

OSU Office of the Bursar
Banner Billing Mass Data Entry Form TSAMASS
Instructions for Entering a Bursar Account Charge

In **Banner**: Type **TSAMASS** in the **Search** field and press **ENTER** to open **Billing Mass Data Entry form**.

Charges/Payments Selection (top section of form) Screenshot below

1. Type the detail code in the **Detail Code** field and **Tab** to the next field.
2. Type the amount in the **Amount** field and **Tab** to the next field.

When processing a charge, you enter the amount as a positive number in the field. For example, to process a charge for 10.00, you would enter 10.00 in the amount field.

NOTE: To process a credit, you must put a (-) before the amount. For example, to process a credit for 100.00, you would enter -100.00.

3. Type the Current term in the **Term** field.
 - **Must always be current term**
 - **Spring (typically starts 1st week of January) 202x20** (x is calendar year, example 202420, 20= Spring term)
 - **Summer (typically starts 3rd week in May) 202340** ((x is calendar year, example 202440, 40= Summer term)
 - **Fall (typically starts 1st week of August) 202x60** (x is calendar year, example 202360, 60= Fall term)

NOTE: If you don't remember the term format, click search and scroll until you find the current term.

4. **Document** field can be left blank or click into the **Document** field to type in a document number.

- This field is optional
- eight (8) alpha-numeric field
- used to track reference numbers or other specific department information

For example, the Media Resource Center will use Document to track their departmental charge information.

5. Enter today's date in the **Effective Date** field.
 - The effective date **must always be today's date**

6. Click the **Next Section** button (bottom right of screen - **Down Triangle with Underline** Icon), or the ALT + PAGE DOWN keys on your keyboard.



Charges/Payments Selection Screenshot

The screenshot displays the 'Billing Mass Data Entry Form - Student TSAMASS 9.3.18 (PROD) (OSU)'. The top section is titled 'CHARGES/PAYMENTS SELECTION' and contains several input fields: 'Detail Code' (with callout '2. Enter Detail Code'), 'Amount' (with callout '3. Enter Amount'), 'Term' (with value '202260' and callout '1. Enter term if not present'), 'Document', and 'Effective Date' (with value 'ALWAYS Today's Date'). A callout '4. Click on Next Block' points to a dropdown menu at the bottom left of the form. Below this is a table with columns: ID, Name, Detail Code, Description, Amount, Term, Document, Receipt, and Original Charge. The table is currently empty. At the bottom right, there is a 'SAVE' button. The footer includes 'EDIT', 'KEY_BLOCK.KEYBLOC_DETAIL_CODE [1]', '©2000 - 2022 Ellucian. All rights reserved.', and the 'ellucian' logo.

CHARGES/PAYMENTS (lower section of form) Screenshot below

7. Enter the **Banner ID** (can copy/paste from a spreadsheet or document).
8. Tap the Tab key on the keyboard or click into the **Description** field.
 - The description associated with the detail code automatically populates in the Description field
 - You may type in a different description as needed
9. Document field can be left blank or click into the Document field to type in a document number.
 - Entered in the CHARGES/PAYMENTS SELECTION
 - You may type in a different document number for this entry as needed

Notes:

- **Name** field automatically populates with the account name associated with the Banner ID
- **Detail Code** field automatically populates with the detail code entered in the **CHARGES/PAYMENTS SELECTION**
- **Amount** field automatically populates with the amount entered in the **CHARGES/PAYMENTS SELECTION**

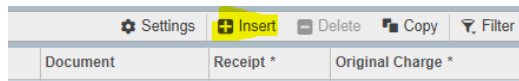
When processing a charge, you enter the amount as a positive number in the field. For example, to process a charge for 10.00, you would enter 10.00 in the amount field.

NOTE: To process a credit, you must put a (-) before the amount. For example, to process a credit for 100.00, you would enter -100.00.

- **Term** field automatically populates with the term entered in the **CHARGES/PAYMENTS SELECTION (Always Current Term)**
- **Receipt** field automatically populates to N (indicates a receipt is not to be printed from Banner (leave it as N))
- **Original Charge** field is to be left blank

If you wish to change **Detail Code, Description, Amount, Document Number**) simply click on the information in the line associated with the ID and make the necessary changes.

To add another entry, click the **Insert** button (right of the screen, just above Receipt* field (in the **CHARGES/PAYMENTS** section of the form) or tap the F6 key.



- For each additional transaction, enter ID, Detail Code Description, Amount, and Document Number (if applicable) in the **CHARGES/PAYMENTS** section

10. Once all entries look correct, click the **Save** button (bottom right corner of your screen) or tap the F10 key on your keyboard.

- Keep screenshots of the information to save for your records, supervisor approval (if required).
- Reconcile according to departmental procedures.

To close the TSAMASS form, click the **X** button (upper-left corner).

Charges/Payments Screenshot

Enter ID and the Name populates automatically.

You can change the description to something more specific as needed.

Click the Save button and the entry will apply **instantly** to the Bursar account.

WARNING:

Do not click on the **Previous Section** button (lower Left corner of your screen). This will cause you to go into the **Memos** section. The Memos section is **never** to be used when making **Bursar account** entries.



Do Not make entries into the Memos Sections

- To get out of the **Memos** section, click the **Next Section** button until you get back to **CHARGES/PAYMENTS**