



# 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

Account Detail Review Form - Student: TSAAREV 7.2

ID: 543521234 James Carl Black      Credit Limit:      User: SAISUSR      Holds:     

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**Account Details**

Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
T101	Undergraduate Tuition	200610	1,200.00		1,200.00	R	28-JUN-2006
SGSP	General Activity Fee	200610	50.00		50.00	R	28-JUN-2006
PARK	Parking Fee	200610	100.00		100.00	R	28-JUN-2006
BKST	Bookstore Charge	200610	35.00		35.00	R	28-JUN-2006

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Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
1,385.00	1,385.00	1,385.00	.00	.00	0	N

Charge or payment detail code; press LIST for valid values.

Record: 1/4      ...      <OSC>



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### 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.  <u>Note:</u> 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.