HOW TO REVIEW STUDENT ACCOUNTS IN BANNER SIS
Account Detail Review Form - Student (TSAAREV)

General:

The *Account Detail Review Form - Student* is used to enter and review charges and payment information about an account. 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 modify these balances. Those who have appropriate security may request "Unapplication of Payments" through the Block Menu. A/R holds will also be checked for an account before allowing entry of any charges or payments. Security by category code may be invoked on 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). The *Account Detail Review Form - Student* presents a one line view of each transaction. For more detail on a transaction the Account Detail Form - Student (TSADETL) should be used.

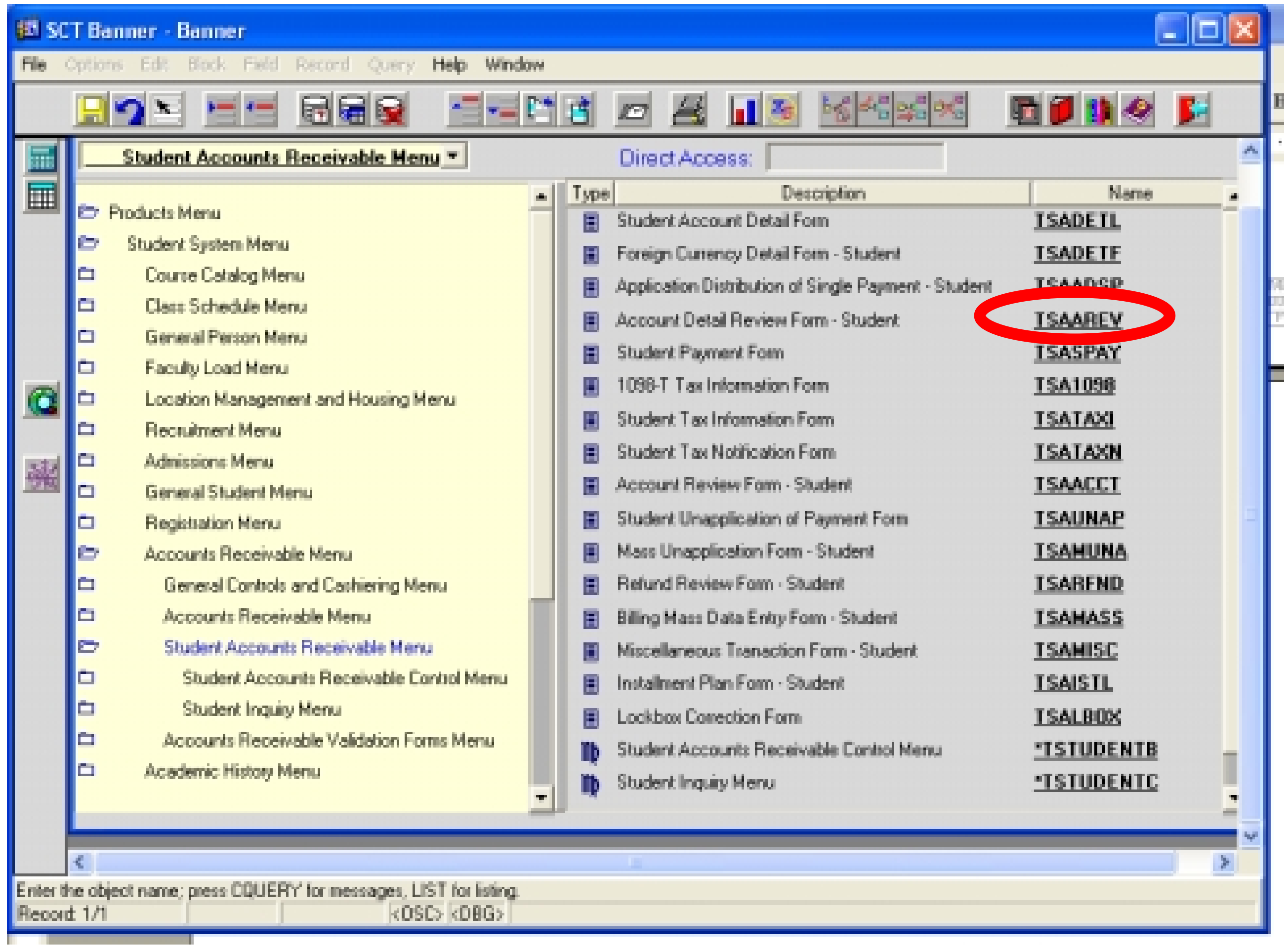
This form is useful for simple transactions such as recording a charge or payment; it may be easier to enter the transaction because each transaction is shown on a single line, unlike TSADETL. Note that the Pay ID# field seen in TSADETL is missing from this form, as well as the ability to enter or view details of deposits and memos.

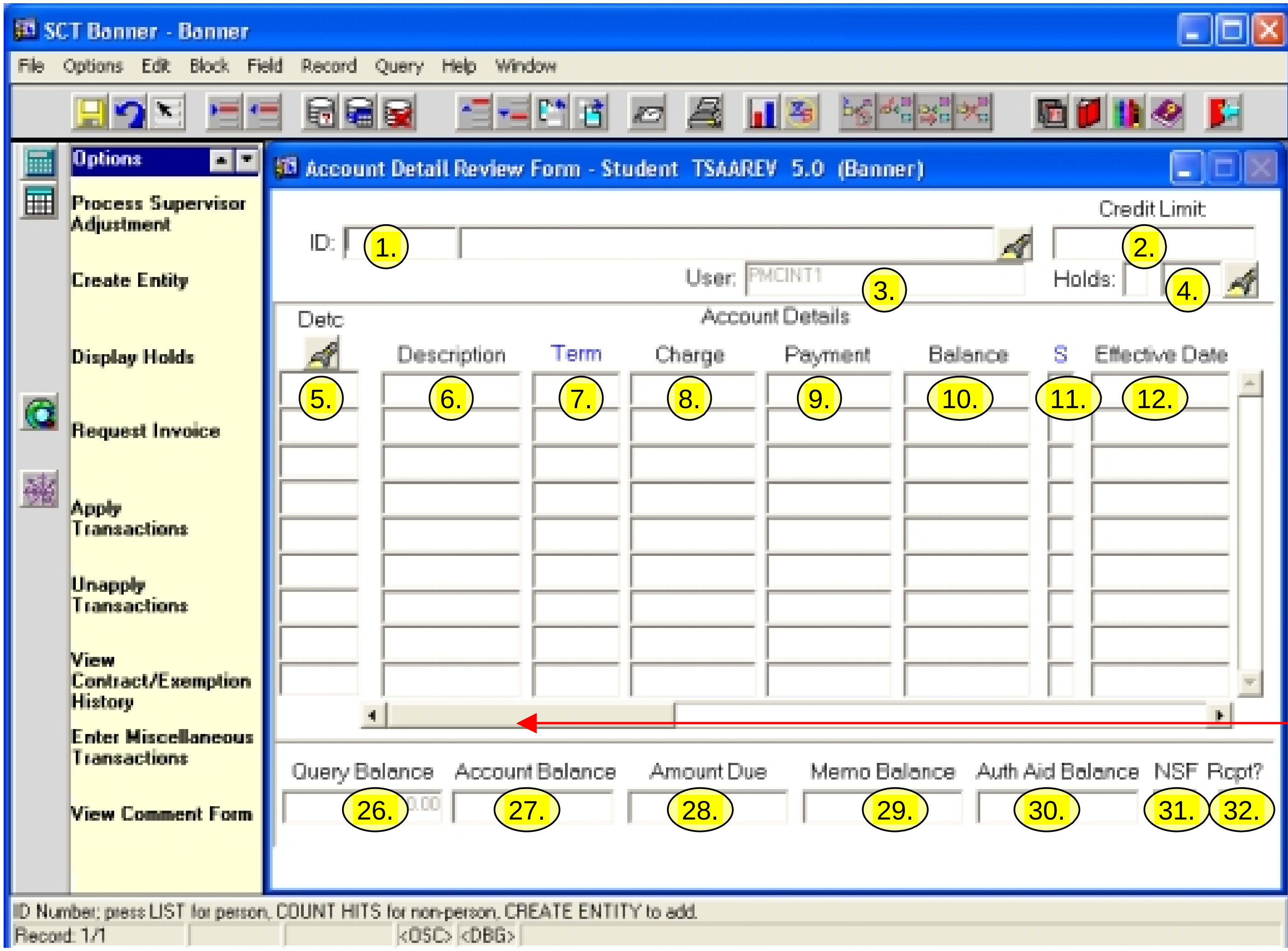
This form may receive information from many other functional areas, such as transcript fees from academic history, application fees from admissions, registration charges from registration and housing charges from location management and housing.

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

Accessing the "Account Detail Review Form - Student" (TSAAREV)

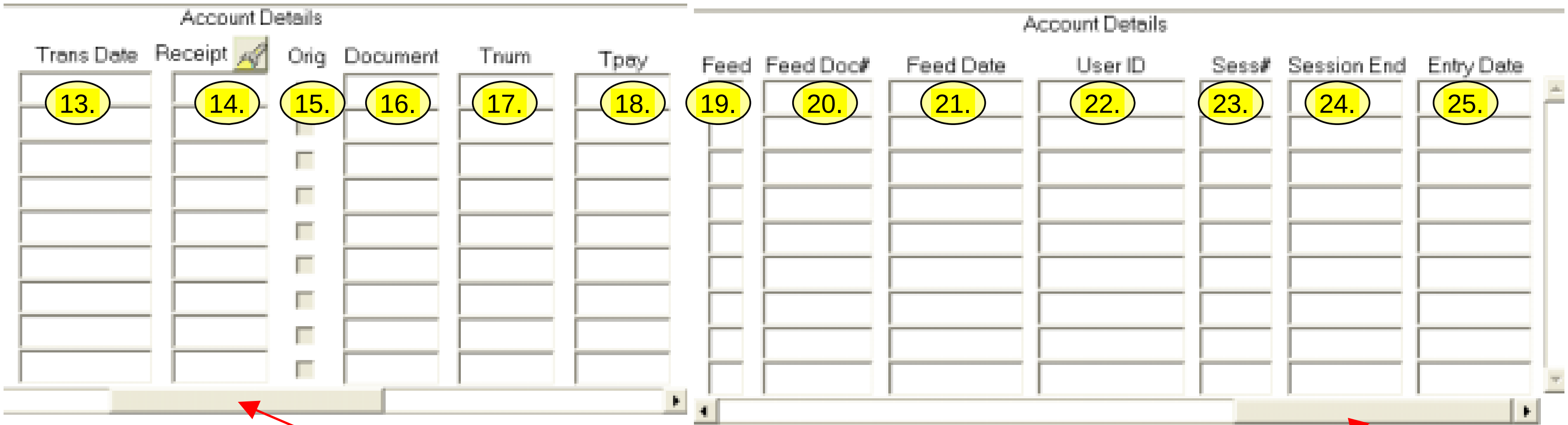
Type the name of the form TSAAREV in the Direct Access field.
(OR)
Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Student System Menu
3) *Select* Accounts Receivable Menu
4) *Select* Student Accounts Receivable Menu
5) *Select* Account Detail Review Form – Student (TSAAREV)





In Banner, scroll to the right to view the fields captured on the next page.

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.



In Banner, scroll to the right to view the fields captured on this page.

Req'd	*#*	*Field*	*Action*	*Reaction*	*Explanation/Description*	*Related Documentation*
✓	1.	ID	Enter (or Search) for ID.	The corresponding name appears once all nine digits are input, or search is successful.	Identification number. This is where the student number is input.	Person Search Form (FOAIDEN) Non-Person Search Form (FOICOMP)
	2.	Credit Limit		Normally auto populates if appropriate data is found. McGill University is not using this field at this time.	Credit Limit. This field will display the credit limit that has been set on the account. Originally set-up by SCT to use information found in the BANNER Financial Aid Module, McGill University is not using this field at this time. Leave blank.	
	3.	User		Auto populates.	Displays the current user ID. Auto populated by BANNER.	
	4.	Holds		Auto populates if data is found.	Holds. Will display the hold type (if any) on the student account. A/R holds on an account will be	⇨ Holds Information Form (SOAHOLD) ⇨ Accounts Receivable

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					checked before allowing entry of any charges or payments. Should the user still wish to enter a charge onto the account, an override must be entered, which is set on the Accounts Receivable Billing Control Form (TGACTRL)	Billing Control Form (TGACTRL)
✓	**Proceed to the next Block (Ctrl-Page Down, or Next Block button on toolbar)**					
ACCOUNT DETAILS						
✓	5.	Detc	Enter (or Search) for detail code	The detail code appears once input, or appropriate item(s) appear(s) if search is successful.	Detail code. This field looks to the TSADETC form if the look-up feature is used. Press the F9 function key on your keyboard to look-up the List of Values.	⇨ Detail Code Control Form (TSADETC)
✓	6.	Description	Enter (or Search) for description	The description appears once input, or appropriate item(s) appear(s) if search is successful.	Description. The default description, as found on TSADETC will appear, but the description may be overridden to more fully explain the transaction. E.g. Default "IHI Family Partial" replaced by "IHI Family Coverage Sep-Oct". Note that each transaction may have related document text to further explain the charge, however the text can only be entered and viewed in TSADETL.	
✓	7.	Term	Enter (or Search) for term	The term appears once input, or appropriate item(s) appear(s) if search is successful.	Term. Identifies term to which Charge or Payment is applied (i.e. 200209) Useful to query by term, rather than viewing all account activity.	
✓ (if	8.	Charge	Enter (or Search) for charge	The corresponding charge appears once	Charge. Calculated by Banner, if rate and units are entered,	

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charge)				input, or appropriate item(s) appear(s) if search is successful.	otherwise enter the amount of the charge here.	
✓ (if payment)	9.	Payment	Enter (or Search) for payment	The corresponding payment appears once input, or appropriate item(s) appear(s) if search is successful.	Payment. The form will automatically take you to the payment field if the detail code is of the Payment "Type". Enter the amount of the payment here.	
	10.	Balance		Auto populates	Balance. Maintained by Banner. If charge/payment has been applied, then balance shows as zero. If charge/payment has not been applied, then balance reflects outstanding amount. This amount, plus all other outstanding amounts, is summarized in fields 26 (Query Balance), 27 (Account Balance) and 28 (Amount due).	
	11.	S		Auto populates	Source selection. Uses Billing Detail Source Validation (TTVSRCE) Maintained by Banner, refers to the source department or module originating the charge or payment, i.e. Registration.	⇨ Billing Detail Source Validation (TTVSRCE)
	12.	Effective Date	Enter future date only	Auto populates with system date if no entry	Effective Date. 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.	
Using the Horizontal scroll bar at the bottom of the Account Details block, scroll right to view fields 13-25.						
	13.	Trans Date	Enter date	Auto populates with system date if no entry	Transaction date. This is the date used by Finance to control posting to the ledgers. While AR posts to	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					the ledgers using the System date, the transaction date is what prints on a fee statement and reflects the date the service was rendered or the charge/payment became effective. If this is not entered, then the system date defaults.	
	14.	Receipt	Search for receipt number	Auto populates if receipt number indicator on the TSADETC form is checked to produce a receipt for a detail code.	Receipt Number. If a receipt number was generated when a payment was entered, the number of the receipt will show here.	⇨ Receipt Form (TGARCPT)
	15.	Orig	Select or unselect check box		Original Title IV indicator Flag. Indicates whether a charge is to be considered original during the Title IV calculation process. This is a field used by US institutions only. NOT USED BY MCGILL	
	16.	Document	Enter 8 digit reference number, can be alphanumeric		Document Number. It is recommended to record the sales reference number in this field. Optional, unless charges have taxes, then must be used to link taxes to the charge. The charge, the GST and QST would all have the same document number.	
	17.	Tnum		Auto populates	Transaction Number. Sequential number maintained by Banner of transaction count in account.	
	18.	Tpay	Enter transaction number of associated transaction		Transaction Payment Number. Identifies the transaction number of a specific application of payment. If entered here, this transaction would apply directly to the transaction number specified.	
	19.	Feed	Enter Y, F or N		Feed Indicator: **Y**-feed to finance; **F** – already fed; **N** – do not feed	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					(not used).	
	20.	Feed Doc#		Auto populates once TGRFEED is run	Feed Document Number. This number is assigned once TGRFEED has been run and the transaction is fed to finance.	(TGRFEED)
	21.	Feed Date		Auto populates once TGRFEED is run	Feed Transaction Date. Date the transaction fed to finance.	
	22.	User ID		Auto populates	User ID. User ID for Cashier (any person entering charges or payments.)	
	23.	Sess#		Auto populates	Cashier Session Number – an active session is always session 0, once closed the next one up number for the userid identifies their session number.	
	24.	Session End		Auto populates	Cashier Session Finalization Date. Date cashier's session was closed.	
	25.	Entry Date		Auto populates	Entry Date. Date transaction was entered onto the account.	
✓	**Proceed to the next Block (Ctrl-Page Down, or Next Block button on toolbar)**					
	26.	Query Balance	Query items, or view part of the account, or the entire account	Auto populates	Query Balance. Users may select a particular detail code to query on and this will show the results of the query. Otherwise, as the user scrolls through all the Detail codes, this field will summarize the balances as they appear on-screen for the first time in the Charges/Payments window. Once they have been added to the Query Balance, they remain until the user exits the form, at which time the Query Balance is reset to zero. User must scroll vertically down to the last item in the account for Query Balance to capture all details	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					in the account.	
	27.	Account Balance		Auto populates	Account Balance. All detail code Balance amounts will be calculated in the account balance, even future dated items. Shows the liability of the client, i.e. all known charges current and future.	
	28.	Amount Due		Auto populates	Amount Due. All detail code Balance amounts, excluding future dated transaction amounts and memos, will be calculated in the amount due.	
	29.	Memo Balance	Query items, or view the entire account	Auto populates	Memo Balance. Amount of memo'd items on the account which are not fed to accounting. These are expected charges or payments. If queried on a specific term, then the amount in this field and the Auth Aid Balance field will be for that term only.	
	30.	Auth Aid Balance	Query items, or view the entire account	Auto populates	Authorized Financial Aid Balance. Refers to amount of Authorized Financial Aid available to student for all terms. If queried on a specific term, then the amount in this field and the Memo Balance field will be for that term only. NOT USED AT MCGILL.	
	31.	NSF		Auto populates	Not Sufficient Funds - Counter of NSF payments made on account.	
✓	32.	Receipt?		Auto populates	Has Receipt been sent for printing? **Y** – generate a receipt; or **N** – suppress printing receipt ; or **P** – Print receipt.	

Save the entry. (Press function key F10 or press the Save button on the toolbar)
Rollback (Press Shift+function key F7 or press the Rollback button on the toolbar) and review the entry.
Add Comments or Text if necessary.