



# Registration Fee Assessment Using Banner 7

## Job Aid: Create Detail Codes

### Detail Code Control Form - Student (TSADETC)

The Detail Code Control Form - Student (TSADETC) is used to

- complete the charge and payment code setup
- define detail codes used throughout Accounts Receivable.

### Banner form

The screenshot displays the Banner 7 Detail Code Control Form - Student (TSADETC) interface. The window title is "Detail Code Control Form - Student TSADETC 7.3". The form is organized into three rows, each for a different detail code.

**Row 1: Detail Code: AAAA test delete records**

- Type: P
- Category: CSH
- Grant Type: (empty)
- Priority: 000
- Refund Code: (empty)
- Direct Deposit: ☐
- Refundable: ☐
- Receipt: ☒
- Term Based: ☐
- Like Term: ☐
- Like Aid Year: ☐
- GL Enterable: ☐
- Active: ☒
- Pay Type: N
- Tax Type: (empty)
- Title IV: ☐
- Institutional Charges: ☐
- Exclude Invoice Print: ☒
- Payment History: ☐
- Defaults: Amount: 111.00, Term: 200110, Effective Date: 20-FEB-2002

**Row 2: Detail Code: AAAB test delete**

- Type: P
- Category: CSH
- Grant Type: (empty)
- Priority: 000
- Refund Code: (empty)
- Direct Deposit: ☐
- Refundable: ☐
- Receipt: ☐
- Term Based: ☐
- Like Term: ☐
- Like Aid Year: ☐
- GL Enterable: ☐
- Active: ☒
- Pay Type: N
- Tax Type: (empty)
- Title IV: ☐
- Institutional Charges: ☐
- Exclude Invoice Print: ☐
- Payment History: ☐
- Defaults: Amount: (empty), Term: (empty), Effective Date: (empty)

**Row 3: Detail Code: AALK test insert**

- Type: P
- Category: CSH
- Grant Type: (empty)
- Priority: 000
- Refund Code: (empty)
- Direct Deposit: ☐
- Refundable: ☐
- Receipt: ☐
- Term Based: ☐
- Like Term: ☐
- Like Aid Year: ☐
- GL Enterable: ☐
- Active: ☒
- Pay Type: N
- Tax Type: (empty)
- Title IV: ☐
- Institutional Charges: ☐
- Exclude Invoice Print: ☐
- Payment History: ☐
- Defaults: Amount: (empty), Term: (empty), Effective Date: (empty)

At the bottom of the form, there is a status bar with the text "Detail charge/payment code." and "Record: 1/?".



## Registration Fee Assessment Using Banner 7

### Job Aid: Create Detail Codes (Continued)

#### Procedure

Follow these steps to create detail codes.

Step	Action
1	Access the Detail Code Control Form - Student (TSADETC).
2	Perform an <b>Insert Record</b> function to create a new detail code.
3	Enter <i>T-UG</i> in the <b>Detail Code</b> field.
4	Enter <i>Undergraduate Tuition</i> in the <b>Description</b> field.
5	Enter <i>C</i> in the <b>Type</b> field.
6	Enter <i>TUI</i> in the <b>Category</b> field.
7	Enter 999 in the <b>Priority</b> field.
8	Select the <b>Refundable</b> checkbox.
9	Select the <b>Active</b> checkbox.
	<u>Note:</u> Be sure that the <b>Active</b> checkbox is selected and that <b>Pay Type</b> is "N".
10	Verify that N defaults in the <b>Pay Type</b> field.
11	Select the <b>Institutional Charges</b> checkbox.
12	Click the <b>Save</b> icon.
13	Select <u>Create GL Interface</u> from the <b>Options</b> pull-down menu.
14	Perform a <b>Next Block</b> function.
15	Enter <i>100</i> in the <b>Percent</b> field.
16	Enter <i>B</i> in the <b>Account A: COA</b> field.
17	Enter <i>1110</i> in the <b>Fund</b> field.
18	Enter <i>1310</i> in the <b>Account</b> field.
19	Enter <i>CHS1</i> in the <b>Rule Class 1</b> field.
20	Enter <i>APS2</i> in the <b>Rule Class 2</b> field.
21	Enter <i>APS1</i> in the <b>Rule Class 3</b> field.



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### Job Aid: Create Detail Codes (Continued)

#### Procedure, continued

Step	Action
22	Enter <b>B</b> in the <b>Account B: COA</b> field.  <u>Note:</u> Scroll left to locate the <b>Fund</b> field.
23	Enter <i>1110</i> in the <b>Fund</b> field.
24	Enter <i>09</i> in the <b>Orgn</b> field.
25	Enter <i>5105</i> in the <b>Account</b> field.
26	Enter <i>50</i> in the <b>Program</b> field.  <u>Note:</u> Scroll right to locate the <b>Rule Class 1</b> field.
27	Enter <i>CHS1</i> in the <b>Rule Class 1</b> field.
28	Enter <i>APS2</i> in the <b>Rule Class 2</b> field.
29	Enter <i>APS1</i> in the <b>Rule Class 3</b> field.
30	Click the <b>Save</b> icon.  <u>Note:</u> At this point you can either save and exit or save then rollback to repeat the process of creating additional detail codes.
31	Click the <b>Exit</b> icon.