

BM1625 – Customer Account Activity Screen

Description

Use the Customer Account Activity Screen (BM1625) to display the transaction activity in the Customer Account File. This screen can be accessed from the FMS Menu or from the Cashiering Screen (BM1600).

User Functions

Key	Label	Function
F1	Refresh	Clears any entered data and redisplay the screen.
F2	Open Charges	Displays all open charges for a customer.
F3	Specific Session	Displays customer activity for a particular year/session.
F4	All Sessions	Displays customer activity for all year/sessions.
F5	Prev Screen	If there are multiple pages of information for a customer, this function key displays the previous page or screen of customer activity. If there is only one page of information, this function key is blank.
F6	Print Account	If there is only one screen of information for a customer, the label for this function key is "Print Account." When pressed, the key prints a listing of a customer's account.
	Next Page	If there are multiple pages of information for a customer, the label for this function key is "Next Page." When pressed, the key displays the next page or screen of customer activity. When you reach the last page of information, the label on the key changes to "Print Account."
F7	Help	Not available.
F8	Exit/Menu	Returns you to the FMS Menu or the Cashiering screen, depending on where you were before you accessed the Customer Account Activity Screen.

Displaying a Customer's Account Activity

From the Cashiering Screen

1. On the Cashiering Screen (BM1600), type in the Cust Num and Type.
2. Press Next Keys (F4).
3. Press Customer Activity (F2).

The Customer Account Activity Screen will be displayed.

4. Press the function key for the action you want.

From the FMS Menu

1. On the FMS Menu, select Customer Account Activity Screen (BM1625).
2. From the Customer Account Activity Screen, type in the Cust Num and Type.
3. Press the function key for the action you want.

Data Fields

Date (display only)	Sort
Cust Num (key; required)	Qty (display only)
Type (key; required)	Charge Amount (display only)
Customer Name (display only)	Payment Amount (display only)
Yrs (required under certain conditions)	Date (display only)
Col (required under certain conditions)	Payment Method (display only)
Fee Cd	Reference (display only)
Fee Cl	Balance (display only)

Date

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

Customer Number

Definition	<p>Key field. Entry required. A number or code uniquely identifying a customer.</p> <p>The customer number can be:</p> <ul style="list-style-type: none"> • a student's identification number • an employee's Social Security number • a vendor's identification number • any other number which identifies the customer
Length	9 characters

Customer Type

Definition	Key field. Entry required. A code identifying the classification of a customer.
Length	1 character
Values	<p>Valid entries are as follows:</p> <p>S Student</p> <p>E Employee</p> <p>V Vendor</p> <p>O Other</p> <p>R Receivable (not currently used)</p>

Customer Name

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

Year/Session

Definition	Required if you want to see information for a specific year/session. The academic year/session of the transactions to be selected.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes.

College Code

Definition	Required if the college is a multi-campus college and a fee code is entered in the Fee Cd field. A code identifying the college to which the transaction belongs.
Length	3 digits

Fee Code

Definition	A code identifying the type of payment or charge (for example, tuition, class fees, or incidental fees) for the transaction.
Length	2 characters
Additional Information	The caret wildcard character (^) can be used in place of the first or last position of the fee code, for example, T^ (which would find such codes as TR, TN or TX) or ^R (which would find such codes as TR or DR).

Fee Classification

Definition	A numeric code identifying the fee classification assigned to the fee code on the Fee Code Table (BM1001).
Length	2 digits
Additional Information	The caret wildcard character (^) can be used in place of the first or last position of the fee code, for example, 0^ (which would find such codes as 01, 02 or 03) or ^1 (which would find such codes as 01, 11, or 21).

Sort

Definition	A code indicating the order in which the transactions will be displayed on the screen.
Length	1 character

Values	Valid entries are as follows: <p style="text-align: center;">C Charge Date P Payment Date/Receipt Number Blank Default (College, Year/session and Fee Code)</p>
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Quantity

Definition	Display only. The number of credits or items used in the calculation of charge amounts.
Length	3 digits
Format	-99.9

Charge Amount

Definition	Display only. The amount charged to the customer's account for the transaction.
Length	8 digits
Format	-999999.99

Payment Amount

Definition	Display only. The amount paid for the transaction.
Length	8 digits
Format	-999999.99

Date

Definition	Display only. The most recent date of the charge or payment.
Length	6 digits
Format	MMDDYY

Payment Method

Definition	Display only. Two fields identifying the method used to pay for the charges and the type of payment.
Length	9 characters followed by 1 character
Values	Valid entries are as follows: <ul style="list-style-type: none"> • Cash • Check

	<ul style="list-style-type: none"> • Charge • Void • A valid Financial Aid Program Code followed by the letter F • A deposit • Another fee code for which a charge exists • A valid customer number followed by a valid customer type • Nonrefund (display only)
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Reference

Definition	<p>Display only. For paid charges, the reference number is the automatically assigned receipt number consisting of the 3-digit logical device number, the 2-digit session number, and the 5-digit ring number.</p> <p>For unpaid charges, the Reference number is the user-assigned document number (if entered) or blank.</p>
Length	10 digits

Balance

Definition	Display only. The balance of a customer's account.
Length	8 digits
Format	-999999.99