

BM1626 – Account Maintenance Table

The Account Maintenance Table is required. Codes defined by colleges.

Use the Account Maintenance Table to assign customer identification number to agencies or individuals for Customer Accounts and to identify related information regarding the account such as name, address, contact, telephone number, billing schedule, payment schedule, invoice method, and so on.

User Function Keys

F1	REFRESH	Redisplays the screen and returns your cursor to the beginning of the Customer ID field. Any changes or additions you made to the screen after you last pressed Enter will disappear.
F2	ADD – or –	Adds a new customer accounts identification number.
	GET DEFAULTS – or –	Based on the customer type (student, employee or vendor), retrieves a customer's biographical data from the appropriate database.
	RESTORE CUSTOMER	Restores a previously deleted customer accounts identification number.
F3	CHANGE	Changes an existing customer accounts identification number.
F4	INQUIRE – or –	Displays an existing customer accounts identification number.
	OPEN DETAIL	Allows you to enter the name, address, contact and telephone information associated with a customer accounts identification number.
F5	DELETE	Deletes an existing customer accounts identification number.
F8	MENU	Redisplays the FMS System menu.

Data Fields

DATE (display only)	DISADVANTAGE IND
CUSTOMER ID (key field; required)	BAD CREDIT IND
SSN on File (display only)	AWARD INDICATOR
CUSTOMER NAME	DEBT TYPE
ADDRESS LINE #1	DUE TO/FROM
ADDRESS LINE #2	HOME CAMPUS
CITY (display only)	BILLING SCHEDULE
ST (display only)	PYMT SCHEDULE
ZIP	INVOICE METHOD
COUNTRY	REVIEW DATE
CONTACT NAME	LAST INVOICE DATE (display only)
LOCAL PHONE	INCL SSN ON BILLING
OTHER PHONE	

Date

Definition	Display only. The current date.
Length	6 digits
Format	MM/DD/YY

Customer Identification Number/Type

Definition	Key field; entry required. A unique code identifying a customer.
Length	10 characters. A 9-character code identifying a person or organization (for example, Social Security Number, student identification number, or vendor number) followed by a 1-character code identifying the type of person or organization.
Values	Valid values defined by SBCTC-ITD are: S Student E Employee V Vendor O Other
Edits	Student codes (type S) are validated against student biographic information. Employee codes (type E) are validated against the Personnel Information Screen (PS004). Vendor codes (type V) are validated against the Vendor Table (MM2001).

SSN on File

Definition	Display only. Indicates the customer's Social Security Number was found in the system.
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Customer Name

Definition	The name of a customer.
Length	30 characters

Address Line 1

Definition	The first line of the address of a customer.
Length	30 characters
Source	For existing records, this information is automatically retrieved from the student, employee or vendor database.

Address Line 2

Definition	The second line of the address of a customer.
Length	30 characters
Source	For existing records, this information is automatically retrieved from the student, employee or vendor database.

City

Definition	Display only. The city portion of a customer's address.
Length	20 characters
Source	For new records, when you enter the zip code information in the Zip Code field, the city information is retrieved from the Zip Code Table (ZX0020). For existing records, this information is automatically retrieved from the student, employee or vendor database.

State

Definition	Display only. The abbreviated state name portion of a customer's address.
Length	2 characters
Source	For new records, when you enter the zip code information in the Zip Code field, the state information is retrieved from the Zip Code Table (ZX0020). For existing records, this information is automatically retrieved from the student, employee or vendor database.

Zip Code

Definition	The zip code portion of a customer's address.
Length	9 digits
Edit	Must be valid on the Zip Code Table (ZX0020).

Country

Definition	The country portion of a customer's address.
Length	20 characters

Contact Name

Definition	The name of a person or department to contact when questions arise concerning a customer's account.
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Length	30 characters
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Local Telephone Number

Definition	The local telephone number, including area code, for a customer or contact person.
Length	10 digits

Other Telephone Number

Definition	A second telephone number, including area code, for a customer or contact person.
Length	10 digits

Disadvantaged Indicator

Definition	Indicates an economically disadvantaged person.
Length	1 character
Values	Valid values defined by SBCTC-ITD are: <ul style="list-style-type: none"> D Division of Vocational Rehab (DVR) E Econ Disadvantaged Work Adj Assistance Act (EDWAAA) J Job Training Partnership Act (JTPA) I Title III (JTPA) T Trade Readjustment Act (TRA) V Veterans Rehabilitation Division (VRD) Blank No

Bad Credit Indicator

Definition	A code identifying whether or not a customer has bad credit.
Length	1 character
Values	Valid values defined by SBCTC-ITD are: <ul style="list-style-type: none"> N No, the customer does not have bad credit (the default) Y Yes, the customer has bad credit

Award Indicator

Definition	A code identifying whether or not a sponsorship is required to transfer charges from one customer to another.
Length	1 character

Values	Valid values defined by SBCTC-ITD are: <ul style="list-style-type: none"> R Restrictive. Customer needs to be defined as a sponsor on the Third Party Sponsorship Screen (BM1628) to allow charges to be transferred from another customer. P Permissive. Customer does not need to be defined as a sponsor on the Third Party Sponsorship Screen (BM1628) to allow charges to be transferred from another customer. I Inactive. Transfer of charges from another customer is not allowed.
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Debt Type

Definition	A code identifying the transaction code or codes used to generate accounting transactions.
Length	2 characters
Note:	If you leave this field blank, the debt type defaults to the value existing on the Configuration Parameter Table (ZX0070), parameter CA1008.

Due To/From

Definition	A code identifying the due to/from fund or agency assigned to a customer.
Length	3 characters
Edits	Must be valid on either the Fund Table (GA1022) or the State Agency Table (ZX0060).

Home Campus

Definition	For a multi-campus college, a code identifying the home campus of a customer.
Length	3 digits

Billing Schedule

Definition	A number identifying when billing documents (for example, a student statement, statement of account, invoice, or second notice) for a customer are to be produced.
Length	2 digits
Edits	Must be valid on the Billing Schedule Table (BM1023).

Payment Schedule

Definition	A number identifying the payment schedule of a customer.
Length	2 digits

Edits	Must be valid on the Payment Schedule Table (BM1021).
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Invoice Method

Definition	A code identifying how a customer's account is to be billed.
Length	2 digits
Values	Valid values defined by SBCTC-ITD are: <ul style="list-style-type: none"> 01 Account contains multiple accounts and needs to be billed to the main account. 02 Account contains multiple accounts and needs to be billed to each individual account but sent to the main account. 03 Account contains multiple accounts and the billing needs to be sent to each individual account. 04 Account contains multiple accounts and needs to be billed to each individual account but sent to the main account with student schedule. 05 Account contains multiple accounts and the billing needs to be sent to each individual account with student schedule.

Review Date

Definition	The date when a customer's account needs to be reviewed.
Length	6 digits
Format	MMDDYY

Last Invoice Date

Definition	Display only. The date an invoice (or invoices) was last printed for a customer's account.
Length	6 digits
Format	MMDDYY

Include SSN on Billing Document

Definition	Displays the customer's Social Security Number on the billing document.
Length	1 character
Value	Valid values defined by SBCTC-ITD are: <ul style="list-style-type: none"> Y Yes, include SSN on the billing document. N No, do not include SSN on the billing document.

Updating the Table

To update the Account Maintenance Table, perform the following steps:

1. In the Customer ID field, type a customer identification number.
2. Press the function key for the action you want to perform (Add, Change Inquire, or Delete).
3. View, add or modify data as needed.
4. To save new or modified data, press Enter.