AR Detail Code Maintenance

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.21

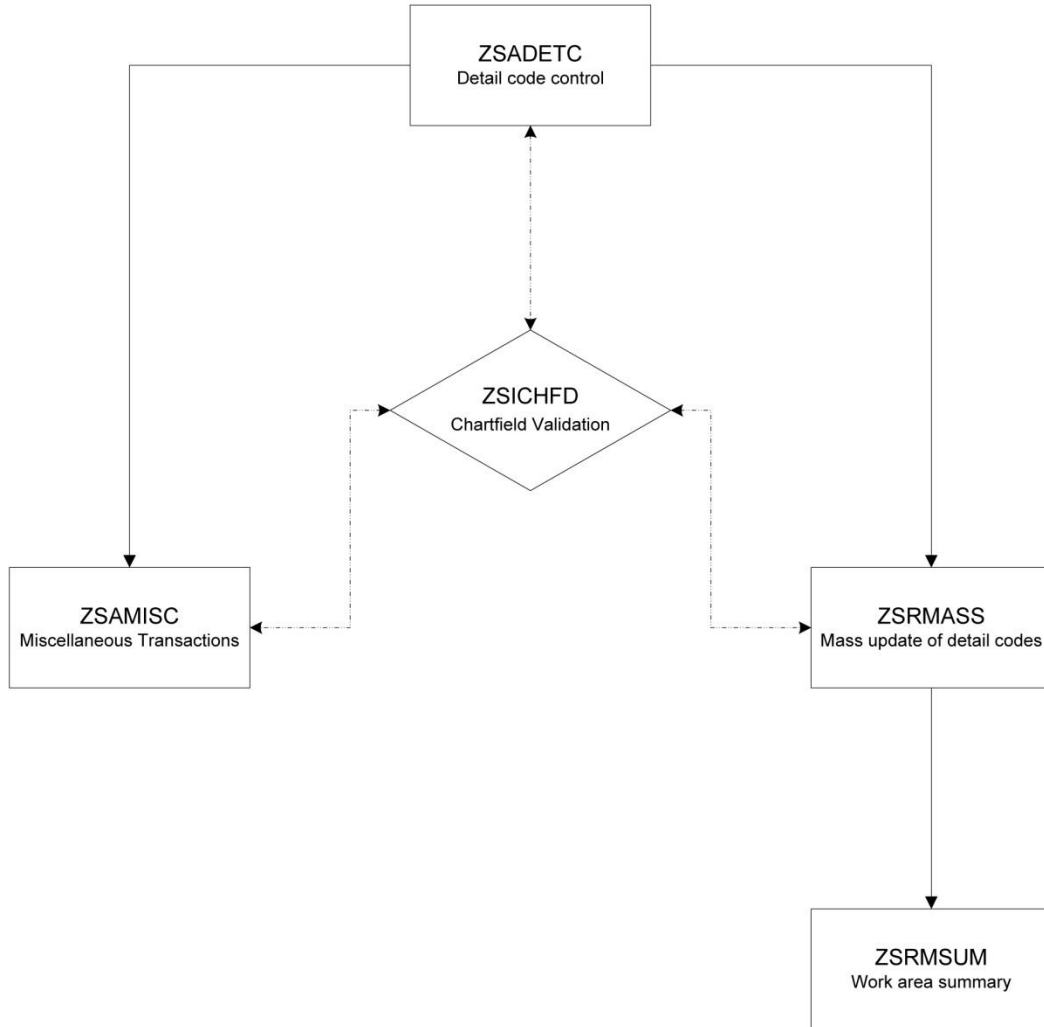This page left blank to facilitate front/back printing.

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                          Chartfield Validation

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AR Detail Code Maintenance

Introduction

Purpose

The Georgia Banner Enhanced Student and Financial Aid Detail Code Maintenance module provides the ability to build and maintain detail codes required for processing transactions for student and non-student receivables. There are occasions when detail code maintenance is required due to changes in chart field strings.

Target Audience

Accounting and Business Officers

Purpose and Scope of Document

This document explains how to use the Georgia Enhanced Detail Code Maintenance.

- Establish Detail Codes
- Mass Detail Code Updates
- Chart Field Validation
- Report Working Area Data

Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.

References

For information about the baseline product, see *SGHE Banner User Manual for Accounts Receivable.*

Support

For additional ITS resources and support, contact the ITS Helpdesk:

- Web support request self-service:
  http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the ITS Helpdesk immediately

- 706-583-2001

Toll free within Georgia: 1-888-875-3697

AR Detail Code Maintenance Forms and Process Reference

Overview

Use the following forms:

Descriptive Title	Name
Detail Code Control Form	ZSADETC
Chartfield Validation and Inquiry Form	ZSICHFD
Miscellaneous Transactions Form	ZSAMISC
Detail Code Accounting Mass Data Entry Form	ZSRMASS

Use the following process:

Descriptive Title	Name
Working Area Summary Report	ZSRMSUM

Detail Code Maintenance Process Flow

Description

The Banner Accounts Receivable module requires the use of detail codes for processing transactions for student and non-student receivables. There are occasions when detail code maintenance is required due to changes in chart field strings.

The Detail Code Maintenance flow includes the following major steps:

- Establish Detail Codes

- Mass Detail Code Updates

- Chart Field Validation

- Report Working Area Data

Timeframe

Detail Code maintenance is required when changes occur to the PeopleSoft chart field strings or new detail codes are needed for processing.

Warning

To prevent potential erroneous data and accounting feeds, users are strongly encouraged *not* to delete detail code information or to change the Type from a charge to a payment or vice versa.

Detail Code Maintenance Process Flow Overview

Complete the following steps to set up and maintain detail codes within the Banner Accounts Receivable module.

I. Setting Up Codes and Rules	
1. Establish detail codes	ZSADETC
2. Make multiple chart field string adjustments	ZSRMASS
3. Validate chart field strings	ZSICHFD

↓

II. Review Working Area Data	
Produce working area report	ZSRMSUM

Detail Code Maintenance

I.   Setting Up Codes and Rules

Introduction

Detail codes are required for processing in Banner Accounts Receivable. Users establish detail codes in the Georgia Detail Code Control form (ZSADETC). Each detail code is defined as a charge or payment, assigned to a user-defined category and application of payment information.

The Detail Code Accounting Mass Data Entry form (ZSRMASS) is used to make chart field string changes to multiple detail codes. Records can be updated, added, or deleted from the working area of the form either individually or in groups.

Chart field strings are validated against the PeopleSoft COA Combo table within PeopleSoft. Validation occurs in real time when accounting information is entered into the ZSADETC, ZSRMASS, and ZSAMISC forms. Query access is available in the Chartfield Validation and Inquiry form (ZSICHFD). All items being queried on this form now appear in ascending order.

1. Create Detail Codes (ZSADETC)

Create detail codes to be used for processing transactions in Accounts Receivable in the Georgia Detail Code Control form (ZSADETC).

Each detail code is established with accounting entries in the GL Interface Window. Chart field strings are validated against the PS COA Combo Table within PeopleSoft Financials at the time of entry. Account string entries are effective dated and the Percent must equal 100.

2. Make multiple chart field adjustments

The Detail Code Accounting Mass Data Entry form (ZSRMASS) is used to make adjustments to multiple chart field strings for a given population of detail codes.

The Working Area is a temporary holding area to work with data until adjustments are ready to be posted to the accounting tables. The information can be saved and retrieved later. Records are updated, added, and deleted from the working area either individually or in groups. Records may also be copied from one working area to another.

Users are provided with counts of the total number of records, erroneous records, and warnings in the working area.

- **Summary**: The total number of records in the working area.
- **Errors**: The total number of errors in the working area that will require correction. Errors will occur when the following conditions are met:
  - Percentages are not equal to 100%.
  - Account string is invalid.
  - Detail code is not term based and any TBDS codes are populated.
  - Detail code is term based and any TBDS codes are null.
- **Warnings**: The total number of warnings in the working area. Warnings occur when the detail code is term based and does not have all terms defined.

Note: The number displayed in the green box shows how many records in the working area are not problematic. The number displayed in the red box shows how many erroneous records there are in the working area. The number displayed in the orange box shows how many records

with warnings there are in the working area.

The Current TBRACCT Record View window allows the user to select a population of records for adjustments. Users may select the population based on the detail category code, the percent, the term-based designator code, and/or the chart field string for Account A and/or Account B.

Records selected in the population may be copied to the Working Area by selecting the Copy to Working Area button.

The user receives a confirmation window with the number of records to be copied. Selecting the OK button in this window will copy the records into the working area.

When the records are successfully copied, a window will display the number of records copied to the working area.

After clicking the OK button in the window, the user should select the Working Area Detail Code Information from the options menu. Enter the Working Area Name or select the working area from the list of values by double clicking in the working area field. A next block function will display the copied records in the working area.

Warning

When records are written to a working area, the user may query the working area for specific information. This will cause the Summary, Error, and Warning data to be reported in the form inaccurately. The data displayed for these three fields are based on all data found in the working area.

3. Validate Chart field strings

Chart field strings are validated real time against the PeopleSoft Combo String table at the time of entry in the GL Interface Window of the Detail Code Control form (ZSADETC). Validation also occurs at the time of entry of an Account in the Miscellaneous Transactions form (ZSAMISC) for detail codes that are indicated as GL Enterable.

The Chartfield Validation and Inquiry form (ZSICHFD) provides individual chart field components of the chart field string, as well as the description of the chart field, the active indicator, and the effective date. This form is display only and will not allow for manual updates. Validation is real time.

All fields allow query access to select valid values for each chart field.

The Select Combo String button allows for query access to the complete chart field string.

II.   Review Working Area Data

Introduction

The Working Area Summary Report (ZSRMSUM) provides the user with the ability to print data related to a specific working area for review. The user may print all records, error records only, or warning records only related to a working area.

Produce working area report (ZSRMSUM)

The ZSRMSUM process reports on all records, error records only, or warning records found within a specific working area.

The parameters displayed in the Job Submission form (GJAPCTL) are as follows. The parameter number, name, requirement, and description are provided to assist you when entering the parameter values.

Parameters for ZSRMSUM

No	Name	Required?	Description/Instructions	Default Values
01	Working Area	Yes	Enter the code for the Working Area you wish to review.	
02	Report Type	Yes	Enter 'A' for all records, 'E' for error records only, and 'W' for warning records only.	

Sample Files   **Sample zsrmsum.log**

```
Username: Connected.

RUN SEQUENCE NUMBER:
ZSRMSUM PROGRAM, GAMOD 8.0
Run began on 04-NOV-2009 09:00:34 AM
-----------------------------------------------
 ******* Run parameters *******
            Working Area: DCTEST3
             Report Type: A
-----------------------------------------------
Run ended on 04-NOV-2009 09:00:34 AM
zsrmsum completed successfully
209 lines written to /home/banjob/T10810/zsrmsum_533716.lis
Connected.
Connected.
Content-type: text/plain; charset=UTF-8
```

Sample zsrmsum.lis

```
11/04/2009 09:00:33                    Working Area Summary Report                                          Page: 4


     Work Area:      DCTEST3


     Detail   Account A                                    Account B                                    Percent  TBDS
     Code                                                                                                        Code
     -----------------------------------------------------------------------------------------------------------------

     4481     20000181006200081550000XXX300XXXXXXXXXXXX781152    10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219820    100  CF
     4481     20000181006200081550000XXX300XXXXXXXXXXXX781154    10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219820    100  CS
     6001     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     6002     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     6003     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     6004     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     6005     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     6006     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     8201     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219850      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219850    100
     FAID     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     FGSL     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219805    100
     SLS      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080    100
     SPON     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080    100
     TAP      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080    100
     UGSL     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080    100
     YPEL     10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080      10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219080    100
     -----------------------------------------------------------------------------------------------------------------


ZSRMSUM PROGRAM, GAMOD 8.0
Run began on 04-NOV-2009 09:00:34 AM
-----------------------------------------------
Total number of records printed: 153
-----------------------------------------------
Run ended on 04-NOV-2009 09:00:34 AM
Content-type: text/plain; charset=UTF-8
```

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 7.6, December 15, 2006	NA	All	Accounts Receivable document is divided into chapters and a new format.
Georgia Enhancements, July 31, 2007	ZSICHFD	5 A-1	Short description of the enhancement added at the end of the introduction Addition of Appendix A
Quarterly User Documentation Update June 30, 2009	NA	B-1	Addition of Process Flow diagram
Georgia Enhancements 8.0, March 31, 2010	NA	All	New screen shots.
Georgia Enhancements 8.5, December 17, 2010	ZSADETC	4 & 5	Updated screen shot of ZSADETC and the GL Interface page to show Aid Year Based Indicator.
Georgia Enhancements 8.7, March 31, 2010	ZSRMASS	6	Updated screen shots of ZSRMASS to show Aid Year Based information.
Georgia Enhancements 8.8, June 30, 2011	ZSADETC	4 & 5	Updated screen shots of ZSADETC and the GL Interface page to show Like Period indicator.
Georgia Enhancements 8.21, April, 2013	ZSADETC	4 & 5	Updated screen shots of ZSADETC and the GL Interface page to show new version after being re-cloned for baseline AR 8.4.3.

Appendix B: Process Flow

AR Detail Code Maintenance