

AR Detail Code Maintenance

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.21

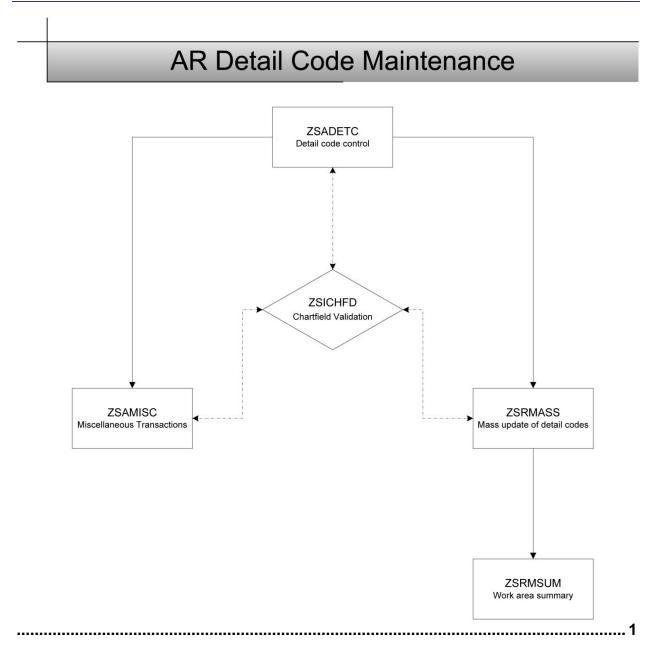
Information Technology Services

April 2013

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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.
Ø	Steps for recovery or support.
	For additional information, see references.
	Exercise caution.
Dangeri	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:
\frown	

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

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

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.

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

I. Setti	ng Up Codes and Rules	
1.	Establish detail codes	ZSADETC
2.	Make multiple chart field string adjustments	ZSRMASS
3.	Validate chart field strings	ZSICHFD
	\downarrow	
II. Rev	iew Working Area Data	

Produce working area report

Georgia Enhancements 8.21 User Documentation AR Detail Code Maintenance

Timeframe

Warning



Detail Code Maintenance Process Flow Overview

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).

Detail Code: 1102 instate tuiton-05-Sping If erm Based Pay Type: N Defaults Type: 0 Refund Code: • And Year Based Tax Type: 0 Amount: Grant Type: • PRefundable Like Period Exclude Invoice Print Amount: Term: Erm: Empower Grant Type: • PRefundable Like Period Exclude Invoice Print Empower	Detail Code Contro	ol Form - Student Z	SADETC 8.21			
Active CL Enterable Payment History Detail Code: Image: Cl Enterable Pay Type: N • Type: C Refund Code: Image: Cl Enterable Pay Type: N • Category: Tu • Direct Deposit Ikle Ferm Title IV Amount: • Grant Type: Image: Cl Enterable Ikle Ald Year Based Tax Type: • Image: Cl Enterable Image: C	Type: Category: Grant Type:		Refund Code: Direct Deposit Refundable	☐ Aid Year Based ✓ Like Term ☐ Like Aid Year	Tax Type: G Title IV Institutional Charges	Amount: Term:
Type: C Refund Code: Ald Year Based Tax Type: G v Category: Tu Direct Deposit Like Term Title IV Grant Type: V Refundable Like Ald Year Institutional Charges Priority: 98 Receipt Like Period Exclude Invoice Print Effective Date: Image: Comparison of the period of the pe	r nong.	550				
Grant Type:	Туре:	С	Refund Code:	Aid Year Based	Tax Type: G 🔹	
Detail Code: 1100 Im-state tuition-055Fail Verm Based Pay Type: N • Type: C Refund Code: • Aid Year Based Tax Type: G • Category: Tu • Oirect Deposit VLike Term Title IV Amount: Grant Type: • Vermutable Like Aid Year Vermutable Term: • Priority: 998 Receipt Like Period Exclude Invoice Print Effective Date: Image: Comparison of the print	Grant Type:		Refundable	Like Aid Year	 Institutional Charges Exclude Invoice Print 	Term:
Type: C Refund Code: Image: Code			✓ Active	GL Enterable	Payment History	
Grant Type: ✓ Refundable Like Aid Year ✓ Institutional Charges Term: ✓ Priority: ¹ / ₂ ¹/₂ Priority: ¹ / ₂ </td <td></td> <td></td> <td></td> <td></td> <td></td> <td>Defaults</td>						Defaults
Priority: 998 Receipt Like Period Exclude Invoice Print Effective Date:		TUI				
Active GL Enterable Payment History	21	998			•	
			Active	GL Enterable	Payment History	

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.

GL Interface ZS	ADETC 8.21						
Detail Code: Effective:	1102 in-state tuition-GS-Spring 07-MAY-2007	Next Change Date:	_	✓ Term-based □ Aid Year-based	Total Percent:	100	
General Leo	ger Interface Information						
Designator:	SE 💌	Percent:	100				
Account A:	105000000000000000000000000000000000000	000000000000000000000000000000000000000	•				
Account B:	10000000011993XXXXXXXXXXXXXXXXXXXXXXXXXX	000000000000000000000000000000000000000	•				
esignator:	sg 🔹	Percent:	100				
Account A: Account B:	105000000000000000000000000000000000000						
ACCOUNT B.	10000000011993XXXXXXXXXXXXXXXXXXXXXXXXXX		Ŀ				
Designator:		Percent:					
Account A:							
Account B:			•				
Designator:	•	Percent:					
Account A:			-				
Account B:			-				
Designator:		Percent:					
Account A:			-				
Account B:							

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

itegory Code:	Percent:	Working Area For Pending Changes to TBRACCT TBDC: ABDC:	Working Area:	DCTEST3	Post Chan
nartfield: A B	v	▼ ▼	Summary 153	Errors 24	Warnings 139
Code AYBDS	TBDS Percentage	Chartfield String Account A (Top) / Account B (Bottom)		
201 💌 💌	▼ 100	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	T		
	DCRAWFOR	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
100 🛡 🔽	CF 💌 100	2000018100610008112000XXX324XXXXXXXXXXXX781116	•		
	DCRAWFOR	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	•		
	CS 🔻 100	2000018100610008112000XXX324XXXXXXXXXXXX781117	•		
	DCRAWFOR	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	•		
100 -	CX 🔻 100	2000018100610008112000XXX324XXXXXXXXXXXX781115	•		
	DCRAWFOR	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
	PZ 🔽 100	2000018100610008112000XXX324XXXXXXXXXXXX781115	•		
	DCRAWFOR	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	•		
105 🔍 🔍	CF 100	2000018100610008112000XXX324XXXXXXXXXXXXX781116	•		
	DCRAWFOR	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	•		
	CS T 100	2000018100610008112000xxx324xxxxxxxxxxx781117	•		
105 🔻					

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.

🧑 Detail Code	Accounting M	ass Data Entry	/ Form ZSRMASS	8.7 000000000000000000000000000000000000
			C	urrent TBRACCT Record View Form
Detail Cate	gory Code:		ercent:	Term Based Designator: 🔹 Aid Year Based Designator: 🔍 🛡
Chartfield:	A B		v	Y Working Area: Y Y Copy to Working A
Code	Term Based Designator	Aid Based Designator	Percentage	Chartfield String Account A (Top) / Account B (Bottom)
3500			100	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx121200
				10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx219860
9400 🛡			100	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx219860
				10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx121200
9500 🛡			100	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx219860
				10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx121200
ТРСН 🛡			100	10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx121100
				10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx219860
TPPY 🛡			100	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX219860
				10000xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx121100
				v

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.

Chartfield Validation and Inquiry Form	ZSICHFD 8.0			<u> </u>	×
	Description	Active Indicator	Effective Date		
Fund Code:	10000 State Appropriations	A	01-JAN-1901		
Program:					
Class:	11000 Gen Opns - General	A	01-JAN-1901		
Department:					
Project:					
Account:	471400 Adm Cost Allow - Veterans Rept	A	01-JAN-1901		
	Select Combo Str	Retu	m With Value		

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

Chartfield Validation and Inquiry Form	ZSICHFD 8.0					
		Descrip	tion Active Indica	tor Effe	ctive Date	
Fund Code:	10000 💌	State Appropriations	A	01	-JAN-1901	
Program:						
Program:		Account Validat	ion 2000000000000000000	0000000	000000000000	0000000 ×
Class:						
		Find %				
Department:						
Project:			Description		Effective	<u> </u>
-			All Accounts Cash on Hand	A	01-JAN-01 01-JAN-01	
Account:			Casri on Hanu Petty Cash	A	01-JAN-01 01-JAN-01	
	Select Combo Str		Cash in Bank Gen Oper- De	Â	01-JAN-01	
	Sciece Combo Strin		Cash Clearing - Banner	А	01-JAN-01	
		118200	Intraunit Offset	А	01-JAN-01	
		118500	Cash in Bank Payroll - Dem	A	01-JAN-01	
		118502	Cash In Bank - Payroll - Direc	A	01-JAN-01	
		119100	Cash in Bank-Time Den-Cas	Α	01-1AN-01	
			(Eind)	QK ⊆a	incel)	
				21		

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

eld Validation and Inquiry Form	ZSICHFD 8.0		
		Description Active Indicator Effective Date	
Fund Code:	· · · · ·		
Program:	•	Combo String 000000000000000000000000000000000000	xəxəsəs x
Class:		Find %	
Department:		Combo String Values	Descripti
Project:	•	10000xxxxx11000xxxxxxxxxxxxxxxxxxxxxxxx	ADM COS
Account:		10000XXXXX11000XXXXXXXXXXXXXXXXXXXXXXX	ADM COS ADM COS
Account		10000XXXXX11000XXXXXXXXXXXXXXXXXXXXXXXX	INDIREC"
	Select Combo Str	10000XXXXX11000XXXXXXXXXXXXXXXXXXXXXXXX	STATE AF
		10000XXXXX11000XXXXXXXXXXXXXXXXXXXXXXX	DONATIC
		10000XXXXX11000XXXXXXXXX225XXXXXXXXXXX472400	PAIRS PR
		10000XXXXX11000XXXXXXXXXX236XXXXXXXX472100	INDIREC'
		Eind QK Cancel	

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<i>II.</i>	Review	Working	Area Data
		i o i u i g	/ II Ou Ducu

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 Ar	ea: DCTEST3					
Detail Code	Account A		Account B	Percent	TBDS Code	
4481		000XXX300XXXXXXXXXXX781152	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100	CF	
4481		000XXX300XXXXXXXXXXX781154	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100	CS	
6001		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
6002		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
6003		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
6004		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
6005		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
6006		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
8201		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
FAID		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
FGSL		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
SPON		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
TAP		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
UGSL		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
YPEL		xxxxxxxxxxxxxxxxxxxxxxxxx219080	10000XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100		
	GRAM, GAMOD 8.0 n 04-NOV-2009 09:00:3	4 bW				
	n 04-NOV-2009 09:00:3					
	r of records printed:					
n ended o	n 04-NOV-2009 09:00:3	4 AN				
ontent-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	Short description of the enhancement added at the end of the introduction
		A-1	Addition of Appendix A
Quarterly User Documentation Update	NA	B-1	Addition of Process Flow diagram
June 30, 2009			
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

