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

In **Banner**: 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 in the **Term** field.
   - **Must always be current term**
   - **Spring** (typically starts 1\textsuperscript{st} week of January) 202x20 (x is calendar year, example 202420, 20= Spring term)
   - **Summer** (typically starts 3\textsuperscript{rd} week in May) 202340 ((x is calendar year, example 202440, 40= Summer term)
   - **Fall** (typically starts 1\textsuperscript{st} week of August) 202x60 (x is calendar year, example 202360, 60= Fall term)
   - **NOTE**: If you don’t remember the term format, click search and scroll until you find the current term.
4. **Document** field can be left blank or click into the **Document** field to type in a document number.
   - This field is optional
   - eight (8) alpha-numeric field
   - used to track reference numbers or other specific department information
     - For example, the Media Resource Center will use Document to track their departmental charge information.
5. Enter today’s date in the **Effective Date** field.
   - The effective date **must always be today’s date**
6. 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  (lower section of form) Screenshot below

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

8. Tap the Tab key on the keyboard or click into the Description field.
   - The description associated with the detail code automatically populates in the Description field
   - You may type in a different description as needed

9. Document field can be left blank or click into the Document field to type in a document number.
   - Entered in the CHARGES/PAYMENTS SELECTION
   - You may type in a different document number for this entry as needed
Notes:

- **Name** field automatically populates with the account name associated with the Banner ID
- **Detail Code** field automatically populates with the detail code entered in the CHARGES/PAYMENTS SELECTION
- **Amount** field automatically populates with the amount entered in the CHARGES/PAYMENTS SELECTION

  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.

- **Term** field automatically populates with the term entered in the CHARGES/PAYMENTS SELECTION (Always Current Term)
- **Receipt** field automatically populates to N (indicates a receipt is not to be printed from Banner (leave it as N))
  - **Original Charge** field is to be left blank

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 changes.

To add another entry, 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.

- For each additional transaction, enter ID, Detail Code Description, Amount, and Document Number (if applicable) in the CHARGES/PAYMENTS section

10. Once all entries look correct, click the **Save** button (bottom right corner of your screen) or tap the F10 key on your keyboard.

  - Keep screenshots of the information to save for your records, supervisor approval (if required).
  - Reconcile according to departmental procedures.

To close the TSAMASS form, click the **X** button (upper-left corner).
**WARNING:**

Do not click on the Previous Section button (lower left corner of your screen). This will cause you to go into the Memos section. The Memos section is **never** to be used when making Bursar account entries.

- To get out of the Memos section, click the Next Section button until you get back to CHARGES/PAYMENTS.