



# Registration Fee Assessment Using Banner 7

## Job Aid: Review a Student's Account

### Student Account Detail Form (TSADETL)

The Student Account Detail Form (TSADETL) is used primarily by the Bursar to research detail items and to enter information for an account.

The following can be entered on this form.

- Charges
- Payments
- Deposits
- Memo items

### Banner form

**Student Account Detail TSADETL 7.3**

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

Charges/Payments Deposits Memos Comments

Detail Code	Amount	Balance	Term	Source	Text	Pay Num	Doc Num	Trans Paid	Trans Num	Receipt	Original Charge	Effective	Transaction	Bill	Due	Statement	Entry	Invoice Number	Invoice Paid
T101 Undergraduate Tuition	1,200.00	1,200.00	200610	R					4		<input checked="" type="checkbox"/>	28-JUN-2006	28-JUN-2006				28-JUN-2006		
SGSP General Activity Fee	50.00	50.00	200610	R					3		<input checked="" type="checkbox"/>	28-JUN-2006	28-JUN-2006				28-JUN-2006		

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
1,250.00	1,385.00	1,385.00	.00	.00	0	N

Charge or payment detail code; Press LIST for valid codes.

Record: 1/? <OSC>



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

#### Procedure

Follow these steps to review a student's account with detail about each charge or payment.

Step	Action
1	Access the Student Account Detail Form (TSADETL).
2	Enter 543521234 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. Scroll down or right to review more data.
4	Click the <b>Exit</b> icon.