



BANNER ACCOUNTS RECEIVABLE
APPLICATION OF PAYMENTS PROCESSING

Introductory Note: This document is devoted to Student Account processing; thus, A/R Finance (TF%) pages and processes aren't referenced.

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INTRODUCTION

Banner's Accounts Receivable provides the ability to track amounts due the institution within individual accounts. "Account" in this context refers to an entity – person (e.g., student or staff) or non-person (e.g., departmental or third party) – and the transactions incurred by that entity. These transactions are posted in **Account Detail**, a table accessible to users through these pages:

- Account Detail Review TSAAREV
- Account Detail TSADETL
- Customer Service Inquiry TSICSRV
- Account Detail Query TGIACCD

When charges or payments are entered to an account, they are reflected immediately in the *Account Balance* and *Amount Due* for the account. It is the sum of the **Balance** of each transaction calculated into these two summary totals. Balance adjustments occur through internal application of a line item transaction with a negative balance to a line item transaction with a positive balance. This is accomplished through Banner's **Application of Payments** process, **TGRAPPL**. Generally, a payment detail code is applied to a charge, but could also be a negative charge (cancellation or reduction) against a charge, or a payment against a negative payment (such as an award reduction). When applied in full, a transaction Balance will be 0.00. TGRAPPL will ignore all zero-balance transactions, processing only those where the Balance is greater or less than 0.00.

The records resulting from either application or unapplication are stored in the Application of Payment table, and may be viewed on the Application of Payment Review page **TSIAPPL**.

Unapplication? Yes! Accounts Receivable is fluid, ever changing day to day as events that generated each transaction are altered. An add or drop of courses may trigger adjusting entries. Room and board contracts may be changed or voided. A change in a student's award status may result in disbursement adjustments. A check payment may be returned by the bank. Any of these, and various other reasons, will revise the status of the account, likely resulting in the need to realign payment application. To do this, transactions will need unapplied in order to allow re-application. Unapplication can occur manually through Unapplication of Payments page **TSAUNAP**, or automatically in batch by Unapplication of Payments process **TGRUNAP**.

Given the various requirements that must be met, Banner A/R is designed to allow maximum flexibility in determining which payments apply to which charges, the order in which payments should be used, and the order in which charges should be paid. TGRAPPL consults a variety of factors and follows a *Sequence of Application of Payments* (list follows), the first of which is Direct Payment. Direct payment overrides all other criteria, such as detail code controls (see page 5, *Detail Code Controls for Application of Payments*), and TGRAPPL job parameters.

Future-dated transactions will be handled in one of two ways, depending on the status of the Feed Future Effective Transactions check box on the Accounts Receivable Billing Control page TGACTRL. This control has a dual purpose. In relation to Application of Payments process:

- when unchecked (No) – only those transactions that have a current or less than current Effective Date will be applied. Future charges will not be applied until they become effective.
- when checked (Yes) – all outstanding transactions are considered for application, regardless of Effective Date.

Due to the flexibility of controls provided, it is common that transactions may remain unapplied on an account following TGRAPPL. A *Pending Roster* should be requested each time TGRAPPL is run in batch. It will provide IDs and Names for accounts where a negative-balance transaction won't apply to positive-balance transactions. Account-by-account analysis may be required to identify action required to realign how transactions within the account are applied.

SEQUENCE OF APPLICATION OF PAYMENTS

When TGRAPPL is run, the payments will be applied based on the following criteria order.

1. Direct Payment (see page 12)
2. Like detail codes within the same term
3. Oldest term, forward (takes into consideration Detail Code Like% indicators checked)
4. Highest Detail Code Priority
5. Oldest effective date (assuming priority codes match)
6. Lowest transaction number (assuming priority codes match)

DETAIL CODE CONTROLS FOR APPLICATION OF PAYMENTS

All detail codes are defined in the Detail Code Control page TSADETC (table TBBDETC). The controls serve several processes in Banner A/R. Those TSADETC controls that impact how transactions are applied include:

FIELD	DESCRIPTION
Type	Indicates whether the detail code is a <i>Charge</i> or <i>Payment</i> (C or P). See warning , below.
Priority	3-digit code used by TGRAPPL to match payments to charges. See page 7 for <i>How detail code priority codes work</i> .
Refund Code	TGRAPPL refers to this value for Apply Refund to any Priority . (TGRAPPL parameter 02)
Like Term	If checked, restricts payments to apply only to charges from the same term code. Used primarily for financial aid transactions.
Like Aid Year	If checked, restricts Financial Aid payments to apply only to charges from a term code within the same Aid Year (defined in STVTERM).
Like Period	If checked, restricts Financial Aid payments to apply only to charges from terms within the same Financial Aid Enrollment Period.
Title IV	Used in conjunction with <i>Institutional Charges</i> flag. If checked, this Financial Aid payment has been identified as Federal Title IV funds. None of the three "Like" boxes should be checked, as Like Aid Year rules are applied automatically (see <i>Note for Title IV Processing</i> , below).
Institutional Charge	Used in conjunction with <i>Title IV</i> flag. If checked, restricts Title IV aid to apply to only these charges.



Never change the Type of a detail code. Doing so will have serious repercussions on account balances and may render accounts unusable.

Note for Title IV Processing

A decorative graphic consisting of several overlapping, semi-transparent blue shapes that form a pointed, arrow-like shape pointing to the right. The colors range from a dark blue to a light, almost white blue.

Additional rules are built into Application of Payments for Title IV processing. **Like Aid Year rules are applied automatically** where detail codes flagged Title IV are involved. Current year Title IV credits will be used to pay current year charges. Any remaining Title IV credits can be used to pay charges within the immediate prior aid year up to the maximum limit amount, currently set at \$200.

Aid Years are associated with Term Codes on Term Control page STVTERM. Each term code bearing the same Aid Year code as matches the Title IV transaction is considered “current”.

See Banner A/R Title IV Handbook for additional information

“PAYMENT” OR “CHARGE”

Detail codes are defined in TSADETC as either type **C**(harge) or **P**(ayment). It is this **Type** that determines the transaction’s Balance when posted, either positive or negative. TGRAPPL will adjust these balances accordingly.

However, in application of payments “payment” and “charge” take on a different meaning within the application transaction, itself.

<i>When ...</i>	Detail Code Type is	<i>and...</i>	Amount posted to Account Detail is	<i>then...</i>	Transaction is reflected in TSIAPPL as a
	P		Positive Negative		PAYMENT CHARGE
	C		Positive Negative		CHARGE PAYMENT

HOW DETAIL CODE PRIORITY CODES WORK

Priority is a 3-digit code assigned to each detail code on TSADETC.

- Any position that is non-zero in the payment priority must match the charge priority exactly.
- Zero in any position is a wild card.
- Payment priority of 999 used first.
- Charge priority of 999 paid first.
- Payment priority of 000 will pay anything. Cash is recommended to be a priority of 000 so it will pay anything.

Examples include:

- Payment 900 pays any charge from 900 to 999
- Deposit 420 pays any charge from 420 to 429
- Installment Payment 111 pays only Installment Plan Charge 111
- Payment 100 pays any charge from 100 to 199
- Payment 000 pays any charge from 000 to 999

Priority may be overridden by directly applying a payment to an existing item by *transaction number* or *invoice number*.

RUNNING TGRAPPL

Maintaining accurate transaction balances in Banner A/R is essential. For accurate reporting and processing, run TGRAPPL before running any of these other A/R jobs.

- Assess Penalty/Interest Charges TSRLATE
- Aging Analysis TGRAGES
- Invoice/Statement TSRCBIL/TSRRBIL/TSRSBIL, or TSRTBIL
- Auto Refunding of Credit Amounts TSRRFND
- General Accounting Feed TGRFEED

TGRAPPL can be run online per account by choosing Apply Payments from the Tools menu of the following pages:

- Account Detail Review TSAAREV
- Student Account Detail TSADETL
- Application of Single Payment TSAADSP
- Refund Review TSARFND
- Contract Review TSACONR
- Contract Payment Detail TSACPDT

When TGRAPPL is initiated from one of these pages, Banner will use the parameter values that the user has saved when running the process from Job Submission **without** a parameter **Set Name**. These are the user's default values. If no values exist for the user, then Banner will use the default values on the parameter definitions (GJAPDEF). The value for parameter 01 will be called from the page ID field in the Key block. No application pending roster will be created.

PARAMETERS – those required are in **bold**



Name	Description	Values
ID Number	For single request, enter a specific account ID to be applied, or leave blank for batch processing.	
Apply Refund to any priority	Should refund charges to be paid by any credit regardless of priority, like term, like aid year and like period indicators.	Y = Pay refund charges, regardless N = No, consider priority, like term, like aid year and like period indicators
Apply Neg Chg to any priority	Should negative charges to be applied to any charge regardless of priority.	Y = Apply negative charges, regardless N = No, consider priority

Name	Description	Values
Apply Cont/Expt Credits	Select whether contract (source C) and exemption (source E) payments will apply by using the transaction cross-reference information, or by detail code priority.	C = Contract/exemption credits will be applied by cross-reference information D = Contract/exemption credits will be applied using detail code priority
Apply Title IV first	Should Title IV payments apply first, then follow the priority order to apply other payments.	Y = Title IV payments will be applied first N = Payments will be applied in standard priority order
Apply Aid to Future Term	Should financial aid (source F) be applied to charges for a future term.	Y = Financial aid will apply to any term. N = Financial aid will apply only to terms less than or equal to financial aid term. (Like term, like aid year, and like period restrictions are still enforced)
Apply Other to Future Term	Should other credits (source code other than F) be applied to charges from a future term.	Y = Other credits will apply to any term. N = Other credits will apply only to terms less than or equal to term of the credit. (Like term, like aid year, and like period restrictions are still enforced)
Order by Term	Determine the order in which payments are to be applied. <i>See FAQ on page 35.</i>	1 (default) = Both payments and charges are ordered by term. 2 = Payments from the oldest term will apply to the highest priority charges, regardless of term of the charge. 3 = Charges from the oldest term will be paid by the highest priority payments, regardless of term of the payment. 4 = Neither - Banner will apply payments by using priorities and ignore the term.
Print Application Pending Rost(er)	To print a list of accounts that still have outstanding credit <u>and</u> debit detail balances.	Y = Print a list of accounts that have application pending. N = Do not print a list of accounts that have application pending.
<p>Population Selection -- All or none of the population selection parameters must be entered. GLBDATA should be run to build the selection immediately prior to running TGRAPPL. Use GLIEXTR to review people who will be processed for the selection identifier and application code entered.</p>		
Selection Identifier	Enter the code that identifies the population with which you want to work.	Population Selection Inquiry (GLISLCT) page
Application Code	Enter the code that identifies the general area for which the selection identifier was defined.	Application Inquiry (GLIAPPL) page
Creator Id	Enter the user ID of the person creating the subpopulation rules. The Creator ID must have been specified when defining the selection identifier.	
User	User ID of the person who ran the population selection.	



RECOMMENDED VALUES FOR BATCH PROCESSING

As a cash-based State, revenue in West Virginia is acknowledged when cash is banked. Banner, however, is an accrual-based system. In Accounts Receivable, the best method of reporting cash distribution is through application of payments.

Consider the following notes on TGRAPPL parameters, keeping in mind that the object is appropriate cash distribution.

ASSUMPTION: An effective priority structure is in place on TSADETC. See page 7 for examples of *How detail code priority codes work*.

PARAMETER	VALUE	WVNET Notes
ID Number	(blank)	
Apply Refund to any priority	N	Category RFD detail codes are typically posted only when <i>refundable</i> payment balances remain after all charges are paid, i.e., Account Balance is negative. Thus, non-refundable payments such as waivers/exemptions, or “dummy” payments like contract or installment payment plan detail codes, should be prioritized to prevent application to refunds. That priority should not be over-ridden.
Apply Neg Chg to any priority	N	Negative charges are posted to reverse prior assessments. Negative charges should apply ONLY to the same detail code. IF the original charges have been applied by any payment, the payment must be unapplied to free up cash and allow for the like detail codes to apply. See page 5, <i>Sequence of Application of Payments</i> , sequence 2.
Apply Cont/Expt Credits	C (D)	C for contract/exemption credits is recommended IF TSACONT or TSAEXPT is in use at your institution. Otherwise, D (detail code priority).
Apply Title IV first	N	Might a student be awarded a waiver, or have third party funds meant specifically for particular charges? Probably so. TIV aid is refundable with application driven by other factors. Higher priority payments should be applied first.
Apply Aid to Future Term	(?)	First, <i>Like Term</i> , <i>Like Aid Year</i> , and <i>Like Period</i> are taken into consideration. Also, detail codes flagged Title IV automatically have <i>Like Aid Year</i> control in place. Whether Y or N is primarily up to institutional policy. Consider this: Aid disbursed early in a term has already been applied to charges, with any overages refunded. If student is receiving a late award, disbursed after future term charges are assessed, any overages for the term of disbursement may be needed by the student for other obligations, and the student will likely be receiving aid for the term of the future charges.
Apply Other to Future Term	Y	Payments other than financial aid (determined by Source F) typically refers to personal payments. These payments are likely intended to pay any outstanding balance.
Order by Term	1	Oldest payments should be used first, and oldest charges paid first. Priorities are still enforced.
Print Application Pending Rost(er)	Y	MAINTAIN APPROPRIATE APPLICATION OF ALL PAYMENTS on a daily basis to promote accurate cash reporting.

REVIEW APPLICATION OF PAYMENT TRANSACTIONS IN TSIAPPL

Results of TGRAPPL may be viewed for each account on the Application of Payment Query page TSIAPPL. Each application transaction consists of two account detail transactions. TSIAPPL displays the Payment Detail Code, the Charge Detail Code, and the Amount applied. If application is the result of Direct Payment, TSIAPPL displays this through one of two indicators:

- **Direct Pay** is set to Y if direct payment occurred by transaction number; or
- **Invoice Paid** is populated with the invoice number chosen to receive payment.

Those records where both are blank are those that were generated through sequences 2-6. See *Sequence of Application of Payments*, page 5.

As applied transactions can be unapplied and re-applied, when necessary, TSIAPPL indicates current status of application through the **Re-apply** indicator.

- Where Re-apply field is **blank** (null), applied status is Current.
- Where Re-apply field contains 'Y', un-application has occurred.

An unapplication generates a reversing transaction. This reversal is literally where the original Charge transaction becomes the Payment, and the original Payment transaction becomes the Charge; that is, the result of the two transactions = 0.00. Thus, two records are flagged Re-apply:

1. original applied transaction; and
2. reversing transaction.

Example 1 – Positive Payment applies to Positive Charge

APPLICATION OF PAYMENT REVIEW							
	Detail Code	Trans Number	Description	Term	Aid Year	Period	Effective Date
Payment	CHCK	185	Check Payment	201908			12/14/2019
Charge	ROOM	150	Room Charges	201908			07/11/2019
Amount	592.60		Feed	F	Direct Pay		
Apply Date	01/03/2020		Feed Doc Num	F0065043	Direct Pay Type		
Re-apply			Feed Date	01/03/2020	Archived		
User	FAISUSR		Invoice Paid		Archive Date		

Here, a room charge was paid by a check. The balances of each will be adjusted by the Amount of \$592.60.

Example 2 – Positive Payment applies to Negative Payment

APPLICATION OF PAYMENT REVIEW							
	Detail Code	Trans Number	Description	Term	Aid Year	Period	Effective Date
Payment	CHCK	194	Check Payment	202001			01/12/2020
Charge	CHCK	196	Wrong Term	202001			01/13/2020
Amount		11.00	Feed	F		Direct Pay	
Apply Date	01/28/2020		Feed Doc Num	F0065207		Direct Pay Type	
Re-apply			Feed Date	01/28/2020		Archived	
User	FAISUSR		Invoice Paid			Archive Date	

When transaction adjustments are required – in this case, the payment was posted to an incorrect term code – negative transactions should be applied to the original transaction. This may require that the original transaction be unapplied in order for the correct transaction to apply to the intended charge(s).

**Best Practice**

Negative transactions, whether charges or payments, should apply only to the same detail code, same term. Thus, unapplication may be necessary for this to occur. This will ensure that cash is applied correctly to charges for revenue reporting.

DIRECT PAYMENT

A payment entered on TSADETL or TSAAREV can be directly applied to a single charge using the **Trans Paid** field, or to multiple billed charges using the **Invoice Paid** field. Direct payment overrides all other application of payment specifications (see *Sequence of Application of Payments*, page 5).

Alternatively, Banner provides the **Application Distribution of Single Payment** page TSAADSP to distribute a payment among multiple charges.

When the Application of Payment Process TGRAPPL is run, results may be viewed for each account on the Application of Payment Query page TSIAPPL, which shows the charge Detail code, the payment Detail code, and the amount applied. Once a payment has been applied to a charge, the balance of the payment and charge will reflect the amount that has been used. The unused or outstanding **Balance** for each transaction may be viewed on the Account Detail page TSADETL, or the Account Detail Review page TSAAREV.

APPLY PAYMENTS USING PARALLEL PROCESSING

Parallel processing occurs when TGRAPPL runs concurrently with special population selections, that is, run in parallel at the same time.

A special population selection is one that is referenced in a row on GTVSDAX. The GTVSDAX row is to associate population selection IDs with a unique negative value. Multiple GTVSDAX rows are allowed. Only population selections set up on GTVSDAX are allowed to be run in parallel, and they can only be run in parallel with each other. It is important that each special population selection has a unique set of PIDs that is not duplicated in any of the other special population selections.

GTVSDAX required values include:

Internal Code	enter POPSEL
Internal Group Code	enter TGRAPPL
External Code	enter the negative value to be used in GJBPRUN to identify the special population selection. This value must be -2 or less (such as, -2, -3, -4, etc.) and must be unique. Value -1 is reserved and should not be used.
Description	enter the Selection ID of the population selection to be run in parallel. Must be entered in UPPERCASE.

When TGRAPPL runs with a population selection, GTVSDAX is checked to see whether that Selection ID is allowed to be run in parallel by comparing to the GTVSDAX_DESC. If yes, then the value entered in the GTVSDAX_EXTERNAL_CODE is retrieved and inserted into GJBPRUN, following the same pattern that a value of -1 is inserted whenever a population selection is used by TGRAPPL. The negative entries in GJBPRUN are also used by the code to determine when the last of a group of parallel population selections is being processed. When the last parallel population selection has finished executing, TGRAPPL will perform a cleanup of GJBPRUN, removing any remaining negative entries.

UNAPPLYING APPLICATION OF PAYMENT TRANSACTIONS

After a payment has been applied, it may be determined that the payment should be directed elsewhere. It may have been a timing issue, where another payment intended for the charge has not yet been posted, e.g., a late award/waiver, or a forthcoming sponsor payment. A more common reason to unapply payments is adjustments due to drops, withdrawals or other changes in students' status. As a cash-based state, it's important to West Virginia institutions that cash is reported accurately.

How credits have been applied may be researched through the Application of Payment Review page TSIAPPL. If negative charges are assessed, and the original assessed charges have been applied by any payment, the payment(s) must be unapplied to allow the negative charges to apply to the original charges. If the payment(s) were financial aid, it's also likely that negative aid will be disbursed, which will apply to the original disbursement(s). If any payment balance remains (aid or other) a refund may be issued. The refund detail code will apply to the payment balance.

If credits which affect the sequence of application are posted to an account after application of payments has been processed, unapplication may be initiated through the following methods.

MANUALLY VIA UNAPPLICATION OF PAYMENT PAGE TSAUNAP

Unapplication of payments may be processed within individual accounts using the Unapplication of Payment page TSAUNAP for a specific Transaction Number, Term or Applied Date. Option Applied Date will unapply all transactions from the specified date, forward; *use this option with care*.

Each credit transaction that is applied in full or in part is listed here. As in the below example, if you know that transaction 41 paid 202003 charges, and there are negative 202003 charges posted to the account, then enter 41 in the **Transaction Number** field of the Unapplication of Payments section, and **Save**. If you find that a number of changes have occurred on an account for a specific term, it may be best to unapply all transactions for that **Term**.

The screenshot displays the 'Student Unapplication of Payment TSAUNAP 9.3.5 (BANTEST9)' interface. It features a user profile for 'ANNETTE' and a 'Start Over' button. The main section is titled 'APPLIED PAYMENTS' and contains a table with the following data:

Detail Code	Description	Transaction Number	Term	Applied Date	Reg Pay	Direct Pay	Trans Pay	Inv Pay	Charge/Payment	Amount	Balance
DLUG	Direct Stafford Unsub Loan GR	41	202003	06/20/2020	Y	N			P	2,473.00	0.00
DLUG	Direct Stafford Unsub Loan GR	40	202002	06/20/2020	Y	N			P	2,473.00	0.00
TGRI	Graduate Tuition In-State	37	202003	06/20/2020	Y	N			C	-1,264.98	0.00
CAPF	Capital Fee-Nonrefundable	36	202003	06/20/2020	Y	N			C	-114.99	0.00
VIMC	Visa - MasterCard Payment	31	200501	05/17/2005		Y	Y		P	5.00	0.00
CASH	Cash Payment	29	200308	09/02/2004	Y	N			P	60.00	0.00
CASH	Cash Payment	27	200308	09/02/2004	Y	N			P	35.00	0.00
DLUN	Federal Direct Unsub Loan	24	200308	09/02/2004	Y	N			P	970.00	0.00
PELL	Federal Pell Grant	22	200308	09/02/2004	Y	N			P	1,550.00	0.00
DLSB	Federal Direct Sub Loan	21	200308	09/02/2004	Y	N			P	2,709.00	0.00

Below the table is a 'UNAPPLICATION OF PAYMENTS' section with fields for 'Transaction Number', 'Term', and 'Applied Date'. There are checkboxes for 'Direct Trans Pay' and 'Direct Inv Pay'. A 'SAVE' button is located at the bottom right of the interface.

Be mindful of records where **Direct Pay** is 'Y'. Method of direct payment is indicated as either **Trans Pay** or **Inv Pay**. See *Direct Payment*, page 12. If it is determined that the reason for direct payment of the transactions is no longer of priority, follow these steps to remove direct payment:

1. Unapplication of Payments section –
 - a. Enter **Transaction Number**. Note: **Term** may be used in conjunction with either checkbox, providing the intent is to include direct applied transactions during unapply.
 - b. Check **Direct Trans Pay** or **Direct Inv Pay**, as applicable.
 - c. **SAVE** – on save, the transaction will be removed from the Applied Payments section.
 - d. Exit TSAUNAP.

The screenshot shows the 'Student Unapplication of Payment TSAUNAP 9.3.5 (BANTEST9)' window. The top section, 'APPLIED PAYMENTS', contains a table with columns: Detail Code, Description, Transaction Number, Term, Applied Date, Reg Pay, Direct Pay, Trans Pay, Inv Pay, Charge/Payment, Amount, and Balance. Transaction 31 (VIMC Visa - MasterCard Payment) is highlighted with an orange box, showing 'Direct Pay' as 'Y' and 'Trans Pay' as 'Y'. Below this is the 'UNAPPLICATION OF PAYMENTS' section, which has a form with fields for Transaction Number (31), Term, Applied Date, Direct Trans Pay (checked), and Direct Inv Pay. The 'Direct Trans Pay' checkbox is also highlighted with an orange box.

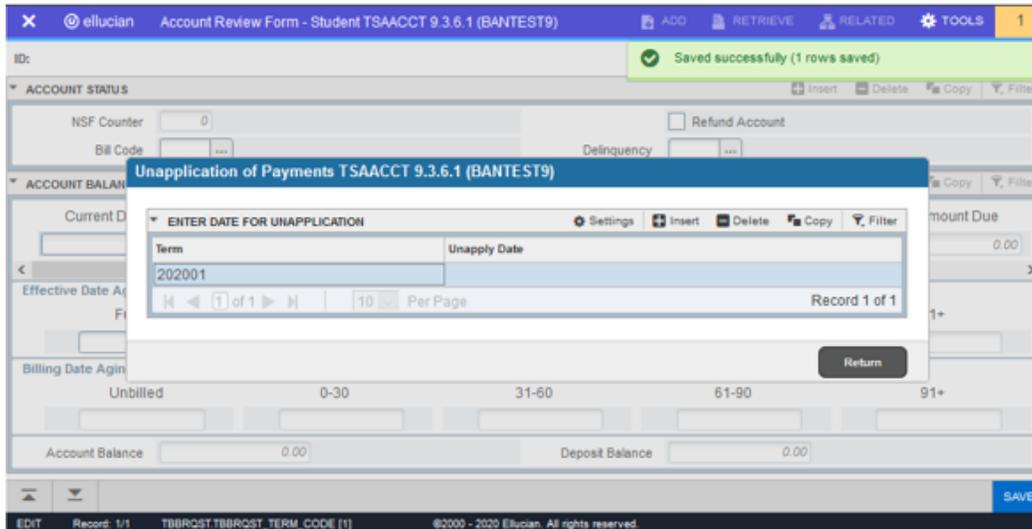
2. TSAAREV – Find direct pay transaction just unapplied – note, *Balance* is restored – and delete the direct pay value. In this example, “30” would be deleted from the **Trans Paid** field. **SAVE**.

The screenshot shows the 'Account Detail Review Form - Student TSAAREV 9.3.14 (BANTEST9)' window. It displays a 'Receipt' table with columns: Tr... Detail Code, Description, Term, Payment, Balance, Source, Effective Date, Transaction Date, Receipt, Trans Paid, and Invoice Paid. Transaction 31 (VIMC Visa - MasterCard Payment) is highlighted with an orange box, showing a payment of 5.00 and a balance of -5.00. The 'Trans Paid' field for this transaction is also highlighted with an orange box and contains the value '30'.

UNAPPLY VIA UNAPPLICATION OF PAYMENTS PROCESS TGRUNAP

Requests for unapplication in batch by the Unapplication of Payments Process TGRUNAP are collected in table TBBRQST. Records to TBBRQST may be made three ways.

1. Request Manually – On Account Review page TSAACCT, select menu TOOLS/ OPTIONS / Unapply Transactions. Pop-up window provides fields to enter either Term or Unapply (Applied) Date



2. SQL insert for a specific group – Changes in student status, or late financial aid awards could require unapplication to allow realignment of applied transactions. TBBRQST can be populated via SQL with the PIDMS of those selected, a USER, an ACTIVITY_DATE, and one of three fields – TRAN_NUMBER, TERM_CODE, or UNAPPLY_DATE*.

*Note: table column UNAPPLY_DATE is page field *Applied Date*.

3. Auto Select – For automatic selection, run TGRAPPL first. Then run TGRUNAP in **Select** mode (**Run Mode** set to S and **Unapply Automatically** set to Y). Banner will look for records that have one or more of the following:

- a. a credit balance transaction and a debit balance transaction with no unapplication transaction since the credit was created
- b. a Title IV transaction with a credit balance and a non-Title IV transaction that has been applied to institutional charges
- c. a reversal transaction that needs to be re-applied



To view records currently in TBBRQST, use the Mass Unapplication — Student page **TSAMUNA**. ID and Name are displayed along with unapply value (Term Code or Applied Date), as well as the detailed application of payment information for each student. You can also add or remove records using this page. *See page 30 for detailed description and use of Mass Unapplication page TSAMUNA.*

ID	N	Term Code	Applied Date	User ID	Mark for deletion
199922186	J	202008		ANNETTE	<input type="checkbox"/>
@00061300	N	202008		ANNETTE	<input type="checkbox"/>
@00039380	A	202008		ANNETTE	<input type="checkbox"/>
198821803	D	202008		ANNETTE	<input type="checkbox"/>
@00044527	S	202008		ANNETTE	<input type="checkbox"/>
@00081396	A	202008		ANNETTE	<input type="checkbox"/>
@00100612	R	202008		ANNETTE	<input type="checkbox"/>
@00102517	N	202008		ANNETTE	<input type="checkbox"/>
@00061300	N		01/11/2020	ANNETTE	<input type="checkbox"/>

Detail Code	Description	Transaction Number	Term	Date	Direct Pay	Charge/Payment	Amount	Balance
VIMC	Credit Card Payment	11	202001	01/11/2020	N	P	2,200.00	0.00
VIMC	Credit Card Payment	12	202001	01/11/2020	N	P	723.00	0.00
CAPF	Capital Fee-Nonrefundable	17	202003	06/30/2020	N	C	-43.26	0.00
TUBL	Tuition BLA	18	202003	06/30/2020	N	C	-536.25	0.00
VIMC	Credit Card Payment	19	202002	07/01/2020	N	P	579.51	0.00
ORIE	New Student Orientation Fee	21	202008	08/07/2020	N	C	-125.00	-100.00

To process transactions displayed here, run TGRUNAP with **Run Mode** set to U and **Unapply Automatically** set to N, which will process all accounts in the TBBRQST collector table. You would then run TGRAPPL in batch again to bring these accounts current.

If Unapply Automatically works best in your operations...

To work as designed, the Unapplication of Payment process TGRUNAP is part of a three-step process:

1. TGRAPPL is run to bring the accounts current
2. TGRUNAP – set **Run Mode** to B and **Unapply Automatically** to Y
3. Run TGRAPPL again.

To work efficiently, these three steps would be run as part of a regularly scheduled event, e.g., nightly. Be certain to include these jobs in the daily cashing job cycle.

Additional Notes

When unapplying Contract Payment Detail, TGRUNAP will use the original contract payment transaction number, in addition to the contract payment detail transaction number captured during application.

If you use population selection and run the process with the *Unapply Automatically* parameter set to Y, then you will get all students who match the criteria in addition to all the students in the population selection. If you run the process for a population selection with *Unapply Automatically* set to N, then Banner will insert all students in the population selection, ignoring the criteria described above.

This process does not produce a hardcopy report.

PARAMETERS – those required are in **bold**

Name	Description	Values
Run Mode (S, U, B)	<p>Enter the mode in which processing will take place. An S indicates that the process will use auto-select criteria to identify accounts to be unapplied. U indicates Unapply mode, and B indicates both Select and Unapply.</p> <p>To unapply what has been requested through page TSAACCT (collector table TBBRQST) and not add more accounts, set Run Mode to U and Unapply Automatically to N.</p> <p>To unapply a specific list of accounts, use the TSAUNAP page.</p>	<p>S = Select U = Unapply B = Both</p>
Unapply Automatically Y or N	Indicates whether you want Banner to unapply all records for a term that matches at least one of the three unapplication criteria. The criteria are described in the description of TGRUNAP above.	<p>Y = Banner searches the database and unapplies all transactions that meet at least one of the three criteria. N = Banner uses records collected in TBBRQST or a population selection you specified first.</p>
<p>Population Selection -- All or none of the population selection parameters must be entered. GLBDATA should be run to build the selection immediately prior to running TGRAPPL. Use GLIEXTR to review people who will be processed for the selection identifier and application code entered.</p>		
Selection Identifier	Enter the code that identifies the population with which you want to work.	Population Selection Inquiry (GLISLCT) page
Application Code	Enter the code that identifies the general area for which the selection identifier was defined.	Application Inquiry (GLIAPPL) page
Creator Id	Enter the user ID of the person creating the subpopulation rules. The Creator ID must have been specified when defining the selection identifier.	

Name	Description	Values
User	User ID of the person who ran the population selection.	
Term Code	Indicates the term of transactions to be unapplied for your population.	
Applied Date	Either Term Code OR Applied Date is required for your population.	
	Indicates the date of application transactions to be unapplied for your population.	
Output Popsel Option	<p>Indicates how you want to create an output population selection that you can use to unapply and reapply transactions.</p> <p>You must already have defined a selection ID and application ID to create an output population selection.</p> <p>To create an output population selection, <i>Run Mode</i> must be either Unapply or Both.</p>	<p>A = Append - Adds the new accounts to an existing selection ID and application ID. New records will be added.</p> <p>R = Replace - Replaces the current accounts with the new account records.</p> <p>N = None – No output population selection will be created.</p>
<p>Output Population Selection -- If either Append or Replace is chosen for parameter Output Popsel Option, all Output population selection parameters must be entered.</p> <p>For information about creating an output population selection, refer to the <i>Return of Title IV Funds and Authorizations Handbook</i>.</p>		
Output Selection Identifier	<p>Code that identifies the population with which you want to work, previously defined on page GLISLCT.</p> <p>This value must differ from the input selection identifier.</p>	
Output Application Code	Code that identifies the general area for which the selection identifier was defined.	
Output Creator ID	ID of the person running the job, which creates the population selection.	

IN BRIEF...APPLICATION OF PAYMENTS IMPACT ON THE FINANCE GENERAL LEDGER

In Account Detail Review TSAAREV, there are three amount columns with the headings of 1) Charge, 2) Payment, and 3) Balance.

Amounts displayed in the Charge column are flagged as a detail code type 'C' and the amounts displayed in the Payment column are flagged as a detail code type 'P' in TSADETC.

It is also the detail code Type that determines the initial Balance of a transaction. Charges post with a like balance, while Payments post with an opposite balance.

On a sample student account, the value of these columns might display as follows:

Detc	Description	Charge	Payment	Balance
TFUL	Tuition – Full Time	1000.00		1000.00
PELL	Pell Grant		1500.00	-1500.00

Once TGRAPPL has been run, however, note the change in the Balance column:

Detc	Description	Charge	Payment	Balance
TFUL	Tuition – Full Time	1000.00		0.00
PELL	Pell Grant		1500.00	-500.00

In this example, following application of payments a balance remains on the charge:

Detc	Description	Charge	Payment	Balance
TFUL	Tuition – Full Time	1000.00		250.00
CASH	Cash Receipt		750.00	0.00

The sum of all unapplied balances of this sort on the various customers' accounts (student, third party, general finance) in your A/R module should be reflected as balances in your General Ledger. When fed to Finance and posted, the account code on the General Ledger reflecting outstanding balances is derived from the TSADETC G/L Interface window.

- **Charge-type detail codes** – The account specified on Line A of the tuition charge would probably be an asset-type account for "Accounts Receivable". It is the sum of all unpaid balances on A/R charge transactions that should correspond to the current debit balance in the General Ledger for that Accounts Receivable account.
- **Payment-type detail codes** – The account specified on Line B work in an exact parallel way. The use of liability-type accounts titled "Unapplied Payments", "Unapplied Financial Aid", etc. is recommended. Any current credit balance in the General Ledger for these accounts should correlate exactly to the outstanding unapplied payment balances on the various A/R accounts.

When the Application of Payment process is run in batch, the following financial postings are processed:

Payment applied to a charge:

Debit Account B for payment code

Credit Account A for charge code

Reversed charge applied to a charge:

Debit Account A for reversed charge code

Credit Account A for charge code

Payment applied to a reversed payment:

Debit Account B for payment code

Credit Account B for reversed payment code

OTHER RELATED PAGES

Often overlooked, Banner A/R pages related to Application of Payments include Application Distribution of Single Payment TSAADSP and Mass Unapplication TSAMUNA. Documentation on use of these pages, along with use examples, follow.

APPLICATION DISTRIBUTION OF SINGLE PAYMENT PAGE TSAADSP

TSAADSP is used to distribute a payment among specific multiple charges. Whether recorded as a single payment transaction or a payment per charge depends on processing option selected (see Description of *Single Payment/Split Payment*, below). Banner's TGRAPPL process will use the transaction paid information generated here to apply payments against the transaction number(s) specified.

Use the **Key block** to specify payment details and to determine the charge information displayed on the page. NOTE: Fields requiring entry are in **bold**.

Fields	Descriptions
ID	The ID and name of the account for which you want to enter information. List on this field provides option to search for persons (SOAIDEN) or non-persons (SOACOMP).
Effective Date	(display only) The default value is the current date.
Detail Code	The payment detail code for which you want to enter information. List on this field displays the Detail Code Control (TSADETC) page.
Amount	The amount of the payment.
Term	For the <i>Single Payment</i> option, the term to which the payment will be posted. For the <i>Split Payment</i> option, the Term code of charge(s) paid is used for each payment created. List on this field comes from the Term Code Validation (STVTERM) page.
Single Payment /Split Payment	This radio group indicates whether Banner will post the payment amount as a single transaction (Single Payment) or as multiple transactions (Split Payment) on Account Detail. <ul style="list-style-type: none"> • Single Payment – When selected, the Single Payment checkboxes become active in the Application Distribution of Single Payment (detail) section. The sum of Balances of the selected charge(s) must agree with the payment amount that you entered in the Key block. • Split Payment – When selected, the Split Payment fields become active in the Application Distribution of Single Payment (detail) section. Banner will use the Payment Amount and create separate transactions for the selected charge(s). If the Term entered differs from the charge Term, the charge term will be used for the associated payment transaction.
Payment Number	The number associated with the payment source, such as credit card number or check number.
Invoice Paid Number	Invoice number to be paid by this transaction. When populated, only outstanding transactions with this invoice number are displayed.
Document	Optional 8-character field, intended for a Banner Finance document number.
Holds	User will be stopped here if any hold code that controls A/R entry exists on the account. If authorized, you must enter the A/R Hold Override code to proceed to the next section.

The **Application Distribution of Single Payment**, or Detail, section displays detailed information of transactions selected with balances > 0.00. This is where the user selects transaction(s) for direct payment. NOTE: All fields are display only, with the exception of **Single Payment** or **Split Payment**. Of these two, only one will be active, depending on option selected in the Key block.

Fields	Descriptions
Detail Code /Description	Displays the detail code for each outstanding charge to the account.
Term	Displays term to which the transaction was posted. List from STVTERM.
Charge	If detail code is type C (TSADETC), displays amount assessed (positive).
Payment	If detail code is type P (TSADETC), displays amount adjusted (negative).
Balance	Displays portion of transaction not yet applied (positive).
Single Payment	These checkboxes become active when Single Payment radio button is selected in the Key block. Check the box of transaction(s) to which the payment is to be applied. TSAADSP calculates the sum of transaction Balance(s) selected, displayed as <i>Payment Summary</i> in the Balance Details section. To save (post) the transactions, Payment Summary must equal the Key block Amount. In Account Detail (TSADETL, TSAAREV, TGIACCD) a single transaction will be generated for the Detail Code and Amount specified.
Split Payment	These fields become active when the Split Payment radio button is selected in the Key block. Enter the amount of the payment you want to apply to the outstanding Balance of each charge to be paid. Amounts entered in the Split Payment column are summed and displayed as <i>Payment Summary</i> in the Balance Details section. To save (post) the transactions, Payment Summary must equal the Key block Amount. In Account Detail (TSADETL, TSAAREV, TGIACCD) a payment transaction will be generated for each charge selected, each payment having the detail code specified in the Key block.
Transaction Number Paid	Displays the transaction number (if any) of an earlier payment entered already associated with this transaction for direct payment. This may have been entered manually through pages TSAAREV or TSADETL, or populated through TSAADSP.
Transaction Number	Displays the transaction number assigned to this Charge/Payment.
Source	Displays system source of the transaction. Examples, R = Registration, F = Financial Aid, T = manual entry in A/R, etc. List may be viewed on TTVSRCE.
Effective Date	Displays date on which the transaction became effective, i.e., impacts Amount Due.
[Transaction Date through Session End Date]	<i>See Online Help for description of these fields.</i>

DEMONSTRATION OF STEPS FOR TSAADSP SPLIT PAYMENT

Scenario: A check in the amount of \$500 has been received to go towards a prior term (202002) balance. A future term, 202008, has been assessed, and user wants to ensure that the prior term charges are applied (paid) first. Detail code CAPF is being paid in full, and the remaining portion will be applied toward TGMB.

1. Key block – enter required values
 - a. **ID**
 - b. **Detail Code** of payment
 - c. **Amount** of payment received
 - d. **Term** – enter current term code
 - e. Select **Split Payment** radio button

2. Click **Go**
3. **Application Distribution of Single Payment** section – Only those transactions with a Balance greater than 0.00 are displayed. This could include negative Payments. Selection of *Split Payment* option in key block has activated the **Split Payment** fields of each record.
 - a. Enter full balance amount of 114.99 on transaction number 28.

Detail Code *	Description *	Term *	Charge	Payment	Balance	Single Payment	Split Payment	Transaction Number	Transaction Number Paid	Source *	Effective Date
TGMB	Graduate Tuition MBA	202008	2,529.96		2,529.96			38		R	07/20/2020
CAPF	Capital Fee-Nonrefundable	202008	229.98		229.98			37		R	07/20/2020
TGMB	Graduate Tuition MBA	202002	1,264.98		632.49			29		R	04/21/2020
CAPF	Capital Fee-Nonrefundable	202002	114.99		114.99		114.99	28		R	04/21/2020

b. Navigate to **Split Payment** field of transaction 29.

A helpful feature...
sum of split payment
entries are displayed
as **Payment Summary**
in the Balance Details

Detail Code *	Description *	Term *	Charge	Payment	Balance	Single Payment	Split Payment	Trans Number
TGMB	Graduate Tuition MBA	202008	2,529.96		2,529.96			
CAPF	Capital Fee-Nonrefundable	202008	229.98		229.98			
TGMB	Graduate Tuition MBA	202002	1,264.98	632.49				
CAPF	Capital Fee-Nonrefundable	202002	114.99		114.99		114.99	

BALANCE DETAILS	
Account Balance	3,507.42
Amount Due	3,507.42
Memo Balance	0.00
Authorized Aid	0.00
Payment Summary	114.99
NSF	0
Receipt?	N

Demonstrating use of Banner's built-in calculator

c. Double-click within transaction 29 **Split Payment** field... calculator pops up.

BALANCE DETAILS	
Account Balance	3,507.42
Payment Summary	114.99

- d. Calculate 500 (total payment Amount) minus 114.99 (amount applied to transaction 28) and press Enter. Result populates field automatically. *Payment Summary* is updated, now equaling **Amount** in key block.

The screenshot shows the Banner Accounts Receivable interface for 'Application Distribution of Single Payment - Student TSAADSP 9.3.5.1 (BANTEST9)'. The ID is @00079772, Effective Date is 07/22/2020, and the Amount is 500.00. The 'APPLICATION DISTRIBUTION OF SINGLE PAYMENT' table is displayed with the following data:

Detail Code *	Description *	Term *	Charge	Payment	Balance	Single Payment	Split Payment	Transaction Number	Transaction Number Paid	Source *	Effective Date
TGMB	Graduate Tuition MBA	202008	2,529.96		2,529.96			38		R	07/20/2020
CAPF	Capital Fee-Nonrefundable	202008	229.98		229.98			37		R	07/20/2020
TGME	Graduate Tuition MBA	202002	1,264.98		632.49		385.01	29		R	04/21/2020
CAPF	Capital Fee-Nonrefundable	202002	114.99		114.99		114.99	28		R	04/21/2020

The 'BALANCE DETAILS' section shows the following values:

Account Balance	3,507.42	Payment Summary	500.00
Amount Due	3,507.42	NSF	0
Memo Balance	0.00	Receipt?	N
Authorized Aid	0.00		

- e. **SAVE** – Notified that 1 row is saved. **Balance Details** reflect reduction in *Account Balance* and *Amount Due*.

The screenshot shows the Banner Accounts Receivable interface after saving. A green notification bar at the top indicates 'Saved successfully (1 rows saved)'. The 'APPLICATION DISTRIBUTION OF SINGLE PAYMENT' table is updated with the following data:

Detail Code *	Description *	Term *	Charge	Payment	Balance	Single Payment	Split Payment	Transaction Number	Transaction Number Paid	Source *	Effective Date
TGMB	Graduate Tuition MBA	202008	2,529.96		2,529.96			38		R	07/20/2020
CAPF	Capital Fee-Nonrefundable	202008	229.98		229.98			37		R	07/20/2020
TGMB	Graduate Tuition MBA	202002	1,264.98		632.49			29		R	04/21/2020
CAPF	Capital Fee-Nonrefundable	202002	114.99		114.99			28		R	04/21/2020

The 'BALANCE DETAILS' section shows the following updated values:

Account Balance	3,007.42	Payment Summary	
Amount Due	3,007.42	NSF	0
Memo Balance	0.00	Receipt?	G
Authorized Aid	0.00		

A Review of Transactions Generated in TSAADSP Split Payment

The screenshot displays a list of transactions in Banner Accounts Receivable. Three callouts provide additional context:

- Callout 1:** "Two transactions, 39 and 40, were posted" (points to rows 39 and 40).
- Callout 2:** "TSAADSP uses term code of charges paid" (points to the Term * column for row 39).
- Callout 3:** "T39 is direct applied to T29, and T40 to T28" (points to the Payment column for row 39).

Trans Num...	Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Trans Paid	F
40	CHCK	Check Payment	202002		114.99	-114.99	T	07/22/2020	07/22/2020	28	
39	CHCK	Check Payment	202002		385.01	-385.01	T	07/22/2020	07/22/2020	29	
38	TGMB	Graduate Tuition MBA	202008	2,529.96		2,529.96	R	07/20/2020	07/20/2020		
37	CAPF	Capital Fee-Nonrefundable	202008	229.98		229.98	R	07/20/2020	07/20/2020		
36	FREF	Student Refund CARES Act	202001	100.00		0.00	T	07/20/2020	07/20/2020		
35	CARS	CARES Act Grant	202001		100.00	0.00	T	07/20/2020	07/20/2020		
34	TGMB	Graduate Tuition MBA	202002	-632.49		0.00	R	07/20/2020	07/20/2020		
33	TGMB	Graduate Tuition MBA	202003	-1,264.98		0.00	R	05/26/2020	05/26/2020		
32	CAPF	Capital Fee-Nonrefundable	202003	-114.99		0.00	R	05/26/2020	05/26/2020		
31	TGMB	Graduate Tuition MBA	202003	1,264.98		0.00	R	05/26/2020	05/26/2020		

BALANCE DETAILS

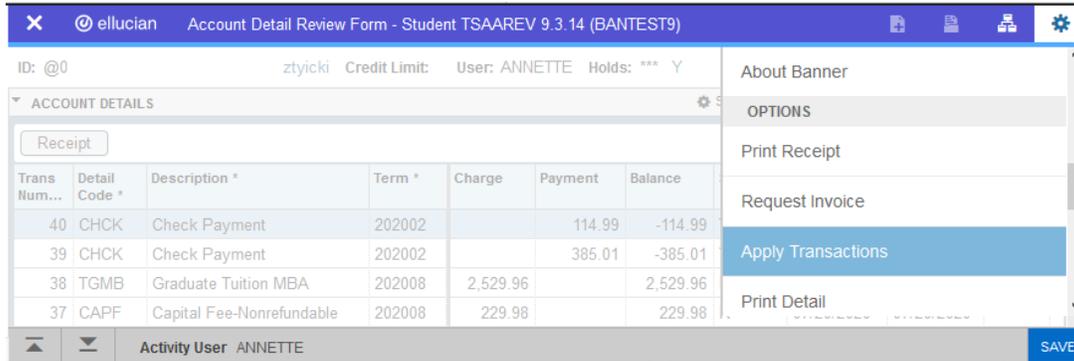
Query Balance	3,007.42	Authorized Aid	0.00
Account Balance	3,007.42	Balance	
Amount Due	3,007.42	NSF	0
Memo Balance	0.00	Receipt?	N

Activity User: ANNETTE

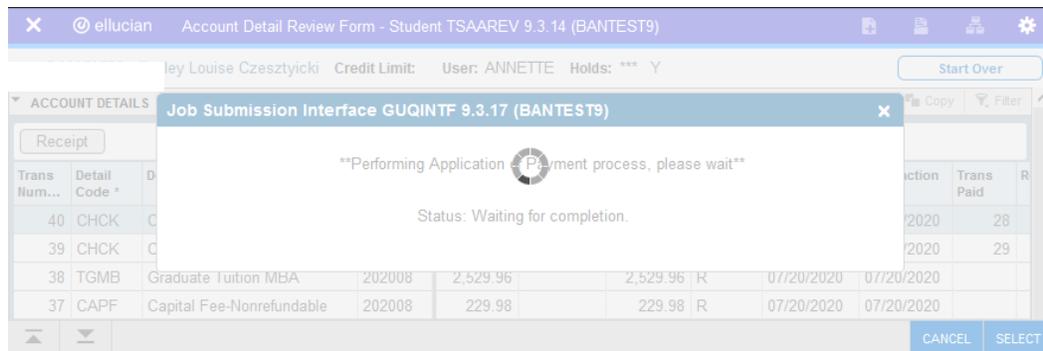
Record: 1/40 TBRACCD.TBRACCD_DETAIL_... ©2000 - 2020 Ellucian. All rights reserved. ellucian.

Apply Transactions

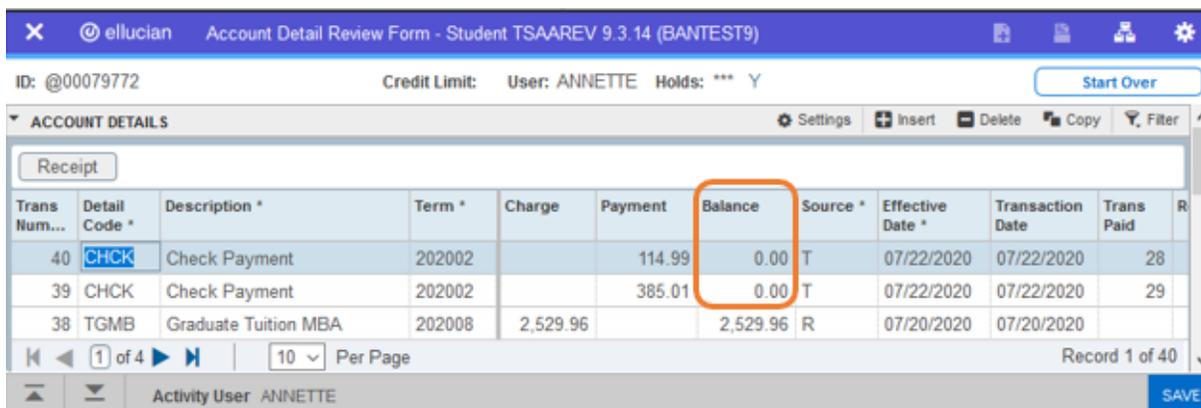
From TOOLS menu, select OPTIONS / Apply Transactions



Job runs...



On completion, Balances are adjusted



A Review of Application Transactions – TSIAPPL

The two transactions, **Payments** 39 and 40, have been directly applied to **Charges** 29 and 28, respectively.

Detail Code	Trans Number	Description	Term	Aid Year	Period	Effective Date	Tra
Payment CHCK	40	Check Payment	202002			07/22/2020	07/22
Charge CAPF	28	Capital Fee-Nonrefundable	202002			04/21/2020	04/21
Amount	114.99	Feed Y			Direct Pay Y		
Apply Date	07/22/2020	Feed Doc Num			Direct Pay Type T		
Re-apply		Feed Date			Archived		
User	ANNETTE	Invoice Paid			Archive Date		

Detail Code	Trans Number	Description	Term	Aid Year	Period	Effective Date	Tra
Payment CHCK	39	Check Payment	202002			07/22/2020	07/22
Charge TGMB	29	Graduate Tuition MBA	202002			04/21/2020	04/21
Amount	385.01	Feed Y			Direct Pay Y		
Apply Date	07/22/2020	Feed Doc Num			Direct Pay Type T		
Re-apply		Feed Date			Archived		
User	ANNETTE	Invoice Paid			Archive Date		

Direct Pay = Y
Direct Pay Type = T (transaction number)

[Demonstration end]

MASS UNAPPLICATION PAGE TSAMUNA

TSAMUNA is a view into collector table TBBRQST, presenting a list of records pending unapplication. This table is populated by any of the three ways described on page 16, *Unapply via Unapplication of Payments Process TGRUNAP*. Collector records include **ID** and either the **Term** or **Applied Date** to select the records to be unapplied.

- Term is used most commonly
- Applied Date will include all transactions for that ID from this date, forward

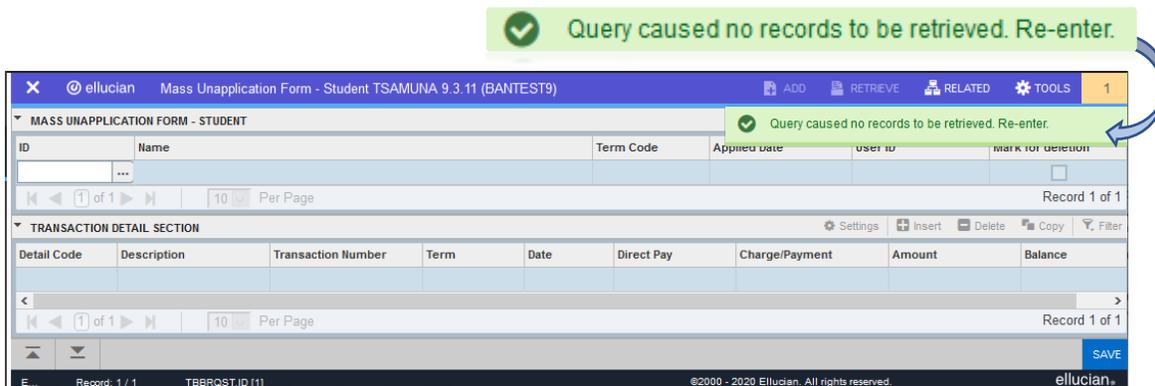
Records selected by TGRUNAP may be removed without unapplying them, using the **Mark for deletion** check box. You can also use TSAMUNA to add records to the collector table for unapplication.

For each record in the Collector section (untitled), all term credits are listed in the Transaction Detail Section. Transactions that have been direct applied, either by transaction number or invoice number, are included for your reference; however, they will not be handled by TGRUNAP. *If direct applied transactions are to be unapplied, see page 14 for Unapplication of Payment page TSAUNAP.*

Fields	Descriptions
ID	ID of the account. Choices come from the Person Search (SOAIDEN) page or the Non-Person Search (SOACOMP) page.
Name	Name associated with ID (person or non-person).
Term	Code of the term for unapplication. List from STVTERM.
Applied Date	If applicable, unapplication will occur of <u>all</u> transactions applied as of a given Date. No Term is entered, in this case.
User ID	ID of the user who ran TGRUNAP in Select mode, requested unapplication through TSAACCT, or inserted a record in TSAMUNA manually.
Mark for deletion	Check box that indicates whether you want to delete the ID from the collector table. Selected = Banner will delete the record when you perform a Save function. Cleared = the record will not delete.
TRANSACTION DETAIL SECTION	
Detail Code	Detail code of the transaction.
Description	Description of the transaction.
Transaction Number	Displays the transaction number assigned to this Charge or Payment.
Term	Term of the associated transaction.
Date	Date of application of the associated transaction.
Direct Pay	Indicates whether the payment was applied as a direct pay transaction.
Charge/Payment	Indicates whether the credit is a charge or a payment.
Amount	Amount of the transaction.
Balance	Unapplied balance outstanding on this record.

DEMONSTRATION OF USE OF TSAMUNA

When TBBRQST is empty, notification given by TSAMUNA.



For Automatic Selection –

Run TGRUNAP to automatically select accounts with transactions for unapplication.

Run Mode = S

Unapply Automatically = Y

```

23-JUL-2020 02:39:38 PM          WVNET - BANTEST9          PAGE 1
                                Unapplication Of Payment      TGRUNAP

* * * REPORT CONTROL INFORMATION * * *
RPTNAME: TGRUNAP
VERSION: 8.0.1
Parameter Sequence Number: 1151
Run Mode: S
Unapply Automatically: Y
Input Selection Identifier:
Input Application Code:
Input Creator ID:
Input User ID:
Term code:
Applied Date:
Output Popsel (Append, Replace or None):
Output Selection Identifier:
Output Application Code:
Output Creator ID:
Number of Lines per Page:
UNAPPLY AUTOMATICALLY RECORD COUNTS
* Outstanding debits and credits: 19
* New Title IV with other applications: 0
* New reversing transaction: 2
Total: 21
Popsel insert record count: 0
Unapply record count: 0
    
```

Note that the COUNTS displayed here are of *people* (student accounts), not the number of transactions that will be processed.

Once TGRUNAP has completed, selected records can be reviewed on **TSAMUNA**.

MASS UNAPPLICATION FORM - STUDENT

ID	Name	Term Code	Applied Date	User ID	Mark for deletion
@00063689	L	202003		ANNETTE	<input type="checkbox"/>
@00081723	K	202002		ANNETTE	<input type="checkbox"/>
@00082929	J	202003		ANNETTE	<input type="checkbox"/>
@00086753	I	201908		ANNETTE	<input type="checkbox"/>
@00097537	I	201708		ANNETTE	<input type="checkbox"/>
@00097778	E	201808		ANNETTE	<input type="checkbox"/>
@00098173	L	202001		ANNETTE	<input type="checkbox"/>
@00098195	L	201808		ANNETTE	<input type="checkbox"/>
@00098409	C	202003		ANNETTE	<input type="checkbox"/>
@00099435	C	202003		ANNETTE	<input type="checkbox"/>

Record 1 of 21

TRANSACTION DETAIL SECTION

Detail Code	Description	Transaction Number	Term	Date	Direct Pay	Charge/Payment	Amount	Balance
CAPF	Capital Fee-Nonrefundable	203	202003	06/17/2020	N	C	-114.99	0.00
TGRI	Graduate Tuition In-State	204	202003	06/17/2020	N	C	-1,264.98	0.00
CAPF	Capital Fee-Nonrefundable	205	202003	06/17/2020	N	C	-114.99	0.00
TGRI	Graduate Tuition In-State	206	202003	06/17/2020	N	C	-1,264.98	0.00
EPAY	20200614108611	207	202003	06/26/2020	N	P	2,760.24	0.00
EPAY	20200619108617	215	202003	06/26/2020	N	P	2,760.24	-0.30

Record 1 of 6

To add manually –

Insert row to TSAMUNA (table TBBRQST), enter **ID**, method of unapplication (Term Code **OR** Applied Date), and **SAVE**.

MASS UNAPPLICATION FORM - STUDENT

Saved successfully (1 rows saved)

ID	Name	Term Code	Applied Date	User ID	Mark for deletion
@00063689	Lir	202003		ANNETTE	<input type="checkbox"/>
@00079772	Cz		07/23/2020	ANNETTE	<input type="checkbox"/>
@00081723	Ke	2020		ANNETTE	<input type="checkbox"/>
@00082929	Jo	2020		ANNETTE	<input type="checkbox"/>
@00086753	Mi	2019		ANNETTE	<input type="checkbox"/>
@00097537	Mi	2017		ANNETTE	<input type="checkbox"/>
@00097778	Bz	2018		ANNETTE	<input type="checkbox"/>
@00098173	Lo	2020		ANNETTE	<input type="checkbox"/>
@00098195	Lir	2018		ANNETTE	<input type="checkbox"/>
@00098409	De	2020		ANNETTE	<input type="checkbox"/>
@00099435	Cz	202003		ANNETTE	<input type="checkbox"/>

Record 2 of 22

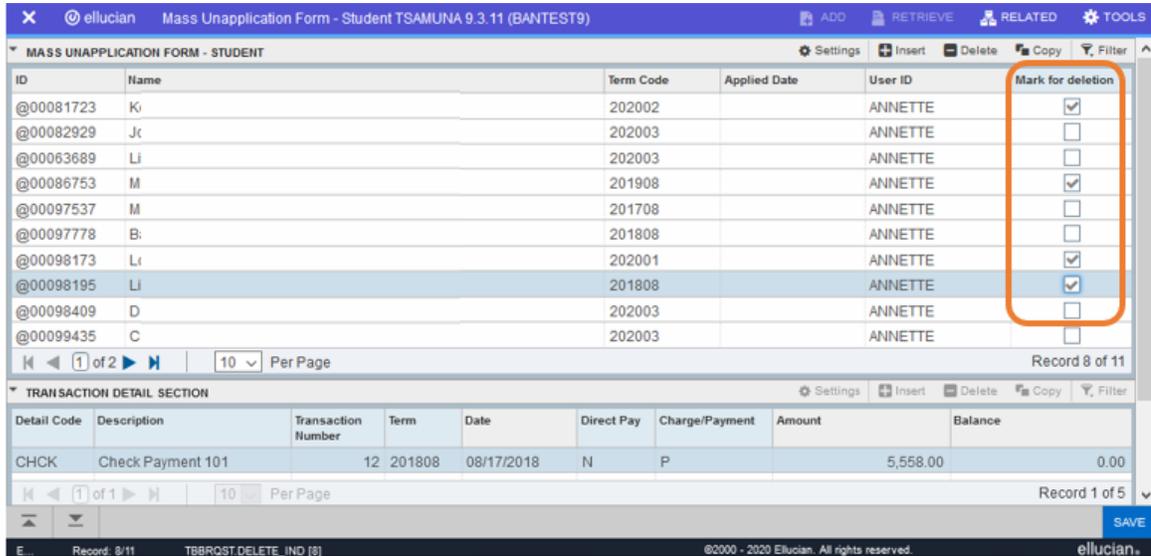
TRANSACTION DETAIL SECTION

Detail Code	Description	Transaction Number	Term	Date	Direct Pay	Charge/Payment	Amount	Balance

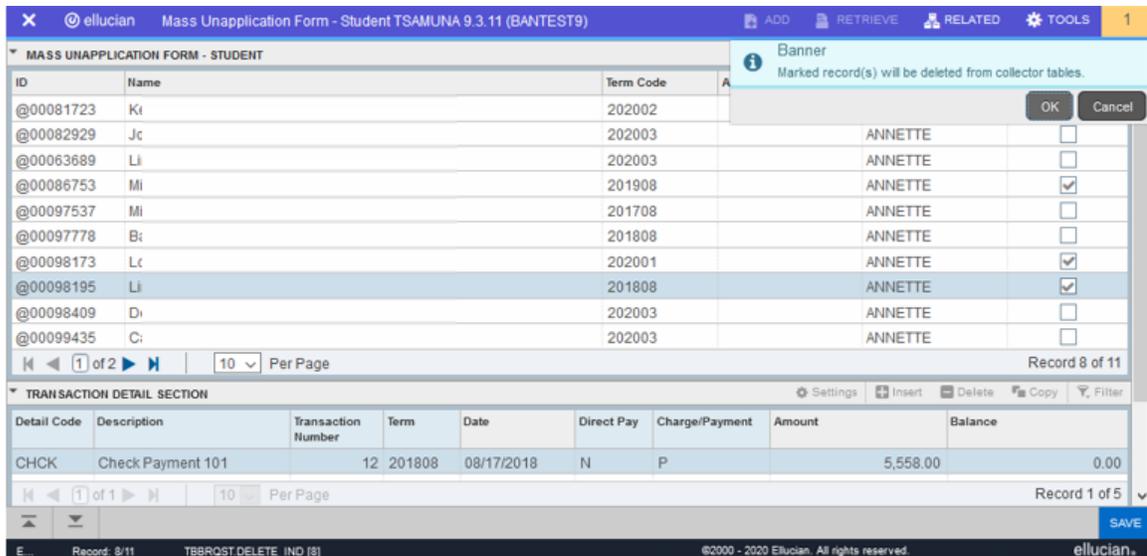
Record 1 of 1

To Delete Records saved to TBBRQST –

1. Check (click) box **Mark for deletion** on TSAMUNA of any record to be excluded from process.



2. Click **Delete** button at right side of section header. “Marked record(s) will be deleted from collector tables”



3. Click **OK** – records removed

The screenshot displays the Banner Accounts Receivable interface. The top window is titled 'Mass Unapplication Form - Student TSAMUNA 9.3.11 (BANTEST9)'. It contains a table with the following data:

ID	Name	Term Code	Applied Date	User ID	Mark for deletion
@00082929	Jo	202003		ANNETTE	<input type="checkbox"/>
@00063689	Li	202003		ANNETTE	<input type="checkbox"/>
@00097537	Mi	201708		ANNETTE	<input type="checkbox"/>
@00097778	B:	201808		ANNETTE	<input type="checkbox"/>
@00098409	Di	202003		ANNETTE	<input type="checkbox"/>
@00099435	C:	202003		ANNETTE	<input type="checkbox"/>
@00079772	Er		07/23/2020	ANNETTE	<input type="checkbox"/>

Below this table is a 'TRANSACTION DETAIL SECTION' table with the following data:

Detail Code	Description	Transaction Number	Term	Date	Direct Pay	Charge/Payment	Amount	Balance
CHCK	Check Payment	21	202003	08/07/2020	N	P	532.00	0.00
CAPF	Capital Fee-Nonrefundable	22	202003	08/07/2020	N	C	-43.26	0.00
TUIN	Tuition In-State	23	202003	08/07/2020	N	C	-444.75	0.00

The interface includes navigation controls like '10 Per Page' and 'Record 1 of 7' for the first table, and 'Record 1 of 3' for the second table. A 'SAVE' button is visible at the bottom right.

[Demonstration end]

ELLUCIAN'S FAQ'S

HOW DOES BANNER AR CALCULATE THE BALANCE COLUMN OF A TRANSACTION ON AN ACCOUNT?

Banner uses the TBRACCD table in conjunction with the TBRAPPL table to determine the balance of the transaction.

When you run TGRAPPL to apply transactions for the account(s), Banner will insert records into the TBRAPPL table to process the payment application. If you were to subsequently unapply the account, or specific transactions for an account, using TSAUNAP or TGRUNAP, then the unapply process will modify the existing records in TBRAPPL to indicate the original application has been unapplied, and insert a new record to reverse the original entry.

It is these TBRAPPL records that are used to calculate the transaction balance in TBRACCD.

For example:

A payment of \$100.00 (Tran #3) will be applied to a charge transaction (Tran #2) which is outstanding for a balance of \$400.00.

A row will be inserted in table TBRAPPL to record Payment Tran #3 being applied to Charge Tran #2 in the amount of \$100.00. Banner will update the Balance field for these transactions in TBRACCD to reflect this record. The payment transaction balance will now be \$0.00, and the charge transaction balance will be updated to \$300.00.

When you unapply the transactions, Banner will insert a row in the TBRAPPL table to reverse the original entry, and both TBRAPPL records will be flagged "Reapply". Banner will reset the balance for these transactions in the TBRACCD table to reflect the unapplication.

WVNET Note: Those TBRAPPL records, which are viewed in page TSIAPPL, that have a Reapply field that is **blank** are the current application records. These identify the records that impact the TBRACCD Balances.

HOW DO THE OPTIONS DIFFER FOR TGRAPPL PARAMETER ORDER BY TERM?

Order by Term = 1 Sort Payment by TERM and Sort Charge by TERM (original sort)

Pay Title IV first = Y	Payment sort by TERM (A):	Charge sort by TERM (A):
	1. TIV Like Term	1. Institutional same period *
	2. TIV Like Period	2. Non-Institutional same period *
	3. TIV Like Aid Year	3. Institutional same term
	4. TIV other	4. Non-Institutional same term
	5. Non-TIV/Like Term	5. Institutional same Aid Year
	6. Non-TIV/Like Period	6. Non-Institutional same Aid Year
	7. Non-TIV/Like Aid Year	7. Institutional Other
8. Other (regular)	8. Non-Institutional other terms	

* Note: sort terms with same period first. For example, if charge sort is by term, then lowest term/period combo in term ascending order, then next term/period combo in term ascending order. If charge sort is by priority, then highest priority/period combo first, before lesser priority/period combo.

Pay Title IV first = N

Payment sort by TERM (A):

1. Like Term
2. Like Period
3. Like Aid Year
4. Other (regular)

Charge sort by TERM (A):

1. Like Term
2. Like Aid Year
3. Other (regular)

Order by Term = 2 Sort Payment by TERM and Sort Charge by PRIORITY

Pay Title IV first = Y

Payment sort by TERM (A):

1. TIV Like Term
2. TIV Like Period
3. TIV Like Aid Year
4. TIV other
5. Non-TIV/Like Term
6. Non-TIV/Like Period
7. Non-TIV/Like Aid Year
8. Other (regular)

Charge sort by PRIORITY (B):

1. Institutional same period
2. Non-Institutional same period
3. Institutional same term
4. Non-Institutional same term
5. Institutional same Aid Year
6. Non-Institutional same Aid Year
7. Institutional Other
8. Non-Institutional other terms

Pay Title IV first = N

Payment sort by TERM (A):

1. Like Term
2. Like Period
3. Like Aid Year
4. Other (regular)

Charge sort by PRIORITY (B):

1. Like Term
2. Like Aid Year
3. Other (regular)

Order by Term = 3 Sort Payment by PRIORITY and Sort Charge by TERM

Pay Title IV first = Y

Payment sort by PRIORITY (B):

1. TIV Like Term
2. TIV Like Period
3. TIV Like Aid Year
4. TIV other
5. Non-TIV/Like Term
6. Non-TIV/Like Period
7. Non-TIV/Like Aid Year
8. Other (regular)

Charge sort by TERM (A):

1. Institutional same period
2. Non-Institutional same period
3. Institutional same term
4. Non-Institutional same term
5. Institutional same Aid Year
6. Non-Institutional same Aid Year
7. Institutional Other
8. Non-Institutional other terms

Pay Title IV first = N

Payment sort by PRIORITY (B):

1. Like Term
2. Like Period
3. Like Aid Year
4. Other (regular)

Charge sort by TERM (A):

1. Like Term
2. Like Aid Year
3. Other (regular)

Order by Term = 4 Sort Payment by PRIORITY and Sort Charge by PRIORITY

Pay Title IV first = Y

Payment sort by PRIORITY (B):

1. TIV Like Term
2. TIV Like Period
3. TIV Like Aid Year
4. TIV other
5. Non-TIV/Like Term
6. Non-TIV/Like Period
7. Non-TIV/Like Aid Year
8. Other (regular)

Charge sort by PRIORITY (B):

1. Institutional same period
2. Non-Institutional same period
3. Institutional same term
4. Non-Institutional same term
5. Institutional same Aid Year
6. Non-Institutional same Aid Year
7. Institutional Other
8. Non-Institutional other terms

Pay Title IV first = N

Payment sort by PRIORITY (B):

1. Like Term
2. Like Period
3. Like Aid Year
4. Other (regular)

Charge sort by PRIORITY (B):

1. Like Term
2. Like Aid Year
3. Other (regular)

NOTES

- A. Only payments can be flagged as Like Period. Charges cannot. So, there is no charge ordering by Like Period.
- B. If term is the same, then use effective date, ascending order
If effective date is the same, then use transaction number, ascending order
- C. If Priority is the same, then use effective date, ascending order
If effective date is the same, then use transaction number, ascending order

Other information

For Like Term payments

- pay matching term only (without regard to Period or Aid Year)

For Like Period payments

- If TBRACCD Period exists use it, else derive the period
 - pay matching terms in same period only (without regard to Aid Year), in term ascending order
- If Period can't be derived and detail code is TIV or Non-TIV
 - pay terms in same aidyear where Period is NULL, in term ascending order. It was decided to restrict non-TIV/LP detail codes to same aidyear. The reason for this is because Like period detail codes would normally only be for finaid detail codes, which are typically restricted to aid year charges.
 - If AidYear can't be derived
 - pay terms where aidyear is NULL and period is NULL, in term ascending order.

For Like Aid Year payments

- If TBRACCD Period exists use it, else derive the period
 - First pay matching terms in same period (without regard to Aid Year)
 - then pay lesser terms in same aid year, in term ascending order
 - then pay greater terms in same aid year, in term ascending order (if pay future terms parm = Y)
- If Period can't be derived, use aid year logic
 - First pay matching term (without regard to Aid Year), in term ascending order
 - then pay lesser terms in same aidyear, in term ascending order
 - then pay greater terms in same aid year, in term ascending order (if pay future terms parm = Y)

- If Aid Year can't be derived and detail code is TIV
 - First pay matching term (without regard to Aid Year)
 - then pay greater terms where aid year is null, in term ascending order (if pay future terms parm = Y)

NOTE: When aid year is null and detail code is TIV, lesser terms are not applied to prevent overpaying 200 max to prior year charges.
- If Aid Year can't be derived and detail code is NonTIV (Regular)
 - First pay matching term (without regard to Aid Year), in term ascending order
 - then pay lesser terms where aid year is null, in term ascending order
 - then pay greater terms where aid year is null, in term ascending order (if pay future terms parm = Y)

For TIV only payments (LikeTerm/Period/AidYear is not checked)

- If TBRACCD Period exists use it, else derive the period
 - First pay matching terms in same period (without regard to Aid Year), in term ascending order
 - then pay lesser terms in same aid year, in term ascending order
 - then pay greater terms in same aid year, in term ascending order (if pay future terms parm = Y)
 - then pay terms in immediately preceding aid year, in term ascending order.
- If Period can't be derived, use aid year logic
 - First pay matching term (without regard to Aid Year), in term ascending order
 - then pay lesser terms in same aidyear, in term ascending order
 - then pay greater terms in same aid year, in term ascending order (if pay future terms parm = Y)
 - then pay terms in immediately preceding aid year, in term ascending order.
- If Aid Year can't be derived
 - First pay matching term (without regard to Aid Year), in term ascending order
 - then pay greater terms where aid year is null, in term ascending order (if pay future terms parm = Y)

NOTE: When aid year is null and detail code is TIV, lesser terms are not applied to prevent overpaying 200 max to prior year charges.

For NonTIV only (regular) payments (TIV/LikeTerm/Period/AidYear is not checked)

- If TBRACCD Period exists:
 - First pay matching terms in same period (without regard to Aid Year), in term ascending order
 - then pay lesser terms (without regard to Aid Year), in term ascending order
 - then pay greater terms (without regard to Aid Year), in term ascending order (if pay future terms parm=Y)
- If TBRACCD Period does NOT exist
 - First pay lesser terms (without regard to Aid Year), in term ascending order
 - then pay matching term (without regard to Aid Year), in term ascending order
 - then pay greater terms (without regard to Aid Year), in term ascending order (if pay future terms parm=Y)

WHY ARE OUR RESULTS DIFFERENT WHEN WE PROCESS TGRAPPL VIA THE ONLINE FORMS VS WHEN PROCESSED IN BATCH VIA JOB SUBMISSION?

WHEN RUNNING TGRAPPL APPLICATION OF PAYMENTS FOR A SPECIFIC STUDENT FROM THE ONLINE PAGES, I.E., TSAAREV, WHERE DO THE PARAMETERS COME FROM THAT ARE USED FOR THE PROCESS?

When running online Application of Payments Process (TGRAPPL) from one of the Accounts Receivable pages, Banner will use the parameter values that the user has saved when running the process from Job Submission (which you can view via GJAPDFT). If no values exist for the user, then Banner will use the default values on the parameter definitions (which you can view and update via GJAPDEF).

In addition, Banner will run the process for the ID in the key block. No application pending roster will be created.

Tip: If you want to save the parameters for TGRAPPL, then use an invalid ID for parameter 01 so that the Mass Application of Payments will not be initiated. Do not use a value for the Set Name parameter.

You can run this process online by choosing Apply Payments from the TOOLS / Options menu of the following pages:

- Account Detail Review Form--Student (TSAAREV)
- Account Detail Review Form--Finance (TFIAREV)
- Student Account Detail Form (TSADETL)
- Account Detail Form (TFADETL)
- Foreign Currency Detail Form--Student (TSADETF)
- Foreign Currency Detail Form--Finance (TFADETF)
- Application of Single Payment Distribution Form (TSAADSP)
- Application of Single Payment Distribution Form (TFAADSP)
- Refund Review Form-Student (TSARFND)
- Refund Review Form-Finance (TFARFND)

I AM TRYING TO RUN TGRAPPL APPLICATION OF PAYMENTS FOR A SINGLE ID VIA THE ONLINE FORMS. NOTHING HAPPENS. WHAT COULD CAUSE THAT?

If TGRAPPL is run online from one of the Accounts Receivable pages for a specific ID, and if the job aborts, the GJBPRUN table is updated with a negative PIDM value which prevents rerunning until that is cleared out.

This is similar to what happens when running in batch mode - in that case, if the job aborts, a negative one_up_no remains in GJBPRUN, which must be deleted before the process can be run again (see FAQ CMS-2575).

The .log files from the TGRAPPL runs should be reviewed to determine the cause of the original error condition. If aborted, tgrappl.log will display a warning such as this:

```
*****  
*                **WARNING**                *  
* You cannot submit this job - it is already running. *  
* *  
* You will also get this message if a previous run of *  
* this program aborted. If this is the case, the *  
* control record for that run must be deleted before *  
* proceeding. (GJBPRUN record for this jobname with *  
* a -1 one-up-no). *  
* *  
*****
```

To verify this, you can do this select from SQL:

```
select * from gjbprun  
where gjbprun_job = 'TGRAPPL'  
and gjbprun_one_up_no < 0;
```

Any records returned indicate that some problem caused TGRAPPL to abort for that specific PIDM. These records should be deleted from GJBPRUN.

THE TGRAPPL, APPLICATION OF PAYMENTS PROCESS BLEW UP IN THE MIDDLE OF PROCESSING, CAN I JUST RESTART THE PROCESS IN ORDER FOR IT TO COMPLETE?

In order to restart TGRAPPL when the job terminated in the middle of the process, a control record must be removed via SQL:

```
delete gjbprun where gjbprun_job = 'TGRAPPL'  
and gjbprun_one_up_no = '-1';
```

Once this row is removed you can proceed to submit the TGRAPPL process so it will complete.

WHY ARE ACCOUNTS CONTINUALLY UNAPPLYING AND RE-APPLYING WHEN I RUN TGRUNAP AND TGRAPPL?

It is possible that the PIDMs for these accounts are stuck in the collector table TBBRQST, which is used when running TGRUNAP. Then if TGRUNAP unapplies the account, TGRAPPL will apply it again.

If there are old records in the TBBRQST table, delete them if they have activity date prior to today's date (to make sure you are not deleting records that were intentionally created from the TSAACCT form for a current unapplication).

Then run the TGRUNAP process again.

[WVNET Note: TBBRQST records are viewed and accessible to the user in page TSAMUNA, which is described in this document on page 30. See section labeled "To Delete Records saved to TBBRQST". Otherwise, records may be deleted through SQL.](#)

HOW CAN I PROCESS TGRAPPL SO THAT A NEGATIVE CHARGE IS NOT APPLIED TO FUTURE TERM CHARGES?

In this case, a student has registration and charges in two terms, 202001 and 202002. The charges in 202001 have been paid in full so the account shows a balance of zero for that term. The student subsequently drops a course in 202001 and would like to receive a refund for that course immediately and not have the credit balance applied to 202002 charges.

If nothing else is done, running TGRAPPL at this point will apply the negative charge from 202001 to a 202002 charge as long as the "Apply Negative Charge to Any Priority" parameter is set to "Y". This occurs even if the "Apply Other to Future Terms" parameter is set to "N".

In order to have the negative payment credit balance apply to the 202001 matching positive charge, the following needs to be done:

1. Unapply payments for the term in which the transaction with the credit balance appears (202001). This can be done individually (TSAUNAP) or by running TGRUNAP. If TGRUNAP is used, then the selected parameters should be set in one of the following ways:
 - a. Use the Unapply Automatically option
Run Mode = B
Unapply Automatically = Y

If you choose to Unapply Automatically, then Banner will look for records that meet one or more of the following criteria:

- a credit balance transaction and a debit balance transaction with no unapplication transaction since the credit was created
- a Title IV transaction with a credit balance and a non-Title IV transaction that has been applied to institutional charges
- a reversal transaction that needs to be re-applied ←

- b. Use a population selection
Run Mode = B
Unapply Automatically = N
Term Code = Term code that you want to unapply
Popsel parameters = your popsel application, selection id, creator, user

Note: If you use population selection and run the process with the Unapply Automatically parameter set to Y, then you will get all students who match the criteria as well as all the students in the population selection. If you run the process for a population selection with the Unapply Automatically parameter set to N, then Banner will unapply just those IDs in the popsel for the specified payment term.

2. Run TGRAPPL to re-apply payments. "Apply Aid to Future Terms" and "Apply Other to Future Term" should be set to "N". This will result in the credit balance for the negative charge being applied to a charge for the same term and will prevent a payment from being applied to a future term.

Examples:

Student 1 - Payments applied for 202001. Payment (negative charge) has not been applied.

<u>Tnum</u>	<u>Detc</u>	<u>Term</u>	<u>Charge</u>	<u>Payment</u>	<u>Balance</u>
1	T101	202001	100.00		0.00
2	CASH	202001		100.00	0.00
3	T101	202002	200.00		200.00
4	T101	202001	-100.00		-100.00

Student 2 - Payments applied for 202001. Payment (negative charge) then applied.

<u>Tnum</u>	<u>Detc</u>	<u>Term</u>	<u>Charge</u>	<u>Payment</u>	<u>Balance</u>
1	T101	202001	100.00		0.00
2	CASH	202001		100.00	0.00
3	T101	202002	200.00		100.00
4	T101	202001	-100.00		0.00

Unapply – TGRUNAP run with:

Run Mode = B

Unapply Automatically = Y

Term Code = 202001

Student 1 and 2 - Accounts updated to:

<u>Tnum</u>	<u>Detc</u>	<u>Term</u>	<u>Charge</u>	<u>Payment</u>	<u>Balance</u>
1	T101	202001	100.00		100.00
2	CASH	202001		100.00	-100.00
3	T101	202002	200.00		200.00
4	T101	202001	-100.00		-100.00

Apply – TGRAPPL run with:

Apply Negative Charge to Any Priority = Y

Apply Aid to Future Terms = N

Apply Other to Future Term = N

Student 1 and 2 - Accounts updated to:

<u>Tnum</u>	<u>Detc</u>	<u>Term</u>	<u>Charge</u>	<u>Payment</u>	<u>Balance</u>
1	T101	202001	100.00		0.00
2	CASH	202001		100.00	-100.00
3	T101	202002	200.00		200.00
4	T101	202001	-100.00		0.00

In both cases, a credit balance of 100.00 remains on the 202001 term while 202002 has an outstanding balance of 200.00.

WHEN RUNNING TGRAPPL OR TGRUNAP I AM GETTING ERROR: “THE BALANCE MAY NOT EXCEED THE ORIGINAL AMOUNT” OR “CANNOT FIND RECORD USING PRIMARY OR UNIQUE KEY”. WHAT DO THEY MEAN, AND HOW DO I CORRECT THE BALANCE OF TRANSACTIONS AFTER FORCING UNAPPLICATION?

WVNET Note: This occurs on a **rare** occasion and is typically the result of 1) the Type of a detail code has been changed (page TSADETC), or 2) SQL used to inaccurately modify a transaction, insert inaccurate records, or to delete records. Technical expertise is needed to correct these situations, and the results verified by a knowledgeable Accounts Receivable user.

These errors indicate the account is “out of balance”. This means that the TBRACCD records and the TBRAPPL records, for the PIDM identified in the error, are out of sync.

This can be confirmed two ways:

- Total of Charges less payments should be zero, but account balance shows a non-zero balance
- A particular transaction has a weird balance - like a payment of 100.00 with a balance of -324,398.

Steps to correct:

1. Unapply the account using the TSAUNAP page. This can be done by term code, by date, or for a specific transaction number. The choice depends on how many transactions look incorrect, and how many transactions the “bad” transaction is applied to. From the Tools Menu, select Option “Force Unapplication”, which permits unapplication even with the out of balance condition.
2. Examine the account on TSAAREV, looking at the transactions that were unapplied for any balances that are still incorrect after the unapplication. A correct balance is the balance that would have been there when the transaction was first entered.
 - For a charge, balance should = amount. SIGN on Amount and Balance must be the SAME
 - For a payment, balance should = -(amount). SIGN on Amount and Balance must be OPPOSITE
3. For any transaction with an incorrect balance, use SQL to reset the balance:

Option 1: If you have forced unapplication of the entire account, then you can run the following scripts to ensure that the balances for all individual transactions are correct:

For CHARGE Transactions:

```
update tbraccd
  set tbraccd_balance = tbraccd_amount
  where tbraccd_pidm = 'your pidm'
  and tbraccd_detail_code in (select tbbdetc_detail_code from tbbdetc
                             where tbbdetc_type_ind = 'C'
                             );
```

For PAYMENT Transactions:

```
update tbraccd
  set tbraccd_balance = -(tbraccd_amount)
  where tbraccd_pidm = 'your pidm'
  and tbraccd_detail_code in (select tbbdetc_detail_code from tbbdetc
                             where tbbdetc_type_ind = 'P'
                             );
```

Option 2: If you have forced the complete unapplication of specific transactions which resulted in incorrect balance in one, or more, individual transactions, then run one (or both) of the following scripts:
(Note: In this case you have identified the type of transaction (Payment or Charge) and the 'NN' would be the specific transaction numbers that need to have their balance corrected.)

For CHARGE Transactions:

```
update tbraccd
  set tbraccd_balance = tbraccd_amount
  where tbraccd_pidm = 'your pidm'
  and tbraccd_tran_number in ('NN','NN','NN');
```

For PAYMENT Transactions:

```
update tbraccd
  set tbraccd_balance = -(tbraccd_amount)
  where tbraccd_pidm = 'your pidm'
  and tbraccd_tran_number in ('NN','NN','NN');
```

4. Run TGRAPPL on the account to reapply transactions. At this point the account should be correct.

WHAT ARE THE CRITERIA THAT IS USED WHEN THE TGRUNAP UNAPPLY AUTOMATICALLY PARAMETER IS SET TO 'Y'?

If you choose to Use the Unapply Automatically option, then TGRUNAP will look for records that have one or more of the following:

- a credit balance transaction and a debit balance transaction with no unapplication transaction since the credit was created
- a Title IV transaction with a credit balance and a non-Title IV transaction that has been applied to institutional charges
- a reversal transaction that needs to be re-applied

TGRUNAP DOES NOT AUTOMATICALLY UNAPPLY ACCOUNTS THAT DO NOT MEET RETURN OF TITLE IV CRITERIA; HOW CAN A GROUP OF ACCOUNTS BE UNAPPLIED IN BATCH WITHOUT USING POPULATION SELECTION?

Using SQL*Plus insert the pidms from TBRACCD into the collector table TBBRQST, and then accomplish the mass unapply using TGRUNAP.

```
Parameter 01 = U
Parameter 02 = N
```

If you desire to unapply transactions for a distinct term, the TBBRQST_TERM_CODE must be populated with your SQL*Plus insert statement. Ensure that TGRUNAP parameter 07 TERM CODE represents the appropriate term code value as used in your SQL*Plus insert statement.

Example SQL insert statement:

```
Insert into TBBRQST
(TBBRQST_PIDM, TBBRQST_USER, TBBRQST_TERM_CODE, TBBRQST_ACTIVITY_DATE)
Values
(90006985, 'BHALVERS', '202010', sysdate);

COMMIT;
```

Run TGRUNAP:

Parameter 01 = U
Parameter 02 = N
Parameter 07 = 202010...based on SQL*Plus insert statement

If you desire to unapply transactions from a specific date forward, the TBBRQST_APPLIED_DATE must be populated with your SQL*Plus insert statement. Ensure that TGRUNAP parameter 08 APPLIED DATE represents the appropriate date value as used in your SQL*Plus insert statement.

Example SQL insert statement:

```
Insert into TBBRQST
(TBBRQST_PIDM, TBBRQST_USER, TBBRQST_ACTIVITY_DATE, TBBRQST_UNAPPLY_DATE)
Values
(90006985, 'BHALVERS', sysdate, TO_DATE('01/01/2010 00:00:00', 'MM/DD/YYYY HH24:MI:SS'));

COMMIT;
```

Run TGRUNAP:

Parameter 01 = U
Parameter 02 = N
Parameter 08 = 01-JAN-2010...based on SQLPLUS insert statement

The SQL*Plus insert bypasses the need to write a population selection.

WHEN PROCESSING TGRUNAP, WHO IS UNAPPLIED WHEN USING THE UNAPPLY AUTOMATICALLY FEATURE AS WELL AS AN INPUT POPULATION SELECTION?

If you use population selection and run the process with the Unapply Automatically parameter set to **Y**, then you will get all students who match the unapply automatically criteria as well as all of the students in the population selection.

If you run the process for a population selection with the Unapply Automatically parameter set to **N**, then TGRUNAP will only process the records in the population selection.