

# Banner Accounts Receivable Non-Student Accounts Receivable Training Workbook

*Release 8.0 - April 2008*

*Updated 4/29/2008*



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#### **Revision History Log**

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Original Date	New version that supports Banner 8.0 software.
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Revision Date	Revised to support Banner 8.0.
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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 end of this workbook, you will be able to

- build standard charge and payment transaction codes
- process non- student charges and payments
- create a company account
- query individual customer's account
- apply payments to specific charges
- unapply charges and their related payments
- process a returned check transaction
- adjust a cashier's session
- close and finalize a cashier's sessions.

## Intended audience

Accounts Receivable Office Administrators and Staff.

## Prerequisites

To complete this course, 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.

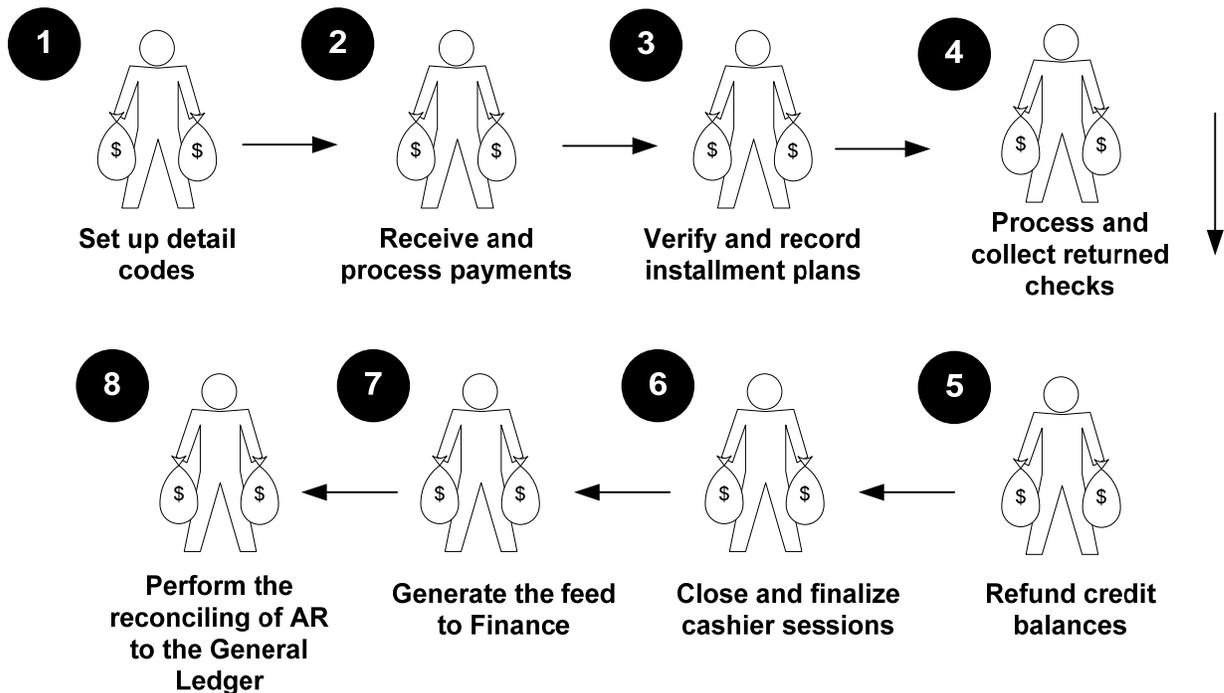
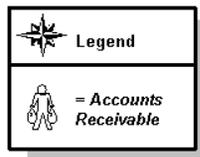
# Process Introduction

## 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 non-student Accounts Receivable process.



## What happens

The stages of the process are described in this table.

<b>Stage</b>	<b>Description</b>
<b>Accounts Receivable Staff</b>	
1	Sets up details codes
2	Receives and processes payments
3	Verifies and records installment plans
4	Processes and collects returned checks
5	Refunds credit balances
6	Closes and finalizes cashier sessions
7	Generates the Feed to Finance
8	Performs the reconciling of AR to General Ledger

# 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.

# Building A/R Validation Tables

## Introduction

Before anything can function in the Accounts Receivable module, the validation tables must be defined. The table shows the validation forms needed for non-student accounts receivable.

<b>Description</b>	<b>Banner Name</b>
Auto-hold Validation Form	TTVRHLD
Bill Code Validation Form	TTVBILL
Category Code Validation Form	TTVDCAT
Delinquency Code Validation Form	TTVDELI
Deposit Type Code Validation Form	TTVDTYP
Entity Category Code Validation Form	TTVECAT
Charge/Payment Source Code Validation Form	TTVSRCE

# Auto-hold Validation Form

The screenshot shows a web application window titled "Auto Hold Validation Page TTVRHLD 8.0 (UDCSysT)". The main content is a table with three columns: Code, Description, and Activity Date. The table contains 14 rows of data, with the first row highlighted in green. Below the table, there is a status bar with the text "Hold Rule Code" and "Record: 1/13".

Code	Description	Activity Date
ADV	Must Meet with Advisor	21-JUN-2000
AR	AR Hold	05-FEB-2003
ASSES	Assessment Testing Hold	22-MAR-2005
ATHLET	Athletic Hold	21-JUN-2000
BAL	Balance Due	21-JUN-2000
COLECT	Collection Hold	21-JUN-2000
HOUSE	Housing Damages Paid	20-DEC-1999
IMMU	Immunization Hold	12-MAR-2006
JUDIC	Judicial Hold	21-JUN-2000
LIB	Library Charges Paid	20-DEC-1999
PARK	Parking Paid Fines	20-DEC-1999
PROBA	Academic Probation Hold	21-JUN-2000
REGIST	Registration Hold	20-DEC-1999

Hold Rule Code  
Record: 1/13 | | ... | | | <OSC>

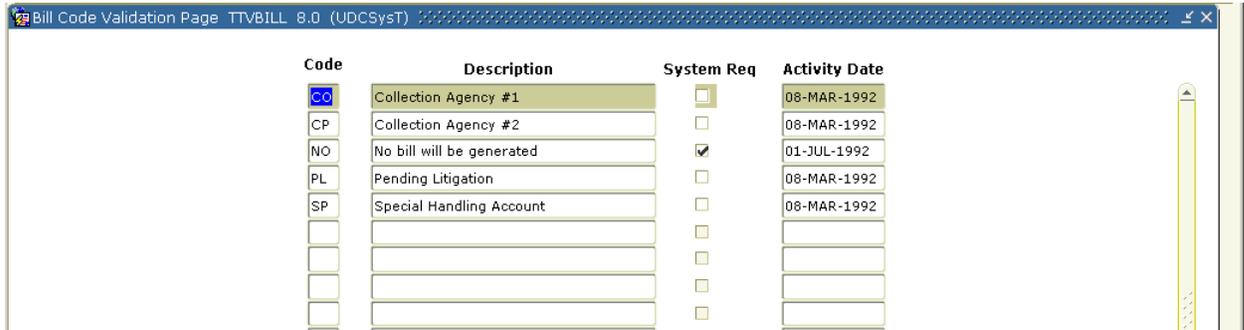
## Steps

Follow these steps to build codes for use with the Auto-hold process.

1. Access the Auto-hold Validation Form (TTVRHLD).
2. Enter *AR* for AR holds in the **Code** field.
3. Enter AR Hold in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

## Bill Code Validation Form

Use the Bill Code Validation Form to create codes attached to accounts that should not be billed. Code used to prevent bills from going to customers for various reasons like those accounts assigned to collection agencies.



Code	Description	System Req	Activity Date
CO	Collection Agency #1	<input type="checkbox"/>	08-MAR-1992
CP	Collection Agency #2	<input type="checkbox"/>	08-MAR-1992
NO	No bill will be generated	<input checked="" type="checkbox"/>	01-JUL-1992
PL	Pending Litigation	<input type="checkbox"/>	08-MAR-1992
SP	Special Handling Account	<input type="checkbox"/>	08-MAR-1992
		<input type="checkbox"/>	

## Steps

Follow these steps to complete the procedure

1. Access the Bill Code Validation Form (TTVBILL).
2. Enter *NB* for no bill in the **Code** field.
3. Enter *No Bill* will be generated in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

## Category Code Validation Form

The Category Code Validation Form is used to create categories for detail codes. Most of these are already defined and many are system required. You can create additional categories as needed.

Code	Description	Voice Response Message Number	System Required	Activity Date
APF	Admissions Application Charges		<input checked="" type="checkbox"/>	09-OCT-1990
ARM	Army Benefits		<input type="checkbox"/>	06-JUL-2006
BIL	Billing Charges		<input type="checkbox"/>	06-APR-1988
BKS	Book Store Charges		<input type="checkbox"/>	19-JUL-2005
CNF	Conference Services		<input type="checkbox"/>	22-JUN-2004
CNT	Contract Charges/Payments		<input type="checkbox"/>	22-JAN-1988
CSH	Cash, Check, Credit Card		<input type="checkbox"/>	16-FEB-1988
DEP	Deposit		<input checked="" type="checkbox"/>	27-JUN-1991
DPT	Departmental Charges		<input type="checkbox"/>	27-JUN-1991
EXM	Exemption Payments		<input type="checkbox"/>	22-JAN-1988
EXT	Extended Studies		<input type="checkbox"/>	14-NOV-2006
FA	Financial Aid		<input type="checkbox"/>	16-FEB-1988
FEE	Registration Fees		<input checked="" type="checkbox"/>	09-OCT-1990
FIN	Miscellaneous Fines		<input type="checkbox"/>	27-JUN-1991
FIX	Fixed-Fee Grant Charges		<input type="checkbox"/>	16-JAN-2006
GLF	Golf Course Operations		<input type="checkbox"/>	06-MAR-1992
GRN	Grant billing category		<input checked="" type="checkbox"/>	03-SEP-1999
HOU	Housing		<input checked="" type="checkbox"/>	09-OCT-1990
INS	Installment Charges/Payments		<input type="checkbox"/>	22-JAN-1988
MAN	Mandatory Fees		<input type="checkbox"/>	16-NOV-2006
MEA	Meal Plan		<input checked="" type="checkbox"/>	09-OCT-1990

Detail charge/payment category code.  
Record: 1/?

## Steps

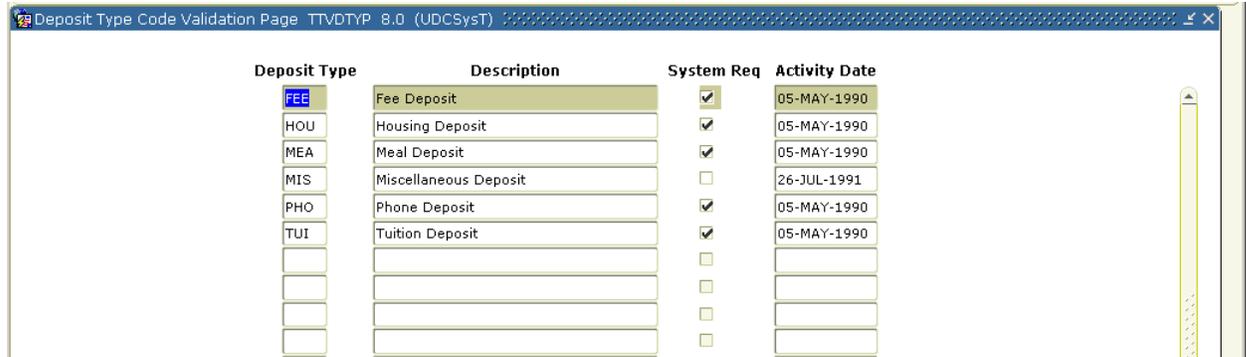
Follow these steps to complete the procedure

1. Access the Category Code Validation Form (TTVDCA).
2. Perform an **Insert Record** function.
3. Enter *ATH* in the **Code** field.
4. Enter *Athletic Ticket Sales* in the **Description** field.
5. Leave **Voice Response Message No** field blank.
6. Leave **System Required** checkbox unchecked.
7. Click the **Save** icon.
8. Click the **Exit** icon.



## Deposit Type Code Validation Form

Use the Deposit Type Code Validation Form (TTVDTYP) to build different deposit types. Some types are system required. You can also establish additional deposit types as needed.



Deposit Type	Description	System Req	Activity Date
FEE	Fee Deposit	<input checked="" type="checkbox"/>	05-MAY-1990
HOU	Housing Deposit	<input checked="" type="checkbox"/>	05-MAY-1990
MEA	Meal Deposit	<input checked="" type="checkbox"/>	05-MAY-1990
MIS	Miscellaneous Deposit	<input type="checkbox"/>	26-JUL-1991
PHO	Phone Deposit	<input checked="" type="checkbox"/>	05-MAY-1990
TUI	Tuition Deposit	<input checked="" type="checkbox"/>	05-MAY-1990
		<input type="checkbox"/>	

## Steps

Follow these steps to complete the procedure

1. Access the Deposit Type Code Validation Form (TTVDTYP).
2. Enter a deposit type code in the **Deposit Type** field.
3. Enter a description of the code in the **Description** field.
4. Click the **System Req** checkbox if the deposit type code is a system required code.
5. Click the **Save** icon.
6. Click the **Exit** icon.

## Entity Category Code Validation Form

Use the Entity Category Code Validation Form (TTVECAT) to build different deposit entities used in non-student billing.



The screenshot shows a window titled "Entity Category Code Validation Page TTVECAT 8.0 (UDCSysT)". Inside the window is a table with three columns: "Code", "Description", and "Activity Date". The table contains the following data:

Code	Description	Activity Date
AD	Administration and Staff	12-JUL-1991
AG	Agency	16-JAN-2006
AR	Account Receivable	12-JUL-1991
CN	Conference Services	22-JUN-2004
FA	Faculty Member	12-JUL-1991
HP	Hospitals	04-MAR-1992
MA	Military Agencies	04-MAR-1992
NS	Non-Student	12-JUL-1991
ST	Student	12-JUL-1991
TP	Third Party	12-JUL-1991

## Steps

Follow these steps to complete the procedure

1. Access the Entity Category Code Validation Form (TTVECAT).
2. Enter *PR* in the **Code** field.
3. Enter *Property* in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

## Charge/Payment Source Code Validation Form

Review the Charge/Payment Source Code Validation Form (TTVSRCE) to verify all source codes are defined. You can set different sources of charges to be used in the Auto-close process TGRCL0S.

Note: SunGard Higher Education recommends auto-closing and finalizing all non-cash sources of charges and payments.

Source	Description	Transaction Entry Allowed	System Required	Cashier Auto Close	Activity Date
1	Refund Period 1	<input type="checkbox"/>	<input type="checkbox"/>	Both	29-AUG-2001
2	Refund Period 2	<input type="checkbox"/>	<input type="checkbox"/>	Both	29-AUG-2001
3	Refund Period 3	<input type="checkbox"/>	<input type="checkbox"/>	Both	29-AUG-2001
A	Admissions Module	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
B	Location Management Room Chg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Both	03-FEB-2003
C	Contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
D	Deposit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
E	Exemptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
F	Financial Aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Both	03-FEB-2003
G	Recurring Receivables Charge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
H	Academic History Module	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
I	Installment Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Both	03-FEB-2003
J	Payments against a grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	05-OCT-1998
L	Billing Late Charge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
M	Memo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
N	Non-Sufficient Fund Charge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
O	Billing Purge Balance Forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
P	Application Of Payment Process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
R	Registration Module	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Both	03-FEB-2003
S	Miscellaneous Transaction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001
T	Charge/Payment Transaction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(None)	09-OCT-1990
U	Location Management Phone Chg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	29-AUG-2001

Charge/Payment Source Code.  
Record: 1/?

## Steps

Follow these steps to complete the procedure

1. Access the Charge/Payment Source Code Validation Form (TTVSRCE).
2. Use the scroll bar to navigate to source code *R*.
3. Select *Both* from **the Cashier Auto Close** drop-down menu to automatically close and finalize cashier sessions with this source code.
4. Click the **Save** icon.
5. Click the **Exit** icon.

# Building General Controls

## Introduction

The Accounts Receivable Billing Control Form (TGACTRL) is used to define some criteria that will control how certain transactions will feed to Finance.

Note: This form is used to enter the parameters for the operation and process control of Accounts Receivable at your organization.

## Banner form

The screenshot shows the 'Accounts Receivable Billing Control TGACTRL 8.0 (UDCSysT)' window. The form contains the following fields and options:

- Default Rule Class:** A dropdown menu.
- Statement History Months:** A numeric input field with the value 12.
- Payment History Months:** A numeric input field with the value 12.
- Checkboxes:**
  - Automatic Receipt Print
  - Enforce Restrictions on User Profile Form
  - Assign Cashiers to Supervisor
  - Address Required for Miscellaneous Transactions
- Feed Priors Using:** Radio buttons for  Transaction Date and  System Date.
- Feed Future Effective Transactions:**  Feed Future Effective Transactions.
- Feed Futures Using:** Radio buttons for  Transaction Date and  System Date.
- Holds Password:** A text input field with the value OVR.
- Invoice Prefix:** A text input field with the value S.
- Activity Date:** A date input field with the value 11-JUN-2007.

At the bottom of the window, there is a status bar with the text: "Default rucl code used when misc trans are fed; LIST available." and "Record: 1/1 | ... | List of Valu... | <OSC>".

## Steps

Follow these steps to complete the process.

1. Access the Accounts Receivable Billing Control Form (TGACTRL).

Note: Your instructor will update this form. You will see the following fields and options.

2. The **Feed Priors Using** option determines whether the feed of prior-dated transactions is based on Transaction date or System date. The default value is *Transaction Date*.

If you select *Transaction Date*, the Transaction date for both Accounts Receivable and Finance will be the same. If you select *System Date*, the Transaction date may be different. However, take into account that if feeding by Transaction Date you could try to post to a "closed" session in the G/L.

3. The **Feed Future Effective Transactions** checkbox enables the feeding of future transactions.

If you check the checkbox for Feed Future Effective Transactions then you have to select either Transaction Date or System Date.

If you leave the checkbox unchecked, then the system will not feed the future transactions until the transaction dates become current dates.

4. The **Feed Futures Using** option is only used if the checkbox for Feed Futures is checked. It determines whether the feed of future-dated transactions is based on Transaction date or System date. The default value is *Transaction Date*.

If you use system date processing when feeding future dated transactions that affect a future period, it is recommended that you refer to your organization's policy for deferred revenue recognition. Separate Detail codes may be required to distinguish realized revenue from deferred revenue.

5. Click the **Exit** icon to exit the form.

# Creating a User Profile

## Introduction

The User Profile Definition Form (TGAUPRF) is used to grant access to the Banner system.

You can define the user as a supervisor and grant permission for specific charge and payment transactions.

Note: 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.

## Banner form

The screenshot shows the 'User Profile Definition TGAUPRF 8.0 (UDCSysT)' window. At the top, there is a 'User ID:' field with a dropdown arrow. Below this is a 'User Name:' field and two checkboxes: ' Restricted User' and ' Supervisor'. The 'User Permissions' section contains a table with columns: 'Code' (with a dropdown), 'Category Description', 'Type' (with a dropdown), 'Description', and 'Activity Date'. The 'Cashier Assignments' section contains a table with columns: 'Cashier' (with a dropdown), 'Cashier Name', and 'Activity Date'. At the bottom, a status bar displays 'Oracle User ID. Press LIST for a list of established profiles.' and 'Record: 1/1'.

## Steps

Follow these steps to complete the process

1. Access the User Profile Definition Form (TGAUPRF).
2. Enter the appropriate User ID in the **User ID** field.
3. Enter *Cashier Supervisor* in the **User Name** field.
4. Click the **Restricted User** checkbox to restrict the user's ability to post charges and payments.

Note: To enable the user to enter specific detail codes, the User Permissions block must be completed.

5. Click the **Supervisor** checkbox to indicate that this User ID can perform supervisory functions on the Cashier Supervisor 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 the **Save** icon.

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

7. Click the **Exit** icon.



3. Navigate to the **Name** field.

Notes: Query on the name you have selected for your non-person to verify that the non-person does not exist in the system.

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	Indicator Type	Change

4. Access the Identification Form (SPAIDEN).

General Person Identification SPAIDEN 8.0 (UDCSysT)

ID: 210009506 Abbe, Anthony Generate ID: [icon]

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

ID: 210009506 Name Type: [dropdown]

**Person**

Last Name: Abbe [dropdown]  
First Name: Anthony [dropdown]  
Middle Name: [text]  
Prefix: Mr. [text]  
Suffix: [text]  
Preferred First Name: [text]  
Full Legal Name: [text]

**Non-Person**

Name: [text] [dropdown]

**ID and Name Source**

Last Update

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

**Original Creation**

User: [text]  
Create Date: [text]

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

5. Navigate to the **ID** field in the Key block and click the **Generate ID** icon to generate an ID.

Notice that Generated appears in both the **Key ID** and **ID** fields in the Current Identification block when a **Next Block** function is performed.

Note: The Generate ID icon will create either a new vendor or it will launch you into a common matching form, GOAMTCH if common matching is set up at your institution.

6. Navigate to the **Non-Person Name** field and enter the non-person's name.

7. Click the **Save** icon.

Note: Observe what happens in the **Key ID** and **ID** fields.

8. Navigate to the **Address** tab.

9. Enter *BI* (Billing) in the **Address Type** field.

10. Enter sequence number in the **Sequence Number** field.

11. Enter a billing address for your non-person in the **Address, City, State/Prov, County, Nation,** and **ZIP/PC** fields.

12. Enter BU (Business or work) in the **Telephone Type** field.

13. Enter the telephone number in the **Telephone** field.

14. Navigate to the **Biographical** tab.

15. Enter the **SSN/SIN/TIN** field if applicable.

16. Click the **Save** icon.

Note: You can also click the **Duplicate Check** icon.

17. Click the **Yes** button to create as new.

18. Click the **OK** button.

19. Click the **Exit** icon.

# Defining a Customer Profile

## Purpose

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.

## Banner form

The screenshot shows a web browser window titled "Customer Profile Definition TGACPRF 8.0 (UDCSysT)". The form contains the following fields and sections:

- ID:** A dropdown menu showing "210009506" and a text field containing "Mr. Anthony Abbe".
- Customer Profile:**
  - Entity Code:** A dropdown menu.
  - Default Address Type:** A dropdown menu.
  - Credit Limit:** A text input field.
  - Sequence:** A dropdown menu.
- Customer Comments:**
  - Originator:** A dropdown menu.
  - A table with four columns: **Comment Text**, **Activity**, **Originator**, and **User**. Each column contains a vertical stack of text input fields.

At the bottom of the form, there is a status bar with the text: "ID Number, Press LIST for person, COUNT HITS for non-person, CREATE ENTITY to add. Record: 1/1 | ... | <OSC>".

## Steps

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

1. Access the Customer Profile Definition Form (TGACPRF).  
Note: The student's account number should display.
2. Access the Customer Profile block.
3. Enter an **Entity Code** (query the table to find an appropriate code).
4. Enter an **Originator** code (again, query the table to find an appropriate code).
5. Enter the comment, "*Student called today about making payment arrangements,*" in the **Customer Comments** fields.
6. Click the **Save** icon.
7. Click the **Exit** icon.

# Building Standard Detail Codes

## Purpose

The Detail Code Control Form – Finance (TFADETC) is used to build standard detail codes for use in non-student processing with the Finance system installed.

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

## Banner form

The screenshot displays the 'Detail Code Control Page - Finance TFADETC 8.0 (UDCSysT)' window. It contains three separate forms for building detail codes, each with the following fields:

- Detail Code:** A text input field containing the code and its description.
- Type:** A dropdown menu.
- Category:** A dropdown menu.
- Grant Type:** A dropdown menu.
- Priority:** A dropdown menu.
- Refund Code:** A dropdown menu.
- Direct Deposit:**
- Refundable:**
- Receipt:**
- Payment History:**
- GL Enterable:**
- Active:**
- Pay Type:** A dropdown menu.
- Tax Type:** A dropdown menu.

Each form also includes a 'Defaults' section with 'Amount' and 'Effective Date' fields. The first entry is for '3PT 3 Peat', the second for 'A&H Arts and Humanities', and the third for 'AAAC Contract Charge'. The status bar at the bottom indicates 'Detail charge/payment code. Record: 1/?' and '<OSC>'.

## 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.

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 in the unnamed field to the right of the **Detail Code** field.
5. Enter *C* (Charge) in the **Type** field.
6. Enter *BIL* (Billing Charges) in the **Category** field or you may click the search icon to view a list of valid category codes.
7. Enter *999* in the **Priority** field 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. Leave the **Refundable** checkbox unselected.

Note: This checkbox should be selected only if the detail code is eligible to be refunded in any Automatic Fee Assessment process. Any detail code that may need to be reversed on an account will need to have the **Refundable** checkbox selected in order to be reversed and have the charges backed out of the account.

10. Leave the **Refund Code** drop-down box unselected.

Note: 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** checkbox, if it is not already checked.

12. Leave the **Receipt** checkbox unselected.

Note: This checkbox 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. Enter an amount in the **Amount** field 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. Enter a date in the **Effective Date:** field 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 the **Save** icon.

## Steps

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

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

The screenshot shows the 'GL BANNER Interface' window with the title 'TFADETC 8.0 (UDCSysT)'. At the top, there are fields for 'Detail Code: SPT 3 Peat', 'Effective Date: 09-NOV-2005', and 'Next Change Date:'. A 'Total Percent: 100' field is also present. The main area is titled 'General Ledger Interface to BANNER Finance' and contains three identical rows of input fields. The first row is populated with the following values:

Percent:	COA	Account Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
100	B		1110		1310				CHS1	APS2	APS1
	B		1110	10001	5175	60			CHS1	APS2	APS1

The second and third rows are empty. At the bottom of the window, it says 'Record: 1/1' and '<OSC>'.

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

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.
4. Enter *CHS1* in the **Rule Class 1** field.
5. Enter *APS2* in the **Rule Class 2** field.
6. Enter *APS1* in the **Rule Class 3** field.

7. Repeat steps 2-6 for Account B with the same values.

Note: Non-Finance clients should enter accounting information in the 60-character free-form fields.

8. Click the **Save** icon.
9. Perform a **Previous Block** function.
10. Select Create Detail Code Control from the **Options** menu to return to the main window of TFADETC.

## 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 in the **Detail Code** field.
3. Enter an appropriate description for the Payment detail code in the unnamed field to the right of the **Detail Code** field.
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. Select *C* (Cash Type Payment) in the **Pay Type** field.
8. Click the **Refundable** checkbox 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.

Note: 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** checkbox unselected.

Note: 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** checkbox to specify that a receipt number should be generated whenever this detail code is entered on an account.
12. Enter an amount in the **Amount** field only if the detail code is usually entered on an account for the same amount each time.  
  
Note: this is a default value.
13. Enter a date in the **Effective Date** field only if the detail code usually has the same effective date when entered on an account.  
  
Note: this is a default value.
14. Click the **Save** icon.
15. Select Create GL Interface from the **Options** menu to enter the General Ledger account distribution for the detail code.
16. Enter *100* in the **Percent** field.
17. Enter *B* in the **COA** field for Account A.
18. Enter *CHS1* in the **Rule Class 1** field.
19. Enter *APS2* in the **Rule Class 2** field.
20. Enter *and APS1* in the **Rule Class 3** field.
21. Repeat steps 17-20 for Account B.
22. Click the **Save** icon.
23. Click the **Exit** icon.

# Building Auto-Hold Rules

## Introduction

The Auto Holds Rule Form (TGAHOLD) is used to create automatic holds on accounts. The holds can be non-conditional which ignore balances and put a hold on all accounts within a certain population if desired. Holds can also be placed on accounts by building balance or aging criteria using this form. Always run the application of payment process before running the process to putting automatic holds on an account.

## Banner form

The screenshot shows the 'Auto Holds Rules Page TGAHOLD 8.0 (UDCSysT)' window. At the top, there is a 'Rule Code:' dropdown menu. Below this is a section titled 'Hold Information' which contains several fields and checkboxes:

- Hold Type:** A dropdown menu.
- Reason:** A text input field.
- From Date:** A date input field with a calendar icon.
- To Date:** A date input field with a calendar icon.
- Release:** A checkbox.
- Amount:** A text input field.
- Originator:** A dropdown menu.
- User ID:** A text input field.
- Purge Prior Holds:** A checkbox.
- Include Non-Persons:** A checkbox.
- Non-Conditional:** A checkbox.

At the bottom of the window, there is a status bar with the text 'Hold Rule Code' and 'Record: 1/1'. There are also navigation buttons: '...', 'List of Valu...', and '<OSC>'.

## Steps

Follow these steps to complete the process.

1. Access the Auto Holds Rule Form (TGAHOLD)
2. Enter *AR* in the **Rule Code** field
3. Perform a **Next Block** function.
4. Enter *AR* in the **Hold Type** field in order to put AR holds on any accounts that meet the criteria.
5. Click the **Release** checkbox only the user that is referenced in the following box can release this hold.

Note: Recommended to leave blank for auto-hold process.

6. Enter an explanation of why a hold is put on an account in the **Reason** field.
7. Enter the dollar amount associated with the hold in the **Amount** field.
8. Enter a begin date of the hold in the **From** field.
9. Enter an expiration date of the hold in the **To** field.
10. Enter the office that originates the hold in the **Originator** field.
11. Click the **Purge Prior Holds** checkbox to purge prior *released* holds from the hold table (SPRHOLD).
12. Click the **Include Non-Person** checkbox to apply the hold to non-person accounts as well as person accounts.
13. Click the **Non-Conditional** checkbox if you are performing a population selection that you want to apply the hold regardless of balance.

Note: If this box is checked and a population selection is not used Banner will put the hold on all accounts. Leave unchecked to build balance or aging rules.

14. Perform a **Next Block** to access the Account Balance Rules window.

Note: Use this window to build hold criteria based on account balance. To build hold rules use this window or the next window but not both. If both are populated the Automatic Hold Process (TGP HOLD) will not work.

15. Enter *100.00* in the **Minimum Account Balance** field to put holds on any accounts greater than \$100.00.
16. Enter a maximum balance if desired in the **Maximum Account Balance** field.
17. Enter a date in the **Account As of Date** field to look for charges as of the date entered.
18. Click the **Include Future Charges** checkbox if you want it to calculate future charges in the balance calculation like payment plans.
19. Click the **Include Financial Aid** checkbox to include any authorized financial aid used in the calculation.
20. Select the term in the **For Terms** field to limit the terms for the financial aid calculation.

21. Enter the term for the above selection in the **Term** field.
22. Click the **Include FinAid Memos** checkbox to select financial aid memos in the calculation.
23. Select the term in the **Memos For Terms** field to limit the terms for the financial aid calculation.
24. Enter the term for the above selection in the **Memos Term** field.
25. Click the **Include A/R Memos** checkbox to include AR memos in the calculation
26. Click the **Include Contract Memos** checkbox to include memos entered on contracts for the account.
27. Perform a **Next Block** function to navigate to the next window.

Note: Use this window to build rules based on aging date of the accounts instead of balance criteria. Use either this window or the previous window to build criteria or the Auto Hold Process (TGPHOLD) will not work.

28. Select a date to base the criteria in the Aging Date field.

Note: Options include:

- Billed Date – Date the transaction was billed.
- Effective Date – The effective date of the charge
- Due Date – Date the transaction is due

29. Enter a number in the **Minimum Aging Days** field to put a hold on any account with a balance that is this many days or greater.

30. Enter the maximum days to age to in the **Maximum Aging Days** fields.

Note: This field is usually used in conjunction with the above parameter.

31. Enter an amount in the **Minimum Aging Balance** field to put a hold on an account with a balance greater than or equal to the amount entered.

32. Enter an amount in the **Maximum Aging Balance** field to put a hold on an account with a balance less than or equal to this balance.

33. Click the **Save** icon.

34. Click the **Exit** icon.



## Steps

Follow these steps to complete the process.

1. Access the Billing Message Form (TGAMESG).
2. Enter Collection Agency ID in **Collection Agency** field if you want to attach a message on bills to a specific collection agency.
3. Enter delinquency code in the **Delinquency Code** field if you want to attach a message on bills to a specific delinquency code.
4. Enter a payment plan ID in the **Installment Plan** field if you want to attach a message on bills to a specific payment plan.
5. Enter an account ID in the **Account ID** field if you want to attach a message on bills for a specific account ID.

Note: By leaving all of the above blank the system will put a message on all bills.

6. Perform a **Next Block** function.
7. Enter text in the **Billing Message** fields.

Note: When running bills the message will print.

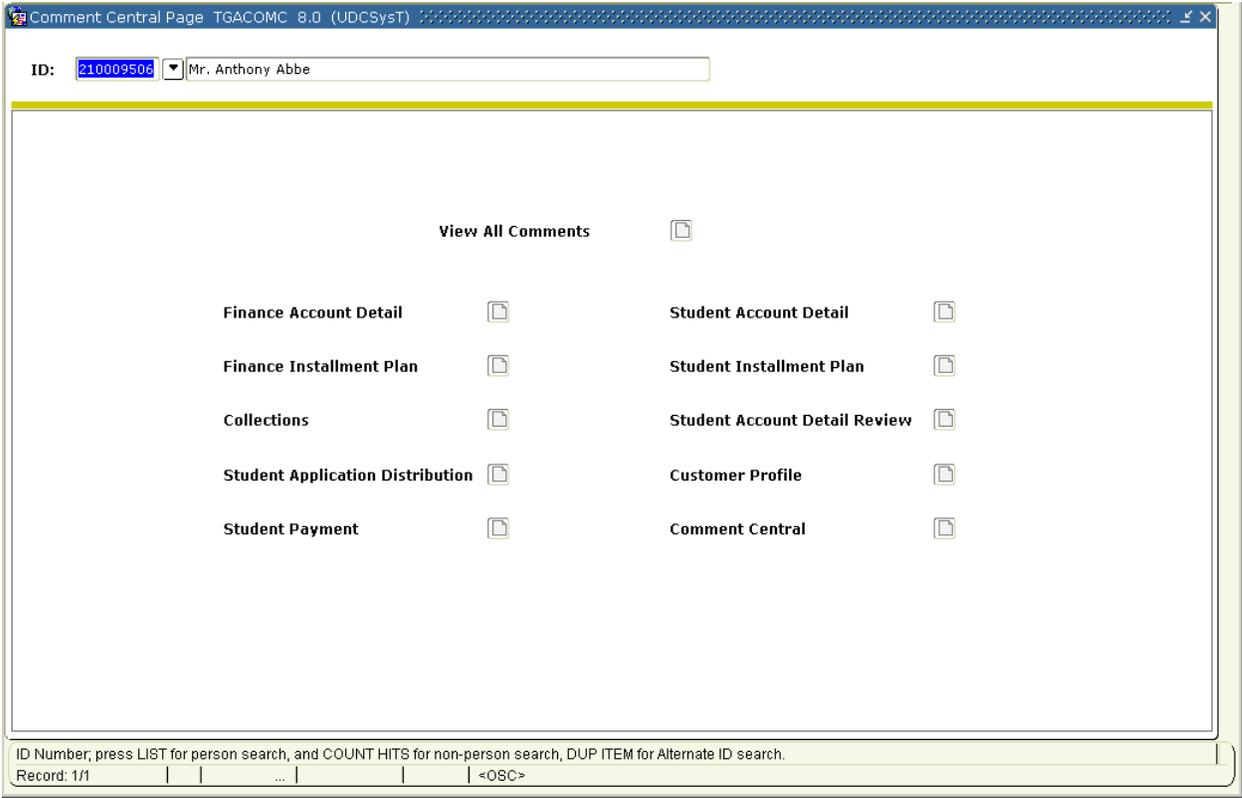
8. Click the **Save** icon.
9. Click the **Exit** icon.

# Entering Comments About Account Holders

## Purpose

The ability to add comments for an account 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 Comment Form option when you are in another Accounts Receivable form.

## Banner form



## Steps

Follow these steps to enter comments for a student.

1. Access the Account Detail Form (TSADETL).

The screenshot displays the 'Student Account Detail Page' for 'TSADETL 8.0 (UDCSyst)'. The account holder is 'Mr. Anthony Abbe' with ID '210009506'. The user is 'JCOLEBUR'. The account shows a balance of 9,132.00 and an amount due of 9,132.00. The account is categorized as 'Transcript Request' with a term of '200610' and a source of 'H'. The account is marked as an 'Original Charge'. The account history shows two transactions, both effective on 19-MAR-2007, with a bill date of 28-JUN-2007 and a due date of 29-JUL-2007. The account is associated with invoice number S0003787. The account is currently NSF (Not Sufficient Funds) and has a receipt status of 'N'.

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. Enter the **ID** number of the student.
3. Perform a **Next Block** function.



## 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 person or non-person in the **ID** field.
3. Perform a **Next Block** function.
4. Select the Comments tab.
5. Select a code in the **Originator** field.
6. Enter *"Appealing parking charges as of today."* in the **Comment Text** field.
7. Click the **Save** icon.
8. Select **View Comment Form** from the **Options** menu.

Comment Central Page TGACOMC 8.0 (UDCSysT)

ID: 210009508 Mr. Anthony Abbe

View All Comments

Finance Account Detail		Student Account Detail	
Finance Installment Plan		Student Installment Plan	
Collections		Student Account Detail Review	
Student Application Distribution		Customer Profile	
Student Payment		Comment Central	

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

9. The ID should default into the Key block. If not, enter the **ID** in the **ID** field.

10. Perform a **Next Block** function.

Note: All the forms that can contain comments are listed.

Notice the **Data** icons next to Account Detail, Student Account Detail, and Customer Profile. The **Data** icons indicate that comments on these topics exist.

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

To view all the comments associated with the ID, select the View All Comments option.

12. Click the **Exit** icon.

# 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

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

### Question 4

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

## Question 5

What functions can a Supervisor perform?

## Question 6

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

# Answer Key for Self Check

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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

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

**Answers are on an individual basis.**

## Question 4

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

**Answers are on an individual basis.**

## Question 5

What functions can a Supervisor perform?

**The User ID can perform supervisory functions on the Cashier Supervisor 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 6

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 non- student charges and payments
- create a company account
- query individual customer's account
- apply payments to specific charges
- unapply charges and their related payments
- process a returned check transaction
- adjust a cashier's session
- close and finalize a cashier's sessions.

# Posting Charges and Payments on the Account Detail Form

## 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.

## Banner form

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	Transcript Request			8.00	8.00	H				29		
TRAN	Transcript Request			8.00	8.00	H				28		

Effective	Transaction	Bill	Due	Statement	Entry	Invoice Number	Invoice Paid
21-MAR-2007	21-MAR-2007	28-JUN-2007	29-JUL-2007	28-JUN-2007	21-MAR-2007	S0003787	
19-MAR-2007	19-MAR-2007	28-JUN-2007	29-JUL-2007	28-JUN-2007	19-MAR-2007	S0003787	

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

Charge or payment detail code; press LIST for valid codes

Record: 1/? <OSC>

## Steps

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

1. Access the Account Detail Form (TFADETL).
2. Enter the ID number of the non-person you created in an earlier lesson in the **ID** field, if it is not already displayed.
3. Perform a **Next Block** function to navigate to the Charges/Payments block.
4. Enter the Charge detail code you created in the previous lesson in the **Detail Code** field.
5. Enter *BI* in the **Address Type** field.
6. Enter *1* in the **Sequence** field.
7. Enter *20* in the **Units** field.
8. Enter *22.5* in the **Rate** field.
9. The system will populate the **Amount** field with the value 450.00.
10. Click the **Save** icon.

## Steps

Follow these steps to enter a second transaction.

1. Enter *PARK* in the **Detail Code** field.
2. Enter *BI* in the **Address Type** field.
3. Enter *1* in the **Sequence** field.
4. Enter *10* in the **Units** field.
5. Enter *20* in the **Rate** field.
6. The system will populate the **Amount** field with the value 200.00.
7. Click the **Save** icon.

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

## Steps

Follow these steps to enter a third transaction.

1. Enter *BKST* in the **Detail Code** field.
2. Enter *BI* in the **Address Type** field.
3. Enter *1* in the **Sequence** field.
4. Enter *30* in the **Units** field.
5. Enter *12* in the **Rate** field.
6. The system will populate the **Amount** field with the value 360.00.
7. Click the **Save** icon.

## Steps

Follow these steps to enter a payment transaction.

1. Enter the payment code you created in the previous lesson in the **Detail Code** field.
2. Enter *BI* in the **Address Type** field.
3. Enter *1* in the **Sequence** field.
4. Enter *200.00* in the **Amount** field.
5. Click the **Save** icon.

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

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



## Steps

Follow these steps to review the entries made on the Account Detail Review Form (TFIAREV).

1. Access the Application Distribution of Single Payment-Finance Form (TFAADSP)
2. Enter the ID of the account to pay in the **ID** field.
3. Enter the payment detail code to use in the **Detail Code** field.

Note: You can change the description of the payment if desired.

4. Enter the amount of the payment in the **Amount** field.

<b>IF the amount of the payment</b>	<b>THEN click the</b>
is the same as the charge to apply against.	Single Payment radio button.
does not equal the amount of the charge to apply to	Split Payment radio button.

5. Enter a payment number in the **Payment Number** field.
6. Enter the invoice number if the payment is for a specific invoice number in the **Invoice Paid Number** field.

Note: By entering the invoice number the system will apply the payment only to charges with this invoice number.

7. Enter a customer's document number reference in the **Document** field.
8. Perform a **Next Block** function.

<b>IF...</b>	<b>THEN...</b>
Single Payment was selected	check the box the payment needs to apply to.
Split Payment was selected	enter the amounts next to the charges to pay against.

9. Click the **Save** icon.
10. Click the **Exit** icon.



## Steps

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

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

Note: 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.

2. Navigate to the Account Detail block. Review the information displayed.
3. Perform an **Enter Query** function.
4. Enter the Charge detail code you created in an earlier lesson in the **Detail Code** field.

Notes: Review the information now displayed.

The instructor can answer any questions regarding the differences between the **Query Balance**, **Account Balance**, and **Amount Due** fields.

5. Click the **Exit** icon.

# Querying Account by Detail Code

## Introduction

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

## Banner form

The screenshot displays the 'Account Detail Review' window for Finance (TFIAREV 8.0). At the top, the user ID is '210009506' and the name is 'Mr. Anthony Abbe'. The user is 'JCOLEBUR' and the credit limit is empty. Below this is the 'Account Detail' section, which contains 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 form, there are fields for 'Query Balance' (0.00), 'Account Balance', 'Amount Due', 'Memo Balance', and 'NSF' (checked). 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>'.

## Steps

Follow these steps to review the total charges for a specific detail code using the Account Detail Review Form - Finance (TFIAREV).

1. Access the Account Detail Review Form - Finance (TFIAREV).
2. Enter the **ID** number of the student you processed in the previous lessons in the ID field.
3. Navigate to the Account Details block.
4. Review the charges and payments posted.
5. Perform an **Enter Query** function.
6. Enter the detail code *PARK* in the **Detail Code** field.
7. Perform an **Execute Query** function to retrieve all parking charges on this account.
8. 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.

## Steps

Next, follow these steps to review all charges for a particular term on your student's account.

1. Perform an **Enter Query** function.
2. Enter the term code *199610* in the **Term** field.
3. Perform an **Execute Query** function to retrieve all charges for the term 199610 on this account.

## Steps

Finally, follow these steps to query for multiple criteria. In this case, you will view only the parking charges for the 199610 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 *199610* in the **Term** field.
4. Perform an **Execute Query** function to retrieves all the parking charges for the term 199610 on this account.
5. Click the **Exit** icon.

# Creating a Recurring Receivable

## Introduction

The Recurring Receivable Assignment Form (TGARRAS) is designed to allow institutions to create charges automatically whenever running the billing process.

Note: In order for charges to post to an account you must run the Non-student Billing Process (TFRBILL). To assess charges without running the bills run the Non-student Billing Process (TFRBILL) in ASSESSCHG mode.

## Banner form

The screenshot shows the 'Recurring Receivables Assignment' form. At the top, the window title is 'Recurring Receivables Assignment TGARRAS 8.0 (UDCSysT)'. Below the title bar, there is an 'ID:' field with the value '210009506' and a dropdown menu showing 'Mr. Anthony Abbe'. The main area is a table titled 'Recurring Charges' with the following columns: 'Detail Code', 'Amount', 'Address Type', 'Address Sequence', 'Start Date', 'End Date', 'Frequency', 'Days', and 'Next Assess Date'. Each column contains a series of input fields. The 'Detail Code' column has a dropdown arrow next to the first field. The 'Start Date' and 'End Date' columns have calendar icons. The 'Frequency' column has a dropdown arrow. The 'Days' column has a checkbox. The 'Next Assess Date' column has a calendar icon. At the bottom of the form, there is a status bar with the text 'ID Number; Press LIST for person, COUNT HITS for non-person search.' and 'Record: 1/1' followed by a '<OSC>' button.

## Steps

Follow these steps to set up a recurring receivable on the Recurring Receivable Assignment Form (TGARRAS)

1. Access the Recurring Receivable Assignment Form (TGARRAS)
2. Enter the ID number of the student you processed in the previous lessons in the **ID** field.
3. Navigate to the Recurring Charges block
4. Enter the charge detail code used in the recurring charge in the **Detail Code** field.
5. Enter the amount of the charge in the **Amount** field.

Note: The **Address Type** and **Address Sequence** fields should default from the Customer Profile Form (TGACPRF). If not enter a valid address type and sequence number.

6. Enter the begin date of the charges in the **Start Date** field.
7. Enter the last day of the charges in the **End Date** field.
8. Enter how often the charge should be assessed in the **Frequency** field. The options are:
  - Weekly
  - Bi-weekly
  - Monthly
  - Quarterly
  - Semi-Annual
  - Annual
  - Other (Enter Days)

9. Enter the number of days between assessments in the **Days** field if Other (Enter Days) was selected.
10. The system will populate the **Next Assess Date** field with the next assessment date.
11. Click the **Save** icon.
12. The instructor will run the Non-Student Billing Process (TFRBILL) in ASSESSCHG mode to populate the charge.

# Processing Installment Plans for an Account

## Introduction

The Installment Plan Form (TFAISTL) is used to process and post installment plans to accounts. Installment plan transactions are entered in the Installment Plan Form (TFAISTL). This form is located in the Accounts Receivable Menu. Enter the I.D. (Customer Number) and execute "Next Block". Enter an Installment Plan code or select one from the validation table. The form will be 'populated' with the attributes of the plan selected. Update, Installment Due, Number of Payments, Pay Period (number of days between payments), First Due Date, Detail Codes, Plan Amount, Interest Rate, Service Charge, Address Type and Sequence as appropriate. Commit the record. At this point, the customer's record is updated and the installment schedule, including principal and interest charges, is calculated and the service charges are added to the payment schedule. By executing "Next Block" you can view the results of this calculation in the Repayment Schedule window.

## Banner form

The screenshot shows the TFAISTL 8.0 (UDCSysT) form. At the top, the ID is 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.
- Installment Due:** Radio buttons for  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:** A text input field.
- Address Type:** A dropdown menu.
- Sequence Number:** A dropdown menu.
- 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-person search, DUP ITEM for Alternate ID search. Record: 1/1 | | | | <OSC>".

## Steps

Follow these steps to assign a student to an installment plan and define the terms of the plan.

1. Access the Installment Plan Form (TFAISTL).
2. Perform a **Next Block** function.
3. Enter an installment plan code from the Installment Plan Code Control Form (TFAISTC) in the **Installment Plan** field,.
4. 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**).
5. Enter the number of payments required for the plan in the **Number of Payments** field.

<b>IF</b>	<b>THEN</b>
<b>Use Pay Period</b> for the <b>Installment Due</b> field	enter the desired pay period number in the <b>Pay Period</b> field.
<b>Fixed Day</b> or <b>Last Day of Month</b>	leave the <b>Pay Period</b> field blank.

6. The **Plan Detail Code** field and **Principal Detail Code** field will contain default values.
7. Enter the dollar amount of the plan for this student in the **Plan Amount** field.
8. Enter *INTR* in the **Interest Detail Code** field if you intend to charge an interest rate charge for the plan.
9. Enter the rate to be charged in the **Interest Rate** field.
10. Enter *SERV* in the **Service Charge Detail Code** field if you intend to charge a service fee.
11. Enter a flat amount in the **Service Charge** field.
12. Click the **Save** icon.

13. From TFAISTL, select **View Repayment Schedule** from the **Options** menu.
14. Review the data.
15. Access the Installment Plan Payment Form (TSAISTP).
16. Review the data.
17. Access the Account Review Form-Student (TSAAREV).
18. Review the data displayed on this form.
19. Click the **Exit** icon.



## Steps

Follow these steps to 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 (TFADETL).
2. Perform a **Next Block** function.
3. Select the Deposits tab.

The screenshot shows the 'Account Detail TFADETL 8.0 (UDCSYST)' window. At the top, there are fields for 'ID: 210009506', 'Mr. Anthony Abbe', 'User: JCOLEBUR', 'Credit Limit', and 'Holds'. Below this is a tabbed interface with 'Deposits' selected. The main area contains two sets of input fields for deposit details. The first set includes 'Release Amount', 'Deposit Code', 'Payment Code', 'Address Type', 'Document Num', 'Receipt', 'Amount', 'Create Source', 'Entry Date' (set to 10-APR-2008), 'Feed', 'Release Date', 'Minimum', 'Expiration Date', and 'Effective Date'. The second set of fields is identical but currently empty. At the bottom, a summary table shows account balances and status:

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

Below the table, a status bar displays 'FRM-40350: Query caused no records to be retrieved.' and 'Record: 1/1'.

4. Enter the deposit amount in the **Amount** field.
5. Select a deposit detail code in the **Deposit Code** field.
6. Enter *BI* in the Address Type field.
7. Enter *1* in the Sequence field.
8. Click the **Save** icon.
9. Acknowledge the messages that appear in the pop-up windows.

10. Click the **Exit** icon.

Note: The instructor will discuss the Deposit Detail Control Form (TGADEPC) that is used to establish the deposit codes.

11. Access the Account Detail Review Form – Finance (TFIAREV).

12. Notice that the deposit transaction does not appear on this form.

13. Return to the Account Detail Form (TFADETL).

14. Perform a **Next Block** function.

15. Select the Deposits tab.

16. Enter the amount of the original deposit in the **Release Amount** field.

17. Click the **Save** icon to release the deposit into the student account.

18. Perform a **Rollback** function.

19. Navigate to 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.

20. Access the Account Detail Review Form - Finance (TFIAREV).

21. Review the data.

Notes: The deposit transaction should be on the top transaction line on the account.

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

23. Click the **Exit** icon.

# Using the Account Review Form - Finance

## Introduction

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

## Banner form

Account Review Page - Finance TFAACCT 8.0 (UDCSysT)

ID: 210009506 Mr. Anthony Abbe

**Account Status**

NSF Counter:  Bill Code:

Refund Account Delinquency:

**Account Balance**

Effective Date Aging		Billing Date Aging	
Future:	<input type="text"/>	Unbill:	<input type="text"/>
0-30:	<input type="text"/>	0-30:	<input type="text"/>
31-60:	<input type="text"/>	31-60:	<input type="text"/>
61-90:	<input type="text"/>	61-90:	<input type="text"/>
91+:	<input type="text"/>	91+:	<input type="text"/>

Current Due:

+ Past Due:

- Unapplied Credit:

Balance Due:

+ Memo Balance:

Amount Due:

+ Future Due:

Net Balance:

Account Balance:

Deposit Balance:

ID number; LIST for person, COUNT HITS for non-person search, DUPLICATE ITEM for Alternate ID Lookup.

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

## Steps

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

1. Access the Account Review Form - Finance (TFAACCT).
2. Enter the ID of the student you have worked with previously in the **ID** field, 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.

Note: 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. Perform a **Rollback** function.
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.

# Using Mass Entry for Charges and Payments

## Purpose

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

## Banner form

Billing Mass Data Entry Page - Finance TFAMASS 8.0 (UDCSysT)

Detail Code:  Amount:  Document:  Effective Date: 10-APR-2008

Charges/Payments							
ID:	<input type="text"/>	Detail Code:	<input type="text"/>	Amount:	<input type="text"/>	Address Type:	<input type="text"/>
	<input type="text"/>	Document:	<input type="text"/>		<input type="text"/>	Sequence:	<input type="text"/>
		Invoice:	<input type="text"/>				Receipt: <input type="checkbox"/>
ID:	<input type="text"/>	Detail Code:	<input type="text"/>	Amount:	<input type="text"/>	Address Type:	<input type="text"/>
	<input type="text"/>	Document:	<input type="text"/>		<input type="text"/>	Sequence:	<input type="text"/>
		Invoice:	<input type="text"/>				Receipt: <input type="checkbox"/>
ID:	<input type="text"/>	Detail Code:	<input type="text"/>	Amount:	<input type="text"/>	Address Type:	<input type="text"/>
	<input type="text"/>	Document:	<input type="text"/>		<input type="text"/>	Sequence:	<input type="text"/>
		Invoice:	<input type="text"/>				Receipt: <input type="checkbox"/>
ID:	<input type="text"/>	Detail Code:	<input type="text"/>	Amount:	<input type="text"/>	Address Type:	<input type="text"/>
	<input type="text"/>	Document:	<input type="text"/>		<input type="text"/>	Sequence:	<input type="text"/>
		Invoice:	<input type="text"/>				Receipt: <input type="checkbox"/>
Total:	<input type="text"/> .00						

Detail code; press LIST for valid codes.  
Record: 1/1 | ... | List of Valu... | <OSC>

## Steps

Follow these steps to post a number of transactions using the Billing Mass Data Entry Form (TFAMASS).

Example: The Accounts Receivable office would use this form when it has several small checks for one non-student account holder.

1. Access the Billing Mass Data Entry Form (TFAMASS).
2. Enter *CHEK* in the **Detail Code** field.
3. Enter *25* in the **Amount** field.
4. Perform a **Next Block** function to navigate to the Charges/Payments block.
5. Enter the ID of the non-person account from previous lessons in the **ID** field.

Note: The **Detail Code** field and the **Amount** field are automatically populated with the values listed in the Key block.

6. Enter a check number in the **Detail Code** field.
7. Enter an address type code *BI* (Billing) in the **Address Type** field.
8. Enter the sequence number from the previous lesson in the **Sequence** field.
9. Navigate to the next record. Repeat steps 4-8 for this new record, but enter a different check number in the **Detail Code** field.
10. Click the **Save** icon.

Note: Notice the **Total** at the bottom of the form.

11. 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. 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>'.

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

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

13. Click the **Exit** icon.

# Reviewing the Application of Payments

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## Purpose

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 Parameter 04 Apply Cont/Expt Credits 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.

## Banner form

The screenshot shows a window titled "Process Submission Controls - GIAPCTL 8.0 (UDCSysT)". At the top, there are fields for "Process:" (TGRAPPL) and "Application Of Payment", and a "Parameter Set:" dropdown. Below this is a "Printer Control" section with a "Printer:" dropdown (DATABASE), "Special Print:" field, "Lines:" (55), and "Submit Time:" field. The "Parameter Values" section contains a table with two columns: "Parameters" and "Values".

Number	Parameters	Values
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	Y
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	Y
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

LENGTH: 9 TYPE: Character O/R: Optional M/S: Single

The "Submission" section at the bottom has a "Save Parameter Set as" checkbox, "Name:" and "Description:" fields, and "Hold" and "Submit" radio buttons. A status bar at the bottom indicates "Record: 1/1" and "Destination Printer: DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line."

## Steps

Follow these steps to review the application of payments to charges.

Note: 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).
2. Enter the non-person account ID in the **ID** field.
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.
6. Click the **Exit** icon.

# Performing an Unapplication of Payments - Finance

## 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.

## Banner form

Unapplication of Payment TFAUNAP 8.0 (UDCSysT)

ID: 210009506 | Mr. Anthony Abbe  
User: JCOLEBUR | Holds: [ ] [ ] [v]

Applied Payments							
Detail Code	Description	Transaction Number	Applied Date	Direct Pay	Charge/Payment	Amount	Balance
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Unapplication of Payments		
Transaction Number	Applied Date	Direct Pay
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

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

## Steps

Follow these steps to unapply online payments and review the results.

1. Access the Unapplication of Payment Form (TFAUNAP).
2. Enter the account ID of the non-person account ID you created in a previous exercise in the **ID** field.
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. Navigate to 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 the **Save** icon.

Notes: Review the message that appears in the message line at the bottom of the page.

8. The application of payment records has disappeared.
9. Access the Account Detail Review Form (TFIAREV).
10. Navigate to the transaction just unapplied. Notice that the **Query Balance** field is now the same as the **Account Balance** field.
11. Navigate to the Account Review Form – Finance (TFAACCT).
12. Select **Unapply Transactions** from the **Options** menu to open the Unapplication of Payments window.
13. Enter today's date as the date to unapply payments in the **Unapply Date** field.
14. Click the **Save** icon.

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

15. Click the **Exit** icon.



## Steps

Follow these steps to post miscellaneous debits and credits and produce a receipt using detail codes with the existing account distributions.

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

1. Access the Miscellaneous Transaction Form - Finance (TFAMISC).

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

Note: 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 in the **Address** fields.
14. Click the **Save** icon.
15. The system has already requested a printed receipt. Acknowledge any messages that may appear.

Note: The Auto Help line indicates that the receipt request has been processed. This is because the **Automatic Receipt Print** checkbox is checked on the Accounts Receivable Billing Control Form (TGACTRL).

# Processing Miscellaneous Non-routine Cash Receipts

## Purpose

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

## Banner form

The screenshot displays the 'Miscellaneous Transaction Page - Finance TFAMISC 8.0 (UDCSysT)' window. At the top, there are fields for 'Receipt Number', 'Document', 'User' (JCOLEBUR), and 'Transaction Date' (10-APR-2008). Below this, there are two identical transaction entry sections. Each section includes fields for 'Detail Code', 'Currency Code', 'Description', 'Currency Amount', 'Payment Number', 'Debit or Credit', 'Amount', and 'Merchant ID'. A grid of dropdown menus is provided for 'COA', 'Index', 'Fund', 'Organization', 'Account', 'Program', 'Activity', 'Location', and 'Rule Class'. At the bottom of each section, 'Debit Total' and 'Credit Total' are shown as .00. A 'Receipt Information' section at the bottom contains 'Print Receipt' and 'Print Duplicate' buttons, both set to 'N'. The status bar at the very bottom indicates 'Record: 1/1' and provides instructions: 'Enter receipt number to be queried and press NEXT BLOCK.' and '<OSC>'.

## Steps

Follow these steps to post miscellaneous debits and credits and produce a receipt when accounting distributions have not been assigned to a detail code.

Example: 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.

1. Access the Miscellaneous Transaction Form (TFAMISC).

Note: 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.

2. Enter *CHEK* in the **Detail Code** field to indicate a check payment.
3. Enter the amount received by the admissions office, *\$200.00*, in the **Currency Amount** field.

Note: 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.

4. Enter *College Fair Receipts* in the **Description** field.
5. 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).
6. Perform a Query on the **Description** field by entering *General %*. Return to the Miscellaneous Transaction Form with the General Charge detail code (GFEE.)
7. Enter *C* in the **Debit or Credit** field to indicate this is the credit side of the transaction.
8. Enter *\$200.00*, which is the amount received by the admissions office, in the **Currency Amount** field.

Note: 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.

9. Enter *College Fair* in the **Description** field.
10. Select Create Address Information from the **Options** menu.
11. Enter the campus address information in the **Address** fields.
12. Click the **Save** icon.

Result: The system has already requested a printed receipt.

13. Acknowledge any messages that may appear.

Note: The Auto Help indicates that the receipt request has been processed. This is because the **Automatic Receipt Print** checkbox is checked on the Accounts Receivable Billing Control Form (TGACTRL).

14. Click the **Exit** icon.



## Steps

Follow these steps to process a non-sufficient fund check.

Example: Check number #300 in the amount of \$100.00, posted to an account, has been returned by the bank unpaid due to non-sufficient funds. You must repost the charge to the account for the amount of the check.

1. Access the Returned Check Code Control Form (TGARETC).

Note: Do not make any changes to this control form during the exercise. This detail code, for Return Check, must be entered on the account when a returned check is posted.

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

3. Enter the ID number of the account being processed in the **ID** field.

Note: The number of returned checks posted to the account, as indicated by the **NSF** (non-sufficient funds) field, should be *0*.

4. Navigate to the Account Details block.

5. Perform an **Insert Record** function.

6. Enter *RETC* in the **Detail Code** field.

7. Enter the check number of the returned check in the **Description** field.

8. Enter *199610* in the **Term** field.

9. Enter the amount of the returned check in the **Charge** field.

Note: *T* (Charge/Payment Transaction) is automatically populated in the **Source** field and does not have to be entered.

10. Click the **Save** icon.

Note: 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.

11. Click the **Exit** icon.

# Using the Receipt Form

## 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.

## Banner form

The Receipt Form (TGARCPT).

The screenshot shows a window titled "Receipts TGARCPT 8.0 (UDCSysT)". The form contains the following fields and sections:

- Receipt Number:** A text box with a dropdown arrow.
- Receipt Date:** A text box.
- Cashier:** A text box.
- ID:** A text box.
- Receipt Detail:** A table with the following columns:
  - Detail Code:** A column of 12 empty text boxes.
  - Description:** A column for text input.
  - Charge:** A column of 12 empty text boxes.
  - Payment:** A column of 12 empty text boxes.
- Totals:** Two empty text boxes at the bottom right of the table.
- Footer:** A status bar with "Receipt number." and "Record: 1/1" followed by a table with three empty cells and "<OSC>" on the right.

## Steps

Follow these steps to view a receipt entered previously and produce a duplicate.

1. Access the Student Account Detail Form (TSADETL).
2. Perform an **Enter Query** function.
3. Enter detail code *CHEK* in the **Detail Code** field.
4. Perform an **Execute Query** function.

Note: 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).

5. Record the receipt number that was assigned to a check payment.

Receipt Number \_\_\_\_\_.

6. Click the **Exit** icon.

## Steps

Follow these steps to create a duplicate receipt

1. Access the Receipt Form (TGARCPT).
2. Enter the receipt number in the **Receipt Number** field.
3. Perform a **Next Block** function.

Note: Review the information that displays on the form after you enter the Receipt Detail block (e.g., the name on the account, the date of the transaction, and the cashier who processed the transaction).

4. Select the Print Receipt from the **Options** menu.
5. Navigate to either Account Detail Form (TFADETL or TSADETL).
6. Query the account for only *CHEK* detail code transactions.
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.
9. Click the **Exit** icon.



## Steps

Follow these steps to view receipts based on type of receipt entered previously, and produce a duplicate copy.

Note: Since miscellaneous transactions entered on TFAMISC/TSAMISC do not appear in an account, this is the only form in Banner Student Accounts Receivable where the transactions entered on those forms are able to be viewed.

1. Access the Receipt Query Form (TGIRCPT).
2. Select the desired receipt category in the Key block. For this exercise, select **Transaction Receipts**.
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.)
6. Perform an **Execute Query** function.
7. 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.

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

8. 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).
9. Click the **Exit** icon.





7. Click the Cashier Session Review Form (TGACREV) to go back to that form.
8. Click the **Options** menu.
9. Select Review Session Detail/Summary.

Note: This block will be populated with all payments and charges for the current session user.

10. 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.
11. This block displays data in summary by detail codes. Query the Cashier Session Summary block for specific detail codes.
12. Perform a **Rollback** function.

## Steps

Follow these steps to search for specific transactions

1. Navigate to the Session Detail Selection block of TGACREV. Here, you will search for specific transactions.
2. Enter *C* (Charge) in the **Payment/Charge** field.
3. Enter *RET* (Returned Check Charge) in the **Category** field.
4. Navigate to the Cashier Session Summary block. The block should populate with the transactions matching your criteria, including the returned check penalty from a previous lesson.



11. Select Review Cashier Session Detail from the **Options** menu to review the information there.
12. Return to the Session Detail Selection block and remove the **Payment/Charge** and **Category** field values.
13. Enter a *T* in the **Source** field to 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.

Notes: The instructor can also explain how to close sessions automatically by using the Cashier Session Close (TGRCLOS) 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.

Notes: The session now appears in the closed session query.

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

17. Click the **Exit** icon.

# Adjusting 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.

## Banner form

User ID:

User Name:   Restricted User  Supervisor

**User Permissions**

Code	Category Description	Type	Description	Activity Date
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Cashier Assignments**

Cashier	Cashier Name	Activity Date
<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"/>

Oracle User ID. Press LIST for a list of established profiles.  
Record: 1/1 | ... | <OSC>

## Steps

Follow these steps to 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).

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

Ensure 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.



Select Process Supervisory Adjustment from the **Options** menu.

11. Enter the Cashier User ID in the **Cashier User ID** field of the Cashier session being adjusted.
12. Enter the session number of the Cashier session being adjusted in the **Session Number** field.
13. Return to the Key block of the Account Detail Form.
14. Notice that the **User** field displays the Cashier whose session is being adjusted.
15. Query for the detail code that was recorded by entering the code in the **Detail Code** field.

Note: 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.

16. Perform an **Insert Record** function.
17. Enter the same detail code with an adjusted amount in the **Detail Code** field.
18. Enter a short reason for the adjustment in the **Description** field.
19. Click the **Save** icon.
20. Return to the Cashier Session Review Form (TGACREV).

Notice the additional transaction and the adjusted session totals.

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

The adjustment just made should be the first transaction record.

22. Navigate to the **Text** field and select to view additional text.
23. Select **Create Additional Text** from the **Options** menu to enter a more thorough explanation for the adjustment.
24. Return to the first page.

Note: The **Text** flag for the detail transaction has been set to *Y* by the system.

25. Click the icon to the right of the **Text** field to view the comments.
26. Click the **Exit** icon.



## Steps

Follow these steps to adjust a closed session for miscellaneous transactions.

1. Access the Cashier Session Review Form (TGACREV).
2. Enter the same Cashier User ID used previously in the **Session User** field.
3. Enter the Session Number used previously in the **Session Number** field.
4. Perform a **Next Block** function to navigate to the Cashier Session Detail block.

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

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

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

6. Click the **Exit** icon.
7. Navigate to the Miscellaneous Transaction Form – Student (TSAMISC).
8. Select Process Supervisor Adjustment from the **Options** menu.
9. Enter the other cashier's Cashier User ID in the **Session User** field.
10. Enter the other cashier's session number in the **Session Number** field.
11. To reverse the original entry, switch the entry of the detail codes between the **Debit** code and the **Credit** code fields.
12. Enter the same amount and General Ledger Account information in the **Amount** field.

13. Change the **Description** field to *Reverse Receipt #x*.
14. Click the **Save** icon.
15. Click the **Exit** icon.
16. Return to the Cashier Session Review Form (TGACREV) and the Cashier Session Detail block.

Note: Review the additional entry and the revised session totals.

17. Click the **Exit** icon.





6. Perform additional queries using combinations of the available fields such as **User**, **Status**, **Start Date**, and **End Date**.
7. Select a closed session with a status of *C*.
8. Finalize the session by putting an *F* in the **Status** field.
9. Click in the **Bank** field and select an appropriate code from the Bank Code Query Form (GXIBANK).
10. Enter a deposit number in the **Deposit Number** field.
11. Click the **Save** icon.
12. Click the **Exit** icon.

# Generating the Accounting Feed Report

## Introduction

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

## Banner form

The screenshot shows the 'Process Submission Controls' window for 'GIAPCTL 8.0 (UDCSysT)'. The form is divided into several sections:

- Process:** TGRFEED (dropdown), Accounting Feed Process (text field)
- Parameter Set:** (empty dropdown)
- Printer Control:** Printer: (empty dropdown), Special Print: (empty text field), Lines: 55, Submit Time: (empty text field)
- Parameter Values:** A table with columns for Parameter Number, Parameters, and Values.

Parameter 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: (empty text field), Description: (empty text field),  Hold,  Submit
- Footer:** Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line. Record: 1/1 | ... | List of Valu... | <OSC>

## Steps

Follow these steps to 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).

Note: The instructor will demonstrate this process using the instructions below.

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

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

3. Enter *DATABASE* in the **Printer** field.

4. Navigate to the **Parameter Values** block. The instructor will demonstrate how to enter multiple address hierarchies.

5. Navigate to the **Submission** block.

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

6. Click the **Save** icon.

# Querying Records in the Account Charge/Payment Detail Table

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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.

Note: 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.



## Steps

Follow these steps to query records in the Account Charge/Payments Detail table (TBRACCD) using TGIACCD.

1. Access the Account Detail Query Form (TGIACCD).
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. Use the bottom scroll bar to scroll left to the Cashier area.
4. Enter the user name in the User ID field.
5. Enter the session number that was assigned when the cashier session in the previous lesson was closed in the **Sess** field.
6. Enter today's date in the **Date** field.
7. Perform an **Execute Query** function.
8. Review the information that is displayed. The instructor will advise the class on using the indexed fields to assist in an efficient query.
9. Click the **Exit** icon.

# 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 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 – Finance?

## Question 4

What are some of the advantages of using the Billing Mass Data Entry Form?

## Question 5

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

## Question 6

What is the difference between the Query Balance field and the Account Balance field on the Account Detail Review Form – Finance?

## Question 7

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

## Question 8

What happens once a payment is directly applied?

## Question 9

On which two forms can payments be unapplied?

## Question 10

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

## Question 11

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

## Question 12

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

## Question 13

In what types of ways can payments be unapplied?

## Question 14

Which applications cannot be unapplied?

## Question 15

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

## Question 16

On which forms can the NSF flag field be viewed?

## Question 17

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

# Answer Key for Self Check

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## Question 1

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

- **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 – Finance?

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

## Question 4

What are some of the advantages of using the Billing Mass Data Entry Form?

**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 5

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

**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 6

What is the difference between the Query Balance field and the Account Balance field on the Account Detail Review Form – Finance?

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

## Question 7

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 8

What happens once a payment is directly applied?

**The payment cannot be unapplied.**

## Question 9

On which two forms can payments be unapplied?

- **Account Review Form (TFAACCT)**
- **Unapply Transactions option within the Account Detail Review Form – Finance.**

## Question 10

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

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

## Question 11

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

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

## Question 12

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 13

In what types of ways can payments be unapplied?

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

## Question 14

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 15

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 16

On which forms can the NSF flag field be viewed?

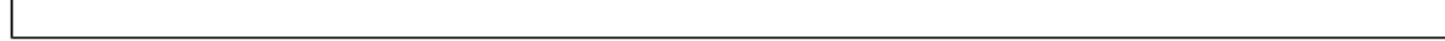
**TFADETL, TFIAREV**

## Question 17

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

<b>Form</b>	<b>Full Name</b>	<b>Use this Form to...</b>
FTIIDEN	Entity Name/ID Search Form	verify that a non-person does not exist in the system.
SPAIDEN	Identification Form	Enter a new non-person.
TFAACCT	Account Review Form – Finance	review account information
TFAADSP	Application Distribution of Single Payment-Finance Form	enter payments that need to apply to specific charges.
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.
TFAISTL	Installment Plan Form	process and post installment plans to accounts.
TFAMASS	Billing Mass Data Entry Form	post multiple transactions
TFAMISC	Miscellaneous Transfer Form – Finance	post miscellaneous transactions that will not have permanent records in Accounts Receivable based on a person/non-person ID.
TFAUNAP	Unapplication of Payment Form	unapply a payment for a specific transaction number, term, or effective date
TFIAREV	Account Detail Review Form	review your entries and display information in a condensed format.
TGACOMC	Comment Central Form	add comments for an account.

<b>Form</b>	<b>Full Name</b>	<b>Use this Form to...</b>
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 and adjust closed sessions.
TGACSPV	Cashier Supervisory Form	finalize a cashier session
TGACTRL	Accounts Receivable Billing Control Form	enter the parameters for the operation and process control of Accounts Receivable at your organization.
TGAHOLD	Auto Holds Rule Form	create automatic holds on accounts.
TGAMESG	Billing Message Form	put messages on bills for certain accounts or for all accounts.
TGARCPPT	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.
TGARRAS	Recurring Receivable Assignment Form	create charges automatically whenever running the billing process.
TGAUPRF	User Profile Definition Form	grant access to the Banner system, identify users as supervisors and assign cashiers to a supervisor
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.

<b>Form</b>	<b>Full Name</b>	<b>Use this Form to...</b>
TGRAPPL	Application of Payments Process	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.
TGRFEED	Accounting Feed Process	send the accounting information to the Finance system.
TTVBILL	Bill Code Validation Form	create codes attached to accounts that should not be billed.
TTVDCAT	Category Code Validation Form	create categories for detail codes.
TTVDELI	Delinquency Code Validation Form	build delinquency codes to be used in the delinquency code process (TGRDELI) or to manually enter on an account.
TTVDTYP	Deposit Type Code Validation Form	build different deposit types.
TTVECAT	Entity Category Code Validation Form	build different deposit entities used in non-student billing.
TTVRHLD	Auto-hold Validation Form	build codes for use with the Auto-hold process
TTVSRCE	Charge/Payment Source Code Validation Form	verify that all source codes are defined