



MASS CHARGE UPLOAD

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Where to Upload to Banner?

To process an upload, you must first authenticate into the system <https://my.sc.edu/arload>.
 Login using your VIP ID and password.

How to find Detail Codes?

<https://my.sc.edu/codes>

Use the link above to search for detail codes by GL Account. You must have access to the appropriate category that contains the detail code(s) that you are trying to upload. Access is determined at the time of Mass Charge Upload training.

Detail Code	Category	Type	Description
2FTA	FEE	C	BFT Nursing TAP Fee
3EHR	EXM	P	COL Hlth Fee GR 6-8 Waiver
3EHT	EXM	P	COL Hlth Fee UG 6-11 Waiver
3FGA	FEE	C	COL Health Ctr Fee GR 9-11
3FTN	NRF	C	COL NR Technology Fee
3FUP	FEE	C	COL Health Ctr Fee UG 6-11
4BTX	BKS	C	LAN Bookstore Textbooks
5BTX	BKS	C	SAL Bookstore Textbooks
8LPA	FEE	C	UPS Psychology Course Fee
ZB4A	BIL	C	Distributed Learning
ZB6A	BIL	C	Education

FILE INFORMATION

File Types: PSV

File Name format: USERID_DESCRIPTION_YYYYMMDD

Field Name	Description	Required	
ID Field	Enter USCID, VIPID or SPONSOR	x	Max 9 characters
ID Type	Indicated type of ID -- USCID, VIPID, or SPONSOR	x	
Term Code	Enter valid USC Term Code—if left blank, the current active term will be entered.		Max 6 characters
Accounting Code	Choose 4 character detail code	x	Max 4 characters
Accounting Code Type	Detail Code	x	Max 11 characters
Amount	Amount of the transaction.	x	
Description	Description of transaction. If left blank, default detail code description will be entered.		Max 30 characters
Effective Date	***** DO NOT COMPLETE--LEAVE BLANK *****		
Bill Date	***** DO NOT COMPLETE--LEAVE BLANK *****		
Due Date	***** DO NOT COMPLETE--LEAVE BLANK *****		
Receipt Number	***** DO NOT COMPLETE--LEAVE BLANK *****		
Source Code	Z	x	Should always be Z
Payment ID	***** DO NOT COMPLETE--LEAVE BLANK *****		
Invoice Number	***** DO NOT COMPLETE--LEAVE BLANK *****		
Invoice Number Paid	***** DO NOT COMPLETE--LEAVE BLANK *****		
TBRACCD_CREATE_SOURCE	***** DO NOT COMPLETE--LEAVE BLANK *****		
Last name	Enter first three characters of last name. You can enter the full name and must ensure the first three characters match the last name as it appears in Banner. Note: If the name only contains two or less letters, enter all characters.	x—only for USCID and VIPID	Min 3 characters

Example of a PSV file:

A89737377|USCID|201341|3TBN|Detail Code|7000.00|Mass Charge Adjustment| ||||Z| ||||REID, TOY MARCUS

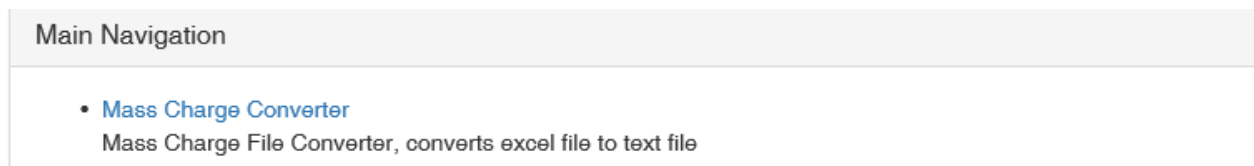
File Converter

To insure your file is in the correct format, you can access a PSV File Converter from the HUB.

It is highly recommended that you use Edge as a browser. Chrome will automatically download the .psv file whereas Edge allows you to save the .psv file to a selected destination.

The PSV converter is available on the HUB (www.admin.sc.edu).

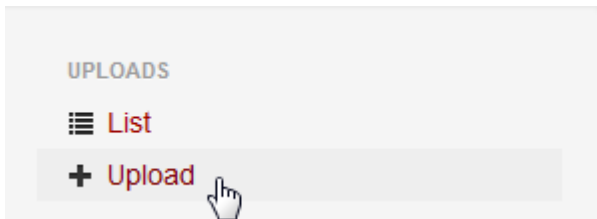
You can also follow the link directly to the Mass Charge Upload page at <https://www.admin.sc.edu/LEGACY/MASSCHARGE/> and click “Mass Charge Converter”.



Follow the instructions on the page to convert your file to .psv.

UPLOADING NEW CHARGES

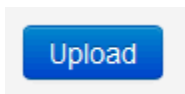
Click on Upload



Browse for your file:



Click Upload



Your file will be validated against the required file specs. It will not validate the information whether it is valid or not, just make sure it's formatted correctly.

If you receive an error, you will be notified which records were no correct and which column.

Otherwise, you will have a successful validation and can load the data.

Click on INSERT RECORDS

VIEWING PREVIOUS UPLOADS

Click on LIST

This will display a list of all file you have attempted to upload, successfully or unsuccessfully.

Unsuccessful uploads will have the option to review the errors and see the file contents.

Successful uploads will just display the batch information of that upload.

Last Name Validation

Outlined below are some helpful tips for the Last Name Validation requirement.

Valid Last name entries

Smi

Smith

Smith, John H.

D'A

D'Amico

D'Amico, John

Lu

Lu, John