HOW TO RESEARCH DETAILED ITEMS ON AN ACCOUNT IN BANNER FIS

Account Detail Form (TFADETL)

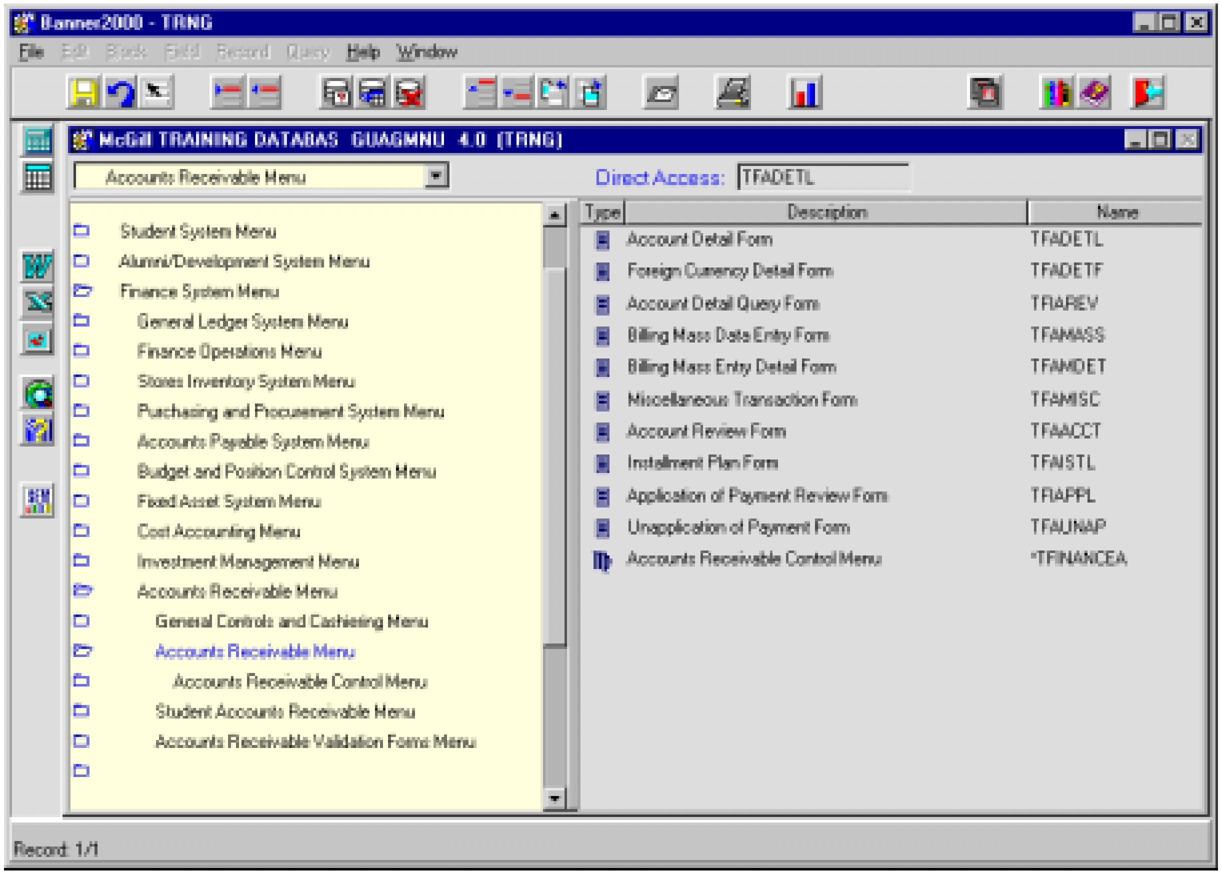
General:

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).

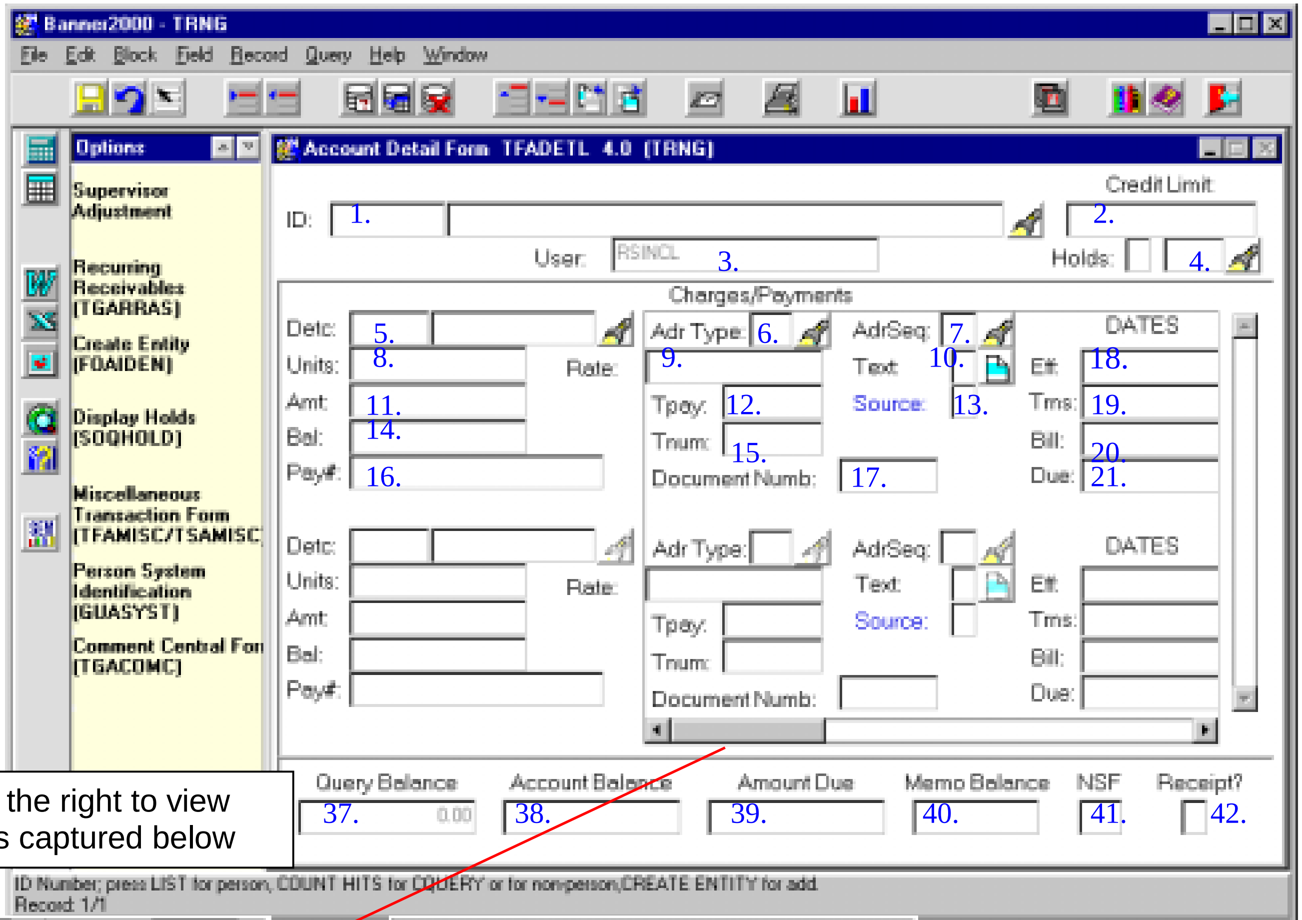
Accessing the "Account Detail Form" (TFADETL)

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)

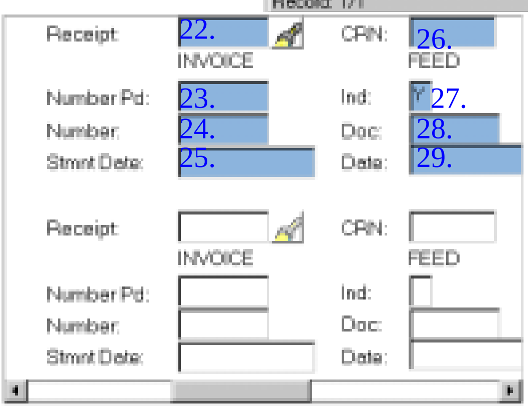


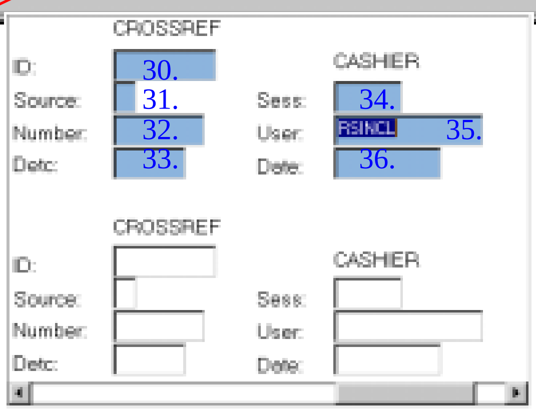
The adjacent screen will appear:



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.

Scroll to the right to view the fields captured below





Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	ID	Enter or {Search} for ID.		Identification number.	⇨ Person Search Form (FOIIDEN) ⇨ Non-Person Search Form (FOICOMP)
	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}			
CHARGE/PAYMENTS						
✓	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)
✓	7.	Adr Seq			Address Sequence Number. Addresses may have more than 1 valid sequence associated with the address type.	⇨ Address List Form (TUIADDR)
	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

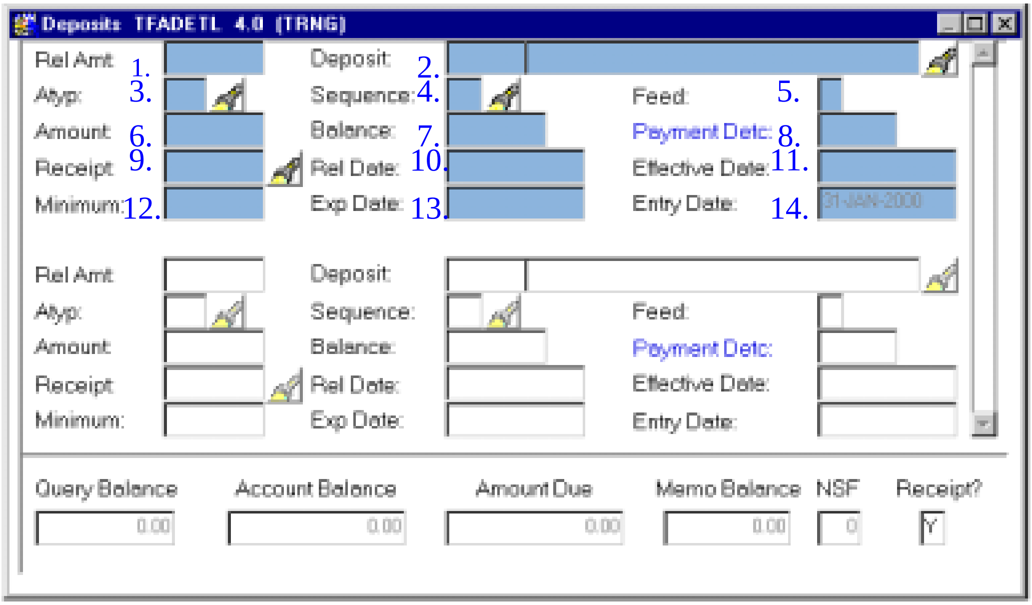
Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					text. Text from this field may be printed on reports and is planned to be printed on invoices.	
	11.	Amt			Calculated by Banner, if rate and units are entered, otherwise enter the amount of the charge here.	
	12.	Tpay			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						
	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.	

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 when a payment was entered, the number of the receipt will show here.	⇨ Receipt Form (TGARCPT)
INVOICE						
	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.	
CROSSREF						

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	
CASHIER						
	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

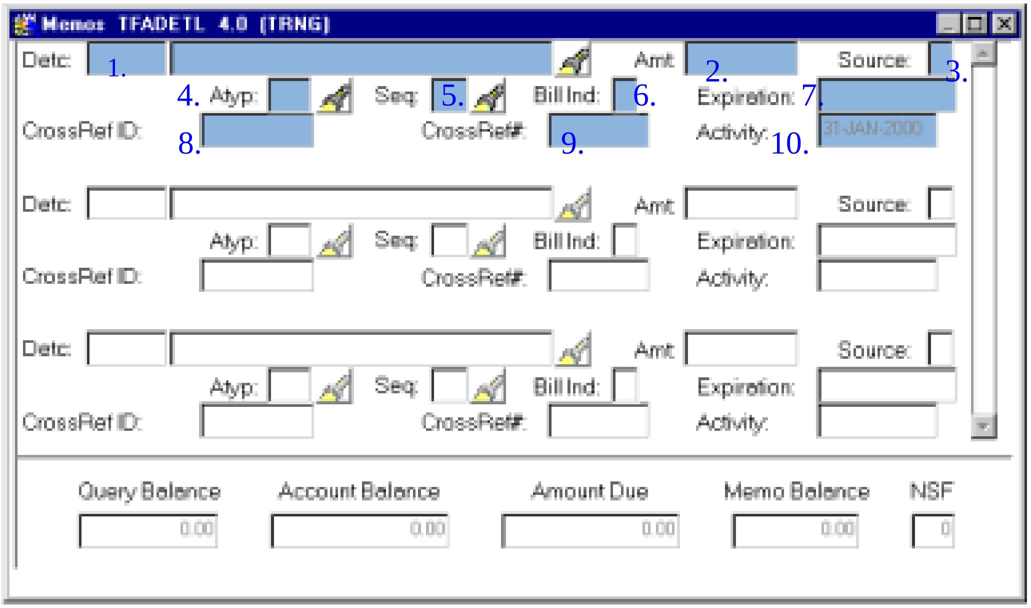
This window is used to enter deposits accepted to an account. A deposit consists of a deposit detail code (created on the Deposit Detail Control Form, TGADEPC), an amount, and a payment detail code.
A deposit may be auto released to the account on the release date by setting the auto release indicator 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.



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 a deposit detail code.			⇨ Deposit Detail 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	

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.

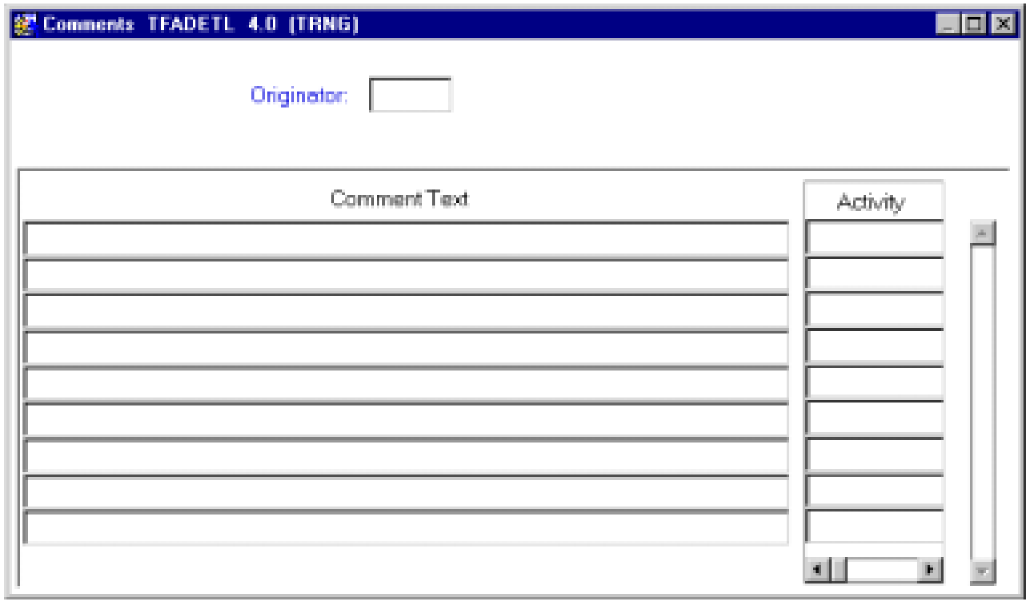
Note: To retain memos for historical purposes, you may change the amount to "0" and the description may be updated for notation.

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 should be printed and calculated into the amount due on the invoice. Only used if "Y" is set on the billing control form.	TGACTRL
	7.	Expiration			Indicates the date the memo expires and may not be released onto the account.	
	8.	CrossRef ID			ID associated with third party –	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					used in student a/r	
	9.	CrossRef#			Number of the 3rd 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.



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