

**Fiscal Agents Meeting  
Tuesday, March 6, 2007**

**BURSAR'S OFFICE INFORMATION:**

**To access most of the information described below, users must have Banner “Accounts Receivable/Department Inquiry” access:**

**How do I find information about my department's course fees?**

*Answer:* For student course fees, there is a Hyperion report that can be accessed from Student Reports/General Student and Registration/Departmental Reports. The report is titled *STRHO016 Course Fees Report*.

## Course Fees Report

This report allows the user to total the amount of course fees being charged for a particular subject or department for a particular academic period. No results will be processed unless both an academic period AND a campus are selected.

Select an  
academic period.

200880	▲
200860	
200810	
200780	
200760	
200710	▼
200680	
200660	
200610	

Select a campus.

Albuquerque/Main	▲
CE Main Campus	
CE Offsite	
San Juan Bachelors/C	
Gallup Bachelors/Gra	
Gallup	
Los Alamos	
Taos	
Valencia	▼

Select a subject.

Anthropology	▲
Architecture	
Art Education	
Art History	
Art Studio	
Astronomy	
Biology	
Chemical & Nuclear Engineeri	
Chemistry	
Chinese	▼

Process Reports

Output can then be balanced to the departmental index and account code:

# Course Fees Report

## Anthropology

Course Title	Course #	Course Fee	EU Fee	# Registered
Archaeological Method & Theo	121L	800		80
Human Evolution Laboratory	151L	2,475		99
Comp Lab Human Evolution E	161L	270		27
T: Paleoindians	450	300		15
T: Modern Human Origins	450	120		6
T: Modern Human Origins	550	100		5
T: Refugee Health & Developpr	450	60		3
Human Paleopathology	454	80		8
T: Video Methods	540	240		6
		4,445		249

For information about individual students with course fees, the user will need access to SFAREGF. For information about which course fee detail code is associated with individual courses, the user will need access to SSADETL. These are both Scheduling/Registration forms and access should be addressed with this department.

### Money List –vs- Accounts Receivable Charge – What’s the difference?

*Answer:* Money Lists, Credit Card Reports and Petty Cash Reimbursements will each have their own line item for each index and account code listed. These are no longer “rolled up” daily. The report or voucher number will appear on the description line. [IMPORTANT: Beginning March 1<sup>st</sup> the Cashier Department will no longer return the original document and receipt to the depositing department. Only the receipt will be mailed. **Make sure to keep copies of all Money Lists, Credit Card Reports and Petty Cash Vouchers.**]

0703027-1 0006 01/30/2007 010 81  
 1301 PSYCHOLOGY DEPT CLINIC #2,47

5.00

Money List No. 108  
 Date 01/30/07

**University of New Mexico**  
 Money List

Organization Code: 765D  
 Department: Psychology Dept Clinic  
 Prepared By: Wanda Sharts  
 Extension: 277-5164

Cashier Verified: 210  
 Date: [Signature]  
 Cashier 1: [Signature]  
 Cashier 2: \_\_\_\_\_  
 Attention: \_\_\_\_\_

**ACCOUNT SUMMARY:**

Department Index and Account Code	Amount
765250-0720	\$ 2,475.00

Account	Organization	Program	Activity Date	Type	Document	Field	Amount
07Z0	785D	P171	31-JAN-2007	CLR	F0033542	108	2,475.00

Transactions that do roll up will have the description "Accounts Receivable Charge." Here, the detail code(s) and F document number is key:

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Query Type
U	07	459112	2U0001	459FD	07Z0	P151	459A36			S

  

Account	Organization	Program	Activity Date	Type	Document	De	Field	Amount
07Z0	459FD	P151	23-JAN-2007	CB1	F0033075	Accounts Receivable Char	YTD	140.00

Using the *ACCI Detail Lookup* Hyperion report described below, the user should lookup the detail codes associated with their index. For the index above, there is only one detail code:

Detail Code	Detail Code Desc	A Acci Code	A Account	B Acci Code	B Account	Dcat Code
M107	Locker Fee Music	408095	A202	459112	07Z0	BUR

Then, using TGIACCD, query using the detail code and "F" document. Once executed, the user should receive a detailed list of students that were charged, in this case, a Music Locker Fee.

ID	Name	n	Amount
100031055	Yesquen, Jaci Darwiche		10.00
100034498	Shimono, Keiko		10.00
100038089	Weller, Brian		10.00
100038090	Taccetta, Philip Joseph		10.00
100038101	Hansen, Heather B		10.00
100043358	Akau, Stephanie Y		10.00
100046992	Kober, Amanda E		10.00
100055482	Sassaman, Melissa Ann		10.00
100056672	Milttenberger, Lucas Wayne		10.00
100056672	Milttenberger, Lucas Wayne		10.00
100056677	Rinaldi, Anthony Terence		10.00
100057724	Kroening, Brett Nicholas		10.00
100060459	Gomez, Steven Matthew		10.00
100060459	Gomez, Steven Matthew		10.00
<b>Total:</b>			140.00

**How do I know which detail codes hit my index?**

To determine which detail code(s) is associated with a specific index, there is a Hyperion report in Student Reports/Accounts Receivable. The report is titled, *STRHO004 – ACCI Detail Lookup*:

**ACCI Detail Lookup**

This report allows a person to retrieve detail code/dcat code numbers by entering an index in A (debit accounting string) or B (credit accounting string) to retrieve all codes attached to that index.

1. Select code type

A     B

Return All Detail Codes

A= Debit to the index/ B=Credit to the index.

Once the detail code(s) is found, further information is available using Banner Student Accounts Receivable forms such as TGIACCD.

ACCI Code Rslt				
	Detail Code	Detail Code Desc	A Acci Code	
1	2176	Lina Ruiz A&S Schol	704074	406
2	1370	Ctr Adv Studies-Phy &	707037	406
3	2073	Physic's Chair's Schc	707126	406

**How can I tell which students have had their tuition paid from an index?**

Answer: GA/TA tuition and fees are processed through Financial Aid to a clearing account. The Office of Graduate Studies (OGS) is responsible for disbursing these charges to contracts, grants, etc. A copy of the OGS journal entries would be needed to determine which students were paid by which accounts.

Student Payment forms, on the other hand, have a unique detail code for each index/account code used. To determine which detail code(s) is associated with a specific index use the *ACCI Detail Lookup* Hyperian report described above. Because these are tuition charges, select the radio button A and enter the index.

For example, perhaps the Biology Department is questioning which student(s) were paid with the entry below:

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Query Type
U	07	048461	2R374C	048D01	21E0	P16R	GNACTV			S

  

Account	Organization	Program	Activity Date	Type	Document	Field	Amount
21E0	048D01	P16R	16-AUG-2006	PA1	F0015844	Biology Student Payme	YTD 1,191.30

Using ACCI Detail Look up, the above index is entered:

## ACCI Detail Lookup

This report allows a person to retrieve detail code/dcat code num in A (debit accounting string) or B (credit accounting string) to retr that index.

1. Select code type  A  B

2. Type in ACCI code

Detail code 2374 is the only code associated with this index:

Detail Code	Detail Code Desc	A Acci Code	A Account	B Acci Code	B Account	Dcat Code
2374	Biology Student Paym	048461	21E0	408092	L387	FSI

Using Banner form TGIACCD, query using the above Detail Code and F document number. Query results show that one student was paid on this F document using detail code 2374. The name and UNM ID for this student is also listed.

ID	Name	Detail Code	Description	Amount
100025919	Zhang, Jianting	2374	Biology Student Payment Form	1,191.30