

## II-12 Accounts Receivables Departmental Charge/Payment

## NORTHWESTERN STATE UNIVERSITY

### Accounts Receivables Departmental Charge/Payment

**I. Purpose and Scope:** This procedure outlines the method of physically handling and accounting for transactions entered by departments in the Banner Accounts Receivable system using TSAAREV or TSAMASS

**II. Reference:** None

***NOTE:** All links for **supporting documents** are found at the end of this policy. See Supporting Documents used to process Accounts Receivables Departmental Charge/Payment.*

**III. Responsible Area:** All Areas

**IV. Procedure:**

**Business Affairs/Designee**

1. Coordinate with Department(s), authorization to receive update capability on TSAAREV and TSAMASS. Forward authorization documentation to Information Systems to initiate access. Set up restricted user access on screen TGAUORF to the charge categories that will be used by the authorized departmental operator.
2. Departments may use the control form provided (***Billing/Receivables Journal Entry Voucher***) or may create their own form, the number of copies is up to the Department, depending on their needs. A copy is **NOT** required for Business Affairs. Each form should be assigned a unique reference number. The FOP reference number will be posted on TSAAREV

***NOTE:** ALPHA CHARACTERS USED IN REFERENCE NUMBERS MUST BE COORDINATED WITH BUSINESS AFFAIRS SO THAT CHARACTERS CURRENTLY BEING USED FOR OTHER SPECIALIZED FORMS ARE NOT DUPLICATED.*

3. The original form should be maintained in reference number order in accordance with university policy for at least five (5) years.

***NOTE:** Under state law states, debts owed to Public institutions of Higher Education do not prescribe for 10 years (LSA 9:2701). Therefore, all existing records or records accumulated by the university related to outstanding receivables (debt owed to the university) must be maintained for at least 10 years from the date the debt occurred. This should include all copies of the student's account statement (TSAAREV) and other related documents to support the debt.*

**Departmental Operator/Designee**

4. Completes the Departmental Form to include at least the following information.

<b>Preparation Date</b>	Date prepared
<b>Account Reference</b>	Specialized number assigned to identify the department and sequence of forms.
<b>Authorization</b>	Brief explanation of events that led to the transaction(s) listed.
<b>AR Updated by</b>	Operator who performed the data entry.
<b>Date</b>	Date the transaction is entered on the student account.
<b>AR User Name</b>	Operator who performed the data entry.

<b>Student Name</b>	Name of student who's account will be updated. (Last Name, First Name, Middle Initial).
<b>Student ID Number</b>	Account Number (social security number) of the student who's account will be updated.
<b>AR Detail Code</b>	Detail code for the Charge/payment transaction to be entered.
<b>Term</b>	Term that the charge/payment transaction related to and will be posted to.
<b>Detail Code Description/ Memo Transaction</b>	Brief note pertinent to the transaction that will be entered. A memo item may be posted on-TSAAREV. The memo entered will replace the detail code description
<b>Amount</b>	The amount of the charge or payment.
<b>Approved</b>	Signature of Operator's supervisor or designee of the Department Head.
<b>Date</b>	Date approved by supervisor or designee.

Enter transaction on TSAAREV one at a time or TSAMASS if there are many students with the same charge/payment type. Save screen after individual or batch entry.

5. Print Cashier Checkout report (TGRCSHR) at the end of each day and reconcile the source document to what was posted in AR to ensure accuracy.

The operator's transactions entered on the date in the "Date" field along with the "Cashier" code will be displayed including the net dollar amount and transaction count (the date in the "DATE" field may be changed to display previous date transactions, when the review is complete change the date in the "DATE" field back to the current date).

6. File supporting documentation with "Cashier Check Out" listing in departmental file.
7. Transactions will feed to the Financial Records System in nightly processing.

**Supporting Documents used to process Accounts Receivables Departmental Charge/Payment:**

[Banner AR Journal Entry Voucher](#)