Accounts Receivable
Transaction Processing

Confidential Business Information

Prepared For: Release 7.x

Prepared By:

New Mexico State University

P.O. Box 30001

Las Cruces, New Mexico 88003

United States of America

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For more information about this document, contact training@nmsu.edu.

Overview of Processing Transactions

When you process transactions you may complete several types of activities, including reviewing student accounts, entering transactions, posting charges and payments, and correcting transactions. Detail codes are the single most important data element that links Accounts Receivable to Finance through the interface process. All of the accounting information is maintained through the detail codes. Each detail code has at least one debit and one credit account attached to it.

Navigating Multiple Forms Tips for Transaction Processing Sessions

When you conduct transaction processing-related processes, you may have multiple forms open during a single Banner session. When you access multiple forms, and if you need to move back and forth from one form to another, you need to remember two important things to successfully navigate between forms:

- You can't minimize Banner forms to "get them out of the way" so that you can view the **Main Menu**, or other forms that you have opened
- You can select **Return to Menu** from the **File** menu of any form you have already opened.

If you select the Return to Menu option, all forms that you have opened will close. Banner does not have the "Back" and "Forward" arrow buttons that you may be accustomed to using when you are using the Internet or other systems.

You may prefer to open additional forms directly from the **File** menu located in the upper left area of any form. If you choose this option, any forms that you have opened will remain open. To view these forms, all you need to do is close the form you are currently using by clicking on the X button located in the upper right area of the form.

Reviewing an AR Account Using the TSADETL Form

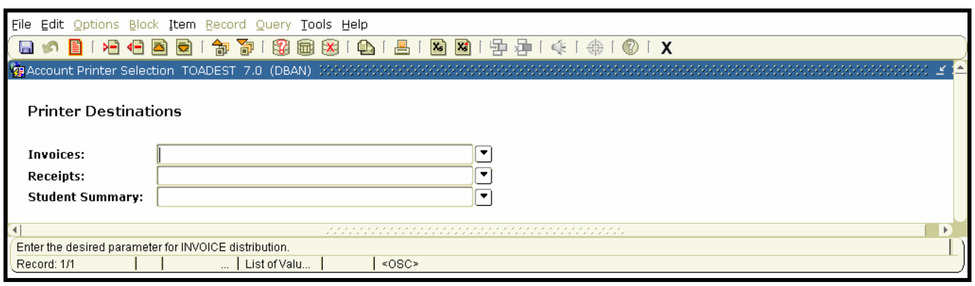
You will use the **Student Account Detail** (**TSADETL**) form to view current account payment and charge information to assist students who have questions about their account. You can also enter transactions in this form. See the "Posting a Charge or Payment on a Student Account in the TSAAREV Form" section of this manual for more information about entering transactions.

Opening the TSADETL Form and Reviewing Charge and Payment Details

Instructions

1. To access the **TSADETL** form, type **TSADETL** in the **Go To** field in the **Main Menu**.
2. Press **ENTER**.

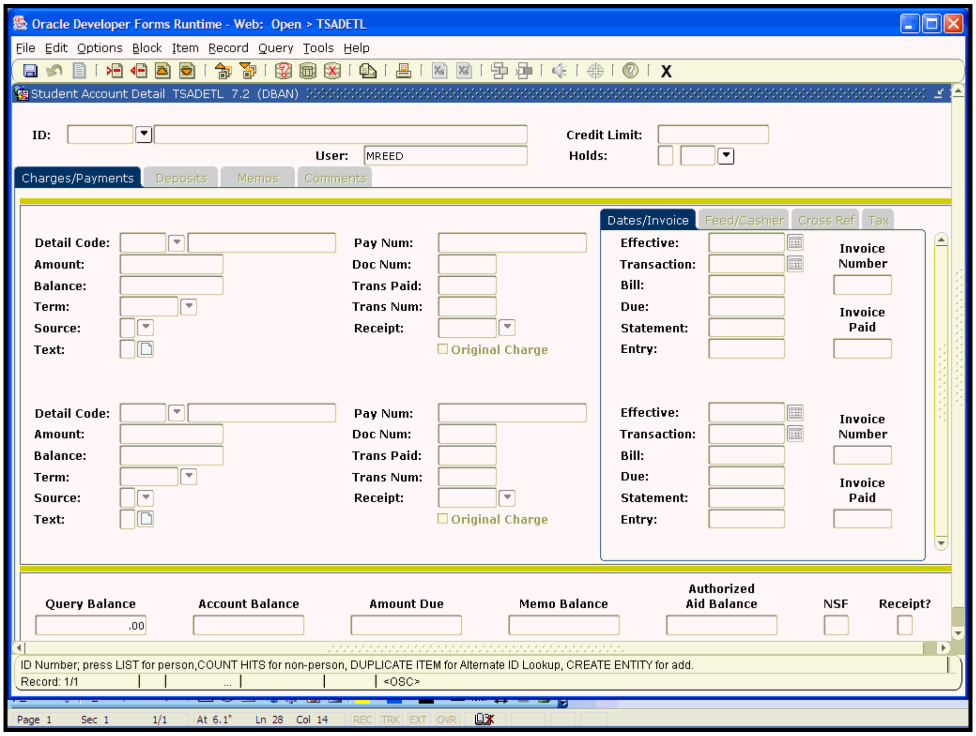
The TOADEST form only appears before certain forms load, and it only appears once per logged in session. If the TOADEST form does not appear, the form you want to use will appear.



3. If the **TOADEST** form does appear before the **TSADETL** form loads, then select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow  to the right of each field, and selecting the appropriate printer.

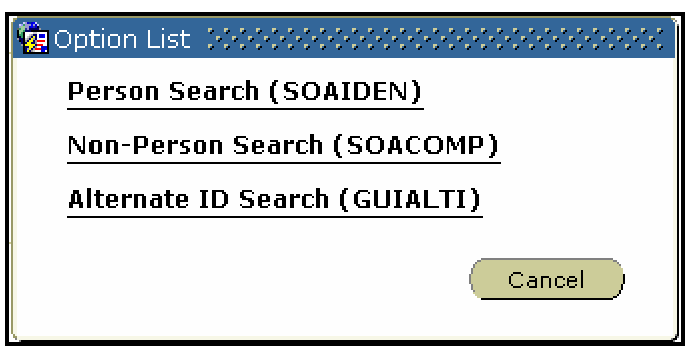
4. Click the **Exit** button .

The **TSADETL** form appears.



5. Type the ID number in the **ID** field if you have it, or complete a search by clicking on the drop-down arrow next to the **ID** field.

The **Option List** dialog box will appear.



6. Click on **Person Search (SOAIDEN)** if you need to locate a person's ID. Click on **Non-Person Search (SOACOMP)** to search for companies or other non-person entities. Click on **Alternate ID Search** (**GUIALTI**) to search based on a person's SSN.

7. Type the person's or company's name, and then select **F8** to execute a query.
8. Double click on the ID you want to select.

The **TSADETL** form will appear, and the selected ID number will be displayed in the **ID** field.

9. Click the **Next Block** button  to review account charge and payment details.

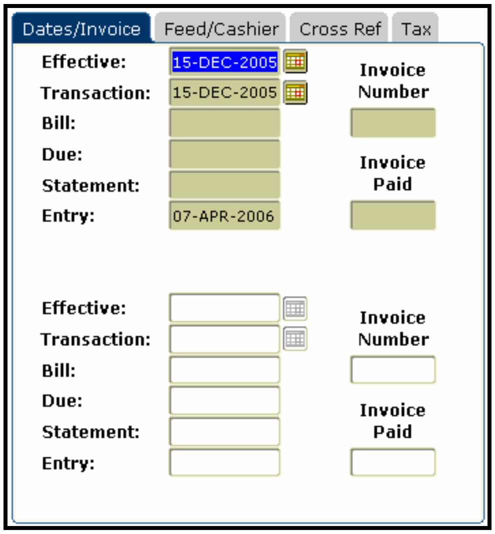
The cursor should move into **Charges/Payments** tab block.

This table lists and describes the values shown in this tab block.

Charges/Payments Fields	Description
Detail Code	Displays the code associated with the type of transaction you are reviewing
Amount	The amount associated with the transaction
Balance	The balance associated with the transaction
Term	Displays the term for which the transactions are applied
Source	Displays the source of the transaction (registration, housing, AR, etc.)
Text	This field is used to enter notes, comments, etc.
Pay Num	Free-form information identifying a payment; often used to record check or credit card number
Document Number	Displays the number indicating the source document for the transaction
Trans Paid	This field indicates the specific transaction that this transaction was applied to.
Trans Num	Displays a system-generated, specific number that is created for each transaction
Receipt	Displays the receipt number for the transaction under review

Reviewing Date and Invoice Details

Review transaction date and invoice details in the **Date/Invoice** tab block, located on the right side of the **Charges/Payments** tab.

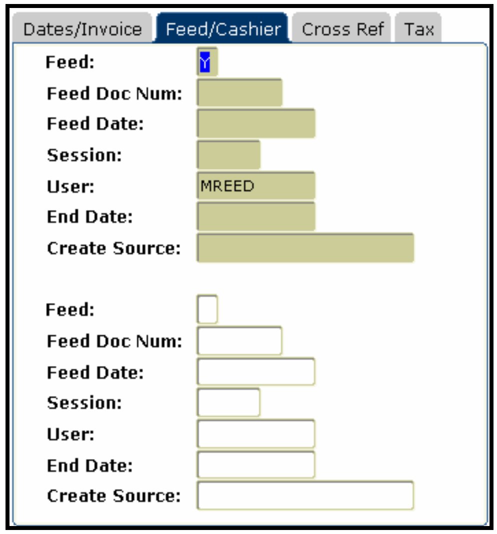


This table lists and describes the values shown in the **Date/Invoice** tab block.

Date/Invoice Fields	Description
Effective	Displays the date the transaction becomes effective; this date affects the calculation funds due The effective date cannot precede the transaction date
Transaction	Displays the date when the transaction was originally entered
Bill	This date is generated by Banner's billing process The date is used by the aging process to determine a charge's past due period
Due	This date is generated by Banner's billing process If the due date is a future date, the amount is not calculated in the **Amount Due** field (located at bottom of form) If the date is today or a previous date, the amount is calculated in the **Amount Due** field
Statement	This date is generated by Banner's billing process This is the date the statement containing the transaction was generated

Reviewing Feed Cashier Details

Click on the **Feed Cashier** tab block to review transaction feed cashier details.

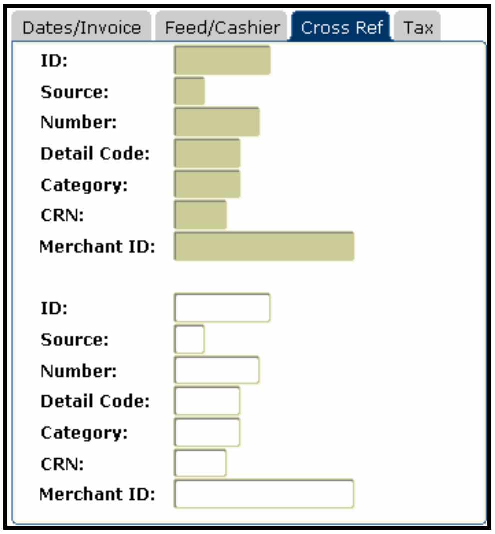


This table lists and describes the values shown in the **Feed Cashier** tab block.

Feed Cashier Fields	**Description**
Feed	Y = Feed this transaction to Finance N = Hold this transaction F = Already Fed to Finance
Feed Doc Number	Displays the number indicating through which document this transaction was fed into the Banner Finance module
Feed Date	The Date this transaction was fed into Finance
Session	Displays the cashier session number associated with this transaction If the number = 0, then the cashier session is still open.
User	Displays the cashier ID for this transaction.
End Date	Displays when the cashiering session was closed
Create Source	Displays where the transaction was created (Example: Cashnet, Banner, etc)

Reviewing Cross Reference Details

Click on the **Cross Ref** tab block to review transaction cross reference details. Every field in this block provides data related to third party processes.

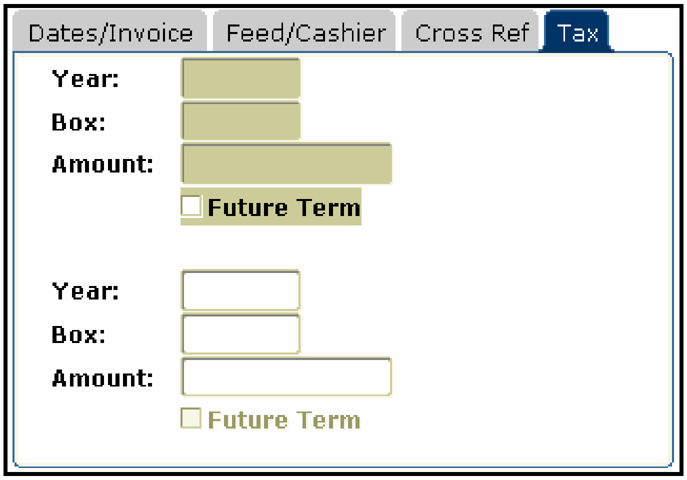


This table lists and describes the values shown in the **Feed Cashier** tab block.

Cross Reference Fields	Description
ID	Identifies a specific third party entity (ROTC, corporate organization, etc.)
Source	References the third party transaction
Number	References the third party transaction
Detail Code	References the third party transaction

Reviewing Tax Details

Click on the **Tax** tab block to review transaction tax details. This block provides tax-related information for the transaction. It is populated by the 1098-T process.

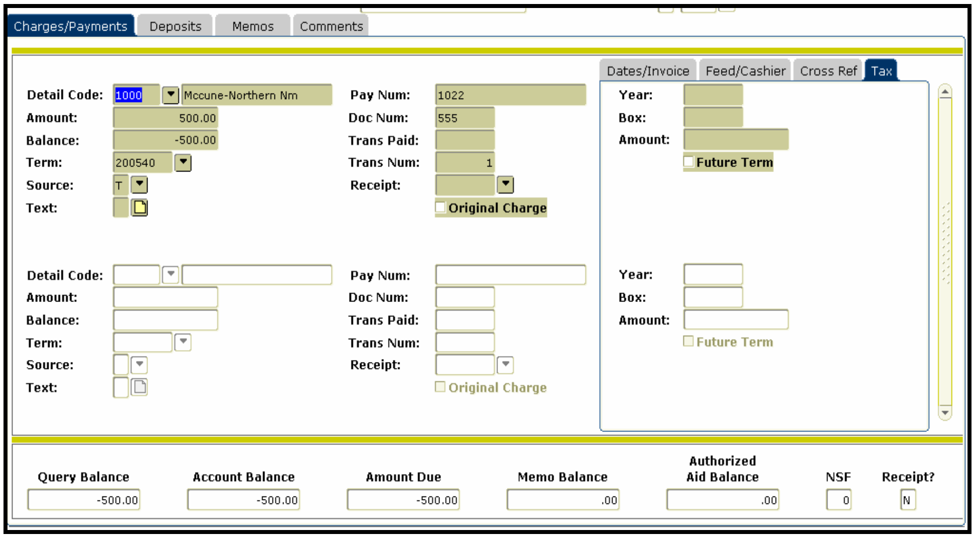


This table lists and describes the values shown in the **Tax** tab block.

Cross Reference Fields	Description
Year	Shows the tax year in which the transaction was reported on 1098-T form
Box	Box on the 1098-T form that this transaction impacted
Amount	The amount of this transaction that was reported on the 1098-T form
Future Term	Indicates if this transaction was included in a future term

Reviewing Account Balance Details

The **Account Balance** block does not have a name displayed; it is located at the bottom of the **TSADETL** form.



This block contains various account balance summary values that you can review.

The **Query Balance** field shows the total balance for whatever parameters are shown in the **Charges/Payments** tab block.

When you want to look at what the account owes for any charges (Example: any charges over $2000), follow these steps.

Instructions

1. Select **Enter** from the **Query** menu in the Menu Bar.
2. Type **2000** in the **Amount** field.

All fields will be blank in the middle block of the form when you conduct queries.

3. Select **Execute** from the **Query** menu in the Menu Bar.

You will either receive a message that states that the query retrieved no records, or the **Account Balance** block field will display charge information for all transaction amounts that are greater than $2000.

4. Scroll down to the last transaction by using the right scroll bar to view the cumulative balance from your query in the **Query Balance** field.

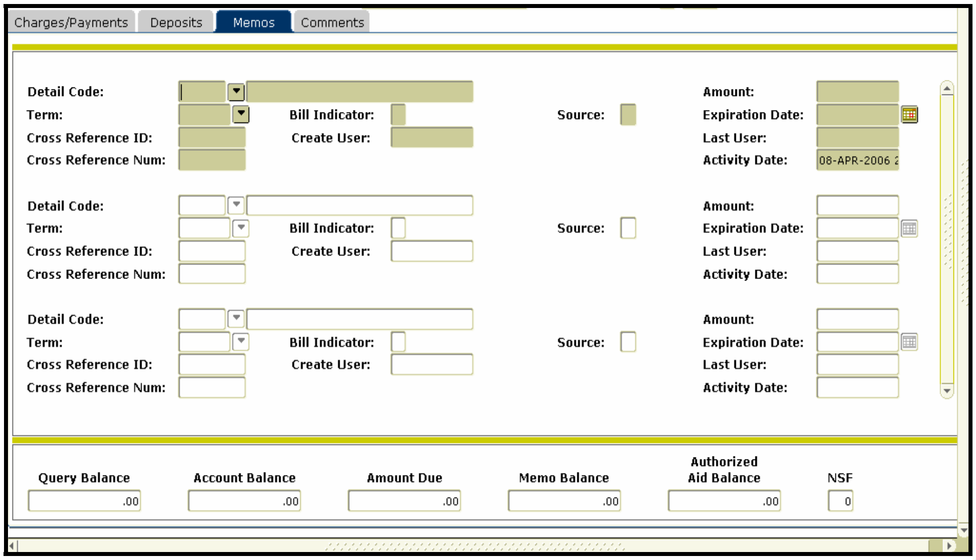
The Account Balance always shows the total account balance, and does not change when other amounts do.

This table lists and describes the other values shown in the **Account Balance** block that you may review.

Account Balance Fields	Description
Amount Due	Displays the current total outstanding amount on the student's account
Memo Balance	Displays the amount of financial aid that the student is eligible to receive
Authorized Aid	Displays the amount that Financial Aid Department has authorized, but has not been processed through AR
NSF	The number in this field tracks how many NSF incidents for the student's entire history, not just during the current term 0 =No NSF incidents 1 = one incident etc.
Receipt field	Disregard this field NMSU does not process receipts through Banner NMSU uses CashNet

Reviewing Memo Details

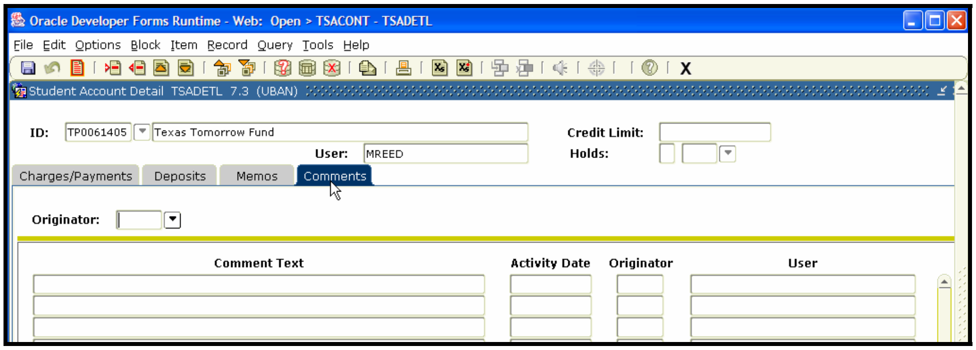
The fields in the **Memos Tab** block provide transaction details for financial aid that has not been authorized for the student.



Example: If a student will be receiving $500 from a Pell Grant, one of the **Detail Code** fields will contain the correct code and text description of this potential award. The amount will be displayed in the **Amount** field.

Reviewing Comments Details

The fields in the **Comments** tab block provide comment information for the student.



Account Balance Fields	Description
Originator	Code for the group that entered the comment.
Comment Text	Text entered about the account.
Activity Date	Date the comment was entered.
User	User ID of the person who entered the comment.

Reviewing Account Information in the TSAAREV Form

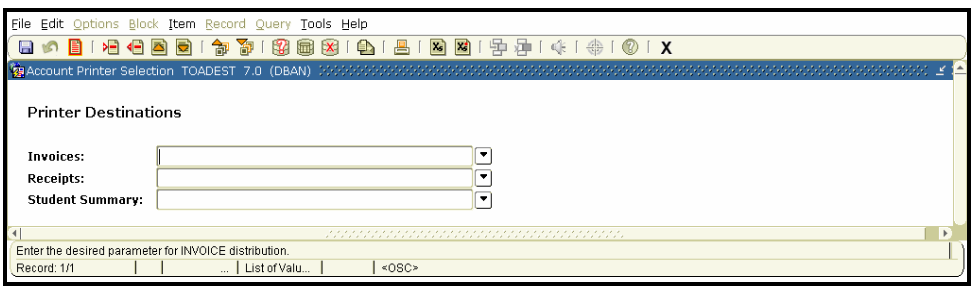
The **Account Detail Review** (**TSAAREV**) form provides any payment information on the student's account in an easy-to-use display format, so that you can quickly review student account information. This form defines various amounts as being either payment or charge transactions, and provides most, but not all of the information contained in the **TSADETL** form.

You can also enter transactions in this form. See the "Posting a Charge or Payment on a Student Account in the TSAAREV Form" section of this manual for more information about entering transactions.

<u>Instructions</u>

1. To access the **TSAAREV** form, type **TSAAREV** in the **Go To** field in the **Main Menu**.
2. Press **ENTER**.

If this is the first form you have opened in your current Banner session, the **TOADEST** form will appear as soon as the **TSAAREV** form begins to load. If you have already been working another Banner form that has caused the **TOADEST** form to appear, then the **TOADEST** form does not appear before the **TSAAREV** form appears.

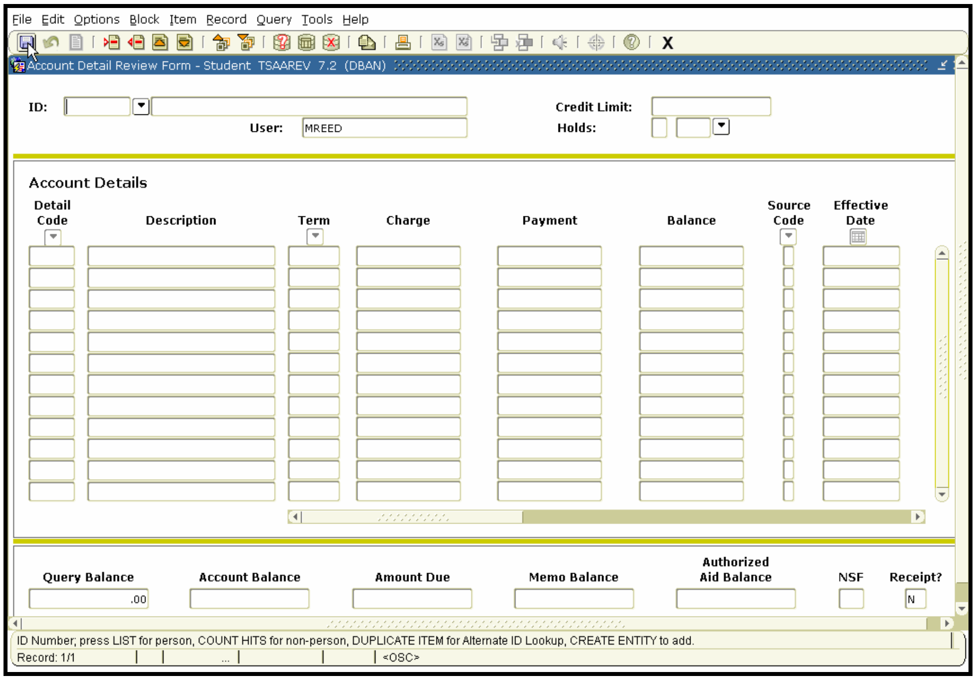


The TOADEST form only appears before certain forms load, and it only appears once per logged in session. If the TOADEST form does not appear, the form you want to use will appear.

3. If the **TOADEST** form does appear before the **TSAAREV** form appears, then you will select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow to the right of each field, and selecting the appropriate printer.

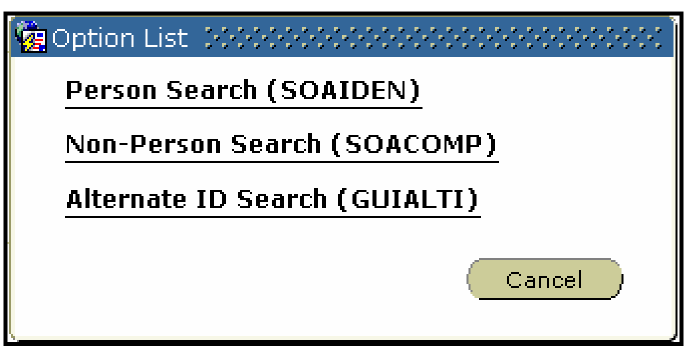
4. Click the **Exit** button X.

The **TSAAREV** form appears.



5. Type the ID number if you have it, or complete a search by clicking on the drop-down arrow next to the **ID** field.

The **Option List** dialog box will appear.



6. Click on **Person Search (SOAIDEN)** if you need to locate a person's ID. Click on **Non-Person Search (SOACOMP)** for searching for companies, or other non-person entities. Click on **Alternate ID Search** (**GUIALTI**) to search based on a person's SSN.
7. Type the person's or company's name, and then select **F8** to execute a query.

8. Double click on the ID you want to select.

The **TSAAREV** form will appear, and the ID number you selected will be displayed in the **ID** field.

9. Click the **Next Block** button  to review detailed account information.

The cursor should move into **Account Details** block.

10. Use the bottom and side scroll bars to see all fields.

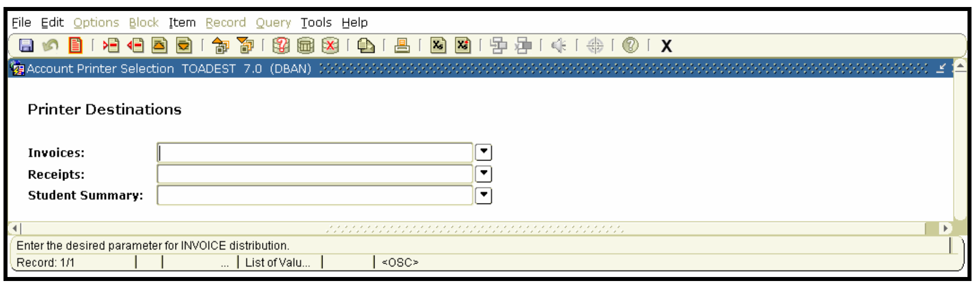
Reviewing Student Account Summaries in the TSAACCT Form

The **Student Account Review** (**TSAACCT**) form provides a student's account summary. You can't enter transactions through the **TSAACCT** form. See the "Posting a Charge or Payment on a Student Account in the TSAAREV Form" section of this manual for more information on entering transactions.

<u>Instructions</u>

1. To access the **TSAACCT** form, type **TSAACCT** in the **Go To** field in the **Main Menu**.
2. Press **ENTER**.

If this is the first form you have opened in your current Banner session, the **TOADEST** form will appear as soon as the **TSAACCT** form begins to load. If you have already been working another Banner form that has caused the **TOADEST** form to appear, then the **TOADEST** form does not appear before the **TSAACCT** form appears.

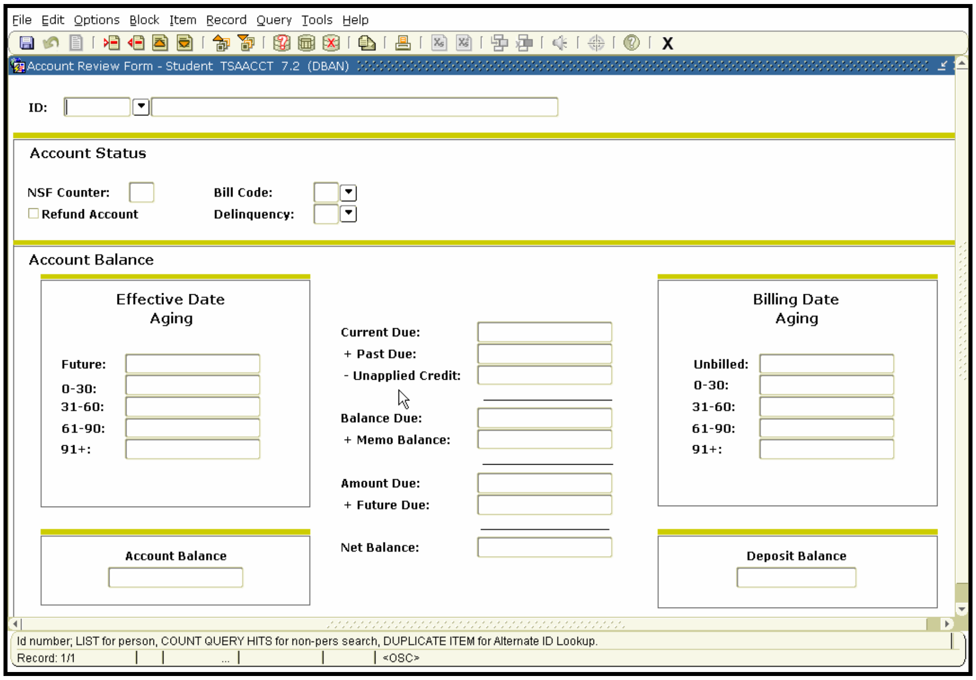


The TOADEST form only appears before certain forms load, and it only appears once per logged in session. If the TOADEST form does not appear, the form you want to use will appear.

3. If the **TOADEST** form does appear before the **TSAACCT** form appears, then you will select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow to the right of each field, and selecting the appropriate printer.

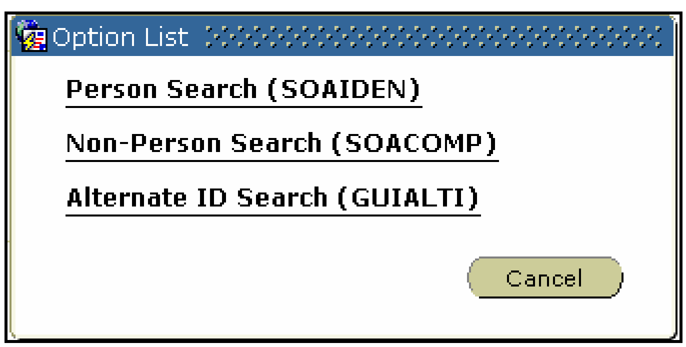
4. Click the **Exit** button .

The **TSAACCT** form appears.



5. Type the student's ID number in the **ID** field if you have it, or complete a search by clicking on the drop-down arrow next to the **ID** field.

The **Option List** dialog box will appear.



6. Click on **Person Search (SOAIDEN)** if you need to locate a person's ID. Click on **Non-Person Search (SOACOMP)** for searching for companies, or other non-person entities. Click on **Alternate ID Search** (**GUIALTI**) to search based on a person's SSN.
7. Type the person's or company's name, and then select **F8** to execute a query.

8. Double click on the ID you want to select.

The **TSAACCT** form will appear, and the ID number you selected will be displayed in the **ID** field.

9. Click the **Next Block** button to review the student's account status.

The cursor should move into **Account Status** block.

This table lists the values shown in the **Account Status** block that you may review, and their description.

Account Status Fields	Description
NSF	The number in this field tracks how many NSF incidents for the student's entire history, not just during the current term 0 =No NSF incidents 1 = one incident etc.
Bill Code	This code indicates if the account is in collections, bad debt, etc. Click on the drop-down arrow to the right of the **Bill Code** field to view all bill codes
Delinquency	This code indicates the level of delinquency on the student's account Click on the drop-down arrow to the right of the **Delinquency** field to view all delinquency codes

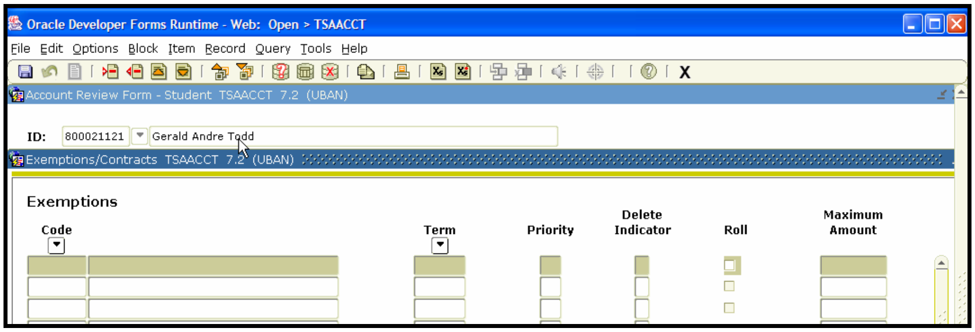
10. Click the **Next Block** button .

The cursor should move into **Account Balance** block. This block provides a summary of an account based upon account transactions, including effective date aging, current and past due amounts, unapplied credit, and bill date aging.

11. Review the student's account balance information.

12. Click the **Next Block** button .

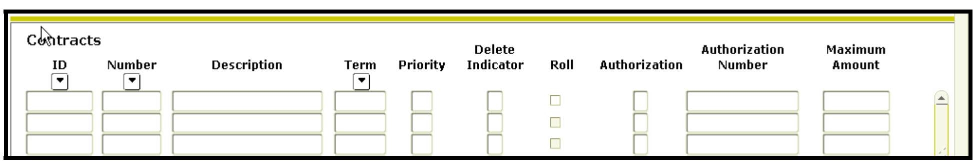
The cursor should move to the **Exemptions** block. This block lists all current and past exemptions for the student.



13. Review exemptions on the student's account, if any exist.

14. Click the **Next Block** button .

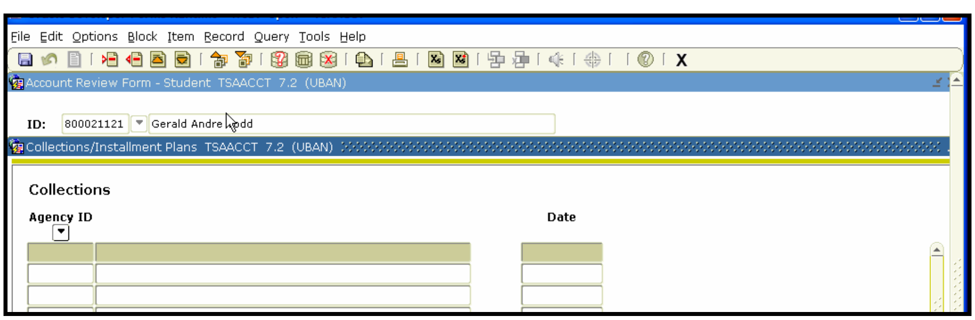
The cursor should move to the **Contracts** block. This block lists all current and past third party contracts for the student's account.



15. Review all third party contracts for the student's account, if any exist.

16. Click the **Next Block** button .

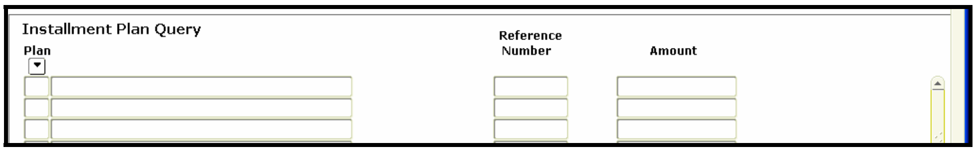
The cursor should move to the **Collections** block. This block provides detailed information related to the collections history, such as which agency that the student's account was referred to, and the date.



17. Review all collections information for the student's account, if any exist.

18. Click the **Next Block** button .

The cursor should move to the **Installment Plan** block. This block provides detailed information regarding the student's current and past installment plans.



19. Review the student's installment plans, if any exist.

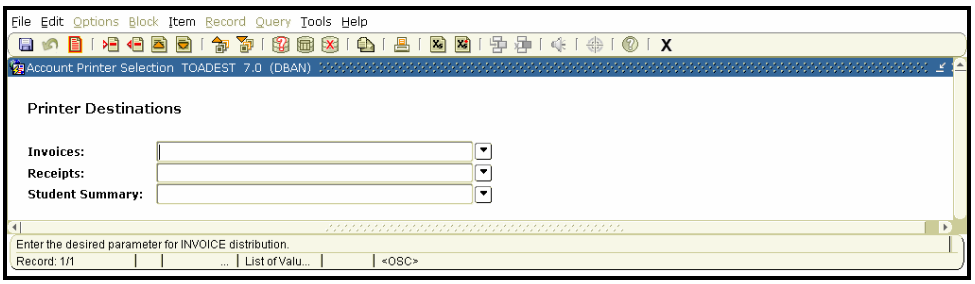
Posting a Charge or Payment on a Student Account in the TSAAREV Form

Adjustments to an account will occasionally need to be made by posting charges and/or credits through Banner. This process illustrates how to perform this task.

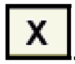
<u>Instructions</u>

1. To access the **TSAAREV** form, type **TSAAREV** in the **Go To** field in the **Main Menu**.
2. Press **ENTER**.

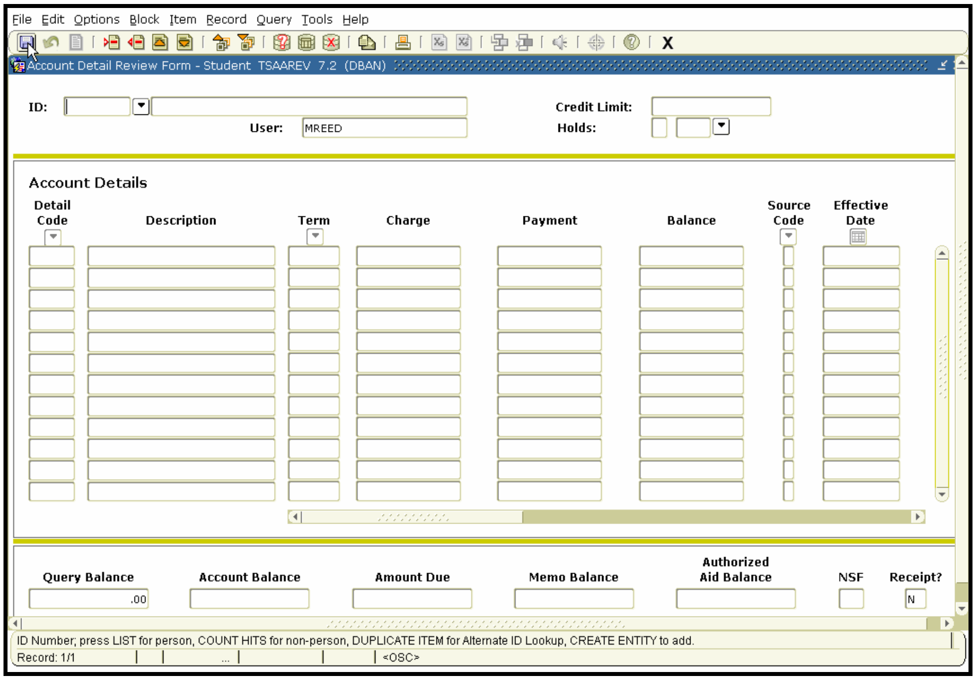
The TOADEST form only appears before certain forms load, and it only appears once per logged in session. If the TOADEST form does not appear, the form you want to use will appear.



3. If the **TOADEST** form does appear before the **TSAAREV** form appears, then you will select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow to the right of each field, and selecting the appropriate printer.

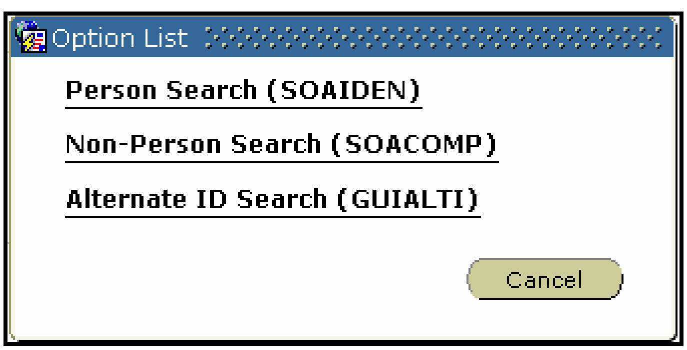
4. Click the **Exit** button .

The **TSAAREV** form appears.



5. Type the ID number in the **ID** field if you have it, or complete a search by clicking on the drop-down arrow next to the **ID** field.

The **Option List** dialog box will appear.



6. Click on **Person Search (SOAIDEN)** if you need to locate a person's ID. Click on **Non-Person Search (SOACOMP)** for searching for companies, or other non-person entities. Click on **Alternate ID Search** (**GUIALTI**) to search based on a person's SSN.
7. Type the person's or company's name, and then select **F8** to execute a query.

8. Double click on the ID you want to select.

The **TSAAREV** form will appear, and the ID number you selected will be displayed in the **ID** field.

9. Click the **Next Block** button to review detailed account information.

The cursor should move into **Account Details** block.

10. Use the bottom and side scroll bars to see all fields.

11. Click the **Next Block** button to review detailed account information.

The cursor should move into **Account Details** block.

12. Either place cursor into a blank **Detail Code** field, or click the **Insert Record** button .

13. Type the appropriate detail code for the transaction you are going to process in the **Detail Code** field. Click on the drop-down arrow above the **Detail Code** fields, or select **F9** to view all detail code options.

14. Tab to the **Term** field, and type the term that corresponds to the type of transaction you want to process.

15. If the cursor moves to the **Charge** field, type the charge amount in this field. If the cursor moves to the **Payment** field, type the payment amount there.

16. Click the **Save** button to apply and save the transaction.

The message line at the bottom of the form will either indicate that the transaction has been applied and saved, or it will display an error message.

17. If you receive an error message, the transaction will not be applied and saved until the error is corrected. If you cannot correct the error, or you do not want to save the transaction, place the cursor in the transaction you want to remove, and click the **Remove Record** button .

Once a transaction has been applied and saved, you cannot remove it. See the "Correcting Transactions in the TSAAREV Form" section of this manual if you need to make changes to a transaction that has been applied and saved.

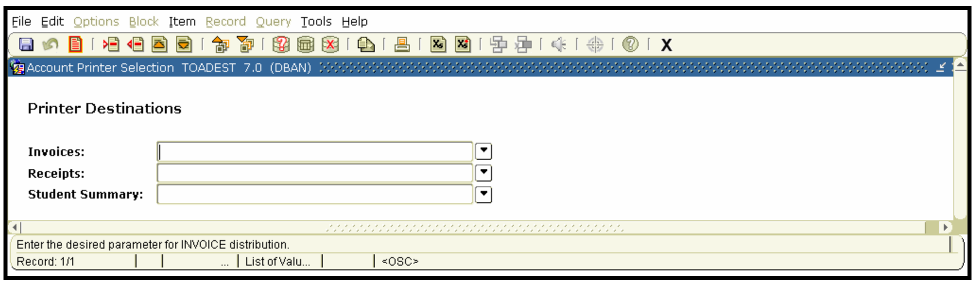
Posting Mass Charges and Payments in the TSAMASS Form

The **Billing Mass Data Entry** (**TSAMASS**) form will allow the same type of charge or payment to be posted to multiple student accounts. Mass Payments that might be entered in the **TSAMASS** form are Wire Transfers and Hadley Deposit. Mass Charges that might be entered in the **TSAMASS** form are Band Uniforms and Art Supplies.

<u>Instructions</u>

1. To access the **TSAMASS** form, type **TSAMASS** in the **Go To** field in the **Main Menu**.
2. Press **ENTER**.

If this is the first form you have opened in your current Banner session, the **TOADEST** form will appear as soon as the **TSAMASS** form begins to load. If you have already been working another Banner form that has caused the **TOADEST** form to appear, then the **TOADEST** form does not appear before the **TSAMASS** form appears.



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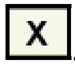
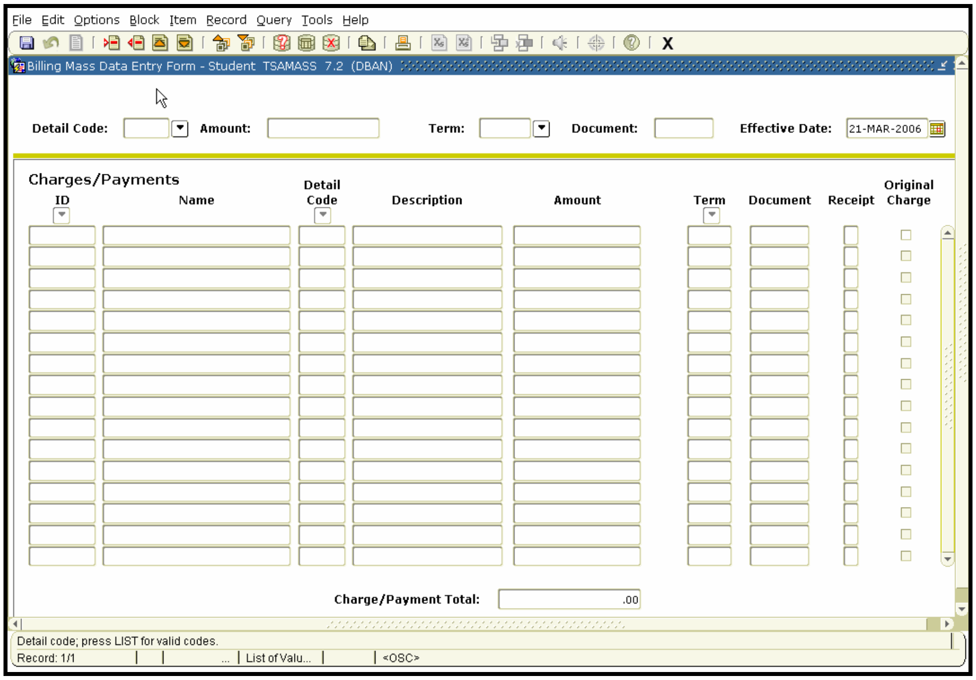
3. If the **TOADEST** form does appear before the **TSAMASS** form appears, then you will select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow to the right of each field, and selecting the appropriate printer.

4. Click the **Exit** button .

The **TSAMASS** form appears.



5. To post a mass charge in the **TSAMASS** form, insert the appropriate values in one or more of the fields in the top block.

The data you enter determines what default values will appear in the Charges/Payments block.

6. Click the **Next Block** button  to move the cursor to the Charges/Payments block.
7. Type the first student ID number in the first **ID** field.
8. Type the charge amount in the first **Amount** field.
9. Click in the second blank **ID** field and type the next student's ID number in the **ID** field.
10. Type the charge amount in the second **Amount** field.
11. Continue entering your remaining student ID numbers and corresponding payment amounts.
12. Click the **Save** button  to apply and save the transaction.

Correcting Transactions in the TSAAREV Form

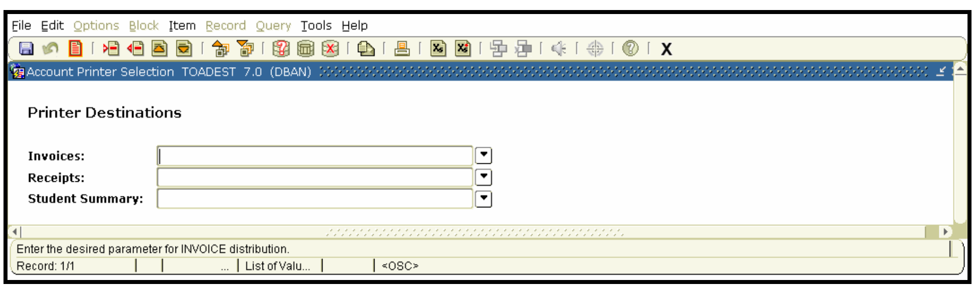
You cannot *remove* a transaction if it has been applied and saved. You can *correct* a transaction in the **TSAAREV** form if you need to make changes to a transaction that has been applied and saved (this is also called "backing out a transaction" or "reversing a transaction"). For example, if a charge has been incorrectly placed on an account, then you could reverse the charge by creating anther charge of the same type, or detail code with a negative amount, to cancel the original, incorrect charge.

If an error is found in an accounts tuition calculation, all attempts should be made to correct the reason why the tuition was calculated incorrectly. See the training manual concerning Fee Assessment (i.e., Student Attributes, Enrollment Status, etc.) and then rerun the fee assessment process. Manually adjusting tuition fee calculations is not recommended, except for unusual cases.

<u>Instructions</u>

1. To access the **TSAAREV** form, type **TSAAREV** in the **Go To** field in the **Main Menu**.
2. Press **ENTER**.

If this is the first form you have opened in your current Banner session, the **TOADEST** form will appear as soon as the **TSAAREV** form begins to load. If you have already been working another Banner form that has caused the **TOADEST** form to appear, then the **TOADEST** form does not appear before the **TSAAREV** form appears.

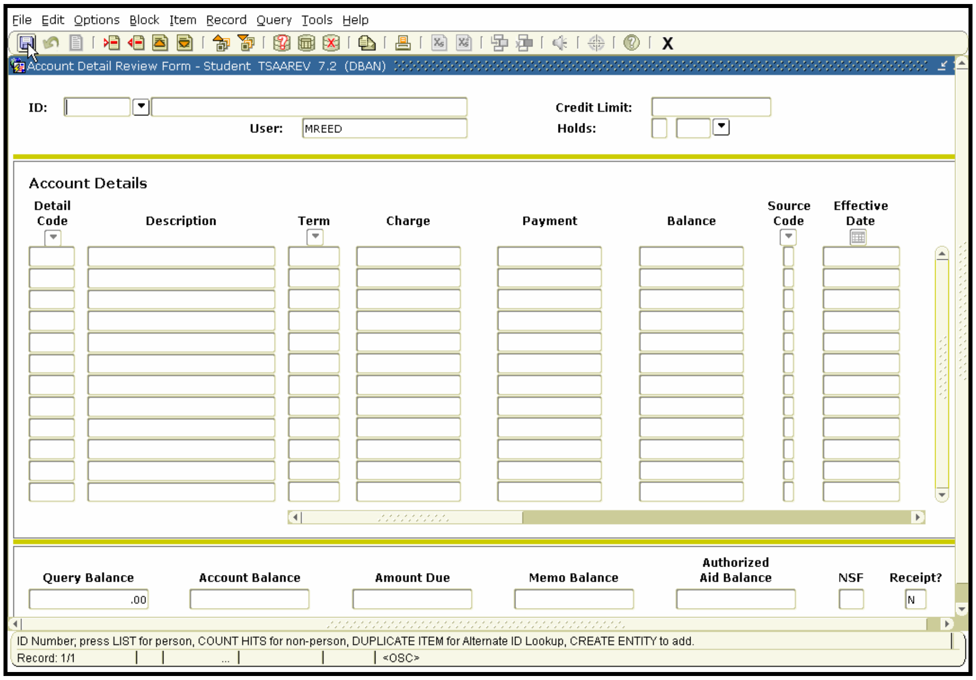


The TOADEST form only appears before certain forms load, and it only appears once per logged in session. If the TOADEST form does not appear, the form you want to use will appear.

3. If the **TOADEST** form does appear before the **TSAAREV** form appears, then you will select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow to the right of each field, and selecting the appropriate printer.

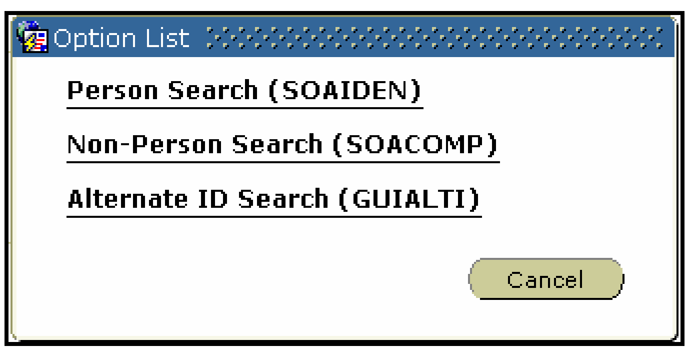
4. Click the **Exit** button X.

The **TSAAREV** form appears.



5. Type the ID number if you have it, or complete a search by clicking on the drop-down arrow next to the **ID** field.

The **Option List** dialog box will appear.



6. Click on **Person Search (SOAIDEN)** if you need to locate a person's ID. Click on **Non-Person Search (SOACOMP)** for searching for companies, or other non-person entities. Click on **Alternate ID Search** (**GUIALTI**) to search based on a person's SSN.

7. Type the person's or company's name, and then select **F8** to execute a query.

8. Double click on the ID you want to select.

The **TSAAREV** form will appear, and the ID number you selected will be displayed in the **ID** field.

9. Click the **Next Block** button  to review detailed account information.

The cursor should move into **Account Details** block.

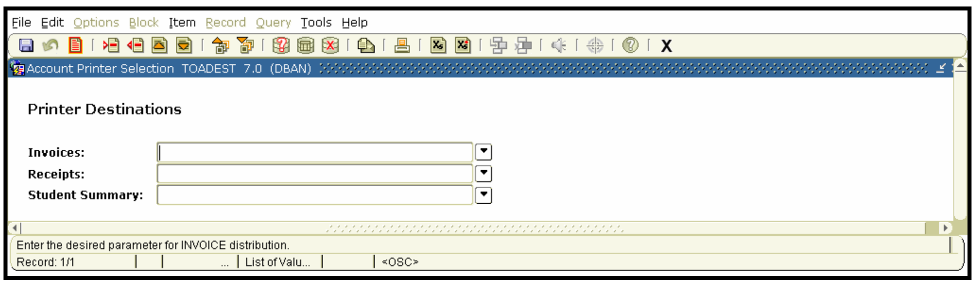
10. Use the bottom and side scroll bars to see all fields.
11. Identify the transaction in the **Account Details** block that needs to be corrected.
12. Select an empty **Detail Code** field, and type the same detail code as the one used for the transaction you want to correct (Example: “CHCK”).
13. Type text in the **Description** field that indicates that this transaction is a reversal of the one you want to correct (Example: ”Check-Correction to TNUM 6”).
14. Type the same term in the **Term** field as the one used for the transaction you want to correct (Example: 200640).
15. If the transaction charge or payment is a positive (+) number, then you will type the same number as a negative number. If the transaction charge or payment is a negative (-) number, then you will type the same number as a positive number.
16. Click the **Save** button  to apply and save the transaction correction.

Processing a Returned Check Using the TSAAREV Form

<u>Instructions</u>

1. To access the **TSAAREV** form, type **TSAAREV** in the **Go To** field in the **Main Menu**.
2. Press **ENTER**.

If this is the first form you have opened in your current Banner session, the **TOADEST** form will appear as soon as the **TSAAREV** form begins to load. If you have already been working another Banner form that has caused the **TOADEST** form to appear, then the **TOADEST** form does not appear before the **TSAAREV** form appears.

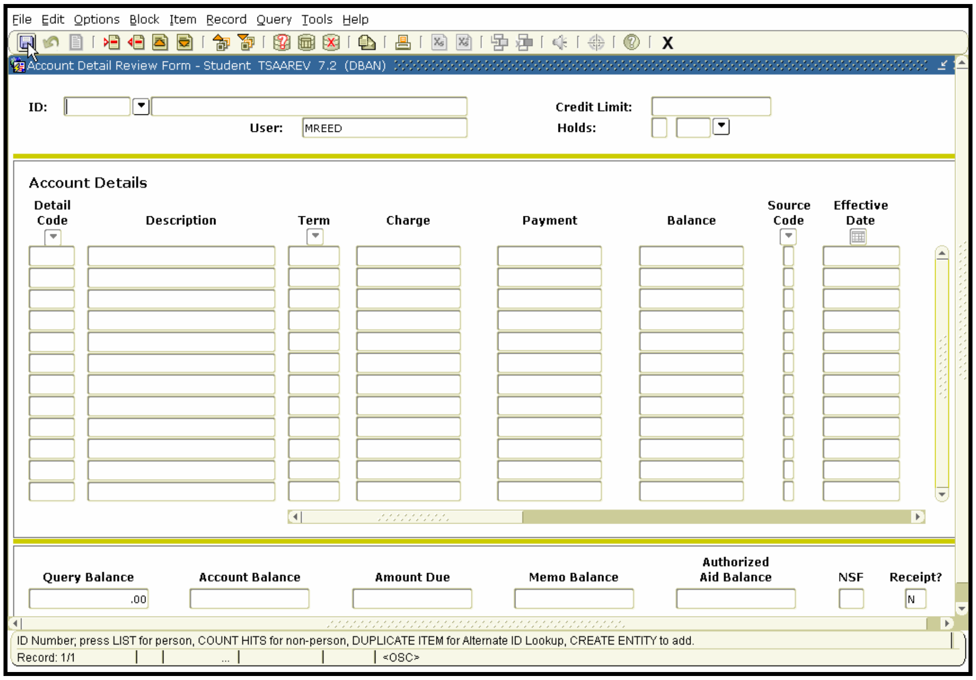


The TOADEST form only appears before certain forms load, and it only appears once per logged in session. If the TOADEST form does not appear, the form you want to use will appear.

3. If the **TOADEST** form does appear before the **TSAAREV** form appears, then you will select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow to the right of each field, and selecting the appropriate printer.

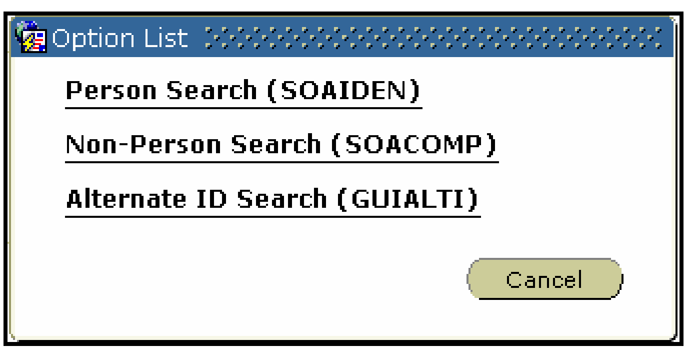
4. Click the **Exit** button X.

The **TSAAREV** form appears.



5. Type the ID number if you have it, or complete a search by clicking on the drop-down arrow next to the **ID** field.

The **Option List** dialog box will appear.



6. Click on **Person Search (SOAIDEN)** if you need to locate a person's ID. Click on **Non-Person Search (SOACOMP)** for searching for companies, or other non-person entities. Click on **Alternate ID Search** (**GUIALTI**) to search based on a person's SSN.
7. Type the person's or company's name, and then select **F8** to execute a query.
8. Double click on the ID you want to select.

The **TSAAREV** form will appear, and the ID number you selected will be displayed in the **ID** field.

9. Click the **Next Block** button  to review detailed account information.

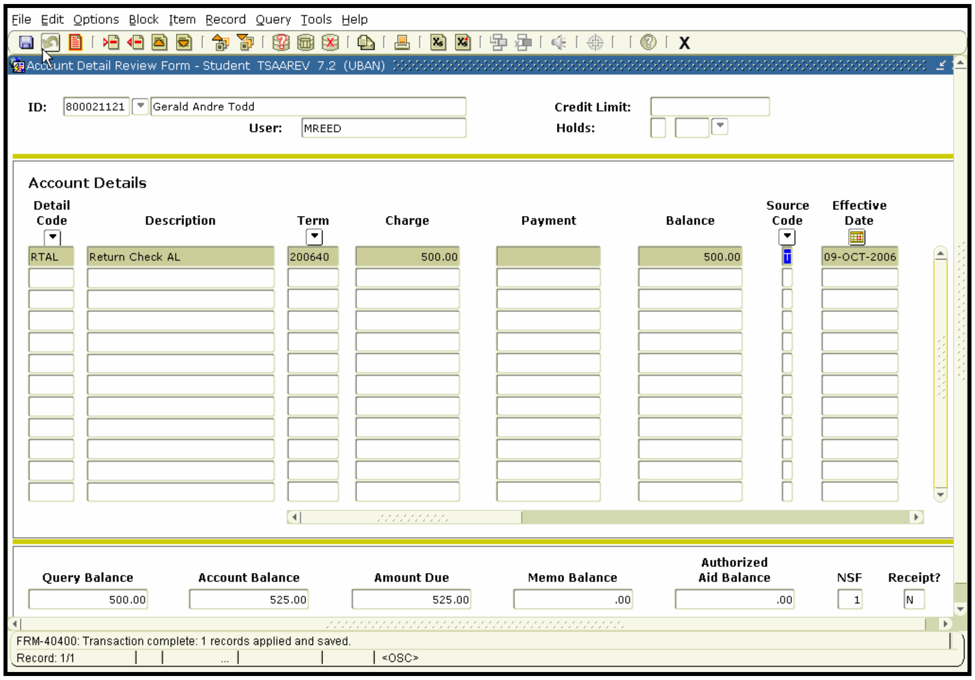
The cursor should move into **Account Details** block.

10. Place the cursor in the first blank **Detail Code** field.
11. Type the appropriate campus detail code in the **Detail Code** field.

Campus	Detail Code
Main	RTMA
Alamogordo	RTAL
Carlsbad	RTCA
Dona Ana Community College	RTDA
Grants	RTGR

12. Enter the check amount in the charge field.

13. Click the **Save** button  to apply and save the transaction.



When you save a returned check transaction, Banner automatically calculates a bad check service fee of $25, and adds this charge to the student account balance.

Reviewing and Adjusting Cashiering Sessions

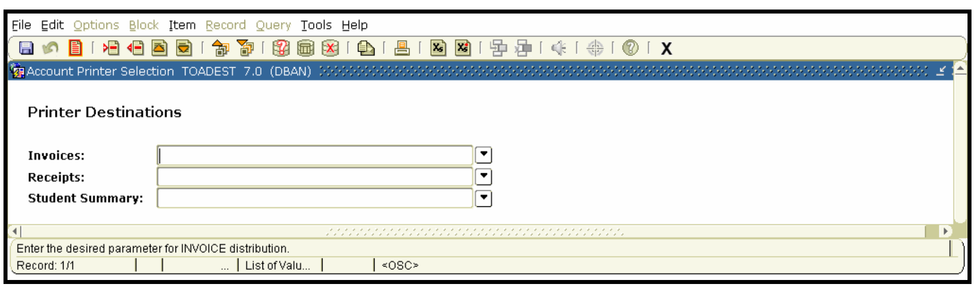
A cashiering session is created whenever any charge or payment activity is entered into the Banner system. Reviewing cashiering sessions ensures that all funds are accurately recorded before they are posted to Finance. The Cashier Session Review (**TGACREV**) form is used to review your cashier sessions. The **TSAAREV** form is used to view detailed information associated with your sessions, if you have any discrepancies between amounts listed in your daily balance sheet and the amounts shown in the **TGACREV** form.

Reviewing and Adjusting Your Cashiering Session

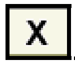
Instructions

1. Use your daily balance sheet to compare charge amounts and other charge information listed in the **TGACREV** form when you conduct cashiering session reviews.
2. To access the **TGACREV** form, type **TGACREV** in the **Go To** field in the **Main Menu**.
3. Press **ENTER**.

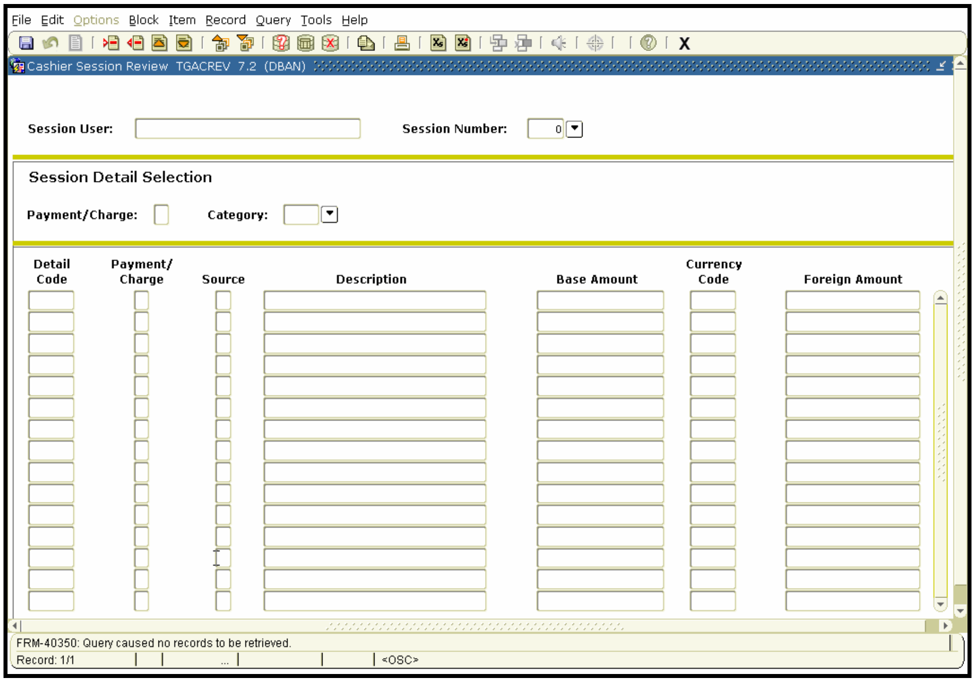
The TOADEST form only appears before certain forms load, and it only appears once per logged in session. If the TOADEST form does not appear, the form you want to use will appear.

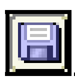


4. If the **TOADEST** form does appear before the **TGACREV** form loads, then select values for two **Printer Destinations** fields in the **TOADEST** form. Select identical printers in the **Invoices** and **Receipts** fields by clicking on the drop-down arrow to the right of each field, and selecting the appropriate printer.

5. Click the **Exit** button .

The **TGACREV** form appears.



6. Type your user name in the **Session User** field.
7. Click the **Save** button .
8. Review the detail codes and the amounts posted to each in the **Cashier Session Detail** block.
9. In the **Options** menu, click **Review Cashier Session Detail.** If the total charges and payments listed in the **TGACREV** form do match the total charges and payments listed in your daily balance sheet, go to step 11.
10. Review all transactions listed in the **TGACREV** form, and correct any differences between transaction information listed in the **TGACREV** form and your balance sheet. If any corrections need to be made in Banner, copy the ID number, amount, and detail code for the transaction in question, and then make your corrections in the **TSAAREV** form. Follow the procedure provided in the "Correcting Transactions in the TSAAREV Form" section of this manual if you need to make any corrections.
11. In the **Options** menu, click **Close Session** when all amounts listed are in both the **TGACREV** form and your daily balance sheet are the same.