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Policies & Procedures

5 Receivables

5.1 Managing Receivables

5.2.1 Obtain Access to Banner Accounts Receivable (Banner AR)

5.2.2 Create a New Non-Student (General-GAR) Account

5.2.3 Process (Assess) Non-Student (General-GAR) Charges in Banner AR

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5.2.1 Policy Statement

Units must process all receivable transactions through Banner Accounts Receivable (Banner AR), the University of Illinois System’s centralized billing system, unless an approved exemption is granted. Some units, such as health care providers, are exempt due to unique billing requirements.

You must have access to Banner before you can obtain access to Banner AR.

Reason for the Policy

Banner AR access must be obtained before units process receivable transactions in Banner AR.

Applicability of the Policy

All receivable transactions unless an approved exemption is granted.

Procedure

To obtain access to Banner AR:

1. Consult the table below to determine what type of Banner access (Banner AR or EDDIE profile) your job requires. Request that access from your Unit Security Contact (USC).

Qualifies as a Receivable		The employee needs this Banner AR or EDDIE profile	Because it allows the employee to...
5.2.5 Process (Assess) Student (SAR) Charges in Banner AR	If an employee...		
	Answers customer questions	AR: Staff	Query account activity to answer customer questions
5.2.6 Process (Assess) Study Abroad Charges in Banner AR	Enters deposits or charges or query for reporting requirements	AR: Information Processor	<ul style="list-style-type: none"> Query and update forms and processes needed to apply and/or reverse charges Review account status and information Query detail on specific detail codes
5.3.1 Calculate Your Allowance for Uncollectible Receivables			
5.3.2 Collect Delinquent Accounts Receivable	Is a manager-level user	AR: Department Accounting	Review: <ul style="list-style-type: none"> Data input by information processors Reports for accounting purposes
5.4 Request an Exemption from Using Banner AR			
Accounts Receivable Resources	Reconciles Banner AR transactions to General and Operating Ledgers	Finance: Distributed Financial Query User	Trace Banner AR transactions from Banner AR to Finance ledger postings
Responsibilities	Accesses Journal Voucher tables and enter Journal Vouchers	Finance: Distributed Journal Voucher User	Create and enter Journal Vouchers directly into Banner AR
Definitions			
University Bursar Who to Ask	Reviews receivables-related reports in Mobius View (formerly View Direct)	Mobius View (formerly View Direct)	Use summary Banner AR information at the Detail Code or Category code level for tracking and analysis
	Reviews summary or detail Banner AR transactions, Category Code activity, Detail Code activity, and	EDDIE – Finance AR Reports Electronic Data Warehouse (EDW) Finance Accounts Receivable	Monitor account activity and collections. EDW allows the customization of Banner AR Reporting data to meet specific departmental needs

If an employee...	The employee needs this Banner AR or EDDIE profile	Because it allows the employee to...
account or Detail Code agings		
Requires customized reports on Banner AR data for specific business needs.	EDW Finance Accounts Receivable	Customize Banner AR Reporting data to meet specific departmental needs

- University Bursar approves or denies the request and notifies units and their unit security contacts by email. If approved, AITS Security sets up the requested access.
- Review the [Introduction to Banner](#) for a basic understanding of Banner AR.
- Email aroperations@uillinois.edu for additional or individualized training.

Policy Information

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Related Policies and Procedures

[5.1 Managing Receivables](#)

[9 Audits, Internal Control, and Business System Security](#)

Additional Resources

[Introduction to Banner](#)

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