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)



90 S	CT Banner - Banner									
File	File Options Edit Block Field Record Query Help Window									
	Options 🔳 🖬	🛍 Account Detail Review Form - Student TSAAREV 5.0 (Banner)								
▦	Process Supervisor Adjustment	Credit Limit								
	Create Entity	User: PMCINT1 3. Holds: 4. A								
	Display Holds	Description Term Charge Payment Balance S Effective Date								
	Request Invoice									
<u>m</u>	Apply Transactions									
	Unapply Transactions									
	View Contract/Exemption History		In Banner, scroll to the							
	Enter Miscellaneous Transactions	Query Balance Account Balance Amount Due Memo Balance Auth Aid Balance NSF Ropt?	captured on the next page.							
	View Comment Form	(26.) ¹⁰⁰ (27.) (28.) (29.) (30.) (31.) (32.)								
ID Nu Beco	mber; press LIST for person	CDUNT HITS for non-person, CREATE ENTITY to add.								

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.



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

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					checked before allowing entry of	Billing Control Form
					any charges or payments. Should	(TGACTRL)
					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)	
✓	Proc	ceed to the next Bloc	k (Ctrl-Page Down, or N	Next Block button on tool	par)	
ACCOU	INT D	ETAILS				
	5.	Detc	Enter (or Search) for	The detail code appears	Detail code. This field looks to the	⇒ Detail Code Control
			detail code	once input, or	TSADETC form if the look-up	Form (TSADETC)
				appropriate item(s)	feature is used. Press the F9	
				appear(s) if search is	function key on your keyboard to	
	_			successful.	look-up the List of Values.	
	6.	Description	Enter (or Search) for	The description appears	Description. The default	
			description	once input, or	description, as found on ISADEIC	
				appropriate item(s)	will appear, but the description may	
				appear(s) il search is	the transaction E a Default "IIII	
				Successiui.	The transaction. E.g. Default Ini	
					Family Failliar Teplaced by Thi Family Covorage Son-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	The term appears once	Term. Identifies term to which	
			term	input, or appropriate	Charge or Payment is applied (i.e.	
				item(s) appear(s) if	200209) Useful to query by term,	
				search is successful.	rather than viewing all account	
					activity.	
	8.	Charge	Enter (or Search) for	The corresponding	Charge. Calculated by Banner, if	
(if			charge	charge appears once	rate and units are entered,	

charge) Image: search is successful. Payment is successful. Payment is successful. Image: search is successful. Payment Payment 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 charge/payment have note item(s) appear(s) if is successful. Payment is a successful. 10. Balance Auto populates Balance. Payment is successful. 11. S Auto populates Balance. Payment is successful. 11. S Auto populates Source selection. Uses Billing Detail Source validation of the darge or payment, is registration. 11. S Auto populates Source selection. Uses Billing Detail Source validation of the darge or payment, is registration. Pailing Detail Source validation of the darge or payment, is registration. 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 or be failing Detail Source validation is calculated into the balance due and becomes effective. As of this date, the transaction becomes effective. As of this date, the transactin date or be fail to accounting. Can only be f	Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation	
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Req'd#FieldActionReactionExplanation/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 Auto populates if receipt Receipt Number. If a receipt	⇒ Receipt Form
number number indicator on the number was generated when a	(TGARCPT)
TSADETC form is payment was entered, the number	
checked to produce a of the receipt will show here.	
receipt for a detail code.	
15. Orig Select or unselect Original Title IV indicator Flag.	
check box 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 Document Number. It is	
reference number, recommended to record the sales	
can be alphanumeric 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.	
Auto populates I ransaction Number. Sequential	
number maintained by Banner of	
19 Transaction Count III account.	
To. The pumber of associated Identifies the transaction number of	
transaction	
a specific application of payment. If	
would apply directly to the	
transaction number specified	
10 Eeed Enter V. E.or N. Eood Indicator: V food to finance:	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					(not used).	
	20.	Feed Doc#		Auto populates once	Feed Document Number. This	(TGRFEED)
				TGRFEED is run	number is assigned once	
					TGRFEED has been run and the	
					transaction is fed to finance.	
	21.	Feed Date		Auto populates once	Feed Transaction Date. Date the	
				TGRFEED is run	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	Auto populates	Query Balance. Users may select a	
			part of the account, or		particular detail code to query on	
			the entire account		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	Auto populates	Memo Balance. Amount of memo'd	
			the entire account		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	Auto populates	Authorized Financial Aid Balance.	
			the entire account		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.