

# **Registration Fee Assessment Using Banner 7**

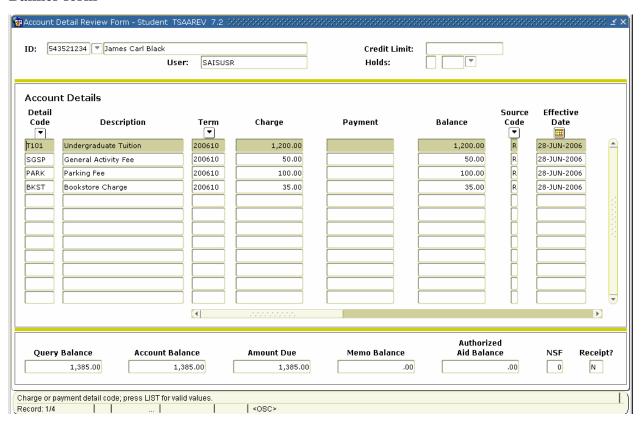
Job Aid: Review a Student's Account Detail

### **Account Detail Review Form (TSAAREV)**

The Account Detail Review Form (TSAAREV) is used to enter and review charge and payment information about an account. Account balances and current amount due are calculated and displayed on the line of the form. Any changes to the account information will modify these balances.

The account's credit limit will be checked and a warning will be issued when a new charge causes the account to exceed its limit. In addition, accounts receivable holds will be checked for an account before allowing entry of any charges or payments.

#### **Banner form**





# Registration Fee Assessment Using Banner 7

Job Aid: Review a Student's Account Detail (Continued)

## **Procedure**

Follow these steps to review a student's account detail including all the charges assessed and payments recorded to date. The values used in the fields in these steps are the values that were demonstrated in the simulation.

Step	Action
1	Access the Account Detail Review Form - Student (TSAAREV).
2	Enter <i>543521234</i> in the <b>ID</b> field.
3	Perform a <b>Next Block</b> function.
	Note: You do not need to enter any data on this form. Simply review the information. Scroll right to view more data.
4	Click the <b>Exit</b> icon.