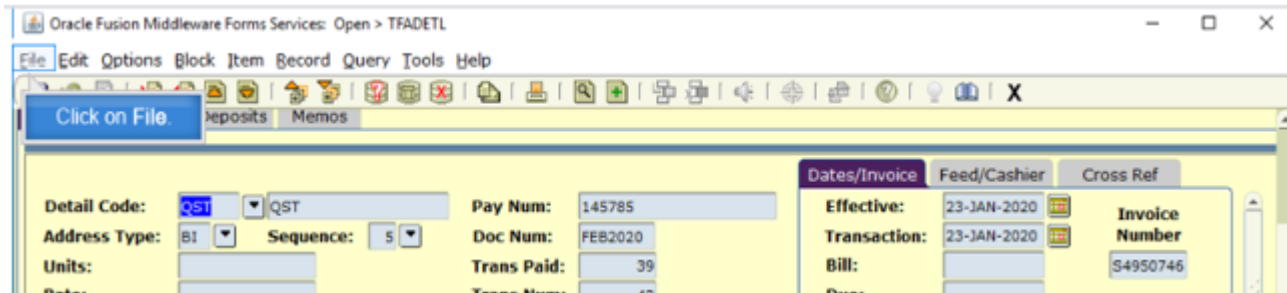
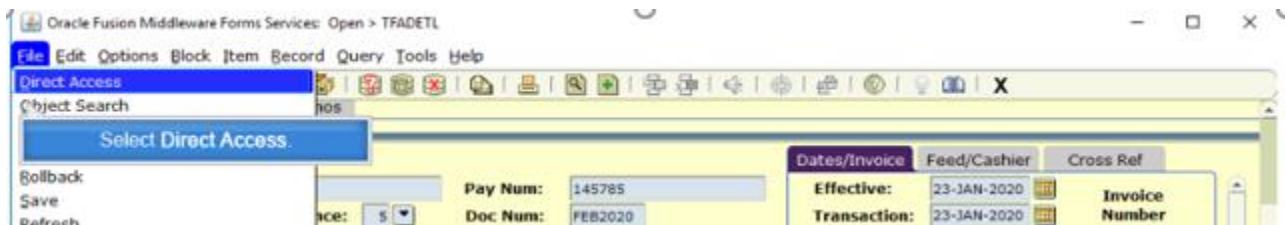


How to Close a Session in Banner using the form TGACREV

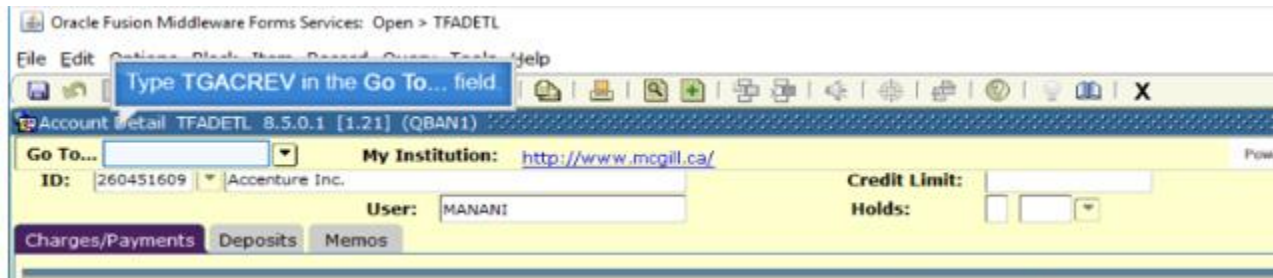
1. Once you have entered the last invoice of the day. Click on **File**.



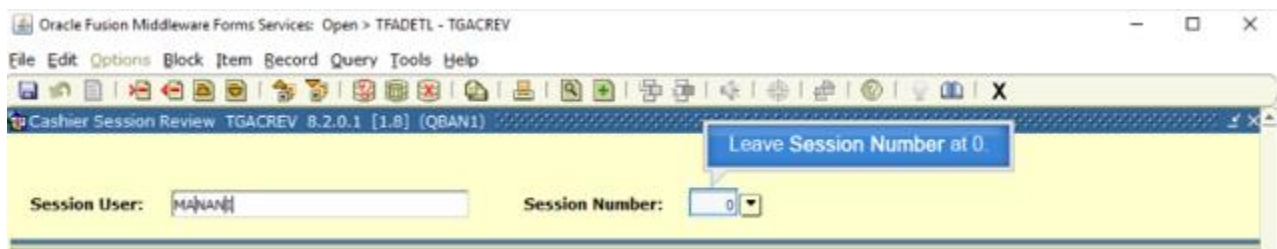
2. Select **Direct Access**.



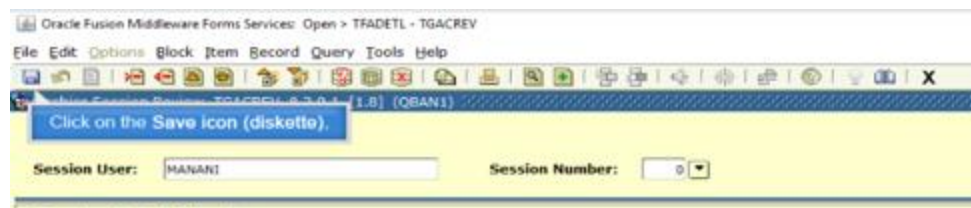
3. Type **TGACREV** in the **Go To...** field.



4. Type in your **Session User ID** and leave your **Session Number** at **0**.

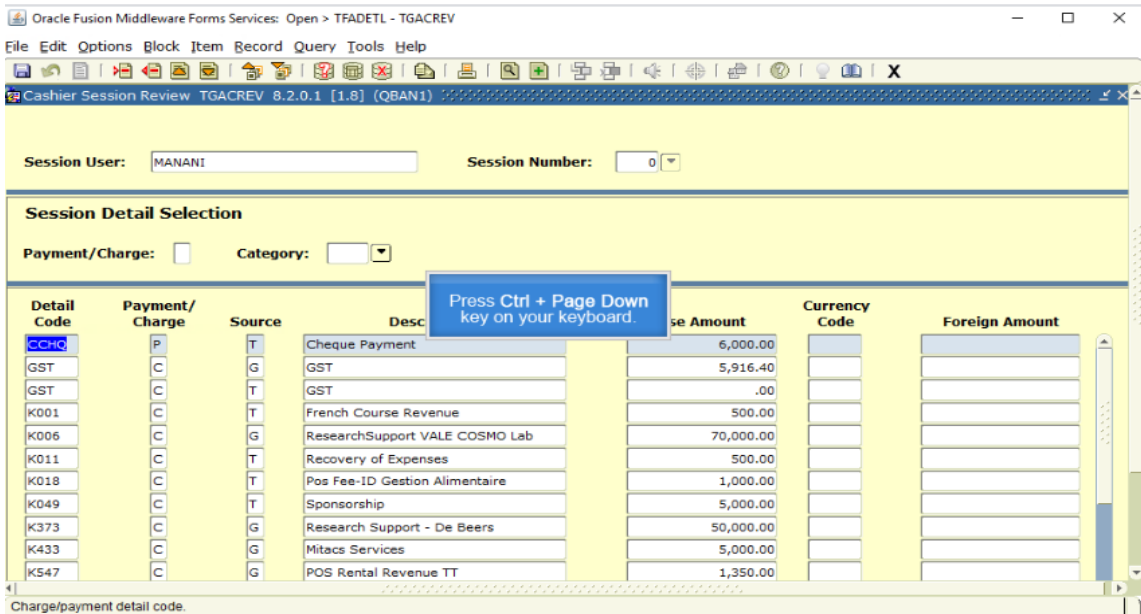


5. Click on the **Save** icon (diskette).



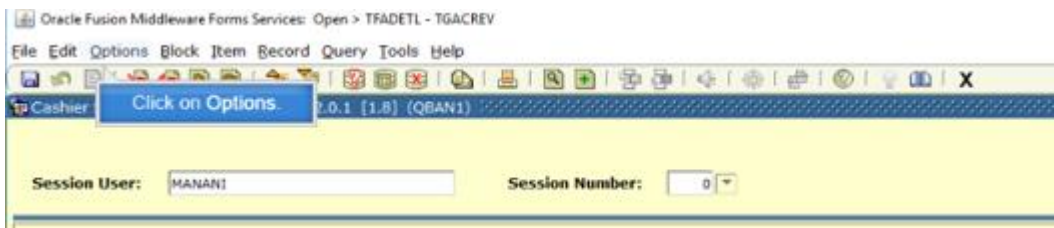
How to Close a Session in Banner using the form TGACREV

6. Press **Ctrl + Page Down** on your keyboard or click on the **Next Block** icon.
7. Press **Ctrl + Page Down** on your keyboard a second time.
8. Scroll down to the bottom of the screen to view a summary of your transactions by detail code.
9. Press **Ctrl + Page Down** on your keyboard for a third time, it will show a list of individual transactions.

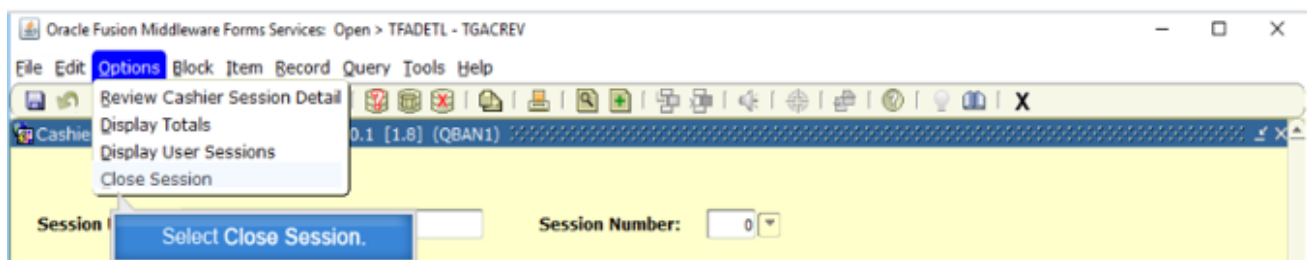


Detail Code	Payment/Charge	Source	Desc	Base Amount	Currency Code	Foreign Amount
CCHQ	P	T	Cheque Payment	6,000.00		
GST	C	G	GST	5,916.40		
GST	C	T	GST	.00		
K001	C	T	French Course Revenue	500.00		
K006	C	G	ResearchSupport VALE COSMO Lab	70,000.00		
K011	C	T	Recovery of Expenses	500.00		
K018	C	T	Pos Fee-ID Gestion Alimentaire	1,000.00		
K049	C	T	Sponsorship	5,000.00		
K373	C	G	Research Support - De Beers	50,000.00		
K433	C	G	Mitacs Services	5,000.00		
K547	C	G	POS Rental Revenue TT	1,350.00		

10. Review the invoices that you have done for the day and if you see any errors, go to **TFADETL** to correct it.
11. Press **Ctrl + Page Up** key on your keyboard to return to the previous screen.
12. Click on **Options**.



13. Select **Close Session**.



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14. Your **Session Number** populates, and your session is closed.

