



Payment Processing CBT

Lesson: Quick Reference Guide to Forms

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Forms used in payment processing

The tables show a quick view of forms and processes applicable to student payment processing and the purpose of each. The forms are categorized as *Setup*, *Processing*, *Review and Query*, and *Reports and Processes*.

Setup forms

Use this table as a guide to the setup forms.

Form	Purpose
Student Billing Control (TSACTRL)	determine the flow of information and the operation of Student Accounts Receivable
Accounts Receivable Billing Control (TGACTRL)	enter the parameters for the operation and process control of Accounts Receivable at your institution
Detail Code Control - Student (TSADETC)	define detail codes used throughout Accounts Receivable
Term-Based Designator Rules (TSATBDS)	establish the relationship between term codes and term-based designators
Deposit Detail Control (TGADEPC)	establish the detail codes which may be used as deposit detail codes on the Account Detail Form (TSADETL) and the Billing Mass Data Entry Form (TSAMASS)
Contract Authorization (TSACONT)	establish third party contract authorizations for student accounts
Exemption Authorization (TSAEXPT)	establish exemption authorizations for student accounts
Installment Plan Code Control (TSAISTC)	define the characteristics and default entry information for loans and time payments for the institution
Automated Installment Plan Assignment Rules (TSAISTA)	create rules that automatically assign a student to an installment plan for a given term
Automated Installment Plan Rules (TSAISTR)	define variables used to calculate the installment principal amount
Returned Check Code Control (TGARETC)	define the detail charge codes used to reinstate a charge paid by a returned check, and define whether a penalty charge should be assessed for a returned check



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Processing forms

Use this table as a guide to the processing forms.

Form	Purpose
Student Payment (TSASPAY)	<ul style="list-style-type: none"> record payments determine the current status of a student's account indicate that the student will be attending by accepting charges
Account Detail Review - Student (TSAAREV)	<ul style="list-style-type: none"> enter and review transactions such as adding charges and/or payments see a one-line view of each transaction (but less detail than TSADETL) process returned checks
Billing Mass Data Entry - Student (TSAMASS)	enter charges and payments en masse
Application Distribution of Single Payment (TSAADSP)	distribute a payment to multiple charges either as a single or a split payment
Student Account Detail (TSADETL)	<ul style="list-style-type: none"> enter charges, payments, deposits, and memo items see more detail on a transaction perform supervisor adjustments research detail items and enter information for an account process returned checks
Installment Plan - Student (TSAISTL)	<ul style="list-style-type: none"> add installment plans manually to a student's account delete assignment of automated installment plans
Installment Plan Payment Amount (TSAISTP)	<ul style="list-style-type: none"> assign a student to an installment plan based on rules defined on the Automated Installment Plan Assignment Rules Form (TSAISTA) calculate installment plan transactions based on rules defined on the Automated Installment Plan Assignment Rules Form (TSAISTA) view installment plan payments based on rules defined on the Installment Plan Payment Rules Form (TSAISTR)
Student Unapplication of Payment (TSAUNAP)	unapply payment(s) for a specific transaction number, term, or effective date
Mass Unapplication -Student (TSAMUNA)	<ul style="list-style-type: none"> view a list of records pending unapplication for students with records in the collector table (TBRRQST) after the Unapplication of Payment Process (TGRUNAP) has been run in <i>Select</i> mode add records or remove records without unapplying them



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Review and query forms

Use the table as a guide to the review and query forms.

Form	Purpose
Account Detail Review (TSAAREV)	view detail information about the account transactions in a one-line format
Student Account Detail (TSADETL)	see additional information displayed, such as transaction text, billing date, due date, invoice number, and cross-reference information from third-party billing and exemptions
Customer Service Inquiry (TSICSRV)	access, in a centralized location, Student-related and Accounts Receivable-related information
Application of Payment Query (TSIAPPL)	view results for each account after running the Application of Payment Batch Process (TGRAPPL)
Student Payment Detail Query (TSIQACT)	review the transactions on a student's account by term
Account Review - Student (TSAACCT)	review and maintain information about a specified account
Account Detail Query (TGIACCD)	query all records in the Account Charge/Payment Detail Table (TBRACCD)



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Reports and processes

Use the table as a guide to the reports and processes.

Process or Report	Purpose
Assign Installment Plans (TSPISTA)	assign students to an installment plan in batch
Create Installment Transaction (TSPISTT)	create the installment plan transactions for a number of students
Student Statement Billing (TSRCBIL)	<ul style="list-style-type: none">• calculate and apply credits for contracts, exemptions, and deposits• print the student's charges and payments without updating the account• update the account with billed and due dates, apply credits, and begin the aging process• disburse non-Banner financial aid to accounts
Third Party Billing Statement (TSRTBIL)	<ul style="list-style-type: none">• release credits (contracts and exemptions) to a student's account• apply deposits to third parties' accounts• bill third parties
Application of Payment (TGRAPPL)	<ul style="list-style-type: none">• apply payments to charges based on system and user-defined priorities• determine which payments apply to which charges• decide the order in which payments should be used and charges should be paid
Unapplication of Payment (TGRUNAP)	unapply previously applied payments