

Have it Your Way!

Application of Payment Options

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Session Rules of Etiquette

- Please turn your cell phone/pager on vibrate or silent.
- If you must leave the session early, please do so as discreetly as possible.
- Please avoid side conversation during the session.

Thank you for your cooperation!

Introduction

- Benefits of attending this session:
 - Practical explanation of Banner application of payment functionality.
 - Review of the various different options available for applying payments credits to charges.
 - Q & A with other schools to share information and strategies for efficiency.

Agenda

- Building blocks of application of payment:
 - Detail code set up.
 - TGRAPPL parameters.
- Examples of application preferences.
- Troubleshooting tips.
- Summary.
- Q & A.

BUILDING BLOCKS OF APPLICATION OF PAYMENT

Know What You Want

- Writing down a narrative about how you want payments/credits to apply to charges will help guide you through selecting the best options. For example:
 - Do you want payments to apply to oldest charges first?
 - Do you want specific charges paid first?
 - Do you want to keep all transactions within a term separate from other terms?
- Also consider how these choices will impact how transactions are displayed on statements and online.
- Once you have thought this through you are ready to configure settings in Banner.

Detail Code Set Up

- Key options in the Detail Code Control form (TSADETC) that impact application of payment:
 - Priority.
 - Like term.
 - Like aid year.
 - Like period.
 - Title IV.
 - Institutional charges.

Priority Codes

The screenshot shows a web-based form for entering payment application details. The form is organized into several sections:

- Detail Code:** A large text input field.
- Type:** A dropdown menu.
- Category:** A dropdown menu.
- Grant Type:** A dropdown menu.
- Priority:** A dropdown menu, highlighted with a red rectangular box.
- Refund Code:** A dropdown menu.
- Refund Options:** A group of checkboxes including ☐ Direct Deposit, ☐ Refundable, ☐ Receipt, and ☐ Active.
- Term Based Options:** A group of checkboxes including ☐ Term Based, ☐ Aid Year Based, ☐ Like Term, ☐ Like Aid Year, ☐ Like Period, and ☐ GL Enterable.
- Pay Type:** A dropdown menu.
- Tax Type:** A dropdown menu.
- Other Options:** A group of checkboxes including ☐ Title IV, ☐ Institutional Charges, ☐ Exclude Invoice Print, and ☐ Payment History.
- Defaults:** A separate box containing fields for **Amount:**, **Term:** (with a dropdown), and **Effective Date:** (with a calendar icon).

- Priority codes allow you to determine how restrictive you want payment application to be:
 - 999 credit will only apply to 999 charge.
 - 990 credit will apply to 990-999 charge.
 - 000 credit will apply to any charge.

Like Term/Aid Year/Period, TIV, & Inst. Charges

The screenshot shows a financial aid application form with several sections. On the left, there are fields for 'Detail Code:', 'Type:', 'Category:', 'Grant Type:', and 'Priority:'. In the center, there is a 'Refund Code:' dropdown and a list of checkboxes: 'Direct Deposit', 'Refundable', 'Receipt', and 'Active'. To the right of these, there are two columns of checkboxes. The first column includes 'Term Based', 'Aid Year Based', 'Like Term', 'Like Aid Year', 'Like Period', and 'GL Enterable'. The second column includes 'Pay Type:', 'Tax Type:', 'Title IV', 'Institutional Charges', 'Exclude Invoice Print', and 'Payment History'. Two red boxes are drawn around the 'Like Term', 'Like Aid Year', and 'Like Period' checkboxes in the first column, and the 'Title IV' and 'Institutional Charges' checkboxes in the second column. On the far right, there is a 'Defaults' box containing fields for 'Amount:', 'Term:', and 'Effective Date:'.

- Take out handout:
 - FAQ 1-DYABBW Application Sorting Order by Term.

TGRAPPL Parameters

- Let's go through the parameters one by one and discuss the different options:

01- ID Number	07- Apply Other to Future Term
02 - Apply Refund to any priority	08 – Order by Term
03 - Apply Neg Chg to any priority	09 – Print Application Pending Rost
04 – Apply Cont/Expt Credits	
05 – Apply Title IV first	
06 – Apply Aid to Future Term	

02 Apply Refund to Any Priority

Parameter Values

Number	Parameters	Values
	<input type="button" value="▼"/>	<input type="button" value="▼"/>
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	N
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	N
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

- Entering “Y” will create an absolute override for refunds so that they are not subject to any restrictions (other than that they would not impede a Direct Pay).
- Entering “N” will enforce detail code restrictions selected in TSADETC like any other detail code.
- See FAQ 1-3X3WQ3 for more detail

03 Apply Negative Charge to Any Priority

Parameter Values

Number	Parameters	Values
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	N
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	N
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

- Enter “Y” to allow negative charges to apply to any charge regardless of priority or like term.

04 Apply Contract/Exemption Credits

Parameter Values

Number	Parameters	Values
	<input type="text"/>	<input type="text"/>
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	N
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	N
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

- Enter “C” to apply contract/exemption credits based on cross-reference information (TSAEXPT or TSACONT set up).
- Enter “D” to apply contract/exemption credits based on detail code priority.

05 Apply Title IV first

Parameter Values

Number	Parameters	Values
	<input type="text"/>	<input type="text"/>
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	N
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	N
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

- Enter “Y” to apply financial aid credits to charges first.
- Enter “N” and payments will apply in standard priority order.
 - Refer to the FAQ 1-DYABBW Application Sorting Order by Term handout for details on priority.

Apply Aid to Future Term

Parameter Values

Number	Parameters	Values
	<input type="text"/>	<input type="text"/>
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	N
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	N
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

- Enter “Y” and TIV payments will apply to charges in any term.
- Enter “N” and TIV payments will only apply to charges in terms less than or equal to the TIV payment term.
 - Like term, like aid year, and like period restrictions will still be enforced if they are checked in TSADTEC.

07 Apply Other to Future Term

Parameter Values

Number	Parameters	Values
	<input type="button" value="▼"/>	<input type="button" value="▼"/>
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	N
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	N
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

- Enter “Y” and other credits will apply to charges in any term.
- Enter “N” and other credits will only apply to charges in terms less than or equal to the payment term.
 - Like term, like aid year, and like period restrictions will still be enforced if they are checked in TSADTEC.

08 Order by Term

Parameter Values

Number	Parameters	Values
	<input type="text"/>	<input type="text"/>
01	ID Number	
02	Apply Refund to any priority	Y
03	Apply Neg Chg to any priority	N
04	Apply Cont/Expt Credits	C
05	Apply Title IV first	N
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1

- Take out handout:
 - FAQ 1-DYABBW Application Rules AR83.

09 Print Application Pending Roster

Parameter Values

Number	Parameters	Values
	<input type="text"/>	<input type="text"/>
06	Apply Aid to Future Term	Y
07	Apply Other to Future Term	Y
08	Order by Term	1
09	Print Application Pending Rost	Y
10	Selection Identifier	
11	Application Code	
12	Creator Id	
13	User	

- Enter “Y” to have a list of accounts that still have unapplied payments created with the job output.

Example Scenarios

- University A wants all payments to be applied to tuition and fee balances first. They also want all aid to be applied only to balances in the term it is awarded.
- College B wants the oldest charges paid first regardless of the type of charge. They want all out of pocket payments to apply to charges in any term, but only want aid to apply to balances in the term it is awarded.
- University C wants the oldest charges paid first regardless of type. They want all payments (including aid) to apply to the oldest open balance (within ED regulations).

Troubleshooting Tips

- Using the direct payment function.
- I strongly suggest not changing category codes on exemption/contract detail codes after they have already been used. We learned the hard way!
- Strategically use TGRUNAP.
- Using two Banner sessions – strategically.

Summary

- Put careful thought about how you want payments to apply to charges first.
- There are multiple options to choose from to align your college/university priorities with Banner application of payment processing.
- When troubleshooting, use your test system to try out different TGRAPPL parameters and detail code options in TSADETC.

Questions?



Thank You!

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