Chapter 5

General Accounts Receivable Forms

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<td>5-30</td>
</tr>
</tbody>
</table>
Overview

This chapter provides you with examples and descriptions for each form in the General module of the Accounts Receivable System.

Forms in this chapter flow in the order that they appear on the General Controls and Cashiering Menu (*TGENERAL). This menu contains the forms that maintain General accounts.

Forms that are used in automated clearing house processing flow in the order that they appear on the Banking and Currency Menu (*GENCURR).

Each form contains a description, instructions on how to use the form, essential field information, and a navigational guide.

For more detailed information on how to use these forms, refer to Chapter 3, *Finance Accounts Receivable Procedures*, and Chapter 4, *Student Accounts Receivable Procedures*.

Menu Navigation Table

<table>
<thead>
<tr>
<th>General Controls and Cashiering Menu (*TGENERAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access this menu from the Accounts Receivable Menu (*TACCTRECV).</td>
</tr>
</tbody>
</table>

TGAUPRF  User Profile Definition Form

Used to identify a user ID, indicate security for the user, and identify the user as a supervisor for cashiering purposes.

TGUIPRF  User Profile Query Form

Used to view all of the user IDs which have been established, to see if particular users are supervisors or have any restrictions.

TUIADDR  Address List Form

Used to display a list of all of the address information associated with a person, which is currently on the system.

TGACPRF  Customer Profile Definition Form

Used to identify a customer with an entity category for billing and reporting purposes, to set a credit limit for the customer’s account, and to provide default address information.
General Controls and Cashiering Menu (*TGENERAL) (continued)

TGACOLC  Collections Form
Tracks the accounts that were sent to collection agencies.

TGICOLC  Collections Query Form
Used to perform specific queries about persons assigned to a
collection agency.

TGARCPT  Receipt Form
Used to define recurring receivables for an account.

TGIRCPT  Receipt Query Form
Displays information about receipts and their associated
transactions.

TGIACCD  Account Detail Query Form
Used to query all records in the Account Charge/Payment Detail
Table (TBRACCD) without first specifying an ID.

TGACOMC  Comment Central Form
Displays all comments entered on forms in the Accounts
Receivable module in one queryable location.

TGARRAS  Recurring Receivables Assignment Form
Accesses the forms which define and maintain billing activity,
system controls, returned check processing, deposits, installment
plans billing messages, and bank codes, check processing, and
deposits.

TVAAUTH  “Authorization Maintenance Form (TVAAUTH)”
Enables user to associate authorization codes with a student, and
to maintain a student’s authorization records.

TVAMASS  “Mass Authorization Form (TVAMASS)”
Enables users to create authorizations for multiple students.

*TGENERALA  Accounts Receivable General Control Menu
Contains the control forms used within General Accounts
Receivable.
General Controls and Cashiering Menu (*TGENERAL)  (continued)

*TGENERALB   Accounts Receivable Cashiering Menu
   Contains the cashiering forms used within General Accounts Receivable.

Control Menu Navigation Table

<table>
<thead>
<tr>
<th>General Accounts Receivable Control Menu (*TGENERALA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access this menu from the General Accounts Receivable Menu (*TGENERAL).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TGACTRL   Accounts Receivable Billing Control Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishes the parameters for Accounts Receivable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TGAHOLD   Auto Holds Rules Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to define the rules that determine whether an account will be placed on hold, and to establish the relationship between a hold rule code and the type of hold placed on an account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TGARETC   Returned Check Code Control Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies a particular detail code(s) as a returned check, links it to any penalty fees, and increases the customer’s NSF flag count.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TGADEPC   Deposit Detail Control Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sets up all deposit types to deposit liability codes and links them to payment methods, i.e., cash, checks, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TGAMESG   Billing Message Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creates notices which can appear on bills for all customers, categories of customers, or a specific customer.</td>
</tr>
</tbody>
</table>
Cashiering Menu Navigation Table

General Accounts Receivable Cashiering Menu (*TGENERALB)
Access this menu from the General Accounts Receivable Menu (*TGENERAL).

TGACREV  Cashier Session Review Form
Reviews cashier (i.e., anyone posting charges/payments) activity. It is used for cashier checkout and balancing, as well as supervisor audit.

TGACSPV  Cashier Supervisory Form
Inventory of all cashier sessions grouped by status as active or pre-closed, finalized, and reported. Session open and close dates and times are indicated.

Automated Clearing House Menu Navigation Table

Banking and Currency Menu (*GENCURR)
Access this menu from the System Functions/Administration Menu (*GENSYS).

GXRBNK   Bank Code Rule Form
Enables you to create bank code records for your institution’s bank accounts.

GXIBANK  Bank Code Query Form
Retains and displays historical information for the bank code record.

GXADIRD  Direct Deposit Recipient Form
Used to identify the recipient, or the entity that will be receiving payments via direct deposit.

Forms Information

This section contains information about the forms used in General Accounts Receivable.
Accounts Receivable Distribution Initialization Form (TOADEST)

The Accounts Receivable Distribution Initialization Form is used to enter a printer identification for the user who signed on to the system. A printer identification may be entered for receipts and for invoices. The printer ID entered here is also entered as a parameter in the Receipt process (TGRRCPT), the Invoice process (TSRCBIL and TFRBILL), and the Student Transaction Summary Report (TSRSSUM), which only selects the user ID requests to be processed. After the printer ID is entered, perform an Exit function to continue.

The online requests for receipts (Account Receipt Report [TGRRCPT]) and invoices (Student/Invoice Billing Statement [TSRCBIL] and Invoice/Statement Report [TFRBILL]) require a printer identification if each user is printing at a different printer.

The Receipts field may also be used for the printing of Miscellaneous Receipts (TGRMISC).

This form will automatically display at the beginning of each Accounts Receivable session.

User Profile Definition Form (TGAUPRF)

The User Profile Definition Form identifies a user ID, indicates security for the user, identifies the user as a supervisor for cashiering purposes, and assigns the cashier to a supervisor. Security restrictions are established on this form by use of the Detail Category Code Validation Form (TTVDCAT). A user can be restricted within a category code to charges, payments or both. The Accounts Receivable module treats reversed (negative) charges as payments and reversed (negative) payments as charges. Therefore, security should be set up with this condition in mind. Security may also be established to restrict a user to any charge or any payment, regardless of category code. Each detail code is identified to a category code.

Restrictions must be established on this form and enforced globally on the Accounts Receivable Billing Control Form (TGACTRL) in order to enforce restrictions on the following forms:

- **TFADETL** Account Detail Form
- **TFAMDET** Billing Mass Entry Detail Form
- **TSADETL** Student Account Detail Form
- **TSASPAY** Student Payment Form
- **TSAAREV** Account Detail Review Form
- **TSAMASS or TFAMASS** Billing Mass Data Entry Form
- **TSAMISC or TFAMISC** Miscellaneous Transaction Form
- **TSADETF or TFADETF** Foreign Currency Detail Form
The **Assign Cashiers to Supervisors Indicator** checkbox must be checked on the Accounts Receivable Billing Control Form (TGACTRL) prior to assigning cashiers to their supervisors on this form. Only the supervisor assigned to the cashier may make adjustments to the charge and payment information.

A cashier must be established as a supervisor on this form before supervisory functions can be performed on the following forms:

- TGACREV Cashier Session Review Form
- TGACSPV Cashier Supervisory Form
- TFADETL Account Detail Form
- TSADETL Student Account Detail Form
- TSAAREV Account Detail Review Form
- TSAMISC or TFAMISC Miscellaneous Transaction Form
- TSADETF or TFADETF Foreign Currency Detail Form

While on the **User ID** field, click the Search button to search for a user ID on the User Profile Query Form (TGIUPRF).

Choose a **Code** from the Detail Charge/Payment Category Code Validation (TTVDCAT) list.

While on the **Cashier** field, click the Search button to search for a user ID on the User Profile Query Form (TGIUPRF).

**User Profile Query Form (TGIUPRF)**

The User Profile Query Form is used to view all of the user IDs which have been established, to see if particular users are supervisors or have any restrictions. This is a stand-alone query form.

To access this form from TGAUPRF, click the Search buttons from the **User ID** or **Cashier** field, or use a List function from the **User ID** field or the **Cashier** field.

**Address List Form (TUIADDR)**

This form lists all of the address information associated with a person who is currently in the system. This form is display-only, so no changes can be made to any of the fields on the form.

While on the **ID** field, click the Search button to search for the ID of a person on the Person Search Form (SOAIDEN), or a non-person on the Non-Person Search Form (SOACOMP).
Addresses are displayed in the following order: all active or current addresses in type order, followed by all inactive addresses ordered by type, from date, to date, and status.

While on the **Type** field, select an address type from the Address Type Validation (STVAIYP) list.

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**Customer Profile Definition Form (TGACPRF)**

The Customer Profile Definition Form is used to identify a customer with an entity category for non-student billing and reporting purposes, to set a credit limit for the customer's account, and to establish a default address type. This form also allows entry of free-format comments associated with the customer. The information on this form is optional.

Prior to using this form, the customer must be created with an ID number and name on the Identification Form (SPAIDEN or FOAIDEN).

The credit limit for an account must be established on this form before the credit limit can be checked on any of the following forms:

- **TFADETL** Account Detail Form
- **TFIAREV** Account Detail Query Form
- **TSADETL** Student Account Detail Form
- **TSASPAY** Student Payment Form
- **TSAAREV** Account Detail Review Form
- **TSADETF or TFADETF** Foreign Currency Detail Form

Enter the ID number of your customer. You may create entities using this form. All fields on this form are enterable. Enter the text you wish to associate with this customer. Save the updated records.

While on the **ID** field, click the Search button to search for the ID of a person on the Person Search Form (SOAIDEN), or a non-person on the Non-Person Search Form (SOACOMP).

Select an **Entity Code** from the Entity Category Code Validation (TTVECAT) list.

Select a **Default Atyp** from the Address List Form (TUIADDR).

While on the **Seq** field, click the Search button to search for a sequence number on the Address List Form (TUIADDR).

Select an **Originator** from the Originator Validation (STVORIG) list.
Collections Form (TGACOLC)

The Collections Form is used to assign delinquent accounts to a collection agency. All accounts assigned to a particular agency and the date when the account was assigned are displayed on the form. You may query on the ID and Name fields.

Prior to using this form, the collection agency must be established with an ID number and name on the Identification Form (SPAIDEN or FOAIDEN). (If a student account is assigned to a collection agency, the Student Payment Form (TSASPAY) will display the date assigned from this form).

While on the Agency ID field, click the Search button to search for the ID of a person on the Person Search Form (SOAIDEN), or a non-person on the Non-Person Search Form (SOACOMP).

While on the ID field, click the Search button to search for the ID of a person on the Person Search Form (SOAIDEN), or a non-person on the Non-Person Search Form (SOACOMP).

Comments Window

The Comments window of the Collections Form enables you to enter comments associated with the delinquent account. The information on this window is optional.

Select an Originator from the Originator Validation (STVORIG) list.

Collections Query Form (TGICOLC)

The Collections Query Form is used to perform specific queries about individuals assigned to a collection agency. A list of individuals assigned to the specified collection agency is displayed for the initial query. The user then has the option to restrict the query by providing specific criteria (i.e., ID, Name, Collection Date, Bill Code, Delinquency Code, and Account Balance).

This form can aid in determining whether a particular person has been assigned to a collection agency. This form can be accessed directly from the General Controls and Cashiering Menu (*TGENERAL). It can also be accessed from the Collections Form (TGACOLC) by selecting View Accounts in Collection in the options list.

While on the Agency ID field, select the Search button to search for the ID of a person on the Person Search Form (SOAIDEN), or a non-person on the Non-Person Search Form (SOACOMP).
Receipt Form (TGARCPT)

The Receipt Form is used to display and reprint previously processed receipts. When the user enters the desired receipt number, the information for that receipt is displayed. A duplicate receipt may be requested.

Prior to using this form, a receipt number must be generated on one the following forms:

- TFADETL Account Detail Form
- TFAMDET Billing Mass Entry Detail Form
- TSADETL Student Account Detail Form
- TSASPAY Student Payment Form
- TSAAREV Account Detail Review Form
- TSAMASS or TFAMASS Billing Mass Data Entry Form
- TSADETF or TFADETF Foreign Currency Detail Form

Note: Receipt numbers generated through the Miscellaneous Transaction Form (TFAMISC or TSAMISC) are not available for display on this form.

While on the Receipt # field, click the Search button to search for the receipt number on the Receipt Query Form (TGIRCPT).

This form can also be accessed from the following forms:

- TFADETL Account Detail Form
- TSADETL Student Account Detail Form
- TSASPAY Student Payment Form
- TSAAREV Account Detail Review Form
- TSADETF or TFADETF Foreign Currency Detail Form

Address Information Window

Use the Address Information window to display address information for the ID and receipt entered as key information.

More buttons in the Address Information Window

<table>
<thead>
<tr>
<th>Mouse</th>
<th>Keyboard</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return</td>
<td></td>
<td>Main window</td>
</tr>
</tbody>
</table>
Receipt Query Form (TGIRCPT)

This form is used to display receipts. In the Key block the user can choose to display receipts based on one of the following four categories: Transaction Receipts, Deposit Receipts, Miscellaneous Receipts, or All Receipts. Select a category by clicking the corresponding radio button. Once the radio button is selected, go to the next block to view associated receipt information.

The Receipt block is divided vertically by a scroll bar. On the left side of the scroll bar, the receipt information is displayed. On the right side of the scroll bar, the detail transactions associated with the receipt are displayed. When moving the cursor from the left side of the form to the right side, an arrow will display to the left of the receipt number corresponding to the information that is being displayed on the right side of the form.

Receipts can be printed by selecting *Print Receipt* in the options list.

This form can also be accessed through the Miscellaneous Transaction Forms (TFAMISC and TSAMISC) and the Receipt Form (TGARCPT).

Account Detail Query Form (TGIACCD)

This form provides the ability to query all records in the Account Charge/Payment Detail Table (TBRACCD) without first specifying an ID. This form can be used as a tool while reconciling Banner Accounts Receivable to Banner Finance or a non-Banner finance system. Upon entering the form, you will be in Enter Query mode.

**Note:** Since the query is being performed on the TBRACCD table and can be very large, SCT recommends the following:

1. Allow only a select group of users to have access to this form. This determination should be made by your institution.

2. Perform queries in an efficient manner. The table which is being queried (TBRACCD) has indexes. The purpose of the indexes is to help decrease the amount of time for a query. For the best performance, it is recommended that the indexes be used when performing a query on this form.

Comment Central Form (TGACOMC)

The Comment Central Form (TGACOMC) displays all comments entered on forms in the Accounts Receivable module in one queryable location. Comments can be entered through various forms in the Accounts Receivable module. This form
provides the ability to view any or all comments in one place, regardless of the original entry form.

**Note:** When you enter comments on TGACOMC and select an icon from the Main window, comments are saved using the form name associated with the selected icon. The title bar of the Comment window also displays this form name. For example, if you select the Student Account Detail Icon, comments are saved as TSADETL; if you select the Student Acct Detail Review Icon, comments are saved as TSAAREV, and so on.

In the Key block, enter the ID of the person whose comments should be displayed. Upon going to the next block, you will be visually alerted as to whether comments exist and the form of original entry for those comments.

A series of buttons representing forms of original entry are displayed. If a comment was entered for the ID in the Key block using one of the Accounts Receivable entry forms listed, then the button label will appear with asterisks surrounding the form name. For example, if the button label for TSADETL displays as *TSADETL*, then there were comments entered on TSADETL for this ID. If the TSADETL button label appears without any asterisks, then no comments have been entered on TSADETL for this ID.

To display the comments that were created on a particular form, press the button for that form name.

To see all comments associated with an ID, press the View All Comments button. After pressing a button, the form will navigate to the Comments window, on which the comment text will appear.

When on the Comment window, you can view other fields on the form associated with the comments. View the following fields by selecting the appropriate text in the options list.

- **View Activity Date**—the date on which the comment was entered
- **View Originator**—the originator attached to the comment when the comment was created
- **View User**—the user ID of the person who entered the comment
- **View Form**—the form of original entry for the comment

Access the Comment Central Form (TGACOMC) from the following forms:

- Account Detail Form (TFADETL)
- Account Detail Review Form (TSAAREV)
- Collections Form (TGACOLC)
- Customer Profile Definition Form (TGACPRF)
- Installment Plan Form (TFAISTL)
- Installment Plan Form (TSAISTL)
- Student Payment Form (TSASPAY)
- Student Account Detail Form (TSADETL)
Recurring Receivables Assignment Form (TGARRAS)

This form is used to define recurring receivables for an account. A recurring receivable is a charge that is assessed to an account at a regular time interval. For example, monthly rental fees are considered to be recurring receivables, because a rental charge would be assessed to an account on a monthly basis.

The key to this form is the ID. If you do not know the ID of the person or entity, click the Search button to access the Person Search Form (FOAIDEN or SOAIDEN) or the Non-Person Search Form (FOICOMP or SOACOMP). You can also use a List function to access FOAIDEN or SOAIDEN and a Count Query Hits function to access FOICOMP or SOACOMP.

After entering the ID for the person or entity whose account you wish to view, use a Next Block function to move to the Recurring Charges section of the form. You may enter the following information:

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Code</td>
<td>Enter the charge detail code to be assessed at a regular interval. Select the detail code from the Detail Code Control Form (TFADETC or TSADETC).</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount of the assessment.</td>
</tr>
<tr>
<td>Atyp (Address Type)</td>
<td>Enter the address type associated with this charge. Select an address type from the Address List Form (TUIADDR).</td>
</tr>
<tr>
<td>Seq No (Sequence Number)</td>
<td>Enter the sequence number for the address type associated with this charge. Select a sequence number from the Address List Form (TUIADDR).</td>
</tr>
<tr>
<td>Assessment Start Date</td>
<td>Enter the date of the first assessment.</td>
</tr>
<tr>
<td>Assessment End Date</td>
<td>Enter the date the assessment is to be terminated. Leave the Assessment End Date blank to signify that the assessment should occur on an ongoing basis.</td>
</tr>
</tbody>
</table>
You may now run the Invoice/Statement Process (TFRBILL) in either Assesschg, Invoicing, or Statement mode to assess recurring receivables.

The date of the next assessment of the recurring charge appears in the Next Assessment field, which may be viewed by moving the horizontal scroll bar to the right. This date is system-generated and may not be changed.

You may view the recurring receivable(s) assigned to an account on the Recurring Receivables Assignment Form (TGARRAS) from the following forms. These forms display an alert box upon entry of the ID when the account has recurring receivables defined for it.

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TFAACCT</td>
<td>Account Review Form</td>
</tr>
<tr>
<td>TFADETF</td>
<td>Foreign Currency Detail Form</td>
</tr>
<tr>
<td>TFADETL</td>
<td>Account Detail Form</td>
</tr>
<tr>
<td>TFIAREV</td>
<td>Account Detail Query Form</td>
</tr>
</tbody>
</table>

### Authorization Maintenance Form (TVAAUTH)

Use this form to associated authorization codes with a student, and to maintain a student’s authorization records.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>ID of the student with which you want to associated authorization codes. Choices come from the Person Search Form (SOAIDEN), the Non-Person Search Form (SOACOMP, or the Alternate ID Search form (GUIALT).</td>
</tr>
</tbody>
</table>

...
Mass Authorization Form (TVAMASS)

Use this form to create authorizations for multiple students. You can also associate more than one code with a particular student, if necessary.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Authorization code. Choices come from the Authorization Validation Form (TVVAUTH).</td>
</tr>
<tr>
<td>Start Date</td>
<td>Date on which the code becomes active. The default value is the system date. It can be changed.</td>
</tr>
<tr>
<td>End Date</td>
<td>Date on which the code is no longer active. The default value is 31-DEC-2099. It can be changed.</td>
</tr>
</tbody>
</table>
### Accounts Receivable Billing Control Form (TGACTRL)

The Accounts Receivable Billing Control Form is used to enter the parameters for the operation and process control of Accounts Receivable at your institution.

The **Default Rule Class** is used when processing miscellaneous transactions via the Miscellaneous Transaction Form (TFAMISC) when Banner Finance is installed. Select a default rule class code from the Rule Class (FTVRUCL) list.

The **Automatic Receipt Print** check box is used to control the automatic printing of receipts (when selected) and the manual printing of receipts (when cleared).

The **Enforce Restrictions on User Profile Form** check box should be selected to enforce restrictions and cleared when not enforcing restrictions.
The **Assign Cashiers to Supervisor** check box ensures that supervisors may only adjust the sessions of those cashiers who are assigned to them. When this box is selected and the user has been designated as a supervisor via the User Profile Definition Form (TGAUPRF), the cashiers assigned to the user may be established on TGAUPRF.

The **Address Required for Miscellaneous Transactions** check box provides the option to either require or not require that an address be entered when a miscellaneous transaction is created on the Miscellaneous Transaction Form (TSAMISC or TFAMISC). If the box is selected, then both the name and first line of the address fields must be entered.

The **Feed Priors Using** radio button indicates whether prior-dated transactions will be fed using the transaction date or the system date. The default value is the transaction date. Choices are **Transaction Date** (prior-dated transactions will be fed using the transaction date) or **System Date** (prior-dated transactions will be fed using the system date).

**Note:** If you select **Transaction Date**, the transaction date for both Accounts Receivable and finance will always be the same. If you select **System Date**, then the transaction date for Accounts Receivable and finance may not be the same.

The **Feed Future Effective Transactions** check box designates that transactions are fed by transaction or system date when this box is selected and not fed when the box is cleared. Select the transaction or system date using the **Feed Futures Using** radio group.

The **Feed Futures Using** radio group indicates whether future-dated transactions will be fed to Banner Finance (or another finance system) using the system date or the transaction date. The default value is the transaction date. Choices are **Transaction Date** (future-dated transactions will be fed using the transaction date) or **System Date** (future-dated transactions will be fed using the system date).

The information captured on this form is used throughout the Accounts Receivable module to control the processing of information.

### Auto Hold Rules Form (TGAHOLD)

The **Auto Hold Rules Form** (TGAHOLD) is used to define the rules that determine whether an account will be placed on hold, and to establish the relationship between a hold rule code and the type of hold placed on an account. A rule code must be defined on the Auto Hold Validation Form (TTVRHLD) prior to using it on this form.

**Note:** Do not associate the same hold type code with multiple rule codes.
Hold Information Window

Use this window to associate a hold type with a hold rule code, and to establish further information about the hold.

The **Rule Code** field is a user-defined code that identifies a hold rule. A hold rule is associated with a hold type and defines the conditions for placing an account on hold. Rule codes must be defined on the Auto Hold Validation Form (TTVRHLD) prior to using them on this form. Choices come from the Auto Hold/Release Rules Code Validation list. This is a required field.

The **Hold Type** field is a user-defined code identifying the type of hold that will be placed on an account. For example, “PF” might be a parking fine hold. Hold types must be defined on the Hold Type Code Validation Form (STVHLDD) prior to using them on this form. SCT recommends that you do not associate the same hold type code with multiple rule codes. Choices come from the Hold Codes/Indicators list. This is a required field.

The **(Release)** check box indicates whether the hold can be released only by the user who applied it. Choices are selected (the hold can be released only by the user who applied it), or cleared (the hold can be released by any valid user). When running the Automated Hold/Release Process (TGPHOLD), SCT recommends that you clear this check box.

The **Reason** field is a free-form field that an institution can use as desired. You might use this field to explain why a hold will placed on an ID. For example, the hold might be placed on an account with a balance over $5,000. This is an optional field.

The **Amount** field specifies the dollar amount associated with the hold. This is an optional field.

The **From** field is the start date of the hold. If left blank, the default value is either the date on which the Automated Hold/Release Process (TGPHOLD) is run, or the value entered in the **Account As of Date** field on the Account Balance window.

The **To** field is the end date of the hold. If left blank, the default value is one of the following:

- *End of time*—if the Automated Hold/Release Process (TGPHOLD) is run in *Apply* mode.
- *Date the process is run*—if the Automated Hold/Release Process (TGPHOLD) is run in *Release* mode.
- *Account as of date*—if a date is entered in the **Account As of Date** field on the Account Balance window when the Automated Hold/Release Process is run in *Release* mode.

The **Originator** field is the originator of the hold. For example, the hold might have originated in the Admissions Office. Choices come from the Originator Validation list. The originator must exist on the Originator Code Validation Form (STVORIG). This is an optional field.
The **Purge Prior Holds** check box indicates whether released hold records will be purged from the hold table (SPR HOLD). Choices are *selected* (records with released holds will be purged), or *cleared* (records with released holds will not be purged).

The **Include Non-Persons** check box indicates whether accounts of non-persons with the selected hold will be included in the hold process. An example of a non-person is a corporation. Choices are *selected* (non-person accounts will be included in the automated hold process), or *cleared* (non-person accounts will *not* be included in the automated hold process).

The **Non-Conditional** check box indicates whether this type of hold is *conditional* (applies only when the rules defined on this form are met), or *non-conditional* (applies to the selected population). Choices are *selected* (the hold is non-conditional), or *cleared* (the hold is conditional). Selecting this check box will prevent access to the Account Aging window and the Account Balance window.

**Warning:** If you do not use population selection when running non-conditional holds in the Automated Hold/Release Process (TGPHOLD), holds will be placed on all accounts when the process is run in Apply mode, and holds will be released from all accounts when the process is run in Release mode.

#### Account Balance Window

Use this window to establish conditional hold criteria based on account balance information.

An account with a balance greater than or equal to the value in the **Minimum Account Balance** field will be put on hold. For example, if the minimum account balance is $100, then any account with a balance greater than or equal to $100 will be put on hold. This is an optional field.

An account with a balance less than or equal to the value in the **Maximum Account Balance** field will be put on hold. For example, if the maximum account balance is $1000, then any account with a balance less than or equal to $1000 will be put on hold. This is an optional field.

**Note:** Enter values in both the **Minimum Account Balance** and **Maximum Account Balance** fields to place holds on accounts with balances falling in this range. For example, if the minimum account balance is $100 and the maximum account balance is $1000, then any account with a balance $\geq$ $100$ and $\leq$ $1000$ will be put on hold.

The **Account As of Date** field is the last date for which Banner will include account transactions in account balance calculations, to determine if the account will be placed on hold. If this field is left blank, the default value is the date on which the Automated Hold/Release Process (TGPHOLD) is run. This is an optional field.

The **Include Future Charges** check box indicates whether Banner will include transactions that are dated beyond the **Account As of Date**, if entered, or the system
date, if the account as of date is blank, in account balance calculations. Choices are selected (future charges will be included), or cleared (future charges will not be included). This check box does not apply to aging conditions.

The Include Financial Aid check box indicates whether Banner will include authorized financial aid transactions in account balance calculations, to determine if the account will be placed on hold. Choices are selected (authorized financial aid will be included), or cleared (authorized financial aid will not be included). This check box does not apply to aging conditions.

The For Terms pull-down list (financial aid) specifies, along with the value entered in the Term field (financial aid), the terms for which Banner will include financial aid in account balance calculations. Choices are:

- Not Equal To (not equal to the term specified in the Term field)
- Equal To (equal to the term specified in the Term field)
- Less Than (less than the term specified in the Term field)
- Greater Than (greater than the term specified in the Term field)
- Less Than or Equal To (less than or equal to the term specified in the Term field)
- Greater Than or Equal To (greater than or equal to the term specified in the Term field)

The Term field (financial aid) is a code that identifies, along with the value entered in the For Terms field (financial aid), the terms for which Banner will include financial aid in account balance transactions. Choices come from the Term Code Validation list. The term code must exist on the Term Code Validation Form (STVTERM) prior to using it on this form. This is an optional field.

The Include Financial Aid Memos check box indicates whether Banner will include financial aid memos in account balance calculations, to determine whether the account will be placed on hold. Choices are selected (financial aid memos will be included), or cleared (financial aid memos will not be included). This check box does not apply to aging conditions.

The Include Accounts Receivable Memos check box indicates whether Banner will include Accounts Receivable memos in account balance calculations, to determine whether the account will be placed on hold. Choices are selected (Accounts Receivable memos will be included), or cleared (Accounts Receivable memos will not be included). This check box does not apply to aging conditions.

The Include Contract Memos check box indicates whether Banner will include contract memos in account balance calculations, to determine whether the account will be placed on hold. An example of a contract memo might be a company’s commitment to pay an employee’s tuition. Choices are selected (contract memos will be included), or cleared (contract memos will not be included). This check box does not apply to aging conditions.
**Note:** Memos are added to the account balance if they are charge detail codes, and subtracted from the account balance if they are payment detail codes.

The **For Terms** pull-down list (memos) specifies, along with the value entered in the **Term** field (memos), the terms for which Banner will include memos selected in account balance calculations. Choices are:

- *Not Equal To* (not equal to the term specified in the Term field)
- *Equal To* (equal to the term specified in the Term field)
- *Less Than* (less than the term specified in the Term field)
- *Greater Than* (greater than the term specified in the Term field)
- *Less Than or Equal To* (less than or equal to the term specified in the Term field)
- *Greater Than or Equal To* (greater than or equal to the term specified in the Term field)

The **Term** field (memos) is a code that identifies, along with the value entered in the **For Terms** field (memos), the term for which Banner will include memos in account balance transactions. Choices come from the Term Code Validation list. The term code must exist on the Term Code Validation Form (STVTERM). This is an optional field.

**Note:** Banner will always include Accounts Receivable memos with term values equal to “ARTERM” in account balance calculations, regardless of the operator selected in the **For Terms** field.

**Account Aging Window**

Use this window to establish conditional hold criteria based on account aging information.

The **Aging Date** pull-down list indicates the date against which you want to analyze the aging of accounts. This is an optional field. Since Banner calculates aging based on the aging date, you must enter one of the following dates in this field regardless of which aging criteria you choose.

- *Billed Date* (the date on which the transaction was billed, as calculated when the billing process is run in Statement mode);
- *Effective Date* (the date on which the transaction became effective);
- *Due Date* (the date on which the transaction is due, as calculated when the billing process is run in Statement mode).

**Note:** To determine aging, the process looks at each transaction on the account. Minimum past due amount must be $\geq .01$ and minimum number of days past due must be $\geq 1$. 
An account aged $\geq$ the number of days entered in the Minimum Aging Days field will be put on hold as long as the aged account balance is equal to or greater than $.01. For example, the minimum aging days is 30. If the sum of the transactions that are past due by 30 or more days is $\geq .01$, then the account will be put on hold. This is an optional field.

An account with a past due balance aged $\leq$ the value in the Maximum Aging Days field will be put on hold. This field will generally be used in conjunction with the Minimum Aging Days field to set ranges such as 1-15 days, with 1 being the minimum and 15 being the maximum. For example, if the maximum aging days = 60, then if the sum of the transactions that are overdue $\geq$ 1 day but $\leq$ 60 is $\geq .01$, then the account will be put on hold. This is an optional field.

An account with a past due balance greater than or equal to the value in the Minimum Aging Balance field will be put on hold. This is an optional field.

An account with a past due balance less than or equal to the value in the Maximum Aging Balance field will be put on hold. This is an optional field.

**Note:** Future charges, financial aid, and financial aid memos are not included in the calculation of aging days or aging balance.

You should run the Application of Payment Process (TGRAPPL) prior to running the Automated Hold/Release Process (TGPHOLD), to ensure that current payments offset aged charges.

**Returned Check Code Control Form (TGARETC)**

The Returned Check Code Control Form allows the user to define the detail charge codes used to reinstate a charge paid by a returned check, and to define whether a penalty charge should be assessed for a returned check. If a penalty code is associated with the returned check code, a charge will automatically be assessed using the amount in the Penalty Amount field of this form. Entry of a returned check detail code onto an account will cause the NSF (non-sufficient funds) flag to be incremented.

Type C codes are used for returned check detail codes and returned check penalty codes.

Select a Returned Check Detail Code from the Detail Code Control Form (TFADETC).

Select a Penalty Detail Code from the Detail Code Control Form (TFADETC).
Deposit Detail Control Form (TGADEPC)

The Deposit Detail Control Form is used to establish the detail codes which may be used as deposit detail codes on the Account Detail Form (TFADETL or TSADETL) and the Billing Mass Data Entry Form (TSAMASS or TFAMASS). The default description associated with the deposit detail code will appear when a deposit detail code is entered. This default description can be accepted or overridden.

All deposit detail codes must first be created on the Detail Code Control Form (TSADETC or TFADETC). All deposit detail codes must be defined as payment types (TYPE_IND = "P") and with a category code of "DEP".

Select a deposit detail code for the **Deposit** field from the Detail Code Control Form (TFADETC).

Select a payment detail code for the **Pay Detc** field from the Detail Code Control Form (TFADETC).

Select a deposit type code for the **Deposit Type** field from the Deposit Type Validation (TTVDTYP) list.

Billing Message Form (TGAMESG)

The Billing Message Form enables the user to enter the messages which appear on invoices and statements. Messages may be entered for specific accounts, delinquency codes, installment plans, and collection agencies. When statements are run, the appropriate messages for the account will print based on the status of the account.

For example, if the account has an installment plan and a delinquency code, the messages entered in this form for both the installment plan and delinquency code will print on the account's statement. All the defined messages which meet the account's status will be printed, unless the account has an account specific message. In this case, only the account message will be printed.

While on the **Collection Agency** field, click the Search button to search for a collection agency on the Person Search Form (FOIIDEN or SOAIDEN) or the Non-Person Search Form (FOICOMP or SOACOMP).

Select a value for the **Delinquency Code** field from the Delinquency Code Validation (TTVDELI) list.

Select a value for the **Installment Plan** field from the Installment Plan Control Form (TSAISTC or TFAISTC).
While on the **Account ID** field, click the Search button to search for an account ID on the Person Search Form (FOIIDEN or SOAIDEN) or the Non-Person Search Form (FOICOMP or SOACOMP).

**Bank Code Maintenance Form (TGABANK)**

The Bank Code Maintenance Form allows the user to view and query the bank codes and related account information established on GXRBANK. Bank codes represent bank accounts and the banks in which these accounts reside. The bank code is associated with a cashier session when the cashier session is closed and finalized. This form is query-only.

**Note:** The bank codes on this form will not pass through the interface. The bank code relationship must be defined on the Rules Maintenance Form (FTMRUCL) in Banner Finance.

The bank code must be established on the Bank Code Rule Form (GXRBANK) prior to being entered on the Cashier Session Review Form (TGACREV) and the Cashier Supervisory Form (TGACSPV).

**Cashiering Forms**

This section provides you with examples and descriptions for each form within the cashiering feature of the Accounts Receivable System.

Forms in this section flow in the order that they appear on the Accounts Receivable Cashiering Menu (*TGENERALB). This menu provides access to the forms which maintain cashier activity and all miscellaneous transactions.

Each form contains a description, instructions on how to use the form, essential field information, and a navigational guide.

For more detailed information on how to use these forms, refer to Chapter 3, *Processing*.

**Cashier Session Review Form (TGACREV)**

The Cashier Session Review Form is used to review all charge or payment activity for a specific session. The activity is displayed in summary by detail code, as well as detail for the session. A listing of all inactive sessions for a cashier is also displayed, along with the summary of the current active session for the cashier. This form is also used to update the status of cashiering sessions and to close active sessions.
Cashiering activity must have taken place for this form to be useful.

While on the **Session Number** field, click the Search button to select a session from the Cashier Session Validation list.

Select a detail category code for the **Category** field from the Detail Charge/Payment Category Code Validation (TTVDCAT) list.

**Cashier Session Detail Window**

The Cashier Session Detail window of this form displays all cashiering detail activity for a given user and session. Access this window by selecting **Review Cashier Session Detail** in the options list, or by performing a Next Block function.

Banner displays information according to the values entered in the **Payment/Charge** and **Category** fields on the Main window. The cashier records are sorted and displayed with the most recent displayed first. Multiple queries can be performed for session balancing or a quick audit.

**User Sessions Window**

Use this window to view active cashier sessions. Access this window by selecting **Display User Sessions** in the options list.

Select a bank code for the **Bank** field from the Bank Code Query Form (GXIBANK).

**Session Totals Window**

Use this window to query and view session totals. Access this window by selecting **Display Totals** in the options list.

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**Cashier Supervisory Form (TGACSPV)**

The Cashier Supervisory Form is used to display all active and inactive cashiering sessions on the system. This form allows a supervisor to query information about cashiering sessions, such as start/end dates and times for sessions, last entry for active cashiering sessions, and status of sessions.

The form can also be used to place Closed cashiering sessions (in the Inactive Cashier Session window) into Finalized (Feed to Accounting) status. This may only be done by a supervisor whose user ID is designated as **supervisor** on the User Profile Definition Form (TGAUPRF).

Cashiering activity must have taken place for this form to be useful.
Inactive Cashier Sessions Window

This window of the Cashier Supervisory Form displays the Inactive Cashier Session information, which is used to show all inactive cashiering on the system. Access this window by selecting Review Inactive Cashier Sessions in the options list.

Banner will display all cashiering sessions with a status of C (Closed), F (Feed to Accounting), or R (Reported). The sessions appear with the most recent session displayed first.

Select a bank code for the Bank field from the Bank Code Query Form (GXIBANK).

Automated Clearing House Forms

This section contains the forms used in automated clearing house processing.

Bank Code Rule Form (GXRBNK)

This form enables you to create bank code records for your institution’s bank accounts. You can also link bank funds, and bank accounts, with your cash accounts.

Before direct deposit can transfer funds from your bank to another bank, you must create a bank code record (in the Direct Deposit Rules window) for each account that you may withdraw funds from. This information will be included in the Direct Deposit Header Label record, the Company/Batch Header record, and the Header record for the file sent to the clearing house.

Main Window

The Active Status check box indicates if the bank is active (selected) or inactive (cleared).

The Last Activity field indicates the date when the bank code record was last updated.

The Bank field is a two-character, user-defined field which you may use to identify a bank in Banner. Click the Search icon to call a list of values for the existing bank codes. You can then select a bank code and return to the GXRBNK form. Choices come from the Bank Code List (GXVBANK).

The Name field defines the name you want to be associated with this bank code, up to a maximum of 35 alpha-numeric characters.

The Effective Date field is the date the bank code record is effective, or valid for use.

The Termination Date field indicates when a bank code record is no longer valid. It could be a date that has already occurred, or a date that will occur in the future. If
you want a bank code to be valid only for a certain length of time, you can enter an **Effective Date** (when you can start using the bank code), and a **Termination Date** (when the bank code can no longer be used).

The **Next Change Date** field is the date when the record was most recently modified. The next change date indicates that a record has been updated. This allows you to create a series of records for one bank code, based on dates.

The **Base Currency** field is the currency code, which identifies the type of currency which would normally be associated with this account. For example: USD for United States Dollars. Choices come from the Currency Code Validation Form (GTVCURR).

The **Bank ID** field is the identification number for the bank, as defined by SPRIDEN. This is a nine-character field. Choices come from the Non-Person Search Form (SOACOMP).

**Note:** When you save a bank code, Banner creates an identification record in the Identification table (SPRIDEN) for the bank ID and the bank name. You cannot modify the bank ID number if it already exists in the Identification table. Use the Identification Form (FOAIDEN) to update existing bank names.

The **Bank Account Number** field is the actual, unique bank account number for this record.

**Note:** If you have multiple accounts at one bank, then separate bank codes need to be created for each account.

The **Chart of Accounts** field is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which is developed to uniquely reflect the organization’s structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. Choices come from the Chart of Accounts List Form (FTVCOAS).

The **Bank Fund** field indicates the account that represents the accumulation (or total) of all your cash accounts within your Chart of Accounts. The description of the fund account will also be displayed. Choices come from the Fund Code Validation Form (FTVFUND).

The **Cash Account** field is the account defined for your cash transactions within your Chart of Accounts. Choices come from the Account Code Validation Form (FTVACCT).

The **Interfund Account** is the account number you want identified as your interfund account. The interfund account acts as an intermediate account, which can hold money temporarily before that money would be sent on to the final destination accounts. Choices come from the Account Code Validation Form (FTVACCT).

**Note:** If your site has Banner Finance installed, the **Chart of Accounts, Bank Fund, Cash Account, and Interfund Account** fields will be active and navigable. You must enter these fields if the bank code will be used with
the Banner Finance product. If you do not have Banner Finance installed, then these fields will not be active and navigable.

The ACH Status check box is used to indicate if a bank account can have funds withdrawn and sent to the payee via direct deposit. A selected check box indicates that the bank is active, and a cleared check box indicates that the bank is not active.

Direct Deposit Rules Window

Immediate Destination Information – The Immediate Destination is the Clearing House that will receive the Direct Deposit File from the Immediate Origin (your bank). This information is available through your bank or clearing house.

The Destination ID is the identification number of the clearing house which will receive the funds being sent via direct deposit.

The Destination Name is the name of the clearing house which will receive the funds being sent via direct deposit.

The Immediate Origin Information is the bank where you send the direct deposit file.

The Origin ID is the identification number of the bank where you send the direct deposit file.

The Origin Name is the name of the bank where you send the direct deposit file.

The Short Name direct deposit file only allows for names with a maximum length of sixteen characters. This field allows you to either create a 16-character name for the immediate origin bank, or the field will default to the first 16 characters of the origin name.

The Originating Information field is for information the clearing house needs to know about your institution.

The Originating Bank Routing Number is the routing number for the account from which direct deposit disbursements will be deducted.

The Organization ID Number field will capture your institution’s identification number for direct deposit processing. Your institution’s identification number can be your IRS employer ID number, or your Data Universal Systems (DUS) number, or you can create your own number.

Click IRS Employer ID if you are using your employer identification number supplied by the Internal Revenue Service (IRS).

Click Data Universal Systems if you are using your DUS identification number.

Click User Assigned if you are using your own unique identification number here.
Bank Code Query Form (GXIBANK)

This form retains and displays historical information for the bank code records. When you run this form, it will display the bank code records by bank code. This form allows you to scroll through the available records.

Main Window

The COA is a valid Chart of Accounts code, used within Banner. This field displays in alphanumeric sorting sequence (0 – 9, A – Z).

Note: This field appears only if your institution has Banner Finance installed.

The Bank Code is a two-character, user-defined field, which you may use to identify a bank in Banner. This field displays in alphanumeric sorting sequence (0 – 9, A – Z).

The Account Name is the name of the bank or institution associated with this particular bank code. This field has a query length of thirty-five characters, with a display length of 20 characters.

Note: This field appears only if your institution has Banner Finance installed.

The Status field indicates the status of this bank code record, either A for Active or I for Inactive.

The Effective Date is the date when this bank code record is effective, or valid for use.

The Termination Date indicates when a bank code record is no longer valid. It could be a date that has already occurred, or a date that will occur in the future. If you want a bank code to be valid only for a certain length of time, you can enter an effective date (when you can start using the bank code), and a termination date (when the bank code can no longer be used).

Direct Deposit Recipient Form (GXADIRD)

This form is used to identify the recipient, or the entity that will be receiving payments via direct deposit. This form specifies the bank and bank account where the recipient has requested money be deposited. This information will create the detail records in the direct deposit file that is sent to the bank/clearing house.

Bank routing information must first be entered using the Bank Routing Number Validation Form (GXVDIRD).
For Accounts Payable disbursements to vendors: The form enables you to make a vendor eligible for direct deposit payments. Information that is entered on this form will be stored in the Recipient Direct Deposit Table (GXRDIRD). A vendor may have multiple bank accounts for payments of different invoices. This form allows you to create multiple addresses for these different payments.

Main Window

Enter the **ID** (identification number) of the recipient. Banner will verify the number and will display the recipient’s name in the adjoining field. If you do not know a recipient’s number, you can search for a recipient using the Search icon. The Search icon will allow you to search for a ‘person’ (using List for Person - SOAIDEN) or for a ‘non-person’ (using Non Person Search - SOACOMP). Choices come from the Person Search Form (SOAIDEN) or Non-Person Search Form (SOACOMP).

The **Bank Routing** field is the routing number for the recipient’s bank, which is needed to send funds to the recipient’s bank via direct deposit. Choices come from the Bank Routing Number Validation Form (GXVDIRD). Bank routing information must first be entered using the Bank Routing Number Validation Form (GXVDIRD).

The **Address Type** field is the address type that the bank account is associated with. If you leave this field null (blank), the account information will be assumed valid for all unspecified address types. Choices come from the Address Summary Form (SOADDRQ). The Address Type and Address Seq fields are only navigable if your site has Banner Finance installed, and if the user has appropriate security access.

The **Address Seq (Sequence)** is the sequence number associated with the Address Type. If you leave the Address Type null, then no Address Seq will be allowed. This field is required only if the Address Type is not null. The Address Type and Address Seq fields are only navigable if your site has BANNER Finance installed, and if you have appropriate access to these fields.

Select the **A/P** check box if the recipient is eligible for Accounts Payable disbursements.

**Note:** This field is active only if Banner Finance is installed.

Select the **Payroll** check box if the recipient is eligible for Payroll disbursements. Access to these fields is restricted by Banner products and user access. The A/P box can be accessed only by users of Banner Finance, the HR box can be accessed only by users of Banner Human Resources. (Those who use both Finance and Human Resources can access both fields if they have the appropriate user access.)

**Note:** This field is active only if Banner Human Resources is installed.

The **Number** is the recipient’s bank account, which will receive disbursements via direct deposit.
The **Status** is the recipient’s direct deposit status. Valid entries are: *Prenote, Active*, and *Inactive*.

If the direct deposit **Status** is *Active*, payment will be received via direct deposit.

If the **Status** is *Prenote*, a prenotification, or test record will be created. While the record retains a *Prenote* status, payments will be made by check.

If the direct deposit **Status** is *Inactive*, no direct deposit processing will take place. Payments made to inactive accounts will occur through regular check processing.

The **Type** radio buttons indicate the type of bank account. You can select *Checking* or *Savings*.

The **Priority** is a user-defined priority code for the sequence in which processing/disbursement will occur. Valid priorities are 1 to 99. Items with a priority of 1 will process before a priority of 2. This field applies only to payroll.

The **Amount** field allows you to disburse funds by dollar amount (using the **Amount** field), or by entering a percentage (using the **Percent** field), and letting Banner perform the percent dollar calculations. You can not enter both fields. This field applies only to payroll.