

## Accounts Receivable (AR) Finance Feeder Front-End User Guide

For the new AR Feeder process, there is one format used for Banner AR (Student and General).

### Naming Specifications for the Feeder File

Files submitted for processing need to follow this naming convention:

fi\_ar\_feeder.ssssssss.yyyymmddhhmmss.xxx

#### NOTE:

- ssssssss is the OBFS assigned System ID,
- yyyymmdd is the submission date,
- hhmmss is the submission time (24 hour military time with seconds), and
- .xxx is the file type (.csv and .xls/.xlsx accepted).

The entire file name must be in lower case letters. All periods (.) are required. The interface will not process files that fail to meet this naming standard.

### Term Codes

The Banner Term Code is a 6-digit alphanumeric field.

All SAR transactions must be submitted with Banner formatted term codes.

All GAR transactions must be submitted with the term code **ARTERM**.

For SAR transactions, use the format **CYYTYT**. The first character is a single character Campus Indicator, followed by a 4-character year and a single character term month code.

### Campus Code

Campus	Code
Urbana	1
Chicago	2
Springfield	4

### Term Month Code

Campus	Code
Spring	1
Summer	5
Fall	8

**Examples**

Receivable	Campus	Year	Term	Banner Term Code
SAR	Chicago	2016	Fall	<b>220168</b>
SAR	Springfield	2017	Summer	<b>420175</b>
SAR	Urbana	2015	Spring	<b>120151</b>
GAR	Chicago	2006	Fall	<b>ARTERM</b>
GAR	Urbana	2002	Summer	<b>ARTERM</b>
SAR	Chicago	2016	Fall	<b>220168</b>

**Feeder File Record Layouts**

The same format is used for both SAR and GAR transactions. They may be mixed within a single file submission (in other words, there is no longer a need to separate the SAR and GAR transactions into separate files.)

Input Field Name	Field Description	Data Type	Width	Required	Value/Source
UIN	University Identification Number/Vendor ID	CHAR	9	YES	@ sign is permissible
Detail_Code	Detail Code - This field identifies the detail code associated with the transaction.	CHAR	4	YES	Must be all capital letters
Notes/Description	Transaction Description - If a transaction description is supplied it will replace the default detail code description.	CHAR	100	NO	Data entered here will override Detail Code description. Only the first 30 characters will be written to Banner.
Invoice_Number (GAR)	Invoice Number	CHAR	8	NO	Banner may require Invoice # for all General Charges and Credits

Input Field Name	Field Description	Data Type	Width	Required	Value/Source
Term	Term Code – The Term to which the charge or credit should be applied	CHAR	6	YES	"ARTERM" or valid 6-digit numeric Term Code Value.
*TRAN_NUMBER_PAID	Transaction Number Paid - The transaction number of an existing Banner transaction that this charge/credit should be applied to.	CHAR	8	NO	
*Document_Number	Document Number – Optional field for departmental use	CHAR	8	NO	pass through, no validation
*Effective_Date	Will drive posting date for Super Users. They can input past and/or future dates.	DATE	10	NO	Format: MM/DD/YYYY
Amount	Amount - Amount of transaction	NUMBER	12	YES	Format: XXXXXXXXXXXX.XX or -XXXXXXXXXX.XX. Cannot be -0-.
*Super User only					