PeopleSoft Campus Solutions 9.2

Student Financials

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment. The documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

Installable PeopleSoft Online Help now includes PDF versions of each PeopleBook. For more information, see Understanding Locally Installed PeopleSoft Online Help.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The three main types of common help are:

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- Application Fundamentals
- Using PeopleSoft Applications
- Using and Managing the PeopleSoft Online Help

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Finally, *Using and Managing the PeopleSoft Online Help* (this guide) introduces you to the setup, features, and usage of the online help system.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	Description
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.
. . . (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.

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Typographical Convention	Description
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region, Country, and Industry Identifiers

Information that applies only to a specific 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.

An example of a region-specific heading is: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following are examples of region identifiers that may appear in PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Country Identifiers

Countries are identified by a three-letter country code. The following are examples of country identifiers that may appear in the PeopleSoft Online Help:

- ARG (Argentina)
- AUS (Australia)
- CAN (Canada)
- NLD (The Netherlands)

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Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following are examples of industry identifiers that may appear in the PeopleSoft Online Help:

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

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft CS Related Links

Hosted Online Help Home

PeopleSoft Information Portal

My Oracle Support

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you're using.

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1

Getting Started with PeopleSoft Student Financials

PeopleSoft 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 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.
- Interact with your general ledger system.
- Set up and print tax forms.

PeopleSoft Student Financials Business Processes

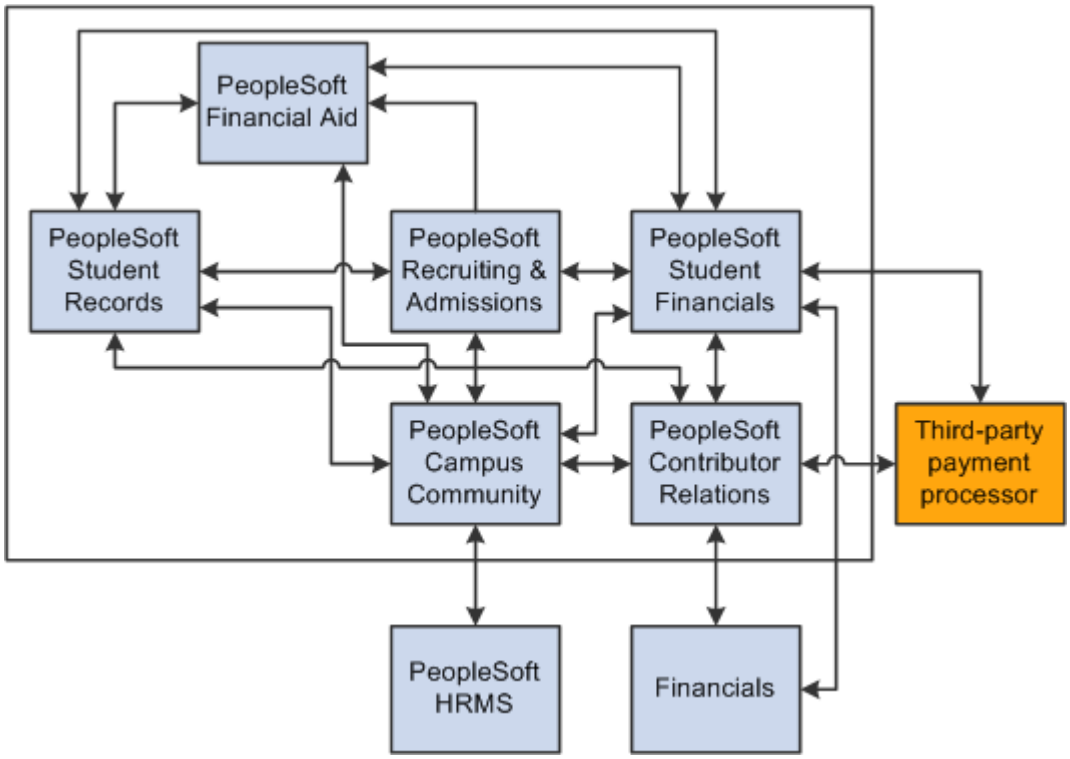
Student Financials enables you to manage and calculate student financial information for your institution. With it you can calculate tuition and fees, bill customers, and issue refunds. It provides functionality enabling you to set up payment plans for students and implement an automated collections 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, 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 payments, directed payments, or both online.

PeopleSoft Student Financials Integrations

Student Financials integrates with these applications:

PeopleSoft Student Financials integrations

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We discuss integration considerations in the implementation chapter in this PeopleBook. Supplemental information about third-party application integrations is located in My Oracle Support.

PeopleSoft 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 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 Setting Up Course Fees and Class Fees.
CLST_FEE_PANEL	SSF_CLST_FEE_PANEL_GBL	See Setting Up Course Fees and Class Fees.
ITEM_TYPE_PANEL	SSF_ITEM_TYPE_PANEL_GBL	See Setting Up Item Types and Item Type Groups.

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

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- Complete the general setup of your Student Financials system. This setup is required before you can set up any of the features that are 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 interacts with your general ledger. The required steps of this implementation task depend on whether your institution interacts with PeopleSoft General Ledger, Oracle General Ledger, or a third party 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, that will need to interact 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 that is 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, and set up your system accordingly.
- Define payment plans for your institution. Student Financials provides 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.

See product documentation for:

- Campus Community Fundamentals
- PeopleSoft Component Interfaces
- PeopleSoft Setup Manager

Additional Information for Getting Started with Student Financials

Additional, essential information describing the setup and design of your system appears in two companion volumes of documentation: Campus Solutions Application Fundamentals documentation and Campus Community Fundamentals documentation.

See:

- Campus Solutions Application Fundamentals
- Campus Community Fundamentals

For information about deferred processing, see Campus Solutions Application Fundamentals: Additional Information for Getting Started with Campus Solutions.

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2

Completing Student Financials General Setup

Understanding Student Financials General Setup

A substantial amount of setup is required before you can use the Student Financials component. The setup described in this section 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.

Configuring ChartFields

This section discusses how to set up and maintain ChartFields and related transactions.

If you select **Enterprise Financials** on the SF Installation page, all ChartField data is maintained on Financials, then imported to Campus Solutions using the delivered service operations. If you do not use PeopleSoft or Oracle General Ledger, you can use the Standard ChartField Configuration page to identify external ChartFields, change the label descriptions, and adjust field lengths on PeopleSoft ChartFields. Make sure you populate the underlying lookup tables (**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **ChartField Values**). The saved definitions are displayed on:

- GL Interface (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **GL Interface**)
- Journal Set ChartFields (Click the **Jrnl Set ChartFields** link on the GL Interface page)

Related Topics

- Defining Student Financials Installation Settings
  Access the SF Installation page (**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation**).
- Mapping Item Types to General Ledger Accounts
  Access the GL Interface page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **GL Interface**).
- 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 or class fees, and cashiering tenders or targets. You can use the ChartFields (ACCOUNT, DEPTID, and so on) to enter your chart of accounts information.

Understanding Standard ChartField Configuration

PeopleSoft delivers the standard ChartField configuration template with the following ChartField types: original and project costing. You can access these ChartFields through the Standard ChartField Configuration page.

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If you use PeopleSoft Financials, the ChartField configuration template is review-only . Modifications to the ChartField configuration template should be done in the Financials system. If you use Financials 8.40 or above for original ChartFields, or Financials 9.0 for project costing ChartFields, configuration changes are done by the FSCM_CF_CONFIG service operation.

Original ChartFields

PeopleSoft delivers the standard ChartField configuration template with fourteen active and two inactive original ChartFields in the following sequence:

- Account
- Department
- Project/Grant
- Product
- Fund Code
- Program Code
- Class Field
- Affiliate
- Operating Unit
- Alternate Account
- Budget Reference
- Chartfield 1
- Chartfield 2
- Chartfield 3
- Fund Affiliate (inactive)
- Operating Unit Affiliate (inactive)

Original ChartField integration is available to organizations that use PeopleSoft Financials 8.4 or later.

Project Costing ChartFields

PeopleSoft delivers the standard ChartField configuration template with six project costing ChartFields, which have the following display order:

- Business Unit PC
- Project/Grant
- Activity ID
- Resource Type
- Resource Category
- Resource Sub-Category

Project costing ChartFields are unique in that their display order is always the same in relation to the position of the Project/Grant ChartField. When changing the field display order, all project costing ChartFields move together in a block; you can change the display order of a project costing ChartField but the other five ChartFields remain in the same order in relation to that project costing ChartField.

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Project Costing ChartField integration is available to organizations that use PeopleSoft Financials 9.0. If your organization does not integrate with PeopleSoft Financials but you use PeopleSoft Project Costing, then the attributes of the project costing ChartFields can be modified in the standard ChartField configuration template.

See *PeopleSoft FSCM: Project Costing*.

Modifying the ChartField Configuration Template

If you do not use PeopleSoft General Ledger, you can use the Standard ChartField Configuration page to make the following modifications to the standard ChartField configuration:

- Change the display order of ChartFields on pages and reports
- Relabel long and short names (descriptions) of ChartFields
- Activate or deactivate ChartFields

  Deactivated ChartFields are not displayed on pages, reports, or prompt lists. They are not included in indexes. Even when the ChartFields are not displayed, they are not removed from records or pages. This significantly reduces configuration time and effort.
- Change the display length of ChartFields on pages and reports
- Change related Chartfields for intraunit affiliate ChartFields

Importing ChartField Configuration from PeopleSoft Financials

If you integrate with PeopleSoft Financials 8.40 or later for original ChartFields, or Financials 9.0 for project ChartFields, the system automatically sends the FSCM_CF_CONFIG service operation from the Financials database to the CS database when the ChartField Configuration process (PYCONFIG) completes successfully in the Financials database. If you do not integrate with PeopleSoft Financials, the run control is accessed through the Impact and Apply buttons on the Standard Configuration page.

The FSCM_CF_CONFIG service operation consists of Financials's latest ChartField template along with all corresponding ChartField labels. When the CS database receives the service operation, it compares the configuration template and labels, then generates the actions required to perform ChartField changes in CS. The pending ChartField change actions reside in the Action Log file. You can review these changes on the Action Status page and determine the time to apply them to your system. Use the controls on the Standard ChartField Configuration page to review the configuration status and apply the changes.

Pages Used to Configure ChartFields

Page Name	Definition Name	Navigation	Usage
Standard ChartField Configuration	STANDARD_CF_TMPLT	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Standard Configuration**	Activate ChartFields to make them available on the ChartField Values page. If you integrate with PeopleSoft Financials, you cannot edit this page.

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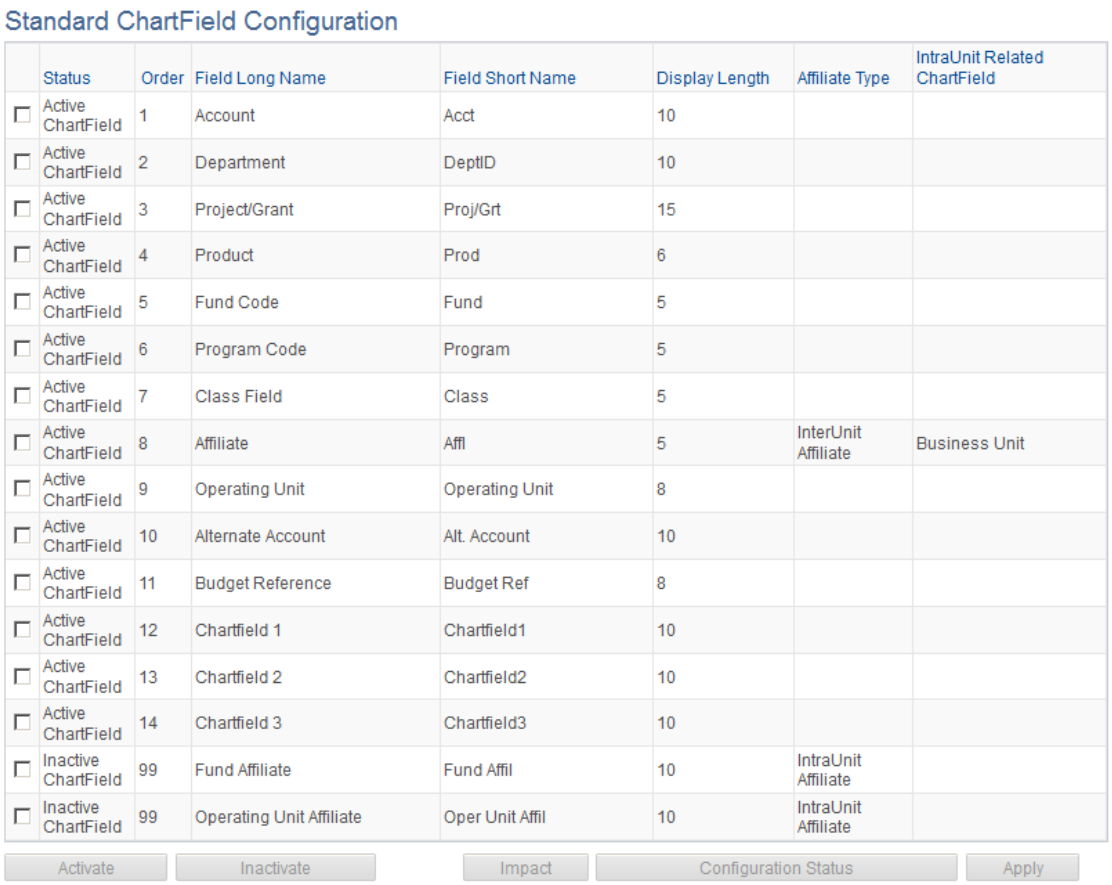
Page Name	Definition Name	Navigation	Usage
ChartField Values	DEFINE_CF_VALUES	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **ChartField Values**	Displays the links to the components of the active ChartFields. Click the link of the component you want to access. This page only displays links to the components of those ChartFields you activated on the Standard ChartField Configuration page.
GL Journal Options	BU_GL_HR_LNK	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **GL Journal Options**	Associate a journal template with each General Ledger (GL) business unit.
ChartField Transaction Table	ACCT_CD_TABLE	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **ChartField Transaction Table**	View the ChartField Transaction Table with ChartField combinations once they have been used in processing. You can also maintain additional information about combination codes on this page.
ChartField Transaction Report	PRCSRUNCNTL	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **ChartField Transaction Report**	Run the Transaction Report (PAY710) to report the contents of the ChartField Transaction table.

Configuring Standard ChartFields

Access the Standard ChartField Configuration page (**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Standard Configuration**).

This example illustrates the fields and controls on the Standard ChartField Configuration page. You can find definitions for the fields and controls later on this page.

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This page initially displays the ChartFields as delivered by PeopleSoft.

Field or Control	Description
Status	An active ChartField appears on pages, reports, and prompt lists. An inactive ChartField does not appear on pages, reports and prompt lists, but is not removed from records and pages. Fund Affiliate, Operating Unit Affiliate, and the Project Costing ChartFields are delivered inactive, but can be activated if the active ChartFields are not sufficient for your requirements. **Note:**Do not change the status of a ChartField after you have run the full configuration and are using the system in production. Status determines whether ChartFields appear on pages, reports, and prompt lists throughout the system.

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Field or Control	Description
Order	Change the order of display by changing the sequence of order numbers in this field. Inactive ChartFields have the order value of 99. Active ChartFields require an order number. When you activate an inactive ChartField, the system assigns the next available number. You can change this number to put the newly activated ChartField in any desired sequence. When you save the page, the system completes the final reordering to remove gaps or duplicates in the numbering sequence. Project costing ChartFields are always the same in relation to the position of the Project/Grant ChartField. When changing the field display order, all project costing ChartFields move together in a block.
Field Long Name and **Field Short Name**	Enter a new long name and short name to change the description of a ChartField. These names appear on pages, reports, and prompt lists rather than the database field name of the ChartField.
Display Length	Enter a new value to change display length on pages. The display length cannot be greater than the actual field length of the ChartField.
Affiliate Type	An Affiliate ChartField is either an InterUnit or IntraUnit affiliate. Standard ChartFields have no affiliate type.
IntraUnit Related ChartField	A unique intraunit-related ChartField of the same or smaller ChartField length must be specified for each intraunit affiliate ChartField that is active. Business Unit is required for the InterUnit Affiliate ChartField.
Activate	To activate an inactive ChartField, click the check box next to the field you want to activate, and then click the **Activate** button.
Inactivate	To deactivate an active ChartField, click the check box next to the field you want to deactivate, and then click the **Inactivate** button. **Note:**Do not deactivate a ChartField if you have transaction data posted to that ChartField. If you do, you will not be able to view that ChartField on pages and reports.

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Field or Control	Description
Configuration Status	Click to access the Action Status page where you can view the standard ChartField activity log and pending changes, including changes that have been subscribed to from Financials but not yet applied. Before applying the subscribed changes, view their impact by clicking the **Impact** button. If you have saved changes but want to cancel the changes before applying them, use the Configuration Status - Action Status page to cancel the configuration actions. This resets the ChartField to its previous configuration.
Apply	Click to run the ChartField Configuration PSJob process (PYCONFIG) in update mode to apply the ChartField configurations changes. If you make any changes to the Standard Configuration pages, you must run the ChartField Configuration process in update mode to apply those changes before they take effect. After you apply your changes, the system displays only the active ChartFields. ChartFields appear in the order and with the labels defined in this standard configuration.

Mapping General Ledger Business Units

Access the GL Journal Options page (**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **GL Journal Options**).

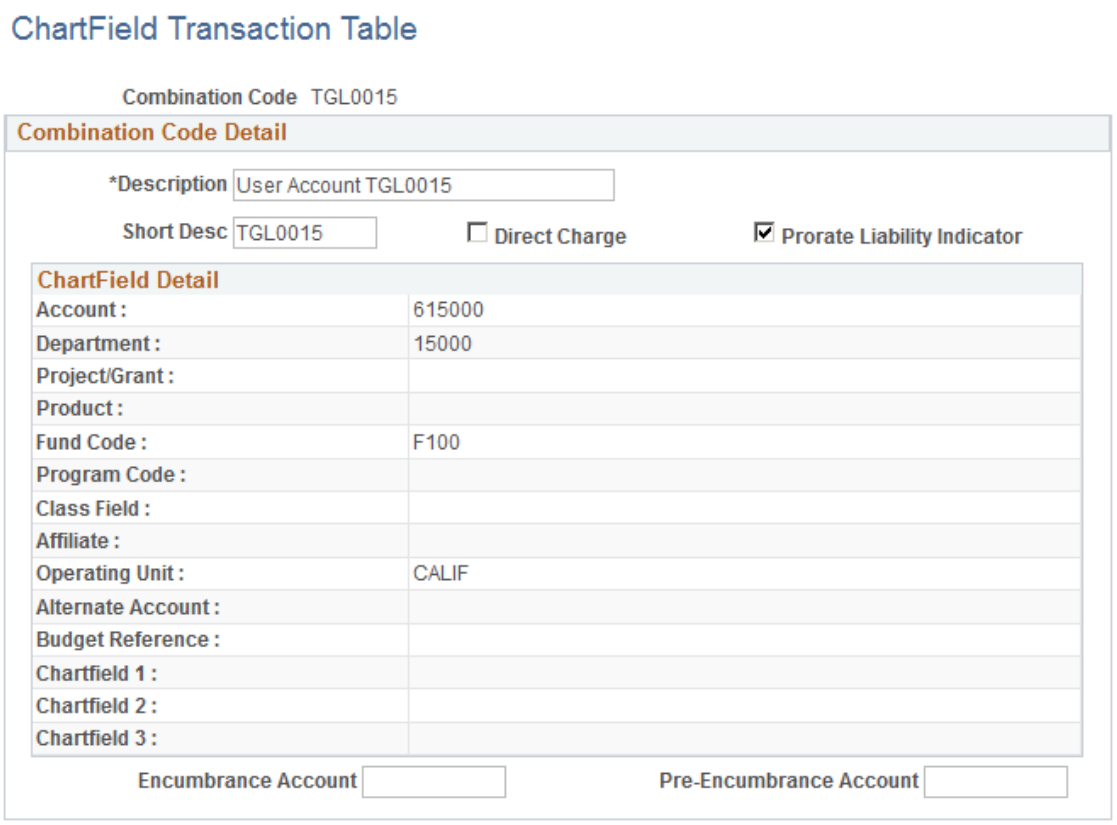
Field or Control	Description
Journal Template	From the list of options, select the journal template to associate with the PeopleSoft GL business unit.
Calendar ID	If you use commitment accounting, select a calendar ID to associate with the PeopleSoft GL business unit. The system uses calendar IDs to distribute actuals over accounting periods.

Maintaining ChartField Transactions

Access the ChartField Transaction Table page (**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **ChartField Transaction Table**).

This example illustrates the fields and controls on the ChartField Transaction Table page. You can find definitions for the fields and controls later on this page.

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The ChartField information on this page is view-only. Only the ChartFields that are active on the Standard ChartField Configuration page appear on this page.

The system creates a record whenever you use a new combination of ChartField values in a transaction: whether you select a valid combination code, or select a combination of individual ChartField values on the transaction page. It stores that combination in the ChartField Transaction table to maintain a history of ChartField combinations used in transactions.

You can use the Transaction Report (PAY710) to report the contents of the ChartField Transaction table.

> **Note**
>
> If you are not using valid combination codes and want to be able to enter any combination of ChartFields on the transaction pages, do not populate the Combination Code table. The system populates the ChartField Transaction table (ACCT_CD_TABLE) with the ChartField combinations you use so you can track and reuse them.

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Field or Control	Description
Combination Code	If this is not a valid combination code imported into or created in the Valid Combination table, the system assigns this unique combination of ChartFields a combination code. You can use the combination code on the transaction pages to reuse a particular combination of ChartFields.
Direct Charge	Select this check box to indicate that you will use this combination code during the Actuals Distribution process. This field is for information only; it has no effect on processing.
Prorate Liability Indicator	If you want to prorate liabilities, select this check box. The system looks for the Prorate Liability Indicator flag when it runs the Actuals GL Interface process. If you select this indicator, employee-paid taxes and deductions are prorated back across the earnings expenses.
Encumbrance Account and **Pre-Encumbrance Account**	Use these fields in your own GL interface programs.

Entering and Reviewing Valid ChartField Combinations

These topics provide overviews of combination codes, valid combination loading, and speed types. It also discusses combination codes.

Understanding Combination Codes

A combination code is a key that defines a combination of ChartFields. When you run processes to post transactions to the general ledger, the combination code identifies the ChartFields to include in each transaction.

A valid combination code is a combination of ChartFields that are valid in general ledger. Store valid combination codes in the Valid Combination table (VALID_COMBO_TBL) to be used by the ChartField combination validation process.

> **Note**
>
> If you are not using valid combination codes and want to be able to enter any combination of ChartFields on the transaction pages, do not populate the Combination Code table. The system populates the ChartField Transaction table (ACCT_CD_TABLE) with the ChartField combinations you use so you can track and reuse them.

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Understanding Valid Combination Table Loading

There are three ways to enter valid combination codes into the Valid Combination table. The method you use depends primarily on which General Ledger (GL) system and version you use.

Importing from the Financials Database

If you integrate with PeopleSoft Financials 8.0 or later, you can import the valid ChartField combinations from the Financials database and keep them up-to-date using Integration Broker.

To import valid combinations from Financials:

1. Publish combination data information from Financials (FSCM) to CS using the HR_ACCT_CD_LOAD Integration Broker service operation.

   When CS receives this service operation, the handler arranges the data in the correct layout and populates the GL_ACCT_CD_TBL.
2. Run the Load Combination Code SQR process (BUD003) to populate the Valid Combination table.

Flat File Loading

If you integrate with a financials system that does not have Integration Broker capability, you can use the Inbound Flat File process to load and maintain the Valid Combination table (VALID_COMBO_TBL).

To populate valid combination codes using the Inbound Flat File process:

1. Create a flat file that contains valid combination data in the layout format specified by GL_ACCT_CD_TBL.
2. Initiate the Inbound Flat File process to publish this combination data using the HR_ACCT_CD_LOAD service operation.

   When the service operation is received, the handler arranges the data in the correct layout and populates the GL_ACCT_CD_TBL.
3. Run the Load Combination Code SQR process (BUD003) to populate the Valid Combination table.

Manual Loading

If you do not integrate with PeopleSoft Financials, you can enter valid ChartField combinations directly into the Combination Code Table page. This page is not available for manual data entry if the GL indicator is selected on the Installation table.

See *PeopleSoft FSCM: Resource Management*.

Understanding Speed Types

Speed types are shortcut keys for frequently used combinations of ChartFields. Using speed types can minimize keying, greatly increase journal efficiency, and reduce errors.

If you integrate with PeopleSoft Financials 8.0 or later, you can use the HR_CHARTFLD_COMBO_SYNC service operation to keep the Speed Type table up-to-date. Any change made to the Speed Type table in the Financials database triggers the Integration Broker update to CS.

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Pages Used to Enter and Review Valid ChartField Combinations

Page Name	Definition Name	Navigation	Usage
Load Combination Code Table	RUNCTL_FILEPATH	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Load Combination Code Table**	Run the Load Combination Code process (BUD003) to load the Combination Code table with ChartField combinations already imported into the GL_ACCT_CD_TBL through the HR_ACCT_CD_LOAD service operation.
Combination Code Table	VALID_COMBO_TBL	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Combination Code Table**	Review all combination codes imported into CS and loaded by the Load Combination Code process (BUD003). Manually define and review valid combinations of ChartField values if you do not import them.
Combination Code Report	PRCSRUNCNTL	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Combination Code Report**	Run the Combination Code report (PAY760) to report the contents of the Valid Combination table (VALID_COMBO_TBL).
SpeedTypes	HMCF_SPEEDTYPE	**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **ChartField Speedtypes**	Review the Speed Type table maintained from PeopleSoft Financials.

Loading Combination Codes

Access the Load Combination Code Table page (**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Load Combination Code Table**).

Field or Control	Description
As of Date	Enter the as of date for the ChartField combinations you are importing from PeopleSoft General Ledger.
Interface with GL Release	Select the PeopleSoft Financials release to use when the Load Combination Code process runs.

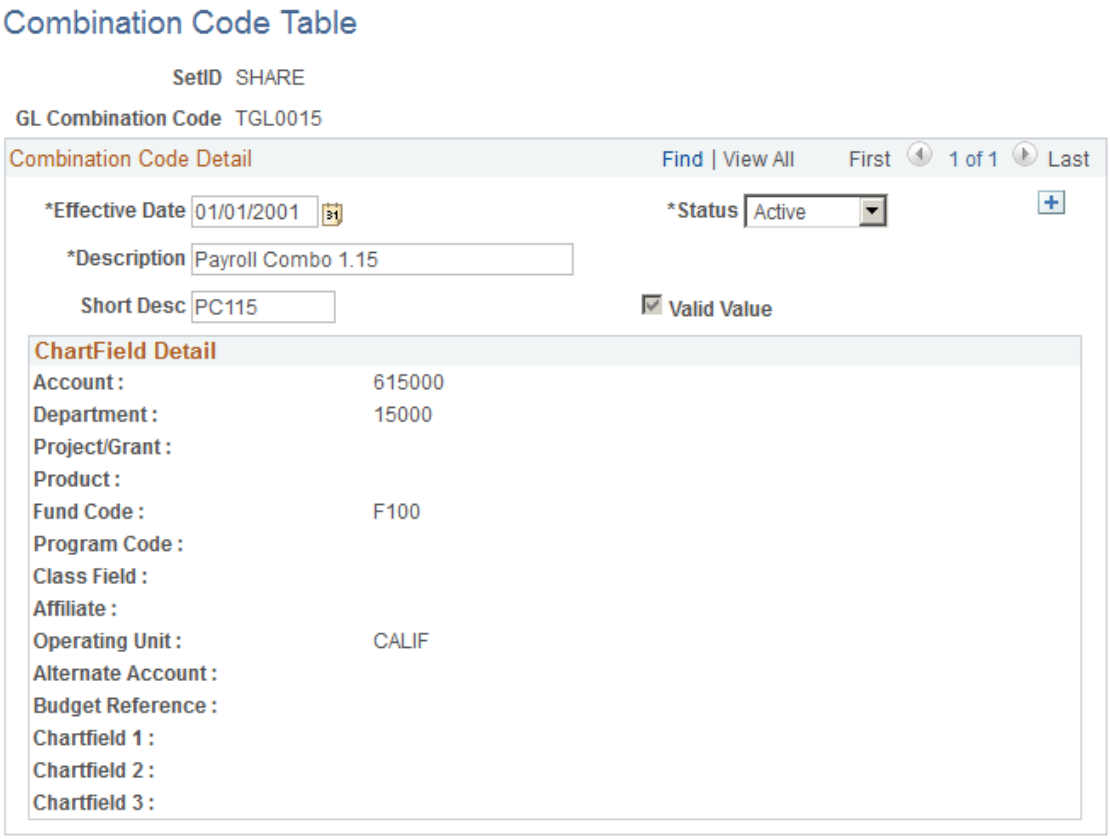
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Field or Control	Description
Inactivate Accounts Not Downloaded	When this option is selected, the system deactivates combinations for which it does not find matches in the current fiscal year. When this option is blank, old combinations remain active for the current fiscal year.

Reviewing Combination Code Details

Access the Combination Code Table page (**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Combination Code Table**).

This example illustrates the fields and controls on the Combination Code Table page. You can find definitions for the fields and controls later on this page.



You cannot change the ChartField values for combination codes imported from Financials, but you can change the description and make it active or inactive.

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Field or Control	Description
GL Combination Code (general ledger combination code)	Enter this code on the CS pages to use this combination of ChartFields in a transaction. The system generates the combination code sequentially based on the Last Combination Code Assigned field on the Installation table under these conditions: • ChartField combination is received from Financials by Integration Broker • GL combination code value is not supplied on the inbound flat file • You manually add the ChartField combination and do not pre-assign the GL combination code value
Valid Value	You can select this check box when you enter the ChartField combination for the first time for the setID. Select this check box if the ChartField combination is valid. If the combination already exists with the same setID, this check box is selected based on the value of the preexisting combination and cannot be edited.
ChartField Detail	If you are manually setting up combination codes, enter the ChartField value for each ChartField that applies to this ChartField combination. Only the ChartFields that are active on the Standard ChartField Configuration page appear on this page

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 overviews of installation parameters, key words, global invoicing, enabling PeopleSoft Fluid User Interface in self service, and discusses:

- Defining Student Financials Installation Settings
- Defining Payment by Invoice
- Defining Keyword Edit Tables and a Null Due Date
- Defining Commit Levels
- Defining Keywords

Understanding Installation Parameters

Installation parameters define how Student Financials looks (using classic or fluid interface) and performs. You specify how the system:

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

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You can change most of these settings at any time without any negative impact. In fact, you should experiment with your settings to strike the proper performance balance. PeopleSoft software 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 is much easier to locate just the item type you need. You can define up to three keywords per item type. Key words are associated with edit tables, and you must select the appropriate edit table to use for each key word.

> **Note**
>
> Because 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.

Understanding Global Invoicing

Many institutions, especially those outside the United States, are required to bill and collect payments from students using an invoice model rather than the standard statements typically used in the United States. Campus Solutions enables such global institutions to invoice for student receivables.

Global invoicing enables institutions to:

- Link charges to a specific invoice with a unique invoice number. Subsequent invoices include only new activity and do not include any prior balance.
- Send a reminder letter rather than include unpaid charges in another invoice if a student does not pay an invoice.
- Allow students to make a payment against a specific invoice rather than against the overall account. Any charge or payment priorities are applied only within the context of the specific invoice.
- Create a specific credit invoice that references the original invoice if charges are reversed after being invoiced.
- Refund excess payments or a credit balance from an invoice to the student unless the student authorizes the institution to apply that credit to a different invoice.
- Pass charges to the General Ledger only after they have been invoiced.

Campus Solutions offers institutions the flexibility to use its global invoicing functionality or to use billing statements.

An option in the Student Financials installation setup enables the global invoicing functionality. Institutions can also define banking information for inclusion on the invoice as necessary.

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Pages Used to Set Up Installation Parameters and Keywords

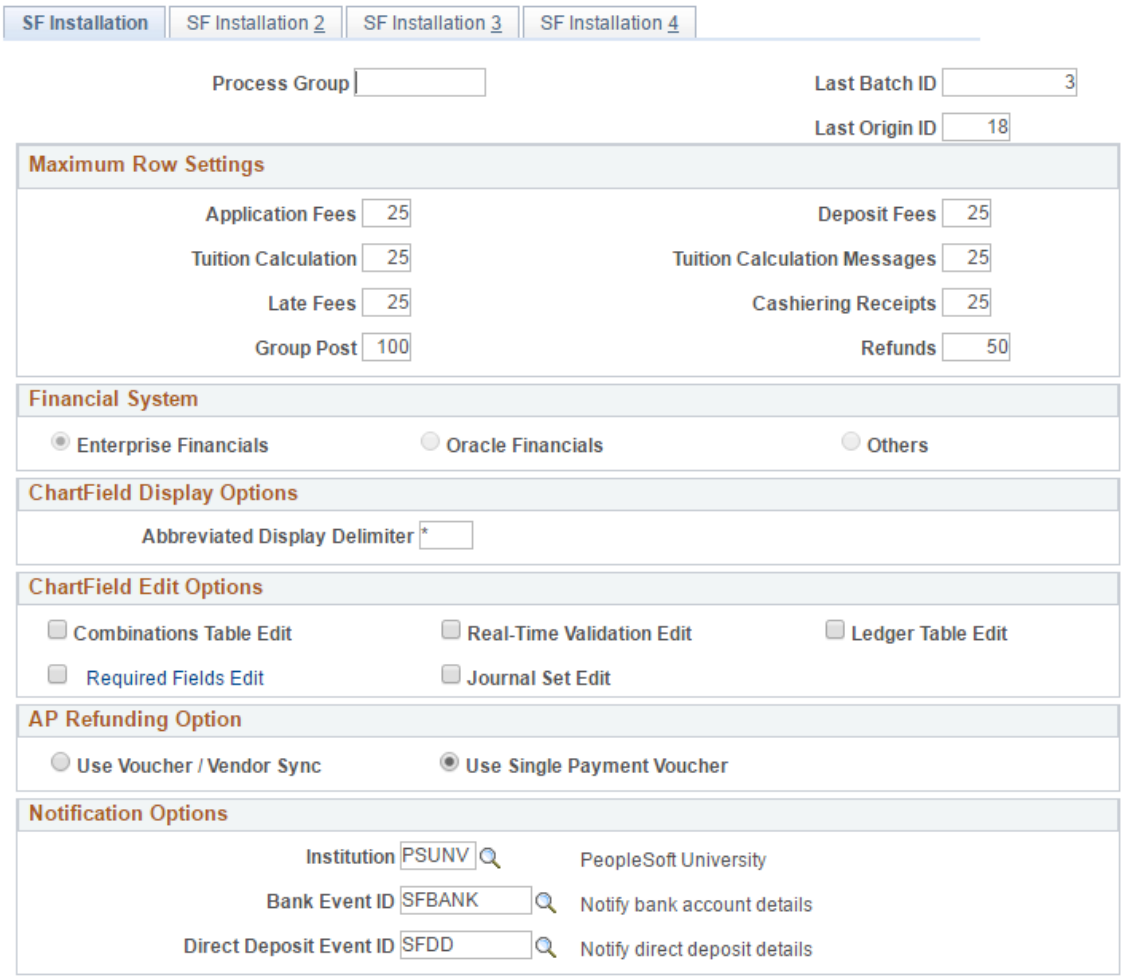
Page Name	Definition Name	Navigation	Usage
SF Installation	INSTALLATION_SF	**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation**	Define number sequence start points, maximum row settings, ChartField edit options, financial system setup, AP refunding option, and notification options for direct deposit refunding.
Populate Items by Invoice	SSF_RUNCTL_EURO_BI	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Populate Items by Invoice**	Define payment by invoice.
SF Installation 2	INSTALLATION_SF2	**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation 2**	Define keyword edit tables, invoice/ payment processing, a null due date, and enable tuition installments.
SF Installation 3	INSTALLATION_SF3	**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation 3**	Define commit levels.
Keywords	KEYWORD_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Keywords**	Define keywords.
SF Installation 4	INSTALLATION_SF4	**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation 4**	Select the **Fluid Self Service** check box to indicate that Fluid features for Student Financials self service have been adopted. By default, the check box is deselected. This check box is for informational purposes only. See Campus Self Service: Managing Financial Accounts Using PeopleSoft Fluid User Interface.

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Defining Student Financials Installation Settings

Access the SF Installation page (**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation**).

This example illustrates the fields and controls on the SF Installation page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Process Group	Enter a value for the process group. The system uses the process group in conjunction with GL 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.

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Field or Control	Description
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 that was 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.

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.

Financial System

Use this group box to select the financial system that you want to use: Enterprise Financials, Oracle Financials, or Others.

The selection and functioning of the options in this group box depends on whether or not you select the **General Ledger** check box in **Set Up Common Objects**, and then **Install**, and then **Installation Table**, and then **Products**.

If the **General Ledger** check box is selected:

- The **Enterprise Financials** option is selected by default and is read-only.
- The **Oracle Financials** and **Others** options are not available for selection.

If the **General Ledger** check box is not selected:

- The **Enterprise Financials** option is selected by default and is available for selection.
- The **Oracle Financials** option is available for selection.
- The **Others** option is available for selection.

ChartField Display Options

Field or Control	Description
Abbreviated Display Delimiter	This field is used to distinguish individual ChartFields to be added, updated or viewed as a string on setup pages. Select a delimiter that is not a letter, number or special character used to define any of the ChartField values. For example, if the character '-' is used within the ChartField value 23-1103, do not use the '-' character as the delimiter. If 'A' is used within the ChartField value such as TRAINING, do not use 'A' as the delimiter.
Display External Chartfield	This field is available only if the **General Ledger** check box is not selected in the Common Objects Installation Table, and the **Others** option is selected in the **Financial System** group box.

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ChartField Edit Options

ChartFields represent organizational or reporting structures and are used to facilitate the journaling of accounting entries. You can use dynamic ChartFields to customize certain display characteristics (such as order, visibility, labels) of the standard set of ChartFields. Selecting one of the first four options ensures that the Student Financials Departmental Receipt is created with a required ChartField.

Field or Control	Description
Combinations Table Edit	Evaluates the ChartField combination to determine whether it exists in the PS_VALID_COMBO_TBL. If you select the **Combinations Table Edit** check box, you cannot select the **Real-Time Validation Edit** check box. If you select **Oracle Financials** in the **Financial System** group box, this check box is cleared by default. **Note:** The **Combinations Table Edit** option is not supported for Oracle Financials.
Real-Time Validation Edit	Evaluates the ChartField combination using the Synchronous Message COMBO_CF_EDIT_REQUEST with Student Financials. If you select the **Real-Time Validation Edit** check box, you cannot select the **Combinations Table Edit** check box. If you select **Oracle Financials** in the **Financial System** group box, this check box is selected by default. **Note:** The **Real-Time Validation Edit** option is supported for Oracle Financials and you should select this option if you select Oracle Financials as the financial system. When you set up chartfield combinations, a web service performs real time validation of the chartfield combinations against the Oracle GL combinations.
Ledger Table Edit	The LED_FLDS_SF_TBL is used to store required ChartFields for a specified ledger. Required ChartFields are examined for values, and edit errors occur when required values do not exist in the specified ChartFields. If you select **Oracle Financials** in the **Financial System** group box, this check box is cleared by default. **Note:** The **Ledger Table Edit** option is not supported for Oracle Financials.
Required Fields Edit	Checks for values in all fields defined in the Required Fields secondary page.

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Field or Control	Description
Journal Set Edit	Evaluates individual sets of ChartFields (journal sets) to make sure that percent totals equal 100 and that ledger values remain the same for ChartFields of the same journal set. Selecting this check box also ensures that debit and credit journal set entries are properly balanced.
Use External ChartFields	This check box appears only if you deselect the **General Ledger** check box in Common Objects Installation Table, select **Others** as the Financial System on the SF Installation page, and restart the application server.

See *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

AP Refunding Option

This group box is available only if the **Financial System** is **Enterprise Financials.**

Select an option to indicate how vouchers and vendors are created and sent to Accounts Payable (AP).

If you change the option, you receive a warning message: *Changing AP Refunding Option might affect proper functioning of the system. Changing AP Refunding might make the system unstable. Some refunding functionality might not work as desired.*

> **Note**
>
> Before you select an AP refunding option, refer to the *Addendum: Direct Deposit Through AP Refunding* in My Oracle Support (ID 1982664.1).

Field or Control	Description
Use Voucher/Vendor Sync	This option is selected *by default*. Select this option to be able to run the Create Vendors and Vouchers process using VOUCHER_BUILD VERSION_1. A Vendor ID is generated for each student or organization.
Use Single Payment Voucher	If you select this option, you can distribute refunds by direct deposit. Select this option to be able to run the Create Refund Voucher process using VOUCHER_BUILD VERSION_2. **Note:** A single payment voucher is created in AP, using a single payment vendor that is already set up—the same Vendor ID is reused across students or organizations. This reduces your vendor maintenance. Refunds are transferred to AP along with bank details and direct deposit distributions.

See Understanding Refunding Setup.

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See Understanding Refunds.

Notification Options

Use this group box to define a bank event ID or direct deposit event ID to trigger email notifications when bank accounts are created or edited. The academic institution value defaults from the Student Admin Installation setup and is used along with the event ID for generating required communication.

To use the notification feature, you must first complete 3C setup in Campus Community.

The **Bank Event ID, Direct Deposit Event ID,** and **Institution** values are used to insert details into the 3C trigger table when a new bank account is added or existing details are modified by students in Self Service or by administrative staff. The 3C Engine and ComGen features use these values to generate the email notifications which are sent to students.

> **Note**
>
> The default academic institution and administrative function of GEN control which values are available in the **Bank Event ID** and **Direct Deposit ID** fields.

Email notifications can also be generated when a direct deposit refund is initiated—you complete setup for refund notifications on the SF Business Unit - Refund Setup page.

See:

- Campus Community Fundamentals: Understanding Communications Setup
- Setting Up and Managing Bank Accounts
- Setting Up and Managing Direct Deposit Distributions for AP Refunding
- Setting Up Your Business Unit to Refund Customers
- Campus Self Service: Setting Up and Managing Bank Accounts
- Campus Self Service: Enrolling in Direct Deposit
- *Addendum: Direct Deposit Through AP Refunding* in My Oracle Support (ID 1982664.1).
- Campus Community Fundamentals: Understanding Administrative Functions
- Configuring ChartFields
- UPK for setting up AP direct deposit.

Related Topics

- Defining Origins and Group Types
  To define origins and group types, use the Origin Table component (ORIGIN_TABLE) and the Group Type Table component (GROUP_TYPE).
- Understanding GL Interface Processing Setup
  This section discusses:
- Understanding Refunds

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Defining Payment by Invoice

Access the Populate Items by Invoice page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Populate Items by Invoice**).

You can define your business requirements based on country requirements and business model needs. This enables you to associate charges to individual invoices, create credit invoices, and produce reminder letters. On the payment side, you can run online posting, Cashiering, and batch processes to apply payments to specific invoices.

Run the Populate Item Invoice process to initialize the apply payments by invoice functionality. This process creates rows in SSF_ITEM_INV that are required to apply payments by invoice. Before running this process, run billing for any transaction that has not yet been billed.

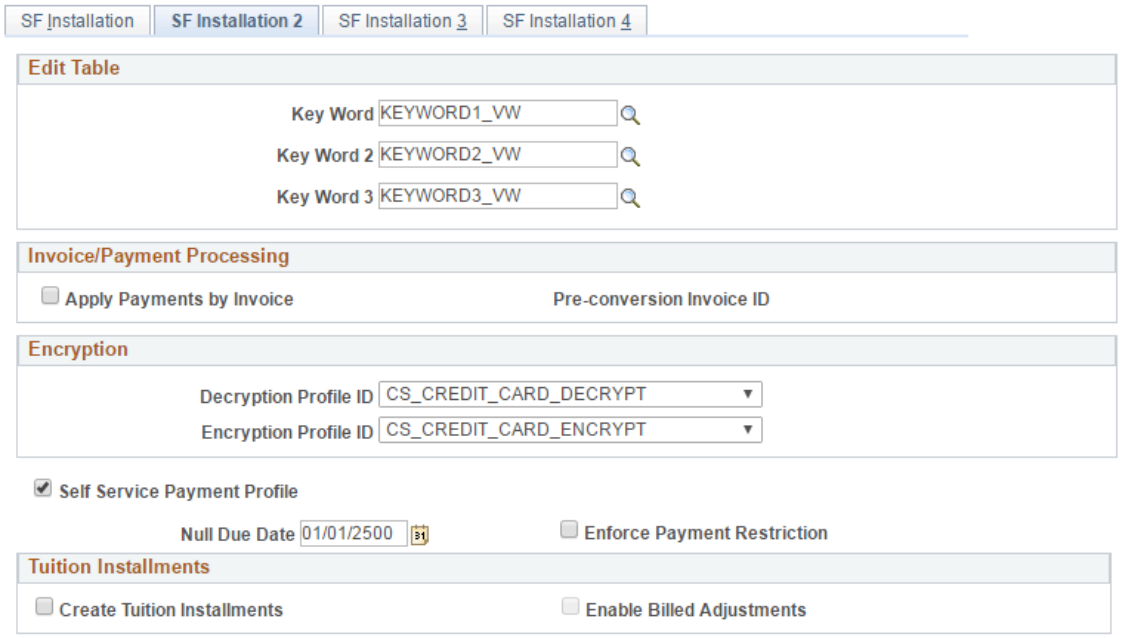
After the process is run, the installation **Apply Payments by Invoice** check box is selected on the SF Installation 2 page. If you decide at a later time to not use global invoicing, deselect the check box and use the billing statement functionality.

Field or Control	Description
***Pre-conversion Invoice ID**	The pre-conversion invoice ID can be any value and does not need to be defined in the Billing Invoice setup, for example, invconv2006.
Run	Click to initiate the process.

Defining Keyword Edit Tables and a Null Due Date

Access the SF Installation 2 page (**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation 2**).

This example illustrates the fields and controls on the SF Installation 2 page. You can find definitions for the fields and controls later on this page.



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Applying Payment by Invoice

Global institutions may have the requirement to assign payments to a specific invoice and not to individual charges.

Campus Solutions allows institutions to select whether to associate payments with a specific invoice or with individual charges. Global Invoicing associates charges with individual invoices. When payments are received, they are paid against an invoice number and the payment is applied to the charges associated with that invoice. If an overpayment of an invoice number exists, a refund can be generated. A student can make a prepayment prior to any charges invoiced in order to hold his or her place in class. Such a prepayment is not part of the invoice. When tuition calculation is run and charges are incurred, and a bill is generated with the unique invoice number, the prepayment is applied to that invoice. Future bills show only the unpaid amount of the invoice, not an accumulation of charges and payments. If a waiver exists for a student's payment, the waiver appears on the invoice.

Applying payments by invoice involves:

- Invoicing
  - Generate an invoice with unique invoice numbers for charges.
  - Associate invoice numbers with items on the invoice.
  - Create a credit invoice for overpayments.
  - Create a credit invoice for credit balances based on charge reversals while referencing the original invoice.
  - Create invoices in batch as well as on line.
  - View and reprint any individual invoice using original invoice data.
  - Store student bank information (similar to payment profile information but accessible administratively) for student or the legally responsible party.
  - Invoices with a payment voucher which include scan line (OCR-B font) that can incorporate the institution's bank information as well as the student's bank information, invoice number, and amount due.
- Payment Processing
  - Payments applied against a specific invoice. If a credit balance remains from a specific invoice, it can manually be applied to another invoice or the student can request a refund.
  - Payments are accepted and applied using payment files from banks or clearinghouses.
  - Prepayments are applied when an invoice is generated.
- Reminders and Collections
  - Reminders can be generated for open invoices after a due date has passed using the Campus Community Comm Gen process. Reminder letters include original invoice amount, any payments, remaining unpaid balance, and the number of days passed due.
  - Institutions define a minimum balance as selection criteria when sending reminder letters.
  - All reminders are tracked at the student level for each invoice.

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Edit Table

Field or Control	Description
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.

Invoice Payment Processing

You cannot set the **Apply Payments by Invoice** check box. You must instead run the Populate Item Invoice process.

After the process is run, the installation check box, **Apply Payments by Invoice,** is selected.

If you decide at a later time to not apply payments by invoice, you can clear the check box.

Encryption

Set default profile IDs.

PeopleTools Pluggable Cryptography framework provides the delivered profiles of TRIPLE DES ENC B64 and TRIPLE DES DEC B64.

PeopleSoft Campus Solutions has enhanced the PeopleTools profiles specifically for Campus Solutions re-encryption.

Profiles specify multiple user-defined steps applying various algorithms and keys to the data in a specified order and supporting various encryption standards and third-party encryption libraries.

The decrypt profile must be the same profile and have the same keys that are used to encrypt the data as it is. The encryption profile must contain the new keys and algorithm to which you are converting. Therefore, when using the delivered Campus Solutions profiles, you must change the key value on the Algorithm Keyset page for the encrypt profile and associated algorithm before running the conversion process. After running the conversion, you must modify the decrypt profile to include the new key.

Field or Control	Description
Decryption Profile ID	The predefined enhanced profile that is delivered with Campus Solutions is CS_CREDIT_CARD_DECRYPT.

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Field or Control	Description
Encryption Profile ID	The predefined enhanced profile that is delivered with Campus Solutions is CS_CREDIT_CARD_ENCRYPT. This encryption profile is used in the storage of credit card, bank account numbers, Security Code data, and Security Key. The profile is used by both Student Financials and Contributor Relations. See: • Re-encrypting Credit Card, Bank Account Numbers, Security Code Data, and Security Key • Purging Security Code Data

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Self Service Payment Profile

Field or Control	Description
Self Service Payment Profile	The check box is selected by default. When the check box is selected, existing self-service payment profiles are retained and students can create and save new profiles. Clear the check box to prevent students from creating and saving new payment profiles and from using existing profiles in Self Service. **Note:** Clearing the check box does not automatically delete existing payment profiles. The check box is therefore not cleared by default, because you might have existing profiles in your system. Note also that clearing the check box does not automatically prevent students from creating and maintaining profiles. Use the following instructions to delete existing profiles and ensure that students cannot create and maintain payment profiles. After you clear the check box, you must: 1. Run the SSF_PPROFDEL process to delete existing payment profiles: PeopleTools, Process Scheduler, System Process Requests. Click Run, select Purge SF Payment Profiles, and click OK. 2. Remove security for the Payment Profile (SS_SF_ACCT_PROFILE) component by removing the component from all permission lists. If you clear the check box and take these steps, the default behavior in Self Service is to *not* create or save payment profiles. If you forget to remove security for the Payment Profile component and the **Self Service Payment Profile** check box is cleared, students are still able to create new and maintain existing payment profiles. This information appears in a warning message when you clear the **Self Service Payment Profile** check box and click **Save.**

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 appear as future charges. You should select a date well into the future. This date appears on the Total Due Charges page of the self-service portion of Student Financials.

Enforce Payment Restriction

Select this check box to impose the restriction of payments or waivers, and to ensure that proportional waivers are applied to the designated installment.

When you select the Enforce Payment Restriction check box *and* Select Charges to Pay is used to allocate the payment, SSF_PMTCH_ALLOC is used to record the restriction of the

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payment. Additionally, when this check box is selected, the payment is reallocated through the Reallocate Restricted Payment component. Waivers that are posted using the Tuition Calculation process are also restricted to the designated charges.

When you deselect this check box, Select Charges to Pay does not update SSF_PMTCH_ALLOC and the payment is reallocated through the Payment Applier process. Waivers that are posted using the Tuition Calculation process initially target specific charges, but these charges may be reallocated in subsequent processing.

See:

- Allocating Student Payments to Specific Charges
- Reallocating Restricted Payments
- Running the Payment Applier Process

Tuition Installments

Use this grid box to enable the ITEM_SF tuition installment functionality.

Field or Control	Description
Create Tuition Installments	Select to enable the Installment Controls tab for ITEM_SF installments in the Tuition Calculation Controls component. By default, this check box is deselected. This check box controls whether the Assess Past Installments and Adjust Billed Installments check boxes appear in the Tuition Group setup. This check box also enables or disables the **Enabled Billed Adjustments** check box. See Defining Tuition Groups.
Enable Billed Adjustments	Select to enable or disable the Adjust Billed Installments check box in Tuition Group. By default, this check box is deselected.

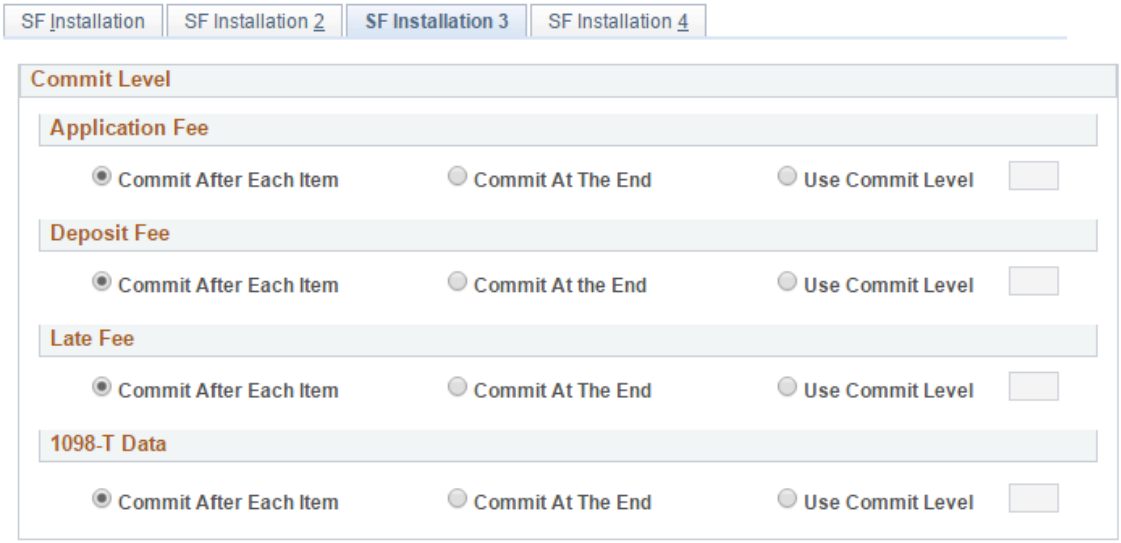
See Specifying Effective Terms for ITEM_SF Installments.

Defining Commit Levels

Access the SF Installation 3 page (**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation 3**).

This example illustrates the fields and controls on the SF Installation 3 page. You can find definitions for the fields and controls later on this page.

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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.

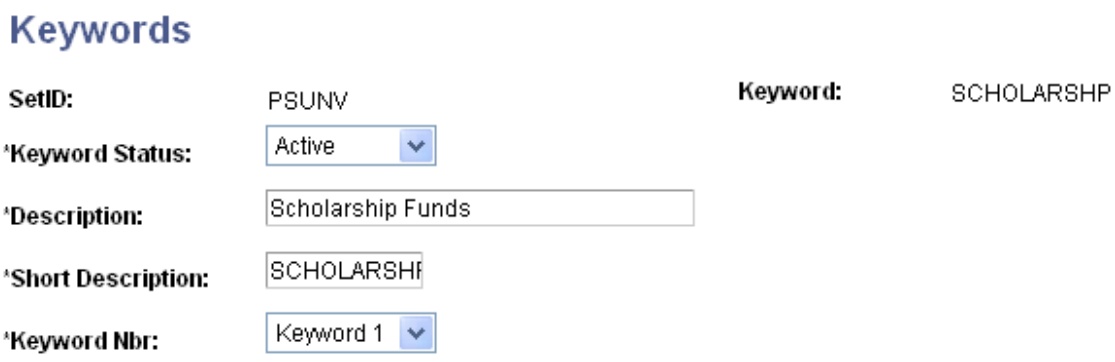
Field or Control	Description
Commit After Each Item	Select to commit each transaction when it is processed. The advantage to this selection is that the commitment process does not affect access to your database.
Commit At The End	Select this option to commit all the transactions contained in the batch being processed at the conclusion of that batch's process. The advantage to this selection is that 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 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Keywords**).

This example illustrates the fields and controls on the Keywords page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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. You can modify these records and fields, but it is not advised. This section discusses:

- Reviewing Valid Records
- Reviewing Valid Fields

Pages Used to Review Valid Records and Fields

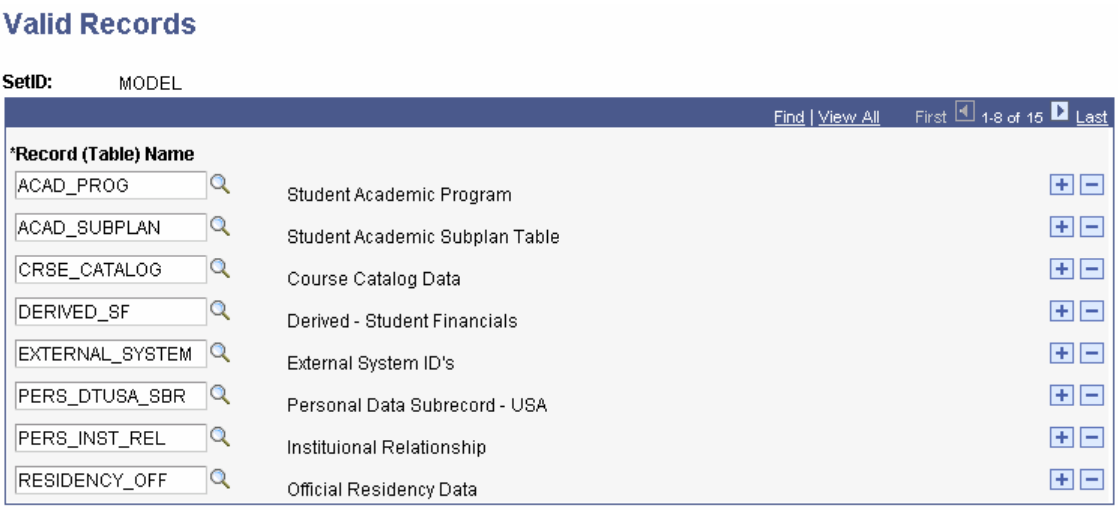
Page Name	Definition Name	Navigation	Usage
Valid Records	SEL_VALID_RECS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Valid Records**	Review valid records.
Valid Fields	SEL_VALID_VARS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**,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

Reviewing Valid Records

Access the Valid Records page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Valid Records**).

This example illustrates the fields and controls on the Valid Records page. You can find definitions for the fields and controls later on this page.

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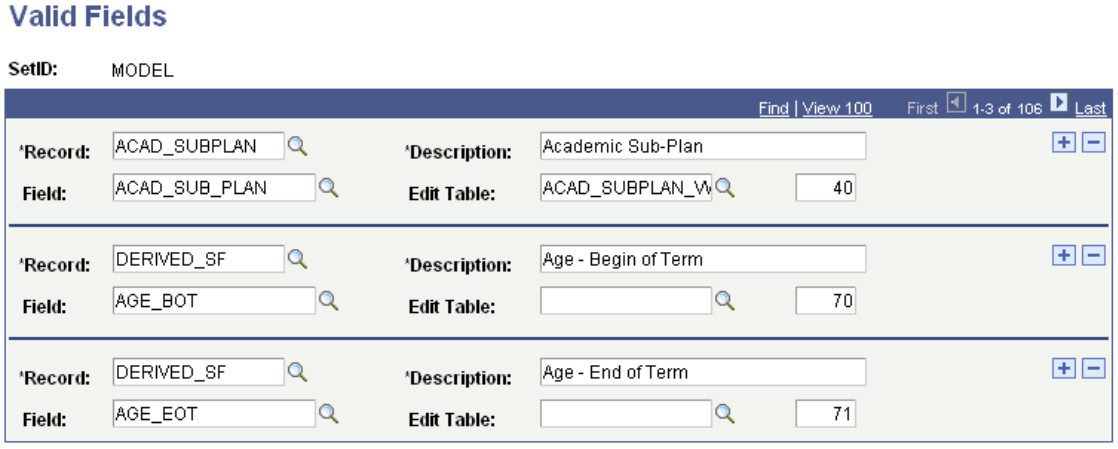


Field or Control	Description
Record (Table) Name	The record (table) name used in the tuition calculation setup appears when you open the page. Because this information is delivered with the system, be careful whenever you plan to make changes to it.

Reviewing Valid Fields

Access the Valid Fields page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Valid Fields**).

This example illustrates the fields and controls on the Valid Fields page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Record	This field displays the record name. The system provides the default selection for this field.

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Field or Control	Description
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:

- Defining Basic Business Unit Parameters
- Defining Additional Business Unit Parameters
- Defining Posting Parameters
- Defining Committal and Approval Options
- Defining Collection Rules
- Defining Basic Refunding Rules
- Defining Refund Approval Parameters
- Defining Auto-Numbering Sequences
- Defining Tax Parameters for Students

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 can define just what you need. You must set up at least one business unit.

Pages Used to Set Up Business Units

Page Name	Definition Name	Navigation	Usage
General 1	BUS_UNIT_TBL_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **General 1**	Define basic business unit parameters.

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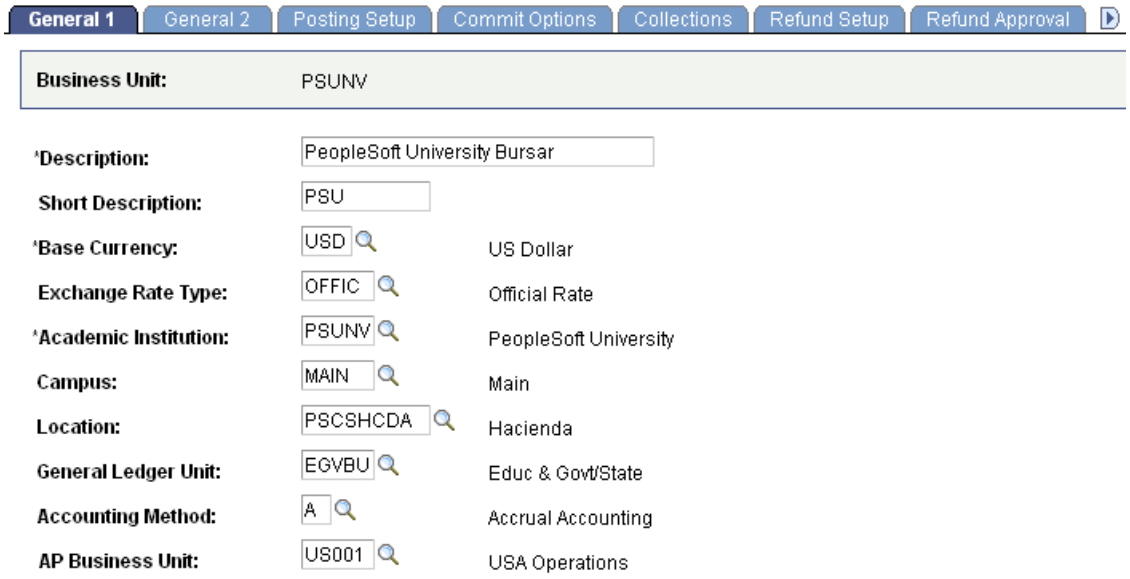
Page Name	Definition Name	Navigation	Usage
General 2	BUS_UNIT_TBL_SF2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **General 2**	Define additional business unit parameters.
Posting Setup	BUS_UNIT_TBL_SF14	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Posting Setup**	Define posting parameters.
Commit Options	BUS_UNIT_TBL_SF10	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Commit Options**	Define committal and approval options.
Collections	BUS_UNIT_TBL_SF7	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Collections**	Define collection rules.
Refund Setup	BUS_UNIT_TBL_SF3	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Refund Setup**	Define basic refunding rules.
Refund Approval	BUS_UNIT_TBL_SF20	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Refund Approval**	Define refund approval parameters.
Counters	BUS_UNIT_TBL_SF8	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Counters**	Define auto-numbering sequences.
Taxes	BUS_UNIT_TBL_SF19	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Taxes**	Define tax parameters for students from Canada, Australia, and New Zealand and tax calculation options.

Defining Basic Business Unit Parameters

Access the General 1 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **General 1**).

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This example illustrates the fields and controls on the General 1 page. You can find definitions for the fields and controls later on this page.



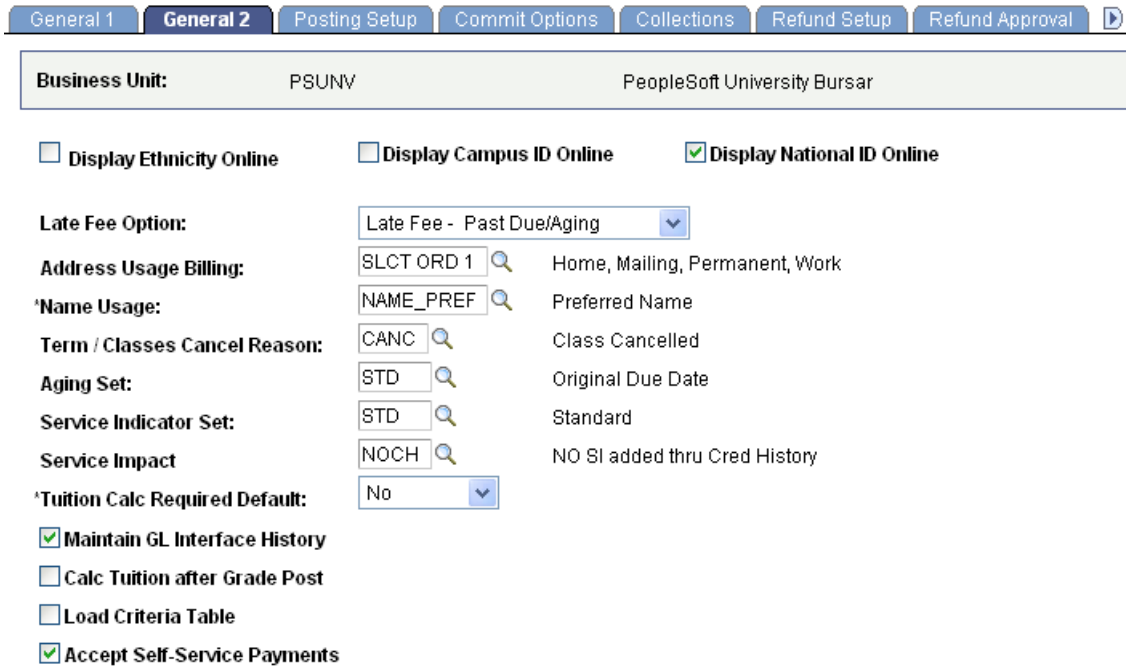
Field or Control	Description
Base Currency	Confirm or select the base currency that you want this business unit to use. The default value is the base currency selected for the institution in **Set Up Common Objects**, and then **Install**, and then **Installation Table**, and then **Settings and Defaults**. 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 field (same navigation as above).
Academic Institution	Identify the academic institution that contains the SF business unit.
Campus	Enter the appropriate campus for the SF business unit.
Location	Enter 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 with which your system interacts when processing refunds through the accounts payable department.

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Defining Additional Business Unit Parameters

Access the General 2 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **General 2**).

This example illustrates the fields and controls on the General 2 page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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.

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Field or Control	Description
Late Fee Option	Select one of two Late Fee - Billing methods: Late Fees - Bill Request Nbr or Late Fees - Past Due/Aging. Late Fees run control pages use this option to verify that the correct process is used before processing. You can use two distinct processes to calculate late fees. One method is based on the account aging or the due date. The other method is based on a billing request number using the amount billed as a basis.
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 to use. This service indicator set must include all service indicators that you want to use for credit history processing.
Service Impact	Select the service impact to use to stop a service indicator from being placed by the credit history process. This is a default value that isx used when credit history is called from the self-service pages.
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 for you 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.

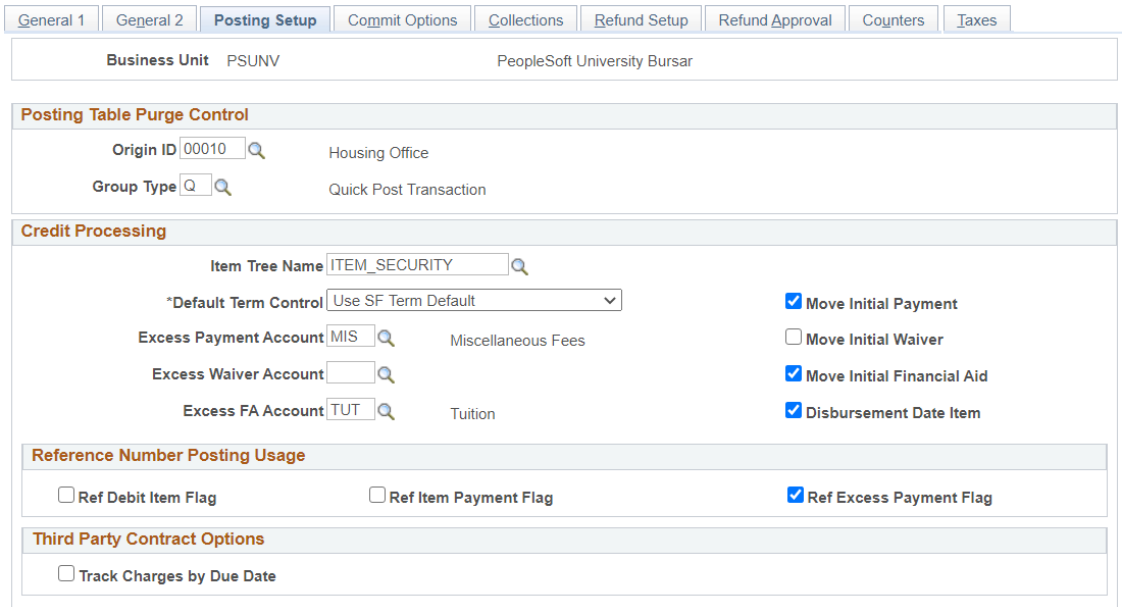
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Field or Control	Description
Load Criteria Table	Select this option if you want the criteria tables (for example, Career, Program, Fee Triggers, and so on) to be loaded into working storage at the beginning of the Tuition Calculation process. If you are using a large number of waiver criteria, fee triggers, and criteria for tuition groups, selecting this option can improve Tuition Calculation process performance. **Note:** If more than 1000 total criteria values exist, this option must not be selected. Working storage is currently limited to 1000 maximum values.
Accept Self-Service Payments	Per SF business unit, select this option to allow students to make payments through self service. When you select this option, it appears on the **Institution Set**, and then **Business Units**, and then **Accept Self-Service Payments** page. See Campus Self Service: Setting Up Institution Sets.

Defining Posting Parameters

Access the Posting Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Posting Setup**).

This example illustrates the fields and controls on the Posting Setup page. You can find definitions for the fields and controls later on this page.



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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.

Field or Control	Description
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.

Field or Control	Description
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.

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Field or Control	Description
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: • Latest Enrollment Term: Select if you want the default term to be based on the maximum term from STDNT_CAR_TERM where the eligible to enroll check box is on. If that does not return a term, then the default term is based on the term value defined in the SF Term Default setup. • Most Current Enrollment Term: Select if you want the default term based on the term from STDNT_CAR_TERM with a begin date of less than equal to the current date. If that does not return a term, then the default term is based on the term from STDNT_CAR_TERM where the end date is greater than or equal to the current date. If this does not return a term, then the default term is based on the term value defined in the SF Term Default setup. • 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. **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 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.
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 this check box only *if* you need to move all waivers posted through Student or Group Post that are in excess of charges to the account specified for excess waivers. Using the tuition calculation process for waivers should never create a waiver with a credit balance. Oracle recommends that you don't select this option when waivers are calculated and posted using the tuition calculation process. To post unique and discretionary waivers, see Assigning Student Waivers.

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Field or Control	Description
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!** Oracle doesn't recommend using this option. Waivers should rarely, if ever, be applied to students' accounts by any means other than the tuition calculation process. Waivers posted using the Student Post or Group Post processes may not be adjusted properly and may not be applied according to the payment applier rules. For example, a waiver that exceeds student charges is a stipend and it may be considered taxable income by the governing tax authority. Tuition calculation is a self-correcting process; it ensures that no more than 100% is ever waived. If you use Student or Group Post, you're removing this protective measure. When a waiver is posted in excess of charges, it doesn't appear in box 1 on the US tax form 1098–T or the Canadian tax form T2202. For information about posting discretionary waivers that don't fit your standard waiver setup or criteria, see Assigning Student Waivers. Use that feature instead of Student Post or Group Post.
Move Initial Financial Aid	Select to move all financial aid payments in excess of eligible charges to the account specified for excess financial aid. If this 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.

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Field or Control	Description
Disbursement Date Item	Select to display each disbursement of a financial aid award in a single term of the same **Item Type** as a separate line item on a student's account. This setting is applicable only to Item Types with a **Classification** of **Financial Aid**. **Warning!** If you don't select this option, Financial Aid disbursements won't correctly reverse disbursements when multiple disbursements exist within a term if adjustments are made to the award. **Note: Student Financial Planning Integration** This setting **must** be selected to ensure SFP Disbursements have a 1:1 relationship with CS PAYMENT_ID_NBR. To ensure the 1:1 relationship, **all** of the following must be true: • **Enable SFP Interface** is selected at **Campus Community**, and then **Student Fin Planning Interface**, and then **SFP Installation Setup**. • **Disbursement Date Item** (this setting) is enabled. • GROUP_LINE.DISBURSEMENT_DATE is populated. • GROUP_LINE.REF1_DESCR is populated. **Warning!** Don't change this setting after you begin posting Financial Aid awards.

Reference Number Posting Usage

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

Field or Control	Description
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 for you to use the **Ref Item Payment Flag** option.

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Field or Control	Description
Ref Excess Payment Flag (reference excess payment flag)	Select this option to have payments made in excess of a particular charge applied to other charges with the same reference ID. **Note:** The **Move Initial Payment** check box must be selected for you to use the **Ref Excess Payment Flag.**

Third Party Contract Options

This group box provides an additional option for Third Party Contract functionality.

Field or Control	Description
Track Charges by Due Date	Select this check box if you want to be able to track the student's due and billing date in the Third Party Contract process. The check box is cleared by default. See Setting Up Third-Party Contracts.

Related Topics

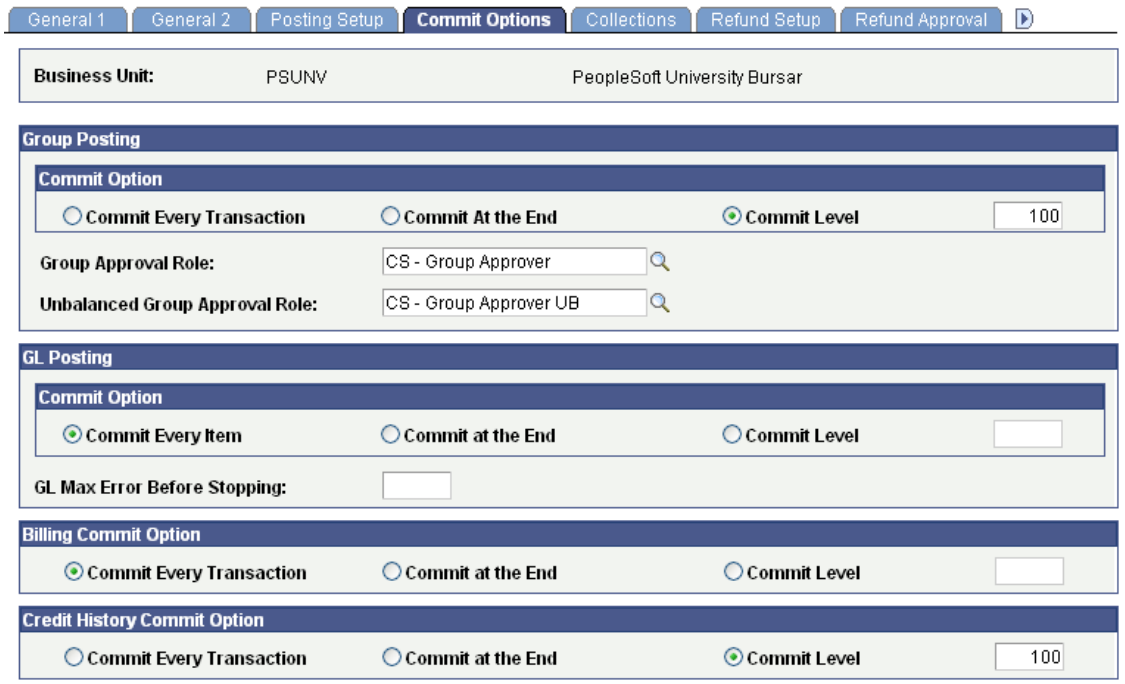
- Consolidating and Reviewing Transactions for Individual Students and Organizations
  This section lists the pages used to consolidate and reviewing transactions for individual students and organizations.
- Setting Up Payment Application Rules
  To set up payment application rules, use the Charge Priority List component (CHARGE_PRIORITY) and the Payment Overall Priority component (OVERALL_PRIORITY).

Defining Committal and Approval Options

Access the Commit Options page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Commit Options**).

This example illustrates the fields and controls on the Commit Options page. You can find definitions for the fields and controls later on this page.

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Important

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

See the product documentation for *PeopleTools: Workflow Technology*.

Group Posting

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

Field or Control	Description
Commit Every Transaction	Select to commit each transaction when it is processed.
Commit At the End	Select to commit all the transactions that are contained in the batch being processed at the conclusion of that batch process.
Commit Level	Select 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.

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Field or Control	Description
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.

Field or Control	Description
Commit Every Item	Select to commit each transaction when it is processed.
Commit at the End	Select to commit all the transactions that are contained in the batch being processed at the conclusion of that batch 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.

Field or Control	Description
Commit Every Transaction	Select to commit each transaction when it is processed.
Commit at the End	Select to commit all the transactions that are 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.

Credit History Commit Option

Set the levels at which Credit History process transactions are committed to the database.

The functionality of Credit History commit options is similar to other commit options on this page.

Defining Collection Rules

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

Related Topics

- 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 (BUSINESS_UNIT_SF). 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.

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Defining Basic Refunding Rules

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

Related Topics

- Setting Up Your Business Unit to Refund Customers
  This section discusses how to:

Defining Refund Approval Parameters

Set refund approval levels for student and organization refunds.

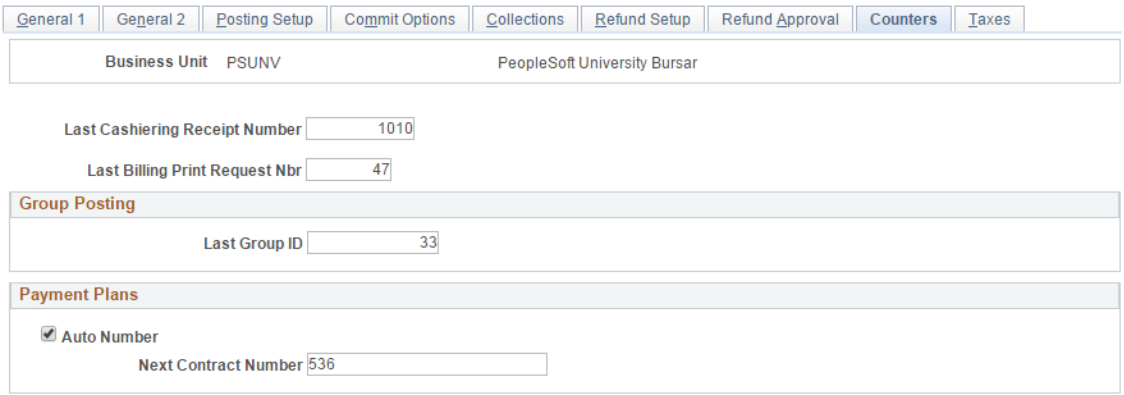
Related Topics

- Setting Up Your Business Unit to Refund Customers
  This section discusses how to:

Defining Auto-Numbering Sequences

Access the Counters page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Counters**).

This example illustrates the fields and controls on the Counters page. You can find definitions for the fields and controls later on this page.



With the exception of payment plans, the counter number fields on this page automatically display the last number used. You can specify 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.

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

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Field or Control	Description
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 that is one less than the number that you want to begin with.

Group Posting

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

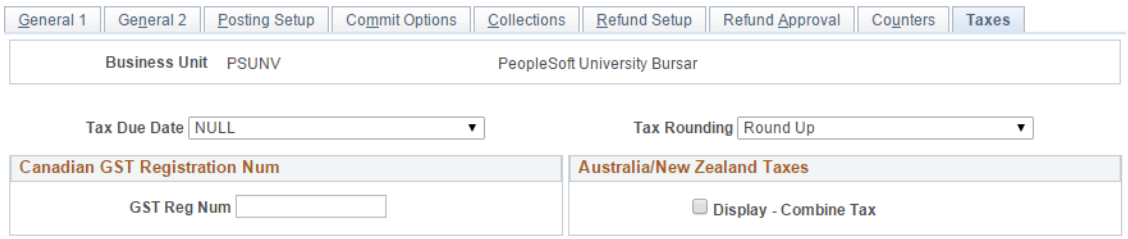
Payment Plans

Field or Control	Description
Auto Number	Select 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.

Defining Tax Parameters for Students

Access the Taxes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Taxes**).

This example illustrates the fields and controls on the Taxes page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Tax Due Date	Select a Tax Due Date option to control when taxes that are associated with charges are considered due. 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 that the corresponding charge becomes effective. This date may be different from 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 that the corresponding charge is posted.

Field or Control	Description
Tax Rounding	This option controls how taxes are adjusted at the half-cent point. Different taxing authorities have different rules for 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. Options are: *No Rounding:* Select 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 are never 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 value. 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 value. For example, 3.765 USD would be increased to 3.77 USD. Student Financials rounds based on the third decimal place of a number.

Canadian GST Registration Num

Field or Control	Description
GST Reg Num	Enter the GST (Goods and Services Tax) registration number that is 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.

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Australia/New Zealand Taxes

Field or Control	Description
Display – Combine Tax	Select to display transactions with tax included (summed). The default setting (check box cleared) displays taxes as a separate line item.

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 an overview of tax authorities and tax codes and discusses:

- Defining Tax Authorities
- Specifying VAT Rebates for Tax Authorities
- Defining 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	Definition Name	Navigation	Usage
Tax Authority	TAX_AUTHORITY	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Tax Authorities**, and then **Tax Authority**	Define tax authorities.
Tax Authorities - Rebate	TAX_AUTHORITY_PSB	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Tax Authorities**, and then **Rebate**	Specify VAT rebates for tax authorities.

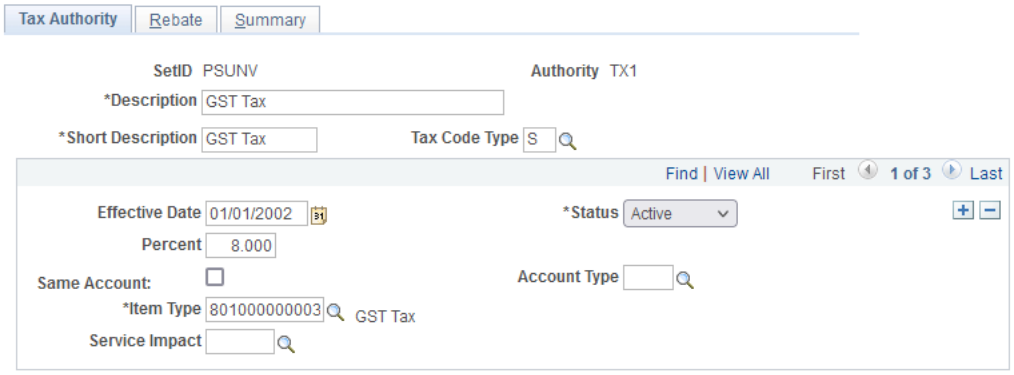
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Page Name	Definition Name	Navigation	Usage
Tax Authorities - Summary	TAX_AUTHORITY_VAT	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Tax Authorities**, and then **Summary**	Review tax authority parameters.
Tax Codes	TAX_CODE_VAT	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Tax Codes**	Define tax codes using one or more tax authorities.

Defining Tax Authorities

Access the Tax Authority page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Tax Authorities**).

This example illustrates the fields and controls on the Tax Authority page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Tax Code Type	Select a tax code type of *S* (sales tax) or *V* (value added tax).
Percent	Set the default percentage of tax that the authority assesses.

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Field or Control	Description
Same Account and **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 **Account Type** field. **Warning!** For accuracy in payment shuffling, Oracle recommends *not* selecting **Same Account** and to identify an account type that's unique for taxes. If the tax fee can be waived, the Tax Waiver account type should be the same value as the Tax Authority account type.
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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Tax Authorities**, and then **Rebate**).

This example illustrates the fields and controls on the Tax Authorities - Rebate page. You can find definitions for the fields and controls later on this page.



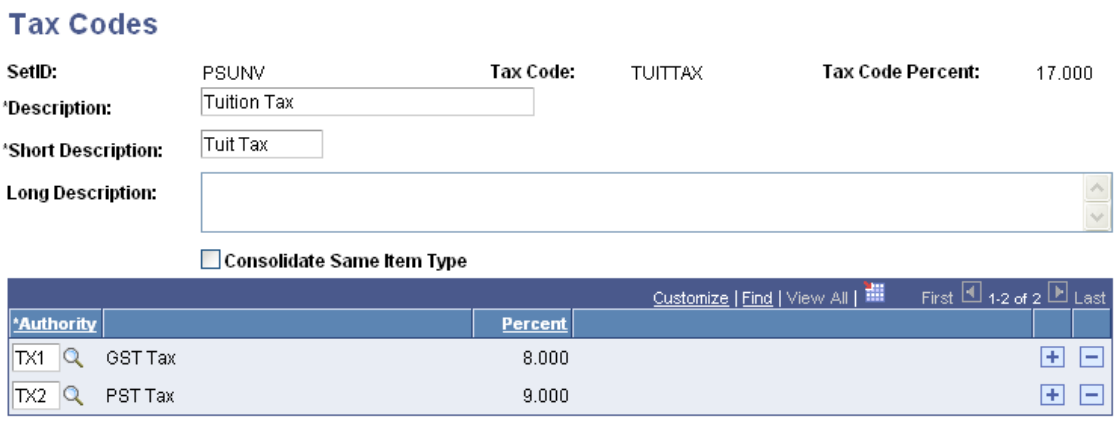
Field or Control	Description
VAT PSB Type (value added tax public service body type) and **Rebate Rate**	If applicable, select the value added tax public service body type and enter a rebate rate.

Defining Tax Codes

Access the Tax Codes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Tax Codes**).

This example illustrates the fields and controls on the Tax Codes page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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 appears 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.

Page Used to Set Up Aging Sets

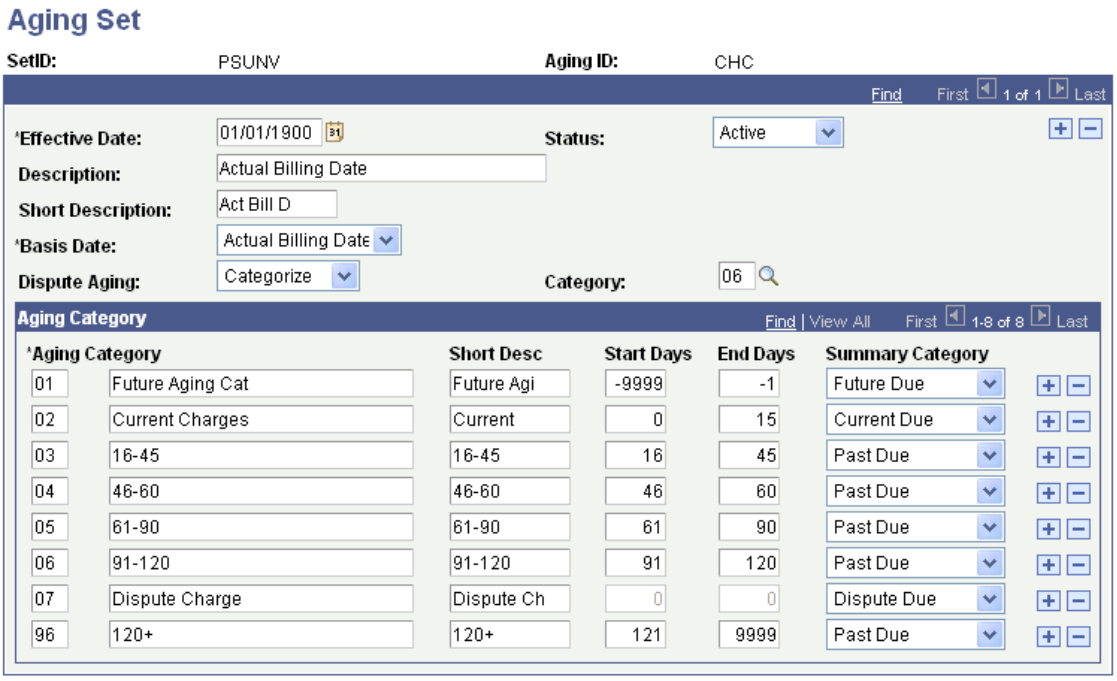
Page Name	Definition Name	Navigation	Usage
Aging Set	AGING_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Aging Set**	Define aging sets.

Defining Aging Sets

Access the Aging Set page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Aging Set**).

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This example illustrates the fields and controls on the Aging Set. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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.* For External Organization accounts, the two valid basis dates are *Actual Billing Date* and *Original Due Date.*
Dispute Aging	In the **Dispute Aging** and **Category** fields, define how you want to categorize any charges in dispute. Values are: *Age Normal:* Select 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.

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Field or Control	Description
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 that are 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 points of the range are controlled by the basis date.
Summary Category	Select a value to identify the late charge category. Values are: Current Due, Dispute Due, Future Due, Other, or Past Due.

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:

- Creating a Charge Priority List and Linking It to an Item Type Tree
- Defining Charge Priority List Rules
- Defining Payment Overall Priorities

Understanding Payment Application Rules

Your institution probably has rules about how payments are to be applied to charges on student accounts. Payments can be any one of these item types: deposits, financial aid, cash payments, or waivers. You may want tuition to always be paid first, or you may want the oldest charges paid first. In addition, many rules apply to financial aid. Regardless of your institution's specific rules, you want Student Financials to automatically apply them, eliminating the need to make immediate decisions about each payment.

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 and 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 credit item types. These very specific payment processing definitions are also affected by the default term, business unit posting rules, and priority values defined for payment item types.

Student Financials 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 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 that are related to tuition should be grouped together under a tree node named *Tuition.* The same applies to housing and parking item types. If your institution charges tax (GST or VAT), make sure to

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define a tree node that's specific to tax 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.

See the product documentation for *PeopleTools: Tree Manager*.

Charge Priority List Rules

Defining charge priority rules is 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 whether payments can be applied to charges from various time periods and you can establish a priority order for allowed charges.

Charge priority lists depend 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 want.

> **Warning**
>
> You must not specify a parent and child node on a charge priority list. Doing this may cause unusual payment application issues because a charge is selected twice: one from the parent and another from the child.
>
> If you try to specify a parent and child node on a charge priority list, a message appears and warns against overlapping nodes. You are not be able to save the charge priority list. This message affects only current and future effective-dated rows.

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.

> **Note**
>
> To ensure waivers are applied correctly after payment shuffling, see Configuring Waivers and Waiver Groups.

Pages Used to Set Up Payment Application Rules

Page Name	Definition Name	Navigation	Usage
Charge Priority List	ITEM_CHRG_TYP_PRTY	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Charge Priority List**	Create a charge priority list and link it to an item type tree.

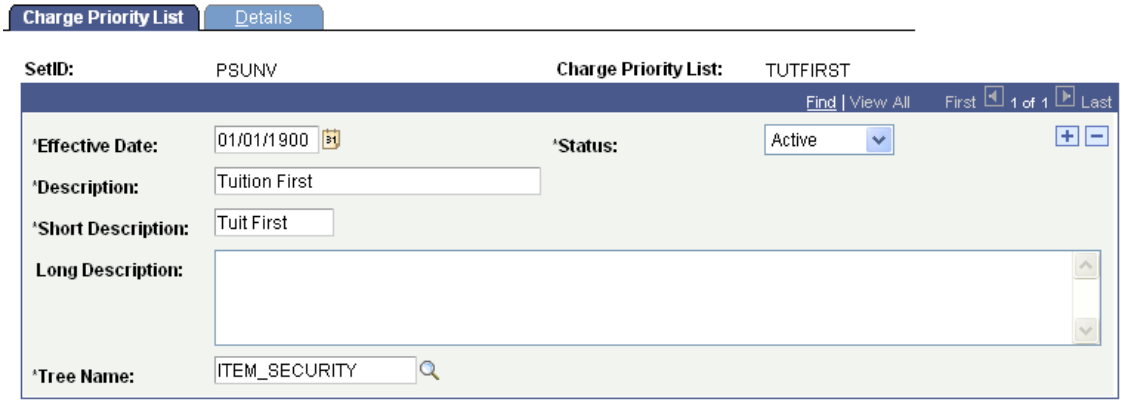
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Page Name	Definition Name	Navigation	Usage
Charge Priority List - Details	ITEM_CHRG_TYP_PRT2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Charge Priority List**, and then **Details**	Define charge priority list rules.
Payment Overall Priority	PAY_PRIOR_ALL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Charge Priority List**).

This example illustrates the fields and controls on the Charge Priority List page. You can find definitions for the fields and controls later on this page.



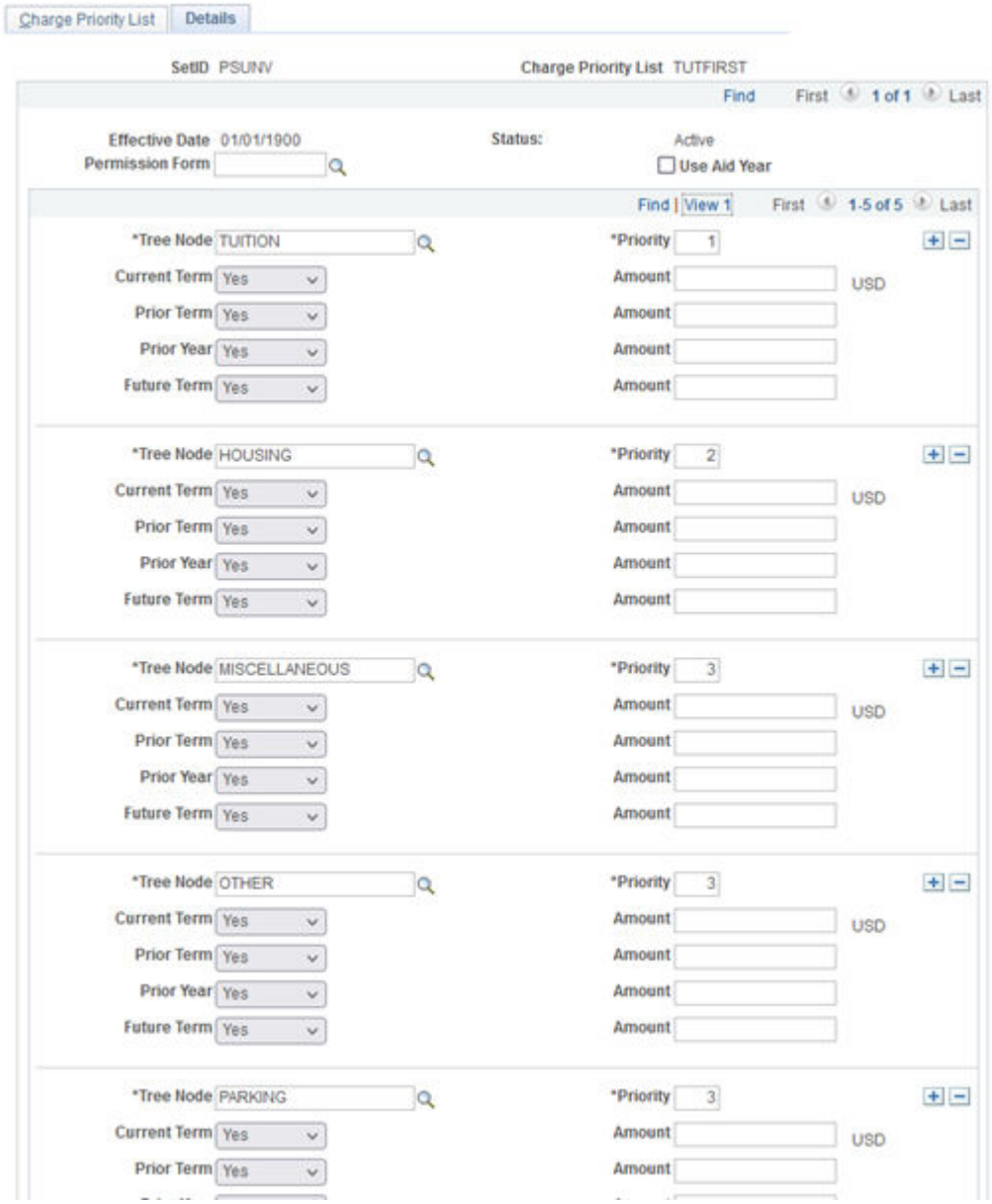
Field or Control	Description
Tree Name	Select the name of the item type tree that includes all item types to be paid under this charge priority list.

Defining Charge Priority List Rules

Access the Charge Priority List - Details page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Charge Priority List**, and then **Details**).

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This example illustrates the fields and controls on the Charge Priority List - Details page. You can find definitions for the fields and controls later on this page.



Self service student permissions can be used for a student to grant permission. This list is automatically sorted by priority and then by tree node.

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Field or Control	Description
Permission Form	Select a permission form if you want one to apply. A permission form is a type of advance permission that the system uses with item types that have payment application restrictions. When you select a permission form, the system applies the charge priority definition only if the permission form has been attached to the student. Permission 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, then a permission form can grant that permission. The permission form must be attached to the charge priority list definition that is set to *Permission* for the prior term.
Use Aid Year	Select to use the financial aid year for the charge priority list. When the flag is off (cleared), current functionality applies and the academic year is used. If **Use Aid Year** is enabled, the following setup must be completed: • Define Federal Aid Year • Define Financial Aid Year • Valid Careers for Aid Year • Valid Terms for Aid Year
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!** You must not specify a parent and child node on a charge priority list. Doing this may cause unusual payment application issues because a charge will be selected twice: one from the parent and another from the child. When you try to specify a parent and child node on a charge priority list, a message appears and tells you the charge priority list cannot be saved because of overlapping nodes. The message only appears for current and future-dated rows. **Warning!** If you want to use the pay proportionate % tax functionality that is available in Payment Overall Priority setup, 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.

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Field or Control	Description
Priority	Assign a priority level for each tree node that is 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 whether payments can be applied to charges for the current term. Four values are available 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. • *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. Student permissions can be used in conjunction with negative permission. • *Positive Permission:* Select this value if you want the system to require specific permission before applying payments to charges in this time period. Student permissions 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. Three options are available 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 Enrollment Term 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.

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Field or Control	Description
Prior Term	Select a value to control whether and how payments can be applied to charges for the prior term. The four 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 that is used for the current term. Values are: *Use Aid Year OFF:* All terms prior to the current term within the academic year only. *Use Aid Year ON:* All terms prior to the current term that are in the Aid Year immediately prior to the current Aid Year, regardless of Academic Career.
Prior Year	Select a value to control whether and how payments are applied to charges for the prior year. The four values for this field are the same as those defined for the **Current Term** field. *Use Aid Year OFF:*All terms prior to the current academic year. *Use Aid Year ON:* All terms prior to the current term within the current Aid Year only, regardless of Academic Career.
Future Term	Select a value to control whether and how payments can be applied to charges for any future terms. The four values for this field are the same as those defined for the **Current Term** field. A future term is an academic term that comes after the current term. The actual determination of a future term is based on the value that is used for the current term. *Use Aid Year flag OFF:* A future term is an academic term that comes after the current term. The actual determination of a future term is based on the value that is used for current term. *Use Aid Year flag ON:* All terms after the current term within the current aid year.
Amount	Enter the maximum amount that can be applied to the corresponding period. If no limitation exists for this payment, leave the amount field blank on all platforms except for DB2. If the amount is left blank on a DB2 platform, it functions as if it is zero and does not allow any amounts to be paid by the payment. On DB2 platforms only, you must complete the amount field with all 9s (a value of 999,999,999.00) to allow for no limitation. The field is formatted for 12.2 number entries.

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Example of a Charge Priority List Selection

Charge priority setup can be confusing, and small differences can sometimes yield surprising results. It is not possible to provide examples of all scenarios, but the following examples present two common outcomes.

Remember that any charge that is 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, examine the following 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 *Last Enrollment Term.* For purposes of this example, assume that the student's last completed term of enrollment is Fall, 2000 and no term is 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	October 15, 1999
Housing Charge	Housing	Fall, 1999	1,000.00 USD	October 30, 1999
Phone Charge	Other	Fall, 1999	100.00 USD	October 30, 1999
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	February 15, 2000
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	October 5, 2000
Housing Charge	Housing	Fall, 2000	700.00 USD	October 5, 2000
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	October 1, 2000
Housing Charge	Housing	Fall, 2000	200.00 USD	February 1, 2001 2
Tuition Charge	Tuition	Spring, 2001	1,800.00 USD	January 15, 2001
Housing Charge	Housing	Spring, 2001	1,050.00 USD	February 5, 2001
Misc. Charge	Miscellaneous	Spring, 2001	50.00 USD	February 5, 2001

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

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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

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 is 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 again includes all charges because the current term is 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 that are related to tree nodes and time periods.

Related Topics

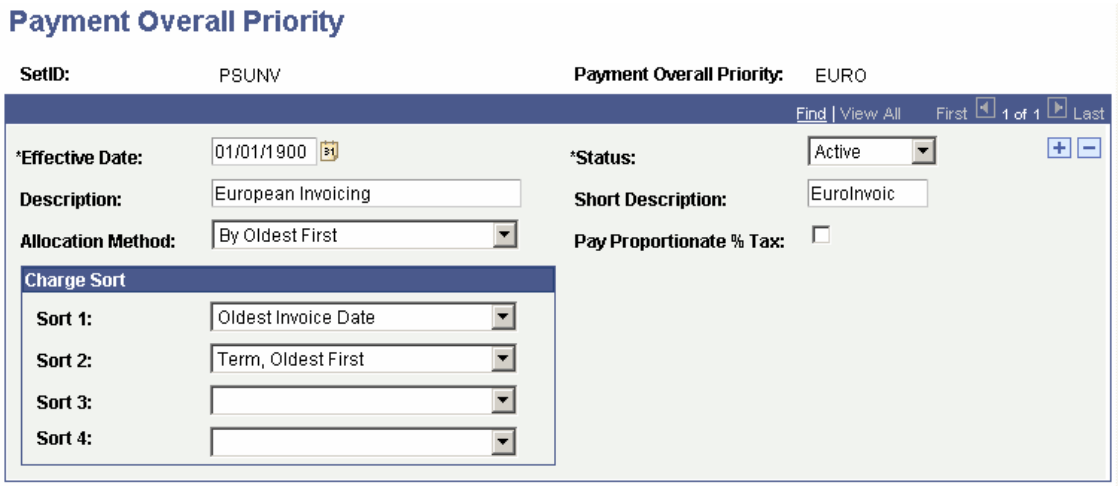
- Managing Student Permissions
  This section provides an overview of student permissions and discusses:
- Defining Posting Parameters
  Access the Posting Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Posting Setup**).

Defining Payment Overall Priorities

Access the Payment Overall Priority page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Payment Overall Priority**).

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This example illustrates the fields and controls on the Payment Overall Priority page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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:** To use the **Pay Proportionate % Tax** feature, the Tax Item Type can't be included as an allowable charge in the charge priority setup. Make sure that the tax item type isn't included within the range of any of the tree nodes that are selected as allowable charges. **Note:** Don't enable **Pay Proportionate % Tax** for Tuition Calc Waivers.

Charge Sort

You can define up to four charge sort criteria. Remember 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 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 that is defined as current is the oldest term available.

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Field or Control	Description
Sort 1 Sort 2 Sort 3 and **Sort 4**	A number of possible values exist 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. After 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 that are 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. If restricting corporate payments for third-party contract functionality, do *not* use the Payment Overall Priority of sorting by Item Charge Due Date. For non-contract corporate payments, you can use the Payment Overall Priority of sorting by Item Charge Due Date. *Term, Current First:* Select to sort active charges by term, using the current term first. You determine the definition of the 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. After 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. After the system selects eligible charges for the payment term, it sorts the remaining charges by term from the oldest to the most recent. *Oldest Invoice Date:* Select if you want the posting to gather the charges by invoice. This value is available only if the **Apply Payments by Invoice** flag is selected on the SF Installation setup.

Example of How Payment Overall Priority Sorts Eligible Charges

Using our sample set of charges, look at how charge priority and payment overall priority rules work together to control payment application. Suppose that a student makes a payment of

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8,000.00 USD against his or her account. Consider the following two setup scenarios to understand 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
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 in this way:

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 are paid in full and 1,725.00 USD is applied to the Spring, 2001 Tuition charge due 1/15/01. Because not enough money exists to pay all charges in full, the system applies the payment to the charges in order of the due date.

Also, note that two charges are due 10/5/00 and also two are 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.

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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 in the following way:

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 October 5, 2000 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

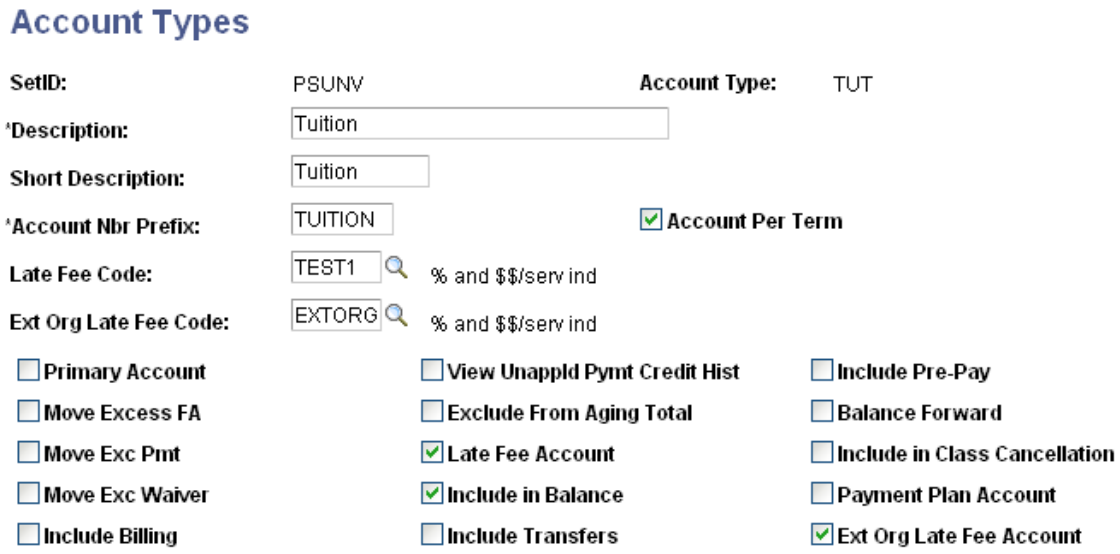
Page Name	Definition Name	Navigation	Usage
Account Types	ACCT_TYPE_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **SF Account Types**, and then **Account Types**	Set up account types.

Setting Up Account Types

Access the Account Types page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **SF Account Types**, and then **Account Types**).

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This example illustrates the fields and controls on the Account Types page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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	This code is used with the late fee process based on aging, past due accounts, or both. 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. This does not pertain to the Late Fees - Billing process.
Ext Org Late Fee Code (external organization late fee code)	This code is used with the late fee process based on aging, past due accounts, or both. 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. This does not pertain to the Late Fees - Billing process.
Primary Account	Select to establish this account as primary. Only one account type can be designated as the primary account.

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Field or Control	Description
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 that is 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 (move excess financial aid)	Select to have excess financial aid moved into the FA Excess account that is 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 that is 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 that is 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	This amount is used with the late fee process based on aging, past due accounts, or both. 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. This does not pertain to the Late Fees - Billing process.

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Field or Control	Description
Include In Class Cancellation	Select to include this account when determining whether a student's enrollment is canceled due to nonpayment of fees. If the check box is cleared, this account is not 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)	**Warning!** If you use the tuition calculation process to calculate waivers, Oracle *doesn't* recommend selecting this option. If you select this option, the excess waiver is moved to the excess waiver account you defined on the Posting Setup page. You must also select **Move Initial Waiver** on that page. See Setting Up Business Units. To post unique and discretionary waivers, see Assigning Student Waivers.
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. This does not pertain to the Late Fees - Billing process.
Include Billing	Reserved for future use.
Include Transfers	Reserved for future use.
Ext Org Late Fee Account (external organization late fee account)	This is account used with the late fee process based on aging, past due accounts, or both. Select to attach a late fee to the account. When you select this option, you must also enter an external organization and late fee code. This does not pertain to the Late Fees - Billing process.

Related Topics

- Understanding Payment Plans
  This section lists common elements and provides an overview of payment plans.

Setting Up Accounting Dates

This section discusses how to set up accounting dates.

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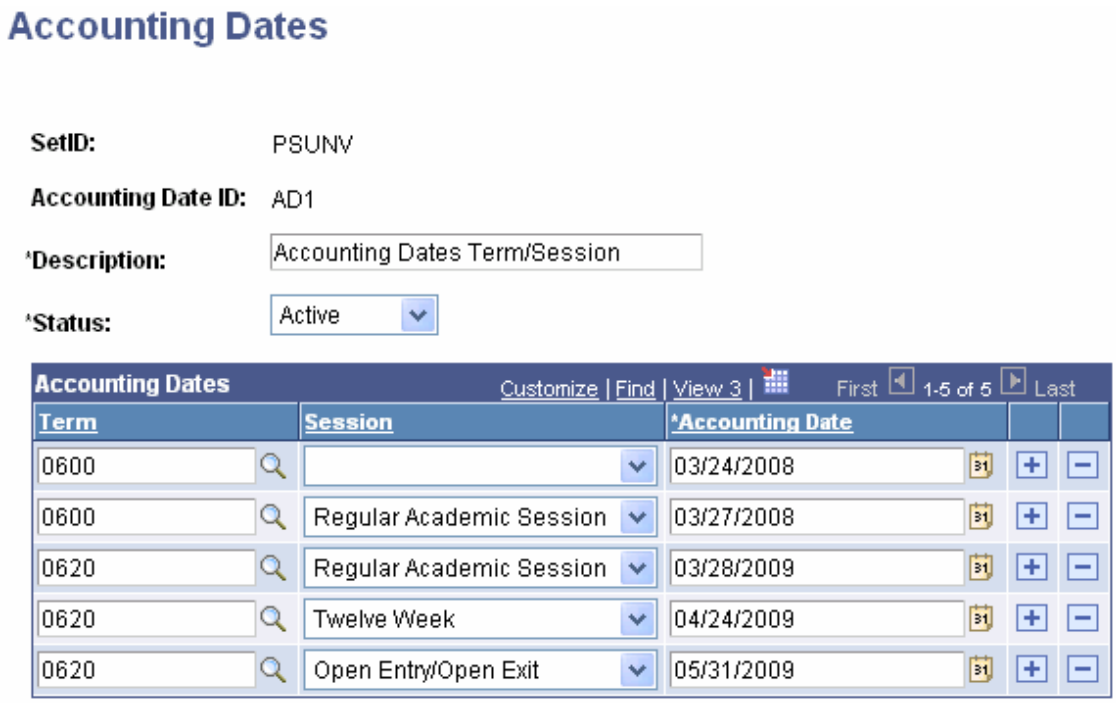
Page Used to Set Up Accounting Dates

Page Name	Definition Name	Navigation	Usage
Accounting Dates	SSF_ACCTG_DT_DEFN	**Set up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Accounting Dates**, and then **Accounting Dates**	Set up accounting dates for a term or a combination of term and session.

Setting Up Accounting Dates for Terms or Sessions

Access the Accounting Dates page (**Set up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Accounting Dates**, and then **Accounting Dates**).

This example illustrates the fields and controls on the Accounting Dates page. You can find definitions for the fields and controls later on this page.



Use this page to maintain accounting date IDs and accounting dates for each term or combination of term and session.

All IDs that you set up on this page and that have an active status are available in the **Accounting Date ID** field on the Initial Setup page. On that page you can assign an ID to an item type to designate the specific date to be used for transactions.

See Setting Up Item Types and Item Type Groups.

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Field or Control	Description
Accounting Date	Enter a date to be used to stamp Accounting Date (ACCOUNTING_DT) in Accounting Line (SF_ACCTG_LN) transactions. You can set up an accounting date for a term or a combination of term and session.

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:

- Defining Basic Item Type Attributes
- Defining Transaction Amount and Tax Form Parameters for Item Types
- Defining Miscellaneous Parameters for Item Types
- Defining External Awards
- Defining Item Type Posting Restrictions (reserved for future use)
- Linking Account Types to an Item Type
- Mapping Item Types to General Ledger Accounts
- Mapping Financial Transactions between CS Student Financials and Student Financial Planning (SFP)
- Defining 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. You need to understand how item type 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 facilitates creating groups of item types for other setup procedures such as defining waivers, charge priority lists, and payment plans. Use the sample data that is provided with the system as an example.

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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.

> **Note**
>
> Do not define both a parent and child node.

Pages Used to Set Up Item Types and Item Type Groups

Page Name	Definition Name	Navigation	Usage
Initial Setup	ITEM_TYPE_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Initial Setup**	Define basic item type attributes.
Amount Edits	ITEM_TYPE_TBL4	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Amount Edits**	Define transaction amount and tax form parameters for item types.
Miscellaneous	ITEM_TYPE_TBL2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Miscellaneous**	Define miscellaneous parameters for item types.
External Awards	SSF_EAITMTYPE_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **External Awards**	Define the financial aid external award type, source, and program code attributes for SF payments to be considered as external awards.
Posting Restrictions	ITEM_TYPE_TBL3	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Posting Restrictions**	Define item type posting restrictions. (Reserved for future use.)

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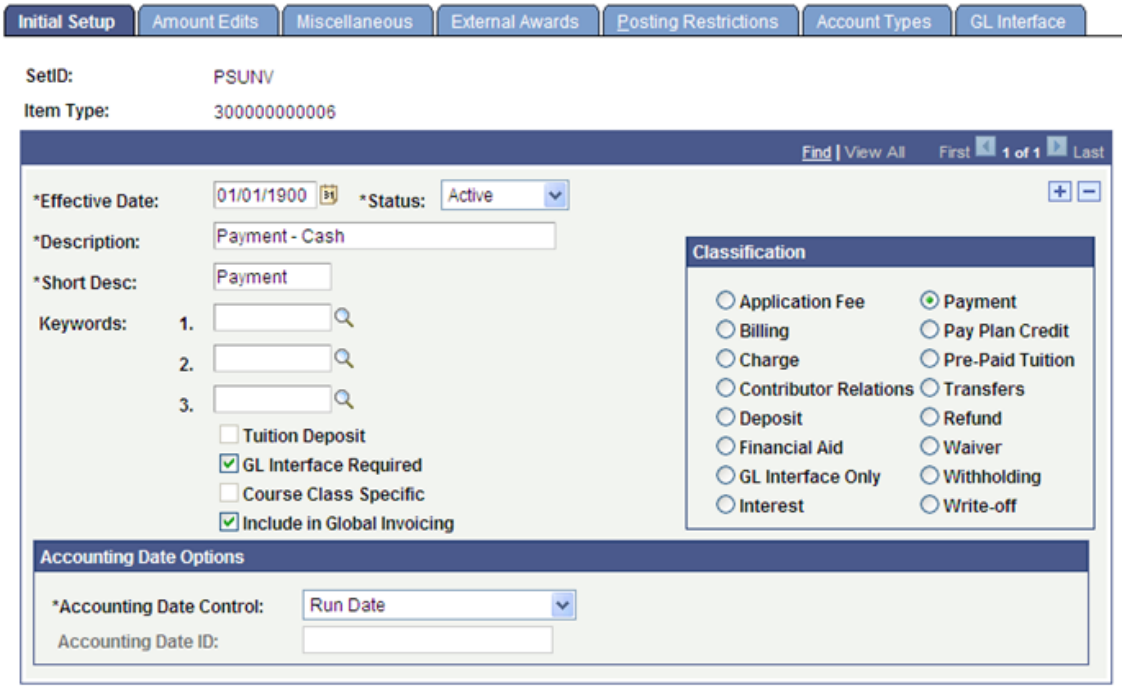
Page Name	Definition Name	Navigation	Usage
Account Types	ITEM_ACCT_TYPE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Account Types**	Link account types to an item type.
General Ledger Interface	GL_INTERFACE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **GL Interface**	Map item types to general ledger accounts.
Item Type SFP Attributes	SCC_SFP_ITEM_TYPE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **SFP Attributes**	Use this page to define Item Type mapping to SFP Fund Codes and flag Charge Item types as Financial Aid Eligible or eligible for Return to Title IV.
AP ChartFields	SSF_CF_WRKGRID_SEC	Click the **Jrnl Set ChartFields** link on the GL Interface page.	Define item type GL interface parameters for AP distribution.
Write-off ChartFields	SSF_CF_WRKGRID_SEC	Click the **Write-off ChartFields** link on the Item Interface page.	Define item type GL interface parameters for write-offs.
Journal Set ChartFields	SSF_CF_WRKGRID_SEC	Click the **Jrnl Set ChartFields** link on the GL Interface page.	Define item type GL interface parameters for a journal set.
Deferred ChartFields	SSF_CF_WRKGRID_SEC	Click the **Deferred ChartFields** 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**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Type Groups**	Define item type groups.

Defining Basic Item Type Attributes

Access the Initial Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Initial Setup**).

This example illustrates the fields and controls on the Initial Setup page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Keywords	Select up to three keywords that you want to link to the item type.
Tuition Deposit	Select if the item type is for a tuition deposit. This check box is active only 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 percent 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** check box and **Accounting Date Options** group box also become available. See Mapping Item Types to General Ledger Accounts.

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Field or Control	Description
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 component or the Class Schedule component.
Include in Global Invoicing	This check box is available only if Global Invoicing is enabled—the **Apply Payments by Invoice** option is selected on the SF Installation 2 page. The Global Invoicing process currently selects only charges, waivers and app fees—use this check box to include additional item types. Select the check box if you want the item type to be included in the invoice — for example, if you want to see an item type on the printed invoice/bill. See: • Defining Keyword Edit Tables and a Null Due Date • Understanding Customer Billing

Accounting Date Options

The **Accounting Date Options** group box is available only when the **GL Interface Required** check box is selected.

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Field or Control	Description
Accounting Date Control	Select the accounting date of the item type. Transactions in Accounting Line (SF_ACCTG_LN) are stamped with the accounting date. Values are: *Accounting Date:* Select this value to use the accounting date that is set up on the Accounting Dates page. When you select *Accounting Date* here, you must then select a value in the **Accounting Date ID** field, to associate it with the item type. The date that is used in Accounting Line transactions is the date that is set up for the term or a combination of term and session for that ID on the Accounting Dates page. *Item Effective Date:* Select to use the effective date of the transaction (item) as the accounting date. *Maximum (Accounting Dt, Run Dt):* Select this value to use the date that is the greater of these two dates—the accounting date (see the definition of the *Accounting Date* value) and the run date, which is the GL Interface process date. *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. *Run Date:* Select to use the GL Interface process date as the accounting date. This is the default value for this field. *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.

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Field or Control	Description
Accounting Date ID	This field is available and required only when the value in the **Accounting Date Control** field is *Accounting Date* or *Maximum (Accounting Dt, Run Dt)*. All IDs that are set up on the Accounting Dates page and have an active status are available values in this field. Use this field to assign an accounting date ID to an item type to designate the specific date to be used for Accounting Line transactions. See Setting Up Accounting Dates .

Classification

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

Field or Control	Description
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	Reserved for future use.
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 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.

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Field or Control	Description
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.

Related Topics

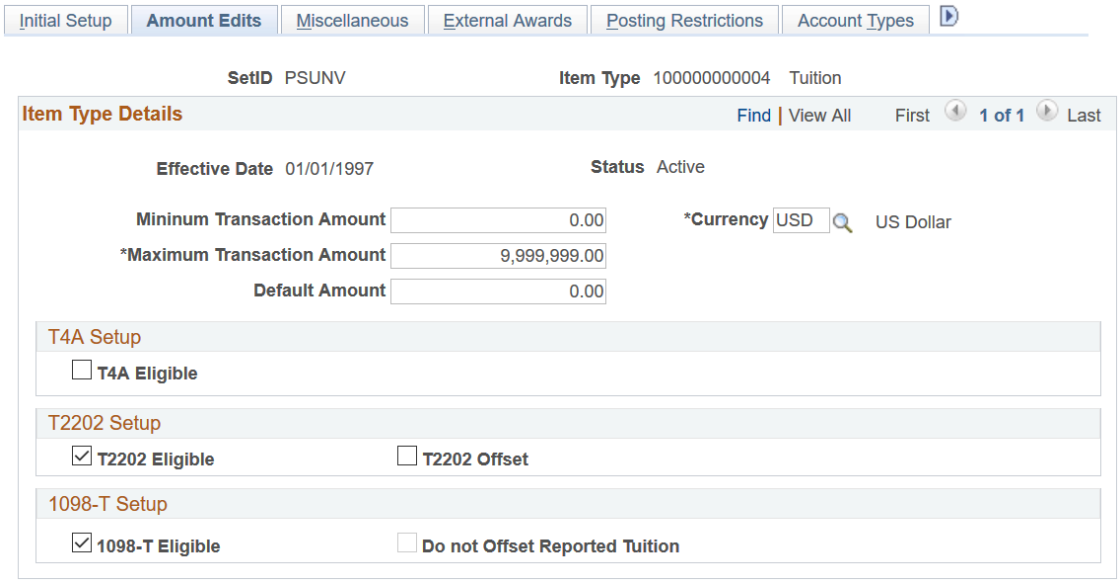
- Contributor Relations: Completing Item Type Initial Setup
- Financial Aid: Defining Financial Aid Item Types

Defining Transaction Amount and Tax Form Parameters for Item Types

Access the Amount Edits page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Amount Edits**).

This example illustrates the fields and controls on the Amount Edits page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Minimum Transaction Amount and **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.
Currency	This field derives its default value from the base currency that your institution sets. You can override this field, but transactions created through tuition calculation will not use the value you set.
Default Amount	You can enter 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 minimum transaction amount.

T4A Setup

This group box pertains to the form that is required by the Canadian government to report education-related income for Canadian students.

Field or Control	Description
T4A Eligible	Select if this item is reportable education-related income.

T2202 Setup

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

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Field or Control	Description
T2202 Eligible	Select if this item is an eligible educational expense.
T22202 Offset	Select if this 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

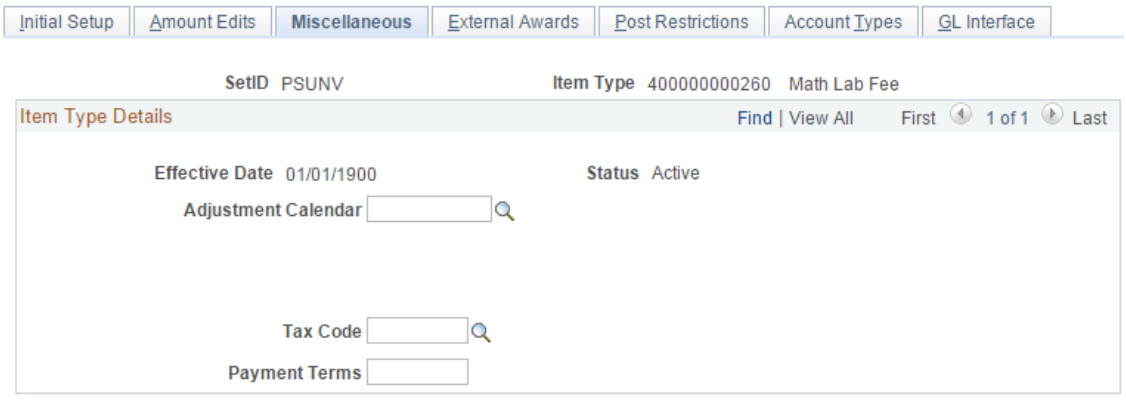
This group box pertains to the form that is required by the U.S. government to report eligible educational expenses for U.S. students.

Field or Control	Description
1098-T Eligible	Select if this item is an eligible educational expense.
Do not Offset Reported Tuition	This check box is available only for Waiver item types, and disabled for other item type classification. By default, this check box is not selected. If you select this check box, for the: • Amount Billed reporting method, the item type is not included as a reduction to the reported eligible tuition in Box 2. • Payments Received reporting method, the item type is included as an increase to the reported eligible tuition in Box 1. Whether or not you select this check box, if the item type exists in the tree node that is used in the Item Type Group that is attached to the TIN setup table, the item type is included as financial aid in Box 5.

Defining Miscellaneous Parameters for Item Types

Access the Miscellaneous page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Miscellaneous**).

This example illustrates the fields and controls on the Miscellaneous page. You can find definitions for the fields and controls later on this page.



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

Field or Control	Description
Charge Priority List	Select the charge priority list that 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 that 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 appear as unapplied payments, 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. Instead, 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. Instead, create a new item type with a new payment overall priority.
Adjustment Calendar	Reserved for future use.

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Field or Control	Description
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.
Tax Code	Select a tax code for charges that are taxable. For example, purchases that are made at a campus bookstore might be subject to state taxes, local sales taxes, or both. This field is not shown on the sample page. This field is used with Charge, GL Interface Only, Refund and Withholding item type classifications.
Tender Specific	Select if you want to specify the form of tender to use 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.
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, the 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. Instead, create a new item type with the **Payment Priority Flag** check box deselected.

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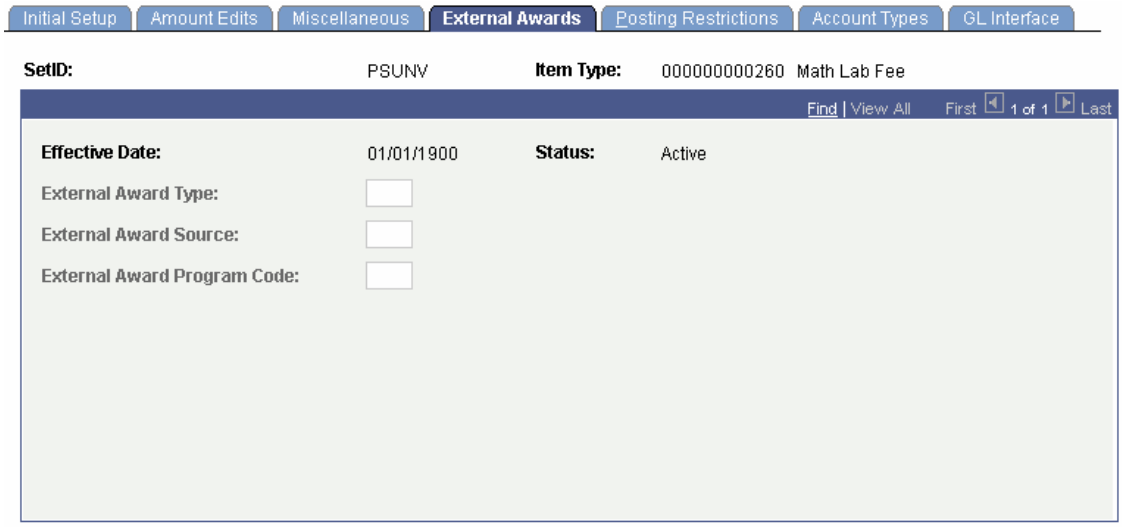
Field or Control	Description
Priority	Enter a priority value. Payment priority is used to cause payment swapping whereby payments with a higher priority can actually displace lower-priority payments. For example, you might want financial aid payments to be applied to tuition charges whenever possible, leaving the student with less out-of-pocket expenses. And rules that are 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 that 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. **Warning!** Do not change this setting after transactions have been posted. Instead, create a new item type with the **Pick Up Receivable from Charge** check box deselected.
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 the sample page. If this check box is cleared, write-offs are routed to the generic receivables account that is set up in the write-off item type. This field is used only with the Write-off item type classification.

Defining External Awards

Access the External Awards page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **External Awards**).

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This example illustrates the fields and controls on the External Awards page. You can find definitions for the fields and controls later on this page.



Use this page to define the financial aid external award type, source, and program code.

To define an external award, complete the financial aid setup that defines the general external award attributes, then set the way your institution mapping strategy represents a student's financial payment on a Financial Aid Award package. After this is completed, complete the External Award Cross Reference setup in Financial Aid which maps the award attributes to a financial aid item type. Finally, complete the External Award page on the Student Financials item type setup to complete the mapping of payments to a Financial Aid award.

The Student Financials External Awards process uses the cross-reference mapping and external award attributes mapped on the Student Financials item type setup to determine which Student Financials payments to process and report as external award transactions.

Related Topics

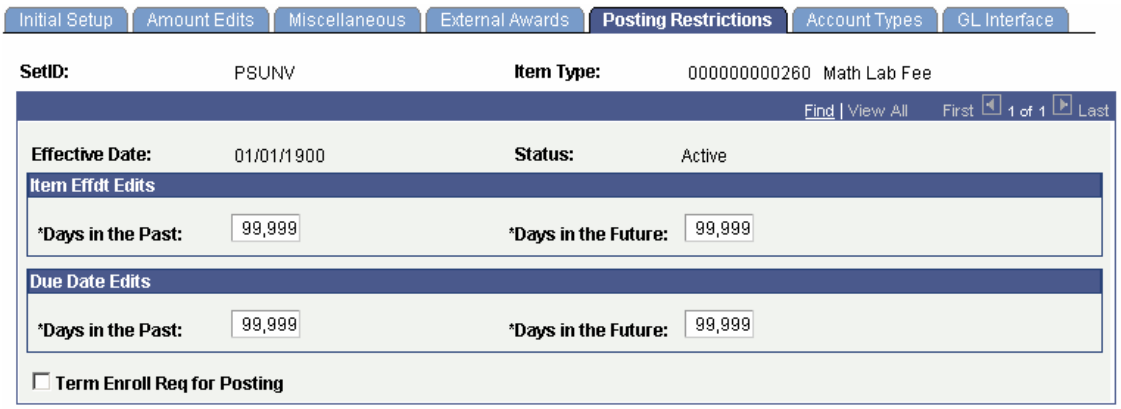
- Financial Aid: Understanding External Awards
- Financial Aid: Understanding External Award Processing

Defining Item Type Posting Restrictions (reserved for future use)

Access the Posting Restrictions page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Posting Restrictions**). (Reserved for future use.)

This example illustrates the fields and controls on the Posting Restrictions page. You can find definitions for the fields and controls later on this page. (Reserved for future use.)

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Item Effdt Edits (item effective date edits)

Field or Control	Description
Days in the Past and **Days in the Future**	Reserved for future use.

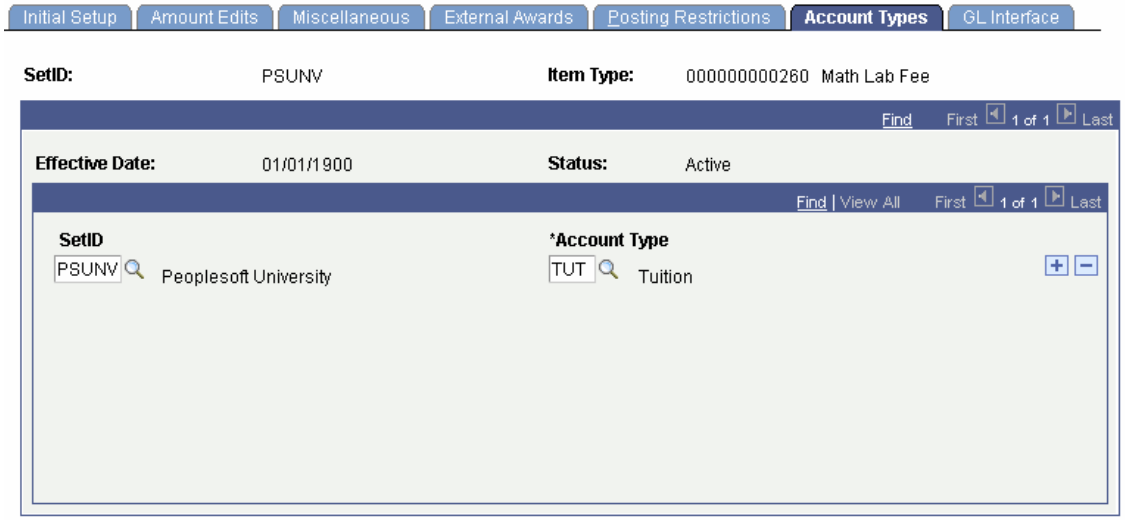
Due Date Edits

Field or Control	Description
Days in the Past and **Days in the Future**	Reserved for future use.
Term Enroll Req for Posting (term enroll required for posting)	Reserved for future use.

Linking Account Types to an Item Type

Access the Account Types page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **Account Types**).

This example illustrates the fields and controls on the Item Types – Account Types page. You can find definitions for the fields and controls later on this page.



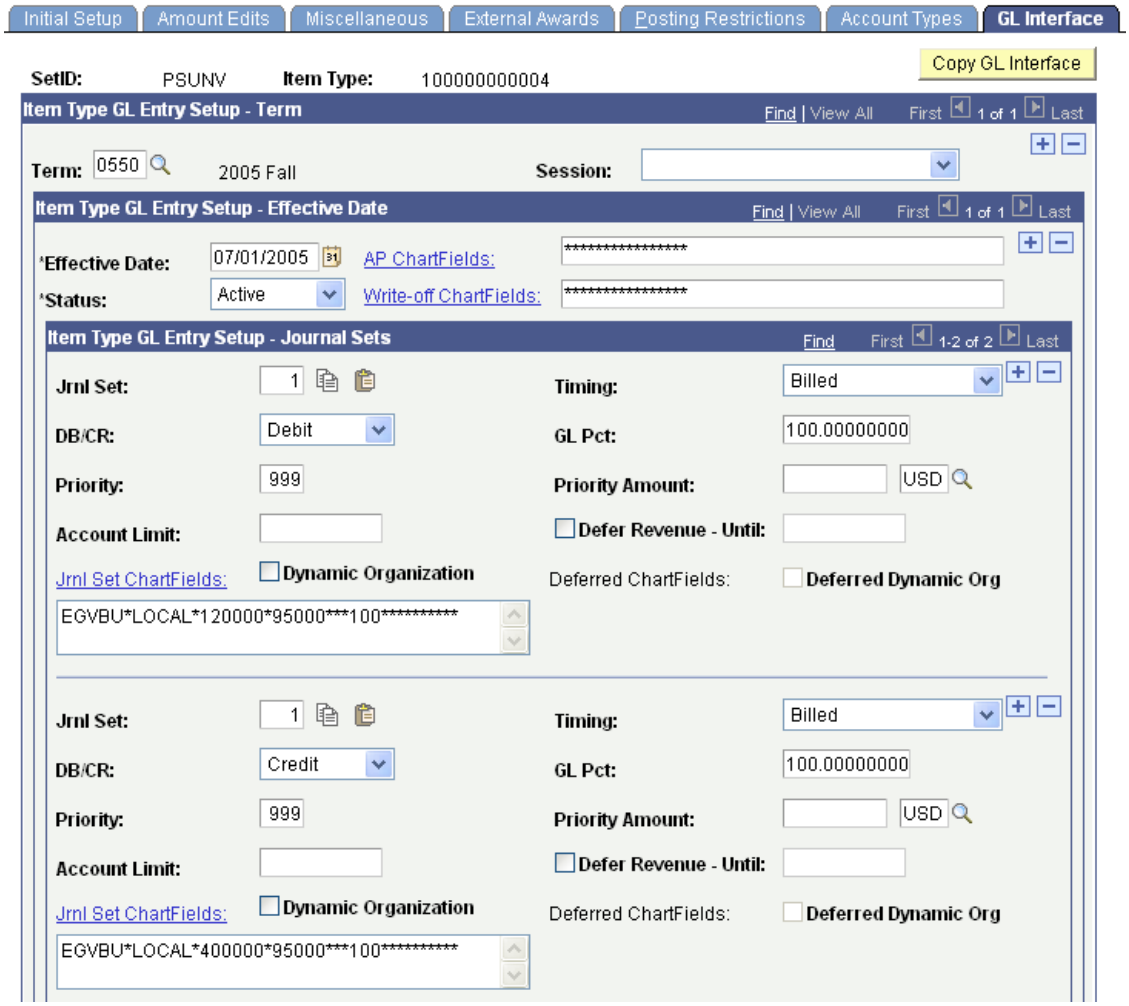
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Field or Control	Description
SetID	Enter the setID that includes both the account type and the item type. **Warning!** You can have item types and account types duplicated in more than one setID, but this is not recommended. Exercise caution that you 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 you are performing data entry.

Mapping Item Types to General Ledger Accounts

Access the GL Interface page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **GL Interface**).

This example illustrates the fields and controls on the GL Interface page. You can find definitions for the fields and controls later on this page.



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> **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.

Field or Control	Description
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 no changes are made to your setup.

Item Type GL Entry Setup - Term

Field or Control	Description
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.

Item Type GL Entry Setup - Effective Date

Field or Control	Description
Effective Date and **Status**	Enter the effective date and the status for the interface.
AP ChartFields	Click to access the AP ChartFields 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, external organizations, or both. Select a predefined SpeedType definition to populate the ChartFields. Click the **Copy** button to copy ChartField values into a temporary variable. Click the **Paste** button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that if one of the check boxes in the **ChartField Edit Options** group box on the SF Installation page is selected, then a check mark button appears next to the **Copy** and **Paste** buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.

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Field or Control	Description
Writeoff ChartFields	Click to access the Writeoff ChartFields 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. Select a predefined SpeedType definition to populate the ChartFields. Click the **Copy** button to copy ChartField values into a temporary variable. Click the **Paste** button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that one of the check boxes in the **ChartField Edit Options** group box on the SF Installation page is selected, then a check mark button appears next to the **Copy** and **Paste** buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.

Item Type GL Entry Setup - Journal Sets

Each GL Interface definition requires at least one debit and one credit entry. Each debit entry and each credit entry can be split into multiple entries for distribution to your general ledger, but you must make sure that each side (debit and credit) totals 100 percent.

Field or Control	Description
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. Use the copy icon to copy the setup for the row, which can then be pasted to the new or any proceeding row.
Timing	Select the appropriate timing for sending the charge to the general ledger. You can select either *Assessment,* which sends the charge when it is incurred, *Satisfaction,* which sends the charge when the offset is posted, or *Billed,* which sends the charge or waiver when it has been billed.
DB/CR (debit/credit)	Select either *Debit* or *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.

Next to the **Jrnl Set** field, there are copy and paste icons. Use the copy icon to copy the setup for the row, which can then be pasted to the new, or any proceeding row.

To input all areas for the ChartFields, abbreviated display fields have been added. The number of delimiters displayed is based on the number of ChartFields. The abbreviated display fields

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are used to view the ChartField set up as a string, add or update the ChartField string. All ChartField edits set up on the SF Installation page are adhered to within the display field.

Splitting a Transaction Between Multiple GL Accounts

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

Field or Control	Description
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 isdistributed to the GL account definition with the highest priority. The remaining balance is then 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 percent and the **Account Limit** field to 100 USD, 25 percent of a debit or credit up to a maximum of 100 USD is distributed to the specified GL account.
Defer Revenue - Until and **Deferred Date**	Select the **Defer Revenue - Until** check box on the revenue (credit) side of your ChartField setup and specify a date. Then click the **Deferred ChartFields** link to access the Deferred GL Interface page, where you can define GL Interface parameters for a deferred revenue account. If you indicate that a particular item type needs to defer revenue, the system prompts you for liability account information and the 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. Select a predefined SpeedType definition to populate the ChartFields. Click the **Copy** button to copy ChartField values into a temporary variable. Click the **Paste** button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that if one of the check boxes in the **ChartField Edit Options** group box on the SF Installation page is selected, then a check mark button appears next to the **Copy** and **Paste** buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.

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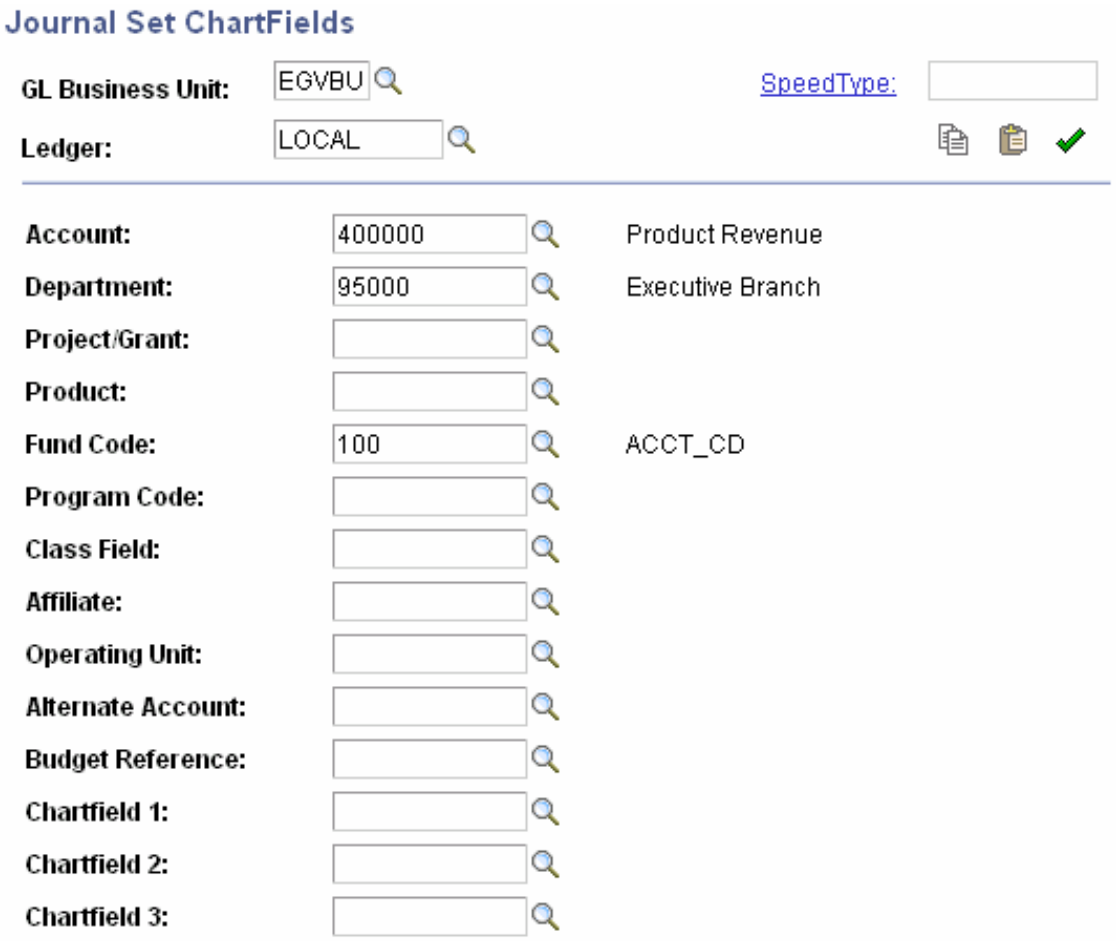
Field or Control	Description
Deferred ChartFields	This link becomes available only if you check the **Defer Revenue - Until** check box above. Click this link to access the Deferred GL Interface page, where you can define GL Interface parameters for a deferred revenue account. Select a predefined SpeedType definition to populate the ChartFields. Click the **Copy** button to copy ChartField values into a temporary variable. Click the **Paste** button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that if one of the check boxes in the **ChartField Edit Options** group box on the SF Installation page is selected, then a check mark button appears next to the **Copy** and **Paste** buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.
Journal Set ChartFields	Click this link to access the Journal Set ChartFields page, where you can define the parameters for the journal set.
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 Records 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 ChartField. **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 percent of the funds.
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 ChartField.

Journal Set ChartFields Page

Access the Journal Set ChartFields page (Click the **Jrnl Set ChartFields** link on the GL Interface page).

This example illustrates the fields and controls on the Journal Set ChartFields page. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> You must run the Sync Chartfield Values process before you use this page.

See Synchronizing ChartField Values.

Use this page to define the parameters for the journal set.

Select a predefined SpeedType definition to populate the ChartFields.

Click the **Copy** button to copy ChartField values into a temporary variable.

Click the **Paste** button to paste the copied ChartField values from the temporary variable into another ChartField page.

If one of the check boxes in the **ChartField Edit Options** group box on the SF Installation page is selected, a **Validate** check mark icon appears next to the **Copy** and **Paste** buttons. Click the **Validate** icon to validate the ChartField combination. This icon does not start journal set edits. If you do not click the **Validate** icon, validation is still performed when you save the Item Types component.

For Oracle Financials, the **Real-Time Validation Edit** option should be selected on the SF Installation page. Click the **Validate** icon to perform real time validation of the entered

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combination with Oracle GL. If you do not click the **Validate** icon, real time validation is still performed when you save the Item Types component.

Integration with Oracle Financials

The Journal Set ChartFields page appears and functions differently if **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page:

- If you select a GL business unit that has not been mapped on the Chartfield Mapping page, you receive an error message.
- The Ledger field does not appear.
- The 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and these should be made inactive in **Set Up Common Objects**, and then **Common Definitions**, and then **Chartfield Configuration**, and then **Standard Configuration** page.
- The prompt table associated with the chartfields displays valid segment values based on the mapping on the ChartFields Mapping page.

See:

- Defining Student Financials Installation Settings
- Mapping General Ledger Business Units to Oracle General Ledger
- *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

Mapping Financial Transactions between CS Student Financials and Student Financial Planning (SFP)

The Item Type **SFP Attributes** page is used to support integration with Oracle Fusion Cloud Student Financial Planning. See Campus Community Fundamentals: Setting Up Integration with Oracle Fusion Cloud Student Financial Planning. The page renders differently between Financial Aid, Charge, and Waiver Item Types.

Access the Item Type SFP Attributes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Types**, and then **SFP Attributes**).

Including SFP Funds as Anticipated Aid in CS

CS Student Financials (SF) Item Types with a **Classification** of *Financial Aid* are used to post funds maintained by Student Financial Planning to the CS PS_ANTICIPATED_AID record and CS SF student account. SFP Fund Codes are used in SFP to denote financial transactions. To accommodate the mapping of SF Financial Aid Item Types to SFP Fund Codes, the Item Type **Short Desc** must match the corresponding SFP **Fund Code**. At this time, SFP has the ability to map one SFP Fund Code to one SF Item Type.

For example, for SFP financial aid disbursements to CS SF Item Type mapping, map a SF **Item Type** with a **Classification** of *Financial Aid* and a **Short Desc** of *PELL* to SFP Fund Code of PELL.

The CS SF Financial Aid Item Type SFP Attribute page is used to define the:

- Algorithm to determine the insert of the SFP Awards into PS_ANTICIPATED_AID to be included in SF processes. Financial Aid Item types that are used in the SFP Integration need to have all current and history rows updated with SFP Anticipated Aid display options.

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- PLUS/GPLUS Loan application value for the School Credit Balance option. This option along with the Item Type's Charge Priority allows funds to be specifically paid toward Title IV charges or all charges.

  The School Credit Balance Option is stored for each borrower/application ID in CS PS_SCC_SFP_PLUS. The corresponding Item Type is stored for each borrower/term/application ID in CS PS_SCC_SFP_FUNDMAP.

SFP's FasFinancialPlanOutboundV2Event (FPOv2) populates the CS PS_ANTICIPATED_AID record.

Field or Control	Description
Save Estimated Aid	Select this option to populate the PS_ANTICIPATED_AID record with SFP's Non-Federal Funds (NFF/NFR) awards when the FPOv2 Payment Period Fund Status is *Estimated*. This makes the awards available for Student Financials functionality that uses Anticipated Aid. • FPOv2 <PaymentPeriodFund> status is *Estimated*. • Award year should be the current year. In other words, the current year falls between the values in the <AwardYear> tag. • Term start and end dates should be within the award year specified in <AwardYear>. • NFF Estimated Award Start Date must be populated on the SFP Terms for Projections per Academic Year/Career.
Display Anticipated Aid	Select an option to specify whether FA funds are available before disbursement: • Awarded. • Award Accepted. • Do Not Display Anticipated Aid. **Note:** Coordinate Anticipated Aid options on this page with the "Fund Acceptance Required" configuration in SFP's Fund Priority Configuration Workbook.
Anticipated Aid Expiration Days	Enter the number of days through which the aid is expected to remain active.
Term Start Date	Select to determine when to start inserting Anticipated Aid into PS_ANTICIPATED_ID in relation to the **Term Start Date** (DISB_APPLY_DT). If you select without entering values in the **Days Prior to Term** or **Days After Term** fields, the **Term Start Date** is used. **Note:** This doesn't relate to when the Award can be displayed in Self Service. **Note:** This check box is available when **Display Anticipated Aid** field is *Awarded* or *Award Accepted*.

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Field or Control	Description
Days Prior to Term	Optionally, select and enter the number of days prior to the **Term Start Date** that you want to determine the earliest date to insert into PS_ANTICIPATED_ID. **Note:** This does not relate to when the Award can be displayed in Self Service.
Days After Term	Optionally, select and enter the number of days after the **Term Start Date** that you want to determine the earliest date to insert into PS_ANTICIPATED_ID. **Note:** This does not relate to when the Award can be displayed in Self Service.

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Field or Control	Description
School Credit Balance	Select the School Credit Balance option that is represented in the PLUS/GPLUS Loan application. At minimum, 2 PLUS or 2 GPLUS Item Types are required to identify each of the School Credit Balance Options: • All Institutional Charges: If the Direct PLUS Loan Response (CRSP) file School Credit Balance is equal to *Y*, then the loan disbursement can be applied to any institutional charge. • Title IV Charges Only: If the Direct PLUS Loan Response (CRSP) file School Credit Balance is equal to *N*, then the loan disbursement can only be applied to Title IV charges. **Note:** You must create multiple PLUS/GPLUS Item Types to identify multiple borrowers and School Credit Balance options since the system matches the Item Type SFP Attribute Setup with the School Credit Balance field in loan CRSP file before posting PLUS/GPLUS to a student's charges. This setup is used with the Charge Priority attached to the Item Type to determine the eligible charges. Since the School Credit Balance has 2 options, a minimum of 2 PLUS Item Types should be created. If you are accepting multiple borrower applications, you should create 2 additional item types (per borrower and School Credit Balance Option). For the GPLUS application, multiple borrowers is not applicable but 2 Item Types should be created; one for each School Credit Balance option. The FPOv2 message determines the applicable Item Type to be associated with the PLUS Award and updates the CS record based on Emplid and Application ID. The Application ID allows the processing of PLUS Applications for multiple borrowers. The Item Types continue using the Item Type Short Description of PLUS or GPLUS. See "PLUS Disbursement Processing" in Campus Community Fundamentals: Exchanging Data with Oracle Fusion Cloud Student Financial Planning.

Note

SFP uses <FundExtension> tag to identify Medical Student Additional Unsubsidized Loans; <FundCode> is *DUNSUB* and <FundExtension> is *Medical*.

The two Award Amounts, one per Term/Loan Period, are summed for the insert into Anticipated_Aid. At the time of disbursement, the loans are entered into Group Line as separate entries to retain SFP's unique Payment ID for each loan disbursed.

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Charge Item Types for SFP

CS SF Charge transactions that are reported to SFP must be identified as **Financial Aid Eligible** or eligible for **Return to Title IV Only**.

Field or Control	Description
Financial Aid Eligible	Select this check box to identify charges that are Financial Aid eligible.
Return to Title IV Only	Select this check box to indicate the charges should only be used during the Return to Title IV Financial Aid process.

Including CS Outside Aid in SFP Financial Aid Packaging

When packaging financial aid, SFP can account for outside aid in the CS SF Customer Account through the Student Resource tag in the SAFI message. Outside aid on Student Financials Customer Account could be a Waiver, Third Party Contract, or External Scholarship.

Map these CS SF transactions by matching the CS Item Type **Short Desc** to the SFP **Fund Code**. This maps the CS Item Type **Description** to the FasSafiSyncEvent <Student Resources> element <Description>.

If you want to map multiple CS Item Types to the same SFP **Fund Code**, use the same CS Item Type **Short Desc** and SFP **Fund Code** pair across CS Item Types. When you do this, the unique CS Item Type **Description** indicates the source of the outside aid.

CS Item Type Classification	CS Item Type Description	CS Item Type Short Desc (short description, 10 character limit)	SFP Fund Code
Waiver	First Generation	OutsideAid	OutsideAid
Waiver	Employee Benefit	OutsideAid	OutsideAid

Example of SAFI Student Resource XML for First Generation Waiver:

```
<StudentResource>
    <ExternalTransactionId>PSUNV-000000000000004</ExternalTransactionId>
    <Source>Student</Source>
    <FundCode>OutsideAid</FundCode>
    <Description>First Generation</Description>
    <Amount>3480</Amount>
    <CreditBalanceIndicator>false</CreditBalanceIndicator>
    <LedgerPostingDate>2021-10-04</LedgerPostingDate>
    <UnappliedAmount>0</UnappliedAmount>
    <AmtAppliedToPrior>0</AmtAppliedToPrior>
    <Status>Actual</Status>
</StudentResource>
```

Example of SAFI Student Resource XML for Employee Benefit Waiver:

```
<StudentResource>
    <ExternalTransactionId>PSUNV-000000000000005</ExternalTransactionId>
    <Source>Student</Source>
```


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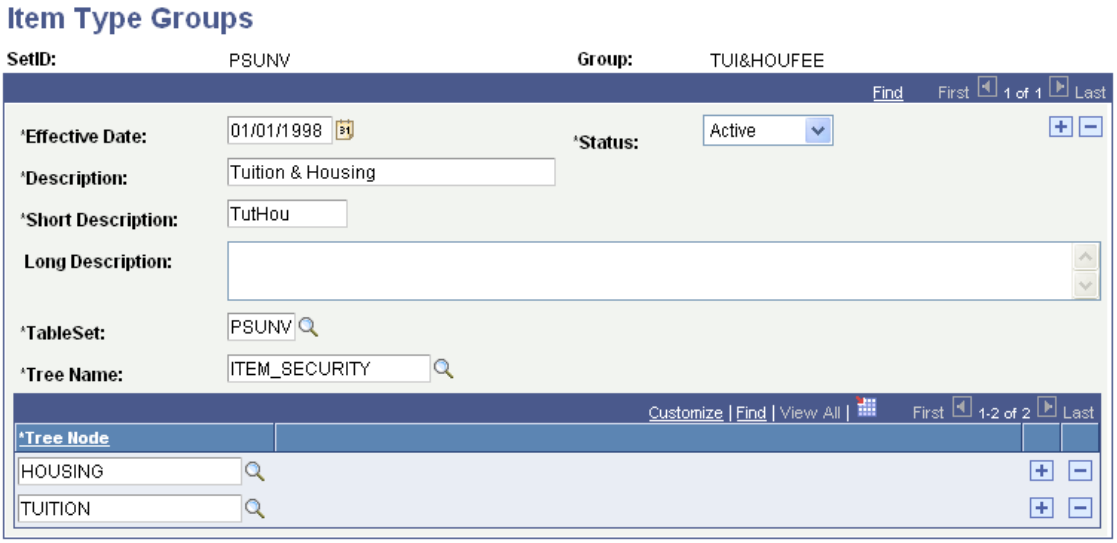
```
    <FundCode>OutsideAid</FundCode>
    <Description>Employee Benefit</Description>
    <Amount>870</Amount>
    <CreditBalanceIndicator>false</CreditBalanceIndicator>
    <LedgerPostingDate>2021-10-04</LedgerPostingDate>
    <UnappliedAmount>0</UnappliedAmount>
    <AmtAppliedToPrior>0</AmtAppliedToPrior>
    <Status>Actual</Status>
</StudentResource>
```

> **Note**
>
> SFP Fund Codes have a Fund Type attribute. When setting up SFP Fund Codes in the SFP Fund Priority Workbook, the Fund Types of DISCOUNT, STUDENT_RESOURCES, and CASH are interchangeable for purposes of CS/SFP integration.

Defining Item Type Groups

Access the Item Type Groups page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Item Types**, and then **Item Type Groups**).

This example illustrates the fields and controls on the Item Type Groups page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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.

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Field or Control	Description
Tree Node	Select a tree node that you want to include in your item type group. **Note:** Do not define both a parent and child node.

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:

- Defining Service Indicator Set Details
- Defining 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 and minimum amount combination. When you run the Credit History process, the system applies the linked service indicator to any student or external organization 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 an account and the overdue balance is paid off, the next time you run the Credit History process, the system removes the service indicator.

Related Topics

- 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. After the charges are assigned to aging sets, you can use the Collect Receivables feature to begin the collection process.
- Campus Community Fundamentals: Setting Up Service Indicator Codes and Reasons

Pages Used to Set Up Service Indicator Sets

Page Name	Definition Name	Navigation	Usage
Service Indicator	SRVC_IND_SF_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Service Indicator Sets**, and then **Service Indicator**	Create service indicator sets and define descriptive information for them.

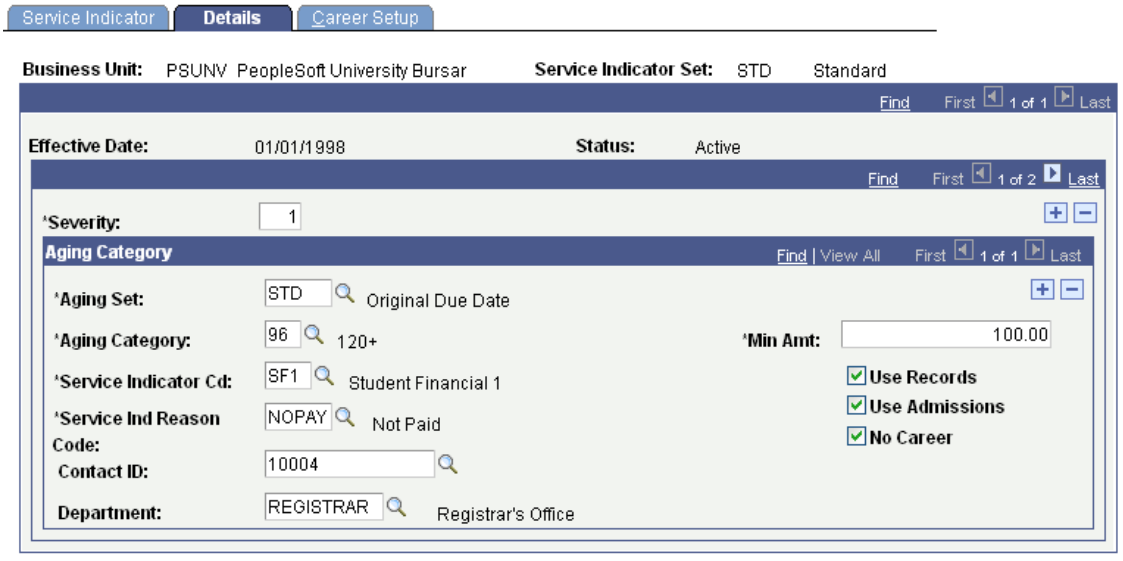
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Page Name	Definition Name	Navigation	Usage
Service Indicator - Details	SRVC_IND_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Service Indicator Sets**, and then **Service Indicator**, and then **Details**	Define service indicator set details.
Service Indicator - Career Setup	SRVC_IND_SF_C	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Service Indicator Sets**, and then **Service Indicator**, and then **Career Setup**	Define eligible academic careers for service indicator sets.

Defining Service Indicator Set Details

Access the Service Indicator - Details page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Service Indicator Sets**, and then **Service Indicator**, and then **Details**).

This example illustrates the fields and controls on the Service Indicator - Details page. You can find definitions for the fields and controls later on this page.



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

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Field or Control	Description
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 that 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 can select all three. You must select the **No Career** check box for external organizations.

Field or Control	Description
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 Student Records and cannot find a match.

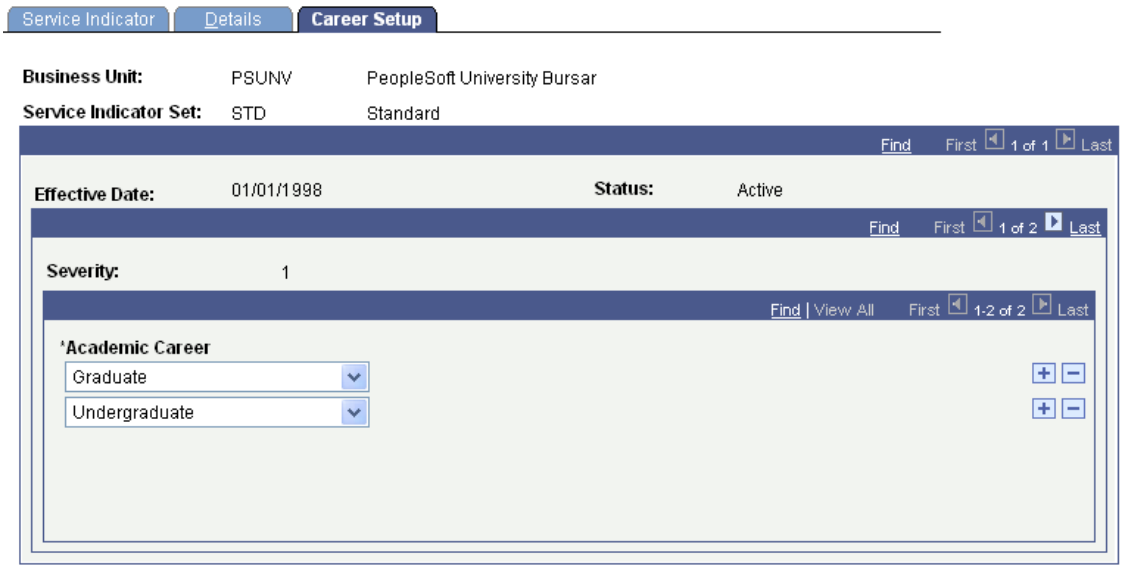
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Field or Control	Description
No Career	Select if you want the system to process the student only if no admissions career or academic career is associated with the student, regardless of whether you selected the **Use Records** check box or the **Use Admissions** check box. Selecting this check box indicates to the system that you want a service indicator placed even if the student is not activated in Student Records or PeopleSoft Student Admissions. This must be selected for external organizations.

Defining Eligible Academic Careers for Service Indicator Sets

Access the Service Indicator - Career Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Service Indicator Sets**, and then **Service Indicator**, and then **Career Setup**).

This example illustrates the fields and controls on the Service Indicator - Career Setup page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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).

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

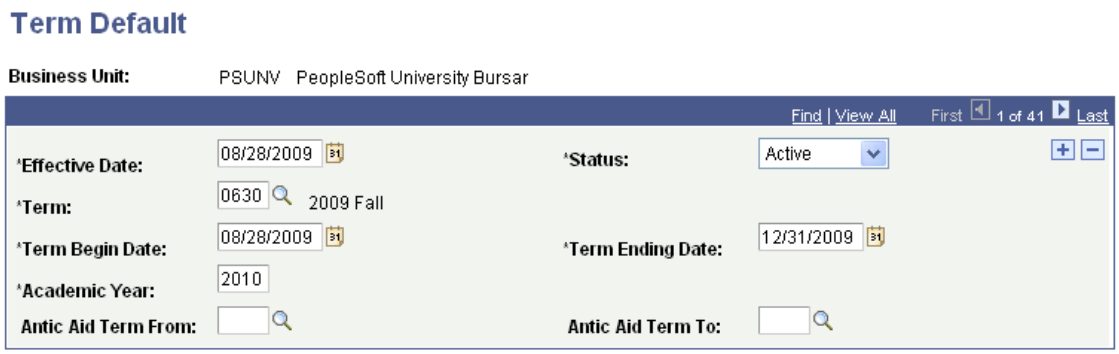
Page Used to Set Up a Default Academic Term

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

Defining Default Academic Terms

Access the Term Default page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **SF Term Default**, and then **Term Default**).

This example illustrates the fields and controls on the Term Default page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Effective Date	Enter the effective date for the SF term that 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).

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

Setting Up and Managing SEPA Mandates

This section discusses:

- Setting Up SEPA Mandates
- Managing SEPA Direct Debit Mandates

Related Topics

- Understanding the Banking Interface for the Netherlands
  Complete these steps to set up and manage bank accounts so that Netherlands students can pay their tuition and fees:

Pages Used to Set Up and Maintain SEPA Mandates

Page Name	Definition Name	Navigation	Usage
Mandate Setup	SSF_SEPA_MND_SETUP	• **Student Financials**, and then **Student Financials NLD**, and then **Bank Accounts Work Center**, and then **SEPA Mandate Setup** • **Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Student Financials NLD**, and then **SEPA Mandate Setup**	Set up a SEPA mandate

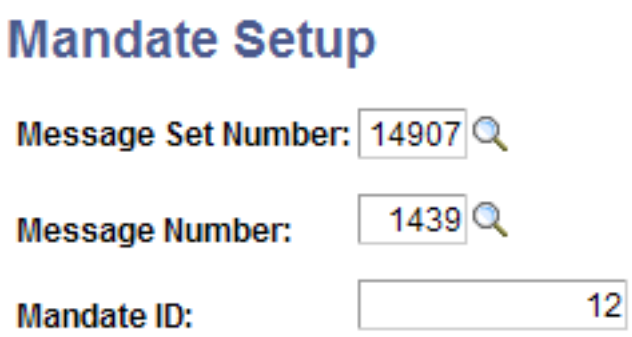
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Page Name	Definition Name	Navigation	Usage
Direct Debit Mandate for Students	SSF_SEPA_MANDATE	• **Student Financials**, and then **Student Financials NLD**, and then **Bank Accounts Work Center**, and then **Maintain SEPA Mandate** • **Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Student Financials NLD**, and then **Maintain SEPA Mandate**	Manage SEPA direct debit mandates

Setting Up SEPA Mandates

Access the Mandate Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Student Financials NLD**, and then **SEPA Mandate Setup**).

This example illustrates the fields and controls on the Mandate Setup page. You can find definitions for the fields and controls later on this page.



Use the Mandate Setup page to set up a SEPA mandate contract.

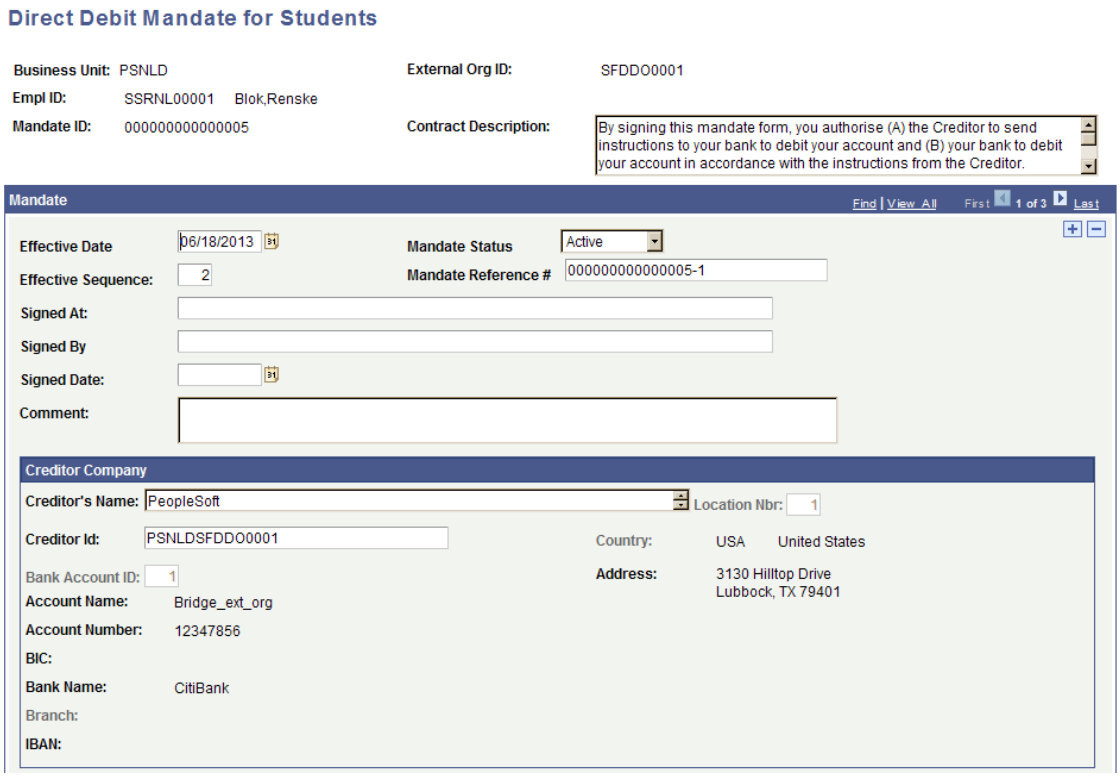
Field or Control	Description
Message Set Number and **Message Number**	Select a message set number and message number. These numbers point to the default contract message that appears on the SEPA contract page when a student contract is created.
Mandate ID	Shows the last mandate number that was created in the system. To use SEPA functionality, you must set the ID to *1*.

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Managing SEPA Direct Debit Mandates

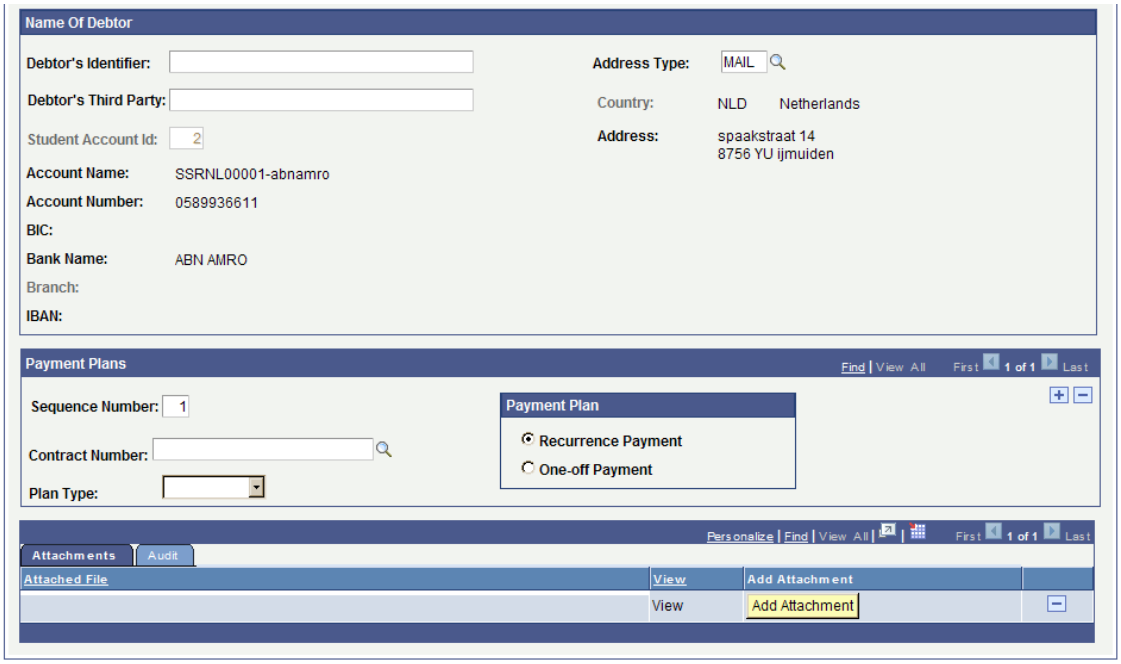
Access the Direct Debit Mandate for Students page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Student Financials NLD**, and then **Maintain SEPA Mandate**).

This example illustrates the fields and controls on the Direct Debit Mandate for Students page 1. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Direct Debit Mandate for Students page 2. You can find definitions for the fields and controls later on this page.

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Use the Direct Debit Mandate for Students page to administer SEPA mandates.

When administering a mandate, you can set mandate information such as the associated business unit and bank account only once. Except for the creditor name and creditor identifier, you are not able to override this information, . Only business units with active bank accounts can be associated with a contract, and only one mandate can be created per student ID. The system automatically checks whether a mandate already exists for the student account ID that you select.

To change address or other account information, click the + icon on the upper right side of the Direct Debit Mandate page to add a new effective-dated row.

Field or Control	Description
Mandate ID	An auto-generated number. You administer this using the Mandate Setup page.
Business Unit	Displays the creditor business unit.
External Org ID	Displays the ID of the external organization that is tied to the business unit.
Contract Description	Displays the standard contract message. You define the contract message using the Mandate Setup page.
Mandate Reference #	Displays the Mandate ID and sequence number of the contract.

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Creditor Company

Field or Control	Description
Creditor's Name	Select the business unit you want to associate to the contract. By default, the name of the creditor business unit that is associated with the contract is displayed. **Note:** Before the mandate can be created, a corporate account must exist for the institution that you select as the creditor. See Setting Up and Managing Corporate and Business Accounts.
Creditor ID	Enter a creditor ID. By default, the business unit ID and external organization ID is used to populate this field.
Bank Account ID	Enter any active bank account ID of the external organization.
Address	Select an address using the **Location Nbr** field. The location number defines an address that is associated to the contract business unit or external organization.

Name of Debtor

Field or Control	Description
Debtor's Identifier	(Optional) Enter an alias for the debtor.
Debtor's Third Party	Enter the name of a parent, guardian, or other third party that should be listed on the SEPA contract. You can also use this field to indicate the mandate debtor reference in case payment is made by a third party.
Address Type	Select the address that should be indicated on the SEPA contract. You can click **Edit Address** to modify the debtor address.
Student Account ID	Select an active student account. The bank-related fields are then populated.

Payment Plans

You can add one or more payment plan and indicate whether it is recurring or one-off.

Attachments

Click Add Attachment to upload signed contracts to the Direct Debit Mandate for Students page.

Related Topics

- Understanding the Banking Interface for the Netherlands
  Complete these steps to set up and manage bank accounts so that Netherlands students can pay their tuition and fees:

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3

Setting Up ePayment Processing

Understanding ePayment Processing

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

For information about ePayment transactions made through an external user interface using SF web services (for example AAWS application fee payment), see Using the SSF_EPAYMENT_TRANS Web Service

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

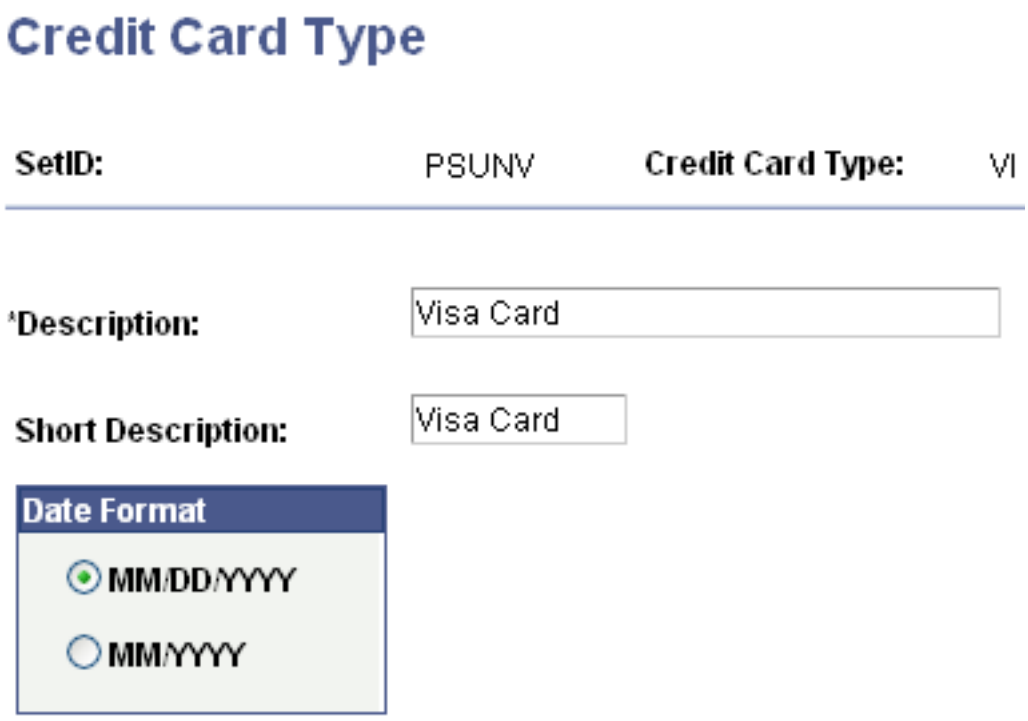
Page Name	Definition Name	Navigation	Usage
Credit Card Type	CREDIT_CARD_TYPE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Credit Card Type**	Define accepted credit card types.

Defining Accepted Credit Card Types

Access the Credit Card Type page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Credit Card Type**).

This example illustrates the fields and controls on the Credit Card Type page. You can find definitions for the fields and controls later on this page.

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Date Format

Select an expiration date format.

Field or Control	Description
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.

Re-encrypting Credit Card, Bank Account Numbers, Security Code Data, and Security Key

To replace a known or suspected compromised encryption key, regenerate the encryption key and convert existing credit card, bank account numbers, and Security Code data using the new key. Periodic key changes can be essential to your institution's encryption key management.

This section provides overviews of encryption and re-encryption and discusses:

- Regenerating the Encryption Key
- Converting Data to Use a Regenerated Encryption Key

Understanding Encryption

PeopleSoft Campus Solutions encryption uses PeopleTools Pluggable Cryptography, which is an advanced security framework that provides a security model for applications to encrypt credit card data.

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Pluggable Cryptography enables you to secure critical PeopleSoft data and communicate securely with other businesses. It enables you to extend and improve cryptographic support for your data in PeopleTools, giving you strong cryptography with the flexibility to change and grow, by incrementally acquiring stronger and more diverse algorithms for encrypting data. In PeopleTools, pluggable cryptography capability is provided by PeopleSoft pluggable encryption technology (PET).

By using the Tools Pluggable Cryptography for strong encryption/decryption, the system encrypts data using 3DES algorithms and 168-bit encryption keys.

To replace a known or suspected compromised key, regenerate the encryption key and convert existing credit card, bank account numbers, and Security Code data using the new key. Periodic key changes can be essential to your institution's encryption key management.

This section provides an overview of how to regenerate the encryption key and convert credit card, bank account numbers, and Security Code data using the new key.

Understanding Re-encryption

When you change the encryption key at any time after the initial conversion, you must also re-encrypt all of your credit card, bank account numbers, and Security Code data using that key. Predefined encrypt and decrypt profiles are delivered with Campus Solutions re-encryption. These profiles specify multiple user-defined steps applying various algorithms and keys to the data in a specified order and supporting various encryption standards and third-party encryption libraries.

Use the following parameters for Campus Solutions re-encryption.

Parameter	Value
Encrypt Profile ID	*CS_CREDIT_CARD_ENCRYPT*
Algorithm ID (encrypt)	*3des_ks168_cbc_encrypt*
Keyset ID	*CSCreditCard*
Decrypt Profile ID	*CS_CREDIT_CARD_DECRYPT*
Algorithm ID (decrypt)	*3des_ks168_cbc_decrypt*

> **Note**
>
> You can create your own profiles or modify the delivered ones. However, we do not recommend it. If you do, you must be very careful to use the appropriate values for whatever you create or modify.

To change the credit card encryption key and re-encrypt the data, do the following:

1. Navigate to the **Generate Encryption Key** page **(Set Up SACR**, and then **Common Definitions**, and then **Encryption**, and then **Generate Encryption Key).**
2. Click the **Generate Random Key** button to generate a new random hexadecimal encryption key.

   Clicking this button generates a new, random hexadecimal encryption key. You can modify this key. However, you must format it as a 24-byte string in hexadecimal notation. The first two characters must be *0x,* and the remainder must be exactly 48 characters consisting of a combination of numeric digits and the lowercase letters *a* through *f.*

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3. Copy the regenerated encryption key.
4. Navigate to the **Algorithm** page **(PeopleTools**, and then **Security**, and then **Encryption**, and then **Algorithm Keyset)** for the encrypt algorithm ID and keyset ID *(3des_ks168_cbc_encrypt* and *CSCredi Card).*
5. Paste the regenerated encryption key value in the **Key Value** field, replacing the previous value, and save the page.
6. Navigate to the **Convert Encryption** page **(Set Up SACR**, and then **Common Definitions**, and then **Encryption**, and then **Convert Encryption).**
7. Confirm that the encrypt and decrypt profile IDs are correct, then click the **Run** button to start the conversion process.

   The Credit Card Conversion process converts each field in the grid. If the process fails for any reason, the process can be restarted in the standard way and the process picks up where it left off. If the process cannot be restarted, the process can be run from the beginning and it automatically bypasses fields that have already been processed.

> **Warning**
>
> You must complete steps 1-7 to encrypt and run the conversion process prior to completing the next steps, which set up decryption.

8. Navigate back to the **Algorithm** page **(PeopleTools**, and then **Security**, and then **Encryption**, and then **Algorithm Keyset)** for the decrypt algorithm ID and keyset ID *(3des_ks168_cbc_decrypt* and *CSCreditCard).*
9. Paste the regenerated encryption key value in the **Key Value** field, replacing the previous value, and save the page.

See the product documentation for *PeopleTools: Security Administration*.

Related Topics

- Defining Keyword Edit Tables and a Null Due Date
  Access the SF Installation 2 page (**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation 2**).
- Processing ePayment Service Requests

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Pages Used to Re-Encrypt and Convert Data

Page Name	Definition Name	Navigation	Usage
Generate Encryption Key	SSF_CC_ENCRYPT_KEY	**Set Up SACR**, and then **Common Definitions**, and then **Encryption**, and then **Generate Encryption Key**	Use this utility to change the key used to encrypt credit card, bank account numbers, Security Code data, and Security Key. **Note:** When you change the key, you must also run the conversion utility to re-encrypt credit card numbers using the new encryption key. Never change the key without also running the conversion.
Convert Encryption	SSF_CC_RUN_CNVRT	**Set Up SACR**, and then **Common Definitions**, and then **Encryption**, and then **Convert Encryption**	Perform conversion of credit card numbers to use a regenerated credit card encryption key.
Algorithm Keyset	CRYPT_KEYSET	**PeopleTools**, and then **Security**, and then **Encryption**, and then **Algorithm Keyset**	Copy the regenerated key to the key value field on this page for the encrypt profile prior to running the conversion process. After running the conversion process, copy the regenerated key to the key value field on this page for the decrypt profile.
Process Scheduler	PRCSRQSTDLG	Click the **Run** button on the Convert Encryption page.	Run the SSF_CC_CNVRT conversion process to convert existing credit card data using the regenerated credit card encryption key.

Regenerating the Encryption Key

Access the Generate Encryption Key page (**Set Up SACR**, and then **Common Definitions**, and then **Encryption**, and then **Generate Encryption Key**).

This example illustrates the fields and controls on the Generate Encryption Key page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Generate Random Key	Click to have the system generate a random key in the format needed by the encryption algorithms used for credit card encryption and decryption profiles.

Converting Data to Use a Regenerated Encryption Key

Access the Convert Encryption page (**Set Up SACR**, and then **Common Definitions**, and then **Encryption**, and then **Convert Encryption**).

This example illustrates the fields and controls on the Convert Encryption page. You can find definitions for the fields and controls later on this page.

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Convert Encryption

Run Control ID: PS Report Manager Process Monitor Run

Decryption Profile ID CS_CREDIT_CARD_DECRYPT

Encryption Profile ID CS_CREDIT_CARD_ENCRYPT

Customize | Find | First 1-27 of 27 Last

Record (Table) Name	Field Name	Crypt Action
ADM_APPL_TENDER	CR_CARD_NBR	Decrypt, then Encrypt
ADM_APPL_TENDER	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
AV_EP_ADJ_GIFT	AV_CR_CARD_NBR	Decrypt, then Encrypt
AV_EP_ADJ_MBR	AV_CR_CARD_NBR	Decrypt, then Encrypt
AV_EP_GIFT_DTL	AV_CR_CARD_NBR	Decrypt, then Encrypt
AV_EP_MBR_DTL	AV_CR_CARD_NBR	Decrypt, then Encrypt
AV_EP_TRANS_LOG	AV_CR_CARD_NBR	Decrypt, then Encrypt
AV_INVLV_G_HDR	AV_CR_CARD_NBR	Decrypt, then Encrypt
CSH_OFF_RCPT_T	CR_CARD_NBR	Decrypt, then Encrypt
CSH_OFF_RCPT_T	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
GROUP_LINE	CREDIT_CARD_NBR	Decrypt, then Encrypt
GROUP_LINE	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
PAYMENT_TBL	CREDIT_CARD_NBR	Decrypt, then Encrypt
PAYMENT_TBL	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
QUICK_POST_TBL	CREDIT_CARD_NBR	Decrypt, then Encrypt
QUICK_POST_TBL	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
REFUND_CC_INFO	CREDIT_CARD_NBR	Decrypt, then Encrypt
REFUND_CHECK	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
SF_ACCT_PROFILE	CR_CARD_NBR	Decrypt, then Encrypt
SF_ACCT_PROFILE	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
SF_PAYMENT	CR_CARD_NBR	Decrypt, then Encrypt
SF_PAYMENT	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
SF_PAYMENT_LOG	CR_CARD_NBR	Decrypt, then Encrypt
SF_PAYMENT_LOG	SSF_BNK_ACCT_NUM	Decrypt, then Encrypt
SSF_PAYMENT_CVV	SSF_CVV_NUM	Decrypt, then Encrypt
SCC_MERCHANT	SCC_EPAY_SEC_KEY	Decrypt, then Encrypt
AV_EP_PMT_CVV	AV_CVV_NUM	Decrypt, then Encrypt

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Field or Control	Description
Decryption Profile ID and **Encryption Profile ID**	Default profile IDs are set on the SF Installation 2 page **(Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation 2).** PeopleTools Pluggable Cryptography framework provides the delivered profiles of *TRIPLE DES ENC B64* and *TRIPLE DES DEC B64*. Campus Solutions has enhanced the PeopleTools profiles specifically for Campus Solutions re-encryption. The predefined, enhanced profiles delivered with Campus Solution are *CS_CREDIT_CARD_DECRYPT* and *CS_CREDIT_CARD_ENCRYPT.* Profiles specify multiple user-defined steps applying various algorithms and keys to the data in a specified order and supporting various encryption standards and third-party encryption libraries. The decrypt profile must be the same profile and have the same keys used to encrypt the data as it is. The encryption profile must contain the new keys and algorithm to which you are converting. Therefore, when using the delivered CS profiles, you must change the key value on the Algorithm Keyset page for the encrypt profile and associated algorithm, before running the conversion process. After running the conversion, you must modify the decrypt profile to include the new key.
Crypt Action	*Decrypt, then Encrypt* is the action set to occur when you run the Credit Card Conversion process. The process first decrypts the credit card, account numbers, and Security Code data using the old algorithm and keys, and then encrypts it with the new set of algorithm and keys.

Setting Up Payment Merchants

Important

PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

A flexible interface supports the processing of credit card and eCheck transactions. The interface uses a flexible adapter-based model to support the transmission of electronic payment transactions. You can use either the Integration Broker-based interface or the Business Interlinks interface to send electronic payment transactions to third party payment processors. The Integration Broker interface provides Security Code support but the Business Interlinks interface does not.

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> **Warning**
>
> Before you read this section, see Campus Solutions Application Fundamentals: Setting Up Adapters for information about the Adapter Type Table and Adapter Table components. The components are used to define the adapters that are used in electronic payment and hosted payment processing.

To set up Payment merchants, use the Payment Merchant (SCC_MERCHANT) component.

Page Used to Set Up Payment Merchants

Page Name	Definition Name	Navigation	Usage
Payment Merchant	SCC_MERCHANT	**Set Up SACR**, and then **Common Definitions**, and then **Electronic Payments**, and then **Payment Merchant**, and then **Payment Merchant**	Define electronic payment merchants.

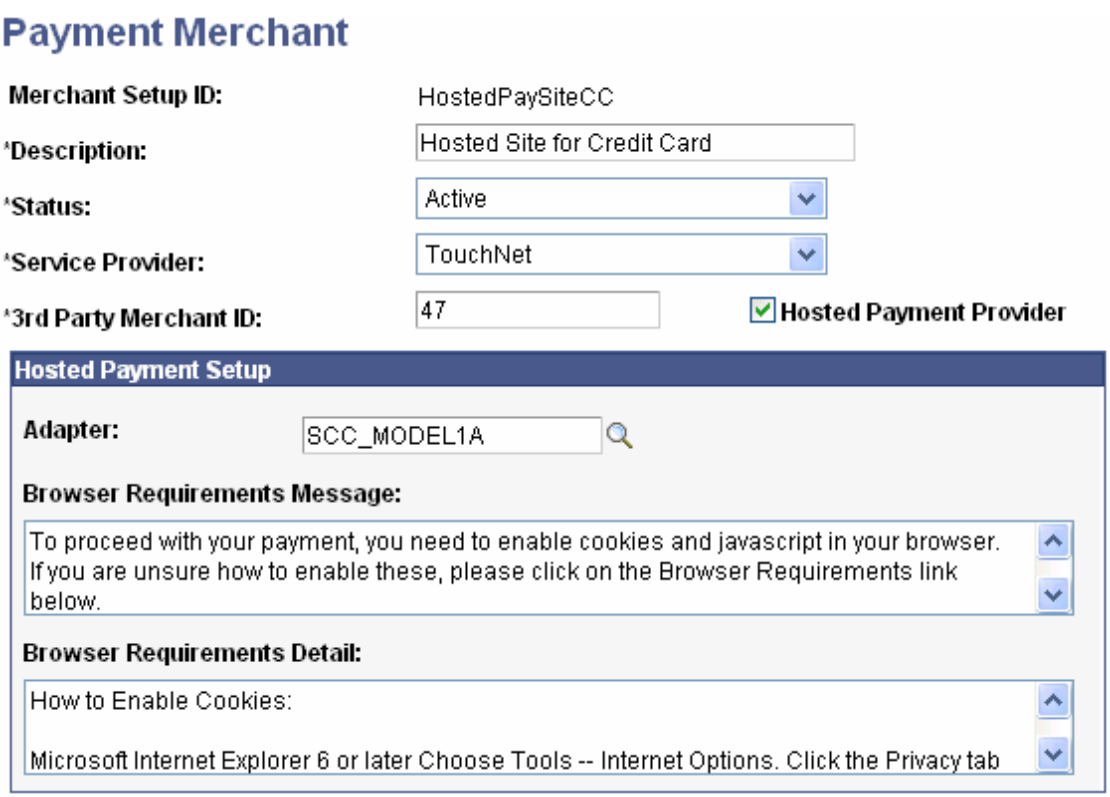
Defining Electronic Payment Merchants

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Access the Payment Merchant page **Set Up SACR**, and then **Common Definitions**, and then **Electronic Payments**, and then **Payment Merchant**, and then **Payment Merchant**).

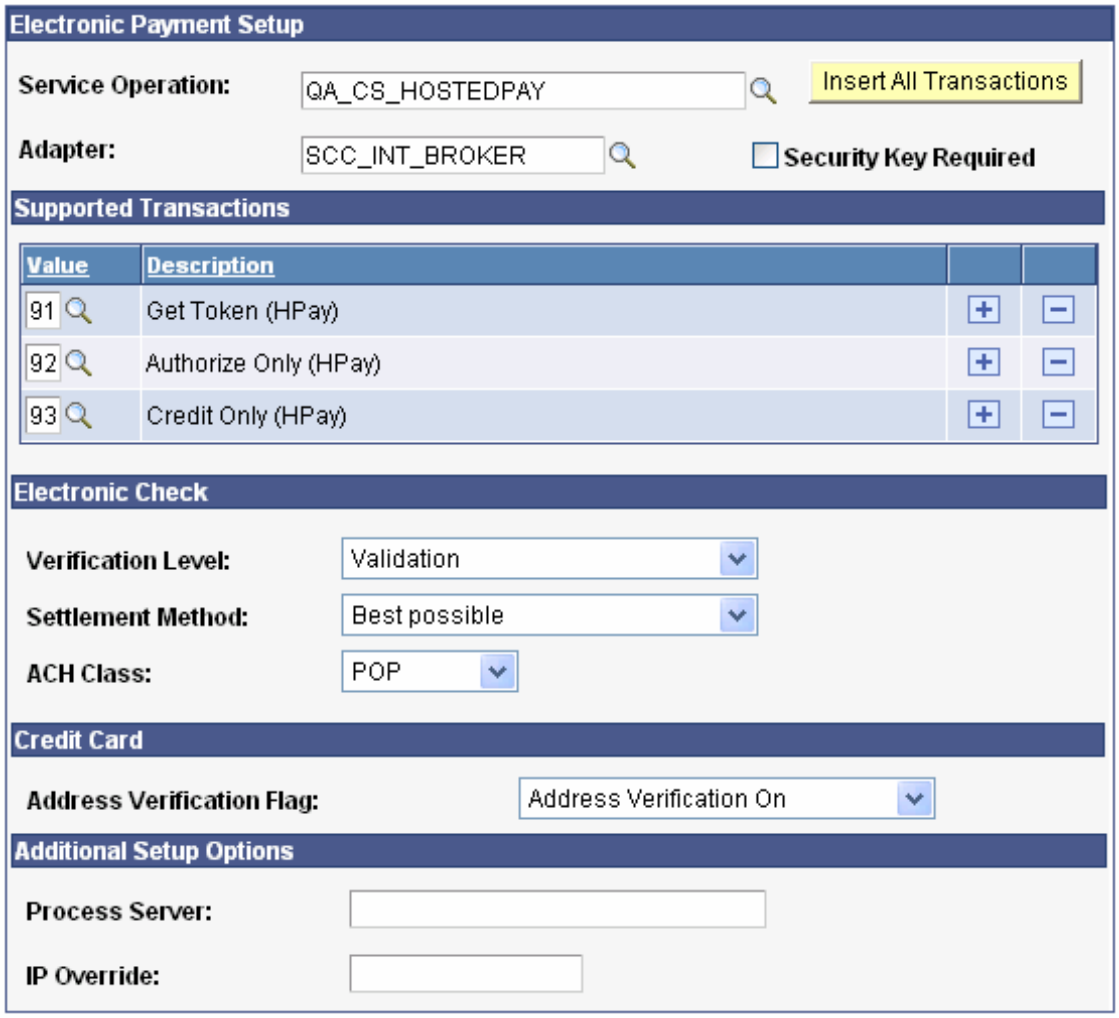
This example illustrates the fields and controls on the Payment Merchant page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Payment Merchant page (2 of 2). You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Service Provider	Select a service provider: *Cybersource, TouchNet,* or *Unsupported.* This field is informational only.
3rd party Merchant ID	Enter the merchant name.
Hosted Payment Provider	Select this check box to identify the payment merchant as a hosted payment provider. If you select this check box: • The **Hosted Payment Setup** group box becomes available. • The **Security Code Supported** check box in the **Credit Card** group box is not available, because that control is established (as well as collected) at the hosted payment (third party) site. See Understanding ePayment Transactions.

Hosted Payment Setup

This group box is available only if the **Hosted Payment Provider** check box is selected.

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Field or Control	Description
Adapter	Select the adapter to be used by the hosted payment merchant to process hosted payment transactions.
Browser Requirements Message and **Browser Requirements Detail**	Enter a browser-related message, or browser-related detail about browser requirements, that an application can display to a user before the user is transferred to the third party hosted site.
Browser Requirements Message	For schools that use hosted payment, the message that you enter here appears on the Make a Payment - Confirm Payment page if the **Display Browser Message** check box is selected on the Electronic Payments (Institution Set) setup page.
Browser Requirements Detail	For schools that use hosted payment, the detail that you provide here appears when students click the **Browser Requirements** link on the Make a Payment - Confirm Payment page if the **Display Browser Message** check box is selected on the Electronic Payments (Institution Set) setup page. See Campus Self Service: Defining Self-Service ePayments for Institution Sets.

Electronic Payment Setup

Field or Control	Description
Service Operation	Select the service operation to be used by the adapter when processing the electronic or hosted payment transaction request. This field is required only if you use the Integration Broker based adapter (SCC_INT_BROKER).
Adapter	Select the adapter to be used by this merchant to process electronic payment transactions using the electronic payment interface.
Insert All Transactions	Click this button to insert all transactions into the **Supported Transactions** group box.
Security Key Required	Use this check box to indicate that a special security token or password is needed to process transactions. If you select this check box, the **Security Key Setup** group box becomes available.

Security Key Setup

This group box is available only if you select the **Security Key Required** check box.

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Field or Control	Description
Key	This field contains the security token or password that might be required by a third party payment processor. This field is encrypted using the encryption profiles from the SF Installation table.

Supported Transactions

The following services are available for the ePayment API. Check with your third party provider for a list of supported services.

Field or Control	Description
Value	Select a value for the supported transactions. Credit Card transactions: • *1: Authorize Only* • *2: Authorize and Bill* • *3: Bill Only* • *4: Credit Only* eCheck transactions: • *5: Make Payment* • *6: Apply Credit* Hosted transactions: • *91: Get Token* • *92: Authorize Only* • *93: Credit Only*

Electronic Check

Field or Control	Description
Verification Level	Select the level of verification that the system uses for eCheck payments. If a valid value is not entered on the transaction request, the value that you select here is used. *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.

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Field or Control	Description
Settlement Method	Select the default method that the system uses to deliver settlements to and from your students' banks. If a valid value is not entered on the transaction request, the value that you select here is used. *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.
ACH Class	Select the default value for ACH Class data element used by eCheck transactions. If a valid value is not entered on the transaction request, the value that you select here is used. The values are: • *ARC* (Accounts Receivable Entries): Checks received by a merchant through mail or drop box and presented as a HYPERLINK "http://www.nationalach.com" ACH entry. • *POP* (Point-of-Purchase): A check presented in-person to a merchant for purchase is presented as a HYPERLINK "http://www.nationalach.com" ACH entry instead of a physical check. • *TEL* (Telephone Initiated-Entry) Verbal authorization by telephone to issue a HYPERLINK "http://www.nationalach.com" ACH entry such as checks by phone. • *WEB* (Web Initiated-Entry): Electronic authorization through the Internet to create a HYPERLINK "http://www.nationalach.com" ACH.

Credit Card

Important

PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

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Field or Control	Description
Security Code Supported	Select this check box to indicate that the merchant supports the sending of Security Code values. You must clear this check box for merchants using Business Interlink based integration technology. Because the Security Code is captured at the third party site for hosted payment transactions, this check box is not available for hosted payment providers—that is, where the **Hosted Payment Provider** check box is selected. See Understanding ePayment Transactions.
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 is declined, but the credit card funds are set aside. If a valid value is not entered on the transaction request, the value that you select here is used for credit card transactions. This field also appears on the SF Merchants page.

Additional Setup Options

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Field or Control	Description
Process Server	This field holds the location of the Process Server used by the Business Interlink based credit card and eCheck transactions. This field is only relevant if you are using the Business Interlinks and the Business Interlink adapter (SCC_BUS_INTERLINK).
IP Override	This field is used by the credit card and eCheck business interlinks and is passed through the ip_address input property. This field is also used as a default IP address for transactions processed by the Integration Broker based adapter for electronic payment transactions that require this field.

See *Electronic Payment Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

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Related Topics

- Understanding ePayment Transactions
  PeopleSoft Student Financials enables your institution to receive payments for charges by eCheck or credit card through cashiering and over the web using self-service functionality. The rules that your institution defines for accepting, verifying, and authorizing transactions are established when you set up your Student Financials (SF) merchant and SF institution set.

Setting Up Payment Applications

This section discusses how to set up payment applications.

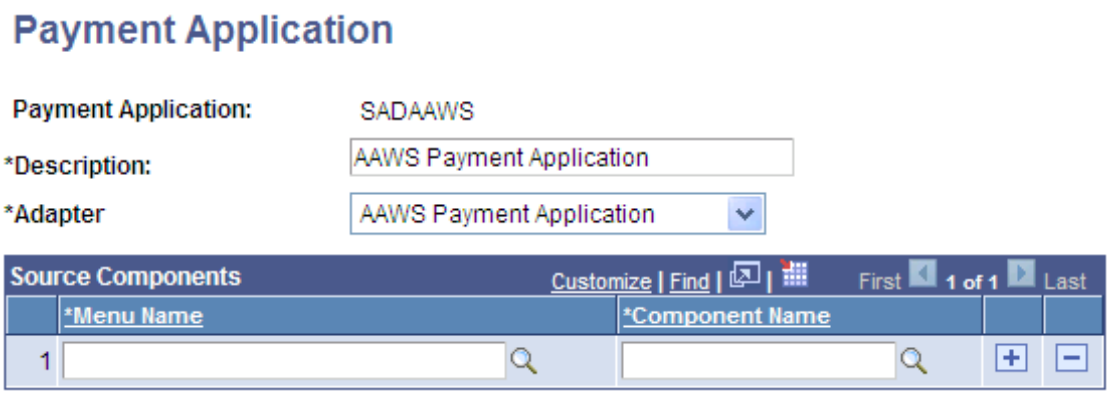
Page Used to Set Up Payment Applications

Page Name	Definition Name	Navigation	Usage
Payment Application	SCC_PAYMENT_APPL	**Set Up SACR**, and then **Common Definitions**, and then **Electronic Payments**, and then **Payment Applications**, and then **Payment Application**	Set up payment applications.
SF Electronic Payments	SSF_ELEC_PMTS	**Set Up SACR**, and then **Common Definitions**, and then **Self Service**, and then **Student Financials**, and then **SF Electronic Payments**	Set up electronic payments for self service.

Setting Up Payment Applications

Access the Payment Application page (**Set Up SACR**, and then **Common Definitions**, and then **Electronic Payments**, and then **Payment Applications**, and then **Payment Application**).

This example illustrates the fields and controls on the Payment Application page. You can find definitions for the fields and controls later on this page.



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The hosted payment framework identifies the source of a transaction through its Payment Application registry. Payment applications are also used to derive the adapter that retrieves payment-related information, perform updates to the application transaction tables, and sends the user back to the appropriate component or URL.

Payment Applications and the corresponding payment application adapters are considered system data and follow a naming convention. The records should be prefixed with the appropriate Owner ID (for example, SAD).

Processing Admissions Application Web Service Fee

The AAWS payment application adapter selects the SF Payment records to fill in the ePayment Request class and updates the SF Payment using the attributes of the ePayment Response class after the transaction handle is returned by the third party.

The ADM_APPL_NBR is passed to the payment application adapter as the application key. When instantiated, the adapter selects the maximum SF_PMT_REF_NBR from the SAD_APL_TND_STG. It relies on the ePaymentBase class to set the Request class properties for use of the hosted payment framework in formulating the string required to transfer to the third party.

Some attributes, like address, name, and phone, are not stored in the SF Payment but are part of the ePayment Request class. These values are passed to the third party and displayed as payment defaults to the applicant in the third party host page. To fill these attributes, a Constituent class gathers the payment defaults based on the SF Merchant attributes.

For inbound transactions, the AAWS Payment Application adapter relies on its super class to update the SF Payment with the session ID and last 4 digits of the credit card or account number. The AAWS fee process does not store the last 4 digits of the credit card/account number.

See:

- Recruiting and Admissions: Understanding AAWS
- Recruiting and Admissions: Understanding Admission Transactions Setups

Related Topics

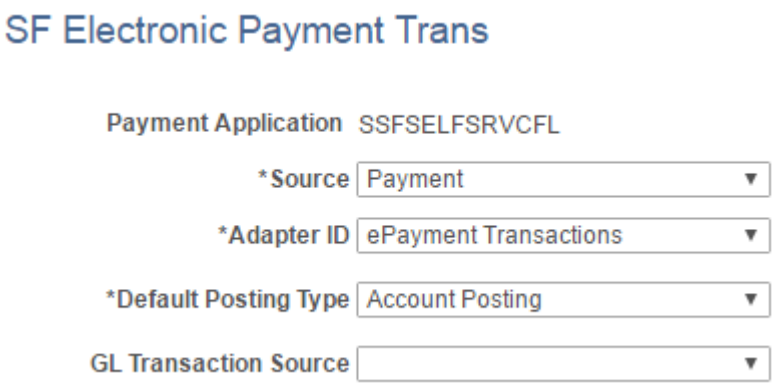
- Campus Solutions Application Fundamentals: Understanding Adapters

Setting Up Electronic Payments for Self Service

Access the SF Electronic Payment Trans page (**Set Up SACR**, and then **Common Definitions**, and then **Self Service**, and then **Student Financials**, and then **SF Electronic Payments**).

This example illustrates the fields and controls on the SF Electronic Payment Transaction page. You can find definitions for the fields and controls later on this page.

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The Payment Application ID allows the hosted payment framework to instantiate the payment application adapter.

The system uses the Payment Application ID and other values selected on the SF Electronic Payment Trans setup page to create a Payment Application Key. The Payment Application Key allows the adapter to retrieve, validate, and update the transaction. These data elements must be passed to the third-party payment provider, and the third-party payment provider must pass it back to Campus Solutions.

Field or Control	Description
Payment Application (payment application ID)	Campus Solutions provides the following Payment Application IDs: • SADAAWS (AAWS Hosted Payment) • SAVINVOLVEMENT (Contributor Relations Mobile) • SSELVSRVCFL (Self Service Make a Payment through Fluid user interface) • SSFSELFSRVCTF (Self Service Make a Payment for Request Official Transcript through Fluid user interface)
Default Posting Type	For payments related to requests for official transcripts through Fluid user interface, select *GL Posting*.
GL Transaction Source	For payments related to requests for official transcripts through Fluid user interface, select *Official Transcript Fee*.

Related Topics

- Setting Up Electronic Payments for Self Service
  Access the SF Electronic Payment Trans page (**Set Up SACR**, and then **Common Definitions**, and then **Self Service**, and then **Student Financials**, and then **SF Electronic Payments**).

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Testing Payment and Hosted Payment Transactions

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

The Electronic Payment Test component allows testing of ePayment and hosted payment transactions. This page also serves as a run control page for the batch testing component (SCC_EPAY_TST – Epayment Batch Test).

Page Used to Test Payment and Hosted Payment Transactions

Page Name	Definition Name	Navigation	Usage
Electronic Payment Test	SCC_EPAYMENT_TEST	**Set Up SACR**, and then **Common Definitions**, and then **Electronic Payments**, and then **Electronic Payment Test**	Test ePayment and hosted payment transactions.

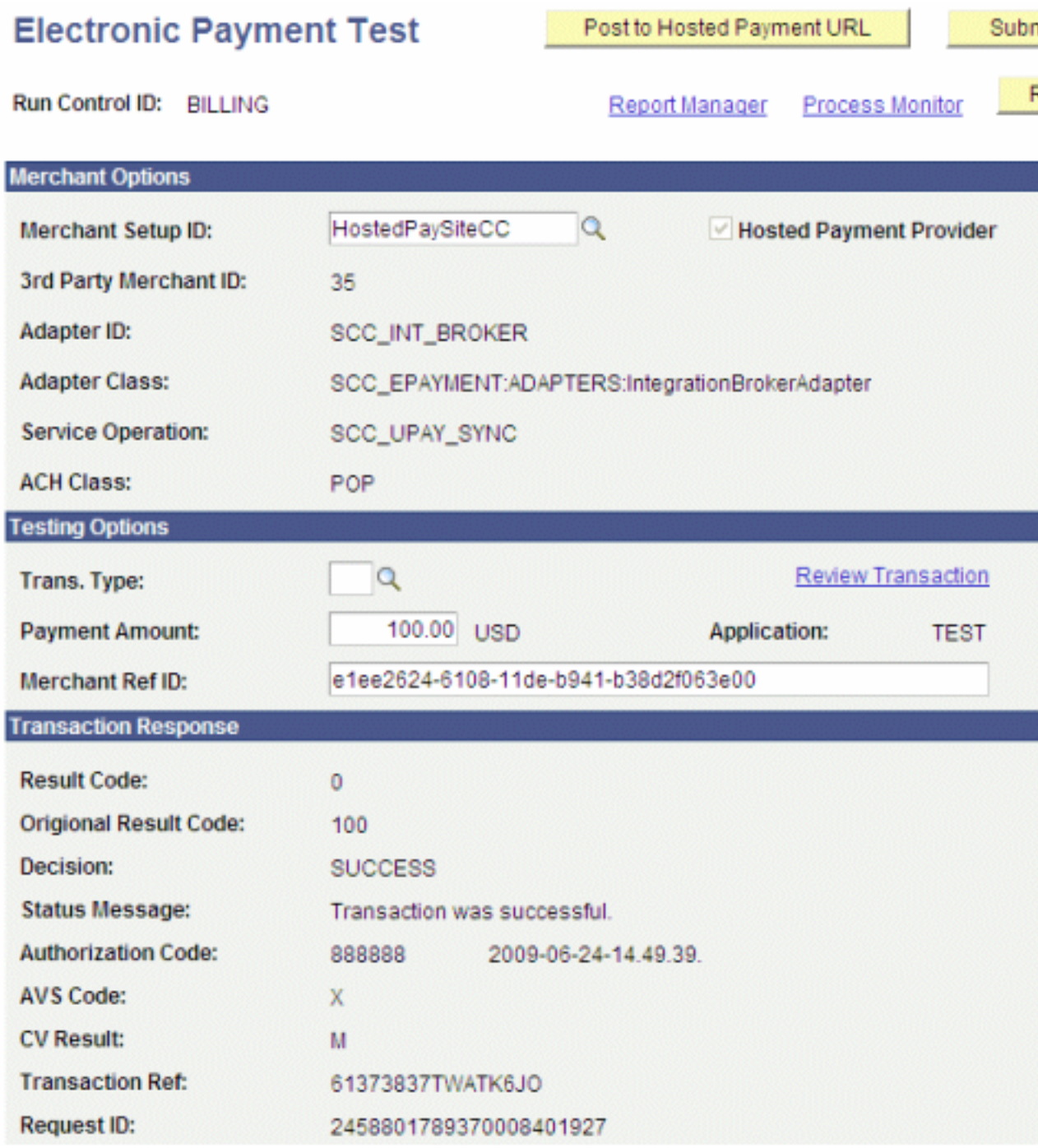
Testing ePayment and Hosted Payment Transactions

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Access the Electronic Payment Test page (**Set Up SACR**, and then **Common Definitions**, and then **Electronic Payments**, and then **Electronic Payment Test**).

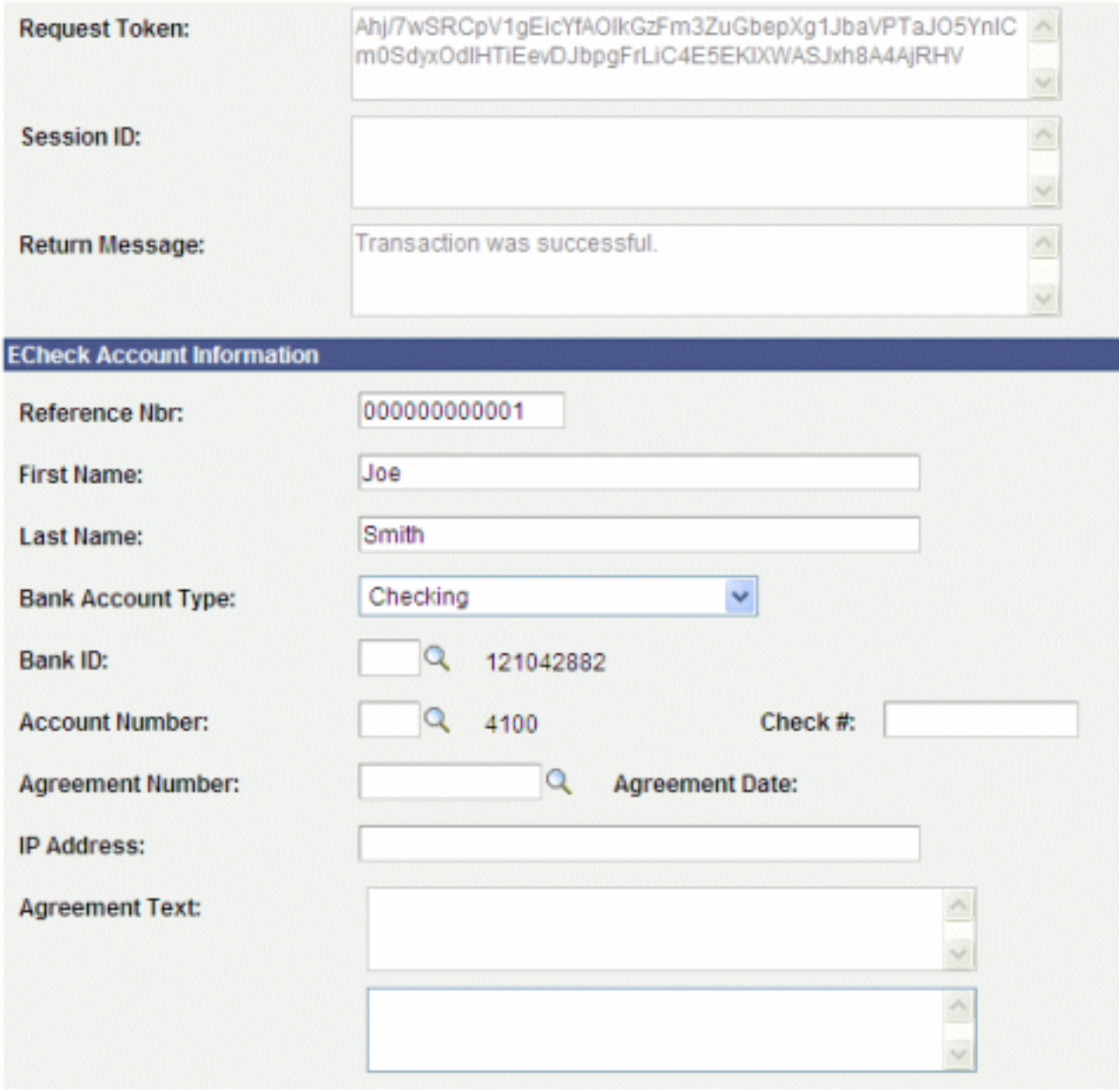
This example illustrates the fields and controls on the Electronic Payment Test page (1 of 4). You can find definitions for the fields and controls later on this page.

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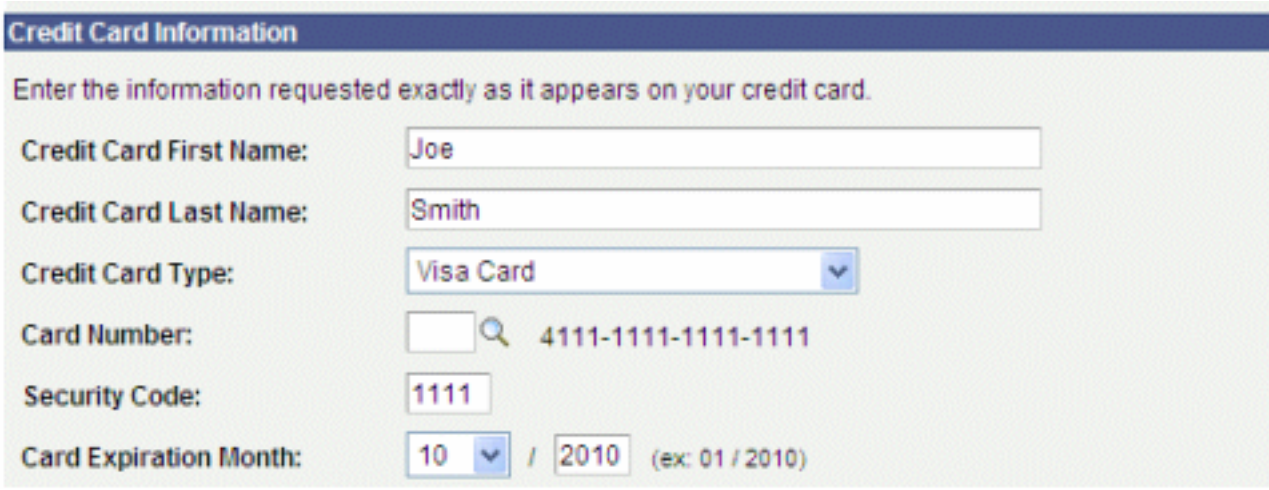
This example illustrates the fields and controls on the Electronic Payment Test page (2 of 4). You can find definitions for the fields and controls later on this page.

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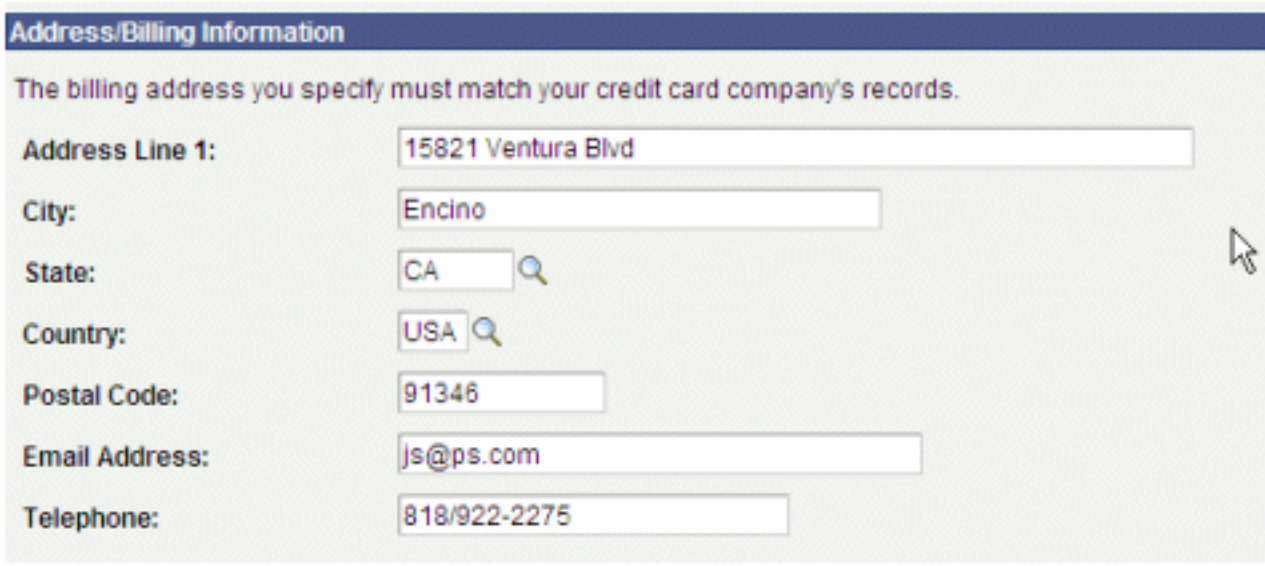


This example illustrates the fields and controls on the Electronic Payment Test page (3 of 4). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Electronic Payment Test page (4 of 4). You can find definitions for the fields and controls later on this page.



Field or Control	Description
Post to Hosted Payment URL	Click this button to cause a redirect to the third party URL where a sample payment can be made. The third party site should redirect you back to this page after the payment is made. You can then authorize the payment by using the **Trans. Type** field to select the *Authorize Only (92)* transaction. **Note:** The **Session ID** field should be updated after you select either *Authorize Only (92)* or *Credit Only (93)* transaction. This button is available only for payment merchants who are hosted payment providers.
Submit	Click this button to submit the transaction using the Electronic Payment API.

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Field or Control	Description
Run	Click this button to run the batch electronic payment test program. This program tests credit card and eCheck transactions (Authorize and Debit) to make sure that these transactions function correctly in a batch environment (this is more relevant when using the Business Interlink adapter). When you initiate the batch run job, be sure to select only Transaction Type 1 – Authorize Only (CC) or Transaction Type 5 – Make a Payment (ACH).

Merchant Options

Field or Control	Description
Merchant Setup ID	Select a Merchant Setup ID. Values are defined in the Payment Merchant setup component (Set Up SACR, Common Definitions, Electronic Payments, Payment Merchant, Payment Merchant).

> **Note**
>
> The remaining fields in this section are informational only and appear based on the setup in the Payment Merchant setup component and the Adapter Type Table and Adapter Table setup components.

Testing Options

Field or Control	Description
Trans. Type (transaction type)	Select the type of transaction to be processed. The valid values for this field are defined in the Supported Transactions section of the Payment Merchant setup page (Set Up SACR, Common Definitions, Electronic Payments, Payment Merchant, Payment Merchant).
Merchant Ref ID	Enter a value that uniquely identifies the transaction that is sent to the third party processor. If this field is left blank it is programmatically populated with a uniquely generated ID.

Transaction Response

This section of the page contains the results of the transaction request. The fields all appear based on properties of the Transaction Response class that is returned from the Electronic Payment Manager class.

Related Topics

- Setting Up Payment Merchants

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Setting Up SF Merchants

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

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

This section provides an overview of SF merchants and discusses how to define ePayment processing parameters.

Understanding SF Merchants

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. You can use an SF merchant to set up credit card and eCheck processing for 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 student self service, then you must establish multiple credit card SF merchants to handle these different processing rules.

Page Used to Set Up SF Merchants

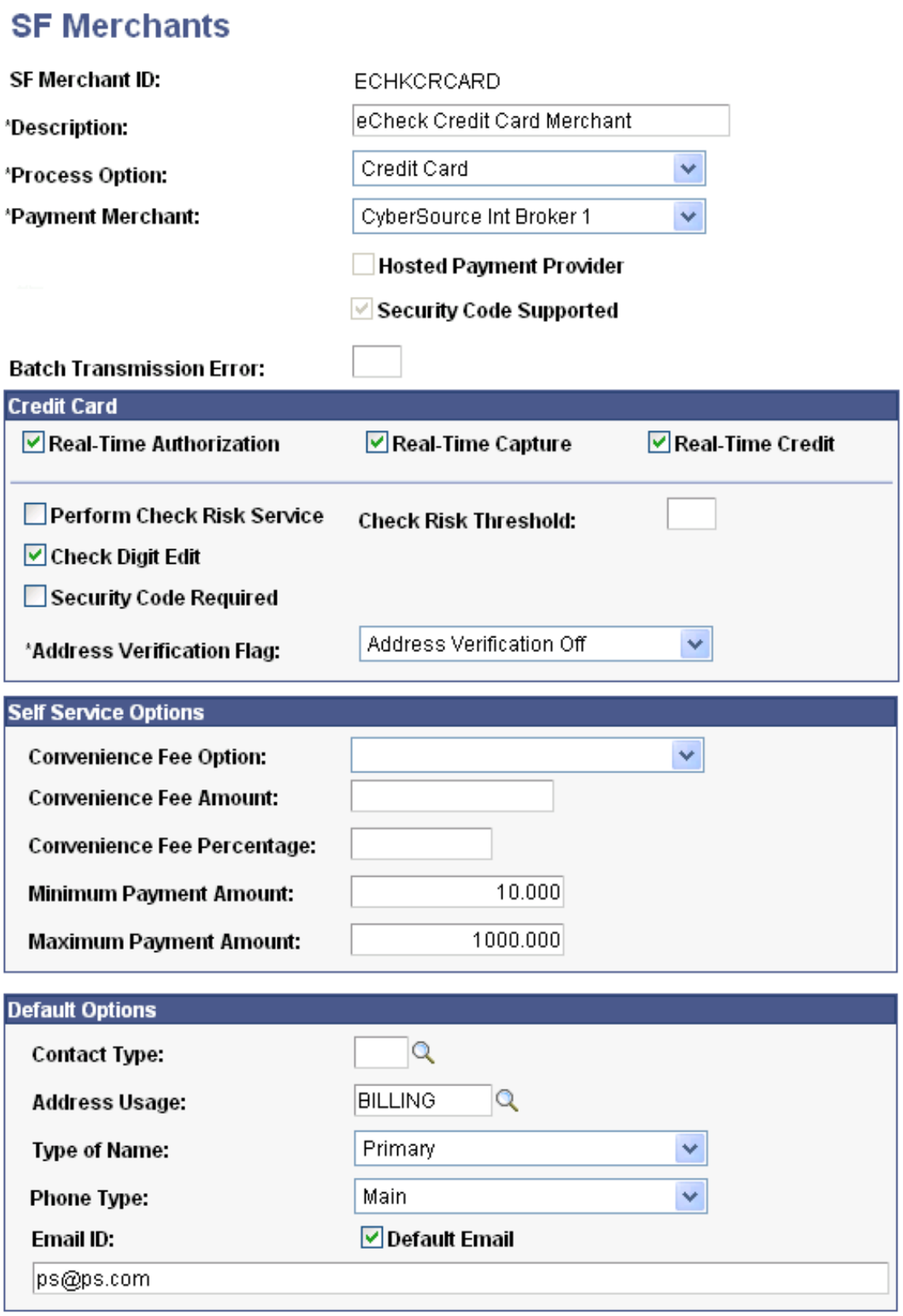
Page Name	Definition Name	Navigation	Usage
SF Merchants	MERCHANT_TBL	**Set Up SACR**, and then **Common Definitions**, and then **Self Service**, and then **Student Financials**, and then **SF Merchants**	Define ePayment processing parameters. Used for cashiering offices and student self service.

Defining ePayment Processing Parameters

Access the SF Merchants page **Set Up SACR**, and then **Common Definitions**, and then **Self Service**, and then **Student Financials**, and then **SF Merchants**).

This example illustrates the fields and controls on the SF Merchants page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Process Option	Select the type of transaction that is governed by the SF Merchant rules that you are defining: *Credit Card* or *Electronic Check*.
Payment Merchant	Enter the Payment Merchant that you wish to use for this SF Merchant. The ID can 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*.
Hosted Payment Provider	If the payment merchant that you select on this page is a hosted payment provider and you selected the **Hosted Payment Provider** check box on the Payment Merchant page, the check box on this page appears selected and unavailable for edit. If the payment merchant that you select on this page is not a hosted payment merchant, the **Hosted Payment Provider** check box appears on this page but is cleared and is not available for edit.
Security Code Supported	If you select the **Security Code Supported** check box on the Payment Merchant page to indicate that the merchant supports the sending of Security Code values, the check box on this page appears selected and unavailable for edit. This check box does not appear for hosted payment providers.
Batch Transmission Error	Enter the maximum number of batch transmission errors that you want the system to allow before canceling the batch transmission.

Credit Card

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

This group box appears if you select *Credit Card* in the **Process Option** field. Use it to enter credit card–specific processing parameters. Check with your third party provider for a list of supported services.

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> **Note**
>
> For AAWS application fee payments, the **Real-Time Authorization** and **Real-Time Capture** check boxes are selected by default and are not available for edit. **The Real-Time Credit** check box is available but should not be selected for AAWS application fee payments.

Field or Control	Description
Real-Time Authorization	Select to authorize credit card transactions in real time, 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 **Real-Time Capture** check box becomes available. For hosted payment providers, this check box is selected and is not available for edit.
Real-Time Capture	Select to capture credit card transactions in real time, actually transferring funds to your institution as the transaction takes place. If you clear this check box, you must capture credit card transactions in batch mode. For hosted payment providers, this check box is selected and is not available for edit.
Real-Time Credit	Select to credit in real time when you void credit card payments originating from cashiering offices. **Note:** Do not select this check box for self-service transactions because you can only process credits for self-service transactions in batch.
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. This check box is not available for hosted payment providers.
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. This check box is not available for hosted payment providers.

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Field or Control	Description
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. This check box is not available for hosted payment providers.
Security Code Required	This check box is available only for credit card merchants. The check box does not appear if the merchant is a hosted payment provider. If you select this check box, the **Security Code** field is available as a required field on all pages that accept credit card transactions—Cashiering, Make a Payment, and Purchase Miscellaneous Items. The **Security Code** field does not appear on any inquiry pages. **Note:** The Security Code is supported only if you use the Integration Broker interface for credit card processing. Do not select the check box if you use Business Interlinks.
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 is then declined, but the credit card funds are set aside. This field appears on this page and the Payment Merchant page.

Electronic Check

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

This group box appears if you select *Electronic Check* in the **Process Option** field. Use it to enter eCheck-specific processing parameters. Check with your third party provider for a list of supported services.

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Field or Control	Description
Real-Time 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.
Authentication Method or **Shared Secret**	Define how the system authenticates eCheck payments. For Integration Broker and Business Interlinks, the field appears as **Authentication Method.** 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, or 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. For Hosted Payment, the field appears as **Shared Secret.** When the third party payment provider authenticates the student on their site, they use the Shared Secret provided by Campus Solutions to verify the student. Valid values are and *Birth Date, Constituent Birth Date,* and *PIN.* See: • Campus Community Fundamentals: Entering PINs • Campus Community Fundamentals: Adding an Individual to Your Database • Campus Community Fundamentals: Managing Personal Attributes Information

Self Service Options

Convenience fee does not apply for AAWS application fee processing.

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Field or Control	Description
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 is 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 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 cashiering transactions.

Field or Control	Description
Contact Type	Select the contact type representing the address for an External Org ID.
Address Usage	Select the address usage type that you want to use to display default customer addresses on the payment page.

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Field or Control	Description
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.

See *Electronic Payment Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

Related Topics

- Understanding ePayment Transactions
  PeopleSoft Student Financials enables your institution to receive payments for charges by eCheck or credit card through cashiering and over the web using self-service functionality. The rules that your institution defines for accepting, verifying, and authorizing transactions are established when you set up your Student Financials (SF) merchant and SF institution set.

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 Campus Self Service: 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 is displayed on SF Institution Set 2 page for an eCheck item type or a credit card item type.

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Related Topics

- 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).

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 Campus Self Service: Setting Up Self-Service Options.

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4

Setting Up GL Interface Processing

Understanding GL Interface Processing Setup

This section discusses:

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

GL Interface Processing Using PeopleSoft General Ledger or Oracle General Ledger

Most of the setup that is needed to transfer information between the Student Financials application and the PeopleSoft General Ledger or Oracle General Ledger applications is done within General Ledger and then transferred to Student Financials. Throughout the setup process, you should work closely with staff who coordinate the General Ledger application. They will help you define your setup tables and tell you what information is necessary for the GL Interface process.

If the system interacts with PeopleSoft or Oracle Financials, it uses application messaging to share accounting line information with the PeopleSoft or Oracle General Ledger.

GL Messaging

During the GL Messaging process, Student Financials delivers these queues and messages to the PeopleSoft Financials database:

Message Queue	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.
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 field or DESCRSHORT field is changed.

During the GL Messaging process, Student Financials delivers these queues and messages to the Oracle Financials database:

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Message Queue	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 Oracle Financials.
SSF_GL_INT	SSF_GL_SEGMENT_FULLSYNC	Fetches all available active ledgers, segments from Oracle GL and inserts the data into PS_SSF_EB_SEGMENTS record.
SSF_GL_INT	SSF_GL_SEGMENT_VAL_REQ SSF_GL_SEGMENT_VAL_RESP	Full/partial sync of segment values. This inserts/updates the chartfield prompt tables based on mappings from SSF_EB_GLBU_LED.
SSF_GL_INT	SSF_CF_COMBO_RTVLD_REQ SSF_CF_COMBO_RTVLD_RESP	Performs realtime validation of entered chartfield combination against the combinations table in Oracle GL.
SSF_GL_INT	SSF_ACCTG_LINE_TRFM_EBGL	This is a transformation program used by the batch publish utility. This maps and inserts data from SF_ACCTG_LN and AV_ACCTG_LN into the GL_INTERFACE table in Oracle GL.
SSF_GL_INT	SSF_GL_ACCTG_LINE_SYNC	This message receives the non-rowset based message, validates and parses the message, and updates the journal related fields in one of the SF_ACCTG_LN and AV_ACCTG_LN tables.

Campus Solutions delivers a default node: PSFT_HR. If you change this default, you must reconfigure the message channel. However, regardless of whether you change the message node, you must configure it by inserting the proper URL.

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> **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, queue, and message node naming must match the naming that is used in the Student Financials database.
>
> PeopleSoft Financials subscribes to the published messages in the Student Financials database, takes the accounting lines into the 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 then the data that is published by PeopleSoft Financials updates the Student Financials SF_ACCTG_LN table.
>
> In addition, you must select the **Display External ChartField** check box on the SF Installation Table.

For information about messaging for Oracle Financials, see *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

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 or class fees, and cashiering tenders or targets. You can use the 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 chart of accounts data. To enable this field, you must signify to the system that you are *not using* PeopleSoft or Oracle General Ledger. To indicate that you are not using PeopleSoft or Oracle General Ledger, clear the **General Ledger** check box on the Installation Table page and select **Others** as the financial system on the SF Installation page. After you clear this check box and complete setup on the SF Installation page, pages that usually display the ChartFields for data entry display instead—or, in some instances, also—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 must populate the GL setup tables (except the ChartField definition tables) before you can use the GL Interface or Cashiering GL Interface processes.

Related Topics

- Campus Solutions Application Fundamentals: Understanding Installation Setup and System Defaults
- Defining Student Financials Installation Settings
  Access the SF Installation page (**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation**).

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Loading Setup Data Using PeopleSoft Application Messaging

If your system interacts with PeopleSoft or Oracle Financials, it shares accounting messaging directly through PeopleSoft Application Messaging.

This table lists all PeopleSoft Financials published messages to which Student Financials subscribes in order to load ChartFields:

Message Name	Channel	Pub/Sub Node	Records
BUD_REF_CF_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUD_REF_TBL
BUD_REF_CF_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUD_REF_TBL
CHARTFIELD1_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CHARTFIELD1_TBL
CHARTFIELD1_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CHARTFIELD1_TBL
CHARTFIELD2_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CHARTFIELD2_TBL
CHARTFIELD2_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CHARTFIELD2_TBL
CHARTFIELD3_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CHARTFIELD3_TBL
CHARTFIELD3_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CHARTFIELD3_TBL
CLASS_CF_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CLASS_CF_TBL
CLASS_CF_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	CLASS_CF_TBL
DEPT_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	DEPT_TBL
DEPT_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	DEPT_TBL
FUND_LOAD	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	FUND_TBL
FUND_CF_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	FUND_TBL
PROGRAM_CF_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	PROGRAM_TBL
OPER_UNIT_CF_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	OPER_UNIT_TBL
OPER_UNIT_CF_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	OPER_UNIT_TBL
PRODUCT_CHARTFIELD_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	PRODUCT_TBL
PRODUCT_CHARTFIELD_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	PRODUCT_TBL
PROGRAM_CF_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	PROGRAM_TBL

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Message Name	Channel	Pub/Sub Node	Records
HR_ACCT_CD_LOAD	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	ACCT_CD_TBL
BUS_UNIT_FS_FULLSYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUS_UNIT_TBL_FS
BUS_UNIT_FS_SYNC	ENTERPRISE_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUS_UNIT_TBL_FS
ACCOUNT_CHARTFIELD_FULLSYNC	GL_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	GL_ACCOUNT_TBL
ACCOUNT_CHARTFIELD_SYNC	GL_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	GL_ACCOUNT_TBL
LEDGER_DEFN_FULLSYNC	GL_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	LED_DEFN_TBL
LEDGER_DEFN_SYNC	GL_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	LED_DEFN_TBL
BUS_UNIT_GL_FULLSYNC	GL_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUS_UNIT_TBL_GL
BUS_UNIT_GL_SYNC	GL_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUS_UNIT_TBL_GL
BUS_UNIT_SF_FULLSYNC	HR_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUS_UNIT_TBL_SF
BUS_UNIT_SF_SYNC	HR_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	BUS_UNIT_TBL_SF
JOURNAL_GEN_APPL_ID_FULLSYNC	JOURNAL_GENERATOR	PSFT_EP (FIN)/ PSFT_HR (CS)	JRNLGEN_APPL_ID
JOURNAL_GENERATOR_APPL_ID_SYNC	JOURNAL_GENERATOR	PSFT_EP (FIN)/ PSFT_HR (CS)	JRNLGEN_APPL_ID
PROJECT_FULLSYNC	PROJECTS_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	PROJECT
PROJECT_SYNC	PROJECTS_SETUP	PSFT_EP (FIN)/ PSFT_HR (CS)	PROJECT

This table lists the messages that are required to integrate with Oracle Financials:

Message Name	Channel	Pub/Sub Node	Records/Comments
SSF_GL_SEGMENT_FULLSYNC	SSF_GL_INT	~~ANY~~/PSFT_HR (CS)	SSF_EB_SEGMENTS
SSF_GL_SEGMENT_VAL_REQ	SSF_GL_INT	PSFT_HR (CS) / WSDL_NODE	Request message for Chartfield values synchronization.

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Message Name	Channel	Pub/Sub Node	Records/Comments
SSF_GL_SEGMENT_VAL_RESP	SSF_GL_INT	~~ANY~~/PSFT_HR (CS)	• GL_ACCOUNT_TBL • DEPT_TBL • PRODUCT_TBL • FUND_TBL • PROGRAM_TBL • CLASS_CF_TBL • OPER_UNIT_TBL • ALTACCT_TBL • BUD_REF_TBL • CHARTFIELD1_TBL • CHARTFIELD2_TBL • CHARTFIELD3_TBL
SSF_CF_COMBO_RTVLD_REQ	SSF_GL_INT	PSFT_HR (CS) / WSDL_NODE	Transformation message for real time Chartfield combination validation request.
SSF_CF_COMBO_RTVLD_RESP	SSF_GL_INT	~~ANY~~/PSFT_HR (CS)	Transformation message for real time Chartfield combination validation response.
SSF_ACCTG_LINE_TRFM_EBGL	SSF_GL_INT	PSFT_HR (CS) / WSDL_NODE	Transformation message for Batch Publish.
SSF_GL_ACCTG_LINE_SYNC	SSF_GL_INT	~~ANY~~/PSFT_HR (CS)	SF_ACCTG_LN, AV_ACCTG_LN

See:

- *PeopleSoft FSCM: General Ledger*, Integrating and Transferring Information Among Applications
- *PeopleSoft FSCM: General Ledger*, Integrating PeopleSoft General Ledger with PeopleSoft Applications
- *PeopleSoft Integration Interfaces*
- *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in MOS (ID 1982664.1)

Understanding Table Setup Data for PeopleSoft Financials

> **Note**
>
> This section applies to integration with PeopleSoft Financials only.

The PeopleSoft 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

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load them through an integration point. The GL Business Unit page (**Set Up Common Objects**, and then **Foundation Tables**, and then **Organization**, and then **GL Business Unit**) enables you to verify that the GL business units were loaded.

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 that it creates. Each accounting entry must have a valid journal generator template ID for it to be properly recorded in PeopleSoft General Ledger.

Linking Student Financials Business Units to PeopleSoft General Ledger Units

This section applies to integration with PeopleSoft Financials only.

After reviewing your PeopleSoft general ledger setup data, you must associate each Student Financials business unit to a PeopleSoft General Ledger unit using the **General Ledger Unit** field on the General 1 page.

Related Topics

- Defining Basic Business Unit Parameters
  Access the General 1 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **General 1**).

Setting Up Common Objects for Oracle Financials

For integration with Oracle Financials, do not select the **General Ledger** check box on the Installation Table (Set Up Common Objects, Install, Installation Table).

GL business units are mapped to Oracle Ledger, Operating Unit, and Legal Entity using the Chartfields Mapping page (**Setup SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Map GL BU to Oracle GL**, and then **Chartfields Mapping**).

See also *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in MOS (ID **1982664.1**).

Related Topics

- Understanding GL Interface Processing
  The PeopleSoft Student Financials General Ledger Interface (GL Interface) records the effect of Student Financials transactions (for example, charges, payments, and cash receipts) against a general ledger chart of accounts.
- Defining Student Financials Installation Settings
  Access the SF Installation page (**Set Up SACR**, and then **Install**, and then **Student Fin Installation**, and then **SF Installation**).
- Mapping General Ledger Business Units to Oracle General Ledger
  This section discusses how to:

Setting Up the Ledger Fields Table

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

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> **Note**
>
> This page is not used for integration with Oracle Financials.
>
> If you select Oracle Financials as the financial system, you must manually remove the Ledger Fields Table page from the menu navigation by changing the Permission Lists. You should create a custom permission list to hide the menu navigation to this component.

Understanding the Ledger Fields Table Setup

When you define an item type GL Interface, you specify the ledger to which account information is transferred. The Ledger Fields Table defines the fields that are available. Not all available ChartFields are needed to convey the accounting information. To prevent entering data into an incorrect ChartField, define only the values that 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.

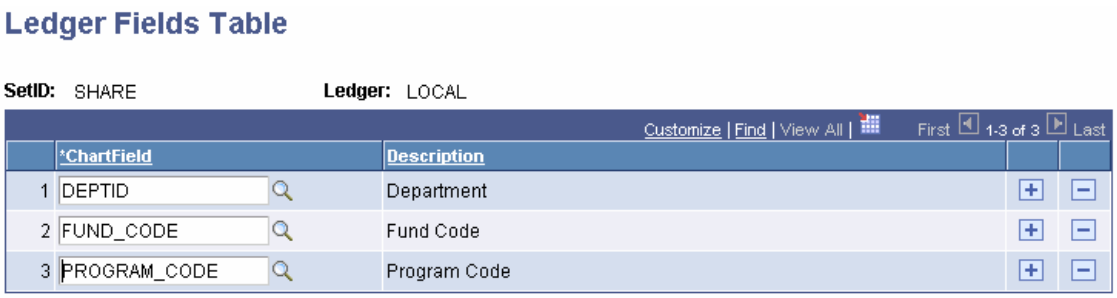
Page Used to Set Up the Ledger Fields Table

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

Defining Ledger Fields

Access the Ledger Fields Table page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Ledger Fields Table**).

This example illustrates the fields and controls on the Ledger Fields Table page. You can find definitions for the fields and controls later on this page.



This page is not available if **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page.

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Field or Control	Description
ChartField	Select the database field name that represents a valid ChartField.

Synchronizing Oracle GL Segments

Integration Broker messaging brings all available Segment details—Segment Name, Segment Description, Segment ID and Ledger ID—from Oracle GL and stores them in the SSF_EB_SEGMENTS record in Student Financials.

You use the data that is available as a result of this process to complete the chartfields to segments mapping on the Chartfields Mapping page.

> **Warning**
>
> Synchronizing Oracle GL segments is essential for integration with Oracle Financials.
>
> No delivered process or Campus Solutions component is available for this synchronization.
>
> The Synchronize Oracle GL Segments web service is a Consulting solution only.

The Integration Broker Message is successful only if **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page.

See:

- Defining Student Financials Installation Settings
- *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

Mapping General Ledger Business Units to Oracle General Ledger

This section discusses how to:

- Mapping GL Business Units to Oracle GL
- Mapping Transaction Classification to Oracle GL Journal Categories

See *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

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Pages Used to Map General Ledger Business Units to Oracle General Ledger

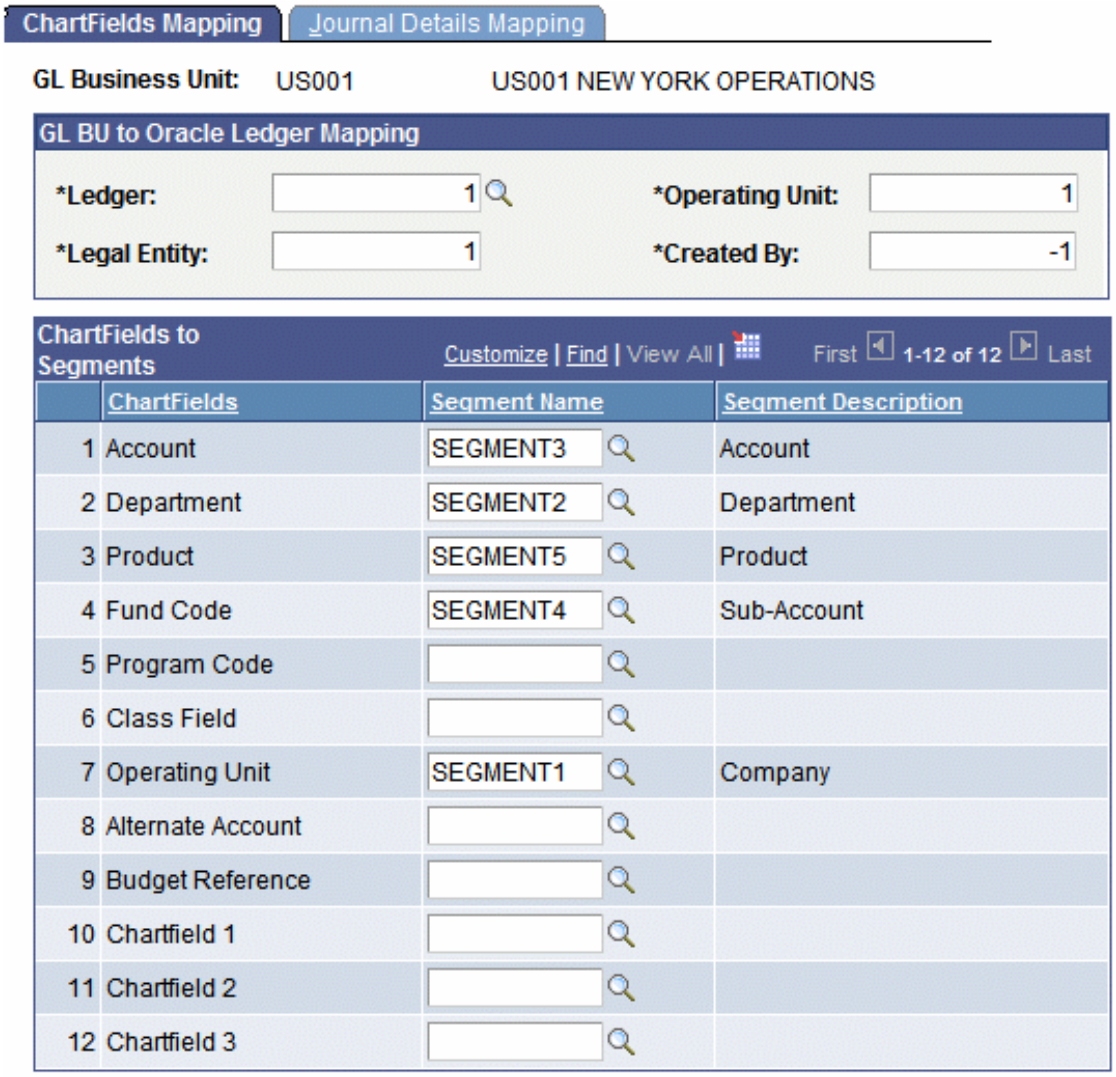
Page Name	Definition Name	Navigation	Usage
ChartFields Mapping	SSF_EB_CF_SEG_MAP	**Setup SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Map GL BU to Oracle GL**, and then **Chartfields Mapping**	Map GL business units to Oracle Financials ledger, legal entity, and operating unit. Map chartfields to segments.
Journal Details Mapping	SSF_EB_ITM_JRN_MAP	**Setup SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Map GL BU to Oracle GL**, and then **Journal Details Mapping**	Map transaction classification to Oracle GL journal category.

Mapping GL Business Units to Oracle GL

Access the Chartfields Mapping page (**Setup SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Map GL BU to Oracle GL**, and then **Chartfields Mapping**).

This example illustrates the fields and controls on the ChartFields Mapping page. You can find definitions for the fields and controls later on this page.

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ChartFields Mapping | Journal Details Mapping

GL Business Unit: US001 US001 NEW YORK OPERATIONS

GL BU to Oracle Ledger Mapping

*Ledger: 1 *Operating Unit: 1

*Legal Entity: 1 *Created By: -1

ChartFields to Segments Customize | Find | View All | First 1-12 of 12 Last

	ChartFields	Segment Name	Segment Description
1	Account	SEGMENT3	Account
2	Department	SEGMENT2	Department
3	Product	SEGMENT5	Product
4	Fund Code	SEGMENT4	Sub-Account
5	Program Code		
6	Class Field		
7	Operating Unit	SEGMENT1	Company
8	Alternate Account		
9	Budget Reference		
10	Chartfield 1		
11	Chartfield 2		
12	Chartfield 3		

To use this page, ensure that you have selected the **Oracle Financials** check box in the **Financial System** group box on the SF Installation page.

> **Note**
>
> The synchronization of Oracle GL Segments must be performed before you map chartfields to segments on this page.

GL BU to Oracle Ledger Mapping

You must enter a value in the **Ledger, Legal Entity,** and **Operating Unit** fields because in Oracle Financials, the chart of account consists of Ledger, Legal Entity, and Operating Unit.

The values in the **Ledger** field are available after you run the Synchronize Oracle GL Segments web service.

The **Legal Entity** and **Operating Unit** fields are not validated in Student Financials at this time, but must be valid values in Oracle Financials (available from the department that sets up Oracle GL).

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You must enter a value in the **Created By** field because when transactions from Accounting Line are pushed to the GL Interface, a **Created By** value is required. The value must be numeric.

ChartFields to Segments

The chartfields that appear in this group box are the active chartfields on the Standard Chartfield Configuration page (Set up Common Objects, Common Definitions, ChartField Configuration, Standard Configuration). This list of chartfields here is the same as the list on the Journal Set ChartFields page.

The 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and are not available—ensure that these values are inactive on the Standard Chartfield Configuration page.

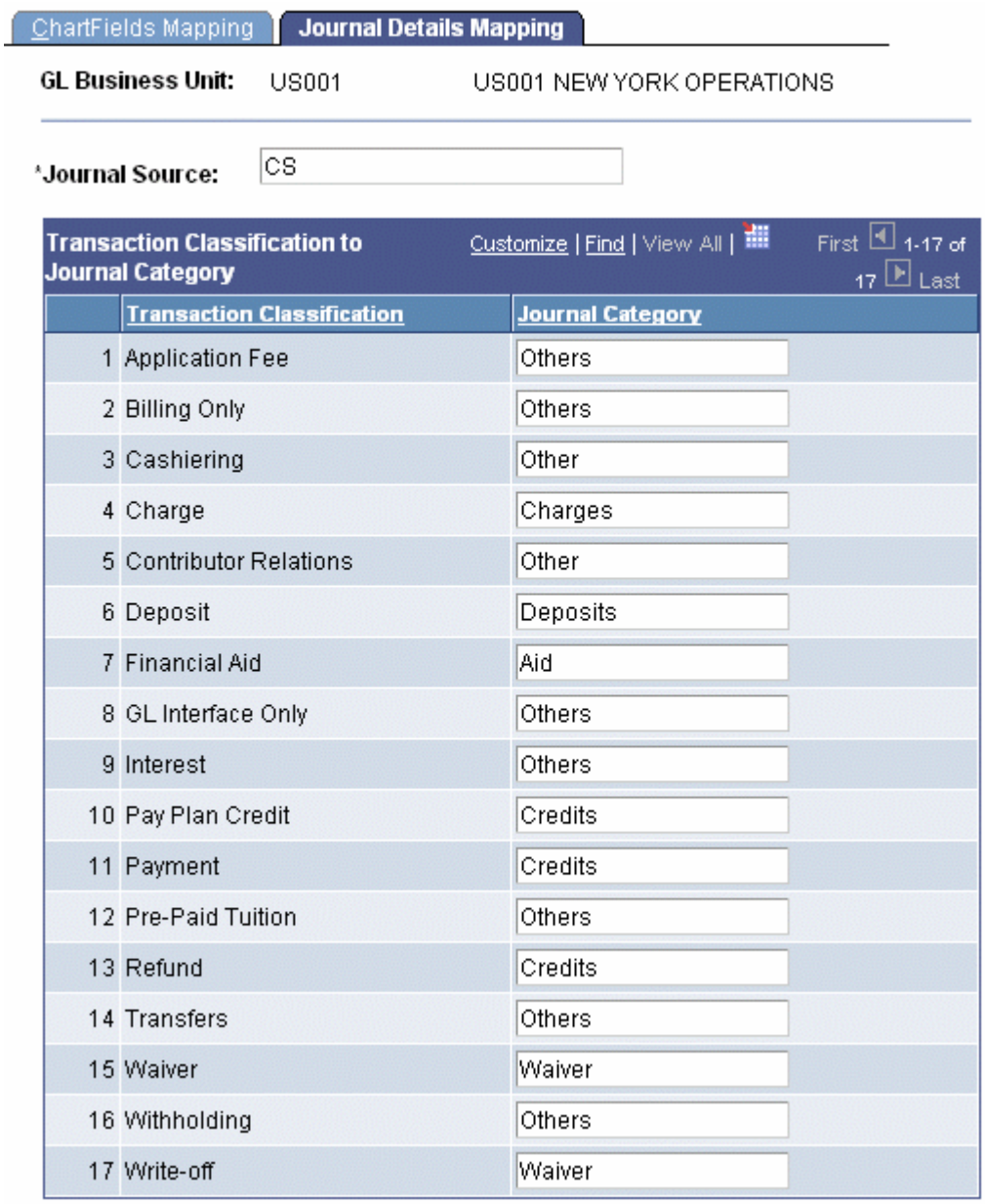
> **Note**
>
> You must map each chartfield to a segment name. If you do not, when you click **Save,** an error message appears and the page is not saved: *All available segments must be mapped to chartfields.*
>
> Also, you must map each chartfield to a distinct segment name. If you do not, when you click **Save,** an error message appears and the page is not saved: *Segment is mapped to more than one chartfield.*

Mapping Transaction Classification to Oracle GL Journal Categories

Access the Journal Details Mapping page (**Setup SACR** , and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Map GL BU to Oracle GL**, and then **Journal Details Mapping**).

This example illustrates the fields and controls on the Journal Details Mapping page. You can find definitions for the fields and controls later on this page.

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ChartFields Mapping | Journal Details Mapping

GL Business Unit: US001 US001 NEW YORK OPERATIONS

*Journal Source: CS

Transaction Classification to Journal Category — Customize | Find | View All | First 1-17 of 17 Last

	Transaction Classification	Journal Category
1	Application Fee	Others
2	Billing Only	Others
3	Cashiering	Other
4	Charge	Charges
5	Contributor Relations	Other
6	Deposit	Deposits
7	Financial Aid	Aid
8	GL Interface Only	Others
9	Interest	Others
10	Pay Plan Credit	Credits
11	Payment	Credits
12	Pre-Paid Tuition	Others
13	Refund	Credits
14	Transfers	Others
15	Waiver	Waiver
16	Withholding	Others
17	Write-off	Waiver

To use this page, ensure that you have selected the **Oracle Financials** check box in the **Financial System** group box on the SF Installation page.

The **Journal Source** field is used to identify the source of financial transactions in Oracle GL. The value that you enter here is passed to the GL_INTERFACE in Oracle GL. This value must exist as a valid source in Oracle GL. The journaling process in Oracle GL validates this value during import and fails to import details if the source is invalid. Oracle GL provides a facility to correct such entries and re-import.

Transaction Classification to Journal Category

The list of **Transaction Classification** values on this page is the same as the list of values that are available in the **Item Type Code** field on the Item Types (Search) page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types).

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The **Journal Category** value is used to identify the category of financial transactions in Oracle GL. This value must exist as a valid category in Oracle GL. The journaling process in Oracle GL validates this value during import. Errors are logged and Oracle GL provides a facility to correct the entries and re-import.

Map a journal category for **Cashiering** to ensure that cashiering entries are transferred to Oracle GL.

You should map each transaction classification to a journal category—you must map at least one journal category to be able to save the page. If you leave a journal category blank, you receive a warning message when you save the page and a value of *Others* is entered in the **Journal Category** field.

Synchronizing ChartField Values

The Synchronize Chartfield Values component is used for integration with Oracle Financials only.

Use the Synchronize Segment Values (SSF_SYNSEGVL) batch process to insert/update segment values into appropriate ChartField prompt tables based on the values that you mapped in the **ChartFields to Segments** group box on the ChartFields Mapping page.

> **Note**
>
> Synchronization of Oracle GL segments must be performed and chartfields must be mapped to segments before you run the Synchronize Segment Values process.

See:

- Setting Up Installation Parameters and Keywords, ChartField Display Options
- *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID **1982664.1**).

Page Used to Synchronize ChartField Values

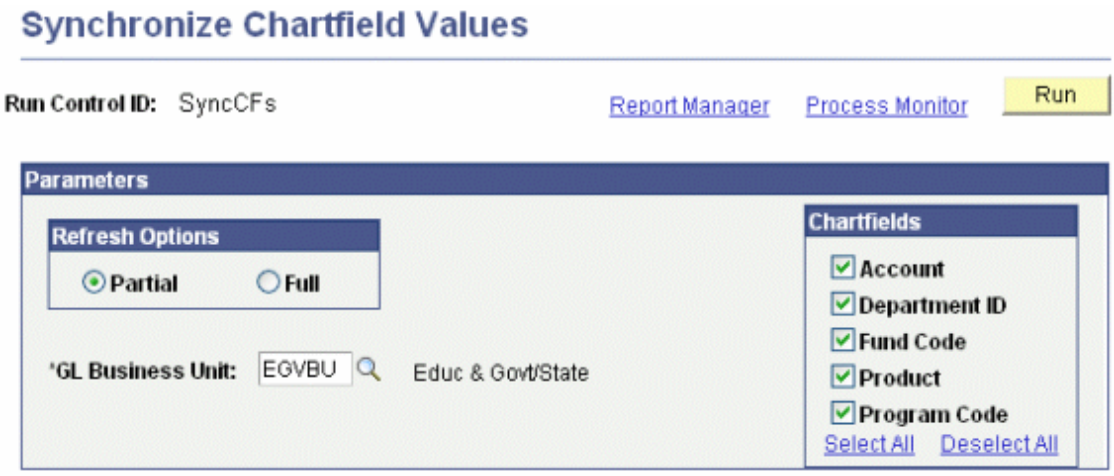
Page Name	Definition Name	Navigation	Usage
Synchronize Chartfield Values	SSF_RUNCTL_CFSYNC	**Setup SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Synchronize Chartfield Values**, and then **Synchronize Chartfield Values**	Insert/update segment values into appropriate ChartField prompt tables based on the ChartFields to Segments mapping.

Synchronizing ChartField Values

Access the Synchronize Chartfield Values page (**Setup SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Synchronize Chartfield Values**, and then **Synchronize Chartfield Values**).

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This example illustrates the fields and controls on the Synchronize Chartfield Values page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> To use this batch process, ensure that you have selected the **Oracle Financials** check box in the **Financial System** group box on the SF Installation page.

Refresh Options

Field or Control	Description
Partial	This option is selected by default. Use this option to run an incremental update of the prompt tables. Student Financials data is updated only if there has been a change to Oracle GL data since the last time that the process was run.
Full	Select this option to run a complete refresh of the prompt tables. You would usually select this option for first time installation only. **Note:** If you select the **Full** option, all prompt tables except the Department Chartfield (DEPT_TBL) prompt table are truncated and existing data is purged before the full synchronization happens. The Department Chartfield prompt table is not truncated. Unlike other chartfield prompt tables that are truncated based on an inactive status of chartfields on the Standard Chartfield Configuration page (**Set Up Common Objects**, and then **Common Definitions**, and then **Chartfield Configuration**, and then **Standard Configuration**), new values are added to the Department Chartfield table and the existing values remain intact.

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When you click **Run:**

1. Ledger details associated with the GL Business Unit are retrieved based on the setup on the ChartFields Mapping page.
2. SetID and Segment details for the specified GL Business Unit are retrieved from the Chartfields to Segments Mapping table— this information is required to insert data into the ChartField prompt tables.
3. A Web Service call to Oracle GL is made with the Ledger and Segment details.

   The SSF_GL_SEGMENT_VAL_SYNC message is invoked for both Partial and Full options. For the Partial option, the business unit that is selected on this page is used and the related setID and segment details are retrieved from the mapping setup. For the Full option, all business units that are mapped to Oracle GL in the mapping setup are used.
4. Returned data is inserted into the appropriate prompt tables along with the derived SetID and Effective Date is updated with the LAST_UPDATE_DATE from Oracle Financials.

(Optional) Creating ChartField SpeedType Keys

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

Understanding ChartField SpeedType Keys

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

Page Used to Create ChartField SpeedType Keys

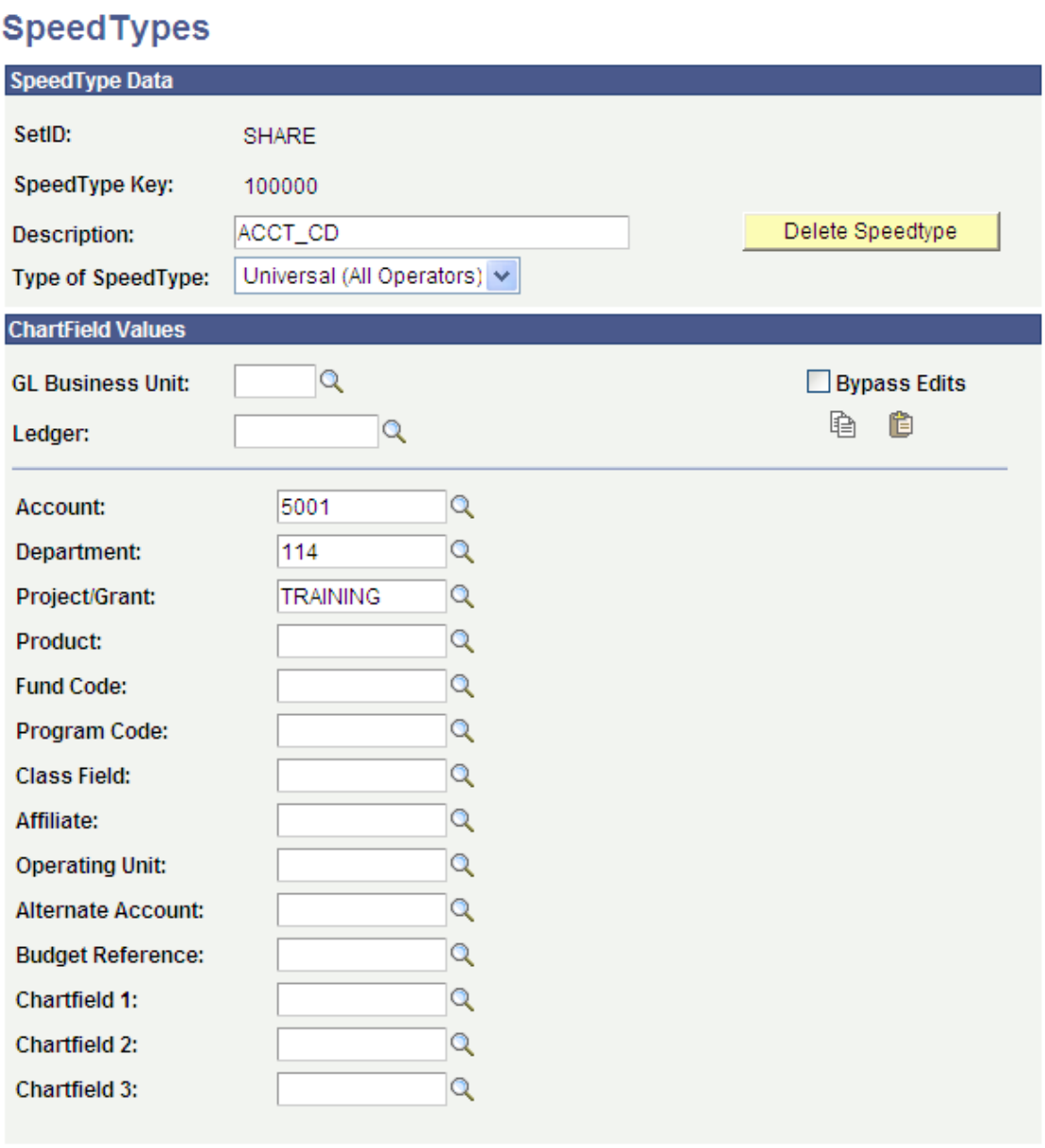
Page Name	Definition Name	Navigation	Usage
SpeedTypes	SPEEDTYPE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **SpeedTypes**	Define ChartField SpeedTypes.

Defining ChartField SpeedTypes

Access the SpeedTypes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **SpeedTypes**).

This example illustrates the fields and controls on the SpeedTypes page. You can find definitions for the fields and controls later on this page.

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The type of SpeedType depends on what you select for the **User ID** and **Primary Permission List** fields. The type of SpeedType is then displayed at the top of the SpeedTypes page.

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Field or Control	Description
Type of SpeedType	Select the type of speed type to restrict the key to a particular operator or class. Values are: *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 box 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.
Bypass Edits	Select to bypass the edits when setting up SpeedTypes. Bypassing the edits enables you to set up an incomplete SpeedType. For example, you could leave the **Fund** field blank, and cashiers could enter the appropriate fund during department receipt creation. **Note:** The functionality of the **Bypass Edits** check box is relevant only if you select the **Combinations Table Edit** check box on the SF Installation page. When you select the **Combinations Table Edit** check box, the system processes department receipts only if cashiers select the correct ChartFields. See Setting Up Installation Parameters and Keywords.
Copy and **Paste**	If you are entering multiple SpeedTypes, you can select your ChartFields, copy and paste them into the next SpeedType that you create, and then revise individual ChartFields.

Integration with Oracle Financials

The SpeedTypes page appears differently if **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page:

- The Ledger field is not available.
- The **Validate** icon is available to validate the combination entered. Click the icon to trigger real time validation of the entered combination with Oracle GL.
- The **Bypass Edits** check box is cleared by default.
- ChartField prompt tables display valid values based on the Chartfields to Segments mapping on the ChartFields Mapping page and the values populated from Oracle GL for each segment into respective prompt tables.
- The 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and should be made inactive on the Standard Chartfield Configuration page (**Set Up Common Objects**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Standard Configuration**).

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See Setting Up Installation Parameters and Keywords, ChartField Display Options.

Related Topics

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

(Optional) Activating ChartField Validation Options

ChartFields in Student Financials can be dynamically displayed, and they depend on the ChartField setup.

See:

- Defining Student Financials Installation Settings
- Setting Up Item Types and Item Type Groups
- Configuring ChartFields

Assigning Charts of Accounts

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

Related Topics

- 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).
- 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).
- Defining a Cashiering Office

Validating ChartFields

This section applies to integration with PeopleSoft Financials only.

To identify invalid chartfield combinations, see Running the Chartfield Audit Report.

Understanding ChartFields Validation

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 that you enter against the setup data that 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 and class fees, and cashiering tenders and targets. The ChartField Validation process produces a report that identifies item types, course and class fees, and cashiering setup that contain invalid chartfields.

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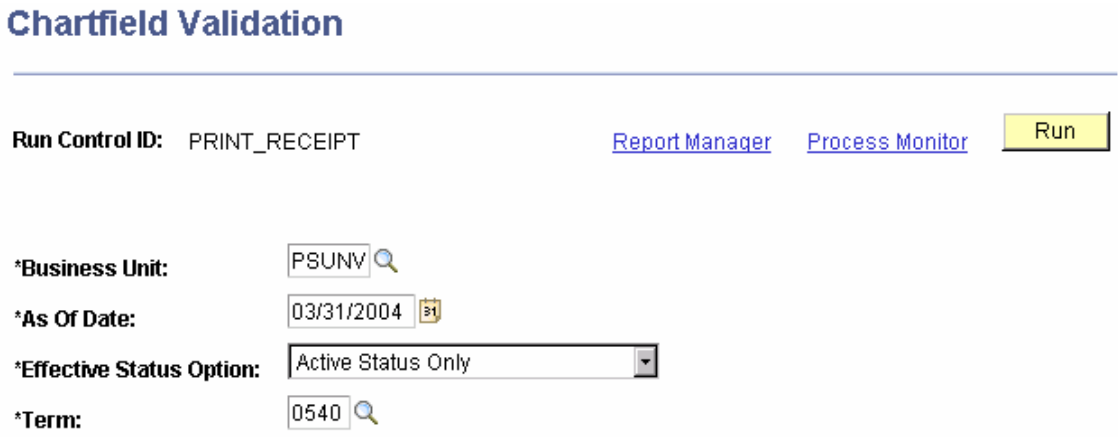
Page Used to Validate ChartFields

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

Identifying Invalid ChartFields

Access the Chartfield Validation page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Chart Field Validation**, and then **Chartfield Validation**).

This example illustrates the fields and controls on the Chartfield Validation page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Business Unit	Select the Student Financials business unit for which you want to validate ChartField information.
As of Date	Because ChartField values can change as you synchronize with the PeopleSoft Financials application, you must specify a date on which you want to run the verification.

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Field or Control	Description
Effective Status Option	Status options are: *Active Status Only:* Select to validate ChartField definitions for item types with a status of *Active.* *Active and Inactive Status:* Select to validate ChartField definitions on all item types regardless of status.
Term	Select the term that you want to verify.

Setting Up Integration with PeopleSoft Financials and Oracle Financials

This section discusses:

- Defining Batch Publish Rules for GL Messaging
- Defining Batch Programs for GL Messaging
- Setting Up Business Unit Synchronization for PeopleSoft Financials
- Synchronizing Student Financials Business Unit Data with PeopleSoft Financials

Pages Used to Set Up Integration with PeopleSoft Financials and Oracle Financials

Page Name	Definition Name	Navigation	Usage
Batch Publish Rules	EO_MSGPUBBATCH	**Enterprise Components**, and then **Integration Definitions**, and then **Batch Publish Rules**	Define batch publish rules for GL messaging.
Batch Programs	EO_MSGBATPGM	**Enterprise Components**, and then **Integration Definitions**, and then **Batch Publish Rules**, and then **Batch Programs**	Define batch programs for GL messaging.
Full Table Publish Rules	EO_MSGPUBFULL	**Enterprise Components**, and then **Integration Definitions**, and then **Full Data Publish Rules**, and then **Full Table Publish Rules**	Set up business unit synchronization for PeopleSoft Financials.

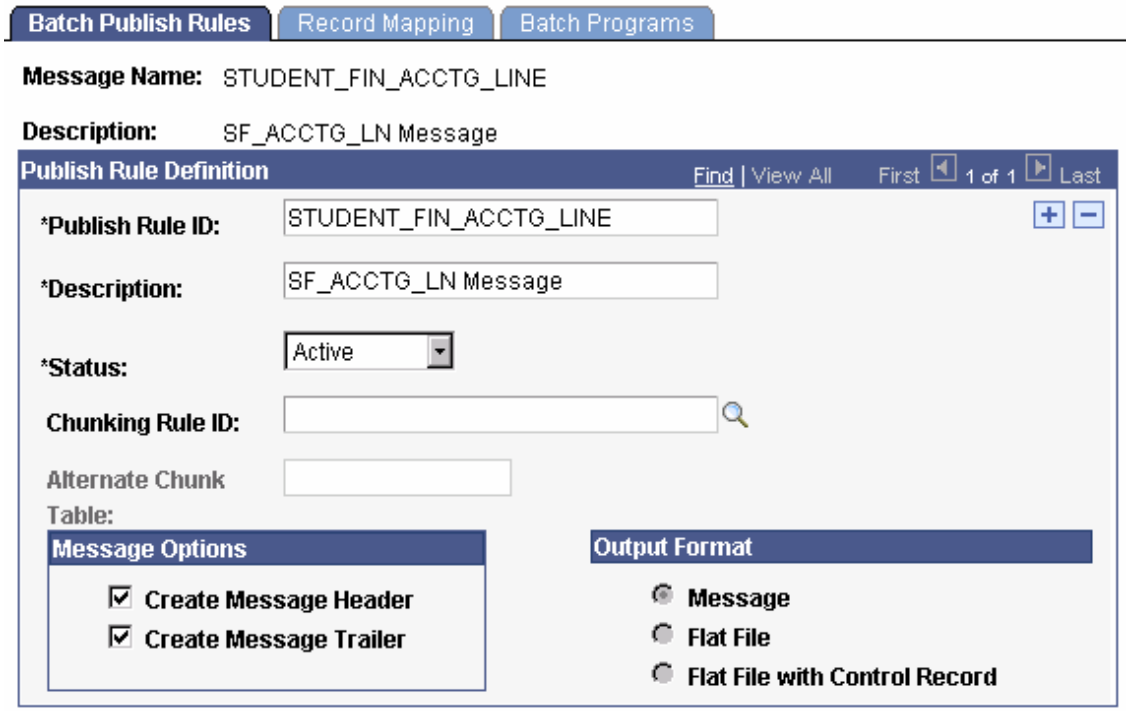
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Page Name	Definition Name	Navigation	Usage
Full Data Publish	EO_FULLDATAPUB	**Enterprise Components**, and then **Integration Definitions**, and then **Initiate Processes**, and then **Full Data Publish**	Synchronize Student Financials business unit data with PeopleSoft Financials.

Defining Batch Publish Rules for GL Messaging

Access the Batch Publish Rules page (**Enterprise Components**, and then **Integration Definitions**, and then **Batch Publish Rules**).

This example illustrates the fields and controls on the Batch Publish Rules page. You can find definitions for the fields and controls later on this 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. Do one of the following:
   - For PeopleSoft Financials 8.4 integration, select the **Create Message Header** and **Create Message Trailer** check boxes.
   - For integration with PeopleSoft Financials version 8.8 onwards, clear both check boxes.

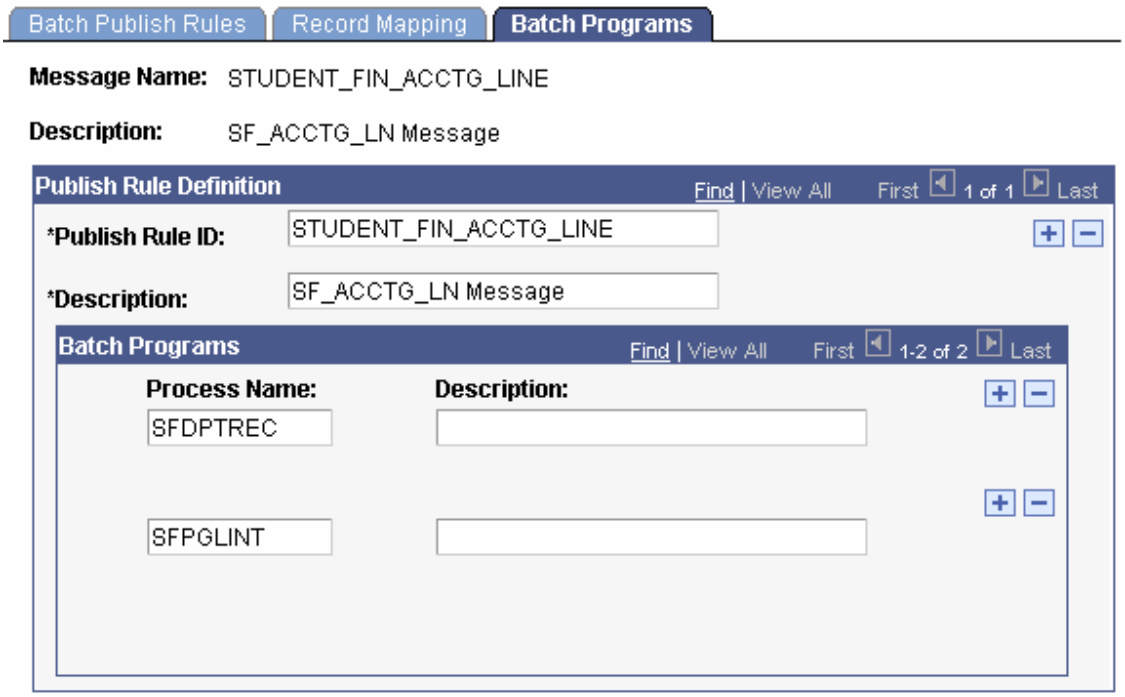
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- For Oracle Financials integration, clear both check boxes.

Defining Batch Programs for GL Messaging

Access the Batch Programs page (**Enterprise Components**, and then **Integration Definitions**, and then **Batch Publish Rules**, and then **Batch Programs**).

This example illustrates the fields and controls on the Batch Programs page. You can find definitions for the fields and controls later on this page.



1. Select *STUDENT_FIN_ACCTG_LINE* as the message name.
2. 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 or Oracle Financials.

   If you do not select these processes, the messages are not created when EOP_PUBLISHM runs.

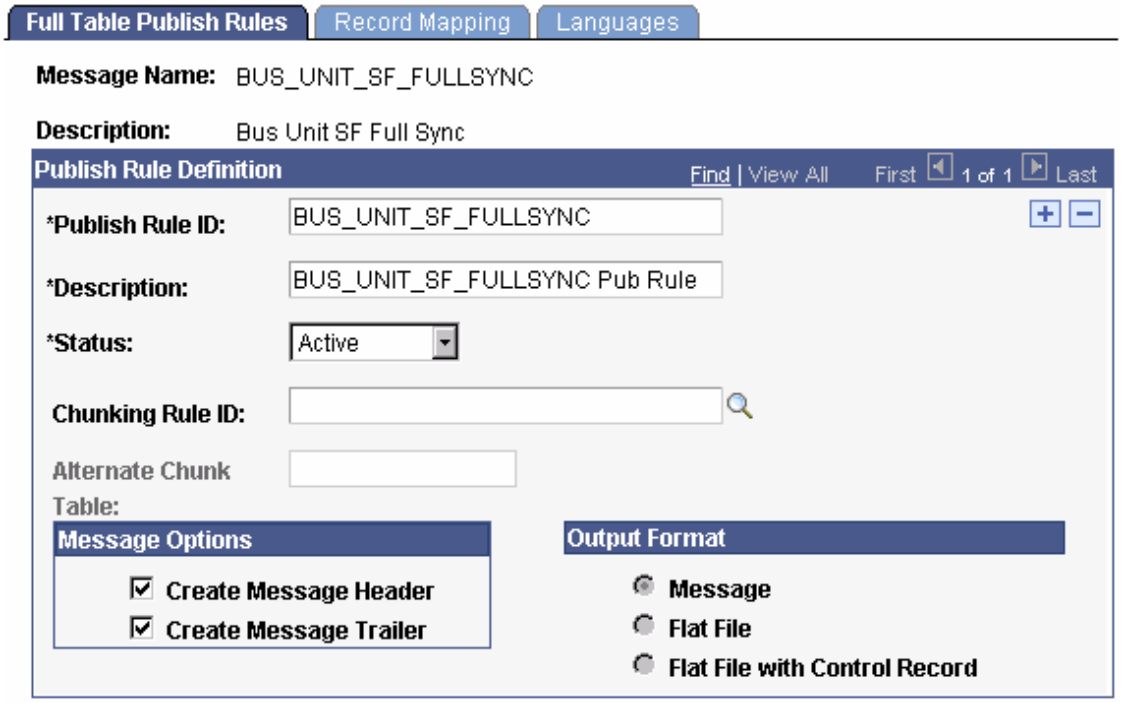
Setting Up Business Unit Synchronization for PeopleSoft Financials

This section applies to integration with PeopleSoft Financials only.

Access the Full Table Publish Rules page (**Enterprise Components**, and then **Integration Definitions**, and then **Full Data Publish Rules**, and then **Full Table Publish Rules**).

This example illustrates the fields and controls on the Full Table Publish Rules page. You can find definitions for the fields and controls later on this page.

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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 (BUSINESS_UNIT_SF).

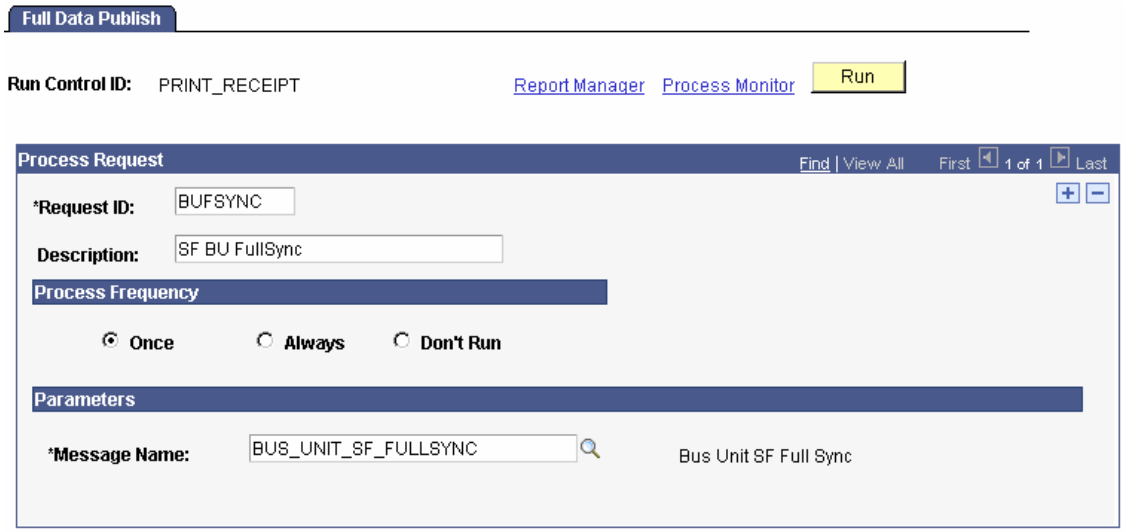
Synchronizing Student Financials Business Unit Data with PeopleSoft Financials

This section applies to integration with PeopleSoft Financials only.

Access the Full Data Publish page (**Enterprise Components**, and then **Integration Definitions**, and then **Initiate Processes**, and then **Full Data Publish**).

This example illustrates the fields and controls on the Full Data Publish page. You can find definitions for the fields and controls later on this page.

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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.**

After 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** field or the **Short Description** field 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 queue 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 to keep its database up to date.

See product documentation for *PeopleSoft FSCM: General Ledger*.

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Copying ChartField Information for Item Types from One Term to Another

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

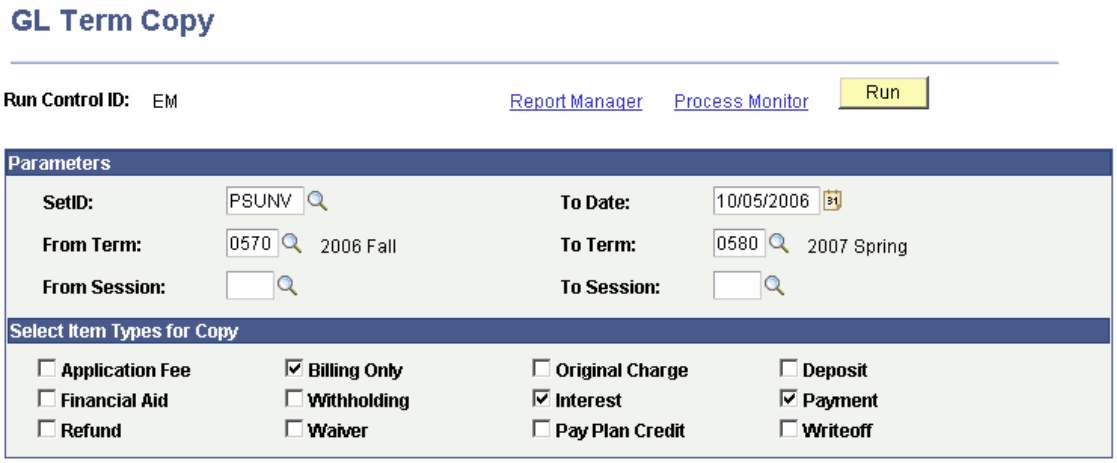
Page Used to Copy ChartField Information for Item Types from One Term to Another

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

Running the GL Term Copy Process

Access the GL Term Copy page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Copy Term**, and then **GL Term Copy**).

This example illustrates the fields and controls on the GL Term Copy page. You can find definitions for the fields and controls later on this page.



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Parameters

Field or Control	Description
From Term and **To Term**	Select the term from which you are copying item type ChartField information and the term that 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 that you are copying it to.
To Date	Select the effective date to be used for the copy.

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 that 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.

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5

Setting Up Tuition Controls, Criteria, Equations, and Waivers

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 determine whether an administrative user, regardless of security, can run tuition calculation after on line term withdrawal. 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 can 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 can 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 date 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.

> **Note**
>
> The due date is locked in once tuition and fees have been calculated using a Billing and Due Date Calendar setup. The initial due date doesn't change even when you modify the setup then recalculate tuition.

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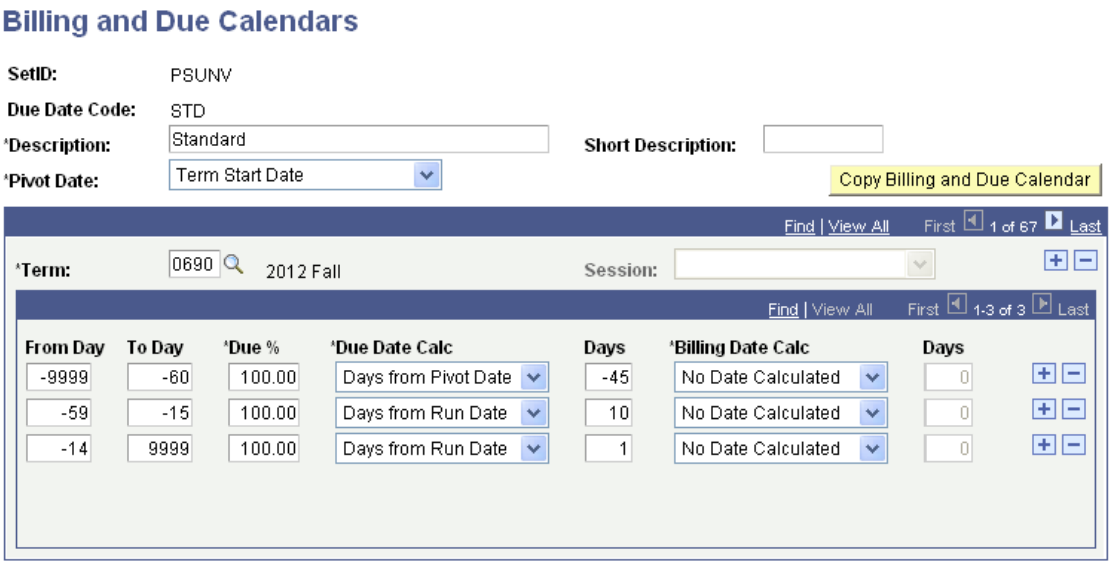
Page Used to Create Billing and Due Date Calendars

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

Defining Billing and Due Date Calendars

Access the Billing and Due Calendars page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Billing and Due Calendars**).

This example illustrates the fields and controls on the Billing and Due Calendars page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
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 in time—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. Select 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. For ITEM_SF installments, you can use only pivot dates that are available at the level that the fee is calculated. If the term fee is calculated by: • term, use *Term Start Date.* • session, use *Term Start Date* or *Session Start Date.* • class, use *Term Start Date, Session Start Date,* or *Class Start Date.* If the tuition calculation process encounters a billing and due date calendar that does not use the appropriate pivot date, this message appears: *Unable to calculate the Pivot Start Date from the Billing and Due Calendar.* For example, if a fee is charged by term, you must not use Session Start Date or Class Start Date to calculate the billing or due date. For fees charged by session, you must not use Class Start Date. **Note:** For ITEM_SF installments, it is *not* recommended to use *Class Start Date* as a pivot date because this increases the variability of the different class start dates and their corresponding billing and due dates. Also, because class start dates are derived only from the class table, OEE and dynamic dating are not supported.
Copy Billing and Due Calendar	Click to copy this billing and due calendar to a new term or session.

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Field or Control	Description
Term	Enter 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. Select from: *Days from Pivot Date:* Select to calculate the due date based on the pivot date. If tuition calc is creating installments, any adjustments are processed by first trying to match the adjustment due date to the due date of the original charge. If an adjustment with an un-matching due date is posted, it is applied to the oldest due date with a lower line sequence number first. This also applies to adjustments posted with NULL due dates. *Days from Run Date:* Select to calculate the due date based on the day that you assessed fees. Do not select this option when creating tuition calc adjustments to ensure that any tuition calc adjustments are applied appropriately to the original installment due date(s). *No Date Calculated:* Select to disable the calculation of a due date. **Note:** Do not select *Days from Run Date* or *No Date Calculated* when using the Third Party Contract-Track Charges by Due Dates functionality. See Setting Up Third-Party Contracts.
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.

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Field or Control	Description
Billing Date Calc (billing date calculation)	Use this field to determine how the system calculates the billing date for a given fee assessment period. Select 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. **Note:** Do not select *Days from Run Date* when using the Third Party Contract Track Charges by Due Dates functionality. See Setting Up Third-Party Contracts.
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:

- Defining Adjustment Calendars
- Defining Administrative Fees for Adjustment Periods
- Calculating the Term Fee by Term and Adjusting by Term Scenarios

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 that a term or class has been in session or the 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.

The logic for term fee calculations and adjustments for each student is:

- The student enrollment record contains all the add and drop transactions. When a student adds or drops a class, the Tuition Calculation process records various fields from the

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enrolment records in a temporary table. The temporary table references the add and drop dates as the transaction date.

- When a student drops a class, the Tuition Calculation process calculates the drop costs by comparing the amount before the drop to the amount after the drop. Tuition Calculation then applies the appropriate adjustment calendar percentage.

Related Topics

- Student Records: Understanding Class Enrollment Processing

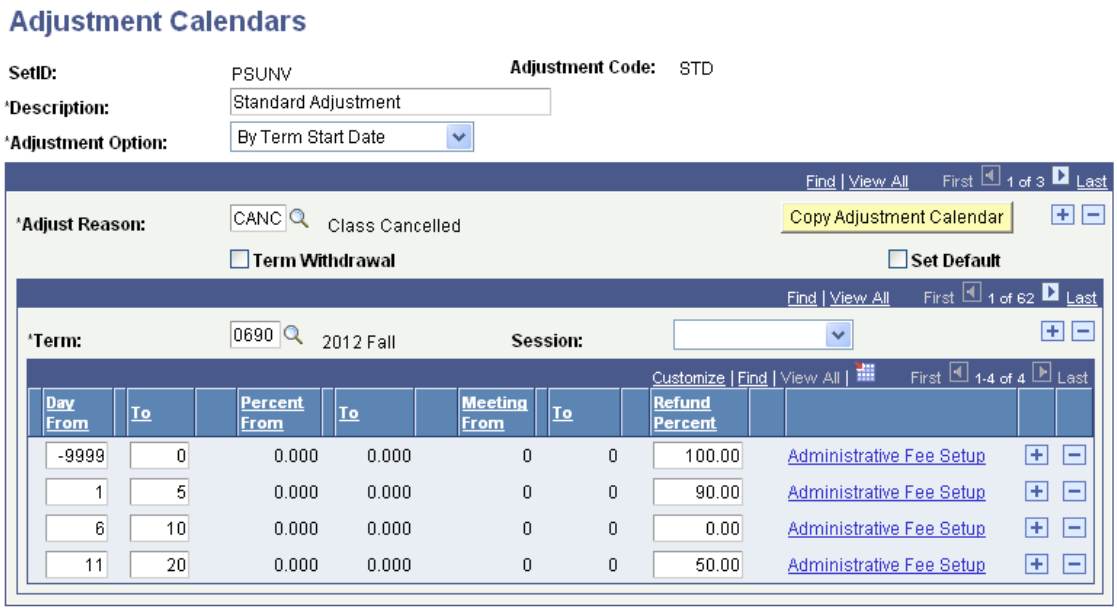
Pages Used to Set Up Adjustment Calendars

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

Defining Adjustment Calendars

Access the Adjustment Calendars page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Adjustment Calendars**).

This example illustrates the fields and controls on the Adjustment Calendars page. You can find definitions for the fields and controls later on this page.



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

Field or Control	Description
Description	Enter a description to identify this adjustment calendar.
Adjustment Option	Select the adjustment option for this adjustment calendar. Values are: *By Census Date:*Select to adjust fees based on the census date. Use only for Higher Education Contribution Scheme (HECS) calculation. This adjustment option is not available for term fees. *By Class Length %* (by class length percentage): Select to adjust fees based on the number of days that have 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, the student 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 that have passed from the class start date. *By Session Start Date:* Select to adjust fees based on the number of days that have passed from the first day of the session. *By Term Start Date:* Select to adjust fees based on the number of days that have 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.

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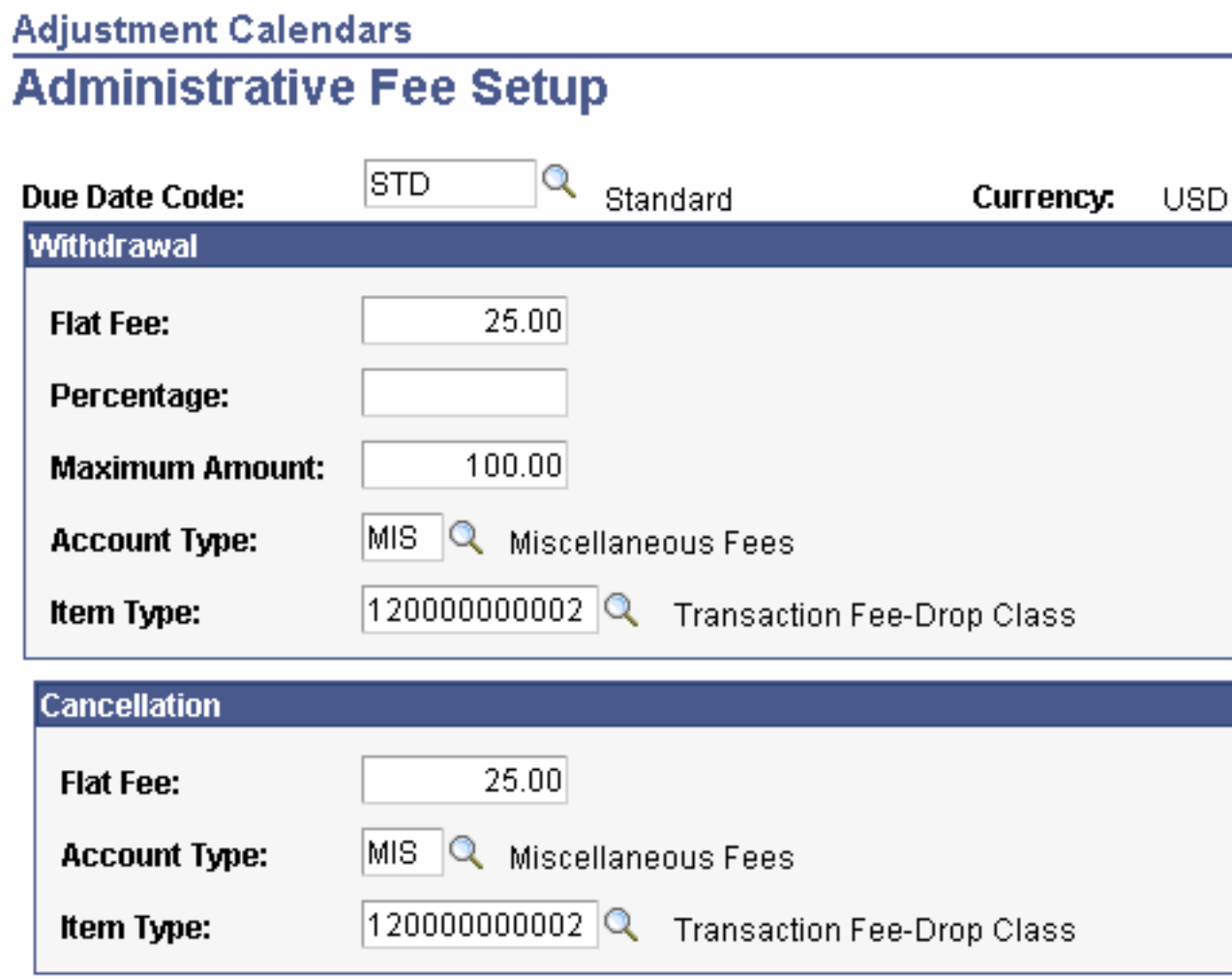
Field or Control	Description
Copy Adjustment Calendar	Click to copy an adjustment calendar from one term to another.
Set Default	Select to designate an adjust reason as the default reason for both term withdrawal and dropping a class. Both term withdrawal and class drop must have one adjustment calendar 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 that are 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 (click the **Administrative Fee Setup** link on the Adjustment Calendars page).

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This example illustrates the fields and controls on the Administrative Fee Setup page. You can find definitions for the fields and controls later on this page.



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

Withdrawal Group Box

Field or Control	Description
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.

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Field or Control	Description
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

Field or Control	Description
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.

Related Topics

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

Calculating the Term Fee by Term and Adjusting by Term Scenarios

The following scenarios describe how the system calculates the term fees after a student initially enrolls in four classes and then:

- Drops one class.
- Adds an additional class.
- Drops two classes on the same day, with the same reason.
- Drops two classes on the same day, with two different reasons.

The term fee is assessed through an equation and is charged by term and adjusted by term. Refer to the section Using Equation Engine to Define Tuition Calculation Equations to see the sample equation, SFTDTFTRMTRM (Charge by Term, Adjust by Term).

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Scenario 1: On January 1, 2007 the student enrolled in four classes at 100 per unit. Each class is three billing units; therefore, the total billing units equals 12 and the total amount equals 1200.00 USD, as shown in the following examples:

Class_nbr	Stdnt_enrl_status	Enrl_add_dt	Trans_date	Enrol_actn_rsn_last
1001	E	01/01/2007	N/A	N/A
1022	E	01/01/2007	N/A	N/A
1003	E	01/01/2007	N/A	N/A
1004	E	0/01/2007	N/A	N/A

The following table lists the transaction in the Tuition Calculation temporary table after initial enrollment:

Transaction Date	Amount	Difference	Drop Date	Reason	Refund %	Drop Cost
01/01/2007	1200.00	N/A	N/A	N/A	/AN	N/A

Student Balance is 1200.00

Scenario 2: On January 1, 2007 the student initially enrolled in four classes. Then on January 2, 2007 the student drops one class:

Class_nbr	Stdnt_enrl_status	Enrl_add_dt	Trans_date	Enrol_actn_reason_last
1001	D	01/01/2007	01/02/2007	SDRP
1002	E	01/01/2007	N/A	N/A
1003	E	01/01/2007	N/A	N/A
1004	E	01/01/2007	N/A	N/A

The following table lists the transactions in the Tuition Calculation temporary table after initial enrollment and dropping one class:

Transaction Date	Amount	Difference	Drop Date	Reason	Refund %	Drop Cost
01/0/2007	1200.00	N/A	N/A	N/A	N/A	N/A
01/02/2007	900.00	300.00	01/02/2007	SDRP	80%	300* (100% — 80%) = 60

Student balance: 900.00 + 60.00 = 960.00

Scenario 3: On January 3, 2007 the student initially enrolled in four classes. On January 2, 2007 the student dropped a class and then on January 3, 2007 the student adds an additional class:

Class_nbr	Stdnt_enrl_status	Enrl_add_dt	Trans_date	Enrol_actn_ran_last
1011	D	01/01/2007	01/02/2007	SDRP
1002	E	01/01/2007	N/A	N/A

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Class_nbr	Stdnt_enrl_status	Enrl_add_dt	Trans_date	Enrol_actn_ran_last
1003	E	01/01/2007	N/A	N/A
1004	E	01/01/2007	N/A	N/A
1005	E	01/03/2007	N/A	N/A

The following table lists the transactions in the Tuition Calculation temporary table after initial enrollment and dropping one class and adding one class:

Transaction Date	Amount	Difference	Drop Date	Reason	Refund %	Drop Cost
01/0/2007	1200.00	N/A	N/A	N/A	N/A	N/A
01/02/2007	900.00	300.00	01/02/2007	SDRP	80%	300* (100% — 80%) = 60
01/03/2007	1200.00	N/A	N/A	N/A	N/A	N/A

> **Note**
>
> In this example, the drop cost of 1200.00 on January 3, 2007 is not calculated on an added class.

Student balance: 1200.00 + 60.00 = 1260

Scenario 4; On January 1, 2007 the student initially enrolled in four classes. Then on January 2, 2007 the student drops two classes with the same reason, on the same day.

Class_nbr	Stdnt_enrl_status	Enrl_add_dt	Trans_date	Enrol_actn_ran_last
1011	D	01/01/2007	01/02/2007	SDRP
1002	D	01/01/2007	01/02/2007	SDRP
1003	E	01/01/2007	N/A	N/A
1004	E	01/01/2007	N/A	N/A

The following table lists the transactions in the Tuition Calculation temporary table after the initial enrollment and dropping of two classes with the same reason, on the same day.

Transaction Date	Amount	Difference	Drop Date	Reason	Refund %	Drop Cost
01/0/2007	1200.00	N/A	N/A	N/A	N/A	N/A
01/02/2007	900.00	600.00	01/02/2007	SDRP	80%	600 (100% — 80%) = 120.00

Student balance: 600.00 + 120.00 = 720.00

Scenario 5: On January 1, 2007 the student initially enrolled in four classes. Then on January 2, 2007 the student drops two classes with two different reasons:

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Class_nbr	Stdnt_enrl_status	Enrl_add_dt	Trans_date	Enrol_actn_ran_last
1011	D	01/01/2007	01/02/2007	SDRP
1002	D	01/01/2007	01/02/2007	CANC
1003	E	01/01/2007	N/A	N/A
1004	E	01/01/2007	N/A	N/A

The following table lists the transactions in the Tuition Calculation temporary table after the initial enrollment and dropping of two classes with two different reasons, on the same day.

Transaction Date	Amount	Difference	Drop Date	Reason	Refund %	Drop Cost
01/0/2007	1200.00	N/A	N/A	N/A	N/A	N/A
01/02/2007	900.00*	300.00	01/02/2007	CANC	90%	300* (100% — 90%) = 30.00
01/02/2007	600.00	300.00	01/02/2007	SDRP	80%	$600 (100% — 80%) = 60.00

Student Balance: 600.00 + 30.00 + 60.00 = 690.00

When a student drops two classes with two different reasons on the same day, the temporary table is inserted alphabetically by reason and each class is calculated separately. The first amount is calculated by only noting that one class has been canceled. The second amount is calculated by using the second class that has been dropped by the student.

If the adjustment calendar is by session start date, the session code is taken into account similarly to the reason.

During withdrawal processing, the drop date equals the last attendance date for enrolled classes in the student's enrollment record. This makes the last attendance date the transaction date.

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:

- Specifying Tuition Calculation Parameters
- Specifying Effective Terms for ITEM_SF Installments
- Establishing Restrictions on Automatic Tuition Calculation
- Selecting Errors and Warnings

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Pages Used to Establish Tuition Calculation Controls

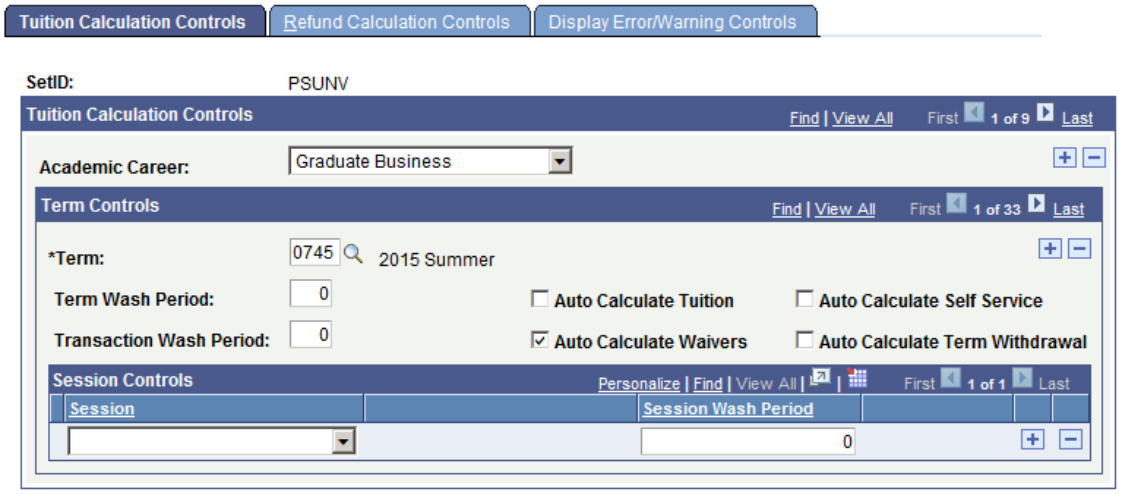
Page Name	Definition Name	Navigation	Usage
Tuition Calculation Controls	CALC_CNTL_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**	Specify tuition calculation parameters for academic careers by term.
Installment Controls	SSF_CALC_CNTL_INST	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**, and then **Installment Controls**	Specify the effective term for which ITEM_SF installments can be created.
Refund Calculation Controls	CALC_ON_REFUND_CTL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**, and then **Refund Calculation Controls**	Establish restrictions on automatic tuition calculation.
Display Error/Warning Controls	DISP_ERR_CNTL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**, and then **Display Error/Warning Controls**	Select errors and warnings for tuition calculation.

Specifying Tuition Calculation Parameters

Access the Tuition Calculation Controls page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**).

This example illustrates the fields and controls on the Tuition Calculation Controls page. You can find definitions for the fields and controls later on this page.

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The wash functionality contains three levels: session, term, and transaction, and are mutually exclusive.

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

Field or Control	Description
Academic Career	Select the academic career for your tuition calculation controls.

Term Controls

Field or Control	Description
Term	Select the term to which these controls apply. When you add a new term, a message appears: *Warning — Term has not been setup for Installment Control.* To set up the term so that ITEM_SF installments can be applied, go to the Installment Controls tab.

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Field or Control	Description
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: a student enrolls in Chemistry 101 and determines, after two weeks in class, that he or she is too advanced for the introductory level class. If the term wash period is at least 14 days, the student can switch to Chemistry 201 without penalty. Term wash is not based on class or class cost, but is based on billing units of the class. **Note:** If you drop a three-unit class, then add a two-unit class, the tuition calculation process ignores this field and applies the normal adjustment rules. The process assumes that the three-unit class is more expensive. However, if you drop a three-unit class, then add a four-unit class, the drop is “washed.” Even if you drop two two-unit classes, then add a four-unit class, the two dropped classes are washed.
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. That is, the student does not need 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, no penalty is incurred. 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.

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Field or Control	Description
Auto Calculate Self Service	Select to automatically calculate tuition for a particular term in self service. If you select the check box, a student using self service can see the most up-to-date tuition information without you having to run a separate tuition calculation. In self service, the system calculates tuition when a student accesses the Account Inquiry or the Make a Payment component. The system does not automatically calculate tuition when a student accesses the Student Center. In addition, tuition calculation is never invoked from the Student Services Center or Student Services Center (Student). **Note:** This option impacts only self service, in contrast to the Auto Calculate Tuition option that impacts only the administrative module. You can choose to enable automatic tuition calculation for self service, administrative module, or both. The check box is cleared by default. **Note:** In addition to selecting this check box, you must also select automatic self service tuition calculation elsewhere in the system, for tuition calculation to be invoked in self service. You must select the check box here for automatic self service tuition calculation to have effect for a particular term. See Campus Self Service: Defining Basic Institution Set Parameters.
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 must calculate and post waivers in background processing.
Auto Calculate Term Withdrawal (automatically calculate term withdrawal)	When this check box is selected, an administrative user can run tuition calculation immediately after the successful completion of an on line term withdrawal, regardless of the user's security. See Student Records: Posting Withdrawals and Cancellations for Terms

Session Controls

Field or Control	Description
Session	Enter 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.

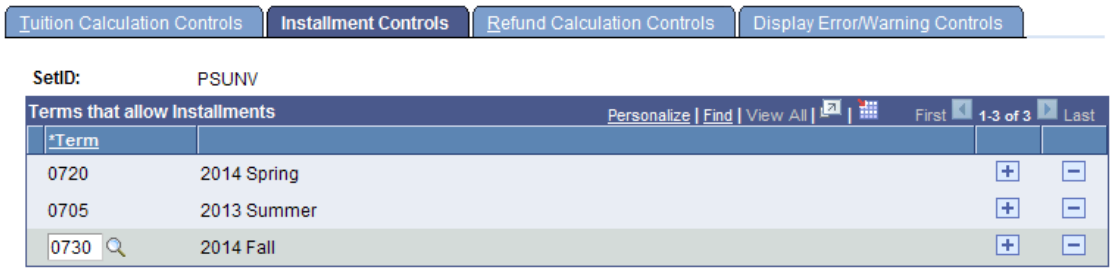
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Field or Control	Description
Session Wash Period	If you choose to apply tuition calculation controls by the session, you must enter a session wash period value. The session wash period works the same as a term wash period. Session wash is not based on class or class cost, but is based on billing units of the class.

Specifying Effective Terms for ITEM_SF Installments

Access the Installment Controls page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**, and then **Installment Controls**).

This example illustrates the fields and controls on the Installment Controls page. You can find definitions for the fields and controls later on this page.



Use this page to specify the effective terms for which ITEM_SF installments can be created on the Tuition Calculation Controls page.

Field or Control	Description
Term	Select the term for which an installment can be applied.

To add another term, click the + button. To delete, click the – button. You can select only terms that are defined on the Tuition Calculation Controls page and only if tuition has *not* been posted for the term. If you add a term that has not been defined on the Tuition Calculation Controls page, an error message appears. You are not able to delete a term from the Installment Controls page if tuition has been posted for the term.

When you add an effective term, this creates a unique ITEM_SF for each installment, and waivers are automatically applied proportionally according to the due date of the fee.

You can create future ITEM_SF installments, but not adjust installments (charges or waivers) that have already been billed. However, you can override these at the tuition group level.

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> **Note**
>
> For ANZ and HECS, ITEM_SF installment is controlled through setID (tableset ID). If setID is used as the set control value, then the Installment Controls page is *not* available for any business unit that references an institution where the DEST, HECS, Centrelink, TAC, or NZQA check boxes are selected—even if the **Create Tuition Installments** check box is selected on the SF Installation 2 page.

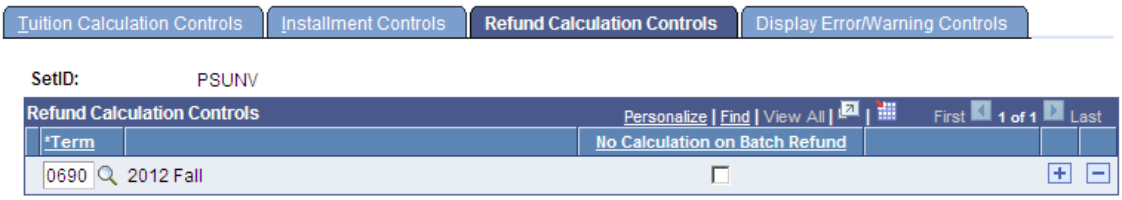
Related Topics

- 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).
- Setting Up Tuition Groups
  To set up tuition groups, use the Tuition Groups component (SEL_GROUP_PANEL).

Establishing Restrictions on Automatic Tuition Calculation

Access the Refund Calculation Controls page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**, and then **Refund Calculation Controls**).

This example illustrates the fields and controls on the Refund Calculation Controls page. You can find definitions for the fields and controls later on this page.



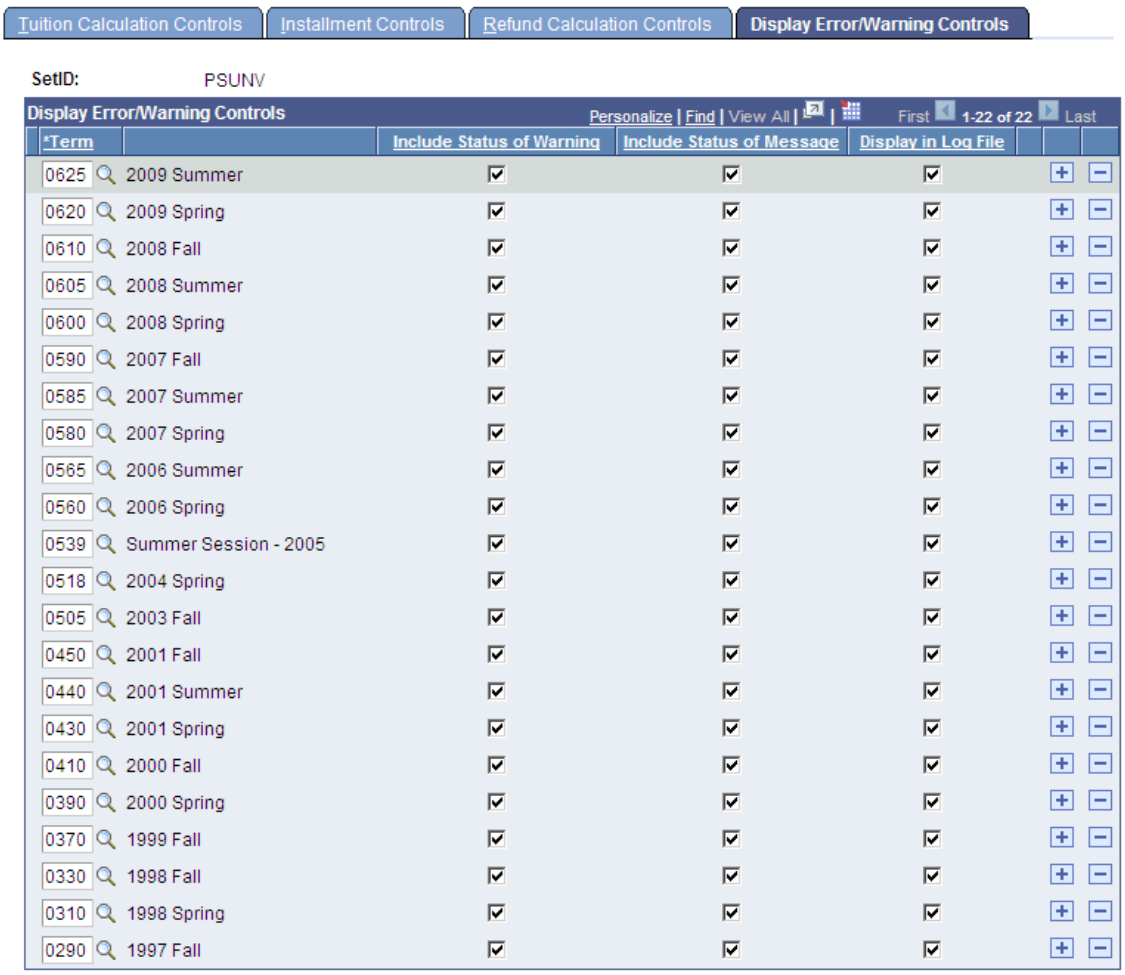
Field or Control	Description
Term	Enter the term for which the refund calculation control applies.
No Calculation on Batch Refund	Select if you do not want the system to automatically calculate tuition when batch refund processing is run.

Selecting Errors and Warnings

Access the Display Error/Warning Controls page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation Controls**, and then **Display Error/Warning Controls**).

This example illustrates the fields and controls on the Display Error/Warning Controls page. You can find definitions for the fields and controls later on this page.

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The default setting is ON to display warnings and messages. If you do not have a row for the term with these controls cleared, you will continue to receive errors and warnings. Insert a row for every term in which you want to clear warnings and messages.

If an equation contains the equation keyword *Message,* or the equation produces an error, the message is written to the Tuition Calc log file.

> **Note**
>
> The equation keyword Message may affect performance and should be used primarily in your test environment to verify the results of the equation.

Field or Control	Description
Term	Select the term for the error and warning controls that you are defining.
Include Status of Warning	Select to have warning messages appear in CALC_ERROR. If you do not select this check box, warnings do not appear.

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Field or Control	Description
Include Status of Message	Select to have messages appear 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 disabled 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:

- Defining Character Variables
- Defining Numeric Variables
- Defining Yes/No Flags

Understanding Equation Variables

Equation variables are user-defined variables that you can use 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 to use to identify the students and calculate the appropriate fees.

Pages Used to Define Variables for Criteria and Equations

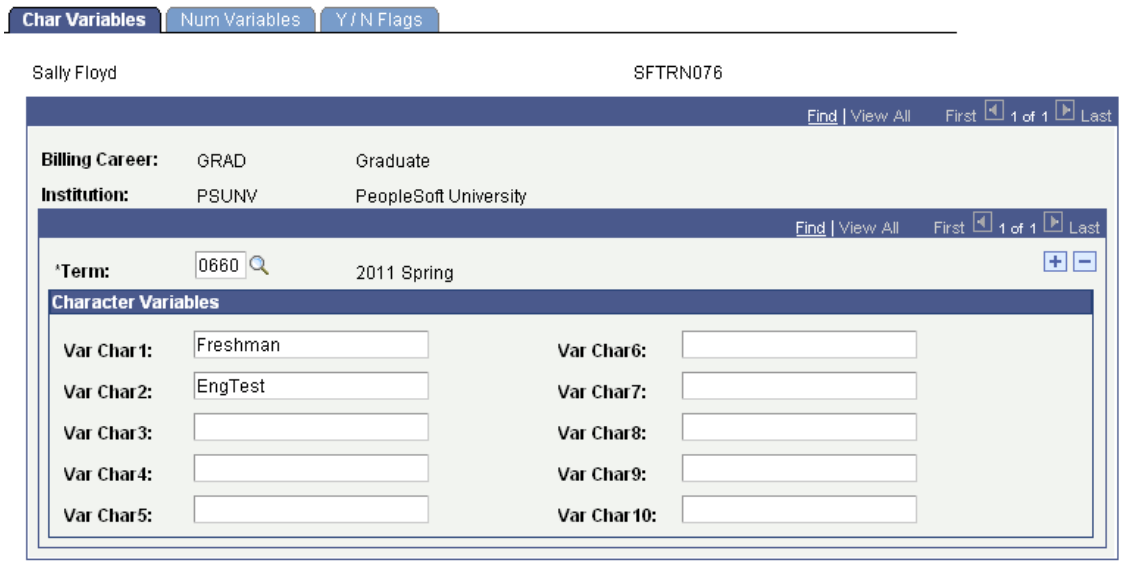
Page Name	Definition Name	Navigation	Usage
Char Variables (character variables)	STDNT_EQUTIN_CHAR	**Student Financials**, and then **Tuition and Fees**, and then **Equation Variables**, and then **Char Variables**	Define character variables.
Num Variables (numeric variables)	STDNT_EQUTN_NUM	**Student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

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Defining Character Variables

Access the Char Variables page (**Student Financials**, and then **Tuition and Fees**, and then **Equation Variables**, and then **Char Variables**).

This example illustrates the fields and controls on the Char Variables page. You can find definitions for the fields and controls later on this page.



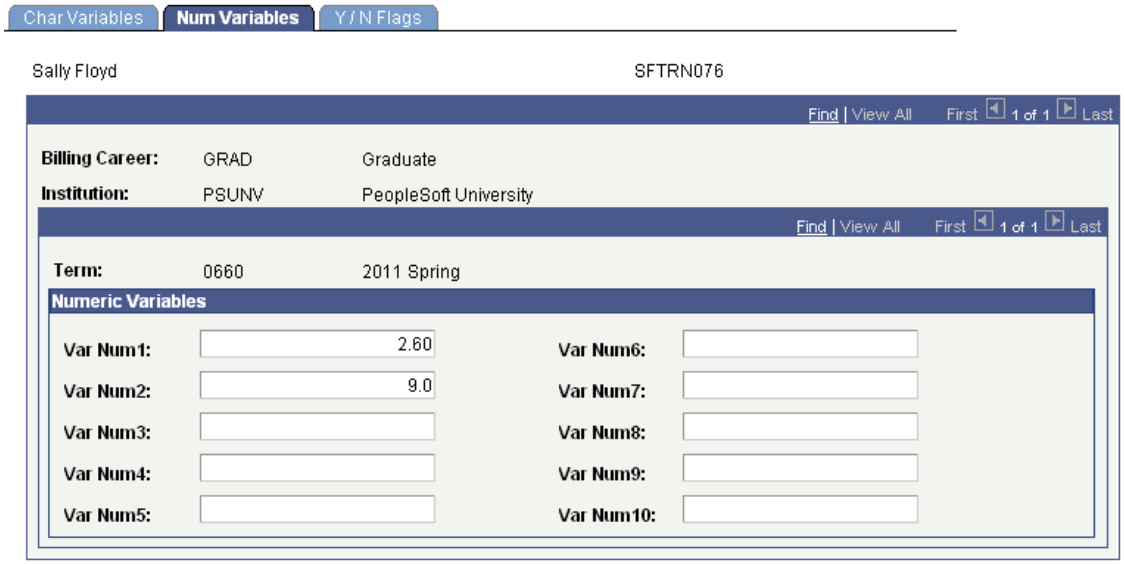
Field or Control	Description
Term	Select the term for which you want the variables to apply.
Var Char1 (variable characters 1) through **Var Char10** (variable characters 10)	You can attach up to 10 character variables to the student, using the **Var Char1** through **Var Char10** fields. Save the page, 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 (**Student Financials**, and then **Tuition and Fees**, and then **Equation Variables**, and then **Num Variables**).

This example illustrates the fields and controls on the Num Variables page. You can find definitions for the fields and controls later on this page.

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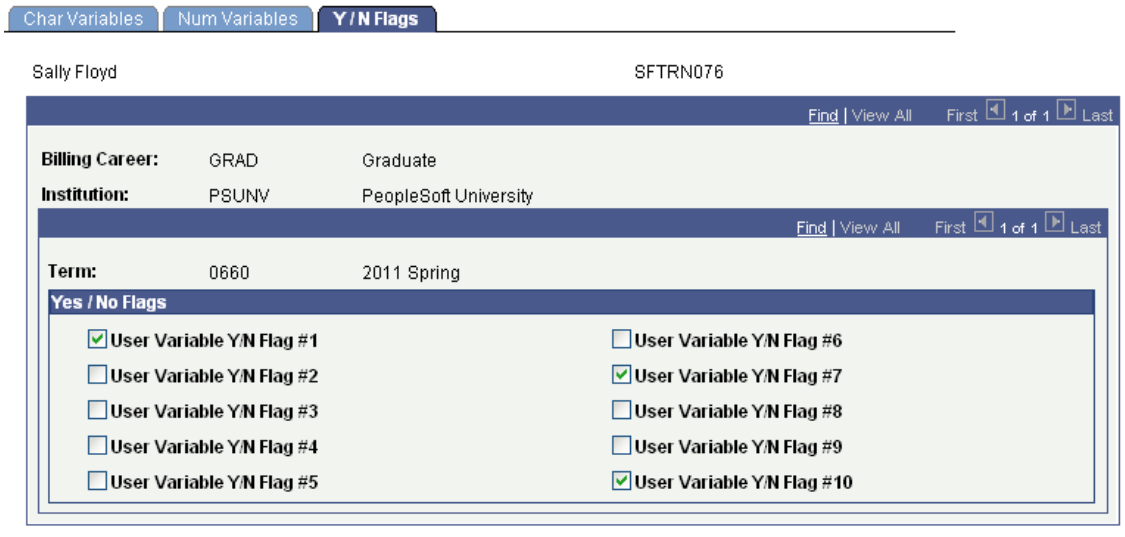


Field or Control	Description
Term	Select the term for which you want the variables to apply.
Var Num1 (variable number 1) through **Var Num10** (variable number 10)	Attach up to 10 numeric variables to the student, using these fields. Save the page, and the system links the variables that you specified 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 (**Student Financials**, and then **Tuition and Fees**, and then **Equation Variables**, and then **Y/N Flags**).

This example illustrates the fields and controls on the Y/N Flags page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
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:

- Defining Criteria Codes and Criteria Types
- Defining Criteria Details

Understanding Tuition Group and Fee Trigger Criteria

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

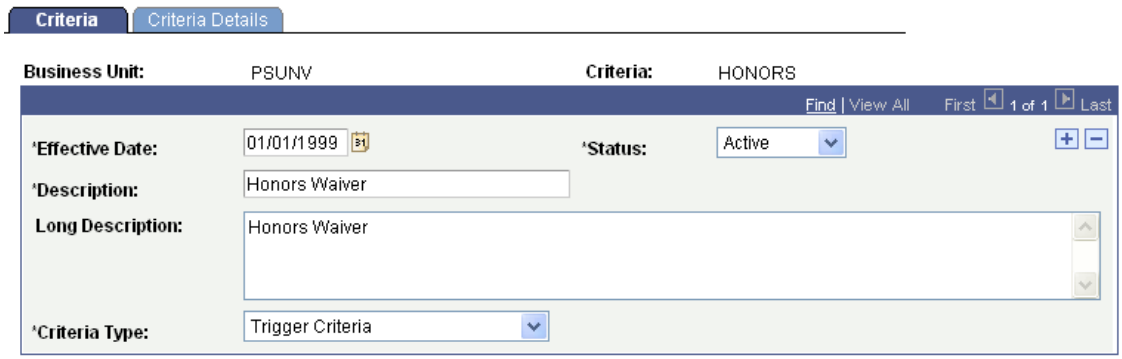
Page Name	Definition Name	Navigation	Usage
Criteria	SEL_CRITERIA_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Criteria**	Define criteria codes and criteria types.
Criteria Details	SEL_CRITER_TABLE	**Set Up SACR**, and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

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Defining Criteria Codes and Criteria Types

Access the Criteria page (**(Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Criteria**).

This example illustrates the fields and controls on the Criteria page. You can find definitions for the fields and controls later on this page.



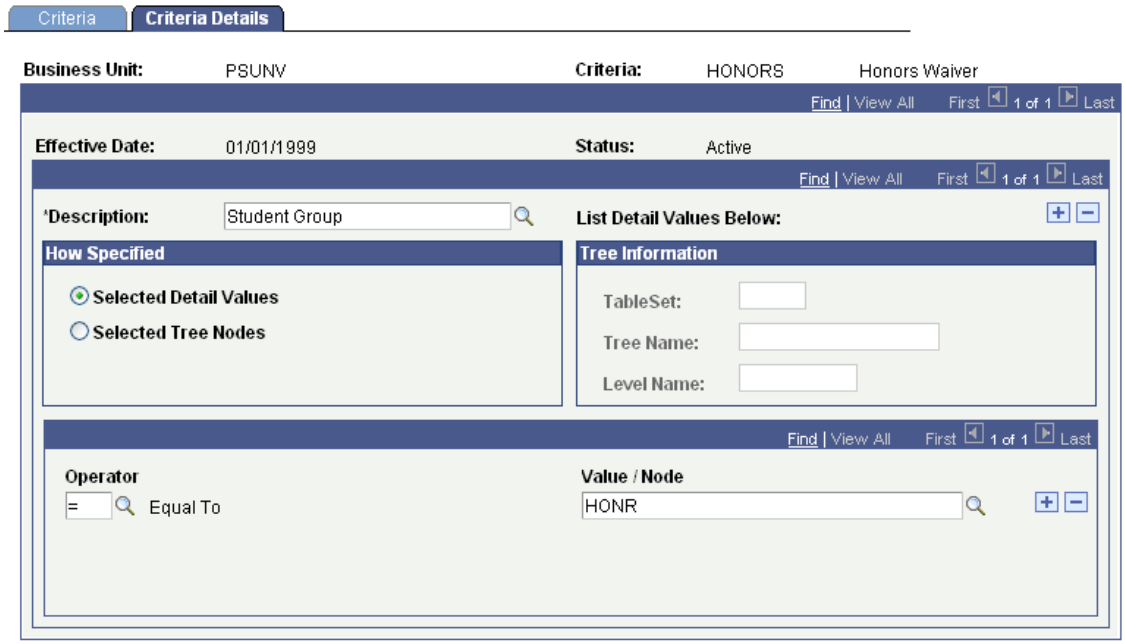
Field or Control	Description
Criteria Type	Select one of two criteria types. The two types cannot be used interchangeably. Select from: *Trigger Criteria:* Select to define a criterion that triggers an event. *Tuition Group Criteria:* Select to define a criterion that links a student to a tuition group.

Defining Criteria Details

Access the Criteria Details page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Criteria**, and then **Criteria Details**).

This example illustrates the fields and controls on the Criteria Details page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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, 30 user-defined variables are available to use. Using these user-defined variables is more difficult because you must know the definition of each variable position.

How Specified

Field or Control	Description
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

Operator	Description
<	Less than

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Operator	Description
<=	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

Field or Control	Description
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.

Related Topics

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

Using Equation Engine to Define Tuition Calculation Equations

The Equation Engine is a powerful tool that enables you to develop a variety of formulas. In Student Financials, equations are used to identify a student's enrollment status, calculate and assign fees, and calculate tuition. This section provides an overview of global variables and discusses:

- Viewing Delivered Equations
- Viewing Equation Information
- Using Equation Engine in Student Financials Tuition Calculation
- Using Student Financials Undergraduate Selection Equation

Related Topics

- Campus Solutions Application Fundamentals: Preparing to Write Equations

Understanding Global Variables

The following SF global variables are now available to calculate: adjustments, course fees, course list fees, and class fees. The new global variables use fields from the Tuition Calculation temporary table, which originates from the STDNT_ENRL_ or CLASS_TBL.

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The SF global variables are:

- A_amount
- A_select (yes/no flag)
- Acad_career (academic career)
- Billing_career
- Business_unit
- Class_nbr
- Crse_id (course id)
- Enrol_actn rsn_last (enrollment action reason last)
- Emplid
- Institution
- Session_code
- Stdnt_car_nbr (Student Career Number)
- STRM (Term)
- Trans_date
- Trans_time

Page Used to Define Tuition Calculation Equations

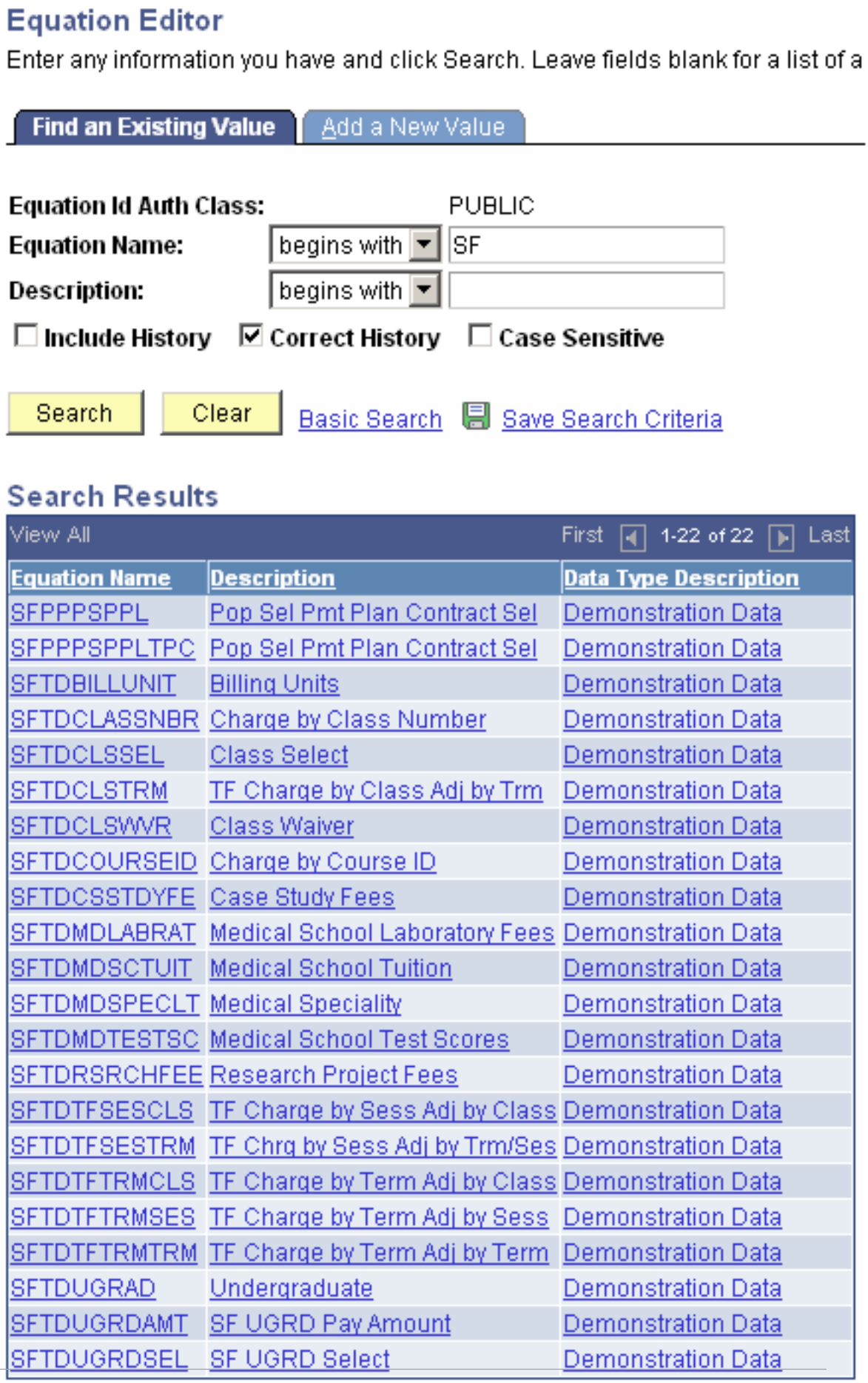
Page Name	Definition Name	Navigation	Usage
Equation Editor	EQUATION_EDITOR	**Set Up SACR**, and then **Common Definitions**, and then **Equation Engine**, and then **Equation Editor**	View delivered equations.

Viewing Delivered Equations

Access the Equation Editor page (**Set Up SACR**, and then **Common Definitions**, and then **Equation Engine**, and then **Equation Editor**).

This example illustrates the fields and controls on the Equation Editor page. You can find definitions for the fields and controls later on this page.

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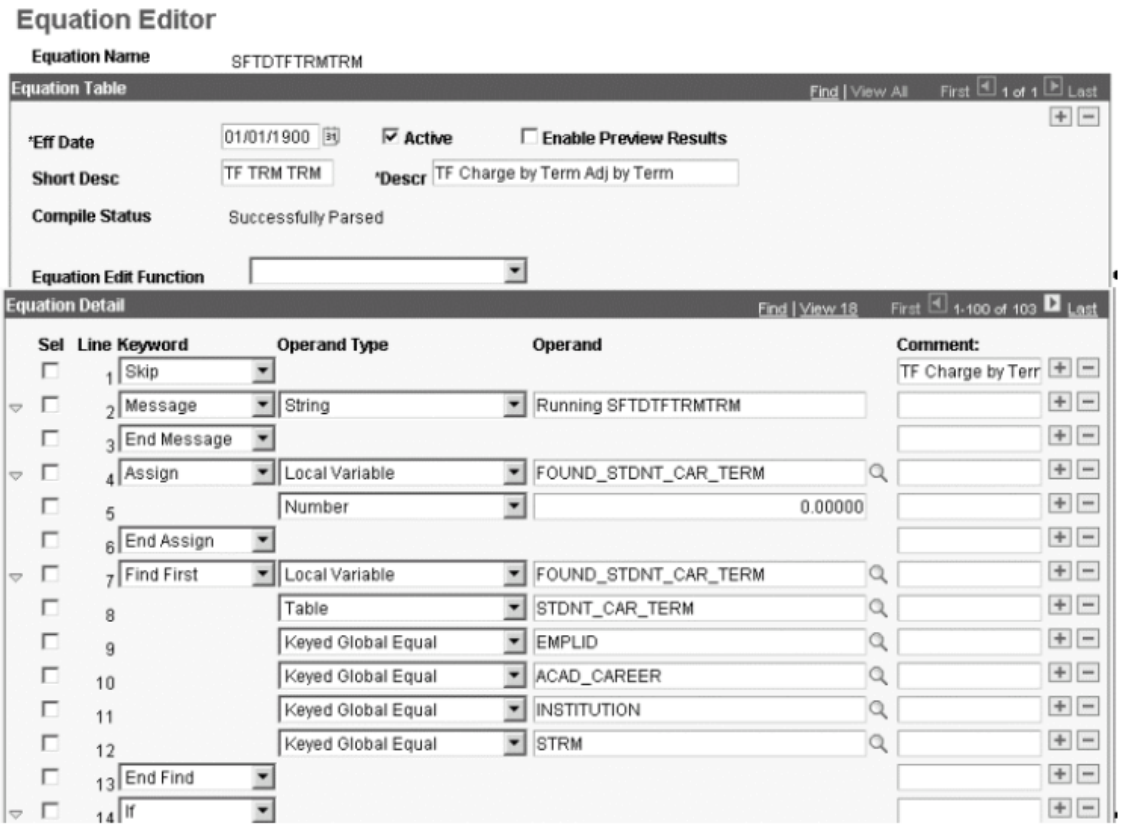
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You can view any equation listed on this page.

Viewing Equation Information

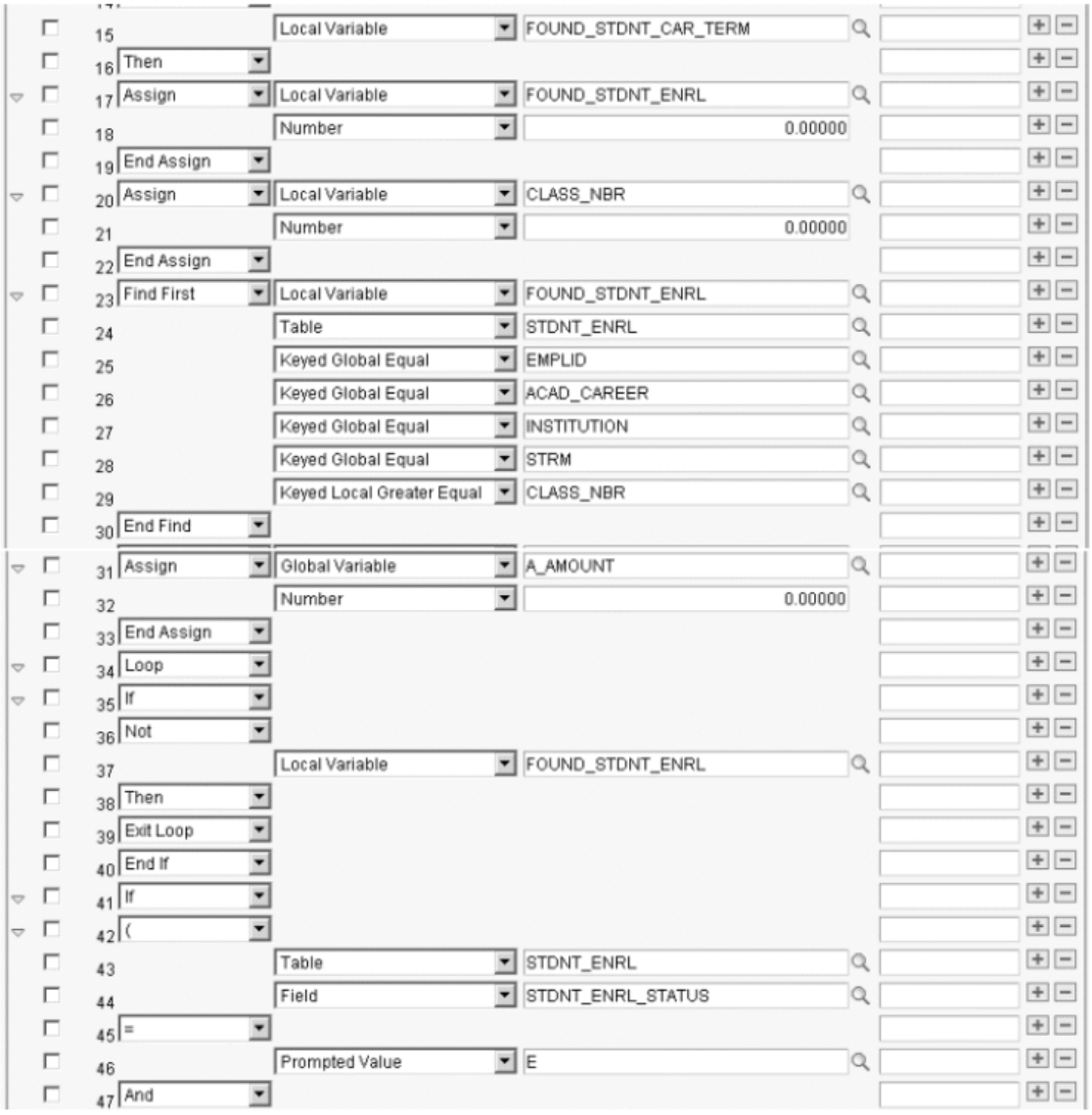
Access the SFTDTFTRMTRM equation on the Equation Editor page (**Set Up SACR**, and then **Common Definitions**, and then **Equation Engine**, and then **Equation Editor**).

This example illustrates the fields and controls on the Equation Editor example page (1 of 4). You can find definitions for the fields and controls later on this page.



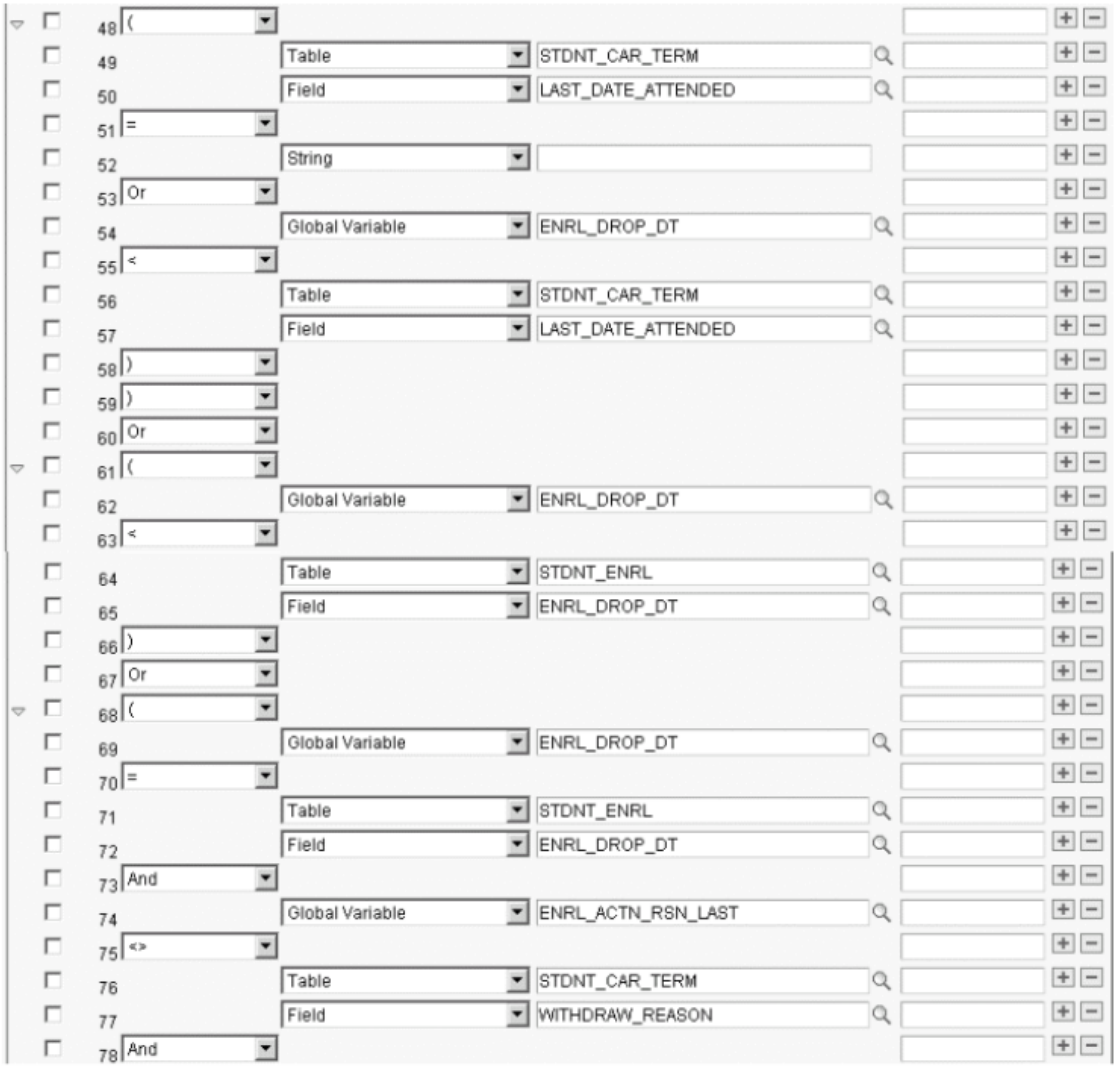
This example illustrates the fields and controls on the Equation Editor example page (2 of 4). You can find definitions for the fields and controls later on this page.

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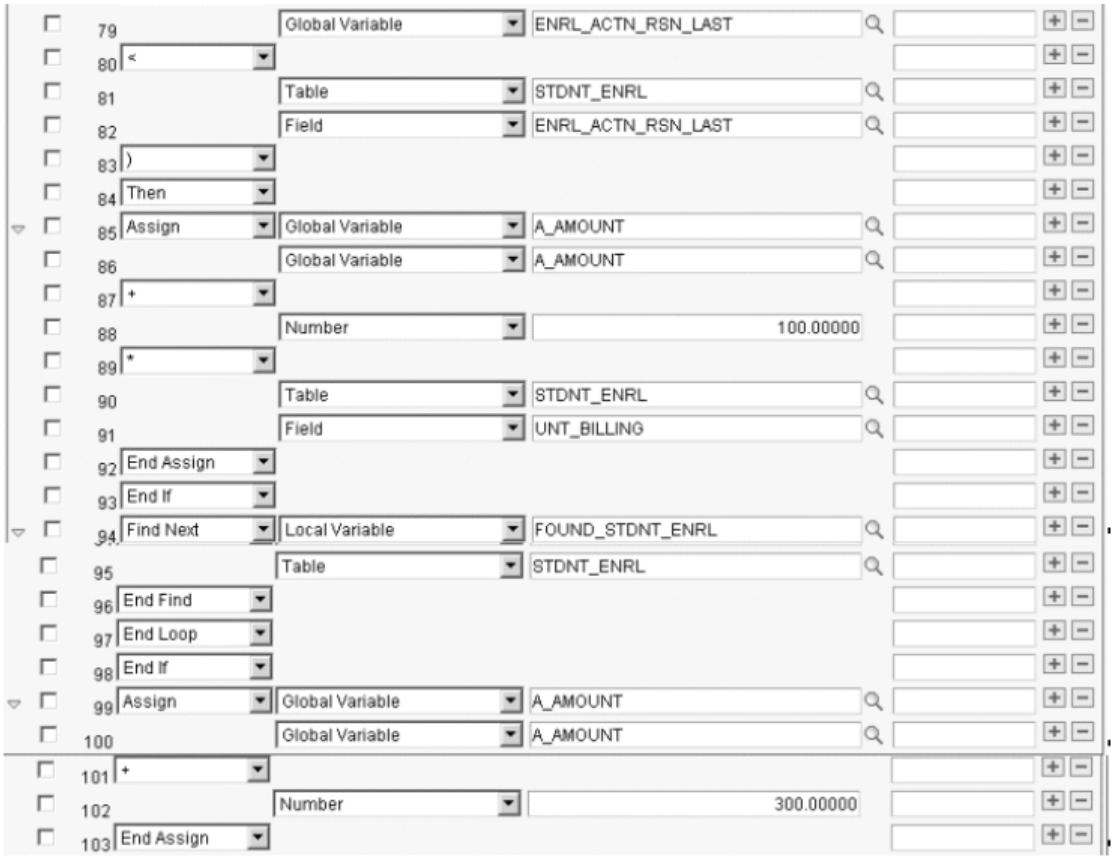
This example illustrates the fields and controls on the Equation Editor example page (31 of 4). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Equation Editor example page (4 of 4). You can find definitions for the fields and controls later on this page.

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This sample equation calculates the term fee by term, adjust by term. To determine the enrolled classes on a specific date, tuition calculation looks at the temporary table and, for each row, the equation is called and it compares the global variables from the temporary table to the student's enrollment. Refer to Understanding the Adjustment Calendar section for logic for the term fee and adjustment calculation for each student.

Related Topics

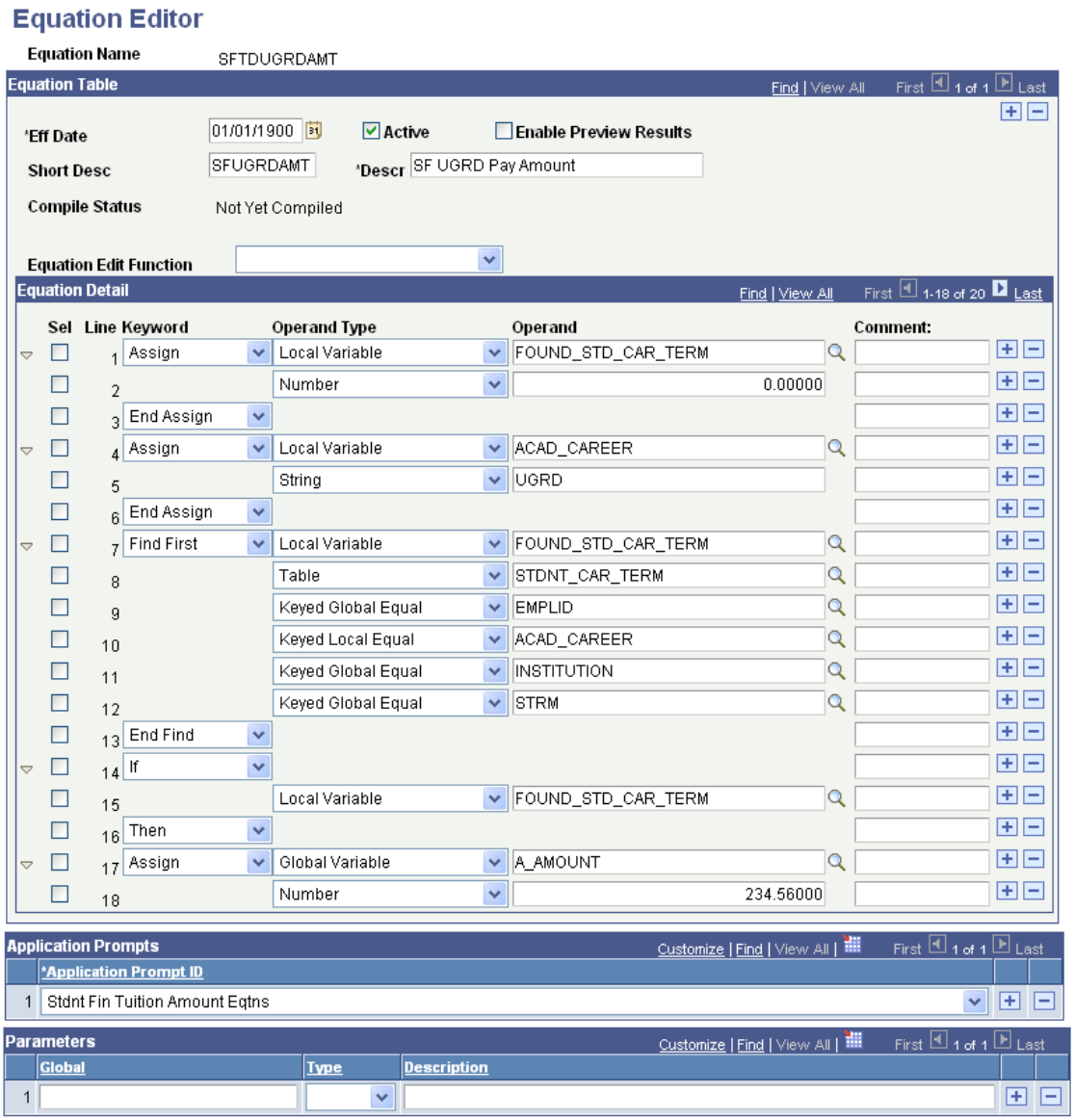
- Campus Solutions Application Fundamentals: Preparing to Write Equations

Using Equation Engine in Student Financials Tuition Calculation

Access the SFTDUGRDAMT equation on the Equation Editor page.

This example illustrates the fields and controls on the Equation Editor page (SFTDUGRDAMT). You can find definitions for the fields and controls later on this page.

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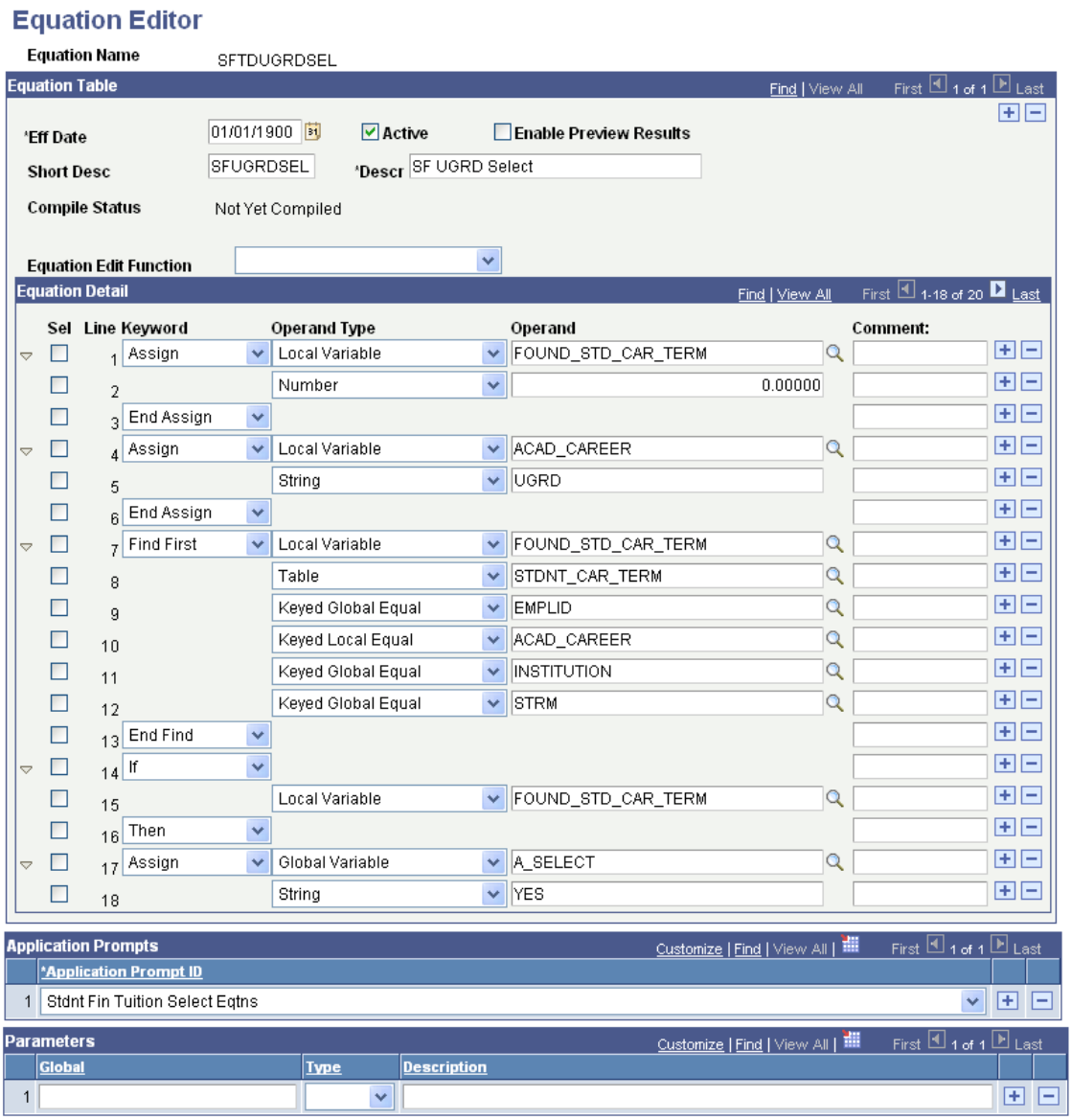
This equation uses the *Stdnt Fin Tuit Amount Limited* application prompt ID. The equation looks at a student's career number, determines whether the student is an undergraduate, and then assigns a monetary amount.

Using Student Financials Undergraduate Selection Equation

Access the SFTDUGRDSEL equation on the Equation Editor page (**Set Up SACR**, and then **Common Definitions**, and then **Equation Engine**, and then **Equation Editor**).

This example illustrates the fields and controls on the Equation Editor page (SFTDUGRDSEL). You can find definitions for the fields and controls later on this page.

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This equation selects students based on their undergraduate status.

Configuring 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:

- Defining Waivers
- Configuring Additional Attributes for Waivers Using Common Attribute Framework
- Defining Waiver Groups

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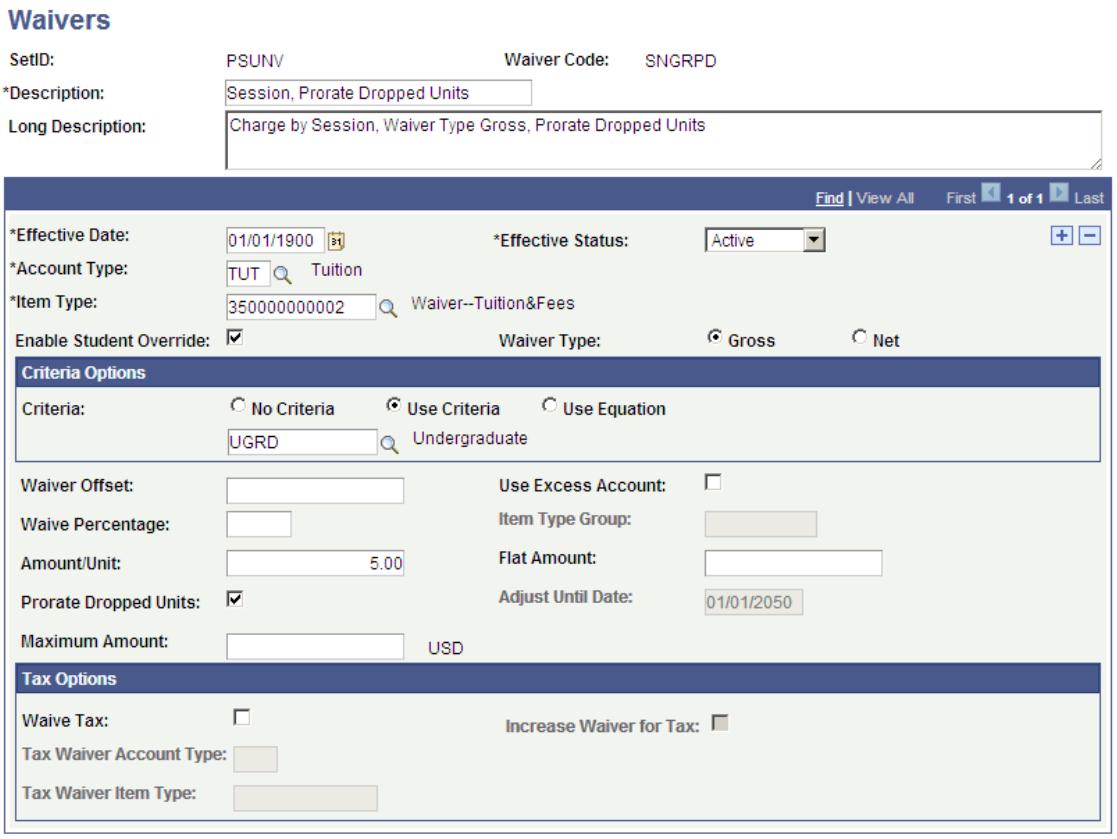
Pages Used to Configure Waivers and Waiver Groups

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

Defining Waivers

Access the Waivers page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Waivers**).

This example illustrates the fields and controls on the Waivers page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Enable Student Override	Select to allow the default values in this waiver to be manually overridden. When you select this check box, it indicates that: • This waiver code can be used in the Assign Student Waiver page and Mass Assign Student Waivers page. • The waiver calculation process uses the values in the Assign Student Waiver table to override the waiver code values. See Assigning Student Waivers. The check box is deselected by default. **Note:** Oracle recommends that you select this check box for all waivers. If the check box is selected and you deselect it, you receive an error message if rows exist in the Assign Student Waiver table (does not apply to previous rows). If the check box is deselected and you select it, you receive an error message if the waiver code is used in a tuition group.

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Field or Control	Description
Waiver Type	Select a type: • **Net:** Net Waivers are associated with a Waiver Offset or Waive Percentage value. Net waivers functionality is not available when attaching waivers to the waiver tab of the tuition group. A net waiver utilizes a waiver priority (field name: SSF_WVR_PRIORITY). Net waivers can be utilized on Waiver Groups or on the Waiver push button of the term fee of the tuition group. Net waivers allow the user to prioritize the order in which waivers calculate when multiple waivers exist for the same term fee, course, or class fee. The highest priority waiver for which the student is eligible will calculate FIRST, any lower priority waivers will calculate based on initial charge amount less any waivers with a higher SSF_WVR_PRIORITY. Example: When tied to a waiver group, assuming a $1000 charge: – When the student is assigned WVR20, the student will receive a 50% waiver or $500. – When the student is assigned WVR10, the student will receive a 50% waiver or $500. – When the student is assigned both WVR10 and WVR20, the student will receive a 50% waiver for WVR10 or $500, and a 50% waiver for WVR20 on the REMAINING 50% or $250. • **Gross:** This option refers to the original amount to be paid. This option is selected by default.

Criteria

Field or Control	Description
Criteria	Select the criteria to use to determine the student's eligibility for a waiver. If the criteria option is selected as: • **Use Criteria** or **Use Equation**, the Tuition Calculation process uses the selected criteria to check the student's eligibility for the waiver. • **No Criteria**, you must manually verify the student's eligibility. **Note:** The **No Criteria** option becomes available only if you select **Enable Student Override.**

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Field or Control	Description
Waiver Offset	Enter an amount the students potentially pay themselves. 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** option. 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.
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. When using ITEM_SF installments, the value you enter in this field represents the percentage of the fee that is waived for each ITEM_SF installment. For example, if you create six ITEM_SF installments of 500 USD each and you set the waiver percentage to 10%, then each ITEM_SF installment is reduced by 50 USD.
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. ITEM_SF installments do not support **Amount/Unit.** If you use this field for ITEM_SF installments, the following message appears in review calculation: *Amt per Unit Waivers are not supported for Tuition Installments.* However, fees are still calculated and posted.

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Field or Control	Description
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. When using ITEM_SF installments, the value you enter in this field represents the amount that is waived for each ITEM_SF installment. For example, if you create six ITEM_SF installments and you set the waiver flat amount to 120 USD, then each ITEM_SF installment can be reduced by 120 USD.
Prorate Dropped Units	Select to allow the proration of fees for dropped classes or term withdrawals. The check box is deselected by default. This option is for term fee waivers only. You can select the check box only if you have entered a value in the **Amount/Unit** field. To allow waiver proration, you must select **Track Class Pricing** in the Term Fees page. The FEE_CLASS_PRICE table is used to determine the class refund percent. **Note:** This field is ignored if the class falls within the Term Wash Period. To illustrate how this option works, consider this scenario. A student is enrolled in six units (two classes, each class is three billing units). The term fee is 200 per unit. A waiver is set for 50 per unit. The tuition amounts to 1200 USD and a waiver of 300 USD is applied. The balance amounts to 900 USD. Then the student drops one class. The refund is 80%. During the Tuition Calculation process, the drop cost is calculated at 120 and then added to the amount of the term fee: 120 + 600 = 720. If the Prorate Dropped Units field is selected on the waiver, the class billable units is calculated as the billable unit multiplied by(1–(Refund Rate / 100)), then the product is added to the total billable units: (one class dropped) 3 x 0.20 = 0.60 billable units. Add 0.60 to 3 (units enrolled in): 0.60 + 3 = 3.60 total billable units. The amount of waiver with the prorated dropped units is: 3.60 x 50 = 180. The waiver is deducted from the tuition:720–180 = 540, which is the total student balance. See: • Defining Term and Session Fees • Specifying Tuition Calculation Parameters

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Field or Control	Description
Adjust Until Date	Define the last day that a dropped class can be included in the calculation of the amount/unit portion of a waiver. This date is used to determine the total number of billable units. If the class drop date falls later than **Adjust Until Date,** then the class billable units are added to the total number of billable units. However, if the class drop date falls later than **Adjust Until Date,** *and* you select **Prorate Dropped Units,** then the Amt/Unit waiver includes an amount for all units and not just the non-refunded units. If this field is blank, dropped classes are not included in the total number of billable units. The total number of billable units is used in calculating the value for **Amount/Unit.** **Note:** When you select **Prorate Dropped Units**, you cannot modify this field. To illustrate how this option works, consider this scenario. A student is enrolled in six units (two classes, each class is three billing units). The term fee is 200 per unit. A waiver is set for 50 per unit. The tuition amounts to 1200 USD and a waiver of 300 USD is applied. The balance amounts to 900 USD. Then the student drops one class. The refund is 80%. During the Tuition Calculation process, the drop cost is calculated at 120 and then added to the amount of the term fee: 120 + 600 = 720. The date used in the Adjust Until Date field determines if all billing units are used to calculate the waiver or just the enrolled units. The Tuition Calculation process compares the drop date to the Adjust Until Date field. In this example, if the drop date falls later than the Adjust Until Date, the waiver is based on all units: 6 x 50 = 300. If the drop date falls earlier or on the same date as the Adjust Until Date, the waiver is based on just the enrolled units: 3 x 50 = 150.
Maximum Amount	Enter the maximum amount that can be waived relative to the fees per term, session, or class.

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Tax Options

> **Warning**
>
> Waivers for taxes will apply correctly to the charge or tax if a payment hasn't previously been applied. To ensure accuracy in the tax waiver after payment shuffling, Oracle recommends identifying a separate account and item type for tax waivers. The Charge Priority List for tax waivers should only contain the tax node. In Payment Overall Priority, set **Allocation Method** to **By Oldest First** and don't enable **Pay Proportionate % Tax**. The Charge Sort should identify how the waiver is reapplied due to payment shuffling, which may yield unexpected results.
>
> This behavior is applicable to term fees, course fees, class fees, and course list fees.

Field or Control	Description
Waive Tax	Select to control whether the waiver adjusts taxes that are 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.

Configuring Additional Attributes for Waivers Using Common Attribute Framework

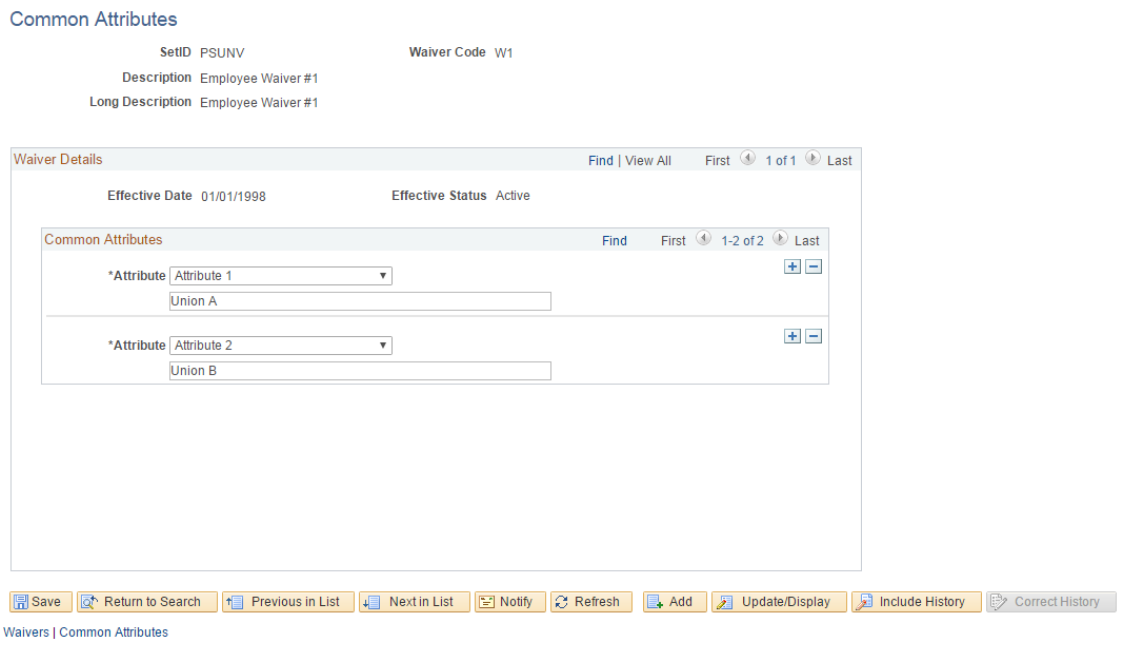
The Common Attribute Framework (CAF) allows you to add fields to existing tables by configuring the tables rather than modifying them. With the CAF functionality enabled on WAIVER_TBL, institutions have the ability to group waivers into specific categories that allows for better financial reporting, classification, and planning.

Create attributes using the Common Attribute (SCC_CAF_ATTRIBUTES) page, and then use the Record Context (SCC_CAF_REC_ATTRIB) component to associate attributes with a particular record.

The Common Attributes (SSF_WVR_TBL_CAF) page is added to the Waivers (WAIVER_PANEL) component.

This example illustrates the fields and controls on the Common Attributes page.

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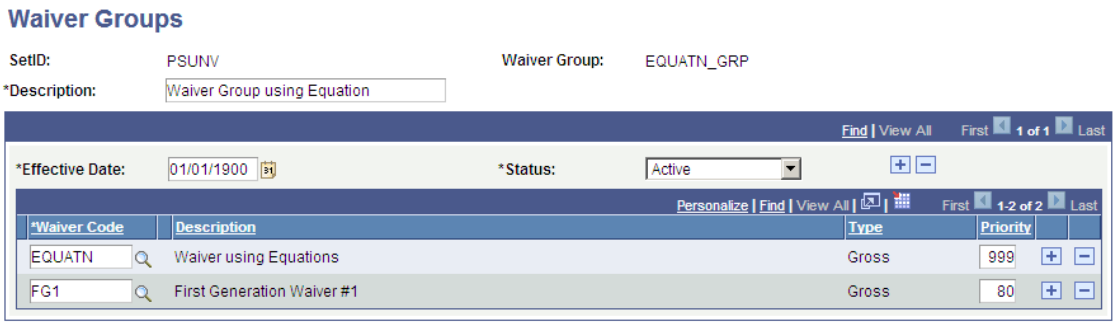
Related Topics

- Campus Community Fundamentals: Defining a Common Attribute
- Campus Community Fundamentals: Associating a Common Attribute to a Record

Defining Waiver Groups

Access the Waiver Groups page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Waiver Groups**).

This example illustrates the fields and controls on the Waiver Groups page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Waiver Code	Add a waiver to the waiver group.

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Field or Control	Description
Priority	Enter a number from 1 to 998 to indicate the order in which waivers should be calculated. The default value is 999 and indicates no priority. The lower the number you use, the higher the priority. You can assign the same priority number to multiple waiver codes. If waiver codes have the same priority number, then the priority is calculated based on alphabetical order. **Note:** When prioritizing a combination of the two waiver types, typically the Waiver Type of Gross should have a higher priority than Waiver Type of Net.

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

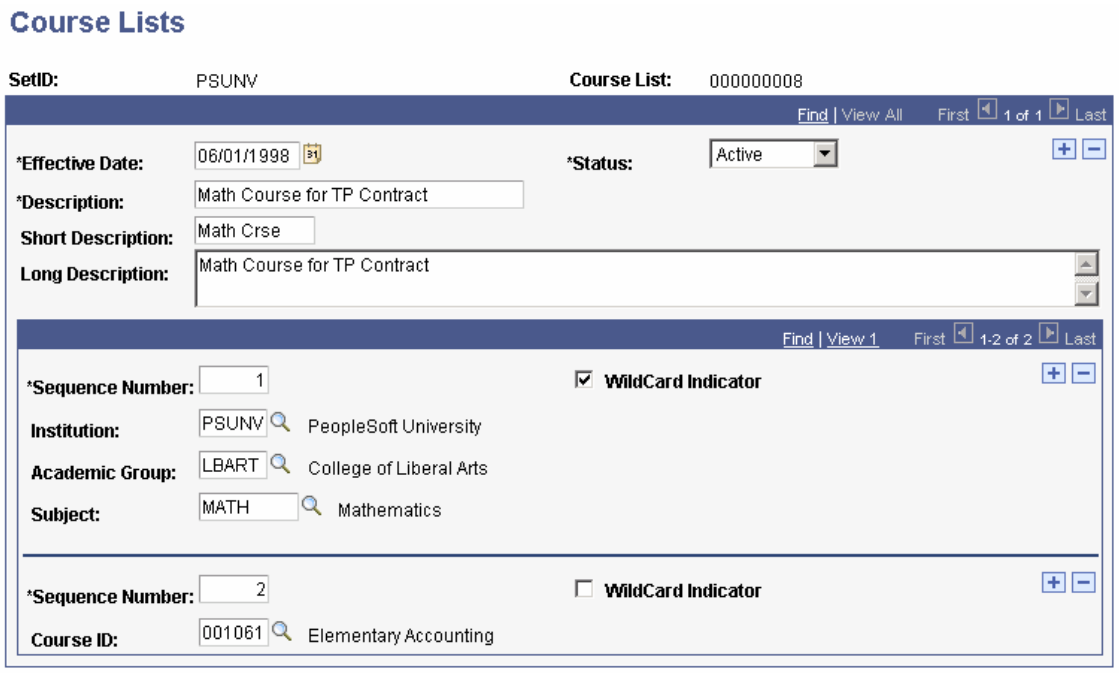
Page Name	Definition Name	Navigation	Usage
Course Lists	CRSE_LIST_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Lists**	Define course lists.

Defining Course Lists

Access the Course Lists page (**(Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Lists**).

This example illustrates the fields and controls on the Course Lists page. You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
Sequence Number	Enter a sequence number for the class. Sequence numbers are important for writing course information to the table and cannot 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.

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6

Setting Up Fees and Tuition Groups

Setting Up Fee Classes

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.

Fees may or may not support ITEM_SF installments. Fees that support ITEM_SF installments are: administrative, term, transaction, class, course, course list, and optional. Fees that *do not* support ITEM_SF installments are: application, deposit, and ANZ fees within tuition calculation. While application fees use the same billing and due date calendar as the tuition calculation process, application fees are not processed by tuition calculation. Deposit fees have their own due date calendar and are not processed by tuition calculation. The ANZ per credit charge fee is used by NZQA processing, and HECS fees are used by AUS. If any one of the ANZ flags, SCC_AUS_DEST or SCC_NZL_NZQA, on the INSTITUTION table is enabled, all fees from tuition calculation will *not* create ITEM_SF installments.

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.

Related Topics

- Using ITEM_SF Installments
  To use the ITEM_SF installment functionality, you must select the **Create Tuition Installments** check box on the SF Installation 2 page. Additionally, review the **Enforce Payment Restriction** and **Enable Billed Adjustments** check boxes. To define the terms that allow ITEM_SF installments, specify the terms in the Tuition Calculation Controls, Installment Controls page. When tuition is initially calculated, the system creates a unique ITEM_SF record, per due date calendar, for each installment. All installments are posted including future-dated installments. Past due installments can be created if the **Assess Past Installments** check box is selected on the Tuition Groups - Definition page. The total amount of the installment should match the original fee amount. If an additional amount is needed to match the original fee, the extra pennies are added to the last installment. For example, the original fee is 100 USD and the due date calendar creates three installments. The due dates are January 1 to March 1, each with an installment amount of 33.33 USD. The remaining 0.01 USD is added to the last installment, March 1. This gives a total installment amount that matches the original 100 USD fee.

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Page Used to Set Up Fee Classes

Page Name	Definition Name	Navigation	Usage
Fee Classes	FEE_CLASS_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **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 minimum and 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	Definition Name	Navigation	Usage
Minimum/Maximum Fees 1	MIN_MAX_FEE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Minimum / Maximum Fees**, and then **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**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Minimum / Maximum Fees**, and then **Minimum / Maximum Fees 2**	Define minimum and maximum fees for terms and sessions.

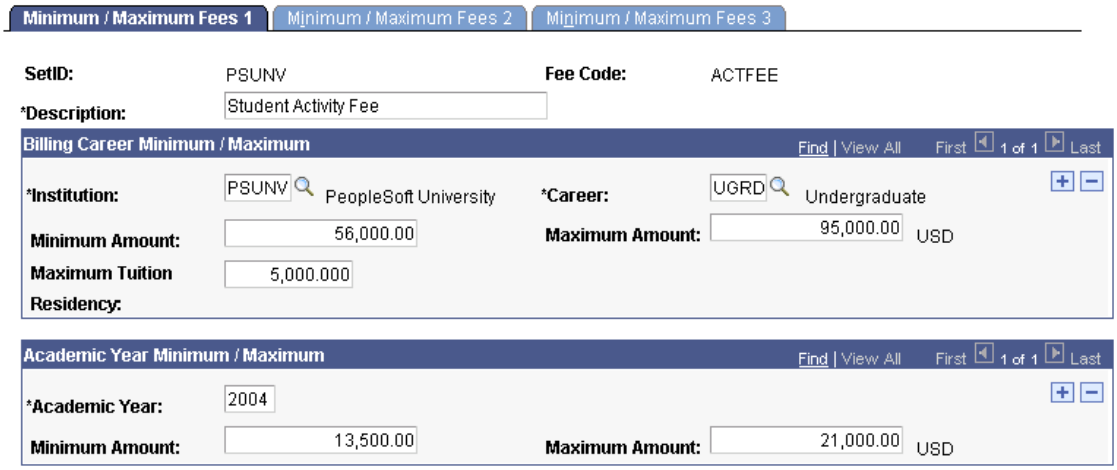
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Page Name	Definition Name	Navigation	Usage
Minimum/Maximum Fees 3	MAX_FEE_ADM_TERM	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Minimum / Maximum Fees**, and then **Minimum / Maximum Fees 3**	Define minimum and maximum fees for admit terms.

Defining Minimum and Maximum Fees for Billing Careers and Academic Years

Access the Minimum/Maximum Fees 1 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Minimum / Maximum Fees**, and then **Minimum/Maximum Fees 1**).

This example illustrates the fields and controls on the Minimum/Maximum Fees 1 page. You can find definitions for the fields and controls later on this page.



Billing Career Minimum/Maximum

The system, by default, sets the student's billing career to the academic career in the student's career term record. The tuition calculation process uses the student's billing career to calculate the student's tuition.

If the student is active in more than one academic career in the same term, you might want to consolidate tuition calculation and billing under a single academic career. If so, then point the billing career for all of the student's career term records to the same academic career. For example, a student might be enrolled in a term as both a graduate student and an undergraduate student. If you wanted to consolidate tuition calculation to just the undergraduate career, you would select undergraduate as the billing career for both the student's undergraduate term record and graduate term record.

If you decide to use a single billing career for all of a student's academic careers within a term, note that to perform a term or session withdrawal, the student must be enrolled in at least one

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class within the academic career that you select as the student's billing career. Otherwise, the term withdrawal and session withdrawal processes halt processing and instruct you to change the student's billing career to an academic career in which the student has enrollments for the term.

Field or Control	Description
Institution	Enter the institution that includes the career that you are defining.
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 monetary amount that is charged.

Academic Year Minimum/Maximum

Enter an academic year and specify its minimum and maximum fees.

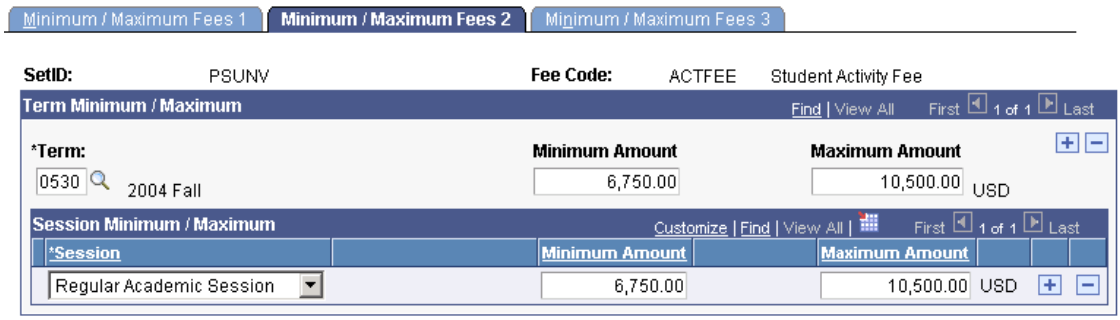
Related Topics

- Defining Tuition Residency Minimums and Maximums
  Access the Term Fee Residency page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fee Residency**).

Defining Minimum and Maximum Fees for Terms and Sessions

Access the Minimum/Maximum Fees 2 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Minimum / Maximum Fees**, and then **Minimum/Maximum Fees 2**).

This example illustrates the fields and controls on the Minimum/Maximum Fees 2 page. You can find definitions for the fields and controls later on this 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.

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Defining Minimum and Maximum Fees for Admit Terms

Access the Minimum/Maximum Fees 3 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Minimum / Maximum Fees**, and then **Minimum/Maximum Fees 3**).

This example illustrates the fields and controls on the Minimum/Maximum Fees 3 page. You can find definitions for the fields and controls later on this 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).

A one-to-one relationship exists 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 make up the charge. You can set up sub fees so that they are cumulative or mutually exclusive. You can also 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 through the mail. While students can apply using both methods, it is unlikely that they would do so.

Related Topics

- Recruiting and Admissions: Setting Up Application Processing Centers

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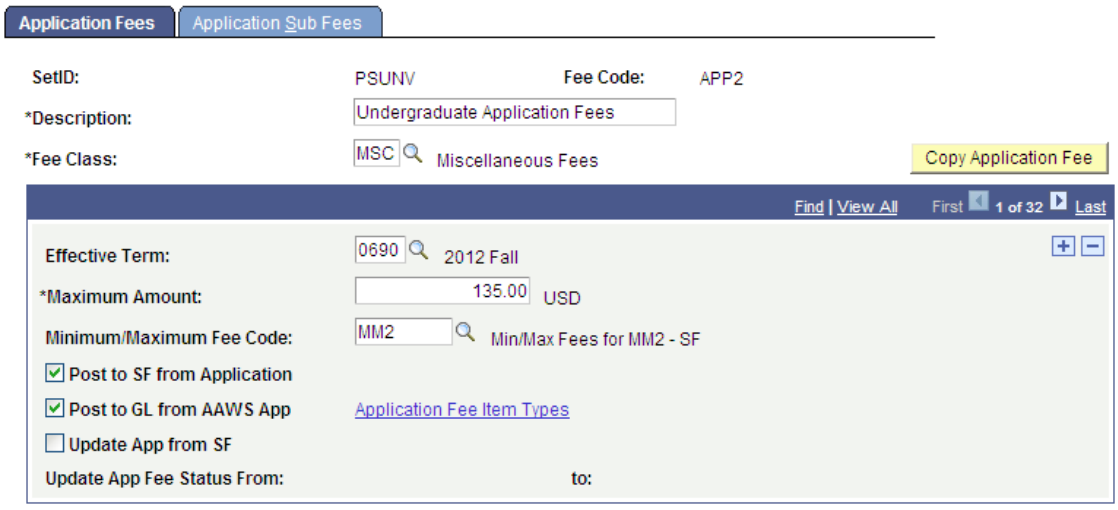
Pages Used to Set Up Application Fees

Page Name	Definition Name	Navigation	Usage
Application Fees	APP_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **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**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **Application Fees**, and then **Application Sub Fees**	Define application sub fees.

Defining Application Fees

Access the Application Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **Application Fees**).

This example illustrates the fields and controls on the Application Fees page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Fee Class	Select a fee class. **Fee Class** is a descriptive field that is used for reporting purposes only.

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Field or Control	Description
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. Maximum fee code does not apply to AAWS application fee calculation.
Post to SF from App (post to Student Financials from application)	Select 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. If you select only this check box and do not select the **Post to GL from AAWS App** check box, the application fee item types that you set up cannot be used for AAWS fee processing.
Post to GL from AAWS App (post to General Ledger from Admissions Application Web Services application)	Although application fees and payments are not posted to the student account for AAWS, but instead are sent directly to the general ledger, you must set up item types on the Application Fee component. These item types are used by Student Financials to derive the GL ChartFields. When you select this check box, the **Application Fee Item Types** link appears. Click the link to access the Application Fee Item Types page where you define the item types associated with the AAWS fees and payment. The Waiver Item Type is not valid for AAWS. If you select only this check box and do not select the **Post to SF from App** check box, the application fee item types that you set up can be used only for AAWS fee processing. To ensure that both AAWS and non-AAWS application fee payments are sent correctly to the general ledger, select both the **Post to GL from AAWS App** check box and the **Post to SF from App** check box.
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. This field does not apply to AAWS application fee processing.

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Field or Control	Description
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. This field does not apply to AAWS application fee processing—for information about how the application fee status is updated for AAWS, refer to Recruiting and Admissions.

See:

- Generating Direct to GL Entries
- Recruiting and Admissions: Setting Up Application Processing Centers
- Recruiting and Admissions: Entering Application Data
- Recruiting and Admissions: Understanding Admission Transactions
- Recruiting and Admissions: Understanding AAWS

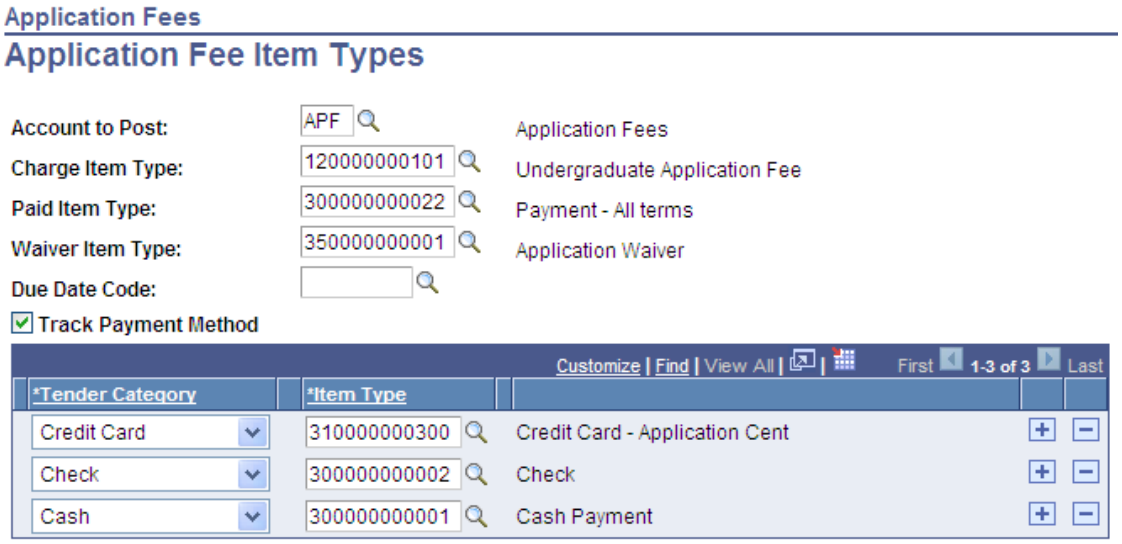
Related Topics

- Defining Minimum and Maximum Fees
  To set up minimum and maximum fees, use the Minimum / Maximum Fees component (MIN_MAX_FEE_PANEL).

Defining Application Fee Item Types

Access the Application Fee Item Types page (click the **Application Fee Item Types** link on the Application Fees page).

This example illustrates the fields and controls on the Application Fee Item Types page. You can find definitions for the fields and controls later on this page.



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This page has a dual purpose:

- To identify item types used for posting to the student account. Use the page for this purpose if application fees are *not* calculated in AAWS.
- To identify item types used for posting direct to the general ledger. Use the page for this purpose for AAWS application fees only.

> **Note**
>
> The fields outside of the Tender Category group box—which are required for posting to a student's account—do not apply to AAWS application fee processing.

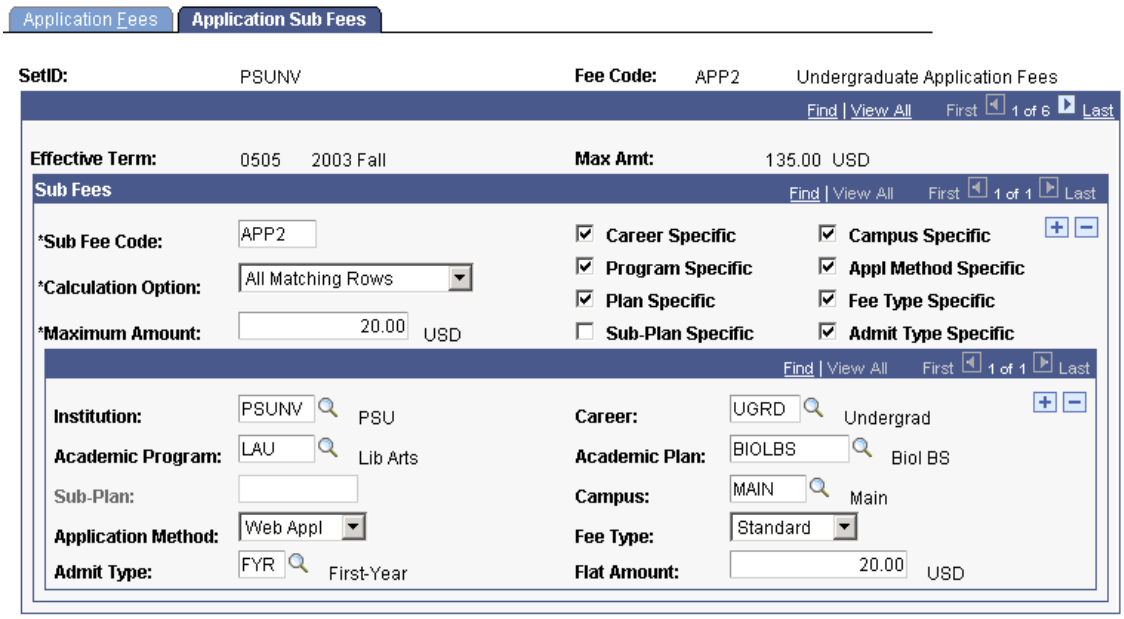
Field or Control	Description
Account To Post	Enter the account type that you created for application fees.
Charge Item Type	Enter the charge item type that you created for application fees. Only item types with item type code of 'A' are available as application fee item types. If you want to bill the student and post only the charge and not the payment, leave the **Paid Item Type** and **Waiver Item Type** fields blank.
Paid Item Type	Enter the payment item type that you created for application fees.
Waiver Item Type	Enter 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 Payment Method	Select to track the tender that is 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 at that time. 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.

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Defining Application Sub Fees

Access the Application Sub Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **Application Fees**, and then **Application Sub Fees**).

This example illustrates the fields and controls on the Application Sub Fees page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Sub Fee Code	Enter a code for the sub fee.

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Field or Control	Description
Calculation Option	Select a calculation option. Values are: *All Matching Rows:* Select to sum 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 would charge 100 USD to students who meet both of these conditions. *Most Descriptive Row:* Select 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, such as the one in this example, that are mutually exclusive, as in this example. The system charges the first application sub fee that it recognizes. No way is available 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. **Maximum Amount** does not apply to the AAWS application fee calculation.

Sub Fees

Use the check boxes on this page to select the criteria for 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 that 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:

- Defining Deposit Fees
- Defining Deposit Fee Due Dates
- Defining Status Changes Resulting from Deposits

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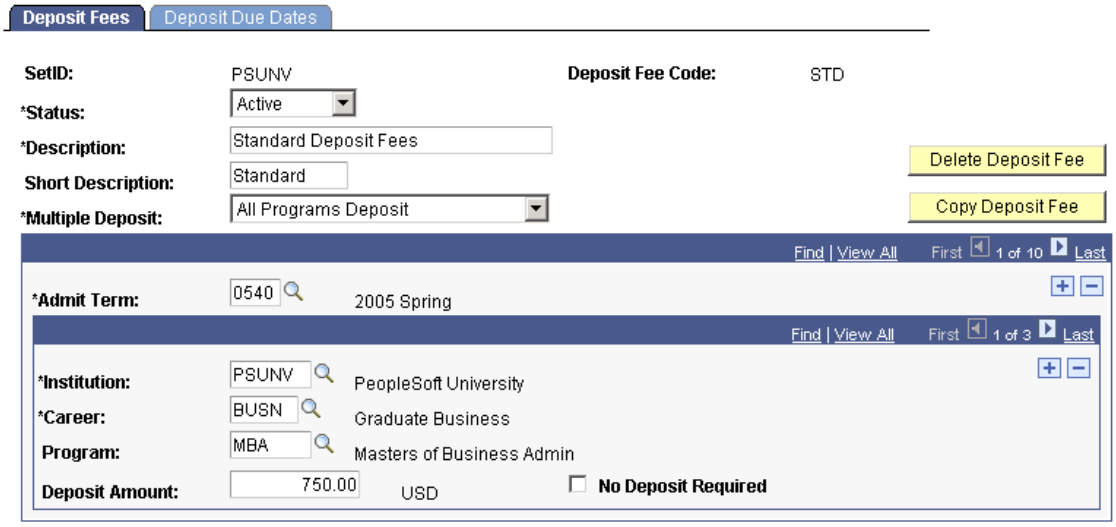
Pages Used to Set Up Deposit Fees and Deposit Due Dates

Page Name	Definition Name	Navigation	Usage
Deposit Fees	DEP_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **Deposit Fees**	Define deposit fees.
Deposit Due Dates	DEP_DUE_DT_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **Deposit Fees**, and then **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 (**(Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **Deposit Fees**, and then **Deposit Due Dates**).

This example illustrates the fields and controls on the Deposit Fees page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Delete Deposit Fee	Click to delete the deposit fee code.

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Field or Control	Description
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 calculate a deposit fee for the First Program *per*application number. If one application exists, and the student is admitted to multiple programs on that application, one deposit is calculated (as long as the admit rows are processed sequentially) for the first program to which the student is admitted. If more than one application exists, and the student is admitted to multiple programs on those applications, then a deposit is calculated for the first program admitted on *each* application.
Admit Term	Enter 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.

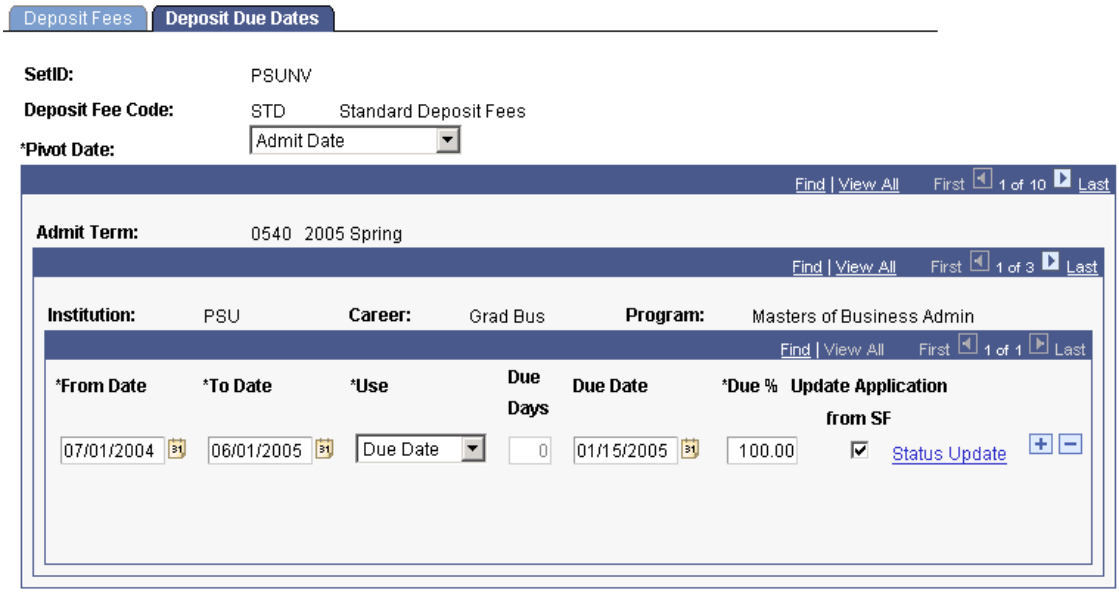
Field or Control	Description
No Deposit Required	Select to exclude the deposit fee all together. For example, if your institution recruits undergraduate Fine Arts students and admits them without requiring any deposit, define a row and select the option. If you specify a deposit amount of zero, a zero 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 ((**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Admission Fees**, and then **Deposit Fees**, and then **Deposit Due Dates**).

This example illustrates the fields and controls on the Deposit Due Dates page. You can find definitions for the fields and controls later on this page.

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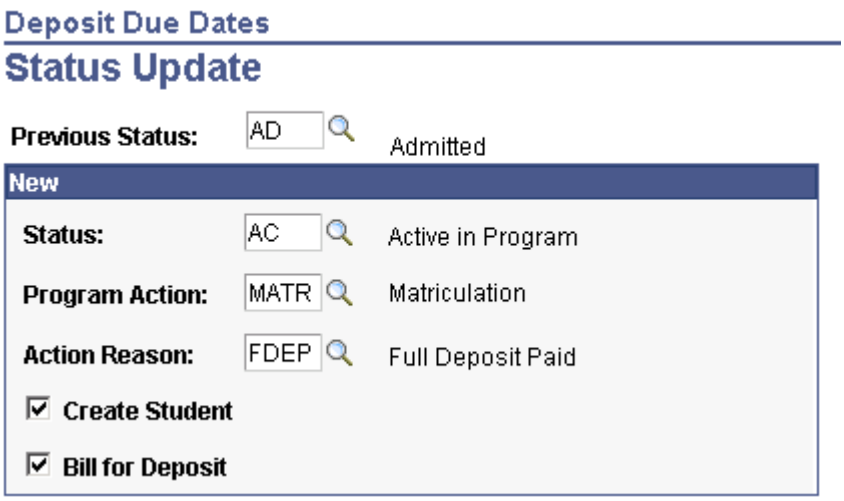
Field or Control	Description
Pivot Date	Select either *Admit Date* or *Application Date* as the pivot date that determines the starting point for calculating the deposit fee due date.
From Date and **To Date**	Enter the range of admission dates to which the deposit fee due date applies.
Use	Select either *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)	Enter the percentage of the deposit that is due. You must define enough rows to total 100 percent.
Update Application from SF (update application from Student Financials)	Select 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 statuses are updated. Click this link to access the Status Update page.

Defining Status Changes Resulting from Deposits

Access the Status Update page (click the **Status Update** link on the Deposit Due Dates page).

This example illustrates the fields and controls on the Status Update page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Previous Status	Enter the academic program status of the students prior to posting a deposit fee.

New

Field or Control	Description
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 to automatically matriculate students into an academic program upon receipt of the deposit.
Bill for Deposit	Select 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:

- Defining Term Fee Codes
- Defining Term and Session Fees
- Defining Term Sub Fee Codes
- Defining Term Sub Fees
- Defining Tuition Residency Minimums and Maximums

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- Copying 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 comprises one or more term fee definitions. Each term fee definition comprises one or more term sub fee codes. And each term sub fee code comprises 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 compose a tuition and fees charge, and one charge appears on an account. If your institution prefers to show the detail of each charge that composes 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 define 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	Definition Name	Navigation	Usage
Term Fee Codes	TERM_FEE_CD_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fee Codes**	Define term fee codes.
Term Fees	TERM_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**	Define term and session fees.
Term Sub Fee Codes	TERM_SF_CODE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fee Codes**	Define term sub fee codes.

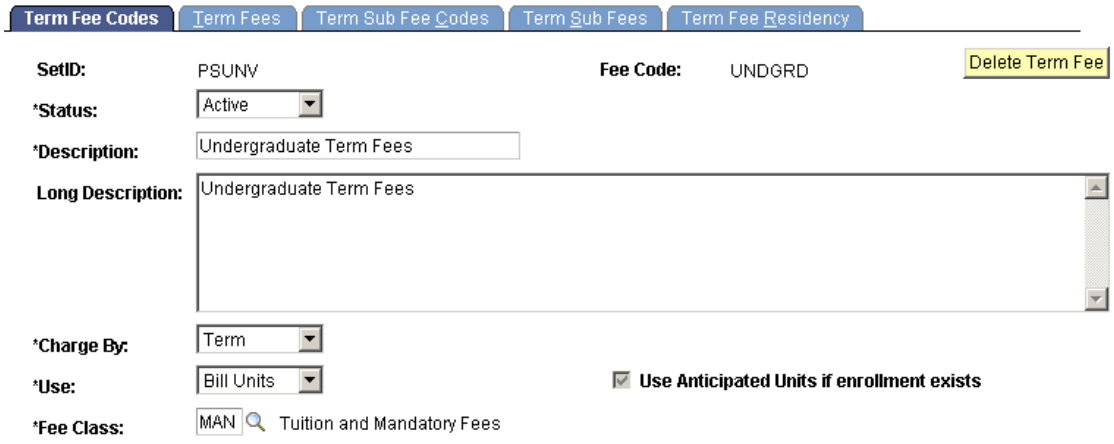
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Page Name	Definition Name	Navigation	Usage
Term Sub Fees	TERM_SUBFEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fees**	Define term sub fees.
Term Fee Residency	TERM_FEE_RES_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fee Residency**	Define tuition residency minimum and maximum amounts.
Copy Term Fees	RUNCTL_SFCPTMFE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Copy Term Fees**	Copy term fees to subsequent terms.

Defining Term Fee Codes

Access the Term Fee Codes page (**(Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fee Codes**).

This example illustrates the fields and controls on the Term Fee Codes page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Delete Term Fee	Click to delete the term fee. The **Institution Set, Academic Career,** and **Term** fields must be populated in the user's User Defaults page. **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 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 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 (on the Term Fees page). **Note:** If you use ITEM_SF installments, you cannot use the track class pricing functionality. *Term:* Select 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 (on the Term Fees page). **Note:** If you use ITEM_SF installments, you cannot use the track class pricing functionality. See Using ITEM_SF Installments.
Use	Select the basis for calculating the fee. Values are: *Anti Units* (anticipated units): Select 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 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 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.

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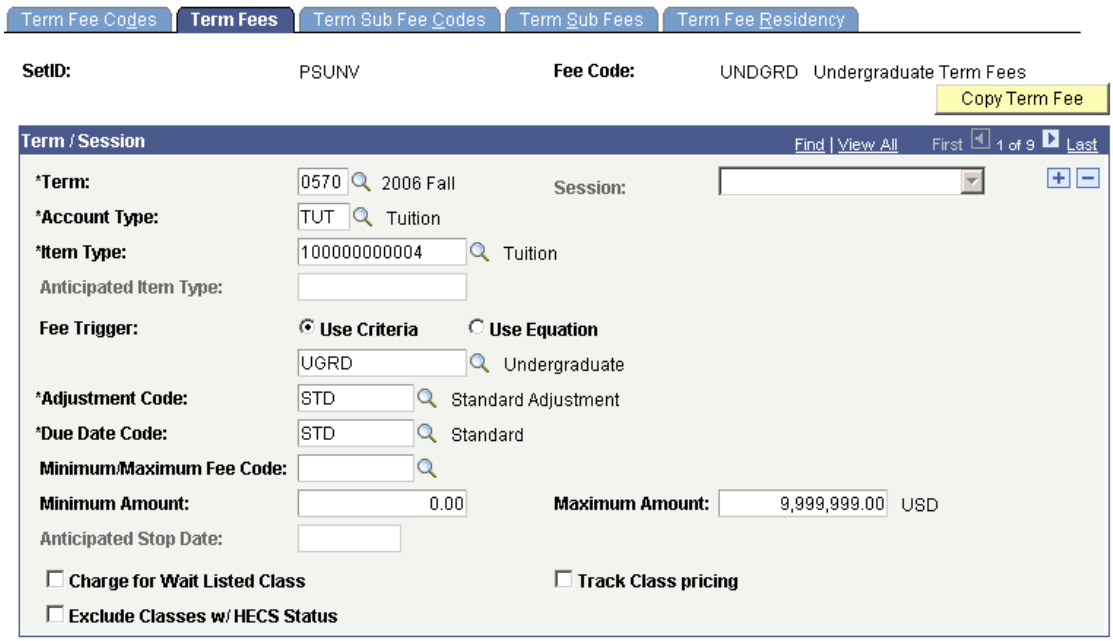
Related Topics

- Setting Up Course List Fees
  To set up course list fees, use the Course List Fees component (CLST_FEE_PANEL).
- Administering Third-Party Contracts
  This section discusses:

Defining Term and Session Fees

Access the Term Fees page (**(Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**).

This example illustrates the fields and controls on the Term Fees page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Copy Term Fee	Click 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.

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Field or Control	Description
Anticipated Item Type	If the system calculates the term fee code using anticipated units, this field is required. Select a different item type from the one you selected in the **Item Type** field to distinguish between charges that are based on anticipated enrollment and charges that are based on actual enrollment. **Note:** If you set up multiple terms, ensure that 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 Campus Solutions Application Fundamentals: Understanding Equation Engine.
Adjustment Code	Enter 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	Enter 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 the system calculates fees using anticipated units. Enter a date after which the system no longer uses anticipated units. At this point, the system calculates the term fee 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 to charge the term fee for students who are on a waiting list for a class.

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Field or Control	Description
Track Class Pricing	Select 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. However, if you use ITEM_SF installments, you cannot use the track class pricing functionality. See: • Student Records: Understanding the Schedule of Classes • Using ITEM_SF Installments
Exclude Classes w/HECS Status(exclude classes with Higher Education Contribution Scheme status)(AUS)	Select this option so that students are not charged twice for the same class if they are under multiple loan programs.

Related Topics

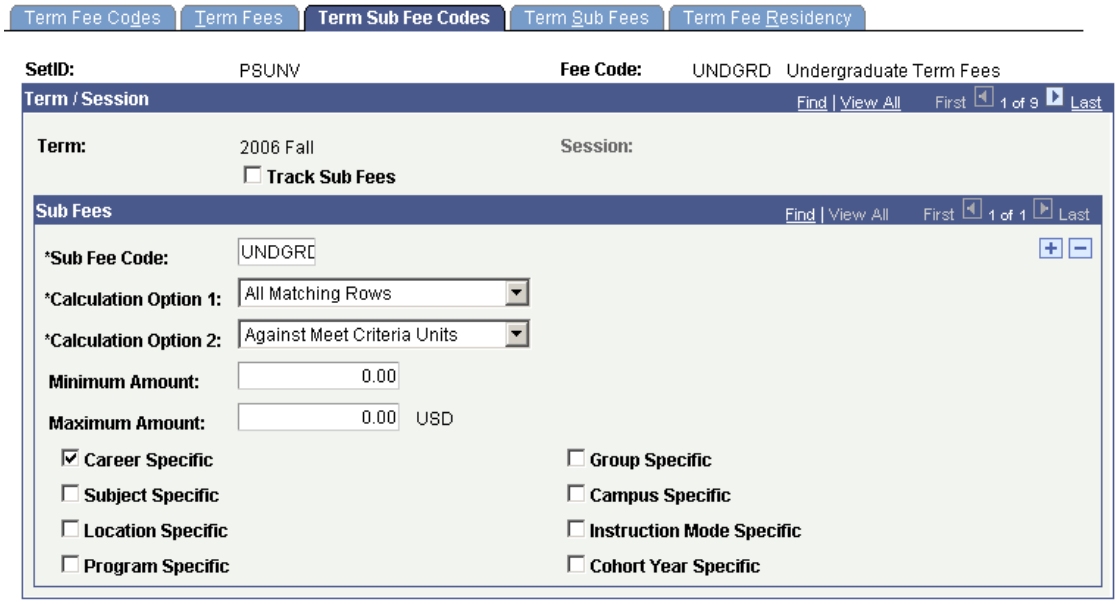
- Establishing Criteria for Tuition Groups and Fee Triggers
  To set up criteria for tuition groups and fee triggers, use the Criteria component (SEL_CRITERIA_PANEL).
- Defining Minimum and Maximum Fees
  To set up minimum and maximum fees, use the Minimum / Maximum Fees component (MIN_MAX_FEE_PANEL).

Defining Term Sub Fee Codes

Access the Term Sub Fee Codes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fee Codes**).

This example illustrates the fields and controls on the Term Sub Fee Codes page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Track Sub Fees	Select 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 require substantial programming effort.

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Field or Control	Description
Calculation Option 1	This option determines who is charged a term sub fee. Values are: *All Matching Rows:* The system assesses the term sub fee against all criteria that match the check box selections 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:* 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	Determines how the system calculates the term sub fee. Values are: *Against All Enrollment Units:* 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:* 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,* or *Against Meet Criteria Units in Calc Option 2,* or both, 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 350.00 USD per unit if it is taught in a classroom by a professor, and 275.00 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 350.00 USD per unit. For students taking the class as an independent study, the system charges 275.00 USD.

Field or Control	Description
Career Specific	Select to match classes by academic career.
Group Specific	Select to match classes by academic group.
Subject Specific	Select to match classes by academic subject area.
Campus Specific	Select to match classes by campus.

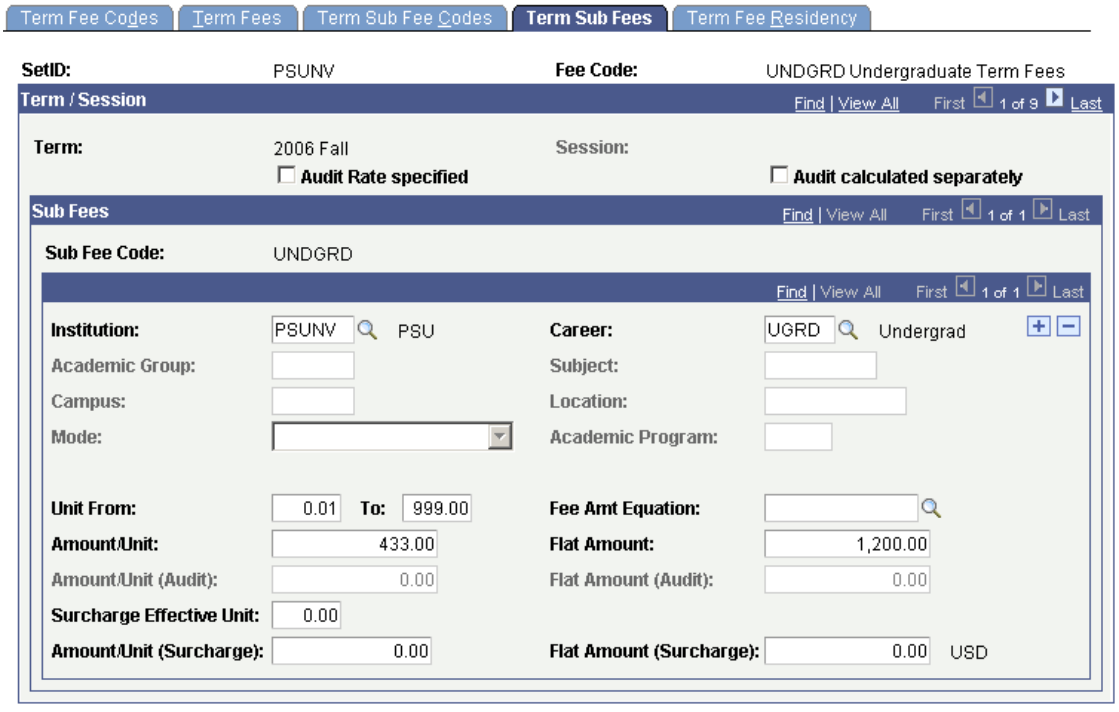
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Field or Control	Description
Location Specific	Select to match classes by class location specification.
Instruction Mode Specific	Select to match classes by instruction mode.
Program Specific	If **Program Specific** is selected, the Term Sub Fees page allows the user to select the academic program for which this fee is intended.
(AUS) Cohort Year Specific	Select to specify the cohort year on the Term Sub Fees page. **Note:** The **Cohort Year** field is available on this page only if the institution has selected the Australia functionality in their academic structure. The value in the **Institution** field is used to determine whether the Australia functionality was selected in the academic structure (not the setID).

Defining Term Sub Fees

Access the Term Sub Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fees**).

This example illustrates the fields and controls on the Term Sub Fees page. You can find definitions for the fields and controls later on this page.



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Audit Rate Specified and Audit Calculated Separately

Two options determine how the system assesses charges for audited classes: **Audit Rate Specified** and **Audit Calculated Separately.**

Field or Control	Description
Audit Rate Specified	Select 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 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 available only if the corresponding options are selected on the Term Sub Fee Codes page.

Field or Control	Description
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.
Academic Program	If you selected the **Program Specific** check box on the Term Sub Fee Codes page, select an academic program. This is the academic program on the student's enrollment and not the student's primary academic program.

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Field or Control	Description
(AUS) Cohort Year	If the **Cohort Year Specific** check box was selected on the Term Sub Fee Codes page, then you can specify the cohort year here. **Note:** This field is available on this page only if the institution has selected the Australia functionality in their academic structure. The value in the **Institution** field is used to determine whether the Australia functionality was selected in the academic structure (not the setID).

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 that 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.

Field or Control	Description
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 to zero, the system can 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, because they can reduce term fee maintenance.
Amount/Unit	Enter the amount to charge per unit.
Flat Amount	Enter a flat amount to charge, regardless of the units taken.
Amount/Unit (Audit)	Enter the amount to charge per unit for audited classes.
Flat Amount (Audit)	Enter 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*.

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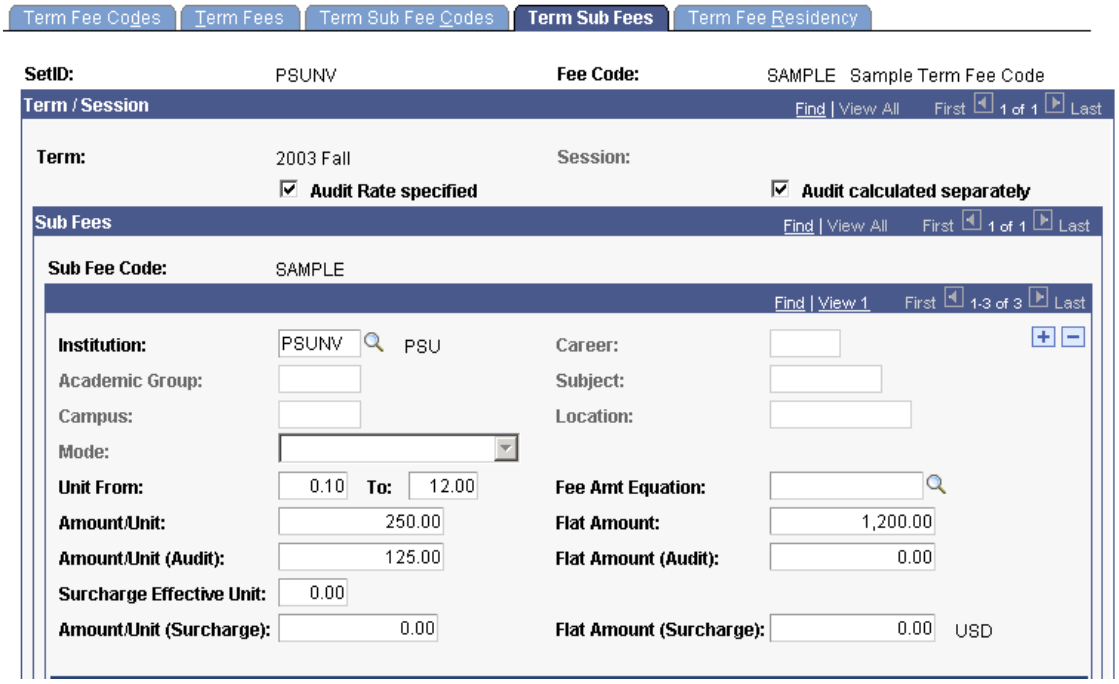
Field or Control	Description
Amount/Unit (Surcharge) (amount per unit surcharge)	Enter a per unit surcharge for overload units.
Flat Amount (Surcharge)	Enter a flat amount charge for overload units.

Setting Up a Multitiered Tuition Term Sub Fee

Setting up a multitiered 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:

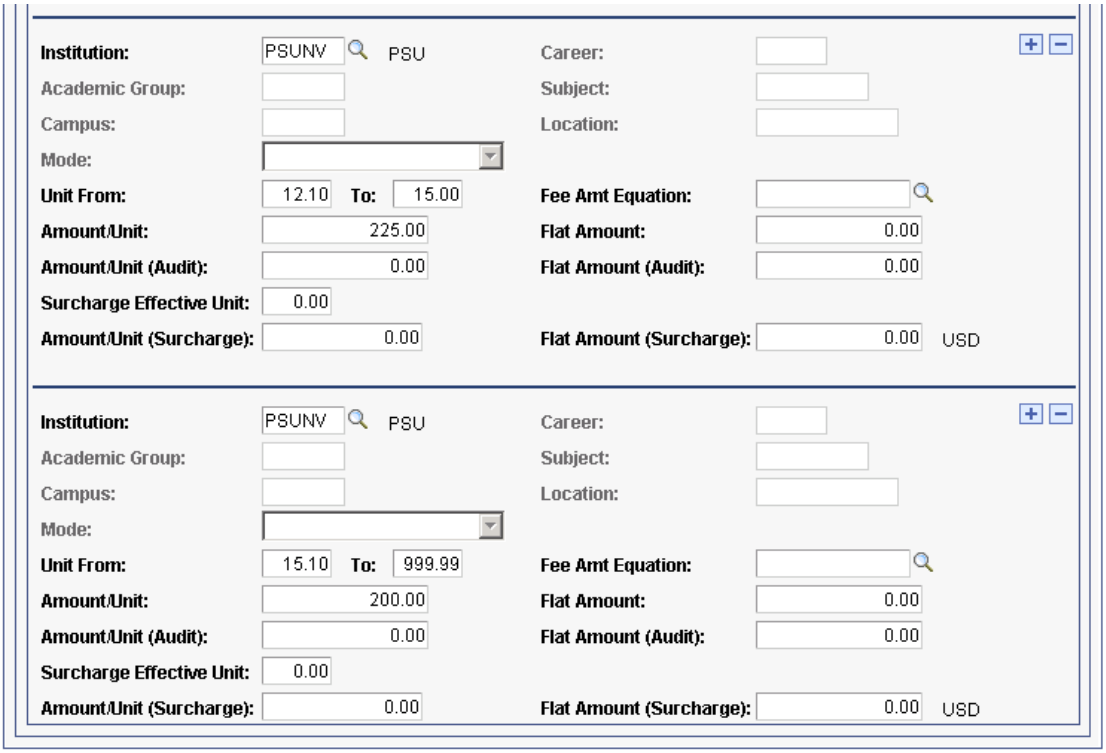
- Students who take up to 12 units are charged a flat amount of 1,200 USD, plus 250 USD per unit (12 units = 4,200 USD).
- Students who take up to 15 units are charged a flat amount of 1,200 USD, plus 250 USD for the first 12 units, plus 225 USD per unit for the additional units (15 units = 4,875 USD).
- 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.

This example illustrates the fields and controls on the Term Sub Fees page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Term Sub Fees page (2 of 2). You can find definitions for the fields and controls later on this page.

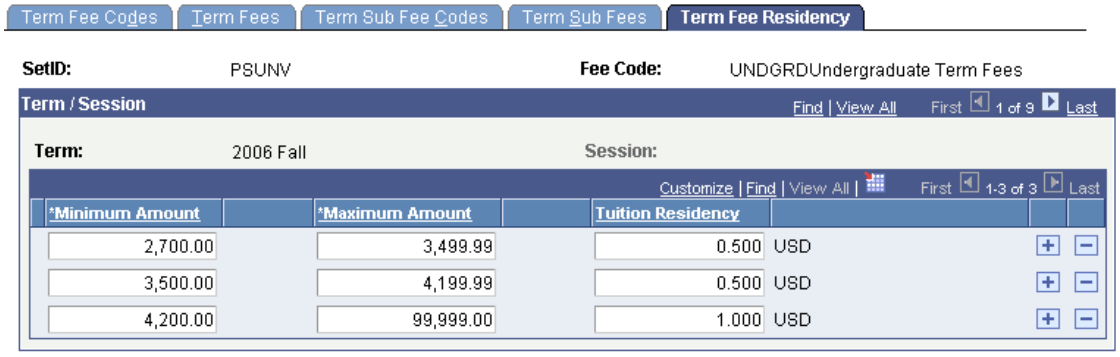
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Defining Tuition Residency Minimums and Maximums

Access the Term Fee Residency page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fee Residency**).

This example illustrates the fields and controls on the Term Fee Residency page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Minimum Amount and **Maximum Amount**	Enter the minimum and maximum amounts that a student pays to reach each level of tuition residency.

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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, some students inevitably 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 that they are offered at no additional charge. By using tuition residency functionality, you can automatically ensure that the students pay the full tuition and that the system does not accidentally charge them for the delayed classes.

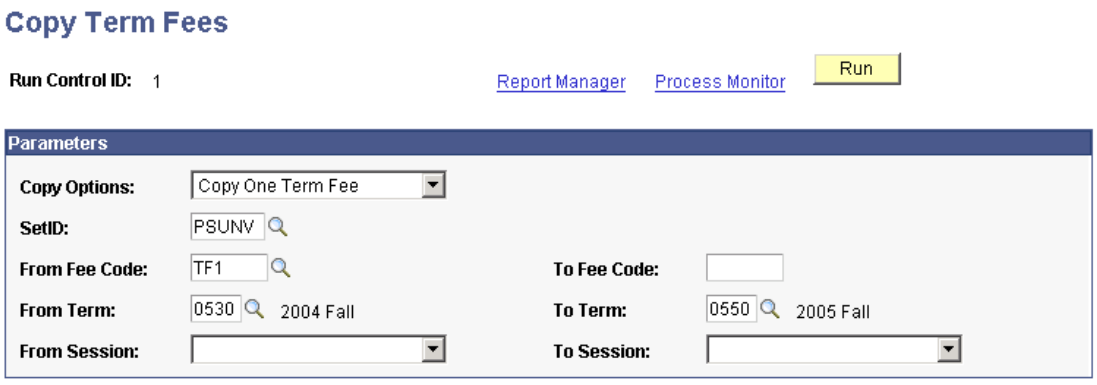
Related Topics

- Defining Minimum and Maximum Fees
  To set up minimum and maximum fees, use the Minimum / Maximum Fees component (MIN_MAX_FEE_PANEL).
- Setting Up Tuition Groups
  To set up tuition groups, use the Tuition Groups component (SEL_GROUP_PANEL).

Copying Term Fees to Subsequent Terms

Access the Copy Term Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Copy Term Fees**).

This example illustrates the fields and controls on the Copy Term Fees page . You can find definitions for the fields and controls later on this page.



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Field or Control	Description
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 require 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	Select 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 require 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:

- Setting Up Rate Tables for Course Fees
- Defining Course Fees
- Defining Course Sub Fees
- Defining Modal Course Fees
- Defining Modal Course Sub Fees
- Defining Class Fees

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- Defining Class Sub Fees
- Defining Modal Class Fees
- Defining Modal Class Sub Fees
- Rolling 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 only one instance of the course exists, the course fee acts as the class fee. However, if a difference exists 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 enables student records personnel to define class fees when accessing the Schedule New Course or Schedule of Classes components within PeopleSoft Student Records.

Related Topics

- Student Records: Creating Course Offerings

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- Student Records: Understanding the Schedule of Classes

Pages Used to Set Up Course Fees and Class Fees

Page Name	Definition Name	Navigation	Usage
Rate Tables for Course Fees	CRSE_RATE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Rate Tables for Course Fees**	Set up rate tables for course fees.
Course Fees	CRSE_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Fees**	Define course fees.
Course Sub Fees	CRSE_SUBFEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Sub Fees**	Define course sub fees.
Course Fees Modal	CRSE_FEE_TBL_MDL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Fees Modal**	Define modal course fees.
Course Sub Fees Modal	CRSE_SUBFEE_TBL_MD	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Sub Fees Modal**	Define modal course sub fees.
Class Fees	CLASS_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Fees**	Define class fees.
Class Sub Fees	CLASS_SUBFEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Sub Fees**	Define class sub fees.

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Page Name	Definition Name	Navigation	Usage
Class Fees Modal	CLASS_FEE_TBL_MDL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Fees Modal**	Define modal class fees.
Class Sub Fees Modal	CLASS_SUBFEE_MDL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Sub Fees Modal**	Define modal class sub fees.
Class / Course Fees Rollover	RUNCTL_FEE_RLVR	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Rate Tables for Course Fees**).

This example illustrates the fields and controls on the Rate Tables for Course Fees page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Career Specific	Select to match classes by academic career.
Group Specific	Select this option to match classes by academic group.
Program Specific	Select to match classes by academic program.
Plan Specific	Select to match classes by academic plan.
(AUS) Cohort Year Specific	Select to match classes by cohort year.
Audit Rate Specified	Select to define a unique rate for audited courses. If this check box is cleared, students auditing the course are charged the regular rate.
Institution	Enter 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 fields blank.

Field or Control	Description
Institution	Select the institution that uses the term sub fee.
Career	If you selected the **Career Specific** check box, select an academic career.
Academic Group	If you selected the **Group Specific** check box, select an academic group.
Academic Program	If you selected the **Program Specific** check box, select an academic program. This is the academic program on the student's enrollment and not the student's primary academic program.
Cohort Year	If the **Cohort Year Specific** check box was selected, then you can specify the cohort year here.
Academic Plan	Enter 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, a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

Field or Control	Description
Fee Amt Equation	Select an optional equation. Equations can be used for more complex selections than is possible using the student characteristics.
Amount/Unit	Enter the amount to charge per unit.
Flat Amount	Enter a flat amount to charge regardless of units taken.

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Field or Control	Description
Amount/Unit (Audit)	Enter the amount to charge per unit for audited classes.
Flat Amount (Audit)	Enter a flat amount to charge for audited classes regardless of units taken.

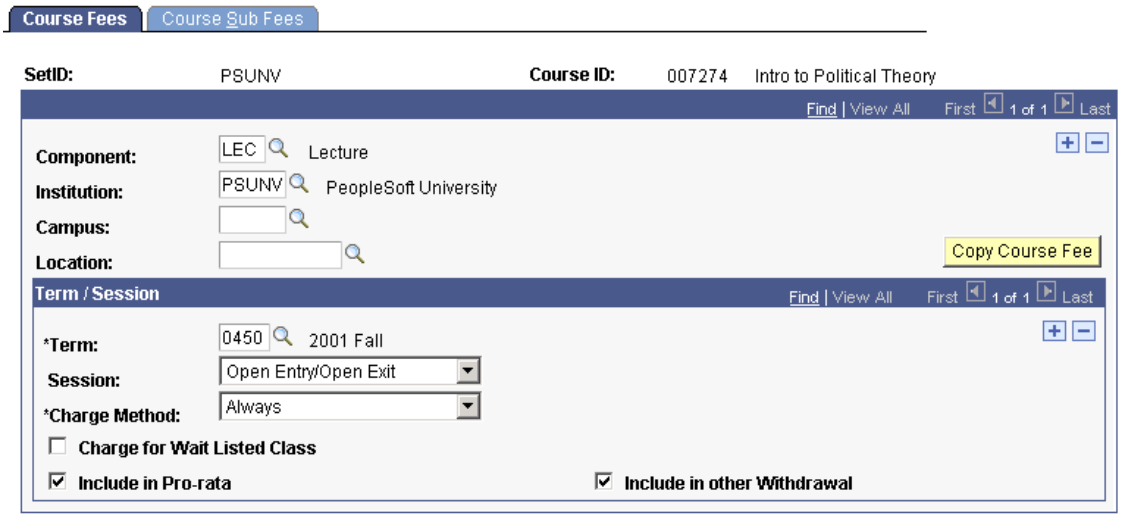
Related Topics

- Campus Solutions Application Fundamentals: Understanding Equation Engine

Defining Course Fees

Access the Course Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Fees**, and then **Course Sub Fees**).

This example illustrates the fields and controls on the Course Fees page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Component	If more than one component of the course exists, select the component for which you want to define the fee. Otherwise, leave this field blank.
Institution	Enter the institution to which the course belongs. If the fee is assessed regardless of the institution, leave this field blank.
Campus	Enter the campus to which the course belongs. If the fee is assessed regardless of the campus, leave this field blank.
Location	Enter the location to which the course belongs. If the fee is assessed regardless of the location, you can leave this field blank.

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Field or Control	Description
Copy Course Fee	Select this option to copy a definition from one term to another.

Term/Session

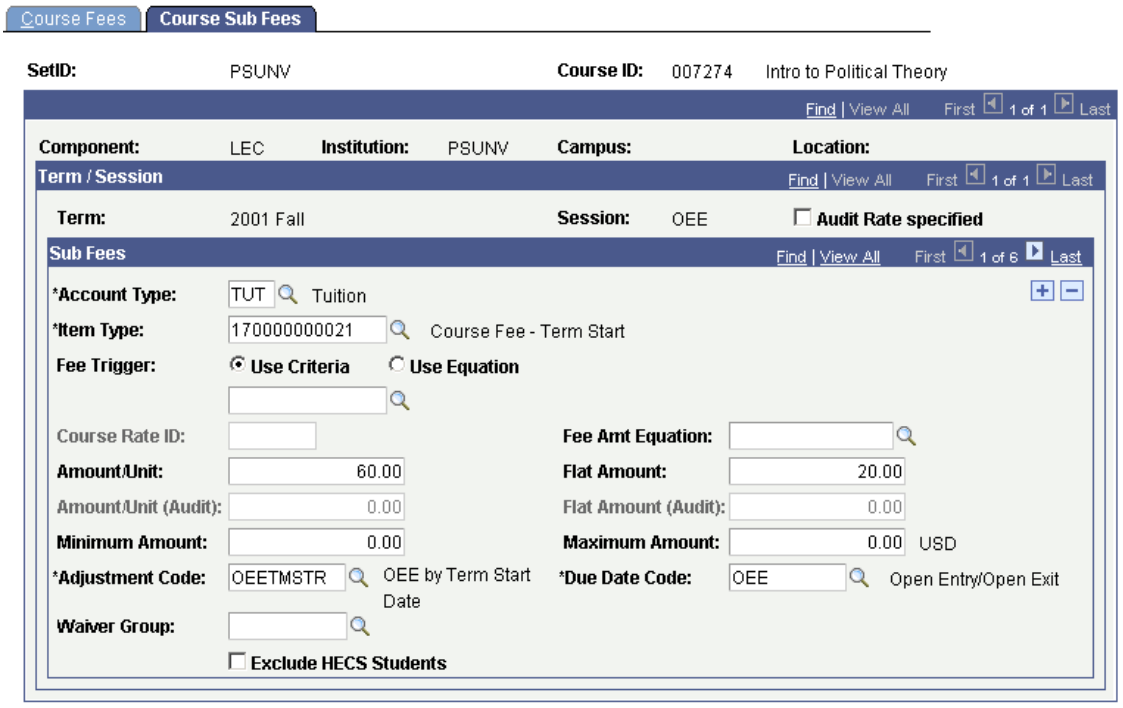
Field or Control	Description
Term	Select the term in which the fee is charged.
Session	If applicable, select the session in which the fee is charged.
Charge Method	Define the charge method. Values are: *Always:* If you select this value, the fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the course's term fee (tuition). *Not included in term tuition:* If you select this value, the course fee is charged in addition to term fees. However, class units are excluded from the term fee calculation.
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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Sub Fees**).

This example illustrates the fields and controls on the Course Sub Fees page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Audit Rate Specified	Select to define a unique rate for audited courses. If you clear this 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 certain students only, select either the **Use Criteria** option or the **Use Equation** option, and then select the predefined criteria or equation from the lookup. If you leave this field blank, all students who take the course are charged the fee. See Campus Solutions Application Fundamentals: Understanding 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, a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

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Field or Control	Description
Fee Amt Equation (fee amount equation)	Select an optional equation. Use equations for more complex selections than are possible using the student characteristics.
Amount/Unit	Enter the amount to charge per unit.
Flat Amount	Enter a flat amount to charge regardless of units taken.
Amount/Unit (Audit)	Enter the amount to charge per unit for audited classes.
Flat Amount (Audit)	Enter a flat amount to charge for audited classes regardless of units taken.
Minimum Amount	Enter an optional minimum amount for the course sub fee.
Maximum Amount	Enter 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.
Exclude HECS Students exclude Higher Education Contribution Scheme students)(AUS)	Select this option so that students are not charged twice for the same class if they are under multiple loan programs.

Related Topics

- 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).
- Campus Solutions Application Fundamentals: Understanding Equation Engine
- Setting Up Adjustment Calendars
  To set up adjustment calendars, use the Adjustment Calendars component (ADJ_TERM_PANEL).
- Creating Billing and Due Date Calendars
  To set up billing and due date calendars, use the Billing and Due Calendars component (DUE_DATE_PANEL).
- Configuring 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).

Defining Modal Course Fees

Access the Course Fee Modal page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Fees Modal**).

This page is identical to the Course Fees page.

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Related Topics

- Defining Course Fees
  Access the Course Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Fees**, and then **Course Sub Fees**).

Defining Modal Course Sub Fees

Access the Course Sub Fees Modal page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Sub Fees Modal**).

This page is identical to the Course Sub Fees page.

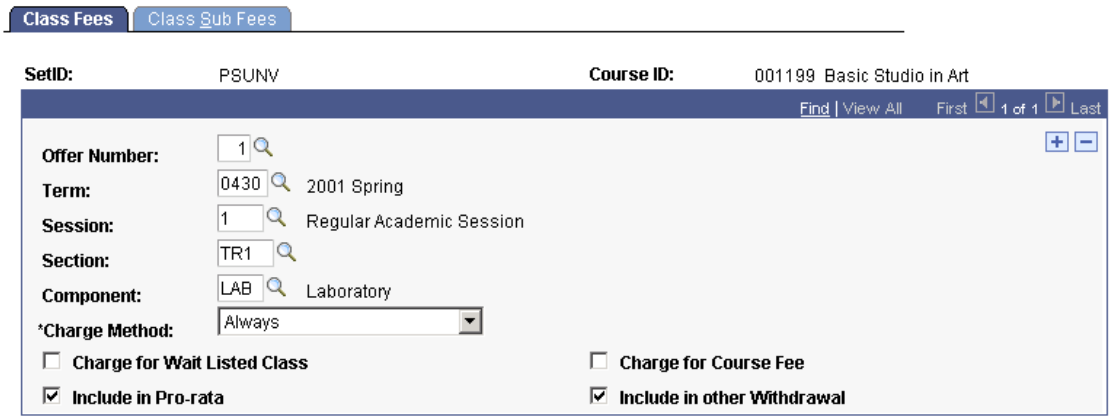
Related Topics

- Defining Course Sub Fees
  Access the Course Sub Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course Sub Fees**).

Defining Class Fees

Access the Class Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Fees**).

This example illustrates the fields and controls on the Class Fees page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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.

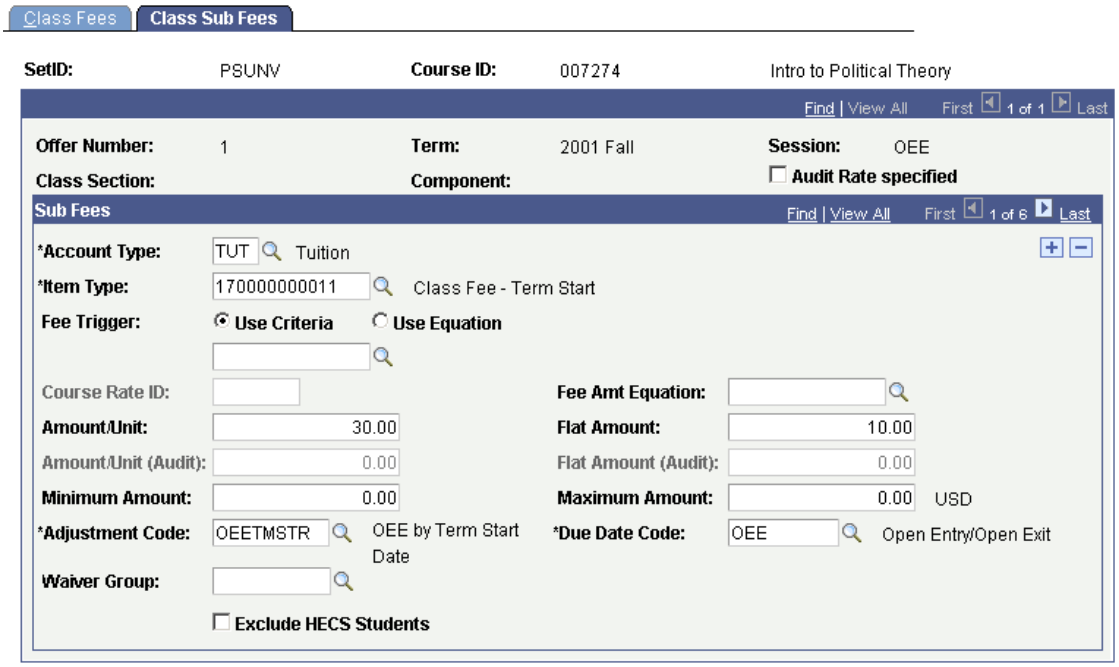
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Field or Control	Description
Component	If more than one component is offered for the class, and the class charge should apply to a specific component, select the component.
Charge Method	Define the charge method. Values are: *Always:* The fee is charged 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:* 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Sub Fees**).

This example illustrates the fields and controls on the Class Sub Fees page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Audit Rate Specified	Select to define a unique rate for audited classes. If the check box is cleared, 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, select 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 Campus Solutions Application Fundamentals: Understanding 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, a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

Field or Control	Description
Fee Amt Equation	Select an optional equation. You can use equations for more complex selections than are possible using the student characteristics.
Amount/Unit	Enter the amount that you want to charge per unit.
Flat Amount	Enter a flat amount that you want to charge, regardless of units taken.
Amount/Unit (Audit)	Enter the amount that you want to charge per unit for audited classes.
Flat Amount (Audit)	Enter a flat amount that you want to charge for audited classes regardless of units taken.
Minimum Amount	Enter an optional minimum amount for the class sub fee.
Maximum Amount	Enter 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.

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Field or Control	Description
Waiver Group	Select an optional waiver group that can offset class sub fee charges.
Exclude HECS Students (exclude Higher Education Contribution Scheme students)(AUS)	Select this option so that students are not charged twice for the same class if they are under multiple loan programs.

Related Topics

- 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).
- Campus Solutions Application Fundamentals: Understanding Equation Engine
- Setting Up Adjustment Calendars
  To set up adjustment calendars, use the Adjustment Calendars component (ADJ_TERM_PANEL).
- Creating Billing and Due Date Calendars
  To set up billing and due date calendars, use the Billing and Due Calendars component (DUE_DATE_PANEL).
- Configuring 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).

Defining Modal Class Fees

Access the Class Fees Modal page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Fees Modal**).

This page is identical to the Class Fees page.

Related Topics

- Defining Class Fees
  Access the Class Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Fees**).

Defining Modal Class Sub Fees

Access the Class Sub Fees Modal page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Sub Fees Modal**).

This page is identical to the Class Sub Fees page.

Related Topics

- Defining Class Sub Fees
  Access the Class Sub Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class Sub Fees**).

Rolling Over Course and Class Fees to Future Terms

Access the Class / Course Fees Rollover page (**(Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Class / Course Fees Rollover**).

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This example illustrates the fields and controls on the Class / Course Fees Rollover page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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 that 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 that you want to roll over.

> **Note**
>
> Reversing this process is not possible after 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.

Institutions can use Self Service Miscellaneous Purchases to allow students to select in self service.

For setup information, see Campus Self Service: Setting Up Miscellaneous Fees.

This section discusses:

- Defining Optional Fee Codes
- Defining Optional Fee Values

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- Linking Optional Fees to Terms
- Defining Optional Fee Amounts

Pages Used to Define Optional Fees

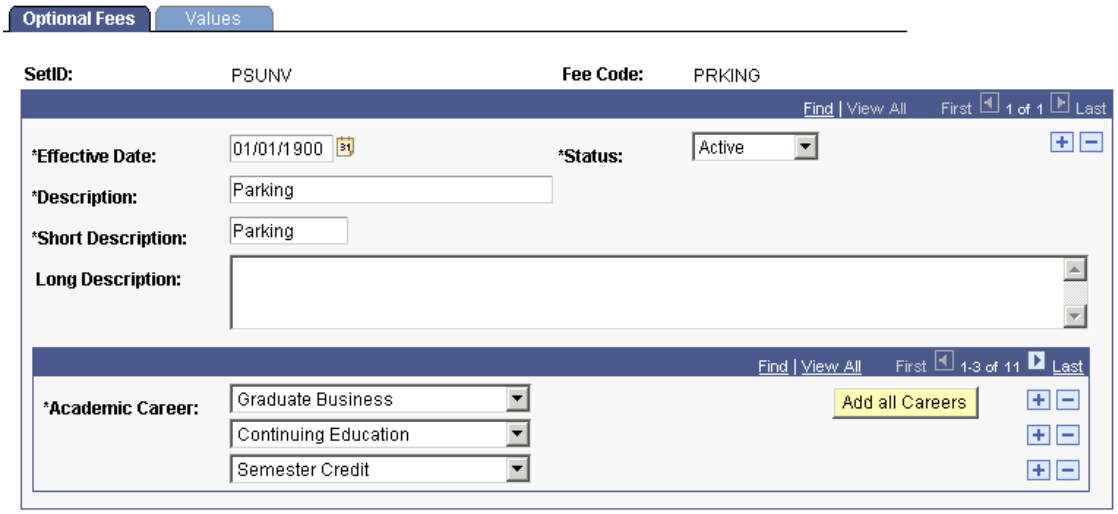
Page Name	Definition Name	Navigation	Usage
Optional Fees	OPT_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees**	Define optional fee codes.
Values	OPT_FEE_VAL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees**, and then **Values**	Define optional fee values.
Optional Fees - Term	OPT_FEE_TERM	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees - Terms**	Link optional fees to terms.
Optional Fees per Term	OPT_FEE_TERM_VAL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees per Term**	Define optional fee amounts.

Defining Optional Fee Codes

Access the Optional Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees**).

This example illustrates the fields and controls on the Optional Fees page. You can find definitions for the fields and controls later on this page.

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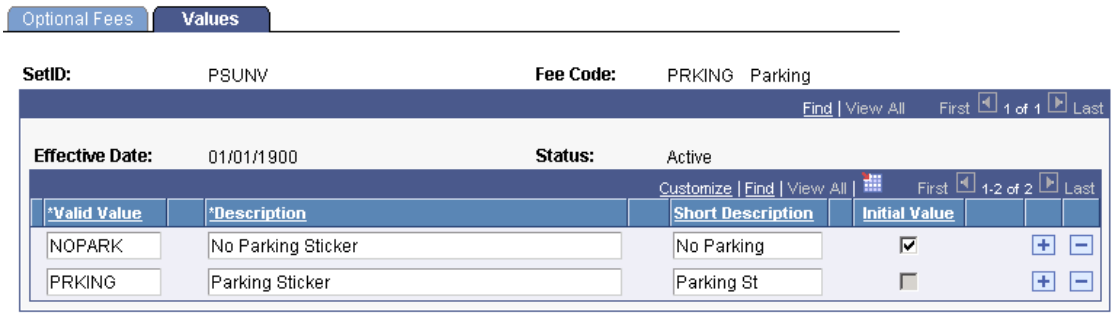


Field or Control	Description
Add all Careers	Click to apply the optional fee to all active academic careers in the institution. If you add all careers, the **Academic Career** field becomes unavailable.
Academic Career	Enter the specific careers to which the system applies the optional fee.

Defining Optional Fee Values

Access the Values page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees**, and then **Values**).

This example illustrates the fields and controls on the Values page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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.

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Field or Control	Description
Short Desc (short description)	Provide a short description for the optional fee.
Initial Value	Select to make a valid value the default value. Select the **Init Value** (initial 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 (**(Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees - Terms**).

This example illustrates the fields and controls on the Optional Fees - Term page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Term	Select the term in which the fee is charged.
Account Type	Enter 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.

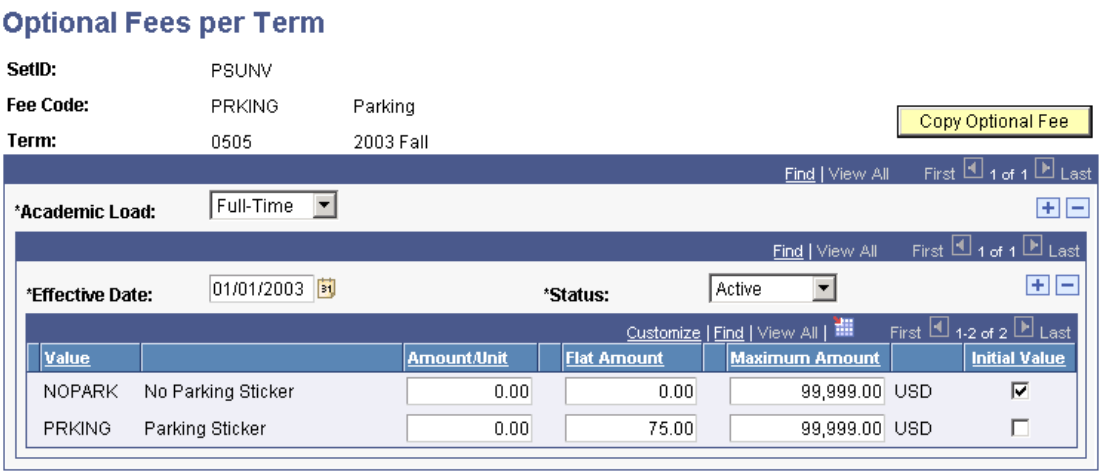
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Field or Control	Description
No Change Date	Enter an optional no change date after which enrollment changes do not affect the amount of optional fees charged.
One Fee for All Careers	Select to charge students one fee regardless of the number of billing careers to which they are associated. If you clear this check box, the system charges students who are associated with more than one billing career once for each career.

Defining Optional Fee Amounts

Access the Optional Fees per Term page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Optional Fees**, and then **Optional Fees per Term**).

This example illustrates the fields and controls on the Optional Fees per Term page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Academic Load	Select an academic load as a criterion for the optional fee.

Optional Fee Parameters

Field or Control	Description
Value	Displays the fee code values and descriptions.
Amount/Unit	Enter the amount to charge per enrollment unit.
Flat Amount	Enter a flat amount to charge regardless of units taken.
Maximum Amount	Enter a maximum amount to charge any one student for this optional fee.

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Field or Control	Description
Initial Value	Select 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 Set Up Transaction Fees

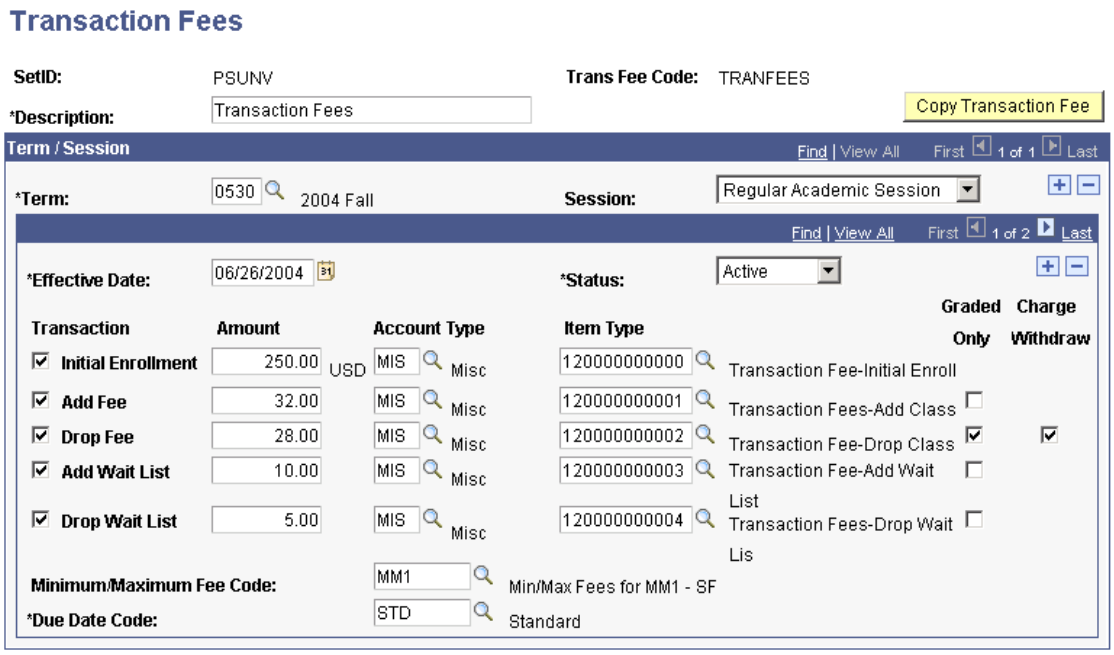
Page Name	Definition Name	Navigation	Usage
Transaction Fees	TRANS_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Transaction Fees**	Define transaction fees.

Defining Transaction Fees

Access the Transaction Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Transaction Fees**).

This example illustrates the fields and controls on the Transaction Fees page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Copy Transaction Fee	Click 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	Enter 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

Field or Control	Description
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 to apply the transaction fee to graded classes only. If this check box is cleared, the transaction fee applies to audited and graded classes. This option is not available for initial enrollment transaction fees.

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Field or Control	Description
Charge Withdraw	Select 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 cleared, 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

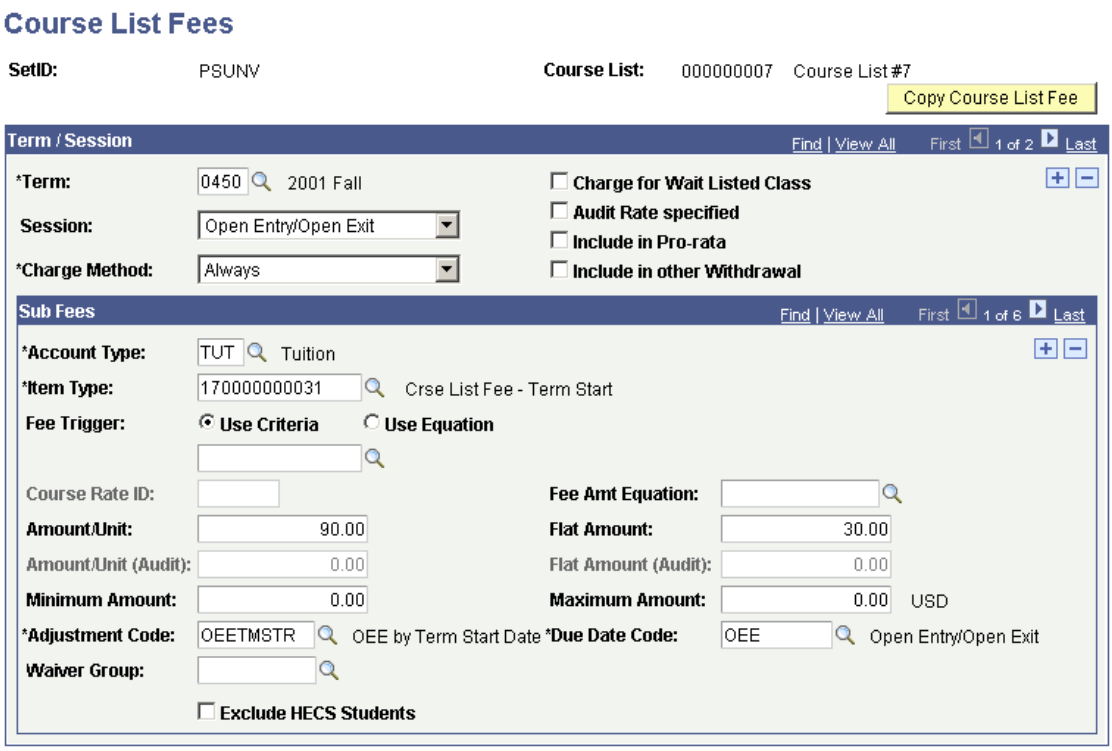
Page Name	Definition Name	Navigation	Usage
Course List Fees	CLST_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course List Fees**	Define course list fees.

Defining Course List Fees

Access the Course List Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Course and Class Fees**, and then **Course List Fees**).

This example illustrates the fields and controls on the Course List Fees page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Copy Course List Fee	Click to copy a course list fee definition from one term to another.
Term	Enter the term in which the fee is charged.
Session	Select the session in which the fee is charged.
Charge Method	Select the charge method. Values are: *Always:* The fee is charged in addition to term fees. *Not included in term tuition:* 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 to charge the course fee to a wait listed student.
Audit Rate Specified	Select to define a unique rate for audited courses. If you clear this 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

Field or Control	Description
Account Type	Enter the account type to which you want the course list fee posted.

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Field or Control	Description
Item Type	Enter the item type to which you want the course list fee posted.
Fee Trigger	To apply the course list fee to specific students, select either the **Use Criteria** option or the **Use Equation** option, and then select the predefined criteria or equation from the lookup. If you leave this field blank, the system charges the fee to all students who take the courses. See Campus Solutions Application Fundamentals: Understanding 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, a flat fee, or a combination of the two. Amounts that you enter are not independent of each other. Rather, they are summed.

Field or Control	Description
Fee Amt Equation (fee amount equation)	Enter an optional equation.
Amount/Unit	Enter the amount charge per unit.
Flat Amount	Enter a flat amount to charge regardless of units taken.
Amount/Unit (Audit)	Enter the amount to charge per unit for audited classes.
Flat Amount (Audit)	Enter a flat amount to charge for audited classes regardless of units taken.
Minimum Amount	Enter an optional minimum amount for the course list sub fee.
Maximum Amount	Enter an optional maximum amount for the course list sub fee.
Adjustment Code	Enter the adjustment code (calendar) to associate with this course list sub fee.
Due Date Code	Enter the due date code (calendar) to associate with this course list sub fee.
Waiver Group	Enter an optional waiver group that can offset course list sub fee charges. **Warning!** If the wildcard feature was used when the course list was set up, the waiver group applies to anyone who meets the waiver criteria and is enrolled in any of the subjects covered by the course list.

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Field or Control	Description
(AUS) Exclude HECS Students (exclude Higher Education Contribution Scheme students)	Select so that students are not charged twice for the same class if they are under multiple loan programs.

Related Topics

- 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).
- Establishing Tuition Calculation Controls
  To set up tuition calculation controls, use the Tuition Calculation Controls component (CALC_CNTROL_PANEL).
- Setting Up Adjustment Calendars
  To set up adjustment calendars, use the Adjustment Calendars component (ADJ_TERM_PANEL).
- 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).
- Campus Solutions Application Fundamentals: Understanding Equation Engine
- Configuring 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).
- Creating Billing and Due Date Calendars
  To set up billing and due date calendars, use the Billing and Due Calendars component (DUE_DATE_PANEL).

Setting Up Tuition Groups

To set up tuition groups, use the Tuition Groups component (SEL_GROUP_PANEL).

This section provides an overview of tuition groups and discusses:

- .Defining Tuition Groups
- Linking Adjustment Codes to Tuition Groups
- Linking Criteria to Tuition Groups
- Linking Term Fees to Tuition Groups
- Linking a Waiver Code to a Single Term Fee Within a Tuition Group
- Linking Course Lists to Tuition Groups
- Linking Waiver Codes to Tuition Groups
- Reviewing Established Tuition Group Priorities

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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 so much flexibility is in the components that compose the tuition group, you can 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	Definition Name	Navigation	Usage
Tuition Groups - Definition	SEL_GROUP_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Definition**	Define tuition groups.
Tuition Groups - Adjustment Codes	SEL_GROUP_ADJ_CODE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Adjustment Codes**	Link adjustment codes to tuition groups.
Tuition Groups - Criteria	GROUP_CRITR_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Criteria**	Link criteria to tuition groups.
Tuition Groups - Term Fees	GROUP_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **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**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Course Lists**	Link course lists to tuition groups.

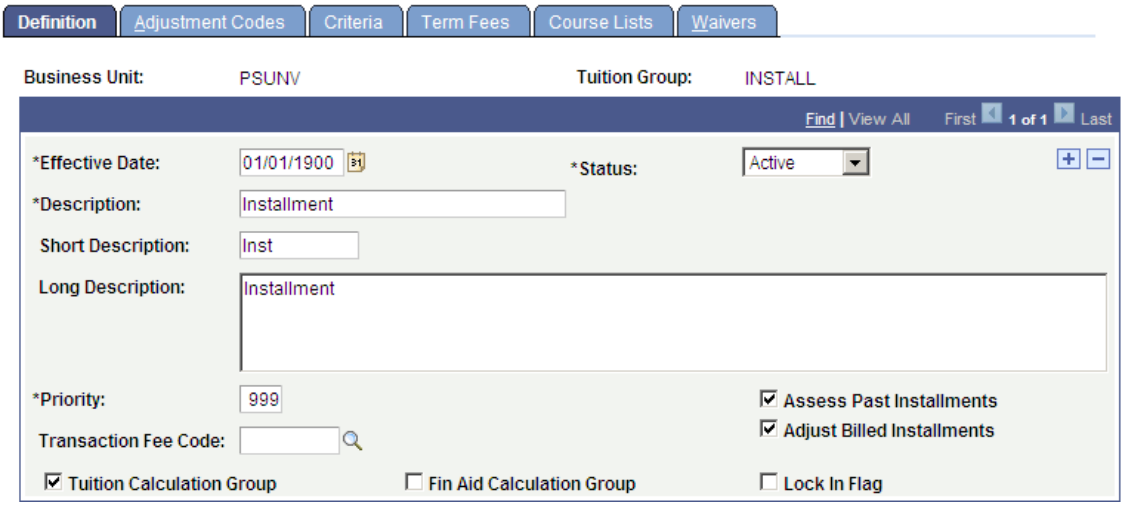
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Page Name	Definition Name	Navigation	Usage
Tuition Groups - Waivers	GRP_WAIVER_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Waivers**	Link waiver codes to tuition groups.
Tuition Group Priority	SEL_GROUP_PRIORITY	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Group Priority**	Review established tuition group priorities.

Defining Tuition Groups

Access the Tuition Groups - Definition page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Definition**).

This example illustrates the fields and controls on the Tuition Groups - Definition page . You can find definitions for the fields and controls later on this page.



If you need to create another set of ITEM_SF installment dates, you must place the student in a different tuition group. If you use the same tuition group, the tuition group does not post again the ITEM_SF installments or waivers with a different set of due dates.

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Field or Control	Description
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.
Assess Past Installments	Select to allow all fees in the tuition group to be created with ITEM_SF installments that have past-due billing dates even if each fee uses a different due date calendar. By default, this check box is deselected. This check box appears *only* if **Create Tuition Installments** is selected on the SF Installation 2 page and the business unit *does not* reference an institution where the DEST, HECS, Centrelink, TAC, or NZQA check boxes are selected. See Setting Up Installation Parameters and Keywords.

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Field or Control	Description
Adjust Billed Installments	Select to tell the tuition calculation process whether to adjust billed ITEM_SF installments or display an error message. By default, this check box is deselected. This check box appears *only* if: • **Create Tuition Installments** and **Enable Billed Adjustments** are selected on the SF Installation 2 page • the business unit *does not* reference an institution where the DEST, HECS, Centrelink, TAC, or NZQA check boxes are selected If the **Adjust Billed Installments** check box is deselected and you adjust a fee where the adjustment exceeds the remaining unbilled ITEM_SF installments, an error message is logged. To do the adjustment, you can only unbill the previous ITEM_SF installments until the amount can be adjusted across the remaining unbilled ITEM_SF installments. The **Adjust Billed Installments** check box also determines whether you can change a tuition group. When the tuition group is calculated or overridden in SFPGRPCL, an error is logged if the: • **Adjust Billed Installments** check box is deselected • current tuition group is different from the previous group • previous tuition group has billed ITEM_SF installments When these conditions are met, you should not reverse fees. See Setting Up Installation Parameters and Keywords.
Tuition Calculation Group	Clear this 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 to enable this definition to be used for calculating projected fees for financial aid budgets.
Lock In Flag	Select to lock in a minimum amount of tuition for the group at a specified point in the term.

Related Topics

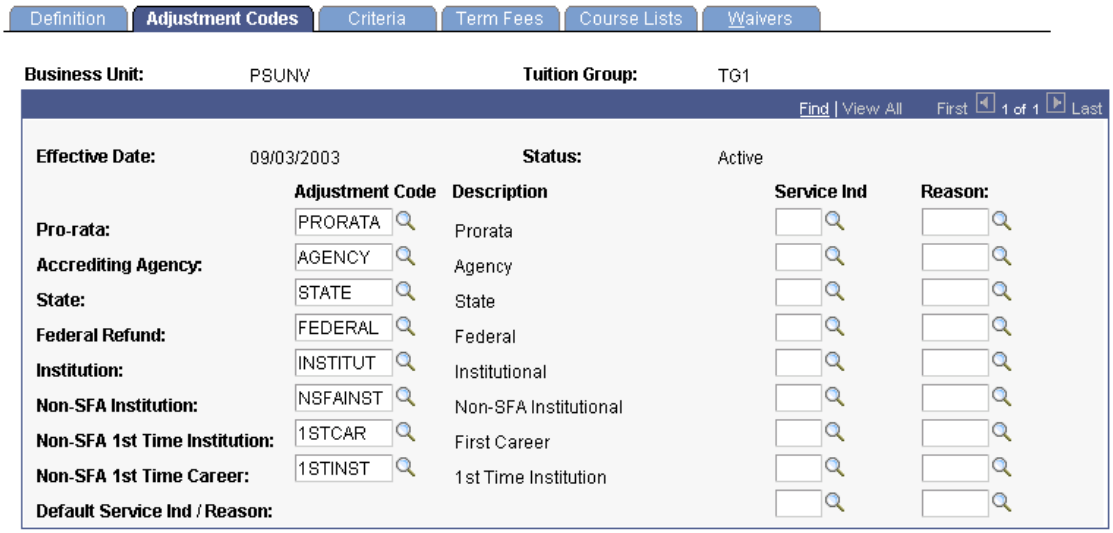
- Setting Up Transaction Fees
  To set up transaction fees, use the Transaction Fees component (TRANSACTION_FEES).

Linking Adjustment Codes to Tuition Groups

Access the Tuition Groups - Adjustment Codes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Adjustment Codes**).

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This example illustrates the fields and controls on the Tuition Groups - Adjustment Codes page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Pro-rata	Enter 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	Enter the adjustment code that you have defined to meet the refund requirements of your accrediting agency for students who withdraw.
State	Enter the adjustment code that you have defined to meet your state refund requirements agency for students who withdraw.
Federal Refund	Enter the adjustment code that you have defined to meet federal refund requirements for students who withdraw.
Institution	Enter the adjustment code that you have defined for your institution for students who withdraw. This is the adjustment code that the system uses if no other schedules supersede it.
Non-SFA Institution (nonfederal student financial aid institution)	Enter the adjustment code that you have defined for students who withdraw but do not receive any federal financial aid.
Non-SFA 1st Time Institution	Enter 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).

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Field or Control	Description
Non-SFA 1st Time Career	Enter 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)	Enter an optional service indicator code to apply to the student upon his or her withdrawal. Upon the student's withdrawal, if the reason in the term history/withdrawal component is the same as the reason that you set on the Tuition Group Adjustment code page, the service indicator is set for the student.
Reason	Enter an optional service indicator reason.
Default Service Ind/Reason (default service indicator and reason)	Enter an optional service indicator and reason to use as default values.

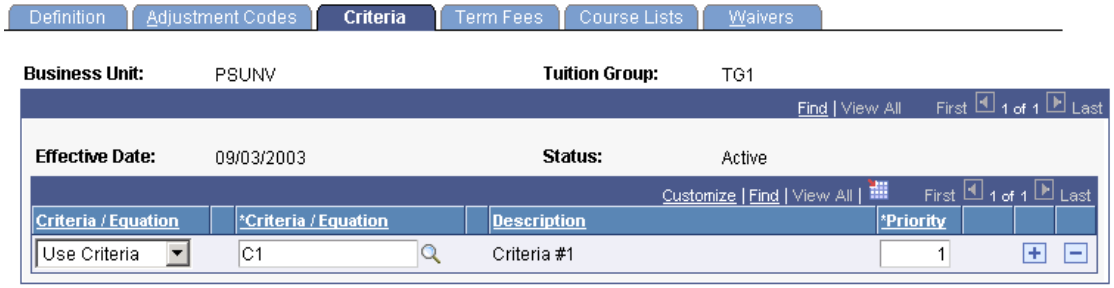
Related Topics

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

Linking Criteria to Tuition Groups

Access the Tuition Groups - Criteria page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Criteria**).

This example illustrates the fields and controls on the Tuition Groups - Criteria page. You can find definitions for the fields and controls later on this page.



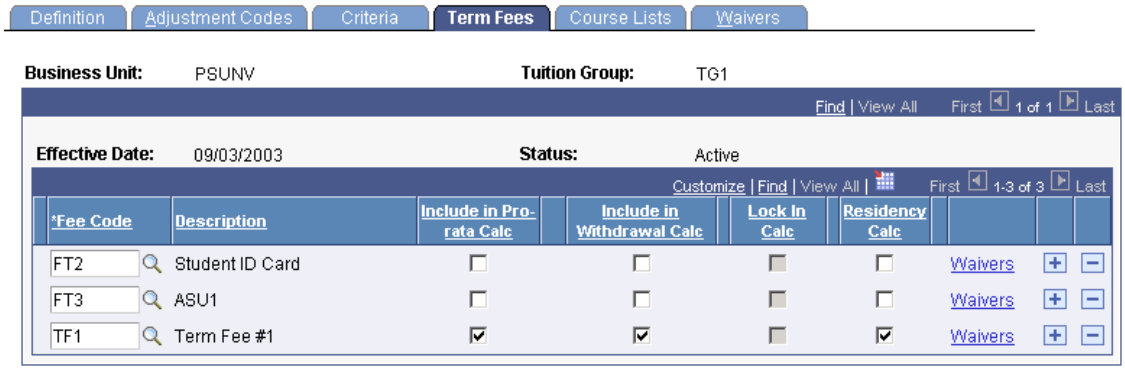
Field or Control	Description
Criteria	Select the criteria to select students for inclusion in the tuition group. You must attach at least one criteria code.
Priority	When you use more than one criteria code, connect them with an OR operator and provide a priority rating.

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Linking Term Fees to Tuition Groups

Access the Tuition Groups - Term Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Term Fees**).

This example illustrates the fields and controls on the Tuition Groups - Term Fees page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Fee Code	Enter 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 to include the term fee in a pro rata refund calculation in the event that the student withdraws.

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Field or Control	Description
Include in Withdrawal Calc (include in withdrawal calculation)	Select to include the term fee in a withdrawal calculation if 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 PeopleSoft Student Records. Nor does it exempt a fee from the withdrawal adjustment calculation. To use the adjustment calendar that is associated with the term fee when you are adjusting tuition on a withdrawal, be sure to create a row for withdrawal in the setup of the adjustment calendar that you have specified on your term fee. See Defining Term and Session Fees.
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 to define waivers that are specific to one term fee.

Related Topics

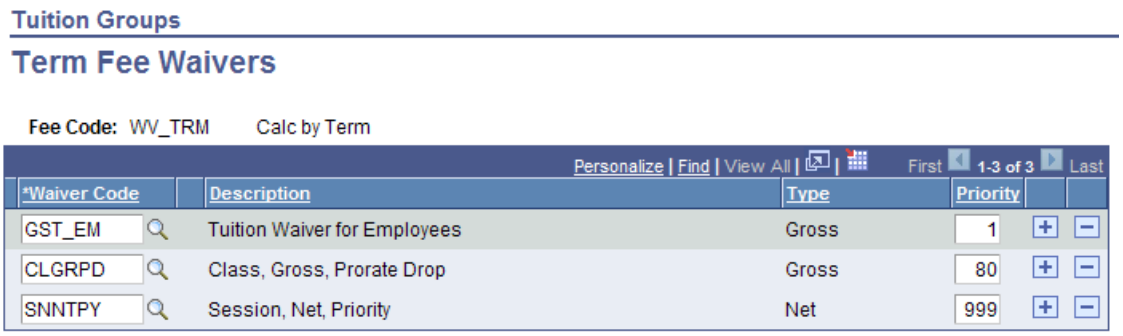
- Setting Up Term Fee Codes
  To set up term fee codes, use the Term Fees component (TERM_FEE_PANEL) and the Copy Term Fees component (RUN_SFCPTMFE).

Linking a Waiver Code to a Single Term Fee Within a Tuition Group

Access the Term Fee Waivers page (click the **Waivers** link on the Tuition Groups - Term Fees page).

This example illustrates the fields and controls on the Term Fee Waivers page. You can find definitions for the fields and controls later on this page.

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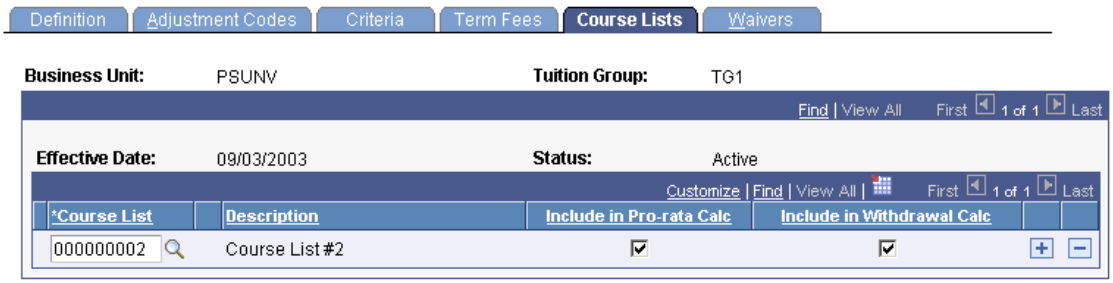
Field or Control	Description
Waiver Code	Select the waiver code to apply to the term fee to waive charges. Waivers that are attached at this level apply only to the specific term fee and not to the tuition group as a whole.

Field or Control	Description
Priority	Enter a number from 1 to 998 to indicate the priority in which waivers should be calculated. The default value is 999 and indicates no priority. The lower the number you use, the higher the priority. You can assign the same priority number to multiple waiver codes. If the waiver codes have the same priority number, then the priority is calculated based on alphabetical order. **Note:** When prioritizing a combination of the two waiver types, typically the Waiver Type of Gross should have a higher priority than Waiver Type of Net.

Linking Course Lists to Tuition Groups

Access the Tuition Groups - Course Lists page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Course Lists**).

This example illustrates the fields and controls on the Tuition Groups - Course Lists page . You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Course List	Enter the course list that you are linking to the tuition group.
Include in Pro-rata Calc (include in pro rata calculation)	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.

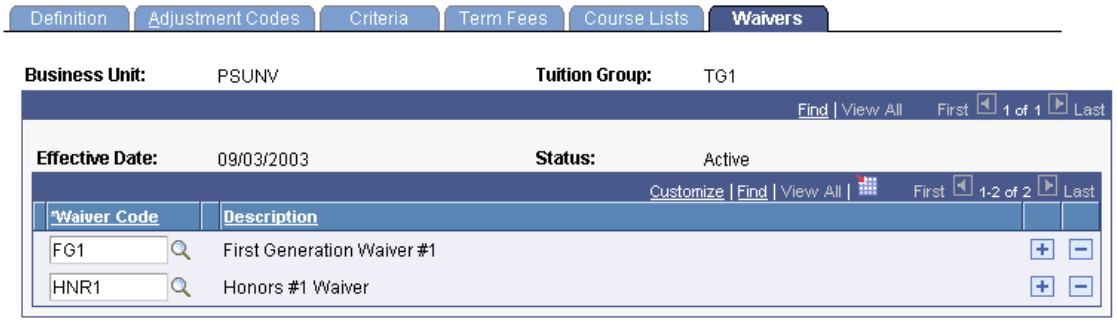
Related Topics

- Setting Up Course List Fees
  To set up course list fees, use the Course List Fees component (CLST_FEE_PANEL).

Linking Waiver Codes to Tuition Groups

Access the Tuition Groups - Waivers page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Waivers**).

This example illustrates the fields and controls on the Tuition Groups - Waivers page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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. **Note:** You cannot use the Student Waiver Assignment functionality or Prorate Dropped Unit functionality for waiver codes that are linked to tuition groups. See Configuring Waivers and Waiver Groups.

Reviewing Established Tuition Group Priorities

Access the Tuition Group Priority page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Group Priority**).

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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.

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7

Setting Up Banking

Setting Up Banks and Bank Branches

To set up banks in Campus Solutions:

1. Set up bank information on the Bank Table page.
2. Specify bank branch information on the Branch Table page.

> **Note**
>
> For the UK, additional banking setup is required

3. Where necessary, set up International Bank Account Number (IBAN) information.

Using the CI_BANK_EC Component Interface

Because there may be a large volume of bank information to set up, you can simplify the process by using the CI_BANK_EC component interface to import bank information from a Microsoft Excel spreadsheet into the bank setup tables.

To use the CI_BANK_EC component interface:

1. From a website or service that provides bank information, download the information to an Excel spreadsheet.
2. Use the Excel to Component Interface utility to import the information from the spreadsheet to the CI_BANK_EC component interface.

   The CI_BANK_EC component interface loads the bank information into the BANK_EC table and BANK_BRANCH_TBL in Campus Solutions.

> **Note**
>
> You are responsible for determining which rows to update and add to the Campus Solutions database when using the Excel to Component Interface utility.

Related Topics

- Setting Up and Managing Student Bank Accounts
  Access the Bank Accounts - Student page (**Student Financials**, and then **Banking**, and then **Bank Accounts - Student**).
- Setting Up and Managing Corporate Bank Accounts
  Access the Bank Accounts - Corporate page (**Student Financials**, and then **Banking**, and then **Bank Accounts - Corporate**).

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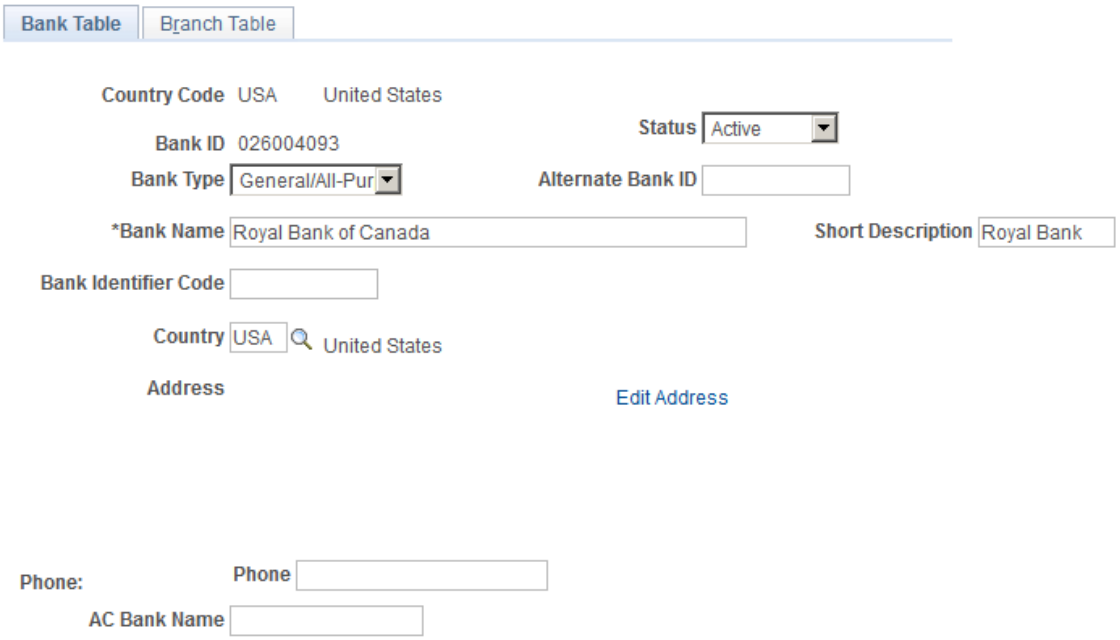
Pages Used to Set Up Banks and Bank Branches

Page Name	Definition Name	Navigation	Usage
Bank Table	BANK_EC	**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**, and then **Banks**, and then **Bank Table**	Set up basic information for all financial institutions.
Branch Table	BANK_BRANCH_EC	**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**, and then **Banks**, and then **Branch Table**	Define a bank's branches. Not all countries require bank branch information.

Setting Up Banks

Access the Bank Table page (**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**, and then **Banks**, and then **Bank Table**).

This example illustrates the fields and controls on the Bank Table. You can find definitions for the fields and controls later on this page.



Use this page to set up basic information for all financial institutions.

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Field or Control	Description
Bank ID	System-generated. There are different formats for each country. Some are numeric, and others are alphanumeric.
Alternate Bank ID	If applicable, enter the bank's national ID. If the bank participates in an international banking consortium or system, it is given an alternate bank ID that is used in international transactions.
Bank Identifier Code	Enter the Bank Identifier Code (BIC) provided by SWIFT. When saved, the system checks whether this entry is 8 or 11 characters long. The system does not validate the accuracy of the BIC, only its length.

(GBR) Special Considerations for the UK

For UK banks, you set up bank branches on the Bank Table page. For building societies, use the Bank Table page to identify the bank branch that handles clearing for the society. Use the Branch Table page to enter the building society details.

The following information applies for UK setup on the Bank Table page:

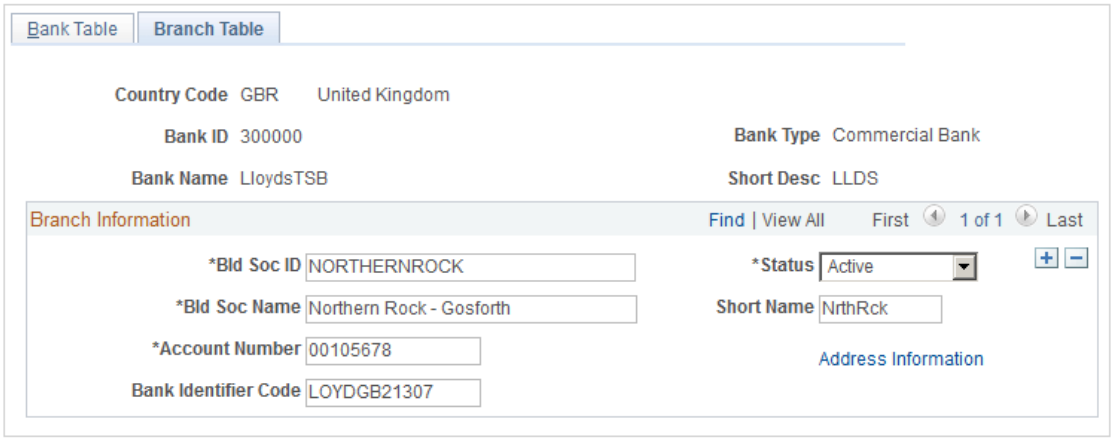
Field or Control	Description
Bank ID	Enter the sort code for the bank branch in the Bank ID field. If you are setting up a building society, enter the sort code of the bank branch that handles clearing for the building society. Clearing is normally handled by a bank's head office.
Alternate Bank ID	For UK banks, leave blank.
Bank Name	Enter a description of the branch. Include the location of the branch, not just the bank name.

Setting Up Bank Branches

Access the Branch Table page (**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**, and then **Banks**, and then **Branch Table**).

This example illustrates the fields and controls on the Branch Table. You can find definitions for the fields and controls later on this page.

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Not all countries require bank branch information.

Field or Control	Description
Status	If the Building Society or Branch is inactive, it will not appear on the prompt for Branch or Building Society ID on the Bank Accounts – Student/Corporate pages.

(GBR) Special Considerations for the UK

> **Warning**
>
> You must set up a building society on the Branch Table page, linking the society to its clearing bank on the Bank Table page.

In the example page, the building society is linked to LloydsTSB bank (bank ID 30000) that handles clearing for the building society. The building society's clearing account is shown in the Account Number field.

To set up UK building societies, the following information applies.

Field or Control	Description
Account Number	Enter the number of the building society's account at the clearing bank.
Address Information	Click the Address Information link to access the Building Society Address page. On this page you enter the building society's head office address.

Using the Bank Brazil Page

On the Branch Table page, click the Other Information link for a Brazil bank to enter additional information for Brazil bank branches.

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Setting Up IBAN Information

The International Bank Account Number (IBAN) is an account number that uniquely identifies a bank account and is assigned according to ISO standards so that it can be used across national borders. PeopleSoft applications can include this information at the bank account level.

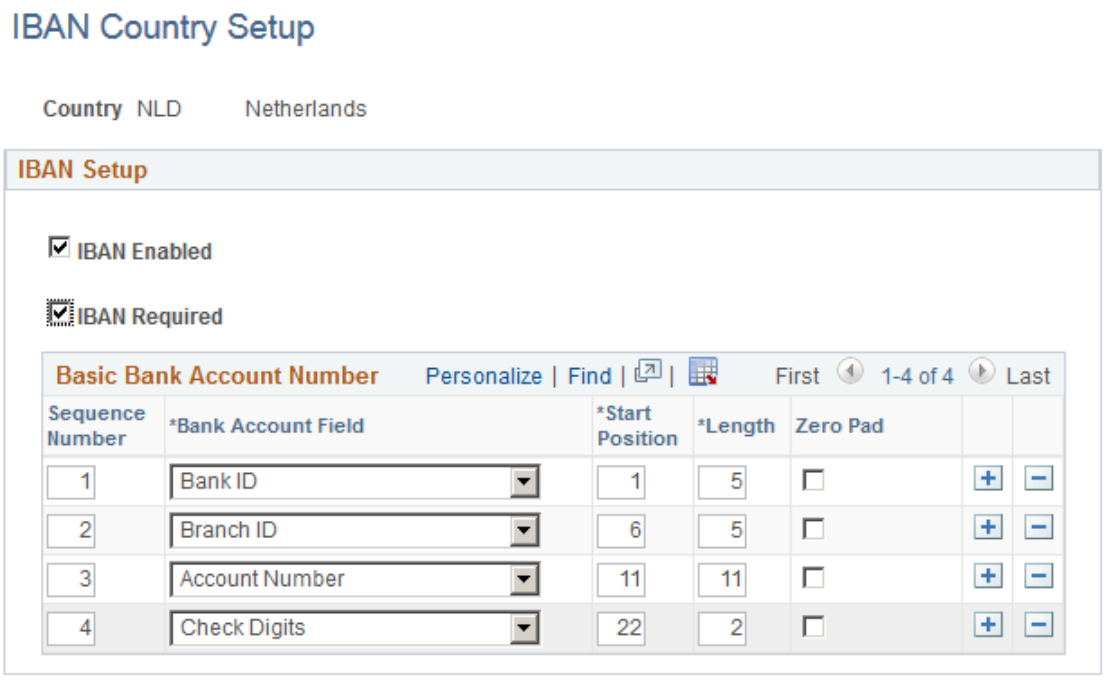
Page Used to Set Up IBAN Information

Page Name	Definition Name	Navigation	Usage
IBAN Country Setup	SRC_BANK	**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**, and then **IBAN Country Setup**	Enable the IBAN feature for a specific country.

Enabling IBAN

Access the IBAN Country Setup page (**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**, and then **IBAN Country Setup**).

This example illustrates the fields and controls on the IBAN Country Setup page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
IBAN Enabled	Select this check box to enable the IBAN functionality for this country. If you enable IBAN, the IBAN field and the Edit IBAN link appear on pages such as the Bank Accounts - Students page. See: • Setting Up and Managing Student Bank Accounts • Setting Up and Managing Bank Accounts
IBAN Required	Select this check box to require an IBAN value for accounts in this country.

Use the Basic Bank Account Number (BBAN) group box to create BBAN validation rules.

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8

Setting Up and Managing Bank Accounts

Understanding Bank Account Setup

Use the Bank Accounts - Student page and the Bank Accounts - Corporate page to set up and manage bank accounts for students and organizations. The Bank Accounts - Corporate page is similar to the Bank Accounts - Student page, except that the External Org ID appears on the Corporate page. You can set up bank accounts for any country or currency.

Students can set up and manage bank accounts using Self Service.

Related Topics

- Understanding the Banking Interface for the Netherlands
  Complete these steps to set up and manage bank accounts so that Netherlands students can pay their tuition and fees:

Pages Used to Set Up and Manage Bank Accounts

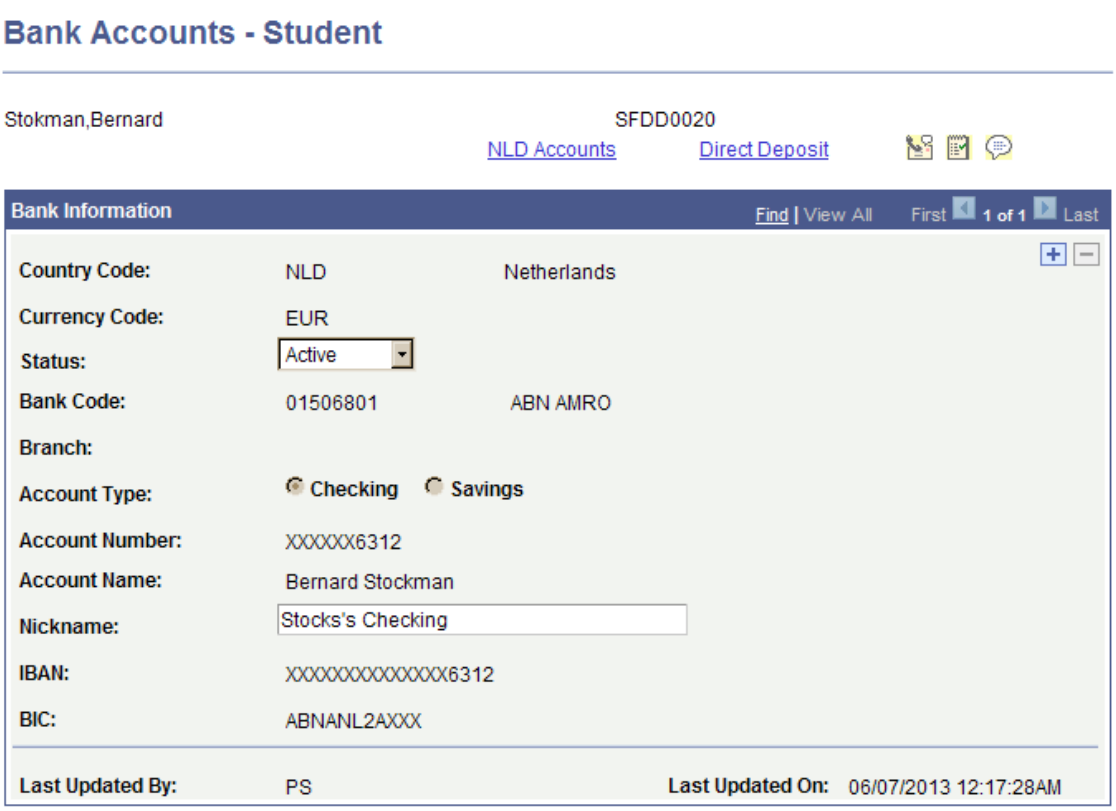
Page Name	Definition Name	Navigation	Usage
Bank Accounts - Student	SSF_BNKACCT_DTL	**Student Financials**, and then **Banking**, and then **Bank Accounts - Student**	Set up and manage student bank accounts.
Bank Accounts - Corporate	SSF_BNKACCTORG_DTL	**Student Financials**, and then **Banking**, and then **Bank Accounts - Corporate**	Set up and manage bank accounts for organizations.

Setting Up and Managing Student Bank Accounts

Access the Bank Accounts - Student page (**Student Financials**, and then **Banking**, and then **Bank Accounts - Student**).

This example illustrates the fields and controls on the Bank Accounts - Student page. You can find definitions for the fields and controls later on this page.

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Use this page to:

- Set up multiple bank accounts for a student.
- View or edit bank accounts that have been created by students using Self Service.

> **Note**
>
> This page is available only to administrative users. Also, administrative users who are currently logged in are not able to create nor update their own bank details.

When you set up a bank account for a student, an agreement type of Bank Account is inserted into the Agreement table (SSF_AGREE_TBL) when you save the page.

In update/edit mode, the only fields available are **Status** and **Nickname.** All other fields are view-only. In update/edit mode, you can add but not delete bank accounts.

When you set up or modify a bank account, data is inserted in the 3C trigger table with the Bank Event ID and institution to facilitate communication using 3C and the Comm Gen process. The Bank Event ID and institution are derived from the SF Installation setup only if the Bank Event ID is populated.

To prevent duplicate bank accounts, the system checks that the combination of EmplID, Routing Number, Branch, and Account Number is unique.

See Campus Community Fundamentals: Understanding Communications Setup.

If you click **View All,** data appears in descending order, that is, the most recent data is shown first.

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Field or Control	Description
Country Code	Select a country code. Otherwise, the default value from the Common Objects component (**Set Up Common Objects**, and then **Install**, and then **Country Table**) is retrieved.
Currency Code	Select a currency code. Otherwise, the default value from the Common Objects component (**Set Up Common Objects**, and then **Foundation Tables**, and then **Currency and Market Rates**, and then **Currency Code**) is retrieved.
Status	Displays whether the bank account is active or inactive. By default, it is set to *Active*. This field is disabled when you are setting up a new bank account. If you want to deactivate a bank account, change its status to *Inactive*. However, if a bank account is used for direct deposit distribution, this field is disabled and the message "This account is in use." is displayed. To change the status to *Inactive* for a bank account used in direct deposit distributions, you must first deactivate the direct deposit distribution. When a bank account is inactive, you can no longer make changes from the Bank Accounts - Student page nor the Self Service page.
Routing Number	Select a routing number. The bank details record in the Common Objects component (**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**) controls which values are available. If you provide a BIC Code, this field displays the information derived from the BIC and appears as view-only.
Branch	Select a branch ID. This field appears depending on the country code and routing number. If you provide a BIC Code, this field displays the information derived from the BIC and appears as view-only.
Account Type	Select an account type. By default, **Checking** is selected.
Account Number	Enter an account number. For security reasons, the account number is masked to show only the last 4 digits after you save the page. The account number is also encrypted and stored in the database. If you provide a value in the **IBAN** field, this field displays information derived from the IBAN and appears as view-only.
Confirm Account Number	Enter the same value you entered in **Account Number**. This field is an added security measure and ensures that you provided the correct account number.

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Field or Control	Description
Check Digit	This field is available only when the IBAN field is not used. If the IBAN field is used, the value is derived from the IBAN and appears as view-only.
Account Name	Enter the name as it appears on the bank account.
Nickname	(Optional) Enter an alias for the bank account.

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Field or Control	Description
IBAN and **BIC Code**	If you provide the IBAN, you must also provide a BIC Code. Student Financials uses the information on the IBAN Country Setup page (**Set Up Common Objects**, and then **Common Definitions**, and then **Banking**, and then **IBAN Country Setup**) to perform the required validation and prompt for values in the lookups. • If IBAN is not enabled and not required, or the country is not defined on the IBAN Country Setup page, the **IBAN** and **BIC Code** fields do not appear. • If IBAN is enabled but not required, you can provide values in the other bank information fields. The information is saved, and the IBAN and BIC Code are stored as blank. When bank details are derived from the IBAN and BIC setup, the details appear as view-only. For example, if you enter an **IBAN** value of *NL51ABNA0401396312,* the **BIC Code** becomes required. The BIC Code values that are available are all those for the country NLD, which are based on the IBAN value (the first 2 digits are always the country and the next 2 digits are always the IBAN check digit). You select a **BIC Code** of *ABNANL2A* (this is an available value because it is set up on the Branch Table in Common Objects). The **Routing Number** and **Branch** fields are populated and are view only—with the values *0150681* (BankID already set up for ABN Amro) and *ABNANL2* (Branch ID) respectively. The **Bank Name** and **Branch Name** also appear. • If **IBAN** is enabled and required, you must provide a value for **IBAN** and **BIC Code**. The **Account Number** field is populated based on the IBAN value and appears as view-only. The other standard bank fields are view-only. For security reasons, only the last four digits of the IBAN appear after you save the page. It is also encrypted and stored in the database. See: • Setting Up Banks and Bank Branches • Setting Up IBAN Information

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Field or Control	Description
Direct Deposit	This link is available only after you save the page and only if you are authorized to access the Direct Deposit - Student page. Also, the **AP Refunding Option** must be set to *Use Single Payment Voucher* on the SF Installation page. Click to access the Direct Deposit - Student page to set up or view direct deposit distributions.
NLD Accounts	This link is available only after you save the page and if you are authorized to access the NLD Student Accounts page. Click to access the NLD Student Accounts page for the student whose bank account you are creating or updating. See: • Understanding the Banking Interface for the Netherlands • Setting Up and Managing Bank Accounts
Last Updated By and **Last Updated On**	**Last Updated By** shows the OPRID and **Last Updated On** shows the date and time that the past was last modified.

See:

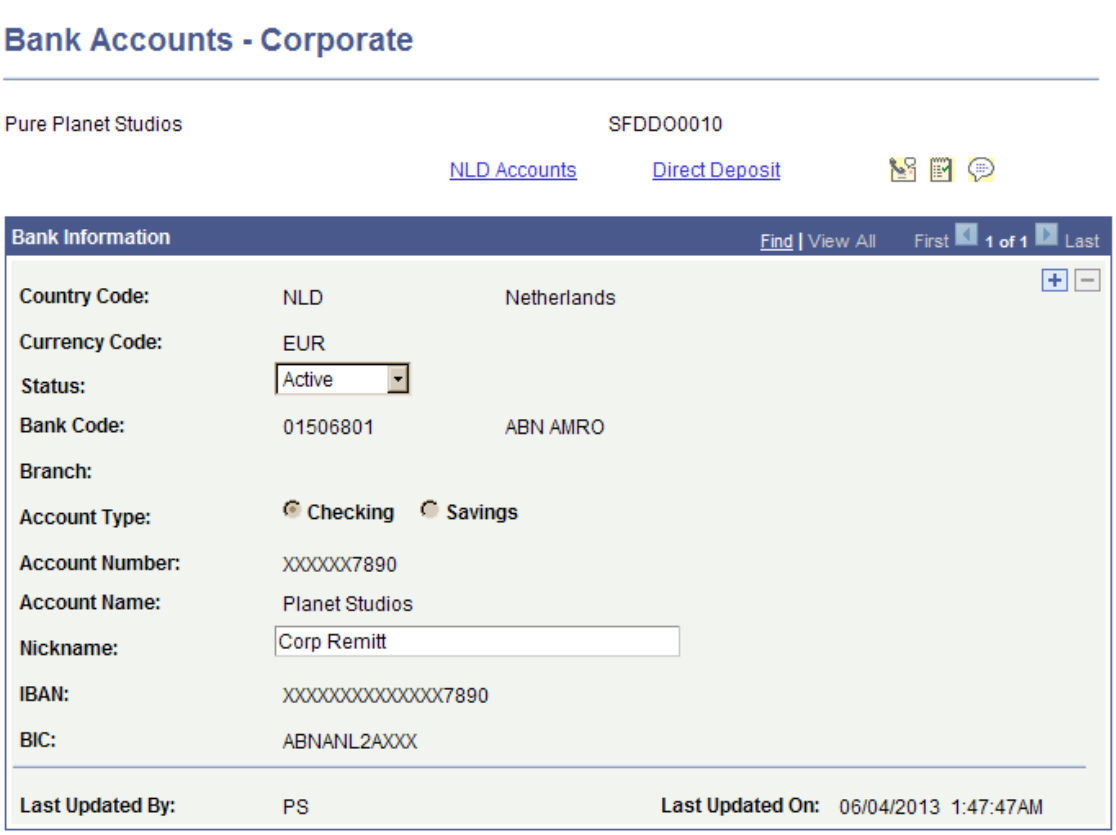
- Setting Up Installation Parameters and Keywords
- Campus Self Service: Using Account Services
- UPK for AP Direct Deposit Setup

Setting Up and Managing Corporate Bank Accounts

Access the Bank Accounts - Corporate page (**Student Financials**, and then **Banking**, and then **Bank Accounts - Corporate**).

This example illustrates the fields and controls on the Bank Accounts - Corporate page. You can find definitions for the fields and controls later on this page.

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Use this page to set up and manage multiple bank accounts for an organization.

The fields on this page are similar to the Bank Accounts - Student page, except for the External Org ID and:

Field or Control	Description
NLD Accounts	This link is available only after you save the page and you are authorized to access the NLD Corporate Accounts page. Click to access the NLD Corporate Accounts page of the organization whose bank account you are creating or updating.

Related Topics

- Setting Up and Managing Bank Accounts
  For better SEPA compliance and IBAN handling, it is recommended that you use any one of the following components to set up and manage bank accounts:

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9

Setting Up Refunding

Understanding Refunding Setup

> **Note**
>
> If you implement Campus Solutions and a separate instance of PeopleSoft Human Capital Management/Payroll, you cannot use refunding through payroll.
>
> For information on managing processes that require data from both applications, see Campus Solutions-HCM / Payroll Integration: Student Financials Impacts on My Oracle Support (ID 1464024.1).

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.

Prerequisites for AP Refunding

If you use the accounts payable (AP) method to create and distribute refunds, your accounts payable department must set up their system to recognize students and corporations as vendors to distribute refunds to them by direct deposit or check.

You must also define an AP refunding option on the SF Installation page.

If you select the **Use Single Payment Voucher** option on the SF Installation page, to distribute refunds by direct deposit, you must also:

- Associate event IDs on the SF Installation page for bank accounts and direct deposit distributions, and on the SF Business Unit - Refund Setup page for refunding, if you want to send notifications using the 3C engine.
- Complete the setup on the SF Institution Set - General Options page to enable the creation and maintenance of bank accounts and direct deposit distributions using Self Service.
- Complete the setup on the SF Institution Set - Business Units page to allow for a service impact for the Manage My Bank Accounts feature (optional).

> **Note**
>
> To set up AP Refunding, see *Addendum: Direct Deposit Through AP Refunding*in My Oracle Support (ID 1982664.1).

Make sure you verify and complete other Student Financials setup requirements for creating direct deposit refunds through AP.

See:

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- Defining Student Financials Installation Settings
- Setting Up Your Business Unit to Refund Customers
- Campus Self Service: Setting Up Institution Sets
- UPK for setting up AP Direct Deposit

Related Topics

- 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).

Setting Up Your Business Unit to Refund Customers

This section discusses how to:

- Defining Basic Refunding Rules
- Defining Refund Approval Parameters

Pages Used to Set Up Your Business Unit to Refund Customers

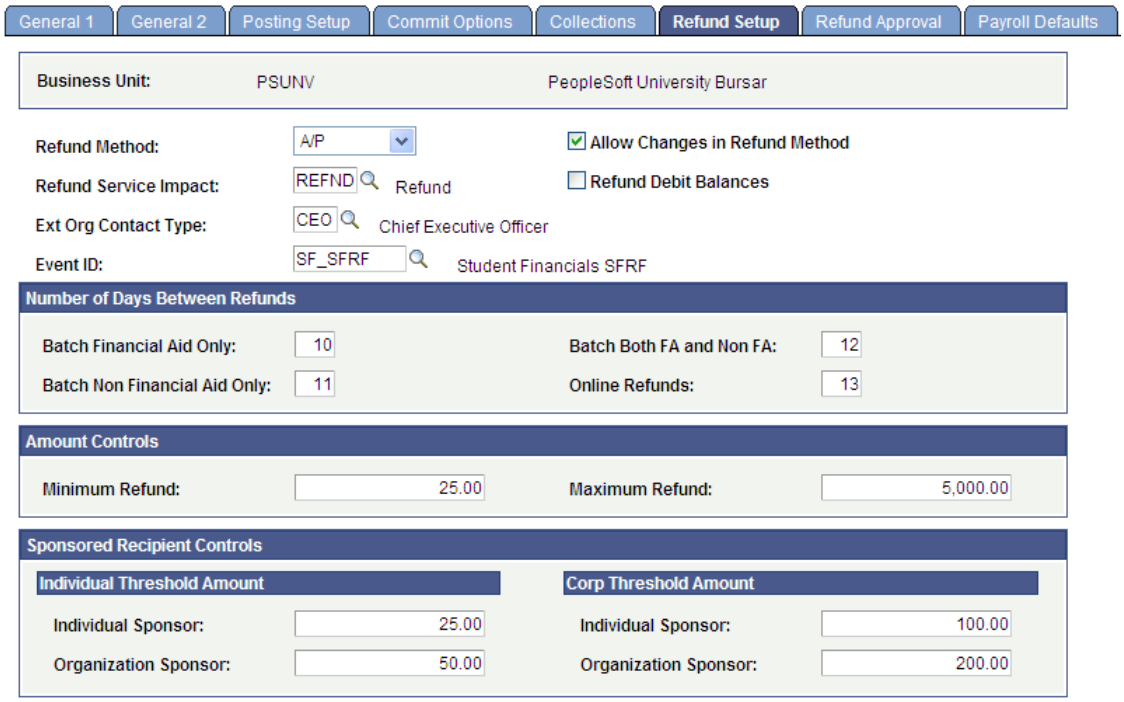
Page Name	Definition Name	Navigation	Usage
Refund Setup	BUS_UNIT_TBL_SF3	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Refund Setup**	Define the rules governing how your business unit handles refunds.
Refund Approval	BUS_UNIT_TBL_SF20	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Refund Approval**	Define refund approval levels.

Defining Basic Refunding Rules

Access the Refund Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Refund Setup**).

This example illustrates the fields and controls on the Refund Setup page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Refund Method	Values are: *A/P:* Create the refund in Student Financials and have your accounts payable department produce and distribute the refund by direct deposit or check. *Other:* Create the refund in Student Financials and produce a check using a third-party application.
Allow Changes in Refund Method	Select to enable a user to switch between the AP and other methods when processing online and batch refunds. If you clear this check box, the user can use only 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.

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Field or Control	Description
Ext Org Contact Type (external organization contact type)	Select the external organization contact type for processing batch refunds for external organizations. The system uses the external organization contact type to determine an address for a corporate refund, both on-line and batch. Both a contact type and a preferred contact must be set up on the Organization Table component. See Campus Community Fundamentals: Understanding Organization Data.
Event ID	This field is available only if *A/P* is selected in the **Refund Method** field on this page. Select an event ID to be used in the generation of communication records when refunds are processed using the Create Refund Voucher process. You must first complete the relevant 3C setup in Campus Community. See Campus Community Fundamentals: Understanding Communications Setup. The value that you select here appears by default in the **Event ID** field on the Batch Refund run control page and on the online refund pages—for example, the Student Refund page. You can change the value for specific populations—for example, PLUS refunds. Values appear in the **Event ID** field based on the Administrative Function of SFRF and the academic institution that is associated with the SF Business Unit.

See:

- Understanding Refunds
- Campus Community Fundamentals: Understanding Administrative Functions

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 produce only warning messages for online refunds.

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Field or Control	Description
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 nonfinancial-aid credits. **Note:** Use this setting to specify a different interval between refunds for financial aid and nonfinancial-aid credits only.
Batch both FA and Non FA (batch both financial aid and nonfinancial aid)	Enter the minimum number of days between batch-produced refunds of all excess credits. Use this setting to process financial-aid and nonfinancial-aid credits the same way.
Batch Non Financial Aid Only	Enter the minimum number of days between batch-produced refunds of excess nonfinancial-aid credits. This setting restricts nonfinancial-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 nonfinancial-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

Field or Control	Description
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.

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Individual Threshold Amount

Field or Control	Description
Individual Sponsor and **Organization Sponsor**	Enter a monetary amount (threshold) below which student refunds are not paid to an individual or an organization sponsor.

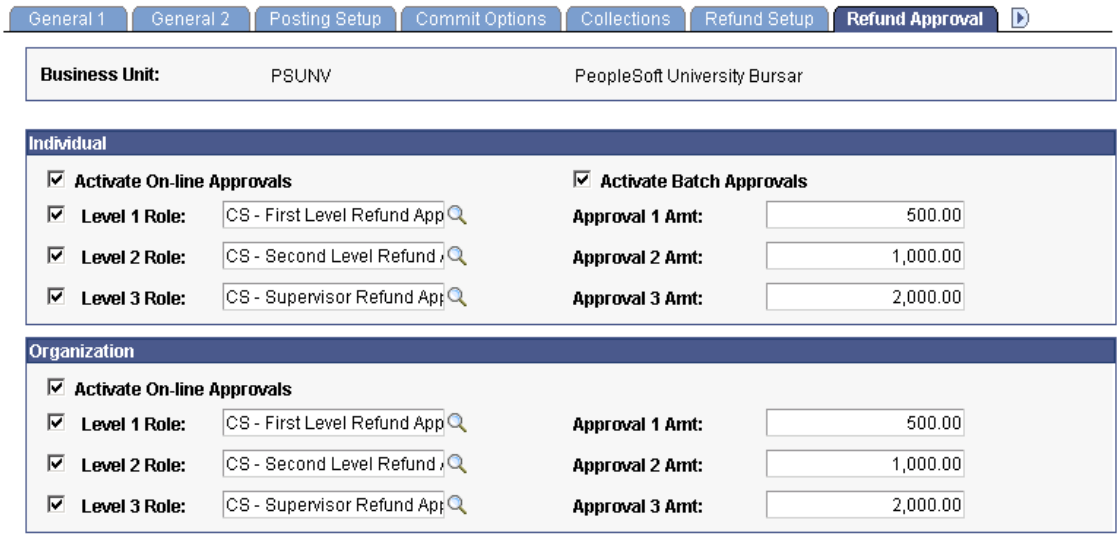
Corp Threshold Amount

Field or Control	Description
Individual Sponsor and **Organization Sponsor**	Enter 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Refund Approval**).

This example illustrates the fields and controls on the Refund Approval page. You can find definitions for the fields and controls later on this 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.

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Individual

Field or Control	Description
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 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.

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.
- Define AP set controls for vendors.

Pages Used to Set Up Accounts Payable Options

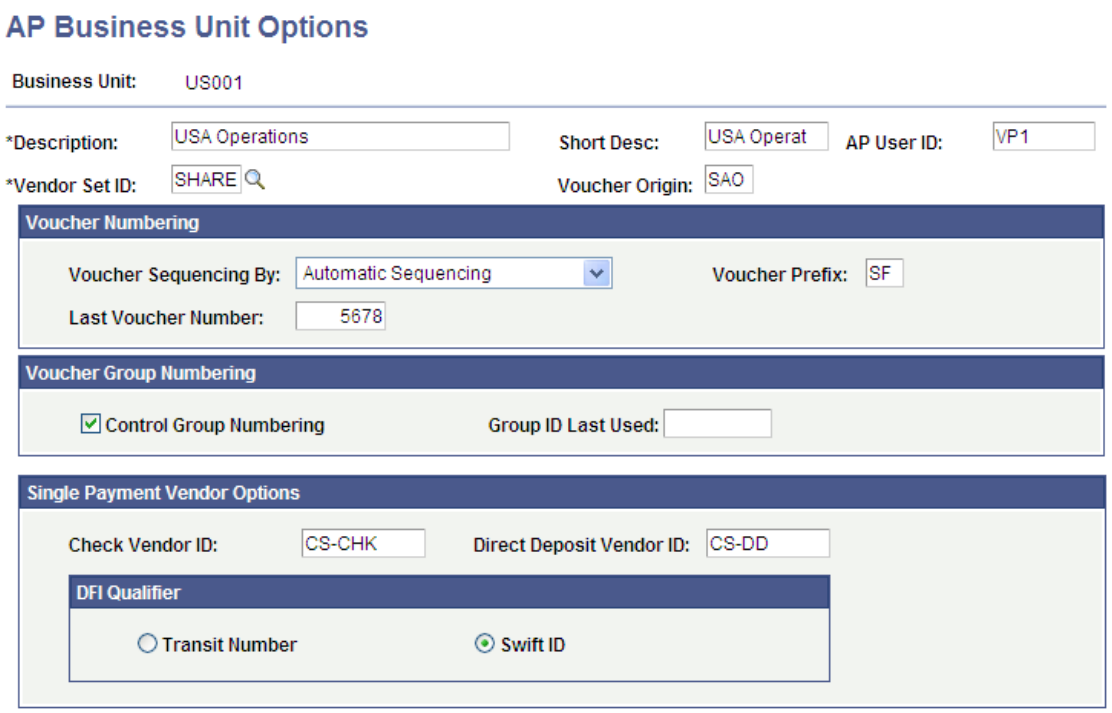
Page Name	Definition Name	Navigation	Usage
AP Business Unit Options	BUS_UNIT_TBL_AP	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Refunds**, and then **AP Business Unit**	Establish AP interface and voucher numbering parameters.
AP Set Controls - Vendor	SF_AP_VNDR_OPTIONS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Refunds**, and then **AP Set Controls - Vendor**	Define vendor information.

Setting Up an AP Business Unit

Access the AP Business Unit Options page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Refunds**, and then **AP Business Unit**).

This example illustrates the fields and controls on the AP Business Unit Options page. You can find definitions for the fields and controls later on this page.

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AP business unit options control how Student Financials creates vendor and voucher file definitions. These definitions are used for transfer to PeopleSoft Payables to create refund payments.

> **Note**
>
> The AP business unit options that you define on this page should match PeopleSoft Payables definitions.

Field or Control	Description
AP User ID	The Student Financials application refunding process populates each voucher it creates with the AP user ID that 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 that you specify here. This origin value must exist in PeopleSoft Payables.

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Voucher Numbering

Field or Control	Description
Voucher Sequencing By	Select how voucher numbers are assigned. Values are: *Automatic Sequencing:* Assign voucher numbers starting with the number that you specify in the **Last Voucher Number** field. *Use SF Refund# as Voucher#:* Assign voucher numbers using the SF refund ID number.
Voucher Prefix	Enter 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 creates 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

Field or Control	Description
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.

Single Payment Vendor Options

The **Single Payment Vendor Options** group box is available and required only if the **Use Single Payment Voucher** option is selected in the **AP Refunding Option** group box on the SF Installation page.

Use this group box to map a single payment Vendor ID for direct deposit and a single payment Vendor ID for checks. AP requires a single payment Vendor ID to create a single payment voucher. To facilitate this, you set up the Vendor ID here. The Create Voucher Process then passes this ID, with the refund details, to AP for voucher creation.

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Field or Control	Description
Check Vendor ID	This is a free form edit field. The value that you enter must be a valid single payment vendor in AP. If a direct deposit agreement does not exist for a student, the **Check Vendor ID** value is used by the Create Refund Voucher process to send the refund details to AP to produce a check for the refund amount.
Direct Deposit Vendor ID	This is a free form edit field. The value that you enter must be a valid single payment vendor in AP. If a direct deposit agreement exists for a student, the **Direct Deposit Vendor ID** value is used by the Create Refund Voucher process to send direct deposit details to AP for the refund amount.
DFI Qualifier	AP requires the DFI Qualifier and the derived DFI ID to create a single payment voucher—the setup here is used to send that information to AP. Select **Transit Number** or **Swift ID.** If you change the DFI Qualifier, you receive a warning message: *Changing DFI Qualifier might affect bank details being sent to accounts payable. Changing DFI Qualifier will have an impact on the DFI ID value too. Bank details sent to accounts payable might be incorrect or invalid.* **Note:** Oracle supports only these DFI Qualifiers: **Transit Number** and **Swift ID.**

See:

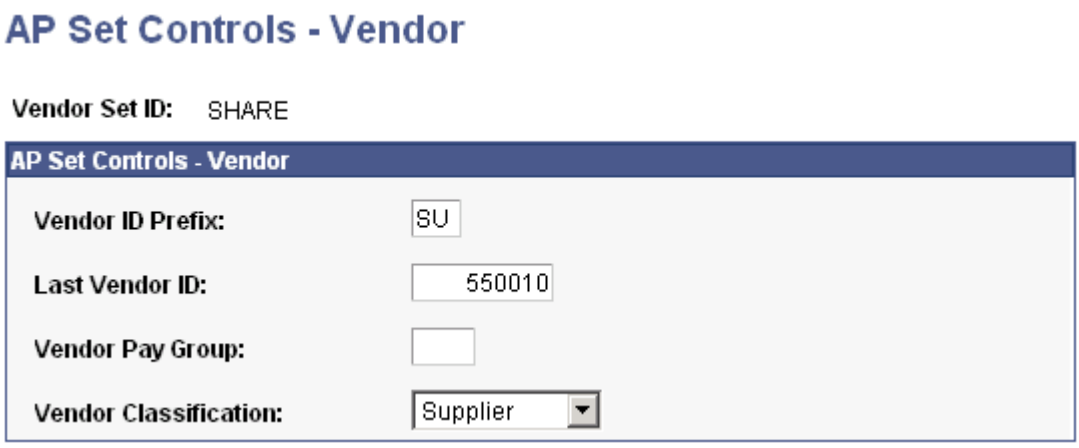
- Setting Up Installation Parameters and Keywords
- Completing AP Refunds
- UPK for setting up AP Direct Deposit

Defining AP Set Controls for Vendors

Access the AP Set Controls - Vendor page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Refunds**, and then **AP Set Controls - Vendor**).

This example illustrates the fields and controls on the AP Set Controls Vendor page. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> AP set controls insert information into vouchers that are produced for refunds using PeopleSoft Payables. Consult your account payables staff to determine the proper settings.

> **Note**
>
> The setup on this page is used *only* by the Create Vendors and Vouchers (VOUCHER_BUILD VERSION_1) process.

Field or Control	Description
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 can be used during payment processing to cause Pay Cycle Manager to pay only vouchers originating in Student Financials.
Vendor Classification	Select the value to use for the VENDOR_CLASS in the VENDOR_SYNC message for the AP Interface process for refunding. Values are *Attorney, Employee, HRMS related* and *Outside Party.* The default value is *Outside Party.*

See *PeopleSoft FSCM: Payables*, “Entering and Processing Vouchers Online” and “Establishing Pay Cycles”.

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Related Topics

- 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).
- Completing AP Refunds
  This section provides an overview of AP refund completion and discusses:

Setting Up and Managing Direct Deposit Distributions for AP Refunding

Use the Direct Deposit - Student page or the Direct Deposit - Corporate page to set up and manage direct deposit distributions across bank accounts. Multiple distributions can be created, allowing refunds to be sent to multiple accounts.

The Direct Deposit - Corporate page is similar to the Direct Deposit - Student page, except that the External Org ID appears on the Corporate page.

This section discusses how to set up and manage student direct deposit distributions. Students can set up and manage direct deposit distributions using Self Service.

Pages Used to Set Up and Manage Direct Deposit Distributions for AP Refunding

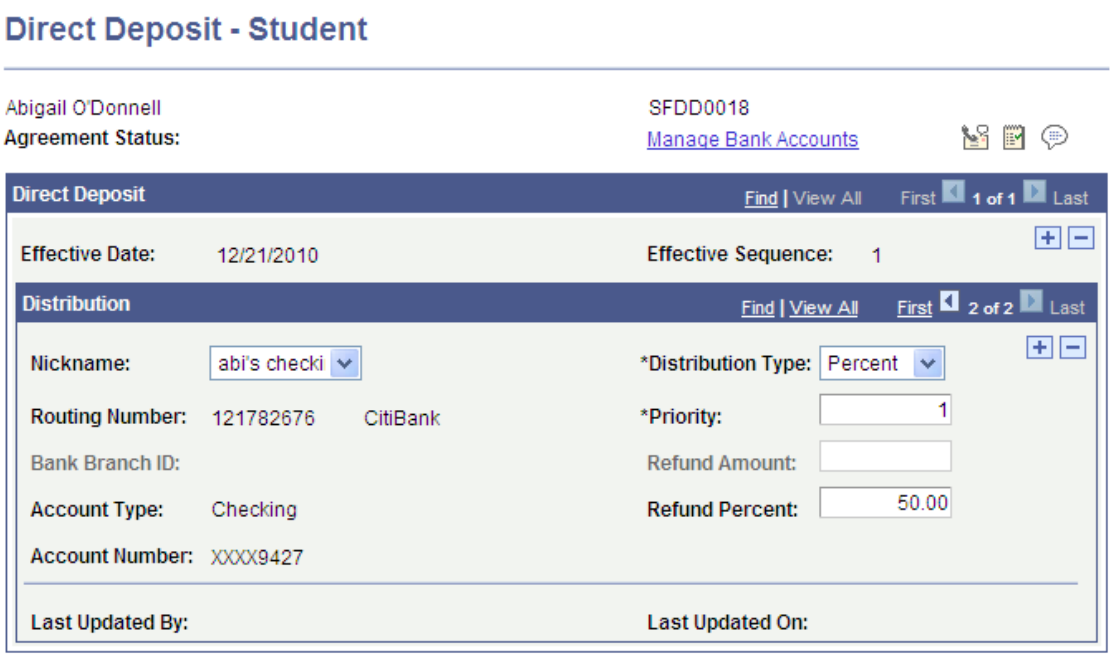
Page Name	Definition Name	Navigation	Usage
Direct Deposit - Student	SSF_MNG_DIRECT_DEP	**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Direct Deposit - Student**, and then **Direct Deposit - Student** Click the **Direct Deposit** link on the Bank Accounts - Student page.	Set up and manage student direct deposit distributions for AP refunds.
Direct Deposit - Corporate	SSF_MNG_DIRECT_DEP	**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Direct Deposit - Corporate**, and then **Direct Deposit - Corporate** Click the **Direct Deposit** link on the Bank Accounts - Corporate page.	Set up and manage corporate direct deposit distributions for AP refunds.

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Setting Up and Managing Student Direct Deposit Distributions

Access the Direct Deposit - Student page (**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Direct Deposit - Student**, and then **Direct Deposit - Student**).

This example illustrates the fields and controls on the Direct Deposit - Student page. You can find definitions for the fields and controls later on this page.



Use this component only if you use the Create Refund Voucher (VOUCHER_BUILD VERSION_2) process.

See Completing AP Refunds.

See Setting Up Installation Parameters and Keywords.

See: *Addendum: Direct Deposit Through AP Refunding* in My Oracle Support (ID 1982664.1).

A bank account must exist before direct deposit distributions can be set up. Search results for the Direct Deposit - Student page therefore include only students for whom either a bank account or direct deposit distributions have already been set up.

When you set up the first direct deposit distribution for a student, an agreement type of *DD Enroll* is inserted into the Agreement table when you save the page. On subsequent edits and save, an agreement type of *DD Change* is inserted into the Agreement table.

You can edit distributions that have been created by students in Self Service.

When you save the page in Add or Edit mode, data is inserted into the 3C Trigger table with the Bank Event ID to facilitate communication using 3C and the Comm Gen process.

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Field or Control	Description
Agreement Status	Displays the agreement status of the Direct Deposit agreement (DD-Enroll): *Accepted* or *Revoked.*
Effective Date	Displays the effective date. The current system date appears by default. You cannot change this date.
Effective Sequence	Displays the effective sequence. All rows created on the same date have the same sequence number. The **Add** and **Delete** icons are enabled for the current effective dated row only. To edit an existing distribution, click the **Add** icon to add a new effective sequence—all existing rows are carried forward to the current effective date and sequence and you can edit the direct deposit distribution. Use the **Delete** icon to delete a distribution row. **Note:** A *Balance* distribution type row cannot be deleted. The maximum effective date and sequence are used by the refunding process.

Distribution

Field or Control	Description
Nickname	The **Nickname** field on the Bank Accounts page is optional. If you enter a value in the **Nickname** field on the Bank Accounts page, that nickname, followed by the last 4 digits of the account number, appears here in the **Nickname** field on the Direct Deposit page. If you do not enter a **Nickname** value on the Bank Accounts page, the last 4 digits of the account number appear here in the **Nickname** field. The values available here are for *active* bank accounts only. When you select the nickname or the last 4 digits, the **Routing Number, Account Type,** and **Account Number** fields are automatically populated with the relevant account information from the Bank Accounts page. **Note:** Only one distribution per bank account (nickname) is allowed.

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Field or Control	Description
Distribution Type	When you set up the first distribution, a value of *Balance* appears in this field by default and cannot be changed. You must always assign the distribution type of *Balance* to one account. The other distribution type values are *Percent* and *Amount*. If refunds are to be distributed across more than one account, you can assign a *Balance* distribution type to only one of those accounts.
Priority	If the distribution type is *Balance*, a value of *999* appears in this field by default and cannot be changed. The value that you enter here indicates the order in which a bank account is selected to post a refund. The lower the number, the higher the priority—for example, an account with a value *1* is used first, then an account with a value *2*. You can enter only whole numbers—for example, 1.5 is not allowed.
Refund Amount	This field is available only if the distribution type is *Amount*. Currency code appears based on the value set up in the Common Objects component (**Set Up Common Objects**, and then **Foundation Tables**, and then **Currency and Market Rates**, and then **Currency Code**).
Refund Percent	This field is available only if the distribution type is *Percent*.
Manage Bank Accounts	Click this link to access the Bank Accounts - Student page to view and edit bank account setup data.

See UPK for AP Direct Deposit Setup.

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:

- Designating Sponsors for Individual Students
- Designating Sponsors for Organizations

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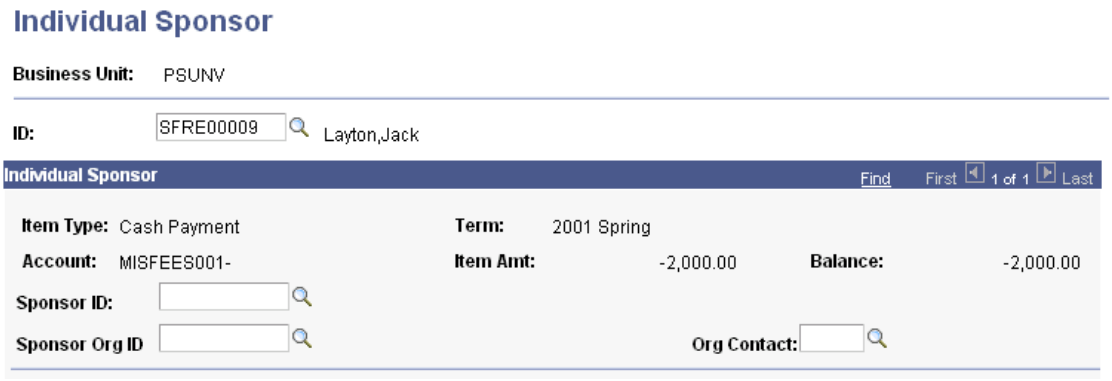
Pages Used to Designate Sponsors

Page Name	Definition Name	Navigation	Usage
Individual Sponsor	REFUND_CUSTOMER_ID	**Student Financials**, and then **Refunds**, and then **Designate Sponsor**	Designate a sponsor for each credit on the student's account.
Corp Sponsor (corporate sponsor)	REFUND_ORG_SPONSOR	**Student Financials**, and then **Refunds**, and then **Designate Corporate Sponsor**	Designate a sponsor for each credit on the organization's account.

Designating Sponsors for Individual Students

Access the Individual Sponsor page (**Student Financials**, and then **Refunds**, and then **Designate Sponsor**, and then **Individual Sponsor**).

This example illustrates the fields and controls on the Individual Sponsor page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
ID	Enter the ID of the student for whom you want to designate one or more sponsors.

Individual Sponsor

Field or Control	Description
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.

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Field or Control	Description
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 (**Student Financials**, and then **Refunds**, and then **Designate Corporate Sponsor**).

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.

Field or Control	Description
External Org ID	Enter the ID of the external organization for which you want to designate one or more sponsors.

Related Topics

- 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.

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10

Setting Up Payment Plans

Common Elements Used to Set Up Payment Plans

Field or Control	Description
Status	Enter the status of the contract. Values are: *Active:* Select to make the contract available for use. *Cancelled:* Select to cancel the contract. *Hold:* Select to prevent new students from being added to the contract, but not to discontinue its use completely. *Inactive:* Select to discontinue use of the contract.

Setting Up Deferral Contracts

To set up deferral contracts, use the Create Deferral Contract component (DEFERRAL_CONTRACT).

This section discusses:

- Defining Basic Deferral Contract Parameters
- Defining Deferral Contract Administrative Fees
- Defining Deferral Contract Eligible Charges and Maximum Amounts

> **Note**
>
> Audit trail is captured in TP_DATE for any changes to the deferral contract.

Pages Used to Set Up Deferral Contracts

Page Name	Definition Name	Navigation	Usage
Deferral Contract	DEFER_CONTRACT	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create Deferral Contract**, and then **Deferral Contract**	Define basic deferral contract parameters.

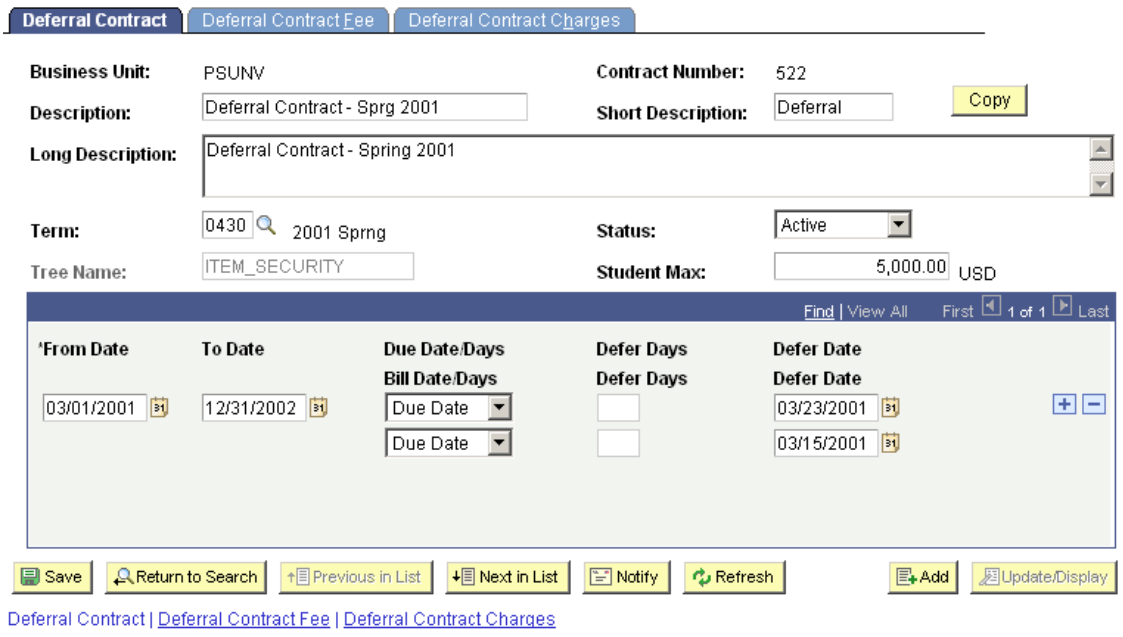
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Page Name	Definition Name	Navigation	Usage
Deferral Contract Fee	DEFER_CONTRACT_FEE	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create Deferral Contract**, and then **Deferral Contract Fee**	Define deferral contract administrative fees.
Deferral Contract Charges	TP_CONTRACT_CHRG	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create Deferral Contract**, and then **Deferral Contract Charges**	Define deferral contract eligible charges and maximum amounts.

Defining Basic Deferral Contract Parameters

Access the Deferral Contract page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create Deferral Contract**, and then **Deferral Contract**).

This example illustrates the fields and controls on the Deferral Contract page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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.

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Field or Control	Description
Student Max (student maximum)	Enter the maximum amount that 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 eligible charges only when the item effective date is within this date range.
Due Date/Days and **Bill Date/Days**	Set the time unit to use 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 that the payment is due and the date that you want it billed regardless of the charge effective date.

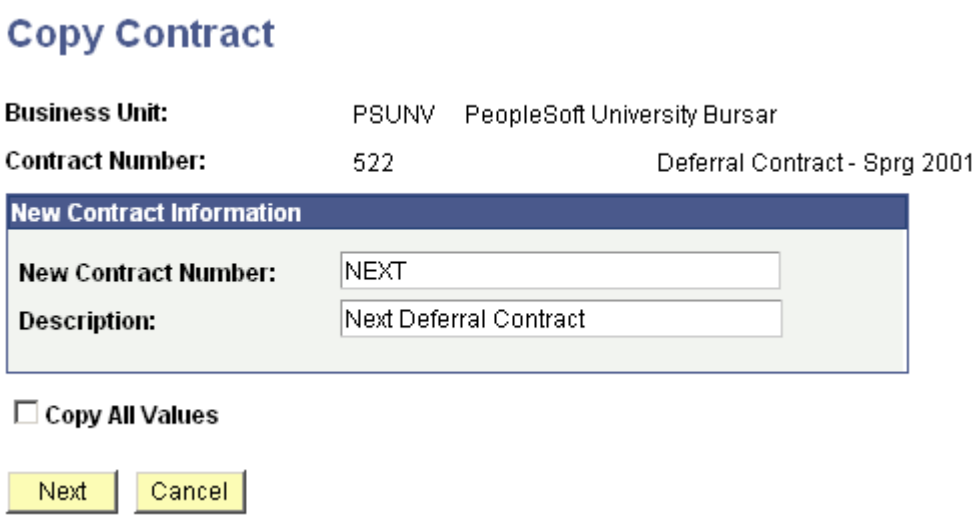
Copy Contracts

Click the **Copy** button to copy an existing deferral contract as the basis of a new deferral contract. You can copy all contract setup information except for term and date information.

Access the Copy Contract page (click the **Copy** button on the Deferral Contract page).

This example illustrates the fields and controls on the Copy Contract page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
New Contract Number	Enter a new number for the copied contract. If auto numbering is enabled on the SF Business Unit Payment Plan Contract Set Up page, NEXT is automatically assigned as the new contract number. You can change the contract number.
Description	Enter a description for the copied contract.
Copy All Values	Select to copy all other related contract information from the previous contract.

Enter the desired information and click **Save.** You are returned to the Deferral Contract page, where you can modify the new contract information as desired.

Defining Deferral Contract Administrative Fees

Access the Deferral Contract Fee page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create Deferral Contract**, and then **Deferral Contract Fee**).

This example illustrates the fields and controls on the Deferral Contract Fee page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Assessment Fee	Enter the amount of the administrative fee that you want to charge for this contract.
Account Type	Enter the account type designated for payment plans.
Assess Item Type	Enter 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.

Field or Control	Description
Use	Select how you want to calculate the due date and bill date for the assessment fee. Values are: *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 you 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 (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create Deferral Contract**, and then **Deferral Contract Charges**).

This example illustrates the fields and controls on the Deferral Contract Charges page. You can find definitions for the fields and controls later on this page.



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Eligible Charge Parameters

Field or Control	Description
Line# (line number)	This field is automatically populated as you add new charge nodes.
Tree Node	Select the item type tree node to designate charges that are 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 that 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 exceed 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).

> **Note**
>
> Audit trail is captured in TP_CONTRACT for any changes to the payment plan.

This section discusses:

- Defining Basic Payment Plan Contract Parameters
- Defining Payment Plan Type, Eligible Charges, and Time Frame
- Defining Payment Plan Item Types
- Defining Self Service Options
- Defining Payment Plan Administrative Fees

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Pages Used to Set Up Payment Plan Contracts

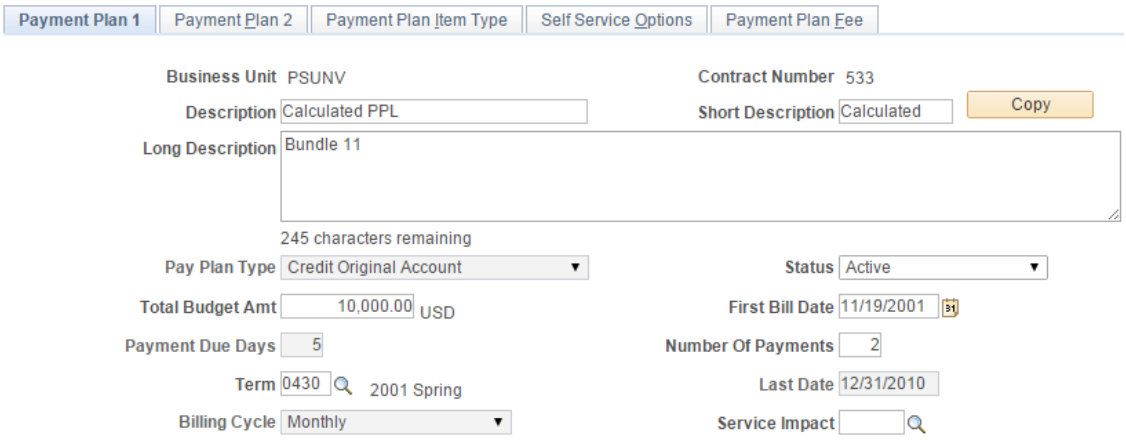
Page Name	Definition Name	Navigation	Usage
Payment Plan 1	TP_PAYMENT_PLAN	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan 1**	Define basic payment plan contract parameters.
Payment Plan 2	TP_PAYMENT_PLAN3	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan 2**	Define payment plan type, eligible charges, and time frame.
Payment Plan Item Type	TP_PAYMENT_PLN2	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan Item Type**	Define payment plan item types.
Self Service Options	SSF_TP_PMT_PLAN4	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Self Service Options**	Define self-service options.
Payment Plan Fee	TP_CONTRACT_ASSESS	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan Fee**	Define payment plan administrative fees.

Defining Basic Payment Plan Contract Parameters

Access the Payment Plan 1 page (**(Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan 1**).

This example illustrates the fields and controls on the Payment Plan 1 page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Description	Enter a description. This also appears in Self Service Enroll in a Payment Plan.
Pay Plan Type	Define how the system credits payments made to this plan. Values are: *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 that are associated with it. **Note:** You should 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 that a student can make through the payment plan account. Carefully consider all eligible charges when you establish this figure to make sure that 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 who is linked to the plan.

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Field or Control	Description
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 who is 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	Enter 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 who is 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. **Note:** When a payment plan covers charges in more then one term, you must clear the Account Per Term check box on the Accounts Types page for the payment plan account type.
Last Date	Enter the last date that charges can be added or adjusted and still be picked up by the plan.
Billing Cycle	Specify the frequency of creating a bill. You should not select a value of *User Selected* for calculated payment plans or payment plans that are used in Self Service.
Service Impact	Enter the service impact that would prevent enrollment into the payment plan. This prevents enrollment into the payment plan through Batch Assignment, Assign Page, and Self Service.

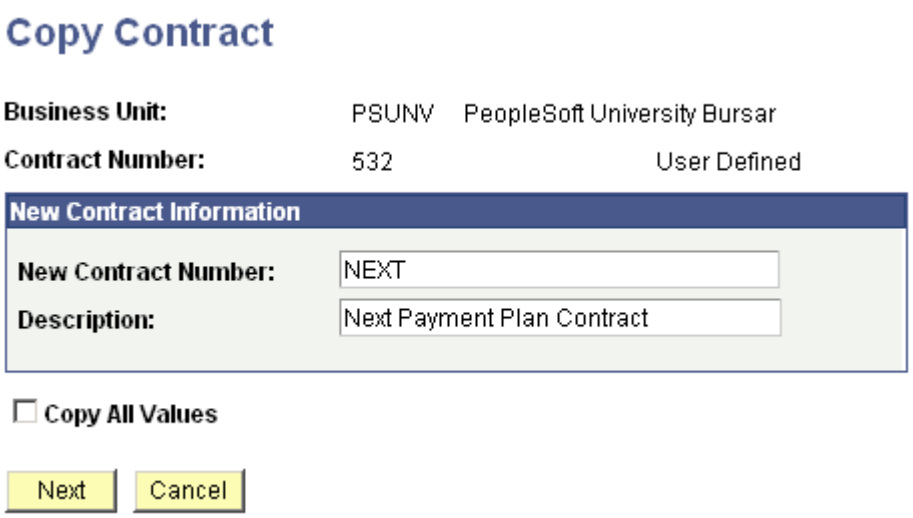
Copy Contracts

Click the **Copy** button to copy an existing payment plan contract as the basis of a new payment plan contract. You can copy all contract setup information except for term and date information.

Access the Copy Contract page (click the **Copy** button on the Payment Plan 1 page).

This example illustrates the fields and controls on the Copy Contract page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
New Contract Number	Enter a new number for the copied contract. If auto numbering is enabled on the SF Business Unit payment plan contract set up page, NEXT is automatically assigned as the new contract number. You can change the contract number.
Description	Enter a description for the copied contract.
Copy All Values	Select to copy all other related contract information from the previous contract.

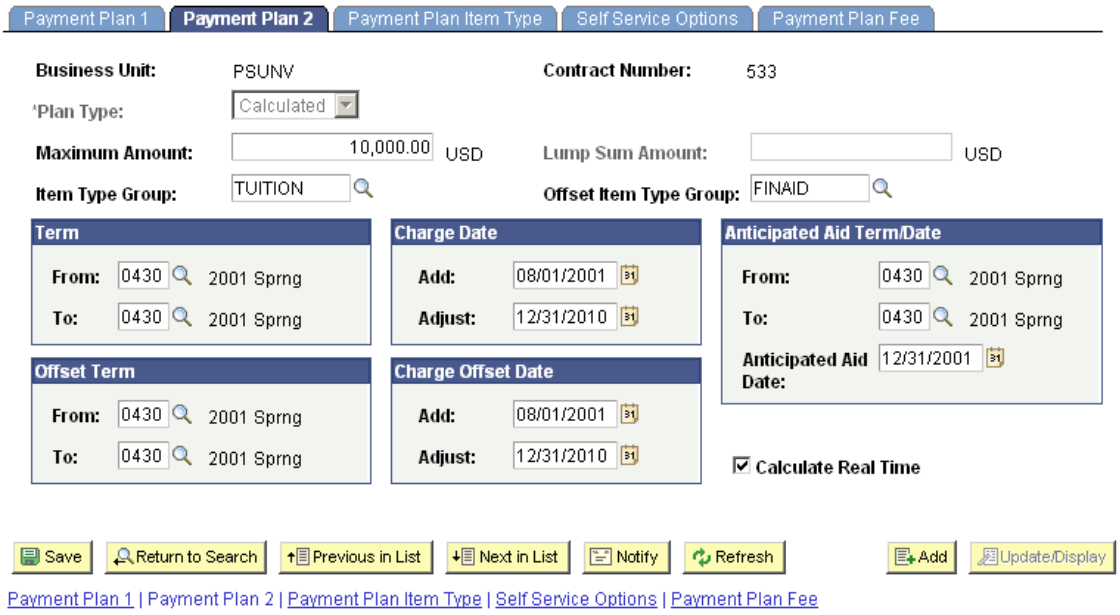
Enter the desired information and click **Save.** You are returned to the Payment Plan 1 page, where you can modify the new contract information as desired.

Defining Payment Plan Type, Eligible Charges, and Time Frame

Access the Payment Plan 2 page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan 2**).

This example illustrates the fields and controls on the Payment Plan 2 page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Plan Type	Select the plan type from the following values: *Calculated:* Select to determine which charges to include based on the rules that you define on this page. If you use this option, each time that 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 an eligible change occurs in the student's account. This is available for Self Service Enroll in a Payment Plan. *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 *Existing*, 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 any changes to occur in their accounts and know how much they need to finance. This is available for Self Service Enroll in a Payment Plan. **Note:** When you select the **Lump Sum** option, the **Lump Sum Amount** field becomes available and all other fields on the page become unavailable.

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Field or Control	Description
Maximum Amount	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 that you want the contract to cover. The default value for this field is the total budget amount that is established on the Payment Plan 1 page. You can override this value, but you 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, financial aid, or both 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 can be added to or adjusted in the payment plan. These fields are available with calculated payment plans only.

Field or Control	Description
Add	Enter the earliest date to include charges, offsetting credits, or both in the payment plan.
Adjust	Enter the last date on which you can adjust the payment plan for new charges or a reduction in charges, offsetting credits or both.

Anticipated Aid Term/Date

Enter the range of terms for which the system considers anticipated aid. These fields are available for the calculated payment plan, but not required.

Field or Control	Description
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 whether 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.

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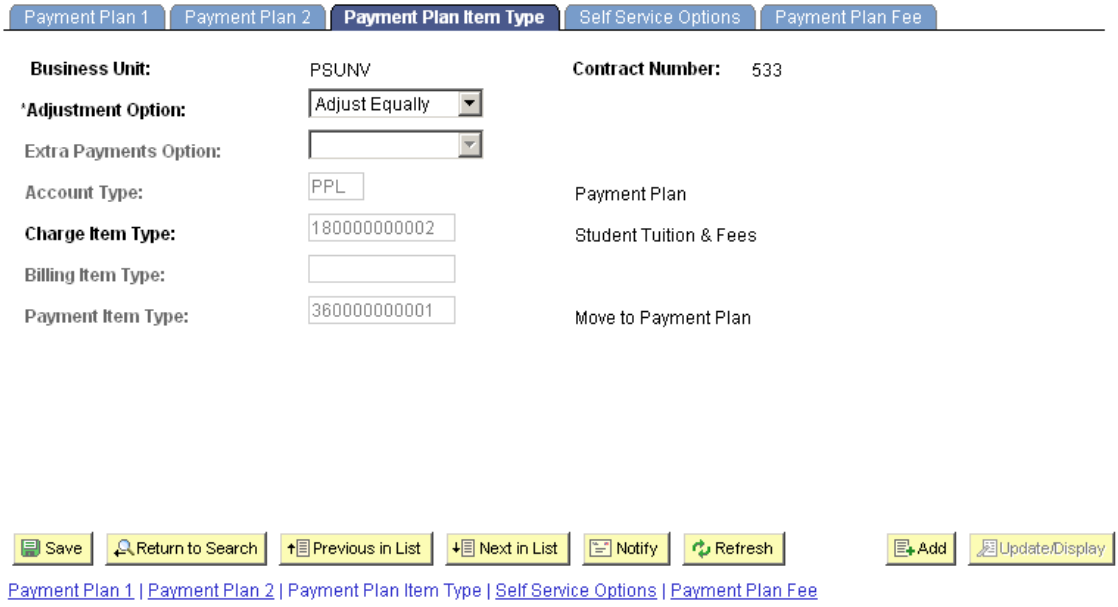
Calculate Real Time Check Box

Field or Control	Description
Calculate Real Time	Select to automatically calculate payment plan charges whenever a change is made to eligible charges. This option affects all students who are 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 (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan Item Type**).

This example illustrates the fields and controls on the Payment Plan Item Type page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Adjustment Option	Enter 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 about this field and its values.

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Field or Control	Description
Extra Payments Option	Specify how the system applies payments that exceed the amount billed. Values are: *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	Enter the account type that you have defined for the plan.
Charge Item Type	Enter the charge item type. This creates the installment charges 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	Enter the payment item type to use 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 that you use with your payment plans significantly affects the way the plan works. How you define your account types determines how charges and payments appear on the student's account. Item type setup controls how charges and payments are applied. Test your setup using different configurations to determine 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. Values are:

- *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.

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> **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.

Similar 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. Values are:

- *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 no unbilled installments exist 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 that is 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 that is 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 previously.

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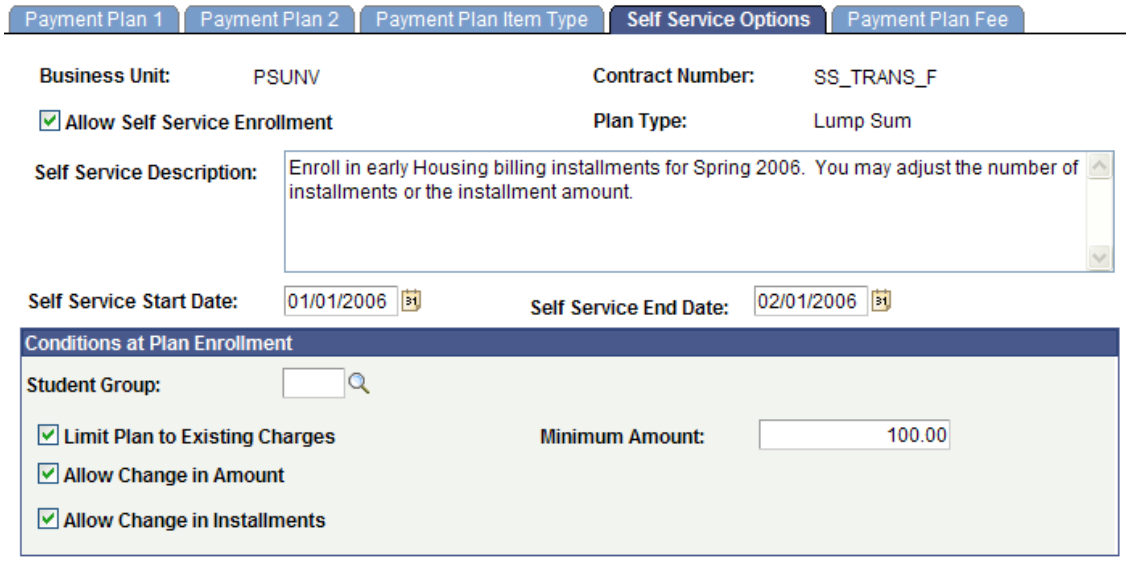
Related Topics

- Understanding Student Financials General Setup
  A substantial amount of setup is required before you can use the Student Financials component. The setup described in this section 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.

Defining Self Service Options

Access the Self Service Options page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Self Service Options**).

This example illustrates the fields and controls on the Self Service Options page. You can find definitions for the fields and controls later on this page.



This self-service component enables students to link their charges to a specified payment plan. Only the calculated and lump sum payment plans are available for the self-service enrollment in a Payment Plan functionality.

If the student wants to revoke permission, this can be done only by the administrator, not by means of self service by the student.

Field or Control	Description
Allow Self Service Enrollment	Select to enable self-service enrollment in the payment plan.
Self Service Description	Enter a useful summary of the payment plan that the system displays to the student.

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Field or Control	Description
Self Service Start Date and **Self Service End Date**	Enter a start and end date for self-service enrollment. The system performs an edit to check that the billing date is equal to or later than the self service end date.

Conditions at Plan Enrollment

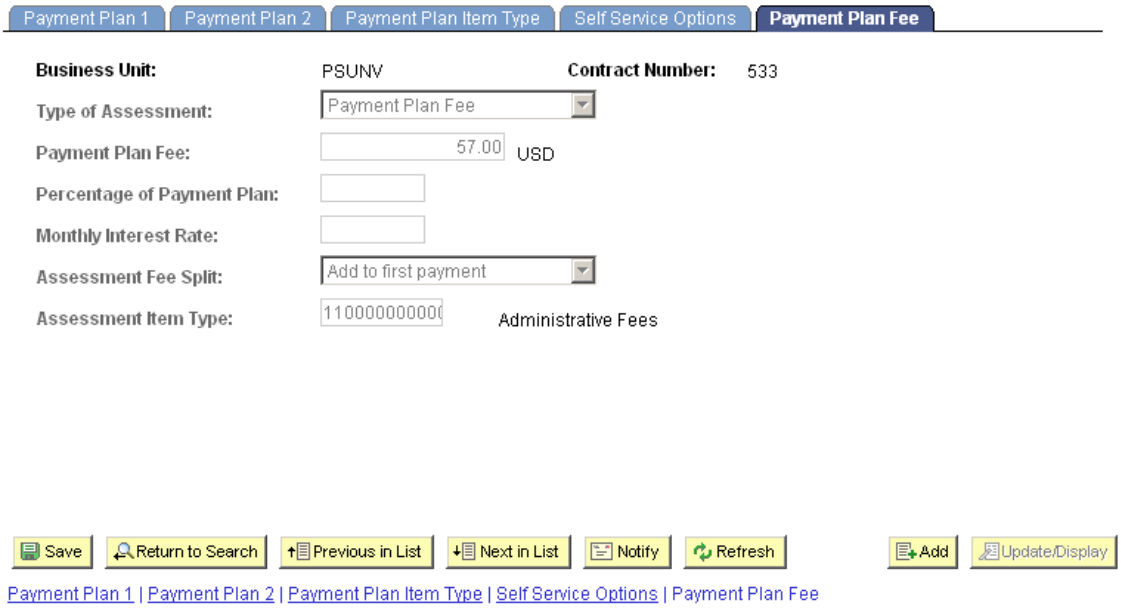
Field or Control	Description
Student Group	Enter a value to limit self-service enrollment to a specific group of students.
Limit Plan to Existing Charges	Select to allow the student to link only the eligible charges to the payment plan at the time of payment plan enrollment. Any additional transactions do not affect the payment plan amount. If you do not select this option, the payment plan maximum amount defaults to the contract amount and the system can move any future eligible transactions to the payment plan.
Allow Change in Amount	Select to allow the student to change the contract amount to less than the payment plan maximum amount or less than the existing charges but greater than the minimum amount. If you do not select this option and you have selected the Limit Plan to Existing Charges option, the plan amount is either the maximum amount or the eligible charges.
Allow Change in Installments	Select to allow the student to change the number of installments.
Minimum Amount	Indicate a minimum amount for the payment plan. If you have selected the Limit Plan to Existing Charges option or the Allow Change In Amount option, you must enter an amount greater than zero.

Defining Payment Plan Administrative Fees

Access the Payment Plan Fee page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Create**, and then **Payment Plan Fee**).

This example illustrates the fields and controls on the Payment Plan Fee page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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 who are 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 that is calculated monthly against the outstanding balance in the plan. When you select 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.

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Field or Control	Description
Percentage of Payment Plan	Enter the percent amount that 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 that 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 installment:* Select to apply the entire assessment fee to the first payment of the contract. *Add to last installment:* Select to apply the entire assessment fee to the last payment of the contract. *Split over all installments:* Select to divide and apply the assessment fee equally over all payments.
Assessment Item Type	Enter 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:

- Defining Basic Third-Party Contract Parameters
- Defining Third-Party Contract Details
- Defining Third-Party Contract Item Types
- Defining Third-Party Charge Transfers

Pages Used to Set Up Third-Party Contracts

Page Name	Definition Name	Navigation	Usage
Third Party Contract	TP_CONTRACT	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Contract**	Define basic third-party contract parameters.
Third Party Contract Detail	SSF_TP_CONTR_DTL	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Contract Detail**	Define third-party contract additional details.

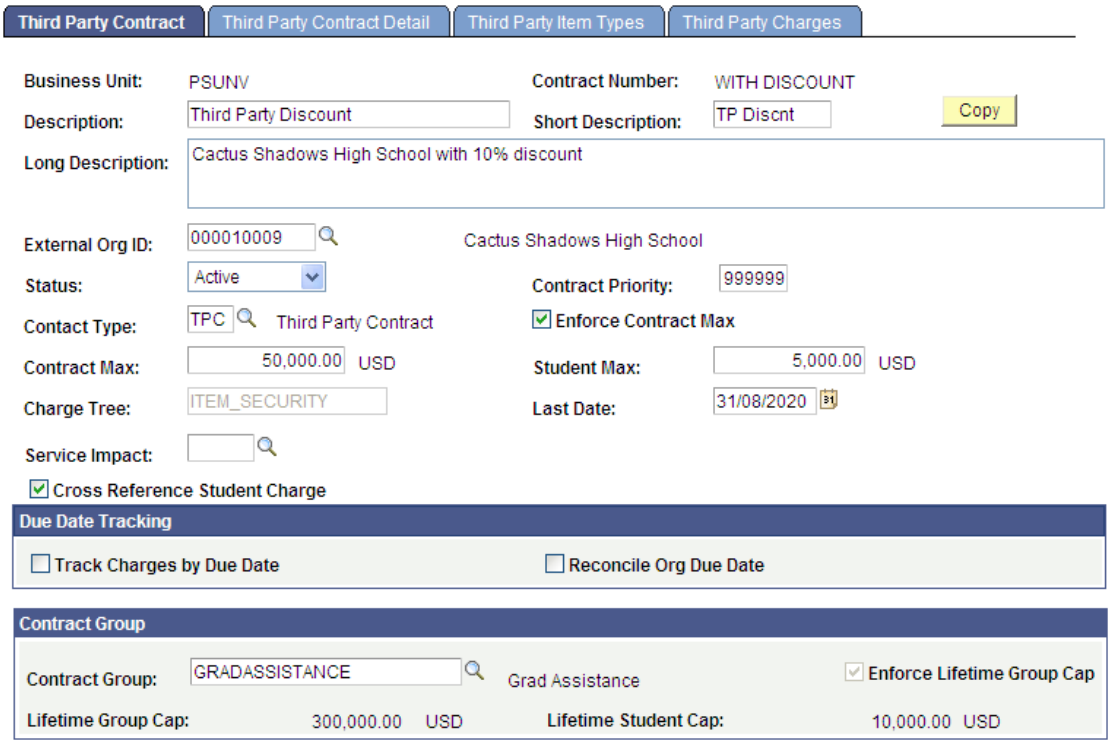
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Page Name	Definition Name	Navigation	Usage
Third Party Item Types	TP_CONTRACT_ITEM	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Item Types**	Define third-party contract item types.
Third Party Charges	TP_CONTRACT_CHRG	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Charges**	Define third-party contract transfer parameters.

Defining Basic Third-Party Contract Parameters

Access the Third Party Contract page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Contract**).

This example illustrates the fields and controls on the Third Party Contract page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> Audit trail is created in TP_CONTRACT table for any change to the contract setup.

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Field or Control	Description
Description	Enter a description for the third-party contract. This field is required.
External Org ID (external organization ID)	Enter 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 Type	Select the type for the contact person at the organization. You define the contact type at the same time you define the organization ID. This field is informational only.
Contract Max (contract maximum)	Enter a contract maximum amount. This is the maximum monetary amount that the sponsor provides for all sponsored students combined. This amount cannot be adjusted after students are linked to a contract.
Enforce Contract Max	Select this check box to enforce the Contract Maximum. If the check box is cleared, the Contract Max field is unavailable.
Student Max (student maximum)	Enter 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	Enter the charge tree (item type tree) that you want to use to define which charges the contract covers.
Last Date	Enter the last date that new charges can be covered or new students can be assigned. Any reductions to covered charges continue to reduce the third-party credit and the third-party charge on the student and corporate accounts. This date cannot be adjusted after students are linked to a contract.
Service Impact	Enter the service impact that would prevent enrollment into the third-party contract, through individual assignment or batch assignment.
Cross Reference Student Charge	Select this check box to provide additional student information on the View Corporate Account component.

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Due Date Tracking

Field or Control	Description
Track Charges by Due Date	This check box is available if the **Track Charges By Due Date** check box is selected on the SF Business Unit: Posting Setup page. At the Third Party Contract level, Track Charges by Due Date transfers the student's eligible charge Due and Billing Dates to the Corporate Account. The student's Due Date field should be populated before moving the eligible charges to the Corporate Account. See: • Defining Posting Parameters • Viewing Account Information Within the Maintain Receivables Feature
Reconcile Org Due Date (reconcile organization due date)	Select this check box if you require the student's due/billing dates to be in synch with the corporate account at all times.

Contract Group

Field or Control	Description
Contract Group	Select the contract group for which aggregate amounts are required for multiple contracts. Set up contract groups on the Contract Group page (Student Financials, Payment Plans, Third Party Contract, Contract Groups, Contract Group).
Lifetime Group Cap, Lifetime Student Cap, and **Enforce Lifetime Group Cap**	These values appears by default based on the setup on the Contract Group page.

Copy Contracts

Click the **Copy** button to copy an existing third-party contract as the basis of a new third-party contract. You can copy all contract setup information except for term and date information.

> **Note**
>
> Audit trail is captured in TP_CONTRACT table for any changes to third party contract.

Access the Copy Contract page.

This example illustrates the fields and controls on the Copy Contract page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
New Contract Number	Enter a new number for the copied contract. If auto numbering is enabled on the SF Business Unit Payment Plan Contract Set Up page, NEXT is automatically assigned as the new contract number. You can change the contract number.
Description	Enter a description for the copied contract.
Copy All Values	Select to copy all other related contract information from the previous contract.

Enter the desired information and click **Save.** You are returned to the Third Party Contract page, where you can modify the new contract information as desired.

Edit Checks Performed by the Copy Process

The Copy process performs these edit checks:

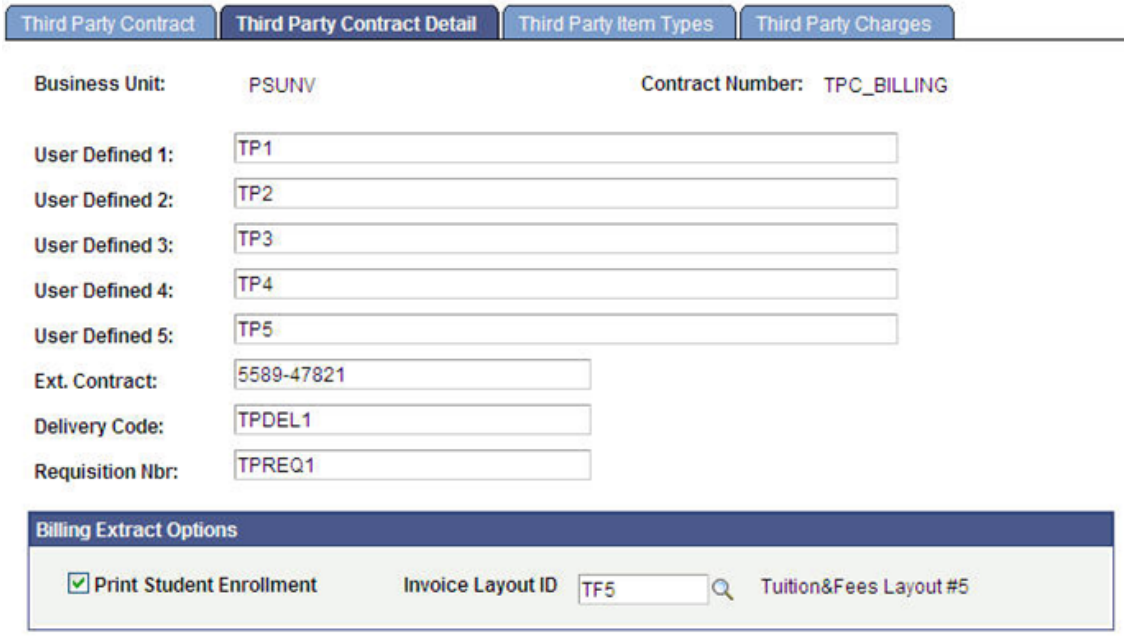
- Only Active tree nodes are copied to the new contract.
- If overlapping nodes exist in the old contract, an error message appears and the new contract is not created.
- Excluded item types are copied but remain excluded in the new contract.
- You must select the **Cross Reference Student Charge** check box on Save.

Defining Third-Party Contract Details

Access the Third Party Contract Detail page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Contract Detail**).

This example illustrates the fields and controls on the Third Party Contract Detail page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
User Defined 1 – 5	Enter any additional details related to the contract. The corporate XML invoice process picks up these additional details. You can also enter user-defined values while assigning students to a contract on the Student Contract Details page, while rolling over a contract on the Contract Reference Details page, and while reviewing the student assigned to a contract on the Review Results by Contract page.
Ext. Contract (external contract)	Enter the sponsor's contract number. This value can be used as a reference number.
Delivery Code and Requisition Nbr (delivery code and requisition number)	Enter a delivery code, a requisition number, or both if provided by the sponsor. These values can be used as reference numbers.

From this page, the XML invoice extract can include only the user-defined values. It cannot include external contract, delivery code, and requisition numbers.

Billing Extract Options

Field or Control	Description
Print Student Enrollment	Select this check box to print student enrollment details on the corporate invoice. If selected, enrollment details for students associated with this contract are printed when the corporate invoice is generated.
Invoice Layout ID	Select an invoice layout for the contract. This layout is always used when corporate invoices are generated and printed.

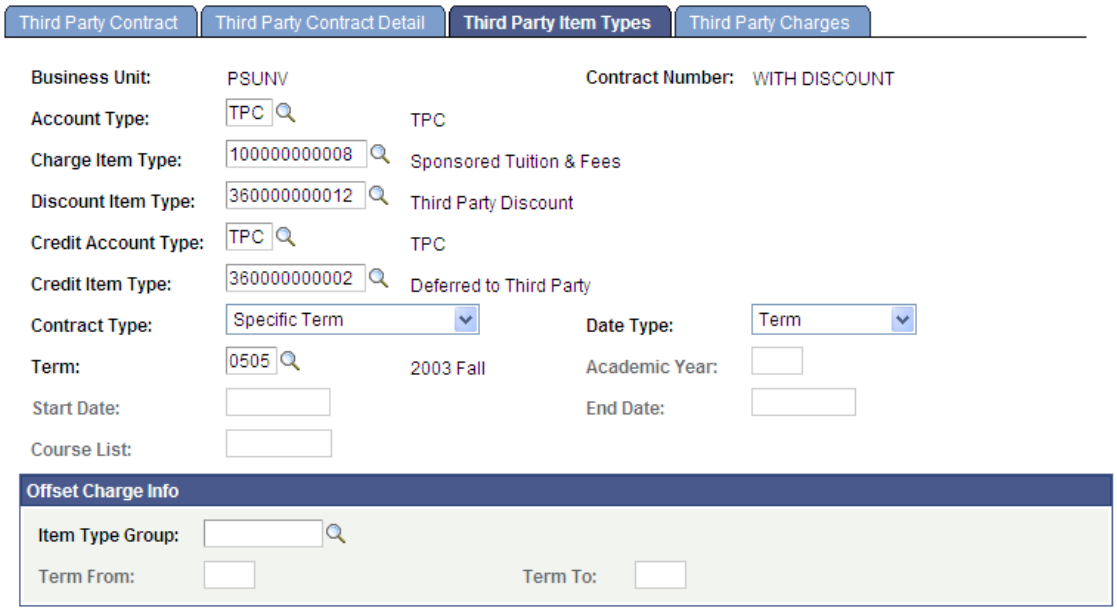
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> **Note**
>
> Billing Extract Options are applicable only for XML invoices.

Defining Third-Party Contract Item Types

Access the Third Party Item Types page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Item Types**).

This example illustrates the fields and controls on the Third Party Item Types page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Account Type	Enter the account type for third-party contract charges.
Charge Item Type	Enter the item type for third-party contract charges that appear on the corporate account and invoice.

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Field or Control	Description
Discount Item Type	If you want to allow discounts to third-party contract sponsors, enter the item type that 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. This item type number is the default value for all discounts that are associated with this contract, but you can override and specify a different item type for each eligible node. It is recommended not to use discounts with a date range contract.
Credit Account Type	Enter the payment item type that the system uses to credit the eligible charges on the customer account. **Note:** For better performance, limit the use of priority payments.
Credit Item Type	Enter 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 enabled. *Specific Term:* Select to apply the contract to charges that are assessed to the student within a specific term. When you select this option, the **Term** field becomes available. **Note:** You cannot enter an offset item group if you use this option. *Specific Year or Period:* Select to apply the contract to charges that are 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.

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Field or Control	Description
Date Type	When you have entered *Specific Year or Period* in the **Contract Type** field, you must also set the time period to which the third-party contract applies. Values are: *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. It is recommended not to use discounts with a date range contract. *Term Year:* This option is not available.
Term	Enter the academic term to which the contract applies.
Academic Year	Enter the academic year to which the contract applies.
Start Date and **End Date**	Enter a start date and end date for the period for which the contract applies.
Course List	Enter the course list to which the contract applies. This course list applies to all students who are 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, particular setup issues related to term fees exist.

Offset Charge Info

Field or Control	Description
Item Type Group	Enter an item type group that the system uses to offset charges that are 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** check box in the setup of these item types, you may not want to define any offset charge item type groups. The preferred method is to use this option.
Term From and **Term To**	Enter a term range for offsetting charges. You can limit the range to just one term by entering it in both fields.

Related Topics

- Understanding Student Financials General Setup
  A substantial amount of setup is required before you can use the Student Financials component. The setup described in this section establishes the framework for everything that follows. Take enough time and resources now to build a strong foundation, which you

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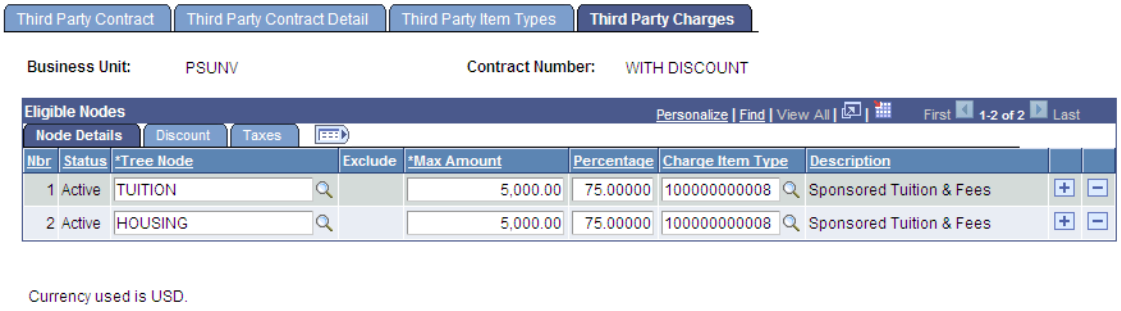
can add to later. You do much of this setup once, and modify it rarely, if ever. You use other parts repeatedly as the system expands and changes.

- Setting Up Tuition Groups
  To set up tuition groups, use the Tuition Groups component (SEL_GROUP_PANEL).
- 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).

Defining Third-Party Charge Transfers

Access the Third Party Charges page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Create**, and then **Third Party Charges**).

This example illustrates the fields and controls on the Third Party Charges page. You can find definitions for the fields and controls later on this page.



For detailed information about how to use this page, see *How to Use the Third Party Charges Page* later in this section.

> **Note**
>
> Audit trail is captured in TP_CHARGES table for any change to the nodes.

Eligible Nodes — Node Details Tab

Field or Control	Description
Status	Indicates the Node Status. This value is updated through the Process Node Change Request process and cannot be changed manually. **Note:** Only Active nodes are used to pay eligible charges.
Nbr (number)	This field is automatically populated as you add new charge nodes.
Tree Node	Enter a tree node from the item type tree that includes all charge item types that you want to cover with the third-party contract.

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Field or Control	Description
Exclude	This icon appears only for active nodes with excluded item types. Click the icon to see list of excluded item types. See Creating and Processing Third-Party Contract Change Requests.
Max Amount (maximum amount)	Define a maximum amount that you can apply to pay off the charges belonging to the corresponding tree node.
Percentage	Enter 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 percent 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	Enter the charge item type that the system uses to apply charges to the sponsor's account. If multiple tree nodes are defined, you may enter a unique charge item type for each node.

Eligible Nodes — Discount Tab

Select the Discount tab.

This example illustrates the fields and controls on the Third Party Charges page - Discount tab. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Discount Percentage	If you want to give a discount to the third-party contract sponsor, enter a discount percentage in this field. **Note:** Discounts are intended to move a portion of a charge to a sponsor account and a portion of a charge to a discount account. At no time should 100 percent of the charges be moved to the discount account. Waive the fee to facilitate this type of transaction.

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Field or Control	Description
Discount Item Type	The value in this field is set by default from the discount item type selection that you made on the Third Party Item Types setup page. You can override this value for each eligible charge.

Eligible Nodes — Taxes Tab

Select the Taxes tab.

This example illustrates the fields and controls on the Third Party Charges page - Taxes tab. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Include Tax	Select to transfer all tax charges that are associated with an eligible charge to the sponsor. When you select this check box, the **Tax Item Type** field becomes available.
Tax Item Type	Enter the item type that applies tax charges to the sponsor's account.

How to Use the Third Party Charges Page

You can change anything in the Eligible Nodes setup if all these conditions are satisfied:

- No students are linked to the contract.
- No pending Third Party Change requests exist—that is, Open or Submitted/In Progress status.
- The node is Active.

If a pending change request exists:

- A warning message appears at the top of the Third Party Charges page.
- The Eligible Nodes scroll area is read-only—no changes can be made to it.
- You cannot add or delete node rows on the contract.

Changing values on the contract setup:

- After a student has been linked to the contract you can update only the Max Amount, Percentage, and Discount Percentage.

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- Max Amount, Percentage, and Discount Percentage can be changed only if the Node is active and no pending Third Party Change requests exist.
- You cannot change the tree node and any item type after students are attached to the contract–to do this, create and process a Third Party Change Request.

Adding nodes:

- You can add nodes at any time (even after students are assigned), unless there is a pending node change request.
- Duplicate nodes are not allowed—you cannot add the same node again if the earlier node is active.
- You cannot have overlapping nodes. For example, you have three nodes defined—ALL, which covers all possible item types, TUITION, which includes only item types for tuition, and HOUSING which includes only item types for housing charges. You cannot include TUITION and HOUSING nodes when node ALL is present, because the item types are overlapping.

Deleting nodes:

- You can delete a node only if no students have been assigned to the contract.
- To stop using a node, use the Third Party Change Request to make the node Inactive.

Audit trail is created on any change to the contract. Details are stored in the TP_CONTRACT and TP_CHARGES tables.

> **Note**
>
> It is better to plan the tree more efficiently than to exclude item types. For example, do not include a node in the Third Party setup that contains 10 item types, and excludes 9 of them.

See Creating and Processing Third-Party Contract Change Requests.

Setting Up Third Party Contract Groups

To set up third-party contract groups, use the Contract Group component (SSF_TPC_GROUP).

This section provides an understanding of third-party contract groups and discusses:

- Defining Third-Party Contract Groups
- Defining Student Lifetime Cap Overrides

Understanding Third-Party Contract Groups

Many sponsors provide funds for students that cover many terms. The sponsor designates a maximum overall total and a student maximum cap. Using term contract functionality, the funds can be limited by term. Contract Groups functionality allows the aggregate of all contracts and student charges to be capped. In addition, the contract rollover feature provides greater ease for the administrative user when copying contracts and assigning students to each contract. The Third Party Contract Group is an attribute on the Third Party Contract component. Contracts that have the Contract Group attribute defined and are rolled over from one term to another carry the Contract Group attribute. Therefore, the new term contract is automatically

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part of the group. When Third Party Calc runs, it checks the total charges of the student for the group of contracts, as well as the total charges already posted to the group, and compares that with the group maximum and student group maximum. For better performance, use contract groups only when necessary and do not allow them to exist indefinitely.

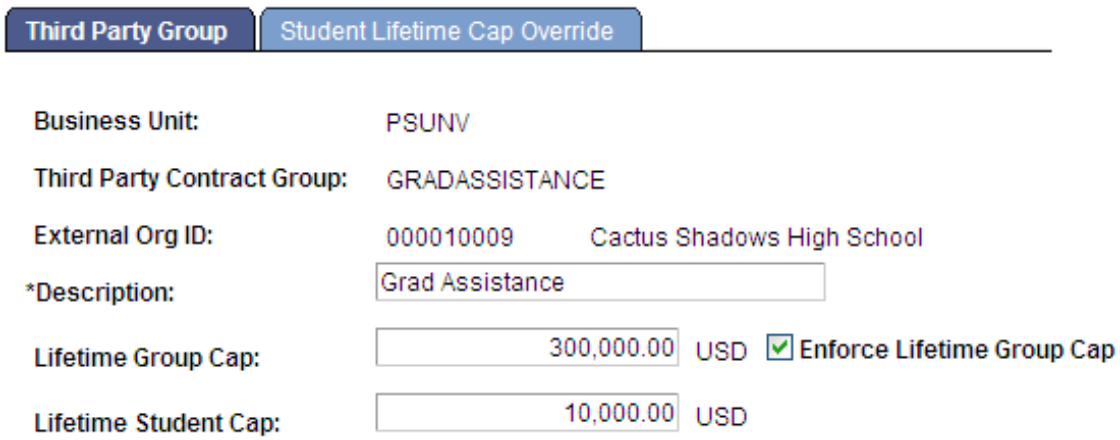
Pages Used to Set Up Third-Party Contract Groups

Page Name	Definition Name	Navigation	Usage
Third Party Group	SSF_TPC_GROUP	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Contract Group**, and then **Third Party Group**	Define parameters to group contracts to allow for an overall contract cap amount and student cap amount.
Student Lifetime Cap Override	SSF_TPC_GRP_STDMAX	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Contract Group**, and then **Student Lifetime Cap Override**	Define an override for specific students.

Defining Third-Party Contract Groups

Access the Third Party Group page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Contract Group**, and then **Third Party Group**).

This example illustrates the fields and controls on the Third Party Group page. You can find definitions for the fields and controls later on this page.



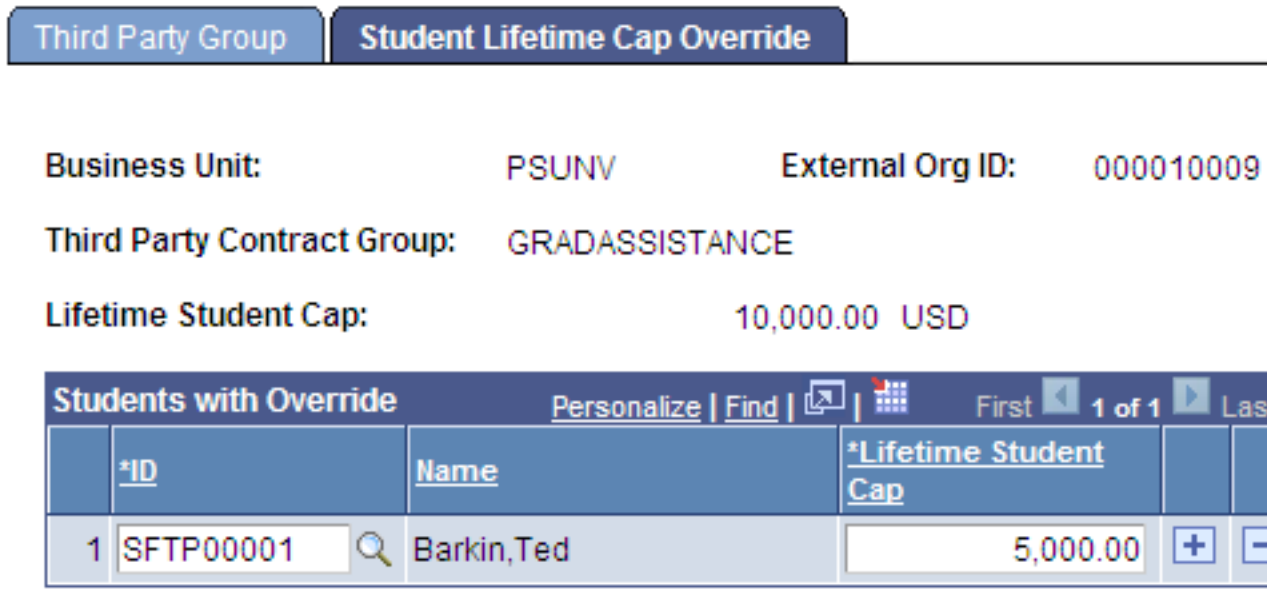
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Field or Control	Description
Third Party Contract Group	An attribute to identify the contracts to aggregate.
Lifetime Group Cap	Define the maximum amount that cannot be exceeded by all linked contracts. The Lifetime Group Cap represents the time period defined on the individual contracts that are linked to the group contract.
Lifetime Student Cap	Define the maximum amount at the student level that cannot be exceeded by all linked contracts. The Lifetime Student Cap represents the time period defined on the individual contracts that are linked to the group contract.
Enforce Lifetime Group Cap	Select this check box if the Lifetime Group Cap amount should be enforced. If cleared, the default is $0.00 and the student's eligible charges are not summed and compared to the Lifetime Group Cap amount. This provides better performance.

Defining Student Lifetime Cap Overrides

Access the Student Lifetime Cap Override page (**(Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Contract Group**, and then **Student Lifetime Cap Override**).

This example illustrates the fields and controls on the Student Lifetime Cap Override page. You can find definitions for the fields and controls later on this page.



There may be times when specific students within a contract group may have a lesser Lifetime Student Cap. The Student Lifetime Cap Override allows the administrator to identify the EmplID and the Lifetime Student Cap override amount.

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The Student Lifetime Cap Override can be added before the student has any eligible charges. If this change is made after student had been assigned to a contract, Recalc Third Party Contracts process (SFPTPPRC.CBL) must be run.

Field or Control	Description
ID	Enter the Contract EmplID of the student to whom the Lifetime Cap Override applies.
Lifetime Student Cap	Enter an amount that is less than the Lifetime Student Cap as defined on the Third Party Group page. The student's charges, associated to this contract group, cannot exceed this amount.

Creating and Processing Third-Party Contract Change Requests

To create and process third-party contract change requests, use the Contract Node Change Request component (SSF_TP_NODE_REQ) and the Process Node Change Request component (SSF_RUNCTL_TPCREQ).

This section discusses:

- Creating Third-Party Contract Change Requests
- Processing Third-Party Contract Change Requests

Pages Used to Create and Process Third-Party Contract Change Requests

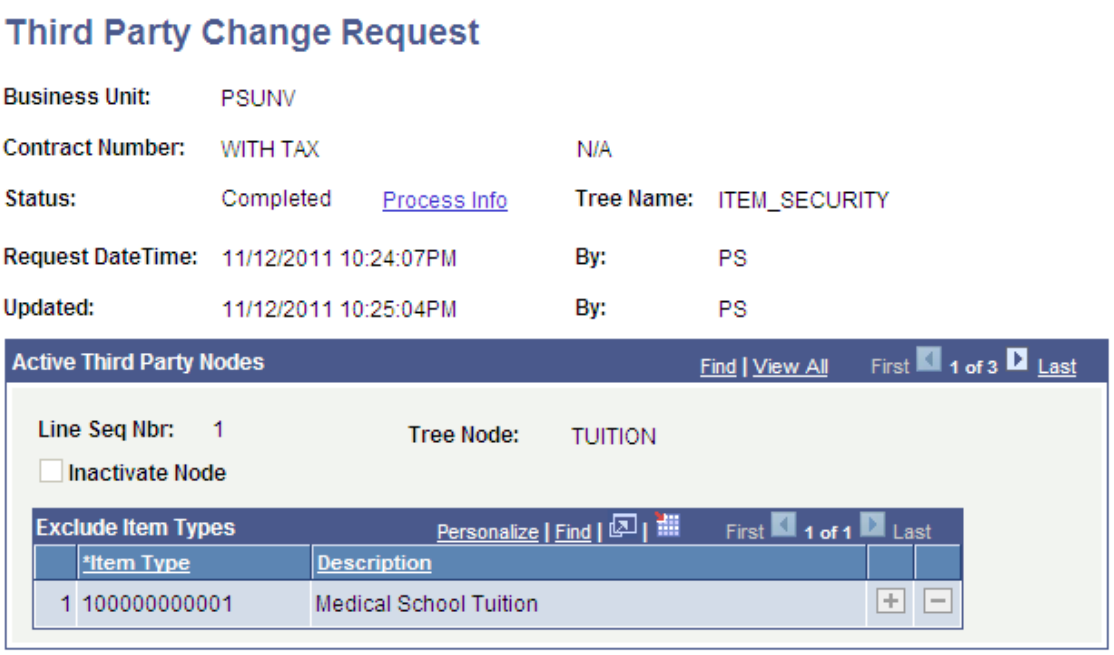
Page Name	Definition Name	Navigation	Usage
Third Party Change Request	SSF_TP_NODE_REQ	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Node Change Request**, and then **Third Party Change Request**	Create a change request to modify tree node details of a third-party contract.
Process Node Change Request	SSF_RUNCTL_TPCREQ	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Process Node Change Request**, and then **Process Node Change Request**	Finalize tree node changes to the third-party contract.

Creating Third-Party Contract Change Requests

Access the Third Party Change Request page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Node Change Request**, and then **Third Party Change Request**).

This example illustrates the fields and controls on the Third Party Change Request page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Contract Number	This field is populated when a request is created. Only active third party contracts are available for processing.
Status	Select a status: • *Open:* Indicates that a request has been created and is waiting to be processed. Only one request per contract can have a change status of *Open* at the same time. An open request can be modified and submitted for processing. A status of *Open* is selected by default. • *Canceled:* The administrator has canceled the request. An administrator can change an *Open* request to *Canceled.* • *Completed:* This status is set after the Process Node Change Request has completed successfully. • *Submitted:* This status is set once the Process Node Change Request has been submitted for processing. • *Error:* This status is set if errors occur during the Process Node Change Request processing.
Process Info	Click this link to view additional details for requests with a status of *Completed* or *Error.*
Tree Node	All active tree nodes in the associated tree are displayed.

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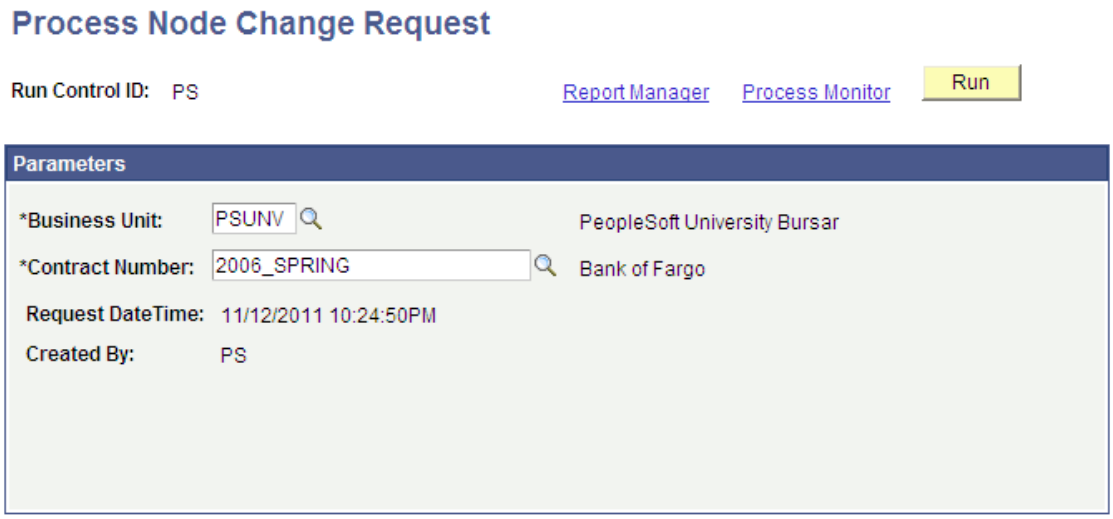
Field or Control	Description
Inactivate Node	Select this check box to inactivate the entire node. All associated item types are excluded. For example, if housing charges are not to be paid by the third party, inactive the HOUSING node. You can inactivate a node at any time, unless it is the only active node. If the Inactivate Node check box is selected, the Exclude Item Types scroll is hidden.
Item Type	Enter the item type that you want to exclude. For example, if a third party does not want to pay the Internship Tuition, exclude the item type *100000000016* from the TUITION node. In this case, charges for the specific item type are not paid by a third party.

> **Note**
>
> The change request is stored in a staging table. After you make a request, you must run the Process Node Change Request (SFPTPREQ.CBL) process.
>
> See Processing Third-Party Contract Change Requests.

Processing Third-Party Contract Change Requests

Access the Process Node Change Request page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Process Node Change Request**, and then **Process Node Change Request**).

This example illustrates the fields and controls on the Process Node Change Request page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Contract Number	Select a contract number for which you want to process a change request. Only contracts with an *Open* change request status are available.

Process Logic

The Process Node Change Request process is used to finalize node changes to a third party contract. This process must be used in combination with the Third Party Change Request page, which you use to request the node changes to a third party contract. You can inactivate an entire node or exclude specific item types from a node. These exclusions are used to identify which charges should not be paid by the third party.

See Creating and Processing Third-Party Contract Change Requests.

The is how the Process Node Change Request process works:

- The process selects a request from the staging table in which the Third Party Change Requests are stored.
- The Status field on the Request page is set to *Submitted.*
- If the Inactivate Node check box is selected on the Request page, the Node status is set to *Inactive.*
- For Active nodes, Excluded item types are inserted in to the Exclusion table (SSF_TPC_CHGEXCL).
- The Audit trail for each exclusion is created in the exclusion table.
- The Recalc Third Party Contracts process (SFPTPPRC.CBL) is invoked to recalculate based on the node changes.

  See Recalculating Third-Party Contracts.
- If the process completes successfully, the Request page Status is set to *Completed.* If errors occurred, the Request page Status is set to *Error.*
- You can review the details on the Third Party Change Request page.

Setting Up Collection Agreements

To set up collection agreements, use the Collection Agreement component (COLL_AGREEMENT).

> **Note**
>
> Audit trail is captured in TP_CONTRACT for any changes to the collection agreement.

This section discusses how to:

- Defining Basic Collection Agreement Parameters
- Defining Collection Agreement Administrative Fees

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> **Note**
>
> You can set up a collection agreement only for a customer whose account includes items in the collection process.

Related Topics

- Understanding Receivables Collection
  This section lists prerequisites and common elements and provides an overview of receivables collection.

Pages Used to Set Up Collection Agreements

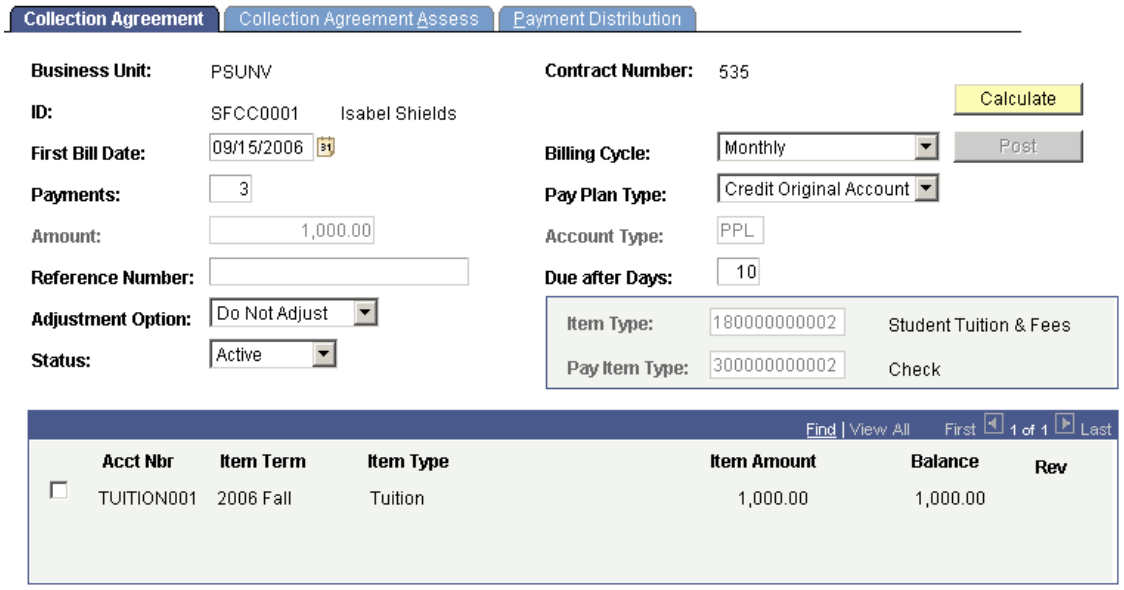
Page Name	Definition Name	Navigation	Usage
Collection Agreement	COLL_AGREEMENT	**Student Financials**, and then **Collections**, and then **Collection Agreement**	Define basic collection agreement parameters.
Collection Agreement Assess	TP_CONTRACT_ASSESS	**Student Financials**, and then **Collections**, and then **Collection Agreement**, and then **Collection Agreement Assess**	Define collection agreement administrative fees.
Payment Distribution	TP_PPLN_QCK_POST	**Student Financials**, and then **Collections**, and then **Collection Agreement**, and then **Payment Distribution**	Confirm collection agreement payment schedules.

Defining Basic Collection Agreement Parameters

Access the Collection Agreement page (**Student Financials**, and then **Collections**, and then **Collection Agreement**).

This example illustrates the fields and controls on the Collection Agreement page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
First Bill Date	Select the date that 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 that are made to this collection agreement. Values are: *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	Enter the account type that is 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 only.
Due after Days	Enter the number of days after the bill date that the payment is due.

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Field or Control	Description
Adjustment Option	Select an adjustment option. Values are: *Adjust Equally:* Select to apply adjustments that are made to the collection agreement equally across all remaining payments. *Adjust First Bill:* Select to apply adjustments that are made to the collection agreement to the plan's next bill. *Adjust Last Bill:* Select to apply adjustments that are 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	Enter the item type that creates the charge the student is paying off.
Pay Item Type	Enter the pay item type to use to pay off the past due charges that are covered by the collection agreement.

Calculating and Posting the Collection Agreement

Before calculating and posting the collection agreement, you should complete the Collection Agreement Contract Assessment page. After completing this page, return to the collection agreement page to calculate and post the collection agreement.

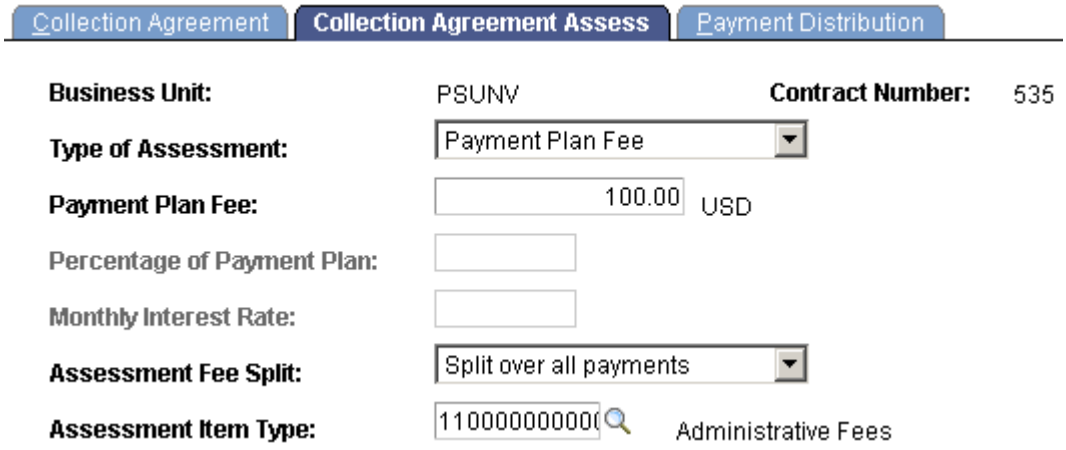
Field or Control	Description
Calculate	Click to calculate the amount of the collections agreement charges.
Post	Click to post the collection agreement charges. After the agreement is posted, the word *Paid* appears to the left of all items that are included in the agreement.
Rev (reverse)	After you post the collection agreement, this check box becomes available. Select it and repost the collection agreement to reverse the agreement and return the student's account to the original state.
Display Error/Warning	Click to view error messages, warning messages, or both.

Defining Collection Agreement Administrative Fees

Access the Collection Agreement Assess page (**Student Financials**, and then **Collections**, and then **Collection Agreement**, and then **Collection Agreement Assess**).

This example illustrates the fields and controls on the Collection Agreement Assess page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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 that is calculated monthly against the outstanding balance in the plan. When you select 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, Assessment Fee Split,** and **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 **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. Values are: *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.

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Field or Control	Description
Percentage of Payment Plan	Enter the percentage of payment plan amount that 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 that you want to use for the assessment fee.

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11

Setting Up Billing

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:

- Defining Billing Messages
- Linking Billing Messages to Item Types
- Linking Billing Messages to Aging Sets
- Linking Billing Messages to Business Units
- Linking Billing Messages to Students
- Linking Billing Messages to Corporations

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.

After 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	Definition Name	Navigation	Usage
Message Categories	BI_MSG_CAT_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Message Categories**	Define message categories.

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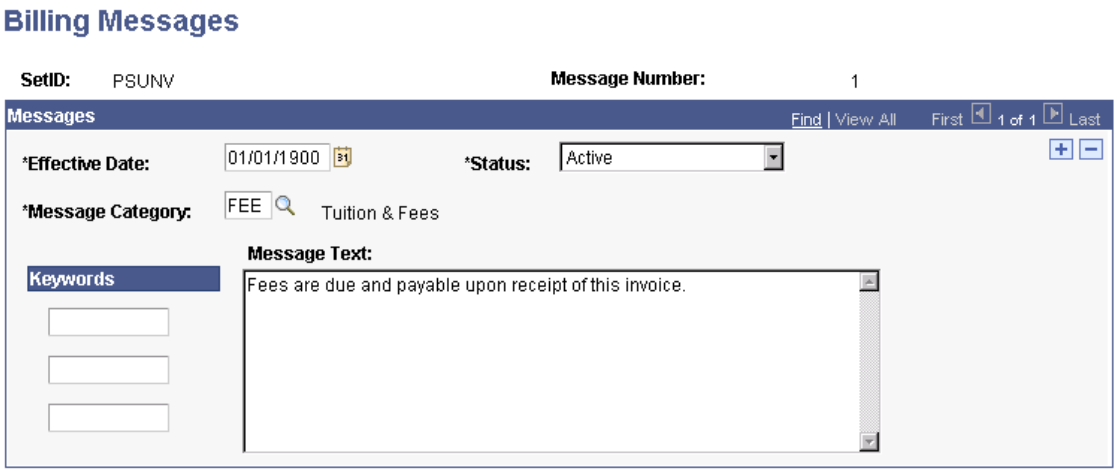
Page Name	Definition Name	Navigation	Usage
Item Type Messages	BI_BILL_MSG_ITM	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Item Type Message**	Link billing messages to item types.
Customer Messages	BI_BILL_MSG_CUS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Customer Message**	Link billing messages to students.
Business Unit Messages	BI_BILL_MSG_ALL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Business Unit Message**	Link billing messages to business units.
Aging Set Messages	BI_BILL_MSG_AGE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Aging Set Messages**	Link billing messages to aging sets.
Corporation Messages	BI_BILL_MSG_ORG	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Corporation Messages**	Link billing messages to organizations.
Billing Messages	BI_BILL_MSG_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Messages**	Define billing messages.

Defining Billing Messages

Access the Billing Messages page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Messages**).

This example illustrates the fields and controls on the Billing Messages page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Message Category	Select a category with which to associate this message.
Keywords	Enter keywords to use when searching for this message.
Message Text	Enter 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Item Type Message**).

Field or Control	Description
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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Aging Set Messages**).

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Field or Control	Description
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 Business Units

Access the Business Unit Messages page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Business Unit Message**).

Field or Control	Description
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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Customer Message**).

Field or Control	Description
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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Corporation Messages**).

Field or Control	Description
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.

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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:

- Defining and Maintaining Reports
- View Sample XML For Report Definition
- Print Invoices From The Run Control Page
- Defining Invoice Layout Information
- Defining Invoice Layout Sorting and Summarization

Understanding XML Publisher

Institutions may use XML Publisher, 3C Engine, and Communication Generation to print a variety of communications or letters, for example, generated invoices. Schools which use global invoicing can use any of the three to print reminder letters. Additional setups are often required if an institution uses XML Publisher.

Student Financials provides four templates to print invoices. They illustrate how an institution may present invoice data to students and external organizations. The templates can be customized to accommodate specific requirements.

The following billing templates are provided:

- *Template SSF_INVOICE_O1* can be used for standard External Organization Invoicing
- *Template SSF_INVOICE_OE1* can be used for Global External Organization Invoicing and includes logic for Credit Invoicing.
- *Template SSF_INVOICE_S1* can be used for standard Student Invoicing.
- *Template SSF_INVOICE_SE1* can be used for Global Student Invoicing and includes logic for Credit Invoicing.
- *Template SSF_INVOICE_TPC* can be used for standard External Organization Invoicing and includes logic for showing student enrollment details.

Templates are designed to work with existing Invoice options as defined on the Invoice Layout setup page where you can associate XML Pub Reports and templates to specific Invoice Layouts.

Pages Used to Set Up Invoice Layouts

Page Name	Definition Name	Navigation	Usage
Report Definition	SSF_PRNT_INV	**Reporting Tools**, and then **XML Publisher. Setup**, and then **Report Definition**, and then **Definition**	Define and maintain reports.

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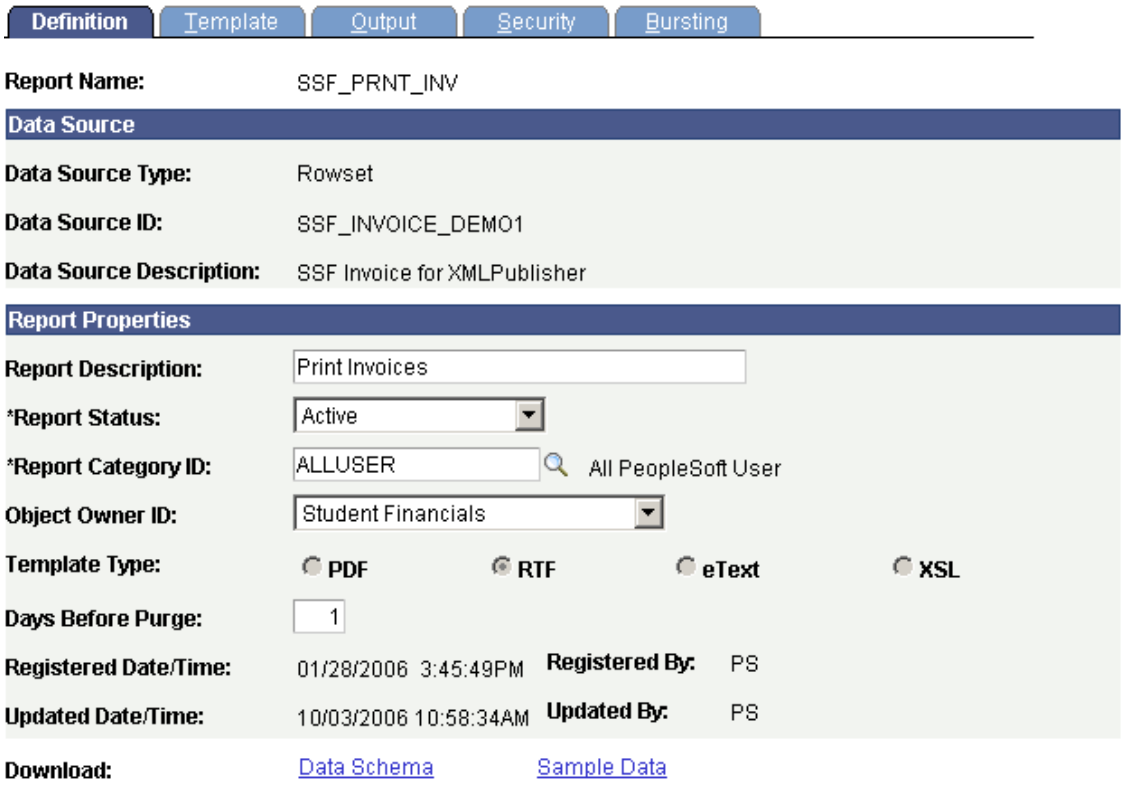
Page Name	Definition Name	Navigation	Usage
Data Source	PSXPDATASRC	**Reporting Tools**, and then **XML Publisher**, and then **Data Source**	View sample XML for report definition.
Student Invoice Other	RUN_CNTL_PBILL	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Print Invoice**	Print invoices from the run control page.
Invoice Layout One	BI_INV_LAYOUT	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Invoice Layout**, and then **Invoice Layout One**	Define invoice layout information.
Invoice Layout Two	BI_INV_LAYOUT2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Invoice Layout**, and then **Invoice Layout Two**	Define invoice layout sorting and summarization.

Defining and Maintaining Reports

Access the Report Definition page (**Reporting Tools**, and then **XML Publisher Setup**, and then **Report Definition**, and then **Definition**).

This example illustrates the fields and controls on the Report Definition page. You can find definitions for the fields and controls later on this page.

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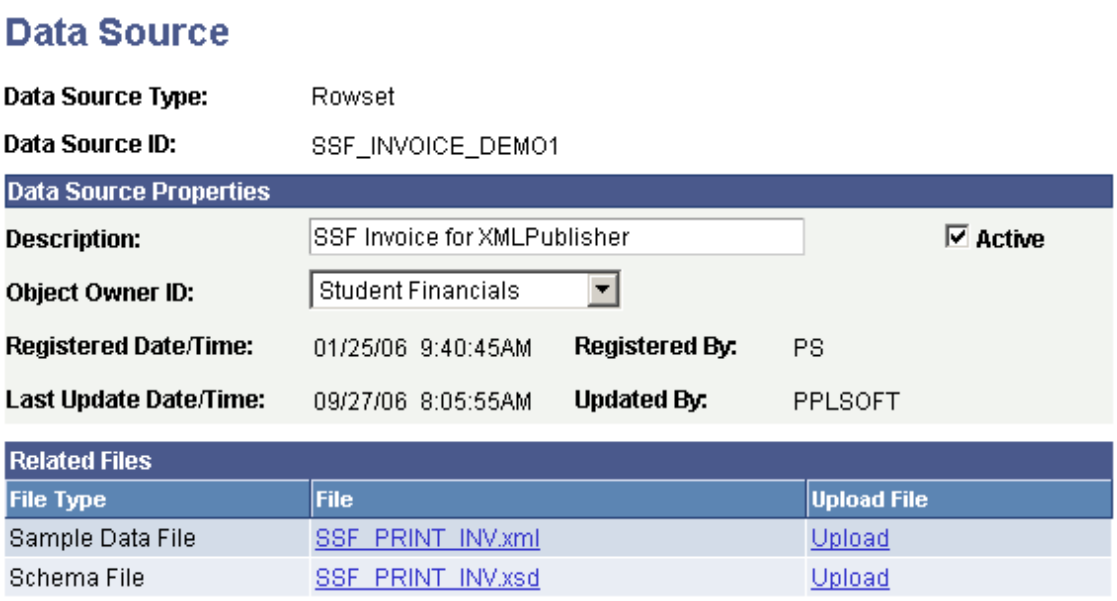
Use the XML Publisher Report Definition page to define and maintain reports. The Student Financials templates reside under the XML Publisher report definition SSF_PRNT_INV.

View Sample XML For Report Definition

Access the Data Source page (**Reporting Tools**, and then **XML Publisher**, and then **Data Source**).

This example illustrates the fields and controls on the Data Source page. You can find definitions for the fields and controls later on this page.

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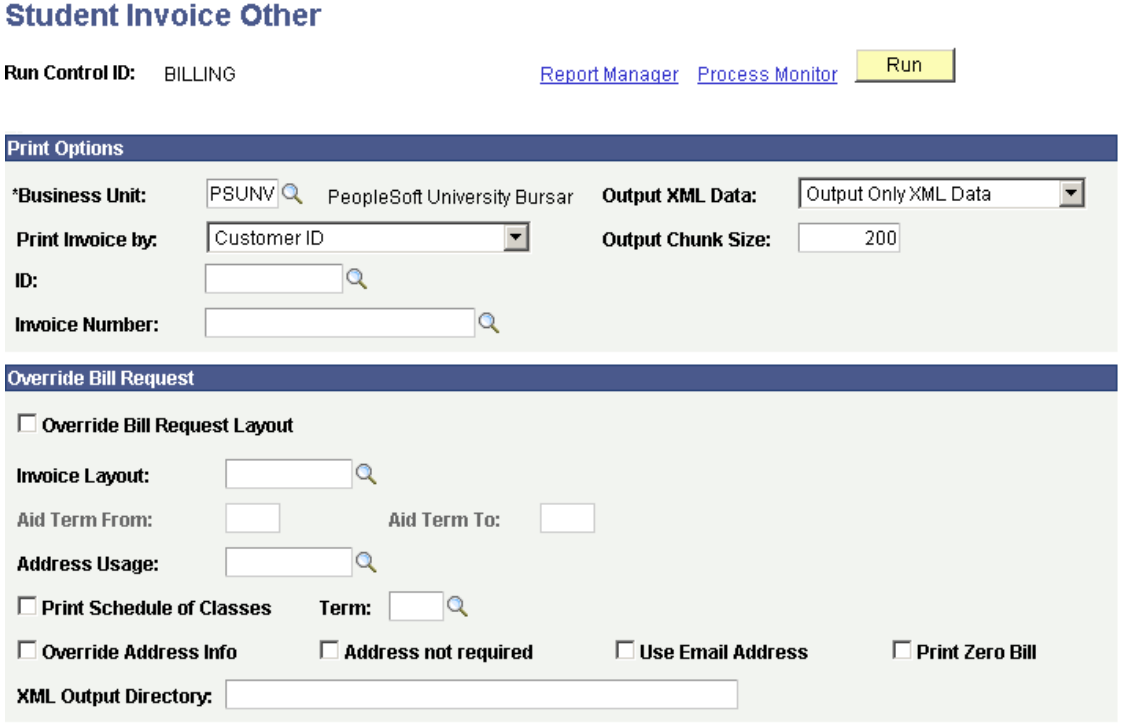


Use the Data Source page to view sample XML for your report definition. This enables you to review the data contained in the extract in detail. Use the data source ID from the Report Definition page.

Print Invoices From The Run Control Page

Access the Student Invoice Other page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Print Invoice**, and then **Student Invoice Other**).

This example illustrates the fields and controls on the Student Invoice Other page. You can find definitions for the fields and controls later on this page.



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XML can also be generated when printing invoices from the run control page by setting **Output XML Data** to either *Yes* or *Only Output XML Data.* The second option does not produce an invoice but does produce the related XML data, which is helpful when making modifications to the provided templates.

> **Note**
>
> The XML Output Directory should be populated with the target directory location. The process automatically generates a file name for the XML.

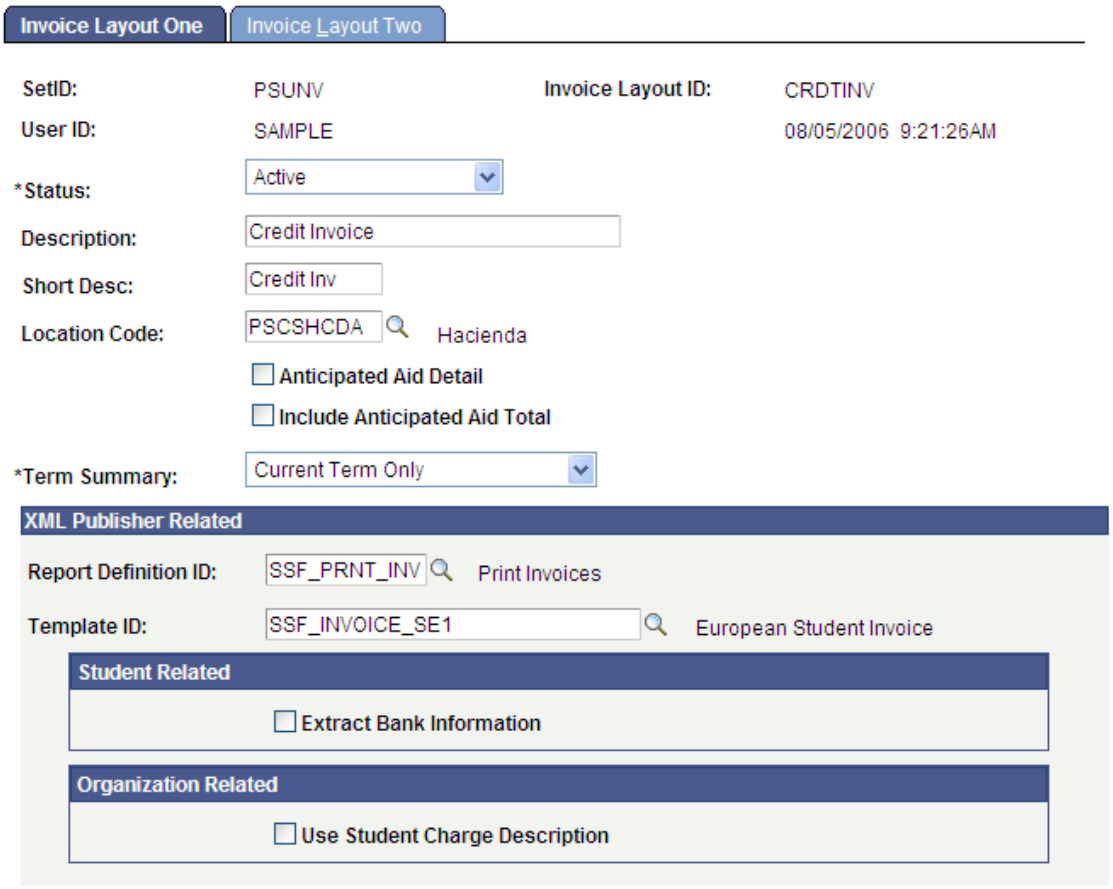
Field or Control	Description
Output XML Data	Select *No* to create no XML output. Select *Yes* to generate invoices and XML output. Select *Output Only XML Data*to generate output XML data without invoices.
Output Chunk Size	Use this field to determine the size of the data chunks passed to XML Publisher. If it is set to zero, no chunking occurs. Chunking determines how many invoices are in one file. For example, if you set **Output Chunk Size** to 200, 200 invoices are placed in each file output. In this example if you process 1,000 invoices and set **Output Chunk Size** to 200, five PDF files are produced, each containing 200 invoices. You can output directly to the printer and not create any files. In this case, chunking only controls the size of the chunks of data that are passed to XML Publisher. Chunking should still be used even if you output directly to the printer.
XML Output Directory	Enter the directory path for the XML output. This field is not available when you select not to output XML data.

Defining Invoice Layout Information

Access the Invoice Layout One page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Invoice Layout**, and then **Invoice Layout One**).

This example illustrates the fields and controls on the Invoice Layout One page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Location Code	Enter 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.

XML Publisher Related

Complete this section only if you are using XML Publisher

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Field or Control	Description
Report Definition ID	Enter the desired report definition ID.
Template ID	Enter the desired template ID.

Student Related

Field or Control	Description
Extract Bank Information	Select this check box if the student's banking information should be included in the XML Publisher extract. **Note:** The extracted bank information is for NLD global invoicing (student only) and comes from the SSF_STDNT_BNK_NLD table. This is *not* the generic bank information that was set up in the Bank Accounts – Student component and stored in the SSF_BANK_ACCT table. See Understanding Bank Account Setup.

Organization Related

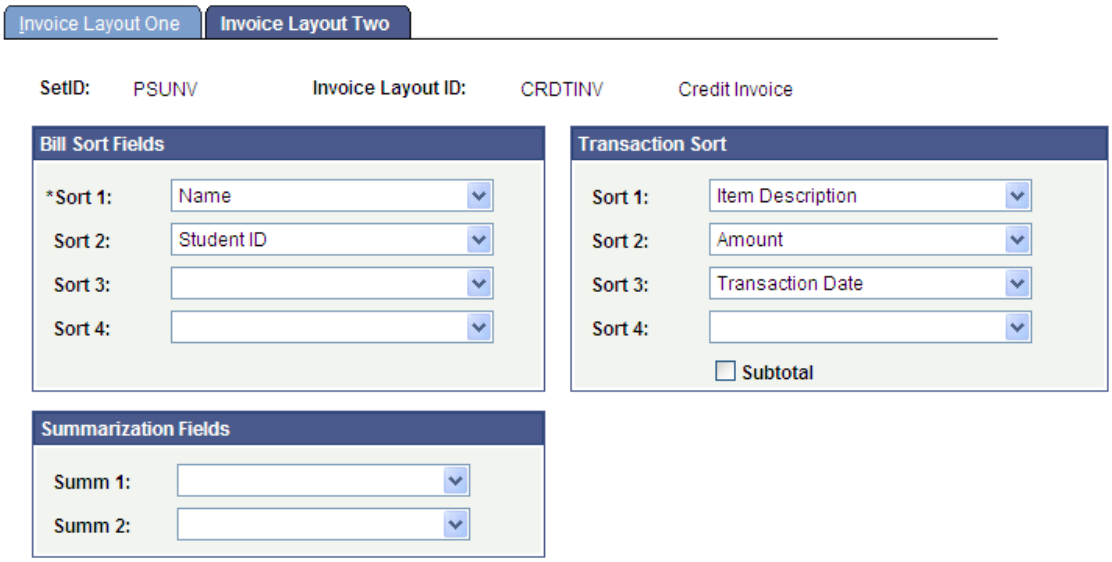
Field or Control	Description
Use Student Charge Description	This check box is applicable only to Corporation Bills. Select this check box if the charge description from the student charge item on Student Account should be displayed on the corporate invoice. If the check box is cleared, the charge description of the charge item type from Corporate Account is displayed on the corporate invoice. See Understanding Customer Billing.

Defining Invoice Layout Sorting and Summarization

Access the Invoice Layout Two page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Invoice Layout**, and then **Invoice Layout Two**).

This example illustrates the fields and controls on the Invoice Layout Two page. You can find definitions for the fields and controls later on this page.

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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.

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Field or Control	Description
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 Enrollment Block: Sorts by the Enrollment Block associated to the ID. *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 ID. The system does 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.

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Field or Control	Description
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.

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Field or Control	Description
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. This section discusses how to define invoice number generation.

Page Used to Set Up Invoice ID Number Generation

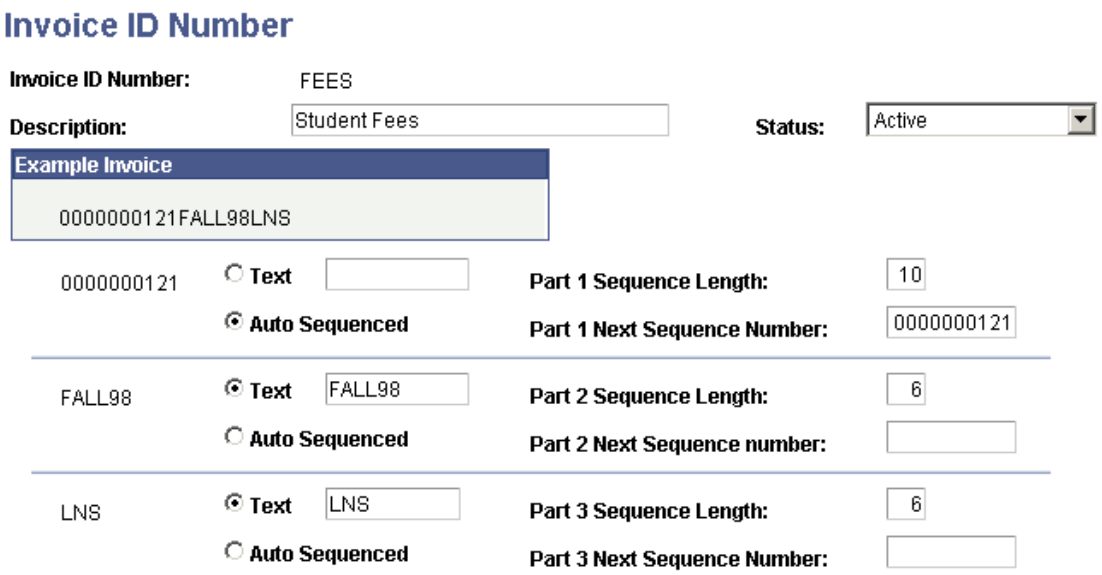
Page Name	Definition Name	Navigation	Usage
Invoice ID Number	BI_IVC_NUM	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Invoice ID Number**	Define invoice number generation.

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Defining Invoice Number Generation

Access the Invoice ID Number page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Invoice ID Number**).

This example illustrates the fields and controls on the Invoice ID Number page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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 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.

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Field or Control	Description
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 scan 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. This section discusses how to define bill scan lines.

Page Used to Set Up Bill Scan Lines

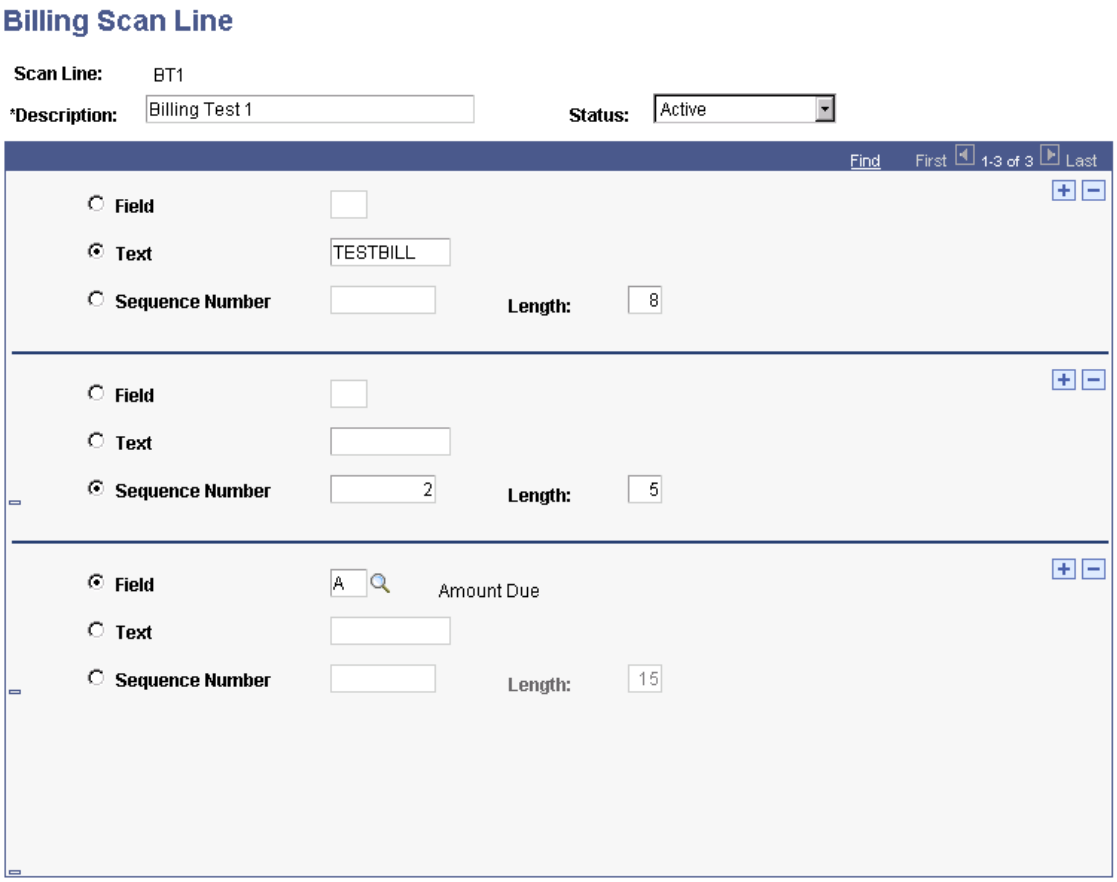
Page Name	Definition Name	Navigation	Usage
Billing Scan Line	BI_SCAN_LINE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Scan Line**	Define bill scan lines.

Defining Billing Scan Lines

Access the Billing Scan Line page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Scan Line**).

This example illustrates the fields and controls on the Billing Scan Line page. You can find definitions for the fields and controls later on this page.

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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 or Control	Description
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.

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Field or Control	Description
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. This section lists the page used to define billing types.

Page Used to Define Billing Types

Page Name	Definition Name	Navigation	Usage
Billing Type	BI_TYPE_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **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:

- Defining General Selections
- Define Additional General Selections
- Defining Communication Information
- Defining Academic Selections
- Defining Additional Academic Selections
- Selecting Billing Messages
- Selecting Student Groups
- Select Enrollment Blocks

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- Selecting Account Types
- Defining Corporation Information

A billing standard request is a set of parameters that determine how the system identifies and bills groups of customers. After you set these parameters, you can use them repeatedly.

Pages Used to Set Up Billing Standard Requests

Page Name	Definition Name	Navigation	Usage
General Selections	BI_STD_REQ_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **General Selections**	Define general selections.
General Selection 2	BI_STD_REQ_ALL6	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **General Selection 2**	Define additional general selections.
Communication Info (communication information)	BI_STD_REQ_ALL4	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Communication Info**	Define communication information.
Academic Selections	BI_STD_REQ_ALL1	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Academic Selections**	Define academic selections.
Academic Selections 2	BI_CAN_REQ_ALL1A	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Academic Selections 2**	Define additional academic selections.

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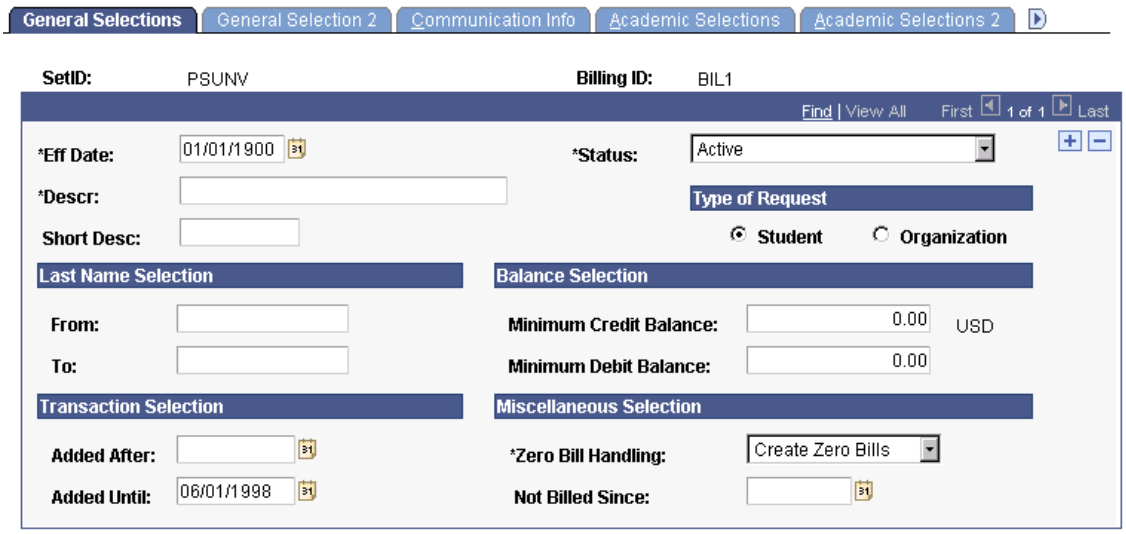
Page Name	Definition Name	Navigation	Usage
Billing Standard Request - Messages	BI_STD_REQ_ALL2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Messages**	Select billing messages.
Student Groups	BI_STD_REQ_ALL7	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Student Groups**	Select student groups.
Enrollment Blocks	SSF_STD_REQ_ERLBLK	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Enrollment Blocks**	Select enrollment blocks.
Account Selections	BI_STD_REQ_ALL3	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Account Selections**	Select the account types.
Corporation Info (corporation information)	BI_STD_REQ_ALL5	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Corporation Info**	Define corporate information.

Defining General Selections

Access the General Selections page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **General Selections**).

This example illustrates the fields and controls on the General Selections page. You can find definitions for the fields and controls later on this page.

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Type of Request

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
Minimum Credit Balance	Enter the credit balance above which you generate a bill. Enter the minimum credit balance as a negative number.

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Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
Select Billing by Invoice	Select this to indicate Select Billing by Invoice. This is only displayed when the institution has indicated Apply Payments by Invoice on the SF Installation setup.
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.

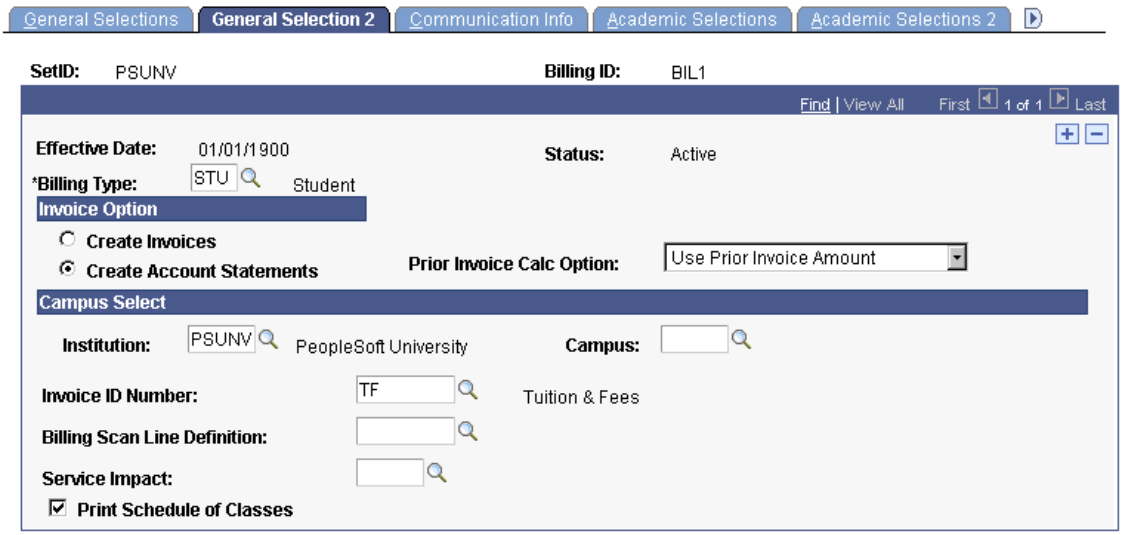
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Field or Control	Description
Not Billed Since	Enter a date here to bill only those customers who you have not billed since that date. For example, if the date in the **Not Billed Since** field is *10/1/2005*, and you run the billing process on 10/15/2005, 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.

Define Additional General Selections

Access the General Selection 2 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **General Selection 2**).

This example illustrates the fields and controls on the General Selection 2 page. You can find definitions for the fields and controls later on this page.



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Invoice Option

Field or Control	Description
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. **Note: Create Credit Invoices** If your institution selected **Apply Payments by Invoice** on the **SF Installation 2** page of the SF Installation component, **Create Credit Invoices** appears in the Invoice Option group box in place of **Create Account Statements.** Select **Create Credit Invoices** to create a credit invoice based on charge reversals.

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Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
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.

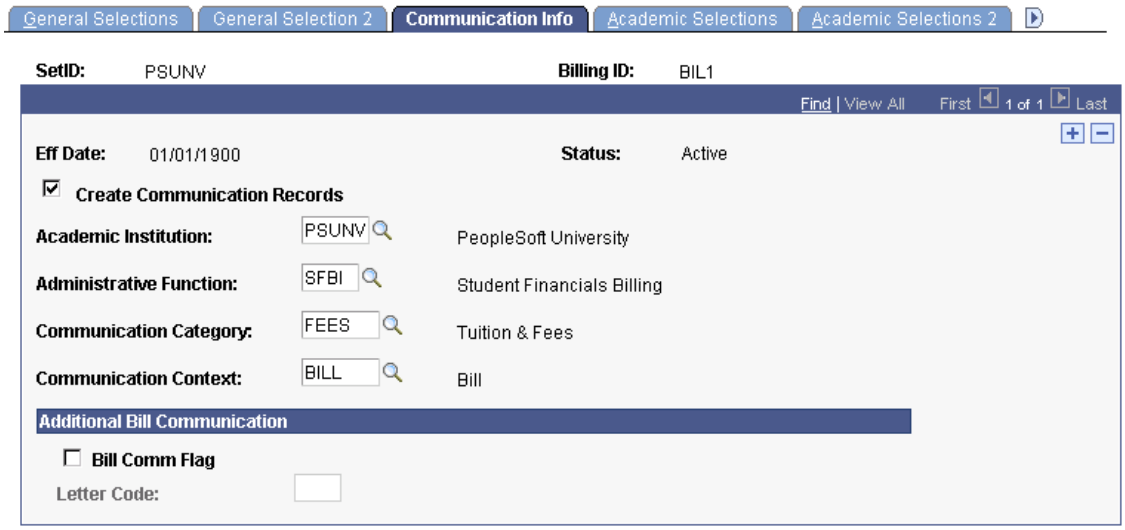
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Field or Control	Description
Service Impact	(Optional) Attach a service impact to the billing standard request. You normally use this field to attach a service impact that excludes from billing those students or corporations with a service indicator associated with the selected service impact.
Print Schedule of Classes	Select to print the student's enrollment summary 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Communication Info**).

This example illustrates the fields and controls on the Communication Info page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Create Communication Records	Select to create a communication record during the bill generation process.
Academic Institution	Enter the academic institution to which the communication record applies.
Administrative Function	Enter *SFBI*.
Communication Category	Enter 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.

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Additional Bill Communication

Field or Control	Description
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.

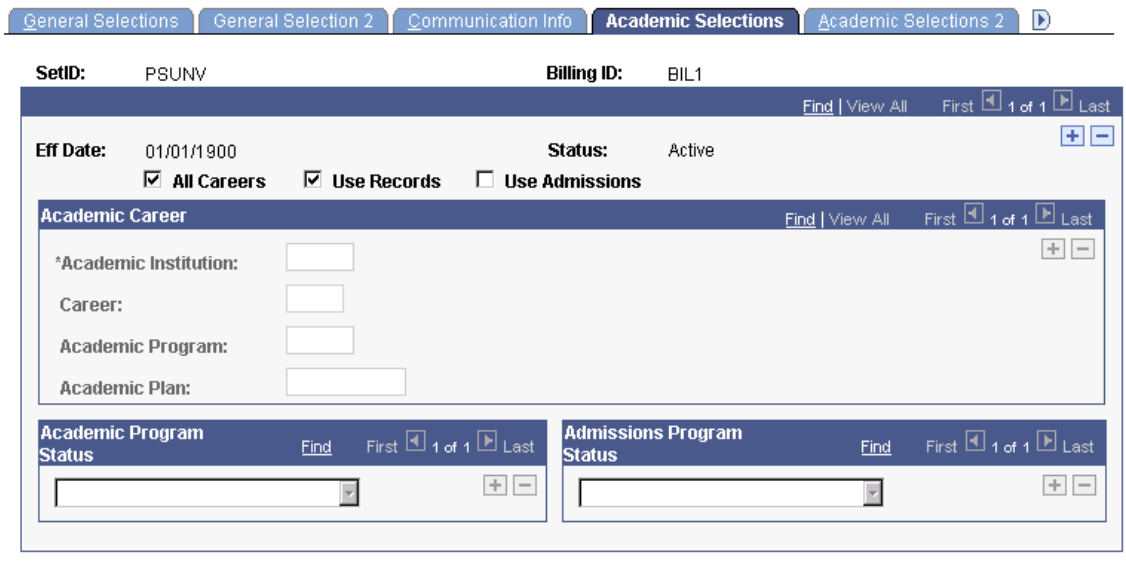
Related Topics

- Campus Community Fundamentals: Understanding Administrative Functions
- Campus Community Fundamentals: Understanding Communication Management
- Campus Community Fundamentals: Managing Relationships Data

Defining Academic Selections

Access the Academic Selections page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Academic Selections**).

This example illustrates the fields and controls on the Academic Selections page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
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.

> **Note**
>
> The career selection selects all students who have ever been active in the career/program. It doesn't select charges related to the specified career.

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

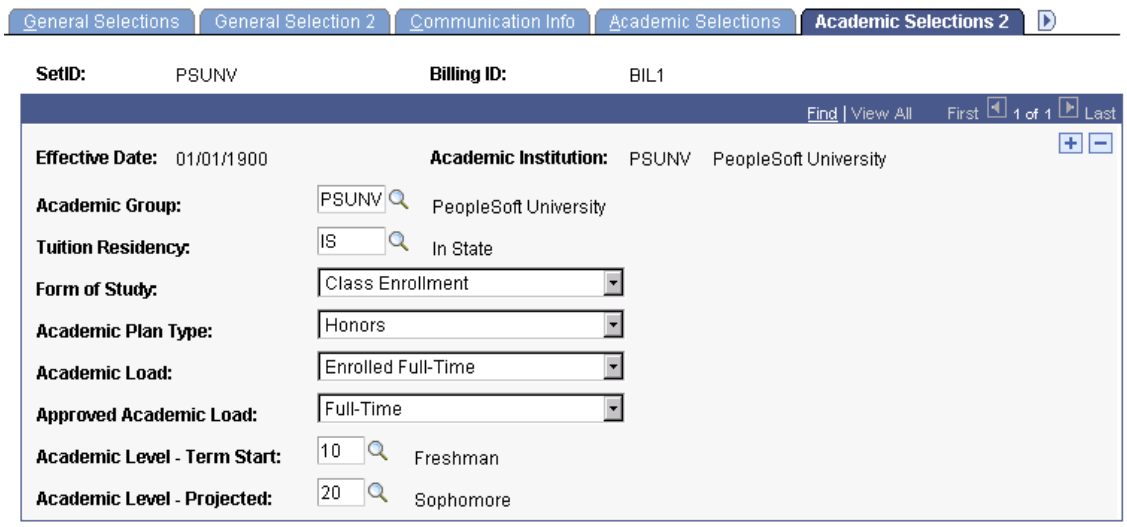
Select the admissions program status to bill.

Defining Additional Academic Selections

Access the Academic Selections 2 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Academic Selections 2**).

This example illustrates the fields and controls on the Academic Selections 2 page. You can find definitions for the fields and controls later on this page.

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Select a value for any of eight academic categories to filter your billing process.

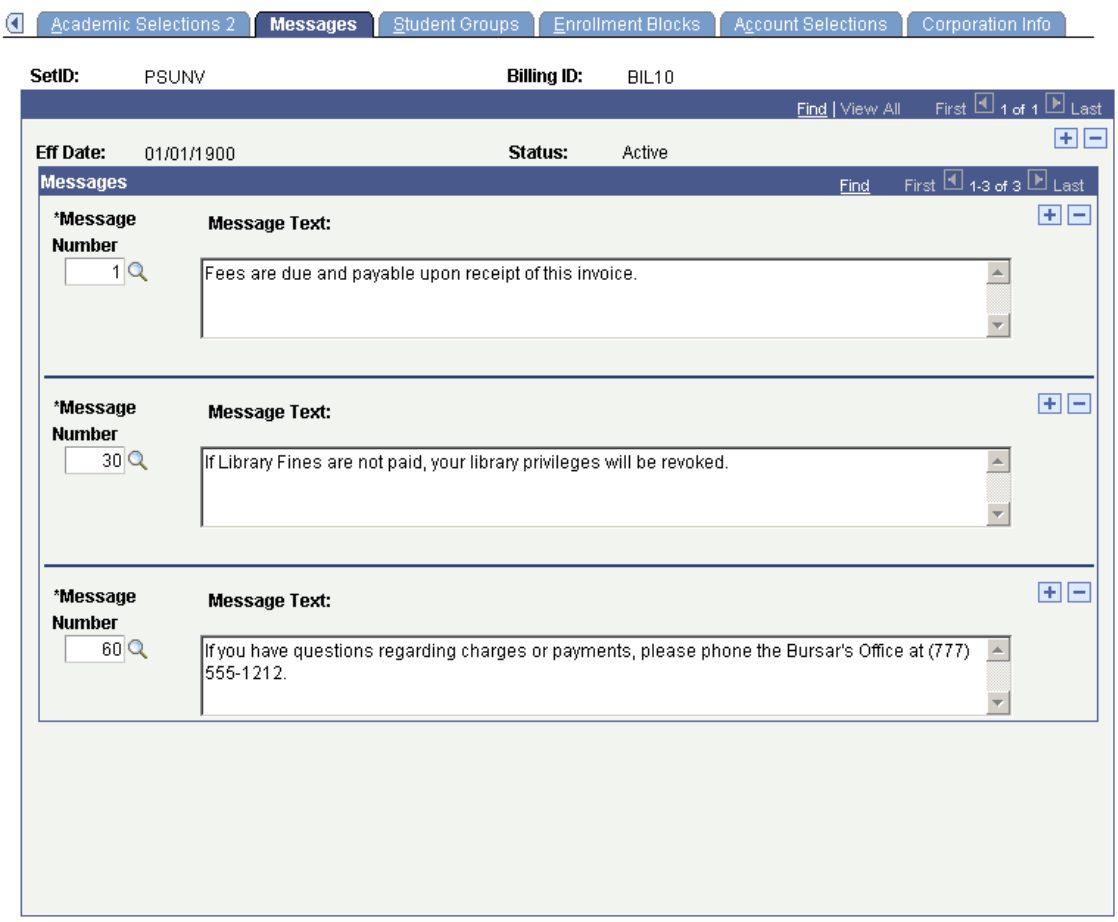
> **Note**
>
> The billing process acknowledges the selection criteria on this page only if you select a **Bill By** option of *Bill Range* when creating your billing request.

Selecting Billing Messages

Access the Billing Standard Request - Messages page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Messages**).

This example illustrates the fields and controls on the Billing Standard Request - Messages page. You can find definitions for the fields and controls later on this page.

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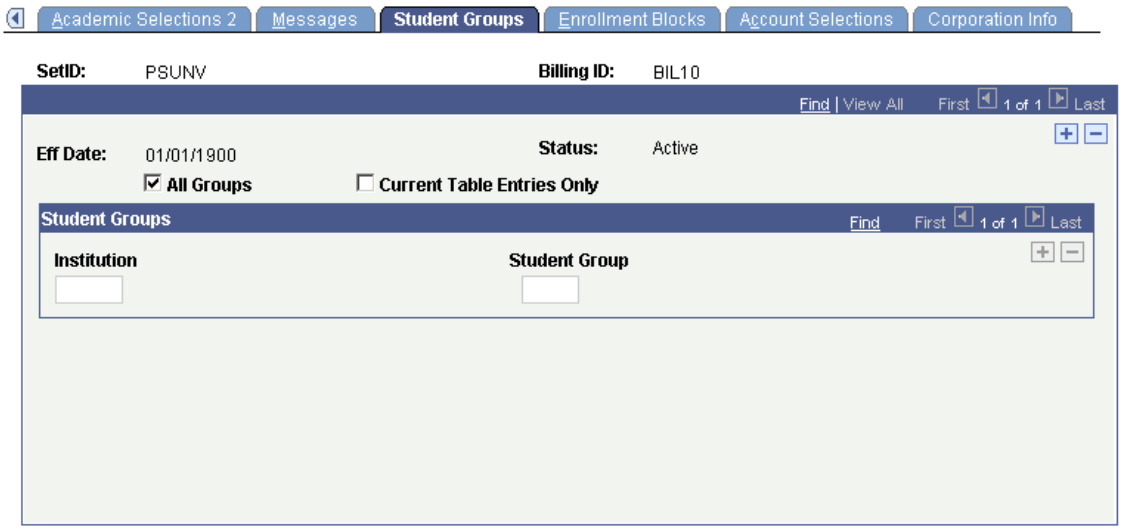
Field or Control	Description
Message Number	Enter the message number associated with the text that you want to appear on your bills. Remember that any business unit messages that you create appear on the bill, in addition to the messages that you select here.

Selecting Student Groups

Access the Student Groups page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Student Groups**).

This example illustrates the fields and controls on the Student Groups page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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.

Related Topics

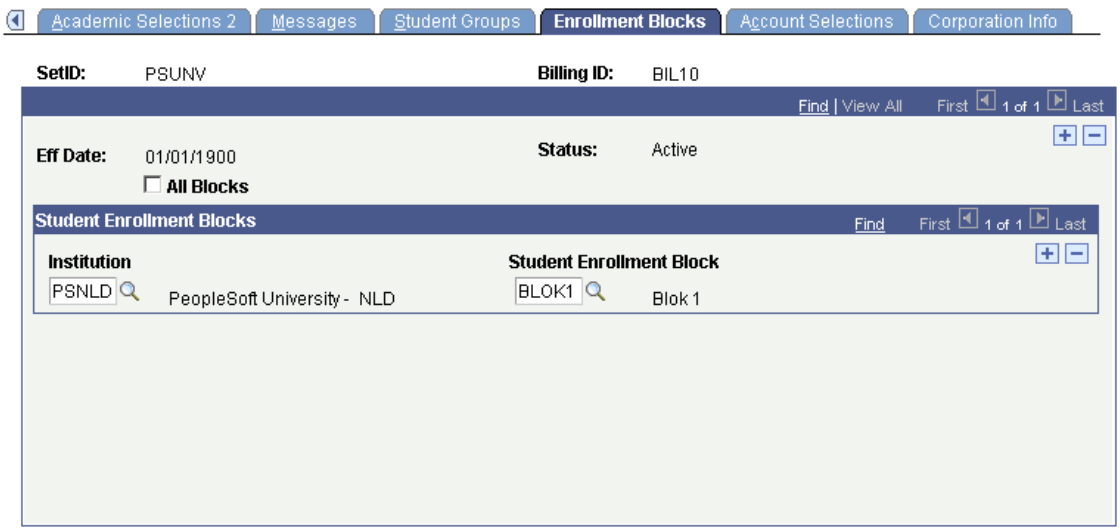
- Understanding Billing Requests
  Use the Billing Request component (BI_REQUEST) to set the parameters that the billing process uses to determine the type of bills generated. To complete a billing request, you must use the following two pages. Versions of both of these pages are included in the Student Billing Request (BI_REQUEST) and the Corp. Billing Request (BI_REQUEST_ORG) components.
- Recruiting and Admissions: Setting Up Admission Installation Defaults

Select Enrollment Blocks

Access the Enrollment Blocks page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Enrollment Blocks**).

This example illustrates the fields and controls on the Enrollment Blocks page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
All Blocks	Select to restrict processing to all enrollment blocks

Student Enrollment Blocks

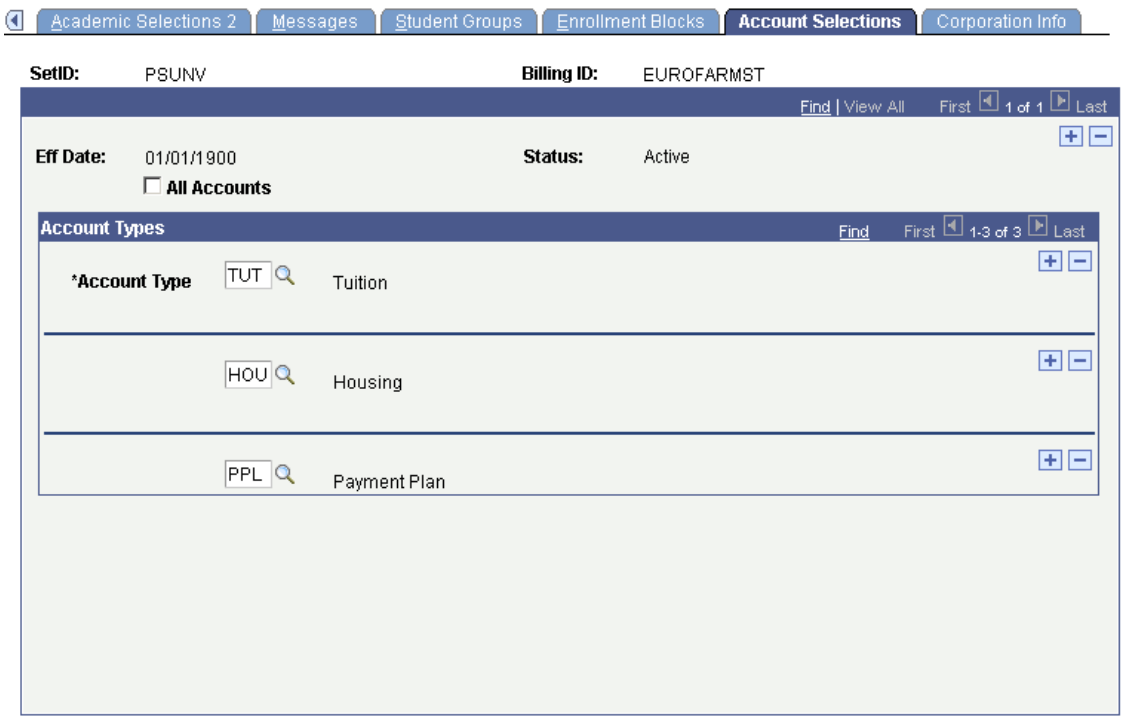
Restrict processing to specific enrollment blocks

Selecting Account Types

Access the Account Selections page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Account Selections**).

This example illustrates the fields and controls on the Account Selections page. You can find definitions for the fields and controls later on this page.

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You can determine by account type what charges and credits are included on an invoice.

An invoice is created for all unbilled activity on the account and through the account type or item type setup you can select what is included or excluded from the invoice.

Field or Control	Description
All Accounts	Select to bill all account types.
Account Type	Enter the specific account types to include in an invoice, for example, tuition, housing, or payment plan.

Account Types

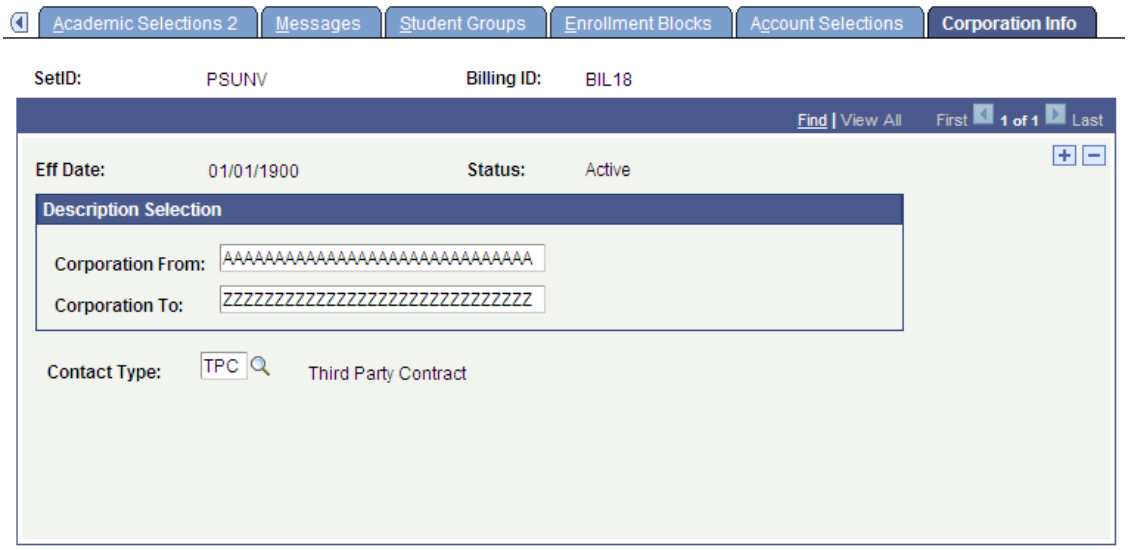
If you do not select the **All Accounts** check box, select a specific account type to bill.

Defining Corporation Information

Access the Corporation Info page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Billing Standard Request**, and then **Corporation Info**).

This example illustrates the fields and controls on the Corporation Info page . You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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. This must be set. The system first uses this value to retrieve the preferred/primary contact defined on the Organization Table component in Campus Community. Then it uses the contact's address as the billing address to print on the invoice. See Campus Community Fundamentals: Understanding Organization Data.

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12

Setting Up Cashiering

Defining a Cashiering Office

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

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 discusses:

- Defining the Basic Cashiering Office Parameters
- Defining the Transaction Setup of a Cashiering Office

Pages Used to Define a Cashiering Office

Page Name	Definition Name	Navigation	Usage
Cashiering Offices	CSH_OFF_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Cashiering Offices**	Define the basic parameters of the cashiering office.
Transaction Setup	CSH_OFF_TABLE2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Cashiering Offices**, and then **Transaction Setup**	Define the way in which your cashiering office handles and posts transactions.

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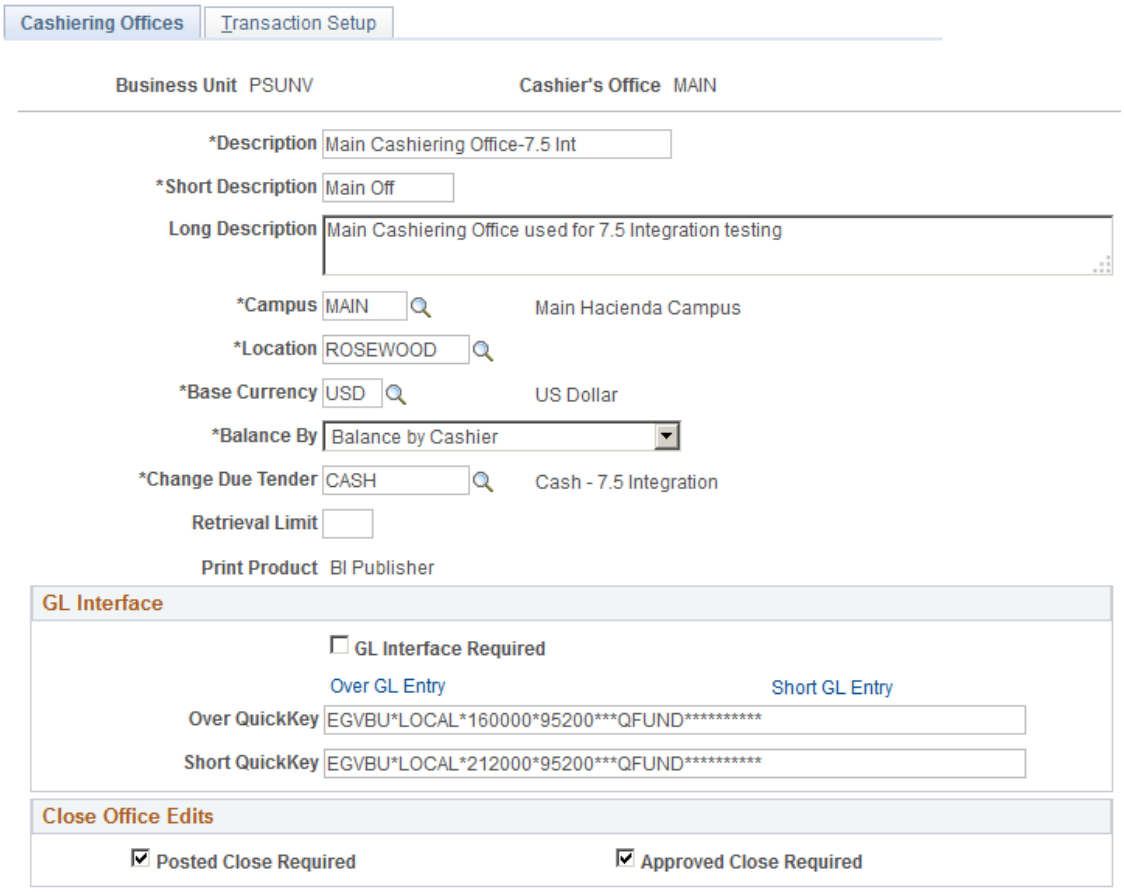
Page Name	Definition Name	Navigation	Usage
Over GL Entry	CSH_OFF_TBL_OVER	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Cashiering Offices**, and then **Over GL Entry**	Define the general ledger chart of accounts to which you record 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**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Cashiering Offices**, and then **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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Cashiering Offices**).

This example illustrates the fields and controls on the Cashiering Offices page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Campus	Enter the campus on which the cashiering office is located.
Location	Enter the specific location of the cashiering office.
Base Currency	Enter 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.

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Field or Control	Description
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 can use his or her 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	Enter 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 enter a value, the system displays all past business days when opening, closing, or reopening a cashiering office. This slows system performance significantly.
Print Product	You can print receipts automatically using the Create Receipt button on the six receipt generation pages. You must specify printers for your valid registers before you can print receipts using BI Publisher. **Note:** Campus Solutions does not support Forms Engine and Crystal Reports for cashiering receipts.

GL Interface

Field or Control	Description
GL Interface Required (general ledger interface required)	If you select this check box, the system requires you to run the Cashiering GL Interface process before closing the cashiering office.
Over GL Entry (over general ledger entry)	Click this link to access the Over GL Entry page or enter the ChartField values in the display field . Select the ChartField values that correspond to the general ledger account into which you record your cashiering overages.

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Field or Control	Description
Short GL Entry (short general ledger entry)	Click this link to access the Short GL Entry page or enter the ChartField values in the display field. Select the ChartField values that correspond to the general ledger account into which you record your cashiering shortages.

Close Office Edits

Use the **Close Office Edits** group box to specify the requirements that your office must meet before you can close it.

Field or Control	Description
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.
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.

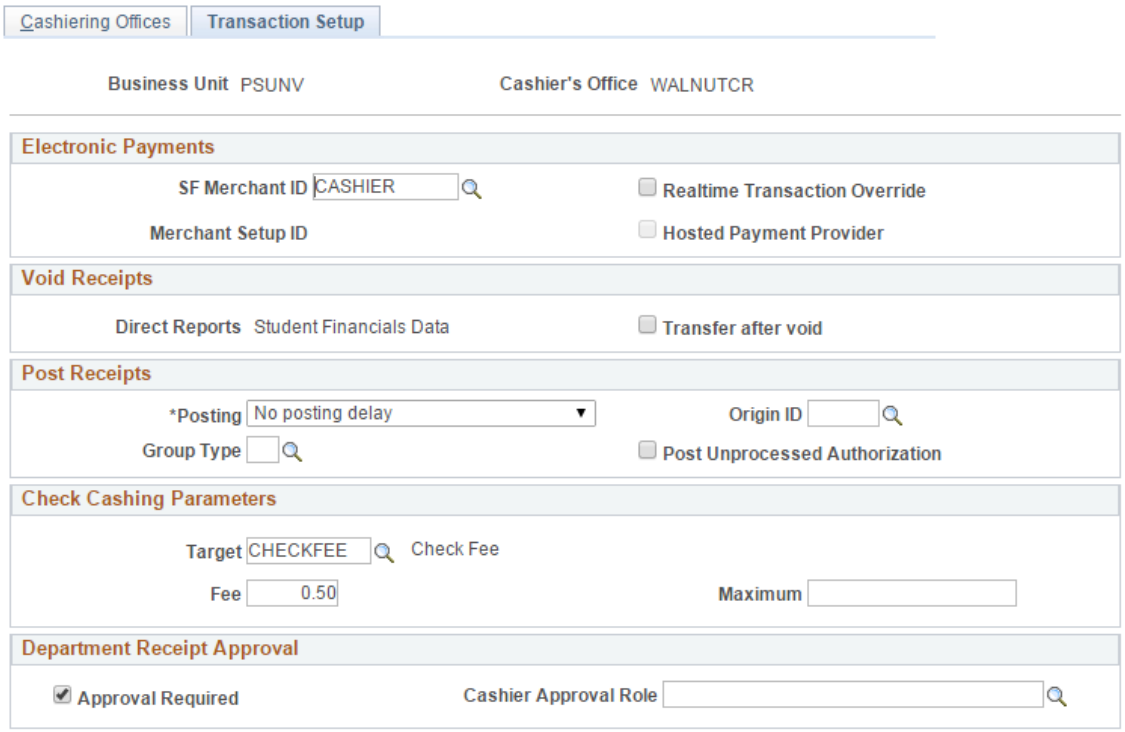
Defining the Transaction Setup of a Cashiering Office

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Access the Transaction Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Cashiering Offices**, and then **Transaction Setup**).

This example illustrates the fields and controls on the Transaction Setup. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> If you select the **Realtime Transaction Override** check box, you must authorize and capture your cashiering credit card transactions using the batch process.

The value in **Merchant Setup ID** field and the selection of the **Hosted Payment Provider** check box are based on the setup of those fields on the Payment Merchant page.

See Setting Up Payment Merchants.

See *Electronic Payment Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

If the payment merchant is set up for hosted payment transactions, the **Realtime Transaction Override** and **Post Unprocessed Authorization** check boxes are cleared and not available for edit.

The **Realtime Transaction Override** check box applies to Business Interlink and Integration Broker transactions. It allows the cashier office to override the **Real-Time Authorization** selection on the SF Merchant page in case the Cashier Office is experiencing multiple timeouts. The transactions are then not authorized online but in batch.

For information about the **Post Unprocessed Authorization** check box, see the Post Receipts section of documentation.

Void Receipts

Use this group box to define how the system voids receipts.

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Field or Control	Description
Direct Reports	The *Student Financials Data* value establishes supervisory relationships of cashiers on the Valid Cashiers page. This value enables your institution to determine the rules the system uses to establish supervisory relationships for the process of voiding receipts.
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.

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Field or Control	Description
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 selected *Group Post* in the **Posting** field, enter the origin ID and group type of the posting group in which your cashiering office places student and corporate payment receipts.

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Field or Control	Description
Post Unprocessed Authorizations	**Note:** If the payment merchant is set up for hosted payment transactions, this check box is cleared and not available for edit. 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**
>
> You should 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.

Check Cashing Parameters

Field or Control	Description
Target	Enter the target key associated with the check-cashing fee item type. Define the check cashing fee target key using the Target Keys component. This is not a required field.
Fee	Enter the amount that you want to charge customers when they use this cashiering office to cash checks.
Maximum	Enter the maximum check amount that you want to allow customers to cash at your cashiering office.

Department Receipt Approval

Field or Control	Description
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** field becomes available.

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Field or Control	Description
Cashier Approval Role	Enter 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.

Related Topics

- Setting Up SF Merchants
- Understanding ePayment Transactions
  PeopleSoft Student Financials enables your institution to receive payments for charges by eCheck or credit card through cashiering and over the web using self-service functionality. The rules that your institution defines for accepting, verifying, and authorizing transactions are established when you set up your Student Financials (SF) merchant and SF institution set.

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:

- Defining Valid Registers
- Defining Valid Cashiers

Pages Used to Set Up Valid Registers and Cashiers

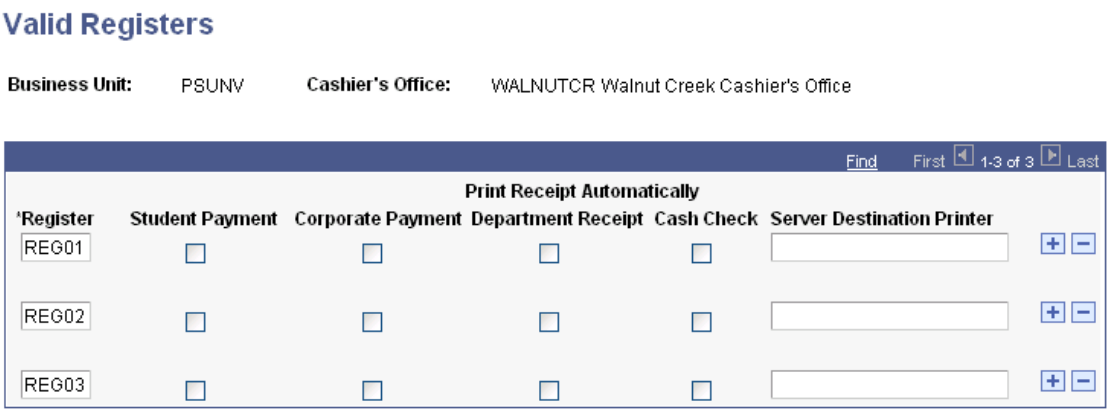
Page Name	Definition Name	Navigation	Usage
Valid Registers	CSH_0FF_REGISTERS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Valid Registers**	Define valid registers.
Valid Cashiers	CSH_OFF_CASHIER	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Valid Cashiers**	Define valid cashiers.

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Defining Valid Registers

Access the Valid Registers page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Valid Registers**).

This example illustrates the fields and controls on the Valid Registers page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Register	Enter the alphanumeric code that you use to identify the register.

Setting Up Receipts to Print Automatically

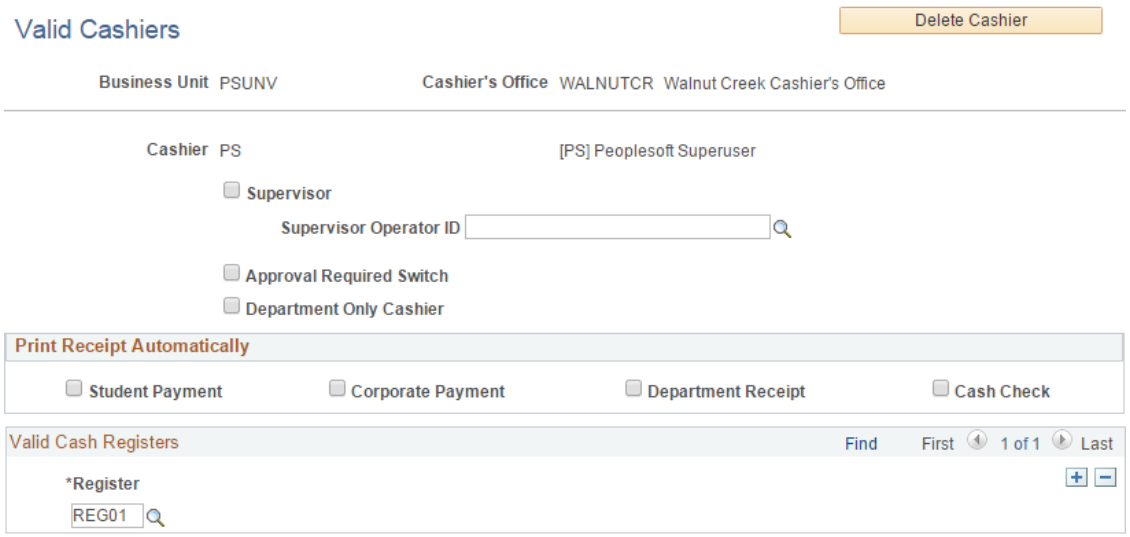
Select the check boxes under the **Print Receipt Automatically** heading to determine which types of receipts print automatically when each valid register creates them. The system recognizes the selections made in these check boxes only if you choose to balance by register in the setup of your cashiering 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, specify the printer in the **Server Destination Printer** field to which BI Publisher sends the generated receipt.

Defining Valid Cashiers

Access the Valid Cashiers page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Valid Cashiers**).

This example illustrates the fields and controls on the Valid Cashiers page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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 his or her own receipts and the receipts of any other cashier that directly reports to him or her.
Approval Required Swtich	Select to implement the workflow approval process for any department receipts processed by the cashier.
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.
Supervisor Operator ID	Enter 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. If you selected the **Supervisor** check box, the lookup retrieves OPERID values from PeopleTools Security.

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 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.

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.

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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. You can also enter ChartField information for target keys.

This section discusses:

- Defining Target Keys
- Linking Tax Authorities to Target Keys

Pages Used to Set Up Target Keys

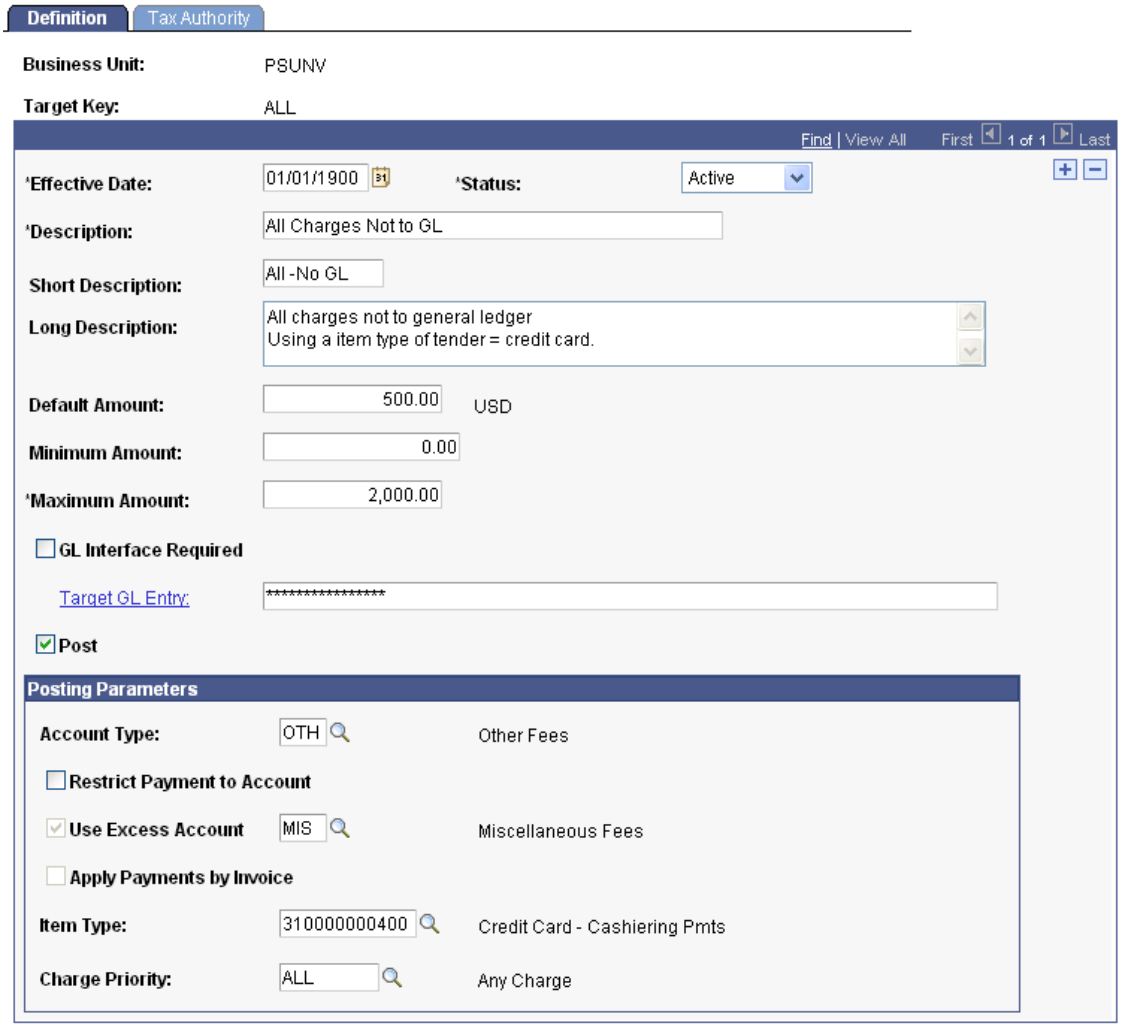
Page Name	Definition Name	Navigation	Usage
Target Keys - Definition	TARGET_KEY_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Target Keys**, and then **Definition**	Define a target key.
Target Key ChartFields	SSF_CF_WRKGRID_SEC	**Click the Target GL Entry link on the Definition page.**	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.
Target Keys - Tax Authority	TARGET_KEY_TAX	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Target Keys**, and then **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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Target Keys**, and then **Definition**).

This example illustrates the fields and controls on the Target Keys – Definition page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
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	Enter the minimum amount allowed for the target key per transaction.
Maximum Amount	Enter the maximum amount allowed for the target key per transaction.

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Field or Control	Description
GL Interface Required, Target GL Entry and **Copy and Paste buttons**	Select to include transactions for this target key when you run the cashiering GL interface process. Click the **Target GL Entry** link to specify ChartFields or enter ChartField values. Enter 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. 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. You can also specify a SpeedType on this page. To specify the Speed Type, click the link and enter the SpeedType that you have already set up. For ease of use, after entering your ChartFields, click the **Copy** button to copy them to a clipboard. You can go to any other field and use the **Paste** button to paste. 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 picks 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 nonpostable 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.

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Field or Control	Description
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.

Field or Control	Description
Account Type	If you are defining target keys for student or corporate payments, enter 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** check box, 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 enter a specific excess account to which the system credits any excess payments to this target key.
Apply Payments by Invoice	Select this check box to restrict payments to an invoice. The check box displays only if your institution indicated on the SF Installation 2 page that it applies payments by invoice.

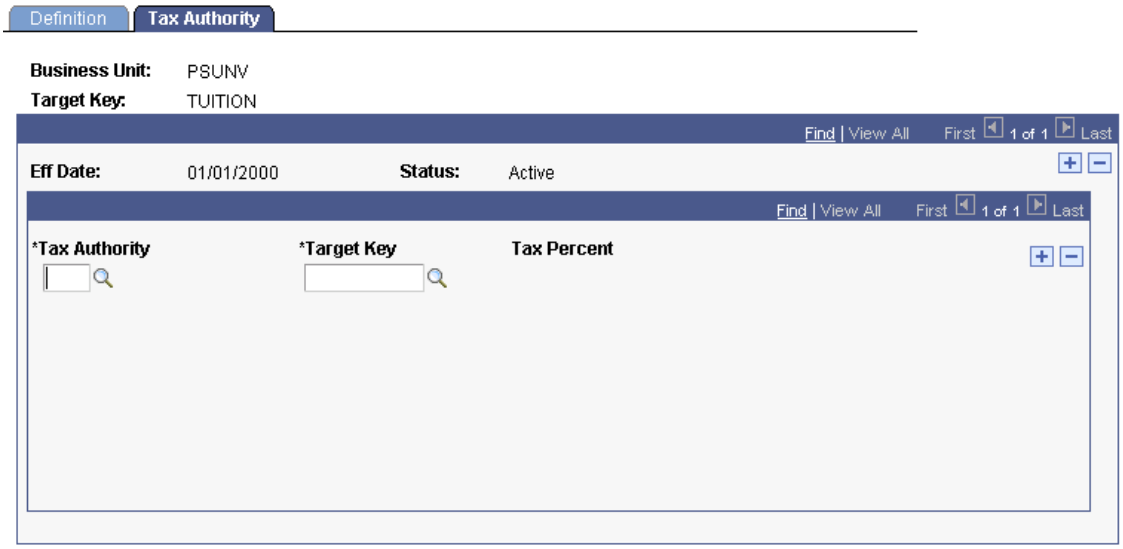
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Field or Control	Description
Item Type	If you are defining a target key for payments that post to student or corporate accounts, enter the payment item type that appears on the account when you use this target key.
Charge Priority	The system automatically populates this field with the charge priority of the item type that you entered. 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.

Linking Tax Authorities to Target Keys

Access the Target Keys - Tax Authority page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Target Keys**, and then **Tax Authority**).

This example illustrates the fields and controls on the Target Keys - Tax Authority page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Tax Authority	Enter tax authorities to attach to the target key. When you enter a tax authority, the system automatically populates the **Tax Percent** field with the appropriate percentage.

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Field or Control	Description
Target Key	Enter 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 entered 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.

Related Topics

- 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).

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. You can also enter ChartField information for tender keys, overages, and shortages.

This section discusses:

- Defining Tender Keys
- Specifying Cashiers for Tender Keys

Pages Used to Set Up Tender Keys

Page Name	Definition Name	Navigation	Usage
Tender Key	TENDER_KEY_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Tender Keys**, and then **Tender Key**	Define tender keys.
Tender Key GL	SSF_CF_WRKGRID_SEC	Click the **GL Entry** link on the Tender Key page.	Define charts of accounts for tender keys.

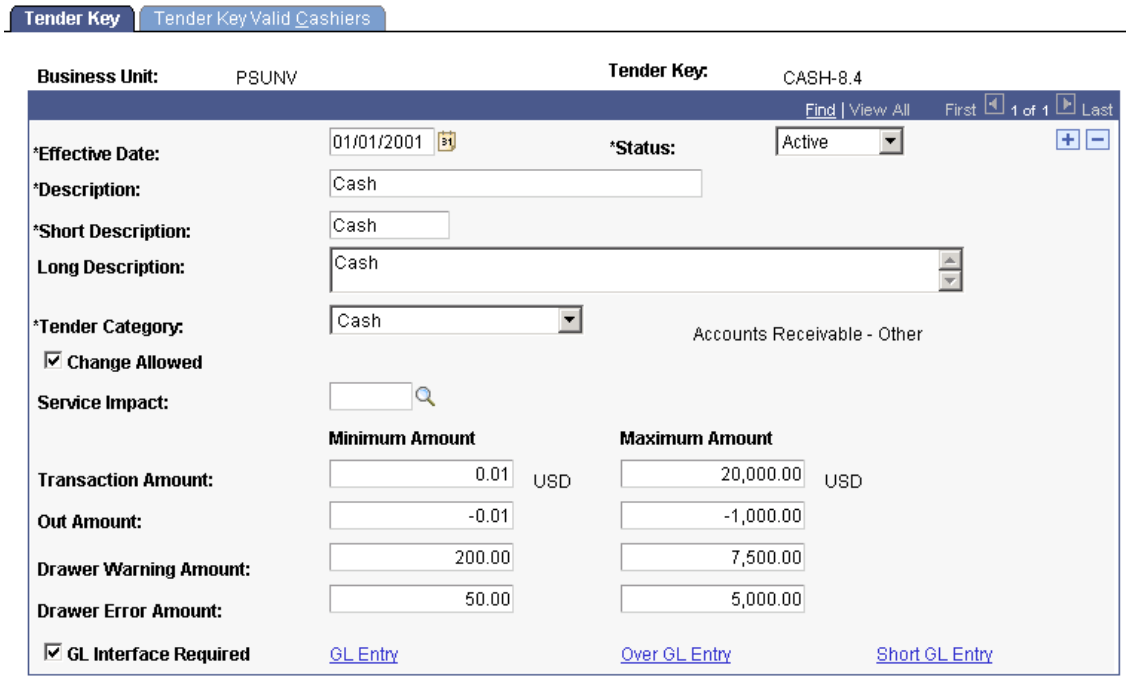
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Page Name	Definition Name	Navigation	Usage
Tender Key Over GL	SSF_CF_WRKGRID_SEC	Click the **Over GL Entry** link on the Tender Key page.	Define charts of accounts for overages.
Tender Key Short GL	SSF_CF_WRKGRID_SEC	Click the **Short GL Entry** link on the Tender Key page.	Define charts of accounts for shortages.
Tender Key Valid Cashiers	TENDER_CSHR_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Tender Keys**, and then **Tender Key Valid Cashiers**	Specify cashiers for tender keys.

Defining Tender Keys

Access the Tender Key page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Tender Keys**, and then **Tender Key**).

This example illustrates the fields and controls on the Tender Key page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Tender Category	Select the appropriate category for the tender that you are defining. When a cashier enters 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.
Service Impact	Enter 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 does not permit 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.

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Field or Control	Description
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.
GL Interface Required (general ledger interface required)	If you select the **GL Interface Required** check box, any transactions associated with this tender key must interface with the general ledger, and you must enter ChartField information on the GL Entry, Over GL Entry, and Short GL Entry 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.
GL Entry (general ledger entry)	Click the **GL Entry** link to enter in the display field 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. You can also specify a SpeedType on this page. To specify the Speed Type, click this link or one of the proceeding links and enter the SpeedType that you have already set up. For ease of use, after entering your ChartFields values, click the **Copy** button to copy them to a clipboard. You can go to any other field and use the **Paste** button to paste.
Over GL Entry (over general ledger entry)	Click the **Over GL Entry** link to enter in the display field 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.

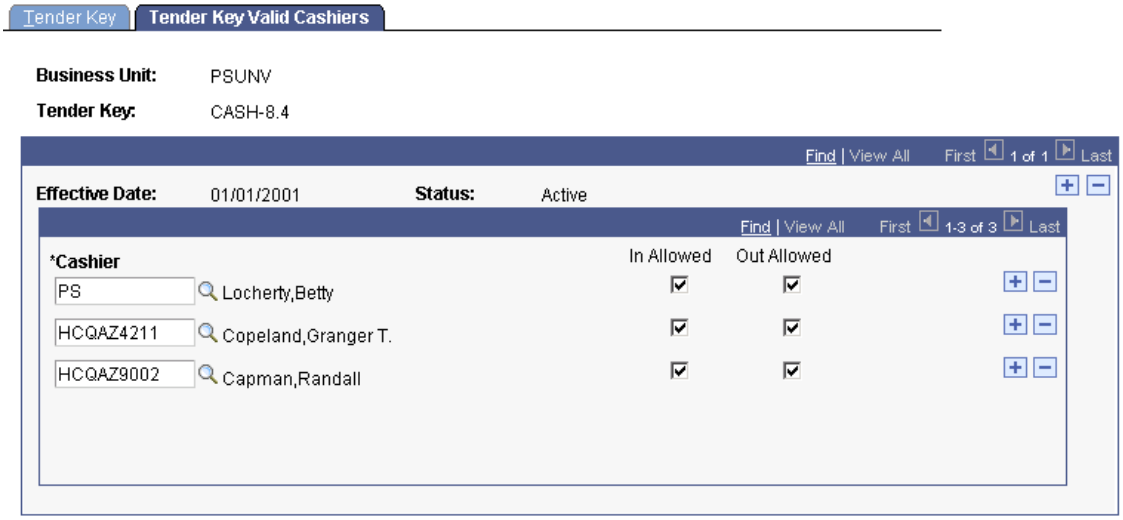
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Field or Control	Description
Short GL Entry (short general ledger entry)	Click the **Short GL Entry** link to enter in the display field the ChartField values that correspond to the general ledger account into which you record any short amounts when 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.

Specifying Cashiers for Tender Keys

Access the Tender Key Valid Cashiers page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Tender Keys**, and then **Tender Key Valid Cashiers**).

This example illustrates the fields and controls on the Tender Key Valid Cashiers page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Cashier	Enter 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.

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Setting Up for Processing Credit Cards

You use the SF Merchant page to set up the parameters that the cashiering system uses when processing credit cards.

See Setting Up SF Merchants.

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. This section lists the page used to set up void reasons.

Page Used to Set Up Void Reasons

Page Name	Definition Name	Navigation	Usage
Void Reasons	CO_VOID_REASON_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Void Reasons**	Create void reasons.

Setting Up Receipt Messages

To set up receipt messages, use the Receipt Print Messages component (MESSAGES).

This section discusses:

- Creating Receipt Messages Linked to Cashiering Offices
- Creating Receipt Messages Linked to Target Keys
- Creating Receipt Messages Linked to Tender Keys

Pages Used to Set Up Receipt Messages

Page Name	Definition Name	Navigation	Usage
Cashier Office Messages	CSH_MSG_BD	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Receipt Print Messages**, and then **Cashier Office Messages**	Create receipt messages linked to cashiering offices.

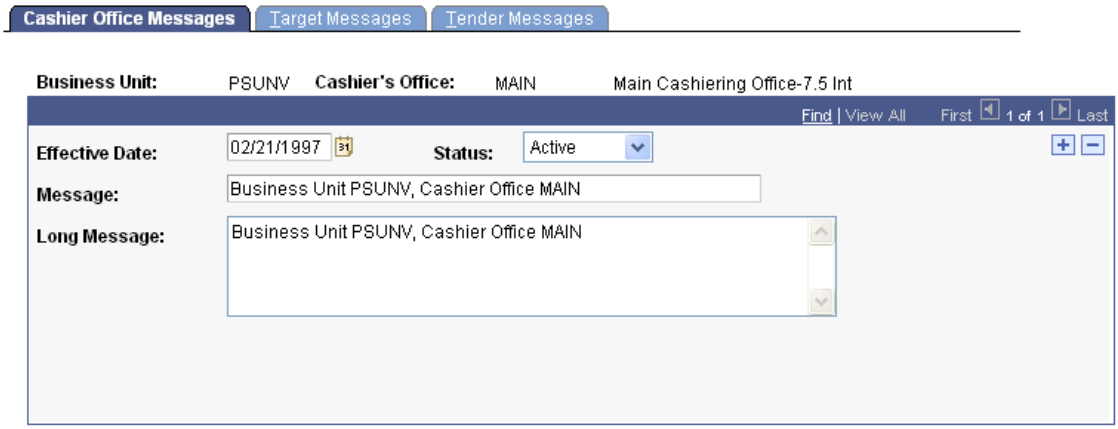
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Page Name	Definition Name	Navigation	Usage
Target Messages	CSH_MSG_TG	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Receipt Print Messages**, and then **Target Messages**	Create receipt messages linked to target keys.
Tender Messages	CSH_MSG_TN	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Receipt Print Messages**, and then **Tender Messages**	Create receipt messages linked to tender keys.

Creating Receipt Messages Linked to Cashiering Offices

Access the Cashier Office Messages page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Receipt Print Messages**, and then **Cashier Office Messages**).

This example illustrates the fields and controls on the Cashier Office Messages page. You can find definitions for the fields and controls later on this page.



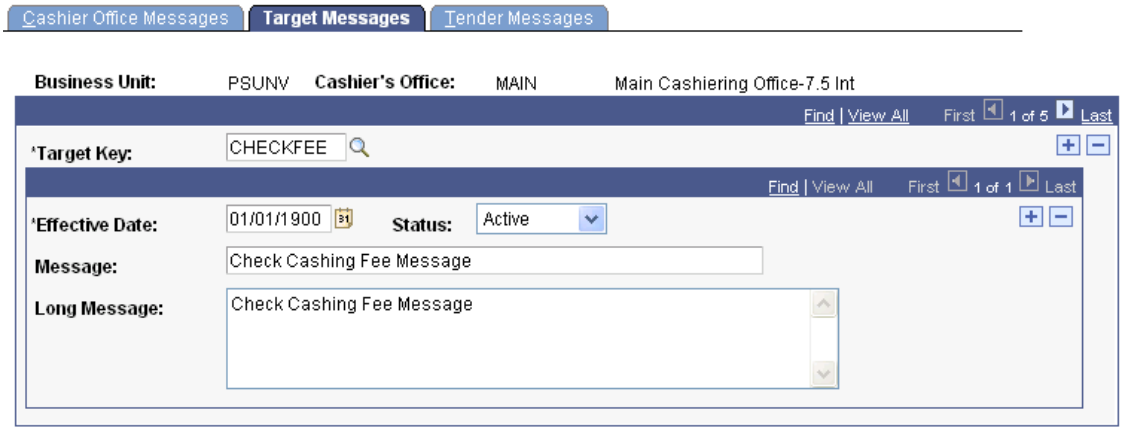
Field or Control	Description
Message	Enter the message that you want to appear on all receipts printed by this cashier office.
Long Message	Enter an optional, more detailed message.

Creating Receipt Messages Linked to Target Keys

Access the Target Messages page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Receipt Print Messages**, and then **Target Messages**).

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This example illustrates the fields and controls on the Target Messages page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Target Key	Enter 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Receipt Print Messages**, and then **Tender Messages**).

This example illustrates the fields and controls on the Tender Messages page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Tender Key	Enter 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

> **Important**
>
> Forms Engine Cashiering receipt is no longer supported.

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:

- Preparing Image Files for Uploading
- Uploading Image Files
- Setting Up Form Image Text
- Using Form Editor to Change a Receipt Title and Add an Image

Pages Used to Modify Cashiering Receipt Forms

Page Name	Definition Name	Navigation	Usage
Upload EPS Image File	FE_UPIMG_RUNCTL	**Set Up SACR**, and then **Common Definitions**, and then **Forms Engine**, and then **Process**, and then **Upload EPS Image File**	Upload image files.
Form Image Text	FE_IMAGE_TEXT	**Set Up SACR**, and then **Common Definitions**, and then **Forms Engine**, and then **Setup**, and then **Form Image Text**	Set up form image text.

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Page Name	Definition Name	Navigation	Usage
Form Editor	FORM_EDITOR	**Set Up SACR**, and then **Common Definitions**, and then **Forms Engine**, and then **Setup**, and then **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 noncached.

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 (or PS_APP_HOME, depending on your installation) 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," noninclusive.
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 Noncached Image for Uploading

If an image is noncached, Forms Engine resends it for each page on which it is printed. Preparing a noncached 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.

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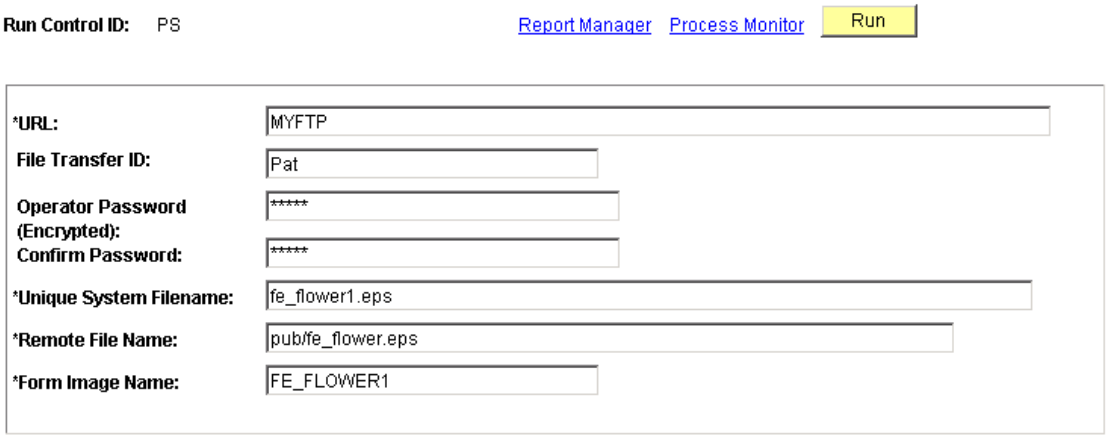
This image becomes the background image for the receipt, so place it within a white background.

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 (**Set Up SACR**, and then **Common Definitions**, and then **Forms Engine**, and then **Process**, and then **Upload EPS Image File**).

This example illustrates the fields and controls on the Upload EPS Image File page. You can find definitions for the fields and controls later on this page.



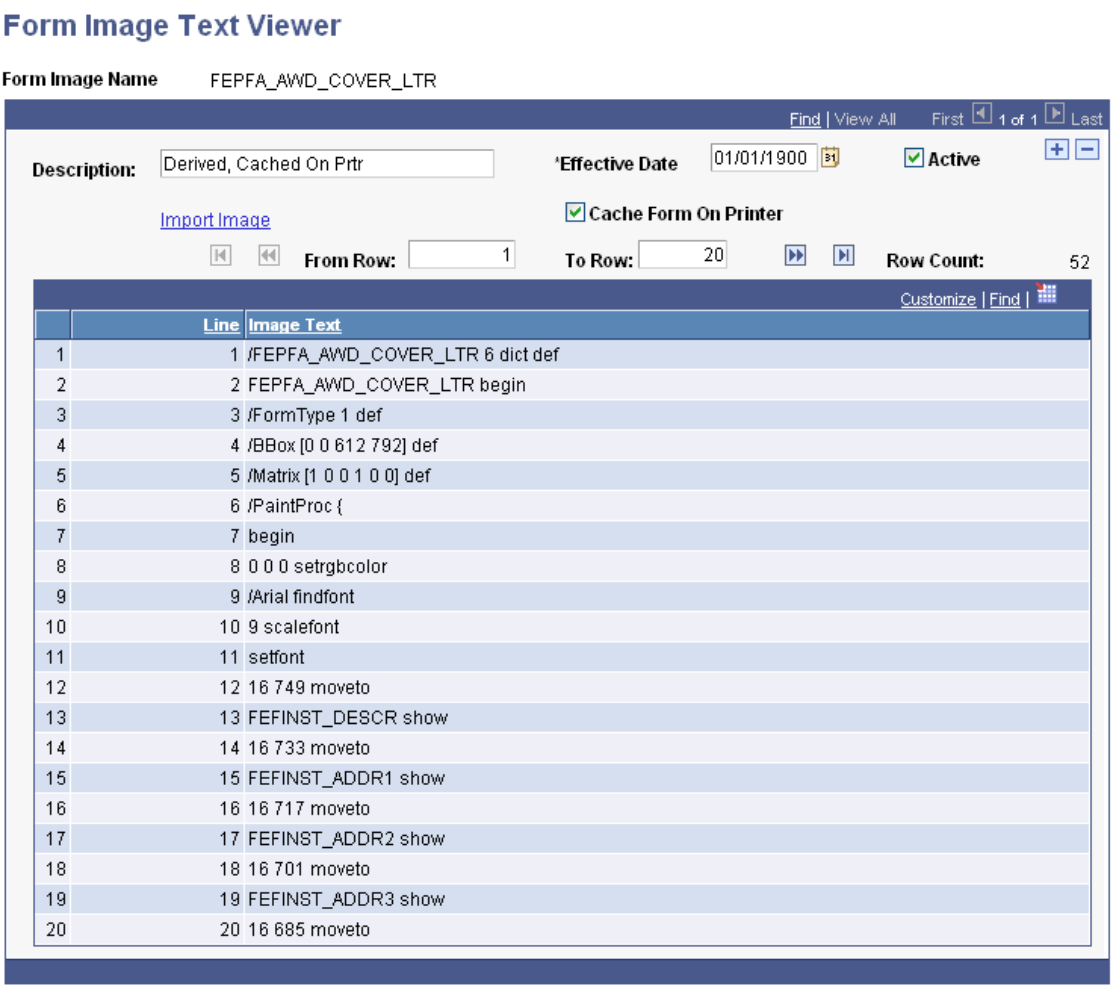
Enter the required information and run the process to upload the image to an FTP server.

Setting Up Form Image Text

Access the Form Image Text Viewer page (**Set Up SACR**, and then **Common Definitions**, and then **Forms Engine**, and then **Setup**, and then **Form Image Text**).

This example illustrates the fields and controls on the Form Image Text Viewer page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Description	Enter a description for the image.

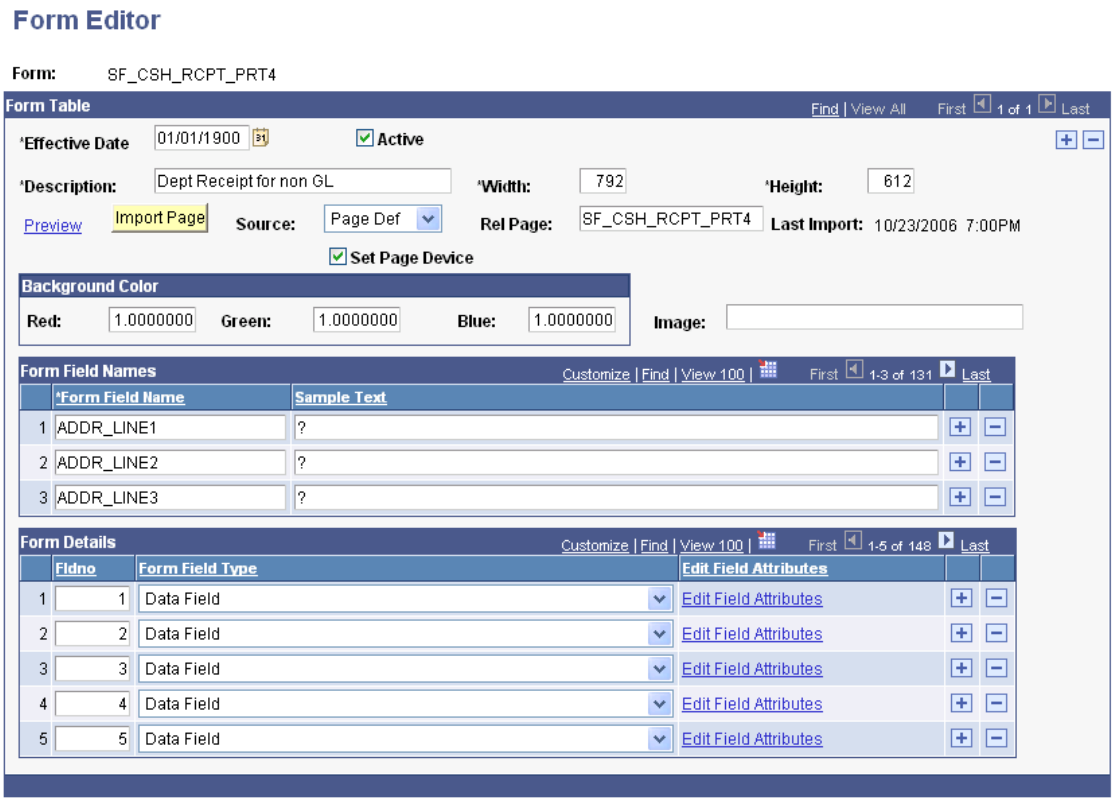
Field or Control	Description
Cache Form On Printer	Select if the image is cached. Clear if the image is noncached.

Using Form Editor to Change a Receipt Title and Add an Image

Access the Form Editor page (**Set Up SACR**, and then **Common Definitions**, and then **Forms Engine**, and then **Setup**, and then **Form Editor**).

This example illustrates the fields and controls on the Form Editor page. You can find definitions for the fields and controls later on this page.

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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. Entered 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.

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7. Click **OK** and save your changes to the form.

Adding a Noncachable Image to a Receipt

To add a noncachable image to a receipt:

1. Enter the name of the image in the **Image** field.
2. Save your changes to the form.

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Setting Up Receivables Maintenance

Defining Origins and Group Types

To define 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:

- Defining Origins
- Defining 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 that are 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 that 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

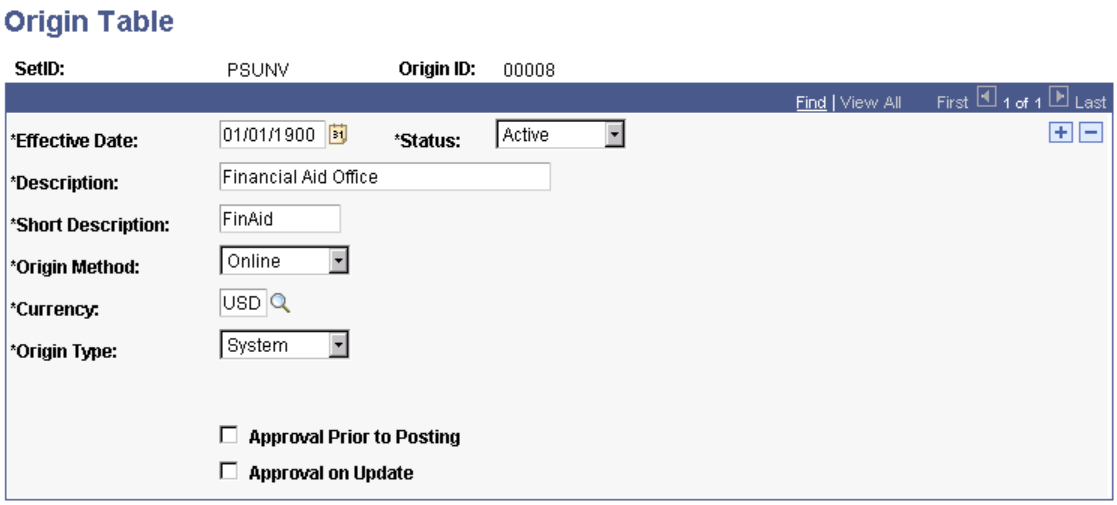
Page Name	Definition Name	Navigation	Usage
Origin Table	ORIGIN_TABLE1	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Origin Table**	Define origins.
Group Type Table	GROUP_TYPE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Group Type Table**	Define group types.

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Defining Origins

Access the Origin Table page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Origin Table**).

This example illustrates the fields and controls on the Origin Table page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Origin Method	Indicate the origin method of the transactions (how the transactions were entered into the system). Values are: *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 that is used by this origin. The default value is the base currency that you specified in your SF Business Unit setup.

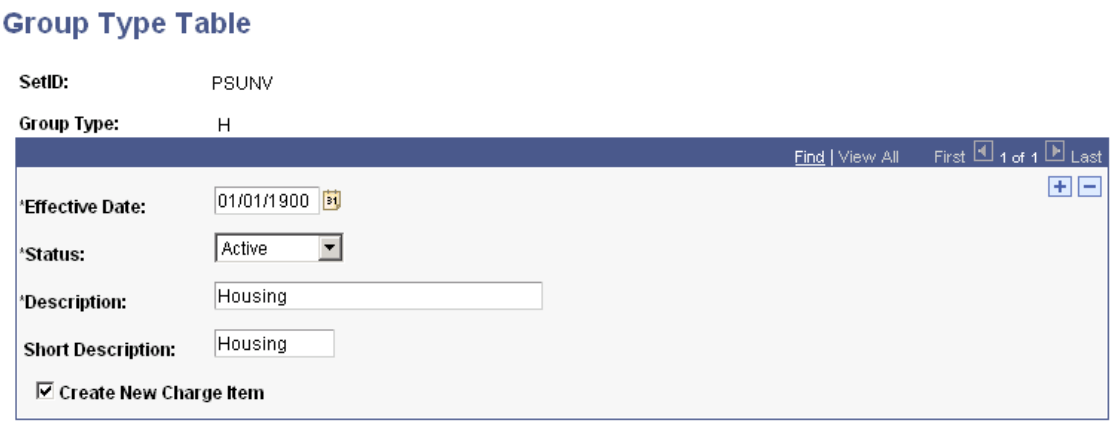
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Field or Control	Description
Origin Type	Select the origin type that describes the source of the transactions. Values are: *Department:* The origin is a department within your institution. *Individual:* The origin is an individual either from your 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 to require approval before posting transactions from this origin. **Note:** This setting doesn't apply to the Financial Aid Origin ID.
Approval on Update	Select to require approval before updating any transactions in this origin. **Note:** This setting doesn't apply to the Financial Aid Origin ID.

Defining Group Types

Access the Group Type Table page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Group Type Table**).

This example illustrates the fields and controls on the Group Type Table page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Group Type	Enter the one-character code that you want to use for the group type you are creating.

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Field or Control	Description
Create New Charge Item	Select to create a unique item for each charge transaction in the group. Clearing the check box allows the charge items to be consolidated by common_ID, item type, and term. This field appears (shaded) on the External Files run control page, the Create Group Data Entries page, and the Create Group Corp Data Entries page.

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:

- Setting Up Basic Late Fee Parameters
- Setting Up Aging Category Information for Late Fees
- Defining Late Fee Maximums and Due Dates
- Specifying Academic Programs for Late Fees

Pages Used to Set Up Late Fees

Page Name	Definition Name	Navigation	Usage
Late Fees Setup 1	LATE_FEE_TABLE1	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 1**	Set up basic late fee parameters.
Late Fees Setup 2	LATE_FEE_TABLE2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 2**	Set up aging category information for late fees.
Late Fees Setup 3	LATE_FEE_TABLE3	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 3**	Define late fee maximums and due dates.

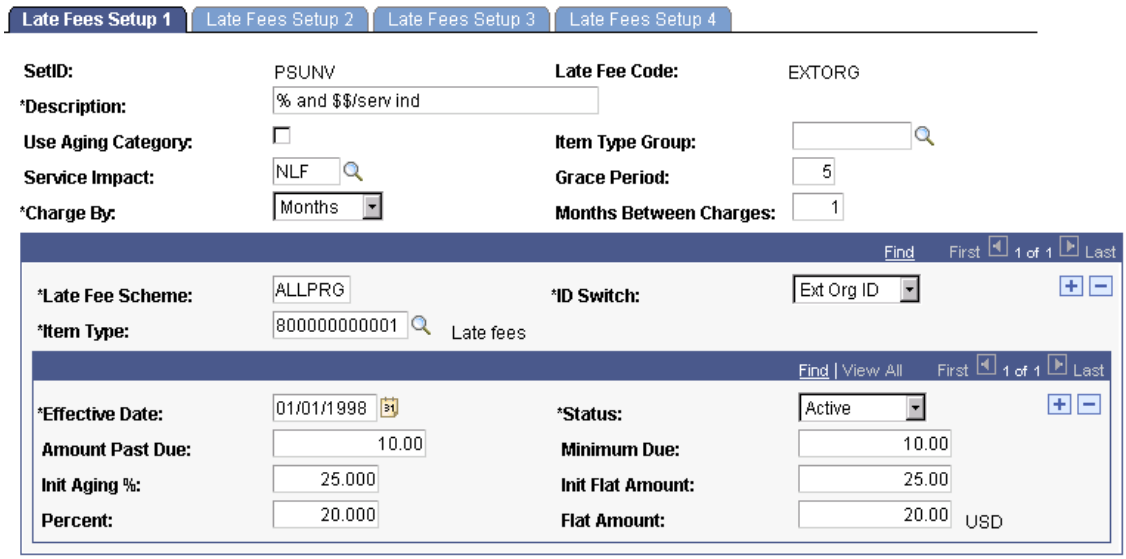
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Page Name	Definition Name	Navigation	Usage
Late Fees Setup 4	LATE_FEE_TABLE4	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 4**	Specify academic programs for late fees.

Setting Up Basic Late Fee Parameters

Access the Late Fees Setup 1 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 1**).

This example illustrates the fields and controls on the Late Fees Setup 1 page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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 Student Financials 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.

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Field or Control	Description
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 becomes zero by default if you do not enter a grace period value.
Charge By	**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 require substantial programming effort. Select a charge-by value to represent the frequency that you charge late fees. Values are: *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 that 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 load rules, academic load rules, or both. 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 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 require 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 these methods.

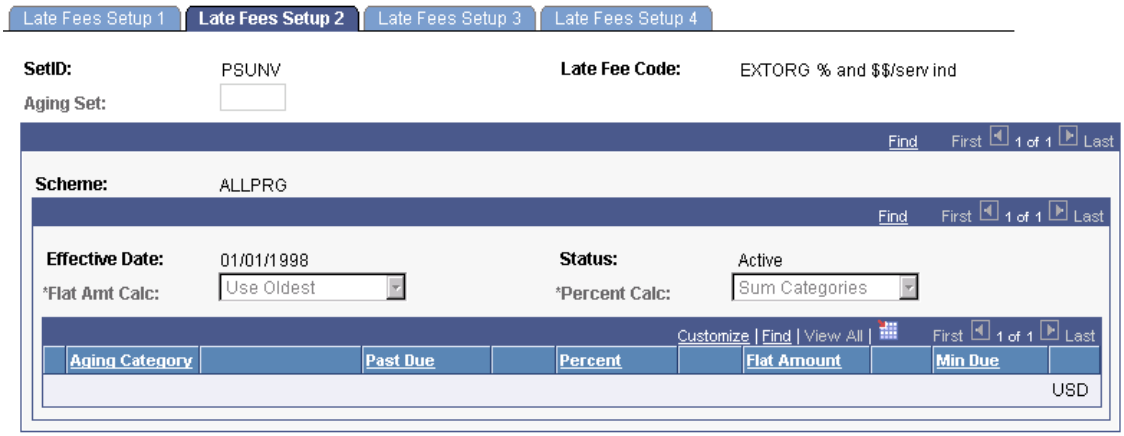
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Field or Control	Description
Amount Past Due	Enter an amount past due for this late fee. This is the minimum amount that a charge must be past due before the system assesses a late fee.
Minimum Due	Enter a minimum due amount for this late fee. This 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 that 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 that 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 2**).

This example illustrates the fields and controls on the Late Fees Setup 2 page. You can find definitions for the fields and controls later on this page.



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> **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 are unavailable.

Field or Control	Description
Aging Set	Enter the aging set for this late fee.
Flat Amt Calc (flat amount calculation)	Select to calculate late fees using flat amounts. Values are: *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. Values are: *Use Oldest:* Select to calculate late fees based on the sum of the outstanding charges multiplied by the percentage that is 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 these methods.

Field or Control	Description
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, flat amount, or both of late fees that the system assesses.
Min Due (minimum due)	Enter the minimum due for the minimum late fee due.

Related Topics

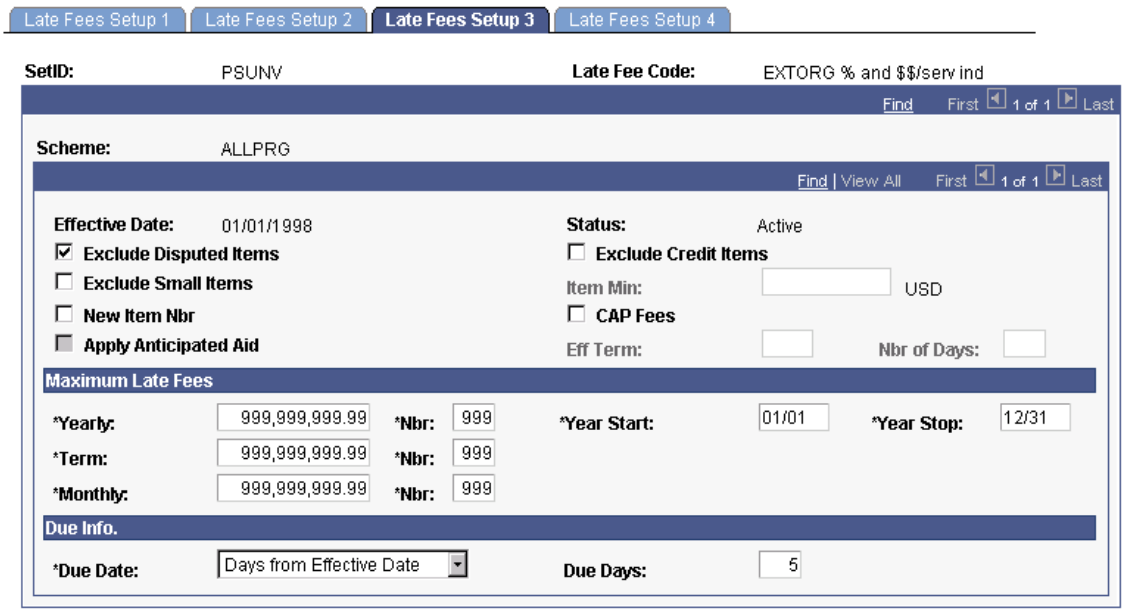
- Setting Up Aging Sets
  To set up aging sets, use the Aging Set component (AGING_TABLE).

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Defining Late Fee Maximums and Due Dates

Access the Late Fees Setup 3 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 3**).

This example illustrates the fields and controls on the Late Fees Setup 3 page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Exclude Disputed Items	Select to exclude items that are being disputed from late fee charges.
Exclude Credit Items	Select to disregard items with a credit balance from calculation of late fee charges.
Exclude Small Items and **Item Min** (item minimum)	Select 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.

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Field or Control	Description
New Item Nbr (new item number)	Select 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 see three separate entries for late fees. If you clear this option, all late fees appear as one entry on the student's account (although you can drill down to see the assessment detail).
CAP Fees (capitalize fees)	Select 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	Select if you want to reduce the amount of overdue charges by anticipated financial aid.
Eff Term (effective term)and **Nbr of Days** (number of days)	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 charge

Maximum Late Fees

Field or Control	Description
Yearly, Term, and **Monthly**	On a yearly, term, and monthly basis, enter the maximum monetary 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 and day for the year start and year stop that defines your institution's time span.

Due Info (due information)

Field or Control	Description
Due Date	**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 require substantial programming effort. Select a due date option to establish the payment due date for late charges. Values are: *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.

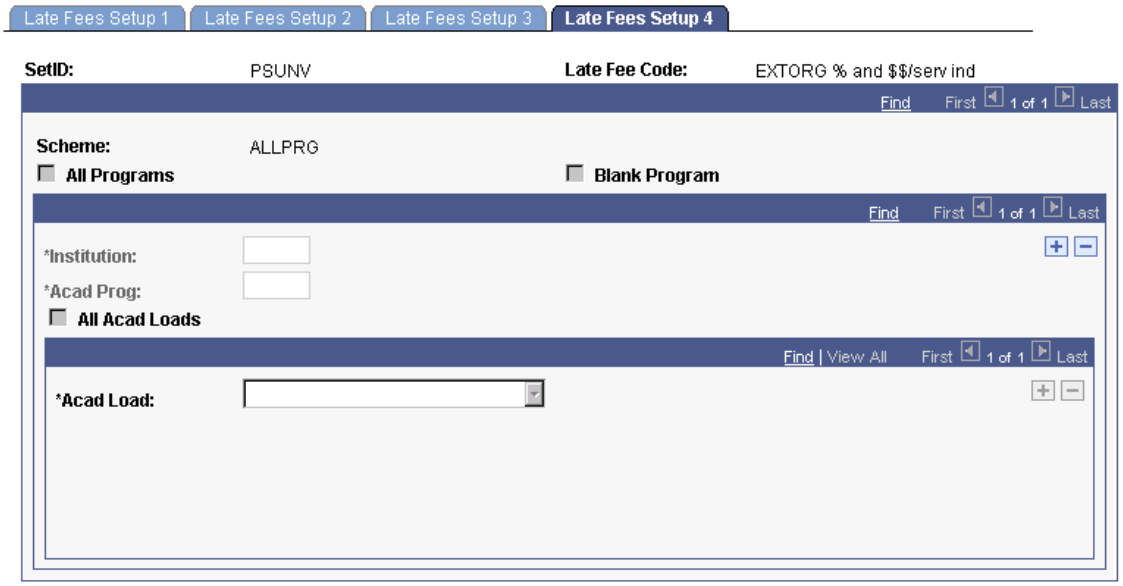
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Field or Control	Description
Due Days	Enter the number of days after the due date that you want late fee charges to be due. **Note:** This field is not available if you select *Null Value* in the **Due Date** field.

Specifying Academic Programs for Late Fees

Access the Late Fees Setup 4 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Setup 4**).

This example illustrates the fields and controls on the Late Fees Setup 4 page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
All Programs	Select 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** (academic program), **All Acad Loads** (all academic loads), and **Acad Load** (academic load) fields become unavailable.
Blank Program	Select if a late fee scheme applies to a nonstudent without an academic program, such as a faculty member who is not enrolled in your institution as a student.

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> **Note**
>
> A late fee scheme can apply to both students and nonstudents, so you may have a late fee scheme for which you select both **All Programs** and **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.

Field or Control	Description
Institution	Enter an institution for this late fee scheme.
Acad Prog (academic program)	Enter an academic program for this late fee scheme.
All Acad Loads (all academic loads)	Select 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 Late Fees - Billing

This section provides an overview of late fees – billing and discusses how to defining Late Fees - Billing Parameters.

Understanding Late Fees Billing

To supplement the Late Fees process, Campus Solutions offers an alternative Late Fees calculation process

While Late Fees uses past-due amounts, aging categories, or both to calculate late fees, Late Fees - Billing compares the amount due from a specified billing record with the amount of payments or credits on the account. If the payments or credits are less than the amount due, the student is assessed a late fee.

Late Fees - Billing enables you to:

- Define which payments or credits are considered in the calculation, using Item Type Group.
- Define a threshold amount for which, the account is not assessed the late fee if the unpaid balance is less than this threshold.

> **Note**
>
> You must select either the Late Fees method or the Late Fee — Billing method, but not both, at the Business Unit level as the method for calculating and processing late fees.

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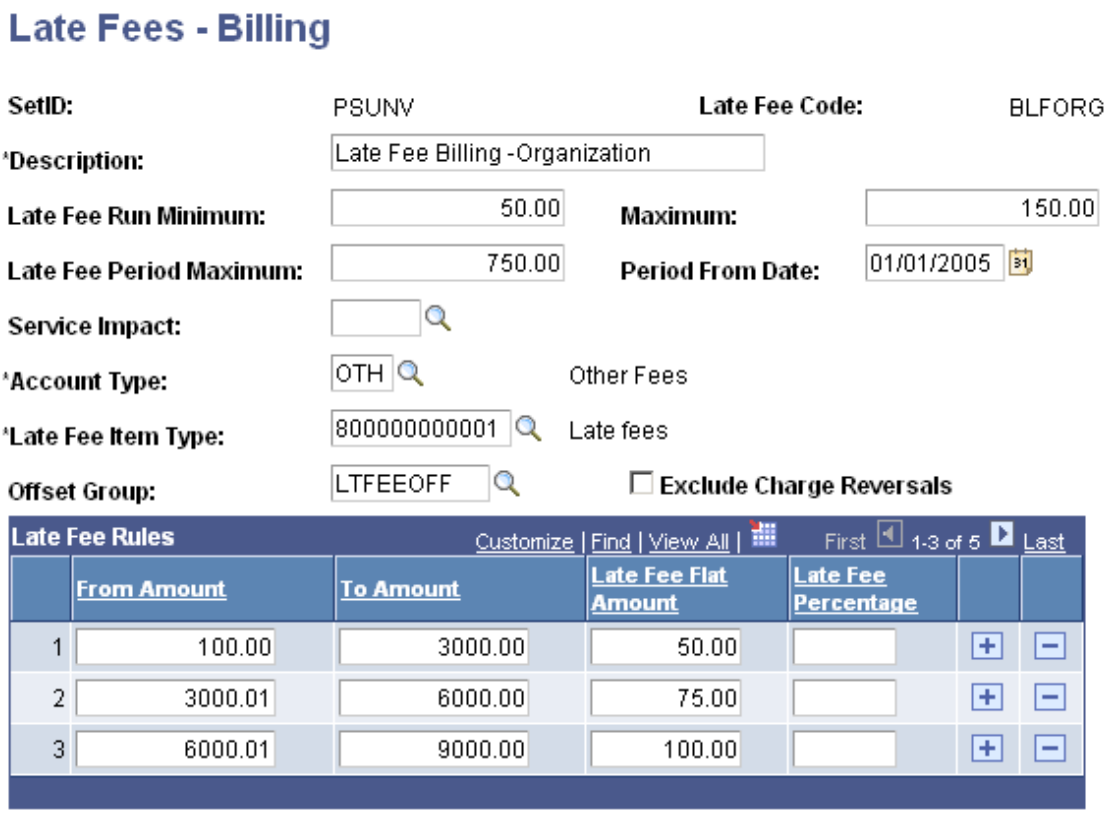
Page Used to Set Up Late Fees - Billing

Page Name	Definition Name	Navigation	Usage
Late Fees - Billing	SSF_LATE_FEE_CD	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees — Billing**	Set up parameters for late fees - billing.

Set up Late Fees - Billing Parameters

Access the Late Fees - Billing page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees - Billing**).

This example illustrates the fields and controls on the Late Fees - Billing page.. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Late Fee Run Minimum	Enter a minimum balance for the run.

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Field or Control	Description
Maximum	Enter a maximum balance for the run.
Late Fee Period Maximum	Enter a maximum late fee amount for the period.
Period From Date	**Note:** Indicate the from date to be used for determining previously assessed late fees (part of period maximum calculation).
Service Impact	Enter a positive service impact to prevent late fee assessment
Account Type	Indicate the account type to be used to post the late fee.
Late Fee Item Type	Indicate the item type to be used to post the late fee.
Offset Group	Enter the offset item group to be used to identify credits that should be applied for processing.
Exclude Charge Reversals	Select to indicate whether reversals should be included when the system is determining the charge adjustments. These are charge reversals from charges that have already been billed.

Late Fee Rules

Field or Control	Description
From Amount	Identify a minimum amount for the range.
To Amount	Identify a maximum amount for the range.
Late Fee Flat Amount	Optionally, indicate a flat amount for the late fee. You must have at least the flat amount or the percentage set up.
Late Fee Percentage	Optionally, indicate a percentage amount for the late fee.

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:

- Defining Basic File Layout Parameters
- Defining Field Positions and Lengths
- Defining 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.

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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 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	Definition Name	Navigation	Usage
Record Types	BNK_RCN_INP_LAY1	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**	Define basic file layout parameters.
Field Details 1	BNK_RCN_INP_LAY4	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**, and then **Field Details 1**	Define the first set of field positions and lengths.
Field Details 2	BNK_RCN_INP_LAY5	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**, and then **Field Details 2**	Define the second set of field positions and lengths.
Field Details 3	BNK_RCN_INP_LAY6	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**, and then **Field Details 3**	Define the third set of field positions and lengths.

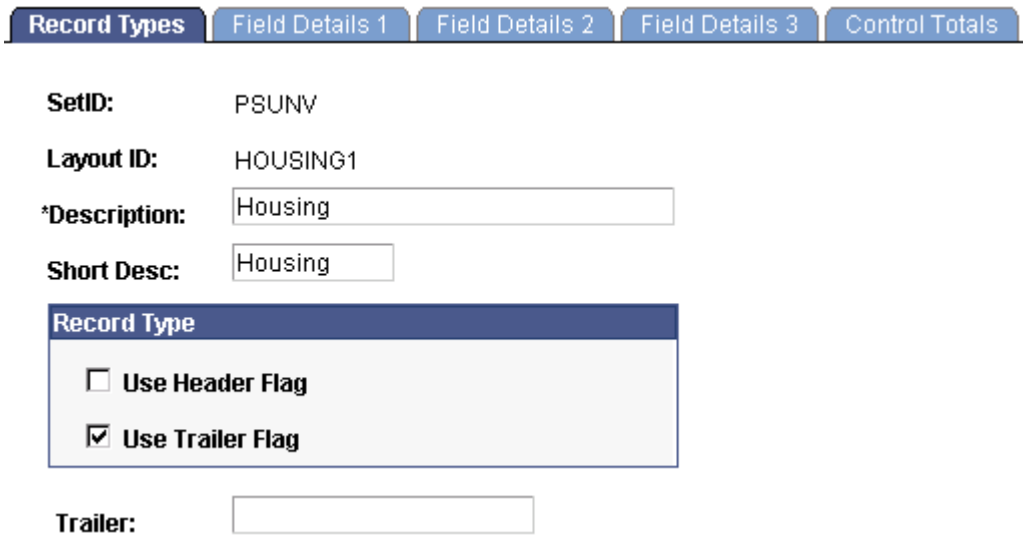
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Page Name	Definition Name	Navigation	Usage
Control Totals	BNK_RCN_INP_LAY2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**, and then **Control Totals**	Defining locations and lengths of control data.

Defining Basic File Layout Parameters

Access the Record Types page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**).

This example illustrates the fields and controls on the Record Types page. You can find definitions for the fields and controls later on this page.



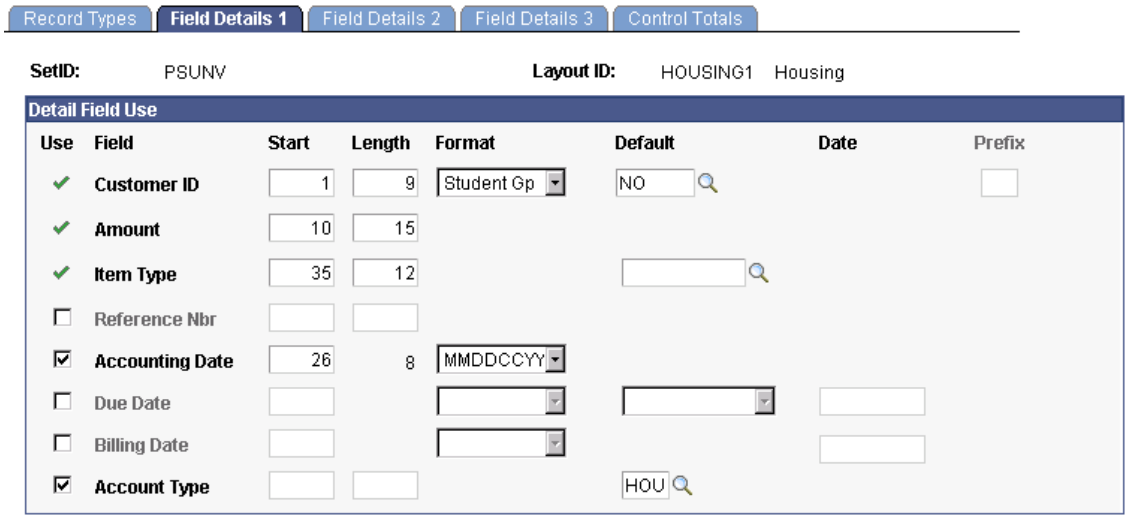
Field or Control	Description
Use Header Flag and **Use Trailer Flag**	Select to indicate to the system to look for information in the header position, trailer position, or both.
Trailer	Enter any specific information that you want included in the file trailer.

Defining Field Positions and Lengths

Access the Field Details 1 page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**, and then **Field Details 1**).

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This example illustrates the fields and controls on the Field Details 1 page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> Use the Field Details 2 page and the Field Details 3 page to define positions and lengths for additional fields.

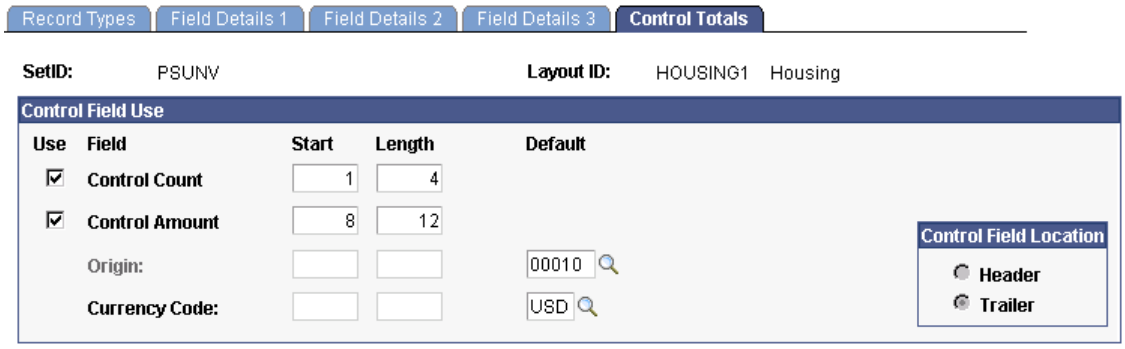
Field or Control	Description
Use	To activate a field, select the **Use** check box next to it. The **Customer ID**, **Amount,** and **Item Type** fields are required.
Start and **Length**	Enter the start position and length for any applicable fields.
Format	Enter the format for any applicable fields.
Default	Enter 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 (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **External File Layouts**, and then **Record Types**, and then **Control Totals**).

This example illustrates the fields and controls on the Control Totals page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Use	To activate a field, select the **Use** check box next to it.
Start and **Length**	Enter the start position and length for any applicable fields.
Default	Enter the default for any applicable fields.

Control Field Location

Field or Control	Description
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	Definition Name	Navigation	Usage
Item Reasons	LINE_REASON_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Item Reasons**	Set up item reasons.

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Setting Up Receivables Collection

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 that are necessary to set up the 3Cs for collection purposes can be accessed through the Collect Receivables menu in Student Financials.

See *PeopleSoft Applications User's Guide*, Using Workflow.

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 (BUSINESS_UNIT_SF). 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

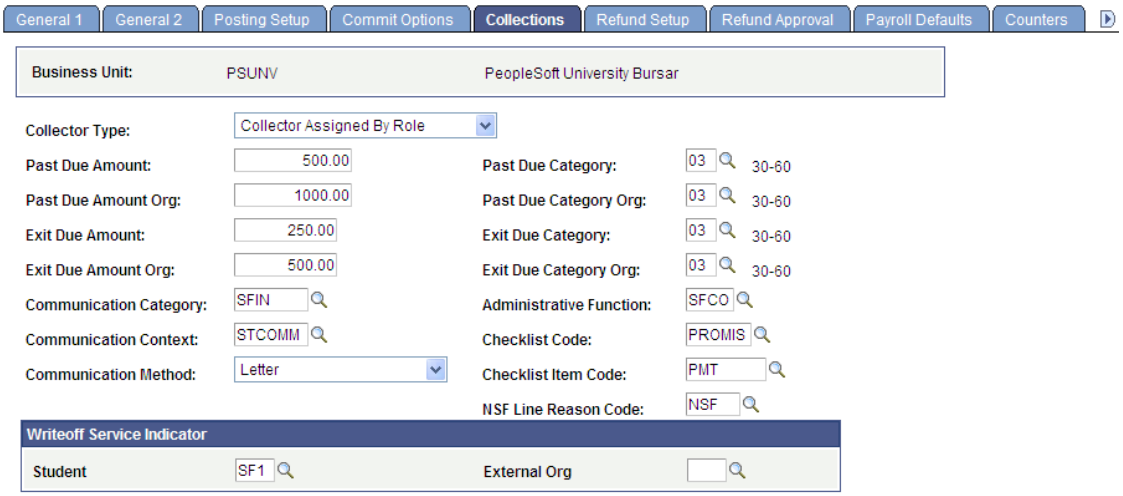
Page Name	Definition Name	Navigation	Usage
Collections	BUS_UNIT_TBL_SF7	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Collections**	Define collection rules for business units.

Defining Collection Rules for Business Units

Access the Collections page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Collections**).

This example illustrates the fields and controls on the Collections page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Collector Type	Assign the collector type by role or by user ID. Values are: *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 that 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 that 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 remains in collection. This selection is limited to accounts of individuals.

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Field or Control	Description
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 that the account has been past due is beyond the range of the exit due category, the account remains in collection. This selection is limited to organization accounts.
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 who are responsible for recovering checks that are returned for insufficient funds.
Writeoff Service Indicator	Select a write-off service indicator to use if a collection balance is written off. Service indicators are available for students and external organizations. The service indicator code is automatically applied to all customer accounts that you write off, and the service limitations that you define for this code are applied to the customer.

See:

- *PeopleTools: Workflow Technology*, Defining Roles and Users
- Campus Community Fundamentals: Understanding Communications, Checklists, and Comments

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.

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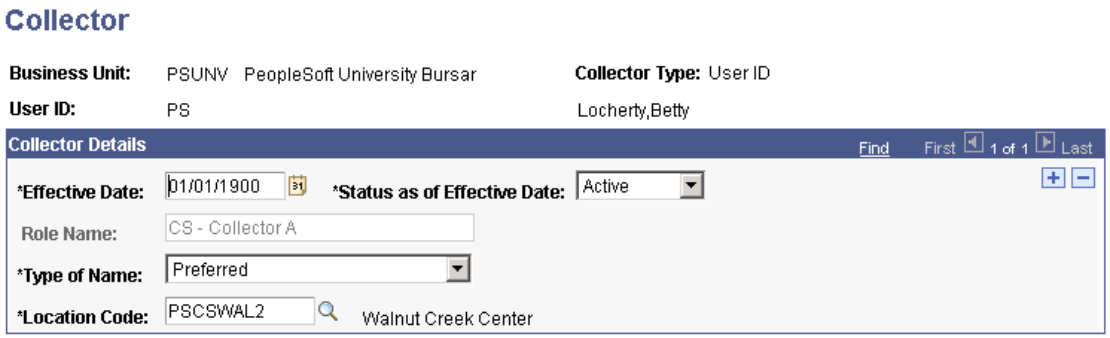
Page Used to Set Up Collectors

Page Name	Definition Name	Navigation	Usage
Collector	COLLECTOR_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Collector**	Define collectors.

Defining Collectors

Access the Collector page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Collector**).

This example illustrates the fields and controls on the Collector page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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 that is 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:

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- Setting Up Student Collection Criteria
- Setting Up Organization Collection Criteria

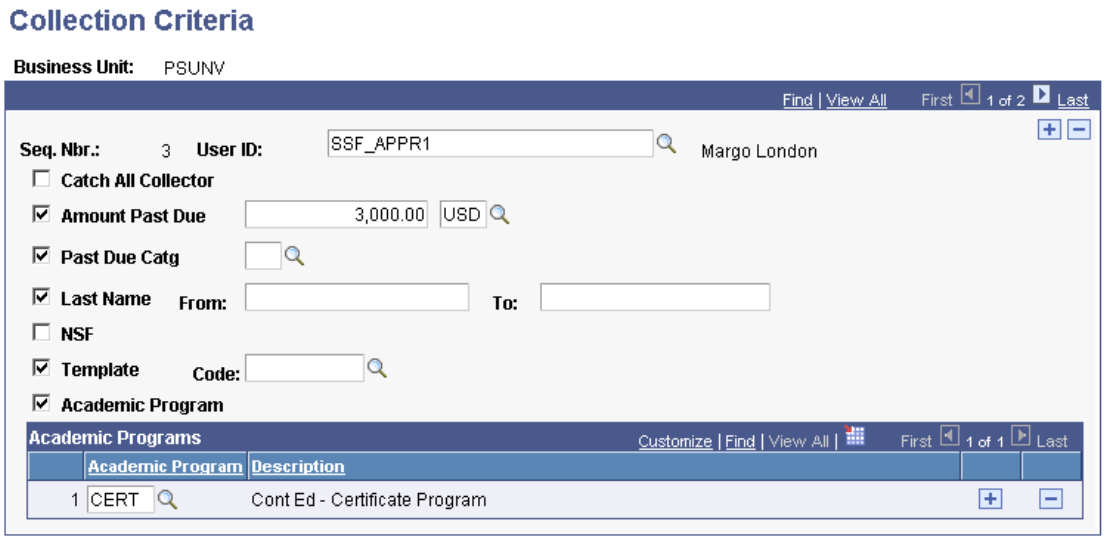
Pages Used to Set Up Collection Criteria

Page Name	Definition Name	Navigation	Usage
Collection Criteria	COLL_CRITER_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Collection Criteria**	Set up student collection criteria.
Corporate Collection Criteria (corporation collection criteria)	COLL_CRITER_ORG	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Corporate Collection Criteria**	Set up organization collection criteria.

Setting Up Student Collection Criteria

Access the Collection Criteria page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Collection Criteria**).

This example illustrates the fields and controls on the Collection Criteria page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
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 that 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 that 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 who fall within the range of last names that 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 that are 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 that are 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 that you specify in the **Academic Programs** scroll area. This scroll area appears only if you select the **Academic Programs** check box.

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> **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 monetary amounts first. This ensures that the high monetary collections are assigned to the collector who can best handle them. For example, suppose that you establish collection criteria with a sequence number of 1 with an amount past due of 100.00 and a past due category 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 that were 30−60 days past due. A collector linked to collection criteria with a minimum past due amount that is 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 Corporate Collection Criteria page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Corporate Collection Criteria**).

Except for the **Description** check box and the lack of the **Academic Program** check box, this page is identical to the Collection Criteria page.

Field or Control	Description
Description	Select to assign collection items to this collector only for organizations that fall within the range of names that you specify in the **From** and **To** fields that appear to the right of the check box when you select it.

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	Definition Name	Navigation	Usage
Reason In	REASON_IN_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Reason In**	Set up reason in codes that identify why the system moved an item into collections.

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Page Name	Definition Name	Navigation	Usage
Reason Out	REASON_OUT_SF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **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	Definition Name	Navigation	Usage
Follow Up Table	FOLLOWUP_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **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 that 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

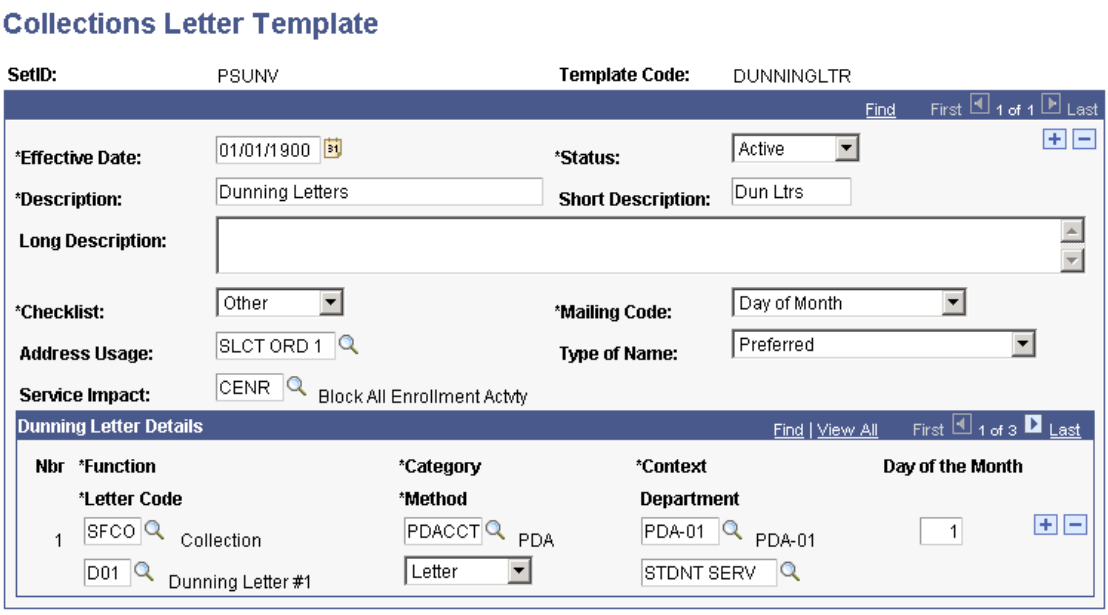
Page Name	Definition Name	Navigation	Usage
Collections Letter Template	COLL_LTRTMP_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Collection Letter Template**, and then **Collection Letter Template**	Define collection letter templates.

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Defining Collection Letter Templates

Access the Collections Letter Template page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Collections**, and then **Collection Letter Template**, and then **Collection Letter Template**).

This example illustrates the fields and controls on the Collections Letter Template page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Checklist	Select the type of checklist with which you want to associate this collections letter template.
Mailing Code	Select the method that the system uses to determine the schedule for sending out the different dunning letters that 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 that is associated with this letter template has been in the collections system.

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Field or Control	Description
Address Usage	Enter the method that the system uses to determine the addresses to which it sends dunning letters.
Type of Name	Select the type of name that the system uses when addressing the dunning letters.
Service Impact	Select the service impact that tells the dunning letter process to bypass a student. The existence of this service impact in srvc_ind_data prevents the student from receiving dunning letters.

Dunning Letter Details

Specify details for each dunning letter that is attached to the template.

Field or Control	Description
Nbr (number)	Indicates the number of the dunning letter with respect to all the dunning letters that you attach to the template.
Function	Enter the administrative function that you want to associate with the dunning letter.
Category	Enter the communication category that you want to associate with this dunning letter.
Context	Enter the communication context that you want to associate with the dunning letter.
Day of the Month	The system compares the number that 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, suppose that you enter *15* in this field and run the Collections Dunning Letter process on 07/18/2005. Because the day that 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 that are 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 that you enter in this field.
Letter Code	Enter the code of the standard letter that you want to associate with this dunning letter.
Method	Enter the method of communication for the dunning letter.
Department	Enter the department that is associated with the dunning letter.

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Insert rows to associate additional dunning letters with the collections letter template. In this way, you can create a schedule for sending out multiple dunning letters. For example, suppose that 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 that you set up here.

Related Topics

- Campus Community Fundamentals: Understanding Checklists

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15

Setting Up Tax Form Production

Common Element Used to Set Up Tax Form Production

Field or Control	Description
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:

- Setting Up a TIN
- Setting Up Valid Citizenship Statuses

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.

   For the Student Financials system to determine whether 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.

Related Topics

- 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).

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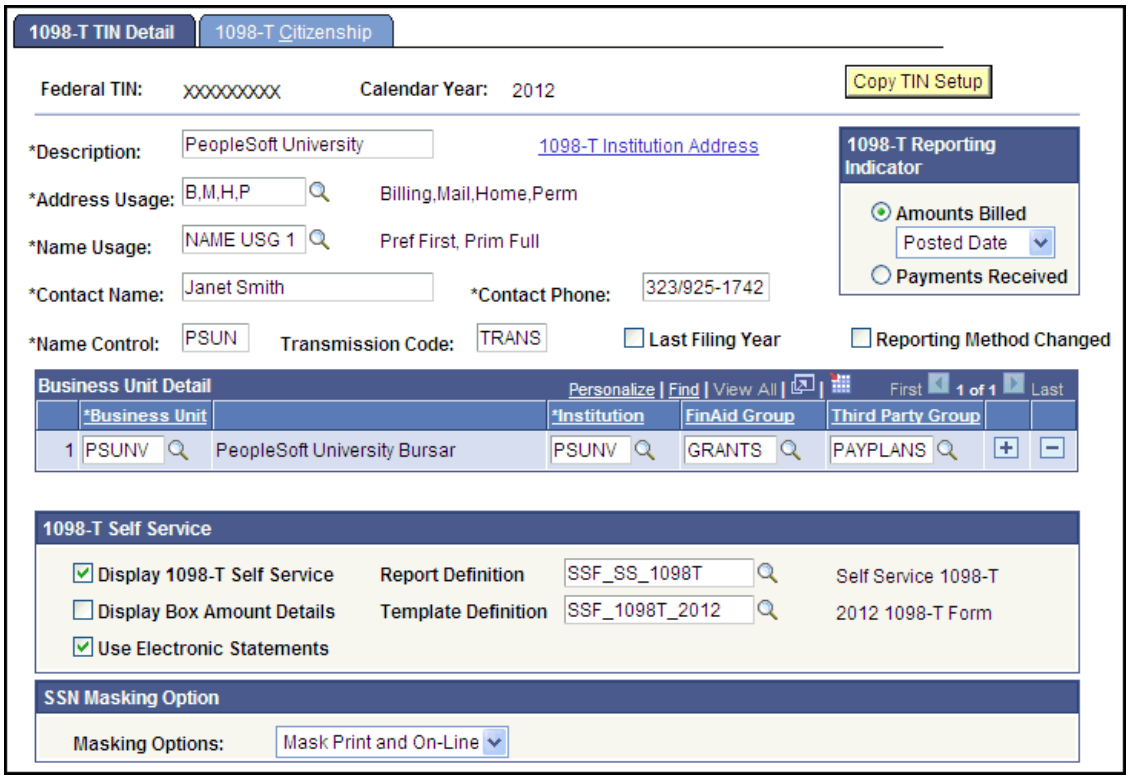
Pages Used to Set Up 1098-T Tax Form Production

Page Name	Definition Name	Navigation	Usage
1098-T TIN Detail	SF_1098_INST	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Taxes**, and then **1098-T TIN Table**	Set up a TIN.
1098-T Citizenship	SF_1098_INST_CIT	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Taxes**, and then **1098-T TIN Table**, and then **1098-T Citizenship**	Set up valid citizenship statuses.
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 Detail page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Taxes**, and then **1098-T TIN Table**, and then **1098-T TIN Detail**).

This example illustrates the fields and controls on the 1098-T TIN Detail page. You can find definitions for the fields and controls later on this page.



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You set up TINs each year.

Field or Control	Description
Copy TIN Setup	Click to copy the TIN setup data from a previous year into the TIN that 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 this TIN.
Address Usage	Select the logic that the system uses to select the student address that prints on each 1098-T form.
Name Usage	Enter the logic that 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 the name has only two words.
Transmission Code	To file 1098-T tax forms with the Internal Revenue Service (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, you are assigned 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.
Reporting Method Changed	Select this check box if you have changed your method of reporting (payments received or amounts billed) from the previous year.

Business Unit Detail

Select the business units that you want to include under the TIN.

Field or Control	Description
Business Unit	Enter 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 that is associated with the business unit that you select.

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Field or Control	Description
Institution	Enter the institution that is 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)	Enter the item type group that is used to identify items that are related to financial aid. The system uses this group to calculate the value of Box 5 on the 1098-T form. Waiver item types can be designated as financial aid, and do not offset reported tuition in Box 1 or 2. The **Do not Offset Reported Tuition** check box on the Amount Edits page of the Item Type setup component allows only Waiver item types to be reported as financial aid as long as the item type exists in the tree node that is used in the Item Type Group. **Note:** The financial aid item type group should contain only scholarships, grants, and fellowship item types. You can also use waiver item types if you select the **Do not Offset Reported Tuition** check box for the item type. This item type group must also include the Third Party Contract credit tree node. See Defining Transaction Amount and Tax Form Parameters for Item Types.
Third Party Group	Enter 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.

1098-T Self Service

Select the self-service options that you want to include under the TIN.

Set up the report template each year when the new TIN record is created.

Field or Control	Description
Display 1098-T Self Service	Select to enable students to see a given year on the Selection page. Selecting the check box causes the TIN for this calendar year to appear in self service. Clear this check box to restrict this tax year from appearing in self service. Use the **Report Definition** field to identify the associated XML Publisher template.

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Field or Control	Description
Display Box Amount	Select to enable students to access the details for each box amount that appears on the View 1098-T page in Student Financials self-service. Box amounts are the numbered and named boxes on the 1098-T form that contain amounts such as Payments Received. This check box is only available when the **Display 1098-T Self Service** check box is selected.
Use Electronic Statements	Use this setting in batch to decide whether a paper copy should be printed. This setting is also used online to decide whether to show the consent message/button in self service. Selecting this check box means that the student can consent to receive the 1098-T form electronically (online using self service) rather than receiving a printed copy. The student must consent to receive the 1098-T electronically; otherwise, the form continues to be printed by means of the batch process and mailed to the student. To transmit the 1098-T to the IRS, the 1098-T form must either be printed, or the student must consent to receive the 1098-T form electronically. Use the **Template Definition** field to identify the associated XML Publisher template.

SSN Masking Options

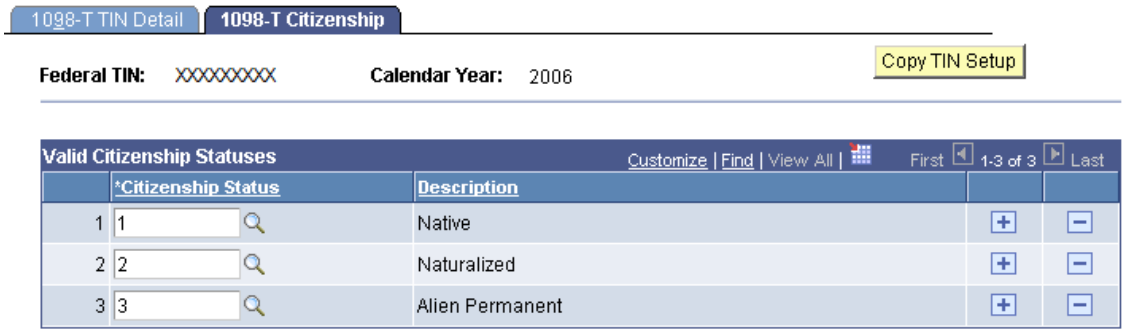
Field or Control	Description
Masking Options	• Mask On-Line - Select this option to mask the first 5 digits of the SSN on the self-service PDF form. • Mask Print - Select this option to mask the first 5 digits of the SSN on print and extract SQRs. • Mask Print and On-line - Select this option to mask the first 5 digits of the SSN on both print and extract SQRs and the self service PDF form. • No Masking - Select this option to show the entire SSN on both print and extract SQRs and the self service PDF form. **Note:** The 1098T Transmittal File *always* includes the full, unmasked SSN.

Setting Up Valid Citizenship Statuses

Access the 1098-T Citizenship page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Taxes**, and then **1098-T TIN Table**, and then **1098-T Citizenship**).

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This example illustrates the fields and controls on the 1098-T Citizenship page. You can find definitions for the fields and controls later on this page.



Set up valid citizenship statuses so that a 1098-T is produced only for those statuses listed.

Setting Up T2202 Tax Form Production

> **Note**
>
> If you implement Campus Solutions and a separate instance of PeopleSoft Human Capital Management/Payroll, you cannot use T4A production.
>
> For information on managing processes that require data from both applications, see Campus Solutions-HCM / Payroll Integration: Student Financials Impacts on My Oracle Support (ID 1464024.1).

To set up Student Financials for T2202 data generation, you must designate item types as T2202 eligible tuition and offsets. For Student Financials to calculate tuition amounts for each T2202 form, it totals the amounts of any item types on the student's account that you designated as T2202 eligible. In addition, you must identify any waivers that offset T2202 eligible tuition so that the system accurately calculates the tuition amount that appears on your T2202 forms. Check boxes on the Amount Edits setup page enable you to identify item types as T2202 eligible tuition or as T2202 offsets.

Related Topics

- 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).

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Processing ePayment Transactions

Understanding ePayment Transactions

PeopleSoft Student Financials enables your institution to receive payments for charges by eCheck or credit card through cashiering and over the web using self-service functionality. The rules that your institution defines for accepting, verifying, and authorizing transactions are established when you set up your Student Financials (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 real time or batch authorization, your system transfers the credit card number and payment request to the payment provider.
2. The payment provider routes the transaction to the merchant bank and then to the credit card company.
3. The credit card provider 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 provider, then transfers the result back to you.
5. Your system generates a capture request in real time or in batch. It routes the capture 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 payment provider.
2. The payment provider 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 payment provider.
4. The payment provider 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 payment provider for settlement to the ACS System.

See *Electronic Payment Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

Related Topics

- Setting Up SF Merchants
- Understanding Cashiering
  This section lists common elements and provides an overview of cashiering.

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Processing ePayment Service Requests

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Student Financials provides a batch process that authorizes, captures, and credits submitted credit card transactions, or debits and credits eCheck transactions.

This section discusses:

- Processing Submitted Credit Card Transactions
- Processing Submitted eCheck Transactions
- Purging Security Code Data

Pages Used to Process ePayment Service Requests

Page Name	Definition Name	Navigation	Usage
Credit Card Processing	RUNCTL_SFPCRCARD	**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Process Credit Cards**, and then **Credit Card Processing**	Process submitted credit card transactions.
eCheck Processing	RUNCTL_SFPECHECK	**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Process Electronic Check**, and then **eCheck Processing**	Process submitted eCheck transactions.
Security Code Purge Process	SCC_RUN_CVPURGE	**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Security Code Purge**, and then **Security Code Purge Process**	Purge Security Code data.

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Processing Submitted Credit Card Transactions

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Access the Credit Card Processing page (**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Process Credit Cards**, and then **Credit Card Processing**).

Field or Control	Description
SF Merchant ID (Student Financials merchant ID)	Select the ID of the SF merchant whose transactions you want to process.

Service Request

Hosted transactions cannot be authorized or captured in batch.

The **Real-Time Authorization** and **Real-Time Capture** check boxes on the SF Merchants page are selected by default and are not available for edit for hosted payment providers.

See Processing ePayment Service Requests.

Field or Control	Description
Authorize and Capture	Select to authorize and capture 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 capture in real time, you must run the batch process with this check box selected to authorize and capture your credit card transactions.
Capture	Select to capture any credit card transactions that have been authorized, but not captured. If you set up your SF merchant ID to authorize in real time, but not to capture in real time, you must run the batch process with this check box selected to capture your credit card transactions. **Note:** Even if you authorize credit card transactions in real time, you might 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 Capture** check box selected to process those failed transactions.

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Field or Control	Description
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.

Credit Card Transaction Source

Field or Control	Description
All	Select to process credit card transactions from all sources using the same SF merchant ID.
Admissions	Select to process credit card transactions in order to view historical Admissions data. You must also specify an academic institution and application center.
Application Center	In order to view historical Application Center data, 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.
Self Service	Select to process credit card transactions from self-service sources.

Other Fields

Field or Control	Description
Re-Post Self Service Errors	Select to post any transactions that previously failed to post due to setup or system errors.

To create a file log or troubleshoot batch credit card transactions, use Application Designer: Open the Business Interlink (CREDITCARD_TRANSACTION), click on the Input tab, and change the default value of Trace to Y.

Related Topics

- Understanding Refunds

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Processing Submitted eCheck Transactions

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Access the eCheck Processing page (**Student Financials**, and then **Charges and Payments**, and then **Electronic Payments**, and then **Process Electronic Check**, and then **eCheck Processing**).

Field or Control	Description
Debit	Select to debit any eCheck transactions that have not yet been debited for the SF merchant ID selected. This is not applicable for hosted payment transactions.
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.
Re-Post Self Service Errors	Select to post any transactions that previously failed to post due to setup or system errors.

To create a file log or troubleshoot batch eCheck transactions, use Application Designer: Open the Business Interlink (ECHECK_TRANSACTION), click on the Input tab, and change the default value of Trace to Y.

Purging Security Code Data

Access the Security Code Purge Process page (**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Security Code Purge**, and then **Security Code Purge Process**).

The Security Code that is located on credit cards is a security feature for *card not present* transactions such as Internet transactions. The Security Code is sent to the issuing bank at the time of authorization. The merchant can stop the transaction if the Security Code is invalid.

The Security Code is supported only if you use the Integration Broker based interface for processing credit card transactions. Collecting the Security Code at the time of the ePayment transaction can lower your transaction costs.

Payment Application Best Practices require software vendors to delete Security Code data stored in any tables after the transaction is completed. Security Code data is stored encrypted in the SSF_PAYMENT_CVV table. The row is retained only as long as authorization is pending.

In real time transactions, the Security Code record is deleted immediately after submission and transmission of authorization and/or capture transaction.

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For batch authorizations, a lag time can exist between the submission of a self-service or administrative transaction and the authorization of the transaction.

The Security Code Purge process is intended as a fail-safe measure to ensure that the Security code is either processed or purged from the system in a reasonable amount of time.

See:

- Understanding ePayment Processing.
- *Electronic Payment Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

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.

This section discusses how to view self-service credit card transactions.

Page Used to Review and Cancel Self-Service ePayment Transactions

Page Name	Definition Name	Navigation	Usage
Maintain ePayment Transaction	SF_PAYMENT_MAINT1	**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Maintain ePayment Transaction**	View and cancel self-service credit card transactions.

Viewing and Canceling Self-Service Credit Card Transactions

Access the Maintain ePayment Transaction page (**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Maintain ePayment Transaction**).

Field or Control	Description
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. Values are: *Errors:* The transaction encountered errors during posting. *Pending:* The system has not yet posted the transaction. *Successful:* The system successfully posted the transaction.

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Field or Control	Description
Source	Indicates where the transaction originated. Values are: *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. Values are: *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 available only 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.

Field or Control	Description
Credit Card Authorization DTTM (credit card authorization date and 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 that was received from the credit card processing vendor for each transaction.

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Field or Control	Description
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 that was 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. Values are: *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 system of the card-issuing bank is unavailable. *E* (Edit Error): The transaction is ineligible for AVS or an edit error occurred.

Posting Message

Information appears in this group box when a self-service credit card transaction has been posted.

Field or Control	Description
Business Unit	Displays the description of the business unit within which the transactions were processed.
Message Set Number and **Message Number**	If any errors occurred or warnings were issued 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

For more information, see:

- Creating Online Refunds

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- Distributing Refunds to ePayment Accounts

Pages Used to Process Refunds for ePayments

Page Name	Definition Name	Navigation	Usage
Student Refund	REFUND_SF	**Student Financials**, and then **Refunds**, and then **Student Refund**	Create an online refund for a student.
ePayment Refunds	RUNCTL_SFPCCBAT	**Student Financials**, and then **Refunds**, and then **Electronic Payment Refunds**, and then **Process ePayment Refunds**	Generate refund credits in preparation of transmission to your third-party ePayment processor.
Review Refund Messages	REFUND_CC_MSGS	**Student Financials**, and then **Refunds**, and then **Electronic Payment Refunds**, and then **Review Refund Messages**	Review ePayment refund messages.
Batch ePayment Refund Details	RUN_SF862	**Student Financials**, and then **Refunds**, and then **Electronic Payment Refunds**, and then **Batch ePayment Refund Details**	Review batch ePayment refund messages.

Reviewing ePayment Transactions

This section discusses how to:

- Defining Selection Criteria for Reviewing ePayment Transactions
- Reviewing ePayment Transaction Details

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Pages Used to Review ePayment Transactions

Page Name	Definition Name	Navigation	Usage
Selection Criteria	SF_PAYMENT_TRANS1	• **Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Review Transaction Log**, and then **Selection Criteria** • **Student Financials**, and then **Charges and Payments**, and then **Electronic Payments**, and then **Review Pending Transactions**, and then **Selection Criteria**	Define selection criteria for reviewing specific ePayment transactions.
Transaction Detail	SF_PAYMENT_TRANS3	• **Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Review Transaction Log**, and then **Transaction Detail** • **Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Review Pending Transactions**, and then **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.

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Page Name	Definition Name	Navigation	Usage
Totals	SF_PAYMENT_TRANS2	**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Review Transaction Log**, and then **Totals**	Review counts and monetary totals of processed ePayment transactions.

Defining Selection Criteria for Reviewing ePayment Transactions

Access the Selection Criteria page (**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Review Transaction Log**, and then **Selection Criteria**).

Depending on the SF merchant ID that you select, the transaction detail displays values for credit cards or eChecks.

> **Note**
>
> If you access this page through the Transaction Log component, a **Totals** group box appears at the top of this page displaying the total debit and total credit, and a Totals page appears.

Filter Options

Field or Control	Description
Specific and **Reference Nbr** (reference number)	Select the **Specific** option to retrieve transaction information for one specific transaction by entering its reference number.
ID	Select to retrieve transaction information related to one person or organization.
ID Type	Specify whether the ID for which you want to retrieve transaction information is a person or organization. **Note:** *Org* is valid only 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.

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Transaction Source Information

Field or Control	Description
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 that are attached to a specific business unit.
Cashier's Office	Select to narrow the selection of transactions to a specific office.
Receipt Number	Select transaction information from one specific receipt.
Admissions	Select to retrieve transactions in order to view historical Admissions data.
Academic Institution	Select to narrow the selection of transactions to admissions offices that are part of a specific academic institution.
Application Center	In order to view historical Application Center data, 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 only to self-service transactions from a specific institution set.

Other Fields and Elements

Field or Control	Description
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 that are affected by the process. Specify a batch ID to retrieve information about all the transactions with that particular batch ID.

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Field or Control	Description
Transaction Requested	Use this field to filter the retrieved transaction information by the type of transaction requested. Four types of transaction requests are available: *Authorize:* Request for authorization of a credit card payment. *Auth/Capt:* Request for authorization and capture of a credit card payment. *Credit:* Request for an amount to be credited (refunded) to a credit card account. *Capture:* Request for capture 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 ePayment Transaction Details

Access the Transaction Detail page (**Student Financials**, and then **Charges and Payments**, and then **Electronic Transactions**, and then **Electronic Payments**, and then **Review Transaction Log**, and then **Transaction Detail**).

> **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

Field or Control	Description
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.

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General Tab

Field or Control	Description
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 that was sent by the bank to the credit card processing vendor.
Card Nbr (card number)	Lists the last four digits of the credit card number that was used for each transaction.
Card Type	Lists the type of credit card that was used for each transaction.
Source	Indicates where the transaction originated.

Refund Tab

Field or Control	Description
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 that is 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

Field or Control	Description
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 a warning was issued or an error occurred.
Posted	Lists the posting date for each transaction.
Posting Status	Lists whether the Student Financials system successfully posted each transaction. Values are: *Errors:* Errors occurred during posting. *Pending:* The system has not yet posted the transactions. *Successful:* The system successfully posted the transactions.

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Cashiering Tab

Field or Control	Description
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

Field or Control	Description
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.

Other Trans Tab

View information about ePayment transactions that are processed through third party hosted payment but are not posted to the student account—for example, AAWS application fee payments.

Field or Control	Description
ID	A blank ID value is valid for AAWS transactions.
External Transaction Reference	Displays the unique identifier for the electronic transaction. For AAWS, the value is the application number.
Payment Source Update Status	The outcome of the payment authorization (authorized or declined) updates the status on the Payment Source record. This status is displayed here.

See:

- Recruiting and Admissions: Understanding Admission Transactions
- Generating Direct to GL Entries

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- Using the SSF_EPAYMENT_TRANS Web Service

Reviewing Self-Service Agreements

This section discusses how to review self-service agreements.

An administrative user can use the Review Self Service Agreements page to review the various self-service agreements that a student has signed.

See Campus Self Service: Using Account Services.

Page Used to Review Self-Service Agreements

Page Name	Definition Name	Navigation	Usage
Review Self Service Agreements	SSF_AGREE_INQ	**Student Financials**, and then **Charges and Payment**, and then **Electronic Transactions**, and then **Review Self Service Agreements**	View self-service agreements text and authentication.

Reviewing Self-Service Agreements

Access the Review Self Service Agreements page (**Student Financials**, and then **Charges and Payment**, and then **Electronic Transactions**, and then **Review Self Service Agreements).**).

Field or Control	Description
ID	Enter the student or organization ID.
ID Type	Select *Person* or *Organization.*
Agreement Number	Enter the agreement number that is automatically assigned when the agreement is transacted during the self-service activity.
Agreement Type	Select an agreement type. Values are *1098_T, Electronic Check, Payment Plan Enrollment, Student Permission, Bank Account, DD Enroll,* and *DD Change.* To include all agreement types, leave this field blank.
From Date and **To Date**	Enter the date of the processed agreements.
Search	Click to display the search results in the Details, Text, and Authentication pages.

Details

Field or Control	Description
Agreement Status	Displays the status of the agreement. Values are *Accepted* and *Revoked.*

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Text

Select the Text tab.

Field or Control	Description
Agreement Text	Displays the text that the student agreed to when performing the self-service activity. **Note:** The text in this field varies according to the agreement type used by the student.

Authentication

Select the Authentication tab.

Field or Control	Description
Authentication Method	Displays the method by which the student authenticated his or her identity. Values are *NID* (national id), *Birthdate*, *PIN* (personal identification number) and *No Auth* (no authentication).

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Using Student Financials Web Services

Using the SSF_EPAYMENT_TRANS Web Service

This section provides an overview of the SSF_EPAYMENT_TRANS web service for hosted ePayment transactions and discusses:

- Processing AAWS Application Fees
- Using SSF_EPAYMENT_TRANS for AAWS Application Fee Payment

Understanding SSF_EPAYMENT_TRANS Web Service

Student Financials provides the SSF_EPAYMENT_TRANS web service with two adapter-based service operations—SSF_INITIATE_EPAYMENT and SSF_COMPLETE_EPAYMENT. These service operations allow an external user interface to use the hosted payment framework to collect payment information through a third party payment processor, authorize the payment, record the transaction in the SF_PAYMENT tables, and record the transaction in the General Ledger. Note that these transactions do not originate in Campus Solutions, but in an external UI—for example, Admissions Application Web Service (AAWS) online application.

For detailed information about the hosted payment framework, refer to the *Electronic Payment Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

For information about the processing of hosted payment transactions that do originate in Campus Solutions, see Understanding ePayment Transactions.

For information about setting up SF merchants, see:

- Setting Up SF Merchants
- Generating Direct to GL Entries
- Campus Solutions Application Fundamentals: Setting Up Adapters

Processing AAWS Application Fees

This section provides an overview of AAWS application fees. To use the AAWS application fee payment process, you must implement hosted payment with your provider.

Understanding AAWS Application Fees

Admissions Application Web Services (AAWS) is a set of web services that allow schools to post application data collected through their own online application into Campus Solutions. This is done by initially storing application data in a set of tables (Staging Data) that mirrors the current Admissions application stack (Production Data) as the application information is collected and saved. After the student submits the application, the data is validated and promoted to the current admissions production tables.

As part of the online application process, an application fee may be assessed and a payment required from the applicant before the application can be submitted and processed. The timing of the presentment of the fee amount and subsequent collection of payment requires a fee

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calculation method based on the staging records (as opposed to the Production Data used by the Cobol application fee calculation process).

Electronic payments for the application fee must be authorized at the time of payment to verify the availability of funds before the application can be processed. So that schools are not faced with PCI compliance issues inherent in such electronic payment processing, AAWS has the ability to connect with a third party host that performs the electronic data collection and storage.

Because of the timing of the AAWS fee calculation and payment—payment for an application is collected before the application is promoted to production—an Emplid is not assigned to the applicant at the time the fee is calculated/paid. Because most Student Financials tables, including the SF account tables are keyed by Common ID (contains either an Emplid or External Org ID), these transactions cannot be recorded as part of a student account. The application transaction, however, must still be recorded in the General Ledger. The Direct to GL process allows schools to bypass the creation of a student account. Any transactions recorded directly to the General Ledger must be refunded manually. The transaction does not show in the Self Service Account Inquiry, or the Customer Account Inquiry.

See:

- Recruiting and Admissions: Setting Up Application Processing Centers
- Recruiting and Admissions: Entering Application Data
- Setting Up Application Fees
- Generating Direct to GL Entries
- Recruiting and Admissions: Understanding Admission Transactions
- Recruiting and Admissions: Understanding AAWS

Using SSF_EPAYMENT_TRANS for AAWS Application Fee Payment

This section provides a high level overview of the steps involved when an applicant pays the AAWS application fee through an external user interface.

The setup of the AAWS Application Fee and Waiver Processing group box on the Application Center Table page controls how an online application fee payment or waiver is processed.

The applicant has entered the required information and is ready to submit the application. Based on the Application Center setup, the applicant sees the relevant buttons on the external UI—for example: Request a Waiver, Make a Payment, or Pay at a Later Time.

When the applicant clicks the button to make a payment:

- The AAWS Submit web service (SAD_SUBMITAPPL) calls the Application Fee Calculation API which calculates the fee. The Submit web service returns the amount and currency code to the external UI which displays the fee.
- The Get List Of Values web service is called to determine the payment methods. These values are set up by the institution.

The applicant views the fee amount and selects a payment method. The applicant must make payment in full. Similarly, if the applicant has multiple applications, separate payments must be made for each.

When the applicant clicks the button to make the payment, the external UI calls the SSF_INITIATE_EPAYMENT web service. This web service returns values to the external UI which then redirects the applicant to the third party hosted site. The SF_PAYMENT record is created at this point. The tender rows are created in the AAWS staging records.

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The applicant, who is no longer on the external UI site but on the third party hosted site, enters his or her epayment information. For echeck, the shared secret is the date of birth in the staging tables.

The applicant clicks to continue from the third party page and the payment processor redirects to the external UI. The external UI calls the SSF_COMPLETE_EPAYMENT web service. The SSF_COMPLETE_EPAYMENT web service leverages the hosted payment framework to interpret the results of the payment and call the Payment Application adapter to update the session ID and the last 4 digits of the account on the SF Payment. It also calls the SF Payment Transaction Manager to complete the payment. If the transaction is successful, the payment is authorized and posted to the GL. The payment transaction adapter updates the application-related data based on the attributes of the SF Payment.

For information about the AAWS application fee payment process, including the SF web services, see Recruiting and Admissions: Understanding AAWS.

For information about how the Application Data staging page fields are updated when an online application fee or waiver is processed, see Recruiting and Admissions: Understanding Admission Transactions.

For information about the Direct to GL process, see Generating Direct to GL Entries.

Using the SSF_FINANCIALS Web Service

Student Financials provides the SSF_FINANCIALS web service with the service operation SSF_GET_STUDENT_ACCOUNT. SSF_GET_STUDENT_ACCOUNT allows an external user interface to access Student Account Information - Charges Due, Account Balance, Recent Payments and Pending Financial Aid.

This section provides an overview of SSF_FINANCIALS web service and discusses:

- SSF_FINANCIALS and Entity Registry
- SSF_FINANCIALS Description Language

Understanding the SSF_FINANCIALS Web Service

The SSF_FINANCIALS web service can be used by end-user devices (such as a browser or a PDA), enterprise applications, or other third-party software that can interface through standards-based means. For example:

- Oracle presentation technologies, such as Portal, Application Development Framework (ADF), and PeopleSoft components and pages
- Oracle Middleware, such as Enterprise Service Bus and BPEL
- Oracle Applications, such as Enterprise, EnterpriseOne, and E-Business Suite
- Third-party presentation technologies
- Third-party middleware and applications

SSF_FINANCIALS web service provides the following SOAP and REST services that enable you to access student accounts in Campus Solutions Student Financials:

Service	Service Operation	Description
SSF_FINANCIALS	SSF_GET_STUDENT_ACCOUNT	Get Student Account
SSF_FINANCIALS_R	SSF_GET_STUDENT_ACCOUNT_R_POST	Get Student Account REST POST

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The SSF_GET_STUDENT_ACCOUNT operation returns a subset of student data that is normally accessible through the Campus Solutions Self Service inquiry pages. This operation is currently available only in self-service mode.

> **Note**
>
> SSF_GET_STUDENT_ACCOUNT invokes the Tuition Calculation process to ensure that the data returned is the most recent student account information. The invocation depends on the tuition calculation, self-service and other related setup.

The service operations use PeopleTools Integration Broker. Any user interface that is web-service enabled and complies with web service standards can access the service operations. SSF_FINANCIALS web service adheres to open web service standards that are currently supported in the latest release of PeopleTools.

Before you develop your own user interface, it is recommended that you use a SOAP service tester to become familiar with how the web services process the student account data and user information. One way to use a service tester is to pass the input parameters to a service operation, and then view the service operation output.

Assessing Staff Skills

Developers who implement SSF_FINANCIALS web service must have strong skills in:

- A tool or technology to build and deploy user interfaces
- PeopleSoft Integration Broker
- PeopleCode
- Web services concepts mainly XML, SOAP, REST and WSDL
- Campus Community Entity Registry functionality
- Student Financials functionality

Setting up SSF_FINANCIALS Web Service

The following components that apply to SSF_FINANCIALS web service and must be set up are:

- PeopleTools Integration Broker
- Student Financials: SF Institution Set

You should review the following documentation as part of your SSF_FINANCIALS web service implementation.

See:

- *PeopleTools Integration Broker*
- Campus Community Fundamentals: Setting Up the Service Tester

Related Topics

- Campus Self Service: Setting Up Institution Sets
- Campus Self Service: Setting Up Self-Service Options
- Financial Aid: Establishing Careers and Programs

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

SSF_FINANCIALS and Entity Registry

SSF_FINANCIALS web service uses the entity registry to provide the structure in which to return student account data.

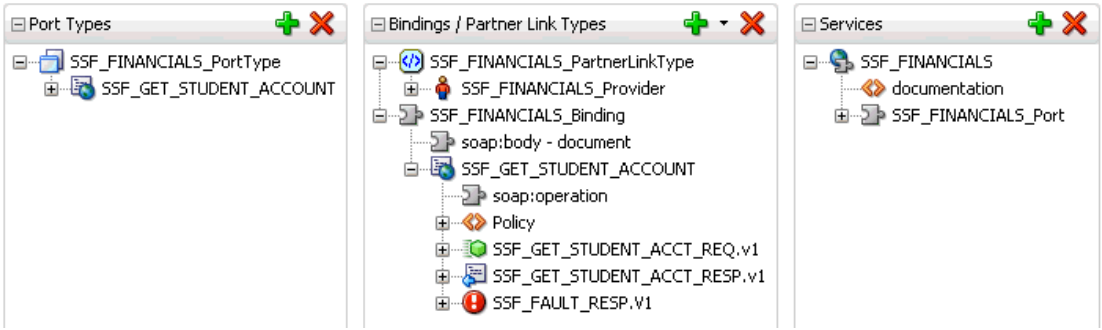
Student Financials provides basic and work entities to represent Student Financials student account data. These entities are not directly related to existing records. The Get Student Account service returns data in 'Views'. Each view represents an amalgamation of data retrieved from the Student Account.

SSF_FINANCIALS Description Language

During setup, the system generates the Web Services Description Language (WSDL) for SSF_FINANCIALS.

The following diagram lists the SSF_FINANCIALS web service operations and their messages:

This example illustrates the fields and controls on the SSF_FINANCIALS WSDL. You can find definitions for the fields and controls later on this page.



Service Operations

This section discusses the service operations for SSF_FINANCIALS.

> **Note**
>
> The schema diagrams are subject to change.
>
> There is no difference in the request/response messages for SOAP and REST.

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SSF_FINANCIALS Service Operations

This section describes the SSF_FINANCIALS service operation SSF_GET_STUDENT_ACCOUNT.

SSF_GET_STUDENT_ACCOUNT

The Get Student Account request enables the user to retrieve student account details. This service retrieves Charges Due, Recent Payments and Pending Financial Aid details based on the setup and data available.

The Get Student Account service operation is available only in self-service mode. Although the EmplID is part of the request, it is overridden so that only the operator's EmplID is used.

The following list describes the Get Student Account service operation.

- Description:

  The Get Student Account service operation extracts and publishes student account information.

- Users:

  This service can be consumed by schools and third-party providers to render custom user interface on a tablet, mobile or any other device.

- Processing:

  The service operation:

  - Accepts the input parameters: EmplID, Business Unit, and Term. The EmplID must match the operator ID.
  - Verifies that the operator has an institution set and that the institution set is service-enabled. Otherwise, the service operation returns a SOAP fault with the error: *We are unable to display your account at this time (14872, 9).*
  - Invokes Tuition Calculation, if required. The service operation uses the same criteria as self-service to determine if tuition calculation needs to run, and which terms require recalculation.
  - Retrieves data according to the views requested.
  - Calculates SSF_OVERALL_ACTBAL based on the business units in the Institution Set. This amount represents the total ITEM_AMT for business units in the institution set and may be a negative amount.
  - If requested, fetches due charges for the EmplID based on the business units in the student's institution set. Other filter criteria that are passed, for example Business Unit, Term, are also applied in order to fetch the due charges. Data is sorted in ascending order of Due Date, Business Unit and Term. Required charges and deposits are returned by Due Date on the Item Summary across multiple business units. Individual due dates, item description, item number, and amounts are returned on the Item Detail level. The Item Summary view for the Due Charges and Deposits returns the earliest due date first. The Item Detail returns the due charges and deposits in business unit and term order for the specified due date. If there are no charges or deposits due, the following message is returned on the Message Set/Message number of the StudentAccountView: *You have no outstanding charges or deposits at this time" (14872,10).*
  - If requested, the Recent Payments View returns Payment table rows in the Item Summary for the student. Payments are defined as item type code of P. It excludes

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credits that have a contract number associated with it. Payments are retrieved in descending order of Posted Date, ensuring the most recent payments are returned by the service operation. No Item Detail is returned for this view.

- If requested, fetches Pending Financial Aid (Anticipated Financial Aid) information. Item Summary is returned in Term and then Institution order. Item Detail is returned for the Pending Aid view, and each detail includes the Career, Item Type, and amount. Unlike the Self Service Pending Aid component, this view only returns data for terms and careers that have an Anticipated Aid Display Date. This date is defined in the Valid Terms for Careers page, and allows users to limit the terms and careers that are returned by the service operation. If no date is defined, the data for the term is not returned.

  See Financial Aid: Defining Valid Terms for Careers.

- If requested, the Due Charges and Deposits by Term return a sum of all due charges and deposits that are summarized by term and business unit.

> **Note**
>
> The Business Unit passed to the service is not used by the tuition calculation process to show overall account balance.
>
> Tuition Calculation is done for all business units to which a student is enrolled regardless of the Business Unit value that is passed to the service request. The overall account balance represents the student account balance across all business units.

- Output:

  After processing, the operation returns the Due Charges, Recent Payments and Pending Financial Aid (Anticipated Aid) details.

- Error Conditions:

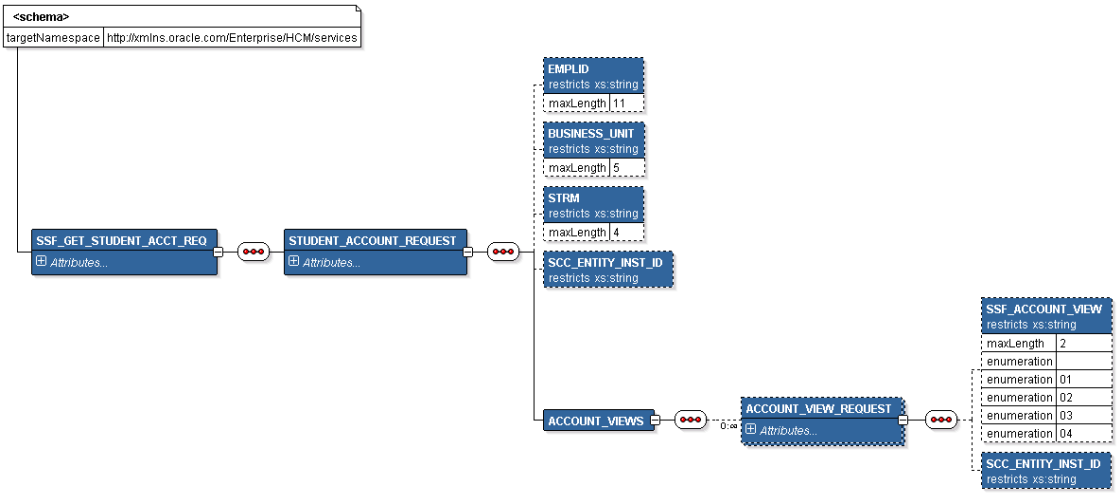
  These conditions result in a service error:

  - EmplID does not have the required permission or security to access the Student Financial components.
  - EmplID is not associated to a SF Institution Set.

Input Message: SSF_GET_STUDENT_ACCT_REQ

This example illustrates the fields and controls on the SSF_GET_STUDENT_ACCT_REQ Message Parameters. You can find definitions for the fields and controls later on this page.

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The Get Student Account request may include the EmplID, Business Unit, and Term. It must include one or more views. Views represent the type of data that is requested. A view could be: Due Charges, Payment, Anticipated Aid, or Due Charges by Term.

The following table lists data that can be passed to the service operation:

Data	Description
Employee ID	Required. Defaults to operator's EmplID.
Business Unit	Optional
Term	Optional
Account Views	Required. There are four views that represent different data for the student. • View 01: Due Charges and Deposits. This view retrieves charges due and any deposits by due date. • View 02: Recent Payments. This view retrieves most recent payments. • View 03: Pending/Anticipated Financial Aid. This view retrieves pending financial aid. • View 04: Due Charges and Deposits by Term. This view retrieves charges due and any deposits by term.

The following code is an example of the SSF_GET_STUDENT_ACCT_REQ message that the SSF_GET_STUDENT_ACCOUNT service operation receives from a service caller:

```
<?xml version="1.0"?>
<SSF_GET_STUDENT_ACCT_REQ xmlns="http://xmlns.oracle.com/Enterprise/services">
    <STUDENT_ACCOUNT_REQUEST>
        <EMPLID>SFSCE0001</EMPLID>
        <BUSINESS_UNIT/>
        <STRM/>
        <ACCOUNT_VIEWS>
            <ACCOUNT_VIEW_REQUEST>
                <SSF_ACCOUNT_VIEW>01</SSF_ACCOUNT_VIEW>
            </ACCOUNT_VIEW_REQUEST>
```


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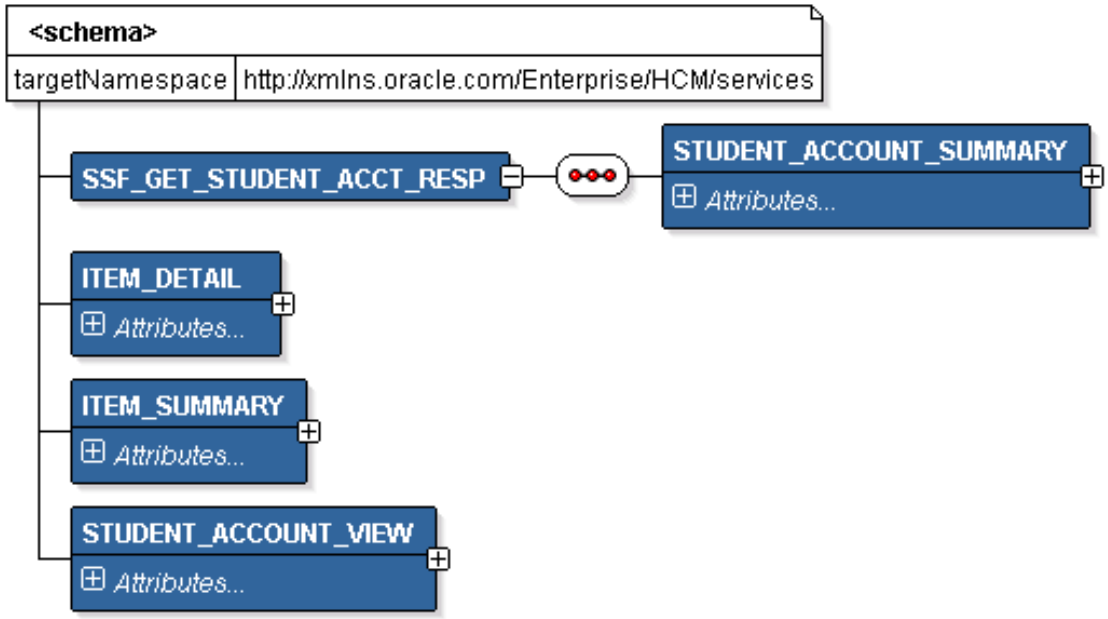
```
            <ACCOUNT_VIEW_REQUEST>
                <SSF_ACCOUNT_VIEW>02</SSF_ACCOUNT_VIEW>
            </ACCOUNT_VIEW_REQUEST>
            <ACCOUNT_VIEW_REQUEST>
                <SSF_ACCOUNT_VIEW>03</SSF_ACCOUNT_VIEW>
            </ACCOUNT_VIEW_REQUEST>
            <ACCOUNT_VIEW_REQUEST>
                <SSF_ACCOUNT_VIEW>04</SSF_ACCOUNT_VIEW>
            </ACCOUNT_VIEW_REQUEST>
        </ACCOUNT_VIEWS>
    </STUDENT_ACCOUNT_REQUEST>
</SSF_GET_STUDENT_ACCT_REQ>
```

Output Message: SSF_GET_STUDENT_ACCT_RESP

When the Integration Broker receives the SSF_GET_STUDENT_ACCT_REQ message, it responds with the SSF_GET_STUDENT_ACCT_RESP message.

The following diagram shows the output parameters that the SSF_GET_STUDENT_ACCOUNT service operation passes to the service caller:

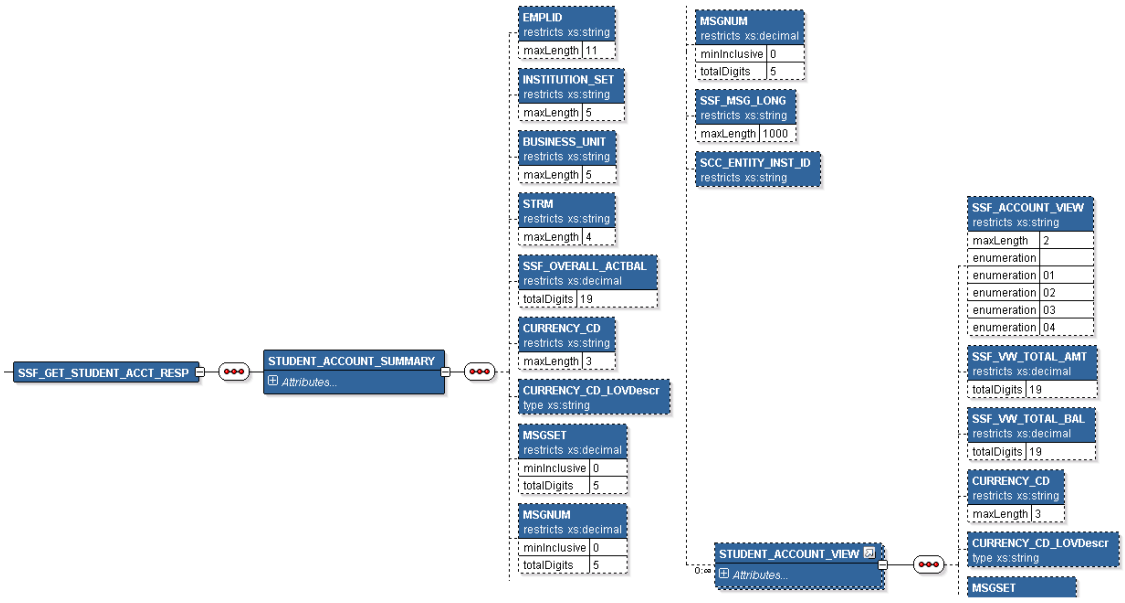
This example illustrates the fields and controls on the SSF_GET_STUDENT_ACCT_RESP XSD Schema, 1 of 5. You can find definitions for the fields and controls later on this page.



The SSF_GET_STUDENT_ACCT_RESP schema includes the STUDENT_ACCOUNT_SUMMARY, STUDENT_ACCOUNT_VIEW, ITEM_SUMMARY and ITEM_DETAIL entity XSD schemas, which are illustrated by the following diagrams:

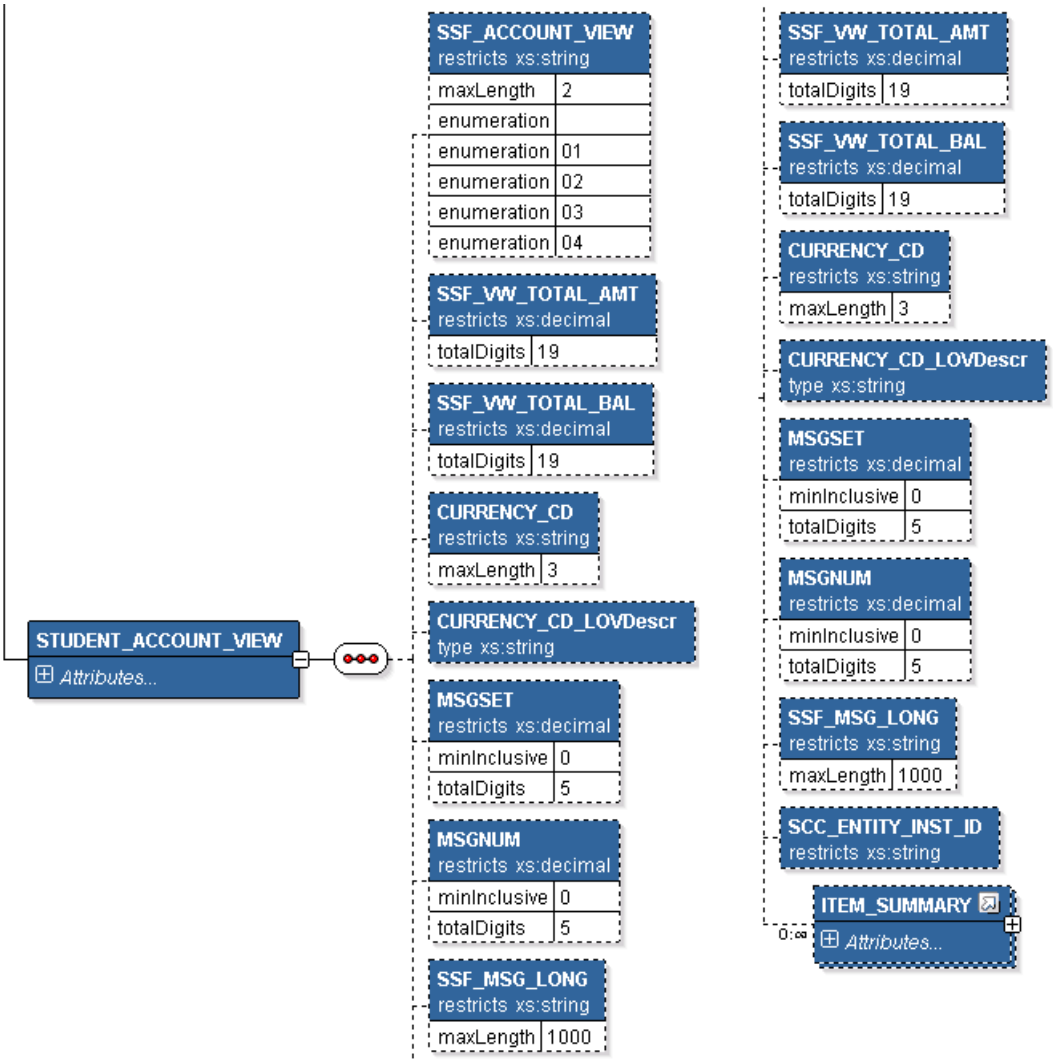
This example illustrates the fields and controls on the SSF_GET_STUDENT_ACCT_RESP XSD Schema, 2 of 5. You can find definitions for the fields and controls later on this page.

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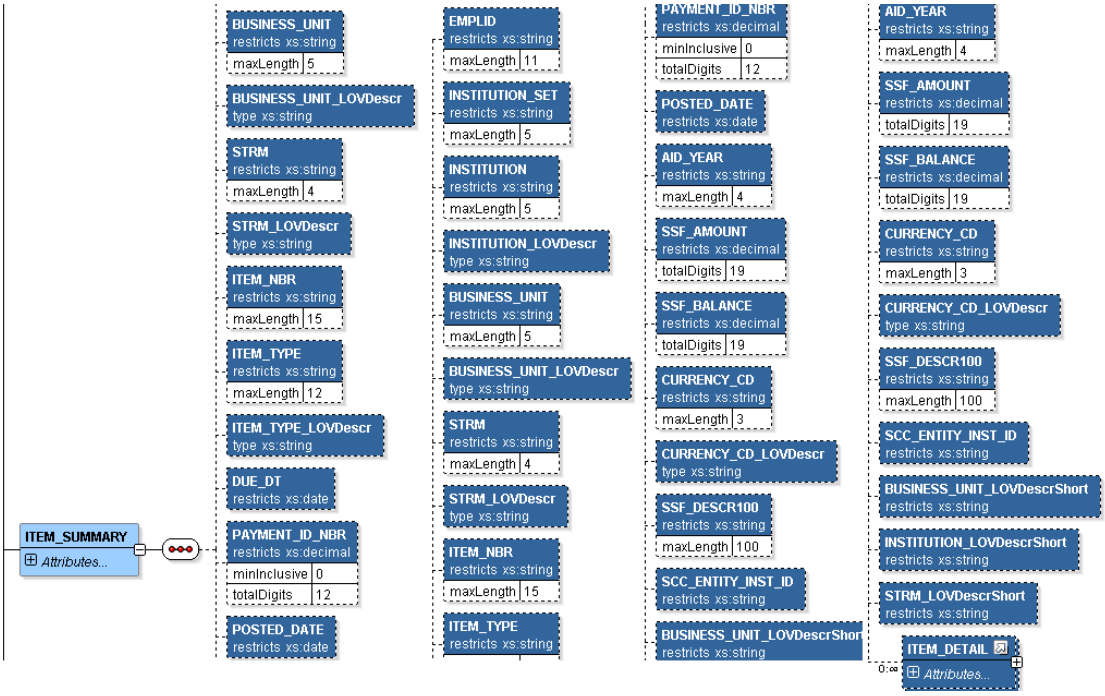
This example illustrates the fields and controls on the SSF_GET_STUDENT_ACCT_RESP XSD Schema, 3 of 5. You can find definitions for the fields and controls later on this page.

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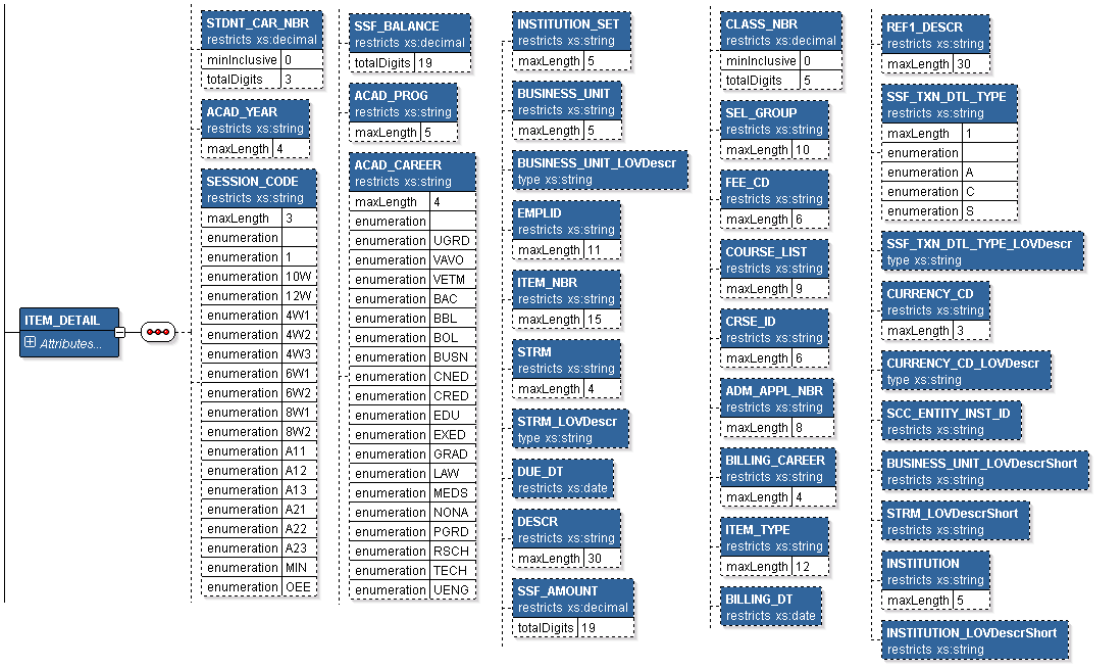


This example illustrates the fields and controls on the SSF_GET_STUDENT_ACCT_RESP XSD Schema, 4 of 5. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the SSF_GET_STUDENT_ACCT_RESP XSD Schema, 5 of 5. You can find definitions for the fields and controls later on this page.



The Student Account Summary (STUDENT_ACCOUNT_SUMMARY) entity returns high level student information, such as the Institution Set and the student's Overall Balance. These data elements return the same information regardless of the view you request. The data returned by the service takes into account the Business Units defined for the student's Institution Set. Make sure you set up the self-service components that apply to this service.

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Depending on the view you request, the Student Account Item Summary (ITEM_SUMMARY) may contain various types of information from different levels of the student account. ITEM_SUMMARY is not directly tied to the Student Financials Item_SF. The data that is returned could be the payment table row, the total charges due for a date, anticipated aid for a term, and so on. In addition, Student Account Item Detail (ITEM_DETAIL) may or may not be returned.

The following table lists the account views that represent various types of student data:

View	Type of Student Data
SSF_ACCOUNT_VIEW = 01	Due Charges and Deposits by Due Date
SSF_ACCOUNT_VIEW = 02	Recent Payments. The number of payments returned is based on the value in the Maximum Payments in Service field on the SF Institution Set attached to the student. This view does not include ITEM_DETAIL. See Campus Self Service: Defining Basic Institution Set Parameters.
SSF_ACCOUNT_VIEW = 03	Pending Financial Aid. The Anticipated Aid Display Date on the Valid Terms for Careers page controls the data that is displayed. See Financial Aid: Defining Valid Terms for Careers.
SSF_ACCOUNT_VIEW = 04	Due Charges and Deposits by Term. This view does not have ITEM_DETAIL.

The following code is an example of the SSF_GET_STUDENT_ACCT_RESP message that the SSF_GET_STUDENT_ACCOUNT service operation transmits to the service caller:

```
<?xml version="1.0"?>
<SSF_GET_STUDENT_ACCT_RESP xmlns="http://xmlns.oracle.com/Enterprise/
services">
  <STUDENT_ACCOUNT_SUMMARY>
    <EMPLID>SFSCE0001</EMPLID>
    <BUSINESS_UNIT/>
    <STRM/>
    <SSF_OVERALL_ACTBAL>2710</SSF_OVERALL_ACTBAL>
    <CURRENCY_CD>USD</CURRENCY_CD>
    <MSGSET>0</MSGSET>
    <MSGNUM>0</MSGNUM>
    <SSF_MSG_LONG/>
    <STUDENT_ACCOUNT_VIEW>
      <SSF_ACCOUNT_VIEW>01</SSF_ACCOUNT_VIEW>
      <SSF_VW_TOTAL_AMT>2710.00</SSF_VW_TOTAL_AMT>
      <SSF_VW_TOTAL_BAL>2710.00</SSF_VW_TOTAL_BAL>
      <CURRENCY_CD>USD</CURRENCY_CD>
      <MSGSET>0</MSGSET>
      <MSGNUM>0</MSGNUM>
      <SSF_MSG_LONG/>
      <ITEM_SUMMARY>
        <EMPLID>SFSCE0001</EMPLID>
        <INSTITUTION/>
        <BUSINESS_UNIT/>
        <STRM/>
        <ITEM_NBR/>
```


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```
      <ITEM_TYPE/>
      <DUE_DT>2013-08-04</DUE_DT>
      <PAYMENT_ID_NBR>0</PAYMENT_ID_NBR>
      <POSTED_DATE/>
      <AID_YEAR/>
      <SSF_AMOUNT>333.34</SSF_AMOUNT>
      <SSF_BALANCE>333.34</SSF_BALANCE>
      <CURRENCY_CD>USD</CURRENCY_CD>
      <SSF_DESCR100> </SSF_DESCR100>
      <BUSINESS_UNIT_LOVDescrShort> </BUSINESS_UNIT_LOVDescrShort>
      <INSTITUTION_LOVDescrShort> </INSTITUTION_LOVDescrShort>
      <STRM_LOVDescrShort> </STRM_LOVDescrShort>
      <ITEM_DETAIL>
        <BUSINESS_UNIT>PSUNV</BUSINESS_UNIT>
        <EMPLID>SFSCE0001</EMPLID>
        <ITEM_NBR>000000000000008</ITEM_NBR>
        <STRM>0700</STRM>
        <DUE_DT>2013-08-04</DUE_DT>
        <DESCR>Student Tuition &amp;amp; Fees</DESCR>
        <SSF_AMOUNT>333.34</SSF_AMOUNT>
        <SSF_BALANCE>333.34</SSF_BALANCE>
        <ACAD_PROG/>
        <ACAD_CAREER/>
        <STDNT_CAR_NBR>0</STDNT_CAR_NBR>
        <ACAD_YEAR>2013</ACAD_YEAR>
        <SESSION_CODE/>
        <CLASS_NBR>0</CLASS_NBR>
        <SEL_GROUP/>
        <FEE_CD/>
        <COURSE_LIST/>
        <CRSE_ID/>
        <ADM_APPL_NBR/>
        <BILLING_CAREER/>
        <ITEM_TYPE>180000000002</ITEM_TYPE>
        <BILLING_DT>2013-08-01</BILLING_DT>
        <REF1_DESCR/>
        <SSF_TXN_DTL_TYPE>C</SSF_TXN_DTL_TYPE>
        <CURRENCY_CD>USD</CURRENCY_CD>
        <BUSINESS_UNIT_LOVDescrShort/>
        <STRM_LOVDescrShort>2013 Spr</STRM_LOVDescrShort>
        <INSTITUTION/>
        <INSTITUTION_LOVDescrShort> </INSTITUTION_LOVDescrShort>
      </ITEM_DETAIL>
    </ITEM_SUMMARY>
  </STUDENT_ACCOUNT_VIEW>
  <STUDENT_ACCOUNT_VIEW>
    <SSF_ACCOUNT_VIEW>02</SSF_ACCOUNT_VIEW>
    <SSF_VW_TOTAL_AMT>-1100</SSF_VW_TOTAL_AMT>
    <SSF_VW_TOTAL_BAL>0</SSF_VW_TOTAL_BAL>
    <CURRENCY_CD>USD</CURRENCY_CD>
    <MSGSET>0</MSGSET>
    <MSGNUM>0</MSGNUM>
    <SSF_MSG_LONG/>
    <ITEM_SUMMARY>
      <EMPLID>SFSCE0001</EMPLID>
      <INSTITUTION/>
```


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```
    <BUSINESS_UNIT>PSUNV</BUSINESS_UNIT>
    <STRM>0700</STRM>
    <ITEM_NBR/>
    <ITEM_TYPE>300000000001</ITEM_TYPE>
    <DUE_DT/>
    <PAYMENT_ID_NBR>1</PAYMENT_ID_NBR>
    <POSTED_DATE>2013-07-29</POSTED_DATE>
    <AID_YEAR/>
    <SSF_AMOUNT>-600</SSF_AMOUNT>
    <SSF_BALANCE>0</SSF_BALANCE>
    <CURRENCY_CD>USD</CURRENCY_CD>
    <SSF_DESCR100> </SSF_DESCR100>
    <BUSINESS_UNIT_LOVDescrShort/>
    <INSTITUTION_LOVDescrShort> </INSTITUTION_LOVDescrShort>
    <STRM_LOVDescrShort>2013 Spr</STRM_LOVDescrShort>
  </ITEM_SUMMARY>
  <ITEM_SUMMARY>
    <EMPLID>SFSCE0001</EMPLID>
    <INSTITUTION/>
    <BUSINESS_UNIT>PSUNV</BUSINESS_UNIT>
    <STRM>0700</STRM>
    <ITEM_NBR/>
    <ITEM_TYPE>300000000002</ITEM_TYPE>
    <DUE_DT/>
    <PAYMENT_ID_NBR>2</PAYMENT_ID_NBR>
    <POSTED_DATE>2013-07-29</POSTED_DATE>
    <AID_YEAR/>
    <SSF_AMOUNT>-500</SSF_AMOUNT>
    <SSF_BALANCE>0</SSF_BALANCE>
    <CURRENCY_CD>USD</CURRENCY_CD>
    <SSF_DESCR100> </SSF_DESCR100>
    <BUSINESS_UNIT_LOVDescrShort/>
    <INSTITUTION_LOVDescrShort> </INSTITUTION_LOVDescrShort>
    <STRM_LOVDescrShort>2013 Spr</STRM_LOVDescrShort>
  </ITEM_SUMMARY>
</STUDENT_ACCOUNT_VIEW>
<STUDENT_ACCOUNT_VIEW>
  <SSF_ACCOUNT_VIEW>03</SSF_ACCOUNT_VIEW>
  <SSF_VW_TOTAL_AMT>1500</SSF_VW_TOTAL_AMT>
  <SSF_VW_TOTAL_BAL>0</SSF_VW_TOTAL_BAL>
  <CURRENCY_CD>USD</CURRENCY_CD>
  <MSGSET>0</MSGSET>
  <MSGNUM>0</MSGNUM>
  <SSF_MSG_LONG/>
  <ITEM_SUMMARY>
    <EMPLID>SFSCE0001</EMPLID>
    <INSTITUTION>PSUNV</INSTITUTION>
    <BUSINESS_UNIT/>
    <STRM>0710</STRM>
    <ITEM_NBR/>
    <ITEM_TYPE/>
    <DUE_DT/>
    <PAYMENT_ID_NBR>0</PAYMENT_ID_NBR>
    <POSTED_DATE/>
    <AID_YEAR/>
    <SSF_AMOUNT>750</SSF_AMOUNT>
```


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```
<SSF_BALANCE>0</SSF_BALANCE>
<CURRENCY_CD>USD</CURRENCY_CD>
<SSF_DESCR100> </SSF_DESCR100>
<BUSINESS_UNIT_LOVDescrShort> </BUSINESS_UNIT_LOVDescrShort>
<INSTITUTION_LOVDescrShort>PSU</INSTITUTION_LOVDescrShort>
<STRM_LOVDescrShort>2013 Fall</STRM_LOVDescrShort>
<ITEM_DETAIL>
  <BUSINESS_UNIT>PSUNV</BUSINESS_UNIT>
  <EMPLID>SFSCE0001</EMPLID>
  <ITEM_NBR/>
  <STRM>0710</STRM>
  <DUE_DT/>
  <DESCR>Chicago Fire Survivor Grant</DESCR>
  <SSF_AMOUNT>375</SSF_AMOUNT>
  <SSF_BALANCE>0</SSF_BALANCE>
  <ACAD_PROG/>
  <ACAD_CAREER/>
  <STDNT_CAR_NBR>0</STDNT_CAR_NBR>
  <ACAD_YEAR/>
  <SESSION_CODE/>
  <CLASS_NBR>0</CLASS_NBR>
  <SEL_GROUP/>
  <FEE_CD/>
  <COURSE_LIST/>
  <CRSE_ID/>
  <ADM_APPL_NBR/>
  <BILLING_CAREER/>
  <ITEM_TYPE>900000000009</ITEM_TYPE>
  <BILLING_DT/>
  <REF1_DESCR/>
  <SSF_TXN_DTL_TYPE/>
  <CURRENCY_CD>USD</CURRENCY_CD>
  <BUSINESS_UNIT_LOVDescrShort/>
  <STRM_LOVDescrShort>2013 Fall</STRM_LOVDescrShort>
  <INSTITUTION>PSUNV</INSTITUTION>
  <INSTITUTION_LOVDescrShort>PSU</INSTITUTION_LOVDescrShort>
</ITEM_DETAIL>
<ITEM_DETAIL>
  <BUSINESS_UNIT>PSUNV</BUSINESS_UNIT>
  <EMPLID>SFSCE0001</EMPLID>
  <ITEM_NBR/>
  <STRM>0710</STRM>
  <DUE_DT/>
  <DESCR>Lake Michigan Polar Bear Schol</DESCR>
  <SSF_AMOUNT>375</SSF_AMOUNT>
  <SSF_BALANCE>0</SSF_BALANCE>
  <ACAD_PROG/>
  <ACAD_CAREER/>
  <STDNT_CAR_NBR>0</STDNT_CAR_NBR>
  <ACAD_YEAR/>
  <SESSION_CODE/>
  <CLASS_NBR>0</CLASS_NBR>
  <SEL_GROUP/>
  <FEE_CD/>
  <COURSE_LIST/>
  <CRSE_ID/>
```


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```
        <ADM_APPL_NBR/>
        <BILLING_CAREER/>
        <ITEM_TYPE>900000000010</ITEM_TYPE>
        <BILLING_DT/>
        <REF1_DESCR/>
        <SSF_TXN_DTL_TYPE/>
        <CURRENCY_CD>USD</CURRENCY_CD>
        <BUSINESS_UNIT_LOVDescrShort/>
        <STRM_LOVDescrShort>2013 Fall</STRM_LOVDescrShort>
        <INSTITUTION>PSUNV</INSTITUTION>
        <INSTITUTION_LOVDescrShort>PSU</INSTITUTION_LOVDescrShort>
      </ITEM_DETAIL>
    </ITEM_SUMMARY>
  </STUDENT_ACCOUNT_VIEW>
  <STUDENT_ACCOUNT_VIEW>
    <SSF_ACCOUNT_VIEW>04</SSF_ACCOUNT_VIEW>
    <SSF_VW_TOTAL_AMT>4810</SSF_VW_TOTAL_AMT>
    <SSF_VW_TOTAL_BAL>2710</SSF_VW_TOTAL_BAL>
    <CURRENCY_CD>USD</CURRENCY_CD>
    <MSGSET>0</MSGSET>
    <MSGNUM>0</MSGNUM>
    <SSF_MSG_LONG/>
    <ITEM_SUMMARY>
      <EMPLID>SFSCE0001</EMPLID>
      <INSTITUTION/>
      <BUSINESS_UNIT>PSUNV</BUSINESS_UNIT>
      <STRM>0700</STRM>
      <ITEM_NBR/>
      <ITEM_TYPE/>
      <DUE_DT/>
      <PAYMENT_ID_NBR>0</PAYMENT_ID_NBR>
      <POSTED_DATE/>
      <AID_YEAR/>
      <SSF_AMOUNT>3100</SSF_AMOUNT>
      <SSF_BALANCE>1000</SSF_BALANCE>
      <CURRENCY_CD>USD</CURRENCY_CD>
      <SSF_DESCR100> </SSF_DESCR100>
      <BUSINESS_UNIT_LOVDescrShort/>
      <INSTITUTION_LOVDescrShort> </INSTITUTION_LOVDescrShort>
      <STRM_LOVDescrShort>2013 Spr</STRM_LOVDescrShort>
    </ITEM_SUMMARY>
    <ITEM_SUMMARY>
      <EMPLID>SFSCE0001</EMPLID>
      <INSTITUTION/>
      <BUSINESS_UNIT>PSUNV</BUSINESS_UNIT>
      <STRM>0710</STRM>
      <ITEM_NBR/>
      <ITEM_TYPE/>
      <DUE_DT/>
      <PAYMENT_ID_NBR>0</PAYMENT_ID_NBR>
      <POSTED_DATE/>
      <AID_YEAR/>
      <SSF_AMOUNT>1710</SSF_AMOUNT>
      <SSF_BALANCE>1710</SSF_BALANCE>
      <CURRENCY_CD>USD</CURRENCY_CD>
      <SSF_DESCR100> </SSF_DESCR100>
```

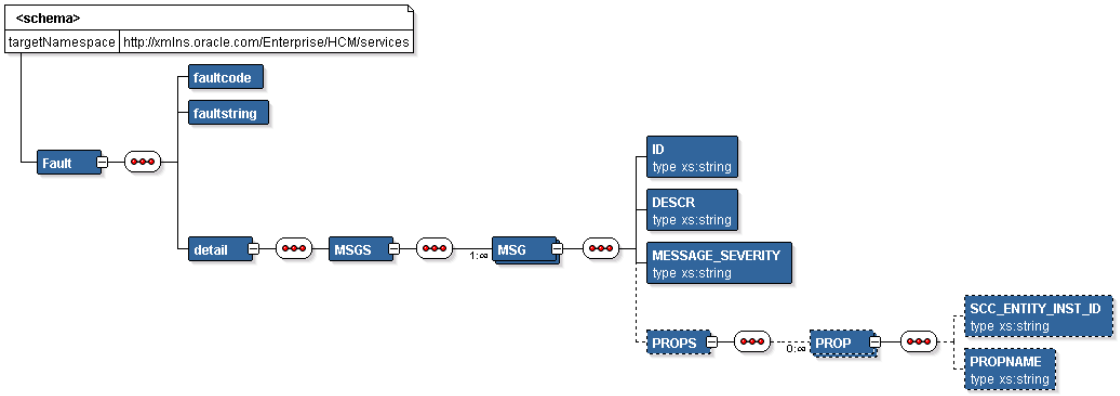

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```
        <BUSINESS_UNIT_LOVDescrShort/>
        <INSTITUTION_LOVDescrShort> </INSTITUTION_LOVDescrShort>
        <STRM_LOVDescrShort>2013 Fall</STRM_LOVDescrShort>
      </ITEM_SUMMARY>
    </STUDENT_ACCOUNT_VIEW>
  </STUDENT_ACCOUNT_SUMMARY>
</SSF_GET_STUDENT_ACCT_RESP>
```

Fault Message: SSF_FAULT_RESP

If the service operation encounters an error condition, it responds with the SSF_FAULT_RESP message.

This example illustrates the fields and controls on the SSF_FAULT_RESP Message Parameters. You can find definitions for the fields and controls later on this page.



The data returned by the service takes into account the Business Units defined for the student's Institution Set. Make sure you set up the self-service components that apply to this service. The service returns the same error encountered in Self Service if an Institution Set is not defined for the student's operator ID. In addition, the student's associated Institution Set must be service-enabled. Any data that you request for Business Units that are not part of the student's Institution Set cannot be retrieved.

The following code is an example of the SSF_FAULT_RESP message that the SSF_GET_STUDENT_ACCOUNT service operation transmits to the service caller:

```
<?xml version="1.0"?>
<SOAP-ENV:Envelope xmlns:SOAP-ENC="http://schemas.xmlsoap.org/soap/encoding/"
xmlns:SOAP-ENV="http://schemas.xmlsoap.org/soap/envelope/">
  <SOAP-ENV:Body>
    <SOAP-ENV:Fault>
      <faultcode>Client</faultcode>
      <faultstring>An Error occurred processing this request (14098,286)</
faultstring>
      <detail>
        <MSGS>
          <MSG>
            <ID>14872-9</ID>
            <DESCR>We are unable to display your account at this time.</DESCR>
            <MESSAGE_SEVERITY>E</MESSAGE_SEVERITY>
            <PROPS/>
```


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```
            </MSG>
          </MSGS>
        </detail>
      </SOAP-ENV:Fault>
    </SOAP-ENV:Body>
</SOAP-ENV:Envelope>
```

Post Installation Troubleshooting

This section discusses:

- Verifying Web Service Security Settings
- Publishing the Web Services

Verifying Web Service Security Settings

For the SSF_FINANCIALS web service, the service operations are delivered with FULL ACCESS to the HCCPCS01000 – All Pages permission list.

To verify whether the HCCPCS01000 permission list is assigned to a service operation with FULL ACCESS:

1. Access the General page: **PeopleTools**, and then **Integration Broker**, and then **Integration Setup**, and then **Service Operation Definitions**.
2. Click **Service Operation Security** to access the Web Service Access page.
3. On the Web Service Access page, verify whether the permission list has full access.

Publishing the Web Services

To publish a web service, access the Provide Web Service page. Go to **PeopleTools**, and then **Integration Broker**, and then **Web services**, and then **Provide Web Service**.

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18

Using GL Interface Processing

Understanding GL Interface Processing

The PeopleSoft Student Financials General Ledger Interface (GL Interface) records the effect of Student Financials transactions (for example, charges, payments, and cash receipts) 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, an organization may want to track student receivables, third-party receivables, payments, financial aid disbursements, cash receipts, or refunds disbursed for the balance sheet and other financial statement reporting requirements.

Student Financials integrates with PeopleSoft General Ledger and Oracle General Ledger. The Student Financials GL Interface:

- Loads setup information from the PeopleSoft General Ledger or Oracle General Ledger application that is used in the creation of accounting information.
- Validates the chart of accounts (ChartFields) on various Student Financials setup tables against data from PeopleSoft General Ledger or Oracle General Ledger to ensure that Student Financials reflects an institution's current chart of accounts.

  For Oracle General Ledger, validation is always real-time.
- Creates and sends accounting information to an institution's general ledger, enabling the institution's accounting office to track revenue, expenses, receivables, and liabilities.

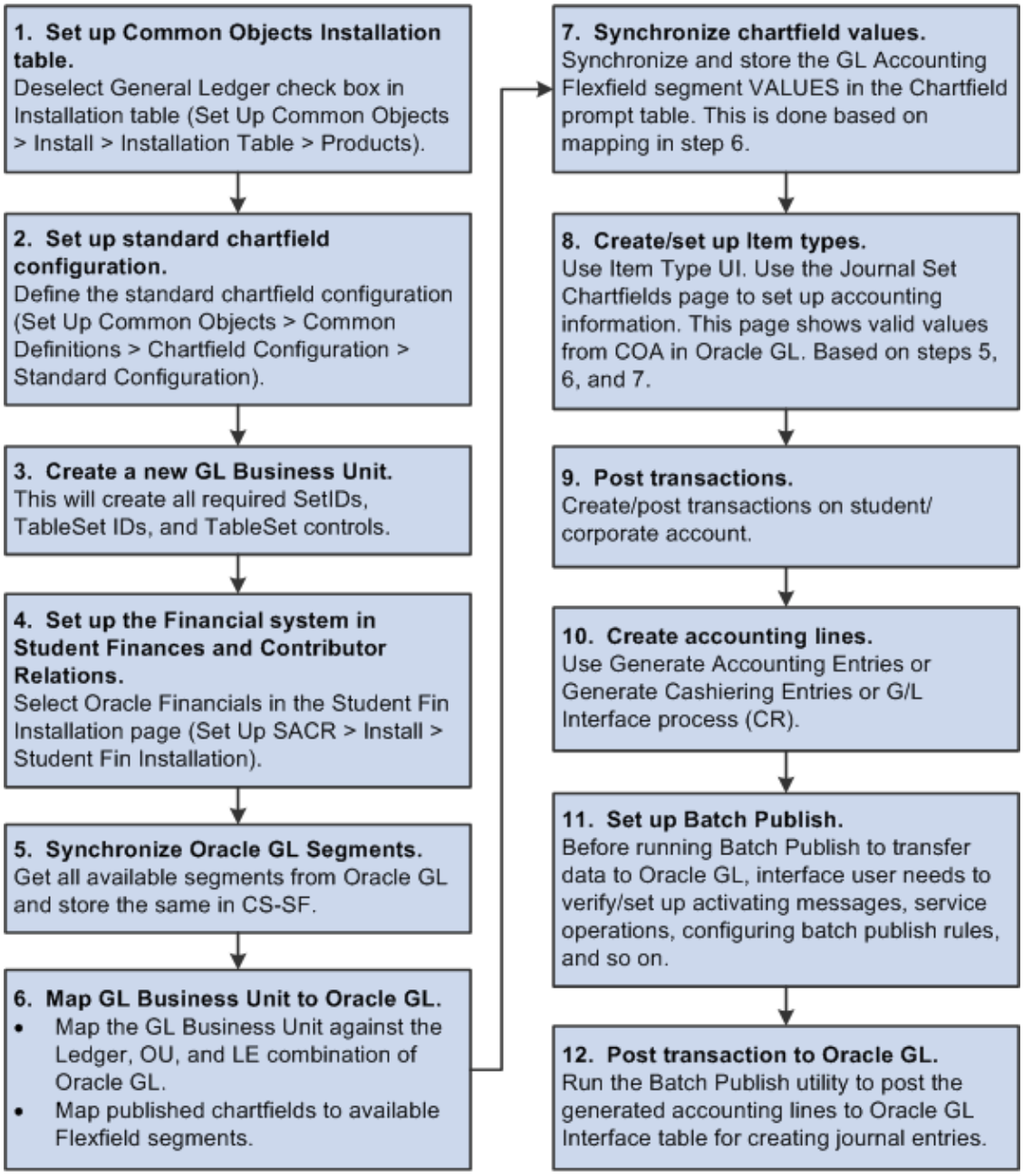
Accounting office staff should perform the majority of the setup that is required to record information in the general ledger. This section focuses on how to process and review the information that is transferred to the general ledger.

For integration with PeopleSoft Financials, before you run the GL Interface, you can run the Chartfield Audit report to review the existing chartfield setup and ensure that the chartfield combinations are still valid as on a specific GL Run Date.

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 use the information that you enter on these GL Interface-related pages to create accounting entries. You transfer these accounting entries to the 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.

User task flow for integration with Oracle Financials

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See:

- Defining Student Financials Installation Settings
- *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID **1982664.1**).
- *PeopleSoft FSCM: General Ledger*

Running the Chartfield Audit Report

This section provides an overview of the Chartfield Audit report and discusses how to run the report.

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> **Note**
>
> The Chartfield Audit Report page is not used in integration with Oracle Financials.
>
> If **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page, you must manually remove the Chartfield Audit Report page from the menu navigation by changing the Permission Lists. You should create a custom permission list to hide the menu navigation to this component.

See Defining Student Financials Installation Settings.

Understanding the Chartfield Audit Report

The Chartfield Audit report reviews the existing chartfield setup and identifies invalid chartfield combinations. The report provides details of invalid chartfield combinations that are intended for reporting to GL, that is, those for which the **GL Interface Required** check box is selected on the related setup pages.

Before you run the GL Interface process, run the Chartfield Audit report and manually correct invalid combinations. You therefore avoid invalid transactions being interfaced to the GL.

The Chartfield Audit Report uses the setup that you specify on the SF Installation page.

See Defining Student Financials Installation Settings.

> **Note**
>
> You can review the accounting line information after you run the Generate Accounting Lines batch process and you can verify the status of the transactions after you run the Batch Publish process. The chartfield combination *cannot* be edited or corrected in ACCOUNTING LINE (SF_ACCTG_LN).

Parameters

Chartfields can be set up on item types, course catalog, class schedule, cashiering target and tender keys, and the cashiering office. All these areas must therefore be included in the audit. The records that are used to find chartfield combinations are:

- ITEM_TYPE_TBL
- GL_INT_DT_TBL
- GL_INTERFACE
- CRSE_OFFER
- CRSE_OFFER_GL
- CLASS_TBL
- CLASS_TBL_GL
- TENDER_KEY_TBL
- TARGET_KEY_TBL
- CSH_OFF_TBL

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- TERM_VAL_TBL

Page Used to Run the Chartfield Audit Report

Page Name	Definition Name	Navigation	Usage
Chartfield Audit Report	SSF_CF_AUDT_RUN	**Student Financials**, and then **GL Interface**, and then **Chartfield Audit Report**, and then **Chartfield Audit Report**	Identify invalid chartfield combinations.

Running the Chartfield Audit Report

Access the Chartfield Audit Report page (**Student Financials**, and then **GL Interface**, and then **Chartfield Audit Report**, and then **Chartfield Audit Report**).

You must enter a value in the **Business Unit, GL Run Date, Term From** and **Term To** fields.

Field or Control	Description
GL Run Date	Enter the date on which you expect to run the GL Interface process. You can enter a future, but not a past, date. The current date appears by default.
Term To	Enter a value that is equal to or greater than the value in the **Term From** field.

Validate Options

In the **Validate Options** group box, select a check box to indicate that you want to include a particular area in the audit.

When you select a check box, a related group box with selection parameters becomes available. For example, the **Item Type Setup** group box is available only if you select the **Item Type Setup** check box.

Item Type Setup

In the **Item Type Setup** group box, if you enter a value in the **Group** field, the **From** and **To** fields are not available for entry.

Cashiering Office Setup

The value in the **Business Unit** field in the **Cashiering office Setup** group box is used to report invalid chartfield combinations from Cashiering Office as well as Target and Tender Key setup.

Viewing the Report

When you click **Run,** an Application Engine program is initiated. A PDF report is produced using XML Publisher.

The report lists only the chartfields that have invalid combinations. If you select an area to be audited and no invalids are found for the combination, a *No Invalids found* message appears

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for that area on the report. If you select an area to be audited and no data is found for the combination, a *No Data found* message appears for that area on the report.

Creating Accounting Entries

This section provides an overview of accounting entry creation and discusses:

- Creating Accounting Entries Using the GL Interface Process
- Creating Accounting Entries Using the Cashiering GL Interface Process

Understanding Accounting Entry Creation

Financial transaction activity from the PeopleSoft Student Financials application must be transferred to the general ledger so that your accounting office can track revenue, expenses, receivables, and liabilities that are created in Student Financials. The GL Interface creates accounting lines to accomplish this.

If your system integrates with PeopleSoft or Oracle Financials, it publishes accounting lines directly to the general ledger through PeopleSoft Application Messaging. A unique Cashiering GL Interface process exists 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 four 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

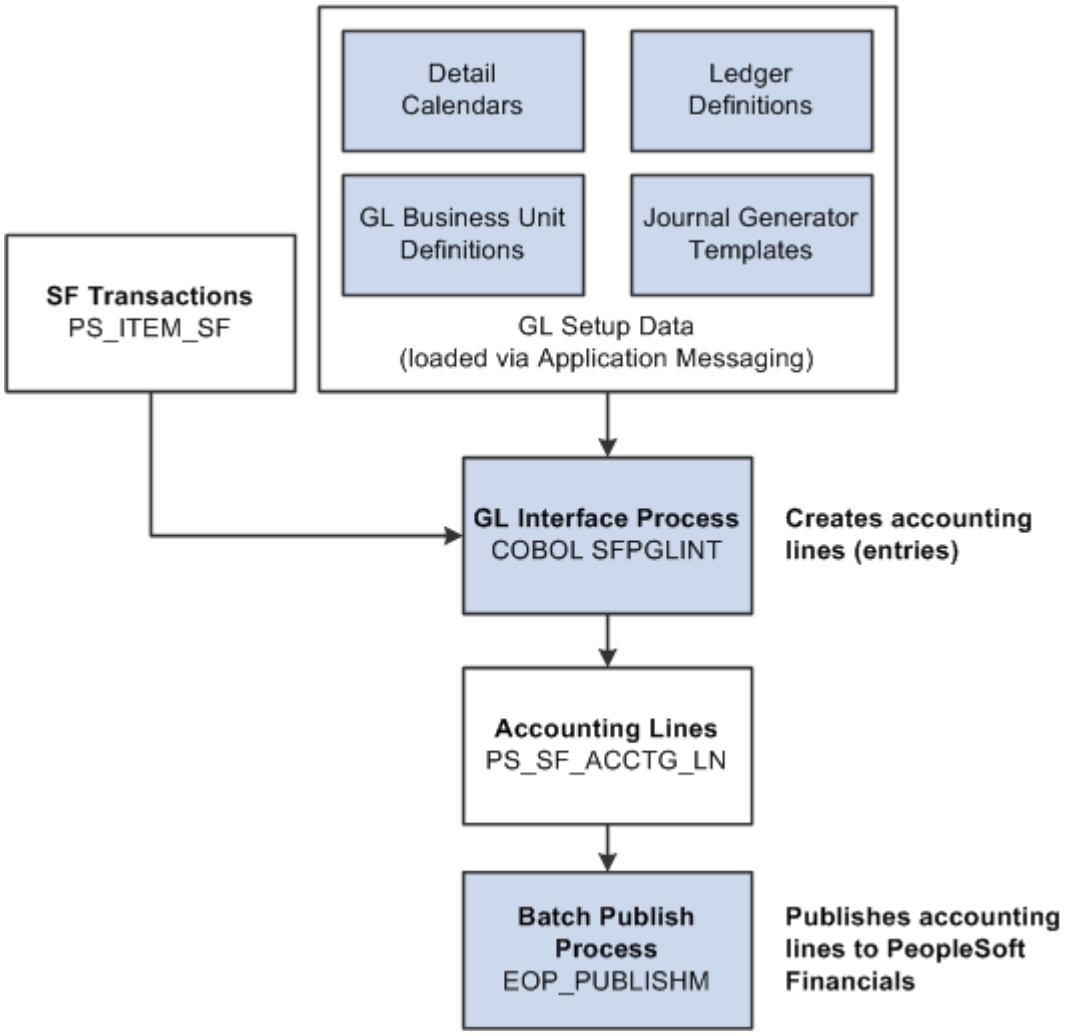
The GL Interface process creates accounting lines for all types of transaction activity in the Student Financials application.

> **Note**
>
> The GL Interface process creates accounting lines for all Student Financials transactions except cash receipts that are accepted through the Cashiering feature. Run the Cashiering GL Interface process to create entries for cash receipts that are accepted through the Cashiering feature.

This diagram illustrates how the PeopleSoft Financials GL Interface process creates accounting lines for Student Financials transactions:

GL Interface process with PeopleSoft Financials integration

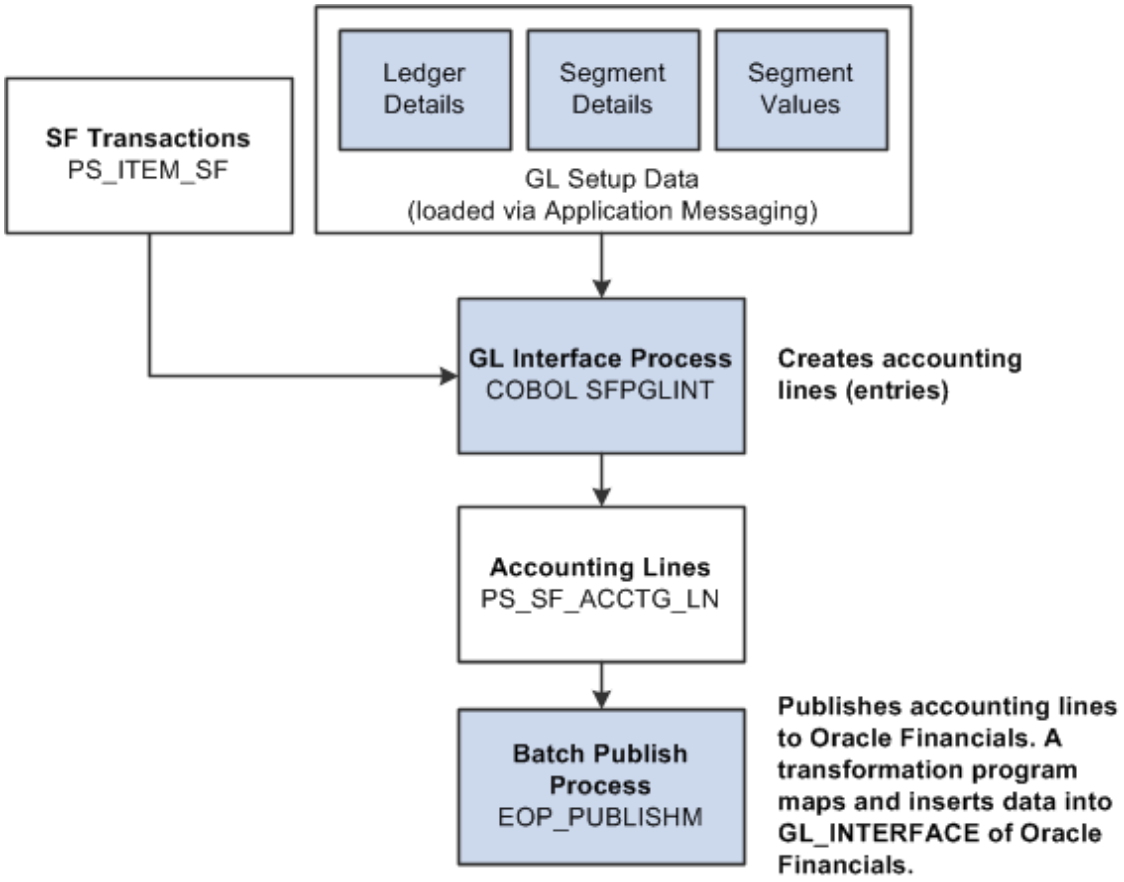
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This diagram illustrates how the Oracle Financials GL Interface process creates accounting lines for Student Financials transactions:

GL Interface process with PeopleSoft Financials integration

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If you interact with PeopleSoft or Oracle Financials, the system uses application messaging to share accounting line information with PeopleSoft or Oracle General Ledger.

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 Cashiering GL Interface process is the same as illustrated in the previous section, except that SF Transactions: PS_ITEM_SF is replaced with Cashiering:

- Cash Drawer Shortages
- Cash Drawer Overages
- Cash Receipts

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 the general ledger.

You cannot use the Back Out GL Interface process to reverse cashiering entries sent to the general ledger, so you must correct any mistakes before running the Batch Publish process for cashiering entries.

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Pages Used to Create Accounting Entries

Page Name	Definition Name	Navigation	Usage
Generate Accounting Entries	RUNCTL_SFGL01	**Student Financials**, and then **GL Interface**, and then **Generate Accounting Entries**	Create accounting entries using the GL Interface process.
Cashiering GL Interface	RUNCTL_SF_DEPTRCPT	**Student Financials**, and then **GL Interface**, and then **Generate Cashiering Entries**	Create accounting entries using the cashiering GL Interface process.
Review GL Messages	SF_GL_INT_MSG	**Student Financials**, and then **GL Interface**, and then **Review GL Messages**	View messages resulting from the GL Interface process.
Cashiering GL Interface	CSH_OFF_GL_INT	**Student Financials**, and then **GL Interface**, and then **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 (**Student Financials**, and then **GL Interface**, and then **Generate Accounting Entries**).

Field or Control	Description
Business Unit	Enter the business unit of the account activity that you are transferring to your institution's general ledger.
Journal Template	Enter the journal template that you want to use to create the transactions. This field is not available if **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page.
Term	The system selects all GL records that are less than or equal to the term code you select here.
Manual Batch Publish	Click to access the Batch Publish page. This link appears if your system interacts with PeopleSoft Financials or Oracle Financials.

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Field or Control	Description
Run	Click to access the Process Scheduler Request page. If your system interacts with PeopleSoft Financials or Oracle Financials, select the check box next to the SF GL Interface - Acct Lines (SFPGLINT) 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 General Ledger, the General Ledger assigns the proper budget period to them.

Creating Accounting Entries Using the Cashiering GL Interface Process

Access the Cashiering GL Interface page (**Student Financials**, and then **GL Interface**, and then **Generate Cashiering Entries**).

> **Note**
>
> If **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page, ensure that Cashiering is mapped to a journal category on the Journal Details Mapping page (Setup SACR, Product Related, Student Financials, General Ledger Interface, Map GL BU to Oracle GL, Journal Details Mapping).

See:

- Defining Student Financials Installation Settings
- Mapping General Ledger Business Units to Oracle General Ledger

Field or Control	Description
Business Unit	Enter the business unit for the account activity that you are transferring to your institution's general ledger.
Cashier's Office	Enter the cashiering office for the account activity that you are transferring to your institution's general ledger.
Business Date	Enter the business date of the cashiering office transactions that you are transferring to your institution's general ledger.
Journal Template	Enter the journal template that you want to use to create the transactions. This field does not appear if **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page.

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Field or Control	Description
Manual Batch Publish	Click to access the Batch Publish page. This link appears if your system interacts with PeopleSoft Financials or Oracle Financials.
Run	Click to access the Process Scheduler Request page. If your system interacts with PeopleSoft Financials or Oracle Financials, select the check box next to the SF Cashiering GL Interface (SFDPTREC) process.

Reviewing GL Interface Information

This section discusses:

- Reviewing GL Interface Run History
- Reviewing Accounting Line Information
- Reviewing Batch Publish Control Records

Pages Used to Review GL Interface Information

Page Name	Definition Name	Navigation	Usage
Review GL History	SF_GL_RUN_HISTORY	**Student Financials**, and then **GL Interface**, and then **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**, and then **GL Interface**, and then **Review Accounting Lines**, and then **Accounting Line**	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**, and then **GL Interface**, and then **Review GL Integration Data**	Review batch publish control records.

Reviewing GL Interface Run History

Access the Review GL History page (**Student Financials**, and then **GL Interface**, and then **Review GL History**).

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Field or Control	Description
Manually Complete Back Out	If the Back Out process fails before setting the status to *Backout Successful,* then 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 (**Student Financials**, and then **GL Interface**, and then **Review Accounting Lines**, and then **Accounting Line**).

Search Criteria

Use the options in this group box to select the fields that you want to use to search for an accounting line. Enter a particular field value as the search criteria.

Field or Control	Description
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 that are 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 that are related to specific ChartField values. If you select this option, you must select one or more ChartField values.

Field or Control	Description
Ext Chart (external GL ChartField)	If you are using a third-party or legacy General Ledger application, enter the external chart of accounts information for which you want to search. If you use this option, the search returns only accounting lines containing the specific chart of accounts information that you supply.

If **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page:

- The Ledger field is not available.
- ChartField prompt tables display valid values based on the Chartfields to Segments mapping on the ChartFields Mapping page and the values populated from Oracle GL for each segment into respective prompt tables.

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- The 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and should be made inactive on the Standard Chartfield Configuration page (**Set Up Common Objects**, and then **Common Definitions**, and then **Chartfield Configuration**, and then **Standard Configuration**).

See:

- Defining Student Financials Installation Settings
- Mapping General Ledger Business Units to Oracle General Ledger

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 Info tab display the information that is published to PeopleSoft or Oracle Financials. This page also contains the GL journal line number, journal ID, and line date, which are supplied from the data that is returned to Student Financials through the STUDENT_FIN_ACCTG_LINE subscription message after the journals are generated in PeopleSoft Financials. For Oracle Financials, the return data from General Ledger is populated using the message SSF_GL_ACCTG_LINE_SYNC.

If **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page, the 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and should be made inactive on the Standard Chartfield Configuration page (**Set Up Common Objects**, and then **Common Definitions**, and then **Chartfield Configuration**, and then **Standard Configuration**).

View the Direct GL tab for information about accounting entries that are neither associated with nor appear on the student account—for example, AAWS fee transactions.

Reviewing Batch Publish Control Records

Access the Review GL Integration Data page (**Student Financials**, and then **GL Interface**, and then **Review GL Integration Data**).

Selection Criteria - Batch Pub

Enter values for the batch publish records that you want to view in the **Process Instance** field or the **Process Status** field. Click the **Search** button to display these records in the **Batch Publish Control Record (PeopleSoft Financials or Oracle Financials integration)** scroll area.

Batch Publish Control Record (PeopleSoft Financials or Oracle Financials 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.

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SF Accounting Line

Click the **View Accounting Line Records** button to display accounting lines that are 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.

If **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page, the 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and should be made inactive on the Standard Chartfield Configuration page (**Set Up Common Objects**, and then **Common Definitions**, and then **Chartfield Configuration**, and then **Standard Configuration**).

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 process, 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 enables you to correct errors before information is sent to the general ledger.

Page Used to Run the Back Out GL Interface Process

Page Name	Definition Name	Navigation	Usage
Back Out GL Interface	RUNCTL_SFPGLBCK	**Student Financials**, and then **GL Interface**, and then **Reverse GL Interface**	Run the Back Out GL Interface process.

Running the Back Out GL Interface Process

Access the Back Out GL Interface page (**Student Financials**, and then **GL Interface**, and then **Reverse GL Interface**).

Field or Control	Description
Business Unit	Enter the business unit for which you want to run the back out process.

This process deletes accounting lines created in error.

If you need to reverse an earlier run of the GL Interface process, you can 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 that you need to correct.

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After the back out process finishes, you can enter any correcting transactions in Student Financials. Then rerun the GL Interface process to create new accounting lines for the transactions.

> **Note**
>
> The Back Out GL Interface process does not back out accounting lines that are 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 or Oracle General Ledger would lead to out-of-balance conditions between Student Financials and PeopleSoft or Oracle General Ledger. Run the Back Out GL Interface process only if you are sure that the accounting lines have not already been transferred to PeopleSoft or Oracle General Ledger. If the accounting lines have been transferred to PeopleSoft or Oracle General Ledger and you proceed with the Back Out GL Interface process, you must manually reverse the corresponding entries in PeopleSoft or Oracle 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	Definition Name	Navigation	Usage
Batch Publish	EO_BATCHPUB	**Enterprise Components**, and then **Integration Definitions**, and then **Initiate Processes**, and then **Batch Publish**	Publish accounting line information.

Publishing Accounting Line Information

Access the Batch Publish page (**Enterprise Components**, and then **Integration Definitions**, and then **Initiate Processes**, and then **Batch Publish**).

To run the Batch Publish process:

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.

   Enter *SFDPTREC* if you are using the Cashiering GL Interface process.
4. Click the **Run** button to initiate the Manual Batch Publish (EOP_PUBLISHM) process.

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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 that are generated by the GL Interface process (SFPGLINT) and publishes them to the PeopleSoft or Oracle Financials database.

Interface with Oracle Financials

Two types of interfaces with Oracle Financials are required: Outbound and Inbound

- Outbound: The same batch publish process that is used for PeopleSoft Financials is used to transfer accounting line transactions from Student Financials (SF_ACCTG_LN) to the Oracle General Ledger interface. Transformation program logic maps data from SF_ACCTG_LN to the GL_INTERFACE of Oracle GL.
- Inbound: When the jounaling process in Oracle GL is complete, a message and transformation program is used to send journal related information back to Student Financials (SF) and to update SF_ACCTG_LN with the following details – Journal ID, Journal Date, Journal Line, Journal Line Status and Journal Line Date.

  See *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

Generating Direct to GL Entries

Some transactions, such as Admissions Application Web Services (AAWS) fee payment transactions, are not posted to the student account. Use the Generate Direct to GL Entries (SSF_RUNCTL_GL_TRNS) component to post these transactions directly to the general ledger.

This section discusses how to generate Direct to GL entries.

Page Used to Generate Direct to GL Entries

Page Name	Definition Name	Navigation	Usage
Generate Direct to GL Entries	SSF_RUNCTL_GL_TRNS	**Student Financials**, and then **GL Interface**, and then **Generate Direct to GL Entries**, and then **Generate Direct to GL Entries**	Generate Direct to GL entries.

Generating Direct to GL Entries

Access the Generate Direct to GL Entries page (**Student Financials**, and then **GL Interface**, and then **Generate Direct to GL Entries**, and then **Generate Direct to GL Entries**).

Use this page to run the Generate Direct to GL Entries (SSF_GL_TRANS) process to generate accounting entries for the transactions that are neither associated with nor appear on the student account—for example, AAWS fee transactions.

The GL Transaction (SSF_GL_TRANS) table contains all successfully authorized payment transactions that are not posted to the student account. The SSF_GL_TRANS process moves the entries from the GL Transaction table to the Accounting Line table PS_SF_ACCTG_LN. No

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follow on transactions, for example, reversals and/or refunds, are possible for these payments —after they are sent to the GL, all changes must be done manually.

For AAWS, the Complete ePayment web service authorizes payment transactions. If payment is authorized, the **Amount Sent to GL** field is updated in the Application Transactions staging component and when the application is successfully posted, the value is carried through to the Application Items page in the core production Application Maintenance component. The Generate Direct to GL process uses the **Amount Sent to GL** value.

See:

- Recruiting and Admissions: Understanding Admission Transactions
- Using the SSF_EPAYMENT_TRANS Web Service

The GL Transaction table contains item types (that have been set up for Direct to GL) to represent the GL chartfields.

To set up AAWS item types for Direct to GL, select the **Post to GL from AAWS App** check box on the Application Fees page **(Set Up SACR**, and then **Student Financials**, and then **Admission Fees**, and then **Application Fees).** The **Application Fee Item Types** link appears —click the link to access the Application Fee Item Types page and define the item types.

See:

- Setting Up Application Fees
- Recruiting and Admissions: Understanding AAWS

Required Parameters

Field or Control	Description
Business Unit	Enter the business unit of the Direct to GL entries that you are transferring to your institution's general ledger.
Journal Template	Enter the journal template that you want to use to create the transactions. This field is not available if **Oracle Financials** is selected in the **Financial System** group box on the SF Installation page.
Manual Batch Publish	Click to access the Batch Publish page. This link appears if your system interacts with either PeopleSoft Financials or Oracle Financials.

Transaction Date

The Direct to GL process selects all transactions, based on required parameters, that have a transaction date less than or equal to the current date or the date that you specify.

Reviewing Direct to GL Entries

Use the Review Direct to GL Entries (SSF_GL_TRANS_INQ) component for reconciliation and audit purposes, to review accounting entries for the general ledger that are neither associated with nor appear on the student account.

This section discusses:

- Searching for GL Transactions

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- Reviewing Direct to GL Transactions

Pages Used to Review Direct to GL Entries

Page Name	Definition Name	Navigation	Usage
GL Transaction Search	SSF_GL_TRANS_INQ	**Student Financials**, and then **GL Interface**, and then **Review Direct to GL Entries**, and then **GL Transaction Search**	Search for Direct to GL transactions.
GL Transaction Result	SSF_GL_TRANS_INQ2	**Student Financials**, and then **GL Interface**, and then **Review Direct to GL Entries**, and then **GL Transaction Result**	View GL Transaction search results.

Searching for GL Transactions

Access the GL Transaction Search page (**Student Financials**, and then **GL Interface**, and then **Review Direct to GL Entries**, and then **GL Transaction Search**).

Filter Options

Field or Control	Description
GL Transaction ID	This ID is the unique value created when the Direct to GL process is run.
External Reference	For AAWS, you can use an applicant's application number, which is unique, to determine if a payment has been sent to the general ledger.
SF Payment Reference	This reference number is the unique value associated with the epayment.

After the Direct to GL process has been run, you can search by GL run date or process instance.

Reviewing Direct to GL Transactions

Access the GL Transaction Result page (**Student Financials**, and then **GL Interface**, and then **Review Direct to GL Entries**, and then **GL Transaction Result**).

The GL Run tab is populated after the Direct to GL Entries process is run.

In the Audit tab you can view the userid of the person who created the transaction and the date/time stamp.

Reversing Direct to GL Entries

Use the Reverse Direct to GL (SSF_RNCTL_REVGL) component to reverse the most recent entries generated through the Generate Direct to GL Entries process.

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This section discusses how to reverse Direct to GL entries.

Page Used to Reverse Direct to GL Entries

Page Name	Definition Name	Navigation	Usage
Reverse Direct to GL Entries	SSF_RNCTL_REVGL	**Student Financials**, and then **GL Interface**, and then **Reverse Direct to GL Entries**, and then **Reverse Direct to GL Entries**	Reverse Direct to GL entries.

Reversing Direct to GL Entries

Access the Reverse Direct to GL Entries page (**Student Financials**, and then **GL Interface**, and then **Reverse Direct to GL Entries**, and then **Reverse Direct to GL Entries**).

The Reverse Direct to GL process deletes the Accounting Line (SF_ACCTG_LN) entries for the most recent Generate Direct to GL Entries process instance and updates the GL Transaction (SSF_GL_TRANS) table to indicate the records are yet to be processed/ transferred to GL. The process therefore enables you to correct errors before information is sent to the general ledger.

> **Warning**
>
> Use caution when running the Reverse Direct to GL Entries process because reversing accounting entries from Student Financials that have already been posted in PeopleSoft or Oracle General Ledger leads to out-of-balance conditions between Student Financials and PeopleSoft or Oracle General Ledger. Run the process only if you are sure that the accounting lines have not already been transferred to PeopleSoft or Oracle General Ledger. If the accounting lines have been transferred to PeopleSoft or Oracle General Ledger and you proceed with the Reverse Direct to GL Entries process, you must manually reverse the corresponding entries in PeopleSoft or Oracle General Ledger.

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Calculating Tuition and Fees

Calculating Tuition for a Single Student

Calculate tuition for a single student when you need to see immediate results.

This section describes:

- Calculating a Student's Tuition
- Reviewing a Student's Calculated Fees
- Viewing a Student's ITEM_SF Installments

Pages Used to Calculate Tuition for a Single Student

Page Name	Definition Name	Navigation	Usage
Tuition Calculation	STDNT_TUITION_CALC	**Student Financials**, and then **Tuition and Fees**, and then **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**, and then **Tuition and Fees**, and then **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**, and then **Tuition and Fees**, and then **Review Calculation Messages**, and then **Fee Calculation Messages**	Review messages generated during tuition calculation for a single student.

Calculating a Student's Tuition

Access the Tuition Calculation page (**Student Financials**, and then **Tuition and Fees**, and then **Tuition Calculation**).

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Field or Control	Description
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, information might not be 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 that is 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.
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 (CALC_CNTL_TABLE).

Related Topics

- Setting Up Transaction Fees
  To set up transaction fees, use the Transaction Fees component (TRANSACTION_FEES).

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

Reviewing a Student's Calculated Fees

Access the Fees After Calculation page (**Student Financials**, and then **Tuition and Fees**, and then **Review Fees After Calculation**.)

Field or Control	Description
Installments	Click to access the Tuition Installments page.

Viewing a Student's ITEM_SF Installments

Access the Tuition Installments page. Click the **Installments** link on the Fees After Calculation page.

The Tuition Installments page shows the individual ITEM_SF installments, as well as waivers that have been calculated and applied to designated ITEM_SF installments.

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	Definition Name	Navigation	Usage
Tuition for Multiple Students	RUNCTL_SFPBCALC	**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Calculate Tuition**, and then **Tuition for Multiple Students**	Calculate tuition in batch.
Fees After Calculation (Batch)	TUIT_CALC_B_PANEL	**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Review Fees After Calculation**, and then **Fees After Calculation (Batch)**	Review fees after batch tuition calculation.

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Page Name	Definition Name	Navigation	Usage
Fee Calculation Messages (Batch)	CALC_MSG_B_PANEL	**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **View Fee Calculation Messages**, and then **Fee Calc Messages (Batch)**	Review messages resulting from batch tuition calculation.

Calculating Tuition in Batch

Access the Tuition for Multiple Students page (**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Calculate Tuition**, and then **Tuition for Multiple Students**).

Field or Control	Description
Business Unit	Enter the business unit for which you are calculating the tuition.
Run Option	Enter 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 require a substantial programming effort. Values are: *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.

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Field or Control	Description
Select Option	Select 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 require a substantial programming effort. Values are: *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 check box is set to *yes*.
Use Tuition Calc Controls	Select to run the batch tuition calculation process for the academic careers and terms that you identified in the Tuition Calculation Controls page. If you select this check box, the Academic Career and Term fields are not available. If you did not identify any academic program, the batch tuition calculation process is run for *all* programs in the academic careers that you identified in the Tuition Calculation Controls page.
Display Details	Click to review the Fees After Calculation (Batch) page.
Display Messages	Click to review the Fee Calculation Messages (Batch) page.
Academic Career	Enter an optional academic career for which you want to calculate tuition and fees. Leave this field blank to calculate tuition for all careers that are limited by your run option, and select option settings.
Term	Enter the term for which you want to calculate tuition and fees.
Academic Program	Enter 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 that are limited by your run option, and select option settings.

Assigning Student Waivers

The Assign Student Waivers feature allows you to override student waivers. This means you can apply values to student waivers that are different from the values you specified in the Waivers page. The values in waiver codes for which the **Enable Student Override** check box is selected on the Waivers page are available here. When the check box is selected, the waiver calculation process checks the Student Waiver table for the values to use in waiver calculation. You can override the waiver code values for individual students or use a batch process to override the waiver code values for multiple students.

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If the criteria option on the waiver code is set to **Use Criteria** or **Use Equation,** the tuition calculation process uses the selected criteria to check the student's eligibility for the waiver. However, if the waiver code criteria option is set to **No Criteria**, then you must manually verify the student's eligibility.

The Assign Student Waivers feature does not change how waivers are applied to student charges. A waiver code is typically set with the flat or maximum amount that can be applied, and the criteria that determines when the waiver is applied. The Assign Student Waiver feature processes amounts following the same logic as a typical waiver code. For example, when a waiver code is linked to multiple term fees in the tuition group, the flat amount up to the maximum amount is applied to the charge for *each* term fee when the waiver is granted to the student. Also, when a waiver is applied to charges from a term fee that is set to charge by session, the flat amount up to the maximum amount specified in the waiver code applies to *each* session charge for the term fee.

See Configuring Waivers and Waiver Groups.

Pages Used to Assign Student Waivers

Page Name	Definition Name	Navigation	Usage
Assign Student Waiver	SSF_STDNT_WAIVER	**Student Financials**, and then **Tuition and Fees**, and then **Assign Student Waiver**	Populate the Student Waiver table to manually override the waiver code values for an individual student.
Mass Assign Student Waivers	SSF_RUNCTL_STD_WVR	**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Mass Assign Student Waivers**	Use a batch process to populate the Student Waiver table and override the waiver code values for multiple students.

Assigning Waivers for a Single Student

Access the Assign Student Waiver page (**Student Financials**, and then **Tuition and Fees**, and then **Assign Student Waiver**).

The context region that appears above the Details region shows the original values from the Waivers setup page. This serves as a reference point when you override the values.

When you override waiver code values for the first time, the Override Waiver Code Values region shows the original waiver code values you set up. Your subsequent edits show the latest values used in the override. This region contains the same fields and edits as the Waivers setup page. The fields are optional.

> **Note**
>
> You can also populate the Student Waiver table using Mass Assign Student Waivers.

See Assigning Waivers for Multiple Students.

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Field or Control	Description
Effective Date	Enter the date from when the overridden waiver detail is to be used for the student. If you use a future date, the following message appears in the Student Waiver Override region on the finances page: *This student has future-dated waiver overrides.* See Campus Community Fundamentals: Viewing a Student's Self-Service Finances Information.
Waiver Start Date and **Waiver End Date**	This date range determines the number of ITEM_SF installments, and is used when processing an ITEM_SF installment that has a waiver attached to it. By default, these dates are set to null. These fields are available when the term is defined in the Tuition Calculation Controls, Installment Controls page. A waiver applies to an ITEM_SF installment if the billing date of the ITEM_SF installment falls within the waiver date range. If you change the start and end dates, and the amounts on the waiver, only unbilled ITEM_SF installments are changed. Billed ITEM_SF installments may be changed if the waiver amount is less than what has been billed. Consider this example. A term fee's due date calendar is set up to create six ITEM_SF installments that will be billed at the first of the month, from January to June. The waiver has a flat amount of 100 USD and this amount is applied to each of the ITEM_SF installments. There may be a specific student or group of students where the waiver should be applied only to the May and June ITEM_SF installments. The waiver start and end dates can be defined from May 1 to June 30. When the tuition calculation process is run, it refers to the Assign Student Waivers table to determine if any overrides have been defined. In this example, the first four ITEM_SF installments are not eligible for the waiver, and only May and June will post a 100 USD waiver for the last two ITEM_SF installments.
Waiver Offset	Enter an amount the students potentially pay themselves. 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** option. 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.

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Field or Control	Description
Waive Percentage	If only a percentage of a fee is to be waived, enter that percentage in this field. When using ITEM_SF installments, the value you enter in this field represents the percentage of the fee that is waived for each ITEM_SF installment. For example, if you create six ITEM_SF installments of 500 USD each and you set the waiver percentage to 10%, then each ITEM_SF installment is reduced by 50 USD.
Amount/Unit	If the waiver is based on the amount of units in a student's course load, enter the per unit amount. ITEM_SF installments do not support **Amount/Unit**. If you use this field for ITEM_SF installments, the following message appears in review calculation: *Amt per Unit Waivers are not supported for Tuition Installments.* However, fees are still calculated and posted.
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. When using ITEM_SF installments, the value you enter in this field represents the amount that is waived for each ITEM_SF installment. For example, if you create six ITEM_SF installments and you set the waiver flat amount to 120 USD, then each ITEM_SF installment can be reduced by 120 USD.
Maximum Amount	Enter the maximum amount that can be waived relative to the fees per term, session, or class.

Related Topics

- Campus Community Fundamentals: Setting Up the Student Services Center Component

Assigning Waivers for Multiple Students

Access the Mass Assign Student Waivers page (**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Mass Assign Student Waivers**).

The Mass Assign Student Waivers batch process allows you to assign waiver codes and override the default waiver code values for multiple students.

The waiver combinations that you can use when you set up the override are the same as the combinations that you can use on the Assign Student Waiver page.

When the batch process is successful, the new values with effective date and sequence are inserted in the Student Waiver table. You can review or edit individual information using the Assign Student Waiver page.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages

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when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields act the same from within the group box no matter what run control page you are on or what transaction you are processing. If your institution uses a specific selection tool (PS Query, Equation Engine, or external file) to identify IDs for a specific transaction, you must use it.

See Campus Community Fundamentals: Using the Population Selection Process.

Field or Control	Description
Query Name	The following query is delivered: QA_CS_SF_WV_ASSIGN. If you create your own queries, you must include the bind record SSF_STDWVR_BIND.

Parameters

Field or Control	Description
Waiver Code	Select the waiver code that you want to assign. Only waiver codes that are effective at the start date of the selected term and for which the **Enable Student Override** check box is selected on the Waivers setup page are available here.
Status	The Population Selection process can be used to activate or inactivate waivers.

Override Waiver Code Values

For information about these fields, refer to the documentation about the Assign Student Waiver page.

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	Definition Name	Navigation	Usage
Lock In Tuition Amount	RUNCTL_LCK_IN_TUIT	**Student Financials**, and then **Tuition and Fees**, and then **Process Tuition Lock In**, and then **Lock In Tuition Amount**	Lock in a minimum tuition amount.

Locking In Tuition

Access the Lock in Tuition Amount page (**Student Financials**, and then **Tuition and Fees**, and then **Process Tuition Lock In**, and then **Lock In Tuition Amount**).

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Field or Control	Description
Business Unit	Enter the business unit for which you are processing the tuition lock.
Term	Enter the term being locked.
Report Only	Select to see the effect of the lock without processing it.
Tuition Group	Enter 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 nonpayment of fees, you must recalculate tuition and fees for those students.

Related Topics

- Processing Enrollment Cancellation
  This section provides an overview of enrollment cancellation and discusses:

Page Used to Recalculate Tuition and Fees After Enrollment Cancellation

Page Name	Definition Name	Navigation	Usage
Recalc for Cancellation (recalculate for cancellation)	RUNCTL_SFPCCALC	**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Calculate After Cancellation**, and then **Recalc for Cancellation**	Recalculate tuition and fees after enrollment cancellation.

Recalculating Tuition and Fees After Enrollment Cancellation

Access the Recalc for Cancellation page (**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Calculate After Cancellation**, and then **Recalc for Cancellation**).

Field or Control	Description
Request ID (request identifier)	Enter a request ID for term or session cancellations, class cancellations, or both.

Changing, Calculating, and Posting Optional Fees

This section discusses:

- Calculating Optional Fees for an Individual Student
- Overriding Optional Fees After the No Change Date

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Pages Used to Change, Calculate, and Post Optional Fees

Page Name	Definition Name	Navigation	Usage
Optional Fees for a Student	OPT_FEE_STDNT	**Student Financials**, and then **Tuition and Fees**, and then **Assign Optional Fees**, and then **Optional Fees for a Student**	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**, and then **Tuition and Fees**, and then **Override Optional Fees**, and then **Optional Fees Override**	Override optional fees after the no change date.

Calculating Optional Fees for an Individual Student

Access the Optional Fees for a Student page (**Student Financials**, and then **Tuition and Fees**, and then **Assign Optional Fees**, and then **Optional Fees for a Student**).

Field or Control	Description
Career	Displays the student's academic career.
Fee Code	Displays the fee code of each optional fee that is attached to the student.
Valid Value	Enter a 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 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 monetary 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	Displays the maximum amount that you defined for the fee on the Optional Fees per Term page.
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.

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Field or Control	Description
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. That is, you do not need 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 (**Student Financials**, and then **Tuition and Fees**, and then **Override Optional Fees**, and then **Optional Fees Override**).

This page is identical to the Optional Fees for a Student page.

Using ITEM_SF Installments

To use the ITEM_SF installment functionality, you must select the **Create Tuition Installments** check box on the SF Installation 2 page. Additionally, review the **Enforce Payment Restriction** and **Enable Billed Adjustments** check boxes. To define the terms that allow ITEM_SF installments, specify the terms in the Tuition Calculation Controls, Installment Controls page. When tuition is initially calculated, the system creates a unique ITEM_SF record, per due date calendar, for each installment. All installments are posted including future-dated installments. Past due installments can be created if the **Assess Past Installments** check box is selected on the Tuition Groups - Definition page. The total amount of the installment should match the original fee amount. If an additional amount is needed to match the original fee, the extra pennies are added to the last installment. For example, the original fee is 100 USD and the due date calendar creates three installments. The due dates are January 1 to March 1, each with an installment amount of 33.33 USD. The remaining 0.01 USD is added to the last installment, March 1. This gives a total installment amount that matches the original 100 USD fee.

Also, if the billing and due date calendar create all installments with due dates that are earlier than the current system date and the **Assess Past Installments** check box is not selected on the Tuition Groups - Definition page, the following message appears: *All Installments are in the past.* This message also appears on the Calculation Messages page.

After the initial tuition calculation has created the ITEM_SF installments and there is either an addition or decrease in the fee, the adjustment process determines whether the installment has been billed (ITEM_LINE_SF.BILLING_FLAG = 'Y') and the value that is defined in the tuition group's **Adjust Billed Installments** check box (SEL_GROUP_TBL.SSF_ADJ_BILL_INST). The following table provides a summary of the adjustment logic that determines if an installment can be adjusted:

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	Upward Adjustments	Downward Adjustments
Adjust Billed Installments = Y	• If all installments have been billed, increase only last billed installment. • If some installments have been billed, increase only unbilled installments.	• If all installments have been billed, start decreasing from last billed installment • If some installments have been billed, decrease unbilled installments first. If additional billed installments need to be adjusted, begin decreasing according to the descending order of the billing date.
Adjust Billed Installments = N	• If all installments have been billed, provide an error message. • If some installments have been billed, increase only unbilled installments.	• If all installments have been billed, provide an error message. • If some installments have been billed, decrease only unbilled installments.

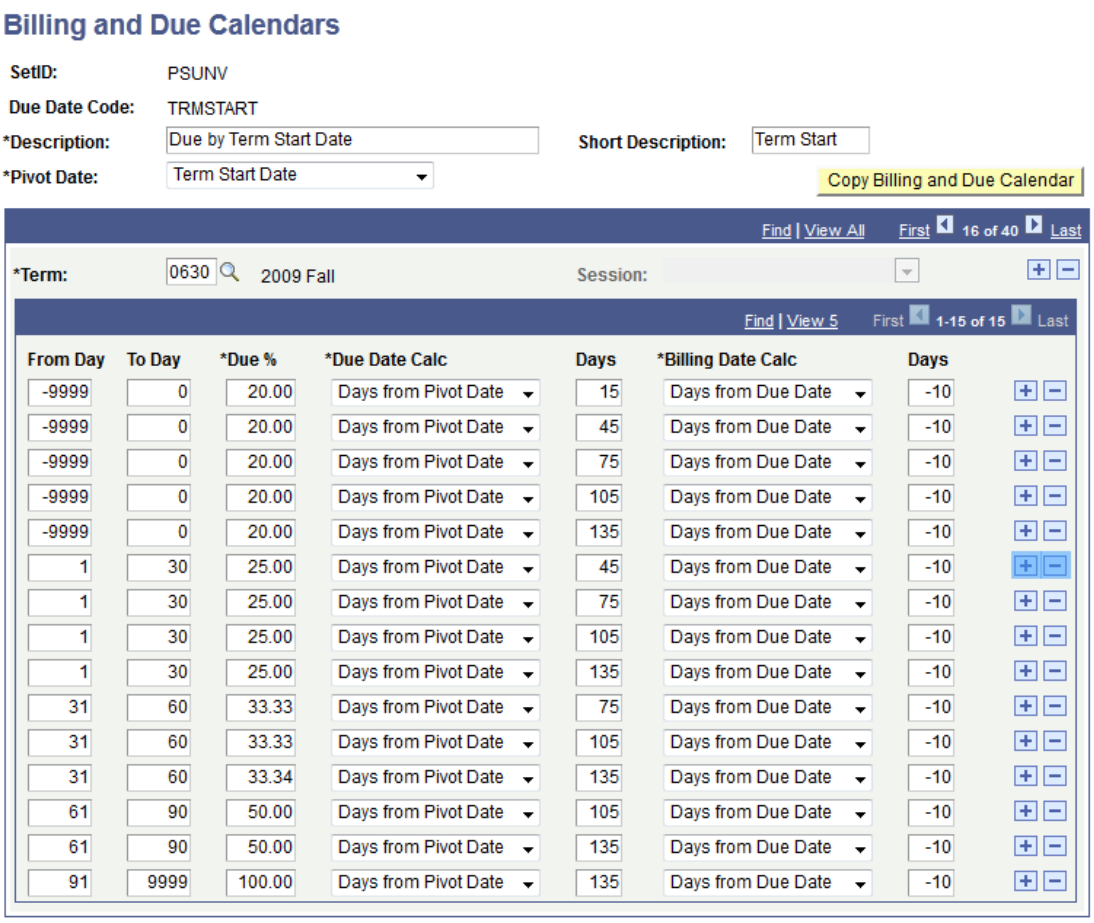
Another feature of the ITEM_SF installment functionality is that it applies any associated waiver proportionally across all installments. The waiver uses the billing date of the charge item number and inherits the attributes of the charge item number. Proportionally applied waivers are subject to the fee's due date calendar.

When a new fee is calculated, but has not been posted to an account, the due date calendar ranges that are identified at the time of calculation prevails. If you make future adjustments to the fee, the initial installments or due dates that were initially calculated are retained. Subsequent fees that are added after the initial tuition calculation may fall into a different time range defined using the same billing and due calendar.

Consider this example of a fee that is calculated into a five-installment calendar and how it can still fall into line with the other remaining installments. At any time (-9999) before term starts (0), the fee is split into five installments of 20% each. If the fee is first calculated during the first month (1–30), then the fee is split into four installments of 25% each. If the fee is calculated during the second month (31–60), then the fee is split into three installments of 33.33% each. If the fee is calculated during the third month (61–90), two installments of 50% each are created. And, if the fee is calculated any time from the fourth month onward (91–9999), then it becomes due in full in the last (fifth) installment. The following page illustrates the example.

This example illustrates the fields and controls on the Billing and Due Calendars page. You can find definitions for the fields and controls later on this page.

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If you change the due date calendar after installments have been billed, the tuition calculation process does not use the modified due date calendar. Instead, the tuition calculation process uses the original dates that were initially calculated. You should recalculate tuition using a different tuition group and a new due date calendar.

If you want to reverse a waiver, set its **Effective Status** to *Inactive*. Billed installments are affected.

The ITEM_SF installment functionality is unable to track class pricing (FEE_CLASS_PRICE table). The number of ITEM_SF records that are created is determined by the number of installments, but the FEE_CLASS_PRICE table does not contain the number of installments. If you create ITEM_SF installments, the track class pricing functionality is not available. The general ledger interface and third party contract course list produce an error if you attempt to use ITEM_SF installments along with the track class pricing functionality.

See Defining Keyword Edit Tables and a Null Due Date.

Related Topics

- 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).

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Refunding Customers

Understanding Refunds

> **Note**
>
> If you implement Campus Solutions and a separate instance of PeopleSoft Human Capital Management/Payroll, you cannot use refunding through payroll.
>
> For information on managing processes that require data from both applications, see Campus Solutions-HCM / Payroll Integration: Student Financials Impacts on My Oracle Support (ID 1464024.1).

This section discusses:

- Refunding Methods
- Refunding Processes
- Refunding Recipients
- Student Financial Planning PLUS Loan Refunds
- Refunding Formats
- Refunding Process Flow for AP refunds

Refunding Methods

You can use these refunding methods to create and distribute refunds:

- Accounts payable

  The accounts payable method involves creating and distributing refunds through an interface with PeopleSoft Payables.

- Other

  The other method is a catch-all 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 real time.

- Batch

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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 nonstudent 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.

Student Financial Planning PLUS Loan Refunds

If the Student Financial Planning PLUS Loan application so specifies, the borrower can be designated to receive the refund instead of the student. If the refund is not going to the student, the borrower must have an *EmplID* and a *Relationship* with the student, and the SFP PLUS Loan Award must contain the borrower's *EmplID*.

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

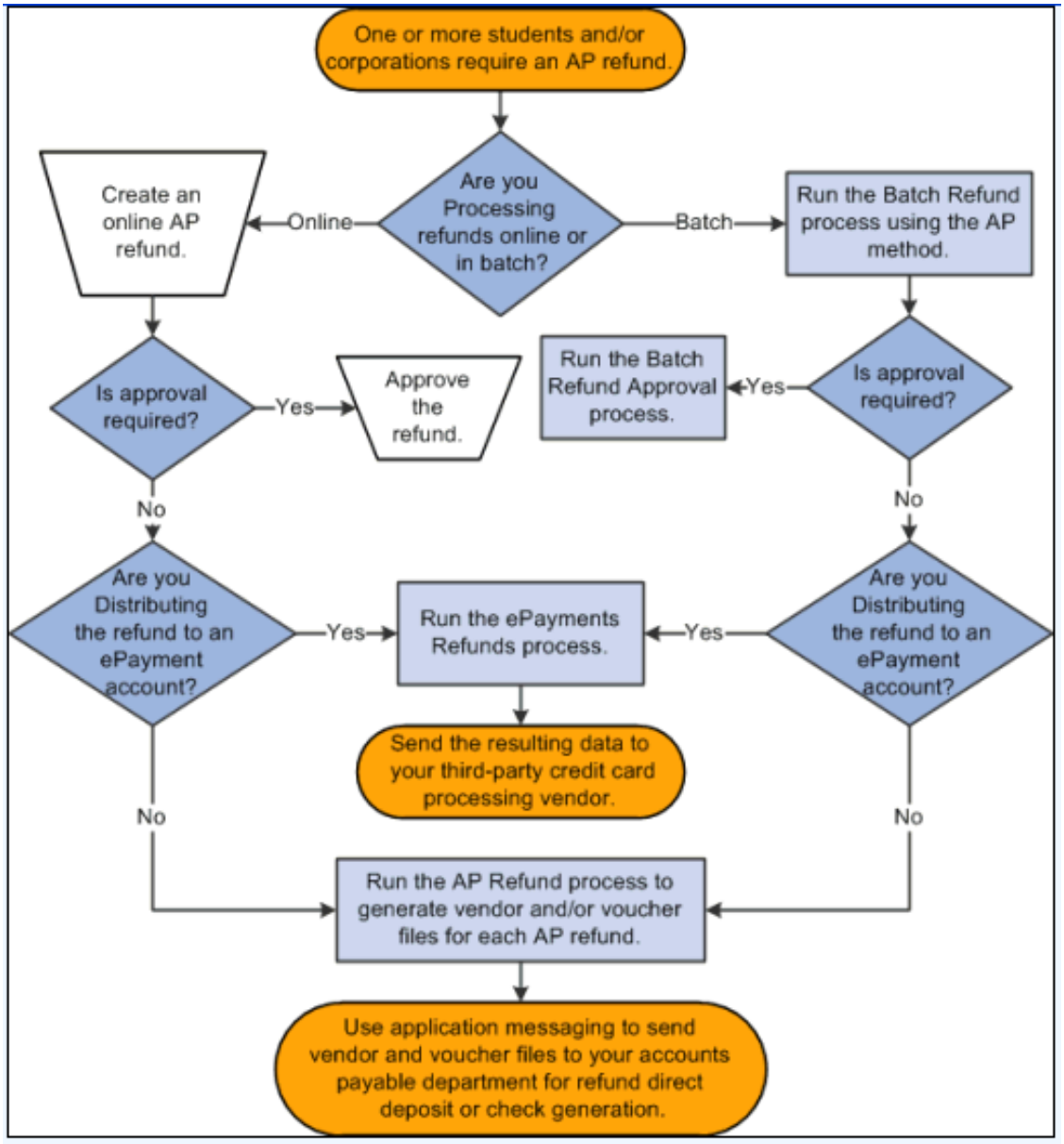
  Using the direct deposit format, you automatically deposit the refund amount into a predetermined direct deposit account. The direct deposit format is available for the accounts payable refunding method.

Refunding Process Flow for AP refunds

The following diagram displays the decisions and processes involved when creating and distributing AP refunds.

AP refund process flow

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Creating Batch Refunds

This section discusses:

- Defining General Parameters
- Selecting Academic Programs
- Selecting Account Types and Terms
- Selecting Item Types

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> **Note**
>
> You cannot refund unsettled credit card payments using the Batch Refund (SFPREFND) process. The process ignores any unsettled credit card payments.

Related Topics

- Understanding ePayment Transactions
  PeopleSoft Student Financials enables your institution to receive payments for charges by eCheck or credit card through cashiering and over the web using self-service functionality. The rules that your institution defines for accepting, verifying, and authorizing transactions are established when you set up your Student Financials (SF) merchant and SF institution set.

Pages Used to Create Batch Refunds

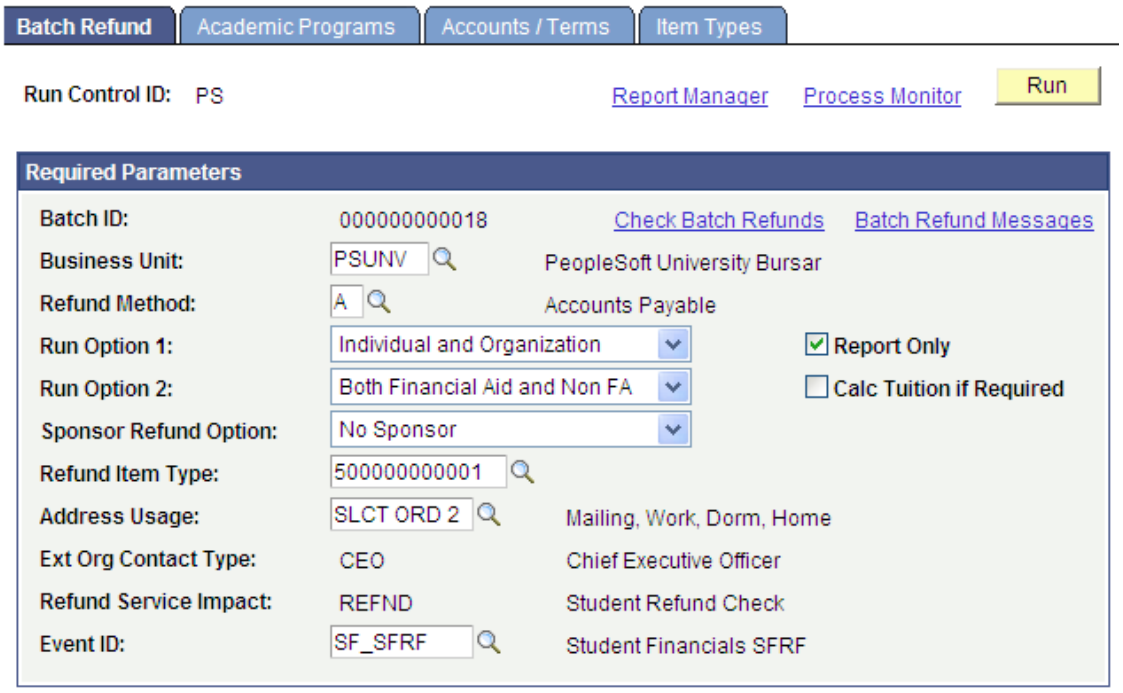
Page Name	Definition Name	Navigation	Usage
Batch Refund	RUNCTL_SFPREFND	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Create Refunds**, and then **Batch Refund**	Define general parameters of the Batch Refund process.
Academic Programs	RUNCTL_SFPREFND_2	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Academic Programs**	Specify academic programs to include in the batch refund process.
Accounts/Terms	RUNCTL_SFPREFND_3	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Accounts / Terms**	Select account types and academic terms to include in the batch refund process.
Item Types	RUNCTL_SFPREFND_4	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Item Types**	Select item types to include in the batch refund process.
Batch Refund Lines	REFUND_LINES	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Review Batch Refunds**	View results of the Batch Refund process.
Review Batch Messages	REFUND_MESSAGES	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Review Batch Messages**	View warnings or errors generated during the Batch Refund process.

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Defining General Parameters

Access the Batch Refund page (**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Create Refunds**, and then **Batch Refund**).

This example illustrates the fields and controls on the Batch Refund page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
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	Select a refund method. The value in the **Refund Method** field on the Refund Setup page (SF Business Unit component) appears here by default. If you select the **Allow Changes in Refund Method** check box on the Refund Setup page, you can change the value in the **Refund Method** field here.

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Field or Control	Description
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), nonfinancial 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	Enter 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.
Event ID	This field is available only if *A/P* is selected in the **Refund Method** field on the SF Business Unit - Refund Setup page. The value that appears in this field by default is based on the **Event ID** field value on the Refund Setup page in the SF Business Unit component. The batch refunding process stamps the refund data with the event ID that you select here and the 3C engine uses the value when it generates email notifications. See Understanding Refunding Setup.

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Selecting Academic Programs

Access the Academic Programs page (**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Academic Programs**).

Required Parameters

Field or Control	Description
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.

Field or Control	Description
Academic Program	Select the academic program to include in the process.

Program Status

Field or Control	Description
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 because statuses included are Deceased, Dismissed, and other statuses for which you may not want refunds processed. You can click the button and then delete the status rows that you do not want included for refund processing.

Selecting Account Types and Terms

Access the Accounts/Terms page (**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Accounts / Terms**).

Field or Control	Description
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 (**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Item Types**).

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Field or Control	Description
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:

- Creating Student Refunds
- Creating Organization Refunds
- Creating Student Refunds with an Extra Amount
- Specifying the Account and Term Associated with an Extra Refunded Amount
- Creating Sponsor Refunds

Pages Used to Create Online Refunds

Page Name	Definition Name	Navigation	Usage
Student Refund	REFUND_SF	**Student Financials**, and then **Refunds**, and then **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**, and then **Refunds**, and then **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**, and then **Refunds**, and then **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.

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Page Name	Definition Name	Navigation	Usage
Sponsor Refund	REFUND_SF_OLD	**Student Financials**, and then **Refunds**, and then **Sponsor Refund**	Create a refund for a designated sponsor.
Corporate Sponsor Refund	SSF_REFUND_ORG_OTH	**Student Financials**, and then **Refunds**, and then **Corporate Sponsor Refund**	Create a refund for a designated corporate sponsor.

Creating Student Refunds

Access the Student Refund page (**Student Financials**, and then **Refunds**, and then **Student Refund**).

Depending on the type of refund method that you select, the fields described below differ.

Field or Control	Description
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 value in the **Refund Method** field on the Refund Setup page (SF Business Unit component) appears here by default. If you select the **Allow Changes in Refund Method** check box on the Refund Setup page, you can change the value in the **Refund Method** field here.

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 you pay multiple targets 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 Accepting Student Payments.

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Field or Control	Description
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): For the Accounts Payable refund method (if you use the Single Payment Voucher option): Select *D* to distribute refunds by direct deposit. If the refund method is A/P and at least one direct deposit distribution exists for the student, the **Format** field is set by default to *D*. If no direct deposit distribution exists for a student, the field is set by default to *A*. • *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:** For ePayment transactions, 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*. For the Accounts Payable refund method, you can change the format from *D* to *A* or *P*. You cannot change a format of *A* or *P* to *D* if no direct deposit distribution exists.
Address Type	Select the type of address that you want printed on the check. Only address types for which an active address exists are available for selection. You must select a value in this field.

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Field or Control	Description
Event ID	This field is available only if: • *A/P* is selected in the **Refund Method** field on the SF Business Unit - Refund Setup page. • The value in the **Refund Format** field is *Direct Deposit (D), Automatic Check (A),* or *Paper Check (P).* By default, the value that appears in this field is based on the **Event ID** value on the Refund Setup page in the SF Business Unit component. The 3C engine uses **Event ID** when it generates email notifications.

See Understanding Refunding Setup.

> **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 select only 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

Field or Control	Description
Post Refund	Click to post the refund to the student's account. If you set up your business unit to require refund approval, the system alerts you to the approval requirement when you click **Post Refund.**
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.

Related Topics

- Understanding ePayment Transactions
  PeopleSoft Student Financials enables your institution to receive payments for charges by eCheck or credit card through cashiering and over the web using self-service functionality. The rules that your institution defines for accepting, verifying, and authorizing transactions

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are established when you set up your Student Financials (SF) merchant and SF institution set.

Creating Organization Refunds

Access the Corporate Refund page (**Student Financials**, and then **Refunds**, and then **Corporate Refund**).

> **Note**
>
> Except for the fields documented here, the fields on this page are identical to their counterparts on the Student Refund page.

Field or Control	Description
External Org ID (external organization ID)	Enter the ID of the organization for which you want to create a refund.
Get Account	Click to access the Corp Accounts secondary page.
Contact Type	Enter the organization's contact type to determine the address to print on the check. The address associated with the contact type appears at the bottom of the page, to the right of any image that you have inserted. The value in the **Contact Type** field appears by default from the Refund Setup on the SF Business Unit, but can be changed.

View Refund Check

Expand this group box to view a simulation of a refund check for the amount that you are refunding.

The address that appears here is the address that is set up for the Contact on the Organization Table.

Related Topics

- Creating Student Refunds
  Access the Student Refund page (**Student Financials**, and then **Refunds**, and then **Student Refund**).

Creating Student Refunds with an Extra Amount

Access the Refund with Extra Amount page (**Student Financials**, and then **Refunds**, and then **Refund with Extra Amount**).

> **Note**
>
> You cannot use the Refund with Extra Amount page to create a refund for an organization.

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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**
>
> By default, the value in the **Format** field for Extra Amount is the same as the value in the **Format** field for Refund Selection.
>
> If you enter values that do not match, you receive an error message when you click the **Post Refund** button.
>
> If at least one direct deposit distribution exists, a value of *D* appears in the **Format** field by default.

> **Note**
>
> Except for the fields documented here, the fields on this page are identical to their counterparts on the Student Refund page.

Field or Control	Description
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 Refund with Extra Amount Information 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.

Related Topics

- Setting Up Your Business Unit to Refund Customers
  This section discusses how to:
- Creating Student Refunds
  Access the Student Refund page (**Student Financials**, and then **Refunds**, and then **Student Refund**).

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Specifying the Account and Term Associated with an Extra Refunded Amount

Access the Extra Refund Amount page (click the **Extra Amount Info** link on the Refund with Extra Amount page).

Field or Control	Description
Extra Account Nbr (extra account number)	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	Enter the academic term to assign to the extra refunded amount.

Creating Sponsor Refunds

Access the Sponsor Refund page (**Student Financials**, and then **Refunds**, and then **Sponsor Refunds**).

If you have designated an individual as a sponsor for credits on a student's account, use the Sponsor Refund 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 with a student using the Designate Individual Sponsor page.

> **Note**
>
> Except for the fields documented here, the fields on this page are identical to their counterparts on the Student Refund page.

Field or Control	Description
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.

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> **Note**
>
> By default, the value in the **Format** field for Extra Amount is the same as the value in the **Format** field for Refund Selection.
>
> If you enter values that do not match, you receive an error message when you click the **Post Refund** button.
>
> If at least one direct deposit distribution exists, a value of *D* appears in the **Format** field by default.

Related Topics

- Creating Student Refunds with an Extra Amount
  Access the Refund with Extra Amount page (**Student Financials**, and then **Refunds**, and then **Refund with Extra Amount**).

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 complete a refund, or print a refund until it has been approved. This section discusses:

- Routing Batch Refunds to Worklists
- Approving Refunds

Pages Used to Approve Refunds

Page Name	Definition Name	Navigation	Usage
Batch Refund Approval	RUNCTL_RFND_APPR	**Student Financials**, and then **Refunds**, and then **Approve Refunds**, and then **Process Refund Approval**, and then **Process Refund Approval**	Route batch refunds requiring approval to appropriate worklists.
Refund Approval	REFUND_SF_APPR	**Student Financials**, and then **Refunds**, and then **Approve Refunds**, and then **Approve Student** Note: This page can only be accessed through the worklist. From the worklist, click a refund for a student requiring approval.	Approve student refunds.

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Page Name	Definition Name	Navigation	Usage
Corp Refund Approval	REFUND_ORG_APPR	**Student Financials**, and then **Refunds**, and then **Approve Refunds**, and then **Approve Corporate** Note: This page can only be accessed through the worklist. From the worklist, click a refund for an organization requiring approval.	Approve corporate refunds.
Refund Approvals	REFUND_SF_APPR_INQ	**Student Financials**, and then **Refunds**, and then **Approve Refunds**, and then **Verify Student Approvals**	View the progress of a student refund requiring approval.
Corp Refund Approvals	REFUND_ORG_APP_INQ	**Student Financials**, and then **Refunds**, and then **Approve Refunds**, and then **Verify Corporate Approvals**, and then **Corp Refund Approval**	View the progress of an organization refund requiring approval.

Routing Batch Refunds to Worklists

Access the Batch Refund Approval page (**Student Financials**, and then **Refunds**, and then **Approve Refunds**, and then **Process Refund Approval**, and then **Process Refund Approval**).

Before batch refunds can be approved, they must be routed to worklists.

Field or Control	Description
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 (**Student Financials**, and then **Refunds**, and then **Approve Refunds**, and then **Approve Corporate**).

Field or Control	Description
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.

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Field or Control	Description
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.

Related Topics

- 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, and this section lists the pages used to view refund information.

Completing AP Refunds

This section provides an overview of AP refund completion and discusses:

- Running the Create Vendors and Vouchers Process
- Running the Create Refund Voucher Process

See *PeopleSoft Payables*.

Understanding AP 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 the AP Refund process publishes messages to which PeopleSoft Payables subscribes through PeopleSoft Application Messaging.

The Create Vendors and Voucher process generates a vendor ID for each student or organization using VOUCHER_BUILD VERSION_1 message.

The Create Refund Voucher process generates a single payment voucher for each refund using VOUCHER_BUILD VERSION_2 message. No vendor ID is created either for student or organization—instead a single payment vendor, set up on the AP Business Unit Options page, is used.

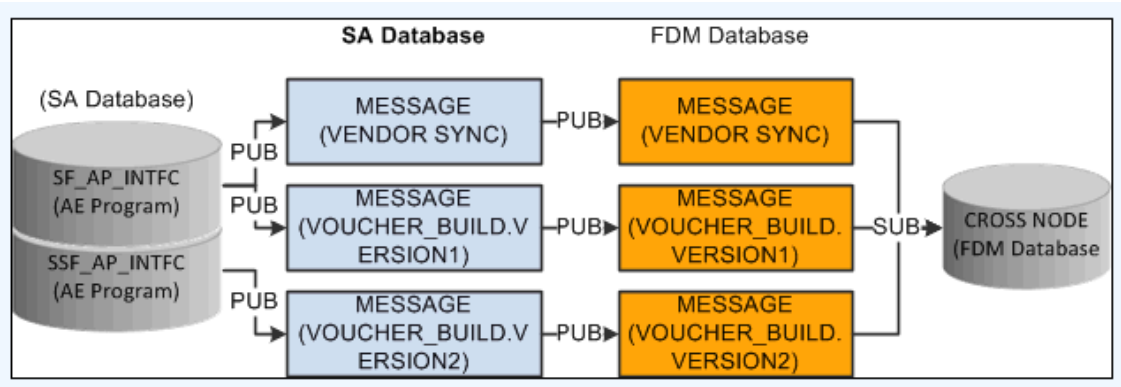
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> **Note**
>
> For information about AP refunding, see *Addendum: Direct Deposit Through AP Refunding* in My Oracle Support (ID 1982664.1).

AP Refund Messaging

The following diagram illustrates how AP refund messages travel between Student Financials and PeopleSoft Financials:

Student Financials to PeopleSoft Financials AP refund messaging process



During the AP refund messaging process, Student Financials delivers queues and messages using Service Operations to the PeopleSoft Financials database:

Queue	Message	Service Operation	Description
VENDOR	VENDOR_SYNC	VENDOR_SYNC	Publishes all vendor information (address, location, and 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.VERSION_1	VOUCHER_BUILD.VERSION_1	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.

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Queue	Message	Service Operation	Description
VOUCHER	VOUCHER_BUILD.VERSION_2	SSF_VOUCHER_BUILD_V2	*For Direct Deposit only* Sends refund as a Single Payment Voucher (SGLP) to the PeopleSoft Financials database. In addition to sending the voucher header, line, and distribution information, voucher vendor details and voucher bank details are also included. The system populates staging tables with the message data. The Voucher Build (AP_VCHRBLD) process then processes these staging tables.

Pages Used to Complete AP Refunds

Page Name	Definition Name	Navigation	Usage
Create Vendors and Vouchers	RUNCTL_AP_REFUND	**Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Create Vendors and Vouchers**	Run the Create Vendors and Voucher process to create vendor and voucher files or publish vendor and voucher information. Use this process only if you selected the **Use Voucher/Vendor Sync** option on the SF Installation page. Direct Deposit refunding is *not* available with this option.
Pers Sf Vendor	PERS_SF_VENDOR	**Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Student Vendor IDs**, and then **Pers Sf Vendor**	Maintain or delete student vendor IDs after refunds have been processed to AP. This page is used only if you run the Create Vendors and Vouchers process.

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Page Name	Definition Name	Navigation	Usage
Create Refund Voucher	RUNCTL_REFUND_VCHR	**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Create Refund Vouchers**, and then **Create Refund Voucher**	Run the Create Refund Voucher process to generate a single payment voucher and send to AP with bank account details. Use this process only if you selected the **Use Single Payment Voucher** option on the SF Installation page. Direct Deposit refunding is available with this option.

Running the Create Vendors and Vouchers Process

Access the Create Vendors and Vouchers page (**Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Create Vendors and Vouchers**).

> **Note**
>
> You can run this process only if the **Use Voucher/Vendor Sync** option is selected in the **AP Refunding Option** group box on the SF Installation page.
>
> Direct Deposit refunding is *not* available with this option.
>
> If the SF Installation is incorrect, when you run the process, an error message appears in the log file.

Field or Control	Description
Run Option	Select the type of recipient for whom you are running the process. Values are: *Individual Only*, *Organization Only*, or *Individual and Organization*.
Run	Click to access the Process Scheduler page. If your system integrates with PeopleSoft Financials, 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 that 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 the corresponding vendor address accordingly.

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Running the Create Refund Voucher Process

Access the Create Refund Voucher page (**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Create Refund Vouchers**, and then **Create Refund Voucher**).

> **Note**
>
> You can run this process only if the **Use Single Payment Voucher** option is selected in the **AP Refunding Option** group box on the SF Installation page.
>
> Direct Deposit refunding is available with this option.
>
> If the SF Installation is incorrect, when you run the process, an error message appears in the log file.

Field or Control	Description
Run Option	Select the type of recipient for whom you are running the process. Values are: *Individual Only, Organization Only,* or *Individual and Organization.*
Run	Click to access the Process Scheduler page. Select the SSF_AP_INTFC process. This process creates a single payment voucher in AP using the bank account and direct deposit details that are set up in the Manage Bank Details and Manage Direct Deposit components.

See:

- Setting Up Installation Parameters and Keywords
- Setting Up Accounts Payable Options
- Campus Self Service: Using Account Services

Direct Deposit Refunds

If a Direct Deposit agreement exists for a student, the Create Refund Voucher process uses the value in the **Direct Deposit Vendor ID** field on the AP Business Unit Options page to send direct deposit details to AP for the refund amount. The process:

- Generates/fetches all required data—voucher, bank, distribution details.
- Retrieves the DFI Qualifier from the AP Business Unit setup and derives the DFI ID. This is inserted into the relevant tables and passed to AP.
  - If the **DFI Qualifier** is *01: Transit Number,* the DFI ID should be 9 characters, cannot be all zeros, and the value is similar to the Bank Code/Routing Number (BNK_ID_NBR). Check digit validation occurs.
  - If the **DFI Qualifier** is *02: Swift ID,* the DFI ID must be 8 to 11 characters, the Swift number must have a valid two character country code beginning in position 5, and the value is similar to the BIC Code (BIC_ID).
- Generates refund vouchers based on the distribution:
  - Generates voucher ID.

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  - Sorts active distribution data based on Eff.Dt, Eff.Seq and priority in ascending order with Eff.Dt <=SYSDATE.
  - Calculates refund amount for each distribution using the priority.
- Logs relevant messages.

> **Note**
>
> If a Direct Deposit Agreement does not exist for a student, the refund is sent as a check. The Create Refund Voucher process uses the value in the **Check Vendor ID** field on the AP Business Unit Options page to send the refund details to AP to produce a check for the refund amount. No bank details are sent. Such refunds still appear as direct deposit refunds in the Refund Inquiry pages because the refund was originally processed for direct deposit.

Check Refunds

The Create Refund Voucher process skips the bank and direct deposit setup details and generates the check with the fetched data.

Final Steps in the Create Refund Voucher Process

The process:

- Publishes data to AP—it updates the refund tables with the appropriate status.
- Pushes all data into the interface tables.
- If an Event ID is present on the refund header, the process inserts data in the 3C related trigger table with the Event ID and Institution associated with the SF Business unit passed on the run control page.

  If an Event ID is not present, an error message appears in the log file and data is not inserted in the 3C trigger table.
- Updates the refund header with the Voucher ID so that voucher details can be viewed on the inquiry pages.
- Logs messages with details:
  - Total refunds processed.
  - Number of Direct Deposit refunds.
  - Number of Check refunds.

Examples

Here are some examples of how a refund amount is distributed based on the direct deposit account distribution setup. Deposit Types are *A: Amount, P: Percent,* and *B: Balance.* For further information about setting up direct deposit distributions:

See Setting Up and Managing Direct Deposit Distributions for AP Refunding.

Example 1: A student is to receive a $100.00 refund. The direct deposit distribution for the student is:

PRIORITY	ACCOUNT	DEPOSIT TYPE	DEPOSIT AMT	AMOUNT_PCT
1	My-1234	A	$40.00	NA

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PRIORITY	ACCOUNT	DEPOSIT TYPE	DEPOSIT AMT	AMOUNT_PCT
2	Mom-5678	P	NA	30
999	Father-6789	B	NA	NA

1. The process calculates the first voucher as $40.00 ($40.00 flat amount) and associates bank details for the My-1234 account.
2. The process calculates the second voucher as $30.00 (30 percent of $100.00) and associates bank details for the Mom-5678 account.
3. The process calculates the third voucher as $30.00 ($100.00 minus $40.00 minus $30.00) and associates bank details for the Father-6789 account.

Example 2: A student is to receive a $75.00 refund. The direct deposit distribution for the student is:

PRIORITY	ACCOUNT	DEPOSIT TYPE	DEPOSIT AMT	AMOUNT_PCT
1	My-1234	P	NA	60
2	Mom-5678	A	$50.00	NA
999	Father-6789	B	NA	NA

1. The process calculates the first voucher as $45.00 (60 percent of $75.00) and associates bank details for the My-1234 account.
2. The process calculates the second voucher as $30.00 ($75.00 minus $45.00) which is less than $50.00—therefore $30.00 is used and the process associates bank details for the Mom-5678 account.
3. The process does not calculate a third voucher because no amount remains on the refund.

Example 3: A student is to receive a $250.00 refund. The direct deposit distribution for the student is:

PRIORITY	ACCOUNT	DEPOSIT TYPE	DEPOSIT AMT	AMOUNT_PCT
1	My-1234	P	NA	50
2	Father-6789	B	NA	NA

1. The process calculates the first voucher as $125.00 (50 percent of $250.00) and associates bank details for the My-1234 account.
2. The process calculates the second voucher as $125.00 ($250.00 minus $125.00) and associates bank details for the Father-6789 account.

Example 4: A student is to receive a $250.00 refund. The direct deposit distribution for the student is:

PRIORITY	ACCOUNT	DEPOSIT TYPE	DEPOSIT AMT	AMOUNT_PCT
1	My-1234	A	100.00	NA
2	Mom-5678	B	NA	NA

1. The process calculates the first voucher as $100.00 ($100.00 flat amount) and associates bank details for the My-1234 account.

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2. The process calculates the second voucher as $150.00 ($250.00 minus $100.00) and associates bank details for the Mom-4567 account.

Example 5: A student is to receive a $250.00 refund. The direct deposit distribution for the student is:

PRIORITY	ACCOUNT	DEPOSIT TYPE	DEPOSIT AMT	AMOUNT_PCT
1	My-1234	A	500.00	NA
2	Mom-5678	B	NA	NA

1. The process calculates the first voucher as $250.00 which is less than the $500.00 flat amount— therefore $250.00 is used and the process associates bank details for the My-1234 account.
2. The process does not calculate a second voucher because no amount remains on the refund.

Example 6: A student is to receive a $250 refund. The direct deposit distribution for the student is:

PRIORITY	ACCOUNT	DEPOSIT TYPE	DEPOSIT AMT	AMOUNT_PCT
1	Father-6789	B	NA	NA

The process calculates the only voucher as $250.00 and associates bank details for the Father-6789 account.

Reviewing Data for AP Refunds

This section discusses:

- Reviewing Data from the Create Vendors and Vouchers Process
- Reviewing Data from the Create Refund Voucher Process

Pages Used to Review Data for AP Refunds

Page Name	Definition Name	Navigation	Usage
Vendor Information - SA Student Vendor	SF_EMP_VNDR_INQ	**Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Review Student Vendors**, and then **Vendor Information - SA Student Vendor**	View vendor details for a student refund processed through Accounts Payable. The data on this page relates only to the Create Vendors and Vouchers process.
Vendor Information - SA Corp Vendor	SF_ORG_VNDR_INQ	**Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Review Corporate Vendors**, and then **Vendor Information - SA Corp Vendor**	View vendor details for an organization refund processed through Accounts Payable. The data on this page relates only to the Create Vendors and Vouchers process.

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Page Name	Definition Name	Navigation	Usage
Voucher Data - Vouchers	SF_VCHR_INQ	**Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Review Student Vendors**, and then **Voucher Data - Vouchers** **Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Review Corporate Vendors**, and then **Voucher Data - Vouchers**	View voucher details for student or organization refunds processed through Accounts Payable.
SA Voucher Detail	SF_VCHR_DTL_INQ	**Student Financials**, and then **Refunds**, and then **AP Refunding**, and then **Review Voucher Data**, and then **SA Voucher Detail**	View voucher data by Accounts Payable business unit. The data on this page relates only to the Create Vendors and Vouchers process.
Voucher Details	SSF_VCHR_REVIEW	**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Review Vouchers**, and then **Voucher Details**	View voucher details sent to AP by the Create Refund Voucher process.

Reviewing Data from the Create Vendors and Vouchers Process

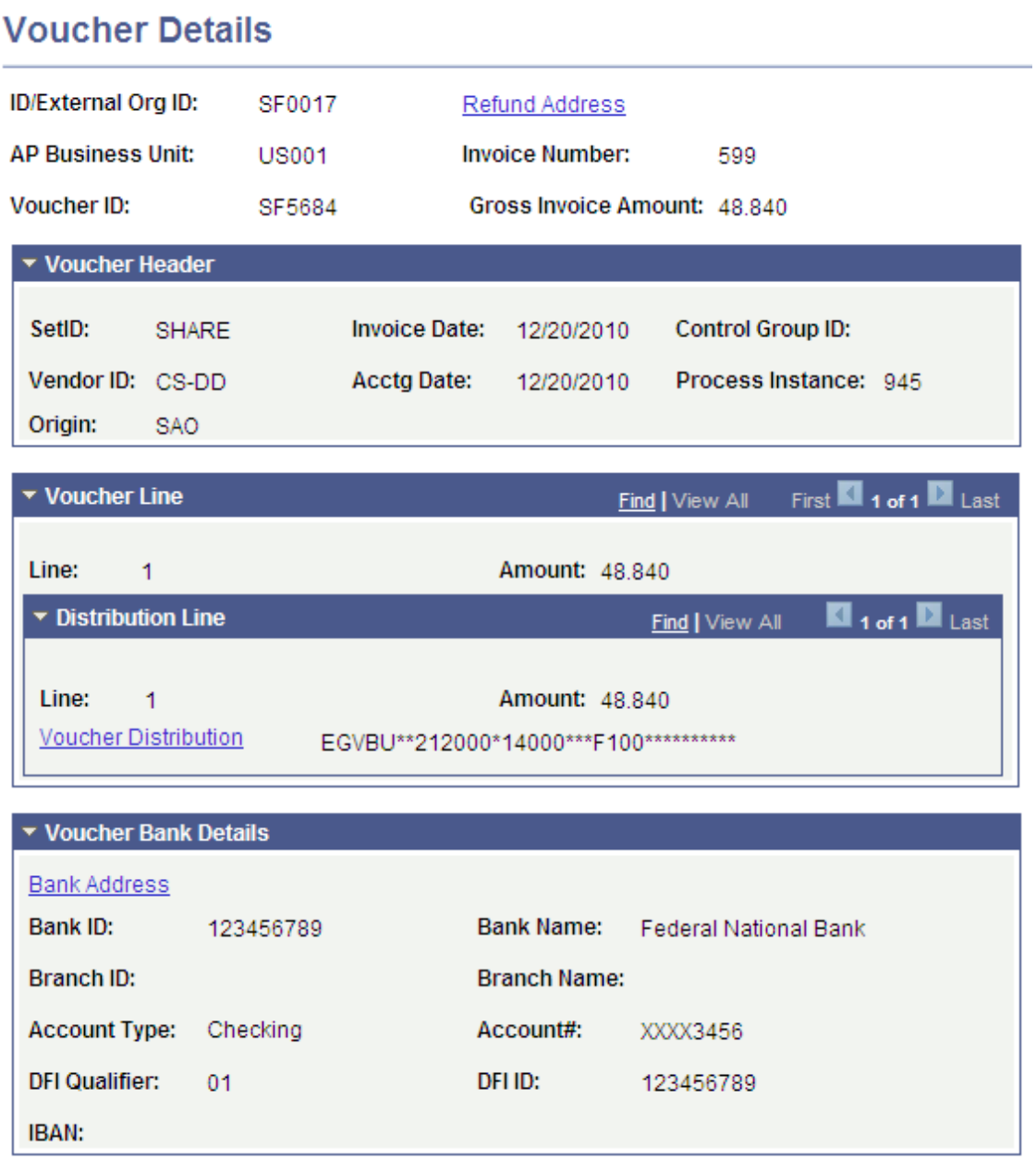
If you use the Create Vendors and Vouchers process, use the Vendor Information - SA Student Vendor, Vendor Information - SA Corp Vendor, Voucher Data - Vouchers, and SA Voucher Detail pages to review data.

Reviewing Data from the Create Refund Voucher Process

Access the Voucher Details page (**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Review Vouchers**, and then **Voucher Details**).

This example illustrates the fields and controls on the Voucher Details page. You can find definitions for the fields and controls later on this page.

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The data on this page relates only to the Create Refund Voucher process.

After you run the Create Refund Voucher process, use this page to review details of refunds interfaced to AP.

The values in the **SetID, Control Group, Vendor ID, Origin, DFI Qualifier,** and **DFI ID** field are based on the setup on the AP Business Unit Options page.

The **Vendor ID, DFI Qualifier,** and **DFI ID** values are required by AP to process a single payment voucher.

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Field or Control	Description
Vendor ID	If the refund is a direct deposit, this value is based on the **Direct Deposit Vendor ID** value on the AP Business Unit Options page. If the refund is a check, the value is based on the **Check Vendor ID** value.
DFI Qualifier	This value is based on the option that is selected in the **DFI Qualifier** group box on the AP Business Unit Options page: **Transit Number** or **Swift ID.**
DFI ID	This value is derived by the Create Refund Voucher process. If the **DFI Qualifier** is **Transit Number,** the **DFI ID** is similar to the routing number. If the **DFI Qualifier** is **Swift ID,** the **DFI ID** is similar to the BIC code.
Refund Address	Click this link to view Student Name, Email, and Refund address details.
Voucher Distribution	Click this link to view the GL Business Unit and Chartfields information.
Bank Address	Click this link to view the bank/branch address details (from the bank/branch set up in Common Objects). See Setting Up Banks and Bank Branches.

For information about the setup for other fields on this page, see Understanding Refunding Setup.

Revoking Direct Deposits for AP Refunding

Use the Direct Deposit Revocation page to revoke a direct deposit agreement for a student or organization—the student or organization then receives refunds by check instead of direct deposit.

This section discusses how to revoke direct deposits for AP refunding.

Page Used to Revoke Direct Deposits for AP Refunding

Page Name	Definition Name	Navigation	Usage
Direct Deposit Revocation	SSF_DDENRL_REVOKE	**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Revoke Direct Deposit**, and then **Direct Deposit Revocation**	Revoke direct deposit agreements.

Revoking Direct Deposits for AP Refunding

Access the Direct Deposit Revocation page (**Student Financials**, and then **Refunds**, and then **AP Direct Deposit**, and then **Revoke Direct Deposit**, and then **Direct Deposit Revocation**).

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This example illustrates the fields and controls on the Direct Deposit Revocation page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Agreement Text	The text that appears here is the original agreement text that was viewed by the student or organization when the direct deposit distribution was signed or created.
Revoke Consent	If you select the **Revoke Consent** check box, the direct deposit agreement for the student or organization is revoked and the status of all existing direct deposit distributions is changed to inactive. The student or organization receives refunds by check. To create distributions after an agreement is revoked, the student or organization must sign a new agreement and re-enter all required information. In Self Service, the student is taken to Enroll in Direct Deposit and not to Modify Direct Deposit. The student cannot view previous distributions. **Note:** No email notification is sent when a direct deposit agreement is revoked. After you select the check box and save the page, the **Revoke Consent** check box is no longer available for edit.
Date Revoked	The current date appears by default when the **Revoke Consent** check box is selected.

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Distributing Refunds to ePayment Accounts

This section provides an overview of ePayment refunds and discusses how to distribute refunds for ePayment transactions.

Related Topics

- Processing Refunds for ePayments
  For more information, see:

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 Payables interface to complete the refunds. The system ignores ePayment refunds when you run the AP Refunds batch process. Instead, you run ePayment-specific batch processes that enable you to interface with your third-party credit card vendor to directly refund student ePayments.

Page Used to Distribute ePayment Refunds

Page Name	Definition Name	Navigation	Usage
ePayment Refunds	RUNCTL_SFPCCBAT	**Student Financials**, and then **Refunds**, and then **Electronic Payment Refunds**, and then **Process ePayment Refunds**, and then **ePayment Refunds**	Generate refund credits in preparation of transmission to your third-party ePayment processor.

Distributing Refunds for ePayment Transactions

Access the ePayment Refunds page (**Student Financials**, and then **Refunds**, and then **Electronic Payment Refunds**, and then **Process ePayment Refunds**, and then **ePayment Refunds**).

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.

Related Topics

- Understanding ePayment Transactions
  PeopleSoft Student Financials enables your institution to receive payments for charges by eCheck or credit card through cashiering and over the web using self-service functionality. The rules that your institution defines for accepting, verifying, and authorizing transactions

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are established when you set up your Student Financials (SF) merchant and SF institution set.

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:

- Canceling Student Refunds
- Canceling 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	Definition Name	Navigation	Usage
Student Refund Cancellation	REFUND_HDR_CAN_SF	**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Cancel Student Refund**, and then **Student Refund Cancellation**	Cancel a student refund and begin again if you encounter a problem during the posting process.
Corp Refund Cancellation	REFUND_ORG_CAN_SF	**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Cancel Corporate Refund**, and then **Corp Refund Cancellation**	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 (**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Cancel Student Refund**, and then **Student Refund Cancellation**).

Field or Control	Description
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.

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Canceling Organization Refunds

Access the Corp Refund Cancellation page (**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Cancel Corporate Refund**, and then **Corp Refund Cancellation**).

This page is identical to the Student Refund Cancellation page.

Reversing Refunds

This section provides an overview of refund reversals and discusses:

- Reversing Student Refunds by ID
- Reversing Student Refunds by Date
- Reversing Organization Refunds by ID
- Reversing Organization Refunds by Date

Understanding Refund Reversals

First, you reverse the refund within Student Financials, effectively unposting the refund from the recipient's account.

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, after you submit the credit to the third-party credit card processing vendor, you can no longer reverse the credit card refund.

Pages Used to Reverse Refunds

Page Name	Definition Name	Navigation	Usage
Student Refunds by ID	REFUND_REV_STU_SF	**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Student Refunds by ID**	Reverse refunds for a specific student.
Student Refunds by Date	REFUND_REVERSE_SF	**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Student Refunds by Date**	Reverse student refunds for a specific date.

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Page Name	Definition Name	Navigation	Usage
Corporate Refunds by ID	REFUND_REV_ORG	**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Corporate Refunds by ID**	Reverse refunds for a specific organization.
Corporate Refunds by Date	REFUND_REV_ORG_SF	**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Corporate Refunds by Date**	Reverse organization refunds for a specific organization.

Reversing Student Refunds by ID

Access the Student Refunds by ID page (**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Student Refunds by ID**).

Field or Control	Description
Academic Information	Click to access the Academic Information page.
Status	The values that appear on this page are *AP Interface Created, Credit Pending, Declined,* and *Posted*.
Check/Voucher Info	Click to view information regarding the check or voucher associated with this refund. 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 (**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Student Refunds by Date**).

Aside from displaying refunds by date instead of student ID, this page is identical to the Student Refunds by ID page.

Reversing Organization Refunds by ID

Access the Corporate Refunds by ID page (**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Corporate Refunds by ID**).

Aside from displaying organization refunds instead of student refunds, this page is identical to the Student Refunds By ID page.

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Reversing Organization Refunds by Date

Access the Corporate Refunds by Date page (**Student Financials**, and then **Refunds**, and then **Reverse and Cancel Refunds**, and then **Corporate Refunds by Date**).

Aside from displaying organization refunds by date instead of by ID, this page is identical to the Student Refunds By ID page.

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, and this section lists the pages used to view refund information.

Pages Used to View Refund Information

Page Name	Definition Name	Navigation	Usage
Review Student by ID	REFUND_INQ_STU_SF	**Student Financials**, and then **Refunds**, and then **Review Student by ID**	View information regarding the selected student's refunds.
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**, and then **Refunds**, and then **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**, and then **Refunds**, and then **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**, and then **Refunds**, and then **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**, and then **Refunds**, and then **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**, and then **Refunds**, and then **View Corporate Refunds by Date**	View information regarding organization refunds created on a specific date.

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Page Name	Definition Name	Navigation	Usage
Corp Sponsor Refunds by ID (corporation sponsor refunds by ID)	REF_ORG_SP_INQ_ID	**Student Financials**, and then **Refunds**, and then **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**, and then **Refunds**, and then **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.

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21

Administering Payment Plans

Understanding Payment Plans

This section lists common elements and provides an overview of payment plans.

Common Elements Used in Administering Payment Plans

Field or Control	Description
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.
Status	This field displays the current status of the contract. Values are: *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 not to 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.

Understanding Payment Plans

Using Student Financials, you can create and maintain these 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. Deferral contracts extend the charge due date for eligible charges. You can link multiple students to one deferral contract definition, or you can create individual contracts to accommodate each student's unique needs.

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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. Student Financials provides several choices for you to create and process student payment plans. The three types of payment plans are calculated, existing, and lump sum. These types 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.

- The calculated payment plan enables you to use item type groups to define eligible charges. Also, the calculated payment plan can use the Offset Charges feature. Adjustments to student charges can affect this payment plan. This payment plan may be available through self-service.
- 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 can be paid by the initial lump sum payment. The initial lump sum payment is posted to the payment plan account type. Adjustments to the student charges do not have an effect on this payment plan. This payment plan may be available through self-service.

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 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 the student's account, the *receivable* is moved from the student's account to the sponsor's account, and the student's sponsor is sent a bill. This contract type 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 fees in advance 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 Agreements

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.

Related Topics

- Setting Up Payment Plan Contracts
  To set up payment plan contracts, use the Create Payment Plan component (TP_PAYMENT_PLAN).

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.

This section discusses how to define student-specific details for a deferral contract.

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Pages Used to Link Students to Deferral Contracts

Page Name	Definition Name	Navigation	Usage
Defer Student	DEFER_STUDENT	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign Deferral Contract**, and then **Defer Student**	Define student-specific details for a deferral contract.
Deferred Charges	ITEM_LINE_DEFER_SP	Click the **Deferred Charges** link on the Student Defer 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**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign Deferral Contract**, and then **Defer Student Charges**	Confirm the deferral contract calculation results.

Defining Student-Specific Details for a Deferral Contract

Access the Defer Student page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign Deferral Contract**, and then **Defer Student**).

Field or Control	Description
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 that 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 that you specified during the setup of the deferral contract. You can override this amount.
Waive Fee	Select to waive the student's assessment fee.

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Administering Payment Plan Contracts

This section discusses:

- Confirming and Modifying Payment Plan Contract Parameters for an Individual Student
- Confirming and Modifying Additional Payment Plan Contract Parameters for an Individual Student
- Recalculating Payment Plan Contracts

Pages Used to Administer Payment Plan Contracts

Page Name	Definition Name	Navigation	Usage
Payment Plan 1	PAY_PLAN_SF_1	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign**, and then **Payment Plan 1**	Confirm and modify payment plan contract parameters for an individual student.
Payment Plan 2	PAY_PLAN_SF	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign**, and then **Payment Plan 2**	Confirm and modify additional payment plan contract parameters for an individual student.
Payment Distribution	TP_PPLN_QCK_POST	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign**, and then **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	RUNCTL_PMTPLNRECAL	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign and Recalc**, and then **Recalc Payment Plan**	Recalculate payment plan contracts.

Confirming and Modifying Payment Plan Contract Parameters for an Individual Student

Access the Payment Plan 1 page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign**, and then **Payment Plan 1**).

All of the values that appear in the fields on this page are default values from the contract setup pages. You can override values in any fields that are available, but you cannot exceed the limits established when you set up the contract. Not all fields are available with all types of contracts.

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Related Topics

- Setting Up Payment Plan Contracts
  To set up payment plan contracts, use the Create Payment Plan component (TP_PAYMENT_PLAN).

Confirming and Modifying Additional Payment Plan Contract Parameters for an Individual Student

Access the Payment Plan 2 page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign**, and then **Payment Plan 2**).

Field or Control	Description
First Bill Date, Payments, and **Adjustment Option**	The values that appear in each of these fields are set by default from the payment plan contract setup. You can override these values.
Status	The value that appears 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.* After 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 that appear 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	For calculated and lump sum payment plans, the value that appears in this field is set by default from the **Maximum Amount** field or the **Lump Sum Amount** field, respectively, on the Payment Plan 1 page. For the existing type payment plans, the value of the selected charges after calculation appears in this field.
Waive Fee	If an administrative fee was initially defined in the payment plan setup, then you can waive the fee. Select this check box if you want to waive the fee for individual students.

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Eligible Charges

When you add a student to an existing type payment plan, all eligible charges appear at the bottom of the page. Select one or more charges to include in the payment plan.

Field or Control	Description
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 (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign and Recalc**, and then **Recalc Payment Plan**).

Field or Control	Description
Contract Number From and **Contract Number To**	Enter 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**
>
> The Payment Plan Recalculation (SFPPLNCL) process recalculates only payment plans of the calculated type.

Administering Third-Party Contracts

This section discusses:

- Linking Students to Third-Party Contracts
- Entering Additional Student Contract Details
- Recalculating Third-Party Contracts
- Rolling Over Third-Party Contracts and Initiating Student Assignment
- Reviewing Contract Group Summary
- Reviewing Student Contract Group Summary

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Page Used to Administer Third-Party Contracts

Page Name	Definition Name	Navigation	Usage
Assign Students to Third Party	TP_STUDENT	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Assign**, and then **Assign Students to Third Party**	Assign students to third-party contracts.
Student Contract Details	SSF_TP_STDNT_DTL	**Click the Additional Details link on the Assign Students to Third Party page.**	Enter any additional information for the student's contract.
Recalc Third Party Contracts (recalculate third-party contracts)	RUNCTL_TPRECAL	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Assign and ReCalc**, and then **Recalc Third Party Contracts**	Recalculate third-party contracts.
Rollover Third Party Contracts	SSF_RUNCTL_TPCROLL	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Rollover Contracts**, and then **Rollover Third Party Contracts**	Roll over contracts from one term to another. In addition, you can initiate the process to roll over students assigned to the contracts.
Contract Reference Details	SSF_TPSTG_CON_REF	**Click the Reference Details link on the Rollover Third Party Contracts page.**	Enter any additional information for the new contract that the rollover process creates.
Third Party Group Summary	SSF_TPC_GROUP_SUMM	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Contract Group Summary**, and then **Contract Group Summary**	Display summary information regarding contracts within a contract group.
Student Contract Group Summary	SSF_STD_TPC_GRP	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Student Contract Group Summary**, and then **Student Contract Group Summary**	Display summary information regarding a student within a contract group.

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Linking Students to Third-Party Contracts

Access the Assign Students to Third Party page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Assign**, and then **Assign Students to Third Party**).

Field or Control	Description
Total Charges	Displays the total amount linked to the sponsor.
Contract Group	Displays the Third Party Contract Group to which this contract has been linked.
Group Summary	Click to access the Contract Group Summary component.
ID	Enter the ID of the student that you are linking to the third-party contract.
Student Max (student maximum)	The amount that you specified during the third-party contract setup appears by default in this field. 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 that is 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, you must consider the setup issues that are related to term fees. The course list uses the FEE_CLASS_PRICE record for the class fee and applies the third-party contract percentage to the class fee, which is then applied to each ITEM_SF installment. If the third-party contract is set up as a course list, the ITEM_SF installment number is not equal to zero, and class number is not blank, a warning message is recorded in the tuition calculation log: *Term Fee Calc by Term or Session is not covered.* When the term fees are divided by ITEM_SF installment, third party course list contracts cannot cover term fees calculated by term or session. See Using ITEM_SF Installments.
Additional Details	Click to access the Student Contract Details page, where you can enter additional information for the student contract.
Student Contract Group	Click to access the Student Contract Group Summary component.

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Field or Control	Description
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 his or her 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.

> **Note**
>
> The Assign Students to Third Party page displays additional fields based on the date type of the contract. For example, if the Date Type field value is *Term,* the page displays the Term field with the term value and description.

Related Topics

- Setting Up Course List Fees
  To set up course list fees, use the Course List Fees component (CLST_FEE_PANEL).
- 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).
- Setting Up Third Party Contract Groups
  To set up third-party contract groups, use the Contract Group component (SSF_TPC_GROUP).

Entering Additional Student Contract Details

Access the Student Contract Details page (Click the **Additional Details** link on the Assign Students to Third Party page).

Field or Control	Description
User Defined 1 – 5	Enter any additional details related to the student contract. Many sponsors have specific information that pertains to each student. This information is required on the sponsor's invoice for requesting payment. The five additional student contract fields (User Defined 1 – 5) enable you to enter information that is specific to each student. The corporate XML invoice process picks up this information.

Recalculating Third-Party Contracts

Access the Recalc Third Party Contracts page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Assign and ReCalc**, and then **Recalc Third Party Contracts**).

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Field or Control	Description
Contract Group	Select the Third Party Contract Group to which the contract(s) have been linked.
Add to List	After you select a Contract Group, click the Add to List button—the contracts associated with the Contract Group are displayed.
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 appears in 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.

You should periodically use the Third Party Recalculation (SFPTPPRC) process to recalculate third-party contracts until the end of the adjustment period for third-party contracts (last date, as established on the Third Party Contract setup page) to make sure all adjustments to charges are recognized.

> **Note**
>
> Once the last date has expired, any reductions to covered charges reduces the third-party credit and the third-party charge on the student and corporate accounts.

For information about how the Third Party Recalculation process is invoked during the Process Node Change Request (SFPTPREQ.CBL) process, see Creating and Processing Third-Party Contract Change Requests.

Rolling Over Third-Party Contracts and Initiating Student Assignment

Access the Rollover Third Party Contracts page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Rollover Contracts**, and then **Rollover Third Party Contracts**).

To roll over third-party contracts from one term to another:

1. Enter the business unit, term, and optionally the external org ID for which contracts need to be rolled over.
2. Enter the new term to which you want to roll over the contracts.
3. Enter the last date for the new contracts that the rollover process creates.
4. Click the Retrieve Contracts button to retrieve the contract details. The grid (that contains the New Contract Details, Course List Details and Reference Details tabs) displays the retrieved details of the contracts that you want to roll over. Review or edit this retrieved information and enter additional information that you want to copy to the new contracts, such as new contract numbers and course lists.
5. Select the options that you want the process to use, such as whether to assign students from old contracts to new contracts.

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6. Click Run to start the Third Party Contracts Rollover Application Engine process (SSF_TPROLOVR). The process rolls over contracts and initiate student assignments based on the options selected on the Rollover Third Party Contracts page. The process rolls over the contract data into the production tables and rolls over the student assignment data into a staging table (SSF_TP_CONT_SEL).
7. Use the Third Party Contract setup page to review the contracts that the rollover process has created (Student Financials, Payment Plans, Create Third Party Contract, Create).
8. If you selected the Assign Students To Contract option on the Rollover Third Party Contracts page, use the Review Results by Contract page to view or update the student data that the rollover process assigned to the new contracts. The student assignment data that you can view or update on this Review Results by Contract page is stored in a staging table (SSF_TP_CONT_SEL).
9. Run the Third Party Batch Assignment COBOL process (SFPTPDRV) (Student Financials, Payment Plans, Third Party Contract, Assign and ReCalc, Recalc Third Party Contracts) to move the student assignment data from the staging table to the third-party contracts production tables. After the Third Party Batch Assignment process finishes successfully, you can view or update the assignments on the Assign Students to Third Party page.

Suppose you choose to roll over contracts without initiating student assignments. In such a case, after running the rollover process, you can use the Mass Contract Select page to assign a batch of students to the new contracts or you can use the Assign Students to Third Party page to individually assign each student to a new contract.

Parameters and Default Options

Field or Control	Description
Business Unit	Enter the business unit for which contracts need to be rolled over.
Term	Enter a term for which the page should retrieve the contracts. The system prompts you with only those terms that have contracts for the entered business unit.
External Org ID	Optionally, enter the contract sponsor's ID for which the page should retrieve the contracts. Also, the system uses this ID as a default for the new contracts that the rollover process creates. The system prompts you with only those IDs for which a term contract exists.
Contract Type	By default, the system selects the Term option. Select the Term option to retrieve term contracts. Select the Course List option to retrieve course list contracts.
New Term	Enter a target term to which the rollover process copies the new contracts.

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Field or Control	Description
Last Date	Enter the last date that new charges can be covered or new students can be assigned. The system uses this value as a default for the new contracts that the rollover process creates. Once the last date has expired, reduction to covered charges reduces the third-party credit and the third-party charge on the corporate account. This is a required field.
Retrieve Contracts	The system enables this button only after you have entered values in the Business Unit, Term, and New Term fields. When you click the button, the system first searches for the contracts based on the business unit, term, external org ID, and contract type that you have specified. Then, the system populates the results in the grid of the Rollover and Assign group box. For example, suppose you have entered Business Unit = *PSUNV,* Term = *0450,* External Org ID = *SF9000,* and Contract Type = *Term.* When you click the button, the grid displays all active term contracts for PSUNV in term 0450 and for sponsor SF9000.
Use Auto Number for Contracts	Select to have the rollover process automatically assign a contract number to the new contracts. You can select this check box only if auto numbering is enabled on the Counters page (Set Up SACR, Product Related, Student Financials, SF Business Unit, Counters). If you select this check box, the New Contract Number field on the New Contracts Details tab is unavailable for entry.
Use Cross Ref Student Charge	Select this check box to set this flag on the new contracts. If cleared, the check box value from the original contract is copied to the new contract. This check box corresponds to the **Cross Reference Student Charge** check box on the Third Party Contracts page. See Setting Up Third-Party Contracts.

Rollover and Assign

Field or Control	Description
Assign Students to Contract	Select to initiate student assignments from the source contract to the new contract. If you select this check box, the Check Term Activation and Copy Reference Fields check boxes become available.

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Field or Control	Description
Check Term Activation	Select to validate whether the student is term activated in the new term before the rollover process assigns the student to the new contract.
Copy Reference Fields	Select to copy the user-defined data set up on the Student Contract Details page to the new contracts.

New Contract Details

Field or Control	Description
Old Contract	Displays the retrieved contract number. This is the source contract that the rollover process uses as a basis to create a new contract.
New Contract Number	Enter the contract number for the new contract that the rollover process creates. If you have selected the Use Auto Number for Contracts check box, this field becomes unavailable for entry.
External Org ID	Enter the ID for the contract sponsor. **Note:** If you change this value, the Contract Group details are not rolled over to new contract.
Term	Enter the academic term for the new contract.

Course List Details

Use this tab to view or enter the course lists for the new course list contracts. You can enter a course list for a new contract if you have selected the Course List option on this page.

Field or Control	Description
Course List	Enter the course list for the new contract. This course list applies to all students who are assigned to the new contract. If necessary, you can override a course list at the student level on the Review Results by Contract page. This field is available if you have selected the Course List option on the Contract Type group box.

Reference Details

Use this tab to review or enter additional details for the new contract.

Field or Control	Description
User Defined 1–2	Enter any additional details for the new contract.
Reference Details	Click to access the Contract Reference Details page where you can enter additional details for the new contract.

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Use the User Defined 1–5 fields to enter any additional details for the new contract.

Rollover Processing

You can run the Third Party Contracts Rollover process in two ways based on the options you select on the Rollover Third Party Contracts page:

1. Roll over contracts without initiating student assignments.
2. Roll over contracts and initiate student assignments.

The Retrieve Contracts button retrieves only *Active* and non-expired third-party contracts for the specified criteria.

The rollover process rolls over only those contracts that appear in the grid. You can add or remove contracts from the grid. Only active and non-expired contracts can be added to the grid. Also, only term or course list contracts can be added to the grid, depending on the contract type that you select.

> **Note**
>
> The Third Party Contracts Rollover process can roll over only term and course list contracts.

For the *Roll over contracts without initiating student assignments* method, the process performs the following actions:

- Because you did not select the Assign Students to Contract check box, the process rolls over only the contract.
- The new contract uses default values from the old contract if you did not change the data in the grid.

  Other data setup on the old contract is also rolled over to the new contract.
- The process checks to see if overlapping nodes exist in the old contract—if so, the new contract is not created and an appropriate message is logged.
- The process copies only nodes that have an *Active* status. All item type exclusions are also rolled over to the new contract.
- The process assigns all new contracts a status of *Active.*
- Audit trail is inserted into the related tables—TP_CONTRACT, TP_CHARGES, and SSF_TPC_CHGEXCL.

For the *Roll over contracts and initiate student assignments* method, the process performs the following actions:

- In this method you select the Assign Students to Contract check box, therefore, the process rolls over the contract along with initiating the student assignments. Note that the ID assignment status should be *Active* on the Assign Students to Third Party page for the old contract. For example, if the status is *Hold* or *Cancelled,* the student is not copied to the new contract.

  The student also should not have a service impact matching the one set up on the contract. For example, if the contract has service impact NOPPL set up and the student also has the same NOPPL service impact attached, the student is not copied to the new contract.

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- The process inserts the student assignment data into the staging table (SSF_TP_CONT_SEL).
- The process copies all existing defaults from the current assignment to the new one.
- The process sets the new assignment status to *Active.*
- If you select the Check Term Activation check box, the process assigns students to the new contract only if the student is term activated in the new term.
- If you select the Copy Reference Fields check box, the process copies the user-defined field values from the Assign Students to Third Party and Student Contract Details pages to the new assignment.

Reviewing Contract Group Summary

Access the Third Party Group Summary page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Contract Group Summary**, and then **Contract Group Summary**).

The Third Party Group Summary page provides an inquiry view at the Contract level. All contracts linked to the Contract Group are listed along with the Lifetime Cap amount, charges that have been linked to the Contract Group, and the amount remaining to allow additional eligible charges.

See Setting Up Third Party Contract Groups.

Reviewing Student Contract Group Summary

Access the Student Contract Group Summary page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Contract Groups**, and then **Student Contract Group Summary**, and then **Student Contract Group Summary**).

The Student Contract Group Summary page provides an inquiry view at the student level. The page displays the Lifetime Student Cap or shows that a student is associated to a Lifetime Student Override. A link is provided for each contract with which the student is associated. Click the link to access the Assign Students to Third Party page.

See Setting Up Third Party Contract Groups.

Enrolling Multiple Students in a Payment Plan or Third-Party Contract

This section discusses:

- Defining Enrollment for Multiple Students
- Reviewing Results by Contract
- Processing Mass Contract Assignments
- Processing Mass Cancellations

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Pages Used to Enroll Multiple Students in a Payment Plan or Third-Party Contract

Page Name	Definition Name	Navigation	Usage
Mass Contract Select	SSF_RUNCTL_PS_TPC	**Student Financials**, and then **Payment Plans**, and then **Mass Contract Select**	Define enrollment for multiple students.
Review Results by Contract	SSF_PS_PPL_REVIEW	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Review Results by Contract** **Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Review Results by Contract**	View results by contract for payment plans and for third-party contracts.
Recalc Payment Plan	RUNCTL_PMTPLNRECAL	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign and Recalc**, and then **Recalc Payment Plan**	Link students to or cancel a student's link to a payment plan.
Recalc Third Party Contracts (recalculate third-party contracts)	RUNCTL_TPRECAL	**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Assign and ReCalc**, and then **Recalc Third Party Contracts**	Recalculate third-party contracts.
Inquire Contract Assignments	SSF_TP_PPL_INQUIRY	**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Inquire Contract Assignments**	View all students linked to a payment plan.

Defining Enrollment for Multiple Students

Access the Mass Contract Select page (**Student Financials**, and then **Payment Plans**, and then **Mass Contract Select**).

Use this page to run a predefined query, run an equation engine, or load a flat file to identify the population for a specific contract. Also define initial default values that are associated with each employee ID. When you run this process, the SSF_TP_CONT_SEL staging table is populated. The data is then deleted from the staging table when the Batch Assignment (SFPSTDRV) process is run.

See Processing Mass Contract Assignments.

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Population selection is a method for selecting the IDs to process for a specific transaction. The **Population Selection** group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields act the same from within the group box no matter what run control page you are on or what transaction you are processing.

If your institution uses a specific selection tool (PS Query, Equation Engine, or external file) to identify IDs for a specific transaction, you must use it.

Click the **Run** button to run the query and populate a staging table with the selected employee IDs and the default values. The process creates a log file that contains all records that did not populate the staging table because of a service impact or because the student is already associated with the contract number.

See Campus Community Fundamentals: Using the Population Selection Process.

Population Selection

Field or Control	Description
Selection Tool	Select *PS Query, Equation Engine,* or an external file.
Query Name	Enter the appropriate query.

Default Values

Field or Control	Description
Contract Number	Enter the appropriate contract number.
Reference Nbr (reference number)	Provide a reference number. This field is optional.
Contract Status	Select a status of *Active* or *Cancel.*

Click the **Review Results by Contract** link to view the results of the query along with the default values.

Reviewing Results by Contract

The Review Results by Contract page varies depending on the type of contract selected.

Review Results by Contract for a Payment Plan

Access the Review Results by Contract page (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Review Results by Contract**).

The Mass Contract Select process populates a staging table and the Review Results by Contract page displays the information. You can also populate Review Results by Contract by entering data on the page. When you initially access the page, one row is populated with default values, but the **ID** field is blank. Enter the ID.

When you use this page to enter data, the SSF_TP_CONT_SEL staging table is populated. Once you run the Batch Assignment (SFPSTDRV) process to move the student assignment data from the staging table to the production table, the data is deleted from the staging table.

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For the initial assignment of a student to a payment plan, you can also update the Plan Amount, Reference Number, and Status fields. After the student has been linked to the payment plan, you should do any updates through the payment plan assign pages. You can use the Review Results by Contract page to change the specified emplid status to Cancelled. After you run the assign contracts process to move the student assignment data from staging to production tables, you should use the Payment Plan 2 page to update the Plan Amount, Reference Number, and Status fields.

Click the Add (+) button to enter the number of rows desired for additional data entry.

After clicking **Apply,** delete individual rows or use the **Select All** button to select all rows and then click **Delete.** This action removes the rows from the staging table. The **Clear All** link removes all the Select flags, if needed.

After entering the necessary data in all rows, click **Apply.**

See Processing Mass Contract Assignments.

Review Results by Contract for a Third-Party Contract

Access the Review Results by Contract page (**Student Financials**, and then **Payment Plans**, and then **Third Party Contract**, and then **Review Results by Contract**).

The Review Results by Contract page for third-party contracts is similar to that used for payment plan, except that the New Contract and Reference tabs do not exist on the payment plan page.

The New Contract tab contains details similar to that used for payment plan, except that the New Contract tab has a Student Max column that replaces the Plan Amount column on the Payment Plan page and an additional Course List column.

The Reference tab contains the Reference Number and User-Defined 1–5 fields. You can use the user-defined fields to record additional information related to each student.

After the initial assignment of a student to a third-party contract, you can also update the User Defined 1–5, Student Max, Course List, and Reference Number fields using this page. After the student has been linked to the third-party contract, updates should be done through the Assign Students to Third Party page. For example, the Third Party Contracts Rollover process can assign students to the new contract. After this initial assignment, you can use the Review Results by Contract page to update User Defined 1–5, Student Max, Course List, and Reference Number fields. However, after you run the assign contracts process to move the student assignment data from staging to production tables, you should use the Assign Students to Third Party page to update the User Defined 1–5, Student Max, Course List, and Reference Number fields.

Processing Mass Contract Assignments

Access the Recalc Payment Plan page, if you want to link students to a payment plan (**Student Financials**, and then **Payment Plans**, and then **Payment Plan**, and then **Assign and Recalc**, and then **Recalc Payment Plan**).

Use this batch process to link students to a contract.

You can link students to a contract or cancel students from a contract. A contract from and to range is used to identify contracts for processing. The process scheduler contains two processes, one for assigning students to a contract and another for recalculating a contract. After the assign contract process finishes successfully, the respective records in the staging table are deleted. Use the assign contract process to either activate or cancel your selected population from the contract.

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Field or Control	Description
Contract Number From	Enter the first contract number to be included in the batch process.
Contract Number To	Enter the final contract number to be included in the batch process.

Access the Recalc Third Party Contracts page if you want to link students to a third-party contract (Student Financials, Payment Plans, Third Party Contract, Assign and ReCalc, Recalc Third Party Contracts).

Processing Mass Cancellations

Access the Mass Contract Select page (**Student Financials**, and then **Payment Plans**, and then **Mass Contract Select**).

Use this batch process to cancel students from the contract.

This page should only be used to remove all students from a contract where no additional transactions have been posted. Typically, the cancel function is used immediately following the adding of students to a contract due to a contract set up incorrectly.

Use one of the Population Selection process methods to identify all students within a contract, and then select *Cancelled* in the **Status** field located within the **Default Values** group box.

Review the selected records using the Review Results by Contract page, and then use the Assign and Recalc process to proceed with the mass cancellation. The students are canceled from the contract, installments are reversed, and the original charges are reinstated.

See Campus Community Fundamentals: Using the Population Selection Process.

Population Selection

Field or Control	Description
Selection Tool	Select *PS Query, Equation Engine,* or *External File.*
Query Name	Enter the appropriate query, equation engine, or file path and name.

Default Values

Field or Control	Description
Contract Number	Enter the appropriate contract number.
Contract Status	Select or cancel a status.

Click the **Review Results by Contract** link to view the results of the query along with the default values.

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Billing Customers

Understanding Customer Billing

You must submit a clear and accurate bill to every customer. The PeopleSoft 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 the same time. 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) and XML Publisher.

> **Note**
>
> Although the terms *bill* and *invoice* are technically synonymous, a distinction exists between the two terms in the context of the Student Financials application. Throughout this section, 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.*
>
> *Credit Invoices* pertain to Oracle's global invoicing functionality and are invoices that document reductions in charges that have been previously invoiced. *Credit Invoices* are used to notify the student that a prior invoice has changed and a lesser amount is now requested from the student, a payment has a credit balance, or both.

See Setting Up Billing Standard Requests.

Completing Billing Requests

This section provides an overview of billing requests and discusses:

- Specifying Basic Student Billing Request Parameters
- Specifying Bill Terms and Print Options for Student Billing Requests
- Specifying Basic Corporate Billing Request Parameters

Understanding Billing Requests

Use the Billing Request component (BI_REQUEST) to set the parameters that the billing process uses to determine the type of bills generated. To complete a billing request, you must use the following two pages. Versions of both of these pages are included in the Student Billing Request (BI_REQUEST) and the Corp. Billing Request (BI_REQUEST_ORG) components.

- Billing Request 1
- Billing Request 2

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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 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

Oracle 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	Does not apply
Account Type	X	X	X
Account Term	X	X	X
Not Billed Since	X	X	Does not apply
Transaction Date	X	X	X
Service Impact	X	X	Does not apply
Career/Program/Plan	Does not apply	X	Does not apply
Campus	Does not apply	X	Does not apply
Student Groups	Does not apply	X	Does not apply

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, four options are available: *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
Service Impact	X	X		

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Selection Criteria	Bill All Not Yet Billed	Bill Range	Bill One Ext Org ID	Bill Per Contract(s)
Transaction Date	X	X	X	X

Pages Used to Complete Billing Requests

Page Name	Definition Name	Navigation	Usage
Billing Request 1	BI_REQUEST	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Create Billing Request**, and then **Billing Request 1**	Specify basic student billing request parameters.
Billing Request 2	BI_REQUEST_ID	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Create Billing Request**, and then **Billing Request 2**	Specify bill terms and print options for student billing requests.
Corp Billing Request - Billing Request 1	BI_REQUEST_ORG	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Create Billing Request**, and then **Billing Request 1**	Specify basic corporate billing request parameters.
Corp Billing Request - Billing Request 2	BI_REQUEST_TWO	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Create Billing Request**, and then **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 the preceding 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 the preceding 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 (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Create Billing Request**, and then **Billing Request 1**).

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Field or Control	Description
Billing ID	Enter 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 whom 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.

Field or Control	Description
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 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.

Field or Control	Description
Term	Select the specific term with the charges to which you want to assign a due date.

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Field or Control	Description
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 keeps only the most recently added value after you refresh the page.

Invoice Range

Field or Control	Description
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 (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Create Billing Request**, and then **Billing Request 2**).

Bill Term

Field or Control	Description
Bill Term	Select the term or terms for which you want to generate bills. Valid values are: *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 terms in the **From Term** and **To** fields.

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Field or Control	Description
From Term and **To**	If you enter *One Term* in the **Bill Term** field, enter the term for which you want to bill in the **From Term** field. If you enter *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

Field or Control	Description
Invoice Layout	Enter the invoice layout to print invoices.
Output Format	Select the method to print invoices using the **Generate Invoice** button. Four valid printing output methods are available: *Crystal Bill, Other Bill (SQR), XML Publisher,* and *Form Based Extract Bill.*
Aid Term From and **To**	Set the range of terms to print anticipated financial aid detail on the invoices. Enter 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 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	Select to generate and store the bill, but 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* value or the *Bill Range* value when you access the component.
Generate & Print Bill	Select to generate a bill and print an invoice when you click the **Generate Invoice** button. Remember that this field is available only if you select the *Bill One ID* option when you access the BI_REQUEST component.
Print Schedule of Classes	Select to print the student's enrollment summary 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 enrollment summary that you want to print on your invoices.
Address Usage	Enter 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 necessary only when you are printing invoices using the value *Form Based Extract Bill.* If this field is left blank, output goes to the Report Repository.

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Field or Control	Description
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 that is 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	Reserved for future use.
Print Zero Bill	Select to print 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. **Note:** Students are included in the billing process, but actual bills or invoices aren't printed.
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.

Field or Control	Description
Invoice Generated	This message appears when the process generates bills successfully.
Error Info (error information)	If an error occurs 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 a *warning* situation occurs 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.

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> **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. You should 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 are supplied by default to their respective fields in the printing process page that you use. The values can be supplied 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 (**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Create Billing Request**, and then **Billing Request 1**).

Except for the **External Org ID, Invoice per Student,** and **Contract Number** fields, this page is identical to the Billing Request 1 page.

Field or Control	Description
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.

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Third Party Contract

Field or Control	Description
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.
Invoice Layout ID	When the Bill By Option is *Bill Per Contract(s),* the Invoice layout associated with the selected contract number is displayed.

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. In addition, you can review pending billing items and an invoice summary when you are done.

This section discusses:

- Viewing Pending To Bill Items
- Creating Individual Bills for Students
- Viewing the Student Invoice Summary Pages

Pages Used to Bill Specific Charges for Individual Students

Page Name	Definition Name	Navigation	Usage
Pending To Bill Items	SSF_BI_CUR_ACCOUNT	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Pending to Bill Items**	Viewing pending to bill items.
Identify Student Charges	BI_BILL_SELECT	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **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.
Student Invoice Summary	SSF_BI_INV_MAIN	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Student Invoice Summary**	Lists all invoices for a student.

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Page Name	Definition Name	Navigation	Usage
Invoice Header	SSF_BI_INV_HDR	Click the link on the Student Invoice Summary page.	View student invoice information.
Invoice Career	SSF_BILL_CAREER	Click the **Invoice Career** link on the Invoice Header page	Displays academic information for a student.
Invoice Detail	SSF_BILL_DETAIL	Click the **Invoice Detail** link on the Invoice Header page	Lists the individual charges and payments for this invoice.
Invoice Messages	SSF_BILL_MESSAGES	Click the **Invoice Messages** link on the Invoice Header page	Displays any messaging on invoices.

Viewing Pending To Bill Items

Access the Pending To Bill Items page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Pending to Bill Items**).

This page displays charges that have not been billed for a specific student. After you run the billing process, the pending items no longer appear on this page.

Field or Control	Description
Account Balance	The total amount shown is not the total amount due for a student. Amounts that were billed prior to this summary might exist.

Creating Individual Bills for Students

Access the Identify Student Charges page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Identify Student Charges**).

Field or Control	Description
ID	Enter the unique ID of the student whom you want to bill.
Address Type	Enter the address that you want to use when creating the bill.
Billing ID	Enter 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.

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The 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.

After you save your configured individual bill, you can review the individual bill and print it using the specified print option.

Field or Control	Description
Get Prior Billing	Click to access the Prior Billing page.

Viewing the Student Invoice Summary Pages

Access the Student Invoice Summary page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Student Invoice Summary**).

This page lists all invoices for a specific student with the most recent invoice listed first.

Field or Control	Description
Invoice Number	Click to view the details of the invoice on the Invoice Header page.

The Invoice Header page displays more detail about the invoice.

Field or Control	Description
Billing Status	This field displays *Initiated* or *Cancelled.*
Billing Address	Click the arrow button to display or hide the student's address information.
Invoice Career, Invoice Detail, and **Invoice Messages**	These links provide the same information as Invoice Info Student Information pages, and are displayed next.

Processing Billing Requests

This section discusses:

- Processing Student Billing Requests
- Processing Corporate Billing Requests

Global Invoicing (Student and Corporate)

Only item types for which the **Include in Global Invoicing** check box is selected on the Initial Setup page are selected for processing.

> **Note**
>
> Currently global invoicing limits the transactions to application fees, charges, and waivers.

See Defining Basic Item Type Attributes.

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Pages Used to Process Billing Requests

Page Name	Definition Name	Navigation	Usage
Generate Invoice	RUNCTL_SFPBILLNG2	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Generate Invoice**	Process student billing requests.
Generate Invoice	RUNCTL_SFPBILLNG3	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Generate Invoice**	Process corporate billing requests.

Processing Student Billing Requests

Access the Generate Invoice page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Generate Invoice**).

Field or Control	Description
Business Unit	Enter the business unit for which you are generating bills.
Billing Request Nbr (billing request number)	Enter the number of the billing request that you want to use to generate your bills. The system populates the remaining fields on the page with the data from the billing request that you choose in the **Business Request Nbr** field.

> **Note**
>
> If you want the system to populate the printing process pages with the printing parameters of the billing request that you are processing, you must use the same run control ID for printing that you use for processing the billing request.

Related Topics

- Completing Billing Requests
  This section provides an overview of billing requests and discusses:

Processing Corporate Billing Requests

Access the Generate Invoice (corporate) page (**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Generate Invoice**).

This page is identical to the Generate Invoice page (student) except when the Bill By Option value is *Bill Per Contract(s).*

The process uses the **Use Student Charge Description** check box on the Invoice Layout One page to identify the item type description to be shown and printed.

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Field or Control	Description
Invoice Layout ID	When the Bill By Option is *Bill Per Contract(s),* the Invoice layout associated with the selected contract number is displayed.

Related Topics

- Setting Up Invoice Layouts
  To set up invoice layouts, use the Invoice Layout component (BI_INV_LAYOUT).

Printing Invoices

This section discusses:

- Printing Student Invoices Using Form Based Extract Bill
- Printing Corporate Invoices Using Form Based Extract Bill
- Printing Corporate Invoices Using an SQR or XML Publisher

You can print your bills using Form Based Extract Bill, Student Financials Structured Query Report, and XML Publisher.

Global Invoicing (Student and Corporate)

For XML invoices, only item types for which the **Include in Global Invoicing** check box is selected on the Initial Setup page are selected for processing and printing.

> **Note**
>
> Currently global invoicing limits the transactions to application fees, charges, and waivers.

See Defining Basic Item Type Attributes.

Pages Used to Print Invoices

Page Name	Definition Name	Navigation	Usage
Student Invoice Extract	RUN_CNTL_PBILL	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Produce Extract File**, and then **Student Invoice Extract**	Print student invoices using Form Based Extract Bill.
Corporation Invoice Extract	RUN_CTNL_PBILL_ORG	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Produce Extract File**, and then **Corporation Invoice Extract**	Print corporate invoices using Form Based Extract Bill.

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Page Name	Definition Name	Navigation	Usage
Student Invoice Other	RUN_CNTL_PBILL	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Print Invoice**, and then **Student Invoice Other**	Print student invoices using an SQR or XML Publisher.
Corporation Invoice Other	RUN_CNTL_PBILL_ORG	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Print Invoice**, and then **Corporation Invoice Other**	Print corporate invoices using an SQR or XML Publisher.

Printing Student Invoices Using Form Based Extract Bill

Access the Student Invoice Extract page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Produce Extract File**, and then **Student Invoice Extract**).

Field or Control	Description
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** (billing request number) 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	Enter the unique ID of the student for whom you want to print an invoice.
Billing Request Nbr (billing request number)	Enter 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 are supplied to the respective fields on this page.
Invoice Date	Enter 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.**

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Field or Control	Description
Start	Enter 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	Enter 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 that 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.

Field or Control	Description
Invoice Layout	Enter 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**	Enter the beginning and ending terms for the term range. The term range determines for which terms the anticipated financial aid appears on the bills. **Note:** If you do not select either the **Anticipated Aid Detail** check box or the **Include Anticipated Aid Total** check box 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	Enter 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 that is already associated with the bills and selects addresses to print according to the order that is selected in the **Address Usage** field.
Address Not Required	Select this check box to print bills even if the process finds no address.

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Field or Control	Description
Use Email Address	Select if you send invoices by email.
Print Zero Bill	Select to print zero balance bills.

Class Schedule

Field or Control	Description
Print	Select to print the student enrollment summary when you print invoices.
Term	If you select the **Print** check box, enter the term of the enrollment summary that you want to print on your invoices.

Printing Corporate Invoices Using Form Based Extract Bill

Access the Corporation Invoice Extract page (**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Produce Extract File**, and then **Corporation Invoice Extract**).

Except for the **Corp ID** and **External Org ID** (external organization ID) fields, this page is identical to the Student Invoice Extract page.

Field or Control	Description
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)	Enter the unique ID of the corporation for which you want to print an invoice.

Printing Corporate Invoices Using an SQR or XML Publisher

Access the Corporation Invoice Other page (**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Print Invoice**, and then **Corporation Invoice Other**).

Except for the absence of the **Output File Directory** and **Bill File** fields, and the addition of XML Publisher fields, this page is identical to the Corporate Invoice Form Based Extract Bill page.

XML Invoices

You can enter user-defined values at the *third-party creation* level or at the *student assignment to third-party contract* level. The corporate XML invoice process picks up these user-defined values.

For XML invoices, the process uses the **Use Student Charge Description** check box on the Invoice Layout One page to identify the item type description to be shown and printed.

For invoices generated with a Bill By Option value of *Bill Per Contract(s):*

- If the Invoice layout is specified on the third party contract, that layout is used; otherwise the existing layout logic is used.

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- Student enrollment details are extracted if the Print Student Enrollment flag has been checked on the third party contract.
  - Enrollment details are inserted in the SSF_INXSCH_TMP table.
  - Waitlisted class details are not extracted.
- The SSF_INXTPC_TMP table stores demographic and additional tracking details for the student. This table is populated at all times irrespective of the Print Student Enrollment flag.

See Setting Up Invoice Layouts.

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.

This section discusses how to run the Billing Cancellation process.

Pages Used to Cancel a Bill

Page Name	Definition Name	Navigation	Usage
Bill Cancellation	SF_BICANC	**Student Financials**, and then **Bill Customers**, and then **Cancel Invoice**, and then **Bill Cancellation**	Run the Billing Cancellation process.
Bill Cancellation	BI_CANC_INQ	**Student Financials**, and then **Bill Customers**, and then **Review Invoice Cancellation**, and then **Bill Cancellation**	View the results of the Bill Cancellation process.

Canceling Bills

Access the Bill Cancellation page (**Student Financials**, and then **Bill Customers**, and then **Cancel Invoice**, and then **Bill Cancellation**).

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Field or Control	Description
Run Option	This field determines whether the process cancels an entire group of bills or an individual bill. 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 (billing request number)	When you enter 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	Enter the unique ID of the student whose bill you want to cancel.
External Org ID (external organization ID)	Enter the unique ID of the organization for which you want to cancel a bill.
Invoice Number	Enter 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. 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 that is generated by the system.

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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

Several tools are available to use in Student Financials to view the billing activity for a customer's account.

Pages Used to View Billing Information

Page Name	Definition Name	Navigation	Usage
Invoice Info Student	BI_BILL_HEADER	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Review Invoice**, and then **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 that is associated with a student bill.
Bill Career	BILL_CAREER	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Review Invoice**, and then **Bill Career**	Review the academic information that is associated with a student bill.
Bill Detail	BILL_DETAIL_1	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Review Invoice**, and then **Bill Detail**	View details regarding all the items that are included in a student bill.
Bill Messages	BILL_MESSAGES_SCPN	**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Review Invoice**, and then **Bill Messages**	View any messages that are associated with a student bill.
Invoice Info Corp. (invoice information corporation)	BI_BILL_HEADER_ORG	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Review Invoice**, and then **Invoice Info Corp**	Review an overview of corporate billing history.
Invoice Info. Corp - Bill Detail (invoice information corporation - bill detail)	BILL_DETAIL	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Review Invoice**, and then **Bill Detail**	View details regarding all the items that are included in a corporate bill.

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Page Name	Definition Name	Navigation	Usage
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 who is associated with the third-party contract.
Invoice Info. Corp - Bill Messages (invoice information corporation - bill messages)	BILL_MESSAGES_SCPN	**Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Review Invoice**, and then **Bill Messages**	View any messages that are associated with a corporate bill.
Invoice Printing	BI_IVC_PRT_RQST	**Student Financials**, and then **Bill Customers**, and then **Review Printed Invoice**	View information regarding specific printing processes.

Reviewing Student Billing History

Access the Invoice Info Student page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Review Invoice**, and then **Invoice Info Student**).

The **Credit Invoice** indicator is visible if the invoice is a credit invoice.

Viewing Details for Student Bill Items

Access the Bill Detail page (**Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Review Invoice**, and then **Bill Detail**).

View details regarding all the items included in a student bill.

Related Invoices

Related Invoice ID appears only if the invoice is a credit invoice. The **Related Invoice ID** link opens the same page for the related invoice ID in a new window.

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23
Cashiering

Understanding Cashiering

This section lists common elements and provides an overview of cashiering.

Common Elements Used in Cashiering

Field or Control	Description
	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.
Ref Nbr (reference number)	Enter a reference number to help organize and track your transactions. This is not a required field.

Cashiering

On a daily basis, the cashiering office collects and tracks a large number of transactions when 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 inquiry and report features of the system support your audit trails for maintaining integrity in the system. In addition, the system enables you to design how each transaction interacts with the general ledger.

Opening a Cashiering Office for a Business Day

This section discusses:

- Opening a Cashiering Office
- Opening Valid Registers
- Opening Valid Cashiers

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Pages Used to Open a Cashiering Office for a Business Day

Page Name	Definition Name	Navigation	Usage
Open Cashier Offices	CSH_OPEN_OFFICE	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Cashier Offices**	Open a cashiering office.
Open Registers	CSH_OPEN_REGISTER	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Registers**	Open valid registers.
Open Cashiers	CSH_OPEN_CASHIER	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Cashiers**	Open valid cashiers.

Opening a Cashiering Office

Access the Open Cashier Offices page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Cashier Offices**).

Field or Control	Description
Current Business Date	Enter 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 this button, the **Current Business Date** field becomes unavailable.

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Field or Control	Description
Copy Registers and Cashiers	After 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. Eventually, this list of dates becomes so long that it can degrade system performance when you open the Open Cashier Offices page.

Related Topics

- Defining a Cashiering Office

Opening Valid Registers

Access the Open Registers page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Registers**).

Field or Control	Description
Register	Enter 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. After you select this 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 (deposit identifier)	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.

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Field or Control	Description
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 (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Cashiers**).

Field or Control	Description
Cashier	Enter 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	Enter 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. After you select this 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 that 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 (deposit identifier)	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.

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Processing Cashiering Transactions

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

This section provides and overview of cashiering transactions, lists common elements, and discusses:

- Accepting Student Payments
- Allocating Student Payments to Specific Charges
- Accepting Corporate Payments
- Allocating Corporate Payments to Sponsored Charges
- Restricting Corporate Payments to a Contract Number and/or Contract ID
- Creating Department Receipts
- Cashing Checks
- Processing Interim Deposits
- Replenishing Cash
- Selecting Exchange Rates for Cashiering Transactions Processed with Foreign Currency
- Entering Check Information for Cashiering Transactions
- Entering Credit Card Information for Cashiering Transactions

Understanding Cashiering Transactions

Using the Cashiering feature of Student Financials, you can 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. 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.

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Type of Transaction	Description
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, and the athletics office) that take in money on a daily 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.
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.

> **Note**
>
> Both Student Payments and Corporate Payments support hosted payment transactions.

See:

- Understanding ePayment Processing
- Defining the Transaction Setup of a Cashiering Office
- *Electronic Payment Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

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Pages Used to Process Cashiering Transactions

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

Page Name	Definition Name	Navigation	Usage
Student Payments	CSH_OFF_PMNT	**Student Financials**, and then **Cashiering**, and then **Post Student Payments**, and then **Student Payments**	Accept student payments in hosted and non-hosted payment modes.
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**, and then **Cashiering**, and then **Post Corporate Payments**	Accept corporate payments in hosted and non-hosted modes.
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.	Restrict payments to a Contract EmplID and/or a Contract.
Department Receipts	CSH_OFF_DEPT	**Student Financials**, and then **Cashiering**, and then **Collect Department Receipts**	Create department receipts.
Cash Checks	CSH_OFF_CASH_CHECK	**Student Financials**, and then **Cashiering**, and then **Cash Checks**	Cash checks.
Interim Deposits	CSH_OFF_DEPOSIT	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Make Interim Deposits**, and then **Interim Deposits**	Process interim deposits.
Cash Replenishment	CSH_OFF_REPLENISH	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Replenish Cash**, and then **Cash Replenishment**	Create a cash replenishment when adding funds to a cashiering drawer.

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Page Name	Definition Name	Navigation	Usage
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, or the Cash Checks page. This link accesses 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 accesses the Credit Card Information page only if you select a credit card tender in the **Tender** field of the respective page and only for non-hosted payments.	Enter credit card information for cashiering transactions for non-hosted payments using Business Interlink or Integration Broker, but not for hosted payments. Some of these details appear on the receipt for tracking and auditing purposes. For the Department Receipt, the credit card information is only stored. It is not processed by the third party vendor. The credit card authorization for the Department Receipt must be done outside of Campus Solutions.

Accepting Student Payments

Access the Student Payments page (**Student Financials**, and then **Cashiering**, and then **Post Student Payments**, and then **Student Payments**).

You can process credit card payments on the Student Payments page using hosted payment or non-hosted payment mode, depending on your setup.

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The following information about the Student Payments page is based on non-hosted payment mode. For information about hosted payment mode, see the Hosted Payment subsection later within this section of documentation.

Field or Control	Description
Select Charges to Pay	Click to access the Select Charges to Pay page, where you can specify to which charges to apply the payment to. You can pay only charges that are 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. If you select *Apply Payments by Invoice* on the SF Installation 2 page, the **Select Charges to Pay** link cannot be used. **Note:** For information about using the Select Charges to Pay page, see "Allocating Student Payments to Specific Charges."

> **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** group box or the **Tender Detail** group box, you must click the **Refresh** button for those changes to register in the display fields.

See Allocating Student Payments to Specific Charges.

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Target Detail

Field or Control	Description
Target	Enter a target key for the student payment. You define target keys using the Target Keys component (TARGET_KEYS). 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. **Note:** *Restrict payment by invoice* If your institution specifies that it applies payments by invoice, you can restrict payments to an invoice. When the target key is associated with an invoice cash or check payment, the cashier can restrict or select an invoice for which the payment is applied. The **Restricted by Invoice** label appears if **Apply Payments by Invoice** is selected on the SF Installation 2 page, the **Cashier Target** key is defined as Post on the Target Keys - Definition page and the **Apply Payments by Invoice** check box is selected in the Posting Parameters group box on the Target Keys - Definition page.
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 that the student tenders for payment. If the system automatically inserts a tax target key, it supplies the appropriate target amount.
Term	Enter the term to be associated with this payment. This defines the current term to be used in the payment allocation rules. If this field is left blank, the term is derived from the option selected on the **SF Business Unit>Posting Setup>Default Term Control** field.

Tender Detail

You can 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 USD. The student pays 1,000 USD by credit card, 400 USD by check, and 65 USD by cash. Using two tender types, you can combine the check and cash payments into a single student payment for 465 USD, but you must create a separate student payment for the 1,000 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 you are issuing refunds for credit card payments.

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- Creating Student Refunds
- Distributing Refunds to ePayment Accounts

Field or Control	Description
Tender	This information applies if you use non-hosted payment mode. Select a value to identify the method of payment that the student is using. If you enter check or credit card, the Check Information page or Credit Card Information page appear automatically. You can also access these pages by clicking the **Tender Details** link. **Note:** For information about the hosted payment process, refer to the Hosted Payment section.
Amount	Enter the amount tendered. If you selected a target key with a default amount, the system automatically supplies that default tender amount. In addition, if you click the **Refresh** button or the **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	This information applies if you use non-hosted mode. 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. For information about these pages refer to the *Entering Credit Card Information for Cashiering Transactions* and *Entering Credit Card Information for Cashiering Transactions* in this section. Some of the tender details that you enter appear on your receipts for tracking and auditing purposes. **Note:** For information about the hosted payment process, refer to the Hosted Payment section.

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Field or Control	Description
Message	When you create a receipt for a credit card payment and you authorize the payment in real time, the **Message** field displays the status of the transaction.

Using the Go to Links

Field or Control	Description
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 that 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

Field or Control	Description
Calculate Tuition	Click 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.

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Field or Control	Description
Create Receipt, Print Receipt, and **Create and Print Receipt** authorization, credit card printing student payment receipts	**Note:** For information about the hosted payment process, refer to the Hosted Payment section. 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 capture of any student payments that are 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 BI Publisher, which generates the receipt and sends it 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 the **Create and Print Receipt** button to simultaneously create the receipt and print it using BI Publisher. **Note:** If your institution specifies that it applies payments by invoice, the Receipt Detail page displays an invoice number. **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.*
New Transaction	After you create a receipt, click to return to the Student Payments dialog page to process another student payment.

Declined Credit Card

In non-hosted payment mode, if a credit card is declined, the **Create Receipt** button label becomes the **Re-create Receipt** button. You cannot make changes to the tender type—in the **Tender Detail** group box, the **Tender** field is not available for edit and the **Add** and **Delete** row buttons are not available. You have 2 options:

- Click the **New Transaction** button to create a new receipt.
- Change the credit card details by selecting the **Tender Details** link, and then clicking the **Re-create Receipt** button from the receipt page.

For information about hosted payment mode, refer to the Hosted Payment section.

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Hosted Payment

Field or Control	Description
Tender	For hosted payments, when you select credit card as the tender, the Credit Card Information page does not appear. Instead, you should ensure that the receipt is complete and then click on the **Tender Details** link to access the third party hosted site and enter credit card details. Clicking the **Tender Details** link causes the receipt details to be validated and invokes the ePayment API using the SF_PMT_REF_NBR as the merchant reference. The API retrieves the Cashier payment details using Cashiering application classes, and transfers control to the third party host. Alternatively, you can click the **Create Receipt** button to start the same processing.

Input credit card details on the third party hosted site page.

Fields that appear on the third party page might be configurable, depending on the level of customization that the third party allows.

If you click **Cancel,** you are taken back to the Receipt page on which a message appears advising that the payment has been cancelled. The receipt cannot be used and you must start a new transaction.

If you click **Continue** you return to the Student Payments page where you can authorize payment. Click the **Authorize and Print** button to change the SF_PAYMENT status to Submitted and invoke the ePayment API to authorize the payment. The authorization results, credit card type, and last 4 digits of the credit card are saved in the SF_PAYMENT record and the Receipt record.

If the authorization is successful, the Receipt page appears:

If the credit card is declined, the Student Payments page appears with a message: *Transaction was declined.*

Field or Control	Description
New Transaction	If you click this button, you are taken to the Student Post search page, with the assumption that a new receipt will be created. A new SF_PAYMENT record is created with the receipt number and an Initiated status.

Allocating Student Payments to Specific Charges

Access the Select Charges To Pay page (click the **Select Charges to Pay** link on the Student Payments page or the Corporate Payments page).

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Field or Control	Description
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.

After 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.

If you select the Enforce Payment Restriction check box on the SF Installation 2 page, restricted credits (payments and waivers) do not follow the charge priority associated to the credit item type but by the account type associated to the credit item type. Charge priority and payment overall priority are excluded in the processing of a restricted credit. To reapply restricted credits, you must use the Reallocate Restricted Payment component. If another credit with a higher priority supersedes the payment, the payment sits in the student's account as an unapplied credit balance.

Only charge transactions with amounts greater than zero ($0.00) are identified. Non-eligible charges are displayed, but greyed out.

PAYMENT_TBL will have a Y/N flag, SSF_PMT_CHG_ALLOC, to indicate that the credit is restricted. Additionally, SSF_PMTCH_ALLOC, a child record of PAYMENT_TBL, will hold the restricted payment allocation.

> **Note**
>
> Self Service ePayment transactions are not restricted to the charges that the student may have identified.

See:

- Defining Keyword Edit Tables and a Null Due Date
- Reallocating Restricted Payments

Accepting Corporate Payments

Access the Corporate Payments page (**Student Financials**, and then **Cashiering**, and then **Post Corporate Payments**).

You can process credit card payments on the Corporate Payments page using hosted payment or non-hosted payment mode, depending on your setup.

See:

- Understanding ePayment Processing
- Defining the Transaction Setup of a Cashiering Office

The following information about the Corporate Payments page is based on non-hosted payment mode. For information about hosted payment mode, see the Hosted Payment section in the Student Payments page documentation.

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With the exception of the following three links, this page is identical to the Student Payments page.

> **Note**
>
> The following links cannot be used if the institution uses Apply Payments by Invoice.

Field or Control	Description
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 restrict payment to a Contract Empl ID and/or a Contract. See Restricting Corporate Payments to a Contract Number and/or Contract ID.
Corp Account (corporate account)	Click to access the Corporate Accounts page, where you can view the account information of a corporation.

> **Note**
>
> *Restrict payment by invoice.*
>
> If your institution specifies that it applies payments by invoice, you can restrict payments to an invoice. When the target key is associated with an invoice cash or check payment, the cashier can restrict or select an invoice for which the payment is applied. The **Restricted by Invoice** label appears if **Apply Payments by Invoice** is selected on the SF Installation 2 page, the **Cashier Target** key is defined as Post on the Target Keys - Definition page and the **Apply Payments by Invoice** check box is selected in the Posting Parameters group box on the Target Keys - Definition page.

Related Topics

- Accepting Student Payments
  Access the Student Payments page (**Student Financials**, and then **Cashiering**, and then **Post Student Payments**, and then **Student Payments**).

Allocating Corporate Payments to Sponsored Charges

Access the Select Students to Pay page (click the **Select Students to Pay** link on the Corporate Payments page).

Field or Control	Description
ID	Enter the 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.

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Field or Control	Description
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 that are 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 Detail (employee ID organization detail)	Click to access the Item Information page, where you can view the specific sponsored charges of the selected student.

Restricting Corporate Payments to a Contract Number and/or Contract ID

Access the Third Party Info page (click the **Third Party Info** link on the Corporate Payments page).

Field or Control	Description
Contract Number	Enter the number of the third-party contract that you want to associate with this corporate payment.
Contract ID	Enter the student ID of the third-party contract member that you want to associate with the corporate payment.

Posting the payment using the Third Party Info link populates the Contract Number and the Contract EmplID in the PAYMENT_TBL and ITEM_SF. Using one or both of these options restricts the payment to the Contract Number and/or Contract ID specified.

> **Note**
>
> The Third Party Information page provides better processing performance than Select Charges to Pay when restricting corporate payments to specified charges. Use Select Charges to Pay to restrict payments *only* when there are few charges to select.

If you use this page to restrict a corporate payment and the payment has a credit balance, you cannot retrieve the payment through the Reallocate Corp Payment page.

See Accepting Corporate Payments.

Creating Department Receipts

Access the Department Receipts page (**Student Financials**, and then **Cashiering**, and then **Collect Department Receipts**).

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> **Note**
>
> If your institution does not use PeopleSoft General Ledger or Oracle General Ledger, the **Ext GL Chartfield** (external general ledger ChartField) field appears in the **Target Detail** group box instead of the standard ChartFields.

Field or Control	Description
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.
ChartFields	Click this link to select the chart of accounts to which your department receipt posts or enter the ChartField values in the display field.

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 tax is 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 USD, of which 50 USD were tax, you would enter two target rows. The first nontax target row would be for 500 USD. The second tax target row would be for 50 USD.

Field or Control	Description
Tax Authority	Enter the tax authority that is 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.
ChartFields	Click to select the chart of accounts to which your department receipt posts. Click the **SpeedType** field to enter a SpeedType, which is a predefined set of ChartFields for a department your cashiering office works with regularly. After you enter the SpeedType, the system automatically populates the appropriate general ledger fields.

Tender Detail

Field or Control	Description
Tender	Enter the type of tender being used for the department receipt.
Amount	Enter the amount of tender for the department receipt.

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Field or Control	Description
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 enter 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. For the Department Receipt, the credit card information is only stored. It is not processed by the third party vendor. The credit card authorization for the Department Receipt must be done outside of Campus Solutions.

Using the Department Receipt Buttons

Field or Control	Description
Create Receipt, Print Receipt and **Create and Print Receipt** printing department receipts	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 BI Publisher which generates the receipt and sends it 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 BI Publisher.
New Transaction	After you create a receipt, click this button to return to the Department Receipts dialog page so that you can process another department receipt.

Related Topics

- 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).
- (Optional) Creating ChartField SpeedType Keys
  To set up ChartField speed type keys, use the SpeedTypes component (SPEEDTYPE).

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Cashing Checks

Access the Cash Checks page (**Student Financials**, and then **Cashiering**, and then **Cash Checks**).

> **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** group box or the **Tender Detail** group box, you must click the **Refresh** button for those changes to register in the display fields.

Target Detail

Field or Control	Description
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 supplies the appropriate target amount.

Tender Detail

Field or Control	Description
Tender	Enter a check tender. If you press **Tab** to move out of this field, the system accesses 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.

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Using the Go to Links

Field or Control	Description
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

Field or Control	Description
Create Receipt, Print Receipt and **Create and Print Receipt** printing check cashing receipts	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 BI Publisher which 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 BI Publisher.
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 (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Make Interim Deposits**, and then **Interim Deposits**).

Tender Detail

Field or Control	Description
Tender	Enter 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.

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Field or Control	Description
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

Field or Control	Description
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	This button appears only after you click the **Create Receipt** button. Print using BI Publisher.
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 (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Replenish Cash**, and then **Cash Replenishment**).

Tender Detail

Field or Control	Description
Tender	Enter 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

Field or Control	Description
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	This button appears only after you click the **Create Receipt** button. Print using BI Publisher.
New Transaction	After you create a receipt, click to return to the Cash Replenishment dialog page so that you can process another cash replenishment.

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Selecting Exchange Rates for Cashiering Transactions Processed with Foreign Currency

Access the Currency Conversion page (click the **Currency Detail** link on the Student Payments page, the Corporate Payments page, the Department Receipts page, or the Cash Checks page).

Field or Control	Description
Exchange Rate Type	Enter 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 that is 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 (click the **Tender Details** link on the Student Payments page, the Corporate Payments page, the Department Receipts page, or the Cash Checks page).

Field or Control	Description
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	Enter 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.

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Entering Credit Card Information for Cashiering Transactions

> **Important**
>
> PeopleSoft Business Interlinks is a deprecated product. The Business Interlinks class currently exists for backward compatibility only. For new integrations, use Integration Broker instead.

This section applies only if you use non-hosted payment mode.

Access the Credit Card Information page (click the **Tender Details** link on the Student Payments page, the Corporate Payments page, or the Department Receipts page).

Field or Control	Description
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:** Credit card numbers do not appear on the printed receipts.
Expiration	Enter the expiration date of the credit card. This field is required.
Security Code	Enter the Security Code that is located on the credit card. The Security Code is a security feature for "card not present" transactions such as Internet transactions. The **Security Code** field is available if the **Security Code Required** check box is selected on the SF Merchants page. **Note:** Security Code is supported for hosted payment mode and Integration Broker. It is not supported through Business Interlink. See Setting Up SF Merchants.
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.

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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 is denied.

Authorization Information

This group box displays the authorization details received from the third-party credit card processing vendor. Prior to a user 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.

Related Topics

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

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.

Related Topics

- Defining a Cashiering Office

Page Used to Post Delayed Receipts

Page Name	Definition Name	Navigation	Usage
Post Receipts	CSH_POST_RCPT	**Student Financials**, and then **Cashiering**, and then **Post Receipts**	Post delayed payment receipts.

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Posting Delayed Payment Receipts

Access the Post Receipts page (**Student Financials**, and then **Cashiering**, and then **Post Receipts**).

Posting Receipts

Field or Control	Description
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 nonpostable 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 that are 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 results:

- The system sends all necessary transactions to the GL through either one of the two GL interface processes.
- 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.

Related Topics

- 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).
- Setting Up Target Keys
  To set up target keys, use the Target Keys component (TARGET_KEYS).

Voiding Receipts

This section provides an overview of receipt voiding and discusses:

- Voiding Receipts Using Security
- Voiding Receipts Without Using Security

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Understanding Receipt Voiding

A processed or even a posted receipt may 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	Definition Name	Navigation	Usage
Void Receipts	CSH_VOID_SECURE	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Void Receipts - Cashier**	Void the receipts created by you or any cashier who directly reports to you.
Void Receipts - All	CSH_VOID_RCPT	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Void Receipts- All**	Bypassing Direct Reports, void any receipts that are created on a given business day.

Voiding Receipts Using Security

Access the Void Receipts page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Void Receipts - Cashier**).

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 permits you to void only 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.

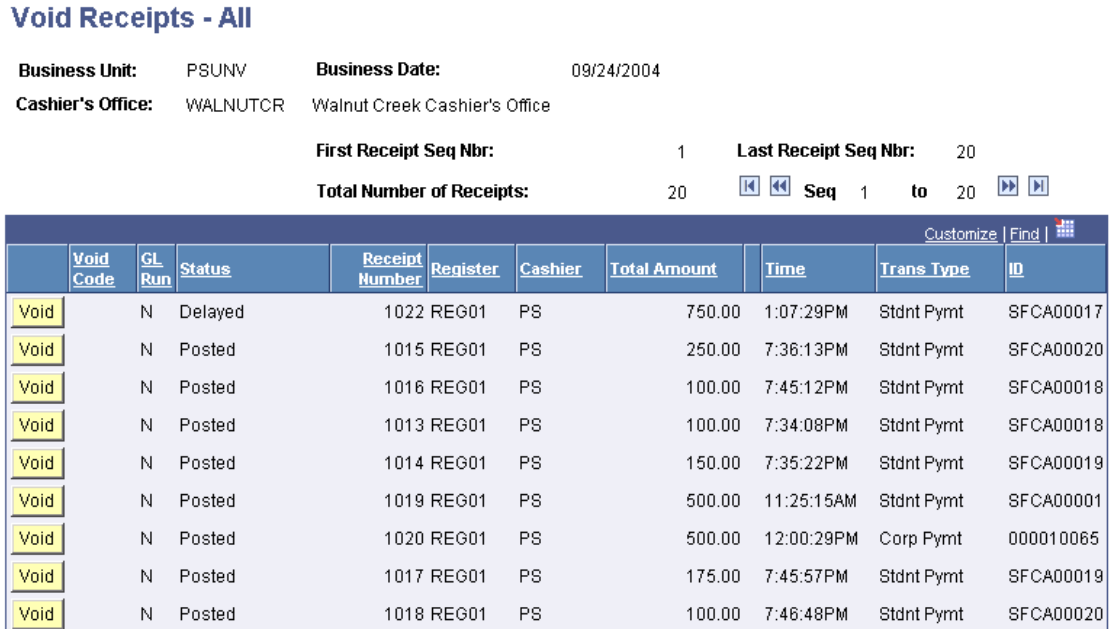
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Field or Control	Description
Void	Click next to the receipt that you want to void. When you click the button, the system requires you to select a void reason. After you select a void reason, the system voids the receipt, makes the **Void** button unavailable, 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 that were posted to the respective corporate or student account. In addition, it may issue a credit to any credit card payments depending on the status of the credit card transaction. If the Cashier's office is set to Group Post, the credit is issued to the third party vendor but you must adjust the transaction on the student's account or corporation's account. If the SF Merchant is set up for real time credits, then dependent on the third party vendor, the credit is sent automatically to the vendor when the receipt is voided. If the SF Merchant is not set up for real time credits, the batch job must be run.

Voiding Receipts Without Using Security

Access the Void Receipts - All page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Void Receipts- All**).

This example illustrates the fields and controls on the Void Receipts - All page. You can find definitions for the fields and controls later on this page.



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

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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.

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	Definition 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**, and then **Cashiering**, and then **Review Check Cashing** • **Student Financials**, and then **Cashiering**, and then **Review Corporate Payments** • **Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Review Replenishment** • **Student Financials**, and then **Cashiering**, and then **Review Department Receipts** • **Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Interim Deposit Detail** • **Student Financials**, and then **Cashiering**, and then **Review Student Payments**	Review information regarding a specific receipt.

Reviewing and Printing Individual Receipts

Access the Cash Check Detail (**Student Financials**, and then **Cashiering**, and then **Review Check Cashing**) Corporate Payment Detail (**Student Financials**, and then **Cashiering**, and then **Review Corporate Payments**) Cash Replenishment Detail (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Review Replenishment**) Department Receipt Detail (**Student Financials**, and then **Cashiering**, and then **Review**

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Department Receipts) Interim Deposit Detail (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Interim Deposit Detail**) or Student Payment Detail page (**Student Financials**, and then **Cashiering**, and then **Review Student Payments**) page. The page label, fields, and group boxes that appear on the inquiry page depend on the component that you use to access it.

Field or Control	Description
Print Receipt	Click the **Print Receipt** button to print the receipt. BI Publisher generates the receipt and sends it to the appropriate printer as specified on the Valid Registers page.

Related Topics

- Processing Cashiering Transactions

Reviewing Receipt and Tender Activity

This section provides an overview of receipt and tender activity review and discusses:

- Reviewing Receipts by Business Date
- Reviewing Payment Activity for an Organization
- Reviewing Payment and Check Cashing Activity for a Student
- Reviewing Tender Activity by Cashier
- Reviewing Tender Activity by Register
- Reviewing Receipt Tender Flow

Understanding Receipt and Tender Activity Review

While the receipt detail pages (such as Student Payment Detail and Corporate Payment Detail) display useful information regarding individual receipts, they provide information only 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.

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Pages Used to Review Receipt and Tender Activity

Page Name	Definition Name	Navigation	Usage
Receipts By Business Date	CSH_RCPT_BY_DATE2	**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **Review Receipts By Date**	Review receipts by business date.
Corporate Receipts	CSH_RCPT_EXT_ORG	**Student Financials**, and then **Cashiering**, and then **Review Corporate Receipts**	Review payment activity for an organization.
Student Receipts	CSH_RCPT_EMPLID	**Student Financials**, and then **Cashiering**, and then **Review Student Receipts**	Review payment and check cashing activity for a student.
Tender By Cashier	CSH_TENDER_BY_CASH	**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **Review Tender By Cashier**	Review tender activity by cashier.
Tender By Register	CSH_TENDER_BY_REG	**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **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**, and then **Cashiering**, and then **Balance by Business Day**, and then **Review Receipt Tender Flow**	Review receipt tender flow.

Reviewing Receipts by Business Date

Access the Receipts By Business Date page (**Student Financials**, and then **Cashiering, Balance by Business Day**, and then **Review Receipts By Date**).

Field or Control	Description
Business Date	Enter the business date for which you want to view receipt activity.
Cashier	Use this field to filter the receipts displayed for a specific cashier.

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Field or Control	Description
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. 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 sort by all of these criteria in either ascending or descending order.
Search	Click 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 (**Student Financials**, and then **Cashiering**, and then **Review Corporate Receipts**).

Field or Control	Description
External Org ID	Enter the ID of the corporation whose receipts 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 Financials**, and then **Cashiering**, and then **Review Student Receipts**).

Field or Control	Description
ID	Enter the ID of the student whose receipts you want to review.

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Field or Control	Description
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 page or the 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 (**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **Review Tender By Cashier**).

Field or Control	Description
Cashier Office Date	Enter 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 (**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **Review Tender By Register**).

Field or Control	Description
Cashier Office Date	Enter 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 (**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **Review Receipt Tender Flow**).

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Field or Control	Description
Business Date	Enter 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** field or the **Register** field, 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 accesses 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 accesses 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 can designate a deposit ID for each type of tender that you select for a cashier or register. If you use the 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.

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Related Topics

- Opening Valid Registers
  Access the Open Registers page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Registers**).
- Opening Valid Cashiers
  Access the Open Cashiers page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Open Offices**, and then **Open Cashiers**).

Page Used to Review Totals by Deposit ID

Page Name	Definition Name	Navigation	Usage
Totals By Deposit ID	CSH_RCPT_DEPOSITID	**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **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 (**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **Review Totals by Deposit ID**).

Field or Control	Description
Deposit ID	Enter the deposit ID for which you want to view totals.
Search	Click to display all of the payments that are associated with the selected deposit ID.

Closing a Cashiering Office for a Business Day

This section discusses:

- Closing Registers
- Closing Cashiers
- Closing a Cashiering Office

Pages Used to Close a Cashiering Office for a Business Day

Page Name	Definition Name	Navigation	Usage
Close Registers	CSH_CLOSE_REGISTER	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Close Offices**, and then **Close Cashier Offices**	Close registers.

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Page Name	Definition Name	Navigation	Usage
Close Cashier	CSH_CLOSE_CASHIER	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Close Offices**, and then **Close Cashier Offices**	Close cashiers.
Close Offices	CSH_CLOSE_OFFICE	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Close Offices**, and then **Close Cashier Offices**	Close a cashiering office.

Closing Registers

Access the Close Registers page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Close Offices**, and then **Close Cashier Offices**).

Field or Control	Description
Close	Select to close the register. When you select this 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 (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Close Offices**, and then **Close Cashier Offices**).

Field or Control	Description
Close	Select to close the cashier. When you select this 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.

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Field or Control	Description
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 appears so that you can record a closing balance.

Closing a Cashiering Office

Access the Close Offices page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Close Offices**, and then **Close Cashier Offices**).

Field or Control	Description
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 receive an error message telling you what you must do before you can close your cashiering office.

Related Topics

- Defining the Basic Cashiering Office Parameters
  Access the Cashiering Offices page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Cashiering**, and then **Cashiering Offices**).

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:

- Reopening the Office

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- Reopening Registers
- Reopening Cashiers

Pages Used to Reopen a Cashiering Office for a Closed Business Day

Page Name	Definition Name	Navigation	Usage
Reopen Office	CSH_REOPEN_OFFICE	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Reopen Offices**, and then **Reopen Office**	Reopen a cashiering office for a previously closed business date.
Reopen Register	CSH_OPEN_REGISTER	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Reopen Offices**, and then **Reopen Register**	Reopen registers for a previously closed business day.
Reopen Cashier	CSH_OPEN_CASHIER	**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Reopen Offices**, and then **Reopen Cashier**	Reopen cashiers for a previously closed business day.

Reopening the Office

Access the Reopen Office page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Reopen Offices**, and then **Reopen Office**).

Field or Control	Description
Current Business Date	Enter 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 becomes so long that it can degrade system performance when you open the Open Cashier Offices page.

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Field or Control	Description
Reopen Cashier Office	Click to reopen the cashiering office. When you click this button, the **Current Business Date** field becomes unavailable.

Reopening Registers

Access the Reopen Register page (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Reopen Offices**, and then **Reopen Register**).

Field or Control	Description
Register	Enter 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. After 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 (**Student Financials**, and then **Cashiering**, and then **Cash Management**, and then **Reopen Offices**, and then **Reopen Cashier**).

Field or Control	Description
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 appears 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.

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Maintaining Receivables

Common Elements Used to Maintain Receivables

Field or Control	Description
	This icon indicates that the credit transaction is restricted.
	Click to view the first group of transactions.
	Click to view the previous group of transactions.
	Click to view the next group of transactions.
	Click to view the last group of transactions.
	Click to display all columns in the grid.
	Click to display the tabs.
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 financial aid that was awarded to the student but not yet disbursed.
Balance	This field displays the positive or negative balance of any active account.
Billing Date	This field displays billing dates that are specified for charges.
Business Unit	This field displays the business unit of the transactions.
Contract ID	This field displays the student ID or IDs that are 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.

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Field or Control	Description
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 and discusses:

- Defining Source Information and Control Totals for Group Transactions
- Adding Transactions to a Group Entry

Understanding Group Data Entry

PeopleSoft Student Financials enables you to post transactions for a group of students or organizations, which enables you to quickly and easily post many receivables without having to post and approve each one individually. Student Financial Cashiering Office application has the option to create Group Data entries. In addition, charges and payments from external sources can be loaded through the SF External File Load process, and these transactions populate the Group Data Entry tables. You may also use the Mass Select Transactions process to create Group Post entries using Population Selection.

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.

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Pages Used to Enter Groups of Transactions

Page Name	Definition Name	Navigation	Usage
Group Entry	GROUP_ENT_ONE	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Create Group Data Entries**, and then **Group Entry** **Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Create Group Corp Data Entries**, and then **Group Corp Entry**	Define source information and control totals for group transactions.
Group Line Entry	GROUP_LINE_CNTRL	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Create Transactions**, and then **Group Line Entry** **Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Create Corporate Transactions**, and then **Group Corp Line Entry**	Add transactions to a group entry.

Defining Source Information and Control Totals for Group Transactions

Access the Group Entry page (**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Create Group Data Entries**, and then **Group Entry**).

> **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.

Field or Control	Description
Group Type	Enter the group type that describes the transactions.

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Field or Control	Description
Accounting Date	Enter the accounting date for the transactions. The default value is the current system date, but you can change it if necessary.
Origin ID	Enter an origin ID to indicate the source of the transactions. Depending on the origin ID, approval for the transactions might be required. SF Security can be placed on this field to allow individual sources (origins) to access only their groups of transactions.
Received	Enter the date on which your office received payment or charge transactions.
Original Group ID	This field is populated after the Reverse Groups process runs. The Reverse Group process creates a new group ID representing the transactions that were reversed, and this field references the original group ID.
Entry Date	Enter 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 following 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 link does not replace the **Assign To** field, it just provides further information about the content of the field.

Control Totals

Field or Control	Description
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 the **Control 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 was 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 through the file load process.

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Field or Control	Description
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.

Field or Control	Description
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 is 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

Field or Control	Description
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	Select one of these values: • *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. Possible values for this field are *Balance, Complete, Error, Incomplete, Not Posted,* and *Reversed.*

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Field or Control	Description
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 (**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Create Transactions**, and then **Group Line Entry**).

Field or Control	Description
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 of the new entry. The description of the account type appears to the right of the field. **Note:** Specifying an account type for a payment transaction is optional.
Item Type	Select the item type of the new entry. The description of the item type appears to the right of the field. **Warning!** We strongly advise that you do *not* enter refund item types through Group Post. If you enter a refund item type through Group Post, the Refund Table is not updated. If you try to reverse the refund item type through the Group Reversal process, the reversal process tries to reverse all items with the same refund number. Refund item types that are posted through Group Post have a refund number of zero because they are not true refunds. Posting reverses all items on the account with a refund number of zero, that is, all items on the account that are not refunds. We also strongly advise that you do *not* enter waiver item types through Group Post. Waivers should be applied through Tuition Calculation to ensure that adjustments to fees and waivers are processed correctly. Payment applier is not invoked for waivers. Waivers should *never* be posted to corporate accounts through the Group Corp Line Entry page. Payment reversals do not work for waivers posted as payments to a corporate account. The reversal process looks for an EmplID which does not exist on a corporate account.

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Field or Control	Description
Charge Priority	The charge priority list that is attached to the selected item type (credit item types only) appears in this field. You may override this value.
Amount	Enter the item (charge or payment) amount of the transaction.
Use Excess Account	Select 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 to keep the entire amount of the payment in the account. Selecting this option prevents an excess payment from being transferred to an excess payment account.
Restrict to Invoice	If your institution specifies that it applies payments by invoice, you can restrict payments to an invoice.
Term	Enter the term for which you want to post this transaction.
Ref Nbr (reference number)	Enter an optional reference number to track the transaction.
Service Indicator	If this transaction is a write-off, the system populates the write-off service indicator code.

Payment Information

Field or Control	Description
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.
Pay 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

Field or Control	Description
Item Effective Date	Enter the date on which the transaction becomes active. The default value 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 in the student's account.

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Field or Control	Description
Mark For Delete	Click to select a particular row on the group entry page of the non-posted group for deletion. **Note:** This button only appears for non-posted rows on the Create Transaction page and when the posting status value is *Not Complete*. When you click the button, the label changes to **Unmark for Delete.** You can post the group and this transaction is not posted, but you still have a record of it as part of the group for audit or reconciliation purposes. You can later correct the item, 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 changed the default currency code.
Payment Details	Click to access the Payment Details page, where you can review details about the payment that was made. You can review the details about the payment for a payment item type, but typically, when you post 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 number or post a payment for a specific career or class if you only want the payment to go towards one career or a particular class. On the Group Corp Line Entry page, you can use the Payment Details link to populate the Contract # (Contract Number) and/or Contract ID (EmplID) to restrict a corporate payment to a specific contract and/or a specific student assigned to a contract. For SFP PLUS loans, you can specify that the refund be sent to the borrower (for example, a parent) by entering the borrower ID in the **REFUND_EMPLID** field. If the **REFUND_EMPLID** is left blank, the refund is automatically sent to the student. For the refund to go to the borrower, the following conditions must be met: • The **Enable SFP** flag is selected. • A borrower EmplID exists. • A relationship is defined between the student and the borrower as a *PLUS Loan Borrower*.
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.

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Field or Control	Description
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 or credit card), this page appears so that you can enter specific tender details. Otherwise, click the link to view the tender details.

Creating Group Post Entries Using Population Selection

This section describes how to create group post entries using population selection.

Understanding Creating Group Post Entries Using Population Selection

The **Mass Select Transactions** process complements Create Group Entry and Create Group Corp Data Entry by providing a way to update Group Line using standard Campus Solutions Population Select functionality. With **Mass Select Transactions**, you use Population Selection to query the Campus Solutions database to identify a set of students and update Group Line with the transactions. You may also load a file - such as an electronic list of student or corporate transactions - through Population Selection into Group Line. This eliminates the need to bring a specific set of students back into Campus Solutions to populate group line through external file load. Transaction types include Student and Corporate Payments, Student and Corporate Charges and Student Charge Reversals. Once transactions are created, the entries to the student or organization account are posted using Group Post.

Page Used to Create Group Post Entries Using Population Selection

Page Name	Definition Name	Navigation	Usage
Mass Select Transactions	SSF_RUNCTL_GRP_PST	Student Financials, Charges and Payments, Group Processing, Mass Select Transactions	Create Group Post entries using Population Selection.

Creating Group Post Entries Using Population Selection

Access the Mass Select Transactions page (**Student Financials**, and then **Charges and Credits**, and then **Group Processing**, and then **Mass Select Transactions**).

Use the Mass Select Transactions process to create Group Post entries using Population Selection.

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> **Note**
>
> Third Party Contract charges related to students should be done through the Third Party Contract functionality - not through Group Post through Population Selection transactions.
>
> Group Post through Population Selection should not be used for Tuition Calculation items. Tuition Calculation functionality should be used to post charges and waivers.
>
> Population Selection does not allow the external file control totals to be mapped to the Data Entry Control Totals.

Parameters

Field or Control	Description
Group Type	Enter the appropriate **Group Type** for the source of the data.
Origin ID	Enter an **Origin ID** indicating the source of the transactions. If the **Origin ID** is set to *Approval Prior to Posting*, the Group Approval process needs to be run and the worklist updated.
Type of Group	Select the **Type of Group** you are processing: *Student Group* or *External Org Group* .
Transaction Type	Select the **Transaction Type**. The **Transaction Type** is related to the **Type of Group**. For a *Student Group* the choices are *Person Charge Reversal*, *Person Charges* or *Person Payments*. If the **Type of Group** is an *External Org Group*, the **Transaction Type**s choices are *Corp Charges* or *Corp Payments*.
Balance the Group	Select this check box to opt to require that the group is in balance before it is posted. To determine this, the system compares the number of transactions and monetary amounts to the values in the **Control Total** and **Control Count** fields. If the **Balance the Group** option is selected and the group is not in balance, the Posting Action is set to 'Do Not Post'. An administrator must either enter the correct amount in the **Control Total** and **Control Count** fields *or* clear the **Balance the Group** check box. If using Multi-currency payments, the **Balance the Group** option should NOT be selected.
Control Total	Enter the sum of the all the transaction entries.
Control Count	Enter the number of transactions in the group.
Create New Charge Item	Displays the value defined in the Group Type Setup page. If this check box is displayed as checked for a Group Type, a unique item is created for each charge transaction in the group. This field is display only and cannot be changed on this page.

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Population Selection

In addition to identifying the population for which you want to create transactions, **Population Selection** can also be used to populate the **Line Details.**

When using PS Query to add transactions for Student Payments, select a query that uses the SSF_GRPP_BIND bind record.

When using PS Query to add transactions for Corporate Payments, select a query that uses the SSF_GRPO_BIND bind record.

See Campus Community Fundamentals: Using the Population Selection Process.

Line Details

Line Details can be populated by filling in the Line Details fields on this run control page *or* through any of the Population Select Tools.

> **Note**
>
> Any **Line Details** populated by a Population Selection Tool take precedence over **Line Details** entered on the run control page.

Field or Control	Description
Account Type	Enter the **Account Type** to which the **Item Type** applies. The **Account Type** is required for Charge and Charge Reversal Transactions and is optional for Payment Transactions.

The available **Line Details** fields change depending on the chosen **Transaction Type**. Below is the list of available **Line Details** fields with exceptions noted:

- Account Type - Required for Charge transactions.
- Item Type
- Description
- Line Reason Code - Appears *only* when **Transaction Type** is *Person Charge Reversal*.
- Item Amount - Does *not* appear when **Transaction Type** is *Person Charge Reversal*.
- Term
- Item Effective Date
- Due Date - Appears *only* when **Transaction Type** is *Person Charges* or *Corp Charges*.
- Billing Date - Appears *only* when **Transaction Type** is *Person Charges* or *Corp Charges*.
- Restrict Payment to Account - Appears *only* when **Transaction Type** is *Person Payments* or *Corp Payments*.
- Reference Nbr - Does *not* appear when **Transaction Type** is *Person Charge Reversal*.

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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.

This section discusses how to load external files.

Page Used to Enter Transactions from an External Source

Page Name	Definition Name	Navigation	Usage
External Files	RUNCTL_SFGPLOAD	**Student Financial**, and then **Charges and Payments**, and then **Group Processing**, and then **External Files**	Load external files.

Loading External Files

Access the External Files page (**Student Financial**, and then **Charges and Payments**, and then **Group Processing**, and then **External Files**).

Parameters

Field or Control	Description
Business Unit	Enter the business unit that uses the file.
File Name	Enter the name of the data file. Do not include the file extension. The extension on data files must always be *.dat*.
File Directory	Enter the file directory where the file was stored.
Group Type	Enter the appropriate group type for the data source.
Layout ID	Enter the layout ID that you 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 Only	Select this option to generate a report to review the contents of the file after the file is loaded into Group Data Entry.

Related Topics

- Setting Up External File Layouts
  To set up external file layouts, use the External File Layouts component (BANK_INPUT_FILE).

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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:

- Reviewing Suspended Transactions from a Data Group
- Reviewing and Updating Details About a Specific Data Group Transaction

Pages Used to Review and Revise Group Data Entries Before Posting

Page Name	Definition Name	Navigation	Usage
Suspended Group Post	GROUP_POST_SUSPEND	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Review Suspended Transactions**, and then **Suspended Group Post**	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 about a specific data group transaction.

Reviewing Suspended Transactions from a Data Group

Access the Suspended Group Post page (**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Review Suspended Transactions**, and then **Suspended Group Post**).

Field or Control	Description
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 About a Specific Data Group Transaction

Access the Group Line Details page (click the **Line Details** link on the Suspended Group Post page).

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Field or Control	Description
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.

Related Topics

- Adding Transactions to a Group Entry
  Access the Group Line Entry page (**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Create Transactions**, and then **Group Line Entry**).

Posting Group Data Entries

This section discusses how to run the Group Post process.

After you correct entries in the group, you must save the group and then post it to update the affected accounts.

Pages Used to Post Group Data Entries

Page Name	Definition Name	Navigation	Usage
Post Transactions	RUNCTL_SFPGRPST	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Post Transactions**	Run the Group Post process.
Review Transactions	GROUP_SUMM_VW	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Review Transactions**	Review group entry information after it is posted.

Running the Group Post Process

Access the Post Transactions page (**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Post Transactions**).

Parameters

Field or Control	Description
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.

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Field or Control	Description
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. You can run two processes: Group Posting Common ID Create (SFPGRPDR) and Group Posting Process (SFPGRPST). 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 with new IDs that have not undergone the posting process. If you run the Group Posting Common ID Create (SFPGRPDR) process before you run the Group Posting (SFPGRPST) process, the posting process is faster because it has fewer 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:

- Posting Transactions for Individual Students
- Posting Transactions for Individual Organizations

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Pages Used to Post Transactions for Individual Students and Organizations

Page Name	Definition Name	Navigation	Usage
Student Post	GRP_QUICK_POST	**Student Financials**, and then **Charges and Payments**, and then **Post Student Transaction**, and then **Student Post**	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	ORG_QUICK_POST	**Student Financials**, and then **Charges and Payments**, and then **Post Corporation Transaction**, and then **Corp Post**	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 a Contract Number and/or a Contract ID to apply a payment to a specific Contract and/or to a specific EmplID attached to that contract.

Posting Transactions for Individual Students

Access the Student Post page (**Student Financials**, and then **Charges and Payments**, and then **Post Student Transaction**, and then **Student Post**).

> **Warning**
>
> We recommend that you do *not* enter a waiver item type through Student Post. Waivers should be calculated and applied through Tuition Calculation to ensure that any fee (and associated waiver) adjustments are processed correctly.
>
> However, if you use **Select Charges to Pay** to post a waiver *and* you select the **Enforce Payment Restriction** check box on the SF Installation 2 page, the waiver becomes a restricted credit. You cannot reallocate waivers using the Reallocate Restricted Payment component.

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See:

- Defining Keyword Edit Tables and a Null Due Date
- Reallocating Restricted Payments

Field or Control	Description
New Transaction	Click to enter a new transaction.
Post	Click 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 an optional reference number to track the transaction.
Posted Date	After the transaction posts, the date it was posted appears in this field.
Item Effective Date	Enter the date on which the transaction becomes active. The default is 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 the payment item type is set up as tender-specific, then the tender category appears in this field. If the field is not populated, 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 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.
Restrict to Invoice	Select to restrict payment to an invoice. This option is only available if an institution elected to apply payments by invoice on the SF Installation page.
Select Charges to Pay	Click this link to access the Select Charges to Pay page. For information about using the Select Charges to Pay page, see Allocating Student Payments to Specific Charges.

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Field or Control	Description
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 percent of the payment.
Student Accounts	Click this link to access the Student Accounts page.
Academic Information	Click this link to access the Academic Information page.
Payment Details	Click this link to access the Payment Details page.

Posting Transactions for Individual Organizations

Access the Corp Post page (**Student Financials**, and then **Charges and Payments**, and then **Post Corporation Transaction**, and then **Corp Post**).

> **Warning**
>
> Waiver item types should *never* be used for corporate accounts. Waivers should be used in conjunction with the Tuition Calculation process and therefore should only be used for student IDs, not organizations. Payment reversals do not work for waiver item types posted to a corporate account. The reversal process looks for an EmplID which does not exist on a corporate account.

With the exception of the following links, this page is the same as the Student Post page.

Field or Control	Description
Select Students to Pay	Click this link to access the Select Students to Pay page.
Corp Accounts	Click this link to access the Corp Accounts page.
Third Party Information	Click this link to access the Third Party Information page to restrict a payment to a specific Contract Number and/or Contract ID. For better posting performance, when restricting the corporate payment, enter values in both the Contract Number and Contract ID fields of the Third Party Information page. **Note:** If a corporate payment is restricted through the Third Party Information link *and* the payment has a credit balance, you cannot use the Reallocate Corp Payment to retrieve the payment. See Restricting Corporate Payments to a Contract Number and/or Contract ID

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Consolidating and Reviewing Transactions for Individual Students and Organizations

This section lists the pages used to consolidate and reviewing transactions for individual students and organizations.

> **Note**
>
> 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 can become 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**
>
> Define the origin ID and group type that the system uses to consolidate transactions into posting groups on the Posting Setup page.

Related Topics

- Defining Posting Parameters
  Access the Posting Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **SF Business Unit**, and then **Posting Setup**).

Pages Used to Consolidate and Review Transactions for Individual Students and Organizations

Page Name	Definition Name	Navigation	Usage
Purge Posting Table	RUN_CNTL_SFBKPOST	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Purge Posting Table**	Run the Purge QUICK_POST_TBL process.
Posting Information	QUICK_POST_ACTIVIT	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Review Posting Information**, and then **Posting Information**	Review transactions that will be consolidated by the Purge QUICK_POST_TBL process.

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Viewing Account Information Within the Maintain Receivables Feature

This section lists the pages used to view account information within the Maintain Receivables feature and discusses the Item Details page.

Pages Used to View Account Information Within the Maintain Receivables Feature

Page Name	Definition Name	Navigation	Usage
Item View	ITEM_SF	**Student Financials**, and then **View Item**, and then **Item View**	Review item activity for student accounts.
Corp Item View	ITEM_ORG_SF	**Student Financials**, and then **View Corporate Item**, and then **Corp Item View**	Review item activity for organization accounts.
Item Line View	ITEM_LINE_SF	**Student Financials**, and then **View Item Line**, and then **Item Line View**	Review information about each line item in a student account.
Item Line Corp View	ITEM_LINE_ORG_SF	**Student Financials**, and then **View Corporate Item Line**, and then **Item Line Corp View**	Review charges to a corporate account by the account type that is affected.
Item Due View	ITEM_DUE_SF	**Student Financials**, and then **View Item Due**, and then **Item Due View**	Review detailed information about due line items in a student account.
Corp Item Due View	ITEM_DUE_ORG_SF	**Student Financials**, and then **View Corporate Item Due**, and then **Corp Item Due View**	Review detailed information about due line items in an organization account.
Item Details	ITEM_LINE_ORGSF_SP	Click the Account Details link on the Corp Accounts page and then click the Item Details link.	Review item activity for organization accounts.

Viewing the Item Details Page

When the **Cross Reference Student Charge** check box is selected on the Third Party Contract page (Student Financials, Payment Plans, Third Party Contract, Create, Third Party Contract), additional information appears in the Details group box on the Item Details page (on the Corp Line, Student Charge, and Student Tuition Item tabs).

See Setting Up Third-Party Contracts.

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Viewing Payment by Invoice Information Within the Maintain Receivables Feature

The Maintain Receivables application provides a variety of ways to inquire on payment by invoice information at various levels of detail.

> **Note**
>
> This section is only valid for institutions that apply payments by invoice.

Pages Used to View Payment by Invoice Information Within the Maintain Receivables Feature

Page Name	Definition Name	Navigation	Usage
View Items by Invoice	SSF_VW_ITEM_INV	**Student Financials**, and then **Charges and Payments**, and then **Payments by Invoice**, and then **View Items by Invoice**	View a summary of student items by invoice.
View Corp Items by Invoice	SSF_VW_ITEMORG_INV	**Student Financials**, and then **Charges and Payments**, and then **Payments by Invoice**, and then **View Corp Items by Invoice**	View a summary of corporate items by invoice.
Update Payment Invoice ID	SSF_PMT_INVOICE	**Student Financials**, and then **Charges and Payments**, and then **Payments by Invoice**, and then **Update Payment Invoice ID**	Update the invoice ID for payments restricted to invoices.
Update Corp Payment Invoice ID	SSF_ORGPMT_INVOICE	**Student Financials**, and then **Charges and Payments**, and then **Payments by Invoice**, and then **Update Corp Payment Invoice**	Update the invoice ID of corporate payments.

Viewing Items by Invoice

Access the View Items by Invoice page (**Student Financials**, and then **Charges and Payments**, and then **Payments by Invoice**, and then **View Items by Invoice**).

Use this page to view items by invoice number. If payments are not restricted to invoice, then payments may be applied to charges that are not invoiced. In addition, the system displays both student and corporate payments that were received and posted towards an invoice.

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Updating Payment Invoice ID

Access the Update Payment Invoice ID page (**Student Financials**, and then **Charges and Payments**, and then **Payments by Invoice**, and then **Update Payment Invoice ID**).

Use this page to designate an unapplied payment towards an invoice:

1. Select the invoice ID to which the payment is to be applied.
2. Click **Save.**
3. Run the Payment Applier process for the student.

   The Payment Applier process applies the credit to the invoice. Payments restricted to a specific invoice cannot be designated to pay another invoice; however, they can be refunded.

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, the disputed charge is designated as a line entry on the Review Credit History page (depending on how Dispute Aging is set up in the Aging Set). When you have resolved the dispute, the customer can pay the charge, you can remove the disputed amount from the item, or you can move the charge to a write-off account

You would follow these steps 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	Definition Name	Navigation	Usage
Change Item Line	ACCOUNT_SF	**Student Financials**, and then **Collection**, and then **Adjustments**, and then **Change Item Line**	Select an account that contains a disputed charge for a student.

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Page Name	Definition Name	Navigation	Usage
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**, and then **Collections**, and then **Adjustments**, and then **Change Corporate Item Line**, and then **Change Corp 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 (click the **Item Details** link on the Account Summary page).

Field or Control	Description
Ref Nbr (reference number)	Enter the reference number that you are using to track the disputed receivable.
Nbr Effective Dt (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 (encumbrance date)	Enter the encumbrance 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.

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Field or Control	Description
Description	The description is set by default to the description of the original transaction.

Reallocating Restricted Payments

This section discusses:

- Reallocating Restricted Student Payments
- Reallocating Restricted Corporate Payments

Pages Used to Reallocate Restricted Payments

Page Name	Definition Name	Navigation	Usage
Reallocate Student Payment	SSF_PMTCH_ALLOC	**Student Financials**, and then **Charges and Payments**, and then **Reallocate Restricted Payments**, and then **Reallocate Student Payment**	Reallocate restricted payments for students.
Reallocate Corp Payment	SSF_PMTCHORG_ALLOC	**Student Financials**, and then **Charges and Payments**, and then **Reallocate Restricted Payments**, and then **Reallocate Corp Payment**	Reallocate restricted payments for corporations.

Reallocating Restricted Student Payments

Access the Reallocate Student Payment page (**Student Financials**, and then **Charges and Payments**, and then **Reallocate Restricted Payments**, and then **Reallocate Student Payment**).

Use this page to reallocate student payments that are restricted to specified charges.

You can retrieve only restricted payments with a credit balance from Select Charges to Pay, and only when the Enforce Payment Restriction check box is selected on the SF Installation 2 page. However, if a charge has been reduced or reversed, the system does not automatically attempt to reapply the restricted payment. You can also use this page to retrieve tuition calculation waivers but you are not able to do any updates. The system checks the item type security list to verify whether you have access to the item type. If you do not have access to the item type, you are still able to access this page, but you cannot update it.

Field or Control	Description
Payment ID Nbr	Enter the ID number of the restricted payment that you want to reallocate.

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Field or Control	Description
Reapply Payments	Click to reapply the restricted payment. When you click the Reapply Payments button, the Payment Applier process posts the new allocation amounts. If the restricted payment has been fully applied, the following message appears: “This payment is fully applied. (14817,44) No further changes can be made to the payment allocation.” **Note:** If you need to fully reallocate a restricted payment, then you must reverse the payment and process it again through Select Charges to Pay.

Payment Allocation Details

Field or Control	Description
Total Refunds	This indicates the refund amount of the restricted payment.
Maximum Amount to Allocate	This is the amount that can be reallocated.
Total Current Allocation	This is the amount of the current allocation of the restricted payment.
Total New Allocation	This is the running total of the new allocation amount.
Available to Allocate	This is the running total of the remaining amount to allocate.

Filter

Select any one of the options in this group box to display the charges that have a balance.

Field or Control	Description
Allocation	By default, this option is selected. This indicates the current allocation of the restricted payment
Unpaid Charges	This indicates the current allocation including all charges with a remaining balance.
Payment Term Charges	This indicates the current allocation including the charges that match the term represented on the restricted payment.

Charge Allocation

The charges that are displayed here depend on the filter option you select. Charges that have remaining balances appear here.

Field or Control	Description
Details	Click the Details icon to view the Charge Detail page, and view detailed information about the payments related to the charge.

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Field or Control	Description
New Allocation	Enter the amount that you want to reallocate from the restricted payment. Make sure that the: • New Allocation amount is not less than Amount Applied. • Total New Allocation amounts do not exceed the Maximum Amount to Allocate. • New Allocation amount does not exceed Item Amount.

Related Topics

- 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:

Reallocating Restricted Corporate Payments

Access the Reallocate Student Payment page (**Student Financials**, and then **Charges and Payments**, and then **Reallocate Restricted Payments**, and then **Reallocate Corp Payment**).

Use this page to reallocate an unapplied corporate restricted payment to other specified charges.

With the exception of the Contract tab, the Reallocate Corp Payment page is the same as the Reallocate Student Payment page.

Field or Control	Description
Contract	Details appear in this tab only if the External Org ID is associated with a Third Party Contract. The details that appear here also depend on the filter option you select.

Related Topics

- 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:

Reversing Payments and Charges

This section discusses:

- Reversing Payments
- Reversing Charges
- Reversing Groups of Transactions

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Pages Used to Reverse Payments and Charges

Page Name	Definition Name	Navigation	Usage
Payment Reversal	PMT_REVERSAL	**Student Financials**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Payment**, and then **Payment Reversal**	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	PMT_ORG_REVERSAL	**Student Financials**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Corporate Payment**, and then **Payment Corp Reversal**	Reverse corporate payments.
Payment Corp Reversal - Payment Detail (payment corporate reversal - payment detail)	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**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Charge**, and then **Charge Reversal**	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**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Corporate Charge**	Select a 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.

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Page Name	Definition Name	Navigation	Usage
Group Reversal	RUNCTL_SFRVRGRP	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Reverse Groups**, and then **Group Reversal**	Reverse groups of transactions.

Reversing Payments

Access the:

- Payment Reversal page for students: **Student Financials**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Payment**, and then **Payment Reversal**
- Payment Corp Reversal page for organizations: **Student Financials**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Payment**

To reverse payments:

1. Enter search criteria and click the **Search** button to display the desired payments.
2. Click the **Reverse** button next to a payment to access the Reversal Detail page.
3. Enter optional reversal information (such as Item Effective Date, Description, and Reason Code) on the Reversal Detail page and click the **OK** button to complete the payment reversal.

Reversing Charges

Access the:

- Charge Reversal page for students: **Student Financials**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Charge**, and then **Charge Reversal**
- Charge Corp Reversal - Charge Reversal page for organizations: **Student Financials**, and then **Charges and Payments**, and then **Reversals**, and then **Reverse Charge**

To reverse charges:

1. 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.
2. Click the **Reverse** button next to a charge to access the Reversal Detail page.
3. Enter optional reversal information (such as Item Effective Date, Description, and Reason Code) on the Reversal Detail page and click the **OK** button to complete the charge reversal.

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Reversing Groups of Transactions

Access the Group Reversal page (**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Reverse Group**, and then **Group Reversal**).

Parameters

Field or Control	Description
Include Detail	Select this option to generate a detailed report of the transactions reversed when you run the process.
Group ID	Enter 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.

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	Definition Name	Navigation	Usage
Payment Applier	RUNCTL_PMTWKUP	**Student Financials**, and then **Charges and Payments**, and then **Apply Payment. Payment Applier**	Run the Payment Applier process.
View Payments	ITEM_SF_XREF	**Student Financials**, and then **Charges and Payments**, and then **View Payments**	Displays deposits, financial aid, payments, waivers and write-offs.

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Running the Payment Applier Process

Access the Payment Applier page (**Student Financials**, and then **Charges and Payments**, and then **Apply Payment. Payment Applier**).

Field or Control	Description
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.

Viewing Payments

Access the View Payments page (**Student Financials**, and then **Charges and Payments**, and then **View Payments**).

Use the View Payments page to display a list of deposits, financial aid, payments, waivers and write-offs. This page also shows the applied credits and additional payment attributes. Click the Payment Allocation icon (on the first column) to view the charges where the payment was applied.

Writing Off Charges and Account Balances

This section provides an overview of write-offs and discusses:

- Creating Write-offs for Individual Students
- Selecting Accounts to Write Off for Individual Students and Organizations
- Selecting Items to Write Off for Individual Students and Organizations
- Processing Batch Write-offs
- Reversing Write-offs for Students

Understanding Write-offs

If a receivable becomes impossible to collect, you can write off the receivable by moving the charge within your general ledger from your receivable or collections account to your write-off

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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 the write-off.

Pages Used to Write Off Charges and Account Balances

Page Name	Definition Name	Navigation	Usage
Student Writeoff	WRITEOFF_QCK_POST	**Student Financials**, and then **Collections**, and then **Write Offs**, and then **Post Student Write-off**, and then **Student Writeoff**	Create write-offs for individual students.
Corp Writeoff	WRITEOFF_ORG_POST	**Student Financials**, and then **Collections**, and then **Write Offs**, and then **Post Corporate Writeoff**, and then **Corp 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**, and then **Collections**, and then **Write Offs**, and then **Run Write-off Process**, and then **Write Offs**	Process batch write-offs.
Writeoff Reversal	WRITEOFF_REVERSAL	**Student Financials**, and then **Collections**, and then **Write Offs**, and then **Reverse Student Writeoff**, and then **Writeoff Reversal**	Reverse write-offs for students.
Writeoff Corp Reversal	WRITEOFF_ORG_REVER	**Student Financials**, and then **Collections**, and then **Write Offs**, and then **Reverse Corporate Writeoff**, and then **Writeoff Corp Reversal**	Reverse write-offs for organizations.

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Page Name	Definition Name	Navigation	Usage
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 Financials**, and then **Collections**, and then **Write Offs**, and then **Post Student Write-off**, and then **Student Writeoff**).

Field or Control	Description
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 was awarded to the student but not yet disbursed.

Writeoff

Select a write-off method.

Field or Control	Description
Writeoff Balance	Select this option to write off the entire amount shown in the **Balance** field.
Writeoff Account(s)	When you select this option, the **Accounts to Writeoff** link becomes available.
Writeoff Item(s)	When you select this option, the **Items to Writeoff** link becomes available.
Srv Ind Cd (service indicator code)	Select the service indicator code that sets the desired limitations on transactions for customers whose accounts you have written off.
Student Accounts and **Academic Information**	Click the **Student Accounts** link to see the View Customer Accounts page. Click the **Academic Information** link to view academic plan and enrollment information.

Item Information

Field or Control	Description
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.

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Field or Control	Description
Reference Nbr (reference number)	Enter the reference number that you use to track your write-offs.
Item Effective Date	Enter the effective date of the item.
Payment Details	Click this link to review further details about the write-off.

Selecting Accounts to Write Off for Individual Students and Organizations

Access the Accounts To Writeoff page (Select the **Writeoff Accounts** option or click the **Accounts to Writeoff** link on the Student 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 (Select the **Writeoff Items** option and click the **Items to Writeoff** link on the Student Writeoff page).

Select the check box next to the items you want to write off.

Processing Batch Write-offs

Access the Write Offs page (**Student Financials**, and then **Collections**, and then **Write Offs**, and then **Run Write-off Process**, and then **Write Offs**).

Field or Control	Description
By ID	Select this option to execute this process for individuals.
By External Org ID (by external organization ID)	Select this option to execute this 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 or organization after you write off charges.

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Field or Control	Description
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. These fields are used for security purposes. You should use a group type and origin type with 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.

Related Topics

- Posting Group Data Entries
  This section discusses how to run the Group Post process.

Reversing Write-offs for Students

Access the Writeoff Reversal page (**Student Financials**, and then **Collections**, and then **Write Offs**, and then **Reverse Student Writeoff**, and then **Writeoff Reversal**).

Field or Control	Description
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.
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 successfully reversed the write-off.
Reverse	Click this button next to the write-off that you want to reverse.
Writeoff Detail	Click this link to access the Writeoff Detail page.

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Processing Enrollment Deposits

> **Important**
>
> Letter Generation (Letter Gen) is a deprecated product. It is strongly recommended that you use Communication Generation (Comm Gen) instead. For more information on Comm Gen, see Campus Community Fundamentals: Using the Communication Generation Process

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:

- Defining Basic Parameters for Enrollment Deposit Processing
- Selecting Academic Programs and Waiver Forms (Student Permissions) for the Enrollment Deposit Process

Pages Used to Process Enrollment Deposits

Page Name	Definition Name	Navigation	Usage
Enroll Deposit	RUNCTL_ENRL_DPST	**Student Financials**, and then **Charges and Payments**, and then **Enrollment Deposits**, and then **Enroll Deposit**	Define basic parameters for the Enrollment Deposit process.
Enroll Deposit2	RUNCTL_ENRL_DPST2	**Student Financials**, and then **Charges and Payments**, and then **Enrollment Deposits**, and then **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 (**Student Financials**, and then **Charges and Payments**, and then **Enrollment Deposits**, and then **Enroll Deposit**).

Field or Control	Description
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.

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Field or Control	Description
Amount	Enter the amount of the enrollment deposit. The amount is the monetary amount of a single deposit.

Service Indicators

Field or Control	Description
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.

Field or Control	Description
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.

Related Topics

- Campus Community Fundamentals: Understanding Communication Management

Selecting Academic Programs and Waiver Forms (Student Permissions) for the Enrollment Deposit Process

Access the Enroll Deposit2 page (**Student Financials**, and then **Charges and Payments**, and then **Enrollment Deposits**, and then **Enroll Deposit2**).

Field or Control	Description
All Programs	To evaluate enrollment deposits for all academic programs, select this option. This selection makes the Academic Program fields unavailable.
Academic Program	Select the academic program whose deposits you want to process.
Permission Form	Select a permission form (Student Permissions) that allows financial aid monies to pay the enrollment fee for students who have been granted permission.

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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.

Related Topics

- Setting Up Late Fees
  To set up late fees, use the Late Fees component (LATE_FEE_TABLE).

Pages Used to Process Late Fees

Page Name	Definition Name	Navigation	Usage
Late Fees	RUNCTL_SFPLATFE	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Processing**, and then **Late Fees**	Calculate and post late fees.
Late Fees	LATE_FEE_TBL	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Student Late Fees**, and then **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**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Late Fee Messages**, and then **Late Fee Messages**	Review errors and warnings generated during the processing of student late fees.
Corp Late Fees	LATE_FEE_ORG	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Corp Late Fees**, and then **Corp Late Fees**	Review late fees for organizations.
Corp Late Fees - Late Fees Details	LATE_FEE_ORG	Click the **Details** link on the Corp Late Fees - Late Fees 2 tab.	Review details about a corporate late fee.
Corp Late Fee Messages	LATE_FEE_ORG_MSG	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Corp Late Fee Messages**	Review errors or warnings generated during the processing of corporate late fees.

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Calculating and Posting Late Fees

Access the Late Fees page (**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Processing**, and then **Late Fees**).

Field or Control	Description
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 from these values: *All External Organizations:* Enables you to process late fees for 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 I**D 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.*

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Field or Control	Description
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 errors or warnings that you encountered during this run.

Processing Late Fees Using the Billing Request Number

An alternative Late Fees process starts with the amount due from a specified billing request number and nets any payments or credits received on the account since the billing date. If the payments or credits are less than the amount due, the student is assessed a late fee.

Pages Used to Process Late Fees Using the Billing Request Number

Page Name	Definition Name	Navigation	Usage
Late Fees – Billing	RUNCTL_SFPBLTFE	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Processing – Billing**, and then **Late Fees–Billing**	Process late fees using the Billing Request number.
Late Fees – Billing	SSF_LTFEE_TBL	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Late Fees – Billing**, and then **Late Fees – Billing**	Review student late fees – billing for students.
Late Fee Messages	LATE_FEE_MESSAGES	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Late Fee Messages**	Review any errors or warnings generated during the processing of student late fees.

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Page Name	Definition Name	Navigation	Usage
Review Corp Late Fees - Billing (corporation late fees)	SSF_LTFEE_ORGG	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Corp Late Fees – Bill (corporation late fees)**	Review late fees for organizations.
Corp Late Fee Messages (corporation late fee messages)	LATE_FEE_ORG_MSG	**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Review Corp Late Fee Messages**	Review any errors or warnings generated during the processing of corporate late fees.

Processing Late Fees - Billing

Access the Late Fees - Billing page (**Student Financials**, and then **Charges and Payments**, and then **Late Fees**, and then **Late Fees Processing – Billing**, and then **Late Fees–Billing**).

Parameters

Field or Control	Description
Report Only	Select if the process is Report Only mode.
Business Unit	Select the business unit to be used for identifying the students, organizations, or both to be processed.
Display Late Fees	Select to access the Display Late Fees page, where you can review the accounts that were processed in this run.
Display Errors / Warnings	Select to access the Late Fee Messages page, where you can view any errors or warnings that you encountered during this run.
Billing Request Nbr (billing request number)	Enter the number to be used for identifying the students, organizations, or both to be processed.
Emplid/External Org Id (employee ID/external organization ID)	Enter a single student or organization for processing.
Late Fee Code	Select a value.
Posting Term	Select the term in which the late fee will be posted.
Include Anticipated Aid?	Select to include anticipated aid.
Maximum Aid Term	Enter a maximum aid term for the process.
Run	Click to run the Late Fees - Billing process.

Payment Date Range

Field or Control	Description
From	Enter a start date for the payment date range.

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Field or Control	Description
To	Enter an end date for the payment date range.

Late Fee Maximum Date Range

Field or Control	Description
From	This value is provided by default from the late fee code setup.
To	Enter an end date for the late fee maximum date range.

Processing Enrollment Cancellation

This section provides an overview of enrollment cancellation and discusses:

- Defining Student Selection Criteria for Enrollment Cancellation
- Defining Charges, Offset 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, the entire term, or 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).

Related Topics

- Student Records

Pages Used to Process Enrollment Cancellation

Page Name	Definition Name	Navigation	Usage
Enrollment Cancellation 1	RUNCTL_SFPCLCAN	**Student Financials**, and then **Tuition and Fees**, and then **Cancellation**, and then **Cancel Enrollment**, and then **Enrollment Cancellation 1**	Define student selection criteria for enrollment cancellation.

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Page Name	Definition Name	Navigation	Usage
Enrollment Cancellation 2	RUNCTL_SFPCLCAN2	**Student Financials**, and then **Tuition and Fees**, and then **Cancellation**, and then **Cancel Enrollment**, and then **Enrollment Cancellation 2**	Define charges, offset payments, cancellation options, and service indicators for enrollment cancellation.
Enrollment Cancellation	CANC_TERM_CLASS	**Student Financials**, and then **Tuition and Fees**, and then **Cancellation**, and then **Review Enrollment Cancellation**, and then **Enrollment Cancellation**	Review results of the Enrollment Cancellation process.
Enrollment Cancellation Messages	CANC_MESSAGES	**Student Financials**, and then **Tuition and Fees**, and then **Cancellation**, and then **Review Cancellation Messages**	Review messages generated by the Enrollment Cancellation process.

Defining Student Selection Criteria for Enrollment Cancellation

Access the Enrollment Cancellation 1 page (**Student Financials**, and then **Tuition and Fees**, and then **Cancellation**, and then **Cancel Enrollment**, and then **Enrollment Cancellation 1**).

Field or Control	Description
Business Unit	Select the business unit for the students that you are reviewing.
Report Only	Select 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** link.
Display Cancellation	Click 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 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.

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Field or Control	Description
Term Cancellation	Select 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 check box, Cancel Classes With Grades check box, or both, then the Enrollment Cancellation process generates a term cancellation request for each selected student. If you select this option, 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, then the Enrollment Cancellation process generates an enrollment request with an action of drop, instead of a term cancellation request, for the student's uncompleted and ungraded classes. 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, then the Enrollment Cancellation process generates a term cancellation request.
Session Cancellation	Select to cancel all the classes that a student is taking for a session. If you select this option and you select the **Cancel Completed Classes** check box, the **Cancel Classes With Grades** check box, or both, then the Enrollment Cancellation process generates a session cancellation request for each selected student. If you select this option, 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, then the Enrollment Cancellation process generates an enrollment request with an action of drop, instead of a session cancellation request, for the student's uncompleted and ungraded classes. 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, then the Enrollment Cancellation process generates a session cancellation request.

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Field or Control	Description
Class by Class Within Term	Select to cancel individual classes within a term. If you select this option and you select the **Cancel Completed Classes** check box, the **Cancel Classes With Grades** check box, or both, then 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, 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, then 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, 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, then the Enrollment Cancellation process generates an enrollment request with an action of drop. The system drops 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.

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Field or Control	Description
Class by Class Within Session	Select to cancel individual classes within a session. If you select this option and you select the **Cancel Completed Classes** check box, the **Cancel Classes With Grades** check box, or both, then 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** that 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, 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, then 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, 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, then the Enrollment Cancellation process generates an enrollment request with an action of drop. The system drops 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.

Field or Control	Description
All	Select 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 n to review students within a specific tuition group.
Academic Program	Select to review students within a specific academic program.

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Aging Criteria

Field or Control	Description
By Date	Select 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 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

Field or Control	Description
Initial Amount	Enter the initial past due amount that places a student in the enrollment cancellation process. Students with past due amounts that are lower than the initial amount are not selected.
Subsequent Amount	This field is available only when the **Class by Class Within Term** or **Class by Class Within Session** option is selected. The system uses this information to automatically cancel classes one by one until the past due amount 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 pays only 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 past due amount is 900 USD, which exceeds the specified initial amount. The first class that is cancelled lowers the past due amount to 600 USD. Because this figure is still higher than the subsequent amount (350 USD), the system cancels a second class, which brings the past due amount to 300 USD. Because this figure is lower than the subsequent amount specified, no more classes are cancelled.

Defining Charges, Offset Payments, Cancellation Options, and Service Indicators for Enrollment Cancellation

Access the Enrollment Cancellation 2 page (**Student Financials**, and then **Tuition and Fees**, and then **Cancellation**, and then **Cancel Enrollment**, and then **Enrollment Cancellation 2**).

Field or Control	Description
Display Cancellation	Click to access the Enrollment Cancellation page, where you can review details about students with cancelled enrollment.
Display Cancellation Messages	Click to access the Enrollment Canc Messages page, where you can review cancellation messages.

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Item Group Selection

Field or Control	Description
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

Field or Control	Description
Cancel Completed Classes	Select this option to cancel classes that have been completed but not graded. The system does 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.

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Service Impact

Field or Control	Description
Service Impact	Enter a service impact to exclude students from the enrollment cancellation process. Those students with the service impact are not selected for the enrollment cancellation process. A positive service impact should be setup up as date and term specific in **Set Up SACR**, and then **Common Definitions**, and then **Service Indicators** , and then **Service Impact Table**. For more information, see Campus Community Fundamentals: Defining Service Impact Codes. The term on a service indicator is not an "effective term" and must be reset every term unless the generic term 0000 term is designated on the service indicator. Your positive service indicator should be setup with Default start term and default start date enabled in **Set Up SACR**, and then **Common Definitions**, and then **Service Indicators** , and then **Service Indicator table**. For more information on creating service indicators, see Campus Community Fundamentals: Creating Service Indicator Codes. **Note:** Service indicators are institution specific. A service indicator set at one institution is not respected by another institution.

Related Topics

- Student Records: Understanding Academic Program and Plan Activation

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	Definition Name	Navigation	Usage
Table Validation	RUN_CNTL_SFTBLVAL	**Student Financials**, and then **Charges and Payments**, and then **Validate Tables**, and then **Table Validation**	Run the Table Validation process.

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Running the Table Validation Process

Access the Table Validation page (**Student Financials**, and then **Charges and Payments**, and then **Validate Tables**, and then **Table Validation**).

Select Option

Field or Control	Description
Select Option	*Individual Only:* Select to process only individual accounts. If you select this option, all options are available in the **ID Options** group box, *Individual and Organization:* Select to process all accounts in the system. If you select this option, the **ID Option** is limited to **All IDs.** *Organization Only:* Select to process only external organization accounts. If you select this option, all options are available in the **ID Options** group box.

Run Option

Field or Control	Description
Update	Select 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 and updates as you want. In update mode, data dependencies and processing must occur in the order that the options appear on the page.

ID Option

Field or Control	Description
All IDs	Select to run the process against all accounts in the system. If *Individual and Organization* is selected as the **Select Option, All IDs** is the required **ID Option.**
One ID	Select to run the process against a single individual or corporate account. When you select this option, the ID field becomes available.
ID Range	Select to process a range of either individual or corporate accounts. When you select this option, the **From ID** and **to ID** fields become available.

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Detail Options

In the **Detail Options** group box, select the reports or updates that you want to process. If the **Update** run option is not selected, the process produces a report that identifies referential data integrity discrepancies, but it does not change any data. If you select the **Update** run option, discrepancies are corrected as indicated in each description.

Field or Control	Description
Student Account Balance	Select 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 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 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 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 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 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 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.

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Field or Control	Description
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, you should 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.

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Field or Control	Description
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 • PAYMENT_TBL • ITEM_DUE_SF For each table, the system reports errors when the following conditions occur: • Both EMPLID and EXT_ORG_ID are populated. • Neither EMPLID nor EXT_ORG_ID is populated. • The SF_COMMON_ID.SA_ID_TYPE = P (person) and the EMPLID has a value that is not the same value in COMMON_ID. • The SF_COMMON_ID.SA_ID_TYPE = O (organization) and the EXT_ORG_ID have values that are 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 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 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.

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Field or Control	Description
Cross Reference Payment ID	Select 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 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

Field or Control	Description
Item Due Date	Select to find due date discrepancies in 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. To correct any discrepancies, this option should be run in update mode.
Initial Run	Select in conjunction with the **Item Due Date** option to delete all due date values from the ITEM_DUE_SF table before recalculating them. This option only has an effect if the report is run in update mode.

Commit Option

Field or Control	Description
Commit At the End	Select to commit changes only at the end of processing. This option applies only to the **Item Due Date** option.
Commit Level	Select 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.

You can use the Operator ID and Date Time Stamp columns to find out who last performed an update or insert operation on the following tables and when the operation was last performed

- ITEM_SF
- ITEM_LINE_SF

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- PAYMENT_TBL
- ITEM_DUE_SF
- ACCOUNT_SF
- ACCOUNT_ORG_SF
- ITEM_XREF
- BI_BILL_HEADER
- BI_BILLING_LINE
- SF_ACCTG_LN

You must use a query tool to find out the Operator ID and Date Time Stamp column values.

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Maintaining Customers

Understanding the Maintain Customers Feature

The Maintain Customers feature provides components that enable you to maintain, view, and report some student data within PeopleSoft Student Financials without having to access the PeopleSoft Campus Community application. The Maintain Customers feature has these components:

- Address Maintenance
- Electronic Addresses
- Relations with Institution
- Residency Data
- Service Indicator Data
- Active Service Indicators
- Address Search
- Address Listing

Related Topics

- Campus Community Fundamentals

Managing Student Permissions

This section provides an overview of student permissions and discusses:

- Creating Student Permission Forms to Apply Restricted Credits
- Attaching Student Permission Forms to Student Records

Understanding Student Permissions

Certain types of credits to a student's account are restricted as to what types of charges they can be applied to as well as what term or terms, by Aid Year versus by Academic Year. For example, the Department of Education requires authorization from a student before applying Title IV financial aid to a students account for charges other than allowable charges, which are tuition, mandatory fees, and contracted housing and board. Additionally, some scholarships pay charges for a specific term. Student permissions, which are granted by the student, allow this money to pay charges incurred from other terms.

Institutions that use an automated system to manage student finances can create student permissions that are a record of standing permissions from students to apply restricted credits.

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> **Note**
>
> If you attach student permissions to a charge priority, you can define the terms for which permission is required for application of payment.

Pages Used to Manage Student Permissions

Page Name	Definition Name	Navigation	Usage
Permission Form	WAIVER_FORM_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Student Permission Forms**, and then **Permission Form**	Create permission form for applying restricted credits.
Assign Student Permissions	STDNT_WAIVER_FORM	**Student Financials**, and then **Charges and Payments**, and then **Assign Student Permissions**	Assign permission to apply restricted credits.
Details	ITEM_CHRG_TYP_PRT2	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Charge Priority List**, and then **Details**	Attach permission forms to charge priority lists. See Defining Charge Priority List Rules

Creating Student Permission Forms to Apply Restricted Credits

Access the Permission Form page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Charges and Payments**, and then **Student Permission Forms**, and then **Permission Form**).

Field or Control	Description
Enable for Self Service	Select the check box to identify permission waivers as eligible for use in student self-service.

Attaching Student Permission Forms to Student Records

Access the Assign Student Permissions page (**Student Financials**, and then **Charges and Payments**, and then **Assign Student Permissions**).

Field or Control	Description
Permission Form	Enter the permission form that you want to attach to the student's record.

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Field or Control	Description
Originated from Self-Service	This check box is selected by default when the permission form is initiated via the self-service application.

For each Permission (Waiver) level 2 added in the Effective Date section, the **Oprid** and the **Process Date/Time** fields are modified to indicate who performed the update.

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. After the charges are assigned to aging sets, you can use the Collect Receivables feature to begin the collection process.

Related Topics

- Setting Up Aging Sets
  To set up aging sets, use the Aging Set component (AGING_TABLE).

Pages Used to Process and Review Customer Credit History

Page Name	Definition Name	Navigation	Usage
Credit History	RUNCTL_CREHIST	**Student Financials**, and then **Collections**, and then **Credit History**, and then **Process Credit History**, and then **Credit History**	Process customer credit history.
Credit History	CREDIT_HIST_LIST	**Student Financials**, and then **Collections**, and then **Credit History**, and then **Review Credit History**	Review the aging history of a student's account.
Corporation Credit History	CREDIT_HIST_LIST_O	**Student Financials**, and then **Collections**, and then **Credit History**, and then **Review Corp Credit History**, and then **Corporation Credit History**	Review the aging history of an organization's account.

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Processing Customer Credit History

Access the Credit History page (**Student Financials**, and then **Collections**, and then **Credit History**, and then **Process Credit History**, and then **Credit History**).

Select Option

Field or Control	Description
All IDs	Select to run the Credit History process for all students or organizations with outstanding charges in the database.
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	Select this option to have the system insert records into the temp table for credit history processing. When you select this option, the Temp Table ID field and the **Last Activity Date Options, Process Only,** and **Population Selection** group boxes appear. You can use these group boxes to determine which records should be inserted into the temp table for credit history processing.

Processing Options

Field or Control	Description
Aging Set	Enter the aging set containing the aging categories to which you want to assign outstanding charges.
ID Switch	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.
ID	Select the identification number of the student for whom you are running the Credit History process.

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Field or Control	Description
External Org ID (external organization ID)	Select the identification number of the organization for which you are running the Credit History process.
Start ID and **End ID**	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 on or after which activity must have occurred in a student or corporate account to be included in the Credit History process.
Temp Table ID	Select the temp table into which the system inserts records for credit history processing.

Last Activity Date Options

Use this group box to specify how the system should determine the Last Activity Date for the temp table option. Use this group box in conjunction with the **Process Only** group box.

Field or Control	Description
Use This Date	Enter the date the system uses as the Last Activity Date. For example, if you enter January 10 2009, only activities that have occurred on or after January 10 2009 in a student or corporate account are included in the Credit History process.
Use Last Run Date	Select to have the system use the date when the Credit History process last ran as the Last Activity Date. To find out the last run date, the system looks at records with the same Operator ID and Run Control ID as the current run. If the last run date record is not available, the system sets the Last Activity Date as one day prior to the current run date. For example, if you run the Credit History process on January 10 2009 and the system does not find any last run record, the system uses January 09 2009 as the Last Activity Date.
Use Run Date Minus (days)	Enter the number of days that the system should subtract from the current run date to calculate the Last Activity Date. For example, if you enter *2* in this field and the process is run on January 10 2009, the system uses January 08 2009 as the Last Activity Date.

Process Only

Use this group box in conjunction with the **Last Activity Date Options** group box for the **Temp Table** option.

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Field or Control	Description
Last Activity	Select to run the process for students or organizations that have activities occurring on or after the Last Activity Date. For example, if you have selected this option and entered January 10 2009 in the **Use This Date** field, only activities that have occurred on or after January 10 2009 in a student or corporate account are included in the Credit History process.
Last Activity and Age History	Select to run the process for students or organizations that have activities occurring on or after the Last Activity Date. By selecting this option, the process includes the existing non-zero credit history records in the temporary table for processing. These records are included to ensure that the correct aging category is applied (an existing entry moves from a past due aging category to another, for example, from past due 31-60 to past due 61 -90). The **Last Activity and Age History** selection excludes the accounts in the maximum aging category, if no activity has occurred since the last activity date specified. These accounts cannot age beyond the maximum aging category. To reduce the population selected for the credit history process and improve performance, the accounts are therefore not selected. Removing a service indicator does not constitute an activity.
To Release Service Indicators	Select to run the process for students or organizations that have activities occurring on or after the Last Activity Date. By selecting this option, the process also determines whether the selected activities have service indicators which need to be released. The process uses the options you have set up in the Service Indicator Set group box to determine which service indicators need to be considered.
Include Max Aged History	If service indicators have been manually removed for any accounts in this category, the accounts are not included in the credit history process and a service indicator is not placed on the account again. If you select the **Include Max Aged History** check box, the accounts in the maximum aging category are included in the temp table and are processed in the credit history process.

Population Selection

Use this group box if you want to use a Population Selection tool for the temp table option. You can select only PS Query or External File as the selection tool. For information about Population Selection, see Campus Community Fundamentals.

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Service Indicator

Field or Control	Description
Service Indicator Update	Select to post a service indicator to the accounts. When you select this check box, the **Service Indicator Set, Placed Person ID,** and Exclude Service Impact fields appear in the group box.
Service Indicator Set	Enter the set of rules that you want to use for the service indicator.
Placed Person ID	Enter the identification number of the person who is assigning the service indicator.
Exclude Service Impact	Enter the value that restricts a service indicator from being applied through the Credit History process.

Back Date

Field or Control	Description
Back Date Flag	Select this check box if you want to recalculate credit history for a previous date. If you select this option, the **Back Date** field appears in the group box.
Back Date	Enter the previous date for which you want to run the Credit History process. **Note:** When running this option, the system creates two records: one record for today's date (effective date) and one record for the back-dated effective date record.

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Collecting Receivables

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 (RUNCTL_CREHIST) process to determine the aging categories in which past due items belong.

Related Topics

- 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. After the charges are assigned to aging sets, you can use the Collect Receivables feature to begin the collection process.

Common Element Used in Collecting Receivables

Field or Control	Description
Collection ID (collection identifier)	A system-assigned ID for a given collection item.

Receivables Collection

The Collect Receivables feature provides early intervention for past-due accounts. The feature interacts with PeopleSoft Workflow to assign collections items to the worklist of specific users. In addition, the feature interacts with the 3Cs (communications, comments, and checklists) from Campus Community to generate automated collection (dunning) letters. All the information that is 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

Important

Letter Generation (Letter Gen) is a deprecated product. It is strongly recommended that you use Communication Generation (Comm Gen) instead. For more information on Comm Gen, see Campus Community Fundamentals: Using the Communication Generation Process

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This section discusses:

- Assigning Collection Items to Collectors
- Assigning Collection Items to Worklists

Pages Used to Assign Collection Items to Collectors and Worklists

Page Name	Definition Name	Navigation	Usage
Process Collections	RUNCTL_COLLECT_SF	**Student Financials**, and then **Collections**, and then **Process Collections**	Assign collection items to collectors.
Assign Collections Worklist	RUNCTL_COLLECT	• **Student Financials**, and then **Collections**, and then **Assign Customers to Worklist**, and then **Assign Collections Worklist** • **Student Financials**, and then **Collections**, and then **Assign Corporation to Worklist**, and then **Assign Collections Worklist**	Assign collection items to worklist.

Assigning Collection Items to Collectors

Access the Process Collections page (**Student Financials**, and then **Collections**, and then **Process Collections**).

Option

Field or Control	Description
ID Switch	Select whether 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 that 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.

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Parameters

Field or Control	Description
Reason In	Enter the reason in code that the system attaches to each item that the Assign Collector process moves into the collection system.
Reason Out	Enter 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.

Related Topics

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

Assigning Collection Items to Worklists

Access the Assign Collections Worklist page (**Student Financials**, and then **Collections**, and then **Assign Customers to Worklist**, and then **Assign Collections Worklist**).

The Collections (SSF_ASGNWORK) process (if you assign collection items by user ID) or the Collections Role SSF_ASGNWORK process (if you assign collection items by role) routes 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 process (if you assign collection items by user ID) or the Process Org Role Collections process (if you assign collection items by role) when you click **Run.** These processes route organization collection items to worklists rather than student collection items.

Working Collection Items

> **Important**
>
> Letter Generation (Letter Gen) is a deprecated product. It is strongly recommended that you use Communication Generation (Comm Gen) instead. For more information on Comm Gen, see Campus Community Fundamentals: Using the Communication Generation Process

This section provides an overview of collection items and discusses:

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- Viewing Demographic Information and Collection Items
- Selecting Collection Letter Templates
- Recording Collection Steps and Follow-Up Actions for Collection Items

Understanding Collection Items

After 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 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 worklists.

- 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 that is 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 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.

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Pages Used to Work Collection Items

Page Name	Definition Name	Navigation	Usage
Demographic Information	CUST_CONV	**Student Financials**, and then **Collections**, and then **Collection Effort**, and then **Begin Customer Collection**, and then **Demographic Information**	View demographic information and collection items for a student.
Demographic Information	CUST_CONV_ORG	**Student Financials**, and then **Collections**, and then **Collection Effort**, and then **Begin Corporate Collection**, and then **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 for which you are working collection records.
Collection Information	CUST_CONV_COLL	**Student Financials**, and then **Collections**, and then **Collection Effort**, and then **Begin Customer Collection**, and then **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.

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Viewing Demographic Information and Collection Items

Access the Demographic Information page (**Student Financials**, and then **Collections**, and then **Collection Effort**, and then **Begin Customer Collection**, and then **Demographic Information**).

Field or Control	Description
ID	Displays the ID of the student whose collection items you are working. The name of the student appears to the right of this field. If you access this page from the Customer Conversations component or the 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 to access the Collections Dunning Letter secondary page.
Reason In	Displays the reason in code that is 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 to access the Credit History secondary page.

Phone Info

This scroll area displays all of the phone numbers that are 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 (click the **Dunning Letter Info** link on the Demographic Information page).

Field or Control	Description
Template Code	Enter the code of the collection letter template that you want to attach to the collection record.
Template Assign Date	Enter the date on which you assigned the template to this collection record.
Template Status	Displays the status of the collection letter template.
Date Time	Displays the date and time that the Collections Dunning Letter process creates a communication record for a letter.
Mail Status	Displays the status of the individual collection letter.

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> **Note**
>
> If you attached a collection letter template to the collection criteria of the collector who is responsible for the collection items, the system enters this information automatically when you run Process Collections.

Related Topics

- Setting Up Collection Letter Templates
  To set up collection letter templates, use the Collection Letter Template component (COLL_LTRTMP_TABLE).

Recording Collection Steps and Follow-Up Actions for Collection Items

Access the Collection Information page (**Student Financials**, and then **Collections**, and then **Collection Effort**, and then **Begin Customer Collection**, and then **Collection Information**).

> **Note**
>
> The Cust Conv Coll (customer conversation collection) page is identical to this page.

Field or Control	Description
Follow Up Action	Enter any follow-up actions that are required for the collection record.
User ID	Enter 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 who is 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 that a collector last modified the information in the **Checklist** group box.
Comment Date Time	Indicates the date and time that 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.

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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.

Field or Control	Description
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 that you are working.

Checklist

Use this group box to record any checklist activity that you perform for this collection record.

Field or Control	Description
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 that 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 that you are working.

Comments

Use this group box to record any comment activity that you perform for this collection record.

Field or Control	Description
Category	Enter 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 that you are working.

Related Topics

- Campus Community Fundamentals: Understanding Communication Management
- Campus Community Fundamentals: Understanding Comments
- Campus Community Fundamentals: Understanding Checklists

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Updating Collection Letter Information

> **Important**
>
> Letter Generation (Letter Gen) is a deprecated product. It is strongly recommended that you use Communication Generation (Comm Gen) instead. For more information on Comm Gen, see Campus Community Fundamentals: Using the Communication Generation Process

At some point during the collection process, you may need to review and update the status of a collection letter template that is assigned to a student collection record. Two pages are available 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** field or the **Template Code** field on either of these pages.

Related Topics

- Selecting Collection Letter Templates
  Access the Collections Dunning Letter page (click the **Dunning Letter Info** link on the Demographic Information page).
- Setting Up Collection Letter Templates
  To set up collection letter templates, use the Collection Letter Template component (COLL_LTRTMP_TABLE).

Pages Used to Update Collection Letter Information

Page Name	Definition Name	Navigation	Usage
Collections Dunning Letter	COLL_DUNNING_LTR	**Student Financials**, and then **Collections**, and then **Letter Generation**, and then **Dunning Letter Content**, and then **Collections Dunning Letter**	Review and update the collection letter information for a given student collection record.
Collections Dunning Letter	COLL_DUNNING_O_LTR	**Student Financials**, and then **Collections**, and then **Letter Generation**, and then **Corporate Dunning Letter**, and then **Collections Dunning Letter**	Review and update the collection letter information for a given corporate collection record.

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Processing Collection Letters

> **Important**
>
> Letter Generation (Letter Gen) is a deprecated product. It is strongly recommended that you use Communication Generation (Comm Gen) instead. For more information on Comm Gen, see Campus Community Fundamentals: Using the Communication Generation Process

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 PeopleSoft 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.*

Related Topics

- Campus Community Fundamentals: Understanding Communication Management

Page Used to Process Collection Letters

Page Name	Definition Name	Navigation	Usage
Collections Dunning Letter	RUNCTL_SFBU	**Student Financials**, and then **Collections**, and then **Letter Generation**, and then **Generate Dunning Letters**, and then **Collection Dunning Letter**	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:

- Manually Adding Students To Collections Without Using The Workflow Process
- Manually Adding Corporations To Collections Without Using The Workflow Process

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Pages Used to Add to a Collector's Queue Without Using Worklists

Page Name	Definition Name	Navigation	Usage
Collection Placement	SSF_ASGN_COLLECTN	**Student Financials**, and then **Collections**, and then **Put Customers in Collection**, and then **Collection Placement**	Manually add students to collections without using the workflow process.
Collection Placement	SSF_ASGN_COLL_ORG	**Student Financials**, and then **Collections**, and then **Put Corporations in Collection**, and then **Collection Placement**	Manually add corporations to collections without using the workflow process.

Manually Adding Students To Collections Without Using The Workflow Process

Access the Collection Placement page (**Student Financials**, and then **Collections**, and then **Put Customers in Collection**, and then **Collection Placement**).

The Collection Placement page enables you to assign collectors to students or corporations. However, you must run the Credit History process first, which uses aging categories against students or corporations to determine who should be placed in collection

Field or Control	Description
ID	Enter the student whom you want to add to collections.
Reason In	Enter the reason that the student is in collection.
Collector Assigned	Enter the collector.

Manually Adding Corporations To Collections Without Using The Workflow Process

Access the Collection Placement page (**Student Financials**, and then **Collections**, and then **Put Corporations in Collection**). This page is identical to the page for customers.

Viewing Customers or Corporations That Are in Collection

This section discusses:

- Viewing Customers in Collection
- Viewing Corporations in Collection

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Pages Used to View Customers or Corporations That Are in Collection

Page Name	Definition Name	Navigation	Usage
Collector Queue	SSF_COLLECTOR_INQ	• **Student Financials**, and then **Collections**, and then **Collection Effort**, and then **View Customer Collector Queue**, and then **Collector Queue** • **Student Financials**, and then **Collections**, and then **Collection Effort**, and then **View Corporate Collector Queue**, and then **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 (**Student Financials**, and then **Collections**, and then **Collection Effort**, and then **View Customer Collector Queue**, and then **Collector Queue**).

Field or Control	Description
Collection ID and **Status**	Click to either link to view the Demographic Information page.

Viewing Corporations in Collection

Access the Collector Queue page (**Student Financials**, and then **Collections**, and then **Collection Effort**, and then **View Corporate Collector Queue**, and then **Collector Queue**).

This page is identical to the page for customers.

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Producing Tax Forms and Receipt Information

Understanding Tax Form and Receipt Production

This section lists common elements and discusses tax form production.

Common Elements Used in Tax Form and Receipt Production

Field or Control	Description
Calendar Year	For the purposes of tax reports, the calendar year represents the tax year for which you are reporting.
TIN (taxpayer identification number)	The number under which an institution files 1098-T tax information.

Tax Form Production

PeopleSoft Student Financials provides tools that you can use when managing your tax data and generating tax reports. The Manage Tax Reporting feature enables you to process data and generate reports using an Internal Revenue Service (IRS) tax form and Canada Revenue Agency (CRA) tax form:

- 1098-T: An IRS form that reports tuition and related expenses for a student to use to claim an educational tax credit.
- T2202: A CRA form that reports tuition and related expenses for a student to use to claim an educational tax credit.

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 behalf of a student are required to furnish each eligible student with an IRS Form 1098-T, Tuition Statement. The information on the form helps determine whether a student, or the person who can claim the student as a dependent, can 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. PeopleSoft Student Financials enables your institution to print your 1098-T forms for mailing to students and to transmit your 1098-T data electronically to the IRS.

Self-Service 1098-T Forms (United States)

Institutions based in the United States are required annually to issue IRS Form 1098-T to students so that they can report tuition and fee amounts on their tax returns. PeopleSoft Campus Solutions enables students to display and print their completed 1098-T forms in PDF format using self-service. This functionality supports institutions and their efforts to reduce costs and streamline administrative processes. Use Oracle's XML Publisher tool to create the PDF document.

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Institutions can control the appearance of completed forms using the 1098-T TIN Detail setup page.

When 1098-T forms are generated and printed, the student can access a summary of the information from the completed 1098-T form. The student can then print the completed form in PDF format.

The student is required to provide consent and an eSignature before accessing the completed form.

(CAN) T2202 Tax Forms

> **Note**
>
> If you implement Campus Solutions and a separate instance of PeopleSoft Human Capital Management/Payroll, you cannot use T4A production.
>
> For information on managing processes that require data from both applications, see Campus Solutions-HCM / Payroll Integration: Student Financials Impacts on My Oracle Support (ID 1464024.1).

Canadian taxpayers can claim tuition and education amounts as tax credits that reduce the amount of federal income tax they pay. For students to determine whether they are eligible for these tax credits, Canadian institutions must provide each of them with a Form T2202. This form details the eligible tuition fees and education amounts that a student can claim for a given tax year.

Understanding Receipt Information Generation

This section discusses generating 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. 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 (goods and services tax) registration number of the university.
- Student ID.
- Term in which the student was enrolled in the course.
- Course title.
- Course number.
- Period (date and time) during which the course was covered.
- Location (facility and room number).
- Student name.
- Student address.
- Assessed fee.
- Assessed GST, along with an indication of any tax exemptions.

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- Tax credit portion.
- Date issued.
- Payment method.

Donation Receipt Information Generation

Universities often receive donations from students and third-party organizations. When this occurs, the university is responsible 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:

- Generating 1098-T Data
- Reviewing 1098-T Messages
- Reviewing and Overriding 1098-T Data
- TIN Request Update
- Validating and Auditing 1098-T Data
- Printing 1098-T Forms by Batch
- Printing 1098-T Forms and Creating Transmission Files

Prerequisites

Before you begin generating and transmitting 1098-T information, you must complete these setup tasks in your PeopleSoft Student Financials system:

1. Set up a TIN under which your institution files 1098-T tax information to the IRS.
2. Determine which of your item types to designate as qualified tuition and related expenses.

Related Topics

- Setting Up a TIN
  Access the 1098-T TIN Detail page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Taxes**, and then **1098-T TIN Table**, and then **1098-T TIN Detail**).
- 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).

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Pages Used to Produce and File 1098-T Tax Forms

Page Name	Definition Name	Navigation	Usage
Generate 1098-T	RUNCTL_SF_SFP1098P	**Student Financials**, and then **Taxes**, and then **Generate 1098-T**	Generate 1098-T data.
Review 1098–T Messages	SSF_1098T_INQ	**Student Financials**, and then **Taxes**, and then **Review 1098–T Messages**, and then **Review 1098–T Messages**	Review 1098–T messages.
1098-T Data	SF_1098_DTL	**Student Financials**, and then **Taxes**, and then **Edit 1098-T Data**, and then **1098-T Data** **Student Financials**, and then **Taxes**, and then **Review 1098–T Data**, and then **1098–T Data**	Edit or review 1098-T data by student.
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 TIN Request Update	SSF_RUNCTL_1098UPD	**Student Financials**, and then **Taxes**, and then **Update 1098-T TIN Request**	Populates the check box to indicate that a student's TIN has been requested.
1098-T Audit Report	RUNCTL_SF_SF1098VP	**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **1098-T Audit Report**	Validate and audit 1098-T data.
Print 1098-T Form	SSF_RUNCTL_1098PRT	**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **Print 1098-T Forms**	Mass print 1098-T forms into PDF.
1098-T Print	RUNCTL_SF_SF1098RP	**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **1098-T Form Print**, and then **1098-T 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.

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Generating 1098-T Data

Access the Generate 1098-T page (**Student Financials**, and then **Taxes**, and then **Generate 1098-T**, and then **Generate 1098-T).**).

Control Information

Field or Control	Description
Federal TIN (federal taxpayer identification number)	Enter the Tax Payer ID number for the reporting institution.
Calendar Year	Enter the calendar year for which you are reporting.
Alternate NID Type (alternate national identification type)	Enter another NID type to generate 1098-Ts for students who do not have a valid SSN without using individual student overrides. If there is a value in the **Alternate NID Type** field, the 1098-T generation program looks first for an ITIN (Individual Taxpayer ID Number). If that lookup has no result then the **National ID Type** of *PR* (for Social Security Number) is used. This value is populated in the SSN field in the 1098-T data tables and is transmitted to the IRS. **Note:** You *must* provide an alternate NID type so that the SSN field can be populated with an alternate national ID value, such as an ITIN. This is the only way for the 1098-T generation program to look for an alternate value to the SSN. The National ID Type is set up at: **Set Up Common Objects**, and then **Foundation Tables**, and then **Personal**, and then **National ID Type**, and then **National ID Type Table.**

Bypass Validation Edits

Field or Control	Description
Citizenship	Select to bypass the Citizenship edit, so that a 1098–T is produced for all students with eligible charges regardless of citizenship status.
Academic Credit	Select to bypass the Earned Academic Credit edit, so that a 1098–T is produced for all students with eligible charges, even if they are enrolled in classes that earn no academic credit.
Financial Aid	Select to bypass the Financial Aid edit, so that a 1098–T is produced for students who have eligible charges paid entirely by Financial Aid.
Financial Info (financial information)	Select to produce a 1098–T for students who have no financial information in boxes one through six. If the students are currently enrolled, the 1098-T is produced.

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> **Note**
>
> Each edit bypass work independently—an institution can choose one, all, or none of the edit bypasses.

Student Override

Field or Control	Description
Student Override (check box)	Clear the Student Override check box 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.

Field or Control	Description
ID	Select an ID to generate 1098-T data for the student.
National ID	Use this field to produce a 1098-T for a student who does not have a Social Security Number (SSN). If you use the **Alternate NID Type** field, then individual students *may* not have to be overridden.
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 nonresident alien. • The student is enrolled in courses for which he or 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 the student 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

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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 1098-T Messages

Access the Review 1098–T Messages page (**Student Financials**, and then **Taxes**, and then **Review 1098–T Messages**, and then **Review 1098–T Messages**).

Use this page to view the messages that are created when 1098–T data is not generated for a student during the Generate 1098–T process.

Messages from only the most recent run of the Generate 1098–T process appear.

The Generate 1098–T process stores the message header values in the SSF_1098_MSGHDR table and stores the message details in the SSF_1098_MSGDTL table. You can access these tables in SF Query Tree.

ID is an optional search criteria when you enter criteria to access this page.

Reviewing and Overriding 1098-T Data

Access the 1098-T Data page (**Student Financials**, and then **Taxes**, and then **Edit 1098-T Data**, and then **1098-T Data**).

1098-T Status

Field or Control	Description
Overridden	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 updates existing overridden records only if it detects a change in the student's name or SSN. When editing a record, you can clear this check box.
Printed	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 that the system printed the record appears to the right of the field. To reprint a 1098-T form for a student, use the **Override Data** button to clear the **Printed** check box. Then use the 1098-T Print process to reprint the form.
File Created	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 that the system created the transmission file appears to the right of the field.

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Field or Control	Description
Correction	If you create a transmission file to send to the IRS and then discover 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 a transmission file, the system selects this check box for the inserted row. **Note:** If you manually edit a record that is already included in a transmission file, select the **Correction** check box. The transmission of the file to the IRS does not occur until the 1098-T forms have been printed or permission has been granted to receive the forms electronically.

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Field or Control	Description
Validation Status	Indicates whether the data in the record is valid. The 1098-T Audit report automatically sets the validation status to one of the following 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 may 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. The system assigns this validation status if the SSN value is the default value of XXX-XX-XXXX. The SSN value is replaced with blanks, and a message is inserted in the Audit and Validation report.
Disable 1098-T self-service	Select to prevent the current record from appearing on the 1098–T Year Select page. By default, this check box is cleared.

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Field or Control	Description
Override Data	Click if you want to edit any of these fields: **Overridden, Printed, File Created, Validation Status,** and **Correction.** You can also override data such as financial information and the SSN in the **Student 1098-T Data** group box. When you click the **Override Data** button, the system inserts a new row for the student and selects the **Overridden** check box by default. If a Social Security Number is not entered in the **National ID** field on the Campus Community Biographical Details page, the system enters a value of all X's (XXX-XX-XXXX) in that field. This value appears by default in the **SSN** field on the 1098–T pages. When the Audit or Validation report is run, the 1098-T Detail record is updated with a blank SSN, and a message is printed on the 1098-T Audit Report. The **Overridden** flag on the 1098-T Data page is selected, the **Date Updated Date/ Time Stamp** value is updated, and the **Validation Status** is set to *Validation Overridden*. The IRS does not accept invalid SSNs (for example, all nines, ones, zeroes). If no valid SSN exists, the SSN can be recorded as blank, which the IRS accepts. When you click the **Override Data** button, the **SSN** field becomes available for edit. You can then enter a valid SSN or delete the invalid SSN and leave the field blank. Updating the SSN field on the 1098–T page does not update data in Campus Community.

Student 1098-T Data

Field or Control	Description
TIN Requested	This check box is automatically selected once the Update 1098-T process is run. See TIN Request Update.
(1) Payments Received	Displays the value that prints in Box 1 on 1098-T forms. (Payments received that applied to eligible tuition and fee charges.)
(2) Amount Billed	Displays the value that prints in Box 2 on 1098-T forms. (Billed eligible tuition and fee charges.)
(3) Reporting Method Change	Selects this check box if you have changed your reporting method on the TIN Setup page.

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Field or Control	Description
(4) Prior Year Adj (prior year adjustment)	Displays the value that prints in Box 4 on 1098-T forms. Indicates adjustments made for a prior year to *payments received* - reimbursements or refunds of qualified tuition and related expenses - OR *amount billed* - reductions in charges for qualified tuition and related expenses (adjustments to Box 1 or 2 for prior year).
(5) Financial Aid	Displays the value that prints in Box 5 on 1098-T forms. Indicates receipt of scholarships or grants.
(6) Prior Year FA Adj (prior year financial aid adjustment)	Displays the value that prints in Box 6 on 1098-T forms. Indicates adjustments (reductions) to the amount of scholarships or grants reported for a prior year.
(7) Includes Future Period	Displays the value that prints in Box 7 on 1098-T forms. 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 last from January through March of the following year.
(8) Half Time	Displays the value that prints in Box 8 on 1098-T forms. 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.
(9) Graduate	Displays the value that prints in Box 9 on 1098-T forms. 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.
Student Address	Click to access the 1098-T Student Address page.

> **Note**
>
> The inquiry version of this page (Student Financials, Taxes, Review 1098–T Data, 1098–T Data) displays the same information as the (Edit 1098-T Data) 1098-T Data page. However, the inquiry page has no **Override Data** button, so you cannot edit any of the information that appears.

Viewing a 1098-T Form

Click the **View 1098-T** link on the (Review 1098-T Data) 1098-T Data page to access a 1098-T form (PDF) and print it for a student.

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You can also access the **View 1098-T** link on this page by clicking the **1098-T** link on the finances page in the Student Service Ctr (Student).

The **View 1098-T** link appears only if the **Use Electronic Statements** check box on the 1098-T TIN Detail setup page is selected. The link appears whether or not the **Display 1098-T Self Service** check box on the setup page is selected.

The link is enabled only when the value in the **Validation Status** field is *Passed Validation* or *Validation Overridden.*

If the record fails validation because of an invalid SSN, you can use the **Override Data** button on the (Edit 1098-T Data) 1098-T Data page to update the value in the **SSN** field to blank (a blank SSN can be submitted to the IRS) or to use a valid SSN. When the Audit/Validation process is run again, blanks are treated as valid SSN so the record does not fail validation. Records no longer fail validation because of an invalid SSN. There are edits in Campus Community that prevents the use of invalid SSNs (for example, 999-99-9999 or 123-45-6789). If the default SSN value is used (XXX-XX-XXXX), during the validation process the SSN is changed to blank, a message is given on the Audit Validation report, and the record passes validation with a status of *Validation Overridden*.

See the documentation about the **Override Data** button earlier in this section.

Click the link to retrieve a 1098-T PDF of the most recent 1098-T data.

The link is sensitive to the context in the 1098-T Status scroll area—that is, the PDF is generated using the data in context (the example 1098–T page has 4 rows of data).

> **Note**
>
> The **View 1098-T** link does not appear on the (Edit 1098-T Data) 1098–T Data page.

Related Topics

- Campus Community Fundamentals: Viewing a Student's Self-Service Finances Information

TIN Request Update

Access the 1098-T TIN Request Update page (**Student Financials**, and then **Taxes**, and then **Update 1098-T TIN Request**).

Use this page to verify that the school has requested the student's SSN or TIN. Parameters: Federal TIN - Select the tax payer ID number for the reporting institution; Calendar Year - Select the calendar year for the tax year for which you are reporting.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields act the same from within the group box no matter what run control page you are on or what transaction you are processing.

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Field or Control	Description
Query Name	The following query is delivered: QA_CS_SF_1098UPD. If you create your own queries, you must include the bind record SSF_1098UPD_BND.

> **Note**
>
> The population update only returns data and updates the **TIN Requested** check box on the 1098-T Data page for calendar years 2016 onwards. However, the update to the **TIN Requested** check box does not carry over each calendar year. Make sure you run the TIN Request Update process yearly.

Parameters

Field or Control	Description
Federal TIN	Select the tax payer ID number for the reporting institution.
Calendar Year	Select the calendar year record to print for each student.

Validating and Auditing 1098-T Data

Access the 1098-T Audit Report page (**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **1098-T Audit Report**).

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Field or Control	Description
Report Mode	Select the report mode. Values are: • *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. The following messages may appear in the report when the Update TIN Request process is run: TIN NOT REQUESTED or TIN REQUESTED. If a record has an invalid SSN (XXX-XX-XXXX), the 1098-T Detail record is updated with a blank SSN, and a message is printed on the 1098-T Audit Report. The Overridden flag on the 1098-T Data page is selected, the Date Updated Date/Time Stamp value is updated, and the Validation Status is set to *Validation Overridden*. If a record has an invalid name, address, or amount (a signed negative value), the system assigns a validation status of *Failed Validation* and prints it on the 1098-T Audit Report. In addition, if the system finds any records that do not contain data for the related academic statistics period, it issues a warning. This occurs only for years prior to 2003. • *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. Values are. *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 were 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 were not 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 to include only those 1098-T records that you have not printed and that do not have the **Correction** check box selected.

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Field or Control	Description
Primary Sort and **Secondary Sort**	Use these fields to determine the fields on which the system sorts when printing the report. It sorts first by the primary sort and then by the secondary sort value. Both fields have the following available values: *Country, ID, Last Name, Postal Code, SSN,* and *State.*

Optional Validations

Field or Control	Description
Do Not Report	Select this check box to enable the validation process to review the 1098-T record for the reportable data. If a reportable data isn't found, **Tax Validation Status** is set to *D*. These records won't be reported to the IRS via the transmittal process.

TIN Control Information

Field or Control	Description
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 on only the students that you specify.

Printing 1098-T Forms by Batch

Access the Print 1098–T Forms page (**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **Create 1098-T PDF Forms**).

Use the Create 1098-T PDF Forms page to mass print 1098-T forms to PDF. Each student's 1098-T form is printed into unique PDF reports. This option is specified on the report definition, SSF_1098_PRT, in the Bursting option. All generated 1098-T PDF forms are sent to the Report Manager.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields act the same from within the group box no matter what run control page you are on or what transaction you are processing.

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Field or Control	Description
Query Name	The following query is delivered: QA_CS_SF_1098PRT. If you create your own queries, you must include the bind record SSF_1098PRT_BND.

Parameters

Field or Control	Description
Federal TIN	Select the tax payer ID number for the reporting institution.
Calendar Year	Select the calendar year record to print for each student.
Report Definition	This is always set to **SSF_1098_PRT**, which identifies Batch Print 1098-T report templates.
Template Definition	Select the template to use for printing.

Related Topics

- Campus Community Fundamentals: Using the Population Selection Process

Printing 1098-T Forms and Creating Transmission Files

Access the 1098-T Print page (**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **1098-T Form Print**, and then **1098-T Print**).

Transmitter Information

Field or Control	Description
Calendar Year	Select the calendar year for which you are reporting.

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Field or Control	Description
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. **Note:** Before transmission, forms must either be printed or permission granted for electronic receipt. The transmittal file does not pick up forms that are not printed or do not have permission granted for electronic receipt.
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 (Structured Query Report) 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.

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Field or Control	Description
Filing Status	Select the type of records that you want to include in the report and specify the type of file that 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. You should use the **Student Override** option with subsequent runs so that only those students whose information needs to be processed are included in the process.
Test File	Select to set a test file flag in the transmission file that is sent to the IRS. This selection indicates to the IRS that the file is for testing purposes only. **Note:** You should participate in the IRS test electronic filing program. This program enables you to submit an electronic file containing 1098-T returns so that the IRS can confirm that the file is in a valid, readable format.
Replacement Alpha Character	If the IRS rejects your original file, it requests a replacement and assigns 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.
Prior Year Indicator	Select this check box to indicate that you are transmitting files for a prior tax year. This populates the field on the Transmitter Record to indicate prior year data.
Primary Sort and **Secondary Sort**	Use these fields to determine the fields on which the system sorts when printing the report. It sorts 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 to access the 1098-T File Info page.

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1098-T File Info Page

Field or Control	Description
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 uses to print the forms. If you do not specify a name, the default name is SF1098RP.dat.

TIN Control Information

Field or Control	Description
TIN	Select the *TIN* for which you want to report 1098-T information. 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 T2202 Tax Forms

This section lists a prerequisite and discusses:

- Setting Up the T2202 Tax Form
- Generating T2202 Data
- Reviewing and Editing T2202 Data
- Printing T2202 Tax Information on Preprinted Forms
- Printing T2202 Tax Information Using JetForm Extract
- Generating T2202 XML File
- Validating T2202 XML File
- Generate PDF Files of the T2202 Form

Prerequisite

Determine which of your item types you want to designate as T2202–eligible tuition and offsets.

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Related Topics

- 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).

Pages Used to Produce T2202 Tax Forms

Page Name	Definition Name	Navigation	Usage
T2202 Setup	SSF_T2202_SETUP	**Set Up SACRProduct RelatedStudent Financials**, and then **Taxes**, and then **T2202 Setup**	Define institution-level attributes.
Generate T2202	RUNCTL_SF_SFGT2202	**Student Financials**, and then **Taxes**, and then **Generate T2202**	Generate T2202 data.
T2202 Data	SF_T2202A_DATA	**Student Financials**, and then **Taxes**, and then **Edit T2202 Data**, and then **T2202 Data**	Review and edit T2202 data, or add T2202 data manually.
Student Address	ADDREMP_SEC	Click the **Student Address** link on the T2202 Data page.	View and edit the address of the student whose T2202 data you are reviewing.
Print T2202	RUNCTL_SFPR2202	**Student Financials**, and then **Taxes**, and then **Print T2202**	Print T2202 tax information on preprinted forms.
Create T2202 Extract File	RUNCTL_SF_SFJT2202	**Student Financials**, and then **Taxes**, and then **Create T2202 Extract File**	Print T2202 tax information using the JetForm Extract process.
Manage T2202 XML	RUNCTL_SF_SFXT2202	**Student Financials**, and then **Taxes**, and then **Manage T2202 XML**	Generate the T2202 XML file, or reset records that were previously picked up by this process.
T2202 XML Audit	RUNCTL_SF_SFVT2202	**Student Financials**, and then **Taxes**, and then **T2202 XML Audit**	Validate T2202 CRA XML files by converting XML data into a readable format.
Create T2202 PDF Forms	SSF_RUNCTL_2202PRT	**Student Financials**, and then **Taxes**, and then **Create T2202 PDF Form**	Creates PDF files of T2202 forms for students.

Setting Up the T2202 Tax Form

Access the T2202 Setup page (**Setup SACR**, and then **Product Related**, and then **Student Financials**, and then **Taxes**, and then **T2202 Setup**).

Use this page to define institution-level attributes.

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Transmitter Parameters

Field or Control	Description
Transmitter ID	ID assigned to you by CRA.
Name 1, **Name 2**	Transmitter's name. If the name is longer than 30 characters, enter the rest of the name in Name 2.
Transmitter Type	Select the method of transmission.

Institution Parameters

Institution Parameters are defined by the institution and Canada Registry Agendy (CRA). After initial population of these fields, the **Copy Transmitter Info** button may be used to copy the information for each new Calendar Year.

Field or Control	Description
CRA Account Nbr (Canada registry agency account number)	Enter the account number assigned to file the T2202 files with the CRA School Type.
School Type	Select the type of educational institution: • 1 - University. • 2 - College. • 3 - Other. • 4 - Certified — ESDC (Minister of Employment and Social Development Canada). • 5 - Flying School.
Course Code	When the **School Type** selected is *Flying School*, select a **Course Code**.
Copy Transmitter Info	Select this button to initiate the process of copying transmitter information to the filer.
Name 1 Name 2 Name 3	Enter the institution contact name beginning with the**Name 1** field. If the institution contact name is longer than 30 characters, enter characters beyond position 30 in the **Name 2** field. If institution name is longer than 60 characters, enter characters beyond position 60 in the **Name 3** field.
Institution Address	Select this link to open a window to enter the institution's address.
Institution Contact	Select this link to open a window to enter institution's telephone number.

Processing Parameters

Field or Control	Description
Minimum Amount	Enter the minimum amount you require the student to pay so that the student's tuition is reported on a T2202 form.

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Field or Control	Description
Address Usage	Select the order that addresses are used to populate a student's T2202. For example, if you select a usage of Mailing, Billing, Home, then the process populates the student's address with the mailing address first. If a mailing address doesn't exist, then the billing address is used, and so on.
Name Usage	Select which name is prioritized when populating a student's T2202. For example, if you select Preferred Name, then this is used in the student's T2202.
Last Submission ID	Displays the last submission ID from the SF installation record. This value is incremented every time you run the T2202 XML generation process.

Generating T2202 Data

Access the Generate T2202 page (**Student Financials**, and then **Taxes**, and then **Generate T2202**).

Field or Control	Description
Report Only	Select to create a report of the T2202 data retrieved without actually populating your Student Financials tables with T2202 data. **Note:** Because the process generates effective-dated rows of data, you cannot run the Generate T2202 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.

The Generate T2202 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-time or part-time) for each month. The process then writes these results to the T2202 Data records, along with the financial information regarding tuition amounts.

Reviewing and Editing T2202 Data

Access the T2202 Data page (**Student Financials**, and then **Taxes**, and then **Edit T2202 Data**).

Field or Control	Description
Amend T2202 Data	Click to initiate the process to change the slip type code and allow for data changes on a T2202 record that has been previously sent to the CRA.

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T2202 Header

Field or Control	Description
Student Address	Click to access the Student Address page, where you can view and edit the address information for the student whose T2202 data you are reviewing.
Social Insurance #	This is the student's social insurance number, derived from Campus Community.
Program Corrected	Select this check box to indicate the program has been manually updated by a user.
Slip Type Code	This is the type of slip: Original, Amendment, or Canceled. You can't directly update this value. This value is updated when you run the Generate T2202 process, or when you click **Amend T2202 Data**.
Date Time Created	Displays the date and time that the T2202 record was initially created.
Date Time Printed	Displays the date and time that the T2202 record was last printed.
Date Time Updated	Displays the date and time that the T2202 record was updated.
Date Time Transmitted	Displays the date and time that the T2202 CRA XML file including this record was created.

T2202 Data

If you are reviewing and editing T2202 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.

Field or Control	Description
Acad Program (academic program)	This field displays the academic program in which the student is enrolled. The description of the selected program appears 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	Displays the amount of tuition that 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.

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Field or Control	Description
Override	This indicates if a record was manually updated after the Generate T2202 process was initially run.

Printing T2202 Tax Information on Preprinted Forms

Access the Print T2202 page (**Student Financials**, and then **Taxes**, and then **Print T2202**).

Field or Control	Description
Message Text	Enter any text that you want to appear in the comment section of the T2202 form.
Alignment Only	If you select this check box, the system prints *dummy* forms that enable 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 T2202 tax form for all students for whom data is available. However, it's recommended that you use the Create T2202 PDF Form page to print a T2202 tax form.

See Generate PDF Files of the T2202 Form.

Printing T2202 Tax Information Using JetForm Extract

Access the Create T2202 Extract File page (**Student Financials**, and then **Taxes**, and then **Create T2202 Extract File**).

Field or Control	Description
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.

Generating T2202 XML File

Access the Manage T2202 XML page (**Student Financials**, and then **Taxes**, and then **ManageT2202 XML**).

Use this page to generate the T2202 CRA XML file, or reset records that were previously picked up by this process.

Field or Control	Description
XML Option	Select: • *Create XML File* to generate the T2202 CRA XML file for all current and active T2202 records that haven't been transmitted. • *Reset XML Sent Fields* to reset the records that were previously selected.

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Field or Control	Description
Process Instance	This appears only when you set **XML Option** to *Reset XML Sent Fields*.
File Path	Specify the directory where you want to save the output.
Report Type Code	Select: • *Original* to generate an XML file of the initial T2202 data. • *Amendment* to generate an XML file of canceled or updated T2202 data.
Note	This appears only when Report Type Code is set to Amendment.

Validating T2202 XML File

Access the T2202 XML Audit page (**Student Financials**, and then **Taxes**, and then **T2202 XML Audit**).

Run this process to analyze the XML file and print the various elements specified in the T2202 schema. This process also accumulates the total slips and fees, and compares these against the T2202 summary data that's in the XML file.

Field or Control	Description
File Path	Enter the location where the XML file you want to validate is stored.
File Name	Enter the name of the XML file you want to validate.

Generate PDF Files of the T2202 Form

Access the Create T2202 PDF Form page (**Student Financials**, and then **Taxes**, and then **Create T2202 PDF Form**).

Use this page to generate unique PDF reports of each student's T2202 form.

All generated T2202 PDF reports are sent to Report Manager. If you want to view the student's T2202 PDF report, go to **Reporting Tools**, and then **Report Manager**. In the list of reports, locate the student's ID, then click the corresponding report link. In the window that appears, select the PDF file link to open the student's T2202 form.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields act the same from within the group box no matter what run control page you are on or what transaction you are processing.

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Field or Control	Description
Query Name	This query is delivered: QA_CS_SF_2202_PRT. If you create your own queries, you must include the bind record SSF_2202PRT_BND.

Parameters

Field or Control	Description
Template Definition	Select the template definition you want to use for printing.

Generating Income Tax and Donation Receipt Information

This section discusses:

- Generating Income Tax Receipt Information
- Generating Donation Receipt Information

Pages Used to Generate Income Tax and Donation Receipt Information

Page Name	Definition Name	Navigation	Usage
Generate Tax Receipts	RUNCTL_SFRECEPT	**Student Financials**, and then **Taxes**, and then **Generate Tax Receipts**	Generate income tax receipt information.
Generate Donation Receipts	RUN_PARM_DONAT	**Student Financials**, and then **Taxes**, and then **Generate Donation Receipts**	Generate donation receipt information.

Generating Income Tax Receipt Information

Access the Generate Tax Receipts page **(Student Financials**, and then **Taxes**, and then **Generate Tax Receipts).**

Select values in the **Academic Career** and **Term** fields 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 **(Student Financials**, and then **Taxes**, and then **Generate Donation Receipts).**

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Field or Control	Description
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 when you establish the process parameters. Therefore, you must set up specific item types for each type of donation that your institution receives.

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Setting Up and Using International Health Coverage

Understanding International Health Coverage

This section discusses:

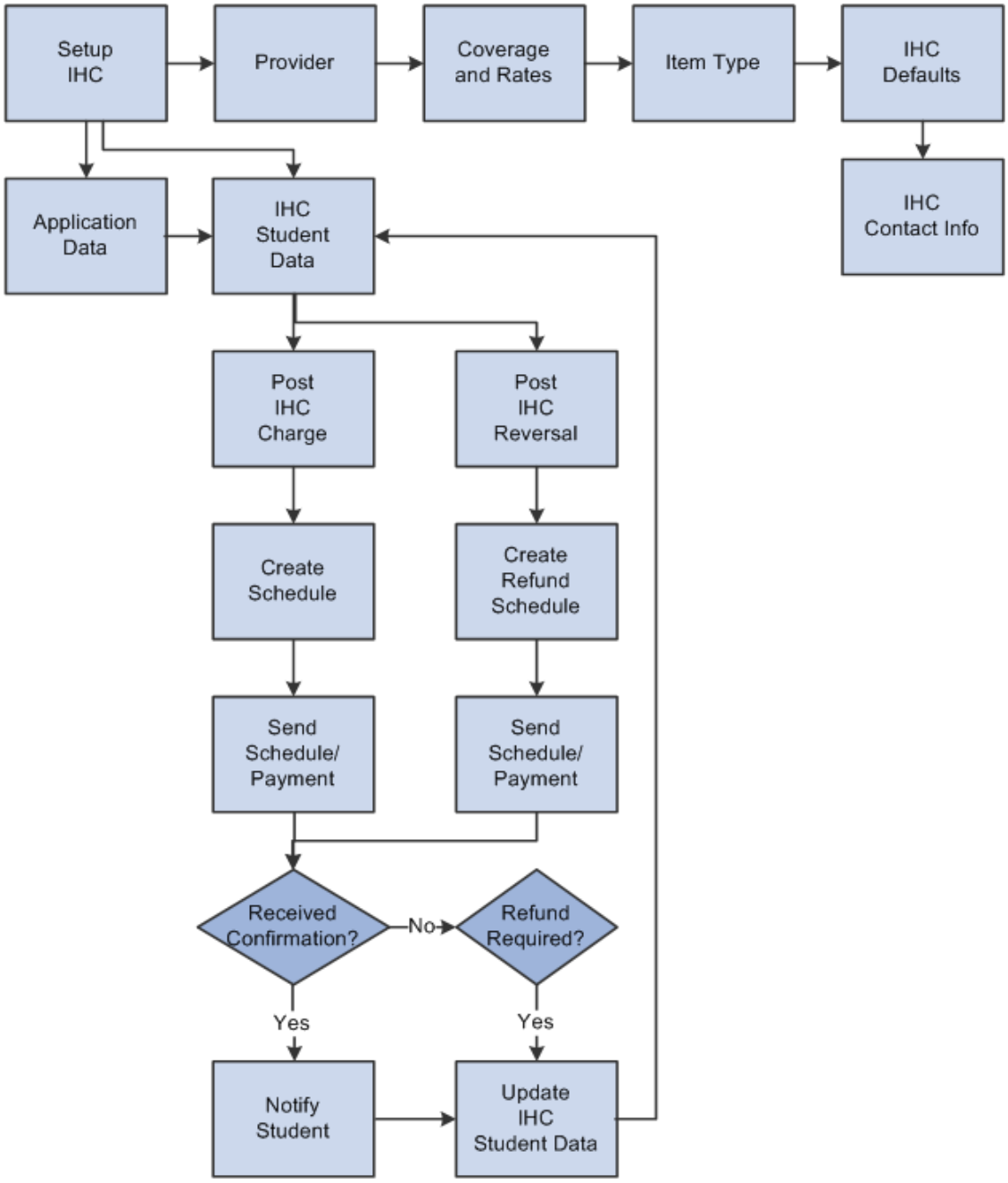
- IHC Process Flow
- Purchasing
- Reporting and Paying
- Refunding

IHC Process Flow

The IHC feature was designed using the Australian Overseas Student Health Cover business process as its foundation. With the addition of this feature to the core Campus Solutions product, customers can use IHC to manage the health care policies for their international students. Following is the general business model on which this feature is based. Institutions are not limited to this business model, but can use this as an example of the feature design.

IHC process flow

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Purchasing

The IHC feature assumes that international student heath coverage policy rates are set by the insurance providers and that these rates can and will change at any time. In most cases, institutions then have the responsibility of processing the insurance on behalf of the student, including purchasing the policy from the provider.

International students apply for the insurance at the time they apply for admission. They are advised of the charges at the time they are offered admission and are required to pay the premium at the time of accepting admission. Coverage options can be for the student only or for the student and their family.

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A new international student at your institution may have a provider number as a result of either having enrolled in a previous program at your institution or having previously accepted an offer and paid IHC to another institution before attending your institution. Students with previous coverage should provide your institution with their provider (policy) number and details of the expiration date of their current coverage. Coverage is supplied by the number of months of coverage depending on the amount of time that is required for them to complete their studies.

Reporting and Paying

Institutions have the option of generating a report (the schedule), which is a list of international students' health coverage payment fees sorted by provider. This information can then be sent to the provider in either paper or electronic format. The schedule shows the student name, student ID, existing provider number (if applicable), date of birth, length of coverage, and amount, as well as the total of all policy charges on the schedule. In one report run, separate schedules are created for students with existing provider numbers versus for students without existing provider numbers.

The schedule can be forwarded to the Accounts Payable office where a check is prepared to send to the provider. In some cases, institutions receive a commission for administering the insurance program. This commission is also calculated on the schedule.

Providers can send a letter to the institution acknowledging receipt of each schedule and advising them of the batch number assigned by the provider to the schedule and the provider member (policy) number for each student. The provider validates the period of coverage from the date that the student arrived in the visiting country, verified from the student's passport. After the institution is notified of the batch number and provider number, the institution can notify each international student of the member number issued by the provider and the batch receipt number.

Refunding

Refunding a student's IHC premiums is done manually outside of the IHC component. If there is a policy change, for example, a change in plan (student only versus student with family coverage), or a change in the number of months of coverage, the IHC schedule reflects the new charge amount or the difference in coverage between the previous reported charge and the resulting new charge, depending on the report options selected when the schedule is run.

This feature assumes the provider refunds IHC contributions only under the following circumstances:

- If a student does not arrive in the institution's country. (Handled by the institution).
- If the student's visa is not extended. (Handled directly by the student).
- If the student is granted resident status in the institution's country. (Handled directly by the student).
- If a student has to return to their home country due to death in the immediate family and will not return to school. (Handled directly by the student).

Setting Up the IHC Feature

This section discusses:

- Setting Up Provider Information
- Setting Up Provider Coverage Plans and Rates
- Setting Up IHC Item Types

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- Setting Up IHC Contact Information

Pages Used to Set Up IHC

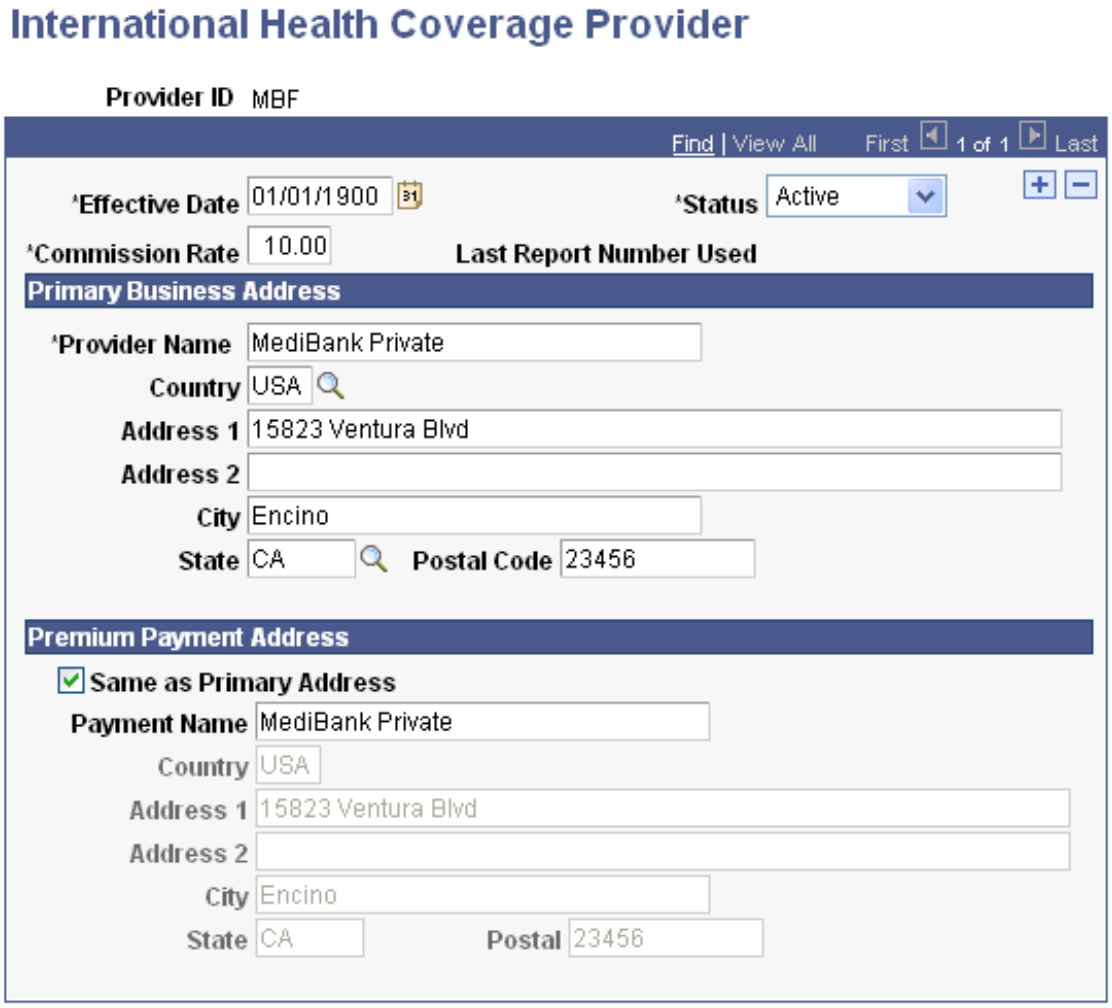
Page Name	Definition Name	Navigation	Usage
International Health Coverage Provider	SSF_IHC_PROVIDER	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Provider Table**, and then **International Health Coverage Provider**	Enter or edit provider information.
Provider Coverage and Rates	SSF_IHC_PROV_COVER	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Coverage and Rates**, and then **Provider Coverage and Rates**	Enter or edit coverage and rate information.
International Health Coverage Item Type Setup	SSF_IHC_DEFAULTS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Item and Account Types**, and then **International Health Coverage Item Type Setup**	Enter an item and account type for the business unit.
International Health Coverage Institutional Contact Information	SSF_IHC_CONTACT	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Institutional Contact**, and then **International Health Coverage Institutional Contact Information**	Enter contact information for the academic institution.

Setting Up Provider Information

Access the International Health Coverage Provider page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Provider Table**, and then **International Health Coverage Provider**).

This example illustrates the fields and controls on the International Health Coverage Provider page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Commission Rate	Enter the percentage that is returned to the institution based on the total contribution to the provider.
Last Report Number Used	Displays the last schedule number generated for this provider. Each time a schedule is generated, the last report number used is increased by one.

Primary Business Address

Field or Control	Description
Provider Name	The name of the provider.
Country	The country of the provider's address.
Address 1 and **Address 2**	The first and second line of the provider's address.
City	The city of the provider's address.
State	The state of the provider's address.
Postal Code	The post code of the provider's address.

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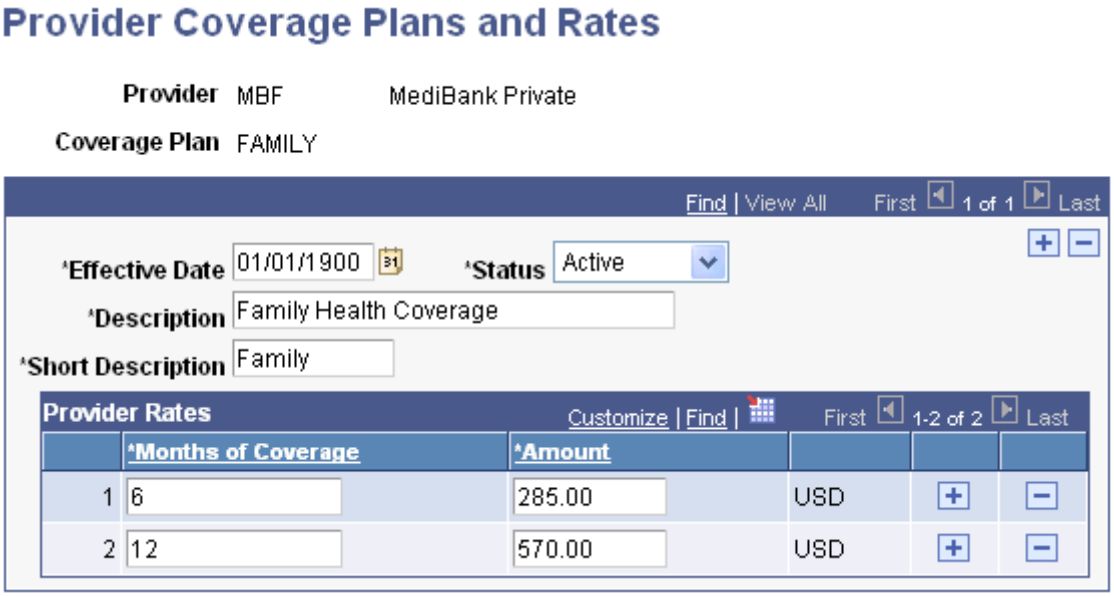
Premium Payment Address

Field or Control	Description
Same as Primary Address	Enter the address where premiums for this provider should be sent. If the address for premium payments is the same as the business address, select the **Same as Primary Address** check box and the primary address information is automatically added to the address fields, and then are not available for editing.
Payment Name	Use the **Payment Name** field if the payment should be made payable to someone other than the provider.

Setting Up Provider Coverage Plans and Rates

Access the Provider Coverage Plans and Rates page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Coverage and Rates**, and then **Provider Coverage and Rates**).

This example illustrates the fields and controls on the Provider Coverage Plans and Rates page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Months of Coverage	The intervals of coverage in months that IHC is offered by this provider. Enter any amount in this field up to 99 months.
Amount	The premium rate amount of the specified interval.

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Field or Control	Description
USD	Displays the appropriate currency type. The currency type defaults from the base currency specified on the Installation Table page.

Setting Up IHC Item Types

Access the International Health Coverage Item Type Setup page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Item and Account Types**, and then **International Health Coverage Item Type Setup**).

This example illustrates the fields and controls on the International Health Coverage Item Type Setup page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Account Type	Select the account type to which the IHC charge item type is associated.
Item Type	Select the appropriate IHC charge item type.

See:

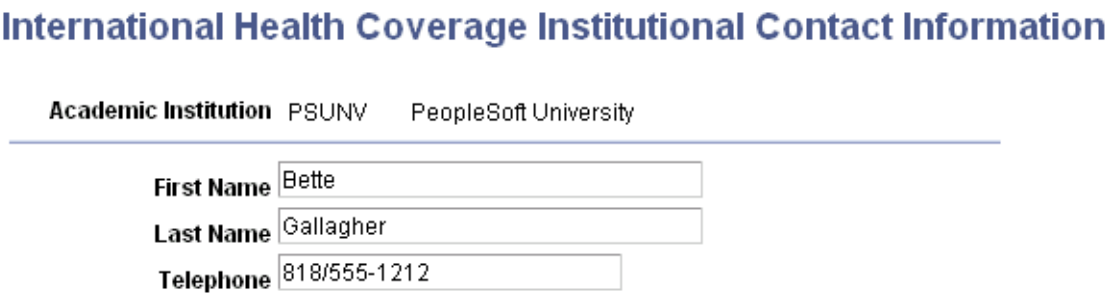
- Setting Up Item Types and Item Type Groups
- Setting Up Account Types

Setting Up IHC Contact Information

Access the International Health Coverage Institutional Contact Information page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **International Health Coverage**, and then **Institutional Contact**, and then **International Health Coverage Institutional Contact Information**).

This example illustrates the fields and controls on the International Health Coverage Institutional Contact Information page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
First Name	Enter the first name of the IHC contact at the institution. This information is used on the payment schedule.
Last Name	Enter the last name of the IHC contact at the institution.
Telephone	Enter the telephone number of the IHC contact at the institution.

Maintaining Student Information and Creating Schedules

This section discusses:

- Maintaining Student Health Coverage Information
- Creating Schedules

Pages Used Maintain Student Information

Page Name	Definition Name	Navigation	Usage
International Health Coverage - Student Maintenance	SSF_IHC_STDNT	**Student Financials**, and then **International Health Coverage**, and then **Student Maintenance**, and then **International Health Coverage - Student Maintenance**	Maintain student health coverage information.
Create Schedules	SSF_IHC_RUNCTL	**Student Financials**, and then **International Health Coverage**, and then **Create Schedules**	Create schedules to send to the provider.

Maintaining Student Health Coverage Information

Access the International Health Coverage - Student Maintenance page (**Student Financials**, and then **International Health Coverage**, and then **Student Maintenance**, and then **International Health Coverage - Student Maintenance**).

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At the top right of this page, there are 3C buttons you can use to add a new communication, add a new checklist, or add a new comment for this student. If you click the **Add a New Communication** button, you are redirected to the Communication Management 1 page.

See:

- Generating IHC Letters
- Campus Community Fundamentals: Understanding Communication Management

Field or Control	Description
Coverage Number	This is an internally generated number that keeps track of the various distinct policies for a student. Students can have a policy for year 1 and another policy for year 2. In this instance, students have two **Coverage Number** rows, row 1 for year 1 and row 2 for year 2. Changes can be made to the distinct policies by inserting a new effective-dated row.
Business Unit	The business unit that appears here is based on user defaults and is used for posting IHC charges and charge reversals to a student's account. This is the business unit that is tied to the IHC policy governed by the coverage number. This supports the student having a different business unit per policy. When a new row is added, the user has the ability to define the business unit for that policy. After the IHC charge is posted, the user is not able to change the business unit. After posting has occurred, if you need to delete/replace the business unit or delete the policy, you must insert a new effective-dated row and make that row inactive, thereby deleting the policy.
Sequence	Enter the sequence number associated with this effective date. A student can have multiple sequences for a single effective date. Multiple changes could occur in a single day.
Provider	Select the name of the provider. The provider was set up on the International Health Coverage Provider page.
Coverage Plan	Select the coverage plan. This information was set up on the Provider Coverage Plans and Rates page.
Months of Coverage	Select the number of months of coverage. The choices available were defined on the Provider Coverage Plans and Rates page.
Premium Amount	The full amount of the premium displayed, based on information provided in the Provider Coverage Plans and Rates page, as well as the student's intended coverage plan and months of coverage.
Visa Expiration Date	If applicable, the student's visa expiration date is displayed.

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Field or Control	Description
Coverage Start Date and **Coverage End Date**	Enter the start and end dates of the policy. These dates are not related to the months of coverage. They are for reporting purposes only, and appear on the payment schedule.
Member Number	Enter the number assigned to the student by the provider. This number stays with the student permanently. If the student changes providers, a new number is assigned by the new provider. This field can be left blank, which indicates that the student is new from the provider's perspective. The value of this field (blank or not) is communicated to the provider on the payment schedule.
Batch Number	After the provider has processed a schedule, enter the number assigned to the student by the provider. After posting, the **Member Number** and the **Batch Number** are the only two fields that can be modified.
Provider Paid Directly	Select if the provider was paid by the student directly. If this check box is selected, then the **Post** button becomes unavailable, the student is not included on the schedule to the provider, and any policy changes become informational only because the student deals directly with the provider. If this check box is cleared, then the student is charged the coverage amount, and is included on the schedule to the provider. Any changes to the policy are posted to the account and reported to the provider.

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Coverage Reason

Field or Control	Description
Coverage Type	Select one of the following options to show changes in coverage types for a student: *New:* The student does not yet have a provider number. The student is included on the payment schedule for new students. *Increase:* The student may have a provider number. Use this option to increase a previously posted premium amount. The student is included in the new or continuing payment schedule, depending on whether the student has a provider number or not. New students do not have a provider number, while continuing students do have a provider number. *Decrease:* The student has a provider number and is included on the payment schedule for new or continuing students. Use this option to decrease a previously posted premium amount. *Renewal:* The student has a provider number, has secured a new policy for a subsequent year from the same provider, and will be included on the payment schedule for continuing students. *Cancelled:* This policy was cancelled either by the student, the institution, or the Provider. If the cancellation reason is *Did Not Arrive*, then the student is included on the refund schedule to the provider.

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Field or Control	Description
Cancellation Reason	This field is available only if the coverage type is *Cancelled.* Select one of the following options to show changes in coverage types for a student: *Death:* Select this value and then click **Post** to initiate a charge reversal. This student is not included on the refund schedule to the provider. *Not Arrive:* Select this value and then click **Post** to initiate a charge reversal. This student is included on the refund schedule to the provider. *Rejected:* Select this value and then click **Post** to initiate a charge reversal. This student is not included on the refund schedule to the provider. *Reclassify:* Select this value and then click **Post** to initiate a charge reversal. This student is not included on the refund schedule to the provider. *Error:* If a user posts a non-zero transaction to the student's account in error for this policy, use this option to invalidate the transaction. Select *Error* and then click **Post** to initiate a charge reversal. This student is not included on the refund schedule to the provider.

Posting Information

Field or Control	Description
Term	(Optional) Select the term to which the charge is associated. If the **Term** field is left blank, a default term is assigned, based on installation defaults.
Reference Nbr (reference number)	(Optional) Enter the posting reference number.
Item Effective Date	If the coverage type is *New* or *Renewal* this field is required.
Due Date	(Optional) Enter the charge due date.
Post	Click to post charges. You should *not* use Student Post or Group Post to post IHC charges. Students appear on the IHC Schedule *only* if posted from the International Health Coverage - Student Maintenance page. Also note that after posting charges, the only fields you can change are the **Member Number** and the **Batch Number** fields. Any changes to a previously posted charge require that you insert a new effective date/effective sequence row.
Posted	Displays *Yes* or *No* depending on whether or not posting was successful.

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Field or Control	Description
Item Nbr (item number)	Displays the item number generated by posting. This field is used as a selection criterion for including a student on the payment schedule.
Post Date	Displays the post date.
Posted Amount	Displays the amount that was posted.

Payment Schedule

The Payment Schedule fields are populated if the institution generates a payment schedule or a refund schedule.

Field or Control	Description
Run Date	Displays the date on which the payment or refund schedule was run.
Reported Amount	Displays the amount reported on the schedule. The reported amount is determined by the run control option Report Amount Type on the Create Schedules page.
Rpt Nbr (report number)	Displays the report number generated by the payment or refund schedule process.
Reported Amount Type	Displays whether the *Full Amount* or the *Difference* was the report amount type used for reporting the information on the new and continuing payment schedules. On the refund schedule, the reported amount is the value from the **Premium Amount** field; the **Report Amount Type** option on Create Schedules run control does not affect this field on the refund schedule.

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Field or Control	Description
Schedule Type	This field provides an audit trail of how the student was reported to the provider: *New:* Assigned if, during the selection phase of the payment schedule, the provider number is blank. This indicates that the student does not have a relationship with the provider, either for this institution or any other previous institution and should be selected for new student payment schedule *Continuing:* Assigned if, during the selection phase of the payment schedule, the provider number is not blank. This indicates that the student has a relationship with the provider, either for this institution or any other previous institution and should be selected for the continuing student payment schedule *Refund:* During the selection phase of the refund schedule, the provider number can be blank or not blank, the coverage type equals *Canceled,* the cancellation reason equals *Did Not Arrive,* and the student has paid his or her IHC charge in full. This indicates that the student (and the institution) is eligible for a refund and should be selected for the refund schedule.

Creating Schedules

Access the Create Schedules page (**Student Financials**, and then **International Health Coverage**, and then **Create Schedules**).

Field or Control	Description
Provider	Select a provider.
Institution	Select an institution.
Refund Schedule	Select to create both a payment schedule and a refund schedule. Clear this check box to create only a payment schedule. A payment schedule always includes two schedules: one for continuing students and one for new students.

Report Amount Type

Field or Control	Description
Report Full Amount	Select to report the full premium amount on the payment schedules.
Report Difference	Select to report differences between the current premium amount for a student and any prior reported amounts for that same coverage number on the payment schedules. If there are no reported amounts, the report shows the full premium amount

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Schedule Output Type

Field or Control	Description
CSV File	Select to produce electronic file output.
Paper	Select to produce paper output.
Both Paper and CSV File	Select to produce paper and electronic file output.
File Path	Enter the path for electronic file output.

Re-create Schedule

Note that it is possible that you could generate three schedules with one process run (for example, schedules for new students, continuing students and for refunds). Use the Report Number and Run Date options to specify which schedules you want to re-create. If you want to re-create all three reports, then you have to run the re-create process three times.

Field or Control	Description
Re-create Schedule	Select x to regenerate an existing single schedule.
Report Number	Select to choose a single schedule to re-create by report number.
Run Date	Select to re-create all of the schedules that were run on a specific date.

Generating IHC Letters

This section discusses how to generate letters to students.

Page Used to Generate Letters

Page Name	Definition Name	Navigation	Usage
Person Communication	COMM_MGMT1	Click the **Add a New Communication** button on the International Health Coverage - Student Maintenance page. **Campus Community**, and then **Communications**, and then **Person Communications**, and then **Communication Management**, and then **Person Communication**	Generate letters to students.

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Generating Letters to Students

> **Important**
>
> Letter Generation (Letter Gen) is a deprecated product. It is strongly recommended that you use Communication Generation (Comm Gen) instead. For more information on Comm Gen, see Campus Community Fundamentals: Using the Communication Generation Process

Access the Communication Management 1 page (**Campus Community**, and then **Communications**, and then **Person Communications**, and then **Communication Management**, and then **Person Communication**).

Click the **Add a New Communication** button on the International Health Coverage - Student Maintenance page to create a letter notifying the student of their member number and the batch number that was sent to the school by the provider.

The letter generation process creates a csv file named CCLTRIHC.CSV. This comma delimited file contains the data that you can merge into the delivered Microsoft Word document named CCLTRIHC.DOC.

Field or Control	Description
Function	IHC appears as a default after you click the **Add a New Communication** button from the International Health Coverage - Student Maintenance page.
Variable Data	Click to select the appropriate coverage number from the list.
Category, Context, and **Method**	Select the appropriate IHC category and context codes. Letter codes, category codes, and method are set up in PeopleSoft Campus Community.

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29

(NLD) Using the Banking Interface

Understanding the Banking Interface for the Netherlands

Complete these steps to set up and manage bank accounts so that Netherlands students can pay their tuition and fees:

1. Set up bank accounts for business units or corporations.
2. Set up bank accounts for students.
3. Set up several different file layouts.
4. Post and bill students.

Students can pay using these options:

- Print OLA forms and load VERWINFO payment files.
- Create Clieop03 receivables.

Setting Up and Managing Bank Accounts

For better SEPA compliance and IBAN handling, it is recommended that you use any one of the following components to set up and manage bank accounts:

- For student bank accounts:
  - Student Financials, Banking, Bank Accounts - Student
  - Student Financials, Student Financials NLD, NLD Student Accounts
- For corporate bank accounts:
  - Student Financials, Banking, Bank Accounts - Corporate
  - Student Financials, Student Financials NLD, NLD Corporate Accounts

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> **Note**
>
> The Convert Banking Records (SSF_BANK_CNV) process copies student and external organization bank account details from the Netherlands banking tables (PS_SSF_BANKACC_NLD and PS_SSF_COR_BANKACC) to the core Student Financials bank table (PS_SSF_BANK_ACCT). For business unit bank accounts, you manually add the account details to the core Student Financials bank table. This process migrates only active student and corporation bank accounts. Savings and checking accounts are migrated as is, while other account types are converted to Checking accounts and their corresponding Nickname fields are populated with the current account type and description from the Netherlands bank record. If you select **IBAN Required** in the Set up Common Objects, Common Definitions, Banking, IBAN Country Setup component for the Netherlands, only records that contain an IBAN are converted.
>
> It is also recommended that you use the Convert Banking Records (SSF_BANK_CNV) process only once.

This section discusses:

- Setting Up Account Information for Business Units
- Setting Up Bank Account Numbers for Students
- Setting Up Bank Accounts for Corporations
- Setting Up Default Values for VERWINFO or Clieop03 Files
- Using the Bank Accounts Work Center
- Setting Up and Managing Student Accounts
- Setting Up and Managing Corporate and Business Accounts

Pages Used to Set Up and Manage Bank Accounts

Page Name	Definition Name	Navigation	Usage
Business Unit Bank Accounts	SSF_ACCOUNT_BU_NLD	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Bank Accounts - Business Unit**, and then **Business Unit Bank Accounts**	Establish bank account information for businesses.
Student Bank Accounts	SSF_STDNT_BNK_NLD	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Bank Accounts - Student**, and then **Student Bank Accounts**	Establish bank account information for students.

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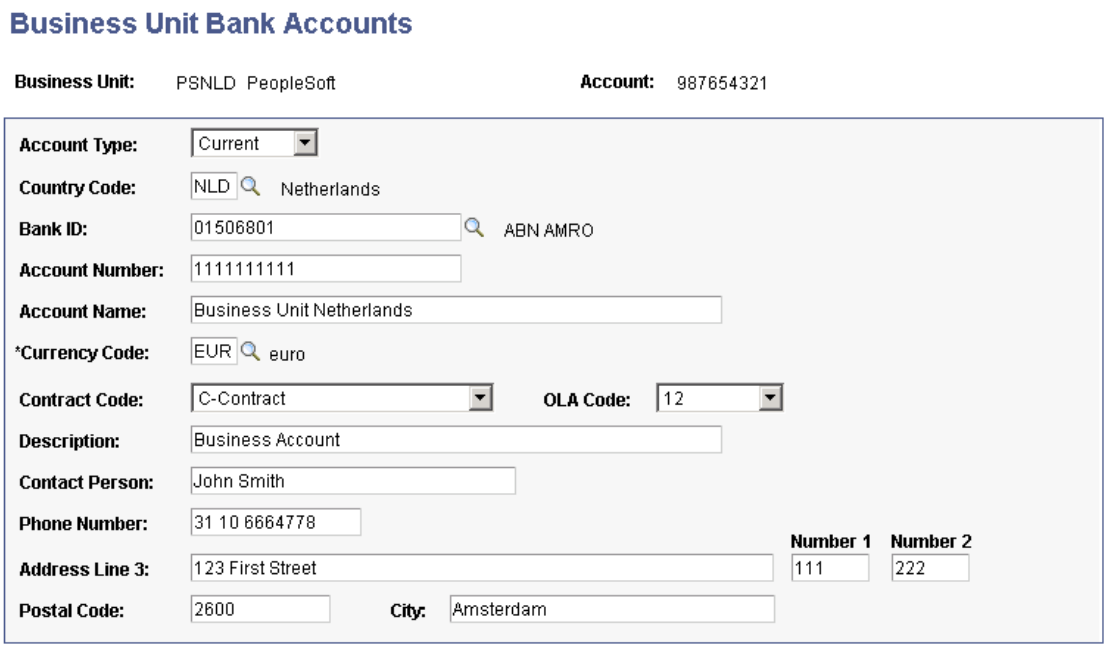
Page Name	Definition Name	Navigation	Usage
Corporate Bank Accounts	SSF_CORP_BNK_NLD	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Bank Accounts - Corporate**, and then **Corporate Bank Accounts**	Establish bank account information for external organizations.
Set Up default Values VERWINFO/Clieop03	SSF_BNK_LAY_NLD	**Student Financials**, and then **Student Financials NLD**, and then **Layout for Verwinfo and Clieop**, and then **Set Up default Values VERWINFO/Clieop03**	Set up default values for VERWINFO or Clieop03.
NLD Bank Accounts WorkCenter	SSF_BANKACC_WC_NLD	**Student Financials**, and then **Student Financials NLD**, and then **Bank Accounts Work Center**	Provides a one-stop access point from which institutions in the Netherlands manage banking information for students, external organizations, and business units, as well as access SEPA mandate contracts.
NLD Student Accounts	SSF_STUD_ACCT_NLD	• **Student Financials**, and then **Student Financials NLD**, and then **Bank Accounts Work Center**, and then **Student Banking**, and then **NLD Student Accounts** • Student Financials, Student Financials NLD, NLD Student Accounts	Administer student accounts. This page accommodates all necessary administrative fields.
NLD Corporate Accounts	SSF_CORP_ACCT_NLD	• Student Financials, Student Financials NLD, Bank Accounts Work Center, Business Unit Banking, NLD Corporate Accounts • Student Financials, Student Financials NLD, NLD Corporate Accounts	Administer corporate accounts, including corporate accounts associated with a business unit. This page accommodates all necessary administrative fields.

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Setting Up Account Information for Business Units

Access the Business Unit Bank Accounts page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Bank Accounts - Business Unit**, and then **Business Unit Bank Accounts**).

This example illustrates the fields and controls on the Business Unit Bank Accounts page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Account Type	Select one of these 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 Common Objects, 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.

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Field or Control	Description
Contract Code	Select one of these options: *A-Contract:* The collector is not permitted to add or cause to be added (OCR-B font) 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 to add the name, address, place of residence, or business and account number to the body. *C-Contract:* The collector is permitted to add the form code and the collector's account number to the reader strip, or to add the name, address, place of residence, or business and account number to the body.
OLA Code	Select one of these 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	The name of the business unit account, if one is available.
Contact Person, Phone Number, Address Line 3, Number 1, Number 2, Postal Code, and **City**	Enter the appropriate information about the contact person.

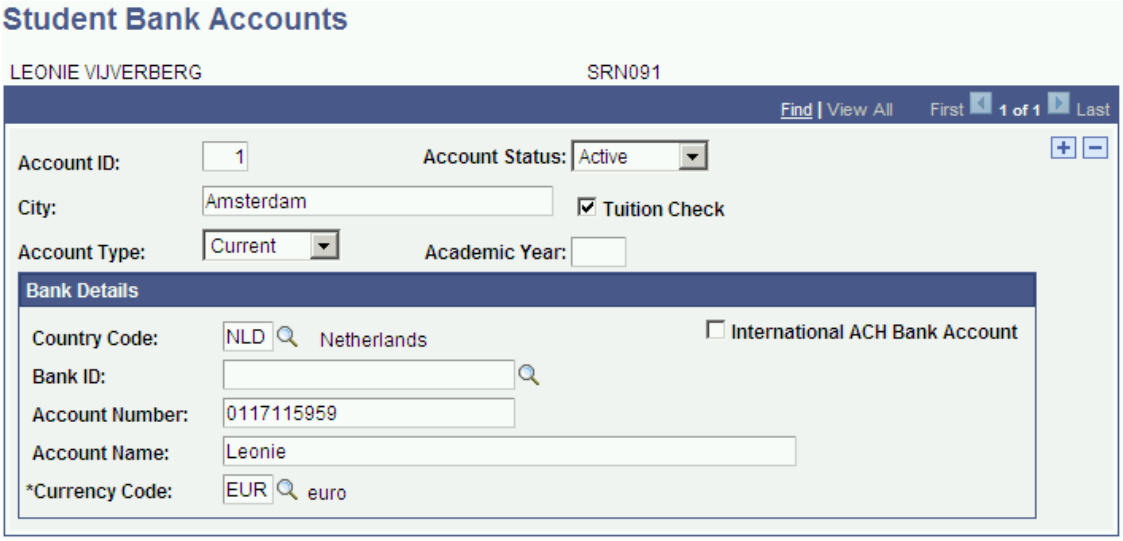
Setting Up Bank Account Numbers for Students

Access the Student Bank Accounts page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Bank Accounts - Student**, and then **Student Bank Accounts**).

For better SEPA compliance and IBAN handling, you can also use the Bank Accounts - Student page in the Student Financials, Banking component to set up student bank accounts. If you use this component, the information is saved in the Student Financials core bank table (SSF_BANK_ACCT).

This example illustrates the fields and controls on the Student Bank Accounts page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Account ID and **Account Status**	Enter a unique ID for the bank account, and enter the status of the account. You can link more than one account to a student, so you must uniquely identify each account and its status.
Tuition Check	Select to specify this account to be used for the payment of tuition fees. This setting tells the system which account it should use for automatic debit or for 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 these 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 Common Objects, Common Definitions, Banking, Banks.
Country Code	Select the appropriate country code from the list.
International ACH Bank Account	Select to indicate that the bank account is an international bank account.
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 Elfproef, the Dutch check for valid bank account numbers. *Current* bank account numbers must be less than seven digits long. *Giro* account numbers are not checked.

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Field or Control	Description
Account Name	Enter the account name.
Currency Code	Select the currency code.

Setting Up Bank Accounts for Corporations

Access the Corporate Bank Accounts page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Billing**, and then **Bank Accounts - Corporate**, and then **Corporate Bank Accounts**).

For better SEPA compliance and IBAN handling, you can also use the Bank Accounts - Corporate page in the Student Financials, Banking component to set up corporate bank accounts, including corporate accounts associated with a business unit. If you use this component, the information is saved in the Student Financials core bank table (SSF_BANK_ACCT).

This example illustrates the fields and controls on the Corporate Bank Accounts page. You can find definitions for the fields and controls later on this page.



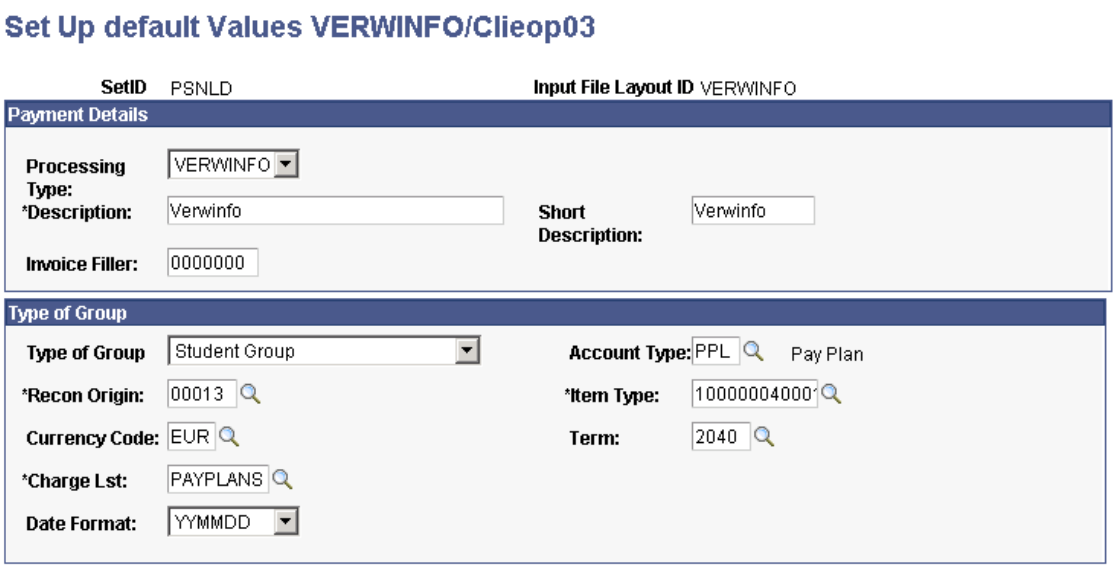
Use the Corporate Bank Accounts page to set up bank accounts for external organizations.

Setting Up Default Values for VERWINFO or Clieop03 Files

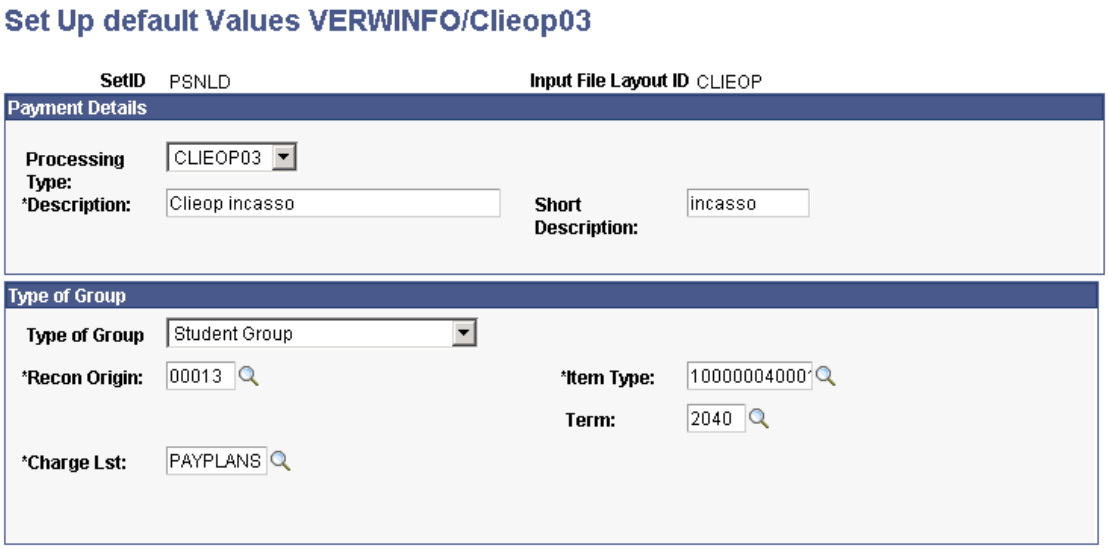
Access the Set Up default Values VERWINFO/Clieop03 page (**Student Financials**, and then **Student Financials NLD**, and then **Layout for Verwinfo and Clieop**, and then **Set Up default Values VERWINFO/Clieop03**).

This example illustrates the fields and controls on the Set Up default Values VERWINFO/ Clieop03 page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Set Up default Values VERWINFO/ Clieop03 page (2 of 2). You can find definitions for the fields and controls later on this page.



Payment Details

Field or Control	Description
Processing Type	Select one of these options: *CLIEOP03* *VERWINFO*
Description and **Short Description**	Enter a long and a short description.
Invoice Filler	Enter seven numeric characters.

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Type of Group

Depending on the processing type, some or all of the following fields appear.

Field or Control	Description
Type of Group	Select one of these 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 Lst (charge list)	Select the charge priority list.
Date Format	Select a date format.

Related Topics

- Understanding Student Financials General Setup
  A substantial amount of setup is required before you can use the Student Financials component. The setup described in this section 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.

Using the Bank Accounts Work Center

Access the Bank Accounts Work Center page (**Student Financials**, and then **Student Financials NLD**, and then **Bank Accounts Work Center**).

The Bank Accounts Work Center provides a singular access point from which you can set up and manage bank accounts for students and organizations in the Netherlands. From here, you can also access SEPA mandate contracts. To access the Bank Accounts Work Center, you need PeopleTools 8.51 or later. If you are using an earlier version of PeopleTools, you can still access the components in the Bank Accounts Work Center using the portal navigation.

The sample page shows a summary of all existing bank accounts of a student and the SEPA mandate contracts. If you click the Student ID, you can access the Bank Accounts - Student page, while the Mandate ID lets you access the Direct Debit Mandate for Students page. The Navigate Account Information pane on the left provides access to the components that let you set up or manage bank-related information.

Field or Control	Description
SEPA Mandate Setup	Click to open the Mandate Setup page in the Work Center. For versions earlier than PeopleTools 8.51, go to **Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Student Financials NLD**, and then **SEPA Mandate Setup.**

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Field or Control	Description
Bank Accounts Student	Click to open the Bank Accounts - Student page in the Work Center. For versions earlier than PeopleTools 8.51, go to **Student Financials**, and then **Banking**, and then **Bank Accounts - Student.**
NLD Student Accounts	Click to open the NLD Student Accounts page in the Work Center. For versions earlier than PeopleTools 8.51, go to **Student Financials**, and then **Student Financials NLD**, and then **NLD Student Accounts.**
Maintain SEPA Mandate	Click to open the Mandate Contracts page in the Work Center. For versions earlier than PeopleTools 8.51, go to **Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Student Financials NLD**, and then **Maintain SEPA Mandate.**
Bank Accounts - Corporate	Click to open the Bank Accounts - Corporate page in the Work Center. For versions earlier than PeopleTools 8.51, go to **Student Financials**, and then **Banking**, and then **Bank Accounts - Corporate.**
NLD Corporate Accounts	Click to open the NLD Corporate Accounts page in the Work Center. For versions earlier than PeopleTools 8.51, go to **Student Financials**, and then **Student Financials NLD**, and then **NLD Corporate Accounts.**

See:

- Setting Up and Managing SEPA Mandates
- Understanding Bank Account Setup

Setting Up and Managing Student Accounts

Access the NLD Student Accounts page (**Student Financials**, and then **Student Financials NLD**, and then **NLD Student Accounts**).

Use the NLD Student Accounts page to provide additional administrative information for student accounts in the Netherlands.

Field or Control	Description
Account Name/Nbr	Select an active student account to administer. If an account is already administered, this field appears as view-only.

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Field or Control	Description
Effective Date and **Effective Sequence**	Multiple accounts can be current on the same effective date and effective sequence. When you use a new effective date (or effective sequence within an effective date), all existing accounts are copied from the previous effective-dated row. You must make sure you administer all relevant accounts on the current row.

Student Accounts

This group box displays the account number, BIC code, bank name, bank branch ID, bank account ID, account status, and IBAN. These fields appear as view-only. The account number and IBAN are unencrypted.

Account Supplemental Info

You can administer supplemental account information for only for active accounts. For converted NLD accounts, the account ID is displayed. You can enable **Tuition Check** for only one active account at any given time.

Setting Up and Managing Corporate and Business Accounts

Access the NLD Corporate Accounts page (**Student Financials**, and then **Student Financials NLD**, and then **NLD Corporate Accounts**.)

Use the NLD Corporate Accounts page to provide additional administrative information for corporate accounts in the Netherlands. From this page, you can also retrieve and view bank account details.

To use the NLD Corporate Accounts page, the corporation must have an existing active bank account. Information about existing corporate bank accounts that are inactive can only be viewed.

Field or Control	Description
External Organization or **Business Unit**	If you select **Business Unit**, you can set the business unit as a creditor in SEPA mandate contracts. External organizations cannot be set as a SEPA creditor.

Account Nbr Information

This group box shows unencrypted bank account information as defined in the Corporate Accounts page.

Field or Control	Description
Account Name/Nbr	Select to administer an active corporate account. If an account is already administered, this field appears as view-only.

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Corporation Details

Field or Control	Description
NLD Account ID	Enter the Netherlands account ID reference, or use a reference from a converted corporate account in the Netherlands.
Business Unit	Select a business unit for the account.
Account	Enter an account ID.
External Org Location	Select a location. This location can be used to select a corporate account address in the Direct Debit Mandate for Students page.
Organization Contact	Select a contact person for the account.
Contract Code	This code is used only for Accept Giro processing.
OLA Code	Select a relevant OLA code. This is used only for Accept Giro processing.

Billing Students Using OLA or VERWINFO

The VERWINFO and Clieop03 functionality work only with the previously existing Business Unit Bank Account, Student Bank Accounts, and Corporate Bank Accounts pages (Setup SACR, Product Related, Student Financials, Billing). If you use the new banking pages that enhance SEPA financial processing, you are not able to use VERWINFO and Clieop03.

This section provides an overview of billing students using OLA or VERWINFO and discusses:

- Posting Student Transactions
- Printing OLA Forms
- Loading VERWINFO Files
- Processing Payments

Understanding Billing Students Using OLA or VERWINFO

These steps must be completed to bill students using OLA or 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 the 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.

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Pages Used to Bill Students Using OLA or VERWINFO

Page Name	Definition Name	Navigation	Usage
Student Post	GRP_QUICK_POST	**Student Financials**, and then **Charges and Payments**, and then **Post Student Transaction**, and then **Student Post**	Post transactions for individual students.
Print OLA Forms	SSF_RUNCTL_OLA_NLD	**Student Financials**, and then **Student Financials NLD**, and then **Print OLA Forms**	Print OLA forms.
Load VERWINFO	SSF_RUNCTL_GP_NLD	**Student Financials**, and then **Student Financials NLD**, and then **Load Verwinfo**	Load the VERWINFO payment file.

Posting Student Transactions

Access the Student Post page (**Student Financials**, and then **Charges and Payments**, and then **Post Student Transaction**, and then **Student Post**).

Post transactions.

Related Topics

- 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:

Printing OLA Forms

Access the Print OLA Forms page (**Student Financials**, and then **Student Financials NLD**, and then **Print OLA Forms**).

Field or Control	Description
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 a contract code.

Loading VERWINFO Files

Access the Load VERWINFO page (**Student Financials**, and then **Student Financials NLD**, and then **Load Verwinfo**).

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> **Note**
>
> Using this page, you run the process that loads payments from the banking institution.

Field or Control	Description
File Name and **File Directory**	This file name, which is provided by the banking institution, is loaded into the PeopleSoft system. The File Directory is the location where the file is sent.
Group Type	Select a group type for creation of the Posting Group.
Input File Layout ID	Select a layout ID from those already set up. The values in the layout are used as defaults.
Balance the Group	Select this check box to post the group during processing.
Generate Report	Select this check box to create a report of the file load.

Processing Payments

Use the standard process to process payments.

Related Topics

- 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.

Using the Clieop03 Process

This section provides an overview of the Clieop03 process and discusses how to create Clieop03 files.

Understanding the Clieop03 Process

These steps must be completed when billing students using Incasso and the Clieop03 process:

1. The institution prints Incasso form and sends them to students.
2. Students sign and return the 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 it sends the file to the bank.
5. The bank runs the Clieop03 file and transfers money to the institution.
6. The institution manually processes rejects using standard payment reversal functionality.

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> **Note**
>
> Steps 1 and 2 are functional prerequisites that are not supported by the PeopleSoft application. 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 certain time intervals.
>
> Before the Clieop03 file can be created, students must be linked to a payment plan. This payment plan must be set up, and students must be linked to this payment plan. After students are linked to a payment plan, you can create the Clieop03 files.

Prerequisites

The prerequisites are:

1. A valid bank account is set up for the student.
2. The student is assigned to a payment plan.
3. The Clieop03 file was created.

Page Used for the Clieop03 Process

Page Name	Definition Name	Navigation	Usage
Create Clieop03 File	SSF_RUNCTL_CLI_NLD	**Student Financials**, and then **Student Financials NLD**, and then **Create Clieop Receivables**, and then **Create Clieop03 File**	Create a Clieop03 file.

Creating Clieop03 Files

Access the Create Clieop03 File page (**Student Financials**, and then **Student Financials NLD**, and then **Create Clieop Receivables**, and then **Create Clieop03 File**).

Run the Clieop03 process (SSFCL1NL) to produce direct debits, and then it sends the file to the bank.

Parameters

Field or Control	Description
Account	Enter or select the account number of the business unit that is to be used. Generally, this account number is used for the collection of tuition and fees.
Process Date	Select a process date for the direct debits. On this date, the direct debits are affected.
Testing Code	Select one of these options: *Production* *Test*

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Field or Control	Description
Input File Layout ID	Choose a layout ID that has been set up. The values in this layout are used as defaults.
Group Type	Select a group type to create the Post Group.
Balance the Group	Select this check box to balance the Post Group.
Generate Report	Select *Yes* to create a report.
Description	Enter the description to be printed on the student's bank statement.
File ID	Enter a value. Positions 1-2 are used for the creation date of the file. Positions 3-4 should be used for sequential numbering, increasing by 1 per day of the month. For example. 0503 would be May 03.
Clieop03 File	Enter a name for the output file.
File Directory	Enter the location to which the file is sent.
Letter	Enter a file name for the cover letter.
File Directory	Enter the location to which the file is sent.

Payment Plan selection

Field or Control	Description
Contract Number	Select a value.
Due Date	Select the date that payment plan charges are due. 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.

Related Topics

- Setting Up Payment Plan Contracts
  To set up payment plan contracts, use the Create Payment Plan component (TP_PAYMENT_PLAN).
- Administering Payment Plan Contracts
  This section discusses:

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(AUS) Setting Up and Using Australian Loan Processing

Understanding Loan Processing for Australian Higher Education

The Higher Education Loan Program (HELP) is a suite of income contingent loans: HECS-HELP, FEE-HELP, OS-HELP, and SA-HELP.

> **Note**
>
> From January 1, 2020, FEE-HELP, HECS-HELP, VET Student Loans, and VET FEE-HELP are used to form students' combined HELP loan limit and usage. Existing FEE-HELP, VET FEE-HELP, and VET Student Loan debts are carried over and count towards your HELP loan limit. Previous HECS-HELP debts are not included in the HELP loan limit, but from January 1, 2020, new HECS-HELP borrowing count towards the limit.

This section discusses:

- HECS-HELP
- Tuition Calculation for HECS
- FEE-HELP
- OS-HELP
- SA-HELP
- Preparing for Setting Up HELP

HECS-HELP

The Higher Education Contribution Scheme (HECS) provides students with a loan to cover all or part of the Student Contribution amount. Students may also receive a discount if they choose to pay their Student Contribution up-front. HECS-HELP loans are available to eligible students enrolled in Commonwealth-supported places. If a student receives a HECS-HELP loan, the Australian government pays the loan amount directly to the higher education provider on the student's behalf, and a HECS-HELP debt is recorded with the Tax Office. No loan fees are charged on HECS-HELP loans.

HECS requires most students to contribute to the cost of their higher education. Student Contribution is calculated for each class based on the academic student load—the EFTSL (Equivalent Full Time Student Load) and annual course contributions—HECS Bands. Student Contribution is calculated based on a student's load as of the census date for the term. A student's total Student Contribution for the term is based on the sum of the Student Contribution amounts for each class in which the student is enrolled for that term.

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Students can pay their Student Contribution in full, make a partial payment and defer the remainder, or defer the entire amount. Students who defer the payment of their Student Contribution incur a debt with the government that is repaid through the taxation system when the student's salary is above a predetermined level.

Administering HECS requires you to complete tasks using the PeopleSoft system as well as tasks outside the system. The tasks that use the system during HECS processing are listed here. They are organized into groups based on the time frame for performing the tasks during the academic cycle.

At the time of enrollment:

- Estimate each student's Student Contribution by term for the classes in which the student is enrolling.

  The Student Contribution is a type of tuition fee and that you calculate using the Tuition Calculation process.
- Inform all students in writing of their Student Contribution by sending student bills.

By the census date of each term:

- Collect and enter into the system full up-front payments from students who choose the up-front payment option for HECS payments.
- Collect and enter into the system partial up-front payments from students who choose the deferred payment option for HECS payments.

After the census date of each term:

- Calculate the actual Student Contribution of each student as of the census date.
- Inform all students in writing of their Commonwealth Support.

  A CAN must be issued within 28 days of the class census date.
- Refund any excess contributions, confirm payment application for Student Contributions, or both.

> **Note**
>
> Every time tuition is calculated or a payment is processed for a student, the system updates the student's HECS calculations.

- Supply the Australian Tax Office (ATO) with a file of data containing details of the HECS liabilities of students who elect to defer payment of their contributions together with relevant personal identification details required by the ATO.

  Do this through DIISRTE (Department of Industry, Innovation, Science, Research and Tertiary Education) reporting.
- Supply DIISRTE with a file of data on HECS liabilities for all students.

  Do this through DIISRTE reporting.
- Supply DIISRTE with information regarding adjustments to up-front payments and refunds due to special circumstances.
- Supply the ATO with information about changes to HECS liabilities that were made after the initial data files were sent.

  Do this through DIISRTE reporting.

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See Student Records: Understanding Australian Government TCSI Reporting.

Students must complete a Commonwealth Assistance Form (CAF) for each program in which they are enrolled before the census date of the first term in which they commenced their program of study. Students who want to defer all or part of their Student Contribution must provide a valid Tax File Number (TFN) on the Payment Options Declaration form. Students cannot be enrolled if they have not completed these requirements.

Calculating Student Contribution and Deferment Amounts

The Higher Education Support Act 2003 (HESA) requires higher education providers to allocate individual units of study (courses) to funding clusters. Units of study are allocated to funding clusters based on their classification against the Australian Standard Classification of Education (ASCED). Each provider then determines the Student Contribution amount applicable to each unit of study up to a maximum Student Contribution amount allowed for the funding cluster in which the unit is classified. The funding clusters are currently grouped into four contribution bands.

Commonwealth-supported students are classified into three groups for the purpose of determining the maximum Student Contribution amount:

- Post-Reform students (student commenced course of study on or after 1 January 2005).
- Pre-2005 Differential HECS students.
- Pre-1997 students or *Fixed HECS.*

If students make up-front payments, they may be eligible for a discount on their Student Contribution amount.

If a student withdraws from a program of study on or before the census date, no Student Learning Entitlement is consumed and no contribution is payable. The institution must refund any payments made by the student for that term.

Making Payments

Students can pay their Student Contribution in these ways:

- Pay the Student Contribution in full up-front and receive a 20 percent discount on the total Student Contribution for the term.
- Make a partial up-front payment of 500.00 AUD or more and receive a 20 percent discount on that payment; the remainder of the Student Contribution is deferred. (Note that if a student's assessed fees are less than 500.00 AUD, then he or she can make a partial payment and still receive the 20 percent discount.)
- Make a payment of less than 500.00 AUD with no discount applied; the remainder of the Student Contribution is deferred.
- Defer payment and repay through the ATO when the student's income exceeds the minimum repayment threshold.

Students who complete the CAF are required to indicate their intended payment option on the form. This information is intended to provide institutions with an indication of students' intended payment options. A student's actual payment option is determined after the census date based on the up-front payments that the student made on or before the census date. This determines the student status that is applicable at the enrollment level.

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> **Note**
>
> After the census date, students can make only repayments of deferred Student Contribution to a branch of the ATO.

Making Full Up-Front Payments

Students who want to make a full up-front payment must pay 80 percent of their Student Contribution for the term by the census date or the date set by the institution, whichever is earlier. When students pay 80 percent of their total Student Contribution, the remaining 20 percent of their Student Contribution is discounted. If a student has not made a full up-front payment of the Student Contribution for the term by the census date and has not provided a TFN, the institution must cancel the student's enrollment.

A payment of more than 80 percent of the total Student Contribution for a term cannot be used to reduce the student's HECS debt from previous terms. Any overpayment amount should be left on the student's account as an unapplied charge or can be refunded to the student.

Making Partial Up-Front Payments

Students can choose to make partial up-front payments toward their Student Contribution. If a student makes an up-front payment of 500.00 AUD or more, the student can receive a discount on that payment. Partial up-front payments can be made to the institution only before the census date.

Institutions can accept partial payments that total less than 500.00 AUD; however, payments that total less than 500.00 AUD are not discounted (unless the total Student Contribution amount applicable to the student, program, and census date is less than 500.00 AUD).

Deferring All Charges

Eligible students can choose to make no up-front payments and defer the entire Student Contribution amount. If they choose this option, they must provide a TFN to their institution on the CAF. No discount exists for students who defer their entire Student Contribution amount.

Tuition Calculation for HECS

The Tuition Calculation process calculates tuition using HECS bands. When you set up Term Fee codes for HECS charges, you indicate that the fee should be charged by band. When Tuition Calculation processes a fee charged by band, the process knows that it must calculate the HECS load factor, which is the EFTSL using billing units. The HECS load factor calculation uses the Level/Load rules from the student's academic program. The process calculates the HECS load factor for each class. It then calculates the charges for each class in which the student is enrolled by using the band assigned to the class and the band charge that is indicated on the Fee Code table (SEV_FEE_TBL). Fee codes are assigned to tuition groups and students are selected for tuition groups based on the selection criteria that is set up for the tuition group.

To calculate a HECS deferral waiver, the Tuition Calculation process references the student liability status code, which is indicated on the AUS Student Enroll page in the Enrollment component. The appropriate deferral waiver is created based on the enrolment level student status.

When a student makes a payment for HECS, the posting program updates the class enrolment-level student liability status, if necessary, based on the amount of the payment. For example, if a student indicates that he or she will pay in full up-front, but the student actually

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makes a partial payment, the Payment Posting process changes the enrolment level student status code for the enrolled class accordingly.

> **Note**
>
> The student liability status referenced on the HECS Election page in the Term Activation component is a default value for all enrolments in that program and term. Tuition calculation, payment processing, or HECS reconciliation processing never updates the default value.

FEE-HELP

FEE-HELP is a loan program that provides eligible fee-paying students with help to pay part or all of their tuition fees. The Commonwealth pays the amount of the loan directly to the student's provider. Students repay their loan through the tax system after their income is above the minimum threshold for compulsory repayment. A 20 percent loan fee is applied if a student in an undergraduate course of study accesses FEE-HELP.

OS-HELP

Overseas HELP (OS-HELP) assists eligible undergraduate Commonwealth-supported students to undertake some of their courses of study overseas. OS-HELP is not available to students undertaking all of their courses outside Australia. The loans are allocated to higher education providers (HEPs). The HEPs select the students who receive the loans. Eligible students can borrow up to 5,000.00 AUD per study period for one or two study periods of overseas study.

See Defining OS HELP Loan Defaults.

SA-HELP

As of academic year 2012, government legislation allows higher education institutions to charge students a fee for amenities. The fee has a capped annual amount, half of which is usually charged at the start of each semester. The Due Date is the date in the semester on which the government and institution consider that a student owes the fee—this date usually coincides with the census date. Part time students with less than 75 percent of a standard full time load are charged a smaller fee amount than full time students.

Student Amenities HELP (SA-HELP) allows students to defer payment of their Student Amenities fee.

See:

- Defining SA-HELP Loan Defaults
- Creating and Updating SA-HELP Loans

Preparing for Setting Up HELP

These are some of the general setup steps that you must complete within Student Financials:

- Set up Australian loan data.
- Set up HECS-HELP account types.

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- Set up HECS and FEE-HELP item types.
- Set up HECS and FEE-HELP charge priority lists.
- Set up a HECS and a FEE-HELP tuition group.

  You specify the HECS Fee code in a HECS tuition group.
- Set up HECS and FEE-HELP criteria.
- Set up SA Fee accounts types (with account per term).
- Set up SA Fee and SA-HELP item types and item type groups.
- Set up tree manager with SA Fee item types.
- Set up SA Fee session based term fees.
- Add SA Fee term fee to tuition groups.
- Set up charge priority list.
- Set up payment overall priority by charge tree node.

These are some of the general setup steps that you must complete outside of Student Financials:

- Set up foundation table reporting codes.
- Set up academic structure defaults.
- Set up DIISRTE reporting codes.
- Set up items in the course catalog.
- Activate and enroll students.

Related Topics

- Student Records: Understanding Australian Government TCSI Reporting

Setting Up Australian Loan Defaults

This section discusses:

- Defining Liability Statuses
- Defining HECS HELP Loan Defaults
- Defining FEE HELP Loan Defaults
- Defining OS HELP Loan Defaults
- Defining SA-HELP Loan Defaults
- Defining Status Change Rule Loan Defaults
- Setting Up HECS Fee Codes
- Setting Up HECS Band Fees
- Linking Band Fees to Tuition Groups
- Excluding HECS Classes

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Pages Used to Set Up Australian Loan Defaults

Page Name	Definition Name	Navigation	Usage
Liability Status	SSF_HECS_EX_TBL	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Liability Status**	Define liability statuses.
HECS HELP	SSF_ANZ_LOAN_DEF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **HECS HELP**	Define HECS HELP loan defaults.
FEE HELP	SSF_PELS_DEF_ANZ	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **FEE HELP**	Define FEE HELP loan defaults.
OS HELP	SSF_OSHELP_DEF_ANZ	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **OS HELP**	Define the OS HELP loan defaults.
SA-HELP	SSF_SAHELP_DEF	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **SA-HELP**	Define the SA HELP loan defaults.
Status Change Rule	SSF_STAT_CHNG_RULE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **Status Change Rule**	Define status change rule loan defaults.
HECS Fee Codes	SFF_HECS_CD_TABLE	Set Up SACR, Product Related, Student Financials, Australian Defaults, HECS Band Fees, HECS Fee Codes	Set up HECS fee codes.

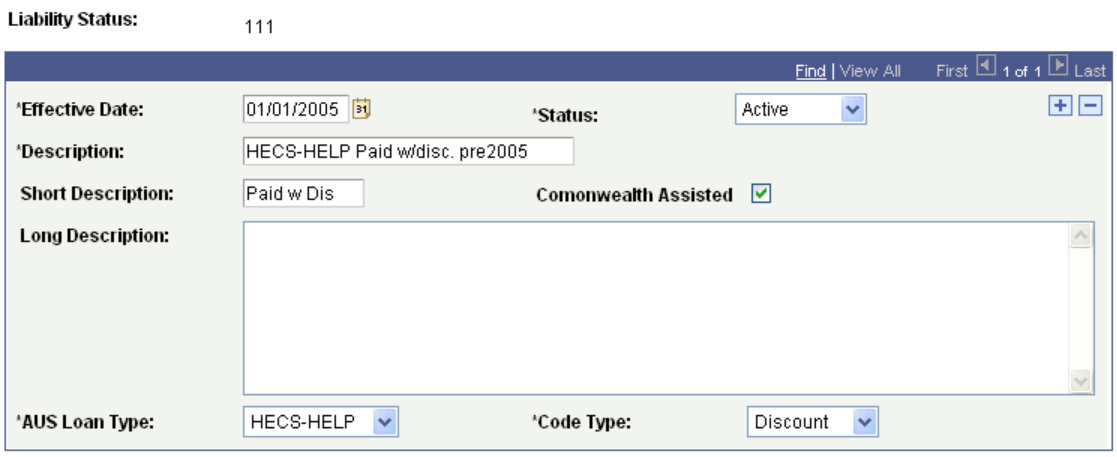
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Page Name	Definition Name	Navigation	Usage
HECS Band Fees	SSF_HECS_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **HECS Band Fees**	Define the band fees for HECS eligible students. These band fees can be cohort specific.
Tuition Groups - Definition	SEL_GROUP_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Definition**	Link HECS band fees to tuition groups.
Term Fees	TERM_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**	Exclude HECS classes from a term fee.

Defining Liability Statuses

Access the Liability Status page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Liability Status**).

This example illustrates the fields and controls on the Liability Status page. You can find definitions for the fields and controls later on this page.



The discount and deferral payment processes use these codes. Each liability status can be assigned only one code type. The code types are *Deferral, Discount,* and *Normal.*

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Field or Control	Description
Commonwealth Assisted	Select to indicate whether the liability status is valid for reporting students in the Commonwealth Assisted Students file and the Revised Commonwealth Assisted Students file. Ensure that the selection is correct for the file scope.
AUS Loan Type	Select the loan type. Values are: *Exempt:* Specify an Exempt liability status. The charge for the class does not appear on the CAN, and has an (E) for Exempt next to 0.00 AUD charge in the charge column. *FEE-HELP:* Specify a FEE-HELP liability status. *HECS-HELP:* Specify a HECS-HELP liability status. *OS-HELP:* Specify an OS-HELP liability status. *OS-HELP Language study:* Specify a liability status for OS-HELP for Asian language study. *OS-HELP for study in Asia:* Specify a liability status for OS-HELP for study in Asia. *SA-HELP:* Specify a SA-HELP liability status.
Code Type	Defines the Exemption code. Values are: *Deferral* for the Exemption Status code that is used to defer liability. *Discount* for the Exemption Status code that is used to discount liability. *Normal* for all other Exemption Status codes.

Defining HECS HELP Loan Defaults

Access the HECS HELP page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **HECS-HELP**).

Use this page to define the minimum payment amount and the discount percent for your HECS SetID, account type, and item types. The Account Type specified here should only be used for HECS charges.

Defining FEE HELP Loan Defaults

Access the FEE HELP page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **FEE HELP**).

This example illustrates the fields and controls on the FEE HELP page. You can find definitions for the fields and controls later on this page.

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Use this page to define, for each career, the FEE-HELP loan fee percent amount.

> **Note**
>
> After January 1, 2020, the FEE-HELP limit is no longer used.

Defining OS HELP Loan Defaults

Access the OS HELP page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **OS HELP**).

This example illustrates the fields and controls on the OS HELP page. You can find definitions for the fields and controls later on this page.

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Use this page to define the OS-HELP loan fee percent amount. OS-HELP does not appear in a student's account; however, the loan fee percent and the loan amount appear in CAN or DIISRTE reports.

Use the **Academic Career** field to designate which careers are eligible to receive an OS-HELP loan.

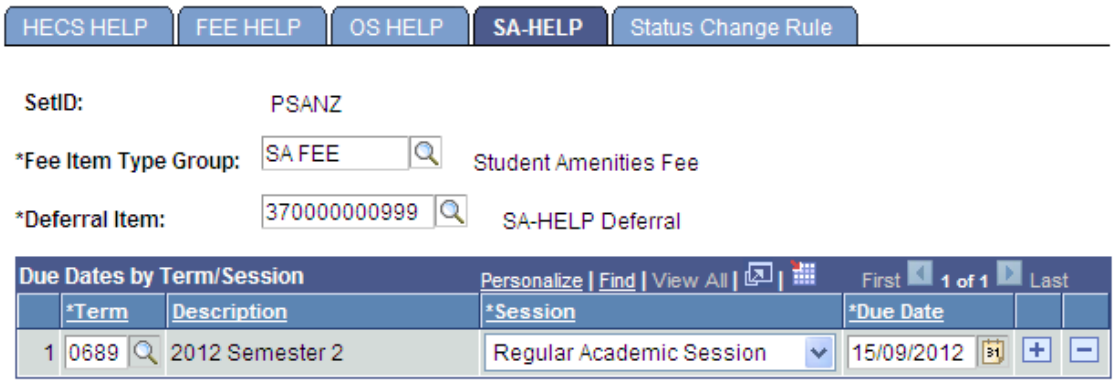
Related Topics

- Creating Commonwealth Assistance Notices
  Create the CAN after the census date to notify students of their liabilities (the loans they have secured, the amounts, and the courses). This notice must be provided to all students who are Commonwealth-supported or Commonwealth-assisted.
- Student Records: Understanding Australian Government TCSI Reporting

Defining SA-HELP Loan Defaults

Access the SA-HELP page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **SA-HELP**).

This example illustrates the fields and controls on the SA-HELP page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Fee Item Type Group	The SA-HELP Deferral process uses this value to identify the SA Fee charges. Set up item type groups on the Item Type Groups page (Set Up SACR, Product Related, Student Financials, Item Types, Item Type Groups).
Deferral Item	The SA-HELP Deferral process uses this value to identify the item type to which the SA Fee amount should be deferred. Set up item types in the Item Types component (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Initial Setup).

Due Dates by Term/Session

To ensure that the SA-HELP Deferral process runs correctly, you must set up SA Fees as Term Fees. SA Fees must be created using Session values, so that these values can be mapped to the Due Dates. Even if only one session exists per term, you must specify that session as the one to be used by the deferral process.

See Setting Up Fee Classes.

Field or Control	Description
Due Date	The Due Date is the date on which the SA Fee is deferred if it has not been paid. This date is typically on or around the Census Date for the term. However, the Due Date may be different for each session in a term.

Related Topics

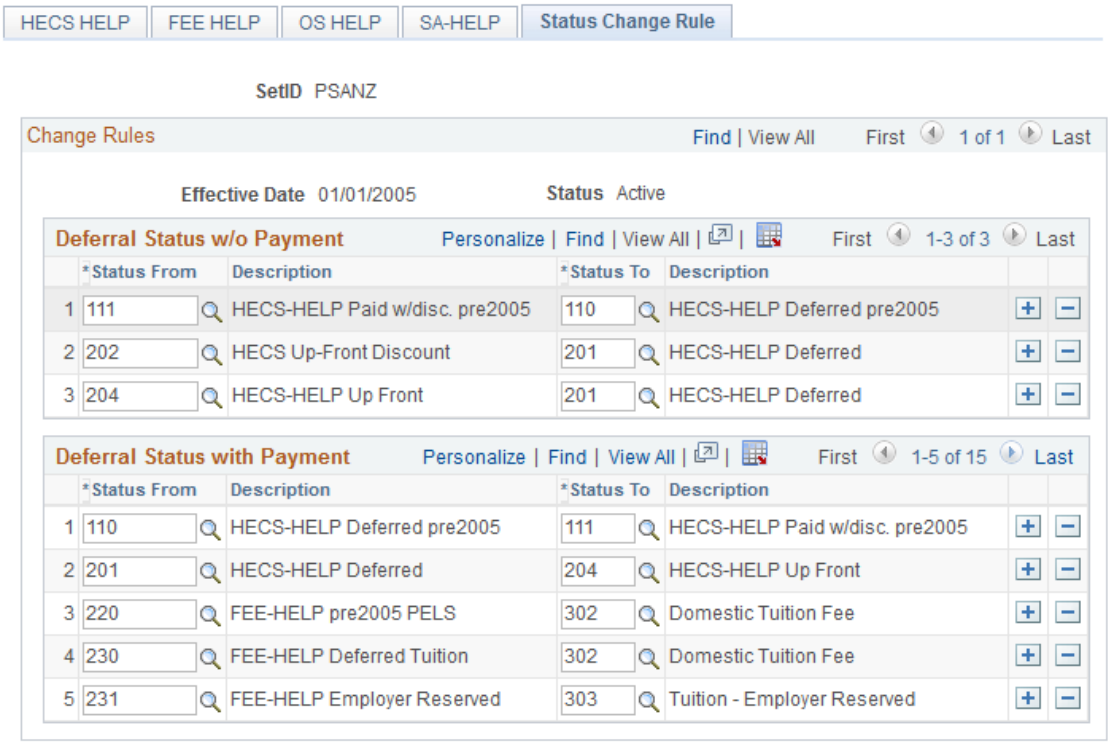
- Creating and Updating SA-HELP Loans
  This section discusses:

Defining Status Change Rule Loan Defaults

Access the Status Change Rule page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **Loan Default**, and then **Status Change Rule**).

This example illustrates the fields and controls on the Status Change Rule page. You can find definitions for the fields and controls later on this page.

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Use this page to define the rules that you want to set for changing liability statuses. For example, a student is assigned a liability status of *204* (HECS Up Front) for 2017, and pays some of his or her fees. After the tuition calculation and reconciliation is run, you discover that the fees for some classes were not paid in full, so the student's liability status for those classes is changed to *201* (HECS-HELP Deferred).

Liability statuses are delivered values.

See Defining Liability Statuses.

Setting Up HECS Fee Codes

Access the HECS Fee Codes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **HECS Band Fees**, and then **HECS Fee Codes**).

HECS band fees determine the rate of the charge (Student Contribution amount) for a course taken by a Commonwealth-Supported student. The government provides the maximum Student Contribution amount allowable via funding clusters. Student Financials uses the band ID to calculate the Student Contribution amount.

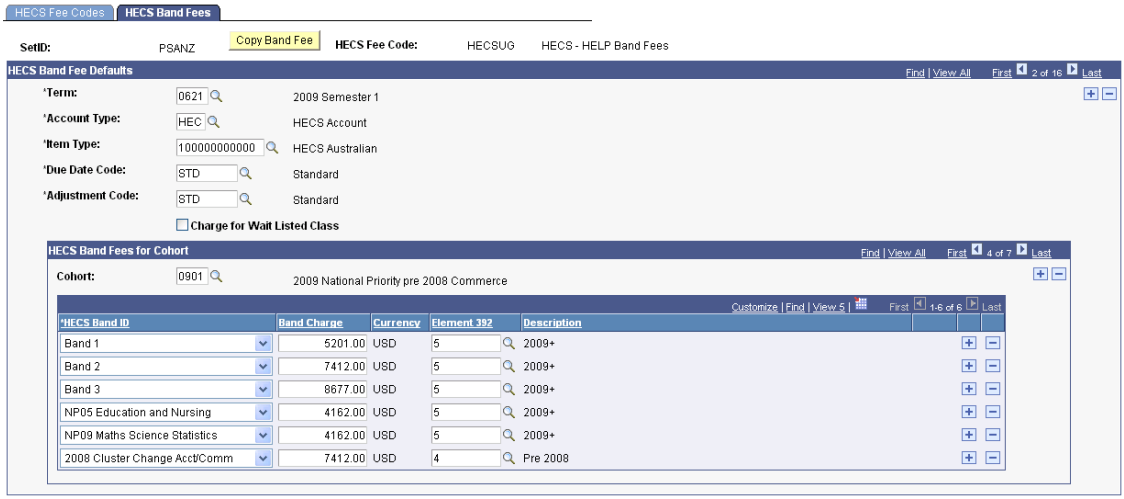
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> **Note**
>
> Configuration of Student Contribution amounts via Band Fee Codes acknowledges the original terminology for the Higher Education Contribution Scheme (HECS). Maximum Student Contribution amounts are outlined in the current legislation and guidelines grouped by Funding Cluster. The combination of Band ID assigned to the course and cohort assigned to the band fee code allow institutions the flexibility to cater for as many student contribution amounts as desired for a single course (DIISRTE Unit of Study).

Setting Up HECS Band Fees

Access the HECS Band Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Australian Defaults**, and then **HECS Band Fees**).

This example illustrates the fields and controls on the HECS Band Fees page. You can find definitions for the fields and controls later on this page.



These are the definitions of the different HECS bands:

- Band 1: Humanities, Arts, Behavioral Science, Social Studies, Foreign Languages, Visual and Performing Arts.
- Band 2: Accounting, Commerce, Administration, Economics, Mathematics, Statistics, Computing, Built Environment, Health, Engineering, Science, Surveying, Agriculture.
- Band 3: Law, Dentistry, Medicine, Veterinary Science.
- Band 4: National Priorities: Education and Nursing.
- Fixed HECS: Enables you to set up an amount for students who started their courses before 1997.

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Field or Control	Description
Copy Band Fee	Click this button to copy a band fee from one term to another. If cohort values are associated with the Band Fee on the source term, these are copied to the target term.
Term	Enter the term to which the band fee applies.
Account Type	Enter the account type that reflects on the customer account for students subject to the band fee. The Account Type specified here should only be used for HECS charges.
Item Type	Enter an item type applicable to the Student Contribution amount charged.
Due Date Code	Enter a due date code (calendar) to define when the fee is due and payable.
Adjustment Code	Enter the adjustment code (calendar) that governs this fee. This code determines the refund amount for students who drop classes.
Charge for Wait Listed Class	Select to charge the band fee for students who are on a waiting list for a class.
Cohort	An attribute of the Student Program for Institutions using installation settings for Australia and inherited as the default value on the student enrolment record. The cohort value on the enrolment determines the HECS Band Fee that is applicable. The cohort value can be blank.
HECS Band ID	A unique identifier assigned on the Course Offering that determines the student contribution amounts applicable to an enrolment in the course. Traditionally, Band ID values of 1 through 4 were maintained to acknowledge a single contribution amount published by the government that was applicable to the HECS band associated with the Discipline Group Code for the Unit for Study. The current legislative regime allows for a maximum student contribution amount applicable to the funding cluster associated with the Unit of Study subject to transitional arrangements in place at any given time for particular cohorts of students. The Band ID associated with the course still controls the student contribution amounts charged, but any number of values may be configured to accommodate the policy and legislative requirements of the institution.
Band Charge	The charge (Commonwealth contribution amount) for each band ID and cohort combination.
Element 392	Select the maximum student contribution code that is reportable as Element 392 in the DIISRTE Load/Liability file.

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Linking Band Fees to Tuition Groups

Access the Tuition Groups - Definition page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Tuition Groups**, and then **Definition**).

Use the Definition page to add the HECS fee code to the tuition group.

Field or Control	Description
HECS Fee Code	Link the HECS Band Fee code that you set up here.

Excluding HECS Classes

Access the Term Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**).

You can exclude HECS classes from a term fee.

Field or Control	Description
Exclude Classes w/ HECS Status exclude classes with HECS status	Use to exclude classes that are covered by HECS-HELP from the tuition calculation. Each class is assigned a liability status, so one class could be covered by HECS-HELP and another by FEE-HELP (if the student has run out of HECS-HELP eligibility). Each student can be assigned only to one tuition group so that the student is not double charged for the HECS-HELP covered course. It is excluded from the calculation.

Using the Combined HELP Limit API

From January 1, 2020, HECS-HELP loan amounts combine with FEE-HELP amounts to form students' combined HELP balance and usage. Because of this, the HECS reconciliation process will reference the students' HELP balance before deferral amounts are posted to their accounts. Students are selected by their TCSI UID, USI, or CHESSN (in that order) depending on what data is available.

Retrieving HELP Balances

Access the Get HELP Balances page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Get HELP Balances**).

When you use this page, you use the HELP Balances API to retrieve balance records according to the parameters you specify. The records are inserted in a new effective-dated row in the SCC_CHESSN_AUS table.

Field or Control	Description
Term	Select a term from which records are chosen.

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Field or Control	Description
Select Option	When you select: • *All Students*, the process identifies all students who have values in their student career term (STDNT_CAR_TERM) for the term you selected. • *Required Only*, the process identifies all students where the tuition calculation date on their student career term record (STDNT_CAR_TERM.TUIT_CALC_DTTM) is greater than the CHESSN Data - HELP Loan Entitlement - As At Date. • *Search by Student ID*, a Student grid appears where you can enter an EMPLID. When you run the process, records for the selected student appear.

Population Selection

The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool to identify IDs for a specific transaction, you must use it.

When you create queries, you must use the bind record SSF_HLP_BND_STU. This bind record retrieves both the EMPLID and name.

Related Topics

- Campus Community Fundamentals: Understanding the Population Selection Group Box

Reviewing HECS Results and Running the HECS Reconciliation

This section discusses:

- Reviewing HECS Results
- Reconciling HECS on the Census Date

Pages Used to Review HECS Results and Run the HECS Reconciliation

Page Name	Definition Name	Navigation	Usage
Review HECS Results	SF_STDNT_HECS	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Review HECS Results**	Review HECS results.

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Page Name	Definition Name	Navigation	Usage
Review HECS Results Class Prices	SSF_HECS_DETAIL_SP	Click the **Display Details** link to access the Review HECS Results Class Prices page.	Review HECS results class prices.
HECS Reconciliation	SSF_RUN_SFPBHECS	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Process HECS Reconciliation**, and then **HECS Reconciliation**	Reconciling HECS on the census date

Reviewing HECS Results

Access the Review HECS Results page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Process HECS Reconciliation**, and then **Review HECS Results**).

This page shows the charge and any discount, payment, or deferral amount that is associated with that charge. Click the **Display Details** link to show the class number and description, the liability status, and the individual charge amounts for that class.

The Review HECS Results Class Prices page displays the class number and description, the liability status, and the individual charge amounts for that class.

Reconciling HECS on the Census Date

Access the HECS Reconciliation page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Process HECS Reconciliation**, and then **HECS Reconciliation**).

This page displays the results of HECS reconciliation: the fees charged, payments, deferrals, and discount amounts.

The Reconciliation process reconciles the HECS payments and deferrals as of the census date. If a student indicated he will pay his full Student Contribution for an enrolled class, but as of the census date has not, and the student is marked as Eligible to defer HECS, this process changes the student's exemption status to *deferred*. This process also creates deferral waivers based on the amount of payment as of the census date. You should run this process on the census date after all of the students' payments are entered in Student Financials.

From January 1, 2020:

- The process checks whether the TFN is blank, and if it is, then:
  - It checks if the TFN Certificate of Application check box is selected. If the check box isn't selected, the student is skipped.
  - The process defers charges only when the TFN Certificate of Application check box is selected *and* the TFN Certificate Issue Date is on or before the census date. Otherwise, a log is recorded.

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- The combined HELP loan limit is used. This limit includes HECS-HELP, FEE-HELP, VET FEE-HELP, and VET Student Loans.
- The process looks at the CHESSN Data page to determine whether there is enough balance in the HELP LOAN Entitlement to defer charges. Partial deferrals are made when there is less than the full amount covered by the balance.

Parameters

Field or Control	Description
Account Type	Displays the account type to be used when processing. The value that appears is the value that you entered on the Loan Default page.
Discount Item Type	Displays the item type that you assigned for the HECS discount. The value that appears is the value that you entered on the Loan Default page.
Deferral Item Type	Displays the item type that you assigned for the HECS deferral amount. The value that appears is the value that you entered on the Loan Default page.
Discount Percentage	Displays the percentage of Student Contribution that a student must pay to receive the HECS discount. The value that appears is the value that you entered on the Loan Default page.
HECS Select Option	Select *By Academic Career/Program* to run the process for a career. The **Academic Career** and **Academic Program** fields become available for entry to run the process for one or more careers and one or more programs. Select *By Student ID* to add student IDs to run the process for one or more students.

Creating and Updating FEE-HELP Loans

This section provides an overview of FEE-HELP loans and discusses:

- Creating and Updating FEE-HELP Loans
- Updating Statuses for FEE HELP Determinations

Understanding FEE-HELP Loans

FEE-HELP loans help students who are paying full fees in public and eligible private HEPs. Before you create or update FEE-HELP, the following business processes must be completed:

- CHESSN allocation
- Student eligibility for FEE-HELP

Related Topics

- Campus Community Fundamentals: Storing CHESSN Data

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Pages Used to Create and Update FEE-HELP Loans

Page Name	Definition Name	Navigation	Usage
FEE-HELP Loan	SSF_STDNT_LN_AUS	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Maintain FEE-HELP Loan**, and then **FEE-HELP Loan**	Create and update FEE-HELP loans.
FEE-HELP Determination	SSF_RUN_SFPBFHLP	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Process FEE-HELP Determination**, and then **FEE-HELP Determination**	Update statuses for FEE HELP determinations.

Creating and Updating FEE-HELP Loans

Access the FEE HELP Loan page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Maintain FEE-HELP Loan**, and then **FEE-HELP Loan**).

Use this page to add the loan and set or change the status (both the liability and the loan status).

Status Information

Use the Status Information tab to add the loan and set the status.

Financial Information

Access the FEE HELP Loan page. Select the Financial Information tab.

The Financial Information tab displays the eligible charges, any payments that have been made, the loan amount, the loan fee amount, the posted flag, and the last update date and time.

Updating Statuses for FEE HELP Determinations

Access the FEE HELP Determination page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Process FEE-HELP Determination**, and then **FEE HELP Determination**).

The FEE-HELP Determination process is run before the census date to process and post the FEE-HELP loan to the student's account (and pay the eligible charges). The FEE-HELP Determination process must be run; otherwise, the loan does not appear on the CAN.

From January 1, 2020:

- The process checks whether the TFN is blank, and if it is, then:

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  - It checks if the TFN Certificate of Application check box is selected. If the check box isn't selected, the student is skipped.
  - The process defers charges only when the TFN Certificate of Application check box is selected *and* the TFN Certificate Issue Date is on or before the census date. Otherwise, a log is recorded.
- The combined HELP loan limit is used. This limit includes HECS-HELP, FEE-HELP, VET FEE-HELP, and VET Student Loans.
- The process looks at the CHESSN Data page to determine whether there is enough balance in the HELP LOAN Entitlement to defer charges. Partial deferrals are made when there is less than the full amount covered by the balance.

Field or Control	Description
From Census Date and **To Census Date**	Select the census date range to restrict the selection of classes by census date. Where there are multiple census dates within the term of processing, the census date range allows you to apply FEE-HELP deferrals to classes with earlier census dates, allowing student time to make a decision on payment for classes within census dates later in the term. **Note:** It is imperative that your increment the **To Census Date** on the run control when including later census dates in the term. The **From Census Date** parameter must include all dates within the term for which you have run deferral processing. For example, if you have two census dates in the term – 1 July and 31 August and you have run the process for Census Date 1 July, you must include 1 July in the date range when you are ready to include the second census date in August. The **Override Flag** check box still allows you to defer only those classes for which the census date is not past.
Posting Option	Select to post the loan to the student account. If you clear this check box, the loan does not post to the student account.
Override Flag	Select to override the census date criteria (if you are running the process after the census date has passed).
ID Override	Select to enter a specific ID (or multiple IDs) to process.
Academic Career	Select the careers to process.
Academic Program	Select the programs to process for specific careers.
ID Override	This is used in conjunction with the **ID Override** check box. Enter the IDs to process.

Understanding FEE-HELP Process Rules

To determine whether a FEE-HELP deferral will occur and for what amount, it is important to understand the FEE-HELP Entitlement attributes for the student:

- Entitlement check on the Student CHESSN record.

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- Balance Override check box on Student Loan Record.
- Entitlement only check box on the process run control.

The combination of these attributes determines how the process assesses the student.

> **Note**
>
> If the student does not have a CHESSN record, no deferral occurs.

Student CHESSN Record Entitlement check box	Student FEE-HELP Loan Record Override Balance check box	FEE-HELP Process Run Control – Entitlement Request check box	FEE-HELP Deferral (pending FEE-HELP balance available)	FEE-HELP Balance Used (reflected in FEE-HELP balance field on student loan record for row inserted)
On	On	Off	Yes	Override balance entered on fee-help loan record (max row). If amount is 0.00, no deferral occurs.
On	Off	Off	Yes	FEE-HELP balance from CHESSN Record. If amount is 0.00, no deferral occurs.
Off	Off	On	No	No deferral because there is no entitlement record.
Off	On	On	Yes	Override balance entered on fee-help loan record (max row). If amount is 0.00, no deferral occurs.
On	Off	On	Yes	FEE-HELP balance from CHESSN Record. If amount is 0.00, no deferral occurs.
Off	On	Off	Yes	Override balance entered on fee-help loan record (max row). If amount is $0.00, no deferral occurs.
On	On	On	Yes	FEE-HELP Limit from CHESSN Record. If this is 0.00 no deferral.

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Student CHESSN Record Entitlement check box	Student FEE-HELP Loan Record Override Balance check box	FEE-HELP Process Run Control – Entitlement Request check box	FEE-HELP Deferral (pending FEE-HELP balance available)	FEE-HELP Balance Used (reflected in FEE-HELP balance field on student loan record for row inserted)
Off	Off	Off	Yes	FEE-HELP Limit from CHESSN Record. If this is 0.00 no deferral.
No record	On	On	No	No CHESSN Record. Student skipped. Row is inserted in fee-help loan record and FEE-HELP balance override reverted to $0.00.
No record	On	Off	No	No CHESSN Record. Student skipped. Row is inserted in fee-help loan record and FEE-HELP balance override reverted to $0.00.
No record	Off	On	No	No CHESSN record. Student skipped.
No record	Off	Off	No	No CHESSN record. Student skipped.

Processing Rules Where the Limit is Less Than the Eligible Charge

If a student has eligible charges in excess of the available FEE-HELP balance, application of the FEE-HELP balance is applied first to classes with the earliest census date and then to the most expensive units of study. This is in accordance with the HEIMS order of precedence for entitlement consumption.

Example 1

Assume the student has a FEE-HELP balance available of 1,000 AUD and enrolls in Class A with a census date of 31 March 2007. Tuition fees for Class A are 2,000 AUD.

When the FEE-HELP process is run, it defers Class A in part for $1,000.00. This results in a balance of 1,000 AUD remaining for payment.

The student subsequently enrolls in Class B also with a census date 31 March 2007. Tuition fees for Class B are 2,500 AUD.

When the FEE-HELP process runs, if the student has not made any payments, the deferral of 1,000 AUD swaps to apply to Class B, the more expensive class.

Example 2

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Assume the student has a FEE-HELP balance available of 1,000 AUD and enrolls in Class A with a census date 31 March 2007. Tuition fees for Class A are 2,000 AUD.

When the FEE-HELP process runs, it defers class A in part for 1,000 AUD. This results in a balance of 1,000.00 AUD remaining for payment.

The student subsequently enrolls in Class B, which is scheduled in the same term as Class A, but has a census date 15 March 2007. Tuition fees for Class B are also 2,000 AUD.

When the FEE-HELP process runs, if the student has not made any payments, the deferral of 1,000 AUD swaps to Class B, the class with the earliest census date.

Creating and Updating OS-HELP Loans

This section provides an overview of OS-HELP loans and discusses how to maintain OS-HELP loans.

OS-HELP loans help students who decide to take part of their study overseas. Before you create or update OS-HELP, the following business processes must exist:

- The student is not in his or her first or last year of study.
- The student is eligible and has an activated CHESSN.

Related Topics

- Campus Community Fundamentals: Storing CHESSN Data

Page Used to Create and Update OS-HELP Loans

Page Name	Definition Name	Navigation	Usage
Student Loan - OS HELP	SSF_STDNT_LN_OS	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Maintain OS HELP Loan**, and then **Student Loan - OS HELP**	Maintain OS–HELP loans.

Maintaining OS-HELP Loans

Access the Student Loan - OS-HELP page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Maintain OS HELP Loan**, and then **Student Loan - OS HELP**).

Use this page to create OS loans. You can start the loan as *Pending* (until you receive further information), and then change it to *Approved* (or *Denied)* according to information that you receive.

Field or Control	Description
Liability Status	Enter the appropriate liability status for this student.

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Field or Control	Description
Loan Status	Change the loan status based on the information that you receive about this student.
Notice Status	Displays the status of the CAN. Possible statuses are: *Reported to DEST* *Pending* *Ready* *Sent* *Variation Required*
Loan Amount and **Fee Amount**	Enter the OS-HELP loan payment to be made to the student. The corresponding fee amount is calculated and displayed based on the percentage loan fee configured for the academic career on the OS-HELP setup page.
Incurral Date	Enter the date that the loan was processed.
Language Study Date	Enter the date of commencement of language study for OS-HELP for study in Asia loans. This date is reported only if the student has a related OS-HELP language study loan.
Language Code	Select a language code for an OS-HELP language study loan. Values can range from 1000 to 9799. Students not studying languages are assigned a 9999 code value.

Creating and Updating SA-HELP Loans

This section discusses:

- Maintaining SA-HELP Loans
- Running the SA-HELP Deferral Process
- Reviewing SA-HELP Deferral Results

Pages Used to Create and Update SA-HELP Loans

Page Name	Definition Name	Navigation	Usage
Student Loan - SA-HELP	SSF_STDT_SA_LN_AUS	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Maintain SA-HELP Loan**, and then **Student Loan - SA-HELP**	Create and update SA-HELP loans.

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Page Name	Definition Name	Navigation	Usage
Process SA-HELP Deferral	SSF_RUN_SAH_DEF	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Process SA-HELP Deferral**, and then **Process SA-HELP Deferral**	Run the SA HELP Deferral process for multiple or individual students.
Review SA-HELP Results	SSF_SAHELP_RES	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Review SA-HELP Results**, and then **Review SA-HELP Results**	Review the SA-HELP deferral results.
Review SA-HELP Messages	SSF_SAH_LOG_MSGS	**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Review SA-HELP Messages**	Review generated messages after you run the SA-HELP Deferral process.

Maintaining SA-HELP Loans

Access the Student Loan - SA-HELP page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Maintain SA HELP Loan**, and then **Student Loan - SA-HELP**).

Use the Student Loan - SA-HELP page to create SA-HELP loan records manually. These records are used by the SA-HELP Deferral process.

It is expected that individual institutions modify their CAF/eCAF process to automatically populate these records during a student's initial program enrolment. This is not delivered functionality. Once they are set, the Liability Status and Loan Status are unlikely to change during a student's program enrolment.

Field or Control	Description
Review SA-HELP Results	Click this link to access the Review SA-HELP Results page and view the Student Amenities Fee SA-HELP loans records created by the SA-HELP Deferral process.

Running the SA-HELP Deferral Process

Access the Process SA-HELP Deferral page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Process SA-HELP Deferral**, and then **Process SA-HELP Deferral**).

From January 1, 2020, the process checks whether the student has a CHESSN and TFN. If the TFN is blank, the process defers charges only when the TFN Certificate of Application

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check box is selected *and* the TFN Certificate Issue Date is on or before the census date. Otherwise, a log is recorded.

Field or Control	Description
Item Type Group and **Deferral Item Type**	The values in these fields appear based on the setup on the Loan Default - SA-HELP page.
Override Flag	If you select this check box, the process overrides the Due Date logic when it selects fee records and loan records and includes SA fees charged and payments made after the Due Date for the Term/Session.
Posting Option	If you select this check box, the process posts the fee balance to the Deferral Item Type, writes a record to the SA-HELP Results table, and displays the process output in the Review SA-HELP Messages page. Clear the check box if you want to run the process in *test* mode—the process then only displays the output in the Review SA-HELP Messages page.
From Due Date and **To Due Date**	The date range is used to identify the Term and Session(s) based on the Due Dates defined on the Loan Default - SA-HELP page.

See Defining SA-HELP Loan Defaults.

Understanding the SA-HELP Deferral Process

Process SA-HELP Deferral (SSF_SAH_DEF) is an Application Engine process. It finds all the charges—the SA Fees that are available under the Item Type Group set up on the Loan Default SA-HELP page—for the Term that you enter on the Process SA-HELP Deferral page. For each transaction, the process looks for any payments/waivers/scholarships on the Student Account. The difference between the charges and the total payments is the SA Fee Balance. If the balance is greater than zero and the Loan Status value on the Maintain SA-HELP page is *Approved,* the amount is deferred to the Deferral Item Type set up on the Loan Default page.

If a student loan has a successful deferral and a subsequent run of the deferral process for the same term/session finds that the student no longer has an approved SA-HELP Loan record, the deferral is reversed.

The results of the SSF_SAH_DEF process are available on the Review SA-HELP Results page.

> **Note**
>
> The SA-HELP Deferral process is run after the Term/Session due date to process and post the SA-HELP loan to the student's account (and pay the eligible charges). The SA-HELP Deferral process must be run in order for the loan to appear on the CAN.

Reviewing SA-HELP Deferral Results

Access the Review SA-HELP Results page (**Student Financials**, and then **Tuition and Fees**, and then **Australian Loan Processing**, and then **Review SA-HELP Results**, and then **Review SA-HELP Results**).

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Use this page to view the Student Amenities Fee SA-HELP loan records created by the SA-HELP Deferral process.

Field or Control	Description
Notice Status	The **Notice Status** field defaults to *Pending* after the SA-HELP Deferral process is run and then is updated to *Sent* by the CAN process. See Creating Commonwealth Assistance Notices.

Creating Commonwealth Assistance Notices

Create the CAN after the census date to notify students of their liabilities (the loans they have secured, the amounts, and the courses). This notice must be provided to all students who are Commonwealth-supported or Commonwealth-assisted.

This section discusses how to create or update commonwealth assistance notices.

Page Used to Create Commonwealth Assistance Notices

Page Name	Definition Name	Navigation	Usage
Commonwealth Assistance Notice	SSF_RUNCTL_CAN	**Student Financials**, and then **Tuition and Fees**, and then **Commonwealth Assistance Notice**	Create or update Commonwealth Assistance Notices.

Creating or Updating Commonwealth Assistance Notices

Access the Commonwealth Assistance Notice page (**Student Financials**, and then **Tuition and Fees**, and then **Commonwealth Assistance Notice**).

Field or Control	Description
Reprint	Use this check box to toggle printing. Select **Reprint** to re-create all of the CAN data. Clear **Reprint** to re-create data only for those students who have made changes since the previous run. For instance, if you ran the CAN process yesterday and then you run it today with **Reprint** cleared, the CAN process prints only the students whose data changed since the last run.

Group Boxes

You can enter information in any or all of the group boxes to define the group for which you want the CAN printed. If you leave all of the group boxes blank, you will get all students who have HECS-HELP, FEE-HELP, OS-HELP, or SA-HELP.

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(NZL) StudyLink Processing

Understanding StudyLink

StudyLink, formerly known as WINZ (Work and Income New Zealand) is a governmental agency that administers the distribution of student loans for educational costs and allowances.

In the past, a third party was used to manage the transfer of fees between the student account and StudyLink. The third-party functionality is no longer used and payments are posted directly to the students' accounts.

The process is initiated when a student applies for a loan through StudyLink. StudyLink requests the student's verification of study (VOS) from the institution where the student is enrolled. The institution matches the student's name, date of birth, and ID, creates a loan record, and sends the student's enrollment data and tuition charges to StudyLink in a VOS return file. StudyLink then sends the funds to the institution (if StudyLink is covering tuition) or to the student (only if StudyLink is providing allowance), or it denies the student loan.

StudyLink sends the funds through a PAY file for confirmed students, and payments are posted to the students' accounts. The Refund External Org ID is supplied to allow refunding to StudyLink as necessary.

If a student's enrollment changes and fees are reduced, funds are returned to StudyLink. The system generates an institution PAY file to list refunds to StudyLink and a DAT file of refund transactions. The DAT file can be processed through Student Financials as an external file.

Setting Up StudyLink Functionality

You must define various parameters to use the StudyLink process.

This section discusses:

- Defining StudyLink Institution Defaults
- Defining the Institution ID
- Defining StudyLink Posting Parameters

Pages Used to Set Up StudyLink Functionality

Page Name	Definition Name	Navigation	Usage
StudyLink Institution Defaults	SSF_SL_INST_DFLT	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **New Zealand Defaults**, and then **StudyLink Institution Defaults**	Define StudyLink institution defaults.

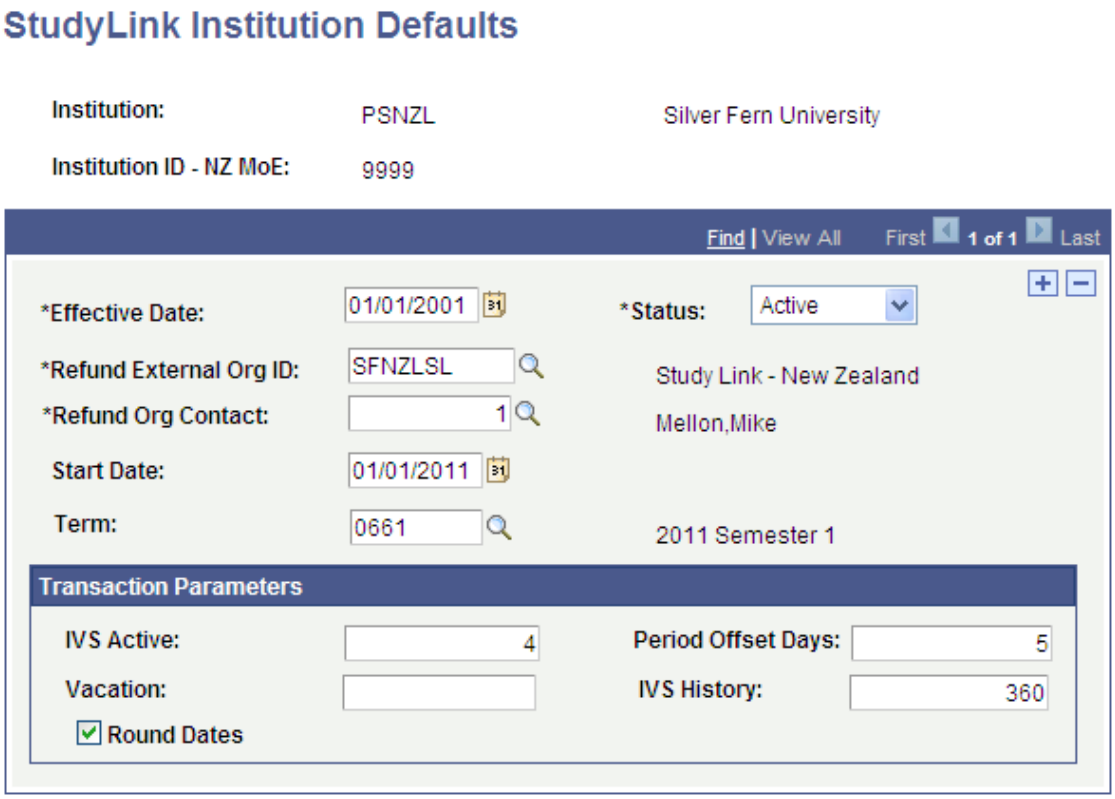
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Page Name	Definition Name	Navigation	Usage
Academic Institution 6	SSR_INST_FEATURES	**Set Up SACR**, and then **Foundation Tables**, and then **Academic Institution Tables**, and then **Academic Institution 6**	Access the Institution Table New Zealand page.
Institution Table New Zealand	SSR_INSTITUTN_NZL	Click the **View NZL Institution Fields** link on the Academic Institution 6 page.	Set up Ministry of Education institution ID.
StudyLink Posting Parameters	SSF_SL_BUS_UNIT	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **New Zealand Defaults**, and then **StudyLink Posting Parameters**	Define the posting parameters for the StudyLink process.

Defining StudyLink Institution Defaults

Access the StudyLink Institution Defaults page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **New Zealand Defaults**, and then **StudyLink Institution Defaults**).

This example illustrates the fields and controls on the StudyLink Installation Defaults page. You can find definitions for the fields and controls later on this page.



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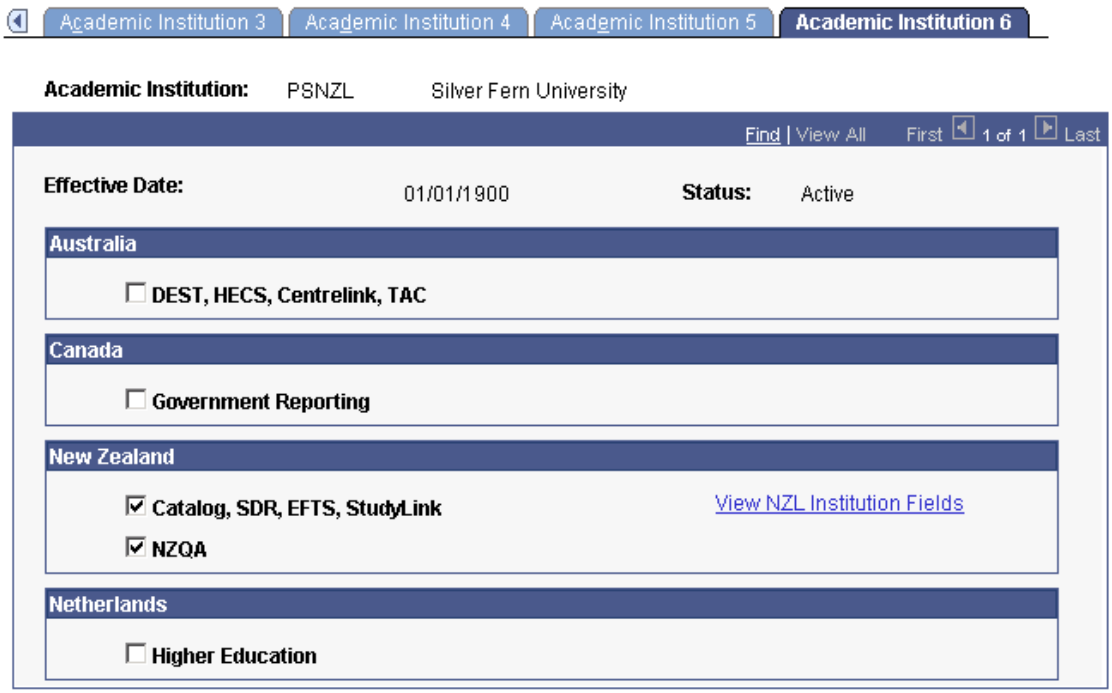
Field or Control	Description
Refund External Org ID (refund external organization ID)	Enter an ID setup for StudyLink so that the system can process refunds should there be a change in the student's program causing a reduction in fees charged.
Refund Org Contact (refund organization contact)	Enter the contact information for the external org ID.
IVS Active (institutional verification of study active)	Indicates the number of days between VOS requests. In the example page above, an institution VOS does not pick up student information that has had a VOS request sent within the past four days. Information is forwarded if a Pending, Not known, Unregistered, or Mismatch response has been received, or if no response has been received by StudyLink following a previous VOS request.
Period Offset Days	Use this field to classify the enrollments into study periods that correlate to the loan period. This designates the number of days prior to the study period start date. The study start date is the date that StudyLink uses to request information. This is typically one month prior to the reported study start date. If the adjusted class start date, five days prior in the page example above, is earlier or the same as the period start date, then the class is covered by that period. If later, the class is added to the next period within the loan. If you do not want to use this functionality, set the value to *0*.
Vacation	Any break in study. This is used to enter the number of days constituting a break in study, as in the number of days between the end of one study period or term and the start of the next study period or term. So that the vacation period is reported in the VOS, the vacation buffer days should be fewer or equal to the number of days between terms.
IVS History (institutional verification of study history)	Used to select records for the institutional VOS. The number of days, 360 in the page example above, is subtracted from the current date and compared with the study period start date and the transaction date on the history table. History records with a study period and transaction date greater than this date are picked up for the full institutional VOS process.
Round Dates	If this is selected, the start date is set to the Monday of the week of the first class and the end date is set to the Sunday of the week of the last class after the other date buffer calculations are done. Otherwise, the date buffer values apply without regard to rounding.

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Defining the Institution ID

Access the Academic Institution 6 page (**Set Up SACR**, and then **Foundation Tables**, and then **Academic Institution Tables**, and then **Academic Institution 6**).

This example illustrates the fields and controls on the Academic Institution 6 page. You can find definitions for the fields and controls later on this page.



Access the Institution Table New Zealand page (click the **View NZL Institution Fields** link on the Academic Institution 6 page).

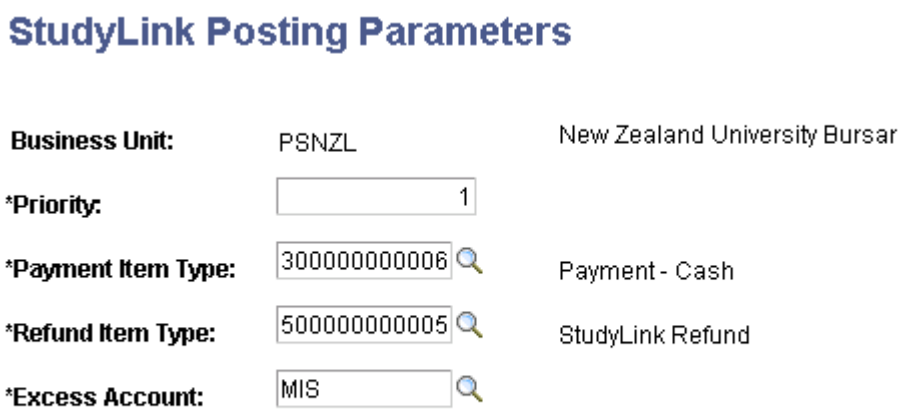
This page allows for multi-institution usage.

Defining StudyLink Posting Parameters

Access the StudyLink Posting Parameters page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **New Zealand Defaults**, and then **StudyLink Posting Parameters**).

This example illustrates the fields and controls on the StudyLink Posting Parameters page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Priority	Refers to the business unit.
Payment Item Type	The item type that is posted to the student's account.
Refund Item Type	Used to designate refunds to StudyLink.
Excess Account	Select for situations in which excess payments are posted before being refunded to StudyLink.

Processing VOS Requests and Responses

When a student applies for a loan from StudyLink, StudyLink sends a VOS request to the institution requesting enrollment details and the tuition amount. The institution creates a VOS Response file if changes occurred in the student's enrollment such as dropping courses or withdrawing from the program.

This section discusses:

- Requesting VOS Information
- Initiating VOS Responses
- Reviewing VOS Responses
- Reviewing VOS Details

Pages Used to Process VOS Requests and Responses

Page Name	Definition Name	Navigation	Usage
Process VOS Requests	SSF_SL_RC_VOS	**Student Financials**, and then **StudyLink**, and then **Process VOS Requests**, and then **Process VOS Requests**	Request VOS information.

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Page Name	Definition Name	Navigation	Usage
Initiate VOS Responses	SSF_SL_RC_IVS	**Student Financials**, and then **StudyLink**, and then **Initiate VOS Responses**, and then **Initiate VOS Responses**	Initiate VOS responses process.
VOS Responses	SSF_SL_VOS_EXT	**Student Financials**, and then **StudyLink**, and then **Review VOS Responses**, and then **VOS Responses**	Review VOS Response files before sending them to StudyLink.
VOS Details	SSF_SL_VOS_RES_DET	**Student Financials**, and then **StudyLink**, and then **Review VOS Responses**, and then **VOS Details**	Review VOS details for selected students before sending VOS Response files to StudyLink.

Requesting VOS Information

Access the Process VOS Requests page (**Student Financials**, and then **StudyLink**, and then **Process VOS Requests**).

Field or Control	Description
Report Type	Values are: *Detailed Report:* The output includes the student IDs, total fees, and EFTS values for each record for which the student has requested coverage of tuition and fees and not just an allowance. This report shows the confirmed students by name, biographic and demonstration data, fee coverage requested, and enrolled program. *Summary Report:* The output contains the number of confirmed students and the total fee amount. This report also shows any data mismatches and unregistered students.
Mode	*Review* is selected by default to ensure that the process is always run in review mode to enable data checking. When you are ready, select *Final* mode. In *Review* mode, the process creates only the VOS record, and in *Final* mode, the process updates the database and creates the Loan record.

Initiating VOS Responses

Access the Initiate VOS Responses page (**Student Financials**, and then **StudyLink**, and then **Initiate VOS Responses**).

Each time the process is run, it includes both records with the re_VOS check box selected on the Maintain Student Loan page and records found for students with changes in their VOS details.

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Field or Control	Description
Mode	*Review* is selected by default to ensure that the process is always run in review mode to enable data checking. When the process is run in *Review* mode, any existing records are deleted and new review records are created in the review table (PS_SSF_SL_VOS_RVW) and the VOS table (PS_SSF_SL_VOS). You can use the Review VOS Responses component to select and deselect records. When you are ready, select *Final* mode. When the process is run in *Final* mode, the selected records are processed—the records in the review table and the related records in the VOS table are deleted and new data is written to the PS_SSF_SL_VOS and PS_SSF_SL_FILE_HDR tables, from which the VOS file is then produced. When the processing is complete, remaining unselected review records are deleted from the review and VOS tables.

Reviewing VOS Responses

Access the VOS Responses page (**Student Financials**, and then **StudyLink**, and then **Review VOS Responses**, and then **VOS Responses**).

The Initiate VOS Response process creates the review records. Use the VOS Responses page to review the records before sending the files to StudyLink. You can select and deselect individual records using the check boxes in the Selected column or use the Select All and Deselect All buttons.

Click a link in the ID field to access the VOS Details page and view details about a particular student.

Reviewing VOS Details

Access the VOS Details page (**Student Financials**, and then **StudyLink**, and then **Review VOS Responses**, and then **VOS Details**).

The New VOS Details group box displays the newly generated VOS information from the review record. The Old VOS Details group box displays information from the most recent previous VOS record.

Click the Review StudyLink Details link to access the Review StudyLink Details page.

Reviewing StudyLink Details

This section discusses:

- Reviewing StudyLink Student Loan Details
- Reviewing VOS and Payment/Refund Transactions

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Pages Used to Review StudyLink Details

Page Name	Definition Name	Navigation	Usage
StudyLink Details	SSF_SL_STDNT_INQ	**Student Financials**, and then **StudyLink**, and then **Review StudyLink Details**, and then **StudyLink Details**	Review StudyLink student loan details.
VOS Details	SSF_SL_REVW_VOS	**Student Financials**, and then **StudyLink**, and then **Review StudyLink Details**, and then **VOS Details**	Review VOS details.
Pay/Refund Details	SSF_SL_PAY_REF	**Student Financials**, and then **StudyLink**, and then **Review StudyLink Details**, and then **Pay/Refund Details**	Review payment/ refund details.
Transactions	SSF_SL_TRANSACTION	**Student Financials**, and then **StudyLink**, and then **Review StudyLink Details**, and then **Transactions**	Review VOS and payment/refund transactions.

Reviewing StudyLink Student Loan Details

Access the StudyLink Details page (**Student Financials**, and then **StudyLink**, and then **Review StudyLink Details**, and then **StudyLink Details**).

Click on the File Type link to access the detail record on the VOS Details or Pay/Refund Details page.

Reviewing VOS and Payment/Refund Transactions

Access the Transactions page (**Student Financials**, and then **StudyLink**, and then **Review StudyLink Details**, and then **Transactions**).

This page displays all the transactions for a student.

Click on the File Type link to access the detail record on the VOS Details or Pay/Refund Details page.

Maintaining StudyLink Loan Information

This section provides an overview of maintaining StudyLink loan information and discusses:

- Creating Payment Schedules
- Creating the Refund File
- Reviewing Refund Records

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> **Note**
>
> All of the following processes are intended for administrative users only.

Understanding Maintaining StudyLink Loan Information

Your institution must review student loan information, process payment schedules, track refunds, and create student account reports. Administrative users run these processes to process loans for students to pay their tuition and living allowances or just the allowances. Loans for allowances only are sent to directly to the student and are not applied to the student account.

After a student has applied for a loan with StudyLink and StudyLink sends the VOS request to the institution, the institution creates the VOS return file that lists any mismatches of name, date of birth, or ID; the student's enrollment details; and the loan request amount.

Your institution receives PAY files from StudyLink for confirmed and declined student loans. For confirmed loans, a COBOL process is run that posts the payments to the students' accounts. Any excess funds are refunded to StudyLink. The system generates an institution PAY file to list refunds to StudyLink and a DAT file of refund transactions. The DAT file can be processed through Student Financials as an external file.

Pages Used to Maintain StudyLink Loan Information

Page Name	Definition Name	Navigation	Usage
Process PAY File	SSF_SL_RC_PAY	**Student Financials**, and then **StudyLink**, and then **Process PAY File**, and then **Process PAY File**	Create the payment file and post payments to student accounts.
Process Refund File	SSF_SL_RC_PYI	**Student Financials**, and then **StudyLink**, and then **Process Refund File**, and then **Process Refund File**	Create the refund file.
Review Refund File	SSF_SL_RVW_REF	**Student Financials**, and then **StudyLink**, and then **Review Refund File**, and then **Review Refund File**	Review refund records.
Create Student Report	SSF_SL_RC_RPT	**Student Financials**, and then **StudyLink**, and then **Create Student Report**, and then **Create Student Report**	Create reports on student loan account information.

Creating Payment Schedules

Access the Process PAY File page (**Student Financials**, and then **StudyLink**, and then **Process PAY File**, and then **Process PAY File**).

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You must run the PAY file process to create the file and to post payments to student accounts. You can run the SQR (Structured Query Report) report SFSPAYR multiple times. Run the COBOL process SFPSLPAY to post the payments to the student account.

Creating the Refund File

Access the Process Refund File page (**Student Financials**, and then **StudyLink**, and then **Process Refund File**, and then **Process Refund File**).

Use the Process Refund File page in conjunction with the Review Refund File page to create the Refund file to return funds to StudyLink.

The Process Refund File process identifies student records with a Fee VOS file (PS_SSF_SL_HIST) that have a matching Pay file (PS_SSF_SL_PAY) and a credit account balance (PS_ACCOUNT_SF) for the StudyLink item types identified on the StudyLink Posting Parameters (SSF_SL_BUS_UNIT) page.

When the refund process is run in final mode the refund details are written to the StudyLink refund PAY file and the refund transactions are written to a DAT file which can be imported into the core Student Financials transaction tables.

Field or Control	Description
Mode	*Review* is selected by default to ensure that the process is always run in review mode to enable data checking. When the process is run in Review mode, any existing review Refund records are deleted from the temporary table and new review Refund records are created. The process produces the report and writes records to the Payment Business Unit table (PS_SSF_SL_PAY_BU) and the review table (PS_SSF_SL_REF_RVW). Use the Review Refund File page to modify the records. When you are ready, select *Final* mode. When the process is run in *Final* mode, the selected review Refund records are deleted and the data is written to the Refund Pay file and saved as permanent pay records in the Payment Business Unit table (PS_SSF_SL_PAY_BU), the Pay table (PS_SSF_SL_PAY) and the File Header table (PS_SSF_SL_FILE_HDR). The refund transactions are also written to a DAT file which can be imported into Student Financials using Group Processing - External Files.

Reviewing Refund Records

Access the Review Refund File page (**Student Financials**, and then **StudyLink**, and then **Review Refund File**, and then **Review Refund File**).

Use this page to review the refund records before sending them. You can select or deselect the records and update refund values (decrease).

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Field or Control	Description
Selected Total	Displays the total amount for all the records in the temporary table for which the **Selected** check box is selected, regardless of the records currently found or displayed. If you are processing many refunds and want to break them into several smaller refund files, the **Selected Total** allows you to see what you currently have selected compared to the refund amount in the entire file **(File Total).**
File Total	Displays the total refund amount for all the records in the temporary table, regardless of the records currently found or displayed.
Override Amount	Enter an amount here to refund an amount different to that calculated by Process Refund File. When Process Refund File is run in *Final* mode this value is written to the PAY and DAT files and used in the finalised refund PAY records.
Select All	Click this button to select the Selected check box for each found record. This allows you to find all records and deselect them, and then find a subset of records, for example, all refund amounts less than $200, click Select All and process just that subset.
Deselect All	Click this button to clear the Selected check box on all the found records.

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(NZL) New Zealand Qualification Authority Fees

Understanding NZQA Fees

NZQA is the New Zealand government body responsible for coordinating the National Qualifications Framework (NQF). Educational institutions must equate their study offerings to NQF unit standards for the purpose of cross accreditation.

Institutions are responsible for charging students a Hook-on Fee and a Per Credit Charge on behalf of the NZQA to cover administration costs. The Hook-on Fee of 25.00 NZD is charged at the time of enrollment if the student does not have an NZQA ID. If the student already has an NZQA ID, the fee is not charged. After paying the fee, as the student achieves units, these units are listed in their Record of Learning.

When students enroll in classes, they are also enrolled in the associated unit standards. Each unit standard is equivalent to a specific number of credits. As units are reported to the NQF, the NZQA charges a fee of 1.00 NZD per credit.

Setting Up NZQA Fee Information

This section discusses:

- Setting Up Valid Records
- Setting Up Valid Fields
- Setting Up Fee Triggers
- Setting Up Term Fee Codes
- Setting Up Term Fees
- Viewing Term Sub Fee Codes
- Setting Up Term Sub Fees
- Setting Up Per Credit Charges

NQF Fees

The two types of NQF fees that must be charged are:

- Hook-on fees

  These fees are charged when a student enrolls in an NQF unit standard for the first time.

- NQF per credit fees

  These fees are charged as earned units are reported to the NQF.

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Page Used to Set Up NZQA Fees

Page Name	Definition Name	Navigation	Usage
Valid Records	SEL_VALID_RECS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Valid Records**	Set up the records required for hook-on fees and per credit charges.
Valid Fields	SEL_VALID_VARS	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Valid Fields**	Set up fields required for hook-on fees and per credit charges.
Criteria	SEL_CRITERIA_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Criteria**	Set up criteria types.
Criteria Details	SEL_CRITER_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Criteria Details**	View criteria details.
Term Fee Codes	TERM_FEE_CD_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fee Codes**	Set up term fee codes.
Term Fees	TERM_FEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fees**	Set up term fees. The hook-on fee is treated as a term fee and follows the steps defined for setting up a term fee.
Term Sub Fee Codes	TERM_SF_CODE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fee Codes**	View information about term sub fee codes.
Term Sub Fees	TERM_SUBFEE_TABLE	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fees**	Set up term sub fees.

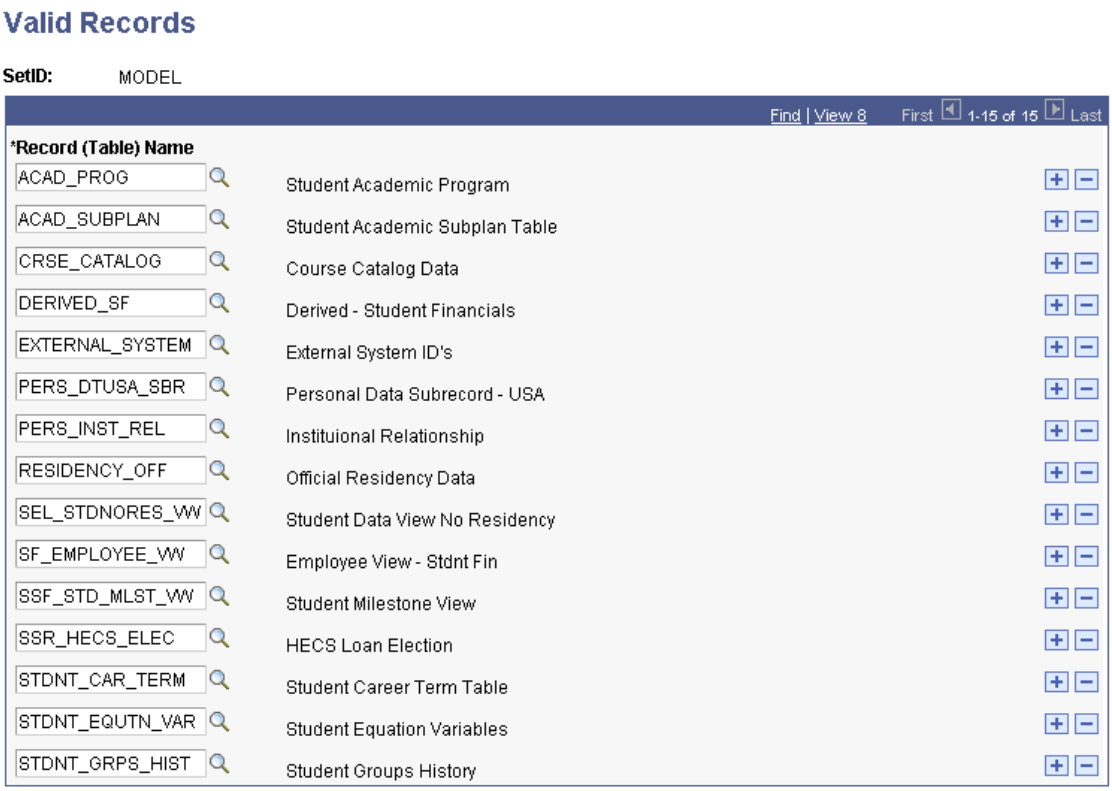
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Page Name	Definition Name	Navigation	Usage
Per Credit Charge	SSF_PER_CREDIT_CHG	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **New Zealand Defaults**, and then **Per Credit Charge**	Set up information to apply charges based on each credit for which a student has enrolled.

Setting Up Valid Records

Access the Valid Records page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Valid Records**).

This example illustrates the fields and controls on the Valid Records page. You can find definitions for the fields and controls later on this page.



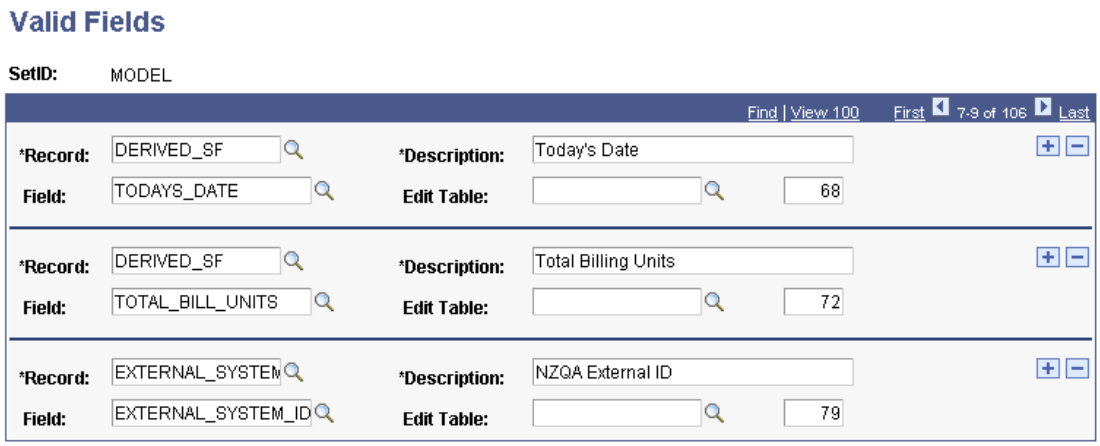
Use this page to add a row for EXTERNAL_SYSTEM and STDNT_CAR_MLSTN.

Setting Up Valid Fields

Access the Valid Fields page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Valid Fields**).

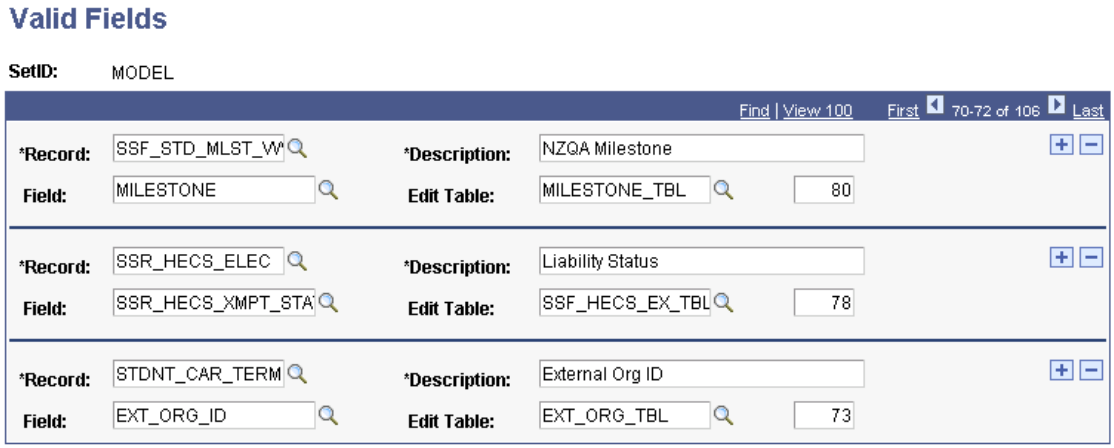
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This example illustrates the fields and controls on the Valid Fields page (1 of 2). You can find definitions for the fields and controls later on this page.



For the *External_System_ID,* change the **Description** field to *NZQA External ID.* Add a new field value named *MILESTONE.*

This example illustrates the fields and controls on the Valid Fields page (2 of 2). You can find definitions for the fields and controls later on this page.



You no longer need to modify SFPSTDNT to load *EXTERNAL_SYSTEM_ID* from the EXTERNAL_SYSTEM table, where the *EXTERNAL_SYSTEM* record equals NQA, and *MILESTONE* from the SSF_STD_CAR_MLSTN table.

Setting Up Fee Triggers

Access the Criteria page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Criteria**).

Use this page to set up criteria as a fee trigger.

Access the Criteria Details page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Criteria Details**).

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Use this page to set up the details of the fee trigger.

Setting Up Term Fee Codes

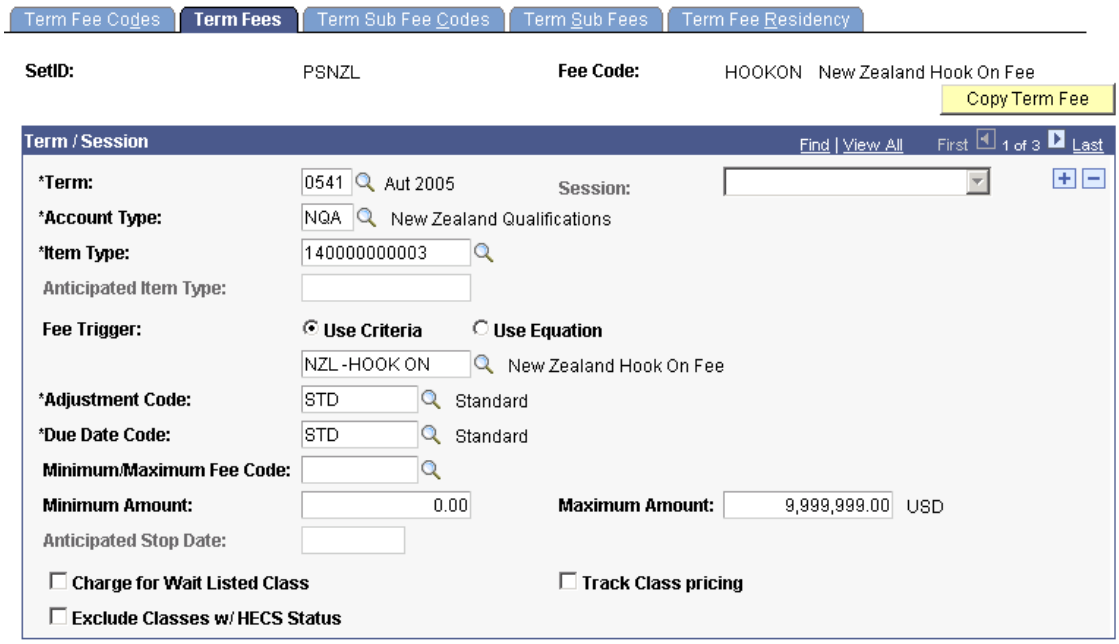
Access the Term Fee Codes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fee Codes**).

Use this page to set up the term fee to charge hook-on fees using the previous criteria as the fee trigger.

Setting Up Term Fees

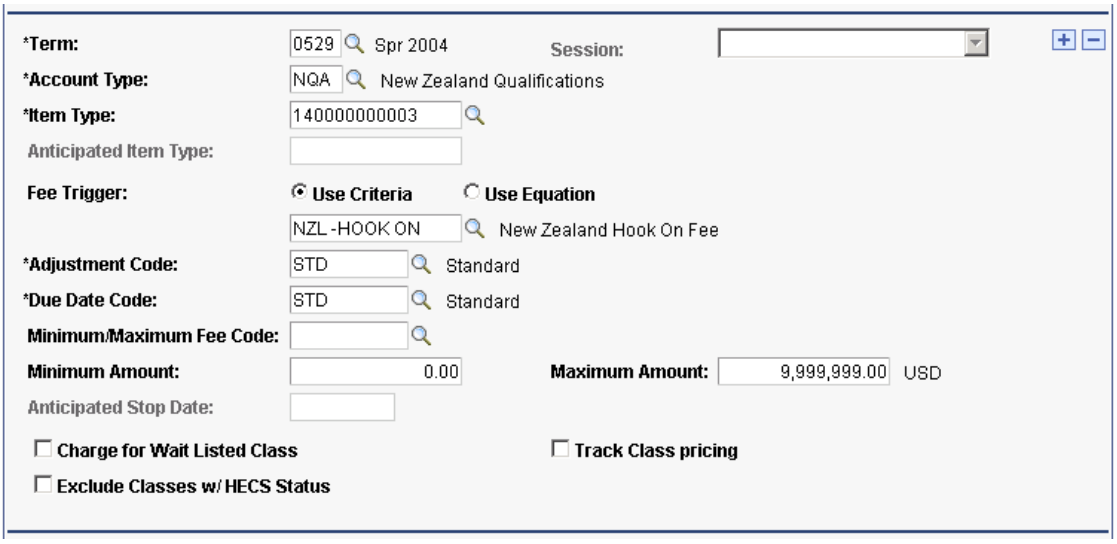
Access the Term Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Fees**).

This example illustrates the fields and controls on the Term Fees page (1 of 3). You can find definitions for the fields and controls later on this page.

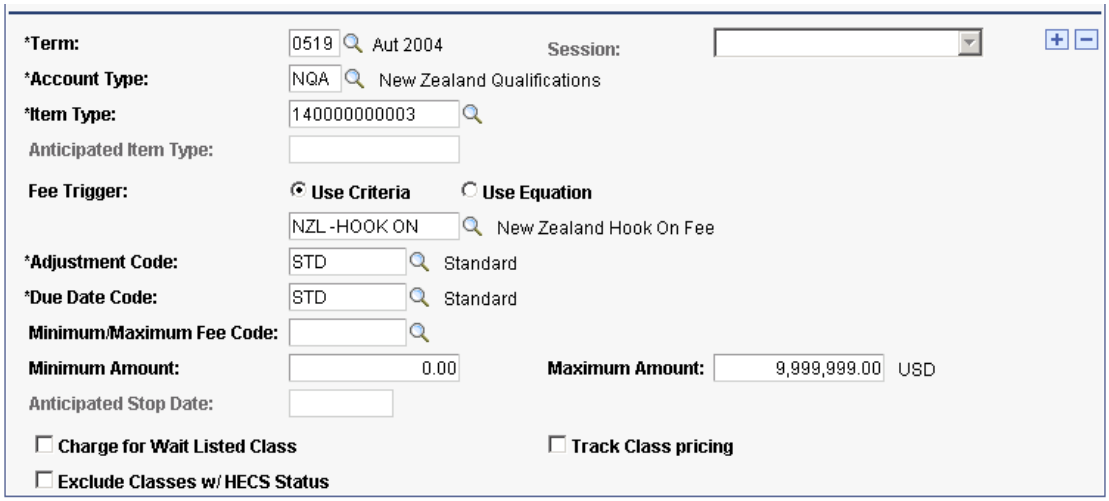


This example illustrates the fields and controls on the Term Fees page (2 of 3). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Term Fees page (3 of 3). You can find definitions for the fields and controls later on this page.



Use this page to view information about the term fee.

Viewing Term Sub Fee Codes

Access the Term Sub Fee Codes page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fee Codes**).

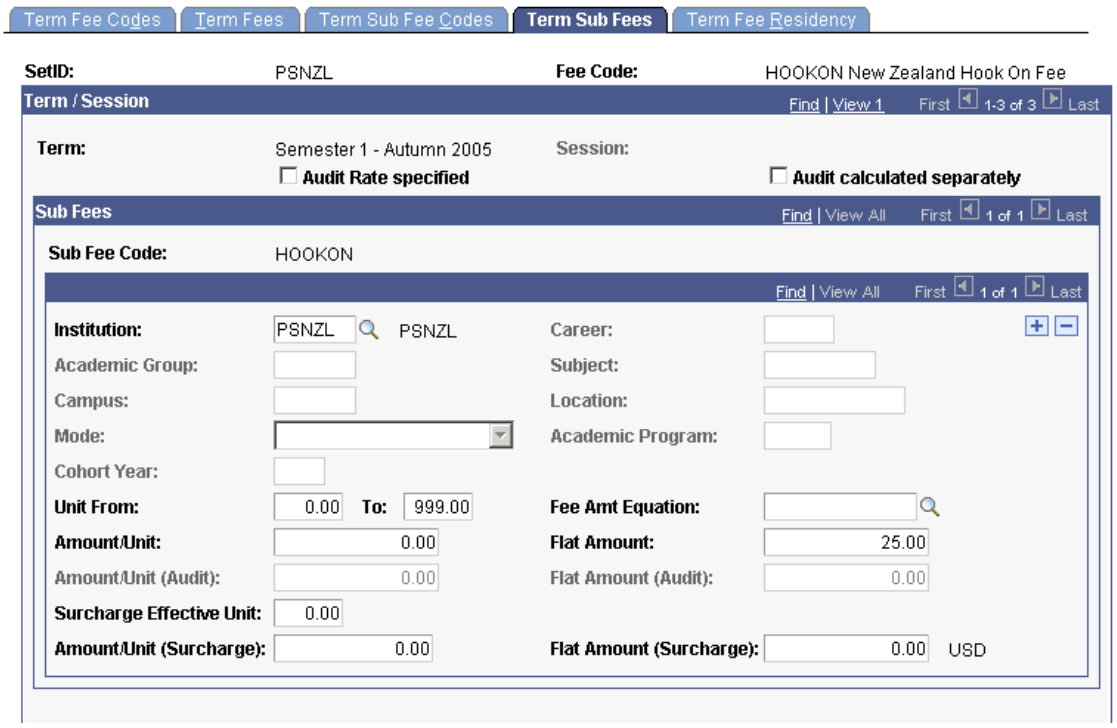
Use this page to view default values for the term sub fee code.

Setting Up Term Sub Fees

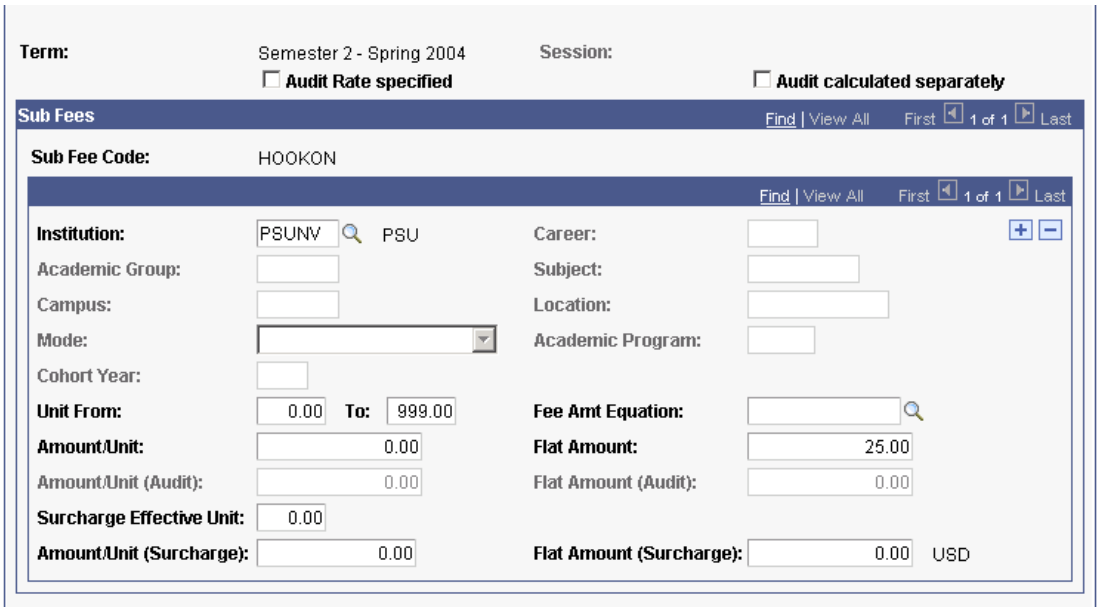
Access the Term Sub Fees page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Term Fees**, and then **Term Sub Fees**).

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This example illustrates the fields and controls on the Term Sub Fees page (1 of 3). You can find definitions for the fields and controls later on this page.

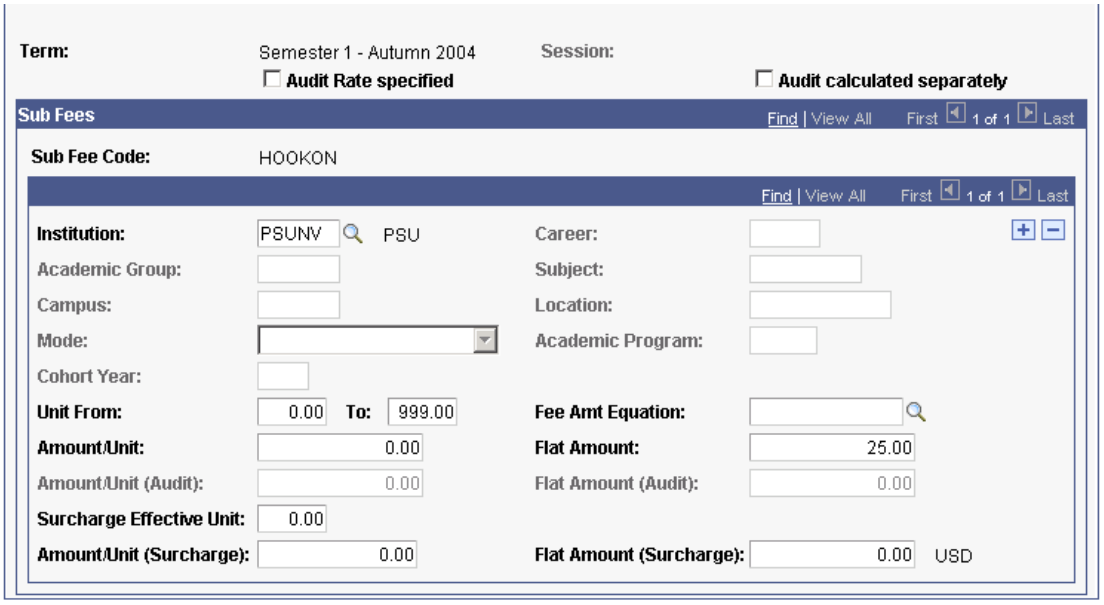


This example illustrates the fields and controls on the Term Sub Fees page (2 of 3). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Term Sub Fees page (3 of 3). You can find definitions for the fields and controls later on this page.

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Use this page to view information about the term sub fees.

Setting Up Per Credit Charges

Access the Per Credit Charge page (**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **New Zealand Defaults**, and then **Per Credit Charge**).

This example illustrates the fields and controls on the Per Credit Charge page. You can find definitions for the fields and controls later on this page.



Use this page to set up information to apply charges based on each credit for which a student is enrolled.

During the tuition calculation process, the system reads the number of NQF credits determined during the Student Records process. It then multiplies that NQF credit number by the per credit charge. Student Financials uses the NQF credit number for the calculation, but the number itself is provided by the Student Records process.

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Delivered Workflows for Student Financials

Delivered Workflows for Student Financials

This section discusses Student Financials workflows. The workflows are listed alphabetically by workflow name.

See:

- *PeopleTools: Workflow Technology*
- *PeopleTools: Applications User's Guide*

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

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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

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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

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Student Financials Global Invoicing Reminder Letters

Defining and Issuing Reminder Letters

This section provides institutions who use global invoicing an example of how to define and issue invoice Reminder Letters.

Reminder Letters can be generated for open invoices after the due date has passed.

Reminder Letters can include fields such as: original invoice amount, any payments, remaining unpaid balance and the number of days passed due. Institutions define a minimum balance as selection criteria when sending reminder letters. A minimum balance can be utilized at the invoice. Like the invoice, the reminder letter can include a payment voucher.

Reminders are tracked at the student level for each invoice through Campus Community Communications.

Student Financials uses Campus Community Communications Engine to generate reminder letters. The Communications Engine process supports Population Selection and uses Queries and Equations to determine who receives a Reminder Letter and what data is available to the template.

> **Note**
>
> The information below pertains to the Global Invoicing .
>
> For more information about the setup and generation design of communications, see Campus Community Fundamentals.

Pages Used to Define and Issue Reminder Letters

Page Name	Definition Name	Navigation	Usage
Communication Data Source	SCC_CG_DTASRC	**Campus Community**, and then **Communications**, and then **Set up Communications**, and then **Communication Data Source**	Define communication data source.
Report Definition	PSXPRPTDEFN	**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**	Define invoice Reminder Letter properties.

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Page Name	Definition Name	Navigation	Usage
Report Definition — Template	PSXPRPTTMPL	**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**, and then **Template**	Define template properties.
Report Definition — Output	PSXPRPTOUT	**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**, and then **Output**	Define output properties.
Report Definition — Bursting	PSXPRPTBURST	**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**, and then **Bursting**	Define bursting properties.
Standard Letters	SCC_STN_LTR_TBL	**Campus Community**, and then **Communications**, and then **Set up Communications**, and then **Standard Letter Table CS**	Set up standard letter.
Communication Speed Keys	COMM_SPDKEY_TABLE	Set Up SACR, Common Definitions, Communications, Communication Speed Key Table	Define communication key.
Event 3C Groups	EVNT_GRP_3C_TABLE	Campus Community, 3C Engine, Set Up 3C Engine, Event 3C Group	Define 3C Event Group.
Event Definition	EVNT_3CS_SETUP	Campus Community, 3C Engine, Set Up 3C Engine, Event Definition	Set up event definition.
3C Engine Parameters	RUN_CNTL_3CENGINE	Campus Community, 3C Engine, Run 3C Engine	Define 3C Engine parameters.
Manage Duplicate Assignment	MANAGE_DUP_ASSIGN	Campus Community, 3C Engine, Run 3C Engine, Manage Duplicate Assignment	Define Manage Duplicate Assignment.
Person Communication	COMM_MGMT1	Campus Community, Communications, Person Communications, Communication Management	Review generated communication.

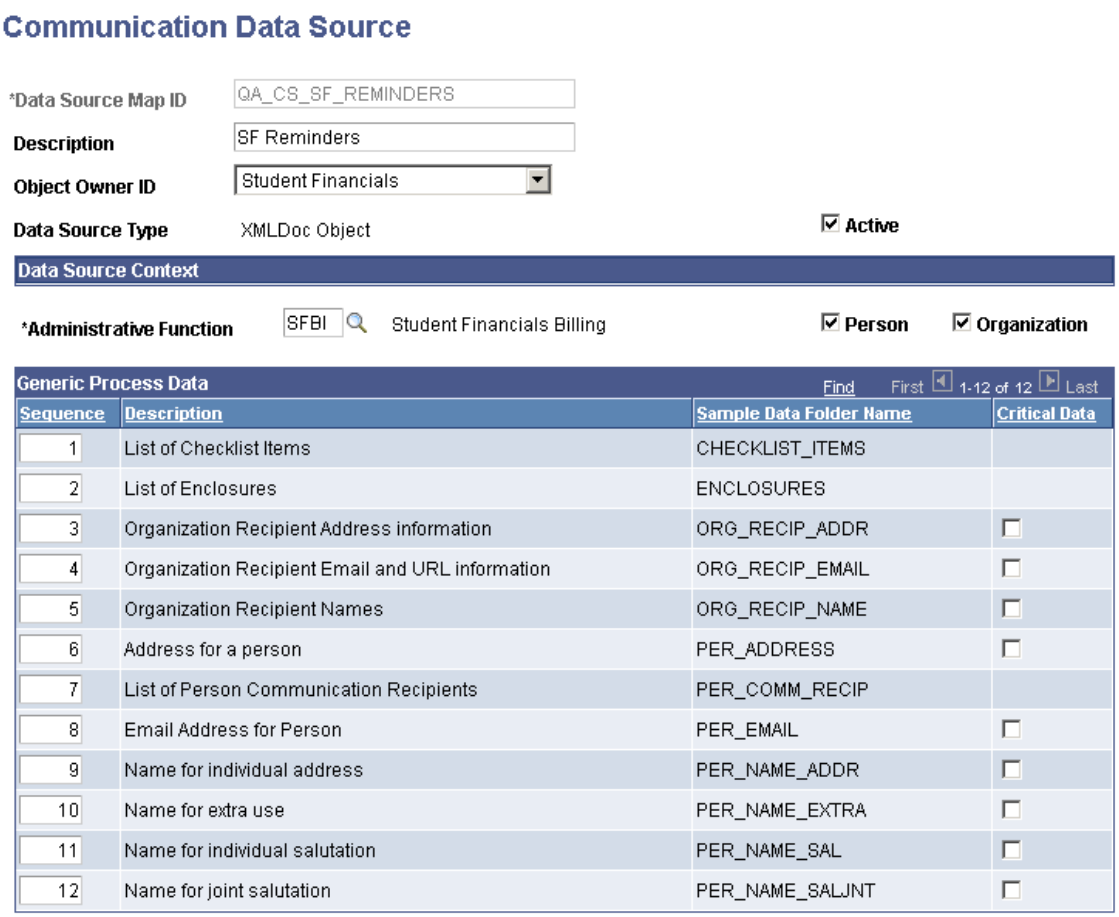
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Page Name	Definition Name	Navigation	Usage
Selection Parameters	SCC_CG_RUNCTL1	Campus Community, Communications, Communication Generation	Running Communication Generation process.
Process Parameters	SCC_CG_RUNCTL2	Campus Community, Communications, Communication Generation, Process Parameters	Set up process parameters.
View Communication	SCC_CG_ATTREL	Campus Community, Communications, Communication Generation, Process Parameters, View Communication	View Reminder Letter.

Defining Communication Data Source

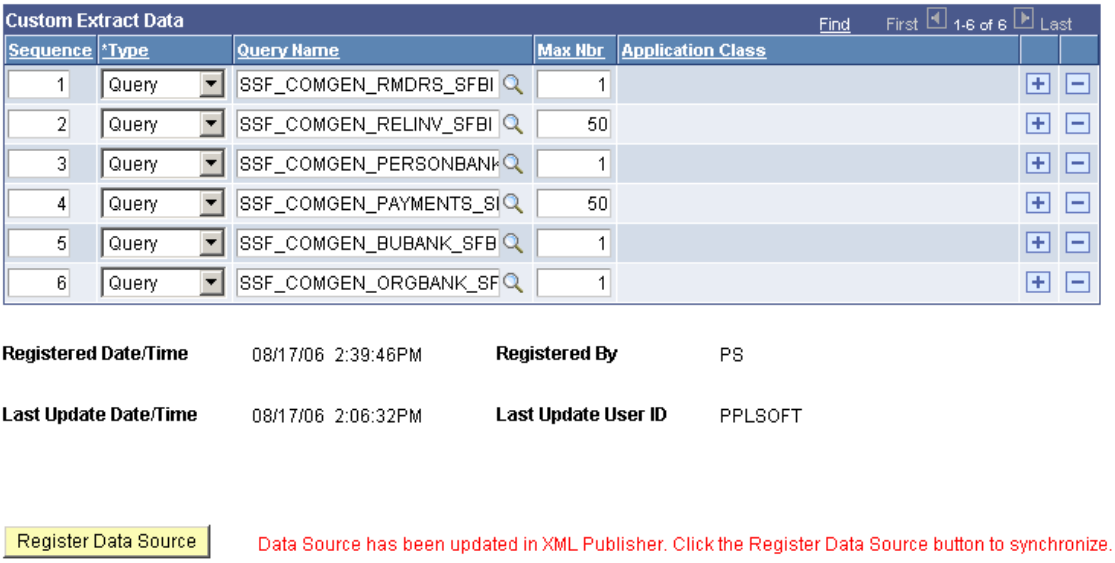
Access the Communication Data Source page (**Campus Community**, and then **Communications**, and then **Set up Communications**, and then **Communication Data Source**).

This example illustrates the fields and controls on the Communication Data Source page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Communication Data Source page (2 of 2). You can find definitions for the fields and controls later on this page.



Click **Register Data Source** if this is a new Data Source or if the Communications Data Source definition has been modified.

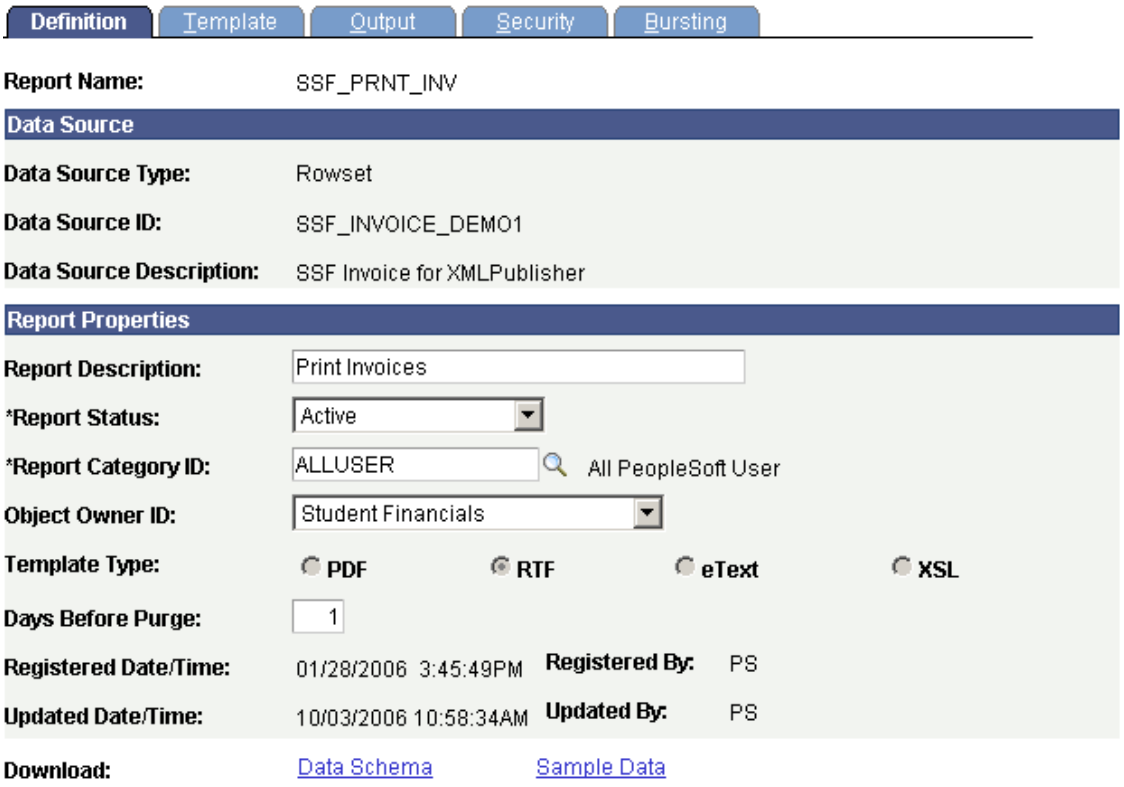
Defining Invoice Reminder Letter Properties

Access the Report Definition page (**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**).

Select the QA_CS_SF_RMD report (Invoice Reminder Letters).

This example illustrates the fields and controls on the Report Definition page. You can find definitions for the fields and controls later on this page.

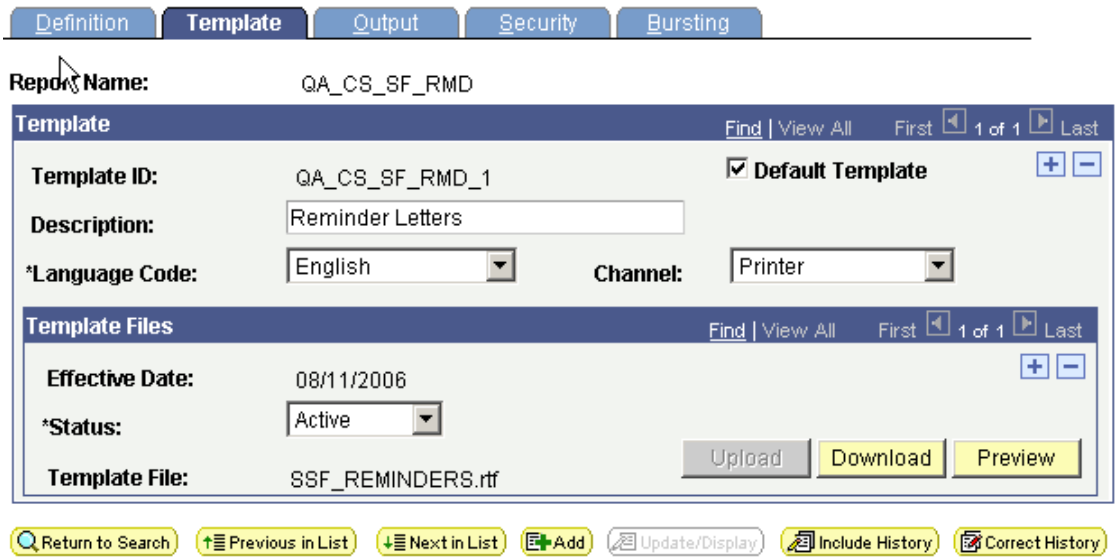
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Defining Template Properties

Access the Report Definition — Template page (**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**, and then **Template**).

This example illustrates the fields and controls on the Report Definition — Template page. You can find definitions for the fields and controls later on this page.

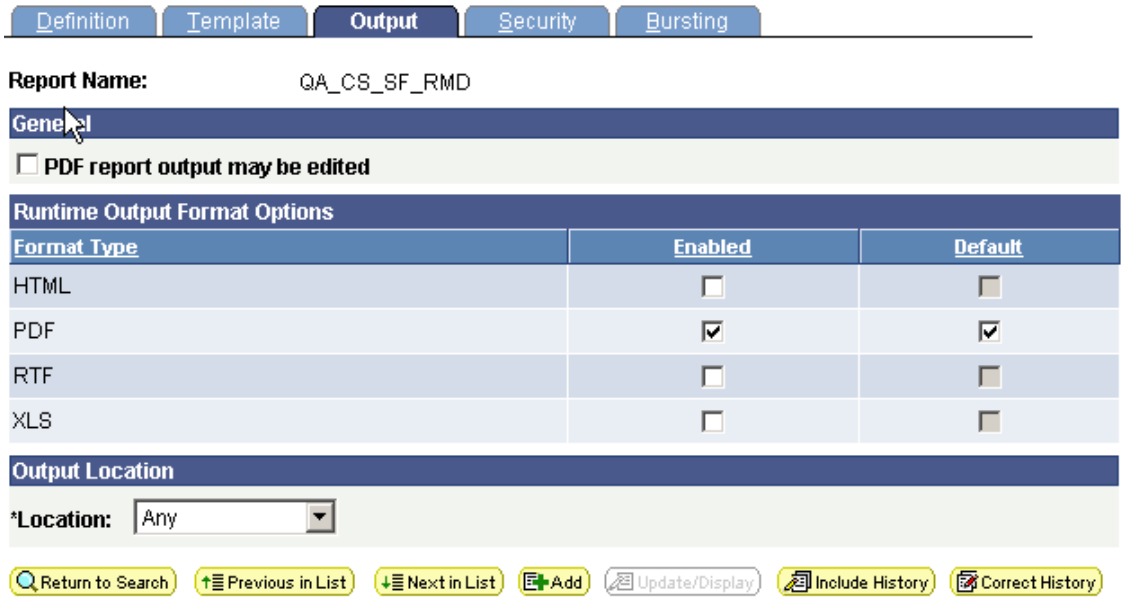


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Defining Output Properties

Access the Report Definition — Output page (**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**, and then **Output**).

This example illustrates the fields and controls on the Report Definition — Output page. You can find definitions for the fields and controls later on this page.



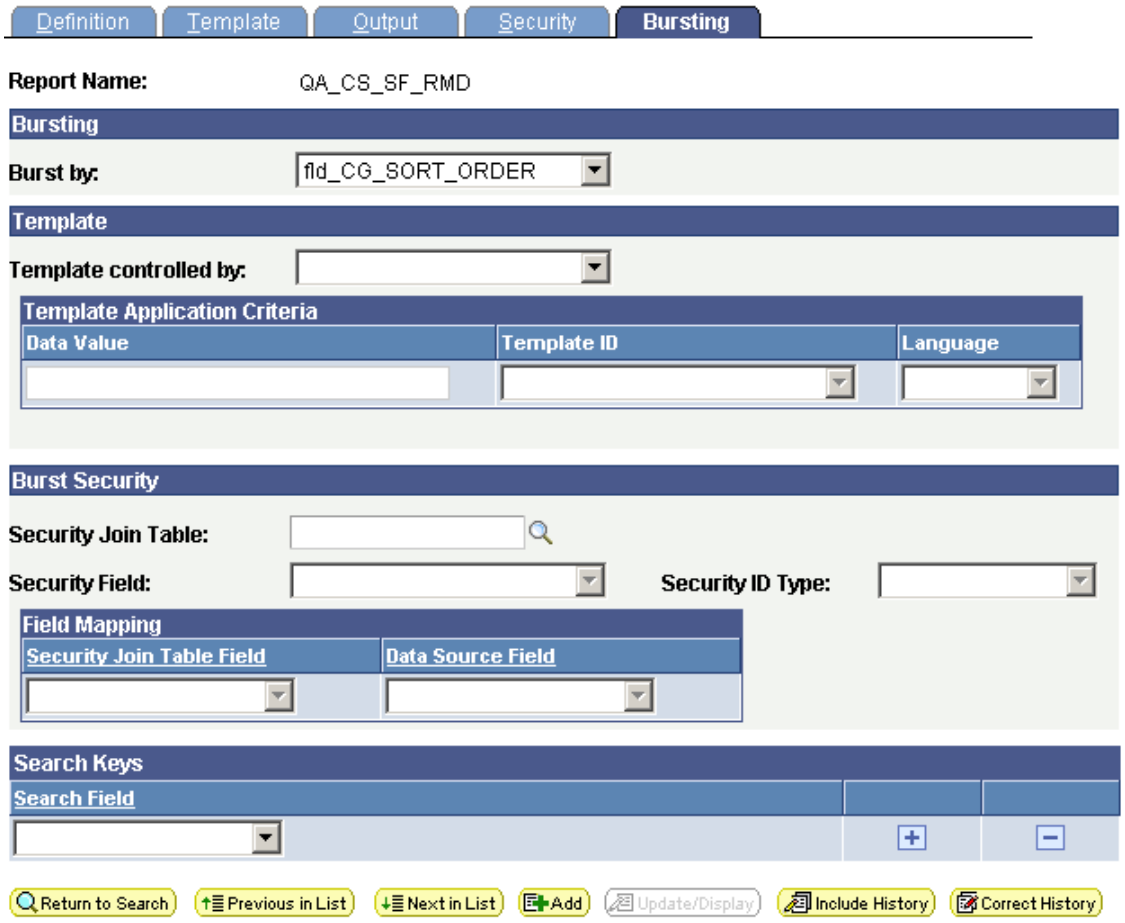
For **Format Type,** select **Enabled** and **Default** for PDF.

Defining Bursting Properties

Access the Report Definition — Bursting page (**Reporting Tools**, and then **XML Publisher**, and then **Setup**, and then **Report Definition**, and then **Bursting**).

This example illustrates the fields and controls on the Report Definition — Bursting page. You can find definitions for the fields and controls later on this page.

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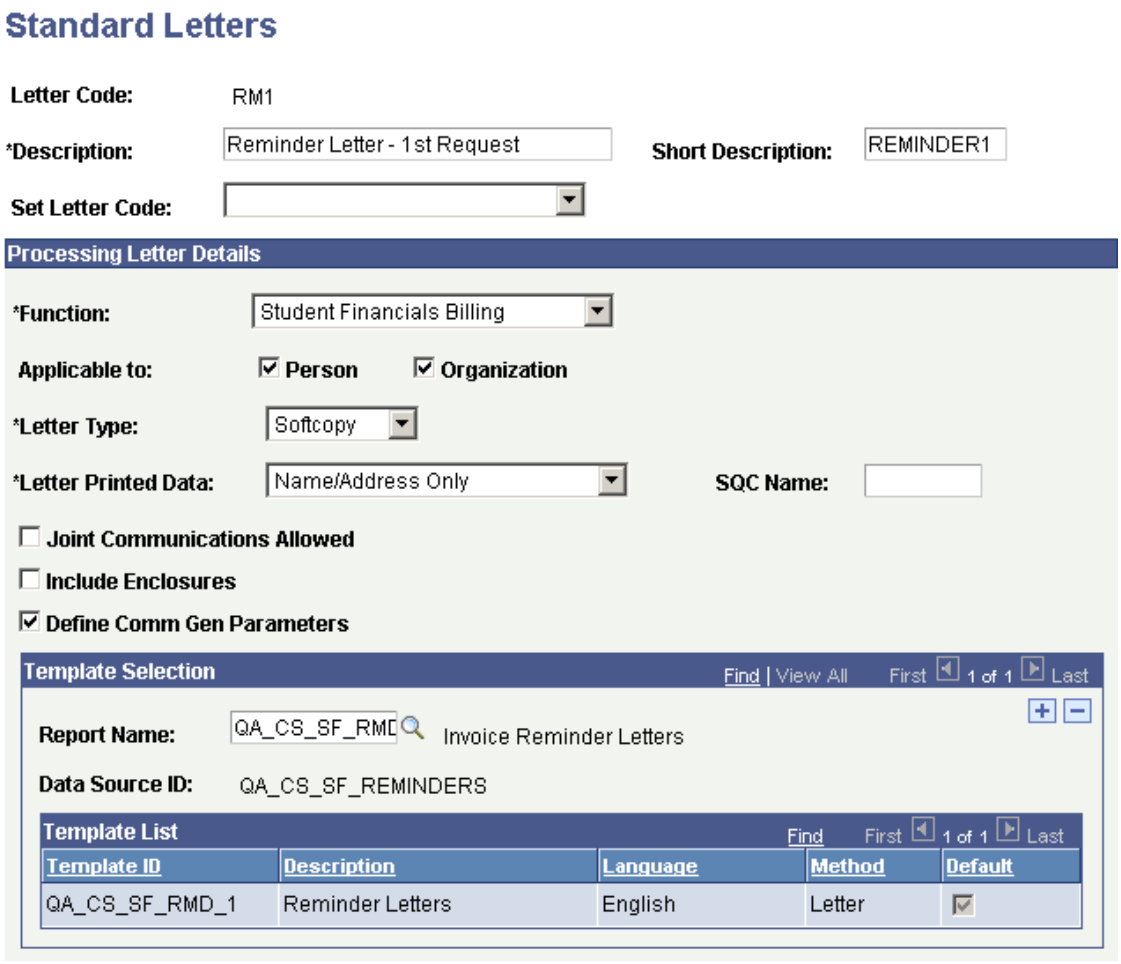
For **Burst by,** select **fld_CG_SORT_ORDER** so the reminder letter is used by the Comm Gen process.

Setting Up Standard Letter

Access the Standard Letters page (**Campus Community**, and then **Communications**, and then **Set up Communications**, and then **Standard Letter Table CS**).

This example illustrates the fields and controls on the Standard Letters page. You can find definitions for the fields and controls later on this page.

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Select the appropriate RM1 **Letter Code** and the **Define Com Gen Parameters** check box.

Template Selection

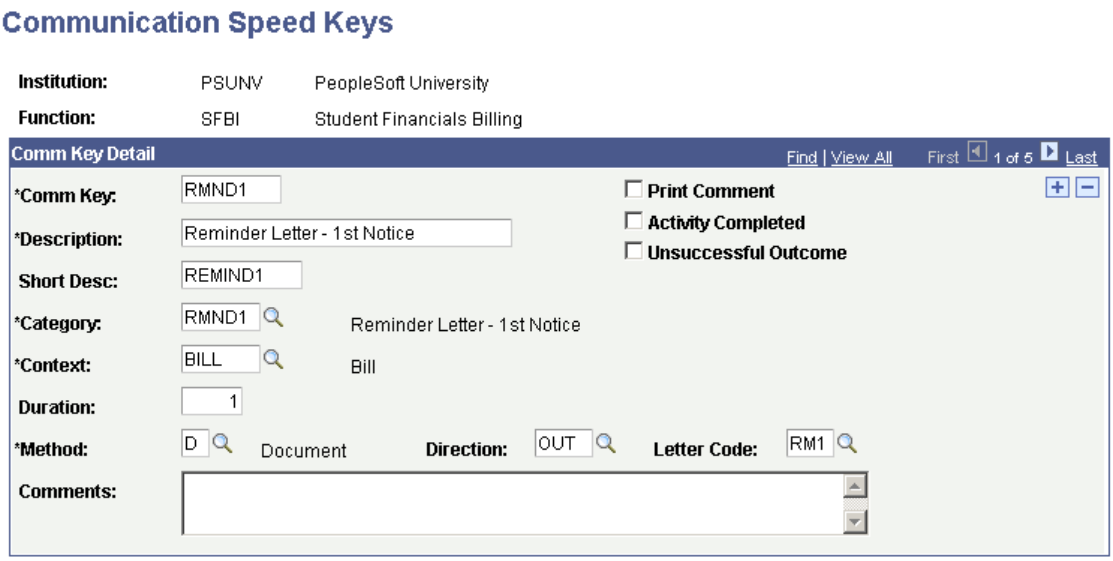
Select the **QA_CS_SF_RMD report name (Invoice Reminder Letters).**

Defining Comm Key

Access the Communication Speed Keys page (**Set Up SACR**, and then **Common Definitions**, and then **Communications**, and then **Communication Speed Key Table**).

This example illustrates the fields and controls on the Communication Speed Keys page. You can find definitions for the fields and controls later on this page.

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Select the appropriate *RM1 Comm Key.*

Field or Control	Description
Comm Key:	Enter the name of the communication speed key to represent this set of communication elements
Category	Enter the communication category to associate with this communication speed key
Context	Enter the communication context to associate with this communication speed key.

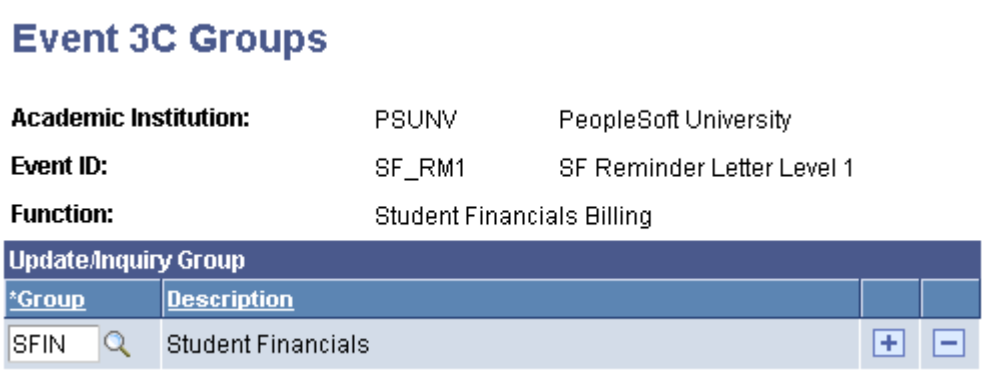
Field or Control	Description
Duration	Enter Document as method of the communication that you are associating with this communication speed key.
Direction	Enter Outgoing as the direction of the communication you are associating with this communication speed key.
Letter Code	Enter RM1 as the code you are associating with this communication speed key

Defining Event 3C Groups

Access the Event 3C Groups page (**Campus Community**, and then **3C Engine**, and then **Set Up 3C Engine**, and then **Event 3C Group**).

This example illustrates the fields and controls on the Event 3C Groups page. You can find definitions for the fields and controls later on this page.

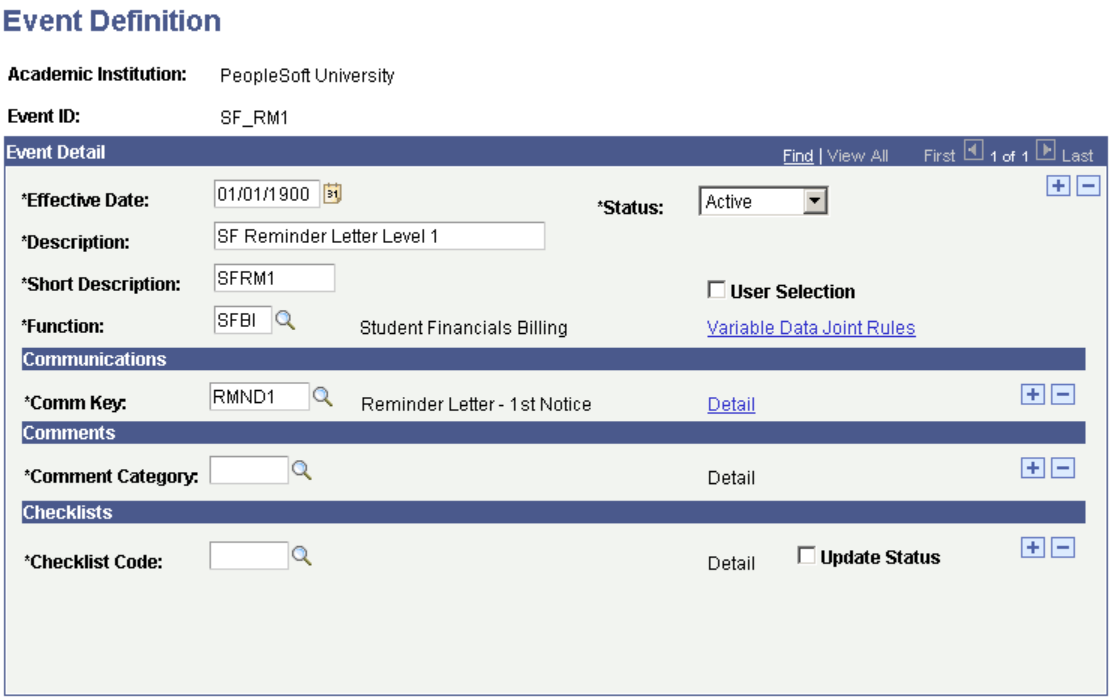
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Defining Event Definition

Access the Event Definition page (**Campus Community**, and then **3C Engine**, and then **Set Up 3C Engine**, and then **Event Definition**).

This example illustrates the fields and controls on the Event Definition page. You can find definitions for the fields and controls later on this page.



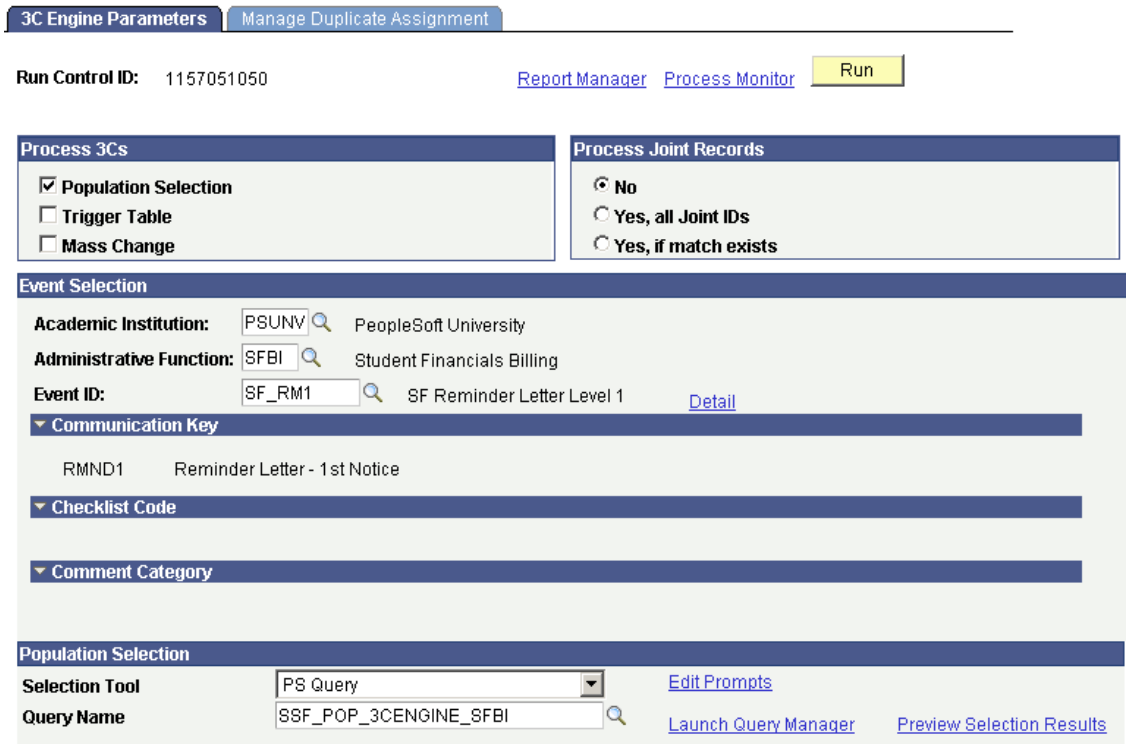
Select the appropriate SF RM1 **Event ID.**

Defining 3C Engine Parameters

Access the 3C Engine Parameters page (**Campus Community**, and then **3C Engine**, and then **Run 3C Engine**).

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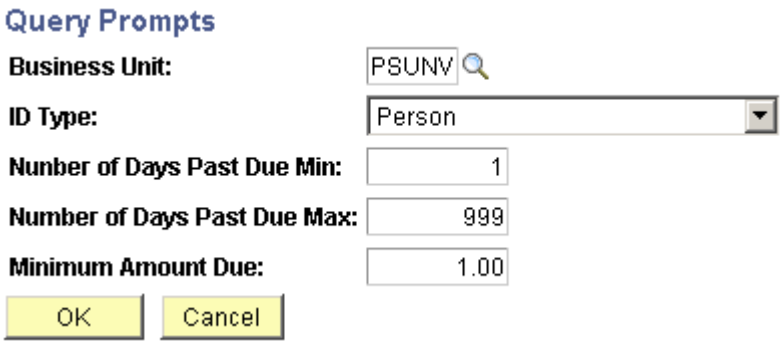
This example illustrates the fields and controls on the 3C Engine Parameters page. You can find definitions for the fields and controls later on this page.



Select the SSF_POP_3CENGINE_SFBI query

In the **Population Selection group box,** select **Edit Prompts** to access the Query Prompts page.

This example illustrates the fields and controls on the Query Prompts page. You can find definitions for the fields and controls later on this page.

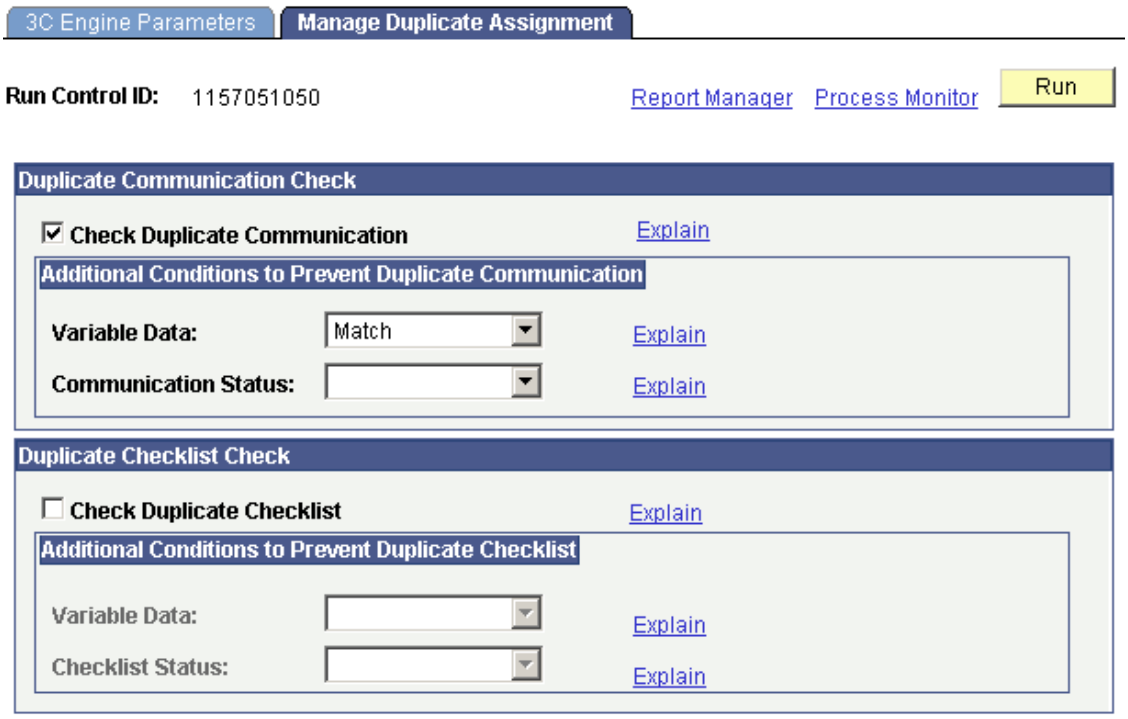


Defining Manage Duplicate Assignment

Access the Manage Duplicate Assignment page (**Campus Community**, and then **3C Engine**, and then **Run 3C Engine**, and then **Manage Duplicate Assignment**).

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This example illustrates the fields and controls on the Manage Duplicate Assignment page. You can find definitions for the fields and controls later on this page.



Check Duplicate Communication

Select the **Check Duplicate Communication** check box.

In the **Variable Data** field within the **Additional Conditions to Prevent Duplicate Communication** group box, select Match.

Click Run to run the process.

Reviewing the Generated Communication

Access the Person Communication page (**Campus Community**, and then **Communications**, and then **Person Communications**, and then **Communication Management**).

Note the **Communication Completed** check box is not selected.

Setting Up Process Parameters

Access the Process Parameters page (**Campus Community**, and then **Communications**, and then **Communication Generation**, and then **Process Parameters**).

Output Settings

In the **Missing Critical Data** group box, select the **Produce Communication** check box and the **Complete Communication** check box.

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Reviewing Communication

Access the Person Communication page (**Campus Community**, and then **Communications**, and then **Person Communications**, and then **Communication Management**).

Note the **Communication Completed** check box is selected.

Click **View Generated Communication** to view the reminder letter.

Access the Reminder Letter for Global Invoicing.

This example illustrates the fields and controls on the Reminder Letter for Global Invoicing. You can find definitions for the fields and controls later on this page.

(University Name & Address Here)
University Name
Remittance Address Line 1
Remittance Address Line 2
City, State ZipCode

September 8, 2006

1444 Ventura Blvd
Encino, CA 91436

RE: Invoice ***EUROFARM05600000000005***

This letter is to remind you that we have not received payment for invoice ***EUROFARM05600000000005***. Payment in full for this invoice was due on 2006-05-20. This payment is now 111 days past due.
Amount Due Now: $4,202.00

Always at your service,

PS University Bursar's Office

----------(detach and return with payment)----------

Invoice:	EUROFARM05600000000005	**Amount Due Now:**	**$4,202.00**
		Due Date:	2006-05-20
If the amount due now is not paid by the stated due date, a penalty charge will be assessed, and a hold placed on your records and campus services. Partial payments will be applied to the previous balance and mandatory fees first.		**Credit Card No.:**	[ ][ ][ ][ ]
Mail to:	(enter remittance address here) *Remittance Address Line 1* ***Remittance Address Line 2*** *City, State ZipCode*	**Expiration Date:**	mo: ____ yr: ____
		Signature:	_____

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PeopleSoft Student Financials Reports

PeopleSoft Student Financials Reports: A to Z

These tables list the Student Financials reports, sorted by report ID.

See the product documentation for *PeopleTools: Process Scheduler*.

Operational Reports: A to Z

Report ID and Report Name	Description	Navigation	Run Control Page
SF707 Group Summary Report	Group posting summary report of student financial system. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Group Summary**	RUNCTL_SF707
SF708 Fee Calculation Errors Report	This report lists all error messages for a batch ID. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Tuition Calc Error Report**	RUNCTL_SF708
SF726 Daily Activity	Summary of daily posting activity, by Item type Code. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Charges and Payments**, and then **Posting Reports**, and then **Daily Activity**	RUNCTL_SF726
SF728 Enrollment Cancellation Report	This report lists all students who have been processed for enrollment cancellation for term or class cancellations. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Tuition and Fees**, and then **Cancellation**, and then **Report Cancellation**	RUNCTL_SF728
SF732 Refund Customers Rpt	This report lists information on individual refunds. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Refunds**, and then **Reports**, and then **Individual Refunds**	RUNCTL_SF732

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Report ID and Report Name	Description	Navigation	Run Control Page
SF750 Receipts per Business Day	This report lists all information about receipts processed on a specific business date in cashiering. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **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. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Cashiering**, and then **Balance by Business Day**, and then **Receipts By Number Summary**	RUNCTL_SF750R
SF756 Group Detail Report	Group posting detail report. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Group Detail**	RUNCTL_SF707
SF814 Third Party Contract	This report lists third party contracts. Reporting Tool: Oracle BI Publisher	**Student Financials** , and then **Payment Plans** , and then **Third Party Contract** , and then **Third Party Contract Report**	RUNCTL_SF814
SF815E Trial Bal by Acct (Eff Dt)	This report lists the trial balance by account by item effective date. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Account**	RUNCTL_SF815
SF815P Trial Bal by Acct (Post Date)	This report lists trial balances by account by posted date. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Account**	RUNCTL_SF815
SF816E Trial Bal by Stud Itm (Eff Dt)	Trial balance by student item (item effective date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Student Item**	RUNCTL_SF815
SF816P Trial Bal by Stud Itm (Pst Dt)	Trial balance by student item (post date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Student Item**	RUNCTL_SF815
SF817E Trial Bal by Student (Eff Dt)	Trial balance by student (item effective date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Student**	RUNCTL_SF815

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Report ID and Report Name	Description	Navigation	Run Control Page
SF817P Trial Bal by Student (Post Dt)	Trial balance by student (post date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Student**	RUNCTL_SF815
SF818E Trl Bal Corp by Acct (Eff Dt)	Trial balance corporation by account (item effective date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Corporate Account**	RUNCTL_SF815
SF818P Trl Bal Corp by Acct (Pst Dt)	Trial balance organization by account (post date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Corporate Account**	RUNCTL_SF815
SF819E Trial Bal by Corp Itm (Eff Dt)	Trial balance by corporation item (item effective date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Corporate Item**	RUNCTL_SF815
SF819P Trial Bal by Corp Itm (Pst Dt)	Trial balance by corporation item (post date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Corporate Item**	RUNCTL_SF815
SF820E Trial Bal by Corp (Eff Date)	Trial balance by corporation (item effective date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Corporation**	RUNCTL_SF815
SF820P Trial Bal by Corp (Post Date)	Trial balance by corporation (post date). Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **GL Interface**, and then **Trial Balance Reports**, and then **By Corporation**	RUNCTL_SF815
SF822 Credit History for One Student	Credit history for one student, for a specified business unit and effective date. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Collections**, and then **Credit History**, and then **One Customer Report**	RUNCTL_SF822
SF828 Open Refunds	Open refunds, sorted by student name. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Refunds**, and then **Reports**, and then **Open Refunds**	RUNCTL_SF828

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Report ID and Report Name	Description	Navigation	Run Control Page
SF829 Refunds by Date	This report lists all refunds processed for a certain date. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Refunds**, and then **Reports**, and then **Refunds by Date**	RUNCTL_SF829
SF847 Group Post Suspended Report	Detailed list of transactions that have not been posted through the Group Post process. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Group Post — Suspended**	RUNCTL_SF847
SF853 Batch Refund	This report lists all refunds processed within a specified Batch ID. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Report Batch Refunds**	RUNCTL_SF853
SF854 Batch Refund Messages	This report lists all error or warning messages encountered during a specified Batch ID. Reporting Tool: Oracle BI Publisher	**Student Financials**, and then **Refunds**, and then **Process Batch Refunds**, and then **Report Batch Messages**	RUNCTL_SF854
SF1098RP Print 1098-T Forms	This process prints 1098-T forms and creates electronic transmission files. Reporting Tool: SQR	**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **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. Reporting Tool: SQR	**Student Financials**, and then **Taxes**, and then **Tax Reports**, and then **1098–T Audit Report**	RUNCTL_SF_SF1098VP

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Report ID and Report Name	Description	Navigation	Run Control Page
SFBILLIV Print Non-Extract File Invoice	This report generates bills for printing. (XML Publisher) (SQR) Reporting Tools: SQR, BI Publisher	• **Student Financials**, and then **Bill Customers**, and then **Student Bills**, and then **Print Invoice** • **Student Financials**, and then **Bill Customers**, and then **Corporate Bills**, and then **Print Invoice**	RUN_CNTL_PBILL RUN_CNTL_PBILL_ORG
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. Reporting Tool: SQR	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Purge Posting Table**	RUN_CNTL_SFBKPOST
SFCALTUI Tuition Residency Calculation	This report lists all students for whom tuition residency calculation has been processed. Reporting Tool: SQR	**Student Financials**, and then **Tuition and Fees**, and then **Calculate Batch Tuition**, and then **Calculate Terms in Residency**	RUNCTL_CALC_TUIT_R
SFCOLLEC Collections	This report lists each student or corporation that has been assigned to collections. This includes the past due categories and amounts. Reporting Tool: SQR	**Student Financials**, and then **Collections**, and then **Process Collections**	RUNCTL_COLLECT_SF
SFCOLLTR Collections Dunning Letter	This is a process that creates communication records in PeopleSoft Campus Community for each collection letter requiring generation. Reporting Tool: SQR	**Student Financials**, and then **Collections**, and then **Letter Generation**, and then **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. Reporting Tool: SQR	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **Tuition and Fees**, and then **Copy Term Fees**	RUNCTL_SFCPTMFE

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Report ID and Report Name	Description	Navigation	Run Control Page
SFDONAT Generate Donation Receipts	This program generates the information for receipts for donations received by Universities from third parties. Reporting Tool: SQR	**Student Financials**, and then **Taxes**, and then **Generate Donation Receipts**	RUN_PARM_DONAT
SFGLVAL1 Invalid GL Interface Chartfield Report	Lists invalid chartfields in SF targets, tenders, class/course fees and item types by term. Reporting Tool: SQR	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **ChartField Validation**	RUNCTL_SFGLVAL1
SFGT2202 SF Generate T2202 Data	Generates T2202A data in preparation for printing T2202A forms. Reporting Tool: SQR	**Student Financials**, and then **Taxes**, and then **Generate T2202A**	RUNCTL_SF_SFGT2202
SFJT2202 Process T2202A Report File	This process generates the T2202A information. It either updates the tables in preparation for printing, or generates a report for review. Reporting Tool: SQR	**Student Financials**, and then **Taxes**, and then **Create T2202A Extract File**	RUNCTL_SF_SFJT2202
SFLOCKIN Lock In Tuition and Fees	This report lists students who have had their tuition locked in. Reporting Tool: SQR	**Student Financials**, and then **Tuition and Fees**, and then **Process Tuition Lock In**	RUNCTL_LCK_IN_TUIT
SFPENRDP SF Enrollment Deposits	Creates and releases service indicators based on student payment of enrollment deposits. Reporting Tool: SQR	**Student Financials**, and then **Charges and Payments**, and then **Enrollment Deposits**	RUNCTL_ENRL_DPST RUNCTL_ENRL_DPST2
SFPR2202 Print T2202A Tax Forms	This process prints T2202A tax forms. Reporting Tool: SQR	**Student Financials**, and then **Taxes**, and then **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. Reporting Tool: SQR	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **External Files**	RUNCTL_SFGPLOAD

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Report ID and Report Name	Description	Navigation	Run Control Page
SFRCRCPT Print Receipt	This program prints student payment/ department receipts. It generates income tax receipts for students enrolled in non degree courses (Canadian). Reporting Tool: SQR	**Student Financials**, and then **Taxes**, and then **Generate Tax Receipts**	RUNCTL_SFRECEPT
SFRSCVW SF Load Security Views	Listing of table views used in SF security. Reporting Tool: SQR	**Set Up SACR**, and then **Security**, and then **Secure Student Financials**, and then **Process**, and then **Set Security**	RUNCTL_SFSCRTY
SFRVRGRP Group Reversal	Used to reverse a group after it has been posted. Reporting Tool: SQR	**Student Financials**, and then **Charges and Payments**, and then **Group Processing**, and then **Reverse Groups**	RUNCTL_SFRVRGRP
SFTBLVAL Table Validation Report	This process reports on, and/or corrects any referential integrity issues within SF tables. Reporting Tool: SQR	**Student Financials**, and then **Charges and Payments**, and then **Validate Tables**	RUN_CNTL_SFTBLVAL
SFTRMCPY Copy Term Session	This process copies chartfield information by Item Type Classification from one Term to another. Reporting Tool: SQR	**Set Up SACR**, and then **Product Related**, and then **Student Financials**, and then **General Ledger Interface**, and then **Copy Term**	RUNCTL_SFGL_FEE
SFWRTOFF Batch Write off	Detailed listing of accounts flagged to be written off. Reporting Tool: SQR	**Student Financials**, and then **Collections**, and then **Write Offs**, and then **Run Write-off Process**	RUNCTL_WRITE_OFF

Setup Table Reports: A to Z

Report ID and Report Name	Description	Navigation
SF701 Term Fees Table	This report lists all information from the Term Fees Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF703 Class Fees Report	This report lists all information from the Class Fees Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF704 Course Fees Report	This report lists all information from the Course Fees Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**

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Report ID and Report Name	Description	Navigation
SF705 Course Rates Table	This report lists all information from the Course Rates Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF712 Billing and Due Calendars	This report lists all information from the Billing and Due Calendars Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF713 Keyword Table	This report lists all information in the Keyword Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF714 Account Type Table	Detailed setup report of the institution's SF account types.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF717 Fee Class Table	This report lists all information in the Fee Class Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF730 Selection Criteria	This report lists information in the Criteria Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF773 Application Fee	List of application fee codes with subfees for each term.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF774A Course List	This report contains the Course List Details.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF774B Course List Fees	This report lists all information from the Course List Fee and Course List Subfee Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF775 Deposit Fees	This report lists all information from the Deposit Fee Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF776 Minimum Maximum Fee	This lists all information on the Minimum Maximum Fee Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF777 Optional Fee Table	This report lists all values in the Optional Fee Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF778 Optional Fee Term	This report lists all valid values in the Optional Fees per Term Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF779 Transaction Fees	This report lists all information on the Transaction Fee Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF779 Transaction Fee Table	Transaction Fee Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**
SF780 Calc Control Table	List of careers in use for each term and the parameters (auto calc tuition/waivers, term and transaction wash periods).	**Reporting Tools**, and then **Query**, and then **Query Manager**

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Report ID and Report Name	Description	Navigation
SF781 Waiver Table	This report lists all information on the Waiver Table.	**Reporting Tools**, and then **Query**, and then **Query Manager**

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