

BM1620 - Customer Activity Maintenance Screen

The Customer Activity Maintenance Screen (BM1620) is the main online data entry screen in the Customer Accounts module. BM1620 allows you to create and access Customer Accounts data to, change, pay, and cancel charges as well as add general ledger accounting transactions.

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Select Batch

Use the Customer Activity Maintenance Screen - Select Batch to create a batch or access an existing batch of transactions.

User Function Keys

F1	REFRESH	Redisplays the screen. Any changes or additions made to the screen since the last time you pressed Enter will disappear.
F4	DISPLAY	Displays the number of pending new charges, customers, and pending general ledger transactions for a selected batch.
F5	RESUME	Displayed only when Change Batch (F3) is pressed from Customer Activity Maintenance Screen - Option Selection. Clears the change batch function and returns you to Customer Activity Maintenance Screen - Option Selection.
F6	LIST PENDING	Displays a summary of pending charges and transactions sorted by batch ID, batch date and customer ID.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	BATCH POSTING PERIOD
BATCH ID (required)	PENDING NEW CHARGES (display only)
BATCH DATE (required)	PENDING GL TRANS (display only)

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Batch Identifier

Definition	Entry required. An identifier indicating the source or type of accounting transaction or customer account charge.
Length	2 characters
Edits	Must be valid on the Batch Identifier Table (GA1068).

Batch Date

Definition	Entry required. The date of the accounting activity. Defaults to the current date but can be changed.
Length	6 digits
Format	YYMMDD

Batch Posting Period

Definition	The accounting period to which a batch of accounting transactions or customer accounts charges will be posted. Defaults to the current accounting period, but can be changed.
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Length	4 digits
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Pending New Charges

Definition	Display only. The number of charge transactions and associated customers that have been entered but not posted to the general ledger module. Press Display (F4) to see this information.
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Pending General Ledger Transactions

Definition	Display only. The number of charge transactions entered through Customer Activity Maintenance Screen - Miscellaneous Transactions that have not been posted to the general ledger. Press Display (F4) to see this information.
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Option Selection

Use Customer Activity Maintenance Screen - Option Selection to specify the action to be performed, for example:

- Add change, inquire or make payment on a charge.
- Access the Account Maintenance Screen (BM1626) to add a customer.
- Access the Customer Account Activity Screen (BM1625).
- Access the Cancellation or Miscellaneous Transaction screens.

User Function Keys

Level 1		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection. Any changes or additions made to the screen since the last time you press Enter will disappear.
F2	ADD	Accesses Customer Activity Maintenance Screen - Add Charges. If you press F2 (Add) and an error message displays indicating that the Customer ID is invalid or does not exist, press F2 a second time to access the Account Maintenance Screen (BM1626) to add the customer. (This will only occur if you have access rights to BM1626.)
F3	CHANGE	Accesses Customer Activity Maintenance Screen - Change Charges.
F4	INQUIRE	Accesses Customer Activity Maintenance Screen - Inquire Charge.
F5	PAYMENT	Accesses Customer Activity Maintenance Screen - Payment.
F6	NEXT KEYS	Displays the next set of function keys.
F8	MENU	Redisplays the FMS System menu.
Level 2		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection. Any changes or additions made to the screen since the last time you press Enter will disappear.
F2	MISC TRNS	Accesses Customer Activity Maintenance Screen - Miscellaneous Transaction.
F3	CHANGE BATCH	Returns you to Customer Activity Maintenance Screen - Select Batch.
F4	CUSTOMER ACTIVITY	Accesses the Customer Activity Maintenance Screen.
F5	CANCEL CHARGES	Accesses Customer Activity Maintenance Screen - Cancel Charges.
F6	NEXT KEYS	Displays the first set of function keys.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	CUSTOMER REF (key)
BATCH ID/DATE (display only)	DOCUMENT NUM (key)
BATCH POSTING PERIOD (display only)	YRS (key)
CUSTOMER ID (required for Add process)	COLLEGE (key; display only for single-campus)

	districts)
CUSTOMER INVOICE NUM (required under certain conditions)	

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Batch Identifier/Batch Date

Definition	Display only. An identifier indicating the source or type of an accounting transaction or customer account charge followed by the date of the accounting activity.
Length	2 characters; 6 digits
Format	Date format is YYMMDD.

Batch Posting Period

Definition	Display only. The accounting period to which a batch of accounting transactions or customer account charges will be posted.
Length	4 digits
Format	YYMM

Customer Identification Number/Customer Type

Definition	Entry required when you are adding new records. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Length	10 characters (9 + 1)
Values	Valid entries for customer type are: <ul style="list-style-type: none"> S Student E Employee V Vendor O Other
Edits	Must be valid on the Account Maintenance Screen (BM1626).

Customer Invoice Number

Definition	If the Customer ID is not entered, this number is required when you use the Change (F3) or Payment (F5) functions. The system-generated invoice number printed on the billing document.
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Length	10 characters
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Customer Reference

Definition	Key field. A code identifying the customer that incurred a charge if different from the customer is responsible for the charge. Consists of a number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Length	10 characters (9 + 1)
Values	Valid entries for customer type are: <div style="margin-left: 40px;"> S Student E Employee V Vendor O Other </div>
Edits	Must be valid on the Account Maintenance Screen (BM1626).

Document Number

Definition	Key field. A code identifying the source document of a customer account charge.
Length	10 characters

Year/Session

Definition	Key field. An academic year and session for a transaction.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes.
Edits	Must be valid on the District Information Table (GA1101).

College Code

Definition	Key field. Display only for single-campus districts. A code identifying the college associated with a transaction.
Length	3 digits
Edits	Must be valid on the District Information Table (GA1101).

Add Charges (Header)

Use Customer Activity Maintenance Screen - Add Charges (Header) to enter information regarding a customer account charge, such as charge date, year/session, document number and reference number.

User Function Keys

F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F4	ADD COMPLETE	Completes the addition of charges by updating a customer's activity to the Customer Accounts module and the posting of the appropriate general ledger transactions to the General Ledger module. Until you press Add Complete (F4), new charges are held in a temporary location and are not actually updated to either the Customer Accounts or General Ledger modules.
F6	MODIFY CHARGES	Accesses Customer Activity Maintenance Screen - Add Charges Modify to allow you to change the information on pending charges.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	CUSTOMER REF
CUSTOMER ID (display only)	YRS
NAME (display only)	DOCUMENT NUM
CHARGE DATE (required)	REFERENCE DOCUMENT
COLLEGE	CHARGE STATUS

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Customer Identification Number/Customer Type

Definition	Display only. Displayed from the Customer Activity Maintenance Screen - Option Selection. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Values	Valid codes for customer type are: <ul style="list-style-type: none"> S Student E Employee V Vendor O Other

Customer Name

Definition	Display only. The name of a customer responsible for a charge.
Length	30 characters

Charge Date

Definition	Entry required. The date a charge was incurred. Defaults to the current date but can be changed.
Length	6 digits
Format	MMDDYY

College Code

Definition	A code identifying the college associated with a transaction.
Length	3 digits
Edits	Must be valid on the District Information Table (GA1101).

Customer Reference

Definition	A code identifying the customer that incurred a charge if different from the customer is responsible for the charge. Consists of a number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Length	10 characters (9 + 1)
Values	Valid codes for customer type are: S Student E Employee V Vendor O Other
Edits	Must be valid on the Account Maintenance Screen (BM1626).

Year/Session

Definition	An academic year and session for a transaction.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes .

Edits	Must be valid on the District Information Table (GA1101).
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Document Number

Definition	A code identifying the source document of a charge.
Length	10 characters

Reference Document Number

Definition	An optional code identifying the reference document of a charge.
Length	10 characters

Charge Status

Definition	A code identifying the current status of a charge.
Length	2 characters
Edits	Must be valid on the Charge Status Table (BM1025).

Add Charges (Detail)

Customer Activity Maintenance Screen - Add Charges (Detail) is appended to Customer Activity Maintenance Screen - Add Charges (Header). Use this screen to enter charges where the account structure and rates or dollar values have been defined on the Fee Code Table (BM1001) or by specifying the appropriate account structure and dollar value. Payment schedule, fee classification and debt type data can also be defined for the charge and you can access Customer Activity Maintenance Screen - Charge Description to enter a description, comment, explanation or remark regarding the charge.

Note: The information entered into Customer Activity Maintenance Screen - Charge Description will be printed on the billing document (for example, student statement, statement of account, invoice or second notice) for the charge.

User Function Keys

F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	DUP	Records the transaction and copies it to the next set of highlighted accounting fields.
F3	FULL ENTRY or ABBREV ENTRY	Makes all fields available for date entry. Makes only Fee Code, Qty, Charge Amount and Desc available for abbreviated data entry. If Desc is left blank, the fee code title from the Fee Code Table (BM1001) will display. If information is entered in Desc, the new information will <i>replace</i> the title defined on BM1001.
F4	ADD COMPLETE	Completes the addition of charges by updating a customer's activity to the Customer Accounts module and the posting of the appropriate general ledger transactions to the General Ledger module. Until you press Add Complete, new charges are held in a temporary location and are not actually updated to either the Customer Accounts or General Ledger modules. You can press Add Complete after each record is entered or once after all the records have been entered.
F5	CHARGE HEADER	Returns you to Customer Activity Maintenance Screen - Add Charges (Header).
F6	MODIFY CHARGES	Accesses Customer Activity Maintenance Screen - Add Charges Modify to allow you to change the information on pending new charges.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	PRG INDX
CUSTOMER ID (display only)	ORG INDX
NAME (display only)	SOBJ/SSOBJ
COUNT (display only)	SRC REV/SSRC
AMOUNT (display only)	DUE TO/FR
CHARGE DATE (display only)	REIM CD
COLLEGE (display only)	QTY
CUSTOMER REF (display only)	CHARGE AMOUNT

YRS (display only)	DESC
DOCUMENT NUM (display only)	MORE
REF DOCUMENT (display only)	PYMT SCHD
CHARGE STATUS (display only)	FEE CLASS
FEE CODE	DEBT TYPE
APPR INDX	

Fiscal Year

Definition	Display only. The fiscal year of the screen
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Customer Identification Number/Customer Type

Definition	Display only. Displayed from the Customer Activity Maintenance Screen - Option Selection. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer responsible for the charge, followed by a code identifying the type of customer.
Values	Valid codes for customer type are: <div style="margin-left: 40px;"> S Student E Employee V Vendor O Other </div>

Customer Name

Definition	Display only. The name of a customer responsible for a charge.
Length	30 characters

Count

Definition	Display only. The number of pending new charges.
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Charge Amount

Definition	Display only. The total dollar amount of the pending new charges.
Format	999,999,999.99

Charge Date

Definition	Display only. The date a charge was incurred.
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Length	6 digits
Format	MMDDYY

College Code

Definition	Display only. A code identifying the college associated with a transaction.
Length	3 digits
Edits	Must be valid on the District Information Table (GA1101).

Customer Reference

Definition	Display only. A code identifying the customer that incurred a charge if different from the customer is responsible for the charge. Consists of a number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Length	10 characters (9 + 1)
Values	Valid codes for customer type are: <div style="margin-left: 40px;"> S Student E Employee V Vendor O Other </div>
Edits	Must be valid on the Account Maintenance Screen (BM1626).

Year/Session

Definition	Display only. 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 District Information Table (GA1101).

Document Number

Definition	Display only. A code identifying the source document of a customer account charge.
Length	10 characters

Reference Document Number

Definition	Display only. An optional code identifying the reference document of a customer account charge.
Length	10 characters

Charge Status

Definition	Display only. A code identifying the current status of a charge.
Length	2 characters
Edits	Must be valid on the Charge Status Table (BM1025).

Fee Code

Description	A code identifying a type of charge (for example, tuition, class fee, or incidental fees).
Length	2 characters
Edits	Must be valid on the Fee Code Table (BM1001).

Appropriation Index

Description	A code identifying the fund (for example, treasury or local allotted funds) and appropriation (the authorizing legislation for state funds) associated with a charge.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index

Description	A code identifying a program (for example, General Administration or Student Services), subprogram (a further definition of activities within a program), and activity (yet a further definition within the program and subprogram structure) associated with a charge.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index

Definition	A code representing the campus, division, and department assignments associated with a charge.
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Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Subobject/Sub-subobject

Description	Codes identifying the subobject and sub-subobject expenditure categories associated with a charge, for example: <table border="1" data-bbox="527 514 966 682"> <thead> <tr> <th>Code</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>EA10</td> <td>Office supplies</td> </tr> <tr> <td>EA20</td> <td>Instruction supplies</td> </tr> <tr> <td>EA30</td> <td>Janitorial supplies</td> </tr> </tbody> </table>	Code	Title	EA10	Office supplies	EA20	Instruction supplies	EA30	Janitorial supplies
Code	Title								
EA10	Office supplies								
EA20	Instruction supplies								
EA30	Janitorial supplies								
Length	2 characters; 2 characters								
Edits	Subobject code must be valid on the Subobject Table (GA1011); sub-subobject code must be valid on the Sub-subobject Table (GA1012).								

Source of Revenue/Subsource

Description	Source of Revenue is a code that defines how a revenue is generated (for example, through fines, capital gains or sale of property) for a charge. Subsource is code used to further identify a source of revenue for a charge.
Length	4 characters; 2 characters
Edits	Source of Revenue must be valid on the Major Source Table (GA1035); subsource must be valid on the Subsource Table (GA1036).

Due To/From

Definition	A code identifying Due To/From fund or agency for a charge.
Length	3 characters
Edits	Must be valid on either the Fund Table (GA1022) or the State Agency Table (ZX0060).

Reimbursable Code

Description	A code used to identify a particular type of accounting activity for a charge.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Quantity

Description	The number of units used in calculating the amount of a charge.
Length	5 digits
Format	999.9

Charge Amount

Description	The dollar value of a charge.
Length	12 digits
Format	999999999.99

Charge Description

Description	<p>A description of the item to be charged.</p> <p>If a fee code is entered, the fee code title from the Fee Code Table (BM1001) will display as the description. A college-defined description can be entered which will override the fee code description on printing billing documents or when processing charges through the Customer Activity Maintenance Screen (BM1620).</p>
Length	2 characters

More

Definition	Field is displayed only when you are in full entry mode. A code indicating whether or not additional descriptive text is attached to the charge. If you enter more text, it will be printed on the billing document (for example, student statement, statement of account, invoice or second notice).
Values	<p>Valid entries are:</p> <p>N No, no additional text has been entered for the charge.</p> <p>Y Yes, additional text has been entered for the charge.</p> <p>X The Customer Accounts Module displays an X when additional text has been entered for a charge.</p>
Length	1 character

Payment Schedule

Description	A code identifying the payment schedule to be used when processing a charge. If a payment schedule is not specified, the value will default to the payment schedule on the Account Maintenance Screen (BM1626) or the value entered for
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	parameter CA1013 (Default Payment Schedule) on the Configuration Parameter Table (ZX0070).
Length	2 characters
Edits	Must be valid on the Payment Schedule Table (BM1021).

Fee Classification

Description	A code identifying a group of similar fees for the sequencing of payments, application of financial aid, and use of deposits. If no fee classification is specified, the value will default to the fee classification on the Fee Code Table (BM1001).
Length	2 characters
Edits	Must be valid on the Fee Class Table (BM1011).

Debt Type

Definition	A code identifying the transaction codes to be used for a charge. If no debt type is specified, the value will default to the debt type on the Account Maintenance Screen (BM1626) or the Fee Code Table (BM1001), or the value entered for parameter CA1008 (Default Debt Type) on the Configuration Parameter Table (ZX0070).
Length	2 characters
Edits	Must be valid on the Debt Type Table (BM1020).

Add Charges (Modify)

Use Customer Activity Maintenance Screen - Add Charges (Modify) to change or modify pending charges prior to completing the add process. To complete the add process, press Add Complete (F4).

User Function Keys

F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	RESUME ADD	Returns you to the Customer Activity Maintenance Screen - Add Charges (Header).
F3	DELETE CHARGE	Deletes an existing charge.
F4	ADD COMPLETE	Completes the addition of charges by updating a customer's activity to the Customer Accounts module and the posting of the appropriate general ledger transactions to the General Ledger module. Until you press Add Complete, new charges are held in a temporary location and are not actually updated to either the Customer Accounts or General Ledger modules.
F5	PREVIOUS CHARGE	Access the previous pending charge.
F6	NEXT CHARGE	Accesses the next pending charge.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	PRG INDX
CUSTOMER ID (display only)	ORG INDX
NAME (display only)	SOBJ/SSOBJ
COUNT (display only)	SRC REV/SSRC
AMOUNT (display only)	DUE TO/FR
CHARGE DATE	REIM CD
COLLEGE	QTY
CUSTOMER REF	CHARGE AMOUNT
YRS	DESC
DOCUMENT NUM	MORE
REF DOCUMENT	PYMT SCHD
CHARGE STATUS	FEE CLASS
FEE CODE	DEBT TYPE
APPR INDX	REC NUM

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Customer Identification Number/Customer Type

Definition	Display only. Displayed from the Customer Activity Maintenance Screen - Option Selection. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer responsible for the charge, followed by a code identifying the type of customer.
Values	Valid codes for customer type are: S Student E Employee V Vendor O Other

Customer Name

Definition	Display only. The name of a customer responsible for a charge.
Length	30 characters

Count

Definition	Display only. The number of pending new charges.
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Charge Amount

Definition	Display only. The total dollar amount of the pending new charges.
Format	999,999,999.99

Charge Date

Definition	The date a charge was incurred.
Length	6 digits
Format	MMDDYY

College Code

Definition	A code identifying the college associated with a transaction.
Length	3 digits
Edits	Must be valid on the District Information Table (GA1101).

Customer Reference

Definition	A code identifying the customer that incurred a charge if different from the customer is responsible for the charge. Consists of a number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Length	10 characters (9 + 1)
Values	Valid codes for customer type are: S Student E Employee V Vendor O Other
Edits	Must be valid on the Account Maintenance Screen (BM1626).

Year/Session

Definition	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 District Information Table (GA1101).

Document Number

Definition	A code identifying the source document of a charge.
Length	10 characters

Reference Document Number

Definition	A code identifying the reference document of a charge.
Length	10 characters

Charge Status

Definition	A code identifying the current status of a charge.
Length	2 characters

Edits	Must be valid on the Charge Status Table (BM1025).
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Fee Code

Description	A code identifying a type of charge (for example, tuition, class fee, or incidental fees).
Length	2 characters
Edits	Must be valid on the Fee Code Table (BM1001).

Appropriation Index

Description	A code identifying the fund (for example, treasury or local allotted funds) and appropriation (the authorizing legislation for state funds) associated with a charge.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index

Description	A code identifying a program (for example, General Administration or Student Services), subprogram (a further definition of activities within a program), and activity (yet a further definition within the program and subprogram structure) associated with a charge.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index

Definition	A code representing the campus, division, and department assignments associated with a charge.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Subobject/Sub-subobject

Description	Codes identifying the subobject and sub-subobject expenditure categories associated with a charge, for example: <table><thead><tr><th>Code</th><th>Title</th></tr></thead><tbody><tr><td>EA10</td><td>Office supplies</td></tr><tr><td>EA20</td><td>Instruction supplies</td></tr><tr><td>EA30</td><td>Janitorial supplies</td></tr></tbody></table>	Code	Title	EA10	Office supplies	EA20	Instruction supplies	EA30	Janitorial supplies
Code	Title								
EA10	Office supplies								
EA20	Instruction supplies								
EA30	Janitorial supplies								
Length	2 characters; 2 characters								
Edits	Subobject code must be valid on the Subobject Table (GA1011); sub-subobject code must be valid on the Sub-subobject Table (GA1012).								

Source of Revenue/Subsource

Description	Source of Revenue is a code that defines how a revenue is generated (for example, through fines, capital gains or sale of property) for a charge. Subsource is code used to further identify a source of revenue for a charge.
Length	4 characters; 2 characters
Edits	Source of Revenue must be valid on the Major Source Table (GA1035); subsource must be valid on the Subsource Table (GA1036).

Due To/From

Definition	A code identifying Due To/From fund or agency for a charge.
Length	3 characters
Edits	Must be valid on either the Fund Table (GA1022) or the State Agency Table (ZX0060).

Reimbursable Code

Description	A code used to identify a particular type of accounting activity for a charge.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Quantity

Description	The number of units used in calculating the amount of a charge.
Length	5 digits

Format	999.9
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Charge Amount

Description	The dollar value of a charge.
Length	12 digits
Format	999999999.99

Charge Description

Description	<p>A description of the item to be charged.</p> <p>If a fee code is entered, the fee code title from the Fee Code Table (BM1001) will display as the description. A college-defined description can be entered which will override the fee code description on printing billing documents or when processing charges through the Customer Activity Maintenance Screen (BM1620).</p>
Length	2 characters

More

Definition	Field is displayed only when you are in full entry mode. A code indicating whether or not additional descriptive text is attached to the charge. If you enter more text, it will be printed on the billing document (for example, student statement, statement of account, invoice or second notice).
Values	<p>Valid entries are:</p> <p>N No, no additional text has been entered for the charge.</p> <p>Y Yes, additional text has been entered for the charge.</p> <p>X The Customer Accounts Module displays an X when additional text has been entered for a charge.</p>
Length	1 character

Payment Schedule

Description	A code identifying the payment schedule to be used when processing a charge. If a payment schedule is not specified, the value will default to the payment schedule on the Account Maintenance Screen (BM1626) or the value entered for parameter CA1013 (Default Payment Schedule) on the Configuration Parameter Table (ZX0070).
Length	2 characters
Edits	Must be valid on the Payment Schedule Table (BM1021).

Fee Classification

Description	A code identifying a group of similar fees for the sequencing of payments, application of financial aid, and use of deposits. If no fee classification is specified, the value will default to the fee classification on the Fee Code Table (BM1001).
Length	2 characters
Edits	Must be valid on the Fee Class Table (BM1011).

Debt Type

Definition	A code identifying the transaction codes to be used for a charge. If no debt type is specified, the value will default to the debt type on the Account Maintenance Screen (BM1626) or the Fee Code Table (BM1001), or the value entered for parameter CA1008 (Default Debt Type) on the Configuration Parameter Table (ZX0070).
Length	2 characters
Edits	Must be valid on the Debt Type Table (BM1020).

Record Number

Definition	A number assigned to the charge record within the current group of pending charges. To access a specific charge, type the assigned number and press the appropriate function key.
Length	4 digits

Change Charge

Use Customer Activity Maintenance Screen - Change Charge to modify charges that have been posted to the Customer Accounts module and General Ledger module. (To modify charges that are pending and have not been posted, press Modify Charges (F6) from Customer Activity Maintenance Screen - Add Charges.

There are two methods for selecting charges for modification:

- Individual Selection Mode
- Selection Criteria Mode

The individual selection mode allows you to display all outstanding charges for a customer and then select individual charges to modify.

The selection criteria mode allows you to specify which outstanding charges you want to modify based on criteria entered (for example, document number, customer reference, invoice, charge date, or year/session).

The charges marked with a Y (Yes) are then displayed a record at a time to be modified.

User Function Keys

Level 1		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	CANCEL CHARGE or	Cancels an existing charge and reverses any associated accounting transactions; the physical charge remains on the customer's record.
	RESTORE CHARGE	Reverses the cancel function and restores the charge to its status prior to cancellation.
F4	SELECT CHARGES	Displays the outstanding charges for a customer using the individual selection mode (multiple records per screen) to select the charges that are to be changed or modified.
F5	PREVIOUS CHARGE	Displays the previous charge.
F6	NEXT CHARGE	Displays the next charge.
F8	MENU	Redisplays the FMS System menu.
Level 2		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	SELECT COMPLETE	Completes the charge selection process.
F3	CLEAR ALL or	Enters an N (No) in the selection indicator field for all outstanding charges.
	SELECT ALL	Enters a Y (Yes) in the selection indicator field for all outstanding charges.
F4	SELECT CRITERIA	Accesses the selection criteria mode; allows you to specify the criteria for selecting charges.
F5	PREVIOUS SCREEN	Accesses Customer Activity Maintenance Screen - Cancel Charges.
F6	NEXT SCREEN	Displays the previous page or screen of charges.

F8	MENU	Displays the next page or screen of charges.
Level 3		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	SELECT COMPLETE	Completes the charge selection process.
F3	CLEAR ALL or SELECT ALL	Clears (removes) the charges selected for payment. Selects all outstanding charges for payment.
F4	INDIV	Access the individual selection mode displaying multiple charges per screen.
F5	SELECT CHARGES	Selects outstanding charges for payment based on the selection criteria you enter.
F6	CLEAR CHARGES	Removes the selection indicator from the charges selected based on the selection criteria you enter.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	SOBJ/SSOBJ
CUSTOMER ID (display only)	SRC REV/SSRC
NAME (display only)	DUE TO/FR
COUNT (display only)	REIM CD
CHARGE DATE (display only)	QTY
COLLEGE (display only)	CHARGE AMOUNT
CUSTOMER REF (display only)	DESC
YRS (display only)	MORE
DOCUMENT NUM (display only)	PYMT SCHD
REF DOCUMENT (display only)	FEE CLASS
CHARGE STATUS (display only)	DEBT TYPE
FEE CODE	PYMT DATE
APPR INDX	PYMT METH
PRG INDX	PYMT AMT
ORG INDX	REC NUM

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Customer Identification Number/Customer Type

Definition	Display only. Displayed from the Customer Activity Maintenance Screen - Option Selection. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer responsible for the charge, followed by a code identifying the type of customer.
Values	Valid codes for customer type are: S Student

	<p>E Employee</p> <p>V Vendor</p> <p>O Other</p>
--	--

Customer Name

Definition	Display only. The name of a customer responsible for a charge.
Length	30 characters

Count

Definition	Display only. When you first access the screen, this field displays the number of outstanding charges for a customer; thereafter, it displays the number of selected charges
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Charge Date

Definition	Display only. The date a charge was incurred.
Length	6 digits
Format	MMDDYY

College Code

Definition	Display only. A code identifying the college associated with a transaction.
Length	3 digits
Edits	Must be valid on the District Information Table (GA1101).

Customer Reference

Definition	Display only. A code identifying the customer that incurred a charge if different from the customer is responsible for the charge. Consists of a number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Length	10 characters (9 + 1)
Values	<p>Valid codes for customer type are:</p> <p>S Student</p> <p>E Employee</p> <p>V Vendor</p>

	O Other
Edits	Must be valid on the Account Maintenance Screen (BM1626).

Year/Session

Definition	Display only. 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 District Information Table (GA1101).

Document Number

Definition	Display only. A code identifying the source document of a charge.
Length	10 characters

Reference Document Number

Definition	Display only. A code identifying the reference document of a charge.
Length	10 characters

Charge Status

Definition	Display only. A code identifying the current status of a charge.
Length	2 characters
Edits	Must be valid on the Charge Status Table (BM1025).

Fee Code

Description	A code identifying a type of charge (for example, tuition, class fee, or incidental fees).
Length	2 characters
Edits	Must be valid on the Fee Code Table (BM1001).

Appropriation Index

Description	A code identifying the fund (for example, treasury or local allotted funds) and appropriation (the authorizing legislation for state funds) associated with a charge.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index

Description	A code identifying a program (for example, General Administration or Student Services), subprogram (a further definition of activities within a program), and activity (yet a further definition within the program and subprogram structure) associated with a charge.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index

Definition	A code representing the campus, division, and department assignments associated with a charge.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Subobject/Sub-subobject

Description	Codes identifying the subobject and sub-subobject expenditure categories associated with a charge, for example: <table><thead><tr><th>Code</th><th>Title</th></tr></thead><tbody><tr><td>EA10</td><td>Office supplies</td></tr><tr><td>EA20</td><td>Instruction supplies</td></tr><tr><td>EA30</td><td>Janitorial supplies</td></tr></tbody></table>	Code	Title	EA10	Office supplies	EA20	Instruction supplies	EA30	Janitorial supplies
Code	Title								
EA10	Office supplies								
EA20	Instruction supplies								
EA30	Janitorial supplies								
Length	2 characters; 2 characters								
Edits	Subobject code must be valid on the Subobject Table (GA1011); sub-subobject code must be valid on the sub-subobject Table (GA1012).								

Source of Revenue/Subsource

Description	Source of Revenue is a code that defines how a revenue is generated (for example, through fines, capital gains or sale of property) for a charge. Subsource is code used to further identify a source of revenue for a charge.
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Length	4 characters; 2 characters
Edits	Source of Revenue must be valid on the Major Source Table (GA1035); subsource must be valid on the Subsource Table (GA1036).

Due To/From

Definition	A code identifying Due To/From fund or agency for a charge.
Length	3 characters
Edits	Must be valid on either the Fund Table (GA1022) or the State Agency Table (ZX0060).

Reimbursable Code

Description	A code used to identify a particular type of accounting activity for a charge.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Quantity

Description	The number of units used in calculating the amount of a charge.
Length	5 digits
Format	999.9

Charge Amount

Description	The dollar value of a charge.
Length	12 digits
Format	999999999.99

Charge Description

Description	A description of the item to be charged. If a fee code is entered, the fee code title from the Fee Code Table (BM1001) will display as the description. A college-defined description can be entered which will override the fee code description on printing billing documents or when processing charges through the Customer Activity Maintenance Screen (BM1620).
Length	2 characters

More

Definition	Field is displayed only when you are in full entry mode. A code indicating whether or not additional descriptive text is attached to the charge. If you enter more text, it will be printed on the billing document (for example, student statement, statement of account, invoice or second notice).
Values	Valid entries are: N No, no additional text has been entered for the charge. Y Yes, additional text has been entered for the charge. X The Customer Accounts Module displays an X when additional text has been entered for a charge.
Length	1 character

Payment Schedule

Description	A code identifying the payment schedule to be used when processing a charge. If a payment schedule is not specified, the value will default to the payment schedule on the Account Maintenance Screen (BM1626) or the value entered for parameter CA1013 (Default Payment Schedule) on the Configuration Parameter Table (ZX0070).
Length	2 characters
Edits	Must be valid on the Payment Schedule Table (BM1021).

Fee Classification

Description	A code identifying a group of similar fees for the sequencing of payments, application of financial aid, and use of deposits. If no fee classification is specified, the value will default to the fee classification on the Fee Code Table (BM1001).
Length	2 characters
Edits	Must be valid on the Fee Class Table (BM1011).

Debt Type

Definition	A code identifying the transaction codes to be used for a charge. If no debt type is specified, the value will default to the debt type on the Account Maintenance Screen (BM1626) or the Fee Code Table (BM1001), or the value entered for parameter CA1008 (Default Debt Type) on the Configuration Parameter Table (ZX0070).
Length	2 characters
Edits	Must be valid on the Debt Type Table (BM1020).

Payment Date

Definition	Display only. The date a charge was paid.
Length	6 digits
Format	MMDDYY

Payment Method/Type

Definition	Display only. A code indicating the method of payment, followed by another code indicating the type of payment.
Length	9 characters; 1 character

Payment Amount

Definition	Display only. The amount paid on a charge.
Length	12 digits
Format	999999999.99

Record Number

Definition	A number assigned to the charge record within the current group of pending charges. To access a specific charge, type the assigned number and press the appropriate function key.
Length	4 digits

Charge Description

Use Customer Activity Maintenance Screen - Charge Description to attach additional descriptive text to a charge. The text will then be printed on the billing document (for example, student statement, statement of account, invoice, second notice).

User Function Keys

F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F5	CANCEL	Clears any entered data and returns you to Customer Activity Maintenance Screen - Add Charges or Change Charge.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	CUSTOMER REF (display only)
CUSTOMER ID (display only)	YRS (display only)
NAME (display only)	DOCUMENT NUM (display only)
COUNT (display only)	REF DOCUMENT (display only)
CHARGE DATE (display only)	BILLING DESCRIPTION
COLLEGE (display only)	

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Customer Identification Number/Customer Type

Definition	Display only. Displayed from the Customer Activity Maintenance Screen - Option Selection. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer responsible for the charge, followed by a code identifying the type of customer.
Values	Valid codes for customer type are: S Student E Employee V Vendor O Other

Customer Name

Definition	Display only. The name of a customer responsible for a charge.
Length	30 characters

Count

Definition	Display only. The number of outstanding charges for the customer.
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Charge Date

Definition	Display only. The date a charge was incurred.
Length	6 digits
Format	MMDDYY

College Code

Definition	Display only. A code identifying the college associated with a transaction.
Length	3 digits
Edits	Must be valid on the District Information Table (GA1101).

Customer Reference

Definition	Display only. A code identifying the customer that incurred a charge if different from the customer is responsible for the charge. Consists of a number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer who participated in the transaction, followed by a code identifying the type of customer.
Length	10 characters (9 + 1)
Values	Valid codes for customer type are: S Student E Employee V Vendor O Other
Edits	Must be valid on the Account Maintenance Screen (BM1626).

Year/Session

Definition	Display only. 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 District Information Table (GA1101).
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Document Number

Definition	Display only. A code identifying the source document of a charge.
Length	10 characters

Reference Document Number

Definition	Display only. A code identifying the reference document of a charge.
Length	10 characters

Billing Description

Definition	Narrative text that for a charge. This text will be printed on a billing document for the charge.
Length	12 lines, 70 characters each

Payment

Use Customer Activity Maintenance Screen - Payment to record full or partial payments on charges that have been completed and posted.

There are two methods for selecting charges for modification:

- Individual Selection Mode
- Selection Criteria Mode

The individual selection mode allows you to display all outstanding charges for a customer and then select individual charges to pay.

The selection criteria mode allows you to specify which charges you want to view and pay based on criteria entered (for example, document number, customer reference, invoice, charge date, or year/session).

Note: Based on the values entered on the Configuration Parameter Table (ZX0070), parameter CA1034 (Overpayment Account Structure), default overpayment data can be displayed in the Overpayment Fee Code or in the Overpayment Appr Indx through Overpayment Reim Code fields. If an Overpayment Fee Code is entered or displayed, the Appr Indx through Reim Cd overpayment fields need to be blank. If overpayment fields Appr Indx through Reim Cd are entered or displayed, the overpayment Fee Code field needs to be blank.

User Function Keys

Level 1		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F4	SELECT CHARGES	Displays the outstanding charges for a customer using the individual selection mode (multiple records per screen) to select the charges that are to be paid.
F8	MENU	Redisplays the FMS System menu.
Level 2		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	SELECT COMPLETE	Completes the charge selection process.
F3	CLEAR ALL or	Enters an N (No) in the selection indicator field for all outstanding charges.
	SELECT ALL	Enters a Y (Yes) in the selection indicator field for all outstanding charges.
F4	SELECT CRITERIA	Accesses the selection criteria mode; allows you to specify the criteria for selecting charges.
F5	PREVIOUS SCREEN	Accesses Customer Activity Maintenance Screen - Cancel Charges.
F6	NEXT SCREEN	Displays the previous page or screen of charges.
F8	MENU	Displays the next page or screen of charges.
Level 3		

F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	SELECT COMPLETE	Completes the charge selection process.
F3	CLEAR ALL or	Clears (removes) the charges selected for change.
	SELECT ALL	Selects all outstanding charges for change.
F4	INDIV	Access the individual selection mode displaying multiple charges per screen.
F5	SELECT CHARGES	Selects outstanding charges to be changed based on the selection criteria you enter.
F6	CLEAR CHARGES	Removes the selection indicator from the charges selected based on the selection criteria you enter.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	(OVERPAYMENT) FEE CODE
CUSTOMER ID (display only)	(OVERPAYMENT) APPR INDX
NAME (display only)	(OVERPAYMENT) PRG INDX
COUNT (display only)	(OVERPAYMENT) ORG INDX
(PAYMENT AMOUNT) ENTERED (required)	(OVERPAYMENT) SOBJ/SSOBJ
(PAYMENT AMOUNT) COMPUTED (display only)	(OVERPAYMENT) SRC REV/SSRC
(PAYMENT AMOUNT) DIFFERENCE (display only)	(OVERPAYMENT) DUE TO/FR
PAYMENT DATE (required)	(OVERPAYMENT) REIM_CD
PAYMENT METHOD (required)	(OVERPAYMENT) DEBT TYPE
(OVERPAYMENT) AMOUNT	(OVERPAYMENT) FEE CLASS

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Customer Identification Number/Customer Type

Definition	Display only. Displayed from the Customer Activity Maintenance Screen - Option Selection. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer responsible for the charge, followed by a code identifying the type of customer.
Values	Valid codes for customer type are: <ul style="list-style-type: none"> S Student E Employee V Vendor O Other

Customer Name

Definition	Display only. The name of a customer responsible for a charge.
Length	30 characters

Count

Definition	Display only. When you first access the screen, this field displays the number of outstanding charges for a customer; thereafter, it displays the number of selected charges.
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(Payment Amount) Entered

Definition	Entry required. The total dollar amount of the payment to be made.
Length	12 digits
Format	999999999.99

(Payment Amount) Computed

Definition	Display only. A system-calculated number indicating the total dollar amount of the charges that were paid. Displays only after the Payment Amount has been entered.
Length	12 digits

(Payment Amount) Difference

Definition	Display only. A system-calculated number indicating the difference between the Payment Amount Entered and the Payment Amount Computed fields. Displays only after the Payment Amount has been entered.
Length	12 digits

Payment Date

Definition	Entry required. The date a charge was paid. Defaults to the current date but can be changed.
Length	6 digits
Format	MMDDYY

Payment Method

Definition	Entry required. A code indicating the method of payment, followed by another code indicating the type of payment. Defaults to BM1620 to indicate the payment was made through the Customer Account module but can be changed. Financial aid and credit card payments cannot be used as methods of payment on this screen.
Length	9 characters; 1 character

(Overpayment) Amount

Definition	Entry required. The amount of payment received above or below the actual amount of the a charge.
Length	12 digits
Format	999999999.99

(Overpayment) Fee Code

Description	A code identifying a type of charge (for example, tuition, class fee, or incidental fees) associated with an overpayment.
Length	2 characters
Edits	Must be valid on the Fee Code Table (BM1001).

(Overpayment) Appropriation Index

Description	A code identifying the fund (for example, treasury or local allotted funds) and appropriation (the authorizing legislation for state funds) associated with an overpayment.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

(Overpayment) Program Index

Description	A code identifying a program (for example, General Administration or Student Services), subprogram (a further definition of activities within a program), and activity (yet a further definition within the program and subprogram structure) associated with an overpayment.
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Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

(Overpayment) Organization Index

Definition	A code representing the campus, division, and department assignments associated with an overpayment.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

(Overpayment) Subobject/Sub-subobject

Description	Codes identifying the subobject and sub-subobject expenditure categories associated with an overpayment, for example: <table border="1" data-bbox="472 919 1442 1220"> <thead> <tr> <th>Code</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>EA10</td> <td>Office supplies</td> </tr> <tr> <td>EA20</td> <td>Instruction supplies</td> </tr> <tr> <td>EA30</td> <td>Janitorial supplies</td> </tr> </tbody> </table>	Code	Title	EA10	Office supplies	EA20	Instruction supplies	EA30	Janitorial supplies
Code	Title								
EA10	Office supplies								
EA20	Instruction supplies								
EA30	Janitorial supplies								
Length	2 characters; 2 characters								
Edits	Subobject code must be valid on the Subobject Table (GA1011); sub-subobject code must be valid on the sub-subobject Table (GA1012).								

(Overpayment) Source of Revenue/Subsource

Description	Source of Revenue is a code that defines how a revenue is generated (for example, through fines, capital gains or sale of property) for an overpayment. Subsource is code used to further identify a source of revenue for an overpayment.
Length	4 characters; 2 characters
Edits	Source of Revenue must be valid on the Major Source Table (GA1035); subsource must be valid on the Subsource Table (GA1036).

(Overpayment) Due To/From

Definition	A code identifying Due To/From fund or agency for an overpayment.
Length	3 characters
Edits	Must be valid on either the Fund Table (GA1022) or the State Agency Table (ZX0060).

(Overpayment) Reimbursable Code

Description	A code used to identify a particular type of accounting activity for an overpayment.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

(Overpayment) Debt Type

Definition	A code identifying the transaction codes to be used for an overpayment. If no debt type is specified, the value will default to the debt type on the Account Maintenance Screen (BM1626) or the Fee Code Table (BM1001), or the value entered for parameter CA1008 (Default Debt Type) on the Configuration Parameter Table (ZX0070)..
Length	2 characters
Edits	Must be valid on the Debt Type Table (BM1020).

(Overpayment) Fee Classification

Description	A code identifying a group of similar fees for the sequencing of payments, application of financial aid, and use of deposits for an overpayment. If no fee classification is specified, the value will default to the fee classification on the Fee Code Table (BM1001).
Length	2 characters
Edits	Must be valid on the Fee Class Table (BM1011).

Cancellation

Use Customer Activity Maintenance Screen - Cancellation to cancel or delete charges that have been posted to the Customer Accounts module and General Ledger module.

There are two methods for selecting charges for modification:

- Individual Selection Mode
- Selection Criteria Mode

The individual selection mode allows you to display all outstanding charges for a customer and then select individual charges to modify.

The selection criteria mode allows you to specify which outstanding charges you want to modify based on criteria entered (for example, document number, customer reference, invoice, charge date, or year/session).

The charges marked with a Y (Yes) are then displayed a record at a time to be modified.

Note: When you press Cancel Charges (F5) from Customer Activity Maintenance Screen - Option Selection, you immediately go to the individual selection mode of Customer Activity Maintenance Screen - Cancellation.

User Function Keys

Level 1		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	SELECT COMPLETE	Completes the charge selection process.
F3	CLEAR ALL or SELECT ALL	Enters an N (No) in the selection indicator field for all outstanding charges. Enters a Y (Yes) in the selection indicator field for all outstanding charges.
F4	SELECT CRITERIA	Accesses the selection criteria mode; allows you to specify the criteria (for example, customer reference ID, document number, year/session, or invoice number) for selecting charges)
F5	PREVIOUS SCREEN	Displays the previous screen of charges.
F6	NEXT SCREEN	Displays the next charge.
F8	MENU	Redisplays the FMS System menu.
Level 2		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	SELECT COMPLETE	Completes the charge selection process.
F3	CLEAR ALL or SELECT ALL	Clears the charges selected for cancellation or deletion. Selects all outstanding charges for cancellation or deletion.

F4	INDIV	Accesses the individual selection mode displaying multiple charges per screen.
F5	SELECT CHARGES	Selects outstanding charges for cancellation or deletion based on the entered selection criteria.
F6	CLEAR CHARGES	Removes the selection indicator from the charges selected based on the entered selection criteria.
F8	MENU	Displays the next page or screen of charges.
Level 3		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F4	SELECT CHARGES or	Displays the outstanding charges for a customer using the individual selection mode (multiple records per screen) to select the charges that are to canceled or deleted.
	CANCEL/DELETE	<p>Cancels and deletes (removes the record from the customer's account) existing charges and reverses any associated accounting transactions.</p> <p>Note: To cancel a charge and <i>not</i> delete the record from the customer's account, select the charges that are to be canceled, enter the cancellation date, and press Enter.</p>
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	COUNT (display only)
CUSTOMER ID (display only)	TOTAL CHARGES SELECTED (display only)
NAME (display only)	CANCELLATION DATE (required)

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Customer Identification Number/Customer Type

Definition	Display only. Displayed from the Customer Activity Maintenance Screen - Option Selection. A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer responsible for the charge, followed by a code identifying the type of customer.
Values	<p>Valid codes for customer type are:</p> <p style="margin-left: 40px;">S Student</p> <p style="margin-left: 40px;">E Employee</p> <p style="margin-left: 40px;">V Vendor</p> <p style="margin-left: 40px;">O Other</p>

Customer Name

Definition	Display only. The name of a customer responsible for a charge.
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Length	30 characters
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Count

Definition	Display only. The number of outstanding charges for a customer.
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Total Charges Selected

Definition	Display only. A system-calculated number indicating the total dollar amount of the charges that are to be canceled or canceled and deleted.
Length	12 digits

Cancellation Date

Definition	Entry required. The date the charges are to be canceled or canceled and deleted.
Length	6 digits
Format	MMDDYY

Miscellaneous Transactions

Use Customer Activity Maintenance Screen - Miscellaneous Transactions to add miscellaneous general ledger accounting transactions through the Customer Accounts module. (Note: Transactions entered the Customer Activity Maintenance Screen - Miscellaneous do not post to the Customer Accounts module.)

Note: If a Fee Code is entered or displayed, do not enter any information in the account structure fields (Appr Indx through Reim Cd) because this information will be extracted from the Fee Code Table (BM1001). If the account structure fields are filled in, Fee Code needs to left blank.

User Function Keys

Level 1		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	DUP TRANS	Records the transaction and copies it to the next set of highlighted accounting fields.
F4	POST TRANS	Completes the addition of charges by posting the appropriate general ledger transactions to the General Ledger module. Until you press Add Complete, new charges are held in a temporary location and are not posted. You can press Post Trans after each record is entered or once after all the records have been entered.
F6	MODIFY TRANS	Accesses Customer Activity Maintenance Screen - Add Miscellaneous Transactions Update to allow you to change the information on pending transactions.
F8	MENU	Redisplays the FMS System menu.
Level 2		
F1	REFRESH	Redisplays Customer Activity Maintenance Screen - Option Selection.
F2	RESUME ADD	Redisplays Customer Activity Maintenance Screen - Miscellaneous Transactions
F3	DELETE TRANS	Deletes an existing miscellaneous general ledger accounting transaction.
F4	POST TRANS	Completes the addition of charges by posting the appropriate general ledger transactions to the General Ledger module. Until you press Add Complete, new charges are held in a temporary location and are not posted. You can press Post Trans after each record is entered or once after all the records have been entered.
F5	PREVIOUS TRANS	Displays the previous miscellaneous general ledger accounting transaction.
F6	NEXT TRANS	Displays the next miscellaneous general ledger accounting transaction.
F8	MENU	Redisplays the FMS System menu.

Data Fields

FYR (display only)	SOBJ/SSOBJ
BATCH ID/DATE (display only)	SRC REV/SSRC
POST PER (display only)	DUE TO/FR
TOTAL (display only)	REIM CD

COUNT (display only)	AMOUNT (required)
FEE CODE (required if account structure fields not filled in)	DESC
TRNS CD/RVRS	YRS
APPR INDX	CUSTOMER ID
PRG INDX	DOCUMENT NUM
ORG INDX	REF DOCUMENT

Fiscal Year

Definition	Display only. The fiscal year of the screen.
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Batch Identifier/Batch Date

Definition	Display only. An identifier indicating the source or type of an accounting transaction or customer account charge followed by the date of the accounting activity.
Length	2 characters; 6 digits
Format	Date format is YYMMDD.

Batch Posting Period

Definition	Display only. The accounting period to which a batch of accounting transactions will be posted.
Length	4 digits
Format	YYMM

Total

Definition	Display only. A system-calculated number indicating the total dollar amount of the general ledger accounting transactions entered through the Customer Account module.
Length	12 digits

Count

Definition	Display only. The number of pending miscellaneous general ledger accounting transactions.
Length	4 digits

Fee Code

Description	Required if the account structure fields are not filled in. A code identifying a type of charge (for example, tuition, class fee, or incidental
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	fees).
Length	2 characters
Edits	Must be valid on the Fee Code Table (BM1001).

Transaction Code/Transaction Reverse

Definition	A transaction code identifying the type of transaction entered (for example, expenditure, revenue or cash summary) followed by a code identifying whether or not the normal debit/credit posting of the transaction code should be reversed.
Length	3 characters; 1 character
Values	Valid codes for transaction reverse are: <div style="display: flex; justify-content: space-around;"> Blank Normal posting (default) </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> R Reverse posting </div>
Edits	The transaction code must be valid on the Transaction Code Table (GA1093).

Appropriation Index

Description	A code identifying the fund (for example, treasury or local allotted funds) and appropriation (the authorizing legislation for state funds) associated with a transaction.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index

Description	A code identifying a program (for example, General Administration or Student Services), subprogram (a further definition of activities within a program), and activity (yet a further definition within the program and subprogram structure) associated with a transaction.
Length	3 characters

Edits	Must be valid on the Program Information Table (GA1091).
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Organization Index

Definition	A code representing the campus, division, and department assignments associated with a transaction.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Subobject/Sub-subobject

Description	Codes identifying the subobject and sub-subobject expenditure categories associated with a transaction, for example: <table border="1" data-bbox="472 842 1442 1136"> <thead> <tr> <th>Code</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>EA10</td> <td>Office supplies</td> </tr> <tr> <td>EA20</td> <td>Instruction supplies</td> </tr> <tr> <td>EA30</td> <td>Janitorial supplies</td> </tr> </tbody> </table>	Code	Title	EA10	Office supplies	EA20	Instruction supplies	EA30	Janitorial supplies
Code	Title								
EA10	Office supplies								
EA20	Instruction supplies								
EA30	Janitorial supplies								
Length	2 characters; 2 characters								
Edits	Subobject code must be valid on the Subobject Table (GA1011); sub-subobject code must be valid on the Sub-subobject Table (GA1012).								

Source of Revenue/Subsource

Description	Source of Revenue is a code that defines how a revenue is generated (for example, through fines, capital gains or sale of property) for a transaction. Subsource is code used to further identify a source of revenue for a charge.
Length	4 characters; 2 characters
Edits	Source of Revenue must be valid on the Major Source Table (GA1035); subsource must be valid on the Subsource Table (GA1036).

Due To/From

Definition	A code identifying Due To/From fund or agency for a transaction.
Length	3 characters
Edits	Must be valid on either the Fund Table (GA1022) or the State Agency Table (ZX0060).

Reimbursable Code

Description	A code used to identify a particular type of accounting activity for a charge.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Amount

Description	Entry required. The dollar value of a transaction.
Length	12 digits
Format	999999999.99

Description

Definition	The description of a transaction. Note: If a fee code is entered, this description will override the fee code description displayed from the Fee Code Table (BM1001).
Length	10 characters

Year/Session

Definition	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 District Information Table (GA1101).

Customer Identification Number/Customer Type

Definition	A number or code (for example, a social security number, student identification number or vendor number) uniquely identifying the customer responsible for the charge, followed by a code identifying the type of customer.
Values	Valid codes for customer type are: S Student E Employee V Vendor O Other

Document Number

Definition	Display only. A code identifying the source document of a customer account charge.
Length	10 characters

Reference Document Number

Definition	Display only. An optional code identifying the reference document of a customer account charge.
Length	10 characters

