TSAAREV: ACCOUNT DETAIL REVIEW FORM - STUDENT

QUERY ACCESS INSTRUCTIONS:

![Account Detail Review Form](image)

The form includes fields for ID, User, Credit Limit, Holds, and various details related to account balances, terms, charges, payments, and balance. The form has a section for account details with columns for code, description, term, charge, payment, balance, effective date, and transaction number and paid status. Additionally, there are fields for query balance, account balance, amount due, memo balance, authorized aid balance, NSF, and duplicate receipt.
1. If you know the ID of the student you need to query on, enter that ID in the ID field of the Key Block and select Enter. If you don’t know the ID, select the drop down arrow next to the ID field in the Key Block. This brings up an Option list.

2. Select the Person Search option (SOAIDEN). This brings up the Person Search Form (SOAIDEN).
3. Enter the Student’s Last Name and First Name in the related fields of this form. Then select the F8 function key to execute the query. When the student’s record appears, double click on the ID field. This will bring you back to the TSAAREV form where the Student’s ID and name will be populated.
   
   **NOTE:** You can use wild cards (indicated by the percent symbol - %) in the Last Name and First Name fields of the SOAIDEN Person Search Form. For example, if you entered a Last Name of Smith, then entered ‘J%’ in the First Name field and selected F8 to execute the query, the results would show any Student whose Last Name is Smith and where their First Name starts with the letter “J”.

4. From the TSAAREV form, select either of the following two options to get to the Account Details block of the form:
   - Select Block > Next from the Menu bar
   - Select the Next Block icon from the Icon Tool Bar
5. Account Details information appears, as shown in the screen print below.

6. Notice the **Detail Code** column on the far left side of this page.
   - The **Detail Code** is a 4-digit alpha or numeric code; it is basically short hand for the accounting elements.
   - Detail Codes do not show up on the Students bill because it is irrelevant to them.
   - What does show on the Students bill is the Detail Code Description.
7. If you select the drop down arrow just below the **Detail Code** column heading, you will see the **TSADETC** (Detail Code Control) form.

8. This form shows the various fields behind the **Detail Code**. They are used to set the rules that drive the functionality behind the code. These rules are managed by our Accounts Receivable Manager in the Business Affairs Office.

9. To see an example of how the revenue/expenses related to that **Detail Code** are fed to the Finance System, select a Detail Code record from the TSADETC form (shown above), then select the following from the Menu path: **Block > Next** (or select the **Next Block** icon).
10. Exit out of this form (to get back to TSAAREV) by selecting the X icon in the tool bar (the last icon on the right)

11. A brief description of some of the other columns that appear in the Account Details section of TSAAREV are described below:
   - **TERM**: The naming convention used for this field is as follows:
     - The first 4 digits indicate the year that the Fall Term started
     - The last 2 digits indicate the term
     - You will use the same “year” value in this field for all three terms in the academic year (from Fall Term through Spring Term). For example, if the Fall Term year is 2014, then the Term values you use for that academic year will be:
       - Fall Term: 201401
       - Winter Term: 201402
- Spring Term: 201403

- **CHARGE and PAYMENT**: The original Charge or Payment

- **BALANCE**: The balance amount will reflect either of the following scenarios:
  - The amount that the student owes the University
  - The amount that the University owes the student (e.g. if Financial Aid overpaid the students account). In this situation, the amount would reflect a negative number.

- **EFFECTIVE DATE**: Generally this is the date that the transaction occurred.

- **TRANS NUMBER**: This is a sequential number that is automatically assigned by the Banner system. It creates a unique indicator for the transaction.

- **FEED DOC NUM**: Use the scroll bar below the Account Details section to scroll over to the right until you see this field. Every accounting transaction is assigned an ‘F Doc’ (Feed Document); that is what this field indicates. This value enables the A/R Department to track transactions forwards and backwards (auditors like that).
  - Banner’s TGRNITE process (which runs in the evenings) is what generates the Feed Document and the related date fields (Feed Date and Session End Date). It also populates the User ID field.

12. **NOTES ON TABBING** (using the Tab or Enter Key): If the Detail Code is a Charge code, the tab will automatically go from the Term field to the Charge field. If the Detail Code is set up as a Payment, the tab will automatically go from the Term field to the Payment field (and bypass the Charge field).

13. A brief description of some of the ‘Total’ fields displayed in the bottom block of the TSAAREV form are described below:

- **QUERY BALANCE**: Represents the total of what you see when you initially bring up the account, or when you execute a special query (e.g. a query for a specific Detail Code)

- **ACCOUNT BALANCE**: Represents everything the student owes on their account

- **AMOUNT DUE**: Most of the time the Amount Due field will reflect the same value as the Account Balance. The only time the Amount Due would be different from Account Balance is when a student has an emergency short term loan, and a portion of the
account would not be due at that current time. In this scenario, the Amount Due value will be less than the Account Balance value.

o **AUTHORIZED AID BALANCE**: Displays financial aid in the short period of time between when we’ve billed and when it is actually dispersed.

**MAINTENANCE ACCESS INSTRUCTIONS:**

**ENTERING ONE OR TWO CHARGES FOR A STUDENT ACCOUNT:**

14. From the Account Details section of the TSAAREV form, insert a new row using the following menu path: Record > Insert (or select the F6 function key).
15. Enter the **Detail Code** (the Detail Code Description auto-populates)

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Term</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
<th>Effective Date</th>
<th>Trans Number</th>
<th>Trans Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2014Q1</td>
<td>728.00</td>
<td></td>
<td>728.00</td>
<td>14-SEP-2014</td>
<td>138</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2013Q3</td>
<td>-2,184.00</td>
<td></td>
<td>0.0</td>
<td>14-MAR-2014</td>
<td>132</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2013Q3</td>
<td>2,184.00</td>
<td></td>
<td>0.0</td>
<td>14-MAR-2014</td>
<td>129</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2013Q2</td>
<td>-2,184.00</td>
<td></td>
<td>0.0</td>
<td>14-JAN-2014</td>
<td>126</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2013Q2</td>
<td>728.00</td>
<td></td>
<td>0.0</td>
<td>07-JAN-2014</td>
<td>123</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2013Q2</td>
<td>2,184.00</td>
<td></td>
<td>0.0</td>
<td>14-DEC-2013</td>
<td>119</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2013Q1</td>
<td>-2,208.00</td>
<td></td>
<td>0.0</td>
<td>27-SEP-2013</td>
<td>109</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2013Q1</td>
<td>2,208.00</td>
<td></td>
<td>0.0</td>
<td>14-SEP-2013</td>
<td>103</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2012Q3</td>
<td>-2,136.00</td>
<td></td>
<td>0.0</td>
<td>19-MAR-2012</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>URES</td>
<td>Tuition-Resident U-Grad</td>
<td>2012Q3</td>
<td>2,136.00</td>
<td></td>
<td>0.0</td>
<td>14-MAR-2013</td>
<td>88</td>
<td></td>
</tr>
</tbody>
</table>

16. Enter the **Term** and the **Charge** amount
17. As soon as you enter the **Charge** amount, Banner automatically populates the **Balance** amount and the current **Effective Date**.

18. Select the Save icon in the tool bar (or select the F10 function key) to save the transaction.

19. Notice that when you save the transaction, the **Trans Number** field automatically gets populated with the next available number.
20. Select the Roll Back icon in the tool bar (second icon from the left) or select ‘Shift+F7’ to bring the cursor back up to the top of the form. Then select Block > Next from the menu path (or select the Next Block icon) to get back down into the Account Details section. Notice that the most recent transaction is now displayed at the top of the page.
ENTERING CHARGES FOR MULTIPLE STUDENT ACCOUNTS:

21. To enter charges for multiple student accounts, you need to access the TSAMASS form. There are two ways to get there:
   a. Enter TSAMASS in the Go To field of the General Menu and press Enter
   b. From the TSAAREV form select the following from the Menu Path: Options > TSAMASS
22. There are varying examples of how the TSAMASS form can be used for more efficient processing of multiple student account charges. The screen print below reflects a situation where multiple student accounts need the exact same Detail Code, Charge Amount and Term.
23. In the above screen print, the Detail Code, Amount, and Term are entered into the top block of the form. Select Block > Next from the menu path (or select the Next Block icon) to get into the Charges/Payments section of the form.

24. Enter the ID’s of all the Student Accounts that need to receive the Charges/Payments entered in the top block.

25. Select the Save icon in the tool bar (or select the F10 function key) to save the transaction.

26. Other examples of how you can use the TSAMASS form to enter charges for multiple student accounts:
c. Enter the Detail Code and Term in the top block of the form but leave the Amount field blank.
   • **Next Block** into the Charges/Payments section of the form and enter the ID’s of the Student Accounts.
   • The Detail Code and Term values will auto-populated after you enter the ID.
   • Enter the amount value for each Student Account.

b. Enter the Detail Code, Term and Amount values in the top block of the form
   • **Next Block** into the Charges/Payments section of the form and enter the ID’s of the Student Accounts.
   • The Detail Code, Amount, and Term values will auto-populated after you enter the ID.
   • Go back and edit any Student Accounts where the Amount value needs to be different
   • This option might be useful in cases where most of the Student Accounts will need the exact same Amount (Detail Code and Term) and only a few edits are required.

27. The TSAMASS form is typically used by smaller departments on campus that have multiple transactions. Larger departments on campus use an automated load process that gets run in the evening.