

## TRAINING AGENDA

## Banner AR Due Diligence 101

- What is Due Diligence?
- Why Do we have to do certain things when we bill?
- TCSG Due Diligence Policy
  - Number of billings if you use a collection agency (13% or 25% collection fee)
  - Number of billings if you do not use a collection agency (\$5 - \$9 per letter
- When to bill and How often to bill
- The billing parts and how they work with each other and other processes
  - Population Selection
  - Letter Generation
  - What letter gen process can you run multiple times
  - What letter gen process can only be ran once without issues.
  - What letter gen process places a letter attempt onto a students account
  - Where do you see how many attempts a student has SUAMAIL/GUIMAIL
- Two billing strategies for colleges
- Letter examples

Q&A





