

ACCOUNTS RECEIVABLE TRAINING MANUAL

DEPARTMENTAL USERS

TZAIDNS

The Entity Search Detail Form

TZAIDNS provides the user with the ability to search and query for both persons and non-persons (businesses) on the same form. This is a query form only. This form allows the user to enter a known ID Number or Last Name and perform a search.

After entering the information, ID Number, Last Name/Company Name, or other search criteria, execute your query. This will retrieve the results to your query.

What makes this form so useful is the ability to see several possible matches and the address information relating to them. When the information is returned, they will display with the current active address 'type(s)' at the top and those address that are inactive at the bottom. By using the scroll bar you are able to see the entire list of results for your query.

The type of the address is important to Accounts Receivable. When businesses are being billed, it is necessary that they have an active 'BI' (Billing Address) type. This information should be verified by the department. There has been a procedure established to assist departments when address information needs to be added to Banner or modified. We are asking that you forward your request to the email address of bursar@vt.edu with the supporting documents showing the correct address.

Only after a thorough search has been completed, by the department and others will a name be added or modified in Banner. Every effort is being made only add or modify address information that is necessary.



ID Number	Last Name/Company	First Name	Middle	SSN/FIN	Amount Due	Ch	Sex	Birth Date	Origin	User

Case Sensitive Query? No Yes

Type	Seq	Street	City	ST	ZIP	Nation	From Date	To Date	St	Origin	Street Address Line 2

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 | Enter-Qu... | | <-OSC>

TSAAREV

The Account Detail Review Form

TSAAREV is used to view charge and payment information on a particular account. The Account Balance and the current Amount Due are calculated and displayed on the last line of this form. Also notice the Query Balance is displayed. The Query Balance may change based upon the number of transactions being viewed.

Any changes to the account information will modify these balances. This form, the Account Detail Review Form TSAAREV will receive information from many other functional areas, such as; application fees from admissions, fee assessment from registration, and housing and meal charges from location management housing.

After entering an ID Number and performing a Next Block, the 'Options' in the Navigation Frame change. Main Window: While on the ID field, enter the known ID Number or click the Search icon (magnifying glass).

This will display an Option List. You are then able to make a selection of either the Person Search Form (SOAIDEN) or the Non-Person Search Form (SOACOMP). Place the cursor over your selection and click with the left mouse button. This will open the selected search form.

To search for an individual, you may enter the last name in the Last Name field. The more specific information and the more complete in formation you provide the quicker your search results will be returned. This form is not case sensitive. So it is not necessary to capitalize the first letter in the name. However, we would suggest that you continue to use proper capitalization habits.

If you are unsure of the complete spelling, you may use a wildcard (%,) function. In the ID field, if you are unsure of a particular number or a number may be missing or smudged, you may use the wildcard function.

After performing the search function and finding the person/non-person you are seeking, either double-click or choose the Select icon to populate the form with the selected ID Number.

FYI ...to create an entity, click 'Create Entity' in the Navigation Frame to navigate to the Person Search Form (SOAIDEN).

This is a process that will be carried out by the General Person staff. The general users will not be responsible for this function. If an individual has a Hold placed on their record, it will be displayed as a 'Y' in the Hold field. You may still see the transaction data for account by entering 222 in the field next to the 'Y'.

Perform another Next Block and the data will be displayed. To view information relating to a Hold that may be placed on an account, place the cursor in the Hold field and click the Search icon (magnifying glass). This will take the user to the Holds Query-Only Form (SOQHOLD).

After all the information has been supplied in the 'Main Block' or 'Key Block', perform a Next Block function. This will now allow you to view or query information in the lower portion of the form.

FYI...most of

this information will be fed by other sources and data will not be entered. The information is provided to help in reading the data. In the near future, individuals will be identified who will have the responsibility and privileges granted within Banner to enter and maintain information on this form. There will be additional training for those individuals at that time.

While on the Detcfield, click the Search icon (magnifying glass) to search for a detail code on the Detail Code Control Form (TSADETC). You may query on this form for specific Detail Codes.

To query for a particular Term, enter a specific term code in the Term field or select a term from the Term Code Validation Form (STVTERM) by either double-clicking in the field and making a selection.

The S (Source Code) is populated from the Billing Detail Source Validation Form (TTVSRCE).

After selecting the Term Code, the S (Source Code) information populates automatically.

Notice the Receipt field, highlight the row that has a Receipt Number in it. Click the Search icon (magnifying glass) above to see information that pertains to that receipt number on the Receipt Form (TGARCPT).

Information is only returned if Receipt Number is available.

Note: any of the fields that have a 'blue' word next to them allow the user to double-click and view a List of Values or a Validation Form. (Please notice this is not a representation of the complete screen. Notice the horizontal

scroll bar at the bottom of the window. By moving to the left or right, additional information is displayed. Also, all of the options in the Navigation Frame may not be active.)

An option in the Navigation Frame that will be helpful is the 'View Comment Form'. The user is able to access this form by selecting the appropriate option. This takes the user to the Comment Central Form (TGACOMC) and shows many options. The user is able to select a particular text icon, there are 11 shown, to view or enter comments.

The screenshot shows the Oracle Account Detail Review Form for Student TSAAREV 8.4.3 (PROD). The top menu includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The Oracle logo is in the top right corner.

Form Fields:

- ID:
- User:
- Credit Limit:
- Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Summary Fields:

- Query Balance:
- Account Balance:
- Amount Due:
- Memo Balance:
- Authorized Aid Balance:
- NSF:
- Receipt?:

Footnote: *ERROR* ID does not exist, press LIST for name/ID search.
Record: 1/1 | <OSC>