

Table of Contents

Entering, reversing or modifying charges	3
Overview	3
Enter a simple charge	4
Modify a charge	5
Reverse a charge	7
Setup a printer	8

Table of Contents



Entering, reversing or modifying charges



Overview

Entering charges on student accounts is straight forward, it requires the creation of a new transaction using the right detail code, amount and term.

Usually a modification or reversal of a transaction is required because an error was committed on a previously entered transaction. Reversing and modifying charges requires additional steps since a charge entered on an account **cannot be deleted or modified** once it has been saved.

This how-to explains how to enter, modify or reverse a charge.



Enter a simple charge

- Process**
- Open the Student Account Detail form (TSADETL) and access the student's account information.
 - Enter the new charge
 - Add comments
- Procedure**
- 1 Open the Student Account Detail form (TSADETL) and access the student's account information.
 - a From the Banner main page, enter TSADETL in the **Go To...** field and press <enter>
If the form TOADEST opens close it. The TOADEST form allows Banner users to determine where receipts, invoices or Student summaries will be printed.
 - b Enter the **McGill ID** of the student in the **Key** block; **Next Block**.
 - 2 Enter the transaction
 - a Click on the **Insert Record**  button to create a new record
 - b Fill in the necessary fields:
 - **Detail Code** identifies the type of transaction entered. You can search for detail codes by using the **Search** Button  under the field label.
 - **Description** defaults in but can and should be changed to be more specific in case of exams.
 - **Amount** = The amount of the transaction
 - **Term** = The term where you wish the transaction to appear.
 - c **Save**
 - 3 Add Comments
 - a Make sure the record you just created is highlighted. If not, select it.
 - b Click on the Additional text button  located beside the **Text** field to enter your comments for this transaction.
You can also use **Options > Create Additional Text**
 - c Enter a description of the charge including the following information
 - Your name and phone number
 - For who it was entered if necessary (e.g. Useful to trace back to the individual who asked for the charge to be entered in the first place).
 - Any other relevant information about the charge.



Modify a charge

Process

- Access the student's account information
- Identify the record that needs modification
- Create a new record and enter the new charge information

Procedure

- 1 Access the student's record
 - a In the key block of **TSADCTL**, enter the **McGill ID** of the student you wish to modify.
 - b **Next block**
- 2 Identify the record that needs modification. Because you will need information emanating from the previous record entered in the system, you will need to search for it. You can scroll through the records if there are not too many or query for the record with the Banner query functions.

To query the charge that needs modifying

 - a Click Enter Query 
 - b Enter the Detail code or any other information you have about the charge.
 - c Click Execute Query 

You will see a list of all charges put on the account that fit your criteria.
 - d Locate the one you need to modify.
- 3 Create a new record and enter the new charge information
 - a **Create a new** record using the **Insert Record** button 
 - b Fill in the fields for the new record with required values:
 - **Detail Code** is the same as the previous record to be modified.
 - **Description = Adj.** + description of the adjustment
 - **Amount** is the **amount of the adjustment**. For example:
 - For a 10\$ overcharge, the new record would indicate -10.00
 - If the account was not charged enough (10\$), the new record would be for 10.00
 - c **Save**
 - d Make sure the record you just created is highlighted. If not, select it.
 - e Click on **Create Additional Text**  and enter your name, department and telephone number along with the reason of the

Modify a charge



modification. Explain clearly why the charge was modified.

f **Save**

g **Exit** by pressing the **Return** button at the bottom of the **Additional Text** block.



Reverse a charge

Process

- Access the student's account information
- Find the original charge that needs reversing (cancellation)
- Create a reversal charge

Procedure

- 1 Access the student's account information
 - a In the key block of **TSADCTL**, enter the **McGill ID** of the student you wish to modify.
 - b **Next block**
- 2 Identify the record that needs reversing. Because you will need information emanating from the previous record entered in the system, you will need to search for it. You can scroll through the records if there are not too many or query for the record with the Banner query functions.

To query the charge that needs reversing

 - a Click Enter Query 
 - b Enter the Detail code or any other information you have about the charge.
 - c Click Execute Query 

You will see a list of all charges put on the account that fit your criteria.
 - d Locate the one you need to reverse.
- 3 Create a reversal charge
 - a **Create a new** record
 - b Fill in the fields for the new record with these values:
 - **Detail Code** is the same as the original charge
 - **Description** contains the word Reverse along with a description of which charge is being reversed.
 - **Amount** = The same amount that was put on the original charge
 - c **Save**
 - d Make sure the record you just created is highlighted. If not, select it.
 - e Click on **Create Additional Text**  and enter your name, department and telephone number along with the reason of the reversal. Explain clearly why the charge was reversed.
 - f **Save**
 - g **Exit** by pressing the **Return** button at the bottom of the **Additional Text** block.



Setup a printer

Process

- Access the form TOADEST
- Enter the printer name

Procedure

- 1 Access the form TOADEST
 - **Access the form directly**
 - a Enter the form in the Go To... field in Banner
 - b Press <Enter>
 - **To Access the form through one of the Student Account form (TSADETL, TSAACCT or TSAAREV):** When opening one of the Student Account form for the first time in a Banner session, TOADEST will open automatically.
- 2 Enter the printer name
 - a Decide if you will need to print Receipts, Invoices **and or** Student Summaries during you Banner Session.
 - b Enter the Banner name of your printer in the appropriate field in the form.

You can select your printer from a list by clicking on the **Down Arrow** button next to the appropriate field

If you are unsure of what type of document you will need to print during your Banner session, enter your printer name in all 3 fields.

When closing the form the printer settings will be saved automatically.