Student Administrative Systems

Accounts Receivable:
Departmental Charges

ACCOUNTS RECEIVABLE , PROCESS DOCUMENTATION

Version: 1.2
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Prepared by: Scott Gonsalves
Carleton University

Revision History

Version No.	Date	Description	Author
1.0	March 16, 2003	Initial Document	Sandra Paradoski
1.1	November 16, 2004	Template Revision and Added Documentation	Sandra Paradoski
1.2	February 28, 2008	Reassessed information, updated screenshots	Scott Gonsalves

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Departmental Charges

**Any department with the authority to place charges on an account will be given the ability to enter mass charges and query AR for specific departmental charges.
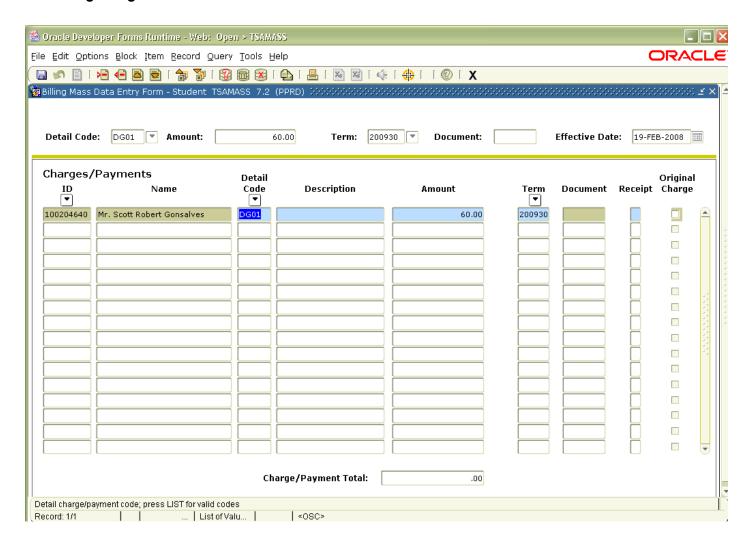
Forms used: TSAMASS
             TGIACCD

Known Data: Departmental Detail Codes
            Data for Input

1.0 Adding Charges/Credits to a Student Account

To add charges in TSAMASS:

1. Navigate to TSAMASS.
2. In the key block, enter any default values that would apply to the majority of the transactions you are entering:
   a. Enter the Detail Code you wish to use. Each department has been provided with their own set of detail codes (see Detail Code List at the end of this document). Should you need a new code, contact scott_gonsalves@carleton.ca.
   b. Enter the default amount that covers the most charges you are applying. If there was a default amount set-up for the code, this will populate automatically.
   c. Enter the current term.
   d. Enter the Effective Date. It will automatically default to the system date, or you can put a future date. It is strongly suggested that you always use the default date so that you do not affect Student Billing.
   e. Perform a next block.
3. Enter the Student ID. The rest of the field will automatically populate with the default KEY BLOCK information and the student's name. You may overwrite the Detail Code, Description and Amount if any charge does not follow the KEY BLOCK information. For consistency within the system, do not overwrite the description.
4. Verify the accuracy of the information entered.
5. Press Save.

**Remember to close your cashiering session once all desired transactions are entered. Refer to Section C.

2.0 Viewing Existing Charges

To view new or existing charges:

1. Navigate to TGIACCD.
2. Enter the Student ID and Detail Code for which you are looking.
3. Execute the query (Ctrl + f11)
4. The query will retrieve all charges entered on the account for that Detail Code. Pay particular attention to the Balance field. Any outstanding items will have a value in this field. If the balance is 0, the charge has been paid. The total at the bottom will display the outstanding balance for all transactions of this detail code.
5. To perform another query, hit 'enter query' or press f11.

3.0 Closing Cashiering Sessions

Each cashier is responsible for closing his/her own session in a timely manner, as outlined by Accounts Receivable. If a session is not closed within the guidelines, AR may contact you to have the session closed.

3.1 Closing a Session

1. Navigate to TGACREV.
2. Enter your USER ID in the Session User (one word).
3. Enter '0' into the session number to retrieve your open session.
4. Save. Perform Next Block.
5. You may choose to view only Charges or Payments, and/or by category. When reviewing a session, leave these blank.
6. Perform Next Block. The session details, netted by detail code will appear.
7. From the Options Menu, you may:
    a. Review Cashier Session Detail: This will show you the individual detail of the session, referencing transactions by detail code and/or student number.
    b. Display Totals: A pop up will appear with the grand total of your session.
    c. Display User Sessions: This will show you a list of all existing inactive sessions for your user ID. Sessions will be deleted approximately one week after a session is reported.
    d. Close Session: Select this option to close your session once you have confirmed the accuracy.
8. Note that the session number will change from '0' to the next available session number for your ID. When sessions are deleted, it will start back at one.

3.2 Printing the Cashiering Report

1. Navigate to TGRCSHR. Enter the default parameters, if any. Instructions below.
2. Perform Next Block.
3. Enter the printer you wish to print the report to, or enter DATABASE if you will printing from a browser (described in subsequent step). Perform Next Block.
4. Enter the appropriate parameters, unless a default set was selected in step 1.
    a. Session Selection: Enter 'C' for closed sessions.
    b. Category Code: Leave as %.
    c. Specific Cashier: Enter your Cashier ID.
    d. Print all sessions: Leave as 'Y' to retrieve all closed sessions for your user ID. Enter 'N' if you wish to print a selection.
    e. From Session Number: If you chose 'N' for Print all Sessions, enter the first session number of your selection.
    f. To Session Number: Enter the last number for your selection.
    g. Detail and/or Summary Report: (D)etail, (S)ummary, (B)oth. Detail will give you the detailed transactions by detail code and category. Summary will give a breakdown of the feed accounting by category and cashier. Both will give both detail and summary.
    h. Update Finalized Sessions to R: Leave as 'N'.
    i. Enter Report Begin Date: Leave blank.
    j. Enter Report End Date: Leave blank.
5. Perform Next Block. If you wish to save these parameters, check the save box, and enter a name for your default into the Save As field. Use this in step 1 on subsequent processes.
6. Save.

*Confirm that all details and totals match your input documents.

To review your output:

1. Select Review Output from the Options Menu.
2. Double click on the File field.
3. Select the appropriate lis file as saved in the previous step. Click OK.
4. Review the output.
    a. If you wish to show this in a browser to either print to a local printer or save it to another location, select Show Document from the Options Menu.
    b. Be sure to Refresh your screen to ensure you are viewing the correct report.
    c. Select either print or save from the file menu depending on which option you wish to pursue.

4.0 Supervisory Duties

All closed sessions must be reviewed by the cashier's supervisor, and updated to a status of finalized.

4.1 Reviewing a Previously Closed Session

1. Retrieve the session number from the cashier's report.
2. Navigate to TGACREV.
3. Enter the Cashier ID and Session Number in the key block. Save.
4. Perform Next Block.
5. Leave C/P and Category fields blank. Perform Next Block.
6. Confirm all totals and details through the Cashier Session Summary on this screen, or select other options from the Options Menu (Display totals, Display Session Detail).
7. If any discrepancies are found, notify the cashier responsible for the session. This cashier must open a new session to make the corresponding changes. This session must also be closed and finalized. You may want to attach the report from that session to the report for this one.

4.2 Finalizing a Session

To view a list of any inactive (closed) sessions, or to finalize a session, you must use TGACSPV.

1. Navigate to TGACSPV.
2. Active sessions will appear in the first screen. This will notify you of any cashiers in your department who are in the middle of a session, or who have not closed a session.
3. Select 'Review Inactive Sessions' from the Options Menu.
4. A list will appear of all existing inactive sessions with status' of Closed, Finalized or Reported. Reported sessions will only remain on this list for approximately one week.
5. To find your cashier's closed session, enter a query using the Cashier's ID and status of 'C'.
6. Once you have located the session, place your cursor over the status and update it to a status of 'F' for finalized. If this session is also a bank deposit, you may wish to record the deposit number. It will appear in any subsequent report you print, but remember that once the session is deleted, that information will disappear.
7. Save.

*You may also wish to print a report of the session for your own records. Follow the steps in Section C on how to print a report of a closed session, but using 'F' for the Specific Selection parameter.

5.0 Departmental Category & Detail Codes

Category	Description	Detail Code	Description
APP	Application Charges	A100	Letter of Permission
		A101	Supp/Rev of Grades - On Campus
		A103	Deferred Exam - Off Campus
		A104	Challenge for Credit
COP	Co-Op Office Charges	DC00	Co-Op Prep Charge
		DC01	SLALS Assessment Fee
ESP	ESP Charges	DE00	ESP Workshop Fees
GRD	GSRO Charges	DG00	Reinstatement Charge
		DG01	Leave of Absence
		DG02	Extension Charge
		DG03	Graduate Back Fees
HTS	Health Services Charges	DH00	Health Services
IMS	Instructional Media Charges	DI00	IMS Tape Fine
		DI01	IMS Tape Replacement
LIB	Library Charges	DL00	Library Fine
		DL01	Library Replacement
		DL02	Ottawa Univ. Library Fine
		DL03	Library Binding Charge
		DL04	Library Damage Charge
		DL05	Library Recall
		DL06	Library Charge - CISTI
		DL07	Library Charge - Lost
		DL08	Library Replacement - Damage
		DL09	Library Replacement - CISTI
PRK	Parking Office Charges	DP00	Parking Fine
TTY	Tapes-To-You Charges	DT00	Tapes-To-You Services
		DT01	Tapes-To-You Exams
		DT02	TTY - Unreturned Materials
UHP	UHIP Office Charges	DU00	UHIP Coverage - SEE HELP
		DU01	UHIP Exemption
		DU02	UHIP Adj
		DU03	UHIP Dep Adj
		DU04	UHIP Summer
		DU05	UHIP Refund
		DU06	UHIP - Lapse in coverage