PeopleSoft®

PeopleSoft Enterprise Student Financials 8.9 PeopleBook

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About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Student Financials Preface

This preface discusses:

- PeopleSoft Products
- PeopleSoft Enterprise Campus Solutions Application Fundamentals.
- PeopleBook structure.
- Common elements in this PeopleBook.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Student Financials.

PeopleSoft Enterprise Campus Solutions Application Fundamentals

Additional, essential information describing the setup and design of your system appears in two companion volumes of documentation called *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*and *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

Note. One or more pages in Student Financials operate in deferred processing mode. Deferred processing is described in the preface in the *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise Campus Solutions Preface"

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "PeopleSoft Enterprise Campus Community Preface"

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements used in the PeopleBook, if necessary.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. **Note.** Not all applications have delivered custom navigation pages.
Understanding…	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.

Chapters	Description
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **Note.** There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. **Note.** Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started with PeopleSoft Enterprise Student Financials

This chapter provides an overview of Student Financials and discusses:

- Student Financials business processes.
- Student Financials integrations.
- Student Financials implementation.

Student Financials Overview

Student Financials is a tool for higher education institutions to manage student receivables, billing, collections, and cashiering. Using Student Financials, both staff and students can quickly find and use the financial information they need to make critical decisions. Student Financials receives information from virtually all areas of PeopleSoft Enterprise Campus Solutions. With this application, you can:

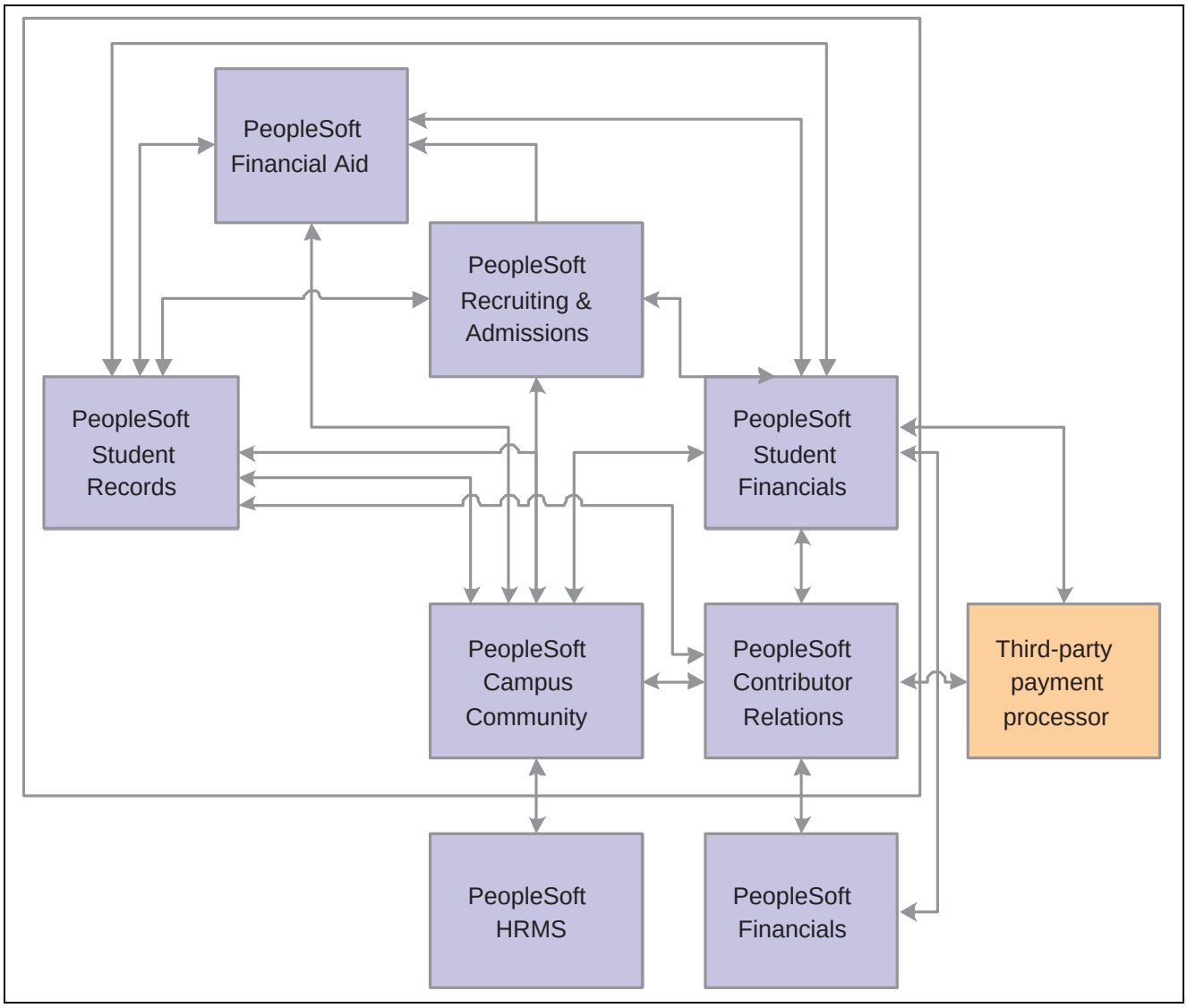
- Calculate fees and tuition.
- Maintain customer account information.
- Create bills.
- Establish payment plans.
- Refund tuition and fees.
- Perform cashiering.
- Process collections.
- Interface with your general ledger system.
- Set up and print tax forms.

Student Financials Business Processes

Student Financials enables you to manage and calculate student financial information for your institution. With it you can calculate tuition and fees, bill customers, and issue refunds. It provides functionality enabling you to set up payment plans for students and implement an automated collections process. It integrates with your general ledger to properly track and allocate your institution's debits and credits. Student Financials provides built-in tax reporting functionality for both the U.S. (1098-T) and Canada (T2202A, T4A, Donation Receipts, and Tax Receipts). It supports and automates third-party processing by providing a seamless link to the payment posting process, enabling you to process both split and/or directed payments online.

Student Financials Integrations

Student Financials integrates with these PeopleSoft applications:



Student Financials integrations

We discuss integration considerations in the implementation chapter in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

Student Financials Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Student Financials also provides component interfaces to help you load data from your existing system into Student Financials tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have setup component interfaces:

Component	Component Interface	References
CLASS_FEE_PANEL	SSF_CLASS_FEE_PANEL_GBL	See Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Course Fees and Class Fees, page 137.
CLST_FEE_PANEL	SSF_CLST_FEE_PANEL_GBL	See Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Course Fees and Class Fees, page 137.
ITEM_TYPE_PANEL	SSF_ITEM_TYPE_PANEL_GBL	See Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40.

This section lists tasks you should complete as part of setting up your Student Financials system.

- Complete the general setup of your Student Financials system. This setup is required before you can set up any of the features delivered with Student Financials. During this step you define the most basic elements of the Student Financials system including tableset IDs, SF installation parameters, item types, the 1098-T TIN table, and account types.
- Define how your Student Financials system interfaces with your general ledger. The required steps of this implementation task depend on whether your institution interfaces with PeopleSoft General Ledger, or a non-PeopleSoft general ledger application.
- Set up application fee and enrollment deposit processing.
- Define payment processing parameters including payment item types and charge priority.
- If your institution has satellite departments or auxiliary services, such as Housing, Library, and Parking, which will need to interface with Student Financials, you will likely need to set up the External File Load feature.
- Decide how your institution calculates tuition and set up the appropriate components.
- Set up the parameters for the Billing feature.
- If your institution chooses to use the Cashiering feature delivered with Student Financials, you must define cashiering offices, valid registers and cashiers, tender keys, and target keys.
- Determine whether your institution issues refunds through accounts payable or payroll, and set up your system accordingly.
- Define payment plans for your institution. Student Financials delivers functionality for several different types of payment plans.
- In conjunction with the 3Cs setup, define your collections process.
- Coordinate with the financial aid staff to set up item types for financial aid disbursement.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise Application Fundamentals for Campus Solutions 8.9 PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "PeopleSoft Enterprise Campus Community Preface"

PeopleTools PeopleBook: PeopleSoft Component Interfaces

PeopleSoft Setup Manager for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook

CHAPTER 2

Completing Student Financials General Setup

This chapter provides an overview of Student Financials general setup and discusses how to:

- Set up installation parameters and keywords.
- Review valid records and fields.
- Set up business units.
- Set up tax authorities and tax codes.
- Set up aging sets.
- Set up payment application rules.
- Set up account types.
- Set up item types and item type groups.
- Set up service indicators.
- Set up a default academic term.

Understanding Student Financials General Setup

A substantial amount of setup is required before you can use Student Financials. The setup described in this chapter establishes the framework for everything that follows. Take enough time and resources now to build a strong foundation, which you can add to later. You do much of this setup once, and modify it rarely, if ever. You use other parts repeatedly as the system expands and changes.

Be aware that PeopleSoft Campus Solutions is an integrated system and coordination between departments and applications is essential to the success of your implementation.

Setting Up Installation Parameters and Keywords

To set up installation parameters and keywords, use the Student Fin Installation component (INSTALLATION_SF) and the Keywords component (KEYWORDS).

This section provides an overview of installation parameters and keywords, and discusses how to:

- Define number sequence start points, and maximum row settings.
- Define keyword edit tables and a null due date.
- Define commit levels.

- Define keywords.

Understanding Installation Parameters

Installation parameters define how Student Financials looks and performs. You specify how the system:

- Numbers certain elements.
- Displays results for various functions.
- Determines the frequency for committing work to the database.

You can change most of these settings at anytime without any negative impact. In fact, you should experiment with your settings in order to strike the proper performance balance. PeopleSoft provides default settings for many of these parameters, but review them to make sure that they work well for your institution.

Keywords

Key words enable you to quickly locate item types within a long list of possibilities. For example, you might have dozens of payment item types, but only a handful that are related to scholarships. By defining Scholarship as one of your key words and associating it with the select few item types, it will be much easier to locate just the item type you need. You can define up to three keywords per item type. Keywords are associated with edit tables and you must select the appropriate edit table to use for each key word.

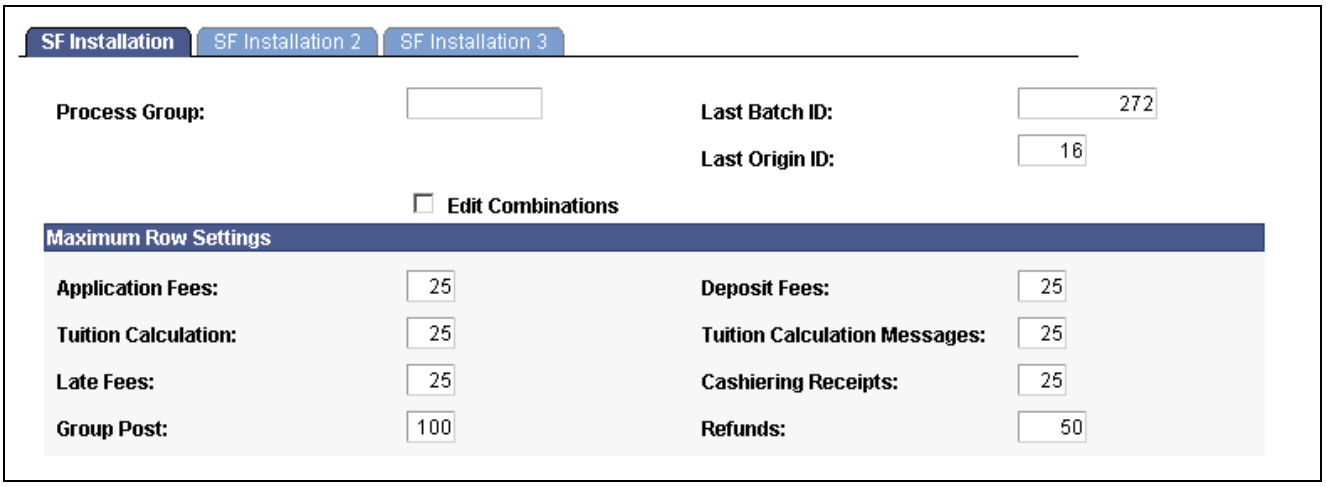
Note. Because PeopleSoft Student Financials, Financial Aid, and Contributor Relations all use keywords, we recommend Student Financials, Financial Aid, and Contributor Relations staff work together to define a keyword standard for your institution.

Pages Used to Set Up Installation Parameters and Keywords

Page Name	Object Name	Navigation	Usage
SF Installation	INSTALLATION_SF	Set Up SACR, Install, Student Fin Installation	Define number sequence start points and maximum row settings.
SF Installation 2	INSTALLATION_SF2	Set Up SACR, Install, Student Fin Installation, SF Installation 2	Define keyword edit tables and a null due date.
SF Installation 3	INSTALLATION_SF3	Set Up SACR, Install, Student Fin Installation, SF Installation 3	Define commit levels.
Keywords	KEYWORD_TBL	Set Up SACR, Product Related, Student Financials, Item Types, Keywords	Define keywords.

Defining Number Sequence Start Points and Maximum Row Settings

Access the SF Installation page.



SF Installation page

Process Group Enter a value for the process group. The system uses the process group in conjunction with G/L Combination processes.

Last Batch ID Each batch transaction is assigned an ID number. This field displays the last ID number assigned to a batch. To start your numbering sequence at a particular point, enter a number here. Otherwise, the system continues to increment subsequent batch transactions from the number shown.

Last Origin ID Use origin IDs to track the source of batch transactions (for example, receipts from the housing or parking offices). This field displays the last ID number assigned to an origin definition. To start your numbering sequence at a particular point, enter a number here. Otherwise, the system continues to increment subsequent origin definitions from the number shown.

Edit Combinations Select this option if you use combination edits in your general ledger processing. Consult your financials staff to determine how to set this option.

Maximum Row Settings Group Box

For each field in this group box, enter the maximum rows of results that you want to display on a page at one time.

See Also

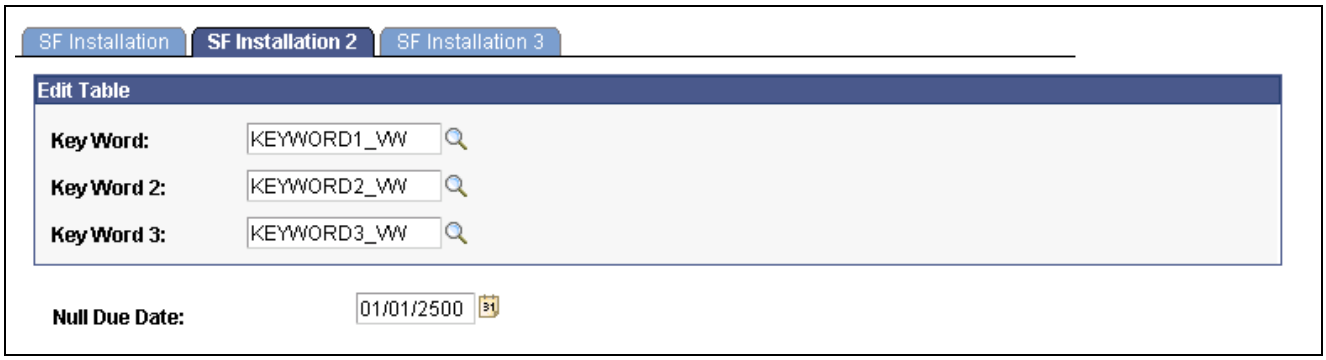
Chapter 11, “Setting Up Receivables Maintenance,” Defining Origins and Group Types, page 249

Chapter 4, “Setting Up GL Interface Processing,” Understanding GL Interface Processing, page 73

Chapter 17, “Refunding Customers,” Understanding Refunds, page 319

Defining Keyword Edit Tables and a Null Due Date

Access the SF Installation 2 page.



SF Installation 2 page

Key Word Select an edit table to use for your first level Key Word values.

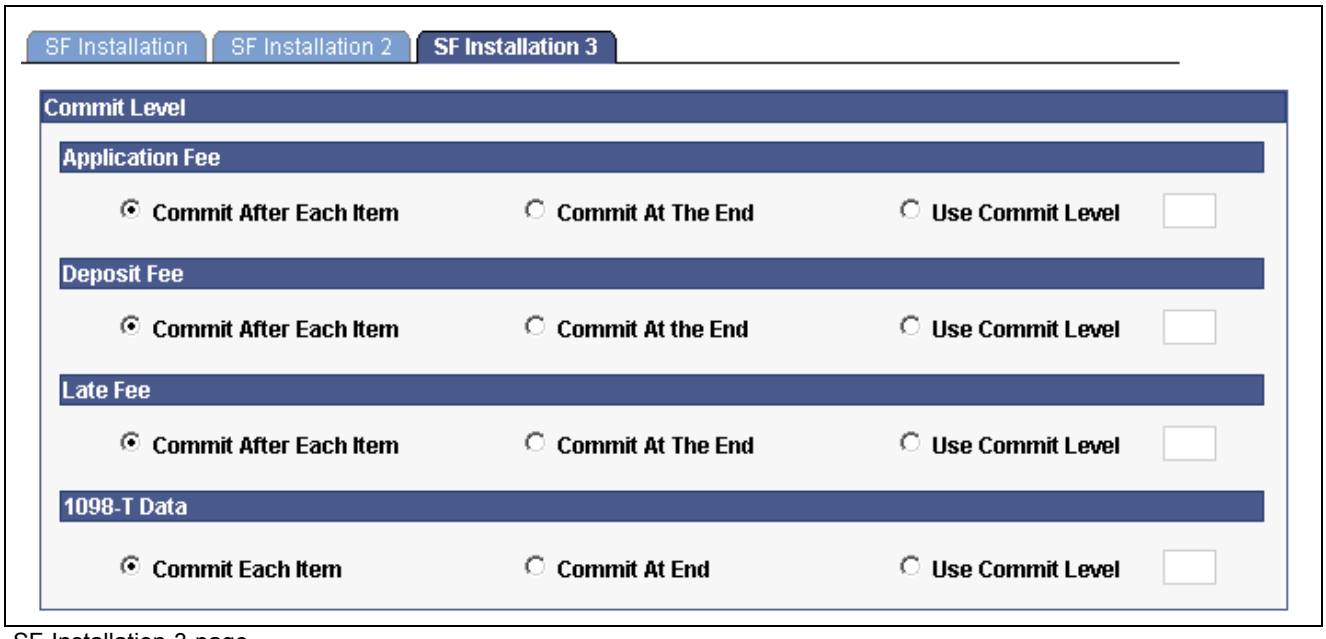
Key Word 2 Select an edit table to use for your Key Word 2 values.

Key Word 3 Select an edit table to use for your Key Word 3 values.

Null Due Date Enter a date that you want the system to use when no other form of due date is specified. Charges with a null due date display as future charges. PeopleSoft recommends that you select a date well into the future. This date appears on the Total Due Charges page of the self-service portion of Student Financials.

Defining Commit Levels

Access the SF Installation 3 page.



SF Installation 3 page

Application Fee, Deposit Fee, Late Fee, and 1098–T Data Commit Level Group Boxes

The selections that you make in the following fields control how often the system commits batched application, deposit, 1098–T, and late fee transactions to the database.

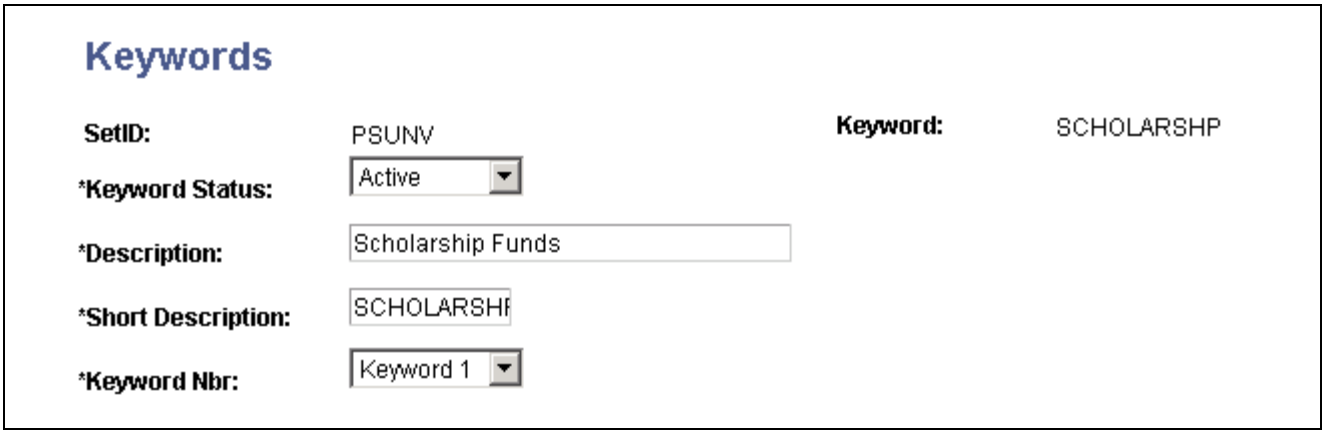
Commit After Each Item Select this option to commit each transaction when it is processed. The advantage to this selection is the commitment process does not affect access to your database.

Commit At The End Select this option to commit all the transactions contained in the batch being processed at the conclusion of that batch's process. The advantage to this selection is processing itself is more efficient. The disadvantage is that when transactions are being committed, other processing involving that database may be affected until commitment is complete.

Use Commit Level Select this option to commit a specified number of transactions during processing. For example, if you enter *50* in the Use Commit Level field, when the transactions are saved the system commits blocks of fifty transactions until the batch is complete. At the end of a batch process, the system commits all remaining transactions even if the number of transactions is less than the number in the Commit Level field.

Defining Keywords

Access the Keywords page.



Keywords page

Keyword Nbr (keyword number) Select the keyword number for this keyword. Each keyword is associated with an edit table that is set up in SF Installation.

Reviewing Valid Records and Fields

To set up records and fields, use the Valid Records component (VALID_RECORD_SF) and the Valid Fields component (VALID_FIELDS).

Student Financials makes certain valid records (tables) and fields available for users to review. It is possible to modify these records and fields, but it is not advised. This section discusses how to:

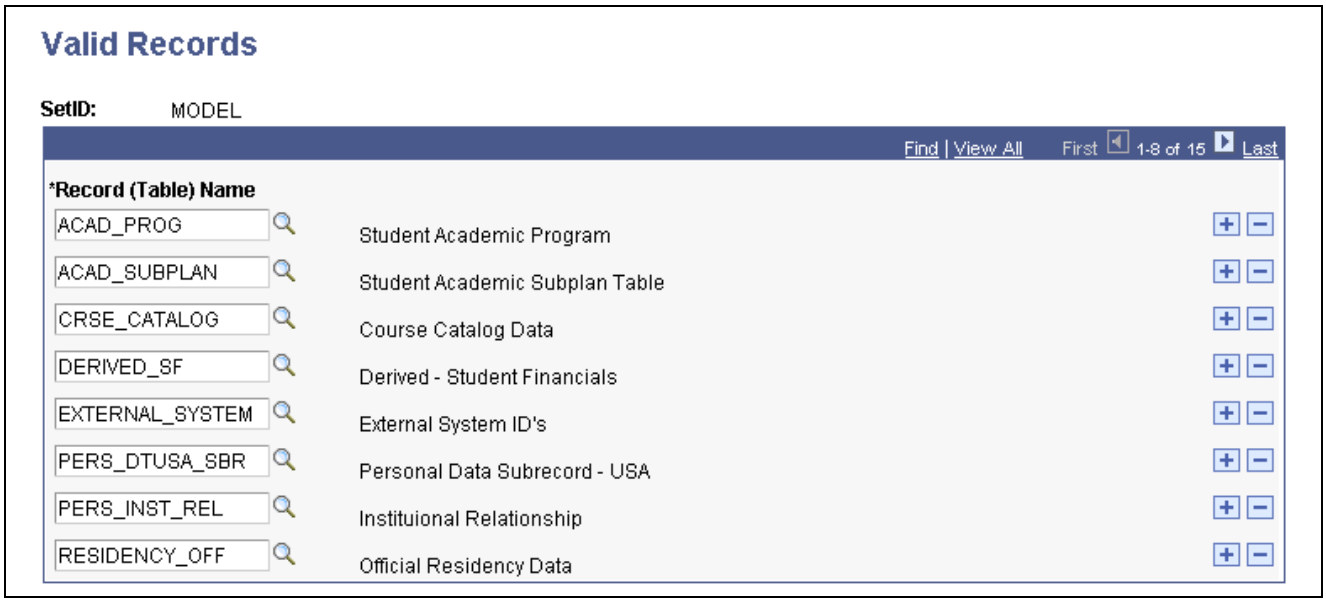
- Review valid records.
- Review valid fields.

Pages Used to Review Valid Records and Fields

Page Name	Object Name	Navigation	Usage
Valid Records	SEL_VALID_RECS	Set Up SACR, Product Related, Student Financials, Valid Records	Review valid records.
Valid Fields	SEL_VALID_VARS	Set Up SACR, Product Related, Student Financials, Valid Fields	Review valid fields.

Reviewing Valid Records

Access the Valid Records page.

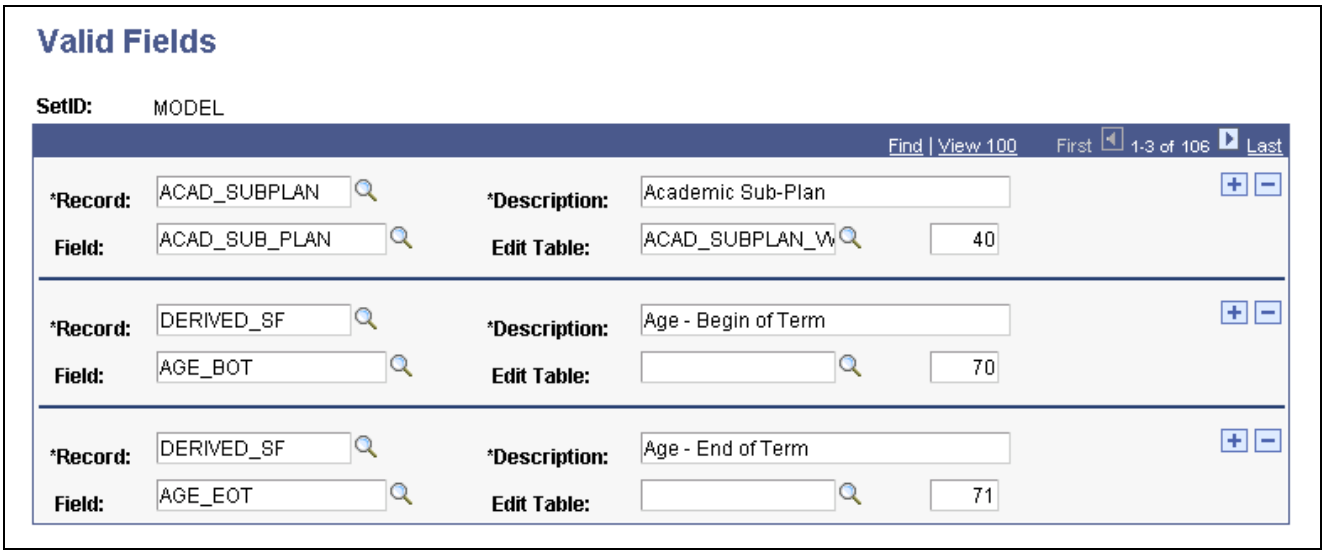


Valid Records page

Record (Table) Name The record (table) name used in the tuition calculation setup appears when you open the page. Because this information is delivered with the system, be careful whenever you plan to make changes to it.

Reviewing Valid Fields

Access the Valid Fields page.



Valid Fields page

Record This field displays the record name. The system provides the default selection for this field.

Description This field displays the record description. The system provides the default selection for this field.

Field This field displays the field name. The system provides the default selection for this field.

Edit Table This field displays the edit table associated with the record. The system provides the default selection for this field.

Setting Up Business Units

To set up business units, use the SF Business Unit component (BUSINESS_UNIT_SF).

This section provides an overview of business units and discusses how to:

- Define basic business unit parameters.
- Define additional business unit parameters.
- Define posting parameters.
- Define committal and approval options.
- Define collection rules.
- Define basic refunding rules.
- Define refund approval parameters.
- Define default payroll interface parameters.
- Define auto-numbering sequences.
- Define tax parameters for students from Canada, Australia, and New Zealand (includes Tax Calculation Options).

Understanding Business Units

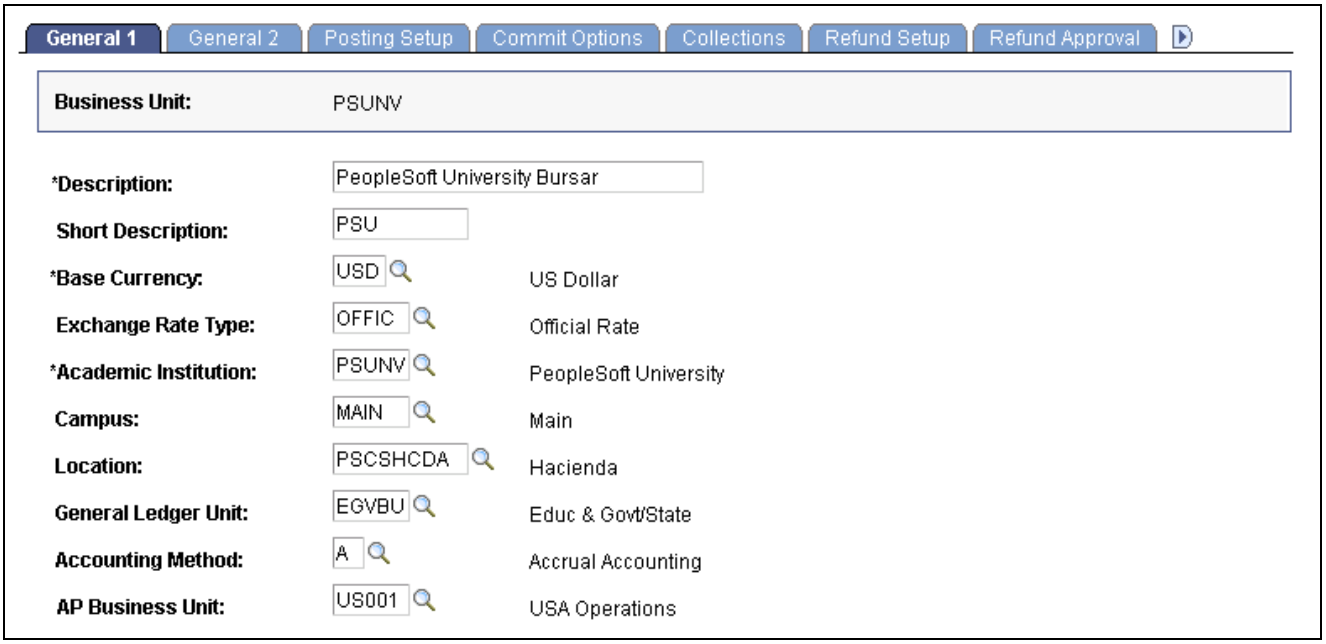
The SF business unit is the framework that controls all processing within the Student Financials application. Each business unit can have its own set of business rules. For example you might have different campuses that operate independently from each other financially. By setting up different business units, you have the flexibility of defining just what you need. You must set up at least one business unit.

Pages Used to Set Up Business Units

Page Name	Object Name	Navigation	Usage
General 1	BUS_UNIT_TBL_SF	Set Up SACR, Product Related, Student Financials, SF Business Unit, General 1	Define basic business unit parameters.
General 2	BUS_UNIT_TBL_SF2	Set Up SACR, Product Related, Student Financials, SF Business Unit, General 2	Define additional business unit parameters.
Posting Setup	BUS_UNIT_TBL_SF14	Set Up SACR, Product Related, Student Financials, SF Business Unit, Posting Setup	Define posting parameters.
Commit Options	BUS_UNIT_TBL_SF10	Set Up SACR, Product Related, Student Financials, SF Business Unit, Commit Options	Define committal and approval options.
Collections	BUS_UNIT_TBL_SF7	Set Up SACR, Product Related, Student Financials, SF Business Unit, Collections	Define collection rules.
Refund Setup	BUS_UNIT_TBL_SF3	Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Setup	Define basic refunding rules.
Refund Approval	BUS_UNIT_TBL_SF20	Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Approval	Define refund approval parameters.
Payroll Defaults	BUS_UNIT_TBL_SF4	Set Up SACR, Product Related, Student Financials, SF Business Unit, Payroll Defaults	Define default payroll parameters. Use PeopleSoft Payroll for North America to process refunds.
Counters	BUS_UNIT_TBL_SF8	Set Up SACR, Product Related, Student Financials, SF Business Unit, Counters	Define auto-numbering sequences.
Canadian/ANZ Taxes	BUS_UNIT_TBL_SF19	Set Up SACR, Product Related, Student Financials, SF Business Unit, Canadian/ANZ Taxes	Define tax parameters for students from Canada, Australia, and New Zealand and Tax Calc options.

Defining Basic Business Unit Parameters

Access the General 1 page.



General 1 page

Base Currency Confirm or select the base currency that you want this business unit to use. The default value is the base currency selected for the institution under Set Up HRMS, Install, Installation Table, HRMS Options. You can override the base currency for each business unit.

Exchange Rate Type Select the exchange rate type that you use to convert other currency types to the base currency. The exchange rate type is necessary for the posting of charges.

Note. You define exchange rate types on the Currency Rate Type page (same navigation as above).

Academic Institution Identify the academic institution that contains the SF Business Unit.

Campus Select the appropriate campus for the SF Business Unit.

Location Select the appropriate location for the SF Business Unit.

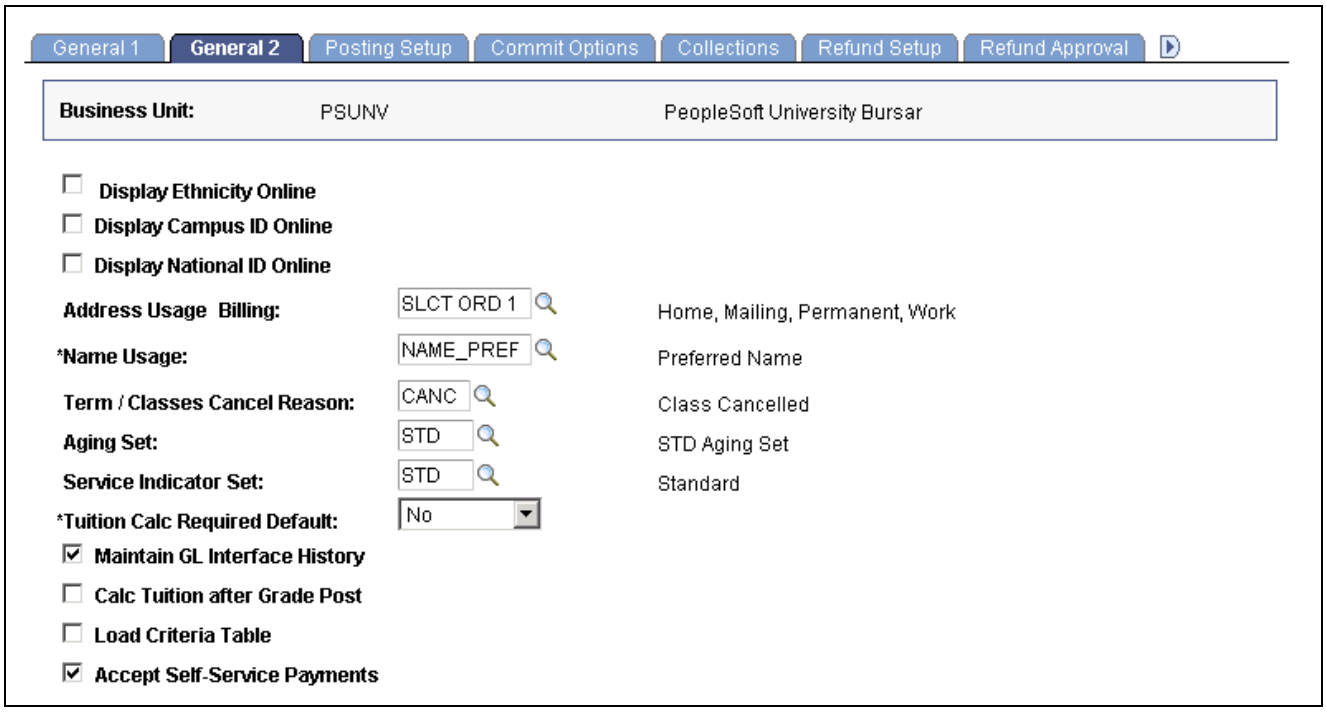
General Ledger Unit If your institution uses PeopleSoft Financials, select the General Ledger Unit that receives information from the SF Business Unit. Otherwise, leave this field blank.

Accounting Method Select your institution's accounting method: *Accrual, Cash,* or *Modified Cash* accounting.

AP Business Unit Select the business unit to which your system interfaces when processing refunds through the accounts payable department.

Defining Additional Business Unit Parameters

Access the General 2 page.



General 2 page

Display Ethnicity Online Select this option if you want the student's ethnicity to appear on the Academic Information page.

Display Campus ID Online Select this option if you want the campus ID to appear on the Academic Information page. The campus ID identifies the campus, not the student.

Display National ID Online Select this option if you want the student's national ID (for example, social security number) to appear on the Academic Information page.

Address Usage Billing Select a default address usage type to use when you generate customer bills.

Name Usage Select a default name usage type.

Term/Class Cancel Reason Select a term/class cancellation code that you want to use as the default reason when you run the term/class cancellation process.

Aging Set Select the aging set that the system uses by default for the Assign Collector process.

Service Indicator Set Select the service indicator set that you want to use. This service indicator set must include all service indicators you want to use for credit history processing.

Tuition Calc Required Default (tuition calculation required default) Select *Yes*, if you want the Tuition Calc Required flag set automatically when a student is activated in a term. Use this option if you want tuition to be calculated on Anticipated Units.

Select *No*, if you do not want the Tuition Calc Required flag set automatically when a student is activated in a term. Use this option if you want tuition fees calculated only after enrollment activity (Bill Units).

Maintain GL Interface History Select this option if you want the system to maintain general ledger interface history. This selection is required to use the Back Out GL Interface functionality.

Calc Tuition after Grade Post (calculate tuition after grade post)

Select this option if you want the Tuition Calc Required flag to be set to yes whenever student grades are posted or changed through the Grade Roster page.

Note. This check box does not affect the Tuition Calc Required flag being set to yes when grades are posted or changed through the Enrollment pages.

Load Criteria Table

Select this option if you want the criteria tables (for example, Career, Program, Fee Triggers, and so on) to be loaded into working storage at the beginning of the Tuition Calculation process. Selecting this option can improve Tuition Calculation process performance.

Note. If there are more than 100 total criteria values, this option must not be selected. Working storage is currently limited to 100 maximum values.

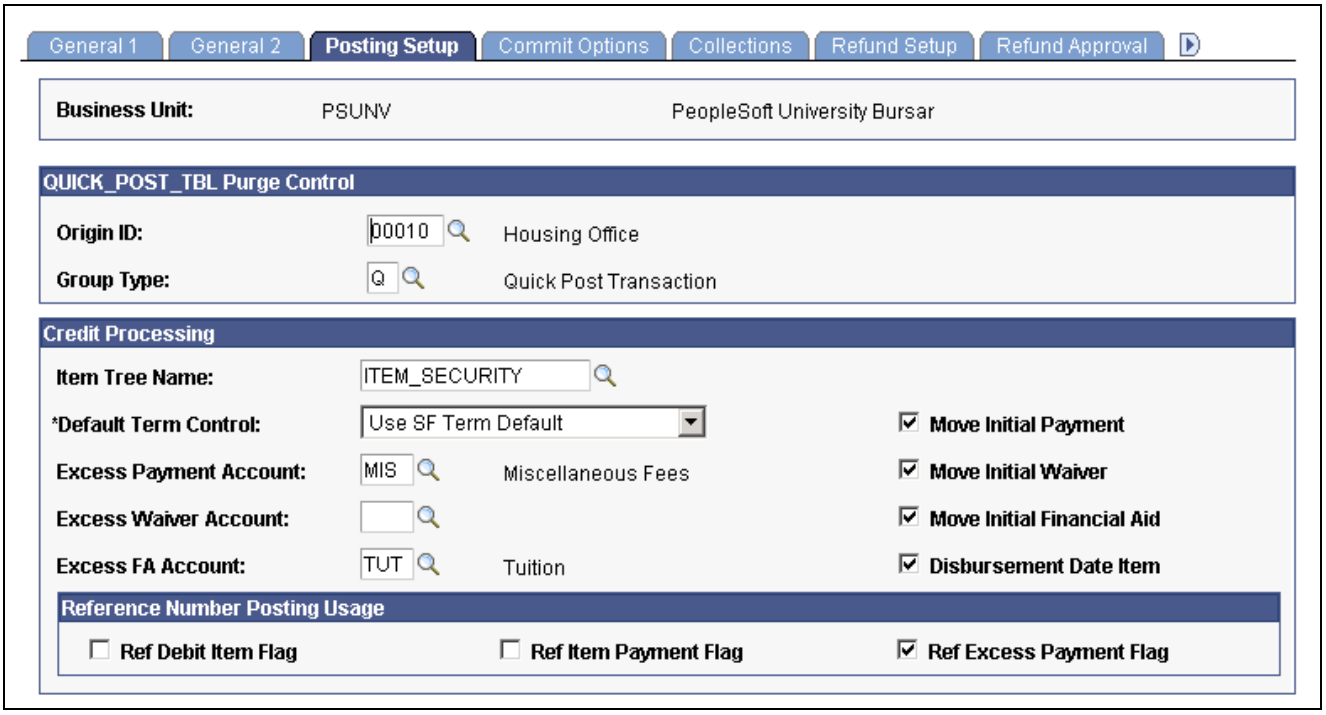
Accept Self-Service Payments

Select this option if you want to allow students to make payments over the web using ePayments. This selection is limited to this SF business unit. This SF business unit must also be attached to an institution set that enables self-service payments. Unless self-service payments are enabled for both the SF business unit and the institution set, students will only have access to one of the self-service pages (Account Inquiry).

See *PeopleSoft Enterprise Campus Self Service 8.9 PeopleBook*, "Setting Up Self-Service Student Financials".

Defining Posting Parameters

Access the Posting Setup page.



Posting Setup page

QUICK_POST_TBL Purge Control

Student Post (Quick Post) and Corp Post transactions are recorded in the Quick Post Table. These entries can be consolidated into posting groups using the Purge QUICK_POST_TBL process. The options in this group box create entries in the Group Control Record that enable you to easily track Student Post transactions.

Origin ID Select the origin ID that you want the system to use when consolidating transactions into posting groups.

Group Type Select the group type that you want the system to use when consolidating transactions into posting groups.

Credit Processing

Set the conditions that you want the system to use when credits (payments) are posted on an account.

Item Tree Name Select the name of the item type tree that contains all of the item types that you use for transactions. This tree also controls item type security

Default Term Control Select how you want to determine the term that the system uses as the default if a charge or payment is entered without specifying a term.

Note. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.

Warning! Your selection of a default term control can affect how payments are processed. When either of the enrollment term selections are used, the actual term value may vary from student to student. The actual term value used becomes the value of the Current Term for payment processing.

Last Enrollment Term: Select if you want the default term to be based on the student's most recent completed term of enrollment.

Most Current Enrollment Term: Select if you want the default term to be based on the student's most recent term of enrollment, whether completed or not.

Use SF Term Default: Select if you want the default term to be based on the term value that you defined in SF Term Default setup.

Move Initial Payment Select to move all payments in excess of charges to the account specified for excess payments. If the option is not selected, excess payments show as a credit balance on the charge account.

Excess Payment Account Select a default account that you want to use for payments that are received in excess of charges.

Move Initial Waiver Select to move all waivers in excess of charges to the account specified for excess waivers. If the option is not selected, excess waivers show as a credit balance on the charge account.

Excess Waiver Account Select a default account that you want to use for waivers that are posted to an account in advance of charges. This feature can also be used as an option for waivers that are posted in excess of charges.

Warning! Waivers should rarely, if ever, be applied to a student's account other than through the tuition calculation process. Waivers posted using the Student Post or Group Post processes may not be able to be adjusted properly.

Move Initial Financial Aid Select this option to move all financial aid payments in excess of eligible charges to the account specified for excess financial aid. If the option is not selected, excess financial aid payments show as a credit balance on the charge account.

Excess FA Account (excess financial aid account) Select a default account that you want to use for financial aid that is posted to an account in excess of eligible charges.

Disbursement Date Item Select if you want the system to display each disbursement of a financial aid award in a single term (same item type), as a separate line item on a student's account. Also, selecting this option enables the system to identify specific disbursements in the event that an adjustment is required.

For example, if a direct loan requires more than one disbursement in one term, selecting the check box identifies each disbursement with a unique date causing the system to recognize each as a separate entry.

Clear this option to have all disbursements in a term roll into one line item.

Note. Once you begin posting financial aid awards, you should not change this setting.

Warning! Financial aid disbursement does not correctly reverse disbursements when multiple disbursements exist within a term and you do not select the Disbursement Date Item check box. This can occur, for example, if there are multiple disbursements in a single term and one or more of them is reduced. If you use batch disbursement to post the new disbursement amount, the posting process reverses the entire disbursement total for the term and then reposts only one of the disbursements in the term. In PeopleSoft Financial Aid, the disbursements look like they have been disbursed properly, but in Student Financials only one of the disbursements is properly posted so the two applications are out of sync. If you use online disbursement to update the newly reduced disbursement amount, the same problem occurs. The online disbursement process reverses the entire award amount for the term and only posts the new reduced single disbursement amount.

Reference Number Posting Usage

This group box provides additional options for the posting of debits and payments.

Ref Debit Item Flag (reference debit item flag) Select to have the option of associating a reference number with charge items. For example, you could use a parking ticket number as a reference on a parking fine charge. Each charge item with a reference number is displayed separately on the Charge Detail page.

Ref Item Payment Flag (reference item payment flag) Select to have the option of associating a payment with a particular charge by using the reference number. For example, if you use a parking ticket number as a reference number on a parking fine charge, you can use that same ticket number to tie the payment to the specific charge.

Note. The Ref Debit Item Flag check box must be selected to use the Ref Item Payment Flag option.

Ref Excess Payment Flag (reference excess payment flag)

Select this option if you would like to have payments made in excess of a particular charge to be applied to other charges with the same reference ID.

Note. The Move Initial Payment check box must be selected to use the Ref Excess Payment Flag.

See Also

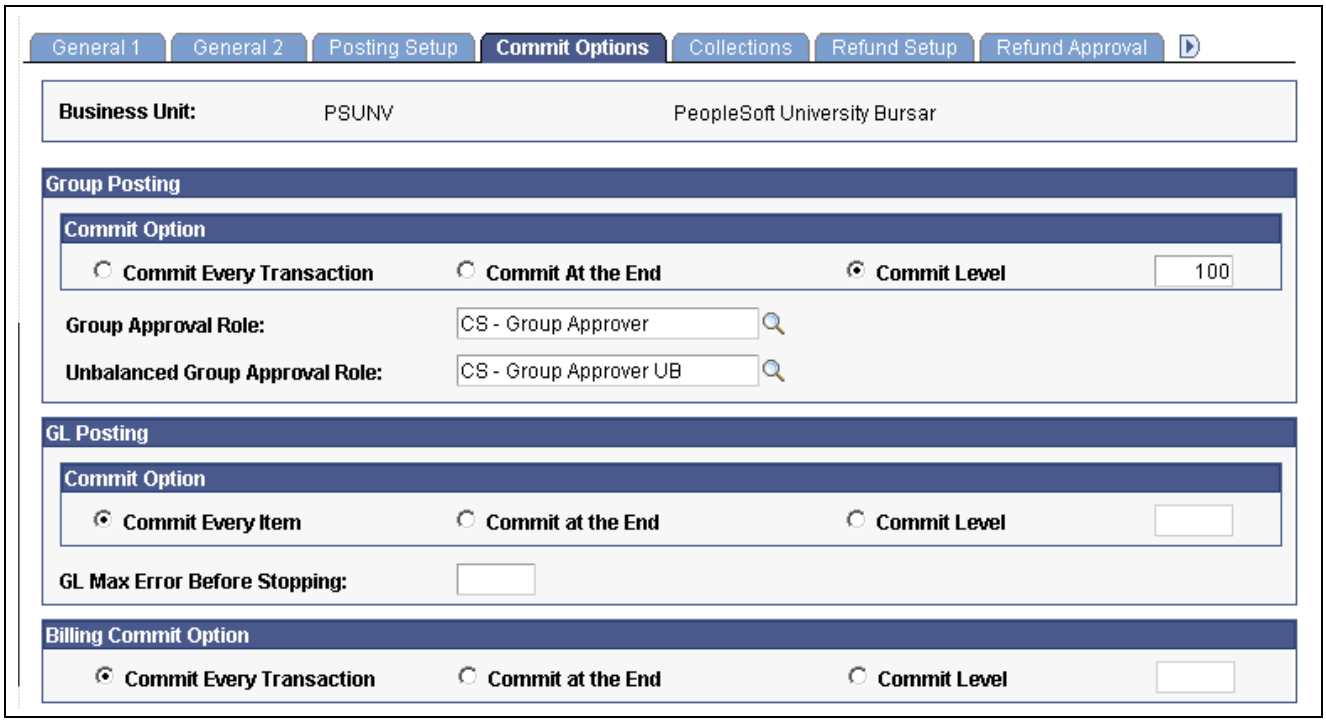
Chapter 11, "Setting Up Receivables Maintenance," page 249

Chapter 21, "Maintaining Receivables," Consolidating and Reviewing Transactions for Individual Students and Organizations, page 442

Chapter 2, "Completing Student Financials General Setup," Setting Up Payment Application Rules, page 27

Defining Committal and Approval Options

Access the Commit Options page.



Commit Options page

Important! The selections that you make in this page have a specific effect on processing. Consult with your IT staff and system administrators to determine the optimum selections for your processing needs.

Group Posting

Set the levels at which group post transactions are committed to the database.

Commit Every Transaction	Select this option to commit each transaction when it is processed.
Commit At the End	Select this option to commit all the transactions contained in the batch being processed at the conclusion of that batch's process.
Commit Level	Select this option to commit a specified number of transactions during background processing. For example, if you enter *100* in the Commit Level field, when you run a batch process the system processes 100 transactions and then commits them to the database until the batch is complete. At the end of a batch process, the system commits all remaining transactions even if the number of transactions is less than the number in the Commit Level field.
Group Approval Role	Select the role of the person, or persons who can approve the group.
Unbalanced Group Approval Role	Select the role of the person, or persons who can approve an out-of-balance group.

GL Posting

Set the levels at which general ledger transactions are committed to the database.

Commit Every Item	Select to commit each transaction when it is processed.
Commit at the End	Select to commit all the transactions contained in the batch being processed at the conclusion of that batch's process.
Commit Level	Select to commit a set number of transactions during background processing.
GL Max Error Before Stopping (general ledger maximum error before stopping)	Enter the maximum number of errors that you want the system to allow before stopping transaction processing.

Billing Commit Option

Set the levels at which billing transactions are committed to the database.

Commit Every Transaction	Select to commit each transaction when it is processed.
Commit at the End	Select to commit all the transactions contained in the batch being processed at the conclusion of that batch's process.
Commit Level	Select to commit a set number of transactions during background processing. Enter a commit level in the field to the right of this option.

See Also

Enterprise PeopleTools PeopleBook: Workflow Technology

Defining Collection Rules

Define the rules governing how your business unit handles receivables collection.

See Also

Chapter 12, "Setting Up Receivables Collection," page 267

Defining Basic Refunding Rules

Specify the business unit rules governing how the system handles refunds.

See Also

Chapter 7, "Setting Up Refunding," Setting Up Your Business Unit to Refund Customers, page 166

Defining Refund Approval Parameters

Set refund approval levels for student and organization refunds.

See Also

Chapter 7, "Setting Up Refunding," Setting Up Your Business Unit to Refund Customers, page 166

Defining Default Payroll Parameters

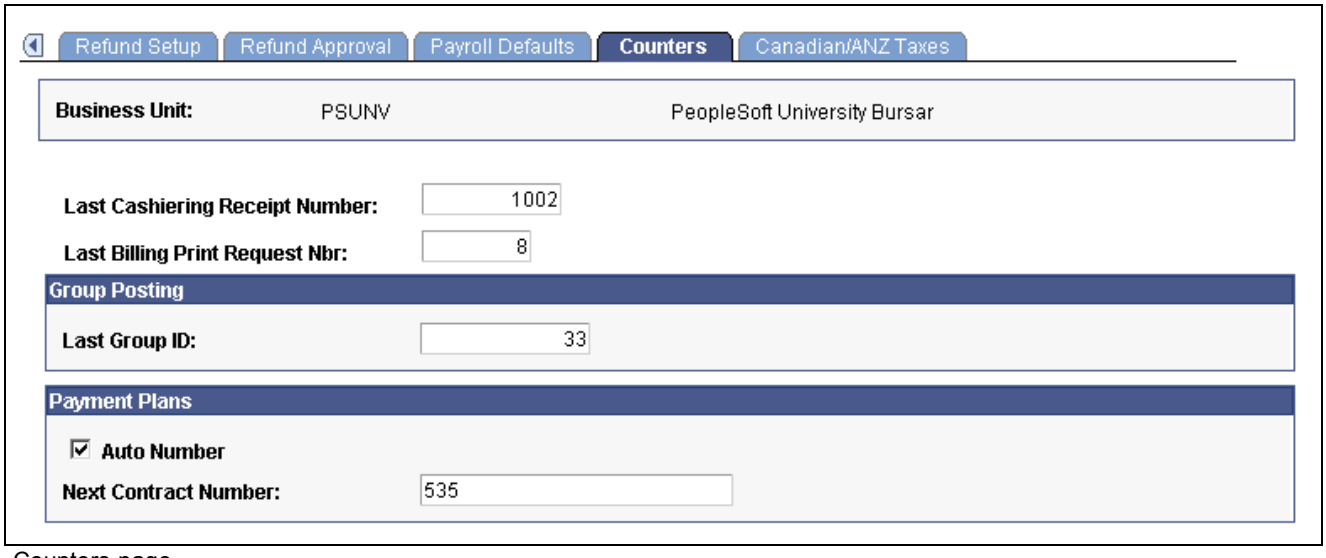
Establish default parameters for refunds created using PeopleSoft Payroll for North America.

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Setting Up the Payroll Process"

Defining Auto-numbering Sequences

Access the Counters page.



Counters page

With the exception of Payment Plans, the counter number fields on this page automatically display the last number used. You have the option of specifying a number with which you would like the sequence numbering to begin. For example, if you want cashiering receipt numbers to begin at 1,000, enter the number *999* in the Last Cashiering Receipt Number field. The system automatically assigns the number 1,000 to the first receipt produced and increments all receipts by 1 thereafter.

Last Cashiering Receipt Number — If you want to change the starting point of the numbering sequence for cashiering receipts, enter a number one less than the number that you want to begin with.

Last Billing Print Request Nbr (last billing print request number) — If you want to change the starting point of the numbering sequence for billing requests, enter a number one less than the number that you want to begin with.

Group Posting

Last Group ID — If you want to change the starting point of the numbering sequence for posting group ID numbers, enter a number one less than the number that you want to begin with.

Payment Plans

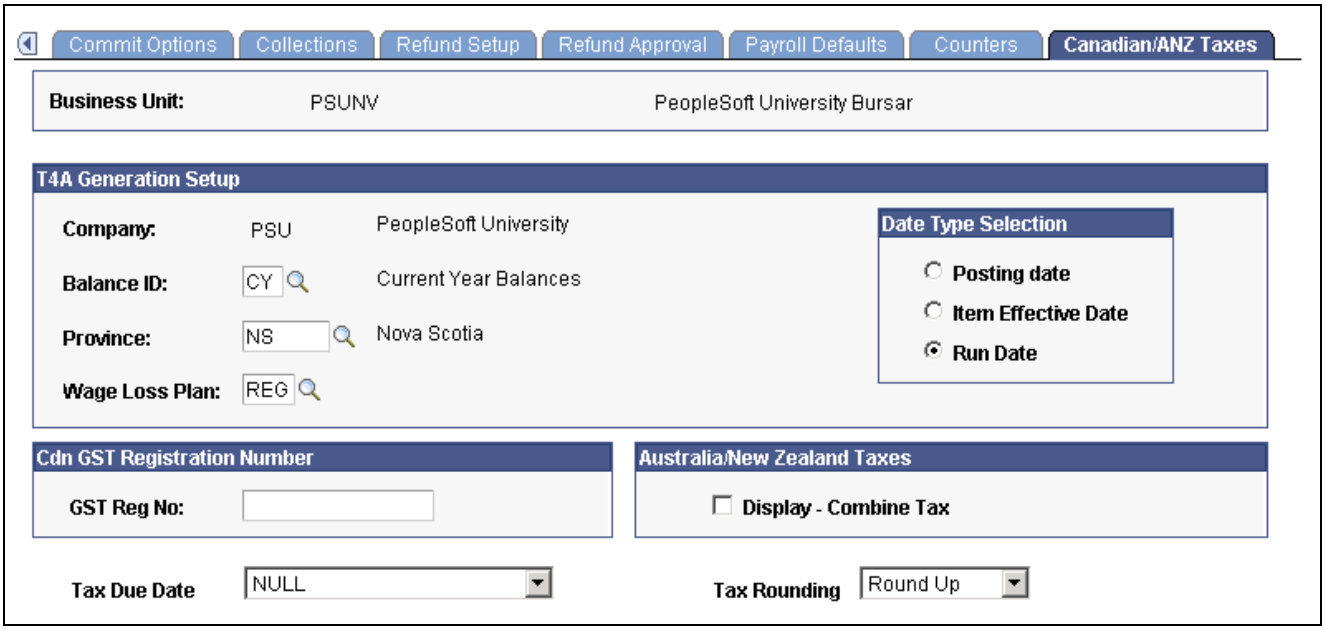
Auto Number — Select this check box if you want the system to automatically generate sequential contract numbers for payment plan contracts.

Next Contract Number — If you want to change the starting point of the numbering sequence for payment plan contract numbers, enter the contract number that you want to begin with.

Unlike the previous counters, the Next Contract Number field displays the next number in the sequence.

(CAN)(AUS)(NZL) Defining Tax Parameters for Students from Canada, Australia, and New Zealand

Access the Canadian/ANZ Taxes page.



Canadian/ANZ Taxes page

T4A Generation Setup

Canadian students are required to report all scholarship income. The T4A report is generated for the student's use.

The following fields define the setup needed to transfer information from the Student Financials application to the PeopleSoft Payroll for North America application for the processing and generation of T4A reports. Consult with your payroll staff to determine the proper selections for the following options.

Company Select the company that generates the report. This is used to aggregate student income balances in payroll.

Balance ID Select the balance ID. This selection controls the period of time covered by the report.

Province Select the province where scholarship income is received.

Wage Loss Plan Select a Wage Loss Plan. Wage Loss Plans are set up in Set Up HRMS, Product Related, Payroll for North America, Canadian Taxes, Wage Loss Plan Table.

Date Type Selection

In this group box, select the type of date that you want to use to govern selection of items to be included in the T4A report. The system uses the date type selection in conjunction with the balance ID to control which transactions it includes in the report.

Posting Date Select if you want use the item posting date to govern transaction selection.

Item Effective Date Select if you want use the item effective date to govern transaction selection.

Run Date Select if you want use the item run date to govern transaction selection.

Note. Use only when the T4A Generation process is run within the same calendar/tax year as the transactions.

Cdn GST Registration Number

Enter the GST Reg No (Goods and Services Tax registration number) assigned to this business unit. The system uses this value for any receipts and invoices that are specifically designed to include the GST registration number when GST is assessed.

Australia/New Zealand Taxes

Display − Combine Tax Select if you want to display transactions with tax included (summed). The default setting (check box cleared) displays taxes as a separate line item.

Tax Due Date Choose a Tax Due Date option to control when taxes associated with charges are considered due. Valid options are:

Charge Due Date: Select to make taxes due on the same date as the corresponding charge.

Charge Effective Date: Select to make taxes due on the date the corresponding charge becomes effective. This date may be different than the due date of the charge.

Null: Select if you do not want the system to automatically assign a due date. This setting leaves open the option of assigning a due date at a later point (for example, through the Billing process). This is the default setting.

Posting Date: Select to make tax charges due immediately on the date the corresponding charge is posted.

Tax Rounding

This option controls how taxes are adjusted at the half-cent point. Different taxing authorities have different rules on how adjustments must be made. Determine the requirements for your institution before selecting an option. Rounding affects only tax amounts that are calculated to the exact half-cent point. Valid options are:

No Rounding: Select if you want to truncate the calculated tax amount to the full-cent value. This option effectively eliminates any fraction of a cent. For example, 3.769 USD would be truncated to 3.76 USD. Fractions will never be rounded up.

Round Down: Select if you want taxes that calculate to the half-cent point or less to be reduced to the nearest full-cent. For example, 3.765 USD would be reduced to 3.76 USD.

Round Up: Select if you want taxes that calculate to the half-cent point or more to be increased to the nearest full-cent. For example 3.765 USD would be increased to 3.77 USD.

Note. Student Financials rounds based on the third decimal place of a number.

Setting Up Tax Authorities and Tax Codes

To set up tax authorities and tax codes, use the Tax Authorities component (TAX_AUTHORITY) and the Tax Codes component (TAX_CODE_VAT).

This section provides and overview of tax authorities and tax codes, and discusses how to:

- Define a tax authority.
- Specify VAT rebates for tax authorities.
- Define tax codes.

Understanding Tax Authorities and Tax Codes

Your institution may be under the jurisdiction of one or more tax authorities that require you to charge taxes for certain transactions. To process tax charges, you must define one or more tax authority codes.

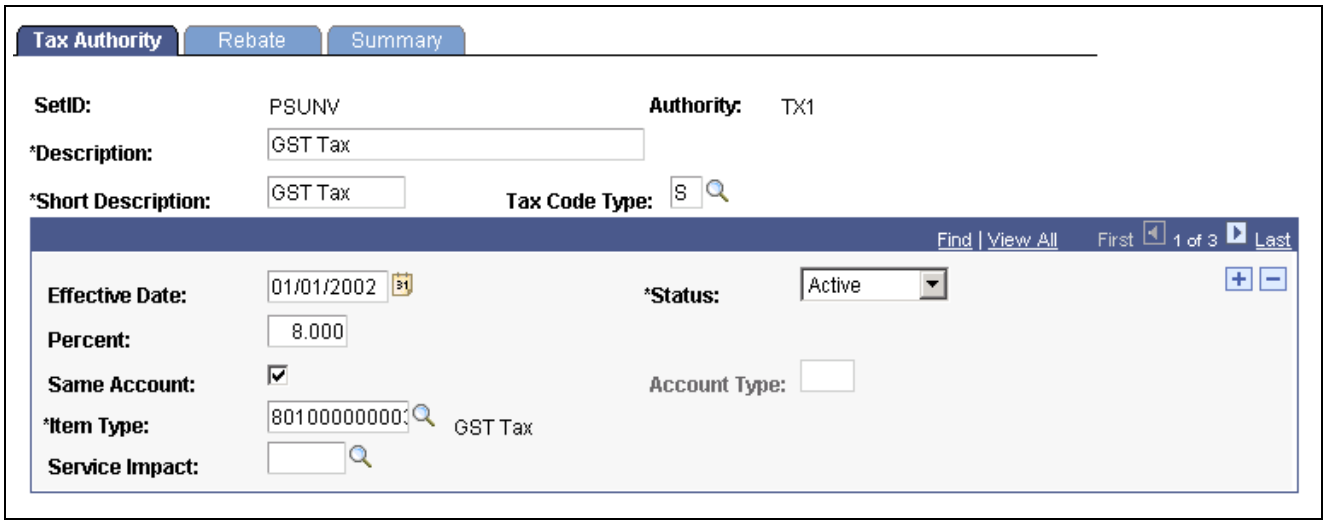
Tax codes are used to link taxes to charge item types. Each tax code must include at least one tax authority, but can include more than one if your institution is subject to more than one taxing authority. For example, you may need to charge students both state and local sales taxes for books. By setting up a tax code that combines the two authorities, you can charge both taxes.

Pages Used to Set Up Tax Authorities and Tax Codes

Page Name	Object Name	Navigation	Usage
Tax Authority	TAX_AUTHORITY	Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities	Define tax authorities.
Tax Authorities - Rebate	TAX_AUTHORITY_PSB	Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities, Rebate	Specify VAT rebates for tax authorities.
Tax Authorities - Summary	TAX_AUTHORITY_VAT	Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities, Summary	Review tax authority parameters.
Tax Codes	TAX_CODE_VAT	Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Codes	Define tax codes using one or more tax authorities.

Defining Tax Authorities

Access the Tax Authority page.



Tax Authority page

Tax Code Type Select a tax code type of *S* (sales tax) or *V* (value added tax).

Percent Set the default percentage of tax the authority assesses.

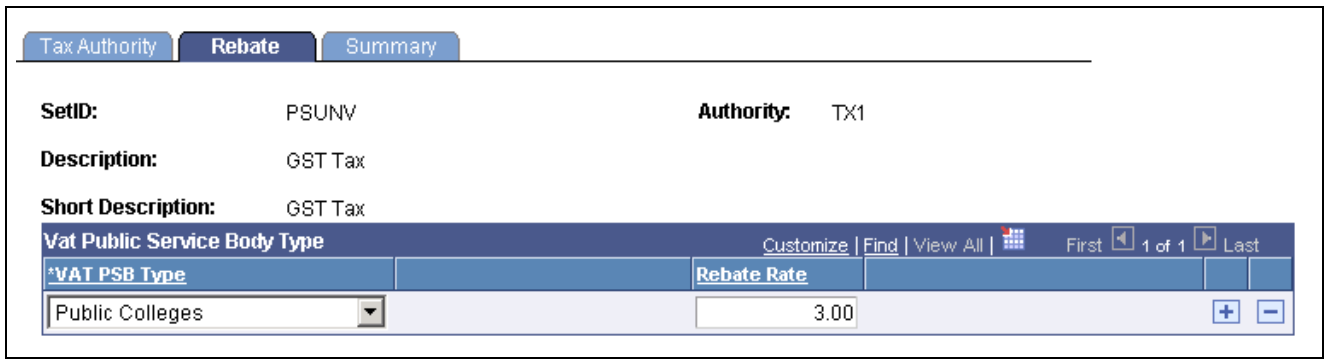
Same Account and **Acct Type** (account type) Select the Same Account check box if you want the tax assessed to appear in the same account as its associated charge. If you clear the check box, you can select a different account type in the Acct Type field.

Item Type Select the item type that you have defined for transactions from this tax authority.

Service Impact Select the service impact that exempts customers from this taxation.

Specifying VAT Rebates for Tax Authorities

Access the Tax Authorities - Rebate page.

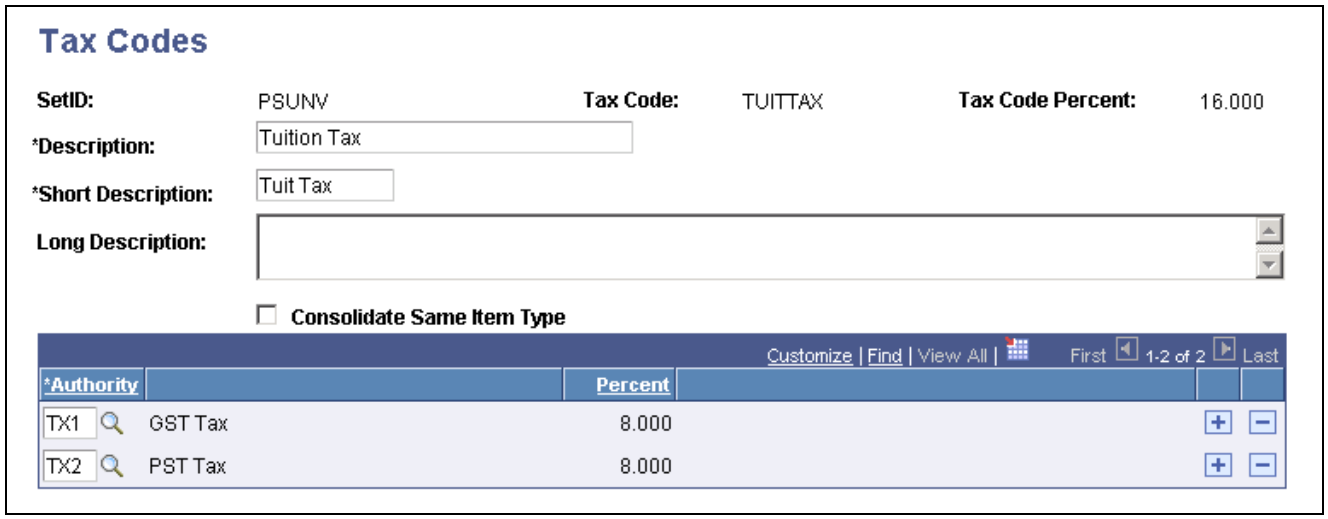


Tax Authorities - Rebate page

VAT PSB Type (value added tax public service body type) and **Rebate Rate** — If applicable, select the value added tax public service body type and enter a rebate rate.

Defining Tax Codes

Access the Tax Codes page.



Tax Codes page

Consolidate Same Item Type — If you are creating a code that combines two or more different tax authorities, you can select this check box to consolidate the tax transactions that make up the code into the same item type during posting. Otherwise, the system creates each transaction on an account as individual entries.

Authority — Select the tax authority that you want to attach to the tax code.

Percentage — The default percentage displays to the right of each authority that you add.

Setting Up Aging Sets

To set up aging sets, use the Aging Set component (AGING_TABLE).

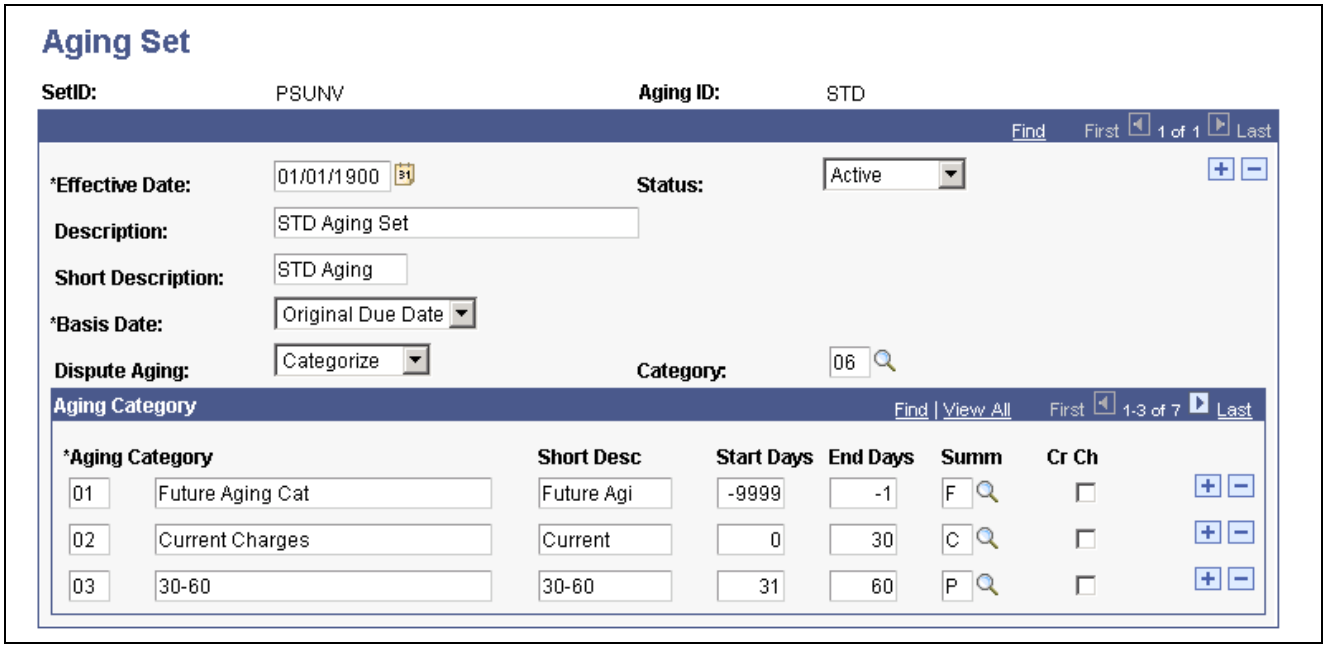
An aging set is a complete set of aging categories that defines how your system ages your accounts. You can define multiple aging sets to be used for different types of customers. For example, you might want to age student accounts differently than you do organization accounts.

Pages Used to Set Up Aging Sets

Page Name	Object Name	Navigation	Usage
Aging Set	AGING_TABLE	Set Up SACR, Product Related, Student Financials, Collections, Aging Set	Define aging sets.

Defining Aging Sets

Access the Aging Set page.



Aging Set page

Basis Date Select the basis date that you want to use when a charge is assigned to an aging category. Options are: *Actual Billing Date, Billing Date, Current Due Date,* and *Original Due Date.*

Dispute Aging In the Dispute Aging and Category fields, define how you want to categorize any charges in dispute.

Age Normal: Select if you want to age disputed charges like any other charge. When you select this option, disputed charges can still show up as being past due and can trigger collection actions.

Categorize: Select if you want disputed charges to be distinguished as a unique category. When you select this option, the Category field becomes active.

Ignore: Select if you want the system to overlook disputed charges. When you select this option, the system does not distinguish disputed charges as a unique category and does not age them like other charges. In addition, disputed charges do not trigger collection actions.

Category Enter the category value that you want to use for disputed charges.

Aging Category Enter an aging category value that you want to use to distinguish each time range. In the field to the right, enter a description of the particular category.

Start Days and **End Days** Enter the beginning and ending points of the aging category. For example, if charges up to thirty days old are considered current, enter *0* in the Start Days field and *30* in the End Days field. The beginning and ending point of the range are controlled by the Basis Date.

Summ (summary) Select a code to identify the late charge category: *C* (current due), *D* (dispute due), *F* (future due), *O* (other), or *P* (past due).

Cr Ch (credit check) This check box is reserved for future use.

Setting Up Payment Application Rules

To set up payment application rules, use the Charge Priority List component (CHARGE_PRIORITY) and the Payment Overall Priority component (OVERALL_PRIORITY).

This section provides an overview of payment application rules and discusses how to:

- Create a charge priority list and link it to an item type tree.
- Define charge priority list rules.
- Define payment overall priorities.

Understanding Payment Application Rules

Your institution probably has rules about how payments are to be applied to charges on student accounts. You may always want tuition to be paid first, or you may want the oldest charges paid first. In addition, there are many rules that apply to financial aid. Regardless of your institution's specific rules, you want Student Financials to automatically apply them, eliminating the need to make on-the-spot decisions about each payment.

Obviously, defining one set of rules that works for every situation is difficult. To meet all of your needs, you should carefully plan and define several sets of rules. You must understand how these rule sets work separately, with each other, and how they work with other parts of the system.

To make setup as flexible, yet precise as possible, the system uses a combination of charge priority list and payment overall priority rules that are attached to payment item types. These very specific payment processing definitions are also impacted by the default term, business unit posting rules, and priority values defined for payment item types.

PeopleSoft provides flexible payment processing capabilities, but setup requires considerable thought. While complex, the process is logical and accommodates most payment application schemes. Plan well and take the time to test your setup extensively.

Before you start setting up your charge priority list and payment overall priority rules, be sure to check over your item type tree setup. Because your charge priority definition depends on your item type tree, the tree must be set up correctly. For example, all item types related to tuition should be grouped together under a tree node named *Tuition.* Likewise with housing and parking item types. Your actual item type tree setup may use different terminology, but the structure must include nodes similar to these examples. Also, make sure that the same item type number has not been included in more than one tree node.

Charge Priority List Rules

Charge priority rules are the first step in determining how the system applies a payment. You define exactly what charges are eligible for payment under a particular rule set. You also define if payments can be applied to charges from various time periods and you can establish a priority order for allowed charges.

Charge priority lists are dependent on item type trees to identify which charge items are qualified for the particular type of payment. Because charge priority list details are defined at the tree node level, you can make payment restrictions as broad or narrow as you would like.

Payment Overall Priority Rules

Payment overall priority rules define the order of payment allocation when payments do not fully cover all eligible charges. You have two options when defining payment overall priority rules. Either your payment overall priority can act as a tiebreaker, or it can pay all eligible charges equally.

See Also

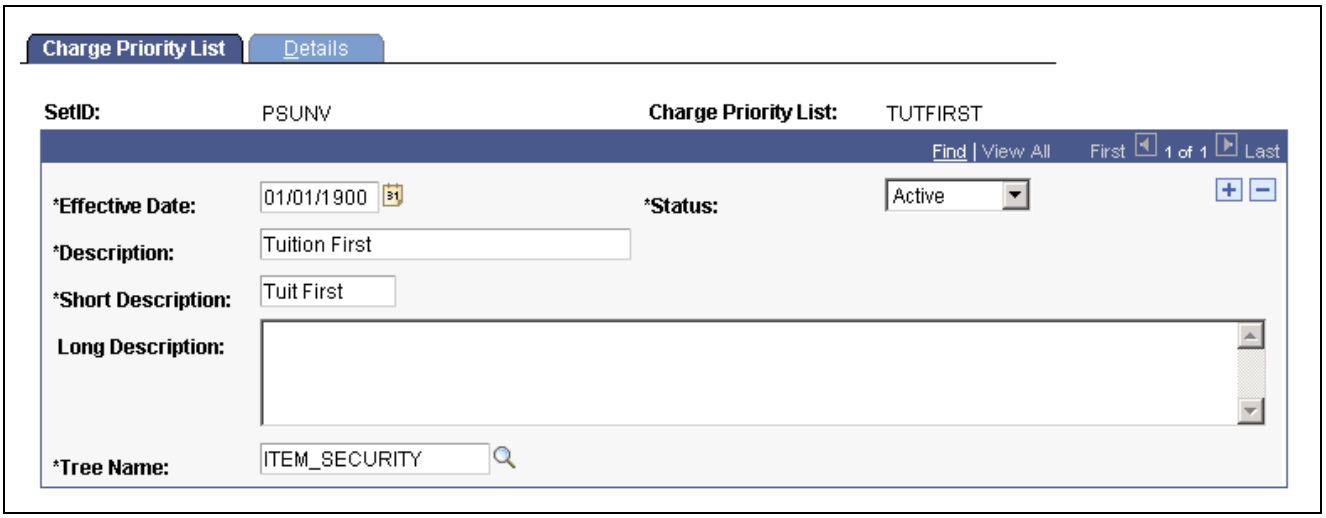
Enterprise PeopleTools PeopleBook: Tree Manager

Pages Used to Set Up Payment Application Rules

Page Name	Object Name	Navigation	Usage
Charge Priority List	ITEM_CHRG_TYP_PRTY	Set Up SACR, Product Related, Student Financials, Charges and Payments, Charge Priority List	Create a charge priority list and link it to an item type tree.
Charge Priority List - Details	ITEM_CHRG_TYP_PRT2	Set Up SACR, Product Related, Student Financials, Charges and Payments, Charge Priority List, Details	Define charge priority list rules.
Payment Overall Priority	PAY_PRIOR_ALL	Set Up SACR, Product Related, Student Financials, Charges and Payments, Payment Overall Priority	Define payment overall priorities.

Creating a Charge Priority List and Linking it to an Item Type Tree

Access the Charge Priority List page.

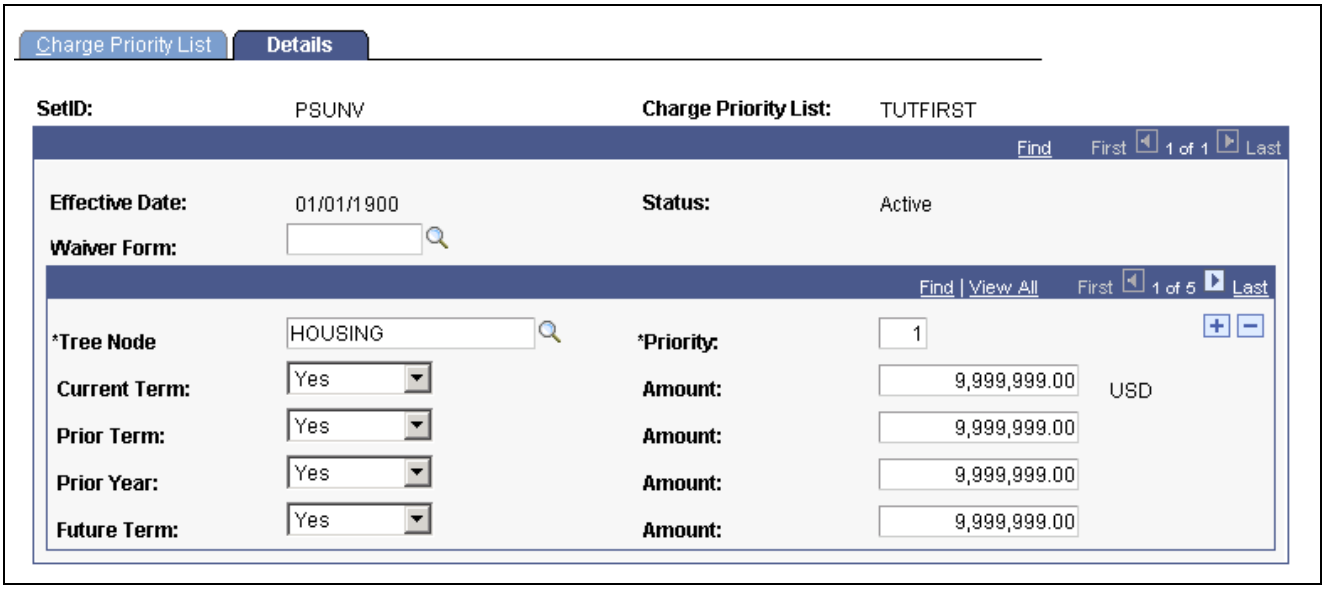


Charge Priority List page

Tree Name Select the name of the item type tree that includes all item types to be paid under this charge priority list.

Defining Charge Priority List Rules

Access the Details page.



Details page

Waiver Form Select a waiver form if you want one to apply. A waiver form is a type of advance permission that the system uses with item types that have payment application restrictions. When you select a waiver form, the system applies the charge priority definition only if the waiver form has been attached to the student.

Waiver forms are commonly used with financial aid payment. For example, if a particular type of financial aid award restricts payments to the current term charges unless permission is given by the student to pay prior term charges, a

waiver form can grant that permission. The waiver form must be attached to the charge priority list definition that is set to *Permission* for the prior term.

Tree Node

Select allowable charges by entering the appropriate tree nodes. The system applies payments only to charge item types that fall in the range of the tree node.

Warning! If you want to use the pay proportionate % tax functionality available in Payment Overall Priority setup (see the following field description), the tax item type must not be included within the range of allowable charges. If it is included within the range, the system treats it as any other eligible charge and it does not distinguish it as unique.

Priority

Assign a priority level for each tree node used to define allowable charges. The system uses this priority value only when you select *Charge Tree Node* as one of the Sort Payment Field values in your Payment Overall Priority setup. A priority of *1* is higher than a priority of *2*.

Current Term

Select a value to control if payments may be applied to charges for the current term. There are four valid values for this field:

Yes: Select this value if you want the system to apply payments with no restrictions to charges in this time period.

No: Select this value if you do not want the system to apply payments to any charges in this time period.

Neg. Perm. (negative permission): Select this value if you want the system to apply payments as necessary to charges in this time period, unless the student expressly prevents it. Waiver forms can be used in conjunction with negative permission.

Permission: Select this value if you want the system to require specific permission before applying payments to charges in this time period. Waiver forms can be used in conjunction with permission needed.

Note. The definition of the Current Term value is determined by the value of the payment term. If no term is specified, the value of the payment term is determined by the Default Term Control value in the SF Business Unit component. There are three options for default term control: Use SF Default Term, Use Last Enrollment Term, and Use Current Enrollment Term. When you use SF Default Term, the value of the payment term is the same as that of the SF default term. If you use either Last or Current Enrollment Term as the Default Term Control, the value of the payment term varies by the enrollment history of the student against whose account the payment is being applied.

Prior Term

Select a value to control if and how payments may be applied to charges for the prior term. The four valid values for this field are the same as those defined for the Current Term field.

The prior term is the academic term that immediately precedes the current term. The actual determination of the prior term is based on the value used for current term.

Prior Year Select a value to control if and how payments are applied to charges for the prior year. The four valid values for this field are the same as those defined for the Current Term field.

The prior year is the academic year immediately prior to the current academic year. The actual determination is based on the value of the current academic year as related to the value used for current term.

Future Term Select a value to control if and how payments may be applied to charges for any future terms. The four valid values for this field are the same as those defined for the Current Term field.

A future term is academic term that comes after the current term. The actual determination of a future term is based on the value used for current term.

Amount Enter the maximum amount that can be applied to the corresponding period. If there is no ceiling for this payment, you can leave this field blank.

Example of a Charge Priority List Selection

Charge priority setup can be confusing and small differences can sometimes yield surprising results. It is impossible to give examples of all scenarios, but the following examples present two common outcomes.

Keep in mind that any charge qualified for payment by the charge priority selection is considered equal and can be paid according to the rules of the definition. This is why tax item types must be excluded from the range of allowable charges if you want to pay them proportionate to the payment against the charge. If they were included within the range of allowable charges, the tax could be paid in full, or not at all, regardless of the amount paid on the associated charge.

Using our sample charges, and a charge priority list allowing charges from the Tuition, Housing, Miscellaneous, and Parking tree nodes, let's examine two scenarios and see how minor changes can affect payment application. In each case, the SF Business Unit Default Term Control is set to use the value of *Last Enrollment Term*. For purposes of this example, let us assume that the student's last completed term of enrollment is Fall, 2000 and there is no term specified with the payment (causing the system to use the SF Business Unit Default Term Control value—this point is important to understanding these examples).

Sample Charges

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Housing Charge	Housing	Fall, 1999	1,000.00 USD	10/30/99
Phone Charge	Other	Fall, 1999	100.00 USD	10/30/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	10/5/00
Housing Charge	Housing	Fall, 2000	700.00 USD	10/5/00

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	10/1/00
Housing Charge	Housing	Fall, 2000	200.00 USD	2/1/01
Tuition Charge	Tuition	Spring, 2001	1,800.00 USD	1/15/01
Housing Charge	Housing	Spring, 2001	1,050.00 USD	2/5/01
Misc. Charge	Miscellaneous	Spring, 2001	50.00 USD	2/5/01

Selected Charges—Scenario One

When the student makes a payment to the account, the charge priority list rules allow the following charges to be selected as eligible for payment:

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Housing Charge	Housing	Fall, 1999	1,000.00 USD	10/30/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	10/5/00
Housing Charge	Housing	Fall, 2000	700.00 USD	10/5/00
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	10/1/00
Housing Charge	Housing	Fall, 2000	200.00 USD	2/1/01
Tuition Charge	Tuition	Spring, 2001	1,800.00 USD	1/15/01
Housing Charge	Housing	Spring, 2001	1,050.00 USD	2/5/01
Misc. Charge	Miscellaneous	Spring, 2001	50.00 USD	2/5/01

Comparing the two tables, you can see that the only item not included in the set of eligible charges is the Phone charge. The reason for this is that the charge priority list example given previously allows payments for charges from four tree nodes, Tuition, Housing, Miscellaneous, and Parking. The Phone charge falls under the tree node of Other and, therefore, is not considered an eligible charge. Also, because payments can be applied to all time periods (current term, prior term, prior year, and future term), the system can include all active charges.

Selected Charges—Scenario Two

If you use a different charge priority setup that excludes payments for a future term on each of the allowable charge nodes, the results are considerably different:

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Housing Charge	Housing	Fall, 1999	1,000.00 USD	10/30/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	10/5/00
Housing Charge	Housing	Fall, 2000	700.00 USD	10/5/00
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	10/1/00
Housing Charge	Housing	Fall, 2000	200.00 USD	2/1/01

In this case, the system does not include charges for Spring, 2001 because they are associated with a future term. This is because you established the current term as the *Last Enrollment Term* when you defined your default term control. In this case, the last enrollment term is Fall, 2000. If you change the Default Term Control value to *Use SF Default Term*, the system would once again include all charges because the current term would be Spring, 2001.

In summary, your charge priority definitions determine what charges are eligible for payment. This determination is made by limiting payments to charge item types that meet specific criteria related to tree nodes and time periods.

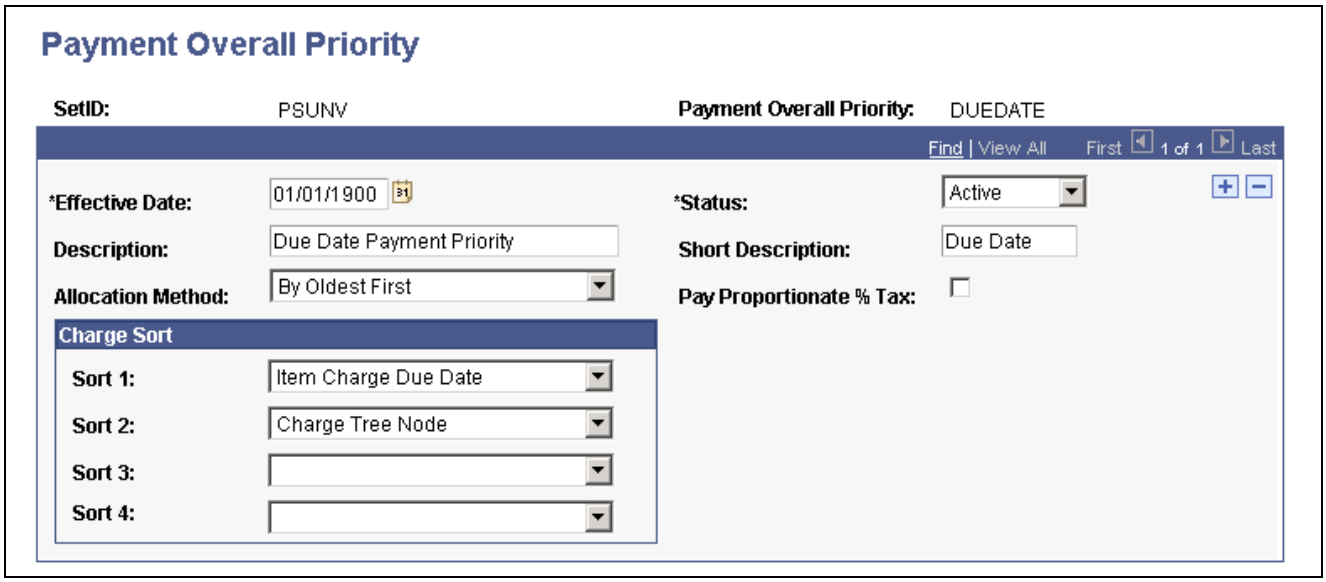
See Also

Chapter 22, “Maintaining Customers,” Managing Waiver Forms, page 473

Chapter 2, “Completing Student Financials General Setup,” Defining Posting Parameters, page 15

Defining Payment Overall Priorities

Access the Payment Overall Priority page.



Payment Overall Priority page

Allocation Method Select an allocation method.

By Oldest First: Select if you want to use sort payment fields to sort the eligible charges. If you select this option, the last sort is to order the eligible charges by the oldest item number first.

Equal Percentages: Select if you want to pay an equal portion of each eligible charge. If you elect to pay by equal percentages, the sort payment fields are not used.

Pay Proportionate % Tax Select if you want all taxes associated with a particular charge to be paid proportionate to the payment against the charge. Payment of taxes follows the same payment priority as the associated charge.

Note. For pay proportionate % tax functionality to work, the tax item type cannot be included as an allowable charge in the charge priority setup. Make sure that the tax item type is not included within the range of any of the tree nodes selected as allowable charges.

Charge Sort

You can define up to four charge sort criteria. Keep in mind that all sort rules defined for Payment Overall Priority apply only to charges already selected by the Charge Priority rules. For example, if your Charge Priority rules are set up to only select charges for current and future terms only, and your Payment Overall Priority rules are set up to sort by *Term, Oldest First*, the term defined as current is going to be the oldest term available.

Sort 1, Sort 2, Sort 3, Sort 4 There are seven possible values for each sort field:

Academic Year: Select to sort active charges by academic year, beginning with active charges from the earliest year.

Academic Year, Current First: Select to sort active charges by the academic year, using the current academic year first. Once the system selects eligible charges for the current academic year, it sorts the remaining charges by academic year from the oldest to the most recent.

Charge Tree Node: Select to sort active charges by the priority value of the charge tree nodes established in the charge priority list definition being used.

Item Charge Due Date: Select to sort active charges by charge due date, beginning with the active charge with the earliest due date.

Term, Current First: Select to sort active charges by term, using the current term first. You determine the definition of current term using the Default Term Control field on the Posting Setup page of the SF Business Unit component. Therefore, it is not necessarily the chronological current term. Once the system selects eligible charges for the current term, it sorts the remaining charges by term from the oldest to the most recent.

Term, Oldest First: Select to sort active charges by terms, using the oldest term first.

Term, Payment Term First: Select to sort active charges by terms, using the term for which the payment applies first. If no term is specified with the payment, the system uses the SF default term. Once the system selects eligible charges for the payment term, it sorts the remaining charges by term from the oldest to the most recent.

Example of How Payment Overall Priority Sorts Eligible Charges

Using our sample set of charges, let us look at how charge priority and payment overall priority rules work together to control payment application, let's suppose a student makes a payment of 8,000.00 USD against her account. Let us consider two setup scenarios to show how differently payments are applied.

Sample Charges

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Housing Charge	Housing	Fall, 1999	1,000.00 USD	10/30/99
Phone Charge	Other	Fall, 1999	100.00 USD	10/30/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	10/5/00
Housing Charge	Housing	Fall, 2000	700.00 USD	10/5/00
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	10/1/00
Housing Charge	Housing	Fall, 2000	200.00 USD	2/1/01

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Spring, 2001	1,800.00 USD	1/15/01
Housing Charge	Housing	Spring, 2001	1,050.00 USD	2/5/01
Misc. Charge	Miscellaneous	Spring, 2001	50.00 USD	2/5/01

In the previous section on setting up a Charge Priority List, the setup example shown selects charges using four Item Type Tree nodes (Tuition, Housing, Miscellaneous and Parking) and allows payments to be applied in all time periods. Using this rule set, the system selects all of the charges on the student's account as eligible, with the exception of the Phone charge.

Selected and Sorted Charges—Scenario One

Using the Payment Overall Priority setup shown previously (eligible charges sorted first by due date, then by charge tree node), the system sorts the eligible charges as follows:

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Housing Charge	Housing	Fall, 1999	1,000.00 USD	10/30/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	10/1/00
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	10/5/00
Housing Charge	Housing	Fall, 2000	700.00 USD	10/5/00
Tuition Charge	Tuition	Spring, 2001	1,800.00 USD	1/15/01
Housing Charge	Housing	Fall, 2000	200.00 USD	2/1/01
Housing Charge	Housing	Spring, 2001	1,050.00 USD	2/5/01
Misc. Charge	Miscellaneous	Spring, 2001	50.00 USD	2/5/01

In this example, all charges with due dates through 10/5/00 will be paid in full and 1,725 USD will be applied to the Spring, 2001 Tuition charge due 1/15/01. Because there is not enough money to pay all charges in full, the system applies the payment to the charges in order of the due date.

Also, note that there are two charges due 10/5/00 and also two due on 2/5/01. The system sorted these charges in order of their charge tree node priority. Recall that in the charge priority setup, the Tuition node is given a priority of 1, Housing a priority of 2, and Miscellaneous and Parking a priority of 3.

Selected and Sorted Charges—Scenario Two

If you use a payment overall priority that reverses the order of the sort payment fields (charge tree node first and charge due date second), the results are very different. In this case, the system sorts the eligible charges as follows:

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	10/5/00
Tuition Charge	Tuition	Spring, 2001	1,800.00 USD	1/15/01
Housing Charge	Housing	Fall, 1999	1,000.00 USD	10/30/99
Housing Charge	Housing	Fall, 2000	700.00 USD	10/5/00
Housing Charge	Housing	Fall, 2000	200.00 USD	2/1/01
Housing Charge	Housing	Spring, 2001	1,050.00 USD	2/5/01
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	10/1/00
Misc. Charge	Miscellaneous	Spring, 2001	50.00 USD	2/5/01

The system pays in full all Tuition charges and those Housing charges through the 10/5/00 due date. This is because the system sorts charges first by charge tree node and second by the charge due date.

In summary, your Payment Overall Priority definition determines how the system sorts eligible charges (selected by your corresponding charge priority definition) to allocate payment.

Setting Up Account Types

To set up account types, use the SF Account Types component (ACCT_TYPE_SF).

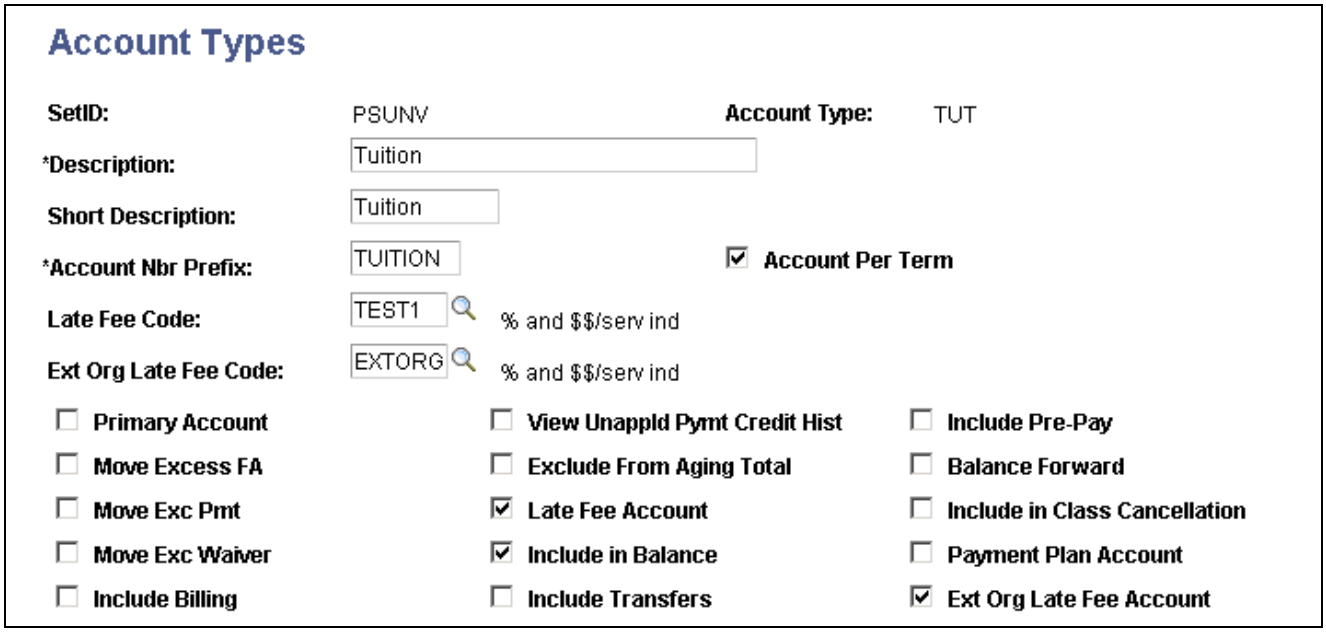
Account types classify item types into usable account groupings. Differentiating charges into multiple accounts enables flexibility in billing and assessing late fees. For example, creating a separate account type for housing enables you to bill and assess late fees for housing charges differently than you do for tuition charges.

Pages Used to Set Up Account Types

Page Name	Object Name	Navigation	Usage
Account Types	ACCT_TYPE_SF	Set Up SACR, Product Related, Student Financials, Item Types, SF Account Types	Define account types.

Defining Account Types

Access the Account Types page.



Account Types page

Account Nbr Prefix (account number prefix)
Enter an account number prefix that appears as part of the charge description on account display pages. For example, charges with the account number prefix, TUITION would appear as *TUITION001*.

Account Per Term
Select to maintain a distinction between charges by term. If you do not select this option, all charges are placed in a single account.

Late Fee Code
Enter a late fee code to control the application of late fees to student charges in this account type. This selection does not apply late fees to external organization charges.

Ext Org Late Fee Code (external organization late fee code)
Enter an external organization late fee code to control the application of late fees to external organization charges in this account type. This selection does not apply late fees to student charges.

Primary Account
Select to establish this account as primary.

View Unappld Pymt Credit Hist (view unapplied payment credit history)
Select if you want unapplied payments to offset eligible charges. For example, a student has a Tuition charge of 5,000 USD that is 90 days past due and an unapplied payment of 1,000 USD sitting in the student's account. If you clear the check box, Credit History shows 5,000 USD as 90 days past and -1,000 USD as current. If you select the check box, Credit History shows 4,000 USD as 90 days past due.

Include Pre-Pay
Reserved for future use.

Move Excess FA
Select to have excess Financial Aid moved into the FA Excess Account defined on the SF Business Unit. For example, a student owes 1,000 USD in Tuition and receives 1,000 USD in Financial Aid but later drops a class and overall charges are reduced to 750 USD. If the check box is selected, the excess 250 USD is moved from the Tuition account to the FA Excess Account specified on the SF Business Unit. If the check box is cleared, the excess remains in the Tuition account as a credit.

Note. When you select this option, you must also select the Move Initial Financial Aid option on the SF Business Unit, Posting setup page.

Exclude from Aging Total
Select to prevent this account from aging and being included in the collection process.

Balance Forward
Reserved for future use.

Move Exc Pmt (move excess payment)
Select to move an excess payment into the Payment Excess Account defined on the Posting setup page in the SF Business Unit component. For example, a student receives a parking ticket for 200 USD that is subsequently paid with a 200 USD check. The student then launches an appeal and the ticket is reduced to 150 USD. If the check box is selected, the excess 50 USD is moved from the Parking account to the Payment Excess Account defined on the SF Business Unit. If the check box is cleared, the excess 50 USD remains in the Parking account as a credit.

Note. When you select this option, you must also select the Move Initial Payment option on the SF Business Unit, Posting setup page.

Late Fee Account
Select to designate the account as the recipient of all late fees. When you select this option, you must also enter a late fee code.

Include In Class Cancellation
Select to include this account when determining if a student's enrollment will be cancelled due to non-payment of fees. If the check box is cleared, this account will not be included in calculations. For example, you might want to include charges in the tuition account but exclude charges in a miscellaneous account.

Move Exc Waiver (move excess waiver)
Select to move an excess waiver payment into the Excess Waiver Account Type defined on the SF Business Unit. For example, a student owes 1,000 USD in Tuition and receives a 1,000 USD Tuition Waiver but later drops a class that reduces the overall charge to 750 USD. If the check box is selected,

the excess 250 USD moves from the Tuition account to the Excess Waiver Account Type specified on the SF Business Unit. If the check box is cleared, the excess 250 USD remains in the Tuition Account as a credit.

Note. When you select this option, you must also select the Move Initial Waiver option on the SF Business Unit, Posting setup page.

Include in Balance Select to include the account in the student's account balance. If this check box is cleared, the account is excluded from the student's balance.

Payment Plan Account Select if the account is to be used as a payment plan account.

Note. If you select this check box, do not select a Late Fee Code.

Include Billing Reserved for future use.

Include Transfers Reserved for future use.

Ext Org Late Fee Account (external organization late fee account) Select to attach a late fee to the account. When you select this option you must also enter an Ext Org Late Fee Code.

See Also

Chapter 18, "Administering Payment Plans," page 353

Setting Up Item Types and Item Type Groups

To set up item types and item type groups, use the Item Types component (ITEM_TYPE_PANEL) and the Item Type Groups component (ITEM_GROUPINGS).

This section provides an overview of item types and item type groups, and discusses how to:

- Define basic item type attributes.
- Define transaction amount and tax form parameters for item types.
- Define miscellaneous parameters for item types.
- Define item type posting restrictions.
- Link account types to an item type.
- Map item types to general ledger accounts.
- Define item type GL interface parameters for a deferred revenue account.
- Define item type groups.

Understanding Item Types and Item Type Groups

Item types are the basic work unit of the Student Financials application. Each item type defines and describes a unique action. During the setup of your item types you differentiate between charges and credits and define how and where each can be applied. You also group them by classification and determine how your system uses them to transfer student account information to your general ledger.

Many functions in the Student Financials application also use item type trees. It is important that you understand how item types trees are organized and used.

Note. Virtually everything you do within Student Financials involves item types (the exception being certain transactions in cashiering). Because of this, planning your item type setup is very important. Make sure that you create enough item types to represent every unique transaction. Also, establish a numbering scheme that enables you to group similar charges and credits. This helps you later when you define item type security and makes it easier to create groups of item types for other setup procedures such as defining waivers, charge priority lists, and payment plans. Use the sample data provided with the system as an example.

Item Type Groups

Use item type groups to combine ranges of item types using multiple item type tree nodes. Item type groups limit the application of credits to desired charge items only. For example, if you have a waiver attached to a tuition group, you can use an item grouping to limit the application of the waiver to only tuition and housing, rather than to all fees.

See Also

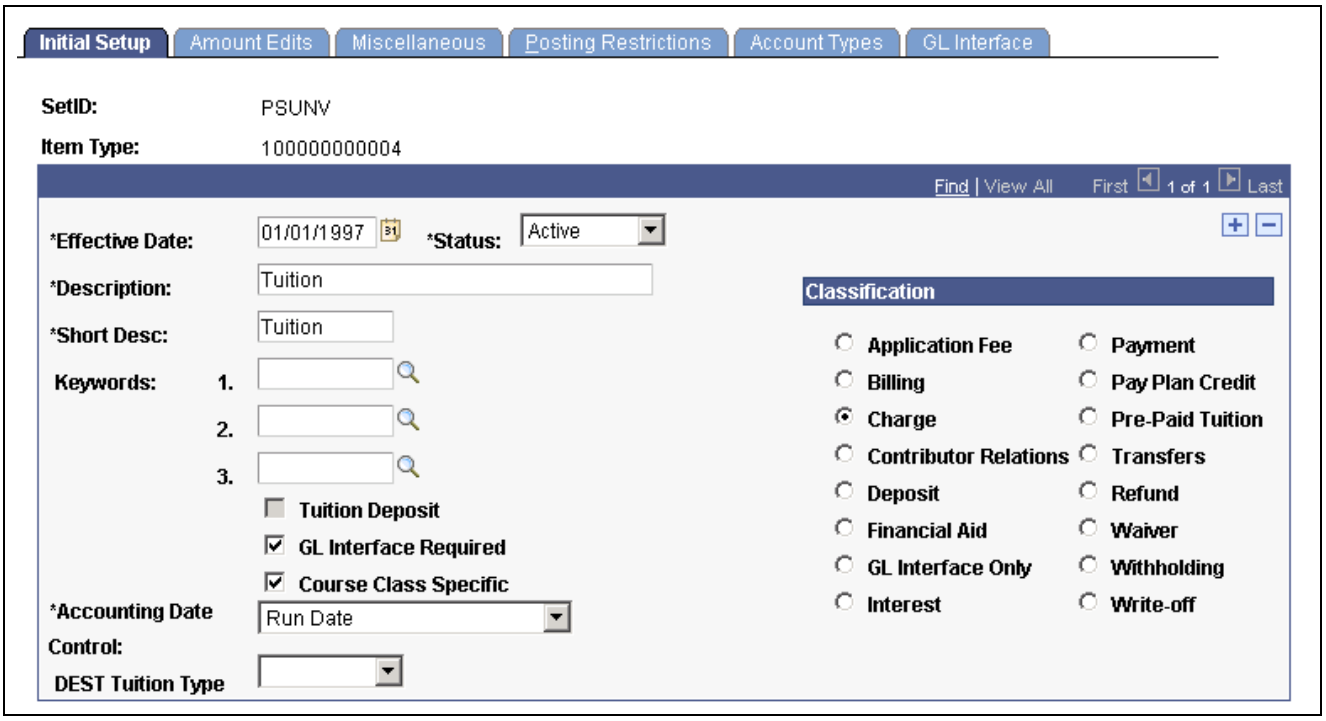
Enterprise PeopleTools PeopleBook: Tree Manager

Pages Used to Set Up Item Types

Page Name	Object Name	Navigation	Usage
Initial Setup	ITEM_TYPE_TBL	Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Initial Setup	Define basic item type attributes.
Amount Edits	ITEM_TYPE_TBL4	Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Amount Edits	Define transaction amount and tax form parameters for item types.
Miscellaneous	ITEM_TYPE_TBL2	Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Miscellaneous	Define miscellaneous parameters for item types.
Posting Restrictions	ITEM_TYPE_TBL3	Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Posting Restrictions	Define item type posting restrictions.
Account Types	ITEM_ACCT_TYPE	Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Account Types	Link account types to an item type.
GL Interface	GL_INTERFACE	Set Up SACR, Product Related, Student Financials, Item Types, Item Types, GL Interface	Map item types to general ledger accounts.
AP GL Interface	AP_INT_WRITEOFF	Click the AP Distribution on the Item Types - GL Interface page.	Define item type GL interface parameters for AP distribution.
Write-off GL Interface	GL_INT_WRITEOFF	Click the Write-off link on the Item Types - GL Interface page.	Define item type GL interface parameters for write-offs.
Deferred GL Interface	GL_INT_DEFERRED	Click the Defer link on the GL Interface page.	Define item type GL interface parameters for a deferred revenue account.
Item Type Groups	ITEM_GROUP_TBL	Set Up SACR, Product Related, Student Financials, Item Types, Item Type Groups	Define item type groups.

Defining Basic Item Type Attributes

Access the Initial Setup page.



Initial Setup page

Keywords Select up to three keywords you want to link to the item type.

Tuition Deposit Select if the item type is for a tuition deposit. This check box is only active when the Deposit item type classification is selected.

GL Interface Required If you select this check box , you must complete the GL Interface page of this component to save the item type. You must define both a debit and credit side for the item type, the GL Pct (general ledger percent) must add up to 100% for all accounts on each side, and all of the required fields on the GL Interface page must be populated. If you select this check box, the Course Class Specific and Accounting Date Control check boxes also become available.

See Chapter 2, "Completing Student Financials General Setup," Mapping Item Types to General Ledger Accounts, page 51.

Course Class Specific Select if you want to override the GL Interface defined for this item type and use one that is defined specifically for certain courses or classes. When you select this check box, the GL Interface defined for the item type is overridden if you define an interface at the course or class level only and select the Track Class Pricing check box on the related term fee setup.

For example, if you want tuition revenue from certain math classes credited to a special account rather than the normal tuition account, set up a unique item type using the Course Class Specific option.

Note. GL Interfaces specific to a course or class are defined on the Student Records GL Interface page in either the Course Catalog or the Class Schedule components.

Accounting Date Control Specify the accounting date of the item type. Select from the following values:

Run Date: Select to use the GL interface process date as the accounting date. This is the default value for this field.

Item Effective Date: Select to use the effective date of the transaction (item) as the accounting date.

Term Start Date: Select to use the beginning of the term as the accounting date. For example, suppose students at your institution register for fall term courses in the spring, but you want the system to put the tuition income from those registrations into a fall accounting period. By selecting term start date as your accounting date control and specifying the fall term on your tuition transaction, the system posts the charges to the fall period.

Warning! Selecting *Term Start Date* in the Accounting Date Control field could cause transactions to be backdated into an already closed accounting period. Select this option with caution.

Maximum (Term Start Dt, Run Dt): Select to make the system use the more recent of Term Start Date or Run Date as the accounting date. This option is useful to prevent complications resulting from accounting periods that have already been closed.

Classification

Select the appropriate classification for this item type. Your choice dictates the fields available to you on the Miscellaneous Edits page, and indicates to the system if the item type is a charge or credit entry.

Application Fee Select if you are defining an item type used for an application fee. Application Fee transactions result in a charge on the student's account.

Billing Select to define an item type used to create billing entries. For example, if a student participates in a prepayment plan, you may use a billing item type for the monthly installment due.

Charge Select if you are defining a charge item type.

Charge transactions result in a charge on the student's account and, depending on your GL setup, may create a receivable.

Contributor Relations Select if you are defining a contributor relations item type. Typically, the Contributor Relations staff define contributor relations item types.

Deposit Select if you are defining a deposit item type. If the deposit classification is selected, a Tuition Deposit check box is also activated. If this item type is used for a tuition deposit, both the Deposit classification and the Tuition Deposit check box must be selected.

Deposit and Tuition Deposit transactions result in a credit on the student's account.

Financial Aid Select if you are defining a financial aid item type.

Financial Aid transactions result in a credit (payment) on the student's account.

Note. Financial Aid item types also require definition in the PeopleSoft Financial Aid application.

GL Interface Only	Reserved for future use.
Interest	Select if you are defining an item type for interest charges for payment plans. Interest transactions result in a charge on the student's account.
Payment	Select if you are defining a payment item type. Payment transactions result in a credit (payment) on the student's account.
Pay Plan Credit	Reserved for future use.
Pre-Paid Tuition	Reserved for future use.
Transfers	Reserved for future use.
Refund	Select if you are defining an item type used for an overpayment refund. Refund transactions result in a charge on the student's account.
Waiver	Select if you are defining an item type used for waivers. Waiver transactions result in a credit (payment) on the student's account.
Withholding	Select if you are defining an item type for tax withholding. Withholding transactions result in a charge on the student's account.
Write-off	Select if you are defining an item type used for bad debt write-off. Write-off transactions result in a credit on the student's account.

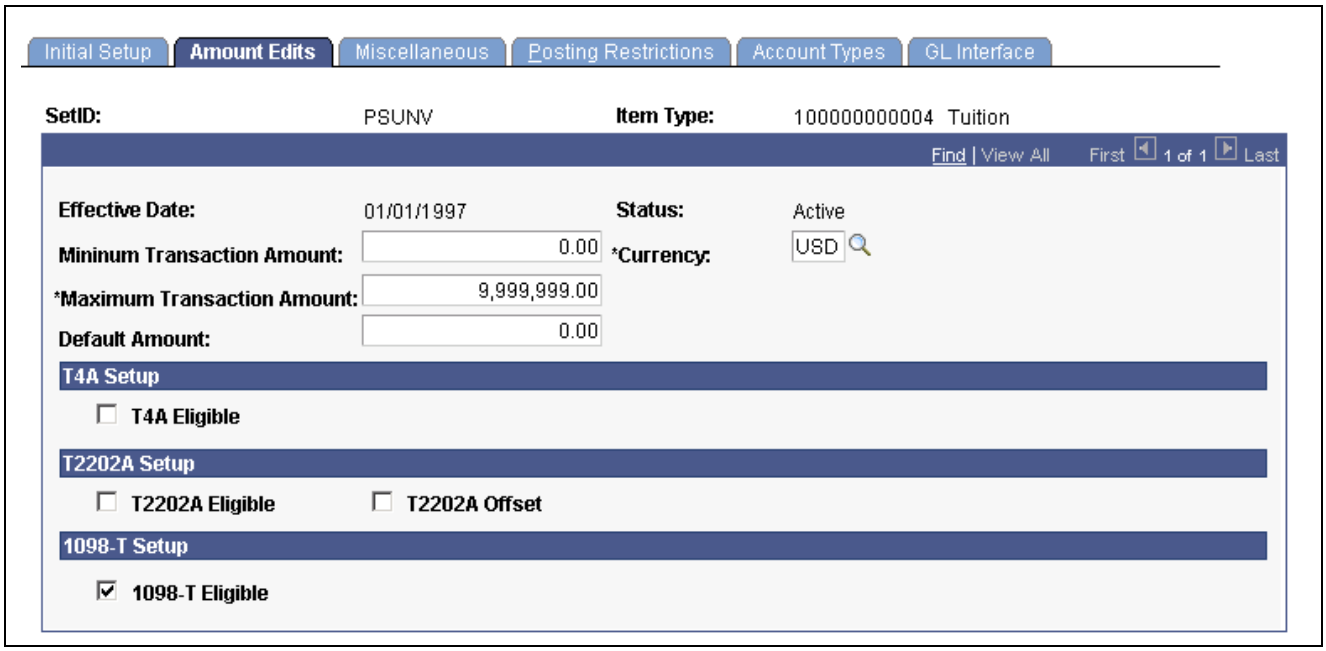
See Also

PeopleSoft Enterprise Contributor Relations 8.9 PeopleBook, "Setting Up Commitment Management," Completing Item Type Initial Setup

PeopleSoft Enterprise Financial Aid 8.9 PeopleBook, "Setting Up Packaging Basics," Defining Financial Aid Item Types

Defining Transaction Amount and Tax Form Parameters for Item Types

Access the Amount Edits page.



Amount Edits page

Min Transaction Amount (minimum transaction amount) and **Max Transaction Amount** (maximum transaction amount)

Select the optional minimum and maximum amounts for each transaction using this item type. The system uses these amounts as edits for Group Posting.

Base Currency

The base currency selected by your institution defaults into the Base Currency field. You can override this field.

Default Amount

You have the option of entering a default amount for your item types to streamline data entry. This is particularly useful when you are entering a charge or payment for something with a fixed cost (for example, a parking permit). You can override this default amount whenever necessary. The default amount must be greater than or equal to the Min Transaction Amount.

T4 Setup

This group box pertains to the form required by the Canadian government to report certain scholarships and other financial aid that must be counted as income.

T4 processing in Student Financials is a payroll interface. You can use Student Financials or PeopleSoft Financial Aid to process income scholarships and have the scholarship income reported to the federal government through the standard payroll T4 process.

Note. If your institution does not use PeopleSoft Payroll for North America, you can run the SF Generate T4 Data process (SFGENT4) and use the output from the file generated by this process to create an interface with your payroll system.

T4A Eligible

Select the T4A Income check box and enter a corresponding wage loss plan on the CDN/ANZ Taxes page (in the SF business unit component) to indicate this item type is considered income per the T4 definition (and, therefore, needs to be reported as income). A process in tax reporting

generates the payroll interface necessary to generate a T4 transaction as an interface to the payroll system.

Note. Wage Loss Plans are set up in Set Up HRMS, Product Related, Payroll for North America, Canadian Taxes, Wage Loss Plan Table

T2202A Setup

This group box pertains to the form required by the Canadian government to report eligible educational expenses for Canadian students.

T2202A Eligible Select if this item is an eligible educational expense.

T22202A Offset Select if item is to be used to offset eligible educational expenses. For example, waivers may reduce the total fees paid by the student and would, therefore, be considered an offset.

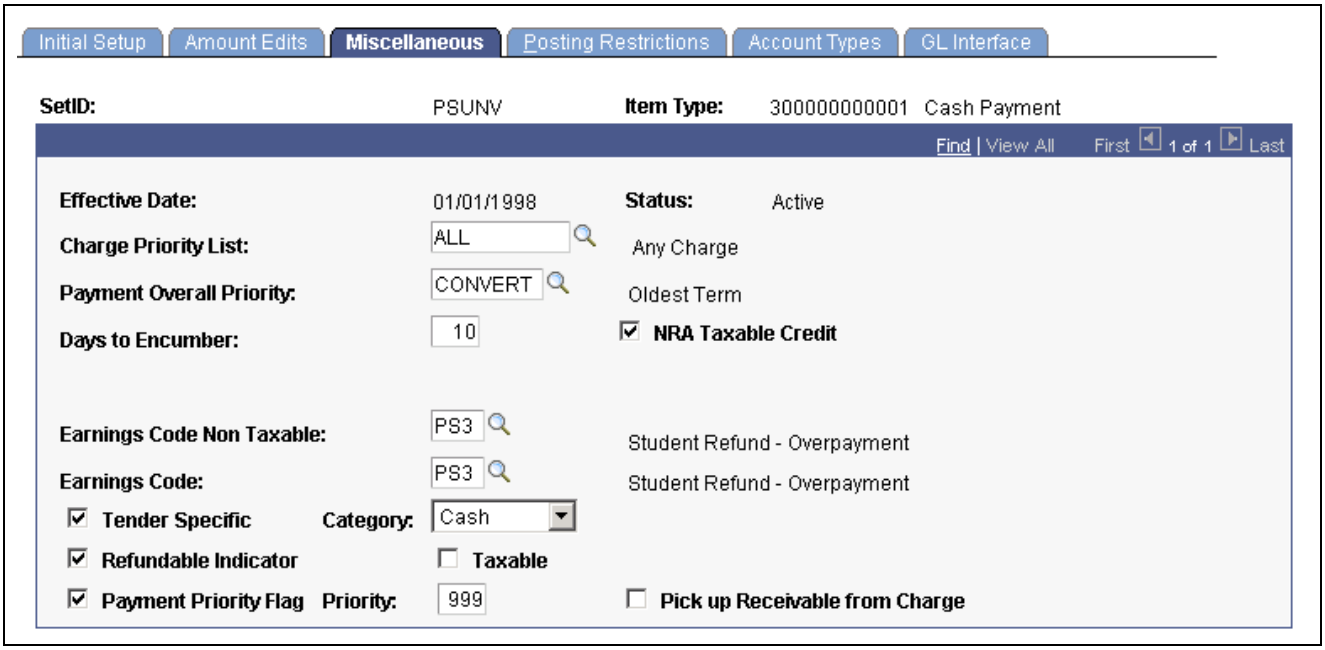
1098-T Setup

This group box pertains to the form required by the U.S. government to report eligible educational expenses for U.S. students.

1098-T Eligible Select if this item is an eligible educational expense.

Defining Miscellaneous Parameters for Item Types

Access the Miscellaneous page.



Miscellaneous page

Note. Not all fields shown in the page shot are available for all item type classifications. And, other fields may be available that are not shown. The following list defines all fields used with all item type classifications.

Charge Priority List

Select the charge priority list you want to use to control which charges are eligible for payment with this item type.

If you are selecting a charge priority list for an ePayment item type, the value you select here affects the charges that are eligible for self-service payment on the Payment Information, Charge Information, and Payment Allocation pages.

This field is used with Deposit, Financial Aid, Payment, Pre-Paid Tuition, and Waiver item type classifications.

Note. You can leave this field blank if you want Charge Priority Lists to be ignored for this item type. If you do so, excess payments show as an unapplied payment, potentially available for refund to the student. For example, if this item type is a Financial Aid stipend that a student uses to pay for living expenses, but not available for tuition and mandatory fees, you could leave this field blank. Any stipend is then reflected as an excess payment and may be given to the student as a refund for living expenses.

Warning! Do not change this setting after transactions have been posted. Create a new item type with a new charge priority list.

Payment Overall Priority

Select the payment overall priority definition that you want to use to control the order in which payments are applied to eligible charges using this item type.

This field is used with Deposit, Financial Aid, Payment, Pre-Paid Tuition, and Waiver item type classifications.

Warning! Do not change this setting after transactions have been posted. Create a new item type with a new payment overall priority.

Adjustment Calendar

Reserved for future use.

Days to Encumber

If you want to encumber payments for a period of time before making them available for a refund, enter the number of days in this field.

The number that you enter in this field establishes how many business days must pass before a refund can be made. For example, if you entered the number *10* in this field, ten working days would have to pass before a customer could receive a payment refund (the student could receive a refund on the eleventh day).

This field is used with Payment item type classifications.

Payment Terms

Reserved for future use.

NRA Taxable Credit (nonresident alien taxable credit) and **Earnings Code**

Select if this item type is considered taxable income for nonresident aliens. When you select this option, the Earnings Code field becomes active and you can identify the item type with its corresponding payroll earnings code.

This field is used with Financial Aid, Payment, and Waiver item type classifications.

NRA Offset Charge (nonresident alien offset charge) and **Earnings Code**

Select if this item type can offset (reduce) tax liability for nonresident aliens. When you select this option, the Earnings Code field becomes active and you can identify the item type with its corresponding payroll earnings code. This field is not shown on this page shot.

This field is used with Application Fee, Billing, Charge, GL Interface Only, Interest and Withholding item type classifications.

Tax Code Select a tax code for charges that are taxable. For example, purchases made at a campus bookstore might be subject to state and/or local sales taxes. This field is not shown on this page shot.

This field is used with Charge, GL Interface Only, Refund and Withholding item type classifications.

Earnings Code Non Taxable Enter an earnings code to be used with non-taxable payments.

This field is used with Deposit, Financial Aid, Payment, Pre-Paid Tuition, Refund and Waiver item type classifications.

Earnings Code If you process refunds through payroll, choose the appropriate earnings code.

This field is used with all item type classifications except Write-off.

Tender Specific Select if you want to specify the form of tender used with this item type. For example, if you set up an item type to be used for credit card payments, you should select this check box and specify the desired tender form in the Tender Category field. The Tender Category field appears when you select this option.

This field is used with Deposit and Payment item type classifications.

Tender Category Select the tender category that you want to use with a tender specific charge.

Refundable Indicator Select if you want payments against the charge to be eligible for refunding.

This field is used with Deposit, Financial Aid, Payment, and Pre-Paid Tuition item type classifications.

Taxable If you use PeopleSoft Payroll for North America, the system automatically selects and uses this option. Clear the check box if the item type is not taxable under any circumstance, or your institution does not use PeopleSoft Payroll for North America.

This field is used with Deposit, Financial Aid, Payment, and Pre-Paid Tuition item type classifications.

Payment Priority Flag Select to assign a priority ranking to this payment. When you select this check box, the Priority field is activated. If you do not select this option, they system ignores values in the Priority field and the payment has the lowest priority ranking (999).

This field is used with Deposit, Financial Aid, Payment, and Waiver item type classifications.

Warning! Do not change this setting after transactions have been posted. Create a new item type with the Payment Priority Flag check box cleared.

Priority Enter a priority value.

Payment priority is used to effect payment swapping whereby payments with a higher priority can actually displace lower priority payments. For example, you might want financial aid payments to be applied to tuition charges whenever possible, leaving the student with less out-of-pocket expenses. And, rules associated with certain types of financial aid might require that institutional waivers be applied ahead of the aid. In this case, the institutional

waivers should have a higher priority value (1 being the highest priority value and 999 being the lowest) than the financial aid, and the financial aid should have a higher priority value than a cash payment.

With payment swapping, waivers, and financial aid payments (in the previous example) can be applied after a cash payment has been made and the cash payment is "swapped out," or displaced by the higher priority payments. Assuming the total payments exceed the amount of the charge resulting in an overpayment, the cash payment would then be eligible for refund to the student.

This field is used with Deposit, Financial Aid, Payment, and Waiver item type classifications.

Pick Up Receivable from Charge

Select to credit receivables based on the specific charge being paid by the payment. This selection is used in GL processing.

This field is used with Deposit, Financial Aid, Payment, and Waiver item type classifications.

Match Charge Write-Offs

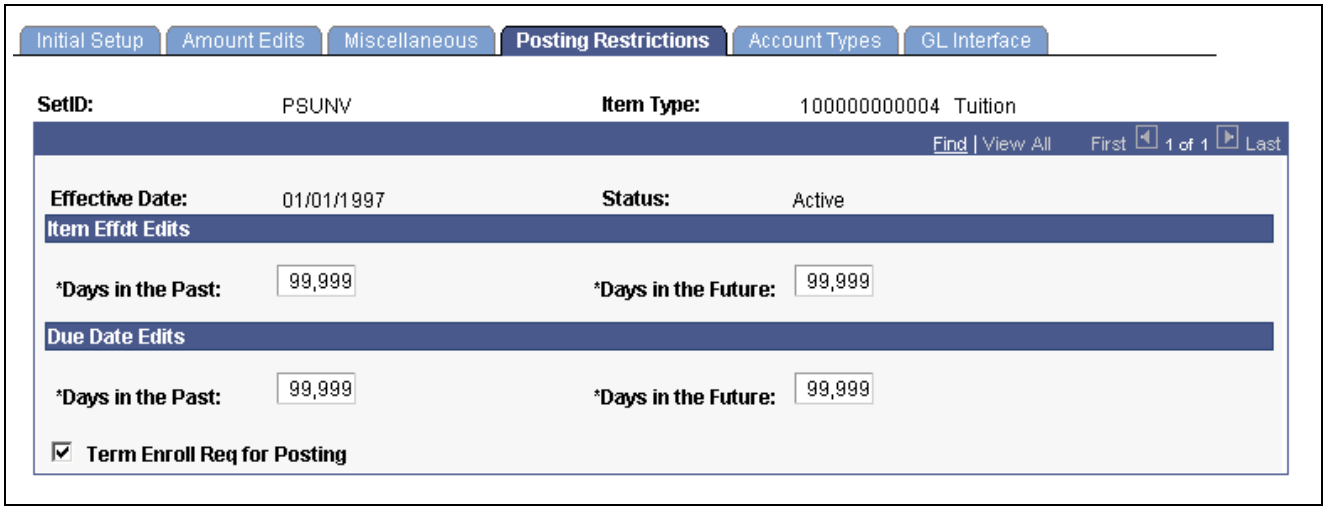
Select to match write-off entries to the original charges. You must also complete the Write-Off page for each charge item type and term for which you want to match charges to write-offs on the GL Interface. This field is not shown on this page shot.

If this check box is cleared, write-offs will be routed to the generic receivables account set up in the write-off item type.

This field is only used with the Write-off item type classification.

Defining Item Type Posting Restrictions

Access the Posting Restrictions page.



Posting Restrictions page

Item Effdt Edits (item effective date edits)

Days in the Past and **Days in the Future**

Enter the number of days in the past and the number of days in the future an item may be effective-dated.

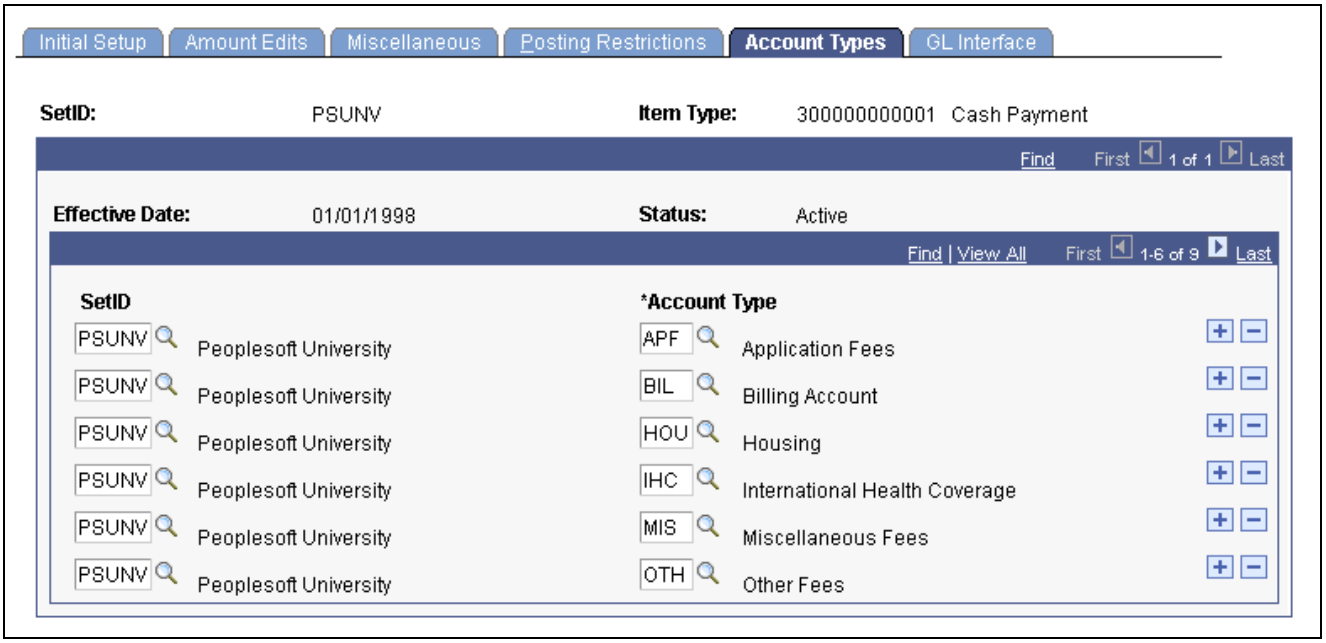
Due Date Edits

Days in the Past and **Days in the Future** — Enter the number of days in the past and the number of days in the future a due date may be set.

Appropriate Term Enroll Req for Posting (appropriate term enroll required for posting) — Select if you want the system to make sure the student is enrolled in the appropriate term before posting the charge. If the student is not enrolled the charge is left with the status *unposted*. Use this feature to avoid posting charges that have a high probability of being cancelled.

Linking Account Types to an Item Type

Access the Item Types - Account Types page.



Item Types - Account Types page

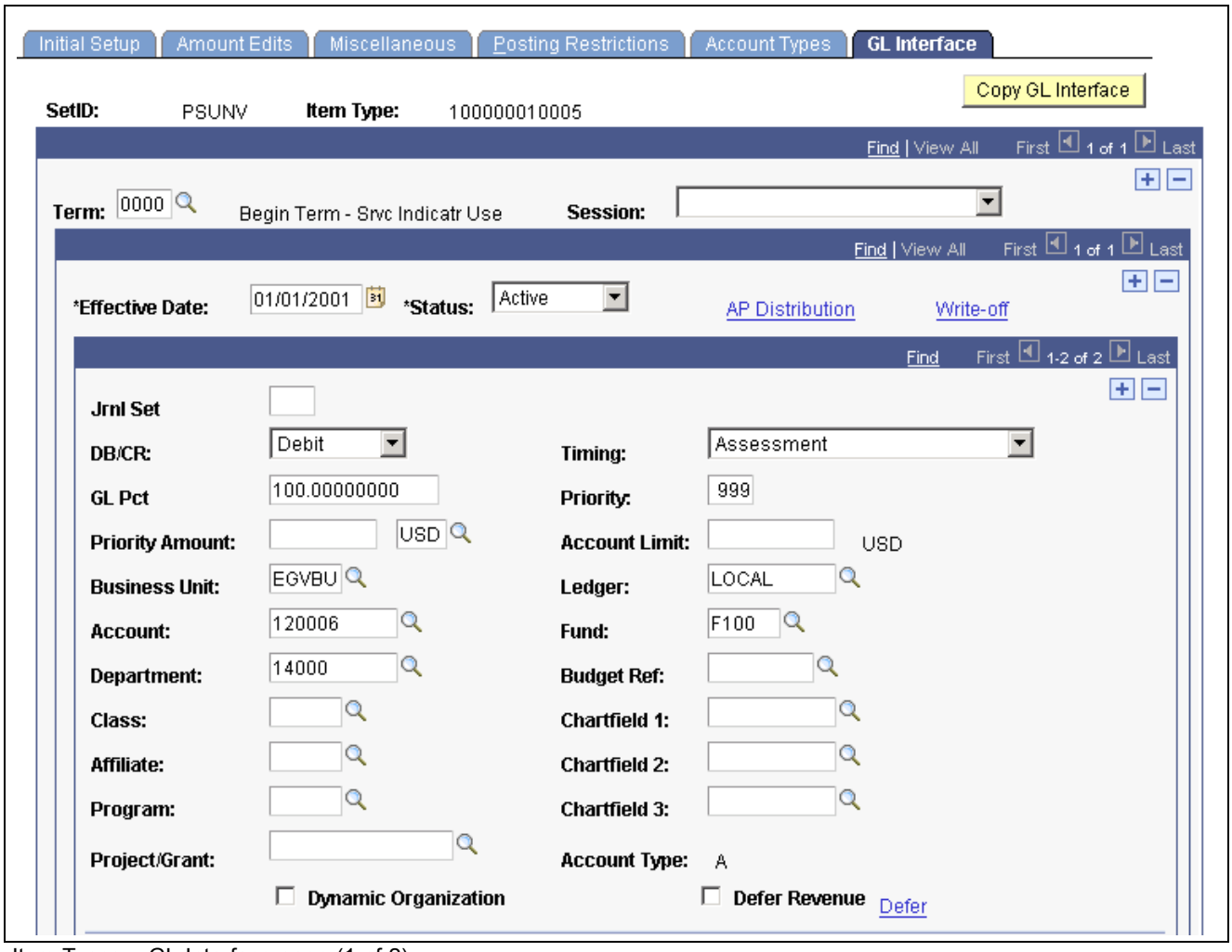
SetID — Enter the SetID that includes both the account type and the item type.

Warning! It is possible (but not recommended) to have item types and account types duplicated in more than one SetID. Exercise caution that you do not specify a SetID that is incorrect for the item type that you are defining.

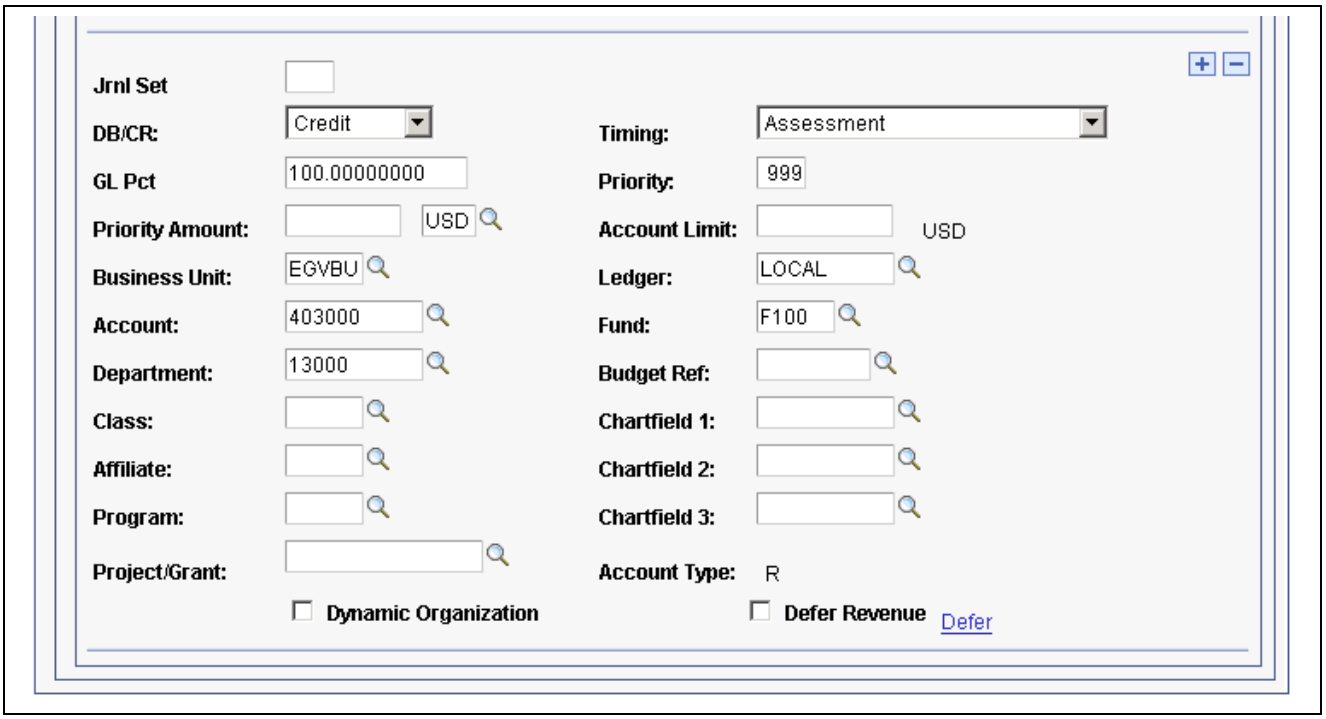
Account Type — Enter an account type that you want to associate with the item type. Account types provide information for prompting when performing data entry.

Mapping Item Types to General Ledger Accounts

Access the Item Types - GL Interface page.



Item Types – GL Interface page (1 of 2)



Item Types – GL Interface page (2 of 2)

Note. If you select the GL Interface Required check box on the Initial Setup page, you must complete this page to save the item type.

Copy GL Interface Click to copy a GL Interface setup from a previous term.

Note. Although the GL Interface definition is designated for a specific term it is also effective-dated. Therefore, you need not perform the copy function if there are no changes to your setup.

Term/Session

Term Select a term if you have a term-specific general ledger. If you do not enter a term, you must enter *0000* as a placeholder.

Session Select a session if you want to limit the GL Interface definition to a specific academic session.

Effective Date and Status

Effective Date and **Status** Enter the effective date and the status for the interface.

AP Distribution Click this link to access the AP GL Interface page, where you can enter chart of accounts information to define a liability account—typically a holding account. The link is not available if this is a Contributor Relations Item Type.

Use this link if you use the PeopleSoft Accounts Payable Interface to create refund checks for students and/or external organizations.

Writeoff Click this link to access the Writeoff GL Interface page, where you can enter chart of accounts information to define an account for write-offs. You must define a unique account for each charge that you want the system to match.

Journal Definition

This region of the page is divided into two identical sections, top and bottom. Each GL Interface definition requires at least one debit and one credit entry. Each debit entry and each credit entry may be split into multiple entries for distribution to your general ledger, but you must make sure each side (debit and credit) total 100%.

Jrnl Set (journal set) Enter the journal set that is used by your institution. You can use multiple journal sets. This enables you to generate a set of balanced entries into your journals. Using multiple journal sets also enables you to set journals for multiple ledgers, for example, budget or actuals.

DB/CR (debit/credit) Select either *D* (debit) or *C* (credit) for the DB/CR field. You must set up one debit and one credit for each item type.

Note. For charge classifications, the debit side represents Accounts Receivable and the credit side represents Revenue.

Timing Select the appropriate timing for sending the charge to the general ledger. You can select either *A* (assessment) that sends the charge when it is incurred, or *S* (satisfaction) that sends the charge when the offset is posted.

Splitting a Transaction Between Multiple GL Accounts

The General Ledger Percent (GL Pct), Priority, Priority Amount, and Account Limit fields are use to split a debit or credit across multiple GL accounts.

GL Pct (general ledger percent) Enter an optional percentage of the transaction that you want posted to the GL account.

Priority Enter the posting priority for either the GL percent or priority amount. The lower the number, the higher the priority.

Priority Amt (priority amount) Enter an optional priority amount that you want distributed to a GL account. If you specify a priority amount, the amount specified will be distributed to the GL account definition with the highest priority. The remaining balance will be distributed to the remaining GL accounts as defined.

Account Limit Enter a maximum monetary amount that you want to distribute to the specified GL account. For example, if you set the GL Pct field to 25% and the Account Limit field to 100 USD, 25% of a debit or credit up to a maximum of 100 USD will be distributed to the specified GL account.

Chart of Account Information

Enter chart of account information for the item type.

Account Type This field displays the GL account type (*A* for Asset, *R* for Revenue, *E* for Expense, and *L* for Liability). This field is useful if, for example, you inadvertently use asset accounts for both your credits and debits during the setup of your item type ChartFields.

Dynamic Org (dynamic organization) If you select this optional check box, the system allocates the appropriate revenue based on the subject area of the classes in which a student is enrolled. In the PeopleSoft Student Record system, subject areas map to academic organizations, and academic organizations map to financial organizations. Consequently, the system enables you to map subject areas to financial

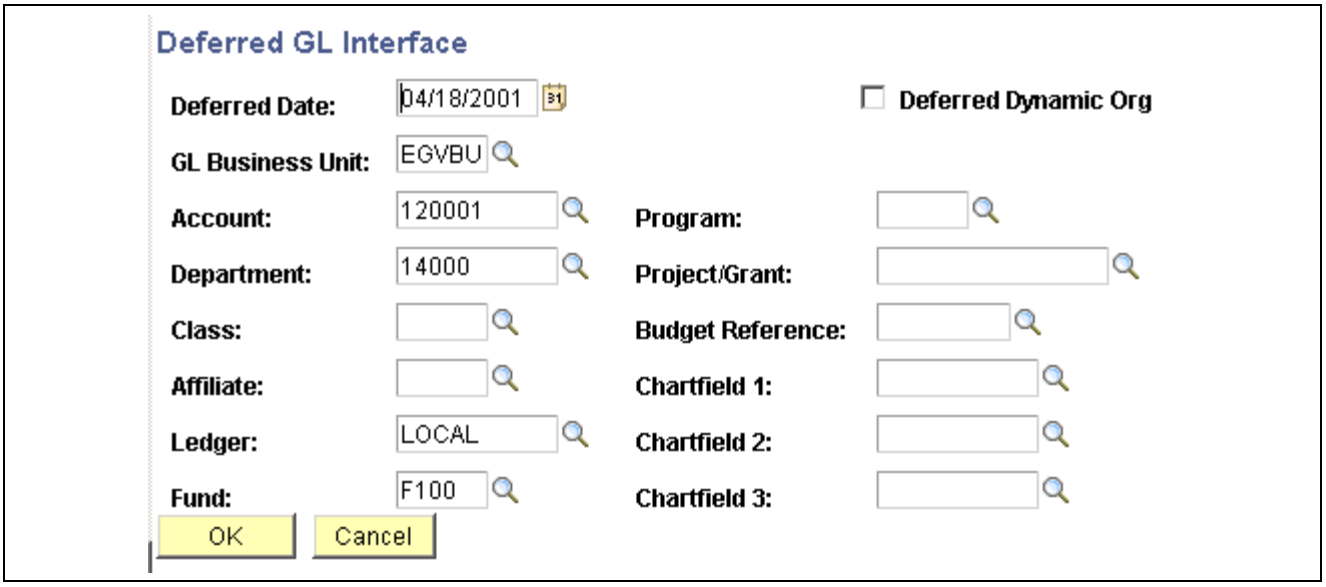
organizations. By using these constructs with the dynamic organization capabilities you can distribute revenue based on a student's course load using the organizational chart field.

Note. The dynamic organization feature uses billing units. When making adjustments, the system reallocates based on the number of billing units. It does not use the adjustment calendar to determine how much remains allocated to the organization. It reallocates 100% of the funds.

Defer Click the Defer link on the revenue (credit) side of your ChartField setup to access the Deferred GL Interface page, where you can define GL Interface parameters for a deferred revenue account.

Defining Item Type GL Interface Parameters for a Deferred Revenue Account

Access the Deferred GL Interface page.



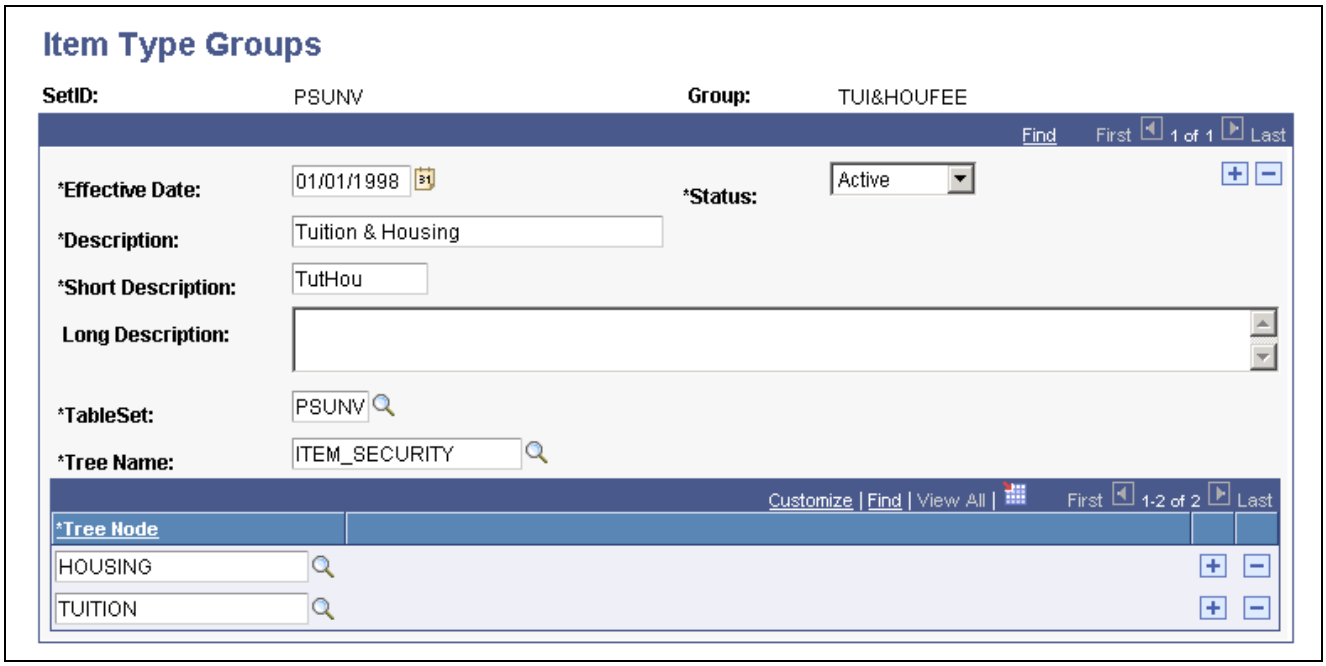
Deferred GL Interface page

Deferred Date If you indicate that a particular item type needs to defer revenue, the system prompts you for liability account information and a deferred date. The system uses the liability account until the date that you have indicated for that item type. The system does not automatically generate the entry for moving the deferred revenue from the liability account to the realized revenue. When this date passes, you must move the revenue into the general ledger.

Deferred Dynamic Org Select to have the system defer the appropriate revenue based on the subject area of the classes in which a student is enrolled. This capability enables you to defer revenue based on a student's course load using the organizational chart field.

Defining Item Type Groups

Access the Item Type Groups page.



Item Type Groups page

TableSet Select the setID that includes the item type tree that you want to use.

Tree Name Select the tree name of an item type tree that includes all of the tree nodes that you want to include in your item type group.

Tree Node Select a tree node that you want to include in your item type group

Setting Up Service Indicator Sets

To set up service indicator sets, use the Service Indicator Sets component (SERVICE_IND_SETUP).

This section provides an overview of service indicator sets and discusses how to:

- Define service indicator set details.
- Define eligible academic careers for service indicator sets.

Understanding Service Indicator Sets

Service indicator sets enable you to automatically attach service indicators to student accounts by running the Credit History process. When you define service indicator sets, you link a service indicator to an aging category/minimum amount combination. When you run the Credit History process, the system applies the linked service indicator to any student with an overdue balance that falls within the specified aging category and is over the minimum amount. In addition, if the linked service indicator is already applied to a student account and the student pays off the overdue balance, the next time you run the Credit History process, the system removes the service indicator.

See Also

Chapter 22, "Maintaining Customers," Processing and Reviewing Customer Credit History, page 475

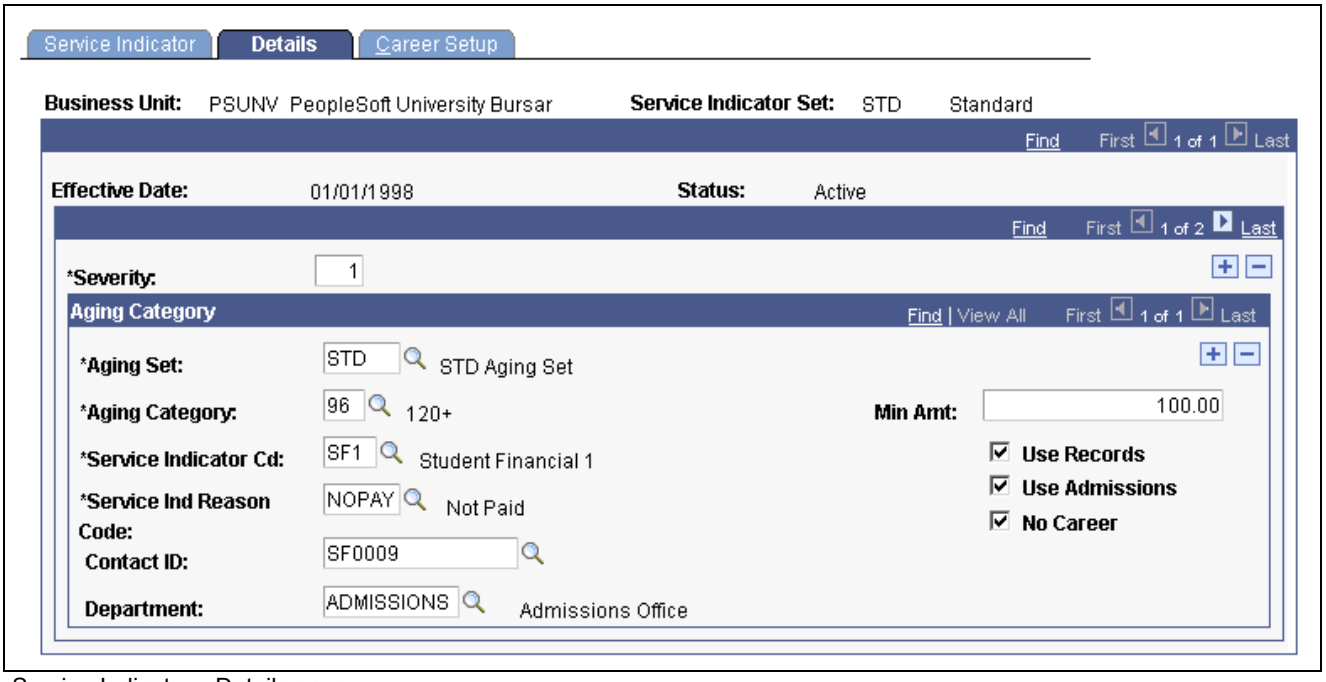
PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Setting Up Service Indicators," Setting Up Service Indicator Codes and Reasons

Pages Used to Set Up Service Indicator Sets

Page Name	Object Name	Navigation	Usage
Service Indicator	SRVC_IND_SF_TBL	Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator	Create service indicator sets and define descriptive information for them.
Service Indicator - Details	SRVC_IND_SF	Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator, Details	Define service indicator set details.
Service Indicator - Career Setup	SRVC_IND_SF_C	Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator, Career Setup	Define eligible academic careers for service indicator sets.

Defining Service Indicator Set Details

Access the Service Indicator - Details page.



Service Indicator - Details page

Severity Enter the alphanumeric code established by your institution to indicate the severity of the service indicator.

Aging Set Select the aging set containing the aging category to which you are linking a service indicator.

Aging Category Select the aging category that triggers the application of the service indicator to student accounts.

Min Amt (minimum amount) Define the minimum amount that triggers the application of the service indicator to student accounts.

Service Indicator Cd (service indicator code) Select a service indicator code from your established list. This code is linked to a service impact that controls what actions the system takes related to the service indicator.

Service Ind Reason Cd (service indicator reason code) Select a service indicator reason code from your established list. This code explains why this service indicator is being applied.

Contact ID Select the ID number of a specific person with the department responsible for this service indicator set.

Department Select the department that is responsible for this service indicator set. This is the department the student must contact to clear the associated service indicator.

Academic Career Controls

The check boxes in this group box control where the system searches to confirm that the student is active in an academic career before applying a service indicator. At least one check box must be selected, but you may select all three.

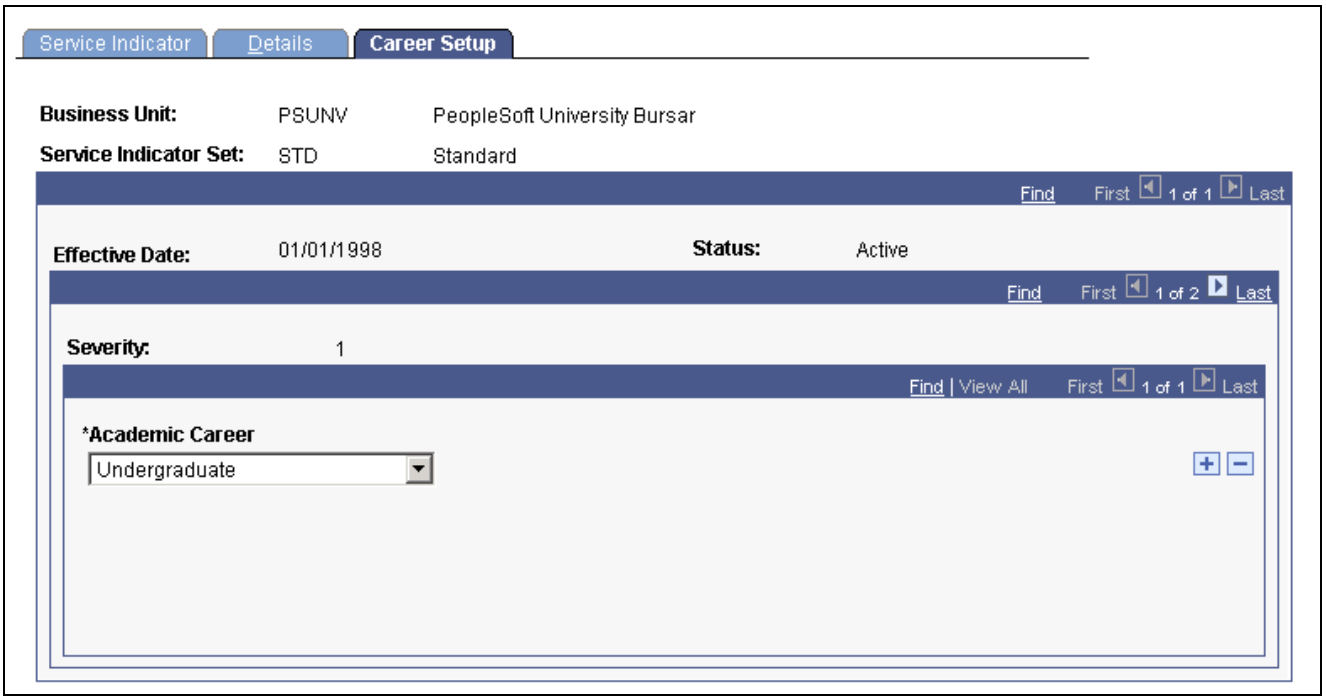
Use Records Select if you want the system to verify that the student's academic career matches the one that you establish on the Service Indicator Career Setup page.

Use Admissions Select to have the system verify that the student's admissions career matches the one that you established on the Service Indicator Career Setup page. This verification takes place after the academic career verification. The system performs this verification only after it performs the verification in PeopleSoft Student Records and can't find a match.

No Career Select if you want the system to process the student only if there is no admissions career or academic career associated with the student, regardless of whether you selected the Use Records or Use Admissions check boxes. Selecting this check box indicates to the system that you want a service indicator placed even if the student is not activated in PeopleSoft Student Records or PeopleSoft Student Admissions.

Defining Eligible Academic Careers for Service Indicator Sets

Access the Service Indicator - Career Setup page.



Service Indicator - Career Setup page

Academic Career Select the academic career to which the associated service indicator can be applied.

Note. If you did not select the No Career check box on the Service Indicator - Details page, you must be sure to specify the career for all appropriate rows and severity levels.

Setting Up a Default Academic Term

To set up a default academic term, use the SF Term Default component (DFLT_TERM_TBL).

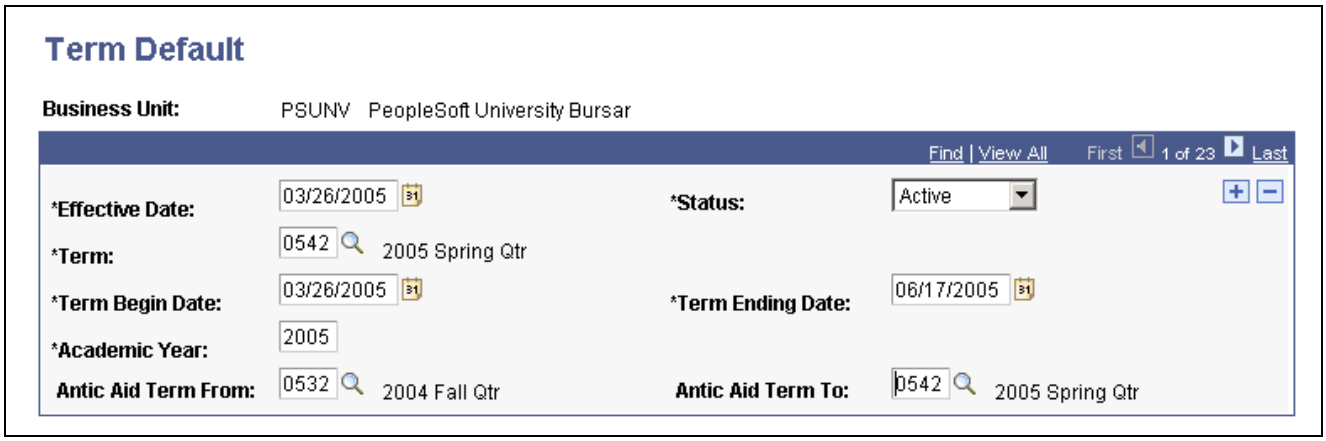
A default term value simplifies data entry. Typically, it is most beneficial to change the default term value at the beginning of each term. Using effective dating functionality, you can predefine default term values in advance and have them automatically change on the first day of the term.

Page Used to Set Up a Default Academic Term

Page Name	Object Name	Navigation	Usage
Term Default	DFLT_TERM_TBL	Set Up SACR, Product Related, Student Financials, Charges and Payments, SF Term Default	Define default academic terms.

Defining Default Academic Terms

Access the Term Default page.



Term Default page

Effective Date Enter the effective date for the SF Term you are identifying.

Status Select the status for this term default.

Term Enter the default academic term.

Term Beginning Date and **Term Ending Date** Enter the term beginning date and the term ending date.

Academic Year Enter the academic year to which the term belongs.

Antic Aid Term From (anticipated aid term from) Enter the value of the first (beginning) term that you want considered for anticipated financial aid (aid awarded but not disbursed).

Antic Aid Term To (anticipated aid term to) Enter the value of the last (ending) term that you want considered for anticipated financial aid.

CHAPTER 3

Setting Up ePayment Processing

This chapter discusses how to:

- Set up credit card types.
- Set up SF merchants.
- Set up institution sets.
- Set up self-service payment messages.
- Set up self-service options.

Understanding ePayment Processing

Student Financials enables your institution to receive payments for charges by eCheck or credit card through application centers, through cashiering, and over the web using self-service functionality. The rules your institution defines for authorizing and settling ePayment transactions as well as for processing ePayment credits are established when you set up your SF merchant and SF institution set parameters.

Setting Up Credit Card Types

To set up credit card types, use the Credit Card Type component (CREDIT_CARD_TYPE).

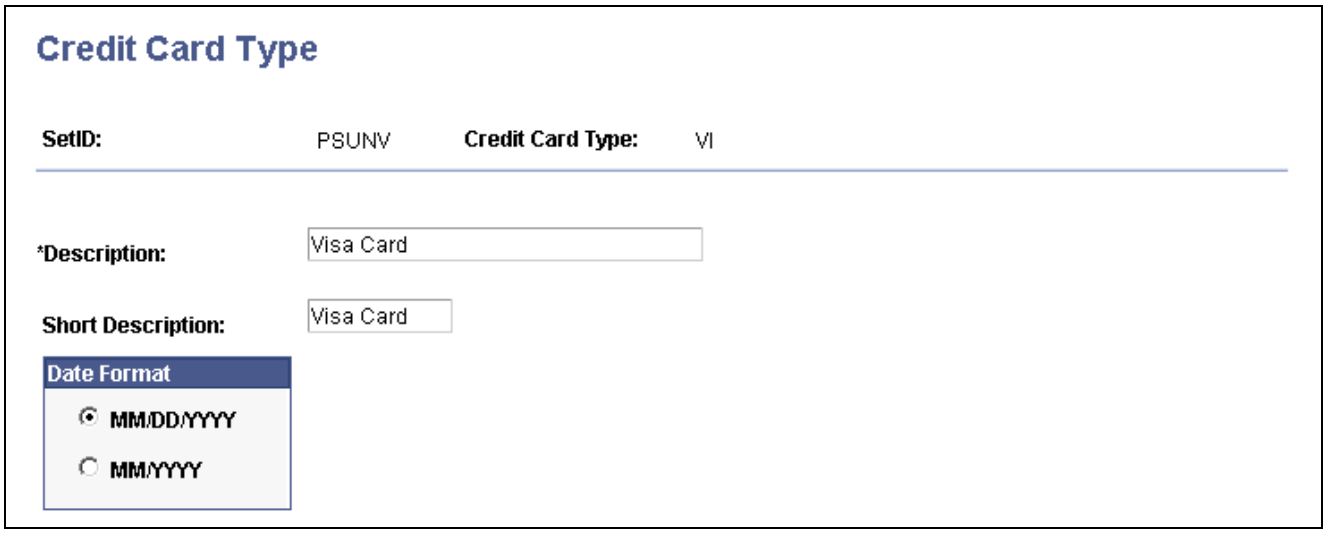
Your institution must have contracts with credit card providers (such as VISA or Master Card) to be able to accept payments using their cards. To prevent users from attempting to record payments using unauthorized cards, you must define the credit card types accepted by your institution.

Page Used to Set Up Credit Card Types

Page Name	Object Name	Navigation	Usage
Credit Card Type	CREDIT_CARD_TYPE	Set Up SACR, Product Related, Student Financials, Credit Card Type	Define accepted credit card types.

Defining Accepted Credit Card Types

Access the Credit Card Type page.



Credit Card Type page

Date Format

Select an expiration date format.

MM/DD/YYYY Select to include the month, day, and year in the expiration date format.

MM/YYYY Select to include only the month and year in the expiration date format.

Setting Up SF Merchants

To set up SF merchants, use the SF Merchants component (MERCHANT_TBL).

An SF merchant (student financials merchant) is an entity within the Student Financials application that enables you to set up unique credit card and eCheck processing rules for different departments in your institution. Currently, you can use an SF merchant to set up credit card and eCheck processing for application centers, cashiering offices, and student self-service functions. The SF merchant definition provides information needed by the ePayment service provider and defines what services it performs and what customer information the system displays on the payment page.

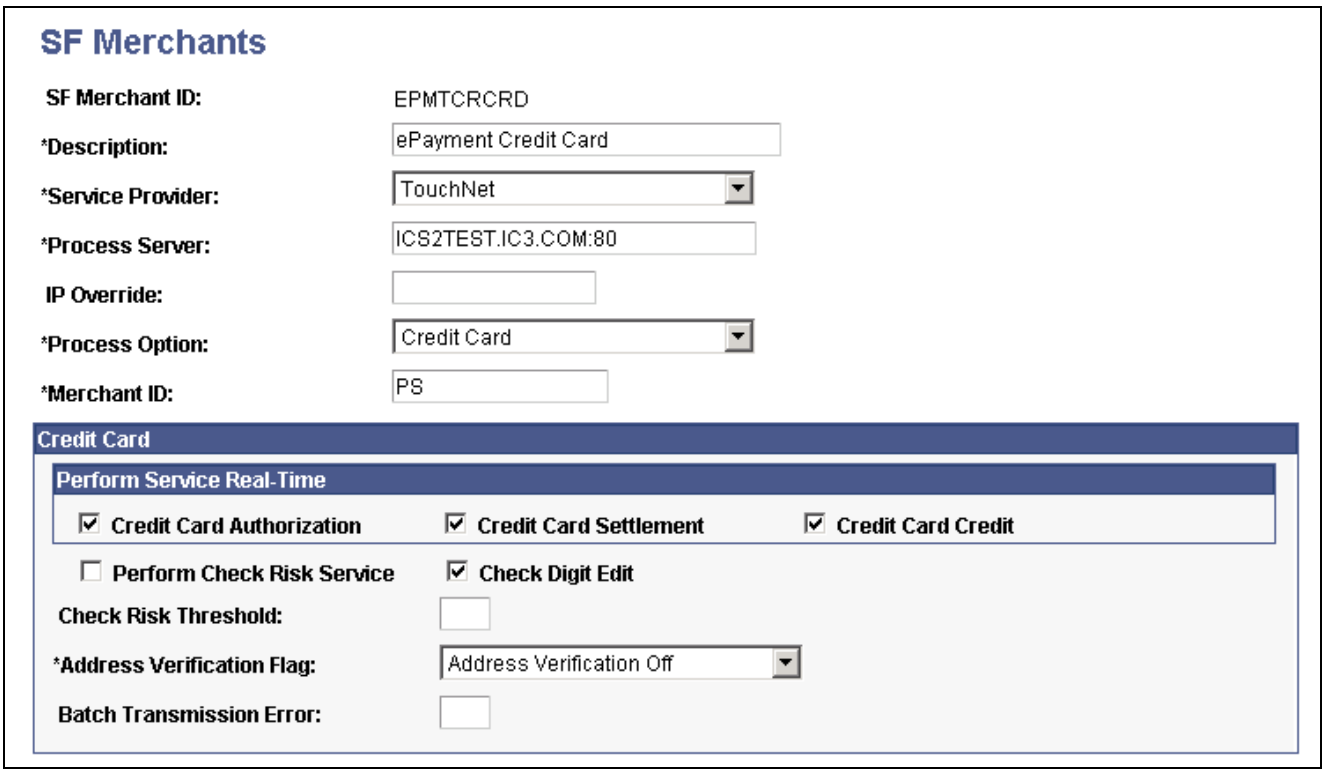
To process credit cards and eChecks in Student Financials, you must establish at least two SF merchant definitions — one for credit card support and one for eCheck support. If you have different processing rules for credit card processing in the cashiering office than you do in the application center or in student self-service, then you will need to establish multiple credit card SF merchants to handle these different processing rules.

Page Used to Set Up SF Merchants

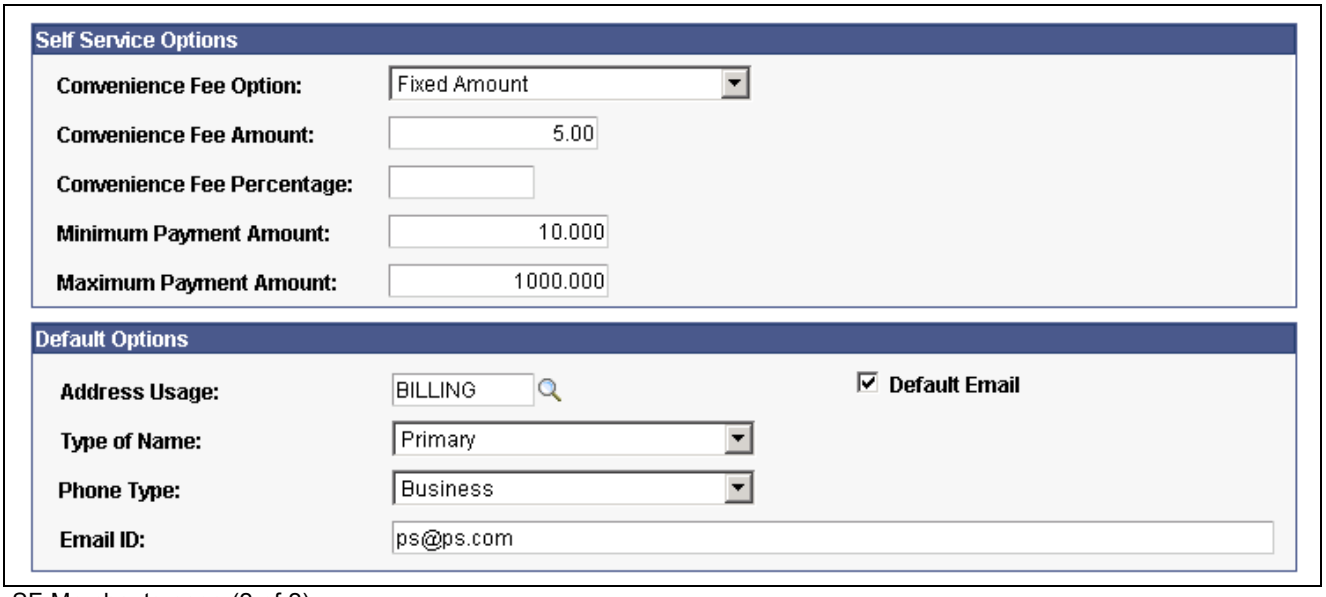
Page Name	Object Name	Navigation	Usage
SF Merchants	MERCHANT_TBL	Set Up SACR, Common Definitions, Self Service, Student Financials, SF Merchants	Define ePayment processing parameters. Used for application centers, cashiering offices, and student self service.

Defining ePayment Processing Parameters

Access the SF Merchants page.



SF Merchants page (1 of 2)



SF Merchants page (2 of 2)

Description Enter a description of this SF Merchant setup.

Service Provider Select a credit card service provider. Values are *Cybersource, TouchNet,* and *Unsupported*.

Process Server Enter the IP name of the ePayment process server provided by the service provider.

IP Override If the main ePayment process server is not operating, enter the IP address of an alternate server provided by the service provider.

Note. Do not populate this field unless it is necessary because the system uses this address instead of the IP name.

Process Option Select the type of transaction that is governed by the SF Merchant rules you are defining: *Credit Card* or *Electronic Check.*

Merchant ID Enter the merchant ID assigned to your institution when you established an account with the ePayment service provider. The ID may be shared by several SF Merchant definitions.

Note. If you intend to process both credit card and eCheck self-service transactions, you must set up two SF merchants, one with a process option of *Credit Card* and one with a process option of *Electronic Check.*

Credit Card

This group box appears if you select *Credit Card* in the Process Option field. Use it to enter credit-card-specific processing parameters.

Credit Card Authorization Select to authorize credit card transactions in realtime, actually reserving or setting aside credit card funds. If you clear this check box, you must authorize credit card transactions in batch mode. When you select this check box, the Credit Card Settlement check box becomes available.

Credit Card Settlement Select to settle credit card transactions in realtime, actually transferring funds to your institution as the transaction takes place. If you clear this check box, you must settle credit card transactions in batch mode.

Credit Card Credit Select to credit in realtime when you void credit card payments originating from cashiering offices or application centers.

Note. Reversed or refunded credit card payments originating from self-service cannot be credited in realtime and are not affected by the Credit Card Credit check box.

Perform Check Risk Service Select to perform a risk assessment at the time of authorization. The risk assessment is an estimation of the veracity of the transaction. Factors such as improper address, too many transactions, or transactions dispersed geographically increase the risk of fraud.

Check Digit Edit Select to verify the check digit of the credit card number being used prior to processing the transaction. If the check digit is incorrect, the customer receives an error message and is asked to correct the credit card number entered.

Check Risk Threshold Enter an amount above which the credit card processing merchant is alerted to the possibility of fraud. When a transaction is processed, the credit card processing vendor returns a risk assessment. The check risk threshold is the allowable risk that a school is willing to assume for a given transaction.

Address Verification Flag This field controls whether the system verifies the credit card billing address during credit card processing. The options are *Address Verification Off* and *Address Verification On.*

Note. If you select address verification on and the address given does not match, authorization will be declined, but the credit card funds will be set aside.

Batch Transmission Error Enter the maximum number of batch transmission errors that you want the system to allow before canceling the batch transmission.

Electronic Check

This group box appears if you select *Electronic Check* in the Process Option field. Use it to enter eCheck-specific processing parameters.

eCheck Debit Select to process eCheck transactions in real time. If you clear this check box, you must run the eCheck Processing process to debit eCheck payments in batch.

Verification Level Select the level of verification that the system uses for eCheck payments.

Validation: Select to test the format and bank routing number of each eCheck payment and to compare the transaction information to the check-processing partner's internal negative file.

Verification: Select to perform all validation steps and to compare each transaction's information with an external negative file to identify accounts that have a history of bad checks or that were closed for cause.

Note. Validation and verification are optional. Neither process checks the status or the existence of an account nor do they guarantee that funds are available.

Settlement Method Specify the default method that the system uses to deliver settlements to and from your students' banks.

Automated Clearing House: Select to deposit U.S. and Canadian transactions using the Automated Clearing House (ACH) or the Canadian Payment Association.

Facsimile draft: Select to deposit transactions as facsimile drafts. Use this method when the issuing bank is not an ACH member.

Best possible: Select to deposit transactions through the ACH system unless the student's bank is not an ACH participant, in which case, the system creates a facsimile draft and deposits it.

Authentication Method Define how the system authenticates eCheck payments. If you select *Birthdate, PIN,* or *National ID Number,* students must enter the required information to authenticate an eCheck payment. If you select *No Authentication,* students can submit eCheck payments without authentication.

You define a student's birthdate, national ID number and PIN in PeopleSoft Campus Community. The system always uses a student's primary national ID number for authentication purposes.

Note. Students should not use dashes when entering the national ID number.

See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, "Managing Identification Data," Entering Personal Identification Numbers.

See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, "Adding a Person in PeopleSoft Enterprise Campus Solutions".

See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, "Managing Biographical Information".

Self Service Options

Convenience Fee Option Select one of the following options if you want to charge students a fee for each ePayment transaction.

Fixed Amount: Select to charge a fixed convenience fee for each ePayment transaction.

Percentage: Select to make the convenience fee equal a percentage of the ePayment transaction.

Note. In most cases, the ePayment convenience fee is posted wherever the payment is applied. For example, if a payment is allocated to charges across multiple business units, the convenience fee is based on the total payment, but is distributed proportionately across the business units. If the payment is not allocated across business units but is directed to charges in one business unit, the convenience fee will be posted in the same business unit. If a payment is not manually allocated, the convenience fee is directed to the business unit with the highest priority.

Convenience Fee Amount If you want to charge a fixed convenience fee amount, specify the amount as currency. (For example, using U.S. Dollars as the base currency, an entry of *1.50* results in a surcharge of 1.50 USD per transaction).

Convenience Fee Percentage If you want to charge a percentage convenience fee, specify the percentage as a number greater than zero. In the previous example, the entry *5.5* results in a surcharge of 5.5 percent (5.5%) per transaction.

Minimum Payment Amount Set the minimum amount that a student can pay during a single ePayment transaction.

Maximum Payment Amount Set the maximum amount that a student can pay during a single ePayment transaction.

Default Options

Items in this group box relate to customer information that the system displays on the make a payment page for self-service transactions, and the Tender Details page for application fees and cashiering transactions.

Address Usage Select the address usage type that you want to use to display default customer addresses on the payment page.

Default Email ePayment processing vendors require an email address to process transactions. Select this check box to use the default email address entered in the Email

ID field rather than requiring students to enter one. When you select this check box, the Email Address field does not appear on the Make a Payment self service page.

Type of Name Select the default name type that the system uses to look up and display the customer name on the Make a Payment page.

Phone Type ePayment processing vendors require a phone number to process transactions over the web. Select the default phone type that the system uses to look up and display the customer phone number on the Make a Payment page.

Email ID Enter the default generic email address that the system uses for all credit card transactions when you select the Default Email check box.

Setting Up Institution Sets

You use institution sets to define basic institution set parameters and to set up ePayment rules for institution sets. This setup is done in Campus Self Service.

See *PeopleSoft Enterprise Campus Self Service 8.9 PeopleBook*, "Setting Up Self-Service Student Financials," Setting Up Institution Sets.

Setting Up Item Types for ePayment

To enable eCheck and credit card processing, you must define miscellaneous parameters for item types. The system uses the following attributes from the credit card or eCheck Item Type, Miscellaneous page:

- Charge Priority List (during Posting of the ePayment transaction).
- Payment Overall Priority (during Posting of the ePayment transaction).
- Tender Specific and Tender Specify Category (eCheck or credit card; this value controls what will be displayed on SF Institution Set 2 page for an eCheck item type or a credit card item type.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Setting Up Self-Service Payment Messages

To set up self-service payment messages, use the Payment Messages component (SF_PAYMENT_MESSAGE).

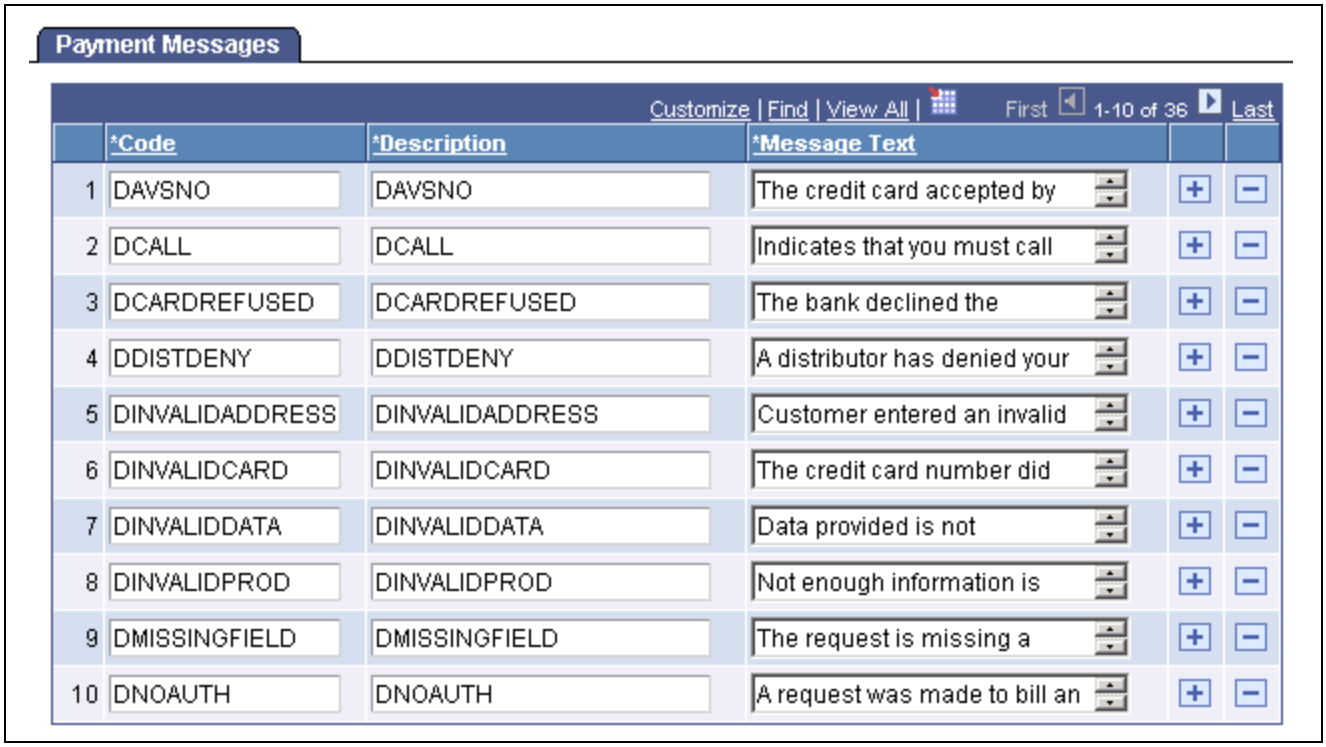
Self-service payment messages display to the student when an error is encountered processing a credit card transaction. The credit card processing vendor delivers the codes and default descriptions, but you must define your own message text.

Page Used to Set Up Self-Service Payment Messages

Page Name	Object Name	Navigation	Usage
Payment Messages	SF_PAYMENT_MESSAGE	Set Up SACR, Common Definitions, Self Service, Student Financials, Self-Service Payment Messages	Define self-service message text. Used for self service, application center, and cashiering.

Defining Self-Service Message Text

Access the Payment Messages page.



Payment Messages page

Code Valid payment message codes are delivered by the credit card processing vendor and must not be modified. As new codes are made available by the vendor, you may add them to the list, but you must not create and add your own codes.

Description You can modify the entries listed in this column to have up to a 30-character short description. The descriptions that you enter in this column are for internal use only. Students making a payment over the internet do not see these descriptions. Note that the default description for each authorization reply code is identical to the code itself.

Message Text Enter the message text you want the system to display to students based on the authorization reply code sent by the credit card processing vendor. Unless text is entered, students receive an error indicator but no message. If you want students to contact you regarding certain credit card problems, this is where you would enter that information.

Delivered Valid Payment Message Codes

The following table lists the payment message codes delivered with your system.

Code	Definition
DAVSNO	The bank accepts the credit card, but the credit card processing vendor did not because the credit card did not pass the Address Verification System (AVS) check. The AVS result is no.
DCALL	You must call the payment processor to proceed with the transaction.
DCARDREFUSED	The bank declined the transaction.
DDISTDENY	A distributor denied the request to sell a particular product.
DINVALIDADDRESS	The city, state, or postal code entered was invalid.
DINVALIDCARD	The credit card number did not pass the credit card processing vendor's basic checks.
DINVALIDDATA	The data provided was not consistent with the request. For example, a student may have requested a product with negative cost, or an electronic license certificate (ELC) for a physical product.
DINVALIDPROD	Not enough information was provided to generate the download URL.
DMISSINGFIELD	The request contained an unpopulated required field.
DNOAUTH	A request was made to bill an order for which there is no corresponding, unused authorization record. This occurs if there was not a previously successful ics_auth request or if the previously successful authorization has already been used by another ics_bill request.
DNOBILL	A request was made to credit an order for which there is no recorded billing code.
DNTFDECLINED	The bank declined the transaction. For IBM Global Merchant (NetTrade Finance) customers only.

Code	Definition
DPARSEADDRESS	The credit card processing vendor could not interpret the address information.
DRESTRICTED	One of the following problems may have occurred: • The end user is on the U.S. List of Denied Countries or the U.S. List of Denied Persons. • The ship-to country is in the U.S. Government denied countries list (CU, IR, IQ, LY, KP, SD, SY) • The merchant supplied an export list for one or more of the offers in the order, but the shipping country the end user submitted is not in that list.
DSCORE	The score exceeds the limit.
ESYSTEM	A system error occurred. You must call your credit card processing vendor.
ESTIMEOUT	For ics_auth, if an auth was approved, it is not reversed. For ics_bill, during code cleanup an ics_credit is issued to balance out the ics_bill. For ics_credit, during code cleanup an ics_bill is issued to balance out the ics_credit.
FAMOUNTHIGH	The amount of the transaction requested is too high for the credit card processing vendor.
FAMOUNTLOW	The value entered in the amount field was not greater than zero.
FCONNECTION	The connection failed. The merchant ID and configuration must be checked.
FDECRYPT	Credit card decryption failed.
FINITIFAILED	A vendor error occurred. ICS_INIT failed.
FINVALIDADR1	The value entered for Address 1 was not valid.
FINVALIDCARD	The credit card number entered was too long.
FINVALIDCTRY	The country entered was not valid.

Code	Definition
FINVALIDCURR	The currency was not valid.
FINVALIDEMAIL	The email address entered was not valid.
FINVALIDPHON	The phone number entered was not valid.
FINVALIDSERV	The service requested was not valid.
FINVALIDSTAT	The length of the state field was not valid.
FINVALIDZIP	The zip code entered was not valid.
FREFUNDERROR	The refund amount exceeded the amount settled.
FRQIDMISSING	The request ID is required for settlement.
FSENDFAILED	A vendor error occurred. ICS_SEND failed.
NMERCERR	The transaction ran without a merchant_id.
SOK	The transaction was successful.

Setting Up Self Service Options

You can use self service options to define business unit labels for self service payment pages. The values you enter here are used in the View By column headings on self service pages.

See *PeopleSoft Enterprise Campus Self Service 8.9 PeopleBook*, "Setting Up Self-Service Student Financials," Setting Up Self Service Options.

CHAPTER 4

Setting Up GL Interface Processing

This chapter provides an overview of GL interface processing and discusses how to:

- Load setup data using PeopleSoft Application Messaging.
- Review setup table data.
- Link Student Financials business units to PeopleSoft General Ledger units.
- Set up the Ledger Fields Table
- (Optional) Create ChartField speed type keys for department receipt processing.
- (Optional) Activate ChartField combination editing.
- Assign charts of accounts.
- Validate ChartFields.
- Set up integration with PeopleSoft Financials 8.4 and 8.8.
- Copy ChartField information for item types from one term to another.

Understanding GL Interface Processing

This section provides overviews of:

- GL interface processing using PeopleSoft General Ledger.
- GL messaging.
- GL interface processing using a third-party or legacy general ledger system.

Note. When customers license Campus Solutions, they receive a limited use license for Human Resources, Benefits Administration, and Payroll for North America.

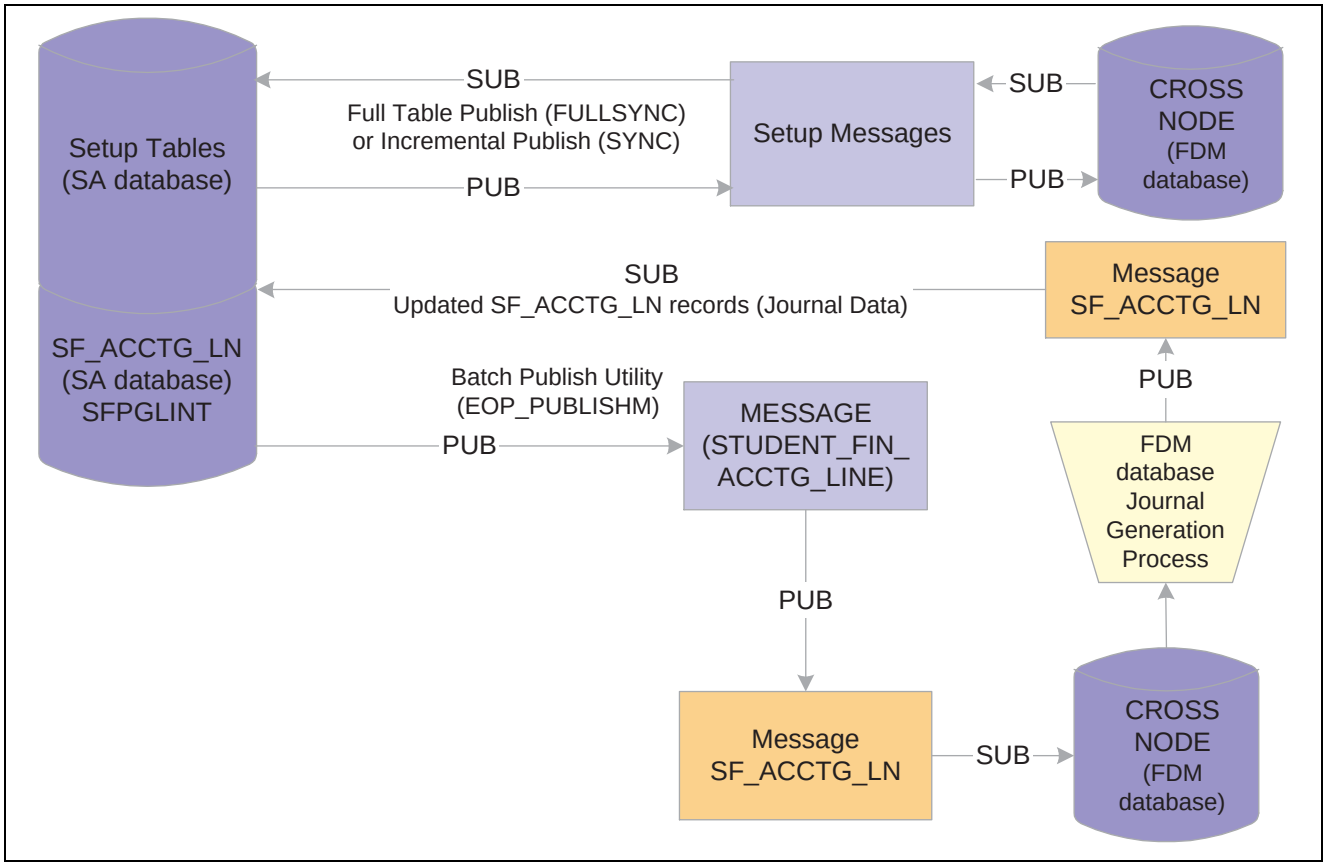
GL Interface Processing Using PeopleSoft General Ledger

Most of the setup needed to transfer information between the Student Financials application and the PeopleSoft General Ledger application is done within General Ledger and then transferred to Student Financials. Throughout the setup process, it is important for you to work closely with staff who coordinate your General Ledger application. They will assist you in defining your setup tables and tell you what information is necessary for the GL interface.

There are two different PeopleSoft Financials releases with which your system can interface for the purpose of GL processing. If you interface with PeopleSoft Financials 8.4 or 8.8, your system uses application messaging to share accounting line information with PeopleSoft General Ledger.

GL Messaging

The diagram below illustrates how GL messages travel between Student Financials and PeopleSoft Financials 8.4/8.8.



Student Financials to Financials 8.4/8.8 GL messaging process

During the GL messaging process, Student Financials delivers two message channels and three messages to the PeopleSoft Financials database:

Message Channel	Message	Description
STUDENT_ADMIN_ ACCOUNTING	STUDENT_FIN_ACCTG_LINE	Notifies the message broker that new SF_ACCTG_LN records are ready to be retrieved by PeopleSoft Financials and, after journal generation, retrieves the updated SF_ACCTG_LN records into Student Financials.

Message Channel	Message	Description
HR_SETUP	BUS_UNIT_SF_FULLSYNC	Sends the BUS_UNIT, DESCR, and DESCRSHORT rows in the BUS_UNIT_TBL_SF to PeopleSoft Financials to seed its BUS_UNIT_TBL_SF.
HR_SETUP	BUS_UNIT_SF_SYNC	Sends new Student Financials business units or updates when the DESCR or DESCRSHORT fields are changed.

PeopleSoft delivers a default node of PSFT_LS. If you change this default, you must reconfigure the message channel. However, regardless of whether or not you change the message node, you must configure it by inserting the proper URL.

Note. An easy way to determine where messaging starts and ends is to name the publishing node with the name of the database to which it publishes or from which it publishes.

In the PeopleSoft Financials database, message definition, message channel, and message node naming must match the naming used in the Student Financials database.

PeopleSoft Financials subscribes to the published messages in the Student Financials database, takes the accounting lines into their SF_ACCTG_LN table, and runs those lines through Journal Generator to create journal entries. PeopleSoft Financials then publishes the updated accounting lines, Student Financials subscribes to these lines, and the data published by PeopleSoft Financials updates the Student Financials SF_ACCTG_LN table.

GL Interface Processing Using a Third-Party or Legacy General Ledger System

Student Financials provides an extra field for you to use to enter chart of accounts data on your item types, course/class fees, and cashiering tenders/targets. You can use the existing PeopleSoft-delivered ChartFields (ACCOUNT, DEPTID, and so on) to enter your chart of accounts information.

Alternatively, Student Financials provides a 50-character field called External GL Chart Field (field name EXT_GL_CHARTFLD) that you can use to enter your chart of accounts data. To enable this field, you must signify to the system that you are *not using* PeopleSoft General Ledger. To indicate that you are not using PeopleSoft General Ledger, clear the General Ledger check box on the Installation Table page. Once you clear this check box, pages that normally display the PeopleSoft-delivered ChartFields for data entry instead (or, in some instances also) display the External GL ChartField field.

Using the External GL Chart Field does have some limitations. The system does not perform any editing against this field. In addition, the ChartField validation process does not check the contents of the External GL Chart Field to ensure that you have supplied valid chart of accounts information for each item type, course/class fee, and cashiering tender/target.

Even if you are not using PeopleSoft General Ledger, you still must populate the GL setup tables (except the ChartField definition tables) before you can use the GL Interface or Cashiering GL Interface processes.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Reviewing Installation Setup and System Defaults"

Chapter 2, "Completing Student Financials General Setup," Defining Number Sequence Start Points and Maximum Row Settings, page 6

Loading Setup Data Using PeopleSoft Application Messaging

If your system interfaces with PeopleSoft Financials 8.4 or 8.8, it shares accounting messaging directly through PeopleSoft Application Messaging . The following table lists all PeopleSoft Financials 8.4 or 8.8 published messages to which Student Financials subscribes in order to load ChartFields.

Message Name	Channel	Pub/Sub Node	Records
BUD_PERIOD_ CALENDAR_ FULLSYNC	DETAIL_CALENDAR	FDM \ SA	CAL_DEFN_TBL
BUD_PERIOD_ CALENDAR_SYNC	DETAIL_CALENDAR	FDM \ SA	CAL_DEFN_TBL
DETAIL_CALENDAR_ FULLSYNC	DETAIL_CALENDAR	FDM \ SA	CAL_DEFN_TBL
DETAIL_CALENDAR_ SYNC	DETAIL_CALENDAR	FDM \ SA	CAL_DEFN_TBL
BUD_REF_CF_ FULLSYNC	ENTERPRISE_SETUP	FDM/SA	BUD_REF_TBL
BUD_REF_CF_SYNC	ENTERPRISE_SETUP	FDM/SA	BUD_REF_TBL
CHARTFIELD1_ FULLSYNC	ENTERPRISE_SETUP	FDM/SA	CHARTFIELD1_TBL
CHARTFIELD1_SYNC	ENTERPRISE_SETUP	FDM/SA	CHARTFIELD1_TBL
CHARTFIELD2_ FULLSYNC	ENTERPRISE_SETUP	FDM/SA	CHARTFIELD2_TBL
CHARTFIELD2_SYNC	ENTERPRISE_SETUP	FDM/SA	CHARTFIELD2_TBL

Message Name	Channel	Pub/Sub Node	Records
CHARTFIELD3_SYNC	ENTERPRISE_SETUP	FDM/SA	CHARTFIELD3_TBL
CHARTFIELD3_SYNC	ENTERPRISE_SETUP	FDM/SA	CHARTFIELD3_TBL
CLASS_CF_SYNC	ENTERPRISE_SETUP	FDM \ SA	CLASS_CF_TBL
CLASS_CF_FULLSYNC	ENTERPRISE_SETUP	FDM \ SA	CLASS_CF_TBL
DEPT_FULLSYNC	ENTERPRISE_SETUP	FDM+SA \ FDM+SA	DEPT_TBL
DEPT_SYNC	ENTERPRISE_SETUP	FDM+SA \ FDM+SA	DEPT_TBL
FUND_LOAD	ENTERPRISE_SETUP	FDM \ SA	FUND_TBL
FUND_CF_SYNC	ENTERPRISE_SETUP	FDM \ SA	FUND_TBL
PROGRAM_CF_ FULLSYNC	ENTERPRISE_SETUP	FDM \ SA	PROGRAM_TBL
PROGRAM_CF_SYNC	ENTERPRISE_SETUP	FDM \ SA	PROGRAM_TBL
HR_ACCT_CD_LOAD	ENTERPRISE_SETUP	FDM \ SA	ACCT_CD_TBL
BUS_UNIT_FS_ FULLSYNC	ENTERPRISE_SETUP	FDM \ SA	BUS_UNIT_TBL_FS
BUS_UNIT_FS_SYNC	ENTERPRISE_SETUP	FDM \ SA	BUS_UNIT_TBL_FS
ACCOUNT_ CHARTFIELD_ FULLSYNC	GL_SETUP	FDM \ SA	GL_ACCOUNT_TBL
ACCOUNT_ CHARTFIELD_SYNC	GL_SETUP	FDM \ SA	GL_ACCOUNT_TBL
LEDGER_DEFN_ FULLSYNC	GL_SETUP	FDM \ SA	LED_DEFN_TBL
LEDGER_DEFN_SYNC	GL_SETUP	FDM \ SA	LED_DEFN_TBL

Message Name	Channel	Pub/Sub Node	Records
BUS_UNIT_GL_ FULLSYNC	GL_SETUP	FDM \ SA	BUS_UNIT_TBL_GL
BUS_UNIT_GL_SYNC	GL_SETUP	FDM \ SA	BUS_UNIT_TBL_GL
BUS_UNIT_SF_ FULLSYNC	HR_SETUP	SA \ FDM	BUS_UNIT_TBL_SF
BUS_UNIT_SF_SYNC	HR_SETUP	SA \ FDM	BUS_UNIT_TBL_SF
JOURNAL_GEN_APPL_ ID_FULLSYNC	JOURNAL_ GENERATOR	FDM \ SA	JRNLGEN_APPL_ID
JOURNAL_ GENERATOR_APPL_ ID_SYNC	JOURNAL_ GENERATOR	FDM \ SA	JRNLGEN_APPL_ID
PROJECT_FULLSYNC	PROJECTS_SETUP	FDM \ SA	PROJECT
PROJECT_SYNC	PROJECTS_SETUP	FDM \ SA	PROJECT

See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Integrating and Transferring Information Among Applications," and "Integrating PeopleSoft General Ledger with PeopleSoft Applications"

Reviewing Setup Table Data

After you have loaded all of the setup tables that support the GL Interface, you can use a variety of components to review the setup data for accuracy.

The Student Financials application recognizes three types of business units: the SF (student financials) business unit, the AP (accounts payable) business unit, and the GL (general ledger) business unit. You define GL business units in PeopleSoft General Ledger and load them through an integration point. The Business Unit GL component enables you to review the GL business unit definition.

You define the journal generator templates in PeopleSoft General Ledger and load them through an integration point. The Journal Generator templates define the valid template IDs that the GL Interface process assigns to each accounting entry it creates. Each accounting entry must have a valid journal generator template ID for it to be properly recorded in PeopleSoft General Ledger.

Note. Most of the fields on the Journal Generator Template - Defaults and Journal Generator Template - Summarization pages are used only by the PeopleSoft General Ledger system during journal generation processing.

Pages Used to Review Your PeopleSoft General Ledger Setup Data

Page Name	Object Name	Navigation	Usage
Business Unit GL - Definition	BUS_UNIT_TBL_GL1	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review GL Business Units, Definition	View attributes assigned to your GL business unit.
Currency Options	BUS_UNIT_TBL_GL2	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review GL Business Units, Currency Options	View your currency option settings from your GL business unit.
Journal Generator Templates - Defaults	JRNL_GEN_DEFAULTS	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Journal Generator Tmpl, Defaults	View the journal generator template ID used by the GL Interface process. Other fields on this page are used only in PeopleSoft General Ledger by the journal generator process.
Journal Generator Templates - Summarization	JRNL_GEN_SUM	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Journal Generator Tmpl, Defaults	View summarization parameters that the PeopleSoft General Ledger Journal Generator Process uses.
Detail Calendar	DETAIL_CALENDAR1	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Detail Calendar	View fiscal years and accounting periods from PeopleSoft General Ledger.

Linking Student Financials Business Units to PeopleSoft General Ledger Units

After reviewing your PeopleSoft general ledger setup data, you must tie together each Student Financials business unit to its associated PeopleSoft General Ledger unit using the General Ledger Unit field on the General 1 page.

See Also

Chapter 2, “Completing Student Financials General Setup,” Defining Basic Business Unit Parameters, page 13

Setting Up the Ledger Fields Table

To set up the ledger fields table, use the Ledger Fields Table component (SF_LED_FLDS_TBL).

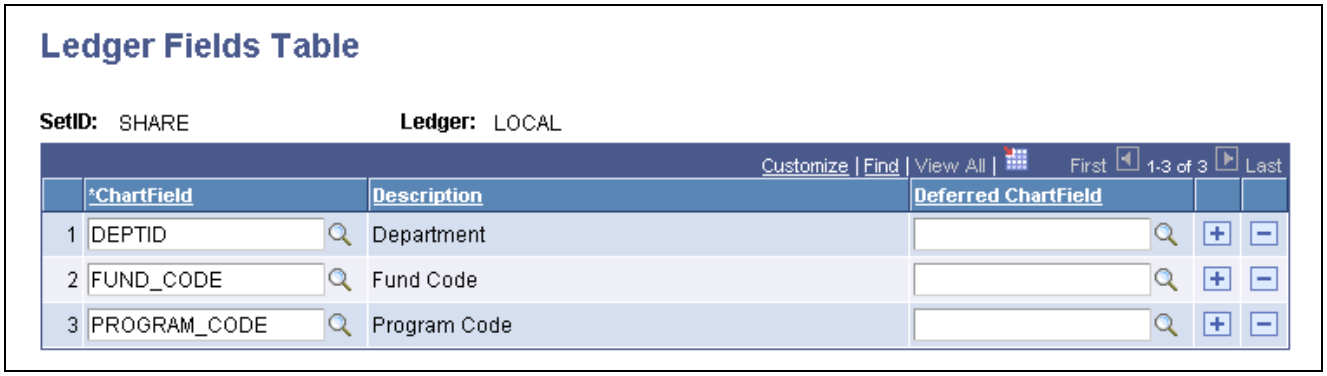
When you define an item type GL interface you specify the ledger to which account information is transferred. The ledger field table defines what fields are available to you. Not all available ChartFields are necessarily needed to convey your accounting information. To prevent entering data into an incorrect ChartField, define only the values you need. The business unit, account and ledger fields are always required for the GL interface definition and do not need to be added to the ledger fields table.

Page Used to Set Up Your Ledger Fields Table

Page Name	Object Name	Navigation	Usage
Ledger Fields Table	SF_LED_FLDS_TBL	Set Up SACR, Product Related, Student Financials, General Ledger Interface, Ledger Fields Table	Define ledger fields.

Defining Ledger Fields

Access the Ledger Fields Table page.



Ledger Fields Table page

ChartField Select the database field name representing a valid ChartField.

Deferred ChartField Define the required ChartFields for the Deferred GL Interface page accessed from the GL Interface page in the Item Type component.

Creating ChartField SpeedType Keys for Department Receipt Processing

To set up ChartField speed type keys, use the SpeedTypes component (SPEEDTYPE).

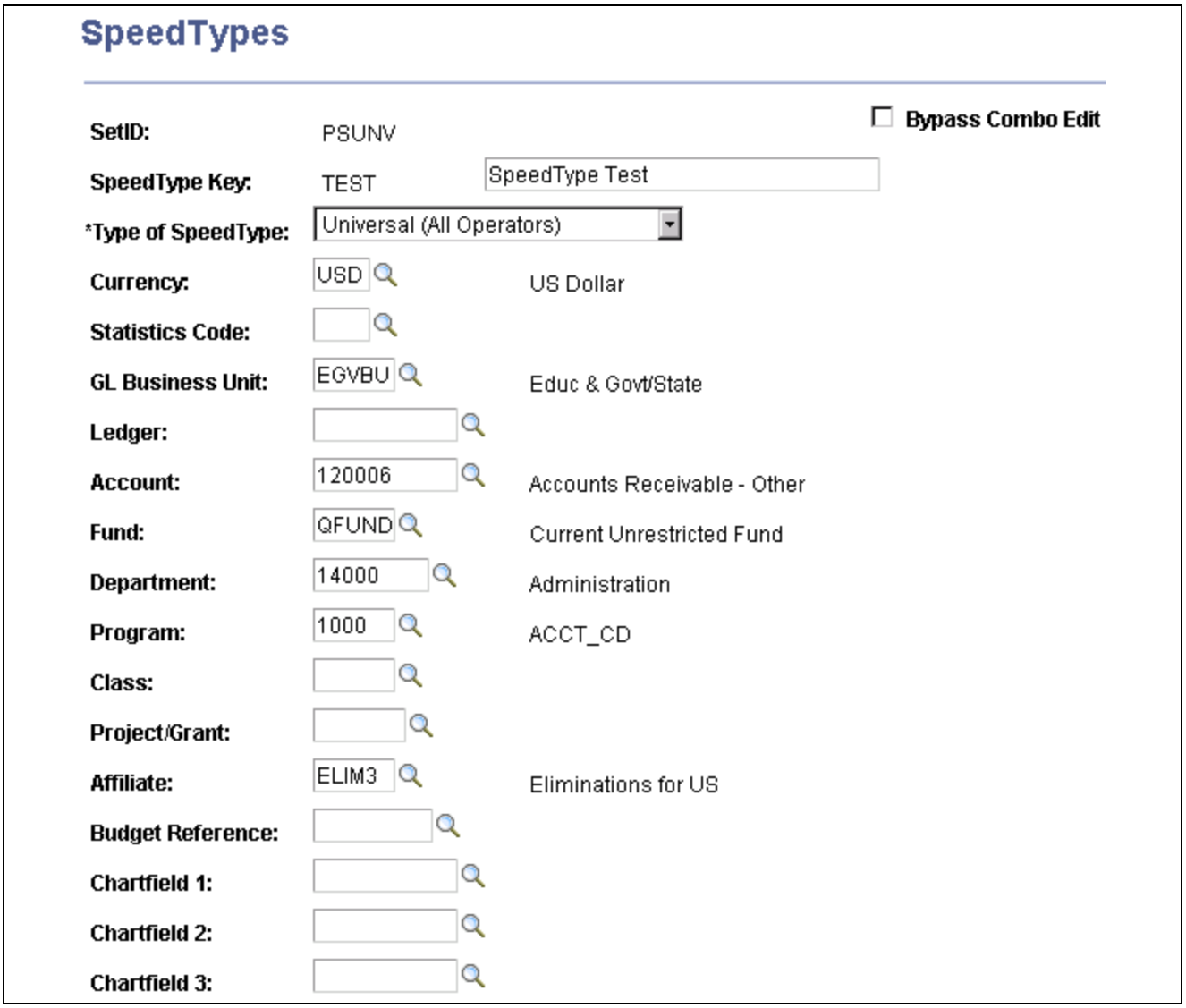
Often you will want to enter the same combination of ChartField values repeatedly for department receipts in the Cashiering feature. By creating shortcut keys called speed types for these frequently used combinations of ChartFields, you can reduce data entry time and increase data entry accuracy. Using a speed type key that you define, you can enter one alphanumeric code that automatically enters all of its defined ChartField values.

Pages Used to Create ChartField SpeedType Keys

Page Name	Object Name	Navigation	Usage
SpeedTypes	SPEEDTYPE	Set Up SACR, Product Related, Student Financials, General Ledger Interface, SpeedTypes	Define ChartField SpeedTypes for department receipt processing.

Defining ChartField SpeedTypes

Access the SpeedTypes page.



SpeedTypes page

Bypass Combo Edit (bypass combination edits) Select to bypass the combination edits when setting up SpeedTypes. This enables you to set up an incomplete SpeedType. For example, you could leave the Fund field blank. Then cashiers can enter the appropriate fund during department receipt creation.

Note. The functionality of the Bypass Combo Edit check box is relevant only if you select the Edit Combinations check box on the SF Installation page. When you select the Edit Combinations check box, the system processes department receipts only if cashiers select the correct ChartFields.

See Chapter 2, "Completing Student Financials General Setup," Setting Up Installation Parameters and Keywords, page 5.

Type of SpeedType Select the type of speed type to restrict the key to a particular operator or class.

One Operator: Only the operator specified in the dialog box can use this key combination. When you select this option, the User field becomes available and the Prim Perm List (primary permission list) field becomes unavailable.

One Operator Class: Only the operator class specified in the dialog can use this key combination. When you select this option, the Prim Perm List field becomes available for use and the User field becomes unavailable.

Universal (All Operators): All operators are authorized to use this combination. When this option is selected, both the User and Prim Perm List fields become unavailable.

Currency The system automatically populates this field with your institution's base currency value. You can override this value to change the currency code.

Statistics Code Optionally, enter a statistics code to record information used for statistical analysis. Your PeopleSoft General Ledger staff defines statistics codes.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Business Units, page 11

Activating ChartField Combination Editing

In addition to helping to ensure that ChartFields are valid, Student Financials also enables you to validate whether the combination of ChartFields that you have assigned to new item types, course and class fees, and cashiering tender keys and target keys is valid. There are multiple ways to use combination editing. You can directly load speed types from PeopleSoft General Ledger to be used as valid combinations. Alternatively, you can load combination data using a process delivered with PeopleSoft HRMS.

To activate ChartField combination editing in Student Financials:

1. Define speed types in PeopleSoft General Ledger that contain valid ChartField combinations. Use the delivered enterprise integration points to load the Speed Type tables with valid ChartField combinations from PeopleSoft General Ledger.
2. Alternatively, define valid combinations in PeopleSoft General Ledger using the Combination Build process. Execute the HR Account Load process to load combinations into the HR Account Code table. This process loads the result of the Combination Build process created in PeopleSoft General Ledger.
3. Select the Edit Combinations check box on the SF Installation page. Once you select the check box, save the page.

After completing these steps, when you define GL interface information for new item types, course or class fees, or cashiering tender keys and target keys, the Student Financials application ensures that the ChartField combination entered is valid. If the combination is not valid, the system does not permit the user to save the page until she enters a valid combination.

Note. When customers license Campus Solutions, they receive a limited use license for Human Resources, Benefits Administration, and Payroll for North America.

See Also

Chapter 4, "Setting Up GL Interface Processing," Creating ChartField SpeedType Keys for Department Receipt Processing, page 80

Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Assigning Charts of Accounts

You can assign a chart of accounts (ChartFields) to your item types, course and class fees (if you use course and class fees), and cashiering setup (if you use the Cashiering feature).

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Establishing Criteria for Tuition Groups and Fee Triggers, page 104

Chapter 10, "Setting Up Cashiering," page 225

Validating ChartFields

Student Financials provides several methods for ensuring that the ChartFields that you enter on item types, course and class fees, and Cashiering tender keys and target keys are valid. When you create these elements, PeopleCode programs on the GL Interface pages validate the ChartFields you enter against the setup data you loaded from PeopleSoft General Ledger.

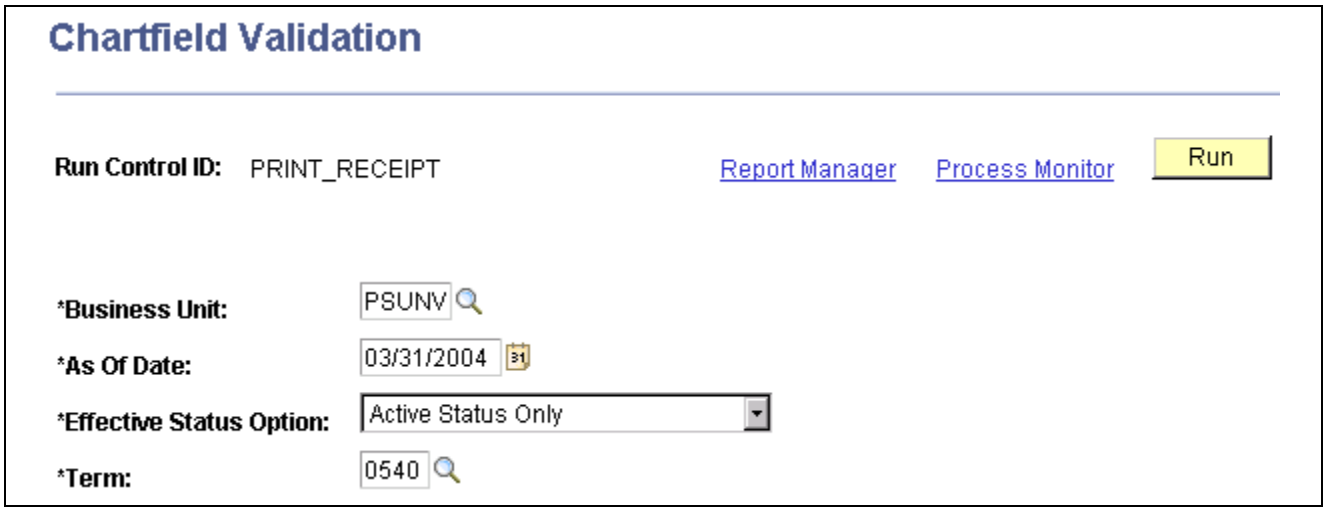
Because your General Ledger staff can change ChartFields over time, inactivating them or even perhaps deleting them, Student Financials provides a process that validates ChartFields on item types, course/class fees, and cashiering tenders and targets. The ChartField Validation Process produces a report that identifies item types, course/class fees, and cashiering setup that contain invalid ChartFields.

Page Used to Validate ChartFields

Page Name	Object Name	Navigation	Usage
Chartfield Validation	RUNCTL_SFGLVAL1	Set Up SACR, Product Related, Student Financials, General Ledger Interface, Chart Field Validation	Identify invalid ChartFields in Student Financials.

Identifying Invalid ChartFields

Access the Chartfield Validation page.



Chartfield Validation page

Business Unit Select the Student Financials business unit for which you want to validate ChartField information.

As of Date Because your ChartField values can change as you synchronize with your PeopleSoft E&G Financials application, you must specify a date for which you want to run the verification.

Effective Status Option Status options are:

Active Status Only: Select this option to validate ChartField definitions for item types with a status of "Active."

Active and Inactive Status: Select this option to validate ChartField definitions on all item types regardless of status.

Term Select the term you want to verify.

Setting Up Integration with PeopleSoft Financials 8.4 and 8.8

This section discusses how to:

- Define batch publish rules for GL messaging.
- Define batch programs for GL messaging.

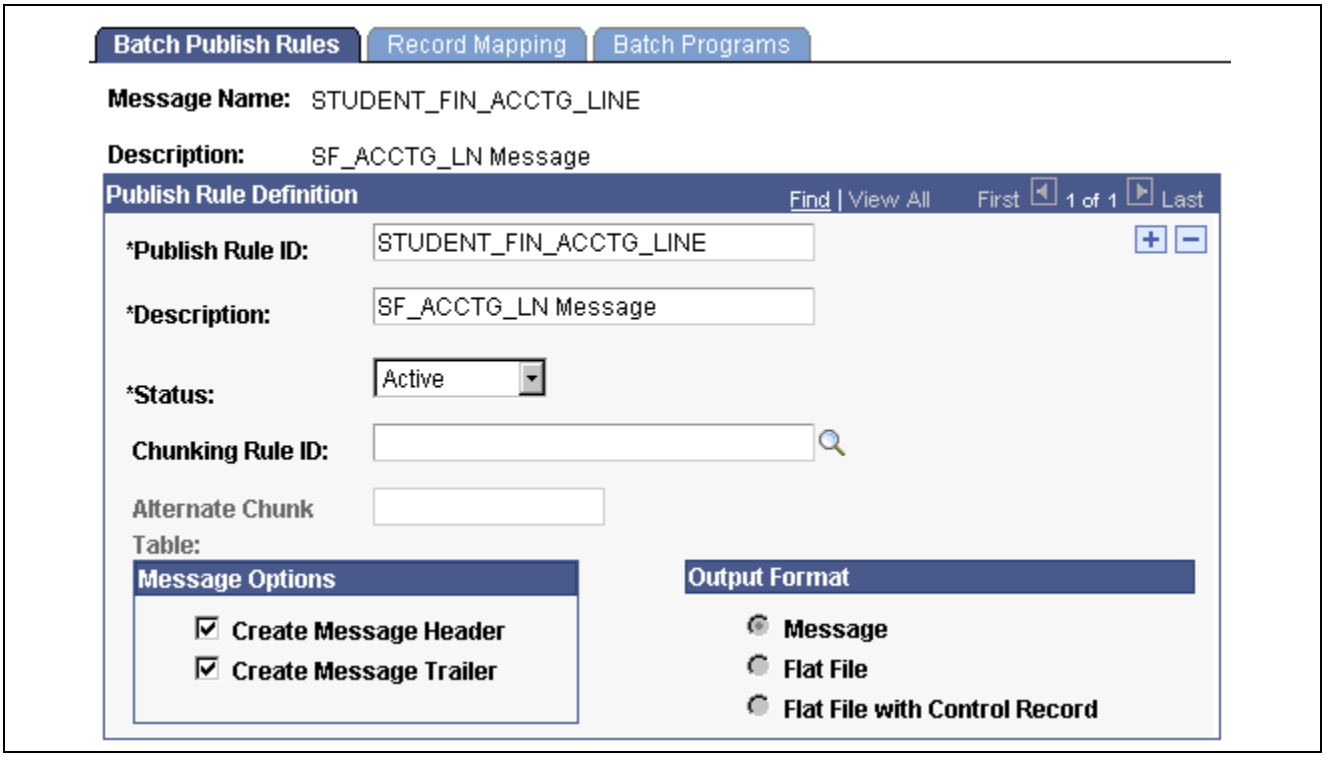
- Set up business unit synchronization.
- Synchronize Student Financials business unit data with PeopleSoft Financials 8.4/8.8.

Pages Used to Set Up Integration with PeopleSoft

Page Name	Object Name	Navigation	Usage
Batch Publish Rules	EO_MSGPUBBATCH	Enterprise Components, Integration Definitions, Batch Publish Rules	Define batch publish rules for GL messaging.
Batch Programs	EO_MSGBATPGM	Enterprise Components, Integration Definitions, Batch Publish Rules, Batch Programs	Define batch programs for GL messaging.
Full Table Publish Rules	EO_MSGPUBFULL	Enterprise Components, Integration Definitions, Full Data Publish Rules	Set up business unit synchronization.
Full Data Publish	EO_FULLDATAPUB	Enterprise Components, Integration Definitions, Initiate Processes, Full Data Publish	Synchronize Student Financials business unit data with PeopleSoft Financials 8.4/8.8.

Defining Batch Publish Rules for GL Messaging

Access the Batch Publish Rules page.



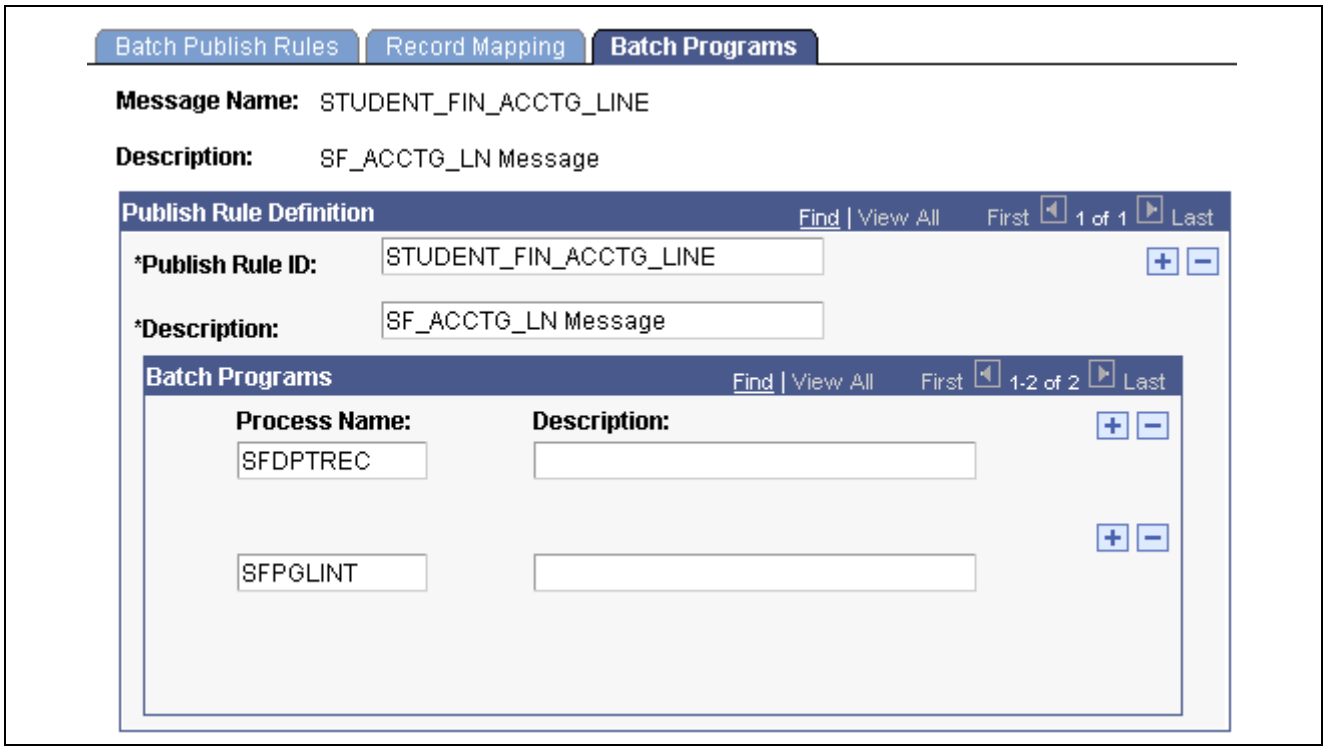
Batch Publish Rules page

To define batch publish rules:

1. Enter *STUDENT_FIN_ACCTG_LINE* in the Publish Rule ID field.
2. Select *Active* in the Status field.
3. For PeopleSoft Financials 8.4/8.8 integration, select the Create Message Header and Create Message Trailer check boxes. For PeopleSoft Financials 8.8 integration, clear these check boxes.

Defining Batch Programs for GL Messaging

Access the Batch Programs page and select *STUDENT_FIN_ACCTG_LINE* as the Message Name.

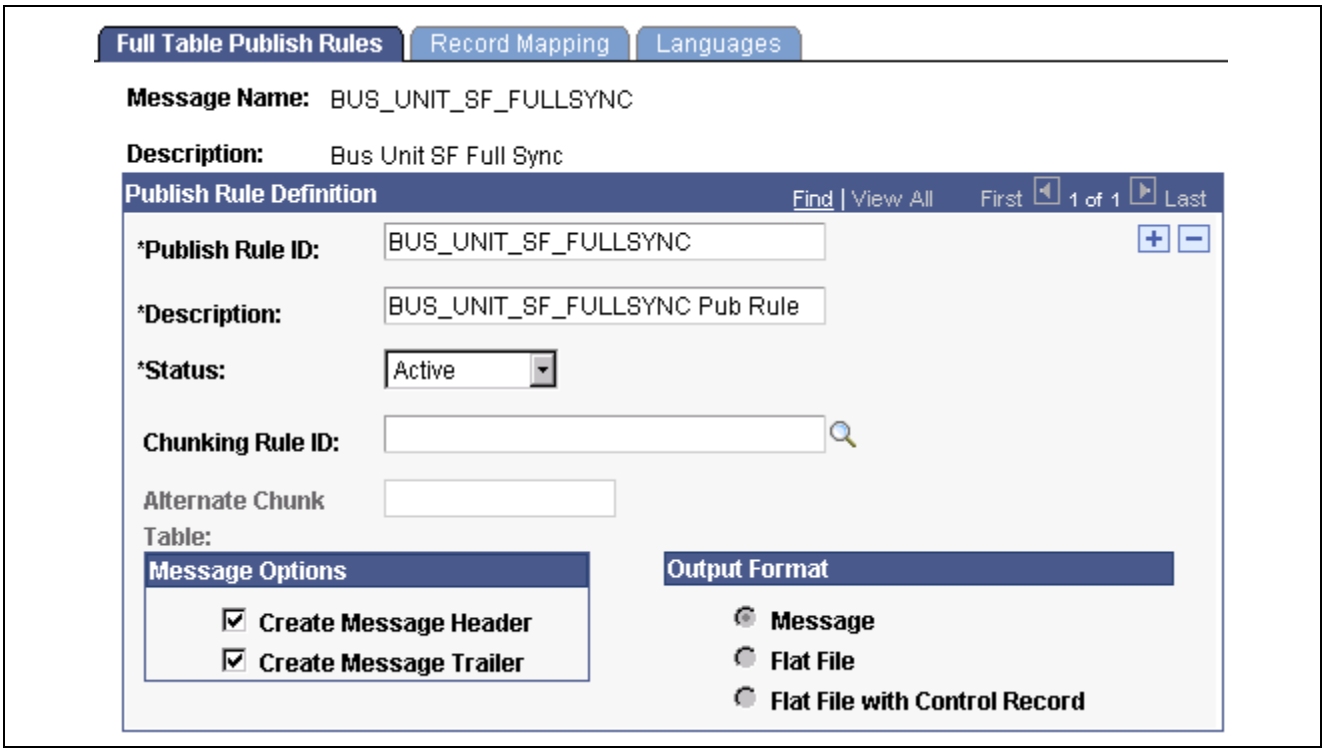


Batch Programs page

Enter the process names *SFDPTREC* (Cashiering GL Interface process) and *SFPGLINT* (GL Interface process), which EOP_PUBLISHM picks up when publishing accounting lines to PeopleSoft Financials. If you do not select this process, the messages will not be created when EOP_PUBLISHM runs.

Setting Up Business Unit Synchronization

Access the Full Table Publish Rules page.



Full Table Publish Rules page

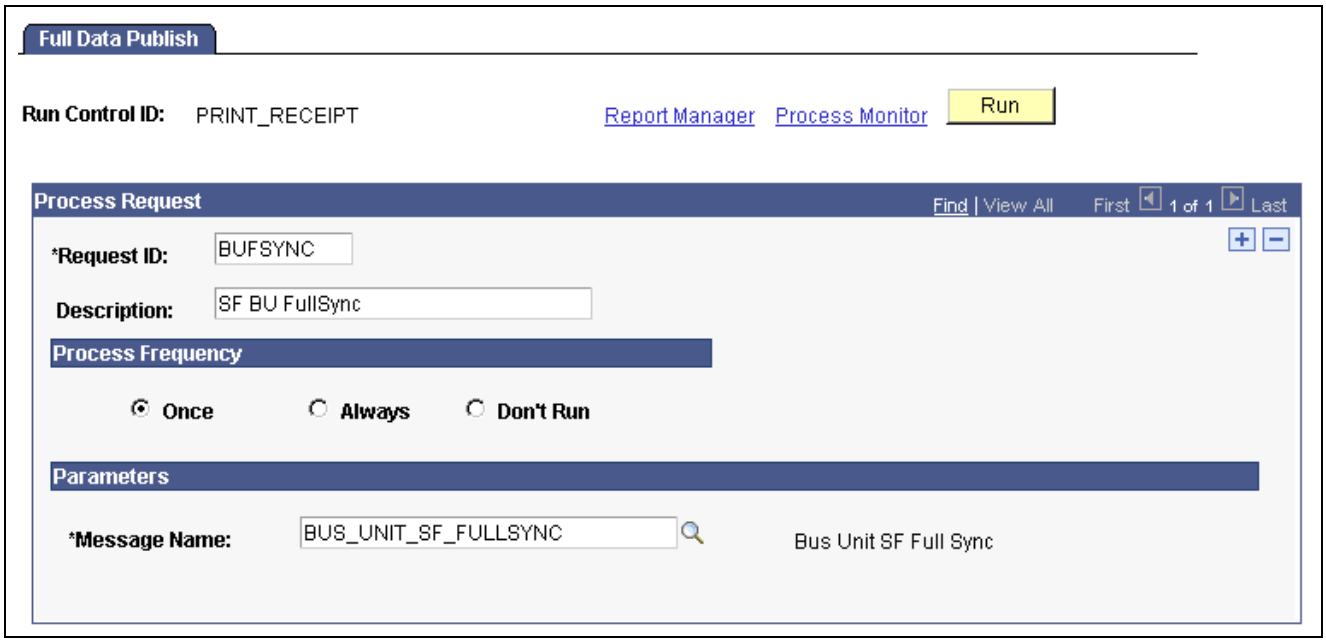
To set up business unit synchronization:

1. Enter *BUS_UNIT_SF_FULLSYNC* in the Publish Rule ID field. This rule publishes three fields (Business Unit, Description, Short Description) for all rows on the table to PeopleSoft Financials.
2. Select *Active* in the Status field.
3. Select the Create Message Header and Create Message Trailer check boxes.

Note. You must synchronize all Student Financials business units before you run any GL processes, by running BUS_UNIT_SF_FULLSYNC full table publish once. Thereafter, the system manages additions or changes through messaging in the SF Business Unit component.

Synchronizing Student Financials Business Unit Data with PeopleSoft Financials 8.4/8.8

Access the Full Data Publish page.



Full Data Publish page

To synchronize business units:

1. Enter a Request ID and Description.
2. Select the Once option in the Process Frequency group box.

   Note. You can rerun this process without harming your system if the PeopleSoft Financials database becomes unsynchronized or corrupt.

3. Select *BUS_UNIT_SF_FULLSYNC* in the Message Name field.
4. Click Run.

Once the process runs, the system keeps business units synchronized by triggering a message to the PeopleSoft Financials database whenever you change information in the Description or Short Description fields on the General 1 page of the SF Business Unit component. In addition, the system triggers a message to PeopleSoft Financials whenever you add a new business unit.

Note. The message channel HR_SETUP enables one-way messaging and data publishing. To use this channel, you must configure the message node information by inserting the proper URL. PeopleSoft Financials must subscribe to these Student Financials published messages in order to keep its database up to date.

See Also

PeopleSoft Enterprise General Ledger 8.8 PeopleBook, "Integrating PeopleSoft General Ledger with PeopleSoft Applications"

Copying ChartField Information for Item Types from One Term to Another

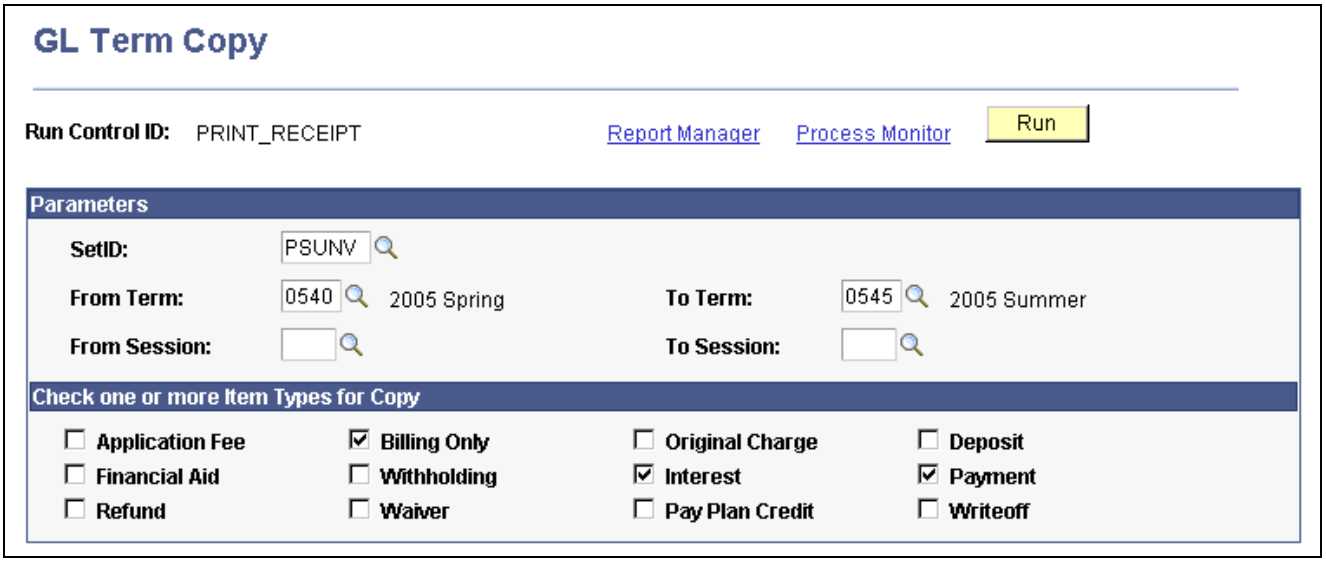
This section discusses how to run the GL Term Copy process.

Page Used to Copy ChartField Information for Item Types from One Term to Another

Page Name	Object Name	Navigation	Usage
GL Term Copy	RUNCTL_SFGL_FEE	Set Up SACR, Product Related, Student Financials, General Ledger Interface, Copy Term	Run the GL Term Copy process.

Running the GL Term Copy Process

Access the GL Term Copy page.



GL Term Copy page

Parameters

From Term and **To Term** Select the term from which you are copying item type ChartField information and the term you are copying it to.

From Session and **To Session** Select the session from which you are copying item type ChartField information and the session you are copying it to.

Check one or more Item Types for Copy

In this group box, select the classification of item types for which you want to copy ChartField information.

When you run the GL Term Copy process, it copies all of the ChartField information for all item types within the classification you select. This process functions even if you previously copied ChartField information for an individual item type using the Copy GL Interface button on the GL Interface page of the Item Types component.

CHAPTER 5

Setting Up Tuition Controls, Criteria, Equations, and Waivers

This chapter provides an overview of tuition controls, criteria, equations, and waivers, and discusses how to:

- Create billing and due date calendars.
- Set up adjustment calendars.
- Establish tuition calculation controls.
- Define variables for criteria and equations.
- Establish criteria for tuition groups and fee triggers.
- Use Equation Engine to define tuition calculation equations.
- Define waivers and waiver groups.
- Create course lists.

Understanding Tuition Controls, Criteria, Equations, and Waivers

Controls, criteria, and waivers determine when the system calculates tuition and for whom. They define how much money the system returns if a student drops a class or withdraws. They also establish for whom tuition should be waived and for what reason. Equation Engine replaces the equation processor previously used in Campus Solutions applications. Equation Engine performs complicated calculations that can help you select students for inclusion in a group, or determine a fee for a unique situation.

Creating Billing and Due Date Calendars

To set up billing and due date calendars, use the Billing and Due Calendars component (DUE_DATE_PANEL).

Billing and due date calendars are associated with tuition calculation and are used to determine the percentage of specific fees due to be paid by a particular time. Because a due date calendar is required for the setup of fees, you must define at least one billing and due date calendar for your institution. You may also define additional billing and due date calendars as needed to meet the requirements of your business processes.

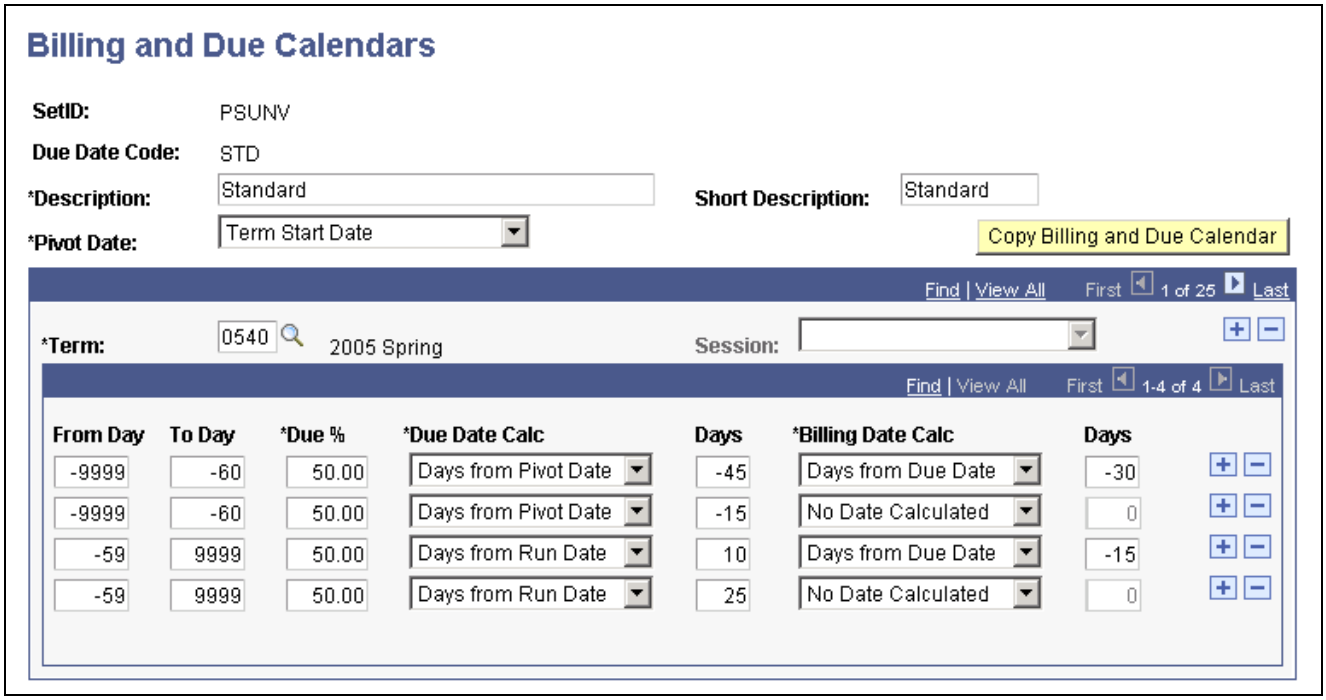
When creating your billing and due date calendar, you have the flexibility to specify that the payment of a fee is due in full at a particular date, or you can create a payment schedule. For example, you can define a billing and due date calendar that indicates that your application fee is due in full at the time that an application is filed and create another billing and due calendar for installment payments for your tuition fees. You can also design the system so that a due date for a fee is designated at the time that you create a bill or post a charge.

Page Used to Create Billing and Due Date Calendars

Page Name	Object Name	Navigation	Usage
Billing and Due Calendars	DUE_DATE_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Billing and Due Calendars	Define billing and due date calendars.

Defining Billing and Due Date Calendars

Access the Billing and Due Calendars page.



Billing and Due Calendars page

Pivot Date

Select a pivot date for this calendar. Student Financials uses the pivot date as the starting place to calculate due dates or billing dates. The system counts the billing dates and due dates—either back in time or forward into the future—from the pivot date that you select.

Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values requires a substantial programming effort.

Choose from:

Admit Term Start Date: Select to use as the pivot date the first day of the term that the student is admitted. This option pertains to application fee processing only.

Application Date: Select to use as the pivot date the date that the application is filed. This option pertains to application fee processing only.

Class Start Date: Select to use as the pivot date the first day of the class.

Session Start Date: Select to use as the pivot date the first day of the session.

Term Start Date: Select to use as the pivot date the first day of the term.

Copy Billing and Due Calendar — Click to copy this billing and due calendar to a new term or session.

Term — Select the term for this billing and due calendar.

Session — If you are defining a billing and due calendar for a session within a term, or you want to use the session start date as the pivot date, specify the session.

From Day and **To Day** — Enter the first and last day that you assess fees. Express the number of days before the pivot date as a negative number, and the number of days after the pivot date as a positive number.

Due % (due percent) — Define the percentage of the fee that's due for the respective assessment period.

Due Date Calc (due date calculation) — Use this field to determine how the system calculates the due date for a given fee assessment period. Choose from:

Days from Pivot Date: Select to calculate the due date based on the pivot date.

Days from Run Date: Select to calculate the due date based on the day that you assessed fees.

No Date Calculated: Select to disable the calculation of a due date.

Days — Enter the number of days from the pivot date or run date that the fees are due. Enter a negative number to indicate days before the respective date; enter a positive number to indicate days after the respective date. If you select *No Date Calculated* in the Due Date Calc field, the Days field becomes unavailable.

Billing Date Calc (billing date calculation) — Use this field to determine how the system calculates the billing date for a given fee assessment period. Choose from:

Days from Due Date: Select to calculate the billing date based on the calculated due date.

Days from Pivot Date: Select to calculate the billing date based on the pivot date.

Days from Run Date: Select to calculate the billing date based on the day that you assessed fees.

No Date Calculated: Select to disable the calculation of a billing date.

Days — Enter the number of days from the due date, pivot date, or run date that the system produces a bill. Enter a negative number to indicate days before the respective date; enter a positive number to indicate days after the respective date. If you select *No Date Calculated* in the Billing Date Calc field, the Days field becomes unavailable.

Setting Up Adjustment Calendars

To set up adjustment calendars, use the Adjustment Calendars component (ADJ_TERM_PANEL).

This section provides an overview of adjustment calendars and discusses how to:

- Define adjustment calendars.
- Define administrative fees for adjustment periods.

Understanding Adjustment Calendars

Adjustment calendars determine the refund schedules that you apply to the members of a tuition group. These calendars govern how the system adjusts term and class level fees when a student withdraws or drops a class. The system uses the number of days a term or class has been in session or class attendance percentage to determine the percentage of refund due. The system calculates these figures using date and time stamps located in the STDNT_ENRL table. State government, an agency, the federal government, or your institution can mandate refund schedules. The pro rata refund is applied to first-time students who withdraw. Federal regulations require you to use the refund table that is best for the student.

See Also

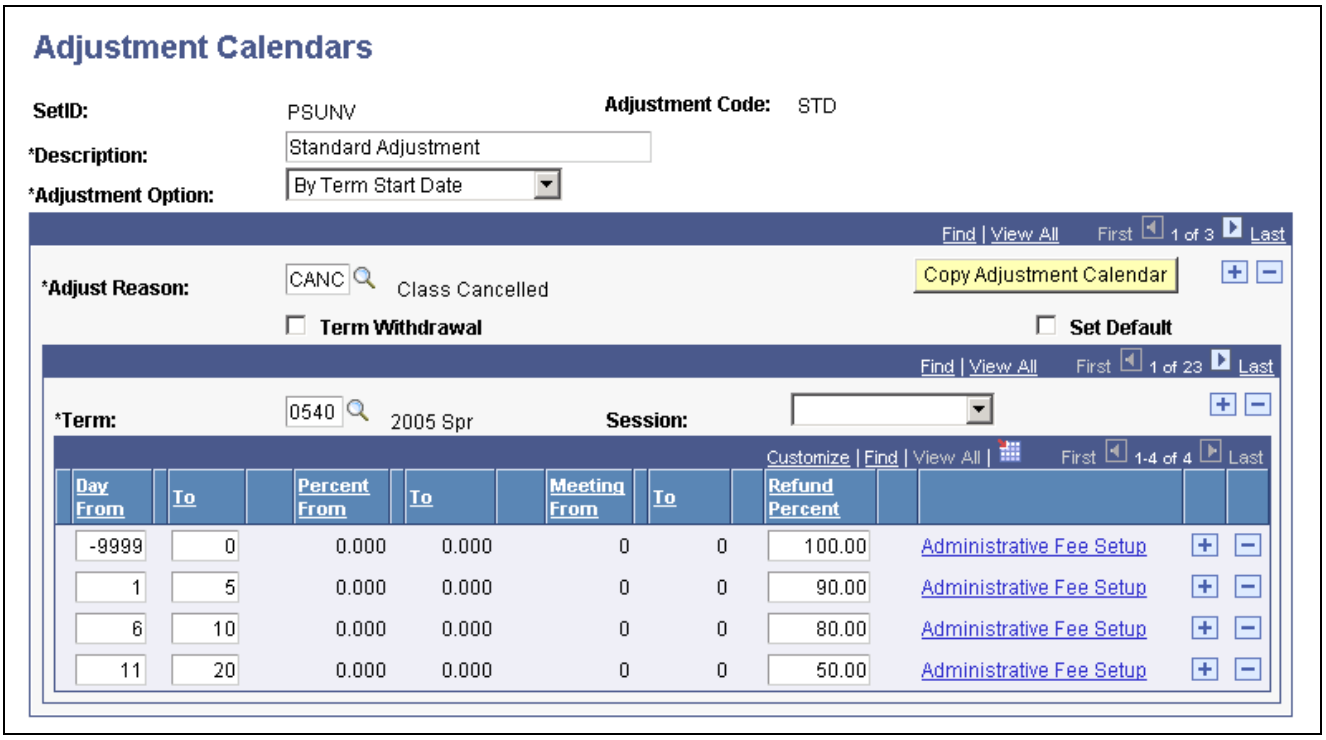
PeopleSoft Enterprise Student Records 8.9 PeopleBook, "Processing Class Enrollment Transactions," Understanding Class Enrollment Processing

Page Used to Set Up Adjustment Calendars

Page Name	Object Name	Navigation	Usage
Adjustment Calendars	ADJ_TERM_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Adjustment Calendars	Define adjustment calendars.
Administrative Fee Setup	ADMIN_FEE_SP	Click the Administrative Fee Setup link on the Adjustment Calendars page.	Define administrative fees for adjustment periods.

Defining Adjustment Calendars

Access the Adjustment Calendars page.



Adjustment Calendars page

Note. Most types of financial aid have specific fee adjustment requirements. Consult with your financial aid staff to determine adjustment calendar requirements.

Description Enter a description to identify this adjustment calendar.

Adjustment Option Select the adjustment option for this adjustment calendar:

By Class Length % (by class length percentage): Select to adjust fees based on the number of days passed out of the total number of class days scheduled. For example, if a class is scheduled to run for 13 weeks, and a student drops the class at the end of the second week, they would have attended slightly over 15 percent of the class length.

By Class Meeting % (by class meeting percentage): Select to adjust fees based on the number of class meetings attended out of the total number of scheduled class meetings.

By Class Meetings: Select to adjust fees based on the number of class meetings attended regardless of the total number of meetings scheduled.

By Class Start Date: Select to adjust fees based on the number of days passed from the class start date.

By Session Start Date: Select to adjust fees based on the number of days passed from the first day of the session.

By Term Start Date: Select to adjust fees based on the number of days passed from the first day of the term.

Adjust Reason (adjustment reason) Select the adjustment reason code. You might adjust fees differently depending on the reason that the student drops or withdraws. For example, you might give a full refund to a student who has to drop for reasons beyond his control. The adjust reason is a short explanation of the difference.

Note. If you want to select an adjustment reason for a term withdrawal, you must first select the Term Withdrawal check box.

Term Withdrawal Select if this adjustment code is to be used for term withdrawal. Do not select this check box if the adjust reason is for dropped classes.

Copy Adjustment Calendar Click to copy an adjustment calendar from one term to another.

Set Default Select to designate an adjust reason as the default reason for both term withdrawal and dropping a class. Both term withdrawal and class drop must have one adjustment calendar defined as the default.

Term and **Session** Enter the appropriate term and session information for each adjust reason.

Day From and **To** If you select the adjustment options *By Class Start Date, By Term Start Date,* or *By Session Start Date,* enter the beginning (Day From) and ending point (Day To) of the time period. For both of these fields, express the number of days before the start date defined in the Adjustment Option field as a negative number.

For example, if you want a student to receive a full refund from any time before the start of a term to the day before the start of a term, enter *-9999* in the From Day field and *-1* in the To Day field.

Percent From and **To** If you select the adjustment options By Class Length % or By Class Meeting %, enter a beginning (Percent From) and ending point (Percent To) of the range. Percent values cannot be expressed as negative numbers.

For example, if you want students to receive a full refund if they drop any time before attending at least 10 percent of the class, enter *0%* in the Percent From field and *9.999%* in the Percent To field.

Meeting From and **Meeting To** If you select the adjustment option *By Class Meetings,* enter a beginning (Meeting From) and ending (Meeting To) class session.

For example, if you want students to receive a full refund if they drop any time before attending the third class session, enter *0* in the Meeting From field and *2* in the Meeting To field.

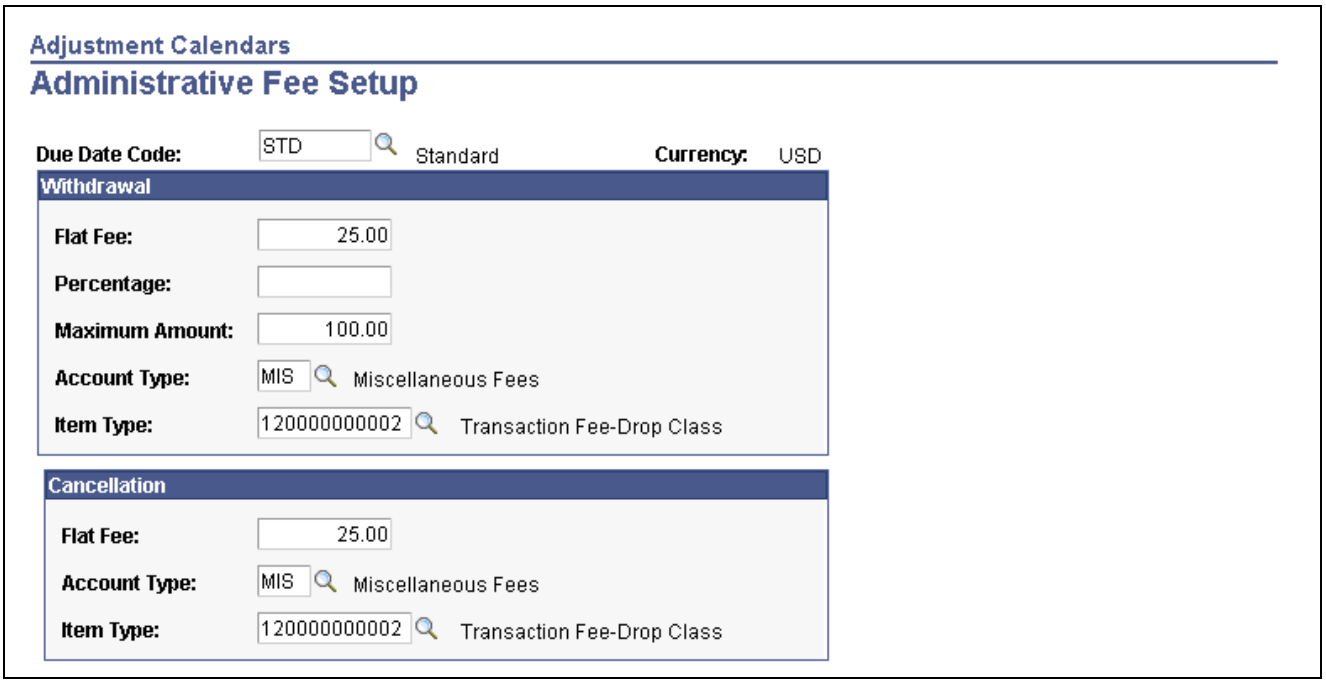
Refund Percent Enter the percent of fees charged that you want the student to receive as a refund.

Administrative Fee Setup Click to define any administrative fees associated with the adjustment period.

Note. Administrative fees for withdrawal can be defined for each refund range row. You can set up an administrative fee for cancellation only on the first row and only if the refund percent is 100 percent.

Defining Administrative Fees for Adjustment Periods

Access the Administrative Fee Setup page.



Administrative Fee Setup page

Due Date Code Select the due date code (billing and due calendar) that you want to use for the administrative fee.

Withdrawal Group Box

Flat Fee If you want to charge a student a specific amount for withdrawing from school or for canceling enrollment in classes, enter the amount in the Flat Fee fields. This option can be used alone or in conjunction with a Percentage fee.

Percentage If you want to charge students a percentage of their tuition and fees when they withdraw from school, enter that percentage in this field. This option can be used alone or in conjunction with a flat fee. This option applies to withdrawal only.

Maximum Amount If you want to put a limit on the total administrative fees that can be charged to students who withdraw from school, enter a maximum amount in this field. This option applies to withdrawal only.

Account Type Select an account type for the administrative fee.

Item Type Select the item type that you have set up for administrative fee charges.

Cancellation

Flat Fee If you want to charge a student a specific amount for withdrawing from school or for canceling enrollment in classes, enter the amount in the Flat Fee fields. This option can be used alone or in conjunction with a Percentage fee.

Account Type Select an account type for the administrative fee.

Item Type Select the item type that you have set up for administrative fee charges.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Account Types, page 38

Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Establishing Tuition Calculation Controls

To set up tuition calculation controls, use the Tuition Calculation Controls component (CALC_CNTROL_PANEL).

Tuition calculation controls determine the academic careers that are eligible for tuition and fee calculation each term.

This section discusses how to:

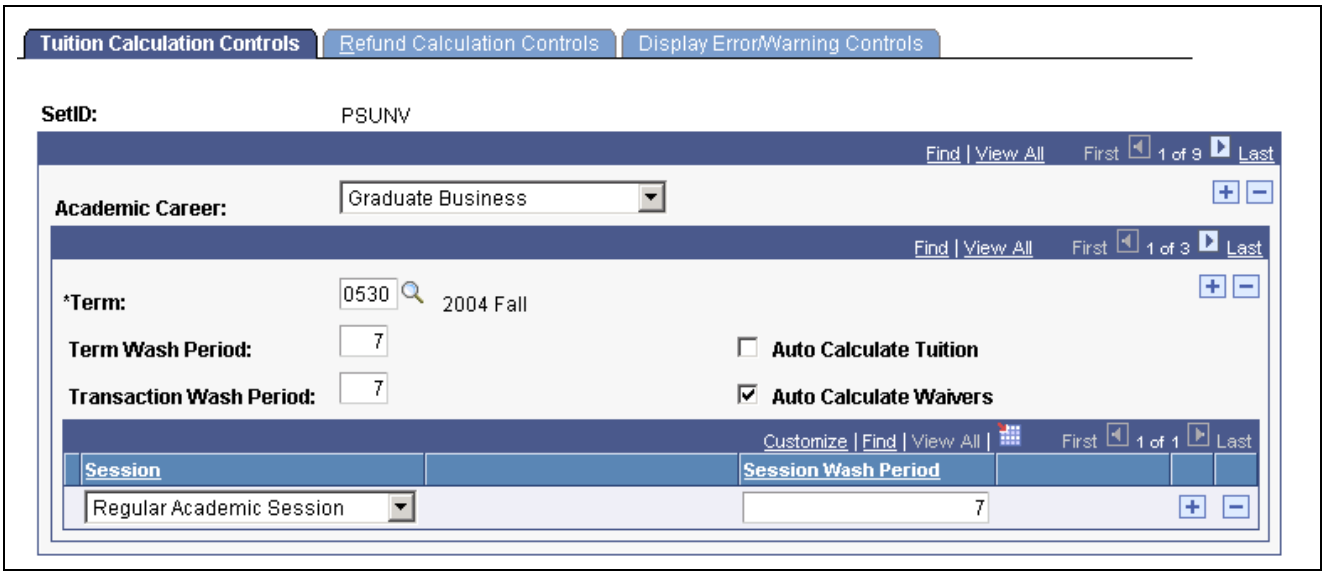
1. Specify tuition calculation parameters.
2. Establish restrictions on automatic tuition calculation.
3. Select errors and warnings.

Pages Used to Establish Tuition Calculation Controls

Page Name	Object Name	Navigation	Usage
Tuition Calculation Controls	CALC_CNTL_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Calculation Controls	Specify tuition calculation parameters for academic careers by term.
Refund Calculation Controls	CALC_ON_REFUND_CTL	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Calculation Controls, Refund Calculation Controls	Establish restrictions on automatic tuition calculation.
Display Error/Warning Controls	DISP_ERR_CNTL	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Calculation Controls, Display Error/Warning Controls	Select errors and warnings for tuition calculation.

Specifying Tuition Calculation Parameters

Access the Tuition Calculation Controls page.



Tuition Calculation Controls page

Note. You must establish tuition controls for each active academic career for each term.

Academic Career Select the academic career for your tuition calculation controls.

Tuition Calculation Controls for Terms

Term Select the term to which these controls apply.

Term Wash Period The term wash period indicates the number of days that a student can drop and add classes of equal value (wash) without penalty. This is not the same as a drop/add period in which students are allowed to make any changes. The term wash period typically extends beyond the normal drop/add period to accommodate students who must make changes to their enrollment.

For example, suppose a student enrolls in Chemistry 101 and determines, after two weeks in class, that she is too advanced for the introductory level class. If the term wash period is at least 14 days, she would be able to switch to Chemistry 201 without penalty.

Note. It is not necessary for the dropped and added classes to match exactly as long as the total amount of tuition and related fees are equal. For example, a student could drop one four-credit course and replace it with two two-credit courses as long as the total tuition and fee charges do not change.

Transaction Wash Period Enter a number of days for a transaction wash period. The transaction wash period allows students a period of time in which to complete a *wash* transaction. In other words, it is not necessary for the student to drop and add the wash classes at the same time. Rather, as long as the replacement class or classes are added within the transaction wash period, there is no penalty. If the drop and add take place *outside* both the term wash and transaction wash periods, the student is charged the prorated amount of the dropped class and the full amount of the added class.

Auto Calculate Tuition (automatically calculate tuition)
Select to automatically calculate tuition whenever you inquire on a student's account. This feature enables you to see the most up-to-date tuition information without having to run a separate tuition calculation.

Note. There are other places in the system where you have the option of selecting automatic tuition calculation. You must select the option here for any other selections to have effect.

Auto Calculate Waivers (automatically calculate waivers)
Select to automatically calculate student waivers whenever tuition is calculated. If you select this option, Student Financials calculates a student's tuition first, and then automatically applies all tuition waivers against the student's final tuition amount. If you do not select this option, the system does *not* calculate or post tuition waivers, so you have to calculate and post waivers in background processing.

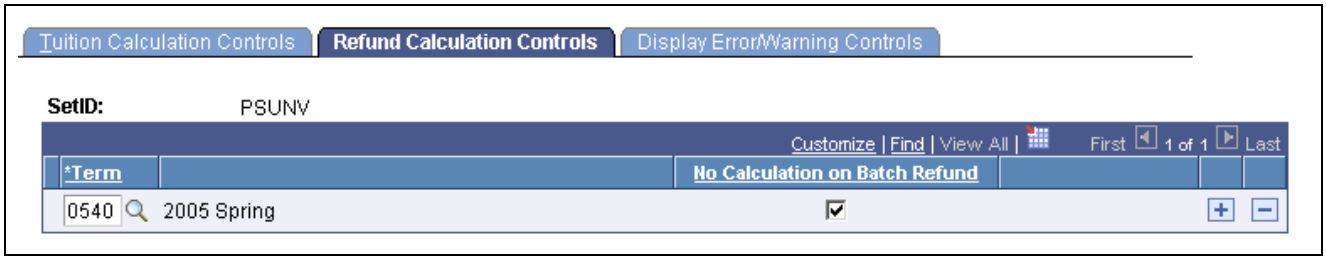
Tuition Calculation Controls for Sessions

Session
Specify a session if you want your tuition calculation controls to apply to specific sessions within the term. If you leave this field blank, the controls apply to all sessions in the term.

Session Wash Period
If you choose to apply tuition calculation controls by the session, you must enter a session wash period value. The session wash period works the same as a term wash period.

Establishing Restrictions on Automatic Tuition Calculation

Access the Refund Calculation Controls page.



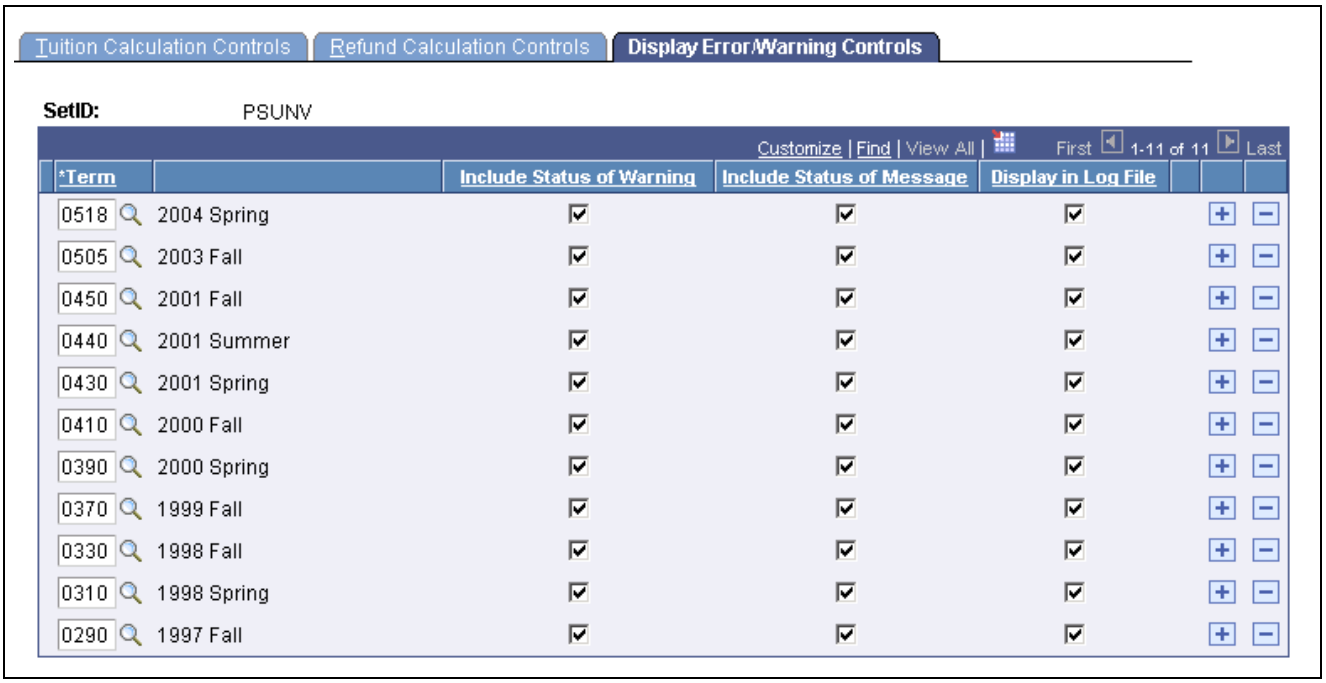
Refund Calculation Controls page

Term
Enter the term for which the refund calculation control applies.

No Calculation on Batch Refund
Select if you do not want the system to automatically calculate tuition when batch refund processing is run.

Selecting Errors and Warnings

Access the Display Error/Warning Controls page.



Display Error/Warning Controls page

Term Select the term for the error/warning controls that you are defining.

Include Status of Warning Select to have warning messages display in CALC_ERROR. If you do not select this check box, warnings do not appear.

Include Status of Message Select to have messages display in CALC_ERROR. If you do not select this check box, messages do not appear.

Display in Log File Select during your installation process when you want to review log file information. This feature is typically turned off after installation and testing has been completed.

Defining Variables for Criteria and Equations

To set up variables for criteria and equations, use the Equation Variables component (STDNT_EQUTN_VARS).

This section provides an overview of equation variables and discusses how to:

- Define character variables.
- Define numeric variables.
- Define yes/no flags.

Understanding Equation Variables

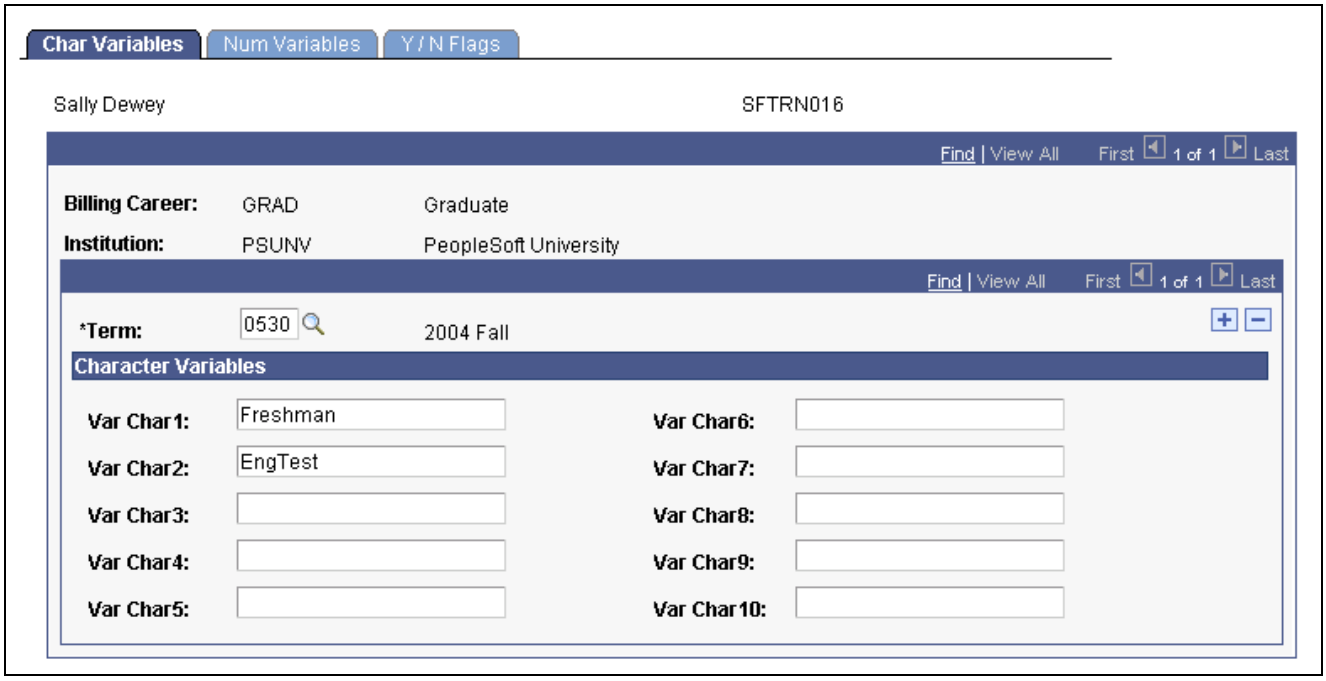
Equation variables are user-defined variables that can be used to classify students when no standard system values are available. For example, you might need to calculate a fee for students involved in summer internship programs. You could define one or more variables that are used to identify the students and calculate the appropriate fees.

Pages Used to Define Variables for Criteria and Equations

Page Name	Object Name	Navigation	Usage
Char Variables (character variables)	STDNT_EQUTIN_CHAR	Student Financials, Tuition and Fees, Equation Variables, Char Variables	Define character variables.
Num Variables (numeric variables)	STDNT_EQUTN_NUM	Student Financials, Tuition and Fees, Equation Variables, Num Variables	Define numeric variables.
Y/N Flags (yes/no flags)	STDNT_EQUTN_FLAG	Student Financials, Tuition and Fees, Equation Variables, Y / N Flags	Define yes/no variables.

Defining Character Variables

Access the Char Variables page.



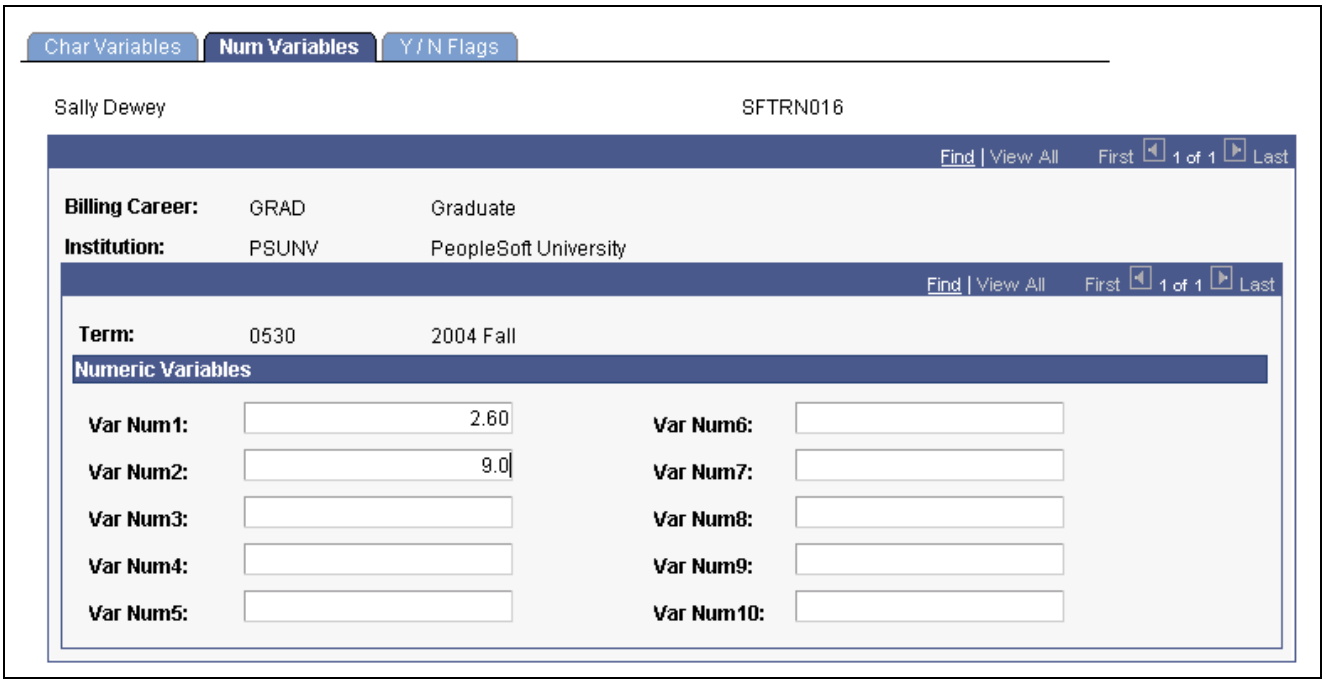
Char Variables page

Term Select the term for which you want the variables to apply.

Var Char1 (variable characters 1) through **Var Char10** (variable characters 10) You can attach up to 10 character variables to the student, using the Var Char1 through Var Char10 fields. Save the page, and the system links the character variables that you specified to the student. The character variables no longer apply when the term that you selected ends.

Defining Numeric Variables

Access the Num Variables page.



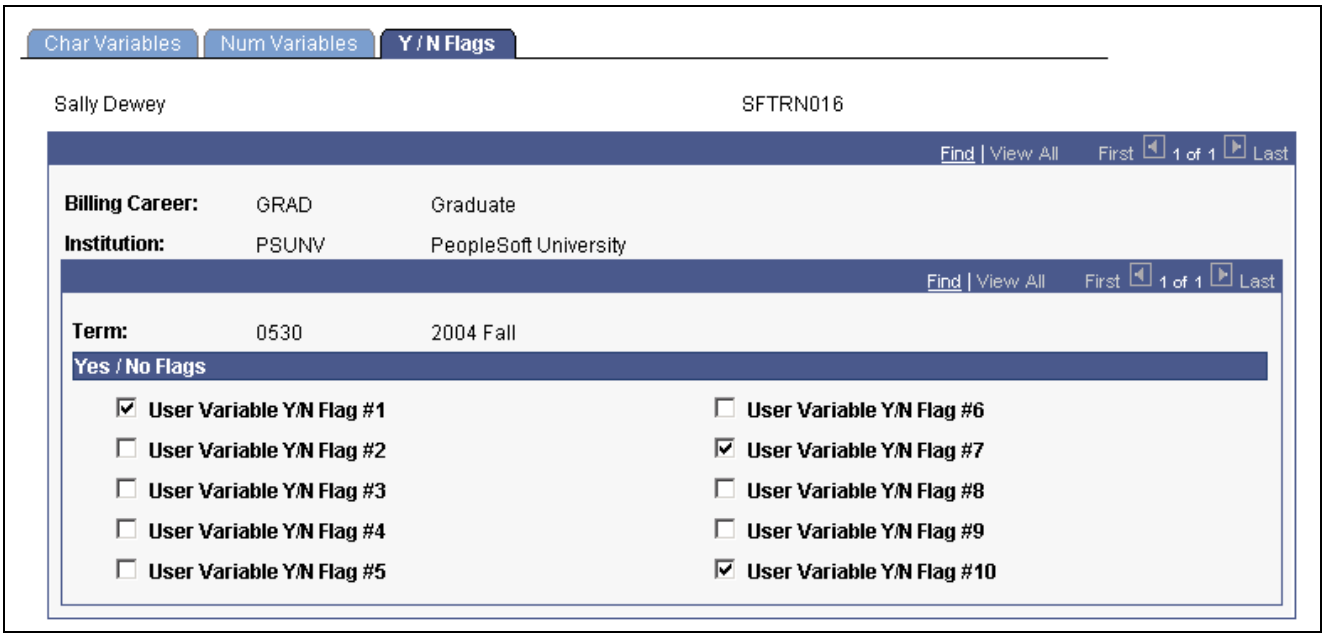
Num Variables page

Term Select the term for which you want the variables to apply.

Var Num1 (variable number 1) through **Var Num10** (variable number 10) Attach up to 10 numeric variables to the student, using these fields. Save the page, and the system links the variables that you specified to the student. The numeric variables no longer apply when the term that you selected ends.

Defining Yes/No Flags

Access the Y/N Flags page.



Y/N Flags page

Term Select the term for which you want the variables to apply.

User Variable Y/N Flag #1 (user variable yes/no flag number 1) through **User Variable Y/N Flag #10** (user variable yes/no flag number 10) You can select up to 10 Y/N flags per student, using the User Variable Y/N Flag #1 through User Variable Y/N Flag #10 check boxes. Save the page, and the system links the variables that you specified to the student.

Establishing Criteria for Tuition Groups and Fee Triggers

To set up criteria for tuition groups and fee triggers, use the Criteria component (SEL_CRITERIA_PANEL).

This section provides an overview of tuition group and fee trigger criteria, and discusses how to:

- Define criteria codes and criteria types.
- Define criteria details.

Understanding Tuition Group and Fee Trigger Criteria

Criteria are essentially questions that can be answered with *yes* or *no.* In PeopleSoft Enterprise Student Financials, use criteria to compare one or more variable values to a student's academic situation to determine if an action should be triggered (for example, applying a waiver to fees), or to which tuition group the student should be included.

The Criteria component is a flexible means of identifying and classifying students. Criteria can be as simple as a single variable (is the student a Sophomore) or extremely complex involving multiple variables. Whenever you create a criteria definition, test it thoroughly to make sure it produces the exact results that you expect.

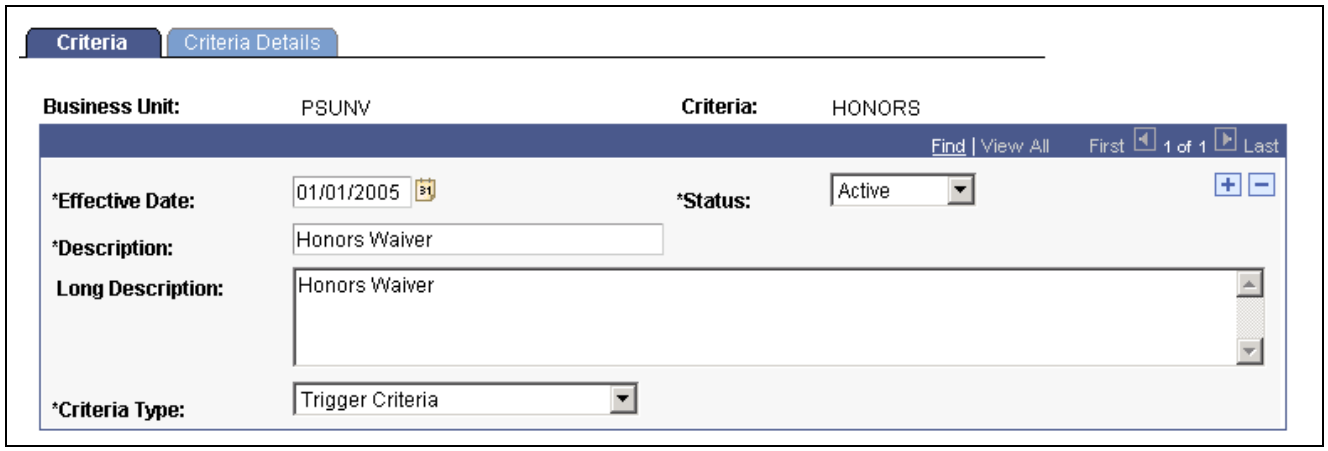
Trigger criteria and tuition group criteria cannot be used interchangeably. You can, however, create one of each using the same detail setup.

Pages Used to Establish Criteria for Tuition Groups and Fee Triggers

Page Name	Object Name	Navigation	Usage
Criteria	SEL_CRITERIA_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Criteria	Define criteria codes and criteria types.
Criteria Details	SEL_CRITER_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Criteria, Criteria Details	Define criteria details.

Defining Criteria Codes and Criteria Types

Access the Criteria page.



Criteria page

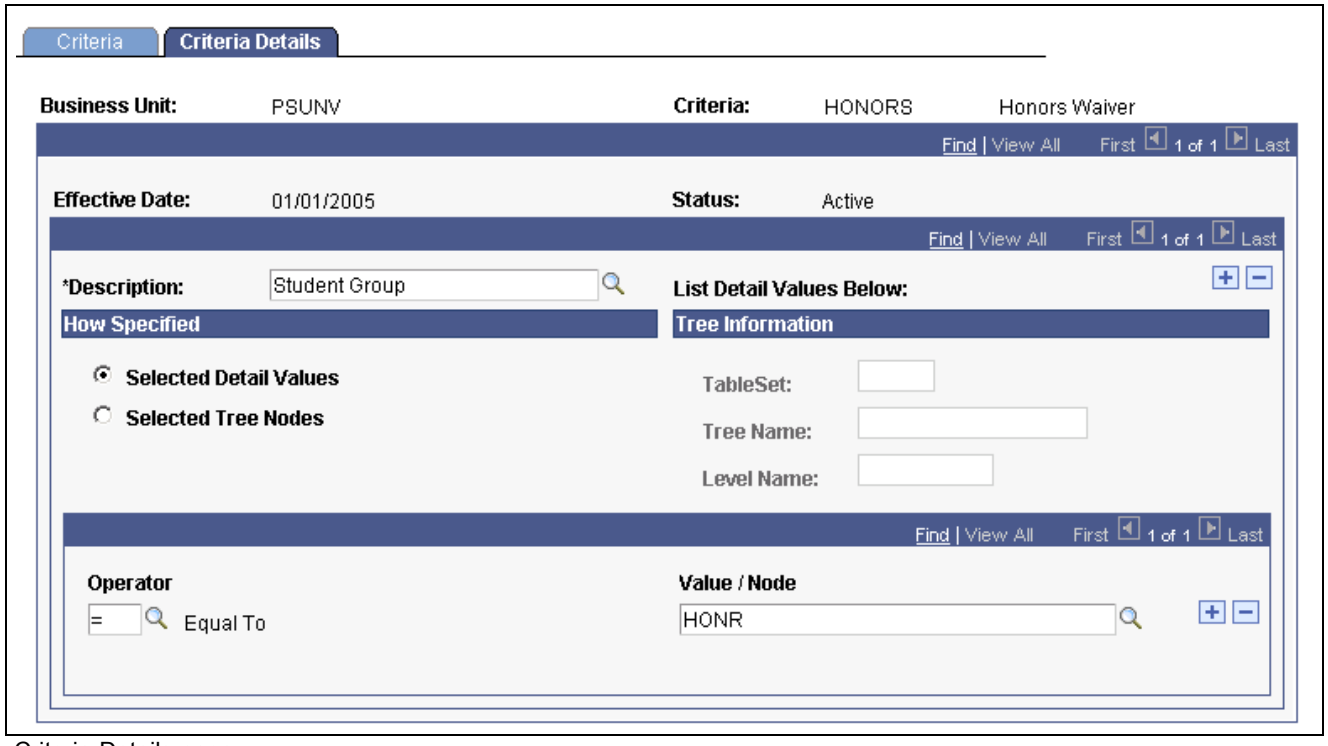
Criteria Type Select one of two criteria types. The two types cannot be used interchangeably. Choose from:

Trigger Criteria: Select to define a criterion that triggers an event.

Tuition Group Criteria: Select to define a criterion that links a student to a tuition group.

Defining Criteria Details

Access the Criteria Details page.



Criteria Details page

Description Select a variable related to a student's characteristics for a particular term.

Note. Student Financials provides system variables that cover most needs. In addition, there are 30 user-defined variables that you can use. Using these user-defined variables is more difficult because you must know the definition of each variable position.

How Specified

Selected Detail Values Select to match the variable with a specific value.

Selected Tree Nodes Select to match the variable using any value within a tree node. When you select this option, the fields in the Tree Information group box become available.

TableSet, Tree Name, and **Level Name** Select the tableset, tree name, and a level name on the tree if the tree has strictly enforced levels. After specifying this information, enter a node or nodes to assist in specifying the student group.

Operator Define the function that the system performs against the value.

Relational Operators

<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to
BLK (blank)	The field value is blank
BTW (between)	The field value is between A and B
NBL (not blank)	The field value is not blank

Value/Node If you select Selected Detail Values in the How Specified group box, enter an explicit variable value. The system edits it against a prompt table if one exists, or the system edits it for valid dates, numbers, and string lengths.

If you chose Selected Tree Nodes in the How Specified group box, specify a tree node in the Node field.

A tree node is a collection of values that is aggregated under a single node. It is a quick way to specify numerous values. A tree must have the same criteria as its detail value.

See Also

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Defining Variables for Criteria and Equations, page 101

Using Equation Engine to Define Tuition Calculation Equations

Equation Engine replaces the equation processor previously used in Campus Solutions applications.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Defining Waivers and Waiver Groups

To set up waivers and waiver groups, use the Waivers component (WAIVER_PANEL) and the Waiver Groups component (WAIVER_GROUP_PANEL).

Waivers provide a convenient, consistent, and easily maintainable way of waiving or reducing tuition or fees for students who meet specific criteria. Waiver groups enable you to attach one or more waivers directly to class, course, and course list fees.

This section discusses how to:

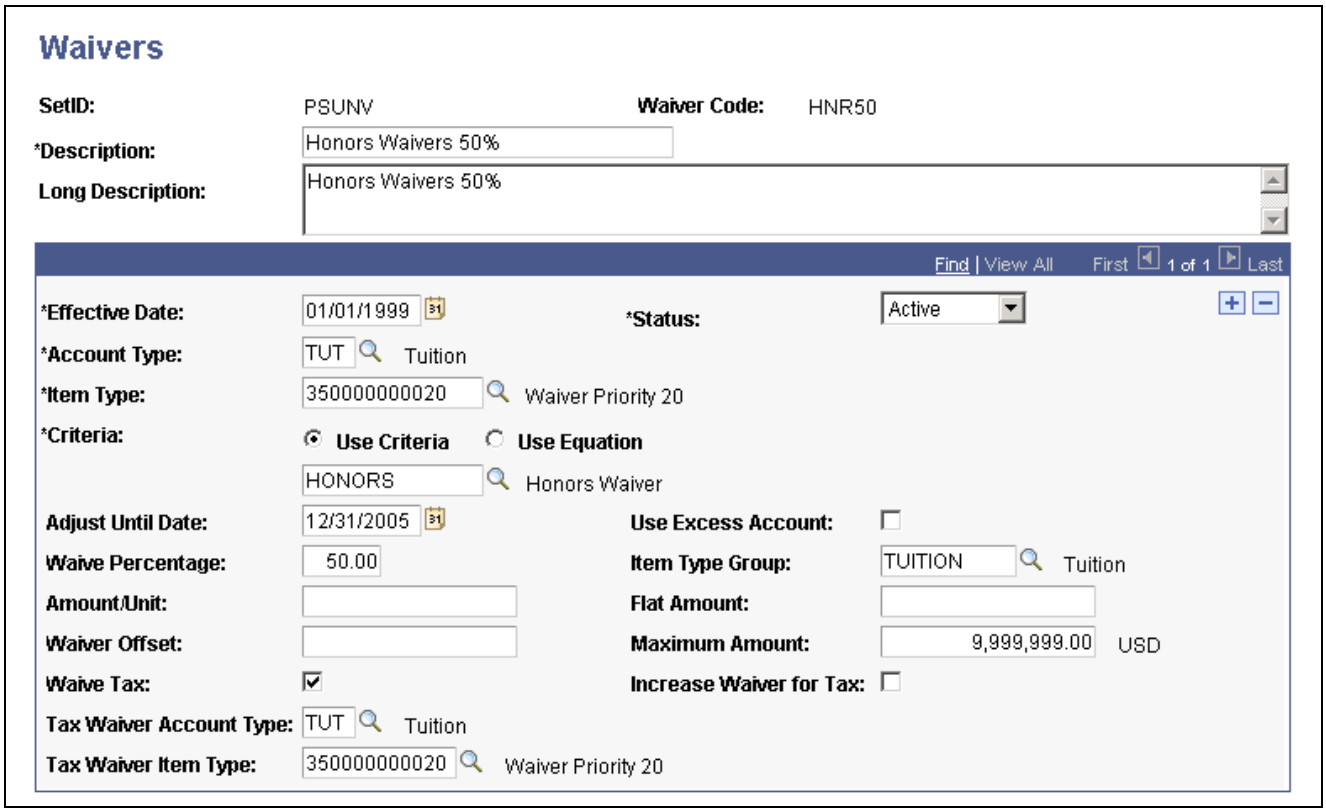
- Define waivers.
- Define waiver groups.

Page Used to Define Waivers and Waiver Groups

Page Name	Object Name	Navigation	Usage
Waivers	WAIVER_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Waivers	Define waivers.
Waiver Groups	WAIVER_GROUP_TABLE	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Waiver Groups	Define waiver groups.

Defining Waivers

Access the Waivers page.



Waivers page

Criteria Select the criteria used to determine the student's eligibility for a waiver.

Adjust Until Date Define the last day that a waiver can be granted to a student who meets the criteria.

Use Excess Account Select to move any excess waiver amounts to the account defined for excesses.

Waive Percentage If only a percentage of a fee is to be waived, enter that percentage in this field.

Item Type Group Select an item type group if you want the option of attaching the waiver to a tuition group. When a waiver is attached to a tuition group, an item type group is necessary to limit which fees are affected. If the waiver is attached to a term fee, class, course, or course list fee, the program does not consider the item type group because the waiver is attached at a more specific level.

Note. The Item Type Group field is available only if Waiver Percentage or Waiver Offset is selected as the method of calculating the waiver.

Amount/Unit If the waiver is based on the amount of units in a student's course load, enter the per unit amount.

Flat Amount You can waive a flat amount for students who meet the criteria. If you select this option, do not complete the Waive Percentage and Waiver Offset fields.

Waiver Offset Enter an amount to have the student potentially pay a portion of the fee out-of-pocket. For example, you might waive all tuition fees for employees, but want them to pay at least 100 USD. Enter *100* in this field, and the system reduces the calculated waiver by 100 USD.

Note. Waiver Offset cannot be used in conjunction with the Waive Percentage, Amount/Unit, or Flat Amount options. You can use Waiver Offset with the Maximum Amount option to limit the total amount of the waiver. Also, if the waiver is attached to a tuition group, the Item Type Group field must be populated.

Maximum Amount Specify the maximum amount that can be waived for a student.

Waive Tax Select to control whether the waiver adjusts taxes associated with a charge. Selecting this option does not increase the amount of the waiver, but distributes it proportionately across the charge and tax. When you select this option, the Tax Waiver Account Type and Tax Waiver Item Type fields become available.

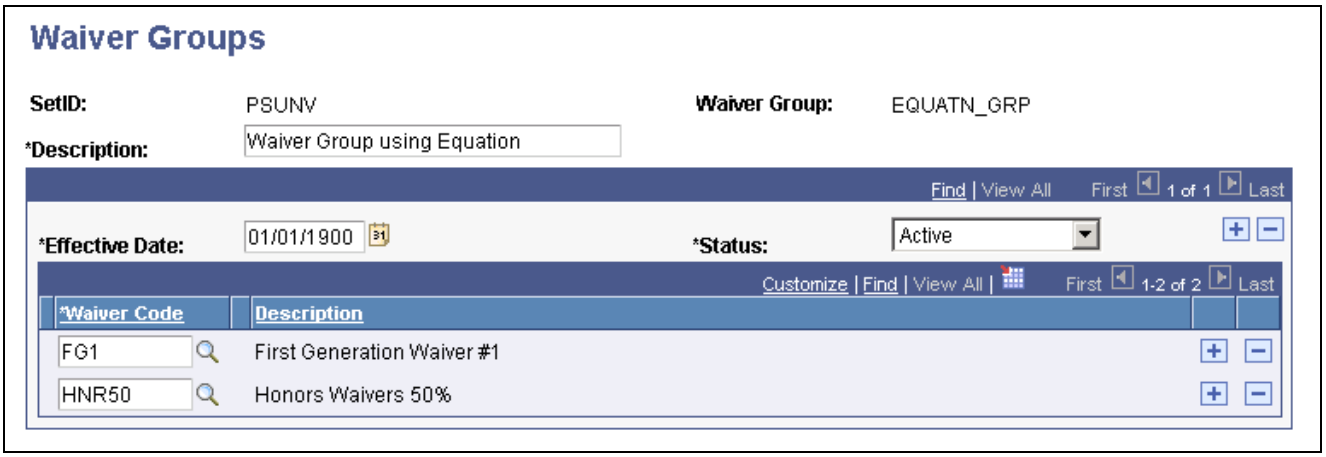
Increase Waiver for Tax Select to add the amount of the tax to the waiver. When selected, this option can cause the total waiver to exceed the maximum amount limits.

Tax Waiver Account Type Enter an account type for the waived tax. The default value is the same as for the waiver account type, but you can override it.

Tax Waiver Item Type Enter an item type for the waived tax. The default value is the same as for the waiver item type, but you can override it.

Defining Waiver Groups

Access the Waiver Groups page.



Waiver Groups page

Waiver Code Add a waiver to the waiver group.

Creating Course Lists

To set up course lists, use the Course Lists component (CRSE_LIST_PANEL).

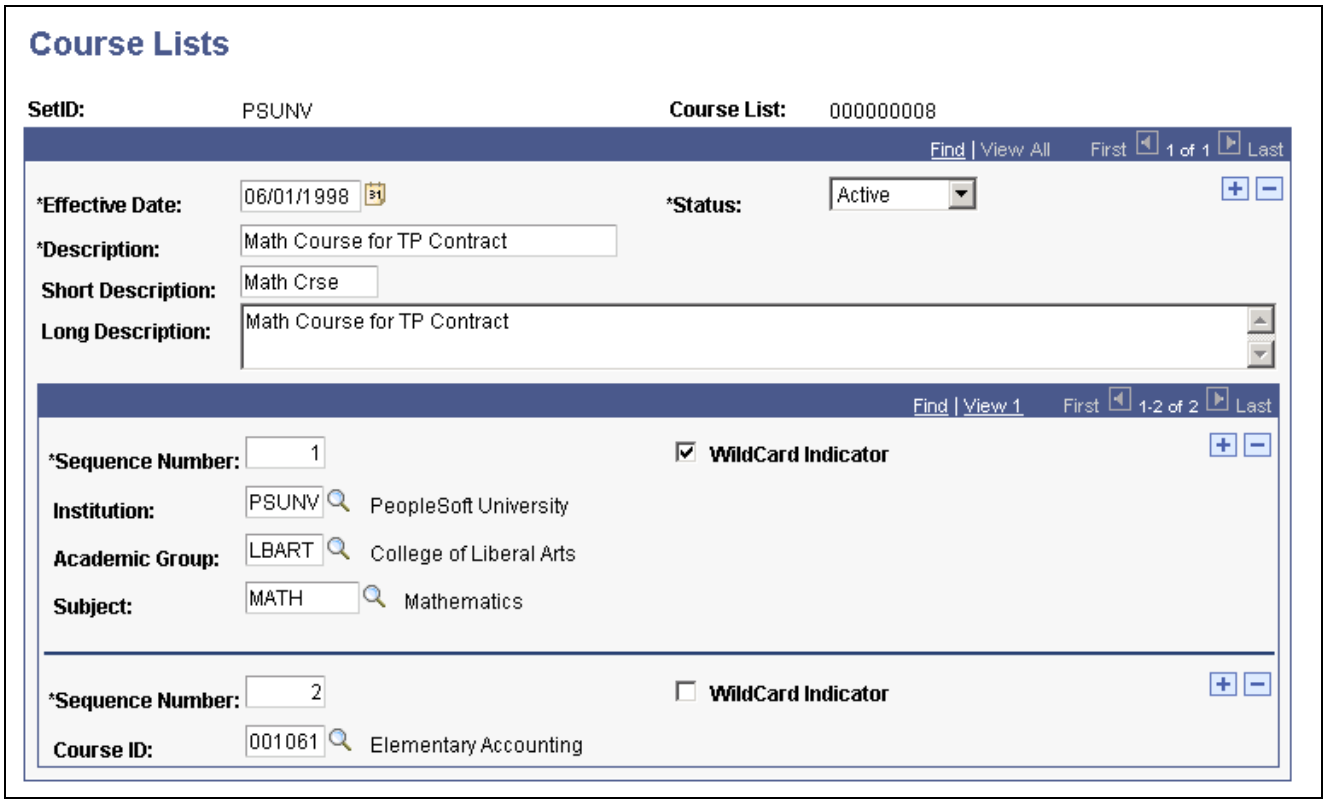
Course lists represent a group of linked courses. You can assign a course fee to a course list rather than attaching the fee to specific courses. Course lists can also be used with third-party contracts to control what courses are covered by the sponsor contract.

Page Used to Create Course Lists

Page Name	Object Name	Navigation	Usage
Course Lists	CRSE_LIST_SF	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Course Lists	Define course lists.

Defining Course Lists

Access the Course Lists page.



Course Lists page

Note. The effective date of the course list cannot precede the effective date of the course catalog from which you select courses.

Sequence Number Enter a sequence number for the class. Sequence numbers are important for writing course information to the table and may not be duplicated. The sequence number does not affect the payment order.

WildCard Indicator Select if you are creating a list of courses with like characteristics. When you select this option, the Institution, Acad Group, and Subject fields replace the Course ID field.

Institution Select the appropriate institution. This field is available only if the WildCard Indicator check box is selected.

Academic Group Select the academic group in which the courses reside. This field is available only if the WildCard Indicator check box is selected.

Subject	Select the subject area for the courses. This field is available only if the WildCard Indicator check box is selected.
Course ID	To create a course list using one or more specific courses, enter a course ID.

CHAPTER 6

Setting Up Fees and Tuition Groups

You charge fees to students for everything from application to graduation. You define each of those fees and establish rules for how they will be applied and to whom. Tuition groups enable you to assess fees to large groups of students who share attributes.

This chapter discusses how to:

- Set up fee classes.
- Define minimum and maximum fees.
- Set up application fees.
- Set up deposit fees and deposit due dates.
- Set up term fee codes.
- Set up course fees and class fees.
- Define optional fees.
- Set up transaction fees.
- Set up course list fees.
- Set up tuition groups.

Setting Up Fee Classes

To set up fee classes, use the Fee Classes component (FEE_CLASS).

You use fee classes for reporting purposes and grouping fees. For example, you might have a variety of item types that you want to organize under the fee class of Mandatory Tuition and Fees. That way, you can produce a report that shows all mandatory fee item types. Fee class codes are required for term fee setup.

Page Used to Set Up Fee Classes

Page Name	Object Name	Navigation	Usage
Fee Classes	FEE_CLASS_TBL	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Fee Classes	Set up fee classes.

Defining Minimum and Maximum Fees

To set up minimum and maximum fees, use the Minimum / Maximum Fees component (MIN_MAX_FEE_PANEL).

This section provides an overview of minimum and maximum fees, and discusses how to:

- Define minimum and maximum fees for billing careers and academic years.
- Define minimum and maximum fees for terms and sessions.
- Define maximum fees for admit terms.

Understanding Minimum and Maximum Fees

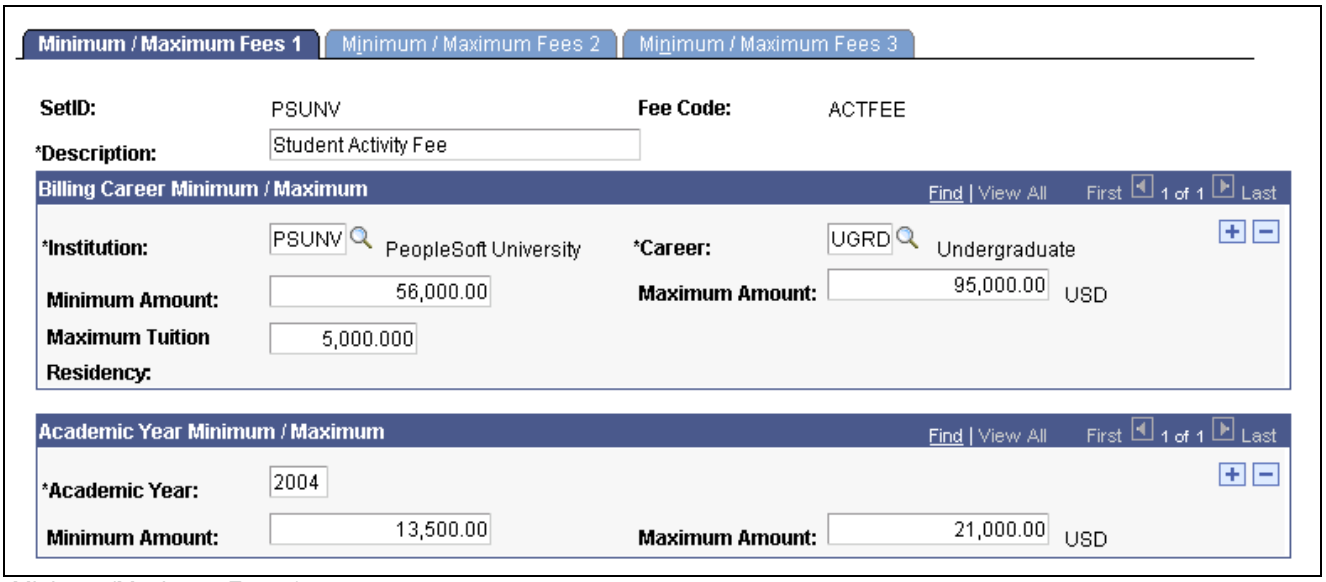
You can define a minimum and maximum range for all of your fees and charges. You can set fee ranges for sessions, terms, academic years, and billing careers so that they build off one another. Be sure to define enough minimum/maximum fee codes to meet all your needs. For example, a minimum/maximum fee code for application fees might require a career limit of 100 USD while a code for term fees might require a career limit of 60,000 USD.

Pages Used to Define Minimum and Maximum Fees

Page Name	Object Name	Navigation	Usage
Minimum/Maximum Fees 1	MIN_MAX_FEE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Minimum / Maximum Fees, Minimum/Maximum Fees 1	Define minimum and maximum fees for billing careers and academic years.
Minimum/Maximum Fees 2	MIN_MAX_FEE_2	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Minimum / Maximum Fees, Minimum / Maximum Fees 2	Define minimum and maximum fees for terms and sessions.
Minimum/Maximum Fees 3	MAX_FEE_ADM_TERM	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Minimum / Maximum Fees, Minimum / Maximum Fees 3	Define the maximum fees for admit terms.

Defining Minimum and Maximum Fees for Billing Careers and Academic Years

Access the Minimum/Maximum Fees 1 page.



Minimum/Maximum Fees 1 page

Billing Career Minimum/Maximum

A billing career encompasses the span of time that a student is in one billing career. For example, a student is typically in an undergraduate billing career from the time of admission to graduation. If she moves on to a graduate program at the same institution, upon admission to the graduate program, she has entered a new billing career.

Institution	Enter the institution that includes the career that you are defining.
Career	Enter the career.
Minimum Amount and **Maximum Amount**	Enter the minimum and the maximum amount to charge for the billing career.
Maximum Tuition Residency	Enter the maximum tuition residency for this career. This number represents the level of tuition residency, not the dollar amount that is charged.

Academic Year Minimum/Maximum

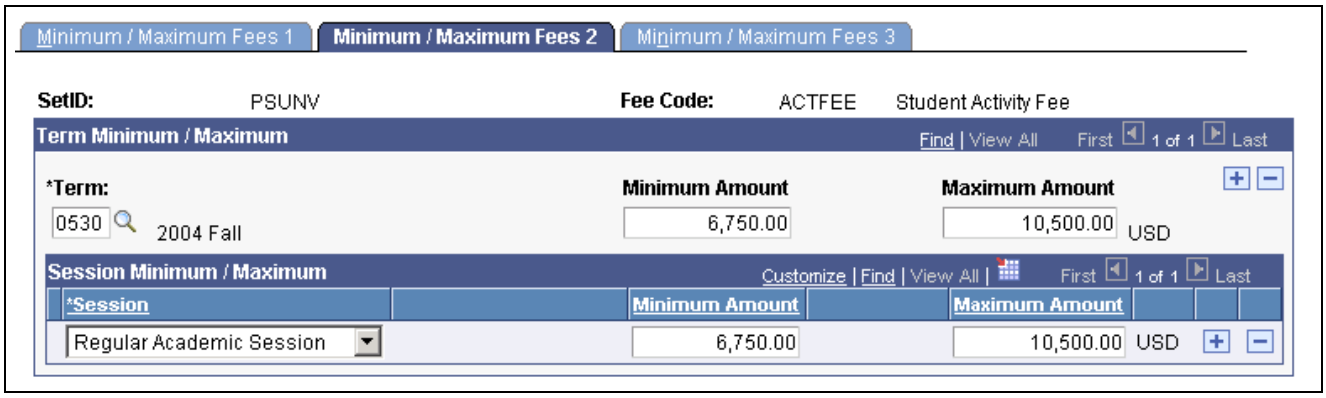
Enter an academic year and specify its minimum and maximum fees.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Tuition Residency Minimums and Maximums, page 135

Defining Minimum and Maximum Fees for Terms and Sessions

Access the Minimum/Maximum Fees 2 page.



Minimum/Maximum Fees 2 page

Term Minimum/Maximum

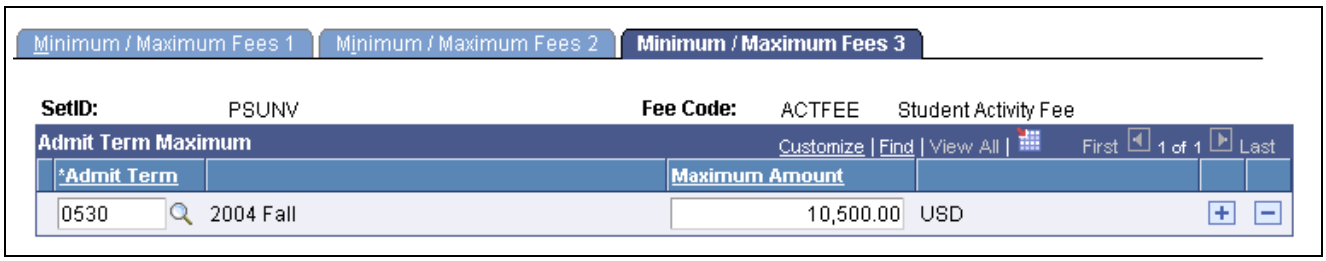
Enter an academic term and its minimum and maximum fees.

Session Minimum/Maximum

Enter an academic session and its minimum and maximum fees.

Defining Minimum and Maximum Fees for Admit Terms

Access the Minimum/Maximum Fees 3 page.



Minimum/Maximum Fees 3 page

Enter an admit term and its maximum amount.

Setting Up Application Fees

To set up application fees, use the Application Fees component (APPLICATION_FEES).

This section provides an overview of application fees and discusses how to:

- Define application fees.
- Define application fee item types.
- Define application sub fees.

Understanding Application Fees

You must define the rules that your institution uses to assess application fees. Each application fee code that you define represents one or more individual fee charges (sub fees).

There is a one-to-one relationship between an application fee and an application center. You can define only one application fee for an application center. However, an application fee can have multiple sub fees. For example, you could charge different sub fees based on a student's admit type. Then, each admit type (for example, new students, transfer students, or readmitted students) would have its own application sub fee.

Each application fee code requires the definition of one or more sub fees that comprise the charge. You can set up sub fees so that they are cumulative or mutually exclusive. It is also possible to define a combination of cumulative and mutually exclusive fees. For example, you can define an application fee code with two sub fees; one sub fee charges students a fee of 50 USD to apply over the web and another sub fee charges students a fee of 75 USD to apply using a diskette. While students can apply using both methods, it is unlikely that they would do so.

See Also

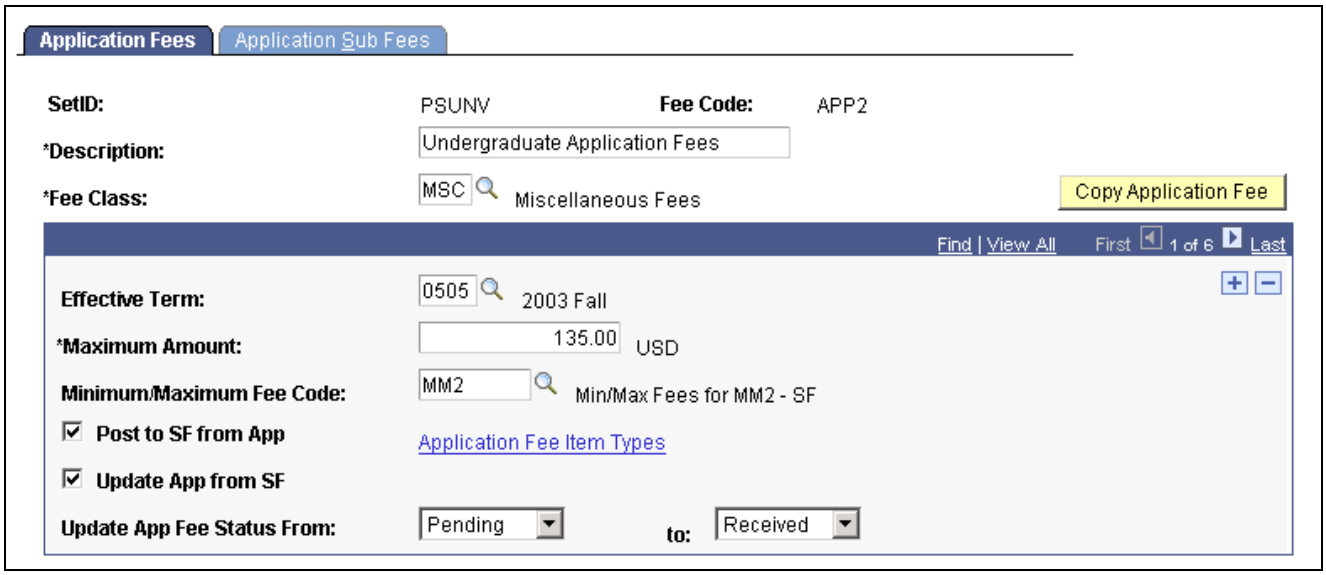
PeopleSoft Enterprise Recruiting and Admissions 8.9 PeopleBook, "Building Your Recruiting Structure," Setting Up Application Processing Centers

Pages Used to Set Up Application Fees

Page Name	Object Name	Navigation	Usage
Application Fees	APP_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Admission Fees, Application Fees	Define application fees.
Application Fee Item Types	APP_FEE_TBL_S1	Click the Application Fee Item Types link on the Application Fees page.	Define application fee item types.
Application Sub Fees	APP_SUBFEE_TABLE	Set Up SACR, Product Related, Student Financials, Admission Fees, Application Fees, Application Sub Fees	Define application sub fees.

Defining Application Fees

Access the Application Fees page.



Application Fees page

Fee Class Select a fee class. Fee class is a descriptive field that is used for reporting purposes only.

Copy Application Fee Click to copy an application fee and its sub fees from one term to the next.

Effective Term Select a term for the application fee. You must define an application fee for each term.

Maximum Amount Enter the maximum fee amount, including all sub fees, for a single application.

Minimum/Maximum Fee Code Select an optional minimum/maximum fee code.

Post to SF from App (post to Student Financials from application) Select this option to post the application fee to Student Financials as it is created. Do not post the application fee to the student's account when the payment is recorded.

When you select this option, the Application Fee Item Types link appears. Click it to open the Application Fee Item Types page. The first time that you select the check box, the page opens automatically.

Update App from SF (update application from Student Financials) Select this option to automatically update the student's application status from Student Financials. When you select this option, the Update Application Fee Status from and to fields appear.

Update Application Fee Status from and **to** Select the status that you want the system to change from and to. The options for both fields are *Pending, Received,* and *Waived.*

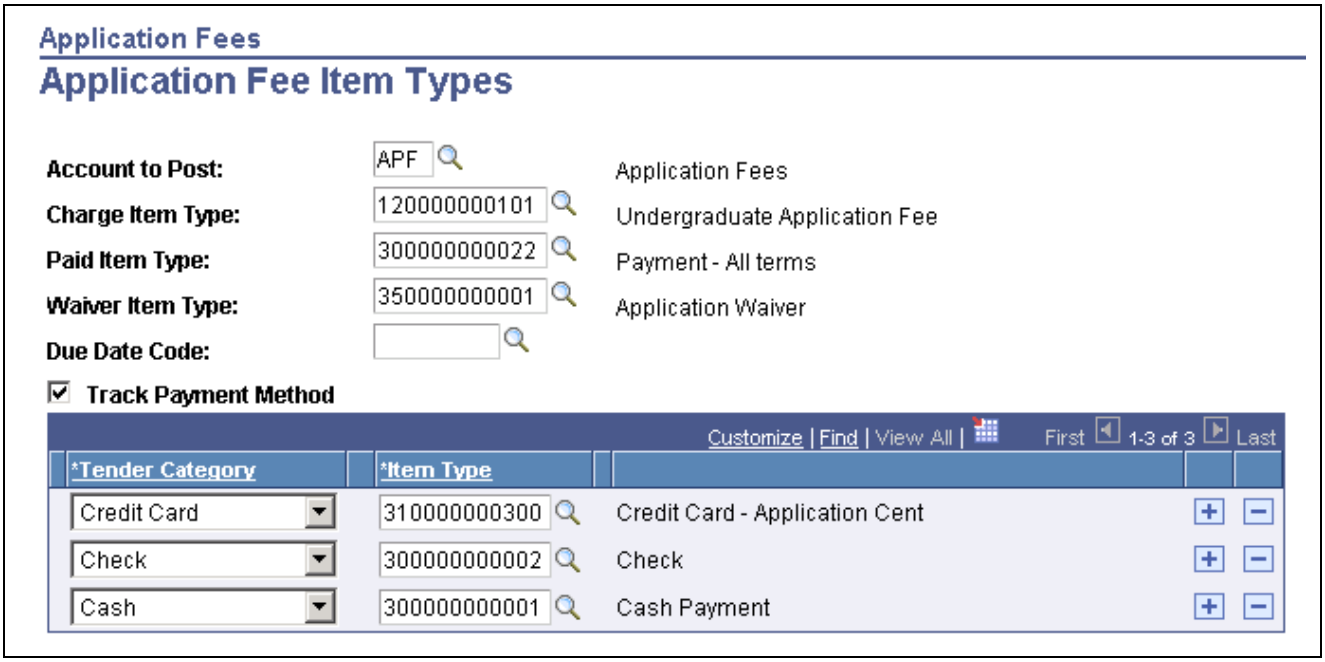
Note. If the student's original status is different than the option you select, the system does not change it. Consult with your admissions staff to determine the correct settings.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Defining Minimum and Maximum Fees, page 114

Defining Application Fee Item Types

Access the Application Fee Item Types page.



Application Fee Item Types page

Account To Post Select the account type that you created for application fees.

Charge Item Type Select the charge item type that you created for application fees. If you want to bill the student and post only the charge and not the payment, leave the Paid Item Type and Waive Item Type fields blank.

Paid Item Type Select the payment item type that you created for application fees.

Waiver Item Type Select the waiver item type that you created for waiving application fees.

Due Date Code Select a code that determines when the application fee is due.

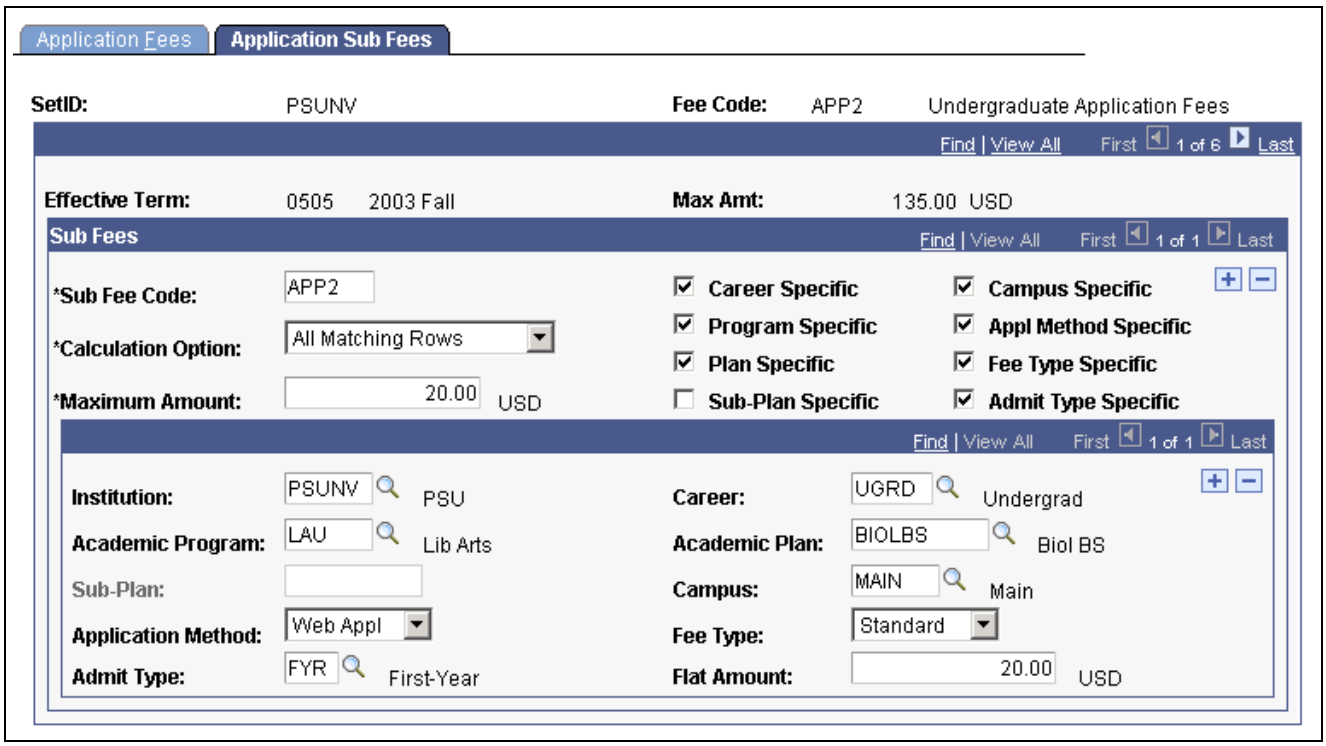
Note. The billing and due calendar must be set up with a pivot date of application date for a due date code to be available.

Track Pay Method Select to track the tender used to pay this fee for reconciliation purposes. This option is designed for real-time application processing where students walk in with their applications and have them processed on the spot. When this option is selected, the Tender Category and Item Type fields become available.

Tender Category and **Item Type** Attach a tender category and item type. If you elect to track the payment method, you must attach the tender category and item type for each type of tender that you want to accept. If you do not include a specific tender category, it cannot be accepted in payment for application fees under this application fee code. Using multiple tender categories also enables students to pay their application fees with a combination of tenders.

Defining Application Sub Fees

Access the Application Sub Fees page.



Application Sub Fees page

Sub Fee Code Enter a code for the sub fee.

Calculation Option Select a calculation option. Values are:

All Matching Rows: Select this option to add together multiple sub fees that match the student's characteristics. For example, if you defined a sub fee of 60 USD for undergraduate students that submitted applications using the web and a sub fee of 40 USD for international undergraduate student applications, the system charges 100 USD to students who meet both of these conditions .

Most Descriptive Row: Select this option to charge students the sub fee that most closely matches the application that they submitted. For example, if you charge a sub fee of 55 USD for undergraduate applications that were submitted by a service, and a 60 USD sub fee for undergraduate applications that were submitted using the internet, an undergraduate student that submitted an application using the internet would be charged 60 USD. The most descriptive row option works best for sub fees, like the one in this example, that are mutually exclusive, as in this example. The system charges the first application sub fee that it recognizes. There is no way to prioritize which fee is charged.

Maximum Amount Enter the maximum amount for this sub fee.

Note. The maximum amount of the sub fee cannot exceed the maximum amount of the application fee.

Sub Fees

Use the check boxes on this page to select the criteria that you want the system to use when calculating the sub fee. When you select a check box, a corresponding field becomes available in the lower part of the page. Use this field to select a specific value for the calculation criterion. The fewer criteria you select, the more broadly the system applies the fee.

Setting Up Deposit Fees and Deposit Due Dates

To set up deposit fees and deposit due dates, use the Deposit Fees component (DEPOSIT_FEES).

Some institutions require a deposit fee from accepted applicants to reserve space in an academic program.

This section discusses how to:

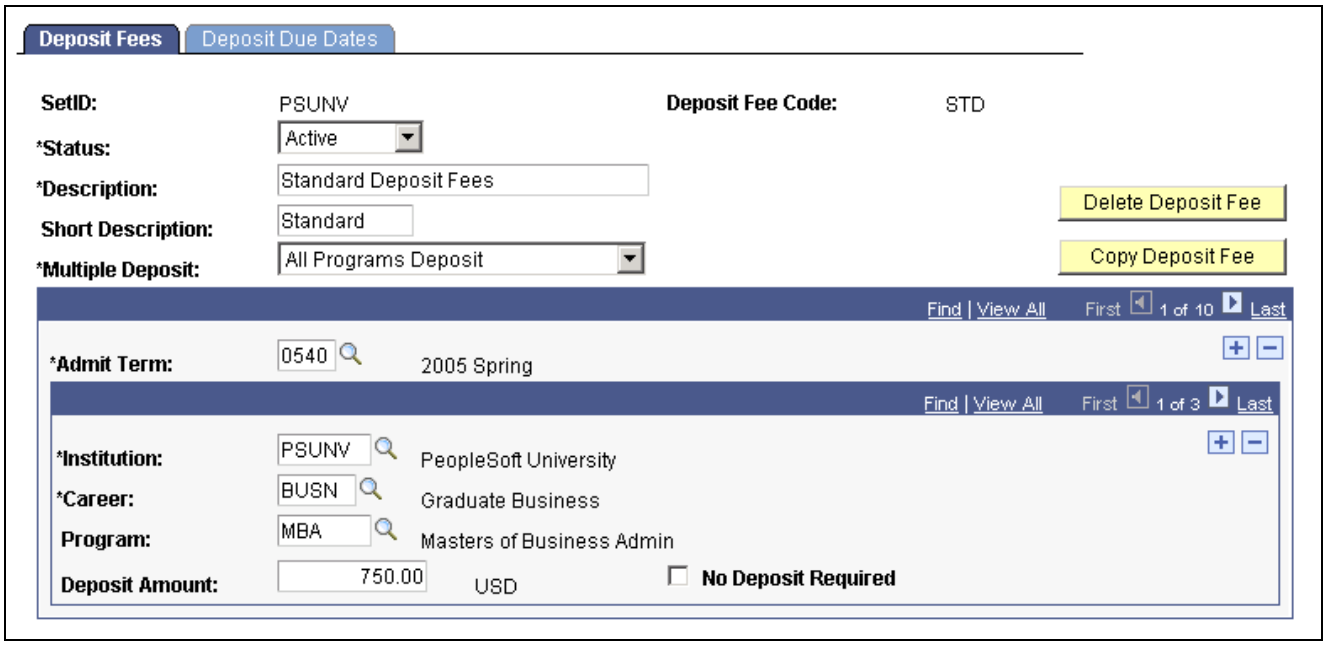
- Define deposit fees.
- Define deposit fee due dates.
- Define status changes resulting from deposits.

Pages Used to Set Up Deposit Fees and Deposit Due Dates

Page Name	Object Name	Navigation	Usage
Deposit Fees	DEP_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Admission Fees, Deposit Fees	Define deposit fees.
Deposit Due Dates	DEP_DUE_DT_TABLE	Set Up SACR, Product Related, Student Financials, Admission Fees, Deposit Fees, Deposit Due Dates	Define deposit fee due dates.
Status Update	DEP_DUE_DT_SP	Click the Status Update link on the Deposit Due Dates page.	Define status changes resulting from deposits.

Defining Deposit Fees

Access the Deposit Fees page.



Deposit Fees page

Delete Deposit Fee Click to delete the deposit fee code.

Copy Deposit Fee Click to copy the deposit fee to a new term.

Multiple Deposits Specify how to calculate deposits for students who are enrolled in more than one program.

All Programs Deposit: Select to charge students a deposit fee for each program into which they are admitted.

First Program In: Select to charge students a deposit fee for only the first program into which they are admitted.

Admit Term Specify the admit term to which the deposit fee applies.

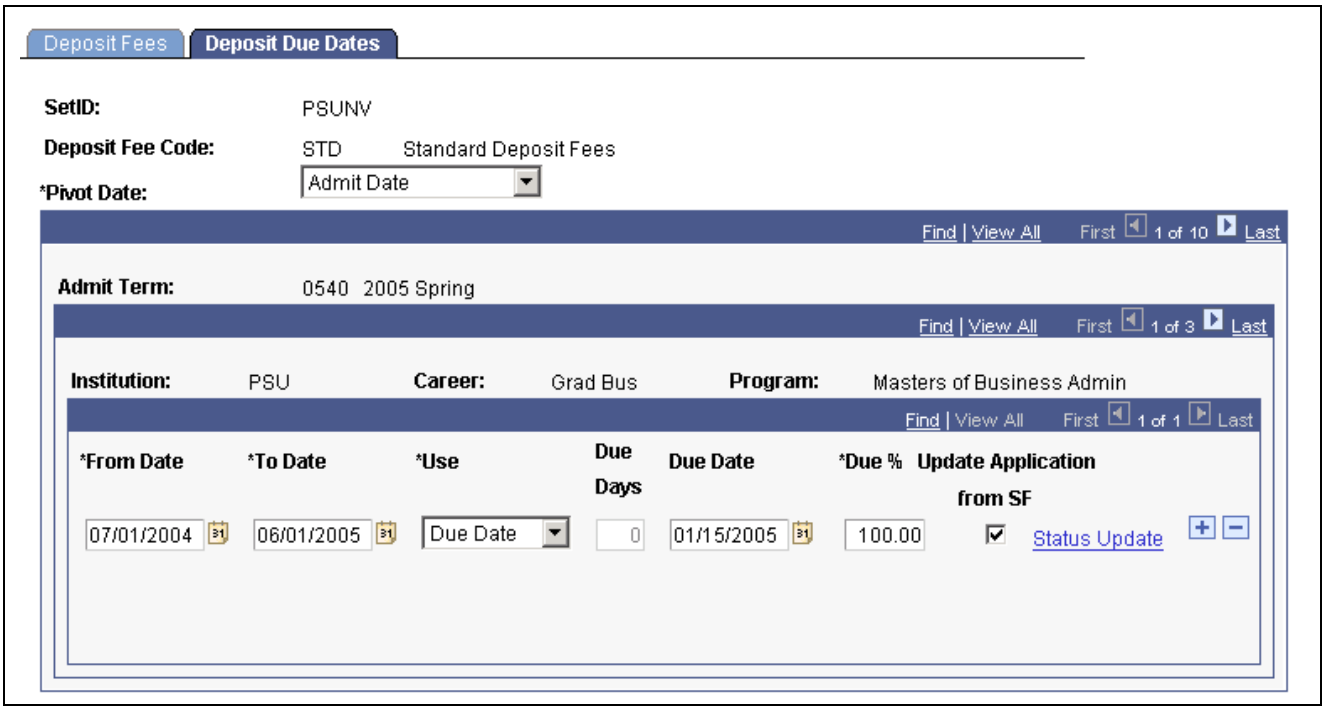
Specifying Deposit Fees by Institution, Career, and Program

Select the institution, academic career, and academic program to which the deposit fee applies along with the deposit amount.

No Deposit Required Select this check box to exclude the deposit fee all together. For example, if your institution recruits undergraduate Fine Arts students and admits them without requiring any deposit, define a row and select the option. If you specify a deposit amount of zero, a zero charge appears on the student's account. If you select this check box, no charge appears at all.

Defining Deposit Fee Due Dates

Access the Deposit Due Dates page.

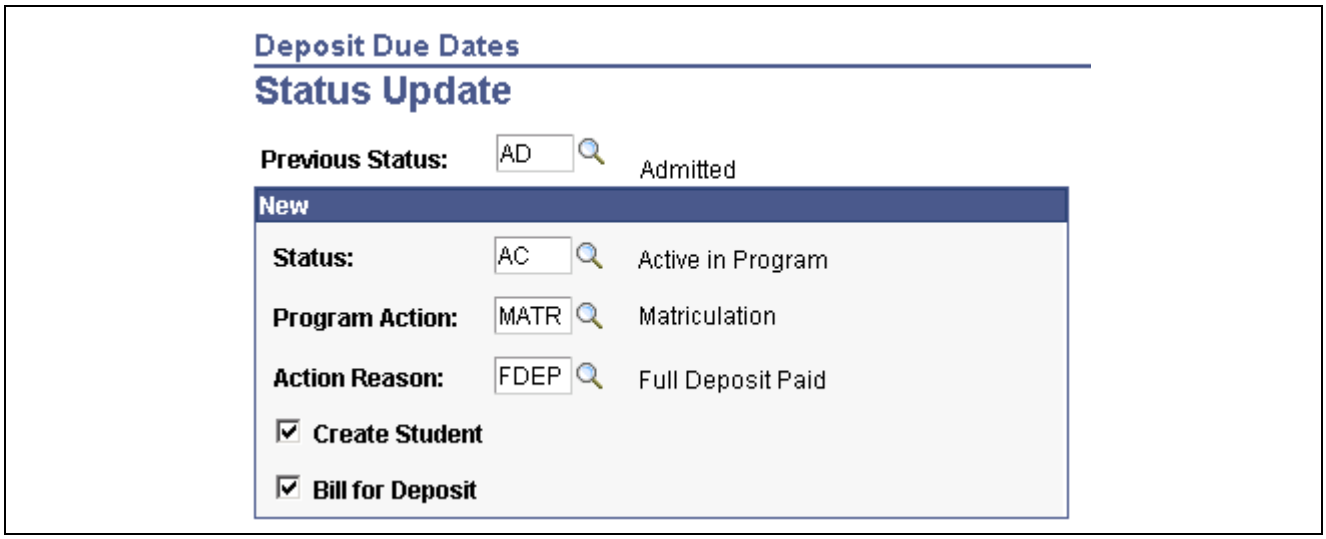


Deposit Due Dates page

Pivot Date	Select either *Admit Date* or *Application Date* as the pivot date that determines the starting point for calculating the deposit fee due date.
From Date and **To Date**	Enter the range of admission dates to which the deposit fee due date applies.
Use	Select either *Due Days* or *Due Date* for calculating the due date. The corresponding field becomes available.
Due Days	Enter the number of days after the pivot date that a deposit fee is due.
Due Date	Enter the specific deposit fee due date.
Due % (due percentage)	Specify the percentage of the deposit that is due. You must define enough rows to total 100%.
Update Application from SF (update application from Student Financials)	Select this option to automatically update the student's academic program status when you post the deposit fee.
Status Update	If you select the Update Application from SF option, you must specify how students' program status is updated. Click this link to access the Status Update page.

Defining Status Changes Resulting from Deposits

Access the Status Update page.



Status Update page

Previous Status Enter the academic program status of the students prior to posting a deposit fee.

New

Status Enter the academic program status that the system assigns to students when it posts their deposit fees.

Program Action Enter the program action that initiates the status change.

Action Reason Enter the reason for the program action that you select.

Create Student Select this option to automatically matriculate students into an academic program upon receipt of the deposit.

Bill for Deposit Select this option to generate a bill for any remaining deposit balance.

Setting Up Term Fee Codes

To set up term fee codes, use the Term Fees component (TERM_FEE_PANEL) and the Copy Term Fees component (RUN_SFCPTMFE).

This section provides an overview of term fee codes and discusses how to:

- Define term fee codes.
- Define term and session fees.
- Define term sub fee codes.
- Define term sub fees.
- Define tuition residency minimums and maximums.
- Copy term fees to subsequent terms.

Understanding Term Fee Codes

Term fee codes are the most generalized method of establishing rates for tuition and fees. Each term fee code is made up of one or more term fee definitions. Each term fee definition is made up of one or more term sub fee codes. And, each term sub fee code is made up of one or more term sub fees. This multilevel structure provides flexibility and convenience.

By using different fee triggers and calculation methods at the lower levels, one term fee code can control how tuition is calculated for a wide range of unique student situations. Another term fee code can do the same for room and board combinations. Take the time to learn how term fee codes work and how you can use them to solve your most complex tuition calculation needs.

Term Sub Fee Codes

You can define one or more sub fee codes for a given term fee. Sub fee codes provide flexibility in how you show charges on an account, how you calculate charges, and how you print charges on a bill. For example, if your institution prefers to show just the *bottom line* charge for tuition and fees rather than the detail of these fees, you can use sub fees to define all the fees that comprise a tuition and fees charge and one charge appears on an account. If your institution prefers to show the detail of each charge that comprises tuition and fees, you can create individual term fees for each of these charges and break down tuition and fees into detail on an account.

Term Fee Copying

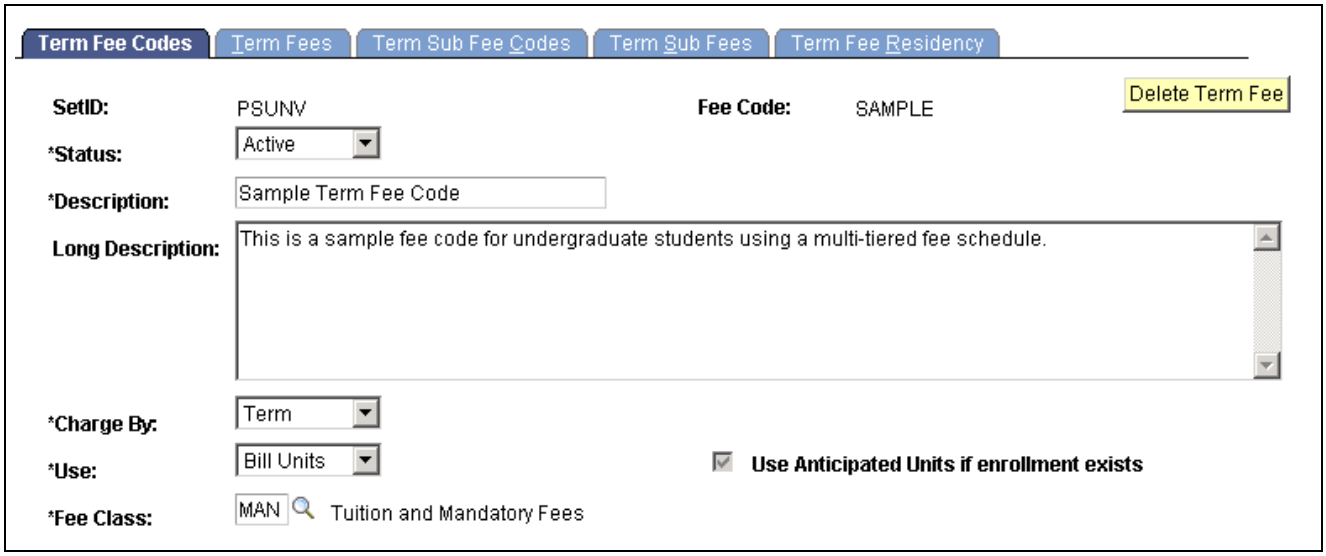
After you have defined your term fees for one term, you can copy those same fees forward to subsequent terms. This enables you to set term fees at the start of each term; you do not have to redefine your term fee schedule with each new term, which reduces data entry time.

Pages Used to Set Up Term Fee Codes

Page Name	Object Name	Navigation	Usage
Term Fee Codes	TERM_FEE_CD_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Term Fees	Define term fee codes.
Term Fees	TERM_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Term Fees	Define term and session fees.
Term Sub Fee Codes	TERM_SF_CODE_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Term Fees, Term Sub Fee Codes	Define term sub fee codes.
Term Sub Fees	TERM_SUBFEE_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Term Fees, Term Sub Fees	Define term sub fees.
Term Fee Residency	TERM_FEE_RES_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Term Fees, Term Fee Residency	Define tuition residency minimum and maximum amounts.
Copy Term Fees	RUNCTL_SFCPTMFE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Copy Term Fees	Copy term fees to subsequent terms.

Defining Term Fee Codes

Access the Term Fee Codes page.



Term Fee Codes page

Delete Term Fee Click to delete the term fee.

Note. You cannot delete a term fee that is in use by an active tuition group.

Charge By Specify how the fee code calculates fees. Values are:

Class: Select this option to reflect charges for the particular term fee that is relative to each class in the student's account information. The system automatically makes available the information that is necessary to use course lists with third-party contracts.

Session: Select this option to sum charges for all classes that are taken within a particular session in the student's account information. If you select this option and want to use course lists with third-party contracts, you must also enable Track Class Pricing.

Term: Select this option to sum charges for all classes that are taken with a particular term in the student's account information. If you select this option and want to use course lists with third-party contracts, you must also enable Track Class Pricing.

Use Select the basis for calculating the fee. Values are:

Anti Units (anticipated units): Select this option to calculate fees based on the number of units in which students typically enroll within a certain academic program. For example, if Fine Arts freshmen are expected to enroll in 15 units, the system calculates the fee on that basis for all freshmen.

Bill Units: Select this option to charge fees based on the actual number of units in which the student is enrolled versus anticipated units.

Use Anticipated Units if enrollment exists Select this check box to calculate fees based on anticipated units even if actual enrollment information is available. If you do not select this check box and you are calculating fees using anticipated units, the system uses actual enrollment information when it is available.

Fee Class Select a fee class to use for reporting purposes.

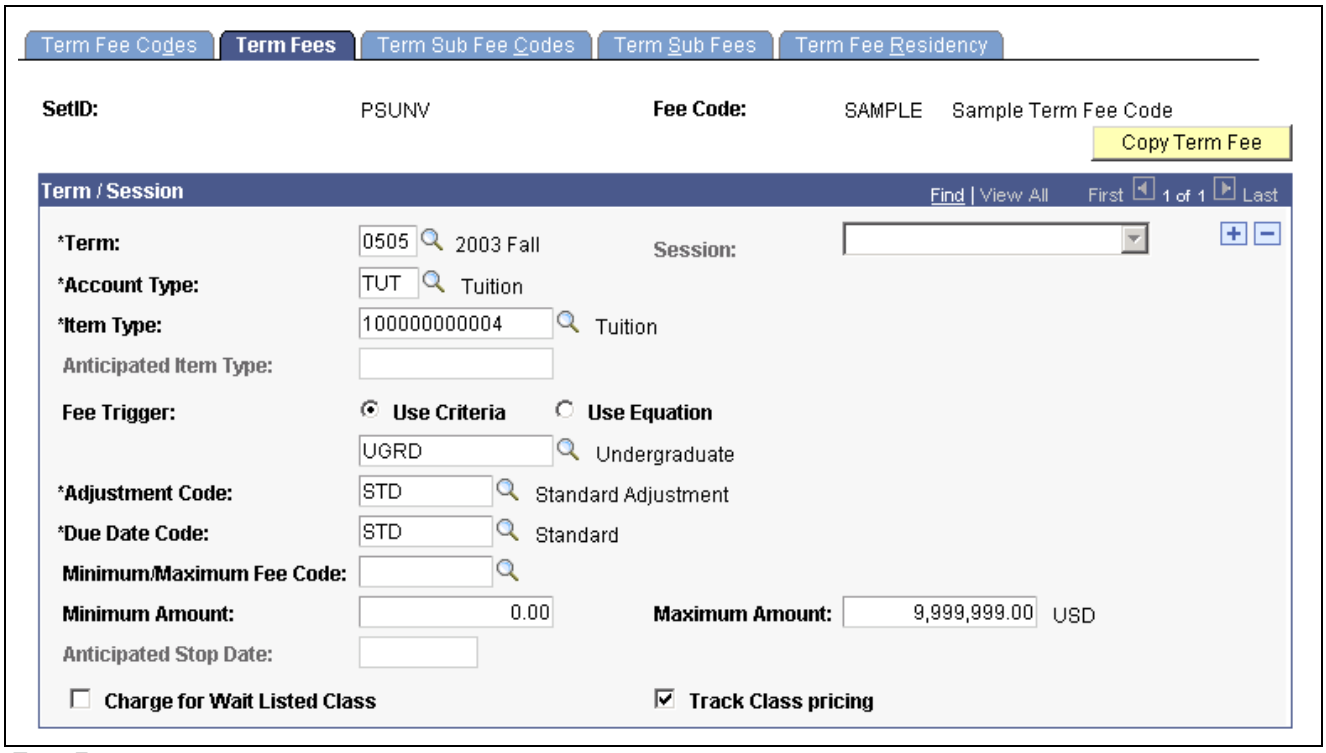
See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Course List Fees, page 153

Chapter 18, "Administering Payment Plans," Administering Third-party Contracts, page 359

Defining Term and Session Fees

Access the Term Fees page.



Term Fees page

Copy Term Fee Click this option to copy the term fee to a new term.

Term Select the term to which the term fee applies.

Session If you defined the term fee code to charge by *Session* on the Term Fee Codes page, select the session to which the term fee applies.

Account Type and **Item Type** Select an account type and item type for the term fee.

Anticipated Item Type If the system calculates the term fee code using anticipated units, this field is required. Select a different item type than the one you selected in the Item Type field to distinguish between charges that based on anticipated enrollment and charges based on actual enrollment.

Note. If you set up multiple terms, make sure you specify an anticipated item type for each term.

Fee Trigger To select an optional fee trigger that limits the application of the term fee to specific students, click either the Use Criteria option or the Use Equation option, and then select the predefined criteria or equation from the lookup.

See *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*, "Working with Equation Engine".

Adjustment Code Select the adjustment code (calendar) that governs this fee. This code determines the refund amount for students who drop classes.

Note. This adjustment code is used only for class drops. The adjustment code for withdrawal is attached to the tuition group.

Due Date Code	Select a due date code (calendar) to define when the fee is due and payable.
Minimum/Maximum Fee Code	Select an optional minimum/maximum fee code to assign predefined limits to the term fee.
Minimum Amount	Enter a minimum charge amount that is unique to this term fee.
Maximum Amount	Enter a maximum charge amount that is unique to this term fee.
Anticipated Stop Date	This field becomes available when fees are calculated using anticipated units. Enter a date after which the system no longer uses anticipated units. At this point, the term fee is calculated using actual enrollment (billing) units. If the student has not enrolled in classes by the date specified, the system calculates fees using zero units. If so defined, minimum charges could still apply.
Charge for Wait Listed Class	Select this option to charge the term fee for students who are on a waiting list for a class.
Track Class Pricing	Select this option to track revenue on a class-specific basis, thereby allocating revenue to specific departments. For example, a student pays a term fee of 2,000.00 USD and is enrolled in four classes of equal units: Physics 150, Calculus 31, Art 111, and Philosophy 101. Breaking down the fee by class yields revenue of 500.00 USD per class. Using revenue tracking by class, you can allocate the revenue from Physics 150 to the Physics Department, the revenue from Calculus 31 to the Math Department, the revenue from Art 111 to the Art Department, and the revenue from Philosophy 101 to the College of Liberal Arts. **Note.** To accurately track revenue by class, you must set up your item types and classes appropriately in addition to selecting this check box. See *PeopleSoft Enterprise Student Records 8.9 PeopleBook*, "Managing the Schedule of Classes".

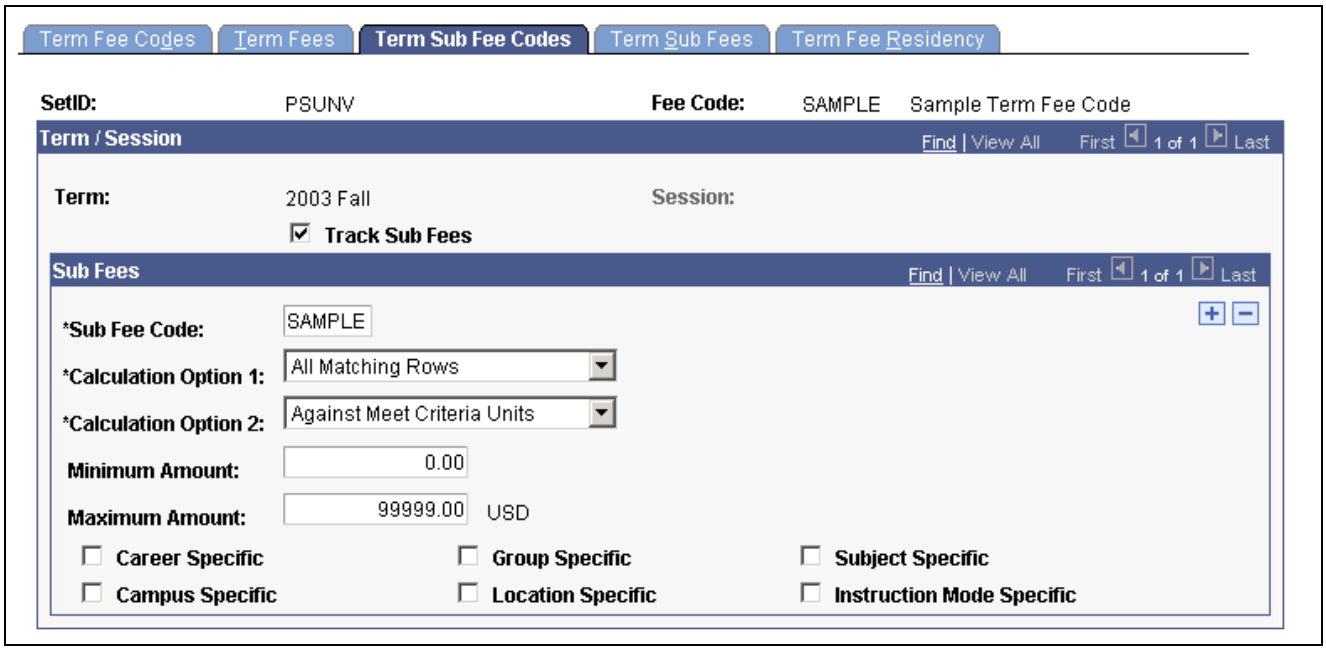
See Also

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Establishing Criteria for Tuition Groups and Fee Triggers, page 104

Chapter 6, "Setting Up Fees and Tuition Groups," Defining Minimum and Maximum Fees, page 114

Defining Term Sub Fee Codes

Access the Term Sub Fee Codes page.



Term Sub Fee Codes page

Track Sub Fees Select this option to break down charges by the individual sub fees within the sub fee code . When the check box is cleared, the system sums all sub fee charges.

Sub Fee Code Enter the sub fee code that you are defining.

Calculation Option 1 and Calculation Option 2

To charge students the maximum fees, set the Calculation Option 1 field to *All Matching Rows* and the Calculation Option 2 field to *Against All Enrollment Units.* To charge students the minimum fees, set the Calculation Option 1 field to *Most Descriptive Row* and the Calculation Option 2 field to *Against Meet Criteria Units.*

Warning! Values for these fields are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.

Calculation Option 1 This option determines who is charged a term sub fee.

All Matching Rows: If you select this option, the system assesses the term sub fee against all criteria that match the check box options that you select at the bottom of the page: Career Specific, Group Specific, Subject Specific, Campus Specific, Location Specific, and Instruction Specific. This is the default value.

Most Descriptive Row: If you select this option, the system charges the term sub fee for criteria that most closely match the check box options that you select at the bottom of this page. If you selected the *Most Descriptive Row* value for Calculation Option 1, select the appropriate specific option: Career Specific, Group Specific, Subject Specific, Campus Specific, Location Specific, or Instruction Mode Specific.

Calculation Option 2 This option determines how the system calculates the term sub fee.

Against All Enrollment Units: If you select this option, the system charges the students (identified in the Calculation Option 1 field) the term sub fee against all the units in their class load. This is the default value.

Against Meet Criteria Units: If you select this option, the system charges the students the term sub fee against only the courses they are taking that match the criteria that was selected in Calculation Option 1.

Minimum Amount Set an optional minimum amount for the term sub fee.

Maximum Amount Set an optional maximum amount for the term sub fee.

Matching Criteria

If you select Most Descriptive Row for Calc Option 1 and/or Against Meet Criteria Units in Calc Option 2, you must define the specific criteria that the courses must match. The following check boxes enable you to control the application of term sub fees by specifying class characteristics. For example, you might have a class for which you charge 350 USD per unit if it is taught in a classroom by a professor, and 275 USD per unit if the class is an independent study using videotaped lectures. By selecting the Instruction Mode Specific check box, you can define two term sub fees under a single sub fee code. For students taking the class with a professor, the system charges 350 USD per unit. For students taking the class as an independent study, the system charges 275 USD.

Career Specific Select this option to match classes by academic career.

Group Specific Select this option to match classes by academic group.

Subject Specific Select this option to match classes by academic subject area.

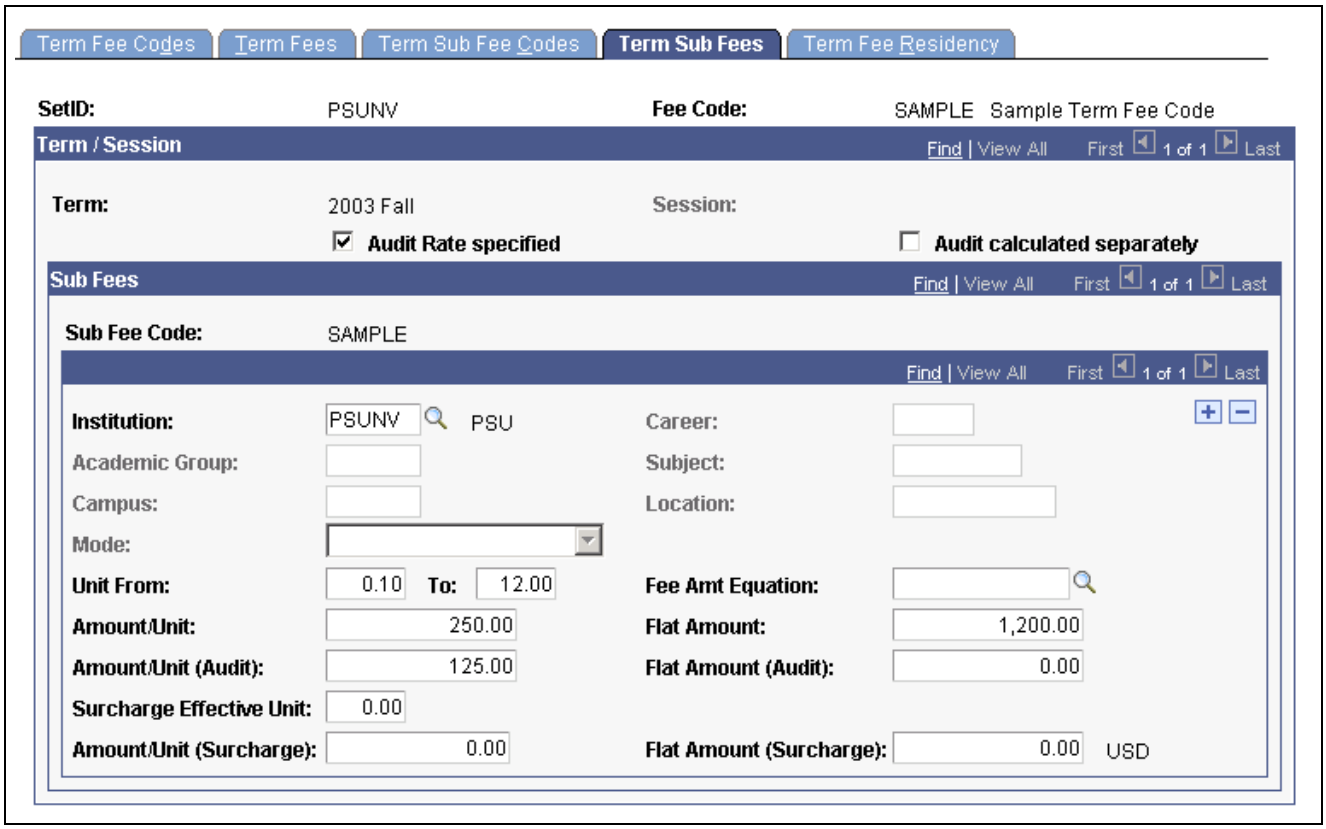
Campus Specific Select this option to match classes by campus.

Location Specific Select this option to match classes by class location specification.

Instruction Mode Specific Select this option to match classes by instruction mode.

Defining Term Sub Fees

Access the Term Sub Fees page.



Term Sub Fees page

Audit Rate Specified and Audit Calculated Separately

There are two options that determine how the system assesses charges for audited classes: Audit Rate Specified and Audit Calculated Separately.

Audit Rate Specified Select this option to use a special rate for audited classes. If you select this option, the tuition calculation process uses the audit rate that you have defined. If the check box is cleared, the system applies regular rates to audited classes.

When you select this check box, the Amount/Unit (Audit) and Flat Amount (Audit) fields become available.

Audit Calculated Separately Select this option to calculate audited classes separately from graded classes. If you select this check box, the system charges students only the audit rate for the class. If you clear this check box, and you select the Audit Rate Specified check box, the system charges students the audit rate in addition to the regular term fee.

Term Sub Fee Calculation Specifications

Use the following fields to more narrowly target the application of the fee. The fewer fields that you define, the more broadly the system applies the fee. These fields are only available if the corresponding options are selected on the Term Sub Fee Codes page.

Institution Select the institution that uses the term sub fee.

Career If you selected the Career Specific check box on the Term Sub Fee Codes page, select an academic career.

Academic Group — If you selected the Group Specific check box on the Term Sub Fee Codes page, select an academic group.

Subject — If you selected the Subject Specific check box on the Term Sub Fee Codes page, select an academic subject area.

Campus — If you selected the Campus Specific check box on the Term Sub Fee Codes page, select a campus.

Location — If you selected the Location Specific check box on the Term Sub Fee Codes page, select a location.

Mode — If you selected the Instruction Mode Specific check box on the Term Sub Fee Codes page, select a mode.

Fee Specifications

Using the following fields, you can control exactly how much to charge for the term sub fee. Fees can be based on academic units, a flat fee, a per-unit surcharge, a flat fee surcharge, or a combination of all four. The amounts you enter are not independent of each other. Rather, they are summed. For example, if you establish an amount per unit of 250 USD and a flat amount of 300 USD, the system charges a student taking 15 units 4,050 USD (3,750 + 300 USD). If you specify an audit rate, the system also adds fees for audited to the total.

Unit From and **To** — Use the Unit From and To fields to define the range of units that are eligible for the term sub fee. The system does not charge the term sub fee for the number of units less than the number in the Units From field and greater than the number in the To field. Make sure that you set the range to cover all possibilities.

Note. If the unit from value is set at zero, it is possible for the system to calculate fees for students who are active in a term but not enrolled for classes. To prevent an incorrect calculation, set the unit from amount no lower than *0.10*.

Fee Amt Equation (fee amount equation) — Enter an optional equation that you have defined to calculate fees. Equations are an alternative method of calculating fees. If your fee structure is very complex, equations might be more efficient, as they can reduce term fee maintenance.

Amount/Unit — Specify the amount to charge per unit.

Flat Amount — Specify a flat amount to charge, regardless of the units taken.

Amount/Unit (Audit) — Specify the amount to charge per unit for audited classes.

Flat Amount (Audit) — Specify a flat amount to charge for audited classes, regardless of units taken.

Surcharge Effective Unit — To include a surcharge when students enroll for more than a specified number of academic units, enter the threshold number in this field. For example, to apply a surcharge to students who are enrolled in more than 15 units, enter *15*.

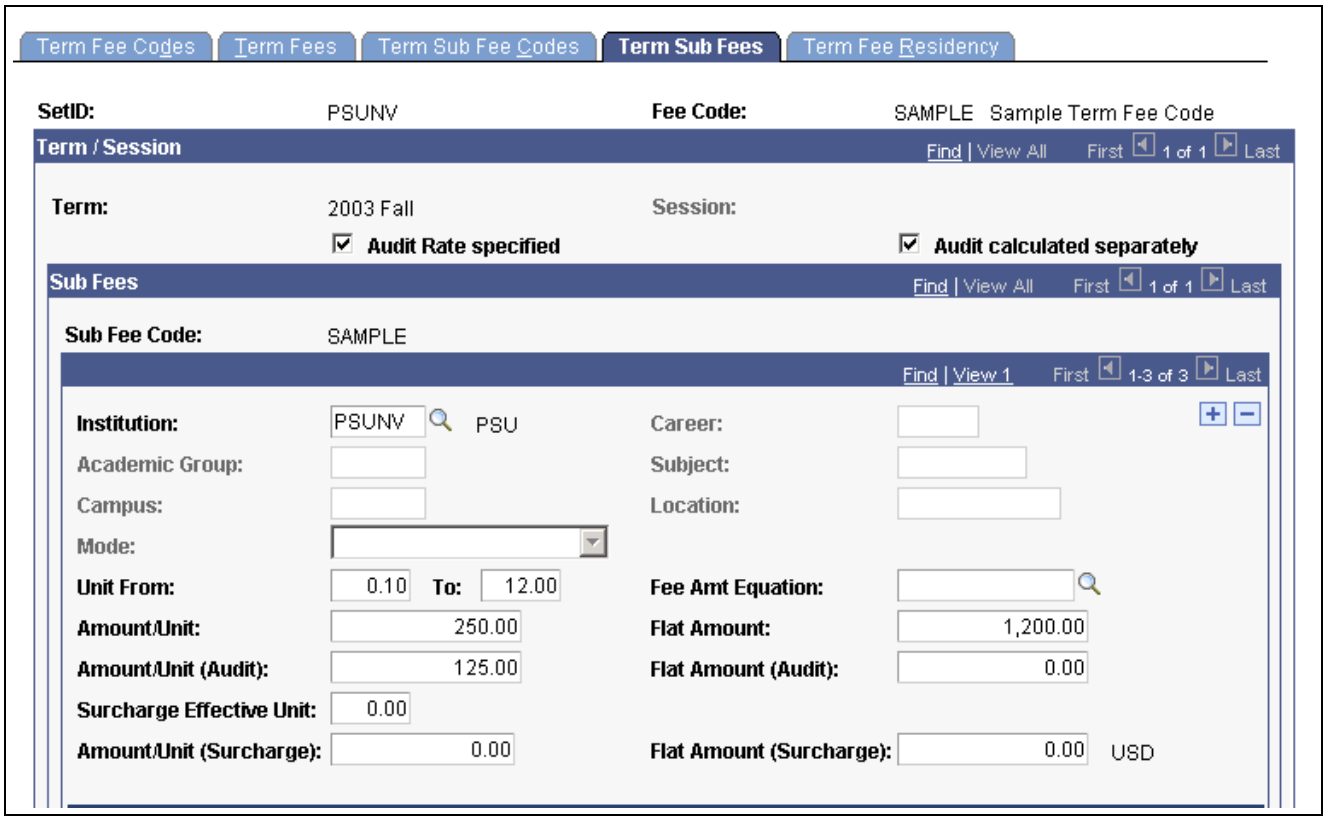
Amount/Unit (Surcharge) (amount per unit surcharge) — Specify a per unit surcharge for overload units.

Flat Amount (Surcharge) — Specify a flat amount charge for overload units.

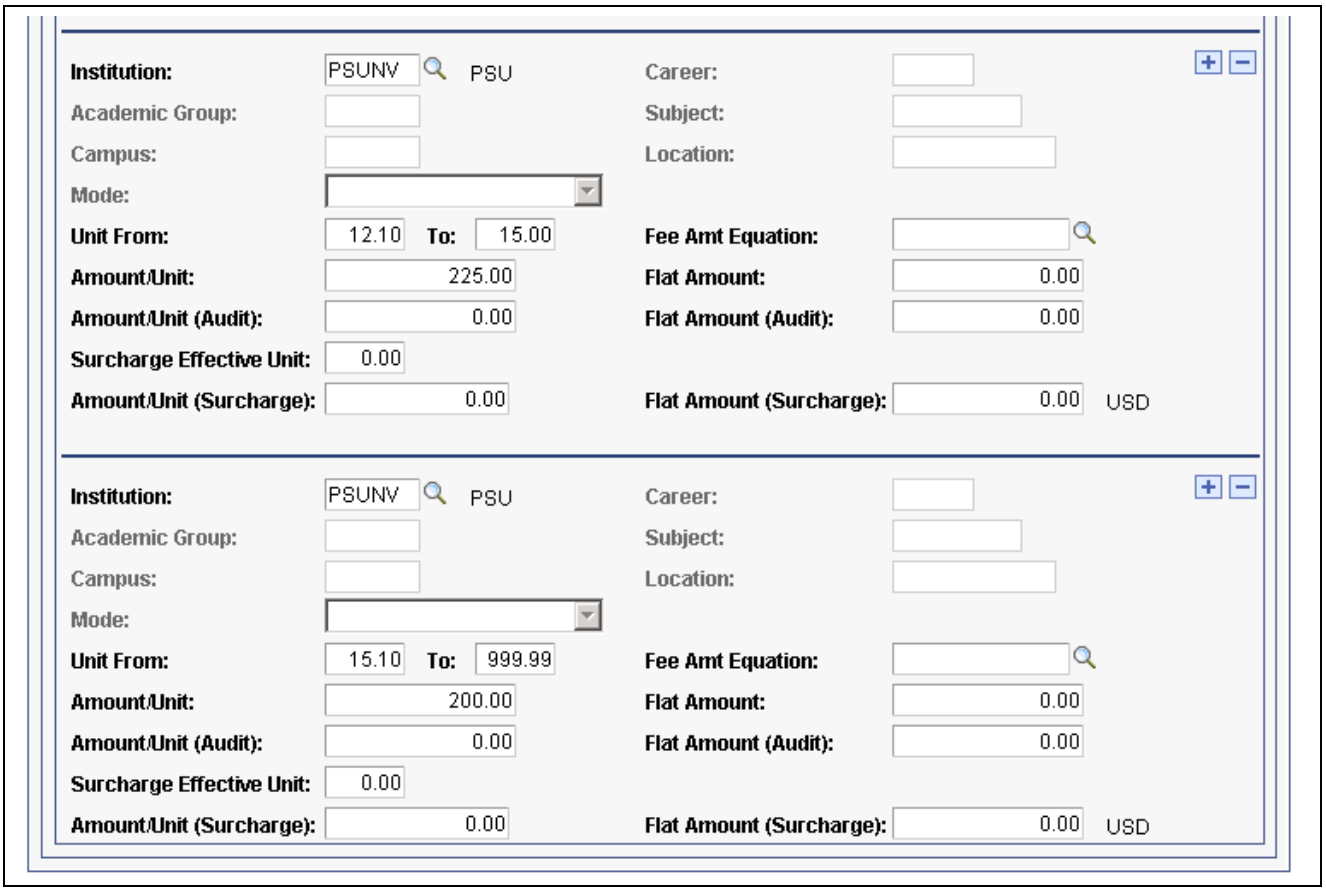
Setting Up a Multi-Tiered Tuition Term Sub Fee

Setting up a multi-tiered tuition fee schedule is easy using additional term sub fee definitions. In the following example, three term sub fees are defined to charge tuition for three different ranges of academic units:

- Students who take up to 12 units are charged a flat amount of 1,200 USD, plus 250 USD per unit (12 units = 4,200 USD).
- Students who take up to 15 units are charged a flat amount of 1,200 USD, plus 250 USD for the first 12 units, plus 225 USD per unit for the additional units (15 units = 4,875 USD).
- Students who take over 15 units are charged a flat amount of 1,200 USD plus 250 USD per unit for the first 12 units, plus 225 USD per unit for the next 3 units, plus 200 USD for each unit over 15.



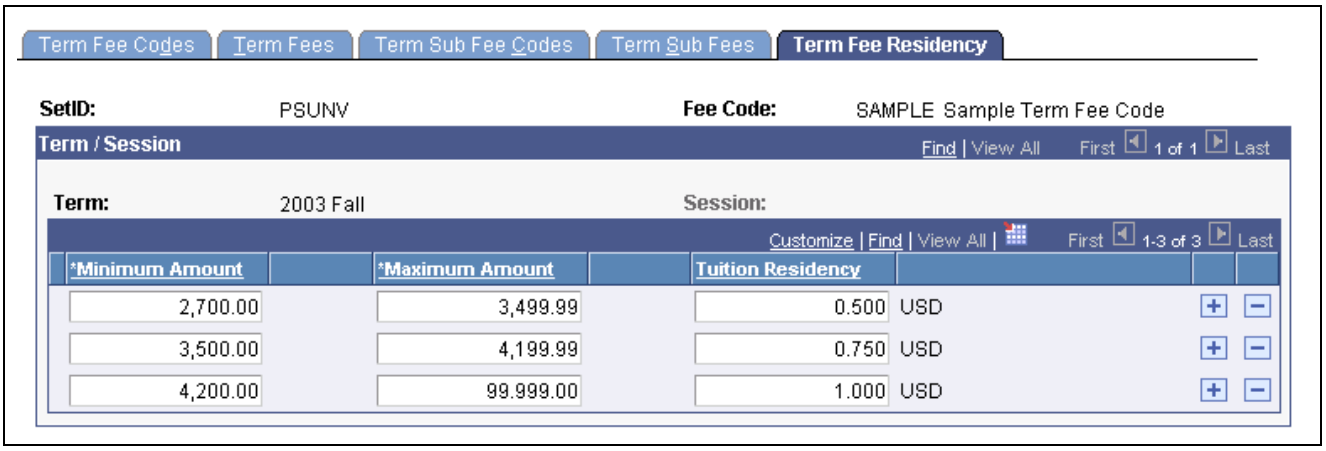
Term Sub Fees page (1 of 2)



Term Sub Fees page (2 of 2)

Defining Tuition Residency Minimums and Maximums

Access the Term Fee Residency page.



Term Fee Residency page

Minimum Amount and **Maximum Amount** Enter the minimum and maximum amounts that a student pays to reach each level of tuition residency.

Tuition Residency

If your institution has programs in which students do not have to pay for more than a specified number of terms at full-time equivalency rates, you can use tuition residency to automatically cap the fees. For example, you might offer a professional education program that can be completed with seven terms of full-time work. To attract students, you advertise a seven-term course of study for a specified amount of money. Enrolling students are placed in cohort groups, attend a structured series of classes, and pay a flat amount per term. Over the course of seven terms, it is inevitable that some students will have scheduling conflicts with one or more classes and they will have to take them out of sequence. To accommodate these students, you allow them to take the classes the next time they are offered at no additional charge. By using tuition residency functionality, you can automatically assure that the students pay the full tuition and that the system does not accidentally charge them for the delayed classes.

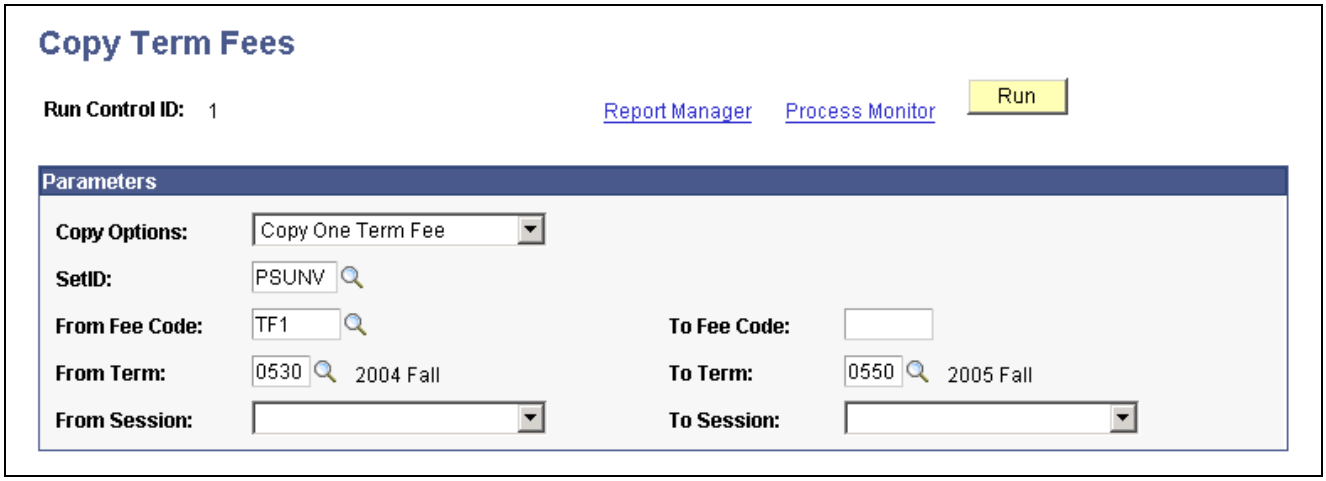
See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Defining Minimum and Maximum Fees, page 114

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Tuition Groups, page 156

Copying Term Fees to Subsequent Terms

Access the Copy Term Fees page.



Copy Term Fees page

Copy Options Select the copy options that you want to use:

Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.

Copy All Term Fees: Copies all the term fees in the source term to the target term.

Copy One Term Fee: Enables you to copy a specific fee from one term to another or to rename a term fee definition within the same term. When you select this option, the From Fee Code and To Fee Code fields become available for use.

SetID Select the setID to which the term fees are linked.

From Fee Code	Choose the source fee code from the required From Fee Code field.
To Fee Code	Enter the name of the fee code in the To Fee Code field. To copy the fee code to a new term, you can use the same name. To rename the fee code definition, enter the new name.
From Term and **To Term**	Select the source term in the From Term field. Select the target term in the To Term field.
From Session and **To Session**	Use the From Session field to identify any session that is held in the source term whose fee schedule you are copying. Use the To Session field to identify any session target term for which you want to use the copied fee schedule.

Warning! Values for these fields are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.

Setting Up Course Fees and Class Fees

To set up course fees and class fees, use the Rate Tables for Course Fees component (CRSE_RATE_PANEL), the Course Fees component (CRSE_FEE_PANEL), the Course Fees Modal component (CRSE_FEE_MODAL), the Class Fees component (CLASS_FEE_PANEL), and the Class / Course Fees Rollover component (RUNCTL_FEE_RLVR).

This section provides an overview of course and class fees, and discusses how to:

- Set up rate tables for course fees.
- Define course fees.
- Define course sub fees.
- Define modal course fees.
- Define modal course sub fees.
- Define class fees.
- Define class sub fees.
- Define modal class fees.
- Define modal class sub fees.
- Roll over course and class fees to future terms.

Understanding Course Fees and Class Fees

After term fees, course fees and class fees are the most generalized method of establishing rates for fees.

Rate Tables for Course Fees

Use course rate IDs to add student characteristics to a course fee. Using a course rate ID with a course fee enables you to charge students with different characteristics at different rates. For example, you could charge an undergraduate chemistry student one fee for a lab, and an undergraduate humanities student a different fee for the same lab.

Note. Course rate IDs are not a replacement for course fees. Rather, they work in conjunction with a course fee definition.

Course Fees

Course fees provide additional flexibility in assessing fees. For example, you can define extra fees for courses with labs or studio sections. You could also override the term fees calculation rules for a particular course and charge a different fee altogether.

Note. If there is only one instance of the course, the course fee acts as the class fee. However, if there is a difference between a course fee and a class fee, the class fee overrides the course fee.

Class Fees

A class is a particular instance of a course. Courses are identified at the catalog level, and classes are identified through the class schedule. If the course fee is different from the fee charged for a class offered in that course, the class fee overrides the course fee.

Modal Course Fees and Class Fees

The Course Fees Modal component enables student records personnel to define course fees when accessing the Course Catalog component within PeopleSoft Student Records.

The Class Fees Modal component enable student records personnel to define class fees when accessing the Schedule New Course or Schedule of Classes components within PeopleSoft Student Records.

See Also

PeopleSoft Enterprise Student Records 8.9 PeopleBook, “Setting Up the Course Catalog,” Creating Course Offerings

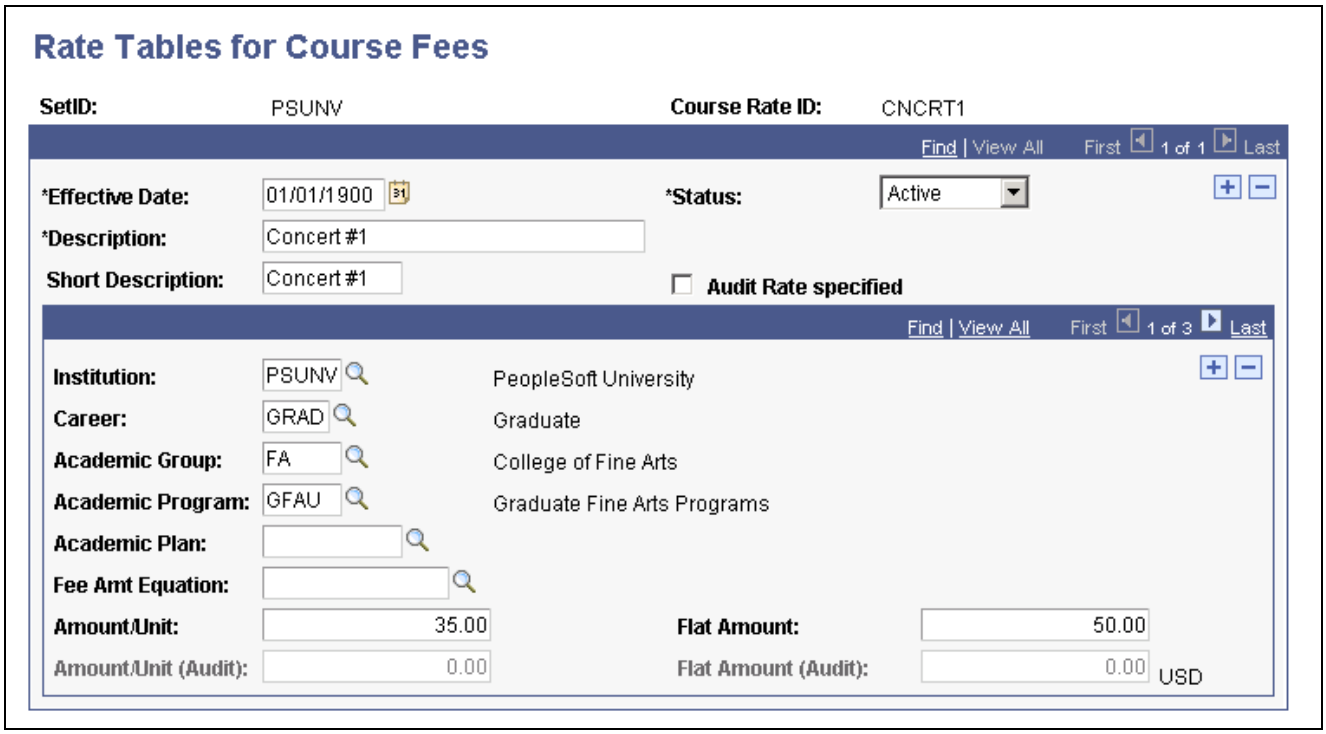
PeopleSoft Enterprise Student Records 8.9 PeopleBook, “Managing the Schedule of Classes”

Pages Used to Set Up Course Fees and Class Fees

Page Name	Object Name	Navigation	Usage
Rate Tables for Course Fees	CRSE_RATE_TABLE	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Rate Tables for Course Fees	Set up rate tables for course fees.
Course Fees	CRSE_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Course Fees	Define course fees.
Course Sub Fees	CRSE_SUBFEE_TABLE	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Course Sub Fees	Define course sub fees.
Course Fees Modal	CRSE_FEE_TBL_MDL	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Course Fees Modal	Define modal course fees.
Course Sub Fees Modal	CRSE_SUBFEE_TBL_MD	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Course Sub Fees Modal	Define modal course sub fees.
Class Fees	CLASS_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Class Fees	Define class fees.
Class Sub Fees	CLASS_SUBFEE_TABLE	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Class Sub Fees	Define class sub fees.
Class Fees Modal	CLASS_FEE_TBL_MDL	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Class Fees Modal	Define modal class fees.
Class Sub Fees Modal	CLASS_SUBFEE_MDL	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Class Sub Fees Modal	Define modal class sub fees.
Class / Course Fees Rollover	RUNCTL_FEE_RLVR	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Class / Course Fees Rollover	Roll over course and class fees to future terms.

Setting Up Rate Tables for Course Fees

Access the Rate Tables for Course Fees page.



Rate Tables for Course Fees page

Audit Rate Specified Select to define a unique rate for audited courses. If the check box is clear, students auditing the course are charged the regular rate.

Institution Specify the academic institution.

Student Characteristics

The following fields describe characteristics of the student, not the course. By inserting additional rows with different combinations of characteristics, you can charge a different rate for the same course. These fields are all optional. To have the fee apply to all students within an institution, leave all of the student characteristics blank.

Career Specify the academic career to which you want the fee to apply.

Academic Group Specify the academic group to which you want the fee to apply.

Academic Program Specify the academic program to which you want the fee to apply.

Academic Plan Specify the academic plan to which you want the fee to apply.

Fee Calculation Parameters

Using the following fields, you can control how much the system charges for the course fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

Fee Amt Equation Select an optional equation. Equations can be used for more complex selections than is possible using the student characteristics.

Amount/Unit Specify the amount to charge per unit.

Flat Amount Specify a flat amount to charge regardless of units taken.

Amount/Unit (Audit) Specify the amount to charge per unit for audited classes.

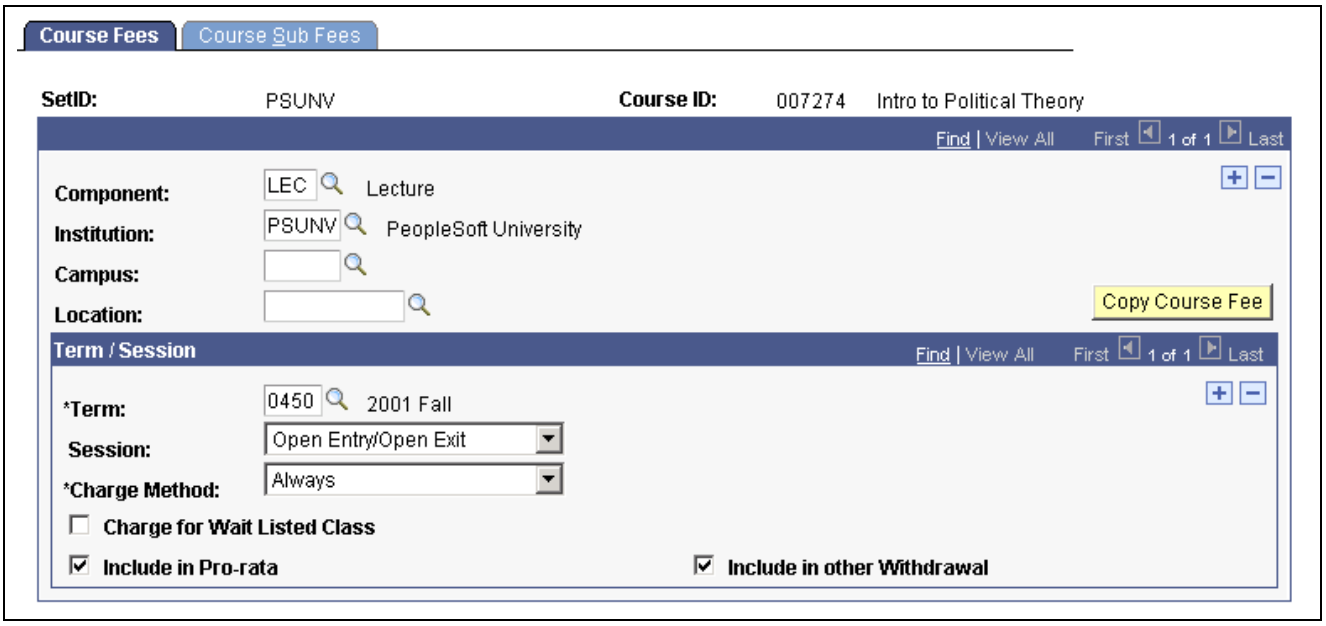
Flat Amount (Audit) Specify a flat amount to charge for audited classes regardless of units taken.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Defining Course Fees

Access the Course Fees page.



Course Fees page

Component If there is more than one component of the course, select the component for which you want to define the fee. Otherwise, leave this field blank.

Institution Specify the institution to which the course belongs. If the fee is assessed regardless of the institution, leave this field blank.

Campus Specify the campus to which the course belongs. If the fee is assessed regardless of the campus, leave this field blank.

Location Specify the location to which the course belongs. If the fee is assessed regardless of the location, you can leave this field blank.

Copy Course Fee Select this option to copy a definition from one term to another.

Term/Session

Term Select the term in which the fee is charged.

Session If applicable, select the session in which the fee is charged.

Charge Method Define the charge method. You have two choices:

Always: If you select this option, the fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the course's term fee (tuition).

Not included in term tuition: If you select this option, the course is excluded from the term fee calculation and the course fee becomes the total charge for the class.

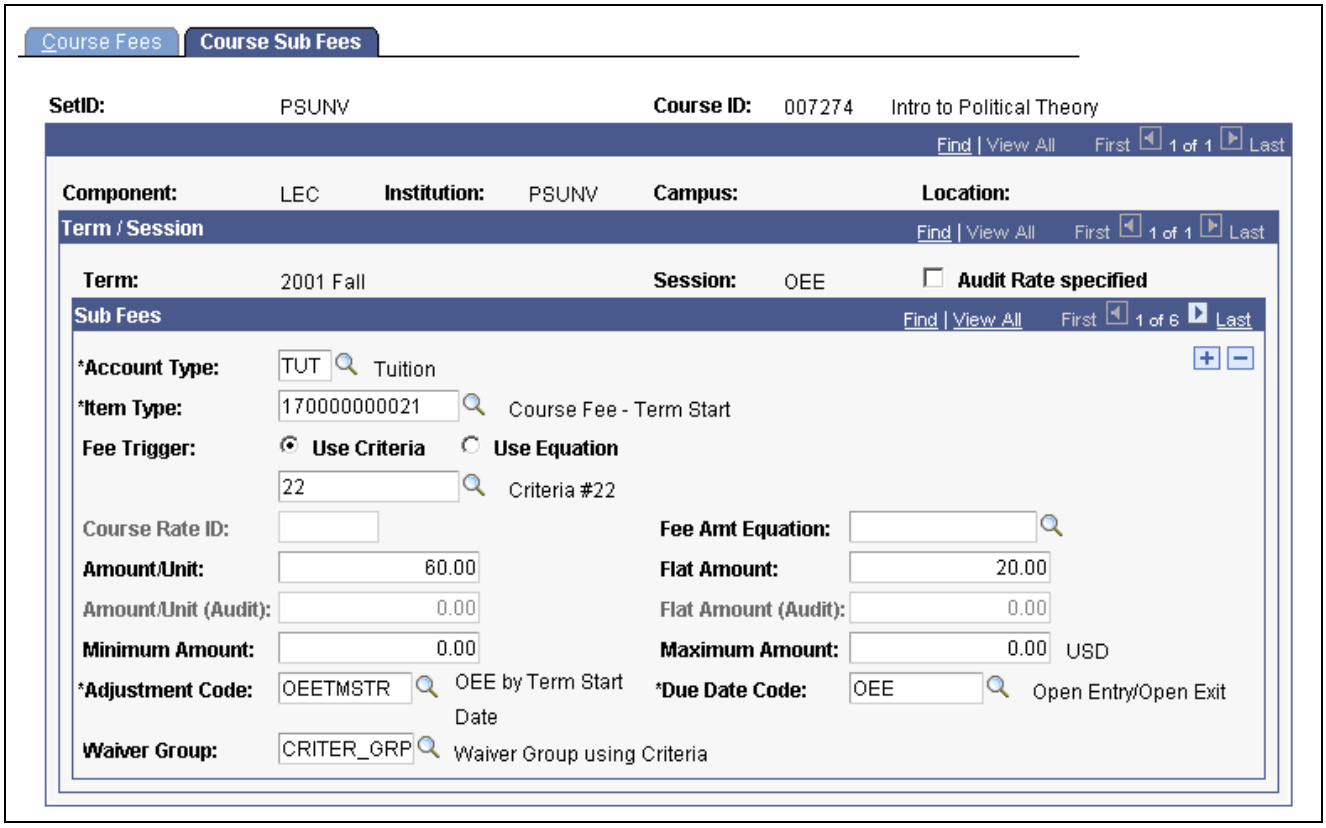
Charge for Wait Listed Class Select this option if the course fee is to be charged to a wait listed student.

Include in Pro-rata Select this option if this course fee is included in pro rata refund calculations.

Include in Other Withdrawal Select this option to include this fee in other withdrawal calculations. This selection is optional.

Defining Course Sub Fees

Access the Course Sub Fees page.



Course Sub Fees page

Audit Rate Specified Select to define a unique rate for audited courses. If you clear the check box, students that audit the course are charged the regular rate.

Account Type Select the account type to which you want to post the course fee.

Item Type Select the item type to which you want the course fee posted.

Fee Trigger To apply the course fee to only certain students, click either the Use Criteria option or the Use Equation option, and then select the predefined criteria or

equation from the lookup. If you leave the field blank, all students who take the course are charged the fee.

See *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*, "Working with Equation Engine".

Course Rate ID Enter an optional course rate ID to control the application of the course fee using student characteristics. If you enter a course rate ID, the Equation, Amount/Unit, and Flat Amount fields become unavailable.

Fee Calculation Parameters

Using the following fields, you can control how much the system charges for the course fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

Fee Amt Equation Select an optional equation. Use equations for more complex selections than are possible using the student characteristics.

Amount/Unit Specify the amount to charge per unit.

Flat Amount Specify a flat amount to charge regardless of units taken.

Amount/Unit (Audit) Specify the amount to charge per unit for audited classes.

Flat Amount (Audit) Specify a flat amount to charge for audited classes regardless of units taken.

Minimum Amount Specify an optional minimum amount for the course sub fee.

Maximum Amount Specify an optional maximum amount for the course sub fee.

Adjustment Code Select the adjustment code (calendar) to associate with this course sub fee.

Due Date Code Select the due date code (calendar) to associate with this course sub fee.

Waiver Group Select an optional waiver group that can offset course sub fee charges.

See Also

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Establishing Criteria for Tuition Groups and Fee Triggers, page 104

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Setting Up Adjustment Calendars, page 94

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Creating Billing and Due Date Calendars, page 91

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Defining Waivers and Waiver Groups, page 107

Defining Modal Course Fees

Access the Course Fee Modal page.

This page is identical to the Course Fees page.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Defining Course Fees, page 141

Defining Modal Course Sub Fees

Access the Course Sub Fee Modal page.

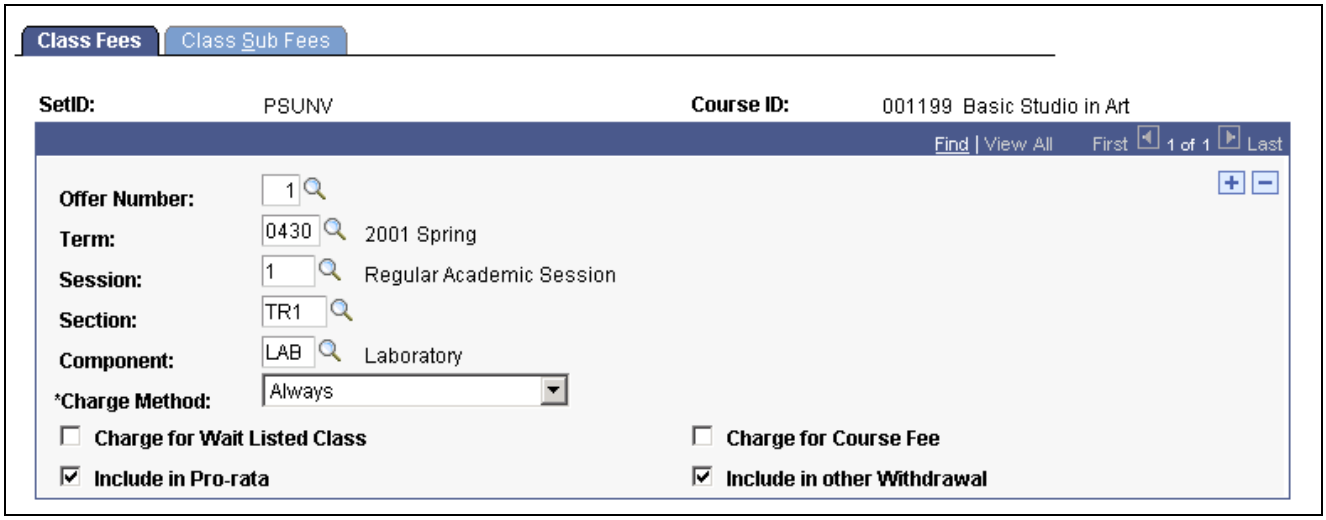
This page is identical to the Course Sub Fees page.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Defining Course Sub Fees, page 142

Defining Class Fees

Access the Class Fees page.



Class Fees page

Offer Number Enter the offer number of the class.

Term Enter the term for which the class is offered.

Session If the class is offered in more than one session in the term, enter the session number.

Section If the class is offered in more than one section, enter a section number.

Component If there is more than one component offered for the class, and the class charge should apply to a specific component, select the component.

Charge Method Define the charge method. You have two choices:

Always: If you select this option, the fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the class term fee (tuition).

Not included in term tuition: If you select this option, the class is excluded from the term fee calculation and the class fee becomes the total charge for the class.

Charge for Wait Listed Class Select this option if the class fee is to be charged to a wait listed student.

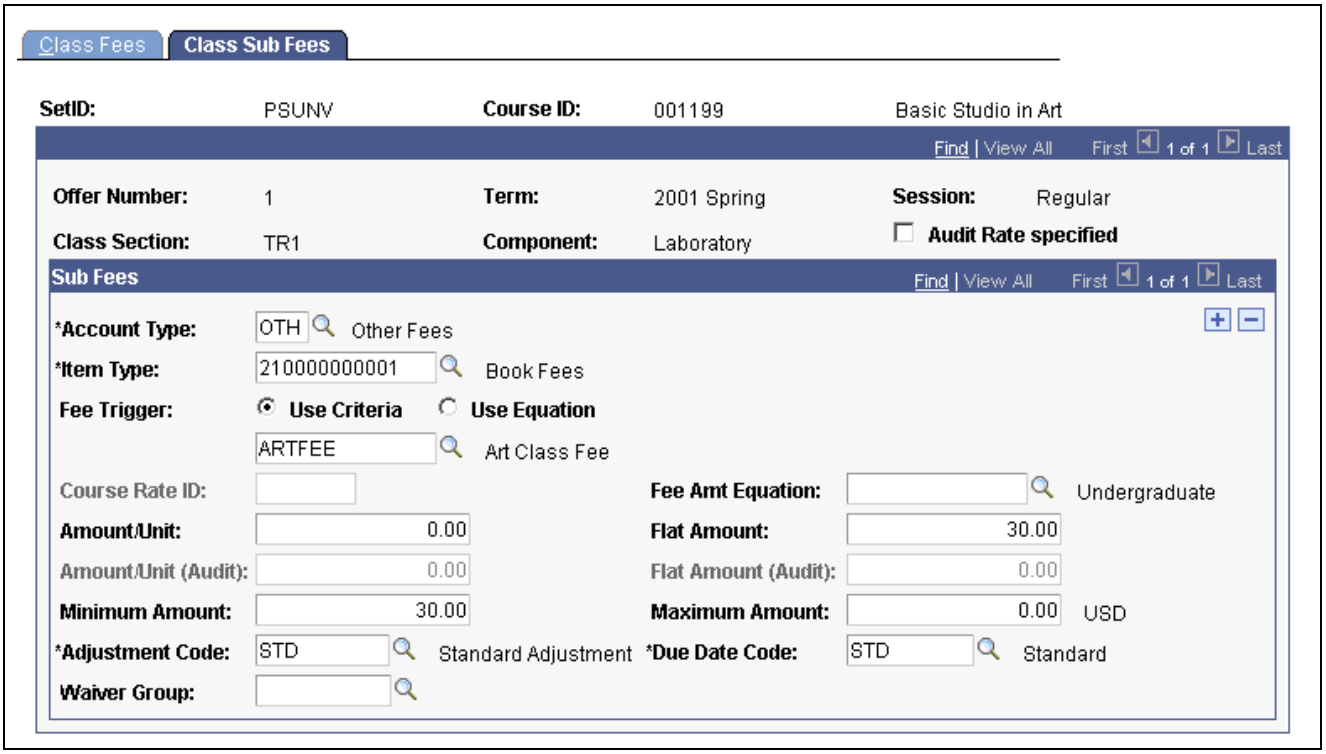
Charge for Course Fee Select this option if you want to charge course fees in addition to class fees. If you do not select this check box, class fee definitions override course fee definitions for the same class.

Include in Pro-rata Select this option if this class fee is included in pro rata refund calculations.

Include in other Withdrawal Select this option to include this fee in other withdrawal calculations. This selection is optional.

Defining Class Sub Fees

Access the Class Sub Fees page.



Class Sub Fees page

Audit Rate Specified Select this option to define a unique rate for audited classes. If the check box is clear, students auditing the class are charged the regular rate.

Account Type Select the account type to which you want the class fee posted.

Item Type Select the item type to which you want the class fee posted.

Fee Trigger To apply the class fee to specific students, click either the Use Criteria option or the Use Equation option, and then select the predefined criteria or equation from the lookup. If you leave the field blank, the system charges the fee to all students who take the class.

See *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*, "Working with Equation Engine".

Course Rate ID Enter an optional course rate ID to control the application of the class fee using student characteristics. If you enter a course rate ID, the Equation, Amount/Unit, and Flat Amount fields become unavailable.

Fee Calculation Parameters

Using the following fields, you can control exactly how much the system charges for the class fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

Fee Amt Equation Select an optional equation. You can use equations for more complex selections than are possible using the student characteristics.

Amount/Unit Specify the amount that you want to charge per unit.

Flat Amount Specify a flat amount that you want to charge, regardless of units taken.

Amount/Unit (Audit) Specify the amount that you want to charge per unit for audited classes.

Flat Amount (Audit) Specify a flat amount that you want to charge for audited classes regardless of units taken.

Minimum Amount Specify an optional minimum amount for the class sub fee.

Maximum Amount Specify an optional maximum amount for the class sub fee.

Adjustment Code Select the adjustment code (calendar) to associate with this class sub fee.

Due Date Code Select the due date code (calendar) to associate with this class sub fee.

Waiver Group Select an optional waiver group that can offset class sub fee charges.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Establishing Criteria for Tuition Groups and Fee Triggers, page 104

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, “Working with Equation Engine”

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Setting Up Adjustment Calendars, page 94

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Creating Billing and Due Date Calendars, page 91

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Waivers and Waiver Groups, page 107

Defining Modal Class Fees

Access the Class Fees Modal page.

This page is identical to the Class Fees page.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Class Fees, page 144

Defining Modal Class Sub Fees

Access the Class Sub Fees Modal page.

This page is identical to the Class Sub Fees page.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Defining Class Sub Fees, page 145

Rolling Over Course and Class Fees to Future Terms

Access the Class / Course Fees Rollover page.

Class / Course Fees Rollover page

From Term and **to Term** — Enter the term from which you are copying fee information and the term to which you are copying it.

Override Existing Setup — If the term you specify in the To Term field has existing fee information, the process does not overwrite it unless you select this check box. If you select this check box, the process replaces the existing fee information with the fee information from the term specified in the From Term field.

Class Fees, Course Fees, and **Course List Fees** — Select the types of fee information you want to roll over.

Note. It is not possible to reverse this process once you run it.

Defining Optional Fees

To set up optional fees, use the Optional Fees component (OPT_FEE_TABLE).

Your institution may have several fees that apply to many, but not all, students. For example, many students might need to purchase a parking sticker. By setting up a parking sticker fee as an optional fee, , students can choose to purchase a parking sticker at the time of registration.

This section discusses how to:

- Define optional fee codes.

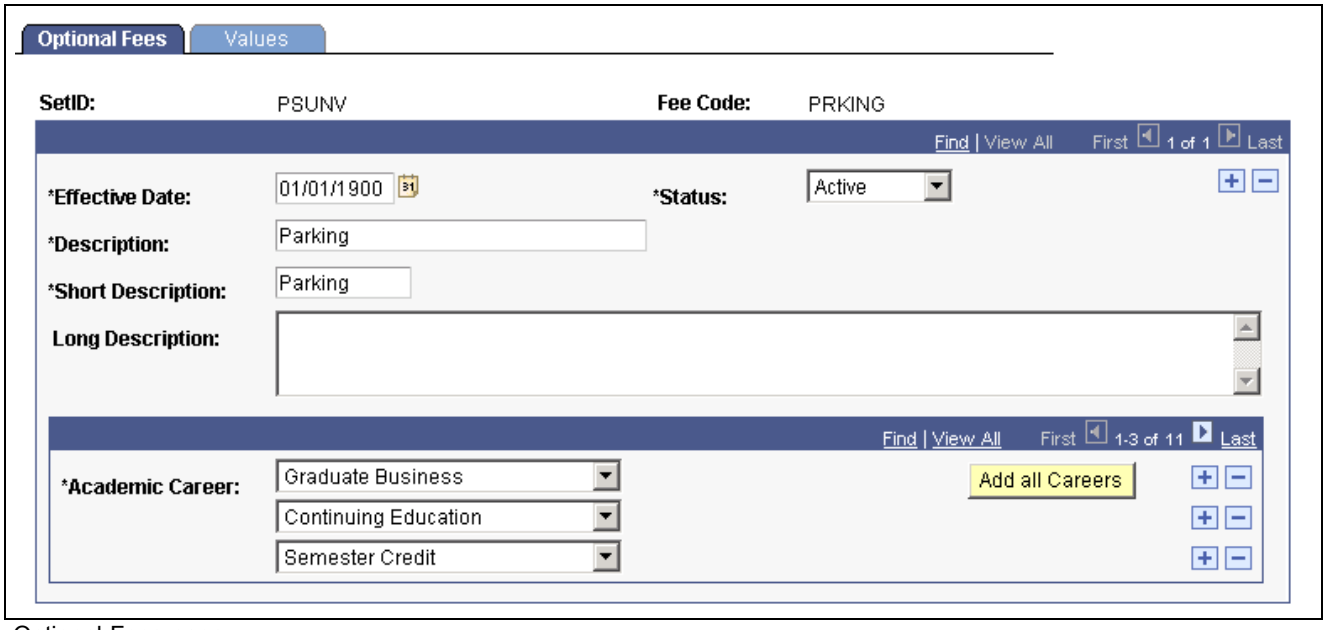
- Define optional fee values.
- Link optional fees to terms.
- Define optional fee amounts.

Pages Used to Define Optional Fees

Page Name	Object Name	Navigation	Usage
Optional Fees	OPT_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Optional Fees, Optional Fees	Define optional fee codes.
Values	OPT_FEE_VAL	Set Up SACR, Product Related, Student Financials, Optional Fees, Optional Fees, Values	Define optional fee values.
Optional Fees - Term	OPT_FEE_TERM	Set Up SACR, Product Related, Student Financials, Optional Fees, Optional Fees - Terms	Link optional fees to terms.
Optional Fees per Term	OPT_FEE_TERM_VAL	Set Up SACR, Product Related, Student Financials, Optional Fees, Optional Fees per Term	Define optional fee amounts.

Defining Optional Fee Codes

Access the Optional Fees page.



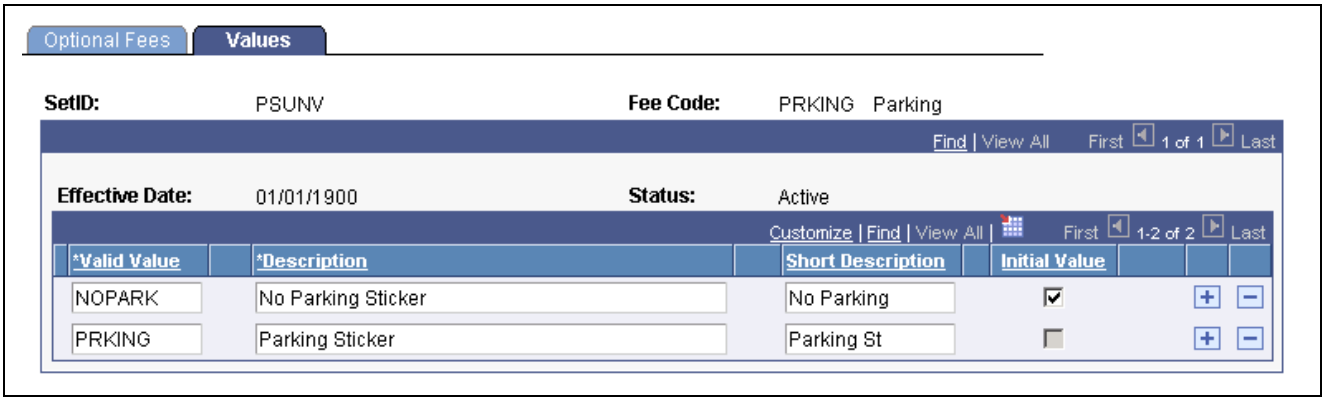
Optional Fees page

Add all Careers Click to apply the optional fee to all active academic careers in the institution. If you add all careers, the Academic Career field becomes unavailable.

Academic Career Enter the specific careers to which the system applies the optional fee.

Defining Optional Fee Values

Access the Values page.



Values page

Valid Value Define the valid value for the optional fee. This is the value that is attached to an optional fee per term definition.

Description Provide a description for the optional fee.

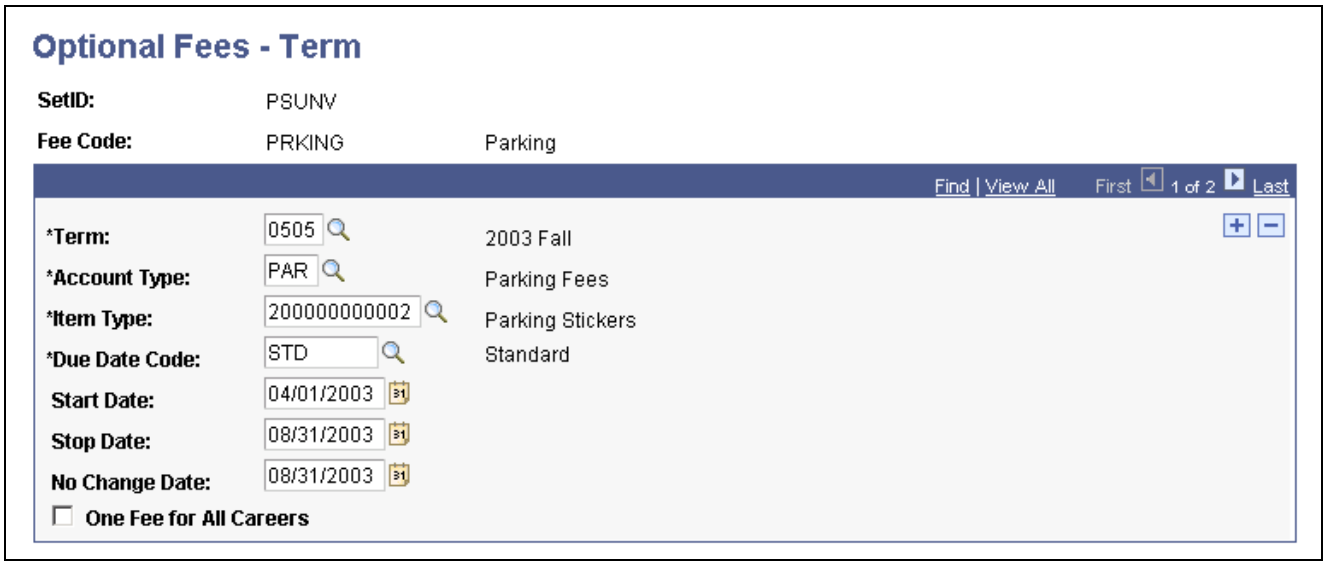
Short Desc Provide a short description for the optional fee.

Initial Value Select to make a valid value the default value.

Select the Init Value check box as the default fee to be charged. In this example, the default value *NOPARK* means that the system does not charge an optional parking sticker fee to a student unless *PRKING* is manually selected during tuition calculation.

Linking Optional Fees to Terms

Access the Optional Fees - Term page.



Optional Fees - Term page

Term Select the term in which the fee is charged.

Account Type Specify the account type for the fee.

Item Type Select the item type to which the system posts the optional term fee.

Due Date Code Select the due date code (billing and due calendar).

Start Date Enter an optional start date to specify the first day that the optional fee can be selected.

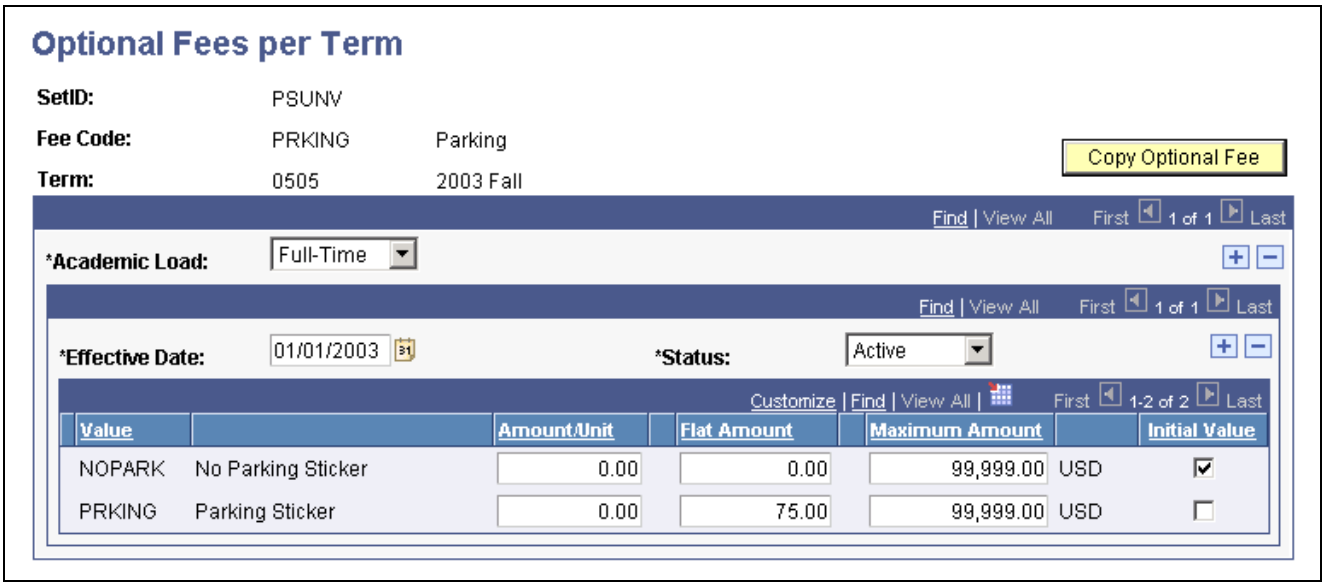
Stop Date Enter an optional stop date to specify the last day that the optional fee can be selected. The Optional Fees for a Student page functionality cannot be used to calculate or link students to an optional fee after this date. However, if changes are necessary, you can use the Optional Fees Override page.

No Change Date Specify an optional no change date after which enrollment changes do not affect the amount of optional fees charged.

One Fee for All Careers Select to charge students on fee regardless of the number of billing careers to which they are associated. If you clear this check box, the system charges students associated with more than one billing career once for each career.

Defining Optional Fee Amounts

Access the Optional Fees per Term page.



Optional Fees per Term page

Academic Load Select an academic load as criteria for the optional fee.

Optional Fee Parameters

Value This field displays the fee code values and descriptions.

Amount/Unit Specify the amount to charge per enrollment unit.

Flat Amount Specify a flat amount to charge regardless of units taken.

Maximum Amount Enter a maximum amount to charge any one student for this optional fee.

Initial Value Select this option to define a valid value as the default value of the optional fee. The system automatically selects the check box next to the default value that you specified in the Values page, but you can override the selection for a particular term.

Copy Optional Fee Click to copy an optional fee definition from one term to another.

Note. If you have specified start, stop, and no change dates on the Optional Fee - Term page, you might need to adjust the dates.

Setting Up Transaction Fees

To set up transaction fees, use the Transaction Fees component (TRANSACTION_FEES).

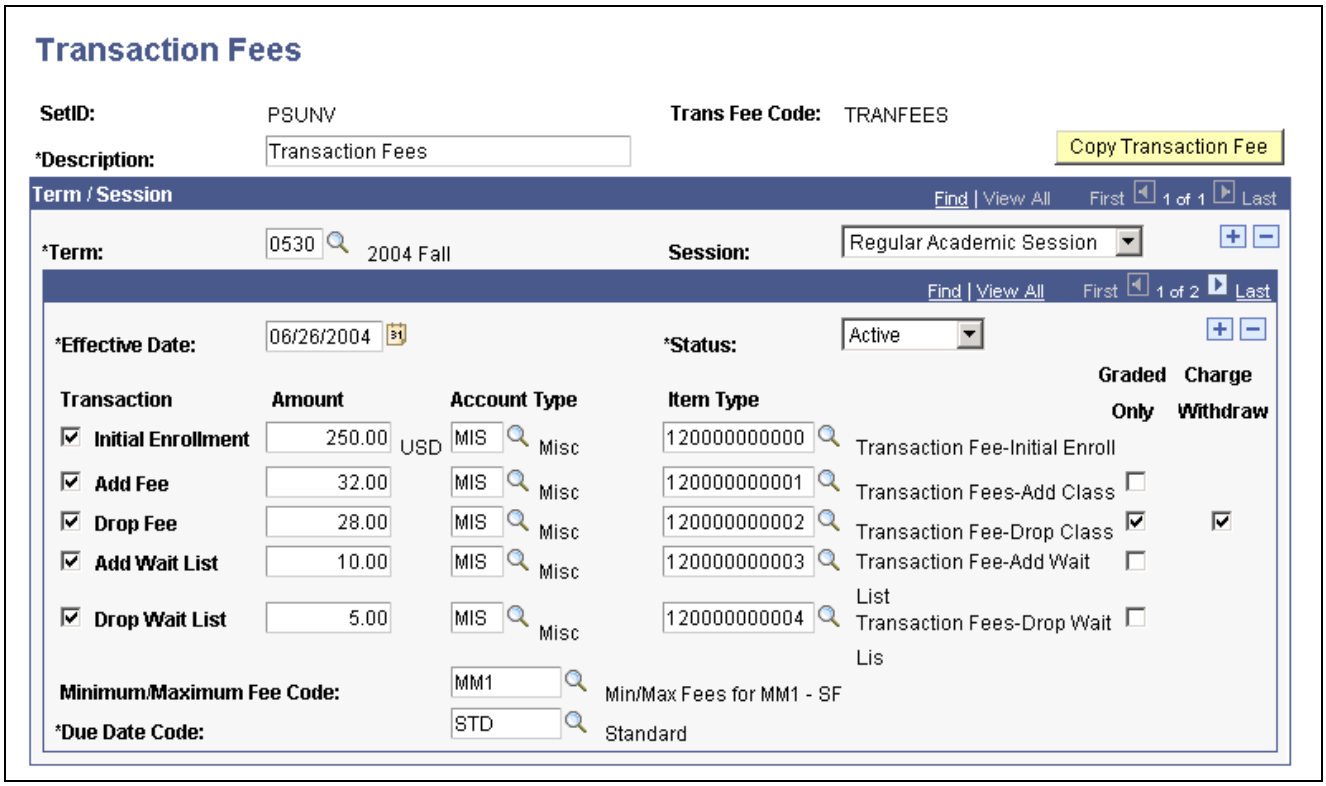
Transaction fees are additional fees that are charged to students in the event of an enrollment transaction such as the addition or dropping of a class. You set up transaction fees by term with an effective date for each term.

Page Used to Define Transaction Fees

Page Name	Object Name	Navigation	Usage
Transaction Fees	TRANS_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Transaction Fees	Define transaction fees.

Defining Transaction Fees

Access the Transaction Fees page.



Transaction Fees page

Copy Transaction Fee Click this button to copy a transaction fee definition from one term to another. You will likely need to change the effective date when you use this button so that the transaction fee definition becomes active on the appropriate day of the additional term for which you are copying the fee.

Term Specify the term for which you want the transaction fee to apply.

Session To apply the transaction fee to more than one session within the term, specify the session.

Transaction Fee Definitions

Transaction Select the check box by the transaction fee that you want to define (Initial Enrollment, Add Fee, Drop Fee, Add Wait List, or Drop Wait List).

Amount Enter the amount of the transaction fee.

Account Type	Select the account type to which you want the transaction fee to post.
Item Type	Select the item type that you have defined for the transaction fee.
Graded Only	Select this option to apply the transaction fee to graded classes only. If this check box is clear, the transaction fee applies to audited and graded classes. This option is not available for initial enrollment transaction fees.
Charge Withdraw	Select this option to charge the transaction fee when a student withdraws from school. This option is available with drop fee transaction charges only. If the check box is clear, drop fee transaction charges are not applied when a student withdraws.
Minimum/Maximum Fee Code	Select an optional minimum/maximum fee code to apply to these transaction fees.
Due Date Code	Select the due date code (billing and due calendar) that governs the transaction fee.

Setting Up Course List Fees

To set up course list fees, use the Course List Fees component (CLST_FEE_PANEL).

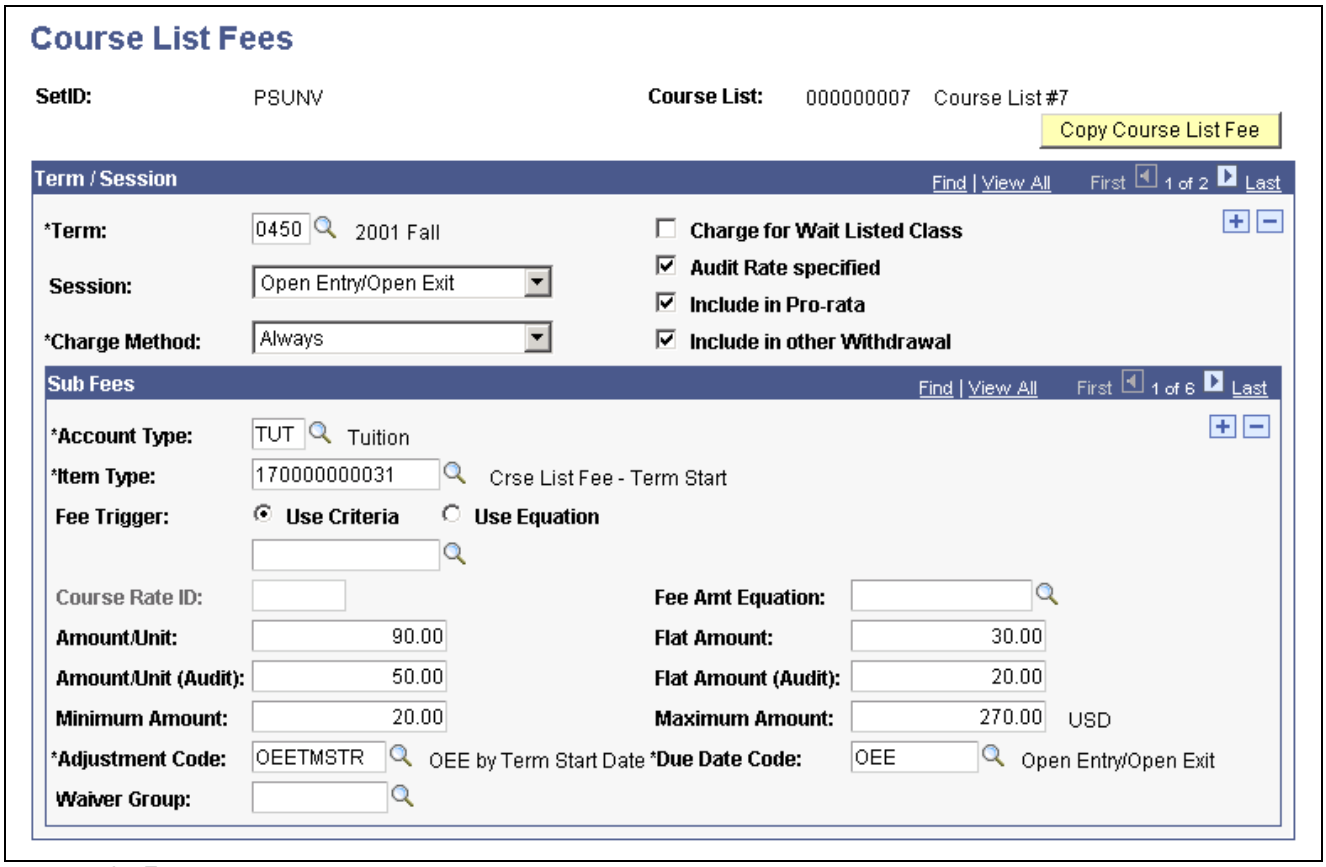
Establish fees for all courses within a given course list.

Page Used to Set Up Course List Fees

Page Name	Object Name	Navigation	Usage
Course List Fees	CLST_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Course and Class Fees, Course List Fees	Define course list fees.

Defining Course List Fees

Access the Course List Fees page.



Course List Fees page

Copy Course List Fee Click to copy a course list fee definition from one term to another.

Term Select the term in which the fee is charged.

Session Select the session in which the fee is charged.

Charge Method Define the charge method. You have two choices:

Always: If you select this option, the fee is charged in addition to term fees.

Not included in term tuition: If you select this option, the course is excluded from the term fee calculation and the course fee becomes the total cost of the class.

Charge for Wait Listed Class Select this option to charge the course fee to a wait listed student.

Audit Rate Specified Select this option to define a unique rate for audited courses. If you clear the check box, the system charges the regular rate to students auditing the course.

Include in Pro-rata Select to include the course fee in pro rata refund calculations.

Include in Other Withdrawal Select to include this fee in other withdrawal calculations. This selection is optional.

Course List Sub Fees

Account Type Select the account type to which you want the course list fee posted.

Item Type Select the item type to which you want the course list fee posted.

Fee Trigger To apply the course list fee to specific students, click either the Use Criteria option or the Use Equation option, and then select the predefined criteria or equation from the lookup. If you leave the field blank, the system charges the fee to all students who take the courses.

See *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*, "Working with Equation Engine".

Course Rate ID Enter an optional course rate ID to control the application of the course list fee using student characteristics. This field is available only if the Equation field is blank and the Amount/Unit and Flat Amount fields have a value of *0.00*. You define course rate IDs using the Rate Tables for Course Fees page.

Fee Calculation Parameters

Using the following fields, you can control exactly how much the system charges for the course fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

Fee Amt Equation (fee amount equation) Select an optional equation.

Amount/Unit Specify the amount charge per unit.

Flat Amount Specify a flat amount to charge regardless of units taken.

Amount/Unit (Audit) Specify the amount to charge per unit for audited classes.

Flat Amount (Audit) Specify a flat amount to charge for audited classes regardless of units taken.

Minimum Amount Specify an optional minimum amount for the course list sub fee.

Maximum Amount Specify an optional maximum amount for the course list sub fee.

Adjustment Code Select the adjustment code (calendar) to associate with this course list sub fee.

Due Date Code Select the due date code (calendar) to associate with this course list sub fee.

Waiver Group Select an optional waiver group that can offset course list sub fee charges.

Warning! If the Wild Card feature was used when the course list was set up, the waiver group will apply to anyone who meets the waiver criteria and is enrolled in any of the subjects covered by the course list.

See Also

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Establishing Criteria for Tuition Groups and Fee Triggers, page 104

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Setting Up Adjustment Calendars, page 94

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Course Fees and Class Fees, page 137

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Defining Waivers and Waiver Groups, page 107

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Creating Billing and Due Date Calendars, page 91

Setting Up Tuition Groups

To set up tuition groups, use the Tuition Groups component (SEL_GROUP_PANEL).

This section gives an overview of tuition groups and discusses how to:

- Define tuition groups.
- Link adjustment codes to tuition groups.
- Link criteria to tuition groups.
- Link term fee codes to tuition groups.
- Link a waiver code to a single term fee within a tuition group.
- Link course lists to tuition groups.
- Link waiver codes to tuition groups.
- Review established tuition group priorities.

Understanding Tuition Groups

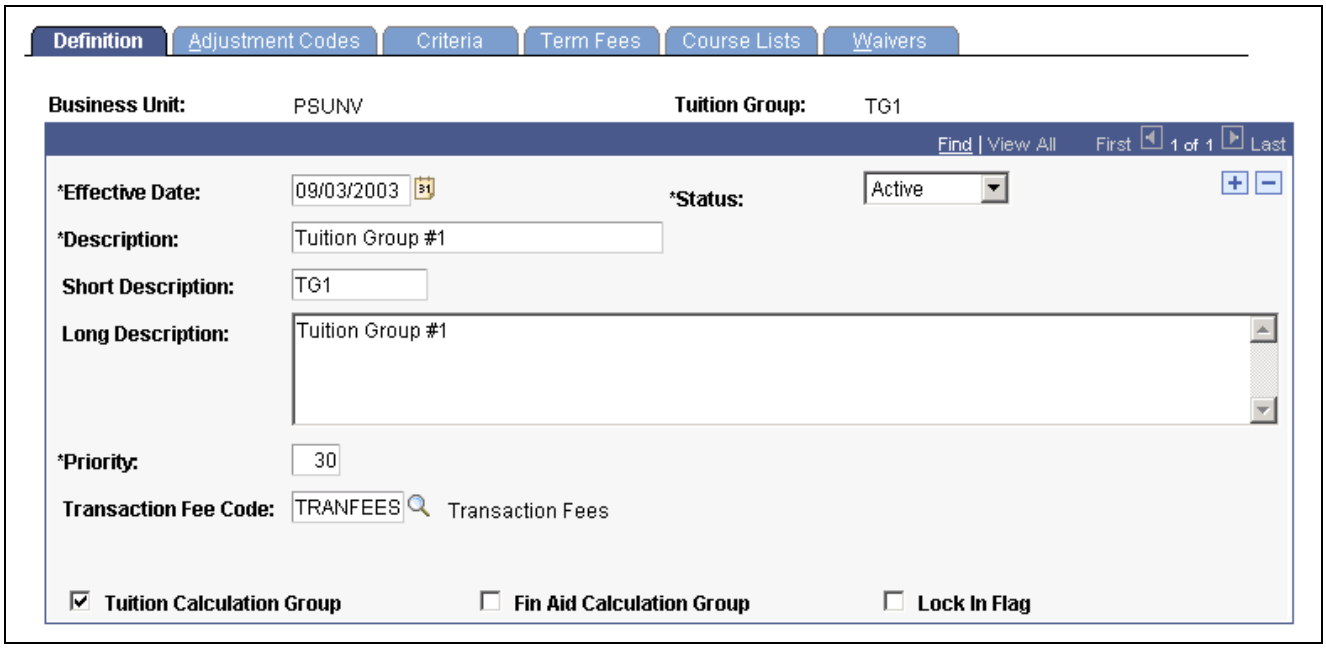
Tuition groups enable you to combine large groups of students who are charged, generally, the same set of fees under the same rules. Within the tuition group definition, you use adjustment codes, term fee, course list, and waiver definitions to fine-tune charges and adjustments (refund rules) so that students receive the correct charges for their unique situations. Because there is so much flexibility in the components that comprise the tuition group, it is possible to define relatively few tuition groups to control all tuition calculations. Students might be assigned to a tuition group as they are activated for a term or be automatically assigned to the correct group using criteria that you have defined when tuition is calculated. You can also override the system assigned tuition group on an individual student basis.

Pages Used to Set Up Tuition Groups

Page Name	Object Name	Navigation	Usage
Tuition Groups - Definition	SEL_GROUP_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Groups, Definition	Define tuition groups.
Tuition Groups - Adjustment Codes	SEL_GROUP_ADJ_CODE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Groups, Adjustment Codes	Link adjustment codes to tuition groups.
Tuition Groups - Criteria	GROUP_CRITR_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Groups, Criteria	Link criteria to tuition groups.
Tuition Groups - Term Fees	GROUP_FEE_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Groups, Term Fees	Link term fees to tuition groups.
Term Fee Waivers	GRP_FEE_WAIVER	Click the Waivers link on the Tuition Groups - Term Fees page.	Link a waiver code to a single term fee within a tuition group.
Tuition Groups - Course Lists	GROUP_CLST_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Groups, Course Lists	Link course lists to tuition groups.
Tuition Groups - Waivers	GRP_WAIVER_TABLE	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Groups, Waivers	Link waiver codes to tuition groups.
Tuition Group Priority	SEL_GROUP_PRIORITY	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Tuition Group Priority	Review established tuition group priorities.

Defining Tuition Groups

Access the Tuition Groups - Definition page.



Tuition Groups - Definition page

Priority If a group of students cannot be categorized into one tuition group, you must define the preferred tuition group with a higher priority. For example, if your institution offers a combined JD/MBA program, students could be assigned to one of three tuition groups (JD, MBA, or JD/MBA). By setting a higher priority (lower number) for the JD/MBA group, you ensure that students are charged appropriately.

Transaction Fee Code Select an optional transaction fee code.

Tuition Calculation Group Clear the check box if you do not want to use this tuition group for actual tuition calculation.

Fin Aid Calculation Group (financial aid calculation group) Select this option to enable this definition to be used for calculating projected fees for financial aid budgets.

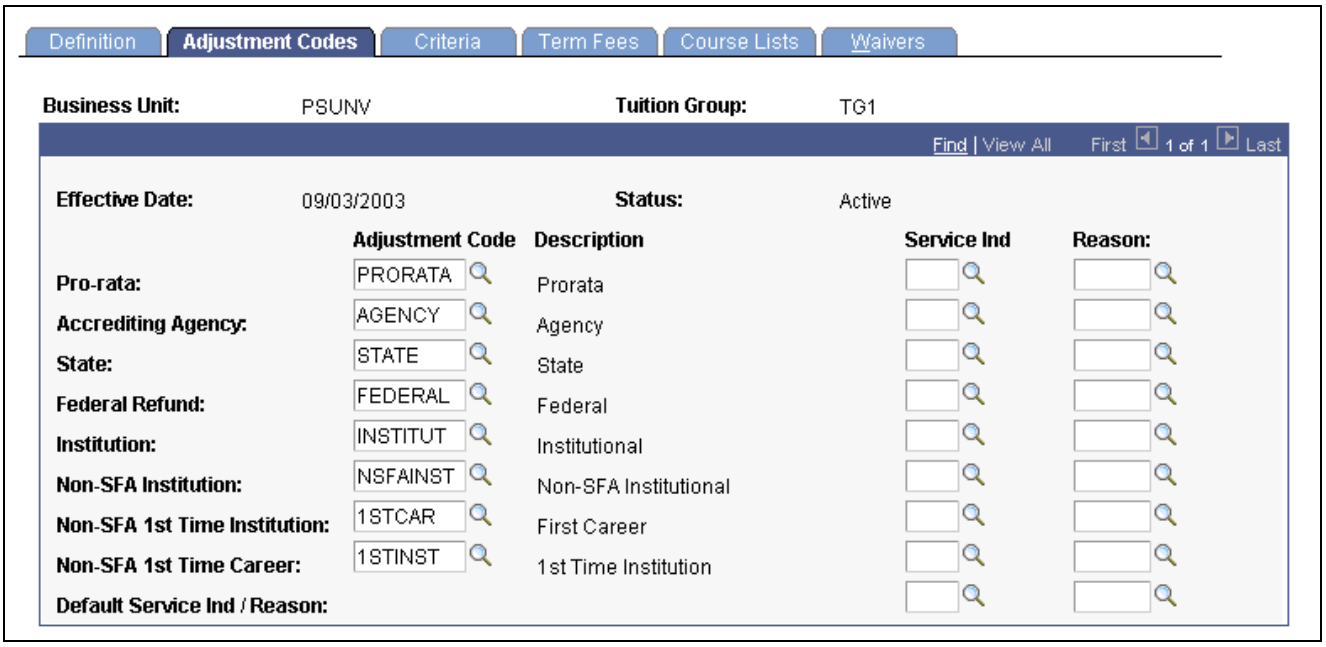
Lock In Flag Select this option to lock in a minimum amount of tuition for the group at a specified point in the term.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Transaction Fees, page 151

Linking Adjustment Codes to Tuition Groups

Access the Tuition Groups - Adjustment Codes page.



Tuition Groups - Adjustment Codes page

Select adjustment codes to determine the refund schedules for members of a tuition group. Some refund schedules are mandated by a state government or agency, or by the federal government. Your institution can also devise and apply its own refund schedule. Federal regulations require that refunds for students that receive federal financial aid be calculated using the refund table most advantageous to the student.

Pro-rata Select the adjustment code that you have defined for pro rata refund calculations. The pro rata refund is applied to first-time students who withdraw.

Accrediting Agency Select the adjustment code that you have defined to meet the refund requirements of your accrediting agency for students who withdraw.

State Select the adjustment code that you have defined to meet your state refund requirements agency for students who withdraw.

Federal Refund Select the adjustment code that you have defined to meet federal refund requirements for students who withdraw.

Institution Select the adjustment code that you have defined for your institution for students who withdraw. This is the adjustment code that the system uses if there are no other schedules that supersede it.

Non-SFA Institution (non-federal student financial aid institution) Select the adjustment code that you have defined for students who withdraw, but do not receive any federal financial aid.

Non-SFA 1st Time Institution Select the adjustment code that you have defined for students who withdraw, but do not receive any federal financial aid and are attending your institution for the first time (first term).

Non-SFA 1st Time Career Select the Non-SFA 1st Time Career schedule that your institution applies by career for students who are first-time students, who do not receive any federal financial aid, and who withdraw.

Service Ind (service indicator) Select an optional service indicator code to apply to the student upon withdrawal.

Reason Select an optional service indicator reason.

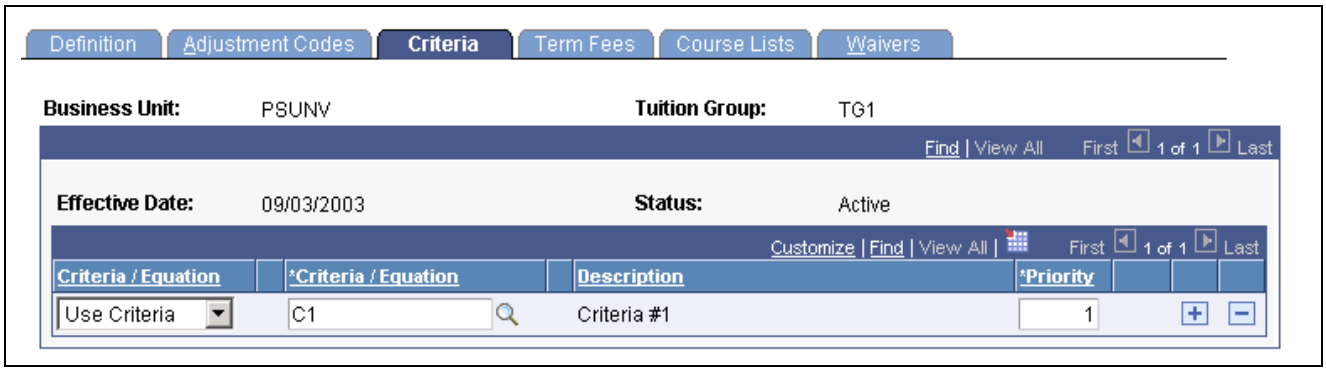
Default Service Ind/Reason Select an optional service indicator and reason to use as default values.

See Also

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Setting Up Adjustment Calendars, page 94

Linking Criteria to Tuition Groups

Access the Tuition Groups - Criteria page.



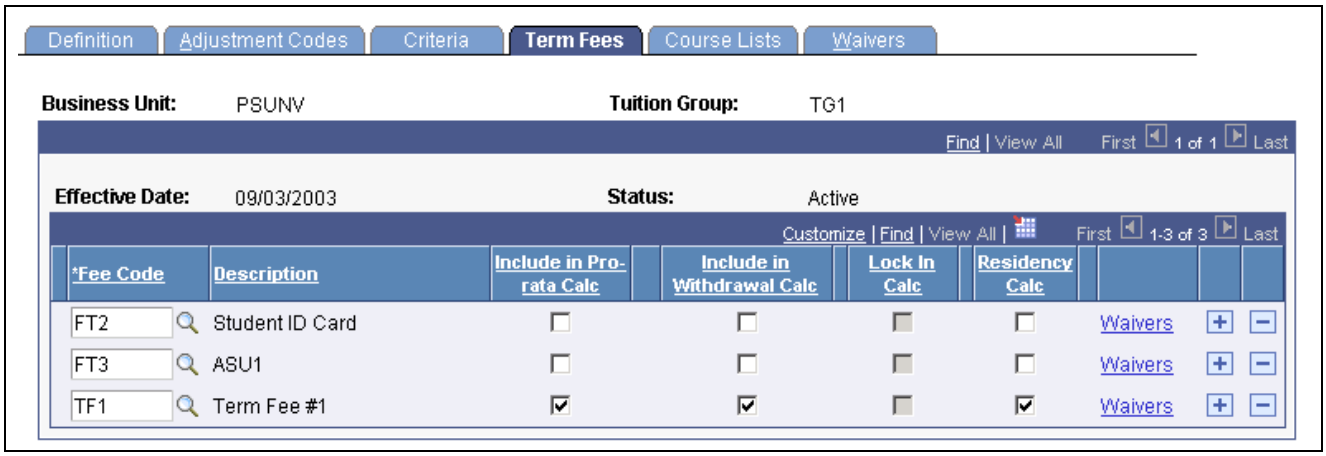
Tuition Groups - Criteria page

Criteria Specify the criteria to select students for inclusion in the tuition group. You must attach at least one criteria code.

Priority When you use more than one criteria code, connect them with an *OR* operator and provide a priority rating.

Linking Term Fees to Tuition Groups

Access the Tuition Groups - Term Fees page.



Tuition Groups - Term Fees page

Fee Code Select the term fee code that you want to link to this tuition group. You must link at least one term fee code, but you can add as many term fee codes as necessary to cover fees for all members of the tuition group.

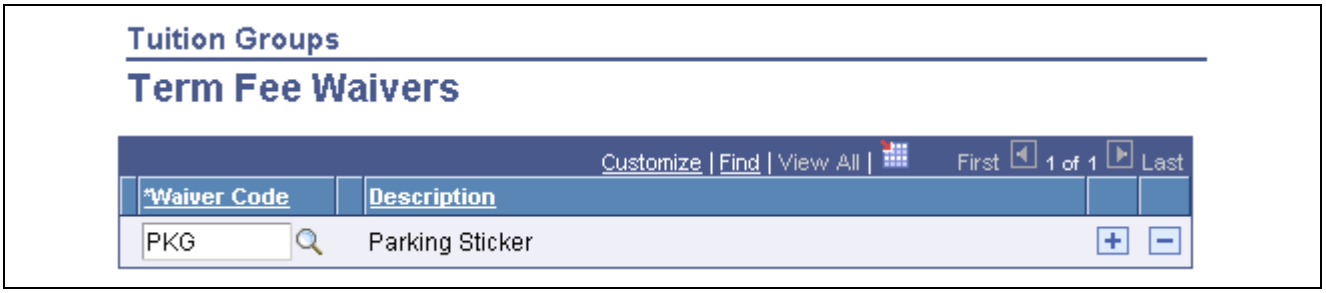
Description	The term fee description appears in this field.
Include in Pro-rata Calc (include in pro-rata calculation)	Select this option to include the term fee in a pro rata refund calculation in the event that the student withdraws.
Include in Withdrawal Calc (include in withdrawal calculation)	Select this check box to include the term fee in a withdrawal calculation in the event that the student withdraws. Select this check box when Tuition Calculation adjustments for a withdrawal require different calendars and calculations for specific term fees. If you select this check box, the tuition calculation adjustment process for withdrawals uses the applicable adjustment calendar that is designated on the Tuition Groups — Adjustment Codes page. If you clear this check box, the tuition calculation adjustment process for withdrawals uses the adjustment calendar that is defined on the Term Fees — Term Fees page for this specific term fee. Selecting this check box does not override an adjustment reason in Student Records. Nor does it exempt a fee from the withdrawal adjustment calculation. In order to use the adjustment calendar associated with the term fee when adjusting tuition on a withdrawal, be sure to create a row for withdrawal in the set up of the adjustment calendar that you have specified on your term fee. See Chapter 6, "Setting Up Fees and Tuition Groups," Defining Term and Session Fees, page 127.
Lock In Calc (lock in calculation)	Select to lock in charges for this term fee at a specified point in the term. This option is available only if the Lock in Calc check box has been selected on the Definition page.
Residency Calc (residency calculation)	Select to include the term fee in tuition residency calculation.
Waivers	Click this link to define waivers specific to one term fee.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Term Fee Codes, page 124

Linking a Waiver Code to a Single Term Fee Within a Tuition Group

Access the Term Fee Waivers page.

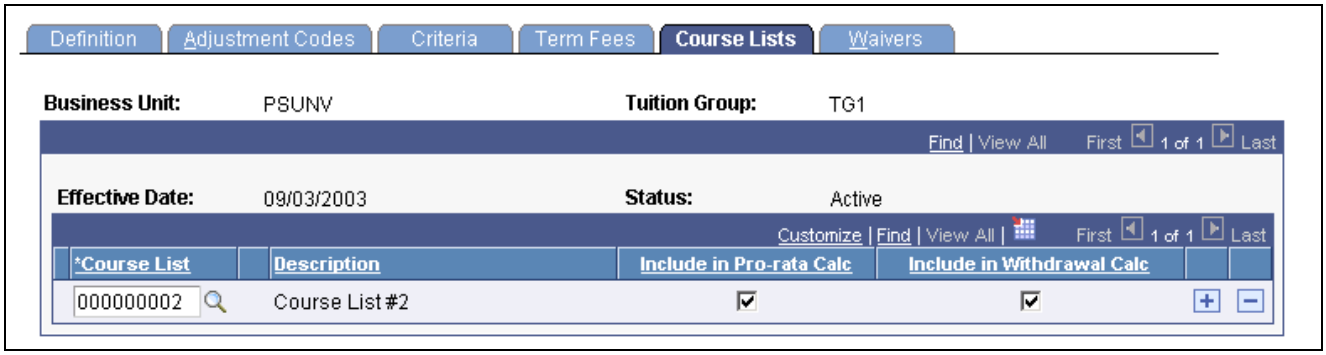


Tuition Groups - Term Fee Waivers page

Waiver Code Select the waiver code to apply to the term fee to waive charges. Waivers that are attached at this level apply only to the specific term fee and not to the tuition group as a whole.

Linking Course Lists to Tuition Groups

Access the Tuition Groups - Course Lists page.



Tuition Groups - Course Lists page

Course List Select the course list that you are linking to the tuition group.

Include in Pro-rata Calc Select if you want the course list fees included in any pro-rata calculation.

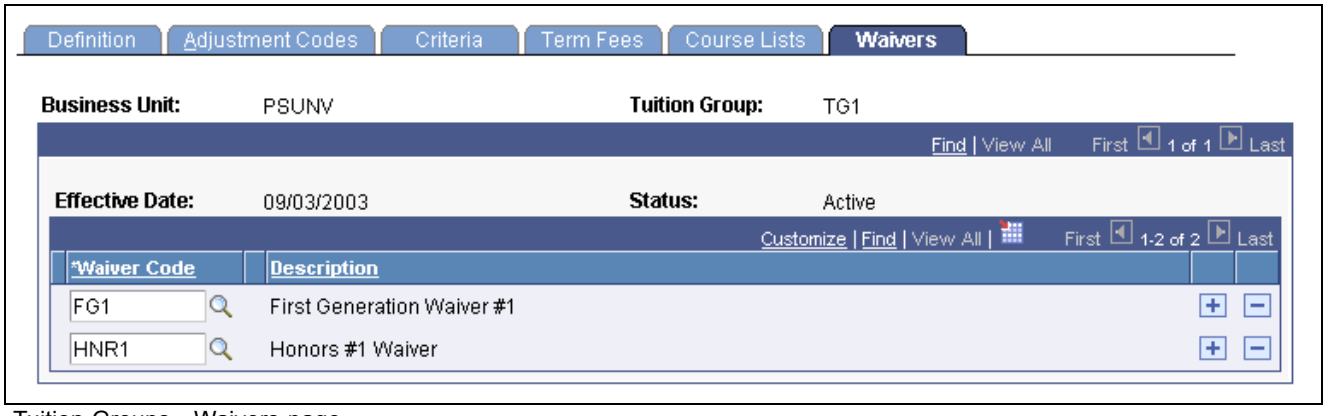
Include In Withdrawal Calc (include in withdrawal calculation) Select if you want the course list fees included in any withdrawal calculations for this tuition group.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Course List Fees, page 153

Linking Waiver Codes to Tuition Groups

Access the Tuition Groups - Waivers page.



Tuition Groups - Waivers page

Waiver Code Select the waiver code to link to the tuition group. Waiver codes that are linked at this level apply to all term fees that are attached to the tuition group.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Waivers and Waiver Groups, page 107

Reviewing Established Tuition Group Priorities

Access the Tuition Group Priority page.

The Tuition Group Priority page lists all tuition groups that are defined for your institution, provides a description of the tuition groups, and displays their priority. Use this page to confirm that potentially competing tuition group definitions have the correct priority ratings.

CHAPTER 7

Setting Up Refunding

This chapter lists prerequisites and discusses how to:

- Set up your business unit to refund customers.
- Set up accounts payable (AP) options.
- Set up payroll refund options.
- Create job data.
- Set up direct deposits for students.
- Designate sponsors.

See Also

Chapter 17, "Refunding Customers," Understanding Refunds, page 319

Prerequisites

To process refunds, first create refund item types. An item type defines how the item is applied to a student or corporate account within Student Financials. Use the SF Item Type component to define refund item types.

If you use the accounts payable method to create and distribute refunds, your accounts payable department must set up their system to recognize students and corporations as vendors to distribute refund checks to them.

If you use the payroll method to create and distribute refunds, your payroll department must use PeopleSoft Enterprise Payroll for North America to create a refund company that employs your students. This enables your payroll department to issue refund checks to students as if they were paychecks. Most of the setup for payroll refunds occurs in Payroll for North America. In addition to company and job data, you need to set up pay groups, run ids, and direct deposits for students. Finally, node definitions (for the HRMS node) need to be set up for any batch processing.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Enterprise PeopleTools PeopleBook: Internet Technology, Configuring the Portal Environment

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Administering Interfaces with PeopleSoft HRMS and PeopleSoft Enterprise Expenses," Administering the Interface with Student Financials

Setting Up Your Business Unit to Refund Customers

This section discusses how to:

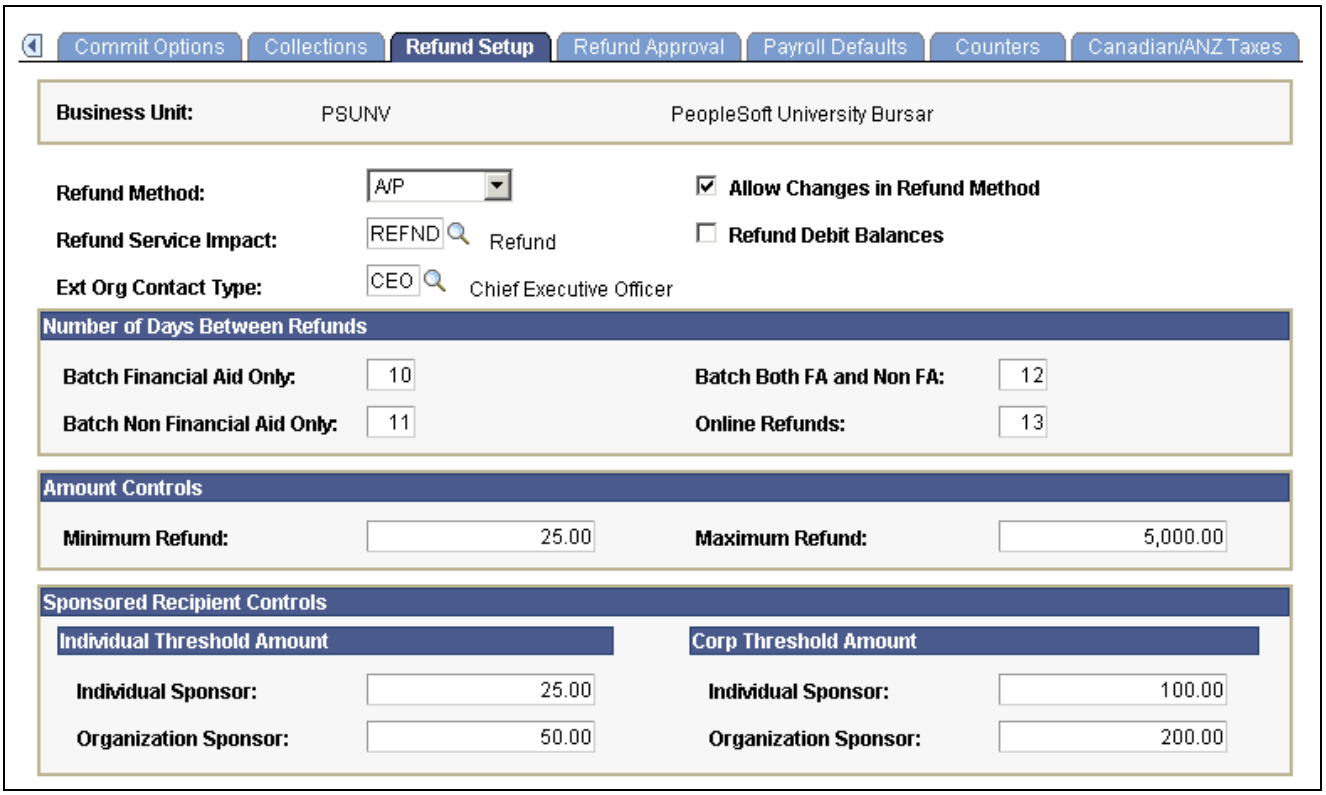
- Define basic refunding rules.
- Define refund approval parameters.
- Define default payroll interface parameters.

Pages Used to Set Up Your Business Unit for Refunding

Page Name	Object Name	Navigation	Usage
Refund Setup	BUS_UNIT_TBL_SF3	Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Setup	Define the rules governing how your business unit handles refunds.
Refund Approval	BUS_UNIT_TBL_SF20	Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Approval	Set refund approval levels.
Payroll Defaults	BUS_UNIT_TBL_SF4	Set Up SACR, Product Related, Student Financials, SF Business Unit, Payroll Defaults	Create default parameters for refunds that use the payroll interface.

Defining Basic Refunding Rules

Access the Refund Setup page.



Refund Setup page

Refund Method Select from the following values:

A/P: Create the refund in Student Financials and have your accounts payable department produce and distribute the checks.

Other: Create the refund in Student Financials and produce a check using a third-party application.

Payroll: Use Payroll for North America to create refunds and produce checks. You can use this option for individual refunds only, not for refunds to an organization.

Allow Changes in Refund Method Select to enable a user to switch between the AP, Other, and Payroll methods when processing online refunds. If you clear this check box, the user can only use the refund method specified for the SF Business Unit.

Refund Service Impact Select the value to use to prevent or deny a refund.

Refund Debit Balances Select to create refunds that exceed the available credit balance. For example, if a student has charges of 9,000 USD and an unapplied credit of 10,000 USD from a fellowship award, the system allows a refund of the excess unapplied credit even though the student's account technically has a debit balance.

Ext Org Contact Type (external organization contact type) Select the external organization contact type for processing batch refunds for external organizations.

Number of Days Between Refunds

Define the minimum number of days between the times refunds can be processed for a particular customer.

Note. These restrictions prevent refunds processed in batch mode, but only produce warning messages for online refunds.

Batch Financial Aid Only Enter the minimum number of days between batch-produced refunds of excess financial-aid credits. This setting restricts refunds of financial aid item type credits only and does not affect batch-produced refunds of non-financial-aid credits.

Note. Use this setting to specify a different interval between refunds for financial aid and non-financial-aid credits only.

Batch both FA and Non FA (batch both financial aid and non-financial aid) Enter the minimum number of days between batch-produced refunds of all excess credits. Use this setting to process financial-aid and non-financial-aid credits the same way.

Batch Non Financial Aid Only Enter the minimum number of days between batch-produced refunds of excess non-financial-aid credits. This setting restricts non-financial-aid credits only and does not affect batch-produced refunds of financial aid item type credits.

Note. Use this setting to specify a different interval between refunds for non-financial-aid and financial aid credits only.

Online Refunds Enter the minimum number of days between online produced refunds of all excess credits.

Note. Because online refunds are usually produced for extraordinary reasons, this setting results in a warning message when you attempt to process refunds more frequently than the specified number of days. It does not prevent you from processing the refund.

Amount Controls Group Box

Minimum Refund Enter an amount below which you do not want to produce refunds in batch mode. Refunds below this amount can be processed online. You receive a warning message, but you can override it.

Maximum Refund Enter an amount above which you do not want to produce refunds. You cannot override this amount.

Sponsored Recipient Controls

Sponsored recipient controls refer to the threshold below which student refunds are paid directly to the sponsored student or organization rather than to the sponsor. For example, if the individual sponsor threshold amount is established at 25.00 USD and a sponsored student has a refundable credit balance of 20.00 USD, the refund is paid to the student rather than to a sponsor. Sponsors can be either individuals or organizations.

Individual Threshold Amount

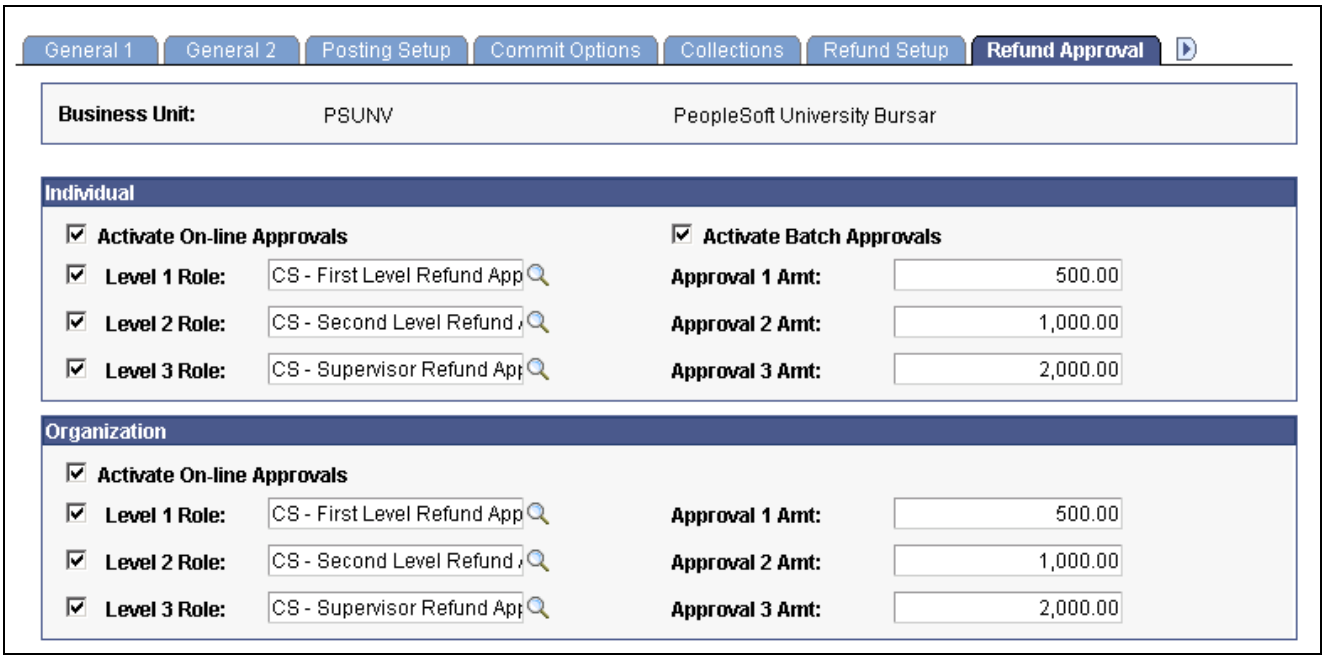
Individual Sponsor and **Organization Sponsor** Specify a monetary amount (threshold) below which student refunds are not paid to an individual or an organization sponsor.

Corp Threshold Amount

Individual Sponsor and **Organization Sponsor** — Specify a monetary amount (threshold) below which refunds to an organization are not paid to an individual or an organization sponsor.

Defining Refund Approval Parameters

Access the Refund Approval page.



Refund Approval page

Refund approval controls determine whether approval is required before a refund can be issued. If approval is required, refund requests are routed to the appropriate approver's worklist.

Approval amounts define a range. For example, if the approval 1 amount is set at 500 USD, the approval 2 amount is set at 1,000 USD and the approval 3 amount is set at 2,000 USD, all refunds under 500 USD do not require approval. All refunds between 500 USD and 999 USD require only level 1 approval, and so on.

Individual

Activate Online Approvals and **Activate Batch Approvals** — Select to require approval of online or batch refunds. If you activate approvals, you must establish roles and approval amounts.

Level 1 Role, Level 2 Role, and **Level 3 Role** — Select the appropriate role for the each level of approval.

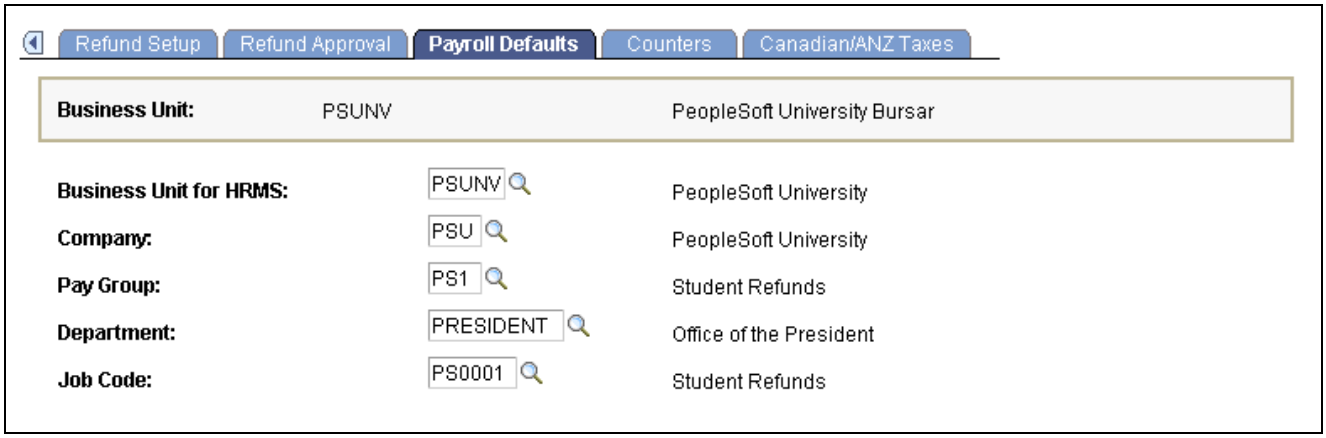
Approval 1 Amt (approval 1 amount), **Approval 2 Amt** (approval 2 amount), and **Approval 3 Amt** (approval 3 amount) — Enter the refund amount for which the system requires each level of approval.

Organization

Establish approval parameters for corporate refunds. The fields in this group box are identical to those in the Individual group box, except that batch approvals do not apply for organization refunds.

Defining Default Payroll Interface Parameters

Access the Payroll Defaults page.



Payroll Defaults page

Note. Before entering data on this page, consult your institution's payroll staff to determine the correct settings. Use Payroll for North America to set up and process payroll refunds.

Business Unit for HRMS (business unit for human resources management system) — Select the business unit that Payroll for North America uses to identify the refund company.

Company — Select the company code that has been designated for individual refunds.

Setting Default Withholding Amounts for Payroll Refunds

Default withholding amounts, as well as Federal, State, and company tax tables, are set up in Payroll for North America.

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Maintaining Payroll Data"

Setting Up Accounts Payable Options

To set up accounts payable options, use the AP Business Unit component (BUS_UNIT_AP) and the AP Set Controls - Vendor component (SF_AP_VNDR_OPTIONS).

This section discusses how to:

- Set up an AP business unit.

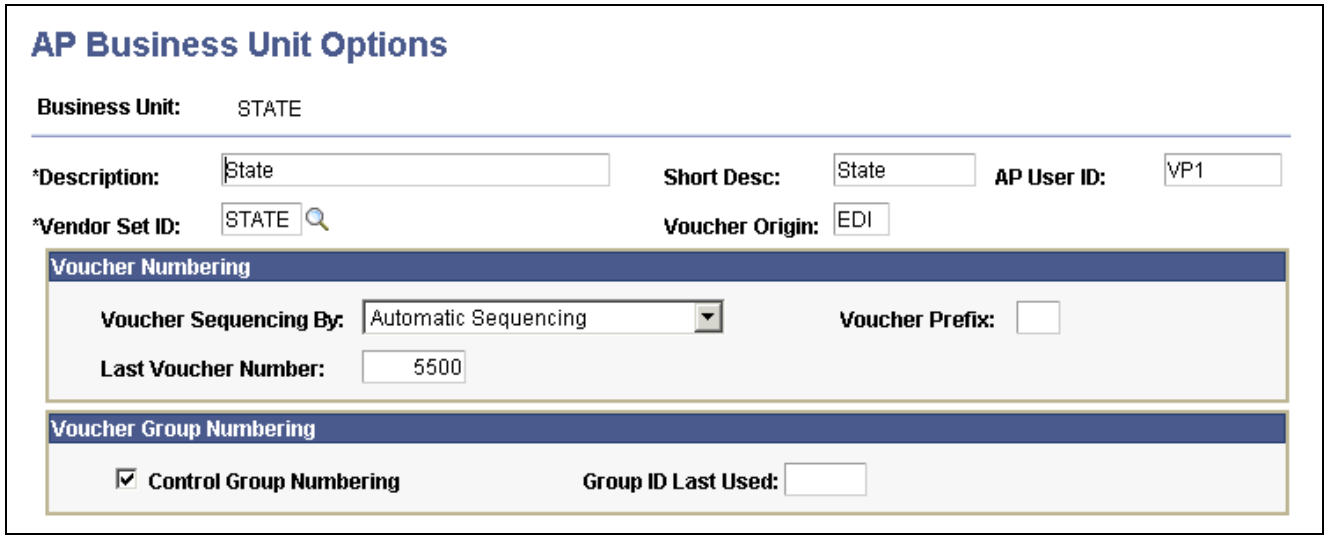
- Set up AP set controls for vendors.

Pages Used to Set Up an Accounts Payable Options

Page Name	Object Name	Navigation	Usage
AP Business Unit Options	BUS_UNIT_TBL_AP	Set Up SACR, Product Related, Student Financials, Refunds, AP Business Unit	Establish AP interface and voucher numbering parameters.
AP Set Controls - Vendor	SF_AP_VNDR_OPTIONS	Set Up SACR, Product Related, Student Financials, Refunds, AP Set Controls - Vendor	Define vendor information.

Setting Up an AP Business Unit

Access the AP Business Unit Options page.



AP Business Unit Options page

AP business unit options control how Student Financials creates vendor and voucher file definitions. These definitions are used for transfer to PeopleSoft Enterprise Payables to create refund payments.

Note. The AP business unit options you define on this page should match PeopleSoft Payables definitions.

AP User ID The Student Financials application refunding process populates each voucher it creates with the AP user ID you specify here. This ID must exist in PeopleSoft Financials.

Voucher Origin The Student Financials application refunding process populates each voucher it creates with the voucher origin you specify here. This origin value must exist in PeopleSoft Payables.

Voucher Numbering

Voucher Sequencing By Select how voucher numbers are assigned:

Automatic Sequencing: Assign voucher numbers starting with the number you specify in the Last Voucher Number field.

Use SF Refund# as Voucher#: Assign voucher numbers using the SF refund ID number.

Voucher Prefix Specify an optional two-character voucher prefix to enable accounts payable staff to easily identify vouchers that originate in Student Financials. Voucher IDs are eight characters long. If you enter a prefix, a six-digit number is attached to create the voucher ID. For example, if you use the prefix SF, the refunding process will create the voucher ID SF000001.

Last Voucher Number Displays the last voucher number used. You can override this value to establish a new starting point for numbering.

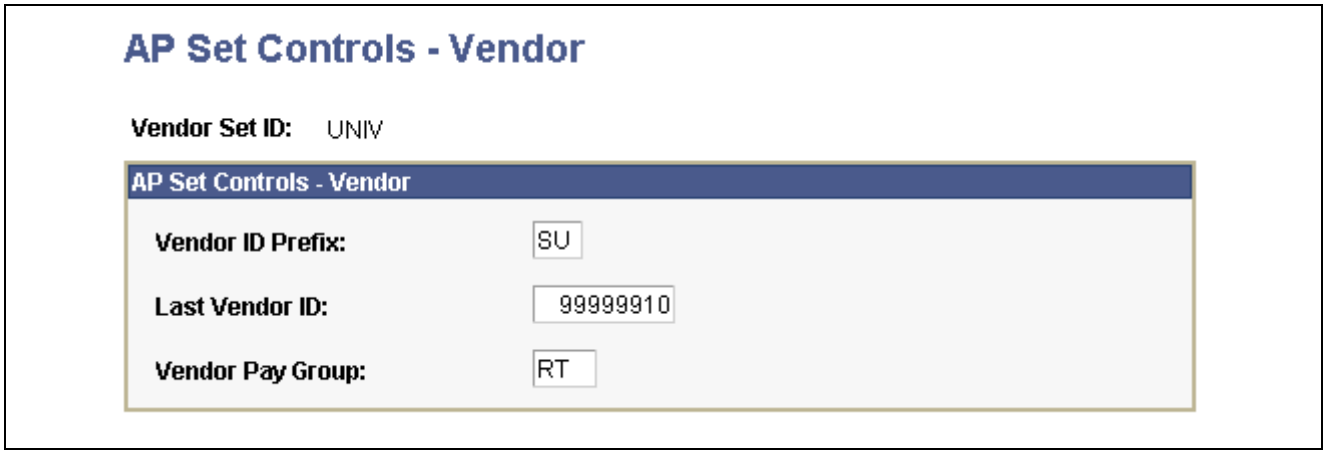
Voucher Group Numbering

Control Group Numbering Select to assign a control group ID to each voucher that the Student Financials refunding process creates. If control group numbering is selected, the Group ID Last Used field is updated every time you run the refund process. (All of the vouchers created from one refund process run share a common Group ID number.)

Group ID Last Used Displays the last group ID when the Control Group Numbering check box is selected.

Defining AP Set Controls for Vendors

Access the AP Set Controls - Vendor page.



AP Set Controls - Vendor page

Note. AP set controls insert information into vouchers produced for refunds using PeopleSoft Payables. Consult with your account payables staff to determine the proper settings.

Vendor ID Prefix Enter an optional vendor ID prefix to be used with all vendor ID numbers. This prefix should describe the entity producing the voucher transactions. When you add a vendor ID prefix, the prefix replaces the first two characters of the vendor ID number.

Last Vendor ID Displays the last vendor ID used by the system. Insert a new value to specify a starting point for new vouchers.

Vendor Pay Group Enter an optional two-character vendor pay group code. This code may be used during payment processing to cause Pay Cycle Manager to pay only vouchers originating in Student Financials.

See Also

PeopleSoft Enterprise Payables 8. 9 PeopleBook, "Entering and Processing Vouchers Online," General Voucher Entry Information

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Establishing Pay Cycles"

Setting Up Payroll Refund Options

Use Payroll for North America to create and distribute refunds using the payroll method. There are a number of setup steps on the Payroll side, including generating a calendar, which designates pay period end dates that the Payroll system uses when generating refund checks. Most of the time you will create a calendar for every possible day of a given year. That way, whenever you want to create a payroll refund, a pay period end date has already been designated. You can also create calendars for specific days on an as-needed basis. Be sure to select the Off Cycle check box when creating calendars for Student Financials.

You will also use Payroll for North America to create pay groups, Pay Run IDs, Balance IDs and so on.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook: "Administering Interfaces with PeopleSoft HRMS and PeopleSoft Enterprise Expenses," Administering the Interface with Student Financials*

Creating Job Data for Payroll Refunds

To set up job data for payroll refunds, use the Create Student Job Data component (SSF_POIJOB_TEST) and the Request Student Job Data component (SSF_RUN_POIJOB).

This section discusses how to:

- Create job data for a single student.
- Create job data for a batch of students.
- Create T4A tax job data.

See Also

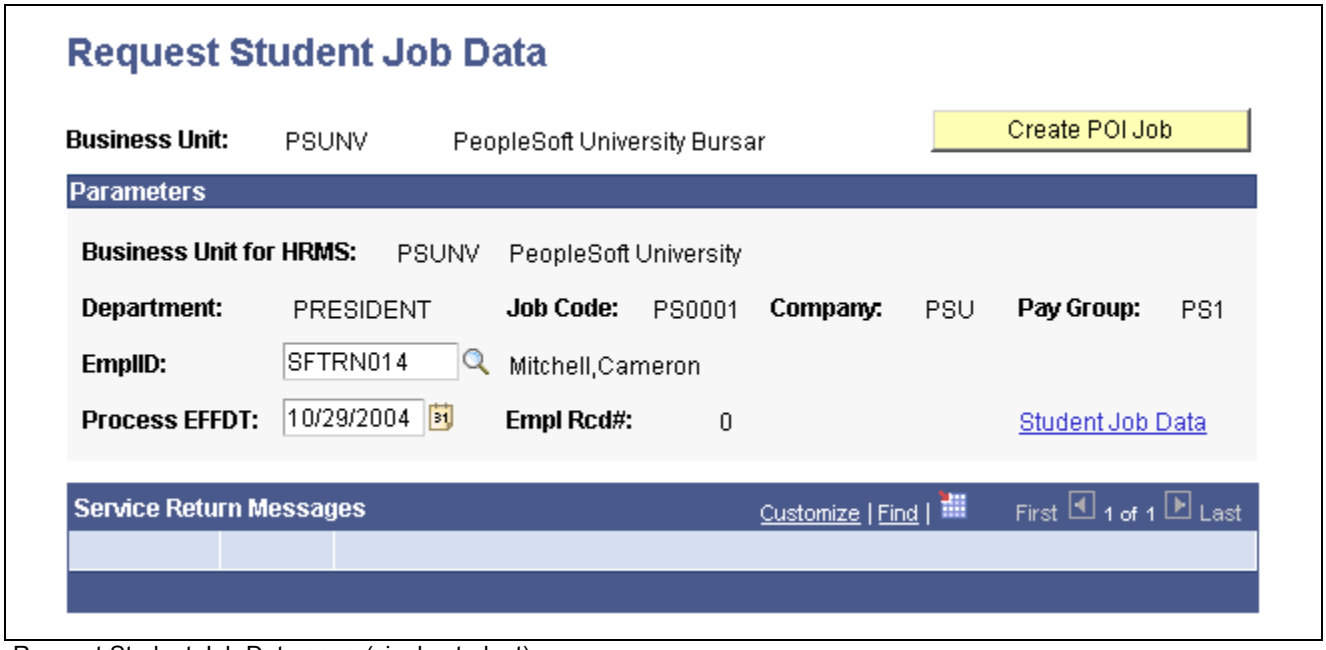
Chapter 7, "Setting Up Refunding," Setting Up Your Business Unit to Refund Customers, page 166

Pages Used to Create Job Data

Page Name	Object Name	Navigation	Usage
Request Student Job Data	SSF_POIJOB_TEST	Student Financials, Refunds, Create Student Job Data, Request Student Job Data	Create a student job record.
Request Student Job Data	SSF_RUN_POIJOB	Student Financials, Refunds, Process Batch Refunds, Request Student Job Data	Create student job data in batch.

Creating Job Data for Payroll Refunds

Access the Request Student Job Data page.



Request Student Job Data page (single student)

Processing Options

The fields that appear on this page differ, depending on your processing population selection.

Processing Population Select from the following options:

Refund Batch: Enables you to select a specific Refund Batch ID.

Refund Students: Creates job data for all students with a pending refund.

Student List: Click the Student List link to input individual IDs.

T4A Students: Creates job (tax) records for students receiving a T4A (Canadian tax form).

Batch ID This field only appears if you select Student List for the processing population. Select the student IDs that you want to process.

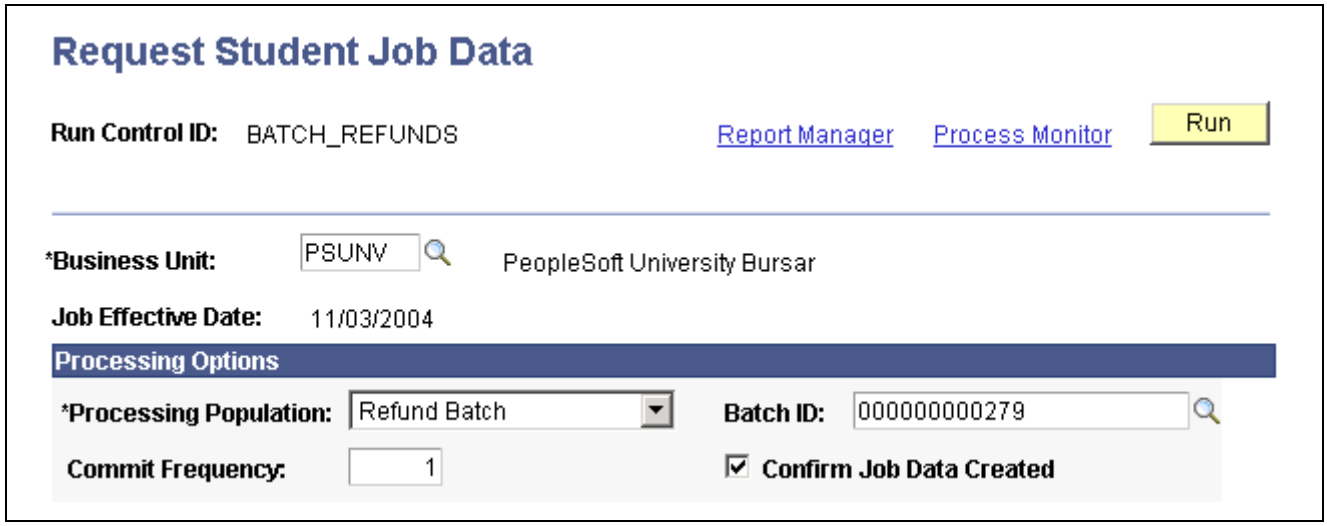
Student List This link only appears if you select Refund Batch for the processing population.

Commit Frequency	Enter a number for records committed to the database. Select this option to commit a specified number of transactions during background processing. For example, if you enter 100 in the Commit Frequency field, when you run a batch process the system processes 100 transactions and then commits them to the database until the batch is complete. At the end of a batch process, the system commits all remaining transactions even if the number of transactions is less than the number in the Commit Frequency field. See Chapter 2, "Completing Student Financials General Setup," Defining Commit Levels, page 8.
Confirm Job Data Created	Select to create a record in the message log of the process monitor for every job record created.
Empl Rcd# (employee record number)	After the process is complete, Empl Rcd# is populated with a value of *0* for the primary job record. A secondary job will have a value of '1'. You might have a secondary job if you have a multi-institution environment and a student is enrolled in two institutions (and is receiving refunds from both of them).
Student Job Data	Click to access the Workforce Administration, Job Information, Job Data component.
Service Return Messages	Any messages, if there are problems, appear here.
Create POI Job	Click to create job data for the selected student.

Creating Job Data in Batch

Access the Request Student Job Data page.

The processing options on this page are identical to the previous page.



Request Student Job Data page (batch)

Creating T4A Tax Job Data

You may need to create T4A tax records for students.

See Chapter 24, "Producing Tax Forms and Receipt Information," Creating POI Job Data for T4A, page 508.

Setting Up Direct Deposit for Students

If you use the payroll refund method and you want to distribute refunds through direct deposit, you must first set up direct deposit for each applicable student (for U.S. or Canadian students).

You set up direct deposits in Payroll for North America.

See *PeopleSoft Enterprise Payroll for North America, Maintaining Payroll Data, "Setting Up Direct Deposits"*

Designating Sponsors

Sometimes students and organizations with a negative account balance have sponsors that should be the refund recipient. You must designate a sponsor for those sponsored students and corporations.

This section discusses how to:

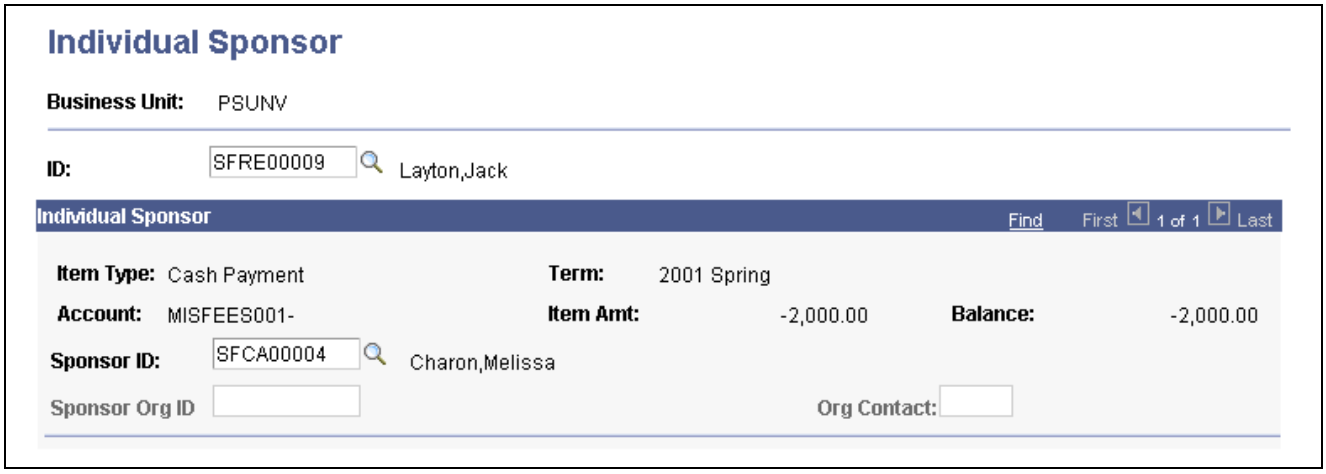
- Designate sponsors for individual students.
- Designate sponsors for organizations.

Pages Used to Designate Sponsors

Page Name	Object Name	Navigation	Usage
Individual Sponsor	REFUND_CUSTOMER_ID	Student Financials, Refunds, Designate Sponsor	Designate a sponsor for each credit on the student's account.
Corp Sponsor	REFUND_ORG_SPONSOR	Student Financials, Refunds, Designate Corporate Sponsor	Designate a sponsor for each credit on the organization's account.

Designating Sponsors for Individual Students

Access the Individual Sponsor page.



Individual Sponsor page

ID Enter the ID of the student for whom you want to designate one or more sponsors.

Individual Sponsor

Sponsor ID If the sponsor that you are designating is an individual, select the ID of the individual. When you select a value in this field, the Sponsor Org ID and Org Contact fields become unavailable.

Sponsor Org ID (sponsor organization ID) If the sponsor that you are designating is an external organization, select the ID of the organization. When you select a value in this field, the Sponsor ID field becomes unavailable.

Org Contact (organization contact) If you select an organization in the Sponsor Org ID field, select the contact for that organization.

Designating Sponsors for Organizations

Access the Corp Sponsor page.

With the exception of the External Org ID (external organization ID) field, the fields on this page are identical to those on the Individual Sponsor page.

External Org ID Enter the ID of the external organization for which you want to designate one or more sponsors.

See Also

Chapter 7, “Setting Up Refunding,” Designating Sponsors, page 176

CHAPTER 8

Setting Up Payment Plans

This chapter lists common elements and discusses how to:

- Set up deferral contracts.
- Set up payment plan contracts.
- Set up third-party contracts.
- Set up collection agreements.

Common Elements Used in This Chapter

Status Enter the status of the contract.

Active: Select to make the contract available for use.

Cancelled: Select to cancel the contract.

Note. Each student linked to the contract must be canceled individually.

Hold: Select to prevent new students from being added to the contract, but not to discontinue its use completely.

Inactive: Select this option to discontinue use of the contract.

Billing Cycle Select the billing cycle for the payment plan.

Bi-Monthly: Select to bill students every other month.

Monthly: Select to bill students each month.

One Time: Select to bill students only once.

User Selected: Select to specify billing and due dates rather than having the system generate the schedules.

Weekly: Select to bill students weekly.

Setting Up Deferral Contracts

To set up deferral contracts, use the Create Deferral Contract component (DEFERRAL_CONTRACT).

This section discusses how to:

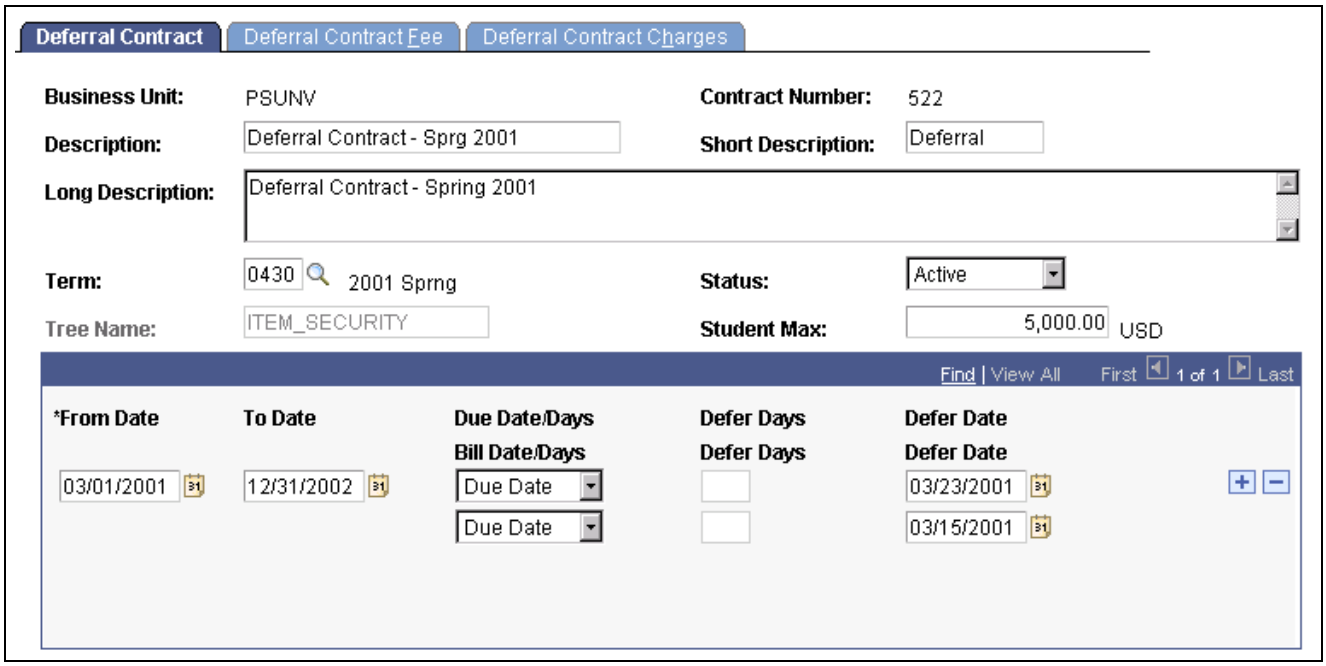
- Define basic deferral contract parameters.
- Define deferral contract administrative fees.
- Define deferral contract eligible charges and maximum amounts.

Pages Used to Set Up Deferral Contracts

Page Name	Object Name	Navigation	Usage
Deferral Contract	DEFER_CONTRACT	Student Financials, Payment Plans, Create Deferral Contract, Deferral Contract	Define basic deferral contract parameters.
Deferral Contract Fee	DEFER_CONTRACT_FEE	Student Financials, Payment Plans, Create Deferral Contract, Deferral Contract Fee	Define deferral contract administrative fees.
Deferral Contract Charges	DEFER_CONTRACT	Student Financials, Payment Plans, Create Deferral Contract, Deferral Contract Charges	Define deferral contract eligible charges and maximum amounts.

Defining Basic Deferral Contract Parameters

Access the Deferral Contract page.



Deferral Contract page

Term Select the term to which the contract applies.

Tree Name Select the item type tree name that includes the charge item types that you cover under this plan.

Student Max (student maximum) — Enter the maximum amount you want to allow any one student to defer under the contract. Be sure to set this amount high enough to meet your needs. The system does not defer eligible charges that cause the deferred amount to exceed the student maximum. For example, if the student maximum is 10,000 USD and the system already deferred 8,500 USD, it rejects a new eligible charge of 2,000 USD because the total exceeds the defined maximum.

From Date and **To Date** — Set the date range for the deferral contract. The system defers only eligible charges posted to the student's account within this range.

Due Date/Days and **Bill Date/Days** — Set the time unit used to calculate the payment's due date and bill date. Options are:

Due Date: If you select this option, the Defer Date field becomes available.

Due Days: If you select this option, the Defer Days field becomes available.

Defer Days — If you select *Due Days* in the Due Date/Days and Bill Date/Days fields, enter the number of days from the transaction's effective date that the system defers the due date and bill date.

Defer Date — If you select *Due Date* in the Due Date/Days field, set the date the payment is due and the date that you want it billed regardless of the charge effective date.

Defining Deferral Contract Administrative Fees

Access the Deferral Contract Fee page.

Deferral Contract Fee page

Assessment Fee — Enter the amount of the administrative fee you want to charge for this contract.

Account Type — Select the account type designated for payment plans.

Assess Item Type — Select the item type of the assessment fee.

Due Date/Days and Bill Date/Days

Define the parameters for calculating the due date for the assessment fee.

Use — Select how you want to calculate the due date and bill date for the assessment fee.

Due Date: Select to specify a specific date for the assessment fee to be due and billed. When you select this option, the Due Date field becomes available.

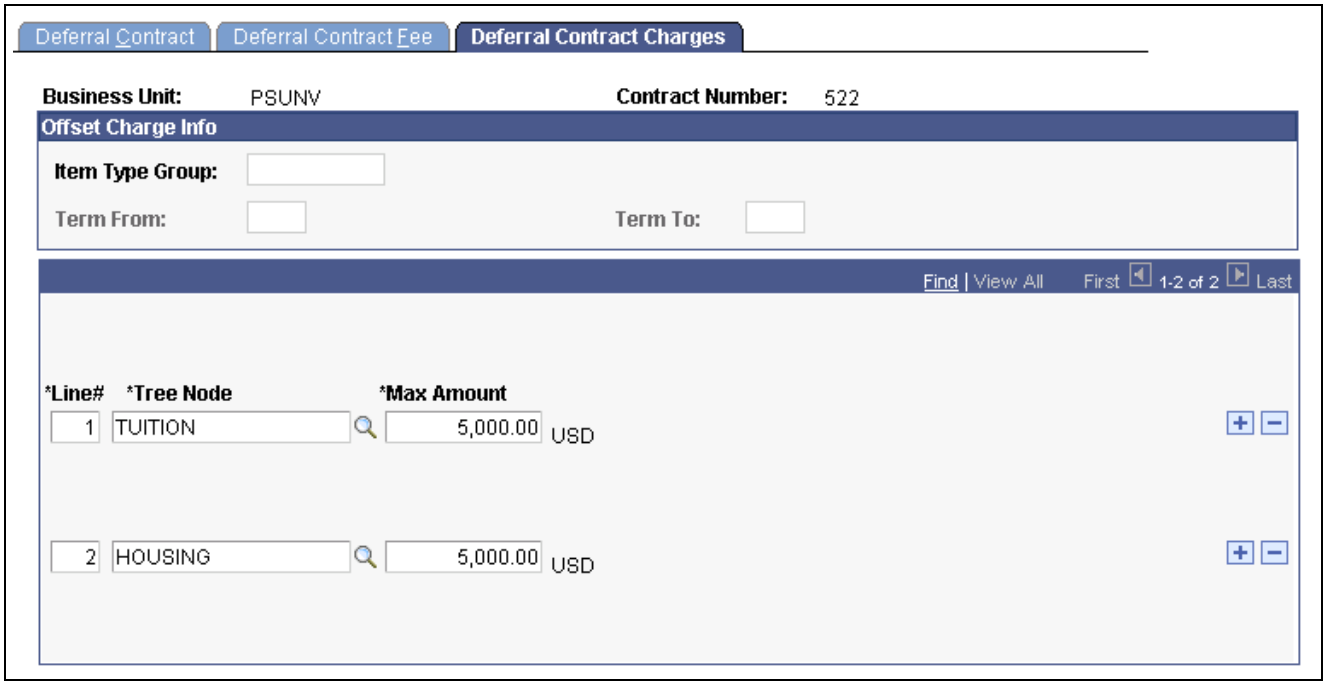
Due Days: Select to make the assessment fee due and billed a certain number of days after it is assessed. When select this option, the Due after Days field becomes available.

Due after Days In both the Due Date/Days and Bill Date/Days group boxes, enter the number of days after the system posts the assessment fee that it becomes due and is billed.

Due Date In both the Due Date/Days and Bill Date/Days group boxes, enter the actual date that you want the assessment fee due and billed.

Defining Deferral Contract Eligible Charges and Maximum Amounts

Access the Deferral Contract Charges page.



Deferral Contract Charges page

Offset Charge Info

Fields in this group box are not available for deferral contracts.

Eligible Charge Parameters

Line# (line number) This field automatically populates as you add new charge nodes.

Tree Node Select the item type tree node to designate charges covered under this contract.

Max Amount (maximum amount) Enter the maximum amount that can be deferred under the corresponding tree node. Be sure to set this amount high enough to meet your needs. Eligible charges are selected for deferment on an individual basis and the sum of charges within the node must not exceed the maximum amount.

For example, using the previous setup, suppose a student has tuition charges of 1,500 USD and 3,800 USD, and a housing charge of 4,900 USD. Because the total of the tuition charges exceeds the maximum amount of 5,000 USD, the system defers only one of the tuition charges. The housing charge is within the maximum amount limit and the combined total of the single tuition charge and housing charge does not go over the student maximum amount allowing both to be deferred.

Setting Up Payment Plan Contracts

To set up payment plan contracts, use the Create Payment Plan component (TP_PAYMENT_PLAN).

This section discusses how to:

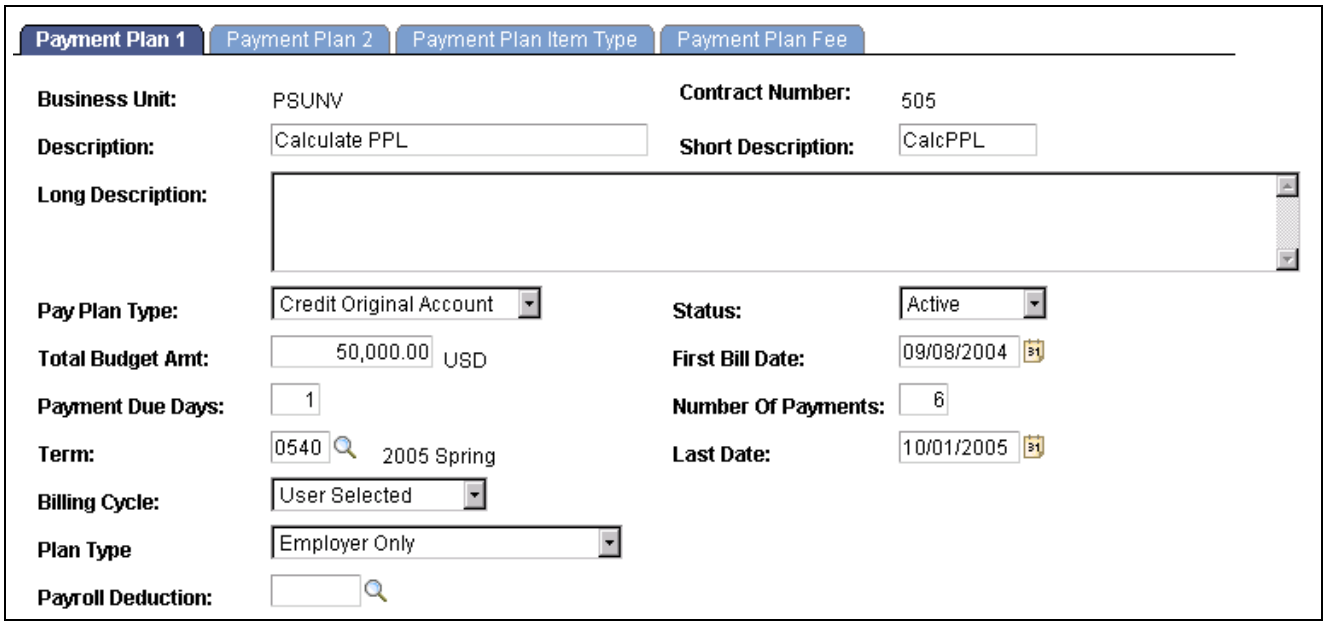
- Define basic payment plan contract parameters.
- Define payment plan type, eligible charges, and time frame.
- Define payment plan item types.
- Define payment plan administrative fees.

Pages Used to Set Up Payment Plan Contracts

Page Name	Object Name	Navigation	Usage
Payment Plan 1	TP_PAYMENT_PLAN	Student Financials, Payment Plans, Create Payment Plan, Payment Plan 1	Define basic payment plan contract parameters.
Payment Plan 2	TP_PAYMENT_PLAN3	Student Financials, Payment Plans, Create Payment Plan, Payment Plan 2	Define payment plan type, eligible charges, and time frame.
Payment Plan Item Type	TP_PAYMENT_PLN2	Student Financials, Payment Plans, Create Payment Plan, Payment Plan Item Type	Define payment plan item types.
Payment Plan Fee	TP_CONTRACT_ASSESS	Student Financials, Payment Plans, Create Payment Plan, Payment Plan Fee	Define payment plan administrative fees.

Defining Basic Payment Plan Parameters

Access the Payment Plan 1 page.



Payment Plan 1 page

Pay Plan Type

Define how the system credits payments made to this plan.

Credit the Original Account: Select to credit all eligible charges and create a new payment plan charge.

Create Billing Entries: This option should not be used with any of the three payment plans.

Status

Specify whether the payment plan contract is *Active* or *Inactive*. You can change the status of a contract to *Inactive* regardless of the status of any students associated with it.

Note. PeopleSoft recommends that you change the contract status to *Inactive* on any calculated payment plans for previous terms. This enhances performance because of the way the system automatically recalculates active contracts. An active contract is one for which both the contract and student status have a value of *Active*, and the last date of the contract is greater than the current system date. When the system recalculates contracts for a student, it evaluates all active contracts for that student. You do not need to set the student status to *Inactive* to receive this performance benefit as long as you have set the appropriate contract status to *Inactive*.

Total Budget Amt (total budget amount)

This should be defined in conjunction with all eligible charges. Enter the maximum amount of installment payments a student can make through the payment plan account. Carefully consider all eligible charges when you establish this figure to make sure it is high enough to cover all the intended costs.

For lump sum plans, the total budget amount becomes the default lump sum amount. You can adjust this amount for each student linked to the plan.

First Bill Date

Set the date on which you generate the first bill for the payment plan. The system uses the first bill date and the billing cycle to set the billing dates for the duration of the payment plan. You can override this setting for each student linked to the plan.

Note. The billing program does not acknowledge the Payment Plan until on or after the first bill date specified. For example, if your first bill date is set for November 16 and you run your billing process on the 15th, the system does not process Payment Plan billing until the next run.

Payment Due Days Specify the number of days after the bill date that the payment is due.

Number of Payments Enter the number of payments (installments) that students must make to pay off the plan. The system uses the information in this field as the default value. You can override the number of payments for each student linked to the plan.

Term This field is required for calculated payment plans. Enter the term that the system posts on the payment plan credit and the installments.

This field is optional for existing and lump-sum payment plans.

Last Date Enter the last date that charges can be added or adjusted and still be picked up by the plan.

Plan Type Select the value of the HR Plan Type that applies to the Payroll Deduction Code.

Payroll Deduction Enter the code of the payroll deduction that applies to the payment plan account.

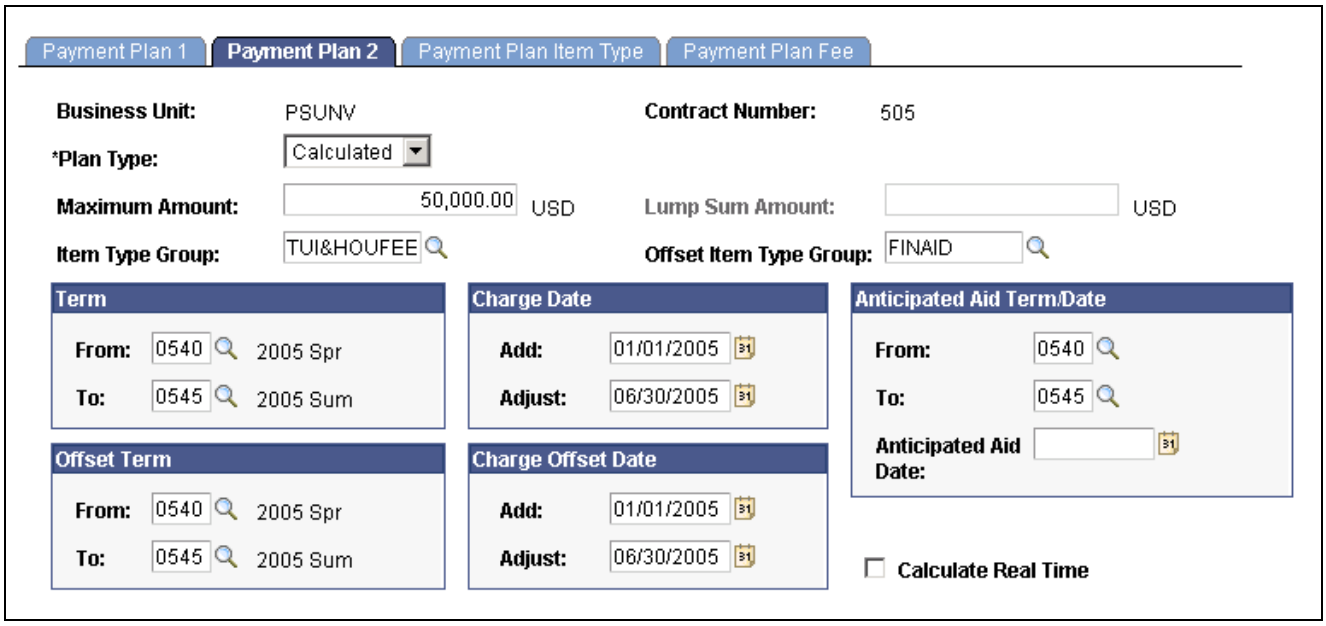
Note. Assigning a payroll deduction code to a payment plan is necessary only if you plan to restrict payroll deductions to apply to payment plan accounts.

See Also

Chapter 11, “Setting Up Receivables Maintenance,” Setting Up Payroll Deduction, page 262

Defining Payment Plan Type, Eligible Charges, and Time Frame

Access the Payment Plan 2 page.



Payment Plan 2 page

Plan Type

Select the plan type from the following values:

Calculated: Select to determine which charges to include based on the rules you define on this page. If you use this option, each time you calculate or recalculate the payment plan, the system picks up all eligible charges and adds them to the plan balance. You can also use the Calculate Real Time option to have the contract recalculated each time there is an eligible change to the student's account.

Existing: Select to manually choose which charges to include in each student's payment plan at the time you add the student to the plan.

Note. When you choose the *Existing* value, the rest of the fields (with the exception of Calculate Real Time) become unavailable.

Lump Sum: Select to create a payment plan for a fixed amount. This is the most basic type of plan and is useful for students who do not expect there to be any changes in their account, and know just how much they need to finance.

Note. When you select the Lump Sum option, the Lump Sum Amount field becomes available and all other fields on the page become unavailable.

Maximum Amount

The value for the maximum amount is set by default from the Total Budget Amount and can be overridden, if needed. This field is available with calculated payment plans only.

Lump Sum Amount

Enter the lump sum amount you want the contract to cover. The default value for this field is the Total Budget Amt value established on the Payment Plan 1 page. You can override this value, but cannot exceed the total budget amount limit. This field is available with lump sum payment plans only.

Item Type Group

Select the item type group that includes all of the charges to be included in the payment plan. This field is available with calculated payment plans only.

Offset Item Type Group Select the offset item type group that includes payments and/or financial aid that the system uses to offset charges and thereby reduce the amount of the payment plan. This field is available with calculated payment plans only.

Term and Offset Term

In these group boxes, enter the range of terms for which the system includes charges and offsetting credits in the payment plan. These fields are available with calculated payment plans only.

Charge Date and Charge Offset Date

In these group boxes, specify when charges and offsetting credits may be added to or adjusted in the payment plan. These fields are available with calculated payment plans only.

Add Specify the earliest date to include charges and/or offsetting credits in the payment plan.

Adjust Specify the last date you can adjust the payment plan for new charges or a reduction in charges and/or offsetting credits.

Anticipated Aid Term/Date

Enter the range of terms for which the system considers anticipated aid. These fields are available, but not required for calculated payment plans only.

From and **To** Enter the earliest term and latest term for which the system considers anticipated aid.

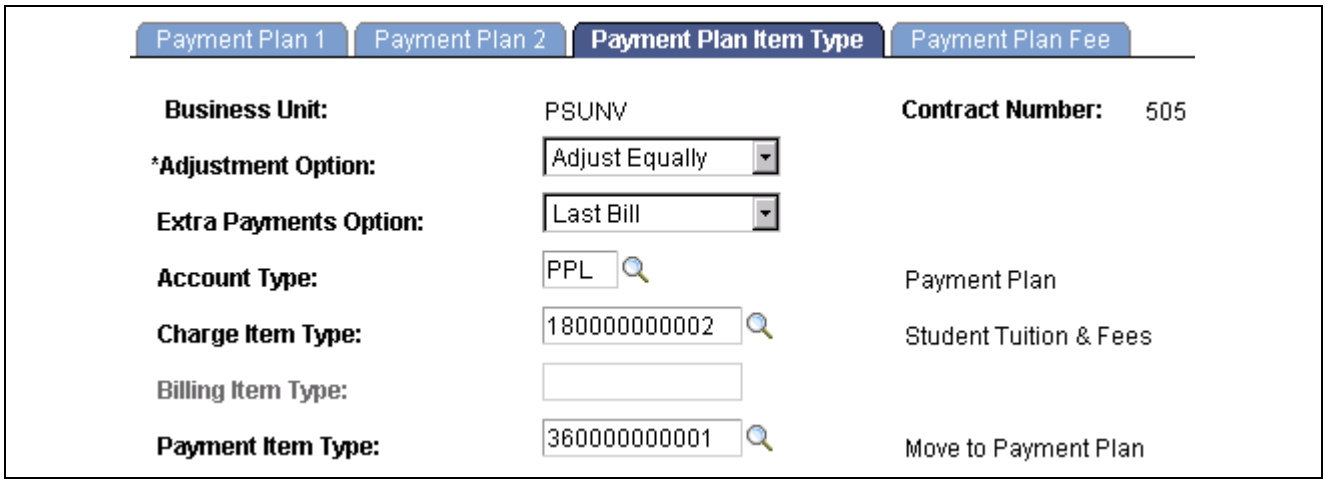
Anticipated Aid Date Enter the date that the system uses to determine if anticipated aid is eligible. If this date is less than the current system date, the system disregards anticipated aid when it calculates the payment plan contract.

Calculate Real Time Check Box

Calculate Real Time Select to automatically calculate payment plan charges whenever a change is made to eligible charges. This option affects all students associated with the plan, but you can override it at the student level. If you do not select this option, you must calculate payment plan agreements in batch mode.

Defining Payment Plan Item Types

Access the Payment Plan Item Type page.



Payment Plan Item Type page

Adjustment Option Specify how the system distributes changes to payment plan installments. See Increasing Payment Plan Contract Installments and Decreasing Payment Plan Contract Installments below for detailed information on this field and its values.

Extra Payments Option Specify how the system applies payments that exceed the amount billed.

All Bills: Select to reduce the amount due in equal portions across all remaining bills.

First Bill: Select to reduce the amount of the next bill by the amount of the excess payment. If the excess is greater than the amount of the next bill, the system applies it to remaining bills in the order due.

Last Bill: Select to apply the excess amounts to the final bill of the contract.

Account Type Select the account type that you have defined for the plan.

Charge Item Type Select the charge item type. This creates a charge on the payment plan account.

Note. If this field is not available, change the payment plan type on the Payment Plan 1 page to *Credit Original Account.*

Billing Item Type This field is not available for use with this type of payment plan. If the field is available, change the Payment Plan Type on the Payment Plan 1 page to *Credit Original Account.*

Payment Item Type Select the payment item type used to credit the tuition and fees covered by the payment plan.

Note. If this field is not available, change the Payment Plan Type on the Payment Plan 1 page to *Credit Original Account.*

Note. How you set up the account types and item types you use with your payment plans significantly affects the way the plan works. How you define your account types determines how charges and payments display on the student's account. Item type setup controls how charges and payments are applied. Test your setup using different configurations to find what works best for your situation.

Increasing Payment Plan Contract Installments

Anytime you add a new eligible charge to a payment plan contract or decrease a payment offset for a contract, the amount of the payment plan contract increases. When this happens, the system must distribute this increase to one or all of the payment plan contract installments.

For calculated payment plan contracts, the Adjustment Option field value determines how the system distributes increases to installments.

- *Adjust Equally:* Distributes increases equally among the unbilled installments.
- *Adjust Last:* Adds increases to the last unbilled installment.
- *Adjust First:* Adds increases to the first unbilled installment.
- *Do Not Adjust:* Does not allow increases.

Note. If all installments have been billed, you cannot increase the payment plan contract, regardless of the adjustment option. In addition, these adjustment options apply only if you have billed at least one installment. If no billing has occurred, the system adjusts equally by default.

For existing payment plan contracts, when you click the Calculate button, the system distributes increases equally among all installments. This happens regardless of the selected adjustment option or whether you have billed any installments. You can use the Payment Distribution page to manually update the installment amounts before posting.

Decreasing Payment Plan Contract Installments

Anytime you reverse or reduce an eligible charge from a payment plan contract, or increase a payment offset for a contract, the amount of the payment plan contract decreases. When this happens, the system must distribute this decrease to the payment plan contract installments. Student Financials does not allow payment plan credits to have an unapplied balance. This means that unlike payment plan contract increases, payment plan contract decreases cannot be prevented. Even if all of the payment plan contract installments have been billed, or the payment plan is inactive, or the last adjustment date has passed, the system must adjust the installments whenever a payment plan contract amount decreases.

Similarly to payment plan increases, the Adjustment Option field value determines how the system distributes decreases to installments. Because an individual installment can never be less than 0.00, however, the adjustment option rules don't always apply in exactly the same way that they do with payment plan contract increases. When the total amount of a payment plan contract decrease is greater than the amount of each individual installment, the adjustment option provides a starting point for the system to apply decreases.

- *Adjust First:* Adjusts installments in ascending item number order.
- *Adjust Last:* Adjusts installments in descending item number order.
- *Do Not Adjust:* Adjusts installments in descending item number order.
- *Adjust Equally:* Divides the adjustment amount equally across all installments.

If there are no unbilled installments for a payment plan contract decrease, or the total of the unbilled installments is less than the total decrease, the system adjusts installments in the following order using the starting point designated by the adjustment option:

1. Unbilled and unpaid installments.
2. Unbilled and paid installments.
3. Billed and unpaid installments.
4. Billed and paid installments.

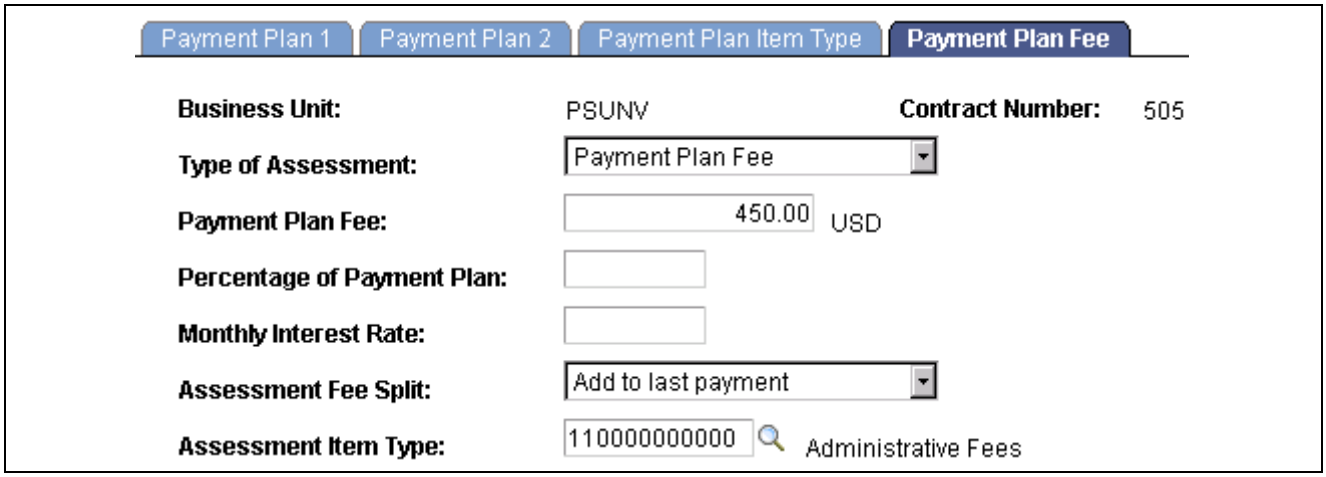
For example, a payment plan contract with an adjustment option of *Adjust Last* has two unbilled installments of 200.00 USD each and undergoes a decrease of 500.00 USD. The system cannot apply the entire decrease to the last unbilled installment because that would bring the installment to an amount less than 0.00 USD, so it subtracts 200.00 USD from the last unbilled installment, and with the remaining 300.00 USD, moves to the next to last unbilled installment. Again, it can apply only 200.00 USD to the installment, leaving an unapplied balance of 100.00 USD. The system subtracts this unapplied balance to one of the billed installments according to the order given above.

See Also

Chapter 2, "Completing Student Financials General Setup," page 5

Defining Payment Plan Administrative Fees

Access the Payment Plan Fee page.



Payment Plan Fee page

Type of Assessment Select the type of assessment. You can leave this field blank if you do not want to assess a fee. When you leave the field blank, all of the other fields on the page become unavailable. If the majority of the students associated with this payment plan should be assessed a fee, select one of the following options. When linking each student to the payment plan you can waive the fee on an individual basis.

Monthly Interest Rate: Select to charge interest calculated monthly against the outstanding balance in the plan. When you choose this option, you must also set a monthly interest rate.

Note. This option is not available with calculated payment plans.

Payment Plan Fee: Select to assess a fixed amount fee. If you select this option, the Payment Plan Fee, Assessment Fee Split, and the Assessment Item Type fields become available.

Percentage of Payment Plan: Select to assess a fee based on a percentage of the plan's initial balance. If you select this option, the Percentage of Payment Plan, Assessment Fee Split, and the Assessment Item Type fields become available.

Payment Plan Fee Enter an optional flat amount payment plan fee if your institution assesses a flat fee for payment plans. This field is available only if you select *Payment Plan Fee* in the Type of Assessment field.

Percentage of Payment Plan Enter the percent amount you want the system to use when you select *Percentage of Payment Plan* in the Type of Assessment field.

Monthly Interest Rate Enter a monthly interest rate you want to charge when you select *Monthly Interest Rate* in the Type of Assessment field.

Assessment Fee Split Select how you want to split the assessment fee. This field is available only if you select *Payment Plan Fee* or *Percentage of Payment Plan* in the Type of Assessment field.

Add to first payment: Select to apply the entire assessment fee to the first payment of the contract.

Add to last payment: Select to apply the entire assessment fee to the last payment of the contract.

Split over all payments: Select to divide and apply the assessment fee equally over all payments.

Assessment Item Type Select the item type that you want to use for the assessment fee.

Setting Up Third-Party Contracts

To set up third-party contracts, use the Create Third Party Contract component (TP_CONTRACT).

This section discusses how to:

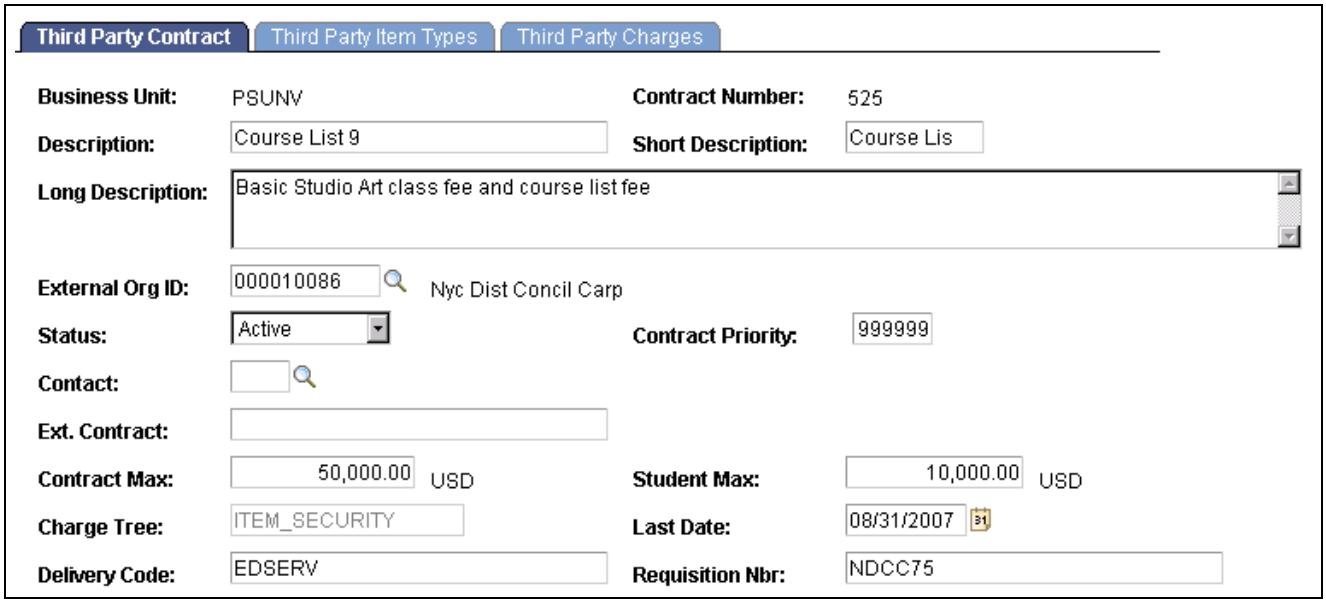
- Define basic third-party contract parameters.
- Define third-party contract item types.
- Define third-party contract transfer parameters.

Pages Used to Set Up a Third-Party Contract

Page Name	Object Name	Navigation	Usage
Third Party Contract	TP_CONTRACT	Student Financials, Payment Plans, Create Third Party Contract, Third Party Contract	Define basic third-party contract parameters.
Third Party Item Types	TP_CONTRACT_ITEM	Student Financials, Payment Plans, Create Third Party Contract, Third Party Item Types	Define third-party contract item types.
Third Party Charges	TP_CONTRACT_CHRG	Student Financials, Payment Plans, Create Third Party Contract, Third Party Charges	Define third-party contract transfer parameters.

Defining Basic Third-Party Contract Parameters

Access the Third Party Contract page.



Third Party Contract page

Description Enter a description for the third-party contract. This field is required.

External Org ID (external organization ID) Select the ID for the contract sponsor.

Contract Priority Enter a contract priority value if a student is linked to more than one third-party contract. This establishes an order for the contracts to apply.

Contact Select the code for the contact person at the organization. You define the contact code at the same time you define the organization ID.

Ext. Contract (external contract) Enter the sponsor's contract number in this field. This value can be used as a reference number.

Contract Max (contract maximum) Specify a contract maximum amount. This is the maximum dollar amount that the sponsor provides for all sponsored students combined. This amount cannot be adjusted after students are linked to a contract.

Student Max (student maximum) Specify a student maximum amount. This is the maximum amount that the sponsor provides for any one sponsored student. This amount cannot be adjusted after students are linked to a contract.

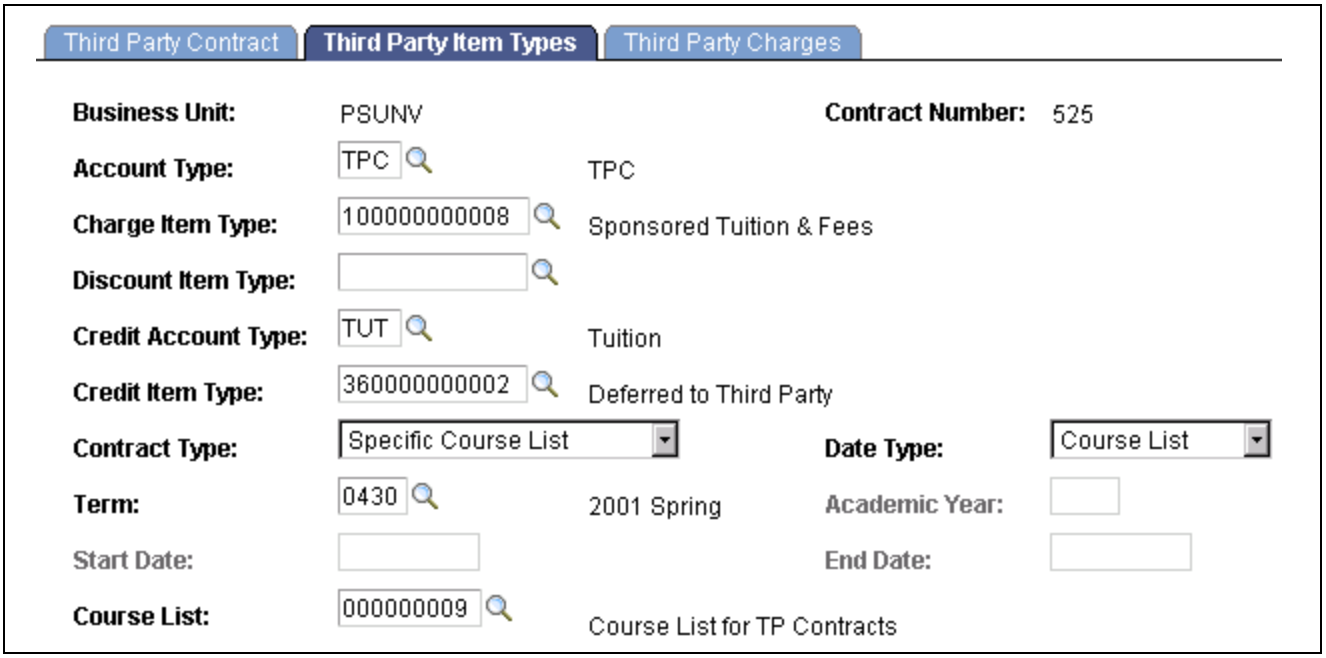
Charge Tree Select the charge tree (item type tree) that you want to use to define which charges the contract covers.

Last Date Specify the last date that charges can be adjusted. This date cannot be adjusted after students are linked to a contract.

Delivery Code and Requisition Nbr (requisition number) Enter a delivery code and/or requisition number if provided by the sponsor.

Defining Third-Party Item Types

Access the Third Party Item Types page.



Third Party Item Types page

Account Type Select the account type for third-party contract charges.

Charge Item Type Select the item type for third-party contract charges that will appear on the corporate account and invoice.

Discount Item Type If you want to allow discounts to third-party contract sponsors, select the item type you have set up to credit against eligible charges. For example, if you have a local corporation that provides tuition sponsorship for dozens of employees each year, you can offer them a discount on tuition charges.

This item type number is the default value for all discounts associated with this contract, but you can override and specify a different item type for each eligible node.

Credit Account Type Select the account type that the system uses for credits to the customer's account.

Credit Item Type Select the item type that the system uses for credits to the customer.

Contract Type Select from the following values:

Specific Course: Reserved for future use.

Specific Course List: Select to apply the contract to a specific list of courses. When you select this option, the Term and Course List fields become available.

Note. If you are using term fees and your third party contract is set up with a Course List, then the applicable term fee must have Track Class Pricing on.

Specific Term: Select to apply the contract to charges assessed to the student within a specific term. When you select this option, the Term field becomes available.

Note. You cannot populate offset item group if you use this option.

Specific Year or Period: Select to apply the contract to charges assessed to the student within a particular academic year or specified period of time. When you select this option, the Academic Year, Start Date, and End Date fields become available.

Date Type When you have selected *Specific Year or Period* in the Contract Type field, you must also set the time period to which the third-party contract applies.

Academic Year: Select to apply the contract to apply to a full academic year. If you select this option, the Academic Year field becomes available.

Course List: This option is not available.

Date Range: If you select this option, the Start Date and End Date fields become available. Enter the start date and end date to specify the date range to which the contract applies.

Term Year: This option is not available.

Term Specify the academic term to which the contract applies.

Academic Year Select the academic year to which the contract applies.

Start Date and **End Date** Specify a start date and end date for the period for which the contract applies.

Course List Select the course list to which the contract applies. This course list applies to all students attached to the contract, but you can override it at the student level if necessary.

Note. When using a course list with a third-party contract, there are particular setup issues related to term fees.

See Also

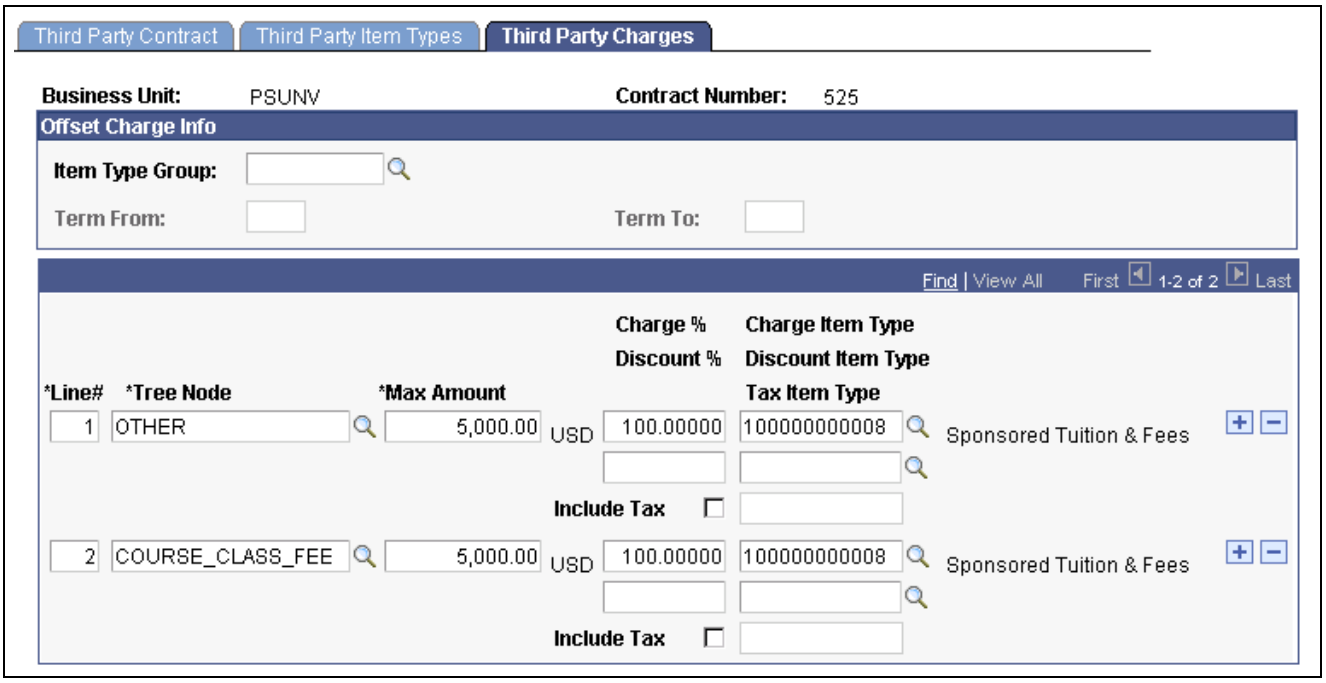
Chapter 2, “Completing Student Financials General Setup,” page 5

Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Tuition Groups, page 156

Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Term Fee Codes, page 124

Defining Third-Party Charge Transfers

Access the Third Party Charges page.



Third Party Charges page

Offset Charge Info

Item Type Group Select an item type group that the system uses to offset charges covered by the contract. For example, you can apply all financial aid to the student's account before transferring eligible charges to the sponsor.

Note. If your school uses the payment priority flag option in the setup of these item types, you may not want to define any offset charge item type groups.

Term From and **Term To** Specify a term range for offsetting charges. You can limit the range to just one term by entering it in both fields.

Eligible Charges

Line# (line number) This field automatically populates as you add new charge nodes.

Tree Node Select a tree node from the item type tree that includes all charge item types you want to cover with the third-party contract.

Max Amount (maximum amount) Define a maximum amount that you can apply to pay off the charges belonging to the corresponding tree node.

Charge % (charge percentage) Specify the percentage of the eligible charge that the system transfers to the sponsor. This percentage amount is limited by the maximum amount. For example, if the student has eligible tuition charges of 8,000 USD and a sponsor has agreed to pay 50% of the charges up to a maximum amount of 3,000 USD, the system transfers only 3,000 USD to the sponsor.

Charge Item Type Select the charge item type that the system uses to apply charges to the sponsor's account.

Discount % (discount percentage) — If you want to give a discount to the third-party contract sponsor, enter a discount percentage in this field.

Note. You should not discount 100 percent of a charge. Although you can save 100 percent discount in this field, the posting process will give an error if you do.

Discount Item Type — The value in this field is set by default from the discount item type selection you made on the Third Party Item Types setup page. You can override this value for each eligible charge.

Include Tax — Select to transfer all tax charges associated with an eligible charge to the sponsor. When you select this check box, the Tax Item Type field becomes available.

Tax Item Type — Select the item type that applies tax charges to the sponsor's account.

Setting Up Collection Agreements

To set up collection agreements, use the Collection Agreement component (COLL_AGREEMENT).

This section discusses how to:

- Define basic collection agreement parameters.
- Define collection agreement administrative fees.

Note. You may only set up a collection agreement for a customer whose account includes items in the collection process.

See Also

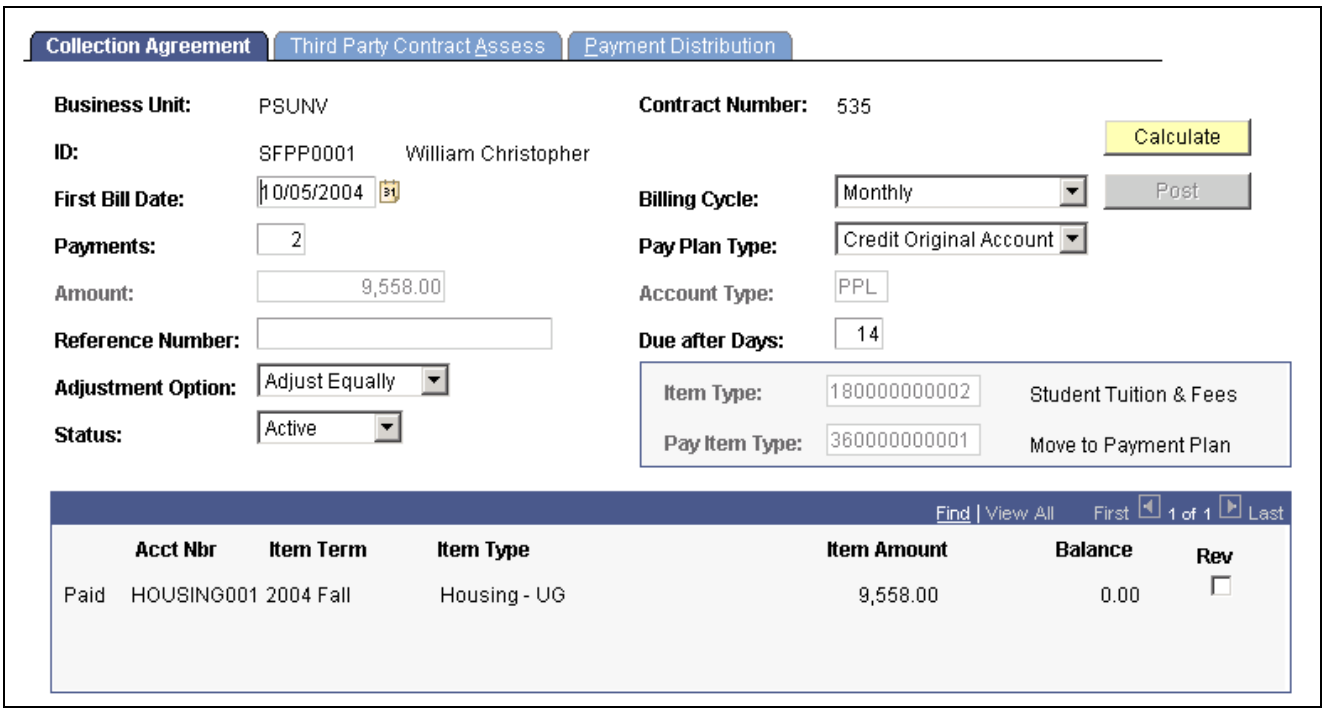
Chapter 23, "Collecting Receivables," page 479

Pages Used to Set Up a Collection Agreement

Page Name	Object Name	Navigation	Usage
Collection Agreement	COLL_AGREEMENT	Student Financials, Collections, Collection Agreement	Define basic collection agreement parameters.
Third Party Contract Assess	TP_CONTRACT_ASSESS	Student Financials, Collections, Collection Agreement, Third Party Contract Assess	Define collection agreement administrative fees.
Payment Distribution	TP_PPLN_QCK_POST	Student Financials, Collections, Collection Agreement, Payment Distribution	Confirm collection agreement payment schedules.

Defining Basic Collection Agreement Parameters

Access the Collection Agreement page.



Collection Agreement page

First Bill Date Select the date you generate the first bill for the collection agreement. The system uses the first bill date and the billing cycle to set the billing dates for the duration of the collection agreement.

Note. The billing program does not acknowledge the collection agreement until on or after the first bill date specified. For example, if your first bill date is set for November 16 and you run your billing process on the 15th, the system does not process the collection agreement billing until the next run.

Payments Enter the number of payments that students must make to pay off the collection agreement.

Pay Plan Type Use this field to define how the system credits payments made to this collection agreement.

Credit the Original Account: Select to credit all eligible charges and create a new collection agreement charge.

Create Billing Entries: Do not use this option with this type of plan.

Amount Displays the amount of past due debt to be covered by the collection agreement after you select the check box next to a line item in the bottom scroll area of the page.

Account Type Select the account type defined for the agreement.

Reference Number Enter an optional reference number for each student on a particular contract. The reference number entry is for information purposes only.

Due after Days Specify the number of days after the bill date that the payment is due.

Adjustment Option Select an adjustment option.

Adjust Equally: Select to apply adjustments made to the collection agreement equally across all remaining payments.

Adjust First Bill: Select to apply adjustments made to the collection agreement to the plan's next bill.

Adjust Last Bill: Select to apply adjustments made to the collection agreement to the plan's final bill.

Do not Adjust: Select to prevent any adjustment from being made to the collection agreement.

Item Type Select the item type that creates the charge the student is paying off.

Pay Item Type Select the pay item type used to pay off the past due charges covered by the collection agreement.

Calculating and Posting the Collection Agreement

Before calculating and posting the collection agreement, you should complete the Third Party Contract Assessment page. After completing this page, return to the collection agreement page to calculate and post the collection agreement.

Calculate Click to calculate the amount of the collections agreement charges.

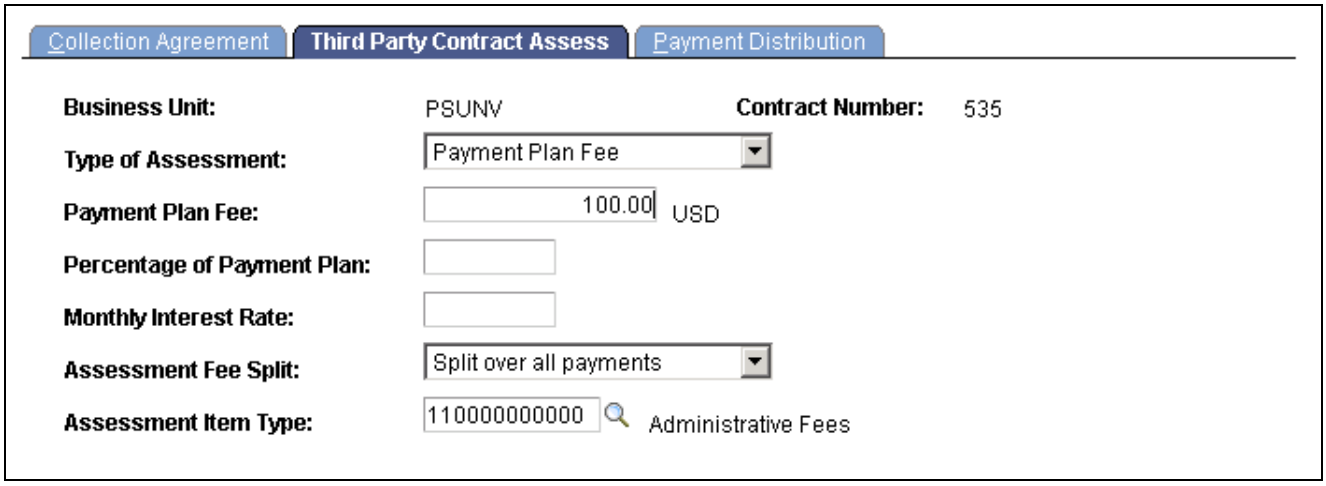
Post Click to post the collection agreement charges. Once the agreement is posted, the word "Paid" appears to the left of all items included in the agreement.

Rev (reverse) After you post the collection agreement, this check box becomes available. Select it and re-post the collection agreement to reverse the agreement and return the student's account to the original state.

Display Error/Warning Click to view error and/or warning messages.

Defining Collection Agreement Administrative Fees

Access the Third Party Contract Assess page.



Third Party Contract Assess page

Type of Assessment

Select the type of assessment. You can leave this field blank if you do not want to assess a fee. When you leave the field blank, all of the other fields on the page become unavailable. If you want to assess a fee, select one of the following options:

Monthly Interest Rate: Select to charge interest calculated monthly against the outstanding balance in the plan. When you choose this option, you must also set a monthly interest rate.

Payment Plan Fee: Select to assess a fixed amount fee. If you select this option, the Payment Plan Fee, the Assessment Fee Split, and the Assessment Item Type fields become available.

Percentage of Payment Plan: Select to assess a fee based on a percentage of the plan's initial balance. If you select this option, the Percentage of Payment Plan, Assessment Fee Split, and the Assessment Item Type fields become available.

Payment Plan Fee

Enter the payment plan fee dollar amount. You can enter this amount as a flat amount only, not as a percentage or interest rate.

Assessment Fee Split

Determine the assessment fee split.

Add to first payment: Select to apply the entire assessment fee to the first payment of the contract.

Add to last payment: Select to apply the entire assessment fee to the last payment of the contract.

Split over all payments: Select to divide and apply the assessment fee equally over all payments.

Percentage of Payment Plan

Enter the percentage of payment plan amount you want the system to use when you select *Percentage of Payment Plan* in the Type of Assessment field.

Monthly Interest Rate

Enter a monthly interest rate to charge when you select *Monthly Interest Rate* in the Type of Assessment field.

Assessment Item Type

Select the item type you want to use for the assessment fee.

CHAPTER 9

Setting Up Billing

This chapter discusses how to:

- Set up billing messages.
- Set up invoice layouts.
- Set up invoice ID number generation.
- Set up billing scan lines.
- Set up billing types.
- Set up billing standard requests.

Setting Up Billing Messages

To set up billing messages, use the Message Categories component (BI_MSG_CAT_TBL), the Item Type Message component (BI_BILL_MSG_ITM), the Customer Message component (BI_BILL_MSG_CUS), the Business Unit Message component (BI_BILL_MSG_ALL), the Aging Set Messages component (BI_BILL_MSG_AGE), the Corporation Messages component (BI_BILL_MSG_ORG), and the Billing Messages component (BI_BILL_MSG_TBL).

This section provides an overview of billing messages and discusses how to:

- Define billing messages.
- Link billing messages to item types.
- Link billing messages to aging sets.
- Link billing messages to business units.
- Link billing messages to students.
- Link billing messages to organizations.

Understanding Billing Messages

You can create and organize the messages that appear on your bills by defining message categories and billing messages.

Message categories enable you to track and organize billing messages that relate to one type of action or account. You must link all your billing messages to a message category.

Once you have defined message categories, you create the messages that appear on your bills. Your messages can alert students of past due payments, warn them of potential fines or penalties, or inform them how their bills are calculated.

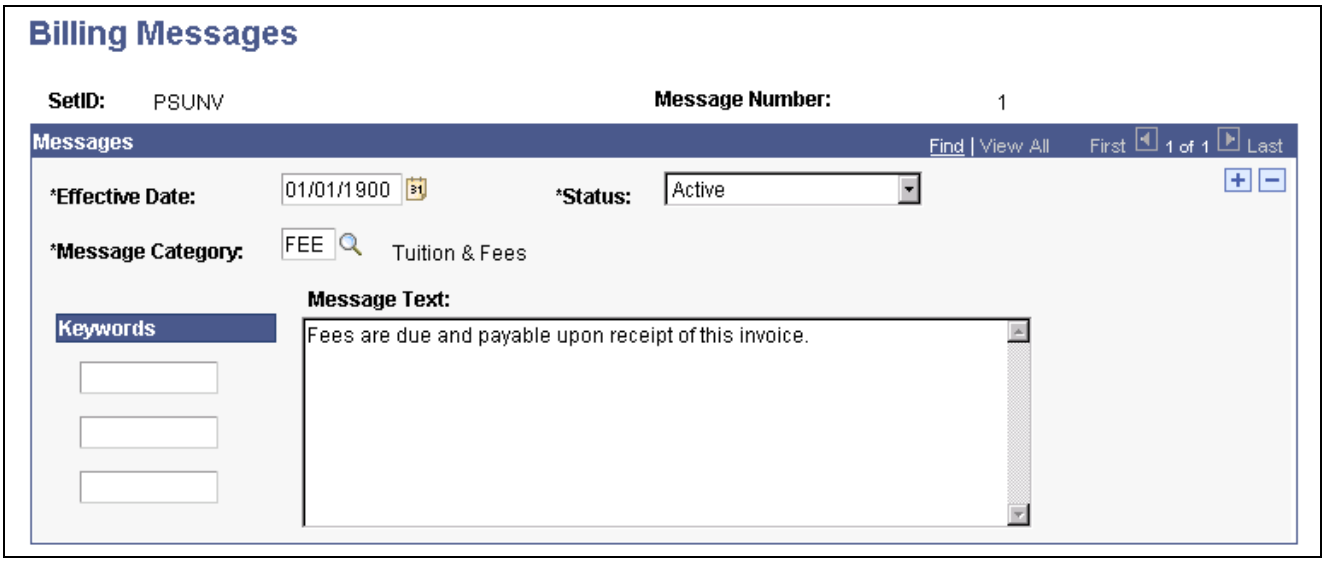
You link each message to an item type, an aging set, a business unit, a student, or a corporation. When you link the messages to these elements, the system determines which messages appear on each bill depending on to whom the bill is issued and to what the bill pertains.

Pages Used to Set Up Billing Messages

Page Name	Object Name	Navigation	Usage
Message Categories	BI_MSG_CAT_TBL	Set Up SACR, Product Related, Student Financials, Billing, Message Categories	Define message categories.
Item Type Messages	BI_BILL_MSG_ITM	Set Up SACR, Product Related, Student Financials, Billing, Item Type Message	Link billing messages to item types.
Customer Messages	BI_BILL_MSG_CUS	Set Up SACR, Product Related, Student Financials, Billing, Customer Message	Link billing messages to students.
Business Unit Messages	BI_BILL_MSG_ALL	Set Up SACR, Product Related, Student Financials, Billing, Business Unit Message	Link billing messages to business units.
Aging Set Messages	BI_BILL_MSG_AGE	Set Up SACR, Product Related, Student Financials, Billing, Aging Set Messages	Link billing messages to aging sets.
Corporation Messages	BI_BILL_MSG_ORG	Set Up SACR, Product Related, Student Financials, Billing, Corporation Messages	Link billing messages to organizations.
Billing Messages	BI_BILL_MSG_TBL	Set Up SACR, Product Related, Student Financials, Billing, Billing Messages	Define billing messages.

Defining Billing Messages

Access the Billing Messages page.



Billing Messages page

Message Category Select a category with which to associate this message.

Keywords Enter keywords to use when searching for this message.

Message Text Type the message to print on the bill. Remember that you link billing messages to item types, aging sets, business units, students, and corporations. Make the text of the message specific to whichever one that you plan to link it to.

Linking Billing Messages to Item Types

Access the Item Type Messages page.

Message Number Select the number of the billing message to link to the item type range.

When you generate a bill with charges or payments associated with the specified item type, the message linked to that item type appears on the bill. For example, if you create a billing message explaining how you calculate tuition, you can attach this message to all the tuition item types. When the system generates a bill with a charge against a tuition item type, the message explaining how you calculate tuition appears on the bill.

Linking Billing Messages to Aging Sets

Access the Aging Set Messages page.

Message Number Select the number of the billing message to link to the aging set and aging category.

When you generate a bill for a customer whose payment is late, the system selects the message to appear on the bill based on the number of days the payment is past due.

Note. You can attach only one message per aging category. The message associated with the oldest charge on a customer's account is the one that appears on the customer's bill.

Linking Billing Messages to a Business Unit

Access the Business Unit Messages page.

Message Number Select the number of the billing message to link to the business unit.

Messages linked to a business unit appear on all bills generated by that business unit.

Linking Billing Messages to Students

Access the Customer Messages page.

Message Number Select the number of the billing message to link to the student.

When you generate bills for the student, the billing messages you linked appear on the bill.

Linking Billing Messages to Corporations

Access the Corporation Messages page.

Message Number Select the number of the billing message to link to the organization.

When you generate bills for the organization, the billing messages that you linked appear on the bill.

Setting Up Invoice Layouts

To set up invoice layouts, use the Invoice Layout component (BI_INV_LAYOUT).

An invoice layout is a set of parameters that determine how the system formats the invoices that you print. Because you may require different formats for different types of invoices, you can create many different invoice layouts.

This section discusses how to:

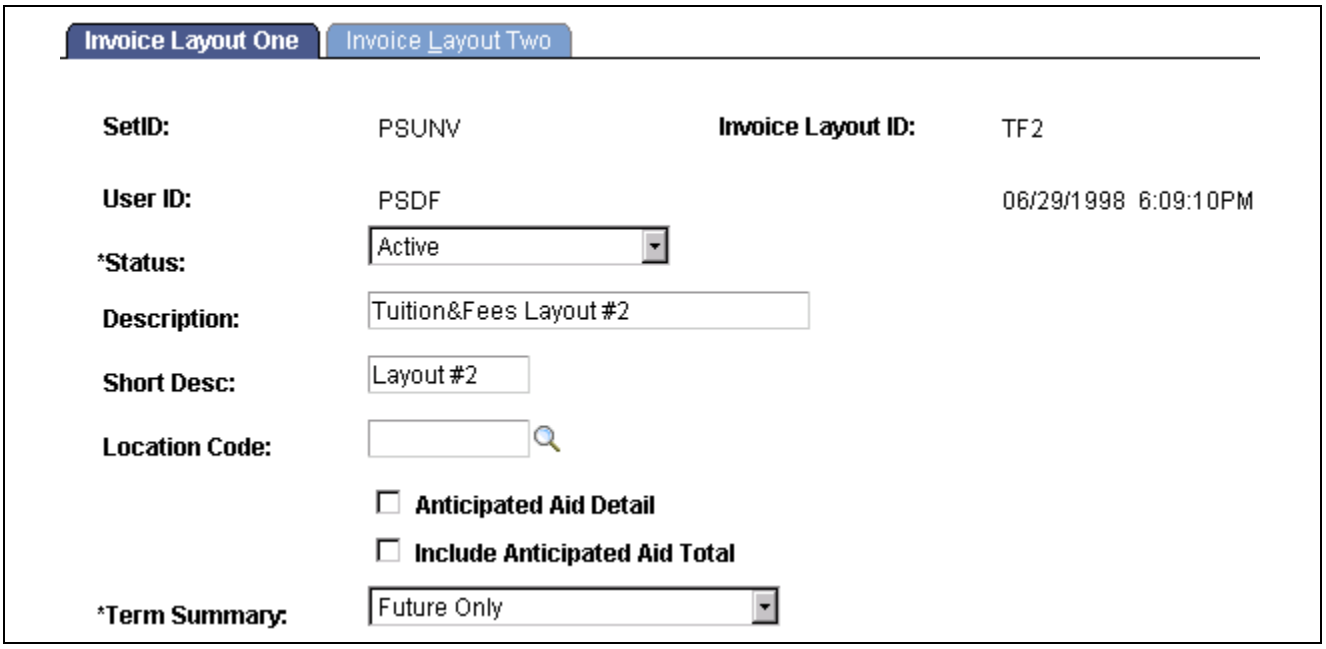
- Define invoice layout information.
- Define invoice layout sorting and summarization.

Pages Used to Set Up Invoice Layouts

Page Name	Object Name	Navigation	Usage
Invoice Layout One	BI_INV_LAYOUT	Set Up SACR, Product Related, Student Financials, Billing, Invoice Layout, Invoice Layout One	Define invoice layout information.
Invoice Layout Two	BI_INV_LAYOUT2	Set Up SACR, Product Related, Student Financials, Billing, Invoice Layout, Invoice Layout Two	Define invoice layout sorting and summarization.

Defining Invoice Layout Information

Access the Invoice Layout One page.



Invoice Layout One page

Location Code Select the location where invoice recipients must mail their payments.

Anticipated Aid Detail and **Include Anticipated Aid Total** Select to print, on the invoice, a detailed summary and the total amount of the financial aid that you expect the student to receive. If you do not select either of these options, no anticipated financial aid information appears on the invoice.

Term Summary Select the terms for which information appears in the term summary section of the invoice:

All Terms: Displays information for past, current, and future terms.

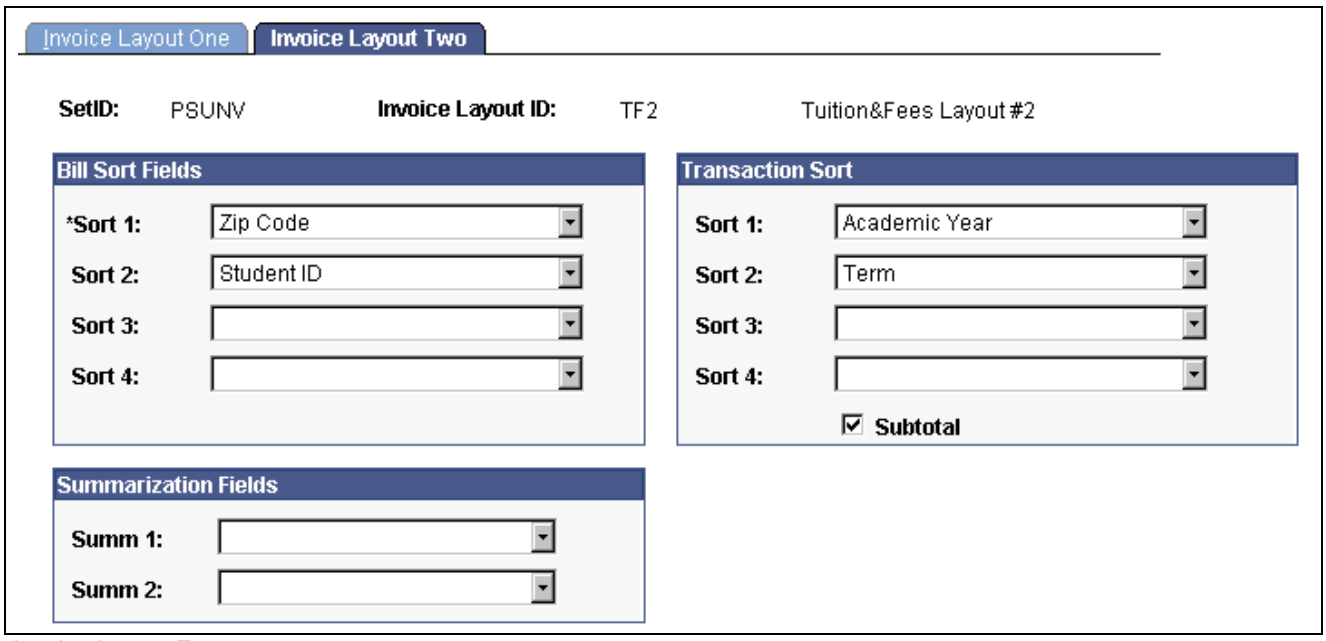
Current and Future Only: Displays information regarding only current and future terms.

Current Term Only: Displays information regarding the current term only.

Future Only: Displays information regarding future terms only.

Defining Invoice Layout Sorting and Summarization

Access the Invoice Layout Two page.



Invoice Layout Two page

Bill Sort Fields

Determine the sort order of the invoices in a given billing run. The sort order that you choose here determines the order in which the system prints the invoices. You do not have to enter a value in all four sort fields. In the preceding example, invoices are sorted first by postal code, then by student ID.

Sort 1, Sort 2, Sort 3, and **Sort 4**

Select the sort order of your invoices:

Academic Level: Sorts by the academic level of the student (such as freshman, sophomore, junior, or senior).

Academic Load: Sorts by the academic course load of the student (such as part-time or full-time load).

Academic Program: Sorts by the academic program of the student (such as liberal arts).

Campus: Sorts by the campus of the institution that the student attends.

Corporation ID: Sorts by the unique ID (organization ID) of the external corporation associated with each bill.

Country: Sorts by the country of residence of the student associated with each bill.

Invoice Number: Sorts by the system-generated invoice number assigned to each bill.

Name: Sorts by the name of the student associated with each bill.

Student ID: Sorts by the unique ID of the student associated with each bill.

Total Amount Due: Sorts by the total dollar amount due for each bill.

Tuition Residency: Sorts by the tuition residency of the student (for example, in-state or out-of-state tuition) in effect at the time that the system generates the bill.

Zip Code: Sorts by the postal code of the student associated with each bill.

Note. You cannot sort by both invoice number and student ID. The system will not give you an error message

Transaction Sort

Determine how transaction details are sorted on an individual invoice. You do not have to enter a value in all four sort fields.

Sort 1, Sort 2, Sort 3, and **Sort 4**

Select how to sort transaction details on your invoices:

Academic Year: Sorts by the academic year associated with each transaction.

Account Number: Sorts by the account number of each transaction.

Amount: Sorts by the dollar amount of each transaction.

Due Date: Sorts by the due date of each transaction.

Item Description: Sorts by the description of the item type for each transaction.

Item Number All: Sorts by the item number that the system assigns to each transaction during posting.

Session: Sorts by the academic session associated with each transaction.

Student ID (Third Party): Sorts a sponsoring organization's bills by the unique student ID associated with each third-party transaction.

Student Name (Third Party): Sorts a sponsoring organization's bills by the student name associated with each third-party transaction.

Term: Sorts by the academic term associated with each transaction.

Transaction Date: Sorts by the date on which each transaction occurred.

Subtotal

Becomes available if you enter a value in the Sort 1 field. Select to print a subtotal of the transactions on the invoice.

Summarization Fields

You can summarize billing information on your printed invoices rather than printing all the billing details. Use this group box to select the fields by which you want to summarize. When you summarize, the printed invoice no longer shows transaction detail.

Summ 1 (summary 1) and **Summ 2** (summary 2)

Select how to summarize billing information on your printed invoices:

Account Number: Summarizes by the account number and account term.

Item Description: Summarizes by the item type description.

Item Nbr - Refund/Payment Only (item number - refund/payment only): Summarizes refunds and payments by item number only. Transaction details for other transactions still appear according to the sort order selected in the Transaction Sort Fields group box.

Item Number All: Summarizes by the item number that the system assigns to each transaction during posting.

Item Type Code: Summarizes by the item type code or classification.

Item Type: Summarizes by item type.

Student ID (Third Party): Summarizes a sponsoring organization's bills by the unique student ID associated with each third-party transaction.

Student Name (Third Party): Summarizes a sponsoring organization's bills by the student name associated with each third-party transaction.

Setting Up Invoice ID Number Generation

To set up invoice ID number generation, use the Invoice ID Number component (INVOICE_NUMBER).

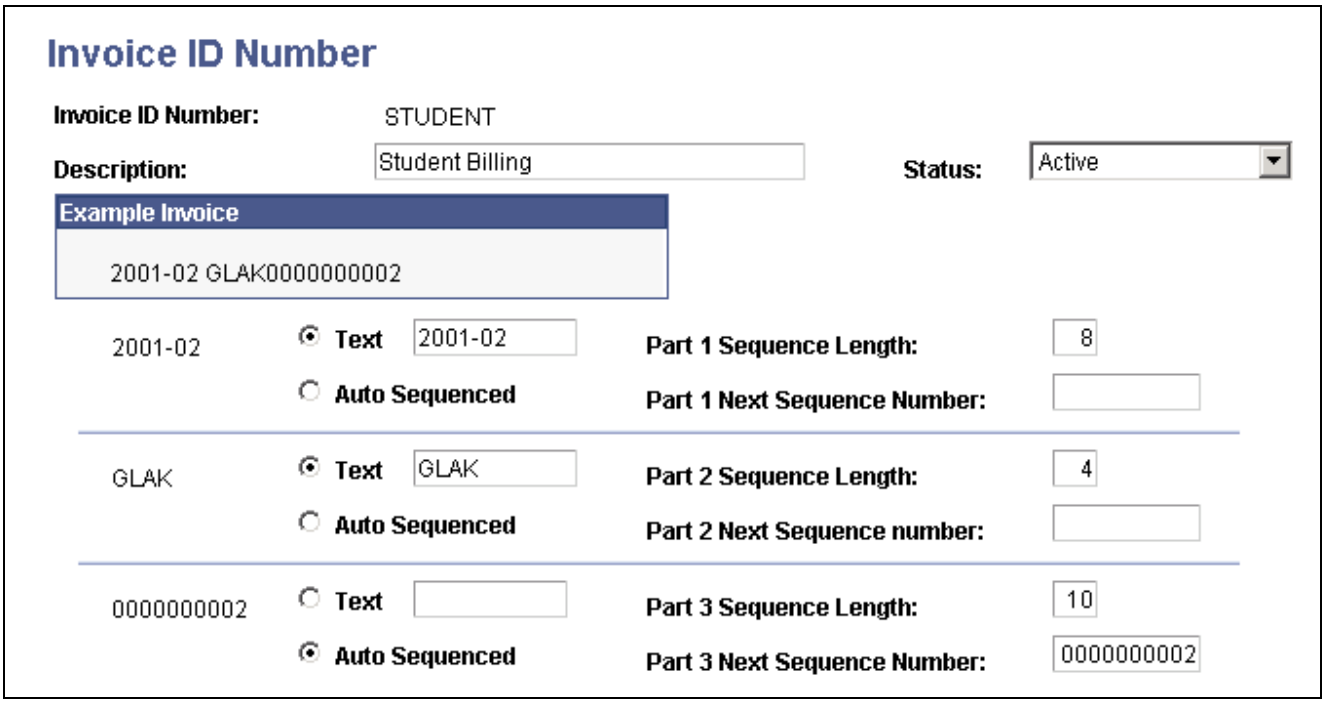
Each bill that you create must have a unique invoice ID number associated with it. You define how the system generates each invoice ID number. The invoice number consists of three parts that combine text with system-generated number sequences. Each part can consist of no more than 10 characters and no fewer than 2 characters. The maximum length of the entire invoice ID is 22 characters.

Page Used to Set Up Invoice ID Number Generation

Page Name	Object Name	Navigation	Usage
Invoice ID Number	BI_IVC_NUM	Set Up SACR, Product Related, Student Financials, Billing, Invoice ID Number	Define invoice number generation.

Defining Invoice Number Generation

Access the Invoice ID Number page.



Invoice ID Number page

Example Invoice Displays how your invoice IDs appear using the parameters that you select.

Text Select to enter specific text for the segment. The Part 1 Sequence Length, Part 2 Sequence Length, or Part 3 Sequence Length field of the segment becomes available, depending on which segment that you are defining.

Auto Sequenced Select to make the segment a number automatically sequenced by the system. The Part 1 Next Sequence Number, Part 2 Next Sequence Number, or Part 3 Next Sequence Number field becomes available, depending on which segment that you are defining.

Part 1 Sequence Length, Part 2 Sequence Length, and **Part 3 Sequence Length** If you selected the Text option for a segment, enter characters to appear on the bill along with the length of the segment. If the length is greater than the number of characters that you enter, the system puts a number of spaces in the segment equal to the difference between the length and the number of characters entered.

Part 1 Next Sequence Number, Part 2 Next Sequence Number, and **Part 3 Next Sequence Number** If you selected the Auto Sequenced option for a segment, use these fields to set the next number to appear on a bill. When you press TAB to move out of the field, the system fills the remainder of the field with zeros so that the total length is 10. This number appears in the segment of the first ID generated by the system using this invoice ID generation scheme. The auto-sequenced segment of each ID generated after the first is one higher than the previous. For example, if you enter *0000001* in the Part 1 Next Sequence Number field, the first segment of the first invoice ID is *0000001.* The first segment of the second invoice ID is *0000002,* and so on.

Setting Up Billing Scan Lines

To set up billings can lines, use the Billing Scan Line component (BI_SCAN_LINE).

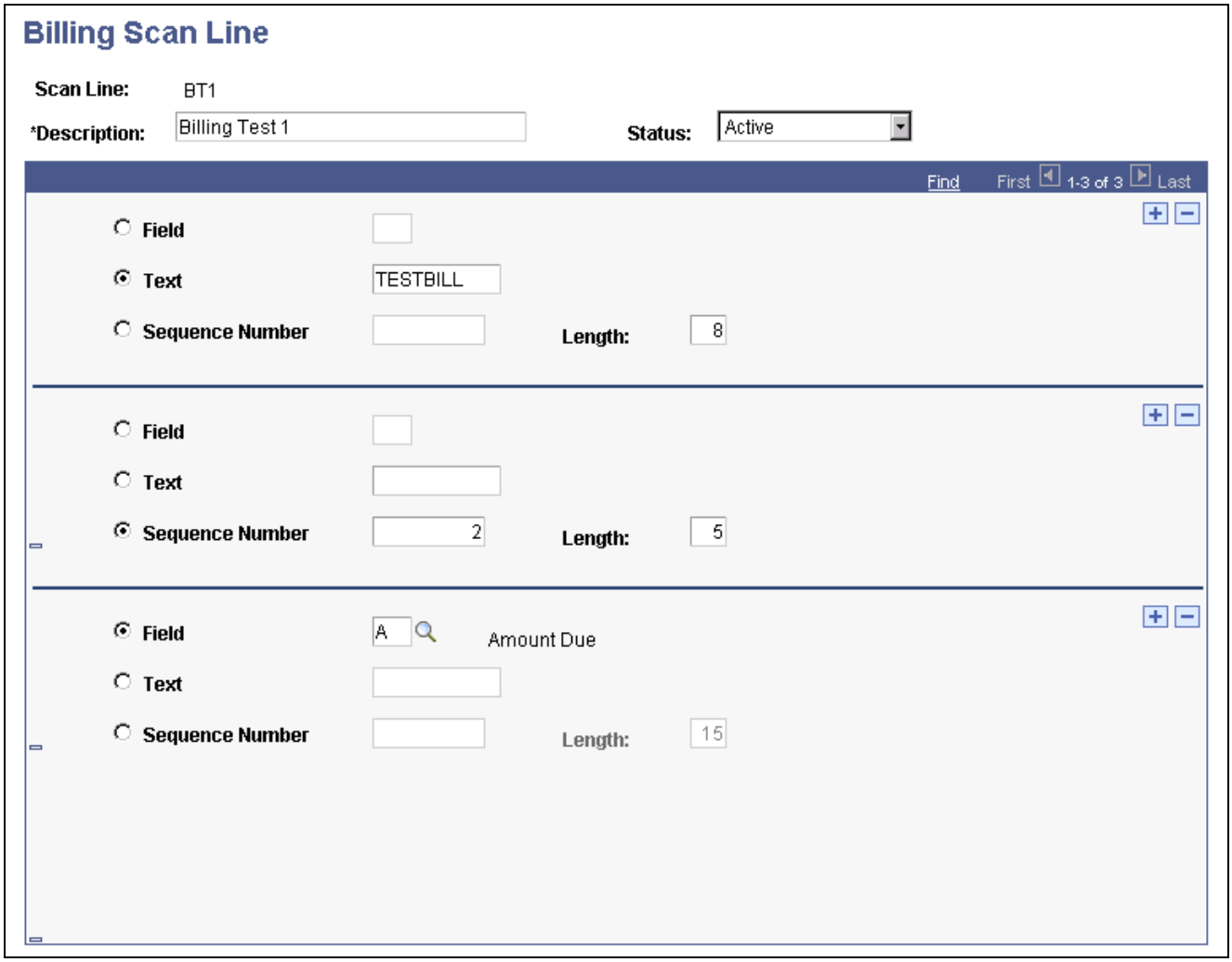
Create a bill scan line if your bank requires it to track transactions. Communicate with your bank to obtain specifications on how to construct your bill scan line.

Page Used to Set Up Bill Scan Lines

Page Name	Object Name	Navigation	Usage
Billing Scan Line	BI_SCAN_LINE	Set Up SACR, Product Related, Student Financials, Billing, Billing Scan Line	Define bill scan lines.

Defining Billing Scan Lines

Access the Billing Scan Line page.



Billing Scan Line page

The bill scan line is a single line of no more than 60 characters of both text and numbers. You add it to a bill using the General Selections 2 page of the Billing Standard Request component. Each segment consists of a field, a piece of text, or a sequence number.

Field If you select the Field option, select the field that you want to use: *A* (amount due), *B* (business unit), *D* (invoice due date), *E* (employee ID), *I* (invoice date), *N* (invoice number), *O* (external org field), and *P* (postal code).

Text If you select the Text option, use the adjacent field to enter text to include in the bill scan line.

Sequence Number If you select the Sequence Number option, enter the number in the adjacent field. This number appears in the segment of the first bill scan line generated by the system using this bill scan line generation scheme. The automatically-sequenced segment of each bill scan line generated after the first is one higher than the previous. For example, if you enter *0000001,* the Sequence Number segment of the first bill scan line is *0000001*. The segment of the second bill scan line is *0000002,* and so on.

Length If you select the Field option, the system automatically populates the Length field according to the option that you choose. This field is then unavailable for editing.

If you select the Text option, the system automatically populates the Length field with the number of characters that you entered in the Text field. You can override this number with a greater number.

If you select the Sequence Number option, the system automatically populates the Length field with the number *10*. You can override this number.

Setting Up Billing Types

To set up billing types, use the Billing Type component (BI_TYPE_TBL).

When you set up your billing standard request, the system requires that you select a billing type for the request. The system uses billing types to distinguish bills when determining prior invoice amount and the last billing date for students or corporations.

Page Used to Define Billing Types

Page Name	Object Name	Navigation	Usage
Billing Type	BI_TYPE_TBL	Set Up SACR, Product Related, Student Financials, Billing, Billing Type	Define billing types.

Setting Up Billing Standard Requests

To set up billing standard requests, use the Billing Standard Request component (BI_STD_REQ_TBL).

This section discusses how to:

- Define general selections.
- Define additional general selections.
- Define communication information.
- Define academic selections.
- Define additional academic selections.
- Select billing messages.
- Select student groups.
- Select account types.
- Define corporate information.

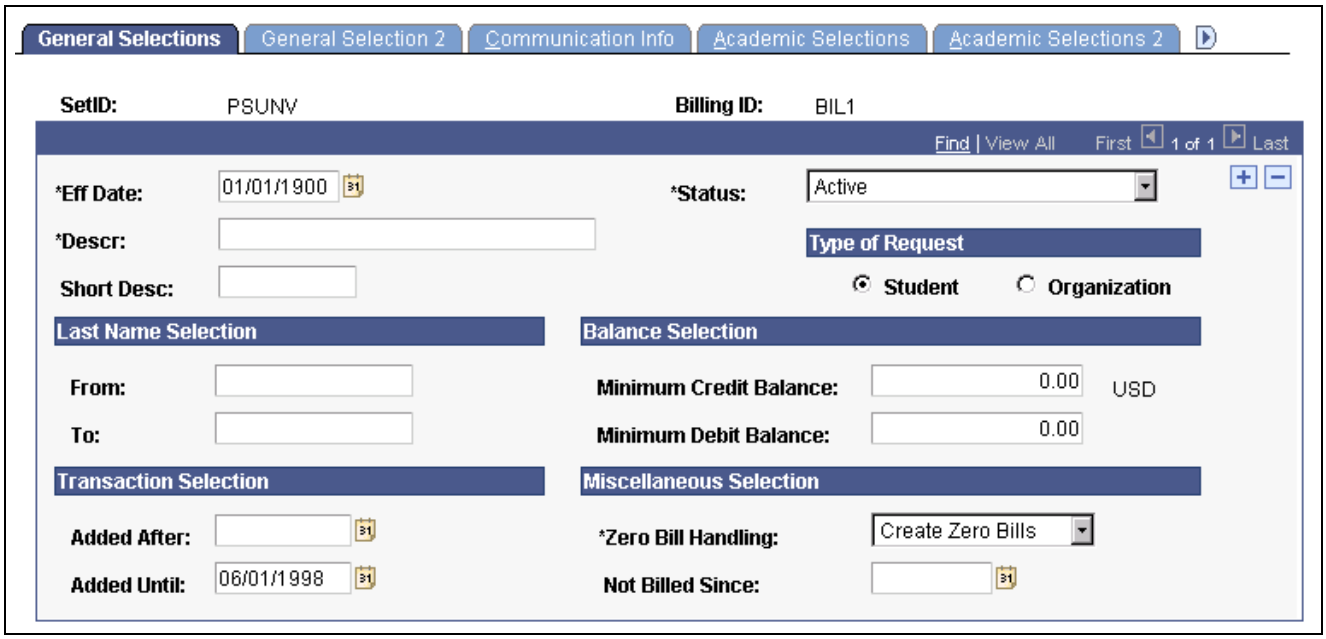
A billing standard request is a set of parameters that determine how the system identifies and bills groups of customers. Once you set these parameters, you can use them repeatedly.

Pages Used to Set Up Billing Standard Requests

Page Name	Object Name	Navigation	Usage
General Selections	BI_STD_REQ_TBL	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, General Selections	Define general selections.
General Selection 2	BI_STD_REQ_ALL6	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, General Selection 2	Define additional general selections.
Communication Info (communication information)	BI_STD_REQ_ALL4	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, Communication Info	Define communication information.
Academic Selections	BI_STD_REQ_ALL1	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, Academic Selections	Define academic selections.
Academic Selections 2	BI_CAN_REQ_ALL1A	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, Academic Selections 2	Define additional academic selections.
Billing Standard Request - Messages	BI_STD_REQ_ALL2	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, Messages	Select billing messages.
Student Groups	BI_STD_REQ_ALL7	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, Student Groups	Select student groups.
Account Selections	BI_STD_REQ_ALL3	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, Account Selections	Select the account types.
Corporation Info (corporation information)	BI_STD_REQ_ALL5	Set Up SACR, Product Related, Student Financials, Billing, Billing Standard Request, Corporation Info	Define corporate information.

Defining General Selections

Access the General Selections page.



General Selections page

Type of Request

Student Select to create billing requests for students and individual customers. All fields on the page become available.

Organization Select to create billing requests for external organizations. The fields in the Last Name Selection group box become unavailable. You must use the Last Name Selection group box on the Corporation Info page instead.

Last Name Selection

From and **To** Define a range of students for which the system generates bills based on the students' last names. For example, to generate a bill for all students with last names starting with the letter *A* through the letter *C,* enter *A* in the From field and *C* in the To field. Leave these fields blank to generate bills for all students who meet the criteria that you set in this component.

Balance Selection

The two fields in this group box work together to generate bills for customers based on credit and debit balances.

Minimum Credit Balance Enter the credit balance above which you generate a bill. Enter the minimum credit balance as a negative number.

Minimum Debit Balance Enter the debit balance above which you generate a bill. Enter the minimum debit balance as a positive number.

To create a bill for all students regardless of account balances, leave the Minimum Credit Balance and Minimum Debit Balance fields set to *0.00.*

Transaction Selection

Added After and **Added Until**

Filter the charges and payments included in the bill based on the date they posted. Only charges and payments posted after the date entered in the Added After field are included in the bill. Only charges and payments posted before or on the date entered in the Added Until field are included in the bill. To include all charges and payments, leave these fields blank.

Miscellaneous Selection

To bill all customers, leave all fields and options in this group box empty.

Zero Bill Handling

Specify how the system processes bills for zero amounts:

Ignore Zero Bills: Ignores zero amounts. Be careful when using this value. The system looks for a net amount due and does not process bills when a credit balance in one account offsets a balance due in another account.

Create Zero Bills: Generates bills for zero amounts.

Update Zero Bills: Sets flags indicating that the account has been billed, but does not generate a bill. The next time that you run the billing process, the system ignores flagged zero amounts, thereby increasing performance.

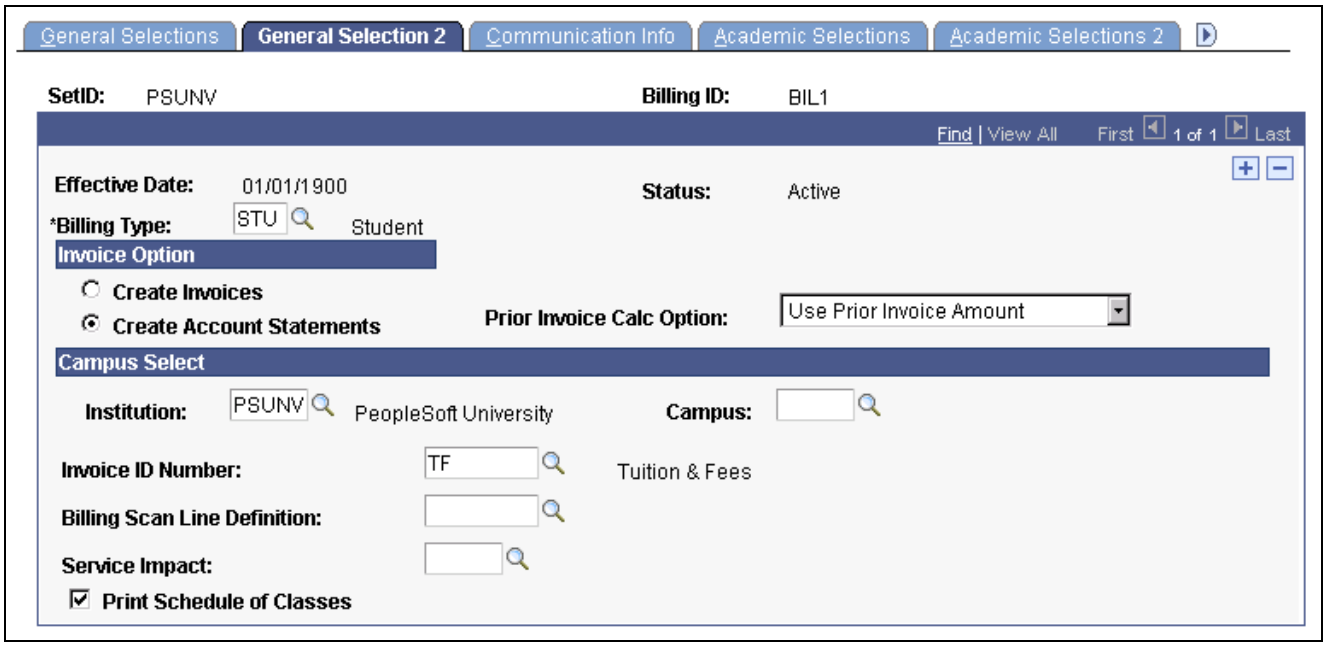
Not Billed Since

Enter a date here to bill only those customers who you have not billed since that date. For example, if the date in the Not Billed Since field is *10/1/2005,* and you run the billing process on 10/15/2005, the system generates bills for students who it billed before 10/1/2005 or who it has not billed at all. The system does not bill students who it billed on 10/1/2005 or between 10/1/2005 and 10/15/2005.

If you select a value in this field, it overrides any conflicting selection criteria that you define.

Defining Additional General Selections

Access the General Selection 2 page.



General Selection 2 page

Invoice Option

Create Invoices

Select so that your invoices do not reference the amount of the previous invoice. For example, suppose that you bill a student for tuition charges of 500.00 USD and housing charges of 2,000.00 USD, for a total of 2,500.00 USD on 10/1/2005. On 10/15/2005, a 75.00 USD miscellaneous charge posts to the student's account before the original bill is paid. If you generate another bill on 10/15/2005, it lists only the new invoice amount of 75.00 USD and details only the miscellaneous charge.

When selected, the system generates bills for accounts with new activity only.

Create Account Statements

Select to generate account statements rather than invoices. The details that appear on the account statement depend on the value that you select in the Prior Invoice Calc Option (prior invoice calculation option) field, which is available only if you select the Create Account Statements option.

When selected, the system generates bills even for accounts with no new activity. However, the system does not allow you to generate a bill more than once per day for an account with no new activity.

Prior Invoice Calc Option (prior invoice calculation option)

Determine the details to appear on account statements:

Use Previous Invoice Amount: Account statements reference the amount of the previous invoice and indicate the previous invoice ID on new bills. For example, suppose that you bill a student for tuition charges of 500.00 USD and housing charges of 2,000.00 USD, for a total of 2,500.00 USD on 10/1/2005. On 10/15/2005, a 75.00 USD miscellaneous charge posts to the student's account before the original bill is paid. If you generate another bill on 10/15/2005, it lists a prior invoice amount of 2,500.00 USD and the corresponding invoice ID, along with the new invoice amount of 75.00 USD that details only the miscellaneous charge.

Account Balance Method: Account statements reference the amount of the previous invoice but do not indicate the previous invoice ID on new bills.

For example, suppose that you bill a student for tuition charges of 500.00 USD and housing charges of 2,000.00 USD, for a total of 2,500.00 USD on 10/1/2005. On 10/15/2005, a 75.00 USD miscellaneous charge posts to the student's account before the original bill is paid. If you generate another bill on 10/15/2005, it lists a prior invoice amount of 2,500.00 USD, along with the new invoice amount of 75.00 USD that details only the miscellaneous charge.

Campus Select

Institution Select an institution. The system generates bills for students who attend the selected institution only.

Campus Select a campus. The system generates bills for those students on the selected campus only. You must select an institution before you select a campus.

Remaining Fields

Invoice ID Number Select the user-defined invoice ID number generation scheme that you want to use to assign unique invoice ID numbers to each bill.

Bill Scan Line Definition If your bank requires bill scan lines, select the bill scan line generation scheme that you want to use to attach a bill scan line to each bill.

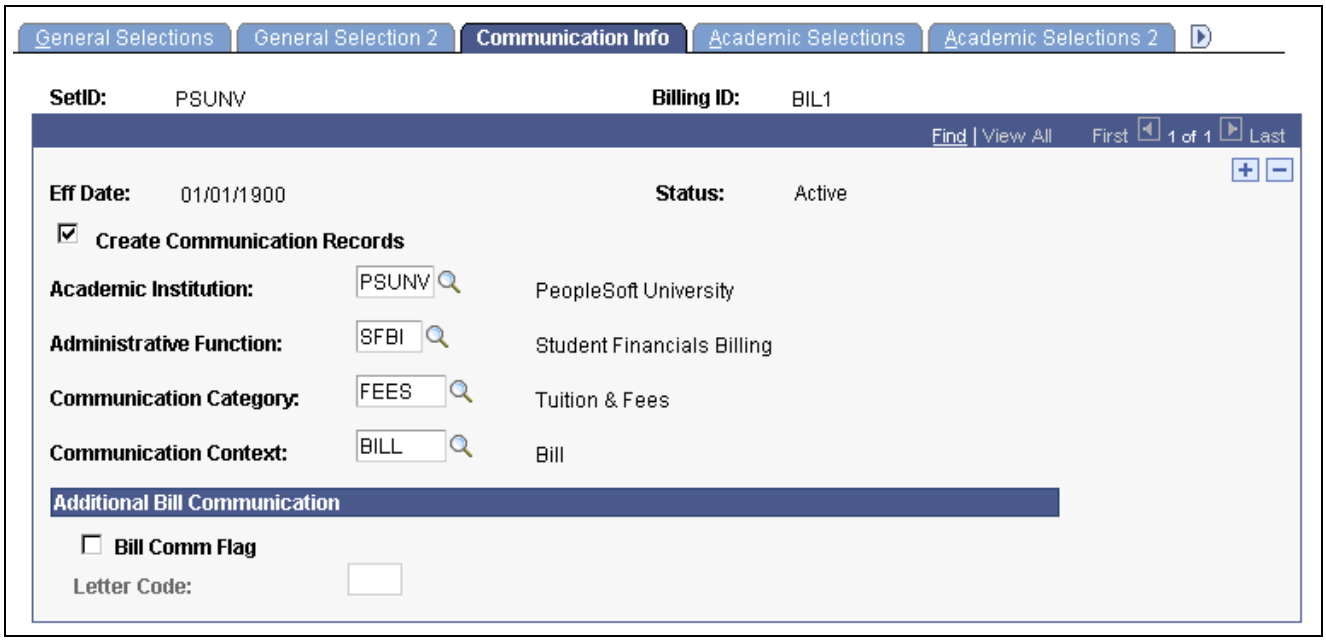
Service Impact (Optional) Attach a service impact to the billing standard request. You normally use this field to attach a positive service impact that excludes from billing those students with a service indicator associated with the selected service impact.

This field is not available if you select the Corporation option in the Type of Request group box on the General Selections page.

Print Schedule of Classes Select to print the schedule of classes on your invoices. This field is not available if you select the Corporation option in the Type of Request group box on the General Selections page.

Defining Communication Information

Access the Communication Info page.



Communication Info page

Create Communication Records Select to create a communication record during the bill generation process.

Academic Institution Select the academic institution to which the communication record applies.

Administrative Function Select *SFBI*.

Communication Category Select the type of communication record to create.

Communication Context Within the communication category that you select, choose the context of the communication record to create.

Additional Bill Communication

Bill Comm Flag (bill communication flag) Select to produce a duplicate bill for the parent or guardian of each student affected by the billing standard request when you run the billing process. The system uses the parent or guardian that you specify on the Relationships page within PeopleSoft Campus Community. The Letter Code field becomes available.

Letter Code If applicable, enter one or more letter codes. The system matches these against any letter codes specified for the communication recipient on the Relationships page within Campus Community.

See Also

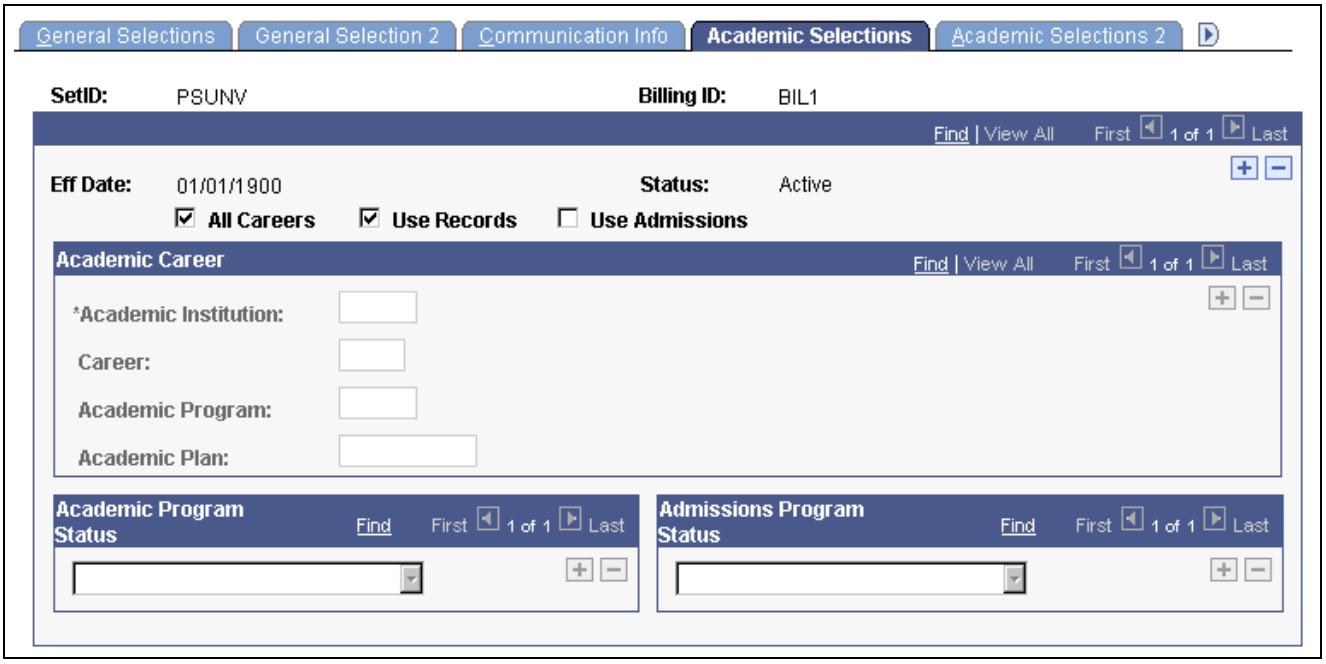
PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Setting Up Administrative Functions"

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Communications"

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Biographical Information," Managing Relationships Data

Defining Academic Selections

Access the Academic Selections page.



Academic Selections page

All Careers Select to generate a bill for all students regardless of academic career. The Academic Institution, Career, Academic Program, Academic Plan, Academic Program Status, and Admissions Program Status fields become unavailable.

Use Records Select to filter billed students based on academic program status. The Academic Program Status field becomes available.

Use Admissions Select to filter billed students based on admissions program status. The Admissions Program Status field becomes available. You can select this check box in addition to the Use Records check box. However, if you select both check boxes, the system checks academic program status first during the billing process to determine whether it should bill a student. It only uses admissions program status if a student has no academic program status.

Academic Career

Select the Academic Institution, career, Academic Program, and Academic Plan to bill.

Academic Program Status

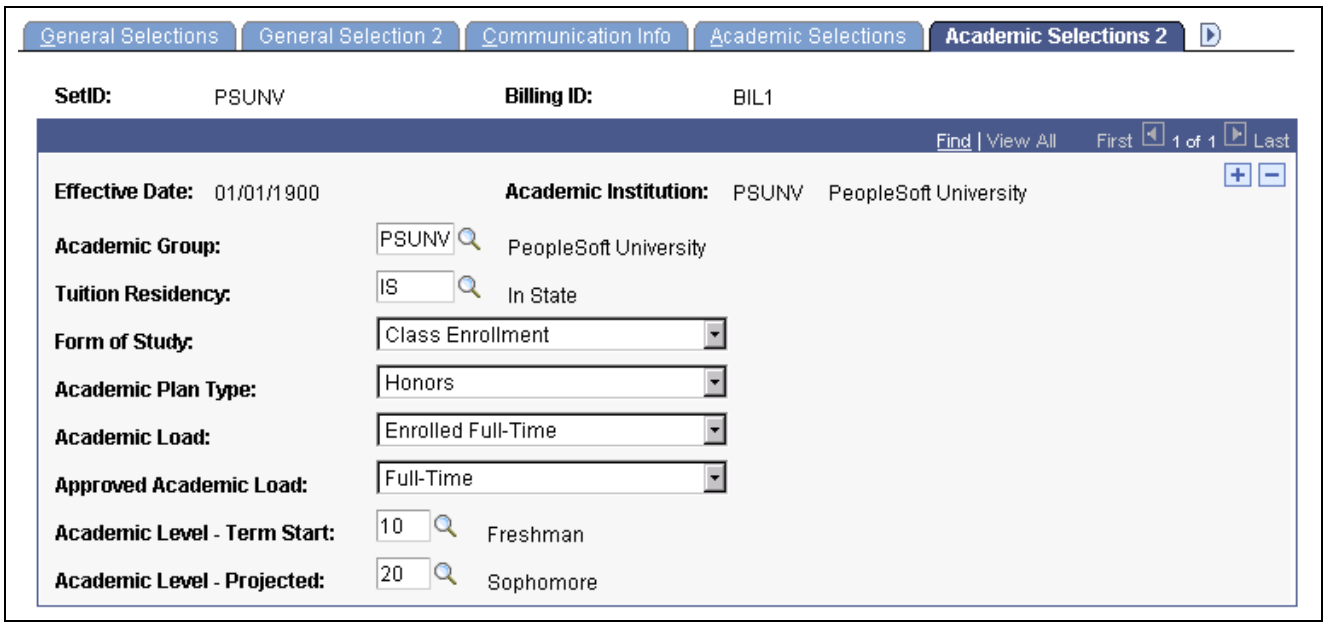
Select the academic program status to bill. To generate bills based on academic program status, you must select at least one academic career and academic program on this page.

Admissions Program Status

Select the admissions program status to bill.

Defining Additional Academic Selections

Access the Academic Selections 2 page.



Academic Selections 2 page

Select a value for any of eight academic categories to filter your billing process.

Note. The billing process acknowledges the selection criteria on this page only if you select a Bill By option of *Bill Range* when creating your billing request.

Selecting Billing Messages

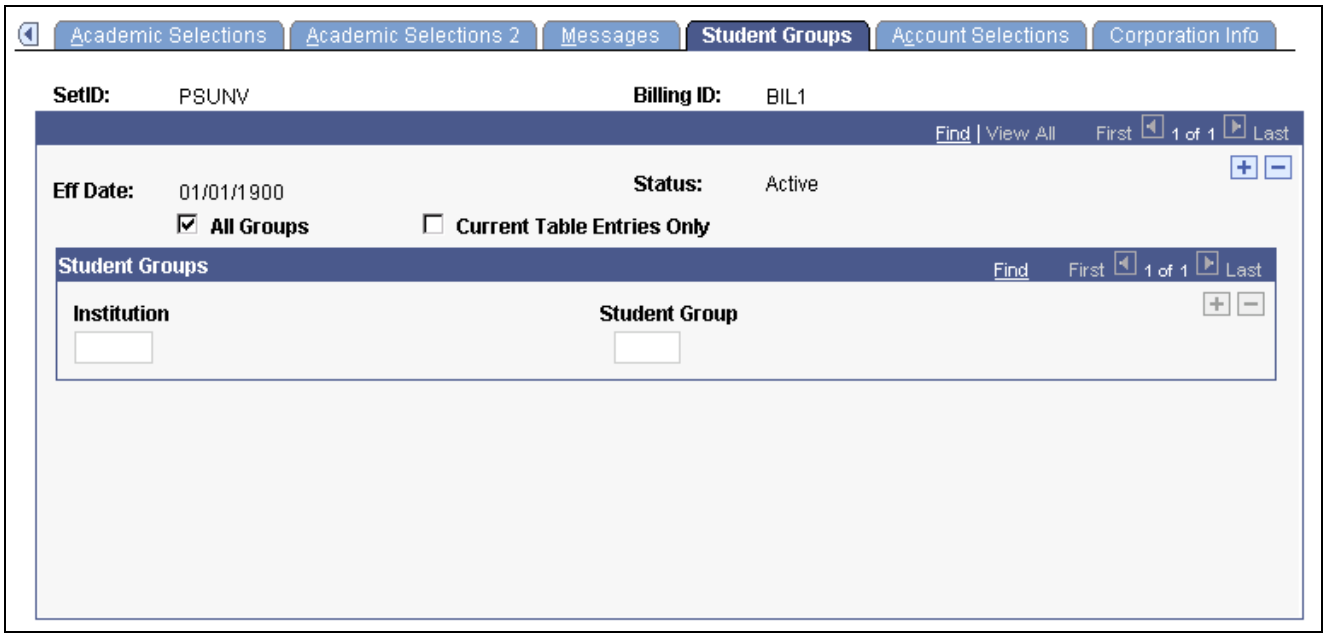
Access the Billing Standard Request - Messages page.

Billing Standard Request - Messages page

Message Number Select the message number associated with the text that you want to appear on your bills. Remember that any business unit messages that you create appear on the bill, in addition to the messages that you select here.

Selecting Student Groups

Access the Student Groups page.



Student Groups page

All Groups Select to generate bills for all student groups. The Institution and Student Group fields become unavailable.

Current Table Entries Only Select to create bills and invoices only for students that are currently in the student groups that you specify in the Student Groups group box. The system excludes any students with a future-dated active status in a student group.

Student Groups

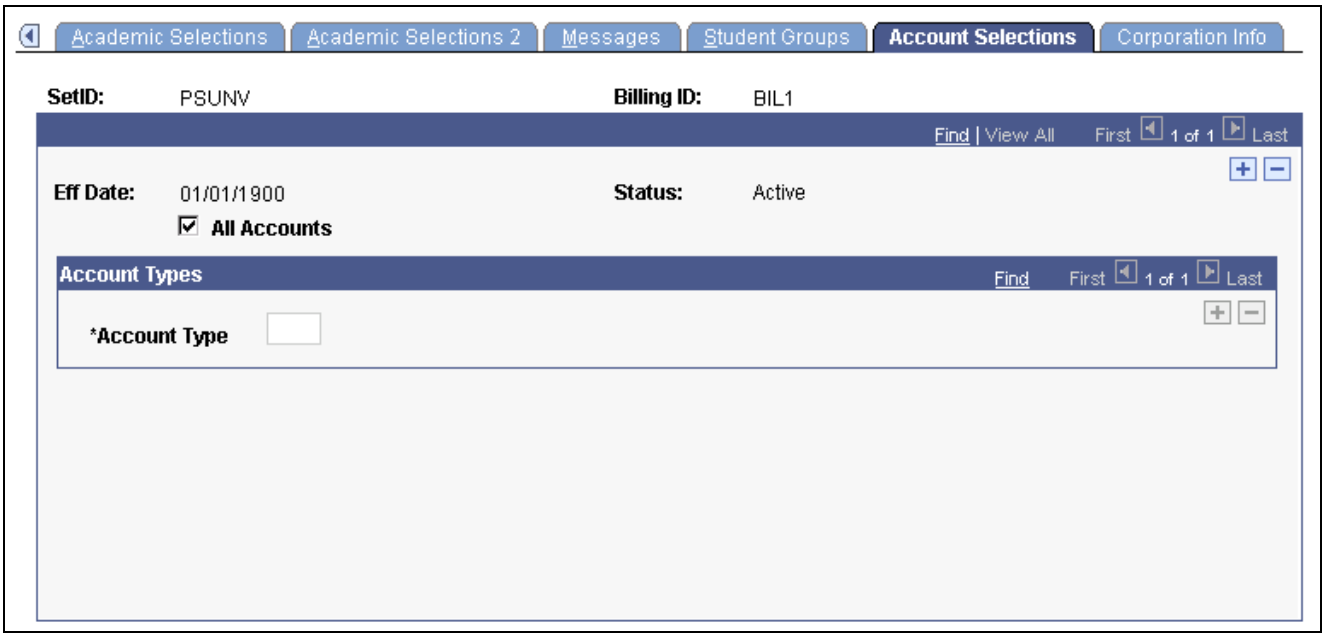
Select the institution and student group to bill.

See Also

PeopleSoft Enterprise Recruiting and Admissions 8.9 PeopleBook, "Setting Up Prospects"

Selecting Account Types

Access the Account Selections page.



Account Selections page

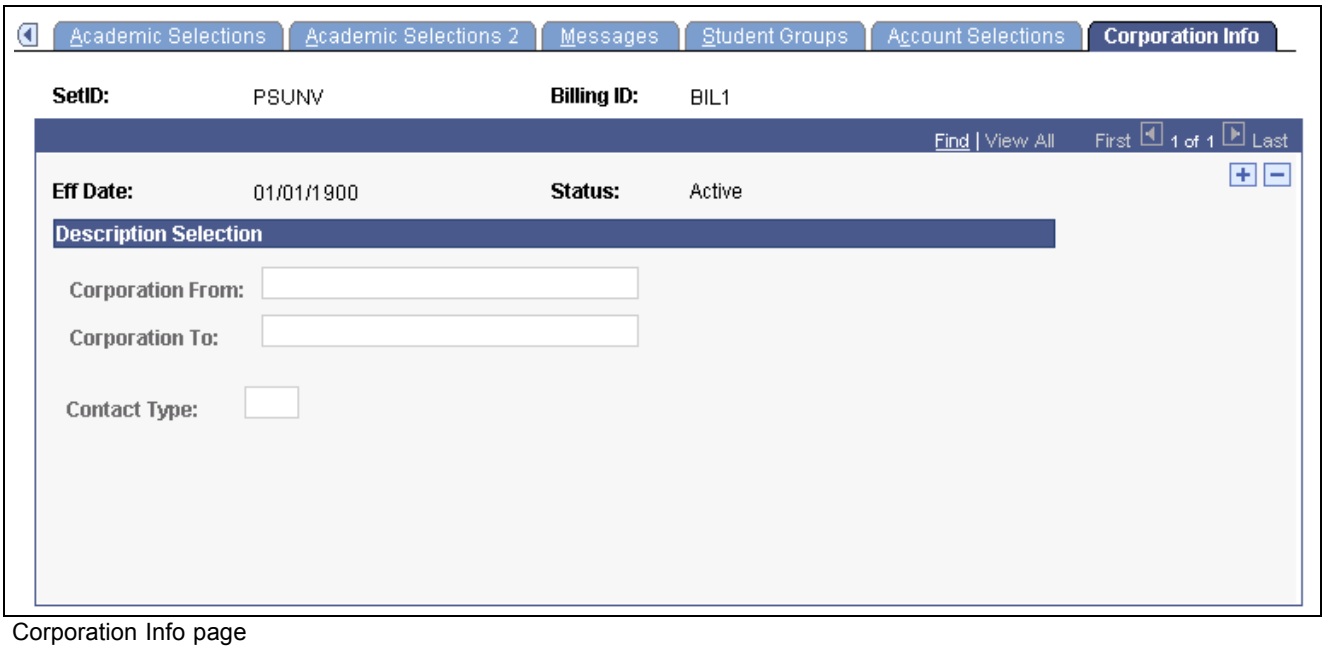
All Accounts Select to bill all account types.

Account Types

If you do not select the All Accounts check box, select a specific account type to bill.

Defining Corporation Information

Access the Corporation Info page.



Corporation Info page

Corporation From and **Corporation To**	Enter an alphabetical range of corporations to bill. Leave these fields blank to generate bills for all corporations that meet the criteria that you set in this component.
Contact Type	To address corporate bills to a specific position (such as chief financial officer), select the type of contact.

CHAPTER 10

Setting Up Cashiering

This chapter describes how to:

- Define a cashiering office.
- Set up valid registers and cashiers.
- Set up target keys.
- Set up tender keys.
- Set up the parameters for processing credit cards.
- Set up void reasons.
- Set up receipt messages.
- Modify cashiering receipt forms.

Defining a Cashiering Office

To set up a cashiering office, use the Cashiering Offices component (CASHIERING_OFFICES).

Before you can run your cashiering process, you must first define the characteristics of your cashiering office. Your institution may have multiple cashiering offices, located on or off campus. Different cashiering offices often serve different roles in your institution. The Cashiering feature provides the flexibility to define different cashiering offices, each with its own set of cashiering rules and requirements.

This section describes how to:

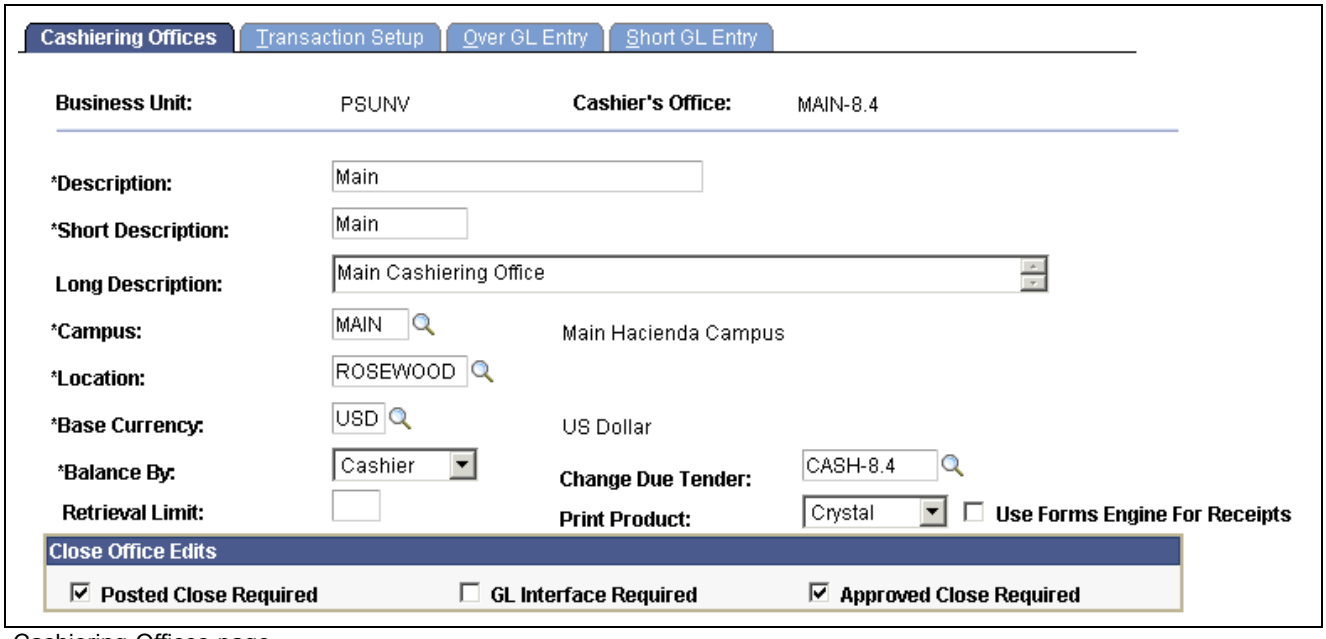
- Define the basic parameters of your cashiering office.
- Define the transaction setup of your cashiering office.
- Define how the system records cashiering overages to the general ledger.
- Define how the system records cashiering shortages to the general ledger.

Pages Used to Define a Cashiering Office

Page Name	Object Name	Navigation	Usage
Cashiering Offices	CSH_OFF_TABLE	Set Up SACR, Product Related, Student Financials, Cashiering, Cashiering Offices	Define the basic parameters of the cashiering office.
Transaction Setup	CSH_OFF_TABLE2	Set Up SACR, Product Related, Student Financials, Cashiering, Cashiering Offices, Transaction Setup	Define the way in which your cashiering office handles and posts transactions.
Over GL Entry	CSH_OFF_TBL_OVER	Set Up SACR, Product Related, Student Financials, Cashiering, Cashiering Offices, Over GL Entry	Define the general ledger chart of accounts to which you record any cash overages for your cashiering office. The chart of accounts that you define on this page provides the credit side of the GL entry.
Short GL Entry	CSH_OFF_TBL_SHORT	Set Up SACR, Product Related, Student Financials, Cashiering, Cashiering Offices, Short GL Entry	Define the general ledger chart of accounts to which you record any cash shortages for your cashiering office. The chart of accounts that you define on this page provides the debit side of the GL entry.

Defining the Basic Cashiering Office Parameters

Access the Cashiering Offices page.



Cashiering Offices page

Campus Select the campus on which the cashiering office is located.

Location Select the specific location of the cashiering office.

Base Currency Select the base currency that the cashiering office uses when processing transactions. All transactions in the office are set to this currency by default. The default value for this field is the default currency of your business unit.

Balance By Select the method to use to balance the cashiering office. Select from the following values:

Cashier: Select this value to balance receipts of each cashier against the cash drawer. With this method, a cashier can use any open register, but no one else may use his individual cash drawer. Therefore, balancing by cashier is the more secure option. It enables you to track errors and outages to specific cashiers.

Register: Select this value to balance the receipts of each register against the cash drawer. With this method, any number of valid cashiers can use the cash drawer in a register during a given business day.

Change Due Tender Select the tender key that you want to designate for change due. This is the type of tender that the office uses to give change to customers. You define the tender keys available in this field using the Tender Keys component.

Retrieval Limit Enter the number of business days the system retrieves when you open, reopen, or close the cashiering office. This is an optional field. Use it to enhance system performance.

Note. If you do not select this option, the system displays all past business days when opening, closing, or reopening a cashiering office. This slows system performance significantly.

Print Product Select to print receipts. If you want to print receipts automatically using the Create Receipt button on the six receipt generation pages, you must select a print product. You can print receipts using *Crystal.*

Use Forms Engine for Receipts Select to use Forms Engine to print student payment, corporate payment, department, and check cashing receipts. Clear to use the specified Print Product to print your receipts.

If you select this check box, it is necessary to specify printers for your valid registers before you can print receipts using Forms Engine.

Close Office Edits

Use the Close Office Edits group box to specify the requirements that your office must meet before you can close it.

Posted Close Required If you select this check box, the system requires you to post all receipts before closing the cashiering office. This requirement takes effect only if you select the *Delay posting* or *Group Post* options in the Posting field of the Transaction Setup page.

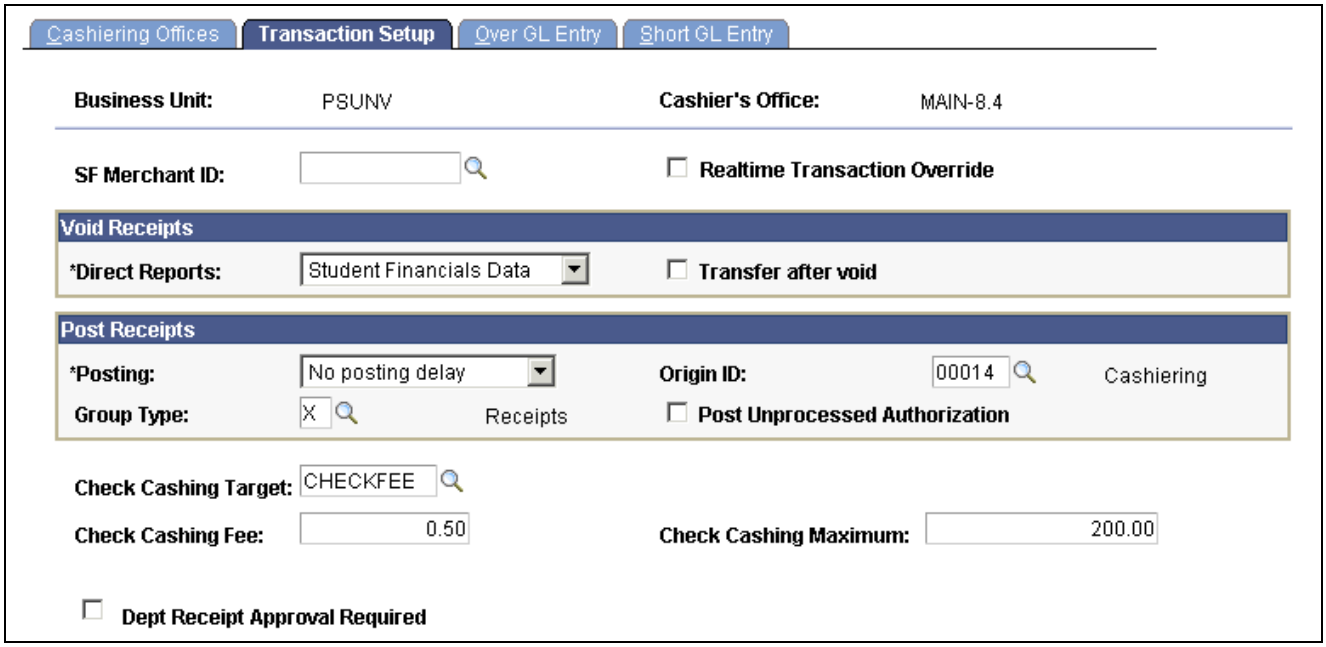
GL Interface Required If you select this check box, the system requires you to run the Cashiering GL Interface process before closing the cashiering office.

Approved Close Required If you select this check box, the system requires you to approve all pending department receipts before closing the cashiering office. This requirement

takes effect only if you select the Dept Receipt Approval Required check box on the Transaction Setup page.

Defining the Transaction Setup of a Cashiering Office

Access the Transaction Setup page.



Transaction Setup page

Note. If you select the Realtime Transaction Override check box, you must authorize and settle your cashiering credit card transactions using the batch process.

Void Receipts

Use this group box to define how the system voids receipts.

Direct Reports Select the appropriate value for your institution to determine the rules the system uses to establish supervisory relationships for the process of voiding receipts.

Student Financials Data: Select this value to establish supervisory relationships of cashiers on the Valid Cashiers page.

Human Resources Data: Select this value to have Student Financials use the employment data for each cashier defined in PeopleSoft Human Resources to determine supervisory relationships.

Transfer after void Select this check box if, upon voiding a receipt, you want the system to transfer you automatically to the page where the receipt was created. For example, after voiding a student payment, the system automatically takes you to the Student Payment page if you selected this option.

Post Receipts

Use this group box to define how the system posts student payments and corporate payments.

Posting

Use this field to select when the system posts student and corporate payment receipts. Valid values are:

No posting delay: If you select this value, the system posts receipts immediately to student and corporate accounts from the Student Payment and Corporate Payment pages when you click the Create Receipt button. The advantage of this method is that the system updates account balances as you create payment receipts.

Delay posting: If you select this value, the system does not post receipts to student or corporate accounts when you click the Create Receipt button on the Student Payment and Corporate Payment pages. Instead, you post delayed student and corporate payment receipts using the Post Receipts page.

By delaying posting, you can enhance system performance during receipt creation, especially if you have a large number of cashiers using the system. Using the Post Receipts page, you can post receipts at any time during the day, when it puts less demand on the system.

Group Post: If you select this value, the system does not post receipts when you click the Create Receipt button on the Student Payment and Corporate Payment pages. Instead, the system places each receipt that you create into a single posting group for the business day. To post receipts for a group, use the Posting Groups page in the Maintain Receivables feature. Like the *Delay posting* method, the *Group Post* method enables you to enhance system performance during peak demand. However, using the *Group Post* method, you post all receipts at the end of the day by running one batch process. Therefore, the system does not update your student or corporate accounts as often.

Origin ID and **Group Type**

If you select *Group Post* in the Posting field, select the origin ID and group type of the posting group in which your cashiering office places student and corporate payment receipts.

Post Unprocessed Authorizations

If you select this check box, the system posts credit card transactions even if it has not processed the authorizations of those transactions. If you clear this check box, the system posts only transactions for which you have processed authorizations.

This option is useful when intermittent timeouts of the authorization process occur. This enables the system to save or post the transactions normally regardless of the timeout. However, if this situation occurs, you must remember to authorize your credit card transactions using the batch process in the Maintain Receivables feature.

Note. PeopleSoft recommends that you define a group type and origin ID in Maintain Receivables specifically for cashiering receipts so that you can more readily identify and isolate these posting groups.

Setting Check Cashing Rules

Check Cashing Target

Select the target key associated with the check-cashing fee item type. Define the check cashing fee target key using the Target Keys component. Define the amount of the check-cashing fee in the Check Cashing Fee field. This is not a required field.

Check Cashing Fee

Enter the amount that you want to charge customers when they use this cashiering office to cash checks.

Check Cashing Maximum Enter the maximum check amount that you want to allow customers to cash at your cashiering office.

Setting Department Receipt Approval

Dept Receipt Approval Required (department receipt approval required) Select this check box to implement the workflow approval process for all department receipts generated by this cashiering office. When you select this check box, the Cashier Approval Role becomes available.

Cashier Approval Role Select the role of the person who approves department receipts generated by your cashiering office. A person with the cashier approval role must approve all department receipts before you post them to the general ledger.

If you select the Approved Close Required check box on the Cashiering Offices page, the person with the cashier approval role must approve all department receipts before you close the cashiering office.

See Also

Chapter 3, "Setting Up ePayment Processing," Setting Up SF Merchants, page 62

Chapter 14, "Processing ePayment Transactions," page 281

Chapter 21, "Maintaining Receivables," page 425

PeopleSoft Human Resources PeopleBook, Managing Workforce Data, "Administering Your Workforce"

Defining the General Ledger Entry of Cashiering Overages

Access the Over GL Entry page. Select the ChartField values that correspond to the general ledger account into which you record your cashiering overages.

Defining the General Ledger Entry of Cashiering Shortages

Access the Short GL Entry page. Select the ChartField values that correspond to the general ledger account into which you record your cashiering shortages.

Setting Up Valid Registers and Cashiers

To set up valid registers and cashiers, use the Valid Registers component (REGISTERS) and the Valid Cashiers component (CASHIERS).

This section discusses how to:

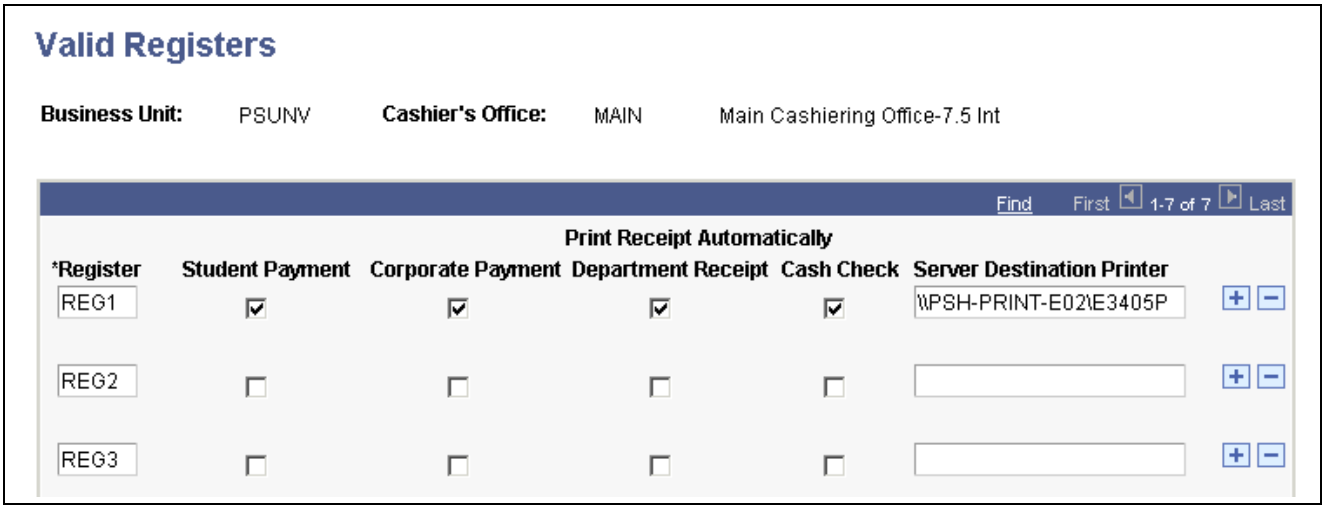
- Define valid registers.
- Define valid cashiers.

Page Used to Set Up Valid Registers and Cashiers

Page Name	Object Name	Navigation	Usage
Valid Registers	CSH_0FF_REGISTERS	Set Up SACR, Product Related, Student Financials, Cashiering, Valid Registers	Define valid registers.
Valid Cashiers	CSH_OFF_CASHIER	Set Up SACR, Product Related, Student Financials, Cashiering, Valid Cashiers	Define valid cashiers.

Defining Valid Registers

Access the Valid Registers page.



Valid Registers page

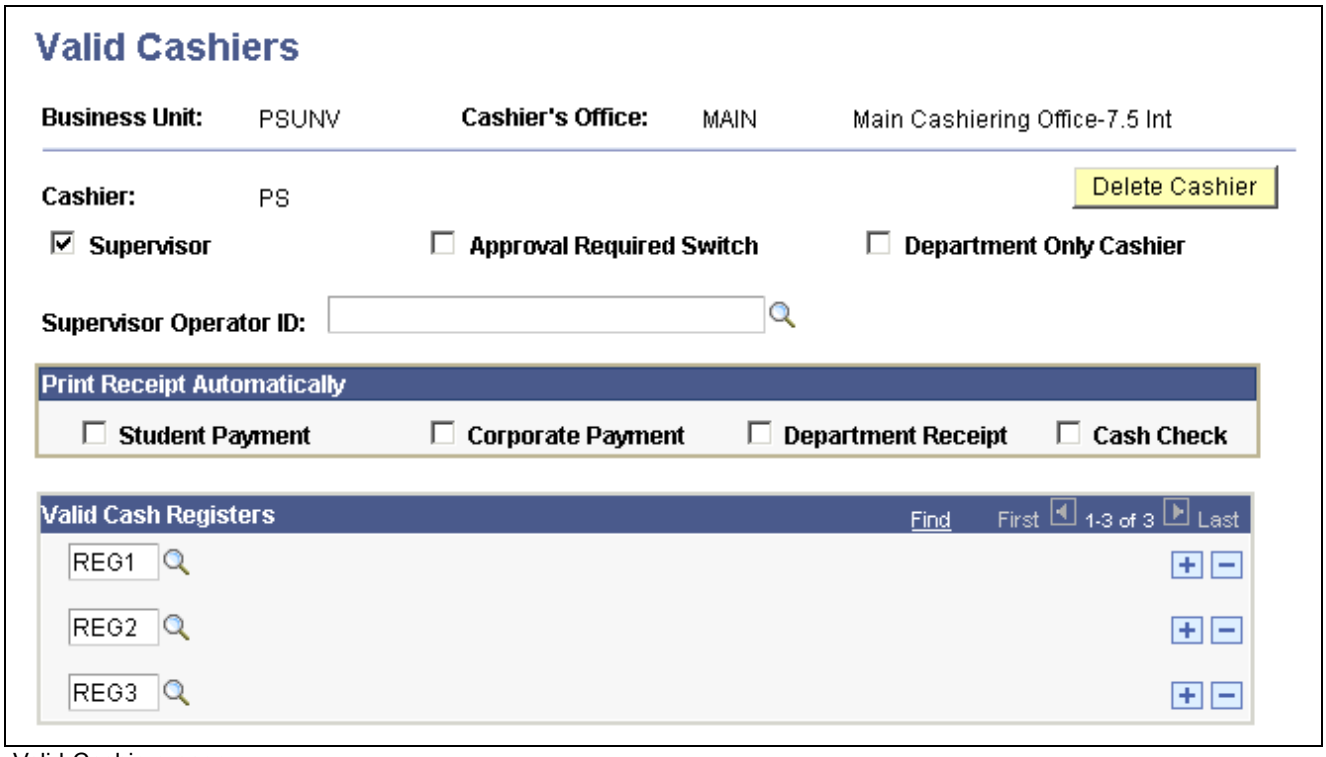
Register Enter the alphanumeric code that you use to identify the register.

Setting Up Receipts to Print Automatically

Use the check boxes under the Print Receipt Automatically heading to determine which types of receipts print automatically when each valid register creates them. The system recognizes the selections made in these check boxes only if you choose to balance by register in the setup of your cashiering office. You can choose to print receipts automatically for Student Payment, Corporate Payment, Department Receipt, and Cash Check receipts. For each valid register set to print automatically, use the Forms Engine Printer field to specify the printer to which Forms Engine generates the receipt.

Defining Valid Cashiers

Access the Valid Cashiers page.



Valid Cashiers page

Delete Cashier Click to delete the cashier from the cashiering office.

Supervisor Select to give the cashier the ability to void receipts. A cashier designated as a supervisor can void her own receipts and the receipts of any other cashier that directly reports to her.

Approval Required Select to implement the workflow approval process for any department receipts processed by the cashier.

Supervisor Operator ID This field is available only if you select *Student Financials Data* in the Direct Reports field of the Transaction Setup page. Select an ID to indicate the supervisor to whom the cashier directly reports. The supervisor assigned to this cashier can view and void the cashier's receipts.

Department Only Cashier Select to designate the cashier as one who can process only department receipts and does not have an open cash drawer. When you select this check box, the system automatically selects the Approval Required check box and makes it unavailable.

Print Receipt Automatically

Use the Print Receipt Automatically group box to determine which types of receipts print automatically when the valid cashier creates them. The system recognizes the selections made in these check boxes only if you choose balance by cashier in the setup of your cashiering office. You can choose to print receipts automatically for Student Payment, Corporate Payment, Department Receipt, and Cash Check receipts.

Valid Cash Registers

In the Valid Cash Registers scroll area, enter the codes of the valid registers that you want the cashier to be able to use.

Setting Up Target Keys

To set up target keys, use the Target Keys component (TARGET_KEYS).

Target keys indicate which charges receive credit for a given transaction. A cashier must specify a target key for all transactions except department receipts, cash replenishments, and interim deposits.

This section discusses how to:

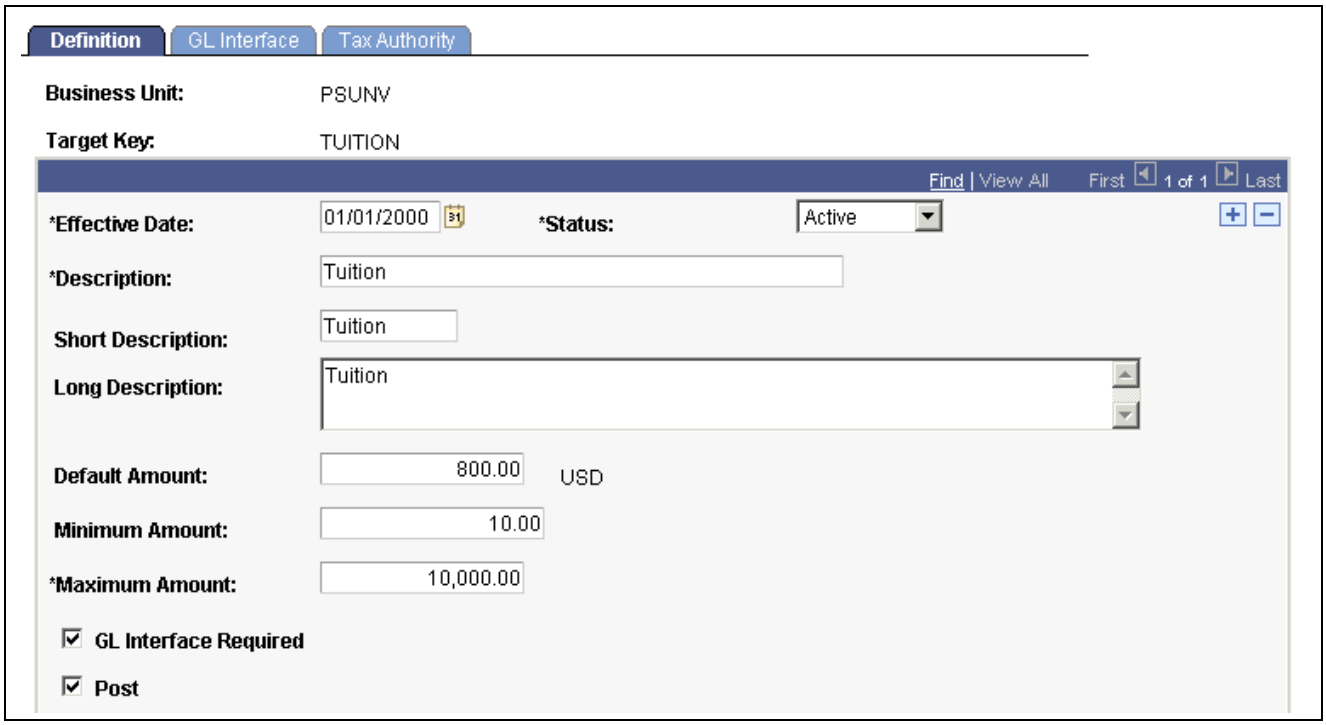
- Define target keys.
- Define charts of accounts for target keys.
- Link tax authorities to target keys.

Pages Used to Set Up Target Keys

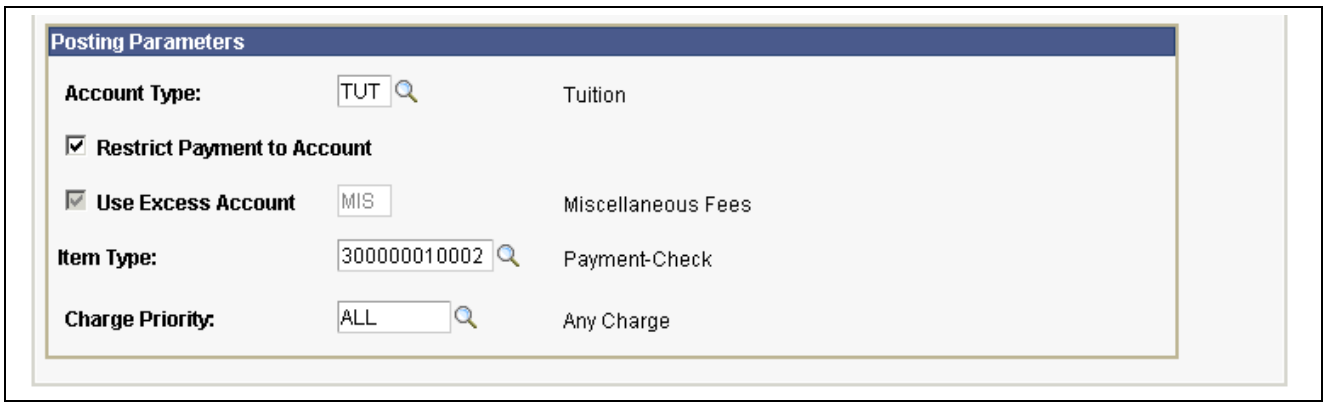
Page Name	Object Name	Navigation	Usage
Target Keys - Definition	TARGET_KEY_TABLE	Set Up SACR, Product Related, Student Financials, Cashiering, Target Keys, Definition	Define a target key.
GL Interface	TARGET_KEY_GL	Set Up SACR, Product Related, Student Financials, Cashiering, Target Keys, GL Interface	Define a chart of accounts for a target key. Define the general ledger chart of accounts to which you record any cashiering transactions associated with the target key that you are defining.
Tax Authority	TARGET_KEY_TAX	Set Up SACR, Product Related, Student Financials, Cashiering, Target Keys, Tax Authority	Link tax authorities to target keys. Attach tax authorities to your target key. This enables you to assess tax on certain cashiering transactions with this target key.

Defining Target Keys

Access the Target Keys - Definition page.



Target Keys - Definition page (1 of 2)



Target Keys - Definition page (2 of 2)

Default Amount Enter an optional default amount for the target. For example, if Tuition charges are typically 5,000 USD, then for the Tuition target key, you can enter 5,000 USD as a default amount to reduce the amount of data entry required at the time of payment.

Minimum Amount Define the minimum amount allowed for the target key per transaction.

Maximum Amount Define the maximum amount allowed for the target key per transaction.

GL Interface Required Select to include transactions for this target key when you run the cashiering GL interface process.

For a cashiering receipt to properly interface with your general ledger system, both the target key and the tender key associated with the receipt must have the GL Interface Required check box selected.

Be careful when selecting this check box because if the item type associated with the target key also has this check box selected, the regular GL interface

process will pick up any transactions associated with the target key that you are defining. The cashiering GL interface process is intended to be used to send transactions to your general ledger that do not post to student or corporate accounts. Usually, you do not want these non-postable transactions to be picked up by the regular GL interface process. Therefore, you normally do not want to select the GL Interface Required check box for the target key unless it is to be used for transactions that do not post to an account.

Post Select to post student payments or corporate payments associated with this target key. The system selects this check box by default.

If you select this check box, you cannot attach a tax authority to the target key. This is because when you attach a tax authority to a target key, the system assesses a tax to any cashiering transactions associated with that target key. Postable targets post against charges on a student or corporate account. The system already assesses any necessary taxes to a charge when it posts to an account. Therefore, if a tax authority were attached to a postable target key, when you used the target key for a cashiering transaction, the system would assess tax to the target even though the charge it would post against had already been taxed. This would cause the payer of the charge to be taxed twice for the same charge.

Posting Parameters

Determine how the system posts transactions associated with the target key.

Account Type If you are defining target keys for student or corporate payments, select the account type the target affects. The account type determines the account to which the payment posts.

Restrict Payment to Account Select to post each payment in its entirety to the account that you set in the Account Type field. The system credits any excess payments to the account that you selected, thereby creating a credit balance that can be applied to new charges or refunded later. If you select this check box, the Use Excess Account check box and its accompanying field become unavailable.

Use Excess Account If you do not select Restrict Payment to Account, you can select this check box. When you select this check box and do not specify a specific account in its accompanying field, the system credits excess payments to the default payment excess account that you defined during the setup of your student financials business unit.

Use the edit box to the right of this check box to select a specific excess account to which the system credits any excess payments to this target key.

Item Type If you are defining a target key for payments that post to student or corporate accounts, select the payment item type that appears on the account when you use this target key.

Charge Priority The system automatically populates this field with the charge priority of the item type that you select. However, you can use this field to override the payment allocation rules for payments to this target. The charge priority determines how the system applies payments to charges.

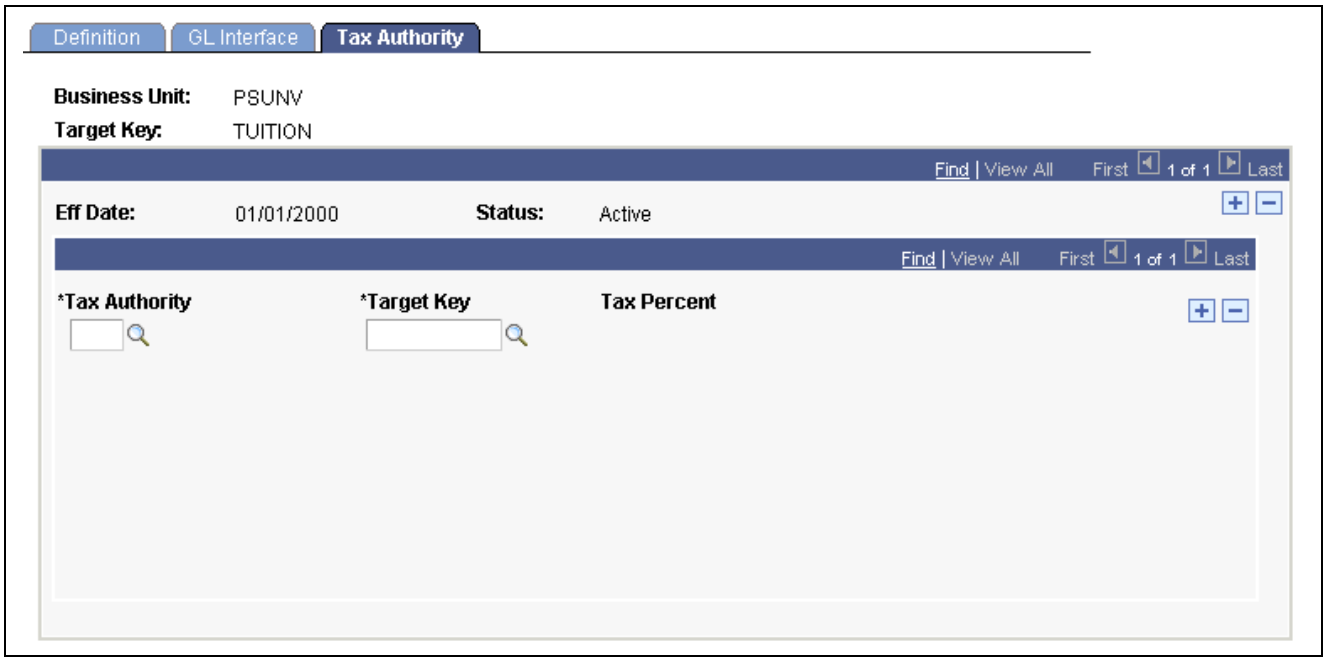
Defining Charts of Accounts for Target Keys

Access the GL Interface page.

Select the ChartField values that correspond to the general ledger account into which you record transaction information associated with the target key. The chart of accounts that you define on this page provides the credit side of the GL entry.

Linking Tax Authorities to Target Keys

Access the Target Keys - Tax Authority page.



Target Keys - Tax Authority page

Tax Authority Select tax authorities to attach to the target key. When you select a tax authority, the system automatically populates the Tax Percent field with the appropriate percentage.

Target Key Select the target key of the tax that the system adds to transactions conducted using the target key that you are defining. Whenever you process payments to the target key, the system adds the attached tax target key automatically, thereby charging the customer the appropriate tax.

Tax Percent The system populates this field with the appropriate percentage when you select a value in the Tax Authority field.

Note. If you attach a tax authority to the target key and you select the Post check box on the Definition page, the system does not allow you to save the target key.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Tax Authorities and Tax Codes, page 23

Setting Up Tender Keys

To set up tender keys, use the Tender Keys component (TENDER_KEYS).

Tender keys represent the types of tender your office can accept. Examples of tender include cash, checks, and credit cards.

This section discusses how to:

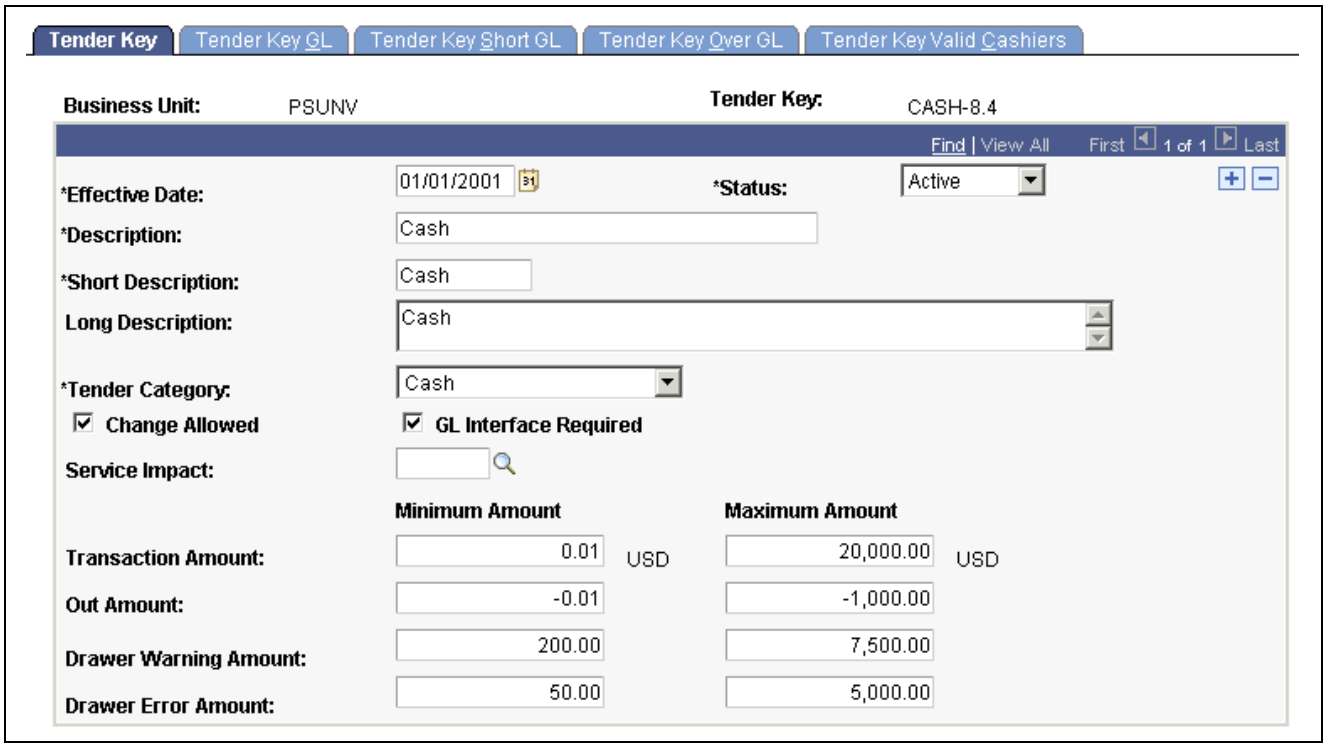
- Define tender keys.
- Define charts of accounts for tender keys.
- Define charts of accounts for shortages.
- Define charts of accounts for overages.
- Specify cashiers for tender keys.

Pages Used to Set Up Tender Keys

Page Name	Object Name	Navigation	Usage
Tender Key	TENDER_KEY_TABLE	Set Up SACR, Product Related, Student Financials, Cashiering, Tender Keys, Tender Key	Define tender keys.
Tender Key GL	TENDER_KEY_DEPTID	Set Up SACR, Product Related, Student Financials, Cashiering, Tender Keys, Tender Key GL	Define charts of accounts for tender keys.
Tender Key Short GL	TENDER_KEY_SHRT_GL	Set Up SACR, Product Related, Student Financials, Cashiering, Tender Keys, Tender Key Short GL	Define charts of accounts for shortages.
Tender Key Over GL	TENDER_KEY_OVER_GL	Set Up SACR, Product Related, Student Financials, Cashiering, Tender Keys, Tender Key Over GL	Define charts of accounts for overages.
Tender Key Valid Cashiers	TENDER_CSHR_TABLE	Set Up SACR, Product Related, Student Financials, Cashiering, Tender Keys, Tender Key Valid Cashiers	Specify cashiers for tender keys.

Defining Tender Keys

Access the Tender Key page.



Tender Key page

Tender Category Select the appropriate category for the tender that you are defining. When a cashier selects a tender key during a cashiering transaction, this tender category tells the system which tender details must be entered before the cashier can successfully conduct the transaction.

Change Allowed Select this check box if you want the cashier to be able to give change for a transaction using this tender key.

GL Interface Required If you select this check box, any transactions associated with this tender key must interface with the general ledger, and you must enter ChartField information on the Tender Key GL, Tender Key Short GL, and Tender Key Over GL pages of this component.

For a cashiering receipt to properly interface with the general ledger system, both the target key and the tender key associated with the receipt must have the GL Interface Required check box selected.

Service Impact Select a service impact code to affect how the system processes transactions using this tender. For example if this field contains a negative service impact for checks, the system will not permit any students to tender checks as payment if the service indicators on their accounts are associated with the negative service impact.

Transaction Amount Enter the minimum and maximum amounts of this tender that your cashiers can accept per transaction.

Out Amount Enter the minimum and maximum amounts of this tender that your cashiers can dispense per transaction as change due.

Drawer Warning Amount Enter the minimum and maximum amounts of this tender that your drawers can contain before the system generates a warning message.

When you create a receipt that causes the amount of this tender remaining in the cashier's drawer to be equal to or less than the minimum amount, the system generates a warning message signaling you to perform a cash replenishment.

When you create a receipt that causes the amount of this tender in the cashier's drawer to exceed the maximum amount, the system generates a warning message signaling you to perform an interim deposit.

Drawer Error Amount Enter the minimum and maximum amounts of this tender that your drawers can contain before the system generates an error message.

When you attempt to create a receipt that causes the amount of this tender in the cashier's drawer to be equal to or less than the minimum amount, the system generates an error message signaling you to perform a cash replenishment and does not process the receipt.

When you attempt to create a receipt that causes the amount of this tender in the cashier's drawer to equal or exceed the maximum amount, the system generates an error message signaling you to perform an interim deposit and does not process the receipt.

Note. You determine the maximum amount that the cashiering office can dispense when cashing a check in the Cashiering Offices page.

Defining Charts of Accounts for Tender Keys

Access the Tender Key GL page.

Select the ChartField values that correspond to the general ledger account into which you record any cashiering transactions associated with the tender key that you are defining. The chart of accounts that you define on this page provides the debit side of the GL entry.

Defining Charts of Accounts for Shortages

Access the Tender Key Short GL page.

Select the ChartField values that correspond to the general ledger account into which you record any short amounts when a cashier or register does not balance for the tender that you are defining. The chart of accounts that you define on this page provides the credit side of the GL entry.

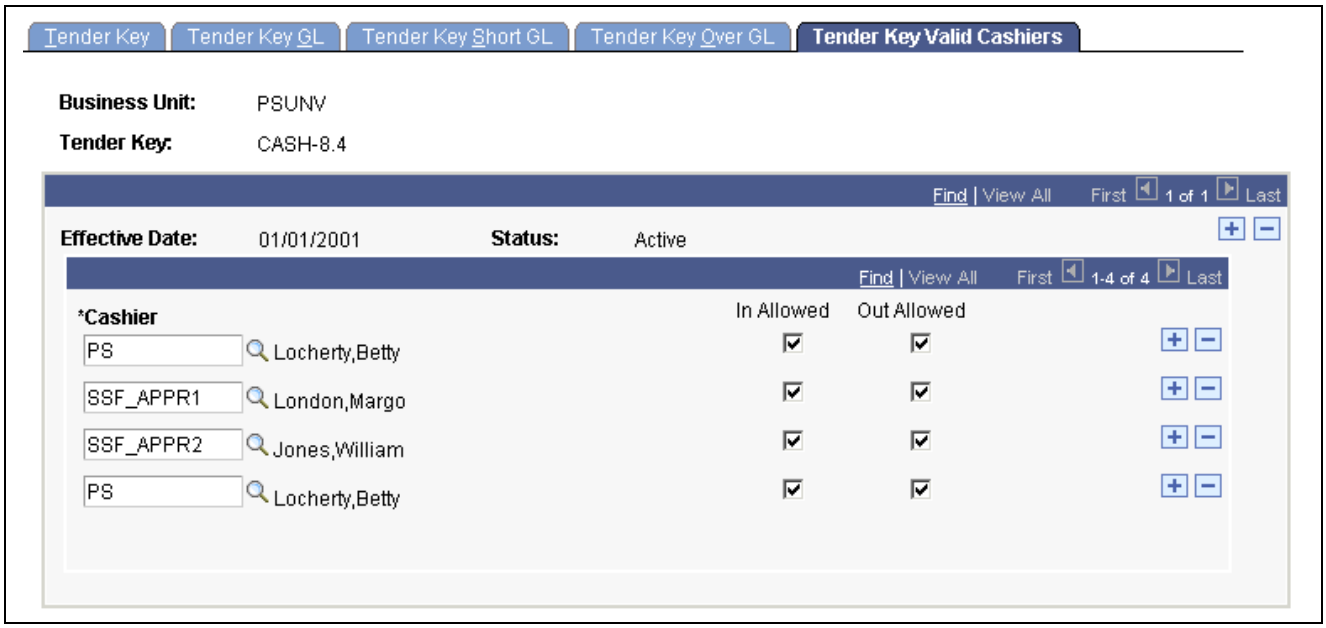
Defining Charts of Accounts for Overages

Access the Tender Key Over GL page.

Select the ChartField values that correspond to the general ledger account into which you record any overages when a cashier or register does not balance for the tender that you are defining. The chart of accounts that you define on this page provides the debit side of the GL entry.

Specifying Cashiers for Tender Keys

Access the Tender Key Valid Cashiers page.



Tender Key Valid Cashiers page

Cashier Select cashiers that can process transactions using the tender key.

In Allowed and **Out Allowed** Select to determine if a cashier can take the tender in or give the tender out. For example, if you select only the In Allowed check box for a cashier when you define the cash tender key, the cashier can only take in cash. The cashier cannot give cash to a customer in a check cashing transaction or as change. A cashier with neither check box selected can not perform any transactions with this tender.

Setting Up for Processing Credit Cards

You will use the SF Merchant page to set up the parameters that the cashiering system uses when processing credit cards.

See Chapter 3, “Setting Up ePayment Processing,” Setting Up SF Merchants, page 62.

Setting Up Void Reasons

To set up void reasons, use the Void Reasons component (VOID_REASONS).

Void reasons provide brief explanations for voided cashiering receipts. They provide background information for auditors and staff.

Page Used to Set Up Void Reasons

Page Name	Object Name	Navigation	Usage
Void Reasons	CO_VOID_REASON_TBL	Set Up SACR, Product Related, Student Financials, Cashiering, Void Reasons	Create void reasons.

Setting Up Receipt Messages

To set up receipt messages, use the Receipt Print Messages component (MESSAGES).

This section discusses how to:

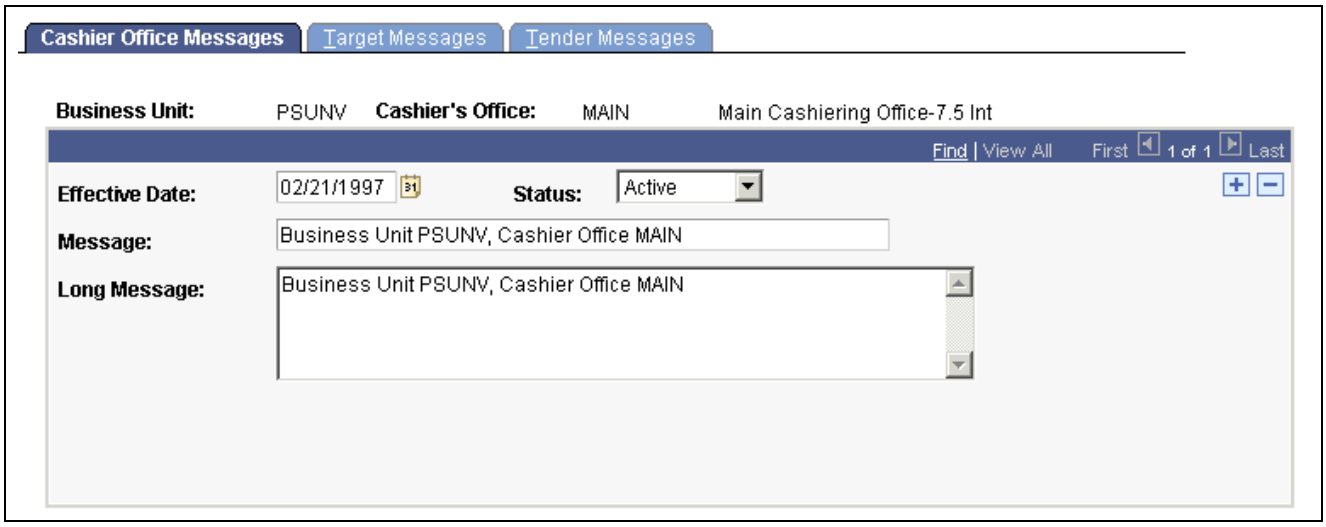
- Create receipt messages linked to cashiering offices.
- Create receipt messages linked to target keys.
- Create receipt messages linked to tender keys.

Pages Used to Set Up Receipt Messages

Page Name	Object Name	Navigation	Usage
Cashier Office Messages	CSH_MSG_BD	Set Up SACR, Product Related, Student Financials, Cashiering, Receipt Print Messages, Cashier Office Messages	Create receipt messages linked to cashiering offices.
Target Messages	CSH_MSG_TG	Set Up SACR, Product Related, Student Financials, Cashiering, Receipt Print Messages,Target Messages	Create receipt messages linked to target keys.
Tender Messages	CSH_MSG_TN	Set Up SACR, Product Related, Student Financials, Cashiering, Receipt Print Messages, Tender Messages	Create receipt messages linked to tender keys.

Creating Receipt Messages Linked to a Cashiering Office

Access the Cashier Office Messages page.



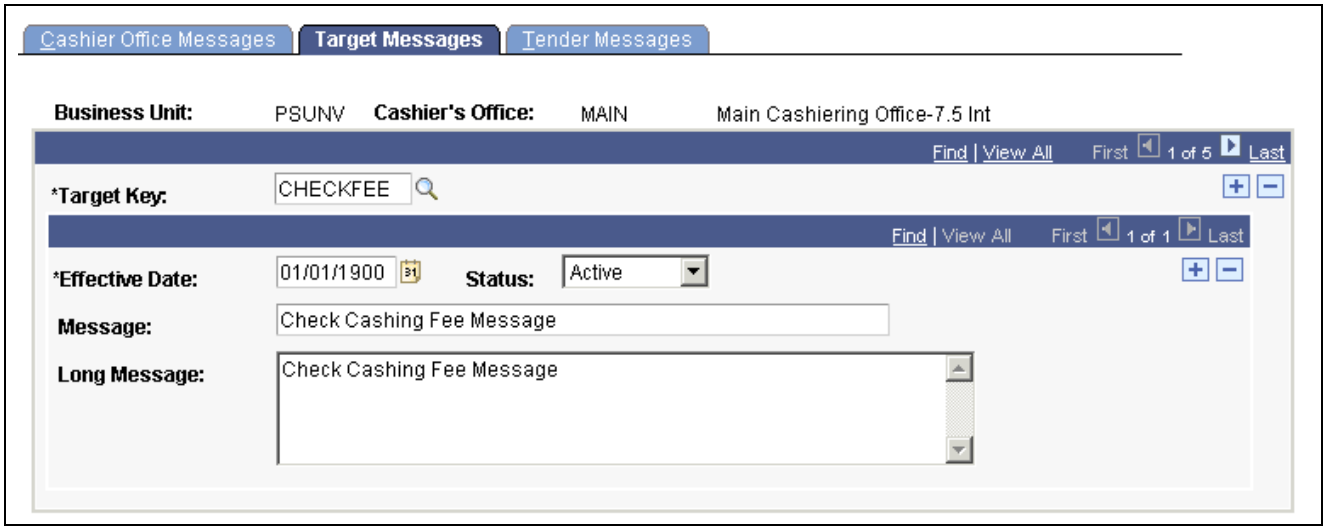
Cashier Office Messages page

Message Enter the message you want to appear on all receipts printed by this cashier office.

Long Message Enter an optional, more detailed message.

Creating Receipt Messages Linked to Target Keys

Access the Target Messages page.



Target Messages page

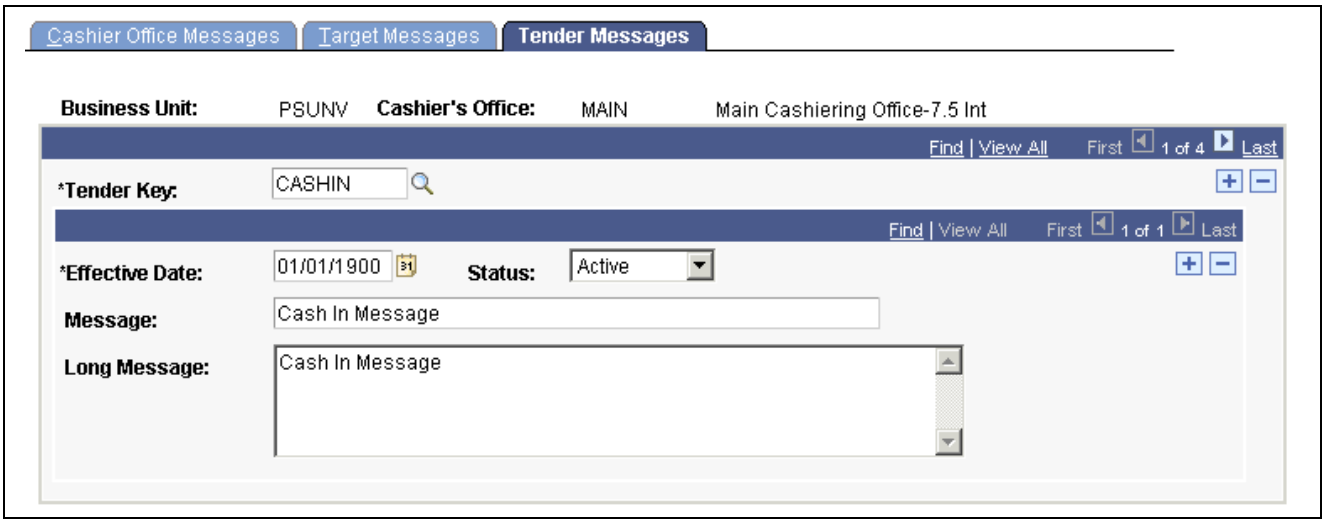
Target Key Select the target key to which you want to link the message.

Message Enter a message to appear on all receipts associated with the target key.

Long Message Enter an optional, more detailed message.

Creating Receipt Messages Linked to Tender Keys

Access the Tender Messages page.



Tender Messages page

Tender Key Select the tender key to which you want to link the message.

Message Enter a message to appear on all receipts associated with the tender key.

Long Message Enter an optional, more detailed message.

Modifying Cashiering Receipt Forms

To set up cashiering receipt forms, use the Upload EPS Image File component (FE_UPIMG_RUNCTL), the Form Image Text component (FE_IMAGE_TEXT), and the Form Editor component (FORM_EDITOR).

There are some simple modifications that you can make to the delivered Forms Engine cashiering receipts. For example, you can have your institution's logo appear on your receipts.

This section discusses how to:

- Prepare image files for uploading.
- Upload image files.
- Set up form image text.
- Use Form Editor to change a receipt title and add an image.

Pages Used to Modify Cashiering Receipt Forms

Page Name	Object Name	Navigation	Usage
Upload EPS Image File	FE_UPIMG_RUNCTL	Set Up SACR, Common Definitions, Forms Engine, Process, Upload EPS Image File	Upload image files.
Form Image Text	FE_IMAGE_TEXT	Set Up SACR, Common Definitions, Forms Engine, Setup, Form Image Text	Set up form image text.
Form Editor	FORM_EDITOR	Set Up SACR, Common Definitions, Forms Engine, Setup, Form Editor	Change a receipt title and add an image.
Form Text Attributes	FORM_TEXT	Click the Edit Field Attributes link for a form row with a Form Field Type of Text.	Specify form text attributes.
Form Image Attributes	FORM_IMAGE	Click the Edit Field Attributes link for a form row with a Form Field Type of Image.	Specify form image attributes.

Preparing Image Files for Uploading

Before you upload an image file to your database, there are some steps you must take to prepare the file. The required steps differ depending on whether the image is cached or non-cached.

Preparing a Cached Image for Uploading

If an image is cached, Forms Engine does not resend it for each page on which it is printed. Preparing a cached image for uploading requires some knowledge of PostScript. You must:

1. Create a plain text file with an ".eps" (Encapsulated PostScript) extension. See the sample file fe_flower1.eps in the data directory of your ps_home for an example.
2. Edit this PostScript file with a plain text editor to display the graphic image. Only edit the contents between the first "begin" and the last "end," non-inclusive.
3. Test print the image. To do so:
    a. Copy the EPS file to a temp file.
    b. Delete everything before the first "begin" inclusive.
    c. Delete everything after the last "end" inclusive.
    d. Insert a line at the top that reads "40 40 translate" to move the image to within the page margins.
    e. Insert a line at the bottom that reads "showpage."
    f. Copy the temp file to a PostScript printer.

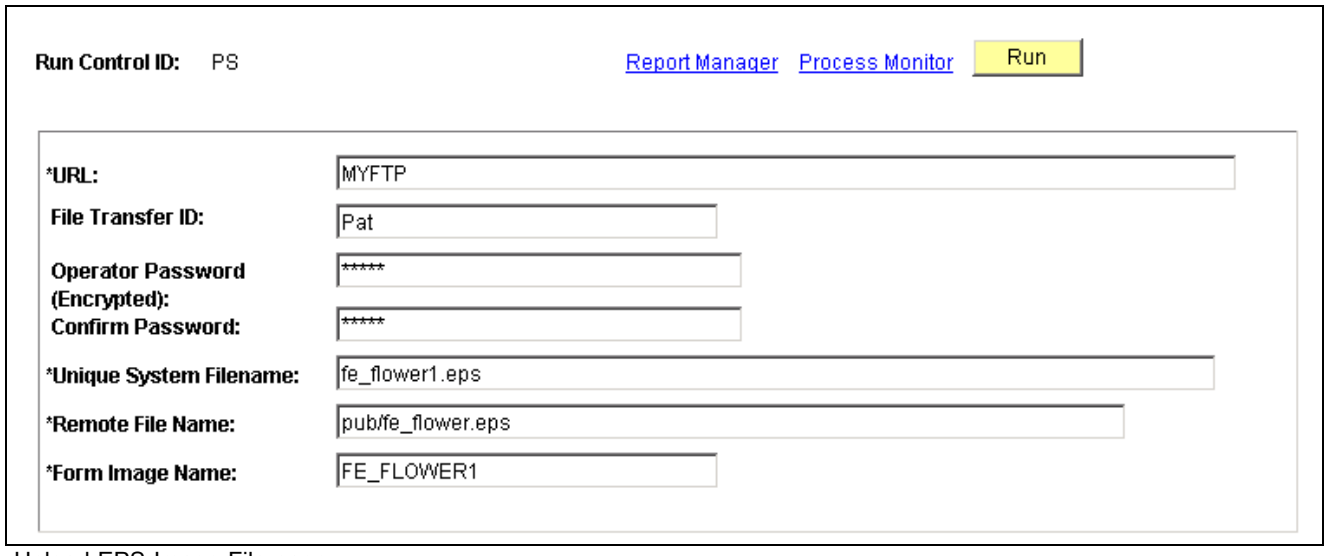
Preparing a Non-cached Image for Uploading

If an image is non-cached, Forms Engine resends it for each page on which it is printed. Preparing a non-cached image for uploading does not require knowledge of PostScript. You must:

1. Open and display the image using a graphical display or editing program.
2. Create a graphic image that is the size of a page. This image will be a background image for the receipt, so place it within a white background.
3. Print the image to a PostScript printer, but when the print dialog box appears, select the Print to file check box.
4. When the Print to file dialog box appears, place the file into a temp directory.
5. Make the following edits to the file:
    a. Remove the "showpage" command near the end of the file.
    b. Remove all lines with "@PJL" in them.
    c. Remove all lines with "%%Pages" in them.
    d. Remove all lines with "%%Page" in them.
    e. Remove the "%%EOF" line near the end of the file.

Uploading Image Files

Access the Upload EPS Image File page.

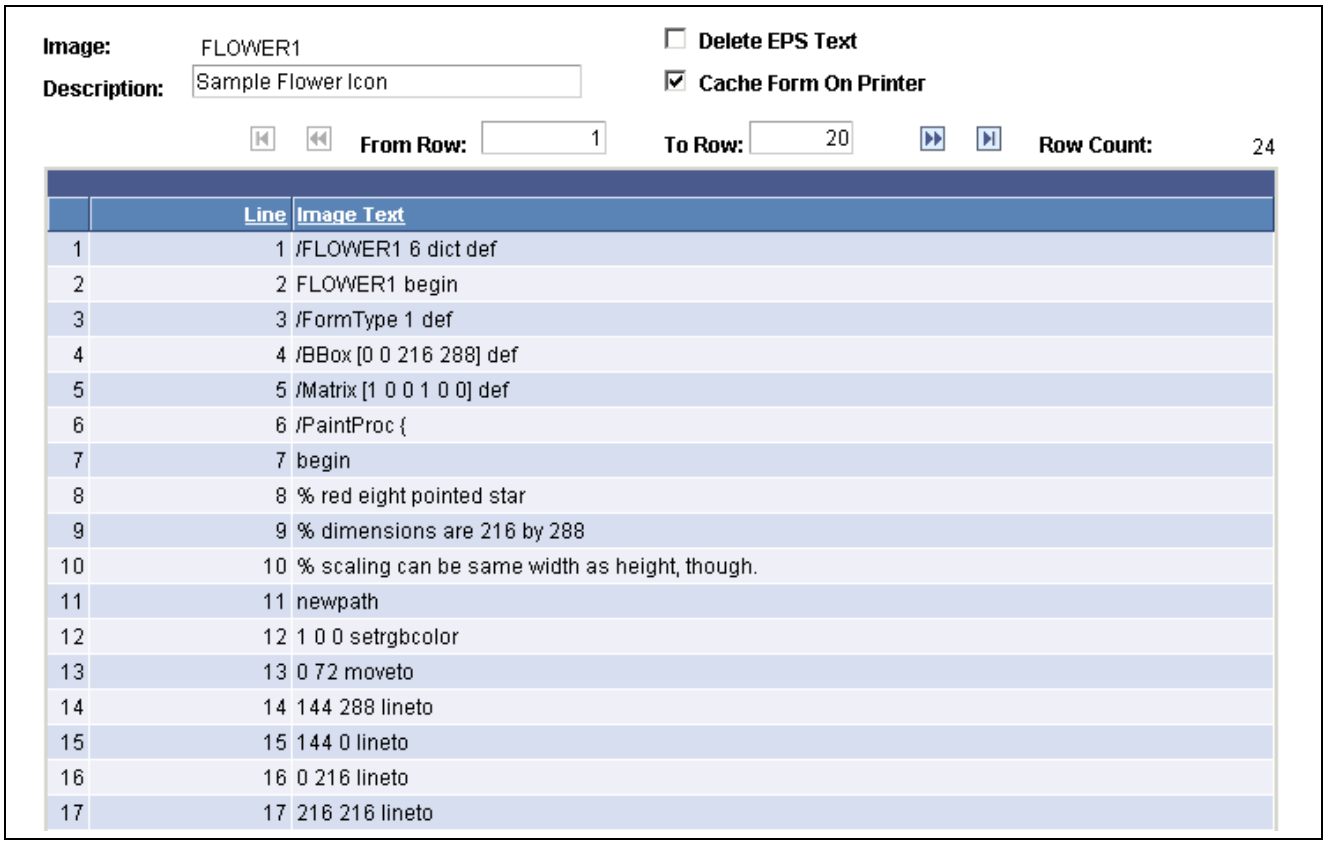


Upload EPS Image File page

Enter the required information and run the process to upload the image to an FTP server.

Setting Up Form Image Text

Access the Form Image Text page.



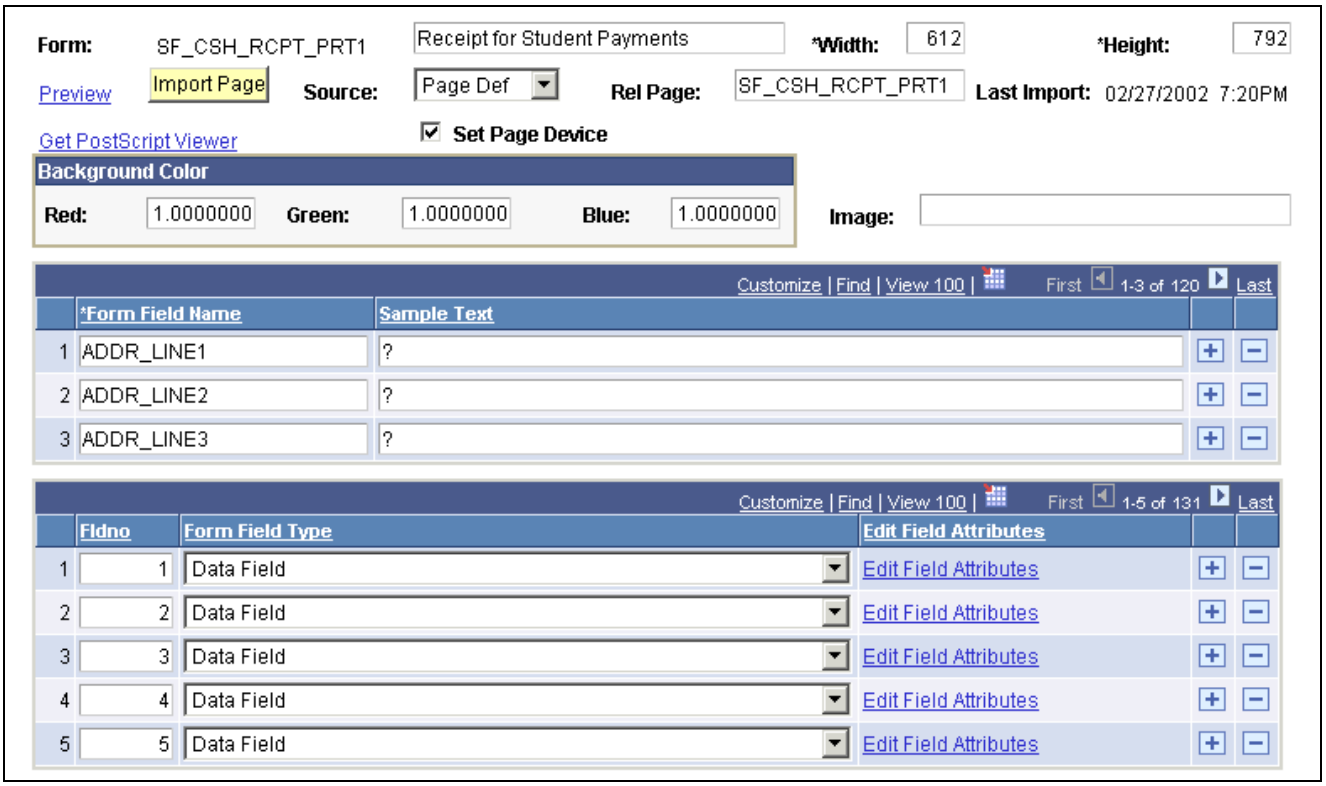
Form Image Text page

Description Enter a description for the image.

Cache Form On Printer Select if the image is cached. Clear if the image is non-cached.

Using Form Editor to Change a Receipt Title and Add an Image

Access the Form Editor page.



Form Editor page

Changing a Receipt Title

To change a receipt title:

1. Scroll to the row with a Fldno (field number) of *12*.
2. Click the Edit Field Attributes link to open the Form Text Attributes page.
3. Edit the title in the Form Text field.
4. Click OK and save your changes to the form.

Adding a Cachable Image to a Receipt

To add a cachable image to a receipt:

1. Insert a row in the field number grid.
2. Select a Form Field Type of *Image*.
3. Click the Edit Field Attributes link to open the Form Image Attributes page.
4. Locate and select the desired Image.
5. Specify a Start Position. X is the horizontal distance from the left side of the page, in units of 1/72 of an inch. Y is the vertical distance from the bottom of the page, in units of 1/72 of an inch. For example, if X is *504* and Y is *684*, the start position would be 1.5 inches from the upper right corner of an 8.5-inch by 11-inch page.
6. Specify a Scaling Factor. For example, if the unscaled image is roughly 3 inches square, use an X and Y scaling factor of 0.3 so that the image comes out as one square inch.
7. Click OK and save your changes to the form.

Adding a Non-cachable Image to a Receipt

To add a non-cachable image to a receipt:

1. Enter the name of the image in the Image field.
2. Save your changes to the form.

CHAPTER 11

Setting Up Receivables Maintenance

This chapter discusses how to:

- Define origins and group types.
- Set up late fees.
- Set up external file layouts.
- Set up item reasons.
- Set up payroll deduction.

Defining Origins and Group Types

To set up origins and group types, use the Origin Table component (ORIGIN_TABLE) and the Group Type Table component (GROUP_TYPE).

This section provides an overview of origins and group types and discusses how to:

- Define origins.
- Define group types.

Understanding Origins and Group Types

Before you can perform group data entry using the Maintain Receivables feature, you must define origins and group types.

Origins

Origins represent sources of charges or payments used during group posting. You can also apply security at the origin level. This security limits the number of users who can view and update the transactions with which an origin is associated. You can also use the description you define for an origin as criteria for selecting groups during group data entry.

Group Types

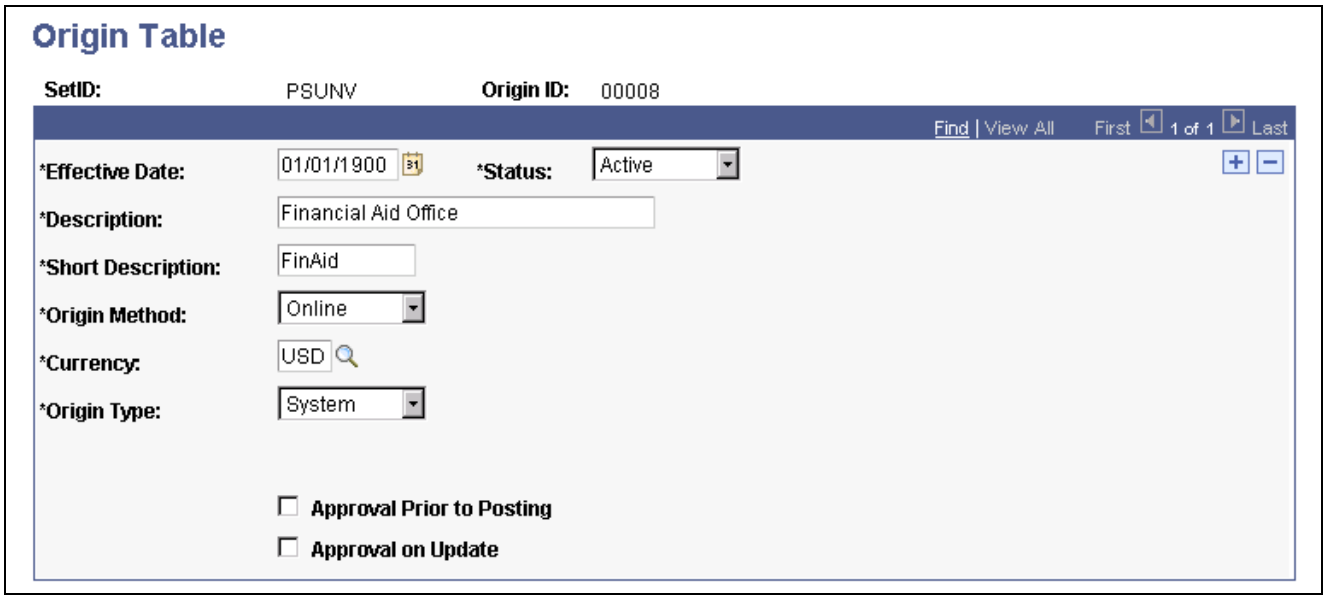
Group types represent sets of frequently posted receivables such as financial aid, housing charges, and lock box payments. You can use the description of a group type as criteria for selecting groups for viewing during group data entry.

Pages Used to Define Origins and Group Types

Page Name	Object Name	Navigation	Usage
Origin Table	ORIGIN_TABLE1	Set Up SACR, Product Related, Student Financials, Charges and Payments, Origin Table	Define origins.
Group Type Table	GROUP_TYPE_TABLE	Set Up SACR, Product Related, Student Financials, Charges and Payments, Group Type Table	Define group types.

Defining Origins

Access the Origin Table page.



Origin Table page

Origin Method Indicate the origin method of the transactions (how the transactions were entered into the system).

External: Select this option if the transactions were entered into the system using an external file load from a source such as a third-party housing or parking system.

LockBox: Select this option if the transactions were entered into the system using an external file load from a lock box source.

Online: Select this option if the transactions were entered into the system manually using the Group Entry component.

Currency Select the type of currency used by this origin. The default value is the base currency you specified in your SF Business Unit setup.

Origin Type Select the origin type that describes the source of the transactions. Selections are:

Department: The origin is a department within your institution.

Individual: The origin is an individual either from your institution or external to it.

Org (organization): The origin is an organization from within your institution or external to it. An example of an organization from within your institution is a theater box office.

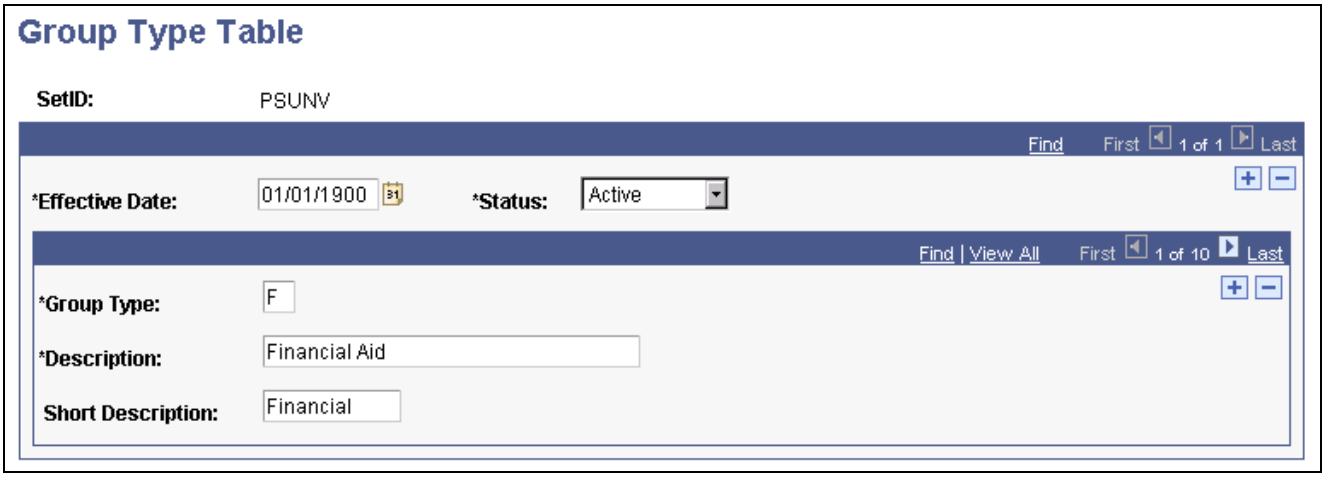
System: The origin is another computer system organization from within your institution or external to it.

Approval Prior to Posting Select this check box to require approval before posting transactions from this origin.

Approval on Update Select this check box to require approval before updating any transactions in this origin.

Defining Group Types

Access the Group Type Table page.



Group Type Table page

Group Type Enter the one character code you want to use for the group type you are creating.

Setting Up Late Fees

To set up late fees, use the Late Fees component (LATE_FEE_TABLE).

Student Financials enables you to create late fees that the system assesses when it identifies past due charges. This section discusses how to:

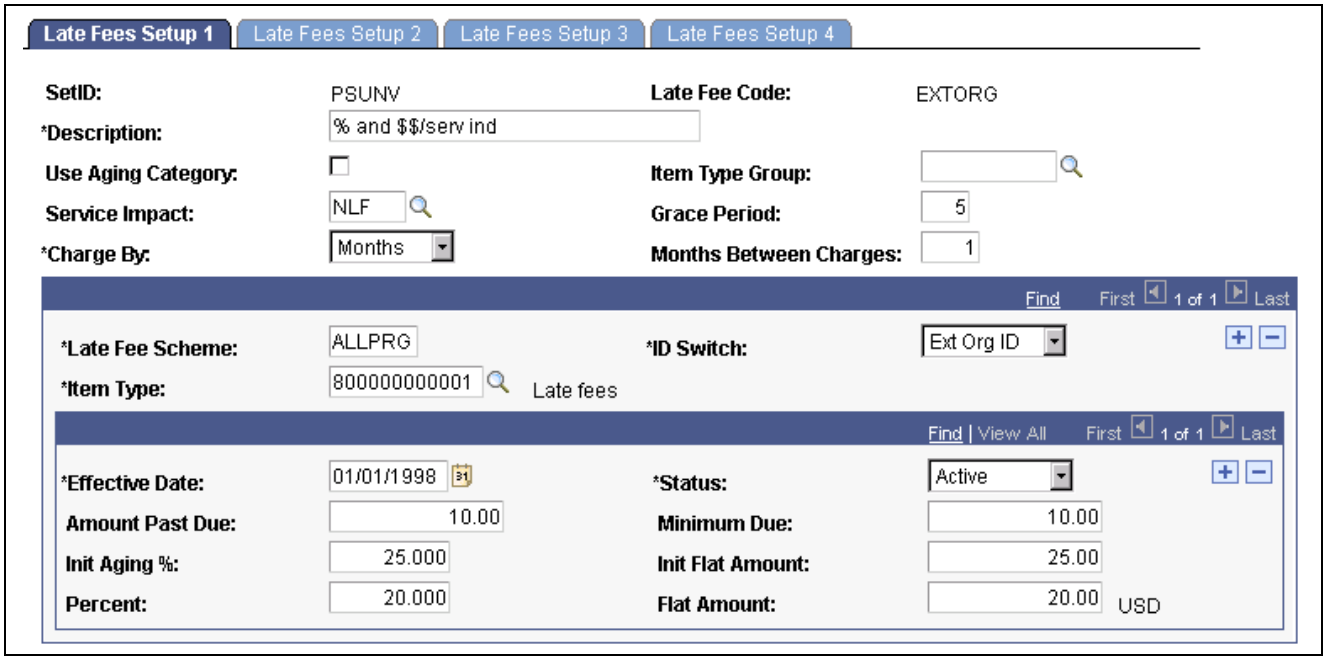
- Set up basic late fee parameters.
- Set up aging category information for late fees.
- Define late fee maximums and due dates.
- Specify academic programs for late fees.

Pages Used to Set Up Late Fees

Page Name	Object Name	Navigation	Usage
Late Fees Setup 1	LATE_FEE_TABLE1	Set Up SACR, Product Related, Student Financials, Charges and Payments, Late Fees, Late Fees Setup 1	Set up basic late fee parameters.
Late Fees Setup 2	LATE_FEE_TABLE2	Set Up SACR, Product Related, Student Financials, Charges and Payments, Late Fees, Late Fees Setup 2	Set up aging category information for late fees.
Late Fees Setup 3	LATE_FEE_TABLE3	Set Up SACR, Product Related, Student Financials, Charges and Payments, Late Fees, Late Fees Setup 3	Define late fee maximums and due dates.
Late Fees Setup 4	LATE_FEE_TABLE4	Set Up SACR, Product Related, Student Financials, Charges and Payments, Late Fees, Late Fees Setup 4	Specify academic programs for late fees.

Setting Up Basic Late Fee Parameters

Access the Late Fees Setup 1 page.



Late Fees Setup 1 page

Use Aging Category Select this check box if you want to use the credit history process to assess late fees for all overdue charges for a SF Account. Aging category definitions are entered in the Late Fees Setup 2 page.

When this check box is selected, the following fields become unavailable: Item Type Group, Grace Period, Amount Past Due, Minimum Due, Init

Aging % (initial aging percentage), Init Flat Amount (initial flat amount), Percent, and Flat Amount.

Item Type Group Select an item type group if you want to assess late fees for specific charges only.

Service Impact To exempt a student or external organization from a particular late fee, enter the service impact code that you defined for exemptions.

Grace Period Enter the grace period that you want to allow the student before the system assesses a late fee. The value in this field defaults to zero if you do not enter a grace period value.

Charge By Select a charge by value to represent the frequency that you charge late fees.

Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.

Months: Select to assess late fees on a monthly basis regardless of the number of days in the month.

Days: Select to specify an interval based on a set number of days.

Months Between Charges and **Days Between Charges** The label of this field depends on the value you select in the Charge By field. If you select *Month*, the Months Between Charges label appears. If you select *Days*, the Days Between Charges label appears.

Enter the months or days between charges to specify how often late fees are charged. For example, if you charge late fees every month, enter *1* in this field. If you charge late fees every other month, enter *2*.

Late Fee Scheme Enter a description for a late fee scheme. Late fee schemes enable you to set up multiple rules for a single late fee. For example, you can enter different academic program and/or academic load rules. You must define at least one late fee scheme.

ID Switch Select an ID switch for this late fee scheme. The ID switch is used to specify whether a particular late fee scheme is for a *Student ID* or an *Ext Org ID* (external organization ID).

Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.

Item Type Select an item type to attach to this late fee scheme. The system posts late fees to this item type.

Assessing Late Fees When Not Using Aging Category

If you do not assess late fees using an aging category, use the following fields to establish what fees the system assesses. You can assess late fees as a percentage of the late charge, or as a flat amount. You can also use a combination of both methods.

Amount Past Due Enter an amount past due for this late fee. This is the minimum amount a charge must be past due before the system assesses a late fee.

Minimum Due Enter a minimum due amount for this late fee. This is the minimum payment that must be made to prevent further late charges.

Init Aging % (initial aging percentage) Enter a percentage value in this field that you want to charge as the initial late fee assessment.

Note. If you do not enter a value in this field, then the system does not charge an initial percentage for the first late fee. The value in this field can be the same as the one you enter in the Percent field.

Init Flat Amount (initial flat amount) Enter a flat amount charge in this field that you want to charge as the initial late fee assessment.

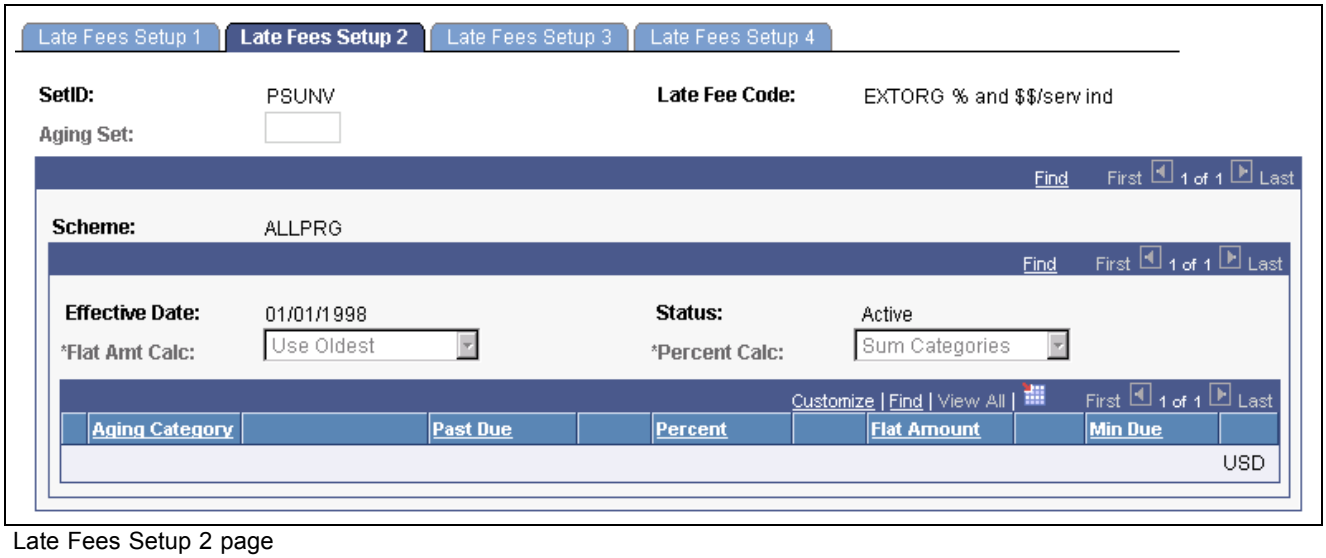
Note. If you do not enter a value in this field, then the system does not charge an initial flat amount for the first late fee. The value in this field can be the same as the one you enter in the Flat Amount field.

Percent Enter a percentage value in this field that you want to charge for all late fee assessments after the initial assessment.

Flat Amount Enter an amount in this field that you want to charge for all late fee assessments after the initial assessment.

Setting Up Aging Category Information for Late Fees

Access the Late Fees Setup 2 page.



Late Fees Setup 2 page

Note. Enter information on this page only if you select the Use Aging Category check box on the Late Fees Setup 1 page. If the Use Aging Category check box is not selected, these fields will be unavailable.

Aging Set Enter the aging set for this late fee.

Flat Amt Calc (flat amount calculation) Select to calculate late fees using flat amounts.

Use Oldest: Select to calculate late fees based on the flat amount of the oldest charge only.

Sum Categories: Select to calculate late fees by applying the flat amount for each charge.

Percent Calc (percent calculation)

Select to calculate late fees based on the percentage of outstanding charges.

Use Oldest: Select to calculate late fees based on the sum of the outstanding charges multiplied by the percentage associated with the oldest charge.

Sum Categories: Select to calculate late fees by multiplying each outstanding charge by its associated percentage and summing the total.

Note. You can use a combination of the *Use Oldest* and *Sum Categories* values or the same value in both the Flat Amt Calc and Percent Calc fields. The values that you select indicate the manner in which the system calculates the rules that you define for each of your aging categories.

Defining Aging Category Rules for the Late Fee Scheme

You can assess late fees as a percentage of the late charge, or as a flat amount. You can also use a combination of both methods.

Past Due Enter the minimum amount past due that makes a student or external organization subject to Late Fees.

Percent and **Flat Amount** Enter the percent and/or flat amount of late fees that the system assesses.

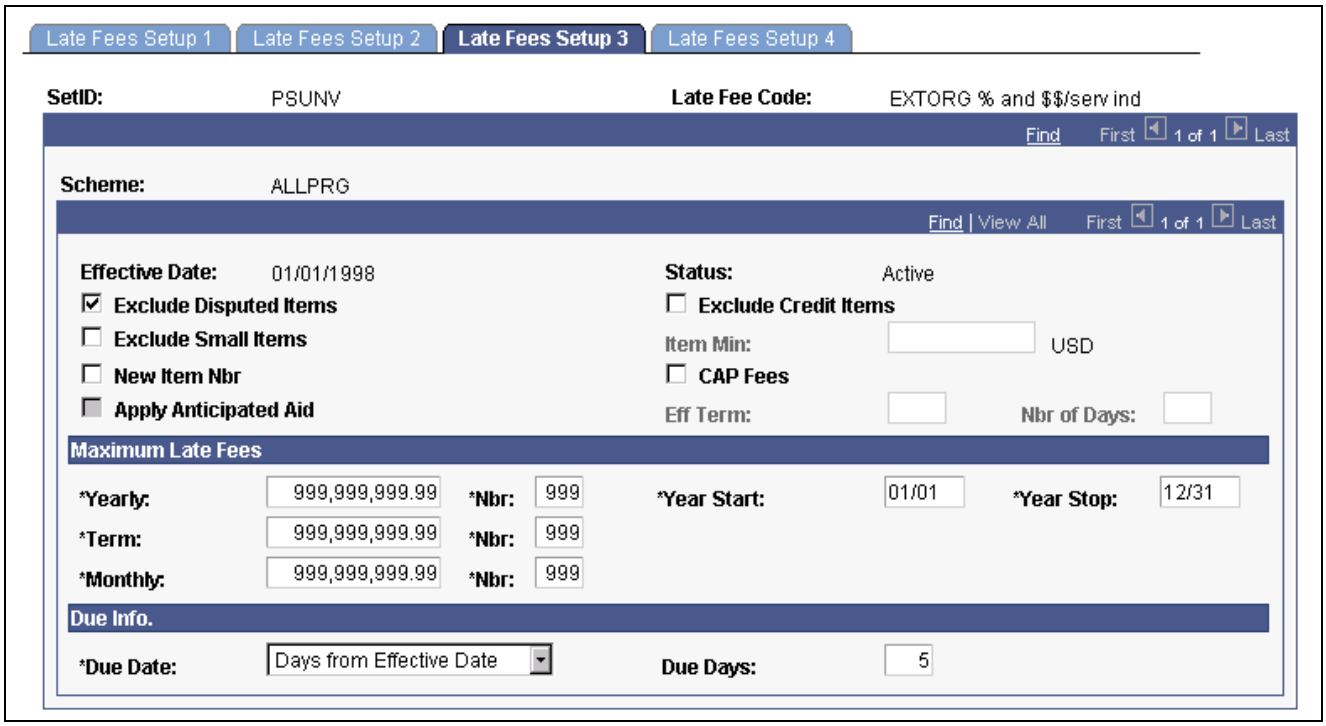
Min Due (minimum due) Enter the minimum due for the minimum late fee due.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Aging Sets, page 26

Defining Late Fee Maximums and Due Dates

Access the Late Fee Setup 3 page.



Late Fees Setup 3 page

Note. If you selected the Use Aging Category option on the Late Fees Setup 1 page, all check boxes except Apply Anticipated Aid are unavailable.

Exclude Disputed Items — Select this check box to exclude items that are being disputed from late fee charges.

Exclude Credit Items — Select this check box to disregard items with a credit balance from calculation of late fee charges.

Exclude Small Items and **Item Min** (item minimum) — Select this check box to exclude items below a certain threshold from late fee charges. In the Item Min field, enter the accompanying item minimum to establish the threshold.

New Item Nbr (new item number) — Select this check box to identify each assessed late fee separately on a student's account. For example, if your institution charged late fees in May, June, and July, you will see three separate entries for late fees. If you clear this option, all late fees display as one entry on the student's account (although, you can drill down to see the assessment detail).

CAP Fees (capitalize fees) — Select this check box to add late fees to the total balance due (capitalize). When late fees are capitalized, they become subject to late fees and interest.

Apply Anticipated Aid, Eff Term, and **Nbr of Days** (number of days) — Select this check box if you want to reduce the amount of overdue charges by anticipated financial aid. Enter the effective term of the anticipated aid and the number of days from the award date that you continue to consider anticipated aid as a reduction to charges.

Maximum Late Fees

Yearly, Term, Monthly On a yearly, term, and monthly basis, enter the maximum dollar amount that you want to collect in late fees. In the Nbr field, enter the maximum number of months, terms, or years for which you want to collect late fees.

Year Start and **Year Stop** If you enter a maximum amount in the Yearly field, enter the month/day for the year start and year stop that defines your institution's time span.

Due Info (due information)

Due Date Select a due date option to establish the payment due date for late charges.

Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.

Days from Posted Date: Select this option if you want late fees to be due a specified number of days after they are posted to the account.

Days from Effective Date: Select this option if you want the late fees to be due a specified number of days after the effective date of the late fees charge.

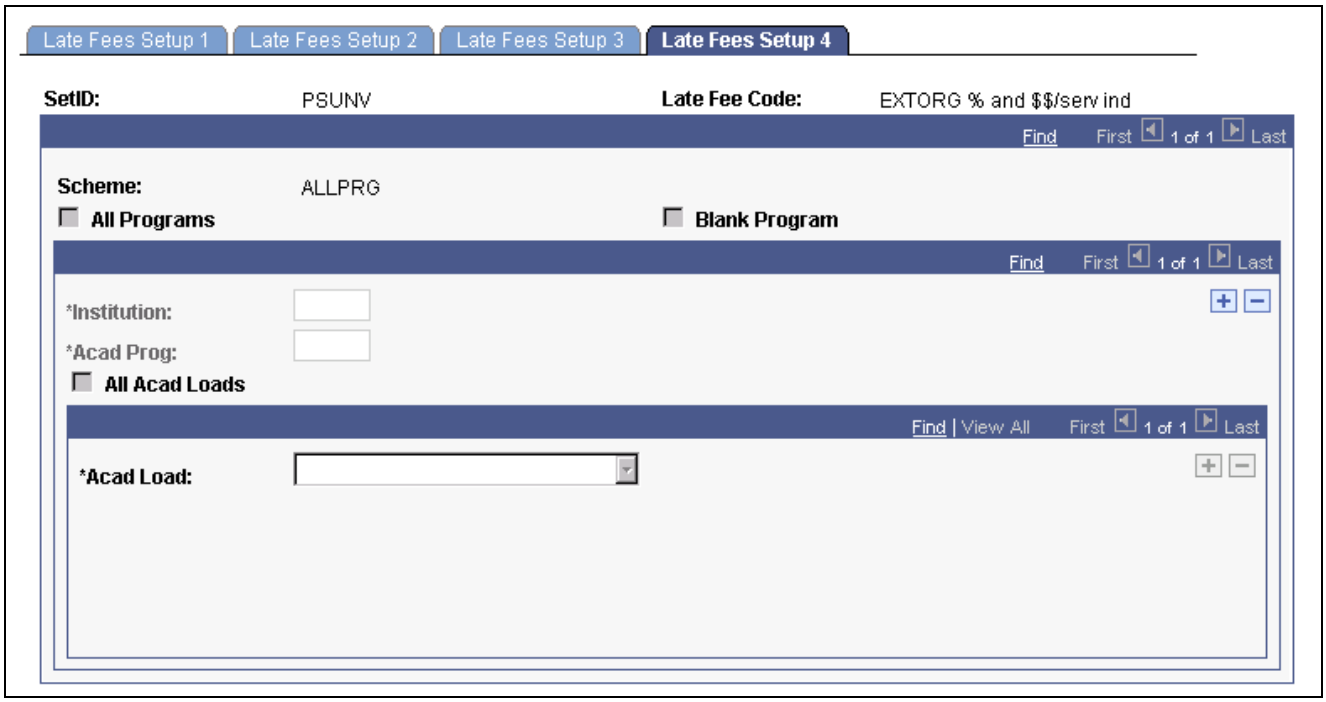
Null Value: Select this option if you want to use the Null Due Date value that you established in SF Installation setup. Using this option enables you to set a due date during the billing process.

Due Days Specify the number of days after the due date that you want late fee charges to be due.

Note. This field is not available if you select *Null Value* in the Due Date page.

Specifying Academic Programs for Late Fees

Access the Late Fees Setup 4 page.



Late Fees Setup 4 page

All Programs Select this check box to have students in all academic programs included in the calculation for a Late Fee Scheme. If you select this option, the Institution, Acad Prog, All Acad Loads (all academic loads), and Acad Load (academic load) fields become unavailable.

Blank Program Select this check box if a late fee scheme applies to a non-student without an academic program, such as a faculty member who is not enrolled in your institution as a student.

Note. A late fee scheme can apply to both students and non-students, so you may have a late fee scheme for which you select both All Programs and the Blank Program.

Late Fee Schemes for Individual Programs

If you do not select the All Programs check box, you must indicate which academic programs are included in the late fee scheme. At least one academic program must be defined.

Institution Select an institution for this late fee scheme.

Acad Prog (academic program) Select an academic program for this late fee scheme.

All Acad Loads (all academic loads) Select this check box to have all academic loads included in this late fee scheme. If you select this option, the Acad Load field becomes unavailable.

Acad Load (academic load) Select an academic load for this late fee scheme.

Setting Up External File Layouts

To set up external file layouts, use the External File Layouts component (BANK_INPUT_FILE).

This section provides an overview of external file layouts and discusses how to:

- Define basic file layout parameters.
- Define field positions and lengths.
- Define locations and lengths of control data.

Understanding External File Layouts

Student Financials enables you to import charge and payment information from outside sources. For example, many institutions have housing and parking management applications from third-party vendors. Or, you may use a lock box service to receive and record payments. This information is imported into the Student Financials application using a file transfer process.

Field Positions and Lengths

Each piece of information in an external file is defined by a starting character position and a field length. Certain types of data (for example date fields) do not require a length definition because they have a fixed length. Consult with the data provider to determine the correct definition.

Control Data

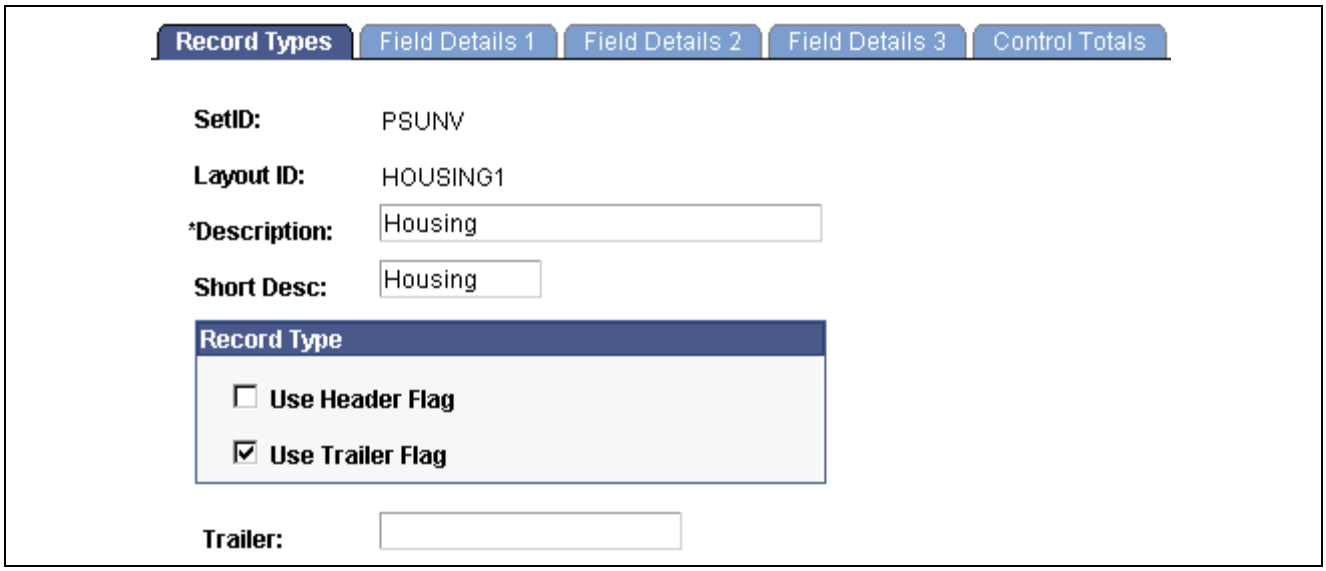
You must also set the location and length of the control data. This information is loaded into the Group Control Information. It is used to compare what the data source indicates they have sent to what was actually received, loaded and posted. Control data also includes the Origin code and the currency code. Control data may be located in the file header or trailer.

Pages Used to Set Up External File Layouts

Page Name	Object Name	Navigation	Usage
Record Types	BNK_RCN_INP_LAY1	Set Up SACR, Product Related, Student Financials, External File Layouts, Record Types	Define basic file layout parameters.
Field Details 1	BNK_RCN_INP_LAY4	Set Up SACR, Product Related, Student Financials, External File Layouts, Field Details 1	Define the first set of field positions and lengths.
Field Details 2	BNK_RCN_INP_LAY5	Set Up SACR, Product Related, Student Financials, External File Layouts, Field Details 2	Define the second set of field positions and lengths.
Field Details 3	BNK_RCN_INP_LAY6	Set Up SACR, Product Related, Student Financials, External File Layouts, Field Details 3	Define the third set of field positions and lengths.
Control Totals	BNK_RCN_INP_LAY2	Set Up SACR, Product Related, Student Financials, External File Layouts, Control Totals	Define the location and length of control data.

Defining Basic File Layout Parameters

Access the Record Types page.



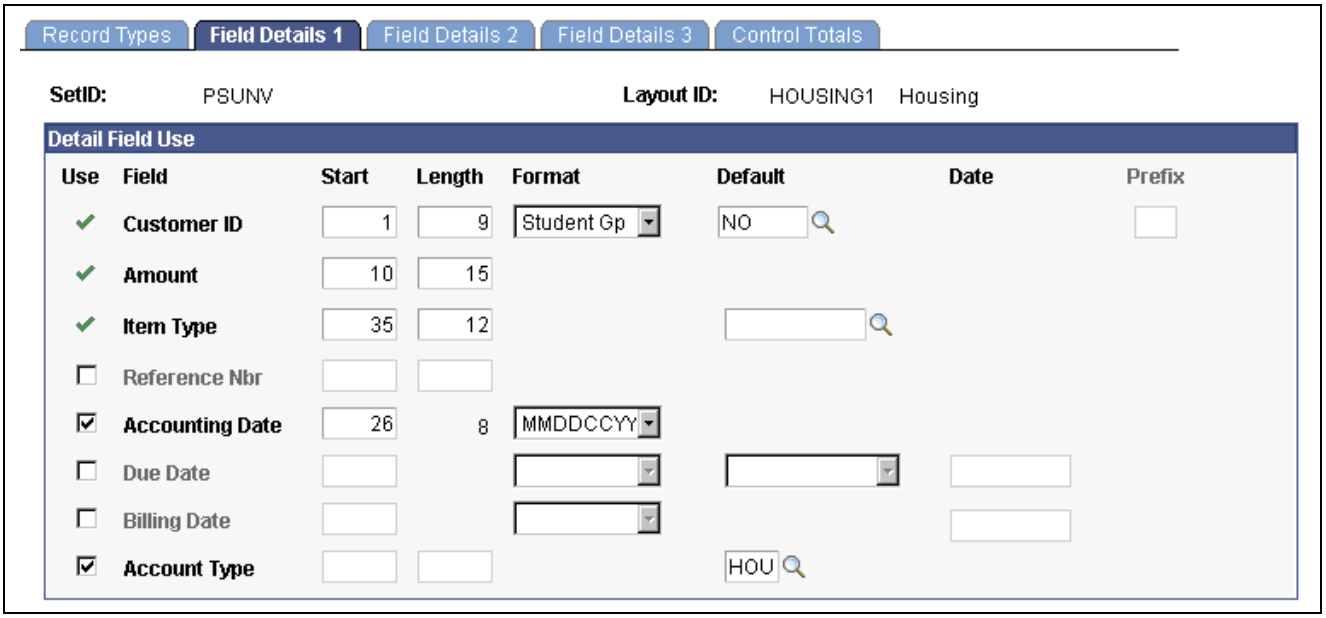
Record Types page

Use Header Flag and **Use Trailer Flag** Select to indicate to the system to look for information in the header and/or trailer position.

Trailer Enter any specific information you want included in the file trailer.

Defining Field Positions and Lengths

Access the Field Details 1 page.



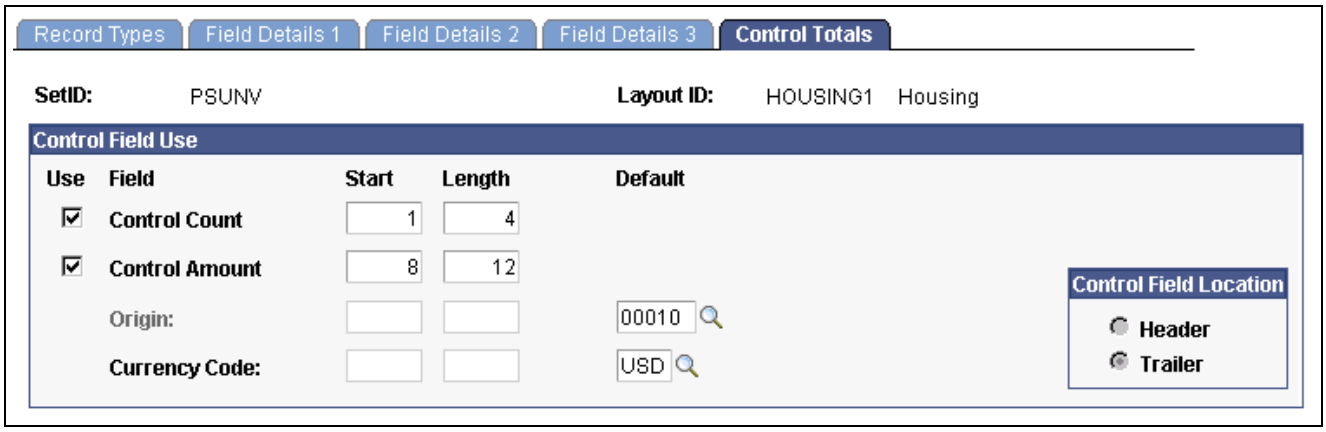
Field Details 1 page

Note. The Field Details 2 and Field Details 3 pages are identical to the Field Details 1 page. They enable you to define positions and lengths for additional fields.

Use	To activate a field, select the Use check box next to it. The Customer ID, Amount, and Item Type fields are required.
Start and **Length**	Select the start position and length for any applicable fields.
Format	Define the format for any applicable fields.
Default	Define the default for any applicable fields.
Prefix	Enter a prefix value if one is required.

Defining Locations and Lengths of Control Data

Access the Control Totals page.



Control Totals page

Use To activate a field, select the Use check box next to it.

Start and **Length** Select the start position and length for any applicable fields.

Default Define the default for any applicable fields.

Control Field Location

Header or **Trailer** Select either header or trailer to indicate where control values can be found.

Setting Up Item Reasons

To set up item reasons, use the Item Reasons component (ITEM_REASONS).

Item reasons provide brief explanations for payment and charge reversals. They provide background information to auditors and staff.

Page Used to Set Up Item Reasons

Page Name	Object Name	Navigation	Usage
Item Reasons	LINE_REASON_TBL	Set Up SACR, Product Related, Student Financials, Charges and Payments, Item Reasons	Set up item reasons.

Setting Up Payroll Deduction

To set up payroll deduction, use the Identify SA Deduction Codes component (SSF_SA_DED_TBL), the Create Deduction Relationship component (SF_PAYDED_RELATION), and the Create Payment Plans component (TP_PAYMENT_PLAN).

This section provides an overview of payroll deduction and discusses how to:

- Define payroll deduction codes.

- Define payroll deduction relationships.
- Assign payroll deduction codes to payment plans.

Understanding Payroll Deduction

Student Financials enables university employees to pay tuition, fees, and other educational expenses through payroll deductions. For applicable employees, PeopleSoft Payroll for North America calculates the payroll deductions to be used to pay student charges. Student Financials then takes those payroll deductions and applies them as payments to the appropriate student accounts. You also have the option to restrict the payroll deduction payment to a payment plan account. In addition, this new feature enables you to apply payroll deductions from one employee to the account of a student with a different ID. This allows, for example, a university employee, who has a dependent that attends that same university, to have deductions from his paycheck apply to his dependent's student account.

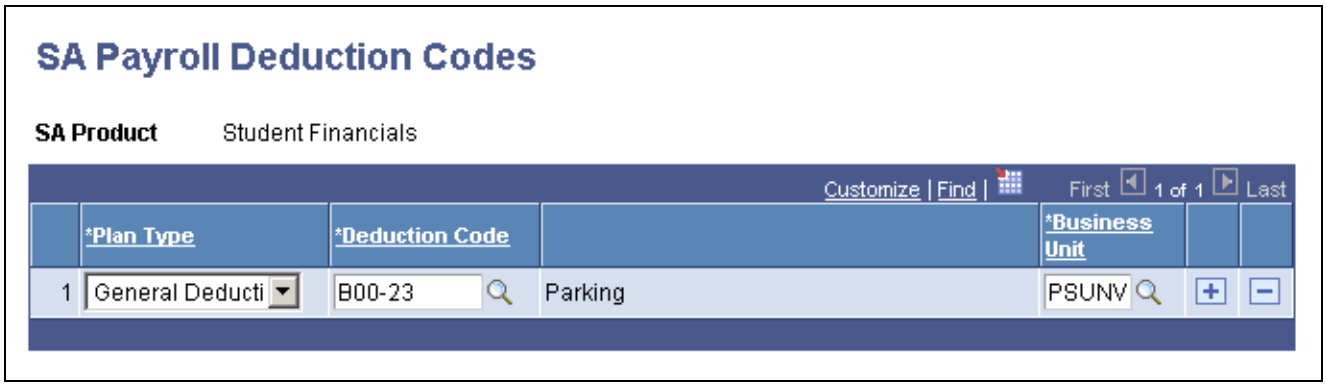
Note. Close coordination between your Payroll for North America and Student Financials staff is crucial to properly process payroll deductions.

Pages Used to Set Up Payroll Deduction

Page Name	Object Name	Navigation	Usage
SA Payroll Deduction Codes	SSF_SA_DED_TBL	Student Financials, Charges and Payments, Payroll Deduction Processing, Identify SA Deduction Codes	Define payroll deduction codes that Payroll for North America uses to deduct funds to be applied to student charges in Student Financials.
Payroll Deduction Relationship	SF_PAYDED_REL	Student Financials, Charges and Payments, Payroll Deduction Processing, Create Deduction Relationship	Define payroll deduction relationships for an employee, specifying the recipients of the employee's payroll deductions. This is optional.
Payment Plan 1	TP_PAYMENT_PLAN	Student Financials, Payment Plans, Create Payment Plan	Assign deduction codes to payment plan contracts. This is optional.

Defining Payroll Deduction Codes

Access the SA Payroll Deduction Codes page.



SA Payroll Deduction Codes

Plan Type Select the value of the Plan Type that applies to the Payroll Deduction Code.

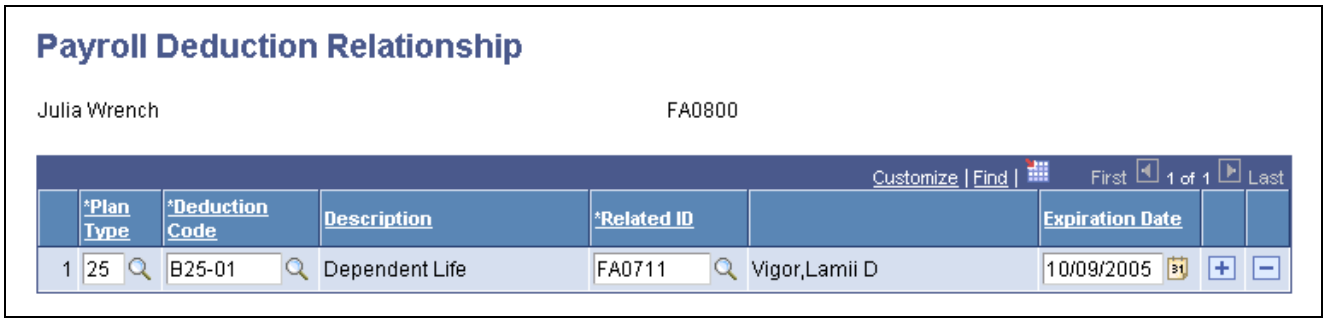
Deduction Code Select the appropriate Deduction Code.

See Also

PeopleSoft Payroll for North America PeopleBook, "Defining Deductions"

Defining Payroll Deduction Relationships

Access the Payroll Deduction Relationship page.



Payroll Deduction Relationship page

The page displays the ID of the employee whose pay is being deducted. The name of the employee appears to the left.

Deduction Code Select the code of the payroll deduction that the system applies to the recipient.

Related ID Select the ID of the student that you want to receive the deducted funds.

Expiration Date Select the date after which deducted funds no longer apply to the account of the student selected in the Related ID field. After this date, the system applies any payroll deductions to the account of the employee whose pay is being deducted.

Note. You can define only one Related ID per Deduction Code. Defining a payroll deduction relationship is necessary only to apply a deduction to someone other than the employee receiving the payroll deduction. If an employee's payroll deduction is to be applied to his or her own student account, do not complete this page for that employee.

Assigning Payroll Deduction Codes to Payment Plans

Access the Payment Plan 1 page. In the Payroll Deduction field, enter the code of the payroll deduction that applies to the payment plan account.

Note. Assigning a payroll deduction code to a payment plan is necessary only if you plan to restrict payroll deductions to apply to payment plan accounts. In addition, you must be sure that you select the Use Payment Plan check box when you run the Payroll Deduction Group Create process to restrict payroll deductions to apply to payment plan accounts.

See Also

Chapter 8, “Setting Up Payment Plans,” Defining Basic Payment Plan Parameters, page 183

CHAPTER 12

Setting Up Receivables Collection

This chapter lists prerequisites and discusses how to:

- Set up business units for collections.
- Set up collectors.
- Set up collection criteria.
- Define reason in and reason out codes.
- Create follow-up actions.
- Set up collection letter templates.

Prerequisites

Before you set up and run your collection process, you must:

1. Make sure PeopleSoft Workflow is set up properly to handle your collection process.
2. Set up the 3Cs for collection purposes. Although the 3Cs are part of the PeopleSoft Campus Community application, all of the pages necessary to set up the 3Cs for collection purposes can be accessed through the Collect Receivables menu in Student Financials.

See Also

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications, Using Workflow

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Understanding the 3Cs—Communications, Checklists, and Comments"

Setting Up Business Units for Collections

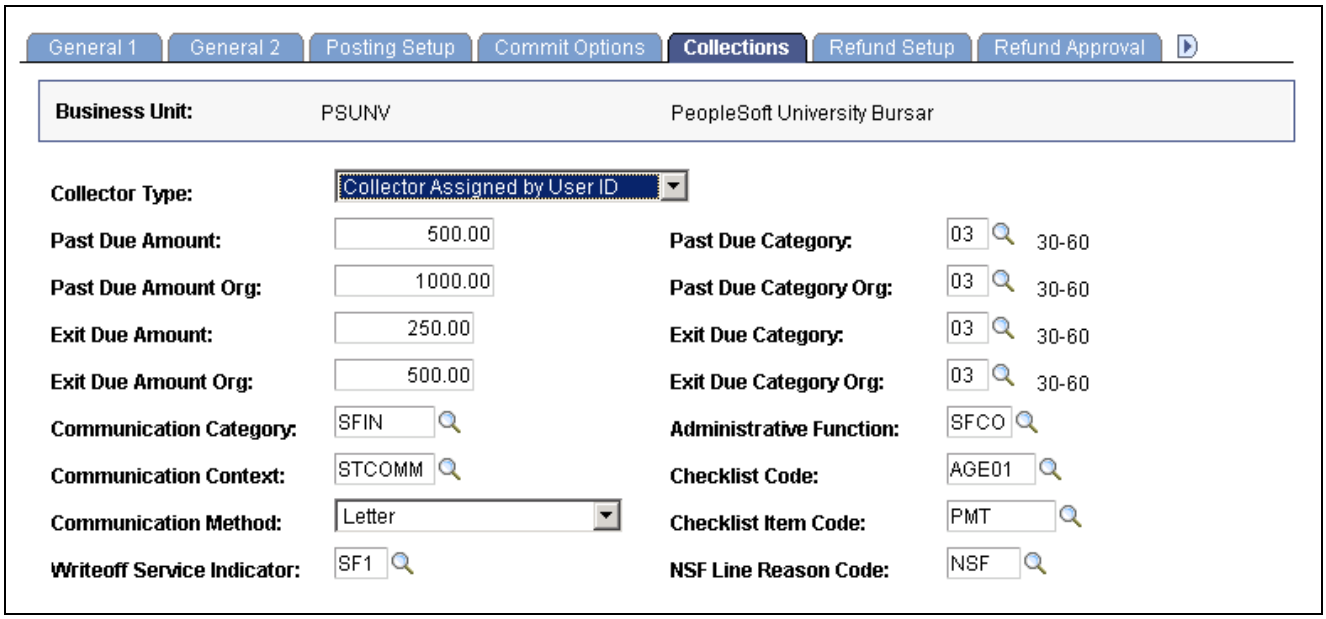
You establish the collection parameters of your business unit using the Collections page of the SF Business Unit component. This page specifies the rules that the Assign Collector process uses to determine whether it should bring past due charges into or out of the collection process. In addition, you use this page to determine whether the system assigns collection responsibilities by role or by user ID.

Pages Used to Set Up Business Units for Collections

Page Name	Object Name	Navigation	Usage
Collections	BUS_UNIT_TBL_SF7	Set Up SACR, Product Related, Student Financials, SF Business Unit, Collections	Define collection rules for business units.

Defining Collection Rules for Business Units

Access the Collections page.



Collections page

Collector Type Assign the collector type by role or by user ID.

Collector Assigned by User ID: Select to assign collection responsibilities to specific individuals.

Collector Assigned by Role: Select to assign collection responsibilities to everyone assigned a particular role.

Past Due Amount Enter a minimum past due amount to assign to collections for student accounts. By setting this minimum, you can focus your collection efforts on those accounts that are most cost effective to recover.

Past Due Category Select a category to define the minimum amount of time an amount must be past due before it is assigned for collection.

Past Due Amount Org (past due amount organization) Enter a minimum past due amount to assign to collections for organization accounts.

Past Due Category Org (past due category organization) Select a category that establishes the minimum amount of time an amount must be past due before it is assigned for collection.

Exit Due Amount Enter the exit due amount with the corresponding exit due category for individuals (for example, students). If the past due amount falls below the exit due amount within the exit due category (time period), the account is automatically removed from the collections process.

Exit Due Category The exit due category, in conjunction with the exit due amount, controls the removal of an account from collections. For example, if the past due balance of an account falls below the specified exit due amount, but the length of time the account has been past due is beyond the range of the exit due category, the account will remain in collection. This selection is limited to accounts of individuals.

Exit Due Amount Org (exit due amount organization) Enter the exit due amount with the corresponding exit due category for organizations. If the past due amount falls below the exit due amount within the exit due category (time period), the account is automatically removed from the collections process.

Exit Due Category Org (exit due category organization) The exit due category, in conjunction with the exit due amount, controls the removal of an account from collections. For example, if the past due balance of an account falls below the specified exit due amount, but the length of time the account has been past due is beyond the range of the exit due category, the account will remain in collection. This selection is limited to organization accounts.

Write Off Service Indicator Select a write-off service indicator to use in the event a collection balance is written off. This service indicator code is automatically applied to all customer accounts which you write-off, and the service limitations that you define for this code are applied to the customer.

NSF Line Reason (insufficient funds line reason) Select the NSF line reason code that you want to use when a check is returned for insufficient funds. When a check is returned it is reversed using the Payment Reversal process and marked with the NSF Line Reason code. If you select the NSF check box on the Collection Criteria page, the system uses this code to assign returned checks to your collectors responsible for recovering checks returned for insufficient funds.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Understanding the 3Cs—Communications, Checklists, and Comments"

Chapter 12, "Setting Up Receivables Collection," Setting Up Collectors, page 269

Enterprise PeopleTools PeopleBook: Workflow Technology, Defining Roles and Users

Setting Up Collectors

To set up collectors, use the Collector component (COLLECTOR_SF).

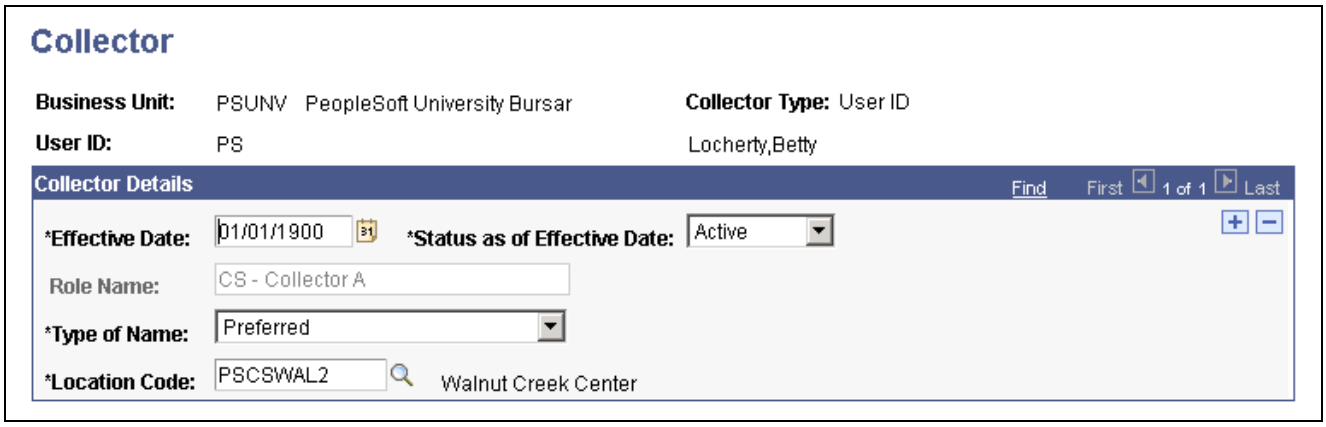
Before you can start assigning past due items for collection, you must establish collectors within the system.

Page Used to Set Up Collectors

Page Name	Object Name	Navigation	Usage
Collector	COLLECTOR_SF	Set Up SACR, Product Related, Student Financials, Collections, Collector	Define collectors.

Defining Collectors

Access the Collector page.



Collector page

Role Name If your business unit assigns collection responsibilities by role rather than by user ID, select a collector role.

Type of Name Select the type of name that the system uses when referring to this collector.

Location Code Enter the code associated with the location where the collector is based.

Setting Up Collection Criteria

To set up collection criteria, use the Collection Criteria component (COLL_CRITER_SF) and the Corporate Collection Criteria component (COLL_CRITER_ORG).

You must set up collection criteria for each collector user ID or role to which you assign collection items. The collection criteria that you establish act as filters that assign collection items to the appropriate collector when you run the Assign Collector process.

This section discusses how to:

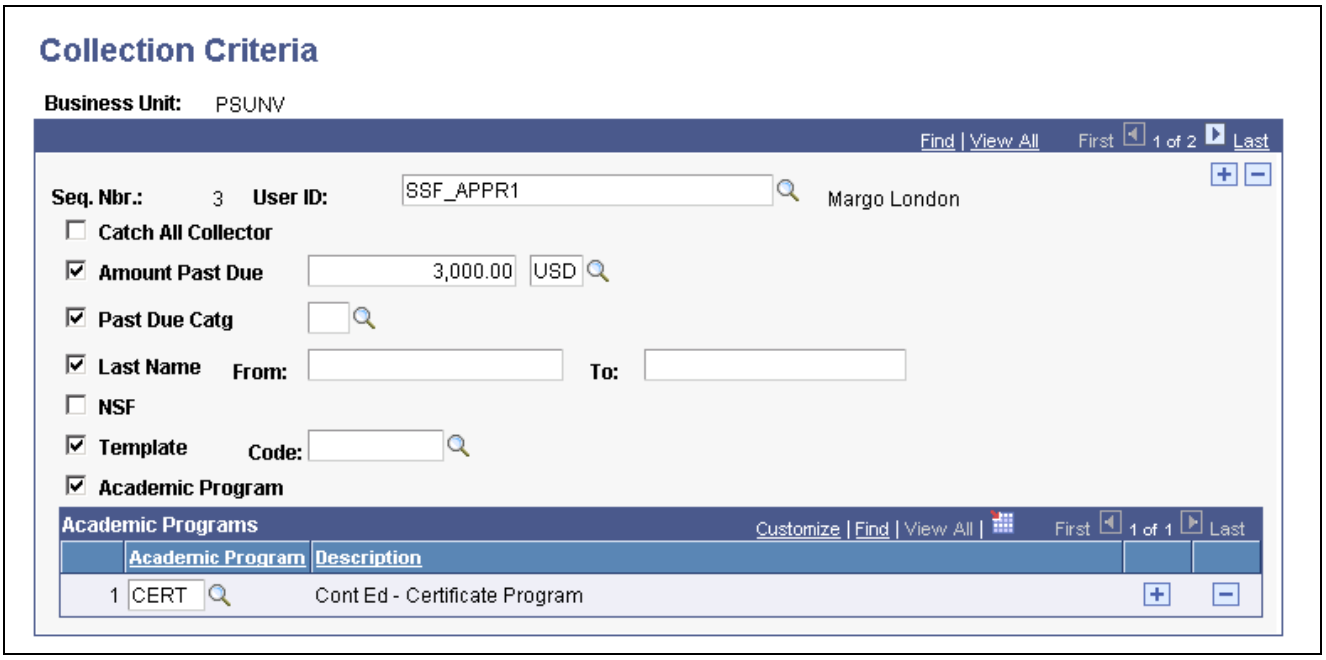
- Set up student collection criteria.
- Set up organization collection criteria.

Page Used to Set Up Collection Criteria

Page Name	Object Name	Navigation	Usage
Collection Criteria	COLL_CRITER_SF	Set Up SACR, Product Related, Student Financials, Collections, Collection Criteria	Set up student collection criteria.
Corporate Collection Criteria (corporation collection criteria)	COLL_CRITER_ORG	Set Up SACR, Product Related, Student Financials, Collections, Corporate Collection Criteria	Set up organization collection criteria.

Setting Up Student Collection Criteria

Access the Collection Criteria page.



Collection Criteria page

User ID or **Role Name** Select a user ID or role name. The label of the field changes depending on your business unit setup. If you assign collection items by user ID, the User ID field appears. If you assign collection items by role, the Role Name field appears.

Catch All Collector Select to assign to this collector any collection items that did not meet any other collector's criteria.

Amount Past Due Select to assign collection items to this collector only if they meet the minimum past due amount you enter in the field that appears to the right of the check box when you select it.

Past Due Catg (past due category) Select to assign collection items to this collector only if they belong to the aging category you enter in the field that appears to the right of the check box when you select it.

Last Name, From, and **To** — Select to assign collection items to this collector only for students that fall within the range of last names you specify in the From and To fields that appear to the right of the check box when you select it.

NSF (non-sufficient funds) — Select to assign to this collector only those collection items associated with students who have this item reason attached to their accounts.

Template and **Code** — Select the Template check box to attach a particular collections letter template to any collection items assigned to this when you run the Assign Collector process. In the Code field that appears to the right of the selected check box, select the code of the appropriate collection letter template.

Academic Program — Select to assign to this collector only those collection items within the academic programs you specify in the Academic Programs scroll area. This scroll area appears only if you select the Academic Programs check box.

Note. The system assigns collections to the first collector who meets the defined criteria. When assigning a collection item, the system reviews the criteria by sequence number starting with the lowest number. Therefore, you should create the criteria with the higher dollar amounts first. This will ensure that the high dollar collections are assigned to the collector who can best handle them. For example, let us suppose that you establish collection criteria with a sequence number of *1* with an Amount Past Due of *100.00* and a Past Due Catg of *03* (30-60 days past due). The system would assign to the collector linked to these criteria all collection items of 100.00 USD and above which were 30−60 days past due. A collector linked to collection criteria with a minimum past due amount greater than 100.00 USD for the same past due dates, but with a higher sequence number, would not be assigned any collections.

Setting Up Organization Collection Criteria

Access the Corp Collection Criteria page.

Except for the Description check box and the lack of the Academic Program check box, this page is identical to the Collection Criteria page.

Description — Select to assign collection items to this collector only for organizations that fall within the range of names you specify in the From and To fields that appear to the right of the check box when you select it.

See Also

Chapter 12, “Setting Up Receivables Collection,” Setting Up Collection Criteria, page 270

Defining Reason In and Reason Out Codes

To set up reason in and reason out codes, use the Reason In component (REASON_IN_SF) and the Reason Out component (REASON_OUT_SF).

The Assign Collector process brings past due items into the collections system and moves reconciled items out of the collections system. When you move an item into or out of the system, you can track the movement using reason in and reason out codes.

Pages Used to Define Reason In and Reason Out Codes

Page Name	Object Name	Navigation	Usage
Reason In	REASON_IN_SF	Set Up SACR, Product Related, Student Financials, Collections, Reason In	Set up reason in codes that identify why the system moved an item into collections.
Reason Out	REASON_OUT_SF	Set Up SACR, Product Related, Student Financials, Collections, Reason Out	Set up reason out codes that identify why the system moved an item out of collections.

Creating Follow-Up Actions

To set up follow-up actions, use the Follow-Up Table component (FOLLOW_UP).

Part of the collection process involves following up on past due items that remain in the collection system. The Collect Receivables feature enables you to create follow-up action codes that record the steps that you intend to take to resolve a collection item.

Page Used to Create Follow-Up Actions

Page Name	Object Name	Navigation	Usage
Follow Up Table	FOLLOWUP_TBL	Set Up SACR, Product Related, Student Financials, Collections, Follow-Up Table	Define follow-up action codes.

Setting Up Collection Letter Templates

To set up collection letter templates, use the Collection Letter Template component (COLL_LTRTMP_TABLE).

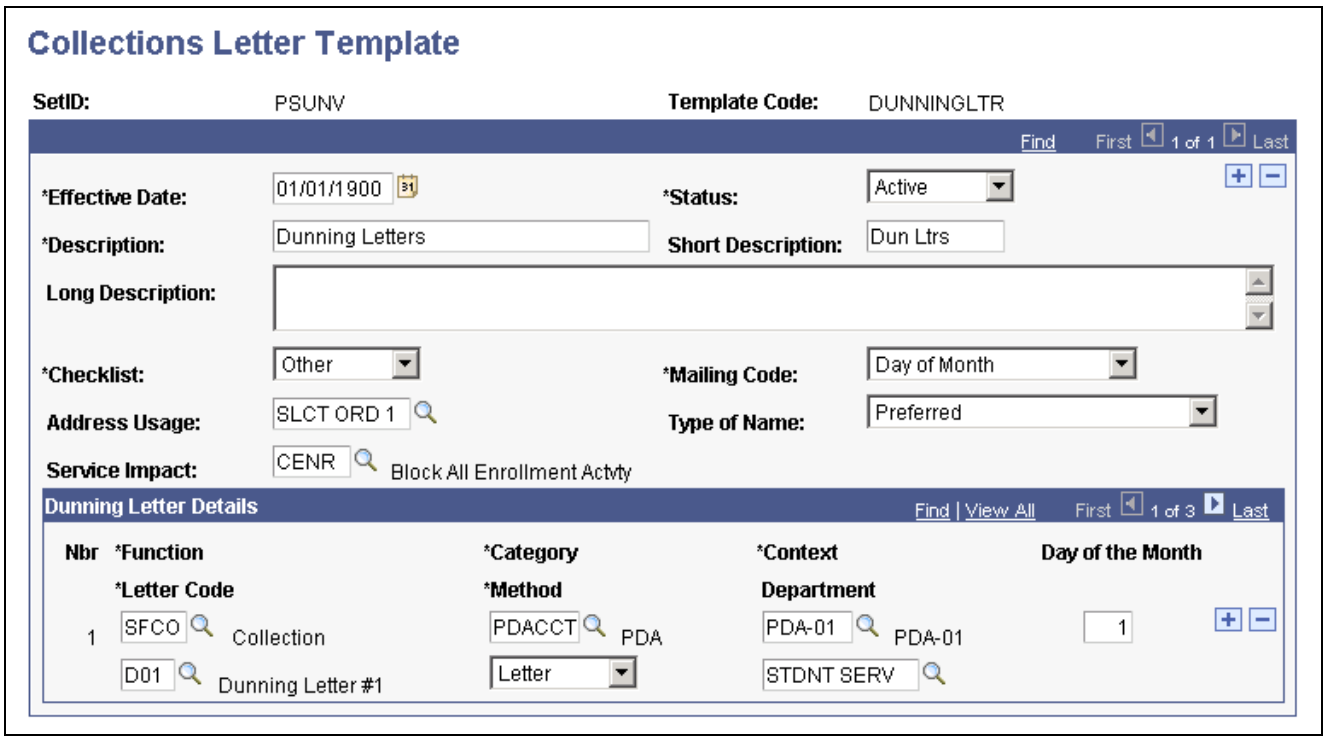
The Collect Receivables feature enables you to create a template for the dunning letters you automatically generate to send to students with past due charges on their accounts. In addition, this template enables you to set a schedule for sending different dunning letters to students depending on how long their past due charges have been in the collections system.

Page Used to Set Up Collection Letter Templates

Page Name	Object Name	Navigation	Usage
Collections Letter Template	COLL_LTRTMP_TABLE	Set Up SACR, Product Related, Student Financials, Collections, Collection Letter Template	Define collection letter templates.

Defining Collection Letter Templates

Access the Collections Letter Template page.



Collections Letter Template page

Checklist Select the type of checklist to which you want to associate this collections letter template.

Mailing Code Select the method the system uses to determine the schedule for sending out the different dunning letters you attach to the template.

If you select *Day of Month*, the corresponding field that appears in the Dunning Letter Details group box is Day of the Month. When you select this mailing code, the system sends dunning letters according to the day of the month in which you run the Collections Dunning Letter process.

If you select *Days in Collection*, the corresponding field that appears in the Dunning Letter Details group box is Days in Collection. When you select this mailing code, the system sends dunning letters according to how long a collections item associated with this letter template has been in the collections system.

Address Usage Select the method the system uses to determine the addresses to which it sends dunning letters.

Type of Name Select the type of name the system uses when addressing the dunning letters.

Service Impact Select the service impact the system attaches to students when it sends dunning letters to them using this template.

Dunning Letter Details

Specify details for each dunning letter attached to the template.

Nbr (number) This field indicates the number of the dunning letter in respect to all the dunning letters you attach to the template.

Function Select the administrative function you want to associate with the dunning letter.

Category Select the communication category you want to associate with this dunning letter.

Context Select the communication context you want to associate with the dunning letter.

Day of the Month The system compares the number you enter in this field to the day of the month on which you run the Collections Dunning Letter process to determine whether a dunning letter should be sent for any collections item associated with the collections letter template.

For example, let us suppose you enter *15* in this field and run the Collections Dunning Letter process on 07/18/2005. Because the day you ran the process is on or after the value in the Day of the Month field, the system would determine that a dunning letter should be sent for any collections items associated with this collections letter template.

Days in Collections When you run the Collections Dunning Letter process, the system generates a dunning letter for any collections items associated with this collections letter template that have been in the collections system for a number of days equal to or greater than the number you enter in this field.

Letter Code Enter the code of the standard letter you want to associate with this dunning letter.

Method Select the method of communication for the dunning letter.

Department Select the department associated with the dunning letter.

Insert rows to associate additional dunning letters to the collections letter template. In this way, you can create a schedule for sending out multiple dunning letters. For example, let us suppose you attach three different dunning letters to the collections letter template with values of *1*, *15*, and *30* in the Day of the Month field. If you run the Collections Dunning Letter process on 07/18/2005, the system knows to generate the first and second dunning letter for associated collections items based on the schedule you set up here.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, “Managing Checklists”

CHAPTER 13

Setting Up Tax Form Production

This chapter lists common elements and discusses how to:

- Set up 1098-T tax form production.
- Set up T2202A tax form production.
- Set up T4A tax form production.

Common Elements Used in This Chapter

Calendar Year For the purposes of tax reports, the calendar year represents the tax year for which you are reporting.

Setting Up 1098-T Tax Form Production

To set up 1098-T tax form production, use the 1098-T TIN Table component (SF_1098_INST).

This section provides an overview of 1098-T Tax Form Production Setup and discusses how to set up a taxpayer identification number (TIN).

Understanding 1098-T Tax Form Production Setup

To set up Student Financials for 1098-T generation you must:

1. Set up a TIN under which your institution files 1098-T tax information to the IRS.

   While many institutions may only designate one TIN per business unit, Student Financials enables you to set up one TIN to file 1098-T information for multiple business units.

2. Designate item types as qualified tuition and related expenses.

   In order for the Student Financials system to determine if a student is to receive a 1098-T form, it looks for any item types on the student's account that you have designated as qualified tuition and related expenses. A check box on the Amount Edits setup page enables you to identify item types as qualified tuition and related expenses.

See Also

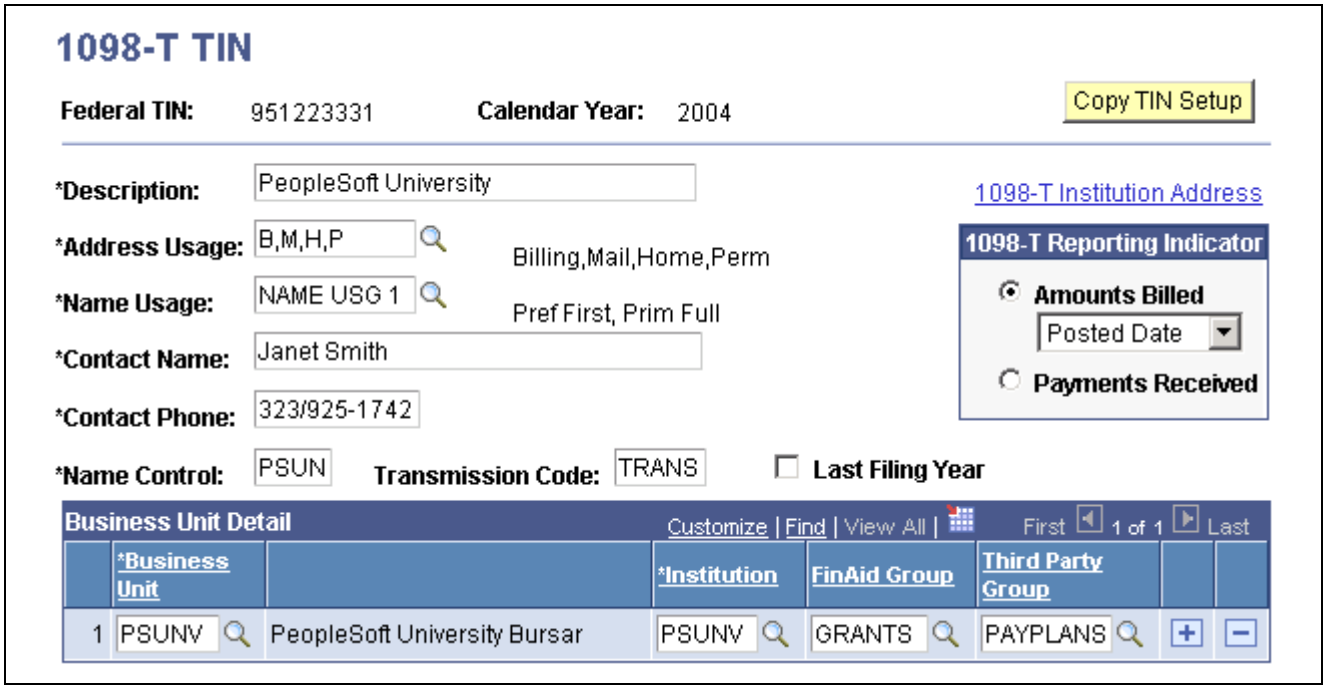
Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Pages Used to Set Up 1098-T Tax Form Production

Page Name	Object Name	Navigation	Usage
1098-T TIN	SF_1098_INST	Set Up SACR, Product Related, Student Financials, Taxes, 1098-T TIN Table	Set up a TIN.
1098-T Institution Address	SF_1098_INSTAD_SEC	Click the 1098-T Institution Address link on the 1098 TIN page.	Enter the address associated with the TIN that you are defining.

Setting Up a TIN

Access the 1098-T TIN page.



1098-T TIN page

Copy TIN Setup Click to copy the TIN setup data from a prior year into the TIN you are creating. When you click this button, the system prompts you to enter the calendar year from which to copy setup data.

1098-T Institution Address Click this link to access the 1098-T Institution Address page where you can enter the address information associated with the TIN.

Address Usage Select the logic the system uses to select the student address that prints on each 1098-T form.

Name Usage Select the logic the system uses to select the student name that prints on each 1098-T form.

Contact Name Enter the name of the primary contact associated with the TIN.

Contact Phone Enter the telephone number of the primary contact associated with the TIN.

Name Control Enter the first four characters of the description of the institution associated with the TIN. Disregard the word *the* when it is the first word of the description unless there are only two words in the name.

Transmission Code To file 1098-T tax forms with the IRS electronically, you must first file IRS Form 4419, Application for Filing Information Return Magnetically/Electronically. If the IRS accepts your application to file electronically, they assign you a five-character alphanumeric Transmitter Control Code. Enter this code in the Transmission Code field.

Last Filing Year Select if this is the last year that you are using this TIN to file 1098-T forms with the IRS.

1098-T Reporting Indicator

Select either Amounts Billed or Payments Received to indicate the reporting method that your institution uses to report 1098-T data to the IRS. If you select Amounts Billed, you must select a date type of *Billed Date* or *Posted Date*. The system uses this date type to determine the billing date for the reported amounts.

Note. Once you select a reporting method, you should not change it without prior approval from the IRS.

Business Unit Detail

Select the business units that you want to include under the TIN.

Business Unit Select the business unit for which you want to report 1098-T data under this TIN. When you exit this field, the system populates the Institution field with the institution associated with the business unit that you select.

Institution Select the institution associated with the Business Unit that you select. If you already selected a business unit, the system automatically populates this field with the correct institution.

FinAid Group(financial aid group) Select the item type group to use to identify items that are related to financial aid. The system uses this group to calculate the value of Box 4 on the 1098-T form.

Note. The financial aid item type group should only contain scholarships/grants/fellowship item types.

Third Party Group Select the item type group to use to identify items that are related to third-party billing arrangements. The system uses this group to determine whether students are eligible to receive 1098-T forms.

Setting Up T2202A Tax Form Production

To set up Student Financials for T2202A data generation you must designate item types as T2202A eligible tuition and offsets. In order for Student Financials to calculate tuition amounts for each T2202A form, it totals the amounts of any item types on the student's account that you designated as T2202A eligible. In addition, you must identify any waivers that offset T2202A eligible tuition so that the system accurately calculates the tuition amount that appears on your T2202A forms. Check boxes on the Amount Edits setup page enable you to identify item types as T2202A eligible tuition or as T2202A offsets.

See Also

Chapter 2, “Completing Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 40

Setting Up T4A Tax Form Production

To set up Student Financials for T4A data generation you must:

1. Designate item types as T4A income.

   For Student Financials to determine if it needs to generate T4A data for a student, it looks for any item types on the student’s account that you have designated as T4A income. A check box and associated field on the Amount Edits setup page enable you to identify item types that count as T4A income. The Wage Loss Plan has been moved to the Canadian/ANZ Taxes page of the SF Business Unit component. In addition, on the Miscellaneous page, you must select an earnings code to classify the type of the T4A income.

2. Define your T4A generation processing parameters on the Canadian/ANZ Taxes page of the SF Business Unit component.

See Also

Chapter 2, “Completing Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 40

Chapter 2, “Completing Student Financials General Setup,” Setting Up Business Units, page 11

CHAPTER 14

Processing ePayment Transactions

This chapter provides an overview of ePayment transactions and discusses how to:

- Process ePayment service requests.
- Review and cancel self service ePayment transactions.
- Review ePayment transactions.

Understanding ePayment Transactions

Student Financials enables your institution to receive payments for charges by eCheck or credit card through application centers, through cashiering, and over the web using self-service functionality. The rules your institution defines for accepting, verifying, and authorizing transactions are established when you set up your SF merchant and SF institution set.

After a credit card transaction takes place, the following steps occur during the completion of a transaction:

1. Through realtime or batch authorization, your system transfers the credit card number and payment request to the credit card processor through SCMP (Simple Commerce Messaging Protocol).
2. The credit card processor routes the transaction to the merchant bank and then to the credit card company.
3. The credit card company routes the payment request to the bank that issued the card, if applicable.
4. The bank or credit card company authorizes or declines the transaction, transfers the result back to the credit card processor, then transfers the result back to you.
5. Your system generates a settlement request in realtime or in batch. It routes the settlement request to the issuing bank and the bank approves the money to be routed to the merchant account.

When the student submits an electronic check payment:

1. The transaction is transmitted to the school's third party vendor.
2. The third party vendor forwards the bank account number and routing number to the corresponding payment processor.
3. The payment processor validates the transaction and transmits the result back to the third party vendor.
4. The third party vendor forwards the results back to the PeopleSoft system.
5. The results of the transaction are presented back to the student.

The check is subsequently submitted by the third party vendor for settlement to the ACS System.

See Also

Chapter 3, “Setting Up ePayment Processing,” Setting Up SF Merchants, page 62

Chapter 20, “Cashiering,” page 383

Processing ePayment Service Requests

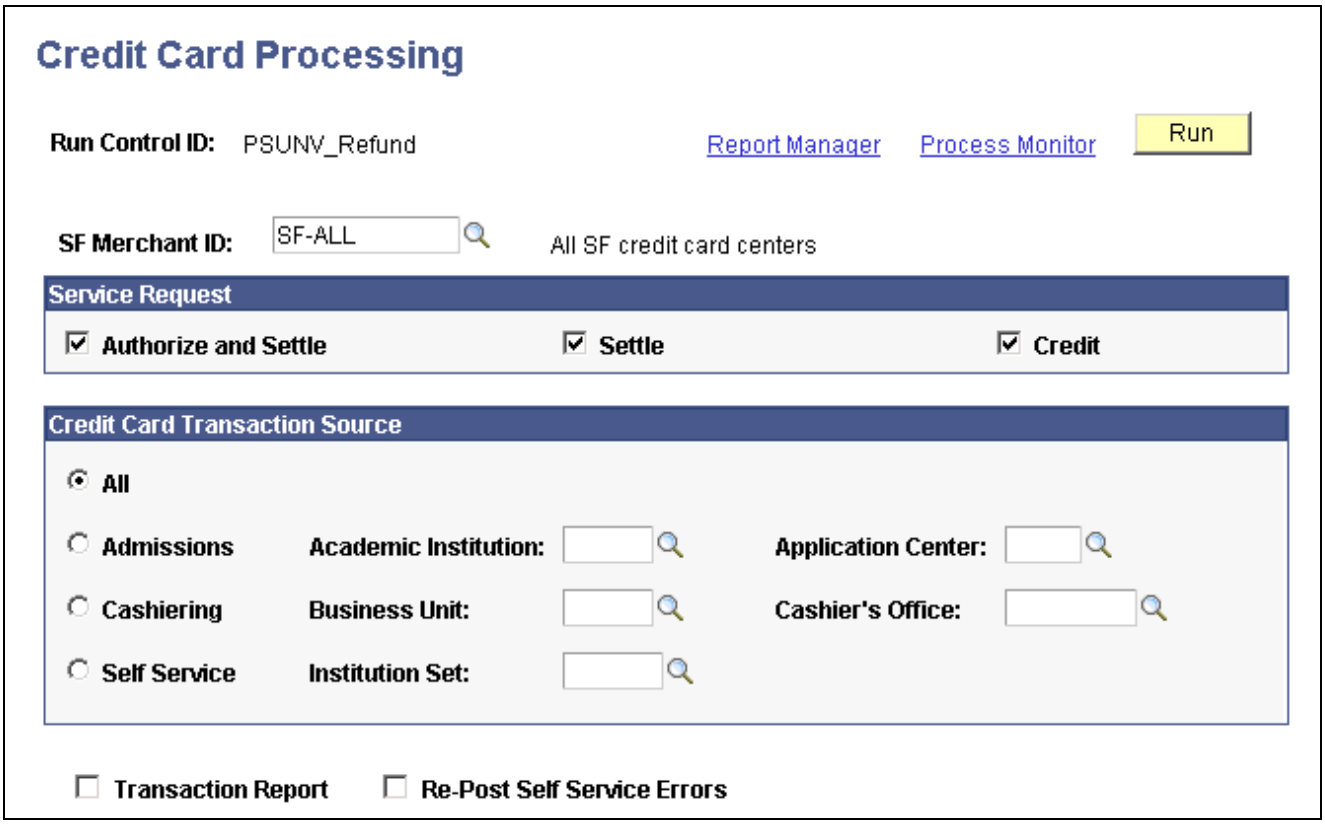
Student Financials provides a batch process that authorizes, settles, and credits submitted credit card transactions, or debits and credits eCheck transactions.

Pages Used to Process ePayment Service Requests

Page Name	Object Name	Navigation	Usage
Credit Card Processing	RUNCTL_SFPCRCARD	Student Financials, Charges and Payments, Electronic Payments, Process Credit Cards, Credit Card Processing	Process submitted credit card transactions.
eCheck Processing	RUNCTL_SFPECHECK	Student Financials, Charges and Payments, Electronic Payments, Process Electronic Check, eCheck Processing	Process submitted eCheck transactions.

Processing Submitted Credit Card Transactions

Access the Credit Card Processing page.



Credit Card Processing page

SF Merchant ID Select the SF Merchant ID whose transactions you want to process.

Service Request

Authorize and Settle Select to authorize and settle any credit card transactions that have not yet been authorized for the SF Merchant ID selected. If you set up your SF Merchant ID to not authorize or settle in realtime, you must run the batch process with this check box selected to authorize and settle your credit card transactions.

Settle Select to settle any credit card transactions that have been authorized, but not settled. If you set up your SF merchant ID to authorize in realtime, but not to settle in realtime, you must run the batch process with this check box selected to settle your credit card transactions.

Note. Even if you authorize credit card transactions in realtime, it is possible to have connection errors with your credit card processing vendor. When this happens, your transactions fail and remain unauthorized. Therefore, you eventually need to run the batch process with the Authorize and Settle check box selected to process those failed transactions.

Credit Select to credit the credit card accounts of students whose credit card transactions have been refunded, voided, or reversed.

Note. If you intend to process credits originating from a refund using the batch process, be sure that you have already run the Process ePayment Refunds process (SFPCCBAT). It generates the student refund credits that you send to the web credit card processing vendor using the Credit Card Processing batch process.

You can refund only those credit card transactions made using the self-service functionality.

Credit Card Transaction Source

All Select to process credit card transactions from all sources using the same SF Merchant ID.

Admissions Select to process credit card transactions from admissions offices. You must also specify an academic institution and application center.

Academic Institution Select an academic institution.

Application Center Select an application center for the processing of admissions deposits.

Cashiering Select to process credit card transactions from cashiering offices. You must also specify a business unit and cashier's office.

Business Unit Select a business unit.

Cashier's Office Select a cashier's office.

Self Service Select to process credit card transactions from self service sources.

Institution Set Select an institution set.

Other Fields

Transaction Report Select to create a file logging all the transactions affected by the batch process.

As long as you select this check box, the system continues to update the file. You should delete the file once you have used it to reconcile your credit card transactions. Otherwise, it continues to grow every time that you run the batch process. Once you delete the file, the next time that you run the batch process with this check box selected, the system creates a new file.

Re-Post Self Service Errors Select to post any transactions that previously failed to post due to setup or system errors.

See Also

Chapter 17, "Refunding Customers," page 319

Processing Submitted eCheck Transactions

Access the eCheck Processing page.

eCheck Processing page

Debit Select to debit any eCheck transactions that have not yet been debited for the SF Merchant ID selected.

Credit Select to credit the eCheck accounts of students whose eCheck transactions have been refunded, voided, or reversed.

Institution Set Select the institution set for which you are processing eCheck transactions.

Transaction Report Select to create a file logging all the transactions affected by the batch process.

As long as you select this check box, the system continues to update the file. You should delete the file once you have used it to reconcile your eCheck transactions. Otherwise, it continues to grow every time that you run the batch process. Once you delete the file, the next time that you run the batch process with this check box selected, the system creates a new file.

Re-Post Self Service Errors Select to post any transactions that previously failed to post due to setup or system errors.

Reviewing and Canceling Self Service ePayment Transactions

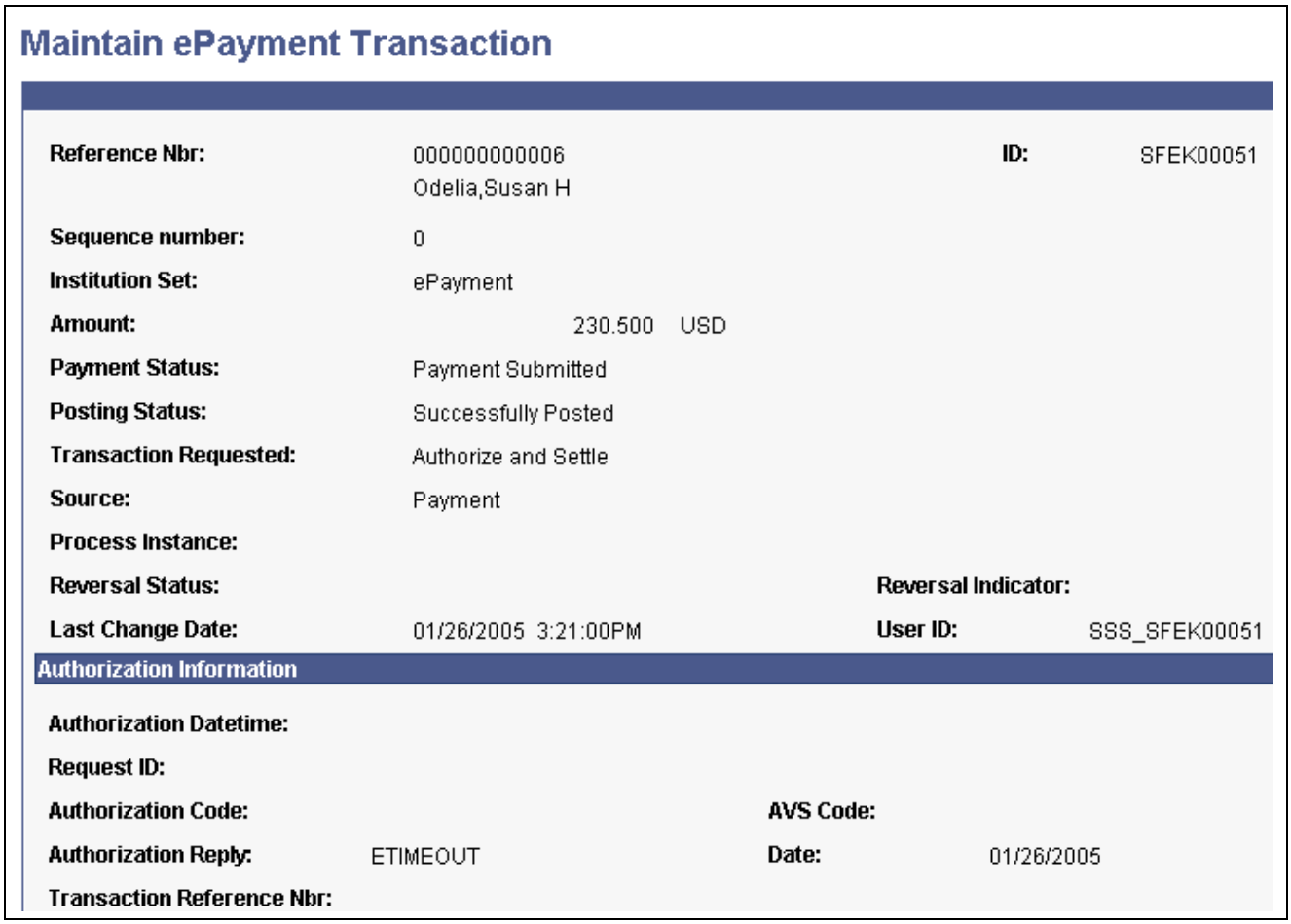
Student Financials enables you to review and cancel submitted payments that are not yet authorized or posted to the student account.

Page Used to Review and Cancel Self Service Credit Card Transactions

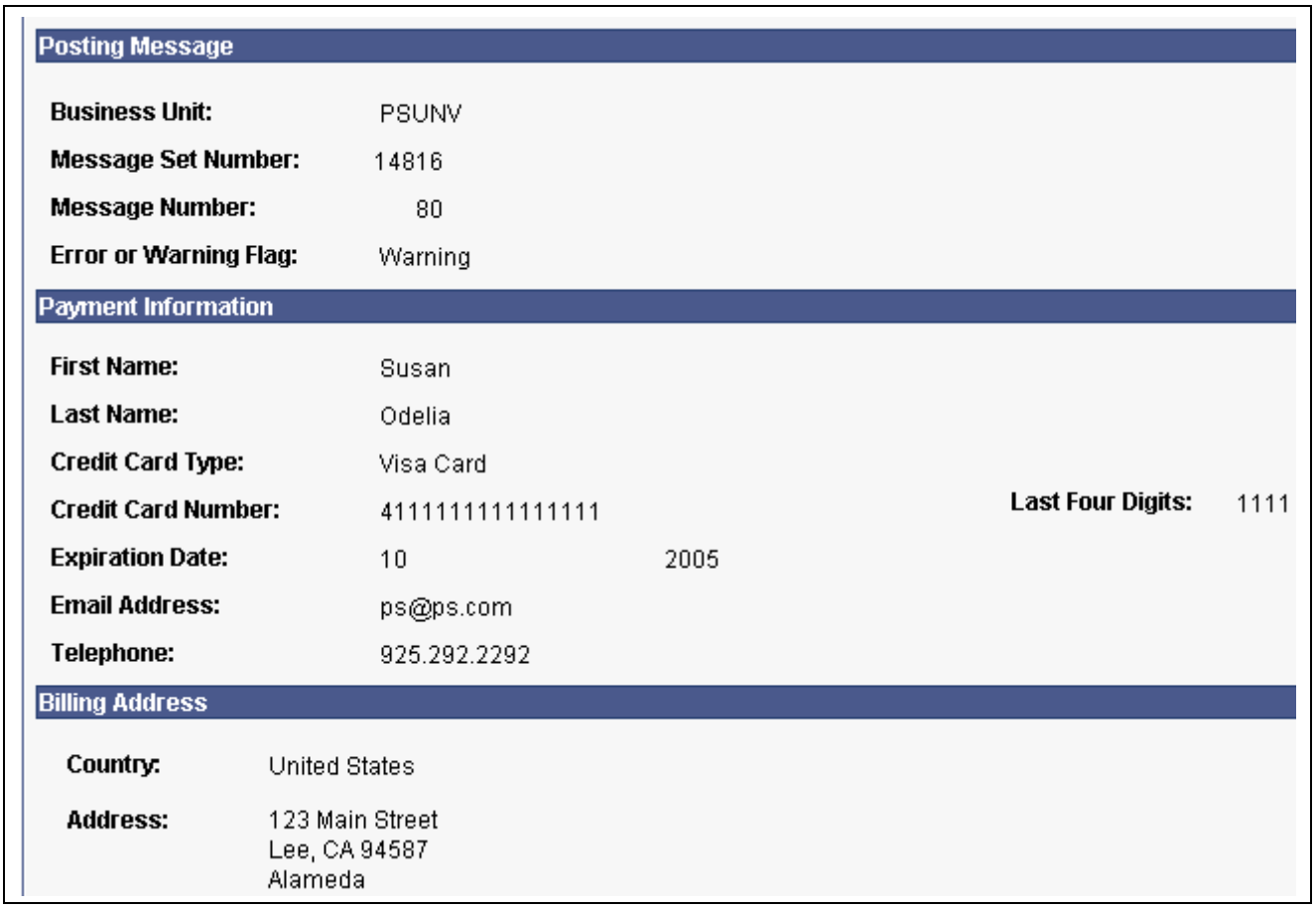
Page Name	Object Name	Navigation	Usage
Maintain ePayment Transaction	SF_PAYMENT_MAINT1	Student Financials, Charges and Payments, Electronic Payments, Maintain ePayment Transaction	View and cancel self service credit card transactions.

Viewing Self Service Credit Card Transactions

Access the Maintain ePayment Transaction page.



Maintain ePayment Transaction page (1 of 2)



Maintain ePayment Transaction page (2 of 2)

Reference Nbr (reference number) Displays the unique reference number that the system assigns to each credit card transaction.

ID Displays the ID of the student who made the credit card transaction.

Posting Status Indicates whether the Student Financials system successfully posted each transaction.

Errors: The transaction encountered errors during posting.

Pending: The system has not yet posted the transaction.

Successful: The system successfully posted the transaction.

Source Indicates where the transaction originated.

Application Center: The transaction originated from an Admissions Office application center.

Cashiering: The transaction originated from a cashiering office.

Payment: The transaction originated from the self service Make a Payment page.

Refund: The transaction originated from the Student Financials Refund process.

Reversal: The transaction originated from the Payment Reversals page.

Reversal Status If you reversed the transaction, this field Indicates whether the system successfully processed the reversal.

Errors: The system encountered errors during the reversal.

Successful: The system successfully reversed the transaction.

Cancel Click to cancel this transaction.

Note. The Cancel button is only available for transactions that are not posted and authorized.

Authorization Information

Information appears in this group box when a self service credit card transaction has been authorized.

Credit Card Authorization DTTM (credit card authorization date/time) Displays the date and time that the credit card processing vendor authorized the credit card transaction.

Credit Card Request ID Displays the unique ID that the credit card processing vendor assigns to each transaction.

Credit Card Authorization Code Displays the unique authorization code sent by the bank to the credit card processing vendor.

Date Displays the original date of the credit card transaction.

Authorization Reply Displays the authorization reply code received from the credit card processing vendor for each transaction.

Credit Card AVS Return Code (credit card address verification system code) Displays the address verification code that the credit card processing vendor sends to the Student Financials system. The code indicates whether the address sent with the transaction matches the credit card company's records. If you set the system not to perform address verification for a transaction, the AVS Code column is blank for that transaction.

X (Exact): The address and the 9-digit zip code match.

Y (Yes): The address and the 5-digit zip code match.

A (Address): The address matches, but the 5-digit zip code does not.

W (Whole zip): The address does not match, but the 9-digit zip code does.

Z (Zip): The address does not match, but the 5-digit zip code does.

N (No): Neither the address nor the zip code match.

U (Unavailable): Information is unavailable or the card-issuing bank does not support AVS.

S (Unsupported): The card-issuing bank does not support AVS.

R (Retry): The card-issuing bank's system is unavailable.

E (Edit Error): The transaction is ineligible for AVS or an edit error was found.

Posting Message

Information appears in this group box when a self service credit card transaction has been posted.

Business Unit	Displays the description of the business unit within which the transactions were processed.
Message Set Number and **Message Number**	If the system encountered any errors or warnings during the processing of this transaction, use the message set number and the message number to locate the message explaining what happened.
Error or Warning Flag	Indicates whether the system encountered any errors or generated any warning messages when it posted the transaction.

Processing Refunds for ePayments

This section discusses how to:

- Create online student refunds.
- View ePayment refund messages.
- Run the ePayment Refunds process.
- Generate batch ePayment refund details reports.

Pages Used to Process Refunds for ePayments

Page Name	Object Name	Navigation	Usage
Student Refund	REFUND_SF	Student Financials, Refunds, Student Refund	Create an online refund for a student.
ePayment Refunds	RUNCTL_SFPCCBAT	Student Financials, Refunds, Electronic Payment Refunds, Process ePayment Refunds	Generate refund credits to in preparation of transmission to your third-party ePayment processor.
Review Refund Messages	REFUND_CC_MSGS	Student Financials, Refunds, Electronic Payment Refunds, Review Refund Messages	Review ePayment refund messages.
Batch ePayment Refund Details	RUN_SF862	Student Financials, Refunds, Electronic Payment Refunds, Batch ePayment Refund Details	Review batch ePayment refund messages.

Creating Online Student Refunds

Access the Student Refund page.

See Also

Chapter 17, “Refunding Customers,” Creating Student Refunds, page 329

Running the ePayment Refunds Process

Access the Process ePayment Refunds page.

See Also

Chapter 17, “Refunding Customers,” Distributing Refunds to ePayment Accounts, page 343

Reviewing ePayment Transactions

This section discusses how to define selection criteria for reviewing ePayment transactions.

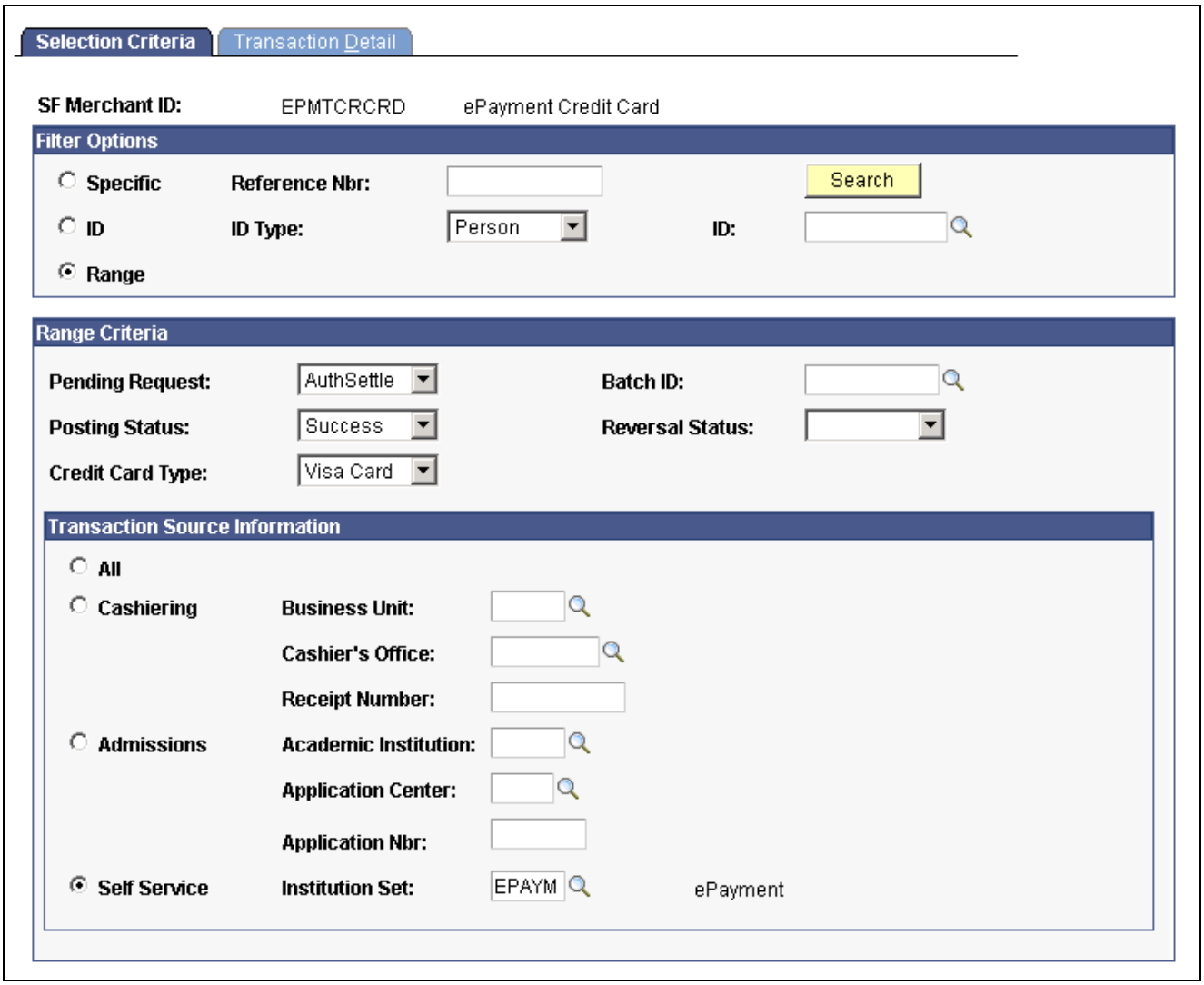
Pages Used to Review ePayment Transactions

Page Name	Object Name	Navigation	Usage
Selection Criteria	SF_PAYMENT_TRANS1	• Student Financials, Charges and Payments, Electronic Payments, Review Transaction Log, Selection Criteria • Student Financials, Charges and Payments, Electronic Payments, Review Pending Transactions, Selection Criteria	Define selection criteria for reviewing specific ePayment transactions.
Transaction Detail	SF_PAYMENT_TRANS3	• Student Financials, Charges and Payments, Electronic Payments, Review Transaction Log, Transaction Detail • Student Financials, Charges and Payments, Electronic Payments, Review Pending Transactions, Transaction Detail	Review ePayment transaction details.
Pending Transaction Detail	SF_PAYMENT_INQ1	Click a reference number link on the Transaction Detail page.	View detailed information about a pending ePayment transaction.
Totals	SF_PAYMENT_TRANS2	Student Financials, Charges and Payments, Electronic Payments, Review Transaction Log, Totals	Review counts and monetary totals of processed ePayment transactions.

Defining Selection Criteria for Reviewing ePayment Transactions

Access the Selection Criteria page.

Depending on the SF Merchant ID that you select, the transaction detail will display values for credit cards or eChecks.



Selection Criteria page

Note. If you access this page through the Transaction Log component, a Totals group box appears at the top of this page displaying Total Debit and Total Credit, and a Totals page appears.

Filter Options

Specific and **Reference Nbr** (reference number) — Select the Specific option to retrieve transaction information for one specific transaction by entering its Reference Nbr.

ID — Select to retrieve transaction information related to one person or organization

ID Type — Specify if the ID for which you want to retrieve transaction information is a *Person* or *Org* (organization).

Note. Org is only valid for corporate payments made through cashiering.

ID — Select the ID of the student or organization whose transactions you want to view.

Range Select to retrieve all transaction information from the sources specified in the Transaction Source Information group box.

Transaction Source Information

All Select to retrieve transactions from all sources using the same SF Merchant ID.

Note. This selection displays all transactions for the SF Merchant ID without regard for security display restrictions.

Cashiering Select to retrieve transactions from all cashiering offices.

Business Unit Select to narrow the selection of transactions to cashier's offices attached to a specific business unit.

Cashier's Office Select to narrow the selection of transactions to that specific office.

Receipt Number Select transaction information from one specific receipt.

Admissions Select to retrieve transactions from all admissions offices.

Academic Institution Select to narrow the selection of transactions to admissions offices that are part of a specific academic institution.

Application Center Select to narrow the selection of transactions to a particular application center.

Self Service Select to retrieve transactions from self service sources.

Institution Set Select to narrow the selection to only self service transactions from a specific institution set.

Other Fields and Elements

Credit Card Type Select the type of credit card used in the transactions that you want to view.

Batch ID When you run the Process ePayment Refunds process, the system assigns a batch ID to all the credit card transactions affected by the process. Specify a batch ID to retrieve information about all the transactions with that particular batch ID.

Transaction Requested Use this field to filter the retrieved transaction information by the type of transaction requested. There are four types of transaction requests:

Authorize: Request for authorization of a credit card payment.

AuthSettle: Request for authorization and settlement of a credit card payment.

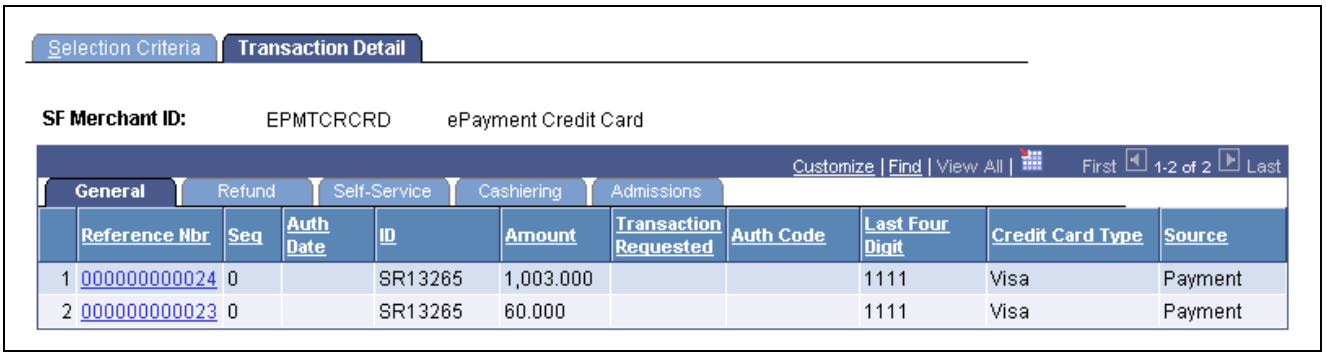
Credit: Request for an amount to be credited (refunded) to a credit card account.

Settle: Request for settlement of a credit card payment.

Search Click to select all credit card transactions that meet your selection criteria. The system displays this information on the Transaction Detail page.

Reviewing ePaymentTransaction Details

Access the Transaction Detail page.



Transaction Detail page

Note. Multiple views of this page are available when you click the tabs in the scroll area. This section documents elements common to all views first.

Common Page Information

Reference Nbr (reference number) Lists the unique reference number that the system assigns to each credit card transaction. Click the Reference Nbr link to access the Pending Transaction Detail page, where you can review detailed information about the transaction.

Seq (sequence) Lists the sequence number that the system assigns to every activity for a given transaction reference number.

Note. A sequence number of zero means that submitted transactions are pending (no processing has taken place by the credit card vendor).

Date Lists the original date of each transaction.

ID Lists the ID of the student or external organization who made each transaction.

Amount Lists the monetary amount of each transaction.

General Tab

Type Lists the type of transaction requested. A blank value in this field indicates that the transaction is awaiting background processing.

Auth Code (authorization code) Lists the unique authorization code sent by the bank to the credit card processing vendor.

Card Nbr (card number) Lists the last four digits of the credit card number used for each transaction.

Card Type Lists the type of credit card used for each transaction.

Source Indicates where the transaction originated.

Refund Tab

Batch ID When you run the Process ePayment Refunds process, the system assigns a batch ID to all the credit card transactions affected by the process. This heading lists the batch ID assigned to each transaction.

Unit Lists the business unit that processed each refund.

Refund Nbr (refund number) Lists the unique number that the system assigns to each refund transaction.

Line Lists the refund line number.

Self Service Tab

Institution Set Lists the institution set within which the transactions were processed.

Business Unit Lists the business unit within which the transactions were processed.

Err/Warn (error/warning) Lists whether the system encountered a warning or an error.

Posted Lists the posting date for each transaction.

Posting Status Lists whether the Student Financials system successfully posted each transaction.

Errors: The system encountered errors during posting.

Pending: The system has not yet posted the transactions.

Successful: The system successfully posted the transactions.

Cashiering Tab

Unit Lists the business unit associated with the cashiering office that performed the transactions.

Cashier's Office Lists the cashier's office from which the transaction originated.

Register Lists the register within the cashier's office from which the transaction originated.

Receipt Nbr (receipt number) Lists the receipt number of the transaction.

Line Lists the receipt line number.

User Lists the user or process that initiated the transaction. In the case of refunds that necessitate a credit, it lists SFCCBAT, which is the Process ePayment Refunds process.

ID Type Lists the ID type of the person or organization for whom the transaction applies.

Admissions Tab

Institution Lists the academic institution from which the transaction originated.

Application Center Lists the application center from which the transaction originated.

Appl Nbr (application number) Lists the application number for which the payment was made.

CHAPTER 15

Using GL Interface Processing

This chapter gives an overview of GL interface processing and discusses how to:

- Create accounting entries.
- View GL interface run history and accounting lines.
- Use the back out GL interface process.
- Send accounting entries to the general ledger.

Understanding GL Interface Processing

The Student Financials General Ledger Interface (GL Interface) exists to record the impact of Student Financials transactions (charges, payments, cash receipts, etc.) against a general ledger chart of accounts.

A chart of accounts represents how an organization gathers, stores, combines, and uses financial information in its operations. For example, your organization may want to track its student receivables, third-party receivables, payments, financial aid disbursements, cash receipts, or refunds disbursed for its balance sheet and other financial statement reporting requirements.

Student Financials is integrated with PeopleSoft General Ledger. There are three functions that the Student Financials GL interface performs:

- It loads setup information from the PeopleSoft General Ledger application used in the creation of accounting information.
- It validates the chart of accounts (ChartFields) on various Student Financials setup tables against data from PeopleSoft General Ledger to ensure that Student Financials reflects your institution's current chart of accounts.
- It creates and sends accounting information to your institution's general ledger, enabling your institution's accounting office to track revenue, expenses, receivables, and liabilities.

Note. Student Financials 8.9 integrates with PeopleSoft Financials 8.4 and 8.8.

Your accounting office staff should perform the majority of the setup required to record information in the general ledger. This chapter focuses on how to process and review the information transferred to your general ledger.

You can run the GL interface at any appropriate interval. When you define an item type, a course in a course catalog, a class, or tender keys and target keys in your cashiering office, you complete a GL interface-related page. The GL interface and Cashiering GL interface processes utilize the information that you enter on these GL interface-related pages to create accounting entries. You transfer these accounting entries to your PeopleSoft General Ledger application using Application Messaging—a feature of PeopleTools Integration Technology. After you transfer the accounting entries to the PeopleSoft General Ledger database, your PeopleSoft General Ledger staff creates the journal entries and posts the information to the general ledger.

See Also

PeopleSoft Enterprise General Ledger 8.8 PeopleBook

Creating Accounting Entries

This section discusses how to:

- Create accounting entries using the GL Interface process.
- Create accounting entries using the Cashiering GL Interface process.

Understanding Accounting Entry Creation

Financial transaction activity from the Student Financials application must be transferred to the general ledger so that your accounting office can track revenue, expense, receivables, and liabilities created in Student Financials. The GL interface creates accounting lines to accomplish this.

If your system integrates with PeopleSoft Financials 8.4 or 8.8, it publishes accounting lines directly to the general ledger through PeopleSoft Application Messaging. There is also a unique Cashiering GL interface process for cash receipts for cashiering transactions.

Note. In this section, the term *accounting entry* refers to a single debit or credit entry destined for the general ledger. Accounting entries contain 4 primary elements: an accounting date, ChartField (chart of accounts) information, a currency code, and either a positive or negative monetary amount. The GL interface creates accounting entries and stores them in the PS_SF_ACCTG_LN table. The terms *accounting entry* and *accounting line* are synonymous and are used interchangeably in this document.

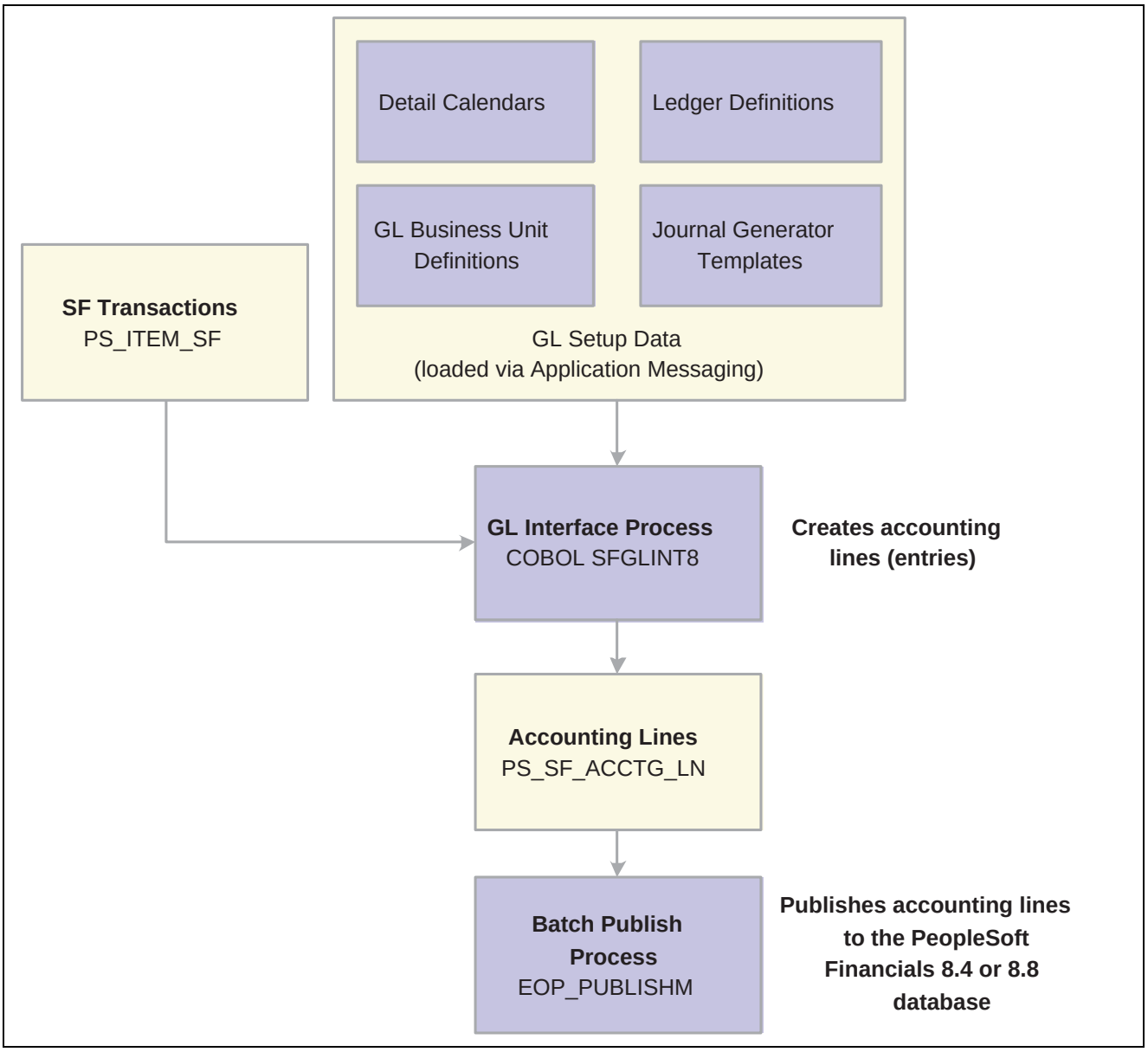
GL Interface Process

The GL interface process creates accounting lines for all types of transaction activity in the Student Financials application.

Note. The GL interface process creates accounting lines for all Student Financials transactions except for cash receipts accepted through the Cashiering feature. Run the Cashiering GL interface process to create entries for cash receipts accepted through the Cashiering feature.

The following diagrams illustrate how the GL Interface process creates accounting lines for Student Financials transactions.

There are two different PeopleSoft Financials releases with which your system can interface for the purpose of GL processing. If you interface with PeopleSoft Financials 8.4 or 8.8, your system uses application messaging to share accounting line information with PeopleSoft General Ledger.

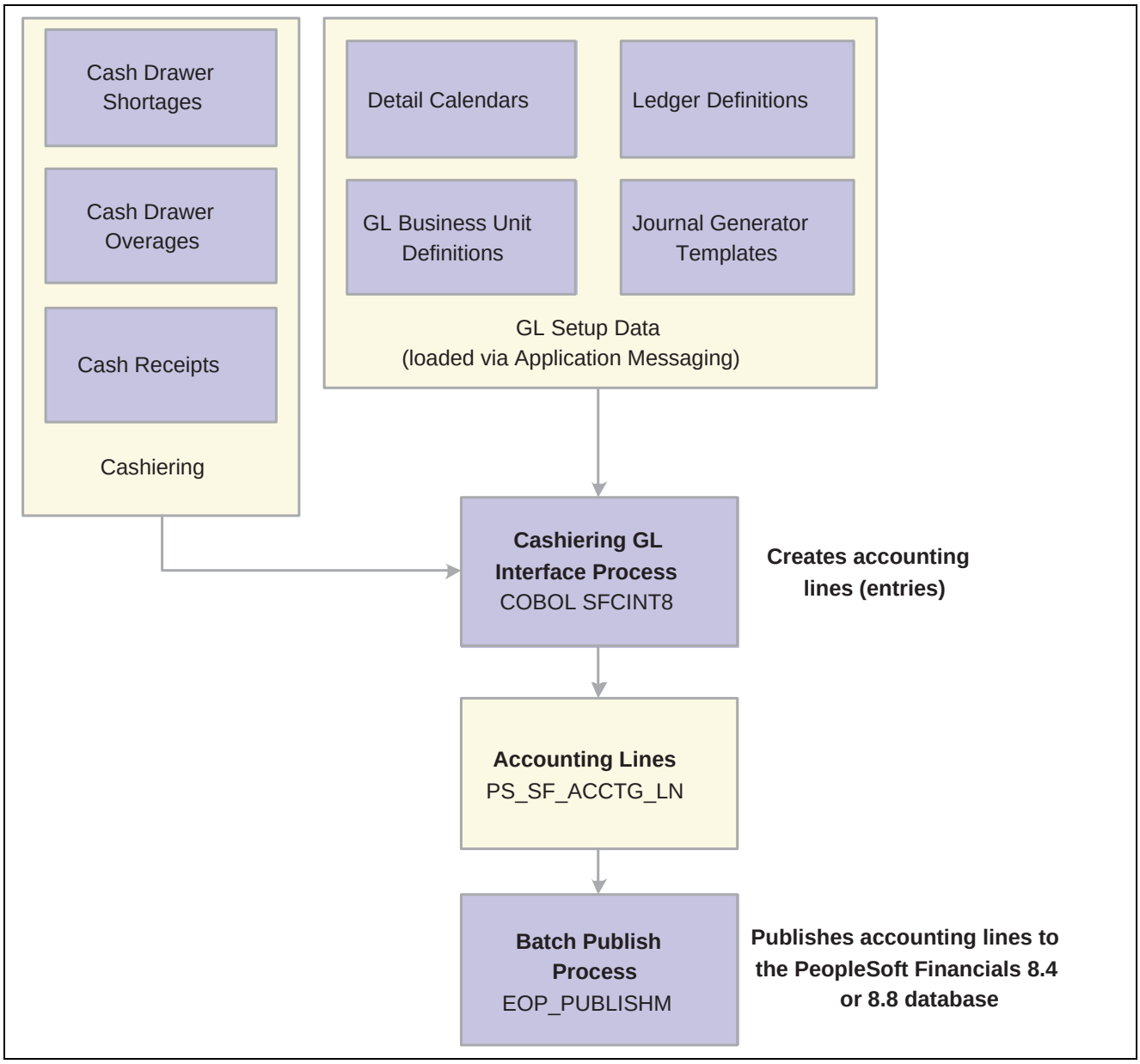


GL Interface process with PeopleSoft Financials 8.4/8.8 integration

Cashiering GL Interface Process

The Cashiering GL interface process creates accounting lines for cash receipts, cash drawer overages, and cash drawer shortages from cashiering.

The following diagrams illustrate how the Cashiering GL Interface process creates accounting lines for Student Financials transactions.



Cashiering GL Interface process with PeopleSoft Financials 8.4/8.8 integration

Reviewing GL Interface Results

After running the GL Interface or Cashiering GL Interface process, you can confirm the success of the run and check details of accounting line entries before you send them to your general ledger.

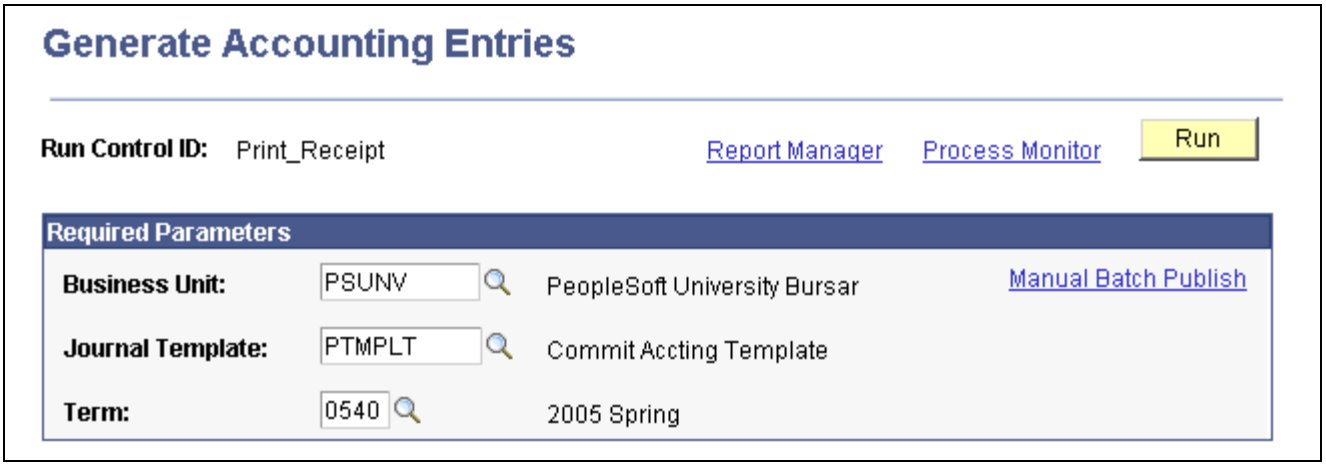
You cannot use the Back Out GL Interface process to reverse cashiering entries sent to the general ledger, so it is particularly important that you correct any mistakes before running the Batch Publish process (PeopleSoft Financials 8.4/8.8 integration) for cashiering entries.

Pages Used to Create Accounting Entries

Page Name	Object Name	Navigation	Usage
Generate Accounting Entries	RUNCTL_SFGL01	Student Financials, GL Interface, Generate Accounting Entries	Create accounting entries using the GL interface.
Cashiering GL Interface	RUNCTL_SF_DEPTRCPT	Student Financials, GL Interface, Generate Cashiering Entries	Create accounting entries using the cashiering GL interface.
Review GL Messages	SF_GL_INT_MSG	Student Financials, GL Interface, Review GL Messages	View messages resulting from the GL Interface process.
Cashiering GL Interface	CSH_OFF_GL_INT	Student Financials, GL Interface, Review Cashiering Entries	View the results of the Cashiering GL Interface process.
Cashiering GL Interface Messages	CSH_GL_DTL_SP	Click the GL Run Error Detail link on the Cashiering GL Interface page. If multiple batches have been run, select the batch ID for the batch you want to review.	Review messages resulting from the Cashiering GL Interface process.

Creating Accounting Entries Using the GL Interface Process

Access the Generate Accounting Entries page.



Generate Accounting Entries page

Business Unit Select the business unit of the account activity you are transferring to your institution's general ledger.

Journal Template Choose the journal template that you want to create the transactions.

Term The system selects all GL records less than or equal to the term code you select here.

Manual Batch Publish Click to access the Batch Publish page. This link appears only if your system interfaces with PeopleSoft Financials 8.4.

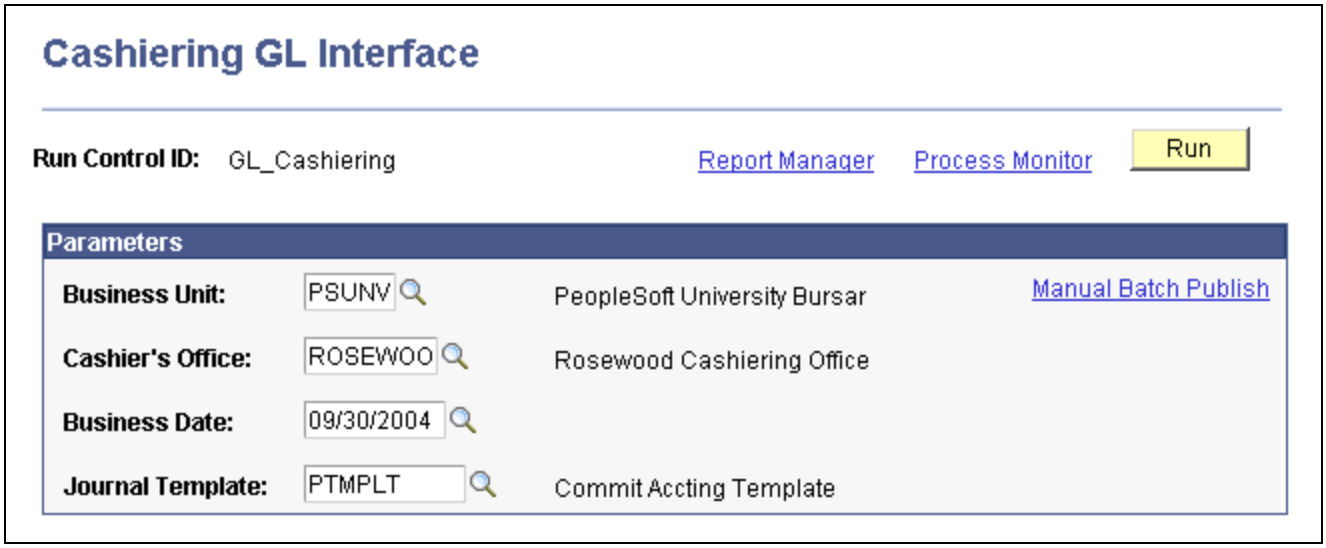
Run Click to access the Process Scheduler Request page.

If your system interfaces with PeopleSoft Financials 8.4, select the check box next to the GL Interface - Fin 8.4 (SFGLINT8) process.

Note. The GL interface process does not populate the Budget Period ChartField on each accounting line. Instead, when accounting entries from Student Financials are loaded into PeopleSoft General Ledger, PeopleSoft General Ledger assigns the proper budget period to them.

Creating Accounting Entries Using the Cashiering GL Interface Process

Access the Cashiering GL Interface page.



Cashiering GL Interface page

Business Unit Select the business unit for the account activity you are transferring to your institution's general ledger.

Cashier's Office Select the cashiering office for the account activity you are transferring to your institution's general ledger.

Business Date Specify the business date of the cashiering office transactions that you are transferring to your institution's general ledger.

Journal Template Choose the journal template you want to use to create the transactions.

Manual Batch Publish Click to access the Batch Publish page. This link appears only if your system interfaces with PeopleSoft Financials 8.4.

Run Click to access the Process Scheduler Request page.

If your system interfaces with PeopleSoft Financials 8.4, select the check box next to the GL Interface - Fin 8.4 (SFGCINT8) process.

Reviewing GL Interface Information

This section discusses how to:

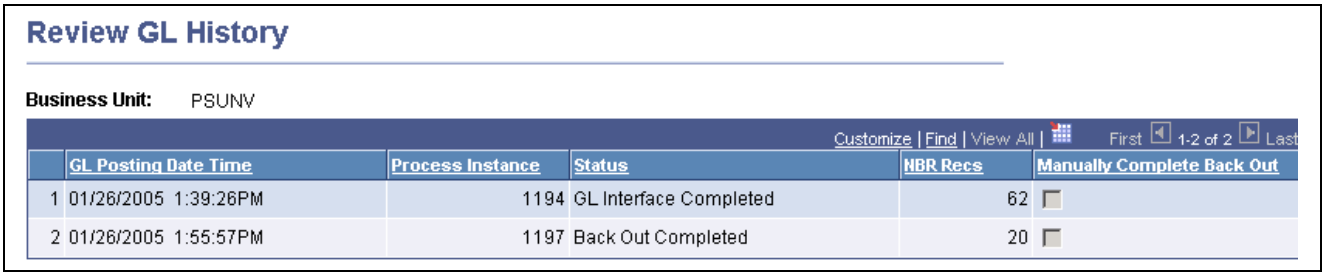
- Review GL interface run history.
- Review accounting line information.
- Review batch publish control records.

Pages Used to View GL Interface Run History, Accounting Lines, and Batch Publish Control Records

Page Name	Object Name	Navigation	Usage
Review GL History	SF_GL_RUN_HISTORY	Student Financials, GL Interface, Review GL History	Review GL interface run history resulting from the GL Interface, Cashiering GL Interface, and Back Out processes.
Accounting Line	SF_GL_ACCTG_INQ2	Student Financials, GL Interface, Review Accounting Lines	Review accounting line information created by the GL Interface and Cashiering GL Interface processes.
SF Accounting Line Detail	SF_GL_ACCTG_DTL	Click a Detail link on the Main tab of the Accounting Line page.	Review detailed accounting line information.
Review GL Integration Data	SF_GL_INT_BATCHPRM	Student Financials, GL Interface, Review GL Integration Data	Review batch publish control records.

Reviewing GL Interface Run History

Access the Review GL History page.

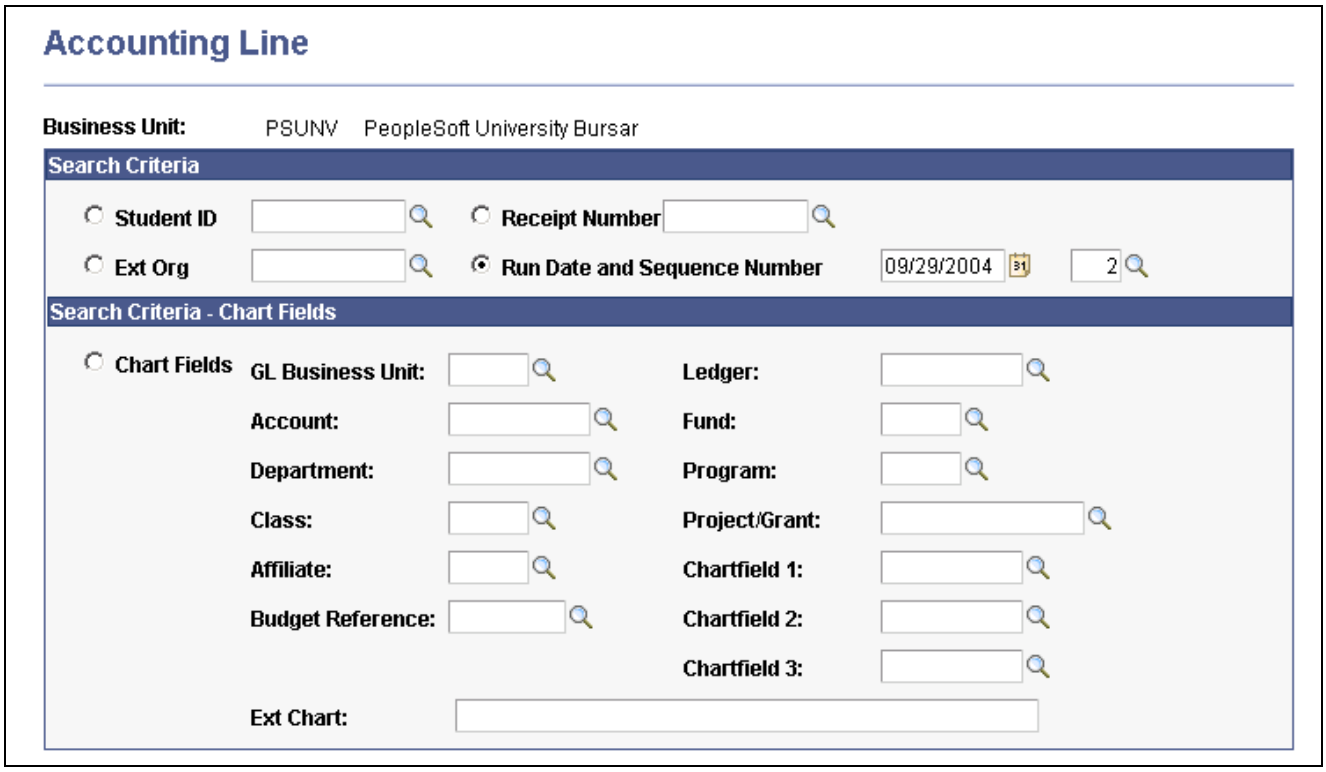


Review GL History page

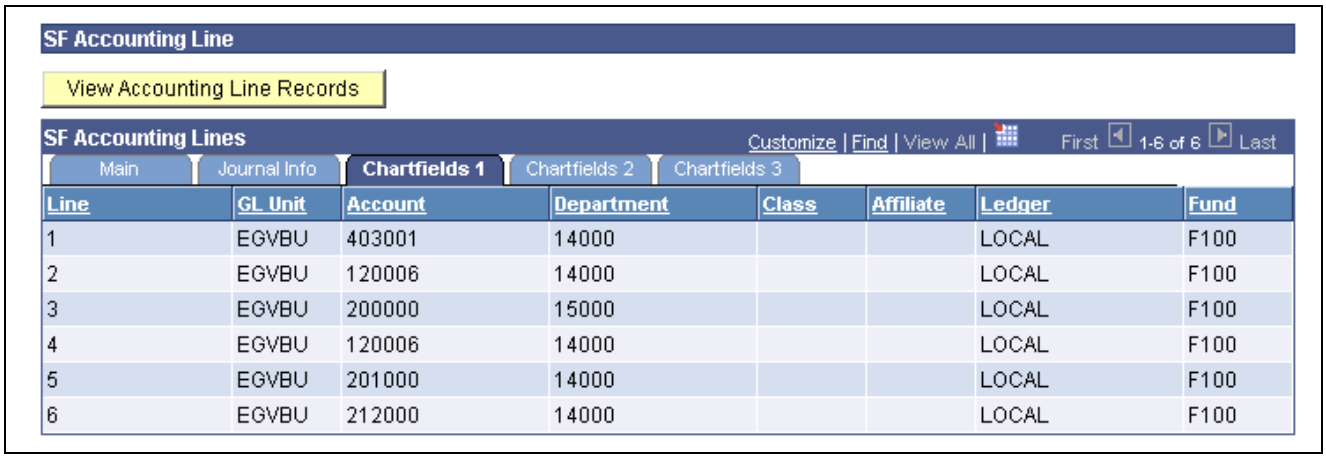
Manually Complete Back Out If the Back Out process fails before setting the status to *Backout Successful*, this check box becomes available. Select the check box to manually complete the failed Back Out process.

Reviewing Accounting Line Information

Access the Accounting Line page.



Accounting Line page (1 of 2)



Line	GL Unit	Account	Department	Class	Affiliate	Ledger	Fund
1	EGVBU	403001	14000			LOCAL	F100
2	EGVBU	120006	14000			LOCAL	F100
3	EGVBU	200000	15000			LOCAL	F100
4	EGVBU	120006	14000			LOCAL	F100
5	EGVBU	201000	14000			LOCAL	F100
6	EGVBU	212000	14000			LOCAL	F100

Accounting Line page (2 of 2)

Search Criteria

Use the options in this group box to select what fields you want to use to search for an accounting line. Enter a particular field value as the search criteria.

Student ID Select to view the accounting lines for a single person. Select an ID in the field to the right.

Receipt Number Select to view the accounting lines related to a single receipt. Select the receipt number in the field on the right.

Ext Org(external organization) Select to view the accounting lines for a single external organization. Select the external organization in the field to the right.

Run Date and Sequence Number	Select to view the accounting lines for a specific GL Interface process instance. Select the date and enter the sequence number in the fields to the right.

Search Criteria - ChartFields

Select the ChartFields option to view the accounting lines related to specific ChartField values. If you select this option, you must select one or more ChartField values.

Ext Chart(external GL ChartField)	If you are using a third-party or legacy General Ledger application instead of PeopleSoft General Ledger, enter the external chart of accounts information for which you want to search here. If you use this option, the search returns only accounting lines containing the specific chart of accounts information that you supply.

SF Accounting Line

After selecting your search criteria, click the View Accounting Line Records button to display accounting line information in the four tabs located in this group box.

SF Accounting Lines

This scroll area displays the results of your search.

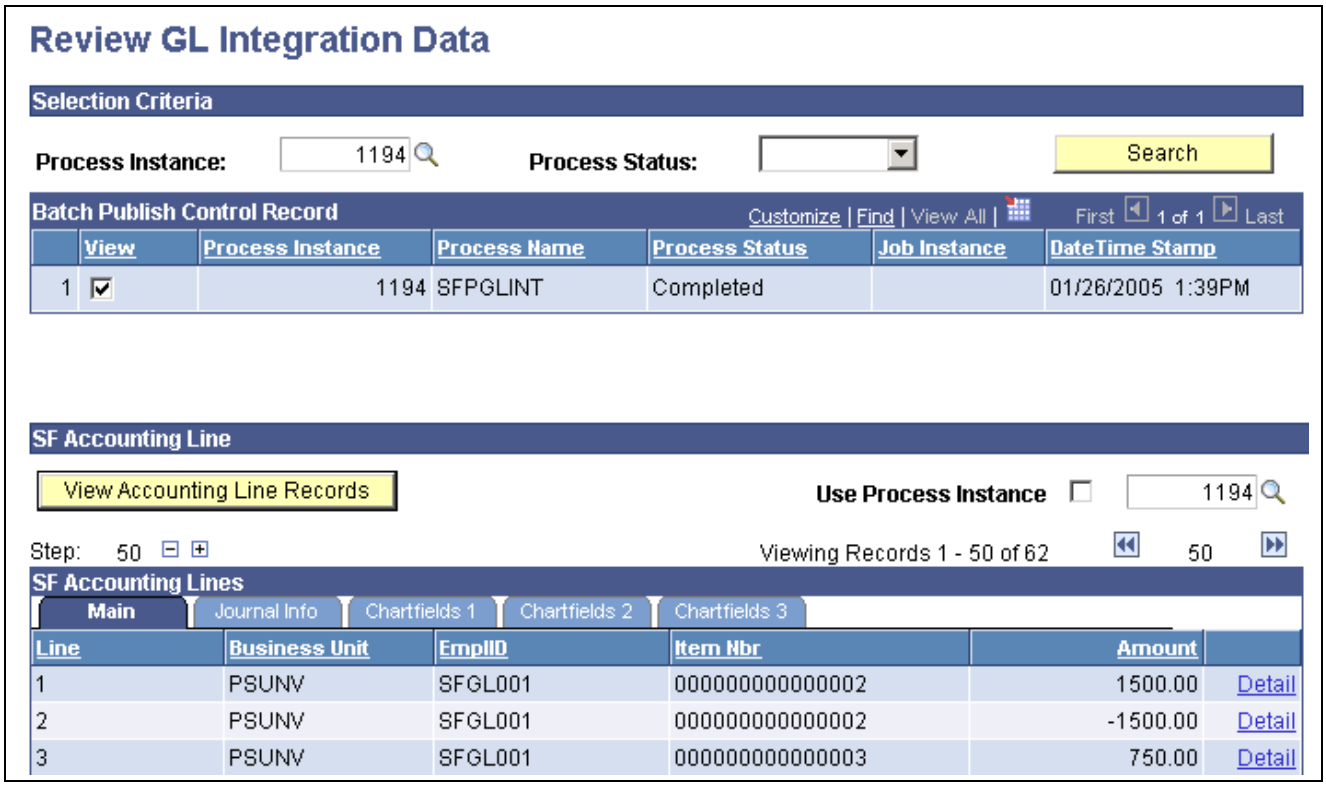
The Main tab displays general accounting line information. Click the Detail link next to an accounting line to access the SF Accounting Line Detail page where you can view all fields for the accounting line record.

The fields on the Journal Information tab display the information published to PeopleSoft Financials. The tab also contains the GL journal line number, journal ID, and line date, which are populated with the data returned to Student Financials through the STUDENT_SF_ACCTG_LINE subscription message after the journals are generated in PeopleSoft Financials.

The ChartFields 1, ChartFields 2, and ChartFields 3 tabs show information sent to PeopleSoft Financials. The GL Interface process populates some of these fields depending on what fields you populated during the setup of your item types.

Reviewing Batch Publish Control Records

Access the Review GL Integration Data page.



Review GL Integration Data page

Selection Criteria - Batch Pub

Enter the Process Instance and/or Process Status of the batch publish records you want to view and click the Search button to display them in the Batch Publish Control Record (8.4 Fin Integration) scroll area.

Batch Publish Control Record (8.4 Fin Integration)

This scroll area displays general information about the selected batch publish control records. Select the View check box next to a batch publish control record to view its related accounting lines in the SF Accounting Lines scroll area.

SF Accounting Line

Click the View Accounting Line Records button to display accounting lines associated with the batch publish control record next to which you selected the View check box. If you want to display accounting lines for a specific process instance regardless of the batch publish control record, select the Use Process Instance check box and enter the desired process instance in the field to the right of the check box.

SF Accounting Lines

This scroll area is identical to the SF Accounting Line scroll area on the Accounting Line page.

Using the Back Out GL Interface Process

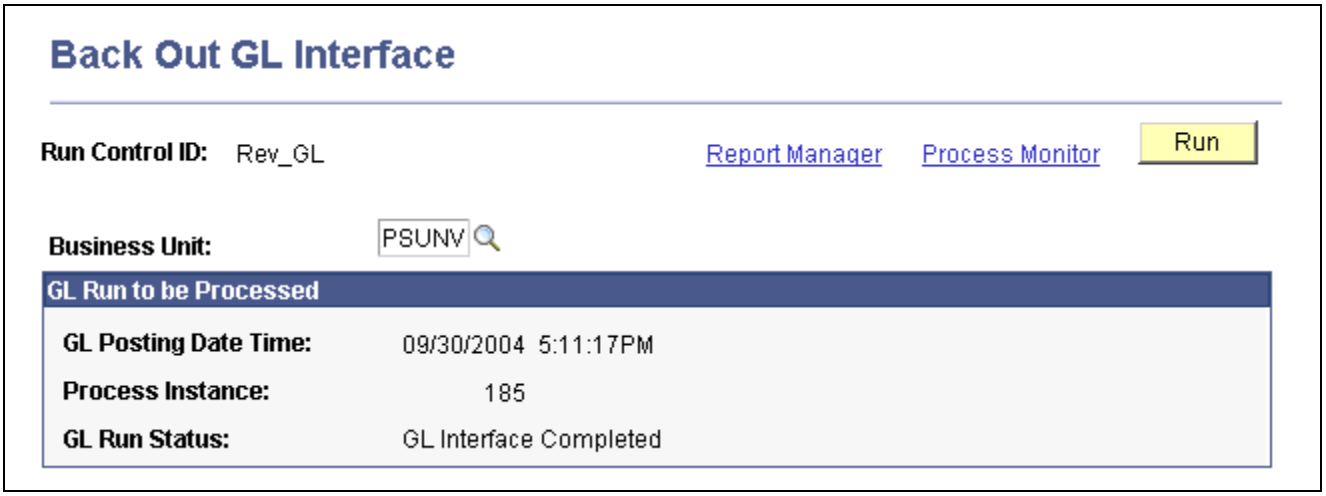
The Back Out GL Interface process enables you to reverse the most recent run of the GL Interface process. When you run the Back Out GL Interface, it effectively deletes the accounting lines created in the Accounting Line table PS_SF_ACCTG_LN for the most recent process instance and resets the corresponding rows in PS_ITEM_SF as not having been processed by the GL interface. The back out process makes it possible to correct errors before information is sent to the general ledger.

Page Used to Run the Back Out GL Interface Process

Page Name	Object Name	Navigation	Usage
Back Out GL Interface	RUNCTL_SFPGLBCK	Student Financials, GL Interface, Reverse GL Interface	Run the Back Out GL Interface process to delete accounting lines created in error.

Running the Back Out GL Interface Process

Access the Back Out GL Interface process.



Back Out GL Interface page

Business Unit Enter the business for which you want to run the back out process.

If you need to reverse an earlier run of the GL Interface process, you may return to the Back Out GL Interface Page and run the process again. Continue to run the process until you have backed out all of the entries you need to correct.

Once the back out process completes, you may enter any correcting transactions in Student Financials. Then, rerun the GL Interface process to create new accounting lines for your transactions.

Note. The Back Out GL Interface does not back out accounting lines created by the Cashiering GL Interface process.

Warning! Use caution when running the Back Out GL Interface process because backing out accounting entries from Student Financials that have already been posted in PeopleSoft General Ledger would lead to out-of-balance conditions between Student Financials and PeopleSoft General Ledger. Only run the Back Out GL Interface process if you are sure that the accounting lines have not already been transferred to PeopleSoft General Ledger. If the accounting lines have been transferred to PeopleSoft General Ledger and you proceed with the Back Out GL Interface process, you have to manually reverse the corresponding entries in PeopleSoft General Ledger.

Sending Accounting Entries to the General Ledger

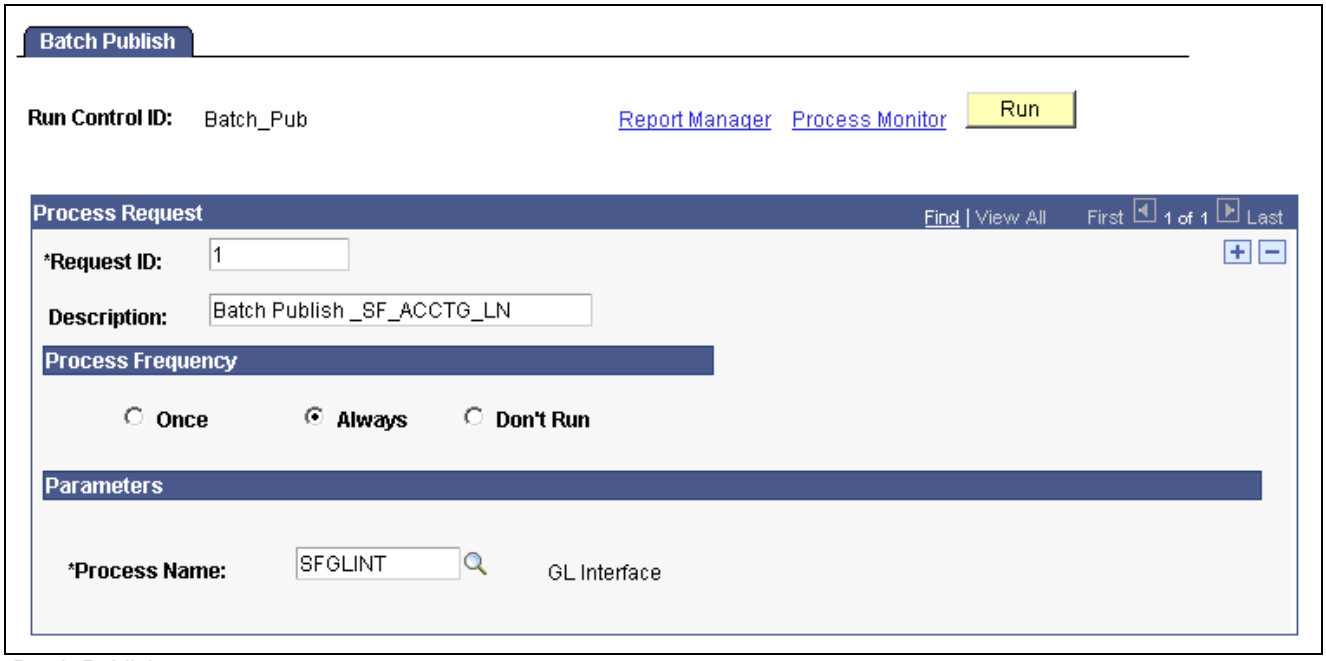
This section discusses how to publish accounting line information.

Page Used to Send Accounting Entries to the General Ledger

Page Name	Object Name	Navigation	Usage
Batch Publish	EO_BATCHPUB	Enterprise Components, Integration Definitions, Initiate Processes, Batch Publish	Publish accounting line information to PeopleSoft Financials.

Publishing Accounting Line Information

Access the Batch Publish page.



Batch Publish page

To run the Batch Publish page:

1. Enter a Request ID and Description for the process.

2. Select the Always option in the Process Frequency group box.
3. Enter *SFPGLINT* in the Process Name field. (Or enter SFDPTREC if using this for the Cashiering GL Interface.)
4. Click the Run button to initiate the Manual Batch Publish (EOP_PUBLISHM) process.

The Manual Batch Publish process:

1. Selects accounting lines based on three criteria: process or job instance, process name, and process status.
2. Collects accounting line entries generated by the GL Interface (SFGLINT) process and publishes them to the PeopleSoft Financials database.

CHAPTER 16

Calculating Tuition and Fees

This chapter discusses how to:

- Calculate tuition for a single student.
- Calculate tuition for multiple students.
- Lock in a minimum tuition amount.
- Recalculate tuition and fees after enrollment cancellation.
- Change, calculate, and post optional fees.

Calculating Tuition for a Single Student

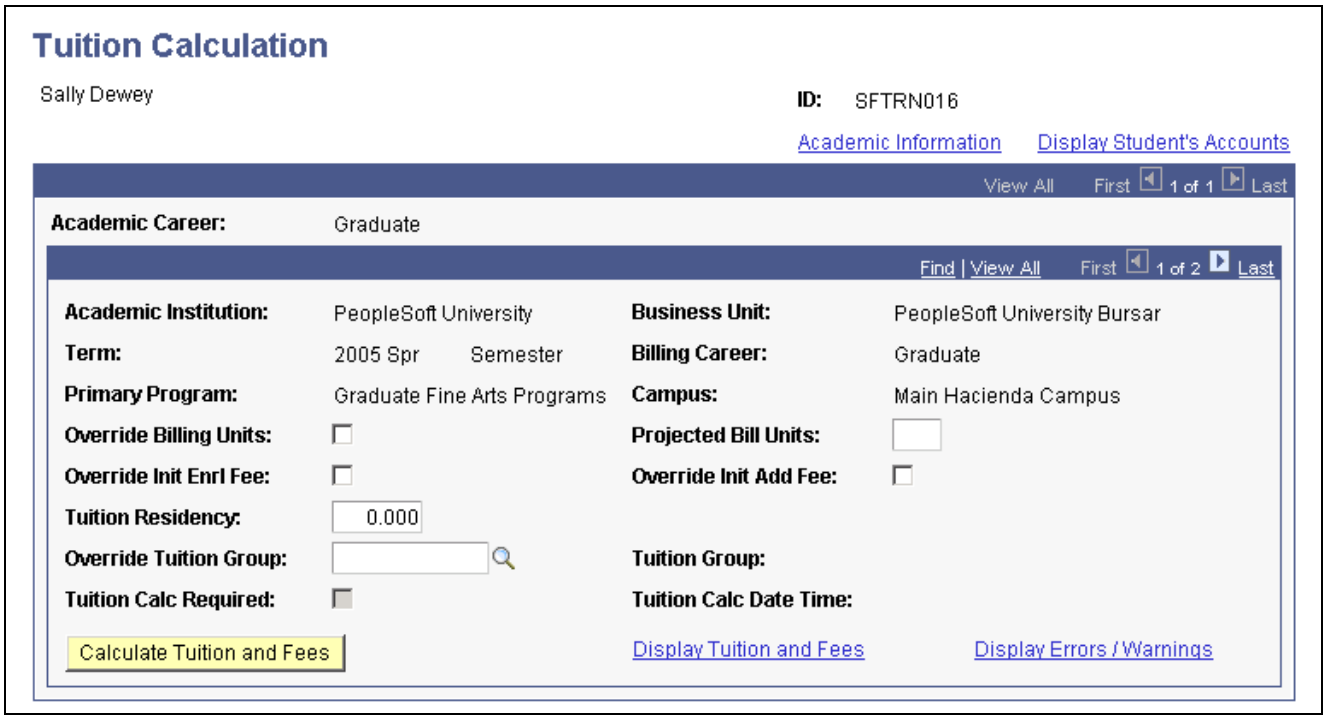
Calculate tuition for a single student when you need to see immediate results.

Pages Used to Calculate Tuition for a Single Student

Page Name	Object Name	Navigation	Usage
Tuition Calculation	STDNT_TUITION_CALC	Student Financials, Tuition and Fees, Tuition Calculation	Calculate a student's tuition.
Tuition and Fees	TUITION_CALC_SP	Click the Display Tuition and Fees link on the Tuition Calculation page.	Review calculated fees for a single student.
Fees After Calculation	TUITION_CALC_TBL	Student Financials, Tuition and Fees, Review Fees After Calculation	Review calculated fees for a single student.
Calculation Messages	STDNT_TUITION_CALC	Click the Display Errors/Warnings link on the Tuition Calculation page.	Review messages generated during tuition calculation for a single student.
Fee Calculation Messages	TUIT_CALC_MESSAGES	Student Financials, Tuition and Fees, Review Calculation Messages	Review messages generated during tuition calculation for a single student.

Calculating a Student's Tuition

Access the Tuition Calculation page.



Tuition Calculation page

Academic Information Click to access the Academic Information page.

Display Student's Accounts Click to access the Student Accounts page.

Note. If you review the student's account before calculating tuition, there might not be any information available.

Override Billing Units Select to calculate tuition based on anticipated units.

Projected Billing Units If you set billing units as a part of tuition calculation, the system displays the number of the student's projected billing units. You can edit this field.

Override Init Enrl Fee (override initial enrollment fee) Select to override an initial enrollment fee.

Override Init Add Fee (override initial add fee) Select to override an initial add fee.

Tuition Residency This field displays the tuition residency calculated for the student. You can override the value and calculate it again to post the changed amount.

Override Tuition Group Enter a tuition group other than the one to which the student is already assigned. When you calculate the student's tuition using this page, the system uses the tuition group that you enter in this field instead of the previously assigned group.

Tuition Group Until tuition and fees have been calculated at least once, this field is blank. After calculation, the field displays the tuition group into which the student was placed upon calculation.

Tuition Calc Required (tuition calculation required) — The system selects this check box when changes have been made to the student's enrollment or other attributes (such as placement in a student group) that require an initial or new calculation of tuition and fees.

Calculate Tuition and Fees — Click to calculate tuition and fees.

Tuition Calc Date Time (tuition calculation date time) — The system displays the date and time that tuition was last calculated.

Display Tuition and Fees — Click to access the Tuition and Fees page, where you can review charges for tuition and fees that have been calculated and charged to the student's account.

Display Errors/Warnings — Click to access the Calculation Messages page, where you can review all messages associated with tuition and fees calculation for the student. This field is available only if the corresponding selections have been made on the Display Errors/Warning Controls page in the Tuition Calculation Controls component.

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Transaction Fees, page 151

Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Establishing Tuition Calculation Controls, page 98

Calculating Tuition for Multiple Students

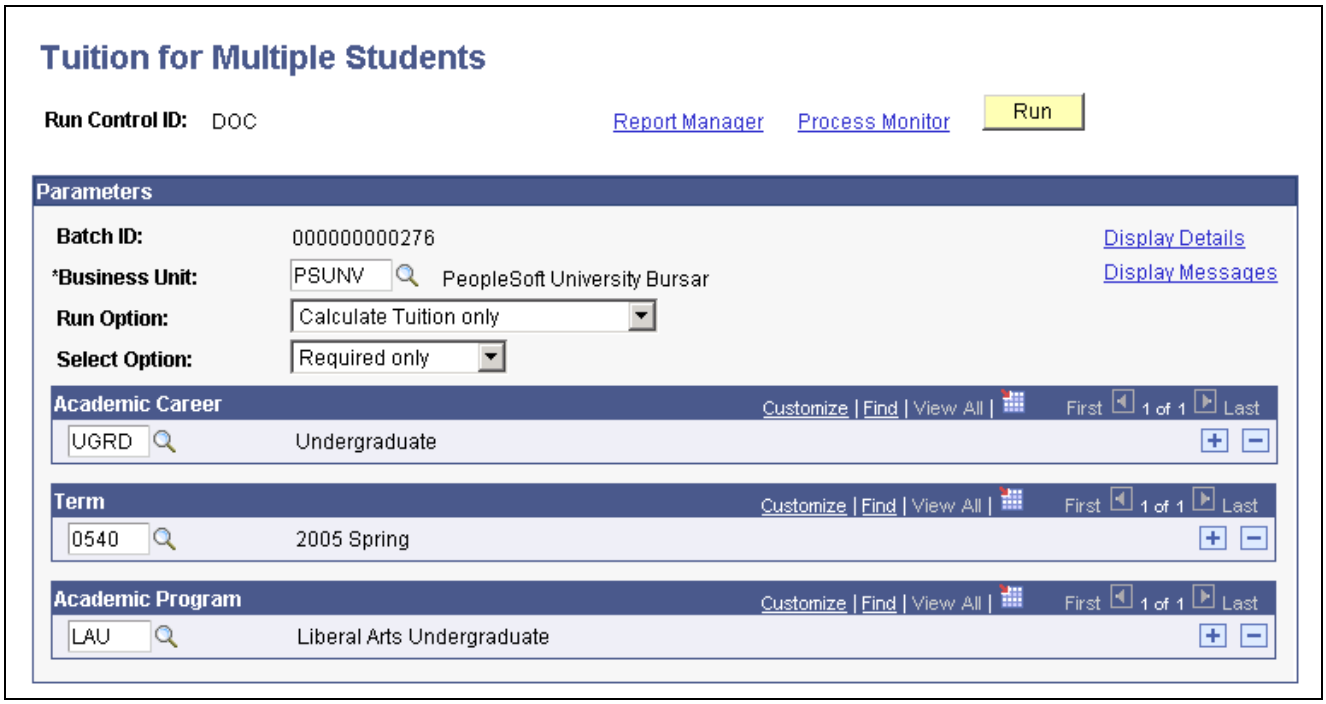
You can calculate tuition for multiple students using a batch process. You can define this process so that it automatically calculates tuition at times when processing demands are low.

Pages Used to Calculate Tuition for Multiple Students

Page Name	Object Name	Navigation	Usage
Tuition for Multiple Students	RUNCTL_SFPBCALC	Student Financials, Tuition and Fees, Calculate Batch Tuition, Calculate Tuition	Calculate tuition in batch.
Fees After Calculation (Batch)	TUIT_CALC_B_PANEL	Student Financials, Tuition and Fees, Calculate Batch Tuition, Review Fees After Calculation	Review fees after batch tuition calculation.
Fee Calculation Messages (Batch)	CALC_MSG_B_PANEL	Student Financials, Tuition and Fees, Calculate Batch Tuition, View Fee Calculation Messages	Review messages resulting from batch tuition calculation.

Calculating Tuition in Batch

Access the Tuition for Multiple Students page.



Tuition for Multiple Students page

Business Unit Select the business unit for which you are calculating the tuition.

Run Option Select the appropriate run option:

Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values requires a substantial programming effort.

Calc and Post Tuition, Waivers: (calculate and post tuition, waivers): Calculates and posts tuition and fee waivers for all students who meet the criteria that you select on this page.

Calculate Tuition only: Calculates but *does not post* tuition for all students who meet the criteria that you select on this page. This option does not calculate or post waivers.

Calculate Waivers only: Calculates but *does not post* waivers for all students who meet the criteria that you select on this page. This option does not calculate or post tuition.

Calculate and Post Tuition: Calculates and posts tuition only for all students who meet the criteria that you select on this page.

Calculate and Post Waivers: Calculates and posts fee waivers only for all students who meet the criteria that you select on this page.

Post Tuition only: Posts tuition that you have already calculated.

Post Waivers only: Posts waivers that you have already calculated.

Select Option Specify how students should be selected for tuition calculation.

Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values requires a substantial programming effort.

All students: Calculates tuition for all students, regardless of when their tuition was last calculated.

Required Only: Calculates tuition for students who meet the criteria in the page and for whom the tuition calculation required flag is set to *yes*.

Display Details Click to review the Fees After Calculation (Batch) page.

Display Messages Click to review the Fee Calculation Messages (Batch) page.

Academic Career

Academic Career Select an optional academic career for which you want to calculate tuition and fees. Leave this field blank to calculate tuition for all careers limited by your run option and select option settings.

Term

Term Select an optional term for which you want to calculate tuition and fees. Leave this field blank to calculate tuition and fees for all eligible students in all terms limited by your run option and select option settings.

Academic Program

Academic Program Select an optional academic program for which you want to calculate tuition and fees. Leave this field blank to calculate tuition and fees for all eligible students in all academic programs limited by your run option and select options settings.

Locking In a Minimum Tuition Amount

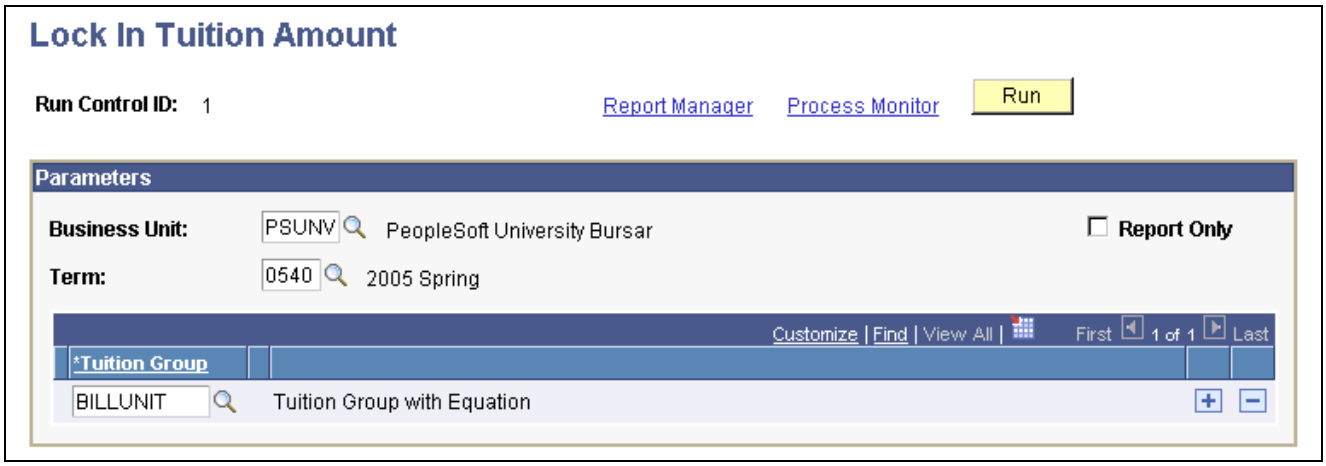
The Lock In Tuition Amount process enables you to charge students a minimum lock in amount for a fee, regardless of when they drop a class, the number of classes that they drop, or whether fees increase.

Page Used to Lock In a Minimum Tuition Amount

Page Name	Object Name	Navigation	Usage
Lock In Tuition Amount	RUNCTL_LCK_IN_TUIT	Student Financials, Tuition and Fees, Process Tuition Lock In	Lock in a minimum tuition amount.

Locking In Tuition

Access the Lock in Tuition Amount page.



Lock In Tuition Amount page

Business Unit Select the business unit for which you are processing the tuition lock.

Term Select the term being locked.

Report Only Select to see the effect of the lock without actually processing it.

Tuition Group Select the tuition group that you want to process.

Recalculating Tuition and Fees after Enrollment Cancellation

When the system selects students during the Enrollment Cancellation process for non-payment of fees, you must recalculate tuition and fees for those students.

See Also

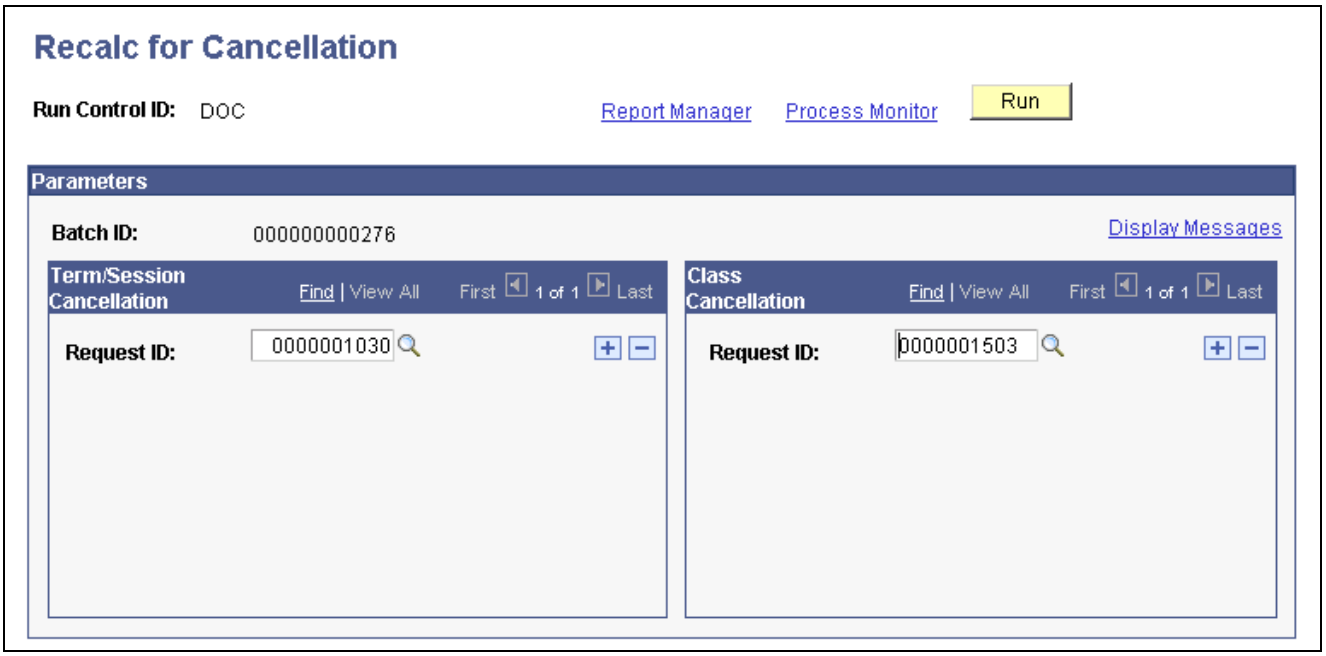
Chapter 21, “Maintaining Receivables,” Processing Enrollment Cancellation, page 462

Page Used to Recalculate Tuition and Fees after Cancellation

Page Name	Object Name	Navigation	Usage
Recalc for Cancellation (recalculate for cancellation)	RUNCTL_SFPCCALC	Student Financials, Tuition and Fees, Calculate Batch Tuition, Calculate After Cancellation	Recalculate tuition and fees after enrollment cancellation.

Recalculating Tuition and Fees

Access the Recalc for Cancellation page.



Recalc for Cancellation page

Request ID Select a request ID for term/session and/or class cancellations.

Changing, Calculating, and Posting Optional Fees

This section discusses how to:

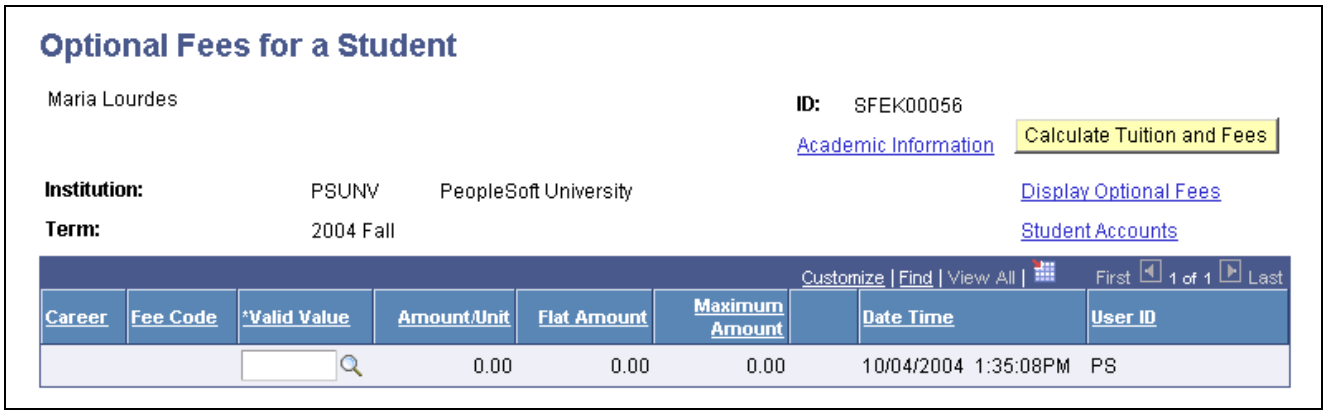
- Calculate optional fees for an individual student.
- Override optional fees after the no change date.

Pages Used to Change, Calculate, and Post Optional Fees

Page Name	Object Name	Navigation	Usage
Optional Fees for a Student	OPT_FEE_STDNT	Student Financials, Tuition and Fees, Assign Optional Fees	Calculate optional fees for an individual student.
Optional Fees	OPT_FEE_STDNT_S	Click the Display Optional Fees link on the Optional Fees for a Student page.	Review a student's optional fees.
Optional Fees Override	OPT_FEE_OVERRIDE	Student Financials, Tuition and Fees, Override Optional Fees	Override optional fees after the no change date.

Calculating Optional Fees for an Individual Student

Access the Optional Fees for a Student page.



Optional Fees for a Student page

Career Displays the student's academic career.

Fee Code Displays the fee code of each optional fee attached to the student.

Valid Value Select a valid value for each fee code. The system displays the default value that you defined on the Optional Fees per Term page. You can override this value. After you select the valid value, the system displays the amount of the fee in the appropriate field (amount/unit or flat amount).

Amount/Unit If the optional fee is based on the number of units in which the student is enrolled, the system displays the total dollar amount in this field.

Flat Amount If the optional fee is a flat charge, the system displays the total dollar amount in this field.

Maximum Amount The maximum amount that you defined for the fee on the Optional Fees per Term page appears here.

Date Time Displays the date and time that the optional fee was calculated.

User ID Indicates who entered the charge.

Academic Information Click to display the student's enrollment status.

Calculate Tuition and Fees Click to calculate and post tuition and fees for the student, including optional fees.

Note. After you have saved any changes that you make to a student's optional fees, any tuition calculation process takes the changes into account. In other words, it is not necessary to calculate tuition from this page.

Display Optional Fees Click to display all optional fees that were charged after calculation.

Student Accounts Click to review a summary of the student's entire account and verify that the system correctly posted the optional fees.

Overriding Optional Fees after the No Change Date

Access the Optional Fees Override page.

This page is identical to the Optional Fees for a Student page.

See Also

Chapter 16, “Calculating Tuition and Fees,” Calculating Optional Fees for an Individual Student, page 315

CHAPTER 17

Refunding Customers

This chapter provides an overview of refunds and discusses how to:

- Create batch refunds.
- Create online refunds.
- Approve refunds.
- Complete batch payroll refunds.
- Complete online payroll refunds.
- Distribute payroll refunds through direct deposit.
- Print checks and direct deposit advice slips.
- Complete accounts payable (AP) refunds.
- Distribute refunds to credit card and eCheck accounts.
- Cancel refunds.
- Reverse refunds.
- Renumber refund checks for reprinting.
- Delete paysheets.
- View refunding information.

Understanding Refunds

This section discusses:

- Refunding methods.
- Refund processes.
- Refund recipients.
- Refund format.
- Refund process flow.

Refunding Methods

You can use three refunding methods to create and distribute refunds:

- Payroll.

The payroll method involves creating and distributing refunds using PeopleSoft Enterprise Payroll for North America that treats your students like employees. The payroll method can only create and distribute student refunds, not organization refunds.

- Accounts payable.

  The accounts payable method involves creating and distributing refunds through an interface with PeopleSoft Enterprise Payables.

- Other.

  The other method is a catchall method used by institutions that create and distribute refunds through an interface with an application other than Payroll for North America or Payables.

Refunding Processes

You can use two types of processes to create and distribute refunds:

- Online.

  Processing a refund online involves creating and distributing a refund for one recipient in realtime.

- Batch.

  Processing refunds in batch involves creating and distributing refunds for one or more recipients on a scheduled basis using a batch process.

Refunding Recipients

Two types of recipients can receive refunds: students and organizations. In Student Financials, the recipient refers to the type of account being refunded, and does not necessarily indicate the person or organization that actually receives the refund. For example, a student withdraws from a class and is due to receive a refund. However, a non-student sponsor originally paid the student's tuition fees and should therefore receive the refunded money. Although the sponsor receives the actual refund, it is still considered a student refund in terms of how you create and distribute it.

Refunding Formats

You can use several types of formats to distribute refunds:

- Check.

  Using the check format, you refund customers by sending them a check for the refund amount.

- Credit card.

  Using the credit card format, you directly refund a customer's credit card for the refund amount.

- Electronic Check.

  Using the electronic check format, you directly refund a customer's eCheck account for the refund amount.

- Direct deposit.

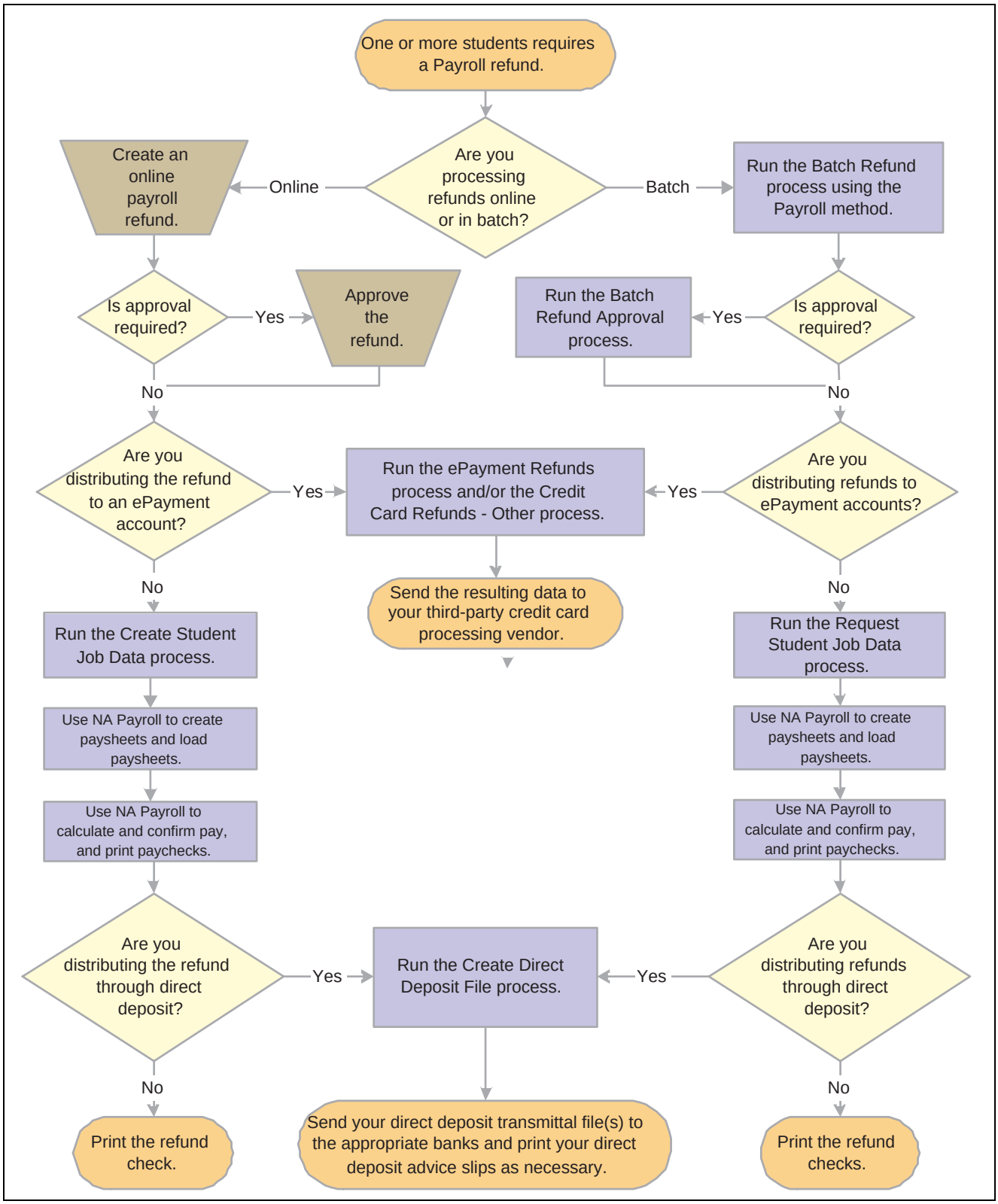
  Using the direct deposit format, you automatically deposit the refund amount into a predetermined direct deposit account. The direct deposit format is only an option if you use the payroll method to create refunds.

Refunding Process Flow

The following diagrams display the decisions and processes involved with creating and distributing payroll and AP refunds.

Processing Payroll Refunds

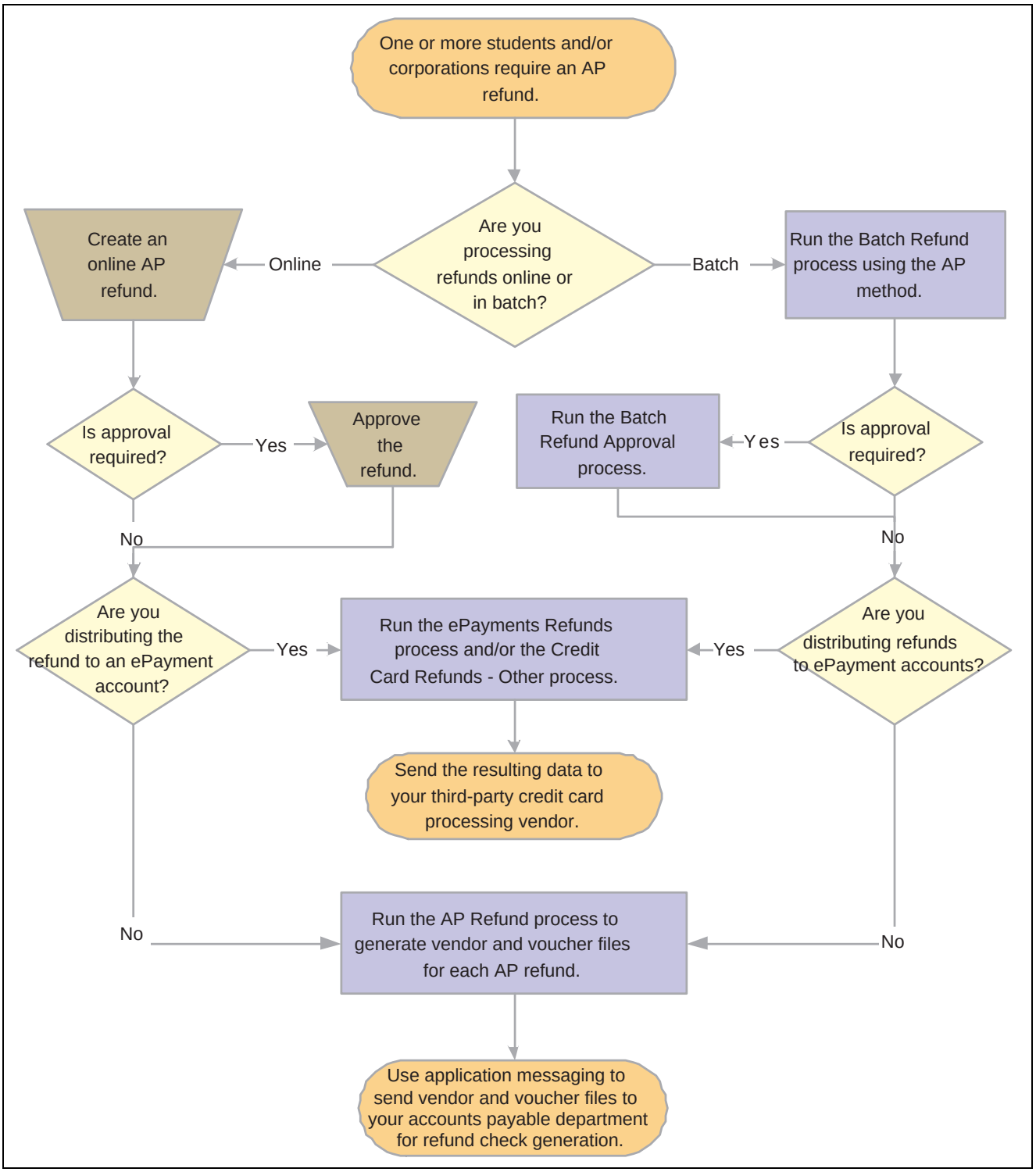
The following diagram outlines payroll refund processing.



Payroll refund process flow

Processing AP Refunds

The following diagram outlines AP refund processing.



AP refund process flow

Creating Batch Refunds

This section discusses how to:

- Define general parameters.
- Select academic programs.
- Select account types and terms.
- Select item types.

Note. You cannot refund unsettled credit card payments using the Batch Refund (SFPREFND) process. The process ignores any unsettled credit card payments.

See Also

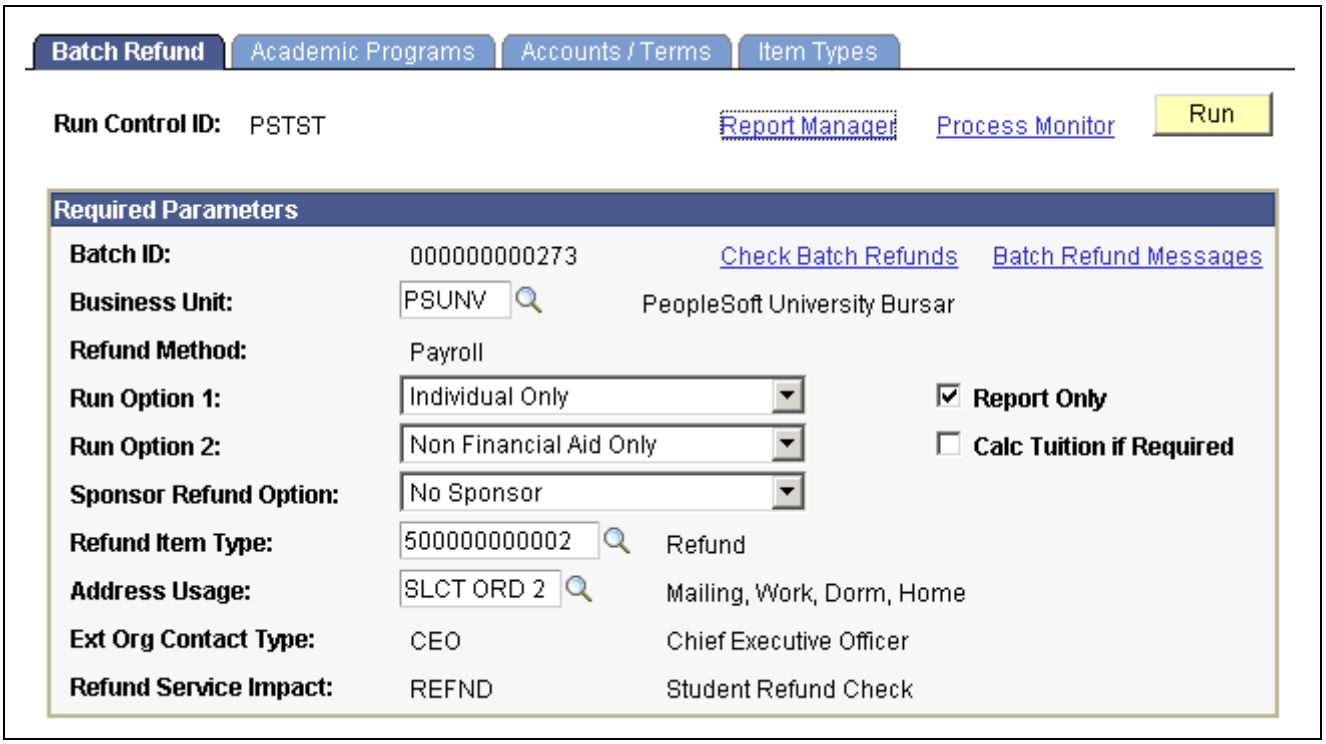
Chapter 14, "Processing ePayment Transactions," page 281

Pages Used to Create Batch Refunds

Page Name	Object Name	Navigation	Usage
Batch Refund	RUNCTL_SFPREFND	Student Financials, Refunds, Process Batch Refunds, Create Refunds	Define general parameters of the Batch Refund process.
Academic Programs	RUNCTL_SFPREFND_2	Student Financials, Refunds, Process Batch Refunds, Academic Programs	Specify academic programs to include in the batch refund process.
Accounts/Terms	RUNCTL_SFPREFND_3	Student Financials, Refunds, Process Batch Refunds, Accounts / Terms	Select account types and academic terms to include in the batch refund process.
Item Types	RUNCTL_SFPREFND_4	Student Financials, Refunds, Process Batch Refunds, Item Types	Select item types to include in the batch refund process.
Batch Refund Lines	REFUND_LINES	Student Financials, Refunds, Process Batch Refunds, Review Batch Refunds	View results of the Batch Refund process.
Review Batch Messages	REFUND_MESSAGES	Student Financials, Refunds, Process Batch Refunds, Review Batch Messages	View warnings or errors generated during the Batch Refund process.

Defining General Parameters

Access the Batch Refund page.



Batch Refund page

Batch ID Displays the unique ID assigned after you save your batch refund parameters.

Check Batch Refunds After you run the process, click to access the Batch Refund Lines page and view created refunds.

Batch Refund Messages After you run the process, click to access the Review Batch Messages page and view warnings or errors that the system encountered during the process.

Refund Method Displays the refund method that you selected on the Refund Setup page of the SF Business Unit component.

Run Option 1 Select the type of recipients to create refunds for. Values are: *Individual Only, Organization Only,* or *Individual and Organization.*

Run Option 2 Select the types of credits to create refunds for. You can create refunds for financial aid credits (credits with an item type classification of Financial Aid), non-financial-aid credits (credits with an item type classification other than Financial Aid), or both.

Report Only Select to generate a report listing what refunds the system would create. When selected, the process does not actually create the refunds listed in the report.

Calc Tuition if Required (calculate tuition if required) Select to calculate tuition for students who have not already had their tuition calculated or who need tuition recalculated.

Sponsor Refund Option Select whether you want to include sponsors in the process, and if so, what types of sponsors.

Refund Item Type Select the item type to assign to the refunds that the Batch Refund process creates.

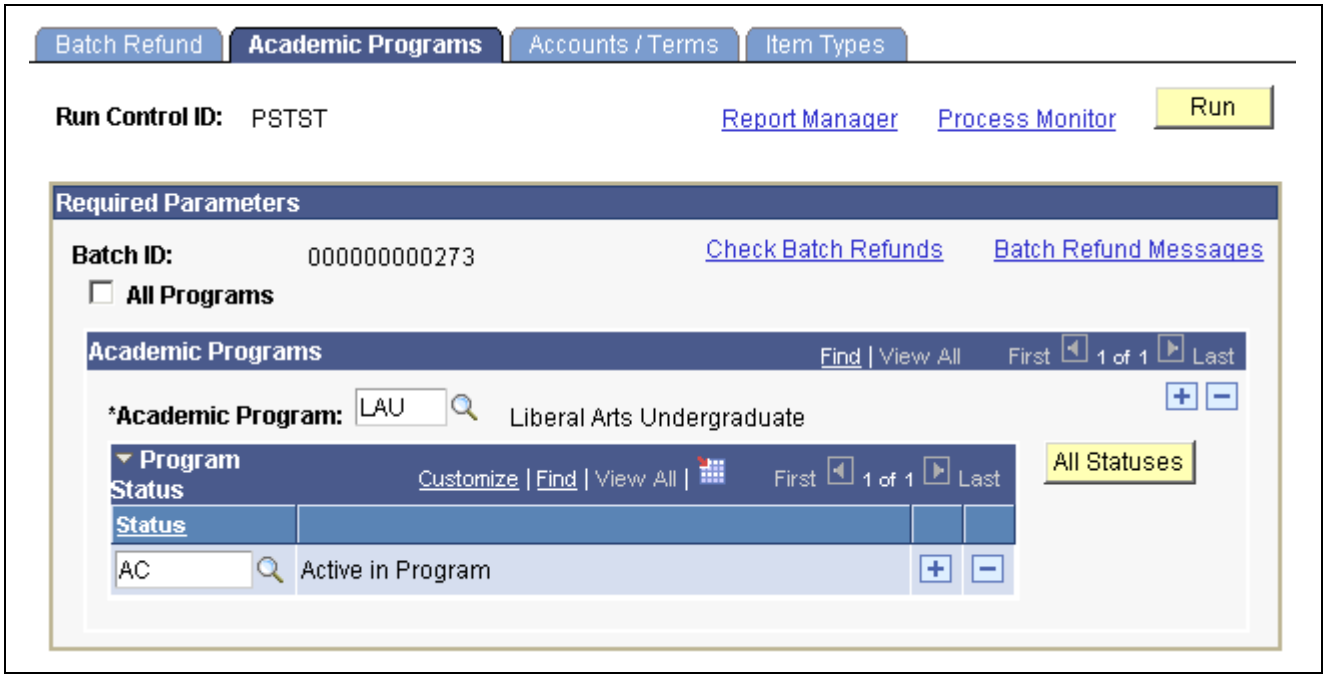
Address Usage Specify how the system chooses the proper address for each refund.

External Org Contact Type (external organization contact type) Displays the contact type that you specified on the Refund Setup page of the SF Business Unit component. The system uses this contact type to determine the recipient of any organization refunds generated by the batch process.

Refund Service Impact Displays the refund service impact that you specified on the Refund Setup page of the SF Business Unit component. The system uses this service impact during the batch process to identify any students who should be prevented from receiving a refund.

Selecting Academic Programs

Access the Academic Programs page.



Academic Programs page

Required Parameters

All Programs Select to include all academic programs in the batch process.

Academic Programs

This group box is available only if you clear the All Programs check box.

Academic Program Select the academic program to include in the process.

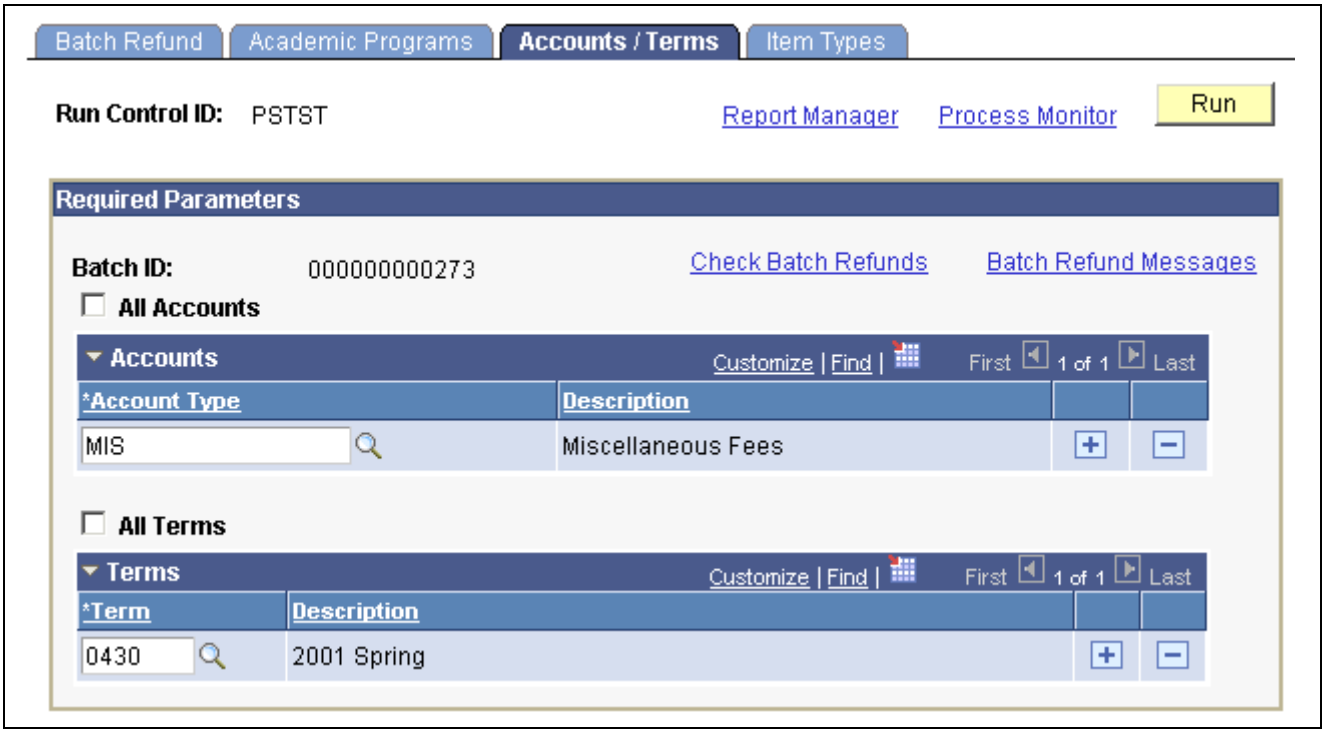
Program Status

All Statuses Expand this scroll area to select academic program statuses to include in the batch refund process. The system creates refunds only for those students with the statuses you select. Alternatively, you can click the All Statuses button to populate all the statuses in the grid. This should be used with caution, as statuses included are 'Deceased', 'Dismissed' and other statuses for which you

may not want refunds processed. You can use the button and then delete the status rows you do not want included for refund processing.

Selecting Account Types and Terms

Access the Accounts/Terms page.

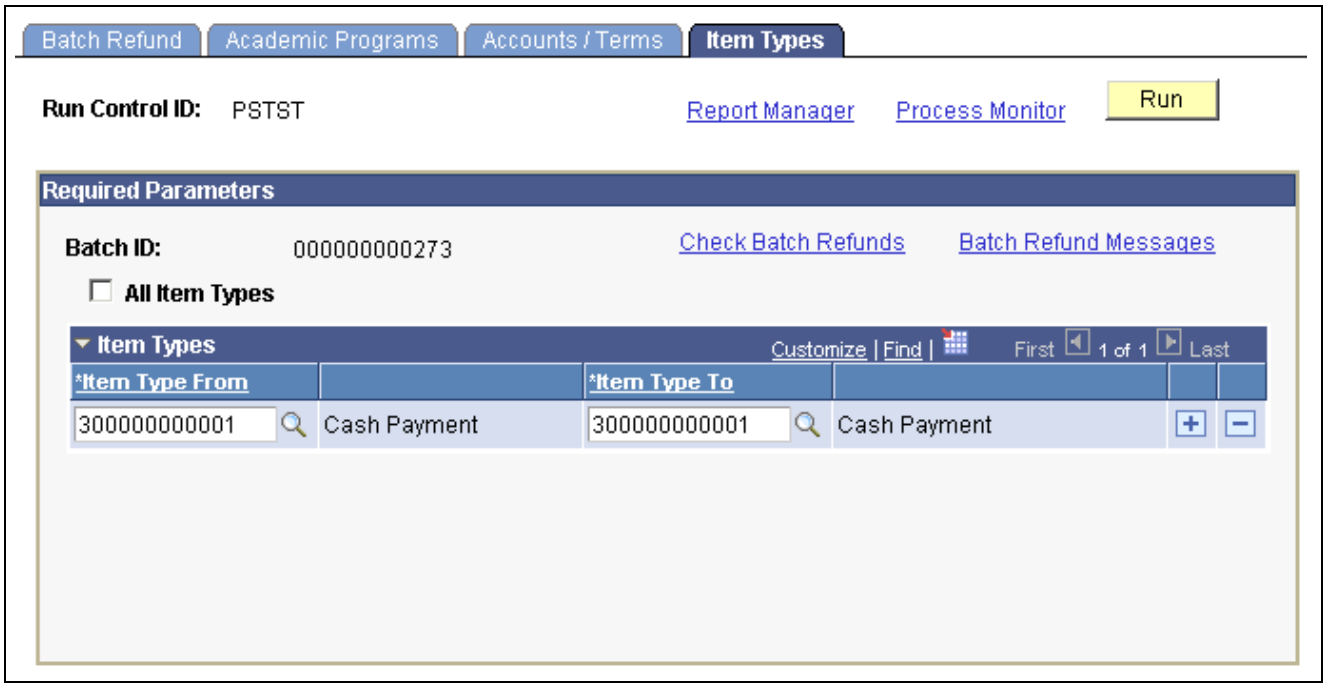


Accounts/Terms page

All Accounts and **All Terms** Select to include all account types and academic terms in the batch refund process. If you clear either check box and click Refresh, a scroll area appears. Add the accounts and terms to process.

Selecting Item Types

Access the Item Types page.



Item Types page

All Item Types Select to include all item types in the batch refund process. If you clear the check box, use the Item Type From and Item Type To fields to define the range of item types to include in the batch refund process.

Creating Online Refunds

This section discusses how to:

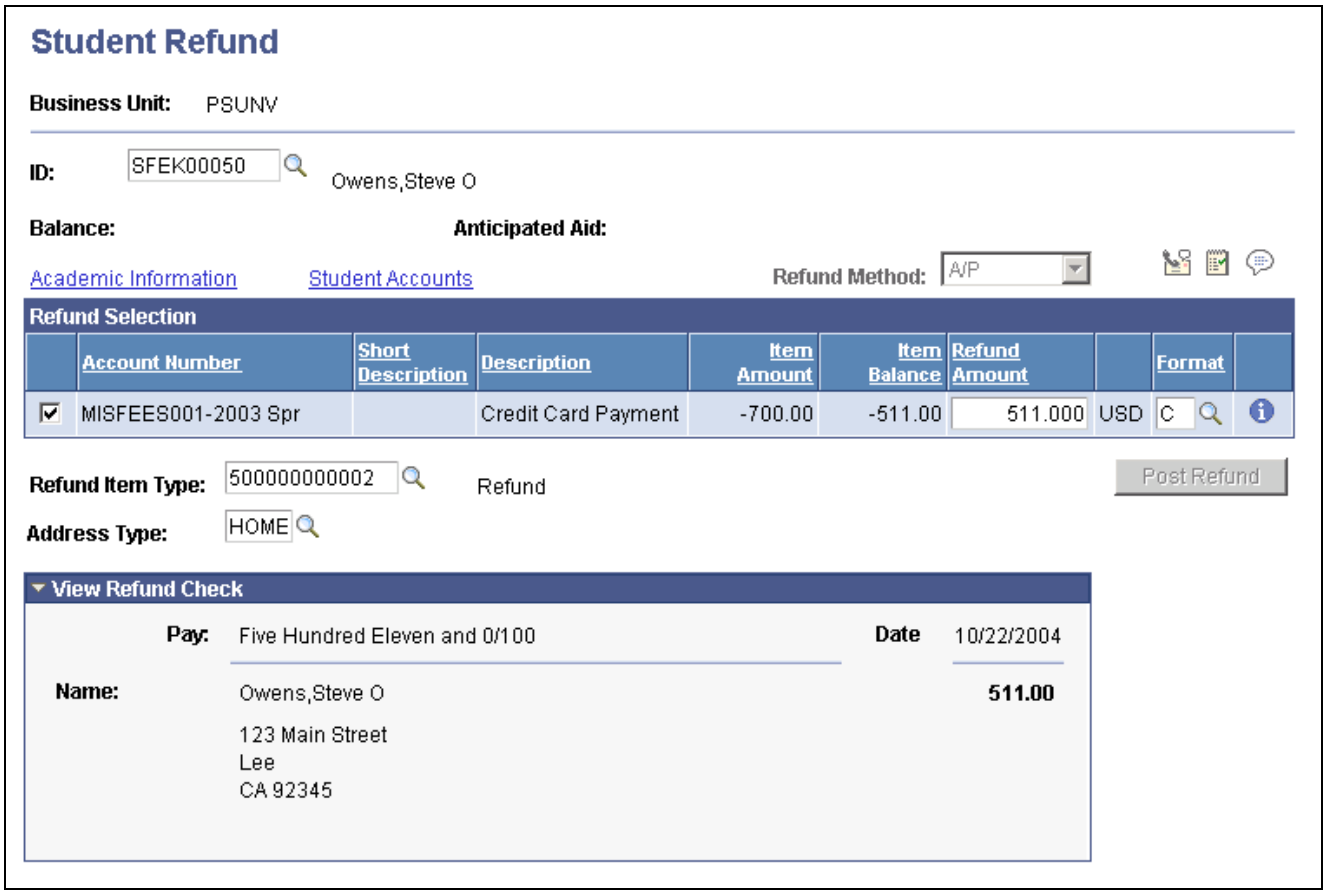
- Create student refunds.
- Create organization refunds.
- Create student refunds with an extra amount.
- Specify the account and term associated with an extra amount.
- Create online refunds for a sponsor.

Pages Used to Create Online Refunds

Page Name	Object Name	Navigation	Usage
Student Refund	REFUND_SF	Student Financials, Refunds, Student Refund	Create an online refund for a student.
Academic Information	SF_STUDENT_SP	Click the Academic Information link on the Student Refund page.	View enrollment and personal information for a given student.
Student Accounts	ACCOUNT_SF_SP	Click the Student Accounts link on the Student Refund page.	View account activity information for a given student.
Corporate Refund	REFUND_ORG_SF	Student Financials, Refunds, Corporate Refund	Create an online refund for an organization. You can use this page in conjunction with the A/P refund method only.
Corp Accounts	ACCOUNT_ORG_SF_SP	Click the Get Account link on the Corporate Refund page.	View account activity for a given corporation.
Refund with Extra Amount	REFUND_SF	Student Financials, Refunds, Refund with Extra Amount	Create a refund for an amount greater than the refundable balance.
Extra Refund Amount	EXTRA_REFUND_AMT	Click the Extra Amount Info link on the Refund with Extra Amount page	Specify account and term information associated with the extra amount refunded.
Online Refund Other	REFUND_SF_OLD	Student Financials, Refunds, Online Refund Other	Create a refund for a designated sponsor.

Creating Student Refunds

Access the Student Refund page.



Student Refund page

Depending on the type of refund method you select, the fields described below will differ.

ID Enter the ID of the student for whom you want to create a refund.

Balance and **Anticipated Aid** Displays the account balance and any anticipated aid of the selected student.

Academic Information Click to access the Academic Information page.

Student Accounts Click to access the Student Accounts page.

Refund Method Select the refund method that you want to use to create this refund. The possible values for this field are *Payroll, A/P,* and *Other*.

If you do not select the Allow Changes in Refund Method check box on the Refund Setup page of the SF Business Unit component, the Refund Method field on the Student Refund page becomes unavailable and set by default to the value that you select in the Refund Method field on the Refund Setup page.

Refund Selection

Select the check box next to each credit line item to include in the refund. This group box displays the account type, academic term, item type description, original monetary amount, and balance of each line item.

Note. If multiple targets are paid by the same transaction, each target appears as a separate line item on the Student Refund page. When you refund multiple targets from the same transaction, however, the system combines the targets into a single refund. For example, if you are refunding a student 750.00 USD for tuition and 125.00 USD for housing, and both targets were part of the same credit card payment, the system combines the target refunds into a single credit card refund of 875.00 USD. It does not issue two separate refunds to the same credit card.

See Chapter 20, "Cashiering," Accepting Student Payments, page 390.

Refund Amount The system automatically enters the total amount of the line item in this field. To include only a portion of the line item in the refund, decrease the amount.

Format Select the format to distribute the refund. Values are:

A (automatic check): Select if you have an interface to a specific check-writing application.

C (credit card): Select to directly refund the student's credit card. This value is selected by default for all refunds originating from credit card payments.

D (direct deposit): Select to distribute the refund to the student's checking or savings account through direct deposit. If you have set up the student for direct deposit using the Direct Deposit page and the line item does not have a credit card payment item type, the Format field is set by default to *D* for every refund line item.

E (electronic check): Select to directly refund the student's eCheck account. This value is selected by default for all refunds originating from eCheck payments.

P (paper check): Select to distribute the refund by using a check generated according to the refund method that you selected.

Note. You can change a default format of *C* or *E* to *A* or *P*. If you do this, the system processes the refund so that you can generate a paper check instead of directly crediting the student's credit card or eCheck account. If you change the format to *A* or *P* for more than one ePayment transaction, the system combines the transactions into one lump refund so that you issue only one check to the student. You cannot change a default format of *A* or *P* to *C* or *E*.

Address Type Select the type of address that you want printed on the check.

Note. You can only refund one ePayment at a time using the Student Refund page. Even if there are multiple ePayments on a student's account, you can only select one at a time. In addition, the system does not allow you to post a refund for eCheck payments that have not been debited or credit card payments that have not been settled. If you click the Post Refund button after selecting a refund for an ePayment that has not been debited/settled, you receive an error message.

Student Refund Buttons and Links

Post Refund Click to post the refund to the student's account. If you selected *Payroll* in the Refund Method field, the Produce Check link becomes available when you click this button.

If you set up your business unit to require refund approval, the system alerts you to the approval requirement when you click Post Refund.

Produce Check If you are creating the refund using the payroll refund method, click to create the payroll interface for the refund. This link opens the Produce Student Refund Check page (SSF_REF_STU_CNTRL).

Note. For refunds using the payroll method, the Create Student Job Data step must be completed before moving onto the Produce Student Refund Check. (You need to run the Create Student Job Data process if a student has never had a refund before and there is no "employee" data.) The Produce Check is the first process for interfacing to payroll. Once there, you enter the Pay Period End Date and click Process Check. That step creates the paysheet data. A paysheet serves as a repository for the data required for Payroll for North America to calculate a refund. After creating the paysheet, (click Process Check) the system populates the paysheet data. The Print Check button appears, enabling you to print a check (or direct deposit advice) on your printer.

Calculate Tuition Click to calculate tuition for the selected student. This button is available only if you selected the Auto Calculate Tuition check box on the Tuition Calculation Controls page, there is a term listed for any of the refunds listed, and tuition is required.

View Refund Check

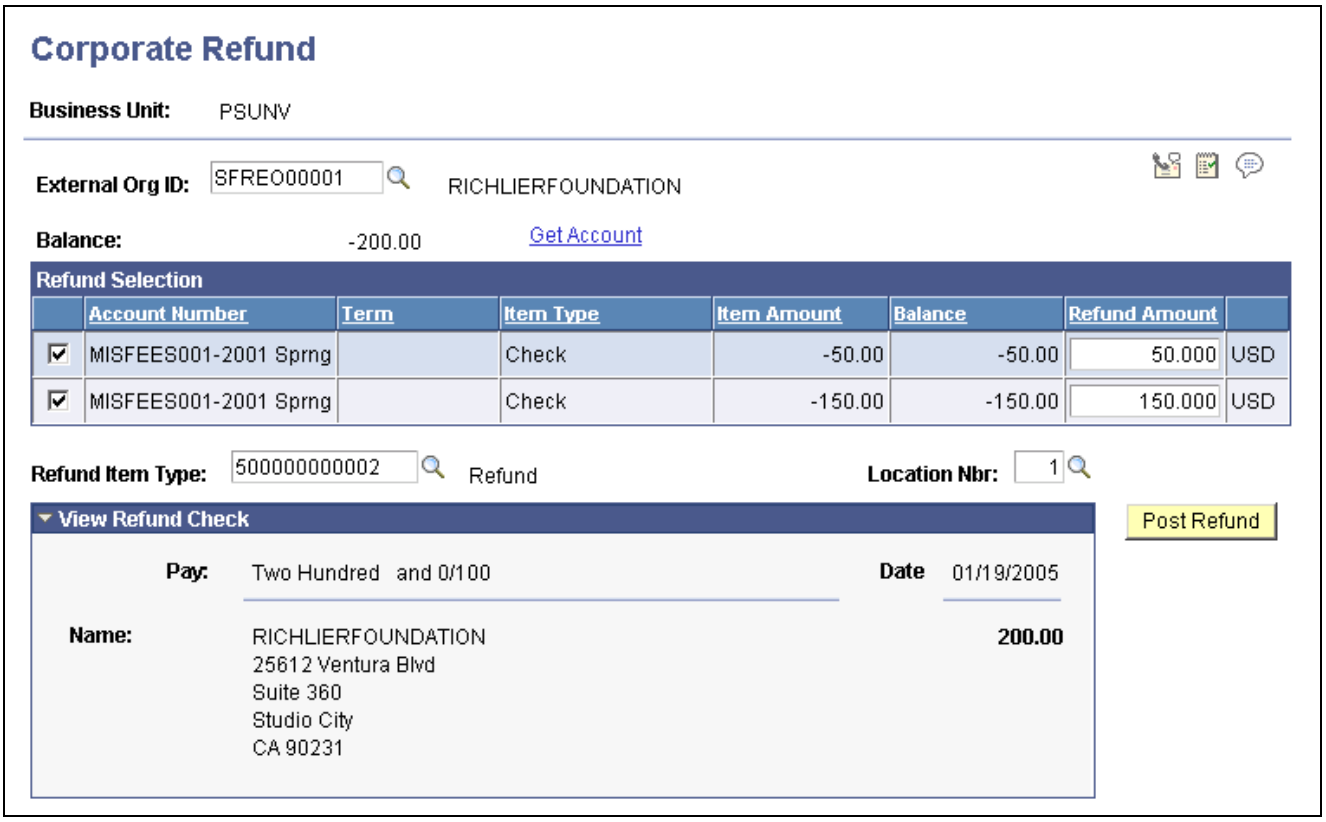
Expand this group box to view a simulation of a refund check for the amount that you are refunding.

See Also

Chapter 14, “Processing ePayment Transactions,” page 281

Creating Organization Refunds

Access the Corporate Refund page.



Corporate Refund page

External Org ID (external organization ID) Select the ID of the organization for which you want to create a refund.

Get Account Click to access the Corp Accounts secondary page.

Location Nbr (location number) Select the organization's location number to determine the address to print on the check. The address associated with the location number appears at the bottom of the page, to the right of any image that you have inserted.

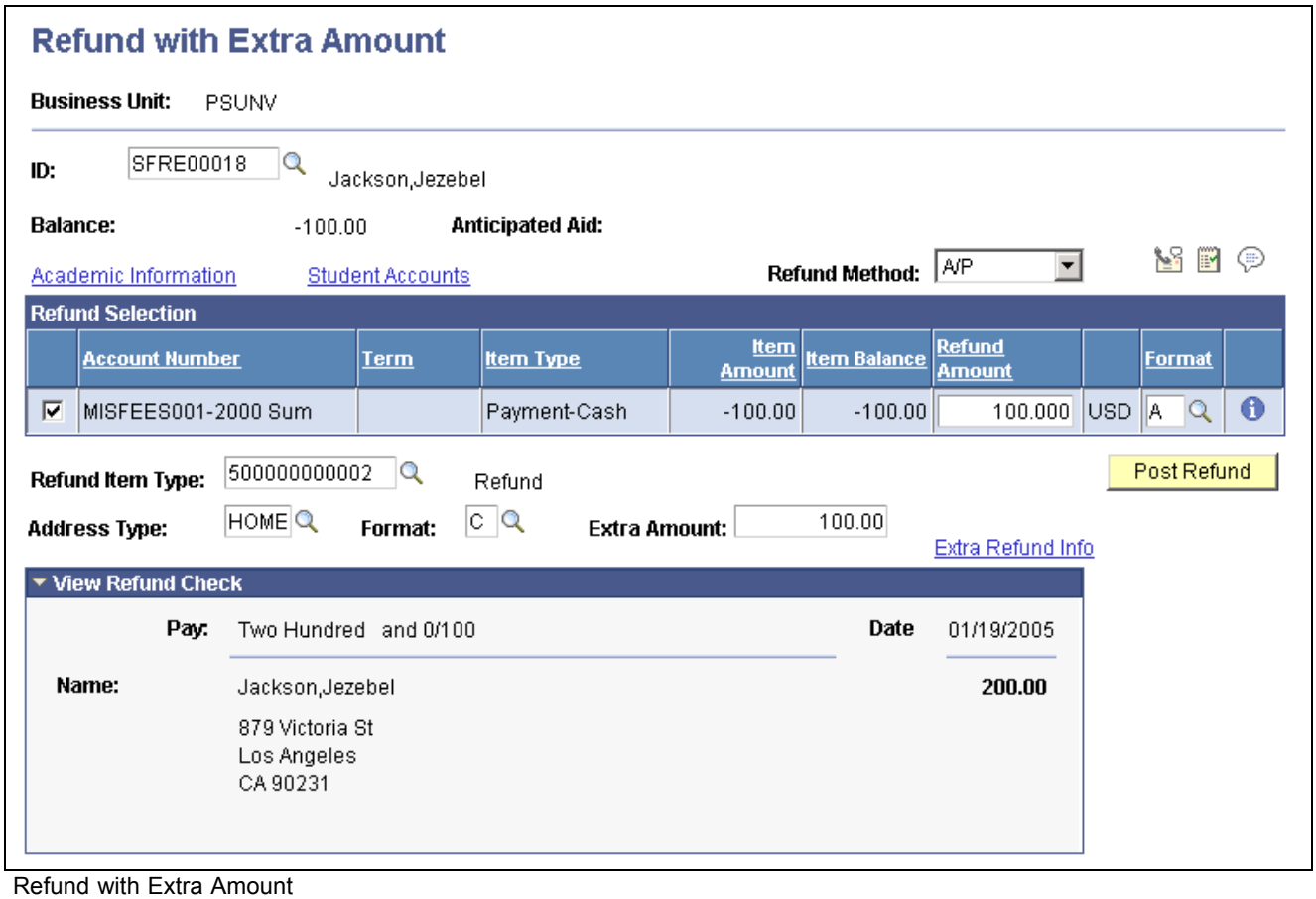
The remaining fields on this page are identical to their counterparts on the Student Refund page.

See Also

Chapter 17, "Refunding Customers," Creating Student Refunds, page 329

Creating Student Refunds with an Extra Amount

Access the Refund with Extra Amount page.



Refund with Extra Amount

Use this page to create a refund for more than the refundable balance or in the absence of a refundable balance. For example, you can disburse anticipated aid to a student before the actual receipt of funds. The refund becomes a charge on the student's account that is later credited when your institution actually receives the financial aid.

Note. You cannot use the Refund with Extra Amount page to create a refund for an organization.

With the exception of the following fields, this page is the same as the Student Refund page.

Method Enter the format to distribute any extra amount added to the refund.

Extra Amount Enter the extra amount that you are adding to the refund.

Extra Refund Info Click to access the Extra Refund Amount page.

Note. You can create a refund for more than the refundable balance only if you select the Refund Debit Balances check box on the Refund Setup page. If you do not select this check box, you can create a refund for an extra amount, but not for an extra amount and a credit at the same time.

See Also

Chapter 7, "Setting Up Refunding," Setting Up Your Business Unit to Refund Customers, page 166

Chapter 17, "Refunding Customers," Creating Student Refunds, page 329

Specifying the Account and Term Associated with an Extra Refunded Amount

Access the Extra Refund Amount page.

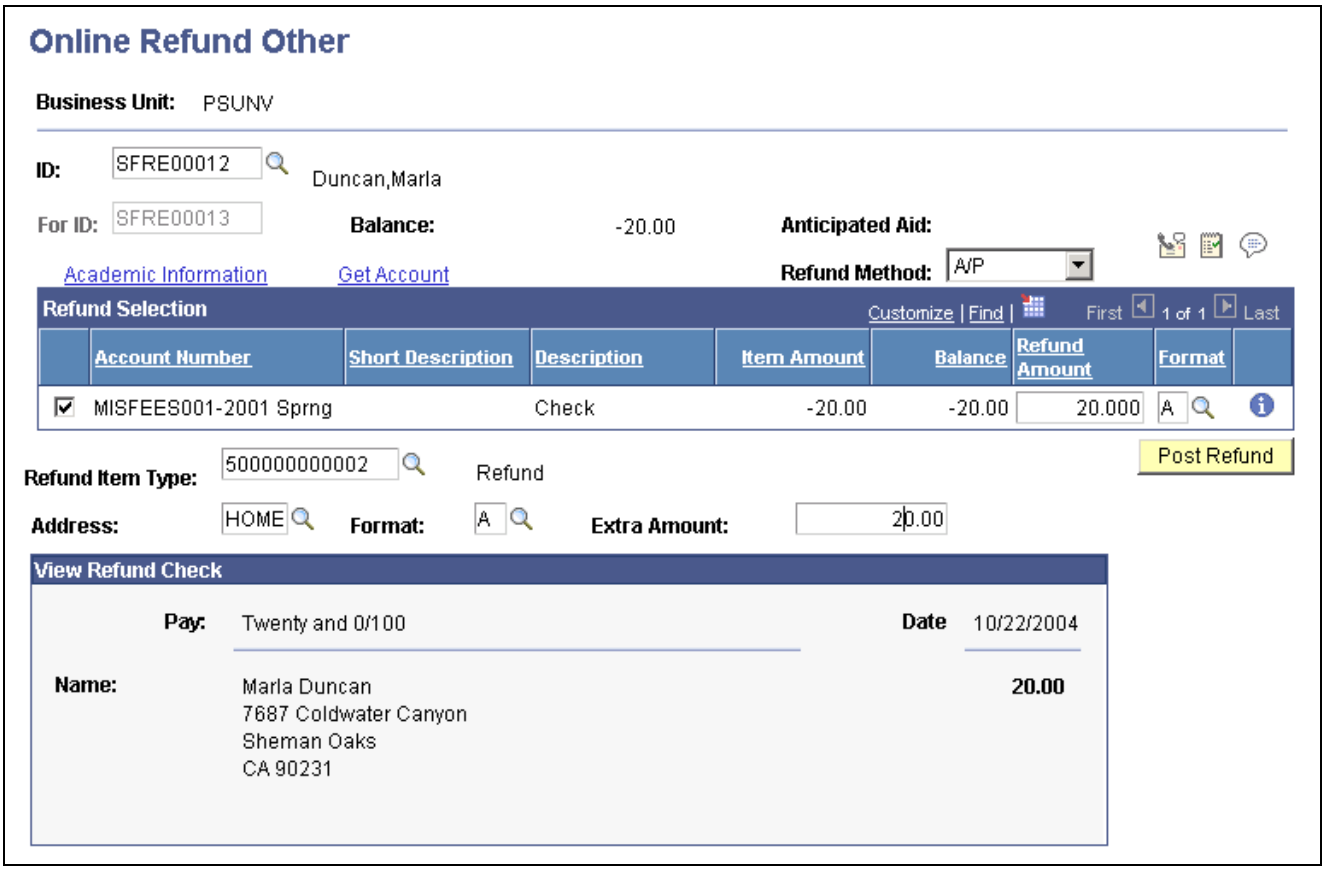
Extra Account Nbr Specify the account to charge the extra refund amount to.

Extra Account Term If the account that you select in the Extra Account Nbr field is set up by term, select a term.

Extra Item Term Specify the academic term to assign to the extra refunded amount.

Creating Online Refunds for a Sponsor

Access the Online Refund Other page.



Online Refund Other page

If you have designated an individual as a sponsor for credits on a student's account, use the Online Refund Other page to create refunds for those credits, to be distributed to the sponsor.

Note. You can create a refund for a sponsor only if you have associated the sponsor to a student using the Designate Individual Sponsor page.

With the exception of the following fields, this page is the same as the Refund with Extra Amount page.

ID Enter the ID of the sponsor for whom you are creating a refund. If the sponsor that you select sponsors only one student, the ID of that student appears in the For ID field.

For ID If the sponsor that you select in the ID field sponsors more than one student, select the student whose refund you are creating.

See Also

Chapter 17, "Refunding Customers," Creating Student Refunds with an Extra Amount, page 333

Approving Refunds

Depending on your business unit setup, a refund might require approval by up to three separate approvers. When approval is required, you cannot create a paysheet for a refund (payroll method only), complete a refund, or print a refund until it has been approved. This section discusses how to:

- Route batch refunds to worklists.
- Approve refunds.

Pages Used to Approve Refunds

Page Name	Object Name	Navigation	Usage
Batch Refund Approval	RUNCTL_RFND_APPR	Student Financials, Refunds, Approve Refunds, Process Refund Approval	Route batch refunds requiring approval to appropriate worklists.
Refund Approval	REFUND_SF_APPR	From the worklist, click a refund requiring approval.	Approve refunds.
Refund Approvals	REFUND_SF_APPR_INQ	Student Financials, Refunds, Approve Refunds, Verify Student Approvals	View the progress of a student refund requiring approval.
Corp Refund Approvals (corporation refund approvals)	REFUND_ORG_APP_INQ	Student Financials, Refunds, Approve Refunds, Verify Corporate Approvals	View the progress of an organization refund requiring approval.

Routing Batch Refunds to Worklists

Access the Batch Refund Approval page.

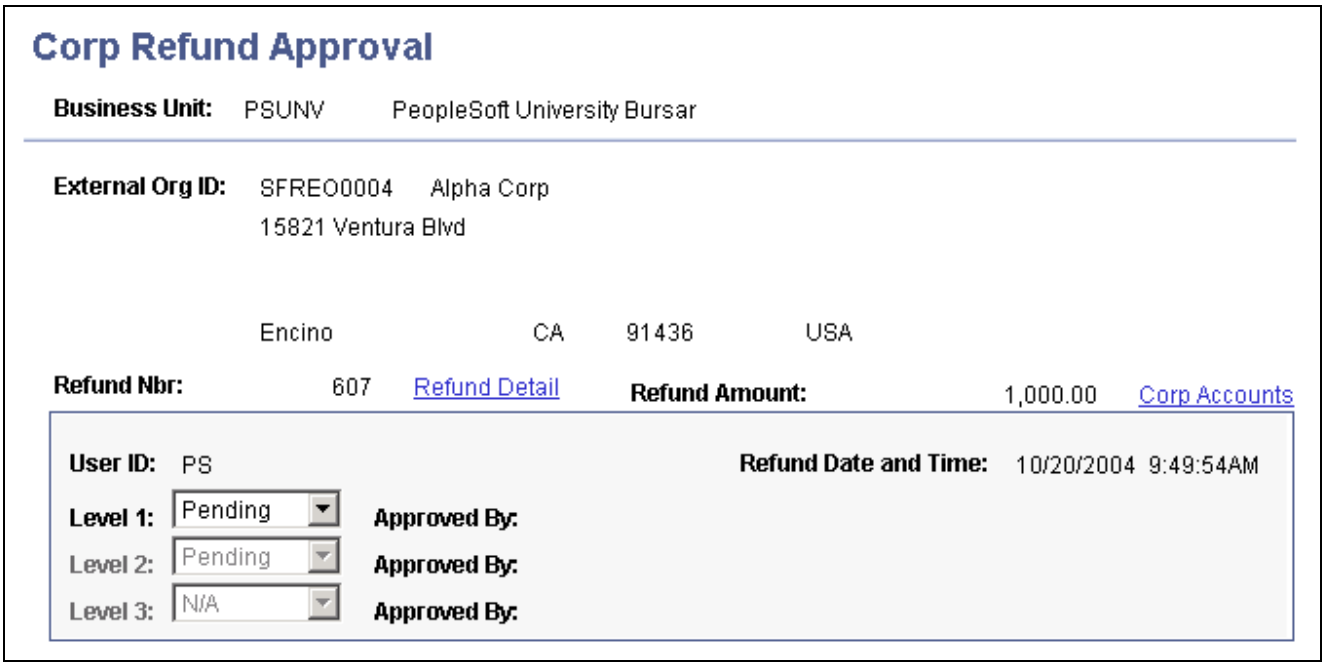
Before batch refunds can be approved, they must be routed to worklists.

Business Unit Select the business unit of the batch refunds to approve.

Refund Batch ID Enter the batch ID of the group of refunds to approve.

Approving Refunds

Access the Corp Refund Approval page through the worklist.



Corp Refund Approval page

ID Displays the ID, name, and address of the entity (student or corporation) receiving the refund.

Academic Information Click to access the Academic Information page.

Refund Detail Click to access details about the refund.

Student Accounts or **Corp Accounts** Click to access the Student Accounts or the Corp Accounts page.

View Anticipated Aid Click to access the Anticipated Aid Details page.

User ID Displays the user ID of the person who created the refund.

Date/Time Displays the date and time that the refund was created. When you approve a refund, a date and time appear under the original date and time, to indicate when the refund was approved for a given level.

Level 1, Level 2, and **Level 3** Change the approval status from *Pending* to either *Denied* or *Approved.* If a certain level of approval is not required, that field has a value of *N/A*.

Approved By When you approve the refund and save the page, the user ID of the approver appears here.

See Also

Chapter 17, "Refunding Customers," Viewing Refund Information in Student Financials, page 350

Completing Batch Payroll Refunds

This section discusses how to:

- Create job data by batch.
- Create payroll interface.
- Create and load paysheets.
- Calculate refunds.
- Confirm refunds.

Pages Used to Complete Batch Payroll Refunds

Page Name	Object Name	Navigation	Usage
Request Student Job Data	SSF_RUN_POIJOB	Student Financials, Refunds, Process Batch Refunds, Request Student Job Data	Create student job data in batch.
Request Payroll Interface page	SSF_RUN_PAYINTFC	Student Financials, Refunds, Process Batch Refunds, Request Payroll Interface	The Request Payroll Interface page acts in the same way as the Produce Check link on the individual refund page. Instead of taking you to the Produce Student Refund Check page, it does essentially the same thing for a refund batch.
Load Paysheet Transactions	RUNCTL_PSHUP	Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions	Create and load paysheets using Payroll for North America.
Pay Calculation	RUNCTL_PAY_CALC	Payroll for North America, Payroll Processing USA, Produce Payroll, Calculate Pay	Calculate using Payroll for North America.
Refund Confirmation	RUNCTL_PAY_CONF	Payroll for North America, Payroll Processing USA, Produce Payroll, Confirm Pay	Confirm using Payroll for North America.

Creating Job Data by Batch

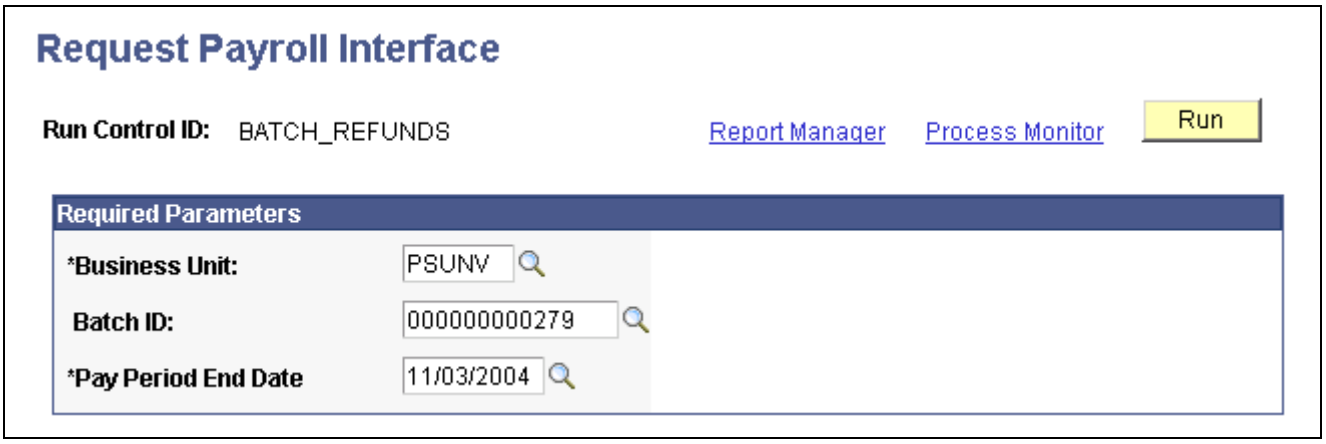
Access the Request Student Job Data page.

See Also

Chapter 7, “Setting Up Refunding,” Creating Job Data for Payroll Refunds, page 173

Requesting a Payroll Interface

Access the Request Payroll Interface page.



Request Payroll Interface page

Batch ID Select the batch ID of the refunds you want to process.

Pay Period End Date Select the pay period end date.

Creating Paysheets

Access the Refund Paysheet Creation page.

You must create a paysheet for each batch refund created using the payroll refund method. Payroll for North America uses these paysheets to calculate refund checks.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Working with Paysheets"*

Calculating Refunds

Access the Refund Calculation page.

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Calculating Pay"

Confirming Refunds

Access the Refund Confirmation page.

After you have completed your refund calculations, run the Refund Confirmation (PSPCNFRM) process to finalize refund earnings, create check records, and update period-to-date earnings balances within Payroll for North America.

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Confirming Pay"

Distributing Payroll Refunds Through Direct Deposit

If you created any batch or online refunds with a direct deposit format, you must create a transmittal file with all the information that your institution must provide to student banks, so that the refunds can be transferred directly into the students' bank accounts.

Note. The system includes a student's direct deposit refund in the transmittal file only if you set up the student's direct deposit parameters using the Direct Deposit or Direct Deposit Canada pages (through Payroll for North America).

See Also

Chapter 7, "Setting Up Refunding," Setting Up Direct Deposit for Students, page 176

Page Used to Distribute Payroll Refunds Through Direct Deposit

Page Name	Object Name	Navigation	Usage
Direct Deposit Create File	RUNCTL_DDP001	Payroll for North America, Payroll Processing USA, Create Direct Deposits, Create Direct Deposit File, Direct Deposit Create File	Create an electronic transmittal file to transfer refunds directly into a student's bank account.

Running the Create Direct Deposit File Process

Access the Direct Deposit Create File page.

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Working with Checks and Direct Deposit"

Printing Checks and Direct Deposit Advice Slips

Payroll for North America provides reports that enable you to print out refund checks or direct deposit advice slips for a given pay end date.

Pages Used to Print Checks and Direct Deposit Advice Slips

Page Name	Object Name	Navigation	Usage
Refund Check Print	RUNCTL_CHK_ADV1	Payroll for North America, Payroll Processing USA, Produce Checks, Print Checks	Print confirmed payroll refund checks for U.S. students.
Refund Cheque Print	RUNCTL_CHK_ADV1	Payroll for North America, Payroll Processing CAN, Produce Cheques, Print Cheques	Print confirmed payroll refund checks for Canadian students.
DDP Advice Print	RUNCTL_CHK_ADV1	Payroll for North America, Payroll Processing USA, Create Direct Deposits, Print Advice Forms	Print direct deposit advice slips for U.S. students.
DDP Advice Print Canada	RUNCTL_CHK_ADV1	Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Print Advice Forms	Print direct deposit advice slips for Canadian students.

Running the Refund Check and Advice Slip Printing Processes

Access the Refund Check Print, Refund Cheque Print, DDP Advice Print, or DDP Advice Print Canada page.

Note. The Refund Cheque Print, DDP Advice Print, and DDP Advice Print Canada pages are identical to the Refund Check Print page except for the page labels, checks, and advice slips that they generate.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Working with Checks and Direct Deposit"*

Completing Accounts Payable Refunds

This section provides an overview of accounts payable refund completion and discusses how to send vendor and voucher information to PeopleSoft Payables.

See Also

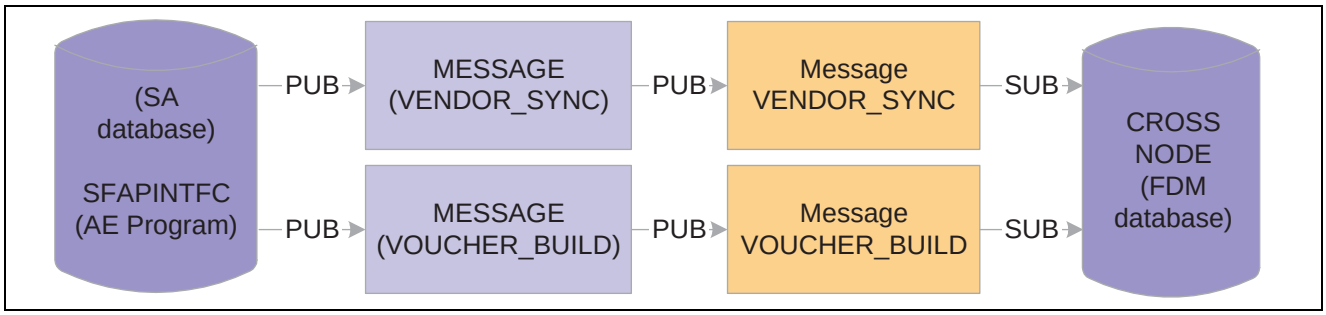
PeopleSoft Enterprise Payables 8.9 PeopleBook

Understanding Accounts Payable Refund Completion

When you create refunds using the accounts payable method, you must interface with PeopleSoft Payables to complete your refunds. If your system interfaces with PeopleSoft Financials 8.4 or 8.8 the AP Refund process publishes messages to which PeopleSoft Payables subscribe through PeopleSoft Application Messaging.

AP Refund Messaging

The following diagram illustrates how AP refund messages travel between Student Financials and PeopleSoft Financials 8.4/8.8.



Student Financials to PeopleSoft Financials 8.4/8.8 AP refund messaging process

During the AP refund messaging process, Student Financials delivers two message channels and two messages to the PeopleSoft Financials database:

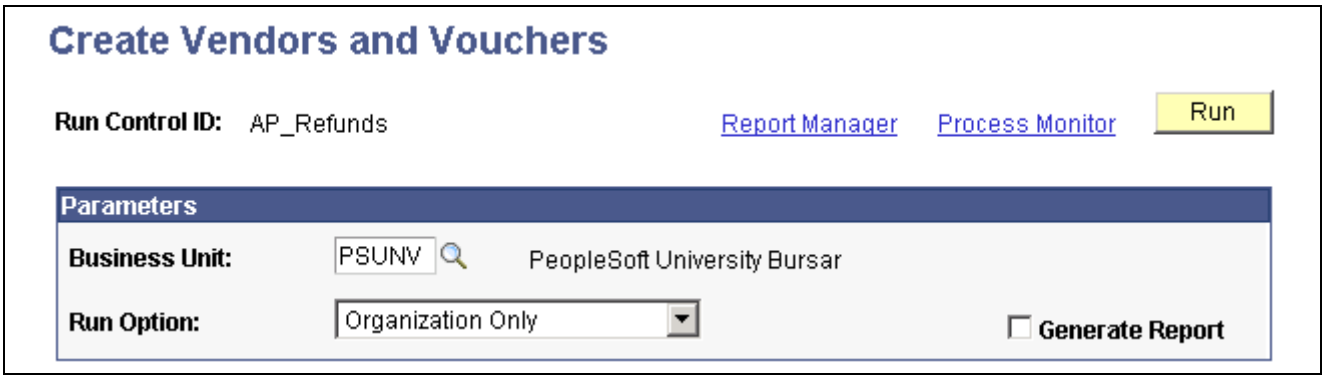
Message Channel	Message	Description
VENDOR	VENDOR_SYNC	Publishes all vendor information (address, location, contact) in a message to the PeopleSoft Financials database, one vendor at a time. Also allows changes to vendor data to be published iteratively.
VOUCHER	VOUCHER_BUILD	Sends voucher header, line and distribution information in the message to be processed by PeopleSoft Payables. The system populates staging tables with the message data. The Voucher Build (AP_VCHRBLD) process then processes these staging tables.

Page Used to Complete AP Refunds

Page Name	Object Name	Navigation	Usage
Create Vendors and Vouchers	RUNCTL_AP_REFUND	Student Financials, Refunds, AP Refunding, Create Vendors and Vouchers	Run the AP Refund process to create vendor and voucher files or publish vendor and voucher information.

Running the AP Refund Process

Access the Create Vendors and Vouchers page.



Create Vendors and Vouchers page

Run Option Select the type of recipient for whom you are running the process. Values are: *Individual Only, Organization Only,* or *Individual and Organization.*

Generate Report Select to generate a report that lists details of the AP Refund process.

Run Click to access the Process Scheduler page.

If your system integrates with PeopleSoft Financials 8.4 or PeopleSoft Financials 8.8, select the check box next to the SF to Payables Interface (SF_AP_INTFC) process. This process looks at AP setup data and refund data to build and generate messages. It publishes a message for each vendor it creates or changes and it also publishes one single message containing all processed vouchers. In addition, if a student or corporate address changes in Student Financials, the system sends a message to PeopleSoft Payables indicating the change. PeopleSoft Payables subscribes to this message and updates their corresponding vendor address accordingly.

Distributing Refunds to ePayment Accounts

This section provides an overview of credit card refunds and discusses how to:

- Distribute refunds for ePayment transactions.
- Distribute refunds for other credit card transactions.

See Also

Chapter 14, “Processing ePayment Transactions,” Processing Refunds for ePayments, page 289

Understanding ePayment Refunds

Student Financials handles refunds to credit cards and eChecks (ePayments) differently than check and direct deposit refunds.

When you refund ePayments using the Batch Refund process, the system creates a separate refund for each credit card payment, even if there are multiple credit card payments on one student’s account. The system rolls any cash or check credits on the student’s account into one lump sum refund that is separate from any credit card refunds.

In addition, unlike refunds created using the check or direct deposit format, you do not use your Payroll for North America or Payables interface to complete the refunds. The system ignores ePayment refunds when you run the Refund Sheet Creation, Refund Calculation, Refund Confirmation, and AP Refunds batch processes. Instead, you run ePayment-specific batch processes that enable you to interface with your third-party credit card vendor to directly refund student ePayments.

Pages Used to Distribute ePayment Refunds

Page Name	Object Name	Navigation	Usage
ePayment Refunds	RUNCTL_SFPCCBAT	Student Financials, Refunds, Electronic Payment Refunds, Process ePayment Refunds	Generate refund credits in preparation of transmission to your third-party ePayment processor.
Credit Card Refund - Other	RUNCTL_CC_REFUND	Student Financials, Refunds, Electronic Payment Refunds, Other Credit Card Refunds	Generate a flat file logging refunds of credit card payments that did not occur over the web or through your cashiering office.

Distributing Refunds for Web Credit Card Transactions

Access the ePayment Refunds page.

The ePayment Refunds page (SFPCCBAT) process logs any refunded web credit card payments for a given business unit and generates the credits that you send to your third-party credit card processing vendor. Run this process prior to running the Credit Card Processing (SF_CRCRD) process.

See Also

Chapter 14, “Processing ePayment Transactions,” page 281

Distributing Refunds for Other Credit Card Transactions

Access the Credit Card Refunds - Other page.

The Credit Card Refund - Other (SFCCRFND) process enables you to generate a flat file that logs refunds of credit card payments that did not occur over the web or through your cashiering office (such as credit card payments made using the Student Post page). Send this flat file to your third-party credit card processing vendor for reconciliation. To reconcile your refunds in a timely manner, run this process nightly.

Note. You might need to modify the flat file that this process generates to meet the needs of your credit card processing vendor.

CC Interface File (credit card interface file) — Specify the location to store the flat file.

Report Only — Select to generate a text file along with the flat file, so you can see the results of the process.

Canceling Refunds

If the system generates an error during the posting of a refund, you cannot continue processing the refund, and you cannot reverse it because the posting process did not finish. You must cancel the refund and post it again. This section discusses how to:

- Cancel student refunds.
- Cancel organization refunds.

Note. You may never have to use the cancellation pages. They are designed solely as a safety measure for quick recovery.

Pages Used to Cancel Refunds

Page Name	Object Name	Navigation	Usage
Student Refund Cancellation	REFUND_HDR_CAN_SF	Student Financials, Refunds, Reverse and Cancel Refunds, Cancel Student Refund	Cancel a student refund and begin again if you encounter a problem during the posting process.
Corp Refund Cancellation (corporation refund cancellation)	REFUND_ORG_CAN_SF	Student Financials, Refunds, Reverse and Cancel Refunds, Cancel Corporate Refund	Cancel an organization refund and begin again if you encounter a problem during the posting process.

Canceling Student Refunds

Access the Student Refund Cancellation page.

Cancel Select this check box next to the refund to cancel. When you save the page, the system cancels each selected refund and makes the Cancel check box unavailable.

Canceling Organization Refunds

Access the Corp Refund Cancellation page.

This page is identical to the Student Refund Cancellation page.

See Also

Chapter 17, “Refunding Customers,” Canceling Refunds, page 345

Reversing Refunds

This section discusses how to:

- Reverse student refunds by ID.
- Reverse student refunds by date.

- Reverse organization refunds by ID.
- Reverse organization refunds by date.
- Reverse refunds within Payroll for North America.

Understanding Refund Reversals

First, you reverse the refund within Student Financials, effectively unposting the refund from the recipient's account.

Next, if you originally created the reversed refund using the payroll method, you run a process that reverses the associated refund check within Payroll for North America. If you reverse a direct deposit refund for which you have already created a transmittal file, the system includes the reversal in the next transmittal file that you create.

If you originally created the reversed refund using the accounts payable method, you must notify your accounts payable department so they can reverse the associated refund record within PeopleSoft Payables.

Credit card refund reversals are possible only during certain stages of the refunding process. You can reverse a credit card refund after its original creation and after you run the ePayment Refunds process. When reversing a credit card refund, you need only reverse it within Student Financials. However, once you submit the credit to the third-party credit card processing vendor, you can no longer reverse the credit card refund.

See Also

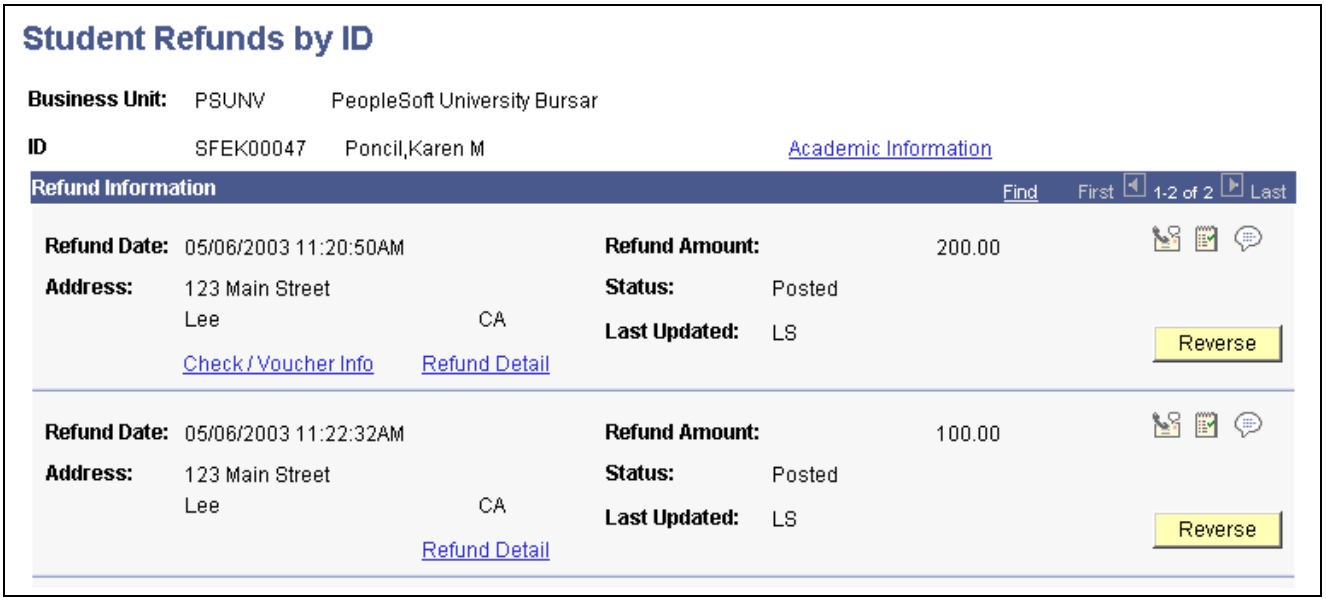
PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Working with Checks and Direct Deposit"

Pages Used to Reverse Refunds

Page Name	Object Name	Navigation	Usage
Student Refunds by ID	REFUND_REV_STU_SF	Student Financials, Refunds, Reverse and Cancel Refunds, Student Refunds by ID	Reverse refunds for a specific student.
Student Refunds by Date	REFUND_REVERSE_SF	Student Financials, Refunds, Reverse and Cancel Refunds, Student Refunds by Date	Reverse student refunds for a specific date.
Corporate Refunds by ID	REFUND_REV_ORG	Student Financials, Refunds, Reverse and Cancel Refunds, Corporate Refunds by ID	Reverse refunds for a specific organization.
Corporate Refunds by Date	REFUND_REV_ORG_SF	Student Financials, Refunds, Reverse and Cancel Refunds, Corporate Refunds by Date	Reverse organization refunds for a specific organization.
Refund Check Reversal	RUNCTL_PAY_REV	• Payroll for North America, Payroll Processing USF, Reverse/Adjust Paychecks • Payroll for North America, Payroll Processing CAN, Reverse/Adjust Paycheques • Payroll for North America, Payroll Processing USA, Reverse/Adjust Paychecks	Reverse a check within Payroll for North America.

Reversing Student Refunds by ID

Access the Student Refunds by ID page.



Student Refunds by ID page

Academic Information	Click to access the Academic Information page.
Status	The values that appear on this page are *AP Interface Created, Credit Pending, Confirmed, Declined, Posted,* and *Interfaced to Payroll.*
Check/Voucher Info	Click to view information regarding the check or voucher associated with this refund. If you completed this refund using the Payroll for North America interface, this link accesses the Detail Check Information page. If you completed this refund using the PeopleSoft Payables interface, this link accesses the Detail Refund AP Information page.
Refund Detail	Click to access the Detail Refund Information by Student page.
Reverse	Click this button next to the refund that you want to reverse.

Reversing Student Refunds by Date

Access the Student Refunds by Date page.

Aside from displaying refunds by date instead of student ID, this page is identical to the Student Refunds By ID page.

See Also

Chapter 17, “Refunding Customers,” Reversing Student Refunds by ID, page 347

Reversing Organization Refunds by ID

Access the Corporate Refunds by ID page.

Aside from displaying organization refunds instead of student refunds, this page is identical to the Student Refunds By ID page.

See Also

Chapter 17, “Refunding Customers,” Reversing Student Refunds by ID, page 347

Reversing Organization Refunds by Date

Access the Corporate Refunds by Date page.

Aside from displaying organization refunds by date instead of by ID, this page is identical to the Student Refunds By ID page.

See Also

Chapter 17, “Refunding Customers,” Reversing Student Refunds by ID, page 347

Reversing Refunds Within Payroll for North America

Access the Paycheck Reversal/Adjustment page.

Note. If a refund calendar is not set up as off-cycle, you may encounter processing problems.

Renumbering Refund Checks for Reprinting

During your refunding process, you may have to reprint a range of checks. For example, if a group of physical checks were damaged during printing, you would need to renumber the checks stored in the system to match the replacement checks that you actually issue.

Page Used to Renumber Refund Checks for Reprinting

Page Name	Object Name	Navigation	Usage
Refund Check Reprint	RUNCTL_PAY_REPRINT	• Payroll for North America, Payroll Processing USA, Produce Checks, Reprint Checks • Payroll for North America, Payroll Processing CAN, Produce Cheques, Reprint Cheques • Payroll for North America, Payroll Processing USF, Produce Checks, Reprint Checks.	Renumber checks for reprinting.

Renumbering Checks

Access the Refund Check Reprint page.

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Working with Checks and Direct Deposit"

Deleting Paysheets

While generating refund checks using Payroll for North America, you may encounter problems during the paysheet creation or refund calculation steps. This results in an uncalculated refund check or an incomplete paysheet, both of which cannot be completed. You must delete the paysheet and start the process over again.

Page Used to Delete Paysheets

Page Name	Object Name	Navigation	Usage
Refund Unsheet	RUNCTL_PAY_USHT_SF	Payroll for North America, Payroll Processing USA, Update Paysheets, Pay Unsheet	Delete paysheets.

Deleting Paysheets

Access the Refund Unsheet page.

The options in the Payroll Cycle group box are unavailable.

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Working with Paysheets"

Viewing Refund Information in Student Financials

Throughout your refunding process, you may want to view information about the refunds that you are creating and distributing. The following table lists information for Student Financials. Other reports are available in Payroll for North America.

Pages Used to View Refund Information

Page Name	Object Name	Navigation	Usage
Review Student by ID	REFUND_INQ_STU_SF	Student Financials, Refunds, Review Student by ID	View information regarding the selected student's refunds.
Detail Refund Check Information	PAY_CHECK_SECON_SF	Click the Check/Voucher Info (check/voucher information) link on various pages within the Refunding feature.	Review details about the check associated with a payroll refund.
Detail Refund AP Information	VOUCHER_SECON_SF	Click the Check/Voucher Info (check/voucher information) link on various pages within the Refunding feature.	Review details about the voucher associated with an AP refund.
Detail Refund Information By Student	REFUND_INQ_DETAIL	Click the Refund Detail link from various pages within the Refunding feature.	Review information about a student refund.
Review Student by Date	REFUND_INQUIRY_SF	Student Financials, Refunds, Review Student by Date	View information regarding student refunds created on a specific date.
Ind Sponsor Refunds By ID (individual sponsor refunds by ID)	REF_IND_SP_INQ_ID	Student Financials, Refunds, Review Sponsor Refunds by ID	View information regarding an individual sponsor's refunds.
Ind Sponsor Refunds By Date (individual sponsor refunds by date)	REF_IND_SP_INQ_DT	Student Financials, Refunds, Review Sponsor Refunds by Date	View information regarding individual sponsor refunds created on a specific date.
Corp Refunds By ID (corporation refunds by ID)	REFUND_INQ_O_ID_SF	Student Financials, Refunds, Review Corporate Refunds by ID	View information regarding a specific organization's refunds.
Corp Refunds By Date (corporation refunds by date)	REFUND_INQ_O_DT_SF	Student Financials, Refunds, View Corporate Refunds by Date	View information regarding organization refunds created on a specific date.
Corp Sponsor Refunds by ID (corporation sponsor refunds by ID)	REF_ORG_SP_INQ_ID	Student Financials, Refunds, Review Corporate Sponsor by ID	View information regarding the refunds of a specific organization sponsor.
Corp Sponsor Refunds by Date (corporation sponsor refunds by date)	REF_ORG_SP_INQ_DT	Student Financials, Refunds, View Corporate Sponsor by Date	View information regarding the organization sponsor refunds created on a specific date.
Refund Address	REFUND_ADDR	Click the Get Address link on the Batch Refund Lines page.	View address information for a refund recipient.

CHAPTER 18

Administering Payment Plans

This chapter provides an overview of payment plans and discusses how to:

- Link students to deferral contracts.
- Administer payment plan contracts.
- Administer third-party contracts.

Understanding Payment Plans

This section lists common elements and provides an overview of payment plans.

Common Elements Used in This Chapter

Status This field displays the current status of the contract.

Active: Select to make the contract available for use. This is the default value for this field until the student has been linked to the contract by posting. After the student has been linked to the contract, the other options become available.

Cancelled: Select to remove the student from the contract.

Hold: Select to prevent new transfers from the plan account, but to not discontinue its use completely.

Inactive: Select to discontinue use of the contract.

Not Posted: Indicates that a new or changed contract has not been posted.

Reference Number Enter an optional reference number for each student on a particular contract. The reference number entry is for information purposes only, and does not appear on the student's charges.

Payment Plans

Using Student Financials, you can create and maintain six different types of payment agreements for students with diverse financial needs or responsibilities:

- Deferral contract
- Payment plan
- Third-party contract
- Collection agreement

Deferral Contracts

Deferral contracts are designed for students who, for whatever reason, need to defer payment of charges for a short period of time. Essentially, deferral contracts extend the charge due date for eligible charges. You can link multiple students to one deferral contract definition, or you may prefer to create individual contracts to accommodate each student's unique needs.

Payment Plans

Payment plans enable you to offer students the flexibility of paying their education expenses over a period of time rather than in one lump sum. With Student Financials, you have several choices for creating and processing student payment plans. The three types of payment plans are *calculated*, *existing*, and *lump sum*. These three differ from the deferral contract in that the deferral contract only adjusts the due and billing dates. The calculated and existing payment plans defined in this section actually credit the eligible charges and move these charges to a payment plan account type.

- The *calculated* payment plan enables you to use item type groups to define eligible charges. Also, the calculated payment plan has the ability to use the offset charges feature. Adjustments to student charges can affect this payment plan.
- The *existing* payment plan enables you to manually select individual charges that may be eligible for the payment plan. Adjustments to the student charges can affect this payment plan.
- The *lump sum* payment plan uses the Charge Priority List feature to determine which charges may be paid by the initial lump sum payment. The initial lump sum payment will be posted to the payment plan account type. Adjustments to the student charges will not have an affect on this payment plan.

Third-party Contracts

Third-party contracts are credit agreements between your institution and a third-party sponsor—typically corporations or government agencies. The third party agrees to sponsor one or more students and pays all or part of their tuition, fees, or expenses. The sponsor also establishes all parameters regarding what portion of which expenses it pays.

When a student is linked to a third-party contract, a credit is applied to a student's account, and the student's sponsor is sent a bill for the amount of the credit. This is especially beneficial for students in a retraining program or an employee education program who may not have the cash to pay the tuition and fee up front and then seek reimbursement. If the sponsoring organization does not pay, the temporary credit is reversed and the student is liable for the payment.

Collection Agreement

Often, when a student or external organization agrees to repay a past due debt, they are unable to pay the full balance in one lump sum. Use a collection agreement to set up and maintain a payment schedule, produce billing entries, and track receipt of payments.

See Also

Chapter 8, "Setting Up Payment Plans," page 179

Linking Students to Deferral Contracts

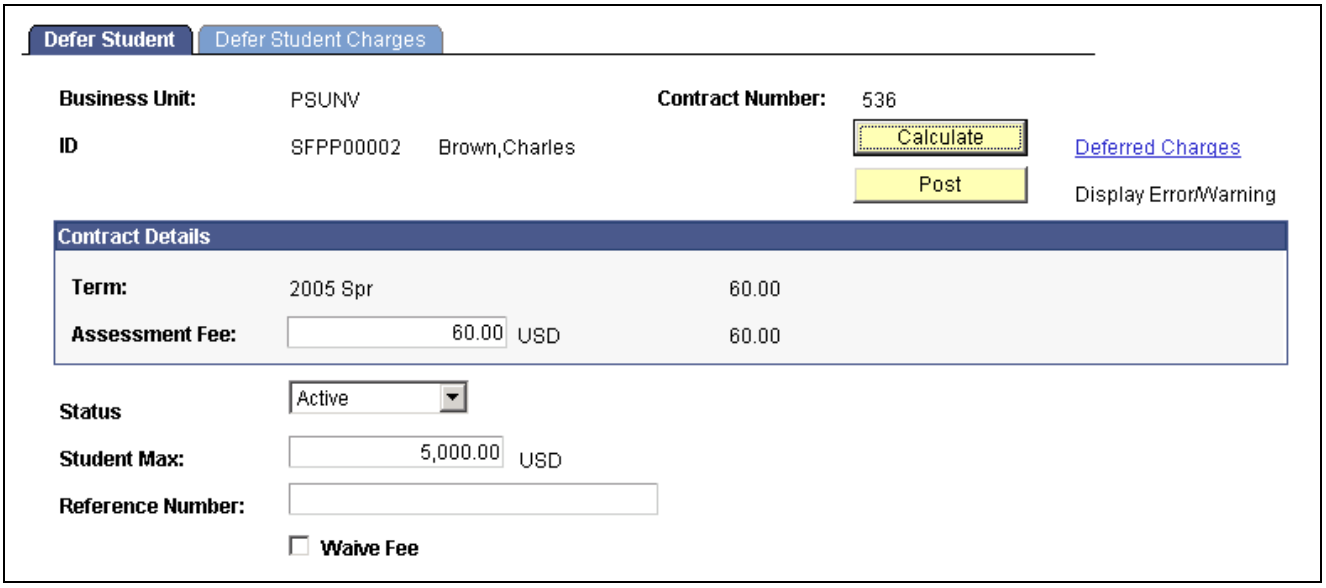
When you link a student to deferral contracts, you specify certain parameters that are specific to the student you are linking.

Pages Used to Link Students to Deferral Contracts

Page Name	Object Name	Navigation	Usage
Defer Student	DEFER_STUDENT	Student Financials, Payment Plans, Assign Deferral Contract	Define student-specific details for a deferral contract.
Deferred Charges	ITEM_LINE_DEFER_SP	Click the Deferred Charges link on the page.	View all active charges in the student's account and confirm that eligible charges have been deferred to the correct due date.
Defer Student Charges	DEFER_STDNT_LINE	Student Financials, Payment Plans, Assign Deferral Contract, Defer Student Charges	Confirm the deferral contract calculation results.

Defining Student-specific Details for a Deferral Contract

Access the Defer Student page.



Defer Student page

Calculate Click to calculate charges to be deferred. After calculating the contract, but before posting it, look at the Defer Student Charges page to confirm which charges the system selected for deferral.

Post Click to defer charges.

Deferred Charges After posting, click to confirm that the charges have been deferred to the correct dates.

Display Errors/Warnings Click to see errors and warning messages.

Assessment Fee The default amount in this field is the fee you specified during the setup of the deferral contract. Use this field to override the default amount.

Student Max (student maximum) The default value for this field is the maximum amount you specified during the setup of the deferral contract. You can override this amount.

Waive Fee Select to waive the student's assessment fee.

Administering Payment Plan Contracts

This section discusses how to:

- Confirm and modify payment plan contract parameters for an individual student.
- Confirm and modify additional payment plan contract parameters for an individual student.
- Recalculate payment plan contracts.

Pages Used to Administer Payment Plan Contracts

Page Name	Object Name	Navigation	Usage
Payment Plan 1	PAY_PLAN_SF_1	Student Financials, Payment Plans, Assign Payment Plan, Payment Plan 1	Confirm and modify payment plan contract parameters for an individual student.
Payment Plan 2	PAY_PLAN_SF	Student Financials, Payment Plans, Assign Payment Plan, Payment Plan 2	Confirm and modify additional payment plan contract parameters for an individual student.
Payment Distribution	TP_PPLN_QCK_POST	Student Financials, Payment Plans, Assign Payment Plan, Payment Distribution	Review the payment schedule, charge amounts, billing dates, and due dates for the payment plan. You can adjust the billing dates and installment amounts on this page.
Recalc Payment Plan (recalculate payment plan)	RUNCTL_PMTPLNRECAL	Student Financials, Payment Plans, Recalculate Payment Plan	Recalculate payment plan contracts.

Confirming and Modifying Payment Plan Contract Parameters for an Individual Student

Access the Payment Plan 1 page.

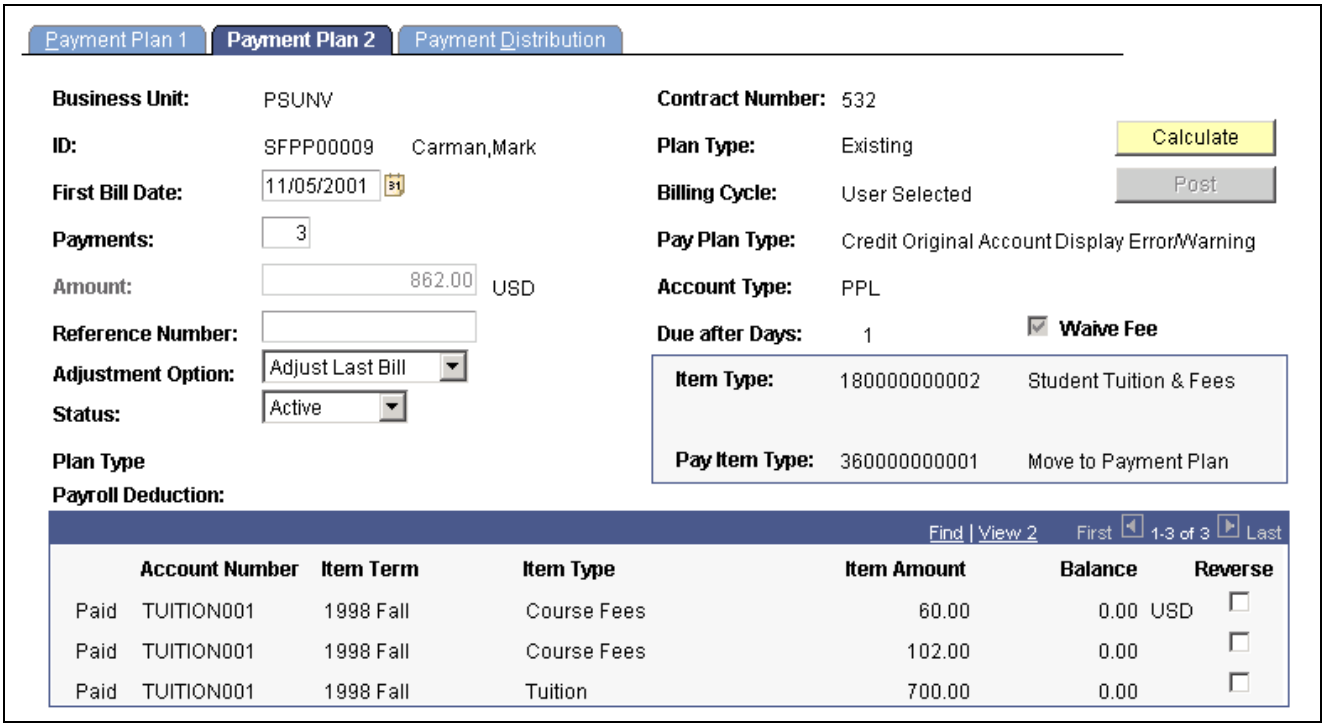
All of the values populating the fields on this page are default values from the contract setup pages. You can override values in any fields that are available, but cannot exceed the limits established when you set up the contract. Not all fields are available with all types of contracts.

See Also

Chapter 8, "Setting Up Payment Plans," Setting Up Payment Plan Contracts, page 183

Confirming and Modifying Additional Payment Plan Contract Parameters for an Individual Student

Access the Payment Plan 2 page.



Payment Plan 2 page

First Bill Date, Payments and **Adjustment Option**

The values displayed in each of these fields are set by default from the payment plan contract setup. You can override these values.

Status

The value displayed in this field is set by default from the payment plan contract setup. You can override this value to make the student *Active*, *Inactive*, or *Cancelled*. Once you set the student status to *Cancelled*, you can later reactivate the payment plan contract for the student by changing the student status back to *Active*.

For calculated payment plan contracts, the system distributes the charges equally across all unbilled installments, regardless of the selected adjustment option, when you reactivate a calculated payment plan contract for a student. Subsequent adjustments to a reactivated plan follow the rules of the plan's adjustment option.

For both calculated and existing payment plan contracts, the system charges any designated assessment fee upon reactivation.

For existing payment plan contracts, the system allows additional charges for students with a status of *Active* if the associated contract has a status of *Inactive*.

Plan Type, Billing Cycle, Pay Plan Type, Account Type, Due after Days, Item Type and **Pay Item Type**

The values displayed in each of these fields are set by default from the payment plan contract setup. The values are for information only and cannot be changed.

Amount On calculated and lump sum payment plans, the value displayed in this field is set by default from the Maximum Amount or Lump Sum Amount field on the Payment Plan 1 page respectively. For the *existing* type payment plans, the field displays the value of the selected charges after calculation.

Waive Fee If an administrative fee had been initially defined in the payment plan setup you have the choice to waive the fee. Select this check box if you want to waive the fee for individual students.

Eligible Charges

When you add a student to an *existing* type payment plan, all eligible charges are displayed at the bottom of the page. Select one or more charges to include in the payment plan.

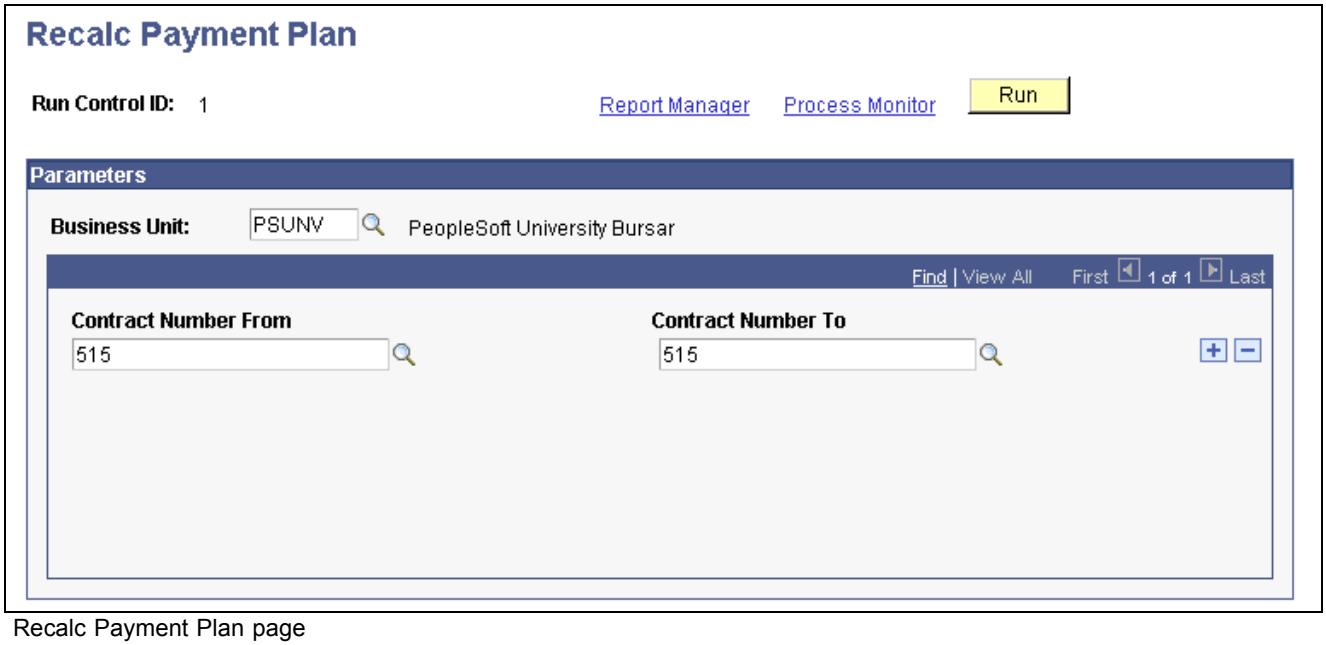
Calculate Click to create the payment plan agreement. The payment plan agreement consists of all scheduled payments and plan fees. This button is unavailable if the student status is *Inactive*.

After you click this button, you can review and adjust billing dates and installment amounts on the Payment Distribution page.

Post Click to post each of the scheduled payments and plan fees to the student's account.

Recalculating Payment Plan Contracts

Access the Recalc Payment Plan page.



Recalc Payment Plan page

Contract Number From and **Contract Number To** Select contract numbers. You can recalculate one contract or a range of contracts. To calculate just one, enter the same number in both fields. To recalculate a range of contracts, enter the first and last contract numbers in the range.

You should recalculate payment plan contracts on a regular basis until the adjustment date has passed so that your payment plan balances are up-to-date and reflect adjustments to the student's charges.

Note. This process only recalculates payment plans of the calculated type.

Administering Third-party Contracts

This section discusses how to:

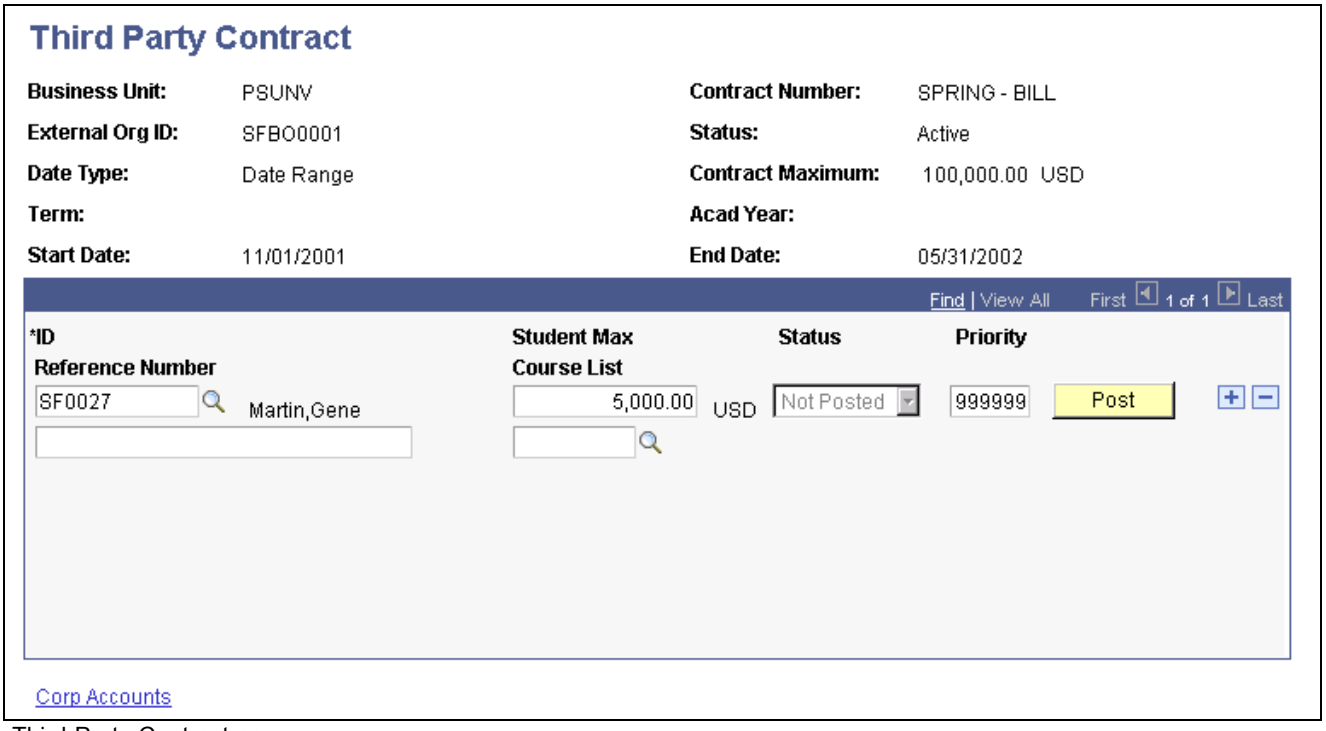
- Link students to third-party contracts.
- Recalculate third-party contracts.

Page Used to Administer Third-Party Contracts

Page Name	Object Name	Navigation	Usage
Third Party Contract	TP_STUDENT	Student Financials, Payment Plans, Assign Third Party Contract	Link students to third-party contracts.
Recalc Third Party Contracts (recalculate third-party contracts)	RUNCTL_TPRECAL	Student Financials, Payment Plans, ReCalc Third Party Contracts	Recalculate third-party contracts.

Linking Students to Third-party Contracts

Access the Third Party Contract page.



Third Party Contract page

ID Enter the ID of the student you are linking to the third-party contract.

Student Max (student maximum) The amount that automatically fills in this field is the amount you specified during the third-party contract setup. You can decrease the amount.

Priority If a student is linked to more than one third-party contract, you may want the contracts to apply in a preferred order. Enter a priority value to determine the order in which the contracts apply. The default priority value is *999999*. The lower the number, the higher the priority.

Course List Confirm the default course list attached to the third-party contract or, override the selection with a different list. If you override the default selection, the list applies only to the individual student being linked to the contract. If the contract was not set up with the Specific Course List option, it cannot be added on this page.

Note. To use a course list with a third-party contract, there are particular setup issues related to term fees.

Post Click to link the student to the third-party contract.

Find Click to access the Explorer User Prompt. Use the Explorer User Prompt to enter a student's ID to quickly locate their record in the third-party contract.

Corp Accounts (corporation accounts) Click to access the Corp Accounts page, where you can review account details for the sponsor of this third-party contract.

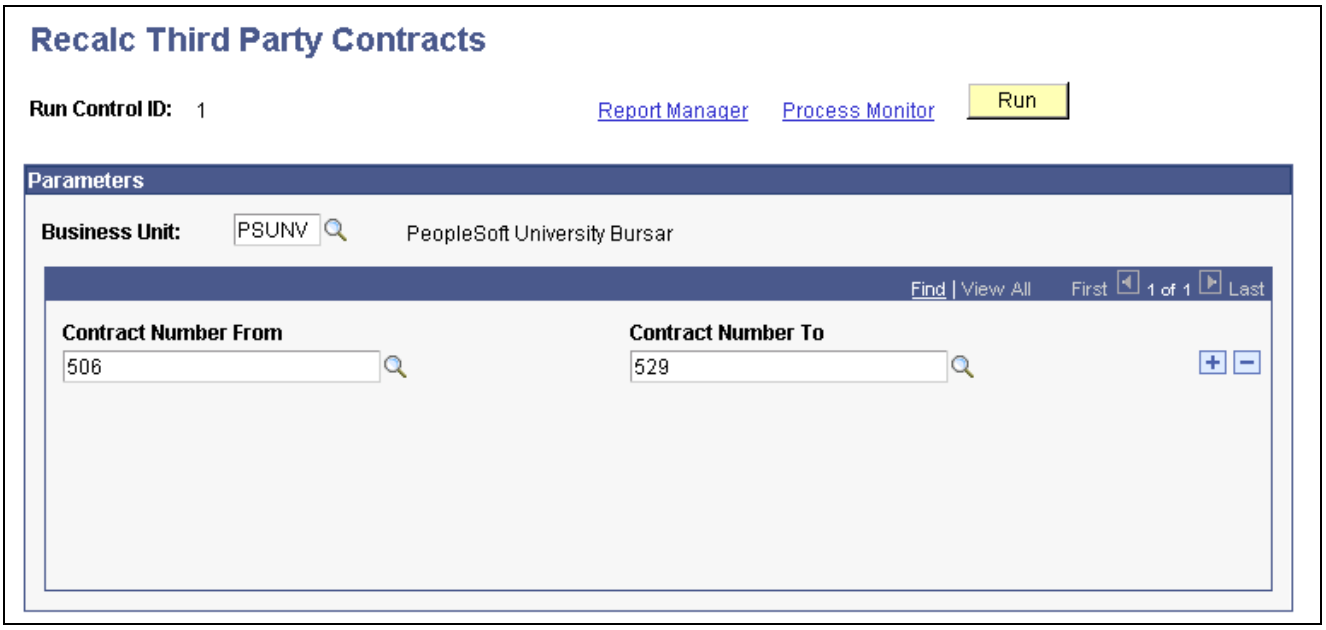
See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Course List Fees, page 153

Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Term Fee Codes, page 124

Recalculating a Third-Party Contract

Access the Recalc Third Party Contracts page.



Recalc Third Party Contracts page

Contract Number From and **Contract Number To**

You can recalculate one contract or several contracts in a range. To recalculate only one contract, enter the contract number in the Contract Number From field. The same number populates the Contract Number To field by default. To recalculate a range of contracts, enter the first contract number of the range in the Contract Number From field and the last in the range in the Contract Number To field.

Until the end of the adjustment period for third-party contracts (last date, as established on the Third Party Contract setup page), you should periodically recalculate third-party contracts to make sure all adjustments to charges are recognized.

CHAPTER 19

Billing Customers

This chapter provides an overview of customer billing and discusses how to:

- Complete billing requests.
- Bill specific charges for individual students.
- Process billing requests.
- Print invoices.
- Cancel bills.
- View billing information.

Understanding Customer Billing

You must submit a clear and accurate bill to every customer. The Student Financials Billing feature offers you great flexibility when generating these bills. You can create a single bill for one customer, or you can create a batch of bills for several customers at once. You determine the messages that appear on your bills. To save time, you can establish a billing standard request that enables you to repeatedly create bills with the same parameters. You can print your bills using Form Based Extract Bill, Crystal, or a Student Financials Structured Query Report (SQR).

Note. While the terms *bill* and *invoice* are technically synonymous, there is a distinction between the two terms in the context of the Student Financials application. Throughout this chapter, the term *bill* refers to a set of billing data for a student or a corporation that resides in the database. When the system prints a bill, the resulting paper document is an *invoice.* Keep this convention in mind to avoid any confusion while reading the "Billing Customers" chapter.

See Also

Chapter 10, "Setting Up Cashiering," page 225

Completing Billing Requests

This section discusses how to:

- Specify basic student billing request parameters.
- Specify bill terms and print options for student billing requests.
- Specify basic corporate billing request parameters.

- Specify bill terms and print options for student billing requests.

Understanding Billing Requests

Use the Billing Request component to set the parameters that the billing process uses to determine the type of bills generated. To complete a billing request, there are two pages you must use. Versions of both of these pages are included in the Student Billing Request and the Corp. Billing Request components.

- Billing Request 1 page
- Billing Request 2 page

On the Billing Request 1 page, you create the set of parameters that the billing process uses to generate bills. On the Billing Request 2 page, you create printing parameters that populate to the printing process pages. In addition, the Billing Request 2 page enables you to print invoices for single students with the click of a button, without using a separate process to generate the bill and print the invoice.

Bill By Options for Student Billing Requests

PeopleSoft delivers three bill by options for your use when creating new billing requests. Selecting a bill by option is required for each billing request that you create. The options are: *Bill One ID, Bill Range,* and *Bill All Not Yet Billed.* The bill by option that you select specifies whether the billing process bills one specific student, all students meeting the criteria of the billing standard request that you select, or only those students for whom you have not already generated bills. The option that you choose also determines which selection criteria from the billing standard request that the system uses when generating bills.

This table lists the selection criteria that the system applies to the bill generation process according to the option that you select:

Selection Criteria	Bill All Not Yet Billed	Bill Range	Bill One ID
Last Name	X	X	
Account Type	X	X	X
Account Term	X	X	X
Not Billed Since	X	X	
Transaction Date	X	X	X
Service Impact	X	X	
Career/Program/Plan		X	
Campus		X	
Student Groups		X	

Bill By Options for Corporate Billing Requests

Just as with student billing requests, when you create a new corporate billing request, you must select a bill by option. For corporate billing requests, there are four options: *Bill One Ext Org ID* (bill one external organization ID), *Bill Range, Bill Per Contract(s),* and *Bill All Not Yet Billed.* The bill by option that you select specifies whether the billing process bills one specific corporation, all corporations meeting the criteria of the billing standard request that you select, corporations associated with specific third-party contracts, or only those corporations for whom you have not already generated bills. The option that you choose also determines which selection criteria from the billing standard request that the system uses when generating bills.

This table lists the selection criteria that the system applies to the bill generation process according to the option that you select:

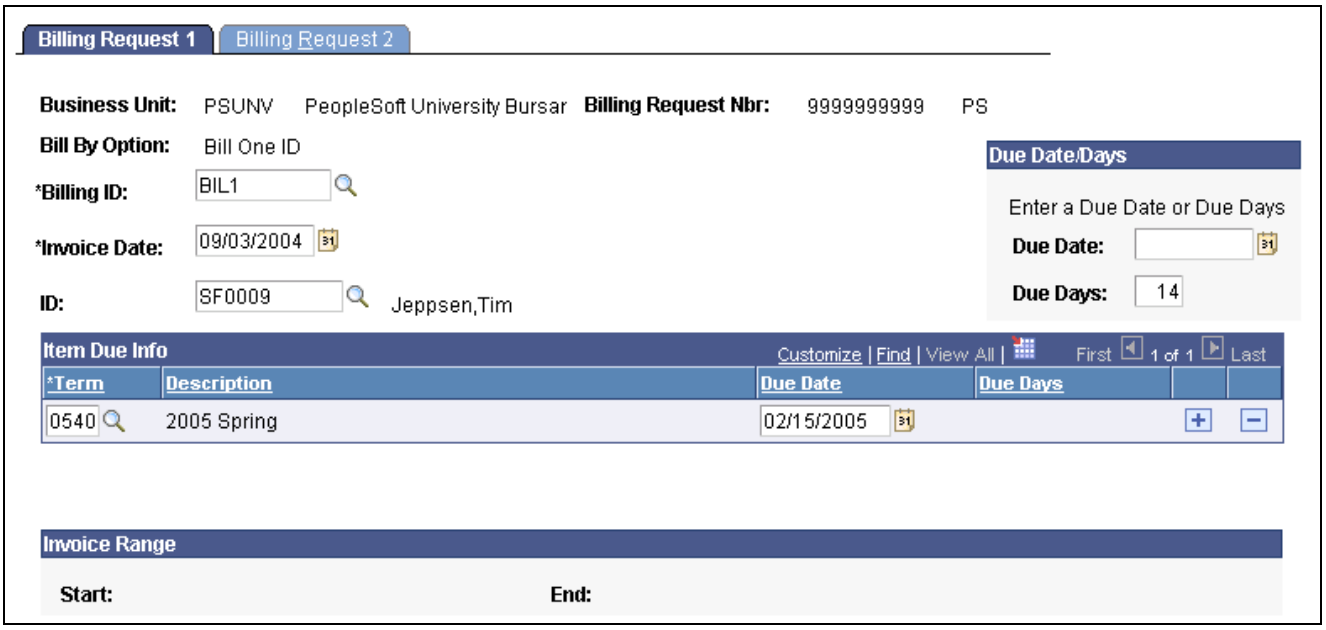
Selection Criteria	Bill All Not Yet Billed	Bill Range	Bill One Ext Org ID	Bill Per Contract (s)
Name	X	X		X
Account Type	X	X	X	X
Account Term	X	X	X	X
Not Billed Since	X	X		X
Transaction Date	X	X	X	X

Pages Used to Complete Billing Requests

Page Name	Object Name	Navigation	Usage
Billing Request 1	BI_REQUEST	Student Financials, Bill Customers, Student Bills, Create Billing Request, Billing Request 1	Specify basic student billing request parameters.
Billing Request 2	BI_REQUEST_ID	Student Financials, Bill Customers, Student Bills, Create Billing Request, Billing Request 2	Specify bill terms and print options for student billing requests.
Corp Billing Request - Billing Request 1 (corporation billing request - billing request 1)	BI_REQUEST_ORG	Student Financials, Bill Customers, Corporate Bills, Create Billing Request, Billing Request 1	Specify basic corporate billing request parameters.
Corp Billing Request - Billing Request 2 (corporation billing request - billing request 2)	BI_REQUEST_TWO	Student Financials, Bill Customers, Corporate Bills, Create Billing Request, Billing Request 2	Specify bill terms and print options for student billing requests.
Error Bill Message	BI_BILL_ERR_SEC_PN	Click the Error Info link from various pages.	View information regarding any errors that the system encountered while processing the bill.
Warning Bill Message	BI_BILL_WAR_SEC_PN	Click the Warning Info link from various pages.	View information regarding any warnings that the system encountered while processing the bill.

Specifying Basic Student Billing Request Parameters

Access the Billing Request 1 page.



Billing Request 1 page

Billing ID Select the ID of the billing standard request that you want to link to this billing request.

Invoice Date Enter the date that you want to establish as the date of the invoice creation. The system can use this date to determine when generated bills are due. The system automatically populates the field with the current system date, but you can override this date.

ID If you are creating a billing request for a single student, select the unique ID of the student in this field. This field is available only if you select the *Bill One ID* option when creating the request. Be sure that the student who you select matches the criteria of the billing standard request that you select.

Calculate Tuition If you are creating a billing request for one student ID, click this button to calculate tuition for that student. This button is available only if you select the Auto Calculate Tuition check box on the Tuition Calculation Controls page, and the student whose name that you select in the ID field requires tuition calculation.

Due Date/Days

Set a default due date for all the charges included in the bill that do not already have a due date.

Due Date Enter the specific due date that you want to assign to charges without a due date when you create the bill.

Due Days You can also set the default due date as a function of the date that you generate the bill. Enter the number of days that the system adds to the invoice date to determine a due date.

Item Due Info

Set a default due date for term-specific charges that do not already have a due date. You can use the fields in this group box in conjunction with the fields in the Due Date/Days group box. For example, using the Due Date field in the Due Date/Days group box, you set a due date of 10/31/2005 for all charges included in the bill. However, suppose that you want charges from a previous term to be due sooner. In this case, you can use the fields in the Item Due Info (item due information) group box to establish a separate due date for charges in that specific term. The system assigns the default due date of 10/31/2005 to any charges falling outside that term.

Term Select the specific term with the charges to which you want to assign a due date.

Due Date Enter the specific due date that you want to assign to charges without a due date when you create the bill.

Due Days You can also set the default due date as a function of the date that you generate the bill. Enter the number of due days that the system adds to the invoice date to determine a due date.

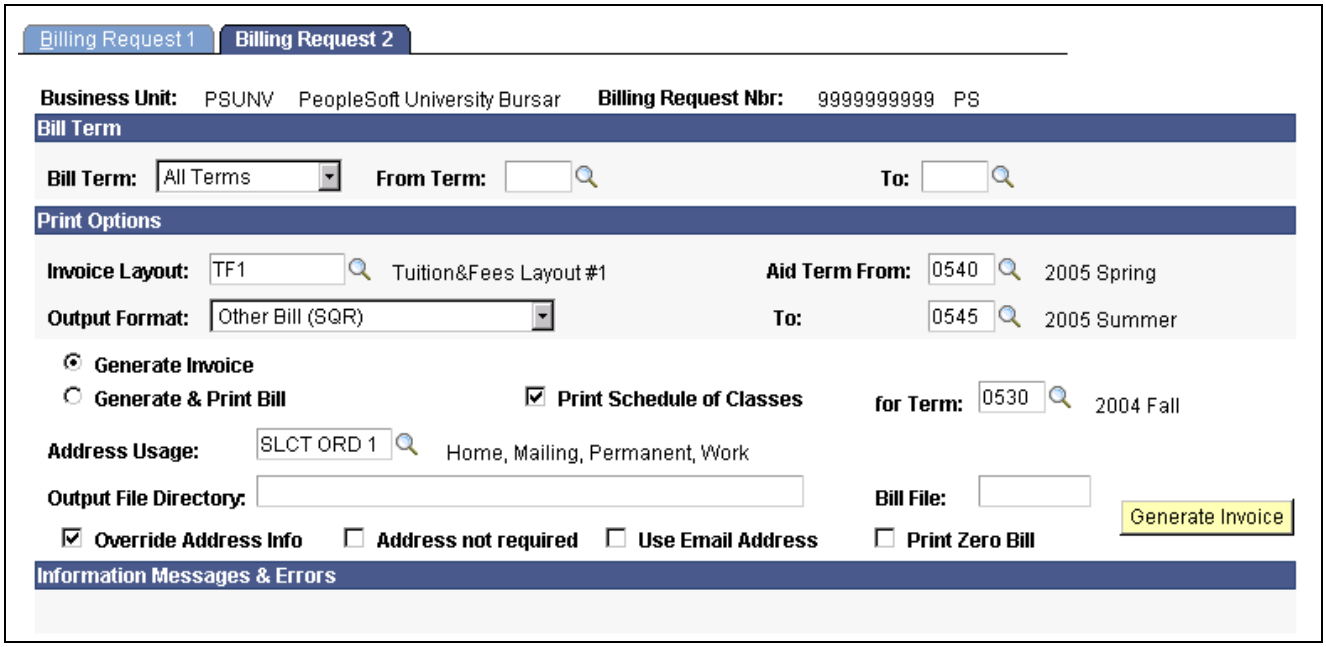
Note. The Due Date and Due Days fields are mutually exclusive. If you enter a value in both fields, the system will only keep the most recently added value once you refresh the page.

Invoice Range

Start and **End** If you run the billing process by clicking the Generate Invoice button on the Billing Request 2 page, the system displays the first invoice generated during the process in the Start field and the last invoice generated during the process in the End field.

Specifying Bill Terms and Print Options for Student Billing Requests

Access the Billing Request 2 page.



Billing Request 2 page

Bill Term

Bill Term Select for which term or terms you want to generate bills. There are three valid values for this field:

All Terms: Select to bill students for all terms.

One Term: Select to bill students for one specific term. If you select this option, you must select a term in the From Term field.

Term Range: Select to bill students for a specific range of terms. If you select this option, you must select a term in the From Term and To fields.

From Term and **To** If you select *One Term* in the Bill Term field, select the term for which you want to bill in the From Term field.

If you select *Term Range* in the Bill Term field, enter the beginning term of the range in the From Term field and the ending term of the range in the To field.

Print Options

Invoice Layout Select the invoice layout to print invoices.

Output Format Select the method to print invoices using the Generate Invoice button. There are three valid printing output methods: *Crystal Bill, Form Based Extract Bill,* and *Other Bill (SQR).*

Aid Term From and **To** Set the range of terms to print anticipated financial aid detail on the invoices. Select the beginning term of the range in the Aid Term From field and the ending term of the range in the To field. These fields are required if (1) you select the Generate & Print Bill option, and (2) you select either the Anticipated Aid Detail check box or the Include Anticipated Aid Total check box for the invoice layout that you select in the Invoice Layout field.

Generate Invoice If you select this option, the system generates and stores the bill, but does not print an invoice when you click the Generate Invoice button. This is the default option if you select the *Bill All Not Yet Billed* or *Bill Range* values when you access the component.

Generate & Print Bill If you select this option, the system generates a bill and prints an invoice when you click the Generate Invoice button. Remember that this field is only available if you select the *Bill One ID* option when you access the component.

Print Schedule of Classes If you select this check box, the system prints the student's class schedule when you print invoices.

for Term If you select the Print Schedule of Classes check box, use this field to select the academic term that includes the class schedules that you want to print on your invoices.

Address Usage Specify the logic that the system uses to select the address printed on the bills.

Output File Directory Enter the directory path to which the process stores the bills that it generates. Specifying an output file directory is only necessary when printing invoices using Form Based Extract Bill.

Bill File Enter the file name that the process generates. Specifying a file name is only necessary when printing invoices using Form Based Extract Bill.

Override Address Info (override address information) This check box affects only the printing of invoices that the system already generated. If you select this check box, the system ignores the address already associated with the bills and selects addresses to print according to the order selected in the Address Usage field.

Address not required Select to print invoices even if the process finds no address.

Use Email Address Select this check box if you send invoices by email.

Print Zero Bill If you select this check box, the system prints zero balance bills.

The system creates only zero balance bills if you select *Create Zero Bills* in the Zero Bill Handling field on the General Selections page for the selected billing standard request.

Generate Invoice Click to run the billing process manually and generate bills. If you select the *Bill One ID* value when creating the request and select the Generate & Print Bill option, the system prints an invoice for the specified student.

Information Messages & Errors

This group box displays messages indicating the success of the bill generation process after you click the Generate Invoice button.

Invoice Generated This message appears when the process generates bills successfully.

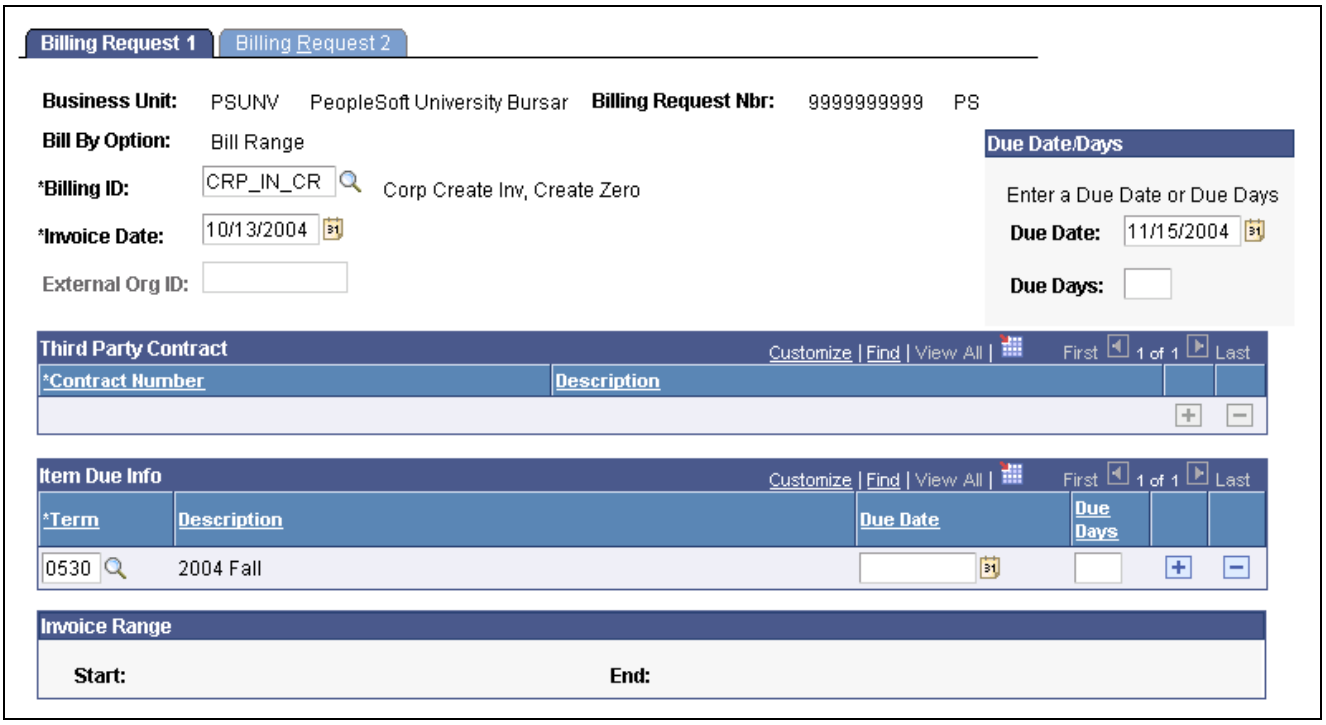
Error Info (error information) If the system encounters an error when you run the billing process, this link appears in the Information Messages & Errors group box. Click the link to open the Error Bill Message page, where you can view detailed information about the nature of the error.

Warning Info (warning information) If the system encounters a warning when you try to run the billing process, this link appears in the Information Messages & Errors group box. Click the link to open the Warning Bill Message page, where you can view detailed information about the nature of the warning.

Note. Although you can generate bills for a range of students using the Generate Invoice button in combination with the Generate Invoice option in the Print Choice group box, the Generate Invoice button is intended only for generating and printing an individual bill for a student. PeopleSoft recommends that you process bills for a range of students using the Bill Request process page. If you use the same run control ID to process your billing request and print your invoices, some of the values that you set in the Billing Request 2 page populate by default to their respective fields in the printing process page that you use. The values can populate from the following fields: Invoice Layout, Print Schedule of Classes, for Term, Aid Term From, To, Address Usage, Output File Directory, Bill File, Override Address Info, Address not required, Use Email Address, Address, and Print Zero Bill.

Specifying Basic Corporate Billing Request Parameters

Access the Corp Billing Request - Billing Request 1 page.



Corp Bill Request - Billing Request 1 page

Except for the External Org ID, Invoice per Student, and Contract Number fields, this page is identical to the Billing Request 1 page.

External Org ID (external organization ID)

If you want to create a bill for a single organization, select the unique ID of the organization. This field is available only if you select the Bill One Ext Org ID (bill one external organization ID) option when you create the request. Be sure that the corporation that you select matches the criteria of the billing standard request (Billing ID) that you select.

Invoice per Student

This check box appears only if you select the *Bill Per Contract(s)* value when you create the request. If you select the Invoice per Student check box, the billing process generates a separate corporate bill for each student associated with the contract that you select in the Contract Number field.

For example, if the contract that you choose has ten students associated with it, then the system would generate ten separate bills for the corporation associated with the contract. If you do not select the Invoice per Student check box, the system generates one corporate bill per contract regardless of the number of students attached to the contract.

Third Party Contract

Contract Number

Select the number of the contract that is associated with the corporation that you want to bill. You can select multiple contracts by inserting additional rows.

See Also

Chapter 19, "Billing Customers," Specifying Basic Student Billing Request Parameters, page 366

Specifying Bill Terms and Print Options for Student Billing Requests

Access the Corp Billing Request - Billing Request 2 page.

This page is identical to the Billing Request 2 page.

See Also

Chapter 19, "Billing Customers," Specifying Basic Corporate Billing Request Parameters, page 370

Billing Specific Charges for Individual Students

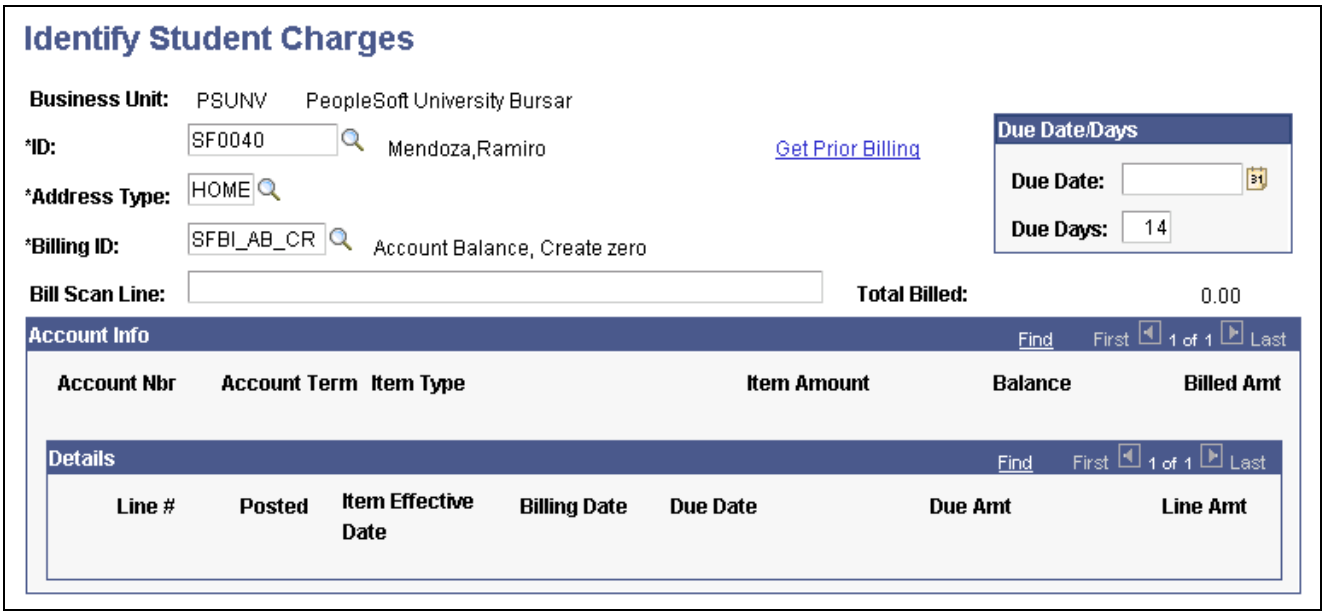
Student Financials enables you to create an individual bill for a student for only some of the charges on the account.

Pages Used to Bill Specific Charges for Individual Students

Page Name	Object Name	Navigation	Usage
Identify Student Charges	BI_BILL_SELECT	Student Financials, Bill Customers, Student Bills, Identify Student Charges	Create individual bills for students.
Prior Billing	BI_BILL_HEADER_SP	Click the Get Prior Billing link on the Bill Select page.	View information regarding past billing for the student.
Billing Detail	BI_BILL_DETAIL_SP	Click the Get Billing Detail Lines link on the Prior Billing page.	View detail of bills appearing on the Prior Billing page.

Creating Individual Bills for Students

Access the Identify Student Charges page.



Identify Student Charges page

ID Enter the unique ID of the student who you want to bill.

Address Type Select the address that you want to use when creating the bill.

Billing ID Select the ID of the billing standard request that you want to use to generate the bill.

Bill Scan Line Enter a bill scan line if your bank requires it.

Due Date Enter the default due date that you want to assign to charges without a due date when you create the bill.

Due Days You can also set the default due date as a function of the date on which you generate the bill. Enter the number of Due Days that the system adds to the day that you generate the bill to determine a due date.

The Bill Select page displays a list of line items in the two group boxes at the bottom of the page. Select the check box next to each line item that you want to include in the student's bill.

Once you save your configured individual bill, you can review the individual bill and print it using the specified print option.

Get Prior Billing Click this link to access the Prior Billing page.

Processing Billing Requests

This section discusses how to:

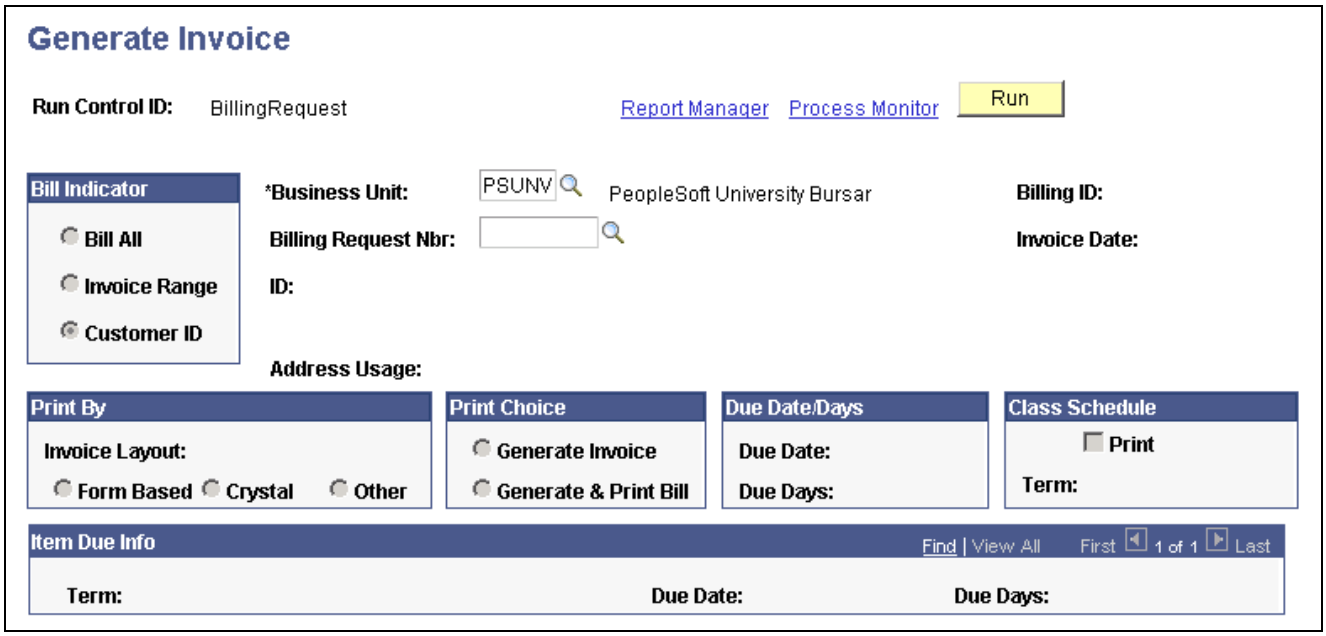
- Process student billing requests.
- Process corporate billing requests.

Pages Used to Process Billing Requests

Page Name	Object Name	Navigation	Usage
Generate Invoice	RUNCTL_SFPBILLNG2	Student Financials, Bill Customers, Student Bills, Generate Invoice	Process student billing requests to generate student bills.
Generate Invoice	RUNCTL_SFPBILLNG3	Student Financials, Bill Customers, Corporate Bills, Generate Invoice	Process corporate billing requests to generate corporate bills.

Processing Student Billing Requests

Access the Generate Invoice page.



Generate Invoice page (student)

Business Unit Select the business unit for which you are generating bills.

Billing Request Nbr (billing request number) Select the number of the billing request that you want to use to generate your bills.

The data from the billing request that you choose in the Business Request Nbr field populates the remaining fields on the page.

Note. If you want the printing parameters of the billing request that you are processing to populate into the printing process pages, you must use the same run control ID for printing that you use for processing the billing request.

See Also

Chapter 19, "Billing Customers," Completing Billing Requests, page 363

Processing Corporate Billing Requests

Access the Generate Invoice page (corporate).

This page is identical to the Generate Invoice page (student).

See Also

Chapter 19, "Billing Customers," Processing Student Billing Requests, page 374

Printing Invoices

This section discusses how to:

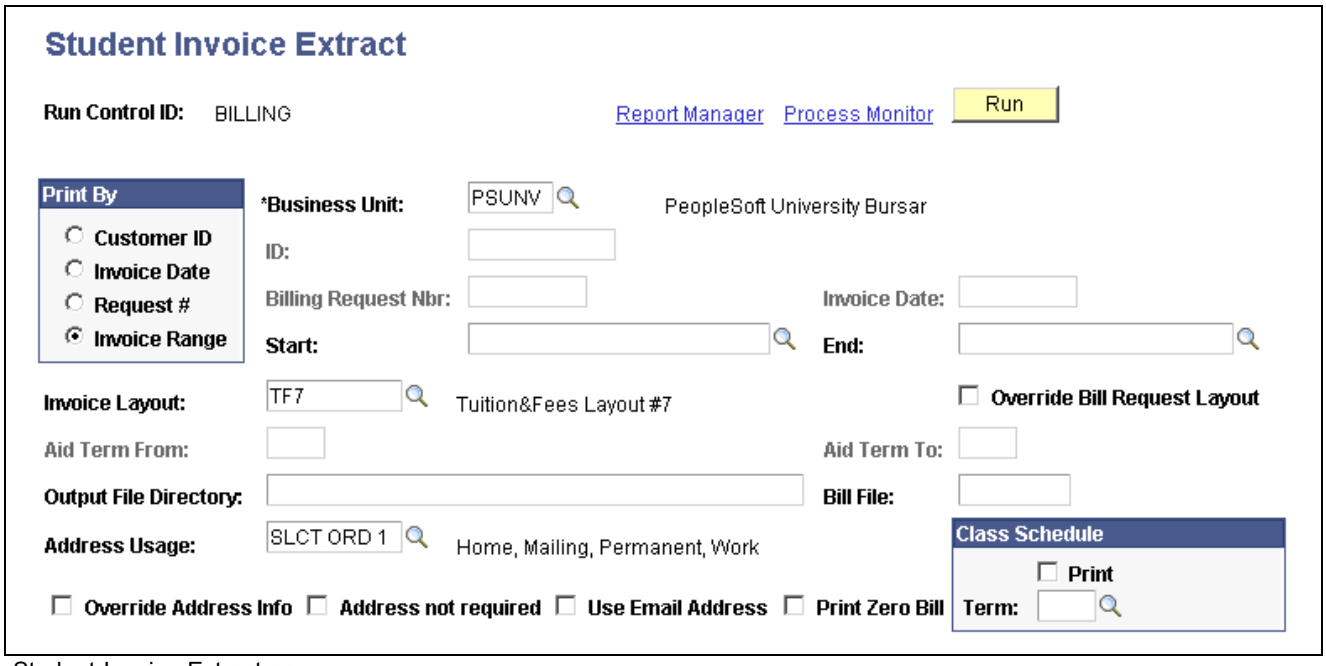
- Print student invoices using Form Based Extract Bill.
- Print corporate invoices using Form Based Extract Bill.
- Print student invoices using an SQR.
- Print corporate invoices using an SQR.
- Print student invoices using Crystal.
- Print corporate invoices using Crystal.

Pages Used to Print Invoices

Page Name	Object Name	Navigation	Usage
Student Invoice Extract	RUN_CNTL_PBILL	Student Financials, Bill Customers, Student Bills, Produce Extract File	Print student invoices using Form Based Extract Bill.
Corporation Invoice Form Based Extract Bill	RUN_CTNL_PBILL_ORG	Student Financials, Bill Customers, Corporate Bills, Produce Extract File	Print corporate invoices using Form Based Extract Bill.
Student Invoice Other	RUN_CNTL_PBILL	Student Financials, Bill Customers, Student Bills, Print Invoice	Print student invoices using an SQR.
Corporation Invoice Other	RUN_CNTL_PBILL_ORG	Student Financials, Bill Customers, Corporate Bills, Print Invoice	Print corporate invoices using an SQR.
Student Invoice Crystal	RUNCTL_SF711AB	Student Financials, Bill Customers, Student Bills, Print Invoice Crystal	Print student invoices using Crystal.
Corporation Invoice Crystal	RUNCTL_SF753AB_ORG	Student Financials, Bill Customers, Corporate Bills, Print Invoice Crystal	Print corporate invoices using Crystal.

Printing Student Invoices Using Form Based Extract Bill

Access the Student Invoice Extract page.



Student Invoice Extract page

Print By Select one of these values:

Customer ID: Print an invoice for a single student. When you select this option, the ID and Invoice Number fields become available.

Invoice Date: Print all student invoices with the same invoice date. When you select this option, the Invoice Date field becomes available.

Request #: (request number) Print all student invoices with a specific billing request number. When you select this option, the Billing Request Nbr field becomes available.

Invoice Range: Print a range of student invoices according to their invoice numbers. When you select this option, the Start and End fields become available.

ID Select the unique ID of the student for whom you want to print an invoice.

Billing Request Nbr (billing request number) Select the billing request number for which you want to print invoices. When you select a request number, the printing parameters from the associated billing request populate into the respective fields on this page.

Invoice Date Select the invoice date of the invoices that you want to print.

Invoice Number Select the specific invoice number that you want to print. Select an ID first to limit the valid invoice ID values to those of the student for whom you want to print an invoice. Note that when you select the Invoice Range option in the Print By group box, the label for this field changes from Invoice Number to Start.

Start Select the invoice ID at the beginning of the invoice range. Note that when you select the Customer ID option in the Print By group box, the label for this field changes from Start to Invoice ID.

End Select the invoice ID at the end of the invoice range.

The following fields are populated by default with the values set in the billing request if the run control ID that you use to print is the same as the one you use to process the billing request. They also are populated by default with the values set in the billing request if you select Request # in the Print By group box and specify a billing request number.

Invoice Layout Select the invoice layout to format the printed invoices.

Override Bill Request Layout If you select the Print By option of Invoice Range or Invoice Date, and the invoices included use different invoice layouts, you receive a warning message when you run the process that reads "Bills may be printed with different layouts." If you select the Override Bill Request Layout check box, you do not receive the warning message. Instead, the system uses the layout selected in the Invoice Layout field for all invoices for the specified invoice range or date.

Aid Term From and **Aid Term To** Select the beginning and ending terms for the term range. The term range determines for which terms that the anticipated financial aid appears on the bills.

Note. If you do not select either the Anticipated Aid Detail or Include Anticipated Aid Total check boxes for the invoice layout that you selected, the Aid Term From and Aid Term To fields are not available.

Output File Directory Enter the path of the directory to which the system sends the extract file. Form Based Extract Bill uses this file to print the invoices.

Bill File Enter the name of the file that the system generates.

Address Usage Specify the logic that the system uses to select the address printed on the bills.

Override Address Info (override address information) This check box affects only the printing of bills that the system already generated. If you select this check box, the process ignores the address already associated with the bills and selects addresses to print according to the order selected in the Address Usage field.

Address Not Required If you select this check box, the system prints bills even if the process finds no address.

Use Email Address Select this check box if you send invoices by email.

Print Zero Bill Select to print zero balance bills.

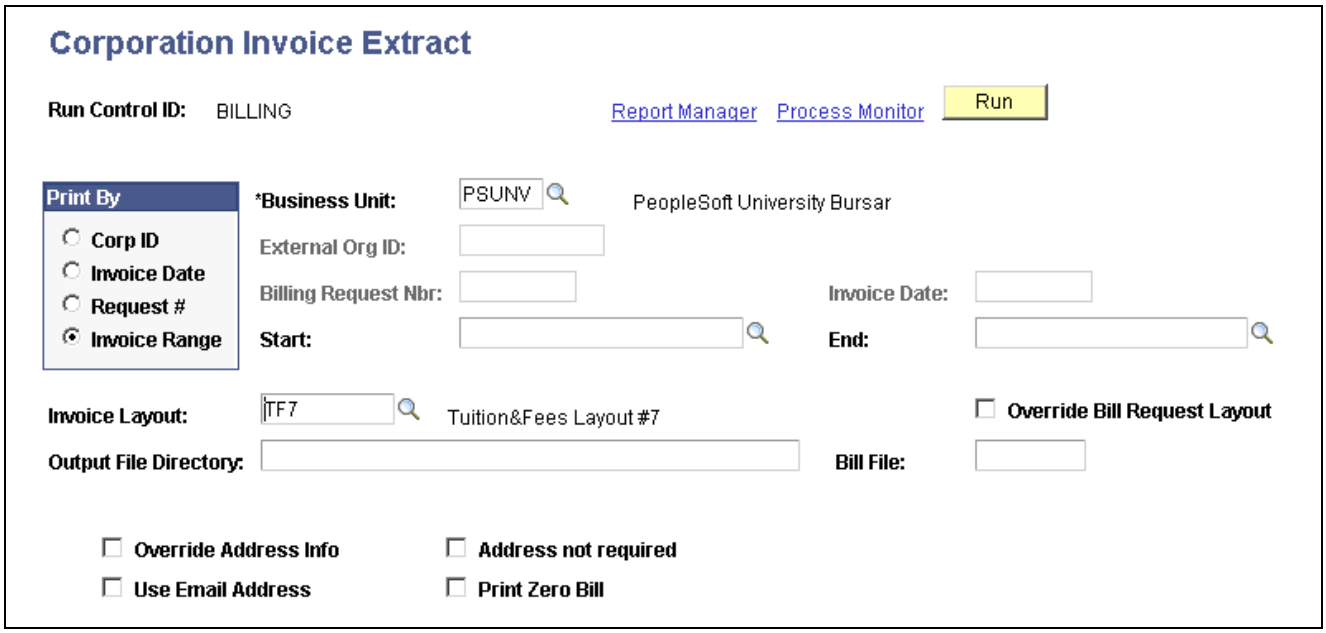
Class Schedule

Print Select to print the student class schedules when you print invoices.

Term If you select the Print check box, select the term of the class schedules that you want to print on your invoices.

Printing Corporate Invoices Using Form Based Extract Bill

Access the Corporation Invoice Extract page.



Corporation Invoice Extract page

Except for the Corp ID and External Org ID (external organization ID) fields, this page is identical to the Student Invoice Form Based Extract Bill page.

Corp ID (corporation ID) Select to print an invoice for a single corporation. When you select this option, the Corp ID and Invoice ID (invoice ID) fields become available.

External Org ID (external organization ID) Select the unique ID of the corporation for which you want to print an invoice.

Printing Student Invoices Using an SQR

Access the Student Invoice Other page.

Except for the absence of the Output File Directory and Bill File fields, this page is identical to the Student Invoice Extract page.

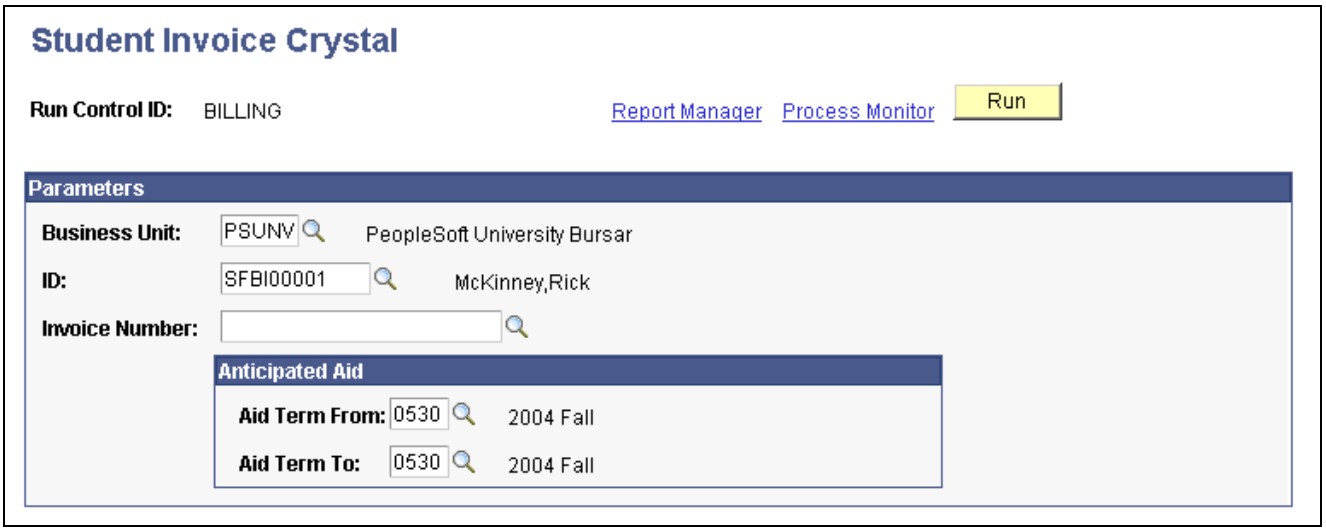
Printing Corporate Invoices Using an SQR

Access the Corporation Invoice Other page.

Except for the absence of the Output File Directory and Bill File fields, this page is identical to the Corporate Invoice Form Based Extract Bill page.

Printing Student Invoices Using Crystal

Access the Student Invoice Crystal page.



Student Invoice Crystal page

Parameters

Business Unit Select the business unit for which you are printing the invoice.

ID Select the ID of the student whose invoice you want to print.

Invoice Number Select the unique ID number of the invoice that you want to print.

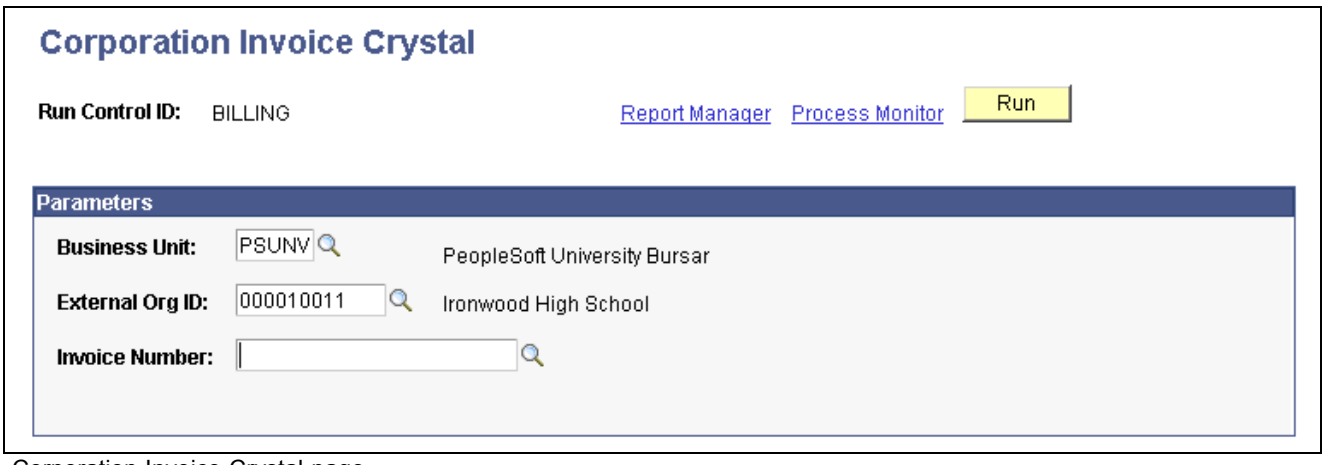
Anticipated Aid

Aid Term From and **Aid Term To** Select the beginning and end terms for the term range. The term range determines for which terms the anticipated financial aid appears on the bills.

Note. When using Crystal to print invoices, you can print only one invoice at a time.

Printing Corporate Invoices Using Crystal

Access the Corporation Invoice Crystal page.



Corporation Invoice Crystal page

Parameters

Business Unit	Select the business unit for which you are printing the invoice.
External Org ID (external organization ID)	Select the ID of the corporation with an invoice that you want to print.
Invoice Number	Select the unique ID number of the invoice that you want to print.

Note. When using Crystal to print invoices, you can print only one invoice at a time.

Canceling Bills

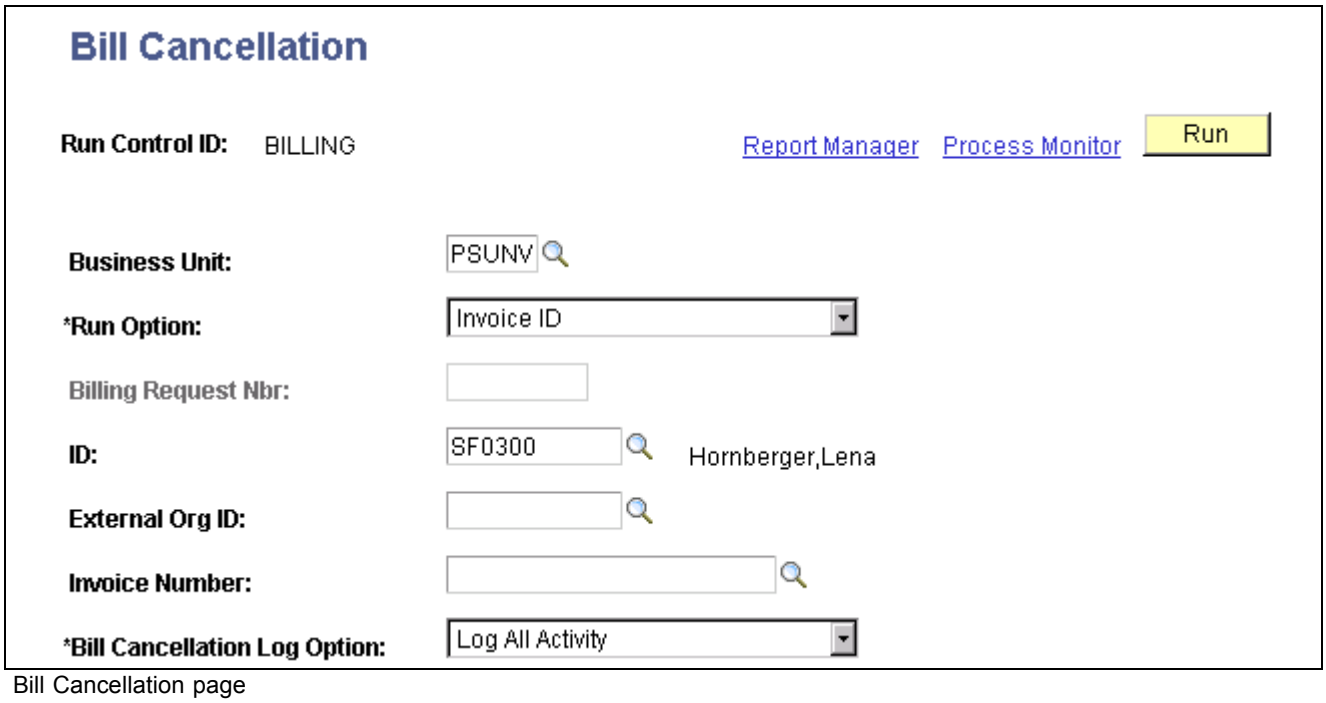
If you encounter problems during your billing process, Student Financials enables you to cancel bills so that you can rerun the billing process correctly.

Pages Used to Cancel a Bill

Page Name	Object Name	Navigation	Usage
Bill Cancellation	SF_BICANC	Student Financials, Bill Customers, Cancel Invoice	Run the Billing Cancellation process.
Bill Cancellation	BI_CANC_INQ	Student Financials, Bill Customers, Review Invoice Cancellation	View the results of the Bill Cancellation process.

Running the Billing Cancellation Process

Access the Bill Cancellation page.



Bill Cancellation page

Run Option This field determines whether the process cancels an entire group of bills or an individual bill. Available values are:

Bill Request Nbr (bill request number): Select to cancel a bill associated with a specific bill request number. When you select this value, the Billing Request Nbr (billing request number) field becomes available and the Invoice Number, ID, and External Org ID fields become unavailable.

Invoice ID: Select to cancel a bill associated with a specific invoice ID. When you select this value, the Billing Request Nbr field becomes unavailable and the Invoice Number, ID, and External Org ID fields become available.

Note. The system allows you to cancel only the most recently generated bill. This means that to cancel an old bill, you must first cancel every bill that you generated after it.

Billing Request Nbr When you select the *Bill Request Nbr* option in the Run Option field, the system automatically populates this field with the billing request number of the last bill that you generated.

ID Select the unique ID of the student whose bill you want to cancel.

External Org ID (external organization ID) Select the unique ID of the organization for which you want to cancel a bill.

Invoice Number Select the invoice ID assigned to the individual bill that you want to cancel. When you select the *Invoice Number* value in the Run Option field and select an ID or external organization ID, the system automatically populates the Invoice Number field with the invoice number of the last bill that you generated for that ID.

Billing Cancellation Log Option The option that you select in this field determines what type of information the system displays on the Bill Cancellation inquiry page. We recommend that you select *Log All Activity* so that you can see all of the results of the Bill Cancellation process in the inquiry page. Available values are:

Log All Activity: Select to display both failed and successful cancellation attempts for the chosen bill request number or invoice ID.

Log Failed Cancels Only: Select to display only failed cancellation attempts for the chosen bill request number or invoice ID.

Log Successful Cancels Only: Select to display only successful cancellation attempts for the chosen bill request number or invoice ID.

None: Select to display only the bill cancellation number generated by the system.

For each bill affected by the process, the system sets the status to *Cancelled.* In addition, if the system originally set due dates on any of the bills cancelled by the Bill Cancellation process, it resets those due dates to *Null.*

Viewing Billing Information

There are several tools that you can use in Student Financials to view the billing activity for a customer's account.

Pages Used to View Billing Information

Page Name	Object Name	Navigation	Usage
Invoice Info Student (invoice information student)	BI_BILL_HEADER	Student Financials, Bill Customers, Student Bills, Review Invoice, Invoice Info Student	Review student billing history.
Billing Address Info (billing address information)	BI_BILL_HDR_SEC_PN	Click the Address Info link on the Invoice Info Student page.	View the address information associated with a student bill.
Bill Career	BILL_CAREER	Student Financials, Bill Customers, Student Bills, Review Invoice, Bill Career	Review the academic information associated with a student bill.
Bill Detail	BILL_DETAIL_1	Student Financials, Bill Customers, Student Bills, Review Invoice, Bill Detail	View details regarding all the items included in a student bill.
Bill Messages	BILL_MESSAGES_SCPN	Student Financials, Bill Customers, Student Bills, Review Invoice, Bill Messages	View any messages associated with a student bill.
Invoice Info Corp. (invoice information corporation)	BI_BILL_HEADER_ORG	Student Financials, Bill Customers, Corporate Bills, Review Invoice, Invoice Info Corp	Review an overview of corporate billing history.
Invoice Info. Corp - Bill Detail (invoice information corporation)	BILL_DETAIL	Student Financials, Bill Customers, Corporate Bills, Review Invoice, Bill Detail	View details regarding all the items included in a corporate bill.
Academic Information	BILL_DETAIL_SP	Click the Bill Header - Detail link on the Invoice Info. Corp. - Bill Detail page.	View academic information regarding the student associated with the third-party contract.
Invoice Info. Corp - Bill Messages (invoice information corporation)	BILL_MESSAGES_SCPN	Student Financials, Bill Customers, Corporate Bills, Review Invoice, Bill Messages	View any messages associated with a corporate bill.
Invoice Printing	BI_IVC_PRT_RQST	Student Financials, Bill Customers, Review Printed Invoice	View information regarding specific printing processes.

CHAPTER 20

Cashiering

This chapter provides an overview of cashiering and discusses how to:

- Open a cashiering office for a business day.
- Process cashiering transactions.
- Post delayed receipts.
- Process the cashiering GL interface.
- Void receipts.
- Review details for individual receipts.
- Review receipt activity.
- Review totals by deposit ID.
- Close a cashiering office.
- Reopen a cashiering office.

Understanding Cashiering

This section lists common elements and provides an overview of cashiering.

Common Elements Used in This Chapter

Click to view the first group of receipts.

Click to view the previous group of receipts.

Click to view the next group of receipts.

Click to view the last group of receipts.

Cashiering

The cashiering operation is one of the most important functions that your institution performs. On a daily basis, the cashiering office collects and tracks a large number of transactions as students and other customers pay tuition, library fines, and fees. With the Student Financials cashiering program, you can perform a variety of transactions quickly, securely, and accurately. The system's inquiry and report features support your audit trails for maintaining integrity in the system. In addition, the system enables you to easily design how each transaction interfaces with the general ledger.

Opening a Cashiering Office for a Business Day

This section discusses how to:

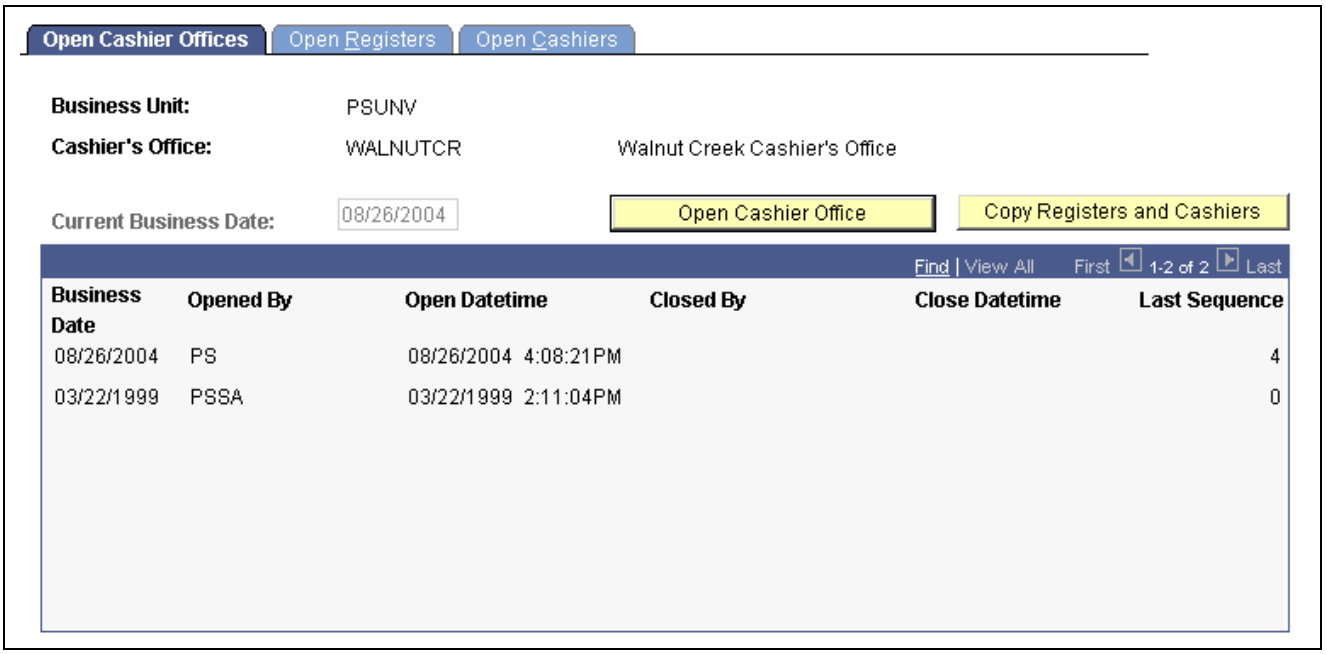
1. Open a cashiering office.
2. Open valid registers.
3. Open valid cashiers.

Pages Used to Open a Cashiering Office for a Business Day

Page Name	Object Name	Navigation	Usage
Open Cashier Offices	CSH_OPEN_OFFICE	Student Financials, Cashiering, Cash Management, Open Offices, Open Cashier Offices	Open a cashiering office.
Open Registers	CSH_OPEN_REGISTER	Student Financials, Cashiering, Cash Management, Open Offices, Open Registers	Open valid registers.
Open Cashiers	CSH_OPEN_CASHIER	Student Financials, Cashiering, Cash Management, Open Offices, Open Cashiers	Open valid cashiers.

Opening a Cashiering Office

Access the Open Cashier Offices page.



Open Cashier Offices page

Current Business Date Select the business date for which you want to open the cashiering office. The default value for the field is the system date.

Business Date This heading displays business dates on which you opened the cashiering office. The system displays all of the business dates on which you opened the cashiering office unless you select a retrieval limit on the Cashiering Offices page during the setup of your cashiering office. For example, if you specify a retrieval limit of *5* for your cashiering office, the Business Date heading displays only the last five dates on which you opened the cashiering office.

Open Cashier Office Click to open the cashiering office. When you click the button, the Current Business Date field becomes unavailable.

Copy Registers and Cashiers Once you open the cashiering office, you can click this button to copy information regarding the cashiers and registers from one business date to another. If you routinely use the same registers and cashiers from day-to-day, this button saves you the time and effort involved in having to manually select and open the registers and cashiers on the Open Registers and Open Cashiers pages.

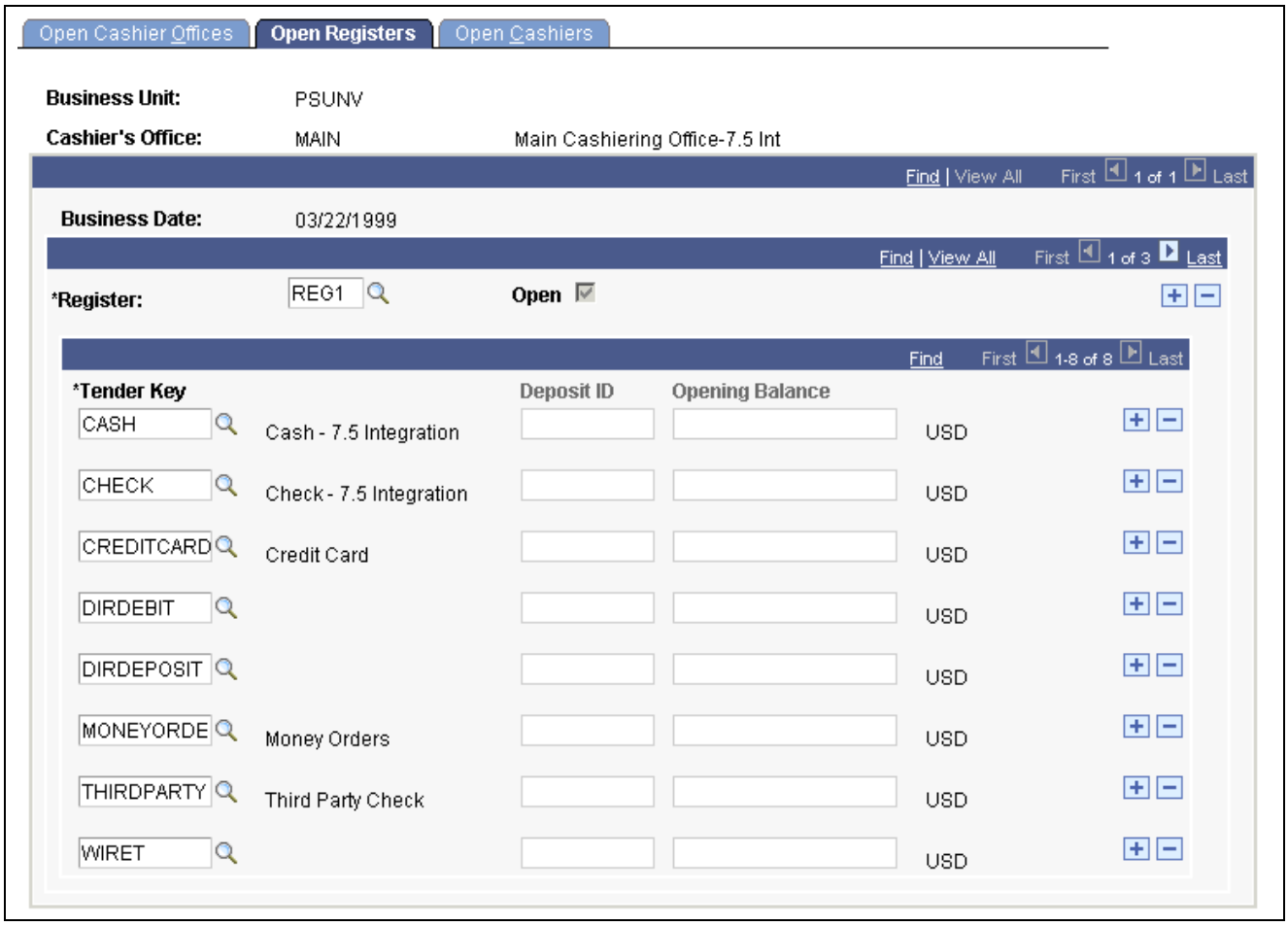
Note. If you do not specify a retrieval limit for your cashiering office during setup, the Business Date heading displays all business dates on which you opened the cashiering office. In time, this list of dates will become so long that it can degrade system performance when you open the Open Cashier Offices page.

See Also

Chapter 10, "Setting Up Cashiering," Defining a Cashiering Office, page 225

Opening Valid Registers

Access the Open Registers page.



Open Registers page

Register Select the register that you want to open for the business day. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects and opens registers from the copied business day.

Open Select to open the register for the business day. Once you select the check box, it becomes unavailable. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects this check box for each copied register.

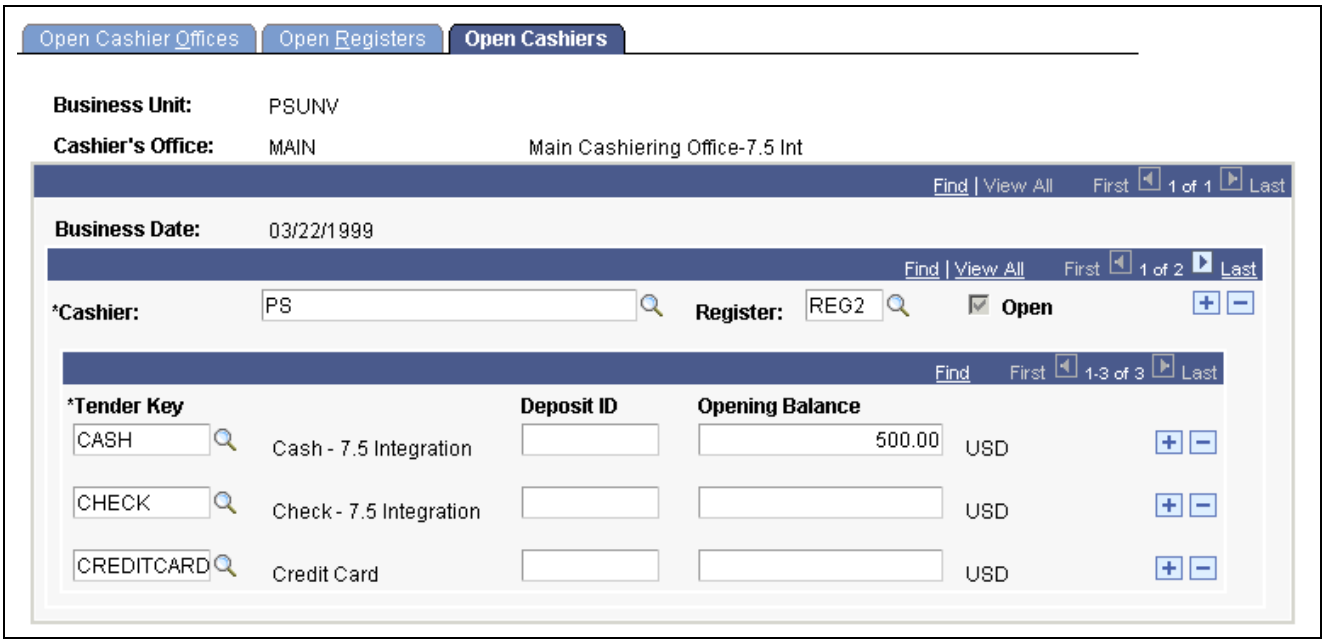
Tender Key Enter a tender key to indicate the type of tender that you want the register to be able to use in its transactions. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically inserts the tender keys for each copied register.

Deposit ID This is an optional field to help you track your deposits. Enter the actual bank deposit ID in this field for each tender key. If you are not balancing by register, this field is unavailable.

Opening Balance Enter an opening balance for each tender key. If you are not balancing by register, this field is unavailable.

Opening Valid Cashiers

Access the Open Cashiers page.



Open Cashiers page

Cashier Select the ID for the cashier that you want to open. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects cashiers from the copied business day.

Register Select the register that you want this cashier to use. Only registers that you open on the Open Registers page are available to select. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects registers from the copied business day.

Open Select to open this cashier for the business day. Once you select the check box, it becomes unavailable. Even if you click the Copy Registers and Cashiers button on the Open Cashier Offices page you must still select this check box manually to open the cashier.

Tender Key Enter a tender key to indicate the type of tender that you want the cashier to be able to use in its transactions. Only the tender keys that you assigned to the selected open register are available to select. In addition, you must have assigned the cashier to the tender key you are selecting when you set up the tender key. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically inserts the tender keys for each copied cashier.

Deposit ID This is an optional field to help you track your deposits. Enter the actual bank deposit ID in this field for each tender key. If you do not balance by cashier, this field is unavailable.

Opening Balance If you are balancing by cashier, enter an opening balance for each tender key. If you do not balance by cashier, this field is unavailable.

Processing Cashiering Transactions

This section provides and overview of cashiering transactions and discusses how to:

- Accept student payments.
- Allocate student payments to specific charges.
- Accept corporate payments.
- Allocate corporate payments to sponsored charges.
- Create third-party tracking information for corporate payments.
- Create department receipts.
- Cash checks.
- Process interim deposits.
- Replenish cash.
- Select exchange rates for cashiering transactions processed with foreign currency.
- Enter check information for cashiering transactions.
- Enter credit card information for cashiering transactions.

Understanding Cashiering Transactions

Using the Cashiering feature of Student Financials, it is possible to process six types of cashiering transactions.

Type of Transaction	Description
Student Payment	A payment tendered by a student. Typically, the system posts a student payment to the student's account against a current or future charge. However, a student payment can also represent the purchase of an item (such as books or supplies). In this case, the system may not necessarily post the payment to the student's account.
Corporate Payment	A payment tendered by an external organization. The system posts a corporate payment to the organization's account.
Department Receipt	A transfer of funds through the cashiering office to a department's general ledger account. Institutions often have offices or departments (such as the housing office, the bookstore, or the athletics office) that take in money on an irregular basis or only at certain times of the year. These departments often deposit their funds through the cashiering office to record their accounting information in the institution's general ledger.
Cash Check	An exchange of cash for a check tendered by a customer.

Type of Transaction	Description
Interim Deposit	A withdrawal of funds from the cashier's drawer to be deposited in the bank during the business day, while the cashier is still open. Most cashiering offices set limits on how much money they want their cashiers' drawers to have in them. The Cashiering feature enables you to set this limit on a tender-specific basis on the Tender Key page. When one of your cashiers' drawers reaches the set limit, you must take tender out of the drawer so that you can deposit it in the bank.
Cash Replenishment	An addition of funds to a cashier's drawer during the business day, while the cashier is still open, so that the drawer does not run out of money.

Every time that you process one of these transactions, the Cashiering feature creates a receipt in the system. These receipts enable you to track and organize your cashiering transactions.

Common Elements Used in This Chapter

Ref Nbr (reference number) Enter a reference number to help organize your transaction. This is not a required field and simply helps you organize and track your cashiering transactions.

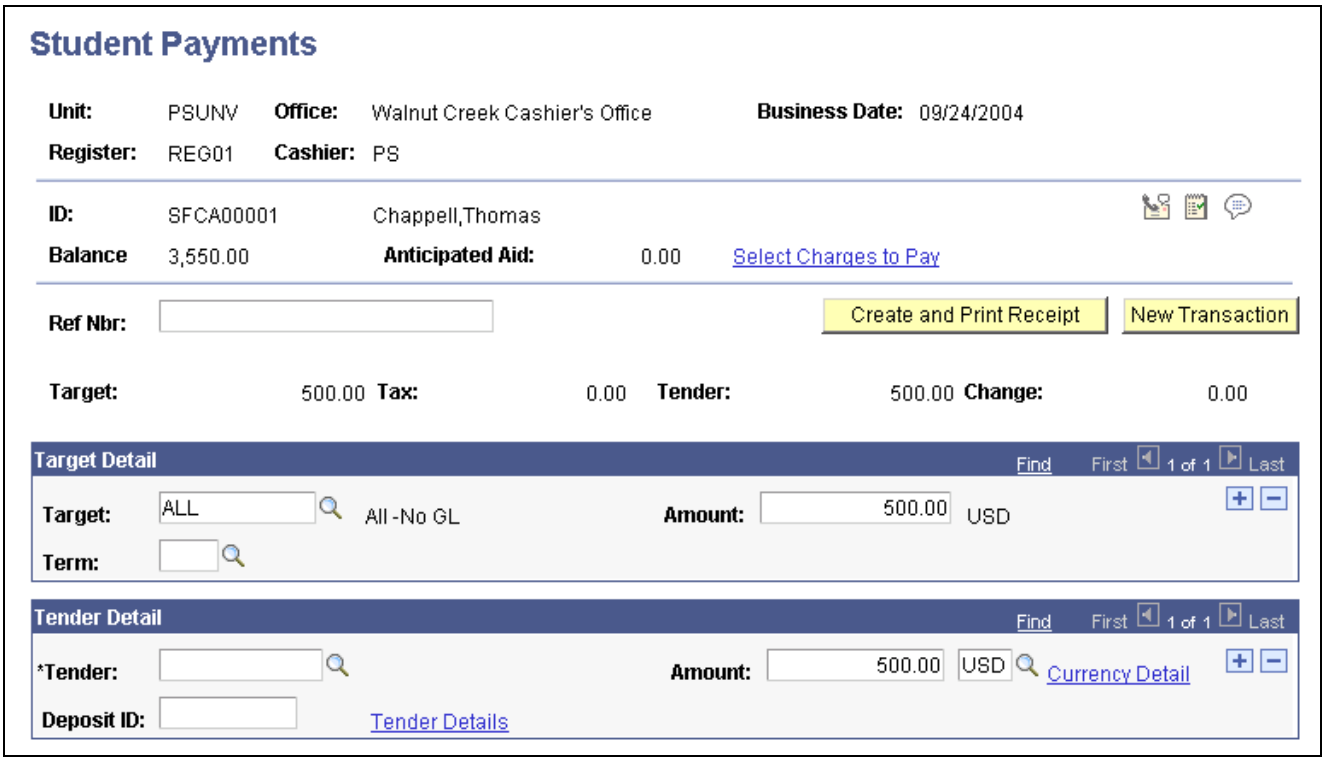
Pages Used to Process Cashiering Transactions

Page Name	Object Name	Navigation	Usage
Student Payments	CSH_OFF_PMNT	Student Financials, Cashiering, Post Student Payments	Accept student payments.
Select Charges to Pay	CSH_O_SPLITPAY_SEC	Click the Select Charges to Pay link on the Student Payments page or the Corporate Payments page.	Allocate student payments to specific charges.
Corporate Payments	CSH_OFF_ORG_PMNT	Student Financials, Cashiering, Post Corporate Payments	Accept corporate payments.
Select Students to Pay	QUICK_CSH_EMP_SEC	Click the Select Students to Pay link on the Corporate Payments page.	Allocate corporate payments to sponsored charges.
Third Party Info (third-party information)	ORG_CSH_3PARTYINF	Click the Third Party Info link on the Corporate Payments page.	Create third-party tracking information for corporate payments.

Page Name	Object Name	Navigation	Usage
Department Receipts	CSH_OFF_DEPT	Student Financials, Cashiering, Collect Department Receipts	Create department receipts.
Cash Checks	CSH_OFF_CASH_CHECK	Student Financials, Cashiering, Cash Checks	Cash checks.
Interim Deposits	CSH_OFF_DEPOSIT	Student Financials, Cashiering, Interim Deposits	Process interim deposits.
Cash Replenishment	CSH_OFF_REPLENISH	Student Financials, Cashiering, Cash Management, Cash Replenishment	Replenish cash.
Currency Conversion	QUICK_POST_CURR_SP	Click the Currency Detail link on the Student Payments page, the Corporate Payments page, the Department Receipts page, or the Cash Checks page.	Select exchange rates for cashiering transactions processed with foreign currency.
Check Information	CSH_OFF_CHK_PMT_SP	Click the Tender Details link on the Student Payments page, the Corporate Payments page, the Department Receipts page, and the Cash Checks page. This link takes you to the Check Information page only if you select a check tender in the Tender field.	Enter check information for cashiering transactions. Some of these details appear on the receipt for tracking and auditing purposes.
Credit Card Information	CSH_OFF_CC_PMT_SEC	Click the Tender Details link on the Student Payments page, the Corporate Payments page, or the Department Receipts page. This link takes you to the Credit Card Information page only if you select a credit card tender in the Tender field of the respective page.	Enter credit card information for cashiering transactions. Some of these details appear on the receipt for tracking and auditing purposes.

Accepting Student Payments

Access the Student Payments page.



Student Payments page

Select Charges to Pay Click to access the Select Charges to Pay page where you can specify to which charges you want to apply the payment. You can only pay charges associated with the target key that you select in the Target Detail group box. If you select more than one target key in the Target Detail group box, the Select Charges to Pay page is not available.

Note. The Target, Tax, Tender, and Change fields display the correct totals only after you click the Refresh button. If you make a change to any of the fields in the Target Detail or Tender Detail group boxes, you must click the Refresh button for those changes to register in the display fields.

Target Detail

Target Select a target key for the student payment. You define target keys using the Target Keys component.

If the target key that you select is associated with a tax authority, the system automatically inserts an additional target key for the tax. This is the secondary target key that you designated for the tax authority when you assigned the tax authority to the primary target key during target key setup.

Amount Enter the target amount. The system populates this field automatically if you specify a default amount when you define the selected target key. If necessary, you can override the target amount to match the amount the student tenders for payment.

If the system automatically inserts a tax target key, it populates the appropriate target amount.

Term Use this field to allocate the payment to charges for a specific term. Selecting a term in this field overrides the normal payment allocation rules so that the entire payment posts against charges for the selected term first.

Tender Detail

Tender Select a tender key to identify the method of payment the student is using. If you select either a check or credit card tender, the system prompts you to enter further payment information when you press the TAB key.

Note. It is possible to create student payments with both cash and check tenders, but credit card tender payments must be processed separately from other tenders. For example, a student has charges for tuition, books, and housing in the amount of 1,465.00 USD. The student pays 1,000.00 USD by credit card, 400.00 USD by check, and 65.00 USD by cash. Using two tender types, you can combine the check and cash payments into a single student payment for 465.00 USD, but you must create a separate student payment for the 1,000.00 USD credit card payment. This is necessary because when the system applies a student payment made with a credit card, it associates the payment with a payment reference number that it uses for processing. This reference number is particularly important when issuing refunds for credit card payments.

See Chapter 17, "Refunding Customers," Creating Student Refunds, page 329 and Chapter 17, "Refunding Customers," Distributing Refunds to ePayment Accounts, page 343.

Amount Enter the amount tendered. If you selected a target key with a default amount, the system automatically populates the tender amount with that default value. In addition, if you click the Refresh or Create Receipt button without entering a tender amount, the system automatically populates this field with the amount that you specified for the target. If the currency tendered is not the base currency that you selected during the setup of your cashiering office, select the correct currency in the field to the right of the Amount field.

Currency Detail If the student tenders foreign currency for the payment, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.

Deposit ID If you assigned a deposit ID to the selected tender key when you opened the cashiering office, it appears in this field.

Tender Details If you select a check tender as the tender key, click this link to access the Check Information page where you enter specific information about the check tendered.

If you select a credit card tender as the tender key, click this link to access the Credit Card Information page, where you enter specific information about the credit card used.

Some of the tender details you enter appear on your receipts for tracking and auditing purposes.

Message When you create a receipt for a credit card payment and you authorize the payment in realtime, the Message field appears. There are four valid values

for this field: *UN - Unauthorized, AS - Authorized, ST - Settled,* and *CR - Credit/Return.*

Using the Go to Links

Academic Information Click to access the Academic Information page where you can view a student's personal and academic information.

Student Account Click to access the Customer Accounts page where you can view a student's account information.

View Anticipated Aid Click to access the Anticipated Aid Details page where you can view details about the financial aid the student is anticipated to receive. This link appears on the page only if the student has anticipated financial aid.

Using the Student Payment Buttons

Calculate Tuition Click this button to calculate tuition for the student making the payment. This button is available only if you select the Auto Calculate Tuition check box on the Tuition Calculation Controls page.

Create Receipt, Print Receipt, and **Create and Print Receipt** The label and functionality of this button changes according to the automatic receipt printing setup of your valid cashiers and valid registers.

If you are not printing automatically, the label of this button is Create Receipt. Click it to create a receipt for the student payment. If you set up your cashiering office for no posting delay, the system posts the payment. Depending on the setup of the SF merchant ID assigned to your cashiering office, this button may also trigger the authorization and settlement of any student payments made with a credit card.

When you click the Create Receipt button, the label changes to Print Receipt. Click it to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.

If you are printing automatically, the label of this button is Create and Print Receipt. Click it to simultaneously create the receipt and print it using Forms Engine.

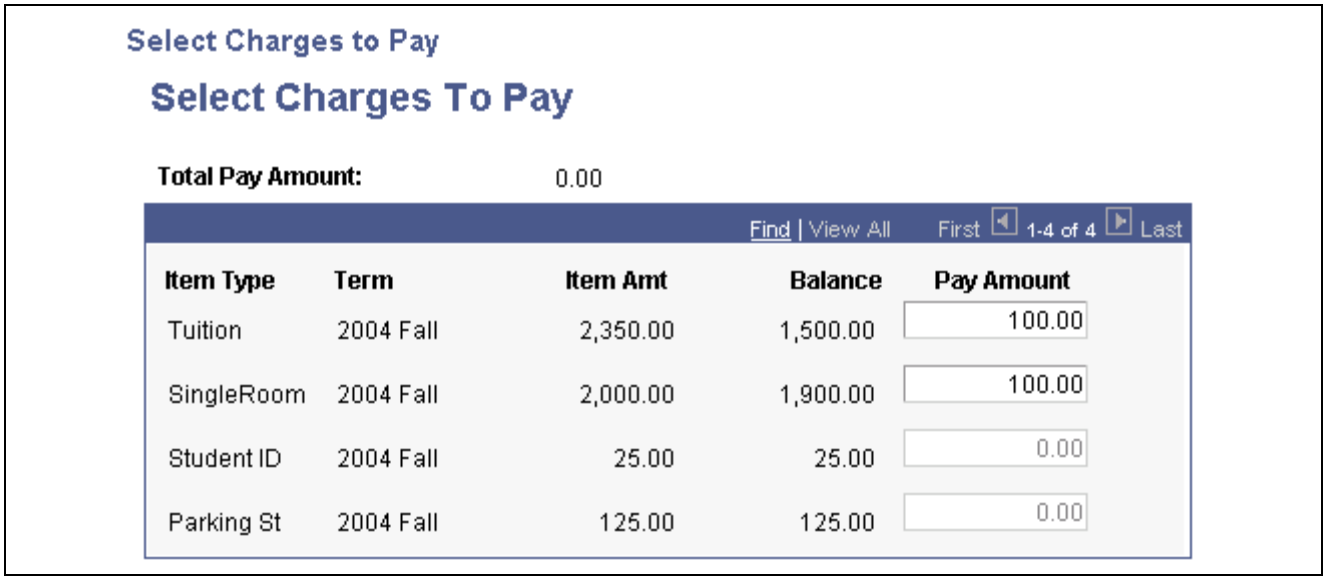
Note. If you select *Delay posting* or *Group Post* in the Posting field during the setup of your cashiering office, the system does not post the student payment when you click the Create Receipt button. You must post your payments using the Post Receipts page if you selected *Delay posting* or the Group Posting page if you selected *Group Post.*

Note. If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click the Print Receipt or Create and Print Receipt button to create a printable receipt using the specified Print Product (Crystal or other print method). In this case, you must navigate to Report Manager to view and print the receipt.

New Transaction After you create a receipt, click to return to the Student Payments dialog page to process another student payment.

Allocating Student Payments to Specific Charges

Access the Select Charges to Pay page.



Select Charges to Pay page

Pay Amount Enter the amount that you want to pay toward the item on the student's account. Remember that you can select only charges associated with the target key that you select in the Target Detail group box on the Student Payments page or the Corporate Payments page. This field is unavailable for all other items on a student's account.

Once you select your charges to pay and click the OK button, the fields in the Target Details group box on the Student Payment page become unavailable.

Accepting Corporate Payments

Access the Corporate Payments page.

With the exception of the following three links, this page is identical to the Student Payments page.

Select Students to Pay Click to access the Select Students to Pay page where you can specify the sponsored charges to which the system applies the corporate payment.

Third Party Info (third-party information) Click to access the Third Party Info page where you can enter tracking information if your corporate payment is associated with a third-party contract.

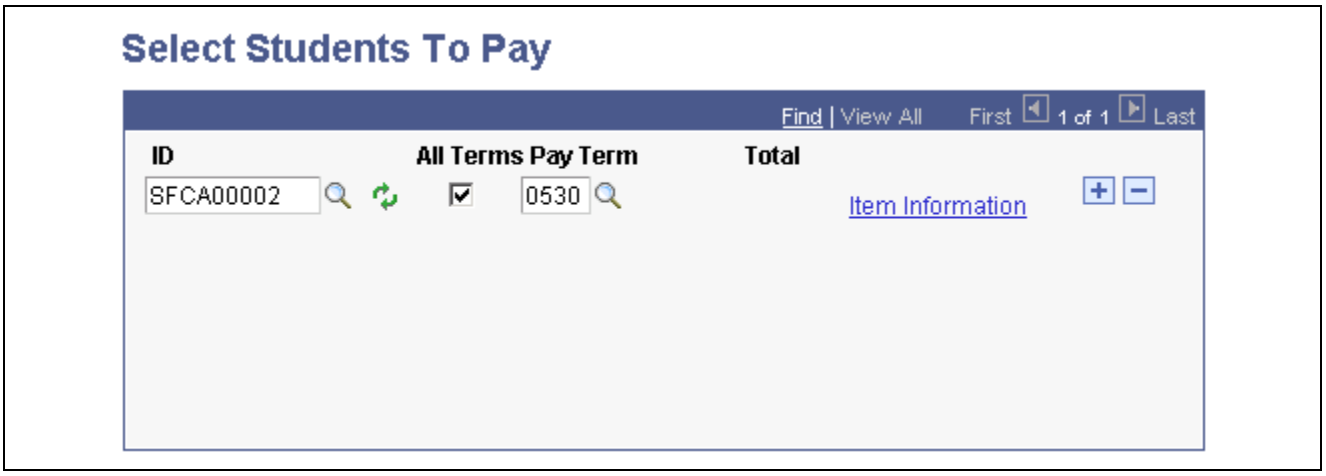
Corp Account Click to access the Corporate Accounts page where you can view a corporation's account information.

See Also

Chapter 20, "Cashiering," Accepting Student Payments, page 390

Allocating Corporate Payments to Sponsored Charges

Access the Select Student Charges to Pay page.



Select Student Charges to Pay page

ID Select the unique ID of the student whose charges the organization wants to pay. Only students included in the organization's third-party contract are available in the pick list.

All Terms Select to apply the corporate payment to every term in which the sponsored student has a charge. If you select this check box, you cannot select a specific pay term.

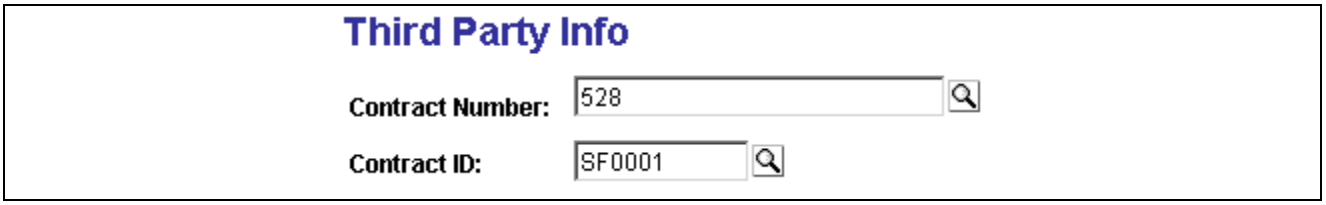
Pay Term If you do not select the All Terms check box, use this field to apply the corporate payment to sponsored student charges associated with only one specific term.

Total This field displays the total amount of the sponsored student's charges to which the system can apply the corporate payment.

EmplID Org Detailemployee ID organization detail Click to access the Item Information page where you can view the specific sponsored charges of the selected student.

Creating Third Party Tracking Information for Corporate Payments

Access the Third Party Info page.



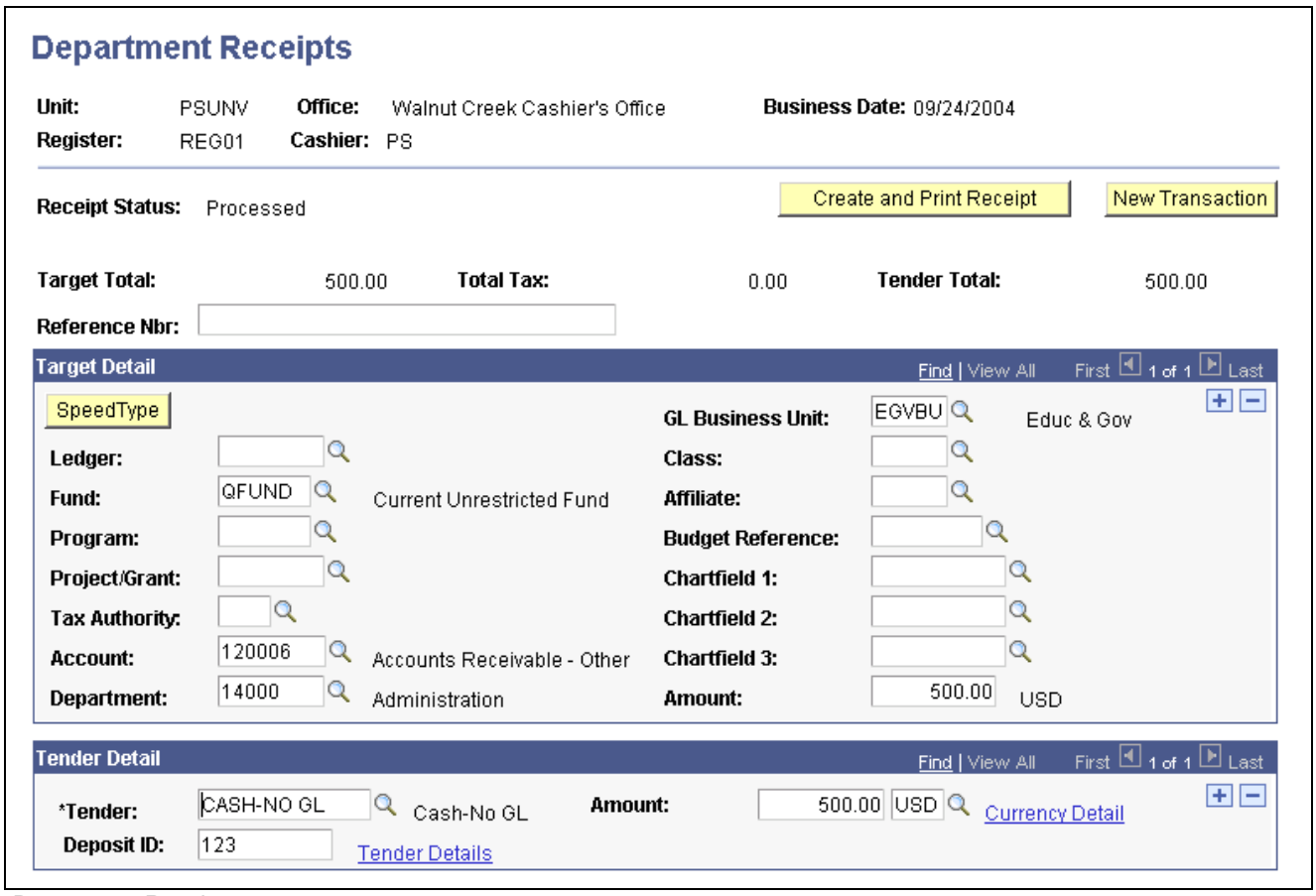
Third Party Info page

Contract Number Select the number of the third-party contract that you want to associate with this corporate payment.

Contract ID Select the unique student ID of the third-party contract member that you want to associate with the corporate payment.

Creating Department Receipts

Access the Department Receipts page.



Department Receipts page

Note. If your institution does not use PeopleSoft General Ledger, the Ext GL Chartfld (external general ledger ChartField) field appears in the Target Detail group box instead of the standard PeopleSoft ChartFields.

Receipt Status The system displays the status of the department receipt in this field. Before you click the Create Receipt button, this field displays the *Not Posted* value. After you click the Create Receipt button, the value changes to *Processed* if approval of the department receipt is not required. If approval is required, the value changes to *Pending* when you click the Create Receipt button.

Target Detail

Instead of specifying a target key as you do for student and corporate payments, you must select the chart of accounts to which your department receipt posts. In addition, if there is tax associated with the department receipt, you must manually add a target row for the tax and specify its tax authority. For example, if you were processing a department receipt for 550.00 USD, of which 50.00 USD were tax, you would enter two target rows. The first non-tax target row would be for 500.00 USD. The second tax target row would be for 50.00 USD.

Tax Authority Select the tax authority associated with the amount of tax that you are including in the department receipt. You select a tax authority for the tax target row only.

Amount Enter the monetary amount for the target.

Tender Detail

Tender Select the type of tender being used for the department receipt.

Amount Enter the amount of tender for the department receipt.

Currency Detail If the department receipt involves foreign currency, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.

Deposit ID If you assigned a deposit ID to the selected tender key when you opened the cashiering office, it appears in this field.

Tender Details If you select a check tender as the tender key, click this link to access the Check Information page where you enter specific information about the check tendered.

If you select a credit card tender as the tender key, click this link to access the Credit Card Information page, where you enter specific information about the credit card used.

Using the Department Receipt Buttons

Create Receipt, Print Receipt and **Create and Print Receipt** The label and functionality of this button changes according to the automatic receipt printing setup of your valid cashiers and valid registers.

If you are not printing automatically, the label of this button is Create Receipt. Click it to create a department receipt.

When you click the Create Receipt button, the label changes to Print Receipt. Click it to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.

If you are printing automatically, the label of this button is Create and Print Receipt. Click it to simultaneously create the receipt and print it using Forms Engine.

Note. If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click the Print Receipt or Create and Print Receipt button to create a printable receipt using the specified Print Product (Crystal or other print method). In this case, you must navigate to Report Manager to view and print the receipt.

New Transaction Once you create a receipt, click this button to return to the Department Receipts dialog page so that you can process another department receipt.

SpeedType When you click this button the SpeedType field appears in its place. Use this field to select a SpeedType, which is a predefined set of ChartFields for a department your cashiering office works with regularly. Once you select the SpeedType, the system automatically populates the appropriate general ledger fields.

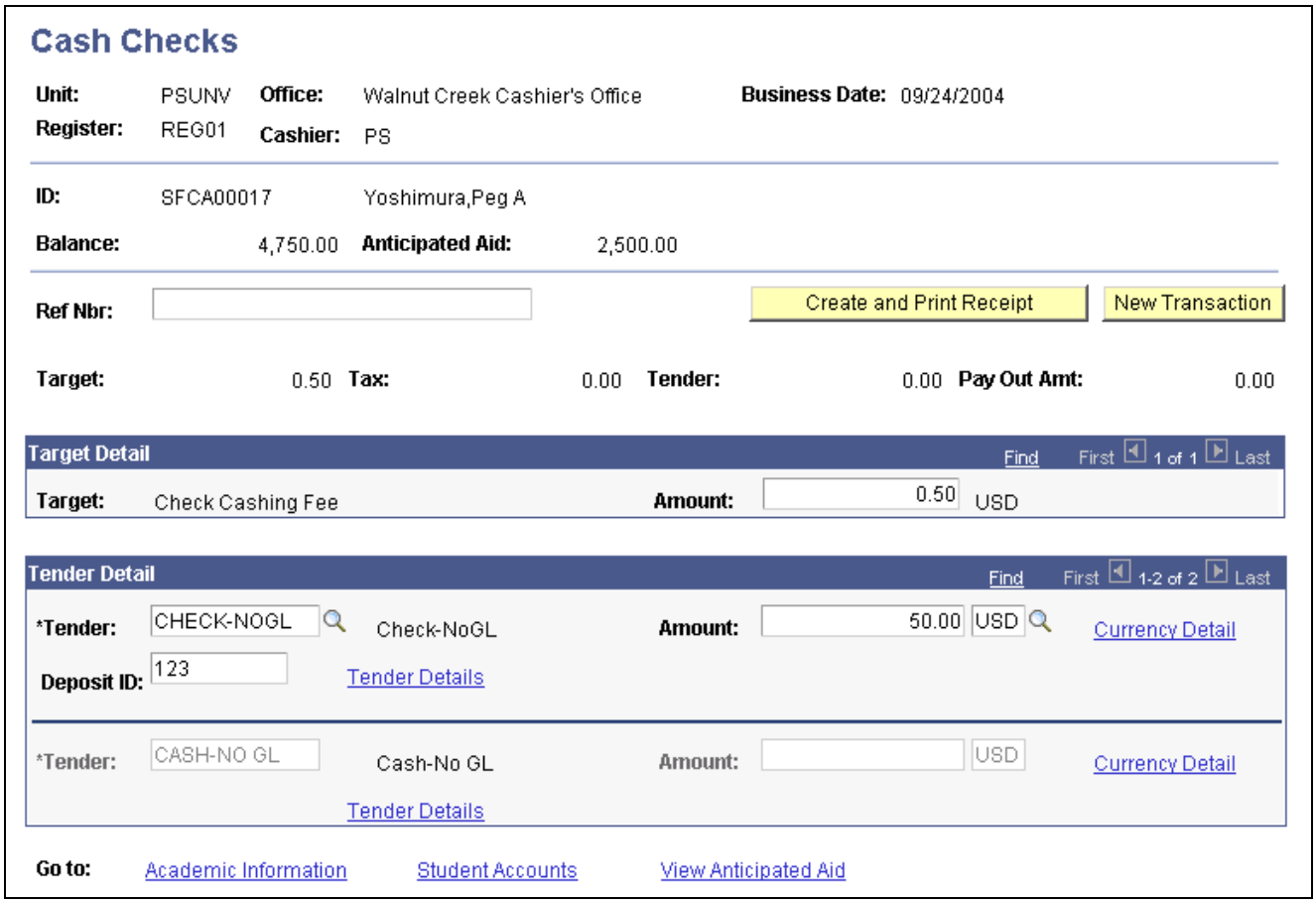
See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Tax Authorities and Tax Codes, page 23

Chapter 4, "Setting Up GL Interface Processing," Creating ChartField SpeedType Keys for Department Receipt Processing, page 80

Cashing Checks

Access the Cash Checks page.



Cash Checks page

Note. The Target, Tax, Tender, and Pay Out Amt fields display the correct totals only after you click the Refresh button. If you make a change to any of the fields in the Target Detail or Tender Detail group boxes, you must click the Refresh button for those changes to register in the display fields.

Target Detail

Target The system automatically selects the Check Cashing Fee target key. If you set up your check-cashing target key to tax the check-cashing fee, the system automatically inserts an additional target key for the tax.

Amount The system populates this field automatically with the check-cashing fee that you specified for the cashiering office. The cashier can override the default check-cashing fee.

If the system automatically inserts a tax target key, it populates the appropriate target amount.

Tender Detail

Tender Select a check tender. If you tab out of this field, the system takes you to the Check Information page.

Amount Enter the amount of the check being cashed. If the currency tendered is not the base currency that you selected during the setup of your cashiering office, select the correct currency in the field to the right of the Amt field.

Currency Detail If the student tenders foreign currency for the payment, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.

Deposit ID If you assigned a deposit ID to the check tender key when you opened the cashiering office, it appears in this field.

Tender Details Click to access the Check Information page where you enter specific information about the check tendered.

Using the Go to Links

Student Accounts Click to access the Student Accounts page where you can view a student's account information.

Academic Information Click to access the Student Personal Information page where you can view a student's personal and academic information.

View Anticipated Aid Click to access the Anticipated Aid Details page where you can view details about the financial aid the student is anticipated to receive. This link appears on the page only if the student has anticipated financial aid.

Using the Cash Check Buttons

Create Receipt, Print Receipt and **Create and Print Receipt** The label and functionality of this button changes according to the automatic receipt printing setup of your valid cashiers and valid registers.

If you are not printing automatically, the label of this button is Create Receipt. Click it to create a receipt for the cashed check.

When you click the Create Receipt button, the label changes to Print Receipt. Click it to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.

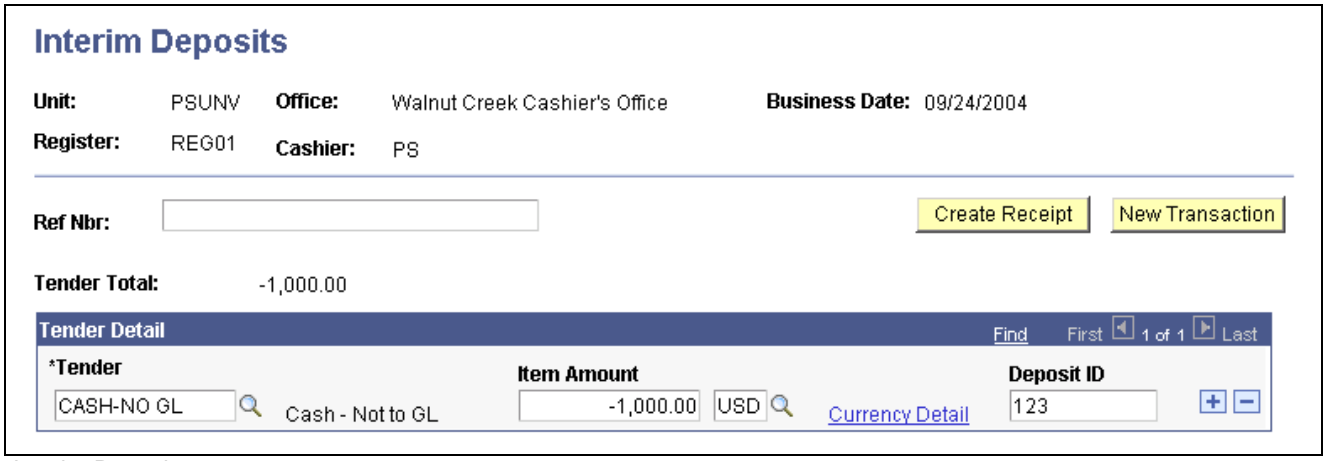
If you are printing automatically, the label of this button is Create and Print Receipt. Click it to simultaneously create the receipt and print it using Forms Engine.

Note. If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click the Print Receipt or Create and Print Receipt button to create a printable receipt using the specified Print Product (Crystal or other print method). In this case, you must navigate to Report Manager to view and print the receipt.

New Transaction After you create a receipt, click to return to the Cash Checks dialog page to cash another check.

Processing Interim Deposits

Access the Interim Deposits page.



Interim Deposits page

Tender Detail

Tender Select the type of tender that you are removing from the drawer.

Item Amount Enter the amount of tender that you are removing from the drawer. Remember that because you are removing tender from the drawer, you must enter a negative value in this field.

Currency Detail If you are removing foreign currency from the drawer, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.

Deposit ID If you assigned a deposit ID to the selected tender key when you opened the cashiering office, it appears in this field.

Using the Interim Deposit Buttons

Create Receipt Click to create a receipt for the interim deposit. When you click the Create Receipt button, it becomes unavailable and the Print Receipt button appears.

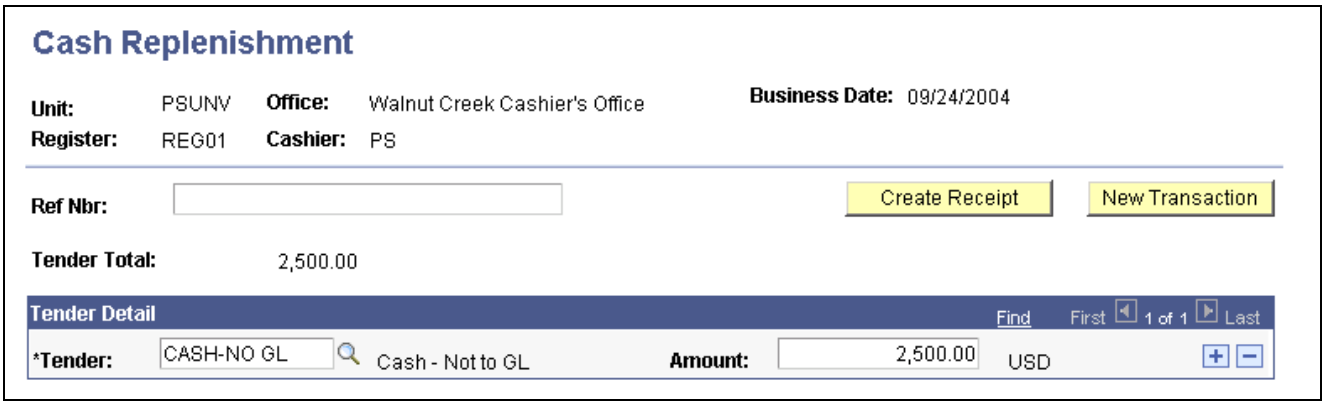
Print Receipt Click this button to create a report of the receipt that you just created. This button appears only after you click the Create Receipt button.

Note. You must use the Report Manager to view the report created when you click the Print Receipt button.

New Transaction After you have created a receipt, click this button to return to the Interim Deposits dialog page so that you can process another interim deposit.

Replenishing Cash

Access the Cash Replenishment page.



Cash Replenishment page

Tender Detail

Tender Select the tender key that you have set up for cash payments.

Amount Enter the amount of cash that you are adding to the drawer.

Using the Cash Replenishment Buttons

Create Receipt Click to create a receipt for the cash replenishment. When you click the Create Receipt button, it becomes unavailable and the Print Receipt button appears.

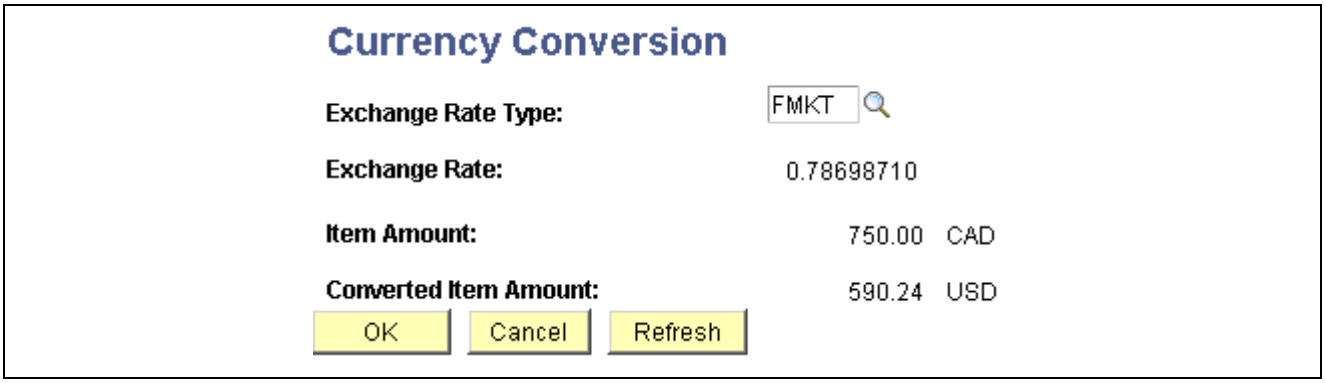
Print Receipt Click to create a report of the receipt that you just created. This button appears only after you click the Create Receipt button.

Note. You must use the Report Manager to view the report created when you click the Print Receipt button.

New Transaction After you create a receipt, click to return to the Cash Replenishment dialog page so that you can process another cash replenishment.

Selecting Exchange Rates for Cashiering Transactions Processed with Foreign Currency

Access the Currency Conversion page.

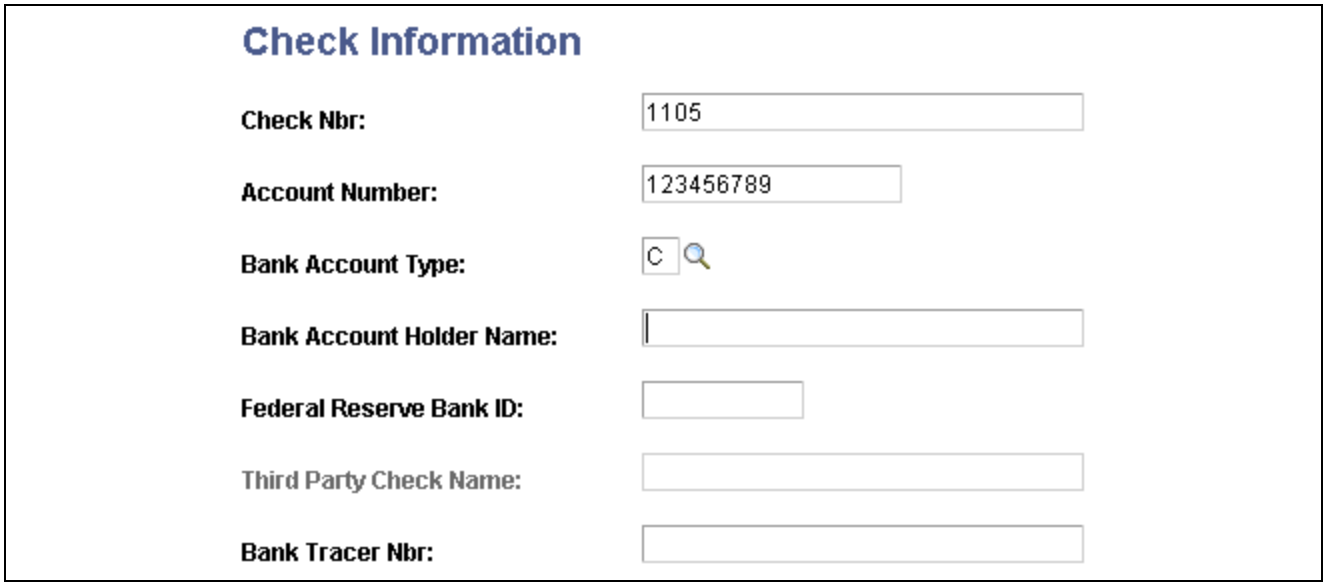


Currency Conversion page

Exchange Rate Type	Select the type of exchange rate that you want the system to use to convert the foreign currency.
Item Amount	This field displays the amount of foreign currency tendered to the cashier.
Converted Item Amount	This field displays the amount after the system converts the foreign currency to your base currency.

Entering Check Information for Cashiering Transactions

Access the Check Information page.



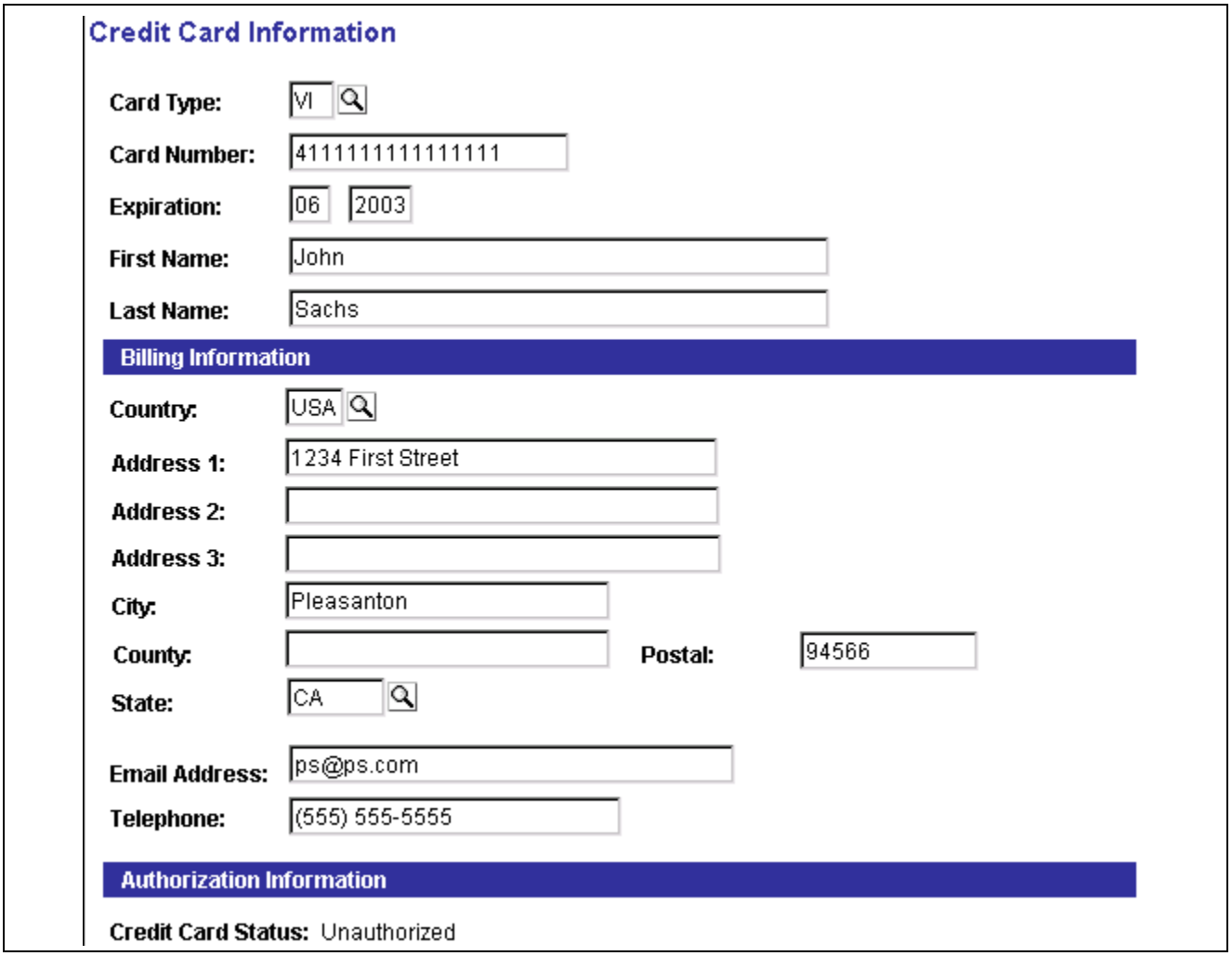
Check Information page

Check Nbr (check number)	Enter the check number as printed on the check.
Account Number	Enter the customer's bank account number.
Bank Account Type	Select the type of account, *C* (checking) or *S* (savings).
Bank Account Holder Name	Enter the name of the person on the account.
Federal Reserve Bank ID	If you know the Federal Reserve Bank ID of the bank issuing the check, enter it here.
Third Party Check Name	This field is available only if the tender category of the tender that you select on the Student Payments page is *Third Party Check*. Use this field to enter the name of the third party making the payment on the student's behalf.
Bank Tracer Nbr (bank tracer number)	Enter any information in this optional field to track or characterize the transaction.

Note. All of the fields on the Check Information page are optional and enable you to more easily track your check information. Some of the field values appear on your printed receipts.

Entering Credit Card Information for Cashiering Transactions

Access the Credit Card Information page.



Credit Card Information page

Card Type Enter the type of credit card used for the transaction. This field is required.

Card Number Enter the credit card number as it appears on the credit card. This field is required.

Note. Only the last four digits of the credit card number you enter appear on your printed receipts.

Expiration Enter the expiration date of the credit card. This field is required.

First Name Enter the first name of the credit card holder as it appears on the credit card. If you accessed the Credit Card Information page from the Student Payment page, the default value for this field is the first name of the student making the payment. This field is required.

Last Name Enter the last name of the credit card holder as it appears on the credit card. If you accessed the Credit Card Information page from the Student Payment

page, the default value for this field is the first name of the student making the payment. This field is required.

Bank Tracer Nbr (bank tracer number) Enter any information in this optional field to track or characterize the transaction.

Billing Information

Enter the billing information of the student or organization making the payment.

Note. If you use the third-party vendor business interlink for credit card processing of student payments you must enter an email address and telephone number. Also, if the SF merchant ID associated with your cashiering office requires address verification, the billing address that you enter here must match the billing address recorded for the credit card, otherwise the transaction will be denied.

Authorization Information

This group box displays the authorization details received from the third-party credit card processing vendor. Prior to authorizing the payment, the only field appearing in this group box is the Credit Card Status (credit card authorization status) field. After you authorize the transaction, the system displays the Reference Nbr (reference number), Authorization Reply, Auth Code (authorization code), Auth DTTM (authorization datetime), and Request ID fields.

See Also

Chapter 3, "Setting Up ePayment Processing," Setting Up Credit Card Types, page 61

Posting Delayed Receipts

If you select the Delay posting option during the setup of your cashiering office, you must use the Post Receipts page to select and post your payment receipts periodically throughout the day.

See Also

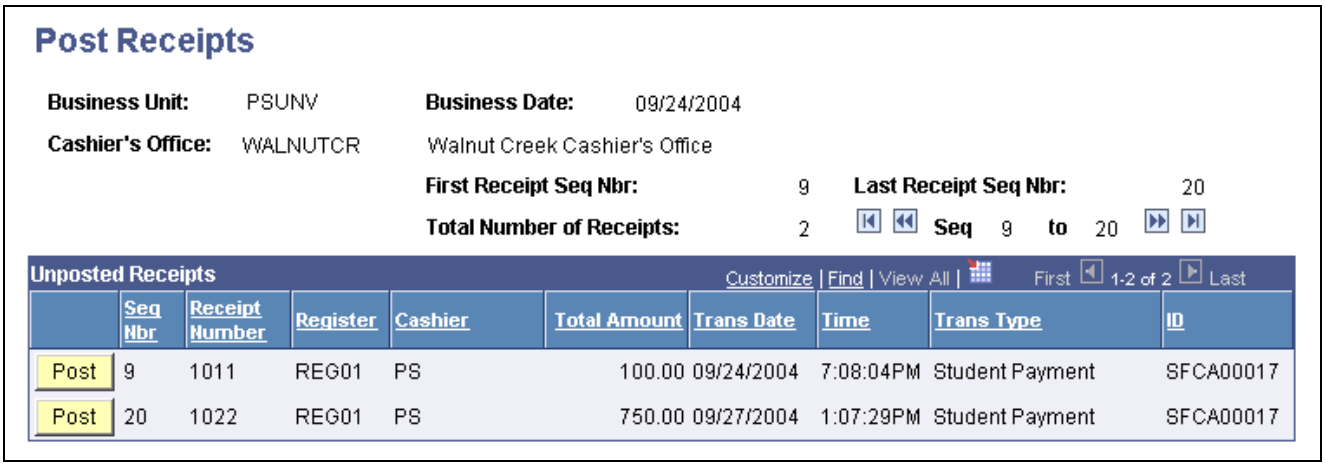
Chapter 10, "Setting Up Cashiering," Defining a Cashiering Office, page 225

Page Used to Post Delayed Receipts

Page Name	Object Name	Navigation	Usage
Post Receipts	CSH_POST_RCPT	Student Financials, Cashiering, Post Receipts	Post delayed payment receipts.

Posting Delayed Payment Receipts

Access the Post Receipts page.



Post Receipts page

Posting Receipts

Post Click next to the unposted receipt that you want to post. When you click the button, the system posts the receipt and makes the button unavailable.

Processing the Cashiering GL Interface

You must process the cashiering GL (general ledger) interface to send to your GL any cashiering transactions that are not posted to a student or corporate account. You can send department receipts to the GL only through the cashiering GL interface process. However, if you process any transactions using non-postable target keys but still need to send them to your GL, you must do so using the cashiering GL interface process. The system sends cashiering transactions using postable target keys to the GL using the regular GL interface process as long as you set up the item types associated with the applicable target keys to go to the general ledger. Use caution with target key and item type setup to ensure the following two results:

1. The system sends all necessary transactions to the GL through either one of the two GL interface processes.
2. The system does not send transactions to the GL twice.

Furthermore, you can only send cashiering overage and shortage GL entries using the cashiering GL interface process. And, if you select the GL Interface Required check box during the setup of your cashiering office, you must run the cashiering GL interface before you can close your cashiering office.

See Also

Chapter 2, “Completing Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 40

Chapter 20, “Cashiering,” Processing the Cashiering GL Interface, page 405

Chapter 10, “Setting Up Cashiering,” Setting Up Target Keys, page 233

Voiding Receipts

This section provides an overview of receipt voiding and discusses how to:

- Void receipts using security.
- Void receipts without using security.

Understanding Receipt Voiding

It is possible for a processed or even a posted receipt to become invalid. A cashier could make a mistake when creating a receipt, a student's check could bounce, or an organization could stop payment on a check. In these cases, the Cashiering feature enables you to void a receipt.

Note. You can void receipts only for an open business day. If you want to void a receipt for a past business day, you must reopen the cashiering office for that business day.

Pages Used to Void Receipts

Page Name	Object Name	Navigation	Usage
Void Receipts	CSH_VOID_SECURE	Student Financials, Cashiering, Cash Management, Void Receipts - Cashier	Using either SF or HR Security, void the receipts created by you or any cashier who directly reports to you.
Void Receipts - All	CSH_VOID_RCPT	Student Financials, Cashiering, Cash Management, Void Receipts-All	Bypassing SF or HR Security, void any receipts created on a given business day.

Voiding a Receipt Using Security

Access the Void Receipts page.

This page is identical to the Void Receipts — All page.

This page is intended for use by the majority of your institution's cashiering staff when voiding receipts. It is a secure page in that it only permits you to void receipts that you, the user, generated. If you are a supervisor, the page also enables you to void the receipts of any cashiers that directly report to you.

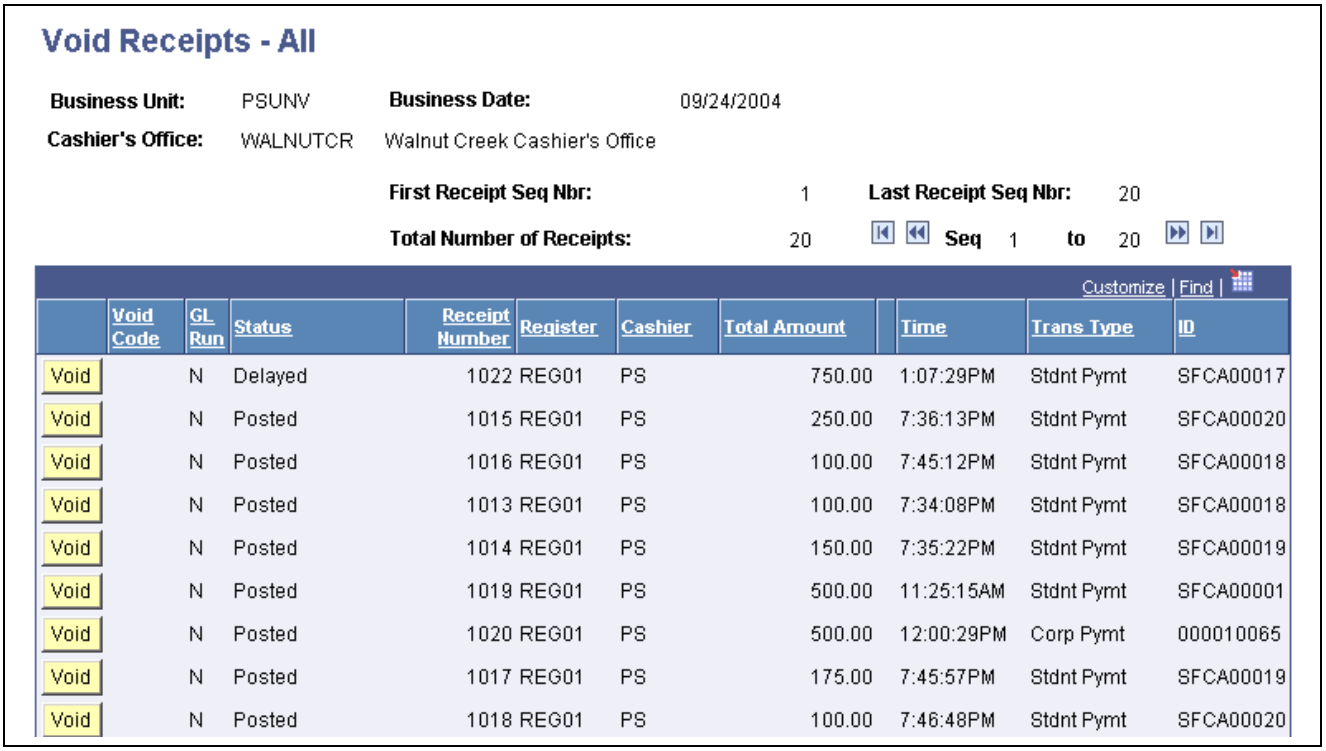
Void Click next to the receipt that you want to void. When you click the button, the system requires you to select a void reason. Once you select a void reason, the system voids the receipt, makes the Void button unavailable, and displays the Void Code representing the void reason that you selected.

When you void a corporate or student payment receipt, the system reverses any payments posted to the respective corporate or student account. In addition, it issues a credit to any credit card payments that have already been authorized and settled.

Voiding a Receipt Without Using Security

Access the Void Receipts - All page.

This page represents an alternate receipt-voiding method that bypasses your security. Very few people at your institution should have access to this page. It is intended only for individuals that oversee all of your institution's cashiering activities such as a Vice Chancellor or a Chief Financial Officer. The page enables you to void any receipt created for an open business day.



Void Receipts - All

Business Unit: PSUNV **Business Date:** 09/24/2004

Cashier's Office: WALNUTCR Walnut Creek Cashier's Office

First Receipt Seq Nbr: 1 **Last Receipt Seq Nbr:** 20

Total Number of Receipts: 20 **Seq** 1 **to** 20

Customize | Find |

	Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID
Void		N	Delayed	1022	REG01	PS	750.00	1:07:29PM	Stdnt Pymt	SFCA00017
Void		N	Posted	1015	REG01	PS	250.00	7:36:13PM	Stdnt Pymt	SFCA00020
Void		N	Posted	1016	REG01	PS	100.00	7:45:12PM	Stdnt Pymt	SFCA00018
Void		N	Posted	1013	REG01	PS	100.00	7:34:08PM	Stdnt Pymt	SFCA00018
Void		N	Posted	1014	REG01	PS	150.00	7:35:22PM	Stdnt Pymt	SFCA00019
Void		N	Posted	1019	REG01	PS	500.00	11:25:15AM	Stdnt Pymt	SFCA00001
Void		N	Posted	1020	REG01	PS	500.00	12:00:29PM	Corp Pymt	000010065
Void		N	Posted	1017	REG01	PS	175.00	7:45:57PM	Stdnt Pymt	SFCA00019
Void		N	Posted	1018	REG01	PS	100.00	7:46:48PM	Stdnt Pymt	SFCA00020

Void Receipts — All page

See Also

Chapter 20, "Cashiering," Voiding a Receipt Using Security, page 406

Reviewing Details for Individual Receipts

This section discusses how to review and print individual receipts.

Page Used to Review Details for Individual Receipts

Page Name	Object Name	Navigation	Usage
Cash Check Detail, Corporate Payment Detail, Cash Replenishment Detail, Department Receipt Detail, Interim Deposit Detail, Student Payment Detail	CSH_RCPT_DETAIL	• Student Financials, Cashiering, Review Check Cashing • Student Financials, Cashiering, Review Corporate Payments • Student Financials, Cashiering, Cash Management, Review Replenishment • Student Financials, Cashiering, Review Department Receipts • Student Financials, Cashiering, Cash Management, Interim Deposit Detail • Student Financials, Cashiering, Review Student Payments	Review information regarding a specific receipt.

Reviewing and Printing Individual Receipts

Access the Cash Check Detail, Corporate Payment Detail, Cash Replenishment Detail, Department Receipt Detail, Interim Deposit Detail, or Student Payment Detail page. The page label, fields, and group boxes that appear on the inquiry page depend on the component that you use to access it.

Print Receipt

If you select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.

If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, or you click the Print Receipt button from the Cash Replenishment Detail or Interim Deposit Detail page, the system initiates the process of creating a printable receipt using the specified print application. In this case, you must navigate to Report Manager to view and print the receipt.

See Also

Chapter 20, “Cashiering,” Processing Cashiering Transactions, page 388

Reviewing Receipt and Tender Activity

This section provides and overview of receipt and tender activity review, and discusses how to:

- Review receipts by business date.

- Review payment activity for an organization.
- Review payment and check cashing activity for a student.
- Review tender activity by cashier.
- Review tender activity by register.
- Review receipt tender flow.

Understanding Receipt and Tender Activity Review

While the receipt detail pages (such as the Student Payment Detail and Corporate Payment Detail pages) display useful information regarding individual receipts, they only provide information for one receipt at a time. Student Financials provides several pages enabling you to view your cashiering office's receipt activity as a whole.

In addition, Student Financials enables you to view cashiering activity by the type of tender used. For example, you might want to know how much cash your office brought in on a given day as opposed to how much revenue it received in checks.

Tender Flow

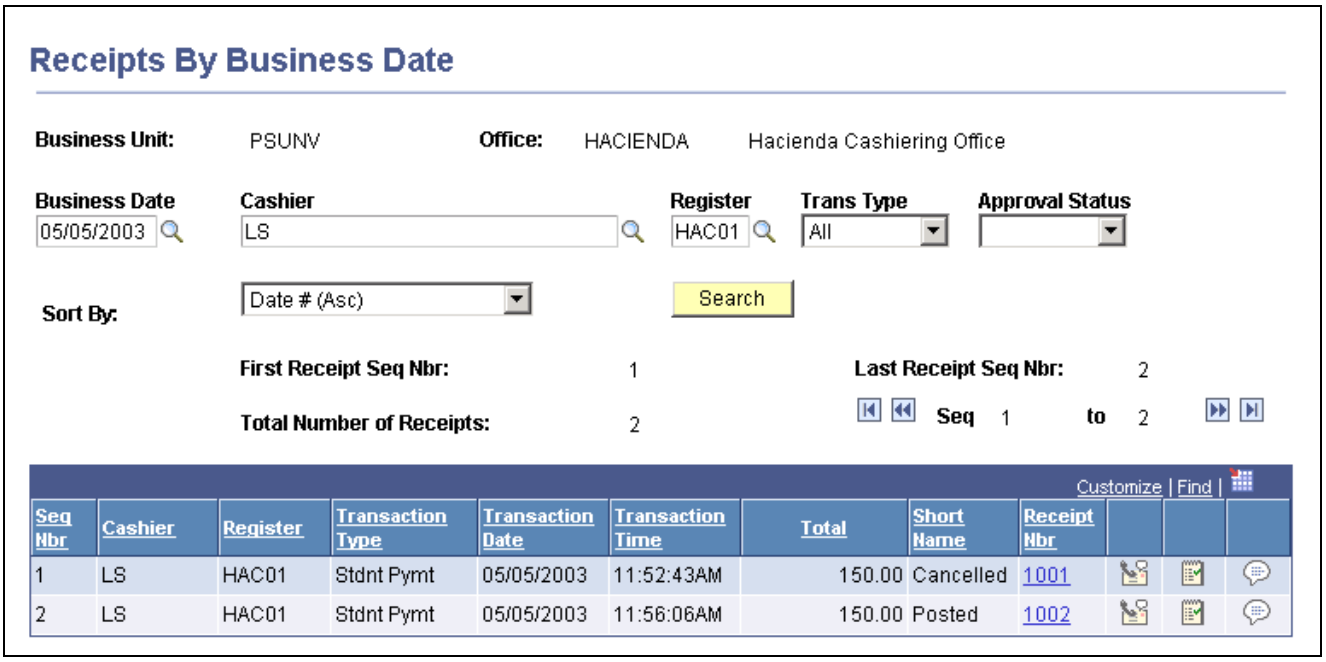
The Cashiering feature also enables you to review information regarding how tender flowed in and out of the cashiering office on a given business day. You can view the tender flow for a certain cashier, register, or tender type.

Pages Used to Review Receipt and Tender Activity

Page Name	Object Name	Navigation	Usage
Receipts By Business Date	CSH_RCPT_BY_DATE2	Student Financials, Cashiering, Balance by Business Day, Review Receipts By Date	Review receipts by business date.
Corporate Receipts	CSH_RCPT_EXT_ORG	Student Financials, Cashiering, Review Corporate Receipts	Review payment activity for an organization.
Student Receipts	CSH_RCPT_EMPLID	Student Financials, Cashiering, Review Student Receipts	Review payment and check cashing activity for a student.
Tender By Cashier	CSH_TENDER_BY_CASH	Student Financials, Cashiering, Balance by Business Day, Review Tender By Cashier	Review tender activity by cashier.
Tender By Register	CSH_TENDER_BY_REG	Student Financials, Cashiering, Balance by Business Day, Review Tender By Register	Review tender activity by register.
Currencies by Tender	CURR_BY_TENDER_SP	Click the Currency Detail link on the Tender By Cashier or Tender By Register page.	View how much each type of currency contributed to the tender total and how the system converted the type of currency.
Receipt Tender Flow	CSH_OFF_TENDER_FLW	Student Financials, Cashiering, Balance by Business Day, Review Receipt Tender Flow	Review receipt tender flow.

Reviewing Receipts by Business Date

Access the Receipts By Business Date page.



Receipts By Business Date page

Business Date Select the business date for which you want to view receipt activity.

Cashier Use this field to filter the receipts displayed for a specific cashier.

Register Use this field to filter the receipts displayed for a specific register.

Trans Type (transaction type) Use this field to filter the receipts displayed by transaction type. You can select All transaction types, or you can view only *Cash Check* (cashed checks), *Cash Repl* (cash replenishments), *Corp Pymt* (corporate payments), *Dept Rcpt* (department receipts), *Interim Deposits* (interim deposits), or *Stdnt Pymt* (student payments) transactions.

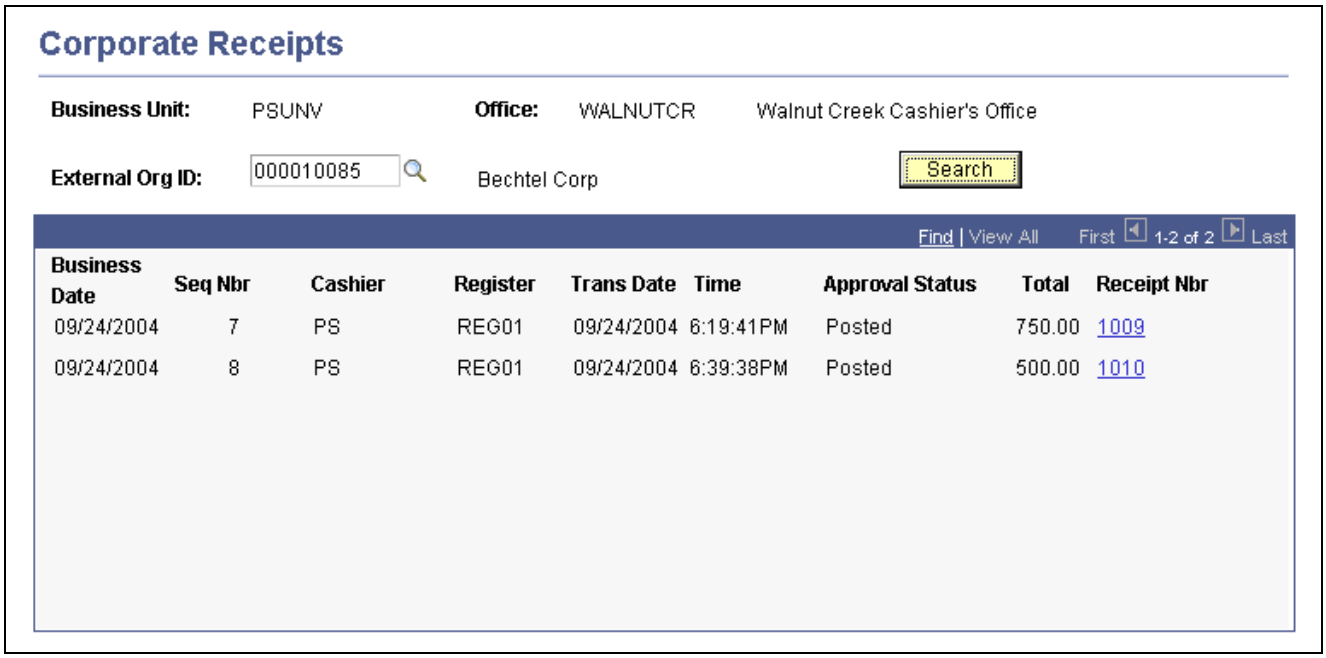
Receipt Status Use this field to filter the receipts displayed by status. Available values are: *Approved, Cancelled, Delayed, Denied, Group Post, Not Posted, Pending, Posted, Processed, Unprocessed,* and *Voided.*

Sort By Use this field to sort the displayed receipts. You can sort them by cashier, date, receipt status, register, total, transaction date and time, or transaction type. You can choose to sort by all of these criteria in either ascending or descending order.

Search Click this button to filter and sort the displayed receipts by the criteria that you select in the Cashier, Register, Trans Type, and Sort By fields.

Reviewing Payment Activity for an Organization

Access the Corporate Receipts page.



Corporate Receipts page

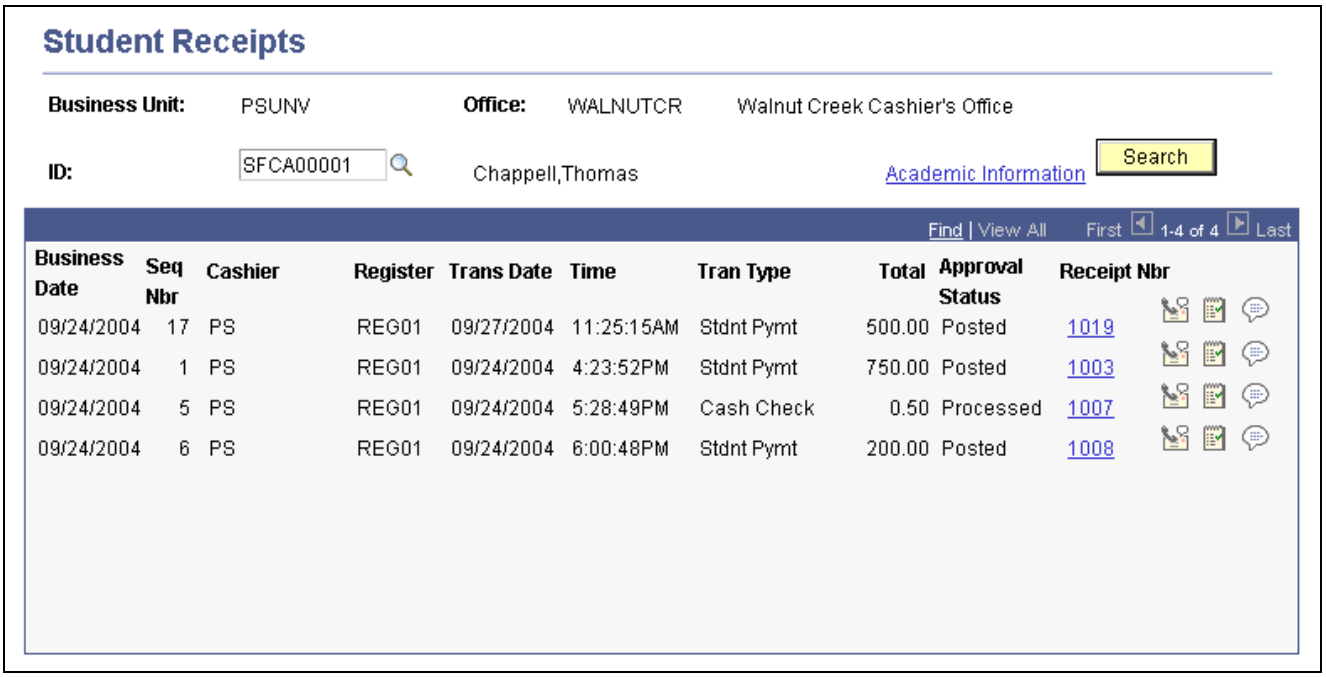
External Org ID Select the unique ID of the corporation whose receipts that you want to view.

Search Click the Search button to display the receipts for the selected corporation.

Receipt Nbr (receipt number) This heading lists the system-assigned receipt number for each receipt. Click a receipt number to access the Corporate Payment Detail page where you can view more detailed information about the corporate payment receipt.

Reviewing Payment and Check Cashing Activity for a Student

Access the Student Receipts page.



Student Receipts page

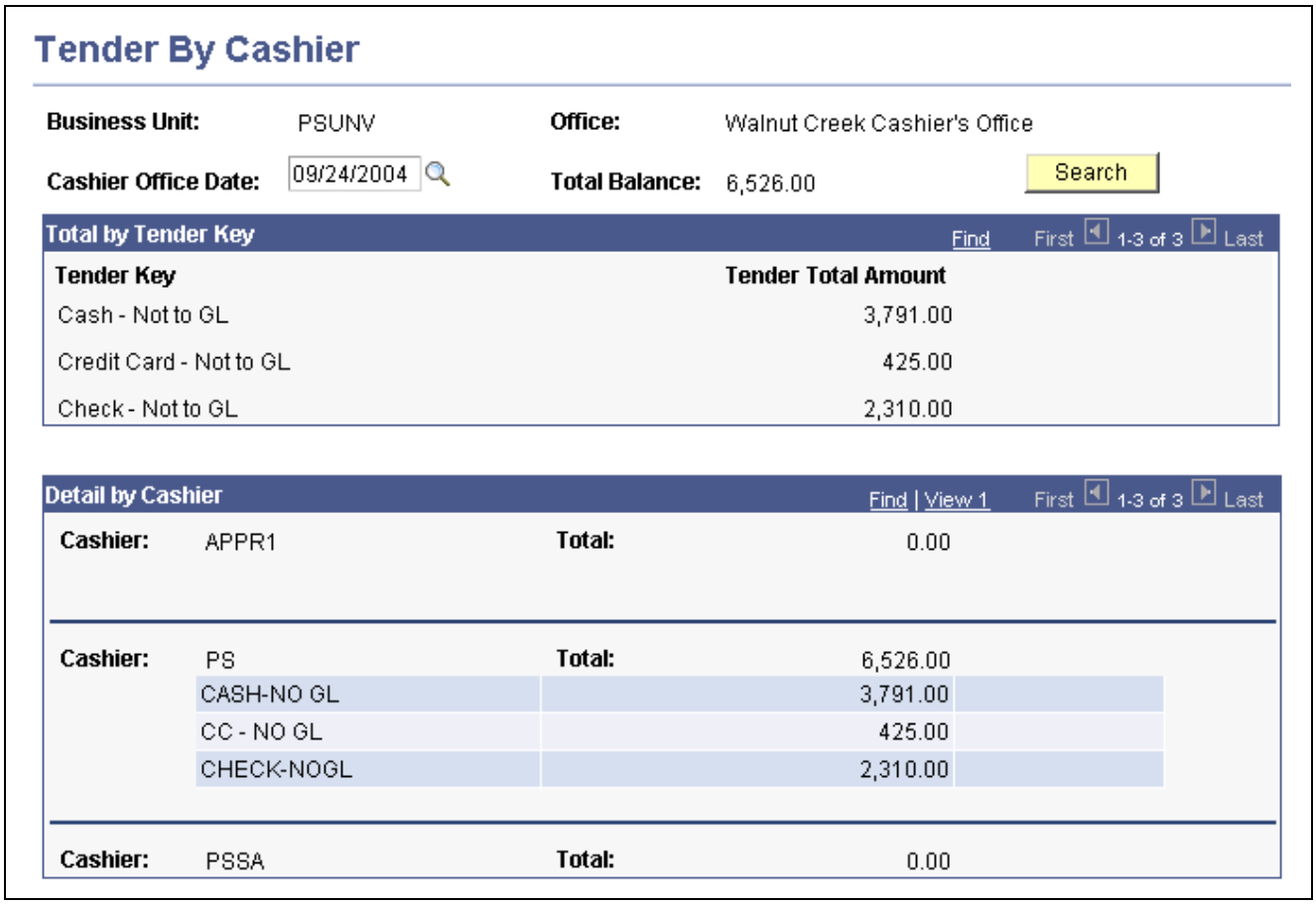
ID Select the unique ID of the student whose receipts that you want to review.

Search Click the Search button to display the receipts for the selected student.

Receipt Nbr (receipt number) This heading lists the system-assigned receipt number for each receipt. Click a receipt number to access the Student Payment Detail or Cash Check Detail page, depending on the transaction type, where you can view more detailed information about the receipt.

Reviewing Tender Activity by Cashier

Access the Tender By Cashier page.



Tender By Cashier page

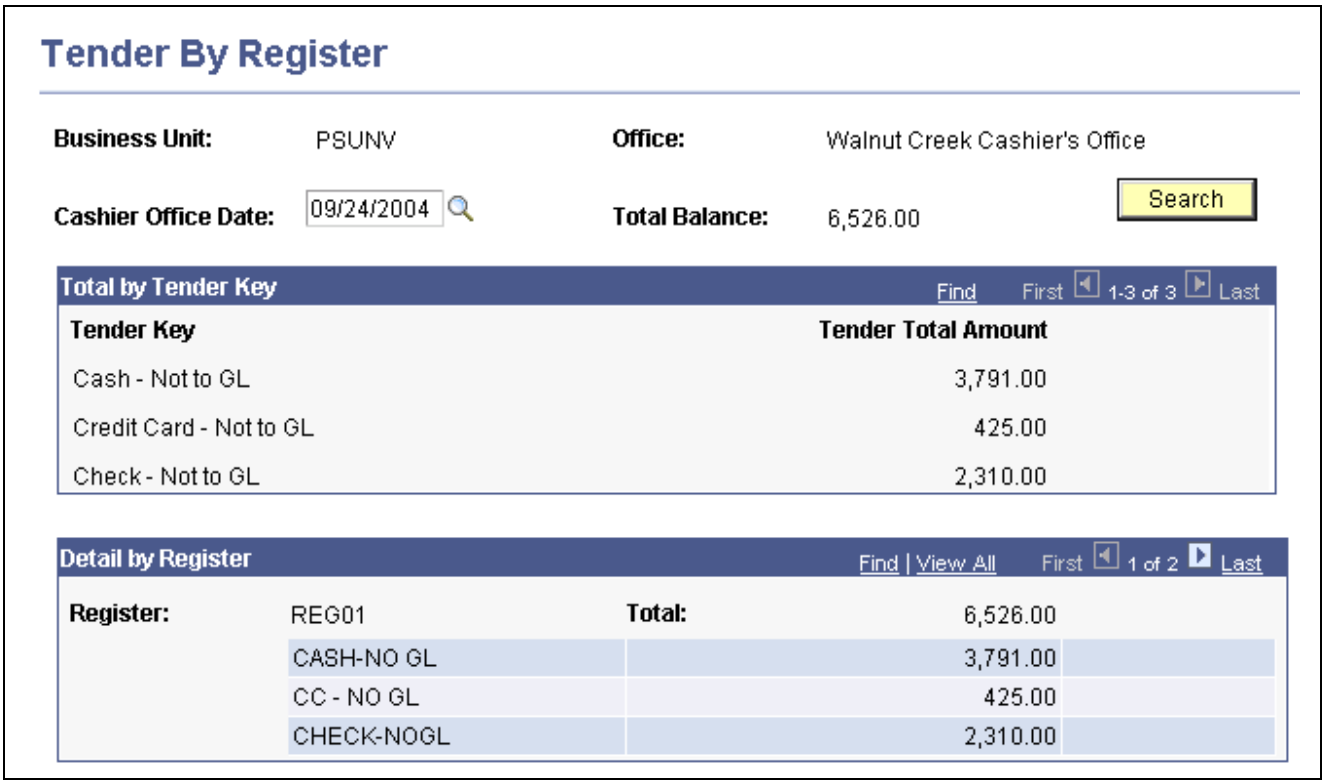
Cashier Office Date Select the business date of the tender activity that you want to view.

Search Click to retrieve the tender activity information for the selected business date.

Currency Detail Click to access the Currencies by Tender page where you can view a breakdown of each currency type that the cashiering office received, its converted amount, and how it contributed to the total balance for the tender key.

Reviewing Tender Activity by Register

Access the Tender By Register page.



Tender By Register page

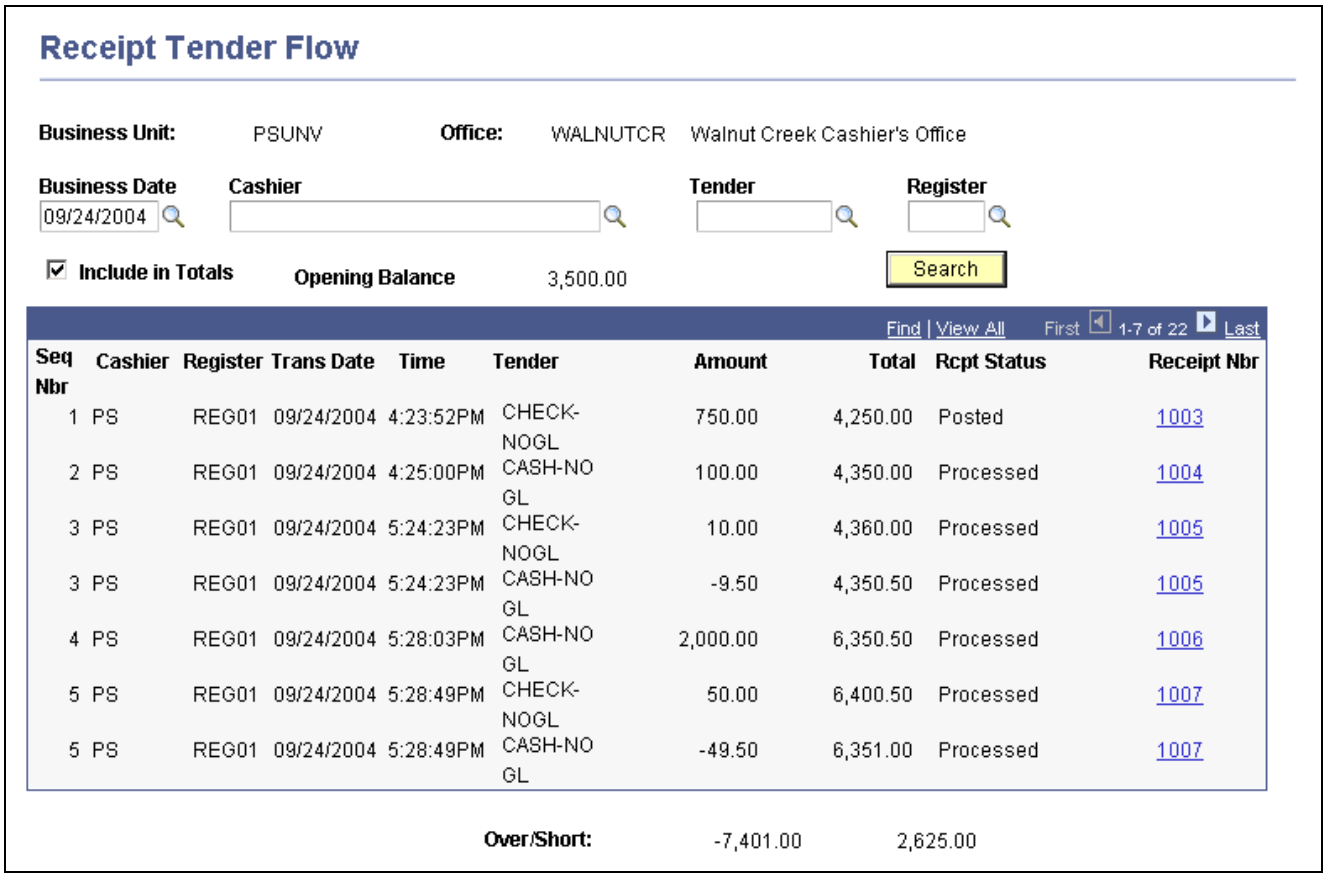
Cashier Office Date Select the business date of the tender activity that you want to view.

Search Click to retrieve the tender activity information for the selected business date.

Currency Detail Click to access the Currencies by Tender page where you can view a breakdown of each currency type that the cashiering office received, its converted amount, and how it contributed to the total balance for the tender key.

Reviewing Receipt Tender Flow

Access the Receipt Tender Flow page.



Receipt Tender Flow

Business Unit: PSUNV Office: WALNUTCR Walnut Creek Cashier's Office

Business Date 09/24/2004 Cashier Tender Register

Include in Totals Opening Balance 3,500.00 Search

Find | View All First 1-7 of 22 Last

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
1	PS	REG01	09/24/2004	4:23:52PM	CHECK-NOGL	750.00	4,250.00	Posted	1003
2	PS	REG01	09/24/2004	4:25:00PM	CASH-NO GL	100.00	4,350.00	Processed	1004
3	PS	REG01	09/24/2004	5:24:23PM	CHECK-NOGL	10.00	4,360.00	Processed	1005
3	PS	REG01	09/24/2004	5:24:23PM	CASH-NO GL	-9.50	4,350.50	Processed	1005
4	PS	REG01	09/24/2004	5:28:03PM	CASH-NO GL	2,000.00	6,350.50	Processed	1006
5	PS	REG01	09/24/2004	5:28:49PM	CHECK-NOGL	50.00	6,400.50	Processed	1007
5	PS	REG01	09/24/2004	5:28:49PM	CASH-NO GL	-49.50	6,351.00	Processed	1007

Over/Short: -7,401.00 2,625.00

Receipt Tender Flow page

Business Date Select the business date for which you want to view tender flow.

Cashier To view tender flow for a specific cashier, select the cashier.

Tender To view tender flow of a specific tender key, select the tender key.

Register To view tender flow for a specific register, select the register.

Include in Totals Select to add the opening balance of the cashiering office to the tender in and out activity to come up with a system-generated closing balance.

Opening Balance After you click the Search button, this field displays the total of all of the opening balances that you specified for your cashiers or registers when you opened the cashiering office.

Note. If you select a specific cashier or register in the Cashier or Register fields, the Opening Balance field reflects the opening balance for only the selected cashier or register.

Search Click to display all of the receipts that meet the criteria that you select in the Business Date, Cashier, Tender, and Register fields.

Receipt Nbr (receipt number) This heading lists the system-assigned receipt number for each receipt. If you click the receipt number for a receipt, the system takes you to the appropriate detail page to view complete information about the receipt. For example, if you click the receipt number for a student payment, the system takes you to the Student Payment Detail page.

Over/Short The system calculates any overage or shortage by comparing the actual closing balance entered on the Close Cashier page to the system-generated closing balance, which appears to the right of the Over/Short field. If an overage or shortage exists, you should inquire on specific tenders to narrow down the cause.

Reviewing Totals by Deposit ID

When you open your cashiers and registers using the Open Registers and Open Cashiers pages, you have the option to designate a deposit ID for each type of tender that you select for a cashier or register. If you use this optional Deposit ID field to track your cashiering transactions, you can view your totals by deposit ID.

In addition, when you use the Student Post, Corp Post, Group Data Entry, or Group Corp Data Entry components to post payments, you can assign a deposit ID to each posting. The Totals By Deposit page enables you to see totals for these payments in addition to the totals associated with cashiering transactions. This is useful if you reconcile all of your bank deposits through your cashiering office.

See Also

Chapter 20, "Cashiering," Opening Valid Registers, page 385

Chapter 20, "Cashiering," Opening Valid Cashiers, page 386

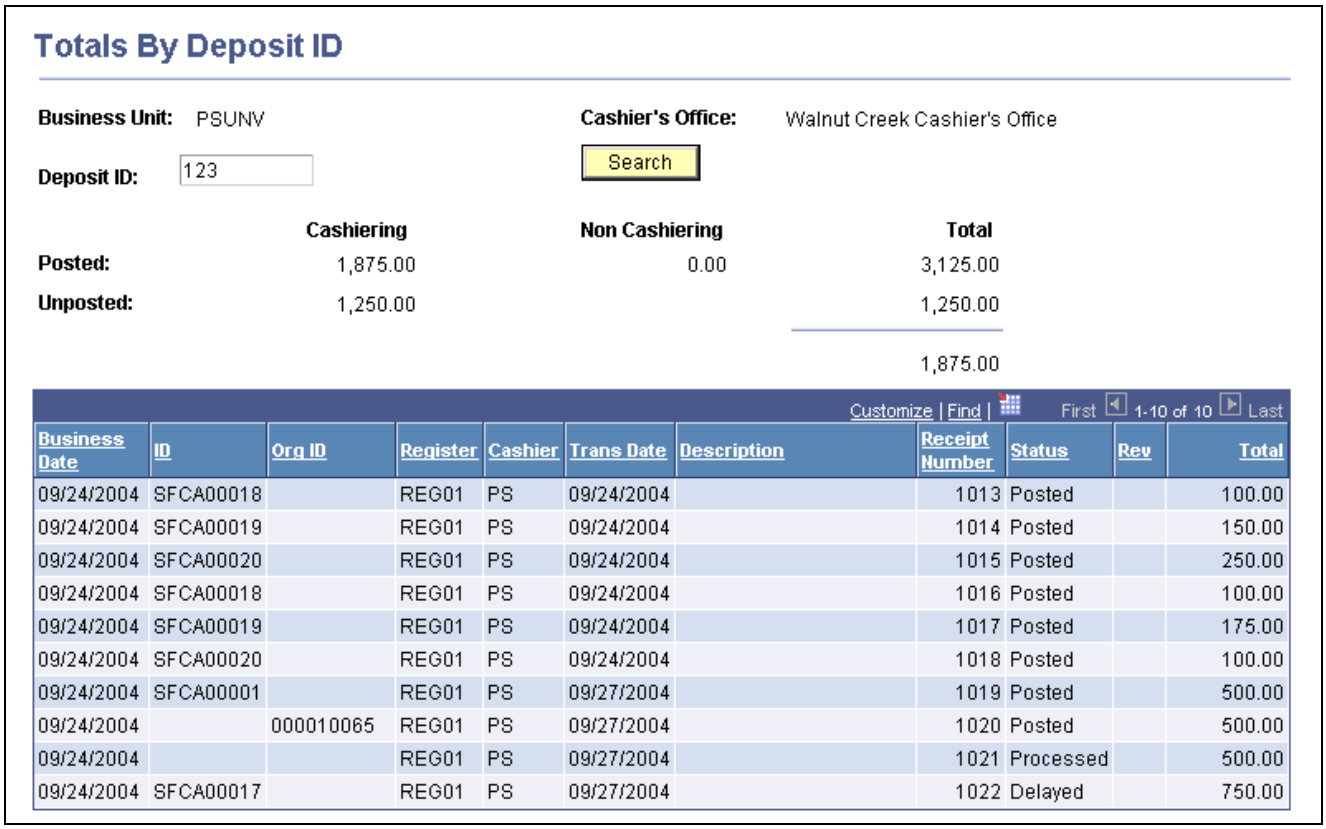
Chapter 21, "Maintaining Receivables," page 425

Page Used to Review Totals by Deposit ID

Page Name	Object Name	Navigation	Usage
Totals By Deposit ID	CSH_RCPT_DEPOSITID	Student Financials, Cashiering, Balance by Business Day, Review Totals by Deposit ID	Review cashiering office balance totals by deposit ID.

Reviewing Cashiering Office Balance Totals by Deposit ID

Access the Totals By Deposit ID page.



Totals By Deposit ID

Business Unit: PSUNV
Cashier's Office: Walnut Creek Cashier's Office
Deposit ID: 123
Search

	Cashiering	Non Cashiering	Total
Posted:	1,875.00	0.00	3,125.00
Unposted:	1,250.00		1,250.00
			1,875.00

Customize | Find | First 1-10 of 10 Last

Business Date	ID	Org ID	Register	Cashier	Trans Date	Description	Receipt Number	Status	Rev	Total
09/24/2004	SFCA00018		REG01	PS	09/24/2004		1013	Posted		100.00
09/24/2004	SFCA00019		REG01	PS	09/24/2004		1014	Posted		150.00
09/24/2004	SFCA00020		REG01	PS	09/24/2004		1015	Posted		250.00
09/24/2004	SFCA00018		REG01	PS	09/24/2004		1016	Posted		100.00
09/24/2004	SFCA00019		REG01	PS	09/24/2004		1017	Posted		175.00
09/24/2004	SFCA00020		REG01	PS	09/24/2004		1018	Posted		100.00
09/24/2004	SFCA00001		REG01	PS	09/27/2004		1019	Posted		500.00
09/24/2004		000010065	REG01	PS	09/27/2004		1020	Posted		500.00
09/24/2004			REG01	PS	09/27/2004		1021	Processed		500.00
09/24/2004	SFCA00017		REG01	PS	09/27/2004		1022	Delayed		750.00

Totals By Deposit ID page

Deposit ID Enter the deposit ID for which you want to view totals.

Search Click this button to display all of the payments associated with the selected deposit ID.

Closing a Cashiering Office for a Business Day

This section discusses how to:

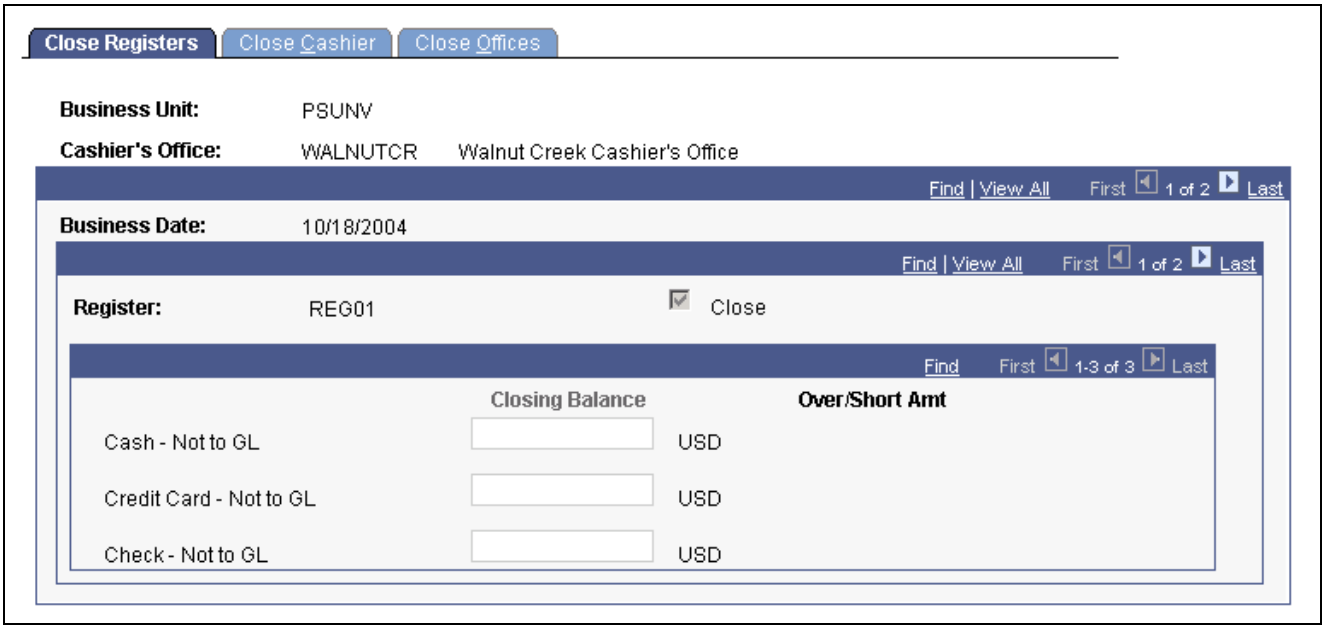
1. Close registers.
2. Close cashiers.
3. Close a cashiering office.

Pages Used to Close a Cashiering Office for a Business Day

Page Name	Object Name	Navigation	Usage
Close Registers	CSH_CLOSE_REGISTER	Student Financials, Cashiering, Cash Management, Close Offices, Close Registers	Close registers.
Close Cashier	CSH_CLOSE_CASHIER	Student Financials, Cashiering, Cash Management, Close Offices, Close Cashier	Close cashiers.
Close Offices	CSH_CLOSE_OFFICE	Student Financials, Cashiering, Cash Management, Close Offices, Close Offices	Close a cashiering office.

Closing Registers

Access the Close Registers page.



Close Registers page

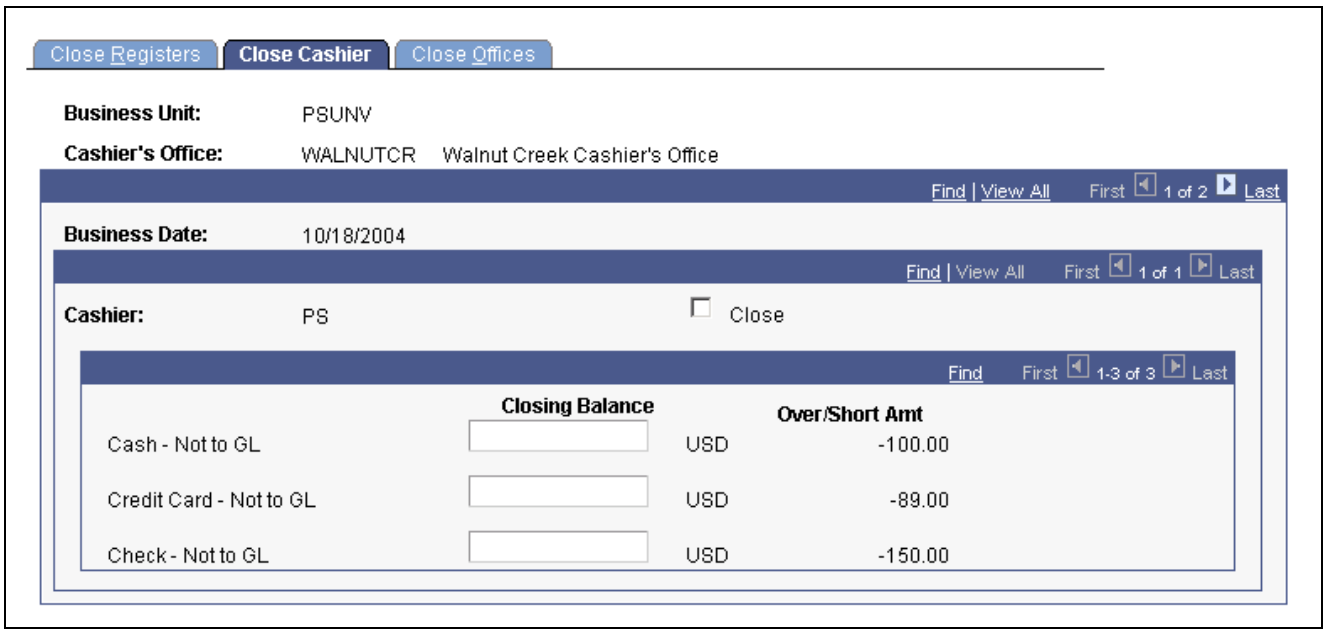
Close Select to close the register. When you select the check box, the system makes it unavailable. If you have multiple open registers, be sure to close them all because you cannot close the cashiering office for a given business day until you close all of its open registers.

Closing Balance If you are balancing by register, enter the closing balance for each type of tender used during the business day.

Over/Short Amount When you enter a closing balance for a tender, the system calculates and displays the amount of any overage or shortage under this heading. If you processed any foreign-currency transactions during the business day, the tender for each currency appears so that you can record a closing balance.

Closing Cashiers

Access the Close Cashier page.



Close Cashier page

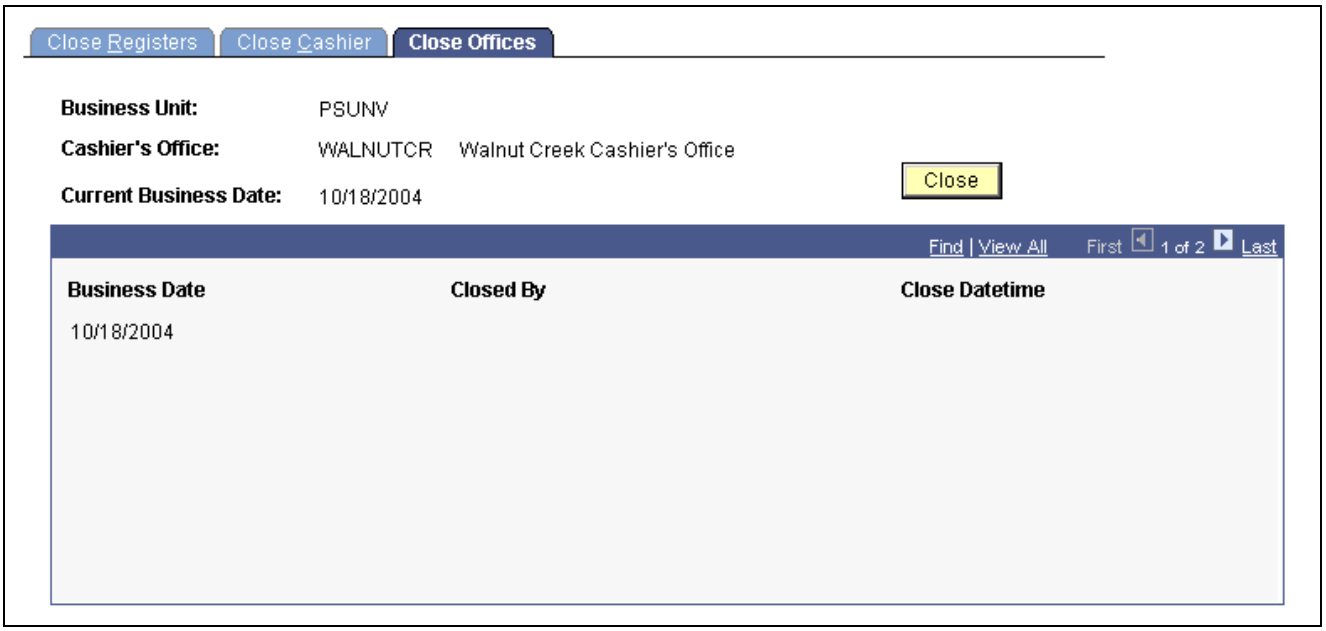
Close Select to close the cashier. When you select the check box, the system makes it unavailable. If you have multiple open cashiers, be sure to close them all, because you cannot close the cashiering office for a given business day until you close all of its open cashiers.

Closing Balance If you are balancing by cashier, enter the closing balance for each type of tender used during the business day.

Over/Short Amount When you enter a closing balance for a tender, the system calculates and displays the amount of any overage or shortage under this heading. If you processed any foreign-currency transactions during the business day, the tender for each currency displays so that you can record a closing balance.

Closing a Cashiering Office

Access the Close Offices page.



Close Offices page

Close Click to close the cashiering office. When you click this button, the system populates the Closed By and Datetime fields, recording who closed the cashiering office and when it was closed.

Note. During the setup of your cashiering office, you determine the closing requirements of your office. If you have not met these requirements when you click the Close button, you will receive an error message telling you what you must do before you can close your cashiering office.

See Also

Chapter 10, "Setting Up Cashiering," Defining the Basic Cashiering Office Parameters, page 226

Reopening a Cashiering Office for a Closed Business Day

Situations may occur that require you to reopen a cashiering office for a business day that you have already closed. For example, to void a receipt from a closed business day, you must reopen your cashiering office for that business day.

Note. After performing the transaction that required the reopening of the cashiering office, be sure to close it again.

This section discusses how to:

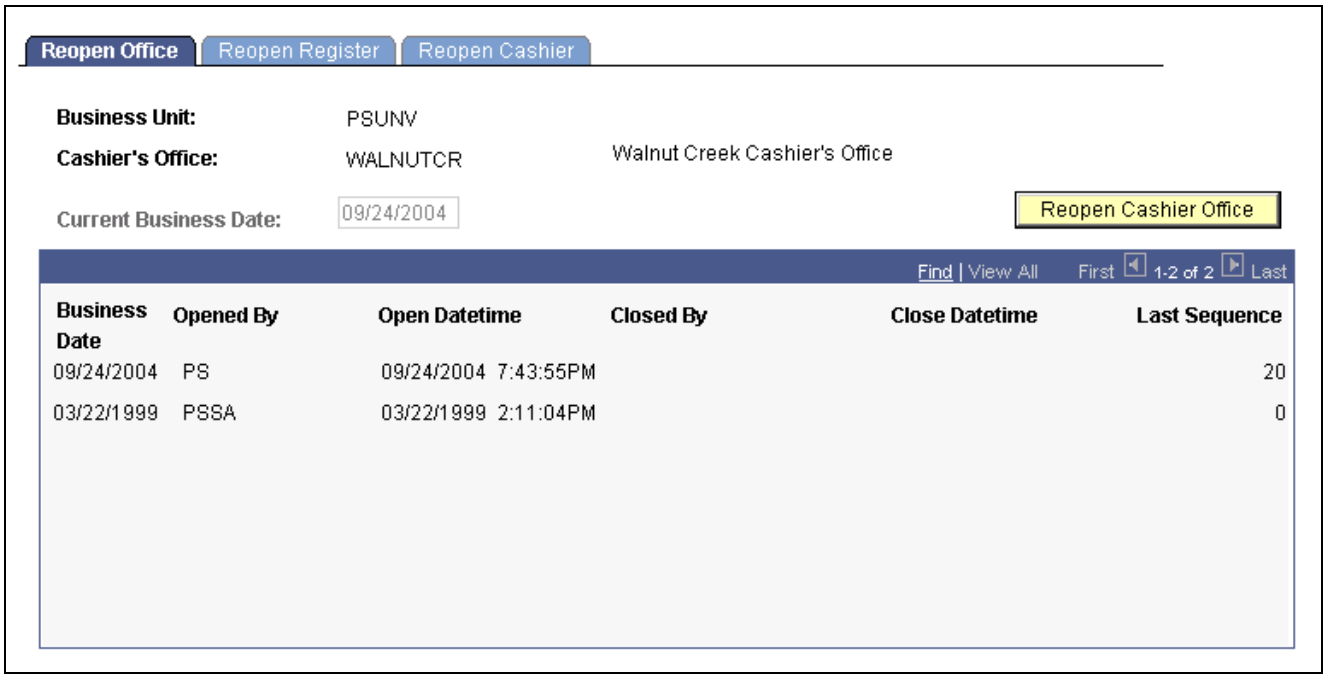
1. Reopen a cashiering office.
2. Reopen registers.
3. Reopen cashiers.

Pages Used to Reopen a Cashiering Office for a Closed Business Day

Page Name	Object Name	Navigation	Usage
Reopen Office	CSH_REOPEN_OFFICE	Student Financials, Cashiering, Cash Management, Reopen Offices, Reopen Office	Reopen a cashiering office for a previously closed business date.
Reopen Register	CSH_OPEN_REGISTER	Student Financials, Cashiering, Cash Management, Reopen Offices, Reopen Register	Reopen registers for a previously closed business day.
Reopen Cashier	CSH_OPEN_CASHIER	Student Financials, Cashiering, Cash Management, Reopen Offices, Reopen Cashier	Reopen cashiers for a previously closed business day.

Reopening the Office

Access the Reopen Office page.



Reopen Office page

Current Business Date Select the business date for which you want to reopen the cashiering office.

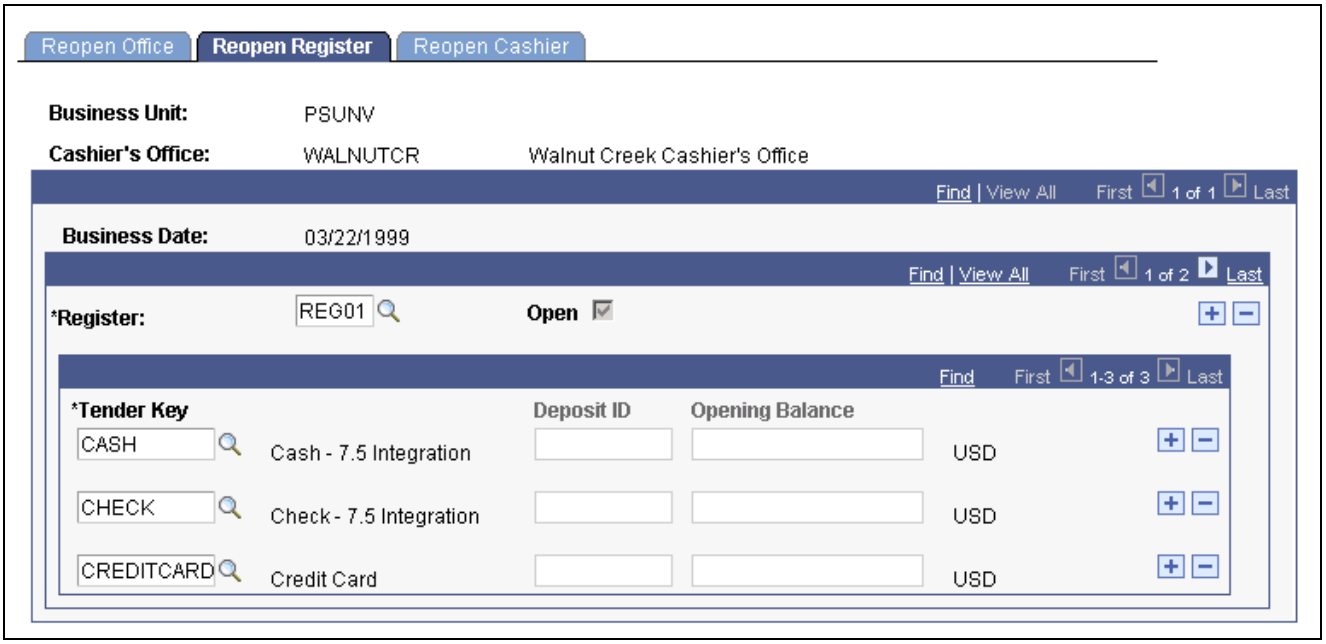
Business Date This heading displays business dates for which you opened the cashiering office. The system displays all of the business dates on which you opened the cashiering office unless you select a retrieval limit on the Cashiering Offices page during the setup of your cashiering office. For example, if you specify a retrieval limit of *5* for your cashiering office, the Business Date heading displays only the last five dates on which you opened the cashiering office.

Note. If you do not specify a retrieval limit for your cashiering office during setup, the Business Date heading displays all business dates on which you opened the cashiering office. In time, this list of dates will become so long that it can degrade system performance when you open the Open Cashier Offices page.

Reopen Cashier Office Click to reopen the cashiering office. When you click the button, the Current Business Date field becomes unavailable.

Reopening Registers

Access the Reopen Register page.



Reopen Register page

Register Select the register that you want to reopen for the business day. The system automatically selects the registers from the business day for which you are reopening the cashiering office.

Open Select to reopen this register for the business day. Once you select the check box, it becomes unavailable.

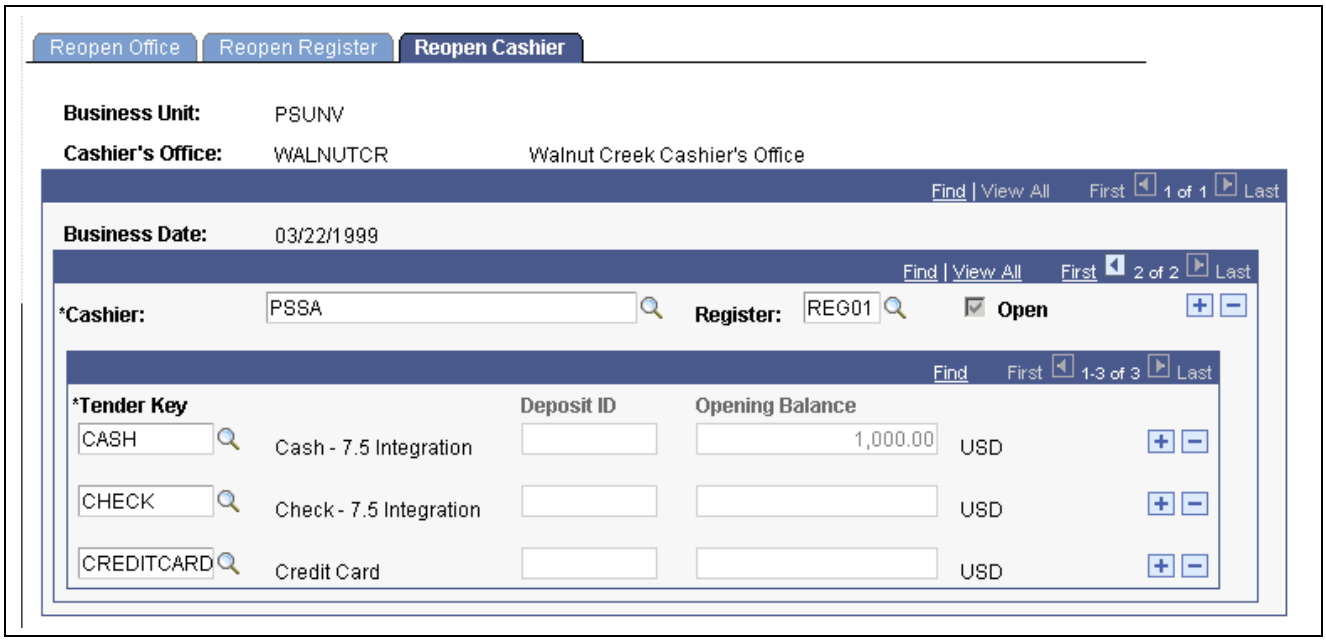
Tender Key Each tender key that you assigned to the register when you originally opened the office appears automatically.

Deposit ID The deposit IDs that you assigned to each tender key appear automatically.

Opening Balance If you balance by register, enter an opening balance for each tender key.

Reopening Cashiers

Access the Reopen Cashier page.



Reopen Cashier page

Cashier The system automatically selects the cashiers from the business day for which you are reopening the cashiering office.

Register The register that you originally assigned to this cashier when you first opened the office automatically appears.

Open Select to reopen the cashier for the business day.

Tender Key Each tender key that you assigned to the cashier when you originally opened the office displays automatically.

Deposit ID The deposit IDs that you assigned to each tender key appear automatically.

Opening Balance If you balance by cashier, enter an opening balance for each tender key.

CHAPTER 21

Maintaining Receivables

This chapter lists common elements and discusses how to:

- Enter groups of transactions.
- Enter transactions from an external source.
- Process payroll deductions.
- Review and revise group data entries before posting.
- Post group data entries.
- Post transactions for individual students and organizations.
- Consolidate and review transactions for individual students and organizations.
- View account information within the Maintain Receivables feature.
- Manage disputed charges.
- Reverse payments and charges.
- Apply payments.
- Write off charges and account balances.
- Process enrollment deposits.
- Process late fees.
- Process enrollment cancellation.
- Validate tables.

Common Elements Used in This Chapter

	Click this button to view the first group of transactions.
	Click this button to view the previous group of transactions.
	Click to view the next group of transactions.
	Click to view the last group of transactions.
Account Nbr (account number)	This field displays the account number that is assigned by the Student Financials application to the line item.

Acct Term (accounting term)	This field displays the accounting term that is assigned by the Student Financials application to the line item.
Anticipated Aid	This field displays any financial aid that has been awarded to the student but not yet disbursed.
Balance	This field displays the balance (positive or negative) of any active account.
Billing Date	This field displays any billing dates that are specified for charges.
Business Unit	This field displays the business unit of the transactions.
Contract ID	This field displays any student ID that is associated with a third-party contract sponsored by the corporation for which you are viewing account information.
Contract Number	This field displays the contract number of any third-party contracts that are sponsored by the corporation for which you are viewing account information.
Descr (description)	This field displays the description of the item type.
Due Amount	This field displays the amount that is due on a charge and is displayed in conjunction with the Due Date field.
Due Date	This field displays the date on which a charge is due.
Effective Date	This field displays the item effective date of the transaction.
Item Amount	This field displays the amount of the transaction item.
Item Balance	This field displays the remaining balance of the item.
Item Type	This field displays the item type number.
Line Seq Nbr (line sequence number)	This field displays the sequence number of transactions that involve multiple item lines.
Name	This field displays the name of the student that is associated with a third-party contract for which a sponsor is being charged.
Net Award	This field displays the student's anticipated financial aid.
Posted Date & Time	This field displays the date and time that a transaction was posted.
Term	This field displays the term of the transaction.

Entering Groups of Transactions

This section provides an overview of group data entry discusses how to:

- Define source information and control totals for group transactions.
- Add transactions to a group entry.

Understanding Group Data Entry

Student Financials enables you to post transactions for a group of students or organizations. This enables you to quickly and easily post many receivables without having to post and approve each one individually.

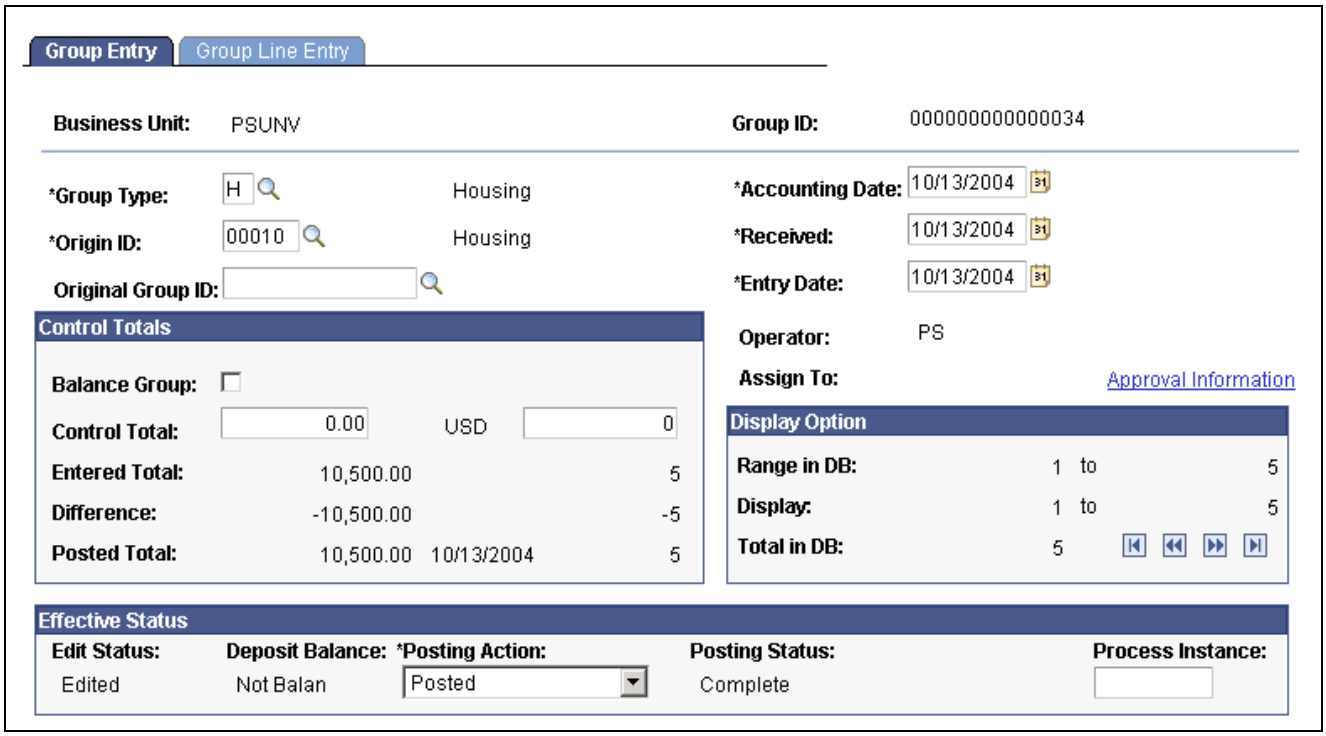
Use the Group Entry and Group Line Entry pages to enter groups of transactions. To enter groups of transactions for students and organizations, access the pages using the Group Data Entry and Group Corp Data Entry components, respectively. To approve groups of transactions, use the same two pages, but access them from the worklist.

Pages Used to Enter Groups of Transactions

Page Name	Object Name	Navigation	Usage
Group Entry	GROUP_ENT_ONE	Student Financials, Charges and Payments, Group Processing, Create Group Data Entries, Group Entry Student Financials, Charges and Payments, Group Processing, Create Group Corp Data Entries, Group Corp Entry	Define source information and control totals for group transactions.
Group Line Entry	GROUP_LINE_CNTRL	Student Financials, Charges and Payments, Group Processing, Create Transactions, Group Line Entry Student Financials, Charges and Payments, Group Processing, Create Corporate Transactions, Group Corp Line Entry	Add transactions to a group entry.

Defining Source Information and Control Totals for Group Transactions

Access the Group Entry page.



Group Entry page

Note. The system uses all of the information on this page as group control information and does not post it to student or corporate accounts.

Group Type Select the group type to describe the transactions.

Accounting Date Specify the accounting date for the transactions. The default value is the current system date, but you can change it if necessary.

Origin ID Select an origin ID to indicate the source of the transactions. Depending on the origin ID, approval for the transactions might be required.

Received Date Specify the date on which your office received payment or charge transactions.

Original Group ID Specify an original group ID if this group is being altered after the original group was created.

Entry Date Specify the date that you are entering the transactions.

Operator This field displays the ID of the user who is entering transactions.

Assign To Reserved for future use.

Note. For groups requiring approval, the Approval Information link appears after the Assign To field. This link gives you the Original Approver ID, Approved At Date/Time Stamp, Last Approver ID and Approved At Date/Time Stamp data. This does not replace the Assign To field, it just adds further information.

Control Totals

Balance Group Select this option to require that the group be in balance before the system posts it. To determine whether a group is balanced, the system compares the number of transactions and amounts to information in the control totals fields.

Control Total Enter the monetary sum of the transactions in the group in theControl Total field and enter the total number of transactions in the group in the unlabeled field to the right. For example, if you are entering a group of checks that were received from students, enter the total monetary value of the checks in the Control Total field and the number of checks (count) in the unlabeled field. If the external file load process is used, and the external file setup defines control totals, these fields are populated thorough the file load process.

Entered Total These fields display the monetary amount of all transactions that are entered in the batch and the count of the entries.

Difference These fields display the difference between the entered totals and the control totals.

Posted Total These fields display the monetary total, posting date and count of the entries after the batch is posted.

Display Option

The display option enables you to view multiple rows. The number of transaction rows that are “chunked” (viewable at one time) is controlled by the maximum row settings selection in the SF Installation setup.

Range in DB This field displays the range of sequence numbers within the group ID.

Display This field displays the range of sequence numbers that are currently displayed. The display range is the viewable “chunk.”

Total in DB This field displays the total number of transactions within the group ID.

Effective Status

Edit Status This field displays whether the batch has been edited.

Deposit Balance This field displays whether the batch is balanced. You must select the Balance Group check box and the batch must balance for this field to display *Balanced*.

Posting Action *Available for Posting:* If no approval is required, the field contains this value.

Do Not Post: If you are approving this posting group, select this option to hold the group for further review.

Posted: Indicates that the group has been posted.

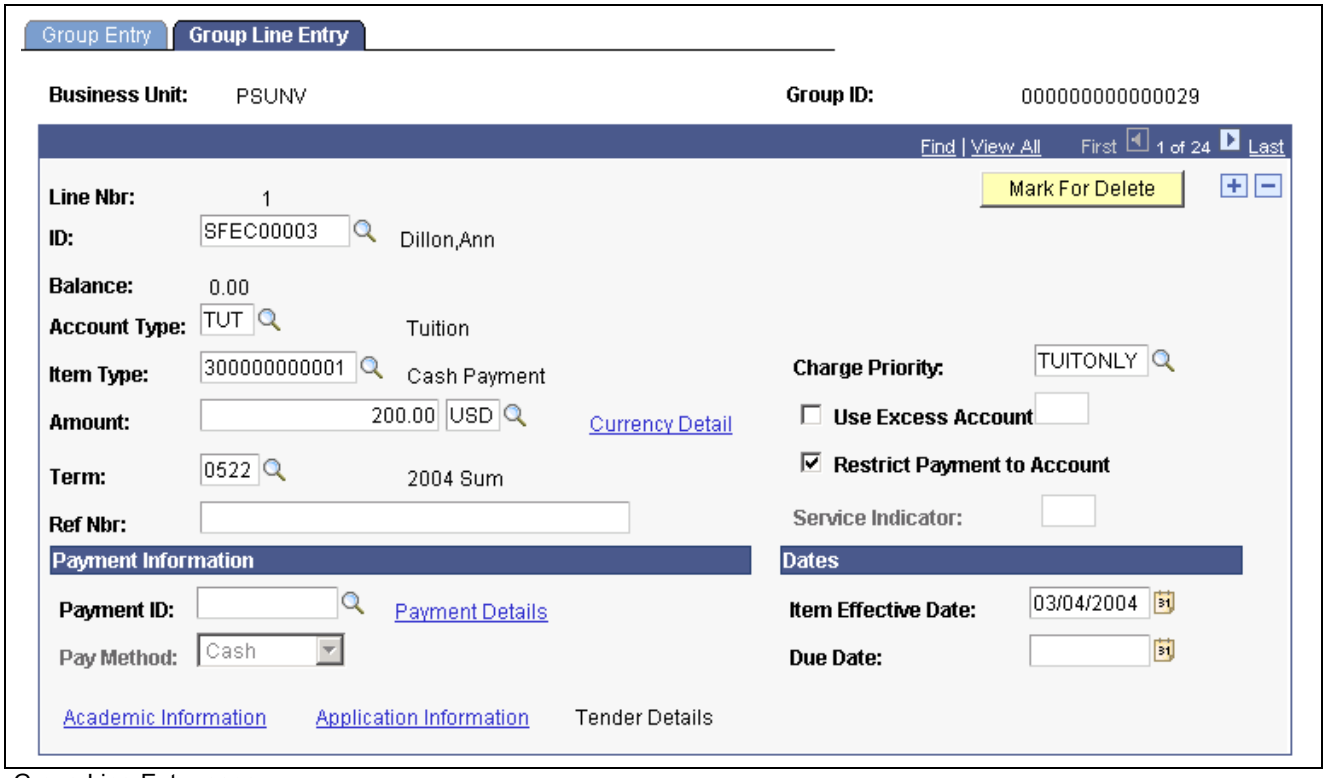
Waiting for Approval: If approval is required, the field contains this value.

Posting Status This field displays the posting status. The valid values for this field are *Balance, Complete, Error, Incomplete, Not Posted,* and *Reversed*.

Process Instance This field displays the process instance number assigned by the process scheduler. This field is only populated if the posting job is not successful. To post a corrected group, you must remove the process instance number using the Reset Process Instance button on the group post run control page.

Adding Transactions to a Group Entry

Access the Group Line Entry page.



Group Line Entry page

Line Nbr (line number) This field displays the line number of the current entry. This field increments as each new entry line is added.

ID Enter the ID for the student that you are adding to the group.

Balance This field displays the current balance of the student's account.

Account Type Select the account type for the entry you are making. The description of the account type appears to the right of the field.

Note. Specifying an account type for a payment transaction is optional.

Posted This field displays the date the Group was posted.

Item Type Select the item type for the entry that you are making. The description of the item type appears to the right of the field.

Charge Priority The charge priority list that is attached to the selected item type (credit item types only) displays in this field. You may override this value.

Amount Enter the item (charge or payment) amount of the transaction.

Use Excess Account Select the Use Excess Account check box to direct payment amounts in excess of the charge to another account. Enter the target account in the field to the right.

Restrict Payment To Account Select this option to keep the entire amount of the payment in the account. Selecting this option prevents excess payment from being transferred to an excess payment account.

Term Enter the term for which you want to post this transaction.

Ref Nbr (reference number) Enter any optional reference number to use to track the transaction.

Service Indicator If this transaction is a write-off, the system populates the write-off service indicator code.

Payment Information

Payment ID Enter a payment ID in this field to reverse a payment. When you exit the field, the system populates the remaining fields on the page with the original payment information.

Payment Method If the payment item type is set up to be tender-specific, the tender value appears in this field. If the field is not populated, you may select a payment method (tender).

Dates

Item Effective Date Enter the item effective date on which the transaction becomes active. The default value for the item effective date is the current date.

Due Date Enter an optional due date for charge transactions. If you leave this field blank, the billing program populates the field on the student's account.

Mark for Delete Click this button to select a particular row on the group entry page of the non-posted group for deletion.

Note. This button only appears on non-posted rows on the Create Transaction page and when the Posting Status is Not Complete. When you click the button, the label changes to Unmark for Delete. You can post the group, and this transaction will not be posted, but you still have a record of it as part of the group for audit or reconciliation purposes. You can later make corrections to the item and click Unmark for Delete and repost the group.

Currency Detail Click to access the Currency Conversion page, where you can change the Exchange Rate Type on Payment Item Types if you have changed the defaulted currency code.

Payment Details Click to access the Payment Details page, where you can review details about the payment made. You can review the details about the payment made for a payment item type, but typically when you are posting a payment, you would use this page to enter data to which the payment should apply. For example, posting a payment toward payment plans, you could enter the specific Contract #, or post a payment for a particular Career or Class, should you only want the payment to go towards one Career or a particular class.

Academic Information Click to access the Academic Information page, where you can review the student's enrollment information.

Application Information Click to access the Application Information page, where you can review the student's application status.

Tender Details Click to access the Check Information page, where you can enter details about a payment by check. When entering a specific Item Type that is attached to a particular Tender Type (Check, Credit Card), this page is immediately brought up so you can enter the specific Tender Details. Otherwise, click the link to view the Tender Details.

Entering Transactions from an External Source

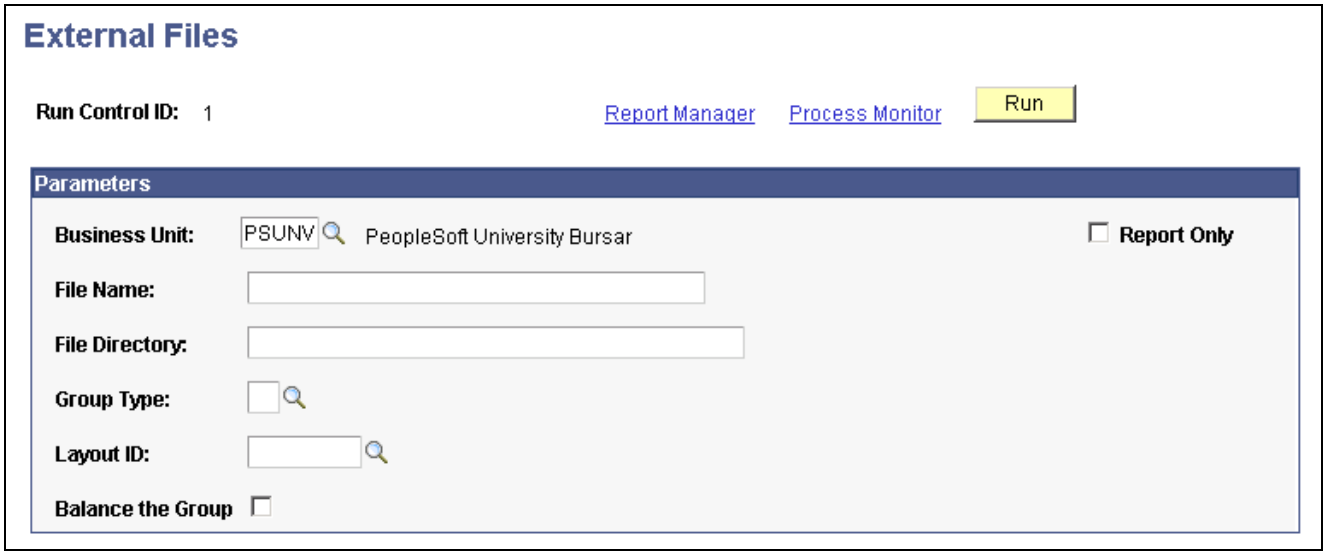
Many institutions receive transaction information from external sources, such as third-party housing and parking applications, and lock box services. Loading external files enables you to maintain your receivables with transactions created by sources both outside and inside your institution.

Page Used to Enter Transactions from an External Source

Page Name	Object Name	Navigation	Usage
External Files	RUNCTL_SFGPLOAD	Student Financial, Charges and Payments, Group Processing, External Files	Load external files.

Loading External Files

Access the External Files page.



External Files page

Business Unit Select the business unit that uses the file.

File Name Enter the name of the data file. The extension on data files must always be *.dat*.

File Directory Enter the file directory where the file was stored.

Group Type Select the appropriate group type for the data source.

Layout ID	Enter the layout ID that you have defined for the type of file that is being loaded.
Balance the Group	If you select this check box, the Balance Group check box is selected when you access the Group Entry page.
Report	Select this option to generate a report to review the contents of the file after the file has been loaded into Group Data Entry.

See Also

Chapter 11, "Setting Up Receivables Maintenance," Setting Up External File Layouts, page 259

Processing Payroll Deductions

This section lists prerequisites for payroll deduction processing and discusses how to:

1. Select payroll deduction records.
2. Review results of payroll deduction record selection.
3. Create payroll deduction groups.

See Also

Chapter 11, "Setting Up Receivables Maintenance," Understanding Payroll Deduction, page 263

Prerequisites

Before Student Financials can retrieve deduction information from PeopleSoft Payroll for North America, your payroll department must calculate the payroll deductions as part of their normal payroll process. The system stores any payroll deduction records in the PS_PAY_DEDUCTION table.

Note. Consult your Payroll for North America staff for more information about how they calculate payroll deductions for employees.

See Also

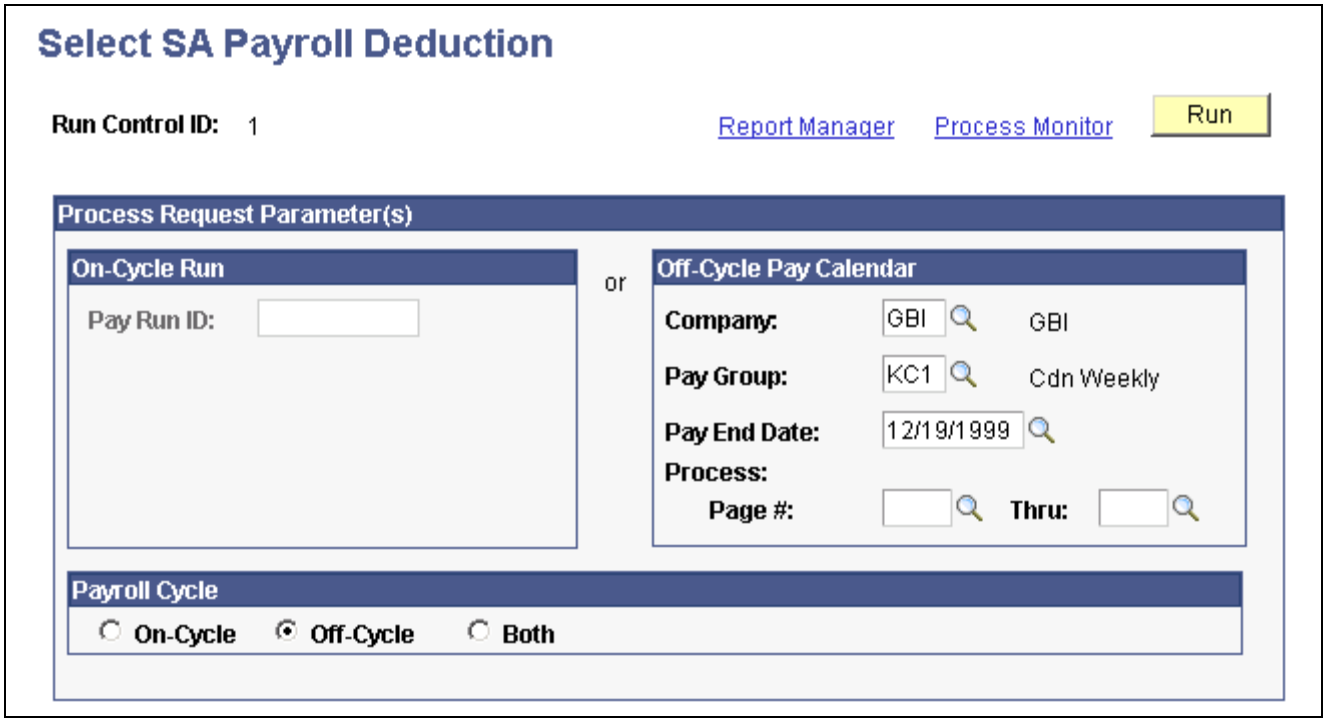
PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, "Defining Deductions"

Pages Used to Process Payroll Deductions

Page Name	Object Name	Navigation	Usage
Select SA Payroll Deduction	RUNCTL_PAYINIT_SF1	Student Financials, Charges and Payments, Payroll Deduction Processing, Process SA Payroll Deduction	Select PeopleSoft Enterprise Student Administration payroll deduction records.
SA Payroll Deduction Summary	SF_PAYDED_SUMMARY	Student Financials, Charges and Payments, Payroll Deduction Processing, Review Deduction Transactions	Review results of payroll deduction record selection for an individual employee.
Payroll Deduction Group Creation	RUNCTL_SFPAYDED	Student Financials, Charges and Payment, Payroll Deduction Processing, Create Deduction Transactions	Create payroll deduction groups.

Selecting Payroll Deduction Records

Access the Select SA Payroll Deduction page.



Select SA Payroll Deduction page

On-Cycle Run

To select payroll deduction records that result from normal, scheduled payroll processing, select a Pay Run ID. Each Pay Run ID represents a single batch payroll process.

Off-Cycle Pay Calendar

To select payroll deduction records that result from manually issued or on-demand checks, select a specific pay calendar record using the Company, Pay Group, Pay End Date, Page #, and Thru fields.

Payroll Cycle

Consult your Payroll for North America staff for more information about the best method for running the process.

On-Cycle Select to have the process review only on cycle payroll transactions.

Off-Cycle Select to have the process review only off cycle payroll transactions.

Both Select to have the process review both on and off cycle payroll transactions.

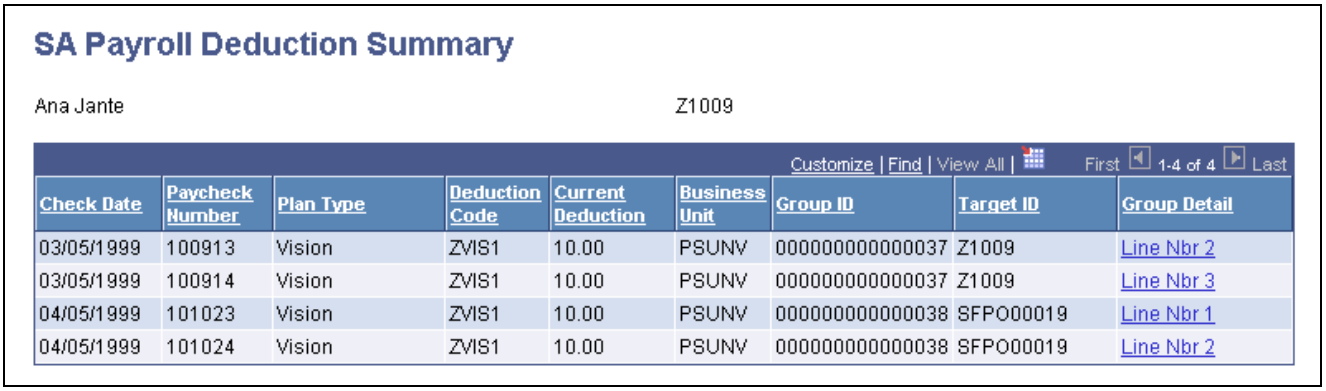
Running the Select Payroll Deduction Process

When you run the Select Payroll Deduction (SFPAYDED) process, the system scans the PS_PAY_DEDUCTION table in Payroll for North America for any payroll deduction records with the deduction codes that you designated to use with Student Financials. If these records have not already been selected in a previous process run, the system moves them to the PS_PAY_DED_PROC staging table.

Note. To run this process properly, you must have a working knowledge of Payroll for North America functionality. Consult your payroll staff for more information about how to define the parameters of this process and when to run it.

Reviewing Results of Payroll Deduction Record Selection

Access the SA Payroll Deduction Summary page.



SA Payroll Deduction Summary

Ana Jante Z1009

Customize | Find | View All | First 1-4 of 4 Last

Check Date	Paycheck Number	Plan Type	Deduction Code	Current Deduction	Business Unit	Group ID	Target ID	Group Detail
03/05/1999	100913	Vision	ZVIS1	10.00	PSUNV	000000000000037	Z1009	Line Nbr 2
03/05/1999	100914	Vision	ZVIS1	10.00	PSUNV	000000000000037	Z1009	Line Nbr 3
04/05/1999	101023	Vision	ZVIS1	10.00	PSUNV	000000000000038	SFPO00019	Line Nbr 1
04/05/1999	101024	Vision	ZVIS1	10.00	PSUNV	000000000000038	SFPO00019	Line Nbr 2

SA Payroll Deduction Summary page

Check Date The issue date of the paycheck from which the system made the deduction.

Paycheck Number The unique number of the paycheck.

Deduction Code The PeopleSoft Student Administration payroll deduction code that is associated with the deduction.

Current Deduction The monetary amount of the deduction.

Business Unit The business unit to which the system applied the deduction.

Group ID The ID of the group transaction in which the system included the deduction.

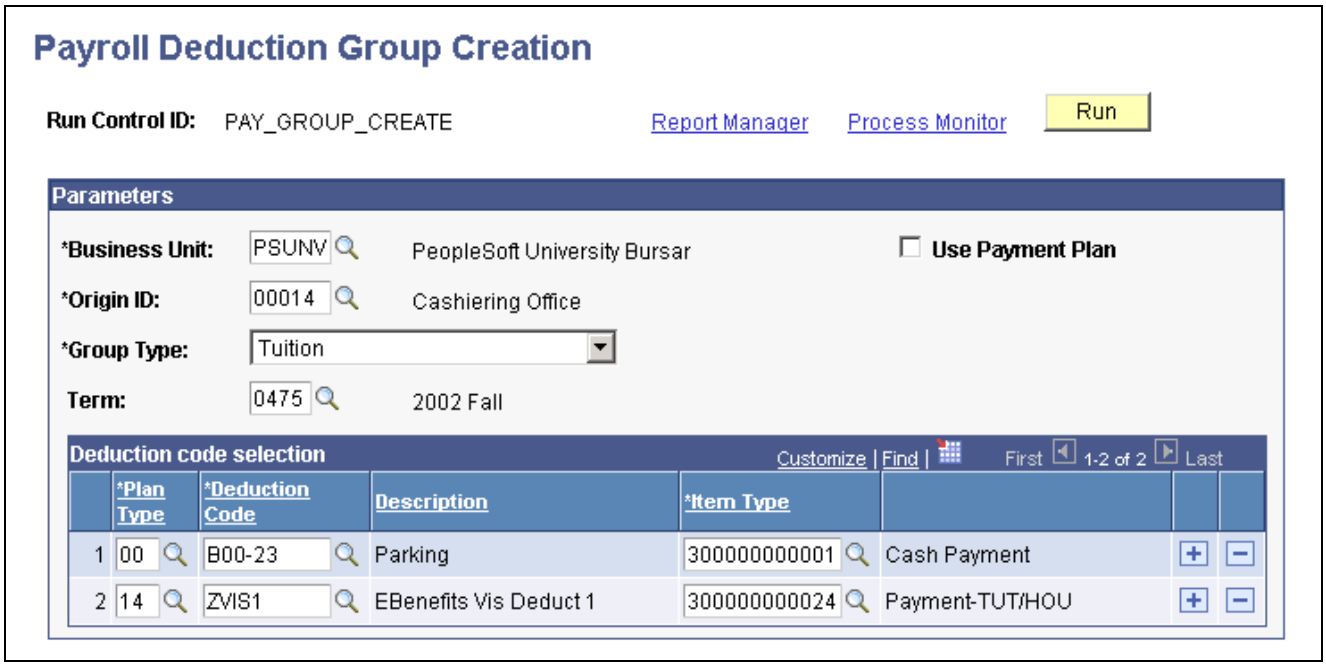
Target ID The student ID associated with the account that the system credited with the deduction.

Group Detail Click to access the Group Line Entry page. From this page, you can review details about the group transaction that was used to post the deduction to a student account.

Note. If you have not yet added a deduction record to a group transaction using the Payroll Deduction Group Create (SF_PAY_DED) process, the Business Unit, Group ID, Target ID, and Group Detail fields are blank for that record. To reconcile deduction records that have not been processed into the group post tables, create a query that checks the PS_PAY_DED_PROC table for blank values in BUSINESS_UNIT, GROUP_ID_SF, EMPLID_RELATED, and where PROCESS_FLAG = *N*.

Creating Payroll Deduction Groups

Access the Payroll Deduction Group Creation page.



Payroll Deduction Group Creation page

Parameters

Enter the Business Unit, Origin ID, Group Type, and Term that the system assigns to the group transaction that you are creating. If you are restricting payroll deductions to pay payment plan contract charges, select the Use Payment Plan check box.

Deduction Code Selection

Plan Type Select the Benefit Plan Type to restrict the selection of available deduction codes.

Deduction Code Select the deduction codes of the payroll deduction records that you are adding to a posting group.

Item Type For each deduction code that you are adding to a posting group, select the payment item type that the system uses when posting the associated deductions to student accounts.

Run Click the button to run the Payroll Deduction Group Create (SF_PAY_DED) process.

The process creates a group transaction for any payroll deductions in the PS_PAY_DED_PROC staging table that match the run control criteria and have not been included in a previous posting group. If you do not select the Use Payment Plan check box, the system ignores the payment plan contract information that is associated with accounts receiving deduction funds. If you select the Use Payment Plan check box and you assigned deduction codes to the appropriate payment plan contracts, then for any students who are linked to those contracts, the system includes contract information in the group line entry.

On the Group Entry page, the Payroll Deduction Group Create (SF_PAY_DED) process sets the posting action of the created group to *Available for Posting*. On the Group Line Entry page, the Payroll Deduction Group Create (SF_PAY_DED) process selects the Restrict Payment to Account check box for students who are linked to an eligible payment plan contract. On the Payment Details page, the Payroll Deduction Group Create process populates the Contract # field for group line entries that restricted to payment plan accounts.

Note. The system applies payroll deductions to payment plan accounts only if you assign deduction codes to the appropriate payment plan contracts and you select the Use Payment Plan check box when running the Payroll Deduction Group Create (SF_PAY_DED) process. You can also use the charge priority list to restrict your payroll deduction payments to specific charges.

Reviewing and Revising Group Data Entries Before Posting

The Group Data Entry and External File Load processes put saved transaction data into a suspended status until the group is actually posted. The Suspended Group Post component enables you to view and revise transaction entries for individual transactions.

This section discusses how to:

- Review suspended transactions from a data group.
- Review and update details regarding a specific data group transaction.

Pages Used to Review and Revise Group Data Entries Before Posting

Page Name	Object Name	Navigation	Usage
Suspended Group Post	GROUP_POST_SUSPEND	Student Financials, Charges and Payments, Group Processing, Review Suspended Transactions	Review suspended transactions from a data group.
Group Post Details	GROUP_POST_INFO_SP	Click the Group Post Details link on the Suspended Group Post page.	Review details about a suspended posting group.
Group Line Details	GRPLINE_SUSP_SP	Click the Line Details link on the Suspended Group Post page.	Review and update details regarding a specific data group transaction.

Reviewing Suspended Transactions from a Data Group

Access the Suspended Group Post page.

Group Post Details Click to access the Group Post Details page.

Acad Info (academic information) Click to access the Academic Information page, where you can view the student's enrollment information.

Line Details Click to access the Group Line Details page.

Reviewing and Updating Details Regarding a Specific Data Group Transaction

Access the Group Line Details page.

Update Click this button to access the Group Line Entry page and update the transaction information. Alternatively, you can correct or update group lines from Student Financials, Charges and Payments, Group Processing, Correct Transactions or Student Financials, Charges and Payments, Group Processing, Correct Corporate Transactions.

See Also

Chapter 21, "Maintaining Receivables," Adding Transactions to a Group Entry, page 430

Posting Group Data Entries

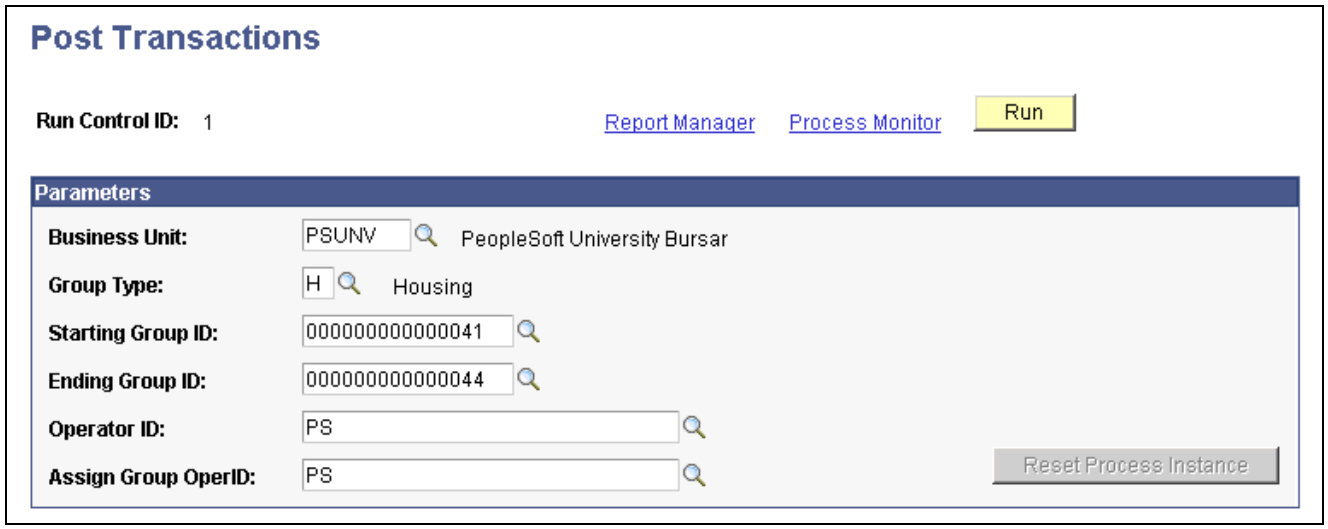
After you have made any necessary corrections to the entries in the group, you must save the group and post it to update affected accounts using the Group Post process.

Pages Used to Post Group Data Entries

Page Name	Object Name	Navigation	Usage
Post Transactions	RUNCTL_SFPGRPST	Student Financials, Charges and Payments, Group Processing, Post Transactions	Run the Group Post process.
Review Transactions	GROUP_SUMM_VW	Student Financials, Charges and Payments, Group Processing, Review Transactions	Review group entry information after posting.

Running the Group Post Process

Access the Post Transactions page.



Post Transactions page

Business Unit Select the business unit to which the group is associated.

Group Type Select the group type to which the group ID is associated.

Starting Group ID and **Ending Group ID** Select the starting group ID and the ending group ID. The system generates these IDs when you complete the Group Data Entry pages.

Operator ID Optionally, select the user ID of the person posting the group.

Assign Group OperID (assign group operator ID) Optionally, select and assign a user to the group.

Reset Process Instance Click to delete a process instance number from a posting group that failed.

Run Click to access the Process Scheduler Request page. There are two processes that you can permit to run.

The Group Posting Common ID Create (SFPGRPDR) process is an optional process that evaluates all pending groups to find new IDs that do not yet have a row in the SF_COMMON_ID table. When the system encounters a new ID, it inserts a row into SF_COMMON_ID, which eliminates the need for the posting process to perform this function before posting pending transactions to

an account. This process is especially useful during certain times of the year, such as the beginning of a term or the beginning of an academic year, when you have large groups that contain new IDs that have not undergone the posting process. If you run the Group Posting Common ID Create (SFPGRPDR) process prior to running the Group Posting (SFPGRPST) process, the posting process proceeds is faster because it has less records to process.

The Group Posting Process (SFPGRPST) posts group transactions and inserts rows into SF_COMMON_ID for new IDs if you do not run the Group Posting Common ID Create (SFPGRPDR) process first.

Posting Transactions for Individual Students and Organizations

Student Financials enables you to process online transactions for students and organizations without entering control information or running a batch process. This section discusses how to:

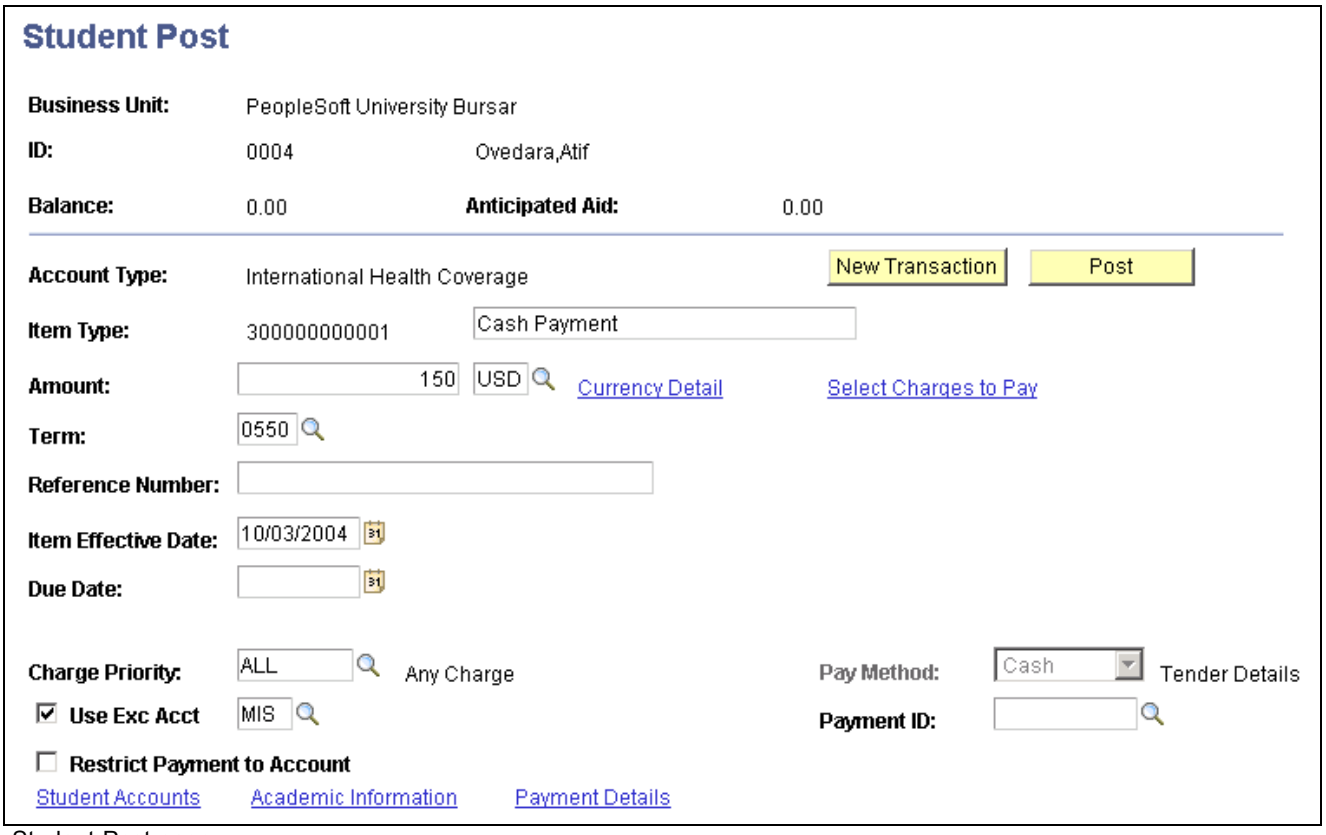
- Post transactions for individual students.
- Post transactions for individual organizations.

Pages Used to Post Transactions for Individual Students and Organizations

Page Name	Object Name	Navigation	Usage
Student Post	GRP_QUICK_POST	Student Financials, Charges and Payments, Post Student Transaction	Post transactions for individual students.
Select Charges to Pay	QUICK_SPLITPAY_SEC	Click the Select Charges to Pay link on the Student Post page.	Specify the charges to which the system applies a student payment.
Payment Details	QUICK_POST_SECPAN	Click the Payment Details link on the Student Post page.	Add specific information to the payment record.
Corp Post (corporation post)	ORG_QUICK_POST	Student Financials, Charges and Payments, Post Corporation Transaction	Post transactions for individual organizations.
Select Students to Pay	QUICK_EMPLIPAY_SEC	Click the Select Students to Pay link on the Corp Post page.	Specify the sponsored student charges to which the system applies the corporate payment.
Third Party Information	ORG_THIRD_PARTYINF	Click the Third Party Information link on the Corp Post page.	Specify any third-party contract information.

Posting Transactions for Individual Students

Access the Student Post page.



Student Post page

New Transaction Click the button to enter a new transaction.

Post Click the button to post the entered transaction.

Amount Enter the item amount. Click the Currency Detail link to specify the exchange rate.

Term Enter the term for which you want to post this transaction.

Reference Number Enter any optional reference number to track the transaction.

Posted Date After this transaction is posted, the posted date displays in this field.

Item Effective Date Enter the item effective date on which the transaction becomes active. The item effective date is set by default to the current date.

Due Date Optionally, enter a due date if the transaction is a charge.

Charge Priority For all credit item types, this field displays the charge priority list that is associated with the item type. If necessary, you may override this value.

Pay Method If this is a payment item type that is set up as tender-specific, the tender category appears in this field. If the field is not populated, you may select a value from the list. Click the Tender Details button to add specific information such as check number and bank information.

Payment ID This field is used only when reversing a payment. Enter the payment ID number of the transaction to be reversed. When you exit the field, the page is completed with the original transaction information.

Use Exc Acct (use excess account) Select the Exc Acct check box to route payments in excess of a charge or account balance to a designated excess account. When the check box is selected, enter the excess account type in the field to the right.

Restrict Payment To Account Select this option to restrict the entire amount of the payment to the specified account type. Selecting this option prevents excess payments from being transferred to an excess payment account.

Select Charges to Pay Click the link to access the Select Charges to Pay page.

Pay Amount From the Select Charges to Pay page, specify the amount of the total payment that you want to apply against this charge. The specified amounts must total 100% of the payment.

Student Accounts Click the link to access the Student Accounts page.

Academic Information Click the link to access the Academic Information page.

Payment Details Click the link to access the Payment Details page.

Posting Transactions for Individual Organizations

Access the Corp Post page.

With the exception of the following links, this page is the same as the Student Post Page.

Select Students to Pay Click the link to access the Select Students to Pay page.

Corp Accounts Click the link to access the Corp Accounts page.

Third Party Information Click the link to access the Third Party Information page.

See Also

Chapter 21, “Maintaining Receivables,” Posting Transactions for Individual Students, page 440

Consolidating and Reviewing Transactions for Individual Students and Organizations

Single transactions that are created using the Student Post and Corp Post components are stored in the QUICK_POST_TBL (quick post table). This table eventually becomes very large. The Purge QUICK_POST_TBL process consolidates these transactions into two posting groups, one for student transactions and one for corporate transactions. It then empties the table. After these transactions are consolidated into posting groups, they can be easily tracked and audited.

Note. You define the origin ID and group type that the system uses when consolidating transactions into posting groups on the Posting Setup page.

See Also

Chapter 2, “Completing Student Financials General Setup,” Defining Posting Parameters, page 15

Pages Used to Consolidate and Review Transactions for Individual Students and Organizations

Page Name	Object Name	Navigation	Usage
Purge Posting Table	RUN_CNTL_SFBKPOST	Student Financials, Charges and Payments, Group Processing, Purge Posting Table	Run the Purge QUICK_POST_TBL process.
Posting Information	QUICK_POST_ACTIVIT	Student Financials, Charges and Payments, Group Processing, Review Posting Information	Review transactions that were consolidated by the Purge QUICK_POST_TBL process.

Viewing Account Information Within the Maintain Receivables Feature

The Maintain Receivables application provides many ways to inquire on account information at various levels of detail.

Pages Used to View Account Information Within the Maintain Receivables Feature

Page Name	Object Name	Navigation	Usage
Item View	ITEM_SF	Student Financials, View Item	Review item activity for student accounts.
Corp Item View (corporation item view)	ITEM_ORG_SF	Student Financials, View Corporate Item	Review item activity for organization accounts.
Item Line View	ITEM_LINE_SF	Student Financials, View Item Line	Review Information about each line item in a student account.
Item Line Corp View (item line corporation view)	ITEM_LINE_ORG_SF	Student Financials, View Corporate Item Line	Review charges to a corporate account by the account type that is affected.
Item Due View	ITEM_DUE_SF	Student Financials, View Item Due	Review detailed information about due line items on a student account.
Corp Item Due View	ITEM_DUE_ORG_SF	Student Financials, View Corporate Item Due	Review detailed information about due line items on an organization account.

Managing Disputed Charges

This section provides an overview of disputed charges and discusses how to enter dispute information.

Understanding Disputed Charges

When a student or organization disputes charges, you move the disputed charges from the customer account to a dispute account. When you have resolved the dispute, the customer can pay the charge, you can return the charge to the customer's account, or you can move the charge to a write-off account.

To dispute a charge:

1. Access the Change Item Line (for students) or Change Corp Item Line (for organizations) page to display a list of accounts for a student or organization.
2. Click the Account Details link next to the account that contains the disputed charge to access the Change Item Line - Account Summary (for students) or Change Corp Item Line - Account Summary (for organizations) page.

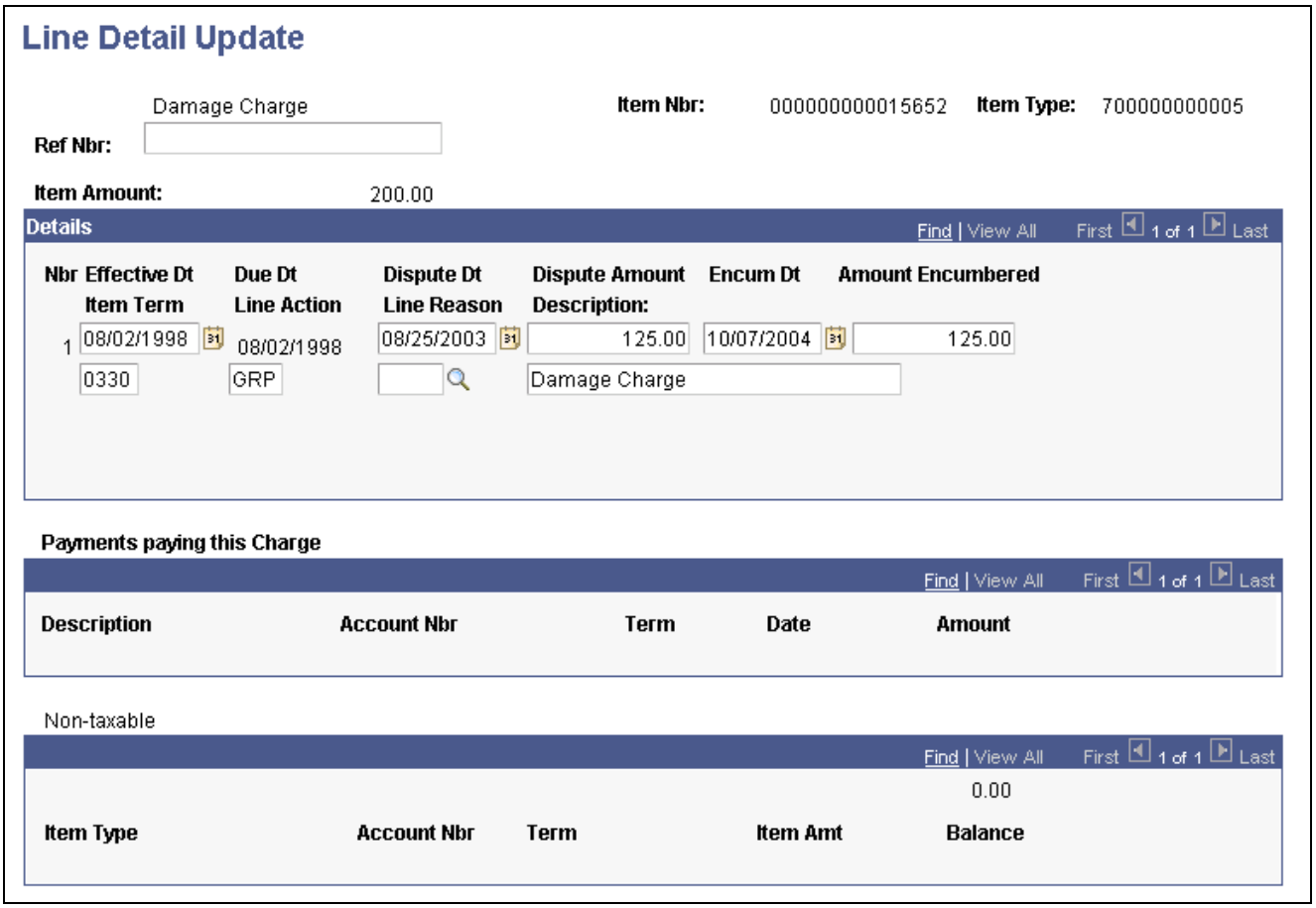
   These pages display all charges that are associated with the selected account.
3. Click the Item Details link next to the disputed charge to access the Change Item Line - Line Detail Update (for students) or Change Corp Item Line - Line Detail Update (for organizations) page.
4. Enter dispute information for the charge and click the Save button.

Pages Used to Manage Disputed Charges

Page Name	Object Name	Navigation	Usage
Change Item Line	ACCOUNT_SF	Student Financials, Collection, Adjustments, Change Item Line	Select an account that contains a disputed charge for a student.
Change Item Line - Account Summary	CHG_ITEM_LINE_SP	Click the Account Details link on the Change Item Line page.	Select a disputed charge for a student.
Change Item Line - Line Detail Update	ITEM_LINE_SF_SP_UP	Click the Item Details link on the Account Summary page.	Enter dispute information for a student.
Change Corp Item Line	ACCOUNT_ORG_SF	Student Financials, Collections, Adjustments, Change Corporate Item Line	Select an account containing a disputed charge for an organization.
Change Item Line - Account Summary	CHG_ORG_ITM_LN_SP	Click the Account Details link on the Change Item Line page.	Select a disputed charge for an organization.
Change Item Line - Line Detail Update	ITEM_LNE_ORGSF_UP	Click the Item Details link on the Change Item Line - Account Summary page.	Enter dispute information for an organization.

Entering Dispute Information

Access the Change Item Line - Line Detail Update or Change Item Line - Line Detail Update page.



Line Detail Update page

Ref Nbr (reference number) Enter the reference number that you are using to track the disputed receivable.

Nbr Effective Date (number effective date) This field is set by default to the current system date.

Due Dt (due date) Enter the due date of the charge.

Dispute Dt (dispute date) Enter the date that the student or organization disputed the charge.

Dispute Amount Enter the amount of the dispute.

Encum Dt (encumber date) Enter the encumber date from which you want the disputed amount of the payment held.

Amount Encumbered Enter the dollar amount of the student's account that the dispute encumbers in this field.

Item Term This field displays the term to which the system posted the charge.

Line Action Enter the line action.

Line Reason Enter a line reason code that specifies the reason for the dispute.

Description The description is set by default to the description of the original transaction.

Reversing Payments and Charges

This section discusses how to:

- Reverse payments.
- Reverse charges.
- Reverse groups of transactions.
- Process payroll deduction reversals.

Pages Used to Reverse Payments and Charges

Page Name	Object Name	Navigation	Usage
Payment Reversal	PMT_REVERSAL	Student Financials, Charges and Payments, Reversals, Reverse Payment	Reverse student payments.
Payment Reversal - Payment Detail	PAYMENT_DTL_SP	Click the Payment Detail link on the Payment Reversal page.	Review details about a student payment before reversing it.
Payment Corp Reversal (payment corporation reversal)	PMT_ORG_REVERSAL	Student Financials, Charges and Payments, Reversals, Reverse Corporate Payment	Reverse corporate payments.
Payment Corp Reversal - Payment Detail (payment corporation reversal)	PAYMENT_DTL_ORG_SP	Click the link next to a payment on the Payment Corp Reversal page.	Review details about a corporate payment before reversing it.
Charge Reversal	ACCOUNT_SF	Student Financials, Charges and Payments, Reversals, Reverse Charge	Select a student account containing a charge you want to reverse.
Charge Reversal - Charge Detail	CHARGE_REV_SP	Click the Account Details link on the Charge Reversal page.	Reverse student charges.
Reverse Corporate Charge- Charge Reversal	ACCOUNT_ORG_SF	Student Financials, Charges and Payments, Reversals, Reverse Corporate Charge	Select an corporate account containing a charge you want to reverse.
Reverse Corporate Charge - Charge Detail	CHARGE_REV_ORG_SP	Click the Account Details link on the Reverse Corporate Charge- Charge Reversal page.	Reverse corporate charges.
Reversal Detail	LINE_REASON_SF_SP	Click the Reverse button on the Payment Reversal, Payment Corp Reversal, Charge Reversal, or Reverse Corporate Charge- Charge Reversal page.	Enter optional reversal information after reversing a payment or charge.
Group Reversal	RUNCTL_SFRVRGRP	Student Financials, Charges and Payments, Group Processing, Reverse Groups	Reverse groups of transactions.

Reversing Payments

To reverse a payment:

1. Access the Payment Reversal (for students) or Payment Corp Reversal (for organizations) page.
2. Enter search criteria and click the Search button to display the desired payments.
3. Click the Reverse button next to a payment to access the Reversal Detail page.

4. Enter any optional reversal information (Item Effective Date, Description, and Reason Code) on the Reversal Detail page and click the OK button to complete the payment reversal.

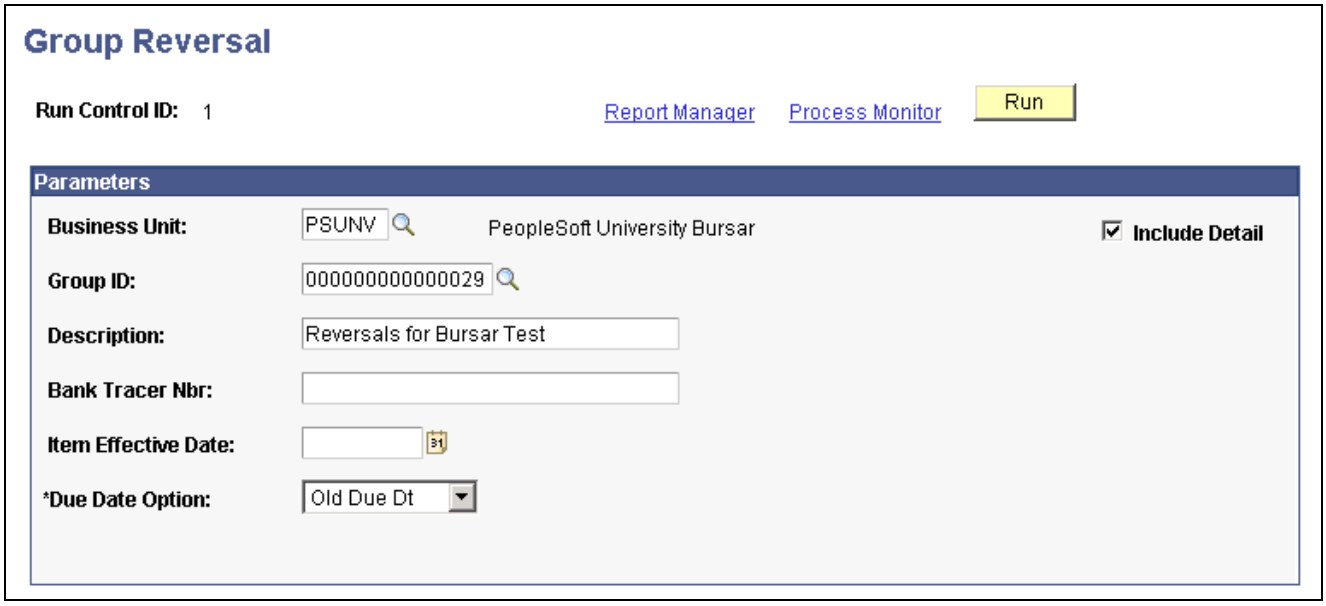
Reversing Charges

To reverse a charge:

1. Access the Charge Reversal (for students) or Charge Corp Reversal - Charge Reversal (for organizations) page to display a list of accounts for a student or organization.
2. Click the Account Details link next to the account that contains the charge you want to reverse. This link accesses the Charge Reversal - Charge Detail (for students) or Charge Corp Reversal - Charge Detail (for organizations) page, which displays all charges that are associated with the selected account.
3. Click the Reverse button next to a charge to access the Reversal Detail page.
4. Enter any optional reversal information (Item Effective Date, Description, and Reason Code) on the Reversal Detail page and click the OK button to complete the charge reversal.

Reversing Groups of Transactions

Access the Group Reversal page.



Group Reversal page

Include Detail Select this option to generate a detailed report of the transactions reversed when you run the process.

Group ID Select the unique ID of the group of transactions that you want to reverse.

Description Enter an optional description for the group reversal. This description appears next to the item type on the Group Line Entry page.

Bank Tracer Nbr (bank tracer number) Enter a number for tracking purposes. This field is optional.

Item Effective Date Enter the effective date that the system assigns to the reversed transactions.

Due Date Option Select an option to determine how the system calculates due dates for the reversed transactions.

New Due Dt (new due date): Select this option to enter a new due date that the system assigns to the reversed transactions.

Null: The system assigns a null value to the due date of the reversed transactions and assigns new due dates during the billing process.

Old Due Dt (old due date): The system assigns the original due date of the reversed transaction.

Processing Payroll Deduction Reversals

When Payroll for North America reverses a prior payroll deduction, it results in a deduction with a negative amount. Student Financials cannot link the negative deduction amount to the original posted deduction. The system selects these negative deductions through the Select Payroll Deduction (SFPAYDED) process. However, when you run the Payroll Deduction Group Create (SF_PAY_DED) process on negative deductions, the system enters them into the posting tables as a group with a Posting Action of *Do Not Post* and a Posting Status of *Errors*. Because you cannot post these negative deductions using the normal method, you must manually resolve the affected student accounts.

Note. If the Payroll Deduction Group Create (SF_PAY_DED) process encounters both negative and positive deductions, it creates two separate posting groups, one for the negative deductions, and one for the positive deductions.

Applying Payments

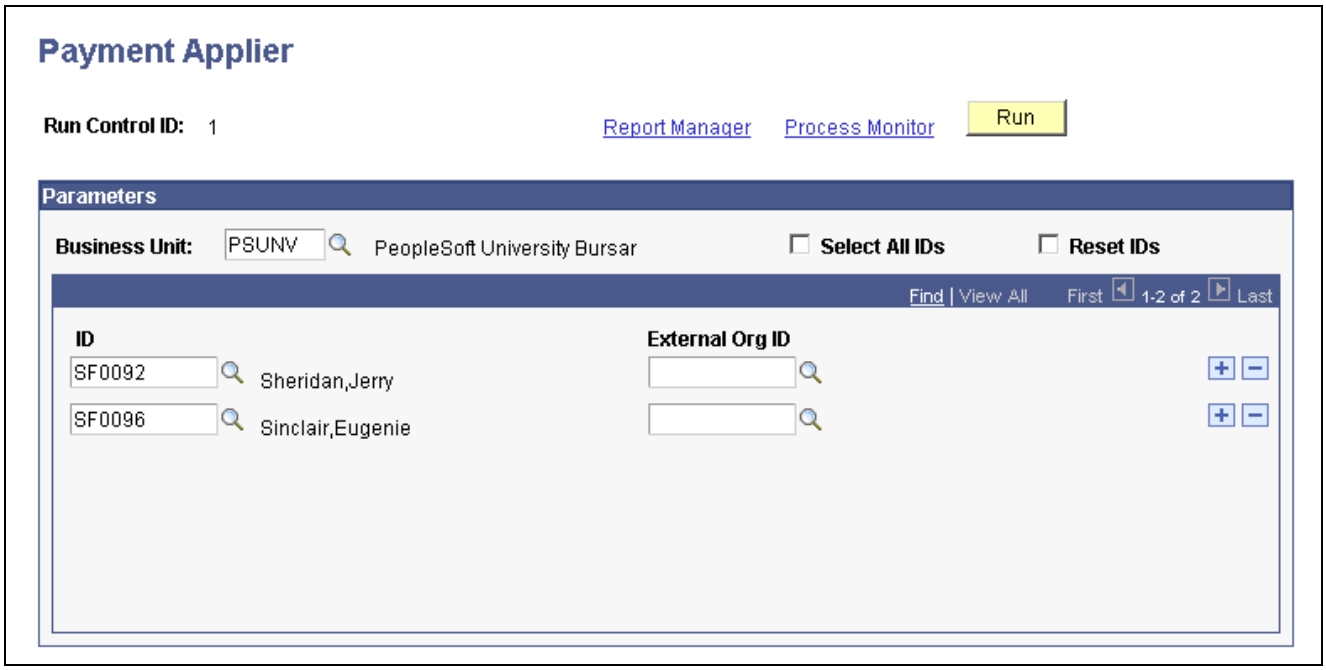
You can run the Payment Applier process to allocate unapplied payments to eligible charges that are still owing. The process applies payments to both student and corporate accounts. Payment swapping might occur if a priority payment is applied.

Pages Used to Apply Payments

Page Name	Object Name	Navigation	Usage
Payment Applier	RUNCTL_PMTWKUP	Student Financials, Charges and Payments, Apply Payment	Run the Payment Applier process.
Payment Shuffle	ITEM_SF_XREF	Student Financials, Charges and Payments, Payment Shuffle	Identify remaining unapplied payments after running the Payment Applier process.

Running the Payment Applier Process

Access the Payment Applier page.



Payment Applier page

Business Unit Enter the business unit for which you want to run the payment applier process.

Select All IDs Select to run the payment applier process for all student and corporate IDs.

Reset IDs When you select this option, all applied payments are unapplied. Then, all payments are applied to their eligible charges as if for the first time following payment allocation rules. All payments are applied in priority order.

Note. The payment applier process does not reset payments if the account is a payment plan, or if the account has write off or refund transactions.

ID or **External Org ID** If you do not select the Select All IDs check box, enter ID numbers for the students or organizations to which you want payments applied.

Note. When running the process for individual IDs, you cannot include both students and organizations at the same time.

Writing Off Charges and Account Balances

This section provides an overview of write-offs and discusses how to:

- Create write-offs for individual students.
- Create write-offs for individual organizations.
- Select accounts to write off for individual students and organizations.
- Select items to write off for individual students and organizations.
- Process batch write-offs.
- Reverse write-offs for students.
- Reverse write-offs for organizations.

Understanding Write-offs

If it becomes impossible to collect a receivable, you can write off the receivable by moving the charge within your general ledger from your receivable or collections account to your write-off account. The system adds the write-off service indicator to the customer's account and applies the restrictions that you defined for write-off customers.

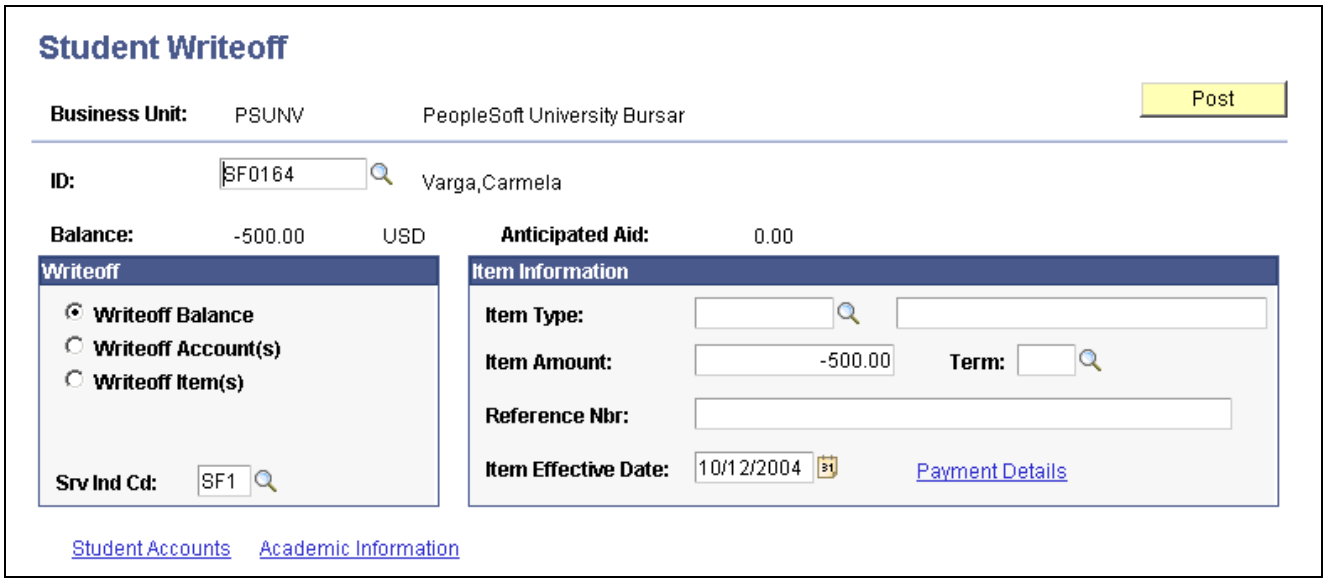
If you process a write-off by mistake, or if a customer agrees to pay a debt that you already wrote off, Student Financials enables you to reverse a write-off.

Pages Used to Write Off Charges and Account Balances

Page Name	Object Name	Navigation	Usage
Student Writeoff	WRITEOFF_QCK_POST	Student Financials, Collections, Write Offs, Post Student Write-off	Create write-offs for individual students.
Corp Writeoff (corporation write-off)	WRITEOFF_ORG_POST	Student Financials, Collections, Write Offs, Post Corporate Writeoff	Create write-offs for individual organizations.
Accounts to Writeoff	WRITEOFF_ACCT_SP	Select the Writeoff Accounts option or click the Accounts to Writeoff link on the Student Writeoff page.	Select accounts to write off for individual students and organizations.
Items to Writeoff	WRITEOFF_ITEMS_SP	Select the Writeoff Items option and click the Items to Writeoff link on the Student Writeoff page.	Select items to write off for individual students and organizations.
Write Offs	RUNCTL_WRITE_OFF	Student Financials, Collections, Write Offs, Run Write-off Process	Process batch write-offs.
Writeoff Reversal	WRITEOFF_REVERSAL	Student Financials, Collections, Write Offs, Reverse Student Writeoff	Reverse write-offs for students.
Writeoff Corp Reversal (write-off corporation reversal)	WRITEOFF_ORG_REVER	Student Financials, Collections, Write Offs, Reverse Corporate Writeoff	Reverse write-offs for organizations.
Writeoff Detail	WRITEOFF_DTL_SP	Click the Writeoff Detail link on the Writeoff Reversal or Writeoff Corp Reversal page.	Review information about a write-off.

Creating Write-offs for Individual Students

Access the Student Writeoff page.



Student Writeoff page

ID Select the ID of the student whose receivables you are writing off.

Balance This field displays the total balance of the customer's account.

Anticipated Aid This field displays the amount of financial aid that has been awarded to the student but has not yet been disbursed.

Writeoff

Select a write-off method.

Writeoff Balance Select this option to write off the entire amount that is shown in the Balance field.

Writeoff Account(s) When you select this option, the system launches the Accounts to Writeoff link.

Writeoff Item(s) When you select this option, the system launches the Items to Writeoff link.

Srv Ind Cd (service indicator code) Select the service indicator code that sets the desired limitations on transactions for customers whose accounts that you have written off.

Student Accounts and **Academic Information** Click Student Accounts to see the View Customer Accounts page. Click Academic Information to view Academic Plan and Enrollment Information.

Item Information

Item Type Select the item type that you are using for your write-off account. The description of the item type appears in the field to the right.

Item Amount The amount of the transaction that you are writing off appears next to the term you select.

Term Enter a term for the write-off.

Reference Nbr (reference number) Enter any reference number that you use to track your write-offs.

Item Effective Date Enter the item effective date.

Payment Details Click to review further detail about the writeoff.

Creating Write-offs for Individual Organizations

Access the Corp Writeoff page.

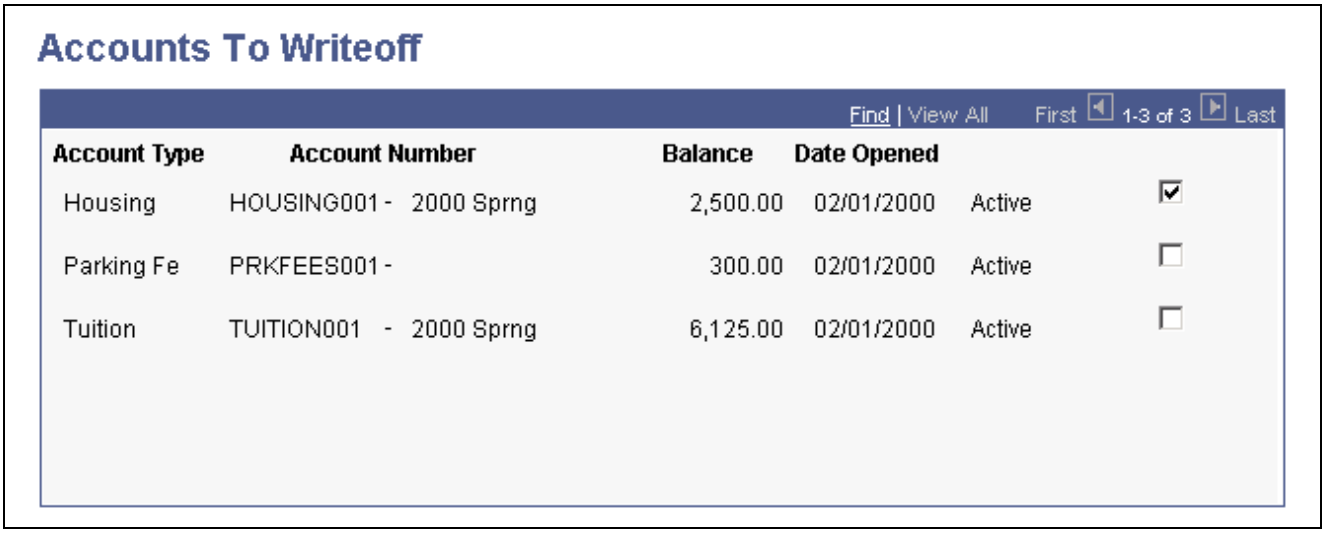
This page is identical to the Student Writeoff page.

See Also

Chapter 21, "Maintaining Receivables," Creating Write-offs for Individual Students, page 451

Selecting Accounts to Write Off for Individual Students and Organizations

Access the Accounts to Writeoff page.

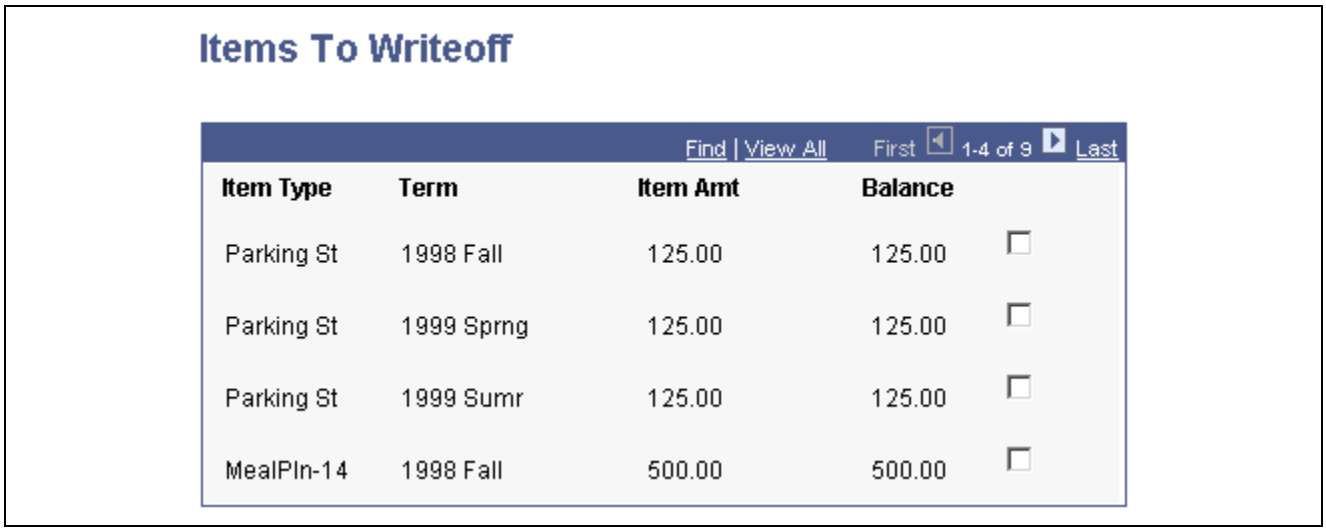


Accounts To Writeoff page

Select the check box next to the accounts that you want to write off.

Selecting Items to Write Off for Individual Students and Organizations

Access the Items To Writeoff page.

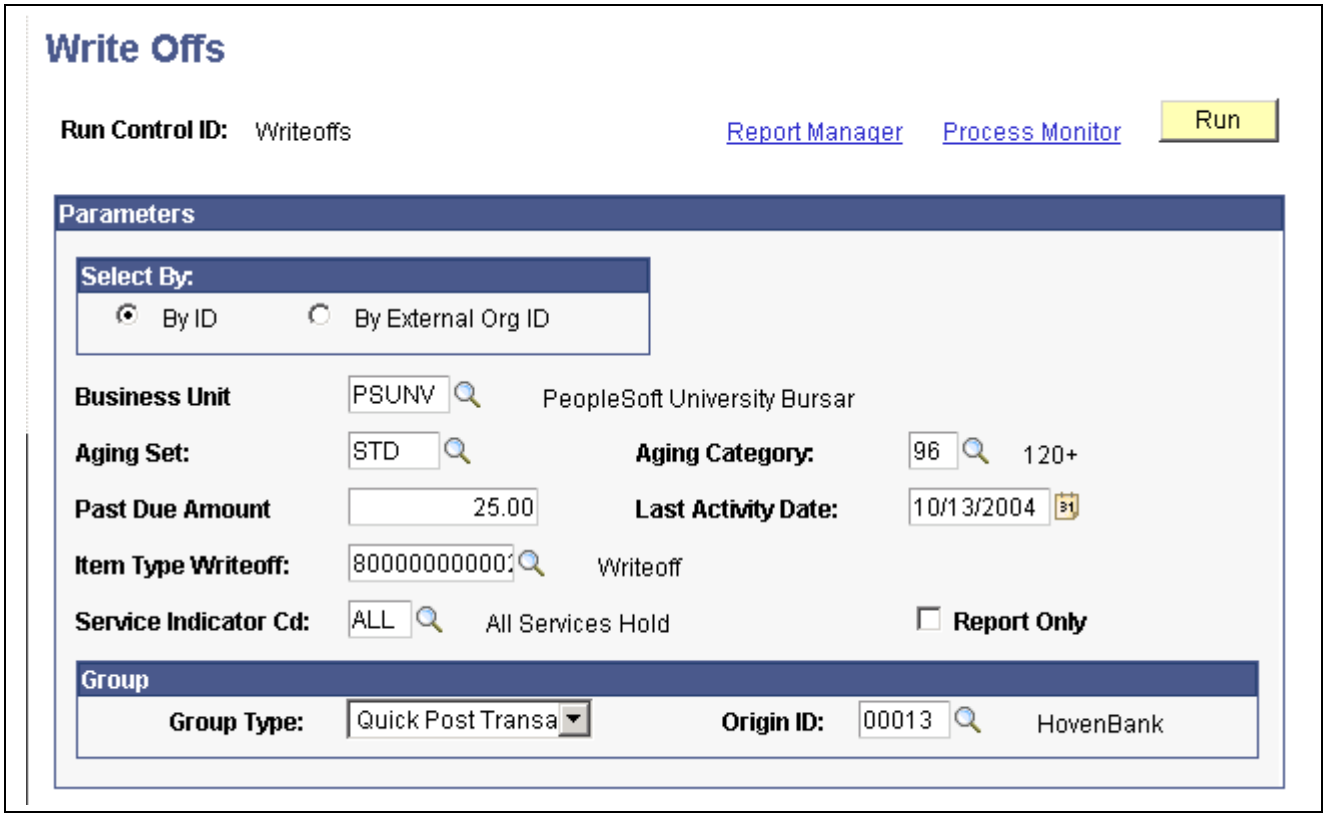


Items To Writeoff page

Select the check box next to the items you want to write off.

Processing Batch Write-offs

Access the Write Offs page.



Write Offs page

By ID Select this option to execute this process for individuals.

By External Org ID (by external organization ID) Select this option to execute the process for organizations.

Business Unit	Select the business unit for the write-offs that you are processing.
Aging Set and **Aging Category**	Enter the aging set and the appropriate aging category to select the overdue amounts. For example, if you select the *STD* (standard) aging set and the code of *96* for the 120+ day aging category, transactions for individuals or organizations that match the criteria for the *STD* aging set and are more than 120 days past due are selected to be written off.
Past Due Amount and **Last Activity Date**	Enter the past due amount criteria for the aging category and the last activity date to further refine your selection.
Item Type Writeoff	Select the item type that your institution uses for write-offs.
Service Indicator Cd (service indicator code)	Select the appropriate service indicator code to place a hold on an individual after you write off charges.
	Note. Service indicators cannot be applied to organizations that use the Student Financials application.
Report Only	Select this option to produce a report of individuals who are selected for write-off before you continue with the process.
Group Type and **Origin ID**	To perform the write-off, you must create a posting group that consists of all amounts to be written off. Select the group type and origin ID to use when creating your posting group. This field is used for security purposes. You should use a group type and origin type with very limited access.

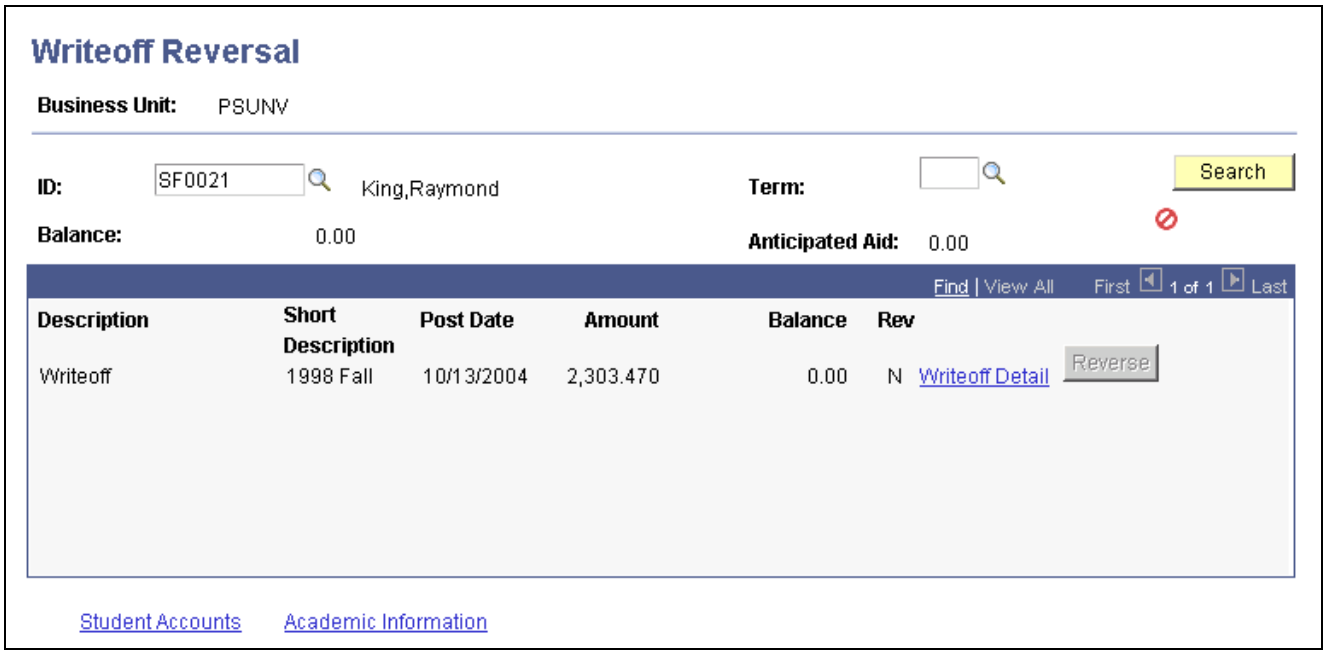
Running this process creates a posting group. Make note of the posting group ID because you should review the posting group before you post it. After you are satisfied with the posting group, post it using the Group Post process.

See Also

Chapter 21, "Maintaining Receivables," Posting Group Data Entries, page 438

Reversing Write-offs for Students

Access the Writeoff Reversal page.



Writeoff Reversal page

ID Enter the ID of the student for whom you want to reverse the write off.

Term Enter the term for which you want the write off reversal to apply.

Writeoff Description This field displays the description of the write-off item type.

Term This field displays the term of the original charge.

Post Date This field displays the date the write off was posted.

Amount This field displays the amount of the write off.

Balance This field displays the balance of each transaction.

Rev (reversed) This field displays the write-off reversal status. When the reversal is complete, the *N* changes to a *Y* to indicate that you have successfully reversed the write-off.

Reverse Click this button next to the write-off that you want to reverse.

Writeoff Detail Click to access Writeoff Detail page.

Reversing Write-offs for Organizations

Access the Writeoff Corp Reversal page.

This page is identical to the Writeoff Reversal page.

See Also

Chapter 21, “Maintaining Receivables,” Reversing Write-offs for Students, page 455

Processing Enrollment Deposits

The Enrollment Deposit process enables you to restrict services by automatically placing a service indicator on student records if the respective students do not pay the required enrollment deposits. This process also automatically releases service indicators upon receipt of enrollment deposits.

This section discusses how to:

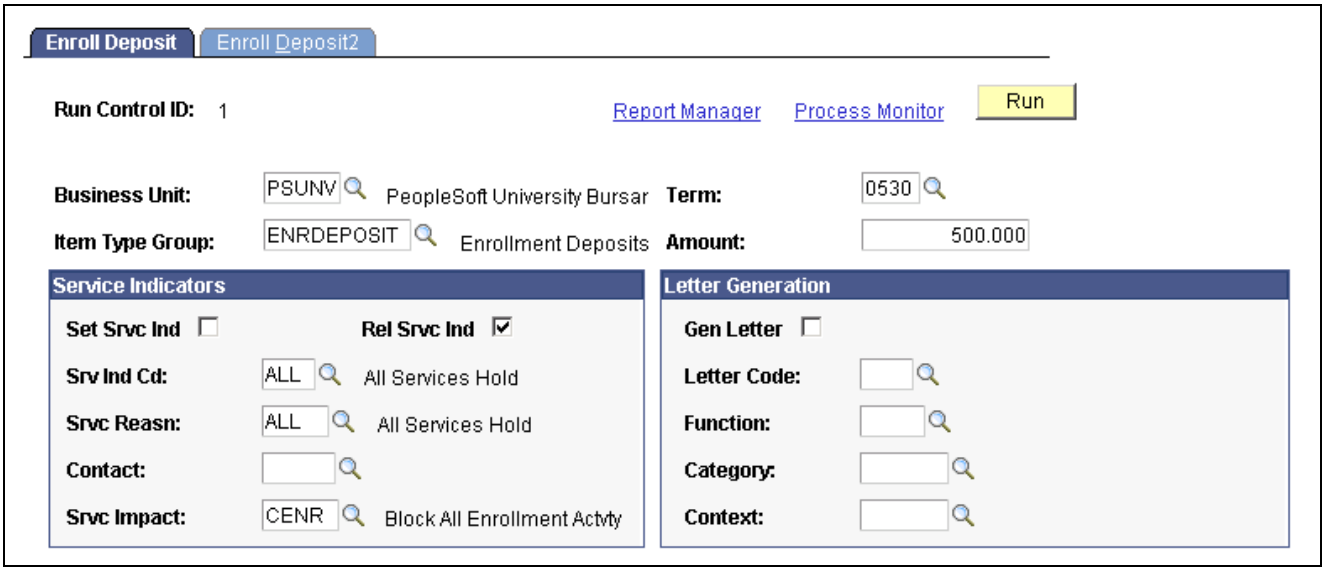
- Define basic parameters for the Enrollment Deposit process.
- Select academic programs and waiver forms for the Enrollment Deposit process.

Pages Used to Process Enrollment Deposits

Page Name	Object Name	Navigation	Usage
Enroll Deposit	RUNCTL_ENRL_DPST	Student Financials, Charges and Payments, Enrollment Deposits	Define basic parameters for the Enrollment Deposit process.
Enroll Deposit2	RUNCTL_ENRL_DPST2	Student Financials, Charges and Payments, Enrollment Deposits, Enroll Deposit2	Select academic programs and waiver forms for the Enrollment Deposit process.

Defining Basic Parameters for Enrollment Deposit Processing

Access the Enroll Deposit page.



Enroll Deposit page

Business Unit Select the business unit for which you are processing enrollment deposits.

Term Select the term for which you are processing enrollment deposits.

Item Type Group Select the item type group that you are using for enrollment deposits.

Amount Enter the amount of the enrollment deposit. The amount is the monetary amount of a single deposit.

Service Indicators

Set Srvc Ind (set service indicator) — Select this option to set service indicator codes.

Rel Srvc Ind (release service indicators) — Select this option to release the service indicator codes that have been applied to student's accounts.

Srv Ind Cd (service indicator code) — Select the service indicator code that you want to apply.

Srvc Reason (service reason), **Contact,** and **Srvc Impact** (service impact) — Select the service reason code that is attached to the service indicator code, the contact, and the service impact code.

Letter Generation

Using the 3Cs functionality, you can automatically generate letters to students.

Gen Letter (generate letter) and **Letter Code** — When you select the Gen Letter option, use the Letter Code field to identify the letter that the system generates.

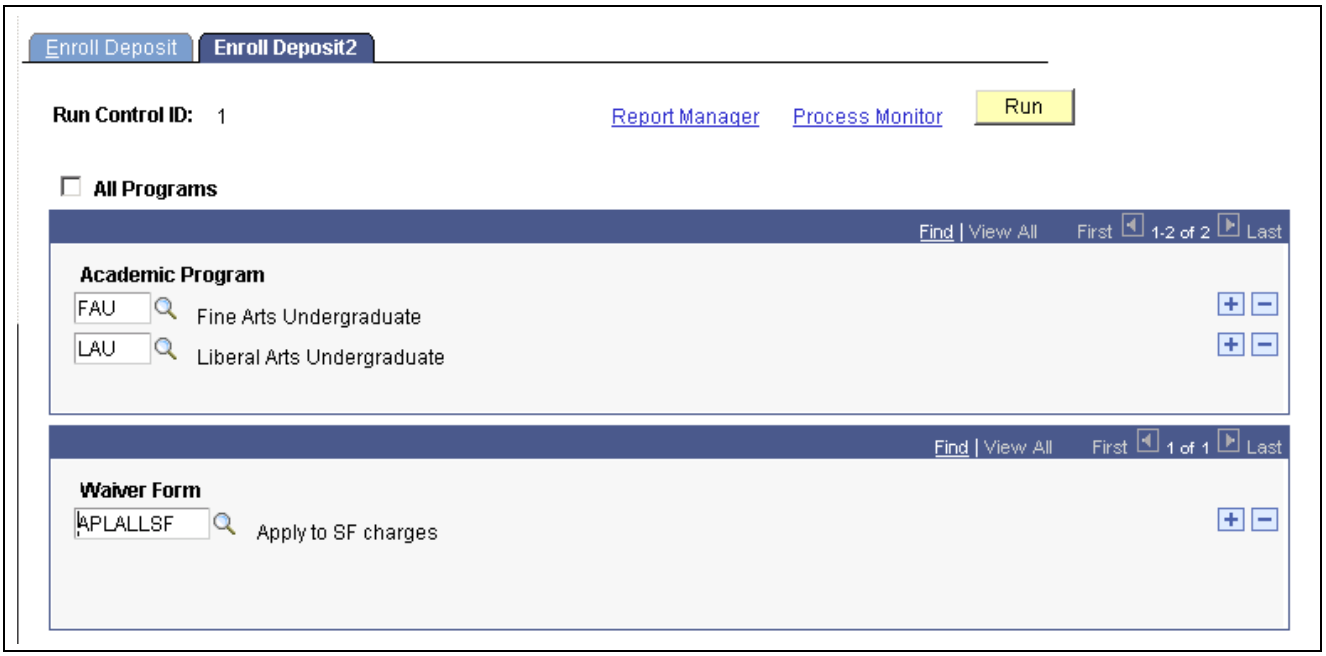
Function, Category, and **Context** — Select the desired function, category, and context.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Understanding the 3Cs—Communications, Checklists, and Comments"

Selecting Academic Programs and Waiver Forms for the Enrollment Deposit Process

Access the Enroll Deposit2 page.



Enroll Deposit2 page

All Programs To evaluate enrollment deposits for all academic programs, select this option. This makes the Academic Program fields unavailable.

Academic Program Select the academic program whose deposits you want to process.

Waiver Form Select a waiver form that allows financial aid monies to pay the enrollment fee for students who have been granted permission.

Processing Late Fees

The Late Fee process enables you to calculate late fees for all students and organizations that are past due on their accounts.

See Also

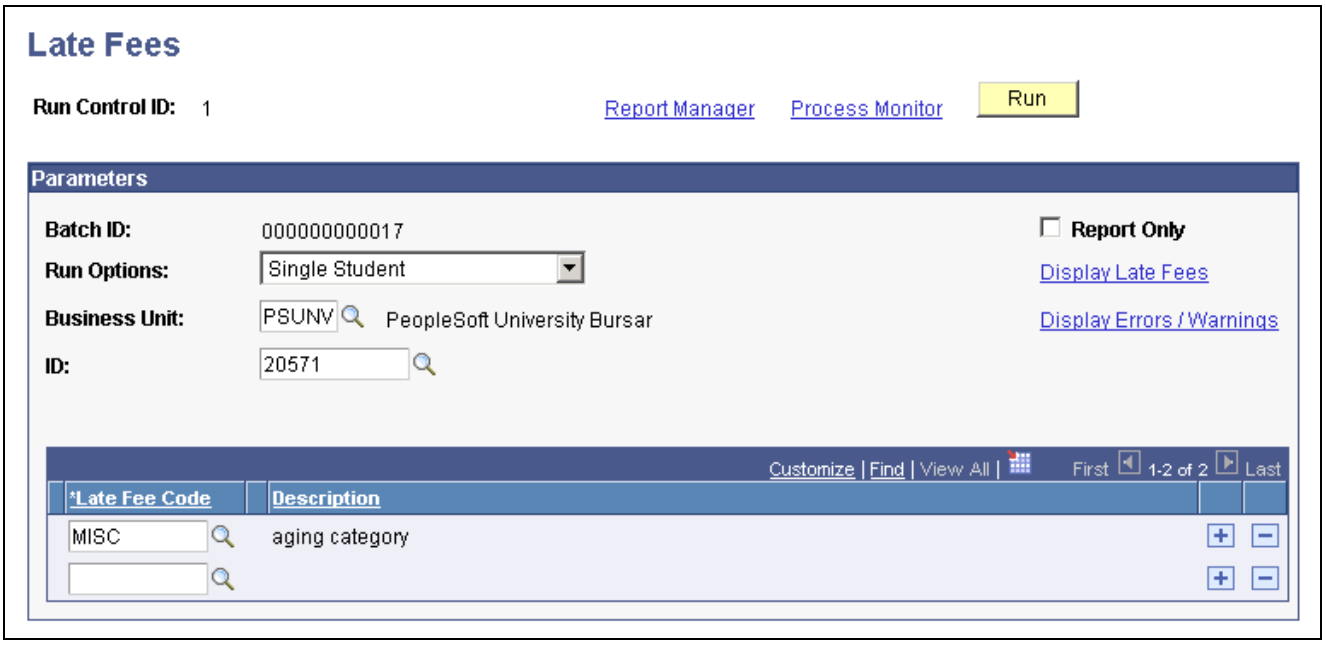
Chapter 11, “Setting Up Receivables Maintenance,” Setting Up Late Fees, page 251

Pages Used to Process Late Fees

Page Name	Object Name	Navigation	Usage
Late Fees	RUNCTL_SFPLATFE	Student Financials, Charges and Payments, Late Fees, Late Fees Processing	Calculate and post late fees.
Late Fees	LATE_FEE_TBL	Student Financials, Charges and Payments, Late Fees, Review Student Late Fees	Review late fees for students.
Late Fee Details	LATE_FEE_DTL_EMP	Click the Details link on the Late Fees page: Late Fees 2 tab.	Review details about a student late fee.
Late Fee Messages	LATE_FEE_MESSAGES	Student Financials, Charges and Payments, Late Fees, Review Late Fee Messages	Review any errors or warnings generated during the processing of student late fees.
Corp Late Fees (corporation late fees)	LATE_FEE_ORG	Student Financials, Charges and Payments, Late Fees, Review Corp Late Fees	Review late fees for organizations.
Corp Late Fees - Late Fees Details (corporation late fees)	LATE_FEE_ORG	Click the Details link on the Corp Late Fees − Late Fees 2 tab.	Review details about an corporate late fee.
Corp Late Fee Messages (corporation late fee messages)	LATE_FEE_ORG_MSG	Student Financials, Charges and Payments, Late Fees, Review Corp Late Fee Messages	Review any errors or warnings generated during the processing of corporate late fees.

Calculating and Posting Late Fees

Access the Late Fees page.



Late Fees page

Batch ID This field displays the batch ID that the system assigns when it runs the process.

Report Only Select this option to produce a report without posting the late fee.

Run Options Select the appropriate run option. You have four choices:

All External Organizations: Enables you to process late fees on external corporate customers. If you select this run option, the ID and External Org ID fields become unavailable and the From ID and To ID fields become available. These fields enable you to specify a range of external organizations against which to process late fees. These fields are not required. If you leave them blank, the system processes late fees for all external organizations.

Single External Organization: Enables you to process late fees that are incurred by a single corporate customer. If you select this run option, the External Org ID field becomes available and the ID, From ID, and To ID fields become unavailable.

Single Student: This is the default value. It enables you to process a late fee for one individual. If you select this run option, the ID field becomes available and the External Org ID, From ID, and To ID fields become unavailable.

All Students: Enables you to process late fees for all students. If you select this run option, the ID and External Org ID fields become unavailable and the From ID and To ID fields become available. These fields enable you to specify a range of students against which to process late fees. These fields are not required. If you leave them blank, the system processes late fees for all students.

Business Unit Select the business unit for which you are processing late fees.

ID If applicable, select the ID of the student for which you are processing late fees. This field becomes available when you select the *Single Student* Run Option.

From ID	If applicable, select the beginning ID of your range. This field is only applicable if you process a range of either students or corporations when using the respective run options, *All Students* or *All External Organizations*.
To ID	If applicable, select the ending ID of your range. This field is only applicable if you process a range of either students or corporations when using the respective run options, *All Students* or *All External Organizations*.
External Org ID (external organization ID)	If applicable, select the ID of the organization for which you are processing late fees.
Late Fee Code	Select the late fee code for the fee schedule that you are applying.
Display Late Fees	Click the Display Late Fees link to access the Display Late Fees page, where you can review the accounts that were processed in this run.
Display Errors/Warnings	Click the Display Errors/Warnings link to access the Late Fee Messages page, where you can view any errors or warnings that you encountered during this run.

Processing Enrollment Cancellation

This section provides an overview of enrollment cancellation and discusses how to:

- Define student selection criteria for enrollment cancellation.
- Define charges, offsetting payments, cancellation options, and service indicators for enrollment cancellation.

Understanding Enrollment Cancellation

The Enrollment Cancellation process selects students for enrollment cancellation when they are past due on their fee payments. You can set up the system to cancel individual classes within a term, individual classes within a session, cancel the entire term, or cancel the entire session for students who meet the past due requirements that you define. You can apply enrollment cancellation criteria to all students in your institution or only to students in specific tuition groups or academic programs. You have the flexibility to define enrollment cancellation rules that meet the specific needs of your institution.

The Enrollment Cancellation process in the Student Financials application selects only students for cancellation. The actual cancellation process is completed in PeopleSoft Student Records using the Student Records Term Withdrawal process (SRPCWDPR).

See Also

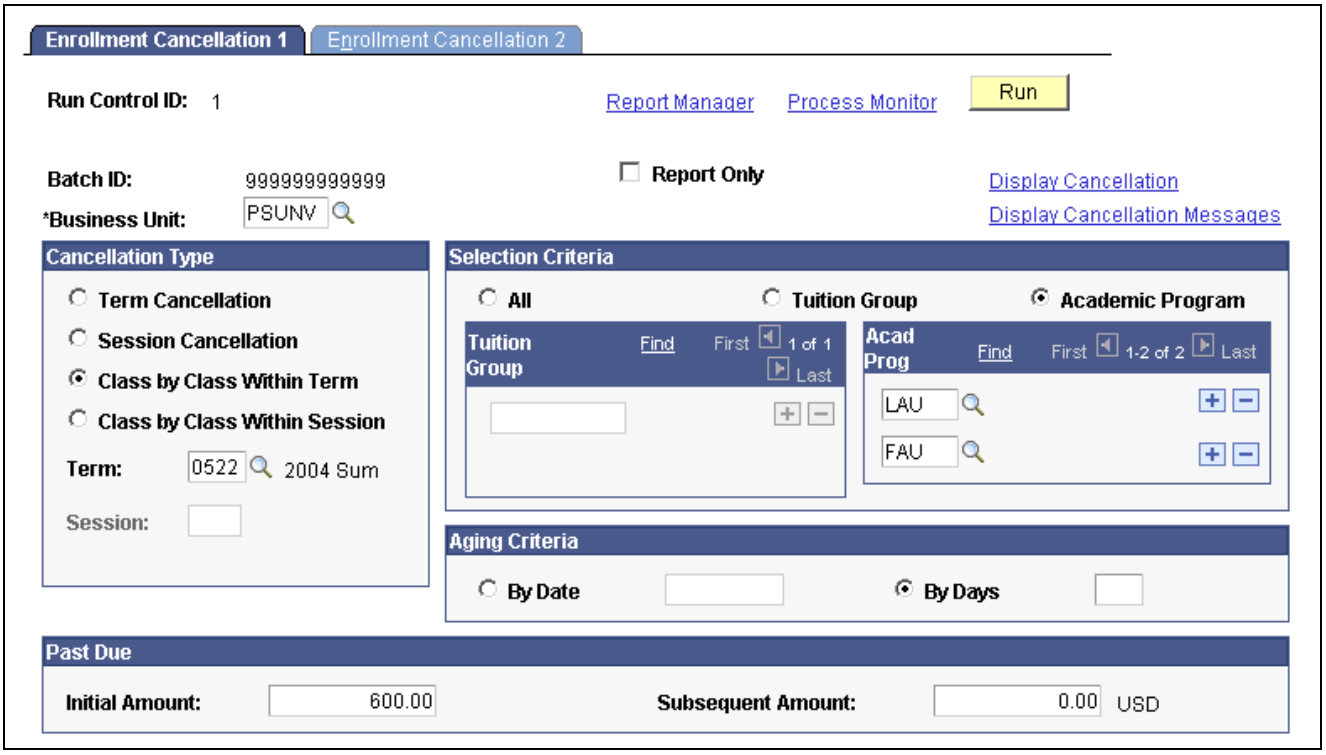
PeopleSoft Enterprise Student Records 8.9 PeopleBook

Pages Used to Process Enrollment Cancellation

Page Name	Object Name	Navigation	Usage
Enrollment Cancellation 1	RUNCTL_SFPCLCAN	Student Financials, Tuition and Fees, Cancellation, Cancel Enrollment	Define student selection criteria for enrollment cancellation.
Enrollment Cancellation 2	RUNCTL_SFPCLCAN2	Student Financials, Tuition and Fees, Cancellation, Cancel Enrollment, Enrollment Cancellation 2	Define charges, offsetting payments, cancellation options, and service indicators for enrollment cancellation.
Enrollment Cancellation	CANC_TERM_CLASS	Student Financials, Tuition and Fees, Cancellation, Review Enrollment Cancellation	Review results of the Enrollment Cancellation process.
Enrollment Cancellation Messages	CANC_MESSAGES	Student Financials, Tuition and Fees, Cancellation, Review Cancellation Messages	Review messages generated by the Enrollment Cancellation process.

Defining Student Selection Criteria for Enrollment Cancellation

Access the Enrollment Cancellation 1 page.



Enrollment Cancellation 1 page

Business Unit Select the business unit for the students that you are reviewing.

Report Only Select this option to view which students are eligible for cancellation without completing the process. The results of the report are available when you click the Display Cancellation button.

Display Cancellation Click this button to view cancellation results. It does not matter whether the Report Only check box is selected. The system displays results for the Class Cancellation process you have run.

Display Cancellation Messages Click this button to view enrollment cancellation warning and error messages.

Cancellation Type

Define which enrollments are canceled by running the process. The cancellation type works in conjunction with the Cancel Completed Classes and Cancel Classes With Grades check boxes on the Enrollment Cancellation 2 page to determine what type of request the Enrollment Cancellation process generates for a student.

Term Cancellation Select this option to cancel all the classes that a student is taking for a term.

If you select this option and you also select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates a term cancellation request for each selected student.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, the Enrollment Cancellation process generates an enrollment request with an action of drop for the student's uncompleted and ungraded classes, instead of a term cancellation request.

If you select this option, you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates a term cancellation request.

Session Cancellation Select this option to cancel all the classes that a student is taking for a session.

If you select this option and you also select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates a session cancellation request for each selected student.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, the Enrollment Cancellation process generates an enrollment request with an action of drop for the student's uncompleted and ungraded classes instead of a session cancellation request.

If you select this option, you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates a session cancellation request.

Class by Class Within Term Select this option to cancel individual classes within a term

If you select this option and you also select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates an enrollment request with an action of drop. The system drops each class in the term, one by one, until the past due amount

is less than the Subsequent Amount that you specify. If the request results in all classes being dropped for a student, then the process generates a term cancellation request.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, the Enrollment Cancellation process generates an enrollment request with an action of drop for the student's uncompleted and ungraded classes. The system drops each class, one by one, until the past due amount is less than the Subsequent Amount.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class, one by one, until the past due amount is less than the Subsequent Amount. If the request results in all classes being dropped for a student, then the process generates a term cancellation request.

Class by Class Within Session

Select this option to cancel individual classes within a session

If you select this option and you select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates an enrollment request with an action of drop. The system drops each class in the session, one by one, until the past due amount is less than the Subsequent Amount you specify. If the request results in all classes being dropped for a student, then the process generates a session cancellation request.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, the Enrollment Cancellation process generates an enrollment request with an action of drop for the student's uncompleted and ungraded classes. The system drops each class, one by one, until the past due amount is less than the Subsequent Amount.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class, one by one, until the past due amount is less than the Subsequent Amount. If the request results in all classes being dropped for a student, then the process generates a session cancellation request.

Term

Enter the term for which you are canceling enrollments. This field is required.

Session

Enter the session for which you are canceling enrollments if you are using either session option.

Selection Criteria

Select which students you want to review for enrollment cancellation processing.

All

Select this option to review all students in the business unit who meet the criteria that you specify. If you select this option, the Tuition Group and Academic Program fields are not available.

Tuition Group

Select this option to review students within a specific tuition group.

Academic Program Select this option to review students within a specific academic program.

Aging Criteria

By Date Select this option and enter a date to indicate that any student with a past due amount on the specified payment date should be selected for enrollment cancellation.

By Days Select this option and enter the number of days to indicate that any student with a past due amount for the number of days specified should be selected for enrollment cancellation.

Past Due Amounts

Initial Amount Enter the initial amount past due that places a student in the enrollment cancellation process. Students with amounts past due that are lower than the initial amount are not selected.

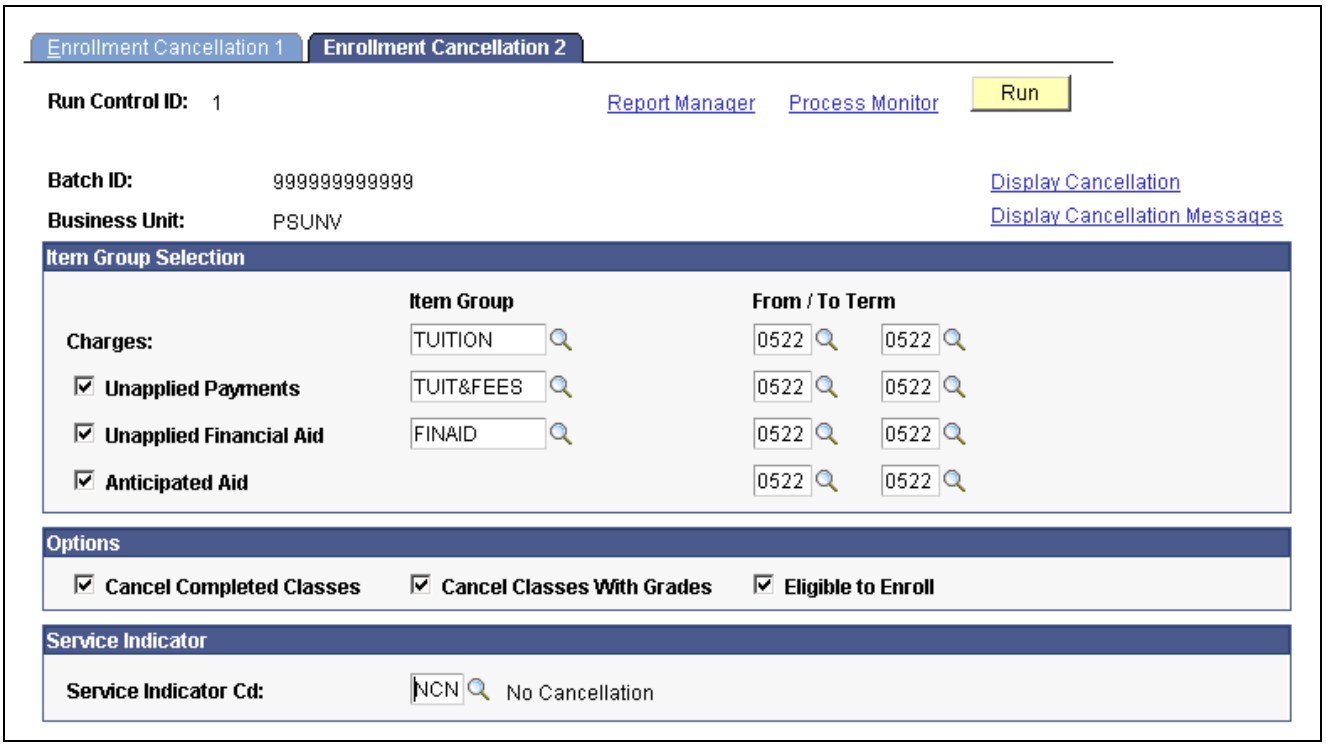
Subsequent Amount The subsequent amount field is available only when the Class by Class Within Term or Class by Class Within Session option is chosen. The system uses this information to automatically cancel classes one by one until the amount past due is less than the subsequent amount.

Example of the Class by Class Cancellation Process with Subsequent Amount

A student enrolls in four classes at a cost of 300 USD per class, but only pays 300 USD. For enrollment cancellation purposes, the initial amount is 600 USD and the subsequent amount is 350 USD. The system selects the student as eligible for enrollment cancellation because the amount past due is 900 USD (this amount exceeds the specified initial amount). The first class cancelled lowers the amount past due to 600 USD. Because this figure is still higher than the subsequent amount of 350 USD, the system cancels a second class, which brings the amount past due to 300 USD. Because this figure is lower than the Subsequent Amount, no further classes are cancelled.

Defining Charges, Offsetting Payments, Cancellation Options, and Service Indicators for Enrollment Cancellation

Access the Enrollment Cancellation 2 page.



Enrollment Cancellation 2 page

Item Group Selection

Item Group — Select the appropriate item group to indicate the specific charges to be included in the past due amount.

From/To Term — Enter the From/To Term range for picking up the charges.

Unapplied Payments, Unapplied Financial Aid, Anticipated Aid — To reduce charges by certain types of unapplied payments, unapplied financial aid, or anticipated aid, select the option and then enter the appropriate item group and the from/to term range for picking up these credits.

Options

Cancel Completed Classes — Select this option to cancel classes that have been completed but not graded. The system will not cancel any classes for which the student has received grades.

Cancel Classes With Grades — If grades have been entered, and you want to include graded classes in the cancellation process, select this option to cancel classes with grades.

Eligible to Enroll — If you select this check box, the Enrollment Cancellation process selects the Eligible to Enroll check box on the Term Activation page for students selected by the process. If you do not select this check box, the Enrollment Cancellation process clears the Eligible to Enroll check box on the Term Activation page for students that were selected by the process.

Service Indicator Cd (service indicator code) — Enter a service indicator code to exclude students from the enrollment cancellation process. Those students with the selected service indicator are not selected for the enrollment cancellation process.

Display Cancellation Click the link to access the Enrollment Cancellation page, where you can review details about students with cancelled enrollment.

Display Cancellation Messages Click the link to access the Enrollment Canc Messages page, where you can review cancellation messages.

See Also

PeopleSoft Enterprise Student Records 8.9 PeopleBook, "Managing Student Programs, Plans, and Subplans"

Validating Tables

The Table Validation process is a powerful tool that enables you to report on and correct referential integrity errors within Student Financials tables. These errors can occur as a result of setup errors, changes to setup after data is partially processed, or your own modified programs that insert or update Student Financials tables.

Page Used to Validate Tables

Page Name	Object Name	Navigation	Usage
Table Validation	RUN_CNTL_SFTBLVAL	Student Financials, Charges and Payments, Validate Tables	Run the Table Validation process.

Running the Table Validation Process

Access the Table Validation page.

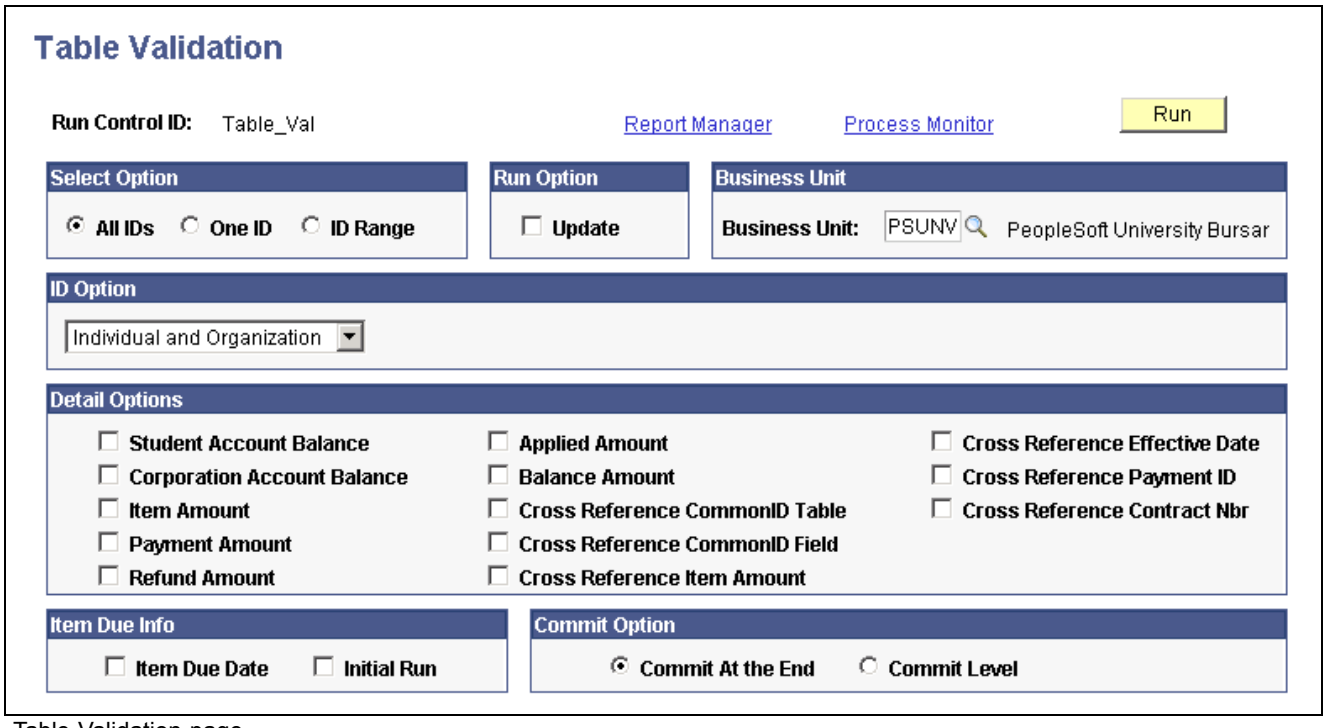


Table Validation page

Select Option

All IDs Select this option to run the process against all accounts in the system. If *Individual and Organization* is selected as the ID Option, All IDs is the required Select Option.

One ID Select this option to run the process against a single individual or corporate account.

ID Range Select this option to process a range of either individual or corporate accounts.

Run Option

Update Select this check box to correct data errors when they are detected. Clear this check box to produce reports only. If you select this check box, the process still produces reports.

Note. When you run the Table Validation process, you have the option of selecting as many reports/updates as you want. In update mode, there are data dependencies and processing that must be done in the order that the options appear on the page.

ID Option

ID Option *Individual and Organization:* Select this option to process all accounts in the system. If you select this option, the Select Option is limited to All IDs and the Start and End fields are hidden.

Individual Only: Select this option to process only individual accounts. If you select this option, all Select Options are available.

Organization Only: Select this option to process only external organization accounts. If you select this option, all Select Options are available.

From ID This field is available when either One ID or ID Range is selected as the Select Option and is labeled appropriate to the ID Option selection.

To ID This field is available when ID Range is selected as the Select Option and the label is associated with the appropriate ID Option selection.

Detail Options

In the Detail Options group box, select the reports or updates that you want to process. If the Update Run Option has not been selected, the process produces a report that identifies referential data integrity discrepancies, but does not change any data. If you select the Update Run Option, discrepancies are corrected as indicated in each description.

Student Account Balance Select this option to compare the account balance from the ACCOUNT_SF table with the sum of the item amounts from the ITEM_SF table. If the amounts are different, the system uses the sum of the item amounts to update the account balance.

Corporation Account Balance Select this option to compare the account balance from the ACCOUNT_ORG_SF table with the sum of the item amounts from the ITEM_SF table. If the amounts are different, the system uses the sum of the item amounts to update the account balance.

Item Amount Select this option to compare the item amount from the ITEM_SF table with the sum of the line amounts from the ITEM_LINE_SF table. If the amounts are different, the system uses the sum of the line amounts to update the item amount.

Payment Amount Select this option to compare the payment amounts from the PAYMENT_TBL table with the sum of the item amounts for each payment from the ITEM_SF table. If the amounts are different, the system uses the sum of the item amounts to update the payment amount.

Refund Amount Select this option to compare the refund amount from the REFUND_HDR table with the item amount from the ITEM_SF table. If the amounts are different, the system uses the item amount to update the refund amount.

Applied Amount Select this option to compare the sum of the cross reference amounts from the ITEM_XREF table with the applied amount from the ITEM_SF table. If the amounts are different, the system uses the cross reference amount to update the Applied Amount.

Balance Amount Select this option to compare the sum of the cross reference amount from the ITEM_XREF table with the net value of the item amount, minus the item balance from the ITEM_SF table. If the amounts are different, the system subtracts the sum of the cross reference amount from the item amount and uses the result to update the item balance.

Cross Reference CommonID Table Select the Cross Reference CommonID Table check box and run the process.

The report performs the following cross checks:

- For every student with an account that is defined in ACCOUNT_SF and for every organization with an account that is defined in ACCOUNT_ORG_SF, the report verifies that a row exists in the SF_COMMON_ID table. If a row does not exist in the SF_COMMON_ID table, and you run the report in update mode, the system inserts a row for the student or organization ID into SF_COMMON_ID.
- For every person or organization, the report verifies for each COMMON_ID that the maximum item number that is recorded in the ITEM_SF table matches the field ITEM_NBR_LAST stored in the SF_COMMON_ID table. When you run the report in update mode, if the ITEM_NBR_LAST in the SF_COMMON_ID table does not match the highest ITEM_NBR for a given student or organization in ITEM_SF, the program updates the field ITEM_NBR_LAST to match the highest ITEM_NBR in ITEM_SF for that student or organization.
- For every person or organization, the report verifies for each COMMON_ID that the maximum payment ID number recorded in the PAYMENT_TBL matches the field PAYMENT_ID_LAST stored in the SF_COMMON_ID table. When you run the report in update mode, if the PAYMENT_ID_LAST in the SF_COMMON_ID table does not match the highest PAYMENT_ID_NBR for a given student or organization in PAYMENT_TBL, the program updates the field PAYMENT_ID_LAST to match the highest PAYMENT_ID_NBR in PAYMENT_TBL for that student or organization.

The report lists any discrepancies found.

Note. Due to its intensive table analysis of the core SF transaction tables and possible updates to SF_COMMON_ID, it is recommended that you run the Cross Reference CommonID Table report in update mode only on a limited basis and only while it has exclusive access to the system. Do not run other Student Financials processes while this report is running.

Cross Reference CommonID Field

Select the Cross Reference CommonID Field check box and run the process.

The report cross checks COMMON_ID and SA_ID_TYPE against the fields EMPLID and EXT_ORG_ID in the following tables:

- ITEM_SF
- ITEM_LINE_SF
- ITEM_XREF
- PAYMENT_TBL
- ITEM_DUE_SF

For each table, the system reports errors when the following conditions occur:

1. Both EMPLID and EXT_ORG_ID are populated.
2. Neither EMPLID nor EXT_ORG_ID are populated.
3. The SF_COMMON_ID.SA_ID_TYPE = P (person) and the EMPLID has a value that is not the same value in COMMON_ID.
4. The SF_COMMON_ID.SA_ID_TYPE = O (organization) and the EXT_ORG_ID has a value that is not the same value in COMMON_ID.

Note. Even if you run the report in update mode, the system does not update the EMPLID, EXT_ORG_ID, COMMON_ID and SA_ID_TYPE fields to prevent an inadvertent change to these ID fields. You must identify the correct values and make a manual correction in all relevant tables.

Cross Reference Item Amount

Select this option to compare the sum of the cross reference amounts from the ITEM_XREF table with the Item Amount from the ITEM_SF table. If the item amount is less than this sum, the values in the ITEM_XREF table are set to zero and the errors are reported. To correct the errors, the payments must be backed out and then reapplied. Each payment can be backed out manually or by running the Applied Amount and Balance Amount reports *after* running this report. Exception: If the item is linked to a contract, the system does not set the values in the ITEM_XREF table to zero. To correct the errors, the contracts must be cancelled, the update process must be run again to zero the ITEM_XREF values, and the contracts must be reapplied.

Cross Reference Effective Date

Select this option to find any missing effective dates in the ITEM_XREF table to the item effective date in the ITEM_SF table. If dates are missing, the system uses the item effective date from ITEM_SF to update the effective date.

Cross Reference Payment ID

Select this option to find any missing payment ID numbers from the ITEM_XREF table with the payment ID number from the ITEM_SF table. If the numbers are different, the system uses the payment ID number from ITEM_SF to update the payment ID number in ITEM_XREF.

Cross Reference Contract Nbr (cross reference contract number)

Select this option to validate the contract number in the ITEM_XREF table. If the item number contract is populated, but the contract number is blank, the system uses the contract number from the TP_STUDENT table to update the ITEM_XREF table.

Item Due Info

Item Due Date

Select this option to find due date discrepancies on the ITEM_DUE_SF table. The program compares this due date with the due date from the ITEM_LINE_SF table. If the dates are different, the system uses the due date from ITEM_LINE_SF to calculate the appropriate value and update the ITEM_DUE_SF due date.

Initial Run

Select this option in conjunction with the Item Due Date option to delete all due date values from the ITEM_DUE_SF table prior to recalculating them. This option only has an effect if the report is run in update mode.

Note. The Item Due Date and Initial Run fields must always be considered together.

Commit At the End

Select this option to commit changes only at the end of processing.

This option applies only to the Item Due Date option.

Commit Level

Select this option to specify a commit level. When you select this option, you are required to specify a value in the box that appears to the right. The program commits changes to the table after each 100 IDs have been processed.

Note. This option applies only to the Item Due Date option.

CHAPTER 22

Maintaining Customers

This chapter discusses how to:

- Maintain PeopleSoft Campus Community data.
- Manage waiver forms.
- Process customer credit history.

Maintaining PeopleSoft Campus Community Data

The Maintain Customers feature provides components that enable you to maintain, view, and report some student data within Student Financials without having to access the PeopleSoft Campus Community application. There are eight of these components within the Maintain Customers feature:

- Address Maintenance
- Electronic Addresses
- Relations With Institution
- Residency Data
- Service Indicator Data
- Active Service Indicators
- Address Search
- Address Listing

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook

Managing Waiver Forms

This section provides an overview of waiver forms and discusses how to:

1. Create waiver forms.
2. Attach waiver forms to student records.
3. Attach waiver forms to charge priority lists.

Understanding Waiver Forms

Certain types of credits to a student's account are restricted as to whether they can be applied to any terms other than the current term. For example, the U.S. government restricts financial aid such that your institution may apply it only to charges for a current term unless you receive permission from the student to apply it to charges associated with future or prior terms.

Institutions that use an automated system to manage student finances can create a waiver forms that act as a records of standing permission from students to apply restricted credits to terms other than the current term.

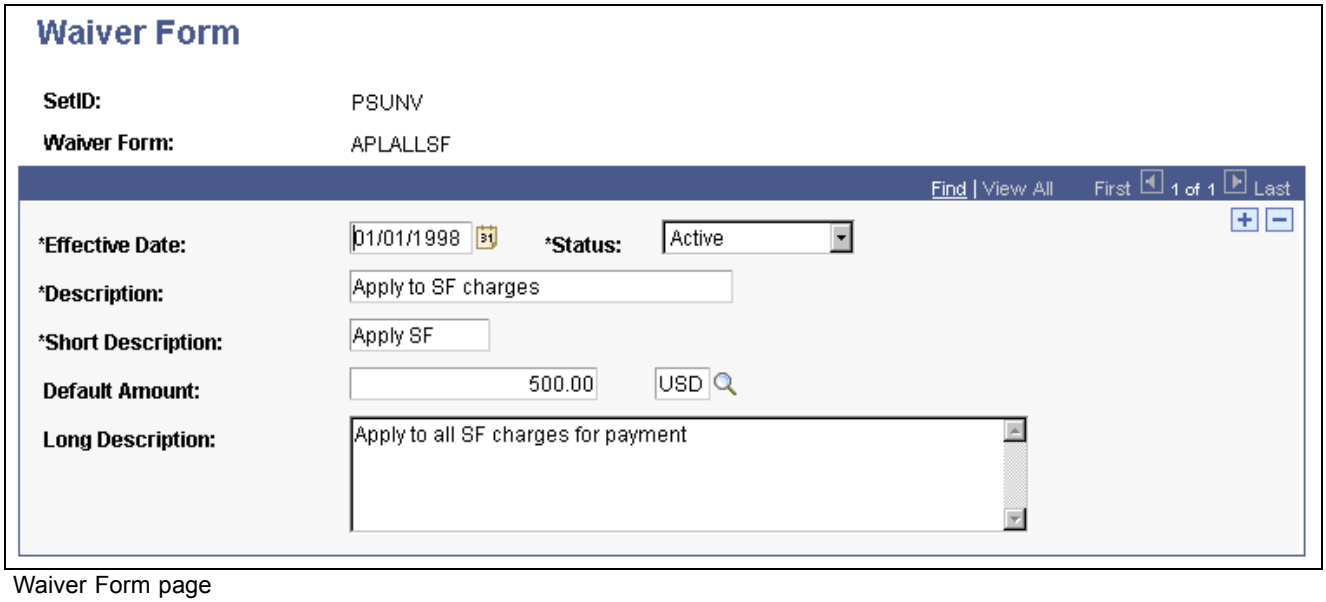
Note. When you attach the waiver form to a charge priority list is when you actually determine which noncurrent terms that you can apply restricted credits to.

Pages Used to Manage Waiver Forms

Page Name	Object Name	Navigation	Usage
Waiver Form	WAIVER_FORM_TABLE	Set Up SACR, Product Related, Student Financials, Student Permission Waivers	Create waiver forms.
Assign Student Permissions	STDNT_WAIVER_FORM	Student Financials, Charges and Payments, Assign Student Permissions	Attach waiver forms to student records.
Details	ITEM_CHRG_TYP_PRT2	Set Up SACR, Product Related, Student Financials, Charges and Payments, Charge Priority List, Details	Attach waiver forms to charge priority lists.

Creating Waiver Forms

Access the Waiver Form page.

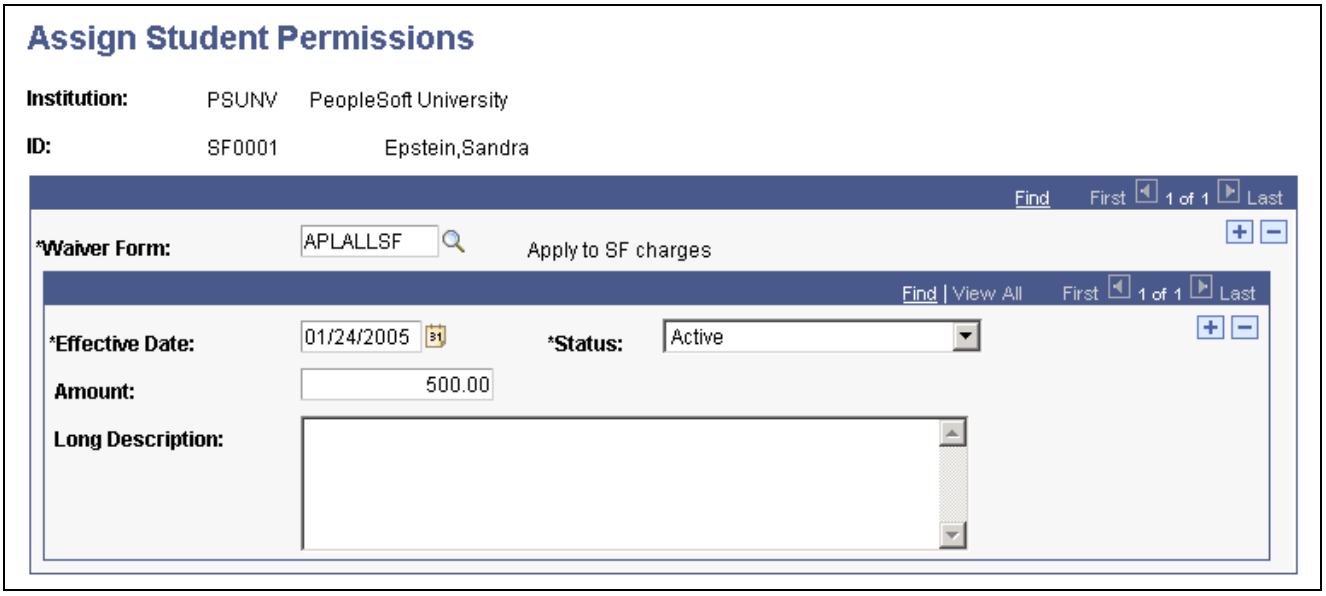


Waiver Form page

Default Amount Select the default amount that the system uses when you attach a waiver form to a student. This amount establishes a ceiling for how much of a restricted payment that you can apply to noncurrent terms.

Attaching Waiver Forms to Student Records

Access the Assign Student Permissions page.



Assign Student Permissions page

Waiver Form Select the waiver form that you want to attach to the student. When you select a waiver form, the system populates the Amount field with the default amount of the waiver form.

Amount Specify the maximum amount of restricted credit that the student has given your institution permission to apply to noncurrent terms. The default value is the default amount associated with the selected waiver form.

Attaching Waiver Forms to Charge Priority Lists

You attach waiver forms to charge priority lists using the Details page during the setup of your charge priority list rules.

See Also

Chapter 2, “Completing Student Financials General Setup,” Defining Charge Priority List Rules, page 29

Processing and Reviewing Customer Credit History

The Credit History process assigns outstanding charges for one or more students or organizations to aging categories of a particular aging set. Once the charges are assigned to aging sets, you can use the Collect Receivables feature to begin the collection process.

See Also

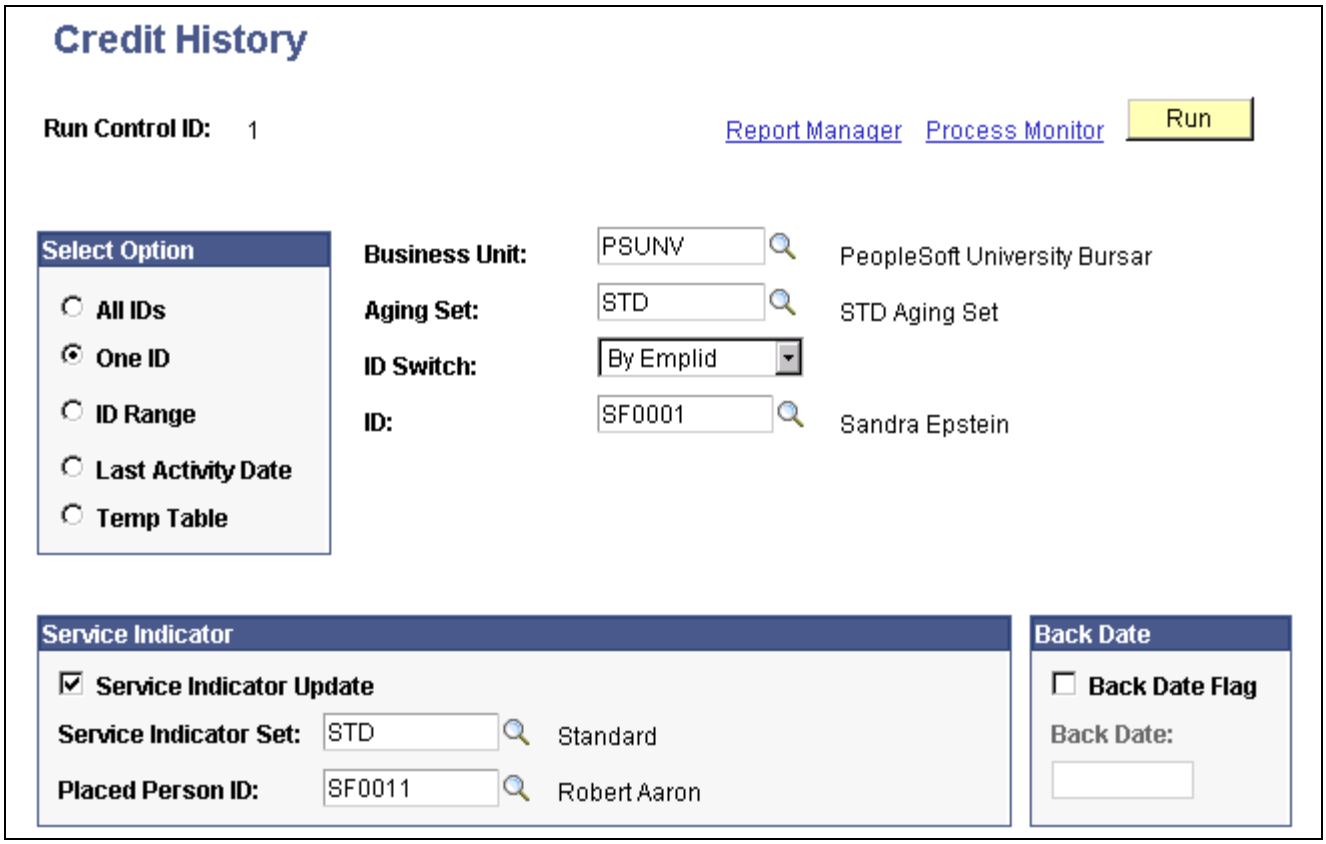
Chapter 2, "Completing Student Financials General Setup," Setting Up Aging Sets, page 26

Pages Used to Process Customer Credit History

Page Name	Object Name	Navigation	Usage
Credit History	RUNCTL_CREHIST	Student Financials, Collections, Credit History, Process Credit History	Process customer credit history.
Credit History	CREDIT_HIST_LIST	Student Financials, Collections, Credit History, Review Credit History	Review the aging history of a student's account.
Corporation Credit History	CREDIT_HIST_LIST_O	Student Financials, Collections, Credit History, Review Corp Credit History	Review the aging history of an organization's account.

Processing Customer Credit History

Access the Credit History page.



Credit History page

ID Switch Use this field to choose whether the Credit History process includes students or organizations. Select the *By Emplid* (by employee ID) value to run the

process for students or the *By Org ID* (by organization ID) value to run the process for organizations.

Aging Set Select the aging set containing the aging categories to which you want to assign outstanding charges.

Select Option

All IDs Select to run the Credit History process for all of the students or organizations in the database with outstanding charges.

One ID Select to run the Credit History process for a single student or external organization. When you select this option, the ID field or the External Org ID field appears depending on the value that you select in the ID Switch field.

ID Range Select to run the Credit History process for a range of students or external organizations. When you select this option, the Start EmplID and End EmplID fields or the Start Ext Org ID (start external organization ID) and End Ext Org ID (end external organization ID) fields appear depending on the value that you select in the ID Switch field.

Last Activity Date Select to run Credit History process for only those students or external organizations that have had activity on their accounts since a given date. When you select this option the Last Activity Date field appears.

Temp Table If your institution has written a query to select students by academic program, select to run the Credit History process for the IDs written to the Temp Table as a result of your query. When you select this option, the Customer ID field appears.

ID Select the ID of the student for whom you are running the Credit History process.

External Org ID (external organization ID) Select the ID of the organization for which you are running the Credit History process.

Start EmplID and **End EmplID** Use these fields to set a range of students for which you want to run the Credit History process.

Start Ext Org ID and **End Ext Org ID** Use these fields to set a range of organizations for which you want to run the Credit History process.

Last Activity Date Enter the date after which activity must have occurred on a student or corporate account to be included in the Credit History process.

Customer ID Select a customer ID. This ID is a unique identifier that you have inserted into the key of your Temp Table. The customer ID identifies the set of IDs that you want the system to use when running the process.

Service Indicator

Service Indicator Update Select to post a service indicator to the students. When you select this check box, the Service Indicator Set and Placed Person ID fields appear in the group box.

Service Indicator Set Select the set of rules that you want to use for the service indicator.

Placed Person ID Enter the ID of the person who is assigning the service indicator.

Back Date

Back Date Flag Select this check box if you want to recalculate credit history for a prior date. If you select this option the Back Date field appears in the group box.

Back Date Enter the prior date for which you want to run the Credit History process.

Note. When running this option, the system will create two records. One record for today's date (effective date) and one record for the back dated effective-dated record.

CHAPTER 23

Collecting Receivables

This chapter provides an overview of receivables collection and discusses how to:

- Assign collection items to collectors and worklists.
- Work collection items.
- Update collection letter information.
- Process collection letters.
- Add to a collector's queue without using worklists.
- View customers and corporations that are in collection.

Understanding Receivables Collection

This section lists prerequisites and common elements, and provides an overview of receivables collection.

Prerequisites

Before you can move items into or out of the collection system, you must run the Credit History process to determine the aging categories in which past due items belong.

See Also

Chapter 22, "Maintaining Customers," Processing and Reviewing Customer Credit History, page 475

Common Element Used in This Chapter

Collection ID A system-assigned ID for a given collection item.

Receivables Collection

The Collect Receivables feature provides early intervention for past due accounts. The feature interfaces with PeopleSoft Workflow to assign collections items to the worklist of specific users. In addition, the feature interfaces with the 3Cs (communications, comments, and checklists) from Campus Community to generate automated collection (dunning) letters. All the information needed to manage the collections cycle is compiled in one location and can be reviewed and updated by collectors and supervisors.

Assigning Collection Items to Collectors and Worklists

This section discusses how to:

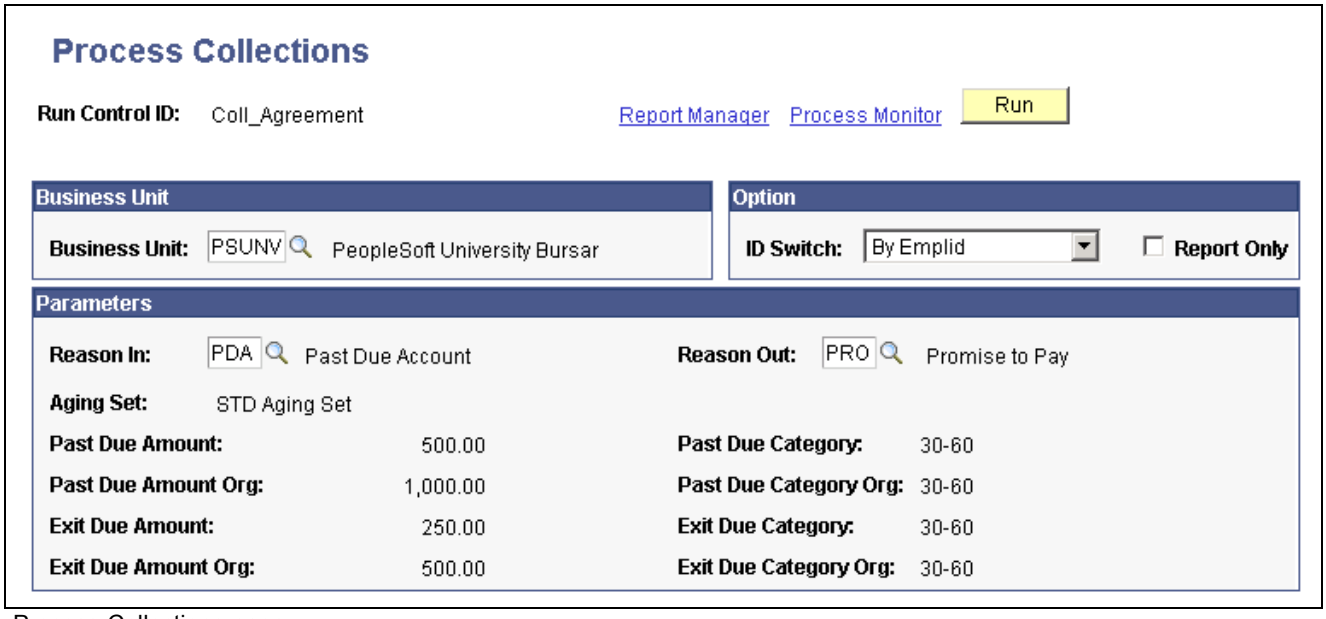
1. Assign collection items to collectors.
2. Assign collection items to worklists.

Pages Used to Assign Collection Items to Collectors and Worklists

Page Name	Object Name	Navigation	Usage
Process Collections page	RUNCTL_COLLECT_SF	Student Financials, Collections, Process Collections	Assign collection items to collectors.
Assign Collections Worklist	RUNCTL_COLLECT	• Student Financials, Collections, Assign Customers to Worklist • Student Financials, Collections, Assign Corporation to Worklist	Run the process that routes each collection item to the worklist of the assigned collector.

Assigning Collection Items to Collectors

Access the Process Collections page.



Process Collections page

Option

ID Switch Select whether you want to assign collection items for students or for organizations. The two valid values for this field are *By Emplid* and *By Org ID*.

Report Only The Assign Collector process normally generates a report of the collection items it assigns to collectors. If you want to generate the report of what assignments the system will make without actually making them, select this check box.

Parameters

Reason In Select the reason in code that the system attaches to each item that the Assign Collector process moves into the collection system.

Reason Out Select the reason out code that the system attaches to each item that the Assign Collector process moves out of the collection system.

The Assign Collector (SFCOLLEC) process assigns each receivable that is eligible for collection to a collector based on the collection criteria that you established during your collections setup. It creates new collection records for items moved into collections for the first time. In addition, it updates the collection records for items that have been resolved or modified since the last time the process was run.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Business Units, page 11

Assigning Collection Items to Worklists

Access the Assign Collections Worklist page.

The Collections SSF_ASGNWORK (if you assign collection items by user ID) or the Collections Role SSF_ASGNWORK (if you assign collection items by role) processes route collection items to the worklist of the appropriate collector.

Note. If you access this page using the Assign Org Worklist component, you can choose to run the Process Org Collections (if you assign collection items by user ID) or the Process Org Role Collections (if you assign collection items by role) process when you click Run. These processes route organization collection items to worklists rather than student collection items.

Working Collection Items

This section provides an overview of collection items and discusses how to:

- View demographic information and collection items.
- Select collection letter templates for collection items.
- Record collection steps and follow-up actions for collection items.

Understanding Collection Items

Once you assign collection items to the appropriate worklists, your collectors can begin working each item.

Working Student Collection Items

Collectors and supervisors use the Demographic Information and Collection Information pages to work student collection items. You can access these two pages using three different components:

- Customer Conversations

Collectors normally use the Customer Conversations component to manually create a collection record for a past due item without running the Assign Collector process.

- Customer Conversations Wrklst (customer conversations worklist)

  This is the most common component that collectors use to work student collection items. It is also the most secure method for working collection items because collectors can access this component only through their personal worklist.

- Customer Conversations Update

  This component is the least secure of the three. It is intended for users in a supervisory position who check and update the work of the collectors at your institution. Using this component, a supervisor can access any collection item associated with a given business unit.

Working Corporate Collection Items

Collectors and supervisors use the Demographic Information and Cust Conv Coll (customer conversation collection) pages to work corporate collection items. You can access these two pages using three different components:

- Org Customer Conversations (organization customer conversations)

  Collectors use this component to work corporate collection items in the same way that they use the Customer Conversations component to work student collection items.

- Org Customer Convers Wrklst (organization customer conversations worklist)

  Collectors use this component to work corporate collection items in the same way that they use the Customer Conversations Wrklst component to work student collection items.

- Org Customer Convers Update (organization customer conversations update)

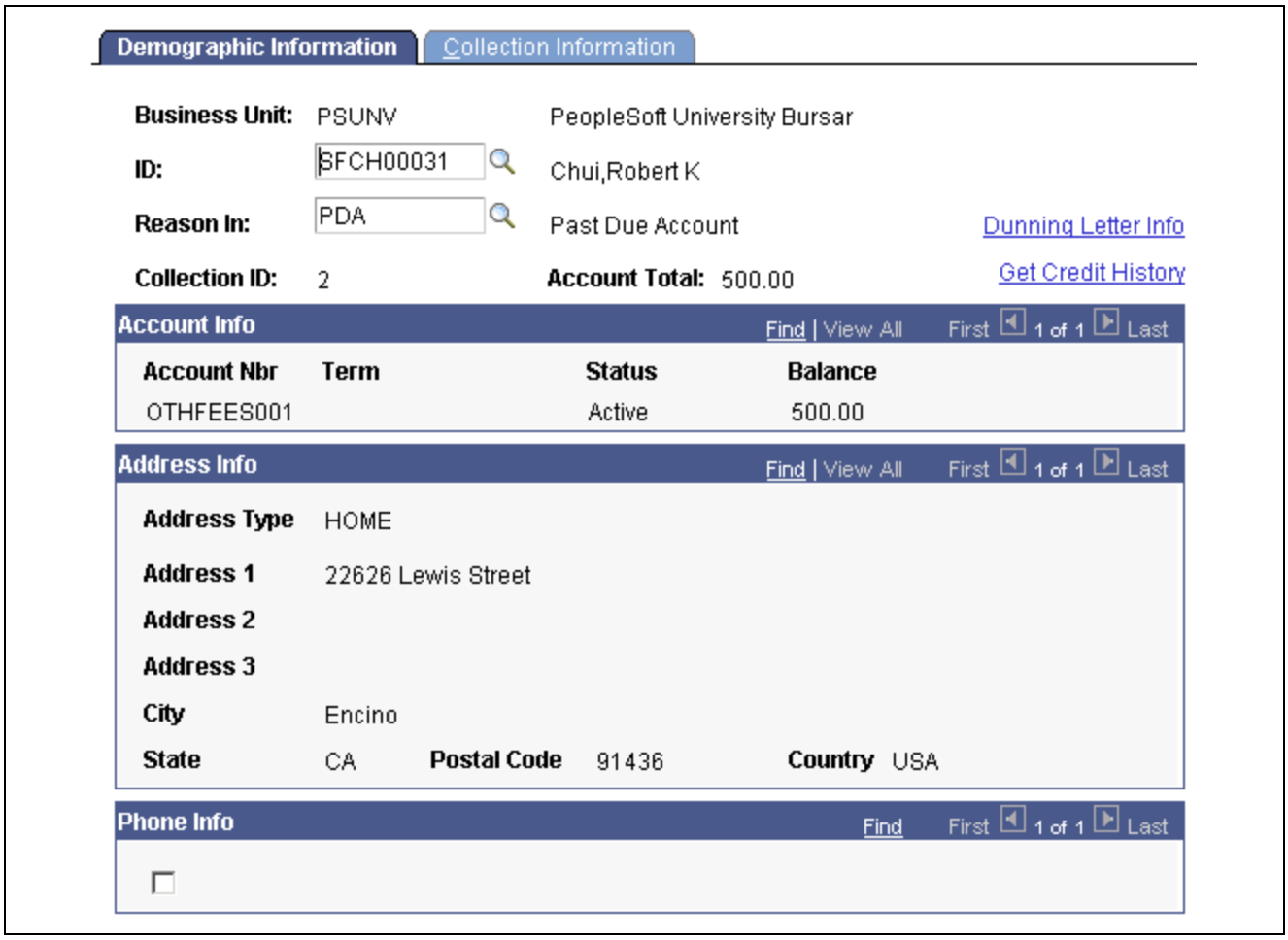
  Collectors use this component to work corporate collection items in the same way that they use the Customer Conversations Update component to work student collection items.

Pages Used to Work Collection Items

Page Name	Object Name	Navigation	Usage
Demographic Information	CUST_CONV	Student Financials, Collections, Collection Effort, Begin Customer Collection, Demographic Information	View demographic information and collection items for a student.
Demographic Information	CUST_CONV_ORG	Student Financials, Collections, Collection Effort, Begin Corporate Collection, Demographic Information	View demographic information and collection items for an organization.
Collections Dunning Letter	COLL_DUNN_LTR_SP	Click the Dunning Letter Info (dunning letter information) link on the Demographic Information page.	Select collection letter templates for item types.
Credit History	CRED_HIST_LST_SP	Click the Get Credit History link on the Demographic Information page.	Review the credit history of the student whose collection records you are working.
Credit History	CRED_HIST_LST_SP_O	Click the Get Credit History link on the Org Customer Convers Wrklst - Demographic Information page.	Review the credit history of the organization whose collection records you are working.
Collection Information	CUST_CONV_COLL	Student Financials, Collections, Collection Effort, Begin Customer Collection, Collection Information	Record collection steps and follow-up actions for collection items.
Communication	COMM_SF_SP	Click the Get Communication link on the Collection Information page.	View information about communication records that you created for the collection item.
Checklist	PERS_CHKLST_SF_SP	Click the Get Checklist link on the Collection Information page.	View information about checklist records that you created for the collection item.
Comments	CMNT_SF_SP	Click the Get Comment link on the Collection Information page.	View information about comment records that you created for the collection item.

Viewing Demographic Information and Collection Items

Access the Demographic Information page.



Demographic Information page

ID This field displays the unique ID of the student whose collection items that you are working. The name of the student appears to the right of this field.

If you access this page from the Customer Conversations or Customer Conversations Update component, use this field to select the student whose collection items you want to work.

Dunning Letter Info (dunning letter information) Click this link to access the Collections Dunning Letter secondary page.

Reason In This field displays the reason in code associated with the collection record.

If you are using this page to manually create a collection record, use this field to select a reason in code for the collection record.

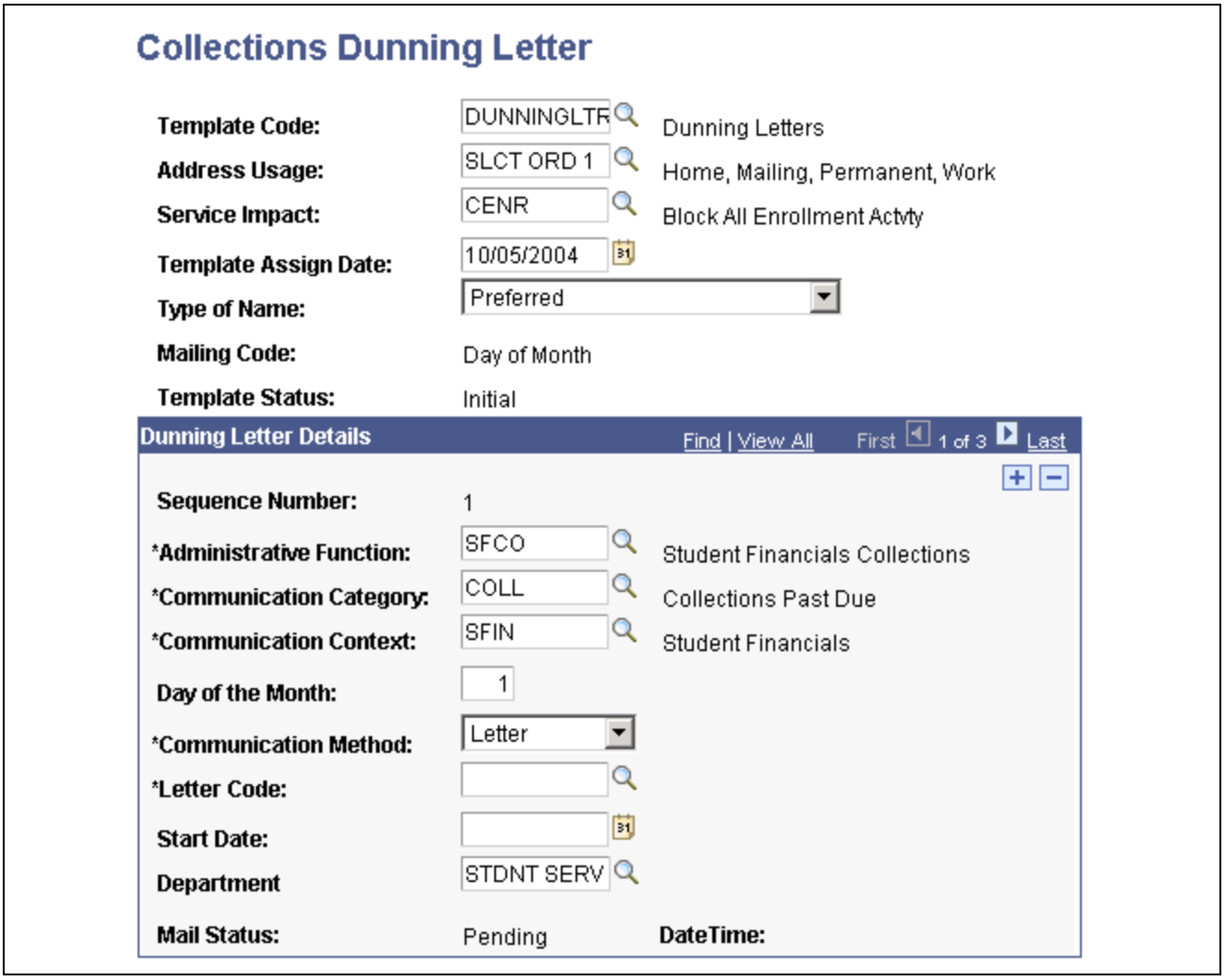
Get Credit History Click this link to access the Credit History secondary page.

Phone Info

This scroll area displays all of the phone numbers associated with the student. If you select the check box next to one of the phone numbers, the selected phone number appears in the Phone field on the Collection Information page.

Selecting Collection Letter Templates

Access the Collections Dunning Letter page.



Collections Dunning Letter page

Template Code Select the code of the collection letter template that you want to attach to the collection record.

Template Assign Date Enter the date that you assigned the template to this collection record.

Template Status This field displays the status of the collection letter template.

Date Time This field displays the date and time that the Collections Dunning Letter process creates a communication record for a letter.

Mail Status This field displays the status of the individual collection letter.

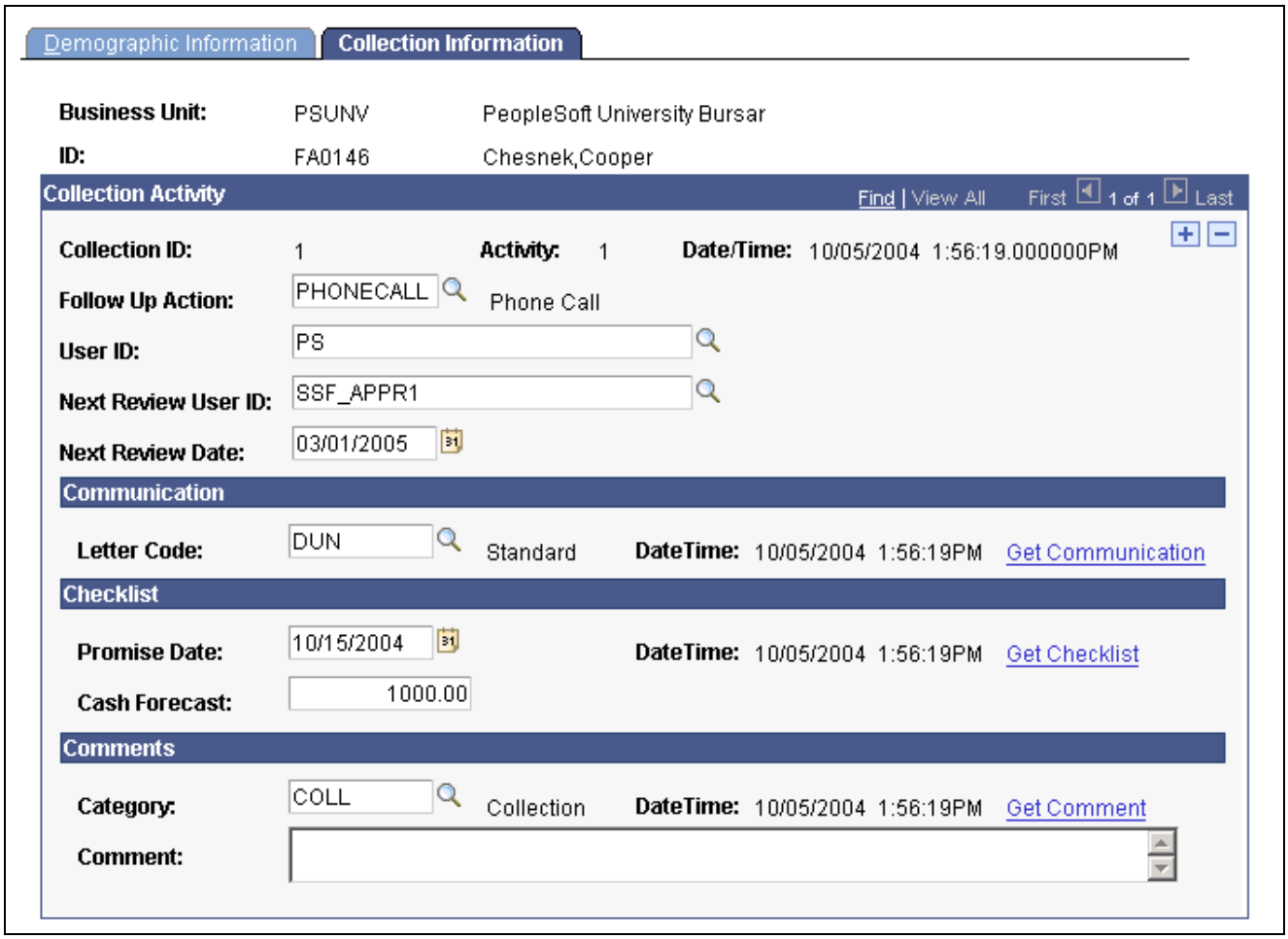
Note. If you attached a collection letter template to the collection criteria of the collector responsible for the collection items, the system enters this information automatically when you run Process Collections.

See Also

Chapter 12, "Setting Up Receivables Collection," Setting Up Collection Letter Templates, page 273

Recording Collection Steps and Follow-up Actions for Collection Items

Access the Collection Information page.



Collection Information page

Note. The Cust Conv Coll (customer conversation collection) page is identical to this page.

Follow Up Action Select any follow-up actions required for the collection record.

User ID Select the user ID of the collector who worked this item.

Next Review Date Enter the date on which this collection record must be worked again if it hasn't yet been resolved.

Next Review User ID Enter the user ID of the collector assigned to review the collection record next.

Action Date/Time Indicates the date and time that a collector last entered information for this collection record on this page.

Communication Date Time Indicates the date and time that a collector last modified the information in the Communication group box.

Checklist Date Time Indicates the date and time a collector last modified the information in the Checklist group box.

Comment Date Time Indicates the date and time a collector last modified the information in the Comments group box.

Phone If you select the check box next to one of the phone numbers displayed on the Demographic Information page, that phone number appears here.

Communication

Use this group box to record communication activity that you perform for this collection record that lies outside of the automated letter generation process.

Letter Code Enter the letter code of the letter that you sent.

Get Communication Click to access the Communication page where you can view information about any communications that are associated with the collection item you are working.

Checklist

Use this group box to record any checklist activity that you perform for this collection record.

Promise Date Enter the date by which the student promised to make a payment toward a collection item.

Cash Forecast Enter the amount of money the student promised to pay.

Get Checklist Click to access the Checklist page where you can view information about any checklists that are associated with the collection item you are working.

Comments

Use this group box to record any comment activity that you perform for this collection record.

Category Select a category for the comment.

Comment Enter a comment.

Get Comment Click to access the Comments page where you can view information about any comments that are associated with the collection item you are working.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, “Managing Communications”

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, “Managing Comments”

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, “Managing Checklists”

Updating Collection Letter Information

At some point during the collection process, you may need to review and update the status of a collection letter template assigned to a student collection record. There are two pages for this purpose, one for student collection letters and one for corporate collection letters. Both pages have identical functionality.

Note. You cannot modify the Template Assign Date or Template Code fields on either of these pages.

See Also

Chapter 23, "Collecting Receivables," Selecting Collection Letter Templates, page 485

Chapter 12, "Setting Up Receivables Collection," Setting Up Collection Letter Templates, page 273

Page Used to Update Collection Letter Information

Page Name	Object Name	Navigation	Usage
Collections Dunning Letter	COLL_DUNNING_LTR	Student Financials, Collections, Letter Generation, Dunning Letter Content	Review and update the collection letter information for a given student collection record.
Collections Dunning Letter	COLL_DUNNING_O_LTR	Student Financials, Collections, Letter Generation, Corporate Dunning Letter	Review and update the collection letter information for a given corporate collection record.

Processing Collection Letters

The Collect Receivables feature enables you to generate automated collection letters to send to customers with past due items. Based on the collection letter templates that you assign to your collection records, the Collections Dunning Letter process determines which letters to send and creates a communication record for them in Campus Community. Your Campus Community personnel use these communication records to run a letter generation process to generate the letters. In addition, for every letter requiring generation the process updates its mail status in Student Financials to *Sent*. The process updates the template status of any affected collection letter template to *Complete*.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Communications"

Page Used to Process Collection Letters

Page Name	Object Name	Navigation	Usage
Collections Dunning Letter	RUNCTL_SFBU	Student Financials, Collections, Letter Generation, Generate Dunning Letters	Run the process that determines what collection letters need to be generated and sent to customers.

Adding to a Collector's Queue Without Using Worklists

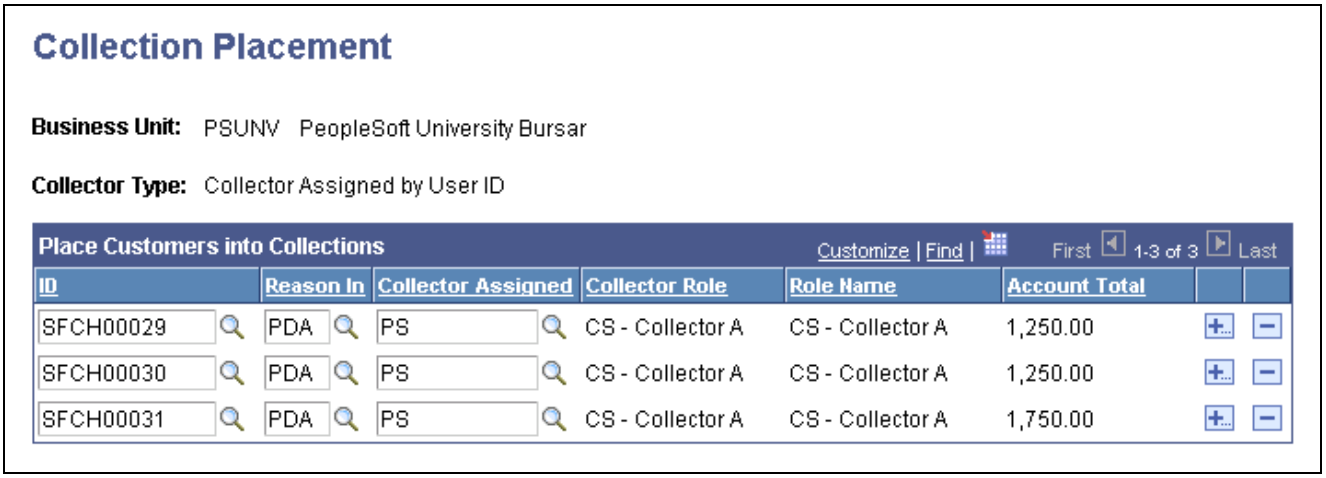
This section discusses how to add customers or corporations to collections without using the workflow process.

Pages Used to Put Customers or Corporations in Collection

Page Name	Object Name	Navigation	Usage
Collection Placement page	SSF_ASGN_COLLECTN	Student Financials, Collections, Put Customers in Collection	Manually add students to collections without using the workflow process. The Collection Input page enables you to assign collectors to students or corporations. However, you must run the Process Credit History first which uses Aging Categories against students or corporations to determine who should be placed in collection.
Collection Placement page	SSF_ASGN_COLL_ORG	Student Financials, Collections, Put Corporations in Collection	Manually add corporations to collections without using the workflow process.

Putting Customers in Collection

Access the Collection Placement page.



Collection Placement page

ID Select the student you want to add to collections.

Reason In Select the reason that the student is in collection.

Collector Assigned Select the collector.

Putting Corporations in Collection

Access the Collection Placement page. This page is identical to the page for customers.

Viewing Customers or Corporations in Collection

This section discusses how to:

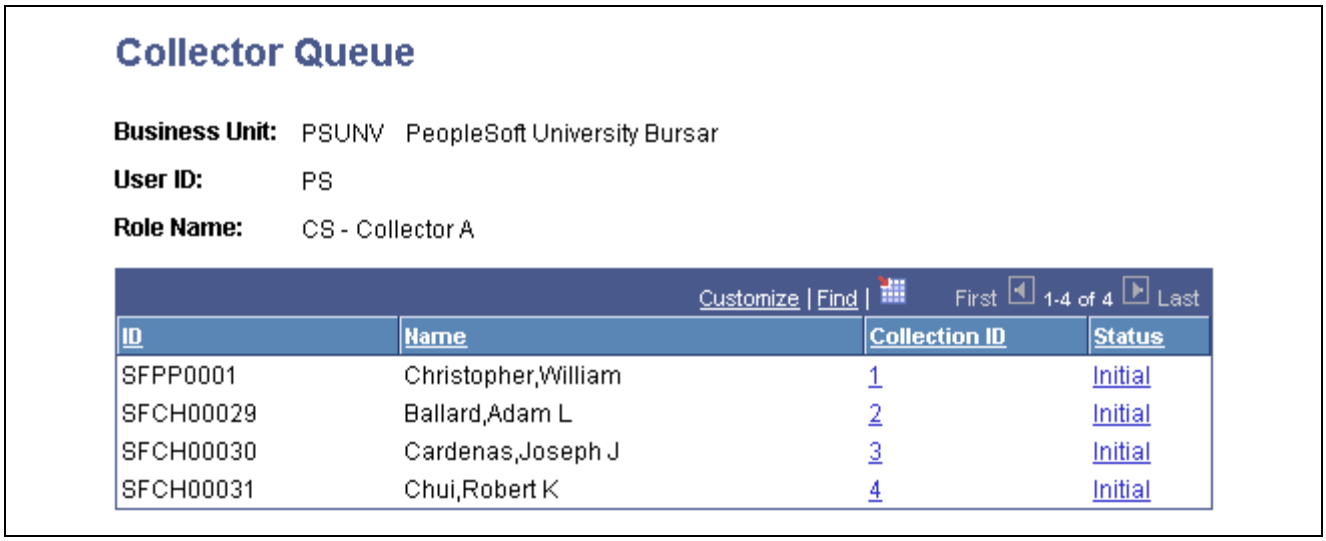
- View customers in Collection.
- View corporations in Collection.

Pages Used to View Customers or Corporations in Collection

Page Name	Object Name	Navigation	Usage
Collector Queue page	SSF_COLLECTOR_INQ	• Student Financials, Collections, Collection Effort, View Customer Collector Queue • Student Financials, Collections, Collection Effort, View Corporate Collector Queue	View collection activity for a student or corporation by collector queue, enabling you to view what is currently in a collector's queue.

Viewing Customers in Collection

Access the Collector Queue page.



Collector Queue page

Collection ID and **Status** Click to either link to view the Demographic Information page.

Viewing Corporations in Collection

Access the Collector Queue page. This page is identical to the page for customers.

CHAPTER 24

Producing Tax Forms and Receipt Information

This chapter provides an overview of tax form production, and discusses how to:

- Produce and file 1098-T tax forms.
- Produce T2202A tax forms.
- Produce T4A tax forms.
- Generate income tax and donation receipt information.

Understanding Tax Form and Receipt Production

This section lists common elements and provides an overview of Tax Form Production.

Common Elements Used in This Chapter

Calendar Year — For the purposes of tax reports, the calendar year represents the tax year for which you are reporting.

TIN — A taxpayer identification number under which an institution files 1098-T tax information.

Tax Form Production

Student Financials provides tools that you can use when managing your tax data and generating tax reports. There are one U.S. Internal Revenue Service (IRS) and two Canada Customs and Revenue Agency (CCRA) tax forms for which the Manage Tax Reporting feature enables you to process data and generate reports. They are:

- 1098-T (an IRS form reporting tuition and related expenses that a student may use to claim an educational tax credit).
- T2202A (a CCRA form reporting tuition and related expenses that a student may use to claim an educational tax credit).
- T4A data (a CCRA form reporting all scholarship-related income for a student).

1098-T Tax Forms

The Taxpayer Relief Act of 1997 allows taxpayers to claim educational credits for some higher education expenses. Institutions that receive qualified tuition and related expenses from or on the behalf of a student are required to furnish each eligible student with an Internal Revenue Service (IRS) Form 1098-T, Tuition Payments Statement. The information on the form helps determine whether a student, or the person who may claim the student as a dependent, may claim an income tax credit for the Hope Scholarship Credit or Lifetime Learning Credit. In addition, for every 1098-T provided to an eligible student, your institution must also file a 1098-T with the IRS. Student Financials enables your institution to print your 1098-T forms to be mailed to students and to transmit your 1098-T data electronically to the IRS.

T2202A Tax Forms

Canadian taxpayers can claim tuition and education amounts as tax credits that reduce the amount of federal income tax they pay. In order for students to determine whether they are eligible for these tax credits, Canadian institutions must provide each of them with a Form T2202A. This form details the eligible tuition fees and education amounts that a student may claim for a given tax year.

T4A Tax Forms

The CCRA requires that taxpayers report scholarship-related income. To comply with this requirement, Canadian institutions must provide each eligible student with a T4A slip detailing any scholarship-related income. It is then the student's responsibility to report this income to the federal government.

Student Financials, in conjunction with PeopleSoft Payroll for North America, provides your institution with the capability to produce and print T4A forms. Using Student Financials, you identify which students have items on their accounts that are T4A reportable. You report these taxable items to your payroll department through an interface with Payroll for North America. Your payroll department then uses processes within Payroll for North America to produce T4A slips for the applicable students.

Receipt Information Generation

Student Financials enables your institution to generate income tax receipts and donation receipts.

Income Tax Receipt Information Generation

Canada allows students who are enrolled in non-degree continuing education courses to claim income tax credits for tuition fees. In order for these students to take advantage of this credit, they must receive an income tax receipt from their respective university listing the following information:

- GST registration number of the university.
- Student ID.
- Term in which the student was enrolled in the course.
- Course title.
- Course number.
- Period in which the course was covered (date/time).
- Location (facility and room number).
- Student name.
- Student address.

- Assessed fee.
- Assessed GST along with an indication of any tax exemptions.
- Tax credit portion.
- Date issued.
- Payment method.

Donation Receipt Information Generation

Universities often receive donations from students and third-party organizations alike. When this occurs, it is the responsibility of the university to provide a receipt listing the following information:

- GST registration number of the university.
- Date that the university received the donation.
- Date that the university issued the receipt.
- Name of the student or third-party organization.
- Address of the student or third-party organization.

Producing and Filing 1098-T Tax Forms

This section lists prerequisites and discusses how to:

1. Generate 1098-T data.
2. Review and override 1098-T data.
3. Validate and audit 1098-T data.
4. Print 1098-T forms and create electronic transmission files.

Prerequisites

Before you begin generating and transmitting 1098-T information, you must first set up your Student Financials system to do so. You must:

1. Set up a taxpayer identification number (TIN) under which your institution files 1098-T tax information to the IRS.
2. Determine which of your item types that you want to designate as qualified tuition and related expenses.

See Also

Chapter 13, “Setting Up Tax Form Production,” Setting Up a TIN, page 278

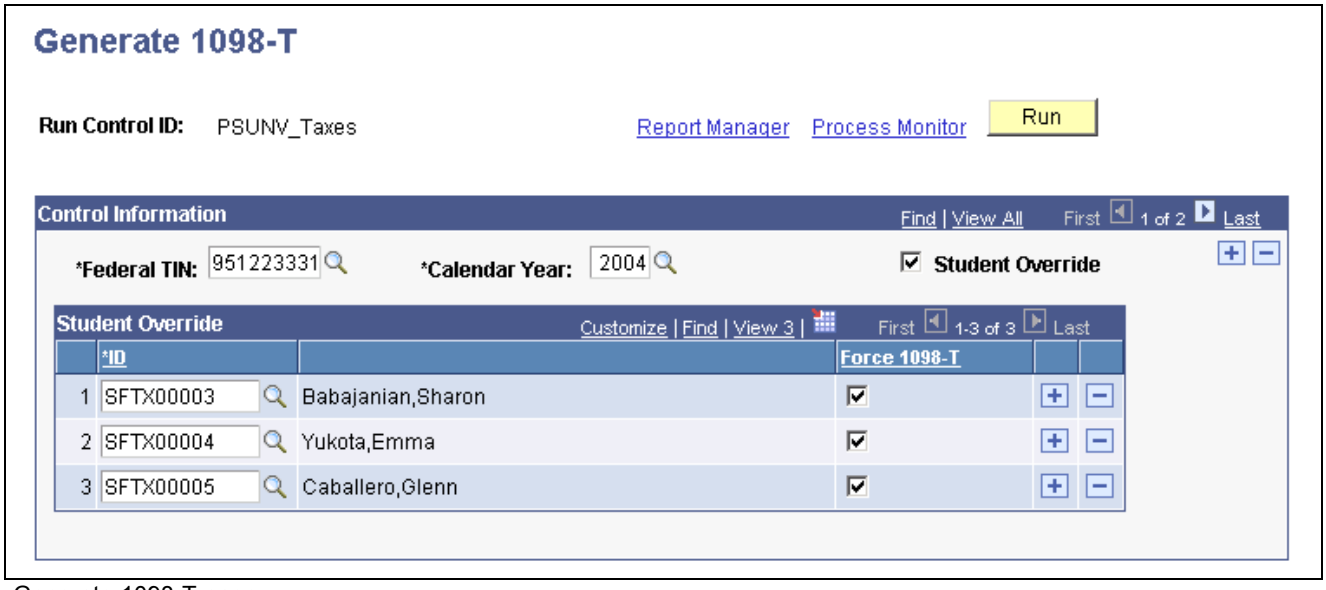
Chapter 2, “Completing Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 40

Pages Used to Produce and File 1098-T Tax Forms

Page Name	Object Name	Navigation	Usage
Generate 1098-T	RUNCTL_SF_SFP1098P	Student Financials, Taxes, Generate 1098-T	Generate 1098-T data.
1098-T Data	SF_1098_DTL	Student Financials, Taxes, Edit 1098-T Data	View your 1098-T data by student. In addition, manually make changes to a student's 1098-T data.
1098-T Student Address	SF_1098_STUADDR_PB	Click the Student Address link on the 1098-T Data page.	View the address of the student whose 1098-T data you are reviewing or overriding.
1098-T Audit Report	RUNCTL_SF_SF1098VP	Student Financials, Taxes, Tax Reports, 1098-T Audit Report	Validate and audit 1098-T data.
1098-T Print	RUNCTL_SF_SF1098RP	Student Financials, Taxes, Tax Reports, 1098-T Form Print	Print 1098-T forms and create electronic transmission files.
1098-T File Info	SF_1098_FILE_PB	Click the File Parameters link on the 1098-T Print page.	Enter the file path and file name of the electronic file that you want to create and send to the IRS.

Generating 1098-T Data

Access the Generate 1098-T page.



Generate 1098-T page

Control Information

Student Override Clear to generate data for all applicable students who fall under the federal TIN and calendar year that you select.

Select to use the fields in the Student Override group box to specify the students for which the process generates 1098-T data.

Student Override

ID Select an ID to generate 1098-T data for that student.

Force 1098-T The Generate 1098-T process generates 1098-T data for all students who meet the following criteria:

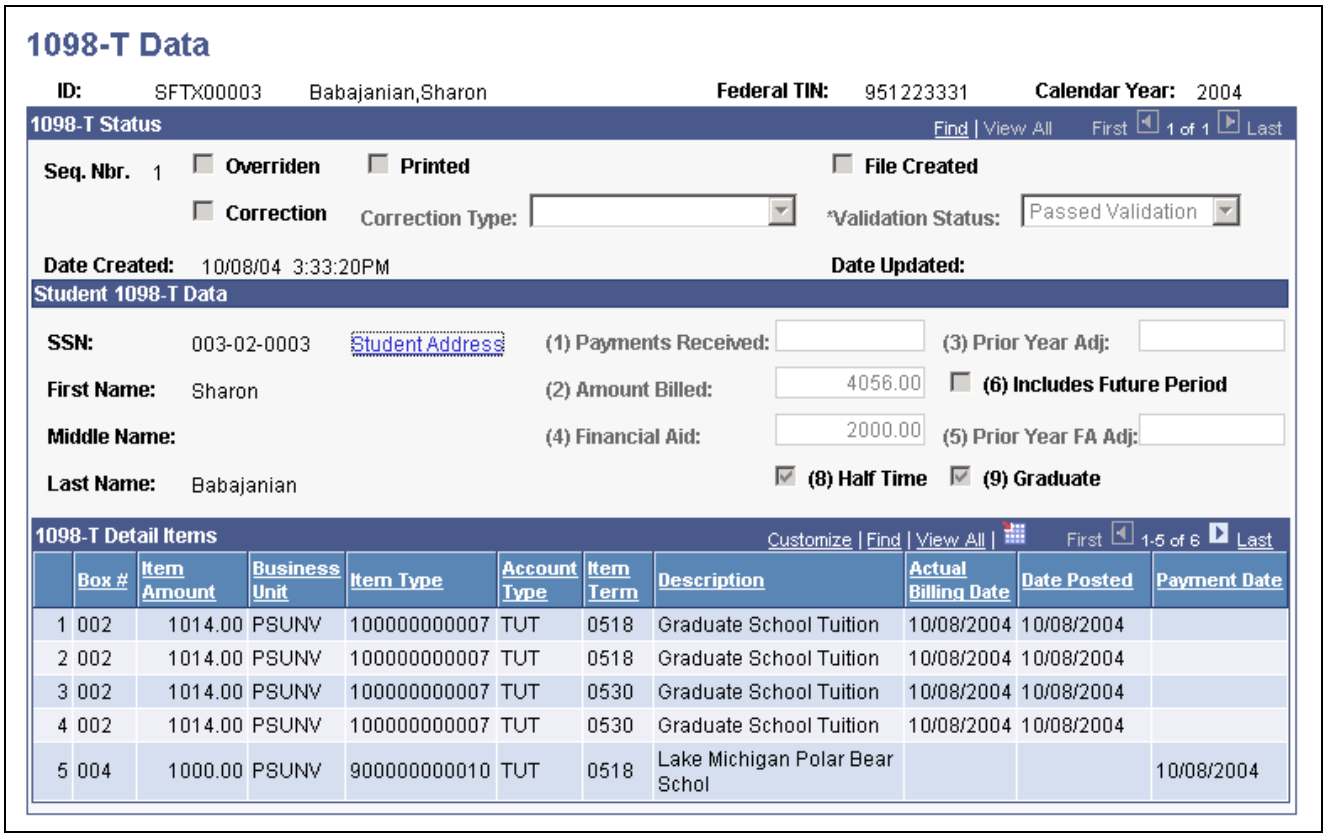
- The institution received payments of qualified tuition and related expenses from the student.
- The student is not a non-resident alien.
- The student is enrolled in courses for which she receives academic credit.
- The student's qualified tuition and related expenses are not entirely waived or paid entirely with scholarships.
- The student's qualified tuition and related expenses are not covered by a formal billing arrangement between an institution and the student's employer or a governmental entity.

If you select the Force 1098-T check box, the system generates a 1098-T record for the student specified in the ID field even if she does not meet the previous criteria.

The 1098-T (SFP1098P) process retrieves the necessary data from Campus Community and Student Records to populate and update the PS_SF_1098_DTL table in Student Financials. The system generates new 1098-T data for students who have no existing 1098-T records. In addition, the process compares the new 1098-T data it retrieves to any existing 1098-T data. When the process detects differences in an existing row of 1098-T data that has never been printed or included in an electronic transmission file, it updates all the affected fields in the record with the new information. However, if you have already printed a 1098-T record or included it in an electronic transmission file, the process does not update the existing record. Instead, it inserts a new row of updated 1098-T information for the student.

Reviewing and Overriding 1098-T Data

Access the 1098-T Data page.



1098-T Data page

1098-T Status

Overridden This check box indicates whether either you or the system has overridden a record. The system designates any records created using the Force 1098-T check box on the Generate 1098-T page as Overridden. When you click the Override Data button, the system automatically selects the Overridden check box for the resulting new row. The Generate 1098-T process only updates existing overridden records if it detects a change in the student's name or SSN. When editing a record, you can clear this check box.

Printed This check box indicates whether you have printed a 1098-T form for this record. When you run the 1098-T Form Print report, the system selects this check box for all the records it prints. The date and time the system printed the record displays to the right of the field.

File Created This check box indicates whether you have included a 1098-T record in an electronic transmission file. When you run the 1098-T Form Print report, the system selects this check box for all the records it includes in the transmission file. The date and time the system created the transmission file appears to the right of the field.

Validation Status This field indicates whether the data in the record is valid. The 1098-T Audit Report automatically sets the validation status to one of the following five valid values. When you run the 1098-T Form Print report, the system uses this field to determine whether to pick up the record.

Do Not Report: The 1098-T Form Print report ignores records with this validation status. You can only assign this validation status to a record

manually. Change the Validation Status to *Do Not Report* if you determine that you do not want to print or electronically file a 1098-T tax form for this student.

Failed Validation: The 1098-T Form Print report does not pick up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be invalid, the system assigns this validation status to the record.

Passed Validation: The 1098-T Form Print report picks up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be valid, the system assigns this validation status to the record.

Pending Validation: The 1098-T Form Print report does not pick up records with this validation status. The system assigns this validation status to all new records created by the Generate 1098-T process. In addition, if you click the Override Data button, the system assigns the new row this validation status.

Validation Overridden: The 1098-T Form Print report picks up records with this validation status. You can only assign this validation status to a record manually. Assign this value when a student's 1098-T data fails validation and you want the printing and file creation process to ignore the errors, transmitting the data exactly as it appears.

Student 1098-T Data

Correction If you create a transmission file to send to the IRS and then discover that there is an error in one of the records, you must submit a correction for that record. If you run the Generate 1098-T process and it inserts a new row for a record already included in transmission file, the system selects this check box for the inserted row.

Note. If you manually edit a record that has already been included in a transmission file, select the Correction check box.

Payments Received Displays the value that prints in Box 1 on 1098-T forms

Amount Billed Displays the value that prints in Box 2 on 1098-T forms.

Prior Yr Adj (prior year adjustment) Displays the value that prints in Box 3 on 1098-T forms .

Financial Aid Displays the value that prints in Box 4 on 1098-T forms .

Prior Yr FA Adj (prior year financial aid adjustment) Displays the value that prints in Box 5 on 1098-T forms .

Includes Future Period The system selects this check box during the Generate 1098-T process if any of the amounts reported in Boxes 1 or 2 (Payments Received or Amount Billed) were related to an academic period that begins in January through March of the following year.

Graduate The system selects this check box during the Generate 1098-T process if the student was enrolled as a graduate student during any term within the tax-reporting year.

Half Time The system selects this check box during the Generate 1098-T process if the student's academic load was at least half-time during any term within the tax-reporting year.

Student Address Click this link to access the 1098-T Student Address page.

Override Data Click this button if you want to edit any of the following fields: Overridden, Printed, File Created, Validation Status, Correction, Graduate, or Half Time. When you click the button, the system inserts a new row for the student and selects the Overridden check box by default.

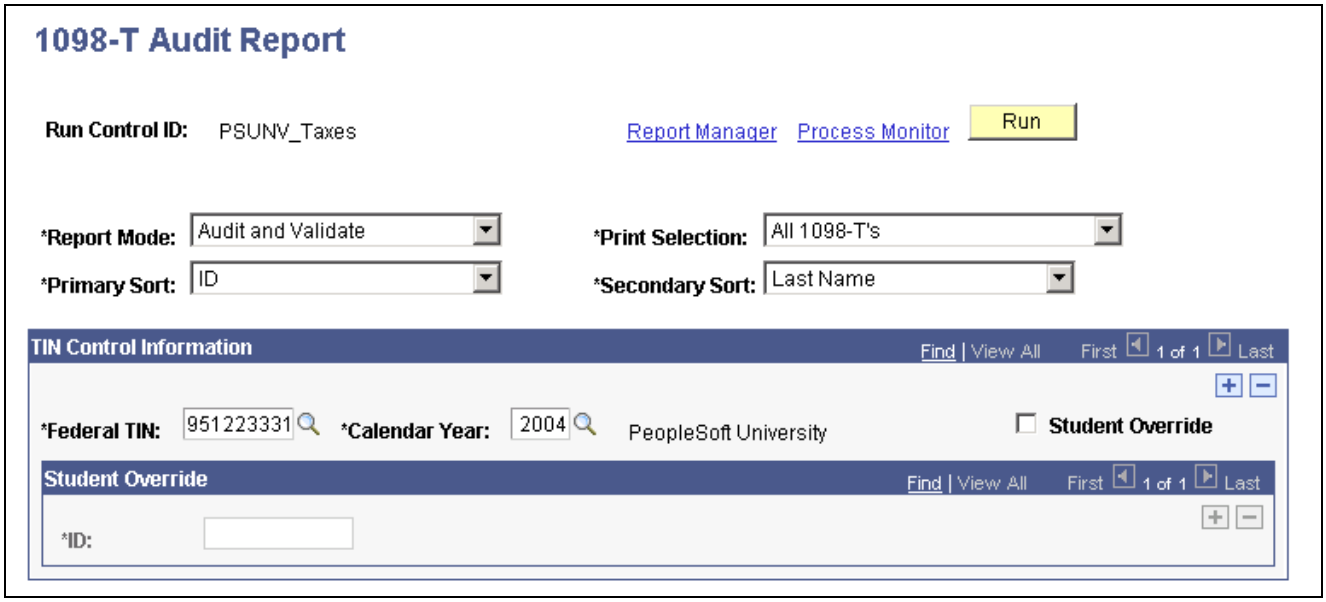
Note. The inquiry version of this page displays the same information as the 1098-T Data page. However, there is no Override Data button on the inquiry page so you cannot edit any of the displayed information.

See Also

Chapter 24, "Producing Tax Forms and Receipt Information," Validating and Auditing 1098-T Data, page 500

Validating and Auditing 1098-T Data

Access the 1098-T Audit Report page.



1098-T Audit Report page

Report Mode Select whether you want to validate your data, audit your data, or audit and validate at the same time. There are three valid values for this field.

Audit Only: The report prints all 1098-T records meeting the parameters that you specify on this page enabling you to check the data manually before printing or creating a transmission file.

Validate Only: The 1098-T Audit Report checks each applicable record to determine the validity of its data. If a record has an invalid SSN, Name, or Address, the system assigns it a validation status of *Failed Validation* and prints it on the 1098-T Audit Report. If a record has a valid SSN, Name, and Address, the system assigns it a validation status of *Passed Validation* and

does not print it. In addition, if the system finds any records containing no data for the related academic statistics period, it issues a warning.

Audit and Validate: The 1098-T Audit Report prints all applicable records and assigns a validation status to them.

Print Selection Determine which types of 1098-T records the system includes in the 1098-T Audit Report. There are five valid values for this field.

All 1098-T's: Select to include all types of 1098-T records.

Not Filed Corrected 1098-T's: Select to include only those 1098-T records that have not been included in a transmission file and have the Correction check box selected.

Not Filed Original 1098-T's: Select to include only those 1098-T records that have not been included in a transmission file and do not have the Correction check box selected.

Not Printed Corrected 1098-T's: Select to include only those 1098-T records that you have not printed and that have the Correction check box selected.

Not Printed Original 1098-T's: Select this value to include only those 1098-T records that you have not printed and that do not have the Correction check box selected.

Primary Sort and **Secondary Sort** Use these fields to determine the fields on which the system sorts when printing the report. It will sort first by the Primary Sort and then by the Secondary Sort. Both fields have the following available values: *Country, ID, Last Name, Postal Code, SSN,* and *State.*

TIN Control Information

Student Override Clear to run the report for all applicable students who fall under the Federal TIN and Calendar Year you select.

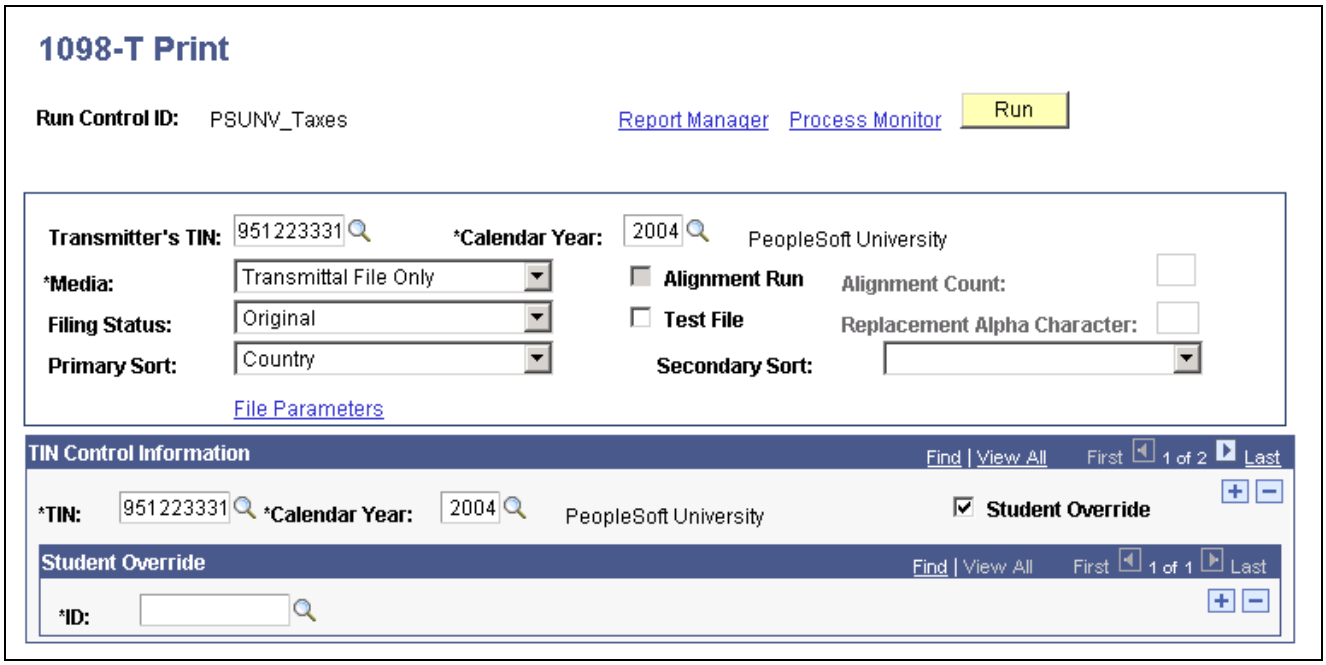
Select to use the ID field to run the report on only the students that you specify.

See Also

Chapter 24, "Producing Tax Forms and Receipt Information," Reviewing and Overriding 1098-T Data, page 497

Printing 1098-T Forms and Creating Transmission Files

Access the 1098-T Print page.



1098-T Print page

Transmitter Information

Calendar Year Select the calendar year for which you are reporting.

Media Select what you want the report to produce. Values are:

Extract File Only: Select to create a generic extract file containing the 1098-T Form data.

Extract and Transmittal Files: Select to create the IRS transmission and extract files simultaneously.

Print Only: Select to print your 1098-T tax forms using 1098-T print stock.

Print and Transmittal File: Select to create the IRS transmission file and simultaneously print your 1098-T tax forms using 1098-T print stock.

Transmittal File Only: Select to create the IRS transmission file.

Alignment Run Select to run a print job that helps you align your print stock in the printer. When you select this check box, the report prints *X* instead of characters and *9* instead of numbers in the data fields of your 1098-T print stock. This field is available only if you select *Print Only* in the Media field.

Note. Because printer definitions vary, you may have to modify the SQR for printer alignment purposes.

Alignment Count Enter the number of *dummy* 1098-T forms that you want to print in your alignment run. This field is available only if you select the Alignment Run check box.

Filing Status Select the type of records that you want to include in the report and specify the type of file you intend to transmit to the IRS.

Correction: The report includes only those records that have the Correction check box selected. In addition, the system designates the file as containing only corrected records.

Original: The report includes only those records that do not have the Correction check box selected. In addition, the system designates the file as containing only original records.

Replacement: Select if the IRS rejected the file that you originally sent. The report includes only original records in the replacement file.

Note. The filing status that you select applies to the entire file. The IRS does not allow a transmitting TIN to mix *Original* information and *Correction* information within the same file.

Note. The 1098-T Form Print process always includes all 1098-T forms, even if they were previously printed or included in a transmission file. Use caution when running the 1098-T Form Print process after its initial run for a tax year. PeopleSoft recommends that you use the Student Override option with subsequent runs so that only those students whose information needs to be processed is included in the process.

Test File Select to set a test file flag in the transmission file sent to the IRS. This indicates to the IRS that the file is for testing purposes only.

Note. PeopleSoft encourages you to participate in the IRS test electronic filing program. This program enables you to submit an electronic file containing 1098-T returns so that they can confirm that the file is in a valid, readable format.

Replacement Alpha Character If the IRS rejects your original file, they will request a replacement and assign you a two-character Replacement Alpha Character to include with your file. Enter it here. This field is available only if you select *Replacement* in the Filing Status field.

Primary Sort and **Secondary Sort** Use these fields to determine the fields on which the system sorts when printing the report. It will sort first by the Primary Sort and then by the Secondary Sort. Both fields have the following available values: *Country, EmplID, Last Name, Postal Code, SSN,* and *State.*

File Parameters Click this link to access the 1098-T File Info page.

1098-T File Info Page

File Path Enter the location where the system sends the transmission and extract files.

Transmission File Name Enter the name of the transmission file. If you do not specify a name for the file, the default name is IRSTAX.001.

Extract File Name If you are using another system to print your 1098-T forms, enter the name of the extract file that the system will use to print the forms. If you do not specify a name, the default name is SF1098RP.dat.

TIN Control Information

TIN Select the TIN whose 1098-T information that you want to report. You transmit the information generated by the report using the Transmitter's TIN.

Student Override Clear to run the report for all applicable students who fall under the federal TIN and calendar year that you select.

Select to use the ID field to run the report for only the students that you specify.

Producing T2202A Tax Forms

This section lists prerequisites and discusses how to:

1. Generate T2202A data.
2. Review and edit T2202A data.
3. Print T2202A tax information on preprinted forms.
4. Print T2202A tax information using . a File Extract.

Prerequisites

You must determine which of your item types that you want to designate as T2202A eligible tuition and offsets.

See Also

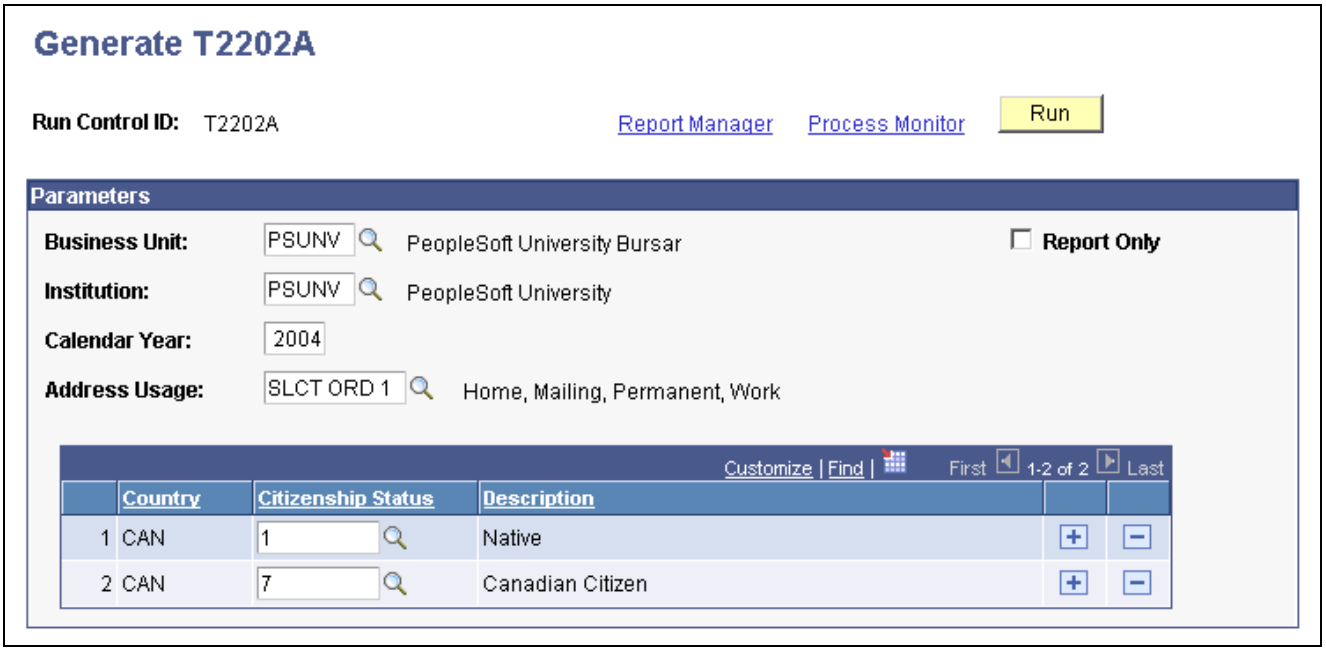
Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Pages Used to Produce T2202A Tax Forms

Page Name	Object Name	Navigation	Usage
Generate T2202A	RUNCTL_SF_SFGT2202	Student Financials, Taxes, Generate T2202A	Generate T2202A data.
T2202A Data	SF_T2202A_DATA	Student Financials, Taxes, Edit T2202A Data	Review and edit T2202A data, or add T2202A data manually.
Student Address	ADDREMP_SEC	Click the Student Address link on the T2202A Data page.	View and edit the address of the student whose T2202A data you are reviewing.
Print T2202A	RUNCTL_SFPR2202	Student Financials, Taxes, Print T2202A	Print T2202A tax information on preprinted forms.
Create T2202A Extract File	RUNCTL_SF_SFJT2202	Student Financials, Taxes, Create T2202A Extract File	Print T2202A tax information using the Extract File.

Generating T2202A Data

Access the Generate T2202A page.



Generate T2202A page

Address Usage Select the logic the system uses to select the student address associated with each T2202A form.

Report Only Select to create a report of the T2202A data retrieved without actually populating your Student Financials tables with T2202A data.

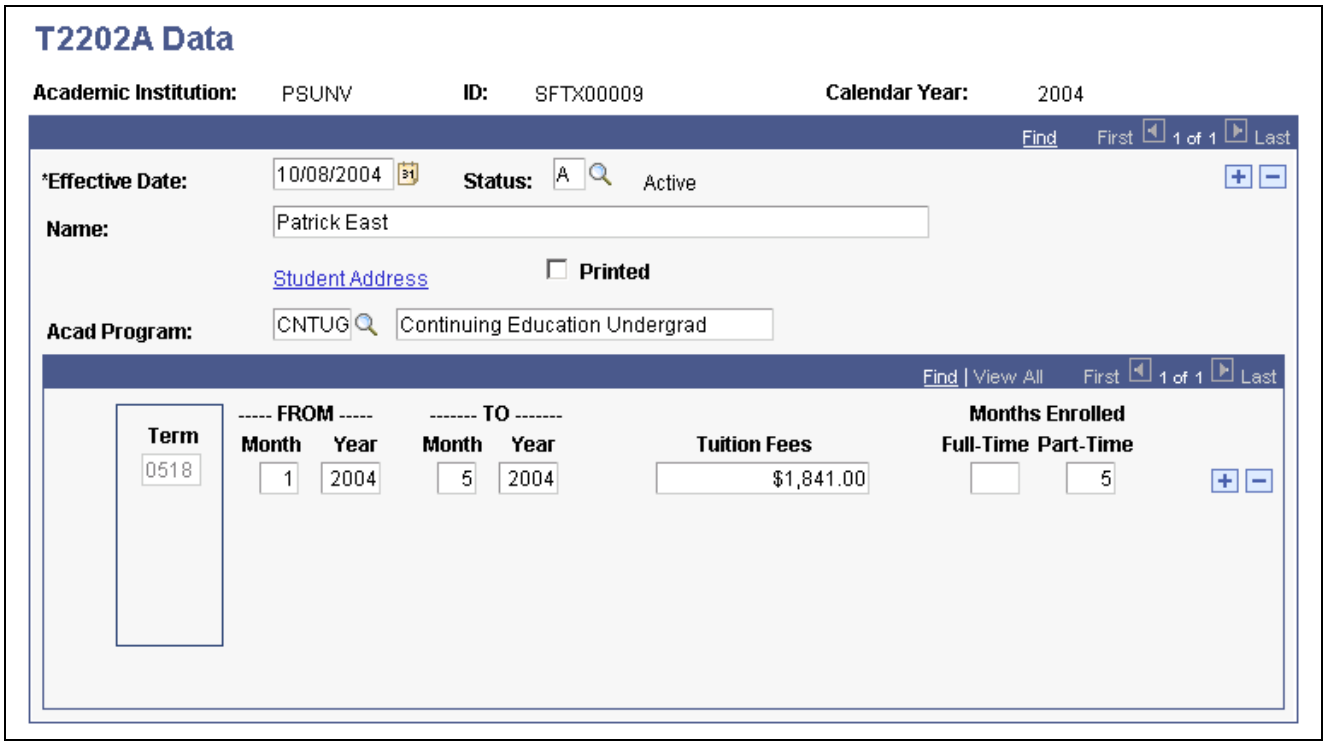
Note. Because the process generates effective-dated rows of data, you cannot run the Generate T2202A Data process more than once per day. However, if you select the Report Only check box before running the process, the system does not insert rows of data into your tables. Therefore you can run the process in report only mode as many times as you want during a given day.

Citizenship Status Select the student citizenship status for which you want to generate T2202A data. The nine values that you can select are *Native, Naturalized, Alien Permanent, Alien Temporary, Permanent Resident, Employment Visa, Canadian Citizen, Student Visa,* and *Not Indicated.*

The Generate T2202A process reviews the Student Enrollment table for the reporting calendar year. It summarizes all enrollment units taken by month, and tabulates them to determine the academic load (full- or part-time) for each month. The process then writes these results to the T2202A Data records along with the financial information regarding tuition amounts.

Reviewing and Editing T2202A Data

Access the T2202A Data page.



T2202A Data page

Student Address Click this button to access the Student Address page where you can view and edit the address information for the student whose T2202A data you are reviewing.

Printed This check box indicates whether you have printed a T2202A form for this row of data. When you run the Print T2202A process, the system selects this check box for all the rows of data it prints. Subsequent runs of the Print T2202A process do not print any rows with the Printed check box selected. The date and time the system printed the record displays to the right of the field.

Reviewing and Entering Enrollment and Tuition Information

If you are reviewing and editing T2202A data, the fields in the lower scroll area are already populated with information. If you are adding a new row of data, you must enter values in these fields manually.

Acad Program (academic program) This field displays the academic program in which the student is enrolled. The description of the selected program displays in the field to the right of this field. You can edit this description if necessary.

Term This field displays the term during which a student was enrolled.

FROM and **TO** The Month and Year fields under these headings display the starting and ending month and year of the term.

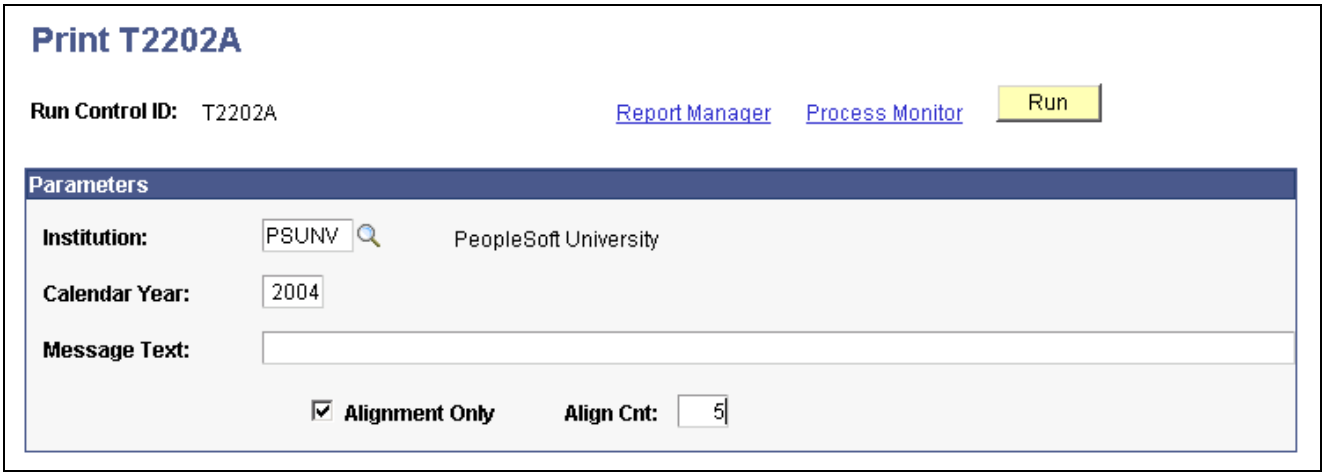
Tuition Fees This field displays the amount of tuition the student paid for the term.

Full-Time This field displays the number of months within the term that the student was enrolled with full-time status.

Part-Time This field displays the number of months within the term that the student was enrolled with part-time status.

Printing T2202A Tax Information on Preprinted Forms

Access the Print T2202A page.



Print T2202A page

Message Text Enter any text that you want to appear in the comment section of the T2202A form.

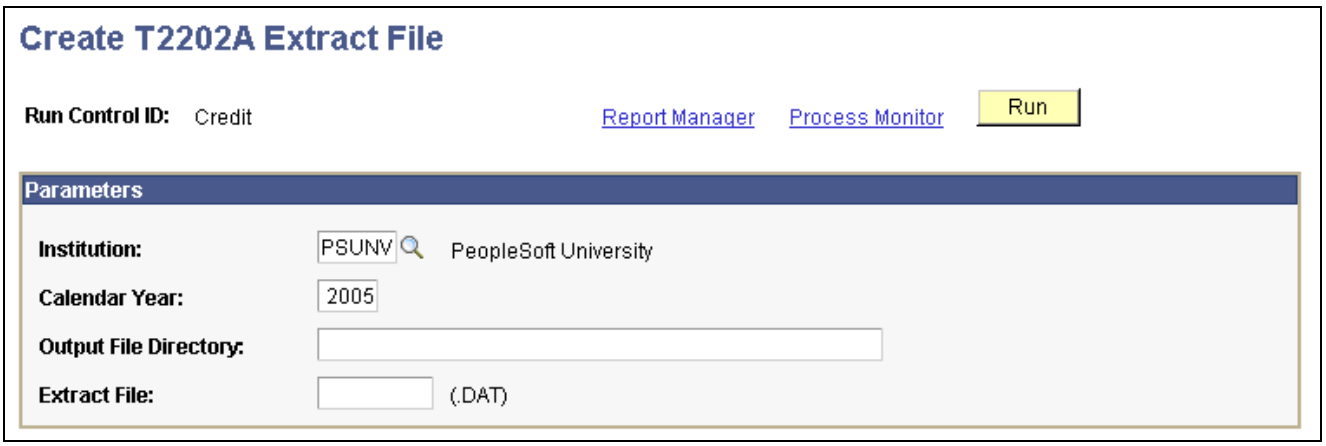
Alignment Only If you select this check box, the system will print *dummy* forms enabling you to align the preprinted forms properly in your printer.

Align Cnt (alignment count) If you select the Alignment Only check box, enter the number of *dummy* forms that you want to print.

The process prints a T2202A tax form for all students for whom there is data except those with the Printed check box selected. The system selects the Printed check box for all the students whose T2202A information it prints. If you want to reprint a T2202A tax form for a given student, you must first clear the Printed check box using the T2202A Data page and rerun the Print T2202A process.

Printing T2202A Tax Information Using File Extract

Access the Create T2202A Extract File page.



Create T2202A Extract File page

Output File Directory Enter the location where you want the system to send the extract.

Extract File Enter the name that you want to give the extract.

Note. Unlike the Print T2202A process, this process neither recognizes nor updates the Printed check box on the T2202A Data page.

Producing T4A Tax Forms

This section lists prerequisites and discusses how to:

- Create job data.
- Produce T4A tax forms.
- Review T4A tax forms.

Prerequisites

Before you begin generating T4A data, you must:

1. Determine which of your item types are designated as T4A income.
2. Define your T4A generation processing parameters on the Canadian/ANZ Taxes page of the SF Business Unit component.
3. Run the Create POI Job Data process.

See Also

Chapter 2, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 40

Chapter 2, "Completing Student Financials General Setup," Setting Up Business Units, page 11

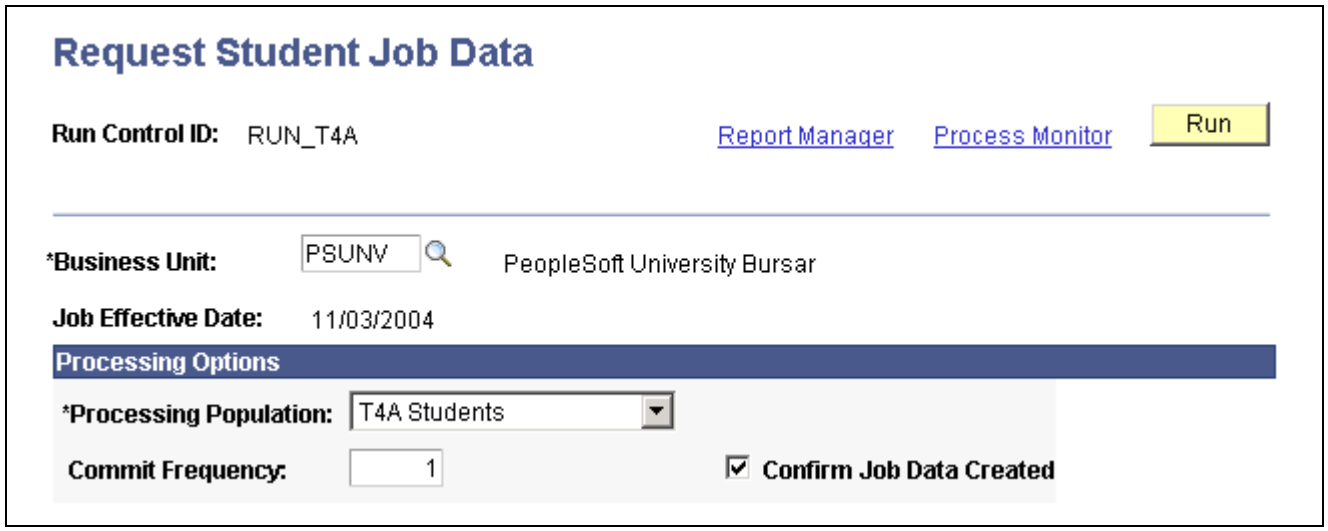
Chapter 7, "Setting Up Refunding," Creating Job Data for Payroll Refunds, page 173

Pages Used to Produce T4A Tax Forms

Page Name	Object Name	Navigation	Usage
Request Student Job Data,	SSF_RUN_POIJOB	Student Financials, Taxes, Create POI Job Data	Run this process to create job and tax records for students.
Generate T4A	RUNCTL_SF_GENT4	Student Financials, Taxes, Generate T4A	Generate your T4A data by running the T4A process.
T4A Data	SF_ADJ_CAN_ERN_BAL	Student Financials, Taxes, Review T4A Data	View and validate the T4A student income balances resulting from the T4A process.

Creating POI Job Data for T4A

Access the Request Student Job Data page.



Request Student Job Data page

Processing Population Select T4A Students to create tax data for students.

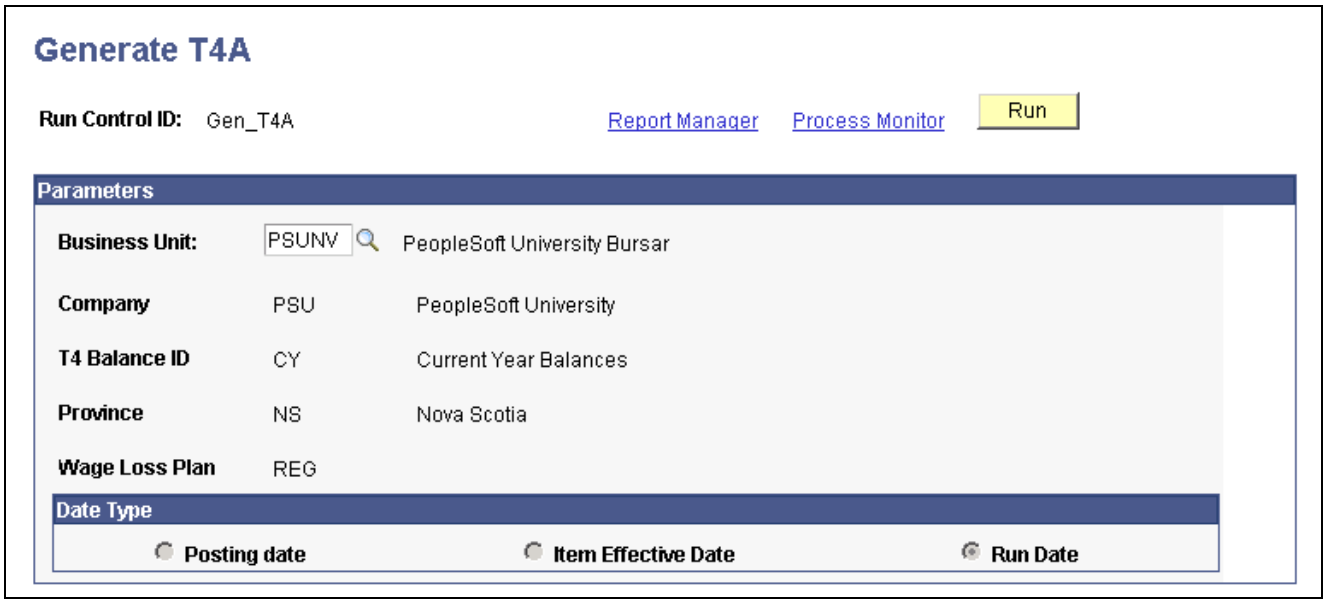
Commit Frequency Enter a number for records committed to the database. Select this option to commit a specified number of transactions during background processing. For example, if you enter 100 in the Commit Frequency field, when you run a batch process the system processes 100 transactions and then commits them to the database until the batch is complete. At the end of a batch process, the system commits all remaining transactions even if the number of transactions is less than the number in the Commit Frequency field.

See Chapter 2, "Completing Student Financials General Setup," Defining Commit Levels, page 8.

Confirm Job Data Created Select to create a record in the message log of the process monitor for every job record created.

Generating T4A Data

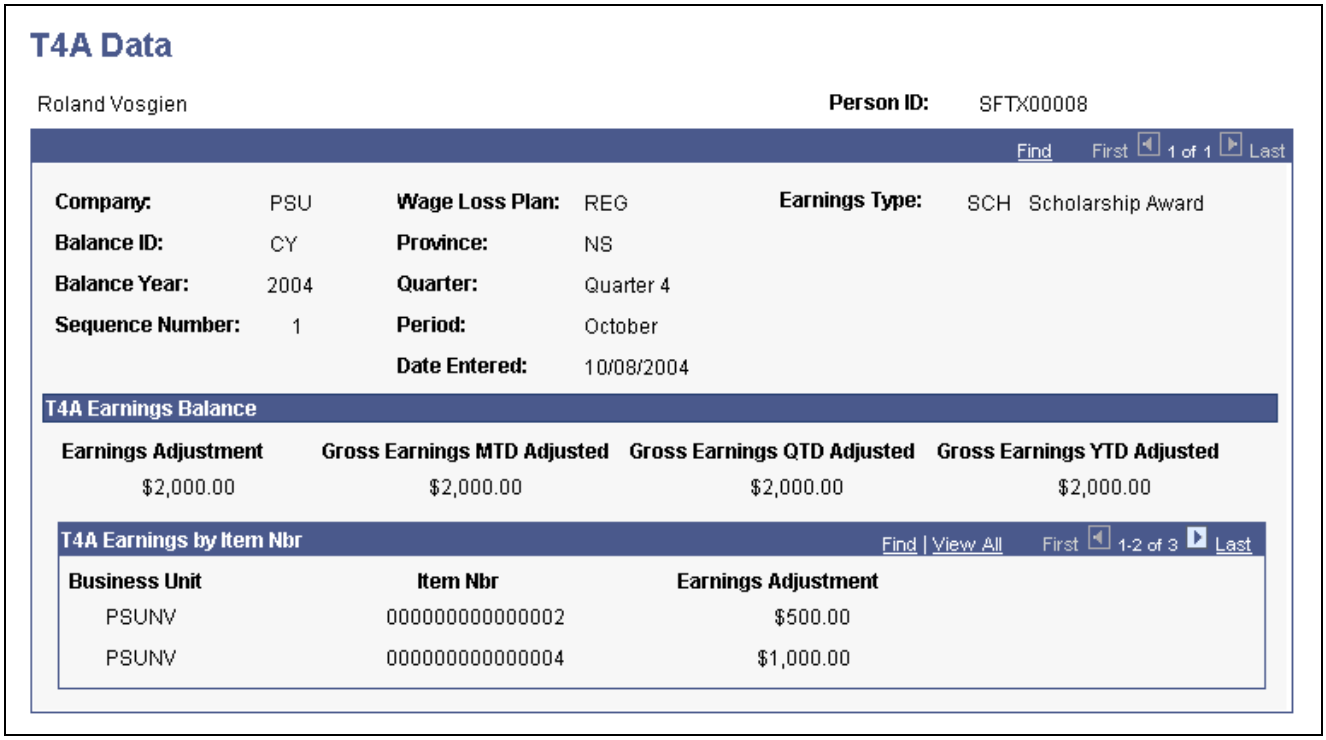
Access the Generate T4A page.



Generate T4A page

Validating T4A Data

Access the T4A Data page.



T4A Data page

The T4A Data page is a display-only page.

Generating Income Tax and Donation Receipt Information

This section discusses how to:

- Generate income tax receipt information.
- Generate donation receipt information.

Pages Used to Generate Income Tax and Donation Receipt Information

Page Name	Object Name	Navigation	Usage
Generate Tax Receipts	RUNCTL_SFRECEPT	Student Financials, Taxes, Generate Tax Receipts	Generate income tax receipt information.
Generate Donation Receipts	RUN_PARM_DONAT	Student Financials, Taxes, Generate Donation Receipts	Generate donation receipt information.

Generating Income Tax Receipt Information

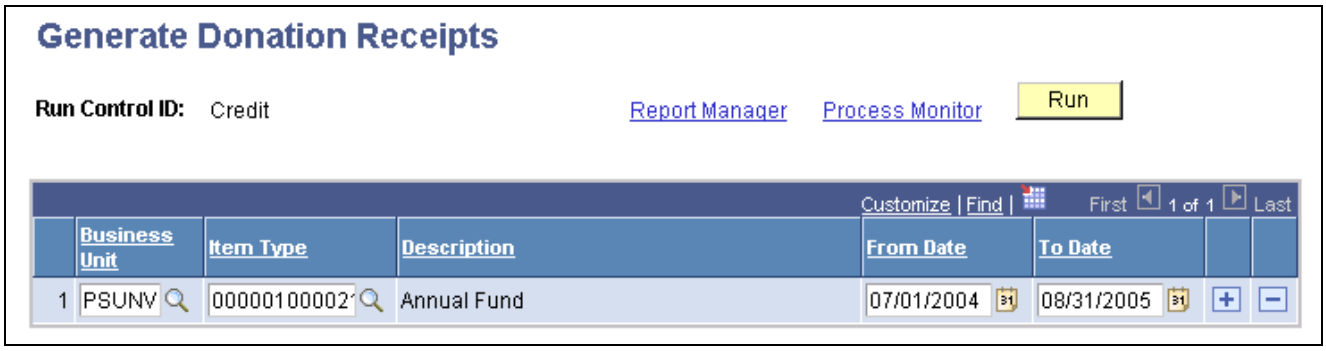
Access the Generate Tax Receipts page.

Generate Tax Receipts page

Select the Academic Career and Term for which you want to generate income tax receipt information and run the process. The process retrieves the required data from Student Records and Student Financials to populate the PS_CAN_TAX_RECEPT table. You can then use the data in this table to create official income tax receipts for students.

Generating Donation Receipt Information

Access the Generate Donation Receipts page.



Generate Donation Receipts page

Item Type Select the item type of the donation for which you want to generate receipt information. If you have more than one donation item type within your system, insert rows to include all types of donations for which you want to generate receipt information.

From Date and **To Date** Enter the range of dates for which you want to generate donation receipt information.

The process retrieves the required data from Student Financials to populate the PS_CAN_DONAT_RECEPT table. You can then use the data in this table to create official donation receipts for students and third-party organizations.

Note. The Donation Receipt process obtains information according to the item types that you select while establishing the process parameters. Therefore, you must set up specific item types for each type of donation that your university receives.

CHAPTER 25

(NLD) Using the Banking Interface

This chapter provides an overview and discusses how to:

- Set up the banking interface.
- Bill students using OLA (Optical Readable Giro Slip) or VERWINFO (electronic file containing payment information).
- Use the Clieop03 process.

Overview

There are several steps to follow in order to set up and run the banking interface so that Netherlands students can pay their tuition and fees. You must:

1. Set up bank accounts for business units.
2. Set up bank accounts for students.
3. Set up several different file layouts.
4. Post and bill students. Students can pay using two different options. The options are:

   A. Print OLA forms and load VERWINFO payment files.

   B. Create Clieop receivables.

Setting Up the Banking Interface

This section discusses how to:

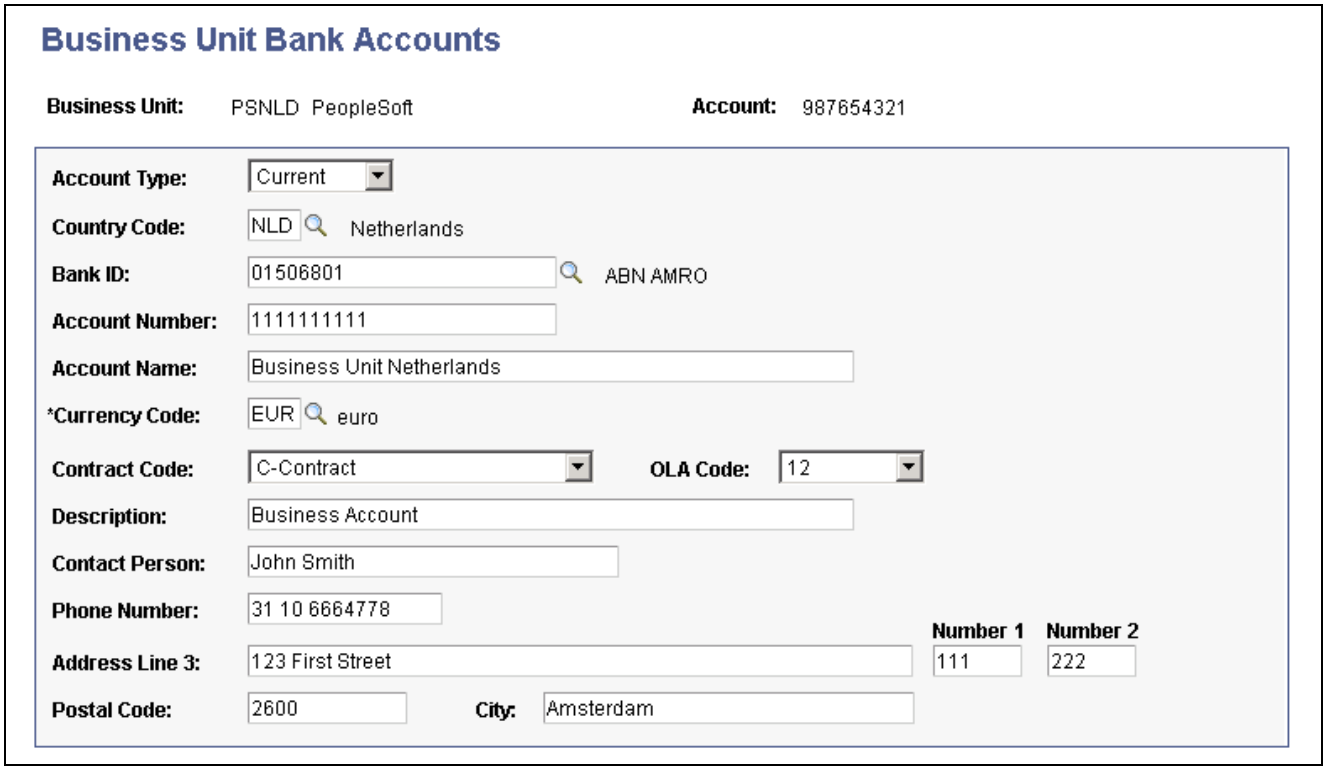
- Add business unit bank account numbers.
- Add student bank account numbers.
- Establish the layout for VERWINFO and Clieop03 files.

Pages Used to Set Up the Banking Interface

Page Name	Object Name	Navigation	Usage
Business Unit Bank Accounts	SSF_ACCOUNT_BU_NLD	Student Financials NLD, Business Unit Bank Accounts	Establish bank account information for businesses.
Student Bank Accounts,	SSF_STDNT_BNK_NLD	Student Financials, Student Financials NLD, Student Bank Accounts	Establish bank account information for students.
Set Up Default Values for VERWINFO/Clieop03	SSF_BNK_LAY_NLD	Student Financials NLD, Layout for Verwinfo and Clieop	Set up default values for VERWINFO or Clieop03.

Setting Up Account Information for Business Units

Access the Business Unit Bank Accounts page.



Business Unit Bank Accounts page

Account Type Select one of the following options to specify the type of bank account:

Current

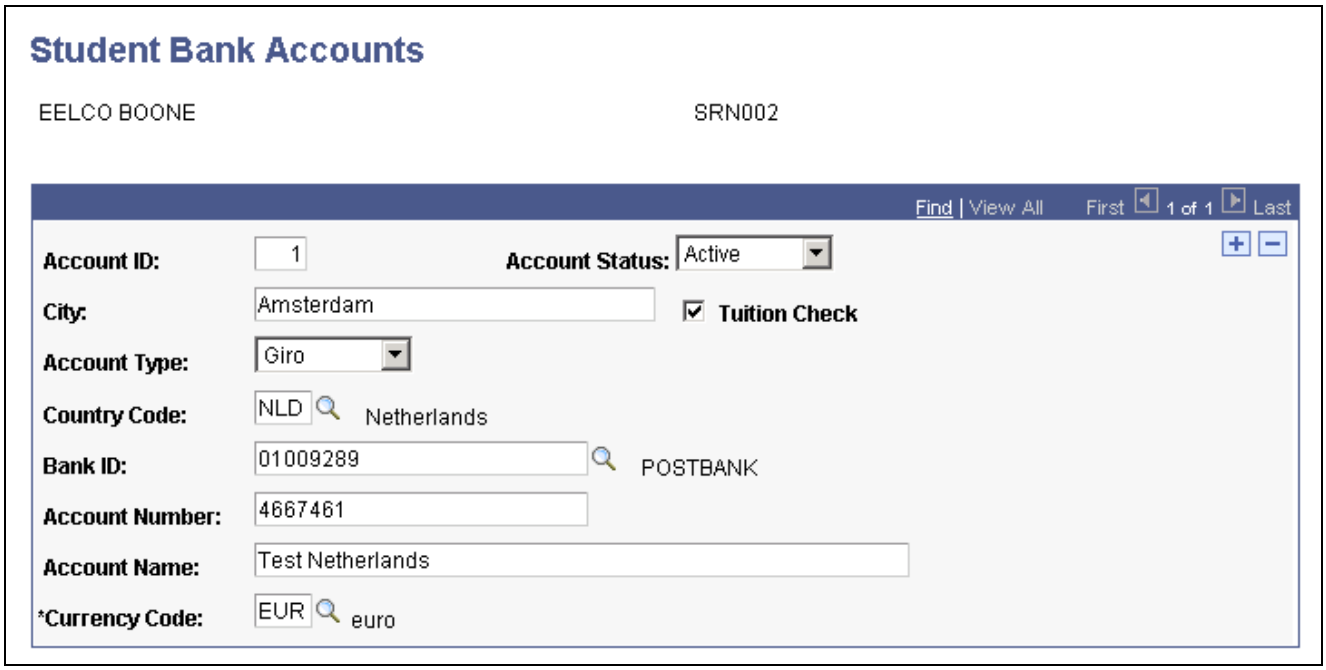
Giro

Note. If the Account Type is *Giro,* then the Bank ID is always *Postbank.* If the Account Type is *Current,* then the Bank ID can be any bank that you have set up. You can set banks up in Set Up HRMS, Common Definitions, Banking, Banks.

Country Code	Select the appropriate country code.
Bank ID	Select the appropriate bank ID.
Account Number	Enter the account number.
Account Name	Enter the account name.
Currency Code	Select the currency code.
Contract Code	Select one of the following options: *A-Contract:* The Collector is not permitted to add, or cause to be added, (OCR-B) data to the reader strip of the submittal section of the accept giro. *B-Contract:* The Collector is not permitted to add the form code and the collector's account number to the reader strip, or the name, address, place of residence or business and account number to the body. *C-Contract:* The collector is permitted add the form code and the collector's account number to the reader strip, or the name, address, place of residence or business and account number to the body.
OLA Code	Select one of the following options: *12:* Deposit fees for payer with annotations. *13:* Deposit fees for payer without annotations. *14:* Deposit fees for collector with annotations. *15:* Deposit fees for collector without annotations.
Description	This is name of the Business Unit Account if one is available.
Contact Person, Phone Number, Address Line 3, Number 1, Number 2, Postal Code, City	Enter the contact person information.

Setting Up Bank Account Numbers for Students

Access the Student Bank Accounts page.



Student Bank Accounts page

Account ID and **Status** — Enter a unique ID for the bank account. You can link more than one account to a student, so it is necessary to uniquely identify each account and its status.

Tuition Check — Select this check box to specify this account as the account used for the payment of tuition fees. This tells the system which account it should use for automatic debit or the creation of giro slips. When you link bank accounts to a student, you must select this check box for one of the accounts.

Account Type — Select one of the following options to specify the type of bank account.

Current

Giro

Note. If the Account Type is *Giro,* then the Bank ID is always *Postbank.* If the Account Type is *Current,* then the Bank ID can be any bank that you have set up. You can set banks up in Set Up HRMS, Common Definitions, Banking, Banks.

Country Code — Select the appropriate country code from the list.

Bank ID — Select the appropriate bank ID.

Bank Branch ID — Select the appropriate bank branch.

Account Number — Enter the account number. The system validates the account number using elf-proef. *Current* bank account numbers must be less than 7 digits long. *Giro* account numbers are not checked.

Account Name — Enter the account name.

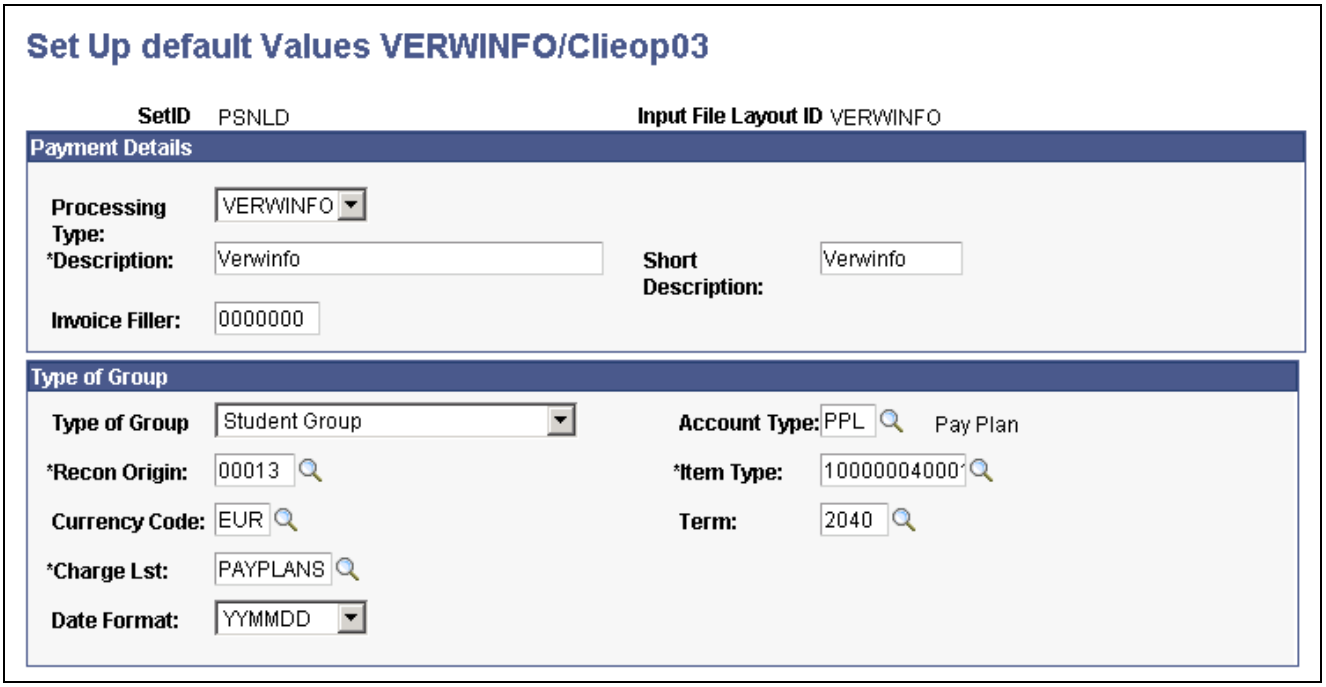
Currency Code — Select the currency code.

See Also

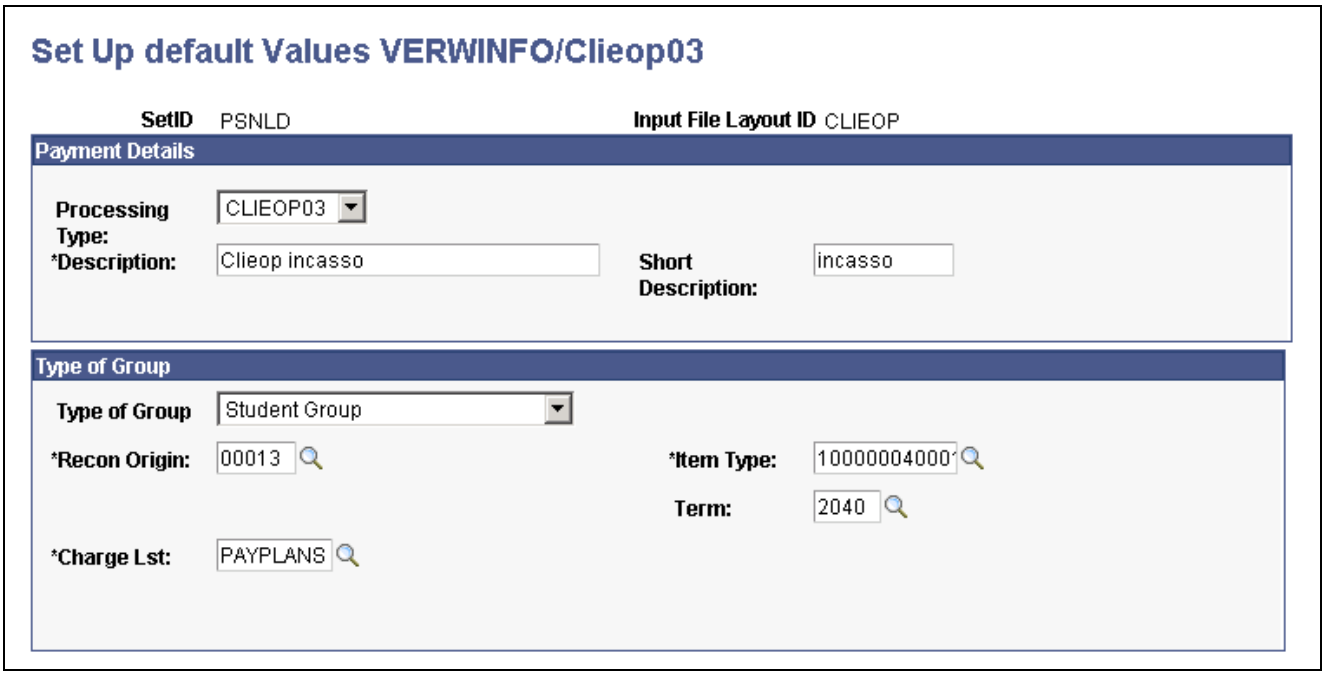
PeopleSoft Enterprise Campus Solutions HRMS 8.9 Application Fundamentals PeopleBook

Setting Up Default Values for VERWINFO or Clieop03 Files

Access the Set Up Default Values for VERWINFO/Clieop03 page.



Set Up Default Values VERWINFO/Clieop03 page (1 of 2)



Set Up Default Values VERWINFO/Clieop03 page (2 of 2)

Payment Details

Processing Type Select one of the following options:

CLIEOP03

VERWINFO

Description and **Short Description** Enter a long and a short description.

Invoice Filler This field must be seven numeric characters only.

Type of Group

Depending on the processing type, some or all of the following fields will appear.

Type of Group Select one of the following options:

Student Group

External Org Group

Account Type Select the account type.

Recon Origin (reconciliation origin) Select the reconciliation origin.

Item Type Select the item type.

Currency Code Select the currency code.

Term Select the term.

Charge List Select the charge priority list.

Date Format Select the date format.

See Also

Chapter 2, “Completing Student Financials General Setup,” page 5

Billing Students Using OLA or VERWINFO

This section provides an overview and discusses how to:

- Post student transactions.
- Print OLA forms.
- Load VERWINFO files.
- Process payments.

Overview

There are several steps when billing students using OLA/VERWINFO:

1. The institution calculates tuition and fees and bills students.
2. The institution prints and sends OLA forms to students.
3. The students sign and return OLA forms to the bank by mail or use electronic banking to notify bank of OLA details and payments to be deducted from the banking account assigned.
4. The bank processes the OLA forms, produces the VERWINFO, and sends the VERWINFO to the institution.
5. The Institution loads the VERWINFO and posts payments.

Pages Used to Bill Students Using OLA/VERWINFO

Page Name	Object Name	Navigation	Usage
Print OLA Forms	SSF_RUNCTL_OLA_NLD	Student Financials, Student Financials NLD, Print OLA Forms	Print OLA forms.
Load Verwinfo	SSF_RUNCTL_GP_NLD	Student Financials, Student Financials NLD, Load Verwinfo	Load the VERWINFO payment file.

Posting Student Transactions

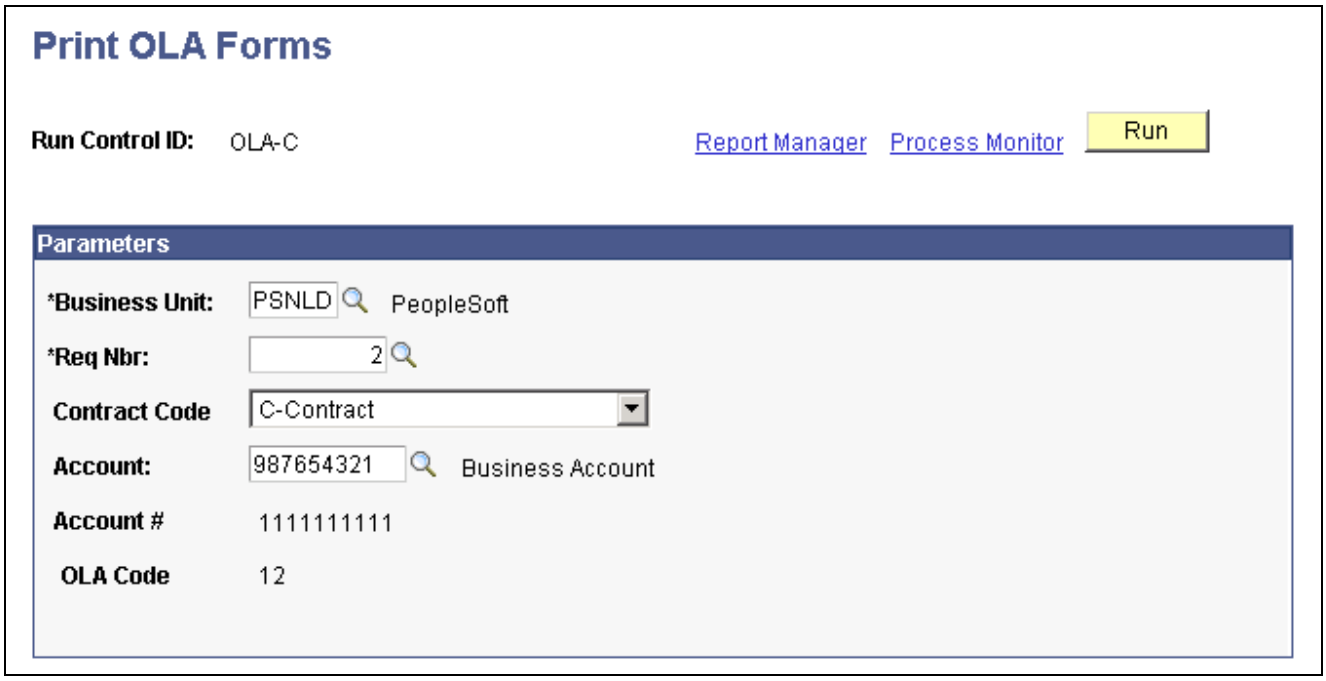
Use the Student Post page to post transactions.

See Also

Chapter 21, “Maintaining Receivables,” Posting Transactions for Individual Students and Organizations, page 440

Printing OLA Forms

Access the Print OLA Forms page.



Print OLA Forms page

Business Unit Select the business unit.

Req Nbr (request number) Select the request number from your billing process. Before you print OLA forms, you must run billing and get the request number.

Contract Code Select one of the following options:

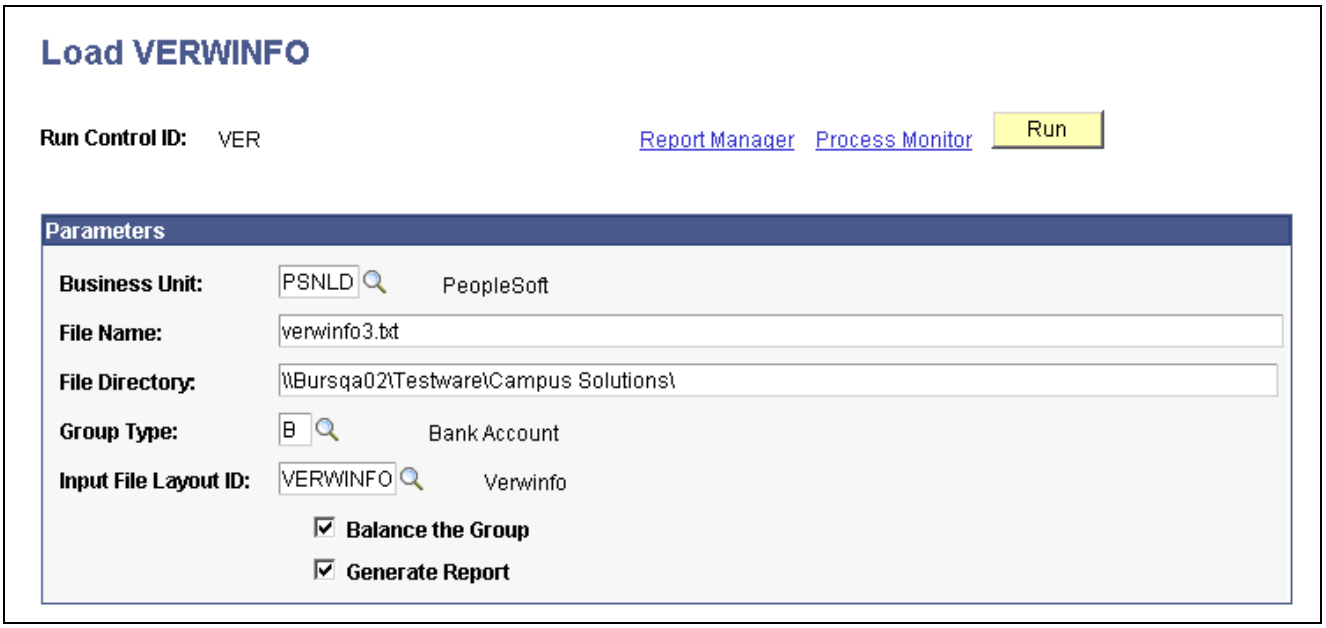
A-Contract

B-Contract

C-Contract

Loading VERWINFO Files

Access the Load VERWINFO page. This is the process used to load payments from the banking institution.



Load VERWINFO page

File Name and **File Directory**	This is name of the file that will be loaded into the PeopleSoft system. This file name will be provided by the banking institution. The File Directory is the location of where the file will be sent.
Group Type	Default Group type to create the Posting Group.
Input File Layout ID	Choose a layout ID that has been set up. The values in the layout will be used as defaults.
Balance the Group	Select to Post Group during the processing.
Generate Report	Select to create a report. If this option is checked, a report of the file load will be created.

Processing Payments

Use the standard process to process payments.

See Also

Chapter 21, “Maintaining Receivables,” Applying Payments, page 449

Using the Clieop03 Process

This section provides an overview and discusses how to create the Clieop03 file.

Overview

There are several steps when billing students using Incasso and Clieop03 process:

1. The institution prints Incasso form and sends to students.

2. Students sign and returns Incasso form to the institution.
3. The institution processes the form by assigning students to payment plans.
4. The institution creates Clieop03 receivables to produce direct debits, and send the file to the bank.
5. The bank runs the Clieop03 file, and transfers the money to the institution.
6. Any rejects are processed by the institution manually using standard payment reversal functionality.

Note. Steps 1 and 2 are functional prerequisites that are not supported by PeopleSoft. The Incasso is a contract between the student and the Institution stating that a student payee authorizes the Institution to deduct a certain amount of funds at a certain interval of time.

Before the Clieop03 file can be created, students first have to be linked to a payment plan. This payment plan has to be set up and students have to be linked to this payment plan. After students are linked to a payment plan, you can create the Clieop03 file.

Prerequisites

There are the following prerequisites:

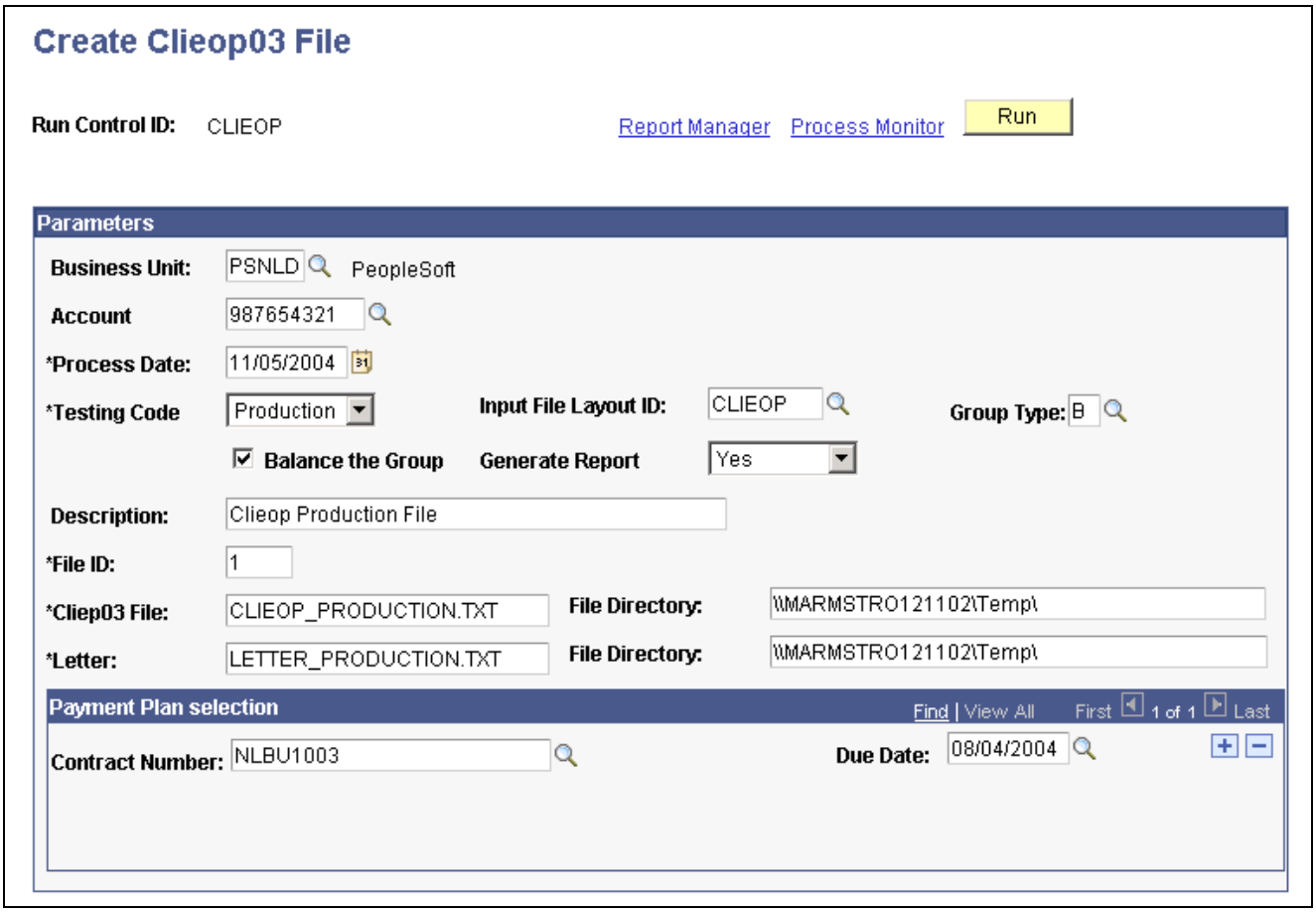
1. Students must have a valid bank account setup.
2. Students must be assigned to a payment plan.
3. Create the Clieop03 file.

Page Used for the Clieop03 Process

Page Name	Object Name	Navigation	Usage
Create Clieop Receivables	SSF_RUNCTL_CLI_NLD	Student Financials, Student Financials NLD, Create Clieop Receivables	Create Clieop03 File

Creating Clieop03 Files

Access the Create Clieop03 File page.



Create Clieop03 File page

The institution runs the Clieop03 process (SSFCL1NL) to produce direct debits, and then sends the file to the bank.

Parameters

Account The account number of the business unit what has to be used in the Clieop03 file. Generally, this account number is account number used for the collection of tuition and fees.

Process Date Process date for the direct debits. On this date, the direct debits will be affected.

Testing Code Select from the following options:

Production

Test

Input File Layout ID Choose a layout ID that has been set up. The values in this layout will be used as defaults.

Group Type Default group type to create the Post Group.

Balance the Group Select to balance the Post Group.

Generate Report Select *Yes* to create a report.

Description Enter a description. This description will be printed on the bank statement of the student.

File ID Enter a File ID. Position 1–2 is used for the creation date of the file. Positions 3–4 should be used for sequential number increasing by 1 per day of the month. EX: 0503 would be May 03.

Clieop03 File Enter a file name for the output file.

File Directory Enter the location for where the file will be sent.

Letter Enter the file name for the cover letter.

File Directory Enter the location for where the file will be sent.

Payment Plan selection

Contract Number Select a Payment Plan.

Due Date Select the due date for the payment plan charges. All charges with a due date less than or equal to the due date and with a balance greater than zero must be included in the Clieop03 file.

See Also

Chapter 8, “Setting Up Payment Plans,” page 179

Chapter 18, “Administering Payment Plans,” page 353

APPENDIX A

Delivered Workflows for Student Financials

This appendix discusses delivered workflows for Student Financials.

See Also

Enterprise PeopleTools PeopleBook: Workflow Technology

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

Delivered Workflows for Student Financials

This section discusses Student Financials workflows. The workflows are listed alphabetically by workflow name.

Corporate Collection Worklist

This section discusses the Corporate Collection workflow.

Description

Event Description	Assign Corporation to Worklist
Action Description	Create a worklist entry for Collector (using User ID or Role).
Notification Description	Worklist

Workflow Objects

Event	SSF_COLLECTION_ORG_CI
Workflow Action	Automatic
Role	Query: Roleuser by Oprid Qry (if by User ID) [ROLE] Roleuse SSF Collector (if by Role)
Email Template (or notification vehicle)	Worklist record = COLLECT_WL and PSWORKLIST

Business Process	PROCESS_ORG_COLLECTIONS
Business Activity	Create Org Collections (if by User ID) Create Org Role Collections (if by Role)
Business Event	Create Worklist

Customer Collection Worklist

This section discusses the Customer Collection workflow.

Description

Event Description	Assign Customers to Worklist.
Action Description	Create a worklist entry for a Collector (using User ID or Role).
Notification Description	Worklist

Workflow Objects

Event	SSF_COLLECTION_CI
Workflow Action	Automatic
Role	Query: Roleuser by Oprid Qry (if by User ID) [ROLE] Roleuse SSF Collector (if by Role)
Email Template (or notification vehicle)	Worklist record = COLLECT_WL and PSWORKLIST
Business Process	Process Collections
Business Activity	Create Collections Worklist (if by User ID) CREATE_COLLECTIONS_BY_ROLE (if by Role)
Business Event	Create Worklist

Department Receipt Approval

This section discusses the Department Receipt Approval workflow.

Description

Event Description	Department Receipt Approval
Action Description	Create Worklist entry for Department Receipt Approval
Notification Description	Worklist

Workflow Objects

Event	No component interface for Receipt approval
Workflow Action	Automatic
Role	Query: Roleusers by Rolename query
Email Template (or notification vehicle)	Worklist Record – CSH_DEPT_WL
Business Process	DEPT_RCPT_APPROVAL
Business Activity	Approve Department Receipts
Business Event	Send For Approval

Group Posting Approval

This section discusses the Group Posting Approval workflow.

Description

Event Description	Group Posting Approval
Action Description	Create Worklist entry for Group Approval
Notification Description	Worklist

Workflow Objects

Event	SSF_GRP_APPR_CI
Workflow Action	Automatic
Role	Query: Roleusers by Rolename query
Email Template (or notification vehicle)	Worklist Record - GROUP_WL
Business Process	GROUP_APPROVAL

Business Activity	Approve Group
Business Event	Send For Approval

Refund Approval

This section discusses the Refund Approval workflow.

Description

Event Description	Generate Refund Approval
Action Description	Send Approval
Notification Description	Worklist

Workflow Objects

Event	SSF_RFNDAPPR_CI
Workflow Action	Automatic
Role	Query: Roleuser RF by RoleName
Email Template (or notification vehicle)	Worklist Record - REFUND_WL
Business Process	REFUND_APPROVAL
Business Activity	Approve Refund
Business Event	Send For Approval

APPENDIX B

PeopleSoft Student Financials Reports

This appendix provides an overview of Student Financials reports, and enables you to view a summary tables of all reports.

Note. For samples of some of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

See Also

Enterprise PeopleTools PeopleBook: Process Scheduler

PeopleSoft Student Financials Reports: A to Z

This table lists the Student Financials reports, sorted alphanumerically by report ID.

- Crystal and SQR Reports
- Setup Table Reports

Crystal and SQR Reports

Report ID and Report Name	Description	Navigation	Run Control Page
SF707 Group Summary Report	Group posting summary report of student financial system. (Crystal)	Student Financials, Charges and Payments, Group Processing, Group Summary	RUNCTL_SF707
SF708 Fee Calculation Errors Report	This report lists all error messages for a batch ID. (Crystal)	Student Financials, Tuition and Fees, Calculate Batch Tuition, Tuition Calc Error Report	RUNCTL_SF708
SF709 Fees After Calculation Report	This report lists all tuition and fees for a student. (Crystal)	Student Financials, Tuition and Fees, Calculate Batch Tuition, Fees After Calculation Report	RUNCTL_SF709
SF710 Fees Prior to Posting Report	This report lists a student's tuition and fees prior to posting. (Crystal)	Student Financials, Tuition and Fees, Calculate Batch Tuition, Fees Prior to Posting Report	RUNCTL_SF710
SF711ABI Crystal Bill for Student Financials	This report generates a student bill for print using Crystal. (Crystal)	Student Financials, Bill Customers, Student Bills, Print Invoice Crystal	RUNCTL_SF711AB

Report ID and Report Name	Description	Navigation	Run Control Page
SF726 Daily Activity	Summary of daily posting activity, by Item type Code. (Crystal)	Student Financials, Charges and Payments, Posting Reports, Daily Activity	RUNCTL_SF726
SF727 Daily Posting Activity	Daily posting activity for student post. (Crystal)	Student Financials, Charges and Payments, Posting Reports, Daily Posting Activity	RUNCTL_SF727
SF728 Enrollment Cancellation Report	This report lists all students who have been processed for enrollment cancellation for term or class cancellations. (Crystal)	Student Financials, Tuition and Fees, Cancellation, Report Cancellation	RUNCTL_SF728
SF732 Refund Customers Rpt	This report lists information on individual refunds. (Crystal)	Student Financials, Refunds, Reports, Individual Refunds	RUNCTL_SF732
SF736 Run Organization Report	Refund External Organization Report by business unit. (Crystal)	Student Financials, Refunds, Reports, Organization Refunds	RUNCTL_SF732
SF750 Receipts per Business Day	This report lists all information about receipts processed on a specific business date in cashiering. (Crystal)	Student Financials, Cashiering, Balance by Business Day, Receipts By Business Date	RUNCTL_SF750
SF750R Receipt by Number	This report generates a cashiering receipt for print using Crystal. It lists all receipt information. (Crystal)	Student Financials, Cashiering, Balance by Business Day, Receipts By Number Summary	RUNCTL_SF750R
SF753ABI Crystal Org Bill for SF	This report generates an external organization bill for print using Crystal. (Crystal)	Student Financials, Bill Customers, Corporate Bills, Print Invoice Crystal	RUNCTL_SF753AB_ORG
SF754 Students in Collections	This report lists students placed in collections. (Crystal)	Student Financials, Collections, Customers in Collection	RUNCTL_COLLECT_SF
SF755 Organizations in Collections	This report lists all organizations placed in collections. (Crystal)	Student Finanacials, Collections, Corporations in Collection	RUNCTL_COLLECT_SF
SF756 Group Detail Report	Group posting detail report. (Crystal)	Student Financials, Charges and Payments, Group Processing, Group Detail	RUNCTL_SF707
SF757 Receipts by Deposit ID	This report lists all information about receipts processed using a specified deposit ID within cashiering. (Crystal)	Student Financials, Cashiering, Balance By Business Day, Receipts by Deposit ID Summary	RUNCTL_SF757
SF783 Late Fees Report	This report lists all individuals who were assessed late fees for a given batch ID. (Crystal)	Student Financials, Charges and Payments, Late Fees, Late Fees Report	RUNCTL_SF783

Report ID and Report Name	Description	Navigation	Run Control Page
SF800 Business Unit Permission List	SF security listing of business units secured by a permission list. (Crystal)	Set Up SACR, Security, Secure Student Financials, Permission List Reports, Business Unit	PRCSRUNCNTL_SF
SF801 Business Unit User ID	SF security listing of business units secured by a single user ID. (Crystal)	Set Up SACR, Security, Secure Student Financials, User Reports, Business Unit	PRCSRUNCNTL_SF
SF802 Cashier Office Permission List	This report lists any permission lists with security for specified cashier offices. (Crystal)	Set Up SACR, Security, Secure Student Financials, Permission List Reports, Cashier Office	PRCSRUNCNTL_SF
SF803 Cashier Office User ID	This report lists all user IDs with security for specified cashier offices. (Crystal)	Set Up SACR, Security, Secure Student Financials, User Reports, Cashier Office	PRCSRUNCNTL_SF
SF804 Credit Card Permission List	This report lists any permission lists with credit card security. (Crystal)	Set Up SACR, Security, Secure Student Financials, Permission List Reports, Credit Card	PRCSRUNCNTL_SF
SF805 Credit Card User ID	This report lists any user IDs with credit card security. (Crystal)	Set Up SACR, Security, Secure Student Financials, User Reports, Credit Card	PRCSRUNCNTL_SF
SF806 Company Permission List	SF security listing of companies secured by a permission list. (Crystal)	Set Up SACR, Security, Secure Student Financials, Permission List Reports, Company	PRCSRUNCNTL_SF
SF807 Company User ID	SF security listing of companies secured by a single user ID. (Crystal)	Set Up SACR, Security, Secure Student Financials, User Reports, Company	PRCSRUNCNTL_SF
SF809 Item Type Permission List	SF security listing of item types secured by a permission list. (Crystal)	Set Up SACR, Security, Secure Student Financials, Permission List Reports, Item Type	PRCSRUNCNTL_SF
SF810 Item Type User ID	SF security listing of item types secured by a single user ID. (Crystal)	Set Up SACR, Security, Secure Student Financials, User Reports, Item Type	PRCSRUNCNTL_SF
SF811 SetID Permission List	SF security listing of setIDs secured by a permission list. (Crystal)	Set Up SACR, Security, Secure Student Financials, Permission List Reports, SetID	PRCSRUNCNTL_SF
SF812 SetID User ID	SF security listing of setIDs secured by an individual user ID. (Crystal)	SetID Set Up SACR, Security, Secure Student Financials, User Reports, SetID	PRCSRUNCNTL_SF
SF814 TP Contracts	Third-party contract setup values. (Crystal)	Student Financials, Payment Plans, Review Third Party Contracts	RUNCTL_SF814
SF815E Trial Bal by Acct (Eff Dt)	This report lists the trial balance by account by item effective date. (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Account	RUNCTL_SF815

Report ID and Report Name	Description	Navigation	Run Control Page
SF815P Trial Bal by Acct (Post Date)	This report lists trial balances by account by posted date. (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Account	RUNCTL_SF815
SF816E Trial Bal by Stud Itm (Eff Dt)	Trial balance by student item (item effective date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Student Item	RUNCTL_SF815
SF816P Trial Bal by Stud Itm (Pst Dt)	Trial balance by student item (post date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Student Item	RUNCTL_SF815
SF817E Trial Bal by Student (Eff Dt)	Trial balance by student (item effective date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Student	RUNCTL_SF815
SF817P Trial Bal by Student (Post Dt)	Trial balance by student (post date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Student	RUNCTL_SF815
SF818E Trl Bal Corp by Acct (Eff Dt)	Trial balance corporation by account (item effective date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Corporate Account	RUNCTL_SF815
SF818P Trl Bal Corp by Acct (Pst Dt)	Trial balance organization by account (post date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Corporate Account	RUNCTL_SF815
SF819E Trial Bal by Corp Itm (Eff Dt)	Trial balance by corporation item (item effective date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Corporate Item	RUNCTL_SF815
SF819P Trial Bal by Corp Itm (Pst Dt)	Trial balance by corporation item (post date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Corporate Item	RUNCTL_SF815
SF820E Trial Bal by Corp (Eff Date)	Trial balance by corporation (item effective date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Corporation	RUNCTL_SF815
SF820P Trial Bal by Corp (Post Date)	Trial balance by corporation (post date). (Crystal)	Student Financials, GL Interface, Trial Balance Reports, By Corporation	RUNCTL_SF815
SF821 Credit History for All Students	Credit history for all students, for a specified business unit and effective date. (Crystal)	Student Financials, Collections, Credit History, All Customer Report	RUNCTL_SFBU_ASOFDT
SF822 Credit History for One Student	Credit history for one student, for a specified business unit and effective date. (Crystal)	Student Financials, Collections, Credit History, One Customer Report	RUNCTL_SF822
SF823 Credit History for All Corporations	Credit history for all corporations, for a specified business unit and effective date. (Crystal)	Student Financials, Collections, Credit History, All Corporation Report	RUNCTL_SF823
SF824 Credit History for One Corporation	Credit history for one corporation, for a specified business unit and effective date. (Crystal)	Student Financials, Collections, Credit History, One Corporation Report	RUNCTL_SF824

Report ID and Report Name	Description	Navigation	Run Control Page
SF825 Credit History Student by Acct	Credit history for all students, by account, for a specified business unit and effective date. (Crystal)	Student Financials, Collections, Credit History, Customer Report by Account	RUNCTL_SF825
SF826 Credit History by Account for Corporations	Credit history for all corporations, by account number, for a specified business unit and effective date. (Crystal)	Student Financials, Collections, Credit History, Corporate Account Report	RUNCTL_SF826
SF828 Open Refunds	Open refunds, sorted by student name. (Crystal)	Student Financials, Refunds, Reports, Open Refunds	RUNCTL_SF828
SF829 Refunds by Date	This report lists all refunds processed for a certain date. (Crystal)	Student Financials, Refunds, Reports, Refunds by Date	RUNCTL_SF829
SF830 Completed Refunds by Date	This report lists all completed refunds by date. It also lists information on paycheck gross, taxes and net amounts. (Crystal)	Student Financials, Refunds, Reports, Completed Refunds by Date	RUNCTL_SF830
SF847 Group Post Suspended Report	Detailed list of transactions that have not been posted through the Group Post process. (Crystal)	Student Financials, Charges and Payments, Group Processing, Group Post — Suspended	RUNCTL_SF847
SF853 Batch Refund	This report lists all refunds processed within a specified Batch ID. (Crystal)	Student Financials, Refunds, Process Batch Refunds, Report Batch Refunds	RUNCTL_SF853
SF854 Batch Refund Messages	This report lists all error or warning messages encountered during a specified Batch ID. (Crystal)	Student Financials, Refunds, Process Batch Refunds, Report Batch Messages	RUNCTL_SF854
SF856 Account Audit Statement	Detail transaction listing for an individual or external organization. (Crystal)	Student Financials, Charges and Payments, Posting Reports, Account Audit Statement Report	RUNCTL_SF856
SF859 Tax Assessment Summary Report	The tax assessment summary report for a given period by business unit and tax authority. (Crystal)	Student Financials, Taxes, Tax Reports, GST Tax Summary Report	RUNCTL_SF859
SF860 Individual tax detail	Individual tax detail report for a given reporting period. (Crystal)	Student Financials, Taxes, Tax Reports, Individual GST Tax Detail	RUNCTL_SF860
SF861 Organization Tax Detail	Organization tax detail report for a given reporting period. (Crystal)	Student Financials, Taxes, Tax Reports, Organization GST Tax Detail	RUNCTL_SF861
SF862 Batch Credit Card Detail Rpt	This report lists all the relevant credit card details per batch ID from the Refund Credit Card − Web process. (Crystal)	Student Financials, Refunds, Electronic Payment Refunds, Batch ePayment Refund Details	RUN_CNTL_SF862

Report ID and Report Name	Description	Navigation	Run Control Page
SF1098RP Print 1098-T Forms	This process prints 1098-T forms and creates electronic transmission files. (SQR)	Student Financials, Taxes, Tax Reports, 1098–T Form Print	RUNCTL_SF_SF1098RP
SF1098VP 1098-T Validation and Audit	The 1098-T Validation Report lists any records with invalid data and assigns a validation status to records on the 1098-T Audit report. The Audit report lists all records generated in the 1098-T generation process for review before printing or transmitting the file. (SQR)	Student Financials, Taxes, Tax Reports, 1098–T Audit Report	RUNCTL_SF_SF1098VP
SFBILLIV Print Non-Extract File Invoice	This report generates bills for printing. (SQR)	• Student Financials, Bill Customers, Student Bills, Print Invoice • Student Financials, Bill Customers, Corporate Bills, Print Invoice	RUN_CNTL_PBILL RUN_CNTL_PBILL_ORG
SFBILLNG Print Extract File Invoices for Organizations and/or students	This report generates bills for printing via Extract File . (SQR)	• Student Financials, Bill Customers, Student Bills, Produce Extract File • Student Financials, Bill Customers, Corporate Bills, Produce Extract File	RUN_CNTL_PBILL_ORG, RUN_CNTL_PBILL
SFBKPOST SF Backup Post	This process purges the QUICK_POST_TBL and consolidates the transactions into a posting group for review. A listing of these transactions may be generated. (SQR)	Student Financials, Charges and Payments, Group Processing, Purge Posting Table	RUN_CNTL_SFBKPOST
SFCALTUI Tuition Residency Calculation	This report lists all students for whom tuition residency calculation has been processed. (SQR)	Student Financials, Tuition and Fees, Calculate Batch Tuition, Calculate Terms in Residency	RUNCTL_CALC_TUIT_R
SFCCRFND Credit Card Refund Processing	This report generates a list of credit card refunds generated via the Refund Credit Card − Other process. (SQR)	Student Financials, Refunds, Electronic Payment Refunds, Other Credit Card Refunds	RUNCTL_CC_REFUND
SFCOLLEC Collections	This report lists each student or corporation that has been assigned to collections. This includes the past due categories and amounts. (SQR)	Student Financials, Collections, Process Collections	RUNCTL_COLLECT_SF

Report ID and Report Name	Description	Navigation	Run Control Page
SFCOLLTR Collections Dunning Letter	This is a process that creates communication records in PeopleSoft Campus Community for each collection letter requiring generation. (SQR)	Student Financials, Collections, Letter Generation, Generate Dunning Letters	RUNCTL_SFBU
SFCPTMFE Copy Term Fees	This program copies term fees from one term or one session to another. The report shows the details of the added term fees. (SQR)	Set Up SACR, Product Related, Student Financials, Tuition and Fees, Copy Term Fees	RUNCTL_SFCPTMFE
SFDONAT Generate Donation Receipts	This program generates the information for receipts for donations received by Universities from third parties. (SQR)	Student Financials, Taxes, Generate Donation Receipts	RUN_PARM_DONAT
SFGENT4 SF Generate T4A Data	Generates T4A data in preparation for printing T4A slips. (SQR)	Student Financials, Taxes, Generate T4A	RUNCTL_SF_GENT4
SFGLVAL1 Invalid GL Interface Chartfield Report	Lists invalid chartfields in SF targets, tenders, class/course fees and item types by term. (SQR)	Set Up SACR, Product Related, Student Financials, General Ledger Interface, ChartField Validation	RUNCTL_SFGLVAL1
SFGT2202 SF Generate T2202 Data	Generates T2202A data in preparation for printing T2202A forms. (SQR)	Student Financials, Taxes, Generate T2202A	RUNCTL_SF_SFGT2202
SFJT2202 Process T2202A Report File	This process generates the T2202A information. It will either update the tables in preparation for printing, or generate a report for review. (SQR)	Student Financials, Taxes, Create T2202A Extract File	RUNCTL_SF_SFJT2202
SFLOCKIN Lock In Tuition and Fees	This report lists students who have had their tuition locked in. (SQR)	Student Financials, Tuition and Fees, Process Tuition Lock In	RUNCTL_LCK_IN_TUIT
SFPENRDP SF Enrollment Deposits	Creates and releases service indicators based on student payment of enrollment deposits. (SQR)	Student Financials, Charges and Payments, Enrollment Deposits	RUNCTL_ENRL_DPST RUNCTL_ENRL_DPST2
SFPR2202 Print T2202A Tax Forms	This process prints T2202A tax forms. (SQR)	Student Financials, Taxes, Print T2202A	RUNCTL_SFPR2202
SFPRGPLD SF External File Load	The process to load external files. A detail listing of the transactions loaded may be generated. (SQR)	Student Financials, Charges and Payments, Group Processing, External Files	RUNCTL_SFGPLOAD
SFRCRCPT Print Receipt	This program prints student payment / department receipts. (SQR) It generates income tax receipts for students enrolled in non degree courses (Canadian)	Student Financials, Taxes, Generate Tax Receipts	RUNCTL_SFRECEPT

Report ID and Report Name	Description	Navigation	Run Control Page
SFRSCVW SF Load Security Views	Listing of table views used in SF security. (SQR)	Set Up SACR, Security, Secure Student Financials, Process, Set Security	RUNCTL_SFSCRTY
SFRVRGRP Group Reversal	Used to reverse a group after it has been posted. (SQR)	Student Financials, Charges and Payments, Group Processing, Reverse Groups	RUNCTL_SFRVRGRP
SFTBLVAL Table Validation Report	This process reports on, and/or corrects any referential integrity issues within SF tables. (SQR)	Student Financials, Charges and Payments, Validate Tables	RUN_CNTL_SFTBLVAL
SFTRMCPY Copy Term Session	This process copies chartfield information by Item Type Classification from one Term to another. (SQR)	Set Up SACR, Product Related, Student Financials, General Ledger Interface, Copy Term	RUNCTL_SFGL_FEE
SFWRTOFF Batch Write off	Detailed listing of accounts flagged to be written off. (SQR)	Student Financials, Collections, Write Offs, Run Write-off Process	RUNCTL_WRITE_OFF

Setup Table Reports

Report ID and Report Name	Description	Navigation	Run Control Page
SF701 Term Fees Table	This report lists all information from the Term Fees Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF702 Term Sub Fees Report	This report lists information from the Term Subfees Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF703
SF703 Class Fees Report	This report lists all information from the Class Fees Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF704
SF704 Course Fees Report	This report lists all information from the Course Fees Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF705
SF705 Course Rates Table	This report lists all information from the Course Rates Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF712 Billing and Due Calendars	This report lists all information from the Billing and Due Calendars Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF712
SF713 Keyword Table	This report lists all information in the Keyword Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF714 Account Type Table	Detailed setup report of the institution's SF account types. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF714

Report ID and Report Name	Description	Navigation	Run Control Page
SF717 Fee Class Table	This report lists all information in the Fee Class Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF717
SF718 Item Reason Table	Listing of item reason values created. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF718
SF719 Charge Priority List	Listing of values defined in the Charge Priority List setup. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF719
SF720 Business Unit Table	Business Unit Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF720
SF721 Group Type Table	Listing of the Group Type Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF721
SF722 Origin Table	Listing of values defined the origin table setup. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF722
SF730 Selection Criteria	This report lists information in the Criteria Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF730
SF733 Cash Offered Table Report	This report lists information relative to cashiering offices. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF733
SF734 Tender Key Table Report	Report for the Tender Key Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF734
SF735 Target Key Table Report	Report for the Target Key Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF735
SF740 Cashier Message Business Date	This report lists all cashiering office messages. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF740
SF741 Cashier Message Tender	This report lists any Cashier Tender messages within a cashiering office. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF741
SF742 Cashier Message Target	This report lists any Cashier Target messages within a cashiering office. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF742
SF743 Valid Cashiers Per Office	Report of the valid cashiers for each office. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF743
SF744 Follow Up Table	This report lists follow up actions for collections activity by setID and as of date. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF745 Collection Criteria	This report lists the criteria used to assign student collection items to the appropriate collector. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU

Report ID and Report Name	Description	Navigation	Run Control Page
SF746 Corp Collection Criteria	This report lists the criteria used to assign corporate collection items to the appropriate collector. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU
SF747 Collector	This report lists the collectors by user ID. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU_ASOFDT
SF748 Reason In Table	This report lists all information in the Reason In table for collection activity. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF749 Reason Out Table	This report lists all information in the Reason Out table to remove a student/corporation from collections. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF769 Waiver Form Table	This lists all information on the Waiver Form Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF773 Application Fee	List of application fee codes with subfees for each term. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF774A Course List	This report contains the Course List Details. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF774B Course List Fees	This report lists all information from the Course List Fee and Course List Subfee Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF775 Deposit Fees	This report lists all information from the Deposit Fee Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF776 Minimum Maximum Fee	This lists all information on the Minimum Maximum Fee Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF777 Optional Fee Table	This report lists all values in the Optional Fee Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF778 Optional Fee Term	This report lists all valid values in the Optional Fees per Term Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF779 Transaction Fees	This report lists all information on the Transaction Fee Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF779
SF779 Transaction Fee Table	Transaction Fee Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID

Report ID and Report Name	Description	Navigation	Run Control Page
SF780 Calc Control Table	List of careers in use for each term and the parameters (auto calc tuition/waivers, term and transaction wash periods). (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF771
SF781 Waiver Table	This report lists all information on the Waiver Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF782 Valid Records and Fields	This report lists all valid records and fields used in setting up criteria and equations. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF784 Billing Aging Messages	This report lists all billing aging messages set up for a business unit. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU_ASOFDT
SF785 Billing Message Table	Billing Message Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF786 Billing Scan Line	This report lists all information from the Billing Scan Line table. (Crystal)	Reporting Tools, Query, Query Manager	PRCSRUNCNTL_SF
SF787 Billing Type Table	This report lists all information from the Billing Type Table. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT
SF788 Billing Messages for Students	This report lists information from the Billing Messages page. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU_ASOFDT
SF789 Billing Messages for Corp	This report lists information from the Corporate Messages page. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU_ASOFDT
SF790 Billing Messages for Customers	This report lists information from the Customer Messages page. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU_ASOFDT
SF791 Invoice Layout	This report lists all information from the Invoice Layout component. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFSETID
SF792 Invoice Number	This report lists all information from the Invoice Number page. (Crystal)	Reporting Tools, Query, Query Manager	PRCSRUNCNTL_SF
SF793 Messages by Item Type	Messages by item type. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU_ASOFDT
SF794 Billing Message Category	This report lists information from the Billing Message Category page. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFBU_ASOFDT
SF795 Billing Standard Request	This report lists all information from the Billing Standard Request table based on setID. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SFASOFDT

Report ID and Report Name	Description	Navigation	Run Control Page
SF855 Adjustment Calendars	List of detail for all adjustment codes in the database. Includes adjustment options, adjust reasons, terms, and line data for each category. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF855
SF858 Tuition Group Report	This report lists all information for tuition groups. (Crystal)	Reporting Tools, Query, Query Manager	RUNCTL_SF858

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called *need analysis.*
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See *event.*
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag

Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag

Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname

The name of a record that is used to determine the associated field to match a value or set of values.

recognition

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data

In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing

In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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