



Business and Financial Services
Accounts Receivable Operations
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TWARBUS

Accounts Receivable Batch Upload System
ver 1.0.0

User's Guide

Document ver 1.0.0



**ARIES
ACCOUNTS
RECEIVABLE**

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Why “TWARBUS”?

TWARBUS was designed by Accounts Receivable Operations (ARO) and developed by Information Systems (IS) at Colorado State University to give campus departments the ability to enter billing transactions in the ARIES system. TWARBUS was designed as an integrated part of the ARIES system; as such, the name TWARBUS follows the ARIES standard naming conventions. The “T” in the first position represents the Accounts Receivable module. The “W” in the second position identifies this as having been created by Colorado State University. The “A” in the third position indicates this is an application. The final four characters, “RBUS”, briefly indicate the function of the application. In this case, “RBUS” represents “Receivable Batch Upload System”.

Application Functions

Create / Modify Customers

TWARBUS is used by departments at Colorado State University to search for existing customers (students and non-students), modify mailing address information for non-student customers, and create new customers if they do not already exist in ARIES.

Enter Billing Transactions

Billing transactions entered in TWARBUS are processed nightly (starting around 6:00 p.m.) by ARO and posted to customer accounts along with payments received by the Bursar's office, registration transactions, financial aid transactions, and other transactions. Statements are prepared monthly (generally around the 15th) by ARO and delivered to each customer. Payments for amounts billed on the statements are due on the 10th of each month. TWARBUS is the primary method for campus departments to “book” revenue to the general ledger system when a receivable transaction is created.

Approve Billing Transactions

Certain types of transactions must be approved by the department's signature authority and/or ARO before they will be posted to ARIES. These include transactions to a single customer totaling \$50,000 or more and payment transactions. E-mails are automatically generated by this process.

Contact Information

Application Functionality Questions

Direct your questions about how this application works to:

Accounts Receivable Operations
6024 Campus Delivery
Fort Collins, CO 80523-6024
(970) 491-2697
aroperations@colostate.edu

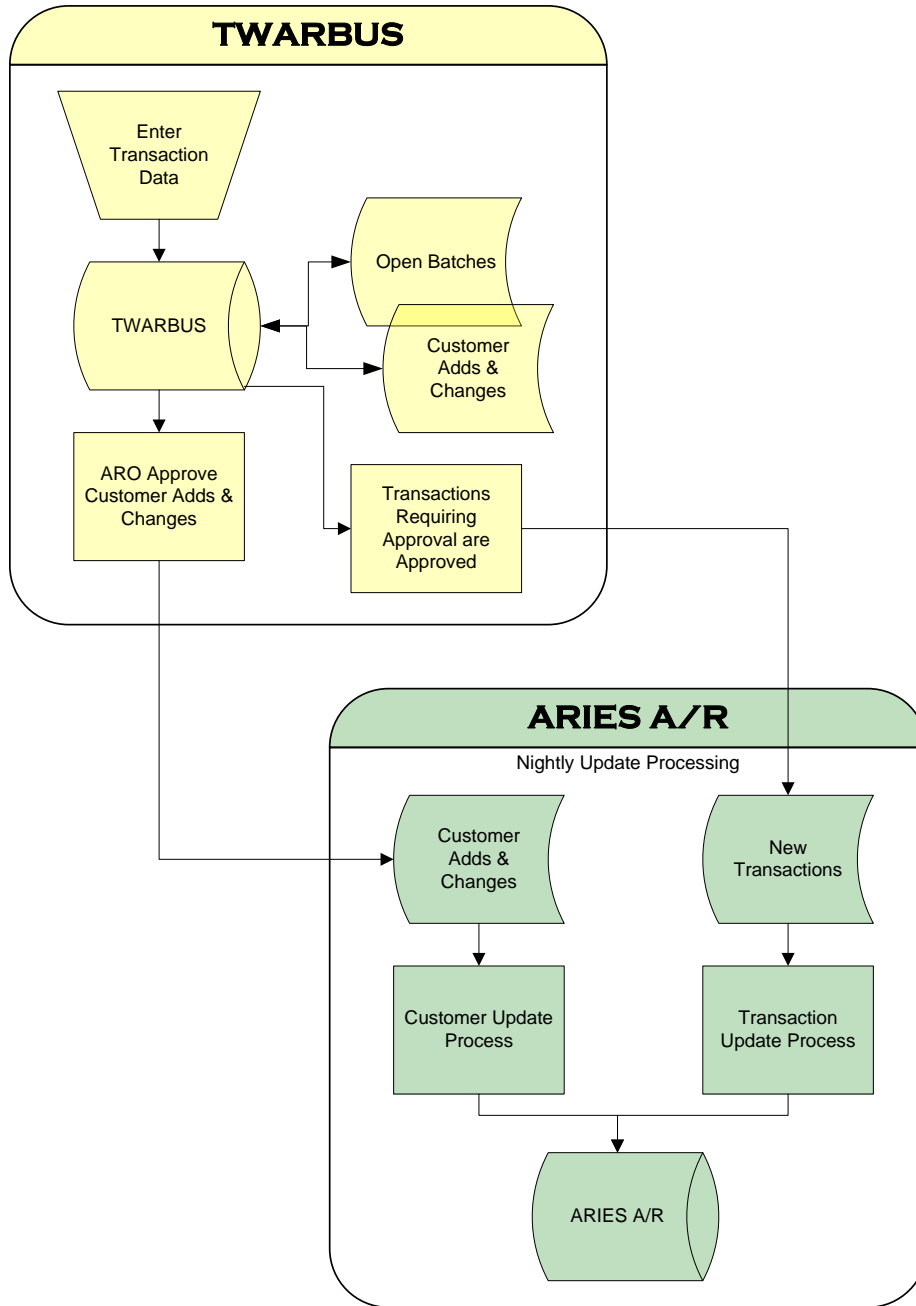
Reporting Program Bugs / Errors

If you find a potential problem with the system, please report it to:

Business System Services
6003 Campus Delivery
Fort Collins, CO 80523-6003
(970) 491-2899
bfs_aries_ar-twarbus@colostate.edu

Details about what was happening at the time of the error/problem (such as what data was being entered in which fields) is very helpful for programming staff to locate and correct application problems. Screen prints can be very useful to programming staff as well.

Transaction Flow



User's Responsibilities

System Security

ARIES and TWARBUS provide users with access to sensitive customer information. It is the user's responsibility to ensure this information remains confidential by keeping user IDs and passwords secret and not sharing them with other personnel, and logging off the system when not in use. If you suspect your user ID and/or password has/have been compromised, contact the ARIES A/R Security Manager at (970) 491-2099.

Customer Information

New Customers

ARIES is an integrated system with modules for Accounts Receivable, Admissions, Financial Aid, and Registration. Duplicate customer records are extremely difficult to resolve and department users must make every effort to obtain enough customer information to prevent duplicates. Keep in mind that you are extending credit to the customer on behalf of the State of Colorado – if the customer does not wish to provide the required information to receive this credit, they must pay in negotiable funds (cash, check, or credit card). The following information is REQUIRED for new customers: name, address and phone number. The following information is highly desired: Social Security Number (if a person, Federal Employer ID Number if a business), gender (if a person), and e-mail address.

Existing Customers

It is the responsibility of the user to update the system with current address and phone number information for non-student customers. Users must also understand what student information can be released to whom in accordance with the Family Educational Rights and Privacy Act (FERPA). See the "Student's Educational Record" section of the CSU General Catalog for more information.

Delinquent Customers

TWARBUS will notify you if a customer you are entering a transaction for is delinquent. If the system notifies you of a delinquent customer, you should ask that customer to pay the outstanding balance before providing service. You will not be able to enter transactions for customers that have been assigned to the state for collection action. For questions regarding their account, refer students to Student Financial Services at 491-6321 and refer commercial customers to Accounts Receivable Operations at 491-2697.

Transactions

Authenticity

Ensure charges that you enter are legitimate University transactions and are those that you have authority to approve. Ensure student charges are state board approved. If you enter payments, ensure you adhere to the policies governing payments to student accounts, including FPI D-6 and the Policy for Discretionary Scholarships. Fund approval authorities must ensure payments are legitimate transactions and you have the authority to approve them. Users must also ensure the transactions entered were recorded correctly by reviewing the Transaction Report on e-print.

Timeliness

Transactions must be entered in a timely manner to be in accordance with Generally Accepted Accounting Principles. Timely entry of transactions will also improve collectibility. Supporting documentation for transactions must be retained for 6 years or, if the customer is delinquent, until the customer has paid their account balance in full.

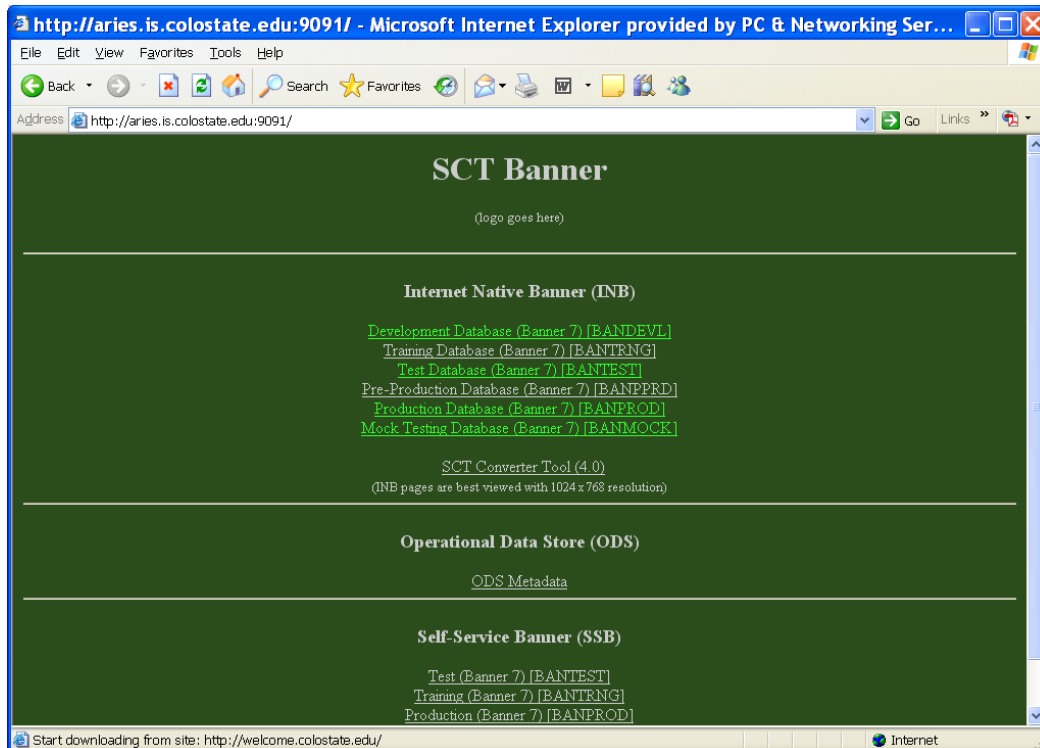
Collectibility

The following is a list of items to consider when extending credit to a customer:

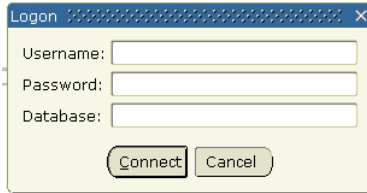
1. Is this a new customer?
2. Do you have a customer contact name on file if different than the account name?
3. Did you collect a physical (street address) and billing address?
4. Did you collect a telephone number?
5. Did you collect a Tax ID number? (Social Security Number for individuals, Federal Tax ID for corporations or partnerships)
6. Does this customer have a good credit history?
 - a. If applicable, good CSU payment history?
 - b. Credit references from other businesses?
 - c. Bank references – name of bank, bank contact person, account number, type of account, how long with bank?
 - d. For large dollar extensions of credit, a credit bureau check is recommended.
 - e. In the past 7 years, has this customer had non-discharged debts resulting from a bankruptcy order?
7. How long has this customer been in business?
8. Does the department have a business contract with this customer? If so, was it reviewed and approved by the University Contract Manager?
9. Did you request a deposit? Requesting a deposit is recommended for large dollar extensions of credit.

Logging in to ARIES

As of this writing, go to <http://aries.is.colostate.edu:9091> to access the ARIES database instance selection screen.

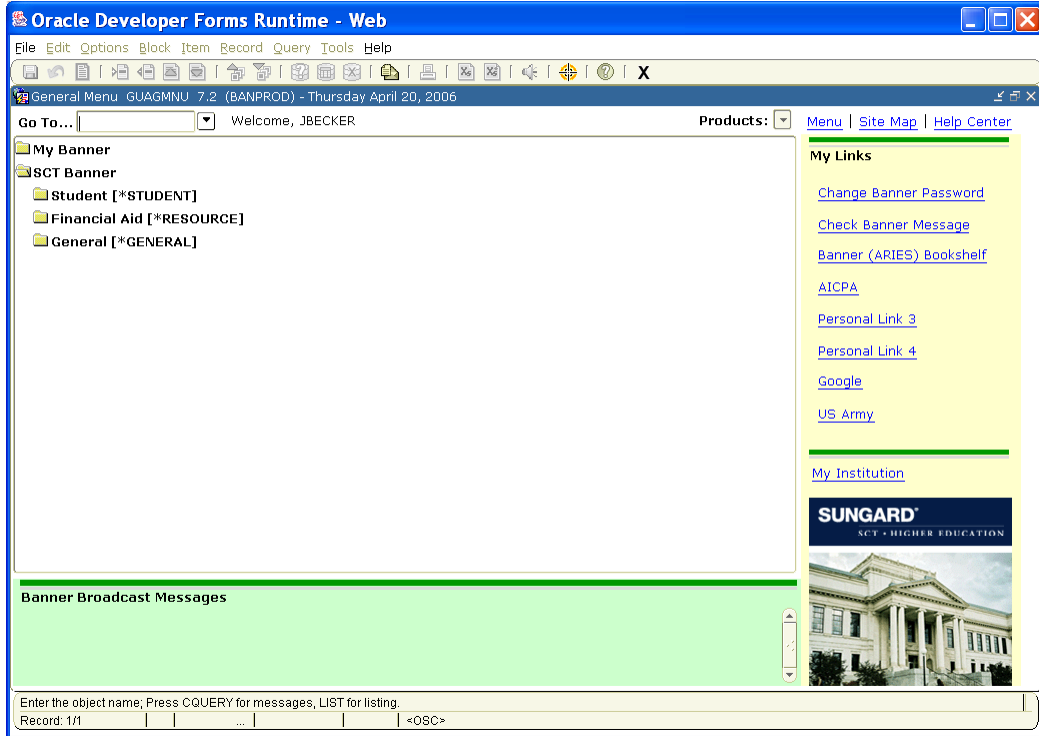


Once you are at the ARIES database screen, select the “**Production Database (Banner 7) [BANPROD]**” link. You will be asked to log in to ARIES.

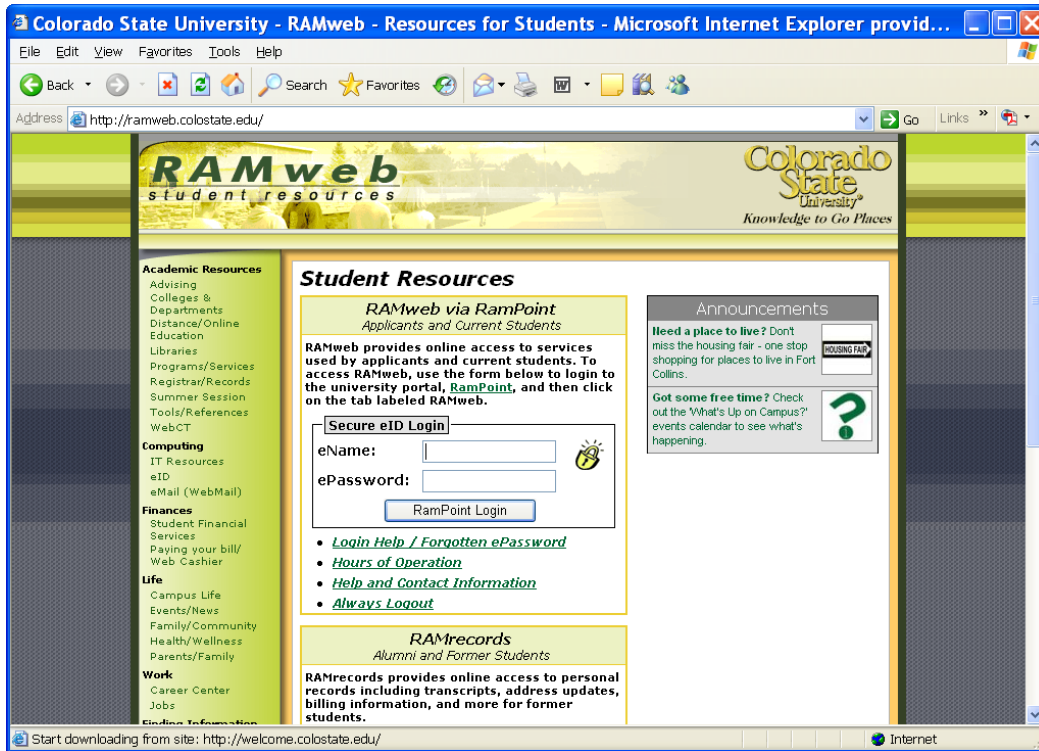


A small dialog box titled "Logon" with a close button (X) in the top right corner. It contains three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

Enter your username and password in the appropriate fields and press Enter or select "Connect". You will then be taken to the ARIES main menu.



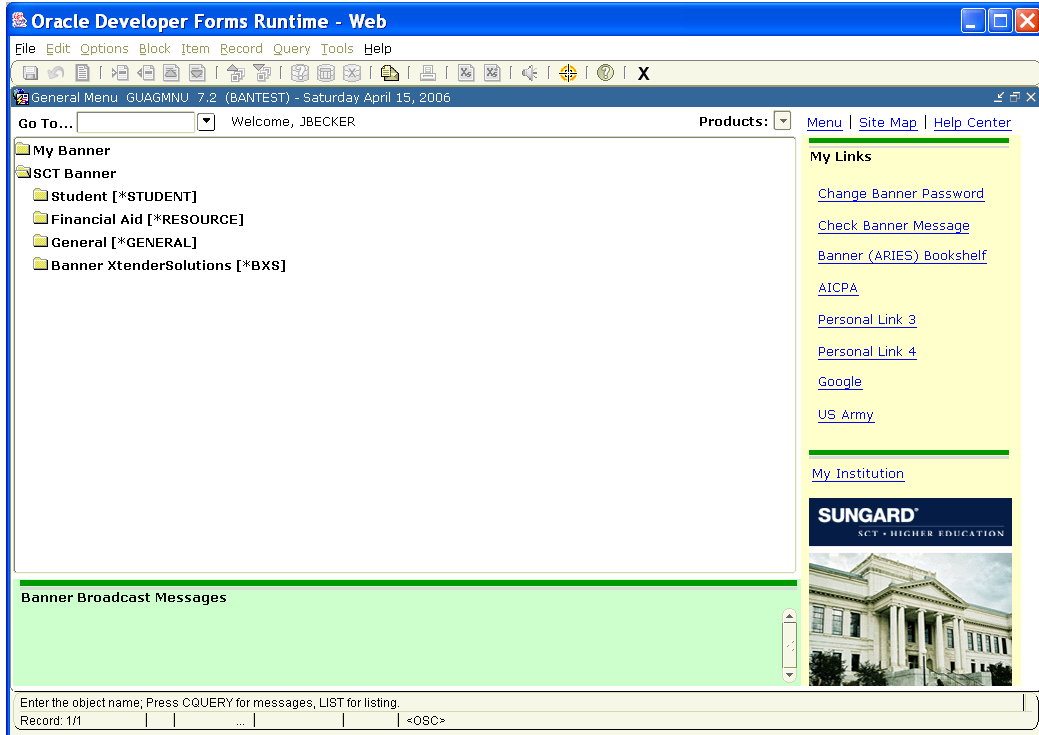
In the future, you will be able to access ARIES through RamWeb www.ramweb.colostate.edu.



Enter your eName and ePassword to log in. You will be taken to the RamPoint portal. Once you have logged in to the portal, click on the “ARIES” tab (not yet available) to get to the ARIES system.

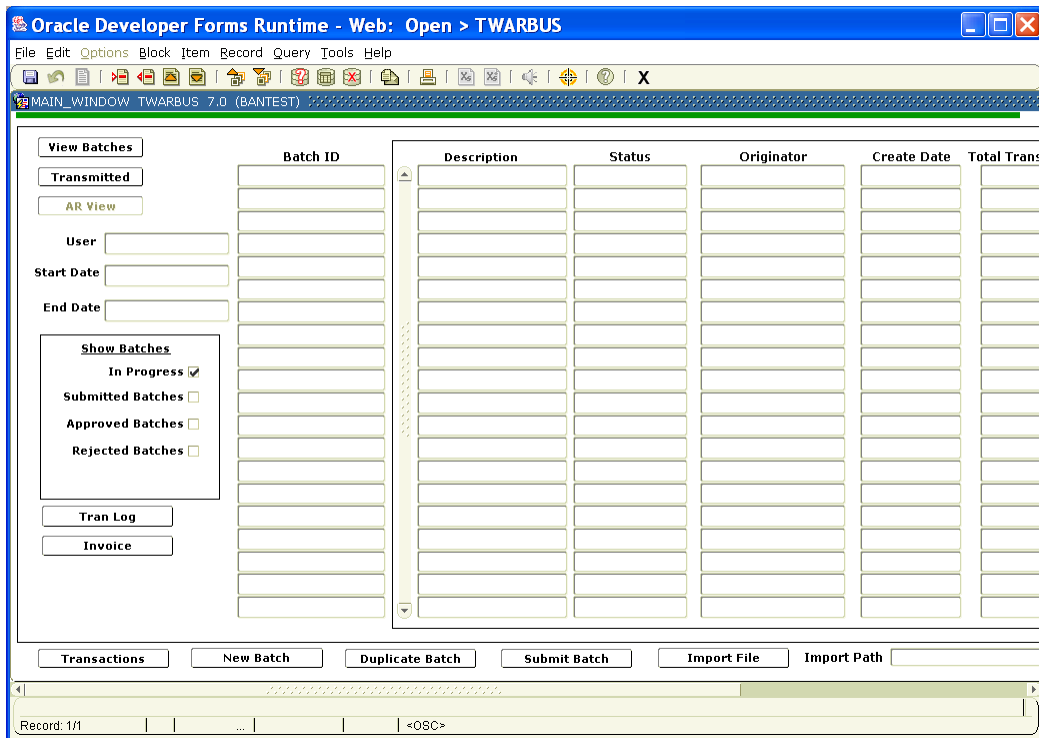


After selecting the ARIES tab, you will be taken to the ARIES main menu.



The TWARBUS Main Screen

To get to the TWARBUS main screen, type "TWARBUS" in the 'Go To' field. From here you can open a transaction batch, start a new transaction batch, duplicate a batch, submit a batch for processing, import a file into a batch, or print reports.



Display Fields

These fields make up the bulk of the TWARBUS form and provide information about the types of batches that have been selected for display. Use the horizontal scroll bar at the bottom of the screen to view the fields at the far right.

Batch ID

This field contains the batch number. It is made up of your user ID, an 8 character date formatted yyyymmdd, and a four digit one-up number. The one-up number is re-set to 1 at the beginning of each day. If there are more than 20 batches to be displayed, the inner vertical scroll bar can be used to view those batches that do not fit on the screen.

Description

When creating a batch, you can enter a description to help identify the types of transactions contained within the batch. If you entered a description when the batch was created, it will appear here.

Status

This field gives you the current status of the batch. Possible status codes are:

- In Process – This batch has transactions in it, but it has not been completed and submitted to ARIES for processing. Transactions in these batches have no effect on customer account balances. Changes can be made to these batches at any time.
- Submitted – This batch has been completed and submitted for approval and/or processing. Transactions in these batches have no effect on customer balances.
- Approved – This batch has been approved by the appropriate approval authority. Transactions in these batches have no effect on customer account balances. You cannot open a batch once it has been approved.
- Rejected – This batch has been reviewed by the signature authority and/or ARO and returned for corrections before it will be accepted for processing. You will receive an e-mail when an approving authority rejects your batch. Transactions in these batches have no effect on customer account balances.
- Transmitted – This batch has been loaded into the ARIES system and has updated customer account balances accordingly. You cannot open these batches, but they may be copied.

Originator

The ARIES user ID of the person that created this batch.

Create Date

The date this batch was created. This date will not change – even if subsequent transactions are added on later dates.

Total Transactions

A count of the number of transactions contained in each batch.

Credit Amount

Total amount of transactions in each batch that will reduce customer balances (and reduce receivables).

Debit Amount

Total amount of transactions in each batch that will increase customer balances (and increase receivables).

Net Amount

Total of debit and credit transactions in each batch netted together.

Display Control Buttons & Fields

These buttons and fields control which batches are shown in the batch display area.

View Batches

Selecting this button will display batches matching the selection criteria selected in the fields that follow.

Transmitted

Selecting this button will display batches that have been processed by ARIES.

A/R View

For ARO use only. Selecting this button will display batches created by the user entered in the 'User' field and matching the selection criteria in the fields that follow.

User

For ARO use only. Entering a user ID here will limit the batches displayed to those created by the specified user. If no user is entered, all batches matching the remaining criteria will be displayed.

Start Date

Enter a begin date for the search process. Batches created after this date will be displayed.

End Date

Enter an end date for the search process. Batches created before this date will be displayed.

In Progress

Check this box to display batches with a status of "In Progress".

Submitted Batches

Check this box to display batches with a status of "Submitted".

Approved Batches

Check this box to display batches with a status of "Approved".

Rejected Batches

Check this box to display batches with a status of "Rejected".

Action Buttons

Selection of one of these buttons allows you to perform one of the following functions:

Transactions

Select this button to view or edit the transactions in the selected batch. Transactions in batches with a status of "In Progress," "Submitted," and "Rejected" may be viewed and edited. Transactions in batches with a status of "Transmitted" or "Approved" may not be opened.

New Batch

Select this button to begin entering transactions in a new batch.

Duplicate Batch

Selecting this button will create a new batch with the same transactions as are contained in the currently selected batch.

Submit Batch

Selecting this button indicates you are done with the currently selected batch and it is ready for review and/or processing. The status of this batch will be changed to "Submitted".

Import File

Select this button to import transactions from a text file.

Tran Log

Select this button to print a report of the transactions in the selected batch. The transaction log will be generated as an Adobe® Acrobat® .pdf document.

Invoice

Select this button to print invoices for the selected batch. Invoices will be generated as an Adobe® Acrobat® .pdf document.

Create a New Batch

To create a new batch, left click on the "New Batch" action button at the bottom of the TWARBUS form. This will take you to the TWABDTL form where transactions can be entered.

Main Key Block

Charge
 Payment
 Detail Code: ▼
 Amount:
 Term: 200610 ▼
 Document:
 Effective Date: 12-APR-2006 

ID:
 Description:

Charge / Payment Radial Buttons

Select whether the transactions in this batch will be charge or payment transactions. All transactions in a batch must be of the same type. Selecting one of the options is required.

Detail Code

Enter a detail code here if you want all transactions entered to default to a specific code. This field is optional.

Amount

Enter a dollar amount here if you want all transactions entered to default to the same amount. This field is optional.

Term

Enter a term code here if you want all transactions entered to default to the same term. This field is optional and will default to the current term code based on the system date.

Document

Enter a document number here if you want all transactions to default to the same document. This field is optional.

Effective Date

Enter an effective date here if you want all transactions entered to default to the same effective date. This field is optional and will default to the system date. Transactions cannot have an effective date less than the system date.

ID

Enter a customer ID number here if you want all transactions entered to default to this customer. This field is optional.

Description

Enter a transaction description here if you want all transactions entered to default to the same description. This field is optional.

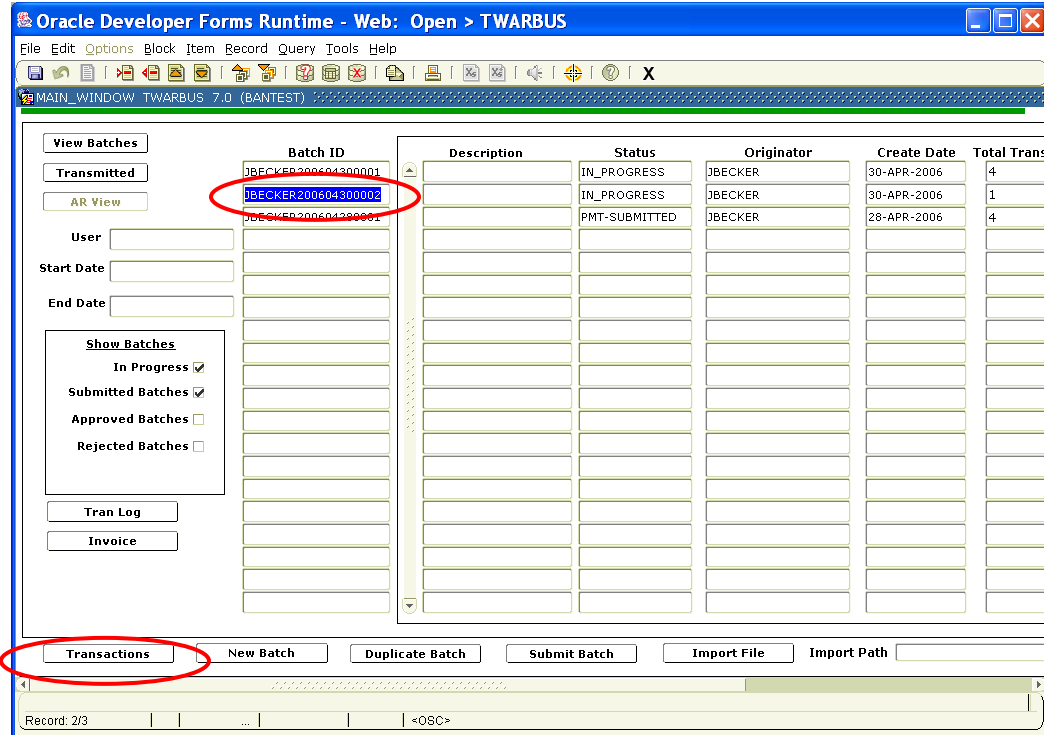
Sub Key Block

Batch Number ▼
 Description
 Batch Status

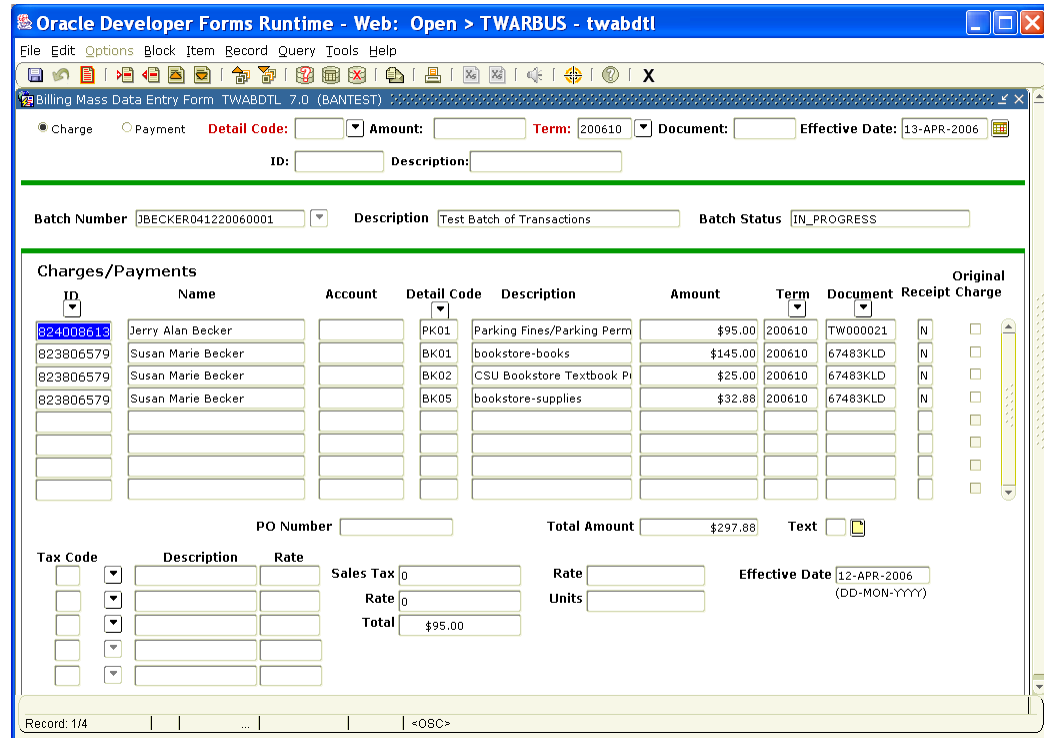
Batch Number

This field is automatically populated with the batch number identifying this set of transactions. The batch number is made up of:

- User ID
- Date the batch was created
- Four digit one-up number



Then select the “Transactions” button to display the contents of the batch. Next block twice to edit or add transactions.

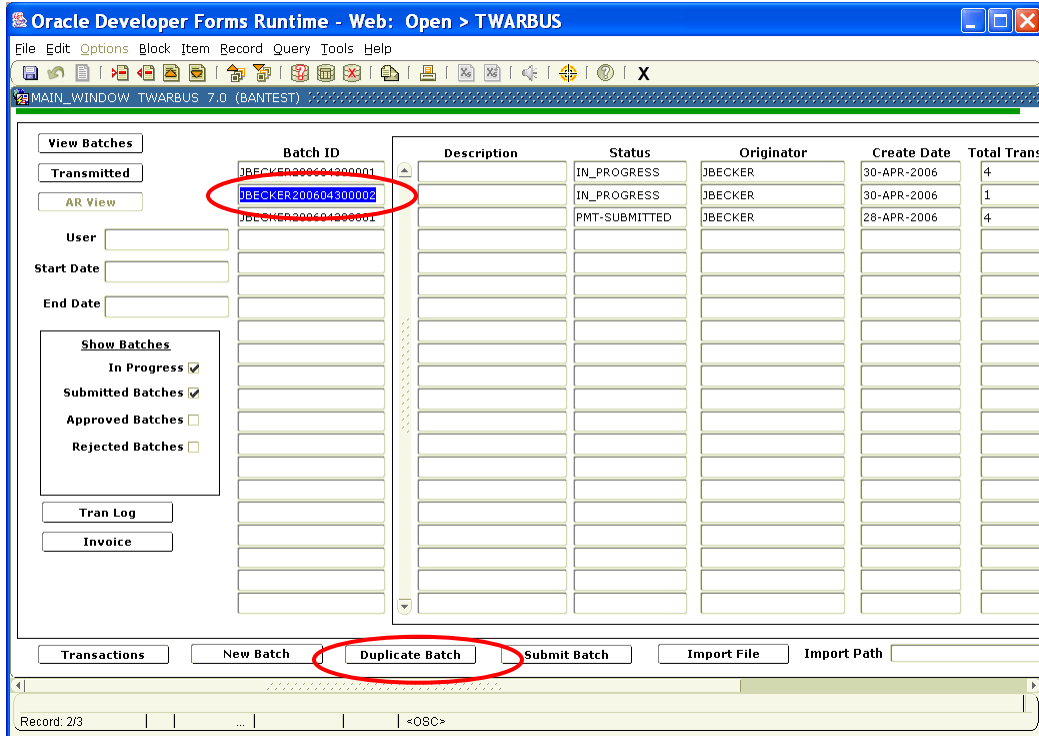


See “Entering Transactions” below.

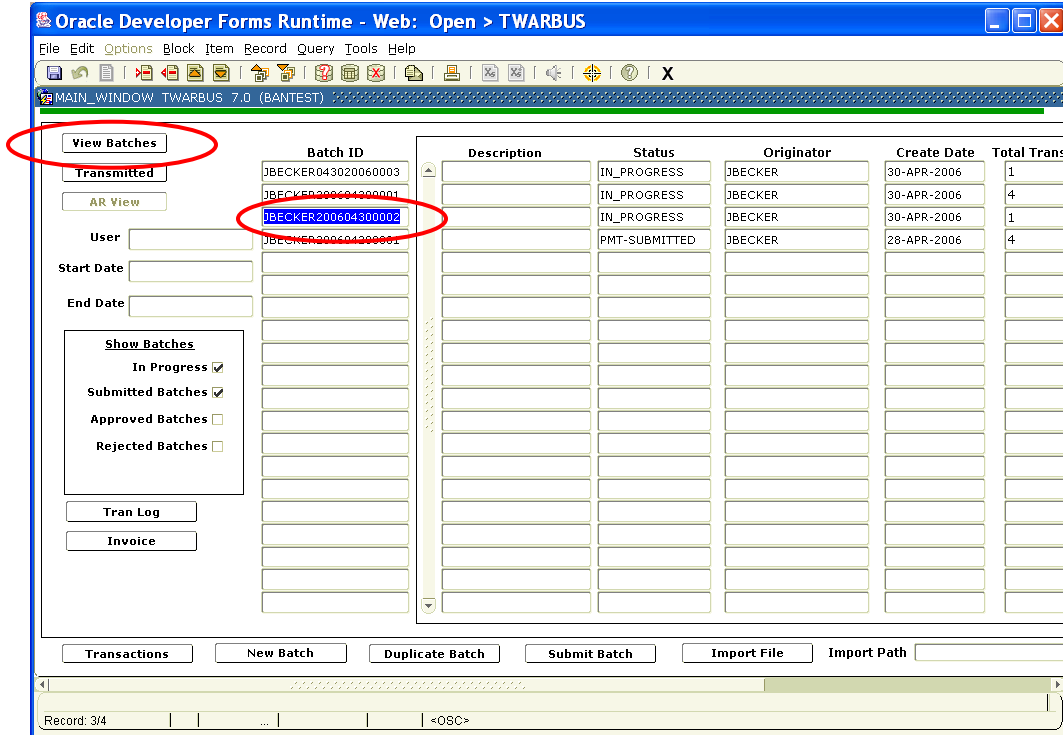
Copy a Batch

This feature is useful for transactions that repeat on a cyclic schedule, such as rent or dues. It can also be used to reverse a batch of transactions that were posted in error by changing the sign on each transaction. Make sure to verify the effective date for each transaction is equal to or greater than the system date before submitting a copied batch for processing.

Select the batch to be copied by left clicking on the Batch ID displayed on the TWARBUS form.



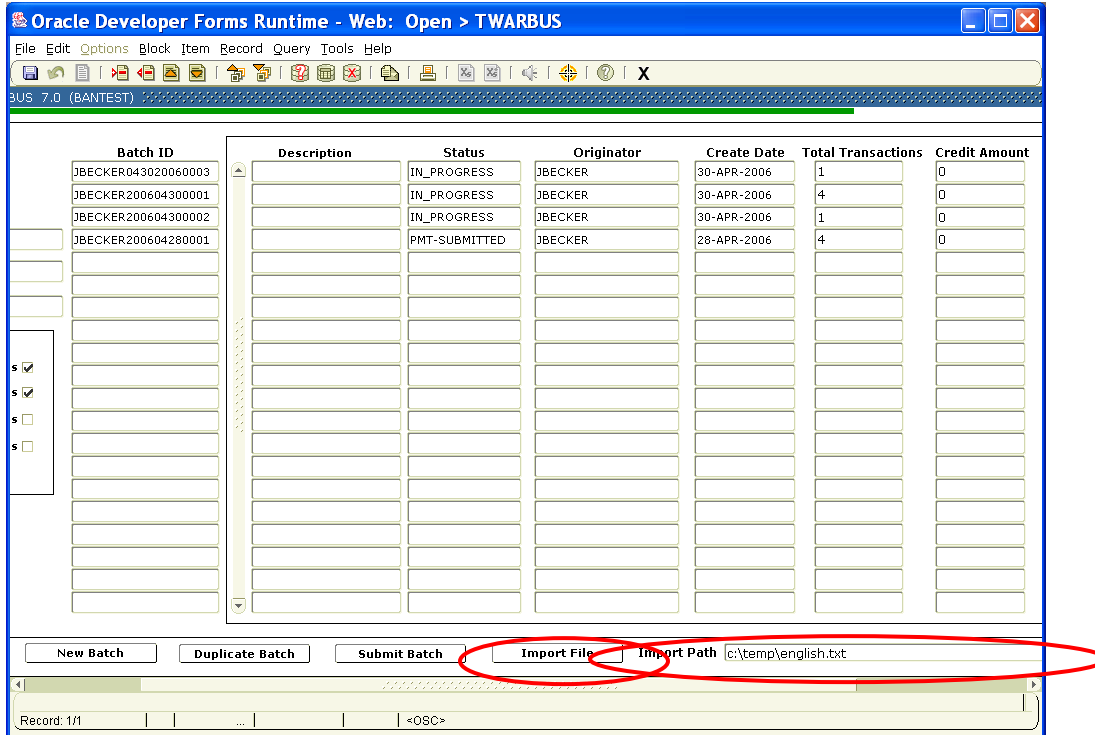
Then select the "Duplicate Batch" button to create a copy of the batch.



A new batch will be created containing the same transactions as the original batch. You will need to left click the “View Batches” button to see the new batch. The status of this new batch will be “In Progress”. The transactions in this batch must be reviewed and edited before submitting it for processing.

Importing Transactions into a Batch

Transactions can be loaded into a TWARBUS batch from a flat file by selecting the “Import File” button. This could be used to load transactions into the ARIES A/R system from an external invoicing system or from a list of transactions maintained in a separate database.



Enter the full path to the file to be imported and then left click on the “Import File” button. The system will search for the defined file and load it into a new TWARBUS batch. An error message will be received if the defined file cannot be found or if it is in an incompatible format.

Import File Format

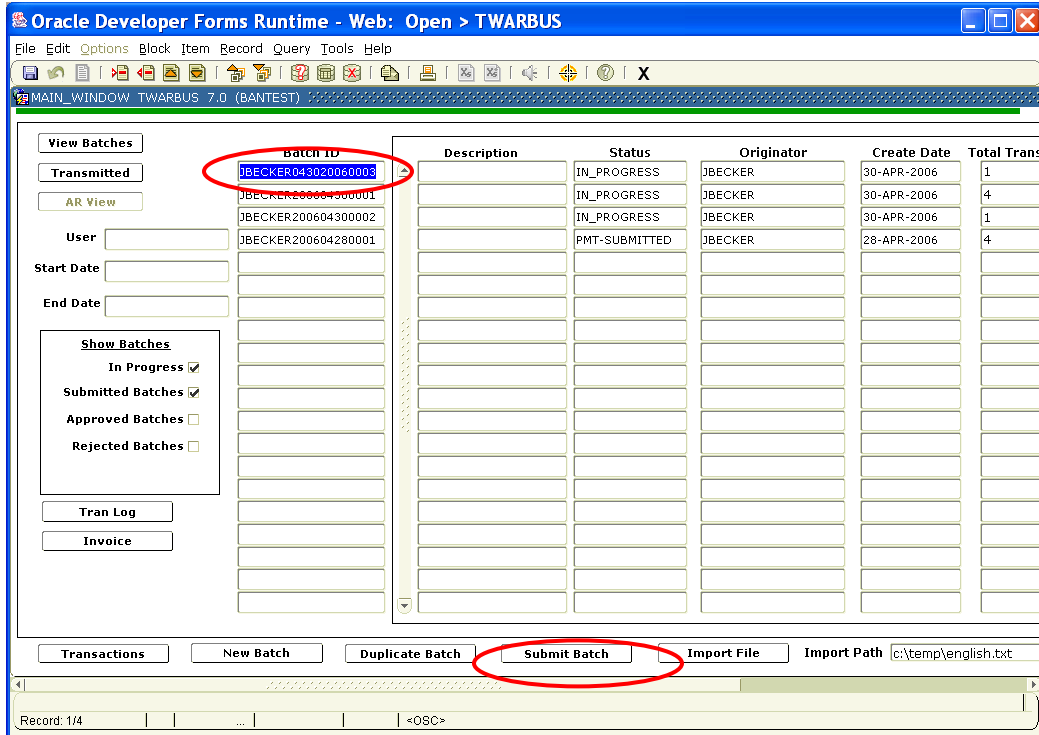
The file to be imported must be defined as follows:

Field	Type	Length	Position	Required	Description
ID	Char	9	1-9	Yes	CSU ID number
Term Code	Num	6	10-15	No	Term associated with this transaction. If left blank, a term will be calculated based on effective date.
Detail Code	Char	4	16-19	No	The detail code for this transaction. Either the detail code or the FRS account number/subcode must be entered.
FRS Account	Char	10	20-29	No	The FRS account number and subcode for this transaction (credit account for charge, debit account for payment). Either the detail code or the FRS account number/subcode must be entered.
Tran Type	Char	1	30	Yes	C = Charge, P = Payment
Amount	Num	12	31-42	Yes	Zero fill to the left, include the decimal point. Negative values must have '-' sign in position 31. Positive charge increases the balance the customer owes, positive payment decreases the balance the customer owes.

Effective Date	Num	8	43-50	No	Format YYYYMMDD. Defaults to sysdate if left blank.
Description	Char	30	51-80	No	Defaults to detail code's description if left blank. This description will appear on the customer's statement.
Document Number	Char	8	81-88	No	Appears on the statement if a commercial transaction.
Invoice Number	Char	8	91-98	No	If used, must be unique to the customer.
Receipt Number	Char	6	99-104	No	Not used.
Crossref ID	Char	10	105-114	No	Used for 3 rd Party transactions.
Rate	Num	12	135-146	No	Rate per unit.
Units	Num	12	147-158	No	Number of units
Tax Indicator	Alpha	5	159-163	No	Code for each tax authority applied to this transaction. C=Colorado, L=Larimer County, F=Fort Collins.
PO Number	Alpha	20	164-183	No	Purchase order number.
KFS Acct Structure	Char	60	184-243	No	KFS Account Number , Object Code , Sub Acct Number , Sub Object Code combined as a single string. (1234567123451234123) If you don't use all components in the account structure, pad with spaces.

Submitting a Batch for Processing

When you have completed entering transactions for a batch and are ready to have it submitted to the ARIES system for posting to the Accounts Receivable system, select the batch to be submitted by left clicking on the Batch ID, and then select the "Submit Batch" button.



The status of the selected batch will be changed to “Submitted”.

Batches Requiring Approval

The following conditions will result in a batch requiring approval before it will be loaded into ARIES:

Payment Batches

Any batch with a positive or negative payment transaction must be approved by the fund responsible person. Only departments with special circumstances will be authorized to enter payment transactions.

Transactions Greater Than \$50,000

Any batch with transactions to a single customer totaling \$50,000 or more will require approval by Accounts Receivable Operations.

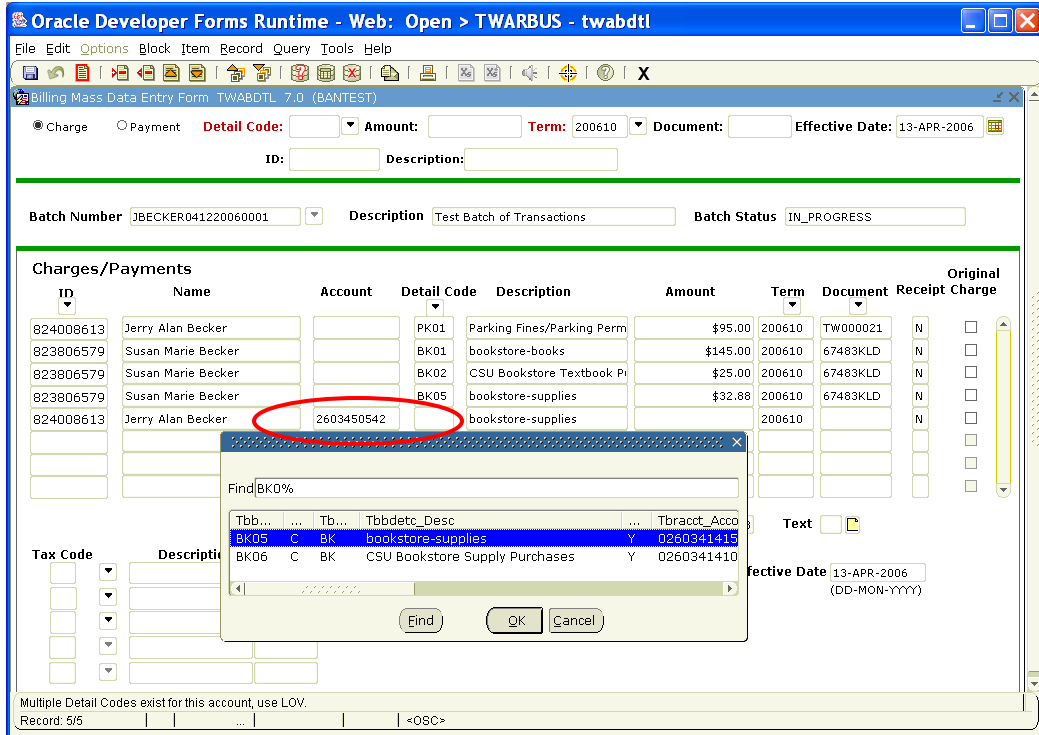
Warning Messages

Transactions Greater Than \$10,000

Any batch with transactions to a single customer totaling \$10,000 or more will cause a warning message to be displayed. This control measure has two purposes. The first is to reduce large dollar errors – a \$100.00 charge with a missing decimal point results in a \$10,000 transaction. The second is to inform the user of steps to take to ensure the amount charged to the customer can be collected. Please verify the amount entered and follow the suggested guidelines to ensure collectibility of these large dollar transactions.

Entering Transactions

Once the default values have been set in the key block (see “Create a New Batch” above), next block until you enter the “Charges / Payments Block”.



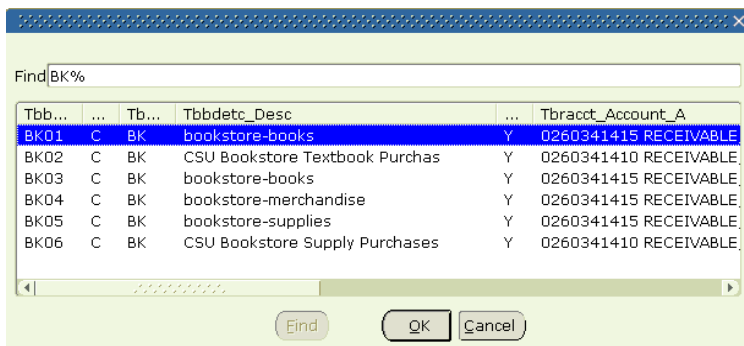
Double click the appropriate detail code or select the appropriate detail code and select "OK".

Detail Code

Enter the ARIES detail code for the transaction. If you do not know the detail code, you can enter the FRS account number in the previous field, or you can select the arrow below "Detail Code" to search for the appropriate code.

Searching for a Detail Code

Selecting the search arrow will bring up a list of available detail codes based on your assigned department.



Various pieces of information about the detail codes are displayed to assist in selecting the appropriate code:

- Detail Code The four digit detail code
- Type C = Charge, P = Payment
- Category Code A three digit code used to identify the department the code belongs to
- Description The default description for the detail code

- Active Indicator Y = Detail code is active
- Account A The account that will be debited (if a positive transaction). The first 10 digits represent the FRS account and sub/control code, the remaining text is a description of the account.
- Account B The account that will be credited (if a positive transaction). The first 10 digits represent the FRS account and sub/control code, the remaining text is a description of the account.

Description

The description will default to the detail code description. This may be overwritten by the user. Whatever text is entered here will appear on the customer's statement.

Amount

Enter the amount of the transaction. Negative values may be entered. This field may be left blank if you wish to enter a quantity of units and rate for each unit (see below).

Term

Enter the term code that corresponds to the term the transaction is for. The term code is structured as follows:

- Positions 1-4 = the calendar year
- Position 5
 - 1 = Spring
 - 6 = Summer
 - 9 = Fall
- Position 6 = 0 (zero)

The search arrow below "Term" may be selected to display a list of valid term codes.

Document

Enter an alpha/numeric document number that identifies this transaction. This "number" will appear as the invoice number if you print an invoice for this transaction. This "number" will also appear on the customer's statement if this is a commercial transaction (the control code for the associated receivable account is 1415).

All transactions will be assigned a document number. If you don't have a designated document number, you may select the search arrow below "Document" to have the system generate a document number for you, or you can leave the document number blank and the system will generate document numbers when you save the batch.

Receipt

Not used

Original Charge

Currently not used. At this time, CSU has an experimental site exemption from several financial aid rules. In the event this exemption is revoked, this box must be marked for transactions that are eligible to be covered by financial aid.

PO Number

Enter the customer's Purchase Order Number. This PO Number will print on the invoice.

Total Amount

Display only – total of all transactions entered.

Text

Text for a transaction may only be entered after the transaction has been saved. Left click the “Paper” icon to display the text entry form.

Enter up to 60 characters of text associated with this transaction. This form does not word-wrap – you will need to manually move to the next line once you reach 60 characters. If the print box next to the line is checked, the text will print on the invoice. If it is not checked, it will not print on the invoice. Left click the “Return” button to save the text entry and return to the transaction entry from.

Tax Code

Enter the code for the sales tax authority if this transaction is taxable. Up to 5 may be entered. Current codes are:

- C – Colorado Sales Tax
- L – Larimer County Sales Tax
- F – Fort Collins Sales Tax

Description

Will automatically fill in when the tax code is entered.

Rate

The sales tax rate for the associated sales tax authority will be displayed automatically when the tax code is entered.

Sales Tax

The total amount of sales tax for this transaction line is automatically calculated and displayed here.

Rate

The total combined sales tax rate for this transaction is displayed.

Total

The total of the transaction amount plus the associated sales tax.

Rate

If desired, you may enter a per-unit rate.

Units

The number of items purchased at the associated rate. Completing these two fields (Rate and Units) will automatically calculate the Amount.

Effective Date

Date this transaction is to become effective on the customer's account. This is also the date the transaction becomes eligible to be fed to the General Ledger system.

Search for a Customer

When entering transactions (from the TWABDTL form), you can search for a customer if you do not know what their CSU ID number is. Left click on the search arrow under "ID".

Oracle Developer Forms Runtime - Web: Open > TWARBUS - twabdtl

File Edit Options Block Item Record Query Tools Help

Billing Mass Data Entry Form TWABDTL 7.0 (BANTEST)

Charge Payment **Detail Code:** **Amount:** **Term:** 200610 **Document:** **Effective Date:** 15-APR-2006

ID: **Description:**

Batch Number: JBECKER041220060001 **Description:** Test Batch of Transactions **Batch Status:** IN_PROGRESS

ID	Name	Account	Detail Code	Description	Amount	Term	Document	Receipt	Charge
821000013	Jerry Alan Becker	2608000697 R	PK01	Parking Fines/Parking Perm	\$95.00	200610	TW000021	N	<input type="checkbox"/>
823806579	Susan Marie Becker	2603410541 R	BK01	bookstore-books	\$145.00	200610	67483KLD	N	<input type="checkbox"/>
823806579	Susan Marie Becker	2603410541 R	BK02	CSU Bookstore Textbook Pi	\$25.00	200610	67483KLD	N	<input type="checkbox"/>
823806579	Susan Marie Becker	2603450542 R	BK05	bookstore-supplies	\$32.88	200610	67483KLD	N	<input type="checkbox"/>
								N	<input type="checkbox"/>
								N	<input type="checkbox"/>
								N	<input type="checkbox"/>
								N	<input type="checkbox"/>

PO Number: **Total Amount:** \$297.88 **Text:**

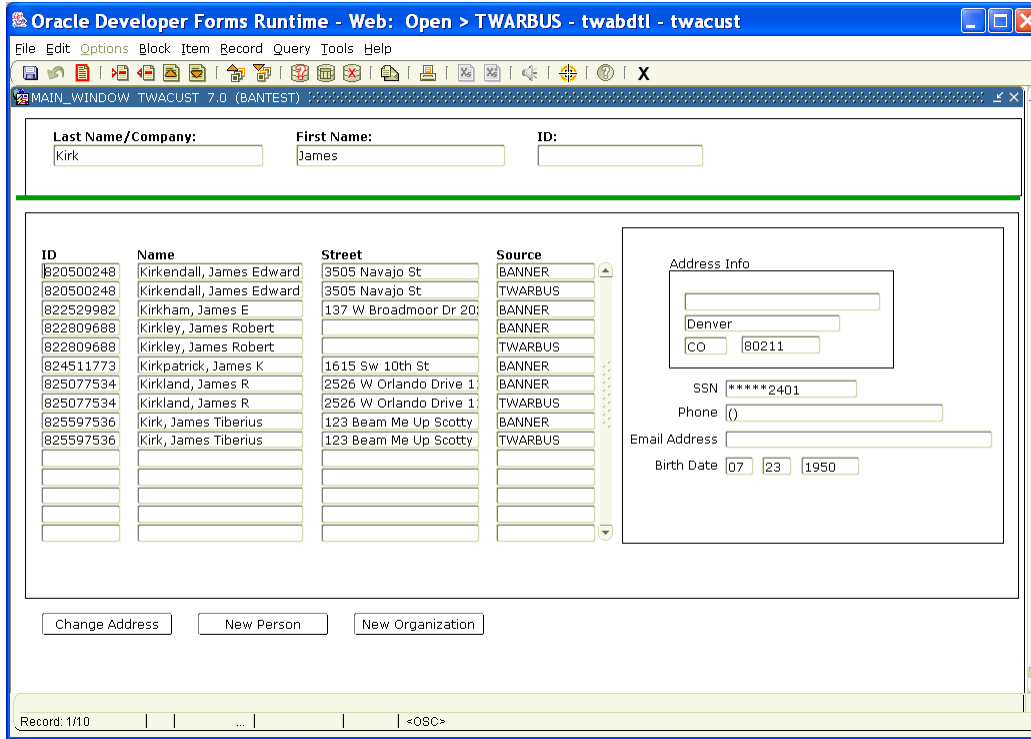
Tax Code	Description	Rate	Sales Tax	Rate	Effective Date
<input type="checkbox"/>			0		
<input type="checkbox"/>			0		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Rate: **Units:** **Effective Date:** (DD-MON-YYYY)

Total \$.00

Record: 5/5 <OSC>

This will take you to the TWACUST form where you can search for a person or entity based on their name or a portion of their name. Wildcards may be used in your search criteria (“%” to represent any number of characters or “_” to represent one character). Use of wildcards may significantly increase the amount of time it takes for a search to complete.



Company names will only appear in the “Last Name/Company” field – “First Name” is not used for entities. For persons, you may search on “Last Name/Company”, “First Name”, or a combination of the two.

To execute your search, enter the desired search criteria in “Last Name/Company” and/or “First Name” and perform a next block.

Examples:

- A search with “Kirk” in the “Last Name/Company” field will return all customers whose last name begins with “Kirk” – such as Kirk, Kirkwood, Kirksey, Kirkpatrick, etc.
- A search with “Kirk” in the Last Name/Company” field and “James” in the “First Name” field will return all customers whose last name begins with “Kirk” and whose first name begins with “James” – such as Kirkendall, James; Kirkley, James; Kirk, James; Kirkland, Jameson; etc.
- A search with “_cott” in the “Last Name/Company” field and “M%” in the “First Name” field will return all customers whose last name begins with any character in the first position and “cott” after the first position and whose first name begins with the letter “M” – such as Scott, Montgomery; Scott, Michelle; Acott, Matt; etc.
- A search with “%Arizona%” in the “Last Name/Company” field will return all customers with “Arizona” in the company name – such as “Arizona, University of”, “Arizona State University”, etc.

Display Fields

The display fields will help you decide which of the returned customers is the particular customer you are searching for. Information displayed includes:

ID

The CSU ID number for the customer.

Name

The customer's name. Person names are displayed Last Name, First Name Middle Name. Non-persons are displayed as they appear on the customer's record. If the name is too long to be displayed in the space allotted, you can left click on the name and use the arrow keys to scroll to view the hidden portion of the name.

Street

The first line of the customer's street address. If the street address is too long to be displayed in the space allotted, you can left click on the address and use the arrow keys to scroll to view the hidden portion of the address.

Source

The system this record was found in. "Banner" will be displayed if the customer record was found in the ARIES system. "TWARBUS" will be displayed if the customer record was found in the TWARBUS temporary tables.

Additional information is displayed for the currently selected customer:

Address Info

These fields include the 2nd line of the street address, the City, State, and Zip Code of the customer's address.

SSN

The last four digits of the customer's Social Security Number (if a person), or Federal ID Number (if a company).

Phone

The customer's telephone number.

Email Address

The customer's e-mail address.

Birth Date

The customer's date of birth.

Action Buttons

If the desired customer is displayed, you may double-click on their ID to "pull" it back to the transaction form and continue entering transaction data. If the customer has a new address, or this is a new customer, you can select one of the action buttons located at the bottom of the form.

Change Address

Select this action button to change the selected customer's address or telephone number. See "Change Address" below.

New Person

Select this action button to create a new customer that is a person. See "Create a New Person" below.

New Organization

Select this action button to create a new customer that is a company. See “Create a New Organization” below.

Change Address

If the customer has moved, or there is an error in their address record, use the TWADDR form to change their address. **Note:** *TWARBUS cannot be used to change student or employee addresses.*

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > TWARBUS - twabdtl - twacust - twaaddr". The browser address bar shows "MAIN_WINDOW TWADDR 7.2 (BANTEST)". The form contains the following fields:

- ID: 825597536
- Last Name: Kirk
- First Name: James
- Middle Name: Tiberius
- Street Line1: 123 Beam Me Up Scotty
- Street Line2: There's No Intlight Life Here!
- City: Fort Collins
- State Code: CO
- Zip: 80525
- Nation: (empty)
- Phone Number: (empty) (empty) Ext: (empty)
- Update Address:
- Update Phone Number:

At the bottom of the form, it displays "Record: 1/1" and "<080>".

Updateable Fields

Street Line 1

Enter or change the first line of the customer's street address.

Street Line 2

Enter or change the 2nd line of the customer's street address.

City

Enter or change the customer's city.

State Code

Enter or change the customer's state. This field is checked against a table of valid state codes. You can display the list of valid codes by pressing CTRL-L.

Zip

Enter or change the customer's zip code.

Nation

Enter or change the customer's nation code. This field is checked against a table of valid nation codes. You can display a list of the valid codes by pressing CTRL-L. Leave blank for United States addresses.

Phone Number

Enter or change the customer's telephone number (including area code).

Ext

Enter or change the customer's telephone extension if applicable.

Display Only Fields

Update Address

This box will be automatically checked if a change is made to the customer's address information.

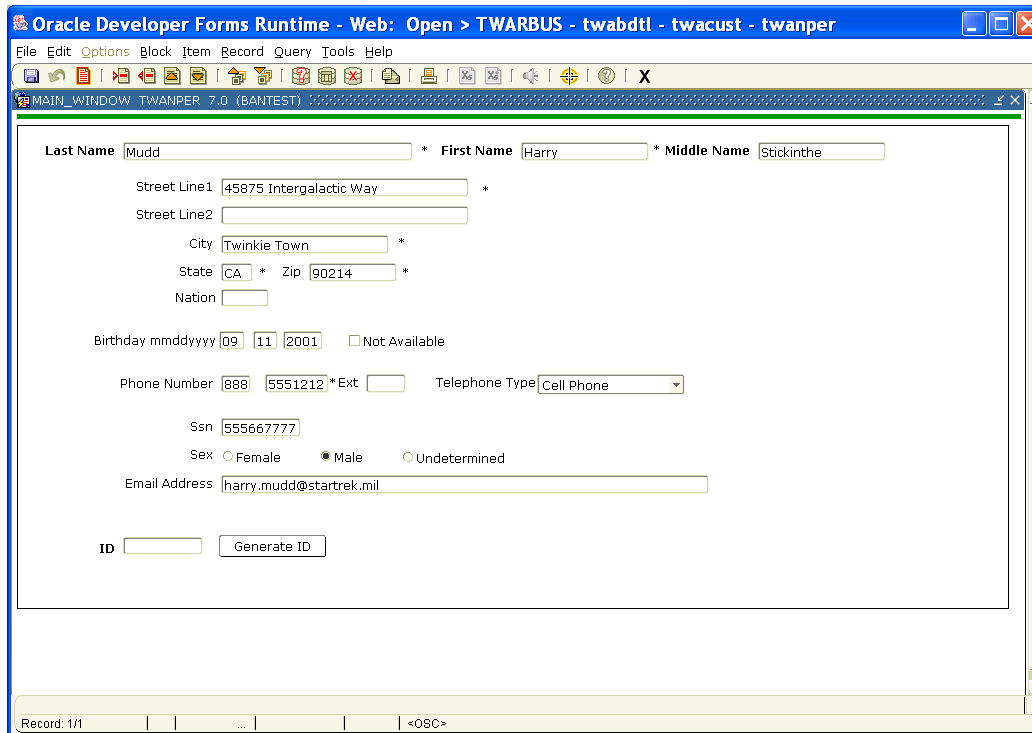
Update Phone Number

This box will be automatically checked if a change is made to the customer's telephone information.

Create a New Person

If this customer is a person and you cannot find an existing record for them, use the TWANPER form to create a new person customer record.

Note: *These customer records are part of an integrated system and are shared by Accounts Receivable, Admissions, the Registrar's Office, Financial Aid and others. Duplicate customer records are extremely difficult to resolve. Please make every effort to ensure your "new" customer does not already exist.*



Fields

Last Name

Required – Enter the customer's last name.

First Name

Required – Enter the customer's first name.

Middle Name

Enter the customer's middle name.

Street Line 1

Required – Enter the first line of the customer's street address.

Street Line 2

Enter the 2nd line of the customer's street address.

City

Required – Enter the customer's city.

State

Required – Enter the customer's state. This field is checked against a table of valid state codes. You can display the list of valid codes by pressing CTRL-L.

Zip

Required – Enter the customer's zip code.

Nation

Enter the customer's nation code. This field is checked against a table of valid nation codes. You can display a list of the valid codes by pressing CTRL-L. Leave blank for United States addresses.

Birthday

Enter the customer's birth date in Month, Day, four-digit Year format. If the customer's birth date is unknown, check the "Not Available" box.

Phone Number

Required – Enter the customer's telephone number, including area code. The area code will default to "970".

Telephone Type

Use the drop-down arrow to select the type of telephone number entered. Options are "Home Phone", "Work Phone", and "Cell Phone".

SSN

Not required but highly desired. Enter the customer's social security number.

Sex

Not required but highly desired. Enter the customer's gender. If unknown, select "Undetermined".

Email Address

Enter the customer's e-mail address.

Action Button

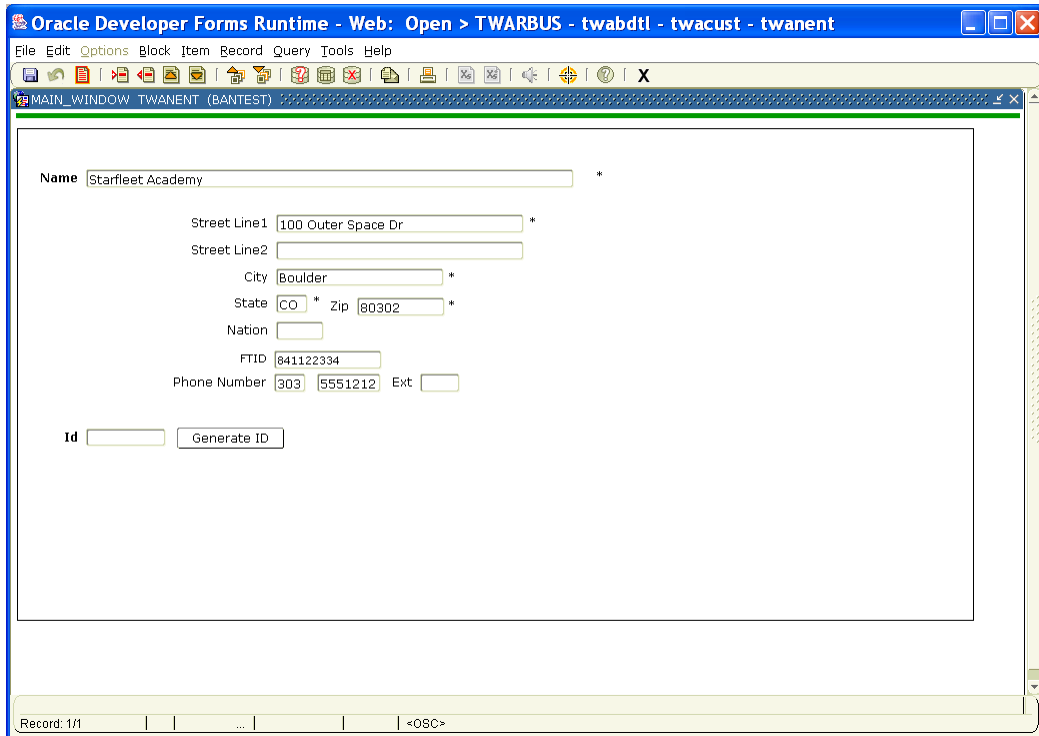
Generate ID

Once all of the customer's information is entered, select the "Generate ID" button. The system will use the ARIES common matching algorithms to determine if the customer already exists. If a positive match is found, the existing ID number will be returned. If no match is found, an ID number will be created and the person's record will be immediately added to the ARIES database. If there is a possible match, a new ID number will be created and the customer's record will be held in TWARBUS until it has been manually reviewed by Accounts Receivable Operations.

Create a New Organization

If this customer is a company and you cannot find an existing record for them, use the TWANENT form to create a new entity customer record.

Note: *These customer records are part of an integrated system and are shared by Accounts Receivable, Admissions, the Registrar's Office, Financial Aid and others. Duplicate customer records are extremely difficult to resolve. Please make every effort to ensure your "new" customer does not already exist.*



Fields

Name

Required – Enter the customer's name.

Street Line 1

Required – Enter the first line of the customer's street address.

Street Line 2

Enter the 2nd line of the customer's street address.

City

Required – Enter the customer's city.

State

Required – Enter the customer's state. This field is checked against a table of valid state codes. You can display the list of valid codes by pressing CTRL-L.

Zip

Required – Enter the customer's zip code.

Nation

Enter the customer's nation code. This field is checked against a table of valid nation codes. You can display a list of the valid codes by pressing CTRL-L. Leave blank for United States addresses.

FTID

Not required but highly desired. Enter the customer's Federal tax ID number.

Phone Number

Required – Enter the customer's telephone number, including are code. The area code will default to "970".

Action Button**Generate ID**

Once all of the customer's information is entered, select the "Generate ID" button. A new ID number will be created and the customer's record will be held in TWARBUS until it has been manually reviewed by Accounts Receivable Operations.

Transaction Approval Process

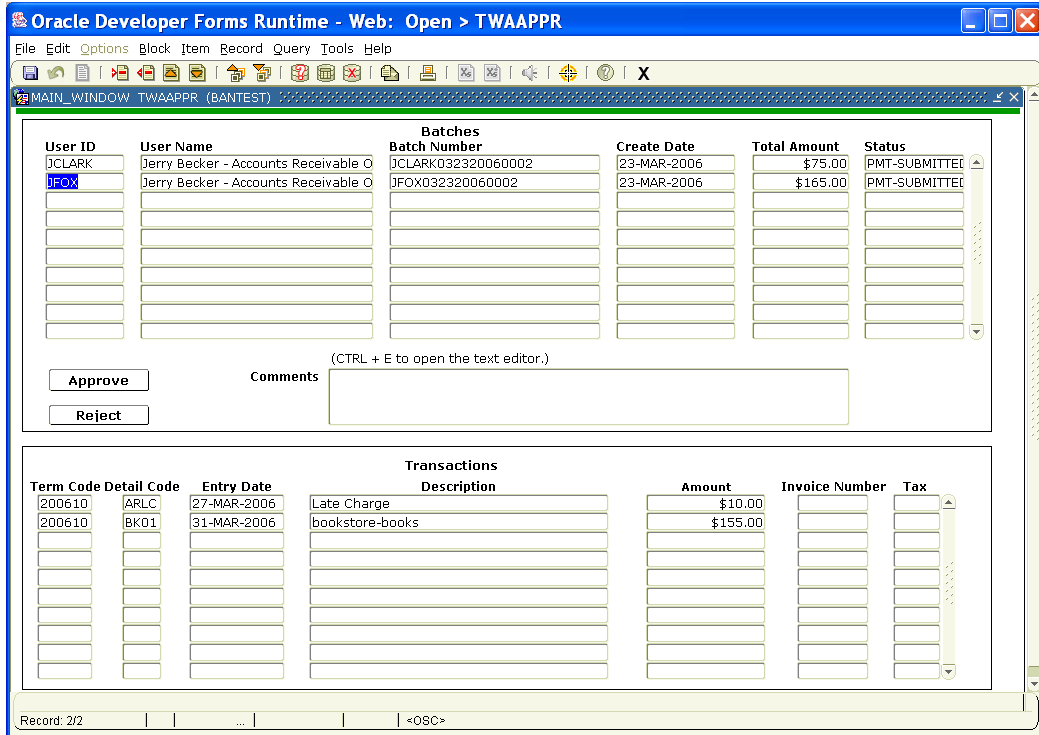
Payment Transactions

In general, payment transactions are not allowed in TWARBUS – they must be submitted to ARO for processing. In the few instances where entry of payment transactions is authorized, they must be approved by the responsible signature authority.

The department authorized to enter payment transactions must provide fund responsible person information to ARO. Payment transactions will not be processed by ARIES until they have been approved by the fund responsible person.

Approval Form

The form used to approve payment transactions is TWAAPPR. The fund responsible person will go directly to the TWAAPPR form after logging in to ARIES.



Display Fields

The top half of the TWAAPPR form lists all of the batches awaiting approval of the fund responsible person.

User ID

ID of the ARIES user who created the payment batch.

User Name

Name of the user who created the payment batch.

Batch Number

ID of the batch containing payment transactions.

Create Date

Date the batch was created.

Total Amount

Total amount of the transactions in the batch.

Status

Status of the batch awaiting approval.

The bottom half of the TWAAPPR form lists all of the transactions in the selected batch.

Term Code

Term the transaction applies to.

Detail Code

Detail code of the transaction.

Entry Date

Date the transaction was entered.

Description

Description for the transaction that will appear on the statement.

Amount

Amount of the transaction.

Invoice Number

Document number identifying the transaction.

Tax

Amount of sales tax associated with the transaction.

Updateable Field

Comments

The approver can enter comments related to the selected batch. Use CTRL-E to open a text editor if desired. These comments will be e-mailed to the person who created the batch if the approver rejects the batch.

Action Buttons

Approve

Select the "Approve" button to allow the selected batch to be processed by ARIES. A batch cannot be changed once it has been approved.

Reject

Select the "Reject" button to prevent the batch from being processed and return it to the creator for correction.

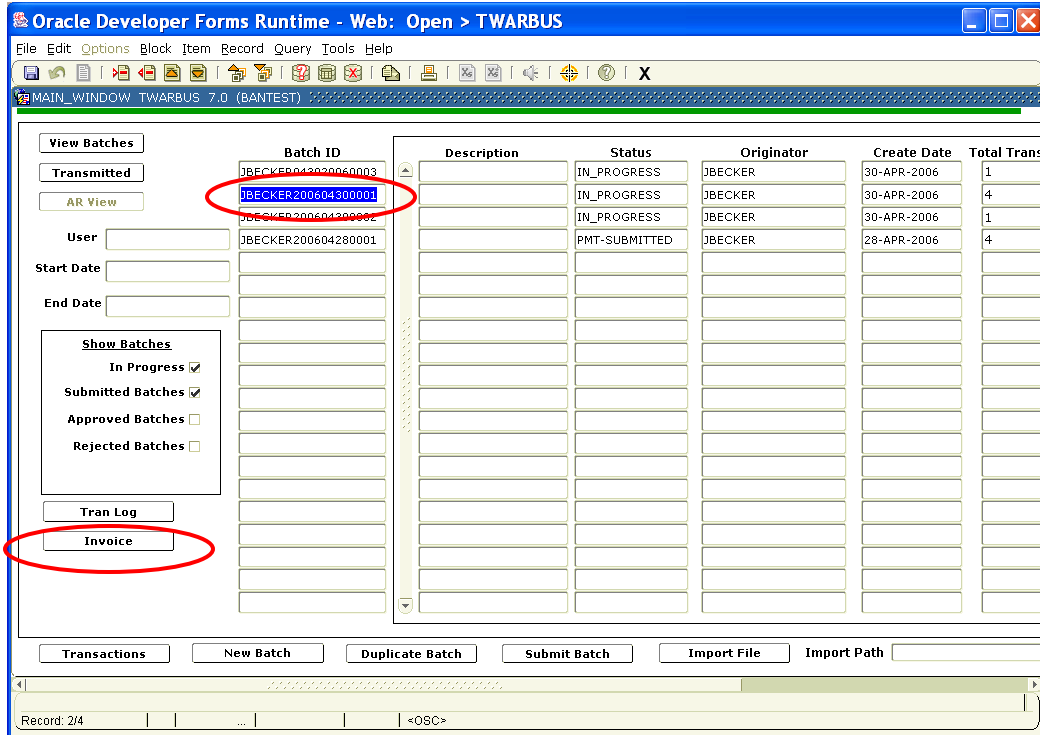
Invoices > \$50,000

Transactions to the same customer within a batch totaling \$50,000 or more must be approved by ARO before it will be processed by ARIES. If you enter a large dollar invoice, be prepared to provide additional information to ARO.

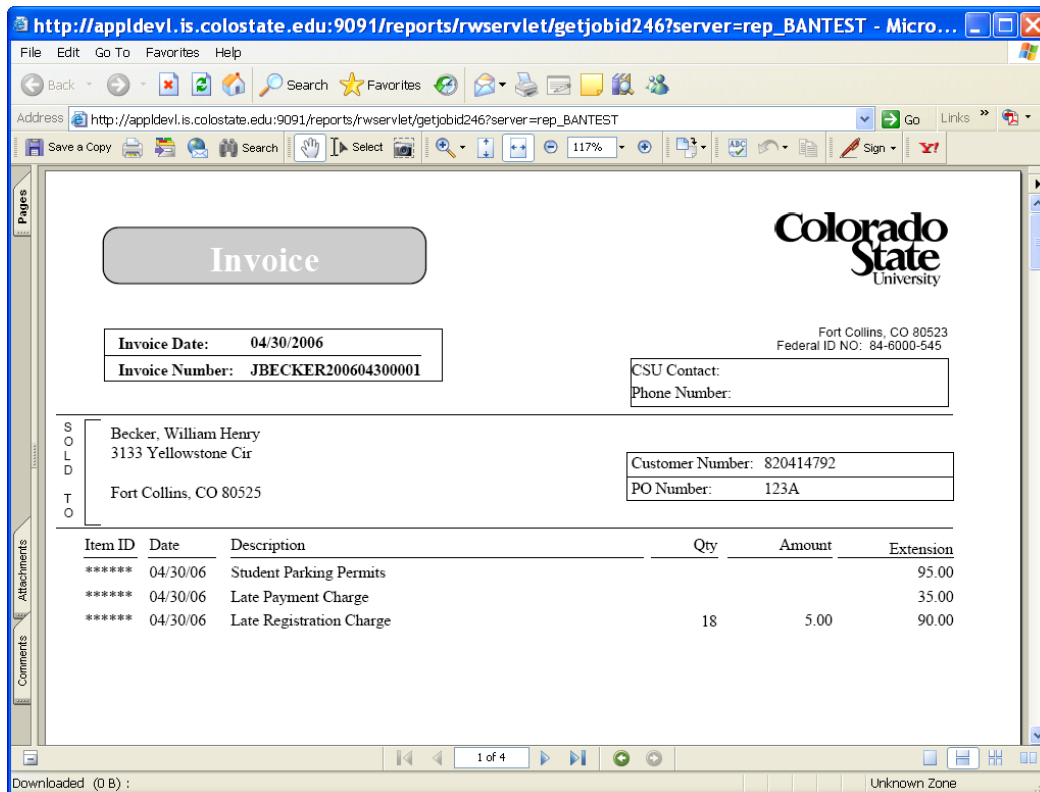
Reports

Invoices

To generate invoices, select the desired batch and then left click on the "Invoice" button.

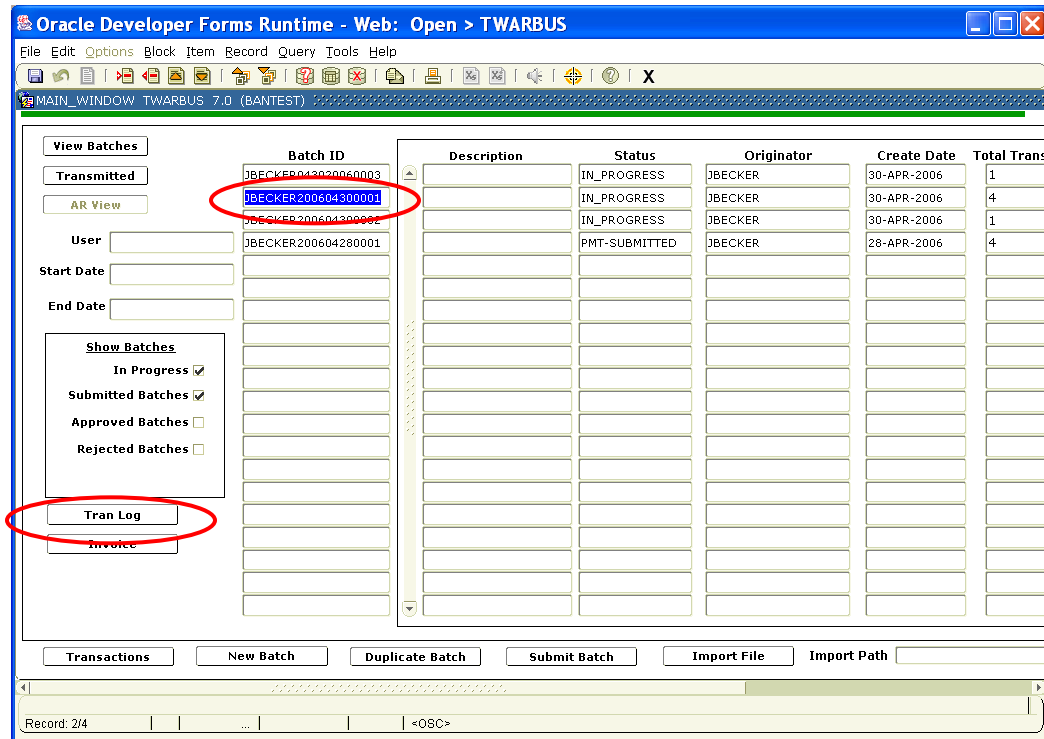


A new web browser window will open with your invoices in Adobe® Acrobat®. From here, you can select invoices to print or save them to a file. See your department network support personnel for instructions on how to use Adobe® Acrobat®.

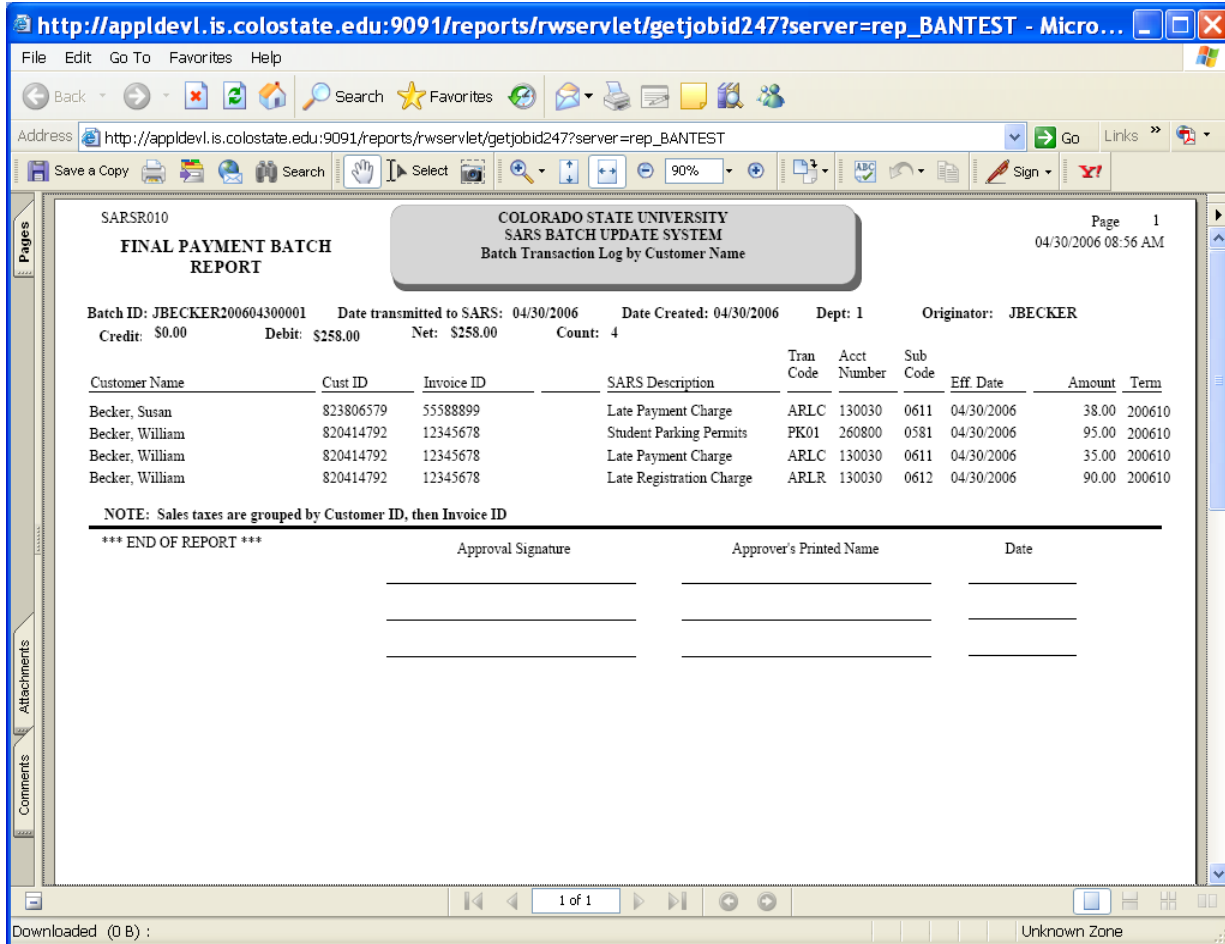


Transaction Log

To print a report of the transactions in a batch, select the desired batch and then left click on the “Tran Log” button.



A new web browser window will open with the batch transaction log in Adobe® Acrobat®. From here, you can select pages to print or save the report to a file. See your department network support personnel for instructions on how to use Adobe® Acrobat®.

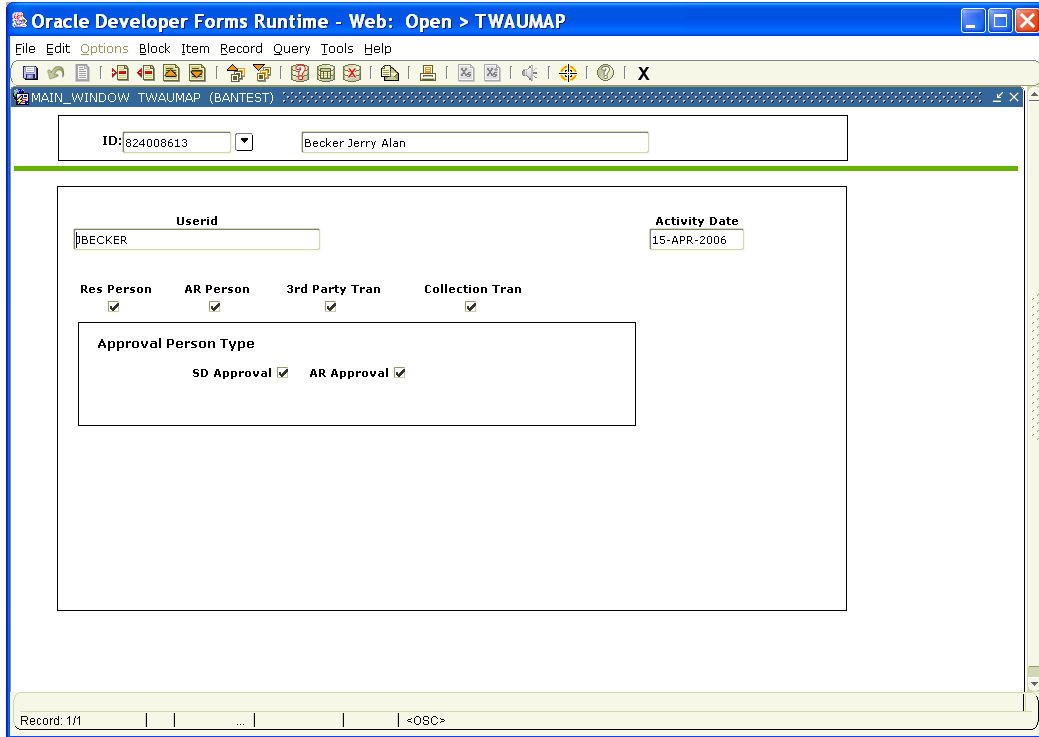


System Maintenance

(BFS-BSS Use Only)

TWARBUS Users - TWAUMAP

TWARBUS users are maintained using TWAUMAP. Users must exist in ARIES before they can be updated using this form.



Fields

User ID

The ARIES User ID for the person being granted access to TWARBUS

Res Person

Check this box if the user is a fund responsible person. This person will be able to approve payment transactions for the users listed in the “Cashier Assignments” section of the TGAUPRF form.

AR Person

Check this box if the user works in ARO and is authorized to approve transactions > \$50,000.

3rd Party Tran

Check this box if the user is authorized to enter transactions for Third Party Sponsor accounts.

Collection Tran

Check this box if the user is authorized to enter transactions for accounts assigned to the state collections agency.

SD Approval

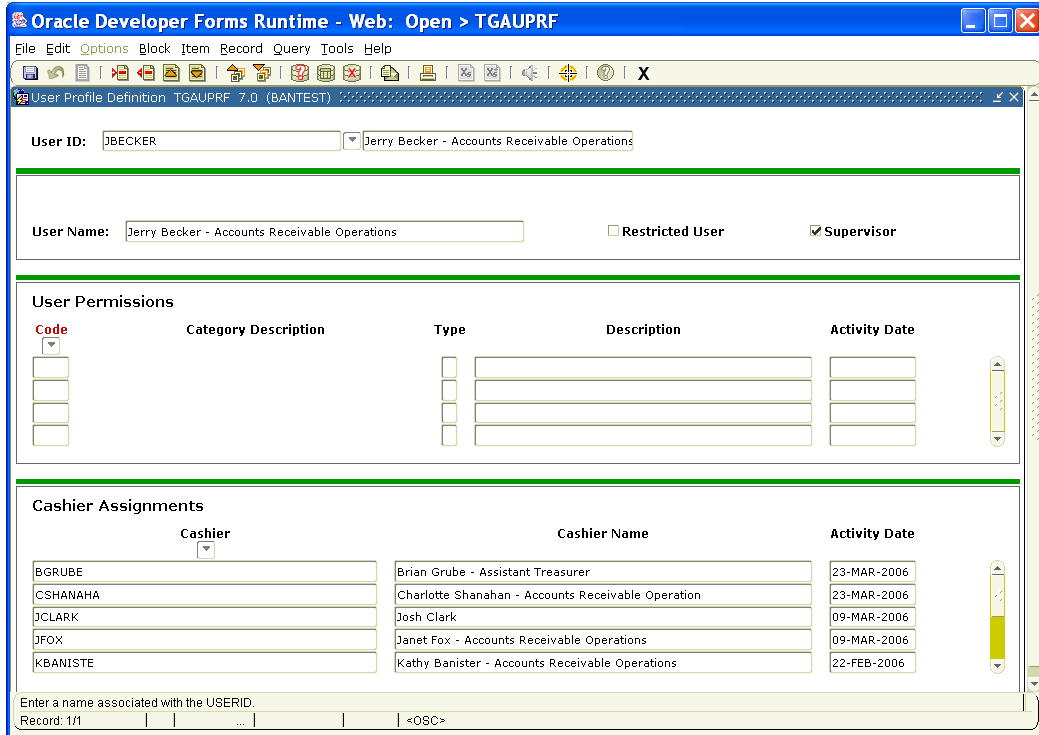
Check this box if the user is authorized to approve new person customers.

AR Approval

Check this box if the user is authorized to approve new entity customers.

TWARBUS Users - TGAUPRF

TWARBUS users must also be set-up on TGAUPRF.



Fields

User Name

Name of the TWARBUS user being set-up.

Restricted User

Check this box to restrict the user to the detail category codes listed below. Leaving unchecked will allow the user to enter transactions for any detail category code.

Supervisor

Check this box if this is a fund responsible person and “cashiers” are assigned to this person.

Code

Enter the detail category code this person is authorized to enter transactions for. Note: all TWARBUS users should be given access to category “TAX” so sales tax may be entered.

Category Description

Description of the category code entered.

Type

Enter “C” to authorize charge transactions, “P” to authorize payment transactions, or “B” to authorize both types of transactions. “B” should be entered – ARIES considers a negative charge to be a payment.

Description

Description of the “Type” code entered.

Activity Date

Date the corresponding entry was made.

Cashier

ARIES user ID of the person this user is authorized to approve payment transactions for.

Cashier Name

Name of the person this user will approve transactions for.

Activity Date

