUE DATE, and STATEMENT DATE. Parameter prompting will then cease, and the rest of the parameters required to produce a schedule/bill will be obtained from the Schedule/Bill Rules Form (TSASBRL).</p> <p>If N (No), you will be prompted for the rest of the parameters necessary to run the Student Invoice/Billing Statement Process (TSRCBIL) (i.e., the current SunGard Higher Education invoice/statement will be produced).</p>
Schedule/Bill Rules Code	<p>Enter a valid schedule/bill rules code from the Schedule/Bill Rules Code Validation Form (TTVSBRC). This rules code is used to access the rules defined on the Schedule/Bill Rules Form (TSASBRL).</p>
Campus	<p>Campus is a repeating parameter. Enter a valid campus or campuses from the Campus Validation Form (STVCAMP). A schedule/bill will be produced for those students meeting all the selection criteria at the specified campus or campuses. If % is entered, all campuses will be processed.</p>
Schedule/Bill Due Date	<p>Enter the date the student's payment is due.</p>
Statement Date	<p>Enter the date to be printed in the heading.</p> <p>When the Student Invoice/Billing Statement Process (TSRCBIL) is run via Job Submission, rules parameter information will be obtained from the Schedule/Bill Rules Form (TSASBRL), not from the Process Submission Controls Form (GJAPCTL). The help text on the PRODUCE SCHEDULE/BILL parameter on GJAPCTL will convey this fact.</p>

## Additional parameters

When producing schedule/bills via job submission, it is still necessary to value the following parameters, but they will be ignored:

- Run Mode
  - Currency Code
  - Contract, Deposits, Expt Indicator
  - Financial Aid Indicator
  - Print Future Detail Indicator
  - Futures Print Date
  - Print Order
- Due Date
  - Minimum Account Balance
  - Detail Codes to Bill
  - Accounts
  - Do You Want Memos Printed
  - Do You Want Deposits Printed
  - Affect Amount Due Indicator

## About the Schedule/Bill Document

The schedule and bill portions of the document are considered floating in that each does not reside in a pre-defined area of the document. The entire student schedule will print followed by the student's entire invoice of charges and credits. Normal page break logic is employed. A continuation message signals the existence of subsequent documents.

The document can be printed on either an 8 1/2" x 11" sheet of paper or institution letterhead and stuffed into a #10 window envelope or on a pre-printed mailer. The schedule portion displays the student's schedule of classes as defined by the data elements selected on the Schedule/Bill Rules Form (TSASBRL). The bill portion of the schedule/bill is divided into two regions. Charges are displayed in one region. Payments/Anticipated Credits are displayed in the other region.

The Charges region holds charges for the parameter term (i.e., account detail items where the type indicator of the detail code = C). Keep in mind that charges are displayed according to the CHARGE SELECTION parameter, the CHARGE SUMMARIZATION parameter, and the TERM parameter. Whether a charge is due, is determined by comparing the effective date of the charge to the CURRENT DUE CUTOFF DATE parameter. A charge for the term that is not yet due is denoted by an asterisk (\*).

## Payments/ Anticipated Credits

The Payments/Anticipated Credits region is comprised of the following:

- Payment-type account detail items (i.e., the type indicator of the detail code = P)
- Deposits (when the Print Deposits check box is selected on the Schedule/Bill Rules Form (TSASBRL))
- Contract/exemption (when the Process Contracts, Deposits, Exemptions check box is selected on the Schedule/Bill Rules Form (TSASBRL))
- Financial Aid memos
- Financial Aid authorizations.

Some items that display in the Payments/Anticipated Credits section may not affect amount due based on the value of the PRE-AUTHORIZED MEMOS AFFECT AMOUNT DUE parameter, FINANCIAL AID MEMOS AFFECT AMOUNT DUE, and the COMMITTED/AUTHORIZED FINANCIAL AID indicator on the Student Billing Control Form (TSACTRL).

Items that appear in the Payments/Anticipated Credits section that do not affect amount due are denoted by an asterisk (\*).

## Bottom section

Student Name, Student ID, Campus, Previous Balance, Current Term Balance, Amount Due, and Future Balance appear in the bottom section of the schedule/bill. Student Name, Student ID, Term, and Amount Due appear on the remittance stub.

**Previous Balance** is the sum of charges minus sum of payments where the effective date of the charge is less than or equal to the current due cutoff date.

**Current Term Balance** is the sum of term charges due minus payments/anticipated credits that affect amount due (i.e. sum of non-asterisk (\*) charges minus the sum of non-asterisk (\*) payments).

**Amount Due** is the sum of current term balance and previous balance.

**Future Balance** is the sum of charges due, minus the sum of payments where the effective date of the item is greater than the current due cutoff date.

If the current term balance is a credit balance, and the CURRENT CREDIT BALANCE APPLY TO PREVIOUS DEBIT BALANCE parameter is not selected on the Schedule/Bill Rules Form (TSASBRL), amount due would be the same as previous balance.

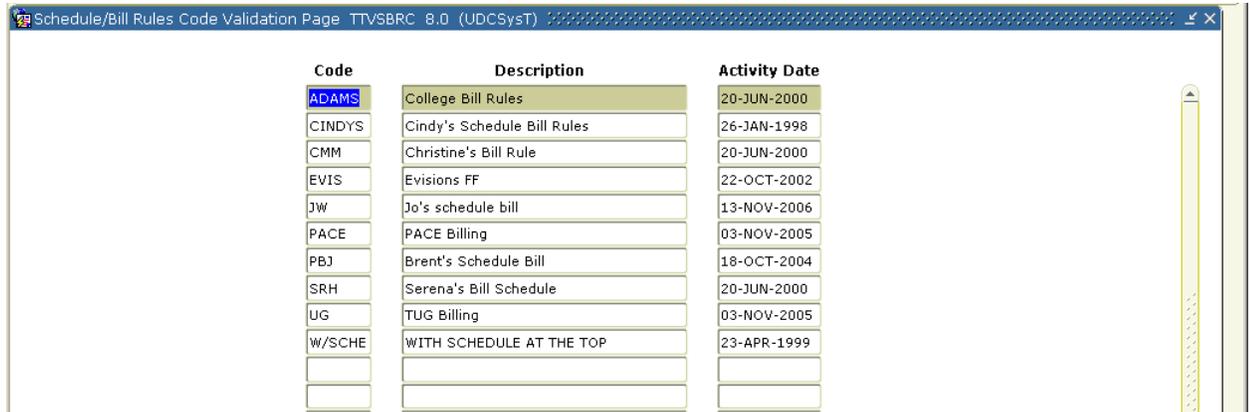
The messages on the schedule/bill will display immediately following the billing information. An unlimited number of messages may be displayed; however, you should be aware of the space considerations when supplying messages. Items denoted by an asterisk (\*) cause an additional message line to be generated. The message explains the significance of the "\*\*".

## Steps

Review the set-up of the Schedule/Bill parameters used in the billing portion of the Schedule/Bill document.

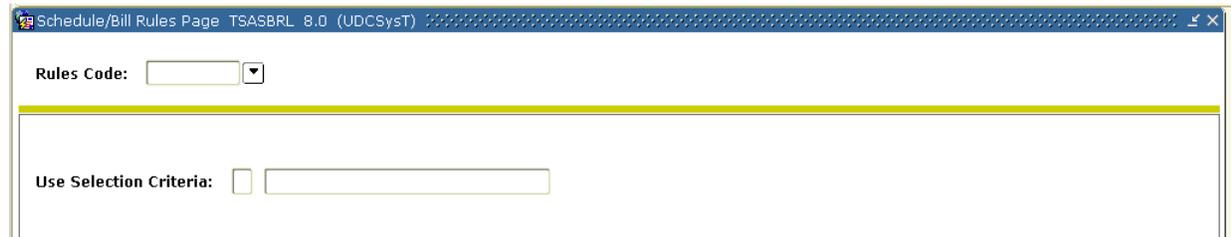
1. Access the Schedule/Bill Rules Code Validation Form (TTVSBRC).

This form lists valid rules codes. Make a note of one of them that may apply to your student (for example, *SBIL* (Student Bills)).



Code	Description	Activity Date
ADAMS	College Bill Rules	20-JUN-2000
CINDYS	Cindy's Schedule Bill Rules	26-JAN-1998
CMM	Christine's Bill Rule	20-JUN-2000
EVIS	Evisions FF	22-OCT-2002
JW	Jo's schedule bill	13-NOV-2006
PACE	PACE Billing	03-NOV-2005
PBJ	Brent's Schedule Bill	18-OCT-2004
SRH	Serena's Bill Schedule	20-JUN-2000
UG	TUG Billing	03-NOV-2005
W/SCHE	WITH SCHEDULE AT THE TOP	23-APR-1999

2. Click the **Exit** icon.
3. Access the Schedule/Bill Rules Form (TSASBRL).



Rules Code:  ▼

Use Selection Criteria:

4. Enter the rules code you chose from TTVSBRC in the **Rules Code** field.
5. Perform a **Next Block** function.
6. The **Use Selection Criteria** field should be populated with the default value (*Y* – Build Student Selection Rules).
7. Select **Create Student Selection/Print Options** from the **Options** menu. Review the information.
8. Select **Schedule Item Selection** from the **Options** menu.

9. Review the options that are available to print on the document. Notice that the number in the **Total Length** field (in the upper right corner of the form) adjusts to reflect the total number of characters to be displayed.

10. Select **Create Bill Selection Parameters** from the **Options** menu.

Review the options that are available for processing and review with the instructor.

11. Select **Create Billing Messages** from the **Options** menu. Notice that this is a free-form message block.

As you move between the blocks of this form, the options in the **Options** menu change to the options that are available for each block.

12. Click **Exit**.

# Review the Third Party Billing Rules Form

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## Introduction

The Third Party Invoice/Billing Statement Process (TSRTBIL) produces a multiple page invoice/statement. An Invoice/bill can be a combination of a student's schedule of classes and the invoice/bill of charges and credits.

There are three steps required to produce a third party bill:

- Create appropriate codes on the Third Party Rules Code Validation Form (TTVTPRC).
- Set up the invoice/bill parameters on the Third Party Billing Rules Form (TSATPRL).
- Run the Third Party Invoice/Billing Statement (TSRTBIL) to produce a invoice/bill.

Enter data for parameters on TSRTBIL and run in one of the following modes:

- INVOICING – simulates a bill but does not update the account or begin aging.
- STATEMENT – processes credits and payments and updates the account. The aging process begins and a statement is generated.
- APPLYCRED – processes credits and payments and updates the account. It does not update the account as billed and no statement is generated.

## Third Party Rules Form (TSATPRL)

The Third Party Rules Form (TSATPRL) is used to define the rules that will determine how Banner prints the third party bills, and to establish the relationship between a third party rule code and how Banner will print the bills that use that rule code. A rule code must be established on the Third Party Rules Code Validation Form (TTVTPRC) prior to using it on this form.

An invoice of items not previously billed may be produced, either for an individual third party account or for all third parties via the batch process Third Party Invoice/Billing Statement (TSRTBIL). An invoice may be not requested online for a third party. The request of an invoice will not update a third party account as being billed; therefore, charges and payments will be billed in detail when a bill is requested in *Statement* mode. No aging of invoiced charges occurs.

When a third party statement is requested, the account's bill date, due date, and statement date are updated, and the aging of charges billed begins. All charges and payments are billed in detail once. Transactions with "ARTERM" are reported separately under the "Contractor Activity" section of the report. Any outstanding charges at the next billing cycle which have not been previously paid and have a due date prior to the billing date will be reflected as being past due.

The Assess Penalty/Interest Charges Report (TSRLATE) should be run prior to bills to ensure that the third party is billed for the penalty or interest charges. When the Student Billing Control Form (TSACTRL) specifies that student authorization is required for third party contracts, authorization for a student should be completed before running TSRTBIL in *Statement* mode. This will ensure that the third party is billed for the student's charges.

## Items and item headings

On the Third Party Billing Rules Form (TSATPRL), you can indicate which data items will appear on the Invoice/Bill. The available items are as follows:

- Print Student's Schedule on Bill
- Print Student Summary on Bill
- Print One Student Per Page
- Print Authorization Number
- Print Sponsor Reference Number
- Print Student Text
- Print Billing Message
- Print Contract Number Text

To select a data item, select the corresponding check box.

## Print Student's Schedule on Bill

On the Third Party Billing Rules Form (TSATPRL), you can use the Schedule Item Selection window to select the student's schedule data items that will appear in the schedule portion.

The available items are as follows:

- Part of Term
- Course Reference Number (CRN)
- Subject
- Course
- Section
- Campus
- Title
- Credits
- Course Level
- Course Status
- Meeting Days
- Meeting Times
- Building
- Room
- Instructor(s)
- Grading Mode

To select a data item, select the corresponding check box. You can display an abbreviated course title and/or instructor name via a pull-down list. You must also provide the item heading. An error message will appear if the items selected exceed the allowable line width.

The allowable line width checked by Banner is 132 characters. Determine the allowable line width at your institution based on your printer and the pitch/font used for printing. If more items are selected than can be accommodated by your printer and pitch/font combination, printing difficulties may result.

## Print Student Summary on Bill

When this check box is selected, Banner will print a student summary on the bill. This is a list of all the students assigned to a contract and their account balances. If selected, this information will appear on the bill after the contractor's detail information.

## Print One Student Per Page

When this check box is selected, Banner will print either the information for one student or multiple students on each page of the bill.

## Print Authorization Number

When this check box is selected, Banner will print the contract authorization number for the contract on the bill.

## Print Sponsor Reference Number

When this check box is selected, Banner will retrieve the sponsor's reference number from the Contract Authorization Form (TSACONT).

## Print Student Text

When this option is selected, Banner will include any text for a student on the bill.

## Print Billing Message

When this option is selected, Banner will print any message on the Billing Message Form (TGAMESG) that is associated with the third party/contractor on the bill.

## Print Contract Number Text

When this option is selected, Banner will print any text that is associated with the third party/contractor on the Contract Authorization Form (TSACONT) on the bill.

## Third Party Invoice/Billing Statement (TSRTBIL)

You will be prompted for the following parameters to run the Third Party Invoice/Billing Statement process (TSRTBIL).

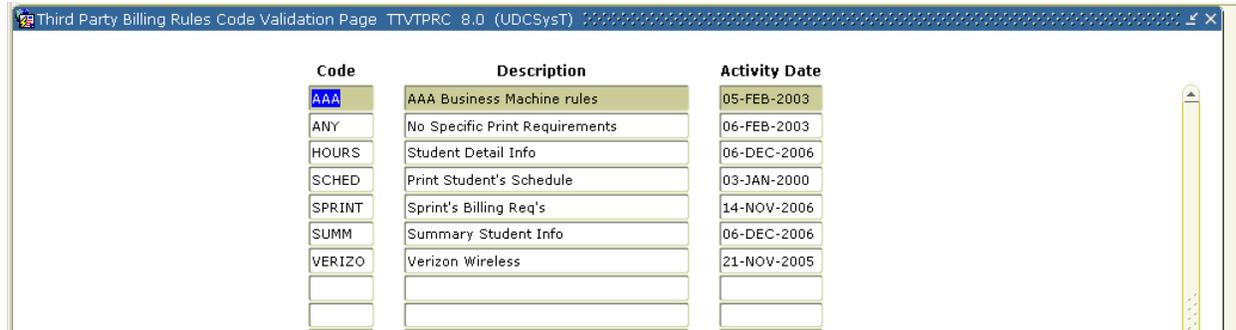
- Run Sequence Number
- Term
- Address Selection Date
- Address Hierarchy
- ID
- Printer
- Selection Identifier
- Application Code
- Creator ID
- Run in Sleep/Wake Mode
- Sleep Interval
- Number of Printed Lines Per Page (not used for schedule/bill processing)

## Steps

Review the set-up of the Third Party parameters.

1. Access the Third Party Rules Code Validation Form (TTVTPRC).

This form lists valid rule codes. Make a note of one of them that may apply to your third party.



Code	Description	Activity Date
AAA	AAA Business Machine rules	05-FEB-2003
ANY	No Specific Print Requirements	06-FEB-2003
HOURS	Student Detail Info	06-DEC-2006
SCHED	Print Student's Schedule	03-JAN-2000
SPRINT	Sprint's Billing Req's	14-NOV-2006
SUMM	Summary Student Info	06-DEC-2006
VERIZO	Verizon Wireless	21-NOV-2005

2. Click **Exit**.
3. Access the Third Party Rules Form (TSATPRL).



Third Party Billing Rules TSATPRL 8.0 (BAN8\_WIN)

Rules Code:  ▼

4. In the **Rules Code** field, enter the rules code you chose from TTVTPRC.
5. Perform a **Next Block** function.
6. In the **Bill Parameters** block, select the items that you want to be printed on the third party invoice/bill.
7. If you chose the option Print Student's Schedule on Bill, select **Create Schedule Items** from the **Options** menu.
8. Review the options that are available to print on the document.

Notice that the number in the Total Length field (in the upper right corner of the form) adjusts to reflect the total number of characters to be displayed.

9. Click **Save**.
10. Click **Exit**.

# Process Third-Party Contracts

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## Introduction

Requiring that students be authorized for contracts prior to the release of funds is controlled via the **Student Authorization Required for Contracts** box on the Student Billing Control Form (TSACTRL). When this check box is selected, it indicates that each student must be authorized by the third party prior to receiving third party credit.

The Contract Authorization Form (TSACONT) is used to establish third party contract authorizations for student accounts. A third party must first be established on the Identification Form (FOAIDEN or SPAIDEN) with an ID number as a non-person.

## Third-party contracts

Third-party contracts are billed via the Third Party Invoice/Statement Process (TSRTBIL).

A third-party contract exists on the system as an ID number and a non-person name. Each contract ID number may have multiple contracts. Each contract is established as an account level, a category level, or a detail level contract. At any level, the contract may be based on a percentage and a maximum amount to be paid by the contract. A maximum amount to be paid by the contract to the student can be established as well as a minimum amount to be paid by the student.

After the contract is established, students may be assigned to the contract on this form. Contracts should be established before the beginning of the Billing process.

Payment by the contracts take place online using the Student Payment Form (TSASPAY), or in batch prior to or during the Billing process (TSRCBIL).

Students may also be assigned to contract on the Account Detail Review Form (TSAACCT). Contracts are billed using the Third Party Billing Process (TSRTBIL).

## Steps

Create and post a third-party payment on a student's account for tuition and fees.

1. Access the Contract Authorization Form (TSACONT).

The screenshot shows a web browser window titled "Contract Authorization Page TSACONT 8.0 (UDCSysT)". The form contains the following fields and sections:

- Contract ID:** A dropdown menu followed by a text input field.
- Contract Number:** A dropdown menu.
- Term:** A dropdown menu with the value "200910" selected.
- Contract Base Information:**
  - Description:** A text input field.
  - Payment Detail Code:** A dropdown menu.
  - Charge Detail Code:** A dropdown menu.
  - Print Rule Code:** A dropdown menu.
- Contract Roll Options:**
  - Expiration Term:** A dropdown menu.
  - Roll Contract
  - Roll Students

At the bottom of the window, there is a status bar with the text: "Contract ID Number; press COUNT HITS for non-person search; Record: 1/1 | ... | <OSC>".

2. Enter the ID number of the account you have been using. The name should appear in the field to the right.
3. Enter *1* in the **Contract Number** field.
4. Enter *200401* in the **Term** field.
5. In the Contract Base Information block, enter a **Description** for the Third Party Billing (i.e. the company name).
6. List the values for the **Payment Detail Code**. Search for a payment detail code (**Type** field = *P*) with *CNT* in the **Category** field. Return with the value.
7. Search the **Charge Detail Code** fields for a Charge detail code (**Type** field = *C*) with *CNT* in the **Category** field. Return with the value.
8. Click **Save**.

## Steps

Follow these steps to create account authorizations.

1. Select **Create Account Authorizations** from the **Options** menu.
2. Enter the data elements in the following table.
3. After entering these elements, save the data.

<b>Field</b>	<b>Value</b>
Percent	100
Max Amt	200.00
Source	R

## Attach a student

You must also attach a student (that has tuition/fee charges) to the contract using the Person Assignment block of the TSACONT form, or the TSACONP form, before the next piece can happen.

## Set up third-party contracts

In class, the instructor will review several other ways to set up Third Party Contracts.

## Steps

Follow these steps to complete the process.

1. Access the Student Payment Form (TSASPAY).

The screenshot shows the 'Student Payment Page TSASPAY 8.0 (UDCSysT)' window. It contains several input fields and a table. The top section has fields for Term (200910), ID (210009506), Name (Mr. Anthony Abbe), Credit Limit, and Holds. Below this are fields for Delinquency, Collection Date, NSF, Credit Hours, Bill Hours, Term Charges, Authorized, Financial Aid, and Memos. The 'Cashier Data' section is a table with columns: Detail Code, Description, Amount, Trans Paid, Source Code, Cross Reference Number, Detail, Category, Effective Date, Original Charge, and Document Number. At the bottom of the table are fields for Receipt Number and Print Receipt? (N). Below the table are summary fields: Balance Other Terms, Current Term Charge, Current Term Credit, Amount Due, Future Dated Current Term, Future Dated Other Terms, and Memo Balance. A footer bar contains the text 'Term code; press LIST for valid codes.' and 'Record: 1/1 | ... | List of Valu... | <OSC>'.

2. Enter *200401* in the **Term** field of the Key block.
3. Enter the student's **ID** number in the Key block.
4. Perform a **Next Block** function.

5. The Accept Charges/Payments pop up box will appear.
6. Click **Return** to 'accept payments'.

Notice the Third Party Payment in the Cashier Data block. The detail code is the code you just entered as the Payment detail code on the Contract Authorization Form (TSACONT).

7. Access the Account Detail Review Form – Student (TSAAREV).

The student's ID should default into the ID field in the Key block.

8. Access the Account Details block.

The top transaction should be the Payment detail code that was posted on TSASPAY. Notice that the source code is C for the Contract module. Note the dollar amount of the transaction.

9. Access the Account Review Form – Student (TSAACCT).

10. Perform a **Next Block** function from the Key block.

11. Select **View Exemption/Contract** from the **Options** menu. Notice that the contract appears in the Contracts and Exemption block.

12. Access the Account Detail Review Form – Student (TSAAREV).

13. Enter the Company Account number used in the Contract Authorization Form (TSACONT).

14. Access the Account Details block.

The top transaction should be the Charge detail code that was established on the Contract Authorization Form in this lesson. The amount should be the same amount that was posted as a payment to the student's account.

# Process Student Exemptions

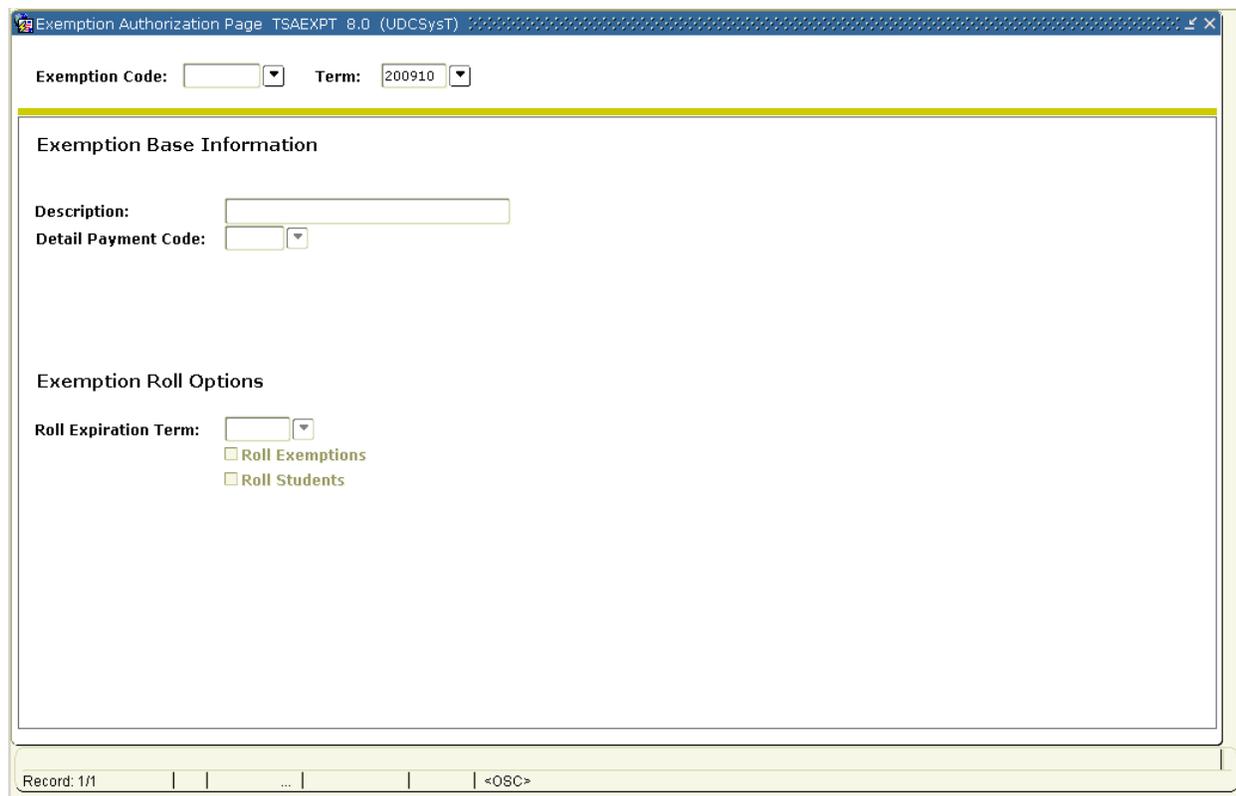
## Introduction

The Exemption Authorization Form (TSAEXPT) is used to create exemption authorizations for student accounts by term. Each exemption authorization is established as an account level, category level, or detail level exemption. At any level, the exemption may be based on a percentage. A maximum amount to be paid by the exemption and a minimum amount to be paid by the student can be established. After the exemption is defined, students can be assigned to the exemption on this form.

## Steps

Follow these steps to create and post an exemption payment on a student's account for tuition and fees.

1. Access the Exemption Authorization Form (TSAEXPT).



The screenshot shows a web browser window titled "Exemption Authorization Page TSAEXPT 8.0 (UDCSysT)". The form contains the following fields and sections:

- Exemption Code:** A dropdown menu.
- Term:** A dropdown menu with the value "200910" selected.
- Exemption Base Information** section:
  - Description:** A text input field.
  - Detail Payment Code:** A dropdown menu.
- Exemption Roll Options** section:
  - Roll Expiration Term:** A dropdown menu.
  - Roll Exemptions
  - Roll Students

At the bottom of the window, there is a status bar showing "Record: 1/1" and navigation controls including "<OSC>".

2. Enter an exemption code in the **Exemption Code** field.
3. Enter *200401* in the **Term** field.

4. Access the Exemption Base Information block.
5. Enter a **Description** for your exemption.
6. Enter a detail payment code in the **Detail Payment Code** field.
7. Search for a detail code with *EXP* in the **Category** field.
8. Click **Save**.

## Steps

Follow these steps to create account authorization.

1. Select **Create Account Authorization** from the **Options** menu.
2. Enter the values from the following table in the Account Level Authorization block.
3. After entering these values, save the data.

<b>Field</b>	<b>Value</b>
Percent	100
Max Amt	50.00
Source	R

## Attaching a student

You must also attach a student (that has tuition/fee charges) to the exemption using the Person Assignment block of the TSAEXPT form or the Exemption Person Authorization Form (TSAEXPP) before the next piece can happen.

## Steps

The instructor will review several other ways to set-up exemption authorizations.

1. Access the Student Payment Form (TSASPAY).
2. Enter *200401* in the **Term** field of the Key block.
3. Enter the student's ID number in the Key block.

Perform a **Next Block** function. The Accept Charges/Payments pop up box will appear; click **Return** to 'accept payments'.

Note: The Exemption Payment in the Cashier Data block. The detail code is the code just entered as the Payment detail code on the Exemptions Authorization Form (TSAEXPT).

4. Access the Account Detail Review Form – Student (TSAAREV).

The student's ID should default into the ID field in the Key block.

5. Access the Account Details block.

The top transaction should be the Payment detail code that was posted through TSASPAY. Notice that the source code is *E* for the Exemption module. Note the dollar amount of the transaction.

6. Access the Account Review Form – Student (TSAACCT).
7. Perform a **Next Block** function from the Key block.
8. Select **View Exemptions/Contracts** from the **Options** menu. Notice that the contract appears in the Contracts block and the exemption appears in the Exemptions block.
9. Click **Exit**.

## Steps

Follow these steps to add an exemption to a student on the Exemption Person Authorization Form (TSAEXPP).

1. Access the Exemption Person Authorization Form (TSAEXPP).

The screenshot shows a web browser window titled "Exemption Person Authorization Page TSAEXPP 8.0 (UDCSysT)". At the top, there are two dropdown menus: "Exemption Code:" and "Term:" with the value "200910" selected. Below this is a table with the following columns: "Delete", "Student ID", "Name", "Roll", "Expiration Term", "Priority", "Maximum Amount", and "Activity Date". Each column contains a series of empty input fields. The "Delete" column has checkboxes. The "Expiration Term" column has a dropdown menu. The "Activity Date" column has a date picker. At the bottom of the window, there is a status bar that says "Record: 1/1" and "<OSC>".

2. Enter the exemption code in the **Exemption Code** field.
3. Enter the term in the **Term** field.
4. Perform a **Next Block** function.
5. Add the student you have been working with in the **Student ID** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

# Query Records in the Account Charge/Payment Detail table (TBRACCD)

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## Introduction

The 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 to specify an ID number to view just one student account. It can be used as a tool while reconciling Banner Accounts Receivable to Banner Finance or to non-Banner Finance systems. A query can also be processed for just one detail code.

## Steps

Query records in the Account Charge/Payments Detail table (TBRACCD) using TGIACCD.

1. Access the Account Detail Query Form (TGIACCD).

The screenshot displays a window titled "Account Detail Query Page TGIACCD 8.0 (UDCSysT)". The main area contains a table with the following columns: ID, Name, Detail Code, Description, and Amount. The table is currently empty, with a "Total:" row at the bottom right. The window has a status bar at the bottom with the text: "Enter a query, press F8 to execute, Ctrl+Q to cancel. Record: 1/1 | Enter-Qu... | <OSC>".

Since the query is being performed on the TBRACCD table, the query can be very large; therefore, the following recommendations should be considered.

- Allow a select group of users to have access to this form. This determination should be made by your organization.
- Perform queries in an efficient manner. The table, which is being queried, has indexes. The indexed data elements should be used for the best performance.

The form is entered in Query mode.

2. Use the scroll bar to view the fields that can be used to select your query criteria. Combinations of any fields are possible.

3. Scroll to the Cashier area.
4. Enter the user name, the session number that was assigned when the cashier session in a previous topic was closed, and today's date.
5. Review the information that is displayed.

The instructor will advise the class on using the indexed fields to assist in an efficient query.

# Create an Automated Installment Plan

---

## Introduction

The Installment Plan Code Control Form (TSAISTC) defines the characteristics and default entry information for loans and time payments for the institution. Only those installments defined by this form may be granted.

If the installment plan is an automated plan, links to the Installment Plan Assignment Rules Form (TSAISTA) and the Installment Plan Payment Rules Form (TSAISTR) are enabled.

The installment plans defined in this form are used in the Installment Plan Form (TFAISTL or TSAISTL) to grant loans and time payments.

The Interest Detail Code and Rate and the Service Charge Detail Code and Amount must either both be entered or both be null.

Note: The system will permit entering both the Interest Detail Code and the Service Charge Detail Code. A decision will be required to determine which of these will be used for each installment plan, as to use both would place a double charge on the account for the plan.

Select a detail code for the **Plan Detail Code** field from the Detail Code Control Form.

## Steps

Follow these steps to create an installment plan.

1. Access the Installment Plan Code Control Form (TSAISTC).

The screenshot displays the 'Installment Plan Code Control Page - Student TSAISTC 8.0 (UDCSysT)'. It features three distinct sections, each representing an installment plan record. Each record includes a set of dropdown menus for codes (PLAN, CANC, PRIN, SERR, SERC), input fields for numerical values (Plan Amount, Interest Rate, Service Charge Amount, Priority, Term, Pay Period, Number of Payments, First Due Date, or Percentage, Fund Balance), and a checkbox for 'Auto Installment Plan'. The first record is for a 'Reverse Installment Plan' with Term 200710 and 1 payment. The second is a 'Three Payment Plan' with Term 200810 and 3 payments. The third is a 'Four Payment Plan' with Term 200710 and 4 payments, including a service charge amount of 25.00. A status bar at the bottom indicates 'Record: 1/?' and '<OSC>'.

2. Perform an **Insert Record** function.
3. Enter the following values in the following table.

4. After entering the values in the following table, click the **Save** icon.

<b>Field</b>	<b>Value</b>
Installment Plan Code	(2 Char user-defined) & description For this exercise, you can use your initials Ex. IG; Irene's Plan
Term	200310
Plan Detail Code	DEFR
Plan Amount	Blank
Pay Period	Blank
Principal Detail Code	PRIN
Number of Payments	Blank



# Create Payment Rules

## Introduction

The Installment Plan Payment Rules Form (TSAISTR) enables you to define variables used to calculate the Installment principal amount. Rules defined on this form are used by the Create Installment Plan Transaction process (TSPISTT), the Installment Plan Payment Form (TSAISTP), the Customer Service Form (TSICSRV), Web, and Voice Response (VR).

## Steps

Follow these steps to complete the process

1. Access the Installment Plan Payment Rules Form (TSAISTR).

Automated Installment Plan Rules TSAISTR 8.0 (UDCSYST)

Plan Code:  Term: 200910

**Base Plan Rules for Term**

Calculate Payments Using:  Equal Payments by Date  
 Percentage Payments

First Payment Due Date:

Number of Payments:

Pay Period:

Minimum Plan Amount:

Exclude First Payment from Service Charge

Check types of Credits to Include when determining Installment Principal Amount

Authorized Aid  
 Financial Aid Memos  
 Other Memos

Activity Date:

Installment plan; press LIST for values  
Record: 1/1 | ... | List of Valu... | <OSC>



8. Enter the following information:

<b>Seq No</b>	<b>Due Date</b>	<b>Payment Percent</b>
1	Enter a date	40
2	Enter a date	30
3	Enter a date	30

9. Click **Save**.

10. Select the **Define Charges Include in Plan** from the **Options** menu, or perform a **Next Block** function.

11. In the Category Information Code Information block, double-click the **Category** field to view the List of Values.

12. Select **FEE** and click OK.

13. Repeat step 11, select **TUI**, and click OK.

14. Click **Save**.

15. Once you have completed this exercise, let the instructor know.

As soon as everyone is ready, you will run the Auto Assignment Process (TSPISTA) and then the Auto Calculation Process (TSPISTT) to view the results.

Access the Account Review Form (TSAAREV) to view the impact of this on a student account.

# Self Check

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## Directions

Use the information that you have learned in this workbook to complete this self check activity.

### Question 1

How are detail codes defined?

### Question 2

Why are detail codes so important?

### Question 3

How can fees be accessed immediately on the Student Course Registration Form?

### Question 4

List the four forms that are used to view fee assessments.

### Question 5

What are the two steps required to produce a schedule bill?

## Question 6

Who gets a schedule bill?

## Question 7

What are the four items that make up the selection rules?

## Question 8

What must happen in order for a schedule/bill to be produced?

## Question 9

Think of some examples at your institution that would require a Non-person entry.

## Question 10

List any codes that you think may be used at your institution.

## Question 11

What functions can a Supervisor perform?

## Question 12

When should contracts be established?

## Question 13

Each contract must be established as one of what three levels?

## Question 14

How are third-party contracts billed?

## Question 15

What are some of the features of the Exemption Authorization Form?

## Question 16

What are the recommendations for querying the Account Charge/Payment Detail Table?

# Self Check – Answer Key

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## Question 1

How are detail codes defined?

**They are defined as either a charge or a payment.**

## Question 2

Why are detail codes so important?

**Detail codes are the most important items linking the Accounts Receivable module to the General Ledger. Behind each detail code is an accounting distribution and a series of Finance Rule Classes that determine the postings made to the General Ledger. Detail codes create the accounting transactions that are fed to the General Ledger through the interface process.**

## Question 3

How can fees be accessed immediately on the Student Course Registration Form?

**Fees are assessed immediately by clicking the Save icon.**

## Question 4

List the four forms that are used to view fee assessments.

- **Registration Fees Process Control Form**
- **Account Detail Review Form**
- **Student/Course Fee Assessment Query Form**
- **Registration Fee Assessment Audit History (SFAAUD)**

## Question 5

What are the two steps required to produce a schedule bill?

- **Set up the schedule bill parameters on the Schedule/Bill Rules Form (TSASBRL)**
- **Run the Student Invoice/Billing Process (TSRCBII) to produce a schedule bill.**

## Question 6

Who gets a schedule bill?

**The system determines who gets a schedule/bill using the parameters entered when submitting the Student Invoice/Billing Statement Process (TSRCBIL) in conjunction with the data input on the Schedule/Bill Rules Form (TSASBRL).**

**A schedule/bill can be produced for an individual or for a group of students.**

## Question 7

What are the four items that make up the selection rules?

- **Exclude students not allowed to register**
- **Exclude students who do not count in enrollment**
- **Course required**
- **Account billable.**

## Question 8

What must happen in order for a schedule/bill to be produced?

**All selection criteria must be satisfied.**

## Question 9

Think of some examples at your institution that would require a Non-person entry.

**Answers are on an individual basis.**

## Question 10

List any codes that you think may be used at your institution.

**Answers are on an individual basis.**

## Question 11

What functions can a Supervisor perform?

**The User ID can perform supervisory functions on the Cashier Supervisory Form (TGACSPV) and session adjustment transactions on the Miscellaneous Transaction Forms (TFAMISC and TSAMISC), the Account Detail Forms (TFADETL or TSADETL), and the Student Account Detail Review Form (TSAAREV).**

## Question 12

When should contracts be established?

**Before the beginning of the Billing process**

## Question 13

Each contract must be established as one of what three levels?

**Account level, category level, or detail level**

## Question 14

How are third-party contracts billed?

**Via the Third Party Invoice/Statement Process (TSRTBIL)**

## Question 15

What are some of the features of the Exemption Authorization Form?

- **Established as an account level, category level, or detail level**
- **Based on a percentage**
- **Maximum amount to be paid by the exemption**
- **Minimum amount to be paid by the student**

## Question 16

What are the recommendations for querying the Account Charge/Payment Detail Table?

- **Allow a select group of users to have access to this form**
- **Perform queries in an efficient manner**

# Day-to-Day Operations



## Introduction

The purpose of this section is to explain the day-to-day or operational procedures to manage Accounts Receivable functionality at your institution.

## Objectives

At the end of this section, you will be able to

- build standard charge and payment transaction codes  
(The building of detail codes is a part of both the setup and day to day operations, as business needs will require additional detail codes be built to process changes regarding how the institution conducts business.)
- 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
- 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.

# Accept Charges and Post Payment on the Student Payment Form (TSASPAY)

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## Introduction

The Student Payment Form (TSASPAY) is used to process a payment for a student who has registration and/or housing (location management) charges for a term.

Student registration and housing (location management) charges not previously assessed in the individual modules will be assessed on this form. The form is term-specific. Charges for the term are accepted on this form indicating that the student plans to attend.

This form calculates exemptions and contracts for eligible students and releases any deposits set to automatically release. It can also display the available Financial Aid if it is interfaced with the institution's Financial Aid system. If the Banner Financial Aid System is installed, it will call the Financial Aid disbursement process.

## Review a student's registration charges

Review a student's registration charges on the Account Detail Review Form - Student (TSAAREV), accept the charges, and enter a payment transaction on the Student Payment Form (TSASPAY).

### Steps

Follow these steps to complete the process.

1. Access the Student Payment Form (TSASPAY).

The screenshot shows the 'Student Payment Page TSASPAY 8.0 (UDCSysT)' interface. At the top, there are fields for 'Term' (set to 200910), 'ID' (210009506), and student name (Mr. Anthony Abbe). Below this are sections for 'Delinquency', 'Credit Hours', 'Collection Date', 'Bill Hours', 'NSF', 'Term Charges', 'Authorized', and 'Financial Aid'. A 'Cashier Data' table is present with columns for Detail Code, Description, Amount, Trans Paid, Source Code, Cross Reference Number, Detail, Category, Effective Date, Original Charge, and Document Number. At the bottom, there are summary fields for Balance, Current Term Charge, Current Term Credit, Amount Due, Future Dated Current Term, Future Dated Other Terms, and Memo Balance. A status bar at the very bottom indicates 'Record: 1/1' and provides navigation options like '<OSC>'. A footer note says 'Term code; press LIST for valid codes.'

2. Enter *200401* in the **Term** field.
3. Enter the ID number of the student you registered (if it was not defaulted in).

The number of credit hours, the number of bill hours and the amount of the term charges display in the top half of the form.

The Accept Charges block will pop up if new charges and/or credits are available.

4. Select **View Account Detail** from the **Options** menu.

5. Review the charges/payments.

The account balance displays at the bottom of the form.

6. Return to the Student Payment Form (TSASPAY) to complete the action.

7. Accept the term charges.

The difference between Charges, Charges/Credits, and None is explained in class.

8. Enter a \$50.00 cash payment to cover a portion of the student's tuition amount only.

9. Find the detail code for cash payment (remember that you can query for all cash-type payments by entering *CSH* in the **Category** field while in the TSADETC form).

10. Enter the amount of the payment and save the data.

11. Acknowledge the message displayed in the Auto Help line.

12. The receipt process is initiated as a result of the cash payment.

13. Review the totals on the bottom of the form.

# Post a Charge on an Account

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## Introduction

The Student Account Detail Form (TSADETL) allows for the entry of all charges and payments by detail code and amount, and to create deposits and memo items. Comments on the account (account text) may also be entered on this form. Balances and the NSF total indicator are displayed. Invoice numbers may be generated, and unapplication of payments may be requested.

The Account Detail Form is used for detail entry of transactions to individual accounts.

The Accounts Receivable Distribution Initialization Form (TOADEST) will appear the first time you access any form in Accounts Receivable module. You may specify printer identification for invoices and for receipts, which are required if each user is printing at a different printer or if preformatted forms are being used for invoices, receipts or student summary.

## Steps

Post a charge transaction to a student's account using the Student Account Detail Form (TSADETL).

1. Access the Student Account Detail Form (TSADETL).

Student Account Detail Page TSADETL 8.0 (UDCSYST)

ID: 210009506 Mr. Anthony Abbe      Credit Limit:      User: JCOLEBUR      Holds:           

Charges/Payments    Deposits    Memos    Comments

Detail Code: TRAN		Transcript Request		Pay Num:		Effective: 21-MAR-2007		Invoice Number	
Amount:	8.00	Doc Num:		Transaction:	21-MAR-2007	Bill:	28-JUN-2007	Statement:	28-JUN-2007
Balance:	8.00	Trans Paid:		Trans Num:	29	Due:	29-JUL-2007	Entry:	21-MAR-2007
Term:	200610	Receipt:		<input type="checkbox"/> Original Charge		Invoice Paid			
Source:	H								
Text:									

Detail Code: TRAN		Transcript Request		Pay Num:		Effective: 19-MAR-2007		Invoice Number	
Amount:	8.00	Doc Num:		Transaction:	19-MAR-2007	Bill:	28-JUN-2007	Statement:	28-JUN-2007
Balance:	8.00	Trans Paid:		Trans Num:	28	Due:	29-JUL-2007	Entry:	19-MAR-2007
Term:	200610	Receipt:		<input type="checkbox"/> Original Charge		Invoice Paid			
Source:	H								
Text:									

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
16.00	9,132.00	9,132.00	.00	.00	0	N

Charge or payment detail code; Press LIST for valid codes.  
Record: 1/?      ...      <OSC>

2. Upon entering an Accounts Receivable form for the first time, the Accounts Receivable Distribution Initialization Form (TOADEST) appears. The instructor will explain this form during class.
3. In the **ID** field, enter the ID number of your assigned student in the Key block of the Student Account Detail Form (TSADETL).
4. Access the Charges/Payments block.
5. Review the charges and payment posted. Note the current amounts in the **Account Balance** and **Amount Due** fields.
6. The student has a parking charge of \$35.00 that needs to be posted to his/her account.

Insert a blank transaction record.

7. Enter the following data elements:

Field	Value
Detail Code	PARK
Amount	35
Term	200401

8. Access the **Doc Num** field.
9. Enter the number of the parking office document that generated the charge, which is *HJR501*.
10. Click **Save**.
11. Review the balance information on the bottom of the form. The \$35.00 change will be reflected in the **Account Balance** and the **Amount Due** fields.

## Post a second transaction

You will now add a second parking charge for the student, which will take effect at a later date.

1. Insert a blank transaction record.
2. Enter the following data elements:

Field	Value
Detail Code	PARK
Amount	100.00
Term	199802

3. In the **Doc Num** field, enter the number of the parking office document that generated the second charge, which is *HJR728*.
4. In the **Effective** field, enter a future effective date.
5. Click **Save**.

Note that the new charge has been applied to **Account Balance** but has not been applied to **Amount Due** yet.

6. Click **Exit**.

# Post Charges and Payments on the Account Detail Form (TFADETL)

## Introduction

The Account Detail Form (TFADETL) is used to post charges and payments on a student or non-student account. TFADETL allows for the entry of all charges and payments in amount or by rate X unit format, deposits or memo items. Comments on the account (account text) may also be entered on this form. Balances and the NSF total indicator are displayed, receipts can be requested and unapplication of payments may be requested.

## Steps

Follow these steps to enter charges and payments on a non-student account.

1. Access the Account Detail Form (TFADETL).

Account Detail TFADETL 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe Credit Limit:

User: JCOLEBUR Holds:

Charges/Payments Deposits Memos Comments

Detail Code	Address Type	Units	Rate	Amount	Balance	Source	Pay Num	Doc Num	Trans Paid	Trans Num	Receipt	Text
TRAN				8.00	8.00	H				29		
TRAN				8.00	8.00	H				28		

Dates/Invoice	Feed/Cashier	Cross Ref
Effective: 21-MAR-2007		Invoice Number
Transaction: 21-MAR-2007		S0003787
Bill: 28-JUN-2007		Invoice Paid
Due: 29-JUL-2007		
Statement: 28-JUN-2007		
Entry: 21-MAR-2007		

Query Balance	Account Balance	Amount Due	Memo Balance	NSF	Receipt?
16.00	9,132.00	9,132.00	.00	0	N

Charge or payment detail code; press LIST for valid codes

Record: 1/? | ... | <OSC>

2. Enter the **ID** number of the non-person you created in an earlier lesson, if it is not already displayed.

3. Perform a **Next Block** function to access the Charges/Payments block.
4. In the **Detail Code** field, enter the charge detail code you created in the previous lesson.
5. Enter the values in the following table. The system will populate the **Amount** field with the value 450.00.

<b>Field</b>	<b>Value</b>
Address Type	BI
Sequence	1
Units	20
Rate	22.5

6. Click **Save**.

## Steps

Follow these steps to enter a second transaction.

1. Enter a second transaction using the values in the following table.
2. The system will populate the **Amount** field with the value 200.00.
3. Click the **Save** icon.

The data displayed in the **Trans Num** (Transaction number), **Source**, **Balance**, **Effective** (Effective date), and **Transaction** (Transaction date) fields have been populated by the system. The **Query Balance**, **Acct Balance**, and **Amount Due** fields at the bottom of the form also reflect the new entries.

Field	Value
Detail Code	PARK
Address Type	BI
Sequence	1
Units	10
Rate	20

## Steps

Follow these steps to enter a third transaction.

1. Enter a third transaction using the values in the following table.
2. The system will populate the **Amount** field with the value 360.00.
3. Click **Save**.

Field	Value
Detail Code	BKST
Address Type	BI
Sequence	1
Units	30
Rate	12

## Steps

Follow these steps to enter a payment transaction.

1. Enter a payment transaction using the values in the following table.
2. Click **Save**.

The instructor will explain what happens when the Application of Payment Process (TGRAPPL) is run.

3. Acknowledge any messages that appear.
4. A receipt is generated because the payment code specified that a receipt should be produced.
5. If the **Receipt Print Ind** flag on the Accounts Receivable Billing Control Form (TGACTRL) is set to *Y*, the receipt has also been sent for printing.
6. Additional information now displays. Transaction number (**Trans Num**), **Balance**, Effective date (**Effective**), Transaction date (**Transaction**) and **Source** have been populated by the system.
7. **Query Balance**, **Account Balance**, and **Amount Due** also reflect the new entry. All three have been reduced by the amount of the payment.

Field	Value
Detail Code	Enter the payment code you created in the previous topic.
Address Type	BI
Sequence	1
Amount	200.00

# Review the Account Detail Review Form (TFIAREV)

## Introduction

The Account Detail Review Form (TFIAREV) is used to review your entries.

## Review entries

Review the entries made on the Account Detail Review Form (TFIAREV).

1. Access the Account Detail Review Form (TFIAREV).

The screenshot shows the 'Account Detail Review' window. At the top, there are fields for 'ID' (210009506), 'User' (JCOLEBUR), and 'Credit Limit'. Below this is the 'Account Detail' section, which is a table with the following columns: Detail Code, Description, Transaction Number, Document, Invoice, Charge or Payment, Amount, and Balance. The table is currently empty. At the bottom of the window, there is a summary section with fields for 'Query Balance' (0.00), 'Account Balance', 'Amount Due', 'Memo Balance', and 'NSF'. A footer bar contains instructions: 'ID Number, press LIST for person search, COUNT HITS for non-person search, DUPLICATE ITEM for Alternate ID Lookup. Record: 1/1 | | ... | | <OSC>'.

2. The **ID** of the student you have been working with should be displayed in the Key block. If it is not, perform a name search to retrieve the account's ID.
3. Access the Account Detail block. Review the information displayed.
4. Perform an **Enter Query** function.

5. Access the **Detail Code** field and enter the charge detail code you created in an earlier lesson. Review the information now displayed.
6. The instructor can answer any questions regarding the differences between the **Query Balance**, **Account Balance**, and **Amount Due** fields.

# Post a Payment on the Account Detail Review Form – Student (TSAAREV)

## Introduction

The Account Detail Review Form (TSAAREV) is used to enter charges and payments to a student's account and to display information in a condensed format.

## Post a payment

Post a payment to an account via the Account Detail Review Form - Student (TSAAREV).

1. Access the Account Detail Review Form – Student (TSAAREV).

Account Detail Review Page - Student: TSAAREV 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe Credit Limit: Holds:

User: JCOLEBUR

**Account Details**

Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
TRAN	Transcript Request	200610	8.00		8.00	H	21-MAR-2007
TRAN	Transcript Request	200610	8.00		8.00	H	19-MAR-2007
TRAN	Transcript Request	200610	8.00		8.00	H	20-MAY-2005
PRIN	Installation Plan Payment Due	200510	433.34		433.34	I	14-OCT-2004
PRIN	Installation Plan Payment Due	200510	433.33		433.33	I	14-SEP-2004
PRIN	Installation Plan Payment Due	200510	433.33		433.33	I	15-AUG-2004
SERV	Deferred Payment Service Chrg	200510	40.00		40.00	I	04-AUG-2004
DEFR	Installation - Plan Deferred	200510		1,300.00	.00	I	04-AUG-2004
TFEE	Technology Fee	200510	28.00		28.00	R	08-AUG-2004
TRAN	Transcript Request	199610	5.00		5.00	H	31-JAN-2004
T101	UG Tuition	200510	300.00		300.00	R	01-AUG-2004
T101	UG Tuition	200510	-200.00		.00	R	01-AUG-2004

Query Balance: 1,697.00 Account Balance: 9,132.00 Amount Due: 9,132.00 Memo Balance: .00 Authorized Aid Balance: .00 NSF: 0 Receipt?: N

Charge or payment detail code; press LIST for valid values.  
Record: 1/? | ... | <OSC>

2. In the **ID** field, enter the ID of the student used in previous lessons if it is not already present in the Key block.
3. Perform a **Next Block** function to enter the Account Details block of TSAAREV.

4. Select a blank line in the Account Details block.
5. Enter *CHEK* in the **Detail Code** field.
6. Enter *CHEK #300* in the **Description** field by typing over the existing description.
7. Enter *200401* in the **Term** field.
8. Enter a payment amount of \$40.00 by entering *40* in the **Payment** field. Notice that the cursor defaults to the **Payment** field when using a Payment detail code.
9. Click **Save**.

Note: The **Receipt** field for this payment populated when the record was saved. (Use the scrollbar to view additional fields.)

10. Execute a **Query** function. The transaction that you just entered should now be on the first line, since it was the most recent one posted.

Note that the **Transaction Number** field has been populated, and that the **Source** field now displays a value of *T*.

To print a Student Transaction Summary report, simply select **Print Detail** from the **Options** menu. This will print a summary for the student of the account transactions.

11. Click **Exit**.



3. Perform **Next Block** functions to populate the Account Status block and the Account Balance block. Review these values.

Should you have any questions, return to the Account Detail Form (TSADETL) or the Account Detail Review Form (TSAAREV) and review all items to understand the summary provided on the Account Detail Review Form. If you need assistance, the instructor can help.

Explanation is given in class of the fields in the Account Status block and the batch processing related to each field.

4. Continue performing **Next Block** functions to review the Exemptions, Contracts, Collections and Installment Plan Query blocks. (Alternatively, you may use the options on the **Options** menu to navigate between blocks.)
5. You may wish to return to TSAACCT after completing subsequent exercises that will affect the values on this form.

# Query Account by Detail Code

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## Introduction

The Account Detail Review Form - Student (TSAAREV) is also used to display information in a condensed format.

## Review total charges

Review the total charges for a specific detail code using the Account Detail Review Form - Student (TSAAREV).

1. Access the Account Detail Review Form - Student (TSAAREV).
2. In the Key block, enter the **ID** number of the student you processed in the previous lessons.
3. Access the Account Details block.
4. Review the charges and payments posted.

## Review specific charges

First, you will review specific charges on your student's account.

1. Perform an **Enter Query** function.
2. Enter the detail code *PARK* in the **Detail Code** field.
3. Perform an **Execute Query** function.

The system retrieves all parking charges on this account.

4. Review the summary information at the bottom of the form.

Notice that the query balance reflects the total amount of the selected transactions only. The other totals still reflect the overall account.

## Review all charges for a particular term

Next, you will review all charges for a particular term on your student's account.

1. Perform an **Enter Query** function.
2. Enter the term code *200401* in the **Term** field.
3. Perform an **Execute Query** function.

The system retrieves all charges for the term 200401 on this account.

## Query for multiple criteria

Finally, you may narrow your search even further by querying for multiple criteria. In this case, you will view only the parking charges for the 200401 term on your student's account.

1. Perform an **Enter Query** function.
2. Enter the detail code *PARK* in the **Detail Code** field.
3. Enter the term code *200401* in the **Term** field.
4. Perform an **Execute Query** function.

The system retrieves all the parking charges for the term 200401 on this account.

# Process Installment Plans for a Student Account

## Introduction

The Student Installment Plan Form (TSAISTL) is used to process and post installment plans to a student's account that have not been assigned using the automatic installment plan assignment functionality.

Installment plan transactions are entered in the Student Installment Plan Form (TSAISTL). This form is located in the Student Accounts Receivable Menu.

## Steps

Assign a student to an installment plan and define the terms of the plan.

1. Access the Student Installment Plan Form (TSAISTL).

The screenshot shows the 'Student Installment Plan Page' in the TSAISTL 8.0 (UDCSysT) system. The window title is 'Installment Plan Page - Student TSAISTL 8.0 (UDCSysT)'. The ID field is populated with '210009506' and the name is 'Mr. Anthony Abbe'. The form is titled 'Installment Plan Authorization' and contains the following fields:

- Installment Plan:** A dropdown menu.
- Term:** A dropdown menu.
- Automated Installment Plan:** Two checkboxes:  Auto Plan and  Active.
- Installment Due:** Three radio buttons:  Fixed Day,  Last Day of Month, and  Use Pay Period.
- Number of Payments:** A text input field.
- Pay Period:** A text input field.
- First Due Date:** A date picker field.
- Plan Detail Code:** A dropdown menu.
- Principal Detail Code:** A dropdown menu.
- Interest Detail Code:** A dropdown menu.
- Service Charge Detail Code:** A dropdown menu.
- Plan Amount:** A text input field.
- Interest Rate:** A text input field.
- Service Charge Amount:** A text input field, followed by 'or Percent:' and another text input field.
- Reference Number:** A text input field.
- Entry Date:** A date picker field.

At the bottom of the form, there is a status bar with the text: 'Id number, LIST for person, COUNT HITS for non-pers search, DUP ITEM for Alternate ID search. Record: 1/1 | | ... | | <OSC>'.

2. Perform a **Next Block** function.

3. In the **Installment Plan** field, enter an installment plan code from the Installment Plan Code Control Form (TSAISTC).
4. In the **Term** field, change the default term to the term you are working with.
5. Select an **Installment Due** radio button to specify installment timing (either a **Fixed Day** of the month, the **Last Day of the Month**, or **Use Pay Period**).
6. In the **Number of Payments** field, enter the number of payments required for the plan.
7. If you selected **Use Pay Period** for the **Installment Due** field, enter the desired pay period number in the **Pay Period** field. If you selected **Fixed Day** or **Last Day of Month**, ignore this field.
8. Enter the **First Due Date** for the payments.
9. The **Plan Detail Code** field and **Principal Detail Code** field will contain default values.
10. Enter the dollar amount of the plan for this student in the **Plan Amount** field.
11. If you intend to charge an interest rate charge for the plan, enter *INTR* in the **Interest Detail Code** field, and then enter the rate to be charged in the **Interest Rate** field.
12. If you intend to charge a service fee, enter *SERV* in the **Service Charge Detc** field. You may enter a flat amount in the **Service Chg** field, or a percentage of the principal in the **Or Pct** field.
13. Click the **Save** icon

## Steps

Follow these steps to view the repayment schedule

1. From TSAISTL, select **View Repayment Schedule** from the **Options** menu.
2. Review the data
3. Access the Installment Plan Payment Amount Form (TSAISTP).
4. Review the data.
5. Access the Account Detail Review Form-Student (TSAAREV).
6. Review the data displayed on this form.

# Process Deposits and Post Deposits to a Student's Account

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## Introduction

The Student Account Detail Form (TSADETL) is used to process and post deposits to a student's account.

Deposits are entered using either the Account Detail Form (TSADETL), or by using the **Create Deposits** option on the Billing Mass Data Entry Form (TSAMASS). Deposit detail codes should be set up along with deposit payment codes, and defaults may be established for the type of payment that is used to make the deposit. Deposit information is maintained in a separate block from payment and charge transactions.

In the Accounts Receivable System, deposits may be released manually or automatically and either applied to an account's outstanding charges as a payment, or refunded (by entry of the proper refund code).

## Steps

Process deposits received for a student's account and release and post the deposit to a student's account.

1. Access the Student Account Detail Form (TSADETL).

Student Account Detail Page TSADETL 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe      Credit Limit:      Holds:      User: JCOLEBUR

Charges/Payments    Deposits    Memos    Comments

Detail Code: TRAN    Transcript Request		Pay Num:	Dates/Invoice		Feed/Cashier	Cross Ref	Tax
Amount:	8.00	Doc Num:	Effective:	21-MAR-2007			Invoice Number
Balance:	8.00	Trans Paid:	Transaction:	21-MAR-2007			S0003787
Term:	200610	Trans Num:	Bill:	28-JUN-2007			Invoice Paid
Source:	H	Receipt:	Due:	29-JUL-2007			Statement:
Text:		<input type="checkbox"/> Original Charge	Entry:	28-JUN-2007			21-MAR-2007
Detail Code:	TRAN    Transcript Request	Pay Num:	Effective:	19-MAR-2007			Invoice Number
Amount:	8.00	Doc Num:	Transaction:	19-MAR-2007			S0003787
Balance:	8.00	Trans Paid:	Bill:	28-JUN-2007			Invoice Paid
Term:	200610	Trans Num:	Due:	29-JUL-2007			Statement:
Source:	H	Receipt:	Entry:	28-JUN-2007			19-MAR-2007
Text:		<input type="checkbox"/> Original Charge					

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
16.00	9,132.00	9,132.00	.00	.00	0	N

Charge or payment detail code; Press LIST for valid codes.  
Record: 1/?      ...      <OSC>

2. Select the **Deposits** tab.

Student Account Detail Page TSADETL 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe Credit Limit:

User: JCOLEBUR Holds:

Charges/Payments **Deposits** Memos Comments

Release Amount:  Amount:  Auto Release:

Deposit Code:  Balance:  Release Date:

Payment Code:  Create Source:  Minimum:

Term:  Entry Date: 10-APR-2008 Expiration Date:

Document Num:  Feed:  Effective Date:

Receipt:

Release Amount:  Amount:  Auto Release:

Deposit Code:  Balance:  Release Date:

Payment Code:  Create Source:  Minimum:

Term:  Entry Date:  Expiration Date:

Document Num:  Feed:  Effective Date:

Receipt:

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
<input type="text"/> .00	<input type="text"/> 9,132.00	<input type="text"/> 9,132.00	<input type="text"/> .00	<input type="text"/> .00	<input type="text"/> 0	<input type="text"/> N

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1 | | ... | | <OSC>

3. Access the **Deposit Code** field.
4. Search for a deposit detail code. Return with an appropriate code.
5. Enter *200401* in the **Term** field.
6. Click **Save**.
7. Acknowledge the messages that appear in the pop-up windows.
8. Click **Exit**.
9. The instructor will discuss the Deposit Detail Control Form (TGADEPC) that is used to establish the deposit codes.
10. Access the Account Detail Review Form – Student (TSAAREV).  
Notice that the deposit transaction does not appear on this form.
11. Return to the Student Account Detail Form (TSADETL).
12. Select the **Deposits** tab.

13. Enter the amount of the original deposit in the **Release Amount** field.
14. Click **Save**. This will release the deposit into the student account.

## Steps

Follow these steps to view released deposits.

1. Rollback to the Key block.
2. Access the Charges/Payment block.

Notice that the first transaction posts the deposit onto the student's account.  
Notice the change in the balance fields at the bottom.

3. Go to the Account Detail Review Form - Student (TSAAREV).
4. Review the data. The deposit transaction should be on the top transaction line on the account.

The instructor will explain the other options for releasing deposits to the student's account.

# Review the Account Review Form - Finance (TFAACCT)

## Introduction

The Account Review Form – Finance (TFAACCT) is used to review account information.

## Steps

Review the account using the Account Review Form – Finance (TFAACCT).

1. Access the Account Review Form - Finance (TFAACCT).

Account Review Page - Finance TFAACCT 8.0 (UDCSysT)

ID: 210009508 Mr. Anthony Abbe

**Account Status**

NSF Counter:  Bill Code:    
 Refund Account Delinquency:

**Account Balance**

Effective Date Aging			Billing Date Aging		
Future:	<input type="text"/>	Current Due:	<input type="text"/>	Unbill:	<input type="text"/>
0-30:	<input type="text"/>	+ Past Due:	<input type="text"/>	0-30:	<input type="text"/>
31-60:	<input type="text"/>	- Unapplied Credit:	<input type="text"/>	31-60:	<input type="text"/>
61-90:	<input type="text"/>	Balance Due:	<input type="text"/>	61-90:	<input type="text"/>
91+:	<input type="text"/>	+ Memo Balance:	<input type="text"/>	91+:	<input type="text"/>
<b>Account Balance</b>		Amount Due:	<input type="text"/>	<b>Deposit Balance</b>	
<input type="text"/>		+ Future Due:	<input type="text"/>	<input type="text"/>	
		Net Balance:	<input type="text"/>		

ID number; LIST for person, COUNT HITS for non-person search, DUPLICATE ITEM for Alternate ID Lookup.  
Record: 1/1 | | ... | | <OSC>

2. In the **ID** field, enter the ID of the student you have worked with previously, if it is not already present in the Key block.
3. Review the information displayed in both the Account Status block and the Account Balance block.

4. Perform **Next Block** functions to populate this form.

To answer any questions, return to the Account Detail Form – Finance (TFADETL) or the Account Detail Review Form (TFIAREV) and review all items to understand the summary provided on the Account Review Form - Finance (TFAACCT). If assistance is needed, the instructor can help.

5. Rollback the form.
6. Repeat these steps for the non-person account you have been working with.
7. Review the options on the **Options** menu. Notice that this form does not contain Contracts and Exemptions information.

# Use Mass Entry for Student Charges and Payments

## Introduction

The Billing Mass Data Entry Form (TSAMASS) is used to quickly enter charges and payments in amount form, deposits, and memo items. Totals and the NSF indicator are displayed. Invoice numbers may be generated upon request. The form is used to enter many like transactions to large numbers of accounts on a single form.

## Steps

Post a number of transactions using the Billing Mass Data Entry Form (TSAMASS).

1. Access the Billing Mass Data Entry Form (TSAMASS).

The screenshot displays the 'Billing Mass Data Entry Page - Student TSAMASS 8.0 (UDCSysT)'. At the top, there are input fields for 'Detail Code', 'Amount', 'Term' (set to 200910), 'Document', and 'Effective Date' (set to 10-APR-2008). Below this is a table titled 'Charges/Payments' with the following columns: ID, Name, Detail Code, Description, Amount, Term, Document, Receipt, and Original Charge. The table contains 15 empty rows for data entry. At the bottom of the table, a 'Charge/Payment Total' field shows '0.00'. A status bar at the very bottom indicates 'Record: 1/1' and provides instructions: 'Detail code; press LIST for valid codes.' and '<OSC>'.

2. Assume that Accounts Receivable has been given several small checks for student payments. In the Key block, enter the following data elements:
  - In the **Detail Code** field, enter *CHEK*
  - In the **Amount** field, enter *25*
  - In the **Term** field, enter *200401*
3. Perform a **Next Block** function to access the Charges/Payments block.
4. Enter the ID of your student from previous lessons in the **ID** field. Notice that the **Detail Code** field and the **Amount** fields have been populated with the values listed in the Key block.
5. Access the **Detail Code Description** field. Tab across the field to the end of the existing description and enter a check number.
6. Access the next record. Again, enter the student's ID and modify the description to reflect a different check number.
7. Click **Save**.

Notice the **Charge/Payment Total** field at the bottom of the page.

8. Click **Exit**.
9. Access the Student Account Detail Review Form (TSAAREV).
10. Perform a **Next Block** function to access the Account Details block.

Notice that the two check payments recorded on the Billing Mass Data Entry Form (TSAMASS) are now listed in the Account Details block.

This same procedure can be used to enter the same charge to several accounts. The amount and the detail code can be adjusted in the Charges/Payments block as data is entered.

11. Click **Exit**.

# Use Mass Entry for Charges and Payments

## Introduction

The Billing Mass Data Entry Form (TFAMASS) is used to post multiple transactions.

## Steps

Post a number of transactions using the Billing Mass Data Entry Form (TFAMASS).

1. Access the Billing Mass Data Entry Form (TFAMASS).

The Accounts Receivable office has been given several small checks for one non-student account holder.

The screenshot shows a web browser window titled "Billing Mass Data Entry Page - Finance TFAMASS 8.0 (UDCSysT)". The interface includes a header section with the following fields: "Detail Code:" (dropdown), "Amount:" (text input), "Document:" (text input), and "Effective Date:" (calendar icon) set to "10-APR-2008". Below this is a section titled "Charges/Payments" containing five rows of data entry fields. Each row includes: "ID:" (dropdown), "Amount:" (text input), "Address Type:" (dropdown), "Sequence:" (dropdown), "Detail Code:" (dropdown), "Document:" (text input), "Invoice:" (text input), and "Receipt:" (checkbox). At the bottom of the form, there is a "Total:" field with ".00" entered. A footer bar contains the text "Detail code; press LIST for valid codes." and "Record: 1/1 | ... | List of Valu... | <OSC>".

2. Enter the following values in the Key block:
  - In the **Detail Code** field, enter *CHEK*
  - In the **Amount** field, enter *25*
3. Perform a **Next Block** function to Access the Charges/Payments block.

4. Access the **ID** field.

5. Enter the ID of the non-person account from previous topics.

Notice that the **Detail Code** field and the **Amount** field are automatically populated with the values listed in the Key block.

6. Access the **Detail Code Description** field. .
7. Enter a check number
8. Access the **Address Type** field.
9. Enter an address type code. Use *BI* (Billing), as in the previous topic.
10. Enter the sequence number from the previous lesson in the **Sequence** field.
11. Access the next record. Repeat steps 4-7 for this new record, but enter a different check number in the **Description** field.
12. Click **Save**. Notice the **Charge/Payment Total** at the bottom of the form.

13. Access the Account Detail Review Form (TFIAREV).

The screenshot shows the 'Account Detail Review' window for 'Mr. Anthony Abbe'. The ID is 210009506 and the user is JCOLEBUR. The credit limit is currently blank. Below the header is a table with columns: Detail Code, Description, Transaction Number, Document, Invoice, Charge or Payment, Amount, and Balance. The table is currently empty. At the bottom, there are summary fields: Query Balance (0.00), Account Balance, Amount Due, Memo Balance, and NSF (checkbox). A footer bar contains instructions: 'ID Number, press LIST for person search, COUNT HITS for non-person search, DUPLICATE ITEM for Alternate ID Lookup.' and 'Record: 1/1 | ... | <OSC>'.

14. Perform a **Next Block** function to populate this form.

15. Notice that the two check payments recorded on the Billing Mass Data Entry Form (TFAMASS) are now on the account.

# Direct Application of Payment

## Introduction

As mentioned in a previous lesson, the Student Account Detail Review Form is used to enter charges and payments to a student's account and to display information in a condensed format.

## Steps

Perform a direct application of payment on the Account Detail Review Form (TSAAREV).

1. Access the Student Account Detail Review Form (TSAAREV).

Account Detail Review Page - Student: TSAAREV 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe      Credit Limit:      Holds:      User: JCOLEBUR

Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
TRAN	Transcript Request	200610	8.00		8.00	H	21-MAR-2007
TRAN	Transcript Request	200610	8.00		8.00	H	19-MAR-2007
TRAN	Transcript Request	200610	8.00		8.00	H	20-MAY-2005
PRIN	Installment Plan Payment Due	200510	433.34		433.34	I	14-OCT-2004
PRIN	Installment Plan Payment Due	200510	433.33		433.33	I	14-SEP-2004
PRIN	Installment Plan Payment Due	200510	433.33		433.33	I	15-AUG-2004
SERV	Deferred Payment Service Chrg	200510	40.00		40.00	I	04-AUG-2004
DEFR	Installment - Plan Deferred	200510		1,300.00	.00	I	04-AUG-2004
TFEE	Technology Fee	200510	28.00		28.00	R	08-AUG-2004
TRAN	Transcript Request	199610	5.00		5.00	H	31-JAN-2004
T101	UG Tuition	200510	300.00		300.00	R	01-AUG-2004
T101	UG Tuition	200510	-200.00		.00	R	01-AUG-2004

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
1,697.00	9,132.00	9,132.00	.00	.00	0	N

Charge or payment detail code; press LIST for valid values.  
Record: 1/?      ...      <OSC>

2. In the Key block, enter the identification number of the student processed in the previous lesson.

3. Access the Account Details block.

The student wants to pay the \$35.00 parking charge for term 200401. Since this transaction was entered recently on the account, it appears near the top of the Account Details block.

Note the transaction number (**Transaction Number** field) of the \$35.00 parking charge. (Use the scroll bar to view this field.)

4. Place the cursor in the **Detail Code** field of the \$35.00 transaction.
5. Perform an **Insert Record** function to insert a blank transaction line directly beneath the \$35.00 parking charge.
6. In the new transaction line, enter *CHEK* in the **Detail Code** field.
7. Enter *CHEK #310* in the **Description** field.
8. Enter *200401* in the **Term** field.
9. Enter a payment amount of \$35.00 by entering *35* in the **Payment** field.
10. Use the scroll bar to access the **Transaction Number** field. Enter the **Transaction Number** of the \$35.00 parking charge.
11. Click **Save**.

Note that the **Receipt** field for the new transaction (the \$35.00 payment) has been populated.

Once saved, the new transaction is assigned its own transaction number. When the account is queried, the new transaction will appear at the top of the Account Details block.

12. Click **Exit**.

# View the Account Transactions for a Student

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## Introduction

The Account Detail Review Form – Student (TSAAREV) is used to view the account transactions for a student.

## Steps

Review the application of payments to charges.

The instructor will run the Application of Payment Process (TGRAPPL) prior to this exercise. The Application of Payments Process applies payments to charges.

1. Access the Account Detail Review Form - Student (TSAAREV).
2. The student's ID should populate the Key block.
3. Use the scroll bar in the Account Details block to view the transactions for this student.

Note that the **Balance** field (in the Account Details block) is now different than the **Charge** or **Payment** fields for many transactions. When the **Balance** and **Charge** or **Payment** fields are not equal, payments and charges have been applied to one another according to the Application of Payments priorities of each detail code defined on the Detail Code Control Form – Student (TSADETC).

4. Access the Application of Payment Review Form – Student (TSIAPPL).

Application of Payment Review Page - Student TSIAPPL 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe

Detail Code	Trans Number	Description	Term	Effective Date	Transaction Date
Payment:					
Charge:					
	User:			Apply Date:	
	Feed:	Feed Doc Num:		Feed Date:	
	Amount:	Direct Pay:		Re-apply:	

ID Number; press LIST - person search, COUNT HITS - nonperson search.  
Record: 1/1

5. Review the payments that have been applied to charges. Notice that the **Count** field below the message line displays the record you are on and the total number of records for the account as 1/54, 2/54, and so forth.

# Review the Application of Payments

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## Introduction

The 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. It handles the internal application of a line item with a negative balance to a line item with a positive balance. Generally, the payment is applied to a charge, but could also be a negative charge (cancellation or reduction) against a charge, or a payment against a negative payment (such as a returned check).

When the Application of Payment Batch Process is run, the following processes take place:

- Payment applied to a charge:
  - Debit Account B for payment code
  - Credit Account A for charge code
- Reversed charge applied to a charge
  - Debit Account A for reversed charge code
  - Credit Account A for charge code
- Payment applied to a reversed payment
  - Debit Account B for payment code
  - Credit Account B for reversed payment code

Entering a payment on TSASPAY, TSADETL, TSAAREV or TSAADSP can be directly applied to a specific charge or invoice using the **TPay** field. This will override all other application of payment specifications. If a direct application (TPay) is not specified, then when TGRAPPL is run, the payments will be applied based on the following criteria order:

- Like detail codes within the same term
- Oldest term (last semester's charges before this semester) with the exception of detail codes with the "like-term" indicator checked
- Highest priority (TSADETC)
- Oldest effective date (assuming priority codes match)
- Lowest transaction number (assuming priority codes match)

When the Application of Payment Batch Process (TGRAPPL) is run, results may be viewed for each account on the Application of Payment Query Form (TSIAPPL), which shows the charge Detail code, the payment Detail code, and the amount applied. Once a payment has been applied to a charge, the balance of the payment and charge will reflect the amount that has been used. The unused or outstanding balance for each transaction may be viewed on the Student Account Detail Form (TSADETL) or the Account Detail Review Form (TSAAREV).

If a payment is the result of an exemption or a third party contract payment, an additional requirement must be met when running TGRAPPL in order for the payment to apply to a charge transaction. The source code of the charge transaction must match the source code associated with the valid detail codes defined on TSACONT or TSAEXPT. To bypass this requirement, when defining the parameters on TGRAPPL, set the **Apply Contracts or Detail Code Priority** to D.

Future dated transactions will be handled in one of two ways, depending on the status of the **Feed Future Effective Transactions** check box on the Accounts Receivable Billing Control Form (TGACTRL). If this check box is checked, then the effective date is not used (i.e., all transactions are candidates for application of payments). If this check box is not checked, the Application of Payments process will only apply to those transactions that have a current or less than current effective date. Future charges or payments will not be applied until they become effective.

## Review the application of payments

Review the application of payments to charges.

The instructor will run the Application of Payment Process (TGRAPPL) prior to this exercise. The Application of Payments Process applies payments to charges.

1. Access the Application of Payments Review Form – Finance (TFIAPPL).

Application of Payment Review Page - Finance TFIAPPL 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe

Detail Code	Trans Number	Description	Effective Date	Transaction Date
Payment:				
Charge:				
	User:		Apply Date:	
	Feed:	Feed Doc Num:	Feed Date:	
	Amount:	Direct Pay:	Re-apply:	

ID number; LIST for person search; COUNT HITS for non-person search.  
Record: 1/1

2. Enter the non-person account ID in the Key block.
3. Review payments that have been applied to charges. If more entries exist than can be displayed on one page, view all application of payment records by using the scroll bar to the right of the block.
4. Access the Account Review Query Form (TFIAREV).
5. Notice that the amount in the **Balance** field is now different than the amount in the **Amount** field for many transactions. When the amount in the **Balance** field and the **Amount** field are not equal, payments and charges have been applied according to the Application of Payment priorities of each detail code.

# Perform an Unapplication of Payments - Student

## Introduction

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

## Unapply online payments

Unapply online payments, review the results, and request batch unapplication of another payment for the Student System.

1. Access the Student Unapplication of Payment Form (TSAUNAP).

The student's ID should populate the Key block.

Student Unapplication of Payment Page TSAUNAP 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe

User: JCOLEBUR Holds:

Detail Code	Description	Transaction Number	Term	Applied Date	Direct Pay	Charge/Payment	Amount	Balance
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		

Transaction Number	Term	Applied Date	Direct Pay
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

ID number; press LIST for person, COUNT HITS for non-person search.  
Record: 1/1 ... <OSC>

2. Perform a **Next Block** function to enter the Applied Payments block.

3. Review the payments that have been applied to charges. If more entries exist than can display on one page, a scroll bar will appear on the right side of the block. Use the scroll bar to view all the payments.
4. Access the Unapplication of Payment block.
5. Choose a transaction from the Applied Payments block.
6. Enter the transaction number in the **Transaction Number** field in the Unapplication of Payments block.
7. Click **Save**.

The transaction is removed from the Applied Payments block.

The \$35.00 payment that was directly applied to the parking charge does not appear. Once a payment is directly applied to a transaction it cannot be unapplied.

8. Access the Account Detail Review Form – Student (TSAAREV).
9. Locate the transaction number you unapplied in the previous step. The balance should now equal the amount in the **Payment** field. This transaction is now available to be applied to a different detail code (if the new detail code entered has a higher priority) when the Application of Payment report (TGRAPPL) is run again.
10. Access the Account Detail Review Form (TSAACCT).

11. Enter the Account Status block. Select **Unapply Payments** from the **Options** menu.

Account Review Form - Student - TSAACCT 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe

Unapplication of Payments - TSAACCT 8.0 (UDCSysT)

Enter Term or Date for Unapplication

Term	Unapply Date

Term of unapplication of payment; press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

12. Enter *200401* in the **Term** field, indicating that you want to unapply all payments for that term.

An alternative is to enter the date for which you want to have transactions unapplied. You cannot use both the Term and the Unapply Date.

13. Click **Save**. When the batch Unapplication of Payments Process (TGRUNAP) is run, all transactions for the term are unapplied.

Unapplication of payment can also be done while viewing the Account Detail Review Form - Student (TSAAREV). To do so from that form, select **Unapply Transactions** from its **Options** menu.

# Perform an Unapplication of Payments - Finance

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## Introduction

After a payment has been applied and it is determined that it was applied incorrectly, the payment(s) may be unapplied using the Unapplication of Payment Form (TFAUNAP) for a specific transaction number, term, or effective date.

Direct application of payment transactions (where you directly apply a transaction number in the TPay field) cannot be unapplied and the transactions will not show up on TFAUNAP.

This exercise is for the Finance department staff.

## Steps

Unapply online payments and review the results. Request batch unapplication of another payment for the Finance System.

1. Access the Unapplication of Payment Form (TFAUNAP).

The screenshot shows the 'Unapplication of Payment: TFAUNAP 8.0 (UDCSysT)' window. At the top, there are fields for 'ID:' (210009506), a dropdown for 'Mr. Anthony Abbe', 'User:' (JCOLEBUR), and 'Holds:' (checkboxes and a dropdown). Below this is the 'Applied Payments' section, which is a table with columns: Detail Code, Description, Transaction Number, Applied Date, Direct Pay, Charge/Payment, Amount, and Balance. The table contains several empty rows. Below the table is the 'Unapplication of Payments' section, which is a table with columns: Transaction Number, Applied Date, and Direct Pay. It also contains several empty rows. At the bottom, there is a status bar with the text 'ID number; press LIST for person,COUNT HITS for non-person search.' and 'Record: 1/1 | ... | <OSC>'.

2. Enter the account **ID** of the non-person account ID you created in a previous exercise.
3. Review the payments in the Applied Payments block. If more entries exist than can be displayed on one page, view all application of payment records by using the scroll bar to the right of the block.
4. Access the Unapplication of Payment block.
5. Select a transaction from the Detail block.
6. Enter the transaction number in the **Transaction Number** field in the Unapplication of Payments block.

7. Click **Save**.

Note: Message that appears in the message line at the bottom of the page.

Note: The application of payment records has disappeared.

8. Access the Account Detail Review Form (TFIAREV).

9. Access the transaction just unapplied. Notice that the **Query Balance** field is now the same as the **Account Balance** field.

10. Access the Account Review Form – Finance (TFAACCT).

11. Select **Unapply Payments** from the **Options** menu to access the Unapplication of Payments block.

12. Enter today's date as the date to unapply payments.

13. Click **Save**.

This transaction can now be unapplied using the Batch Unapplication of Payments Process (TGRUNAP).

# Perform Miscellaneous Routine Cash Receipts

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## Introduction

The Miscellaneous Transaction Forms are used to collect money that is not applied to a specific account. (The Miscellaneous Transfer Form – Finance (TFAMISC) is used if Banner Finance is installed; the Miscellaneous Transfer Form – Student (TSAMISC) is used if Banner Finance is not installed.) These forms provide a method for cashiers to record these transactions and generate a receipt.

Whenever a payment is made or money is collected, a corresponding charge must be entered for the same amount to produce a balanced entry. These forms allow for direct entry of general ledger account information when the detail code used permits it. The forms also have a second page, accessible only by a supervisor (as specified on the user profile form), for the purpose of allowing adjustments to a cashier's closed session.

## Steps

Post miscellaneous debits and credits and produce a receipt using detail codes with the existing account distributions.

1. If the Banner Finance System is installed, access the Miscellaneous Transaction Form - Finance (TFAMISC).

If the Banner Finance System has not been installed, access the Miscellaneous Transaction Form - Student (TSAMISC).

The two forms are mutually exclusive. If Finance is installed, TSAMISC will be unavailable, and if it is not installed, TFAMISC will be unavailable.

Assume that the bookstore (a campus-run auxiliary) has brought all of its cash receipts for the day, totaling \$525.00, to the cashier.

It is possible to enter an ID number in the Key block of the form, but the form does not update the account associated with the ID. The miscellaneous transaction remains separate from the account detail records. The instructor will indicate whether or not to enter an ID number.

2. In the **Detail Code** field, enter the payment detail code *CASH*.
3. Access the **Debit or Credit** field. Enter *D* to indicate this is the debit side of the transaction.

4. Access the **Currency Amount** field. Enter *\$525.00*, the amount of the payment.
5. Access the **Description** field. Enter *Bookstore Receipts* and today's date for the description of the transaction.
6. Access the **Account Number** field for the debit code.
7. Access the next record. Enter the detail code for the bookstore in the **Detail Code** field.
8. Access the **Debit or Credit** field. Enter *C* to indicate that this is the credit side of the transaction.
9. Access the **Currency Amount** field. Enter *\$525.00*, the amount of the payment.
10. Access the **Description** field. Enter *Bookstore Receipts* and today's date for the description of the transaction.
11. Access the **Account Number** field for the debit code.

The **GL# Enterable** field is unchecked (No) for both the *CASH* and *BKST* detail codes.

The instructor will explain what happens when the **GL# Enterable** field is checked (Yes), and how those results will differ depending on whether the Finance System has been installed.

12. Select **Create Address Information** from the **Options** menu.
13. Enter the campus address information. This information is optional.
14. Click **Save**.
15. The system has already requested a printed receipt. Acknowledge any messages that may appear.
16. The Auto Help line indicates that the receipt request has been processed. This is because the Receipt Print Ind flag is set to *Y (Auto Print)* on the Accounts Receivable Billing Control Form (TGACTRL).

# Perform Miscellaneous Non-routine Cash Receipts

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## Introduction

The Miscellaneous Transaction Form (TFAMISC/TSAMISC) is used to post miscellaneous transactions that will not have permanent records in Accounts Receivable based on a person/non-person ID.

## Steps

Post miscellaneous debits and credits and produce a receipt when accounting distributions have not been assigned to a detail code.

1. Access the appropriate Miscellaneous Transaction Form for your system (TFAMISC or TSAMISC).

You are in receipt of numerous check payments, totaling \$200.00, for participation in a College Fair held on campus. The payments are not to be posted to individual accounts but must be entered as miscellaneous transactions.

Miscellaneous Transaction Page - Finance TFAMISC 8.0 (UDCSysT)

Receipt Number:  Document:  User: JCOLEBUR  
ID:  Transaction Date: 10-APR-2008

Detail Code:  Description:  Debit or Credit:   
Currency Code:  Currency Amount:  Amount:   
Payment Number:  Merchant ID:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Rule Class
<input type="text"/>								

Detail Code:  Description:  Debit or Credit:   
Currency Code:  Currency Amount:  Amount:   
Payment Number:  Merchant ID:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Rule Class
<input type="text"/>								

Debit Total:  .00 Credit Total:  .00

Receipt Information  
Print Receipt:  N Print Duplicate:  N

Enter receipt number to be queried and press NEXT BLOCK.  
Record: 1/1 | ... | <OSC>

2. The **ID** field in the Key block is optional. The form will not update the account associated with the ID. The miscellaneous transaction remains separate from the account detail records. The instructor will indicate whether or not to enter an ID number.
3. Access the **Detail Code** field. Enter *CHEK* to indicate a check payment.
4. Access the **Debit or Credit** field. Enter *D* to indicate that this is the debit side of the transaction.

5. Access the **Currency Amount** field. Enter *\$200.00*, which is the amount received by the admissions office.
6. After an amount is entered, the Accounting information fields display.  
  
The **GL# Enterable** field is checked (Yes). The instructor can explain the differences in data entry between Banner Finance clients and Non-Banner Finance clients.
7. Continue to the **Description** field. Enter *College Fair Receipts*.
8. Enter the General Charge detail code in the **Detail Code** field. To find the valid code, display the Detail Code Control Forms (TFADETC or TSADETC).
9. Perform a Query on the **Description** field by entering *General %*. Return to the Miscellaneous Transaction Form with the General Charge detail code (GFEE.)
10. Access the **Debit or Credit** field. Enter *C* to indicate this is the credit side of the transaction.
11. Access the **Currency Amount** field. Enter *\$200.00*, which is the amount received by the admissions office.
12. After an amount is entered, the Accounting information fields display.  
  
The **GL# Enterable** field is sent to *Y* (Yes). The instructor can explain the differences in data entry between Banner Finance clients and Non-Banner Finance Clients.
13. Continue to the **Description** field. Enter *College Fair*.
14. Select **Create Address Information** from the **Options** menu.
15. Enter the campus address information. This information is optional.
16. Click **Save**.
17. The system has already requested a printed receipt.
18. Acknowledge any messages that may appear.
19. The Auto Help indicates that the receipt request has been processed. This is because the **Receipt Print Ind** flag is set to *Y (Auto Print)* on the Accounts Receivable Billing Control Form (TGACTRL).



2. Access the Account Detail Review Form - Student (TSAAREV).
3. In the Key block, enter the **ID** number of the account being processed.  
  
The number of returned checks posted to the account, as indicated by the **NSF** (non-sufficient funds) field, should be *0*.
4. Access the Account Details block.
5. Perform an **Insert Record** function.
6. Enter *RETC* in the **Detail Code** field.
7. In the **Description** field, enter the check number of the returned check.
8. Enter *200401* in the **Term** field.
9. In the **Charge** field, enter the amount of the returned check.
10. In the **Source** field, *T* (Charge/Payment Transaction) is automatically populated and does not have to be entered.
11. Click **Save**.

The number of returned checks posted to the account, as indicated by the **NSF** (non-sufficient funds) field, should now read *1*.

The penalty code associated with the returned check does not need to be entered by the user. The system will apply the penalty when the transaction for the returned check is saved. If you perform a **Rollback** function and then reentry the account details block, the penalty code will be displayed with its charge.

# Use the Receipt Form (TGARCPT)

## Introduction

The Receipt Form (TGARCPT) is used to display and reprint previously processed receipts. Any receipt created may be displayed on this form. This form may also be accessed from TSASPAY, TSADETL, TSADETF, and TSAAREV when a receipt number is generated.

## Steps

View a receipt entered previously and produce a duplicate.

1. Access the Student Account Detail Form (TSADETL).

The screenshot displays the 'Student Account Detail Page' for user 'JCOLEBUR' and account 'Mr. Anthony Abbe'. It features several tabs: 'Charges/Payments', 'Deposits', 'Memos', and 'Comments'. The 'Charges/Payments' tab is active, showing two entries with a detail code of 'TRAN' (Transcript Request) and an amount of 8.00. Each entry includes fields for 'Pay Num', 'Doc Num', 'Trans Paid', 'Trans Num', and 'Receipt'. A summary table at the bottom provides a quick overview of account balances and due amounts.

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
16.00	9,132.00	9,132.00	.00	.00	0	N

2. Query for a check payment. Use the detail code *CHEK* in the **Detail Code** field.

The system displays the details entered on the account with this detail code. The system has a receipt number for each entry on the account with *CHEK* as a detail code as defined on the Detail Code Control Form (TSADETC).



7. Select **Display Receipt** from the **Options** menu to go to the Receipt Form (TGARCPT).
8. Select **Print Receipt** from the **Options** menu to print a duplicate receipt.



3. Perform a **Next Block** function.
4. Perform an **Enter Query** function.
5. Query on one or more fields to locate transactions performed in previous lessons. (For example, you could query on the ID of the student or non-student you have worked with recently, or query for a specific set of receipt numbers.) Execute the query.
6. Examine the records that match your executed query. The highlighted record on the left side of the form will have more information available in the Receipt Detail block.

The **Type** field will indicate the display category selected. Use the horizontal scroll bar under the **Name** field to access additional information.

7. Select **Print Receipt** from the **Options** menu to send the selected receipt to the destination printer designated on the Accounts Receivable Distribution Initialization Form (TOADEST).
8. Click **Exit**.



2. Enter your Banner User ID. The Session number should default to 0, allowing you to view the current open/active session.

The current session for the user is always '0'. A number will be assigned by the system when the session is closed.

3. Click **Save**.
4. Access the Session Detail Selection block.
5. Select **Display User Sessions** from the **Options** menu to access data from past cashiering sessions.

The screenshot shows a web application window titled "Cashier Session Review TGACREV 8.0 (UDCSysT)". At the top, there are two input fields: "Session User:" with the value "JCOLEBUR" and "Session Number:" with a dropdown menu showing "0". Below this is a sub-header "User Sessions TGACREV 8.0 (UDCSysT)". The main area contains a table with the following columns: "Session", "Status", "Start Date", "End Date", "Bank", and "Deposit Number". The table is currently empty, with only the header row visible. At the bottom of the window, there is a status bar that reads "FRM-40350: Query caused no records to be retrieved." and "Record: 1/1" with navigation buttons like "<OBS>".

6. Perform a query for the first session of this cashier's User ID.
7. Click **Return** to go back to the Cashier Session Review Form.
8. Access the Cashier Session Summary block. This block will be populated with all payments and charges for the current session user.

9. Review the summary of all the cashiering completed in this session. If there is more data than what displays on the screen, scroll to the end using the scroll bar on the right side of the form.

This block displays data in summary by detail codes. Query the Cashier Session Summary block for specific detail codes.

10. **Rollback** the form.



6. Return to the Session Detail Selection block and select all payments by entering *P* in the **Payment / Charge** field. View all the payment information entered in the Cashier Session Summary block.
7. Select **Review Cashier Session Detail** from the **Options** menu to review the information there.
8. Return to the Session Detail Selection block and select all charges by entering *C* in the **Payment/Charge** field. View all the charge information entered in the Cashier Session Summary block.
9. Select **Review Cashier Session Detail** from the **Options** menu to review the information there.
10. Return to the Session Detail Selection block and select any category by entering the appropriate category code in the **Category** field.
11. View the information in the Cashier Session Summary and Session Detail Selection blocks.
12. Return to the Session Detail Selection block and remove the **Payment/Charge** and **Category** field values.
13. Enter the Cashier Session and Cashier Session Detail blocks. Request all transactions that were manually entered (a Source code of *T*.)
14. Perform other queries using both positive and negative amounts as well as greater than or less than amounts (*>100, <350*) and combinations of the fields on the Cashier Session Detail block.
15. Close the session by selecting **Close Session** from the **Options** menu.

The instructor can also explain how to close sessions automatically by using the Cashier Session Close (TGRCL0S) process. This report/process can close/finalize a session based on the transaction's source code. There is an indicator on the Charge/Payment Source Code Validation Form (TTVSRCE) that ties the ability to auto-close a session with the source code.

Notice how the Session number changes at the top of the form and the **Close Session** option is no longer active.

16. Select **Display User Sessions** from the **Options** menu. The session now appears in the closed session query.

Notice the *C* in the **Status** field indicating that the session is closed.

17. Click **Exit**.

# Adjust a Closed Session – Regular

## Introduction

The User Profile Definition Form (TGAUPRF) is used to identify users as supervisors and to assign cashiers to a supervisor. You can, also, restrict users to the processing of specific categories of transactions and transaction types.

## Steps

Adjust a closed session for a simulated data entry error. The adjustment updates the individual's account and the cashier session totals, but does not create a new session.

1. Access the User Profile Definition Form (TGAUPRF).

The screenshot shows the 'User Profile Definition TGAUPRF 8.0 (UDCSysT)' window. It contains the following sections:

- User ID:** A text input field with a dropdown arrow.
- User Name:** A text input field.
- Restricted User:**
- Supervisor:**
- User Permissions:** A table with columns: Code (dropdown), Category Description, Type (checkbox), Description (text input), and Activity Date (text input). There are four rows of input fields.
- Cashier Assignments:** A table with columns: Cashier (dropdown), Cashier Name (text input), and Activity Date (text input). There are four rows of input fields.

At the bottom, there is a status bar with the text: 'Oracle User ID. Press LIST for a list of established profiles. Record: 1/1 ... <OSC>'

A payment entered by another cashier (in this case, another class member) needs to be reversed.

Ensure that you have supervisor privileges by querying the User Profile Definition Form (TGAUPRF).

2. All members of the class should have closed their sessions. Ask another class member for his/her User ID and Session Number and record them below:

User ID: \_\_\_\_\_

Session Number: \_\_\_\_\_

3. Find an incorrect cash receipt for an individual account.
4. Review the details of that cashier session using Direct Access to call the Cashier Session Review Form (TGACREV).
5. Enter the Session User ID and the Session Number recorded above and save the data.
6. Access the Cashier Session Detail block and find the receipt in question. Assume one of the entries that had an Account ID and name was entered incorrectly. Write the Account ID, detail code and Amount below:

ID: \_\_\_\_\_

Detail code: \_\_\_\_\_

Amount: \_\_\_\_\_

7. Using Direct Access, Access the Account Detail Form (either TSADETL or TFADETL) or the Account Detail Review Form – Student (TSAAREV).
8. Enter the ID Number of the account that has the error.

## Steps

Follow these steps to adjust a closed session

1. Select **Process Supervisory Adjustment** from the **Options** menu.
2. Enter the Cashier User ID and Session Number of the Cashier session being adjusted.

Return to the Key block of the Account Detail Form.

Notice that the **User** field displays the Cashier whose session is being adjusted.

3. Query for the detail code that was recorded by entering the code in the **Detc** field. You will return all detail codes that match the code you are trying to locate.

Locate the transaction that you recorded above as being in error.

4. Insert a blank record.
5. Enter the same detail code with an adjusted amount. Indicate a short reason for the adjustment in the **Description** field.
6. Click **Save**.

The instructor will discuss the options for reversing the transaction and entering the correct transaction.

7. Return to the Cashier Session Review Form (TGACREV).

Notice the additional transaction and the adjusted session totals.

8. Return to the Account Detail Form (TSADETL or TFADETL).

The adjustment just made should be the first transaction record.

9. Access the **Text** field and select to view additional text.

10. Select **Create Additional Text** from the **Options** menu to enter a more thorough explanation for the adjustment. Return to the first page.

The **Text** flag for the detail transaction has been set to *Y* by the system. To view the comments, simply click the icon to the right of the Text box.

11. Click **Exit**.

# Adjust a Closed Session – Miscellaneous

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## Introduction

The Cashier Session Review Form (TGACREV) can be used to adjust closed sessions.

## Steps

Adjust a closed session for miscellaneous transactions.

1. Access the Cashier Session Review Form (TGACREV).
2. Using the same Cashier User ID and Session Number as previously, find the miscellaneous transactions by entering the Session User and Session Number and saving the data.
3. Perform a **Next Block** function to access the Cashier Session Detail block.

A miscellaneous transaction can be identified with an *S* in the **Source** field. It does not have an ID number.

4. Select a transaction for adjustment. Record the receipt number of the miscellaneous transaction below:

**Receipt Number:** \_\_\_\_\_

5. Click the **Exit** icon.
6. Access the Miscellaneous Transaction Form – Student (TSAMISC).
7. Select **Process Supervisor Adjustment** from the **Options** menu.
8. Enter the other cashier's Cashier User ID and Session Number.

9. To reverse the original entry, switch the entry of the detail codes between the **Debit** code and the **Credit** code fields. Enter the same amount and General Ledger Account information. Change the **Description** field to *Reverse Receipt #X*.
10. Click **Save**, then **Exit**.
11. Return to the Cashier Session Review Form (TGACREV) and the Cashier Session Detail block.

Notice the additional entry and the revised session totals.

12. Click **Exit**.

# Finalize a Cashier Session

## Introduction

The Cashier Supervisory Form (TGACSPV) is used to finalize a cashier session.

## Steps

Finalize cashier sessions for daily cash deposit.

1. Access the Cashier Supervisory Form (TGACSPV).

The cursor appears in the Active Cashier Session Query block and only the current active sessions are displayed. These sessions have not been closed.

Cashier Supervisory Page TGACSPV 8.0 (UDCSysT)

Active Cashier Session Query

User	Start Date	Start Time	End Date	End Time
<b>BJOHNSON</b>	10-JAN-2008	09:46:30	10-JAN-2008	09:48:08
BRLARGE	27-FEB-2008	15:09:21	27-FEB-2008	15:09:22
BSEBASTI	03-JAN-2008	17:19:51	11-JAN-2008	15:39:52
CBRADLEY	18-SEP-2007	14:18:03	17-OCT-2007	09:33:15
CGALLEHE	25-SEP-2007	17:58:59	24-NOV-2007	17:35:28
CGILLIAM	05-MAR-2008	11:34:31	18-MAR-2008	17:07:33
CHEBY	17-SEP-2007	11:27:44	10-JAN-2008	11:01:35
CHOLMES	19-OCT-2007	09:55:24	15-NOV-2007	11:19:46
CSZKARAD	27-FEB-2008	08:34:38	10-MAR-2008	12:35:22
DAMYX	03-MAR-2008	14:25:09	18-MAR-2008	10:44:10
DBECKER	24-JUL-2007	16:40:59	18-DEC-2007	02:37:49
DHARRISO	07-JAN-2008	12:22:46	16-JAN-2008	15:20:23
DLINDBLO	21-FEB-2008	13:40:37	21-FEB-2008	15:51:15
IARMSTRO	11-NOV-2007	23:07:05	04-DEC-2007	01:20:58
JCARTER	22-FEB-2008	15:38:52	24-MAR-2008	14:51:01
JMORENO	19-OCT-2007	22:11:45	14-NOV-2007	11:46:35
JOBIEN	12-MAR-2008	11:51:36	12-MAR-2008	11:54:17
JPOULIN	26-FEB-2008	16:34:31	14-MAR-2008	17:36:16
JWILSON	26-NOV-2007	14:12:27	16-JAN-2008	23:23:21
LMCINNES	19-SEP-2007	15:56:19	19-SEP-2007	15:56:19
LMULIAWA	20-FEB-2008	08:58:15	20-FEB-2008	08:58:15
LWALKER	09-JAN-2008	18:25:37	18-MAR-2008	15:04:05

Session user id.  
Record: 1/? | | ... | | <OSC>

2. Select **Review Inactive Cashier Sessions** from the **Options** menu.

These sessions are either in *C* (Closed), *F* (Finalized), or *R* (Reported) status.

User	Status	Bank	Session	Deposit Number	Start Date	End Date	Start Time	End Time
BEFOSTER	F	A1	2	28374982	13-JUN-2001	28-JUN-2004	09:48:17	16:42:44
BEFOSTER	F		1	1111	08-DEC-1999	20-JUN-2000	16:43:40	16:20:53
BJOHNSON	F		30		30-JUL-2007	03-JAN-2008	01:20:10	17:10:45
BJOHNSON	F	A1	29	29	18-APR-2007	11-JUL-2007	16:13:55	17:16:25
BJOHNSON	F	A1	28	28	16-NOV-2006	18-APR-2007	12:21:53	16:01:58
BJOHNSON	F	A1	27	27	26-SEP-2006	14-NOV-2006	13:13:27	17:12:02
BJOHNSON	F	A1	26	26	14-JUL-2006	20-SEP-2006	10:40:00	12:16:50
BJOHNSON	F	A1	25	25	05-JUL-2006	06-JUL-2006	14:49:16	14:38:20

Cashier session status (Values C=Closed,F=Finalized)  
Record: 1/? | ... | =OSC>

3. Perform a query. Enter *SAISUSR* in the **User** field. The system displays all inactive sessions.
4. Perform additional queries using combinations of the available fields such as **User**, **Status**, **Start** (date), and **End** (date).
5. Select a closed session with a status of *C*.
6. Finalize the session by putting an *F* in the **Status** field.
7. Click in the **Bank** field and select an appropriate code from the Bank Code Query Form (GXIBANK).
8. Enter a deposit number in the **Dep No:** field.
9. Click **Save**.
10. Click **Exit**.

# Generate the Accounting Feed Report

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## Introduction

The Accounting Feed Process (TGRFEED) is used to send the accounting information to the Finance system.

## Steps

Review the process for sending the accounting information for the day to the Finance System (for Banner Finance clients) and/or generate a report of the accounting information for the day.

1. Access the Process Submission Control Form (GJAPCTL).

The instructor will demonstrate this process using the instructions below.

2. Enter *TGRFEED* in the **Process** field.

(This report (TGRFEED) can also be opened through Direct Access.)

Process Submission Controls GJAPCTL 8.0 (UDCSysT)

Process: TGRFEED Accounting Feed Process Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Address Selection Date	10-APR-2008
02	Address Hierarchy	1MA
03	Records per feed document	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description:  Hold  Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.  
Record: 1/1 | ... | List of Valu... | <OSC>

3. Access the **Printer Control** block. Enter *DATABASE* in the **Printer** field.
4. Access the **Parameter Values** block. The instructor will demonstrate how to enter multiple address hierarchies.
5. Access the **Submission** block and save the data (check the **Submit** field).

The instructor will explain the information that appears on the report.

# Self Check

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## Directions

Use the information that you have learned in this workbook to complete this self check activity.

## Question 1

List some of the information that can be found on the Student Account Detail Form.

## Question 2

How does entering a future effective date affect the Account Balance and Amount Due fields?

## Question 3

How are transactions sequenced on the Account Detail Review Form – Student?

## Question 4

A student has requested a copy of his/her account transactions. How can you get them this information?

## Question 5

What are some of the advantages of using the Billing Mass Data Entry Form-Finance (TFAMASS)?

## Question 6

What type of information is displayed on the Account Review Form (TSAACCT)?

## Question 7

What is the difference between the Query Balance field and the Account Balance field on the Account Detail Review Form – Student (TSAAREV)?

## Question 8

What types of charges are accessed on the Student Payment Form (TSASPAY)?

## Question 9

List some of the features of the Student Payment Form (TSASPAY).

## Question 10

What does it mean when the Balance and Charge or Payment fields are different on the Account Detail Review Form?

## Question 11

What happens once a payment is directly applied?

## Question 12

On which forms can payments be unapplied?

## Question 13

What processes take place when the Application of Payment Batch Process (TGRAPPL) is run?

## Question 14

Where can the results of the Application of Payment Batch Process be viewed?

## Question 15

What is the significance of the Feed Future Effective Transactions checkbox?

## Question 16

In what types of ways can payments be unapplied?

## Question 17

Which applications cannot be unapplied?

## Question 18

What are the two forms used to collect money that is not applied to a specific account?

## Question 19

On which forms can the NSF flag field be viewed?

## Question 20

What form must be modified to allow for the ability to auto-close a session?

# Self Check – Answer Key

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## Question 1

List some of the information that can be found on the Student Account Detail Form.

- **Student's credit limit**
- **charges**
- **payment history**
- **comments**
- **account balances**
- **due dates**

## Question 2

How does entering a future effective date affect the Account Balance and Amount Due fields?

**The new charge is applied to the Account Balance, but does not get applied to the Amount Due until that effective date nears.**

## Question 3

How are transactions sequenced on the Account Detail Review Form – Student?

**Transactions are sequenced in ascending order by the most recent activity.**

## Question 4

A student has requested a copy of his/her account transactions. How can you get them this information?

**To print a Student Transaction Summary, access Print Detail from the Options menu within the Account Detail Review Form – Student.**

## Question 5

What are some of the advantages of using the Billing Mass Data Entry Form-Finance (TFAMASS)?

**The Billing Mass Data Entry Form can be used to enter many like transactions to large numbers of accounts. Invoice numbers can also be generated upon request.**

## Question 6

What type of information is displayed on the Account Review Form (TSAACCT)?

**Overall account summary data is displayed, including account status, balances including future and aging balances, exemptions, third party contracts, collection agency assignments, and installment plan information.**

## Question 7

What is the difference between the Query Balance field and the Account Balance field on the Account Detail Review Form – Student (TSAAREV)?

**The Query Balance field reflects the total amount of the selected transactions only. The Account Balance field reflects the overall account.**

## Question 8

What types of charges are accessed on the Student Payment Form (TSASPAY)?

**Student registration and housing charges not previously accessed in the individual modules.**

## Question 9

List some of the features of the Student Payment Form (TSASPAY).

**The Student Payment Form calculates exemptions and contracts for eligible students and releases any deposits set to automatically release. It can also display the available Financial Aid if it is interfaced with the institution's Financial Aid system.**

## Question 10

What does it mean when the Balance and Charge or Payment fields are different on the Account Detail Review Form?

**When the fields are not equal, payments and charges have been applied to one another according to the Application of Payments priorities of each detail code defined on the Detail Code Control Form – Student.**

## Question 11

What happens once a payment is directly applied?

**The payment cannot be unapplied.**

## Question 12

On which forms can payments be unapplied?

- **Account Detail Review Form (TSAACCT)**
- **Unapply Transactions option within the Account Detail Review Form – Student (TSAAREV)**
- **Student Unapplication of Payment Form (TSAUNAP)**
- **Unapplication of Payment Form (TFAUNAP)**

## Question 13

What processes take place when the Application of Payment Batch Process (TGRAPPL) is run?

**Payment is applied to a charge, reversed charge is applied to a charge, or payment is applied to a reversed payment.**

## Question 14

Where can the results of the Application of Payment Batch Process be viewed?

**Application of Payment Query Form (TSIAPPL)**

## Question 15

What is the significance of the Feed Future Effective Transactions checkbox?

**If this checkbox is checked, then the effective date is not used (I.e., all transactions are candidates for application of payments). If this checkbox is not checked, the Application of Payments process will only apply to those transactions that have a current or less than current effective date. Future charges or payments will not be applied until they become effective.**

## Question 16

In what types of ways can payments be unapplied?

**For a specific transaction number, term, or effective date.**

## Question 17

Which applications cannot be unapplied?

**Direct application of payment transactions cannot be unapplied and the transaction will not show up on the Unapplication of Payment Form.**

## Question 18

What are the two forms used to collect money that is not applied to a specific account?

**The Miscellaneous Transaction Form – Student (TSAMISC) and Miscellaneous Transaction Form – Finance (TFAMISC)**

## Question 19

On which forms can the NSF flag field be viewed?

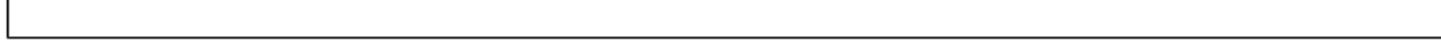
**TSADETL, TSASPAY, and TSAAREV**

## Question 20

What form must be modified to allow for the ability to auto-close a session?

**The indicator on the Charge/Payment Source Code Validation Form (TTVSRCE) ties the ability to auto-close a session with the source code.**

# Appendix



## Forms Job Aid

Form	Full Name	Use this Form to...
FTIIDEN	Entity Name/ID Search Form	verify that a non-person does not exist in the system.
GOAMTCH	Common Matching Entry Form	Use Common Matching functionality to verify that new IDs do not exist in the system.
SAAQUIK	Quick Entry Form	register students for courses.
SFAAUD	Registration Fee Assessment Audit Form	displays the calculations used to determine the fee assessment and refund amounts.
SFAREGF	Student Course/Fee Assessment Query Form	display a student's enrollment status and course registration for the term.
SFAREGS	Student Course Registration Form	admit a student into the system for use in the Fee Assessment and Payment process
SFARGFE	Registration Fees Process Control Form	Review Fee Assessment rules
SPAIDEN	Identification Form	Create a new non-person in the system.
TFAACCT	Account Review Form – Finance	review account information
TFADETC	Detail Code Control Form – Finance	build standard detail codes for use in non-student processing with the Finance system installed.
TFADETL	Account Detail Form	post charges and payments on a student or non-student account.
TFAMASS	Billing Mass Data Entry Form	quickly enter charges and payments in amount form, deposits, and memo items and post multiple transactions.
TFAMISC	Miscellaneous Transfer Form – Finance	to collect money that is not applied to a specific account.

<b>Form</b>	<b>Full Name</b>	<b>Use this Form to...</b>
TFAUNAP	Unapplication of Payment Form	unapply a payment for a specific transaction number, term, or effective date.
TFIAPPL	Application of Payments Review Form – Finance	review the payments that have been applied to charges.
TFIAREV	Account Detail Review Form	review your entries.
TGACOMC	Comment Central Form	add comments for student accounts
TGACPRF	Customer Profile Definition Form	identify a customer with an entity category, establish a credit limit, and append text to a customer's account.
TGACREV	Cashier Session Review Form	review and audit a cashiering session.
TGACSPV	Cashier Supervisory Form	finalize a cashier session.
TGARCPT	Receipt Form	display and reprint previously processed receipts.
TGARETC	Returned Check Code Control Form	establishes penalty codes and amounts for returned checks, to be automatically assessed upon entry of a returned check code.
TGAUPRF	User Profile Definition Form	grant access to the Banner system
TGIACCD	Account Query Detail Form	query all records in the Account Charge/Payment Detail Table (TBRACCD) without specifying an ID number or to specify an ID number to view just one student account.
TGIRCPT	Receipt Query Form	view and copy receipts.
TSAACCT	Account Detail Review Form	review account information about a specific account.
TSAAREV	Account Detail Review Form – Student	enter charges and payments to a student's account and display information in a condensed format.
TSACONT	Contract Authorization Form	establish third party contract authorizations for student accounts.

<b>Form</b>	<b>Full Name</b>	<b>Use this Form to...</b>
TSADETC	Detail Code Control Form – Student	create a new detail code and to perform queries based on the selection fields.
TSADETL	Student Account Detail Form	enter charges and payments by detail code and amount, and to create deposits and memo items
TSAEXPP	Exemption Person Authorization Form	add an exemption to a student
TSAEXPT	Exemption Authorization Form	create exemption authorizations for student accounts by term.
TSAISTA	Installment Plan Assignment Rules Form	create rules that automatically assign a student to an installment plan for a given term.
TSAISTC	Installment Plan Code Control Form	define the characteristics and default entry information for loans and time payments for an institution
TSAISTL	Student Installment Plan Form	process and post installment plans to a student's account that have not been assigned using the automatic installment plan assignment functionality.
TSAISTR	Installment Plan Payment Rules Form	define variables used to calculate the Installment principal amount.
TSAMASS	Billing Mass Data Entry Form	quickly enter charges and payments in amount form, deposits, and memo items and post multiple transactions.
TSAMISC	Miscellaneous Transfer Form – Student	to collect money that is not applied to a specific account.
TSASBRL	Schedule/Bill Rules Form	set up the schedule/bill parameters.
TSASPAY	Student Payment Form	enter a payment transaction.
TSATBDS	Term-Based Designator Rules Form	define the term-based rules that will be attached to detail codes to make them term-based detail codes
TSATPRL	Third Party Rules Form	define the rules that will determine how Banner prints the third party bills, and to establish the relationship between a third party rule code and how Banner will print the bills that use that rule code

<b>Form</b>	<b>Full Name</b>	<b>Use this Form to...</b>
TSAUNAP	Unapplication of Payments Form	unapply a payment for a specific transaction number, term, or effective date.
TSIAPPL	Application of Payment Review Form – Student	review the payments that have been applied to charges.
TSRCBIL	Student Invoice/Billing Statement Process	produce a multiple page invoice/statement. It can also produce a schedule/bill document
TSRTBIL	Third Party Invoice/Billing Statement Process	produce a multiple page invoice/statement.
TTVSBRC	Schedule/Bill Rules Code Validation Form	create and list valid Schedule/Bill rule codes.
TTVTBDS	Term-Based Designator Validation Form	define the term-based rules that will be attached to detail codes to make them term-based detail codes
TTVTPRC	Third Party Rules Code Validation Form	list valid rule codes