

Registration Fee Assessment Using Banner 7

Job Aid: Review a Student's Account

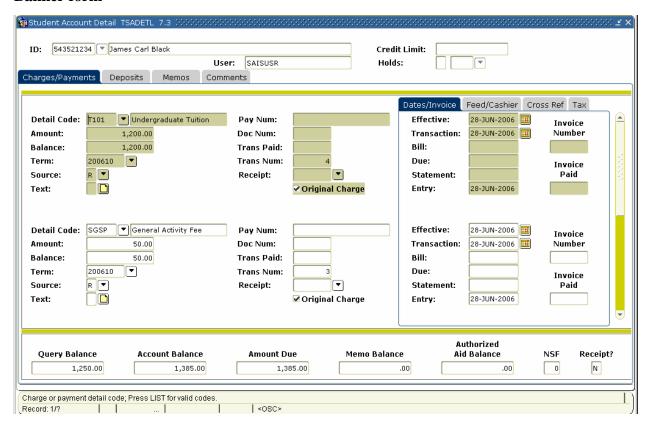
Student Account Detail Form (TSADETL)

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



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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 <i>543521234</i> in the ID field.
3	Perform a Next Block function.
	Note: You do not need to enter any data on this form. Scroll down or right to review more data.
4	Click the Exit icon.