Review the Banner A/R Detail Code Matrix to determine if a detail code(s) already exists. The Banner A/R Detail Code Matrix is available from TCSG Director of Support Services.

If no code exists and a wild card cannot be used, request a detail code from the TCSG Director of Support Services. All new detail codes must be approved by vote through the Banner Contract Committee.

LOG INTO BANNER:

Type TSADETC into the Dashboard Welcome screen ... and enter to navigate to the Detail Code Control Form.

The following screen will appear:

You can change your view by clicking on the Multiple Records (CTRL+G) or Single Record (CTRL+G) TAB in the upper left corner of the screen (Detail Control Form).
In this example, I am using the Single Record.

Choose Insert on the Detail Control Form or (F6) to insert a new record.

Once you have inserted, a blank record will appear:

For DETAIL CODE - type in the (4) character code -(as listed on the BANNER A/R Detail Code Matrix) Example: TUIT for tuition.

DESCRIPTION - type in the description (as listed on the BANNER A/R Detail Code Matrix).

TYPE – Insert either P, indicating a payment detail code, or C, indicating a charge code.

CATEGORY – click the drop down box and choose the category to which the code belongs. Note, TTVDCAT can be used to add a new category if necessary.
GRANT TYPE – not in current use.

PRIORITY code- type in the appropriate priority code number (Priority codes listed on the matrix are guidelines. You should determine how Financial Aid awards and payment/charge detail codes will match up/marry up to each other when determining the appropriate priority code.)

REFUND CODE- click on the drop down box for the choices (The TUIT detail code is being used as an example).

Please note: For all 4xxx, HOPR, PLRF, SEOR, SSIR, etc (refund detail codes) --- MAKE SURE they have a Refund Indicator set to M (manual), not Y. There should be no detail code with a Refund indicator of Y (this note does not apply to Gwinnett Tech). This code should only be used on codes that generate a refund.

DIRECT DEPOSIT- check box for direct deposit (ACH) refunds (The “Y” to generate refunds must be selected for this choice). Important note, a reference code of Y wipes out the check number. This Y is only used with systems that use Banner finance.

REFUNDABLE - check box to designate the code is a refundable code.

RECEIPT - check box for BANNER to automatically generate a receipt number.

TERM BASED – not currently in use.

AID YEAR BASED – there are specific instances when this box should be checked (see appendix)
LIKE TERM – restricts payments to apply only to charges from the same term.

LIKE AID YEAR – restricts payments to apply only to charges from terms within the same Aid Year (used for Financial Aid detail codes-PELL/SEOG). Note, if neither is checked the system will treat it as Like Aid Year and will go to pull the money up to $200 from prior year.

GL ENTERABLE (designed for use with TSAMISC form-miscellaneous).

ACTIVE – must be checked for current use. If not checked the detail code will become inactive and will not be available for use.

PAY TYPE – select from drop down box

TAX TYPE – not currently in use.

TITLE IV – can only be selected if it is a payment detail code for PELL/SEOG.

INSTITUTIONAL CHARGES – select for detail codes that can be paid by Title IV Aid.

EXCLUDE INVOICE PRINT – select if the detail code should not be printed on the invoice.

PAYMENT HISTORY – select if the detail code is to be included in the payment history.
DEFAULTS: You can set a default amount for the detail code to populate anytime the detail code is used (i.e. TCKK will default to $35.00 if the amount is inserted in the amount field.) Please note that these amounts must be changed when fees are changed. Using the defaults minimizes the risk of data entry errors. Term and Effective Date defaults can be used in the same manner but are not advisable.

Once you have completed the information for page one of the Detail Code Control Form, select CNTRL and the PG DN keys (Control Page Down) or choose Next Selection to move to the GL Interface portion of the form.

DETAIL CODE and DESCRIPTION – will be carried forward.

EFFECTIVE DATE – will populate using the current date.

Next CHANGE DATE – date which the user changed the accounting distribution (A & B acct or percent).

PERCENT – should equal 100.

The “A” account is the account which will be debited and the “B” account is the account which will be credited. If using codes from the BANNER matrix standard, these accounts will already be designated. If using new detail codes, you will need to know which account and description is to be debited and which account is to be credited.

Once established the correct A and B account designations have been entered save the record by selecting the SAVE icon in the lower right corner of the screen by using the shortcut key F10.
To copy an existing code for ease of creation, first press the Copy tab in the upper right corner of the screen (Detail Control Form) or press the F4 function key to insert a record.
Appendix A

Set up for Aid Year-based Detail Codes

For Financial Aid detail codes, you can now create aid year-based detail codes and feed transactions to specific accounts, depending on whether the transaction is being posted against a prior, current or future aid year. New validation tables/forms (TTVABDS, TSAABDS) have been created to define and administer aid year-based detail codes.

*TSADETC* form has been changed to allow editing of aid year-based detail codes. A new field, Aid Year-based appears on the first page. If it is toggled, it indicates the detail code is considered aid year-based and has aid year-based rules.

For each aid year code you will be using, establish the entries in validation table TTVABDS. This is a one-time entry. There is no need to set up Code 08, Aid year 0809 but if you already have previously defined it that is fine.
Next, assign the Aid Year Designator Code to the Financial Aid Year Code in rules form TSAABDS. These designator codes will be used to change the A and B accounts for aid year-based detail codes.

**Note:** This table must be updated the beginning of the fiscal year prior to running TGRFEED.

Finally, for each Aid Year Detail Code, establish the Aid Year designator code and the associated A and B accounts. The first aid year based detail code that is established can’t be copied from a non aid year-based detail code.

When working with ZFPXREF, the Banner to PeopleSoft Crosswalk Process, you will have to assign the Chart field crosswalk information to each A and B account assigned to the Aid Year-based detail code.