HOW TO RESEARCH DETAILED ITEMS ON AN ACCOUNT IN BANNER FIS Account Detail Form (TFADETL)

General:

The Account Detail Form is used to enter information for an account. Charges, payments, deposits, and memo items may be entered on this form. 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 affect these balances. An invoice number may be generated on this form. The account's credit limit will be checked and a warning will be issued when a new charge causes the account to exceed the limit. Accounts Receivable holds will also be checked for an account before accessing the account. Unapplication of payments may be requested through the Block Menu of this form. Security by category code may be enforced for this form by establishing security restrictions by userid on the User Profile Definition Form (TGAUPRF) and enforcing the restrictions on the Accounts Receivable Billing Control Form (TGACTRL).

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Accessing the "Account Detail Form" (TFADETL)

Type the name of the form TFADETL 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 Menu
- 5) Select Accounts Receivable Control Menu
- 6) Select Account Detail Form (TFADETL)



The adjacent screen will appear:

NOTE: Numbers have been added to the adjacent form 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.

	28 B	anner2000 - TRNG	
	Elle	<u>Edit Block Field B</u>	scord Query Help Window
		<mark></mark>	
		Options Supervisor Adjustment Recurring Receivables (TGARRAS) Create Entity Create Entity	ID: I. Credit Limit. User. RSINCL 3. Holds: 4. Charges/Payments Detc: 5. Adr Type: 6. AdrSeq: 7. Dattes
ded to the entify the correspond to lescribes what dividual field field's purpose.		(FOAIDEN) Display Holds (SOQHOLD) Miscellaneous Transaction Form (TFAMISC/TSAMIS Person System Identification	Onits: 0. Flate: 7. Flext 10. Amt 11. Tpay: 12. Source: 13. Tms: 19. Bal: 14. Tnum: 15. Bill: 20. Document Numb: 17. Due: 21. C Detc: Adr Type: AdrSeq: DATES Units: Rate: Text: Ett.
		(GUASYST) Comment Central F((TGACOMC)	Amt Tpay. Source: Tms: Bal: Tnum: Bill: Bill: Pay#: Document Numb: Due: Image: Comparison of the second
the fiel	o the ds cap	right to view otured below	37. 38. 39. 40. 41. 42.
	ID Nu Record	nber; press LIST for pers d: 1/1	on, COUNT HITS for CODERY or for non-person, CREATE ENTITY for add.
Receipt 22.	Æ	CRN: 26.	CROSSREF D: 30 CASHER
Number Pd: 23. Number: 24. Stmrt Date: 25.		Ind: 27. Doc: 28. Date: 29.	Source: 31. Sess: 34. Number: 32. User: BBINCL 35. Detc: 33. Dete: 36.
Receipt INVOID	Æ	CRN: FEED	CROSSREF D: CASHER
Number Pd: Number: Stmnt Date:		Ind: Doc: Dote:	Source: Sess: Number: User: Detc: Date:

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	ID	Enter or {Search} for ID.		Identification number.	
	2.	Credit Limit			This field will display the credit limit	
					that has been set on the account.	
	3.	User			Displays the current user ID.	
	4.	Holds			Will display the hold type on the client account. Should the user still wish to enter a charge onto the account, an override must be entered, which is set on the form (TGACTRL)	➡ Holds Query-Only Form (SOQHOLD)
√			Proceed to the {Next Block}			
CHARG	BE/PA	YMENTS				
 Image: A start of the start of	5.	Detc			Detail code. This field looks to the TFADETC form if the look-up feature is used.	⇒ Detail Code Control Form (TFADETC)
√	6.	Adr Type			Address Type. Address used when an invoice or statement is produced.	Address List Form (TUIADDR)
 Image: A start of the start of	7.	Adr Seq			Address Sequence Number.Address List FormAddresses may have more than 1(TUIADDR)valid sequence associated with the address type.→	
	8.	Units			UNITS , if entered, multiplied by the RATE will result in a amount.	
	9.	Rate			Amount to be charged per unit	
	10.	Text			Each transaction may have related document text to further explain the charge. The document must be saved prior to entering document	TBRACDT

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					text. Text from this field may be	
					printed on reports and is planned to	
					be printed on invoices.	
	11.	Amt			Calculated by Banner, if rate and	
					units are entered, otherwise enter	
					the amount of the charge here.	
	12.	Трау			Identifies the transaction number of	
					a specific application of payment. If	
					entered here, this transaction	
					would be used to directly apply to	
					the transaction number specified.	
	13.	Source			Maintained by Banner.	
	14.	Bal			Balance.	
					Maintained by Banner.	
	15.	Tnum			Sequential Number maintained by	
					banner of transaction count.	
	16.	Pay#			Additional information as to the	
					method of payment, e.g. credit card	
					number.	
	17.	Document Numb			It is recommended to record the	
					sales reference number in this field	
DATES						
DAILO						
	18.	Eff			The date the transaction becomes	
					effective. As of this date, the	
					transaction is calculated into the	
					balance due and becomes eligible	
					to be fed to accounting. Can only	
					be future dated from the system	
					date.	
					Maintained by Banner if no other	
					date is entered.	
	19.	Trns			Transaction date. This is the date	
					used by Finance to control posting	
					to the ledgers.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					If this is not data entered, then the	
					system date defaults.	
	20.	Bill			When the TFRBILL process is run,	
					the invoice date defaults into the	
					billing date field.	
	21.	Due			The due date defaults depending	
					on the billing cycle period specified	
					in the billing process.	
	22.	Receipt			If a receipt number was generated	⇒ Receipt Form
					when a payment was entered, the	(TGARCPT)
					number of the receipt will show	
					here.	
	E					
	23.	Number Pd			Invoice number of a specific	
					application of payment.	
	24.	Number			Number associated with the charge	
					invoice.	
	25.	Stmnt Date			Statement date. Date on which the	
					invoice was created.	
	26.	CRN				
FEED						
	27.	Ind			Valid values are Y-feed to finance: F	
					- fed to finance; N - do not feed	
	28.	Doc			This is the document number	
					assigned once TGRFEED has been	
					run and the transaction is fed to	
					finance.	
	29.	Date			Date on which the transaction fed.	
00000	DEE					
CRUSS	KEF					

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	30.	ID			Used on "TS" forms	
	31.	Source			Used on "TS" forms	
	32.	Number			Used on "TS" forms	
	33.	Detc			Used on "TS" forms	
CASHIE	R					
	34.	Sess			Session number of cashier	
	35.	User			User id	
	36.	Date			Date cashier's session was finalized	
			Proceed to the {Next Block}			
	37.	Query Balance			Users may select a particular detail code to query on and this will show the results of the query.	
	38.	Account Balance			All detail code amounts will be calculated in the account balance, even future dated or memo'd items	
	39.	Amount Due			Amount due excludes future dated transaction amounts.	
	40.	Memo Balance			Amount of memo'd items on the account which are not fed to accounting. These are expected charges or payments.	
	41.	NSF			Count of NSF payments.	
	42.	Receipt?			 Y – receipt has been sent for printing N – receipt has not been sent for printing 	

Deposits Window

This window is used to enter deposits accepted to an account. A deposit consists of a deposit detail code (created on the Deposit Detail Control Form, TGADEPC), an amount, and a payment detail code.

A deposit may be auto released to the account on the release date by setting the auto release indicator to "Y". The minimum and expiry date fields are used to determine the minimum amount of the deposit and the date when the minimum amount may be released or refunded.

Deposits TFAD	ETL 4.0 (TRNG)	
Rel Amt	Deposit: 2	A =
Atyp: 3.	🛛 🖌 Sequence: 4.	AF Feed: 5.
Amount 6.	Balance: 7.	Payment Date: 8.
Receipt 9.	Rel Date: 10	Etfective Date:11.
Minimum:12	Exp Date: 13	Entry Date: 14, 01-JAN-2000
Rel Amt Alyp: Amount Receipt Minimum:	Deposit: Sequence: Balance: Rel Date: Exp Date:	Feed: Poyment Detc: Etlective Date: Entry Date:
Query Balance	Account Balance A	mountDue MemoBalance NSF Receipt?
0.00	0.00	0.00 0.00 Y

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Rel Amt			Amount of deposit to be released to	
					account.	
	2.	Deposit	Enter or {Search} for			⇒ Deposit Detail
			a deposit detail code.			Control Form
						(TGADEPC)
	3.	Atyp			Address type.	
	4.	Sequence			Address sequence number.	
	5.	Feed			Valid codes are Y – feed to finance;	
					N – do not feed; F – fed to finance.	
	6.	Amount			Amount of deposit	
	7.	Balance			Balance of deposit left after	
					amounts have been released.	
	8.	Payment Detc			Payment detail code describing	
					method of payment.	
	9.	Receipt			Receipt number.	
	10.	Rel Date			Specifies the date the deposit may	
					be released. It may not be	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					released automatically or manually	
					before this date. If blank it may be	
					released at any time.	
	11.	Effective Date			This date specifies the effective	
					date of the deposit. It defaults to	
					the date the deposit was entered.	
	12.	Minimum			Minimum amount that must be kept	
					as a deposit and only released	
					when the expiry date has passed.	
	13.	Exp Date			Specifies the expiration date of the	
					deposit.	
	14.	Entry Date			Specifies the date the deposit was	
		-			entered on the account.	

Memos Window

This window is used to create memo entries for an account. You may enter any detail code to create memo entries for an account. All memo entries are held in a separate memo balance and will not affect the account balance or amount due.

Memo entries are not considered real and therefore may be deleted.

Note: To retain memos for historical purposes, you may change the amount to "0" and the description may be updated for notation.

👹 Memos TFADE	ETL 4.0 (TRNG)						_ D >
Detc: 1.			4	Amt	2	Sourc	e: 🔤 🛋
CrossRef ID:	4. Atyp: Aty	Seq: 5. A CrossRef#	Bill Ind:	6.	Expiration: Activity: 10	7 31 JAN 2	000
Detc:				Amt [Sourc	∝ □
	Atyp: 📃 📈	Seq: 🗌 📈	Bill Ind:		Expiration:		
CrossRef ID:		CrossRef#			Activity:		
Detc:	Atyp:	Seq: 🗌 🔏 CrossRef#	Bill Ind:	Amt	Expiration: Activity:	Sourc	e: []
Query Bal	ance Account	Balance	Amount [Due	Memo B	alance	NSF
	0.00	0.00		0.00	I	0.00	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Detc			Detail code associated with the	
					memo transaction on the account.	
	2.	Amt			Amount of the memo transaction.	
	3.	Source			Source of the transaction.	
					Maintained by Banner.	
	4.	Atyp			Address type.	
	5.	Seq			Sequence.	
	6.	Bill Ind			This field indicates if the memo	TGACTRL
					should be printed and calculated	
					into the amount due on the	
					invoice. Only used if "Y" is set on	
					the billing control form.	
	7.	Expiration			Indicates the date the memo	
					expires and may not be released	
					onto the account.	
	8.	CrossRef ID			ID associated with third party –	
1						

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					used in student a/r	
	9.	CrossRef#			Number of the 3 rd party contract –	
					used in student a/r	
	10.	Activity			Indicates most current date the	
					record was updated.	

Comments Window

This window contains the originator and the comment information. This section allows you to enter free-form comments about the account.

Comments TFADETL 4.0 (TRNG)	_ 🗆 X
Originator:	
Comment Text	Activity

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Originator			Indicates originator of comments as	Student held table
					defined on STVORIG	
	2.	Comment text			Free-form text	
	3.	Activity			Latest activity date.	