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Banner Accounts Receivable
User Guide

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System Overview

The Banner® Accounts Receivable System is used to maintain charge and payment information for individual accounts.

Banner Accounts Receivable is known as a “swing” module because many of its features are shared between Banner Student and Banner Finance; however, it is designed to interface with non-Banner products as well.

A customer profile enables you to establish customer accounts, including credit limits, which you can set for a particular customer and an entity type code. This enables you to establish customer categories for billing and reporting purposes. Use the Detail Code Control Form (TFADETC or TSADETC) to create detail codes for individual charges and payments, including the appropriate accounting distribution for recording income, cash collected, and Accounts Receivable. An application of payment process allows for various user-selected methods to apply payments to charges.

The Accounts Receivable System supports billing on an individual invoice basis in addition to a periodic statement that includes previous balance, current charges and payments, and balance due. All information about an account is available in various levels of detail using online queries to support account analysis.

A cashiering component of Accounts Receivable supports online processing of all types of payments, including credit cards. The cashier checkout function ensures accounting for all monies and that the system forwards and updates all related accounting transactions in the General Ledger. You can have the system process miscellaneous non-debtor related cash receipts, so that the system can account for all monies that your institution handles through this module.

Accounts Receivable Process Flow

Process Flow Symbols

The following pages contain a process flow for the Banner Accounts Receivable system. The following standard flowchart symbols are used to illustrate the process flow.

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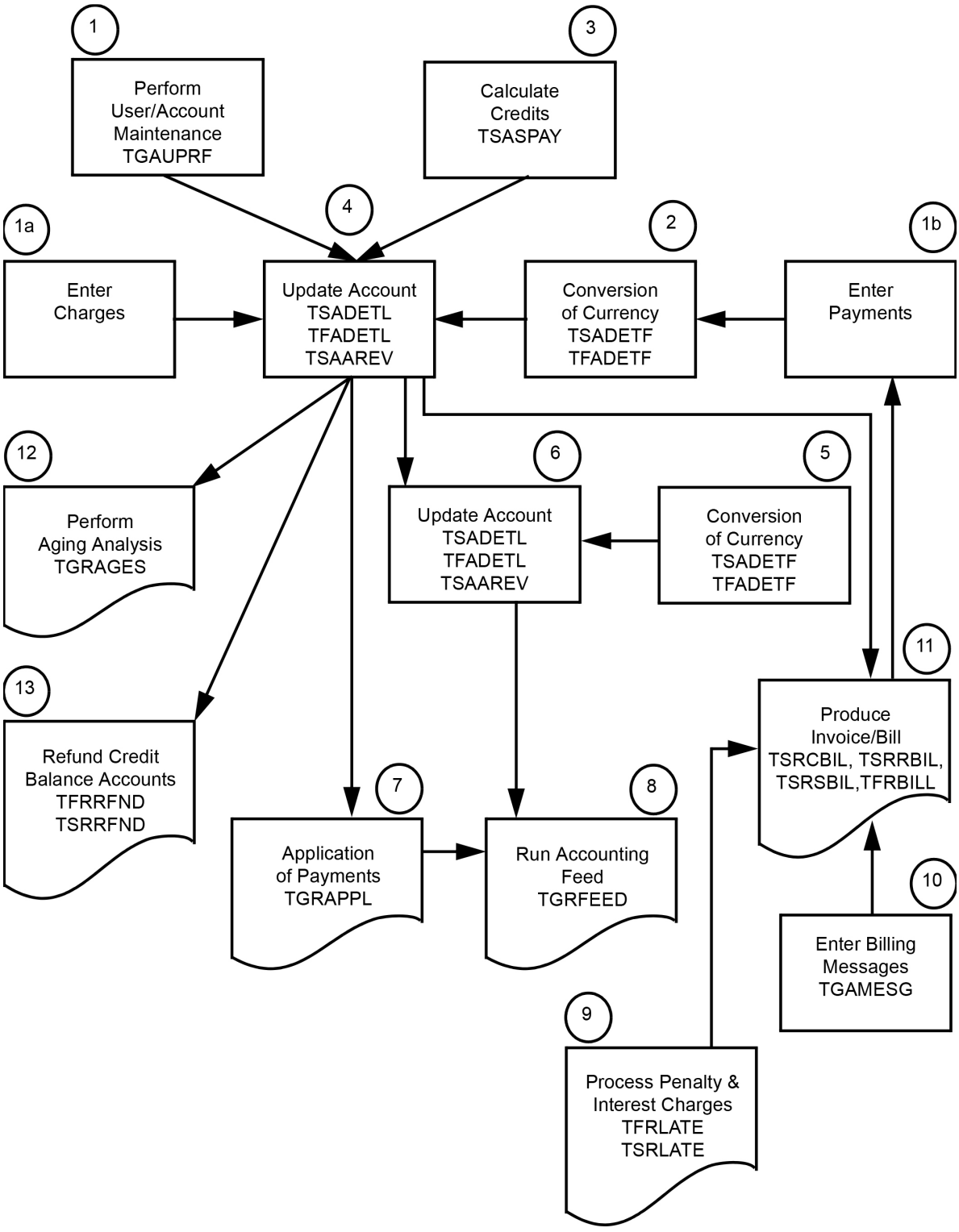

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Process Flow Narrative

The following steps are necessary when processing Banner Accounts Receivable information.

Procedure

1. Perform user and account maintenance on the User Profile Definition (TGAUPRF) page. This form is used to set up a user ID, identify a user as a supervisor for cashiering purposes, and to establish security restrictions for entering charges and payments.

   a) Incur charges to student accounts as a result of institution operation.

   b) Record payments to student accounts as a result of institution operation.

2. Currency is converted from a foreign currency to the institution's base currency using the Foreign Currency Detail (TFADETF) page or the Student Foreign Currency Detail (TSADETF) page. Charges, payments, or deposits may be entered to an account in a foreign currency. The Currency Code Calculation (TOQCALC) page calculates the foreign currency amount needed to equal the desired base currency amount. The summary of the total due for an invoice number is displayed on the TFADETF or TSADETF.
3. Credits are calculated on the Student Payment (TSASPAY) page. This form is used to determine the current status of a student account for the term, based on the incurred charges. The form displays the current term balance, the calculated credits, authorized Financial Aid, and the memo item balance. Credits for the term include deposits, contracts, and exemptions which are calculated and displayed in the Cashier Data. This form may also be used to enter payments and charges.
4. An account is updated by the Account Detail (TFADETL) page, the Student Account Detail (TSADETL) page, or the Account Detail Review (TSAAREV) page. These detail forms are used to research detailed items and transaction information on an account. The user may enter charges, payments, deposits, or memo items on the detail forms. The balance of the account and the current amount due are calculated and displayed. Any changes to account information will modify those balances. These forms are also used to generate receipt numbers, check account credit limits, issue limit exceeded warnings, check Banner Accounts Receivable holds before allowing entry of charges or payments, and invoke security by category code. TFADETL is used to generate invoice numbers. TFADETL and TSADETL display detailed information for charges, payment, deposits, and memo items, while TSAAREV displays a one line view of each transaction.
5. Miscellaneous charges and payments are entered on the Miscellaneous Transaction Form (TFAMISC or TSAMISC). These forms are used for persons or entities that do not have permanent records maintained on the Accounts Receivable module. The forms allow the entry of multiple debits and credits. They also allow a document number to be assigned to a set of transactions. The system will automatically assign a receipt number to each set of transactions.
6. Cashiering is performed using the Cashier Session Review (TGACREV) page. This form is used to review a cashier's session activity for a specific session, in summary by detail code, or by detail for the session, and to update the status of cashiering sessions and to close active sessions. The form also displays inactive sessions for a cashier and the current active session for a cashier. The Cashier Supervisory (TGACSPV) page is used by a designated supervisor to review all open sessions and to finalize closed sessions before they are processed through the feed process.

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7. Installment Plans are established using the Installment Plan Control (TSAISTC) page. Manual processing of Installments is done through the Installment Plan forms (TSAISTL, TFAISTL). Student Installment Plan processing may be automated regarding the assignments and the calculation of plan amounts. Assignment rules are built using the Installment Plan Assignment Rules (TSAISTA) page. Students are associated with a plan by the Assign Installment Plan Process (TSPISTA), and if enabled by on-line forms TSAISTP, TSICSRV, Web, and Voice Response. Calculation rules are built using the Installment Plan Payment Rules (TSAISTR) page. Calculations may be displayed dynamically through the Student Billing Processes (TSRCBIL/TSRRBIL), and if enabled by online forms TSAISTP, TSICSRV, Web, and Voice Response. Automated Installments are written to the Accounts Receivable table by the Create Installment Transaction Process (TSPISTT).
8. Payments are applied using the Application of Payments Process (TGRAPPL). This process applies payments to charges based on system and user-defined priorities. This process should be run before the Late Charges Report (TFRLATE or TSRLATE), the Aging Analysis Report (TGRAGES), the Student Billing Processes (TSRCBIL/TSRRBIL/TSRSBIL), the Invoice/ Statement Report (TFRBILL), and the Accounting Feed Report (TGRFEED).
9. The Accounting Feed Report (TGRFEED) is used to move accounting information that is finalized and reported, from the Accounts Receivable module to an interface table (GURFEED) that can then be fed to the General Ledger module. All detail codes and corresponding debit and credit accounts for closed and finalized cashiering sessions are reported based on the effective dates of the transactions.
10. The Assess Penalty/Interest Charges Report (TFRLATE or TSRLATE) is used to assess penalty and interest charges for accounts with past due balances. Billing must have been previously run in statement mode to identify a due date for each account. The system will then assign specified detail codes for the late charges on all accounts with balances greater than zero and due dates of less than today.
11. Messages which appear on bills and invoices for status purposes are entered on the Billing Message (TGAMESG) page. The messages can pertain to specific accounts, delinquency codes, installment plans, or collection agencies.
12. Produce invoices and bills using the Student Billing Processes (TSRCBIL/TSRRBIL/TSRSBIL) and the Invoice/Statement Report (TFRBILL).
13. The Aging Analysis Report (TGRAGES) is used to analyze past due accounts. This report produces a list of accounts by billed date, due date, or effective date with up to three age date range options. TGRAGES lists unpaid account balances within each age date range in addition to future balances. The Student Billing Processes (TSRCBIL/TSRRBIL/TSRSBIL) and the Invoice/Statement Report (TFRBILL) must be run in STATEMENT mode to use billed or due dates.
14. The Auto Refunding of Credit Amounts Process (TFRRFND or TSRRFND) is a two fold process. In step one, accounts with a credit balance are identified, flagged, and reported. Account detail is listed for the specified term or for any detail code with a non-zero balance, and accounts are grouped by the specified category hierarchy. (The control report lists totals for all accounts selected.) In step two, after a manual review of the accounts, those flagged are updated with a refund detail code for the amount of the credit balance, and are listed on the report. The refund transactions generated are listed with an address. Any flagged accounts that do not meet the parameter criteria for refunding have their flags reset.

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Finance Accounts Receivable Procedures

This chapter contains the procedures used in Banner® Finance Accounts Receivable.

Establish Controls for Finance Accounts Receivable

Establish controls before accounts are established and charges and payments entered.

Procedure

1. The user IDs must be established on the User Profile Definition (TGAUPRF) page.
2. Information on how an institution plans to use the Accounts Receivable Module is set up on the Accounts Receivable Billing Control (TGACTRL) page. An institution can identify:
   - Whether a default rule class for miscellaneous transactions is to be established. This will be used when entering miscellaneous transactions using TFAMISC when Banner Finance is installed.
   - If receipts are to be printed automatically.
   - If restrictions are to be enforced. If the **Enforce Restrictions on User Profile Form** check box is selected, then the restrictive category codes may be established for each user ID on the User Profile Definition (TGAUPRF) page.
   - Whether cashiers are assigned to supervisors. If the **Assign Cashiers to Supervisor** check box is selected, then cashiers may be associated with supervisors on the User Profile Definition (TGAUPRF) page for the supervisor.
   - Whether address is required when a miscellaneous transaction is created on the Miscellaneous Transaction (TSAMISC) page.
   - Whether to process prior-dated transactions based upon the transaction date or the system date.
   - Whether future effective dated transactions will be processed in the Accounting Feed. If the **Feed Future Effective Transactions** check box is selected, then you must specify whether the transaction date or the system date will be used when creating the accounting feed information.
   - The password to be used to override Accounts Receivable holds.
   - The invoice prefix which will prefix all system generated invoices.
3. Customer profiles must be established on the Customer Profile Definition (TGACPRF) page.
4. For each charge and payment that is entered on an account, you must first establish detail codes on the Detail Code Control (TFADETC) page. On this form, a code is identified as a charge or payment, financial account information is entered, and any default values are established. The Accounts Receivable module will support either a cash or an accrual method of accounting.
5. Deposits are identified to the system on the Deposit Detail Control (TGADEPC) page. Deposits may be set up with default values for amount of deposit, method of payment, and release date.

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6. The detail codes representing returned checks are identified to the system on the Returned Check Code Control (TGARETC) page. A penalty may be assigned to a returned check.
7. Messages that will print on a bill are set up on the Billing Message (TGAMESG) page. Messages may be general or specific to certain accounts. They may also be specific to an installment plan, delinquency code, or collection agency.
8. Installment plans are established on the Installment Plan Form - Finance (TFAISTL). Default information for the plan may also be established on this form.
9. The bank and account number information is established on the Bank Code Rules (GXRBANK) page.

Establish Installment Plans

The Installment Plan Form - Finance (TFAISTL) is used to create installment payment plans for an account. Installment plans may function either as loans or time payments.

This form uses the installment plans previously defined on the Installment Plan Code Control Form - Finance (TFAISTC) to establish installment plans for individual accounts. Default information from the control form can be overridden.

For information about Automated installment plans, refer to Automated Installment Plans on page 122 in the *Student Accounts Receivable Procedures* section.

Enter/Update/Review Account Detail

The Account Detail (TFADETL) page is used to enter information for an account. Charges, payments, deposits, and memo items may be entered on this form.

The balance of the account and the current amount due are calculated and displayed on this form. Any changes to the account information will modify these balances.

The Foreign Currency Detail Form - Finance (TFADETF) is used to enter charges and payments to an account in a currency other than the base currency. It also displays a summarization of the total due for an invoice number which is produced in the Billing Statement Process.

The Account Detail Review Form - Finance (TFIAREV) is used to display the account detail information in a condensed format.

Enter Account Comments

The Comment Central (TGACOMC) page is used to enter comments related to an account. This form allows comments of up to 32,000 characters.

Define comment codes to associate with account comments on the Comment Code Validation (TTVCMNT) page. You may also define default values used for comments entered on the Comment

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Central (TGACOMC) page, the Comment Mass Entry (TGACMAS) page, and used as a parameter on the Comment Create Process (TGRCOMC).

Use the Comment Mass Entry (TGACMAS) page to quickly create comments to multiple accounts. The comment can be entered directly on this form, or defaulted using a Text Code from the Comment Text Validation (TTVTEXT) page. Comments entered on TGACMAS will immediately update the Account IDs and can be reviewed on the Comment Central (TGACOMC) page. It is designed for easy entry of similar comments.

You can use the Comment Text Validation (TTVTEXT) page to create a code to associate with frequently used comments. When you enter the code, the comments default and can be updated as needed. This eliminates the need to re-type similar comments over and over, again. The text code can be used to create the associated comment in mass, using the Comment Mass Entry (TGACMAS) page or the Comment Create Process (TGRCOMC).

Mass Enter Charges and Payments

The Billing Mass Data Entry Form - Finance (TFAMASS) is used to quickly enter charges, payments, deposits, and memos to multiple accounts. It is designed for easy entry of like charges for a specific entry. After the information is entered, the appropriate account detail is updated.

The Billing Mass Entry Detail (TFAMDET) page is used to quickly enter charges or payments which require a rate and units calculation or an invoice number.

Distribute a Single Payment to Multiple Charges

Use the Application Distribution of Single Payment Form - Finance (TFAADSP) to specify how Banner will distribute a payment among multiple charges. Banner will use the distribution information established on this form to run the Application of Payment Process (TGRAPPL) against the transaction number and transaction payment number.

You can specify whether the payment amount will post as a single transaction or as multiple transactions on the record that Banner creates on the ID’s account. You indicate how the payment will be disbursed using the Single/Split Payment option group in the Key block of this form.

- If you select the **single payment** option, you must select the charges to which you want the payment applied. To select a charge, select the Transaction Selection (untitled) check box located in the Detail section. The amount of these charges must total the payment amount that you entered in the Key block. A single transaction will be generated for the amount of the payment entered in the Key block.
- If you select the **split payment** option, you must enter the amount of the payment you want to apply to each charge in the Split Payment field. The total amount in the Split Payment column must equal the payment amount entered in the Key block. A transaction will be generated for each charge that receives part of the payment. Each of these transactions will have the same detail code as the payment.

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Display or Reprint a Receipt for a Customer Account

The Receipt (TGARCPT) page is used to display and reprint previously processed receipts to a customer account. These receipts may be displayed on this form. This form may also be accessed from the Account Detail (TFADETL) page and the Foreign Currency Detail Form - Finance (TFADETF).

Review Accounts

The Account Review Form - Finance (TFAACCT) is used to review account information about a specific account. Overall account summary data is displayed including account status, balances including future and aging balances, collection agency assignments, number of returned checks passed, and installment plan information.

Collect Miscellaneous Revenue for a Customer Account

The Miscellaneous Transaction Form - Finance (TFAMISC) is used to collect money that is not applied to a specific customer account.

This form provides a method for cashiers to record the money being collected and to generate a receipt. For every payment being made, or money collected, a corresponding charge must be entered for the same amount to produce a balanced entry. This form allows for direct entry of General Ledger account information when the detail code used permits it.

Review Cashiering Activity

The Cashier Session Review (TGACREV) page is used to review a cashier's session activity for a specific session for daily close out, audit, and bank deposit.

The activity is displayed in summary by detail code, and detail for the session. All inactive sessions for a cashier may also be displayed. This form is used to update the status of cashiering sessions and to close active sessions.

The Cashier Supervisory (TGACSPV) page is used to display all active and inactive cashiering sessions on the system. The intention of this form is to allow the supervisor to monitor the users who have access to the Accounts Receivable module and to query information about cashiering sessions. This form can also be used to place Closed cashiering sessions into Feed to Accounting finalized status.

The Cashier Detail Report (TGRCSHR), when produced on a daily basis, will provide detail of all the activity for a cashiering session and also provide summary data by category of transaction. It facilitates bank deposit activity and serves as a hard copy audit trail.

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After all the items in a cashiering session have been fed to accounting through the Accounting Feed Process (TGRFEED), the cashier sessions may be deleted by the Cashier Delete Report/ Process (TGRCDEL). The detail which made up the sessions will no longer be available for display on the Cashier Session Review (TGACREV) page. However, all data will remain on the customer's account.

Adjust Cashiering Activity

A cashier who is defined as a supervisor on the User Profile Definition (TGAUPRF) page can make adjustments to a closed session that belongs to a cashier who has been assigned to that supervisor. These adjustments are made on the Miscellaneous Transaction Form - Finance (TFAMISC).

Note that the original entries made by the cashier are never modified; rather, adjusting entries are made to compensate for the entry error. These adjusting entries then become part of the original cashiering session. They will not have the same receipt number as the original transaction.

When adjusting a miscellaneous transaction on TFAMISC, the supervisor enters compensating debit and credit amounts. If the original transaction needs to be completely reversed, a debit would be entered for the detail code and amount of the original credit side of the transaction, and a credit would be entered for the detail code and amount of the original debit side of the transaction.

Automatically Close and Finalize Cashier Sessions

The Cashier Session Close (TGRCLOS) closes or finalizes cashiering sessions automatically. A session can be closed and finalized, or bypassed.

The ability to close and finalize, or bypass a session will be controlled based on the source of the records existing in the session. The user establishes which type of sessions can be automatically closed and finalized, or bypassed by building rules on the Charge/Payment Source Code Validation (TTVSRCE) page. The process produces a report of closed and finalized sessions.

Process Application of Payments

The Application of Payment Process (j) applies any payments to outstanding charges based on the priority defined on the Detail Code Control (TFADETC) page. This process also creates the correct accounting entries, based on the application, to be fed to the Accounting System through the Accounting Feed Process (TGRFEED).

Application of payments for an individual account may be reviewed on the Application of Payment Review Form - Finance (TFIAPPL).

If payments which affect the method of application are posted to an account after application of payments has been processed, a request may be made for unapplication on an individual account in the Account Review (TFAACCT) page. These requests must be run through the Unapplication of Payments Process (TGRUNAP). Unapplication of Payments may also be processed online for

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an individual account by transaction number or effective date on the Unapplication of Payment (TFAUNAP) page.

Use the Unapplication of Payment Form (TFAUNAP or TSAUNAP) to unapply payments that have been applied directly using the Account Detail Review Form (TSAAREV, TSADETL, TSADETF, TFADETL or TFADETF).

Note: The Transaction Paid number will remain on the original transaction when you unapply a direct payment. If you want to re-apply the payment to a different charge, then you must use either the Account Detail Form (TSADETL or TFADETL) or the Account Detail Review (TSAAREV) page to remove the Transaction Paid number.

Accounting Feed Process

The Accounting Feed Process (TGRFEED) takes all applications of payment, deposits, miscellaneous transactions, and account detail transactions from finalized cashiering sessions and creates a file.

This file contains accounting detail records, GURFEED, and refund check information, GURAPAY, based on the accounts built in the GL BANNER Interface window of the Detail Code Control Form - Finance (TFADETC). A report is produced to detail the debit and credit entries by account number.

Bill Accounts

The Finance Invoices or Statements Process (TFRBILL) invoices accounts by invoice numbers and also provides a billing statement of the account.

When run in INVOICING mode, a separate invoice is produced for each invoice number on an account. Any item without an invoice number is listed on a separate invoice, and the system assigns an invoice number. An invoice date is updated for each item invoiced to prevent an invoice from being issued multiple times.

When the process is run in STATEMENT mode, all previously invoiced items are shown in detail, and any non-invoiced items will also be shown. The statement process updates each transaction billed with a bill date and due date. A penalty or interest charge may be assessed on an account which is past due using the Assess Penalty/Interest Charges Report (TFRLATE). This process should be run before bills to ensure the account is billed for the penalty or interest.

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Produce Aging Reports

The Aging Analysis Report (TGRAGES) lists all unpaid charges on an account based on the parameters specified for due date, effective date, or billing date.

Process Holds and Releases Automatically

By using automated hold/release processing, Banner can automatically assign holds to and release holds from a person or entity when specified conditions are met.

Procedure

1. Create hold rule codes using the Auto Hold Validation (TTVRHLD) page.
2. Define the hold rules using the Auto Holds Rules (TGAHOLD) page.
3. Run the Auto Hold Release Process (TGPHOLD).

Assign Accounts to a Collection Agency

The Collections (TGACOLC) page is used to assign delinquent accounts to a collection agency.

Each agency is first established on the system using the Identification (FOAIDEN) page. After collection agencies have been entered with a collection agency ID number, accounts may be assigned to a particular agency with the date the accounts were assigned. The Collection Agency Report (TGRCOLC) lists all accounts which have been assigned to a collection agency.

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Produce Account Detail Report

The Account Detail Report (TFRDETL) lists the detail account transactions for every account based on specified parameter selections.

Purge Account Detail

The Billing Purge Process (TGPBILL) purges account detail transactions that have a zero balance, have been fed to accounting, and whose associated application of payment transactions have also been fed.

Enter Deposits Manually

Deposits are entered for an account in Accounts Receivable using the forms listed below.

About this task

Foreign Currency Detail Form	(TSADETF or TFADETF)	Deposits window
Account Detail Form	(TSADETL or TFADETL)	Deposits window
Billing Mass Data Entry Form	(TSAMASS or TFAMASS)	Deposits window

Note: The Account Detail (TSADETL) page, Billing Mass Data Entry (TSAMASS) page, and Foreign Currency Detail (TSADETF) page use a term to identify a deposit and should be used for student deposits. The Account Detail (TFADETL) page should be used for non-student deposits.

The following steps are used to set up a deposit in Banner:

Procedure

1. Enter a deposit code.

   A deposit detail code is entered on the Detail Code Control Form - Finance (TFADETC).

Type	P for payment
Category	Category code set up for deposits - ex. DEP
Default Amount	Should be set up if deposit is usually a set amount.

   The GL Banner Interface window should be set up as follows.

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Accrual Based:		
Account A	Debit	Deposit Payable Liability Account
Account B	Credit	Deposit Receivable Account

2. Establish a payment type detail code.

   A payment type detail code is set up on the Detail Code Control Form - Finance (TFADETC). This code represents the type of payment that is used to make the deposit (Cash, Check, Credit Card).

Type	P for payment
Category	Category code set up for cash - ex. CSH

   The GL Banner Interface window should be set up as follows.

Accrual Based:		
Account A	Debit	Bank Account
Account B	Credit	Deposit Payable Liability Account

3. Enter the deposit detail code on the Deposit Control (TGADEPC) page.

   The deposit detail code established on the Detail Code Control Form (TSADETC or TFADETC) is entered on the Deposit Detail Control (TGADEPC) page. The detail code must be entered here for the system to recognize it as a deposit. Default information may also be entered here. If the default data is not entered here, it must be entered when the deposit is entered on the account. Here you may set up the default for the type of payment that is being used to pay the deposit.

   For example, if 90% of the institution's deposits are paid by check, the detail code for check may be entered as the default, and then if the person pays using another method, it can be changed on the account.

4. Enter a deposit on the account.

   Use one of the following forms to enter a deposit on an account:

Foreign Currency Detail Form (TSADETF or TFADETF)	Deposits window
Account Detail Form (TSADETL or TFADETL)	Deposits window
Billing Mass Data Entry Form (TSAMASS or TFAMASS)	Deposits window

   When a deposit is entered the following information is required:

   - Term (only on TSADETL, TSAMASS, or TSADETF)

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- Amount
- Pay Detail

An accounting transaction is created automatically when a deposit is entered to an account. Deposits entered in the Deposits window are held off the account until they are released either automatically or manually.

The **Auto Release** indicator is used to allow the system to automatically release a deposit to an account when the credits are processed on the Student Payment (TSASPAY) page or when bills are run in the Statement or Applycred mode (TSRCBIL, TSRRBIL, TSRSBIL, or TSRTBIL). This will be done if the **Auto Release** indicator is set to Y and the process date is equal to or greater than the release date. If the **Auto Release** indicator is set to N, the deposit is released to an account by going to the Deposits window of the Account Detail Form (TSADETL or TFADETL) and entering a release amount. Deposits set up to be automatically released may also be manually released by entering the release amount, as long as the current date is equal to or greater than the release date.

Note: Deposits can only be automatically released through the Student processes.

5. Run the Accounting Feed.

   When a deposit is entered to an account, an accounting transaction is created. At this time the system must recognize the receipt of the cash, check, or credit card used to pay the deposit. The Accounting Feed (TGRFEED) will create the following transactions in the accounting interface file.

Debit	Account A—payment detail code	(debit to cash)
Credit	Account B—payment detail code	(credit to deposit suspense)

6. Release a deposit to an account.

   When a deposit is released to an account (either automatically or manually) the deposit is credited to the account balance, and the following entries will be created in the Accounting Feed (TGRFEED).

Debit	Account A—deposit detail code	(debit to deposit suspense)
Credit	Account B—deposit detail code	(credit to deposit receivable)

7. Release a deposit to an outstanding charge.

   When the released deposit is applied to an outstanding charge through the Application of Payment Process (TGRAPPL), the following transactions are created in the Accounting Feed (TGRFEED).

Debit	Account B—deposit detail code	(debit to deposit receivable)

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Credit	Account A—charge detail code	(credit to receivable account)

Enter Deposits and Fee Payments in Banner Self-Service

This functionality allows applicants or students to submit payments for deposits or other fees in Banner Student Self-Service.

The process allows authorization for users to create deposits, charge fees, and pay fees, based the setup and rules used at your institution. Payments can be made through the Admissions path or the Student Account path.

Payment (Deposit) and transaction (Fee) rules are defined on the Web Payment Rules (TSAWPAY) page. Deposit and Fee transactions are displayed in sequence number order and can be optional or required, single or multiple. When a Web payment rule is set up for a single transaction, Banner authorizes and processes the one deposit or one paid fee. When a Web payment rule is set up for multiple transactions, Banner authorizes the total amount and processes the deposit/fee group.

You can display as many transactions as you choose to for an applicant or student. You can also define the text used in Self-Service for a transaction link, such as, Deposit for Fall 2013-2014 or Orientation Fee and associate it with a Web page in Self-Service, using `package.procedure` name, such as, `bwskpayg.P_DispList`, (Payment Processing page).

When a Payment (Deposit) or transaction (Fee) is processed, the Deposit (TBRDEPO) and Receivable (TBRACCD) tables are updated as applicable; deposits are created in TBRDEPO and Fees/Payments are created in TBRACCD and linked by Transaction Number Paid.

Set Up Deposit and Fee Payment Processing

Use the following steps to set up Banner Accounts Receivable Deposit and Fee Payment processing for use with Payment and Deposit Processing in Banner Student Self-Service.

About this task

Procedure

1. Ensure that valid entries exist on the Credit Card Type Validation (GTVCCRD) page for the payment type codes in use and the external merchant ID as used by the payment vendor.
2. Verify that the WEBPAYGCCID rule exists on the Crosswalk Validation (GTVSDAX) page.
3. Set the **External Code** for the WEBPAYGCCID rule to the external merchant ID that is expected by the payment vendor and is used as the **Third Party Transaction** value on the Credit Card Merchant ID (GOAMERC) page.
4. Verify that the ADDRESS rule exists on GTVSDAX for the **Internal Code** of WPAYADDR.

   If populated, address information is captured into the GORCCAU record, and may be passed on to the payment vendor if that functionality is enabled in the referral to the vendor.

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5. Verify that the WEBCCARGATEWAY process name code exists on the Process Name Validation (GTVPROC) page.

   Entries are needed in GOAMERC for this process name code with definitions for all the credit card types from GTVCCRD where the **Third Party Transaction** code value is set to the value on GOAMERC.

   The third party transaction code is also passed to the `gokpven.f_collect_payment_info` object, to go to the payment vendor when the redirect is made. Appropriate coordination with the specific payment vendors is the responsibility of the institution.

6. Activate the term in the Admissions Web Calendar Rules (SAAWAAD) page by checking the **View Application** indicator for a date range.

   This allows non-student applicants who do not have PIDMs or logins to view information in Self-Service Admissions.

   This step is not required when applicants have been assigned PIDMs and can log in through the secure login.

7. Update Banner Web Tailor for menu items, roles, and parameters.

   - Enable the `bwskpayg.P_DispList` package.procedure on an appropriate menu. (As delivered, it is on the Student Account Menu.)
   - Enable individual pages for the STUDENT role. Additional roles may be added as desired.
   - Customize the `PAYVEND_URL` and `PAYVEND_TRANS_TIMEOUT` parameters in Web Tailor, if that has not previously been done.

8. Create payment codes for payment or transaction types on the Payment Code Validation (TTVPTYP) page with the **Type** indicator set to Payment for the payment types or Transaction for the transaction types.

   These codes are used on the Web Payment Rules (TSAWPAY) page.

9. Create deposit crosswalk rules on the Deposit Crosswalk (TGADEPX) page.

   These rules establish the crosswalk between the payment detail code used with credit card processing, as defined on GOAMERC, and the deposit type and deposit detail codes used to create a deposit. Each rule uses a base code, deposit type, deposit code, and payment code.

10. Set up Web payment display, matching, and transactions rules on the Web Payment Rules (TSAWPAY) page.

    Rules are set up by term and payment type, for applicants, students, or both. Rules can be active or inactive. You can copy transaction rules for students and applicants between terms using the Copy item in the Options Menu.

    Rules use links to deposit and fee groups for applicants and students in Banner Self-Service who match the rule criteria. The matching criteria determines whether the deposit and fee group is displayed in Self-Service, in addition to the specific deposit and fee transactions to be collected from the applicant or student.

    Matching is performed for applicants or students on admission decision, attribute, campus, class, cohort, degree objective, level, major, program, rate code, residency, student type, and visa. (Some Web payment matching types are for applicants, some are for students, and some are for both.) Matching on applicants uses the first major of the primary or secondary curriculum. Curriculum types, when defined, are matched as a group.

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Transactions are defined by type, sequence number, amount, if required, if multiple or single, process and procedure, release deposits, and code (deposits use deposit types from TTVDTYP, fees use detail codes from TSADETC).

Apply Payments

The Banner Application of Payment Process is a method which allows an institution to determine which payments apply to which charges and to decide the order in which payments should be used and charges should be paid.

About this task

When charges or payments are entered to an account, they are reflected immediately in the account balance and amount due for the account.

Note: For information regarding application of Student transactions, please refer to Student Accounts Receivable Procedures on page 77.

The Application of Payment Process (TGRAPPL) handles the internal application of a line item transaction with a negative balance to a line item transaction with a positive balance. In a standard method of thinking, this would be a payment being applied to a charge. It could also be a negative charge being handled on the credit (payment) side or negative payment being handled on the charge side. Throughout this document the terminology of payments and charges will be used with the understanding that a payment could be a negative charge and a charge could be a negative payment.

A priority for application of payments is set up on every charge and payment in Banner. This priority is then used in the Application of Payment (TGRAPPL) batch process along with a series of rules to determine how payments are applied to outstanding charges. Only payments with a balance in the **Balance** field on the Account Detail Form (TSADETL or TFADETL) will be used to pay charges with a balance. A balance for a charge or payment indicates that the charge or payment has not yet been applied and can be processed through application of payments.

Future dated transactions will be handled in one of two ways, depending on the status of the **Feed Future Effective Transactions** check box on the Accounts Receivable Billing Control (TGACTRL) page. If this check box is selected, the effective date is not used, that is, all transactions are candidates for application of payments. If this check box is cleared, application of payments will only apply to transactions that have a current or less than current effective date. Future charges or payments will not be applied until they become effective.

Application of Payments and its results affect the following areas:

- The Application of Payment Process reduces the **Balance** field on the Account Detail (TFADETL) page, the Account Detail Review Form - Finance (TFIAREV), and the Account Detail Review Form - Student (TSAAREV) for each transaction that is processed. Application of Payments is the only method to reduce the **Balance** field.
- The Aging Analysis Report (TGRAGES) uses the **Balance** field to determine if a charge is paid. If the transaction still has a balance, it will be reported and aged as an outstanding charge.

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- The Account Review Form - Finance (TFAACCT) has aging by effective date and aging by bill date, both of which use the **Balance** field on a transaction.
- The Finance Invoices or Statements Process (TFRCBIL) uses the **Balance** field on a transaction in conjunction with the due date to determine the past due balance.
- The Assess Penalty/Interest Charges Report (TFRLATE) uses the **Balance** field on a transaction in conjunction with the due date to determine what outstanding items are eligible for late charges.
- The Billing Purge Process (TGPBILL) uses the **Balance** field on a transaction in addition to other criteria to determine if the transaction should be purged. A transaction will not be purged if the balance is not zero.
- Application of Payments also affects the feed to the General Ledger based on the following information.

The following is a step-by-step procedure for processing application of payments and a series of rules for establishing priorities for each detail code on the Detail Code Control (TFADETC) page.

Procedure

1. Set up priorities on each charge and payment on the Detail Code Control Form (TSADETC or TFADETC). **Priority** is a three-digit field.
   - Any position that is non-zero in the payment priority must match the charge priority exactly.
   - Zero in any position is a wild card.
   - Payment priority of 999 used first.
   - Charge priority of 999 paid first.
   - Payment priority of 000 will pay anything. Cash is recommended to be a priority of 000 so it will pay anything. Examples include:
     - Deposit 999 pays only charge of 999
     - Payment 900 pays any charge from 900 to 999
     - Deposit 420 pays any charge from 420 to 429
     - Payment 100 pays any charge from 100 to 199
     - Payment 000 pays any charge from 000 to 999

   Note: Student System Only. The **Like Term** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will prevent payments from applying to charges outstanding from other terms. This would be used primarily for financial aid that is restricted in its use to current term charges.

   Note: The **Like Period** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will prevent payments from applying to charges outstanding from other Financial Aid Enrollment Periods. This would be used primarily for financial aid that is restricted in its use to current Financial Aid Enrollment Period charges.

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Note: The **Like Aid Year** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will prevent payments from applying to charges outstanding from other Aid Years or non matching terms. This would be used primarily for financial aid that is restricted in its use to current Aid Year or same term charges.

2. Enter charges and payments onto an account using any of the following forms and reports:
   - Student Payment (TSASPAY) page
   - Account Detail Form (TSADETL or TFADETL)
   - Account Detail Review Form - Student (TSAAREV)
   - Billing Mass Data Entry Forms (TSAMASS or TFAMASS or TFAMDET)
   - Assess Penalty/Interest Charges (TSRLATE or TFRLATE)
   - Any charges from Registration, Admissions, and Academic History
   - Installment Plan Form (TSAISTL or TFAISTL)

   Priority and the standard Application of Payment Process may be overridden when an item is entered by directly applying that item to an existing item on the account by transaction number. When the item is entered on the Student Payment (TSASPAY) page, Account Detail Form (TSADETL or TFADETL), or Account Detail Review (TSAAREV) page the **Trans Pay** field is populated with the transaction number of the line item to which the entry is being directly applied.

   A payment may only be applied to one transaction and may only be applied if the amount of the payment is less than or equal to the amount of the charge. If one payment needs to be directly applied to more than one charge, the payment must be divided and applied individually to each charge. The **Description** field may be used to indicate a split payment.
3. Run the Application of Payment Process (TGRAPPL) process in batch. This process should be run before every accounting feed, either on a nightly or weekly basis, to send the appropriate financial transactions to the accounting system on how charges were paid.

   The sequence of application of payment is as follows:

   a) Direct application using the **Transaction Paid** field

   b) Direct application using invoice numbers

   c) Like detail codes within the same term and if exists, same aid year

   d) Priorities

   See a detailed breakdown of this information later in the section Payment Priorities for Finance Accounts Receivable on page 31.

   e) Refund to any priority

   f) Negative charge to any priority

   The sequence above assumes that the payment priority is valid when matched against the charge priority for oldest term, oldest effective date, and lowest transaction number.

   If a payment is the result of an exemption or a third party contract payment, an additional requirement must be met during the application process in order for the payment to apply to a charge transaction. The source code of the charge transaction must match the source code associated with the valid detail codes defined on TSACONT or TSAEXPT.

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The result of the Application of Payment Process may be viewed for each account on the Application of Payment Review Form (TSIAPPL or TFIAPPL). This form will show the charge detail code and the payment detail code and the amount applied.

Note: One charge may be paid by more than one payment, and one payment may be used to satisfy more than one charge. After a payment has been applied to a charge, the balance of the payment and charge will reflect the amount that has been used. If a payment was used completely to pay a charge in full, both transactions will have a zero balance. The balance for each transaction may be viewed on the Account Detail Form (TSADETL or TFADETL), the Account Detail Review (TFIAREV) page, the Account Detail Review (TSAAREV) page, and the Foreign Currency Detail Form (TSADETF or TFADETF).

Payment Priorities for Finance Accounts Receivable

The following table provides additional information for the Priorities step, above.

Sorting is performed first by credits (payments), and then by charges.

Priority Order	Sort List
1	Priority of payments in descending order
2	Payment effective date
3	Payment transaction number
4	Priority of the charge in descending order
5	Charge effective date
6	Charge transaction number

Apply Payments Using Parallel Processing

Parallel processing occurs when TGRAPPL runs concurrently with special population selections, that is, run in parallel at the same time.

A special population selection is one that is referenced in a row on GTVSDAX. Only population selections set up on GTVSDAX are allowed to be run in parallel, and they can only be run in parallel with each other. It is important that each special population selection has a unique set of PIDMs that is not duplicated in any of the other special population selections.

Use GTVSDAX to associate special population selections with a unique negative value and the population selection ID.

- In the GTVSDAX_EXTERNAL_CODE (External Code) field, enter a unique negative value.

  Note: The value -1 is reserved and should not be used.

- In the **GTVSDAX_DESC** (Description) field, enter the Selection ID of the population selection.

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Note: The Description text must be entered in UPPERCASE.

When TGRAPPL runs with a population selection, GTVSDAX is checked to see whether that population selection is allowed to be run in parallel by comparing the GTVSDAX_DESC to the Selection ID of the population selection. If yes, then the value entered in the GTVSDAX_EXTERNAL_CODE is retrieved and inserted into GJBPRUN, following the same pattern that a value of -1 is inserted whenever a population selection is used by TGRAPPL. The negative entries in GJBPRUN are also used by the code to determine when the last of a group of parallel population selections is being processed. When the last parallel population selection has finished executing, TGRAPPL will perform a cleanup of GJBPRUN, removing any remaining negative entries.

A row exists in GTVSDAX for use with population selections which can be run in parallel. Multiple GTVSDAX rows are allowed. If a population selection can be run in parallel, then on GTVSDAX, the following data should exist.

Where:

The **Internal Code** field is set to POPSEL

and

The **Internal Group Code** field is set to TGRAPPL

Enter data in the **External Code** field and the **Description** field.

External Code

Enter the negative value to be used in GJBPRUN to identify the special population selection. Please note that the External Code must be a value of -2 or less (such as, -2, -3, -4, and so on.) and must be unique. Also note that the value -1 is reserved and should not be used.

Description

Enter the Selection ID of the population selection used when TGRAPPL is run in parallel. The description must be entered in UPPERCASE.

Process Grant Payments

About this task

Procedure

1. Use the Detail Code Control Form (TFADETC or TSADETC) to create grant billing detail codes. By specifying GRN (Grant) in the **Category** field on the Main window, you can designate the detail code as a grant billing detail code, and then select the type of transaction for it from the **Grant Type** pull-down list.
2. You can either enter payments received from sponsoring agencies on the Research Accounting Payments Entry (FRAAREV) page, thereby populating the TRRACCD table and creating an open cashiering session, or

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Use the Grants Application of Payment Process (TRRAPPL), which applies the payments received from the sponsoring agencies to the charges billed to those agencies, and inserts the transactions into the TRRAPPL table.

3. After the session is finalized, the Accounting Feed Process (TGRFEED) selects the grant payment transactions and inserts them into the GURFEED table.
4. The FURFEED process feeds these transactions to Banner Finance.
5. The posting process in Banner Finance posts the transactions to the ledgers.

Entry of Free Form Account Numbers

The Miscellaneous Transaction Form (TSAMISC or TFAMISC) allows for the entry of a free format account number. These free format account numbers are available on both the debit and credit portions of the account.

The user may only enter an account number under the following conditions:

- The **GL Enterable** check box on the Detail Code Control Form (TSADETC or TFADETC) must be selected. This indicates that free form account numbers may be entered on TFAMISC for the detail code being used.
- If the Banner **FINANCE** Installation check box is cleared on the Installation Control (GUAINST) page, then the 60-character free form account number may be entered. If the check box is selected, then the Banner Finance accounting distribution on TFAMISC may be entered.

With Banner Finance, you can have the account number information default from the following account distribution components:

- Chart of Accounts/Account Index
- Chart of Accounts/Fund Code
- Chart of Accounts/Organization Code

These account distribution components are built and maintained in the Banner Finance System.

Rule Code Processing in Miscellaneous Transaction Form for Customer Accounts

Enter a default rule code for miscellaneous transactions.

If the miscellaneous default **Rule Code** field on the Accounts Receivable Billing Control (TGACTRL) page is entered, and the user has not entered an accounting distribution and rule code on the Miscellaneous Transaction (TFAMISC) page, then the rule class (**Rule Class 1**) on the Detail Code Control Form will be replaced by this default rule code regardless of whether the **GL Enterable** check box is selected on the Detail Code Control (TFADETC) page.

By leaving this field blank on the Accounts Receivable Control (TGACTRL) page, the current processing will be available:

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- Using the account number and rule class one on the Detail Code Control (TFADETC) page, or
- Entering the account number and the rule class on the Miscellaneous Transaction (TFAMISC) page directly, provided the **GL Enterable** check box is selected on the Detail Code Control Form - Finance (TFADETC).

This permits the detail codes to be created with the rule class one (RC1)process code to be more efficient. All forms within Accounts Receivable take both debit and credit account numbers from the same detail code. However, TFAMISC uses only one line from each detail code. Therefore, rule codes must be built with the compensating G020 process codes to keep the fund specified in balance if this code is ever used on TFAMISC. This option requires that only the default miscellaneous transaction rule code have this capability.

Create a Cashiering Session

Any Banner user who enters a charge or payment anywhere in the system will create a cashiering session with user ID.

Cashiering sessions are created from the following processes:

- Enter charge/payment on the Account Detail (TFADETL) page.
- Enter charge/payment on the Billing Mass Data Entry (TFAMASS) page.
- Enter charge/payment on Foreign Currency Detail Form - Finance (TFADETF).
- Enter deposit on the Account Detail (TFADETL) page.
- Enter deposit on the Billing Mass Data Entry (TFAMASS) page.
- Complete Fee Assessment on the Batch Fee Assessment (SFRFASC). Cashier is user who runs the job.
- Assess Penalty/Interest Charges for Billing (TFRLATE). Cashier is entered as a parameter.
- Enter Charge and Payment on the Miscellaneous Transaction Form - Finance (TFAMISC).

After a Cashiering session has been created and payments/charges have been entered, the user should take the following steps:

Close a Cashiering Session

About this task

Procedure

1. At the end of the day (or period of activity), access the Cashier Session Review (TGACREV) page.
2. Enter the session user and the session number of 0 in the Key block and select **Save**.
3. In the Session Detail Selection information, enter the category code of CSH (or the category code you have defined for cash, check, and credit card payments) and select Next section to access the Cashier Session Summary information.

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4. Balance payments in the cash drawer against totals by detail code (all cash, all checks, etc.). Totals are available by choosing Display Totals from the options menu.
5. If there is a discrepancy, select Next section to access the Cashier Session Detail window and view the detail. All miscellaneous payments will be listed first with no account number and a source code of S. All other detail items will have the account ID number to reference. If an error is found, the user can go to the Account Detail (TFADETL) page for the account ID number [or to the Miscellaneous Transaction Form - Finance (TFAMISC) for the receipt number if there is no ID number] and make the adjusting entry.
6. When the session is in balance and the totals on the Cashier Session Review (TGACREV) page match the payments collected, choose `Close Session` from the options menu or select Insert Record to close the cashiering session. The session will now move to the User Sessions window where it will have a status of C.
7. The Cashier Session Close (TGRCLOS) closes and finalizes cashiering sessions automatically. A session can be closed, finalized, or bypassed. The ability to close and finalize, or bypass a session will be controlled based on the source of the records existing in the session. The user establishes which type of sessions can be automatically closed and finalized, or by-passed by building rules on the Charge/Payment Source Code Validation (TTVSRCE) page. The process produces a report of closed and finalized sessions.

Perform Supervisory Review

In Banner, a supervisor is defined on the User Profile Definition (TGAUPRF) page. If the supervisor/cashier relationship is being enforced on the Accounts Receivable Billing Control (TGACTRL) page, cashiers may be assigned to supervisors on the User Profile Definition (TGAUPRF) page.

About this task

The supervisor user ID should have no cashiering activity tied to it. A supervisor is not allowed to finalize sessions for themselves; therefore, a supervisor user ID should only perform supervisory functions, and the supervisor should have another user ID defined for daily cashiering and account activity.

Procedure

1. The supervisor queries the Cashier Supervisory (TGACSPV) page.
2. Review all active sessions to determine why they are active and if they should be closed.
3. Review all closed sessions.
4. If there is a discrepancy in a closed session, the supervisor has two options:
   - Option 1: When the discrepancy is located, the Account Detail (TFADETL) page or Miscellaneous Transaction Form - Finance (TFAMISC) can be accessed in supervisory mode by selecting Process Supervisor Adjustment in the options menu or by executing the Supervisor Adjustment function (Exit with Value) from the Key block. This will allow the supervisor to specify the user ID and session that needs to be adjusted. The adjustment is then entered on the appropriate account (Account Detail Form - TFADETL) or posted to the correct detail code (Miscellaneous Transaction Form - Finance - TFAMISC).

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- Option 2: The supervisor can sign onto their own working user ID, post the appropriate adjustments, follow Step 1 to close the session, sign off, and sign on to their own supervisory account. This will allow any adjustments to be tracked to the supervisor's working user ID rather than to the user ID and session that had the error.

  The Foreign Currency Detail (TFADETF) page and the Account Detail Review (TSAAREV) page may also be accessed in supervisory mode.

Finalize a Cashiering Session.

About this task

Procedure

1. On the Cashier Supervisory (TGACSPV) page, the supervisor now finalizes all closed cashiering sessions by changing the Status from C to F.
2. Any sessions created as a result of fee assessment, the posting of charges to accounts with no payments, or any mass entry of charges through ORACLE*Loader, will not be able to be balanced against a cash drawer. The institution may choose to not review these type of sessions and may allow the supervisor, rather than the cashier, to close and finalize these sessions.
3. Cashier reports (TGRCSHR) are then run with the parameter option to only report finalized sessions and then to update the finalized sessions to a status of R for reported. This will prevent the finalized sessions from the previous day from being reported again, because they now have a status of R.
4. The Cashier Session Close (TGRCLOS) closes and finalizes cashiering sessions automatically. A session can be closed, finalized, or bypassed. The ability to close and finalize, or bypass a session will be controlled based on the source of the records existing in the session. The user establishes which type of sessions can be automatically closed and finalized, or by-passed by building rules on the Charge/Payment Source Code Validation (TTVSRCE) page. The process produces a report of closed and finalized sessions.

Perform the Accounting Feed

About this task

Procedure

1. Run the Application of Payment Process (TGRAPPL).
2. Run the Accounting Feed Process (TGRFEED) to create a file of detail accounting transactions (GURFEED).
3. All transactions fed in the Accounting Feed Process will have their **Feed Indicator** on the Account Detail (TFADETL) page updated to an F for fed, so they cannot be fed twice.
4. If a refund detail code (a detail code with the **Refundable** check box on the Detail Code Control Form - Finance, TFADETC, selected) had been entered on an account, an accounts payable

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transaction will be created into a separate file (GURAPAY), in addition to the standard debit/credit entry. The parameter address type in the Accounting Feed Process (TGRFEED) will be used to pull the account's address into this accounting feed file (GURAPAY).

5. Run the files (GURFEED and GURAPAY) created from the Accounting Feed Process through the institution's own accounting interface procedure or through FURFEED and FURAPAY.
6. Delete the feed files after the transactions have been posted to the institution's accounting system. If the feed file is not deleted, the interface process must be able to select from the file by date.
7. Run the Cashier Delete Report/Process (TGRCDEL) to delete cashiering sessions that have had all their transactions fed to the accounting system. This will allow an institution to clean up its files so all sessions are not displayed on the Cashier Supervisory (TGACSPV) page.

Accounting Feed Procedure

The Banner Accounting Feed Process (TGRFEED) provides the data to interface the Accounts Receivable module with the institution's financial accounting system. Banner Accounts Receivable refers to all transactions on an account by a four-character detail code unique to each type of transaction.

Each institution creates its own detail codes for every charge and payment transaction that can be entered onto an account. These detail codes are built on the Detail Code Control Form (TSADETC or TFADETC). Each detail code references the accounting entries it represents in the financial accounting system on the GL Banner Interface window of the Detail Code Control Form (TSADETC or TFADETC). The Accounting Feed Process (TGRFEED) will actually translate the detail codes used in Accounts Receivable into the appropriate accounting transactions represented in the GL BANNER Interface window.

Every detail code must be represented with a debit account, a credit account, and a percentage to apply to the debit and credit account. One detail code may be associated with an unlimited number of debit and credit accounts, as long as the total percentage split across the different accounts equals 100%.

Establish Accounts

When establishing the accounts, Account A is usually the debit account and Account B is the credit account as in the following example.

Charge transaction

Account A	Receivables Account Number
Account B	General Ledger Income Account Number

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Payment transaction

Account A	Cash or Bank Account Number
Account B	Overpayment or Clearing Account Number

Every transaction entered to an account in Accounts Receivable will be translated in the accounting feed into a debit and credit entry.

Application of Payments

When a transaction is applied to another transaction on an account through the Application of Payment Process (TGRAPPL) (reference the application of payment procedure), another debit and credit entry is created for the application of payment record.

As a standard rule, the Application of Payment Process (TGRAPPL) will create the transactions listed below.

- If the payment side represents a payment detail code then,

Debit	Account B for payment code

- If the payment side represents a reversed charge detail code then,

Debit	Account A for reversed charge code

- If the charge side represents a charge detail code then,

Credit	Account A for charge code

- If the charge side represents a reversed payment detail code then,

Credit	Account B for reversed payment code

Payment side

- If the payment side represents a payment detail code then,

Debit	Account B for payment code

- If the payment side represents a reversed charge detail code then,

Debit	Account A for reversed charge code

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Charge side

- If the charge side represents a charge detail code then,

Credit	Account A for charge code

- If the charge side represents a reversed payment detail code then,

Credit	Account B for reversed payment code

Accounting Feed Transactions

The accounting feed will process the entering of a transaction and the application of that transaction to another transaction in the following manner.

Charge transaction entered onto an account:

Debit	Charge Account A	(debit to receivables account)
Credit	Charge Account B	(credit to income account)

Payment transaction entered onto an account:

Debit	Payment Account A	(debit to bank account)
Credit	Payment Account B	(credit to overpayment account)

Payment applied to charge:

Debit	Payment Account B	(debit to overpayment account)
Credit	Charge Account A	(credit to receivables account)

General Ledger Entry Example

Debit	Cash or bank account

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Credit	General Ledger income account

The overpayment and receivables accounts would result in a zero entry with an equal debit and credit. If the charge transaction had occurred without a corresponding payment, there would be a debit in the receivables account indicating that a receivable was still due.

If a payment was received and there was no outstanding charge for it to apply to, there would be a credit in the overpayment or clearing account that would be available when a future charge was placed on the account, or that could be refunded out of the overpayment account.

In the case of a negative or reversed charge or a negative or reversed payment, the opposite accounting transactions will be created in the accounting feed. See the following example.

Negative charge transaction

Credit	Account A	(credit to receivable account)
Debit	Account B	(debit to general ledger income account)

Negative payment transaction

Credit	Account A	(credit to cash account)
Debit	Account B	(debit to overpayment account)

Deposit Processing

A deposit detail code would be set up with the following accounts.

Account A	Debit	Deposit Suspense Account
Account B	Credit	Deposit Receivables Account

A deposit payment detail code would be set up with the following accounts.

Account A	Debit	Bank Account (cash)
Account B	Credit	Deposit Suspense Account

When a deposit is entered on the Deposit window of the Account Detail Form (TSADETL or TFADETL), the Accounting Feed (TGRFEED) will create the following accounting transactions.

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Debit	Account A for the Payment Detail Code	(debit to cash)
Credit	Account B for the Payment Detail Code	(credit to deposit suspense)

When the deposit is released on the account, the Accounting Feed (TGRFEED) will create the following accounting transactions.

Debit	Account A for the Deposit Detail Code	(debit to deposit suspense)
Credit	Account B for the Deposit Detail Code	(credit to deposit receivable)

When the deposit is applied to a charge transaction on the account, the Accounting Feed (TGRFEED) will create the following transactions.

Debit	Account A for the Deposit Detail Code	(debit to deposit receivable)
Credit	Account B for the Charge Detail Code	(credit to receivable account)

Refund Processing through Accounts Payable

In order to refund a credit balance account, a detail code must be established on the Detail Code Control Form (TSADETC or TFADETC). The code should be identified as a charge and the GL Banner Interface window set up with the following accounts.

Account A	Debit	Accounts Receivable Refund Account
Account B	Credit	Accounts Payable Clearing Account

When a check/cash overpayment is entered on the account the Accounting Feed Process (TGRFEED) will create the following entries.

Debit	Account A for check	(debit to cash account)
Credit	Account B for check	(credit to overpayment/clearing account)

When the refund detail code is entered on the account the Accounting Feed Process (TGRFEED) will create the following entries.

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Debit	Account A for refund	(debit to refund receivables account)
Credit	Account B for refund	(credit to accounts payable clearing)

When the refund is applied to the overpayment credit in the Application of Payment Process (TGRAPPL), the following would be created by the Accounting Feed Process (TGRFEED).

Debit	Account B for check	(debit to overpayment/clearing account)
Credit	Account A for refund	(credit to refund receivables account)

When the accounts payable entry is fed into the Finance System, the following transactions should occur when the check is produced.

Debit	Accounts payable
Credit	Cash

The same refund detail code can be used to refund a credit balance account due to a reversed charge, with the following entries occurring.

Reversed Charge:

Debit	Account B for charge	(debit to income)
Credit	Account A for charge	(credit to receivables)

Refund

Debit	Account A for refund	(debit to refund receivables account)
Credit	Account B for refund	(credit to accounts payable clearing)

Application of refund to reversed charge

Debit	Account A for reversed charge	(debit to receivables account)

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Credit	Account B for refund	(credit to refund receivables account)

Refund Processing through Cash Drawer

If a refund is being done out of the cash drawer the detail code would be set up with the following account.

Account A	Debit	Refund Account
Account B	Credit	Cash Account

When the overpayment is entered on the account the Accounting Feed (TGRFEED) will create the following transactions.

Debit	Account A for payment	(debit to cash account)
Credit	Account B for payment	(credit to overpayment/clearing account)

When the refund is entered.

Debit	Account A for refund	(debit to refund receivables account)
Credit	Account B for refund	(credit to cash account)

When the refund applies to the overpayment in the Application of Payment Process (TGRAPPL), the Accounting Feed (TGRFEED) will create the following transactions.

Debit	Account B for payment	(debit to overpayment/clearing account)
Credit	Account A for refund	(credit to refund receivables account)

Short Term Loan Processing

Process a short term loan payment to account—Plan Code.

Account A	Debit	Short Term Loan Expense Account
Account B	Credit	Receivables Account

When a student is given money for a loan, a refund code must be placed on the student's account.

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Short Term Loan Refund

Debit	Account A	(debit to receivables account)
Credit	Account B	(credit to accounts payable clearing account or short term loan clearing account)

When Application of Payments (TGRAPPL) is run, the following entries will occur.

Debit	Account A	(debit to receivables account)
Credit	Account B	(credit to receivables account)

The financial accounting system would then need the following entries to produce the check.

Debit	Accounts payable clearing account
Credit	Cash account

If the student is receiving cash for a loan and a check is not being processed through accounts payable, the following type of refund should be set up.

Cash refund of Short Term Loan

Debit	Account A	(debit to receivables account)
Credit	Account B	(credit to cash account)

The principle detail code that will be posted on the student's account with a future date should have the following accounts established.

Debit	Account A	(debit to loan receivables account)
Credit	Account B	(credit to short term loan expense account)

When the payment is made for the principle payment and application of payments is run, the following entries will occur.

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Payment

Debit	Account A	(debit to cash account)
Credit	Account B	(credit to overpayment or clearing account)

Application of Payments

Debit	Account B of payment	(debit to payment or clearing account)
Credit	Account A of principle	(credit to loan receivables account)

Reconciliation Tips and Examples

Common Sources of Reconciliation Problems

Most reconciliation problems are caused by the conditions listed below.

1. Incorrect detail codes. Accounting does not support the change in the A/R subsidiary ledger. It is strongly recommended that all Detail codes be tested thoroughly before using in a production database.
2. Lack of a clean cutoff. Reports are not processed in the absence of all activity in the A/R module. Some transactions are reported and some are not.
3. Suspended journal documents. Suspended journal documents should be reviewed, corrected, and posted. If not, these transactions are reflected in the A/R subsidiary, but not in the Finance ledgers.

Reconciliation Example

Step A

Run TGRAGES for all detail codes with the age date as (E)ffective current date. Select the appropriate date ranges (such as 30, 45, and 60) and include the minimum account balance of -9999999.99 and maximum account balance of 9999999.99.

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Report Totals	
0 to 90:	412,173.73
91 to 120	.00
121 to 360	1,073.55
361 +	18,531.25
FUTURE BALANCE	47,280.88
ACCOUNT BALANCE‘	479,059.41

Step B

Run TSRDETL for all detail codes and current term for all (O)pen account balances. Select the appropriate as of date with future process as of date of 31-DEC-2099 to include all future dated transactions and include the minimum refund balance of 99999999.

Report Totals	
BALANCE DUE	430,978.53
FUTURE DUE	47,280.88
ACCOUNT BALANCE	478,259.41
SELECTION BALANCE	478,259.41

Step C

Run the TFRDETL for all detail codes for all (O)pen account balances. Select the appropriate as of date with future process as of date of 31-DEC-2099 to include all future dated transactions and include the minimum refund balance of 9999999.99. Remember that only accounts having a literal ARTERM for all transactions will be selected for this report. Those accounts that contain both Student Terms (STVTERM) and literal terms (ARTERM) report on TSRDETL.

Report Totals	
BALANCE DUE	800.00
FUTURE DUE	.00
ACCOUNT BALANCE	800.00
SELECTION BALANCE	800.00

Step D

Compare the account balance total from (479,059.41, in this example) to the total of the account balances from TSRDETL and TFRDETL (478,259.41 and 800.00 in this example). The totals must equal to verify that all open account details equal open account summaries.

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Comparisons	
TSRDETL Account Balance	478,259.41 (step B)
TFRDETL Account Balance	800.00 (step C)
TGRAGES Account Balance	479,059.41 (step A)

Step E

Run TGRRCON with Account Detail Reconciliation set to Y, a start date before the first feed, and a future end date. Review the output for any Term Designator messages that are not valid or missing accounting messages, and make corrections as necessary. Compare the total ADJ FED TOTAL for each FOAPAL account to the corresponding amount in the General Ledger. This report will reflect balances for charge detail codes (Line A) in the Open Charges section, and for payment detail codes (Line B) in the Unapplied Payments section.

The deposit reconciliation may be run to report AR deposits not released or partially released. The deposit reconciliation balance should equal your Deposits Payable account in your General Ledger. The report may also be used to list totals of miscellaneous transactions processed.

Note: The account distribution on detail codes should always have a valid FOAPAL distribution defined, and changes in a production environment should be discouraged. Changes will cause the TGRRCON report to lump previously fed FOAPAL distributions into a new FOAPAL accounting distribution. Appropriate reclassification entries would be warranted if the FOAPAL change was appropriate.

Step F

Compare each FOAPAL AR total from TGRRCON, Open Charges - Receivables (Account A:) section, Adjusted Total Fed column, to the current period's AR summary balances on the Trial Balance Report (FGRTBAL) or online FGITBAL.

Each Total Fed FOAPAL distribution should equal, with the exception of fund 1010 and account 1121.The TGRRCON balance for account 1121 is a total of all installment principle charges not fed that are future dated (Charge Detail Code Line A).

The balance in fund 1010, account 1122 on FGRTBAL, is a total of the installment plan payment detail code transactions fed to the General Ledger. The installment plan payment detail code transactions will never be reflected in the TGRRCON Open Charges section as they are fed as payments.

The TGRRCON report will list detail code discrepancies caused by detail codes with accounting distribution not equal to 100% (those greater than 100%) and detail codes without accounting distributions. The last type of error may be the source of most of the out-of-balance (OOB) conditions experienced (AR Balances with no fed FOAPAL).

Banner Accounts Receivable Interface to Banner Finance

This procedure references Banner Finance forms, processes, and reports, and is designed to familiarize the Banner user with the control forms, reports and processes within the Banner

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Finance System and specifically the Accounts Receivable component which will convert Accounts Receivable activity into accounting transactions.

The reports and processes are identified with the appropriate run options to enable you to successfully run a complete interface process. If Banner Finance is not installed at your institution, you should substitute your finance system's interface process.

This procedure requires a clear understanding of the following basic concepts in Accounts Receivable:

- Creation of detail codes
- Cashiering input forms
- The Application of Payments Process
- Cashier session closing and finalization

For the Finance System, the following knowledge is required:

- Chart of Accounts
- Rule classes
- Journal voucher forms
- Credit memo/invoice form
- Batch processes for account posting and check generation

Note: The two most important control forms are the Detail Code Form (TFADETC and TSADETC) and the Rule Code (FTVRUCL) page. These are chart-specific, and a complete understanding of your Chart of Accounts is necessary before building the accounting relationships on the Detail Code Control Form.

Detail Code Overview

Detail codes are the single most important item linking Accounts Receivable to Finance through the interface process. Several points should be addressed at this time.

- The system was delivered with sample cashiering sessions. The accounting distributions may not be applicable to your Chart of Accounts. Codes without accounting data or rule classes will not feed to the Finance System. The batch Accounting Feed Process (TGRFEED) will reject these transactions.
- Detail codes with valid accounting distributions but placed incorrectly in the Detail Code Control Form will pass through the Finance interface.
- In many instances, the accounting distribution errors will be identified in the Transaction Error Report (FGRTRNR) after edits are accomplished.
- Proper creation of the Chart of Accounts and Rule Classes is essential to the interface process and developing valid accounting distributions. These items must be thoroughly tested before being executed in production.
- Testing the interface accounting distributions can be done in an abbreviated fashion using your test rule classes directly through the Journal Voucher Entry (FGAJVCD) page. Testing should be as comprehensive as possible.

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- Access to the Detail Code Control Form (TFADETC or TSADETC) should be limited.

Application of Payments and Rule Classes

Detail codes are comprised of descriptive information, both Chart of Accounts code elements and rule classes.

These data are highly interactive. On the Detail Code Control Form (TFADETC or TSADETC), rule classes consist of three fields, two allowing the Application of Payments Process to perform two basic functions:

- Reduces outstanding balances on individual charge or payment detailed items on the individual account forms.
- Selects the appropriate account for liquidating General Ledger or Operating Ledger account balances along with selecting the appropriate rule classes for Finance posting.

Detail codes and Application of Payment rule classes are as follows:

Accounting Distribution —Chart of Accounts distributions are picked up from Line A) and line B) of the detail code.

Charge Detail Codes	If the detail code type is a charge or C and the amount is positive, then line A) of the detail code is credited. If the amount is negative, then line A) of the detail code is debited.
Payment Detail Codes	If the detail code type is a Payment or P and the amount is positive, then line B) of the detail code is debited. If the amount is negative, then line B) of the detail code is credited.

Rule Classes	Rule class 1, rule class 2, and rule class 3 of each detail code each perform different functions.
Rule Class 1	Rule classes used for the initial entry of the detail code (AT INPUT).
Rule Class 2	Rule classes used in Application of Payments for liquidating UNLIKE codes. A charge type code C and a payment type code P.
Rule Class 3	Rule classes used in Application of Payments for liquidating LIKE codes. Both sides are charge type code C or both sides are payment type code P.

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Accounts Receivable Interface Overview

Cashiering Activity	Cashiering Interface	Accounts Payable Interface
Create detail codes on Form (TSADETC or TFADETC)		
Enter Cashier Transactions on Form (TFADETL, TSADETL, TFADETF, TSADETF, TSASPAY, TFAMASS, TSAMASS, TFAMDET, TSAAREV)		
Close Cashier Session using (TGACREV) page		
Finalize Cashier Session using (TGACSPV) page		
Delete previously fed cashier sessions (TGRCDEL)		
Run Cashier Reports (TGRCSHR)		
Run Application of Payment Process (TGRAPPL)		
Run Accounting Feed Process (TGRFEED)		
	Run Finance Feed Sweep Process (FURFEED)	
	Run Finance Interface Process (FGRTRNI)	
	Run Transaction Error Report (FGRTRNR)	Run Finance Feed Refund Interface Process (FURAPAY)
		Run Finance Transaction Error Report (FGRTRNR)
	Run Posting Process (FGRACTG)	
		Select Student Refund Invoices for Online Check Processing using (FAAONLC) or through batch using (FAABATC).
		Run Batch Check Process (FABCHKS)

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Cashiering Activity	Cashiering Interface	Accounts Payable Interface
		Run Check Print Process (FABCHKP)
		Run Batch Disbursement Register Process (FABCHKR)
		Run Check Accounting Process (FABCHKA)
		Run General Accounting Posting Process (FGRACTG)

Accounts Receivable Interface Process

About this task

Procedure

1. Clean up outstanding cashiering sessions.
   a) Sign on as a system user with update capability to forms within Accounts Receivable.
   b) Run the Cashier Delete Report/Process (TGRCDEL) to delete any cashiering sessions previously fed to Finance with a status of R for Reported.
   c) Using the Cashier Session Review (TGACREV) page, close any open or active cashiering sessions which are under the user sign-on being utilized. For testing purposes, the objective is to create a new cashier session to be used for the remainder of this process for easy reconciliation of the data entered.
2. Enter data.
   a) Create detail codes for charges, payments, and refunds with associated accounting distributions and rule classes. This requires that a functional Chart of Accounts is established in the Banner Finance System.
   b) Use the Account Detail Form (TFADETL or TSADETL) to enter charges, payments and refund detail codes.
   c) Use the Cashier Session Review (TGACREV) page to close the cashiering session.
   d) Finalize the closed cashiering session on the Cashier Supervisory (TGACSPV) page.
3. Run the accounts receivable reports and processes.
   a) Run the Application of Payments (TGRAPPL) by the entity account ID established in section 2, step 2.
   b) Review the Account Detail Review Form (TFIAREV or TSAAREV) to see how Application of Payments changed the balance column.
   c) Run the Cashier Detail Report (TGRCSHR) to report only finalized sessions with a status of F.

      Options:

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- Session feed option = F only
- Category code = %
- Report B for both detail and summary data
- Update cashier final sessions from Final (F) to Reported (R)

d) Run the Accounting Feed Process (TGRFEED) to populate the Finance Transaction Input Table (GURFEED) and the Accounting Feed Accounts Payable Table (GURAPAY) with detail accounting transactions established from the accounting relationships built into the detail codes used on charge, payment, and refund activity.

Options:

- Address Date = Current Date
- Address Type = 1PR
- Address Type = 2MA
- Address Type = 3BA
- Address Type = Blank

e) Sign off as a system user with update capability to forms within Accounts Receivable.

4. Run the Finance interface reports and processes.

a) Sign on as a system user with update capability to forms within Banner Finance.

b) Run the Finance Accounting Feed Process (FURFEED) which sweeps the Feed records populating (GURFEED) for input into Finance. In order to determine if (FURFEED) cleaned out (GURFEED), use SQL*PLUS and enter the following statement:

```
select * from general.gurfeed;
```

Remember the F batch number assigned to the feed batch.

Options:

- Report mode is Select or S.
- System ID is ACTRECV and Date = Current Date.

c) Run the Interface Process (FGRTRNI) which edits and validates the accounting relationships being fed into Finance. In order to determine if TRNI posted, use SQL*PLUS and enter the following statement:

```
select * from fimsmgr.fgbtrni;
```

If no rows were selected, TRNI forwarded the feed records to the posting process or they were reported to the Transaction Error Report (FGRTRNR).

d) Run the Transaction Error Report (FGRTRNR) which reports on errors in the accounting relationships being fed into Finance. If errors occur, review the Journal Voucher (FGAJVCD) page to make any necessary corrections.

e) Run the Refund Interface Process (FURAPAY) which sweeps the Accounting Feed Accounts Payable records populating (GURAPAY) for input into Finance. When feeding refunds to Banner Finance, the description on the invoice which is created will be the TBRACCD description of the AR refund transaction.

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f) Run the Transaction Error Report (FGRTRNR) which reports on errors in the accounting relationships being fed into Finance. If errors occur, review the Invoice/Credit Memo (FAAINVE) page to make any necessary corrections.

g) Run the Posting (FGRACTG) which updates into Finance the postable Accounts Receivable data.

5. Run the Finance batch reports and processes for refund checks.

   a) Navigate to the On-line Check Print (FAAONLC) page and select the refund invoice number to be run in batch check mode.

   b) Run the Batch Check Process (FABCHKS) which selects the invoice to be refunded.

   c) Run the Check Print Process (FABCHKP) which prints the refund check.

   d) Run the Batch Disbursement Check Register (FABCHKR) which prints a check register for all the checks processed from invoices and credit memos selected during the online check run.

   e) Run the Batch Check Accounting Process (FABCHKA).

   f) Run the Posting process (FGRACTG) which updates the appropriate Finance accounts for the postable invoice liquidation accounting activity associated to the refund transaction.

6. Review general accounting query forms for results.

   a) Review the General Ledger Trial Balance (FGITBAL) page and General Ledger Activity (FGIGLAC) page to analyze the General Ledger accounting activity within the fund and accounts affected.

   b) Review the Detail Transaction Activity (FGITRND) page to analyze the Operating Account Ledger accounting activity within the fund, organization, program, and account affected.

Post Accounts Receivable Transactions in the Finance System

The interface of Banner Accounts Receivable with Banner Finance will take the accounting transactions output from Accounts Receivable as a result of the day's activity and feed those transactions into Banner Finance for posting.

About this task

This process is accomplished by the following steps:

Procedure

1. Ensure that Banner Finance is installed.

   Indicate that Banner Finance has been installed by selecting the **Finance** check box on the Installation Controls (GUAINST) page. Selecting this check box flag will allow entry of the Finance Account number in Banner Finance format. If Banner Finance is not installed, the 60-character free form account numbers should be entered.

2. Associate detail codes with accounting information.

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Associate the detail codes on the Detail Code Control Form (TSADETC or TFADETC) with the Banner Finance accounting information. This is done on the GL BANNER Interface window for Accounts A and B. The accounting information should be entered for the following fields:

COA	Banner Finance's Chart of Accounts code - Required
Acci	Banner Finance's account index code- This code will allow finance to default the appropriate account information at the time of the feed.
Fund	Banner Finance's fund code
Orgn	Banner Finance's organization code
Acct	Banner Finance's account code
Prog	Banner Finance's program code
Actv	Banner Finance's activity code
Locn	Banner Finance's location code
Rule Class 1	Banner Finance's Rule Class Code 1. This rule class provides the information Finance needs when an account detail (charge or payment) record is fed and posted. It is required.
Rule Class 2	Banner Finance's Rule Class Code 2. This rule class provides the information Finance needs when an application of payment record is fed, with one side a charge type detail code and the other side a payment type detail code (unlike detail code types C to P). It is required.
Rule Class 3	Banner Finance's Rule Class Code 3. This rule class provides the information Finance needs when an application of payment record is fed, with either charge type detail codes or payment type detail codes for both sides (like detail code types C to C or P to P). It is required.

Example

A penalty charge is entered on an account. The Accounting Feed Process (TGRFEED) will create the following transactions to feed to Finance.

Debit	Account A	with Rule Class 1
Credit	Account B	with Rule Class 1

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A payment is entered on the account. The Accounting Feed Process (TGRFEED) will create the following transactions to feed to Finance.

Debit	Account A	with Rule Class 1
Credit	Account B	with Rule Class 1

Application of Payments (TGRAPPL) applies the payment to the charge.

Debit	Account B of the payment	with Rule Class 2
Credit	Account A of the charge	with Rule Class 2

If part of the penalty charge was reversed and the credit applied to an outstanding parking charge, in the Application of Payments Process (TGRAPPL), the following transactions would be created in the feed to Finance.

Debit	Account A of the reversed penalty charge	with Rule Class 3
Credit	Account A of the parking charge	with Rule Class 3

3. Run TGRAPPL and TGRFEED.

   The Application of Payment Process (TGRAPPL) and the Accounting Feed Process (TGRFEED) are run after the day's activity has been closed and finalized. This will create the feed record GURFEED, and if a refund was entered, will create an accounts payable record GURAPAY.

4. Run FURFEED and FURAPAY.

   The Finance Feed Sweep Process (FURFEED) and the Refund Interface Process (FURAPAY) are run to read the GURFEED and GURAPAY tables respectively, for input into the Finance System.

5. Run FGRTRNI.

   Banner Finance's Interface Process (FGRTRNI) is run to post the accounting transactions to the appropriate accounts based on the rule classes specified. FGRTRNI will perform all the editing and validation of the account numbers.

Perform Month-End Close

To ensure a smooth transaction in your records from month to month, follow the instructions below at the close of each month.

About this task

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Procedure

1. Ensure all cashiering sessions are closed and finalized.
2. Run the Application of Payments Process (TGRAPPL).
3. Run the Accounting Feed Process (TGRFEED).
4. Ensure that the Accounting Feed Accounts Payable Table (GURAPAY) is run through the Accounts Payable process, checks issued, and batch accepted.
5. Run the Cashier Detail Report (TGRCSHR).
6. Run the Cashier Delete Report/Process (TGRCDEL).

Warning! Do not run the Assess Penalty/Interest Charges Report (TFRLATE) on the same night. Penalty and interest charges will generate new cashier sessions complicating the reconciliation process.

Options for Returned Check Processing

Accrual Method of Accounting

Separate the reduction of the cash account in the General Ledger from the returned check charge entered on the account. A Banner Accounts Receivable transaction (using a clearing account) and a journal voucher edit will be used.

Define a detail code for returned check on the Detail Code Control (TFADETC) page as a charge (RETC for example). In the GL Interface to Banner Finance section, Account A, the debit account should reflect the returned check Accounts Receivable account, and Account B, the credit account, should reflect the returned check clearing account.

The following detail codes are created on the Detail Code Control (TFADETC) page:

Returned Check	Account A	Returned Check A/R
	Account B	Returned Check Clearing
Charge	Account A	Charge A/R
	Account B	Charge Income
Check	Account A	Cash in Bank
	Account B	Overpayment
Cash	Account A	Cash in Bank
	Account B	Overpayment

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At this point, you may choose to pursue Option A, and place a new outstanding charge of a returned check on an account. Or you can choose Option B, and remove the payment of an original charge. Descriptions of each of these options follow.

Place a new outstanding charge of a returned check on an account.

About this task

Procedure

1. The bank sends the dishonored check to the institution, and the person preparing the bank reconciliation performs a journal voucher entry to the General Ledger cash account bringing, it in balance with the cash balance in the bank.

Debit	Returned check clearing
Credit	Cash

2. Place the returned check detail code on the individual's account for amount of the check, debiting Account A and crediting Account B of the returned check detail code. The individual now owes for a returned check.

Debit	Returned check A/R
Credit	Returned check clearing

3. If the individual subsequently pays with actual cash, debit Account A of the cash detail code and credit Account B of that detail code.

Debit	Cash
Credit	Overpayment

4. Running the Application of Payment Process (TGRAPPL) will debit Account B of the cash detail code and credit Account A of the returned check detail Code.

Debit	Overpayment
Credit	Returned check A/R

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Remove the payment of the original charge.

Unapply the original payment, placing a returned check charge on the student's account, and leaving the original charges which were paid by the dishonored check as outstanding.

About this task

Subsequently running the Application of Payment Process (TGRAPPL) will apply the original check payment to the returned check charge. (The priority code on the returned check charge must be higher than other charges so the re-application of payments will process that first.)

Procedure

1. The bank sends the dishonored check to the institution, and the person preparing the bank reconciliation performs a journal voucher entry to the General Ledger cash account, bringing it in balance with the cash balance in the bank.

Debit	Returned check clearing
Credit	Cash

2. Request an unapplication of payments transaction on the Unapplication of Payment (TFAUNAP) page for the original check. When running the Accounting Feed Process (TGRFEED), the following transactions will be generated debiting Account A of the charge detail code and crediting Account B of the check detail code:

Debit	Charge A/R
Credit	Cash overpayment

3. Place the returned check detail code on the individual's account for the amount of the check. Direct the charge to original check payment detail code which will now have a credit balance, as a result of the unapplication of payments from step 2.

Debit	Returned check A/R
Credit	Returned check clearing

4. The subsequent nightly Application of Payment Process (TGRAPPL) will generate the following transactions in the Accounting Feed Process (TGRFEED), debiting Account B of the check detail code and crediting Account A of the returned check detail code. The individual now owes for the charge again.

Debit	Cash overpayment
Credit	Returned check A/R

5. If the individual subsequently pays with actual cash, the Accounting Feed Process (TGRFEED) will debit Account A of the cash detail code and credit Account B of the cash detail code:

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Debit	Cash
Credit	Overpayment

6. Running the Application of Payment Process (TGRAPPL) will generate the following, debiting Account B of the cash detail code and credit Account A of the returned check detail code:

Debit	Overpayment
Credit	Tuition A/R

Billing Purge Process

The Billing Purge Process (TGPBILL) deletes transactions from selected accounts based on parameter options and the following criteria.

When memos are purged, the amount must be zero, and the expiration date must be either null or less than the user-specified parameter date.

When the purge of the account detail is selected, all transactions must either have a zero balance, or the absolute value of the amount must be equal to the absolute value of the balance. This is necessary because the Application of Payments must be purged with the account details. Because the balance of a transaction is based on the Application of Payments, deleting the Application of Payments for a partially applied payment would result in the balance being incorrectly adjusted in a subsequent unapplication or Application of Payment run.

After the account passes this test, all zero balance transactions are selected and several more checks are performed. All must have a bill date, have been fed to accounting, and have had their corresponding cashier session(s) deleted. Furthermore, if they are tied to deposits, the entire deposit amount must have been released, fed to accounting, and the cashier session deleted. The amount restriction is due to the fact that the deposit balance is based on the account detail amount. Deleting an account detail without the associated deposit would have the effect of “reinstating” the full deposit balance. After these tests are passed, all zero balance account details are deleted, along with all Application of Payment transactions and any deposits related to the account details.

Sample Detail Codes, Accounting Entries, and Rule Classes

In the following table, an asterisk (*) indicates the line of detail code used in Application of Payments.

Values in bold type identify the account distribution used in Application of Payments.

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	Detail Detail Code Descriptic	Type	Code Line		Account Descriptic	APPLICATION OF PAYMENTS diff like Rule 1	Rule 2	Rule 3
1.	Charge	C	A)	*	**Accounts Receivable**	CHS1	**APS2**	**APS1**
			B)		Income	CHS1	XXXX	XXXX
2.	Cash Payment	P	A)		Cash in Bank	CSS1	XXXX	XXXX
			B)	*	**Undistributed Receipts**	CSSC	**APS4**	**APS3**
3.	Financial Aid	P	A)		F.A. Disbursements	CHS1	XXXX	XXXX
			B)	*	**Undistributed Receipts**	CHS1	**APS2**	**APS1**
4.	Exemptions	P	A)		Expense Account	CHS1	XXXX	XXXX
			B)	*	**Accounts Receivable**	CHS1	**APS2**	**APS1**
5.	Refund	C	A)	*	**Accounts Receivable**	CHS1	**APS2**	**APS1**
			B)		Accounts Payable Clearing	RES1	XXXX	XXXX
6.	Deposit	P	A)		Deposit Payable/ Suspense	CHS1	XXXX	XXXX
			B)	*	**Accounts Receivable**	CHS1	**APS4**	**APS3**
7.	Deposit Payment	P	A)		Cash in Bank	CSS1	XXXX	XXXX
			B)	*	Deposit Payable/ Suspense	CSSC	ASP4	APS3
8.	Contract Charge	C	A)	*	**Accounts Receivable**	CHS1	**APS2**	**APS1**
			B)		Contract Clearing	CHS1	XXXX	XXXX

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	Detail Detail Code Descriptic	Type	Code Line		Account Descriptic	APPLICATION OF PAYMENTS diff like Rule 1	Rule 2	Rule 3
9.	Contract Payment	P	A)		Contract Clearing	CHS1	XXXX	XXXX
			B)	*	**Accounts Receivable**	CHS1	**APS2**	**APS1**
10.	Returned Checks	C	A)	*	**Accounts Receivable**	CHS1	**APS2**	**APS1**
			B)		Returned Check Clearing	CHS1	XXXX	XXXX
11.	Installment Plan	P	A)		Accounts Receivable-1	CHS1	XXXX	XXXX
			B)	*	**Installment Clearing**	CHS1	**APS2**	**APS1**
12.	Installment	C	A)	*	**Accounts Receivable-2**	CHS1	**APS2**	**APS1**
	Principle		B)		Accounts Receivable-1	CHS1	XXXX	XXXX

Recurring Receivables Procedure

A recurring receivable is a charge that is assessed to an account at a regular time interval. For example, monthly rental fees are considered to be recurring receivables, because a rental charge would be assessed to an account on a monthly basis.

About this task

Recurring receivables functionality provides for the assessment of charges to accounts at a regular time interval to occur automatically. User intervention is required to define a recurring receivable for accounts, but the assessments to accounts will occur automatically, using the Finance Invoices or Statements Process (TFRBILL).

There are two steps required to generate a recurring receivable:

Procedure

1. Define recurring receivable(s) for an account on the Recurring Receivables Assignment (TGARRAS) page.
2. Run the Invoice/Billing Process (TFRBILL) to generate the recurring receivables.

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Define Recurring Receivables

Use the Recurring Receivables Assignment (TGARRAS) page to define recurring receivables. The key to this form is the **ID**. Enter the following information on the Recurring Receivables Assignment (TGARRAS) page.

Detail Code	Enter the charge detail code to be assessed at a regular interval. Select a detail code for the **Detail Code** field from the Detail Code Control (TFADETC) page.
Amount	Enter the amount of the assessment.
Address Type	Enter the address type associated with this charge. Use the Search feature or select List from the **Address Type** field to access the Address List (TUIADDR) page.
Address Sequence	Enter the sequence number for the address type associated with this charge. Use the Search feature or select List from the **Address Sequence** field to access the Address List (TUIADDR) page.
Start Date	Enter the date of the first assessment.
End Date	Enter the date the assessment is to be terminated. Leave the **End Date** blank to signify that the assessment should occur on an ongoing basis.
Frequency	Using a pull-down list, select the frequency at which the recurring receivable should be assessed. Select `Other` from the pull-down list if you want to have the recurring receivable assessed at an interval that is not listed. For example, if you want to assess the recurring receivable every forty-five (45) days, select `Other` from the pull-down list and enter 45 in the **Days** field.
Days	Enter the number of days in the assessment cycle if you selected Other from the **Frequency** pull-down list.
Next Assess Date	Date of the next assessment.

You may view the recurring receivable(s) assigned to an account on the Recurring Receivables Assignment (TGARRAS) page `Recurring Receivables` from the options menu of the following forms. These forms display an alert box upon entry of the ID when the account has recurring receivables defined for it.

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TFAACCT	Account Review Form - Finance
TFADETF	Foreign Currency Detail Form - Finance
TFADETL	Account Detail Form
TFIAREV	Account Detail Review Form - Finance

Invoice/Statement Process (TFRBILL)

Running the Invoice/Statement Process (TFRBILL) in Assesschg mode causes recurring receivables to be assessed, but no invoices or statements to be produced.

- Assesschg mode allows for the updating of accounts to occur independently of the production of invoices and statements.
- Invoicing mode will assess recurring receivables and produce invoices.
- Statement mode will assess recurring receivables and produce statements.

The invoices and statements produced will reflect the recurring receivables assessed. The assessment of recurring receivables in Invoicing and Statement modes ensures that accounts are up to date before producing invoices and statements.

Sleep/Wake Processes for Finance Accounts Receivable

The Banner systems and processes listed below are valid for the Sleep/Wake processing described in this section.

Banner Student

Report/Process	Description
SFRSCHD	Student Schedule
SHRTRTC	Academic Transcript

Set Up Sleep/Wake Process for Finance Accounts Receivable

About this task

Report/Process	Description
TGRRCPT	Account Receipt
TSRCBIL	Student Billing Statement (Invoices)
TGRMISC	Miscellaneous Receipt

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Report/Process	Description
TSRSSUM	Student Transaction Summary Report
TGPHOLD	Auto Hold Release Process

Procedure

1. Define printer and print command on the Printer Validation (GTVPRNT) page. In the **Code** field, enter a name to reference each specific printer that may be used for printing output from sleep/wake processing. In the **Command** field, enter the correct operating system print command as it would normally be entered from the command line prompt, substituting an @ (at sign) as the placeholder for the file name to be printed.

Operating System	Print Command
UNIX example:	`lp -d talaris1 @`
VMS example:	`print/queue=ln01 @`

2. On the appropriate form (SOADEST for Student or TOADEST for Accounts Receivable), enter the printer code from GTVPRNT that should be identified with the collector table rows that will be inserted to the appropriate tables when online application forms create a request for output that can be generated by sleep/wake processing.

   The collector tables are as follows:

Process	Collector Table
SFRSCHD	SFRCBRQ
SHRTRTC	SHTTRAN
TGRMISC	TBRCMIS
TGRRCPT	TBRCRCP
TSRCBIL	TBRCBRQ
TSRSSUM	TBRCSUM
TGPHOLD	TBRCHLD

3. On the Process Submission Controls (GJAPCTL) page, for the valid sleep/wake jobs listed previously, enter the correct response for the parameter that specifies that the job should be processed for collector table entries. Refer to the documentation for each specific process to determine the appropriate response in each case (correct responses may be Collector, Y, %, etc.). In addition, each sleep/wake job has a printer code parameter. You must specify exactly the same code for this parameter answer that was entered on either SOADEST or TOADEST. A value of Y should be entered for the run in sleep/wake mode parameter, and a number of seconds should be specified for the sleep/wake interval (cycle) for each process.

   Note: Do not enter the printer code in the top section of GJAPCTL; only enter it in the parameter section of the form.

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NOSLEEP Triggers

NOSLEEP Triggers is an alternative processing method to sleep/wake processing. Placing a trigger on an associated collector table allows you to run the desired process on demand.

The following Banner Accounts Receivable processes are valid for the NOSLEEP processing described in this section:

Report/Process	Description
TGRRCPT	Account Receipt
TGRMISC	Miscellaneous Receipt
TSRSSUM	Student Transaction Summary Report
TSRRBIL	Student Regular Bill Statement
TSRSBIL	Student Schedule Bill Statement

NOSLEEP triggers processing eliminates this excessive redo log/archival log activity, saving significant archive log disk space (in addition to reducing the number of archived logs that would be required for a database restore). Banner Accounts Receivable and General segments of NOSLEEP Triggers must be installed to use NOSLEEP Triggers functionality.

Note: Refer to the *Banner General Technical Reference Manual* for information on the contents, installation, and usage of the General segment of NOSLEEP Triggers. Information on NOSLEEP Triggers can be found in the Reports in Banner General chapter.

Receipts (TGRMISC and TGRRCPT)

The following Banner Accounts Receivable receipts processes have a NOSLEEP trigger processing option that can be used in place of sleep/wake processing.

Report/Process	Description	Collector Table
TGRMISC	Miscellaneous Receipt	TBRCMIS
TGRRCPT	Account Receipt	TBRCRCP

Users may request a receipt online using an application form to create a request for output that can be generated by NOSLEEP processing. When NOSLEEP processing is on, receipts placed into the applicable collector table are immediately processed and sent to the designated printer.

All parameters values are fetched from NOSLEEP user defaults except the printer is fetched from the Receipts field on the System Distribution Initialization Information Form (SOADEST or TOADEST) for the user requesting the receipt, if it exists. If the Receipts field is null on SOADEST/TOADEST, then printer is fetched from the NOSLEEP user default for the selected process.

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Student Transaction Summary Report (TSRSSUM) NOSLEEP

The following Banner Accounts Receivable receipts processes have a NOSLEEP trigger processing option that can be used in place of sleep/wake processing.

Report/Process	Description	Collector Table
TSRSSUM	Student Transaction Summary Report	TBRCSUM

Users may request a detail for a student online through an application form to create a request for output that can be generated by NOSLEEP processing. When NOSLEEP processing is on, student detail placed into the collector table is immediately processed and sent to the designated printer. All parameters values are fetched from NOSLEEP user defaults except as noted below:

- Printer is fetched from the Student Summary field on the System Distribution Initialization Information Form (SOADEST or TOADEST) for the user requesting the invoice, if exists. If the Student Summary field is null on SOADEST/TOADEST then printer is fetched from the NOSLEEP user default for the selected process.
- Term is always processes as %, meaning all terms.

Student Bills (TSRRBIL and TSRSBIL)

The following Banner Accounts Receivable billing processes use the NOSLEEP trigger processing in place of sleep/wake processing.

Report/Process	Description	Collector Table
TSRRBIL	Student Regular Bill Statement	TBRCBRQ
TSRSBIL	Student Schedule Bill Statement	TBRCBRQ

Users may request an invoice online through an application form or batch process to create a request for output that can be generated by NOSLEEP processing. When a user requests an invoice online, the invoice (or schedule invoice) is placed into the TBRCBRQ collector table. When NOSLEEP processing is on, the invoice (or schedule invoice) is immediately processed and sent to the designated printer.

Set up NOSLEEP processing for TSRRBIL and TSRSBIL

About this task

Procedure

1. Set the NOSLEEP setting to Y on Crosswalk Validation (GTVSDAX) page.

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Note: When NOSLEEP in set to Y for STUBILL, then you may not use the TSRCBIL sleep/wake processing.

2. Verify that the Oracle user ID NOSLEEP exists to each of the billing processes you want to run in NOSLEEP, for example, TSRRBIL or TSRSBIL.
3. For the NOSLEEP user id, create the parameter set "NOSLEEP" (GJBPDFT_JPRM_CODE = NOSLEEP) for each of the student billing processes you want to run (TSRRBIL/TSRSBIL).
4. Institution level NOSLEEP default parameter values:

   Create the institution level parameter values for the NOSLEEP user id where GJBPDFT_JPRM_CODE = NOSLEEP for each of the student billing process you want to run (TSRRBIL/TSRSBIL).

   Note: Bill format can be an invoice (TSRRBIL) or a schedule invoice (TSRSBIL). Specify the default bill format by setting the **NOSLEEP Default Bill Format** parameter in TSRRBIL and TSRSBIL to the same value. See How is Bill Format Determined? on page 70 for information.

5. User level NOSLEEP default parameter values:

   Individual users can create their own user default parameter values for each of the student billing processes you want to run (TSRRBIL/TSRSBIL). If user defaults exist, NOSLEEP processing fetches user defaults for the following parameters and uses these values to produce the invoice (or schedule invoice).

   - Term Code, if form from which invoice is requested does not have a term in the keyblock.
   - Printer, if TOADEST is null
   - NOSLEEP Default Bill Format

     Note: Bill format can be an invoice (TSRRBIL) or a schedule invoice (TSRSBIL). Specify the default bill format by setting the NOSLEEP Default Bill Format parameter in TSRRBIL and TSRSBIL to the same value. See How is Bill Format Determined? on page 70 for information.

NOSLEEP Processing Parameter Value Hierarchy

NOSLEEP processing parameter defaults can be set at the institutional level, user level, or both.

The NOSLEEP trigger will fetch the default billing values as noted below.

- ID (PIDM)

  The ID is the student account for which an invoice or schedule invoice is being requested. The ID is fetched from form on which the invoice was requested.

- Term
  - Term is fetched from the form where invoice was requested, if exists in form keyblock.
  - If form keyblock does not have a term code, then term is fetched from the user default for selected process, if exists.

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  - If the user default.
  - **Term** parameter is null, then term is fetched from the NOSLEEP user default for the selected process.
- Printer
  - Printer is fetched from the Invoices field on the System Distribution Initialization Information Form (SOADEST or TOADEST) for the user requesting the invoice, if exists.
  - If the printer is null on SOADEST/TOADEST, then Printer is fetched from the user default for the selected process, if exists.
  - If the user default **Printer** parameter is null, then printer is fetched from the NOSLEEP user default for the selected process.
- NOSLEEP Default Bill Format

  Bill format can be an invoice (TSRRBIL) or a schedule invoice (TSRSBIL).
  - Users specify their default bill format by setting the NOSLEEP Default Bill Format parameter in TSRRBIL and TSRSBIL to the same value. If the parameter value is set to 1 for both TSRRBIL and TSRSBIL, an invoice is produced. If the parameter value is set to 2 for both TSRRBIL and TSRSBIL, a schedule invoice is produced.
  - If the user default for **NOSLEEP Default Bill Format** parameter is null (or cannot be determined), then **NOSLEEP Default Bill Format** is fetched from the NOSLEEP user default for the selected process.

See How is Bill Format Determined? on page 70 for information.

All other parameter values are fetched from NOSLEEP user defaults for the selected process.

Note: NOSLEEP user ID default values are fetched from the default parameters where the parameter set = NOSLEEP for the selected process.

Determine NOSLEEP Default Bill Format

The bill format determines whether NOSLEEP processing produces an INVOICE (through TSRRBIL) or a SCHEDULE INVOICE (through TSRSBIL).

When an invoice is requested online NOSLEEP processing needs to know what type of bill to produce; an invoice or a schedule invoice. Both TSRRBIL and TSRSBIL have a parameter called **NOSLEEP Default Bill Format**. This parameter is used by NOSLEEP processing to determine the institutional preference or individual user's preference for which bill format to produce when requesting an invoice online.

Default Bill Format

Default bill format preference can be set up at the institutional level, user level, or both.

If default bill format is set at the institutional level only, then NOSLEEP processing will produce bills in the format specified by the NOSLEEP user id parameter default.

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If users specify a default bill format, then NOSLEEP processing will produce bills in the format specified by the user's parameter default, first. If the user's preference for bill format cannot be determined, then NOSLEEP processing will use the institutional level default and produce bills in the format specified by the NOSLEEP user id parameter default.

Default Bill Format - User Preferences Setup

Bill format preference can be set up at the user level, if desired. If a user has specified a default bill format, then NOSLEEP processing will produce bills in the format specified by the user's parameter default.

When a user's defaults for the 'NOSLEEP default bill format" parameter are blank in TSRRBIL and TSRSBIL or cannot be determined, NOSLEEP processing uses the NOSLEEP user defaults for the parameter set "NOSLEEP" to determine the bill format.

Invoice Format Only
If you only produce bills in the invoice format, enter the value 1 in the 'NOSLEEP default bill format" parameter for the Student Regular Bill Statement process (TSRRBIL).

You may either leave the Student Schedule Bill Statement process (TSRSBIL) **NOSLEEP default bill format** parameter blank or enter a value of 1.

Schedule Invoice Format Only
If you only produce bills in the schedule invoice format, enter the value 2 in the **NOSLEEP default bill format** parameter for the Student Schedule Bill Statement process (TSRSBIL).

You may either leave the Student Regular Bill Statement process (TSRRBIL) **NOSLEEP default bill format** parameter blank or enter a value of 2.

Both Invoice and Schedule Bill Formats
If you sometimes produce bills in the invoice format and schedule invoice format, you will need to modify your user defaults as needed based on the type of bill you want to produce.

To produce a bill in an invoice format, enter the value 1 in the 'NOSLEEP default bill format" parameter for both TSRRBIL and TSRSBIL.

To produce a bill in a schedule invoice format, enter the value 2 in the 'NOSLEEP default bill format" parameter for both TSRRBIL and TSRSBIL.

Bill Format NOSLEEP User Preferences Setup

You may also set up bill format preference at the institution level, rather than the user level. To do so, each user running the process would leave the 'NOSLEEP default bill format" parameter blank for both TSRRBIL and TSRSBIL.

When a user's defaults for the 'NOSLEEP default bill format" parameter are blank in TSRRBIL and TSRSBIL, NOSLEEP processing uses the NOSLEEP user defaults for the parameter set "NOSLEEP" to determine the bill format.

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Bill Format NOSLEEP - Invoice Format Only
If your institution only produces bills in the invoice format, enter the value 1 in the **NOSLEEP default bill format** parameter for the Student Regular Bill Statement process (TSRRBIL).

You may either leave the Student Schedule Bill Statement process (TSRSBIL) **NOSLEEP default bill format** parameter blank or enter a value of 1.

Bill Format NOSLEEP - Schedule Invoice Format Only
If your institution only produces bills in the schedule invoice format, enter the value 2 in the **NOSLEEP default bill format** parameter for the Student Schedule Bill Statement process (TSRSBIL).

You may either leave the Student Regular Bill Statement process (TSRRBIL) **NOSLEEP default bill format** parameter blank or enter a value of 2.

Bill Format NOSLEEP - Both Invoice and Schedule Bill Formats
If your institution sometimes produce bills in the invoice format and schedule invoice format, you will need to modify your user defaults as needed based on the type of bill you want to produce.

To produce a bill in an invoice format, enter the value 1 in the 'NOSLEEP default bill format" parameter for both TSRRBIL and TSRSBIL.

To produce a bill in a schedule invoice format, enter the value 2 in the 'NOSLEEP default bill format" parameter for both TSRRBIL and TSRSBIL.

Note: If at user level, a value is entered in the Bill Format parameter of either TSRRBIL or TSRSBIL and the Bill Format parameter of the other report is null, NOSLEEP processing will print the report which has Bill format entered, without regard to the value enter in the BILL Format parameter. For example – if Bill format was entered as '2' for TSRRBIL and Bill format is null for TSRSBIL, NOSLEEP processing will assume users intent is to print an invoice using TSRRBIL. If user erroneously enters different values for Bill format in USER level default, it ignores values and looks at the NOSLEEP user default Bill Format parameter values. See How is Bill Format Determined? on page 70 for various scenarios and the corresponding billing process which is run and the bill format which is produced.

How is Bill Format Determined?

This section shows how NOSLEEP processing determines the bill format produced when a user requests an invoice online. Various setup scenarios are displayed along with the resulting bill format.

User Default (GJBPDFT)

Scenario 1			
If user defaults exist for both of the processes, and the value is the same, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used

Scenario 1			
Bill Format value	1	1	TSRRBIL - Invoice
Scenario 2			
If user defaults exist for both of the processes, and the value is the same, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	2	2	TSRSBIL - Schedule Invoice
Scenario 3			
If user defaults exist for both of the processes, and the value is not the same, then go to NOSLEEP user defaults	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	1	2	Cannot determine user default --> look at NOSLEEP user default
Scenario 4			
If user defaults exist for both of the processes, and the value is not the same, then go to NOSLEEP user defaults	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	2	1	Cannot determine user default --> look at NOSLEEP user default
Scenario 5			
If user defaults only exist for one of the processes, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	1	null	TSRRBIL - Invoice
Scenario 6			
If user defaults only exist for one of the processes, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used

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Scenario 1			
Bill Format value	2	null	TSRRBIL - Invoice
Scenario 7			
If user defaults only exist for one of the processes, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	null	1	TSRSBIL - Schedule Invoice
Scenario 8			
If user defaults only exist for one of the processes, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	null	2	TSRSBIL - Schedule Invoice
Scenario 9			
If user defaults do not exist for either of the processes, then go to NOSLEEP user defaults	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	nul	null	go to NOSLEEP user default

NOSLEEP User Default for NOSLEEP Parameter Set (GJBPDFT)

When user defaults do not exist or the bill format cannot be determined, NOSLEEP processing will look at NOSLEEP user defaults to determine the bill format.

Scenario 10			
If NOSLEEP user defaults exist for both of the processes, and the value is the same, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	1	1	TSRRBIL - Invoice
Scenario 11			

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If NOSLEEP user defaults exist for both of the processes, and the value is the same, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	2	2	TSRSBIL - Schedule Invoice
Scenario 12			
If NOSLEEP user defaults exist for both of the processes, and the value is not the same, then code defaults to RBIL	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	1	2	TSRRBIL - Invoice
Scenario 13			
If NOSLEEP user defaults exist for both of the processes, and the value is not the same, then code defaults to RBIL	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	2	1	TSRRBIL - Invoice
Scenario 14			
If NOSLEEP user defaults only exist for one of the processes, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	1	null	TSRRBIL - Invoice
Scenario 15			
If NOSLEEP user defaults only exist for one of the processes, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	2	null	TSRRBIL - Invoice
Scenario 16			
If NOSLEEP user defaults only exist for	TSRRBIL	TSRSBIL	Bill Format used

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one of the processes, then use process with defaults.			
Bill Format value	null	1	TSRSBIL - Schedule Invoice
Scenario 17			
If NOSLEEP user defaults only exist for one of the processes, then use process with defaults.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	null	2	TSRSBIL - Schedule Invoice
Scenario 18			
If NOSLEEP user defaults do not exist for either of the processes.	TSRRBIL	TSRSBIL	Bill Format used
Bill Format value	null	null	NA - Bill format cannot be determined based on setup. No Bill is produced.

Control/Rules/Application Forms Reference

The following list is a reference of application forms, reports, and processes used in Accounts Receivable matched with the control/rules forms by which they are affected.

Application Form/Report/Process	Control/Rules Form
TFAACCT (Account Review Form - Finance)	TGARETC (Returned Check Code Control Form)
TFADETF (Foreign Currency Detail Form - Finance)	TGACTRL (Accounts Receivable Billing Control Form) TGADEPC (Deposit Detail Control Form) TGARETC (Returned Check Code Control Form) TFADETC (Detail Code Control Form)
TFADETL (Account Detail Form)	TFADETC (Detail Code Control Form - Finance) TGACTRL (Accounts Receivable Billing Control Form)

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Application Form/Report/Process	Control/Rules Form
	TGADEPC (Deposit Detail Control Form) TGARETC (Returned Check Code Control Form)
TFAISTC (Installment Plan Code Control Form - Finance)	TFADETC (Detail Code Control Form - Finance)
TFAISTL (Installment Plan Form - Finance)	TFADETC (Detail Code Control Form - Finance) TFAISTC (Installment Plan Code Control Form - Finance)
TFAMASS (Billing Mass Data Entry Form - Finance)	TFADETC (Detail Code Control Form - Finance) TGACTRL (Accounts Receivable Billing Control Form) TGADEPC (Deposit Detail Control Form) TGARETC (Returned Check Code Control Form)
TFAMDET (Billing Mass Entry Detail Form)	TFADETC (Detail Code Control Form - Finance) TGACTRL (Accounts Receivable Billing Control Form) TGARETC (Returned Check Code Control Form)
TFAMISC (Miscellaneous Transaction Form - Finance)	TFADETC (Detail Code Control Form - Finance) TGACTRL (Accounts Receivable Billing Control Form)
TFAUNAP (Unapplication of Payment Form)	TGACTRL (Accounts Receivable Billing Control Form)
TFIAREV (Account Detail Review Form - Finance)	TGACTRL (Accounts Receivable Billing Control Form)
TGACOLC (Collections Form)	TGARETC (Returned Check Code Maintenance Form)
TGACREV (Cashier Session Review Form)	TFADETC (Detail Code Control Form - Finance) GXRBANK (Bank Code Rules Form)
TGACSPV (Cashier Supervisory Form)	GXRBANK (Bank Code Rules Form)
TGADEPC (Deposit Detail Control Form)	TFADETC (Detail Code Control Form)
TGAMESG (Billing Message Form)	TFAISTC (Installment Plan Code Control Form - Finance)

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Application Form/Report/Process	Control/Rules Form
TGARETC (Returned Check Code Control Form)	TFADETC (Detail Code Control Form - Finance)
TGAUPRF (User Profile Definition Form)	TGACTRL (Accounts Receivable Billing Control Form)
TGRAPPL (Application of Payment)	TFADETC (Detail Code Control Form)
TGPHOLD (Auto Hold Release Process)	TGAHOLD (Auto Holds Rules Form)

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Student Accounts Receivable Procedures

Overview

Establish controls used in Banner® Student Accounts Receivable.

About this task

Before accounts are established and charges and payments entered, a series of controls must be set up.

Procedure

1. The user IDs must be established on the User Profile Definition (TGAUPRF) page.
2. Information on how an institution plans to use the Accounts Receivable module is set up on the Accounts Receivable Billing Control (TGACTRL) page. An institution can identify:
   - Whether a default rule class for miscellaneous transactions is to be established. This will be used when entering miscellaneous transactions through TFAMISC when Banner Finance is installed.
   - If receipts are to be printed automatically.
   - If restrictions are to be enforced. If the **Enforce Restrictions on User Profile Form** check box is selected, then the restrictive category codes may be established for each user ID on the User Profile Definition (TGAUPRF) page.
   - Whether cashiers are assigned to supervisors. If the **Assign Cashiers to Supervisor** check box is selected, then cashiers may be associated with supervisors on the User Profile Definition (TGAUPRF) page for the supervisor.
   - Whether address is required when a miscellaneous transaction is created on the Miscellaneous Transaction - Finance (TSAMISC) page.
   - Whether to process prior-dated transactions based upon the transaction date or the system date.
   - Whether future effective dated transactions will be processed in the Accounting Feed. If the **Feed Future Effective Transactions** check box is selected, then you must specify whether the transaction date or the system date will be used when creating the accounting feed information.
   - The password to be used to override Accounts Receivable holds.
   - The invoice prefix which will prefix all system generated invoices.
3. Customer profiles must be established on the Customer Profile Definition (TGACPRF) page.
4. Information on how student accounts are processed on the Student Payment (TSASPAY) page, contract and exemption parameters, and other controls are set up on the Student Billing Control (TSACTRL) page. An institution can identify:

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- A default term based designator code used for processing term-based transactions.
- The process order to be used when processing contracts and exemptions on the Student Payment (TSASPAY) page.
- Whether the effective date for the term charges on TSASPAY should be the charge date or the current date.
- Whether committed/authorized financial aid will reduce the amount due on TSASPAY and the Student Billing Statement (TSRCBIL/TSRRBIL/TSRSBIL).
- Whether the financial aid disbursements are to be run automatically on TSASPAY or are to be manually requested by the user.
- Various voice response parameters.
- Whether to roll contracts and related students.
- Whether to roll exemptions and related students.
- Whether to process contracts or exemptions first.
- Whether student authorization is required for contracts on the Contract Authorization (TSACONT) page.
- Whether to allow pre-authorized entry of authorization numbers on TSACONT.

5. Each charge and payment entered on an account must first be established as a detail code on the Detail Code Control Form - Student (TSADETC). On this form, a code is identified as a charge or payment, financial account information is entered, and any default values are established. Banner Accounts Receivable supports either a cash or an accrual method of accounting.
6. Deposits are identified to the system on the Deposit Detail Control (TGADEPC) page. Deposits may be set up with default values for amount of deposit, method of payment, and release date.
7. The detail codes representing returned checks are identified to the system on the Returned Check Code Control (TGARETC) page. A penalty may be assigned to a returned check.
8. Messages to be printed on a bill are set up on the Billing Message (TGAMESG) page. Messages may be general or specific to certain accounts. They may also be specific to an installment plan, delinquency code, or collection agency.
9. Installment plans are established on the Installment Plan Control Form - Student (TSAISTC). Default information for the plan may also be established on this form.
10. The bank and account number information is established on the Bank Code Rules (GXRBANK) page.

Non Term-Based and Non Aid Year-Based Detail Codes Use

To add accounting distributions to a non term-based or non-aid year based detail code, you have two options.

- For new detail codes, refer to *Associate an Effective Date with an Accounting Distribution*, below.
- For existing detail codes, refer to *Change an Existing Set of Accounting Distribution Values*, below.

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Associate an Effective Date with an Accounting Distribution for Student Accounts Receivable

For new non term-based or non-aid year based detail codes, perform the steps listed below.

Procedure

1. Enter the required information and any optional information for the detail code on the Main window of the Detail Code Control (TSADETC) page.
2. Go to the GL Interface window. The effective date defaults to the current date. You can change this date to a prior date, but you cannot use a future date.
3. Enter the desired values in the accounting distribution fields, or copy the values using the Copy feature. To use the Copy feature, select Copy from the options menu.
4. Make any changes.
5. Save.

Change an Existing Set of Accounting Distribution Values

To change non term-based and non aid year-based detail codes, perform the steps listed below.

About this task

Procedure

1. Select a detail code on the Main window of the Detail Code Control Form (TFADETC or TSADETC).
2. Go to the next section.
3. In the Header section of the GL Interface window, insert a new record. The effective date defaults to the current date.

   Note: The effective date must be set to the current date. You cannot use a prior or a future date.
4. Go to the next section.
5. The Copy window will appear. You can either enter a detail code from which to copy information (the default value for this field is the current detail code, but it can be changed), or you can select Cancel from the options menu to close the Copy window and manually enter the accounting information.
6. Make any changes.
7. Save.

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Term-Based Detail Codes Set-up

The use of Term-Based Detail Codes allows term-specific accounting information to feed to the Banner Finance System or to another Finance system.

For information about non term-based and non aid year-based detail codes, refer to the previous *Non Term-Based and Non Aid Year-Based Detail Codes Use* section, above.

This interface enables institutions to associate charges and revenues with the term or semester in which the charges are accrued. These charges and revenues are fed to Finance to specific accounts, depending on whether the revenue is being posted against prior, current, or future term charges.

Advantages of using a Common Set of Detail Codes

You use a common set of detail codes for each term, even if the accounting distributions associated with those detail codes change from term to term.

Advantages include the following:

- Replaces the need to create unique detail codes for each term for charges that are term-specific until the end of time.
- Saves you from relearning detail codes for each term (that is, for tuition).
- Reduces maintenance overhead and makes the review of reports easier.

You may define prior, current, and future terms and modify them by updating the rules on the Term-Based Designator Rules (TSATBDS) page. This is useful for schools which account for charges, payments, and financial aid differently for prior, current, or future terms.

Optional Use of Term-Based Detail Codes

The use of term-based detail codes is optional, so only those detail codes that require term specific accounting need to be designated as term-based, and an institution may continue to specify detail codes as non term-based or non aid year-based.

Changing a detail code to a term-based detail code does not affect any other rules associated with a detail code. For the steps involved, refer to the Change a Detail Code from Non Term-based/Non Aid Year-based to Term-based, later in this section.

Term-based detail codes apply only to the Banner Student System components of Accounts Receivable. There is no impact on Banner clients who use only Banner Finance or Accounts Receivable in conjunction with other Banner products. Accounting information that uses term-based detail codes can be fed to non-Banner finance systems in addition to Banner Finance.

Forms Used to Process Term-based Detail Codes

- Term-Based Designator Validation (TTVTBDS) page

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- Term-Based Designator Rules (TSATBDS) page
- Detail Code Control Form (TSADETC and TFADETC)
- Student Billing Control (TSACTRL) page

Reports Used to Process Term-based Detail Codes

- Accounting Feed Process (TGRFEED)
- Accounts Receivable Reconciliation Report (TGRRCON)

Implement Term-based Detail Code Interface

About this task

Procedure

1. Create designator codes on the Term-Based Designator Validation (TTVTBDS) page. These values should be used for prior, current, or future terms. The two character designator can be any unique code you choose.
2. Create the relationship between the term codes and the designator codes using the Term-Based Designator Rules (TSATBDS) page. Enter the term-based designator rules on the form, and define term code values as associated with prior, current, or future terms.
3. Assign a default designator code on the Student Billing Control (TSACTRL) page. Valid values are available on the Term-Based Designator Validation (TTVTBDS) page.
4. Create new detail codes for term-based use on the Detail Code Control (TSADETC) page.
   a) Select the **Term-based** check box on the GL Interface window of TSADETC.
   b) Associate the appropriate designator codes with the corresponding accounting distributions in the GL BANNER Interface or GL Interface windows of TSADETC. Use the **(Term-Based) Designator** field to enter the code. Valid values are available on the Term-Based Designator Validation (TTVTBDS) page.
5. Run the Accounting Feed Process (TGRFEED) to feed activity for term-based detail transactions to Banner Finance or a non-Banner Finance system.
6. Reset the term code rules on the Term-Based Designator Rules (TSATBDS) page for each year, term, or as needed.

Term-based Detail Codes

The following procedures should be followed to make use of the term-specific enhancements.

Each procedure is described in more detail, below:

- Associate an Effective Date with an Accounting Distribution
- Change an Existing Set of Accounting Distribution Values

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- Change a Detail Code from Term-based to Non Term-based /Non Aid Year-based
- Change a Detail Code from Non Term-based/Non Aid Year-based to Term-based
- Change an Existing Set of Term-based Designator Codes

Associate an Effective Date with an Accounting Distribution for Non Term-Based and Non Aid Year-Based Accounting

For new term-based detail codes, perform the steps listed below.

About this task

Procedure

1. Enter the required information and any optional information for the detail code on the Main window of the Detail Code Control (TSADETC) page.
2. Go to the GL Interface window. The effective date defaults to the current date. You can change this date to a prior date, but you cannot use a future date.
3. Select the **Term-based** check box.
4. Enter the desired values in the accounting distribution fields, or copy the values using the Copy feature. To use the Copy feature, select Copy from the options menu.
5. Make any changes.
6. Save.

Change an Existing Set of Accounting Distribution Values, Term-based to Term-based

About this task

Procedure

1. Select a detail code on the Main window of the Detail Code Control (TSADETC) page.
2. Go to the next section.
3. In the Header section of the GL Interface window, insert a new record. The effective date defaults to the current date.

   Note: The effective date must be set to the current date. You cannot use a prior or a future date.

4. Go to the next section.
5. The Copy window will appear. You can either enter a detail code from which to copy information (the default value for this field is the current detail code, but it can be changed), or you can select Cancel from the options menu to close the Copy window and manually enter the accounting information.

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6. Make any changes.
7. Save.

Change a Detail Code from Term-based to Non Term-based /Non Aid Year-based

About this task

Procedure

1. Select the term-based detail code on the Detail Code Control (TSADETC) page.
2. Go to the next section.
3. In the GL Interface window, select the next record. The effective date defaults to the current date.

   Note: The effective date must be set to the current date. You cannot use a prior or a future date.
4. Clear the **Term-based** check box.
5. Go to the next section.
6. Enter the new accounting distribution set.You can copy accounting distribution information from another detail code, as long as it is non term-based or non aid year-based. You cannot copy information from a detail code that is designated as term-based to a detail code that is non term-based or non aid year-based.
7. Make any changes to the accounting distribution information.
8. Save.

Change a Detail Code from Non Term-based/Non Aid Year-based to Term-based

About this task

Procedure

1. Select the non term-based or non aid year-based detail code from the Detail Code Control (TSADETC) page.
2. Go to the next section.
3. In the Header section of the GL BANNER Interface window, select the next record. The effective date defaults to the current date.

   Note: The effective date must be set to the current date. You cannot use a prior or a future date.

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4. Select the **Term-based** check box.
5. Go to the next section.
6. Enter the new accounting distribution set.

   You can either enter new accounting information or copy existing accounting information. If you copy the accounting information from the current detail code (which is non term-based or non aid year-based), you must also enter designator codes.
7. Make any changes.
8. Save.

Change an Existing Set of Term-based Designator Codes

The information on the Term-Based Designator Rules (TSATBDS) page allows a history of changes to the term-based designators.

About this task

At the end of the fiscal year, the recommended procedure for updating the form is listed below.

Procedure

1. On the Term-Based Designator Rules (TSATBDS) page, select the next record or enter the effective date of the new set of designators.
2. Go to the next section.
3. Copy.
4. Make any changes.
5. Save the new set.

Aid Year-Based Accounting

The use of Aid Year-based Detail Codes allows aid year-specific accounting information to feed to the Banner Finance System or to another Finance system.

For information about non-aid year-based detail codes, refer to the previous *Non Term-Based and Non Aid Year-Based Detail Codes Use* section.

This interface enables institutions to associate charges and revenues with the aid year in which the charges are accrued. These charges and revenues are fed to Finance to specific accounts, depending on whether the revenue is being posted against prior, current, or future aid year charges.

Forms Used to set up Aid Year-based accounting

- Aid Year-Based Designator Validation (TTVABDS) page
- Aid Year-Based Designator Rule (TSAABDS) page
- Aid Year Validation (TTVAIDY) page

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Processes/Reports Used for Aid Year-based accounting

- Accounting Feed Process (TGRFEED)
- Accounts Receivable Reconciliation Report (TGRRCON)

Implement Aid Year-based Accounting

About this task

Procedure

1. Create designator codes on the Aid Year -Based Designator Validation (TTVABDS) page.

   These values should be used for prior, current, or future aid years. The two-character designator can be any unique code you choose.
2. Create Financial Aid year codes.
   a) Banner Financial Aid clients

      Create Financial Aid year codes on the Institution Financial Aid Options (ROAINST) page.

   b) Non-Banner Financial Aid clients

      Create Financial Aid year codes on the Aid Year Validation (TTVAIDY) page.

      Warning! Aid year-based accounting requires that aid year codes be numeric and sequential.
3. Create the relationship between the aid year codes and the designator codes using the Aid Year Based Designator Rules (TSAABDS) page.
   a) Enter the aid year-based designator rules on the form.
   b) Define aid year code values as associated with prior, current, or future aid years.

   - For Banner Financial Aid clients, the aid year code is validated against ROBINST.
   - For Non-Banner Financial Aid clients, the aid year code is validated against TTVAIDY.
4. Create new detail codes for aid year-based use on the Detail Code Control (TSADETC) page.
   a) Select the **Aid Year-based** check box on the GL BANNER Interface window.
   b) Associate the appropriate designator codes with the corresponding accounting distributions in the GL BANNER Interface window.
   c) Use the **(Aid Year -Based) Designator** field to enter the code.

      Valid values are available on the Aid Year-Based Designator Validation (TTVABDS) page.
5. Run the Accounting Feed Process (TGRFEED) to feed activity for aid year-based detail transactions to Banner Finance or to a Non-Banner Finance system.

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Results

Reset the aid year code rules on the Aid Year Based Designator Rules (TSAABDS) page for each year or aid year as needed.

Aid Year-based Accounting

The following procedures should be followed to make use of the aid year based accounting enhancement.

Each procedure is described in more detail, below:

- Associate an Effective Date with an Accounting Distribution
- Change an Existing Set of Accounting Distribution Values
- Change a Detail Code from Term-based to Non Term-based /Non Aid Year-based
- Change a Detail Code from Non Term-based/Non Aid Year-based to Term-based
- Change an Existing Set of Term-based Designator Codes

Associate an Effective Date with an Accounting Distribution for Aid Year-based Accounting

For new aid year-based detail codes, associate an Effective Date with an Accounting Distribution for Aid Year-based Accounting.

Procedure

1. Enter the required information and any optional information for the detail code on the Main window of the Detail Code Control (TSADETC) page.
2. Go to the GL Interface window. The effective date defaults to the current date. You can change this date to a prior date, but you cannot use a future date.
3. Select the **Aid Year-based** check box.
4. Enter the desired values in the accounting distribution fields, or copy the values using the Copy feature. To use the Copy feature, select Copy from the options menu.
5. Make any changes.
6. Save.

Change an Existing Set of Accounting Distribution Values, Aid Year-based to Aid Year-based

About this task

Procedure

1. Select a detail code on the Main window of the Detail Code Control (TSADETC) page.

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2. Go to the next section.
3. In the Header section of the GL Interface window, insert a new record. The effective date defaults to the current date.

   Note: The effective date must be set to the current date. You cannot use a prior or a future date.

4. Go to the next section.
5. The Copy window will appear. You can either enter a detail code from which to copy information (the default value for this field is the current detail code, but it can be changed), or you can select Cancel from the options menu to close the Copy window and manually enter the accounting information.
6. Make any changes.
7. Save.

Change a Detail Code from Aid Year-based to Non Aid Year-based/Non Term-based

About this task

Procedure

1. Select the aid year-based detail code on the Detail Code Control (TSADETC) page.
2. Go to the next section.
3. In the GL Interface window, select the next record. The effective date defaults to the current date.

   Note: The effective date must be set to the current date. You cannot use a prior or a future date.

4. Clear the **Aid Year-based** check box.
5. Go to the next section.
6. Enter the new accounting distribution set.You can copy accounting distribution information from another detail code, as long as it is non aid year-based or non term-based. You cannot copy information from a detail code that is designated as Aid Year-based or Term-based to a detail code that is Non Aid Year-based or Non Term-based.
7. Make any changes to the accounting distribution information.
8. Save.

Change a Detail Code from Non Aid Year/Non Term-based to Aid Year-based

About this task

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Procedure

1. Select the non Aid Year/non Term-based detail code from the Detail Code Control (TSADETC) page.
2. Go to the next section.
3. In the Header section of the GL BANNER Interface window, select the next record. The effective date defaults to the current date.

   Note: The effective date must be set to the current date. You cannot use a prior or a future date.
4. Select the **Aid Year-based** check box.
5. Go to the next section.
6. Enter the new accounting distribution set.

   You can either enter new accounting information or copy existing accounting information. If you copy the accounting information from the current detail code (which is non Aid Year/non Term-based), you must also enter designator codes.
7. Make any changes.
8. Save.

Change an Existing Set of Aid Year-based Designator Codes

The information on the Aid Year-Based Designator Rule (TSAABDS) page allows a history of changes to the aid year-based designators.

About this task

At the end of the fiscal year, update the TSAABDS form.

Procedure

1. On the Aid Year-Based Designator Rule (TSAABDS) page, select the next record or enter the effective date of the new set of designators.
2. Go to the next section.
3. Copy.
4. Make any changes.
5. Save the new set.

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Establish Third Party Contracts

Requiring that students be authorized for contracts before the release of funds is controlled through the **Student Authorization Required for Contracts** box on the Student Billing Control (TSACTRL) page.

When this check box is selected, it indicates that each student must be authorized by the third party before receiving third party credit.

The Contract Authorization (TSACONT) page is used to establish third party contract authorizations for student accounts. A contract must first be established on the Person Identification Form (FOAIDEN or SPAIDEN) with an ID number. Each contract ID may have multiple contracts. Each contract is established as an account level, a category level, or a detail level contract.

At any level, the contract may be based on a percentage and a maximum amount to be paid by the contract. A maximum amount to be paid by the contract to the student can be established in addition to a minimum amount to be paid by the student. After the contract is established, students may be assigned to the contract on this form.

Contract Student Load (TSPCSTU)

The Contract Student Load Process (TSPCSTU) is a batch process run from Job submission. This process provides the ability to upload a text file of students and associated data to existing third party contracts. The process can be run in audit mode or update mode.

Contract Student Load Prerequisites

The following setup must be completed to use the Contract Student Load Process (TSPCSTU).

About this task

Procedure

1. Define the contract base information using the Contract Authorization (TSACONT) page.
2. Before initiating the upload process, ensure that the third party contract file is in a `.csv` format. The file format includes the header columns mentioned below, that are arranged from left to right in row one of the upload file. Student records start in row two. An Excel template for this file is available from the Customer Support Center, as an attachment to Article 1-5LW0X9.

Field	Description
Student ID	Student ID. Required, if the SSN is not provided. The length of the **Student ID** field cannot exceed nine characters.

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Field	Description
	The Student ID will be compared to both Current and Alternate (previous) Banner IDs in the Person Identification Table (SPRIDEN). If both the Student ID and Social Security Number (SSN) are provided in the upload file, the process will always use the Student ID first to find a matching Banner ID.
SSN	Social Security Number (SSN). Required, if the Student ID is not provided. The length of the **SSN** field cannot exceed 15 characters. If the SSN is provided and the Student ID is not, then the process will use the SSN to find a matching Banner ID. If both the Student ID and SSN are provided in the upload file, the process will always use the Student ID first to find a matching Banner ID. If the entry does not match the Student ID, then the process will use the SSN to find the matching Banner Student ID.
LastName	Last name of the student. Optional. The length of the **LastName** field cannot exceed 60 characters. Last name is not used to perform a match to obtain a Banner Student ID. The process will compare the first five characters of Banner last name to the first five characters of the uploaded last name. The process will display a Name warning message if a difference is found. This message is informational only and will not prevent the student from being uploaded to the contract.
FirstName	First name of the student. Optional. The length of the **FirstName** field cannot exceed 60 characters. First name is not used to perform a match to obtain a Banner Student ID.

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Field	Description
	The process will compare the first five characters of Banner first name to the first five characters of the uploaded first name. The process will display a Name warning message if a difference is found. This message is informational only and will not prevent the student from being uploaded to the contract.
RollStudent	Roll student indicator. Optional. Valid values are Y or N. Default value is set to N when the field is left Blank.
ExpireTerm	Student expiration term. Optional. The length of the **ExpireTerm** field cannot exceed six characters. Term must exist in Banner. Student expiration term must be less than or equal to the contract expiration term and greater than or equal to the contract term.
Authorize	Student Authorization indicator. Valid values are Y, N and Blank. If the **Student Authorization Required for Contracts** setting is unchecked in the Student Control Billing (TSACTRL) page, the authorize value should be Y or blank. If blank, the process will default to Y in the database. If the **Student Authorization Required for Contracts** setting is checked in the Student Control Billing (TSACTRL) page, the authorize value must be Y or N. Only a memo credit will be created until the authorization is set to Y.
AuthNumber	Authorization number provided by the sponsor. Optional. The length of the **AuthNumber** field cannot exceed 30 characters. If the **Student Authorization Required for Contracts** setting is unchecked in the Student Control Billing (TSACTRL) page,

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Field	Description
	the **Authorization Number** field must be left blank.
	If the **Student Authorization Required for Contracts** and the **Allow Pre-authorized Entry of Authorization Number** settings are checked in the Student Control Billing (TSACTRL) page, then the **Authorization Number** field can be entered or left blank. If the **Student Authorization Required for Contracts** setting is checked in the Student Control Billing (TSACTRL) page, the authorization number can be entered if the **Authorize** indicator is Y, or if the **Allow Pre-authorized Entry of Authorization Number** field is checked.
MaxAmount	Maximum amount a student can receive on the contract. Optional Valid values range between zero and 99,999.00. Amount cannot have thousand or decimal separators in the upload file but must include cents. For example, to upload 2,155.00, enter 215500 in the upload file.
SponsorReference	Sponsor Reference number. Optional. The length of **SponsorReference** field cannot exceed 30 characters.

Results

Please see the landscaped section for parameter detail and sample output.

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Contract Payment Detail Load (TSPCPDT)

The Contract Payment Detail Load is a batch process run from Job submission. This process provides the ability to upload a text file of payment details by student associated with a sponsor payment. The process can be run in audit mode or update mode.

Contract Payment Detail Load Prerequisites

The following setup must be completed to use the Contract Payment Detail Load Process (TSPCPDT).

About this task

Procedure

1. Record the payment received on the sponsor contract account and select the **Contract Pay Detail** check box. The transaction number of this payment is a required parameter to run the upload process.
2. The sponsor file of contract payment details should be in a `.csv` format before running the upload process. The required file format includes the following columns from left to right.

   An Excel template for this file is available from the Customer Support Center, as an attachment to Article 1-5LW0X9.

Table 1: Contract Payment Detail Load

Field	Description
Student ID	Student ID. Required, if the SSN is not provided. The length of the **Student ID** field cannot exceed nine characters. The Student ID will be compared to both Current and Alternate (previous) Banner IDs in the Person Identification Table (SPRIDEN). If both the Student ID and the Social Security Number (SSN) are provided in the upload file, the process will always use the Student ID first to find a matching Banner ID.
SSN	Social Security Number (SSN). Required, if the Student ID is not provided. The length of the **SSN** field cannot exceed 15 characters.

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Field	Description
	If the SSN is provided and the Student ID is not, then the process will use the SSN to find the student. If both the Student ID and SSN are provided in the upload file, the process will always use the Student ID first to find a matching Banner ID. If the entry does not match the Student ID, then the process will use the SSN to find the matching Banner Student ID.
LastName	LastName of the student. Optional. Last name is not used to perform a match to obtain a Banner Student ID. The length of the **LastName** field cannot exceed 60 characters. If the last name is provided, the process will compare the first five characters of Banner last name to the first five characters of the uploaded last name. The process will display a Name warning message if a difference is found. This message is informational only and will not prevent a payment record from being uploaded. When neither the Student ID nor the SSN is provided, the payment record is uploaded as unassigned if both last name and amount are provided. Unassigned records are bypassed by the application of payment processing.
FirstName	First name of the student. Optional. First name is not used to perform a match to obtain a Banner Student ID. The length of the **FirstName** field cannot exceed 60 characters. If the first name is provided, the process will compare the first five characters of Banner first name to the first five characters of the uploaded first name. The process will display a Name warning message if a difference is found. This message is informational only and

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Field	Description
	will not prevent a payment record from being uploaded. When neither the Student ID nor the SSN is provided, the payment record is uploaded as unassigned if both first name and amount are provided. Unassigned records are bypassed by application of payment processing.
Amount	Amount. Required. Valid values range between zero and 99,999.00. Amount cannot have thousand or decimal separators in the upload file but must include cents. For example, to upload 2,155.00, enter 215500 in the upload file.
ContractNumber	Contract number. Optional. Match the contract number if required values are not provided during the upload process.
FinalPmt	Final payment. Indicates whether the sponsor marked the payment as final. Optional. Informational only. Valid values are Y or N. Default value is set to N, when the field is left Blank.
CreditStudent	Credit student. Indicates that sponsor allows an excess payment to be credited to the student. Optional. Informational only. Valid values are Y or N. Default value is set to N, when the field is left Blank.

Results

Please see the landscaped section for parameter detail and sample output.

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Contract Payment Detail (TSACPDT) page

This form provides the ability to manually record details about a payment received from the sponsor of a third party contract.

Note: The details about a payment received from the sponsor of a third party contract can also be uploaded to this form. For more information about the load process, please refer to the *Contract Payment Detail Load (TSPCPDT)* in a previous section.

Contract Payment Detail Prerequisites

The following setup must be completed to use the Contract Payment Detail (TSACPDT) page.

About this task

Procedure

1. Record the payment received from the sponsor of a third party contract using the Student Account Detail (TSADETL) page, Student Foreign Currency Detail (TSADETF) page, or the Student Account Detail Review (TSAAREV) page.
2. Select the **Contract Pay Detail** check box.
3. Click **Save**.

Main Window

This window contains the Key block, Payment Details section, and the Totals section.

Key block

Use this section to enter the ID of the third party contract and transaction number of the sponsor contract payment for which student details will be entered.

Field	Description
Contract ID	ID of the third party contract. Count Hits Non-Person Search (SOACOMP) page
Trans Number	Transaction number of the contract payment.
Term	Term code of the contract payment. Display only.
Amount	Amount of the contract payment transaction.

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Field	Description
	Display only.
Code	Detail code of the transaction.
Trans Date	Transaction date of the contract payment. Display only.
Balance	Remaining balance of the contract payment, after application of payments. Display only.

Payment Details section

Use this section to enter payment detail per student as specified by the sponsor. The sum of student payment details must equal the sponsor contract payment amount to save the record.

The form allows the creation of a record without a student ID, as long as the **Name** and **Amount** fields are populated. Records with no ID are considered as unassigned. Unassigned amounts are bypassed from application of payments processing until the amount has been assigned to a student or refunded to the sponsor.

Field	Description
Student ID	ID of the student for whom payment has been made. If an ID is entered, the student must be assigned to the contract. Optional. List Person Search (SOAIDEN) page
Name	Name of the student. Defaults from the SPRIDEN ID. Required.
Amount	Amount of the sponsor contract payment allocated to the student. Required.
Balance	Remaining balance of the payment, after application of payments. Display only.
Contract Number	Contract number associated with the sponsor payment. Validation is performed to ensure that the student is assigned to the contract number

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Field	Description
	entered. If the contract number is not entered, validation is performed to ensure that the student exists in at least one contract for the term. Optional. List Contract Authorization Query (TSACONT)
Transaction Number	Transaction number assigned to the student payment detail record. Display only.
Final Pay	Check box used to indicate that the sponsor payment constitutes payment in full for the student Optional. Informational only.
Credit Student	Check box used to indicate that the sponsor allows the amount paid in excess of the charges to be credited to the student's account. Optional. Informational only.
Total (Amount)	Sum of all the student payment detail amounts. Display only.
Total (Balance)	Sum of all the student payment detail balances. Display only.

Totals section

Use this section to view total charges, total payments, and variance information.

Field	Description
Total Charges	Sum of the sponsor charges for the contract ID, term, and contract number, if provided. Display only.
Total Payments	Sum of the student payment detail transactions for the student and corresponding contract ID, term, and contract number, if provided. Display only.
Variance	Total charges less total payments.

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Field	Description
	Display only.

Options Menu

You can use the Options Menu items to allow direct navigation to other forms and to perform additional processing.

Options Menu Item	Result
View Account Detail for Student (TSAAREV)	Navigates to the Student Account Detail Review (TSAAREV) page and displays account detail for the student record highlighted in the Payment Detail section.
View Account Detail for Contract (TSAAREV)	Navigates to the Student Account Detail Review (TSAAREV) page and displays account detail for the contract ID entered in the Key block.
Review Contract Account (TSACONR)	Navigates to the Contract Review (TSACONR) page. When this option is selected from the Key block, contract account displays detail for the contract ID and term entered in the Key block. When this option is selected from the Payment Detail section, contract account displays detail for the student ID and contract number of the highlighted record in the Payment Detail section.
Apply Transactions	Runs the online application for the contract account and re-queries both the Detail and Key blocks for the balance changes.
Unapply Account (TSAUNAP)	Navigates to the Student Unapplication of Payments (TSAUNAP) page to unapply the contract account. When you select unapply account, both the Detail and Key blocks are re-queried for the balance changes.
Unapply Detail Transaction (Detail section only)	Runs a new online unapplication process that unapplies the detail payment transaction for the highlighted record only. Both the Detail and Key blocks are re-queried for the balance changes.
Update Student Maximum (TSAACCT) (Detail section only)	Navigates to the Contracts section in the Exemptions/Contracts window of the Student Account Review (TSAACCT) page which allows you to enter maximum student amount for a contract.
Credit Excess to Student (Detail section only)	Application of payments process must be run before selecting this option. This option

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Options Menu Item	Result
	is enabled only when the highlighted student record has a credit balance. When this option is selected, a pop up window displays the following choices. **Detail Code -** Enter a payment detail code. The **Detail Code** description defaults and can be changed. **Amount** - The credit balance defaults to the **Amount** field. The amount can be changed but cannot exceed the balance. **OK** - This option creates a credit (payment) transaction on the student account. The cross-reference is the contract, and the contract number, if known. It also creates an offsetting credit (payment reversal) transaction on the sponsor contract account and populates the transaction number paid field with the corresponding sponsor payment transaction number. The cross-reference is the student, and the contract number, if known. The Source code of these transactions is T. This automatically runs application of payments on the contract detail record. **Cancel -** This option closes the pop up window and does not save the transaction.
Refund Excess to Contract (Detail section only)	Application of Payments must be run before selecting this option. This option is enabled only when the highlighted student record has a credit balance. When this option is selected, a pop up window displays the following choices. **Detail Code** - You can enter a charge detail code. The **Detail Code** must have the **Refund Indicator** set to Y or M on the Detail Code Control Form (TSADETC/TFADETC). The detail code description defaults and can be changed. **Amount** - The credit balance defaults into the **Amount** field. The amount can be changed but cannot exceed the balance. **OK -** This option creates a refund (charge) transaction on the sponsor contract account. When the student is known, the cross-reference is the contract, and, the contract number, if known. The transaction number paid field is populated with the corresponding sponsor

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Options Menu Item	Result
	payment transaction number for which a refund has occurred. When the student is not known (payment is unassigned), the cross-reference is left NULL, and the transaction number paid is recorded in the detail transaction. The value in the **Name** field is recorded in the Account Charge/Payment Detail Text Table (TBRACDT). **Cancel -** This option closes the pop up window and does not save the transaction.

Note: You may prefer to create new detail codes on the Detail Code Control Form (TSADETC or TFADETC) to use specifically for the Credit and Refund processing.

Third Party Contracts are billed through the Third Party Billing Statement Process (TSRTBIL).

Establish Exemption Information

The Exemption Authorization (TSAEXPT) page is used to create exemption authorizations for student accounts by term. Each exemption authorization is established as an account level, category level, or detail level exemption.

At any level, the exemption may be based on a percentage. A maximum amount to be paid by the exemption and a minimum amount to be paid by the student can be established. After the exemption is defined, students can be assigned to the exemption on this form.

Display or Reprint a Receipt for a Student Account

The Receipt (TGARCPT) page is used to display and reprint previously processed receipts. Any receipt created may be displayed on this form.

This form may also be accessed from the Student Payment (TSASPAY) page, the Account Detail (TSADETL) page, the Student Foreign Currency Detail (TSADETF) page, and the Account Detail Review (TSAAREV) page when a receipt number is generated.

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Collect Miscellaneous Revenue for a Student Account

The Miscellaneous Transaction (TSAMISC) page is used to collect money that is not applied to a specific account. This form provides a method for cashiers to record these transactions and generate a receipt. .

Whenever a payment is made or money is collected, a corresponding charge must be entered for the same amount to produce a balanced entry. This form allows for direct entry of general ledger account information when the detail code used permits it

Note: If Banner Finance is installed, then the Miscellaneous Transaction Form - Finance (TFAMISC) must be used.

Rule Code Processing in Miscellaneous Transaction Form for Student Accounts

A performance option behind the Miscellaneous Transaction (TFAMISC) page is available to those clients with Banner Finance installed. Clients not using Banner Finance are not affected.

If the miscellaneous **Default Rule Class** field on the Accounts Receivable Billing Control (TGACTRL) page is entered and you have not entered an **Account** (number) and **Rule Class** on the Miscellaneous Transaction Form - Finance (TFAMISC), **Rule Class 1** on the Detail Code Control Form - Student (TSADETC) will be replaced by this default rule code regardless of whether the **GL Enterable** check box is selected on TSADETL.

By leaving this field blank on the Accounts Receivable Billing Control (TGACTRL) page, the current processing will be available:

- Using the **Account** (number) and **Rule Class 1** on the Detail Code Control Form - Student (TSADETC).

  or

- Entering the **Account** (number) and the **Rule Class** on the Miscellaneous Transaction (TFAMISC) page directly, provided that the **GL Enterable** check box is selected on the Detail Code Control Form - Student (TSADETC).

This permits the detail codes to be created with the rule class one process code to be more efficient. All forms within the Accounts Receivable module take both debit and credit account numbers from the same detail code. However, TFAMISC uses only one line from each detail code. Therefore, rule codes must be built with the compensating G020 process codes to keep the fund specified in balance if this code is ever used on TFAMISC. This option requires that only the default miscellaneous transaction rule code have this capability.

After a Cashiering session has been created and payments/charges have been entered, the user should take the following steps:

1. Close Cashiering Session.

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a. At the end of the day (or period of activity), access the Cashier Session Review (TGACREV) page.

b. Enter the session user and the session number of 0 in the Key information and select **Save**.

c. In the Session Detail Selection information, enter the **Category** code of CSH (or the category code you have defined for cash, check, and credit card payments) and access the Cashier Session Summary information.

d. Balance payments in the cash drawer against totals by detail code (all cash, all checks, etc.). Totals are available by selecting Display Totals from the options menu.

e. If there is a discrepancy, access the Cashier Session Details window and view the detail. All miscellaneous payments will be listed first with no account number and a source code of S. All other detail items will have the account ID number to reference. If an error is found, the user can go to the Account Detail (TSADETL) page for the account ID number (or to the Miscellaneous Transaction Form, TSAMISC, for the receipt number if there is no ID number) and make the adjusting entry.

f. When the session is in balance and the totals on the Cashier Session Review (TGACREV) page match the payments collected, select Close Session from the options menu or select Insert Record to close the cashiering session. The session will now move to the User Sessions window where it will have a status of C.

2. Perform Supervisory Review.

   In Banner, a supervisor is defined on the User Profile Definition (TGAUPRF) page. If the supervisor/cashier relationship is being enforced on the Accounts Receivable Billing Control (TGACTRL) page, cashiers may be assigned to supervisors on TGAUPRF. The supervisor user ID should have no cashiering activity tied to it. A supervisor is not allowed to finalize their own sessions; therefore, a supervisor user ID should only perform supervisory functions. The supervisor should have another user ID defined for daily cashiering and account activity.

   a. The supervisor queries the Cashier Supervisory (TGACSPV) page.

   b. Review all active sessions to determine why they are active and if they should be closed.

   c. Review all closed sessions.

   d. If there is a discrepancy in a closed session, the supervisor has two options:

      Option 1: When the discrepancy is located, the Account Detail (TFADETL) page or Miscellaneous Transaction (TSAMISC) page can be accessed in supervisory mode by selecting Process Supervisor Adjustment from the options menu or by executing the Supervisor Adjustment function (Exit with Value) from the Key information. This will allow the supervisor to specify the user ID and session that needs to be adjusted. The adjustment is then entered on the appropriate account (Account Detail Form - TFADETL) or posted to the correct detail code (Miscellaneous Transaction Form - TSAMISC).

      Option 2: The supervisor can sign onto their own working user ID, post the appropriate adjustments, follow Step 1 to close the session, sign off, and sign on to their own supervisory account. This will allow any adjustments to be tracked to the supervisor's working user ID rather than to the user ID and session that had the error.

      The Foreign Currency Detail (TSADETF) page and the Account Detail Review (TSAAREV) page may also be accessed in supervisory mode.

3. Finalize Cashiering Session.

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a. On the Cashier Supervisory (TGACSPV) page, the supervisor now finalizes all closed cashiering sessions by changing the Status from C to F.

b. Any sessions created as a result of fee assessment, the posting of charges to accounts with no payments, or any mass entry of charges through ORACLE*Loader, will not be able to be balanced against a cash drawer. The institution may choose to not review these type of sessions and may allow the supervisor, rather than the cashier, to close and finalize these sessions.

c. Cashier Detail Report (TGRCSHR) is then run with the parameter option to only report finalized sessions and then to update the finalized sessions to a status of R for reported. This will prevent the finalized sessions from the previous day from being reported again, because they now have a status of R.

4. Perform the Accounting Feed.

   a. Run the Application of Payment Process (TGRAPPL).

   b. Run the Accounting Feed Process (TGRFEED) to create a file of detail accounting transactions (GURFEED).

      All transactions fed in the Accounting Feed Process will have their **Feed Indicator** on the Account Detail (TSADETL) page updated to an F for fed, so they cannot be fed twice.

      If a refund detail code (a detail code with the **Refund** check box on the Detail Code Control (TSADETC) page selected) had been entered on an account, an accounts payable transaction will be created into a separate file (GURAPAY), in addition to the standard debit/credit entry. The parameter address type in the Accounting Feed Process (TGRFEED) will be used to pull the account's address into this accounting feed file (GURAPAY).

   c. Run the files (GURFEED and GURAPAY) created from the Accounting Feed Process through the institution's own accounting interface procedure or through FURFEED and FURAPAY.

   d. Delete the feed files after the transactions have been posted to the institution's accounting system. If the feed file is not deleted, the interface process must be able to select from the file by date.

   e. Run the Cashier Session Delete Report/Process (TGRCDEL) to delete cashiering sessions that have had all their transactions fed to the accounting system. This will allow an institution to clean up its files so all sessions are not displayed on the Cashier Supervisory (TGACSPV) page.

Step B

Run TSRDETL for all detail codes and current term for all (O)pen account balances. Select the appropriate as of date with future process as of date of 31-DEC-2099 to include all future dated transactions and include the minimum refund balance of 99999999.

Report Totals	
BALANCE DUE	430,978.53
FUTURE DUE	47,280.88

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Report Totals	
ACCOUNT BALANCE	478,259.41
SELECTION BALANCE	478,259.41

Step C

Run the TFRDETL for all detail codes for all (O)pen account balances. .

Select the appropriate as of date with future process as of date of 31-DEC-2099 to include all future dated transactions and include the minimum refund balance of 9999999.99. Remember that only accounts having a literal ARTERM for all transactions will be selected for this report. Those accounts that contain both student terms (STVTERM) and literal terms (ARTERM) report on TSRDETL

Report Totals	
BALANCE DUE	800.00
FUTURE DUE	.00
ACCOUNT BALANCE	800.00
SELECTION BALANCE	800.00

Step D

Compare the account balance total from TGRAGES (479,059.41 in this example) to the total of the account balances from TSRDETL and TFRDETL (478,259.41 and 800.00). The totals must equal to verify that all open account details equal open account summaries.

Comparisons	
TSRDETL Account Balance	478,259.41 (step B)
TFRDETL Account Balance	800.00 (step C)
TGRAGES Account Balance	479,059.41 (step A)

Step E

Run TGRRCON with Account Detail Reconciliation set to Y, a start date before the first feed, and a future end date.

Review the output for any Term Designator messages that are not valide or missing accounting messages, and make corrections as necessary. Compare the total ADJ FED TOTAL for each FOAPAL account to the corresponding amount in the General Ledger. This report will reflect

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balances for charge detail codes (Line A) in the Open Charges section, and for payment detail codes (Line B) in the Unapplied Payments section.

The deposit reconciliation may be run to report AR deposits not released or partially released. The deposit reconciliation balance should equal your Deposits Payable account in your General Ledger. The report may also be used to list totals of miscellaneous transactions processed.

Note: The account distribution on detail codes should always have a valid FOAPAL distribution defined, and changes in a production environment should be discouraged. Changes will cause the TGRRCON report to lump previously fed FOAPAL distributions into a new FOAPAL accounting distribution. Appropriate reclassification entries would be warranted if the FOAPAL change was appropriate.

Step F

Compare each FOAPAL AR total from TGRRCON, Open Charges - Receivables (Account A:) section, Adjusted Total Fed column, to the current period's AR summary balances on the Trial Balance Report (FGRTBAL) or online FGITBAL.

Note: Each Total Fed FOAPAL distribution should equal, with the exception of fund 1010 and account 1121.The TGRRCON balance for account 1121 is a total of all installment principle charges not fed that are future dated (Charge Detail Code Line A). The balance in fund 1010, account 1122 on FGRTBAL, is a total of the installment plan payment detail code transactions fed to the General Ledger. The installment plan payment detail code transactions will never be reflected in the TGRRCON Open Charges section as they are fed as payments. The TGRRCON report will list detail code discrepancies caused by detail codes with accounting distribution not equal to 100% (those greater than 100%) and detail codes without accounting distributions. The last type of error may be the source of most of the out-of-balance (OOB) conditions experienced (AR Balances with no fed FOAPAL).

Application of Payments Process

The Application of Payment Process (TGRAPPL) will apply any payments to outstanding charges based on the priority defined on the Detail Code Control Form - Student (TSADETC).

This process will also create the correct accounting entries based on the application to be fed to the Accounting System through the Accounting Feed Process (TGRFEED).

Application of payments for an individual student may be reviewed on the Application of Payment Review Form - Student (TSIAPPL).

If payments which affect the method of application are posted to an account after application of payments has been processed, you may request unapplication on an individual account in the Account Review Form - Student (TSAACCT). You must run these requests through the Unapplication of Payment Process (TGRUNAP). Unapplication of Payments may also be processed online for an individual account by transaction number, term, or effective date on the Unapplication of Payment (TSAUNAP) page.

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Use the Unapplication of Payment Form (TFAUNAP or TSAUNAP) to unapply payments that have been applied directly using the Account Detail Review Form (TSAAREV or TFADETL).

Note: The Transaction Paid/Invoice Paid number will remain on the original transaction when you unapply a direct payment. If you want to re-apply the payment to a different charge, then you must use either the Account Detail Form (TSADETL or TFADETL) or the Account Detail Review Form - Student (TSAAREV) to remove the Transaction Paid/Invoice Paid number.

Title IV Processing

The Application of Payments process reviews the value of the **Aid Year** field (`TBRACCD_AIDY_CODE`) for payment (credit) transactions.

If the **Aid Year** field (`TBRACCD_AIDY_CODE`) is populated for the payment transaction, Application of Payments derives the aid year associated with a charge transaction by querying STVTERM (`STVTERM_FA_PROC_YR`) for terms that fall within the same TBRACCD aid year as the payment.

Note: If the Aid Year field (`TBRACCD_AIDY_CODE`) is not populated for the payment transaction, Application of Payments processing queries STVTERM to find the Aid Year `(STVTERM_FA_AIDY_CODE)` associated with the term of the payment. STVTERM is then queried for terms that fall in the same aid year. If the term of the charge matches a term in the payment aid year, then the charge is considered a current year charge.

Determine current year charge

A charge is considered to be a current year charge if:

- the term of the charge matches the term of the credit, or
- the aid year derived for the charge transaction matches the TBRACCD aid year of the payment transaction.

  Note: The **Like Term** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will apply payments to same term charges only. This would be used primarily for financial aid that is restricted in its use to current term charges.

  Note: The **Like Period** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will apply payments to charges with terms matching a term in the Financial Aid Enrollment Period. This would be used primarily for financial aid that is restricted in its use to current Financial Aid Enrollment Period charges.

  Note: The **Like Aid Year** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will apply payments to charges of same term (without regard to aid year) and other terms within the same Aid Year. This would be used primarily for financial aid that is restricted in its use to current Aid Year or same term charges.

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Determine prior year charge

A charge is considered to be a prior year charge if the term of the charge falls within the immediately preceding aid year (one year back) of the payment.

If Banner Financial Aid is installed, Application of Payments uses the TBRACCD aid year of payment to fetch the immediately preceding aid year from ROBINST. Then STVTERM is queried for terms with the same immediately preceding aid year.

If Banner Financial Aid is not installed, Application of Payments deducts one from the TBRACCD aid year of the payment to determine the immediately preceding aid year. Then STVTERM is queried for terms with the same immediately preceding aid year.

Note: Application of Payments uses the TBRACCD aid year of the payment to fetch the immediately preceding aid year from TTVAIDY. Then STVTERM is queried for terms with the same immediately preceding aid year.

For example,

Terms in the current award year 0910

- 200930 (fall 0910)
- 201010 (spring 0910)
- 201020 (summer 0910)

Terms in award year 1011

- 201020 (summer crossover)
- 201030 (fall 1011)
- 201110 (spring 1011)
- 201120 (summer 1011)

Summer term 201020 begins on June 1, 2010 and ends on July 15, 2010.

Summer term 201020 aid is disbursed to the student's account with aid year 1011.

Current year processing

Summer term 201020 aid can pay for the term 201020 summer charges.

Any remaining Summer term aid can pay charges assessed for:

- 201030 (fall 1011)
- 201110 (spring 1011)
- 201120 (summer 1011)

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Prior year processing

Summer term 201020 aid can pay for remaining spring term 201010 and fall term 200930 charges up to $200 maximum, because spring term 201010 and fall term 200930 charges were assessed in the 0910 aid year.

Note: If the Like Term, Like Period, or Like Aid Year indicator on TSADETC is selected in conjunction with the TIV indicator, then prior year logic is not invoked.

Adjustments (Reversals)

The Application of Payments process will now review the value of the Aid Year field (`TBRACCD_AIDY_CODE`) when processing reversals of same detail codes.

If TBRACCD Aid Year exists on a student transaction, then the TBRACCD Aid Year on the reversing transaction must match in order for the transactions to apply. If TBRACCD Aid Year is null on a student transaction, then the TBRACCD Aid Year on the reversing transaction must also be null.

Example of Student Account transactions:

Detail Code	Term	Payment	Aid Year	Trans Num
Pell	200940	100.00	0910	1
Pell	200940	100.00	1011	2
Pell	200940	-100.00	0910	3

Note: Trans Num 3 (the payment reversal) applies to Trans Num 1 because the Aid Year of Trans Num 1 matches the Aid Year of Trans Num 3. Trans Num 3 would not apply to Trans Num 2 because the Aid Year of Trans Num 2 is different than the Aid Year of Trans Num 3.

Lockbox Payments Process

Run the Lockbox Tape Unload Process (TSRLBOX). This process posts payments received through electronic funds and transferred to a person's account.

Note: The tape format must include at least one detail record and one batch summary record in order for the tape to be processed.

If the data received from the bank tape is in error, use the Lockbox Correction (TSALBOX) page to correct errors. ID transaction date and invoice number paid can be modified. After corrections have been made, rerun TSRLBOX using the Lockbox Intermediate Table (TBRLBOX) as input.

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Processing Details

This process unloads the Lockbox electronic funds transfer tape data to a database table (TBRLBOX) and attempts to post the information from the Lockbox Intermediate Table to the Account Charge/Payment Detail Table (TBRACCD).

If the input to the process is TAPE, the Lockbox tape is read. File header, batch header, and file summary records are not loaded to the TBRLBOX table. The TBRLBOX table contains only batch detail and batch summary records. Each batch detail record read from the tape is loaded to TBRLBOX.

When a batch summary record is encountered, information about the batch is loaded to an internal table (which will be printed on the control report), the record is loaded to TBRLBOX, the batch is committed to the database and the `TBRLBOX_BATCH_VERIFY_IND` is set. A batch is marked as verified (`TBRLBOX_BATCH_VERIFY_IND` = Y) when the computed total of the batch detail amounts is the same as the total on the batch summary record. An entire batch is either verified on unverified (that is, the indicator is set on the batch summary record and on all the batch detail records).

After the data have been loaded to the database, or the input to the process is TABLE, the Lockbox Intermediate Table (TBRLBOX) is processed. The ID must be a valid ID on SPRIDEN. The invoice number paid (if present) must be a valid invoice number on TBRACCD for the ID. The amount to be paid against an invoice must also be valid.

When it is determined that at least one payment will be posted to the Account Detail Table (TBRACCD), a cashiering session is created. For each payment to be posted to TBRACCD, a tran number will be generated, the payment will be inserted into TBRACCD, and the TBRLBOX record processed will be deleted. When all batch details are deleted from TBRLBOX, the batch summary will be deleted from TBRLBOX.

A control report will be generated.

Note: The Lock Box process must be tailored to your specific input format, including the check digit algorithm if you chose to use one. The tape layout provides for check digits for further verification of data. Check digit verification should occur when validating ID, invoice number paid, and so on. Add logic to use your check digit algorithm. Technical staff should refer to the Cobol source code `TSRLBOX.pco`.

Grant Payments Process

About this task

Procedure

1. Use the Detail Code Control Form (TFADETC or TSADETC) to create grant billing detail codes. By specifying GRN (Grant) in the **Category** field on the Main window, you can designate the detail code as a grant billing detail code, and then select the type of transaction for it from the **Grant Type** pull-down list.

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2. You can either enter payments received from sponsoring agencies on the Research Accounting Payments Entry (FRAAREV) page, thereby populating the TRRACCD table and creating an open cashiering session,

   or

   The Grants Application of Payment Process (TRRAPPL) applies the payments received from the sponsoring agencies to the charges billed to those agencies, and inserts the transactions into the TRRAPPL table.
3. After the session is finalized, the Accounting Feed Process (TGRFEED) selects the grant payment transactions and inserts them into the GURFEED table.
4. The FURFEED process then feeds these transactions to Banner Finance.
5. The posting process in Banner Finance posts the transactions to the ledgers.

ACH Refunds Process

The address hierarchy specified for the Accounting Feed Process (TGRFEED) determines which address Banner will use to process student refunds.When using ACH, the address hierarchy also determines whether Banner will issue a refund check or deposit funds directly into the student's account.

About this task

To implement ACH for student refunds, perform the following steps:

Procedure

1. Create direct deposit refund and refundable detail codes on the Detail Control Form - Student (TSADETC). To create a refund or refundable detail code, select the **Refundable** check box, then choose `Y` for the **Refund Code** and `RFD` for the **Category**. To designate a detail code as ACH, select the **Direct Deposit** check box.
2. Establish bank routing codes on the Bank Routing Number Validation (GXVDIRD) page.
3. Define ACH institution banks and ACH rules on the Bank Code Rule (GXRBANK) page. The **ACH Status** check box must be selected for a bank account that can have funds withdrawn and sent to the payee by direct deposit.
4. Define students who are eligible for direct deposit refunds on the Direct Deposit Recipient (GXADIRD) page. For a student to be eligible for direct deposit refunds, the **Accounts Payable** check box must be selected and the direct deposit bank data must exist.

   Note: To implement ACH without regard to address, it is recommended that the **Address Type** field on GXADIRD be left blank. When this field is blank, then all addresses are eligible for direct deposit refunds. Therefore, if a student is defined on GXADIRD and the **Address Type** is blank, the refund will be processed by direct deposit, regardless of the address hierarchy entered on TGRFEED. If a student was not defined on GXADIRD, then that student would always receive a refund check.

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5. Manually enter the ACH refund detail code on student accounts or run the TSRRFND process to automatically place the specified refundable detail code on student's accounts.

PLUS Loan Refunding Process

If a refund is due to a student as the result of a PLUS loan payment, and the parent did not indicate that the funds may go directly to the student, the refund is processed as an automatic check payable to the PLUS borrower instead of to the student.

Refunds are based on the balance for each PLUS Loan that has not been applied to charges on the student's account.

The following prerequisites enable PLUS Loan refunding. For additional information, please refer to the *Banner Financial Aid User Guide*.

- A unique detail code must exist on TSADETC to be used exclusively for PLUS refunds to be sent back to the parent borrower. The Refund Code associated with this detail code must be valued to P (Parent PLUS).
- Fund codes established on the Fund Base Data (RFRBASE) page with the Federal Fund ID equal to PLUS must have the Direct Loan Indicator, Electronic Loan Indicator, or Manual Loan Indicator set to an appropriate value on the Fund Management (RFRMGMT) page. Parent refunds are created only when the value is P (Parent PLUS).

Data entry requirements for processing Parent PLUS loans are as follows:

- For the refund to go to the parent, do not select the **Parent PLUS to Student** check boxes on the Direct Loan Origination (RPALORG) page for direct loans, the Electronic Loan Application (RPAELAP) page for electronic loans, or the Loan Application (RPALAPP) page for manual loans.
- Be sure to provide a complete and accurate mailing address for the parent with the loan record on the Direct Loan Origination (RPALORG) page, Electronic Loan Application (RPAELAP) page, or Loan Application (RPALAPP) page.

Automatic Process Flow

The automatic PLUS Loan refunding process includes the steps listed below.

About this task

Procedure

1. Disburse loan funds to the Student account using Banner Financial Aid disbursement (RPEDISB). For detailed information about RPEDISB, please refer to the *Banner Financial Aid User Guide*.
2. Perform application of payments to apply any funds received for the student's record to any outstanding charges.

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3. Execute the Auto Refund Credit Amt - Student process (TSRRFND) to allow refunding to PLUS Loan borrowers.

   If a refund is calculated for a student's account and a refund is due, at least in part to PLUS loan proceeds, a refund is calculated for the parent borrower for the full portion attributable to the PLUS Loan. Additional refunds may be calculated that are payable to the student.
4. Execute the Accounting Feed Process (TGRFEED) to update the GURAPAY table with the parent borrower's name and address, as a one-time vendor.
5. Execute the Refund Interface (FURAPAY) to create the invoice records from the GURAPAY table.

   Note: Because the PLUS Refund transaction is created as a one time vendor, the address type and sequence are not populated in the invoice record. If the sequence number in GURAPAY is 1, indicating an error in the name and address data, the Error Report (FGRTRNR) will include a reference to the invoice and it will be left in Incomplete status so that a correction can be made.
6. Generate checks and distribute to the proper recipients.

Manual Process Flow

Manually process PLUS Loan refunds.

Procedure

1. On the student forms, you can enter the Parent PLUS refund detail code directly to the student's account if you populate the transaction number paid with the transaction number of a valid PLUS loan credit for the same term.

   In this case, it is not necessary that the **Parent PLUS to Student** check box be cleared. This would allow a manual override to send a portion of the PLUS Loan proceeds to the parent, with the remainder refunded to the student through TSRRFND. The name and address information is not automatically created in the Account Detail Text table (TBRACDT) for PLUS refunds entered manually, but may be entered by the operator for informational purposes.
2. Perform application of payments.
3. Refer to steps 4 and 5 from Automatic Process Flow on page 112.

Accounting Feed Process for Student Accounts Receivable

The Accounting Feed Process (TGRFEED) will take all charge and payment transactions from finalized cashiering sessions and create a file of accounting detail records (GURFEED and GURAPAY) and refund check information based on the accounts built in the GL Banner Interface window of the Detail Code Control (TSADETC) page.

A report is produced to detail the debit and credit entries by account number.

This process also feeds the PLUS refund transactions to the Accounting Feed Accounts Payable Table (GURAPAY) for refunding by Finance.

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Banner Pre-Bill Procedures

The following describes the functionality of the Banner Pre-Bill Process.

Pre-Bill Process

The Registration Fees Process Control (SFARGFE) page is used to create rules for Tuition and Fee assessment, which may be designated as either Pre-Bill or Regular.

The pre-bill assessment routine will calculate assessments based on a student being identified on the General Student (SGASTDN) page as full-time rather than using the actual hours for which the student is registered. Because courses are not evaluated, pre-bill rules should be built only at the STUDENT level.

Three options exist in the Batch Fee Assessment Process (SFRFASC) for the pre-bill process:

- The first option will be used to select either pre-bills or regular bills.
- The second option will be used to select either full-time or part-time students. Because full-time/part-time is an optional database column on the general student record, those with null values will be processed as full-time students.
- The third option will be used to select specific registration status codes.

  The second and third options will only be used when the process is run in Pre-Bill mode.

Pre-Bill Assessments

The pre-bill process allows an institution to assess a student full-time tuition and fees even if the student is not registered as full-time.

A student must have an enrollment term record (SFBETRM) for the term to be processed through the pre-bill process. The pre-bill assessments will be posted to the student's account just as they would if the regular assessment routine was run.

All other programs/processes (such as invoices, application of contracts and exemptions, and the like) will use the pre-bill assessments, because the assessment will be applied to the student's account. It is important to remember that when contracts and exemptions are calculated at the detail level, they are based on the detail codes created in fee assessment. Therefore, if the detail codes used in the pre-bill assessment are different than those used in a regular assessment, either the contracts/exemptions will not be calculated, or pre-bill contracts and exemptions will need to be created.

Concerning financial aid, if funds are disbursed based on actual hours rather than estimated hours, the pre-bill for a student who does not get enrolled for all the courses requested may not show any financial aid, or the amount may be less than expected. Charges posted during the pre-bill process will automatically be reverse adjusted if different detail codes are used when either batch fee assessment is run in regular mode or when the individual student is processed on the Student Course Registration (SFAREGS) page or the Student Payment (TSASPAY) page.

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Banner Alternative Payment and Assessment Processing

Third Party Contracts	Waivers (Exemptions)	Fee Adjustment (Student Rate Codes)	Manual Adjustment (by Detail Code)
Calculate the original revenue amount for the GL contract	Calculate the original revenue amount for the GL contract	Calculates a different revenue amount	Calculate the original revenue amount for the GL contract
Transfer the liability from the student account to the third party	Expense the reduction in a contra revenue account	Recognizes a non-standard income	Recognizes gross income and reduction or adjusted income
Recognizes gross income—no net change in the GL (Exception: during write-off)	Recognizes gross income and reduction allowed in two different GL accounts	Entry Points: Student Fee Assessment Code Validation (STVRATE) page	Entry Points: Student Payment (TSASPAY) page
Entry on contract authorization (TSACONT)	Entry on exemption authorization (TSAEXPT)	Quick Entry (SAAQUIK) page	Account Detail (TSADETL) page
System calculated by contract rules	System calculated by exemption rules	General Student (SGASTDN) page	Account Detail Review (TSAAREV) page
List of students	List of students	Student Course Registration (SFAREGS) page	Billing Mass Data Entry (TSAMASS) page
		System calculated by fee assessment rules	User calculates entry code and amount

Set Up Third Party Contracts

1	Charge of Tuition to Student	Tuition Receivable				Tuition Income	
	DR	Tuition Receivables	1	1	100 2b	100	2b
	T101						
	CR	Tuition Income or Tuition Revenue				100	1

2a	Third Party Payment to Student			Contract Clearing				Third Party Accounts Receivable			
	DR	Contract Clearing	2a	100	100	2c		2b	100	100	2a
	TPPY							2c	100	100	3b
	CR	Third Party Accounts Receivable									

2b	Application of Payments to Third Party Payment to Student Chart	
	DR	Third Party Accounts Receivable
	CR	Third Party Accounts Receivable

2c	Third Party Charge to Third Party	
	DR	Third Party Accounts Receivable
TPCH		
	CR	Contract Clearing

3a	Check Payment on Third Party			Cash				Credits			
	DR	Cash	3a	100				3b	100	100	3a
CHEK											
	CR	Overpayment/ Clearing Account									

3b	Application of Payments to Apply Check Payment to Third Party Charge	
	DR	Overpayment/Clearing Account
	CR	Third Party Accounts Receivable

Set Up Deposits

1	**Tuition Deposit (TDEP) entered on Deposits Window. (The deposit has not yet been released on the account.) The deposit payment (DCHK) is fed to the General Ledger.**		**Tuition Receivables**					**Tuition Income**			
		DR	Cash	2	100	100	4			100	2
	DCHK										
		CR	Deposit Suspense								

2	**Tuition Charge on Student**		**Deposit Suspense**					**Deposit Receivables**			
		DR	Tuition Receivables	3	100	100	1	4	100	100	3
	T101										
		CR	Tuition Income								

3	**Deposit is Released onto Student Account (This is the pay detail code from the Deposits Window.)**			**Cash**		
		DR	Deposit Suspense	1	100	
	TDEP x					
		CR	Deposit Receivables			

4	**Application of Payments to apply the Tuition Deposit to the Student's Tuition Charge**					
		DR	Deposit Receivables			

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4	Application of Payments to apply the Tuition Deposit to the Student's Tuition Charge	
	CR	Tuition Receivables

Set Up Refunds through the Cash Drawer

1	Charge of Tuition to Student $100.00	Tuition Receivables			Tuition Income		
	DR	Tuition Receivables	1	100	100	3	
T101							
	CR	Tuition Income or Tuition Revenue			100	1	

2	Check Payment on Student Account $105.00	Cash				Overpayment Clearing Account			
	DR	Cash	2	105	5 4	3	100	105	2
CHEK						4	5		
	CR	Overpayment/ Clearing Account			5	5	5	5	5

3	Application of Payments to Apply Student Charge to Student Payment $100.00	
	DR	Overpayment/Clearing Account
T101		
	CR	Tuition Receivables

4	Cash Out entered on Student Account $5.00	
	DR	

4	**Cash Out entered on Student Account $5.00**									
		Overpayment/Clearing Account								
	CASH									
		CR	Cash							
5	**Application of Payments**									
		DR	Overpayment/ Clearing Account							
		CRS	Overpayment/ Clearing Account							

Set Up Refunds

1	**Charge of Tuition to Student $100.00**	**Tuition Receivables**						**Tuition Income**						
		DR	Tuition Receivables	1	100	100	3					100	1	
	T101													
		CR	Tuition Income or Tuition Revenue											
2	**Check Payment on Student Account $200.00**	**Cash**						**Overpayment/Clearing Account**						
		DR	Cash	2	200	100	6	3	100			200	2	
	CHEK							5	100					
		CR	Overpayment/ Clearing Account											

3	Application of Payments to Apply Student Charge to Student Payment	
	DR	Overpayment/Clearing Account
	CR	Tuition Receivables

4	Refund Entered on Student Account $100.00	Refund Receivables				Accounts Payable Clearing		
	DR	Refund Receivables	4 100	100	5	6	100	100 4
	RFND							
	CR	Accounts Payable Clearing						

5	Application of Payments	
	DR	Overpayment/Clearing Account
	CR	Refund Receivables

6	Feed Finance to Generate a Check $100.00	
	DR	Accounts Payable Clearing
	CR	Cash

Sample Detail Codes and Accounting Entries

Generic Accrual Account Distributions

	Detail Code Description	Type	Detail Code Line		Account Description
1.	Charge	C	A)	*	**Accounts Receivable**
			B)		Income

	Detail Code Description	Type	Detail Code Line		Account Description
2.	Cash Payment	P	A)		Cash in Bank
			B)	*	**Undistributed Receipts**
3.	Financial Aid	P	A)		F.A. Disbursements
			B)	*	**Undistributed Receipts**
4.	Exemptions	P	A)		Expense Account
			B)	*	**Accounts Receivable**
5.	Refund	C	A)	*	**Accounts Receivable**
			B)		Accounts Payable Clearing
6.	Deposit	P	A)		Deposit Payable/ Suspense
			B)	*	**Accounts Receivable**
7.	Deposit Payment	P	A)		Cash in Bank
			B)	*	**Deposit Payable/ Suspense**
8.	Contract Charge	C	A)	*	**Accounts Receivable**
			B)		Contract Clearing
9.	Contract Payment	P	A)		Contract Clearing
			B)	*	**Accounts Receivable**
10.	Returned Checks	C	A)	*	**Accounts Receivable**

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	Detail Code Description	Type	Detail Code Line		Account Description
			B)		Returned Check Clearing
11.	Installment Plan	P	A)		Accounts Receivable-1
			B)	*	**Installment Clearing**
12.	Installment	C	A)	*	**Accounts Receivable-2**
	Principle		B)		**Accounts Receivable-1**

Automated Installment Plans

You can set up the automatic assignment and calculation of student installment plans based on defined rules. Student bills can also be processed to reflect a dynamic calculation of current amount due on the first billing of a term.

Institutions can use this functionality to perform the following tasks:

- Automatically assign students to installment plans based on student attributes.
- Identify by category and detail codes what is added or subtracted to calculate the amount of an installment plan.
- Add a service charge to the student account as a flat fee, or as a percentage of the calculated amount.
- Automatically calculate installment plan transactions.
- Dynamically calculate the installment amounts for display/review at any time. This action minimizes the number of records in the AR tables because they are created only one time per billing cycle.

[1] An asterisk (*) indicates which line of detail code is used in application of payments. Account distribution in bold type is used in application of payments.

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Automated Installment Plans and Installment Transactions

Installment plan assignment for a student is completed before billing as part of the job scheduling process.

If a student does not pay the full amount of eligible charges, the system assumes the student is enrolling in an installment plan based on rules, forms and process parameters (including Population Selection).

If a student is already assigned to an installment plan and the related information changes, the student remains in the original plan and the information can be changed manually, if necessary.

The Student Billing Statement (TSRCBIL/TSRRBIL) can be run only one time per term with the Do Dynamic Calculation Parameter set to Y; the Create Installment Transactions (TSPISTT) calculations process should not be run for the term before the first bill when using dynamic calculations.

When a student uses the Self Service or VR interface to view the amount due, the associated process evaluates the qualified installment plan, if any, and returns the dynamic calculation as if the student were in that plan. This process creates the installment plan record on the Installment Plan Form - Student (TSAISTL).

Note: For automatic assignment and automatic calculation to occur, the indicators for automatically assigning and automatically calculating installment plans on the Student Billing Control (TSACTRL) page must be selected

Assign Installment Plans

Institutions can assign installment plans using one of the following methods. For additional information about assigning installment plans, refer to the Tasks for Automated Installment Plans section.

1. Mass assignment based on student attributes using a background process.
2. Automatic assignment for a student based on student attributes through form access, Web, or Voice Response (VR).

   To assign installment plans automatically to students without running a batch process, set a control flag on the Student Billing Control (TSACTRL) page by selecting the **Automatically Assign Installment Plans** check box. Then, students will be placed automatically into the installment plan for which specified rules are met through direct form access or when the student accesses the account through Voice Response (VR) or the Web.

   Note: If you choose not to enable the control flag on the Student Billing Control form, you will only be able to perform automatic assignment of installment plans through batch processing.

3. Manual assignment for an individual student using existing functionality (TSAISTL).

   Students will be assigned to, at most, one installment plan during Automatic Assignment processing. If a plan--traditional or automated-- already exists for the student for the term, then Web, VR, TSAISTP, and TSICSRV will not assign a new plan; neither will the TSPISTA process if the Plan Code parameter is blank. A student may be forced into more than one plan

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manually through TSAISTL, or by using a Population Selection and specifying a Plan Code in the TSPISTA process.

Calculate Installment Plan Transactions

Institutions can calculate automated installment plan transactions using one of the following methods. For additional information about calculating installment plan transactions, refer to the Tasks for Automated Installment Plans section.

1. Mass calculation based on category/detail code rules using the background process. The background process creates transactions and updates the student account.
2. Dynamic calculation for a student based on category/detail code rules through form access, Web, or Voice Response (VR). The dynamic calculation displays the installment plan transactions that would be created on the student account based on existing account transactions, without actually updating the student account.

   To calculate installment plan amounts dynamically, set a control flag on the Student Billing Control (TSACTRL) page by selecting the **Automatically Calculate Installments** check box. If you choose not to enable the control flag on the Student Billing Control form, you will only be able to calculate installment plan transactions through batch processing.

   To create installment transactions on the student account, run the background process before billing or aging.

   Note: Your institution can still use the traditional installment plan where the user specifies the amount and the installment transactions are created immediately.

Set Up Automated Installment Plans and Transactions - Things to Consider

Decisions should be made at the institution level about which features of this automated installment plans enhancement to enable. You will need to consider the following items.

- The priority for assigning students to installment plans and the method of charging deferment fees must be determined at the plan code level.
- The student attributes (such as level, college, degree) to include or exclude for assigning student installment plans must be determined.
- The category/detail codes and the types of credits (such as authorized aid, financial aid memos, other memos) to include or exclude as eligible items must be determined for installment plan processing.
- For automatic assignments to occur, a student must also be registered--thus creating a valid SFBETRM record--for the term for which the installment plan is being created.

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Set up Automated Installment Plans

Create Plan Codes using the Installment Plan Control - Student (TSAISTC) page and select the Auto Calc Plan box. Designate a priority; students are assigned to the plan with the lowest numbered priority for which they qualify.

Note: Use the options list to access Assignment and Calculation Rules after a plan has been saved.

Set up Automated Installment Plan Assignment Rules

Procedure

1. Create assignment rules using the Automated Installment Plan Assignment Rules (TSAISTA) page.
2. On the Installment Plan Details window, select the **Active Indicator** check box to enable a plan. If desired, an end date may be entered in the **Active Until Date** field. After this date has passed, students will no longer be assigned to this plan, although recalculation may occur.
3. You can specify (I)nclude or (E)xclude criteria for each of six student attributes. The combination of the priority and Include/Exclude rules will determine to which plan each student is assigned.
   a) If you specify (I)nclude, only students who match the criteria are to be selected for this plan.
   b) If you specify (E)xclude, a student who matches the criteria may not be selected for this plan.
   c) If you enter no criteria, students are eligible for this plan, no matter what value they have for this attribute.
4. Associate students with installment plans, using one or more of the following methods.
   a) Run the Assign Installment Plans process (TSPISTA) to assign students to an installment plan.
   b) Manually assign students using the Installment Plan Form - Student (TSAISTL).
   c) Check **Automatically Assign Installment Plans** on the Student Billing Control (TSACTRL) page to allow the Installment Payment Amount (TSAISTP) page, Customer Service (TSICSRV) page, Voice Response, and Web self-service, to assign a student to an installment plan, if queried for a term.

Set up Automated Calculation Rules

Procedure

1. Create calculation rules using the Automated Installment Plan Rules (TSAISTR) page.
2. On the Base Plan Rules for Term window, indicate the type of plan, minimum amount for which a plan may be created, and whether Authorized Aid and Memos are included.
3. If you are using Equal Payments, specify the start date, number of payments, and pay period.

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4. If you are using Percentage Payments, indicate the payment dates and percentage of the total due on each date on the Dates and Percentages window.

   Note: Interest charges are not calculated for Percentage Payment plans.

5. On the Installment Plan Payment Rules window, indicate those Category Codes to be included in the calculation, Detail Codes to exclude from a Category, and other Detail codes to include.

   Note: Authorized and Memoed Aid and Other Memos are deducted only when the appropriate check box is selected and the Category or Detail Codes are specified to be included.

   Note: Dynamically calculated installment plan transaction do not update a student's account.

6. Calculate installment plan transactions on student accounts using one or more of the following methods.
   - Run the Assign Installment Plans Process (TSPISTA) to calculate installment plan transactions on a student's account.
   - Check **Automatically Calculate Installments** on the Student Billing Control (TSACTRL) page to allow the Installment Payment Amount (TSAISTP) page, Customer Service (TSICSRV) page, Voice Response, and Self-service to calculate installment plan amounts dynamically if queried for a term.

Bill a Student with Dynamic Calculation

To reflect a dynamic calculation of an installment plan and a minimum amount due on the first bill for a term, run the following processes.

Procedure

1. Run the Assignment Installment Plans Process (TSPISTA) just before billing to ensure eligible students have been assigned to plans. Students are assigned to a plan only if they are not already assigned to a plan for the same term and assignment rules match.
2. Run student bills (TSRCBIL/TSRRBIL) with the Do Dynamic Calculations parameter set to Y.

   Note: The Student Billing Statement (TSRCBIL/TSRRBIL) can be run only one time with Do Dynamic Calculations set to Y for each term. No Installment Plan transactions will show on the student's account at this time.

   Before the second bill runs for the term, it is recommended that you run the following.
3. Execute Fee, Room, Board Assessments (SFRFASC/FAS1, SLRFASM)
4. Disbursement Process (RPEDISB)
5. Create Installment Transaction (TSPISTT)

   Note: When you run the Installment Calculation process, installment transactions are created on the student account.

   If more than the required minimum has been paid, installments will be created for the remaining balance only, with a reduced service charge if using a percent of total.

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If less than the required minimum has been paid, the installments created will leave a portion of the original charges past due and subject to late charge.

6. Assess Penalty/Interest Late Charges (TSRLATE)
7. Student Billing Statement (TSRCBIL/TSRRBIL) with Do Dynamic Calculations set to N.

Results

If desired and depending on the payment terms of the plans, you can run the Installment Calculation process again before subsequent billing to reflect adjustments on an account.

Bill a Student without Dynamic Calculation

Procedure

1. Run the Assign Installment Plans process (TSPISTA) to ensure eligible students have been assigned to installment plans.
2. Run the Check Installment Transaction process (TSPISTT) to create Installment Plan transactions on the student account, including any fee or interest due for the installment plan.
3. Run Student Billing Statement (TSRCBIL/TSRRBIL) with **Do Dynamic Calculations** (parameter 32) set to N.

Automated Installment Plans Forms

For detailed information about the following forms, refer to the online help.

Installment Plan Assignment Rules (TSAISTA) Form

This form enables you to create rules that automatically assign a student to an installment plan for a given term.

Rules defined on this form are used by the Assign Installment Plans Process (TSPISTA), the Installment Plan Payment Amount (TSAISTP) page, the Customer Service Inquiry (TSICSRV) page, Self Service, and Voice Response (VR).

Installment Plan Payment Rules (TSAISTR) Form

This form enables you to define variables used to calculate the Installment principal amount. Rules defined on this form are used by the Create Installment Plan Transaction process (TSPISTT), the

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Installment Plan Payment Amount (TSAISTP) page, the Customer Service Inquiry (TSICSRV) page, Self Service, and Voice Response (VR).

Installment Plan Payment Amount (TSAISTP) Form

Use this form to perform the following functions.

- Assign a student to an installment plan based on rules defined on TSAISTA.

  If Automatic Assignment is used (according to the TSACTRL flag) and the student is not currently in a dynamic calculation plan, the system searches to see if the student qualifies for an active plan within the term and places the student into the identified plan.
- Calculate installment plan transactions based on rules defined on TSAISTA.

  If Automatic Calculation is used, according to the TSACTRL flag, and the student is in an automated plan for which the minimum amount criteria is met, a dynamic calculation of installment transactions is displayed.
- View installment plan payments based on rules defined on the Installment Plan Payment Rules (TSAISTR) page.

Installment Plan Form - Student (TSAISTL) Form

This form enables you to delete assignment of automated installment plans, if no installment payments and charges have been posted to the account. You can also use this form to add installment plans manually to a student's account.

Customer Service Inquiry (TSICSRV) Form

The Customer Service Inquiry (TSICSRV) page form centralizes access to Student-related and Accounts Receivable-related information, which helps you to answer student-related questions. Student information is accessed using a series of links in the options menu on this form. For additional details about forms, refer to the online help.

If your school is using the automatic assignment and automatic calculation of installment plans, you can use this form to perform the following functions.

- Assign a student to an installment plan based on rules defined on TSAISTA.

  When Automatic Assignment is selected, according to the TSACTRL flag, and the student is not currently assigned to a dynamic installment plan, the system searches to see if the student qualifies for an active plan (within the term) and places the student into the identified plan.
- Dynamically calculate installment plan transactions based on rules defined on TSAISTA.

  If Automatic Calculation is used, according to the TSACTRL Flag, and the student is in an automated plan for which the minimum amount criteria is met, a dynamic calculation of installment transactions will occur with the result reflected in the **Current Due** field.

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Automated Installment Plans Processes

Assign Installment Plans (TSPISTA)

This process is used to assign students to an installment plan. For detailed information, refer to *Assign Installment Plans Process (TSPISTA)* found in the *Student Accounts Receivable Reports* section.

For mass assignment, a student will only be added to an installment plan through this process if the student is registered for a term (thus having a valid SFBETRM record), meets the rules defined on TSAISTA, and does not already have an installment plan for the term.

If a Population Selection, Term, and Plan Code are used, TSPISTA can assign a student to multiple installment plans for a given term, whether or not the student is registered for the term.

Create Installment Transaction (TSPISTT)

This process is used to create the installment plan transactions in the Accounts Receivable Transaction Detail Table (TBRACCD).

Rules created on the Automated Installment Plan Rules (TSAISTR) page are used for processing. For additional details, refer to the *Create Installment Transaction Process (TSPISTT)* found in the *Student Accounts Receivable Reports* section.

Bill Student Accounts

You can produce an invoice of items not previously billed for student accounts on an individual account basis by requesting that a bill be printed immediately online.

Use one of the following forms:

- Student Payment (TSASPAY) page
- Student Account Detail (TSADETL) page
- Foreign Currency Detail Form - Student (TSADETF)
- Account Detail Review Form - Student (TSAAREV)
- Student Course Registration (SFAREGS) page

The online request of an invoice will not update the account as being billed. The batch process, when run in STATEMENT mode, will update the bill date and begin aging the charges billed. All charges and payments are billed in detail one time. Any outstanding charges at the next billing cycle, which have not previously been paid and have a due date before the billing date, will be reflected as past due.

If a bill is requested online or through the batch process in INVOICING mode, any charges billed do not begin aging. Also, any charges and payments recorded in detail will still be eligible to be billed in detail when bills are requested in STATEMENT or SCHEDSTMT mode.

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Alternatively, you may request a batch process to invoice all accounts (TSRCBIL/TSRRBIL/TSRSBIL). The Student Billing Process (TSRCBIL/TSRRBIL/TSRSBIL) performs a number of additional functions besides sending a billing statement for an account. It calculates credits for exemptions and contracts, releases deposits, produces invoices, and produces billing statements. Invoices and statements can be produced in a standard (non-enrollment period) format or in an enrollment period format.

For detailed information about Student Billing, please refer to the *Student Billing Statement (TSRCBIL)*, Student Regular Bill Statement (TSRRBIL) and Student Schedule Bill Statement (TSRSBIL) found in the *Student Accounts Receivable Reports* section. TSRCBIL is the original Student Billing Process. Two additional Student billing processes were introduced at a later date.

Previously, TSRCBIL was the only process to produce Student Bills. The TSRCBIL process was used for both regular bills and schedule bills, and had many run time parameters. Some parameters were used for only regular bills, some parameters were used for only schedule bills, and some parameters were used for both regular bills and schedule bills. Some of the regular bill parameters needed to be populated, even though they were not needed for schedule bills.

At a later date, the student billing process (TSRCBIL) was split into two separate processes, one which is specific to Student Regular Bill (TSRRBIL) and the other which is specific to Student Schedule Bill (TSRSBIL). The ability to apply credits exists within each of the two new processes. Institutions may use the process that better fits their business need.

Billing Run Modes

The billing process can be run in one of five modes: INVOICING, STATEMENT, APPLYCRED, SCHEDSTMT, and SCHEDINV. TSRCBIL can be used to run any of these modes. TSRRBIL can be used to run INVOICING, STATEMENT and APPLYCRED. TSRSBIL can be used to run SCHEDSTMT, SCHEDINV and APPLYCRED.

- In INVOICING mode, TSRCBIL/TSRRBIL prints invoices and estimates credits based on current charges without updating the account. The header for the output is BILLING INVOICE. Any charge and payment transactions listed in detail when the process is run in INVOICING mode will show in detail until they are processed through a billing STATEMENT run.
- In STATEMENT mode, TSRCBIL/TSRRBIL calculates and applies credits (if the parameter to create contracts, exemptions, and deposits is Y), updates the account with bill and due dates for charges and credits (when the effective date is reached), and prints statements. The header for the output is BILLING STATEMENT. After the process is run one time, previously billed items are totalled and included on the statement as the previous billed balance. Future due charges are displayed in detail based on the parameters selected until the effective date is reached.
- In APPLYCRED mode, TSRCBIL/TSRRBIL/TSRSBIL calculates credits and updates accounts, No bill is produced. If the Update Accept Charges parameter is Y, the student bill processes set the AR Indicator in registration and location management to Y for students with new credits. If the Update Accept Charges - FinAid parameter is Y, the student bill processes set the AR Indicator in registration and location management to Y for students who have had financial aid previously disbursed to their account. Note that APPLYCRED mode uses the Term parameter value as a basis for calculating credits and identifying financial aid disbursements.
- In SCHEDINV mode, TSRCBIL/TSRSBIL prints both a student schedule and an invoice, but does not update the bill date or due date.

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- In SCHEDSTMT mode, TSRCBIL/TSRSBIL prints both a student schedule and a statement of term charges and payments. In addition, this process updates the bill date and due date in the Account/Charge Payment Detail Table (TBRACCD) for unbilled transactions, without regard to term, that are included in Amount Due.

  Note: In STATEMENT and SCHEDSTMT modes, TSRCBIL/TSRRBIL/TSRSBIL generates a unique statement number for each bill. This statement number is stored in the Statement Header Table as `tbbstmt_stmt_number` and prints in the statement output. The statement may be stored to be able to retrieve a copy through the Luminis Statement Channel, Self-Service, or the Statement and Payment History Inquiry (TGISTMT) page. For information about storing individual statements, please refer to the FAQ section in the *Banner Accounts Receivable TRM Supplement.*

When run after a billing cycle, the Total Billed Report (TSRBTOT) will provide totals of all charges billed. A penalty or interest charge (either a percent or flat amount) may be assessed on an account which is past due using the Assess Penalty/Interest Charges Report (TSRLATE). This process should be run before bills to ensure the account is billed for the penalty or interest charge.

Credits Calculation

To create credits and update accounts, run the Student Billing process in STATEMENT (TSRCBIL/TSRRBIL), SCHEDSTMT (TSRCBIL/TSRSBIL), or APPLYCRED (TSRCBIL/TSRRBIL/TSRSBIL) mode with the Create Cont, Dep, Expts credits parameter set to Y.

If you prefer not to produce an invoice or statement, run TSRCBIL/TSRRBIL/TSRSBIL in APPLYCRED mode. If the Update Accept Charges parameter is Y, TSRCBIL/TSRRBIL/TSRSBIL sets the AR Indicator in registration and location management to Y for students with new credits. If the Update Accept Charges -FinAid parameter is Y, the student bill processes set the AR Indicator in registration and location management to Y for students who have had financial aid previously disbursed to their account. Note that APPLYCRED mode uses the Term parameter value as a basis for calculating credits and identifying financial aid disbursements.

Multiple contracts and exemptions can be processed per term. If charges to a student's account exceed the amount of a third party payment or an exemption, Banner uses the information established on the Contract Authorization (TSACONT) page or the Exemption Authorization (TSAEXPT) page to determine which account source, category code, or detail code to apply first.

Minimum Account Balance

You may specify the minimum account balance to be billed as a parameter when producing billing statements or invoices.

The minimum may be either a positive or a credit balance and will be checked against the account's current balance and will not include any future item balance. If a value of -9999999.99 is entered in the parameter, no minimum balance check will be done and all accounts will have a bill produced.

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Include Zero Balance Parameter

The value entered for the Include Zero Balance parameter overrides the Minimum Account Balance value.

Depending upon the value entered in this parameter you can choose to bill accounts with activity that net to zero (value = Y) and avoid billing accounts with no activity. (value = C). For additional information, refer to the Student Billing Statement (TSRCBIL), Student Regular Bill Statement (TSRRBIL) and Student Schedule Bill Statement (TSRSBIL) information in the *Student Accounts Receivable Reports* section.

Prevent a Billing Statement or Invoice from Printing

To stop a bill from printing, enter a code from the Bill Code Validation (TTVBILL) page in the **Bill Code** field on the Account Review (TSAACCT) page.

Third Party Billing

The Third Party Billing Rules (TSATPRL) page is used to define the rules that determine how Banner prints third party bills, and to establish the relationship between a third party rule code and how Banner will print bills which use that rule code.

A rule code must be defined on the Third Party Billing Rules Code Validation (TTVTPRC) page before using it on this form.

An invoice of items not previously billed may be produced, either for an individual third party account or for all third parties, using the batch process Third Party Billing Statement (TSRTBIL). An invoice may not be requested online for a third party. The request of an invoice will not update a third party account as being billed; therefore charges and payments will be billed in detail when a bill is requested in STATEMENT mode. No aging of invoiced charges occurs.

When a third party statement is requested, the account's bill date, due date, and statement date are updated, and the aging of charges billed begins. All charges and payments are billed in detail one time. Transactions with ARTERM are reported separately under the Contractor Activity section of the report. Any outstanding charges at the next billing cycle which have not previously been paid and have a due date before the billing date will be reflected as past due. The Assess Penalty/ Interest Charges Report (TSRLATE) should be run before bills to ensure that the third party is billed for the penalty or interest charges. When the Student Billing Control (TSACTRL) page specifies that student authorization is required for use of third party contracts, authorization for a student should be completed before running TSRTBIL in STATEMENT mode. This will ensure that the third party is billed for the student's charges.

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Schedule/Bill Procedure and Processing

The Student Billing Statement Process (TSRCBIL) and the Student Regular Bill Statement (TSRRBIL) produces a multiple page invoice/statement.

About this task

The Student Billing Statement Process (TSRCBIL) and the Student Schedule Bill Statement Process (TSRSBIL) can also produce a schedule/bill document, which is a combination of a student's schedule of classes and an invoice of charges and credits. Schedule/bills can be produced in a standard (non-enrollment period) format or in an enrollment period format. There are two steps required to produce a schedule/bill.

Procedure

1. Set up the schedule/bill parameters on the Schedule/Bill Rules (TSASBRL) page. For additional information about this form, please refer to the online help.
2. Run the Student Billing Process (TSRCBIL/TSRSBIL) to produce a schedule/bill. For additional information about this process, please refer to the *Student Billing Statement (TSRCBIL)* and Student Schedule Bill Statement (TSRSBIL) found in the *Student Accounts Receivable Reports* section.

Parameter Types

The Schedule/Bill process consists of two types of parameters.

Procedure

1. *Rules parameters* are those parameters that are usually unchanged for each generation of schedule/bills. The **Charge Selection** parameter, the **Charge Summarization** parameter, and the **Payment Summarization** parameter are a few examples of rules parameters.
2. *Run-time parameters* are those parameters that may change for each execution of the schedule/bills. **Term**, **ID**, and the **Population Selection** parameters are examples of run-time parameters.

Schedule/Bill Rules (TSASBRL) page

Note: For additional information about this form, please refer to the online help.

The Schedule/Bill Rules (TSASBRL) page enables you to enter the schedule/bill parameters one time, eliminating the need to enter a large number of parameters each time schedule/bills are produced. Additionally, parameters that reside on the TSASBRL may be secured.

The schedule/bill rule code, which is defined on the Schedule/Bill Rules Code Validation (TTVSBRC) page, is the key to TSASBRL. A rules code should be defined for each set of schedule/bill parameters required by the institution.

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The schedule/bill rules determines the following:

- Who gets a schedule/bill
- What items and item headings appear in the schedule portion
- What appears in the bill portion and how is it displayed
- Messages

Who Gets a Schedule/Bill

The system determines who gets a schedule/bill using the parameters entered when submitting the Student Billing Process (TSRCBIL/TSRSBIL) in conjunction with the data input on TSASBRL.

A schedule/bill can be produced for an individual or for a group of students. The run-time parameters determine which student(s) are selected.

- To produce a schedule/bill for an individual, run the Student Billing Process (TSRCBIL/TSRSBIL) and provide a valid ID when prompted for the **ID** parameter.
- To produce a schedule/bill for a group of students, run TSRCBIL/TSRSBIL in Mass mode or Population Selection mode.
  - To run in Mass mode, you must leave the **ID**, **Selection Identifier**, **Application Code**, and **Creator ID** parameters blank.
  - To run in Population Selection mode, you must provide a valid population by entering the **Selection Identifier**, **Application Code**, and **Creator ID**; leave the **ID** parameter blank.

Mode	ID	Selection Identifier	Application Code	Creator
Individual	X	blank	blank	blank
Mass	blank	blank	blank	blank
Population Selection	blank	X	X	X

  - To run TSRCBIL in sleepwake mode, refer to the *Setting Up Sleep/Wake Processes* section in this chapter and the the *Student Billing Statement (TSRCBIL)* found in the *Student Accounts Receivable Reports* section.
  - To run TSRSBIL using Nosleep triggers processing, refer to the NOSLEEP Triggers section in this chapter and the the Student Schedule Bill Statement Process (TSRSBIL) found in the Student Accounts Receivable Reports section.

Student Selection

In the Student Selection/Print Options Window of TSASBRL, you may either define student selection rules or provide a population for which a schedule/bill should be produced. Selection

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rules are never applied when running for an individual. Sleepwake (Collector mode) and NOSLEEP triggers processing also do not use Selection Rules.

Define Selection Rules

If you choose to define selection rules and provide a population or run the process in mass mode, the group of students selected must be registered for the term. These students will then be screened by the selection rules.

Selection rules have four components. All selection criteria must be satisfied in order for a schedule/bill to be produced.

1. Exclude Students Not Allowed to Register

   Select this check box to exclude any student whose enrollment status prevents them from registering for the term (that is, **Prevent Registration** is selected on the Enrollment Status Code Validation (STVESTS) page).

2. Exclude Students Who Don't Count in Enrollment

   Select this check box to exclude any student whose enrollment status causes no effect on the headcount of the student population for the term (that is, the **Affect Headcount** check box is cleared on the Enrollment Status Code Validation (STVESTS) page).

3. Course Required

   Select this check box to include only students who are registered for at least one course with a status that is eligible to print on the schedule/bill document (that is, **Print** is selected on the Course Registration Status Code Validation (STVRSTS) page).

4. Account Billable

   Select this check box to include only students whose accounts are eligible to be billed (that is, **Bill Code** is null on the Account Review Form - Student (TSAACCT)).

Provide a Population/No Selection Rules

If you choose to provide a population and not define selection rules, a schedule/bill will be produced for those students in that population. (A population must have been provided through run-time parameters or the job will abort.)

If a student within that population has no classes for the term, the schedule of classes will be absent from the schedule/bill. If a student within that population has no charges or credits for the term, the invoice of charges and credits will be absent from the schedule/bill.

Schedule Portion Display

In the Schedule Item Selection Window of TSASBRL, you can indicate which data items will appear in the schedule portion.

Part of Term	Course Level

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Course Reference Number (CRN)	Course Status
Subject	Meeting Days
Course	Meeting Times
Section	Building
Campus	Room
Course Title	Instructor(s)
Credit Hours	Grading Mode

Choose a data item by selecting the corresponding check box. You can display an abbreviated course title or instructor name using a pull-down list. You must also provide the item heading.

Note: An error message will appear if the items selected exceed the allowable line width. The allowable line width checked by Banner is 132 characters. Determine the allowable line width at your institution based on your printer and the pitch/font used for printing. If more items are selected than can be accommodated by your printer and pitch/font combination, printing difficulties may result.

Determine Bill Portion Display

The parameters entered below in the Bill Selection Parameters Window of TSASBRL determine what the bill portion of the schedule/bill should look like.

About this task

Procedure

1. Print Financial Aid Memos

   Select this check box to print Financial Aid memos on the schedule/bill. Clear this check box if you do not want Financial Aid Memos to display on the schedule/bill.

   - For enrollment period schedule/ bill outputs, financial aid memos print if the term matches a term in the student's enrollment period.
   - For standard (non-enrollment period) schedule/bill outputs, financial aid memos print if the term matches the run term (Term) parameter.

2. Print Contract and Exemption Memos

   Select this check box to display contract and exemption memos on the schedule/bill. Clear this check box if you do not want deposits to display on the schedule/bill.

3. Print Other Memos (TSRSBIL only)

   Select this check box to display other memos on the schedule/bill. Clear this check box if you do not want Other Memos to display on the schedule/bill.

4. Print Deposits

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Select this check box to display deposits on the schedule/bill. Clear this check box if you do not want deposits to display on the schedule/bill.

5. Enrollment Period Aid offsets Previous Balance first

   Select this check box for enrollment period aid to offset a previous balance debit amount before offsetting current enrollment period term balances.

   This option is only relevant on enrollment period schedule/bill outputs.

6. Print Note on Enrollment Period bill indicating terms included in Enrollment Period

   Select this check box to print a note describing the terms that are part of the enrollment period.

   This option is only relevant on enrollment period schedule/bill outputs.

7. Summarize Financial Aid Memos

   Select this check box to display the total of the financial aid memos. Clear this check box if you want to display each financial aid memo for the term.

8. Financial Aid Memos Affect Amount Due

   Select this check box to have financial aid memos reduce amount due. Clear this check box to ensure that financial aid memos will not reduce amount due.

9. Pre-authorized Memos Affect Amount Due

   Select this check box to have contract and exemption memos reduce amount due. Clear this check box to ensure that contract and exemption memos do not reduce amount due.

10. Other Memos Affect Amount Due (TSRSBIL only)

    Select this check box to have other memos affect amount due. Clear this check box to ensure that other memos will not affect amount due.

11. Current Credit Balance Apply to a Previous Debit Balance

    Select this check box to have a current credit balance apply to a previous debit balance, thereby reducing amount due. Clear this check box to specify that a current credit balance may not apply to a previous debit balance.

    Example

    Previous Balance = 125.00

    Current Term Balance = -75.00

    If the check box is selected, Amount Due = 50.00; if cleared, Amount Due = 125.00.

    There is no parameter to control the reverse (that is, a current debit balance would apply to a previous credit balance).

12. Current Due Cutoff Date

    This date is used to determine which items comprise current due, which items comprise previous balance, and which items comprise future balance. All information is displayed based on term, but this parameter determines whether items are current due, past due, or future due. If not entered, this parameter defaults to the schedule/bill run date. The date entered in this field is only used for schedule bills printed in the non-enrollment period bill format.

    Refer to the *Enrollment Period Dates by Term* section for bills printed in the enrollment period bill format.

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13. Select Term Charges by

    Using a pull-down list, term charges may be selected by Category, Source, or All. When selecting by category, you must provide categories to select. When selecting by source, you must provide source codes to select.

14. Summarize Term Charges by

    Using a pull-down list, term charges may be summarized by Detail Code, Category, Source, or Total. This parameter controls how charges are displayed.

15. Summarize Payments by

    This parameter controls how payments are displayed. Using a pull-down list, payments may be summarized by Detail Code, Category, or Total. You also may display each payment for the term (that is, no summarization).

16. Currency Code

    To display dollar amounts in a currency other than base currency, enter a valid currency code from the Currency Codes Validation (GTVCURR) page.

17. Print Order

    Using a pull-down list, select the schedule/bill print order (ID, Name, Zip/Postal Code, ID, Zip/Postal Code, Name).

Enrollment Period Dates by Term

Enrollment Period Dates by Term is used to establish different cutoff dates for enrollment period terms. Enrollment period cutoff dates are rule specific.

This section should be populated if you combine multiple terms into a single enrollment period and want to establish different Cutoff Dates and Due Dates for the terms in the enrollment period.

Refer to the *Current Due Cutoff Date* section for bills printed in the non-enrollment period bill format.

The dates in this section are only used for schedule/bills printed in the enrollment period format.

TSRCBIL/TSRSBIL looks into the *Enrollment Period Dates by Term* section on TSASBRL to fetch the Cutoff Date for each term in the enrollment period under the following conditions:

- the **Include Enrollment Period Bills** parameter = Y, and
- the schedule/bill is an enrollment period bill format

TSRCBIL/TSRSBIL looks into the "Enrollment Period Dates by Term” section on TSASBRL to fetch the Due Date for each term in the enrollment period under the following conditions:

- the **Include Enrollment Period Bills** parameter = Y, and
- the **Multiple Due Dates Exists** parameter = Y, and
- the schedule/bill is an enrollment period bill format

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Enrollment Period Term Cutoff Date

The Enrollment Period cutoff date determines whether transactions on the enrollment period bill are included in the Previous Balance, Current Term Balance, or Future Balance.

Enrollment Period Term Due Date

The Enrollment Period due date determines the due date associated with transactions on the enrollment period schedule/bill.

Fields	Descriptions
Term Code	LOV with validation to stvterm (term code validation). Press LIST for valid codes. This field is optional.
Cutoff Date	The date used to determine which transactions are current based on the effective date. If term code is entered, cutoff date is required.
Due Date	Date used for enrollment period schedule/bills, and to update the due date of the transaction. This field is optional.

Schedule/Bill Messages

You may enter messages to be displayed on the schedule/bill document on the Schedule/Bill Messages Window on TSASBRL. The messages will display immediately following the billing information. An unlimited number of messages may be displayed; however, remember space considerations when supplying messages.

Determine Schedule/Bill Format

The Student Billing Processes (TSRCBIL/TSRSBIL) parameter Include Enrollment Period Bills value determines whether enrollment period processing is invoked.

When student schedule bills are run with the Include Enrollment Period Bills parameter set to N, the standard schedule/bill format prints.

When student schedule bills are run with the Include Enrollment Period Bills parameter set to Y, the process invokes the Enrollment Period Bill processing as follows:

Student schedule bill processing retrieves all enrollment periods that include the run term parameter. For each student selected for billing, the process determines if the student belongs to one of these enrollment periods.

- If the student belongs to one of retrieved enrollment periods and the enrollment period has more than one term, the schedule/bill prints in the Enrollment Period format.

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- If the student belongs to one of retrieved enrollment periods and the enrollment period only has one term, the schedule/bill prints in the Standard format.
- If the student does not belong to any of the retrieved enrollment periods, the schedule/bill prints in the Standard format.

Standard Schedule/Bill Document Display

On the schedule/bill document, the entire student schedule prints first, followed by an invoice of the student's charges and credits.

- The schedule portion displays the student's schedule of classes as defined by the data elements selected on TSASBRL. The schedule prints for the term designated in the run term parameter.
- The bill portion of the schedule/bill is divided into two regions: charges and payments/anticipated credits.

Standard Schedule/Bill Charges Region

The Charges region holds charges for the parameter term (that is, account detail items where the type indicator of the detail code = C).

Charges are displayed according to the **Charge Selection** parameter, the **Charge Summarization** parameter, and the **Term** parameter. To determine if a charge is due, the effective date of the charge is compared to the **Current Due Cutoff Date** parameter. A charge for the term that is not yet due is denoted by an asterisk (*).

Standard Schedule/Bill Credits/Anticipated Credits Region

The Credits/Anticipated Credits region is comprised of the items listed below.

- Payment-type account detail items (that is, the type indicator of the detail code = P)
- Deposits (when the **Print Deposits** check box is selected on TSASBRL)
- Contract/exemption memos (when the **Process Contracts, Deposits, Exemptions** check box is selected on TSASBRL)
- Financial aid memos
- Financial aid authorizations

Some items which display in the Payments/Anticipated Credits section may not affect amount due. These items are denoted by an asterisk (*).

Student name, student ID, campus, previous balance, current term balance, amount due, and future balance appear in the bottom section of the schedule/bill. Student name, student ID, term, and amount due appear on the remittance stub.

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Schedule/Bill Balance Amounts

Previous Balance	Sum of charges less the sum of payments where the effective date of the charge is less than or equal to the current due cutoff date.
Current Term Balance	Sum of term charges due less the payments/ anticipated credits which affect amount due (that is, the sum of non-asterisk (*) charges less the sum of non-asterisk (*) payments).
Future Balance	Sum of charges due, less the sum of payments where the effective date of the item is greater than the current due cutoff date.
Amount Due	Sum of current term balance and previous balance. If the current term balance is a credit balance, and the **Current Credit Balance Apply to a Previous Debit Balance** parameter is not selected on TSASBRL, amount due is the same as the previous balance.

Previous Balance, Current Term Balance, Future Balance Calculation

The following chart summarizes the calculation of previous balance, current term balance, and future balance.

Term	Current Due Cutoff Date	Type	Figures Into
Previous	less than or equal to	C	Previous Balance
Previous	less than or equal to	P	Previous Balance
Previous	greater than	C	Future Balance
Previous	greater than	P	Future Balance
Current	less than or equal to	C	Current Term Balance
Current	less than or equal to	P	Current Term Balance
Current	greater than	C	Future Balance
Current	greater than	P	Future Balance
Future	less than or equal to	C	Previous Balance
Future	less than or equal to	P	Previous Balance

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Term	Current Due Cutoff Date	Type	Figures Into
Future	greater than	C	Future Balance
Future	greater than	P	Future Balance
ARTERM	less than or equal to	C	Previous Balance
ARTERM	less than or equal to	P	Previous Balance
ARTERM	greater than	C	Future Balance
ARTERM	greater than	P	Future Balance

Messages

Messages on the schedule/bill display directly after the billing information.

Enrollment Period Schedule/Bill Document Display

On the schedule/bill document, the entire student schedule prints first, followed by an invoice of the student's charges and credits.

- The schedule portion displays the student's schedule of classes as defined by the data elements selected on TSASBRL. The schedule prints for the term designated in the run term parameter.
- The bill portion of the schedule/bill is divided into three regions: Charges, Credits/Anticipated Credits and Financial Aid. The Charges and Credits/Anticipated Credits sections print for each term in the student's enrollment period. A section called Financial Aid displays below the last enrollment period term displayed in the Charges and Credits/Anticipated Credits section. The Financial Aid section prints aid for all terms in the student enrollment period.

Enrollment Period Schedule/Bill Charges Region

Charges are displayed for all terms in the student's enrollment period and are separated by term codes. A total line sums all values at the end of each term section.

Charges continue to display according to the Charge Selection option and the Charge Summarization option on TSASBRL. A charge for the term that is not yet due is denoted by an asterisk (*).

Enrollment Period Schedule/Bill Credits/Anticipated Credits Region

Credits are displayed for all terms in the student's enrollment period and are separated by term codes.

A total line sums all values at the end of each term section. The Credits/Anticipated Credits region is comprised of the following:

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- Payment-type account detail items, except financial aid payments (which are now displayed in a new financial aid section)
- Deposits (when the **Print Deposits** check box is selected on TSASBRL)
- Contract/exemption memos (when the Print Contract and Exemption Memos check box is selected on TSASBRL)

Payments continue to display according to the Summarize Payments by option on TSASBRL. Some items which display in the Credits/Anticipated Credits section may not affect amount due. These items are denoted by an asterisk (*).

Enrollment Period Schedule/Bill Financial Aid Region

Financial Aid matching an enrollment period term is displayed in a new Enrollment Period Aid section, which follows the Charges and Credits/Anticipated Credits component. Disbursed and Authorized Financial Aid displays in this section.

Memo Financial Aid displays in this section if the Print Financial Aid Memos indicator is checked on TSASBRL.

Disbursed and Authorized Financial Aid displays according to the **Summarize Payments** by option on TSASBRL. Memo Financial Aid displays according to the **Summarize Financial Aid Memos** option on TSASBRL. Some items which display in the Enrollment Period Aid section may not affect amount due. These items are denoted by an asterisk (*).

Student name, student ID, campus, total current period charges, total current period credits, previous/other term balance, current term balance for each enrollment period term, current period aid, amount due, and future balance appear in the bottom section of the schedule/bill.

Student name/address and student ID display on the remittance stub along with term, due date, amount due and a blank amount paid line for each term in the enrollment period.

Enrollment Period Schedule/Bill Balance Amounts

Previous/Other Term Balance	The sum of charges less the sum of payments where the effective date of the charge is less than or equal to the enrollment period cutoff date for the run term. This is applicable for charges and payments with a term not in the enrollment period.
Current Term Balance for each Enrollment Period Term	For each term in the enrollment period, this is the sum of enrollment period term charges due less the credits/anticipated credits which affect amount due (that is, the sum of non-asterisk (*) charges less the sum of non-asterisk (*) payments).

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Current Period Aid	The sum of financial aid printed in the Enrollment Period Aid which affect amount due (that is, the sum of non-asterisk (*) financial aid)
Future Balance	Sum of charges due, less the sum of payments where the effective date of the item is greater than the enrollment period cutoff date for the run term.
Amount Due	Previous/Other Term balance plus the sum of all current term balances (from each enrollment period term) less Current Period Aid.

Enrollment Period Schedule/Bill Remittance Stub Balance Amounts

Current Period Aid reduces current enrollment period term balances in term ascending order.

Enrollment period terms that are not the last term in the enrollment period, will display 0, if the amount due calculated is a credit amount. The credit amount will then be carried forward to the next term until the last term in the enrollment period is reached.

If enough aid exists to offset balance in full for all terms in the student enrollment period and the last term in the enrollment period is a credit amount, then:

- If the Previous Debit Balance Apply to Current Credit Balance indicator on TSASBRL = No, the Previous Balance will not offset the credit amount calculated for last term in the enrollment period. The Previous/Other Term balance is included in the amount due for the first enrollment term in which the student is registered.
- If the Previous Debit Balance Apply to Current Credit Balance indicator on TSASBRL = Yes, the Previous Balance will offset the credit amount calculated for last term in the enrollment period.

The **Enrollment Period Aid offsets Previous Balance first** on TSASBRL provides the option for Enrollment Period Aid to offset Previous Balance first before offsetting current enrollment period term balances.

If the Previous balance is a debit amount, and this indicator is checked, enrollment period aid reduces previous balance first, then any remaining enrollment period aid reduces current enrollment period term balances in term ascending order.

Note: If the Previous balance is a credit amount, the Enrollment Period Aid offsets Previous Balance first indicator is not functional because there is no previous balance to reduce.

Determine Cutoff Date on Enrollment Period Schedule/Bills

The Schedule Bill Rules (TSASBRL) page provides the option to enter different cutoff dates for enrollment period processing. To establish different cutoff dates for enrollment period terms, use the new section added to TSASBRL called Enrollment Period Dates by Term. Enrollment period cutoff dates are rule specific.

When student schedule bills are run with the **Include Enrollment Period Bills** parameter = Y and the student belongs one of the multi-term enrollment periods for the bill run, TSRCBIL/TSRSBIL

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will look to the Enrollment Period Dates by Term section on TSASBRL to retrieve the cutoff date for each term in the enrollment period.

Note: Before TSRCBIL/TSRSBIL is run, it is recommended that you review TSASBRL Enrollment Period Cutoff Dates for each term in the enrollment period and update as applicable based on your institutions billing practice.

Enrollment Period Term transactions Cutoff Date

Cutoff Date for enrollment period schedule/bills is determined as follows for enrollment period term transactions.

Enrollment Period term transactions matching the TSRCBIL/TSRSBIL run term parameter use the TSASBRL Enrollment Period Cutoff Date for the run term to determine the applicable bucket. If the TSASBRL Enrollment Period Cutoff Date matching the TSRCBIL/TSRSBIL run term parameter is null, then the date entered in the Bill Date jobsub parameter at run time is used to determine the applicable bucket.

Enrollment Period Term transactions not matching the TSRCBIL/TSRSBIL run term parameter use the TSASBRL Enrollment Period Cutoff Date for the corresponding Enrollment Period term to determine the applicable bucket. If the TSASBRL Enrollment Period Cutoff Date for the corresponding Enrollment Period term is null, then use the TSASBRL Enrollment Period Cutoff Date for the term matching the TSRCBIL/TSRSBIL run term parameter.If the Enrollment Period Cutoff Date for the term matching the TSRCBIL/TSRSBIL run term parameter is null, then the date entered in the Bill Date jobsub parameter at run time is used to determine the applicable bucket.

Non Enrollment Period Term transactions Cutoff Date

Cutoff Date for enrollment period schedule/bills is determined as follows for non-enrollment period term transactions.

Transactions with a term that is not a term in the Enrollment Period use the TSASBRL Enrollment Period Cutoff Date for the term that matches the TSRCBIL/TSRSBIL run term parameter. If the TSASBRL Enrollment Period Cutoff Date matching the TSRCBIL/TSRSBIL run term parameter is null, then the date entered in the Bill Date jobsub parameter at run time is used to determine the applicable bucket.

Example

Student is registered in term 201150 and 201160, which belong to Sum2011 Enrollment Period.

Sum2011 Enrollment Period includes terms 201150 & 201160.

TSRCBIL/TSRSBIL Parameters at run time are:

Term (run term)	201150
Bill Date	25-May-2011

TSASBRL Enrollment Period Dates by Term setup are:

Term Code	Cutoff Date
201150	31-May-2011
201160	15-Jun-2011

To determine the cutoff date for transactions on the student's account, TSRCBIL/TSRSBIL looks at the following information:

Transaction Term	Enrollment Period Term?	Enrollment Period Term Match the Bill Run Term?	Cutoff Date	Processing
Not equal to 201150 or 201160	No	NA	31-May-2011	Non-Enrollment Period term transactions use: TSASBRL Enrollment Period Cutoff Date for the bill run term 201150, if exists. Else use date entered in the Bill Date jobsub parameter.
201150	Yes	Yes	31-May-2011	Enrollment Period Term transactions matching the run term use: • TSASBRL Enrollment Period Cutoff Date for term 201150, if exists • Else use date entered in the Bill Date jobsub parameter.
201160	Yes	No	15-Jun-2011	Enrollment Period Term transactions not matching the run term use: • TSASBRL Enrollment

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Transaction Term	Enrollment Period Term?	Enrollment Period Term Match the Bill Run Term?	Cutoff Date	Processing
				Period Cutoff Date for term 201160, if exists • Else use TSASBRL Enrollment Period Cutoff Date for the bill run term 201150, if exists. • Else use date entered in the Bill Date jobsub parameter.

Note: If there is no Cutoff Date entered for both enrollment period terms (201150 and 201160), then use the date entered in the Bill Date jobsub parameter at run time for all terms.

Previous/Other Term Balance, Current Enrollment Period Term Balances, and Future Balance Calculation

Enrollment period cutoff date is only used to determine whether transactions belong to previous/other term balance, one of the current enrollment period term balances, or future balance.

It is not used to update the bill date of a transaction. The TSRCBIL/TSRSBIL Bill Date parameter is used to update the Bill date of a transaction. In SCHEDSTMT mode, bill date is updated for unbilled transactions without regard to term that are included in the Amount Due.

The following table summarizes the calculation of Previous/Other Term Balance, Current Enrollment Period Term Balances, and Future Balance.

Transaction Term	Effective Date	Bucket
Non-enrollment period terms	With Effective Date less than or equal to enrollment period cutoff date for run term	Previous
Non-enrollment period terms	With Effective Date greater than enrollment period cutoff date for run term	Future

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Transaction Term	Effective Date	Bucket
Enrollment period term matching the run term	With Effective Date less than or equal to enrollment period cutoff date for matching enrollment period term	Current balance for matching enrollment period term
Enrollment period term matching the run term	With Effective Date greater than enrollment period cutoff date for matching enrollment period term	Future
Enrollment period term not matching the run term	With Effective Date less than or equal to enrollment period cutoff date for matching enrollment period term	Current balance for matching enrollment period term
Enrollment period term not matching the run term	With Effective Date greater than enrollment period cutoff date for matching Enrollment period term	Future

Determined Due Date on Enrollment Period Schedule/Bills

The Schedule Bill Rules (TSASBRL) page has been modified providing the option to enter different due dates for enrollment period processing. To establish different due dates for enrollment period terms, use the new section added to TSASBRL called Enrollment Period Dates by Term. Enrollment period due dates are rule specific.

When student schedule bills are run with the **Include Enrollment Period Bills** parameter = Y and the **Multiple Due Dates** parameter = Y; and the student belongs one of the multi-term enrollment periods for the bill run, TSRCBIL/TSRSBIL will retrieve the Due Date for the Enrollment Period term from the new Enrollment Period Dates by Term section on TSASBRL.

Note: Before TSRCBIL/TSRSBIL is run, it is recommended that you review TSASBRL Enrollment Period Due Dates for each term in the enrollment period and update as applicable based on your institutions billing practice.

Warning! This is important when TSRCBIL/TSRSBIL is run in SCHEDSTMT mode. Student's receiving enrollment period bills will only have Bill/Due Date updated on their account if the Enrollment Period Due Date is greater than or equal to the bill date parameter. A message will print in the TSRCBIL/TSRSBIL log file noting the student pidms not meeting this condition.

Enrollment Period Term transactions Due Date

Due Date for enrollment period schedule/bills is determined as follows for enrollment period term transactions.

- The Due Date for the matching term from the new Enrollment Period Dates by Term section on TSASBRL.

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- If the Due Date for the run term is null, then the process uses the Due Date entered in TSRCBIL/TSRSBIL Due Date parameter.

Enrollment Period Term transactions not matching the run term (Term parameter), use:

- The Due Date for the matching term from the new Enrollment Period Dates by Term section on TSASBRL.
- If the Due Date is null, then the process uses the TSASBRL Due Date from the new Enrollment Period Dates by Term for the run term (Term parameter).
- If the Due Date for the run term is null, then the process uses the Due Date entered in TSRCBIL/TSRSBIL Due Date parameter.

Non Enrollment Period Term transactions Due Date

Due Date for enrollment period schedule/bills is determined as follows for non-enrollment period term transactions.

- The TSASBRL Due Date from the new Enrollment Period Dates by Term for the run term (Term parameter).
- If the Due Date for the run term is null, then the process uses the Due Date entered in TSRCBIL/TSRSBIL Due Date parameter.

Example

The following student is registered in term 201150 and 201160, which belongs to Sum2011 Enrollment Period.

TSRCBIL/TSRSBIL Parameters at run time are:

Term (run term)	201150
Due Date	01-Jun-2011

TSASBRL Enrollment Period Dates by Term setup are:

Term Code	Due Date
201150	31-May-2011
201160	15-Jun-2011

The Due Date for transactions on the students account is determined as shown in the following table.

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Transaction Term	Is this an Enrollment Period Term?	Does the Enrollment Period Term Match the Run Term?	Due Date	Processing
Not equal to 201150 or 201160	No	NA	31-May-2011	Non Enrollment Period terms use: • TSASBRL due date for Enrollment Period run term 201150, if exists • else use Jobsub Due Date
201150	Yes	Yes	31-May-2011	Enrollment Period terms use: • TSASBRL due date for matching Enrollment Period term 201150, if exists • else use Jobsub Due Date
201160	Yes	No	15-Jun-2011	Enrollment Period terms use: • TSASBRL due date for matching Enrollment Period term 201160, if exists • else use the TSASBRL due date for Enrollment Period run term 201150, if exists

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Transaction Term	Is this an Enrollment Period Term?	Does the Enrollment Period Term Match the Run Term?	Due Date	Processing
				• else use Jobsub Due Date

When student schedule bills are run with the **Include Enrollment Period Bills** parameter = Y and the **Multiple Due Dates** parameter = N, the process will use the Due Date entered in TSRCBIL/TSRSBIL Due Date parameter. The default is N.

Note: The **Multiple Due Dates** parameter is not functional when the **Include Enrollment Period Bills** parameter = N.

TRA (1098T) Processing

Make 1098T Decisions

1098T Options

1. Use the Web pages for the TRA Enhancement. (Optional)
2. Provide optional field data and use the Tax Report Validation (TTVREPT) page, the Tax Reporting Rules (TSATAXR) page, and the 1098 Student Detail Tax Report Process (TSRTRAF). (All optional)
3. Need to produce a flat file for a third party or other purpose from the 1098 Student Detail Tax Report Process (TSRTRAF). (Optional)
4. Outsource Student Notifications and the IRS reporting.

1098T Procedures

About this task

Procedure

1. **Optional:** Build Tax Report Validation (TTVREPT) page.
2. **Optional:** Build Tax Reporting Rules (TSATAXR) page.

3. Run the TSP1098 process in Test mode.
4. Run the TSP1098 process during non-peak hours or on the weekend.

   Note: It is strongly recommended that you run this process in Test mode first.

   Run this process in Test mode if you are using tax report codes to determine process efficiency. The number of tax report codes and their data will impact efficiency. Test mode allows the institution to ensure their rules are correct.

   If you incorrectly run the TSP1098 process in Official mode, the following SQL script allows you to update the Test indicator to Y and delete all records on the next TSP1098 process run.

   ```
   UPDATE TTBTAXN

   SET TTBTAXN{_TEST_MODE_IND = 'Y'

   WHERE TTBTAXN_TAX_YEAR = &Year
   ```
5. Review Notification Data on TSATAXN and update Notifications for students listed on the TSP1098 Error Report. (For details, refer to Maintaining Student Tax Notifications, below.)
6. Populate the 1098-T Tax Information Form (TSA1098). Optional if using third party service for both IRS and student reporting.
7. Run TSR1098 Process in Test mode. Run the TSR1098 process during non-peak hours or on the weekend. Another option when printing 1098-T notifications may be to use population selection to break down the population of students to smaller groups. (Example: class or grade level, etc.)

   If you incorrectly run the TSR1098 process in Official mode and need to reset Sent notifications to R, use the SQL to reset Notification Status to R.

   Note: An institution should not need to use the SQL process noted here in the documentation. This process was included to help institutions that do not first test their rules and processes and decide later to change data and re-run the Official process.

8. Populate the 1098-T Tax Information Form (TSA1098). Optional if using third party service for both IRS and student reporting.
9. Create Student Notifications out of TSR1098. Optional if using third party service.
10. Create IRS File out of TSR1098.
11. Create flat file for third party service to do student notifications and IRS reporting for institutions using TSRTRAF. Optional.
12. Print Detail on all tax report codes for sending to third party or to send to student with notification, through TSRTRAF. Optional.

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Maintain Student Tax Notifications

Change tax information for a specific student

About this task

Procedure

1. Access the Student Tax Notification Form from the Student/Accounts Receivable/Student Accounts Receivable menus.
2. Enter the Student ID Number and Tax Year in the header section.
3. Update necessary information.

   Note: The user must create a duplicate record (select Insert Record, then Duplicate Record) to correct any IRS correctable fields if the IRS notification has been sent. The duplicate record will void the current record and mark the record on which changes are to be made as corrected. If no IRS notification has been sent or the corrected fields are not IRS correctable, then you may make your corrections directly on the current record. Reset any sent student notifications to R-Ready To Send. The void and corrected indicators strictly reference if this record has been changed with the IRS.

Results

The IRS correctable fields are:

- Student Name
- Student Address
- Student SSN
- Half Time Indicator
- Exclusive Grad Indicator

Create a record for a student, or to report on non-degree students or other non-Banner populations perform the following steps:

About this task

Procedure

1. Access the Student Tax Notification Form from the Student/Accounts Receivable/Student Accounts Receivable menus.
2. Enter the Student ID. The error message `Student does not exist` indicates the user has entered an ID number that is not valid.

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3. Select the Create Person link to access the General Person Identification (SPAIDEN) page to add the student to your database. The ID that was not valid entered in step 2 becomes the default value in SPAIDEN.
4. Attach all applicable information to the new student's record.
5. Save and exit from SPAIDEN to return to the Student Tax Notification Form to record the data pertaining to the newly created student.

   Students manually created on SPAIDEN have no Accounts Receivable record. Any amounts entered manually by the user on TSATAXN will not have any supporting detail. The Tax Report Code Detail Window will not be available for manually entered records. This is exception processing and these students will not have access to the corresponding Web page as they do not exist in Banner and do not have the appropriate role.

   Only new records may be created manually with the Create Person function. Existing Student IDs cannot be retrieved from SPAIDEN. They can only be populated through the TSP1098 process. Manually created Student Notifications will not be deleted during a test run of the TSP1098 process.

Process Application of Payments

The following is a step-by-step procedure for processing application of payments and a series of rules for establishing priorities for each detail code on the Detail Code Control (TSADETC) page.

About this task

Procedure

1. Set up priorities on each charge and payment on the Detail Code Control Form (TSADETC or TFADETC). **Priority** is a three-digit field.
   - Any position that is non-zero in the payment priority must match the charge priority exactly.
   - Zero in any position is a wild card.
   - Payment priority of 999 used first.
   - Charge priority of 999 paid first.
   - Payment priority of 000 will pay anything. Cash is recommended to be a priority of 000 so it will pay anything.

     Examples:
   - Deposit 999 pays only charge of 999
   - Payment 900 pays any charge from 900 to 999
   - Deposit 420 pays any charge from 420 to 429
   - Payment 100 pays any charge from 100 to 199
   - Payment 000 pays any charge from 000 to 999

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Note: Student System Only: The **Like Term** indicator on the Detail Code Control Form - Student (TSADETC), when checked, will prevent payments from applying to charges outstanding from other terms. This would be used primarily for financial aid that is restricted in its use to current term charges.

Note: The **Like Period** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will prevent payments from applying to charges outstanding from other Financial Aid Enrollment Periods. This would be used primarily for financial aid that is restricted in its use to current Financial Aid Enrollment Period charges.

Note: The **Like Aid Year** indicator on the Detail Code Control Form - Student (TSADETC), when selected, will prevent payments from applying to charges outstanding from other Aid Years or non matching terms. This would be used primarily for financial aid that is restricted in its use to current Aid Year or same term charges.

2. Enter charges and payments onto an account using any of the following forms and reports:
   - Student Payment (TSASPAY) page
   - Account Detail Form (TSADETL or TFADETL)
   - Account Detail Review Form - Student (TSAAREV)
   - Billing Mass Data Entry Forms (TSAMASS or TFAMASS or TFAMDET)
   - Assess Penalty/Interest Charges (TSRLATE or TFRLATE)
   - Any charges from Registration, Admissions, and Academic History
   - Installment Plan Form (TSAISTL or TFAISTL)

   Priority and the standard Application of Payment Process may be overridden when an item is entered by directly applying that item to an existing item on the account by transaction number. When the item is entered on the Student Payment (TSASPAY) page, Account Detail Form (TSADETL or TFADETL), or Account Detail Review (TSAAREV) page the **Trans Pay** field is populated with the transaction number of the line item to which the entry is being directly applied.

   A payment may only be applied to one transaction and may only be applied if the amount of the payment is less than or equal to the amount of the charge. If one payment needs to be directly applied to more than one charge, the payment must be divided and applied individually to each charge. The **Description** field may be used to indicate a split payment.
3. Run the Application of Payment Process (TGRAPPL) process in batch. This process should be run before every accounting feed, either on a nightly or weekly basis, to send the appropriate financial transactions to the accounting system on how charges were paid.

   The sequence of application of payment is as follows:

   a) Direct application using the **Transaction Paid** field

   b) Direct application using invoice numbers

   c) Like detail codes within the same term and if exists, same aid year

   d) Priorities

   (See a detailed breakdown of this information in the section entitled *Priorities*, below.)

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e) Refund to any priority

f) Negative charge to any priority

The sequence above assumes that the payment priority is valid when matched against the charge priority for oldest term, oldest effective date, and lowest transaction number.

If a payment is the result of an exemption or a third party contract payment, an additional requirement must be met during the application process in order for the payment to apply to a charge transaction. The source code of the charge transaction must match the source code associated with the valid detail codes defined on TSACONT or TSAEXPT.

If the Contract Payment Detail indicator is checked, all the previous matching routines are bypassed. A new matching routine will look at the Contract Payment Details Table (TBRCPDT) to apply payments to third party charges based on the cross-reference information. A new column in the Application of Payment Detail Table (TBRAPPL), `TBRAPPL_CPDT_TRAN_NUMBER`, is populated with a reference to the contract payment detail transaction number.

The result of the Application of Payment Process may be viewed for each account on the Application of Payment Review Form (TSIAPPL or TFIAPPL). This form will show the charge detail code and the payment detail code and the amount applied.

Note: One charge may be paid by more than one payment, and one payment may be used to satisfy more than one charge.After a payment has been applied to a charge, the balance of the payment and charge will reflect the amount that has been used. If a payment was used completely to pay a charge in full, both transactions will have a zero balance. The balance for each transaction may be viewed on the Account Detail Form (TSADETL or TFADETL), the Account Detail Review (TFIAREV) page, the Account Detail Review (TSAAREV) page, and the Foreign Currency Detail Form (TSADETF or TFADETF).

Payment Priorities for Student Accounts Receivable

The following table is a clarification of the Priorities step in the preceding section.

Sorting is performed first by credits (payments), and then by charges.

Priority Order	Sort List	Value / Description	Additional Sorting, if applicable
1	Apply Title IV first parameter	Y—Title IV payments will be applied first, then other payments.	
2	Order by Term parameter	1 —Both Payments and charges are both ordered by term. 2 —Payments Payments from the oldest term will apply to the highest priority	

Priority Order	Sort List	Value / Description	Additional Sorting, if applicable
		charges, regardless of the term of the charge.	
3	Apply Contracts/ Exemption parameter	C — Contract/ exemption credits will be applied using the cross-reference information. D — Contract/ exemption credits will be applied using the detail code priority.	Sort payments by cross-reference in the following order: SRCE DCAT Detail Code
4	Priority of payments in descending order		
5	Payment restrictions prioritization		Sort payments in the following order: Like term Like aid year Other
6	Payment effective date		
7	Payment transaction number		
8	Order charges based on type of payment	Payment is Title IV	Sort charges by • Institutional same term • Non-institutional same term • Institutional same aid year • Non-institutional same aid year • Institutional other term • Non-institutional other terms
		Payment is NOT Title IV	No sort impact on charges. Non-institutional charges come into play only

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Priority Order	Sort List	Value / Description	Additional Sorting, if applicable
			if authorization exists (that is, apply to non-institutional or prior year charges only if authorizations have been provided on TVAAUTH - Authorization Maintenance Form).
9	Payment is Like aid year		Matching terms (without regard to aid year) before other terms within Aid Year.
10	Order by Term parameter	1 — Both Payments and charges are both ordered by term. 3 — Charges Charges from the oldest term will be paid by highest priority payments, regardless of the term of the payment.	Sort charges by term of charge
11	Apply Contracts/ Exemption parameter	C — Contract/ exemption credits will be applied using the cross-reference information. D — Contract/ exemption credits will be applied using the detail code priority.	Sort charges by cross-reference in the following order: • SRCE • DCAT • Detail Code
12	Priority of the charge in descending order		
13	Charge effective date		
14	Charge transaction number		

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Contracts and Exemptions

Calculate the amount to be paid by contracts and exemptions.

(Sum of Source Code Charges - Minimum) x Percentage	=	Amount Contract or Exemption will Pay (not to exceed the maximum the contract will pay).

Example

Source	% Contract Will Pay	Min Student Required to Pay	Max Contract Will Pay	Charges	Source	Amount Calculated to be Paid
R	100%	$100	$100	$1,000	R	$100
R	100%	$100	-----	$1,000	R	$900
R	100%	$100	-----	$100	R	$0

If the amount the contract or exemption will pay is more than the maximum amount specified for the contract or exemption, only the maximum amount will be paid.

Example

Source	% Contract Will Pay	Min Student Required to Pay	Max Contract Will Pay	Charges	Source	Amount Calculated to be Paid
R	100%	$100	$800	$1,000	R	$800

($1,000 - $100) x100% =$900

Because $900 is more than the maximum amount of $800, only $800 will be paid by the contract.

If the amount to be paid by the contract or exemption is negative, the contract or exemption will not pay anything.

Example

Source	% Contract Will Pay	Min Student Required to Pay	Max Contract Will Pay	Charges	Source	Amount Calculated to be Paid
R	100%	$100	-----	$25	R	$0

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($25- $100) x 100% = -$75

Because a negative amount is calculated, nothing will be paid by the contract or exemption.

Contract Exemptions by Source Code

The Contract Authorization (TSACONT) page allows the contract processing to include a source code.

The Account Level Authorization section and the Detail Level Authorization section contain a source code which can be used when creating the authorization information for a contract. Any source code maintained on the Charge/Payment Source Code Validation (TTVSRCE) page can be entered on this form. Be careful to enter the correct source codes. Source code entered by the user should not be used in creating contract authorizations.

Roll Contracts and Exemptions to Another Term

The Rules and the Students assigned to Contracts and Exemptions may be rolled from one term to another, to expedite the set-up for a new term.

About this task

Procedure

1. Establish the default values for the following fields using the Student Billing Control (TSACTRL) page.
   a) Roll Contracts
   b) Roll Students
   c) Roll Exemptions
   d) Roll Students
2. When creating a new contract or exemption, the default values will be obtained from the Student Billing Control (TSACTRL) page. Change the values on each contract or exemption record as necessary, or on individual students as they are assigned.
3. Enter an Expiration term for the Contract, Exemption, or assigned Student if applicable. These records will be ignored when rolling to a term greater than the Expiration term.
4. Execute the Contract an Exemption Roll Process (TSRROLL) when you are ready to roll contracts or exemptions to the next term.

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Contract and Exemption Study Path Processing

Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration.

You can now assign students to contracts and exemptions by study path. When students are assigned by study path, contract and exemption processing will post payments to student accounts by study path. Contract processing will also post corresponding charges to third party contract accounts by study path.

Refer to the *Banner Student User Guide* for more information related to study paths and set up requirements.

Study path considerations

Institutions already using study path functionality in Banner Student might have student account charges previously assessed and posted that are associated with a study path in Banner Accounts Receivable in addition to corresponding contract and exemption credits processed without Study Paths.

If you implement contract/exemption processing by study path in the middle of a term, and contracts and exemptions credits have already been processed without study paths for charges with a study path, if a new eligible transaction is entered onto the student's account for the term, and contract and exemption credits are now being processed by study path, all eligible transactions on the account are re-evaluated.

This might result in reversals of credits without a study path and re-posting of the credits with a study path. Although the end result of total credit amount posted will be the same, this could impact any offline reporting you have done of the student's account to reconcile charges by study path and corresponding contract and exemption credits.

See example for middle of a term below.

If you implement this functionality at the start of a new term, you will avoid the re-evaluation of the account as noted above; because in this case, contract and exemption processing will post payments to student accounts by study path from the beginning of the term.

Middle of Term Example

This example shows contract and exemption functionality without study paths. The student account has three transactions matching the contract rule.

Detail code	Term	Charge	Payment	Study Path
T101	201610	1000		1
T101	201610	1000		2
T101	201610	1000		NULL

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Contract 1 pays 75 percent of T101 charges. One contract credit, TPPY, is created for all three T101 transactions because it posts without regard to study path.

Detail code	Term	Charge	Payment	Study Path
T101	201610	1000		1
T101	201610	1000		2
T101	201610	1000		NULL
TPPY	201610		2250	NULL

Now, if contract/exemption processing by study path is implemented, and a new contract is set up in the middle of the term, Contract 2 is created with study paths. Contract 2 pays 25 percent of T101 charges with study path 1, study path 2, and without a study path.

Two more T101 charges are posted to student's account: one with Study path 1 and the other with Study path 2.

Detail code	Term	Charge	Payment	Study Path
T101	201610	1000		1
T101	201610	1000		2
T101	201610	1000		NULL
TPPY (from Contract 1)	201610		2250	NULL
T101	201610	1000		1
T101	201610	1000		2

The process recalculates the contract credits by study path and posts adjusting transactions to the account. After reevaluating the charges by study path:

- The total charges without a study path is 1000.00, so the original contract credit (TPPY) posted for 2250.00 without a study path should be reduced to 1000.00, so a reversal of 1250.00 is posted.
- The total charges with study path 1 is 2000.00. Contract 1 pays 1500 and contract 2 pays 500.00. A contract credit (TPPY) is posted for 1500.00 to study path 1 with cross reference to contract 1, and a contract credit (TPPY) is posted for 500.00 to study path 1 with cross reference to contract 2.
- The total charges with study path 2 is 2000.00. Contract 1 pays 1500.00 and contract 2 pays 500.00. A contract credit (TPPY) is posted for 1500.00 to study path 2 with cross reference to contract 1, and a contract credit (TPPY) is posted for 500.00 to study path 2 with cross reference to contract 2.

The transactions displayed on the account are as follows:

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Detail code	Term	Charge	Payment	Study Path
T101	201610	1000		1
T101	201610	1000		2
T101	201610	1000		NULL
TPPY (from Contract 1)	201610		2250	NULL
T101	201610	1000		1
T101	201610	1000		2
TPPY	201610		-1250	NULL (to reduce to 1000 for Contract 1)
TPPY	201610		1500	1 (Contract 1)
TPPY	201610		500	1 (Contract 2)
TPPY	201610		1500	2 (Contract 1)
TPPY	201610		500	2 (Contract 2)

Set up contracts and exemptions with study paths

Set up contracts and exemptions with study paths.

Before you begin

Implement study path functionality in Banner Student.

Procedure

1. Select the **Display Study Paths** indicator on the Student Billing Control (TSACTRL) form.
2. Create Contract/Exemption Rules on TSACONT/TSAEXPT.
   a) Enter base Contract/Exemption information.
   b) Enter Contract/Exemption Rules (by Account or Category Code or Detail Code).
3. Assign students to Contracts on the Person Assignment/Authorization section of TSACONT/TSACONP or the Exemptions/Contracts section of TSAACCT.

   You can assign students to a contract more than one time using different study paths and set student maximums for each study path. When a study path is assigned to a student, contract credits will be processed for eligible charges with the same study path up to the student maximum.

   You can also leave the study path blank to process all eligible charges without regard to study path.
4. Assign students to Exemptions on the Person Assignment/Authorization section of TSAEXPT/TSAEXPP or the Exemptions/Contracts section of TSAACCT.

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You can assign students to an exemption more than one time using different study paths and set student maximums for each study path. When a study path is assigned to a student, exemption credits will be processed for eligible charges with the same study path up to the student maximum.

You can also leave the study path blank to process all eligible charges without regard to study path.

5. Use TSASPAY to view and process pending credits by study path.
6. Use TGRAPPL with the Apply Cont/Expt Credits parameter option set to C to apply Contract/Exemption credits using Cross Reference information and Study Path.
7. Use TSRROLL to roll Contract and Exemption student assignment records and the associated study path.

Contract and exemption processing by study path

You can use study paths in Banner Accounts Receivable for contract and exemption processing.

A **Study Path** field has been added to the forms/pages used for assigning students to contracts and exemptions, and processing contract and exemption credits to student accounts. Refer to the Changed Forms/Pages section of the *Banner Accounts Receivable Release Guide* for more detailed information.

The **Study Path** fields display in Banner Accounts Receivable when the **Display Study Paths** check box is selected on the Student Billing Control (TSACTRL) form. If the **Display Study Paths** check box is cleared on the Student Billing Control (TSACTRL) form, the **Study Path** fields are hidden in Banner Accounts Receivable forms.

Institutions using study path functionality in Banner Student may assign students to contracts and exemptions by study path. The study path must be active and current for the student and term of the contract or exemption. Students may be assigned to more than one study path on the same contract or exemption. When study path is associated to a student assignment record, contract and exemption processing will post eligible credits to the student's account by study path. Contract processing will also post corresponding charges to the third party account by study path.

Processing of rule level minimums and maximums

This section describes contract and exemption study path processing when minimum and maximums are defined at the account rule level, category rule level or detail code rule level.

Processing of rule level minimum amounts

When a contract or exemption has a minimum and the student is assigned to the contract for both study path 1 and study path 2, the minimum amount is satisfied one time, not separately for each study path.

A student may be enrolled in multiple study paths such that the student’s account may have some transactions with a study path 1 and some transactions with a study path 2 in addition to some transactions not associated to a study path.

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For example, a student is enrolled in 2 study paths (1 and 2) and tuition transactions have been assessed to the student's account by study path. The student is assigned to a contract defined to pay tuition category transactions after a minimum amount of USD100.00 has been paid by the student. The student has been assigned to the contract for both study path 1 and study path 2.

The student has the following tuition transactions on their account:

- Tuition Transaction 1, study path 1 for 30.00
- Tuition Transaction 2, study path 2 for 40.00
- Tuition Transaction 3, study path 1 for 60.00
- Tuition Transaction 4, study path is blank for 100.00

Example 1

The student is assigned to the contract for study path 1 and study path 2.

- Study path 1 has a priority 1.
- Study path 2 has a priority 2.

Transactions 1, 2, and 3 are eligible to be paid by the contract because these transactions have a study path 1 or 2. Transaction 4 is not eligible because it does not have a study path.

The amount the contract can pay is USD 30.00 after the minimum is satisfied.

A contract payment of 30.00 will be posted to the student's account with study path 1. A contract charge of 30.00 will be posted to the third party contract account for study path 1.

Example 2

The student is assigned to the contract to for study path 1 and study path 2.

- Study path 2 has a priority 1.
- Study path 1 has a priority 2.

Transactions 1, 2 and 3 are eligible to be paid by the contract because these transactions have a study path 1 or 2. Transaction 4 is not eligible because it does not have a study path.

The amount the contract can pay is USD 30.00 after the minimum is satisfied.

A contract payment of 30.00 will be posted to the student's account for study path 2. A contract charge of 30.00 will be posted to the third party contract account for study path 2.

Example 3

A student can be assigned to a contract with the study path field blank. All eligible tuition transactions on the student account can be paid, without regard to study path. When a student is assigned to a contract with the study path field blank, no priority order is established.

After the minimum amount is satisfied, remaining eligible amounts are paid to the student in the order as follows:

1. Eligible tuition transactions with study path populated, from lowest study path number to highest study path number (study path 1, then 2, then 3, etc).
2. Eligible tuition transactions with study path blank.

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A contract is defined to pay tuition category transactions after a minimum amount of USD 90.00 has been paid by the student and the student is assigned to the contract with the study path field left blank. Using the same account transactions from Example 1 and 2 above, all four transactions are eligible to be paid by the contract because transactions with and without study path are eligible.

The amount the contract can pay is USD 140.00 after the minimum is satisfied. Contract payments posted in the student account are as follows:

- 90.00 with study path 1.
- 40.00 with study path 2.
- 10.00 with study path blank.

Corresponding contract charges are posted to the third party contract account.

Additional Information

If the minimum amount that must be met for the same rule level (for example, account level, category level or detail code level) differs based on study paths, you would need to create multiple contracts and exemptions.

For example, Student A is enrolled in 2 study paths (1 and 2).

- Contract 1 will pay for tuition detail code T101 transactions for term 201710 for study path 1 after the student has paid the first 100.00.
- Contract 2 will pay for tuition detail code T101 transactions for term 201710 for study path 2 after the student has paid the first 200.00.

Because the minimum amount is different at contract rule level, you would need to create two contracts for the same detail code rule of T101:

- One with a minimum of 100 for students assigned with study path 1
- Another with a minimum of 200 for students assigned with study path 2.

The two contracts should be defined as follows:

Contract ID	Contract Term	Contract Number	Pays Detail Code	Contract Minimum	Student Assignment and Study Path
SHANO	201710	1	T101	100	Student A, Study Path 1
SHANO	201710	2	T101	200	Student A, Study Path 2

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Processing of rule level maximum amounts

The order in which the maximum amount is paid is based on study path priority, from highest to lowest.

The maximum amount is the total amount the contract or exemption will pay for each assigned student. The contract or exemption maximum amount is defined at the contract rule level (by Account, Category or Detail Code), without regard to study path level.

When a contract or exemption has a maximum of 1000.00 and the student is assigned with study path 1 and study path 2, the maximum is paid one time, not separately for each study path. A student may be enrolled in multiple study paths such that the student's account might have some transactions with a study path 1 and some transactions with a study path 2 in addition to some transactions not associated to a study path.

For example, a student is enrolled in 2 study paths (1 and 2) and tuition transactions have been assessed to the student's account by study path. The student is also assigned to contract is defined to pay tuition category transactions up to a maximum amount of 1000.00. The student has been assigned to the contract for study path 1 and study path 2.

The student has the following tuition transactions on their account:

- Tuition Transaction 1, study path 1 for 300.00
- Tuition Transaction 2, study path 2 for 400.00
- Tuition Transaction 3, study path 1 for 600.00
- Tuition Transaction 4, study path is blank for 1000.00

Example 1

The

The student is assigned to a contract for study path 1 and study path 2.

- Study path 1 has a priority 1.
- Study path 2 has a priority 2.

Transactions 1, 2 and 3 are eligible to be paid by the contract because these transactions have a study path 1 or 2. Transaction 4 is not eligible because it does not have a study path.

In this case:

- A contract payment of 900.00 will be posted to the student account for the tuition transactions with study path 1.
- a contract payment of 100.00 will be posted to the student account for the tuition transactions with study path 2.

Corresponding charge transactions will be posted to the third party contract account for 900.00 to study path 1 and 100.00 to study path 2.

The maximum amount of 1000.00 has now been paid by the contract to the student and also charged to the third party contract account.

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Example 2

The student is assigned to the contract to for study path 1 and study path 2.

- Study path 2 has a priority 1.
- Study path 1 has a priority 2.

Transactions 1, 2 and 3 are eligible to be paid by the contract because these transactions have a study path 1 or 2. Transaction 4 is not eligible because it does not have a study path.

In this case:

- A contract payment of 400.00 will be posted to the student account for the tuition transactions with study path 2.
- A contract payment of 600.00 will be posted to the student account for the tuition transactions with study path 1.

Corresponding charge transactions will be posted to the third party contract account for 400.00 to study path 2 and 600.00 to study path 1.

The maximum amount of 1000.00 has now been paid by the contract.

Example 3

A student can be assigned to a contract with the study path field blank. This means that all eligible tuition transactions on the student account can be paid, without regard to study path. When a student is assigned to a contract with the study path field blank, no priority order is established.

In this case, the maximum will be paid in order as follows:

1. Eligible tuition transactions with study path populated will be paid, from lowest to highest (study path 1, then 2, then 3, etc).
2. Eligible tuition transactions with study path blank, until the maximum amount has been paid.

A contract is defined to pay tuition category transactions up amount a maximum amount of 2000.00 and the student is assigned to the contract with the study path field left blank. Using the same account transactions from Example 1 and 2 above, all four transactions are eligible to be paid by the contract because transactions with and without study path are eligible.

In this case:

- A contract payment of 900.00 will be posted to the student account for the tuition transactions with study path 1.
- A contract payment of 400.00 will be posted to the student account for the tuition transactions with study path 2.
- A contract payment of 700.00 will be posted to the student account for the tuition transactions with study path field left blank.

Corresponding charge transactions will be posted to the third party contract account for 900.00 to study path 1 and 400.00 to study path 2 and 700.00 with study path field left blank.

The maximum amount of 2000.00 has now been paid by the contract.

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Additional Information

If a maximum amount must be set at the rule level (for example, account level, category level or detail code level) for transactions with different study paths, you would need to create multiple contracts and exemptions.

For example, Student A is enrolled in 2 study paths (1 and 2).

- Contract 1 will pay up to a maximum of 1000.00 for tuition detail code T101 transactions for term 201710 and study path 1.
- Contract 2 will pay up to a maximum of 2000.00 for tuition detail code T101 transactions for term 201710 and study path 2.

Because the maximum amount is different at the contract rule level, you would need to create two contracts for the same detail code rule of T101:

- One with a maximum of 1000.00 for students assigned with study path 1.
- Another with a maximum of 2000.00 for students assigned with study path 2.

The two contracts should be defined as follows:

Contract ID	Contract Term	Contract Number	Pays Detail Code	Contract Minimum	Student Assignment and Study Path
SHANO	201710	1	T101	1000	Student A, Study Path 1
SHANO	201710	2	T101	2000	Student A, Study Path 2

Student maximums by study path

Institutions using study path functionality in Banner Student can assign students to contracts and exemptions by study path, and also set different student maximum amounts for each student assignment record on the **Person Assignment/Authorization** window.

Contract and exemptions will pay up to the student maximum amount defined for the assigned study path.

A student may be enrolled in multiple study paths such that the student's account may have some transactions with a study path 1 and some transactions with a study path 2 in addition to some transactions not associated to a study path. The same contract or exemption may be set up to pay a different student maximum for different study paths.

Example 1

A student is enrolled in 2 study paths (1 and 2) and tuition transactions have been assessed to the students account by study path. A contract will pay 100 percent the student charges with a category of tuition:

- up to a maximum of 1000.00 for study path 1 and

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- up to a maximum of 2000.00 for study path 2.

The student has been assigned to the same contract twice:

- One time with a student maximum of 1000.00 for study path 1.
- Another time with a student maximum of 2000.00 for study path 2.

No contract rule level minimums or maximums are applicable in this example.

Contract ID	Contract Term	Contract Number	Pays Category	Student Assignment	Student Maximum	Study Path
SHANO	201710	1	TUITION	Student A	1000	1
					2000	2

The student has the following tuition transactions on their account:

- Tuition Transaction 1, study path 1 for 600.00
- Tuition Transaction 2, study path 2 for 2100.00
- Tuition Transaction 3, study path 1 for 600.00
- Tuition Transaction 4, study path is blank for 1500.00

Transactions 1, 2 and 3 are eligible to be paid by the contract because these transactions have a study path 1 or 2. Transaction 4 is not eligible because it does not have a study path.

The contract credits posted to the student's account will be as follows:

Student ID	Amount	Study Path
Student A	1000	1
Student A	2000	2

- Corresponding charge transaction will be posted to the third party contract account for 1000.00 to study path 1.
- Corresponding charge transaction will be posted to the third party contract account for 2000.00 to study path 2.

Example 2

A student is enrolled in 2 study paths (1 and 2) and tuition transactions have been assessed to the student's account by study path. The student also has housing charges that are not associated to a study path. A contract will pay 100 percent of the student charges with a category of tuition:

- Up to a maximum of 1000.00 for study path 1, and
- Up to a maximum of 2000.00 for study path 2.

Another contract will pay 100 percent of the student charges with a category of housing without regard to study path up to a maximum of 1200.00.

When a contract covers transactions with and without a study path and student maximums exist, you would need to create multiple contracts.

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- Contract 1 will pay the eligible tuition transactions with a study path, and
- Contract 2 will pay the eligible housing transactions without regard to study path.

No contract rule level minimums or maximums are applicable in this example.

Contract ID	Contract Term	Contract Number	Pays Category	Student Assignment	Student Maximum	Study Path
SHANO	201710	1	TUITION	Student A	1000	1
					2000	2
SHANO	201710	2	HOUSING	Student A	1200	Blank

The student has the following tuition transactions on their account:

- Tuition Transaction 1, study path 1 for 600.00.
- Tuition Transaction 2, study path 2 for 2100.00.
- Tuition Transaction 3, study path 1 for 600.00.
- Housing Transaction 4, study path is blank for 1500.00.

The tuition transactions 1, 2 and 3 are eligible to be paid by contract 1 because these transactions have a study path 1 or 2. The housing transaction 4 is eligible to be paid by contract 2 which will pay eligible housing transactions without regard to study path.

The contract credits posted to the student's account will be as follows:

Student ID	Amount	Study Path
Student A	1000	1
Student A	2000	2
Student A	1200	Blank

- Corresponding charge transaction will be posted to the third party contract account for 1000.00 to study path 1.
- Corresponding charge transaction will be posted to the third party contract account for 2000.00 to study path 2.
- Corresponding charge transaction will be posted to the third party contract account for 1200.00 and the study path will be blank.

Note: In Example 2 above, if there were not any student maximums, a single contract could be created. In this case, the student would be assigned to the contract and you would leave the study path field blank. When the study path field is blank on a person assignment record, this means that all of the student's transactions, without regard to study path value, are eligible to be paid by the contract.

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Copy/Roll for students assigned to Contracts and Exemptions by Study Path

You can copy/roll students from one contract/exemption to another based on contract/exemption settings and rules.

Students assignment records with study path field populated (for example, 1, 2, 99) will be copied forward if the study path is active for the term at the time the copy is performed. Student assignment records with study path field blank will be copied forward as per standard copy functionality.

Note: If a study path previously assigned to an exemption no longer has current and active curriculum for the student and term, the study path description will be blank.

Accounts Receivable Testing Tasks

The Accounts Receivable testing process may be performed in five phases.

Review and Build Validation and Detail Code Data

In Phase I of the process, review and build validation and detail code data.

About this task

Procedure

1. Determine which forms will be used in addition to the main processing forms: Detail Code Control Form - Student (TSADETC), Student Payment (TSASPAY) page, Student Account Detail (TSADETL) page and Account Detail Review Form - Student (TSAAREV).
2. Review the validation and control forms specific to Accounts Receivable.
3. Review and build the validation tables required by the Detail Code Control Form - Student (TSADETC).

Detail Category Code Validation Form	(TTVDCAT)
Payment Type Code Validation Form	(TTVPAYT)
Term Code Validation Form	(STVTERM)

4. Review the items you need to define as detail codes. Remember all charge and all payment account transactions will be identified as detail codes. To obtain a listing of detail codes, select the Detail Code Report option from the options menu on the Detail Code Control (TSADETC) page or the Category Code Control (TTVDCAT) page.
5. Build the GL account information associated with each of the detail codes that are defined. Account A is usually the debit account, and Account B is usually the credit account when a positive transaction is entered.
6. Review all other validation tables used in Accounts Receivable.

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Delinquency Code Validation (TTVDELI) page	This code can be entered for an ID on the Account Review (TSAACCT) page and used to print special messages on bills.
Charge/Payment Source Code Validation (TTVSRCE) page	Many of these codes are reserved values used by the system to mark the origin of transactions.
Originator Code Validation (STVORIG) page	This code is associated with billing comments to identify the person or office maintaining the comment.

The following validation forms are used within Accounts Receivable for the maintenance of addresses on the Miscellaneous Transaction (TFAMISC) page.

Nation Code Validation Form	(STVNATN)
State/Province Code Validation Form	(STVSTAT)

Build and Revise Testing Information

In Phase II of the process, build and revise testing information.

About this task

Procedure

1. Build sample persons and non-persons to experiment with different types of account activity.
2. Test using the detail codes defined by entering them on the person and non-person accounts using the Student Account Detail (TSADETL) page. Check that the account balances are correct based upon the payments and charges you have entered.
3. Review the information displayed on the Account Review Form - Student (TSAACCT).
4. Make corrections to detail code definitions as necessary.
5. Discuss your current tuition and fee assessment rules. Add the detail codes which will be required to define the fee assessment process rules on the Registration Fee Assessment Rules (SFARGFE) page and the minimum/maximum control on the Registration Fees Minimum/ Maximum Charge Control (SFAFMAX) page.
6. Discuss the conditions under which a student will receive a refund of tuition or fees. Determine which of the refund methods will most closely provide this calculation.
7. Develop refund rules using the Enrollment Status Control (SFAESTS) page and the Course Registration Status (SFARSTS) page or

   Develop refund rules using the Refund Control (SFARFND) page.
8. Register several students in courses to test all of the assessment rules you have defined.
9. Correct assessment rules, if necessary, and retest using new enrollments.

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Decide Type of Processing

In Phase III of the process, decide how your institution intends to use the different types of processing.

About this task

Procedure

1. Discuss if and how your institution will use deposit processing. Define your deposits using the Deposit Detail Control (TGADEPC) page. Enter deposits with the **Auto Release indicator** set to Y for several students using the Deposits Window of the Billing Mass Data Entry Form - Student (TSAMASS). Register the students and test the results on the Student Payment (TSASPAY) page. Review results on the Deposits window of the Student Account Detail (TSADETL) page and attempt to release other deposits directly on this form. Make adjustments where necessary and retest with a new population.
2. Discuss if and how your institution will use contract processing. Will authorization be required? Define your contracts using the Contract Authorization (TSACONT) page. Assign several students to the contracts. Register the students and test the results on the Student Payment (TSASPAY) page. Make adjustments where necessary and retest with a new population.
3. Discuss if and how your institution will use exemption processing. Define your exemptions using the Exemption Authorization (TSAEXPT) page. Assign several students to the exemption. Register the students and test the results on the Student Payment (TSASPAY) page. Make adjustments where necessary and retest with a new population.
4. Discuss if and how your institution will use installment plan processing. Define your installment plans using the Installment Plan Code Control Form - Student (TSAISTC). Assign several students to the installment plan on the Installment Plan Form - Student (TSAISTL). Review results on the Account Detail Review Form - Student (TSAAREV). Make adjustments where necessary and retest with a new population.
5. Discuss and review the implications of using memo transactions. Define several memo detail codes and enter several memo transactions on student accounts using the Memos window of the Student Account Detail (TSADETL) page.
6. Discuss the way your institution will use the controls provided on the Accounts Receivable Billing Control (TGACTRL) page and the Student Billing Control (TSACTRL) page. Build the appropriate values. Test the processing and adjust when necessary.
7. Discuss the way your institution will use the billing messages. Define appropriate messages on the Billing Message (TGAMESG) page.

Run and Test Data

In Phase IV of the process, run and test data based on the decisions made in Phase III.

About this task

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Procedure

1. Register several more students and enter deposits, contracts, and exemptions for this population. Run the Batch Fee Assessment Process (SFRFASC). Then run the Student Billing processes (TSRCBIL/TSRRBIL/TSRSBIL). Review the results and make adjustments where necessary. Retest as necessary using new enrollments and billing data.
2. Enter payment information using the Student Payment (TSASPAY) page for some of your population; enter some full payments and some partial payments. Do not accept charges for some of your population.
3. Use the Cashier Session Review (TGACREV) page to review the activity in your cashier session and to close the cashier session.
4. Use the Cashier Supervisory (TGACSPV) page to review all cashier sessions and to finalize your cashier session.
5. Run the Application of Payment Process (TGRAPPL) and review the results on the Application of Payment Review Form - Student (TSIAPPL).
6. Run the Accounting Feed Process (TGRFEED), and review the results on the Student Account Detail (TSADETL) page and the Application of Payment Review Form - Student (TSIAPPL).
7. Run the Registered, Not Paid Process (SFRRNOP) to delete enrollments for the students whose charges were not accepted. Make sure you understand how this process will work. Review the results on the Student Account Detail (TSADETL) page and the Registration Query (SFAREGQ) page.
8. Enter drop/add activity, and review your assessment and refund rules. Simulate actual processing. Review the results after each step.
9. Run the Student Billing processes (TSRCBIL/TSRRBIL/TSRSBIL). Run the Total Billed Report (TSRBTOT). Review the results and make adjustments where necessary. Retest as necessary using enrollments and billing data.

Run the Final Tabulations of Data and Verify All sessions and Transactions are Correct and Finalized

In Phase V of the process, run the final tabulations of the data and make sure all sessions and transactions are correct and finalized.

About this task

Procedure

1. Define the detail codes that will be used to identify returned checks and penalty charges using the Returned Check Code Control (TGARETC) page. Enter several returned checks using the Account Detail Review Form - Student (TSAAREV). Review the results and make adjustments if necessary.
2. Use the Student Unapplication of Payment (TSAUNAP) page to unapply payments for some accounts with a check entry, then enter a returned check detail code from TGARETC on the same accounts, recording a direct application of payments using the Account Detail Review Form - Student (TSAAREV). Review the results and make adjustments if necessary.

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3. Use the Cashier Session Review (TGACREV) page to review the activity in your cashier session and to close the cashier session.
4. Use the Cashier Supervisory (TGACSPV) page to review all cashier sessions and to finalize your cashier session. You can also run the Cashier Session Close Process (TGRCLOS) to close and finalize sessions based upon user-defined rule. Rules are defined on the Charge/ Payment Source Code Validation (TTVSRCE) page.
5. Run the Cashier Detail Report (TGRCSHR) and review the results.
6. Run the Application of Payment Process (TGRAPPL) and review the results on the Application of Payment Review Form - Student (TSIAPPL).
7. Run the Accounting Feed Process (TGRFEED) and review the results on the Student Account Detail (TSADETL) page and the Application of Payments Review Form - Student (TSIAPPL).
8. Run the Assess Penalty/Interest Charges Report (TSRLATE) and review the results on the Account Detail Review Form - Student (TSAAREV).
9. Run the Aging Analysis Report (TGRAGES) and review the results on the Account Review (TSAACCT) page.
10. Place several accounts in collection by using the Collections (TGACOLC) page. Run the Collection Agency Report (TGRCOLC) and review the results.

Banner Accounts Receivable Interface to Financial Aid

This interface describes how the disbursement process for financial aid occurs with relation to the Accounts Receivable module using the Student Payment (TSASPAY) page, the Applicant Summary (ROASMRY) page, the Disbursement Process (RPEDISB), and the billing process through the Student Billing Statement (TSRBCIL).

Set Up Detail Codes for Financial Aid Disbursement

All financial aid funds that the institution wishes to disburse through the Disbursement Process (RPEDISB) from the Banner Financial Aid System to the Accounts Receivable module of the Banner Student System must have corresponding payment detail codes created for them on the Detail Code Control Form - Student (TSADETC).

These detail codes can then be associated with the appropriate financial aid fund code on the Fund Base Data (RFRBASE) page within the Banner Financial Aid System. This connection allows for the designation of disbursement payments in the Accounts Receivable module. This must be completed before the Disbursement Process (RPEDISB) is run.

Optionally, the **Like Term** check box on TSADETC can be selected for financial aid funds; when the Application of Payment Process (TGRAPPL) is executed, this restricts the application of such payments to only charges incurred within the same term of the payment. The **Like Period** check box on TSADETC can be selected for financial aid funds; when the Application of Payment Process (TGRAPPL) is executed, this restricts the application of such payments to only charges with terms that match a term in the Financial Aid Enrollment Period. The **Like Aid Year** check box on TSADETC can be selected for financial aid funds; when the Application of Payment Process

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(TGRAPPL) is executed, this restricts the application of such payments to only charges with matching term and other terms within the same Aid Year as the payment.

Detail codes may also be assigned to a user-defined category, create application of payment information, and provide data entry default information. The Accounting Feed Process (TGRFEED) uses the accounting information associated with each detail code.

Set Up Aid Year, Term, Period for Financial Aid

Because financial aid is processed by aid year, institutional terms must be associated with a value in the **Financial Aid Process Year** field on the Term Code Validation (STVTERM) page.

Note: The **Term** and **Period** fields are not required for Banner Financial Aid processing but are used by the Student System for interfaces to third-party financial aid systems.

Disburse Financial Aid Funds

When the Disbursement Process (RPEDISB) is executed, it allows disbursable aid (for all students or a specific population) for terms in the specified enrollment period to be credited to a student's account or bill in three ways: payments, authorizations, or memos.

In order for this to occur, students must pass all user-defined edits and any applicable (hard-coded) federal requirements. Also, any adjustments (increases or reductions to funds) made by the financial aid office to student awards, or due to the funds failing disbursement edits, may be posted to a student's account and bill when this process is executed.

These hard-coded and user-defined disbursement edits directly impact the posting of aid to a student's account. Therefore, designated users in the Accounts Receivable office should be familiar with the rules that have been defined by the financial aid office which are related to disbursement processing. Needless to say, the coordination of effort related to disbursement processing between these two areas is critical.

Note: All Banner Financial Aid payments, authorizations, or memos will have an Accounts Receivable source code of F from the Charge/Payment Source Code Validation (TTVSRCE) page. Source codes are associated with each transaction on a student's account and reflect their origin (i.e., housing, financial aid, registration, etc.).

The disbursement process first tries to determine if the fund can actually be posted as a valid payment. If the fund cannot be paid, the disbursement process tries to process it as an authorization, and if that fails, the disbursement process will attempt to process it as a memo.

Note: If you run RPEDISB, and an expected payment is not made, check the Disbursement Results (ROIDISB) page for the reason.

These are mutually exclusive disbursement categories, therefore as a fund moves from one eligible category to another, the previous category and amount are deleted by the disbursement process.

The only exception to this rule is when a fund is scheduled to have more than one disbursement per term. In this situation, payments and authorizations can exist at the same time. The scheduled payments that are made are processed as actual payments, and the scheduled disbursements

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that are not ready to be made because the scheduled disbursement date has not been reached, are processed as authorizations. The authorized amount can also be thought of as the expected disbursement amount for the whole term, minus any partial payments made for the term.

The following is a basic explanation of these three disbursement categories:

1. Posting of Financial Aid as Actual Payments

   Disbursable funds that pass all edits will post as payments and can be viewed on all relevant accounts receivable forms. Generally, this means that the student has satisfied all user-defined and hard-coded federal requirements, and the institutionally-defined date for payment has been reached. The date of payment is defined by the institution in the Banner Financial Aid System and can be specific to a term or fund. Generally, with few exceptions, the date for payments is defined as on or after the beginning of classes. Financial aid funds processed as payments will reduce the balance due on student bills and on all relevant accounts receivable forms.

   As with any Student System process that allows actual payments to be posted to student accounts, executing the Disbursement Process (RPEDISB) will create a cashiering session under the user ID who ran the process, if any funds were processed as actual payments. Cashiering sessions only include actual payments; they never contain authorizations or memos.

2. Posting of Financial Aid as Authorizations

   The intent of authorized aid is to allow the institution to distinguish between what they consider to be estimated aid (memos) versus aid that has been finalized but can't be paid yet (authorizations). Authorized aid can be used to reduce the balance of a student's account, but memos cannot.

   Disbursable funds will be processed as authorizations when the disbursement process meets the conditions mentioned above for payments, with the exception that the defined date for payment has not been reached. Authorized/committed funds can be set to reduce the balance due on the Student Student Billing processes (TSRCBIL/TSRRBIL/TSRSBIL) and on the Student Payment (TSASPAY) page, by selecting the **Committed/Authorized Financial Aid Reduces Amount Due** check box on the Student Billing Control (TSACTRL) page (reduce amount due on TSASPAY and TSRCBIL/TSRRBIL/TSRSBIL).

3. Posting of Financial Aid as Memos

   The institution must indicate, within the Banner Financial Aid System, which of their funds can be memoed. Memoable funds will be processed as memos if they don't meet the criteria for authorizations. Generally, this means that not all requirements have been satisfied. Memoed funds are provided as an indication of aid eligibility that has yet to be finalized. Memoed funds do not reduce the balance due online, but can optionally reduce the balance due on the bill.

Financial Aid Disbursment Example

Joseph has been offered financial assistance for the 1993-1994 aid year. The Fall 1993 and Spring 1994 terms have been associated with this aid year. He has been offered a total of $1,000 from GRANT A, $10,000 from GRANT B, and $4,000 from LOAN A for the 1993-1994 aid year. These funds have been defined to be distributed evenly across terms.

The payment date for the Fall has been defined as 09/07/1993 for all funds.

- On 07/05/1993, the Disbursement Process (RPEDISB) is executed, and all the funds are processed as memos, because Joseph has yet to submit requested parental tax returns. These tax returns have been defined as required before any funds can be paid.

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- By 07/12/1993, Joseph has satisfied all outstanding items required by the financial aid office. The Disbursement Process (RPEDISB) is executed and as a result, all the funds are processed as authorizations, and the memos are deleted; funds were not processed as payments, because the payment date had not been reached.
- On 09/07/1993, the Disbursement Process (RPEDISB) is executed, and all funds are processed as payments, because all payment requirements have been satisfied, and in addition the payment date has been reached.

Date Disbursement Process Executed	Term	Fund	Memo	Authorization	Payment
07/05/1993	Fall 1993				
		GRANT A	500		
		LOAN A	2,000		
		GRANT B	5,000		
07/12/1993	Fall 1993				
		GRANT A		500	
		LOAN A		2,000	
		GRANT B		5,000	
09/07/1993	Fall 1993				
		GRANT A			500
		LOAN A			2,000
		GRANT B			5,000

In most cases, the disbursement process is executed before the beginning of classes for an academic term. This allows for financial aid to be transmitted to the student's account before the mass printing and mailing of student bills. As a result, financial aid transmitted at this point will most probably be in the form of authorizations or memos, because the date of payment has not yet been reached.

After classes begin, the disbursement process should be executed on a regular basis based on an institutionally defined schedule. This will allow eligible aid to move from memos and authorizations to payments, and any pending adjustments will also be transmitted.

Banner Financial Aid that has been memoed through the disbursement process can be viewed on any accounts receivable form that displays memos. Authorized aid in addition to memos, outstanding financial aid requirements, and loan checks can be viewed on the Applicant Summary (ROASMRY) page which can be called from the Student Payment (TSASPAY) page. To access ROASMRY, select Review Financial Aid from the options menu on TSASPAY.

For more information on the edits and further explanation of memos, authorizations, and payment processing, refer to the *Banner Financial Aid User Guide*.

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Run Financial Aid Disbursement Process (Online and Batch)

The disbursement process performs the functions listed below.

- It passes the amount of deferred financial aid available to an applicant within a specific term/aid year/enrollment period to the Student System. This is displayed as a memo transaction in the Accounts Receivable module.
- It passes the amount of financial aid available to be disbursed to an applicant within a specific term/aid year/enrollment period to the Student System. This is displayed as an authorization in the Accounts Receivable module.
- It passes the amount of financial aid scheduled to be disbursed to an applicant within a specific term/aid year/enrollment period to the Student System. All schedule disbursements with a date less than or equal to the processing date that have not been disbursed will be processed. These are displayed as payment transactions in the Accounts Receivable module.

The only action that will invoke the Banner Financial Aid Disbursement Process (RPEDISB) is the execution of the COBOL job named RBEDISB. This can be accomplished using the following methods:

- Batch run using Job Submission for all students or with a population selection.
- Online for a single student from the Student Payment (TSASPAY) page by selecting the Financial Aid pull-down list and selecting Disburse Financial Aid from the window that displays.
- Online for a single student from the Applicant Immediate Process (ROAIMMP) page of the Banner Financial Aid System.

Note: To review the parameters for the Disbursement Process (RPEDISB), please consult the "Reports" chapter of the *Banner Financial Aid User Guide.* For additional information, please refer to the *Banner Financial Aid TRM Supplement*.

Financial Aid Billing and Payments Financial Aid

This section discusses the use of the Student Payment (TSASPAY) page and the Student Billing processes (TSRCBIL/TSRRBIL/TSRSBIL) as they relate to the Banner Financial Aid disbursement process. The Student Billing Control (TSACTRL) page determines how they interact.

The **Automatic Disbursements through TSASPAY** check box on the Student Billing Control (TSACTRL) page indicates how the Financial Aid disbursement process will be handled on the Student Payment (TSASPAY) page.

Valid values for this field are as follows.

Selected	Disbursements are automatically run on the Student Payment (TSASPAY) page. If the term is a crossover term, disbursements is run for both term/aid year combinations.
Cleared	Disbursements must be manually requested on the Student Payment (TSASPAY) page. If you want the Disbursement Process (RPEDISB) to

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	be executed, select the Financial Aid pull-down list and select Disburse Financial Aid from the window that displays. Clearing the **Automatic Disbursements through TSASPAY Indicator** check box could be the scenario for processing disbursements during slow periods.

Note: This switch should be cleared if Banner Financial Aid is not installed.

The Student Billing Control (TSACTRL) page enables you to indicate whether Banner Financial Aid authorizations should reduce the balance due on the bill and reduce the amount displayed in the **Amount Due** field on the Student Payment (TSASPAY) page. The following values are allowed for the **Committed/Authorized Financial Aid Reduces Amount Due** indicator on TSACTRL:

Selected	Reduce amount due on Student Payment (TSASPAY) page and Student Billing processes (TSRCBIL/TSRRBIL/TSRSBIL).
Cleared	Do not reduce amount due on Student Payment (TSASPAY) page or Student Billing processes (TSRCBIL/TSRRBIL/TSRSBIL).

Disbursements, Authorizations, and Memos Processing

When using Banner Financial Aid with the Student System, the Student Payment (TSASPAY) page allows users to disburse and view financial aid.

- Execute the Disbursement Process (RPEDISB) from TSASPAY so that the most current aid information could be posted to a student's account.
- Access a separate form, the Applicant Summary (ROASMRY) page, from the TSASPAY form to view how a student's financial aid was processed (memos and authorizations) as a result of the last run of the disbursement process.

Student Payment (TSASPAY) page Functions Related to Banner Financial Aid

Assume you are processing a student who has a record in the Banner Financial Aid System for the aid year that corresponds to the term in the Key block of TSASPAY.

If you go to the next section from the Key block, the cursor will stop on the Financial Aid pull-down list.

- Go to the next section if you do not want to review or process Financial Aid Information.
- Select the Financial Aid pull-down list to display the Options list. This displays the following choices: Review Financial Aid (ROASMRY) and Disburse Financial Aid.
  - Choose Review Financial Aid to retrieve the Applicant Summary (ROASMRY) page.
  - Choose Disburse Financial Aid to execute the Disbursement Process (RPEDISB).

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The **Authorized** field on TSASPAY will display the sum of Banner Financial Aid funds that were processed as authorizations for the term in the Key information, as of the last run of the Disbursement Process (RPEDISB). The Student Payment (TSASPAY) page contains two memo balance fields. The **Memos** field will display the sum of all current Banner Financial Aid memos for the term in the Key Information, as of the last run of the Disbursement Process (RPEDISB). The **Memo Balance** field located at the bottom of the form will display the sum of all other current memos with a source code not equal to F, excluding Banner Financial Aid memos, for the term in the Key information.

The **Amount Due** field on TSASPAY will display the balance due for the term reduced by actual payments. Banner Financial Aid authorizations may also reduce the displayed amount due (on TSASPAY only) if the **Committed/Authorized Financial Aid Reduces Amount Due** check box on the Student Billing Control (TSACTRL) page is selected.

The Banner Authorized Financial Aid window of the Student Payment (TSASPAY) page may be accessed from the Options Menu or the Review Financial Aid function. This window is used to view the authorized Banner financial aid that was processed as authorized aid as of the last run of the disbursement process. Authorized aid from other non-Banner financial aid systems will not appear in this window. Banner authorized aid can also be viewed on the Applicant Summary (ROASMRY) page.

The Student Account Detail (TSADETL) page will prevent memos with a source code of F (Financial Aid) from being released. Banner financial aid memos are never released. They are deleted by the disbursement process when the fund is processed as an authorization, or as a payment, or subsequently becomes ineligible to be memoed, or when the system date is past the memo expiration date.

Billing Parameters and Financial Aid

The Student Invoice/Billing Statement (TSRCBIL/TSRRBIL) prints invoices and estimates credits based on current charges (when run in INVOICING mode) and calculates credits and prints bills (when run in STATEMENT mode).

Invoice mode simple prints a copy of the account detail without updating the account. STATEMENT mode updates the account with billed and due dates, applies credits, and begins the aging process.

The value entered for the parameter Print Financial Aid Memos determines if Financial Aid Memos print on the bill. TSRCBIL/TSRRBIL will print Banner Financial Aid memos if a Y is entered in this parameter.

Note: There are no parameters on the Student Invoice/Billing Statement (TSRCBIL/TSRRBIL) that will cause the Banner Financial Aid Disbursement process to be executed.

The Billing Purge Process (TGPBILL) purges account detail and deposit records from an account and will exclude memos with a source code of F (Financial Aid) from purge processing.

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Financial Aid Disbursement Process and Accounts Receivable

The following chart outlines the interaction of financial aid memos, authorizations, and payments with Accounts Receivable billing processing.

Disbursement Process Processed Aid as:	Print on Bill	Reduce Balance on Bill	Reduce Balance Due Online
Memos	Y/NFootnote.		N
(TBRMEMO table)Footnote.			
Authorizations	Y	Y/N Footnote.	TSASPAYFootnote.
(RPRAUTH table)Footnote.			
Payments	Y	Y	Y
(TBRACCD table)			

Selected	Reduce amount due on Student Payment (TSASPAY) page and Student Invoice/Billing Statement (TSRCBIL/TSRRBIL).
Cleared	Do not reduce amount due on Student Payment (TSASPAY) page or Student Invoice/Billing Statement (TSRCBIL/TSRRBIL).

The following forms contain a **Memo Balance** field which displays the sum of all memos (including financial aid memos) that have not expired. The **Amount Due** fields on these forms do not reflect financial aid memos or authorizations.

Student Payment Detail Query Form	(TSIQACT)
Student Account Detail Form	(TSADETL)
Account Detail Review Form	(TSAAREV)
Account Review Form	(TSAACCT)

* Based on parameter **Print Financial Aid Memos**, on Student Invoice/Billing Statement (TSRCBIL/TSRRBIL).

** Based on answer to **Committed/Authorized Financial Aid Reduces Amount Due Indicator** on Student Billing Control (TSACTRL) page where:

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Run Billing for Financial Aid Disbursements

The following sample job list indicates the order of the processes used to run billing for financial aid disbursements.

About this task

Procedure

1. Run Batch Fee Assessment (SFRFASC).
2. Run one of the Student Billing processes (TSRCBIL/TSRRBIL/TSRSBIL) in APPLYCRED mode.
3. Run Batch Disbursements (RPEDISB).
4. Run Application of Payments (TGRAPPL).
5. Run Statements or Invoices (TSRCBIL/TSRRBIL).

Sample Billing Statement for Financial Aid Disbursements

To see how financial aid payments, authorizations, and memos appear on a student bill, refer to Student Billing processes (TSRCBIL/TSRRBIL), found in the *Student Accounts Receivable Reports* section.

Sleep/Wake Processes for Student Accounts Receivable

Banner systems and processes are valid for the Sleep/Wake processing described in this section.

Set Up Sleep/Wake Process for Student Accounts Receivable

About this task

Report/Process	Description
TGRRCPT	Account Receipt
TGPHOLD	Auto Hold Release Process
TSRCBIL	Student Billing Statement (Invoices)
TGRMISC	Miscellaneous Receipt
TSRSSUM	Student Transaction Summary Report

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Procedure

1. Define printer and print command on the Printer Validation (GTVPRNT) page. In the **Code** field, enter a name to reference each specific printer that may be used for printing output from sleep/wake processing. In the **Command** field, enter the correct operating system print command as it would normally be entered from the command line prompt, substituting an @ (at sign) as the place holder for the filename to be printed.

Operating System	Print Command
UNIX example:	`lp -d talaris1 @`
VMS example:	`print/queue=ln01 @`

On the appropriate System Distribution Initialization Information Form (SOADEST for Student or TOADEST for Accounts Receivable), enter the printer code from GTVPRNT that should be identified with the collector table rows that will be inserted to the appropriate tables when online application forms create a request for output that can be generated by sleep/wake processing.

The collector tables are as follows:

Process	Collector Table
SFRSCHD	SFRCBRQ
SHRTRTC	SHTTRAN
TGRMISC	TBRCMIS
TGRRCPT	TBRCRCP
TSRCBIL	TBRCBRQ
TSRSSUM	TBRCSUM
TGPHOLD	TBRCHLD

2. On the Process Submission Controls (GJAPCTL) page, for the valid sleep/wake jobs listed previously, enter the correct response for the parameter that specifies that the job should be processed for collector table entries. Refer to the documentation for each specific process to determine the appropriate response in each case (correct responses may be Collector, Y, %, etc.). In addition, each sleep/wake job has a printer code parameter. You must specify exactly the same code for this parameter answer that was entered on either SOADEST or TOADEST. A value of Y should be entered for the run in sleep/wake mode parameter, and a number of seconds should be specified for the sleep/wake interval (cycle) for each process.

Results

Do not enter the printer code in the top section of GJAPCTL; only enter it in the parameter section of the form.

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General Accounts Receivable Reports

Overview

This section contains information about each General report within the Banner® Accounts Receivable System.

The reports are listed in alphabetical order according to their seven-character names. For each report, you will find the following:

- A description of the report's purpose and function
- A table of the report's parameters and their related information, including the valid values and required/optional status
- A sample report, if applicable

Billing Purge Process (TGPBILL)

The Billing Purge Process is used to purge account detail and deposit records from an account, after the records have been fed.

These transactions must have a zero balance, and all associated detail records (through Application of Payments) must also have a zero balance. This process is also used to purge memos that have a zero balance and have expired. This process may be run in audit mode to produce a report to review before running in update mode to actually purge the detail records. The Billing Purge processes all accounts for both student and non-student accounts. Records may be purged based on a date range.

Note: Associated Application of Payment records in the Archive History table (TBRAPPH) and Additional Materials records in the Flexible Registration Additional Materials table (SFFRAMAR), if exist, are also purged for the selected accounts.

Account Detail and Deposit Purge Criteria

- All balances must be zero. If all balances are not zero, then the absolute value of the Balance must equal the absolute value of the Amount. For example, an account has the following account detail:

Detail Code	Amount	Balance
LOTM	- 40.00	- 30.00

No purge of any account detail/deposit information will occur on the account.

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- No Accounts Receivable hold can exist for the account.
- All account detail transactions with a zero balance must have an F in the **Feed Indicator**. If any one of the account detail transactions does not have an F, then no purge occurs for the account.
- If a cashier session exists for any account detail transaction, then no purge occurs for the account.
- If the Application of Payments transactions have not been fed, then no purge occurs for the account.
- Deposits which exist on the account must be fully released or no purge occurs for the account. For example, if a $200.00 deposit exists and only $100.00 has been released, then no purge occurs for the account.

Memo Information Purge Criteria

1. Memo amount must equal zero.
2. Source code cannot equal F (Financial Aid). This would cause the memo to be excluded from processing.
3. The expiration date of the memo must be less than the Memo Expiration Date specified on the parameter.

Note: The purging of account details and deposits occurs simultaneously. The purging of memos is separate. An account may have its memos purged, but its account detail and deposit information may not meet the purge criteria.

Billing Purge Process (TGPBILL) Prerequisites

- Close and finalize your cashier sessions. (Refer to the Cashier procedures.)
- Run the Application of Payment Process (TGRAPPL).
- Run the Billing/Invoice Statement (TFRBILL, TSRCBIL/TSRRBIL/TSRSBIL, or TSRTBIL) in STATEMENT mode.
- Run the Accounting Feed Process (TGRFEED).
- Run the Cashier Delete Report/Process (TGRCDEL).

Parameters (continued)	Name	Required?	Description	Values
	Create Balance Forward Trans(action)	Yes	Indicates whether to create or not create a zero amount balance forward transaction. When this parameter is set	Y Create balance forward transactions N Do not create balance forward transactions

Parameters (continued)	Name	Required?	Description	Values
			to Y, a balance forward detail code must also be entered.	
	Run Mode	Yes	Enter the mode in which processing will take place. Enter A to indicate that the process is to be run in audit mode. Running in audit mode produces an audit report without updating the database. Enter U to indicate that the process is to be run in update mode. Running in update mode removes the information from the database and produces the report.	A Audit U Update
	Purge Account Detail/Deposits	Yes	Enter Y if you want account detail to be purged. **Note:** Associated deposits will also be purged. Enter N if you do not want account detail to be purged.	Y Purge account detail. N Do not purge account detail.
	Balance Forward Detail Code	No	Enter the detail code to be used when creating the optional	Detail Code Control (TFADETC) page

Parameters (continued)	Name	Required?	Description	Values
			balance forward transaction. Valid values must exist on the Detail Code Control (TFADETC) page.	
	Bill Date for Balance Forward	Yes	Enter the bill date for the balance forward transactions. Date should be entered in DD-MON-YYYY format.	
	Due Date for Balance Forward	Yes	Enter the due date for the balance forward transactions. Date should be entered in DD-MON-YYYY format.	
	Max Acct Entry Date	No	The account will be skipped in the process if any account details have an entry date GREATER than the date specified.	
	Memo Purge Switch	Yes	Enter `Y` if you want memo items to be purged. Enter `N` if you do not want memo items to be purged.	Y Purge memo items N Do not purge memo items
	Memo Expiration Date	Yes	Enter the date used to determine if memo items are expired for the account being processed.	

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Parameters (continued)	Name	Required?	Description	Values
			Date should be entered in DD-MON-YYYY format.	
	Report Begin Date	No	Not used.	
	Report End Date	No	Not used.	
	ID Number	No	Enter a specific account ID to be purged, or leave blank for all accounts	
	Application ID	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Selection ID	No	Enter the code that identifies the population with which you want to work. The selection identifier must	

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Parameters (continued)	Name	Required?	Description	Values
			be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Creator ID	No	Enter the ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID of the person who ran the population selection.	

Auto Hold Release Process (TGPHOLD)

The Automated Hold Release Process (TGPHOLD) automatically assigns or releases holds to students or entities based on criteria established on the Auto Holds Rules (TGAHOLD) page.

Parameters (continued)	Name	Required?	Description	Values
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population	Population Selection Inquiry (GLISLCT) page

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Parameters (continued)	Name	Required?	Description	Values
			Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed.	Application Inquiry (GLIAPPL) page
	Creator ID	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID of the person using the sub-population rules.	

Parameters (continued)	Name	Required?	Description	Values
	Hold Rule Code	Yes	Enter the hold rule code defined on the Auto Holds Rules (TGAHOLD) page. This is a repeating parameter, so multiple rules may be entered.	Auto Hold Validation (TTVRHLD) page
	Apply--Release Mode	Yes	Enter a value to indicate whether Banner applies holds, releases holds, or releases and then applies holds.	A Apply holds R Release holds B Release, then apply holds
	Run Mode	Yes	Enter a value to indicate whether Banner will run the process in Audit (A) or Update (U) mode. Audit mode produces a report without updating the database. Update mode purges, releases, and applies holds as established by the above parameter, and produces a report of IDs which had holds released, applied, and purged.	A Audit mode (default value) U Update mode
	Exclude ID	No	Enter the ID of any account(s) that should be bypassed by the process. If an ID is entered, then that account will	

Parameters (continued)	Name	Required?	Description	Values
			not have holds released, applied or purged. IDs entered here override the rules that were established on the Auto Holds Rules (TGAHOLD) page. This is a repeating parameter, so multiple IDs may be entered.	
	Sleep/Wake Indicator (Y/N)	No	Enter Y to begin sleep/wake cycling of this process and printer.	Y Run in Sleep/ Wake mode N Run in Normal mode (default value)
	Printer Name	No	Enter the printer name for sleep/ wake.	Printer Validation (GTVPRNT) page
	Interval for Sleep/ Wake	No	Enter the time in seconds for the process to pause before resuming execution. The lowest enterable value is 1. The highest enterable value is 999999.	

Statement Purge Process (TGPSTMT)

This process can be used by institutions to purge statements from the Large Object Storage Table (GORBLOB) that are no longer needed or that were simply created in error.

Please refer to the Technical Documentation of the Large Object API (`gb_large_object`) for details regarding the file purge. This process deletes the header row from the Statement Header Table (TBBSTMT), but does not affect any of the individual transactions that were displayed on the statement. Statements with a bill date that precedes or is equal to the Bill Date are purged; optional population selection parameters may also be used when specifying which student's statements to purge.

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Note: Population Selection does not apply when using the Bill Run to reset following an error.

This process produces report output for your review. Purges by Bill Date Cutoff display the ID and Name of the student and a count of the number of statements being purged. A control report shows the total number of students for whom statements are purged and total count of statements removed. Purges by Bill Run display the Run Number, Bill Date, and Count of Statements being purged.

Parameters (continued)	Name	Required?	Description	Values
	Bill Date Cutoff	Y	Records with a bill date less than or equal to the parameter date will be removed.	
	Bill Run	N	Enter a value for this parameter to purge records for reset following a billing error.	The job submission run number for the billing. If populated, the Bill Date Cutoff must match the Bill Date used when creating the statements.
	Run Mode	Y	The process can be run in audit or update mode. Audit mode will display records pending delete. Update mode will perform actual delete of records.	A Audit U Update
	Application Code	N	General area for which each selection ID is defined.	Application Inquiry (GLIAPPL) page
	Selection Identifier	N	Sub-population.	
	Creator ID	N	User ID of the person who created rules for the sub-population.	
	User	N	User ID of the person who ran	

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Parameters (continued)	Name	Required?	Description	Values
			the population selection.	

Aging Analysis Report (TGRAGES)

This report is used to analyze past due accounts. It produces a list of accounts by billed date, due date, or effective date with up to three age-date range options.

The Invoice/Statement Report (TFRBILL, TSRCBIL/TSRRBIL/TSRSBIL or TSRTBIL) must have been run in STATEMENT mode to use billed or due dates. The report lists unpaid account balances within each age-date range in addition to future balances. The report control information gives totals by date range, future balance, and account balance.

Parameters (continued)	Name	Required?	Description	Values
	Age Date B-Billed, E-Effective, D-Due	Yes	Enter B, E, or D, the date against which you want to analyze the aging of accounts: billed date, effective date, or due date.	B Billed Date E Effective Date D Due Date
	Range Date 1	Yes	Enter range date 1, which would be the first range in the reporting period, usually spanning the number of days in the billing cycle. To examine ranges in thirty day increments, enter `30` for a 0 - 30 day range.	
	Range Date 2	Yes	Enter range date 2, which would be the second range in the reporting period. To examine accounts between 31 - 60 days, enter `60`.	

Parameters (continued)	Name	Required?	Description	Values
	Range Date 3	Yes	Enter range date 3, which would be the third range in the reporting period. To examine accounts between 61 - 90 days, enter `90.`	
	Minimum Account Balance	Yes	Used to include in this report all accounts with a balance greater than this amount. To see all accounts with a positive balance, enter `.01`.	
	Maximum Account Balance	Yes	Used to include in this report all account balances less than this amount. To see all, enter `99999.99` as default.	
	Detail Code	Yes	Enter single detail code, or % for all, to run report to analyze by detail code. Valid values should be selected from the Detail Code Control Form (TFADETC or TSADETC).	Detail Code Control Form (TFADETC or TSADETC)
	As Of Date (`DD_MON_YYYY`)	Yes	Enter the date from which the aging of an account is calculated in DD-MON-YYYY format.	

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Parameters (continued)	Name	Required?	Description	Values
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT) page
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Creator Id	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier.	

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Parameters (continued)	Name	Required?	Description	Values
			All or none of the population selection parameters must be entered.	

Application of Payments Archive History Process (TGRAPPH)

This process provides the ability to archive inactive application records from TBRAPPL. Records that can be archived are those where the Reapply Indicator = Y and the Feed Indicator = F. Archived records are removed from TBRAPPL and inserted into a new Application of Payments Archive History table TBRAPPH).

This process can be run in audit mode or update mode.

Parameters

The following table describes the process parameters.

Parameter	Value	Description
Archive Run mode	Audit (values are A, a) (Default) Update (values are U, u)	Audit mode produces a report displaying records pending archive, without actually updating the database. Update mode performs actual archive of the records and produces a report of archived records.
Feed Date Cutoff		The date used as a cutoff date to choose which records to archive. Records with a feed date less than or equal to the parameter date are eligible for archive.
Display Feed Document Number	No (N, n) (default) Yes (Y, y)	Provides option to display Number of Records Archived by Feed Document Number and Feed Date.

Note: If the Display Feed Document Number is Yes, then the report data output sorts by ID and Feed Document Number. If the display Feed Document Number is No, then the report data output sorts just by ID.

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Application Of Payment Process (TGRAPPL)

This process is used to apply payments to charges based on system and user-defined priorities.

Run TGRAPPL before you run Assess Penalty/Interest Charges (TFRLATE or TSRLATE), Aging Analysis (TGRAGES), Invoice/Statement (TFRBILL, TSRCBIL/TSRRBIL/TSRSBIL, or TSRTBIL), and General Accounting Feed (TGRFEED). Only payments with a balance not equal to zero will be used to pay charges with a balance not equal to zero, both having effective dates equal to or less than the current date.

The transaction or system date for the **Feed Future Transactions** indicator is used to determine which date to use when feeding accounting records to the Accounting Transaction Input Table (GURFEED). If the system date is selected, then all future dated transactions will be processed using the system date as the transaction date. This process examines **the Feed Future Dated Transactions** indicator on the Accounts Receivable Billing Control (TGACTRL) page.

If the **Feed Future Transactions** indicator on the Accounts Receivable Billing Control (TGACTRL) page is set to Y, then TGRAPPL ignores effective dates. If the **Feed Future Dated Transactions** indicator is set to N, then TGRAPPL looks at the effective dates and will not process futures.

You can run this process online by choosing Apply Payments from the options menu of the following forms:

- Account Detail Review Form—Student (TSAAREV)
- Account Detail Review Form—Finance (TFIAREV)
- Student Account Detail (TSADETL) page
- Account Detail (TFADETL) page
- Foreign Currency Detail Form—Finance (TFADETF)
- Foreign Currency Detail Form—Student (TSADETF)
- Application of Single Payment Form—Finance (TFAADSP)
- Application of Single Payment Form—Student (TSAADSP)
- Refund Review Form—Finance (TFARFND)
- Refund Review Form—Student (TSARFND)
- Contract Review (TSACONR) page
- Contract Payment Detail (TSACPDT) page

When run online from one of the forms in the preceding list, Banner will use the parameter values that the user has saved when running the process from Job Submission. If no values exist for the user, then Banner will use the default values on the parameter definitions (which you can view and update through GJAPDEF). If no default values exist, then Banner will run the process for the ID in the Key block. No application pending roster will be created.

If you want to save the parameters for TGRAPPL, then use an ID that is not valid for parameter 01 so that the Mass Application of Payments will not be initiated. Do not use a value for the **Set Name** parameter.

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TGRAPPL Parallel Processing

Parallel processing occurs when TGRAPPL runs concurrently with special population selections, that is, run in parallel at the same time.

A special population selection is one that is referenced in a row on GTVSDAX. Only population selections set up on GTVSDAX are allowed to be run in parallel, and they can only be run in parallel with each other. It is important that each special population selection has a unique set of PIDMs that is not duplicated in any of the other special population selections. Use GTVSDAX to associate special population selections with a unique negative value and the population selection ID.

For additional information about this process, refer to the *Application of Payment Procedure* section in the *Finance Accounts Receivable Procedures* or *Student Accounts Receivable Procedures* chapters.

Parameters (continued)	Name	Required?	Description	Values
	ID Number	No	Enter a specific account ID to be applied (single request using the ID number), or leave blank for all accounts that have transactions with outstanding balances.	
	Apply Refund to any priority	Yes	Enter Y to allow refund charges to be paid by any credit regardless of priority, like term, like aid year and like period indicators.	Y = Pay refund charges N = Do not pay refund charges
	Apply Neg Chg to any priority	Yes	Enter Y to allow negative charges to be applied to any charge regardless of priority, like term, like aid year and like period indicators	Y = Apply negative charges N = Do not apply negative charges
	Apply Cont/Expt Credits	Yes	Select whether Banner will apply contract and exemption	C = Contract/ exemption credits will be applied using the

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Parameters (continued)	Name	Required?	Description	Values
			payments by using the cross-reference information on the transaction or the detail code priority.	cross-reference information, including match on study path if applicable. D = Contract/ exemption credits will be applied using the detail code priority.
	Apply Title IV first	Yes	Enables you to apply Title IV payments first, then follow the priority order to apply other payments.	Y = Title IV payments will be applied first N = Payments will be applied in standard priority order
	Apply Aid to Future Term	Yes	Indicates if you want financial aid (source code equals F) to be applied to charges from a future term.	Y = Financial aid will be applied to any term. N = Financial aid will be applied only to terms less than or equal to the financial aid term. (Like term, like aid year, and like period restrictions are still enforced)
	Apply Other to Future Term	Yes	Indicates if you want other credits (source code other than F) to be applied to charges from a future term.	Y = Other credits will be applied to any term. N = Other credits will be applied only to terms less than or equal to the term of the credit. (Like term, like aid year, and like

Parameters (continued)	Name	Required?	Description	Values
				period restrictions are still enforced)
	Order by Term	Yes	Determine the order in which you want to apply payments.	1 (default) = Both - Payments and charges are both ordered by term. 2 = Payments - Payments from the oldest term will apply to the highest priority charges, regardless of the term of the charge. 3 = Charges - Charges from the oldest term will be paid by the highest priority payments, regardless of the term of the payment. 4 = Neither - Banner will apply payments by using priorities and ignoring the term.
	Print Application Pending Rost(er)	Yes	Lets you print a list of accounts that still have outstanding credit and debit detail balances.	Y = Print a list of accounts that have application pending. N = Do not print a list of accounts that have application pending.
	Selection Identifier	No	Enter the code that identifies the population with which you	Population Selection Inquiry (GLISLCT) page

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Parameters (continued)	Name	Required?	Description	Values
			want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Creator Id	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection	

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Parameters (continued)	Name	Required?	Description	Values
			parameters must be entered.	
	User	No	User ID of the person who ran the population selection.	

Cashier Delete Report/Process (TGRCDEL)

This process is run to report, or to report and delete cashiering sessions which have had all of their transaction detail records fed to the General Ledger through the Accounting Feed Process (TGRFEED).

TGRCDEL is run after TGRFEED. Run in report mode, the cashier sessions eligible for deletion are reported. Run in delete mode, the cashier sessions that have a status of R (Reported) are deleted and are no longer available for query.

Parameters (continued)	Name	Required?	Description	Values
	Report Delete	Yes	Enter `R` for report mode or `D` for delete mode.	R = Report (default) D = Delete
	Specific Cashier	Yes	Enter Cashier ID or % for all cashiers.	
	Report Begin Date	Yes	Enter the beginning date from which to delete cashiers.	
	Report End Date	Yes	Enter the end date from which to delete cashiers.	
	From Session Number	Yes	Enter the first number in the cashier session number range to be deleted.	
	To Session Number	Yes	Enter the last number in the cashier session	

Parameters (continued)	Name	Required?	Description	Values
			number range to be deleted.	

Cashier Session Close (TGRCLOS)

This process can close, finalize, close and finalize, or bypass cashiering sessions automatically.

The ability to close and finalize, or bypass a session will be controlled based on the source of the records existing in the session. The user establishes which type of sessions can be automatically closed and finalized, or by-passed by building rules on the Charge/Payment Source Code Validation (TTVSRCE) page. The process produces a report of closed and finalized sessions.

If a session is set to close, or both close and finalize according to the values established on TTVSRCE and the process is executed with this parameter set to C or B, then the session will close when the process is executed.

If a session is set to finalize according to the values established on TTVSRCE, and the process is executed with this parameter set to F or B, then the session will finalize, provided it has already been closed.

If a session is set to both close and finalize, according to the values established on TTVSRCE, and the process is executed with this parameter set to B, the session will both close and finalize.

Parameters (continued)	Name	Required?	Description	Values
	Close or Finalize Sessions	Yes	Enter `C` to close open cashiers, `F` to finalize closed sessions, or `B` to both close and finalize sessions.	C = Close open cashiers (default) F = Finalize closed sessions B = Both close and finalize
	Run Mode	Yes	Enter `A` to run the process in audit mode. Running in audit mode produces a report without updating the database. Enter `U` to run the process in update mode. Running in update mode closes and finalizes cashiering	A = Audit mode (default) U = Update mode

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Parameters (continued)	Name	Required?	Description	Values
			sessions produces a report of sessions which were closed and finalized and also updates the database.	
	Cashier Exception	No	Enter the ID of cashiers whose sessions should be excluded from the process. If an ID is entered, then the cashier's sessions will not be closed or finalized. This overrides the rules that were established on TTVSRCE. More than one ID can be entered.	TTVSRCE (Charge/Payment Source Code Validation Form)
	Detail Category Code Exception	No	Enter the detail category codes to be excluded from the process. The detail category codes entered here will not be closed or finalized. This overrides the rules that were established on TTVSRCE. More than one detail category code can be entered. **Note:** This exclusion applies only to receivable transactions (TBRACCD or TRRACCD).	TTVDCAT (Detail Category Code Validation Form)

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Parameters (continued)	Name	Required?	Description	Values
	Close Sessions Containing Depo	No	Enter Y to indicate that sessions containing deposit transactions can be closed or finalized. If Y is entered, the rules established on TTVSRCE and the above parameters will be followed for deposit transactions. Enter N to exclude sessions containing deposit transactions. If N is entered, then sessions containing deposit transactions will not be closed or finalized.	Y = Close sessions N = Do not close sessions (default)
	Close Sessions Containing Misc	No	Enter Y to indicate that sessions containing miscellaneous transactions can be closed or finalized. If Y is entered, the rules established on TTVSRCE and the above parameters will be followed for miscellaneous transactions. Enter N to exclude sessions containing miscellaneous transactions. If N is entered, then sessions	Y = Close sessions N = Do not close sessions (default)

Parameters (continued)	Name	Required?	Description	Values
			containing miscellaneous transactions will not be closed or finalized.	

Collection Agency Report (TGRCOLC)

This report provides a list of accounts which were assigned to collection agencies through the use of the Collections (TGACOLC) page.

In addition to the account ID number and name, the total charges, payments, account balance, last billed date, and NSF counter are reflected for accounts in the report. Totals per agency are included as well. The Report Control Information provides total balances, total charges, and total payments.

Parameters (continued)	Name	Required?	Description	Values
	Address Selection Date	Yes	The address, effective on this date, that you want to print for the collection agency. Enter date in DD-MON-YYYY format.	
	Address Hierarchy	Yes	Enter address type. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter then press Return for the next prompt.	Address Type Code Validation (STVATYP) page

Parameters (continued)	Name	Required?	Description	Values
			This address type is for the address of the collection agency.	
	Print Social Security Number	Yes	Enter Y(es) to print a student's social security number on the report.	Y = Print student's social security number on report (default) N = Do not print student's social security number on report
	Print Student Address	Yes	Enter Y(es) to print a student's address on the report.	Y = Print student's address on report (default) N = Do not print student's address on report
	Print Primary Phone Number	Yes	Enter Y(es) to print a student's primary phone number on the report.	Y = Print student's primary phone number on report (default) N = Do not print student's primary phone number on report
	Report From Date	No	Enter the From Date for the report. If this field is left blank, the report will be run using the database field **Last Report Date**.	
	Report To Date	No	Enter the To Date for the report. If this field is left blank, the report will run using the system date (sysdate).	

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Parameters (continued)	Name	Required?	Description	Values
	Update Last Report Date	No	Enter Y to update the Last Report Date in the database. This can be used as a default From Date on a subsequent execution on this report.	Y = Update Last Report Data in database N = Do not update Last Report Date in database

Note: The change in the student's account balance is the difference between the account balance as of the last updated report date and the report end date of the current report. When running the process leave the Report From Date blank to default the Last Report Date. If this is done, only changes in student account balance will display on this report.

Comment Create Process (TGRCOMC)

This process is used to create a comment, common to multiple accounts. This process can be run using a population selection or in mass.

When this process is run in mass mode, a comment will be created for all SPRIDEN accounts. It is recommended that you run this process first in audit mode and verify the results. Audit mode produces a report listing of the Accounts for which a comment will be created without updating the database.

Before running TGRCOMC, a Text Code must exist on the Comment Text Validation (TTVTEXT) page for the comment you want to create. Use the TTVTEXT form to map a text code to a specific comment.

Warning! When using a job scheduler, we recommend the use of a specific, valid User ID when creating comments. If a generic User ID is Banner Accounts Receivable Release Guide | Account Comments Enhancement - Functional 15 used and comments are created with the Restrict Update indicator set to Y(es), users will be prevented from updating the comment.

Parameters (continued)	Name	Required?	Description	Values
	Comment Type Code	Yes	Enter the **Comment Type Code** for creating a comment.	Comment type code must be active on Comment Code Validation (TTVCMNT) page

Parameters (continued)	Name	Required?	Description	Values
	Text Code	Yes	Enter the Text Code for the comment.	Valid values come from the Text Code Validation (TTVTEXT) page
	Run Mode	Yes	Enter a value to indicate whether Banner will run the process in Audit (A) or Update (U) mode. Audit Mode will produce a report but will not update the database. Update mode will produce a report and update the database.	A = Audit (default) U = Update
	Originator	No	You may enter an Originator or leave this parameter blank. If the Originator parameter is populated, the run time parameter value will be used for each comment created. If Originator parameter is blank: • The default Originator from TTVCMNT will be used for each comment created. • If the default Originator from TTVCMNT is blank, originator code will be	Valid values come from the Originator Code Validation (STVORIG) page

Parameters (continued)	Name	Required?	Description	Values
			blank for each comment created.	
	Term	No	Enter the **Term** associated with the comment. Term must be entered if the value in the Comment Type Code parameter requires term on TTVCMNT.	Valid values come from the Term Code Validation (STVTERM) page
	End Date	No	Enter the **End Date** when the comment expires. End Date must be entered if the value in the Comment Type Code parameter requires an end date on TTVCMNT.	
	Purge	No	You may enter a Purge value or leave this parameter blank. If the Purge parameter is populated, the run time parameter value will be used for each comment created. If Purge parameter is left blank, the default Purge Indicator from TTVCMNT will be used for each comment created.	A value of Y(es) indicates the comment may be deleted or purged. A value of N(o) indicates the comment type will not be deleted or purged. If parameter is left blank, the process uses the default Purge Ind value from TTVCMNT.

Parameters (continued)	Name	Required?	Description	Values
	Restrict Update	No	You may enter a **Restrict Update** value or leave this parameter blank. If the Restrict Update parameter is Y, comments are created with a Restrict Update value of Y(es). If the Restrict Update parameter is N, an edit is performed when the user submits the process to select Restrict Update Indicator on TTVCMNT. • If the Restrict Update ind on TTVCMNT is N, the process is run. • If the Restrict Update ind on TTVCMNT is Y, an error displays indicating that the Restrict Update indicator must be Y for the Comment Type. The purpose of this edit is to prevent a restricted comment from being created as not restricted.	Y = Indicates the comment is restricted and can be updated only by the user who created the comment. N = Indicates the comment is not restricted and can be updated by any user. blank = The process uses the default Restrict Update value from TTVCMNT.

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Parameters (continued)	Name	Required?	Description	Values
			If the Restrict Update parameter is left blank, the default Restrict Update Indicator from TTVCMNT will be used for each comment created.	
	Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier	Valid values come from the Application Inquiry (GLIAPPL) page

Parameters (continued)	Name	Required?	Description	Values
			and application code entered.	
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	Sort Order	Yes	Enter the order in which to sort the report.	ID/Name values I, i Name/ID (default) values N, n

Comment Purge Process (TGRCOMP)

This process allows you to purge comments based on parameter information you provide.

All user comments matching the parameter criteria selected will be deleted, unless Purge Ind is No. It is recommended that you run this process first in audit mode and verify the results. Audit mode produces a report listing of the Accounts selected for purge without updating the database.

Warning! When running the batch Purge Process, comments with the **Purge Ind** = Y that match the parameter criteria will be purged without regard to the value of the **Restrict Update** indicator.

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Parameters (continued)	Name	Required?	Description	Values
	Comment Type Code	No	Enter the **Comment Type Code** for purging comments. Accounts with matching comment code(s) will be deleted. If Comment Type code is blank, there is no filter on comment type and all codes will be deleted.	Comment type code must be active on Comment Code Validation (TTVCMNT) page
	Run Mode	Yes	Enter a value to indicate whether Banner will run the process in Audit (A) or Update (U) mode. Audit Mode will produce a report but will not update the database. Update mode will produce a report and update the database.	A = Audit U = Update
	From Activity Date	No	Enter beginning activity date for purging comments. If left blank, there is no filter.	
	To Activity Date	No	Enter ending activity date for purging comments. If left blank, there is no filter.	Valid values come from the Originator Code Validation (STVORIG) page
	Originator	No	Enter the **Originator code(s)**	Valid values come from the Originator

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Parameters (continued)	Name	Required?	Description	Values
			for purging comments. Accounts with matching Originator code(s) will be deleted. This parameter works in conjunction with the “Include Blank Orig(inator) codes” parameter.	Code Validation (STVORIG) page. Enter specific originator code(s) to purge comments with matching originator codes. % = Purges comments with any originator code. blank = Leave parameter blank to purge comments with blank (NULL) originator codes.
	Include Blank Orig Codes	No	Include blank originator for purging comments. Refer to the tables found in the *Supplemental parameter information* section below, for more information.	Y = Includes comments with blank originator codes. N = Does not include comments with blank originator codes.
	Term	No	Enter the Term for purging comments.	Valid values come from the Term Code Validation (STVTERM) page. Enter term(s) to purge comments with matching term codes. % = Purges comments with any term. blank = Leave parameter blank to purge

Parameters (continued)	Name	Required?	Description	Values
				comments with blank (NULL) term.
	Include Blank Terms	No	Include blank term for purging comments. Refer to the tables found in the *Supplemental parameter information* section below, for more information.	Y = Includes comments with blank terms. N = Does not include comments with blank terms.
	From End Date	No	Enter beginning end date for purging comments. If left blank, there is no filter.	
	To End Date	No	Enter ending end date for purging comments. If left blank, there is no filter.	
	Created by ID	No	Enter ID only if you want to purge comments matching the User ID of the person who created the comment. If left blank, there is no filter on Created By ID and comments created by any ID are selected for purge.	
	Last Updated by ID	No	Enter ID only if you want to purge comments matching the User	

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Parameters (continued)	Name	Required?	Description	Values
			ID of the person who last updated the comment. If left blank, there is no filter on Last Updated ID and comments updated by any ID are selected for purge.	
	Account (P)ers, (C)omp, or %	Yes	Specify which accounts to include.	P = Person C = Non-person % = Both (default)
	Sort Order	Yes	Enter the order in which to sort the report. Comments with blank (null) terms sort after comments with term populated.	ICT = ID/comment type/term ITC = ID/term/ comment type NCT = Name/ comment type/ term NTC = Name/ term/comment type
	Print Comments	Yes	Indicate whether to print comments to be purged.	Y = Prints comments N = Does not print comments
	Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection	

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Parameters (continued)	Name	Required?	Description	Values
			parameters must be entered.	
	Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Valid values come from the Application Inquiry (GLIAPPL) page.
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of	

Parameters (continued)	Name	Required?	Description	Values
			the population selection parameters must be entered.	

TGRCOMP Supplemental parameter information

Originator parameter combinations

This table describes the Originator parameter combinations and the corresponding results.

Originator	Include Blank Orig Codes Y/N	Result
%	Y	All originator codes including blank originators.
%	N	All originator codes except blank originators.
User enters specific originators	Y	Comments with Originator codes matching those entered in the parameter, including blank originators.
User enters specific originators	N	Comments with Originator codes matching those entered in the parameter, except for blank originators.
Blank	Y or N	Blank originator codes only. When Originator parameter is blank, the value entered in the Include Blank Originators parameter (Y or N) has no impact.

Term parameter combinations

This table describes the Term parameter combinations and the corresponding results.

Originator	Include Blank Orig Codes Y/N	Result
%	Y	All Terms including blank Terms.

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Originator	Include Blank Orig Codes Y/N	Result
%	N	All Terms except blank Terms.
User enters specific originators	Y	All Terms matching those entered in the parameter, including blank Terms.
User enters specific originators	N	All Terms matching those entered in the parameter, except for blank Terms.
Blank	Y or N	Blank Terms only. When Term parameter is blank, the value entered in the Include Blank Terms parameter (Y or N) has no impact.

Comment Report Process (TGRCOMR)

This process is used to print a report of comments based on parameter information you provide. All user comments matching the parameter criteria selected will be included on the report.

Parameters (continued)	Name	Required?	Description	Values
	Comment Type Code	No	Enter comment type code for printing comments. Enter comment type code(s) for printing comments. Accounts with matching comment code(s) will be printed. If Comment Type code is blank, there is no filter on comment type and all codes will be printed.	Comment type code must be active on Comment Code Validation (TTVCMNT) page.
	From Activity Date	No	Enter beginning activity date for printing comments.	

Parameters (continued)	Name	Required?	Description	Values
			If left blank, there is no filter.	
	To Activity Date	No	Enter ending activity date for printing comments. If left blank, there is no filter.	
	Originator	No	Enter the Originator code(s) for printing comments. Accounts with matching Originator code(s) will be printed. This parameter works in conjunction with the "Include Blank Orig(inator) codes" parameter.	Valid values come from the Originator Code Validation (STVORIG) page. Enter specific originator code(s) to print comments with matching originator codes. % = Enter a % to print comments with any originator code. Blank = Leave parameter blank to print comments with blank (null) originator codes.
	Include Blank Orig Codes	No	Include blank originator for printing comments. Refer to the tables found in the *Supplemental parameter information* section below, for more information.	Y = Includes comments with blank originator codes. N = Does not include comments with blank originator codes.
	Term	No	Enter the Term for printing comments.	Valid values from the Term Code Validation (STVTERM) page.

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Parameters (continued)	Name	Required?	Description	Values
				Enter term(s) to print comments with matching term codes. % = Enter a % to print comments with any term. Blank = Leave parameter blank to print comments with blank (null) term.
	Include Blank Terms	No	Include blank term for printing comments. Refer to the tables found in the *Supplemental parameter information* section below, for more information.	Y = Includes comments with blank terms. N = Does not include comments with blank terms.
	From End Date	No	Enter beginning end date for printing comments. If left blank, there is no filter.	
	To End Date	No	Enter ending end date for printing comments. If left blank, there is no filter.	
	Created by ID	No	Enter ID if you only want to print comments matching the User ID of the person who created the comment.	

Parameters (continued)	Name	Required?	Description	Values
			If left blank, there is no filter on Created By ID and comments created by any ID are printed.	
	Last Updated by ID	No	Enter ID if you only want to print comments matching the User ID of the person who last updated the comment. If left blank, there is no filter on Last Updated ID and comments updated by any ID are printed.	
	Account (P)ers, (C)omp, or %	Yes	Specify which accounts to include.	P = Person C = Non-person % = Both (default)
	Sort Order	Yes	Enter the order in which to sort the report. Comments with blank (null) terms sort after comments with term populated.	ICT = ID/comment type/term ITC = ID/term/ comment type NCT = Name/ comment type/ term NTC = Name/ term/comment type
	Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population	

Parameters (continued)	Name	Required?	Description	Values
			Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Valid values come from the Application Inquiry (GLIAPPL) page.
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will	

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Parameters (continued)	Name	Required?	Description	Values
			match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	ID Number	No	ID of the person or company account. Enter ID if you want to print comments for this account only.	

TGRCOMR Supplemental parameter information

Originator parameter combinations

This table describes the Originator parameter combinations and the corresponding results.

Originator	Include Blank Orig Codes Y/N	Result
%	Y	All originator codes including blank originators.
%	N	All originator codes except blank originators.
User enters specific originators	Y	Comments with Originator codes matching those entered in the parameter, including blank originators.
User enters specific originators	N	Comments with Originator codes matching those entered in the parameter, except for blank originators.
Blank	Y or N	Blank originator codes only. When Originator parameter is blank, the value entered in the Include Blank Originators

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Originator	Include Blank Orig Codes Y/N	Result
		parameter (Y or N) has no impact.

Term parameter combinations

This table describes the Term parameter combinations and the corresponding results.

Originator	Include Blank Orig Codes Y/N	Result
%	Y	All Terms including blank Terms.
%	N	All Terms except blank Terms.
User enters specific originators	Y	All Terms matching those entered in the parameter, including blank Terms.
User enters specific originators	N	All Terms matching those entered in the parameter, except for blank Terms.
Blank	Y or N	Blank Terms only. When Term parameter is blank, the value entered in the Include Blank Terms parameter (Y or N) has no impact.

Cashier Detail Report (TGRCSHR)

This report reflects cashiering transactions by cashier, session, detail code, and date.

Included under each cashiering session and number are detail code, transaction date, effective date, ID number associated with transaction, and amount of charge or payment. Total transactions for the session are also reported. This report is typically run daily before the Application of Payment (TGRAPPL) and the Accounting Feed Process (TGRFEED).

Parameters (continued)	Name	Required?	Description	Values
	Session Selection	Yes	Select which type of cashiering sessions to be reported. Enter `C` for closed sessions, `F` for finalized	C = Closed F = Finalized O = Open R = Reported

Parameters (continued)	Name	Required?	Description	Values
			sessions, O for open sessions, R for reported sessions, or % for all sessions.	% = All (default)
	Category Code	Yes	Enter a single code to report only one category (TUI, FEE, etc., as defined on TTVDCAT); enter % to report all categories.	Detail Category Code Validation (TTVDCAT) page % = Report all categories
	Specific Cashier	Yes	Enter Cashier ID or % for all cashiers.	% All cashiers (default)
	Print All Cashier Sessions	No	Enter Y(es) to report all cashier sessions, or enter N(o) to report only a range of cashier sessions.	Y = All sessions (default) N = Range of sessions
	From Cashier Session Number	No	Enter the first number in the cashier session number range to be reported.	
	To Cashier Session Number	No	Enter the last number in the cashier session number range to be reported.	
	Detail or Summary Report or both	Yes	To select a report listing transactions by detail code, enter D to select a report with summary totals by category for transactions, enter S to select a report with both detail and summary	D = List by detail code S = Summary totals by category B = Both (default)

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Parameters (continued)	Name	Required?	Description	Values
			information, enter B.	
	Update Final Sessions to R	Yes	Change finalized sessions status to R for Reported.	Y = Update N = Do not update (default)
	Enter Report Begin Date	No	Enter the beginning date from which to report cashier sessions.	
	Enter Report End Date	No	Enter the end date from which to report cashier sessions.	

Batch Update of Delinquencies (TGRDELI)

This report identifies accounts that are in a past due status and automatically flags those accounts with a delinquency code.

The report lists the balance due, the old delinquency code (if any), the new delinquency code, the name, and the ID number. The control totals include accounts read and updated. The calculation will use the due date on the account detail transactions and compare it to the process date minus the number of days for each of the three levels. If an account falls into multiple periods, its record will be flagged based on the highest number of days any outstanding balances are due. The minimum amount is used to select the accounts for flagging. It is not required that the account has to have the amount due in any one period of days.

Parameters (continued)	Name	Required?	Description	Values
	Process date	Yes	Date from which delinquency calculations will start. Enter the date in DD-MON-YYYY format.	
	Minimum amount	Yes	Minimum amount the account balance must equal to be considered for this run.	

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Parameters (continued)	Name	Required?	Description	Values
	Days one	Yes	The number of days that will be subtracted from the process date and compared to the due date to determine the delinquency status.	
	Delinquency code one	Yes	The delinquency code that will be applied to accounts that meet the Days One past due criteria.	Delinquency Code Validation (TTVDELI) page
	Days two	Yes	The number of days that will be subtracted from the process date and compared to the due date to determine the delinquency status.	
	Delinquency code two	Yes	The delinquency code that will be applied to accounts that meet the Days Two past due criteria.	Delinquency Code Validation (TTVDELI) page
	Days three	Yes	The number of days that will be subtracted from the process date and compared to the due date to determine the delinquency status.	
	Delinquency code three	Yes	The delinquency code that will be applied to accounts that	Delinquency Code Validation (TTVDELI) page

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Parameters (continued)	Name	Required?	Description	Values
			meet the Days Three past due criteria.	
	Report mode	Yes	Audit Mode will produce a report but will not update the database. Update mode will produce a report and update the database.	A = Audit U = Update
	Account types	Yes	Used to specify which accounts to include. Enter P-Person, C-Non-people, or % for both.	P = Person C = Non-person % = Both
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT) page
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract	Application Inquiry (GLIAPPL) page

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Parameters (continued)	Name	Required?	Description	Values
			Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	
	Creator Id	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	

Detail Code Report (TGRDETC)

This Oracle report displays detail codes and their associated accounting distributions, including effective dates. This report simplifies both the initial setup of detail codes in Banner and their ongoing maintenance.

You can run this report by selecting Print Detail Code Control from the options menu of any of the following forms.

- Detail Code Control Form - Finance (TFADETC)
- Detail Code Control Form - Student (TSADETC)
- Detail Category Code Validation (TTVDCAT) page

You can also run this report from the Process Submission Controls (GJAPCTL) page.

Note: You can use % as a wildcard value for parameters 01 and 02.

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Parameters	Name	Required?	Description	Values
	Detail Category Code		Identifies the category code you want to report on.	A Lookup button on the Detail Category Code Validation (TTVDCAT) page is available.
	Detail Code		Identifies a specific detail code or a group of codes identified by standard wild cards.	A Lookup button on the Detail Code Control Form - Student (TSADETC) is available.
	Active/Inactive/ Both	Yes	Indicates whether you want to include active or inactive detail codes in the report.	A = Include only active detail codes. (default) I = Include only inactive detail codes. B = Display both active and inactive detail codes.
	Charge/Payment/ All	Yes	Indicates whether you want to include charge or payment detail codes in the report.	C = Include only charge detail codes. P = Include only payment detail codes. B = Include both charge and payment detail codes.
	Regular/Term Based/All	Yes	Indicates the types of detail codes the report will display.	T = Display only term-based detail codes R = Display only non term-based detail codes A = Display all detail codes
	TIV/Inst/Both/ Neither		Indicates whether you want to include or	T = Prints a report of only Title IV detail codes

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Parameters	Name	Required?	Description	Values
			exclude Title IV or institutional charge detail codes.	I = Prints a report of only institutional charge detail codes B = Prints a report of both Title IV and institutional detail codes. N = Does not include Title IV or institutional charge detail codes on the report.
	Like Term/Aid/ Both/None		Indicates whether you want to display detail codes with like term or aid year.	A = Display detail codes with like aid year. B = Display detail codes with both like term and like aid year. N = Display detail codes with neither like term nor like aid year. T = Display only detail codes with like term.
	Priority		Identifies a specific priority that you want to include in the report.	000 through 999
	Accounting Distribution	Yes	Specifies whether the report will print the most current accounting distribution set or all accounting distribution sets for a given detail code.	C = Print only current accounting distribution information A = Print all accounting distribution information

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Parameters	Name	Required?	Description	Values
	Destination Format	Yes	Format for the report output. The default value is PDF.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Indicates where the report output will be directed. The default value is Cache.	Cache = Display report on screen. File = Save report to a file. Printer = Print report. Mail = Send report by e-mail.
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length. Due to the potentially sensitive nature of report output information, you should send output to a file where only the	If destination type is File, use a valid drive, folder, and file name. (`f:\share\myfile.pdf`) If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use

Parameters	Name	Required?	Description	Values
			user has read access.	a valid printer name. If you select Printer in the Destination parameter and leave this parameter blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Indicates how you want this report to run: from a (Runtime) page or from job submission (Batch).	Batch = Run from job submission. Runtime (default value) = Run from a form.
	Communication Mode	Yes	Identifies the communication mode. *Synchronous* specifies that control is returned to the calling form after the report has completed its processing. *Asynchronous* specifies that control is returned to the calling form immediately, even if the report has not completed its processing.	Synchronous = Wait on the Banner form for report results. Asynchronous = Run report behind the scenes.
	Parameter Form Designation	Yes	Indicates if you want to display the Oracle Report Parameters form that contains all report parameter selections made for the report parameters.	Yes = Display Report Parameters form. No (default value) = Do not display Report Parameters form.

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Parameters	Name	Required?	Description	Values
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes = Show Report Value Window No (default value) = Do not display Report Value window.

Accounting Feed Process (TGRFEED)

This process is used to move the accounting information which has been finalized and reported from the Accounts Receivable module over to the General Ledger module.

All detail codes and corresponding debit and credit accounts are reported. Dollar amounts may be fed to the Finance System in either the base or foreign currency.

The transaction or system date for the **Feed Future Transactions** indicator is used to determine which date to use when feeding accounting records to the Accounting Transaction Input Table (GURFEED). If the system date is selected, then all future dated transactions will be processed using the system date as the transaction date. The feed future effective dated transactions feature exists for account detail, deposits, miscellaneous transactions, and application of payment transactions. This process examines the **Feed Future Dated Transactions** indicator on the Accounts Receivable Billing Control (TGACTRL) page.

- If you use system date processing when feeding future dated transactions which affect a future period, it is recommended that you refer to your institution's policy for deferred revenue recognition. Separate detail codes may be required to distinguish realized revenue from deferred revenue. If the transaction date is selected, then the transaction date on the future dated transactions will be used.
- Current dated transactions will post to the current period, while future dated transactions will post to future periods, provided those future periods are open on the Fiscal Year Maintenance (FTMFSYR) page in the Banner Finance System. When using a future date, you risk the possibility of having the transaction suspended, because the appropriate fiscal period has not yet been opened.

The Accounting Feed Process accesses term-based accounting distributions from the Detail Code Account Definition Table (TBRACCT).

- If a detail code is flagged as term-based, the appropriate accounting distribution is chosen from TBRACCT, based on the account detail code in the Account Charge/Payment Detail Table (TBRACCD) and the designator in the Term-Based Designator Rules Table (TBBTBDS).
- If a detail code is not term-based or aid year-based, the existing logic for accounting feeds is used. TGRFEED will generate errors if a designator code and the associated accounting distribution are missing.

The Accounting Feed Process accesses aid year-based accounting distributions from the Detail Code Account Definition Table (TBRACCT).

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- If a detail code is flagged as aid year-based, the appropriate accounting distribution is chosen from TBRACCT, based on the account detail code in the Account Charge/Payment Detail Table (TBRACCD), the aid year of the transaction, and the designator in the Aid Year-Based Designator Rules Table (TBBABDS). To determine the aid year of the transaction, TGRFEED uses the aid year in the Account Charge/Payment Detail Table (TBRACCD) if it exists. If the TBRACCD aid year does not exist, then TGRFEED queries the term of the transaction on the Term Code Validation (STVTERM) page to find the Aid Year (stvterm_FA_processing_year).
- If a detail code is not term-based or aid year-based, the existing logic for accounting feeds is used.

TGRFEED generates different output depending upon the value selected for the **Feed Priors Using** option group on the Billing Control (TGACTRL) page.

- If the **Feed Priors Using** indicator on TGACTRL is set to Transaction Date, then TGRFEED will process term-based and aid year-based information using the last designator code that exists for the transaction date of the transaction.
- If the **Feed Priors Using** indicator on TGACTRL is set to System Date, then TGRFEED will process term-based and aid year-based information using the last designator code that exists for the system date.

PLUS Refund Transactions

This process feeds the PLUS refund transactions to the Accounting Feed Accounts Payable Table (GURAPAY) for refunding by Finance.

If the transaction being passed to GURAPAY is the detail code on TSADETC with a **Refund Code** set to P, the refund transaction is a PLUS refund to the PLUS borrower. TGRFEED will retrieve the address from the Loan Application (RPRLAPP) and update the GURAPAY table with the parent's name and address information as a one-time vendor. The address type in the GURAPAY record will be XX for Parent PLUS refunds. The address sequence number will be 0 if valid name and address were found, or 1 if there is required information missing.

The Finance Invoice Number is generated for each refund and inserted into the GURAPAY table by TGRFEED. This number is recorded in the receivable record in `TBRACCD_DOCUMENT_NUMBER` or in the grant receivable record in `TRRACCD_PAYMENT_ID` if it is null.

Parameters (continued)	Name	Required?	Description	Values
	Address Selection Date	Yes	The address, effective on this date, that you want to extract for any accounts payable transactions created by detail codes with a refund code of Y on the Detail Code Control	

Parameters (continued)	Name	Required?	Description	Values
			Form (TFADETC or TSADETC). Enter date in DD-MON-YYYY format.	
	Address Hierarchy	Yes	Enter the address type to be extracted for any accounts payable transactions created. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter then press Enter for the next prompt.	Address Type Code Validation (STVATYP) page
	Records per feed document	No	Enter the number of rows required before the new feed document should start.	

Miscellaneous Receipt Report (TGRMISC)

This process is a batch print process for receipts generated through the use of the Miscellaneous Transaction Form - Finance (TFAMISC) if you are a Banner Finance user, or through the use of the Miscellaneous Transaction (TSAMISC) page if you are a non-Banner Finance user.

TGRMISC is a batch receipt print process that can be used to print original or duplicate receipts which were sent to the collector file for printing. Conversely, with the **Auto Print** control switch on the Accounts Receivable Billing Control (TGACTRL) page set to auto print, requests can be printed automatically through the sleep/wake process.

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Parameters (continued)	Name	Required?	Description	Values
	Receipt Number	No	Enter the receipt number to be generated (single requests only) or leave blank for all.	
	Duplicate Receipt (Y/N)	Yes	Enter Y to print only duplicate requests.	Y = Print duplicate receipts N = Do not print duplicate receipts
	Use Collector File (Y/N)	Yes	Enter Y to print only those requests which have been sent to the collector file through on-line processing; enter N to print all.	Y = Print collector file requests N = Print all requests (default)
	Printer for Collector Process	No	Enter the printer destination for receipts. If you are using the collector for batch and have already designated the printer on the Account Printer Selection (TOADEST) page, you must enter the same printer to retrieve the requests. If no printer was designated for the collector, you must enter %.	
	Print Control Report (Y/N)	Yes	Enter Y to print control report with receipt; enter N to not print control report.	Y = Print control report (default) N = Do not print control report
	Run in Sleep/ Wake Mode (Y/N)	No	Enter Y to begin sleep/wake cycling of this	Y = Use sleep/ wake

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Parameters (continued)	Name	Required?	Description	Values
			process and printer.	N = Do not use sleep/wake (default)
	Sleep Cycle	No	Enter the time in seconds for the process to pause before resuming execution. The lowest enterable value is 1. The highest enterable value is 999999. The default is 60.	

Accounts Receivable Reconciliation Report (TGRRCON)

The Accounts Receivable Reconciliation Report (TGRRCON) enables you to reconcile receivable information to your General Ledger accounts. It displays the current General Ledger balances to help you identify out-of-balance conditions, reflecting any amounts that have not yet been posted to the General Ledger.

It is recommended that the Application of Payment Process (TGRAPPL) and the Accounting Feed Process (TGRFEED) should be run before reconciliation, and all documents created by the feed have been posted to Finance before you reconcile. It is important that TGRRCON does not run concurrently with any of these processes.

This report accesses accounting information based on term code, aid year code, and designator code. Term-based transactions are processed by using either the feed date or the system date. For detail codes flagged as aid year-based, TGRFEED uses the TBRACCD aid year of the transaction, if it exists. If TBRACCD aid year does not exist, then TGRFEED uses the term of the transaction to query the `stvterm_FA_processing_year` associated with the term on STVTERM. For miscellaneous transactions, the report uses the default Term-Based Designator code from the Student Billing Control (TSACTRL) page to access the accounting information to be reconciled to the Banner Finance System. The last page of the report summarizes the transaction information that displays on the report.

When you run TGRRCON, the TGRCOLR collector table is cleared only at the start. The source column enables the process to retain a snapshot of the summarized receivable data including the accounting information. This information is retained in case your institution chooses to perform additional analysis.

TGRRCON is a snapshot of the receivable ledger using the current accounting of the detail code. Banner displays amounts and associated accounting information in effect on the date on which TGRRCON is being executed. If any changes are made to the General Ledger side of the detail codes, then it is necessary to use a journal to move the outstanding balance in the General Ledger to that account.

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Parameters (continued)	Name	Required?	Description	Values
	Account Detail Reconciliation	Yes	Enter `Y` to perform account detail reconciliation. This includes the Account Deposits.	Y = Perform reconciliation N = Do not perform reconciliation
	Starting Feed Date for Detail		Enter the date from which you want to begin reporting the accounting feed data in DD-MON-YYYY format. While optional, if this parameter is not entered, fed transaction totals will not be printed.	
	Ending Feed Date for detail	No	Enter the end date for which you want to report the accounting feed data in DD-MON-YYYY format. While optional, if this parameter is not entered, fed transaction totals will not be printed.	
	Miscellaneous Reconciliation	Yes	Enter **Y** to perform miscellaneous reconciliation.	Y = Perform reconciliation N = Do not perform reconciliation
	Starting Feed Date for Misc	No	Enter the date from which you want to begin reporting the miscellaneous transaction information in DD-MON-YYYY format.	

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Parameters (continued)	Name	Required?	Description	Values
			While optional, if this parameter is not entered, fed transaction totals will not be printed.	
	Ending Feed Date for Misc	No	Enter the end date for which you want to report the miscellaneous transaction information in DD-MON-YYYY format. While optional, if this parameter is not entered, fed transaction totals will not be printed.	
	Deposit Reconciliation	Yes	Enter Y to perform deposit reconciliation.	Y = Perform reconciliation N = Do not perform reconciliation
	Original or Current Accounting	No	Not used at this time.	Values entered in this parameter will be ignored.

TGRRCON Report Columns

This section includes a brief explanation of the columns displayed on this report.

Column	Column Header	Description
1	TOTAL FED	Column 5 minus column 4. The net between what is in A/R and what has not yet fed is the amount previously fed.
2	APPLIED NOT FED	If there is a different between `TBRACCD_BALANCE` and `TBRACCD_AMOUNT`, it is due to application of payment. If the application transaction

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Column	Column Header	Description
		(TBRAPPL) has not been fed, then the A/R BALANCE has been reduced, but the TOTAL FED has not, and the amount must be added back.
3	ADJ FED TOTAL	Column 1 plus column 2 - Adding unfed application reductions back in gives an adjusted total for the G/L which should now match the ledger balances, as long as all feed documents created have posted.
4	TOTAL NOT FED	This will be either the `TBRACCD_AMOUNT` (not balance) for any transaction that has not fed, or .00. If a new transaction has not yet been fed, and the feed indicator is not F, the new transaction is reflected on the A/R side but not in the G/L.
5	A/R BALANCE	This is the outstanding balance column of TBRACCD. This column represents the actual outstanding A/R balances at any given point in time.

TGRRCON Processing Detail

An initial transaction creates A/R BALANCE, but has an equal TOTAL NOT FED, so TOTAL FED, ADJ FED TOTAL and the G/L are .00.

When the initial session is closed and fed, TOTAL NOT FED goes to .00, TOTAL FED, ADJ FED TOTAL, and the G/L match the A/R BALANCE which is still the original amount.

When the payment is applied but not fed, A/R BALANCE is reduced by the amount of the payment, APPLIED NOT FED is increased by the amount of the payment, and ADJ FED TOTAL matches the G/L and is still the original amount. (At this point, the TOTAL FED column does not reflect anything real.)

When the application transaction is fed, then APPLIED NOT FED is back to .00, and TOTAL FED, ADJ FED TOTAL, and A/R BALANCE all match each other and the G/L, representing the net outstanding balance. This should be the case for the whole report if all sessions have been closed and fed.

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TGRRCON Summary Section

The TGRRCON report provides detailed information of pending transactions in a summary section which includes the information identified in the following chart.

Column	Column Header	Description
1	Total Fed	The total amount of the A/R balance less the amount not fed.
2	Pending GURFEED	Amount waiting to be fed through the Finance Transaction Input Table (GURFEED).
3	In Transit	Total amount fed through GURFEED but not yet reflected in the G/L balance.
4	Adjusted Net Fed	Column 1 minus Column 2 minus Column 3. This total includes the amount fed, less the transactions that are still in process in Finance.
5	G/L Balance	G/L Balance, not including the pending amount(s).
6	Difference	Column 5 minus Column 4. Difference between the Adjusted Net Fed column and the G/L Balance.

Account Receipt Report (TGRRCPT)

This process is used to print receipts for account-related transactions.

It can be requested from the following forms:

- Account Detail (TFADETL) page
- Student Account Detail (TSADETL) page
- Account Detail Query (TFIAREV) page
- Account Detail Review Form - Student (TSAAREV)
- Student Payment (TSASPAY) page
- Billing Mass Data Entry Form (TFAMASS or TSAMASS)
- Billing Mass Entry Detail Form (TFAMDET or TSAMDET)
- Receipt (TGARCPT) page

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- Foreign Currency Detail Form - Student (TFADETF)
- Foreign Currency Detail Form - Student (TSADETF)

To generate a receipt, the detail code must have a Y entered in the **Receipt?** field on the Detail Code Control Form (TFADETC or TSADETC).

TGRRCPT is a batch receipt print process that can be used to print original or duplicate receipts which were sent to the collector file for printing. With the “auto print” control switch on the Accounts Receivable Billing Control (TGACTRL) page set to auto print, requests can be printed automatically through the sleep/wake process.

Note: Collector records are deleted automatically when a receipt is printed. If you want to generate receipt numbers, but do not want to print them, you will need to create a script to regularly delete the extraneous records from the collector table (TBRCRCP). Failure to do so may have a negative impact on your processing time.

Parameters (continued)	Name	Required?	Description	Values
	Receipt Number	No	Enter the receipt number to print a specific receipt (single requests only) or leave blank when using the collector file.	
	Duplicate Receipt Indicator	Yes	Enter `Y` to print duplicate requests in addition to original requests; enter `N` to print only original requests.	Y = Print duplicate requests N = Print original requests
	Address Selection Date	Yes	The address that prints on the receipt. The address, effective on this date, that you want to print on the receipt. Enter date in `DD-MON-YYYY` format.	
	Address Hierarchy	Yes	Enter the address type to be printed on the receipt. Multiple requests are permitted and must be	Address Type Code Validation (STVATYP) page

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Parameters (continued)	Name	Required?	Description	Values
			entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter then press Return for the next prompt. Returning with a null value will move you on to the next parameter.	
	Print Control Report Indicator	Yes	Enter `Y` to print a control report after the receipt; enter `N` if you do not want to print a control report.	Y = Print control report N = Do not print control report (default)
	Use Collector File (Y/N)	Yes	Enter `Y` to print only those receipts in the collector file.	Y = Print receipts in collector N = Do not print receipts in collector (default) Collector records are deleted automatically when a receipt is printed. If you want to generate receipt numbers, but do not want to print them, you will need to create a script to regularly delete the extraneous records from the

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Parameters (continued)	Name	Required?	Description	Values
				collector table (TBRCRCP). Failure to do so may have a negative impact on your processing time.
	Printer For Collector Process	No	Enter the printer destination to which the receipts will go. If you are using the collector for batch and have already designated the printer on the Account Printer Selection (TOADEST) page, you must enter the same printer here to retrieve the requests. Enter % to process all requests to all printer destinations.	
	Run in Sleep/ Wake Mode (Y/N)	No	Enter Y to begin sleep/wake cycling of this process and printer.	Y = Use sleep/ wake N = Do not use sleep/wake (default)
	Sleep Interval	No	Enter the time in seconds for the process to pause before resuming execution. The lowest enterable value is 1. The highest enterable value is 999999. The default is 60.	

Unapplication of Payment Report (TGRUNAP)

The Unapplication of Payment Report is run before any process of Application or Reapplication of Payments after an initial Application of Payment Process has occurred.

The process must have been requested for an account through the use of the Unapplication of Payments section on the Account Review Form (TFAACCT or TSAACCT).

When unapplying Contract Payment Detail, the Unapplication of Payment Process (TGRUNAP) will use the original contract payment transaction number, in addition to the contract payment detail transaction number captured during application.

You can select the IDs for which you want to unapply transactions, or use population selection to unapply a group of accounts. The user who submits the job will be the user ID for the output population selection.

If you choose to auto-select IDs, then Banner will look for records that have one or more of the following:

- a credit balance transaction and a debit balance transaction with no unapplication transaction because the credit was created
- a Title IV transaction with a credit balance and a non-Title IV transaction that has been applied to institutional charges
- a reversal transaction that needs to be re-applied

If you use population selection and run the process with the Automatically Unapply parameter set to Y, then you will get all students who match the criteria in addition to all the students in the population selection. If you run the process for a population selection with the Unapply Automatically parameter set to N, then Banner will insert all records without regard to the criteria described above.

This process does not produce a hardcopy report.

Parameters (continued)	Name	Required?	Description	Values
	Run Mode (S, U, B)	Yes	Enter the mode in which processing will take place. An S indicates that the process is to be run in Select mode, U indicates Unapply mode, and B indicates both. To unapply what is in the table and not add more accounts, set Parameter 01 (Run Mode) to U and Parameter	S = Select U = Unapply B = Both

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Parameters (continued)	Name	Required?	Description	Values
			02 (Unapply Automatically Y or N) to N. To unapply a specific list of accounts, use the TSAUNAP or TFAUNAP process.	
	Unapply Automatically Y or N	No	Indicates whether you want Banner to unapply all records for a term that matches at least one of the three unapplication criteria. The criteria are described in the description of TGRUNAP above.	Y = Banner searches the database and unapplies all transactions that meet at least one of the there criteria. N = Banner does not unapply any transaction unless you first specify a population selection.
	Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of	

Parameters (continued)	Name	Required?	Description	Values
			the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	Term Code	No	Indicates the term that you want to use for your population selection. You must enter a value	

Parameters (continued)	Name	Required?	Description	Values
			for either this parameter or the **Applied Date** parameter for your population selection.	
	Applied Date	No	Indicates the date of application that you want to use for your population selection. You must enter a value for either this parameter or the **Term Code** parameter for your population selection.	
	Output Popsel Option	No	Indicates how you want to create an output population selection that you can use to unapply and reapply transactions. You must already have defined a selection ID and application ID to create an output population selection. If you want to create an output population selection, you must run this process in either Unapply or Both mode. Refer to the *Return of Title IV Funds and Authorizations Handbook* for	A = Append - Adds the new accounts to an existing selection ID and application ID. New records will be added. R = Replace - Replaces the current accounts with the new account records. N = None - Does not create an output population selection.

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Parameters (continued)	Name	Required?	Description	Values
			information about creating an output population selection.	
	Output Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. This value cannot be the same as the input selection identifier. You must enter a value for this parameter if you chose either Append or Replace for the Output Popsel Option parameter.	
	Output Application Code	No	Code that identifies the general area for which the selection identifier was defined. You must enter a value for this parameter if you chose either Append or Replace for the Output Popsel Option parameter.	
	Output Creator ID	No	ID of the person creating the population selection.	

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Parameters (continued)	Name	Required?	Description	Values
			You must enter a value for this parameter if you chose either Append or Replace for the Output Popsel Option parameter.	

Finance Accounts Receivable Reports

Overview

This chapter contains information about each Finance report within the Banner® Accounts Receivable System.

Reports are listed in alphabetical order according to their seven-character names. For each report, you will find the following:

- A description of the report's purpose and function
- A table of the report's parameters and their related information, including the valid values and required/optional status
- A sample report, if applicable

Invoice/Statement Report (TFRBILL)

This process is used to print invoices based on the invoice number of current charges (when run in INVOICING mode), print a billing statement (when run in STATEMENT mode), and assess recurring receivables without printing an invoice or statement (when run in ASSESSCHG mode).

The INVOICING mode will produce a separate invoice of charges for each invoice number on an account that was not previously invoiced. Any charge without an invoice number will be grouped together on a separate invoice for the account. After a charge has been processed through the INVOICING mode, the invoice date on the transaction will be updated. The INVOICING and STATEMENT modes update the account with billed and due dates and begins the aging process.

After run in STATEMENT mode, previously billed items are reflected as previous billed balance. Detail will not be updated with a bill and due date until the effective date is reached. Future due charges will show in detail based on the parameters selected until the effective date is reached and TFRBILL is run in STATEMENT mode. The user also has the capability to bill charges in a foreign currency.

The INVOICING mode reads BILLING INVOICE across the top of the invoice; this mode only processes outstanding current charges. No future details will be included. To get future charges, you must run the report in STATEMENT mode. Run in STATEMENT mode, the heading reads BILLING STATEMENT across the top of the statement. The Control Report gives total person accounts billed, total company accounts billed, total charges and credits, and total amount due.

Use the ASSESSCHG mode to assess recurring receivables, without producing invoices or statements. The ASSESSCHG run mode allows for the updating of accounts to occur independently of the production of invoices and statements.

The INVOICING mode will assess recurring receivables and produce invoices. The STATEMENT mode will assess recurring receivables and produce statements. The invoices and statements produced will be reflective of the recurring receivables assessed. The assessment of recurring

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receivables in the INVOICING and STATEMENT modes ensures that accounts are up-to-date before producing invoices and statements.

Following this list of parameters are the Billing Invoice and Billing Statement Reports.

Parameters (continued)	Name	Required?	Description	Values
	ID Number	No	Enter a specific account ID to be applied (single request using the ID number) or leave blank for all accounts that have had activity.	
	Run Mode	Yes	Choose one of three run modes: INVOICING - prints a copy of charges by invoice number STATEMENT - prints copy of charges/ payments, updates system billed date and due date, begins aging ASSESSCHG assesses recurring receivables and updates accounts	INVOICING STATEMENT ASSESSCHG
	Print Future Details Indicator	Yes	Enter `Y` if you want detail with future effective dates to be printed on invoices/ statements. These details will be printed but not updated with a bill date and due date when running	Y = Print detail for future dates N = Do not print detail for future dates

Parameters (continued)	Name	Required?	Description	Values
			in STATEMENT mode.	
	Print Order	Yes	I prints in ID number order; N prints in alpha/last name order; ZI prints in ZIP code and ID number order; ZN prints in ZIP Code and alpha/last name order.	I = ID number order N = Alpha/last name order ZI = ZIP code and ID number order ZN = ZIP Code and alpha/last name order
	Invoice Date	Yes	Enter the date that the billing process will use to update the bill date on the Account Detail Table. The statement date will also be used to determine which items are current and which items are future.	
	Days in Billing Cycle	Yes	Enter number of days in the billing cycle. Used to calculate due date based on statement date (adds this number to billed date to calculate due date).	
	Minimum Account Balance	Yes	Enter minimum balance required for account to be billed. You can request invoices/ statements for accounts with a minimum balance, or you can use negative numbers to retrieve	

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Parameters (continued)	Name	Required?	Description	Values
			accounts with a credit balance.	
	Accounts (P)ers, (C)omp, %	Yes	You can produce invoices/ statements for Person accounts (P), Company accounts (C), or all accounts-%.	P = Person accounts C = Company accounts % = All accounts
	Entity Code to Process (or %)	No	Enter a single entity category code or % for all entity categories to run the billing process by entity category. If a specific entity category is entered, only accounts with that entity will be processed. If a % is entered, only those accounts with any entity category, as entered on the Customer Profile (TGACPRF) page, will be processed. If no entity category is entered, all accounts that meet all other parameter requirements will be processed regardless of the absence or presence of entity category.	TTVECAT (Entity Category Code Validation Form)
	Detail Code to Bill for (or %)	No	You can specify detail code(s) to bill. To specify a single detail	TFADETC (Detail Code Control Form) % = All

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Parameters (continued)	Name	Required?	Description	Values
			code, enter a valid value detail code from the Detail Code Control (TFADETC) page. To bill all detail codes, enter %. To bill multiple detail codes, enter N%, where N = any letter. For example, to bill tuition type detail codes, enter T%. Only the detail codes specified are included on the invoice/ statement. For example, if T% is specified as the detail code being billed, and a person has a detail code of T001, and a cash payment is processed against the account, then only the T001 detail code prints on the invoice/ statement as a detail item.	N% = Multiple codes where N = appropriate letter
	Selection Identifier	No	Enter the code that specifies the sub-population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection	Population Selection Inquiry (GLISLCT) page

Parameters (continued)	Name	Required?	Description	Values
			parameters must be entered.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Creator Id	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier.	
	Currency Code	No	Specify foreign currency in which invoices and statements will be produced.	Currency Code List (GTVCURR)

Account Detail Report (TFRDETL)

This report lists all activity for every account based on the parameter selections. All account detail is listed based on the selection in addition to on balance due, future due, account balance, selection balance, and NSF (non-sufficient funds).

Deposits are included with a deposit balance. The Control Report includes totals for all accounts selected. Only accounts whose transactions have the literal ARTERM in the **Term Code** field will be selected for this report, regardless of the other parameter selection criteria. This will enable accounts processed ONLY on the TF forms to display on this report.

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Parameters (continued)	Name	Required?	Description	Values
	Detail Code	Yes	Can specify a single detail code to be reported. Enter detail code or enter % for all. Valid values should be selected from the Detail Code Control (TFADETC) page. To report all detail codes, enter %. To report multiple detail codes, enter N%, where N = any letter. For example, to report all bookstore type detail codes, enter B%.	% = All (default) N% = Multiple codes where N = appropriate letter
	Balance Print A=All) O=Open	Yes	Enter A to select all accounts regardless of their account balance; enter O to select accounts that have an account balance not equal to zero.	A = All accounts (default) O = Accounts with balance not zero
	Process as of Entry Date	Yes	Used to select all transactions with an entry date less than or equal to the date entered. Entry date is the system date stored for each account detail transaction. Enter the date in DD-MON-YYYY format.	
	Process as of Effective Date	Yes	Used to select all transactions with an effective	

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Parameters (continued)	Name	Required?	Description	Values
			date less than or equal to the date entered. To select all transactions, enter `31-DEC-1999`.	
	Process as of Billing Date	Yes	Used to select all transactions with a billing date less than or equal to the date entered. To select all transactions, enter `31-DEC-1999`.	
	Process as of Due Date	Yes	Used to select all transactions with a due date less than or equal to the date entered. To select all transactions, enter `31-DEC-1999`.	
	Account ID	No	Enter a specific account ID to be applied (single request using the ID number), or leave blank for all accounts that have had activity. If an account ID is entered when running through the Host, the Entity Type, and Entity Category parameters are not required.	
	Entity Type P=Pers, C=Comp, %	Yes	Specify which accounts to include. Enter `P` -Person, `C` -Company, or `%` for both.	P = Person accounts C = Company accounts

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Parameters (continued)	Name	Required?	Description	Values
				% = All accounts (default)
	Entity Category	No	Enter a single entity category code or % for all entity categories to run the Account Detail Report. If a specific entity category is entered, only accounts with that entity will be processed. If a % is entered, only those accounts with the entity category (as entered on the Customer Profile (TGACPRF) page will be processed. If no entity category is entered, all accounts that meet all other parameter requirements will be processed, regardless of the absence or presence of entity category.	
	Source Code	Yes	Specify detail activity to be reported which was generated by a specific source; enter a single source or % for all.	Charge/Payment Source Code Validation (TTVSRCE) page % = All (default)
	Minimum Balance	Yes	Print only those accounts with a balance less	

Parameters (continued)	Name	Required?	Description	Values
			than or equal to this amount. If 99999.99 is entered as the minimum balance, all accounts will be printed.	
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT) page
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page

Parameters (continued)	Name	Required?	Description	Values
	Creator Id	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	

Assess Penalty/Interest Charges Report (TFRLATE)

This process assesses penalty and interest charges for accounts with a past due balance. Interest charges are always based on percentage.

Penalties and interest may be assessed on the outstanding balance or on the outstanding balance for a specific detail category code. When a detail category code is selected, only past due detail items of that category will be summed together to determine the amount outstanding to be used in the assessment calculations.

Past due detail items are defined as transactions whose due date is less than or equal to the run date and whose balance is not equal to zero. The Billing Process (TFRBILL) sets the due date when run in STATEMENT mode. Because assessments are based on the balance or the past due detail items, it is highly recommended that the Application Of Payment Process (TGRAPPL) be run before running the Penalty/Interest Reports, especially when a particular category code is specified.

Note: Only charges processed solely through TF forms will be selected for this report.

Parameters (continued)	Name	Required?	Description	Values
	Cashier for Assessed Charges	Yes	Enter the cashier/ user ID to be associated with all assessments posted.	
	Entity Category	No	Enter a single entity category code, %, or leave this parameter blank. If a specific	TTVECAT (Entity Category Code Validation Form)

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Parameters (continued)	Name	Required?	Description	Values
			code is entered, only accounts with that entity code will be processed. If a % is entered, only those accounts with an entity code (as entered on the Customer Profile (TGACPRF) page will be processed. If left blank, all accounts will be selected for processing, regardless of the absence or presence of an entity category code.	
	DCAT Code to Process	No	Enter a specific detail category code to be processed. If left blank, all past due items will be processed.	Detail Category Code Validation (TTVDCAT) page
	Detail Code for Penalty Charge	No	Enter the detail code which represents the penalty charge. Valid values must exist on the Detail Code Control (TFADETC) page.	Detail Code Control (TFADETC) page
	Penalty Charge for Flat Amount	No	Enter the fixed amount to be assessed as the penalty charge. Do not enter a dollar sign ($). Also, there is no need to enter a decimal for whole dollar amounts,	

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Parameters (continued)	Name	Required?	Description	Values
			i.e., 10.00 would be entered as 10, and 2,205.50 would be entered as 2205.50.	
	Penalty Charge % of Overdue	No	Enter the percentage of the past due amount to be assessed as the penalty charge. Do not enter a percent sign (%). Format: 999.9999.	
	Dollar Cap for % Based Penalty	No	Enter the maximum dollar amount to be assessed for percentage based penalties.	
	Recurring Penalty Indicator	No	Enter `Y` to indicate that this penalty may be assessed again if it was assessed in a previous execution of this process. If left blank or an N is entered, the penalty charge will not be assessed more than one time for a specific detail category code. For example, if the process was run last month for detail category code XXX, then again this month for XXX, accounts which had been assessed the penalty last month	Y = Access penalty again (default) N = Do not assess penalty again (also NULL)

Parameters (continued)	Name	Required?	Description	Values
			would not be assessed again. If, however, the process was run for a different category or if no category was specified, the penalty would be assessed again. On the other hand, if the first run specified no category code and the second run did specify one, two penalty charges would be assessed.	
	Detail Code for Interest Charge	No	Enter the detail code which represents the interest charge. Valid values must exist on the Detail Code Control (TFADETC) page.	Detail Code Control (TFADETC) page
	Interest Percent of Overdue	No	Enter the percentage of the past due amount to be assessed as the interest charge. Do not enter a percent sign (%). Format: 999.9999.	
	Dollar Cap for Interest Charge	No	Enter the maximum dollar amount to be assessed as the interest charge.	
	Run Mode	Yes	Enter the mode in which processing will take place. Enter A to indicate	A = Audit (default) U = Update

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Parameters (continued)	Name	Required?	Description	Values
			that the process is to be run in audit mode. Running in audit mode produces an audit report without updating the database. When run in audit mode, the penalty transaction number (PTRN) and interest transaction number (ITRN) do not display on the report because no transaction number is actually created. Enter U to indicate that the process is to be run in update mode. Running in update mode removes the information from the database and produces the report.	
	Address Selection Date	Yes	The effective date for the address type selected which you want to print on the report. Enter in date format DD-MON-YYYY.	
	Address Type Hierarchy	Yes	Enter address type. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA	Address Type Code Validation (STVATYP) page

Parameters (continued)	Name	Required?	Description	Values
			2PR will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter then press Return for the next prompt.	
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT) page
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier	Application Inquiry (GLIAPPL) page

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Parameters (continued)	Name	Required?	Description	Values
			and application code entered.	
	Creator Id	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	

Auto Refunding of Credit Amounts (TFRRFND)

This process has two steps: First, accounts that have a credit balance are identified, flagged, and reported. Second, after manual review of the accounts, the flagged accounts are updated with a refund detail code for the amount of the credit balance and listed on the report.

For the first step, account detail is listed for the specified term or for any detail code with a non-zero balance. Accounts are grouped by the specified category hierarchy on the report. The Control Report includes totals for all accounts selected. The second step lists the refund transactions generated and an address. Only those accounts remaining flagged after review, which meet the parameter criteria, are refunded. Accounts not meeting the criteria have their flags reset. Only accounts having a literal "ARTERM" for all transactions will be selected for either step, regardless of the other parameter selection criteria.

Parameters (continued)	Name	Required?	Description	Values
	Flag/Refund Mode	Yes	FLAG mode will identify accounts and update the refund indicator. RFND mode will refund the accounts.	FLAG (default) RFND
	Audit/Update Mode	Yes	Audit mode will produce a report but will not update the database.	A = Audit U = Update (default)

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Parameters (continued)	Name	Required?	Description	Values
			Update mode will produce a report and update the database.	
	Minimum Credit Balance	Yes	Minimum amount the account balance must equal to be considered for this run.	
	Address Selection Date	Yes	Enter the date (format DD-MON-YYYY) for which you want to retrieve an active address record of the account.	
	Address Type Hierarchy	Yes	Enter the address type to be printed on the report. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA, 2PR will print the mailing address, and if none is found, will print the permanent address.	
	Refund Detail Code	No	For the RFND mode, the detail code for the refund transaction.	
	Cashier User ID	No	For the RFND mode, the cashier of the session to be created for the refund transactions.	

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Parameters (continued)	Name	Required?	Description	Values
	Entity Type	No	For the FLAG mode, specify which accounts to include. Enter P-Person, C-non-people, or % for both.	P = Person accounts C = Non-person accounts % = Both (default)
	Detail Category Hierarchy	No	For the FLAG mode, enter the category code to group the accounts by on the report. Multiple requests are permitted and must be entered in priority sequence. For example, 1FA 2CNT 2EXM will print Financial Aid recipients in the first grouping, then Contracts and Exemptions in the second grouping. A grouping OTHERS is always made for those accounts that do not qualify for any group.	
	Include/Exclude	No	For the FLAG mode, include mode groups accounts by category. Exclude mode forces those accounts that qualify for any of the entered categories to not be processed. The OTHERS	I = Include (default) % = Exclude

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Parameters (continued)	Name	Required?	Description	Values
			group will be listed.	
	Print Account Detail	No	For the FLAG mode, Y will print account detail transactions and balances. N will print only the account balances.	
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT) page
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier	Application Inquiry (GLIAPPL) page

Parameters (continued)	Name	Required?	Description	Values
			and application code entered.	
	Creator Id	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User Id	No	The user ID of the person running the sub-population rules.	

Grants Aging Analysis Report (TRRAGES)

The Grants Aging Analysis Report prints information about the aging of billed receivables.

You can run this report for unbilled charges to see the aging of charges that have been incurred but not billed. You can also run this report for billed charges that have not been paid. The **Report Type** parameter enables you to specify whether to include invoice detail in the report.

Parameters (continued)	Name	Required?	Description	Values
	Report Option	No	Specifies the type of charges to include in the report.	1 = Include unbilled charges. 2 = Include billed charges. (default) 3 = Include both billed and unbilled charges.
	Selection Option	No	Indicates whether you want to enter PMS codes or grant codes.	P = Enter PMS codes.

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Parameters (continued)	Name	Required?	Description	Values
				G = Enter grant codes.
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only if **Selection Option** = P.	
	Grant Option	No	Indicates the way you want to enter grant code(s). Enter only if **Selection Option** = G.	A = Automatically enter all grant codes. (default) R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only **if Grant Option** = R.	
	Grant To	No	Last grant code in a series. Enter only if **Grant Option** = R.	
	Wild Card	No	Partial grant code that contains a wildcard (* or %). Enter only if **Grant Option** = W.	
	Specific Grant Code	No	User-defined code identifying a grant.	

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Parameters (continued)	Name	Required?	Description	Values
			Enter only if **Grant Option** = S.	
	As of Date	No	Last date you want to include in the report.	DD-MON-YYYY Default = System Date
	Date Range 1	No	Indicates the number of days before the **As of Date** to include in the first aging period.	Default = 30
	Date Range 2	No	Indicates the number of days before the **As of Date** to include in the second aging period.	Default = 60
	Date Range 3	No	Indicates the number of days before the **As of Date** to include in the third aging period.	Default = 90
	Date Range 4	No	Indicates the number of days before the **As of Date** to include in the fourth aging period.	Default = 120
	Date Range 5	No	Indicates the number of days before the **As of Date** to include in the fifth aging period.	Default = 150
	Report Type	No	Specifies whether you want to display aging information for grants or invoices.	S = Display aging information for grants. D = Display aging information for invoices.

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Grants Application of Payment Process (TRRAPPL)

The Application of Payment Process enables you to apply payments to charges by grant. By default, Banner will apply payments based on the date of each charge; the oldest charge will be paid first.

You can use the Grant Payments Entry (FRAAREV) page to manually apply a payment to a specific charge by populating the **Transaction Number Paid** and the **Invoice Number Paid** fields. See the "Processing" chapter in the *Banner Finance User Guide* for more information.

Note: The Application of Payments Process does not have any parameters or printed output.

Grants Collections Report (TRRCOLL)

The Grants Collections Report prints information about collection efforts that have been entered on the Grant Billing Collections (FRACOLL) page.

You can run this report by agency, by grant, by bill invoice number, by User ID, or by bill status. This report sorts collection efforts by grant within a sponsoring agency.

Parameters (continued)	Name	Required?	Description	Values
	Report Option	Yes	Indicates whether to generate reports by agency code, by grant code, or both.	A = Generate reports by agency code. G = Generate reports by grant code. L = Generate reports by agency and grant codes. (default)
	Agency Option	No	Indicates the way you want to enter agency code(s).	A = Automatically enter all agency codes. (default) S = Enter a specific agency code.
	Agency Codes	No	User-defined code representing a sponsoring agency. Enter only if **Agency Option** = S.	

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Parameters (continued)	Name	Required?	Description	Values
	Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. (default) R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant_from	No	First grant code in a series. Enter only if **Grant Option** = R.	
	Grant_to	No	Last grant code in a series. Enter only if **Grant Option** = R.	
	Grants Wild	No	Partial grant code that contains a wildcard (* or %). Enter only if **Grant Option** = W.	
	Grants Specific	No	User-defined code identifying a grant. Enter only if **Grant Option** = S.	
	Bill Invoice Number	No	Number that uniquely identifies a bill. Generated by the FRRBILL process.	
	Bill Status	No	Indicates the type of bills you want to include in the report.	O = Include paid bills (Status = Open). C = Include unpaid bills (Status = Closed).

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Parameters (continued)	Name	Required?	Description	Values
				B = Include both paid and unpaid bills. (default)
	User ID	No	Identification code of the person running the report.	

Grant Reconciliation Report (TRRRCON)

The Grant Reconciliation Report reconciles data between the Accounts Receivable module and the Finance module for Grant Billing transactions only. You can reconcile data by chart of accounts, by grant code, or by PMS code.

Parameters (continued)	Name	Required?	Description	Values
	Run Sequence Number	No	System-generated through Job Submission.	
	Selection Option	Yes	Indicates the type of data you want to reconcile.	1 = Reconcile the summary of billed charges in the TRRACCD table with the details of billed charges in the FRRBDET table. Banner will not reconcile grants that have a fixed billing schedule. 2 = Reconcile billed charges in the TRRACCD table with the billed receivables account in the General Ledger. 3 = Reconcile payments in the TRRACCD table with payments that were posted

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Parameters (continued)	Name	Required?	Description	Values
				to the General Ledger. 4 = List all payments that have been entered in the Accounts Receivable module that have not been fed to the Finance module.
	As of Date	No	Last date of the billing period you want to reconcile.	DD-MON-YYYY Default = System Date
	Report Option	Yes	Indicates whether to reconcile data by chart of accounts code, grant code, grants out of balance, PMS code, or PMS out of balance.	1 = Reconcile data by chart of accounts code only. 2 = Reconcile data by grant code only. 3 = Reconcile data by grants out of balance. 4 = Reconcile data by PMS code only. 5 = Reconcile data by PMS out of balance.
	Chart of Accounts	No	User-defined code representing an accounting or reporting entity. Enter only if **Report Option** = 1.	
	Grant Option	No	Indicates the way you want to enter grant code(s). Enter	A = Automatically enter all grant codes. (default)

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Parameters (continued)	Name	Required?	Description	Values
			only if **Report Option** = 2.	R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only **if Grant Option** = R.	
	Grant To	No	Last grant code in a series. Enter only **if Grant Option** = R.	
	Grants Wild	No	Partial grant code that contains a wildcard (* or %). Enter only if **Grant Option** = W.	
	Grants Specific	No	User-defined code identifying a grant. Enter only if **Grant Option** = S.	
	PMS Option	No	Indicates the way you want to enter PMS codes. Enter only if **Report Option** = 4.	A = Automatically enter all FMS codes. R = Enter a range of PMS codes. W = Search for a specific PMS code using a wildcard. S = Enter a specific PMS code.
	PMS From	No	First PMS code in a series. Enter only if **PMS Option** = R.	

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Parameters (continued)	Name	Required?	Description	Values
	PMS To	No	Last PMS code in a series. Enter only if **PMS Option** = R.	
	PMS Wildcard	No	Partial PMS code that contains a wildcard (* or %). Enter only if **PMS Option** = W.	
	PMS Specific	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only if **PMS Option** = S.	

Unapplication of Payment Process (TRRUNAP)

The Unapplication of Payments Process enables you to reverse, or undo, payments that you applied to charges using the Application of Payment Process (TRRAPPL). This process can be run from job submission for a specific grant.

Note: You cannot reverse payments that were applied manually on the Research Accounting Payments Entry (FRAAREV) page.

Parameters (continued)	Name	Required?	Description	Values
	Enter Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard.

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Parameters (continued)	Name	Required?	Description	Values
				S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if **Enter Grant Option** = R.	
	Grant To	No	Last grant code in a series. Enter only if **Enter Grant Option** = R.	
	Grant Wildcards	No	Partial grant code that contains a wildcard (* or %). Enter only if **Enter Grant Optio**n = W.	
	Specific Grants	No	User-defined code identifying a grant.	
	Unapply Date(DD-MON-YYYY)	No	Banner will select all of the payments that were applied to charges on or after this date. For example, if you enter 15-AUG-1999, Banner will reverse all payments that were applied on 15-AUG-1999 or after 15-AUG-1999.	DD-MON-YYYY

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Unapplied Payments Listing (TRRUNPL)

The Unapplied Payments Listing prints a list of all payments that have not been applied to charges. You can run this process for a specific grant code or for a range of grant codes. The fund code on this report represents the fund to which a payment was posted.

Parameters (continued)	Name	Required?	Description	Values
	Grants Option	Yes	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. (default) R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if **Grants Option** = R.	
	Grant To	No	Last grant code in a series. Enter only if **Grants Option** = R.	
	Grant	No	User-defined code identifying a grant. Enter only if **Grants Option** = W or S. You may use a wildcard (* or %) if **Grants Option** = W.	
	Lines	No	Number of printed lines on a page.	Default = 55

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Student Accounts Receivable Reports

Overview

This chapter contains information about each Student report within the Banner® Accounts Receivable System. The reports are listed in alphabetical order according to their seven-character names.

For each report, you will find the following:

- A description of the report's purpose and function
- A table of the report's parameters and their related information, including the valid values and required/optional status
- A sample report

Student Tax Notification Process (TSP1098)

This process pulls existing data from Banner and populates the Tax Notification for Student table (TTBTAXN).

Note: You will want to run the TSP1098 process during non-peak hours or on the weekend.

Parameters (continued)	Name	Required?	Description	Values
	Process Run Mode	Yes	Official mode will populate the tables and will not allow further deletes. If test data exists, it is removed and replaced. Test mode will delete data in the Notification Tables and repopulate them.	O = Run process in Official mode T = Run process in Test mode.
	Tax Year	Yes	Year for which you are reporting information.	Valid tax year in YYYY format

Parameters (continued)	Name	Required?	Description	Values
			Note: A valid Qualified Charges Billed and Scholarships or Grants rule must exist for the Tax Year.	
	Re-run Indicator	No	When adding new students, search the database for any students not previously selected who meet the criteria and insert a record. When recalculating after a change to a reportable rule, update existing records that have not been sent to the student, or insert a new record marked (R)eady to Send for those students who previously received the 1098-T tax notification. For additional detail about this indicator, refer to the section entitled, *1098 Student Tax Notification Process (TSP1098)*, *Re-Run mod*, below.	A = Add new students R = Recalculate when rules have changed B = Both.

Parameters (continued)	Name	Required?	Description	Values
			Note: The rerun indicator applies only after the first run of this process in Official mode.	
	Enroll Codes to Exclude	No	This process will select all students enrolled in a term that matches the Terms in Tax Year field from the Qualified Charges Billed rule for the tax year being processed, unless the student's status is excluded in this parameter. This is a repeating parameter, so you can enter multiple enrollment codes to exclude.	Enrollment Code Validation (STVESTS) page
	Name Type Code	No	Allows you to specify which name you want on the 1098-T tax notification record. This is a repeating parameter, so you can enter multiple name type codes and the match with the most recent date will be used.	Name Type Validation (GTVNTYP) page
	Address Selection Date	No	Effective date for an address. The default value is the system date.	Enter date in DD-MON-YYYY format.
	Address Type Code	Yes	Enter the address type to be extracted.	Address Type Code Validation (STVATYP) page

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Parameters (continued)	Name	Required?	Description	Values
			Multiple requests are permitted and must be entered in priority sequence. This is a repeating parameter, so you can enter multiple address type codes.	
	SSN Hierarchy	Yes	Allows you to select the priority of the source from which Banner will retrieve the student's social security number.	Specify which of the following hierarchies Banner will use: 1 = SPAPERS, SPAIDEN 2 = SPAPERS 3 = SPAIDEN
	Enrollment Option	Yes	The parameters A = Frozen Adjusted Hours and B = Frozen Billing Hours can only be selected if Banner Financial Aid is installed. Further, to select either of these two parameters, the RORENRL process must have been run for the tax year terms. If either of the frozen enrollment options is selected, the RORENRL data will be reviewed. If no RORENRL record exists (student not aided), then the	E = End of Term Enrollment A = Frozen Adjusted Hours B = Frozen Billing Hours

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Parameters (continued)	Name	Required?	Description	Values
			process will look at the end of term enrollment for that student.	
	Credit Hrs Halftime Enrollment	Yes	Define the credit hours that constitute half-time enrollment for undergraduate students at your institution. This parameter is used in setting the **At least half-time** indicator as related to Hope Scholarships for undergraduates.	
	Graduate Level Code	No	Define which codes are graduate level at your institution. This parameter is used in setting the **Graduate Student** indicator. This is a repeating parameter, so multiple codes may be entered.	Level Code Validation (STVLEVL) page
	Application ID	No	Enter the application ID. Used for population selection.	Application Inquiry (GLIAPPL) page
	Selection ID	No	Enter the selection ID. Used for population selection.	
	Creator ID	No	Enter the creator ID.	

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Parameters (continued)	Name	Required?	Description	Values
			Used for population selection.	
	User ID	No	Enter the user ID. Used for population selection.	
	Student SSN/TIN Certification	Yes	If parameter value is **Y**(es), the **SSN Certification** check box will be selected for all students for whom a Student Tax Notification (TSATAXN) record is created for Tax Year 2016 and later. If parameter value is **N**(o), the **SSN Certification** check box will be blank for all students for whom a Student Tax Notification (TSATAXN) record is created for Tax Year 2016 and later.	Y = The SSN Certification box will be selected. N = The SSN Certification box will be blank.

TSP1098 Processing Detail

The TSP1098 process will first select all students enrolled in a term that matches the Terms in Tax Year field from the Qualified Charges Billed rule for the tax year being processed.

For students who received a 1098-T in a prior year who are no longer enrolled, the process checks for any reportable transactions in the current year to identify adjustments and inserts a tax notification record. Reportable amounts are calculated and the receivable records updated for those AR transactions that have been reported.

This process can be run in Mass mode or with a Population Selection. When this process is run using a population selection, then the process only looks at students in the popsel to determine if they meet the selection criteria.

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You can run TSP1098 in test mode or official mode.

Test mode allows you to review data for accuracy and completeness. When run in test mode, data in the Notification tables for the tax year is deleted and repopulated.

Official mode should only be run after you have reviewed your tax data for accuracy and completeness. Official mode populates the Notification tables and will not allow further deletes. If test data exists, it is removed and replaced. You may re-run the process in Official mode to recalculate amounts or add new students. Recalculation is only applicable if you have changed a reportable rule in the current tax year.

Retrieving 1098T Data

When populating 1098-T tax notification forms for these students, the process retrieves data from the locations listed below.

1. Student Name - Banner uses the matching Name Type with the most recent activity date. If no Name Type is entered or matched, the default is the current name on SPAIDEN.
2. Student address - The TSP1098 process retrieves address type in order of parameter priority. Address must also be active.
3. SSN of Student - The process retrieves the student SSN per parameter priority. SSN is considered to be valid if it meets the following edits: nine numeric positions; does not begin with 000.
4. **At least half-time student** indicator is selected for any student who has been enrolled for half time or more for any term in the tax year. The institution chooses the source for enrollment information and decides what defines half time as parameters to the process.
5. **Graduate student** indicator is selected for any student with an SFBETERM or SHRTTRM record who was a graduate-level student for at least one term that begins in the tax year.

The TSP1098 process sets all Student Notification Statuses and all IRS Notification Statuses to (R)eady to Send when all required data elements have been entered, or to (N)ot Ready to Send if name or address information is incomplete.

1098T Reportable Amounts

The procedure `ttkmods.P_Reportable_Amounts` is called by the TSP1098 process to calculate values to be reported on the 1098-T, as described below.

- When in Recalculation mode, the four 1098-T tax fields in TBRACCD are reset to null if previously marked as reported in the current tax year.
- Receivable transactions in TBRACCD for which the greater of effective date or entry date is in the current tax year are filtered by the Tax Rules for Qualified Charges Billed and Scholarships or Grants rules for all tax years; eligible amounts (reflecting pro-ration, if applicable) are inserted into the new Global Temporary Table (TTTTAXC).
- Any duplications due to terms that appear in rules as future in one year and regular terms in the next are removed.
- Transactions are summed by term.
- For Qualified Charges Billed

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  - net increases are added to the "Amounts billed for qualified tuition and related expenses" box amount
  - net decreases are added to the "Adjustments made for a prior year" box amount.
- For Scholarships or Grants
  - net increases are added to the "Scholarships or Grants" box amount
  - net decreases are added to the "Adjustments to scholarships or grants for a prior year" box amount.
- For net change of zero
  - transactions related to terms of the current tax year are marked as reported in "Amounts billed for qualified tuition and related expenses" box or "Scholarships or Grants" box, as applicable.
  - transactions related to terms of a prior tax year are marked as reported in "Adjustments made for a prior year" box or "Adjustments to scholarships or grants for a prior year" box, as applicable.
- Records in the Temporary Table are used to update the four 1098-T tax fields in TBRACCD. These fields are defined in the following chart.

TBRACCD Tax Fields

	Fields	Descriptions
	Tax Report Year	Tax year in which transaction is reported
	Tax Report Box	CB = Charges billed (Box 2) AC = Adjustments to charges made for a prior year (Box 3) SG = Scholarships or grants (Box 4) AS = Adjustments to scholarships or grants for a prior year (Box 5)
	Tax Future Indicator	Y(Yes) = Transaction is considered a future term at the time it was reported to the IRS NULL = Transaction is not considered a future term at the time it was reported to the IRS.
	Tax amount	The tax amount matches the transaction amount unless the transaction is a pro-rate

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Fields	Descriptions
	allocation, based on the pro-rata rule window on TSATAXR. The sign is reversed if a Pay Detail Code is included in a Qualified Charges Billed rule or a Charge Detail Code is included in a Scholarships or Grants rule.

1098T Re-Run mode

After the initial official run of TSP1098, you may need to re-run the process when new students have been enrolled and or a change is made to a Charges Billed or Scholarships or Grants tax rule in the current Tax Year.

The Re-run Indicator parameter allows you to pick up new qualifying students and recalculate reportable amounts.

Only records with an IRS status not equal to (S)ent are evaluated for recalculation.

- For records with a Student status of (S)ent or (E)xcluded (where IRS status is not Sent), if any amount is different due to a change in a rule, the existing record is left intact and a new one is inserted and marked (R)eady to Send. This retains a history of data sent and allows a revision to be sent to the student.

  Note: When reprinted, the Correction box of the 1098-T is not marked, as this does not represent a correction to a record previously sent to the IRS. After a record has been sent to the IRS, it will be necessary to submit a manual correction to both the student and the IRS.

- If Student status is (N)ot Ready to Send, or (R)eady to Send, the existing record is updated with revised amounts.
- When recalculating existing records, TSP1098 counts the number of records for each of the following categories:
  - Records with no change
  - Records updated
  - Not evaluated as previously sent to IRS
  - Records inserted
- When adding new students, TSP1098 calculates a count of records created based on Students Enrolled and Prior Year Adjustments.

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1098T Recalculation Table

This table summarizes the impact of recalculation on records depending on the specific Student or IRS status. It also indicates if records will be updated or duplicated, or were not evaluated as previously sent to the IRS.

Student Status	IRS Status	Records with no Change	Update existing record (any amount or future indicator revised due to change in rule)	Duplicate record created (any amount or future indicator revised due to change in rule)	Not evaluated as previously sent to IRS
Not Ready to Send	Not Ready to Send	x	x		
Ready to Send	Ready to Send	x	x		
Excluded	Excluded	x		x	
Sent	Ready to Send	x		x	
Sent	File Created	x		x	
Sent	Sent				x

Tax Notification Process Error Report

The error report identifies students missing required data elements and indicates whether name, address, or social security number (SSN) is missing.

Student and IRS status notifications will be set to (N)ot Ready to Send) for all students who are missing name or address data. If only the SSN is missing, student and IRS status notifications will be set to (R)eady to Send). You can use the information from this report to identify setup problems and identify students from whom you need to solicit additional information before you complete your reporting cycle.

In the event that enrollment or prior year notification data exists for a student who has been deleted from the database (no SPRIDEN record), the missing PIDM is reported.

Tax Notification Process Control Report

This report lists parameters entered in addition to the following information.

- Number of students extracted with a status of (R)eady to Send. These students are enrolled and have a valid name or address. So, if SSN is blank, the TSATAXN record is still set to (R)eady to Send. According to IRS regulations, institutions must still provide the 1098-T even if SSN is blank or not valid.

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- Number of students extracted with a status of (N)ot Ready to Send. These students are enrolled, but the name or address information is missing.
- Number of enrolled students found with no record in SPRIDEN table.
- Number of students extracted with a status of (R)eady to Send due to adjustments made for a prior year. (These students are no longer enrolled, but were extracted because they have adjustments to a prior year to report).
- Number of students extracted with a status of (N)ot Ready to Send due to adjustments made for a prior year. (These students are no longer enrolled, but were extracted because they have adjustments to a prior year to report.)
- Number of students previously reported with no record in SPRIDEN table.
- Number of records updated when running recalculations in rerun mode.
- Number of new records inserted when running recalculations in rerun mode.
- Number of records not recalculated when run in rerun mode because the IRS Notification Status is either (S)ent or (F)ile Created.

Contract Student Load (TSPCSTU) Process

The Contract Student Load is a batch process run from Job Submission. This process provides the ability to upload a `.csv` file of students who are covered by a contract.

A student ID, alternate ID, or SSN must be provided in the `.csv` file to upload students to a specific contract. The `.csv` file must be in a known format. For the file format, please refer to *Contract Student Load*, found in the *Student Accounts Receivable Procedures* section.

The top section of the report output displays the ID, Name, and Term of the Contract for which students are being uploaded. The middle section of the report output displays information for each student record that is being uploaded. The bottom section displays report control information. The control report displays the parameter and value entered, along with the number of uploaded student records and the number of students with errors.

Please refer to the table below for information on student record upload information.

Name	Description	Values
SEQ #	The sequence number matches the row number of the student record in the uploaded file. Sequence number starts with the number two, which corresponds to the row number of the first student record.	The sequence number corresponds to the row number in the upload file.
Identifier	Identifier displays the value used to identify the student. For example, if the ID is used to find the matching Banner Student ID, then this column displays the actual ID of the	Displays the identifier (the ID or SSN provided in the upload file) that was used to find the matching Banner student ID.

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Name	Description	Values
	Student. If SSN is used to find the matching Banner Student ID, then this column displays the literal SSN. The actual SSN provided in the upload file is not displayed in the report output. If the student is not found using either the ID or SSN provided in the upload file, then the ID provided in the upload file is displayed in this column.	
Spriden Name	SPRIDEN name associated with the student ID or SSN provided in the upload file.	Displays last name, first name.
Upload Name	Name provided in the upload file.	Displays last name, first name.
Message	This column displays the following messages. Edits are performed to ensure the students and associated data is valid. • *Name in message column indicates that there is a mismatch in the SPRIDEN name and upload name. A match is performed on the first five characters of either the last or first name. Mismatch in the last name is informational only and will not result in the record being rejected. • *Error in message column indicates that there is an error in the upload file. Errors will result in the record being rejected and must be fixed in the load file, to upload the record.	Messages: • *Name • *Error

The following parameters are used with this report.

Parameters	Name	Required?	Description	Values
	Contract ID	Yes	The contract ID for which students are being uploaded.	Validation (SOACOMP) page
	Contract Number	Yes	The contract number of the contract for which students are being uploaded.	Validates at run time.
	Term	Yes	The term of contract for which students are being uploaded.	Term Code Validation (STVTERM) page
	File Location	Yes	The directory path where the file can be found. File location must be specified with directory structure and directory terminator. The file location must have proper read permission for Jobsub to access. Capitalization of file location of the actual location and Jobsub input parameter must be exactly matched. Should not exceed 30 characters.	
	File Name	Yes	The name of file that is being uploaded. File name must be fully specified with extension and can only contain a . before the extension. The data file must have proper read permission for	

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Parameters	Name	Required?	Description	Values
			Jobsub to access. Capitalization of file name of actual file and the Jobsub input parameter must be exactly matched. Should not exceed 30 characters	
	Run Mode	Yes	The run mode. Audit mode will display records pending upload. Update mode will perform actual upload of records.	A = Audit (default) U = Update

Contract Payment Detail Load (TSPCPDT) Process

The Contract Payment Detail Load is a batch process run from Job Submission. This process provides the ability to upload a `.csv` file of contract payments to students covered by a contract.

A student ID, alternate ID, or SSN must be provided in the `.csv` file to upload payments to a specific student. If none of these values are known, you may provide a student name and amount to upload a payment. This payment will be unassigned until further action is taken. For the file format, please refer to *Contract Payment Detail Load (TSPCPDT)*, found in the *Student Accounts Receivable Procedures* section.

The top section of the report output displays the ID, Name, and Term of the Contract for which payment details are being uploaded. The middle section of the report output displays information for each payment detail record being uploaded. The bottom section displays report control information.

The report control information section includes the following control totals:

- Total payment detail record count
- Valid assigned payment detail record count
- Valid unassigned payment detail record count
- Payment detail record count with errors
- Total payment detail amount
- Payment detail amount assigned
- Payment detail amount unassigned
- Payment detail amount with errors

Please refer to the table below for information on student detail payment upload information.

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Name	Description	Values
SEQ #	The sequence number matches the row number of the student record in the uploaded file. Sequence number starts with the number two, which corresponds to the row number of the first student record.	The sequence number corresponds to the row number in the upload file.
Identifier	Identifier displays the value used to identify the student. For example, if the ID is used to find the matching Banner Student ID, then this column displays the actual ID of the Student. The SSN is used to find the matching Banner Student ID, then this column displays the literal SSN. The actual SSN provided in the upload file is not displayed in the report output. If the student is not found using either the ID or SSN provided in the upload file, then the ID provided in the upload file is displayed in this column.	Displays the identifier (the ID or SSN provided in the upload file) that was used to find the matching Banner student ID.
Spriden Name	SPRIDEN name associated with the student ID or SSN provided in the upload file.	Displays last name, first name.
Upload Name	Name provided in the upload file.	Displays last name, first name.
Message	This column displays the following messages. Edits are performed to ensure the students and associated data is valid. • *Name in message column indicates that there is a mismatch in the SPRIDEN name and upload name. A match is performed on the first five characters of either the last or first name. Mismatch in the last name is informational only and will not result in the record being rejected.	Messages: • *Name • *Error • *Variance

Name	Description	Values
	• *Error in message column indicates that there is an error in the upload file. Errors will result in the record being rejected and must be fixed in the load file, to upload the record. • *Variance in the message column indicates that the total charges less total payments is not equal to zero. This message is informational and will not result in the record being rejected. The variance section will display a row for each student ID, where the sum of the sponsor charges less the sum of the sponsor payments is not zero. If an * Error message is displayed, then the variance calculation cannot be performed. If a *Name message is displayed, the variance calculation can be performed.	

The following definitions should be considered to understand variance processing.

Total charge is the sum of the sponsor charges for the contract ID, term, and, the contract number if known.

Total payment is the sum of the student payment detail transactions for the contract ID, term, and, the contract number if known.

Variance is the Total Charges less Total Payments.

	*Unassigned in the message column indicates that ID/SNN is not provided in the upload file, but a last name and amount is provided. The record will still be uploaded. The student PIDM is a nullable column, so the database allows a record to be created without being provided by an ID or SSN. **Name** field is populated with the name provided in the upload file. This	*Unassigned

Name	Description	Values
	message is Informational only. User can make changes to the upload file before running the process in update mode.	

The following parameters are used with this report.

Parameters	Name	Required?	Description	Values
	Contract ID	Yes	The contract ID for which students are being uploaded.	Validation (SOACOMP) page
	Payment Transaction Number	Yes	The transaction number of the Contract Payment for which Student Payment Details are being uploaded.	
	File Location	Yes	The directory path where the file can be found.	
	File Name	Yes	The name of file that is being uploaded.	
	Run Mode	Yes	The run mode. Audit mode will display records pending upload. Update mode will perform actual upload of records.	A = Audit (default) U = Update

Assign Installment Plans Process (TSPISTA)

This process is used to assign students to an installment plan.

For mass assignment, a student will only be added to an installment plan through this process if the student is registered for a term (thus having a valid SFBETRM record), meets the rules defined on TSAISTA, and does not already have an installment plan for the term.

Impact of Population Selection and Installment Plan Code Parameters

For the term in parameter 01, students are assigned to installment plans based on the values entered for parameters 02 (Installment Plan) and 03 - 06 (Population Selection).

The following table summarizes how the assignment process works when different values are used for these parameters.

Value of Installment Plan (Parameter 02)	Value of Population Selection (Parameters 03 - 06)	Result
null	null	TSPISTA evaluates enrolled students (SFBETRM) who do not already have an installment plan for the term, and assigns them to an automated installment plan if they meet the rules from TSAISTA.
populated	populated	TSPISTA forces all accounts for entities in the selection into the plan, even if not registered for the term or if they have another installment plan.
null	populated	TSPISTA evaluates students in the population selection who are enrolled (SFBETRM) and do not already have an installment plan for the term, and assigns them to an automated installment plan if they meet the rules from TSAISTA.
populated	null	TSPISTA forces all enrolled students (SFBETRM) who do not already have an installment plan for the term into the plan.

Parameters (continued)	Name	Required?	Description	Values
	Term Code	Yes	Term code for installment plans.	Any valid term code.
	Installment Plan	No	Enter an installment plan code to have all persons assigned to the same plan.	

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Parameters (continued)	Name	Required?	Description	Values
			If populated, this plan will be assigned without regard to the **Active Indicator** and the **Active Until Date** on TSAISTA.	
	Application	No	Enter the application of the population selection.	
	Selection	No	Enter the selection identifier of the population selection.	
	Creator ID	No	Enter the creator ID for the population selection.	
	User ID	No	Enter the user ID for the population selection.	

Create Installment Transaction Process (TSPISTT)

This process is used to create the installment plan transactions in the Accounts Receivable Transaction Detail Table (TBRACCD). Rules created on the Installment Plan Rules (TSAISTR) page are used for processing.

Parameters (continued)	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code.	Any valid term code.
	ID	No	Enter the identifier to create installment transactions for a single ID.	

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Student Tax Report (TSR1098)

Use this report to print student 1098-T notifications or to produce the IRS file.

Before running this report, you will need to complete the TSA1098 form with information for the transmitter and the institution.

The 1098 report produces two files: the `TSR1098.lis` file (1098-T notifications) and the `IRS1220.dat` file (flat file for IRS submission).

Note: For information about how to adjust your laser print file, refer to *Adjusting the Laser Print File*, later in this section.

Parameters	Name	Required?	Description	Values
	Tax Year	Yes	Year for which you are reporting information.	Valid Year (YYYY)
	Run Mode: Official/Test/ Reprint	Yes	Official mode will update student status from (R)eady to Send to (S)ent when parameter 03 is set to S or I. Official mode will update IRS status when parameter 08 is set to Y. Test mode will print the 1098-T notifications and produce the IRS report. This mode will not update the statuses. Reprint mode reprints 1098-T notifications on demand for a student or a group of students. To use this mode, you must use the population selection parameters: Application Code, Selection	O = Official T = Test (default) R = Reprint

Parameters	Name	Required?	Description	Values
			Identifier, Creator ID, and User ID. This mode updates the student notification date. No IRS media are generated. You must use population selection to use Reprint mode.	
	Form Print - Student / IRS / None	No	Specify whether you want Banner to print the student 1098-T notifications and the format you want to use. The Student format can be used when an institution files 1098-T information magnetically/ electronically and is only printing 1098-T forms for student mailings or institution use.	I = IRS format. Use when filing paper 1098-T forms with the IRS. N = Do not print 1098-T notifications (default) S = Student format. Use this format when you file 1098-T information magnetically/ electronically and print 1098-T forms for student mailings or institution use.

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Parameters	Name	Required?	Description	Values
				Note: When TSR1098 runs in Official mode, and this parameter is set to I or S, the **Student Status** field on TSATAXN will be updated from (R)eady to Send to (S)ent (if printed to a form) or (E)xcluded (when record matches exclusion values).
	Printer Type (1)-Dot (2)-Laser	Yes	Choose whether you print to a dot matrix or a laser printer.	1 = Dot matrix printer 2 = Laser printer
	Exclude Option 1-4	Yes	Select the conditions for which you do not want to generate a 1098-T for a student. Amounts are compared according to IRS regulations without regard to indicators in box 6, 8, or 9.	1 = Print or issue 1098-Ts for all students or the IRS. 2 = Do not print or issue 1098-Ts for students or the IRS when all amounts are zero. 3 = Do not print issue 1098-Ts for students or the IRS when Scholarship and Grants (SG) amounts exceed or equal Charges Billed (CB) and when all other amounts are zero. 4 = Do not print or issue 1098-Ts for students who meet the criteria specified in either option 2 or 3.

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Parameters	Name	Required?	Description	Values
	Sort Option 1-4	Yes	Choose how you want records sorted.	1 = Sort by ZIP code, name, then by social security number (SSN). 2 = Sort by ZIP code, SSN, then by name. 3 = Sort by SSN, then by name. 4 = Sort by name, then by SSN.
	USA Nation Codes	No	Enter all nation codes designated as USA on STVNATN. Prints the nation description on the 1098-T paper forms for student addresses designated as foreign (non-USA), and identifies the students as foreign in the IRS file. This is a repeating parameter, so multiple codes can be entered.	If the nation code is not blank or one of the values entered on this parameter, then the address will be deemed foreign.
	Generate IRS File (Y/N)	Yes	Specify whether you want Banner to create the IRS flat file.	Y = Create IRS flat file. N = Do not create IRS flat file.

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Parameters	Name	Required?	Description	Values
				Note: When TSR1098 runs in Official mode and this parameter is set to Y, the **IRS Status** field on TSATAXN is updated from (R)eady to Send to either (S)ent or (E)xcluded (when record matches exclusion values).
	File Type	No	Not used at this time.	Values entered in this parameter will be ignored.
	Prior Year Data	No	Specify whether you are reporting prior year data after the last IRS submission date for that year. See IRS publication 1220 for more details.	P = Report in prior year data. blank = Report on current year data.
	Orig. /Test/Repl.	Yes	Enter the type of file. See IRS publication 1220 for more details.	O = Original file (default) R = Replacement File T = Test file
	Replacement Alpha Character	No	Not used at this time.	Values entered in this parameter will be ignored.
	Electronic File Name	No	Not used at this time.	Values entered in this parameter will be ignored.
	Application ID	No	Enter the application ID. Used for population selection.	

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Parameters	Name	Required?	Description	Values
	Selection ID	No	Enter the selection ID. Used for population selection.	
	Creator ID	No	Enter the creator ID. Used for population selection.	
	User ID	No	Enter the user ID. Used for population selection.	
	OPE ID Code	No	Enter the Office of Postsecondary Education Identifier code. Required if Generate IRS File = Y. This is used with the Student PIDM to create a unique identifier for the IRS record.	Characters 1-6 contain the OPE code and must be numeric. Characters 7-8 contain the two-digit campus code and can be numeric or zero.

Print Student 1098-T Notifications

If the parameter (03) for this selection is set to S (Student format), the `TSR1098.lis` creates Student 1098-T Notifications for printing on continuous feed dot matrix or laser cut sheet paper.

About this task

To print on pre-printed laser forms, you must perform the steps below.

Procedure

1. Copy the `TSR1098.lis` file to `TSR1098.ps` (post-script file).
2. Open `TSR1098.ps` in a text editor. Enter the valid laser printer code at the beginning of the `TSR1098.ps` file. Refer to your laser printer manual for the code specific to your printer. Adjust margin or spacing settings as necessary.

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3. Enter the appropriate command for your environment to print on a laser printer.

Results

Tax Notification information prints for all students with a Student Notification Status of (R)eady to Send on the TSATAXN form, unless manually excluded by Remove Notification or based on the Exclusion parameter entered. When this process is run in Official mode, it also sets the Student Notification Status indicator to (S)ent) or (E)xcluded.

IRS File

The TSR1098 process produces the IRS flat file (`irs1220.dat`) if the Generate IRS File parameter (08) for this selection is set to Y (Yes). When this process is run in Official mode, it also sets the IRS Report Status indicator to (S)ent or (E)xcluded.

See IRS publication 1220 for IRS record layout and instructions for transmitting electronic file or sending tape information.

Adjust the Laser Print File

Follow these instructions if you need to make adjustments to your laser print file to align the 1098-T notifications. Modifications to the print file should be made by a person familiar with PostScript.

Default Font

The default font chosen for the W-2s is 10 point New Courier, which is a non-proportional typeface. This means that all letters and spaces use the same amount of print space on a horizontal line, regardless of the width of the letter. If a change to the font is required, it can be found at the beginning of the print file.

Horizontal Print Positions

The print may vary slightly on printers from different manufacturers. If horizontal adjustment is required for the entire form, increasing or decreasing the left margin will cause all printed data on the form to shift either to the left or right. Only very slight adjustments should be necessary. The applicable parameter can be found at the beginning of the print file, as follows:

```
/LeftMargin .42 inch def
```

Vertical Print Positions

If the vertical alignment changes from the top to the bottom of the page, you will need to make adjustments.

The amount of space between lines is called *leading*. If data print over the description of each box on the form, the leading should be increased. If data print over the bottom line of each box, the leading should be decreased.

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When adjusting the leading, increment or decrement only one number at a time. Parameters that define spacing can be found at the beginning of the print file.

```
/LineSpace 10.49 def
/DoubleSpace 20 def
/TripleSpace 30 def
```

If all printed data must be shifted up or down, adjusting the top margin is the best method. The default value can be found in the `/TopStart` command. If an adjustment is required, it should be slight. This parameter can be found at the beginning of the print file.

```
/TopStart 10.50 inch def
```

Total Billed Report (TSRBTOT)

This report prints billing totals by detail code based on the date specified in the Billing Date parameter. Billing Date is updated by the Student Billing Statement Process (TSRCBIL/TSRRBIL/TSRSBIL) run in STATEMENT or SCHEDSTMT mode. All accounts run in STATEMENT mode on this date are included.

This report is useful for viewing any activity of outstanding terms. Charges by term are listed, and a summary lists all charges and payments by detail code with totals.

Parameters (continued)	Name	Required?	Description	Values
	Billing Date	Yes	Enter the billing date in `DD-MON-YYYY` format, for which associated detail is to be printed.	

Student Billing Statement (TSRCBIL)

TSRCBIL enables you to create credits for student accounts, generate invoices or statements for students, or produce schedule bills for students. The output of TSRCBIL depends upon the values selected for the parameters, and the run mode chosen.

Note: Third-party contractors are billed using TSRTBIL; non-student accounts are billed using TFRBILL.

IMPORTANT INFORMATION: TSRCBIL is the old student billing process and used to be the only process to produce Student Bills, both regular bills and schedule bills.

To increase usability, improve efficiency, and simplify maintenance, the student billing process (TSRCBIL) was split into two separate processes based on the type of bill produced, Student

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Regular Bill (TSRRBIL) or Student Schedule Bill (TSRSBIL). The ability to apply credits exists within each of the two new processes.

TSRCBIL will exist concurrently with these new processes until a later date to allow you to time move to the new processes.

TSRCBIL Create Credits

Credits are created based on enrollment period bill output or standard (or non-enrollment period) output.

To create credits and update accounts during the enrollment period, run TSRCBIL in SCHEDINV or SCHEDSTMT mode using the Create Cont, Dep, Expts Credits parameter set to Y. In SCHEDINV mode, contract and exemption credits are estimated for all terms in the student's enrollment period. In SCHEDSTMT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period.

For the standard (non-enrollment period), to create credits and update accounts, run TSRCBIL in STATEMENT, SCHEDSTMT, or APPLYCRED mode with the Create Cont, Dep, Expts Credits parameter set to Y. If you prefer not to produce an invoice or statement, run TSRCBIL in APPLYCRED mode. If the Update Accept Charges parameter is Y, TSRCBIL sets the AR Indicator in registration and location management to Y for students with new credits.

Multiple contracts and exemptions can be processed per term. If charges to a student's account exceed the amount of a third party payment or an exemption, Banner uses the information established on the Contract Authorization (TSACONT) page and the Exemption Authorization (TSAEXPT) page to determine which account source, category code, or detail code to apply first.

TSRCBIL Produce Invoices/Statements

To produce an Invoice or a Statement for a student, run TSRCBIL in INVOICING or STATEMENT mode.

- When run in INVOICING mode, TSRCBIL prints invoices and estimates credits based on current charges without updating the account. The header for the output is BILLING INVOICE. Invoice amounts may display in a currency other than the base currency, depending upon the value in the Currency Code parameter.
- When run in STATEMENT Mode, TSRCBIL calculates and applies credits (if the parameter to create contracts, exemptions, and deposits is Y), updates the account with bill and due dates for charges and credits (when the effective date is reached), and prints statements. The header for the output is BILLING STATEMENT. After TSRCBIL is run one time, previously billed items are totalled and included on the statement as the previous billed balance. Future due charges are displayed in detail based on the parameters selected until the effective date is reached. Statement amounts may display in a currency other than the base currency, depending upon the value in the Currency Code parameter.

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TSRCBIL Generate a Schedule/Bill

Before you can run TSRCBIL for a schedule bill, you must first set up rules on the Schedule/Bill Rules (TSASBRL) page.

To generate a schedule bill for a student, run TSRCBIL in SCHEDSTMT or SCHEDINV mode. A schedule bill is a combination of a student's schedule of classes and their charges and credits. In SCHEDSTMT mode, the bill and due date are updated for unbilled transactions, without regard to term, that are included in Amount Due.

A schedule bill can be produced for either an individual or a group of students. When running a schedule bill for a single ID, students are selected without regard to whether the student is registered for the term; for example, an enrollment term header record (SFBETRM) is not required.

When running schedule bills for a population selection or in mass, only students registered for the term (or enrollment period term) are selected; for example, an enrollment term header record (SFBETRM) must exist.

When you produce Schedule/Bills through Job Submission, you must still value the following parameters, even though they will be ignored:

- Print Future Detail Indicator
- Print Order
- Minimum Acct Balance
- Detail Codes to Bill (% valid)
- Accounts (P)ers, (C)omp, or %
- Print Other Memos
- Do you want deposits printed
- Preauth Credits Affect Amount Due
- Other Memos Affect Amount Due

TSRCBIL ID (Collector) Printer

Produce an invoice or schedule/bill invoice for an individual (single ID).

Enter the following:

- Enter a valid ID in the ID Number (or "Collector") parameter.
- Leave the population selection parameters blank.

Note that an invoice or schedule/bill invoice will be produced without regard to whether the student is register for the term.

To produce an invoice or schedule/bill invoice for students in the collector file:

- Enter `COLLECTOR` in the ID Number (or "Collector") parameter.
- Enter the same printer that was used on the Account Print Selection (TOADEST) page in the Printer parameter.
- Leave the population selection parameters blank.

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The collector file is populated when an invoice is requested online as requested from Banner forms options.

Note that when the ID Number (or "Collector") parameter is populated, only invoices or schedule/bill invoices are produced, without regard to run mode. For example:

- if run mode entered is Invoicing or Statement, only invoices are produced.
- if run mode entered is Schedinv or SchedStmt, only schedule/bill invoices are produced.

TSRCBIL Population Selection

Produce an invoice, statement, schedule/bill invoice, or schedule/bill statement for a group of students registered for the term.

Enter the following:

- Enter a valid population defined by entering Selection Identifier, Application Code, Creator ID, and User.
- Leave the ID parameter blank.

TSRCBIL Mass Mode

Produce an invoice, statement, schedule/bill invoice, or schedule/bill statement for all students registered for the term.

Leave the following parameters blank:

- ID Number (or "Collector),
- Selection Identifier,
- Application Code,
- Creator ID, and
- User.

TSRCBIL E-bill Functionality

When you run TSRCBIL in STATEMENT and SCHEDSTMT modes, a unique statement number is generated for each bill.

This statement number is stored in the Statement Header Table as `tbbstmt_stmt_number` and prints in the statement output. The statement may be stored to be able to retrieve a copy through the Luminis Statement Channel, Self-Service, or the Statement and Payment History Inquiry (TGISTMT) page. For information about storing individual statements, please refer to the FAQ section in the *Accounts Receivable TRM Supplement.*

The statement number appears in the billing output, as follows:

- In STATEMENT mode, the statement number appears on the 3rd line, beginning in the first position.

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- In SCHEDSTMT mode, the statement number appears on line 58 (unless the value of the `BLANK_PAPER_BOTTOM_TOTALS_START_LINE` has been modified in the TSRCBIL source code). The column in which it begins is dependent on the width of the schedule bill, but will be aligned to the beginning of the Student Id literal in the next line of the payment stub. The width varies with the choices made for columns to display on TSASBRL.
- In INVOICING or SCHEDINV mode, values from the statement number sequence are used during processing that are subsequently deleted from the TBBSTMT table. As a result, there will be gaps in the values that are in the `tbbstmt_stmt_number` column.

TSRCBIL Include Zero Balances Parameter

There are three valid values for this parameter.

- C - Include all zero balances with activity because the last statement date.
- Y - Include all zero balances.
- N - Exclude all zero balances.

The value chosen for this parameter determines the accounts for which bills will be generated, as summarized in the following charts.

TSRCBIL Chart 1 - Sample Accounts

	Account 1	Account 2	Account 3	Account 4
Previous Balance	N/A	0	0	200
Current Activity*	none	none	100 -100	-200
Account Balance	0	0	0	0

* Your database may include old transaction records which would appear to be Current Activity because `tbraccd_bill_date` and `tbraccd_due_date` are null. You may want to update these columns on long closed accounts before implementing the (C)urrent activity parameter option for zero balances.

TSRCBIL Chart 2 - Impact of Include Zero Balance Parameter on Output

Parameter Options	Account 1	Account 2	Account 3	Account 4
N (exclude all zero balances)	Not Printed	Not Printed	Not Printed	Not Printed
C (include zero balances only if current activity)	Not Printed	Not Printed	Printed	Printed

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Parameter Options	Account 1	Account 2	Account 3	Account 4
Y (include all zero balances) - Statement/Invoice modes	Not Printed	Not Printed, Mass mode Printed, if included in Population Selection	Printed	Printed
Y (include all zero balances) - Schedule bill mode	Printed	Printed	Printed	Printed

Note: The value for the Zero Balance Parameter can override the Minimum Balance parameter.

Parameters (continued)	Name	Required?	Description	Values
	Term	Y	Primary term code This code is used by the system to identify contract, exemption rules and deposits to be included in processing if the Create Cont, Dep, Expt Credits parameter is set to Y. It will also be used to look at the financial aid and memos to be selected for the term entered.	Term Code Validation (STVTERM) page
	Address Selection Date	Y	Date used to find active address, entered in DD-MON-YYYY format.	
	Address Type Hierarchy	Y	Enter the address type to be printed on the invoice/ statement. Multiple requests are permitted	Address Type Code Validation (STVATYP) page

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Parameters (continued)	Name	Required?	Description	Values
			and must be entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address.	
	ID Number (or “COLLECTOR”)	N	If an ID number or COLLECTOR is entered, TSRCBIL will only produce invoices. If the Run Mode is STATEMENT or SCHEDSTMT, then this parameter may not be populated.	ID Number - The number for which the invoice or schedule/bill invoice is to be produced. COLLECTOR - Process all requests in the collector file. You must have requested the invoice online. blank - Process all accounts or process a specified population.
	Printer	N	Indicate the printer destination for this process when running in COLLECTOR mode. If you requested a printer through the Account Printer Selection (TOADEST) page and want to retrieve these requests, you	

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Parameters (continued)	Name	Required?	Description	Values
			must use the same printer.	
	Selection Identifier	N	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	N	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed.	Application Inquiry (GLIAPPL) page
	Creator ID	N	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of	

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Parameters (continued)	Name	Required?	Description	Values
			the population selection parameters must be entered.	
	User	N	ID of the person who ran the population selection.	
	Run in Sleep/ Wake mode (Y/N)	N	Enter `Y` to begin sleep/wake cycling of this process and printer.	Y = Use sleep/ wake N = Do not use sleep/week (default)
	Sleep interval	N	Enter the time in seconds for the process to pause before resuming execution. The lowest enterable value is 1. The highest enterable value is 999999. The default value is 60.	
	Schedule/Bill Rules Code	N	Enter the rules code to be used to access the rules on the Schedule/Bill Rules (TSASBRL) page. This parameter is required if the Run Mode is SCHEDINV or SCHEDSTMT.	Schedule/Bill Rules Code Validation (TTVSBRC) page
	Campus Code(s) (% valid)	N	Enter the campus code for schedule/ bill selection. A schedule/ bill is produced for students meeting all the	Campus Code Validation (STVCAMP) page

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Parameters (continued)	Name	Required?	Description	Values
			selection criteria at the specified campuses. Multiple values may be entered, or enter % for all. This parameter is required if the Run Mode is SCHEDINV or SCHEDSTMT.	
	Update Accept Charges (Y/N)		This parameter allows clients to choose whether or not to update accept charges flag when credits are posted to the student's account. For standard (non-enrollment period) bill outputs, this parameter updates the Accept Charges indicator to Y for the run term in which credits are created. For enrollment period bill outputs, this parameter updates the Accept Charges indicator to Y for each term in the student's enrollment period for which credits are created. This applies to STATEMENT mode and	Y = Update accept charges flag in registration (SFBETRM) and location management (SLRRASG, SLRMASG, SLRPASG). N = Do not update accept charges flags.

Parameters (continued)	Name	Required?	Description	Values
			SCHEDSTMT mode only.	
	Run Mode	Y	Choose one of five run modes: INVOICING - prints invoices and estimates credits based on current charges without updating the account. Any charge and payment transactions listed in detail when TSRCBIL is run in INVOICING mode will show in detail until they are processed through a STATEMENT run. STATEMENT - prints statement of charges/ payments, updates bill date and due date, begins aging process. APPLYCRED - calculates and applies credits for contracts, exemptions, and deposits, but will not produce a billing statement or invoice. When APPLYCRED run mode is used, the Include Enrollment Period Bill parameter must be set to N.	INVOICING (default) STATEMENT APPLYCRED SCHEDINV SCHEDSTMT

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Parameters (continued)	Name	Required?	Description	Values
			SCHEDINV - prints a student schedule and invoice (TBRACCD) for unbilled transactions, without regard to term, that are included in Amount Due. SCHEDSTMT - prints a student schedule and statement of term charges and payments, and updates bill/due dates in the Account/Charge Payment Detail Table	
	Currency Code	N	The user can specify foreign currency in which invoices and statements will be produced.	Currency Code List (GTVCURR)
	Billing Date	Y	This date will be used to determine what transactions are current based on the effective date, and will update the Bill Date of the transaction. Standard (non enrollment period) Schedule bills also use this date if the **Current Due Cutoff Date** is not populated on TSASBRL.	Any valid date in DD-MON-YYYY format. The default is sysdate.

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Parameters (continued)	Name	Required?	Description	Values
			Enrollment period schedule bills also use this date, if the **Enrollment Period Dates by Term** cutoff date is not populated on TSASBRL for the enrollment period run term.	
	Due Date	Y	Due Date used for schedule/bills and statements, and to update the due date of the transaction. Enrollment period schedule bill modes use this date when the **Multiple Due Dates Exist** parameter is set to Y and the **Enrollment Period Dates by Term** due date is not populated on TSASBRL for the enrollment period run term.	Any valid date. The Due Date must be equal to or greater than the Bill Date.
	Print Future Detail Indicator	Y	Enter `Y` if you want detail with future effective dates to be printed on invoices/ statements. These details will be printed but will NOT be updated with a bill date and due date when TSRCBIL runs	Y = Print future detail (default) N = Do not print future detail

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Parameters (continued)	Name	Required?	Description	Values
			in STATEMENT mode.	
	Futures Print Date	N	Specify a date to display when future items are printed.	
	Print Order	Y	Specify the sort order for the output. Bills for which there are no valid address will be printed first.	I = ID number order N = Alpha/last name order ZI = Zip code and ID number order ZN = ZN prints in Zip Code and alpha/last name order (default)
	Create Cont, Dep, Expts Credits	Y	TSRCBIL can be run for enrollment period bill output or for standard (non-enrollment period). When the Create Cont, Dep, Expts Credits parameter is set to Y: • In INVOICING/ SCHEDINV mode, contract and exemption credits are estimated. • In STATMENT/ SCHEDSTMT mode, contract and exemption credits are processed and deposits are released to the student's account.	Y (default): • When run in INVOICING or SCHEDINV mode, contract and exemption credits are estimated. • When run in STATEMENT or SCHEDSTMT mode, contract and exemption credits are processed and deposits are released to the student's account. N = No estimates or calculations

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Parameters (continued)	Name	Required?	Description	Values
			For Standard (non enrollment period bills) - contract, exemption and deposits processing is based on run term. For Enrollment period bills - contract, exemption and deposits processing is based on all terms in the student's enrollment period. **Note:** In APPLYCRED, then this parameter must be set to Y	
	Include Zero Balances	N	The Include Zero Balances parameter includes three valid values. This makes it possible for the institution to bill accounts with activity that nets to zero and to avoid billing accounts with no activity. For additional information, refer to *Include Zero Balances Parameter*, earlier in this section. Zero Account Balance refers to	N = Exclude all zero balances C = Include zero balances only if there was activity on the account. Y = Include all zero balances (for schedule bill only)

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Parameters (continued)	Name	Required?	Description	Values
			overall account balance.	
	Minimum Acct Balance	Y	Enter minimum balance required for account to be billed. You can request invoices/ statements for accounts with a minimum balance, and use negative numbers to retrieve accounts with a credit balance. - Minimum Account Balance refers to current due account balance. The value entered here is overridden by the valued entered for the Include Zero Balance parameter.	
	Detail Codes to Bill (% valid)	Y	Can produce invoices/ statements based on detail code. You may use % as a wildcard along with some characters of the detail code to get groups of details (for example: R %).	Detail Code Control (TSADETC) page % All (default)
	Accounts (P)ers (C)omp or %	Y	Can produce invoices/ statements.	P = Person accounts C = Company accounts

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Parameters (continued)	Name	Required?	Description	Values
				% = All accounts (defaults)
	The following three parameters are used in INVOICING and STATEMENT modes. Use TSASBRL to define credit processing rules for Schedule Bill processing.			
	Print Other Memos	Y	Prints memos without regard to term, except for contract and exemption memos. Financial aid memos are handled differently than other memos when the Print Other Memos parameter is set to Y: For enrollment period bills, prints financial aid memos that do not match a term in the enrollment period. For standard (non-enrollment period bills), prints financial aid memos that do not match run term parameter.	Y = Print all memos (default) N = Do not print memos
	Do you want deposits printed	Y	Indicate whether you want to print deposits.	Y = Print deposits (default) N = Do not print deposits
	Preauth Credits Affect Amt Due	Y	Make a selection that indicates which pre-authorization	B = Both Contracts and Exemptions C = Contracts only

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Parameters (continued)	Name	Required?	Description	Values
			credits affect the amount due. • If authorization to use a contract is not required, as specified on the Student Billing Control (TSACTRL) page, then this parameter is non-functional and then contracts will not affect amount due even if the value is B or C. • If authorization to use a contract is required, enter `Y` to affect amount due by the total of pre-authorized charges.	E = Exemptions only N = None
	Do Dynamic Calculations	N	Indicates if a dynamic calculation of automated installment plans, with a presentation of amount due and future installment detail, should appear on the bill.	Y = Include dynamic installment plans. N or blank = Do not include dynamic installment plans.

Parameters (continued)	Name	Required?	Description	Values
			Note: This parameter can be used in INVOICING or STATEMENT mode, and can be run only one time per term.	
	Include Enrollment Period Bill	Y	A value of Y invokes enrollment period processing using the Term parameter to determine if multi-term enrollment periods exist. • If multi-term enrollment periods exist, for each student selected for billing, TSRCBIL will determine if the student belongs to one of the multi-term enrollment periods. • If the student belongs to one of the multi-term enrollment periods, TSRCBIL will print the new enrollment period bill format for that student.	Y = Include enrollment period bills in bill run N = Do not include enrollment period bills in bill run (default)

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Parameters (continued)	Name	Required?	Description	Values
			A value of N does not invoke enrollment period processing. As a result, bills print in the Standard (non-enrollment period) format.	
			This parameter is used in SCHEDINV, SCHEDSTMT, INVOICING, and STATEMENT run modes. • This parameter is only functional if Banner Financial Aid is installed at your institution. • This parameter must be set to No when TSRCBIL is run in APPLYCRED mode.	
	Multiple Due Dates Exist	N	If enrollment period processing is selected, a value of Y in this parameter means TSRCBIL retrieves the Due Date from TSASBRL for the matching term entered in the "Enrollment Period Dates by Term" section. This is the Due Date used for	Y - Multiple due dates exist N = Multiple Due Dates do not exist (default)

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Parameters (continued)	Name	Required?	Description	Values
			schedule/bills to update the due date of the transaction.	
			If the enrollment period term matching the run term is null, then TSRCBIL uses the value entered in the Due Date parameter at run time. If the enrollment period term not matching the run term is null, then: • TSRCBIL uses the TSASBRL Due Date for the run term, if it exists. • If the TSASBRL Due Date for the run term is null, TSRCBIL uses the value entered in the Due Date parameter at run time.	
			A value of N means TSRCBIL uses the value entered in the Due Date parameter at run time to update the due date of the transaction. This parameter is used in SCHEDINV and SCHEDSTMT run modes for	

Parameters (continued)	Name	Required?	Description	Values
			schedule/bills printed in the enrollment period format.	
	Print Financial Aid Memos	N	Indicate whether you want to print financial aid memos with this report. • For enrollment period format bills, a value of Y prints financial aid memos matching a term in the student enrollment period. • For standard (non-enrollment period) format bills, a value of Y prints financial aid memos matching the run term. This parameter is used in INVOICING and STATEMENT run modes for bills printed in the enrollment period format and standard format.	Y = Print financial aid memos N = Do not print financial aid memos (default)
	FinAid Memos Affect Amount Due	N	Enter `Y` if you want financial aid memos printed on the bill to affect amount due.	Y = Financial aid memos affect amount due N = Financial aid memos do not

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Parameters (continued)	Name	Required?	Description	Values
			This parameter is used in INVOICING and STATEMENT run modes for bills printed in the enrollment period format and standard format.	affect amount due (default)
	Other Memos Affect Amount Due	Y	For details, see the Values column. This parameter is used in INVOICING and STATEMENT run modes for bills printed in the enrollment period format and standard format.	N = Other memos do not affect amount due (default) F = Financial aid memos printed in the "Memo Items" section affect amount due O = Other (Non financial memos) printed in the "Memo Items" section affects amount due B = Both financial aid and other non-financial aid memos printed in the "Memo Items" section affect amount due
	Print Enroll Period Term Note	N	Enter a value of Y if you want TSRCBIL to print a note on enrollment period bills indicating the terms included in the students enrollment period. This parameter is used in INVOICING and STATEMENT	Y = Print enrollment period term note N = Do not print enrollment period term note (default)

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Parameters (continued)	Name	Required?	Description	Values
			run modes for bills printed in the enrollment period format.	
	Print a control report	N	For details, see the Values column.	Y = Print control report (default) N = Do not print control report

Account Detail Report (TSRDETL)

This report lists all activity in detail for every account for the specified term.

All account detail is listed for the term in addition to balance due, future due, account balance, selection balance, and NSF (non-sufficient funds). Deposits are included with a deposit balance. The control report includes total balance due for the term, future due for the term, account balance for the term, and selection balance. Only accounts with at least one transaction with a term code from the Term Code Validation (STVTERM) page will be selected for this report.

Note: To display all activity for an account, you must enter `30-DEC-2099` for the **Process as of Effective Date, Process as of Due Date,** and **Process as of Bill Date** parameters.

Parameters (continued)	Name	Required?	Description	Values
	Report Term	Yes	Enter term code, used only for report heading.	Term Code Validation (STVTERM) page
	Detail Code	Yes	Specify a single detail code to be reported. Enter detail code or enter `%` for all. Valid values should be selected from the Detail Code Control (TSADETC) page. T o report multiple detail codes, enter `N%` where N= any letter. For example, to report	TSADETC (Detail Code Control Form) % = All (default) N% = Multiple codes where N = the appropriate letter

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Parameters (continued)	Name	Required?	Description	Values
			all tuition type detail codes, enter T%.	
	Process Term	Yes	Enter term code which represents the term for which report and associated detail is to be run.	Term Code Validation (STVTERM) page
	Balance Print A(ll) O(pen)	Yes	Enter A to select all accounts regardless of their account balance; enter O to select accounts that have an account balance not equal to zero.	A = All accounts (default) O = Accounts with balance not zero.
	Process as of Entry Date	Yes	Used to select all transactions with an entry date less than or equal to the date entered. Entry date is the system date stored for each account detail transaction. Enter date in DD-MM-YYYY format.	
	Process as of Effective Date	Yes	Used to select all transactions with an effective date less than or equal to the date entered. To select all transactions enter 31-DEC-2099. Enter date in DD-MON-YYYY format.	
	Process as of Billing Date	Yes	Used to select all transactions with a billing date less	

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Parameters (continued)	Name	Required?	Description	Values
			than or equal to the date entered. To select all transactions enter 31-DEC-2099. Enter date in DD-MON-YYYY format.	
	Process as of Due Date	Yes	Default date is 31-DEC-1999. Used to select all transactions with a due date less than or equal to the date entered. To select all transactions enter 31-DEC-2099. Enter date in DD-MON-YYYY format.	
	Entity Type P-Pers, C-Comp, %	Yes	Specify which accounts to include. Enter `P-Person`, `C-Company`, or `%` for both.	P = Person accounts. C = Company accounts % = Both (default)
	Source Code	Yes	Specify detail activity to be reported which was generated by a specific source; enter a single source or `%` for all.	Charge Payment Source Code Validation (TTVSRCE) page % = All (default)
	Minimum Balance	Yes	Enter the account balance for selecting accounts. Any accounts with an account balance less than or equal to the amount entered will be selected. To select credit balance	

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Parameters (continued)	Name	Required?	Description	Values
			accounts enter -.01. To select all accounts, enter 99999.99.	
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT) page
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Creator ID	No	Enter the user ID of the person creating the sub-population rules.	

Parameters (continued)	Name	Required?	Description	Values
			The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	

Assess Penalty/Interest Charges Report (TSRLATE)

This process assesses penalty and interest charges for accounts with a past due balance.

Interest charges are always based on percentage. Penalties and interest may be assessed on the outstanding balance, or on the outstanding balance for a specific detail category code. When a detail category code is selected, only past due detail items of that category will be summed together, to determine the amount outstanding to be used in the assessment calculations.

Past due detail items are defined as transactions whose due date is less than or equal to the run date, and whose balance is not equal to zero. The Billing Processes (TSRCBIL, TSRRBIL, TSRSBIL, and TSRTBIL) set the due date when run in STATEMENT or SCHEDSTMT mode. Because assessments are based on the balance or the past due detail items, it is highly recommended that the Application of Payments Process (TGRAPPL) be run before running the Penalty/Interest Process, especially when a particular category code is specified.

Parameters (continued)	Name	Required?	Description	Values
	Cashier for Assessed Charges	Yes	Enter the cashier/user ID to be associated with all assessments posted.	
	Term for Charges	Yes	Enter the term code to be associated with all the assessments posted.	Term Code Validation (STVTERM) page
	DCAT Code to Process	No	Enter a specific detail category code to be processed. If left blank, all past	Detail Category Code Validation (TTVDCAT) page

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Parameters (continued)	Name	Required?	Description	Values
			due items will be processed.	
	Detail Code for Penalty Charge	No	Enter the detail code which represents the penalty charge. All terms not in the enrollment period use the TSASBRL Due Date for the run term, if it exists, to update due date of the transaction. If the TSASBRL Due Dates are used valid values must exist on the Detail Code Control (TSADETC) page.	Detail Code Control (TSADETC) page
	Penalty Charge for Flat Amount	No	Enter the fixed amount to be assessed as the penalty charge. Do not enter a dollar sign ($). Also, there is no need to enter a decimal for whole dollar amounts, that is, 10 is the same as 10.00.	
	Penalty Charge % of Overdue	No	Enter the percentage of the past due amount to be assessed as the penalty charge. Do not enter a percent sign (%). Format: 999.9999.	
	Dollar Cap for % Based Penalty	No	Enter the maximum dollar amount to be assessed for	

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Parameters (continued)	Name	Required?	Description	Values
			percentage based penalties.	
	Recurring Penalty Indicator	No	Enter a Y to indicate that this penalty may be assessed again, if it was assessed in a previous execution of this process. If left blank, or an N is entered, the penalty charge will not be assessed more than one time for a specific detail category code. For example, if the process was run last month for detail category code XXX, then again this month for XXX, accounts which had been assessed the penalty last month would not be assessed again. If, however, the process was run for a different category, or no category was specified, the penalty would be assessed again. On the other hand, if the first run specified no category code, and the second run did specify one, two penalty	Y = Assess penalty again (default) N = Do not assess penalty more than one time (also NULL)

Parameters (continued)	Name	Required?	Description	Values
			charges would be assessed.	
	Detail Code for Interest Charge	No	Enter the detail code which represents the interest charge. Valid values must exist on the Detail Code Control (TSADETC) page.	Detail Code Control (TSADETC) page
	Interest Percent of Overdue	No	Enter the percentage of the past due amount to be assessed as the interest charge. Do not enter a percent sign (%). Format: 999.9999.	
	Dollar Cap for Interest Charge	No	Enter the maximum dollar amount to be assessed as the interest charge.	
	Run Mode	Yes	Enter the mode in which processing will take place. Enter an A to indicate that the process is to be run in audit mode. Running in audit mode produces an audit report without updating the database. When run in audit mode, the penalty transaction number (PTRN) and interest transaction number (ITRN) do not display on the report because	A = Audit (default) U = Update

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Parameters (continued)	Name	Required?	Description	Values
			no transaction number is actually created. Enter a U to indicate that the process is to be run in update mode. Running in update mode removes the information from the database and produces the report.	
	Third Party Reduce Past Due Indicator	Yes	This parameter is used to indicate that the past due amount is to be reduced when potential third party payments exist. Valid values are Y (reduce past due), and N (do not reduce past due amount). This parameter is used in conjunction with the third-party accounts when pre-authorization is required, and when processing all past due items. This parameter should not be set to Y when using Detail Category Codes.	Y = Reduce past due N = Do not reduce past due (default)
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier	Population Selection Inquiry (GLISLCT) page

Parameters (continued)	Name	Required?	Description	Values
			must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Creator ID	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	

Lockbox Tape Unload Process (TSRLBOX)

This process is used to apply transactions to accounts which have been received from an external source. Typically, the institution will contract with a financial institution to accept payments on their behalf.

Periodically, these transactions will be sent to the institution to be posted to the accounts in Banner Accounts Receivable. This program will then be run to extract the information from this file. Edits are performed to ensure the payments are posted to the proper account. When the edits fail, the transaction is written to the Lockbox Intermediate Table (TBRLBOX). These transactions can be viewed and changed through the Lockbox Correction (TSALBOX) page. Rerun this program to process transactions from the table and post them to the accounts.

For detailed information about Lockbox processing, refer to the *Student Accounts Receivable Procedures* section.

Parameters (continued)	Name	Required?	Description	Values
	Process TAPE or TABLE	Yes	This tells the program to select transactions from the external file or the ORACLE table. The default is TAPE.	
	Term Code	Yes	This value will be entered into the term code for every transaction posted.	Term Code Validation (STVTERM) page
	Detail Code	Yes	This will be the detail code posted for every transaction posted. Valid values are derived from the Detail Code Control (TSADETC) page.	Detail Code Control (TSADETC) page

Lockbox Result Print Program (TSRPDRV)

This job is used to print the results of the action performed by the Lockbox Tape Unload Process (TSRLBOX). Transactions from TSRLBOX are sorted and passed to this program. The report is

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broken down into batches processed, and detail information from the load is produced, including errors encountered.

No parameters are used with this process.

Note: This job cannot be run through online job submission.

Student Regular Bill Statement (TSRRBIL)

TSRRBIL enables you to create credits for student accounts or generate invoices or statements for students. The output of TSRRBIL depends upon the values selected for the parameters and the run mode chosen.

Note: Student Schedule bills are produced using TSRSBIL; Third-party contractors are billed using TSRTBIL; non-student accounts are billed using TFRBILL.

TSRRBIL Create Credits and Update Accept Charges Indicator

To create credits and update accounts, run TSRRBIL in STATEMENT or APPLYCRED mode using the Create Cont, Dep, Expts Credits parameter set to Y.

If you prefer not to produce an invoice or statement, run TSRRBIL in APPLYCRED mode. If the Update Accept Charges parameter is Y, TSRRBIL sets the AR indicator in registration and location management to Y for students with new credits. If the Update Accept Charges - Fin Aid parameter is Y, TSRRBIL sets the AR indicator in registration and location management to Y for students who have had financial aid previously disbursed to their account.

Multiple contracts and exemptions can be processed per term. If charges to a student's account exceed the amount of a third party payment or an exemption, Banner uses the information established on the Contract Authorization (TSACONT) page and the Exemption Authorization (TSAEXPT) page to determine which account source, category code, or detail code to apply first.

Create Credits and Update Accept Charges Indicator for Non Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = N:

- When run in INVOICING mode, contract and exemption credits are estimated for the run term.
- When run in STATEMENT mode, contract and exemption credits are posted and deposits are released for the run term. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for students with new credits.
- When run in APPLYCRED mode, contract and exemption credits are posted and deposits are released for the run term without producing a bill.

  Note: The Include Enrollment Period Bills parameter must be set to N when run mode is APPLYCRED.

Create Credits and Update Accept Charges Indicator for Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y:

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- When run in INVOICING mode, contract and exemption credits are estimated for all terms in the student's enrollment period.
- When run in STATEMENT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for all terms in the student's enrollment period for which credits are created.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

TSRRBIL Create Credits and Update Accept Charges Indicator for Non Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = N

- When run in INVOICING mode, contract and exemption credits are estimated for the run term.
- When run in STATEMENT mode, contract and exemption credits are posted and deposits are released for the run term. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for students with new credits.
- When run in APPLYCRED mode, contract and exemption credits are posted and deposits are released for the run term without producing a bill.

  Note: The Include Enrollment Period Bills parameter must be set to N when run mode is APPLYCRED.

Create Credits and Update Accept Charges Indicator

To create credits and update accounts, run TSRRBIL in STATEMENT or APPLYCRED mode using the Create Cont, Dep, Expts Credits parameter set to Y.

If you prefer not to produce an invoice or statement, run TSRRBIL in APPLYCRED mode. If the Update Accept Charges parameter is Y, TSRRBIL sets the AR indicator in registration and location management to Y for students with new credits. If the Update Accept Charges - Fin Aid parameter is Y, TSRRBIL sets the AR indicator in registration and location management to Y for students who have had financial aid previously disbursed to their account.

Multiple contracts and exemptions can be processed per term. If charges to a student’s account exceed the amount of a third party payment or an exemption, Banner uses the information established on the Contract Authorization (TSACONT) page and the Exemption Authorization (TSAEXPT) page to determine which account source, category code, or detail code to apply first.

Create Credits and Update Accept Charges Indicator for Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y:

- When run in INVOICING mode, contract and exemption credits are estimated for all terms in the student's enrollment period.
- When run in STATEMENT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period. If the Update Accept Charges parameter

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= Y, the AR indicator is set to Y in registration and location management for all terms in the student's enrollment period for which credits are created.

Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

TSRRBIL Create Credits and Update Accept Charges Indicator for Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y

- When run in INVOICING mode, contract and exemption credits are estimated for all terms in the student's enrollment period.
- When run in STATEMENT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for all terms in the student's enrollment period for which credits are created.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

TSRRBIL Update Accept Charges Indicator for Financial Aid

If the Update Accept Charges-Fin Aid parameter is Y, the process sets the AR indicator to Y in registration and location management for students who have financial aid disbursed to their account.

Note: When the Update Accept Charges Indicator for Financial Aid is set to Y(es), it does not invoke the disbursements process. It checks a student’s account for the existence of disbursed financial aid.

Update Accept Charges Indicator-Fin Aid for Non Enrollment Period bills

If Include Enrollment Period Bill = N and Update Accept Charges-Fin Aid = Y:

- When run in INVOICING mode, the Update Accept Charges-Fin Aid parameter is not functional. AR indicator will not be updated.
- When run in STATEMENT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.
- When run in APPLYCRED mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.

  Note: The Create Cont, Deposits, Expts Ind parameter must be Y when process is run in APPLYCRED mode.

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Update Accept Charges Indicator-Fin Aid for Enrollment Period bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y:

- When run in INVOICING mode, the Update Accept Charges-Fin Aid parameter is not functional. AR indicator will not be updated.
- When run in STATEMENT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for any term in the enrollment period. The AR indicator is updated for all terms in the student's enrollment period.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

TSRRBIL Update Accept Charges Indicator-Fin Aid for Non Enrollment Period bills

If Include Enrollment Period Bill = N and Update Accept Charges-Fin Aid = Y

- When run in INVOICING mode, the Update Accept Charges-Fin Aid parameter is not functional. AR indicator will not be updated.
- When run in STATEMENT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.
- When run in APPLYCRED mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.

  Note: The Create Cont, Deposits, Expts Ind parameter must be Y when process is run in APPLYCRED mode.

TSRRBIL Update Accept Charges Indicator-Fin Aid for Enrollment Period bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y

- When run in INVOICING mode, the Update Accept Charges-Fin Aid parameter is not functional. AR indicator will not be updated.
- When run in STATEMENT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for any term in the enrollment period. The AR indicator is updated for all terms in the student's enrollment period.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

TSRRBIL Produce Invoices/Statements

To produce an Invoice or a Statement for a student, run TSRRBIL in INVOICING or STATEMENT mode.

- When run in INVOICING mode, TSRRBIL prints invoices and estimates credits based on current charges without updating the account. The header for the output is BILLING INVOICE. Invoice

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amounts may display in a currency other than the base currency, depending upon the value in the Currency Code parameter.

- When run in STATEMENT Mode, TSRRBIL calculates and applies credits (if the parameter to create contracts, exemptions, and deposits is Y), updates the account with bill and due dates for charges and credits (when the effective date is reached), and prints statements. The header for the output is BILLING STATEMENT. After TSRRBIL is run one time, previously billed items are totaled and included on the statement as the previous billed balance. Future due charges are displayed in detail based on the parameters selected until the effective date is reached. Statement amounts may display in a currency other than the base currency, depending upon the value in the Currency Code parameter.

TSRRBILSingle ID

Produce an invoice for an individual (single ID).

- Enter a valid ID in the ID Number parameter.
- Leave the population selection parameters blank.

TSRRBIL Population Selection

Produce an invoice or statement for a group of students.

- Enter a valid population defined by entering Selection Identifier, Application Code, Creator ID, and User.
- Leave the ID parameter blank.

TSRRBIL Mass Mode

To produce an invoice or statement for all students, leave the parameters listed below blank.

- ID Number (or "Collector),
- Selection Identifier,
- Application Code,
- Creator ID, and
- User.

TSRRBIL E-bill Functionality

When you run TSRRBIL in STATEMENT mode, a unique statement number is generated for each bill. This statement number is stored in the Statement Header Table as tbbstmt_stmt_number and prints in the statement output.

The statement may be stored to be able to retrieve a copy using the Luminis Statement Channel, Self-Service, or the Statement and Payment History Inquiry (TGISTMT) page. For information about

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storing individual statements, please refer to the FAQ section in the Accounts Receivable TRM Supplement.

The statement number appears in the billing output, as follows:

- In STATEMENT mode, the statement number appears on the 3rd line, beginning in the first position.
- In INVOICING mode, values from the statement number sequence are used during processing that are subsequently deleted from the TBBSTMT table. As a result, there will be gaps in the values that are in the tbbstmt_stmt_number column.

Refer to Article/FAQ: 000006682 (1-IHS99): Issue: How do I store statements for use with AR eBill?

Attached to the Article/FAQ is an example syntax to parse the `tsrrbil.lis` file in addition to the SQLPLUS script to update the `tbbstmt` data after the `tsrrbil` file has been parsed. The attachments are:

1. FAQ for eBill

Multiple questions/answers related to eBill processing.

2. parse_rbil.pl

Example of a perl script that can be used to perform parsing of TSRRBIL Regular Bill output.

3. parse_sbil.pl

Example of a perl script that can be used to perform parsing of TSRSBIL Schedule Bill output.

4. load_stubill.sql

Example of pl/sql script for storing the statement files using tb_statement API.

Also see FAQ 1-IPPO9 for specifics related to Evisions processing with eBill.

TSRRBIL Include Zero Balances Parameter

There are three valid values for this parameter.

- C - Include all zero balances with activity because the last statement date.
- Y - Include all zero balances.
- N - Exclude all zero balances.

The value chosen for this parameter determines the accounts for which bills will be generated, as summarized in the following charts.

TSRRBIL Chart 1 - Sample Accounts

	Account 1	Account 2	Account 3	Account 4
Previous Balance	N/A	0.00	0.00	200
Current ActivityFootnote.	none	none	100.00	-200

	Account 1	Account 2	Account 3	Account 4
Account Balance	0.00	0.00	-100.00	0.00

TSRRBIL Chart 2 - Impact of Include Zero Balance Parameter on Output

Parameter Options	Account 1	Account 2	Account 3	Account 4
N (exclude all zero balances)	Not Printed	Not Printed	Not Printed	Not Printed
C (include zero balances only if current activity)	Not Printed	Not Printed	Printed	Printed
Y (include all zero balances)	Not Printed	Not Printed, Mass mode Printed, if included in Population Selection	Printed	Printed

Note: The value for the Zero Balance Parameter can override the Minimum Balance parameter.

Parameters (continued)	Name	Required?	Description	Values
	Term	Y	Process term code This code is used by the system to identify contract, exemption rules and deposits to be included in processing if the Create Cont, Dep, Expt Credits parameter is set to Y. It will also be used to identify financial aid and	Term Code Validation Form (STVTERM)

[2] Your database may include old transaction records which would appear to be Current Activity because `tbraccd_bill_date` and `tbraccd_due_date` are null. You may want to update these columns on long closed accounts before implementing the (C)urrent activity parameter option for zero balances.

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Parameters (continued)	Name	Required?	Description	Values
			memos for the bill run.	
	Address Selection Date	Y	Date used to find active address, entered in DD-MON-YYYY format.	
	Address Type Hierarchy	Y	Enter the address type to be printed on the invoice/ statement. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address.	Address Type Code Validation Form (STV A TYP)
	ID Number	N	If an ID number is entered, the process will only produce invoices. If the Run Mode is STATEMENT then this parameter may not be populated.	ID Number - The number for which the invoice is to be produced. blank - Process all accounts or process a specified population.
	Printer	N	Indicate the printer destination for this process for NOSLEEP processing. If you requested a printer through the Account Printer Selection (TOADEST) page, the TOADEST	Printer Validation (GTVPRNT)

Parameters (continued)	Name	Required?	Description	Values
			printer is used. If TOADEST printer is null, then the printer value entered is used.	
	Selection Identifier	N	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	N	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed.	Application Inquiry (GLIAPPL) page
	Creator ID	N	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when	

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Parameters (continued)	Name	Required?	Description	Values
			defining the selection identifier. All or none of the population selection parameters must be entered.	
	User	N	ID of the person who ran the population selection.	
	NOSLEEP Default Bill Format	Y	Enter 1 for Regular bill format. Enter 2 for Schedule Bill format. **Note:** This parameter exists on both the TSRRBIL and TSRRBIL processes. The value entered in this parameter should match the value entered in the NOSLEEP Default Bill Format parameter of TSRSBIL. This value determines whether you are running NOSLEEP invoices or NOSLEEP schedule invoices when requesting invoices online for insert into the collector table (TBRCBRQ).	1 = Regular invoice produced in NOSLEEP mode (Default) 2 = Schedule Bill invoice produced in NOSLEEP mode

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Parameters (continued)	Name	Required?	Description	Values
	Include Enrollment Period Bill	Y	A value of Y invokes enrollment period processing using the Term parameter to determine if multi-term periods exist. • If multi-term enrollment periods exist, for each student selected for billing, the process will determine if the student belongs to one of the multi-term enrollment periods. • If the student belongs to one of the multi-term enrollment periods, the process will print the new enrollment period bill format for that student. A value of N does not invoke enrollment period processing. As a result, bills print in the Standard (non- enrollment period) format. This parameter is used in INVOICING and	Y = Include enrollment period bills in bill run N = Do not include enrollment period bills in bill run (default)

Parameters (continued)	Name	Required?	Description	Values
			STATEMENT run modes. **Note:** This parameter is only functional if Banner Financial Aid is installed at your institution.	
	Print Enroll Period Term Note	N	Enter a value of Y if you want the process to print a note on enrollment period bills indicating the terms included in the student's enrollment period. This parameter is used in INVOICING and STATEMENT run modes for bills printed in the enrollment period format.	Y = Print enrollment period term note N = Do not print enrollment period term note (default)
	Update Accept Charges	Y	For standard (non-enrollment period) bill outputs, this parameter updates the Accept Charges indicator when credits are posted to the student's account. For enrollment period bill outputs, this parameter updates the Accept Charges indicator for all terms in the student's	Y = Sets the AR indicator in registration (SFBETRM) and location management (SLRRASG, SLRMASG, SLRPASG) N = Do not update accept charges flags

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Parameters (continued)	Name	Required?	Description	Values
			enrollment period for which credits are posted. This parameter applies to STATEMENT mode and APPLYCRED mode.	
	Run Mode	Y	Choose one of three run modes: INVOICING - prints invoices and estimates credits based on current charges without updating the account. Any charge and payment transactions listed in detail when the process is run in INVOICING mode will show in detail until they are processed through a STATEMENT run. STATEMENT - prints statement of charges/ payments, updates bill date and due date, begins aging process. APPLYCRED - calculates and applies credits for contracts, exemptions, and deposits, but will not produce a bill.	INVOICING (default) STATEMENT APPLYCRED

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Parameters (continued)	Name	Required?	Description	Values
	Currency Code	N	The user can specify foreign currency in which invoices and statements will be produced.	Currency Code List (GTVCURR)
	Billing Date	Y	This date will be used to determine what transactions are current based on the effective date, and in STATEMENT mode will update the Bill Date of the transaction.	Any valid date in DD-MON-YYYY format. The default is sysdate.
	Due Date	Y	Due Date displayed on the bill when run in INVOICING and STATEMENT mode. Also used in STATEMENT mode to update the due date of the transaction.	Any valid date. The Due Date must be equal to or greater than the Bill Date.
	Print Future Detail Indicator	Y	Enter Y if you want detail with future effective dates to be printed on invoices/ statements. These details will be printed but will NOT be updated with a bill date and due date when the process runs in STATEMENT mode.	Y = Print future detail (default) N = Do not print future detai
	Futures Print Date	N	Specify a date to display when	

Parameters (continued)	Name	Required?	Description	Values
			future items are printed.	
	Print Order	Y	Specify the sort order for the output. **Note:** Bills for which there are no valid address will be printed first.	I = ID number order N = Alpha/last name order ZI = Zip code and ID number order ZN = ZN prints in Zip Code and alpha/last name order (default)
	Create Cont, Dep, Expt Credits	Y	The process can be run for standard (non-enrollment period) output or enrollment period bill output. If the Include Enrollment Period Bill parameter is set to N and the Create Cont, Dep, Expts Credits parameter is set to Y, then: • When run in INVOICING mode, contract and exemption credits are estimated for run term. • When run in STATEMENT mode, contract and exemption credits are processed and deposits are released for run term.	Y = (default) estimates or calculates credits N = No estimates or calculations

Parameters (continued)	Name	Required?	Description	Values
			If the Include Enrollment Period Bill parameter is set to Y and the Create Cont, Dep, Expts Credits parameter is set to Y, then: • When run in INVOICING mode, contract and exemption credits are estimated for all terms in the student's enrollment period. • When run in STATEMENT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period. **Note:** In APPLYCRED, this parameter must be set to Y	
	Include Zero Balances	Y	The Include Zero Balance parameter includes three valid values. This makes it possible for the institution to bill accounts with activity that nets to zero and to avoid billing	N = Exclude all zero balances. C = Include zero balances only if there was activity on the account Y = Include all zero balances

Parameters (continued)	Name	Required?	Description	Values
			accounts with no activity. Minimum Account Balance refers to current due account balance. If option C is selected and the only activity on the account is future dated, the account will not be billed if the Print Future Detail Ind is set to N. **Note:** The value entered here is overridden by the value entered for the Include Zero Balance parameter.	
	Minimum Acct Balance	Y	Enter minimum balance required for account to be billed. You can request invoices/ statements for accounts with a minimum balance, and use negative numbers to retrieve accounts with a credit balance.	

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Parameters (continued)	Name	Required?	Description	Values
			Note: Minimum Account Balance refers to current due account balance. The value entered here is overridden by the valued entered for the Include Zero Balance parameter.	
	Detail Codes to Bill (% valid)	Y	Can produce invoices/ statements based on detail code. You may use% as a wildcard along with some characters of the detail code to get groups of details (for example: R %).	Detail Code Control Form (TSADETC) % = All (default)
	Accounts (P)ers (C)omp or %	Y	Can produce invoices/ statements.	P = Person accounts C = Company accounts % = All accounts (default)
	Print Other Memos	Y	Other Memos are memos where source code is not C(ontract) or E(xemption). When this parameter is set to No, other memos are not printed on the bill. When this parameter is set	Y = Print other memos (default) N = Do not print other memos

Parameters (continued)	Name	Required?	Description	Values
			to Yes, other memos are printed on the bill as follows. Standard (non-enrollment period) bill format: • Financial Aid Memos for terms NOT matching the run term display in the Other Financial Aid Memos section of the bill. • All other memos display in the Memo Items section of the bill without regard to term. Enrollment period bill format: • Financial Aid Memos for terms NOT matching a term in the Enrollment Period display in the Other Financial Aid Memos section of the bill. • All other memos display in the Memo Items section of the bill without regard to term.	

Parameters (continued)	Name	Required?	Description	Values
	Do you want deposits printed	Y	Indicate whether you want to print deposits.	Y = Print deposits (default) N = Do not print deposits
	Preauth Credits Affect Amt Due	Y	Make a selection that indicates which pre-authorization credits affect the amount due. • If authorization to use a contract is not required, as specified on the Student Billing Control (TSACTRL) page, this parameter is non-functional and contracts will not affect amount due even if the value is B or C. • If authorization to use a contract is required, enter Y to affect amount due by the total of pre-authorized charges.	B = Both Contracts and Exemptions C = Contracts only E = Exemptions only N = None
	Do Dynamic Calculations	N	Indicates if a dynamic calculation of automated installment plans, with a presentation of amount due and future installment	Y = Include dynamic installment plans. N (or blank) = Do not include dynamic installment plans.

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Parameters (continued)	Name	Required?	Description	Values
			detail, should appear on the bill. **Note:** This parameter can be used in INVOICING or STATEMENT mode, and can be run only one time per term.	
	Print Financial Aid Memos	N	Indicate whether you want to print financial aid memos with this report. This parameter is used in INVOICING and STATEMENT run modes for bills printed in the enrollment period format and standard format. For enrollment period format bills, a value of Y prints financial aid memos matching a term in the student enrollment period. For standard (non-enrollment period) format bills, a value of Y prints financial aid memos matching the run term.	Y = Print financial aid memos N = Do not print financial aid memos
	FinAid Memos Affect Amount Due	N	Enter `Y` if you want financial aid memos printed on the bill to affect amount due.	Y = Financial aid memos affect amount due

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Parameters (continued)	Name	Required?	Description	Values
			This parameter is used in INVOICING and STATEMENT run modes for bills printed in the enrollment period format and standard format.	N = Financial aid memos do not affect amount due (default)
	Other Memos Affect Amount Due	Y	For details, see the Values column. This parameter is used in INVOICING and STATEMENT run modes for bills printed in the enrollment period format and standard format.	N = Other memos do not affect amount due (default) F = Financial aid memos printed in the "Other Financial Aid Memos" section affect amount due O = Other (Non financial memos) printed in the "Memo Items" section of the bill will reduce the Amount Due B = All Other Memos reduce the Amount Due.
	Print a control report	N	For details, see the Values column.	Y = Print control report (default) N = Do not print control report
	Print expanded address for	Y	For details, see the Values column.	1 = Window envelope 2 = Non-window envelope 3 = None
	Update Accept Charges - Fin Aid	Y	For standard (non-enrollment period) bill outputs, this	Y = Sets the AR indicator in registration (SFBETRM)

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Parameters (continued)	Name	Required?	Description	Values
			parameter updates the Accept Charges indicator if Financial Aid disbursements exist on the student's account for the run term. For enrollment period bill outputs, this parameter updates the Accept Charges indicator for all terms in the student's enrollment period if Financial Aid disbursements exist on the student's account for any term in the student's enrollment period. This parameter applies to STATEMENT mode and APPLYCRED mode.	and location management (SLRRASG, SLRMASG, SLRPASG) N = Do not update accept charges flags

Auto Refunding of Credit Amounts (TSRRFND)

This process is two-fold. First, accounts that have a refundable credit balance are identified, flagged, and reported. Accounts having credit balances resulting solely from non-refundable detail codes will not display on the report.

Second, after manual review of the accounts, the flagged accounts are updated with a refund detail code for the amount of the credit balance and listed on the report. For the first step, account detail is listed for the specified term or for any detail code with a non-zero balance. Accounts are grouped by the specified category hierarchy on the report.

The Control Report includes totals for all accounts selected. The second step lists the refund transactions generated and an address. Only those accounts remaining flagged after review which meet the parameter criteria, are refunded. Accounts not meeting the criteria have their flags

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reset. Only accounts having at least one term-related transaction will be selected for either step, regardless of the other parameter selection criteria.

When selecting the IDs, TSRRFND includes any account that has a Title IV detail code with a remaining credit balance (without respect to account balance), in addition to any account with an overall credit balance. In RFND mode, if a student has Title IV credits and reversals pending application, the student refund is not created and the log file identifies the PIDM for which Application of Payments is required.

Note: In order for TSRRFND to correctly determine which students are eligible for refunds, it is recommended that you run the Application of Payments Process (TGRAPPL) before running TSRRFND.

PLUS Refunding

PLUS refunding is enabled if an active detail code exists on TSADETC/TFADETC with the Refund Code set to P.

If a student has Title IV credits, the system determines if the detail code is a Parent PLUS loan that is refundable to the parent, and that has been disbursed through Banner Financial Aid. If so, the system creates a refund transaction for the amount with the term of the credit. The parent name and address from the Loan Application (RPRLAPP) are included on the report and in the Account Detail Text table (TBRACDT).

Next, the system sets the transaction number of the fund paid to the transaction number of the PLUS credit being refunded.

Each PLUS credit is handled independently. If there is more than one credit (due to multiple borrowers or multiple disbursements of a loan received together), multiple refund transactions will be created. Any credit balance remaining after all PLUS loans have been considered (including PLUS loans refundable to the student and non-Title IV credits) will generate one refund to the student.

Parameters (continued)	Name	Required?	Description	Values
	Flag/Refund Mode	Yes	FLAG mode will identify accounts and update the refund indicator. RFND mode will refund the accounts.	FLAG (default) RFND
	Audit/Update Mode	Yes	Audit Mode will produce a report but will not update the database. Update mode will produce a report	A = Audit U = Update (default)

Parameters (continued)	Name	Required?	Description	Values
			and update the database.	
	Refund A(ll) or T(IV) only	Yes	Indicates whether you want to refund all credits or only Title IV credits	T = Banner will refund only the Title IV credits, even if there are other credits on the account. A = Banner will refund the student's total credit balance, but the refund will not be less than the sum total of Title IV credits (default)
	Minimum Credit Balance	Yes	Minimum amount the account balance must equal to be considered for this run.	
	Address Selection Date	Yes	Which address, effective on this date, do you want to retrieve for the account. Enter the date in DD-MON-YYYY format.	
	Address Type Hierarchy	Yes	Enter the address type to be printed on the report. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA 2PR will print the mailing address, and if none is found, it will print the permanent address.	

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Parameters (continued)	Name	Required?	Description	Values
	Refund Detail Code	No	For the RFND mode, the detail code for the refund transaction. Valid values are derived from the Detail Code Control (TSADETC) page.	Detail Code Control (TSADETC) page
	Cashier User ID	No	For the RFND mode, the cashier of the session to be created for the refund transactions.	
	Process Term	No	For the RFND mode, the term of the refund transactions.	Term Code Validation (STVTERM) page
	Entity Type	No	For the FLAG mode, specify which accounts to include. Enter P - Person, C -non-people, or % for both.	P = Person C = Non-person % = Both (default)
	Detail Category Hierarchy	No	For the FLAG mode, enter the category code to group the accounts by on the report. Multiple requests are permitted and must be entered in priority sequence. For example, 1FA 2CNT 2EXM will print Financial Aid recipients in the first grouping, then Contracts and Exemptions	TTVDCAT (Detail Category Code Validation Form)

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Parameters (continued)	Name	Required?	Description	Values
			in the second grouping. A grouping OTHERS is always made for those accounts that do not qualify for any group.	
	Include/Exclude	No	For the FLAG mode, include mode groups accounts by category. Exclude mode forces those accounts that qualify for any of the entered categories to not be processed. The OTHERS group will be the only one listed. Valid values are I - Include and E - Exclude.	I = Include accounts (default) E = Exclude accounts.
	Selection Term	No	For the FLAG mode, term code used to determine if an account has any of the entered categories. When running in FLAG mode and using a Detail Category hierarchy, the **Selection Term** must be valued. The term entered will cause only accounts which have detail items for the specified term and category	Term Code Validation (STVTERM) page

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Parameters (continued)	Name	Required?	Description	Values
			to be included or excluded. When the **Selection Term** is entered and an account is processed, all detail items for the selected term will be printed. When not using a Detail Category hierarchy, the **Selection Term** may be left blank. When blank, only detail items with a refundable balance will be printed.	
	Print Account Detail	No	For the FLAG mode, Y will print account detail transactions and balances. N will print only the account balances.	
	Except Term	No	For the FLAG and RFND modes, specify which terms' detail code transactions (charges and payments) should be excluded when calculating account and refundable balances. Transactions with this term will not appear on this report. This option is typically used for calculating	

Parameters (continued)	Name	Required?	Description	Values
			refunds when a student is eligible for a refund for the current term, and is also enrolled in a future term for which charges are assessed but not currently due. For example, a student has a summer term credit balance in addition to fall term outstanding charges. If you do not want to net charges but want to refund students for the summer term credits and collect fall term payments when the due date arrives, enter the fall term. The student ID appears with a credit balance, making the student eligible for refunding.	
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection	Population Selection Inquiry (GLISLCT) page

Parameters (continued)	Name	Required?	Description	Values
			parameters must be entered.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Creator ID	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User Id	No	The user ID of the person running the sub-population rules.	

Contract/Exemption Roll Process (TSRROLL)

This process rolls contracts and exemptions to a new term, based on parameter values established when executing the process in conjunction with the criteria established on the Contract Authorization (TSACONT) page and the Exemption Authorization (TSAEXPT) page.

Execute this process when you are ready to roll contracts or exemptions to the next term.

When creating a new contract or exemption, the default values will be obtained form the Student Billing Control (TSACTRL) page. Change the values on each contract or exemption record as necessary. Additionally, you have the option to roll information from one contract ID to another contract ID.

This process incorporate the printing rule options established on the Third Party Rules Code Validation (TTVTPRC) page and the Third Party Billing Rules (TSATPRL) page.

This process allows for multiple exemptions per term.

Note: Students assigned to contracts/exemptions by Study Path will be rolled forward if the study path is active for the term at the time the roll is performed. Student assignment records with study path field blank will be rolled forward as per standard roll functionality.

Parameters (continued)	Name	Required?	Description	Values
	Term to Roll From	Yes	Enter the term that contracts/ exemptions will roll from. For example, if the From term is 199910, then contracts and exemptions established for the term 199910 which have a Contract/Exemption roll indicator set to `Y`, will roll. The assigned students will also roll, if the Student Roll Indicators on those contracts and exemptions are also set to `Y`. The term must exist on the Term Code Validation (STVTERM) page.	STVTERM (Term Code Validation Form)
	Term to Roll To	Yes	Enter the term that the contracts/exemptions will roll to. The Roll Process will create new contract and exemption records for each contract and exemption which is rolled.	STVTERM (Term Code Validation Form)

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Parameters (continued)	Name	Required?	Description	Values
			The new records will contain the same information as the old records except the old term will be replaced by the new term (to term). The old term contract and exemption records will remain in the system in addition to the new term records. The term must exist on the Term Code Validation (STVTERM) page.	
	Run Mode	Yes	When the process is executed in audit mode, a report will be produced. The report displays information about the contracts, exemptions, and students which will be rolled when the process is executed in update mode. When the process is executed in update mode a report is produced which displays information about the contract, exemptions and students which were rolled by the process. When the process is executed in update mode the contracts and exemptions for the new term are created. The new records can be reviewed on the Contract Authorization (TSACONT) page and the Exemption Authorization (TSAEXPT) page.	A = Audit (default) U = Update
	Roll Contracts	Yes	Valid values are (Y)es and (N)o. If the value selected is Y, then the process will roll contracts. If the value is N,	Y = Roll contracts (default) N = Do not roll contracts

Parameters (continued)	Name	Required?	Description	Values
			then the process will not roll contracts.	
	Contract ID Roll From	No	Enter the Contract ID you want to roll information from.	SOACOMP (Non-Person Search Form)
	Contract ID Roll To	No	Enter the Contract ID you want to roll information to.	SOACOMP (Non-Person Search Form)
	Roll Contract Number Text	Yes	Valid values are (Y)es and (N)o. If the value entered is Y, then the process will roll contract number text. If the value entered is N, then the process will not roll contract number text.	Y = Roll contract number text (default). N = Do not roll contract number text.
	Roll Contract Student Text	Yes	Valid values are (Y)es and (N)o. If the value entered is Y, then the process will roll contract student text. If the value entered is N, then the process will not roll contract student text.	Y = Roll contract student text (default). N = Do not roll contract student text.
	Roll Exemptions	Yes	Valid values are (Y)es and (N)o. If the value selected is Y, then the process will roll exemptions. If the value is N, then the process will not roll exemptions.	Y = Roll exemptions (default) N = Do not roll exemptions

Student Schedule Bill Statement (TSRSBIL)

TSRSBIL enables you to create credits for student accounts or generate invoices or statements for students. The output of TSRSBIL depends upon the values selected for the parameters and the run mode chosen.

Note: Student Regular bills are produced using TSRRBIL; Third-party contractors are billed using TSRTBIL; non-student accounts are billed using TFRBILL.

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TSRSBILCreate Credits

To create credits and update accounts, run TSRSBIL in SCHEDSTMT or APPLYCRED mode using the Create Cont, Dep, Expts Credits parameter set to Y.

If you prefer not to produce a schedinv or schedstmt, run TSRSBIL in APPLYCRED mode. If the Update Accept Charges parameter is Y, TSRSBIL sets the AR indicator in registration and location management to Y for students with new credits. If the Update Accept Charges - Fin Aid parameter is Y, TSRRBIL sets the AR indicator in registration and location management to Y for students who have had financial aid previously disbursed to their account.

Multiple contracts and exemptions can be processed per term. If charges to a student's account exceed the amount of a third party payment or an exemption, Banner uses the information established on the Contract Authorization (TSACONT) page and the Exemption Authorization (TSAEXPT) page to determine which account source, category code, or detail code to apply first.

TSRSBIL Create Credits and Update Accept Charges Indicator for Non Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = N:

- When run in SCHEDINV mode, contract and exemption credits are estimated for the run term.
- When run in SCHEDSTMT mode, contract and exemption credits are posted and deposits are released for the run term. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for students with new credits.
- When run in APPLYCRED mode, contract and exemption credits are posted and deposits are released for the run term without producing a bill.

  Note: The Include Enrollment Period Bills parameter must be set to N when run mode is APPLYCRED.

TSRSBIL Create Credits and Update Accept Charges Indicator for Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y:

- When run in SCHEDINV mode, contract and exemption credits are estimated for all terms in the student's enrollment period.
- When run in SCHEDSTMT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for all terms in the student's enrollment period for which credits are created.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

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TSRSBIL Create Credits and Update Accept Charges Indicator for Non Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = N

- When run in SCHEDINV mode, contract and exemption credits are estimated for the run term.
- When run in SCHEDSTMT mode, contract and exemption credits are posted and deposits are released for the run term. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for students with new credits.
- When run in APPLYCRED mode, contract and exemption credits are posted and deposits are released for the run term without producing a bill.

  Note: The Include Enrollment Period Bills parameter must be set to N when run mode is APPLYCRED.

TSRSBIL Create Credits and Update Accept Charges Indicator for Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y

- When run in SCHEDINV mode, contract and exemption credits are estimated for all terms in the student's enrollment period.
- When run in SCHEDSTMT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period. If the Update Accept Charges parameter = Y, the AR indicator is set to Y in registration and location management for all terms in the student's enrollment period for which credits are created.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

TSRSBIL Update Accept Charges Indicator for Financial Aid

If the Update Accept Charges-Fin Aid parameter is Y, the process sets the AR indicator to Y in registration and location management for students who have financial aid disbursed to their account.

Note: When the Update Accept Charges Indicator for Financial Aid is set to Y(es), it does not invoke the disbursements process. It checks a student’s account for the existence of disbursed financial aid.

TSRSBIL Update Accept Charges Indicator-Fin Aid for Non Enrollment Period Bills

If Include Enrollment Period Bill = N and Update Accept Charges - Fin Aid = Y:

- When run in SCHEDINV mode, the Update Accept Charges - Fin Aid parameter is not functional. AR indicator will not be updated.

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- When run in SCHEDSTMT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.
- When run in APPLYCRED mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.

  Note: The Create Cont, Deposits, Expts Ind parameter must be Y when process is run in APPLYCRED mode.

TSRSBIL Update Accept Charges Indicator-Fin Aid for Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y:

- When run in SCHEDINV mode, the Update Accept Charges - Fin Aid parameter is not functional. AR indicator will not be updated.
- When run in SCHEDSTMT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for any term in the enrollment period. The AR indicator is updated for all terms in the student's enrollment period.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

TSRSBIL Update Accept Charges Indicator-Fin Aid for Non Enrollment Period Bills

If Include Enrollment Period Bill = N and Update Accept Charges - Fin Aid = Y:

- When run in SCHEDINV mode, the Update Accept Charges - Fin Aid parameter is not functional. AR indicator will not be updated.
- When run in SCHEDSTMT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.
- When run in APPLYCRED mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for the run term.

  Note: The Create Cont, Deposits, Expts Ind parameter must be Y when process is run in APPLYCRED mode.

TSRSBIL Update Accept Charges Indicator-Fin Aid for Enrollment Period Bills

If Create Cont, Deposits, Expts Ind = Y and Include Enrollment Period Bill = Y:

- When run in SCHEDINV mode, the Update Accept Charges - Fin Aid parameter is not functional. AR indicator will not be updated.
- When run in SCHEDSTMT mode, the AR indicator in registration and location management is set to Y for students who have financial aid disbursed to their account for any term in the enrollment period. The AR indicator is updated for all terms in the student's enrollment period.

  Note: APPLYCRED run mode is not allowed when the Include Enrollment Period Bills parameter is set to Y.

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TSRSBIL Generate a Schedule/Bill

Before you can run TSRSBIL for a schedule bill, you must first set up rules on the Schedule/Bill Rules (TSASBRL) page.

To generate a Schedule bill for a student, run TSRSBIL in SCHEDSTMT or SCHEDINV mode. A schedule bill is a combination of a student's schedule of classes and their charges and credits. In SCHEDSTMT mode, the bill and due date are updated for unbilled transactions, without regard to term, that are included in Amount Due.

A schedule bill can be produced for either an individual or a group of students. When running a schedule bill for a single ID, students are selected without regard to whether the student is registered for the term; for example, an enrollment term header record (SFBETRM) is not required. When running a schedule bill (SCHEDINV mode only) for a population of students, you have the option to choose if students are selected with or without regard to whether the student is registered for the term. When running a a schedule bill (SCHEDSTMT mode) for a population of students, only students registered for the term (or enrollment period term) are selected.

When running schedule bills in mass, only students registered for the term (or enrollment period term) are selected; for example, an enrollment term header record (SFBETRM) must exist.

TSRSBIL Single ID

Produce a schedule/bill invoice for an individual (single ID).

- Enter a valid ID in the ID Number parameter.
- Leave the population selection parameters blank.

When the ID Number parameter is populated, only schedule/bill invoices are produced, without regard to run mode. For example, if run mode entered is Schedinv or SchedStmt, only schedule/bill invoices are produced.

Note that a schedule/bill invoice will be produced without regard to whether the student is registered for the term.

TSRSBIL Population Selection

Produce schedule/bill invoice or schedule/bill statement for a group of students.

- Enter a valid population defined by entering Selection Identifier, Application Code, Creator ID, and User.
- Leave the ID parameter blank.

When running a schedule bill (SCHEDINV mode only) for a population of students, you have the option to choose if students are selected with or without regard to whether the student is registered for the term.

When running a schedule bill (SCHEDSTMT mode) for a population of students, only students registered for the term (or enrollment period term) are selected.

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TSRSBIL Mass Mode

Produce a schedule/bill invoice or schedule/bill statement for all students, leave the parameters listed below blank.

- ID Number,
- Selection Identifier,
- Application Code,
- Creator ID, and
- User.

When running schedule bills in mass, only students registered for the term (or enrollment period term) are selected; for example, an enrollment term header record (SFBETRM) must exist.

TSRSBIL E-bill Functionality

When you run TSRSBIL in SCHEDSTMT modes, a unique statement number is generated for each bill. This statement number is stored in the Statement Header Table as `tbbstmt_stmt_number` and prints in the statement output.

The statement may be stored to be able to retrieve a copy using the Luminis Statement Channel, Self-Service, or the Statement and Payment History Inquiry (TGISTMT) page. For information about storing individual statements, please refer to the FAQ section in the Accounts Receivable TRM Supplement.

The statement number appears in the billing output, as follows:

- In SCHEDSTMT mode, the statement number appears on line 58 (unless the value of the `BLANK_PAPER_BOTTOM_TOTALS_START_LINE` has been modified in the TSRSBIL source code). The column in which it begins is dependent on the width of the schedule bill, but will be aligned to the beginning of the Student ID literal in the next line of the payment stub. The width varies with the choices made for columns to display on TSASBRL.
- In SCHEDINV mode, values from the statement number sequence are used during processing that are subsequently deleted from the TBBSTMT table. As a result, there will be gaps in the values that are in the `tbbstmt_stmt_number` column.

Refer to Article/FAQ: 000006682 (1-IHS99) : Issue: How do I store statements for use with AR eBill?

Attached to the Article/FAQ is an example syntax to parse the `tsrsbil.lis` file in addition to the SQLPLUS script to update the `tbbstmt` data after the `tsrsbil` file has been parsed. The attachments are:

1. FAQ for eBill

Multiple questions/answers related to eBill processing.

2. parse_rbil.pl

Example of a perl script that can be used to perform parsing of TSRRBIL Regular Bill output.

3. parse_sbil.pl

Example of a perl script that can be used to perform parsing of TSRSBIL Schedule Bill output.

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4. load_stubill.sql

Example of pl/sql script for storing the statement files using tb_statement API.

Also see FAQ 1-IPPO9 for specifics related to Evisions processing with eBill.

TSRSBIL Include Zero Balances Parameter

There are three valid values for this parameter.

- C - Include all zero balances with activity because the last statement date.
- Y - Include all zero balances.
- N - Exclude all zero balances.

The value chosen for this parameter determines the accounts for which bills will be generated, as summarized in the following charts.

TSRSBIL Chart 1 - Sample Accounts

	Account 1	Account 2	Account 3	Account 4
Previous Balance	N/A	0.00	0.00	200
Current ActivityFootnote.	none	none	100.00	-200
Account Balance	0.00	0.00	-100.00	0.00

TSRSBIL Chart 2 - Impact of Include Zero Balance Parameter on Output

Parameter Options	Account 1	Account 2	Account 3	Account 4
N (exclude all zero balances)	Not Printed	Not Printed	Not Printed	Not Printed
C (include zero balances only if current activity)	Not Printed	Not Printed	Printed	Printed
Y (include all zero balances)	Not Printed	Not Printed, Mass mode	Printed	Printed

[3] Your database may include old transaction records which would appear to be Current Activity because tbraccd_bill_date and tbraccd_due_date are null. You may want to update these columns on long closed accounts before implementing the (C)urrent activity parameter option for zero balances.

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Parameter Options	Account 1	Account 2	Account 3	Account 4
		Printed, if included in Population Selection		

Note: The value for the Zero Balance Parameter can override the Minimum Balance parameter.

Parameters (continued)	Name	Required?	Description	Values
	Term	Y	Process term code This code is used by the system to identify contract, exemption rules and deposits to be included in processing if the Create Cont, Dep, Expt Credits parameter is set to Y. It will also be used to identify financial aid for the bill run.	Term Code Validation Form (STVTERM)
	Address Selection Date	Y	Date used to find active address, entered in `DD-MON-YYYY` format.	
	Address Type Hierarchy	Y	Enter the address type to be printed on the invoice/ statement. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print	Address Type Code Validation Form (STVAYP)

Parameters (continued)	Name	Required?	Description	Values
			the permanent address.	
	ID Number	N	If an ID number is entered, the process will only produce invoices. If the Run Mode is SCHEDSTMT then this parameter may not be populated.	ID Number - The number for which the invoice is to be produced. blank - Process all accounts or process a specified population.
	Printer	N	Indicate the printer destination for this process for NOSLEEP processing. If you requested a printer through the Account Printer Selection (TOADEST) page, the TOADEST printer is used. If TOADEST printer is null, then the printer value entered is used.	Printer Validation (GTVPRNT)
	Selection Identifier	N	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	
	Application Code	N	Enter the code that identifies the general area	Application Inquiry (GLIAPPL) page

Parameters (continued)	Name	Required?	Description	Values
			for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed.	
	Creator ID	N	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User	N	ID of the person who ran the population selection.	
	NOSLEEP Default Bill Format	Y	Enter 1 for Regular Bill invoice format. Enter 2 for Schedule Bill invoice format.	1 = Regular invoice produced in NOSLEEP mode (default) 2 = Schedule Bill invoice produced

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Parameters (continued)	Name	Required?	Description	Values
			Note: This parameter exists on both the TSRRBIL and TSRRBIL processes. The value entered in this parameter should match the value entered in the NOSLEEP Default Bill Format parameter of TSRSBIL. This value determines whether you are running NOSLEEP invoices or NOSLEEP schedule invoices when requesting invoices online for insert into the collector table (TBRCBRQ).	in NOSLEEP mode
	Schedule/Bill Rules Code	Y	Enter the rule code from Schedule/Bill Rules (TSASBRL) page.	Schedule Bill Rules Code Validation (TTVSBRC) page
	Campus Code(s) (% valid)	N	Enter the campus code for schedule/bill selection. A schedule/bill is produced for students meeting all the selection criteria at the specified campus(es). Multiple values may be entered, or enter % for all.	Campus Code Validation (STVCAMP) page

Parameters (continued)	Name	Required?	Description	Values
	Update Accept Charges	Y	For standard (non-enrollment period) bill outputs, this parameter updates the Accept Charges indicator when credits are posted to the student's account. For enrollment period bill outputs, this parameter updates the Accept Charges indicator for all terms in the student's enrollment period for which credits are posted. This parameter applies to SCHEDSTMT mode and APPLYCRED mode.	Y = Sets the AR indicator in registration (SFBETRM) and location management (SLRRASG, SLRMASG, SLRPASG) N = Do not update accept charges flags
	Run Mode	Y	Choose one of three run modes: A schedule bill is a combination of a student's schedule of classes and their charges and credits. SCHEDINV - prints a student schedule and invoice of term charges and payments/credits. SCHEDSTMT - prints a student	SCHEDINV (default) SCHEDSTMT APPLYCRED

Parameters (continued)	Name	Required?	Description	Values
			schedule and statement of term charges and payments/credits, and updates bill/due dates in the Account/ Charge Payment Detail Table (TBRACCD). APPLYCRED - calculates and applies credits for contracts, exemptions, and deposits, but will not produce a bill.	
	Include Enrollment Period Bill	Y	A value of Y invokes enrollment period processing using the Term parameter to determine if multi-term periods exist. • If multi-term enrollment periods exist, for each student selected for billing, the process will determine if the student belongs to one of the multi-term enrollment periods. • If the student belongs to one of the multi-term enrollment periods, the	Y = Include enrollment period bills in bill run N = Do not include enrollment period bills in bill run (default)

Parameters (continued)	Name	Required?	Description	Values
			process will print the new enrollment period bill format for that student. A value of N does not invoke enrollment period processing. As a result, bills print in the Standard (non- enrollment period) format. This parameter is used in SCHEDINV and SCHEDSTMT run modes. **Note:** This parameter is only functional if Banner Financial Aid is installed at your institution.	
	Billing Date	Y	This date will be used to determine what transactions are current based on the effective date, and will update the Bill Date of the transaction. Standard (non enrollment period) Schedule bills also use this date, if the **Current Due Cutoff Date** is not populated on TSASBRL. Enrollment period schedule bills also	Any valid date in DD-MON-YYYY format. The default is sysdate.

Parameters (continued)	Name	Required?	Description	Values
			use this date if the **Enrollment Period Dates by Term** cutoff date is not populated on TSASBRL for the enrollment period run term.	
	Due Date	Y	Due Date used for schedule/bills and to update the due date of the transaction. Enrollment period schedule bill modes use this date when the "Multiple Due Dates Exist" parameter is set to Y and the “Enrollment Period Dates by Term” due date is not populated on TSASBRL for the enrollment period run term.	Any valid date. The Due Date must be equal to or greater than the Bill Date.
	Multiple Due Dates Exist	N	If enrollment period processing is invoked, a value of Y means the process will fetch the Due Date from TSASBRL for the matching term entered in the Enrollment Period Dates by Term section. This is the Due Date used for schedule/ bills to update the due date of the transaction.	Y = Multiple due dates exist N = Multiple due dates do not exist (default)

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Parameters (continued)	Name	Required?	Description	Values
			A value of N means the process uses the value entered in the Due Date parameter at run time to update the due date of the transaction. This parameter is used in SCHEDINV and SCHEDSTMT run modes for schedule/bills printed in the enrollment period format.	
	Create Cont, Dep, Expt Credits	Y	The process can be run for standard (non-enrollment period) output or enrollment period bill output. If the Include Enrollment Period Bill parameter is set to N and the Create Cont, Dep, Expts Credits parameter is set to Y, then: • When run in SCHEDINV mode, contract and exemption credits are estimated for run term • When run in SCHEDSTMT mode, contract and exemption credits are	Y = (default) estimates or calculates credits N = No estimates or calculations

Parameters (continued)	Name	Required?	Description	Values
			processed and deposits are released for run term If the Include Enrollment Period Bill parameter is set to Y and the Create Cont, Dep, Expts Credits parameter is set to Y, then: • When run in SCHEDINV mode, contract and exemption credits are estimated for all terms in the student's enrollment period. • When run in SCHEDSTMT mode, contract and exemption credits are processed and deposits are released for all terms in the student's enrollment period.	
	Include Zero Balances	Y	The Include Zero Balance parameter includes three valid values. This makes it possible for the institution to bill accounts with activity that nets to zero and to avoid billing accounts with no	N = Exclude all zero balances. C = Include zero balances only if there was activity on the account Y = Include all zero balances

Parameters (continued)	Name	Required?	Description	Values
			activity. Minimum Account Balance refers to current due account balance. If option C is selected and the only activity on the account is future dated, the account will not be billed if the Print Future Detail Ind is set to N. **Note:** The value entered here is overridden by the value entered for the Include Zero Balance parameter.	
	Print a control report	N	For details, see the Values column.	Y = Print control report (default) N = Do not print control report
	Print expanded address for	Y	For details, see the Values column.	1 = Window envelope 2 = Non-window envelope 3 = None
	Exclude Campus from Sort	Y	Specify whether to exclude campus as the primary sort/print order for the output **Note:** Bills for which there are no valid address will be printed first, followed by bills with addresses.	Y = Bills sort and print based on the print order specified on the Schedule Bill Rules (TSASBRL) page. N = Bills sort and print by campus first, then based on the print order specified on the Schedule Bill

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Parameters (continued)	Name	Required?	Description	Values
				Rules (TSASBRL) page.
	Students not registered Ind	N	This parameter provides the option to produce schedule invoices without regard to whether the student is registered i.e., enrollment term record (SFBETRM) exists. **Note:** This parameter applies only for schedule invoice mode (SCHEDINV) when run with a population selection.	Y = Students in the population selection are not required to be registered to be selected for billing when run in SCHEDINV mode. N = Students in the population selection are required to be registered to be selected for billing when run in SCHEDINV mode.
	Exclude Future Term Ind	N	This parameter provides the option to include all future term activity in the Future balance calculation without regard to the effective date of the transaction. **Note:** For enrollment period bills, future term means future terms that are not a term in the student's enrollment period.	Y = Future term transactions are added to the Future Balance, without regard to the effective date of the transaction. N = Future term transactions are added to either the Previous/ Other Term calculation or the Future Balance calculation, based on the effective date of the transaction. For example: • If the effective date of the future term

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Parameters (continued)	Name	Required?	Description	Values
				transaction is less than or equal to the cutoff date, the transaction is added to Previous/Other Term balance calculation. • If effective date of the future term transaction is greater than the cutoff date, the transaction is added to Future balance calculation.
	Minimum Acct Balance	Y	Enter minimum balance required for account to be billed. You can request schedule invoices and schedule statements for accounts with a minimum balance, and use negative numbers to retrieve accounts with a credit balance.	

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Parameters (continued)	Name	Required?	Description	Values
			Note: Minimum Account Balance refers to current due account balance. The value entered here is overridden by the valued entered for the Include Zero Balance parameter.	
	Update Accept Charges - Fin Aid	Y	For standard (non-enrollment period) bill outputs, this parameter updates the Accept Charges indicator if Financial Aid disbursements exist on the student's account for the run term. For enrollment period bill outputs, this parameter updates the Accept Charges indicator for all terms in the student's enrollment period if Financial Aid disbursements exist on the student's account for any term in the student's enrollment period. This parameter applies to SCHEDSTMT mode and	Y = Sets the AR indicator in registration (SFBETRM) and location management (SLRRASG, SLRMASG, SLRPASG) N = Do not update accept charges flags

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Parameters (continued)	Name	Required?	Description	Values
			APPLYCRED mode.	

Student Transaction Summary Report (TSRSSUM)

The Student Transaction Summary Report (TSRSSUM) may be requested from TSAAREV or run independently through Job Submission/Host.

This process can be executed in its sleep wake mode, and has the ability to both define a printer using TOADEST and request this report by clicking the button on TSAAREV. This report shows a student's balance and the charges/payments. Records may be purged based on a date range.

Parameters (continued)	Name	Required?	Description	Values
	Student ID	Yes	Specify a student ID to be reported. To print for all Students enter `%`. To enter a population select, use % in this parameter. The selection identifier code must be entered in the selection identifier parameter. Enter `COLLECTOR` to process all requests in the collector table (must have requested the report online)	
	Term	Yes	Enter the term code for the term for which the account information should be printed.	STVTERM (Term Code Validation Form) % = Print all terms N% = Print multiple codes (where N = the appropriate number)

Parameters (continued)	Name	Required?	Description	Values
	Detail Code	Yes	Specify a single detail code to be reported. Enter detail code or % for all. Valid values should be selected from the Detail Code Control (TSADETC) page. To report multiple detail codes, enter N%, where N is any letter.	TSADETC (Detail Code Control Form) % = Print all terms (default) N% = Print multiple codes (where N = the appropriate number)
	Report Date	Yes	Valid entries are E(ffective), T(rans), (E)N(try), or B(ill) date.	E = Effective T = Transaction N = Entry B = Bill date
	Print Summary by Term Section	No	Enter Y(es) to print an additional summary of charges by term.	Y Yes
	Run in Sleep Wake Mode	No	Enter Y(es) to begin sleep/ wake cycling of this printer and process.	N = No (default) Y = Yes
	Sleep/Wake Interval	No	Enter time (in seconds) process pauses before resuming execution. The default is 60 seconds.	
	Printer for Collector	No	Enter the designated printer for the collector table.	
	Print Control Report	No	Enter Y(es) to print a control report.	Y = Print report (default)

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Parameters (continued)	Name	Required?	Description	Values
				N = Do not print report
	Selection Identifier	No	Enter the selection identifier of the population you want to process. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page.	
	Application Code	No	Enter the application code of the population you want to process. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed.	Application Inquiry (GLIAPPL) page
	Creator ID	No	Enter the user ID of the person creating the sub-population rules.	
	From Date	No	Enter the beginning date of the tax year for which you want to print a summary of a student's transactions. Leave blank to run 01-OCT-1988 .	
	To Date	No	Enter the end date of the tax year for which you want to print a summary of a student's transactions.	

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Parameters (continued)	Name	Required?	Description	Values
			Leave blank to run 31-DEC-2099.	
	Entity Type	Yes	Enter the code for the type of entity.	P = Person (default) C = Company % = Both

Third Party Invoice/Billing Statement (TSRTBIL)

This process is used to release credits (contracts and exemptions) to a student's account, apply deposits to third parties' accounts, and bill third parties.

You can print bills with the values established on the Third Party Billing Rules (TSATPRL) page, and you have the capability to print text from the Contract Authorization (TSACONT) page on bills, if desired.

If the Student Billing Control (TSACTRL) page specifies that third parties are to be billed before posting credits to a student's account (authorization required), then these potential charges will appear in the Pre-Authorized Charges section of the invoice. These potential charges will affect total due based on the Pre-Authorized Charges Affect Total Due parameter.

If charges to an account exceed the amount of a third party payment or an exemption, Banner will use the information established on the Contract Authorization (TSACONT) page and the Exemption Authorization (TSAEXPT) page to calculate which account source, category code, or detail code takes priority.

If the Student Billing Control (TSACTRL) page specifies that third parties do not require authorizations, a memo will appear in the Future Charges/Credits portion of the invoice.

This process allows for the processing of multiple exemptions per term.

This process has the ability to reflect contract and exemption information before the student paying the bill. Banner automatically calculates contract and exemption information for a student, so that when the student wants to make a payment, the charges to the account will reflect any third party contracts or exemptions.

This process may be run in three modes: INVOICING, STATEMENT, or APPLYCRED.

If run in STATEMENT mode and authorization is required for use of third party contracts, those students who have been authorized will have their real charges appear in the Current Charges/Credits portion of the bill, and total due is affected. Those students who have not been authorized will have their potential charges appear in the Authorized Charges portion of the bill. These potential charges will affect total due based on the value in the Pre-Authorized Charges Affect Total Due parameter.

If run in STATEMENT mode and authorization is not required, then the charges will appear in the Current Charges/Credit portion of the bill, and they will affect total due.

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If run in APPLYCRED mode, the processing is the same as STATEMENT mode, except no bill is generated.

Parameters (continued)	Name	Required?	Description	Values
	Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT) page
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL) page
	Creator ID	No	Enter the user ID of the person creating the sub-population rules. The creator ID	

Parameters (continued)	Name	Required?	Description	Values
			must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	Term	Yes	The term code you enter. This prints on the upper left-hand corner of the bill. Credit processing and deposit processing occur for the specified term.	Term Code Validation (STVTERM) page
	Address Selection Date	Yes	Which address, effective on this date, do you want to print on the invoice/statement. Enter the date in DD-MON-YYYY format.	
	Address Hierarchy	Yes	Enter the address type to be printed on the invoice/ statement. Multiple requests are permitted and must be entered in priority sequence. For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address.	Address Type Code Validation (STVATYP) page

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Parameters (continued)	Name	Required?	Description	Values
			Enter each parameter then hit return for the next prompt. Returning with a null value will move you on to the next parameter.	
	Contract ID	No	Enter a specific third-party ID to be processed or leave blank to process all third parties. If entered, the **Contract ID** must be have an entity type of C (for example, company) and must be defined on the Contract Authorization (TSACONT) page. If processing all students, any student eligible for a credit for the specified term will be processed. In single mode (one contractor), only those students attached to the parameter contract ID are processed, if eligible for a credit for the specified term.	
	Contract Number	No	Enter the contract number associated with the **Contract ID** for the term or % to process all. If a specific	% = All (default)

Parameters (continued)	Name	Required?	Description	Values
			contract number is entered, credit processing will occur only for that contract number/ term combination. This parameter is only used in credit processing. It has no effect on which items appear on the invoice/statement.	
	Futures Print Date	No	Enter the date to be used when printing future items in INVOICING mode. Format DD-MON-YYYY.	
	Currency Code	No	The user can specify foreign currency in which invoices and statements will be produced.	Currency Code List (GTVCURR)
	Run Mode	Yes	The mode in which the process may be run. Valid values are INVOICING, STATEMENT, APPLYCRED. INVOICING mode simulates a bill, but does not update the account or begin aging. STATEMENT mode processes credits and deposits and updates the account	INVOICING (default) STATEMENT APPLYCRED

Parameters (continued)	Name	Required?	Description	Values
			appropriately; bill date, due date, and statement date of all details billed are updated and the aging process begins; a statement is generated. APPLYCRED mode processes credits and deposits and updates the account appropriately; account is NOT updated as billed; no statement is generated.	
	Apply Third Party Deposits Ind(icator)	Yes	Enter `Y` to process third-party deposits that may be automatically released. In STATEMENT and APPLYCRED modes the deposit is actually released to the account.	Y = Process third party deposits (default) N = Do not process third party deposits
	Print Future Detail Indicator	Yes	Enter `Y` if you want detail with future effective dates to be printed on invoices/ statements. These details will be printed but will NOT be updated with a bill date and due date when running in STATEMENT mode.	Y = Print future detail (default) N = Do not print future detail

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Parameters (continued)	Name	Required?	Description	Values
	Print Order	Yes	I prints in ID number order; N prints in alpha/last name order; ZI prints in ZIP code and ID number order; ZN prints in ZIP Code and alpha/last name order.	I = ID number order (default) N = Alpha/last name order ZI = ZIP code and ID number order ZN = ZIP Code and alpha/last name order
	Billing Date	Yes	Used only for STATEMENT mode. Enter the billing date for accounts being billed. This date will be used to determine what transactions are current based on the effective date. Enter the date in DD-MON-YYYY format.	
	Days in Billing Cycle	Yes	Enter number of days in the billing cycle. Used to calculate due date based on billed date (adds this number to billed date to calculate due date). The default is 30.	
	Minimum Acct Balance	Yes	Enter minimum balance required for account to be billed. Can request invoices/ statements for accounts with a minimum balance, can use negative numbers to retrieve accounts	

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Parameters (continued)	Name	Required?	Description	Values
			with a credit balance.	
	Detail Codes to Bill	Yes	Can produce invoices/ statements based on detail code. Enter single detail code or percent (%) for all. Valid values should be selected from the Detail Code Control (TSADETC) page. You can also use some characters of the detail code and a % to get groups of details (e.g., R%).	Detail Code Control (TSADETC) page % = All (default)
	Preauth Credits Affect Amt Due	Yes	If authorization to use a contract is not required, as specified on the Student Billing Control (TSADETL) page, this parameter is non-functional. If authorization to use a contract is required, enter `Y` to affect amount due by the total of pre-authorized charges.	B(oth) Contracts and Exemptions C(ontracts) only E(xemptions) only N(one)
	Print Only Required Course	No	Enter `Y` if you want to print only required courses.	Y = Print only required courses N = Print entire schedule

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Student Detail Tax Report Process (TSRTRAF)

Use this process to produce a flat file of tax notification data to send to third-party services or to print the detail for reported amounts or selected supplemental tax report codes for the given tax year. This detail may be included in student 1098-T notification mailings.

Note: When revised records are created, the flat file includes records for all .00 amounts.

Parameters	Name	Required?	Description	Values
	Tax Year	Yes	Year for which you are reporting information.	Valid Year (YYYY)
	Run Mode O (Official) T (Test)	Yes	**Official mode updates notification statuses.** Test mode does not update any notification statuses.	O = Official T = Test
	Student Notification Date	No	To print detail data for students whose student notification status has been changed to (S)ent. Enter the associated student notification status date. Banner will print the detail for these students only.	Date in `DD-MON-YYYY` format
	Print Reported Details (Y/N)	No	Setting this parameter to Y (Yes) will print the detail of reported amounts, summarized by term and detail code and the start date of the term is printed in the date field.	Y = Yes, print detail N = Do not print detail

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Parameters	Name	Required?	Description	Values
			For additional information, refer to the Student Selection table in Printed Detail, later in this section.	
	Print Supplemental Detail	No	Enter Supplemental code(s) that you want to print. This is a repeating parameter, so multiple codes can be entered. Date field may be null on the report and source of description may vary depending on summarization of rules on TSATAXR. **Note:** The comment entered on TSATAXR will print for each supplemental rule	Valid values are supplemental tax codes for the tax year.
	Print Sort Option	Yes	Choose how you want students sorted. **Note:** SSN will print on the report when option 2 or 3 is chosen.	1 = Sort by ZIP code, name, then by social security number (SSN). 2 = Sort by ZIP code, SSN, then by name. 3 = Sort by SSN, then by name. 4 = Sort by name, then by SSN.
	Generate Flat File	No	Controls the production of the flat file for third-party processors.	Y = Create flat file N = Do not create flat file

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Parameters	Name	Required?	Description	Values
			Note: When TSRTRAF is run in Official mode and this parameter is set to Y, then the following occur: (1) Student Notification status is updated from (R)eady to Send to (S)ent (if student record is sent to a third-party processor) or (E)xcluded (if student record matches exclusion values and is not sent to a third-party processor), and (2) IRS Report status is updated from (R)eady to Send to (F)ile Created (if record is included in the third-party flat file) or (E)xcluded (if record matches an exclusion value and is not included in the third-party flat file).	
	Exclude Option 1-4	Yes	Select the conditions for which you do not want to include students in the file. Indicators on the form, such as	1 = Include all students. 2 = Do not include students when amounts are zero. 3 = Do not include students when scholarship or Grants amounts

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Parameters	Name	Required?	Description	Values
			box 6, 8, or 9, are disregarded.	exceed or equal Charges Billed and when all other amounts are zero. 4 = Do not include students who meet the criteria specified in either option 2 or 3.
	USA Nation Code	No	Enter all nation codes defined by the institution to designate USA. This is a repeating parameter, so multiple codes can be entered.	Nation Code Validation Form
	F4 Detail File F5 Detail File F6 Detail File F7 Detail File	No	Up to four distinct sets of transaction detail are included in the TSRTRAF flat file. This may include detail of reported amounts, or detail from a supplemental rule. **Note:** For reported amounts, detail is summarized by term and detail code and the start date of the term populates the date field position. For supplemental amounts, date field may be null in the flat file and the source of description may vary depending on the summarization	

Parameters	Name	Required?	Description	Values
			of rules on TSATAXR.	
	Application ID	No	Enter the application ID. Used for population selection.	
	Selection ID	No	Enter the selection ID. Used for population selection.	
	Creator ID	No	Enter the creator ID. Used for population selection.	
	Application ID	No	Enter the application ID. Used for population selection.	
	User ID	No	Enter the user ID. Used for population selection.	

Printed Detail

The TSRTRAF process prints detail for a selection of students (excluding those with the Remove Notification check box selected), when one of the following parameters is valued as noted.

- Parameter 04 (Print Reported Details Y/N) is set to Y (Yes) to print detail of reported amounts
- Parameter 05 (Print Supplemental Detail) has at least one valid Supplemental Tax Report Code entered

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TSRTRAF Student Selection

Value of Student Notification Date (Parameter 03)	Value of Population Selection (Parameters 15-18)	Students Selected to Print
populated	null	Student Notification = (S)ent = Student Notification Date = value in parameter 03
populated	populated	Student Notification = (S)ent = Student Notification Date = value in parameter 03 Student is in the Population Selection.
null	null	Student Notification = (R)eady to Send =
null	populated	Student Notification = (R)eady to Send, (S)ent, or (E)xcluded Student is in the Population Selection.

Flat File Layout

Standard TRA File Header	1 per campus file
HH - File Transmission Header	1
Standard TRA Student Data Loop	1 to n students per campus
SS - Student Identification Record	1 per student
DD - Student Demographic Record	0 or 1 per student
B1 - Student Box 1 Amount	0 or 1 per student
B2 - Student Box 2 Amount	0 or 1 per student
B3 - Student Box 3 Amount	0 or 1 per student
B4 - Student Box 4 Amount	0 or 1 per student
B5 - Student Box 5 Amount	0 or 1 per student
B6 - Student Box 6 Indicator	0 or 1 per student

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B7 - Student Box 7 Amount	0 or 1 per student
Box 8 - Student Box 8 Indicator	0 or 1 per student
Box 9 - Student Box 9 Indicator	0 or 1 per student
F4 User Defined Financial Transaction Record	0 to 100 records per student - total F4-F7
F5 User Defined Financial Transaction Record	
F6 User Defined Financial Transaction Record	
F7 User Defined Financial Transaction Record	

Standard TRA File Trailer	1 per campus file

TT -- File Transmission Trailer	1/1

Transmission Header Record

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	HH
2	3	10	8	OPE ID code	Positions 1-6 contain the OPE code value and must be numeric. Positions 7-8 contain the two-digit campus code and can be numeric or zero.
3	11	50	40	School Name - Optional	
4	51	58	8	Transmission Date	MMDDCCYY
5	59	62	4	Tax Year	CCYY
6	63	63	1	Transmission Mode Indicator	T = Test P = Production
7	64	65	2	CR/LF	

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Student Identification Record

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	SS
2	3	10	8	OPE ID code	Positions 1-6 contain the OPE code value and must be numeric. Positions 7-8 contain the two-digit campus code and can be numeric or zero.
3	11	19	9	Social Security Number (See note following field # 5)	Numeric
4	20	20	1	Record Usage Indicator	Blank = Not a Correction/IRS Correction. I = Correction/ IRS Correction; will cause a correction 1098-T to print and mail. N = Correction/ IRS Correction; will not print a correction 1098-T.
5	21	29	9	Previously-provided SSN (See note)	Numeric

Note: If you are not correcting the social security number (SSN), provide the original SSN in positions 11-19. Positions 21-29 should be blank unless you are providing an SSN change.

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Field#	Start Pos	End Pos	Length	Description	Valid Field Content
6	30	33	4	Credit Units - Optional	Numeric with two decimal points assumed. Do not use this field unless you are instructed to do so.
7	34	53	20	School Defined ID - Optional	
8	54	55	2	Campus Code - Optional	
9	56	56	1	SSN Certification Indicator	Blank = SSN Not Certified. I = SSN Certified.
10	57	58	2	CR/LF	

Student Demographic Record

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	DD
2	3	22	20	Last Name	Alphanumeric
3	23	42	20	First Name	Alphanumeric
4	43	43	1	Middle Initial	Alphanumeric or blank
5	44	83	40	Student Address line 1	Alphanumeric
6	84	123	40	Student Address line 2	Alphanumeric
7	124	163	40	Student City	Alphanumeric; for foreign addresses, enter city, state/province, postal code

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Field#	Start Pos	End Pos	Length	Description	Valid Field Content
8	164	165	2	State	Valid postal two-character state code.
9	166	174	9	Zip Code	Alphanumeric or blank
10	175	177	3	APO/FPO	Alphanumeric. Use APO or FPO as needed.
11	178	217	40	Foreign Country Name	Alphanumeric; use only for non-USA addresses.
12	218	219	2	CR/LF	

Box 1 record - Payments Received for Qualified Tuition and Related Expenses

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	B1
2	3	14	12	Amount	Numeric; right-justified; zero-filled; last two digits are cents
3	15	16	2	CR/LF	

Box 2 record - Amounts Billed for Qualified Tuition and Related Expenses

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	B2
2	3	14	12	Amount	Numeric; right-justified; zero-filled; last two digits are cents
3	15	16	2	CR/LF	

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Box 3 record - Adjustments Made for a Prior Year

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	B3
2	3	14	12	Amount	Numeric; right-justified; zero-filled; last two digits are cents
3	15	16	2	CR/LF	

Box 4 record - Scholarships or Grants

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	B4
2	3	14	12	Amount	Numeric; right-justified; zero-filled; last two digits are cents
3	15	16	2	CR/LF	

Box 5 record - Adjustments to Scholarships or Grants for a Prior Year

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	B5
2	3	14	12	Amount	Numeric; right-justified; zero-filled; last two digits are cents
3	15	16	2	CR/LF	

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Box 6 record - Amount in Box 1 or 2 includes amounts for an academic period beginning Jan-March 2004

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	B6
2	3	3	1	Indicator	1 or Y Yes Blank, 0, or N No
3	4	5	2	CR/LF	

Student Payments or User Defined Transaction Record (optional)

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	F6
2	3	10	8	Transaction Date	MMDDCCYY
3	11	40	30	Transaction Description	Alphanumeric
4	41	48	8	Transaction Amount	Numeric; right-justified; zero-filled; last two digits are cents
5	49	50	2	CR/LF	

Student Grants or User Defined Transaction Record (optional)

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	F7
2	3	10	8	Transaction Date	MMDDCCYY
3	11	40	30	Transaction Description	Alphanumeric
4	41	48	8	Transaction Amount	Numeric; right-justified; zero-

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Field#	Start Pos	End Pos	Length	Description	Valid Field Content
					filled; last two digits are cents
5	49	50	2	CR/LF	

Transmission Trailer Record

Field#	Start Pos	End Pos	Length	Description	Valid Field Content
1	1	2	2	Record Type	TT
2	3	10	8	OPE ID code	Positions 1-6 contain the OPE code value and must be numeric. Positions 7-8 contain the two-digit campus code and can be numeric or zero.
3	11	18	8	Transmission Date	MMDDCCYY
4	19	26	8	Total Student Submission Count	Numeric
5	27	34	8	Total File Records (include header and trailer records)	Numeric
6	35	36	2	CR/LF	

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Transaction Summary Report (TSRTSUM)

This report displays detail account information for a student, a group of students or all students. The report can be executed for a specific term, a group of terms, or all terms. There are two modes that can be used: DETAIL or SUMMARY.

Detail Mode

In DETAIL mode, all account detail is listed for the terms in additon to the balance due, future due, and account balance.

In detail mode, the columns on the report are:

- DETL - Detail Code
- DESCRIPTION - transaction description
- TERM - term of the transaction
- CHARGE - charge amount
- PAYMENT - payment amount
- BALANCE - the remaining balance on a detail item after application of payments
- S - Source of the transaction
- DATE 1 - The user has the option through the report parameters to choose which date to display in this column. The following dates can be displayed as Date 1 (E)ffective date, (T)ransaction Date, (D)ue date, E(N)try date or (B)ill date.
- RECEIPT - Receipt number associated with the transaction
- ID - User ID of the person that input the transaction
- TRAN - Transaction number
- TPAY - Identifies the transaction number of a specific application of payment

Summary Mode

In SUMMARY mode, the activity for a student will be summarized by detail code for those terms selected. The charges, payments and balance columns will display. The other columns (SOURCE, DATE 1, RECEIPT, ID, TRAN, TPAY) will not display in summary mode.

Parameters (continued)	Name	Required?	Description	Values
	Student ID	Yes	Specify a student ID to be reported. To print for all students enter %. To enter a population select, use % in this	% Print all students (default)

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Parameters (continued)	Name	Required?	Description	Values
			parameter. The selection identifier code must be entered in the selection identifier parameter.	
	Term	Yes	Enter the term code for the term for which the account information should be printed.	% Print all terms (default) N% Print multiple codes (where N = the appropriate number)
	Detail Code	Yes	Specify a single detail code to be reported. Enter detail code or % for all. Valid values should be selected from the Detail Code Control (TSADETC) page. To report multiple detail codes, enter N% where N = any letter.	TSADETC (Detail Code Control Form) % Print all detail codes (default) N% Print multiple codes (where N = the appropriate number)
	Print Memos	No	Enter Y to print all memos. Enter N to not print memos.	Y = Print all memos (default) N = Do not print memos.
	Print Deposits	No	Enter Y to print deposits. Enter N to not print deposits.	Y = Print deposits (default) N = Do not print deposits.
	Detail or Summary Report	Yes	Enter D for Detail or S for Summary.	D = Detail (default) S = Summary
	Date on Report	Yes	Options for this date are E(ffective) date, T(ransaction)	E = Effective date (default) T = Transaction date

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Parameters (continued)	Name	Required?	Description	Values
			date, D(ue) date, (E)N(try) date or B(ill) date. This parameter is only used in detail mode.	N = Entry date B = Bill date
	One Student Per Page	No	Enter `Y` to print a new page for each student. Enter `N` to print students continuously.	Y = Print one student/page N = Print many students/page
	Selection Identifier	No	Enter the selection identifier code of the population you want to process. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) page.	GLISLCT (Population Selection Inquiry Form)
	Application Code	No	Enter the application code of the population you want to process. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed.	Application Inquiry (GLIAPPL) page
	Creator ID	No	Enter the user ID of the person creating the sub-population rules.	

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Create Title IV Auth from Req Process (TVPREQA)

Use this process to create authorizations from financial aid tracking requirements for students with statuses that have been updated because some date that you specify. You can use this process on an as-needed basis to keep track of students as they complete their financial aid requirements.

Parameters (continued)	Name	Required?	Description	Values
	Aid Year	Yes	Aid year for which you want to locate students who have updated statuses of their financial aid requirements.	Aid Year Inquiry (ROIAIDY) page
	Selection Date	Yes	Date from which you want to locate students who have updated statuses of their financial aid requirements. Banner will display records beginning with the date you enter for this parameter.	
	Requirement for TIV Auth	No	Requirement code (as entered on RRAAREQ) from which Banner will create authorizations to pay non-institutional charges with Title IV funds.	
	TIV Authorized Status	No	Indicates the student accepts authorizations to pay non-institutional charges	
	TIV Denied Status	No	Indicates the student denies	

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Parameters (continued)	Name	Required?	Description	Values
			authorization to pay non-institutional charges.	
	Requirement for PY Auth	No	Requirement code (as entered on RRAAREQA) from which Banner will create authorizations to pay prior year charges with Title IV funds.	
	PY Authorized Status	No	Indicates the student accepts authorizations to pay prior year charges.	Requirements Tracking Status Validation (RTVTRST) page
	PY Denied Status	No	Indicates student denies authorization to pay prior year charges.	
	Requirement for HLD Auth	No	Requirement code (as entered on RRAAREQA) from which Banner will create authorizations to hold excess Title IV funds to pay future charges.	
	HLD Authorized Status	No	Indicates the student accepts authorizations to hold excess Title IV funds.	Requirements Tracking Status Validation (RTVTRST) page
	HLD Denied Status	No	Indicates student denies authorization to hold excess Title IV funds.	Requirements Tracking Status Validation (RTVTRST) page
	Start Date	No	Date you want to use as the	The default date is the status

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Parameters (continued)	Name	Required?	Description	Values
			start date of the authorization.	change date on the record.
	End Date	No	Date you want to use as the end date of the authorization.	The default date is 31-DEC-2099.
	Sort Indicator	Yes	Indicates whether you want to sort the output by either name or ID.	I = ID (Sort by ID) N = Name (Sort by Name)

Students with Title IV Credit Report (TVRCRED)

Use this report to display students who have outstanding credit balances from Title IV disbursements. You can sort report output by name or ID.

Parameters (continued)	Name	Required?	Description	Values
	Student ID	No	ID of a student for which you want to report. If left blank, then all students with outstanding Title IV credit balances will appear.	Person Search (SOAIDEN) page
	Sort Option	No	Indicates whether you want to sort by name or ID.	1 = Sort by name 2 = Sort by ID
	Print one per page (Y/N)	No	Indicates whether you want to print only one student or multiple students on each page.	Y = Yes--only one student will appear on each page N = No--multiple students will appear on each page (default)