

Banner Accounts Receivable Training



Accounts Receivable Training Topics

1. WSU Non-Student Accounts Receivable Policy & Guidelines
2. Banner Accounts Receivable Terminology and Facts
3. Accounts Receivable Pages
4. Frequently Used Banner Pages
5. Creating an Invoice (Accounts Receivable Transaction)
6. Frequently Asked Questions
7. Questions



Topic 1: WSU Non-Student Accounts Receivable Policy & Guidelines

- Banner A/R is WSU's only billing system
- Issuing Departments are responsible for A/R Monitoring and Management
- General Accounting will work with the Delinquent Invoices
 - > 6 months: sent to Collections (25% fee-charged to departments)
 - 1 year +: Bad Debt charged to Issuing Departments
 - 2 years +: Write-off

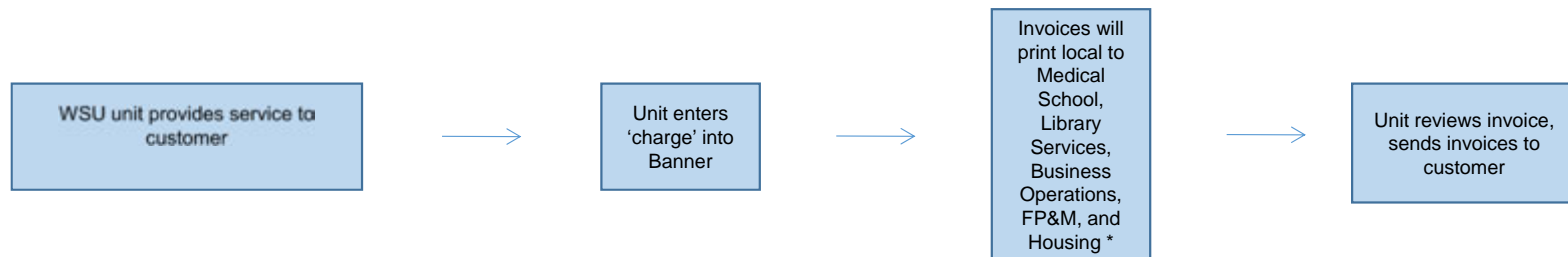


Topic 2: Banner Accounts Receivable Terminology and Facts

- Invoicing performed nightly
- Application of payment process runs nightly
- Negative charges used as adjustment mechanism
- Payments applied to invoice
- Each user will have access to only their assigned category codes and respective detail codes.



Accounts Receivable Process:



* Some invoices print in General Accounting which are forwarded to originating unit.

Topic 3: WSU Accounts Receivable Forms

Internet path to these forms: Start by searching Fiscal Operations >> Accounting & Financial Services >> General Accounting >> Request Forms



Welcome - **Fiscal Operations** - Wayne State University

<https://fisops.wayne.edu/>



Jun 3, 2015 ... **Fiscal Operations** is responsible for the management, safeguarding and investment of the assets of the University, disbursement of cash, ...

Fiscal Operations

Office of the Associate VP &
Controller

Office of University Bursar

Disbursements

Accounting & Financial Services

Accounting & Financial Services

About Us

Cost Accounting

General Accounting

General Accounting

Training

Forms



BANNER 9
acceleration

The following forms are available from the website:

Detail Code Request Form:

The detail code is a unique 4-digit identifier with an associated description that represents a specific Banner fund, organization, program and account where the transaction will post.

Customer Request Form

Invoice Request Form:

An invoice is a document issued to customers to formally request payment for obligations resulting from WSU goods or services provided on credit. Issuance of an invoice informs the customer that their account must be settled within WSU's payment terms.

Recurring Invoice Request Form

Detail Code Request Form:

Requesting new Detail Codes created by Accounting

WAYNE STATE UNIVERSITY	
BANNER ACCOUNTS RECEIVABLE DETAIL CODE REQUEST FORM	
Date: _____	
Detail Code Description: _____ (Limit 30 Characters)	
Index (to be Credited): _____	
Fund: _____	Org: _____ Prog: _____
Account Code (Revenue): _____	
Description of services to be billed: _____	

Contact # (printed on invoice): () _____	
Category Code (if existing): _____	
Printer Location: <input type="checkbox"/> Library <input type="checkbox"/> School of Medicine <input type="checkbox"/> Accounting <input type="checkbox"/> SPA <input type="checkbox"/> FP&M <input type="checkbox"/> Housing	
Requested by: _____	
Department: _____	Ext: _____
Email Address: _____	Fax: _____
Submit to: General Accounting 4602 AAB	

For Accounting Use Only

Detail Code No. _____
Category Code: _____
A/R Detail Code Request

Input by: _____ Date: _____



BANNER 9
UNIVERSITY

Customer Request Form:

For adding or modifying customers/addresses in the Banner System

WAYNE STATE UNIVERSITY	
BANNER ACCOUNTS RECEIVABLE CUSTOMER REQUEST FORM	
Date: _____	
Check one:	
<input type="checkbox"/> New Customer	
<input type="checkbox"/> Customer Modification:	
Banner ID: _____	
SSN or Federal Tax No: _____	
Company Name: _____	
Individual Name: _____	
(Last Name) (First Name) (M.I.)	
Street: _____	

City: _____	
State: _____ Zip: _____	
Telephone: _____	
Requested by: _____	
Department: _____ Ext: _____	
Email Address: _____	
Submit to: General Accounting 4602 AAB	

For Accounting Use Only

Customer ID No. _____

Input by: _____ Date: _____

A/R Customer Request



BANNER 9
UNIVERSITY


When needing an invoice or credit processed

When needing an invoice or credit processed

For Accounting Use Only

Recurring Invoice Request Form:

For recurring invoices (same dollar amount
each month)

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div> WAYNE STATE UNIVERSITY </div> </div>	
BANNER RECURRING RECEIVABLE REQUEST FORM	
Date: _____	
Recurring Detail Code Description: _____ <small>(Limit 30 Characters)</small>	
Index (to be Credited): _____ <div style="display: flex; justify-content: space-between;"> Fund: _____ Orgn: _____ Prog: _____ </div>	
Account Code (Revenue): _____	
Recurring Detail Code: <u>XR</u> Modify description? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: _____	
Description of Recurring Invoice: _____ _____ _____ _____	
If you have questions regarding this invoice, call (313) _____ - _____.	
Requested by: _____ Ext: _____ Department: _____ Fax: _____ Email Address: _____	
Submit to: General Accounting 4602 AAB	

For Accounting Use Only

Detail Code No. _____	Input by: _____ Date: _____
Rules Code No. _____	Input by: _____ Date: _____

A/R Recurring Receivable Request

Topic 4: Frequently Used Banner Pages:

Finance Accounts Receivable Banner Pages of Interest:



TFADETL:

Customer inquiry and data entry functionality

Step	Action
1	Use this screen to enter the customer ID number
2	Press the GO button

Wayne State University

Malewich, Carol Ann

Sign Out

?

Account Detail Review Form - Finance TFIAREV 9.3 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

1

Ms. Carol Ann Malewich

2

Go

Hold:

User: AJ1319

Get Started: Fill out the fields above and press Go.

ID: 004698318 Corvias Credit Limit: User: AJ1319 Holds:

Start Over

Charges/Payments Deposits Memos

CHARGES/PAYMENTS
 Insert
 Delete
 Copy
 More Information
 Filter

Receipt Details
 Additional Text

Detail Code *	Detail Code Description *	Address Type *	Sequence *	Units	Rate	Amount *	Balance	Source *	Pay Num	Doc Num	Trans Paid	Trans Num	Receipt	Text
XPAY	Banner A/R Payment					27,203.57	0.00	5				4	2342854	
XPAY	Banner A/R Payment					603.66	0.00	5				3	2340342	
XC71	Corvias Employee Parking	UR		1		603.66	0.00	T				2		Y
XDKT	Corvias Property Insurance	UR		1		27,203.57	0.00	T				1		

1 of 1
10 Per Page

Record 1 of 4

Dates/Invoice Feed/Cashier Cross Ref

Effective * 03/05/2018

Statement

Transaction * 03/05/2018

Entry 03/05/2018

Bill

Invoice Number

Due

Invoice Paid S0683362

BALANCE DETAILS Insert Delete Copy Filter

Query Balance 0.00

Memo Balance 0.00

Account Balance 0.00

NSF 0

Amount Due 0.00

Receipt? N

TFIAREV:

Customer inquiry, includes invoice data (Similar to TSAAREV –Student A/R Information)

Step	Action
1	Use this screen to enter the customer ID number
2	Press the GO button

Wayne State University

Malewich, Carol AnnSign Out?

Account Detail Review Form - Finance TFIAREV 9.3 (PROD)

ADDRETRIEVERELATEDTOOLS

ID: Ms. Carol Ann Malewich

Holds:

User: AJ1319

Go

Get Started: Fill out the fields above and press Go.

✕
Account Detail Review Form - Finance TFIAREV 9.3 (PROD)

+ ADD
📄 RETRIEVE
📄 RELATED
⚙️ TOOLS

ID: 004698318
Corvias
Holds:
Credit Limit:
User: AJ1319

Start Over

ACCOUNT DETAIL

+ Insert
- Delete
📄 Copy
📄 More Information
🔍 Filter

Detail Code	Description	Transaction Number	Document	Invoice	Charge or Payment	Amount	Balance	Bill Date	Source Code	User ID
<u>XC71</u>	Corvias Employee Parking	5		S0685977	C	706.08	706.08	03/12/2018	T	AB0316
XPAY	Banner A/R Payment	4			P	27,203.57	0.00		5	1HARRIS
XPAY	Banner A/R Payment	3			P	603.66	0.00		5	1NARDO
XC71	Corvias Employee Parking	2		S0684837	C	603.66	0.00	02/07/2018	T	AB0316
XDKT	Corvus Property Insurance	1		S0683362	C	27,203.57	0.00	12/21/2017	T	AB5920

⏪
⏩
1 of 1
10 Per Page
Record 1 of 5

BALANCE DETAIL

+ Insert
- Delete
📄 Copy
🔍 Filter

Query Balance	<input type="text" value="706.08"/>	Memo Balance	<input type="text" value="0.00"/>
Account Balance	<input type="text" value="706.08"/>	NSF	<input type="text" value="0"/>
Amount Due	<input type="text" value="706.08"/>		



TFAACCT:

Customer Inquiry, Primary data – Aging information

Step	Action
1	Use this screen to enter the customer ID number
2	Press the GO button



ID: 003405248 University Physician Group

Start Over

ACCOUNT STATUS

Insert Delete Copy Filter

NSF Counter 0

Refund Account

Bill Code ...

Delinquency ...

ACCOUNT BALANCE

Insert Delete Copy Filter

Current Due		Past Due		Unapplied Credit		Balance Due		Memo Balance		Amount Due		Future Due		Net Balance
1933802.94	+	8,875,135.06	-		=	10,808,938.00	+	0.00	=	10,808,938.00	+		=	10,808,938.00

Effective Date Aging

Future	0-30	31-60	61-90	91+
	1,933,802.94	1,243,892.37	1,296,094.10	6,335,148.59

Billing Date Aging

Unbill	0-30	31-60	61-90	91+
	1,933,802.94	1,243,892.37	1,296,094.10	6,335,148.59

Account Balance 10,808,938.00

Deposit Balance



FOAIDEN:

People and Company address/telephone information

Step	Action
1	Use this screen to enter the customer ID number
2	Press the GO button





FOIIDEN: People search

Step	Action
1	Use this screen to enter the last name (case sensitive)
2	Press the GO button

×

Finance Person Search FOIIDEN 9.0 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

1

PERSON SEARCH

InsertDeleteCopyFilter

Basic FilterAdvanced Filter

IDLast NameFirst NameMiddle NameChange TypeAdd Another Field ...

Malewicz

1

2

Clear AllGo

ID	Last Name	First Name	Middle Name	Change Type	Birthdate	Name Type
----	-----------	------------	-------------	-------------	-----------	-----------

2

Wayne State University

Malewich, Carol Ann

Sign Out

?

X

Finance Person Search FOIIDEN 9.0 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

PERSON SEARCH

InsertDeleteCopyMore InformationFilter

Filter Again

ID	Last Name	First Name	Middle Name	Change Type	Birthdate	Name Type
003399722	Malewich	Carol	Ann		12/18/1958	
AJ1319	Malewich	Carol	Ann	I	12/18/1958	

1 of 1

10 Per Page

Record 1 of 2

FOICOMP: Company search

Step	Action
1	Use this screen to enter the name
2	Press the GO button

X Finance Non-Person Search FOICOMP 9.0 (PROD)
ADD RETRIEVE RELATED TOOLS 1

NON-PERSON SEARCH
Insert Delete Copy More Information Filter

Basic Filter Advanced Filter

1
ID

Name
fedex

Change Type

Name Type

Activity Date

2

Clear All Go



X

Finance Non-Person Search FOICOMP 9.0 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

NON-PERSON SEARCH

Insert

Delete

Copy

More Information

Filter

Active filters:

Name: fedex

Clear All

Filter Again

ID	Name	Change Type	Name Type
003571184	FedEx		

1 of 1

10 Per Page

Record 1 of 1



TFADETC: Inquiry information, Primary Detail Code information

Each detail code is unique for each billable service. Detail Codes contain the FOAPAL information necessary to record revenue and the receivable. Finance Accounts Receivable detail codes begin with 'X' to differentiate those used by Student Accounts Receivable. Use this screen to search a detail code.

X Detail Code Control Form - Finance TFADETC 9.3.5 (PROD)														1
DETAIL CODE CONTROL FORM - FINANCE														
Detail Code *	Detail Code Description *	Type *	Category *	Grant Type	Priority *	Refund Code	Direct Deposit	Refundable	Receipt	Payment History	GL Enterable *	Active	Pay Type *	Tax
001I	Interest Write Off	P	WOF		198		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	
001W	Loan Write Off	P	WOF		197		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	
002I	Interest Write Off	P	WOF		198		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	
002W	Loan Write Off	P	WOF		197		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	
003I	Interest Write Off	P	WOF		198		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	
003W	Loan Write Off	P	WOF		197		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	



TFADETC: Inquiry information, Primary Detail Code information

Step	Action
1	Click on the Filter icon
2	Input the detail code you are investigating
3	Press the Go button

X
Detail Code Control Form - Finance TFADETC 9.3.5 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
1

DETAIL CODE CONTROL FORM - FINANCE
Insert
Delete
Copy
Filter

Basic Filter
Advanced Filter

Detail Code

2

XC05

Detail Code Description

Type

Category

Grant Type

Add Another Field ...

3

Clear All
Go



X
Detail Code Control Form - Finance TFADETC 9.3.5 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

DETAIL CODE CONTROL FORM - FINANCE
Insert
Delete
Copy
Filter

Active filters:
Detail Code: XC05
Clear All
Filter Again

Detail Code *	Detail Code Description *	Type *	Category *	Grant Type	Priority *	Refund Code	Direct Deposit	Refundable	Receipt	Payment History	GL Enterable *	Active	Pay Type *	Tax
XC05	Mortuary Operation	C	XMO		209		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	

1 of 1
10 Per Page
Record 1 of 1



TGIACCD: Inquiry information


Step	Action
	Fields that can be searched using this screen: ID number, name, detail code, amount, balance
1	Use Add another Field for transaction number and transaction number paid(when ID number added), feed document, invoice number, and invoice number paid
2	Can be exported to excel. Use Tools to export.
3	Press the Go button.





The screenshot shows the 'Account Detail Query TGIACCD 9.3 (PROD)' window. At the top right, there are buttons for 'ADD', 'RETRIEVE', 'TOOLS' (circled with a red '2'), and a tab labeled '1'. Below the title bar, the 'ACCOUNT DETAIL QUERY' section has 'Basic Filter' and 'Advanced Filter' tabs. The main area contains five input fields: 'ID', 'Name', 'Detail Code', 'Amount', and 'Balance', each with a dropdown arrow. To the right of these fields is a button labeled 'Add Another Field ...' (circled with a red '1'). At the bottom right, there are 'Clear All' and 'Go' buttons (circled with a red '3').




TFIAPPL: Application of Payment Review Form

Step	Action
	This screen enables user to search customer invoice payment application.
1	Enter the customer ID number
2	Press the Go button

 Application of Payment Review Form - Finance TFIAPPL 9.3.5.1 (PROD)

 ADD  RETRIEVE  RELATED  TOOLS

1

ID:  Preservation Wayne

Display Options: ☒ Current ☐ Not Archived ☐ All

2

Go



TFIAPPL: Application of Payment Review Form

X
Application of Payment Review Form - Finance TFIAPPL 9.3.5.1 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

ID: 003388303 Preservation Wayne Display Options:
☒ Current
☐ Not Archived
☐ All
Start Over

APPLICATION OF PAYMENT REVIEW
Insert
Delete
Copy
Filter

	Detail Code	Trans Number	Description	Effective Date	Transaction Date
Payment	XPAY	702	Banner A/R Payment	07/16/2018	07/16/2018
Charge	XCUH	701	Preservation Wayne	07/10/2018	07/10/2018

Amount	31.87	Feed	F	Direct Pay	Y
Apply Date	07/17/2018	Feed Doc Num	F0579315	Direct Pay Type	I
Re-apply		Feed Date	07/17/2018	Archived	
User	WSUSTU	Invoice Paid	S0690759	Archive Date	

1 of 400
1 Per Page
Record 1 of 400



TFIAPPL: Application of Payment Review Form

Step	Action
	To search how an invoice was paid
1	Click on Filter
2	Click on Add Another Field
3	Pick Invoice paid and input the invoice number being investigated
4	Press the Go button

✕

Application of Payment Review Form - Finance TFIAPPL 9.3.5.1 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

1

ID: 003388303 Preservation Wayne Display Options: ☒ Current ☐ Not Archived ☐ All

APPLICATION OF PAYMENT REVIEW

Insert

Display

Start Over

Filter

Basic Filter

Advanced Filter

Payment Detail Code

Payment Trans Number

Payment Description

Payment Effective Date

Payment Transaction Date

Invoice Paid

Add Another Field ...

S0690759

Clear All

Go

TFIAPPL: Application of Payment Review Form

X
Application of Payment Review Form - Finance TFIAPPL 9.3.5.1 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

ID: 003388303 Preservation Wayne
Display Options:
☒ Current
☐ Not Archived
☐ All
Start Over

APPLICATION OF PAYMENT REVIEW
Insert
Delete
Copy
Filter

Active filters:
Invoice Paid: S0690759
Clear All
Filter Again

	Detail Code	Trans Number	Description	Effective Date	Transaction Date
Payment	XPAY	702	Banner A/R Payment	07/16/2018	07/16/2018
Charge	XCUH	701	Preservation Wayne	07/10/2018	07/10/2018

Amount	31.87	Feed	F	Direct Pay	Y
Apply Date	07/17/2018	Feed Doc Num	F0579315	Direct Pay Type	I
Re-apply		Feed Date	07/17/2018	Archived	
User	WSUSTU	Invoice Paid	S0690759	Archive Date	

1 of 1
1 Per Page
Record 1 of 1

Topic 5: Creating an invoice (Accounts Receivable Transaction):

The TFADETL screen is used to enter transactions into Banner. First screen seen when entering into TFADETL. Just need to click on the X on the top left side of the screen.

1

X Account Printer Selection TOADEST 9.3 (PROD) ADD RETRIEVE RELATED TOOLS

PRINTER DESTINATIONS

Invoices [dropdown] ... Student Summary [dropdown] ...

Receipts [dropdown] ...

Insert Delete Copy Filter

Topic 5: Creating an invoice (Accounts Receivable Transaction):

Step	Action
1	Enter the customer ID number
2	Press the Go button

X

Account Detail TFADETL 9.3.6.1 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

1

ID: 003388303

...

Preservation Wayne

Credit Limit:

2

Go

User: AJ1319

Holds:

...

Account Detail TFADET.L 9.3.6.1 (PROD)

ADD
RETRIEVE
RELATED
TOOLS

ID: 003388303
Preservation Wayne
Credit Limit:
User: AJ1319
Holds:

Start Over

Charges/Payments
Deposits
Memos

CHARGE S/PAYMENTS

Insert
Delete
Copy
More Information
Filter

Receipt Details
Additional Text

Detail Code *	Detail Code Description *	Address Type *	Sequence *	Units	Rate	Amount *	Balance	Source *	Pay Num	Doc Num	Trans Paid	Trans Num	Receipt	Text
XCUH	Preservation Wayne	MA	2			31.87	31.87	T				703		Y
XPAY	Banner A/R Payment					31.87	0.00	5				702	2390139	
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				701		Y
XPAY	Banner A/R Payment					31.87	0.00	5				700	2385552	
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				699		Y
XPAY	Banner A/R Payment					760.00	0.00	5				698	2379443	
XR37	Preservation Wayne XR37	MA	2			760.00	0.00	G				697		
XPAY	Banner A/R Payment					31.87	0.00	5				696	2371441	
XPAY	Banner A/R Payment					760.00	0.00	5				695	2369266	
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				694		Y

1 of 71
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Record 1 of 703

Dates/Invoice
Feed/Cashier
Cross Ref

Effective *
08/14/2018
Transaction *
08/14/2018
Bill
Due

Statement
Entry
08/14/2018
Invoice Number
Invoice Paid

BALANCE DETAILS

Insert
Delete
Copy
Filter

Query Balance	2,260.59	Memo Balance	0.00
Account Balance	2,260.59	NSF	0
Amount Due	2,260.59	Receipt?	N

SAVE



Topic 5: Creating an invoice (Accounts Receivable Transaction):

Step	Action
1	Click on insert to get an open line
2	Enter the detail code, tab to the address type and enter the type and sequence. Press tab 3 times to move to the amount field. Enter the amount to be charged.
3	Save the data by clicking the save button on the bottom of the screen.
	After saving the entry you will see a green box stating: Saved successfully (1 rows saved). Banner will assign a transaction number that is the next in the sequence for the customer
4	After saving you can enter the text for the invoice. Click on tools, and choose Create Additional Text.
5	Enter text to appear on the face of the customer invoice. Each line will hold 60 characters. Use the down arrow on your keyboard to get additional lines.
6	Click on Save at the bottom of the page and you will get the green success box.
7	Click on the X at the top of the screen to return to the TFADETL screen
8	After returning to the main TFADETL form, note that a 'Y' will appear in the indicator for text.

Account Detail TFADETL 9.3.6.1 (PROD) ADD RETRIEVE RELATED TOOLS

ID: 003388303 Preservation Wayne Credit Limit: User: AJ1319 Holds: Start Over

Charges/Payments Deposits Memos

CHARGE/PAYMENTS Insert Delete Copy More Information

Receipt Details Additional Text

Detail Code *	Detail Code Description *	Address Type *	Sequence *	Units	Rate	Amount *	Balance	Source *	Pay Num	Doc Num	Trans Paid	Trans Num	Receipt	Text
XCUH	Preservation Wayne	MA	2			31.87	31.87	T				703		Y
XPAY	Banner A/R Payment					31.87	0.00	5				702	2390139	
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				701		Y
XPAY	Banner A/R Payment					31.87	0.00	5				700	2385552	
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				699		Y
XPAY	Banner A/R Payment					760.00	0.00	5				698	2379443	
XR37	Preservation Wayne XR37	MA	2			760.00	0.00	G				697		
XPAY	Banner A/R Payment					31.87	0.00	5				696	2371441	
XPAY	Banner A/R Payment					760.00	0.00	5				695	2369266	
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				694		Y

1 of 71 10 Per Page Record 2 of 704

Dates/Invoice Feed/Cashier Cross Ref

Effective * Statement

Transaction * Entry

Bill Invoice Number

Due Invoice Paid

BALANCE DETAILS Insert Delete Copy Filter

Query Balance	<input type="text" value="2,260.59"/>	Memo Balance	<input type="text" value="0.00"/>
Account Balance	<input type="text" value="2,260.59"/>	NSF	<input type="text" value="0"/>
Amount Due	<input type="text" value="2,260.59"/>	Receipt?	<input type="text" value="N"/>

SAVE

4

7

Account Detail TFADETL 9.3.6.1 (PROD)

ADDRETRIEVERELATEDTOOLS

ID: 003388303 Preservation Wayne Credit Limit: User: AJ1319 Holds:

Start Over

ADDITIONAL TEXT CONTROL

InsertDeleteCopyFilter

Detail CodeXPAYBanner A/R PaymentTransaction Number702

ADDITIONAL TEXT

InsertDeleteCopyFilter

Return

Additional Text

1 of 1

10 Per Page

Record 1 of 1

SAVE

6



Account Detail TFADETL 9.3.6.1 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

ID: 003388303 Preservation Wayne Credit Limit: User: AJ1319 Holds:
Start Over

Charges/Payments Deposits Memos

CHARGE/PAYMENTS
Insert
Delete
Copy
More Information
Filter

Receipt Details
Additional Text

Detail Code *	Detail Code Description *	Address Type *	Sequence *	Units	Rate	Amount *	Balance	Source *	Pay Num	Doc Num	Trans Paid	Trans Num	Text
XCUH	Preservation Wayne	MA	2			31.87	31.87	T				70	Y
XPAY	Banner A/R Payment					31.87	0.00	S				702	139
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				701	Y
XPAY	Banner A/R Payment					31.87	0.00	S				700	2385552
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				699	Y
XPAY	Banner A/R Payment					760.00	0.00	S				698	2379443
XR37	Preservation Wayne XR37	MA	2			760.00	0.00	G				697	
XPAY	Banner A/R Payment					31.87	0.00	S				696	2371441
XPAY	Banner A/R Payment					760.00	0.00	S				695	2369266
XCUH	Preservation Wayne	MA	2			31.87	0.00	T				694	Y

1 of 71
10 Per Page
Record 1 of 703

Dates/Invoice
Feed/Cashier
Cross Ref

Effective * 08/14/2018
Transaction * 08/14/2018
Bill
Due

Statement
Entry 08/14/2018
Invoice Number
Invoice Paid

BALANCE DETAILS
Insert
Delete
Copy
Filter

Query Balance	2,260.59	Memo Balance	0.00
Account Balance	2,260.59	NSF	0
Amount Due	2,260.59	Receipt?	N

SAVE

TGARRAS: Recurring invoices

These is for rent type invoices, or any with a contract that will be doing a consistent amount for a period of time.

Step	Action
1	Enter the customer ID number
2	Click on the Go button
3	Enter the Detail Code, Amount, Address Type and Sequence, the start and end dates, along with the frequency (usually monthly)
4	Click on the save button to get the green success box.

X

Recurring Receivables Assignment TGARRAS 9.3 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

1

ID:

...

Preservation Wayne

2

Go



×

Recurring Receivables Assignment TGARRAS 9.3 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

1

ID: 003388303 Preservation Wayne

Start Over

RECURRING CHARGES

InsertDeleteCopyFilter

Detail Code *	Amount *	Address Type *	Address Sequence *	Start Date *	End Date	Frequency *	Days	Next Assess Date

1 of 110 Per PageRecord 1 of 1

3

4



Topic 6: Frequently Asked Questions:

Why is payment not correctly applied?

- Incorrectly recorded as revenue vs. being applied against invoice
- Incorrectly applied against incorrect invoice

Can you correct a misapplied payment?

- Yes, send information to General Accounting to correct

Can you complete a wire payment?

- Yes, some information is included on bank statements that is applied
- Information can be sent by departments for General Accounting to apply

Questions:



CONGRATULATIONS!

Using the training materials you should now be able to:

- Find and review Finance Accounts Receivable information relevant to your unit.
- Locate and use Accounting forms for Invoice, New Customer, and Detail Code requests.
- Enter a Finance Accounts Receivable charge for invoicing in the Banner system.

Thank you for your time and effort!!