

The University of Georgia

Accounts Receivable

Banner Reference Guide

Fall 2014

0/8 - wildcard

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Tentative Billing Schedule – Fall 2014

Activity From	Activity To	Bill Date	Due Date	Late Fee Date	Cancel Date	Notes
07/01	07/30	07/31	08/08	08/11		All students, new activity. Fall fees future dated until 07/01/15 to be picked up during 07/2015 bill.
07/31	08/07	08/08	08/08	08/11		New trans since last billing cycle
08/08	08/21	08/22	08/22	08/25		New trans since last billing cycle
08/22	09/01	09/02	09/02	NA	09/02	New trans since last billing cycle
09/02	09/17	09/18	09/22		09/23	New trans since last billing cycle
09/18	09/30	10/01	10/10			All students, new activity

*Pre
Dec 12th
Jan 9th
Cancel
Jan 20th*

Reviewing Student Account Detail & Registration Charges

TSICSRV: The Customer Service Inquiry form provides a summary of charges by detail codes and a history of payments. It will allow you to answer students' questions about their accounts, such as "How much do I owe?" or "What is my fee assessment?".

You may go to www.bursar.uga.edu for the Fall 2014 tuition and fee schedule.

hold code
AR hold-bdl

Term query

Oracle Fusion Middleware Forms Services: Open > TSICSRV

Customer Service Inquiry TSICSRV 8.4.4 (TEST)

ID: Last Term Registered: 201408 Sum by Effective Date Credit Limit: Holds:

Account Summary

Detail Code	Description	Term	Aid Year	Charge	Payment	Balance	Effective Date
0022	UG Commitment Deposit Or	201408			300.00	.00	
1PPL	Federal Dir Parent PLUS Lo	201408	1415		4,791.00	.00	
AD02	Orientation Fees	201408		100.00		.00	
RPLS	PLUS Loan Refund	201408		4,791.00		.00	
TF01	Transportation Fee	201408		116.00		.00	
TF02	Technology Fee	201408		114.00		30.00	
TF03	Activity Fee	201408		78.00		78.00	
TF04	Athletic Fee	201408		53.00		53.00	
TF05	Student Facilities Fee	201408		80.00		80.00	
TF06	Health Center Fee	201408		196.00		196.00	
TF09	Special Institutional Fee	201408		450.00		450.00	
TF10	Green Fee	201408		3.00		3.00	

neg amounts may temp exist

Query Balance: ~~3,475.00~~ Account Balance: 3,475.00 Current Due: 3,475.00 Other Memos: ~~NSF~~

Financial Aid: Financial Aid Memo Balance: ~~4,295.00~~ Authorized Aid Balance: -4,295.00 NSF: 0

Record: 1/15 | ... | <OSC>

Holds: Hold Codes placed on a student's account, such as the past due hold. To see a student's account where a hold exists, the user will have to enter the override password.

Detail Code: Unique code associated with each charge and payment.

Description: Description of the charge assessed or form of payment used.

Term: Term with which a charge or payment was initially associated.

Aid Year: Originates from financial aid disbursements.

Charge: Institutional and non-institutional charges.

Payment: Amount paid and the form of payment.

Balance: Remaining amount(s) owed for a charge or the amount under/over paid, once payments have been applied to the account.

Effective Date: Date the transaction becomes effective for accounting and billing purposes.

Query Balance: IGNORE - Balance only calculates amounts for transactions you scroll through at any given time when reviewing a student's account.

Account Balance: Reflects total amount due for all outstanding transactions regardless of effective date. Balance does not deduct authorized aid from this calculated amount.

Current Due: Reflects the amount due for charges with an effective date less than or equal to the date account is being reviewed.

Other Memos: IGNORE.

Financial Aid Memo Balance: IGNORE - Reflects contracts and exemptions that have not applied.

Authorized Aid Balance: Reflects the amount of aid awarded, accepted and requirements met. At the point authorized aid is posted to the student account, the authorized aid balance will be decreased by this amount. Authorized aid is adjusted as student's eligibility changes.

NSF: Refers to the number of return items a student has incurred.

Due Dates

TSADETL: To see the actual due date assigned to each transaction, the user will have to view the Student Account Detail Form. Due dates are not assigned to a posted charge until a statement is created for such outstanding transactions, as you'll see in the example below under the Dates/Invoice tab. No statement has been created, so there is no due date. Once a statement has been created, you will see dates next to "Bill", "Due", and "Statement."

Student Account Detail TSADETL 8.4.4 (TEST)

ID: Credit Limit:

User: Holds:

Charges/Payments Deposits Memos

Detail Code		Pay Num:	Dates/Invoice		Invoice Number
TS02	In State Graduate	<input type="text"/>	Effective:	01-JUL-2014	<input type="text"/>
Amount:	2,359.00	Doc Num:	Transaction:	01-JUL-2014	<input type="text"/>
Balance:	2,359.00	Trans Paid:	Bill:	<input type="text"/>	<input type="text"/>
Term:	201408 Aid Year: <input type="text"/>	Trans Num:	Due:	<input type="text"/>	Invoice Paid
Source:	R Period: <input type="text"/>	Receipt:	Statement:	<input type="text"/>	<input type="text"/>
Text:	<input type="text"/>	<input type="text"/>	Entry:	28-MAY-2014	<input type="text"/>
		<input checked="" type="checkbox"/> Original Charge			
		<input type="checkbox"/> Contract Pay Detail			
Detail Code: TF17 Recreational Fee		Pay Num:	Effective:	01-JUL-2014	Invoice Number
Amount:	15.00	Doc Num:	Transaction:	01-JUL-2014	<input type="text"/>
Balance:	15.00	Trans Paid:	Bill:	<input type="text"/>	<input type="text"/>
Term:	201408 Aid Year: <input type="text"/>	Trans Num:	Due:	<input type="text"/>	Invoice Paid
Source:	R Period: <input type="text"/>	Receipt:	Statement:	<input type="text"/>	<input type="text"/>
Text:	<input type="text"/>	<input type="text"/>	Entry:	28-MAY-2014	<input type="text"/>
		<input checked="" type="checkbox"/> Original Charge			
		<input type="checkbox"/> Contract Pay Detail			

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
2,374.00	3,482.00	.00	.00	.00	0	N

Journal Vouchers

TSAAREV: The Account Detail Review Form looks similar to TSICSRV. However, TSAAREV is what you need when you're working with journal vouchers. This form shows you any JV numbers associated with individual students. On this form, it is called the "Feed Doc Num," and you must scroll to the right to see it.

TSAAREV Screen Shot #1:

Credit Limit: **IGNORE.** For non-student AR, throws out errors if we apply a credit limit to amount vendor could be set up for as owing.

Holds: Refer to Hold Codes we place on a student's account such as the past due hold. To see student's account where a hold exists, user will have to enter the override password.

Query Balance: **IGNORE.** Balance only calculates amounts for transactions you scroll through at any given time when reviewing a student's account.

Account Balance: Reflects total amount due for all outstanding transactions regardless of effective date. Balance does not deduct authorized aid from this calculated amount.

Amount Due: Reflects the amount due for charges with an effective date less than or equal to the date account is being reviewed.

Memo Balance: **IGNORE.**

Authorized Aid Balance: Reflects the amount of aid awarded, accepted and requirements met. At the point authorized aid is posted to the student account, the authorized aid balance will be decreased by this amount. Authorized aid is adjusted as student's eligibility changes.

NSF: Refers the number of return items a student has incurred.

Receipt: Indicates if we want to generate a receipt when a payment is entered. Will keep set to "N."

TSAAREV Screen Shot #2:

Account Detail Review Form - Student TSAAREV 8.4.3 (TEST)

ID: User: Credit Limit: ~~XXXXXXXXXX~~ Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
V001	Parking	201408	360.00		360.00	T	27-MAY-2014
TS01	In State Undergraduate	201408	281.00		281.00	R	01-JUL-2014
TF14	ConnectUGA Fee	201408	6.00		6.00	R	01-JUL-2014
CCAX	Payment Amex Web	201408		2,841.00	.00	T	15-MAY-2014
1PEL	Federal Pell Grant	201408		2,290.00	.00	F	06-MAY-2014
TS01	In State Undergraduate	201408	4,014.00		.00	R	01-JUL-2014
TF17	Recreational Fee	201408	15.00		.00	R	01-JUL-2014
TF14	ConnectUGA Fee	201408	12.00		.00	R	01-JUL-2014
TF10	Green Fee	201408	3.00		.00	R	01-JUL-2014
TF09	Institutional Fee	201408	450.00		.00	R	01-JUL-2014
TF06	Health Center Fee	201408	196.00		.00	R	01-JUL-2014
TF05	Student Facilities Fee	201408	60.00		.00	R	01-JUL-2014

~~XXXXXXXXXX~~ 647.00 360.00 ~~XXXXXXXXXX~~ .00 0 N

Charge: Student's institutional and non-institutional charges.

Payment: Shows the amount paid and the form of payment.

Balance: The remaining amount(s) owed for a charge or the amount (under/over payment), once payments have been applied to the account.

Source: The source of the transaction:

- R = registration/fee assessment
- F = financial aid
- T = manually entered transactions

Effective Date: Date the transaction becomes effective for accounting and billing purposes.

TSAAREV Screen Shot #3 (scroll to right):

Account Detail Review Form - Student TSAAREV 8.4.3 (TEST)

ID: User: Credit Limit: ~~XXXXXX~~ Holds:

Account Details

Detail Code	Description	Transaction Date	Aid Year	Period	Receipt	Original Charge	Contract Detail	Trans Number	Trans Paid	Document
V001	Parking	27-MAY-2014						16		
TS01	In State Undergraduate	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	15		
TF14	ConnectUGA Fee	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	14		
CCAX	Payment Amex Web	15-MAY-2014			4870	<input type="checkbox"/>	<input type="checkbox"/>	13		
1PEL	Federal Pell Grant	06-MAY-2014	1415	201408		<input type="checkbox"/>	<input type="checkbox"/>	12		
TS01	In State Undergraduate	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	11		
TF17	Recreational Fee	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	10		
TF14	ConnectUGA Fee	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	9		
TF10	Green Fee	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		
TF09	Institutional Fee	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	7		
TF06	Health Center Fee	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	6		
TF05	Student Facilities Fee	01-JUL-2014				<input checked="" type="checkbox"/>	<input type="checkbox"/>	5		

Query Balance: ~~XXXXXX~~ Account Balance: 647.00 Amount Due: 360.00 Memo Balance: ~~XXXXXX~~ Authorized Aid Balance: .00 NSF: 0 Receipt?: N

Transaction Date: System generated. Effective and transaction date will be the same. If manually entered, transaction & effect dates will be different-trans will be the date it occurred.

Aid Year: Originates from financial aid disbursements.

Period: The financial aid enrollment period (same as UGA term).

Receipt: The receipt number of the associated payment.

Original Charge: Indicates original institutional charge for Return to Title IV.

Contract Detail: IGNORE (non-person).

Trans Number: Transaction number associated with charges and payments for a specific account.

Trans Paid: Indicates the specific charge that a payment is being applied to.

Document: IGNORE (pre-format field to store a reference number, etc.).

TSAAREV Screen Shot #4 (scroll to far right):

Account Detail Review Form - Student TSAAREV 8.4.3 (TEST)

ID: User: Credit Limit: ~~XXXXXXXXXX~~ Holds:

Account Details

Detail Code	Description	Invoice Number	Invoice Paid	Feed	Feed Doc Num	Feed Date	User ID	Session Number	Session End Date	Entry Date
V001	Parking	S0006013		Y			KIMBAK	0		27-MAY-2014
TS01	In State Undergraduate			Y			BBERRONG	0		23-MAY-2014
TF14	ConnectUGA Fee			Y			BBERRONG	0		23-MAY-2014
CCAX	Payment Amex Web			F	141421	22-MAY-2014	BBERRONG	1	22-MAY-2014	15-MAY-2014
1PEL	Federal Pell Grant			Y			BBERRONG	1	22-MAY-2014	06-MAY-2014
TS01	In State Undergraduate			F	141681	17-JUN-2014	BBERRONG	1	22-MAY-2014	06-MAY-2014
TF17	Recreational Fee			F	141681	17-JUN-2014	BBERRONG	1	22-MAY-2014	06-MAY-2014
TF14	ConnectUGA Fee			F	141681	17-JUN-2014	BBERRONG	1	22-MAY-2014	06-MAY-2014
TF10	Green Fee			F	141681	17-JUN-2014	BBERRONG	1	22-MAY-2014	06-MAY-2014
TF09	Institutional Fee			F	141681	17-JUN-2014	BBERRONG	1	22-MAY-2014	06-MAY-2014
TF06	Health Center Fee			F	141681	17-JUN-2014	BBERRONG	1	22-MAY-2014	06-MAY-2014
TF05	Student Facilities Fee			F	141681	17-JUN-2014	BBERRONG	1	22-MAY-2014	06-MAY-2014

Query Balance: ~~XXXXXXXXXX~~ Account Balance: 647.00 Amount Due: 360.00 Memo Balance: ~~XXXXXXXXXX~~ Authorized Aid Balance: .00 NSF: 0 Receipt?: N

Invoice Number: Invoice associated with charge or payment at time of original bill.

Invoice Paid: Specific invoice number that a payment was applied to.

Feed: Indicates if the transaction has been fed to accounting.

Feed Doc Num: The journal voucher number that the transaction number will appear in after it's been fed to accounting.

Feed Date: The date the transaction was fed to accounting.

User ID: User who entered transaction (cashier).

Session Number: The cashier session that the transaction belongs to for the user that entered it. Zero indicates an open cashier session.

Session End Date: The date the cashier session was closed.

Entry Date: The actual date and time the transaction was entered in the system, regardless of effective date.

Argus report for TSAAREV
upto the minute info
2/5 Student Account Transaction Report
email -> Terese Nicole Moon

TSIC REV