HOW TO CREATE DETAIL CODES IN BANNER FIS
Detail Code Control Form (TFADETC)

General:

The *Detail Code Control Form* is used to define the detail codes that will be used in the Accounts Receivable Module. Each detail code is defined as a charge or a payment, is assigned to a user-defined category, is assigned application of payment information, and may be given data entry default information. The accounting information with each detail code is established on this form, and will be used by the Accounting Feed process.

Check List:

Before you proceed, you must have the following information:

- ❑ The accounting distribution related to the detail code (use the crosswalk for Account/subaccount translation to FOAPAL).
- ❑ Revenues should typically be accounts starting with "5".
- ❑ The default description for the detail code.

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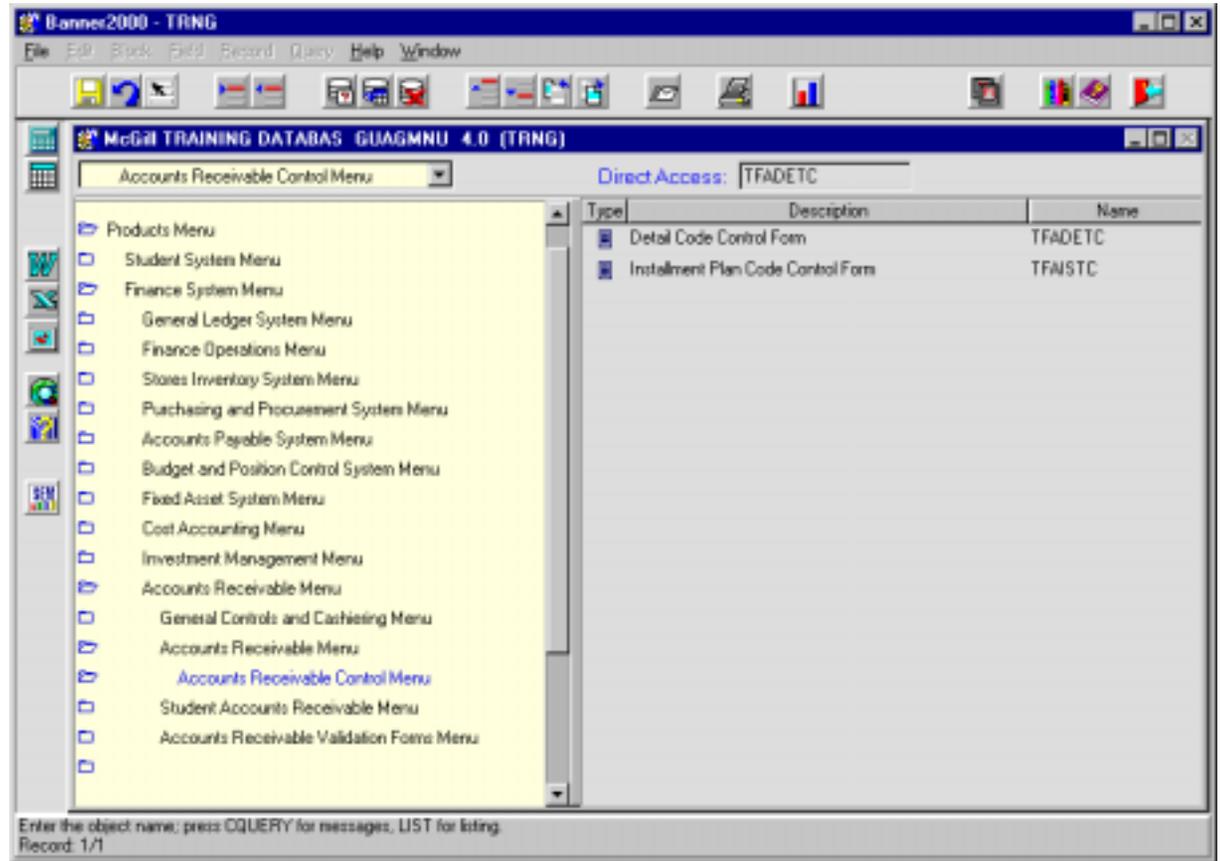Last printed 9/4/2001 9:47 AM
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Accessing the "Detail Code Control Form" (TFADETC)

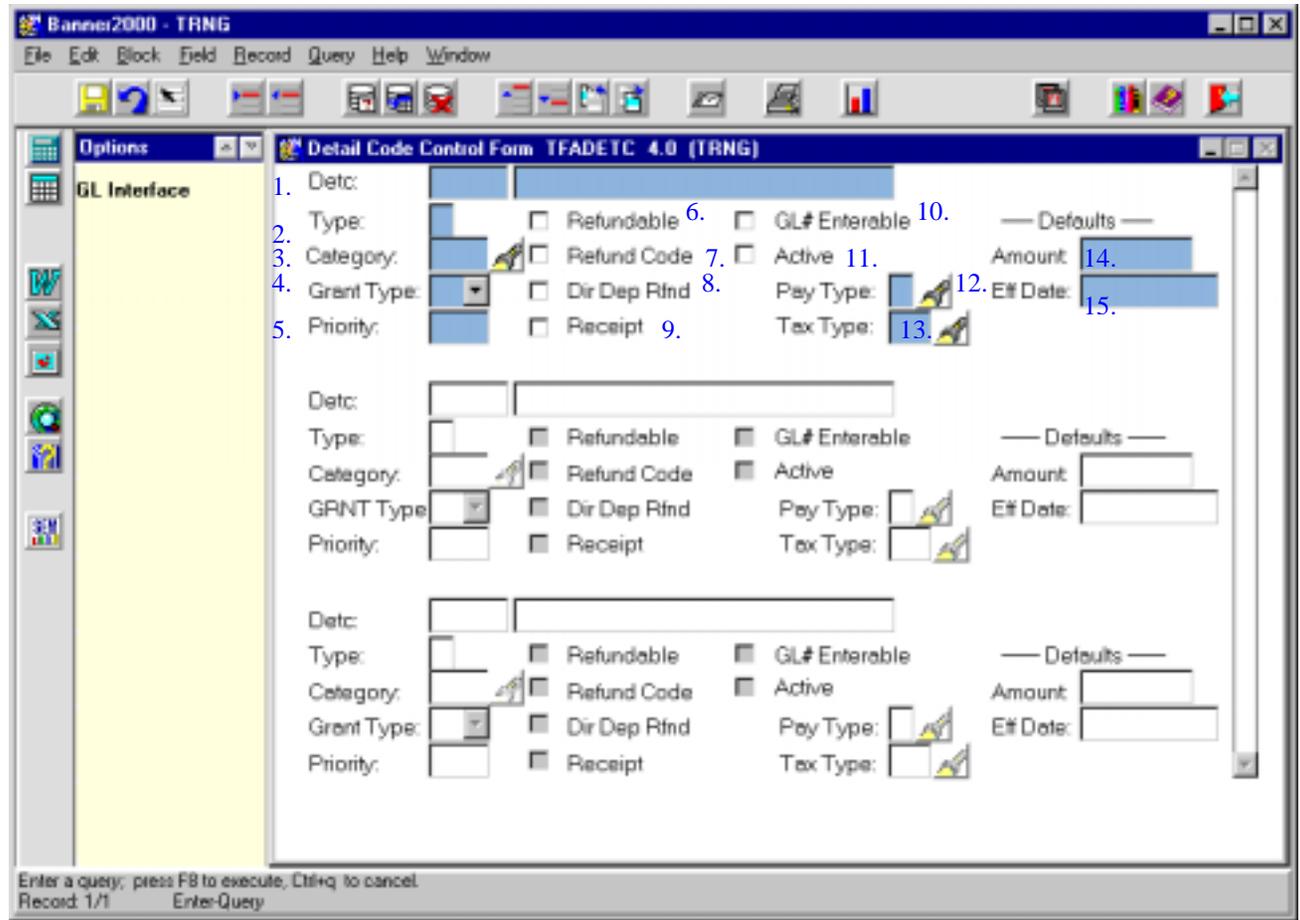Type the name of the form TFADETC in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Finance System Menu
3) *Select* Accounts Receivable Menu
4) *Select* Accounts Receivable Control Menu
5) *Select* *Detail* Code Control Form (TFADETC)

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The adjacent screen should appear:

NOTE: Numbers have been added to the form above to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔		Menu	{Record}{Insert} OR {F6}	Creates a blank record		Menu
✔	1.	Detc	Enter four digit code, {TAB} to next field and enter the code description.		This field identifies the detail code associated with every charge and payment that can be entered onto a customer account. This description	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					field specifies a free-format description of the detail code, up to thirty characters which is overwritable.	
✓	2.	Type	Enter type		This field indicates whether the detail code is a charge or a payment. Valid values are: C- Charge, P - Payment	
✓	3.	Category	Enter OR {Select} the category code		This field identifies the category of the detail code. Detail codes can be grouped for reporting purposes into categories like cash, tuition, etc.	
	4.	Grant Type			Specifies the type of transaction associated with the grant. The value in the **Category** field must be *GRN* in order to use this field. (Presently not used.)	
✓	5.	Priority	Enter the priority code		This field indicates the priority of the detail code for use in the application of payments process. The higher the priority on a **charge**, means that it will be paid off prior to a charge with a lower priority, unless the lower priority charge is a direct pay.	
✓	6.	Refundable	Check this box if you want A charge detail code to be refundable		This field indicates if the charge detail code is eligible to be refunded in the registration fee assessment process when associated with the student registration status. Valid values are ✓ - Refundable, Blank – no refund	
✓	7.	Refund Code	Check this box if the transaction is a refund		This field indicates if the detail code is identified as refund detail code that will generate an accounts payable transaction in the accounting feed. Valid values are: ✓ -Generate accounts payable transaction, blank – do not	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	8.	Dir Dep Rfnd			Direct Deposit Refund. Check box indicates whether any refunds should be direct deposited	
✓	9.	Receipt	Check this box if the transaction requires a receipt		This field indicates if a receipt number should be automatically generated when the detail code is entered on an account. Valid values are:✓ - Yes, generate a receipt, blank – No receipt number.	
	10.	GLNumbers Enterable	Check this box if the accounting distribution should be override able		Can accounting distribution information be overridden for miscellaneous transaction on the TFAMISC form. Values✓ - and N.	
	11.	Active			Check box displays whether the detail code is active or inactive. Banner only processes transactions with detail codes that are active at the time of entry. *Checked* – detail code is active and will be processed y the system *Unchecked* – detail code is inactive. Banner will prevent you from entering it on any form or as a parameter for any process that updates or inserts data into the database.	
✓	12.	Payment Type	Enter OR {Select} payment type		Type of payment the detail code is. Default value is **N** – non-cash.	
	13.	Tax Type	Enter OR {Select} tax type		Tracks tuition fees that are eligible for a specified tax type.	
Defaults						
✓	14.	Amount	Enter the amount		This field specifies the default amount associated with the detail code.	
✓	15.	Eff Date	Enter effective date		This field specifies the default effective date associated with the detail code.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓		Menu	Proceed to the {Next Block}		You must proceed to the next block by clicking on the {NEXT BLOCK} icon or the {CTRL} + {PAGE DOWN} keys	

GL Interface Window

This window is used to establish the coded general ledger account information used in the Accounting Feed Process (TGRFEED).

Multiple account information may be established for each detail code, and at least one set of accounts must be entered. **Account A** is the debit account, and **Account B** is the credit account. You may enter multiple debit accounts for a single credit account or multiple credit accounts for a single debit account. The multiple accounts will be split in the accounting feed process by the entered percentage. The **percentage** must total 100 for each detail code account.

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
General Ledger Interface to BANNER Finance						
✓	1.	Percent	Enter the percentage of the transaction to be applied to this FOAPAL		Percentage of the transaction applied to the FOAPAL.	
	2.	Account A			Debit account.	
✓	3.	COA	Enter "1"		Chart of Accounts code where transactions relating to the detail code will be posted. (will default) The chart code must exist before you enter it.	
	4.	Acci	Enter OR {Search} for Account index		This is an index code for Banner Finance account A (the debit)	
✓	5.	Fund	Enter OR {Search} for Fund code		FUND Code must exist and be effective and data enterable before it can be entered here.	Fund Code Validation Form (FTVFUND)
✓	6.	Orgn	Enter OR {Search} for Organization code		The organization (departmental or budgetary unit) that will be responsible for the detail code transaction.	Organization Code Validation Form (FTVORGN)
✓	7.	Acct	Enter OR {Search} for Account code		The six-character, alphanumeric, user-defined code representing an account. ACCOUNT A must be 6-digits, starting with 1.	Account Code Validation Form (FTVACCT)
✓	8.	Prog	Enter OR {Search} for Program code		Required Field for Operating Ledger distribution but Optional for General Ledger.	Program Code Validation Form (FTVPROG)
✓	9.	Actv	Enter OR {Search} for Activity code		Optional Field. ACTIVITY code.	Activity Code Validation Form (FTVACTV)
	10.	Locn	Enter OR {Search} for Location code		Optional Field. LOCATION code.	Location Code Validation Form (FTVLOCN)
✓	11.	RC1	Enter OR {Search} for Rule Class 1		Rule Class 1 This is the rule class code for Account A that is used when the transaction is initially fed to accounting.	
	12.	RC2	Enter OR {Search} for Rule Class 2		Rule Class 2 This is the rule class code for Account	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					B that is used when the application of payment transaction is fed to accounting and the opposite side of the transaction is the opposite type of detail code. ???????	
✔	13.	RC3	Enter OR {Search} for Rule Class 3		Rule Class 3 This is the rule class code for Account A that is used when the application of payment transaction is fed to accounting and the opposite side of the transaction is the same type of detail code ???	
	14.	Account B:			Credit account.	
✔	15.	COA	Enter "1"		Required field. This is the Chart of Accounts code where transactions relating to the detail code will be posted (will default) The chart code must exist before you enter it here.	
✔	16.	Acci	Enter OR {Search} for Account index		Optional field. This is an index code for Banner Finance Account B (the credit)	
✔	17.	Fund	Enter OR {Search} for Fund code		Required Field. FUND Code. Source of money and how it must be used. Code must exist and be effective and data enterable before it can be entered here.	Fund Code Validation Form (FTVFUND)
✔	18.	Orgn	Enter OR {Search} for Organization code		The organization (departmental or budgetary unit) that will be responsible for the detail code transaction.	Organization Code Validation Form (FTVORGN)
✔	19.	Acct	Enter OR {Search} for Account code		Required field. The six-character, alphanumeric, user-defined code representing an account. ACCOUNT A must be 6-digits, starting with 5.	Account Code Validation Form (FTVACCT)
✔	20.	Prog	Enter OR {Search} for Program code		Required Field for Operating Ledger distribution but Optional for General	Program Code Validation Form (FTVPROG)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			Program code		distribution but Optional for General Ledger.	Form (FTVPROG)
	21.	Actv	Enter OR {Search} for Activity code (optional)		Optional Field. ACTIVITY code.	Activity Code Validation Form (FTVACTV)
	22.	Locn	Enter OR {Search} for Location code (optional)		Optional Field. LOCATION code.	Location Code Validation Form (FTVLOCN)
✔	23.	RC1	Enter OR {Search} for Rule Class 1		Rule Class 1 This is the rule class code for Account B that is used when the transaction is initially fed to accounting.	
✔	24.	R2	Enter OR {Search} for Rule Class 2		Rule Class 2 This is the rule class code for Account B that is used when the application of payment transaction is fed to accounting and the opposite side of the transaction is the opposite type of the detail code. ???	
✔	25.	RC3	Enter OR {Search} for Rule Class 3		Rule Class 3 This is the rule class code for Account B that is used when the application of payment transaction is fed to accounting and the opposite side of the transaction is the same type of detail code ???	
✔			Click {Save}	Auto-hint: *Transaction complete: 1 record(s) applied and saved.*		

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