

Accounts Receivable Entry Forms

There are two forms for AR data entry:

1. TFADETL – Account Detail

For Check account (FOAPAL) = AR Detail Code Account

2. TFAMISC – Miscellaneous Transaction

For Check account (FOAPAL) **does not match** exactly the AR Detail code account, need to use both of these two forms for AR data entry.

Basically, the TFAMISC is to create JV to override the detail code default account to the receivable should be account.

A/R Form - TFADETL

Always a set up entry (AR Detc)

Offset by
an applied for payment entry (CK1C)

**** after save both records, verify the bottom balance. Balance should be zero in most of the scenario.**

****USE TAB KEY at all time.**

Adr Types has to be the same (BI or MA most common use)

Enter information in the following fields:

ID: (vendor/person)

Detc: enter AR detail code, then tab over to next field and key in ID

Amt: Check Amount

Pay#: nature of the payment, check no. , 3rd party billing, DPdate and etc.

Doc No. PXX, fiscal year

Tnum: this number is generated by system (on CK01 entry, applied Tnum to Tpay)

F12 to Save the record when transaction completed,

For 3rd party bill, need to input the AR invoice number for reference. If there is more than one invoice, go to option and create additional text.

The screenshot shows the Banner PPRD software interface. The title bar reads "Banner PPRD (via BANFORMS2)". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Help", and "Window". The main window title is "Account Detail TFADETL 6.0.0.2A (PPRD)". The interface displays fields for "ID: G00740943", "Srinivasan Krishnamurthy", "User: LEONG", and "Credit Limit". Below this is a section for "Charges/Payments" with two entries. The first entry has "Detc: CK1C", "Srinivasan Krishnamurthy", "Amt: 1252.00", "Bal: 0.00", "Pay#: #3902,3RD PTY", "Adr Type: BI", "AdrSeq: 1", "Eff: 31-JAN-2006", "Tms: 24-JAN-2006", "Document Num: P47 0506", "Tnum: 2", "Source: T", and "Text: Y". The second entry has "Detc: 1003", "Srinivasan Krishnamurthy", "Amt: 1252.00", "Bal: 0.00", "Pay#: DANCE RECITAL", "Adr Type: BI", "AdrSeq: 1", "Eff: 31-JAN-2006", "Tms: 24-JAN-2006", "Document Num: P47 0506", "Tnum: 1", "Source: T", and "Text: Y". At the bottom, there is a summary section with "Query Balance", "Account Balance", "Amount Due", "Memo Balance", "NSF", and "Receipt?". All these values are 0.00 or 0. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "3:11 PM".

A/R Form - TFAMISC

Misc transaction needs to be created if the detail code account is different than the actual account.

For Example:

Enter ID: **Vendor/Person**

Trans Date: Same date as in TFADETL

Debit Detail Code acct for **1003** interface with the account #10003-3001-8850-870450(do not need to input the account FOAPAL), however, the actual account **MS01** should be credit to account #10003-3001-8869-870404 and has to be manually input

Enter **CHG1** as rule code

DebitTotal = Credit Total

After verify the entry is fine, you may **F12** to Save the record.

Then, the receipt number will be automatically generated by the system.

Exit back to TFADETL and record the receipt# in the text.

The screenshot shows the Banner PPRD (via BANFORMS2) Miscellaneous Transaction Form - Finance TFAMISC 6.0 (PPRD). The form is titled "Miscellaneous Transaction Form - Finance TFAMISC 6.0 (PPRD)". It contains the following fields and sections:

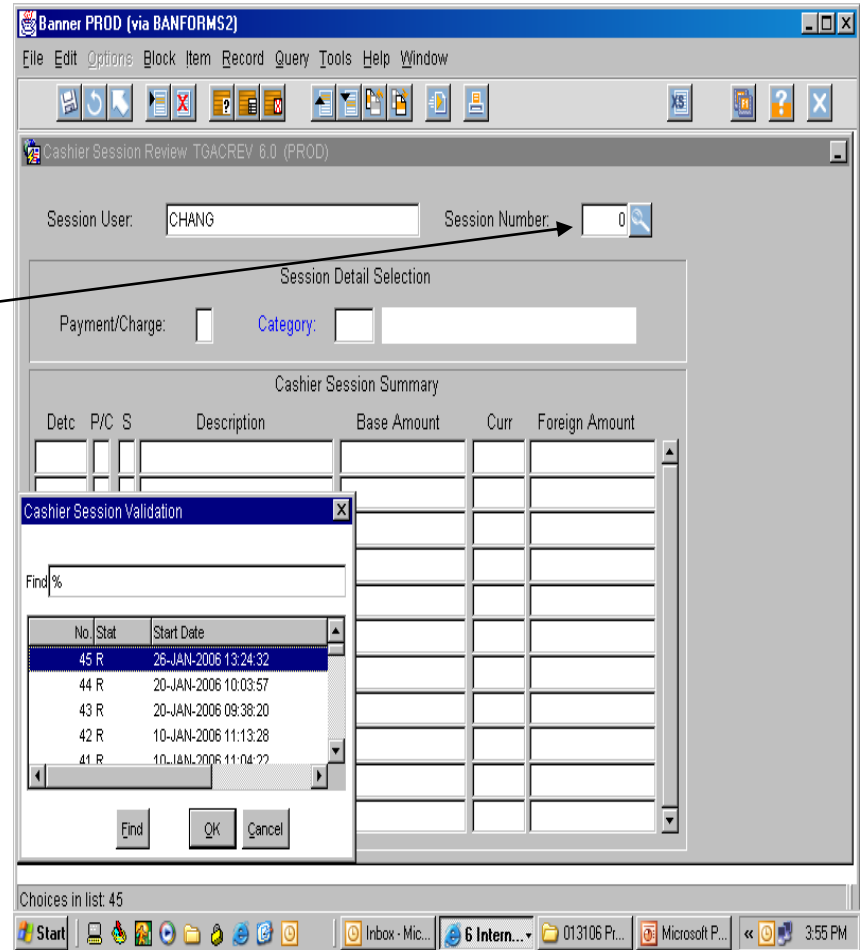
- Receipt #: [] Document: [] User: LEONG
- ID: G00740943 Srinivasan Krishnamurthy Trans Date: 24-JAN-2006
- Debit/Credit Entry section:
 - Detail Code: 1003 Desc: Srinivasan Krishnamurthy D/C: D
 - Curr Code: [] Amount: [] CAmt: 1252.00
 - COA [] Index [] Fund [] Orgn [] Acct [] Prog [] Actv [] Locn [] Rucl Code []
 - Detail Code: MS01 Desc: Srinivasan Krishnamurthy D/C: C
 - Curr Code: [] Amount: [] CAmt: 1252.00
 - COA [] Index [] Fund [] Orgn [] Acct [] Prog [] Actv [] Locn [] Rucl Code []
 - 1 [] [] 10003 [] 3001 [] 8869 [] 870404 [] [] CHG1
 - Debit Total: 1252.00 Credit Total: 1252.00
- Receipt Information section:
 - Print Receipt: Y
 - Duplicate Receipt: N

At the bottom, a message states: "User is not authorized to post with the entered Rule Class. ; List is available". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:29 PM.

TGACREV – Session Review

If you know the session number, you may key in the required field.

Otherwise you may enter query in session number and select the one you want to be viewed. Then, press F12, Page down and will bring up the session detail. Or go to Option, you may Select Totals, Display users sessions or close session.



TYRCSHR – Session Detail Report

You may also go to the job submissions to print a hard copy of cashier Detail report-TYRCSHR

The screenshot shows the Banner PROD (via BANFORMS2) Process Submission Control Form GJAPCTL 6.2C (PROD). The form is titled "Banner PROD (via BANFORMS2)" and has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Help", and "Window". Below the menu bar is a toolbar with various icons. The main form area is titled "Process Submission Control Form GJAPCTL 6.2C (PROD)".

The form contains the following sections:

- Process:** TYRCSHR Cashier Detail Report
- Parameter Set:** [Empty]
- Printer Control:** Includes fields for Printer (ACCTS_PAY), Special Print (LANDSCAPE), Lines, and Submit Time.
- Parameter Values:** A table with columns for Parameters and Values.

Parameters	Values
01 Session Select (C,O,F,R or %)	%
02 Category Code	%
03 Detail or Summary (D,S or B)	B
04 Update final sessions to R?	N

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter N - Because ONLY ITS should update!!!! Other users, please leave at 'N'!

Submission

Save Parameters As: [] [] Hold Submit

ERROR Must be in SUBMISSION BLOCK for function to be valid

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 4:18 PM.

A/R Addendum

1. Review the coding before input, by going to TSADETC, do query(F9), key in the detail code and press F10. Then, press page down key will link to the account.
2. Set up New ID# in FOAIDEN and activate in FTMVEND.
3. Certain fields in TFADETL can be update after record has been saved. such as, Detc description, Pay#, Doc #, Trans Date & create additional text.
4. Make a notation to the one that needs MS01 entry
5. Be sure to put down the TNum#, TPay, receipt# as reference on the check.
6. Determine what trans-date should be used for the batch.
7. Set aside the one has question(s).
8. Apply Tnum to Tpay
9. AR set up (Detc entry) = Application for payment (CK1C)
10. Error reversal should be refer to the TNUM# that you are correcting.
11. Student Loan payment application always needs CK01 entry only. AR has been set up before year end. Go to TSAAREV to view AR term and detail code & TNUM#, use form TSADETL for input
12. Run tape to verify the input total before close the session Or Let Raymond to close and finalize the session until you are comfortable with the process.