BM1026 - Customer Accounts Date Table

The Customer Accounts Date Table is optional. This table contains codes defined by SBCTC-ITD and colleges.

Use the Customer Accounts Date Table to define reference codes to determine due dates, aging criteria, billing schedules, and so on. The reference codes defined in this table correspond to the reference date fields used throughout the Customer Accounts module.

User Function Keys

F1	REFRESH	Returns your cursor to the Reference Code field. Any changes or additions you made to the screen since you last pressed Enter will disappear.
F2	ADD or	Adds a new reference code.
	CANCEL	Clears entered data.
F3	CHANGE	Changes an existing reference code.
F4	INQUIRE	Displays an existing reference code.
F5	PRINT	Function disabled.
F6	LIST	Lists existing billing types.
F8	MENU	Redisplays the FMS System menu.

Data Fields

REFERENCE CODE (key field; required)	TITLE (required)
YRS (key field; optional)	EDIT STAT (required)
DATE (required)	REVISION DATE (display only)

Reference Code

Definition	Key field; entry required. A code defined by SBCTC-ITD or colleges representing a date. The reference code cannot be one of the codes defined by SBCTC-ITD (CHRG, DUE or INV).
Length	6 characters

Year/Session

Definition	Key field; entry optional. An academic year and session.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes.
Edits	Must be valid on the Year/Session Detail Table (GA1101).

Date

Definition	Entry required. The actual date referred to by the reference code.

Length	6 characters
Format	MMDDYY

Title

Definition	Entry required. A description defined by colleges of a date reference code.
Length	20 characters

Edit Status

Definition	Entry required. A code identifying the status of a reference code.
Values	Valid values defined by SBCTC-ITD are: **A** Active (default) **I** Inactive **D** Deleted
Length	1 characters

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was changed or added.

Updating the Table

To update the Customer Accounts Date Table, perform the following steps:

1. In the Reference Code field, type a reference code.
2. In the optional YRS field, enter a year/session to limit the reference code selections to a specific year and session.
3. Press the function key for the action you want to perform (Add, Change Inquire, Print or List).
4. View, add or modify data as needed.
5. To save new or modified data, press Enter.