



# Banner Naming Conventions

The naming convention for form names follows a set of guidelines unique to each position number and module in which it resides in Banner. The following table contains the codes for various Banner products and will help in decoding form names. There are 7 seven position numbers in a name.

Example: Form Name T S I C S R V  
Position # 1 2 3 4 5 6 7

### Position 1

- 1. Identifies the *primary system* owning the form, report, job, or table.

P# 1	Identifies the primary system
A	Advancement
B	Property Tax
C	Courts
D	Cash Drawer
F	Finance
G	General
K	Work Management
L	Occupational Tax and License
N	Position Control
O	Customer Contact
P	Payroll
Q	Electronic Work Queue
R	Financial Aid
S	Student
T	Accounts Receivable/Bursar
U	Utilities
V	Voice Response
X	Records Indexing
W, Y, Z	Reserved for Client Applications

## Position 2

- Identifies the *application module* owning the form, report, process, or table.
- Unique to the product identified in position 1.

P# 2	General (G)	P# 2	Financial Aid (R)
E	Event Management	B	Budgeting
J	Job Submissions	C	Record Creation
L	Letter Generation	E	Electronic Data Exchange
O	Overall	F	Funds Management
P	Purge	H	History and Transcripts
S	Security	J	Student Employment
T	Validation Form/Table	L	Logging
U	Utility	N	Need Analysis
X	Cross Product	O	Common Functions
<b>P# 2</b>	<b>Accounts Receivable (T)</b>	P	Packaging and Disbursing
F	Financial Accounts Receivable	R	Requirements Tracking
G	General Accounts Receivable	S	Student System Shared Data
O	Overall	T	Validation Form/Table
<b>S</b>	<b>Student Accounts Receivable</b>	U	Utility
T	Validation Form/Table	V	Reserved
U	Utility	W,Y,Z	Reserved for Client Applications

P# 2	Student (S)	P# 2	Finance
A	Admissions	B	Budgeting
C	Catalog	C	Record Creation
E	Support Services	E	Electronic Data Exchange
F	Registration/Fee Assessment	F	Funds Management
G	General Student	H	History and Transcripts
H	Grades/Academic History	J	Student Employment
I	Faculty Load	L	Logging
K	Reserved	N	Need Analysis
L	Location Management	O	Common Functions
M	CAPP	P	Packaging and Disbursing
O	Overall	R	Requirements Tracking
P	Person	S	Student System Shared Data
R	Recruiting	T	Validation Form/Table
S	Schedule	U	Utility
T	Validation Form/Table	V	Reserved
U	Utility	W,Y,Z	Reserved for Client Applications

### Position 3

- Identifies the *type* of form, report, job, or table.

<b>P# 3</b>	<b>General (G)</b>	<b>P# 3</b>	<b>Financial Aid (R)</b>
A	Application	A	Application
B	Base Table Batch COBOL Process	B	Base Table
I	Inquiry Form	I	Inquiry Form
O	Online COBOL Process	P	Process/Report
Q	Query Form	R	Rule Table, Repeating Table, Report
T	General Maintenance/Temp Table	T	Temporary Table
V	Validation Form/Table	V	Validation Form/Table
<b>P# 3</b>	<b>Accounts Receivable (T)</b>	<b>P# 3</b>	<b>Student (S)</b>
A	Application Form	A	Application Form
I	Inquiry Form	B	Base Table
P	Process Form	I	Inquiry Form
Q	Query Form	P	Process Form
R	Report	Q	Query Form
V	Validation Form/Table View	R	Rule Table, Repeating Table, Report
<b>P# 3</b>	<b>Information Access</b>	<b>P# 3</b>	
R	Report		

### Position 4, 5, 6, and 7 TSICSRV

- Uniquely* identifies the form, report, job, or table.

SPAIDEN	TSICSRV
S Student	T Accounts Receivable
P Person	S Student Acct Receivable
A Application Form	I Inquiry
IDEN Identification Form	CSRV Customer Service Review

Example of TSICSRV



# Campus AR Forms

You can view account information on several forms. Your security allows inquiry access or update access to the forms.

AR Forms used by Campus	
Form Description	Form Name
Post transactions to multiple accounts by detail code, amount, term; Need access to this form for ability to use the transaction AIRS ARload process.	TSAMASS
Review TSAMASS session; need to input session user, session number 0; hit save, next block. Review for accuracy of entry; totals	TGACREV
Look up account activity, holds, lists last term registered, query by any field needed (term, detail code, effective etc.)	TSICSRV
Look up Detail Code description, category codes ,and FOAPALs	TSADETC
Account Detail: Holds, Charges, Pmts, Deposit, Memos for Payment Plan Info, Current Balance; On Charges' Payments tab - displays the parent plus loan address in the drop down box when the text field has a "Y".	TSADETL
Displays Delinquency Codes, Bill Codes, Aging, NSF, Current due, Balance due; Next Block, Options: view exemptions, contracts, collections.	TSAACCT
Account Detail Review form: Reviews transactions posted; NSF, authorized aid, shows the feed document # for each transactions	TSAAREV
Look up which payment paid a specific charge	TSIAPPL
Shows current account status by charges, credits, memos by term	TSIQACT
Shows address on account and last update	TUIADDR



# TSAMASS - Billing Mass Entry Form

## TSAMASS

TSAMASS, Billing Mass Data Entry Form, used for quick entry of charges to multiple accounts or a simple posting mechanism for mass entry. It is designed to easily enter like charges. Once the information is entered and saved, the appropriate account detail is updated. The example below shows adding the same charges to multiple students. By filling in the detail code and amount information in the top block, the fee is charged to several students.

The screenshot shows the TSAMASS Billing Mass Data Entry Form interface. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu is a toolbar with various icons. The main form area has a header section with the following fields:

- Detail Code: B050
- Amount: 25.00
- Term: 201560
- Document: (empty)
- Effective Date: 23-MAY-2016

Below the header is a table titled "Charges/Payments" with the following columns: ID, Name, Detail Code, Description, Amount, Term, Document, Receipt, and Original Charge. The table contains three rows of data:

ID	Name	Detail Code	Description	Amount	Term	Document	Receipt	Original Charge
A10t	Kimmie	B050	Payment Plan Enrollment	25.00	201560		N	<input type="checkbox"/>
A100	Jeff	B050	Payment Plan Enrollment	25.00	201560		N	<input type="checkbox"/>
A1157	Bongani	B050	Payment Plan Enrollment	25.00	201560		N	<input type="checkbox"/>

At the bottom of the form, there is a "Charge/Payment Total:" field with the value 75.00. Two red arrows point from the top header fields to the "Amount" column in the table, indicating that the information entered in the header is applied to each row in the table.

TSAMASS can also be used to enter different charges and different charge amounts to multiple student accounts. The example below shows by leaving the detail code and amount blank/empty in the key block you are able to change the detail codes and amounts per detail code to multiple students.



**Caution!! Do not use this form to enter payment information. This form is to be used for charges only.** Contact bursar office for a correction/reversal of charge transactions.

File Edit Options Block Item Record Query Tools Help

Billing Mass Data Entry Form - Student TSAMASS 8.3 (PPRD) (OSU)

Detail Code:  Amount:  Term: 201560 Document:  Effective Date: 23-MAY-2016

ID	Name	Detail Code	Description	Amount	Term	Document	Receipt	Original Charge
A100	Kimmie	B001	Finance Charge	12.00	201560		N	
A117	Taylor	MPF1	Fall Platinum Meal Plan	1,800.00	201560		N	
A115	Leandra	TA01	In State Block Rate Fall Adj	-2,068.00	201560		N	
					201560			
Charge/Payment Total:								-2,068.00



# TGACREV – Cashier Session Review

## TGACREV

An individual’s transaction entry review is performed on the Cashier Session Review form TGACREV. This form is used to review a cashier’s session activity for a specific session. The activity is displayed in summary by detail codes, as well as detail for the session. It is used to update the status of the cashiering sessions and to close active sessions.

Individual cashier review and supervisory checkout of cashiers ensures all funds are properly accounted for and all accounting entries will be properly sent to the Finance system.

### Procedure

Follow these steps to review and audit a cashiering session.

### Step Action

The screenshot shows the TGACREV software interface. At the top is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Cashier Session Review TGACREV 8.2.0.1 (TEST) (OSU)'. The interface includes several input fields: 'Session User:' with a text box, 'Session Number:' with a dropdown menu showing '0', 'Session Detail Selection' section with 'Payment/Charge:' and 'Category:' dropdowns, and a table with the following columns: 'Detail Code', 'Payment/Charge', 'Source', 'Description', 'Base Amount', 'Currency Code', and 'Foreign Amount'. The table contains 15 empty rows for data entry.

- a. Enter the **Session User** and the **Session Number** of 0 in the Key information and select **Save**.

- b. In the **Session Detail Selection** information, enter the **Category** code of your department **XXX** and **Next Block** to access the Cashier Session Summary information.
- c. Balance transactions totals by detail code. Totals are available by selecting **Display Totals** from the **Options** menu.
- d. If there is a discrepancy, select **Next Block** to access the Cashier Session Details window and view the details. If an error is found, the user can go to the Account Detail Form (**TSADETL**) for the account ID number, the source code is a T and make the adjusting entry on **TSAMASS** or contact bursar office for credit correction.
- e. The session needs to be in balance, the totals on the Cashier Session Review form **TGACREV** match the transactions entered on **TSAMASS** with departmental documentation.





## TSICSRV – Customer Service Inquiry

### TSICSRV

TSICSRV form contains Accounts Receivable-related information. The form compares terms existing for registered courses and grades rolled to academic history and displays the latest term (numerically) in the **Last Term Registered** field. If no term exists in either table then this field will be null.

You can query on any field. **Note: Query Balance is the calculated amount on the scroll bar; scroll all the way to the end to retrieve the account balance amount.**

**Other Memos** field will take you to the TSADETL form to view the payment option plan under Memos.

**Sum by Effective Date** check box determines how data are summarized and sorted in the **Account Summary** block.

- When this box is **checked**, transactions are summarized by term, detail code, and effective date. If several transactions with the same term and detail codes exist on the same date, the resulting display shows a single line item.
- When the box is **unchecked**, transactions are summarized by term and detail code. If several transactions with the same term and detail code exist on various effective dates, the resulting display shows a single line item summarized without regard to the effective date of the transaction.

Customer Service Inquiry TSICSRV 8.5 (TEST) (OSU)

ID: A1154 Maria  
 Last Term Registered: 201520  
 Sum by Effective Date:    
 Credit Limit:   
 Holds:

Detail Code	Description	Term	Aid Year	Charge	Payment	Balance	Effective Date
XAJX	Conversion Misc Charges	201620		129.77		129.77	
XMGU	Conversion Misc General U	201620		22.45		22.45	
XPMT	Conversion Payments	201620			95.22	-95.22	
XUDS	Conversion Dining	201620		34.66		34.66	

Query Balance: 91.66    Account Balance: 91.66    Current Due: 91.66    Other Memos: .00

Financial Aid:    Financial Aid Memo Balance: .00    Authorized Aid Balance: .00    NSF: 0



## TSADETC – Detail Code Lookup

### TSADETC

**TSADETC** form is used to define the detail codes used throughout Accounts Receivable. Detail codes are the most important items linking the Accounts Receivable (AR) Module to the Finance module. Each is defined as either a charge or a payment and contains the description that will appear on invoices and statements. Application of Payments Process (TGRAPPL) determines the order the payments are applied for each detail code.

Behind each detail code is an accounting distribution that determines the posting made to the Finance FOAPAL. The Application of Payment Process applies any payments to outstanding charges. The accounting information associated with each detail code on this form is used by the accounting feed process **TGRFEED**.

Any field your cursor is able to highlight may be queried using a wildcard %. This enables you to search by specific **detail code, category, or type**. Example: If you have forgotten the detail code, you can enter the name under the description field either with a % (wildcard).

The screenshot shows the 'Detail Code Control Form - Student TSADETC 8.4.3 (PPRD) (OSU)::OSU'. It displays three detail code entries:

- Detail Code: TBR1** In-State Block Rate. Type: C. Category: TUI. Grant Type: [dropdown]. Priority: 999.  Term Based.  Aid Year Based.  Like Term.  Like Aid Year.  Like Period.  GL Enterable. Pay Type: N. Tax Type: [dropdown].  Title IV.  Institutional Charges.  Exclude Invoice Print.  Payment History. Defaults: Amount: [input], Term: [dropdown], Effective Date: [calendar].
- Detail Code: TBR2** In-State Block Rt Bank Hrs Adj. Type: C. Category: TUI. Grant Type: [dropdown]. Priority: 999.  Term Based.  Aid Year Based.  Like Term.  Like Aid Year.  Like Period.  GL Enterable. Pay Type: N. Tax Type: [dropdown].  Title IV.  Institutional Charges.  Exclude Invoice Print.  Payment History. Defaults: Amount: [input], Term: [dropdown], Effective Date: [calendar].
- Detail Code: TCN1** CHS Biomed NR GR Tuition. Type: C. Category: TUI. Grant Type: [dropdown]. Priority: 999.  Term Based.  Aid Year Based.  Like Term.  Like Aid Year.  Like Period.  GL Enterable. Pay Type: N. Tax Type: [dropdown].  Title IV.  Institutional Charges.  Exclude Invoice Print.  Payment History. Defaults: Amount: [input], Term: [dropdown], Effective Date: [calendar].

**Type** tells you whether a detail code is a charge or payment.

**Category** is a three-digit numeric code assigned to a detail code which enables reporting by grouping like charges or payments together; each department is assigned a category code.

- The front page feeds from **TBBDETC**
- The first block of the second page feeds from **TBBEACT**
- The last block, **Finance Interface Information**, feeds from **TBRACCT**

GL BANNER Interface TSADETC 8.4.3 (PPRD) (OSU)::OSU

Detail Code:  In-State Block Rate  Term-based Total Percent:   
 Effective Date:  Next Change Date:   Aid Year-based

### General Ledger Interface to BANNER Finance

	Account	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Rule	Rule	Rule
										Class 1	Class 2	Class 3
Designator:	CF	1		102000	100419	120000	0000	3130		CH1	CD1	CL1
Percent:	84.94816	1		102032	100280	500035	0000	1020		CH1	CD1	CL1
Designator:	CF	1		102000	100419	120000	0000	3130		CH1	CD1	CL1
Percent:	.62209	1		102130	100280	500134	0000	1100		CH1	CD1	CL1
Designator:	CF	1		880451	100102	120000	0000			CH1	CD1	CL1
Percent:	.42903	1		880451	100102	514180	0000			CH1	CD1	CL1



## TSADETL – Student Account Detail

### TSADETL

Different AR forms provide a unique presentation of account activity. **TSADETL** provides for every individual AR transaction snapshot of information.

**Three information tabs on TSADETL. Charges/Payments, Deposits, and Memos** (memos are promises of payment not yet received per the payment option plan). To view any of these simply click the corresponding tab located on the upper left side of the form.

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
-60.56	91.66	91.66	.00	.00	0	N

Click the **Text icon** located at the bottom of the Detail Code Column to view Parent Plus loan name and address information. This opens the additional text screen to view.

Student Account Detail TSADETL 8.5 (TEST) (OSU)

ID:

User:

Charges/Payments   Deposits   Memos

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**Detail Code:**

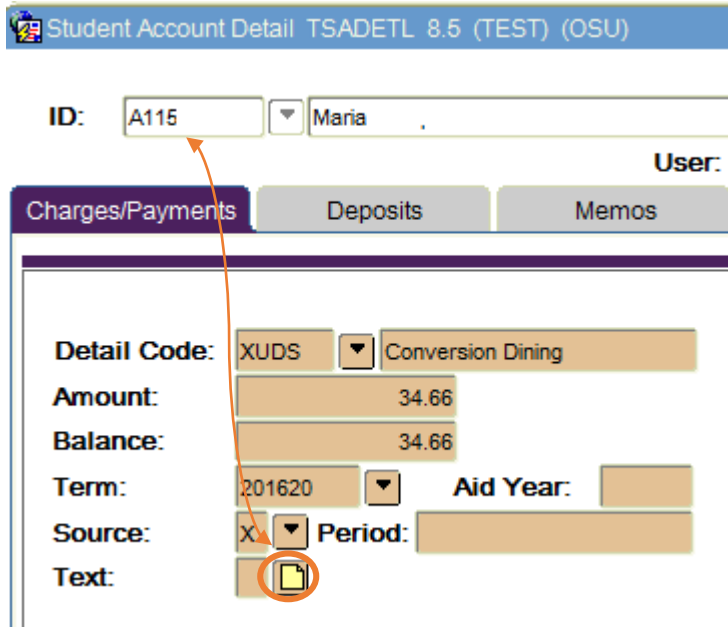
**Amount:**

**Balance:**

**Term:**

**Source:**

**Text:**





# TSAACCT – Delinquency Codes and Aging

## TSAACCT

TSAACCT is used to review and maintain information about a specified account. Account aspects displayed include account status, account balances, exemptions (under options), 3<sup>rd</sup> party contract (under options), bill codes and collection agency assignments (under options). **A bill code prevents an account from being billed.**

Account Review Form - Student TSAACCT 8.4.3 (TEST) (OSU)

ID: A117 Beau

**Account Status**

NSF Counter: 0  
 Refund Account

**Bill Code:** CA External Collection Agency  
**Delinquency:** C1 1st Collection Agency Placed

**Account Balance**

Effective Date Aging		Billing Date Aging	
Future:		Unbilled:	
0-30:	22,794.05	0-30:	22,794.05
31-60:		31-60:	
61-90:		61-90:	
91+:		91+:	

**Account Balance** 22,794.05

**Deposit Balance**

Current Due:	
+ Past Due:	22,794.05
- Unapplied Credit:	
Balance Due:	22,794.05
+ Memo Balance:	.00
Amount Due:	22,794.05
+ Future Due:	
Net Balance:	22,794.05



# TSAAREV – Account Detail Review

## TSAAREV

TSAAREV form is used review transactions and payment information about an account. The balance of the account and the current amount due are calculated on the last line of this form. This form presents an online view of each transaction. For more detail on a transaction, the TSADETL form should be used.

You can query on any field. **Note: Query Balance is the calculated amount on the scroll bar; scroll all the way to the end to retrieve the account balance amount.**

Accounts with holds will have a Y indicator

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
XUDS	Conversion Dining	201620	34.66		34.66	X	01-MAY-2016
XPMT	Conversion Payments	201620		95.22	-95.22	X	01-MAY-2016
XMGU	Conversion Misc General Univ	201620	22.45		22.45	X	01-MAY-2016
XAUX	Conversion Misc Charges	201620	129.77		129.77	X	01-MAY-2016

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
91.66	91.66	91.66	.00	.00	0	N



# TSIAPPL – Application of Payment Review

## TSIAPPL

TSIAPPL shows the Application of Payment review. You are able to see which payment was applied to specific charges. If a refund check was issued it will show you the amount of each element included in the refund.

The detail code will list the payment and refund code if a refund has been issued and what's included in the refund amount.

The screenshot shows the TSIAPPL software interface. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu is a toolbar with various icons. The main window title is "Application of Payment Review Form - Student TSIAPPL 8.4.0.1 (TEST) (OSU)".

On the left, there are input fields for "ID:" (A11) and "Name:" (Maria). On the right, there are "Display Options:" with radio buttons for "Current" (selected), "Not Archived", and "All".

The main area contains a form with two sections. The top section has a table with the following columns: Detail Code, Trans Number, Description, Term, Aid Year, Period, Effective Date, and Transaction Date. Below the table are several input fields: Payment: [ ], Charge: [ ], User: [ ], Feed: [ ], Feed Doc Num: [ ], Re-apply: [ ], Invoice Paid: [ ], Amount: [ ] (highlighted with an orange box). There are also checkboxes for Archived, Direct Pay, and Direct Pay Type.

The bottom section is a duplicate of the top section but with empty input fields.

**NOTE:** To find which payment was applied to a charge that shows 00 in the balance column, click Query and then type the charge detail code in the Charge field. F8 to execute the query. The result will show the payment that was applied.





# TSIQACT – Account Inquiry by Term (charges, credits, and FA memos)

## TSIQACT

TSIQACT form is used to review the transactions on a student’s account by **term**. Transactions are displayed as current term, this will NOT provide an account balance total; this is only term based information.

This form is dependent upon existing student account transactions on the following form:

- TSADETL**      Student Account Detail Form
- TSAAREV**    Account Detail Review Form

### Key Block Term Information

File Edit Options Block Item Record Query Tools Help

Student Payment Detail Query TSIQACT 8.2 (TEST) (OSU)

ID: A115 Maria

Term: 201620

Current Term Charges							
Detail Code	Description	Term	Amount	Balance	Transaction Number	Source	Effective Date
XUDS	Conversion Dining	201620	34.66	34.66	4	X	01-MAY-2016
XMGU	Conversion Misc General Univ	201620	22.45	22.45	2	X	01-MAY-2016
XAUX	Conversion Misc Charges	201620	129.77	129.77	1	X	01-MAY-2016

Current Term Credits								
Detail Code	Description	Term	Aid Year	Amount	Balance	Transaction Number	Source	Effective Date
XPMT	Conversion Payments	201620		95.22	-95.22	3	X	01-MAY-2016

Memo Items							
Detail Code	Description	Term	Aid Year	Amount	Transaction Number	Source	Effective Date

Current Charges	Current Credits	Memo Items	Current Term Authorized Aid
186.88	95.22	.00	.00

Scrollbar is activated. More Data Available



# TUIADDR – Address List

## TUIADDR

TUIADDR stores address information. Any active and current address always sorts to the top of the list. An address is considered active based on two criteria: the **Inactive Address** box is unchecked or the **To Date** field is blank or has a date which has not yet arrived. Person ID's (accounts) are only allowed one active address record for a given **Address Type**. A Non-person record can have multiple address records of the same address type.

When an address change occurs, the current record is NOT over-written but date ended and a new record with the new address is started. This allows tracking address history. Students and Employees are able to change their address via Student Self-Service. The telephone number is associated with the address if applicable.

The screenshot shows the TUIADDR software interface. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Address List TUIADDR 8.4.3 (TEST) (OSU)'. The interface displays the following information:

- ID:** A115 (dropdown) Maria (text field)
- Address Type:** MA (dropdown) Mailing (dropdown)
- Sequence Number:** 2 (text field)
- From Date:** 18-NOV-2014 (calendar icon)
- To Date:** (calendar icon) - This field is highlighted with an orange box.
- Inactivate Address:**  - This checkbox is highlighted with an orange box.
- Source:** (dropdown)
- Delivery Point:** (checkbox)
- Correction Digit:** (checkbox)
- Carrier Route:** (text field)
- Street Line 1:** 1318 County Road
- Street Line 2:** (text field)
- Street Line 3:** (text field)
- City:** Eureka Springs
- State or Province:** AR (dropdown) Arkansas
- ZIP or Postal Code:** 72632 (dropdown)
- County:** (dropdown)
- Nation:** (dropdown)
- Telephone Type:** MA (dropdown) Mailing/Home
- Country Code:** (text field)
- Area Code:** (text field)
- Phone Number:** (text field)
- Extension:** (text field) (dropdown)
- Last Update:**
  - User:** CONVERSION
  - Activity Date:** 07-OCT-2015