Banner Student Accounts Receivable

Ivy Tech Community College

Training Workbook
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About this workbook

Workbook goal
The goal of this workbook is to provide you with the knowledge and practice to perform Accounts Receivable duties at Ivy Tech.

Intended audience
Staff members who are responsible for accounts receivables, billing and collections of the college should complete this workbook and use it for reference.

Prerequisites
Before you can complete this workbook, you should have:

- Access to and awareness of institution and departmental policies and procedures regarding accounts receivable, billing and collections processing.
- Basic Computer skills

Workbook revision history

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>REVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 APR08</td>
<td>April 2008</td>
<td>Initial workbook for end user training</td>
</tr>
</tbody>
</table>
Section 1: Detail Codes

Purpose
The purpose of this section is to explain the detail codes and their structure.

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

- Identify the structure of the Detail codes

Set up Tasks
Before you can complete this section, the following information should already be set up:

- User ID
- Validation tables

Common Navigation Tips

<table>
<thead>
<tr>
<th>Go to . . . Enter</th>
<th>Enter the 7-digit form name (XXXXXXXX) in the Go To . . . field and select the Enter key to access the form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Use the TAB key to move from field to field in a sequential order in a block of information.</td>
</tr>
<tr>
<td>T (or any alpha character)</td>
<td>Enter T (or any alpha character) in any date field to indicate that you want to use today's date (current date).</td>
</tr>
<tr>
<td>Next Block Ctrl PgDn</td>
<td>You perform the Next Block function, Ctrl then PgDn keys, to access the Next Block of information.</td>
</tr>
</tbody>
</table>
Banner Detail Code Naming Convention for Ivy Tech Community College

SIS Plus uses sub-codes to post payment and charges onto student’s accounts and to feed to the correct accounting FOPAL. Banner refers to Detail Codes for processing payments and charges onto accounts and to feed to the correct accounting FOPAL.

Detail Codes are four alpha-numeric characters.

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Regional/Site Identifier</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Category Code Identifier</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Name of code</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Name of code (except in the case of cash, checks and credit card payments, H, K, or C respectively)</td>
</tr>
</tbody>
</table>
The first character in the Detail code is using the same site identifiers that are being used in Banner Finance. For the most part, it is the regional identifier that has been being used in SIS.

<table>
<thead>
<tr>
<th>Region Name</th>
<th>campus designation</th>
<th>1st Character of detail code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary</td>
<td>A1</td>
<td>A</td>
</tr>
<tr>
<td>Valpo</td>
<td>A2</td>
<td>P</td>
</tr>
<tr>
<td>East Chicago</td>
<td>A3</td>
<td>Q</td>
</tr>
<tr>
<td>Michigan City</td>
<td>A4</td>
<td>1</td>
</tr>
<tr>
<td>South Bend</td>
<td>B1</td>
<td>B</td>
</tr>
<tr>
<td>Warsaw</td>
<td>B2</td>
<td>U</td>
</tr>
<tr>
<td>Elkhart</td>
<td>B3</td>
<td>R</td>
</tr>
<tr>
<td>Fort Wayne</td>
<td>C1</td>
<td>C</td>
</tr>
<tr>
<td>Lafayette</td>
<td>D1</td>
<td>D</td>
</tr>
<tr>
<td>Kokomo</td>
<td>E1</td>
<td>O</td>
</tr>
<tr>
<td>Logansport</td>
<td>E3</td>
<td>V</td>
</tr>
<tr>
<td>Wabash</td>
<td>E4</td>
<td>2</td>
</tr>
<tr>
<td>Muncie</td>
<td>F1</td>
<td>F</td>
</tr>
<tr>
<td>Anderson</td>
<td>F2</td>
<td>X</td>
</tr>
<tr>
<td>Marion</td>
<td>F3</td>
<td>Y</td>
</tr>
<tr>
<td>New Castle</td>
<td>F4</td>
<td>F</td>
</tr>
<tr>
<td>Terre Haute</td>
<td>G1</td>
<td>G</td>
</tr>
<tr>
<td>TH Federal Prison</td>
<td>G2</td>
<td>G</td>
</tr>
<tr>
<td>Greencastle</td>
<td>G3</td>
<td>G</td>
</tr>
<tr>
<td>Rockville Correctional</td>
<td>G4</td>
<td>G</td>
</tr>
<tr>
<td>Putnamville Correctional</td>
<td>G5</td>
<td>G</td>
</tr>
<tr>
<td>Indianapolis</td>
<td>H1</td>
<td>H</td>
</tr>
<tr>
<td>Lawrence</td>
<td>H5</td>
<td>H</td>
</tr>
<tr>
<td>Richmond</td>
<td>I1</td>
<td>I</td>
</tr>
<tr>
<td>Connersville</td>
<td>I2</td>
<td>I</td>
</tr>
<tr>
<td>Columbus</td>
<td>J1</td>
<td>J</td>
</tr>
<tr>
<td>Madison</td>
<td>K1</td>
<td>K</td>
</tr>
<tr>
<td>Lawrenceburg</td>
<td>K2</td>
<td>3</td>
</tr>
<tr>
<td>Batesville</td>
<td>K3</td>
<td>K</td>
</tr>
<tr>
<td>Evansville</td>
<td>L1</td>
<td>L</td>
</tr>
<tr>
<td>Tell City</td>
<td>L2</td>
<td>L</td>
</tr>
<tr>
<td>Sellersburg</td>
<td>M1</td>
<td>M</td>
</tr>
<tr>
<td>Bloomington</td>
<td>N1</td>
<td>N</td>
</tr>
<tr>
<td>Distance Apprenticeship</td>
<td>Y1</td>
<td>Z</td>
</tr>
<tr>
<td>Temporary</td>
<td>T</td>
<td>T</td>
</tr>
<tr>
<td>Central Office</td>
<td>Z</td>
<td>Z</td>
</tr>
</tbody>
</table>
Category Codes

Category Codes are an easy way to group detail codes and an easy way to query on a specific type of detail codes. Category codes can be used when setting up contracts and writing reports.

<table>
<thead>
<tr>
<th>Category Code Description</th>
<th>Code</th>
<th>2nd letter of detail code</th>
</tr>
</thead>
<tbody>
<tr>
<td>late fees</td>
<td>LAT</td>
<td>A</td>
</tr>
<tr>
<td>NSF checks</td>
<td>NSF</td>
<td>B</td>
</tr>
<tr>
<td>Credit Card</td>
<td>CRD</td>
<td>C</td>
</tr>
<tr>
<td>write offs</td>
<td>WOF</td>
<td>D</td>
</tr>
<tr>
<td>Tests</td>
<td>TST</td>
<td>E</td>
</tr>
<tr>
<td>Fees</td>
<td>FEE</td>
<td>F</td>
</tr>
<tr>
<td>installments</td>
<td>IST</td>
<td>I</td>
</tr>
<tr>
<td>bookstore</td>
<td>BKS</td>
<td>K</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>FDL</td>
<td>L</td>
</tr>
<tr>
<td>miscellaneous</td>
<td>MIS</td>
<td>M</td>
</tr>
<tr>
<td>Contracts</td>
<td>CNT</td>
<td>N</td>
</tr>
<tr>
<td>Other Financial Aid</td>
<td>OTH</td>
<td>O</td>
</tr>
<tr>
<td>Payment</td>
<td>PAY</td>
<td>P</td>
</tr>
<tr>
<td>refund</td>
<td>RFD</td>
<td>R</td>
</tr>
<tr>
<td>State Aid</td>
<td>STA</td>
<td>S</td>
</tr>
<tr>
<td>Tuition</td>
<td>TUI</td>
<td>T</td>
</tr>
<tr>
<td>void</td>
<td>VOD</td>
<td>V</td>
</tr>
<tr>
<td>WED</td>
<td>WED</td>
<td>W</td>
</tr>
<tr>
<td>exemptions</td>
<td>EXP</td>
<td>X</td>
</tr>
</tbody>
</table>
Section 2: Reviewing Students Accounts

Purpose
The purpose of this section is to explain how to read a student account, post payments and charges, accept charges, apply and un-apply transactions and add comments to accounts.

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

- Review students accounts
- Determine Balances, take payments and add charges
- Distinguish between acceptance of charges and non-acceptance of charges
- Add comments to student’s accounts
- Apply and un-apply transactions on accounts manually
Reviewing Students Account Detail

When a student approaches the window and asks questions about their account, the cashier will go to the Account Detail Review Form (TSAAREV) to answer the normal questions on their account. What is the amount they owe? Is their Financial Aid in? What is this charge for? What is this credit from? Etc.

The Account Detail Review Form - Student is used to enter and review charge and payment information about an account. The balance of the account and the current amount due are calculated and displayed on the last line of this form. Any changes to the account information will modify these balances.

Accounts Receivable holds will also be checked for an account before allowing entry of any charges or payments. This form presents an online view of each transaction. For more detail on a transaction, the Account Detail Form (TSADETL) should be used.

This form may receive information from many other functional areas, such as transcript fees from academic history, application fees from admissions, registration charges from registration, and bookstore charges from bookstores.
### Key Block

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID</strong></td>
<td>Use the Search feature to search for an ID on the Person Search form (SOAIDEN), the Non-Person Search Form (SOACOMP), or the Alternate ID Search form (GUIALTI).</td>
</tr>
<tr>
<td><strong>Holds</strong></td>
<td>Use the Search feature to search for holds on the Holds Query-Only Form (SOQHOLD).</td>
</tr>
</tbody>
</table>
### Detail Block

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Code/Description</td>
<td>The detail code for each charge to the account. View specific information about the detail code on the Detail Code Control Form - Student (TSADETC) if you entered the ID of a person in the ID field, or from the Detail Code Control Form - Finance (TFADETC) if you entered the ID of a non-person in the ID field. The Description Field is display-only.</td>
</tr>
<tr>
<td>Term</td>
<td>The term(s) for which the detail code is effective. View more information about the term code on the Term Code Validation (STVTERM) list.</td>
</tr>
<tr>
<td>Balance</td>
<td>The balance associated with the detail code.</td>
</tr>
<tr>
<td>Charge</td>
<td>Any charge associated with the detail code.</td>
</tr>
<tr>
<td>Payment</td>
<td>Any payment associated with the detail code.</td>
</tr>
<tr>
<td>Source</td>
<td>The source of the transaction (for example, registration fees). View more information about the source on the Billing Detail Source Validation (TTVSRCE) list. This field defaulted in for you.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>The date on which the transaction became effective. This field is display-only.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>The date of the transaction. This field is display-only.</td>
</tr>
<tr>
<td>Receipt</td>
<td>The receipt number (if any) for the transaction. View more information about the receipt on the Receipt Form (TGARCPT). This field is display-only.</td>
</tr>
<tr>
<td>Original Charge</td>
<td>Select this box to identify this transaction as an original institutional charge.</td>
</tr>
<tr>
<td>Document</td>
<td>The document number (if any) associated with the transaction. This field is display-only.</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>The line item number assigned</td>
</tr>
<tr>
<td>Trans. Paid</td>
<td>The line item transaction number assigned to the payment transaction(s) when a single or split payment is entered and saved on this form.</td>
</tr>
<tr>
<td>Feed</td>
<td>Indicates whether the transaction was fed to finance. Y=Yes, N=NO.</td>
</tr>
<tr>
<td>Feed Doc</td>
<td>The number of the feed document if the transaction was fed into finance.</td>
</tr>
<tr>
<td>Feed Date</td>
<td>The date the transaction was fed into a finance system</td>
</tr>
</tbody>
</table>
### Totals Block

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Balance</td>
<td>Displays the total of the pages that have been looked at or for the results of the query. This field is display only.</td>
</tr>
<tr>
<td>Account Balance</td>
<td>Displays the balance associated with the account. This field is display only.</td>
</tr>
<tr>
<td>Amount Due</td>
<td>Displays the amount due for the account. If installments will only show the amount that is currently due. This field is display only.</td>
</tr>
<tr>
<td>Memo Balance</td>
<td>Display the balance of any financial aid that is not authorized. Loans will appear here, until they have been disbursed. This field is display only.</td>
</tr>
<tr>
<td>Authorized Aid</td>
<td>Displays the total of all available financial Aid. This field is display only.</td>
</tr>
<tr>
<td>NSF</td>
<td>The NSF field indicates whether any insufficient payments were received for the account. This field is display only.</td>
</tr>
<tr>
<td>Receipt?</td>
<td>Indicates how Banner will generate receipts for this payment. Required. Choices are:</td>
</tr>
<tr>
<td>Y (yes)</td>
<td>Banner will generate a receipt for this payment.</td>
</tr>
<tr>
<td>N (no)</td>
<td>Banner will NOT generate a receipt for this payment.</td>
</tr>
<tr>
<td>P (print)</td>
<td>Banner will print a receipt for this payment.</td>
</tr>
<tr>
<td>G (generate)</td>
<td>Banner will generate and print receipts according to system settings.</td>
</tr>
</tbody>
</table>
Accept Charges and Post Payment on the Student Payment Form (TSASPAY)

The Student Payment Form (TSASPAY) is used to process a payment for a student who has registration charges for a term. Student registration charges not previously assessed in the individual modules will be assessed on this form. The form is term-specific. Charges for the term are accepted on this form indicating that the student plans to attend.

This form calculates exemptions and contracts for eligible students. The Banner Financial Aid System is installed, so it will call the Financial Aid disbursement process.

**Review a student's registration charges**

Review a student’s registration charges on the Account Detail Review Form – Student (TSAAREV). Accept the charges, and enter a payment transaction on the Student Payment Form (TSASPAY).

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
<th>Amount</th>
<th>Trans Pay</th>
<th>Source Code</th>
<th>Number</th>
<th>Category</th>
<th>Detail</th>
<th>Effective Date</th>
<th>Original Charge</th>
<th>Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Receipt Number:  
Print Receipt:  

Balance:  
Other Terms:  
Current Term Charge:  
Current Term Credit:  
Amount Due:  
Future Dated:  
Current Term:  
Future Dated Other Terms:  
Memo:  
Balance:  

**Figure:**

[Image of the Student Payment Form (TSASPAY)]
To accept charges and post a payment

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Student Payment Form (TSASPAY).</td>
</tr>
<tr>
<td>2</td>
<td>Enter term (e.g. 200820) in the Term field and tab or enter.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the ID number of the student and perform a Next Block function (Ctrl page down). The number of credit hours, the number of bill hours and the amount of the term charges display in the top half of the form. The Accept Charges block will pop up the first time TSASPAY is entered. Click the appropriate radio button and Return button. If you Accept Charges or Charges/Credits, it will update the Acceptance field on SFAREGS with a Y and keep the student from being automatically dropped for non-payment. If you select None, the Acceptance Flag on SFAREGS will stay an N and you will be given the option to accept charges the next time you enter the student on TSASPAY.</td>
</tr>
<tr>
<td>4</td>
<td>Select View Account Detail from the Options menu. (optional)</td>
</tr>
<tr>
<td>5</td>
<td>Review the charges/payments. The account balance displays at the bottom of the form.</td>
</tr>
<tr>
<td>6</td>
<td>Return to the Student Payment Form (TSASPAY) to complete the action.</td>
</tr>
<tr>
<td>7</td>
<td>Enter a $50.00 cash payment to cover a portion of the student’s tuition amount only.</td>
</tr>
<tr>
<td>8</td>
<td>Find the detail code for cash payment (remember that you can query for all cash-type payments by entering PAY in the Category field while in the TSADETC form).</td>
</tr>
<tr>
<td>9</td>
<td>Enter the amount of the payment and save the data.</td>
</tr>
<tr>
<td>10</td>
<td>Acknowledge the message displayed in the Auto Help line.</td>
</tr>
<tr>
<td>11</td>
<td>The receipt process is initiated as a result of the cash payment.</td>
</tr>
<tr>
<td>12</td>
<td>Review the totals on the bottom of the form.</td>
</tr>
</tbody>
</table>
Entering Charge and Payment Information

Next we will enter various items directly on the person’s account using the Account Detail Review Form – Student (TSAAREV). You can enter various charges and payments directly onto a person’s account, as well as entering a term code. Charges and payments can also be entered using many AR forms, including the Student Payment Form (TSASPAY), the Student Account Detail Form (TSADETL), the Billing Mass Data Entry Form (TSAMASS), and the Account Detail Review Form – Student (TSAAREV) for student related transactions.

➢ To enter the charge and payment information

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 1    | **Access the Account Detail Review Form – Student (TSAAREV).**  
**NOTE:** This form is used to enter and review charge and payment information about an account. The balance of the account and the current amount due are calculated and displayed. |
| 2    | **Enter the desired ID in the ID field.**  
**NOTE:** The ID you previously set up should populate this field, as well as the User field. |
<p>| 3    | <strong>Perform a Next Block function.</strong> |
| 4    | <strong>Select a detail code in the Detail Code field. Put a parking fine on the student’s account for your region in the amount of $15.</strong> |</p>
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 5    | Select a term code from STVTERM by clicking the Search button in the Term field or just enter the Term code if you know it (200820 for Fall 2008).  
     NOTES: Once you enter your transactions and save, a “T” source code will default into the Source field, which is validated from the Billing Detail Source Validation Form (TTVSRCE). |
| 6    | Next Block and place a Y in the Receipt Field. |
| 7    | Click the Save icon or F10. |

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on Record and then Insert or F6 to add a blank line to the account.</td>
</tr>
<tr>
<td>2</td>
<td>Select a payment detail code in the Detail Code field. Make it a check payment for your region in the amount of $15.</td>
</tr>
<tr>
<td>3</td>
<td>Select a term code and enter.</td>
</tr>
<tr>
<td>4</td>
<td>Use the scroll bar at the bottom of the block to scroll to the Transaction Paid field and place the transaction number of the parking fine in the field. This is to direct pay the parking fine that was accessed above. (direct application of payments)</td>
</tr>
<tr>
<td>5</td>
<td>Click the Save icon or F10.</td>
</tr>
<tr>
<td>6</td>
<td>Go to Options menu and click on Apply Transactions. (optional)</td>
</tr>
<tr>
<td>7</td>
<td>Click back in the detail block to view how the transactions and the balance field changes.</td>
</tr>
</tbody>
</table>

A payment may only be applied to one transaction and may only be applied if the amount of the payment is less than or equal to the amount of the charge. If one payment needs to be directly applied to more than one charge, the payment must be divided and applied individually to each charge. The Description field may be used to indicate a split payment.
Apply and Un-apply Transactions

The Application of Payment Process (TGRAPPL) will apply any payments to outstanding charges based on the priority defined on the Detail Code Control Form-Student (TSADETC).

International Insurance has the highest priority and will be paid before anything else. Tuition and then Fees will be paid before other charges. The priority of payments has not changed from SIS. There are controls in place through the Financial Aid forms to not allow tuition specific financial aid to pay anything other than tuition.

Priority and the standard Application of Payment Process may be overridden when an item is entered by directly applying that item to an existing item on the account by transaction number. When the item is entered on the Student Payment Form (TSASPAY), Account Detail Form (TSADETL or TFADETL), or Account Detail Review Form (TSAAREV) the Trans Pay field is populated with the transaction number of the line item to which the entry is being directly applied.

A payment may only be applied to one transaction and may only be applied if the amount of the payment is less than or equal to the amount of the charge. If one payment needs to be directly applied to more than one charge, the payment must be divided and applied individually to each charge. The Description field may be used to indicate a split payment.

This Application of Payment Process will also create the correct accounting entries based on the application to be fed to the Accounting System through the Accounting Feed Process (TGRFEED). Application of payments for an individual student may be reviewed on the Application of Payment Review Form - Student (TSIAPPL).
If payments which affect the method of application are posted to an account after application of payments has been processed, you may request unapplication on an individual account in the Account Review Form - Student (TSAACCT). You must run these requests through the Unapplication of Payment Process (TGRUNAP). Unapplication of Payments may also be processed online for an individual account by transaction number, term, or effective date on the Unapplication of Payment Form (TSAUNAP). Use the Unapplication of Payment Form (TFAUNAP or TSAUNAP) to unapply payments that have been applied directly using the Account Detail Review Form (TSAAREV or TFAAREV).

**Note:** The Transaction Paid number will remain on the original transaction when you unapply a direct payment. If you want to re-apply the payment to a different charge, then you must use either the Account Detail Form (TSADETL or TFADETL) or the Account Detail Review Form - Student.
Enter Comments about Account Holders

There are two places that comments can be entered on a student. Comments converted from SIS to Banner are on the Person Comment Form (SPACMNT). Comments placed on this form can be seen by all Banner users that have access. This is equivalent to our 448 screen. **We are recommending that all comments be placed on SPACMNT.**

➢ **To complete the Person Comment Form (SPACMNT)**

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Person Comment Form (SPACMNT).</td>
</tr>
<tr>
<td>2</td>
<td>Enter the ID number of the student and perform a Next Block function.</td>
</tr>
<tr>
<td>3</td>
<td>Select appropriate Comment Type from the list of values in the drop down box.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4</td>
<td>Enter the appropriate Originator code. These codes are the same as what we have in SIS.</td>
</tr>
<tr>
<td>5</td>
<td>Enter the Contact from the list of values</td>
</tr>
<tr>
<td>6</td>
<td>Enter the Contact Date, if it is the same date as you are entering the comment it will default to today’s date, but you are able to put a back date in here.</td>
</tr>
<tr>
<td>7</td>
<td>The Comments field has auto wrap capability and is used for entering short comment text. If you select the Comments edit button, the Editor window appears. From here you can insert and update short comments, as well as search and replace on the text within the comment.</td>
</tr>
<tr>
<td>8</td>
<td>The Narrative Comments field allows you to enter up to 32,760 characters per long comment. The comment text auto wraps within its window. If you select the Narrative Comments edit button, the Editor window appears. From here you can insert and update comments, as well as search and replace on the text</td>
</tr>
<tr>
<td>9</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>

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

**Accessing TGACOMC**

You can access the Comment Central Form (TGACOMC) from the following forms:
- Account Detail Form (TFADETL)
- Account Detail Review Form (TSAAREV)
- Collections Form (TGACOLC)
- Customer Profile Definition Form (TGACPRF)
- Installment Plan Form (TFAISTL)
- Installment Plan Form (TSAISTL)
- Student Payment Form (TSASPAY)
- Student Account Detail Form (TSADETL)
To complete the Comment Central Form (TGACOMC)

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Account Detail Review Form (TSAAREV).</td>
</tr>
<tr>
<td>2</td>
<td>Enter the ID number of the student and next block.</td>
</tr>
<tr>
<td>3</td>
<td>Select Comment Form [TGACOMC] from the Options menu to access Comment Central (TGACOMC).</td>
</tr>
<tr>
<td>4</td>
<td>Click Student Account Detail.</td>
</tr>
<tr>
<td>5</td>
<td>Enter appropriate originator code from drop down box and next block. Type in comment. Only have enough space</td>
</tr>
<tr>
<td>6</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>
Review a Student Account

The Account Detail Review Form (TSAACCT) is used to review account information about a specific account. 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.

➢ To review a student’s account using the Account Detail Review Form (TSAACCT)

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Account Detail Review Form (TSAACCT).</td>
</tr>
<tr>
<td>2</td>
<td>In the ID field, enter the ID of the student used in previous lessons if it is not already present in the Key block.</td>
</tr>
<tr>
<td>3</td>
<td>Perform Next Block functions to populate the Account Status block and the Account Balance block. Review these values. Should you have any questions, return to the Account Detail Form (TSADETL) or the Account Detail Review Form (TSAAREV) and review all items to understand the summary provided on the Account Detail Review Form.</td>
</tr>
<tr>
<td>STEP</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4</td>
<td>Continue performing Next Block functions to review the Exemptions, Contracts, Collections and Installment Plan Query blocks. (Alternatively, you may use the options on the Options menu to navigate between blocks.)</td>
</tr>
<tr>
<td>5</td>
<td>You may wish to return to TSAACCT after completing subsequent exercises that will affect the values on this form.</td>
</tr>
</tbody>
</table>
Post Charges and Payments on the Account Detail Form (TFADETL)

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 times 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.

➢ To enter charges and payments on a non-student account

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Account Detail Form (TFADETL).</td>
</tr>
</tbody>
</table>

1. Access the Account Detail Form (TFADETL).
2. Enter the ID number of a non-person, if it is not already displayed.
3. Perform a Next Block function to access the Charges/Payments block.
4. Perform F6 key to insert a new line, if lines already exist on the student. In the Detail Code field, enter a charge detail code.
STEP | ACTION
--- | ---
5 | Enter the values in the following table. The system will populate the Amount field with the value 450.00.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type</td>
<td>MA</td>
</tr>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Units</td>
<td>20</td>
</tr>
<tr>
<td>Rate</td>
<td>22.5</td>
</tr>
</tbody>
</table>

6 | Click Save or F10.

7 | Enter a second transaction using the values in the following table (use F6 if you need to insert a blank record).

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Code</td>
<td>AMPF</td>
</tr>
<tr>
<td>Address Type</td>
<td>MA</td>
</tr>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Units</td>
<td>10</td>
</tr>
<tr>
<td>Rate</td>
<td>20</td>
</tr>
</tbody>
</table>

8 | The system will populate the Amount field with the value 200.00.

9 | Click the Save icon.

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

10 | Enter a third transaction using the values in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Code</td>
<td>GKBO</td>
</tr>
<tr>
<td>Address Type</td>
<td>MA</td>
</tr>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Units</td>
<td>30</td>
</tr>
<tr>
<td>Rate</td>
<td>12</td>
</tr>
</tbody>
</table>

11 | The system will populate the Amount field with the value 360.00.

12 | Click Save.
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Enter a payment transaction using the values in the following table.</td>
</tr>
<tr>
<td></td>
<td><strong>Field</strong></td>
</tr>
<tr>
<td></td>
<td>Detail Code</td>
</tr>
<tr>
<td></td>
<td>Address Type</td>
</tr>
<tr>
<td></td>
<td>Sequence</td>
</tr>
<tr>
<td></td>
<td>Amount</td>
</tr>
<tr>
<td>14</td>
<td>Click Save.</td>
</tr>
<tr>
<td>15</td>
<td>Acknowledge any messages that appear.</td>
</tr>
<tr>
<td>16</td>
<td>A receipt is generated because the payment code specified that a receipt should be produced.</td>
</tr>
<tr>
<td>17</td>
<td>If the Receipt Print Indicator flag on the Accounts Receivable Billing Control Form (TGACTRL) is set to Y, the receipt has also been sent for printing.</td>
</tr>
<tr>
<td>18</td>
<td>Additional information now displays. Transaction number (Trans Num), Balance, Effective date (Effective), Transaction date (Transaction) and Source have been populated by the system.</td>
</tr>
<tr>
<td>19</td>
<td>Query Balance, Account Balance, and Amount Due also reflect the new entry. All three have been reduced by the amount of the payment.</td>
</tr>
</tbody>
</table>
Section 3: Performing Miscellaneous Receipts

Purpose
The purpose of this section is to explain how to record and process miscellaneous receipts that are not associated with an account receivable account.

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

- Post a routine miscellaneous receipt
- Post a non-routine miscellaneous receipt
Perform Miscellaneous Routine Cash Receipts

The Miscellaneous Transaction Forms are used to collect money that is not applied to a specific account - for non student or non-person accounts. The Miscellaneous Transfer Form – Finance (TFAMISC) is used if Banner Finance is installed; the Miscellaneous Transfer Form – Student (TSAMISC) is used if Banner Finance is not installed. These two forms are mutually exclusive. If Finance is installed, TSAMISC will be unavailable, and if it is not installed, TFAMISC will be unavailable. These forms provide a method for cashiers to record these transactions and generate a receipt. All student cash receipts should be processed through either the Student Payment form (TSASPAY) or the Account Detail Review Form – Student (TSAAREV).

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

➢ **To post miscellaneous debits and credits and produce a receipt**

*Using detail codes with the existing account distributions.*

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Access the Miscellaneous Transaction Form - Finance (TFAMISC).&lt;br&gt;Assume that the Testing Center has brought all of its cash receipts for GED testing for the day, totaling $525.00, to the cashier. Enter a reference number under Document Number if desired. The Receipt Number is entered by the system. The ID number is only for reference, it will not attach to the student account. Perform a Next Block function.</td>
</tr>
<tr>
<td>2</td>
<td>In the Detail Code field, enter a payment detail code. Search for a payment detail code (Type field = P with PAY or CRD in the Category field).</td>
</tr>
<tr>
<td>3</td>
<td>Access the Debit or Credit field. Enter D to indicate this is the debit side of the transaction.</td>
</tr>
<tr>
<td>4</td>
<td>Access the Amount field. Enter $525.00, the amount of the payment.</td>
</tr>
<tr>
<td>5</td>
<td>Payment reference number such as a check number may be entered under Payment Number. Note: The accounting fields for the debit transaction are not accessible (COA, Fund, Organization, Account, and Program) as the accounting has already been assigned to the Payment Detail Code.</td>
</tr>
<tr>
<td>6</td>
<td>Access the next record.</td>
</tr>
<tr>
<td>7</td>
<td>In the Detail Code field, enter a GED Testing detail code. Search for a GED testing detail code (Type field = C with TST in the Category field).</td>
</tr>
<tr>
<td>STEP</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>8</td>
<td>Access the Debit or Credit field. Enter C to indicate that this is the credit side of the transaction.</td>
</tr>
<tr>
<td>9</td>
<td>Access the Amount field. Enter $525.00, the amount of the GED receipts.</td>
</tr>
<tr>
<td>10</td>
<td>Access the Description field. Enter GED Receipts and today’s date for the description of the transaction.</td>
</tr>
<tr>
<td>11</td>
<td>Note: The accounting fields for the credit transaction are not accessible (COA, Fund Organization, Account, Program) as the accounting has already been assigned to the Charge Detail Code.</td>
</tr>
<tr>
<td>12</td>
<td>Select Create Address Information from the Options menu.</td>
</tr>
<tr>
<td>13</td>
<td>Enter the campus address information. This information is optional.</td>
</tr>
<tr>
<td>14</td>
<td>Click Save.</td>
</tr>
<tr>
<td>15</td>
<td>The system has already requested a printed receipt. The Auto Help line indicates that the receipt request has been processed. This is because the Receipt Print Ind flag is set to Y (Auto Print) on the Accounts Receivable Billing Control Form (TGACTRL).</td>
</tr>
</tbody>
</table>
Perform Miscellaneous Non-routine Cash Receipts

The Miscellaneous Transaction Form (TFAMISC/TSAMISC) is used to post miscellaneous transactions that will not have permanent records in Accounts Receivable. This happens when there is not an assigned detail code for the receipts.

To post miscellaneous debits and credits and produce a receipt

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the appropriate Miscellaneous Transaction Form TFAMISC. You are in receipt of numerous check payments, totaling $200.00, for fund raising receipts for your student government. The payments are not to be posted to individual accounts but must be entered as a miscellaneous transaction.</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Access the Detail Code field. Search for a check payment detail code (Type field = P with PAY or CRD in the Category field). Enter the value.</td>
</tr>
<tr>
<td>4</td>
<td>Access the Debit or Credit field. Enter D to indicate that this is the debit side of the transaction.</td>
</tr>
<tr>
<td>5</td>
<td>Access the Amount field. Enter $200.00.</td>
</tr>
<tr>
<td>STEP</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6</td>
<td>Note: The debit transaction detail code accounting is not accessible as the accounting has already been assigned to the payment detail code.</td>
</tr>
<tr>
<td>7</td>
<td>Access the next record.</td>
</tr>
<tr>
<td>8</td>
<td>Enter the Miscellaneous Receipts detail code in the Detail Code field. (Type field = C with a Category field of MIS).</td>
</tr>
<tr>
<td>9</td>
<td>Enter a Description of the Cash Receipts.</td>
</tr>
<tr>
<td>10</td>
<td>Access the Debit or Credit field. Enter C to indicate this is the credit side of the transaction.</td>
</tr>
<tr>
<td>11</td>
<td>Access the Amount field. Enter $200.00.</td>
</tr>
<tr>
<td>12</td>
<td>Enter the accounting fields for the credit transaction. (COA, Fund, Organization, Account and Program) <strong>FOAP now entered on the Cash Receipts Form</strong></td>
</tr>
<tr>
<td>13</td>
<td>Select Create Address Information from the Options menu.</td>
</tr>
<tr>
<td>14</td>
<td>Enter the campus address information. This information is optional.</td>
</tr>
<tr>
<td>15</td>
<td>Click Save.</td>
</tr>
<tr>
<td>16</td>
<td>The system has already requested a printed receipt.</td>
</tr>
<tr>
<td>17</td>
<td>The Auto Help indicates that the receipt request has been processed. This is because the Receipt Print Indicator flag is set to Y (Auto Print) on the Accounts Receivable Billing Control Form (TGACTRL).</td>
</tr>
</tbody>
</table>
Section 4: Managing Cashier Sessions

Purpose
The purpose of this section is to explain how to close out and adjust daily cashier sessions and reconcile to drawers.

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

- Close a Cashier Session
- Adjust a Cashier Session
- Finalize a Cashier Session
Review and Close Cashier Sessions

The Accounts Receivable module supports online processing of all types of payments and charges. A cashiering session is created whenever charge or payment activity is entered into the system.

The data entry forms listed below are used for the cashiering function. Individual cashier review and supervisory checkout of cashiers ensures that all funds are properly accounted for and that all accounting entries are properly sent to the Finance system.

➢ To review and audit a cashiering session

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Cashier Session Review Form (TGACREV).</td>
</tr>
<tr>
<td>2</td>
<td>Enter your Banner User ID. The Session number should default to 0, allowing you to view the current open/active session. The current session for the user is always ‘0’. A number will be assigned by the system when the session is closed.</td>
</tr>
<tr>
<td>3</td>
<td>Click Save.</td>
</tr>
<tr>
<td>4</td>
<td>Access the Session Detail Selection block.</td>
</tr>
</tbody>
</table>
**STEP** | **ACTION**
--- | ---
5 | Select Display User Sessions from the Options menu to access data from past cashiering sessions.

**STEP** | **ACTION**
--- | ---
6 | Perform a query for the first session of this cashier’s User ID.
7 | Click Return to go back to the Cashier Session Review Form.
8 | Access the Cashier Session Summary block. This block will be populated with all payments and charges for the current session user.
9 | Review the summary of all the cashiering completed in this session. If there is more data than what displays on the screen, scroll to the end using the scroll bar on the right side of the form. This block displays data in summary by detail codes. Query the Cashier Session Summary block for specific detail codes.
10 | Rollback the form.
To search for specific transactions

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Session Detail Selection block of TGACREV. Here, you will search for specific transactions.</td>
</tr>
<tr>
<td>2</td>
<td>In the Payment/Charge field, enter C (Charge).</td>
</tr>
<tr>
<td>3</td>
<td>In the Category field, enter RET (Returned Check Charge).</td>
</tr>
<tr>
<td>4</td>
<td>Access the Cashier Session Summary block. The block should populate with the transactions matching your criteria, including the returned check penalty from a previous topic.</td>
</tr>
<tr>
<td>5</td>
<td>Select Review Cashier Session Detail from the Options menu. All processing is shown by detail transaction. NOTE: The occurrences for the student who has been followed in this workshop. If there is more data than what displays on the screen, scroll to the end.</td>
</tr>
</tbody>
</table>

6 Return to the Session Detail Selection block and select all payments by entering P in the Payment/Charge field. View all the payment information entered in the Cashier Session Summary block.

7 Select Review Cashier Session Detail from the Options menu to review the information there.

8 Return to the Session Detail Selection block and select all charges by entering C in the Payment/Charge field. View all the charge information entered in the Cashier Session Summary block.

9 Select Review Cashier Session Detail from the Options menu to review the information there.

10 Return to the Session Detail Selection block and select any category by entering the appropriate category code in the Category field.

11 View the information in the Cashier Session Summary and Session Detail Selection blocks.

12 Return to the Session Detail Selection block and remove the Payment/Charge and Category field values.
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Enter the Cashier Session and Cashier Session Detail blocks. Request all transactions that were manually entered (a Source code of T.)</td>
</tr>
<tr>
<td>14</td>
<td>Perform other queries using both positive and negative amounts as well as greater than or less than amounts (&gt;100, &lt;350) and combinations of the fields on the Cashier Session Detail block.</td>
</tr>
<tr>
<td>15</td>
<td>Close the session by selecting Close Session from the Options menu. The instructor can also explain how to close sessions automatically by using the Cashier Session Close (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.</td>
</tr>
<tr>
<td>16</td>
<td>Select Display User Sessions from the Options menu. The session now appears in the closed session query. Notice the C in the Status field indicating that the session is closed.</td>
</tr>
<tr>
<td>17</td>
<td>Click Exit.</td>
</tr>
</tbody>
</table>
Adjust a Closed Session – Regular

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.

When a closed session is adjusted, the adjustment updates the individual’s account and the cashier session totals, but does not create a new session.

➢ To adjust a closed session for a simulated data entry error

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the User Profile Definition Form (TGAUPRF). A payment entered by another cashier (in this case, another class member) needs to be reversed. Ensure that you have supervisor privileges by querying the User Profile Definition Form (TGAUPRF).</td>
</tr>
<tr>
<td>2</td>
<td>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: __________</td>
</tr>
<tr>
<td>3</td>
<td>Find an incorrect cash receipt for an individual account.</td>
</tr>
<tr>
<td>STEP</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4</td>
<td>Review the details of that cashier session using Direct Access to call the Cashier Session Review Form (TGACREV).</td>
</tr>
<tr>
<td>5</td>
<td>Enter the Session User ID and the Session Number recorded above and save the data.</td>
</tr>
</tbody>
</table>
| 6    | Access the Cashier Session Detail block and find the receipt in question. Assume one of the entries that had an Account ID and name was entered incorrectly. Write the Account ID, detail code and Amount below:  
  ID: __________________________  
  Detail code: __________________________  
  Amount: __________________________ |
| 7    | Using Direct Access, Access the Account Detail Form (either TSADETL or TFADETL) or the Account Detail Review Form – Student (TSAAREV). |
| 8    | Enter the ID Number of the account that has the error. |
| 9    | Select Process Supervisory Adjustment from the Options menu. |
| 10   | Enter the Cashier User ID and Session Number of the Cashier session being adjusted. Return to the Key block of the Account Detail Form. Notice that the User field displays the Cashier whose session is being adjusted. |
| 11   | Query for the detail code that was recorded by entering the code in the Detc field. You will return all detail codes that match the code you are trying to locate. Locate the transaction that you recorded above as being in error. |
| 12   | Insert a blank record. |
| 13   | Enter the same detail code with an adjusted amount. Indicate a short reason for the adjustment in the Description field. |
| 14   | Click Save. The instructor will discuss the options for reversing the transaction and entering the correct transaction. |
| 15   | Return to the Cashier Session Review Form (TGACREV). Notice the additional transaction and the adjusted session totals. |
| 16   | Return to the Account Detail Form (TSADETL or TFADETL). The adjustment just made should be the first transaction record. |
| 17   | Access the Text field and select to view additional text. |
| 18   | Select Create Additional Text from the Options menu to enter a more thorough explanation for the adjustment. Return to the first page. The Text flag for the detail transaction has been set to Y by the system. To view the comments, simply click the icon to the right of the Text box. |
| 19   | Click Exit. |
Adjust a Closed Session – Miscellaneous

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

➢ **To adjust a closed session for miscellaneous transactions**

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Cashier Session Review Form (TGACREV).</td>
</tr>
<tr>
<td>2</td>
<td>Using the same Cashier User ID and Session Number as previously, find the miscellaneous transactions by entering the Session User and Session Number and saving the data.</td>
</tr>
<tr>
<td>3</td>
<td>Perform a Next Block function to access the Cashier Session Detail block. A miscellaneous transaction can be identified with an S in the Source field. It does not have an ID number.</td>
</tr>
<tr>
<td>4</td>
<td>Select a transaction for adjustment. Record the receipt number of the miscellaneous transaction below: Receipt Number: ____________________________</td>
</tr>
<tr>
<td>5</td>
<td>Click the Exit icon.</td>
</tr>
<tr>
<td>6</td>
<td>Access the Miscellaneous Transaction Form – Student (TSAMISC).</td>
</tr>
<tr>
<td>7</td>
<td>Select Process Supervisor Adjustment from the Options menu.</td>
</tr>
<tr>
<td>8</td>
<td>Enter the other cashier’s Cashier User ID and Session Number.</td>
</tr>
<tr>
<td>9</td>
<td>To reverse the original entry, switch the entry of the detail codes between the Debit code and the Credit code fields. Enter the same amount and General Ledger Account information. Change the Description field to Reverse Receipt #x.</td>
</tr>
<tr>
<td>10</td>
<td>Click Save, then Exit.</td>
</tr>
<tr>
<td>11</td>
<td>Return to the Cashier Session Review Form (TGACREV) and the Cashier Session Detail block. Notice the additional entry and the revised session totals.</td>
</tr>
<tr>
<td>12</td>
<td>Click Exit.</td>
</tr>
</tbody>
</table>
Finalize a Cashier Session
The Cashier Supervisory Form (TGACSPV) is used to finalize a cashier session.

➢ To finalize cashier sessions for daily cash deposit

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Cashier Supervisory Form (TGACSPV). The cursor appears in the Active Cashier Session Query block and only the current active sessions are displayed. These sessions have not been closed.</td>
</tr>
</tbody>
</table>

1. To finalize cashier sessions for daily cash deposit:

<table>
<thead>
<tr>
<th>User</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAJIER</td>
<td>05-APR-1995</td>
<td>12:00</td>
<td>06-APR-1995</td>
<td>10:45</td>
</tr>
<tr>
<td>SAGIER</td>
<td>05-APR-1995</td>
<td>12:00</td>
<td>06-APR-1995</td>
<td>10:45</td>
</tr>
<tr>
<td>RAIN_USER</td>
<td>30-NOV-2004</td>
<td>10:20</td>
<td>30-NOV-2004</td>
<td>13:00</td>
</tr>
</tbody>
</table>

2. Select Review Inactive Cashier Sessions from the Options menu. These sessions are either in C (Closed), F (Finalized), or R (Reported) status.

<table>
<thead>
<tr>
<th>User</th>
<th>Status</th>
<th>Session</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAJIER</td>
<td>Bank</td>
<td>1</td>
<td>05-APR-1995</td>
<td>12:00</td>
<td>06-APR-1995</td>
<td>10:45</td>
</tr>
<tr>
<td>SAGIER</td>
<td>C</td>
<td>2</td>
<td>05-APR-1995</td>
<td>12:00</td>
<td>06-APR-1995</td>
<td>10:45</td>
</tr>
<tr>
<td>RAIN_USER</td>
<td>Bank</td>
<td>3</td>
<td>30-NOV-2004</td>
<td>10:20</td>
<td>30-NOV-2004</td>
<td>13:00</td>
</tr>
</tbody>
</table>

3. Perform a query. Enter SAISUSR in the User field. The system displays all inactive sessions.

4. Perform additional queries using combinations of the available fields such as User, Status, Start (date), and End (date).
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Select a closed session with a status of C.</td>
</tr>
<tr>
<td>6</td>
<td>Finalize the session by putting an F in the Status field.</td>
</tr>
<tr>
<td>7</td>
<td>Click in the Bank field and select an appropriate code from the Bank Code Query Form (GXIBANK).</td>
</tr>
<tr>
<td>8</td>
<td>Enter a deposit number in the Dep No: field.</td>
</tr>
<tr>
<td>9</td>
<td>Click Save.</td>
</tr>
<tr>
<td>10</td>
<td>Click Exit.</td>
</tr>
</tbody>
</table>
Section 5: Scheduling Bill Runs

Purpose
The purpose of this section is to explain how statewide Bill sessions will be ran and how to request regional Bill sessions.

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

- Run a regional Bill session
- Understand how statewide bills will be scheduled

Statewide Bill Sessions
In the SIS Plus system, bills were left up to the individual regions to run. In an effort to become one college system, statewide bill sessions have been established. There is also a benefit as to the aging of account receivables by running bill sessions consistently statewide. There is still the option for a region to request individual bill sessions and the method in which they want to run them, either by mailers or by ebills.

Below is the purposed state wide schedule of bill sessions:

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Method</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within week fees assess for 1st time</td>
<td>Mailer</td>
<td>Everyone</td>
</tr>
<tr>
<td>2 weeks later</td>
<td>ebill</td>
<td>Everyone</td>
</tr>
<tr>
<td>1 month after Fee assessment</td>
<td>Mailer</td>
<td>Everyone, but FA students</td>
</tr>
<tr>
<td>2 weeks later</td>
<td>ebill</td>
<td>newly registered students</td>
</tr>
<tr>
<td>First Day of classes</td>
<td>ebill</td>
<td>everyone but FA students</td>
</tr>
<tr>
<td>One week after FA disburses (6th Monday)</td>
<td>mailer</td>
<td>everyone with a balance</td>
</tr>
<tr>
<td>monthly (at first of each month)</td>
<td>ebill</td>
<td>everyone with a balance</td>
</tr>
</tbody>
</table>

The last bill run of the term will be determined by the region and submitted by the region.

Any parts of term billings outside this schedule will also need to be determined by the region and submitted by the region.
Bill Student Accounts

You can produce an invoice of items not previously billed for student accounts on an individual account basis by requesting that a bill be printed immediately online from the following forms:

- Student Payment Form (TSASPAY)
- Student Account Detail Form (TSADETL)
- Foreign Currency Detail Form - Student (TSADETF)
- Account Detail Review Form - Student (TSAAREV)
- Student Course Registration Form (SFAREGS)

The online request of an invoice will not update the account as being billed. The batch process, when run in STATEMENT mode, will update the bill date and begin aging the charges billed. All charges and payments are billed in detail one time. Any outstanding charges at the next billing cycle which have not previously been paid and have a due date prior to the billing date will be reflected as past due.

If a bill is requested online or through the batch process in INVOICING mode, any charges billed do not begin aging. Also, any charges and payments recorded in detail will still be eligible to be billed in detail when bills are requested in STATEMENT or SCHEDSTMT mode.

Alternatively, you may request a batch process to invoice all accounts (TSRCBIL). The Student Billing Process (TSRCBIL) performs a number of additional functions besides sending a billing statement for an account. It calculates credits for exemptions and contracts, releases deposits, produces invoices, and produces billing statements.
To produce an Invoice or a Statement for a student, run TSRCBIL in INVOICING or STATEMENT mode.

- When run in INVOICING mode, TSRCBIL prints invoices and estimates credits based on current charges without updating the account.
- When run in STATEMENT Mode, TSRCBIL calculates and applies credits (if the parameter to create contracts, exemptions, and deposits is Y), updates the account with bill and due dates for charges and credits (when the effective date is reached), and prints statements. After TSRCBIL is run once, previously billed items are totaled and included on the statement as the previous billed balance. Future due charges are displayed in detail based on the parameters selected until the effective date is reached.
Generate a Schedule/Bill

To generate a schedule bill for a student, run TSRCBIL in SCHEDSTMT or SCHEDINV mode. A schedule bill is a combination of a student's schedule of classes and their charges and credits. A schedule bill can be produced for either an individual or a group of students. In SCHEDSTMT mode, the bill and due date are updated for unbilled transactions, without regard to term, that are included in Amount Due.

E-bill Functionality

When you run TSRCBIL in STATEMENT and SCHEDSTMT modes, a unique statement number is generated for each bill. This statement number prints in the statement output. The statement may be stored in order to be able to retrieve a copy via the Luminis Statement Channel, Self-Service, or the Statement and Payment History Inquiry Form (TGISTMT).
Section 6: Processing NSF Checks

**Purpose**

The purpose of this section is to explain how to process NSF checks and the NSF charge gets posted.

**Objectives**

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

- Post a NSF Check and Fee
Process Non-Sufficient Fund Checks

The Returned Check Code Control Form (TGARETC) establishes penalty codes and amounts for returned checks, to be automatically assessed upon entry of a returned check code. Entry of a returned check code onto an account also automatically increases the NSF flag field, which is viewable on the different account forms (TSADETL, TSASPAY, and/or TSAAREV).

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Account Detail Review Form - Student (TSAAREV) (or TSASPAY).</td>
</tr>
<tr>
<td>2</td>
<td>In the Key block, enter the Student ID number of the account being processed. The number of returned checks posted to the account, as indicated by the NSF (nonsufficient funds) field, should be 0.</td>
</tr>
<tr>
<td>3</td>
<td>Access the Account Details block.</td>
</tr>
<tr>
<td>4</td>
<td>Perform an Insert Record function.</td>
</tr>
<tr>
<td>5</td>
<td>Enter ABCG in the Detail Code field.</td>
</tr>
<tr>
<td>6</td>
<td>The Description field will read A1- Return Check</td>
</tr>
<tr>
<td>7</td>
<td>Enter 200820 in the Term field.</td>
</tr>
<tr>
<td>8</td>
<td>In the Charge field, enter the amount of the returned check.</td>
</tr>
<tr>
<td>9</td>
<td>In the Source field, T (Charge/Payment Transaction) is automatically populated and does not have to be entered.</td>
</tr>
<tr>
<td>10</td>
<td>Click Save. The number of returned checks posted to the account, as indicated by the NSF (nonsufficient 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 reenter the account details block, the penalty code will be displayed with the fee charge posted to the students account. The check number may be entered in the document field as a reference.</td>
</tr>
</tbody>
</table>
Section 7: Third Party Contracts

Purpose
The purpose of this section is to explain how to process third party contracts and bill for those contracts

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

- Create a non-person
- Create contract rules
- Attach students to a contract
- Invoice Third Party Sponsored Accounts
Creating a Non Person for Third Party Contracts

The third party companies with account balances will be converted from SIS Plus but the majority of the third party companies will need to be created new in Banner. All contracts will need to be established new within Banner. These procedures normally do not need to be performed in advance but rather are performed in the process of conducting business. Third party information will need to be communicated to Financial Aid as a student resource through this process.

➢ To set up a non-person account

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Identification Form (SPAIDEN).</td>
</tr>
</tbody>
</table>

1. Access the Identification Form (SPAIDEN).

   ![Identification Form Screen]

   **Picture of the Identification Form Screen**

   **To navigate the steps:**

   **STEP**

   **ACTION**

   2. Navigate to the ID field in the Key block and click the drop down box to Perform a Non-Person Search.

   ![Non-Person Search]

   **Picture of the Non-Person Search**
STEP | ACTION
--- | ---
3 | Navigate to the Name field.  
NOTE: Query on the name you have selected for your non-person to verify that the non-person does not exist in the system.

4 | If the non-person does not exist in Banner, return to the Identification Form (SPAIDEN).

5 | Navigate to the ID field in the Key block and enter ARA1XXXXX for Gary, ARB1XXXXX for South Bend, ARC1XXXXX for Fort Wayne, etc. Perform a query by ID (ARA1%) to search for the next available ID number for your campus. Enter the next available ID number in the ID field. AR Non Person Rules should appear as the matching rule. Perform a Next Block function.

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

7 | Enter the SSN/SIN/TIN if applicable.  
Gender should be Null

8 | Enter BU (Business or work) in the Telephone Type field.

9 | Enter the telephone number in the Telephone field.

10 | Enter EMAL (Email Address) in the E-mail type field.

11 | Enter an email address in the E-mail field.
<table>
<thead>
<tr>
<th><strong>STEP</strong></th>
<th><strong>ACTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Click Duplicate Check field. If you receive the message - If no matches found, create as new? Click the Yes button to create a new ID. If you receive other possible matching IDs – Click Create ID to create a new ID. Should receive a message &quot;New ID Created&quot;. Identification record created; Biographical record not created; Address record not created; Telephone record created; E-mail record created. Click the OK button. Your ID has been created.</td>
</tr>
<tr>
<td>13</td>
<td>Perform a Next Block function.</td>
</tr>
<tr>
<td>14</td>
<td>Navigate to the Address tab.</td>
</tr>
<tr>
<td>15</td>
<td>Enter BI (Billing) in the Address Type field.</td>
</tr>
<tr>
<td>16</td>
<td>Enter a billing address for your non-person in the Address, City, State/Prov, County, Nation and ZIP/PC fields.</td>
</tr>
<tr>
<td>17</td>
<td>Enter BU (Business or work) in the Telephone Type field if you have not previously entered the business telephone information.</td>
</tr>
<tr>
<td>18</td>
<td>Enter the telephone number in the Telephone field.</td>
</tr>
<tr>
<td>19</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>
Process Third-Party Contracts

Requiring that students be authorized for contracts prior to the release of funds is controlled via the Student Authorization Required for Contracts box on the Student Billing Control Form (TSACTRL). When this check box is selected, it indicates that each student must be authorized by the third party prior to receiving third party credit. The Contract Authorization Form (TSACONT) is used to establish third party contract authorizations for student accounts. A third party must first be established on the Identification Form (SPAIDEN) with an ID number as a non-person. All contract ID numbers will begin with AR to distinguish the contract IDs from other vendor IDs in Banner. The 3rd and 4th fields will the regional identifiers such as A1, B1, etc.

Third-party contracts

A third-party contract exists on the system as an ID number and a non-person name. Each contract ID number may have multiple contracts. Each contract is established as an account level, a category level, or a detail level contract. Account level is not a recommended level. The majority of contracts should be established at either the category level or detail level. At any level, the contract may be based on a percentage and a maximum amount to be paid by the contract. A maximum amount to be paid by the contract to the student can be established as well as a minimum amount to be paid by the student. The maximum amount is the total amount that will be paid for every student assigned to that contract. The minimum amount is the amount a student is responsible for.

After the contract is established, students may be assigned to the contract on this form. Contracts should be established before the beginning of the Billing process. Payment by the contracts takes place online using the Student Payment Form (TSASPAY), or in batch prior to or during the Billing process (TSRCBIL). Students may also be assigned to contract on the Account Detail Review Form (TSAACCT). Contracts are billed using the Third Party Billing Process (TSRTBIL).
To create and post a third-party payment on a student’s account for tuition and fees

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Contract Authorization Form (TSACONT).</td>
</tr>
</tbody>
</table>

**BY CATEGORY CODE**


![Contract Authorization Form](image)

2. Enter the ID number of the account you have created. The name should appear in the field to the right.

3. Enter 1 in the Contract Number field. The Contract Number field is specific to the Contract ID and can be regionally determined per Contract ID.

4. Enter 200820 in the Term field.

5. In the Contract Base Information block, enter a Description for the Third Party Billing.

6. List the values for the Payment Detail Code. Search for a payment detail code (Type field = P) with CNT in the Category field. Return with the value.

7. Search the Charge Detail Code fields for a Charge detail code (Type field = C) with CNT in the Category field. Return with the value.
8. Select the drop down box for Print Rule Codes. Return with the desired value.

*NOTE* Contract Roll Options

Only Contracts will be rolled. Students will not be rolled. The Expiration Term may be entered to prevent a contract to be rolled after that specific term.

9. Select Create Category Authorizations from the Options menu.

10. Enter the data elements in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>TUI</td>
</tr>
<tr>
<td>Category</td>
<td>FEE</td>
</tr>
<tr>
<td>Priority</td>
<td>1 for TUI</td>
</tr>
<tr>
<td></td>
<td>2 for FEE</td>
</tr>
<tr>
<td>Percent</td>
<td>100</td>
</tr>
<tr>
<td>Maximum</td>
<td>1,500</td>
</tr>
</tbody>
</table>

Leave the Source Code as A for all sources.

11. After entering these elements, save the data.
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Access the Contract Authorization Form (TSACONT).</td>
</tr>
</tbody>
</table>

**STEP** | **ACTION** |
---|---|
**2** | Enter the ID number of the account you have created. The name should appear in the field to the right. |
**3** | Enter 1 in the Contract Number field. (Contract Number to be determined on a regional basis) |
**4** | Enter 200820 in the Term field. |
**5** | In the Contract Base Information block, enter a Description for the Third Party Billing (enter the company name and region name). |
**6** | List the values for the Payment Detail Code. Search for a payment detail code (Type field = P) with CNT in the Category field. Return with the value. |
**7** | Search the Charge Detail Code fields for a Charge detail code (Type field = C) with CNT in the Category field. Return with the value. |
### Step 8
Select the drop down box for Print Rule Codes. Return with the desired value.

![Print Rule Codes](image)

#### Action
- **Select Create Detail Code Authorizations from the Options menu.**

#### Step 9
Select Create Detail Code Authorizations from the Options menu.

#### Step 10
Enter the data elements in the following table. Note: Using Detail Code Authorizations will limit the assignment of internet courses offered from other campuses unless all detail codes are entered.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Code</td>
<td>ATUI</td>
</tr>
<tr>
<td>Priority</td>
<td>1</td>
</tr>
<tr>
<td>Percent Maximum</td>
<td>75, 1,000</td>
</tr>
</tbody>
</table>

Leave the Source Code as A for all sources.

#### Step 11
After entering these elements, Click Save.
Attaching a Student

You must attach a student to the third party contract using the Person Assignment block of the TSACONT form or the TSACONP form.

2. Enter the Contract ID number in the Key block.
3. Enter the Contract number.
4. Enter 200820 in the Term field.
5. Perform a Next Block function.
6. Select Assign Person Authorizations from the Options menu.
7. Enter the Student ID number for the student(s) to be assigned.
8. Enter a Sponsor Reference Number if desired.
9. Click Save. The Activity Date will fill in with today's date.
1. Access the Contract Person Authorization Form (TSACONP).
2. Enter the Contract ID Number in the Key block.
3. Enter the Contract number.
4. Enter 200820 in the Term field.
5. Perform a Next Block function.
6. Enter the Student ID for the student(s) to be assigned.
7. Enter a Sponsor Reference Number if desired.
8. Click Save.
## To assign a contract to a student

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Student Payment Form (TSASPAY).</td>
</tr>
<tr>
<td>2</td>
<td>Enter 200820 in the Term field.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the student’s ID number in the Key block.</td>
</tr>
<tr>
<td>4</td>
<td>Perform a Next Block function.</td>
</tr>
<tr>
<td>5</td>
<td>The Accept Charges/Payments pop up box will appear.</td>
</tr>
<tr>
<td>6</td>
<td>Click Return to ‘accept payments’. Notice the Third Party Payment in the Cashier Data block. The detail code is the code you just entered as the Payment detail code on the Contract Authorization Form (TSACONT).</td>
</tr>
<tr>
<td>7</td>
<td>Access the Account Detail Review Form – Student (TSAAREV). The student’s ID should default into the ID field in the Key block.</td>
</tr>
<tr>
<td>8</td>
<td>Access the Account Details block. The top transaction should be the Payment detail code that was posted on TSASPAY. Notice that the source code is C for the Contract module. Note the dollar amount of the transaction.</td>
</tr>
<tr>
<td>9</td>
<td>Access the Account Review Form – Student (TSAACCT).</td>
</tr>
<tr>
<td>10</td>
<td>Perform a Next Block function from the Key block.</td>
</tr>
<tr>
<td>11</td>
<td>Select View Exemption/Contract from the Options menu. Notice that the contract appears in the Contracts and Exemption block.</td>
</tr>
<tr>
<td>12</td>
<td>Access the Account Detail Review Form – Student (TSAAREV).</td>
</tr>
<tr>
<td>13</td>
<td>Enter the Company Account number used in the Contract Authorization Form (TSACONT).</td>
</tr>
<tr>
<td>14</td>
<td>Access the Account Details block. The top transaction should be the Charge detail code that was established on the Contract Authorization Form in this lesson. The amount should be the same amount that was posted as a payment to the student’s account.</td>
</tr>
</tbody>
</table>
CONTRACT BILLING

Third party contracts are billed via the Third Party Invoice/Statement Process (TSRTBIL). Statement mode will update your billing.

2. Perform a Next Block function.
3. Enter DATABASE for printer.
4. Perform a Next Block function.
5. Enter the Parameter Values.
6. Perform a Next Block function.
7. Enter Submit.
8. Click Save.
9. Select Review Output from the Options menu.
Section 8: Employee Exemptions

Purpose
The purpose of this section is to explain how to process exemptions for employees and post to their accounts.

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

- Post exemption payment on a student’s account
- Attach students to an exemption
- How to set up exemptions

In SIS, the exemptions were handled through the Financial Aid process for credit students. In Banner, the exemptions will be handled through the Accounts Receivable process. Exemptions have been divided into Employee, Spouse and Dependent in order to provide this information to assist with Human Resource reporting.
Process Student Exemptions

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

➢ To create and post an exemption payment on a student’s account for tuition and fees

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Exemption Authorization Form (TSAEXPT).</td>
</tr>
<tr>
<td>2</td>
<td>Enter an exemption code in the Exemption Code field. The exemption code should be assigned as the regional identifier for Finance such as 1710001 for Terre Haute, 2310001 for Sellersburg, etc.</td>
</tr>
<tr>
<td>3</td>
<td>Enter 200820 in the Term field.</td>
</tr>
<tr>
<td>STEP</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4</td>
<td>Perform a Next Block function to access the Exemption Base Information block.</td>
</tr>
<tr>
<td>5</td>
<td>Enter a Description for your exemption. (Type of Exemption and Region Name)</td>
</tr>
<tr>
<td>6</td>
<td>Enter a detail payment code in the Detail Payment Code field.</td>
</tr>
<tr>
<td>7</td>
<td>Search for a detail code with EXP in the Category field.</td>
</tr>
<tr>
<td>8</td>
<td>Click Save.</td>
</tr>
<tr>
<td>9</td>
<td>Select Create Category Authorizations from the Options menu.</td>
</tr>
<tr>
<td>10</td>
<td>Enter the values from the following table in the Category Level Authorization block.</td>
</tr>
<tr>
<td></td>
<td><strong>Field</strong></td>
</tr>
<tr>
<td></td>
<td>Category</td>
</tr>
<tr>
<td></td>
<td>Percent</td>
</tr>
<tr>
<td></td>
<td>Maximum Amount</td>
</tr>
<tr>
<td></td>
<td>Leave the Source Code as A for all values.</td>
</tr>
<tr>
<td>11</td>
<td>After entering these values, save the data.</td>
</tr>
</tbody>
</table>
1. Access the Exemption Authorization Form (TSAEXPT).

2. Enter an exemption code in the Exemption Code field. The exemption code should be assigned as the regional identifier for Finance such as 1710001 for Terre Haute, 2310001 for Sellersburg, etc.

3. Enter 200820 in the Term field.

4. Perform a Next Block function to access the Exemption Base Information block.

5. Enter a Description for your exemption. (Type of Exemption and Region Name)

6. Enter a detail payment code in the Detail Payment Code field.

7. Search for a detail code with EXP in the Category field.

8. Click Save.

9. Select Create Detail Code Authorizations from the Options menu.

10. Enter the values from the following table in the Detail Level Authorization block.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Code</td>
<td>ATUI</td>
</tr>
<tr>
<td>Percent</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Leave the Source Code as A for all values.

11. After entering these values, save the data.
Attaching a Student

You must attach a student to the Exemption using the Person Authorization block under the Options menu of the TSAEXPT form, or the TSAEXPP form.

1. Access the Person Authorization Form (TSAEXPT).
2. Enter the Exemption Code.
3. Enter 200820 in the Term field.
4. Perform a Next Block function.
5. Enter the Student ID number.
6. Click Save.
To add an exemption to a student on the Exemption Person Authorization Form (TSAEXPP)

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Exemption Person Authorization Form (TSAEXPP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exemption Person Authorization TSAEXPP 7.0</th>
<th>Exemption Code:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delete</th>
<th>Student ID</th>
<th>Name</th>
<th>Roll</th>
<th>Expiration Term</th>
<th>Priority</th>
<th>Maximum Amount</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the exemption code in the Exemption Code field.</td>
</tr>
<tr>
<td>3</td>
<td>Enter 200820 in the Term field.</td>
</tr>
<tr>
<td>4</td>
<td>Perform a Next Block function.</td>
</tr>
<tr>
<td>5</td>
<td>Enter the student ID to be assigned in the Student ID field.</td>
</tr>
<tr>
<td>6</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>

To set up exemption authorizations

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Student Payment Form (TSASPAY).</td>
</tr>
<tr>
<td>2</td>
<td>Enter 200820 in the Term field of the Key block.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the student’s ID number in the Key block. Perform a Next Block function. The Accept Charges/Payments pop up box will appear; click Return to ‘accept payments’. NOTE: The Exemption Payment in the Cashier Data block. The detail code is the code just entered as the Payment detail code on the Exemptions Authorization Form (TSAEXPT).</td>
</tr>
<tr>
<td>4</td>
<td>Access the Account Detail Review Form – Student (TSAAREV). The student’s ID should default into the ID field in the Key block.</td>
</tr>
<tr>
<td>5</td>
<td>Access the Account Details block. The top transaction should be the Payment detail code that was posted through TSASPAY. Notice that the source code is E for the Exemption module. Note the dollar amount of the transaction.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Access the Account Review Form – Student (TSAACCT).</td>
</tr>
<tr>
<td>7</td>
<td>Perform a Next Block function from the Key block.</td>
</tr>
<tr>
<td>8</td>
<td>Select View Exemptions/Contracts from the Options menu.</td>
</tr>
<tr>
<td></td>
<td>Notice that the contract appears in the Contracts block and</td>
</tr>
<tr>
<td></td>
<td>the exemption appears in the Exemptions block.</td>
</tr>
<tr>
<td>9</td>
<td>Click Exit.</td>
</tr>
</tbody>
</table>
Section 9: Collections Process

Purpose

The purpose of this section is to explain how to turn student accounts over to collections and assign them to a collection agency.

Objectives

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

- Understand the collections process
- Assign a collection agency to a student
- Place a hold on the student’s account
## Banner Bill Code

Within Banner the Bill Code represents the region and the collection agency or agencies that the region has accounts listed with. The Bill code is a two letter field. Below is the current Bill codes setup within Banner. If a new collection agency is hired within your region, Central Office will need to be contacted to have the Bill code added.

The first character in the Bill code is the regional identifier (A=Gary, B=South Bend, etc) and the second character is the first letter of the collection agency whenever possible for the code to be a unique code.

<table>
<thead>
<tr>
<th>Banner Bill Code</th>
<th>Name of Collection Agency</th>
<th>Banner ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Security Credit Systems</td>
<td>C03152655</td>
</tr>
<tr>
<td>AD</td>
<td>Credit Bureau USA, Inc.</td>
<td>C04359044</td>
</tr>
<tr>
<td>BC</td>
<td>The Credit Bureau of Greater Indianapolis</td>
<td>C03152408</td>
</tr>
<tr>
<td>BN</td>
<td>National Recoveries Inc.</td>
<td>C03152746</td>
</tr>
<tr>
<td>BS</td>
<td>Security Credit Systems</td>
<td>C03152655</td>
</tr>
<tr>
<td>CA</td>
<td>Alliance One</td>
<td>C03163607</td>
</tr>
<tr>
<td>CG</td>
<td>General Revenue Corp</td>
<td>C03152848</td>
</tr>
<tr>
<td>CN</td>
<td>National Recoveries Inc.</td>
<td>C03152746</td>
</tr>
<tr>
<td>DS</td>
<td>Security Credit Systems</td>
<td>C03152655</td>
</tr>
<tr>
<td>EG</td>
<td>General Revenue Corp</td>
<td>C03152848</td>
</tr>
<tr>
<td>EM</td>
<td>Managed Receivables Incorporated</td>
<td></td>
</tr>
<tr>
<td>FA</td>
<td>Ashwood</td>
<td>C03161848</td>
</tr>
<tr>
<td>FN</td>
<td>National Recoveries Inc.</td>
<td>C03152746</td>
</tr>
<tr>
<td>GA</td>
<td>Allied Collection Services</td>
<td>C03152317</td>
</tr>
<tr>
<td>HS</td>
<td>Security Credit Systems</td>
<td>C03152655</td>
</tr>
<tr>
<td>HN</td>
<td>National Recoveries Inc.</td>
<td>C03152746</td>
</tr>
<tr>
<td>HG</td>
<td>General Revenue Corp</td>
<td>C03152848</td>
</tr>
<tr>
<td>HC</td>
<td>NCO Group</td>
<td>C03163087</td>
</tr>
<tr>
<td>HP</td>
<td>Premiere Recoveries</td>
<td></td>
</tr>
<tr>
<td>IF</td>
<td>Financial Systems of Richmond</td>
<td>C04356942</td>
</tr>
<tr>
<td>JA</td>
<td>Allied Collection Services</td>
<td>C03152317</td>
</tr>
<tr>
<td>KA</td>
<td>Allied Collection Services</td>
<td>C03152317</td>
</tr>
<tr>
<td>KG</td>
<td>General Revenue Corp</td>
<td>C03152848</td>
</tr>
<tr>
<td>LG</td>
<td>General Revenue Corp</td>
<td>C03152848</td>
</tr>
<tr>
<td>MA</td>
<td>Ashwood</td>
<td>C03161848</td>
</tr>
<tr>
<td>MS</td>
<td>Security Credit Systems</td>
<td>C03152655</td>
</tr>
<tr>
<td>MN</td>
<td>National Recoveries Inc.</td>
<td>C03152746</td>
</tr>
<tr>
<td>NA</td>
<td>Allied Collection Services</td>
<td>C03152317</td>
</tr>
</tbody>
</table>

**Need created as a vendor in Banner**
Collections Form (TGACOLC)

All accounts assigned to a particular agency and the date when the account was assigned are displayed on the form. You may query on the ID and Name fields.

Prior to using this form, the collection agency must be established with an ID number and name on the Identification Form (SPAIDEN or FOAIDEN).

Assign Accounts to a Collection Agency

The Collections Form (TGACOLC) is used to assign delinquent accounts to a collection agency. Each agency is first established on the system using the General Person Identification Form (SPAIDEN). After collection agencies have been entered with a collection agency ID number, accounts may be assigned to a particular agency with the date the accounts were assigned.

The Collection Agency Report (TGRCOLC) lists all accounts which have been assigned to a collection agency.
Collection Processing in Banner

Prior to attaching a student to a collection agency, the following must be done:

- The Aging Analysis Report (TGRAGES) will be run by central office the end of every month. This will update the delinquency code on the students account.
- Run TGRDELI with a popsel for a list of pending collections. This list may be used to send final collection notices.
- Run GLAEXTR to remove students not going to collection. Students must be manually listed to remove them from the collection process.
- Run TGPHOLD with popsel to place collection hold on accounts.
- TGACOLC – attach the student to the collection agency.

The Comments window of the Collections Form enables you to enter comments associated with the delinquent account. We would suggest you use SPACMNT.

<table>
<thead>
<tr>
<th><strong>STEP</strong></th>
<th><strong>ACTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Collection Form (TGACOLC).</td>
</tr>
<tr>
<td>2</td>
<td>Click on the down arrow</td>
</tr>
<tr>
<td>3</td>
<td>Double click the non-person option to search for your collection agency.</td>
</tr>
<tr>
<td>4</td>
<td>Enter your collection name and press F8 for a query</td>
</tr>
<tr>
<td>5</td>
<td>Down arrow to the agency name and double click to insert in the collection agency field</td>
</tr>
<tr>
<td>6</td>
<td>Next Block into the body of the form. All accounts should be listed.</td>
</tr>
<tr>
<td>7</td>
<td>Down arrow to a student account to access individual information.</td>
</tr>
</tbody>
</table>
Review the results on the Account Review Form (TSAACCT).

Place a hold on an account

By using automated hold/release processing, Banner can automatically assign holds to and release holds from a person or entity when specified conditions are met.

➢ To manually remove a hold

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Student hold Form (SOAHOLD).</td>
</tr>
<tr>
<td>2</td>
<td>Change the TO date to the current date. This will release an account hold</td>
</tr>
<tr>
<td>3</td>
<td>F10 to save the transaction.</td>
</tr>
</tbody>
</table>
# To manually place a hold

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Student hold Form (SOA HOLD).</td>
</tr>
<tr>
<td>2</td>
<td>Tab to the first available line.</td>
</tr>
<tr>
<td>3</td>
<td>Click on the down arrow and click on the appropriate hold.</td>
</tr>
<tr>
<td>4</td>
<td>Click ok. This will place the hold on the students account.</td>
</tr>
<tr>
<td>5</td>
<td>F10 to save the transaction.</td>
</tr>
</tbody>
</table>

![Image of the Student hold Form (SOA HOLD)](image-url)
Section 10: Installment Plans

Purpose
The purpose of this section is to explain how to assign a student to an installment plan and the different options available.

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

• Assign a student to an installment plan
• Reverse an installment plan
• Change an installment plan

Policy
In SIS, students were able to sign up for a deferral plan of up to 3 payments. With Banner, a change in policy has been made. Students will have the ability to make up to 4 payments on an installment plan.
Installment Plan Form-Student (TSAISTL)

Installment Plans allow students to put their tuition/fee balance on a deferred payment plan.

To assign a student to an installment plan

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter the ID of the student being assigned to an installment plan and perform a Next Block.</td>
</tr>
<tr>
<td>2</td>
<td>Select the installment plan from the list of values or type the valid code in. Find your region’s installment plan for 3 payments.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the Term.</td>
</tr>
<tr>
<td>4</td>
<td>The standard information will default for that plan, but the number of payments, pay period or first due date may be changed.</td>
</tr>
<tr>
<td>5</td>
<td>Enter the total amount of the installment plan (do not include the $25 installment fee it will be automatically assessed), will normally be the balance on the student’s account.</td>
</tr>
<tr>
<td>STEP</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6</td>
<td>Click Save.</td>
</tr>
<tr>
<td>7</td>
<td>Go to TSASPAY and accept the charges to update the Acceptance Field on SFAREGS.</td>
</tr>
</tbody>
</table>
Installment Plan Payment Amount – TSAISTP

This form recaps the installment form on the student at a glance. It can be printed and plans are to have the Deferment Plan verbiage added to the bottom to make a new Installment Plan agreement form that the student must sign.

NEVER, NEVER, NEVER back off the installment plan manually. Perform a reversal of the Installment Plan.

➢ To reverse an installment plan

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter the ID of the student needing the installment reversed and Next Block.</td>
</tr>
<tr>
<td>2</td>
<td>Arrow down or F6 to add a new record, select the reversal installment plan code.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the Term.</td>
</tr>
<tr>
<td>4</td>
<td>Enter the negative amount of the plan amount.</td>
</tr>
<tr>
<td>5</td>
<td>If you want to refund the Service Charge, place a negative in the service charge amount or leave it at 0.00 for no refund.</td>
</tr>
<tr>
<td>6</td>
<td>Click the Save icon.</td>
</tr>
<tr>
<td>7</td>
<td>Enter TSAAREV and unapply payments and the Apply Transactions to get a corrected balance due.</td>
</tr>
</tbody>
</table>