



Entering transactions on multiple student accounts



Overview

If you have to enter the same or very similar charges or payments on multiple student accounts at once. The form TSAMASS will simplify that task by allowing you to setup default values that are then put on multiple student account.

Process

- Access the Billing Mass Data Entry Form (TSAMASS) and fill in the default values.
- Enter the list of students

Procedure

- 1 Open the Billing Mass Data Entry Form (TSAMASS) and fill in the default values.
 - a Open the Banner form **TSAMASS**
 - b In the Key Block, fill the following fields. The values you enter will be used as default for each transaction.
 - **Detail Code** = Any Detail code that is available in Banner
 - **Amount** = The amount you wish to see defaulting in for each transaction.
 - **Term** = The term when the charge will apply to most students that will be added to the list

Note that the information entered in the Key Block are meant as defaults for all the students but those defaults can be overwritten with different values as needed for some students.
 - c **Next Block**
- 2 Enter the list of students
 - a Enter the **ID** for each student along with any specific description or amount. (Remember that the default values entered in the key block can be overwritten for each student if necessary.)
 - b **Save**

When you save, the transactions are automatically put on each student account.