

HOW TO ENTER MISCELLANEOUS CHARGES AND PAYMENTS IN BANNER FIS **Miscellaneous Transaction Form (TFAMISC)**

General:

The *Miscellaneous Transaction Form* is used to enter miscellaneous charges and payments for persons or entities that deal with the installation on an occasional basis and who do not have a permanent record maintained in the Accounts Receivable module. Multiple debits and credits may be entered; however, the total debits must equal the total credits. No changes may be made to the transactions after they have been saved.

Check List:

Before you proceed, you must have the following information:

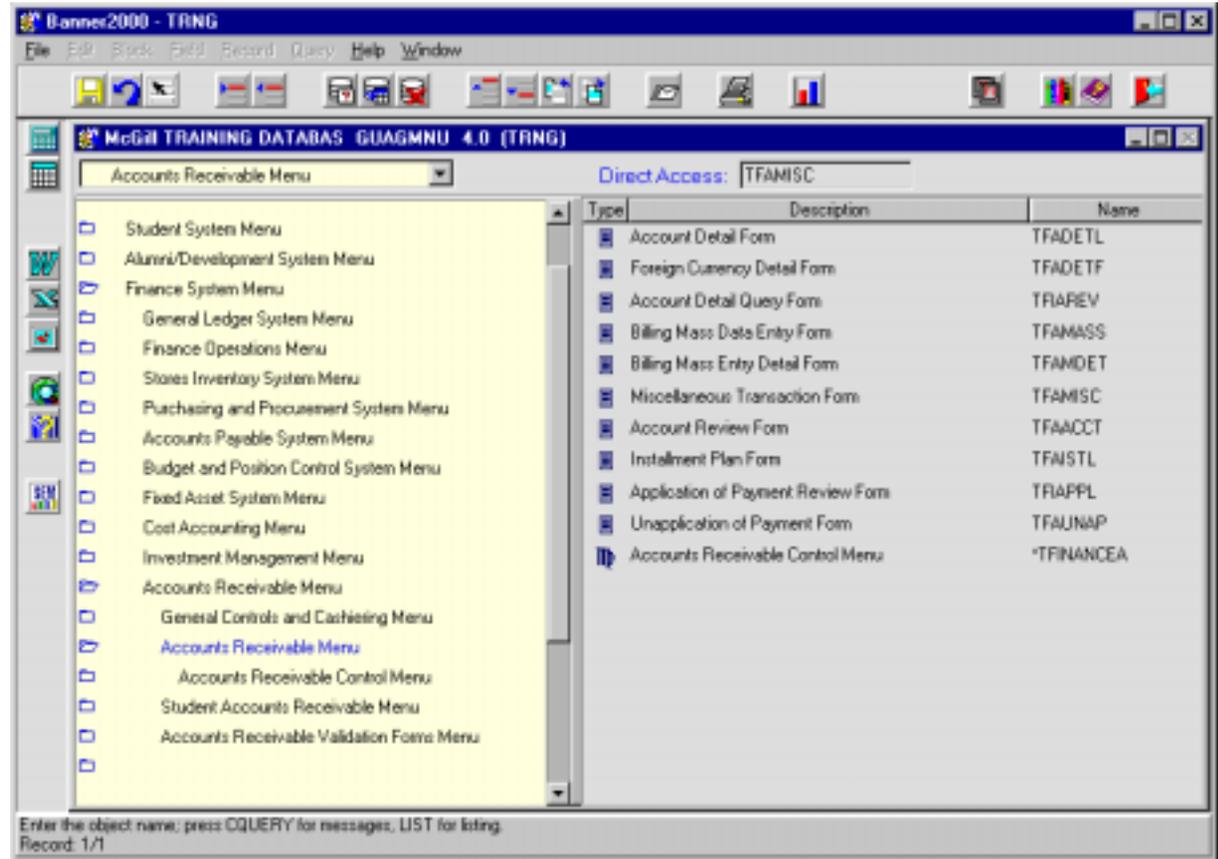
- Name of depositor
- I.D. if applicable
- Address of depositor or department
- Relevant documentation, for example supporting documents for a disbursement
- FOAPAL to credit for miscellaneous deposits. (This is the charge side of the transaction to credit the revenue account.)

Accessing the "Miscellaneous Transaction Form" (TFAMISC)

Type the name of the form **TFAMISC** 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 Miscellaneous Transaction Form (TFAMISC)



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.

The screenshot shows the Banner2000 - TRNG Miscellaneous Transaction Form TFAMISC 4.1. The form is divided into several sections:

- Header:** Receipt #: 1., Document: 2., User: 3. (RSINCL), Trans Date: 22-DEC-1999 5.
- ID:** 4.
- Debit/Credit Entry:**
 - Detail Code: 6., Desc: 7., D/C: 8.
 - Curr Code: 9., Amount: 10., CAmt: 11.
 - COA: 12., Index: 13., Fund: 14., Orgn: 15., Acct: 16., Prog: 17., Actv: 18., Locn: 19., Rucl Code: 20.
- Totals:** Debit Total: 21. 0.00, Credit Total: 22. 0.00
- Receipt Information:** Print Receipt 23.

At the bottom of the window, it says: "Enter receipt number to be queried and press NEXT BLOCK. Record: 1/1"

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Receipt #			Banner will assign a new transaction a receipt number automatically, but previously entered transactions may be queried by entering the receipt number. A duplicate receipt may be printed.	TGIRCPT
	2.	Document	See Explanation/Description		A document number can be assigned to the subsequent set of miscellaneous transactions either	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					manually by the user. To manually assign a document number, enter a new number in the Document field. An example would be the requisition number for a petty cash disbursement or possibly the Petty cash control number. If no document number is being assigned, it is not necessary to enter anything in the Key Block. Banner will assign a receipt number automatically. You can also query previously entered transactions by document number, click the search button while on the Document field.	
	3.	User			Banner User Id	
	4.	ID			May search SPRIDEN for person or company I.D. if they exist	
	5.	Trans Date			Transaction Date – defaulted by system	
			Proceed to the {Next Block}			
	6.	Detail Code			Enter code if known, otherwise, search using flashlight	
	7.	Desc			Short Description – 35 characters Will default in from detail code table, may be overwritten. GL enterable code must always be overwritten.	
	8.	D/C			D – debit C – credit	
	9.	Curr Code			Currency code.	
	10.	Amount			Amount of transaction. We will not be using Banner to convert US to CDN, must use US payment detail code which has unique rule class to	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					post nominal amount to US Bank account. Require another detail code to post the exchange amount directly to exchange account.	
	11.	Camt			Converted amount of transaction, if another currency is entered. MCGILL not using this.	
	12.	COA	Note that FOAPAL defaults according to detail code, but if detail code is GL enterable, then FOAPAL should be completed.		Chart of Accounts code. Defaults.	
	13.	Index			Optional Field. Account Index Code. Code representing a pre-determined combination of FOAPAL elements.	
	14.	Fund			Required Field. Fund code. Indicates the source of money and how it must be used. Defaults but can be changed.	⇒ Fund Code Validation Form (FTVFUND)
	15.	Orgn			Required Field. Organization code. Departmental entities or budgetary units within the University. Defaults but can be changed.	⇒ Organization Code Validation Form (FTVORGN)
	16.	Acct			Required Field. Account code. Describes the nature of expenditures, revenues, assets, liabilities and fund balances.	⇒ Account Code Validation Form (FTVACCT)
	17.	Prog			Required Field. Program code. Functional reporting classifications for tracking use of funds. Defaults but can be changed.	⇒ Program Code Validation Form (FTVPROG)
	18.	Actv			Optional Field.	⇒ Activity Code

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					Activity code. A free form (user defined) element to be used for independent reporting needs. Defaults but can be changed.	Validation Form (FTVACTV)
	19.	Locn			Optional Field. Location code. Identifies the physical location of financial activity and fixed assets. Defaults but can be changed.	<ul style="list-style-type: none"> Location Code Validation Form (FTVLOCN)
	20.	Rucl Code			Rule class code. CHS1 for charges CSS1 for payments	
	21.	Debit Total			Debits and credits must balance	
	22.	Credit Total				
	23.	Print Receipt			Y – print a duplicate record	
✓			Proceed to the {Next Block}	Accesses the Address Information Window		

Address Information Window

The *Address Information Window* is used to display information for the receipt in the Key Information

The screenshot shows a window titled "Address Information TFAMISC 4.1 (TRNG)". It contains the following fields and controls:

- Name:** A text input field labeled "1.".
- Address Code:** A text input field labeled "2.".
- Sequence #:** A text input field labeled "3.".
- Address:** A text input field labeled "4.".
- City:** A text input field labeled "5.".
- State/Prov:** A text input field labeled "6.".
- ZIP/PC:** A text input field labeled "7.".
- Nation:** A text input field labeled "8.".
- Return:** A button labeled "9." at the bottom right.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	1.	Name			Required field.	
	2.	Address Code			Address type for example, if address defaults from an ID, then this could be PR – permanent, BI – billing, etc	
	3.	Sequence #			Sequence selected if ID exists on Banner, otherwise leave blank	
	4.	Address			If employee, Department may be entered	
	5.	City			If employee, phone ext may be entered here. Required	
	6.	State/Prov			Required for non-employee	
	7.	ZIP/PC			Required for non-employee	
	8.	Nation			Optional	
	9.	Return	{Select} this button to return to the main window.		Takes the user back to the main window.	