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Policies & Procedures

5 Receivables

5.1 Managing Receivables

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5.2.6 Process (Assess) Study Abroad Charges in Banner Accounts Receivable (Banner AR)

Policy Statement

All participant charges for all University-of-Illinois-System-sponsored study abroad programs must be assessed in Banner Accounts Receivable (Banner AR) unless payment is required in advance. These charges and accounting requirements are outlined in [Account for Study Abroad and Unique Instructional Activities](#).

When payment is required in advance, units must first be approved as a cash handling unit. Units that accept credit card payments must also be approved as a merchant card unit.

Reason for the Policy

Proper assessment and processing of participant charges in Banner AR for all University-of-Illinois-System-sponsored study abroad programs.

Applicability of the Policy

All participant charges for all University-of-Illinois-System-sponsored study abroad programs unless payment is required in advance.

Procedure

Qualifies as a Receivable

5.2.5 Process (Assess) Student (SAR) Charges in Banner AR

5.2.6 Process (Assess) Study Abroad Charges in Banner AR

5.3.1 Calculate Your Allowance for Uncollectible Receivables

5.3.2 Collect Delinquent Accounts Receivable

5.4 Request an Exemption from Using Banner AR

Accounts Receivable Resources

Responsibilities

Definitions

University Bursar Who to Ask

To assess study abroad charges in Banner AR:

1. If this is a new study abroad program, units must work with the Office of the Registrar to ensure that all tuition-related charges are assessed to students at registration.
2. Ensure Banner C-FOAPs exist for each type of charge assessed. If no Banner C-FOAP exists, submit Banner FOAPAL Request forms.
3. Ensure a Detail Code exist for each type of charge assessed in Banner AR. If a Detail Code does not exists, submit a Detail Code Request form. For assistance, contact Accounts Receivable Operations (ARO) at aroperations@uillinois.edu.
4. Ensure that all participants in all system-sponsored study abroad programs are enrolled at the system as degree or non-degree students.
5. Check that none of the participating students have a past due Student Account Receivable (SAR) balance of more than \$1,500 Units unsure how to do this should contact ARO at aroperations@uillinois.edu. Students who owe the system more than \$1,500 may not register for system-sponsored study abroad programs for academic credit.
6. If an external organization is responsible for payment, consult with ARO to determine if the charges will be billed as General Accounts Receivable (GAR) or third party. (In third party billing, charges are first assessed to the student's account, then to the organization's account, at which time the student's account is credited.)
7. Manually enter all charges not assessed at registration. Select the Banner form based on the number of charges:
 - Individual or small volume assessments—Banner Form TSAMASS.
 - Recurring high-volume assessments—Banner "feeder." For information about creating a feeder, contact ARO at aroperations@uillinois.edu.
8. If using a Banner feeder to submit the charges, verify the transactions using Interface Error Reports (FIINTERFAC) in [Mobius View](#) (formerly View Direct).

Fixing Erroneous Charges

Units must correct all erroneous charges:

- For overcharges, post a negative charge to the account in Banner AR.
- For undercharges, post an additional charge to the account in Banner AR.

Policy Information

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March 2010

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Last Reviewed

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Related Policies and Procedures

[5.2.1 Obtain Access to Banner Accounts Receivable \(Banner AR\)](#)[10.1.1 Obtain Approval as a Cash Handling Unit](#)[21.1.2 Become a Merchant Unit](#)

Forms Used in this Procedure

[Banner FOAPAL Request form](#)[Detail Code Request form](#)

Additional Resources

[Account for Study Abroad and Unique Instructional Activities](#)[Mobius View](#)

Business and Finance

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