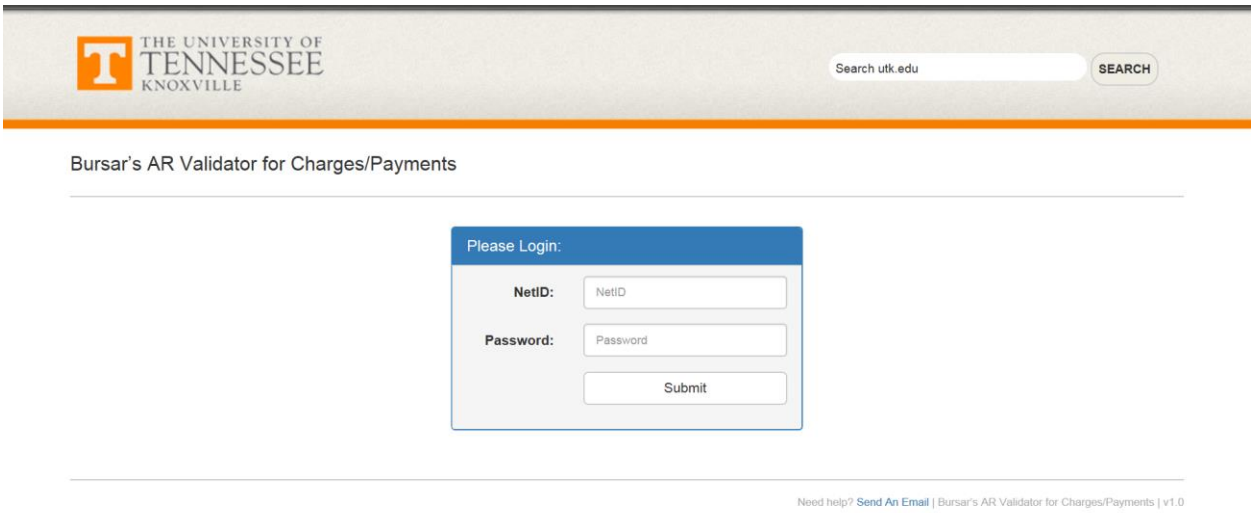
A/R Validator for Charges/Payments/Refunds

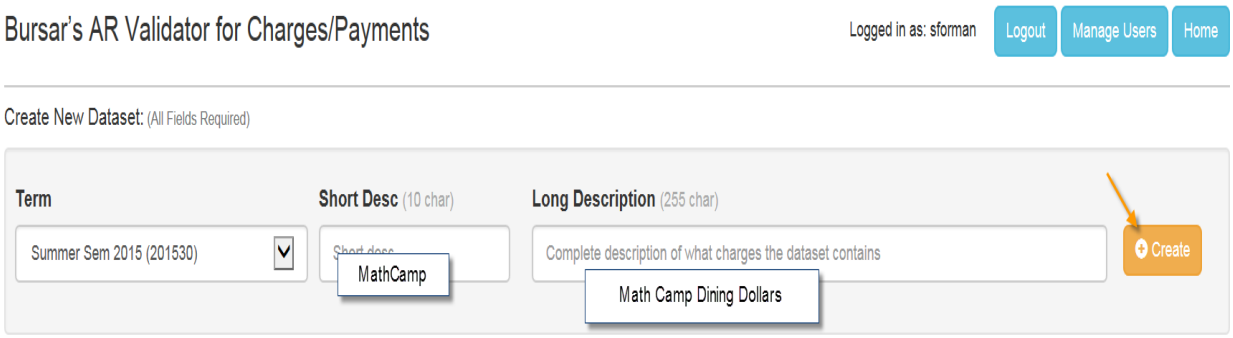
We have a new system to use for adding charges/refunds to Banner A/R and adding funds to a student's VolCard and/or Dining Dollar accounts. The link for the new system is:
https://utkappsp.utk.edu/archarge/login.php

Click on the link and you will then sign in with your net-id and password.

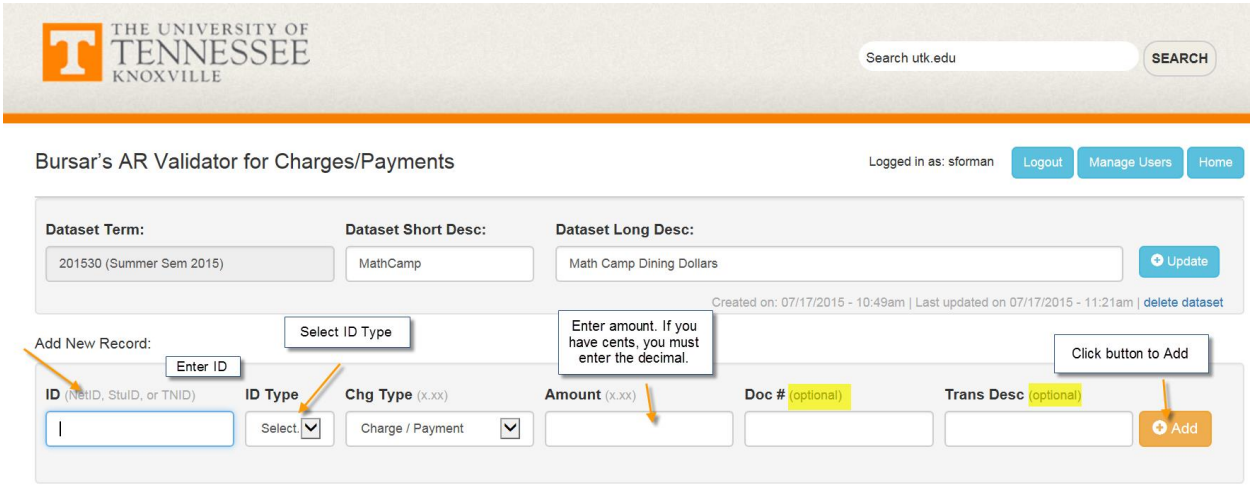


Once you sign into the system, you will be ready to create a dataset with the student id#, netid or TENN id and the amount to be charged, credited, or refunded.

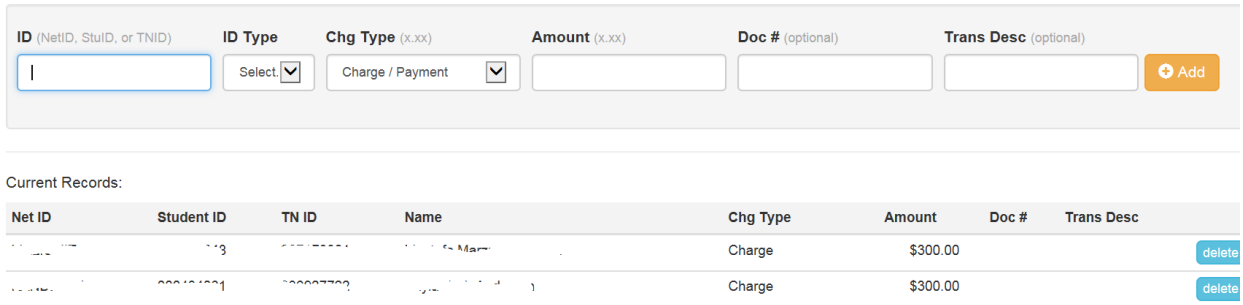
You will select the processing term, give a short description (10 characters or less) that will be used to name the file and a long descriptions. For instance, if I wanted to add Dining Dollars to students participating in Math Camp, I would make "MathCamp" my short description. The Long Description can be more specific. For Math Camp I would use "Math Camp Dining Dollars". You then click on Create to begin the dateset/file.



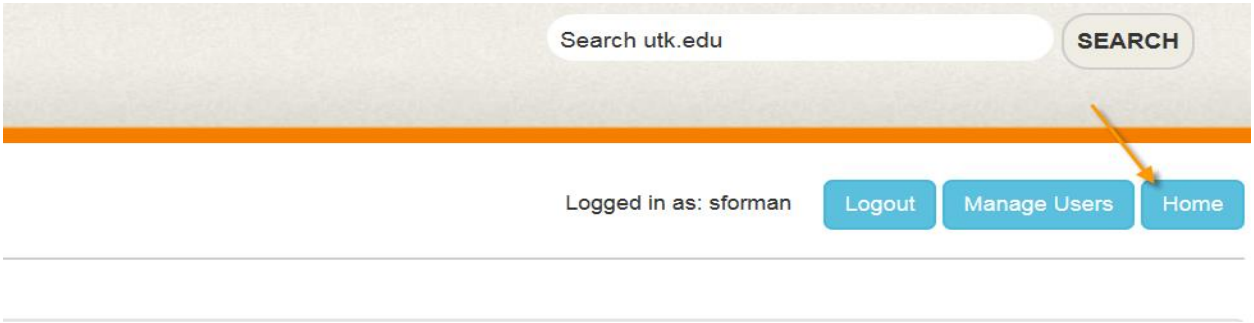
Begin adding records.



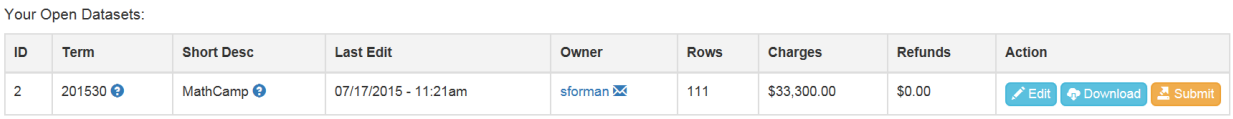
You can review the records in a table below the add section.



When you have completed the entry and verified the number and total, Click Home.

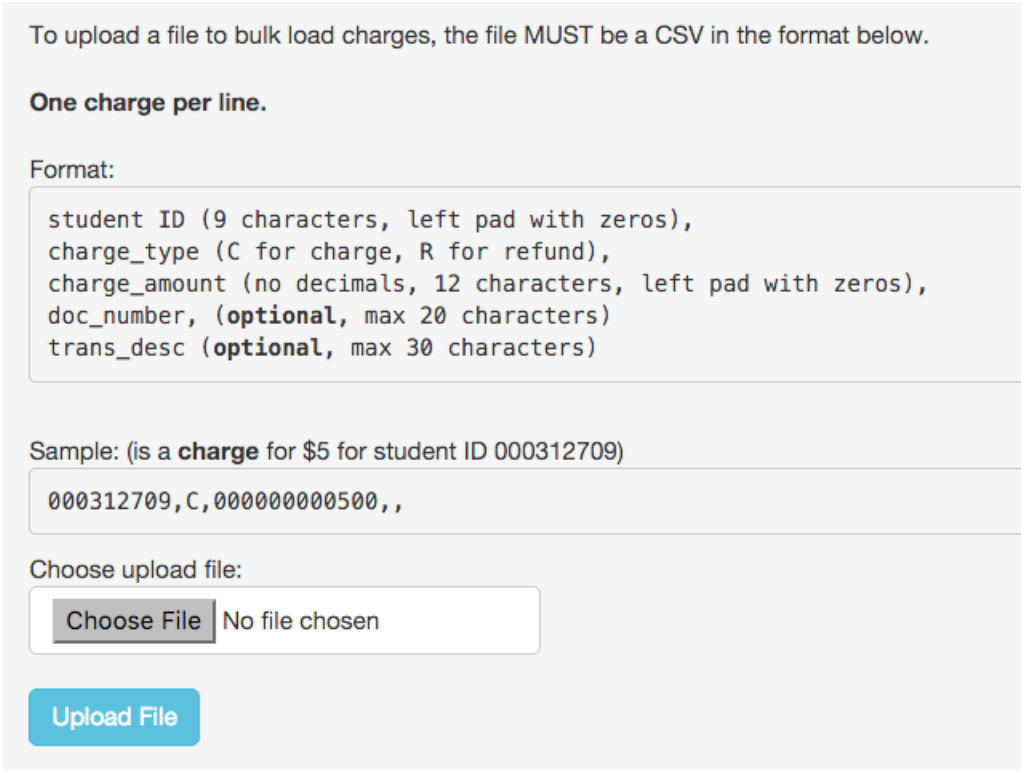


At this point you can go back and Edit the file, Download a copy of the file for your records, or Submit the file to the Bursar's Office for processing.

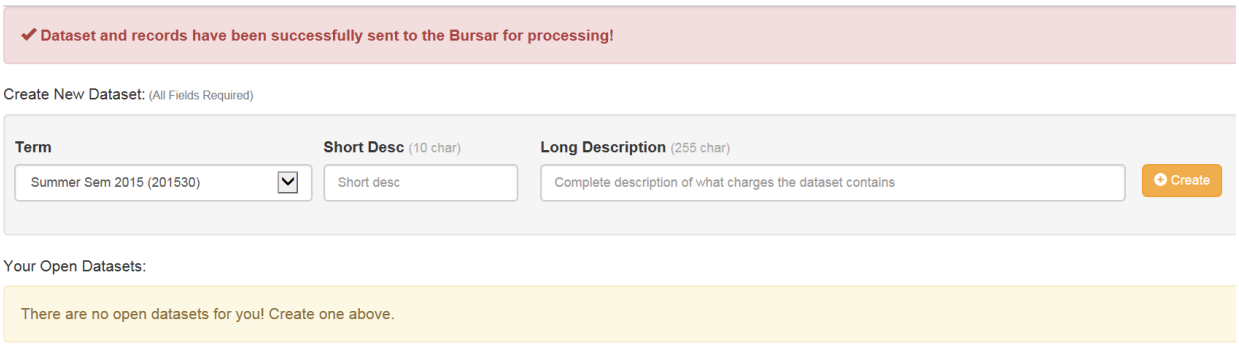


Bulk Uploader – load a CSV file

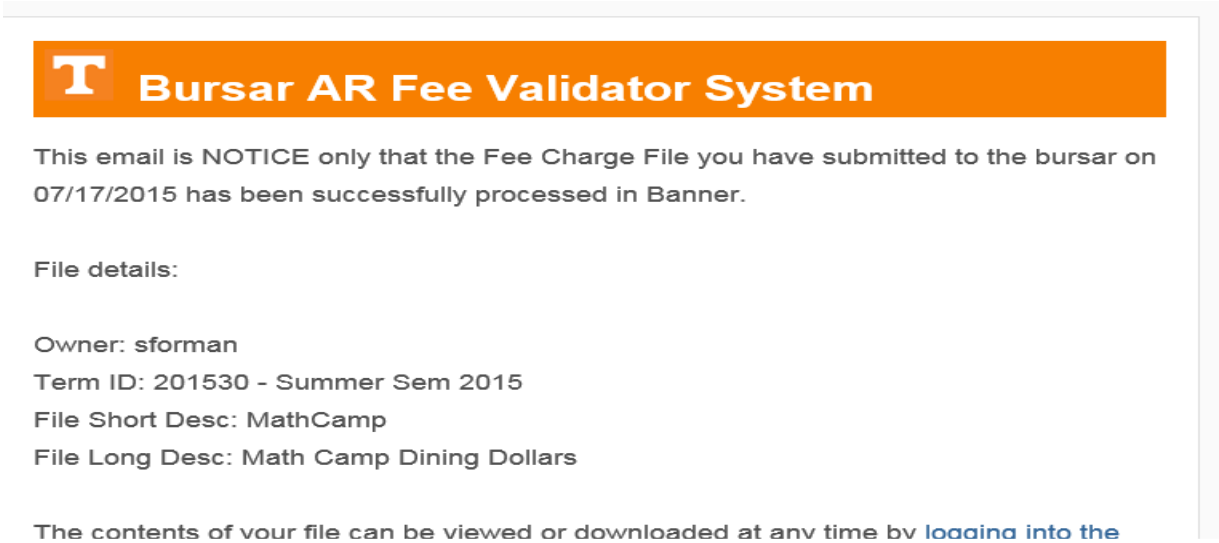
1. You will need to log into the Bursar AR Validator at https://ost.utk.edu/archarge with your NetID and Password.
2. From there, create a new dataset for the correct term. Give it a short and long description, then click 'Create' on the right.
3. Next, look for the dataset you just created in the 'Your Open Datasets'. Click the blue 'Edit' button.
4. Here you can either manually add students/charges, **or click the 'upload a file'** link next to 'Add New Record'.
5. After clicking the link, click on 'Choose File' and then upload the file **that is attached to this email**.
6. It will take few seconds to process. During this time, it is checking to make sure the student ID provided matches a real student, as well as other fields in the file.
7. If there were not errors (there won't be, already tested the file), you will see a blue button at the very bottom called 'Add to Dataset'. Click this and all records will be added.
8. Navigate back to the edit screen to verify. From the Home screen (see buttons at top) you can now 'Submit' this file and it will be auto send to the Bursar for processing.

9. 

Once verified, you can click Submit and the file will be sent to the Bursar's Office. You will receive a pop-up message that the Dataset has been successfully sent to the Bursar's Office for processing. The file will move from your Open Datasets to your Closed Datasets.



After the Bursar's Office has processed the dataset file, the department will be sent the following email:



Bursar AR Fee Validator System

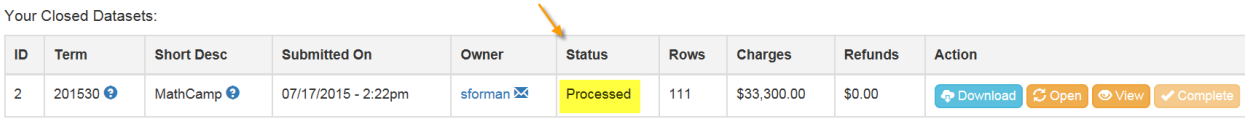
This email is NOTICE only that the Fee Charge File you have submitted to the bursar on 07/17/2015 has been successfully processed in Banner.

File details:

Owner: sforman
Term ID: 201530 - Summer Sem 2015
File Short Desc: MathCamp
File Long Desc: Math Camp Dining Dollars

The contents of your file can be viewed or downloaded at any time by logging into the

You can go back to the System and the file will show a Status of Processed in your Closed Datasets.



Your Closed Datasets:

ID	Term	Short Desc	Submitted On	Owner	Status	Rows	Charges	Refunds	Action
2	201530	MathCamp	07/17/2015 - 2:22pm	sforman	Processed	111	$33,300.00	$0.00	Download Open View Complete

You must be added to the Validator system by the Bursar's Office. Complete the form below and submit it to the Bursar's Office.

Contact Information:

Renee Bumgarner 4-2222, sbumgarn@utk.edu

Dee Fortenberry 4-1380, fortenbd@utk.edu

Rani Pemberton 4-4403, rbullin2@utk.edu

Please complete the form below and send it to the Bursar's Office.

Request for Access to A/R Validator

Name_____ Department_____

Netid_____ PERNR_____

Reason for Access_____

_____

Employee Signature_____

Department Head Signature_____

Date_____

Please print and return to Renee Bumgarner sbumgarn@utk.edu in the Bursar's Office.