About | Applications | Forms | News | Policies and Procedures | Who to Ask

BUSINESS & FINANCE

Search this site 🔍

Accounting & Budgeting ⌄   **Buying & Contracts** ⌄   **Paying People** ⌄   **Travel** ⌄   **Equipment Management** ⌄   **Payments to the University** ⌄

Policies & Procedures

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

5.2.4 Determine Whether a Student Charge

5.2.5 Process (Assess) Student Charges in Banner Accounts Receivable (Banner AR)

Policy Statement

Tuition, fees, and adjustments are posted automatically to each student account in Banner Accounts Receivable (Banner AR) as part of the registration and add/drop processes.

Units must assess all non-tuition/fee receivables in Banner AR no later than 30 days after providing the good or service. Consult the Bursar Production Calendar to ensure charges are processed before scheduled refunds are issued. Please contact Bursar Business Operations Administration busopsadmin@uillinois.edu if you need access to the Production calendar. If documented circumstances beyond unit control prevent meeting the 30-day assessment deadline, email Accounts Receivable Operations (ARO) aroperations@uillinois.edu to request an exemption.

There is no minimum charge amount; however University Bursar does not send bills to former students when the balance is less than $25.00.

Reason for the Policy

Assessment of all student charges in Banner AR no later than 30 days after providing the good or service to the customer is required to maintain accounting best practices.

Applicability of the Policy

Assessment of all student charges in Banner AR.

Procedure

To assess student charges in Banner AR:

1. Verify that the charge qualifies as a receivable by obtaining approval as outlined in 5.2.4 Determine Whether a Student Charge Qualifies as a Receivable.

2. Ensure a Banner C-FOAP exists for the type of charge being assessed. If a Banner C-FOAP does not exist, submit

3. Ensure a Detail Code exists for each type of charge assessing in Banner AR. If no Detail Code exists, submit a   Detail Code Request form. For assistance, contact Accounts Receivable Operations (ARO) at aroperations@uillinois.edu.

4. Enter the charge in Banner AR using one of these methods:

   - 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.

5. When using a Banner feeder to submit charges, verify the transactions using Interface Error Reports (FIINTERFAC) in   Mobius View (formerly View Direct).

6. Fixing Erroneous Charges

7. Units must correct all erroneous charges. University Bursar does not make these corrections:

   - 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

First Published
March 2010

Last Updated
January 2025

Last Reviewed
January 2025

Related Policies and Procedures

5.2.4 Determine Whether a Student Charge Qualifies as a Receivable

13.5 Accounting for Enrollment and Key Deposits

Forms Used in this Procedure

Banner FOAPAL Request form

Detail Code Request form

Additional Resources

Accounts Receivable Processing Welcome Kit

Mobius View

Business and Finance

For questions or concerns about the BusFin site, please contact sharedservices@uillinois.edu.

Locations

Urbana-Champaign

Chicago

Springfield

Regional campuses

Online catalog

UI Health

Popular Topics

About the System

Directory/A-to-Z list

Employment opportunities

Freedom of Information Act requests

Make a gift

News and media resources

System Offices