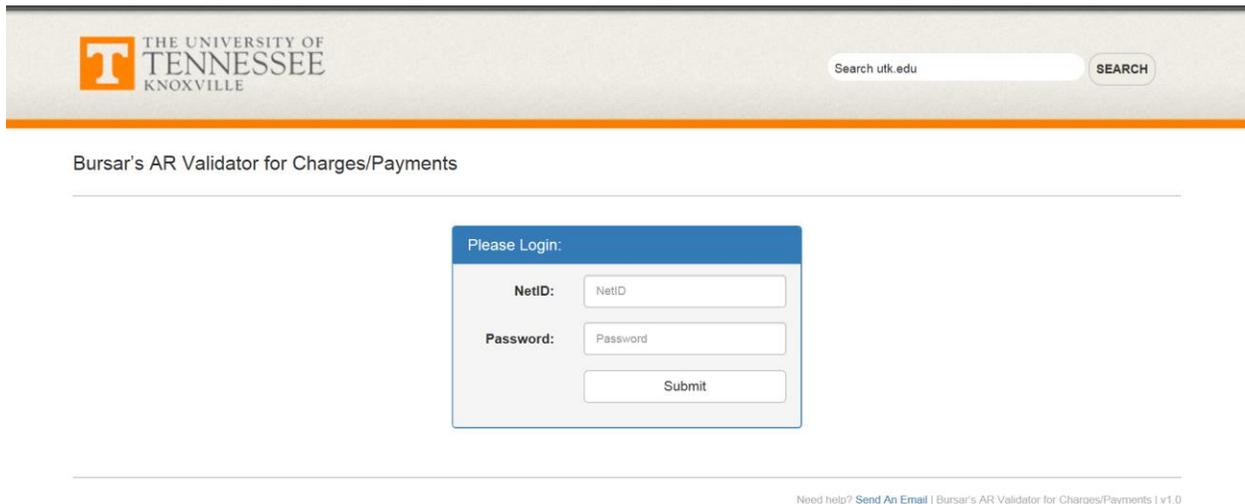


A/R Validator for Charges/Payments/Refunds

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.



The screenshot shows the login interface for the Bursar's AR Validator for Charges/Payments system. At the top left is the University of Tennessee Knoxville logo. To the right is a search bar with the text "Search utk.edu" and a "SEARCH" button. Below the header, the text "Bursar's AR Validator for Charges/Payments" is displayed. The main content area features a "Please Login:" box with the following fields:

- NetID:
- Password:
- Submit:

At the bottom right of the page, there is a small link: "Need help? [Send An Email](#) | Bursar's AR Validator for Charges/Payments | v1.0"

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 dataset/file.

Create New Dataset: (All Fields Required)

Term: Summer Sem 2015 (201530) Short Desc (10 char): MathCamp Long Description (255 char): Complete description of what charges the dataset contains [Create](#)

Begin adding records.



Dataset Term: 201530 (Summer Sem 2015) Dataset Short Desc: MathCamp Dataset Long Desc: Math Camp Dining Dollars [Update](#)

Created on: 07/17/2015 - 10:49am | Last updated on 07/17/2015 - 11:21am | [delete dataset](#)

Add New Record: [Add](#)

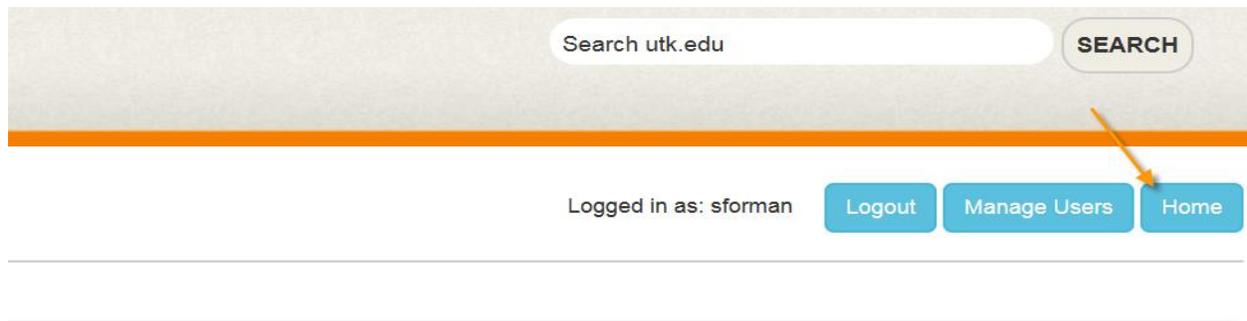
You can review the records in a table below the add section.

ID (NetID, StuID, or TNID) ID Type: Select Chg Type (x.xx): Charge / Payment Amount (x.xx) Doc # (optional) Trans Desc (optional) [Add](#)

Current Records:

Net ID	Student ID	TN ID	Name	Chg Type	Amount	Doc #	Trans Desc	
	00010003	00000000	Math Camp Dining Dollars	Charge	\$300.00			delete
	00010004	00000000	Math Camp Dining Dollars	Charge	\$300.00			delete

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.

Your Open Datasets:

ID	Term	Short Desc	Last Edit	Owner	Rows	Charges	Refunds	Action
2	201530	MathCamp	07/17/2015 - 11:21am	sforman	111	\$33,300.00	\$0.00	Edit Download Submit

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.

To upload a file to bulk load charges, the file MUST be a CSV in the format below.

One charge per line.

Format:

```
student ID (9 characters, left pad with zeros),  
charge_type (C for charge, R for refund),  
charge_amount (no decimals, 12 characters, left pad with zeros),  
doc_number, (optional, max 20 characters)  
trans_desc (optional, max 30 characters)
```

Sample: (is a **charge** for \$5 for student ID 000312709)

```
000312709,C,000000000500,,
```

Choose upload file:

Choose File No file chosen

Upload File

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.

✓ Dataset and records have been successfully sent to the Bursar for processing!

Create New Dataset: (All Fields Required)

Term	Short Desc (10 char)	Long Description (255 char)	
Summer Sem 2015 (201530) <input type="checkbox"/>	Short desc	Complete description of what charges the dataset contains	<input type="button" value="Create"/>

Your Open Datasets:

There are no open datasets for you! Create one above.

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

T 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, fortенbd@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.