




# Banner 9 AR Campus Guide

Sign in through the Portal and use your oKey credentials to access Banner



OKLAHOMA STATE  
UNIVERSITY

Central Authentication Service

Enter Login Address & Password

Login Address:

Password:

LOGIN

[Forgot Password?](#)  
[Activate Account](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Choose Campus: **OSU Stillwater/Tulsa**



MYOKSTATE

myOKSTATE Directory Calendar Quicklinks

Search

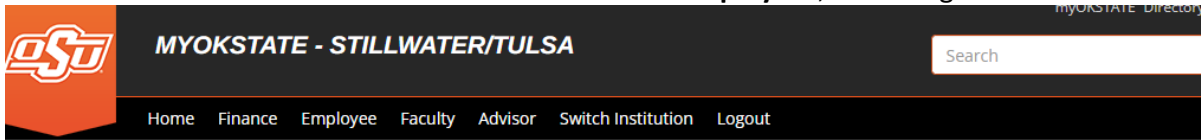
Home Logout

## Choose Campus

Please choose your campus below to access resources provided by your campus.

<a href="#">OSU Oklahoma City</a>
<a href="#">OSUIT</a>
<a href="#">OSU Stillwater/Tulsa</a>

In the Black ribbon white letters: most should select “Employee”, some might select “Finance”



## Home

### Welcome/Instructions

#### Welcome to your portal new Banner users!

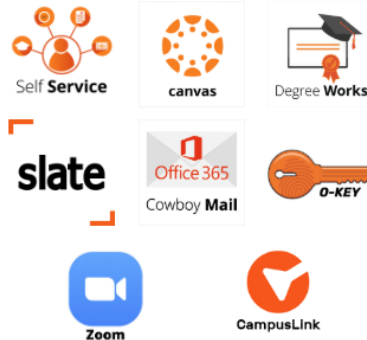
This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.

If you experience issues with the portal application, please contact the helpdesk at [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu) or 405-744-HELP (4357)

### Title IX Information

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and

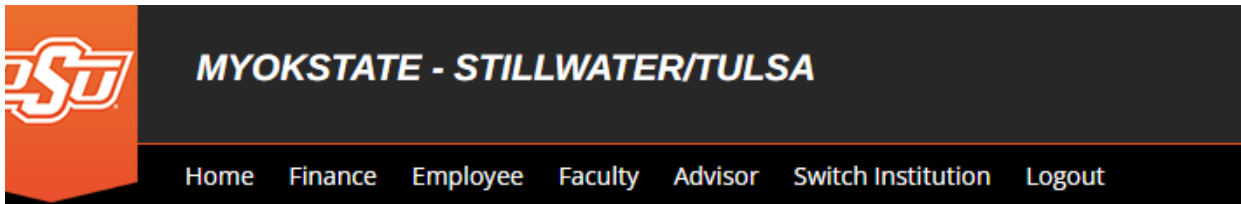
### Applications



### Quick Links

[Dining Services](#)  
[Campus Maps](#)  
[Parking and Transit](#)  
[Safety Resources](#)  
[Directory](#)  
[Events Calendar](#)  
[Academic Calendar](#)  
[Hire OSU Grads](#)  
[OSU Stillwater/Tulsa Bursar Account](#)  
[Talent Management System](#)  
[OSU Tulsa Library Website](#)  
[Personal Asset Inventory](#)  
[Report a Digital Security Incident](#)  
[Technology Support](#)

Select in Administrative Access box: “Banner Administrative ( Banner 9)”



## Employee

### Employee Links

#### Employee Self Service Links

[Employee Dashboard](#)  
[Historical Pay Stub](#)

#### Other Information

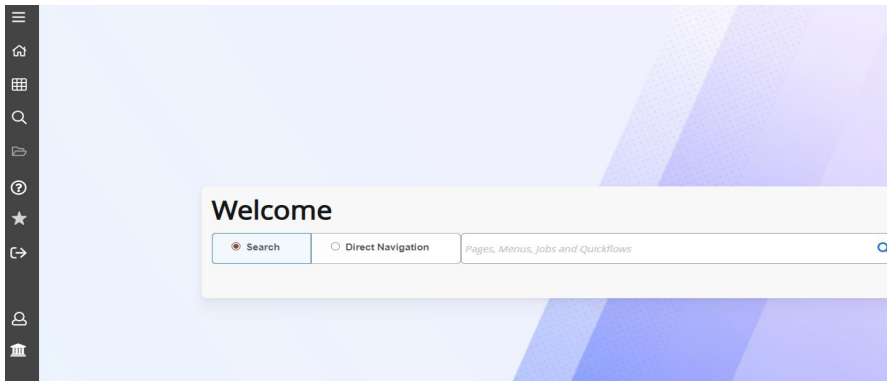
[AIRS](#)  
[HR Website](#)  
[Manage Expertise Information](#)  
[OK Corral](#)  
[OSU Stillwater/Tulsa Bursar Account](#)  
[OSU-OKC Bursar Account](#)  
[OSU-CHS Bursar Account](#)  
[Talent Management System](#)  
[Works for Pcard](#)

### Benefits and Deductions

[Benefits: Enroll, Verify, Qualifying Event](#)  
[United Way](#)

### Administrative Access

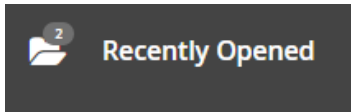
[Banner Administrative \( Banner 9 \)](#)  
[Banner HR Information and Quick Reference](#)  
[Banner Access Request](#)  
[Cognos 11](#)  
[ePrint](#)  
[Online EPAFs](#)



**Menu icon** (CTRL+M) –located in the upper left corner of the application. Click on this icon to open the Banner Menu. The **Menu icon** allows you to open the My Banner menu which allows you to create a personal list of pages that you use regularly. See the appendix for directions regarding how to set up My Banner.

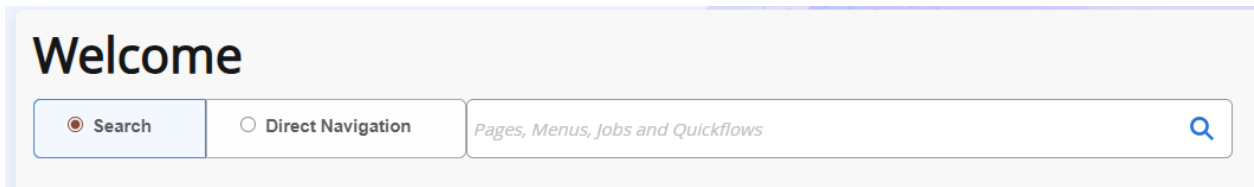


**Search icon** (CTRL+Shift+Y) – Click on this icon to open the Search window. You can then enter either the descriptive name of the page or the Banner acronym for the page.

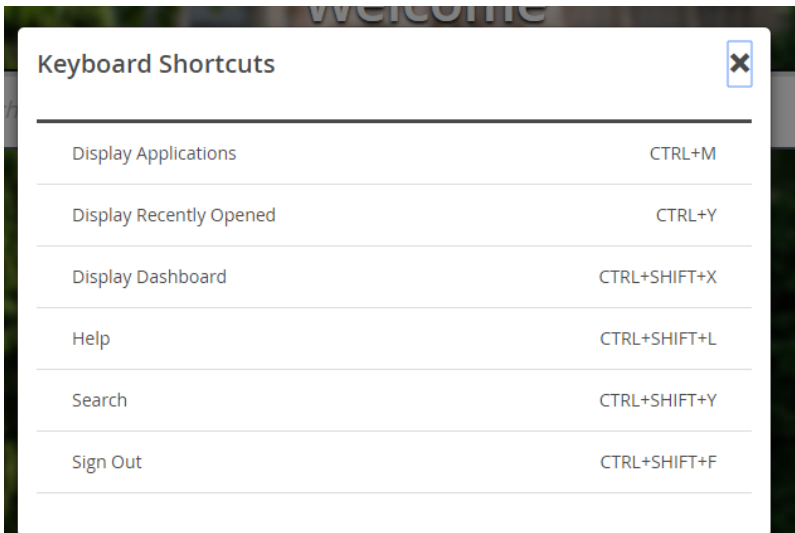


**Recently Opened icon** (CTRL+Y) – The **Recently Opened icon** is located in beneath the Search icon. It displays a count of pages after you have opened the first page in an application. Open the list and select a page to access it.

**Search box in the center of the landing page**– In this box, you can enter either the descriptive name of the page or the Banner acronym for the page. Find the desired entry and click Enter.



You can return to the Application Navigator landing page by clicking on the **home icon**.



Banner 9 has some **Keyboard Shortcuts**

# Page Naming Conventions

The naming convention for page names follows a set of guidelines unique to each position number and module in which it resides in Banner. The following table contains the codes for various Banner products and will help in decoding form names. There are 7 seven position numbers in a name.

Example:	Form Name	<u>T</u>	<u>S</u>	<u>I</u>	<u>C</u>	<u>S</u>	<u>R</u>	<u>V</u>
	Position #	1	2	3	4	5	6	7

## Position 1

1. Identifies the **primary system** owning the form, report, job, or table.

P# 1	Identifies the primary system
A	Advancement
B	Property Tax
C	Courts
D	Cash Drawer
F	Finance
G	General
K	Work Management
L	Occupational Tax and License
N	Position Control
O	Customer Contact
P	Payroll
Q	Electronic Work Queue
R	Financial Aid
S	Student
T	Accounts Receivable/Bursar
U	Utilities
V	Voice Response
X	Records Indexing
W, Y, Z	Reserved for Client Applications

## Position 2

- Identifies the **application module** owning the form, report, process, or table.
- Unique to the product identified in position 1.

P# 2	General (G)	P# 2	Financial Aid (R)
E	Event Management	B	Budgeting
J	Job Submissions	C	Record Creation
L	Letter Generation	E	Electronic Data Exchange
O	Overall	F	Funds Management
P	Purge	H	History and Transcripts
S	Security	J	Student Employment
T	Validation Form/Table	L	Logging
U	Utility	N	Need Analysis
X	Cross Product	O	Common Functions
P# 2	Accounts Receivable (T)	P	Packaging and Disbursing
F	Financial Accounts Receivable	R	Requirements Tracking
G	General Accounts Receivable	S	Student System Shared Data
O	Overall	T	Validation Form/Table
S	Student Accounts Receivable	U	Utility
T	Validation Form/Table	V	Reserved
U	Utility	W,Y,Z	Reserved for Client Applications

P# 2	Student (S)	P# 2	Finance
A	Admissions	B	Budgeting
C	Catalog	C	Record Creation
E	Support Services	E	Electronic Data Exchange
F	Registration/Fee Assessment	F	Funds Management
G	General Student	H	History and Transcripts
H	Grades/Academic History	J	Student Employment
I	Faculty Load	L	Logging
K	Reserved	N	Need Analysis
L	Location Management	O	Common Functions
M	CAPP	P	Packaging and Disbursing
O	Overall	R	Requirements Tracking
P	Person	S	Student System Shared Data
R	Recruiting	T	Validation Form/Table
S	Schedule	U	Utility
T	Validation Form/Table	V	Reserved
U	Utility	W,Y,Z	Reserved for Client Applications

Position 3

- Identifies the **type** of form, report, job, or table.

P# 3	General (G)	P# 3	Financial Aid (R)
A	Application	A	Application
B	Base Table Batch COBOL Process	B	Base Table
I	Inquiry Form	I	Inquiry Form
O	Online COBOL Process	P	Process/Report
Q	Query Form	R	Rule Table, Repeating Table, Report
T	General Maintenance/Temp Table	T	Temporary Table
V	Validation Form/Table	V	Validation Form/Table
P# 3	Accounts Receivable (T)	P# 3	Student (S)
A	Application Form	A	Application Form
I	Inquiry Form	B	Base Table
P	Process Form	I	Inquiry Form
Q	Query Form	P	Process Form
R	Report	Q	Query Form
V	Validation Form/Table View	R	Rule Table, Repeating Table, Report
P# 3	Information Access	P# 3	
R	Report		

Position 4, 5, 6, and 7 TSICSRV

- Uniquely** identifies the form, report, job, or table.

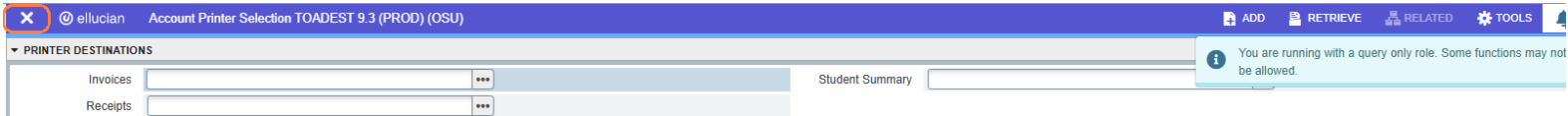
SPAIDEN	TSICSRV
S Student	T Accounts Receivable
P Person	S Student Acct Receivable
A Application Form	I Inquiry
IDEN Identification Form	CSRV Customer Service Review

Example of TSICSRV

Basic Navigation:

Each page includes the page header, key block, sections, notification center, and buttons.

When 1<sup>st</sup> access an AR (Bursar) page, the Account Printer Selection TOADEST 9.3 (PROD) (OSU) comes up. Just click the X in the upper left corner.





# Campus AR Pages

Account information is viewable on several pages. Your security allows inquiry access or update access to the pages.

AR Pages Used by Campus	
Form Description	Form Name
Post transactions to multiple accounts by detail code, amount, term; Need access to this form for ability to use the transaction AIRS AR upload process.	TSAMASS
Review TSAMASS session; need to input session user, session number 0; hit save, next block. Review for accuracy of entry; totals	TGACREV
Look up account activity, holds, lists last term registered, query by any field needed (term, detail code, effective etc.)	TSICSRV
Look up Detail Code description, category codes ,and FOAPALs	TSADETC
Account Detail: Holds, Charges, Pmts, Deposit, Memos for Payment Plan Info, Current Balance; On Charges' Payments tab - displays the parent plus loan address in the drop down box when the text field has a "Y".	TSADETL
Displays Delinquency Codes, Bill Codes, Aging, NSF, Current due, Balance due; Next Block, Options: view exemptions, contracts, collections.	TSAACCT
Account Detail Review form: Reviews transactions posted; NSF, authorized aid, shows the feed document # for each transactions	TSAAREV
Look up which payment paid a specific charge	TSIAPPL
Shows current account status by charges, credits, memos by term	TSIQACT
Shows address on account and last update	TUIADDR



## TSAMASS - Billing Mass Entry Page

### TSAMASS

TSAMASS, Billing Mass Data Entry Page, used for quick entry of charges to multiple accounts or a simple posting mechanism for mass entry. It is designed to easily enter like charges. Once the information is entered and saved, the appropriate account detail is updated. The example below shows adding the same charges to multiple students. By filling in the detail code and amount information in the top block, the fee is charged to several students.

Do not change the effective date. Use current Term.

CHARGES/PAYMENTS SELECTION

Detail Code:  ...

Amount:

Term:  ...

Document:

Effective Date: 03/14/2019

Name	Detail Code *	Description *	Amount *	Term *	Document	Receipt *	Original Charge

Charge/Payment: 0.00

Total:

TSAMASS can also be used to enter different charges and different charge amounts to multiple student accounts. Leave the detail code and amount blank/empty in the key block; you are able to change the detail codes and amounts to enter to multiple student accounts.



**Caution!! Do not use this process to enter payment information. This page is to be used for charges only.** Contact bursar office if need assistance for a correction/reversal of charge transactions.

**Recommend using the AIRS AR Bursar Transaction Upload process.**





## TGACREV – Cashier Session Review

### **TGACREV**

An individual's transaction entry review is performed on the Cashier Session Review page TGACREV. This form is used to review a cashier's session activity for a specific session. The activity is displayed in summary by detail codes, as well as detail for the session. It is used to update the status of the cashiering sessions and to close active sessions.

Individual cashier review and supervisory checkout of cashiers ensures all funds are properly accounted for and all accounting entries will be properly sent to the Finance system.



# TSICSRV – Customer Service Inquiry

## TSICSRV

TSICSRV page summarizes Accounts Receivable-related information. Terms are compared for existing for registered courses and grades rolled to academic history, then the latest term (numerically) is displays in the **Last Term Registered** field. If no term exists in either table then this field will be null. You can filter on any field. **Note: Query Balance is the calculated amount on the filter criteria. This is usually not the account balance amount.** **Other Memos** field will take you to the TSADETL form to view the payment option plan under Memos. **Sum by Effective Date** check box determines how data are summarized and sorted in the **Account Summary** block.

Customer Service Inquiry TSICSRV 9.3.5 (PROD) (OSU)

ADDRETRIEVERELATEDTOOLS

ID: A20120228 Pistol Pete Holds: Credit Limit: Last Term Registered: 201920 Sum by Effective Date: ☒

Start Over

ACCOUNT SUMMARY

Detail Code *	Description *	Term *	Aid Year	Period	Charge	Payment	Balance	Effective Date *
F128	MATH Corequisite Lab Fee	201920			0.00		0.00	
B001	Finance Charge	201760			0.00		0.00	

- When this box is **checked**, transactions are summarized by term, detail code, and effective date. If several transactions with the same term and detail codes exist on the same date, the resulting display shows a single line item.
- When the box is **unchecked**, transactions are summarized by term and detail code. If several transactions with the same term and detail code exist on various effective dates, the resulting display shows a single line item summarized without regard to the effective date of the transaction.

Customer Service Inquiry TSICSRV 9.3.5 (PROD) (OSU)

ADDRETRIEVERELATED

ID: A20120228 Pistol Pete Holds: Credit Limit: Last Term Registered: 201920 Sum by Effective Date: ☐

Start Over

ACCOUNT SUMMARY

Detail Code *	Description *	Term *	Aid Year	Period	Charge	Payment	Balance	Effective Date *
F128	MATH Corequisite Lab Fee	201920			0.00		0.00	
B001	Finance Charge	201760				0.00	0.00	
F102	Arts-Sci On-Line Course Fee	201760				0.00	0.00	
F1M0	AS College Based Fees	201760				0.00	0.00	
F404	HPEL/LEIS Field Trip	201760				0.00	0.00	
FM01	Mandatory Fees	201760				0.00	0.00	
FM03	Internship Univ Fees Waived	201760				0.00	0.00	
TUR1	Resident UG Tuition	201760				0.00	0.00	
B001	Finance Charge	201740			-13.11		0.00	
F3M0	Business College Based Fees	201740				0.00	0.00	
FM01	Mandatory Fees	201740				0.00	0.00	
TUR1	Resident UG Tuition	201740				0.00	0.00	
B001	Finance Charge	201720			10.56		0.00	
F1M0	AS College Based Fees	201720				0.00	0.00	
F5M0	Engineering College Based Fees	201720				0.00	0.00	
FM01	Mandatory Fees	201720				0.00	0.00	
TD41	Educ Outreach Tuition and Fees	201720				0.00	0.00	
TUR1	Resident UG Tuition	201720				0.00	0.00	
B001	Finance Charge	201660			2.55		0.00	
F202	AG Dist or Web Course Fee	201660				0.00	0.00	

1 of 2

20 Per Page

Record

DETAILS

Query Balance	0.00	Financial Aid Memo	0.00
Account Balance	0.00	Balance	
Current Due	0.00	Financial Aid	
Other Memos	0.00	Authorized Aid	0.00
		Balance	
		NSF	0



## TSADETC – Detail Code Lookup

### TSADETC

**TSADETC** : defines the detail codes used throughout Accounts Receivable. Detail codes are the most important items linking the Accounts Receivable (AR) Module to the Finance module. Each is defined as either a charge or a payment and contains the description that appears on billing statements. Application of Payments Process (TGRAPPL) determines the order the payments applied for each detail code.

Behind each detail code is an accounting distribution that determines the posting made to the Finance FOAPAL. The Application of Payment Process applies any payments to outstanding charges. The accounting information associated with each detail code on this form is used by the accounting feed process **TGRFEED**.

Almost any field may be filtered using a wildcard %. This enables you to search by specific **detail code, category, or type**. Example: If you have forgotten the detail code, you can enter the name under the description field either with a % (wildcard).

**Type** tells you whether a detail code is a charge or payment.

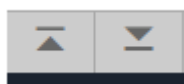
**Category** is a three-digit numeric code assigned to a detail code which enables reporting by grouping like charges or payments together; each department is assigned a category code.

- The front page feeds from **TBBDETC**
- The first block of the second page feeds from **TBBEACT**

The screenshot shows a web application window titled "ellucian Detail Code Control Form - Student TSADETC 9.3.6 (PRO)". The main heading is "DETAIL CODE CONTROL FORM - STUDENT". Below this, there is a section for "Active filters:" showing "Detail Code: F5M0" with a "Clear All" link. The form fields are as follows:

Detail Code	F5M0	Engineering College Based Fees
Type *	C	
Category *	FEE	...
Grant Type	None	
Priority *	999	
Refund Code	None	
<input type="checkbox"/> Direct Deposit		
<input checked="" type="checkbox"/> Refundable		
<input type="checkbox"/> Receipt		
<input checked="" type="checkbox"/> Active		
<input type="checkbox"/> Term Based		

Next Block:



Finance Information:

Account A for charge detail codes: Receivable  
Account B: for charge detail codes: Revenue

GL BANNER INTERFACE

Detail CodeF5M0Engineering College Based Fees

Effective Date08/08/2017

Next Change Date08/06/2018

☐Term-based

☐Aid Year-based

Total Percent100

4 of 4

1 Per Page

Record 4 of 4

GENERAL LEDGER INTERFACE TO BANNER FINANCE

Designator...

Percent19.72477

	COA	Account Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
Account A	1	...	102000	100419	120000	0000	3130	...	CH1	CD1	CL1
Account B	1	...	175080	100447	500180	3600	2770	...	CH1	CD1	CL1

Designator...

Percent80.27523

	COA	Account Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
Account A	1	...	102000	100419	120000	0000	3130	...	CH1	CD1	CL1
Account B	1	...	135007	100447	500106	3315	2370	...	CH1	CD1	CL1

1 of 1

1 Per Page

Record 1 of 2



TSAAREV – Account Detail Review

**TSAAREV** is used review transactions and payment information about an account. The balance of the account and the current amount due are calculated on the last line of this form. This form presents a view of each transaction. For more detail on a transaction, the **TSADETL** form should be used. Accounts with holds will have a Y indicator. You can Filter on almost any field and move columns, sort on columns. **Note: Query Balance is the calculated amount on the filter bar.**

Type in the ID and hit Go:

Account Detail Review Form - Student TSAAREV 9.3.6.1 (PROD) (OSU)

ADD

RETRIEVE

RELATED

⚙

D: A20120228Pistol Pete

Credit Limit:

Go

tr: LBEETS

Holds:

ID: A20120228Pistol PeteCredit Limit: User: LBEETSHolds:

Start Over

ACCOUNT DETAILS

Insert

Delete

Copy

Filter

Receipt

Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Aid Year	Period	Receipt	Original Charge *	Contract Detail *	Tran
F128	MATH Corequisite Lab Fee	201920	-90.00		0.00	R	01/23/2019	01/23/2019				<input type="checkbox"/>	<input type="checkbox"/>	
F128	MATH Corequisite Lab Fee	201920	90.00		0.00	R	01/02/2019	01/02/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F404	HPELLEIS Field Trip	201760	-30.00		0.00	R	08/28/2017	08/28/2017				<input type="checkbox"/>	<input type="checkbox"/>	
B001	Finance Charge	201760	-0.45		0.00	T	02/12/2018	02/12/2018				<input type="checkbox"/>	<input type="checkbox"/>	
B001	Finance Charge	201760	0.45		0.00	L	01/27/2018	01/27/2018				<input type="checkbox"/>	<input type="checkbox"/>	
F404	HPELLEIS Field Trip	201760	30.00		0.00	R	08/01/2017	08/01/2017				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TUR1	Resident UG Tuition	201760	-173.00		0.00	R	08/01/2017	08/01/2017				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FM03	Internship Univ Fees Waived	201760	17.55		0.00	R	08/01/2017	08/01/2017				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FM01	Mandatory Fees	201760	-118.25		0.00	R	08/01/2017	08/01/2017				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F1M0	AS College Based Fees	201760	-47.90		0.00	R	08/01/2017	08/01/2017				<input checked="" type="checkbox"/>	<input type="checkbox"/>	

9 of 9

10 Per Page

Record 1 of 8

BALANCE DETAILS

Insert

Delete

Copy

Filter

Query Balance	0.00	Authorized Aid	0.00
Account Balance	0.00	Balance	
Amount Due	0.00	NSF	0
Memo Balance	0.00	Receipt?	N



## TUIADDR – Address List

TUIADDR stores address information. Any active and current address always sorts to the top of the list. An address is considered active based on two criteria: the **Inactive Address** box is unchecked or the **To Date** field is blank or has a date which has not yet arrived. Person ID's (accounts) are only allowed one active address record for a given **Address Type**. A Non-person record can have multiple address records of the same address type.

When an address change occurs, the current record is NOT over-written but date ended and a new record with the new address is started. This allows tracking address history. Students and Employees are able to change their address via Student Self-Service. The telephone number is associated with the address if applicable.

File Edit Options Block Item Record Query Tools Help

Address List TUIADDR 8.4.3 (TEST) (OSU)

ID: A115 Maria

Address

From Date: 18-NOV-2014 To Date:

Address Type: MA Mailing

Sequence Number:

Street Line 1: 1318 County Road

Street Line 2:

Street Line 3:

City: Eureka Springs

State or Province: AR Arkansas

ZIP or Postal Code: 72632

County:

Nation:

Telephone Type: MA Mailing/Home

Country Code Area Code Phone Number Extension

☐ Inactivate Address

Source:

Delivery Point:

Correction Digit:

Carrier Route:

Last Update

User: CONVERSION

Activity Date: 07-OCT-2015