



# Processing Payments

## Lesson: Banner Forms

◀ Jump to TOC

Various Banner forms can be used to process payments. Use the table as a guideline to the forms and why you might use them.

<b>The Banner form...</b>	<b>allows you to...</b>	<b>and is most likely used if...</b>
Student Payment (TSASPAY)	<ul style="list-style-type: none"> <li>record payments</li> <li>determine the current status of a student's account</li> <li>indicate that the student will be attending by accepting charges</li> </ul>	<ul style="list-style-type: none"> <li>making a payment or accepting charges</li> <li>checking if student has bounced a check or is in collections.</li> </ul>
Account Detail Review - Student (TSAAREV)	<ul style="list-style-type: none"> <li>enter and review transactions such as adding charges and/or payments</li> <li>see a one-line view of each transaction (but less detail than TSADETL)</li> </ul>	<ul style="list-style-type: none"> <li>viewing details about a transaction</li> <li>applying a charge directly to the account or applying a payment to a particular charge</li> <li>reviewing a student account after the application of payment.</li> </ul>
Billing Mass Data Entry - Student (TSAMASS)	enter charges and payments en masse	<ul style="list-style-type: none"> <li>charging a group of students, such as those enrolled in a particular class, the same fee</li> <li>assessing various charges and payments to a group of students.</li> </ul>
Application Distribution of Single Payment (TSAADSP)	distribute a payment to multiple charges either as a single or split payment	<ul style="list-style-type: none"> <li>a contractor pays for multiple students</li> <li>a parent wishes to make a partial payment for only tuition and books.</li> </ul>
Student Account Detail (TSADETL)	<ul style="list-style-type: none"> <li>enter charges, payments deposits, and memo items</li> <li>see more detail on a transaction</li> <li>perform supervisor adjustments</li> <li>research detail items</li> </ul>	<ul style="list-style-type: none"> <li>checking the accounting feed information for the student's transactions</li> <li>checking the student ID associated with a contract payment.</li> </ul>