



Banner Fee Revenue Reports

November 20, 2019

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Banner Reporting

As part of a Financial Affairs initiative to provide more information and transparency regarding student fee revenue collected through the Banner system, a bi-annual reporting process has been established.



Banner Reporting

Cycle

- January-June
- July-December

Reports are based on **calendar** year activity
– not semester or term



Components

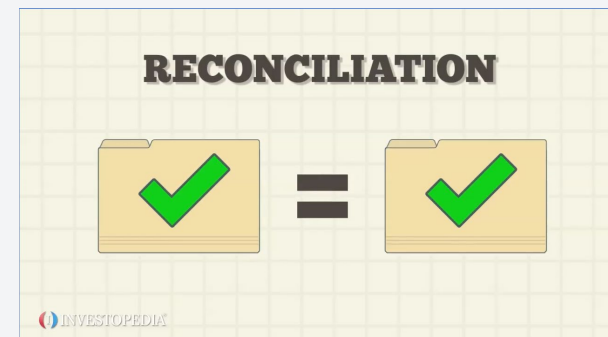
- Fee revenue
- Exemptions
- Exemption reversals

Revenue collected through the Banner system feeds to PeopleSoft on a daily basis (UTZ)

Banner Reporting

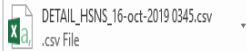
Reconciling to PeopleSoft :

- Confirm date range, semester/term vs period
- Exemption/exemption reversals
- Deferred revenue
- Manual deposits processed with transmittal form(s)
- PeopleSoft corrections
- Any cost center changes





SUMMARY_HSNS_16-oct-2019 0345.csv
.csv File



DETAIL_HSNS_16-oct-2019 0345.csv
.csv File

From: Financial.Services@utsa.edu <Financial.Services@utsa.edu>
Sent: Wednesday, October 16, 2019 3:46 PM
To: Beth Wichman <Beth.Wichman@utsa.edu>
Cc: Jacob Sanchez <Jacob.Sanchez@utsa.edu>; Financial Services <Financial.Services@utsa.edu>
Subject: HSNS Detail Code for Budget Review

Why am I getting this email?

As part of a Financial Affairs initiative to provide more information and transparency regarding student fee revenue, we are initiating a bi-annual process to provide student detail for all Banner fee revenue collected as part of the students' registration process. As the Department Manager for Health Services No-Show Charge/HSNS, you and your previously identified Fee Administrator are receiving this email to assist with your review of student fee revenue. PeopleSoft will automatically update the Department Manager for this process, but in the event your Fee Administrator changes, please email the Financial Services SIS team at Financial.Services@utsa.edu to update the assigned Fee Administrator.

What is included?

The attached two reports provide a summary and detail view of Banner student fee revenue that feeds to PeopleSoft (PS) daily. The reports have three components: Fee revenue assessed on the Detail Code Report and Exemptions applied (reduces revenue), and Exemption Reversals (increases revenue) on the Summary by Detail Code Report. This revenue only includes the PS cost center/account associated with the Banner detail code that is assessed to students. This student fee revenue will be recorded in PS with a journal number that begins with "UTZ". Any PS journals not preceded by "UTZ" are not included for the purposes of this report, and represent non-fee revenue or corrections.

Why don't my totals match what I see in PeopleSoft?

- Confirm date ranges - Banner reports use a "feed date" which is typically the day after the effective date. For example, activity in Banner on 01/01/19 would have a Banner feed date of 01/02/19, but would have an effective date of 01/01/19 in PS.
- Include Exemption/Exemption Reversal amounts - Be sure to adjust the detail code revenue for any totals shown in the exemptions or reversals section (for the same date range) since these transactions affect student revenue.
- Deferred Revenue - Student fee revenue assessed for the Fall semester is moved with a PS journal from FY19 to FY20 each month. The Banner reports show revenue assessed, by date, so the FY19 PS revenue will be less than the Banner reports by the amount of the Fall 2019 revenue.
- Manual deposits or PS corrections - PeopleSoft will likely have more transactions than just the student revenue, so be sure to exclude those deposits in PS that are not student revenue, including manual deposits taken to Fiscal Services. Student revenue journals in PS will always be preceded with "UTZ".
- Cost center changes - If you have changed/updated the cost center associated with a Banner detail code during the reporting period, you will need to combine the two separate cost center revenue amounts in PS to match the Banner reports.
- Deposit Transmittals - Please note transmittal form deposits will appear as **Total Misc Activity** on the Banner summary report and will not provide student detail information. Departments are encouraged to retain copies of any/all transmittal forms to aid in the reconciliation process.

This initial report will include student fee revenue recorded from January-June 2019 and we intend to send similar reports in January 2020 which will include student fee revenue from July-December 2019. The Banner reports will include the semester or term, but these reports are based on calendar year activity. Please contact SIS Financial Accounting Manager - Sam Suwal with any questions or concerns at Financial.Services@utsa.edu.



*** The University of Texas at San Antonio ***							16-OCT-2019 15:44:36	
Detail Code Report from Banner								
Code: PCHC								
Account: 40402DHX003								
For Feed date 02-JAN-2019 thru 01-JUL-2019								
For Business Date 01-JAN-2019 thru 30-JUN-2019								
@01823	Alexis Ri	100	202010	19-JUN-20	WWW_	PCHC		
@01823	Arish Le	100	202010	27-JUN-20	WWW_	PCHC		
@01824	Ethan Pl	100	202010	08-JUN-20	WWW_	PCHC		
@01824	Barbara	100	202010	19-JUN-20	WWW_	PCHC		
@01824	Miguel F	100	202010	13-JUN-20	WWW_	PCHC		
@01825	Bryce So	100	202010	05-JUN-20	WWW_	PCHC		
@01827	Jaci Finc	100	202010	06-JUN-20	WWW_	PCHC		
@01827	Christop	100	202010	07-JUN-20	WWW_	PCHC		
@01827	Gavin Cu	100	202010	28-JUN-20	WWW_	PCHC		
@01828	Hunter H	100	202010	27-JUN-20	WWW_	PCHC		
@01828	Brian Tra	100	202010	26-JUN-20	WWW_	PCHC		
@01828	Juan Her	100	202010	20-JUN-20	WWW_	PCHC		
@01829	Julia Bov	100	202010	12-JUN-20	WWW_	PCHC		
@01829	Zachary	100	202010	21-JUN-20	WWW_	PCHC		
@01829	Bailey G	100	202010	13-JUN-20	WWW_	PCHC		
@01829	Cosmo F	100	202010	26-JUN-20	WWW_	PCHC		
@01829	Jonas Gu	100	202010	13-JUN-20	WWW_	PCHC		
@01830	Levi Ingr	100	202010	29-JUN-20	WWW_	PCHC		
@01842	Jhessail	100	202010	28-JUN-20	WWW_	PCHC		
@01844	Alexis Le	100	202010	27-JUN-20	WWW_	PCHC		
Total Records: 1678								
Total Amount: 135,100								



*** The University of Texas at San Antonio ***			
Summary by Detail Code by Feed Date			
PCHC From: 02-JAN-2019 To: 01-JUL-2019			
Account: 40402DHX003			
As of 16-OCT-2019			
Detail Activity:			
18-Jun-19	202010	100.00	
19-Jun-19	202010	1,700.00	
30-Jun-19	202010	(200.00)	
1-Jul-19	202010	100.00	
Total Amount for Detail Code: 135100			
Exemption Activity:			
3-Jan-19	201910	(100.00)	
3-Jan-19	201920	(600.00)	
16-Mar-19	201920	(100.00)	
19-Apr-19	201920	(100.00)	
30-May-19	201920	(100.00)	
Total Exemption Activity: -5500			
Exemption-Reversal Activity:			
3-Jan-19	201910	100.00	
3-Jan-19	201920	600.00	
19-Apr-19	201920	100.00	
30-May-19	201920	100.00	
5-Jun-19	201920	100.00	
Total Exemption Reversal Activity: 4300			
Total Misc Activity: 0			
Total Activity for Period: 133900			

SUMMARY



5P-1 JAN-JUN 2019												
P	Dept	Func	Fun	Cost C	Sum Amo	Acc	Descr	Journal ID	Accounti	Posted	Jl	Sta
10	AHC001	600	3100	DHX003	(2,000.00)	40402	Fee - Incidental Admin	UTZ0401353	6/26/2019	7/2/2019	UTZ	P
10	AHC001	600	3100	DHX003	(400.00)	40402	Fee - Incidental Admin	UTZ0401796	6/27/2019	7/2/2019	UTZ	P
10	AHC001	600	3100	DHX003	(600.00)	40402	Fee - Incidental Admin	UTZ0402228	6/28/2019	7/5/2019	UTZ	P
10	AHC001	600	3100	DHX003	200.00	40402	Fee - Incidental Admin	UTZ0402235	6/29/2019	7/5/2019	UTZ	P
10	AHC001	600	3100	DHX003	(100.00)	40402	Fee - Incidental Admin	UTZ0402249	6/30/2019	7/5/2019	UTZ	P
UTZ TOTAL					(133,900.00)							

UTZ_GL_TRANSACTIONS - Jrnl Transactions with Prompts

BU (Req'd)
 Year (Req'd)
 From Per (Req'd)
 To Per (Req'd)
 Account (%)
 Fund (%)
 Department
 Cost Center (%)
 Project ID
 Fund Affiliate
 BU Affiliate
 Program Code
 Jrnl Source
 Activity



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