

OSU Office of the Bursar
Banner Billing Mass Data Entry Form TSAMASS
Instructions for Entering a Bursar Account Charge

Go to Banner form: Type **TSAMASS** in the **Search** field and press **ENTER** to open **Billing Mass Data Entry form**.

Charges/Payments Selection (top section of form) Screenshot below

1. Type the detail code in the **Detail Code** field and **Tab** to the next field.
2. Type the amount in the **Amount** field and **Tab** to the next field.

When processing a charge, you enter the amount as a positive number in the field. For example, to process a charge for 10.00, you would enter 10.00 in the amount field.

NOTE: To process a credit, you must put a (-) before the amount. For example, to process a credit for 100.00, you would enter -100.00.

3. Type the **CURRENT** term code in the **Term** field and **Tab** to the next field. Entry should never occur in another term, **only in the current term**.
 - **Fall (typically starts 1st week of August) 202x60 (x is calendar year, example 202360, 60= Fall term)**
 - **Spring (typically starts 1st week of January) 202x20 (x is calendar year, example 202420, 20= Spring term)**
 - **Summer (typically starts 3rd week in May) 202340 ((x is calendar year, example 202440, 40= Summer term)**
4. The **Document** field is optional. You can leave it blank or type in a reference number for your departmental recordkeeping. The field is an eight character alphanumeric field.
5. Click the **Next Section** button (**bottom right of screen – Down-Triangle With Underline Icon**) or the **ALT + PAGE DOWN** keys on your keyboard.

Charges/Payments Selection Screenshot

The screenshot shows a web application interface for "Billing Mass Data Entry Form - Student TSAMASS 9.3.18 (PROD) (OSU)". The interface includes a top navigation bar with "ADD", "RETRIEVE", "RELATED", "TOOLS", and a notification bell. Below this is a section titled "CHARGES/PAYMENTS SELECTION" with a toolbar containing "Insert", "Delete", "Copy", and "Filter".

Key input fields and callouts:

- 1. Enter term if not present**: Callout pointing to the "Term" field, which contains "202260". A red label "Current Term ONLY" is visible next to it.
- 2. Enter Detail Code**: Callout pointing to the "Detail Code" field.
- 3. Enter Amount**: Callout pointing to the "Amount" field.
- 4. Click on Next Block**: Callout pointing to a red arrow that originates from the "Next" button in the table's navigation controls and points to the "Next Block" button in the top right of the form.

The main area contains a table titled "CHARGES/PAYMENTS" with the following columns: ID, Name, Detail Code, Description *, Amount *, Term *, Document, Receipt *, and Original Charge *. The table is currently empty, showing "Record 1 of 1". Below the table, there are summary fields for "Charge/Payment" (0.00) and "Total".

At the bottom of the screen, there is a footer with "EDIT", "Record: 1/1", "KEY_BLOCK KEYBLOC_DETAIL_CODE (1)", "©2000 - 2022 Ellucian. All rights reserved.", and the "ellucian" logo. A "SAVE" button is located in the bottom right corner.

CHARGES/PAYMENTS (lower section of form) Screenshot below

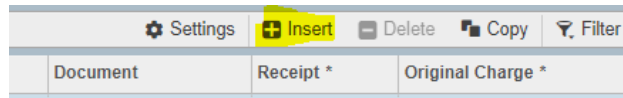
6. Enter the **Banner ID** (can copy/paste from a spreadsheet or document)

NOTE: The **CHARGES/PAYMENTS** section of the TSAMASS Banner form is automatically updated with the entries made in the **CHARGES/PAYMENTS SELECTION** (upper section of the form).

- Changes or corrections are made in the **CHARGES/PAYMENTS** section of the form.
 - If you wish to change Detail Code, Description, Amount, Document Number) simply click on the information in the line associated with the ID and make the necessary correction.

The screenshot displays the TSAMASS Banner form interface. The top section, 'CHARGES/PAYMENTS SELECTION', includes fields for Detail Code (H500), Amount (-500.00), Term (202260), Expiration Date, and Bill Indicator. Below this is the 'CHARGES/PAYMENTS' table with columns for ID, Name, Detail Code, Description, Amount, Term, Expiration Date, and Bill. A single record is shown with Term 202260. A 'Memo Total' of 0.00 is displayed at the bottom left. A 'SAVE' button is located at the bottom right. Three red arrows point to the ID field, the Description field, and the SAVE button. Three callout boxes provide instructions: 5. Enter Id and press Tab. Name Detail Code and Description should populate. 6. You can change the Description if you want to something like Reversal- CEAT Bridge Hsg or something similar. 7. Click on Save and it should apply to Bursar account.

7. Once all changes have been made or there are no changes to make, click the **Insert** button (right of the screen, just above Receipt* field (in the **CHARGES/PAYMENTS** section of the form) or tap the F6 key.



8. For each additional transaction, repeat all steps above.
9. Click the **Save** button (bottom right corner of your screen) or tap the F10 key on your keyboard.
10. Keep screenshots of the information to save for your records, supervisor approval (if required).
11. Reconcile according to departmental procedures.
12. To close the TSAMASS form, click the **X** button (upper-left corner).