PowerCAMPUS Billing
User Guide

SUNGARD HIGHER EDUCATION

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Think Before You Print.

PowerCAMPUS Billing 7.3 User Guide

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1 Introduction to Billing

The Billing Setflow, available from the Setflow pull-down menu of the Main Menu Bar and as an icon on the Quick Launcher window, is designed to assist in tracking, maintaining, processing and reporting on student financial information. The information is broken down into a number of workflows containing various data sheets and data entry windows for maintaining specific information.

> **Note**
>
> To help tailor the system to your institutional policy, first perform the setups located in this setflow, by selecting Tools: Setup on the Main Menu Bar.

- Checklist - used to manage daily activities in the form of scheduled actions. For more information, see *Checklists in Action Scheduling*.

- Master Calendar - used to assist in the scheduling of events, including courses, meetings, office hours, etc., at your institution. For more information, see *Overview of Master Calendar in Master Scheduler*.

- Academic Calendar - used to assist in the planning and scheduling of tasks within an academic session.

- Discounts - used to allow setup, application and tracking of discounts for registration.

- Chart of Accounts - used to set up all of the accounts used by your Billing and Cash Receipts systems.

- People Billing - used to edit charge/credits and view overall financial information for students, including current balance, charge/credit history and statement history.

- Organization Billing - used to edit charge/credits and view overall financial information for organizations, including current balance, charge/credit history and statement history.

- Billing Processing - used to run any of the processes in the Billing system, including establishing the institution's billing policies, assessing student tuition and fees, and posting to the General Ledger Journal.

- Payment Plan - used to set up student payment plans for all or a portion of a student's current balance or expected charges.

- People - used to track all people on the system, including inquiries, applicants, students, alumni, counselors, advisors, and faculty. For more information, see *People in People/Organizations*.

- Organizations - used to track all organizations on the system, excluding institutions. For more information, see *Organizations in People/Organizations*.

- Record Maintenance - used to delete people/organizations from the system, change or merge Id numbers, change data in the PowerCAMPUS application tables, etc. For more information, see *Record Maintenance in Record Maintenance*.

- Reports - used to view or print all of the reports available within this setflow.

- Mail Merge Processing - used to perform mail merges. For more information, see *Mail Merge Processing in Action Scheduling*.

Note

The Billing Setflow works closely with the Academic Records Setflow, as information in Academic Records may determine how a student is billed.

Students can also be billed using the Registration Workflow in the Academic Records Setflow. For more information, see *Billing and Cash Receipts for Continuing Education* in *Academic Records*.

Each of these workflows track specific information held in data tables. Some of these tables may be updated in the Billing Setflow only, while others will be updated across a number of setflows. For example, the PaymentPlan table holds information on all payment plans and may be created and/or edited only from the Billing Setflow. The People table includes all individuals with whom your institution has contact. This table can be updated from the Admissions, Academic Records, Billing, Cash Receipts, and Advancement Setflows.

Note

The specific tables being updated will be listed as a part of the documentation.

Other processes and sequences

For more information about other processes and the sequence in which to run all of the processes in the PowerCAMPUS Billing system, see the following:

- Understanding Assessments

- Understanding which Year/Term/Sessions are available for assessments and Charge/Credit and cash receipt entry

- Understanding Sponsor Billing

- Understanding Student Payment Assistance Programs

- Understanding the PowerFAIDS Components

- Year/Term Checklist (see "Designing Assessment and Tuition Adjustment Rules")

📋 Note

The Year/Term Checklist is very useful. It will show you what needs to be done before the academic year/term begins and during the academic year/term.
■

- Importing Charge/Credits (see "Other Processing")

- Importing Aid from PowerFAIDS (see "Other Processing")

- Issuing Statements (see "Other Processing")

- Reconciling to the General Ledger Journal (see "Other Processing")

- Fiscal Year End Checklist (see "Designing Assessment and Tuition Adjustment Rules")

Tables Updated and What If sections are available to guide you in properly running the system and answering many of the questions that may arise.

An "Designing Assessment and Tuition Adjustment Rules" section is available to give you additional information in the form of charts, templates, etc.

2 Tools

The following items are available from the Tools pull-down menu of the Main Menu Bar.

- Setup
- Code Tables
- Action Definition
- Action Rule Setup
- Action Rule Regen
- Script Setup (Admissions Setflow only)
- Zip Codes
- Vista

- Report Viewer
- Magic Easel (System Administrator Setflow only)
- Clock
- Who Am I
- Change Password
- Modules (System Administrator Setflow only)
- Current Users (System Administrator Setflow only)

Setup

The setups listed below allow you to establish various defaults according to institutional policies. These defaults will be used throughout the system for ease of processing.

Note

This information should be established prior to entering information using the Billing Setflow.

The categories available for establishing setups are listed below:

- Billing
- Billing Level
- Financial Aid Mapping
- Payment Plan Contract
- Taxpayers Relief Act

Billing Level

This setup allows you to determine at what level, Term or Session, each record in the Academic Calendar should be billed.

The Billing Level window displays the academic calendar list in descending sort order. The academic year/term/sessions that display here will default to the Term billing level. You can change the Billing Level to Session, if necessary, but there are some validations that must be passed before the billing level can be changed:

- If there are assessment rules that are created at the term level, then at least one year/term/session for each year/term must be billed at the term level.

- If an academic calendar record is changed from Term to Session and there is at least one year/term billed at the term level, and there are no section fee assessment rules, and charge/credit records exist, the system will warn you that by changing the billing level, any adjustments that exist may be changed the next time assessment (individual or global) is run.

📝 **Note**

> If there are any section fee assessment rules created for a year/term, then you cannot change the Billing Level on the corresponding academic calendar record from Term to Session. ∎

- If an academic calendar record is changed from Session to Term and charge/credit records exist, the system will warn you that you cannot change the billing level.

💡 **Tip**

> The Billing Level setup is used in conjunction with the Billing setup in order to determine which year/terms and which year/term/sessions are available for assessment. A list of selected year/terms is gathered from the Billing setup and then merged with all of the sessions, selected to assess at the session level, from the Billing Level setup. The result is a list of year/terms and year/term/sessions which are valid for assessment. For more information see, "Understanding which Year/Term/Sessions are available for assessments and Charge/Credit and cash receipt entry". ∎

Data entered here is stored in the *BillingLevel* table.

Billing

This setup allows you to establish the default academic year/terms, academic information and fiscal information to be used during billing.

The Academic Year/Term window displays the academic calendar list in descending sort order. The academic year/term(s) selected here will default on all windows within the Billing Setflow that allow you to create charge/credits. These windows currently include: Global Assessment, Miscellaneous Assessment, and the Register and Chrg/Crd windows of the People Billing Workflow. You can select or deselect the academic year/term(s).

The Academic window prompts you to indicate if your academic year changes with the calendar year. If it does, you need to indicate the first term in your academic year on this window. For example, assume the 2000 academic year consists of 2000 Fall, 2001 Spring and 2001 Summer. The 2001 academic year would start with the academic calendar of 2001 Fall. In this example, Fall would be the first term in your academic year.

This setting populates the True_Academic_Year column in the AcademicCalendar table, which in turn populates the True_Academic_Year column in the ChargeCredit table based upon the academic year/term of the charge/credit record. For more information, see Academic Calendar. This information is also used when calculating academic year and previous balances and for rolling residency information forward within the academic year. Therefore, it is very important to complete this setting prior to creating the academic calendar, entering residency information or assessing charges.

📑 **Note**

You will need to complete this setup prior to entering residency information or assessing charges. For more information, see"Academic Calendar". ■

The Fiscal window information is necessary when calculating previous balances or deleting a person from the system.

Data entered here is stored in the *ABT_Settings* table, the *AcademicCalendar* table, and the *setupbil.ini* file in your INI file directory.

Payment plan contract

This setup is available for institutions that will offer internal payment plans. This setup should be used to print a payment plan contract form when a payment plan is created for a student.

The Contract Message window offers the option to print a signature line if you want the student to sign the payment plan contract. In addition, you can enter a message here that will print at the end of the payment plan contract.

The Contract Address window allows you to print the student's mailing address if the contract is to be mailed. The contract can be mailed in a standard window envelope. If you

select to print the student's mailing address, you can also select to print the return address of the institution.

Data entered here is stored in the *ABT_Settings* table.

Taxpayer Relief Act

This setup allows you to select the calculation method that will be used to perform the calculations used to produce 1098-T forms.

The Taxpayer Relief Act window displays the two methods you have to choose from and provides a brief description of each. Select the radio button for the method you wish to use, either the Traditional Method or the Term Net Method. The system will default to the Traditional Method.

Traditional Method

The Traditional Method of calculating amounts for the 1098-T form sums the charges (positive or negative) for all academic periods falling within the selected tax year together. Charges entered in the selected tax year for an academic term prior to the tax year are counted as adjustments.

Term Net Method

The Term Net Method of calculating amounts for the 1098-T form treats charges/credits in the first three months of the tax year differently. It totals separate amounts for each different term that is associated with an entry made during the first three months of the year (01/01/xx-03/31/xx). If the sum of any specific term is positive, it will be added the Qualified Tuition and Related Expenses (Box 2) amount. If the sum of any specific term is negative, it will be added to the Adjustments made for a Prior Year (Box 4).

Code tables

Available from any setflow, the Code Tables tool enables you to create and edit code table values. These values will then be available throughout the system in drop down list boxes. For more information, see *Introduction to Code Tables in Code Tables*.

The list of code tables that displays depends upon the setflow through which you are accessing this tool. For example, the Record Type code table will only display in the System Administrator Setflow. The Journal Source code table will only display in the System Administrator, Billing and Cash Receipts Setflows. The Status (Inquiry) code table will only display in the System Administrator and Admissions Setflows. For more information, see *Code Tables by Office*.

Code tables for Billing

Action Status	Economic Rating	Response to Contacts
Action Type	Fiscal Period	Section Fee Group
Address Type	Food Plan	Session
Affiliation	Journal Source	Sponsor Status
Attributes	Mailing Type	Sponsor Type
Balance Type	Note Type	State
Cancel Action Reason	Office	Statement Message
Charge/Credit (Code)	Organization Phone Type	Statement Type
Communications Type	Payment Plan	Stop List Reasons
Contact	Person Phone Type	Suffix
Country	Population	Summary Type
County	Prefix	Term
Credit Card Type	Rating	Tuition Exemption
Credit Type (Academic)	Reason for No Contact	Tuition Plan
Discount Type	Registration Method	Tuition Range
Dorm Plan	Residency Months	Waived Reason

Action definition

Available from any setflow, the Action Definition tool provides the ability to set up a variety of actions, including letters, phone calls and missing requirements that can then be assigned to any person on the system. The Action window will appear once New (**File: New**, **Ctrl + N**, **or Tool Bar - New**) or Open (**File: Open**, **Ctrl + O**, **or Tool Bar - Open**) is selected, or an action is selected from the main sheet. The Mail Merge tab will only be available if the type of action created or opened is a letter. For more information, see *Action Definition in Action Scheduling*.

The Action report becomes available by selecting the Reports command button from this window. Print the Action report in order to get a listing of all actions.

Charge/Credit

The Charge/Credit mailing list serves as a data source for any person or organization that has received charges, credits, financial aid or cash receipts. This mailing list enables you to filter on charge/credit information such as charge/credit description and charge/credit amount, in addition to address and mailing information. Use this mailing list when you want to send letters to all people/organizations as a result of specific charge/credit codes assessed to their accounts. For example, when you need to notify all students of a change in tuition charge or the assessment of a late fee, use the Charge/Credit mailing list.

You may also use this mailing list to generate batch cash receipts. For example, you could create a cash receipt code for those receipts issued at the window for people/organizations

that pay in person and a code for receipts that you wish to mail in bulk for payments received in the mail. You can create your receipt in Microsoft Word and run a mail merge each day or once per week to issue receipts.

📒 **Note**

The Receipt Number field is not currently functional.

💡 **Tip**

You may use this mailing list to generate email actions to a particular group of people or organizations. For example, the bursar may wish to send out an email notifying all people or organizations of the assessment of a late fee.

Action rule setup

Available from any setflow, the Action Rule Setup tool provides the ability to define action rules that will trigger the automatic creation of scheduled actions. Any actions that have been defined on the Action Definition sheet can be used in the Action Rule Setup. For more information, see *Action Rules in Action Scheduling*.

Action rule regen

Available from any setflow, the Action Rule Regen tool adds the rules created in Action Rule Setup to the database so that they can take effect.

This tool is used in conjunction with Action Rule Setup as a two-step process of creating action rules. For more information, see *Action Rules in Action Scheduling*.

Zip codes

Available from any setflow, the Zip Codes tool is used to enter zip code information for various cities and states.

Zip Code

This window allows for the creation of new zip codes for specific cities. The City, State, County and/or Country fields entered here, if any, will automatically default whenever a Zip Code is entered on the Address window of any workflow. This reduces the data entry necessary.

The Zip Code (Display) is used for display on reports only.

💡 **Tip**

You may associate multiple cities or counties with the same zip code and multiple zip codes with the same city or county. The first in alphabetical

order will default when a zip code with multiple cities or counties is entered on the Address window.

📓 **Note**

> Do not associate United States as the Country if the zip code is within the United States. If United States is associated, United States will display and print on mailings handled in the Mail Merge Processing Workflow. When setting up your form documents, you will then need to add logic using the If…Then…Else option, available from the Insert Word Field button in MS Word, in order to suppress the country for domestic addresses. For more information, see the documentation for Microsoft Word.

📓 **Note**

> If you use the NSC process then you should not enter dashes when entering 9 digit zip codes.

Data entered here is stored in the *ZipCode* table.

Vista

Vista Reports

Available from any setflow, the Vista Reports tool enables you to create statistical reports for your institution. You can create a report based on any information in the system. You will receive step-by-step instructions on printing the appropriate enrollment reports for IPEDS, as well as creating unique statistical reports for any purpose. For more information, see *Vista Reports in Vista.*

Vista Views

Available from any setflow, the Vista Views tool enables you to create and edit custom views for use in Vista Reports. You can select the tables and columns that you wish to include in a view or copy system-defined views and customize them to fit your institution's specific needs. For more information, see *Vista Views in Vista*.

Report viewer

Available from any setflow, the Report Viewer tool allows you to open a previously saved Powersoft report (*.psr) for viewing or printing. Reports can be saved as Powersoft reports from the Reports Workflow by selecting the Save button after a report is shown or printed. For more information, see *Using Report Viewer in User Introduction*.

Clock

Available from any setflow, the Clock tool displays the system clock (date and time) while you are working in PowerCAMPUS.

Who am i

Available from any setflow, the Who Am I tool displays the Operator Id, Name, and the last logon date and time of the person currently logged into the PowerCAMPUS system.

Change password

Available from any setflow, the Change Password tool allows you to change your PowerCAMPUS passwords. Once a new password has been saved, you will need to enter that password the next time you log into PowerCAMPUS or your login attempt will be denied.

3   Search

There are a number of searches accessible in the Billing Setflow. They are available from the Search pull-down menu of the Main Menu Bar. These searches provide a quick view of specific information by allowing the filtering of data.

The searches also aid in data entry, since the information can be sent directly from the search window to the window on which you are currently working. This can be done by double clicking on the record, dragging and dropping the record, or highlighting the record and selecting Select.

- Chart of Accounts

- Organizations

- People

- Sections

- Zip Code

💡 **Tip**

> Searches are available to those who have at least *Read rights* for the window on which the search is used. For more information, see *Establishing Security in System Administrator*.   ■

Chart of Accounts

The Chart of Accounts search allows viewing of all accounts listed in the Chart of Accounts Workflow. You may enter the account's general ledger account Id (GL Account), Name, or any combination of these in order to filter through the system's records. The search results will include additional information about each account. This search can be used when setting up the Charge/Credit code table. For more information about this code table, see *Charge/Credit (Code) in Code Tables*.

Organizations

The Organizations search allows viewing of every organization entered on the system. This search will display all organizations, regardless of how they have been entered, including institutions, insurance companies, vendors and publications. You may enter the organization's Id, Identifier Code, Name, Sort Name, or any combination of these in order to filter through the system's records. The search results will include additional

information about each organization. This search can be used throughout the system to locate an organization's name or Id.

People

The People search allows viewing of every person that has been entered on the system, including students, faculty, applicants, etc. You may enter the person's Id, Last Name, First Name, Government Id, or any combination of these in order to filter through the system's records. The search results will include additional information about each person. This search can be used throughout the system to locate a person's name or Id.

📓 **Note**

> You may also search for an individual by his former name if Search on Former Names is selected. Only individuals with name changes recorded on the system will display. ∎

Zip Code

The Zip Code search allows viewing of zip code information. You may enter the Zipcode, City, State, County, Country or any combination of these in order to filter through the system's records. This search can be used when entering address information.

📓 **Note**

> On the Address window of any workflow, entering the Zip Code will automatically default the City, County and State. ∎

4 Processes and Sequences

This chapter describes the other processes and the sequence in which to run all of the processes in the PowerCAMPUS Billing system. The following are discussed in detail:

- "Understanding assessments"

- "Understanding sponser billing"

- "Understanding student payment assistance programs"

- "Understanding the PowerFAIDS components"

- "Understanding which Year/Term/Sessions are available for assessments and Charge/Credit and cash receipt entry"

Understanding assessments

PowerCAMPUS enables you to easily assess tuition and fees for students and sponsors, as well as assess various other charges, such as room rental fees, to various people and organizations. There are four different kinds of assessments in PowerCAMPUS: individual assessment, global assessment, manual assessment and miscellaneous assessment. The individual and global assessments are used to assess the standard tuition and fees for students and/or sponsors and both use the assessment rules, which include section fees, and tuition adjustment policies to determine which charges or credits should be applied or adjusted. Manual and miscellaneous assessments are used to make changes to a student's, sponsor's or non-sponsoring person/organization's account, or apply miscellaneous charges such as library or parking fines, and neither use assessment rules nor tuition adjustment policies.

📝 **Note**

> The Block Registration process, Drop Course Process, Prerequisite Check, Student Withdrawal Process, and the cancellation of a section using the Sections Workflow also perform assessments using the assessment rules. You have the ability to determine whether the assessment is run automatically or not and what type of assessment is run. For more information, see *Academic Process Assessment Settings setup in Academic Records*.
>
> All assessments that use assessment rules, such as individual and global assessments, also take into account any discounts to be applied for courses with section fees and any agreements that may have been set up for a student who has a sponsor.

In addition to the four different kinds of assessments in PowerCAMPUS, there are three types of assessments that can be run within the individual and global assessments. The three types of assessments that can be run for individual and global assessments are All Term, Term Only and Session assessments. Furthermore, individual and global assessments use assessment rules and there are three levels of assessment rules as well, Overall Term, Term and Session levels.

- The All Term assessment type run an assessment for the selected year/term and for the selected group of students for assessment rules created at the Overall Term, Term and Session levels.

- The Term Only assessment type run an assessment for the selected year/term and for the selected group of students for assessment rules created at the Term level only.

- The Session assessment type run an assessment for the selected year/term/session (or sessions) and for the selected group of students for assessment rules created at the Session level only.

📝 **Note**

> For more information about the levels for assessment rules, see "Assessment Rules Setup". ■

Individual assessment allows you to assess tuition and fees to one student at one time. This assessment compares the selected student to each of the assessment rules set up for the year/term or year/term/session selected and assesses the charges based upon the applicable assessment rules and then adjusts the charges based upon applicable tuition adjustment policies, if the student has dropped in credit load. There are two places from which you may perform an individual assessment by selecting the **Assess** button: from the Registration window of the Registration Workflow in the Academic Records Setflow or from the Register window of the People Billing Workflow in the Billing Setflow. For more information, see *Registration in Academic Records or* "People Billing".

📝 **Note**

> If a student is sponsored, charges may also be applied to the sponsor during an individual assessment. ■

Global assessment allows you to assess tuition and fees to many students at one time. The appropriate sponsors, if any, will also be assessed at this time. This assessment compares the selected group of students to each of the assessment rules set up for the year/term or year/term/session selected and assesses the charges based upon the applicable assessment rules and then adjusts the charges based upon applicable tuition adjustment policies, if the student has dropped in credit load. The Global Assessment process is available from the Billing Processing Workflow in the Billing Setflow. For more information, see "Billing Processing".

📝 **Note**

> If a student is sponsored, charges may also be applied to the sponsor during a global assessment.

When a charge/credit record is created by an assessment rule, the Assessed_Flag column in the ChargeCredit table will be set to 'Y' (Yes). This flag indicates that an assessment rule has created this charge/credit record. The assessment process that takes place in individual and global assessments, which uses the assessment rules only, looks for Assessed_Flag = 'Y' (Yes) when deciding whether a charge has already been assessed. If the charge does exist, but the Assessed_Flag = 'N' (No), then the individual and global assessments treat the charge as if it were not assessed. ■

Each assessment serves a specific purpose and you should try to automate as many of your assessments as possible using assessment rules. Those specific scenarios that cannot be automated should be handled using either manual or miscellaneous assessments.

Manual assessment allows you to assess or edit a student's, sponsor's or non-sponsoring person/organization's account to, for example, add a library fine, late payment fee or room rental charge, change the amount of a charge, or void and reverse a charge. For non-sponsors, this assessment can be performed from the Chrg/Crd window of the People Billing or Organization Billing Workflows in the Billing Setflow and the Registration Workflow in the Academic Records Setflow (students only). For sponsors, this assessment can be performed from the Charge/Credits drill down on the Sponsor Agreement window of the People and Organizations Workflows in any setflow other than the System Administrator Setflow. For more information, see *Registration in Academic Records or* "Billing Processing" *or* "Organization Billing" *or Sponsor Agreement in People/ Organizations.*

📋 **Note**

It is very important to understand that, if a charge has been manually assessed, the Assessed_Flag will not be set to 'Y' (Yes), because the charge/credit record was not created by an assessment rule. Therefore, it is imperative that you do not assess charges that are included in the assessment rules using manual assessment; otherwise, the student could be double-billed. ■

Miscellaneous assessment allows you to assess miscellaneous charges or credits to one student or a group of students at one time to, for example, add a graduation fee for all students who have a particular graduation date. It can also be used to assess miscellaneous charges, such as copy charges or overnight mailing fees, to people or organizations. The Miscellaneous Assessment process is available from the Billing Processing Workflow in the Billing Setflow. For more information, see "Billing Processing".

📋 **Note**

Currently, the Miscellaneous Assessment process can only assess organizations that are manually entered on the Add/Edit Amounts window.

It is very important to understand that, if a charge has been miscellaneously assessed using the Miscellaneous Assessment process, the Assessed_Flag will not be set to 'Y' (Yes), because the charge/credit record was not created by an assessment rule. Therefore, it is imperative

that you do not assess charges that are included in the assessment rules using miscellaneous assessment (unless pre-billing); otherwise, the student could be double-billed.

If you need to assess a charge for a person or an organization that is a sponsor and the charge/credit should be applied to a sponsor agreement, you must enter that charge/credit using the Chrg/Crd drill down on the Sponsor Agreement window of the People or Organizations Workflow. For more information, see *People or Organizations in People/Organizations*.■

Understanding sponser billing

Sponsor billing gives you the ability to associate a sponsor with a student and to bill the sponsor appropriately for the sponsor's portion of the tuition costs. The Sponsor Agreement window, available from both the People and the Organizations Workflows, allows you to set up basic agreement information, including reference numbers, the start and end dates of the agreement, and the status and type of the agreement.

📑 **Note**

> Prior to setting up the sponsor agreement, you must set up status and type values in the Sponsor Status and Sponsor Type code tables. For more information, see *Code Table Descriptions in Code Tables*. ■

You can enter more detailed information about a sponsor agreement on any of the available drill downs. For more information about the Sponsor Agreement window and its drill downs, see *People or Organizations in People/Organizations*.

Once you have set up the agreement, you can determine if this agreement will restrict the students and/or sections that can be linked to it.

If both the **Students** and **Sections** drill downs are left blank, then the agreement does not restrict the students and/or the sections that are being linked to it during registration outside of the year/term(s) that are approved for the agreement.

If either the **Students** drill down or the **Sections** drill down has at least one record entered, then the agreement restricts the student and/or sections that are being linked to it. Only the students and/or sections listed on the respective drill down will be allowed to be linked to the agreement. For more information, see *Sponsor Agreement in People/Organizations*.

📑 **Note**

> If the agreement restricts the students that can register against it, in order to be covered by a specific agreement, students must be added to that agreement prior to registration. This can be done using the **Students** drill down on the Sponsor Agreement window. If the agreement does not restrict the students that can register against it, then the **Students** drill down must remain blank and any student can register and be linked to the

agreement on the Detail window of the Registration Workflow. For more information, see *Registration in Academic Records*. ◾

📋 **Note**

If the agreement restricts the sections that can be covered by it, in order to be covered by a specific agreement, sections must be added to that agreement prior to registration. This can be done using the **Sections** drill down on the Sponsor Agreement window. If the agreement does not restrict the sections that can be covered by it, then the Sections drill down must remain blank and students can register for any section and be linked to the agreement on the Detail window of the Registration Workflow. For more information, see *Registration in Academic Records*. ◾

📋 **Note**

Any information can be overridden in the Registration Workflow. For example, if the year/term of the course is not covered by the agreement or if the student is not covered by the agreement, if necessary this validation can be overridden or if the course is not covered by the agreement or if and/or logic is used and is not met, these validations can be overridden, if necessary.

The only validation that cannot be overridden is if the agreement itself does not allow registration, which is defined in the Sponsor Status code table. For more information, see *Code Table Descriptions in Code Tables*. ◾

💡 **Tip**

When viewing students to agreements on the Detail window, make sure that you are viewing the detail for the appropriate sponsored course. ◾

Once you have set up the sponsor agreements, students may now register for courses and be covered under the sponsor agreements. Sponsor agreements that are restrictive of the students that may register against them, will automatically be assigned during registration. For example, if a student has been linked to a sponsor agreement on the **Students** drill down on the Sponsor Agreement window, upon registering, the courses that are covered for the applicable year/terms will be assigned the sponsor agreement number. However, this information can be changed and even protected on the Detail window in the Registration Workflow, if necessary.

In scenarios where the student may be linked to multiple agreements for the same sponsor, the system will select the first agreement number it finds that is applicable. In scenarios where the student may be linked to multiple sponsors, the student can rank their sponsors in respect to which sponsor should be used before another. This information is entered by the administrator maintaining sponsor agreements on the Sponsor Ranking window in the Students Workflow. During registration, the system will select the lowest ranked sponsor. However, this information can also be changed and even protected on the Detail window in the Registration Workflow, if necessary. For more information, see *Students in Academic Records*.

Specific changes to sponsor agreements will also automatically update the sponsor agreement number on TranscriptDetail records. The following changes will trigger an automatic assignment or automatic removal of a sponsor agreement number, unless the **Agreement #** field on the Detail window in Registration is protected:

📝 **Note**

> There is only one circumstance where the system will change a sponsor agreement number on a course from one to another. This would only occur for changes made in the Registration Workflow. For example, assume a student is eligible for multiple sponsor agreements and is currently registered for a course and the system defaults the lowest ranked agreement number on the course. If for some reason a higher ranked agreement number is selected and the information is not protected, then the next time changes are made in Registration the system will reassign the lowest ranked agreement number on the course.
>
> Under no circumstances will changes made at the agreement level change a sponsor agreement number on a course from one to another. An example where the system would not change a sponsor agreement number on a course from one to another is as follows. For example, assume a student is eligible for multiple sponsor agreements and is currently registered for a course and assigned an agreement number. If for some reason that agreement no longer covers the course and the course is deleted from the agreement, the agreement number will only be removed from the TranscriptDetail record, the system will not reevaluate the other agreements for which the student is eligible and assign a new agreement number.   ■

- If you change the start date or end date for the student on the Students drilldown window then the system will automatically assign or automatically remove the sponsor agreement number. For example, if you end the agreement for the student earlier than expected, then the system remove the sponsor agreement number from the appropriate courses for the year/terms that are no longer covered, as long as the corresponding year/term is still open for Billing (selected in Billing setup).

- If a student is added to an agreement on the Students drilldown window and has already registered for courses, then the system will automatically assign the sponsor agreement number, depending upon the information on the **Sections** drilldown window for the agreement, that the year/term of the course is eligible and as long as there is not another agreement number already assigned or the Protect field on the Detail window in Registration is not selected. For example, if a student is registered for two courses and the student is then added to the sponsor agreement on the Students drilldown window, for an agreement that is not restrictive on which courses can be covered, meaning there are no records on the Sections drilldown window, then the agreement number will be automatically assigned to the two courses, as long as the year/term of the course is eligible. However, if this agreement has records on the **Sections** drilldown window and they were not covered courses, or there is and/or logic in place that requires additional courses, then the agreement number would not be automatically assigned to the courses.

- If a course is added to an agreement on the **Sections** drilldown window, then the system will automatically assign the sponsor agreement number for any eligible students (only those entered on the Students drilldown window) that were registered for the course, as long as the year/term of the course is eligible and as long as there is not another agreement number already assigned or the Protect field on the Detail window in Registration is not selected. For example, if a student is eligible for an agreement (exists on the **Students** drilldown window) and is registered for a course and then the section is added to the sponsor agreement on the **Sections** drilldown window, then the agreement number will be automatically assigned to the course, as long as the year/term of the course is eligible. However, if this agreement has additional records on the **Sections** drilldown window and there is and/or logic in place that requires additional courses, then the agreement number would not be automatically assigned to the course.

- If a course is deleted from an agreement on the **Sections** drilldown window then any eligible students (only those entered on the **Students** drilldown window) that were registered for the course would have the sponsor agreement number automatically removed by the system as long as there is not another agreement number already assigned or the **Protect** field on the Detail window in Registration is not selected. For example, if a student is eligible for an agreement (exists on the Students drilldown window) and is registered for a course and then the section is deleted from the sponsor agreement on the **Sections** drilldown window, then the agreement number will be automatically removed from the course, as long as the **Agreement #** field on the Detail window in Registration is not protected.

The following changes will not cause the automatic assignment or automatic removal of a sponsor agreement number:

- If you change the start date or end date of the overall agreement, you will need to manually reevaluate the registered courses for the students eligible for the agreement.

- If a year/term is added to the agreement, you will need to manually reevaluate the registered courses for the students eligible for the agreement.

- If a year/term is deleted from the agreement, you will need to manually reevaluate the registered courses for the students eligible for the agreement.

Note

Year/terms being deleted cannot exist on the Sections drilldown window. Before a year/term can be deleted from an agreement, you must first delete the courses with the corresponding year/terms from the Sections drilldown window.

- If you delete a student from a sponsor agreement, you will need to manually remove the sponsor agreement number for the appropriate TranscriptDetail records.

- If you change the ranking of sponsor agreement on the Sponsor Ranking window and make no further changes in Registration, such as adding additional courses, dropping existing courses, or changing a waitlisted courses to an Add status. The new ranking order will be used for courses entered going forward. If the ranking is

changed and a change is made in Registration, such as those listed, then if the agreement number if not protected and another agreement number is lower ranked, then the system will change the agreement number for you.

Assessing a student that is being sponsored will have different results, depending upon the way the agreement is set up on the Sponsor Agreement window. For more information about assessing students, see "Understanding assessments".

There are three types of sponsor agreements: pre-negotiated, full coverage and partial coverage agreements. Depending upon the type of sponsor agreement, the following three scenarios may occur when assessing a sponsored student:

- Pre-negotiated Sponsor Agreements
- Full Coverage Sponsor Agreements
- Partial Coverage Sponsor Agreements

Pre-negotiated Sponsor Agreements

A pre-negotiated agreement can be set up where the sponsor pays a specified amount of money paid up front by the sponsor to cover all fees associated with the agreement. This means that regardless of the actual amount that the students would be assessed for the courses in which they enroll, the sponsor will only be manually assessed the pre-negotiated amount.

For example, assume a sponsoring organization approaches your institution and requests that five students enroll in several courses. The sponsor specifies that they will pay only a flat rate of $20,000.00 for those courses. If your institution agrees to the flat $20,000.00 amount, even if the sum of the charge/credits for the courses for which the five students take is more than $20,000.00, then the sponsor will still only be manually assessed $20,000.00 and the five students would not receive any charge/credits. The charge/credits that the students would be assessed if not sponsored would not be applied to the students or to the sponsor.

In this scenario, the **Student Responsible for Charges** checkbox must be deselected using the More drill down for that particular agreement. The **Amount** field should then be filled in with the appropriate sum. The result of an assessment will be that the charges the student would have received are not applied to the student or the sponsor's record.

📝 **Note**

> If the agreement is a pre-negotiated agreement, no charges will be created for the sponsor or the student when the student registers against the sponsor agreement and is assessed. The amount of the agreement must be added manually using the **Charge/Credits** drill down for that particular agreement and then a statement can be generated. ■

Full Coverage Sponsor Agreements

A full coverage agreement can be set up where the sponsor is covering all of the fees for the students, regardless of amount the students received. This means it is not a pre-negotiated amount and the sponsor will be billed for the total charges for the students who register for classes against the agreement. Upon the student registering against the sponsor agreement and being assessed, the assessment process will result in all of the charges the student should be assessed instead being assessed to the sponsor's account and no charges being assessed to the student's account.

For example, assume a sponsoring organization approaches your institution and requests that five students enroll in several courses. The sponsor states they will cover all of the costs incurred for those courses. If the five students register for these courses and are assessed, each of the charge/credit records that the students are assessed would instead be applied to the sponsor's account and the five students would not receive any charge/credits on their accounts.

In this scenario, the **Student Responsible for Charges** checkbox must be deselected using the More drill down for that particular agreement and the **Amount** field must be remain blank. The result of an assessment will be that the charges for which the student is assessed are applied only to the sponsor.

📝 **Note**

> If the agreement is a full coverage agreement, the sponsor will receive all of the charges and no charges will be created for the student when the student registers against the sponsor agreement and is assessed.
>
> In the case of a pre-negotiated and full coverage agreements, the **Student Responsible for Charges** checkbox must be deselected. This will result in the **Fees** drilldown becoming unavailable since it is now not necessary to enter the specific fees the sponsor will cover. ■

Partial Coverage Sponsor Agreements

Finally, it is possible to set up an agreement so that the sponsor is covering only some of the fees or a portion of all or some of the fees and that the student will be responsible for the remainder. This means that the sponsor can designate which fees they will or will not cover and how much of the fee they will cover.

For example, assume a sponsoring organization approaches your institution and requests that five students enroll in several courses. The sponsor specifies that they will cover all of the tuition costs incurred for those courses, half of any administrative fees; however, they will not cover the cost of textbooks. If the five students register for these courses and are assessed, each of the tuition charge/credit records would be applied to the sponsor's account, half of the administrative fees would be applied to the sponsor's account and the remaining half applied to the individual student's accounts and the sponsor would not receive any charge/credits for textbooks, the textbook charge/credits, if any, would be assessed only to the individual students.

In this scenario, the **Amount** field must remain blank and the **Student Responsible for Charges** checkbox must be selected (this is the default) using the **More** drill down for that

particular agreement. Then the **Fees** drill down for that particular agreement should be used to enter all of the fees for which the sponsor will cover. If the sponsor is covering a particular fee completely, you would enter it here at 100%, and the result of an assessment will be that the charges are applied only to the sponsor. If the sponsor is paying only part of a fee, then you would need to enter the portion for which the sponsor will cover. The result of an assessment will be that the charges for which the student is assessed, upon registering against the sponsor agreement, are applied proportionally to both the student and the sponsor.

📝 **Note**

> If the agreement is a partial coverage agreement, the sponsor and the student will receive all or a portion of the charges when the student registers against the sponsor agreement and is assessed.
>
> If a fee is not listed, then the student is responsible for that fee and the entire amount will be applied to the student's record. If you prefer you can list any fees that the sponsor does not cover with 0% coverage. Either way, not included or included with 0%, the sponsor would not receive those fees. ∎

The table below provides a brief illustration of who would receive charge/credits using each of the three types of sponsor agreements:

Type of Agreement	Is the Student Responsible for Charges checkbox selected on the More drill down? (Yes/No)	Is Amount Entered on the More drill down? (Yes/No)	Does the Fees drill down window need to be completed? (Yes/No)	Do Charge/ Credits Get Assessed to Student? (Yes/No)	Do Charge/Credits Get Assessed to Sponsor? (Yes/ No)
Pre-Negotiated	No	Yes	No, it is not applicable.	No	No, only the manually entered charge/credit record representing the pre-negotiated amount entered on the More drill down window.

Type of Agreement	Is the Student Responsible for Charges checkbox selected on the More drill down? (Yes/No)	Is Amount Entered on the More drill down? (Yes/No)	Does the Fees drill down window need to be completed ? (Yes/No)	Do Charge/ Credits Get Assessed to Student? (Yes/No)	Do Charge/Credits Get Assessed to Sponsor? (Yes/No)
Full Coverage	No	No	No, it is not applicable.	No	Yes
Partial Coverage	Yes	No	Yes, every fee the sponsor will cover must be entered on the window.	Yes, depending on the coverage amount AND if a fee is not entered or is entered with 0% coverage.	Yes

Understanding student payment assistance programs

PowerCAMPUS enables you to easily assist students with paying their current balances or expected charges. There are two different kinds of student payment assistance programs in PowerCAMPUS: payment plans and payment options. Both of these programs assist your students in paying their balances within a manageable framework and allow your students the choice of how to best manage their payments.

Payment plans allow your institution to set up student payments for all or a portion of the student's current balance or expected charges. The available plans are stored in the Payment Plan code table. This code table provides default values at the time that the student's payment plan is created. Any plan may be customized to fit the student's individual needs. Payment plans actually create scheduled installments that the students must follow when making their payments.

Payment options allow your institution to set up students with the ability to spread their balances across a pre-determined number of monthly statements. Payment options automatically recalculate the amount due for each statement run based upon the charges, credits and payments received for each statement, a specified date range, and the number of statements remaining to be generated. As the student accrues additional charges and makes (or does not make) payments during each statement period, the payment due is

automatically recalculated. There are no installment records created for students who elect payment options.

Students who elect to follow the payment options program must select the appropriate setting on the Financials window of the Students Workflow. When statements are generated for these students, a type of payment option must be selected in order for the payment option statement to be generated instead of the standard student statement. The payment option statement looks different and tracks different information than the standard student statement.

📝 **Note**

> A student cannot have a payment plan and a payment option in the same year/term. ∎

Understanding the PowerFAIDS components

PowerCAMPUS is fully integrated with PowerFAIDS. PowerCAMPUS has two components that assist with transfer of data between the two systems: the PowerFAIDS Interface to PowerCAMPUS (commonly referred to as the PowerFAIDS Import) and the PowerFAIDS Integration process.

📝 **Note**

> The PowerFAIDS Interface to PowerCAMPUS and the PowerFAIDS Integration processes do not work in conjunction with each other. Each of these components has a separate and very different purpose. ∎

The PowerFAIDS Interface to PowerCAMPUS imports anticipated and disbursed financial records from PowerFAIDS into PowerCAMPUS. This import requires the POE (period of enrollment) and fund token (financial aid code) information to be set up in PowerFAIDS. The POE is then linked to the academic calendar records in PowerCAMPUS in the Financial Aid Mapping setup and the fund token is linked to the appropriate code value in Charge/Credit code table in PowerCAMPUS. For more information, see "Other Processing".

- The Financial Aid Mapping setup in PowerCAMPUS allows you to link each of the academic calendar records in PowerCAMPUS with each of the POE's (periods of enrollment) that can occur in PowerFAIDS. Each of the corresponding POEs in PowerFAIDS must be entered in the **POE** field in the Financial Aid Mapping setup. This setup allows a many POE's to one academic calendar record relationship. This many POE to one academic calendar record relationship is required because financial aid in PowerFAIDS is applicable to specific POE's and therefore may require multiple POE's to be identified for the same PowerCAMPUS academic calendar record. For more information, see "Financial Aid Mapping".

- The Charge/Credit code table must be set up with each of the financial aid codes or fund tokens that can be assigned to students in PowerCAMPUS. Each of these

financial aid charge/credit codes must be linked to the corresponding fund tokens in PowerFAIDS. For more information, see *Code Table Descriptions in Code Tables*.

📋 **Note**

> The Financial Aid Mapping setup and the Charge/Credit code table have absolutely no bearing on the PowerFAIDS Integration process. ∎

The PowerFAIDS Integration process exports revised and up to the minute student information from PowerCAMPUS into PowerFAIDS. This transfer of data prevents the duplication of data entry in both systems. Information such as name and address changes and current academic and residency information is uploaded into PowerFAIDS. This import requires the POEs to be set up in PowerFAIDS and the column mappings to be established in PowerCAMPUS. For more information, see *PowerFAIDS Integration in PowerFAIDS Integration*.

- The Academic Calendar Workflow must be set up with each of the academic calendar year/terms during which students may register. Each academic calendar year/term must be linked to the corresponding award year and POE in PowerFAIDS. This information is entered into the **Financial Aid Award Year** and **Financial Aid Award Term** fields in the Academic Calendar. Because this is PowerCAMPUS information being sent to PowerFAIDS, such as name, address and academic information, this information only requires one POE for reference. Hence, why the **Financial Aid Award Term** field accepts only one POE per year/term. For more information, see *Academic Calendar in Admissions, Billing or Academic Records.*

- The data column mappings must be set up in order to facilitate the transfer of data from one system to another. These mappings are established using the PowerFAIDS Integration Mapping setup. For more information, see *PowerFAIDS Integration Mapping in PowerFAIDS Integration.*

📋 **Note**

> The **Financial Aid Award Year** and **Financial Aid Award Term** fields in the Academic Calendar Workflow have absolutely no bearing on the PowerFAIDS Interface to PowerCAMPUS process. ∎

Understanding which Year/Term/Sessions are available for assessments and Charge/Credit and cash receipt entry

There are three setups in Billing and Cash Receipts that control what year/term/sessions are available throughout the system in regards to Billing and Cash Receipts functions, Billing/Cash Receipts setup and Billing Level setup. The Billing setup is used to determine which year/terms are available for charge/credit entry. The Cash Receipts setup is used to determine which year/terms are available for cash receipt entry. The Billing

Level setup is used to determine at what level each year/term/session will be billed, Term or Session.

The combination of the Billing and Billing Level setups are used to generate the list of Year/Terms and/or Year/Term/Sessions that are available in following places in PowerCAMPUS:

- "Global Assessment"

- "Miscellaneous Assessment"

- "Late Fee Assessment"

- Individual Assessment, available on the Registration window in Registration Workflow and on the Register window in People Billing Workflow

- Manual Assessment, available on the Charge/Credit window in the Registration, People Billing, Organization Billing Workflows and from the Sponsor Agreement window from the People and Organization Workflows. This includes the Detail window as well.

📝 **Note**

> The Billing Level setup also controls what year/term/sessions are available for creating session level assessment rules. If the year/term/ session is not set up to be billed at the session level in Billing Level setup, located under Tools: Setup, then you cannot create an assessment rule for that year/term/session. ■

The combination of the Cash Receipts and Billing Level setups are used to generate the list of Year/Terms and/or Year/Term/Sessions that are available in following places in PowerCAMPUS:

Cash Receipts entry, available on the Receipts window in the Registration Workflow and from the By Batch, By People and By Organization options in the Cash Receipts Workflow. This includes the Detail window as well.

📝 **Note**

> Cash Receipts can also be entered within the Payment Plan wizard. Currently the year/term of the cash receipts entered in the the Payment Plan wizard will be equal to the year/term of the payment plan created. ■

The validation used throughout the system utilizes the logic below to build the drop down list box available on some of the areas above or is used to perform validation on the year, term and session entry fields on various windows.

Billing or Cash Receipt Setup (ABT_SETTINGS)

Year/Term
2004/Fall
2004/Spring
2005/Fall
2005/Spring

Merge the Year/Terms in the Setup with the Billing Level Setup.

Billing Level Setup (BILLINGLEVEL)

Year	Term	Session	Level
2004	Fall	01	T
2004	Fall	02	S
2004	Fall	03	S
2004	Spring	01	T
2004	Spring	02	T
2004	Spring	03	T
2005	Fall	01	T
2005	Fall	02	S
2005	Fall	03	S
2005	Spring	01	S
2005	Spring	02	S
2005	Spring	03	S
2005	Spring	04	S

DDLB in PowerCAMPUS

Year/Term/Session
2004/Fall
2004/Fall/02
2004/Fall/03
2004/Spring
2005/Fall
2005/Fall/02
2005/Fall/03
2005/Spring
2005/Spring/01
2005/Spring/02
2005/Spring/03
2005/Spring/04

A list of selected year/terms is gathered from the Billing or Cash Receipts setup and then merged with all of the sessions, selected to assess at the session level, from the Billing Level setup. The result is a list of year/terms and year/term/sessions which are valid for various assessments and charge/credit or cash receipt entry.

5 Academic Calendar

The Academic Calendar sheet assists in the planning and scheduling of tasks within an academic session.

The following windows are available from the Options pull-down menu of the Main Menu Bar:

- Academic Calendar
- Weekly

Academic calendar

The academic calendar for the institution is set up with key dates on this window. These dates are used in other PowerCAMPUS workflows. The **Start Date** and **End Date** are used to determine the start and end of the year/term/session. The **Pre-Registration Date** and **Registration Date** are used to determine the registration status as either pre-registered or occurring during registration. The **Late Registration Date** can be used to determine when a late registration starts. The Grade Withdrawal Date and Grade Penalty Date are required so that they may be used with the Student Withdrawal Process.

The **Online Mid Session Grade Start Date** and **Online Mid Session Grade End Date** determines the timeframe in which faculty members may enter mid-term grades via PowerCAMPUS Self-Service. The Online Final Grade Start Date and Online Final Grade End Date determines the timeframe in which faculty members may enter final grades via PowerCAMPUS Self-Service. The Start Date of the academic calendar record will default in the Online Mid Session Grade Start Date and Online Final Grade Start Date fields, but can be changed. The online grading dates will initially default to the start and end date of the academic calendar record, but can be changed if necessary.

💡 **Tip**

Upon saving the academic calendar record, validations will occur on the date fields. For example, the Pre-Registration Date must be less than or equal to the Start Date. The **Online Final Grade Start Date** must be less than or equal to the Start Date.

The **Fiscal Year** determines to which fiscal year the academic calendar record belongs.

The **Number of Weeks** and **Number of Months** fields will be calculated automatically based upon the **Start Date** and **End Date** of the academic calendar record.

The **Number of Courses** field can be used to manually track the number of non-traditional programs running during the academic calendar period.

The academic calendar also determines the years and terms that form the institution's academic year. For example, the 2000 academic year may consist of 2000 Fall, 2001 Spring and 2001 Summer. Each of these academic calendar entries are linked to the 2000 academic year by the **True_Academic_Year** column in the *AcademicCalendar* table.

📑 **Note**

> The **True_Academic_Year** column is not available for viewing from the Academic Calendar window. This column can only be viewed using MS SQL Server's Query Analyzer. ▪

The **True_Academic_Year** column is automatically populated based upon a setting on the Academic window of the Billing setup, located under Tools: Setup in the Billing Setflow. This setting prompts you to indicate if your academic year changes with the calendar year. If it does, you need to indicate the first term in your academic year on this window. For example, assume the 2000 academic year consists of 2000 Fall, 2001 Spring and 2001 Summer. The 2001 academic year would start with the academic calendar of 2001 Fall. In this example, Fall would be the first term in your academic year.

This setting directly affects information rolling forward within the academic year, such as residency information, and is used in calculating academic year balances and previous balances. Therefore, it is very important to designate this setting prior to creating the academic calendar, entering residency information or assessing charges.

It is highly recommended that you set up your current academic year in Academic Calendar and then immediately verify, and change if necessary, the setting on the Academic window of the Billing setup, located under Tools: Setup in the Billing Setflow. Once changed, this setting will update the existing records in the *AcademicCalendar* table. However, it will not update the cascading information, such as residency and charge/credit records. So you must set the setting appropriately before processing any residency and charge/credit information in PowerCAMPUS.

📑 **Note**

> You will need to complete the Billing setup prior to creating the academic calendar. ▪

The **Financial Aid Award Year** and **Financial Aid Award Term** are used in conjunction with the PowerFAIDS Integration process only. These fields are used to track the award year and award term for each academic calendar created. The award year in PowerFAIDS that includes the selected academiccalendar record would be entered in the **Financial Aid Award Year** field. The POE (period of enrollment) Id in PowerFAIDS that is designated with the same start and end date as the selected academiccalendar record would be entered in the Financial Aid Award Term field. Entering the award information for one session within the year/term will automatically update the award information for all other sessions within the academic year/term selected. For more information, see *PowerFAIDS Integration in PowerFAIDS Integration* and the *Periods of Enrollment* chapter of the documentation for PowerFAIDS.

📄 **Note**

> The Financial Aid Award Year and Financial Aid Award Term fields are not used with the PowerFAIDS Interface to PowerCAMPUS process (commonly referred to as the PowerFAIDS Import). The award year/term and POE information set up here is only used with the PowerFAIDS Integration process. POE Information for the PowerFAIDS Interface to PowerCAMPUS is set up on the Financial Aid Mapping setup window. For more information, see Financial Aid Mapping setup.
>
> The Financial Aid Award Term field does not allow a many to one relationship as the Financial Aid Mapping setup does. For example, if the term Summer represents three POE's in PowerFAIDS, only the first POE entered for the term will be saved to all three Summer year/term/session records in PowerCAMPUS. This is due to the nature of the information being sent to PowerFAIDS. It is being sent at the term level by the PowerFAIDS Integration and needs to be sent over to one POE. However, the PowerFAIDS Interface to PowerCAMPUS process (commonly referred to as the PowerFAIDS Import) allows multiple POE's to be linked to same PowerCAMPUS academic calendar record. This many POE to one academic calendar relationship is required because financial aid in PowerFAIDS is applicable to specific POE's and therefore requires multiple POE's to be identified for a PowerCAMPUS term. For more information, see "Understanding the PowerFAIDS components".
>
> It would be helpful to have a report of each award year in PowerFAIDS and what POE Ids correspond with each award year in order to make the data entry of the award information more efficient. For more information, see the *Custom Reports chapter of the documentation for PowerFAIDS*.
>
> PowerCAMPUS will automatically calculate the number of months, by counting the number of weeks. Moving from four to five weeks moves the month counter from one to two. ∎

When a new year/term/session record is created, weekly records will be automatically created for that session, with the appropriate starting and ending dates for each week. If needed, you may edit the Week number, Start Date, End Date or Fiscal Year for the weekly records for the selected academic calendar. You may also delete weekly records, if necessary.

💡 **Tip**

> If the starting or ending dates for a year/term/session record are edited after the weekly records have been created, revisions will not be carried through to the weekly session records. Each week has to be adjusted manually. ∎

Data entered here is stored in the *AcademicCalendar* table.

📄 **Note**

> The SponsorTerms table will be updated as new Academic Calendar records are created that fall within the Start Date and End Date of existing sponsor agreements.

Additionally, if you change the dates of existing Academic Calendar records these records will also be added to the appropriate sponsor agreements. However, if the dates are changed so that the Academic Calendar record is no longer applicable for a sponsor agreement, you would need to manually remove the record from the Terms drilldown and update the appropriate TranscriptDetail records. For more information, see *Sponsor Agreement in People/Organizations*. ∎

Weekly

The Weekly window holds the start and end date for the week specified, and the fiscal year to which it corresponds. The academic year/term/session are not modifiable here. If necessary, you may edit the Week number, Start Date, End Date or Fiscal Year for the weekly records for the selected academic calendar. You may also delete weekly records, if necessary.

📝 **Note**

> If creating the academic calendar for the Fall term and the first week of classes begins on a Tuesday, enter the Start Date as Monday so that all weeks will begin on a Monday. Then go back and manually adjust the record for week 01 to begin on Tuesday. ∎

Data entered here is stored in the *WeeklyAcaCalendar* table.

Entering the academic calendar

Use the following instructions to enter your institution's academic calendar into the PowerCAMPUS system.

First, assemble the dates for your institution's academic calendar. Consult with the Billing Office for the correct Fiscal Year and Period. The dates entered here will affect a number of different aspects of the system, including Pre-Registration and Registration flags and billing fees for Late Registration, so it is important that they are correct.

1. Select the Academic Records Setflow. From the Main Menu Bar, select **Workflow**, and then select **Academic Calendar**.

2. Select **File**, and then select **New**. The Academic Calendar window is displayed.

3. From the drop down list boxes, select the **Academic Year**, **Term** and **Session**. **Session** is a required field.

Note

Even if you do not have multiple sessions within your terms, at least one session must be previously created in the Session code table so that it may be selected here. ▪

4. Enter the dates needed for the academic calendar. The Number of Weeks and Number of Months will default. The Number of Courses can be left blank if desired. **Save** the information. This will automatically create the weekly records. If you wish to view the weekly calendar records, from the Main Menu Bar, select **Options**, and then select **Weekly**.

5. Select the **Get Data** command button to refresh the sheet and display your new academic calendar and weekly records.

6. Select the **Reports** command button.

7. Select **File**, and then select **Print** to print the Academic Calendar report to verify data entry.

What if

The What If scenarios are designed to help with common problems or situations that may arise while entering, modifying or deleting data from the academic calendar.

Scenario 1

What if the Year, Term or Session information needs to be modified?

Since this information is the key to the data table, it currently cannot be modified, except through the use of a third-party tool.

Scenario 2

What if the Start or End Dates for the academic calendar record need to be modified?

These dates can be modified. However, any changes made will not affect the dates for weekly records. The Starting and Ending Dates for the weekly records will have to be changed manually.

6 Discounts

The Discounts sheet allows you to track discounts and associate them with courses for which there are section fees. Discounts can only be applied when associated with particular section fees and will only be valid if the student's assessment occurs by section fees. You are able to track one or more discounts, to be considered at the time of assessments and refunding, for each course. Discounts may be offered in conjunction with, for example, specific marketing events or college fairs. In addition, they may be given to relatives of alumni or employees of your institution. Therefore, this feature allows you to track how the student heard about the course or your institution. A source may be associated with the discount when it is set up. This sheet allows you to group specific sources associated with the applicable discounts. Discounts are not automatic and must be entered by the operator on the Transcript Marketing/Discounts drill down window at the time of registration.

The following windows are available from this workflow:

- Main

- Courses

Main

This window allows the entry of discounts to be applied during registration. You must first enter the Discount Code, which should be a unique identifier using an alpha numeric naming convention. This will help speed data entry. This window has several required fields.

The **Discount Type** drop down list box contains types set up in the Discount Type code table. For example, a discount type of IntEmp could be used to indicate that this discount is only for internal employees, those working at your institution. For more information, see *Discount Type in Code Tables*.

Select Flat or Percent to indicate if this discount will be valued as a flat fee when applied against section fees or valued as a percentage of the total section fees for that course section. Enter the flat Amount or the Percentage.

A valid charge/credit code is required. The drop down list box will only display charge/credit codes that have a Type of Credit. This is where you indicate the actual section fees that can be covered under this discount.

📝 **Note**

Each discount should have its own unique charge/credit code. ■

The **Valid On Web** drop down list box is not supported beyond PowerCAMPUS 6.32.

Start and end dates are required for the discount. The system will default the current date for Start Date and 12/31/2999 for End Date, but these may be changed.

📋 **Note**

> Only discounts for which registration falls within the start and end date range will display as available discounts for selection in the Registration Workflow. Discounts that have not started yet or have already ended will not display during registration. ▪

For the Status of the discount, you have two options: Active and Inactive. Active will default.

It is optional to enter a Source, an Affiliation or Comments. If you want to track the source of this discount, select the applicable Source. If you want to specify an individual's affiliation with an organization, such as board member, select the applicable Affiliation.

📋 **Note**

> The Affiliation field becomes required if your discount has a Discount Type of AFFIL. The Affiliation field is currently for reference only. ▪

Data entered here is stored in the *Discount* table.

Courses

This window allows you to record the specific course sections for which this discount is intended. Here, you can designate one or more sections specified for the discount.

💡 **Tip**

> Discounts can only be offered for courses with section fees entered on the Fees window of either the Catalog Workflow or the Sections Workflow. Fees entered in the Catalog Workflow will default automatically in the Sections Workflow but may be changed. ▪

This window requires that you enter a valid Year, Term and Session for the discount. You must enter the individual sections, one at a time. However, wildcards can be used in the **Event Id** and **Section** fields, allowing you to indicate that this discount applies to multiple sections with similar names. For example, if the @ symbol is your wildcard, you can enter a value of CHEM@ for Event Id and 2@ for Section. This will indicate to the system that this discount is valid for all Chemistry courses for any section beginning with '2' (two). The Sub Type is not required and may be left blank, but a valid subtype is required if entered.

> 📝 **Note**
> The symbol used for a wildcard is set up by the system administrator in the Wildcard setup, located under Tools: Setup in the System Administrator Setflow.
> ■

This window pulls the charge/credit code, whether it is a flat fee or percentage rate, and the amount from the Main window. These may be tailored for individual course sections here. This window also allows for optional comments specific to this year/term/session, and/or course section. Once you have saved on this window, this discount will become available during registration.

> 📝 **Note**
> Only discounts applicable to the course(s) for which the student is registering will display as available discounts for selection in the Registration Workflow. Discounts that not applicable to the course(s) will not display during registration.
> ■

Data entered here is stored in the *DiscountCourses* table.

The *Discount* and *Discountcourses* tables are updated during discount entry.

Entering discounts

Use the following instructions to enter a discount into the PowerCAMPUS system.

1. Develop a standard naming convention for discount codes. For example, a discount code for the children-of-employees discount may be entered as CHDRNEMP. A discount code for the 2001/Fall discount offered by a direct mailing may be entered as 2001FDM.

2. Select either the Admissions, Academic Records or Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Discounts**.

   This Discount Code will not default even if left blank. It is intended to be an alphanumeric code, not simply a number.

   The actual wildcard character for your institution will display in the **Event Id** field prior to entry. The system will not validate your values, just simply that a value is present.

3. Select **File**, and then select **New**. The Main window will display. Some information on this window is required. Enter the **Discount Code** and tab off of the field. Select the **Discount Type** and whether it is a flat or percentage discount. Enter the flat Amount or Percentage. It is required to enter a valid charge/credit code, whether you want this discount to be applicable during online registration, the status, and start and end dates. Enter all of the necessary data. Save the information. Select the **Courses** tab.

4. The Courses window will display, allowing you to record the specific course section(s) for which this discount is intended. Enter the appropriate academic year/ term/session for the first course section. The Event Id is required, but you may use a wildcard. Wildcards allow you to select groups of courses at once. For example, you can associate this discount with all English courses at once by entering ENG@, where @ is the wildcard, in the **Event Id** field. The Sub Type is not required and may be left blank, but a valid subtype is required if entered. The Section is required, but again you may use a wildcard. Charge/Credit, Flat/Percent, Amount and Percentage, if applicable, will default from what was entered on the Main window. Enter comments, if desired. Select **File**, and then select **Insert** to add another course section. When you are finished adding all of the course sections for which this discount applies, Save the information. This discount is now ready to be applied during registration. Select the **Main** tab to begin entry of another discount.

5. Repeat Steps 3 and 4 until all of your discounts have been entered.

7 Chart of Accounts

The Chart of Accounts sheet tracks the accounts that will be used in the Billing, Cash Receipts, Advancement and Academic Records Setflows. Information can initially be converted into the *ChartofAccounts* table rather than entered here. Account Ids, which can consist of numbers, letters and/or characters (such as dashes and periods), must be set up prior to setting up the Billing or Cash Receipts systems.

📝 **Note**

> Account Ids are primarily used in the initial setup of the system. You are not typically prompted for account Ids except while setting up the Billing, Cash Receipts and Advancement systems.
>
> The Chart of Accounts Workflow is not available from the Advancement Setflow or the Academic Records Setflow.
>
> The format for GL Account numbers is defined by the GL Account Mask setup, located under the Third Party Packages category in Tools: Setup in the System Administrator Setflow.
>
> If you are using Microsoft Dynamics GP, you can integrate the Chart of Accounts by using the Microsoft Dynamics GP Chart of Accounts integration, located under the Third Party Packages category in Tools: Setup in the System Administrator Setflow.

Chart of accounts

This window is used for the maintenance of existing accounts or the addition of new accounts.

Your accounts are identified by an account Id, which must be 66 or fewer characters in length. Your accounts are comprised of this account Id, a name, start and end dates, an A/R Account flag and a Cash Account flag. The start date will default to the system date; the end date will default to 12/31/2999.

The **A/R Account** check box, if selected, indicates that the account is a receivable account. This is used when calculating the A/R balance(s) for a person.

The **Cash Account** check box, if selected, indicates that the account is a cash account. This is used when distributing a cash receipt to various accounts. The system will verify that you cannot enter more than one cash account.

💡 **Tip**
> You will not be permitted to use an account Id anywhere in the system unless it is first established on this window. ▪

📓 **Note**
> The Chart of Accounts workflow will not allow you to inactivate an account with unposted transactions. ▪

Special notes for campus/powercampus clients

Clients that use SCT's Campus General Ledger system and PowerCAMPUS Billing should keep in mind the interaction between the two systems.

💡 **Tip**
> You must construct your general ledger accounts to match how the chart of accounts is formatted in Campus. ▪

When in Campus:

- Deleting an Account: The account will be deleted in PowerCAMPUS.

- Changing an Account Name: The account name in PowerCAMPUS will be updated.

- Creating a new Account: A new account will be created in the PowerCAMPUS *ChartOfAccounts* table. If this account is a receivable or cash account, notify the Business Office that it must select the appropriate check box on the Chart of Accounts window.

When in PowerCAMPUS:

- Deleting an Account: The account will be deleted in Campus.

- Changing an Account Name: The account name in Campus will be updated.

- Creating a new Account: A new account will be created in the Campus FASDF110 table.

Special notes for microsoft dynamics GP / PowerCAMPUS clients

Clients that use Microsoft Dynamics GP General Ledger system and PowerCAMPUS Billing must set up the PowerCAMPUS chart of accounts to match exactly to the account Id structure in Microsoft Dynamics GP.

💡 **Tip**
> The GL00100 table in Microsoft Dynamics GP is used to determine the chart of accounts mapping between PowerCAMPUS and Microsoft Dynamics GP. ▪

The *ChartofAccounts* and *FASDF110 (if Campus)* tables are updated during chart of accounts entry.

Entering account Ids

Use the following instructions to enter the chart of accounts for your institution.

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Chart of Accounts**. The Chart of Accounts window is displayed.

2. Select **File**, and then select **New** to enter a new account.

3. Enter the Account Id. Enter the Name of the account. The **Start Date** will default to the system date; the **End Date** will default to 12/31/2999. You may leave these defaults as is or enter a start date and an end date for the account. If the account you are entering is a receivable account, select the **A/R Account** check box. If the account you are entering is a cash account, select the **Cash Account** check box. **Save** the information.

4. Repeat steps 2 and 3 in order to enter additional accounts.

5. Select the **Reports** command button.

6. Select **File**, and then select **Print** to print the Chart of Accounts report to verify data entry.

What if

The What If scenario is designed to help with common problems or situations that may arise while setting up chart of accounts information.

What if you need to change your chart of accounts numbering structure?

Please follow the steps below to change your chart of accounts numbering structure:

1. Select the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Cash Receipts Processing**.

2. Double-click on the **Posting to the General Ledger Journal** category.

3. Post all entries in the system.Select **File**, and then select **Close** to exit the window.

4. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

5. Double-click on the **Posting to the General Ledger Journal** category.

6. Post all entries in the system. Select **File**, and then select **Close** to exit the window.

7. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

8. Select **File**, and then select **Print** to print the Batch report to see if there are any unposted batches.

9. From the Main Menu Bar, select **Workflow**, and then select **Chart of Accounts**.

10. Add the new account Ids. Save the information. Close the window.

11. From the Main Menu Bar, select **Tools**, and then select **Code Tables**.

12. Update your Charge/Credit code table to reflect the new account Ids. Save the information. Close the window.

13. Return to the Reports window. Print the Chart of Accounts report to verify the entries made.

📋 **Note**

Do not delete the old account Ids from the chart of accounts.   ■

8   People Billing

The People Billing sheet displays all pertinent information related to billing non-sponsor people, as well as balance and charge/credit history information for sponsor people. Additional information related to billing people that are sponsors can be viewed on the Sponsor Agreement window of the People Workflow.

This sheet defaults the view to Students, as they are the most commonly billed people. However, All Names and Former Names are also available. You can select any of these options from the drop down list box in the upper left-hand corner

📒 **Note**

> Charge/credits for sponsors must be entered using the Chrg/Crd drill down on the Sponsor Agreement window of the People Workflow in any setflow. This is so that a specific agreement number can be assigned. For more information, see *People in People/Organizations*. ∎

The Statement Setup icon 🔲 is available from any window throughout the People Billing Workflow. Selecting this icon allows you to set up the criteria for printing individual statements for students, faculty members, etc.

📒 **Note**

> The Individual tab of the Setup window does not appear when the report setup is accessed here; it is not necessary because all of the statements printed from the People Billing Workflow will be specific to an individual. The statement available in the Reports Workflow is also not available for people other than students at this time. ∎

By clicking once on the appropriate record and then once on the Statement icon 🔲 , you can quickly print a person's statement from the People Billing sheet. This icon is also available from any window throughout the People Billing Workflow.

📒 **Note**

> Statements for people who are sponsors can only be printed from the Sponsor Agreement window of the People Workflow. ∎

💡 **Tip**

> The Notes icon 🔲 is available from any window throughout the People Billing Workflow. Selecting this icon allows free form text to be entered for a person. The office from which the note is originating may be designated, as well as the date and the type of note. Select the **Insert** button on the Notes window to add additional notes for the person. You must use the **Save** button (or Ctrl + S) on this window to save. Except for the keyboard command, the normal methods of saving (File: Save or Tool Bar - Save)

will not work. Until you close the Notes window, you will be unable to open any other windows.

■

Note

For students, transcript notes will not be displayed here and are accessible only in the Transcripts Workflow, available from the Admissions and Academic Records Setflows.

Notes may only be viewed and entered for the office(s) to which each user was granted access. For more information, see *Scheduled Actions and Notes Office Access in System Administrator.*

■

Once a person is selected from the sheet, several tabs will display. Some windows allow updating of information, while others allow viewing only. The following tabs are available from this workflow:

- Academic
- Address
- Balance
- Chrg/Crd
- Financials

- History
- Name
- Pay Plan
- Phone Numbers
- Register

- Residency
- Statement
- Stoplist

The People Id bar appears at the top of all people-related windows with Id, Name, and Birth Date displayed as common points of reference. The People pop-up window is available from the magnifying glass icon on the People Id bar. When your cursor is over the magnifying glass icon, this pop-up window can be accessed by double clicking. Address, mailing, academic, awards and current schedule data is listed here.

Note

Pop-up windows allow you to quickly bring up a window for data entry or viewing. Using the keystrokes **Alt + F4** closes these windows.

■

Tip

You may want to consider adding a billing address on the Address window. Decide which address and which mailing type are to be used for people billing mailings, such as statements. All mailings look to the GNRL (general) mailing type as the default when printing, in order to retrieve the appropriate address and recipient. However, a more specific mailing type can be specified.

You may also want to consider adding financial stop list reasons to the Stop List Reasons code table. These may then be displayed or assigned on the Stoplist window.

■

Name

This window holds information regarding identification numbers, names, and basic demographic data for people.

📝 **Note**

> Leave the Id field blank to automatically assign an Id number. The *ABT_Settings* table holds the last Id number used.
>
> Use the **Last Name Prefix** field to enter last name prefixes such as 'Van der' while entering Name information such as 'John Van der Horst', where 'Horst' is the Last Name. ▪

💡 **Tip**

> Upper and lower case should be used for names if you plan on using mail merge functions. Format for identification numbers is defined by the Id Number Format setup, located under Tools: Setup in the System Administrator Setflow. The Government Id will automatically default from the Id of the person if the Id Number Format setup indicates that it should. If you are not using the social security number of the person as his Id, this setup should indicate that as well. ▪

A drill down is available from the **Last Name** field. When your cursor changes to a magnifying glass, this drill down can be accessed by double clicking.

Double clicking on the **Last Nam**e field drills down to the Duplicate People Lookup window. This window displays potential duplicate names on the system before or after you save the record. The system can search for 'like' names as well as exact matches. For example, typing Smit will find all last names starting with 'Smit' (Smith, Smithers, etc.). The system can even compare records based upon address information. The comparison criteria for duplicate people checking is setup on the Groups window of the Duplicate Checking setup, located under Tools: Setup in the System Administrator Setflow. For more information, see *Setups in System Administrator*.

The **People Comparator** and **Address Comparator** fields provide you with a measure of how closely the name and address information matches or, in other words, the degree of similarity between the two records. The higher the number the greater the similarity. For example, an address having a lot of similarities to the address of the selected person will have a higher Address Comparator than an address only having a few similarities.

📝 **Note**

> The People Comparator represents the sum of the weights for all of the usable people comparison columns that contain information. The Address Comparator represents the sum of the weights for all of the usable address comparison columns that contain information. These two values are then evaluated to determine the Percent Match, which represents how closely the records match. ▪

The **Percent Match** field provides you with a percentage of probability of a match or how likely the record is a duplicate record. The higher the Percent Match, on a 0.00 to 100.00 % scale, the more likely the record is a duplicate. For example, if are viewing the records on the Duplicate People Lookup window for John Smith, Jon Smith would have a higher Percent Match than Joseph Smithers.

The People Id, Name, Birth Date, Address Type and Address information displays for each record. The Duplicate People Lookup window sorts descending by Percent Match, then descending by People Comparator and finally descending by Address Comparator.

> **Note**
>
> The Duplicate People Lookup window displays the address record that best matches the information, if any is entered, for the person on the Name window, regardless of the address type or preferred address. ■

> **Note**
>
> When the system is comparing address information, it will compare all address records in the Address table, not just the preferred address record when trying to find the best matching records. Therefore, the more people and address records that exist, the longer the processing time may take.
>
> Likewise, when the system is comparing former name information, it will compare all former name records in the PeopleFormerName table. Therefore, the more people and former names records that exist, the longer the processing time may take. ■

> **Note**
>
> The **People Comparator** and **Address Comparator** fields are useful when asking questions such as "Why would the system think two people, who have very different first and last names, display as a potential duplicates?" In this case their address records are very similar where the Address Comparator would be high, which would result in a higher Percent Match.
>
> Also, keep in mind that in addition to the address records being similar, former name information could match or be very similar as well, causing a person with what appears to be a non-matching name display with a higher Percent Match. ■

The **Legal Residence** field tracks the country of legal residence for international students or exchange visitors and can be used when reporting SEVIS information.

The **Preferred Address** field allows you to select the address type the person prefers their mailings be sent. However, each mailing type can have a different address type. For more information, see *Mailings*.

> **Note**
>
> The preferred address type can be selected when you are first creating the person, but once the record has been saved the field will become disabled. The preferred address will then be automatically calculated

based upon the global or people/organization specific address hierarchy setup. For more information, see *Understanding Date Driven Addresses.*■

A drill down is available from the Preferred Address field. When your cursor changes to a magnifying glass, this drill down can be accessed by double clicking. Double clicking on the Preferred Address field drills down to the Address Lookup window. This window enables you to quickly access all addresses for the selected person.

📋 **Note**

> The Address Lookup window displays information from the Address table and will not display the same information as the Address window since that table displays information from the AddressSchedule table. The Address table stores active, unique address records, while the AddressSchedule table stores all address records, active and inactive, keeping a history of all address information. ■

The **Gender** field will automatically default upon entry of the Prefix, depending upon the setup of the Prefix code table. Release Information entered here will appear on the header row for other windows to advise those using the system of any restrictions.

Any changes made to the demographic data on this window will automatically update all current and future demographic information, for applicants and students only, with the exception of the following fields: Citizenship, Visa and Months in Country. Any changes made to current or future demographics records will automatically update the blank year/term/session record for applicants and students only.

📋 **Note**

> The demographic information entered here updates the blank year/term/session demographics record. ■

The **People Id** bar appears at the top of all people-related windows with Id, Name, and Birth Date displayed as common points of reference. If a person is on a stop list, a stop sign icon will display on the People Id bar. The drop down list box to its right will display the reason(s) that a person has been put on a stop list. For more information, see *People in People/Organizations*.

The **Relationships** pop-up window is available from the Relationships icon. When your cursor is over the Relationships icon, this pop-up window can be accessed by double clicking. This pop-up window allows you to view existing relationships or create new relationships. To view existing relationships, you may open the View Information For drop down list box on the Relationships pop-up window or open the Relationship Links window of any people-related workflow.

To create a new relationship, you may double click on the Relationships icon and complete the name, address and relation type information. To insert a new address, you may select the **New Address** button and save your information. To remove an address record, prior to saving, you may select the **Remove Address** button. You may insert additional relationships by selecting the **New Relation** button.

When a new relationship is created on the Relationships pop-up window, the system will automatically assign an Id number for the new person and create records in the People, Address, AddressSchedule, Mailing, Demographics, Relationship and PeopleType tables for the new relationship record.

📝 **Note**

> If relationship records have been entered for a person and you Update or Add an address, the Relationship Address window will automatically display, allowing you to update the addresses of any relations as well. For more information, see "Address". Pop-up windows allow you to quickly bring up a window for data entry or viewing. Using the keystrokes Alt + F4 closes these windows. ∎

The **Secure Info** pop-up window is available from the Secure Info icon. When your cursor is over the Secure Info icon, this pop-up window can be accessed by double clicking. This pop-up window allows you to view the Government Id for the record. The Secure Info icon will only display if you have been given rights in the System Administrator workflow to the Name window. For more information, *see Profiles in System Administrator.*

The **Tax Id** field tracks the international student's or exchange visitor's Id number for tax purposes and can be used when reporting SEVIS information.

📝 **Note**

> For information about changing people's formal names or creating/ viewing relationship records, see *People in People/Organizations*.
>
> Creating or updating a record on this window will also automatically create/update records for this person in the AdvanceName, CombineMailing, Mailing and PeopleMetaData tables.
>
> If a Visa is entered, a blank year/term/session record will be created in the Government table.
>
> If the First Name, Middle Name, Last Name, Suffix, Birth Date, Country of Birth, Government Id, Tax Id, Citizenship or Gender fields are updated for a person with a Visa and a SEVIS Id, an Edit Personal event will be created/updated in the SEVISBatchDetail and SEVISBatchDetailData tables. For more information about SEVIS events, see *SEVIS Batch Processing in Admissions or Academic Records*. ∎

Address

Multiple addresses may be stored for people/organizations. They are differentiated by an Address Type code that defines address types, such as home, business or other types of addresses. Additionally, you can enter multiple addresses with the same address type. For example, a student may have multiple home addresses, one they use during the Spring and Fall and another they use specifically during the Summer months. Multiple addresses will

sort in alphabetical order by address type. Check the multiple record indicator on the right of the window to see if there are additional addresses.

The window sorts addresses by Status, Address Type and then by Start Date.

A Start Date and End Date can be entered for each address type. The Start Date defaults to today's date, but can be changed as necessary. You may use the start and end dates to indicate a change of address. For example, if a student is moving to a different home address, you may enter an End Date for the existing, active home address and enter a new home address. The Start Date on the new home address should be after the End Date of the previous home address. If the address is recurring you may select the **Recurring** checkbox. However, for recurring addresses you must enter an End Date. Once the end date of a recurring address has been reached, the system will automatically create the address record for the next consecutive year.

> 📝 **Note**
>
> A Start Date is required for all address records. An End Date is required for all address records that are marked as Recurring. Address types of the same type may not have overlapping start and end Dates. The difference between the Start Date and End Date for recurring addresses cannot be longer than one year. ∎

If necessary, you may flag address types as Active/Inactive. All addresses default to Active, but can be inactivated as necessary. To make an address Inactive, an End Date is not required, but once an address has an End Date less than today's date, the system will automatically change the Status to Inactive. For more information, regarding date driven addresses, see *Understanding Date Driven Addresses*.

> 📝 **Note**
>
> If you need to reactivate an address record that has an End Date and is Inactive, you will first need to remove the End Date prior to changing the Status back to Active. ∎

A drill down is available from the **Address Hierarchy** icon. When your cursor changes to a magnifying glass, this drill down can be accessed by double clicking.

Double clicking on the **Address Hierarchy** icon drills down to the Address Hierarchy window. This window allows you to rank the various address types available for a specific person or organization. This hierarchy will be used to determine which address should be used as the preferred address if there are multiple active address records of the same type or if the address type currently selected as the preferred address for a mailing type is inactivated or expires.

The Address Hierarchy only displays the address types that the person/organization currently has. You may customize the address hierarchy for each person/organization. The Address Type currently selected, as the Preferred Address on the Name window will automatically display first in the list of address types. If necessary, you may change the address hierarchy reordering the list of available address types.

💡 **Tip**

> The order in which you select the address types is the order in which they will be ranked in the AddressHierarchy table. To reorder the list of address types, select the appropriate address type and drag and drop it to the appropriate location in the list of address types available for the person/organization. ∎

If changes result in a new address type to display First, then the system will automatically update the Preferred Address on the Name window for the person/organization.

The higher the address type is in the list, the higher precedence that address types will take when selecting the preferred address. For example, assume a student has the following preferences for their address records as indicated below:

Address Type
Parent
Home
Business

This means that Parent has a rank of 1, Home has a rank of 2 and Business has a rank of 3. Parent is the highest in the list; therefore it has the lowest rank. Assume a student requests that their parent's address is their preferred address type on the Name window, which defaults as the preferred address type for all mailings on the Mailings window. If the parent address type is inactivated, the system will reassign the home address type as the Preferred Address on the Name window and as the Address Type on the Mailings window for each mailing type that had the inactivated or expired address type, regardless of the Preferred Address for each mailing record. For more information, see *Mailings*.

📔 **Note**

> If a new address type is created for the person/organization, the address type will display on the Address Hierarchy window. Although only the address types for which the person/organization currently has displays on the window, all other active address types exist in the AddressHierarchyUnique table all ranked, alphabetically, starting with the rank available after the existing address types. ∎

Data entered here is stored in the *AddressHierarchyUnique* table.

By selecting the plus symbol, additional address fields will display. To return to the single row display at any time, simply select the minus symbol.

📔 **Note**

> The overall Preferred Address can be viewed on the Name window. The Preferred Address for each mailing record can be viewed on the Mailings window. Address records cannot be deleted; you must change the Status field to Inactive. ∎

💡 **Tip**

> If you inactivate an address type or if an address type has expired that has been assigned to a mailing type on the Mailings window, the system will automatically change the address type that has been deleted to that of the new lowest ranking address type on the Address Hierarchy drilldown of the Address window or which was set up in the Global Address Hierarchy, located in **Tools: Setup** in the System Administrator Setflow. If you need to change it to another existing address type, you will need to make the change directly on the Mailings window. For more information, see *Mailings*. ▪

An email address can be recorded for each of the address types as well. A No Contact reason for mail in general may also be tracked for each address type.

📒 **Note**

> Entering the zip code either manually or by using the Zip Code search, available from the **Search** pull-down menu of the Main Menu Bar, will default city and state information. The county will also default if entered for the zip code. For more information see "Zip Code". ▪

💡 **Tip**

> Do not enter the country for domestic addresses. If United States is entered, United States will display and print on mailings handled in the Mail Merge Processing Workflow. When setting up your form documents, you will then need to add logic using the **If…Then…Else** option, available from the **Insert Word** Field button in MS Word, in order to suppress the country for domestic addresses. For more information, see the documentation for Microsoft Word. ▪

The **Email** field allows you to track the email address for each address type.

If relationship records have been entered for a person and you UPDATE or ADD an address the Relationship Address window will automatically display, allowing you to update the addresses of any relations as well.

The Relationship Address window displays when you have updated or added an address record for a person who has relationships linked to them. Only the addresses that you have added or updated will be available to reciprocally update the relations' records. For example, if you update the address with an address type of Home for a person, only that Home address will be available for selection on the Relationship Address window.

The Relationship Address window will display the current person's updated/new addresses on the left side of the window. On the right side of the window, you will see the current addresses for any of the person's relations that are in the system. You may only update relationship addresses for one modified or new address at a time. Select the checkbox next to the appropriate address on the left, along with the checkboxes next to any addresses on the right that should be updated to match this address information.

To view additional detail about a relationship address, select the **Detail** button for the relationship address immediately after you have selected its checkbox. The detail window will show the address for the current person in the top portion of the window in comparison to the relation's address in the bottom portion of the window. Any differences between the two addresses will display with a red label. Select the **Close Details** button to return to the Relationship Address window.

Select the **Save** button to update the selected addresses and the **Close** button to return to the main window. If you wish to update the relationship addresses for a second address for the current person, you may do so now. If you do not wish to update any relationship addresses, simply select the **Close** button.

📝 **Note**

> All information for the relationship's address record will be updated, with the exception of the **Email Address** field. Although the Details window would display this information with a red label if it is different, the system will not overwrite email address information for the relationship record. This is due to the fact that two people at the same address could have or prefer to have different email addresses. ■

Data entered here is stored in the *AddressSchedule* table.

📝 **Note**

> Once you have saved the address information, the active address for each address type will be created/updated in the Address table.
>
> If the Address Line 1, Address Line 2, City, State, Zip Code or Country fields are updated for the address type(s) linked to the SEVISD (SEVIS Domestic) or SEVISF (SEVIS Foreign) mailing types for a person with a visa and a SEVIS Id, an Edit Personal event will be created/updated in the SEVISBatchDetail and SEVISBatchDetailData tables. For more information about mailing types or SEVIS events, see *Code Table Descriptions in Code Table*s. ■

Academic

The Academic window is used to track the academic history of a student, including change of majors, academic standing, enrollment/withdrawals from term to term, program/degree/curriculum(s) and class level. This information can be used to help verify billing charge/credits that have been assessed based upon any of these fields. A record with a blank session (term roll-up record) exists for every term, combining the session records within that term for a total number of enrolled credits for the student and a final class level, academic standing, etc.

All fields on the Academic window are required. These fields are Year, Term, Session, Program, Degree, Curriculum, Primary Flag and Enrolled Status.

The current year/term, and any records associated with it, will default. To change the year/term that you are viewing, you may select from the drop down list box at the top left of the window. All year/terms that have been set up in the academic calendar will be available. The option at the top of the drop down list box, ALL, will let you view all year/terms at once. You may also select just the year, without specifying a term.

Three radio buttons to the right of the year/term drop down list box allow you the option of viewing only roll-up records, only session records, or both. Whichever setting you saved the last time that you were in the window will default when you enter the window again.

Information that may be changing in a future term can be recorded on the Academic window of the Students Workflow with the appropriate year/term/session. If the student has multiple programs, degrees or curriculums, they will have multiple academic records for each term.

Drill downs are available from the row number and the Enroll Credit, Admit and Grad fields. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

The advisor Id, the advocate Id, the status of the academic record, the separation date of the student, and the enrolled status of the student appear on the Academic, Application and Graduation drill downs. Additional information about all of the drill downs follows

📝 **Note**

Each time a new year/term/session record is created for a student, a year/term (roll-up or blank session) record will be created automatically. For more information, see *Creation of New Records in Registration*.

All editing must be done on the session records, not on the roll-ups.

If students have academic records for future year/term's and their major changes or any other academic information changes, such as advisor or matriculation year/term/session, the future academic records will not be updated. You will need to update the session record for each of the future academic records as well.

Assessment programs used in the Billing Setflow look to the roll-up record, as opposed to the session record(s), for academic information.

The Academic window in the Billing Setflow is view only.

The Program, Degree and Curriculum fields may be grayed out indicating that a student has been assigned an academic plan. Any changes to these fields must be made using the Change Plan window, so that new degree requirements can be built and old requirements deleted. If the student has multiple degrees, programs or curriculums, he will have multiple academic records for each term.

> The Primary Flag field gives you the ability to select one program/degree/ curriculum record from the Academic table for any given year/term in order to get unduplicated counts for reporting purposes. The Primary Flag checkbox should not be selected/deselected when using the Academic Plan Workflow.
>
> The first program, degree and curriculum entered will be automatically flagged as the student's primary academic record. Therefore, you should enter the academic record that should be the primary academic record first. If the first record entered should not be the primary academic record, you may insert the next program/degree/curriculum record and adjust the primary flags accordingly.
>
> Only one academic record can be selected as the primary academic record for each year/term. If more than one academic record is flagged as primary for each year/term, you will be prompted to correct the data. ■

If a student has an academic record that is inactivated, signifying that he may be in the process of changing his major, you may not be able to print transcripts. To correct this problem or answer any other questions about inactivated academic records, see *Maintaining Academic Records*.

📝 **Note**

> The inactivation of an academic record should only occur when a student is changing his major. If the student is withdrawing, taking a leave of absence or graduating, his last academic record must not be inactivated.
>
> The current year/term is selected using the Select Current Term process. For more information, see *Term Processing in Academic Records.* ■

Academic drill down

Double clicking on the row number drills down to the Academic window. This window displays information such as college, department, class level, population, full/part-time status, academic standing, college attend status, credit limit, and campus. Matriculation and expected graduation dates can also be entered here. If an academic plan has been built, the **Academic Plan Created?** check box will be selected.

💡 **Tip**

> If you change the Term Credit Limit value then the system will validate against that limit regardless of what is selected in the Registration Credit Limits Setup. New academic records created during Registration will have a credit limit defaulted from the Registration Setup for Term level records. Session level records will default to a credit limit of 0.0 if the Credit Limit Setting is set to Sum of Sessions or to the Specific Value that was entered. ■

📓 **Note**

> Trans Seq indicates the transcript sequence associated with the program/ degree/curriculum. If a student has multiple program/degree/curriculums listing majors, minors or concentrations and they are all linked to one transcript using Trans Seq *1*, then the academic plan will also combine these program/degree/curriculums into one academic plan sequence. ∎

💡 **Tip**

> Class Level, College Attend Status and Full/Part-Time Status are calculated whenever a new session record is added. The roll-up record is automatically updated with this information. ∎

Class level, full/part-time status, academic standing, college attend status and enrolled status will be updated again automatically during registration or grade processing.

💡 **Tip**

> Class Level is determined by adding a student's class level credits to his Transfer Credits (see Grade Values setup, located under Tools: Setup in the Academic Records Setflow) and matching this total against the minimum requirements set in Student Coding setup, located under Tools: Setup in the Academic Records Setflow. Class Level is updated whenever a course is added, dropped, waitlisted, repeated, or graded. ∎

💡 **Tip**

> The transcript sequence determines which courses will print on which transcript. (A student may have multiple transcript records.) The first transcript sequence for a student is 001. Once a student graduates and returns to the institution with a different Program, if Transcripts setup, located under Tools: Setup in the Academic Records Setflow, is set to create a new transcript, the student will automatically receive sequence 002 for any new records. If Transcripts setup is not set to create a new transcript sequence, or if the student has not graduated in his current program or is pursuing another degree within the same program, the student will continue to receive sequence 001 for new records. In order to associate a student with a nontraditional program, select one of these programs from the NonTrad drop down list box. Only when this association is saved will you be able to register this student using the Nontraditional option of the Block Registration process. For more information about this process, *see Registration Processing*. ∎

The **Met English Requirement** check box allows you to track whether the international student has met the English requirement for this major, if applicable, and can be used when reporting SEVIS information.

The **Drop Below Full Code** field allows you to track the reasons why an international student may have dropped below full-time status. The values available from the drop down list box are defined by SEVIS and cannot be modified. The following values are available for selection: 01 - Illness or Medical Condition, 02 - Initial Difficulty with the English Language, 03 - Initial Difficulty with Reading Requirements, 04 - Unfamiliarity

with American Teaching Methods, 05 - Improper Course Level Placement, 06 - To Complete Course of Study in Current Term, and 07 - Part Time Commuter Student.

The **Program Start Date** and **Program End Date** track the start and end date for this program and can be used when reporting SEVIS information.

The **Authorized Start Date** and **Authorized End Date** track the start and end date authorized for this program and can be used when reporting SEVIS information.

A Drill down is available from the **Notes** icons to the right of the Separation Date, Year (Graduation), Drop Below Full Code, Program Start Date and Program End Date fields. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on the Notes icon drills down to the Government Notes window. This window enables you to enter a note specific to the field from which you have double clicked. The Academic Year, Academic Term, Academic Session and Note Type will default and cannot be changed for the note. You may enter the appropriate note in the **Note** field.

A drill down is available from the **Enrolled Status** field. When your cursor changes to a magnifying glass, the drilldown can be accessed by double clicking.

Double clicking on the **Enrolled Status** field drills down to the Enrolled/Separated Stage History window. This window enables you to view the different Enrollment Statuses for the student along with the date of that status.

A drill down is available from the History magnifying glass on the Session record to view Stage History. When your cursor changes to a magnifying glass, the drilldown can be accessed by double clicking.

Double clicking on the History magnifying glass, on the Session record, drills down to the Stage History window. This window enables you to view the stage and stage date for any of the stages within the selected Academic Year/Term/Program/Degree/Curriculum for the academic record.

The Stage History window displays the stage and stage date for any of the stages within the selected Academic Year/Term/Program/Degree/Curriculum for the academic record.

You can filter the stages by selecting the icon located in the upper right corner of the main Stage History window. The Filter Stage History window will display a list of field names for filtering. Select the field names that you wish to view and select the **Ok** button. To view all field names, deselect all of the items. You may also select to Show Full Audit Trail. The **Show Full Audit Trail** option will display records that have been deleted, along with an asterisk to indicate it was a deleted row.

Course lookup drill down

Double clicking on the Enroll Credit field drills down to the Course Lookup window for the selected year/term/session. This window displays information such as course, subtype, section and final grade, if graded.

Application drill down

Double clicking on the **Admit** field drills down to the Application window. This window displays information such as admit and matriculation year/term/session and date. Counselor information will appear but cannot be changed. If it exists, application information, such as application date and status and decision date and status, will also be defaulted on this drill down. A green checkmark will appear in the **Admit** column next to the record that corresponds to the application record. Thus, the drill down window of the record that is checked holds the original application information.

The **Program Start Date** and **Program End Date** track the start and end date for this program and can be used when reporting SEVIS information.

The **Authorized Start Date** and **Authorized End Date** track the start and end date authorized for this program and can be used when reporting SEVIS information.

A Drill down is available from the **Notes** icons to the right of the Program Start Date, Program End Date and Separation Date fields. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on the **Notes** icon drills down to the Government Notes window. This window enables you to enter a note specific to the field from which you have double clicked. The Academic Year, Academic Term, Academic Session and Note Type will default and cannot be changed for the note. You may enter the appropriate note in the Note field.

Graduation drill down

Double clicking on the **Grad** field drills down to the Graduation window. This window displays information such as expected graduation date and year/term/session of graduation.

💡 **Tip**

There are three available choices for Status: *Active*, *Not Active*, and *Graduated*. This field can be changed from any of the drill downs. For an Active status, a picture of a stuffed folder will appear in the Grad column next to the appropriate record. An X through the icon in the Grad column indicates that the record is inactive (student is no longer pursuing the program/degree/curriculum that is listed for that row). For a Status of Graduated, a graduation cap will appear. The change in picture, like the change in status, will affect only the session and roll-up records of the row

through which you entered the drill down. Graduation information for current students should be updated here by the Graduation Processing Workflow in the Academic Records Setflow.

The **Program Start Date** and **Program End Date** track the start and end date for this program and can be used when reporting SEVIS information.

Drill downs are available from the Notes icons to the right of the **Program Start Date**, **Program End Date**, **Separation Date** and **Year** (Graduation) fields. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on the **Notes** icon drills down to the Government Notes window. This window enables you to enter a note specific to the field from which you have double clicked. The Academic Year, Academic Term, Academic Session and Note Type will default and cannot be changed for the note. You may enter the appropriate note in the Note field.

Data entered here is stored in the *Academic* and *Stage History* table.

📋 **Note**

> Saving a new record on this window will also automatically create a record for this person in the TranscriptHeader table. If the Program, Degree, Curriculum, Primary Flag or Met English Requirement fields are updated for a person with a visa and a SEVIS Id, an Edit Program Info (information) event will be created/updated in the SEVISBatchDetail and SEVISBatchDetailData tables. For more information about SEVIS events see *SEVIS Batch Processing in Admissions or Academic Records*.

Financials

Financial data for applicants/students can be tracked on this window. Financial data is displayed for each year/term/session in which the applicant has applied, if entered, or each year/term/session for which the student has enrolled. Additionally, for students only, a year/term (roll-up or blank session) record will display. A new record is created automatically for each term in which a student is registered for classes, if one does not already exist. However, you may still manually create demographic records for specific year/terms, if needed.

📋 **Note**

> Each time a new year/term/session record is created for a student, a year/term (roll-up or blank session) record will be created automatically. For more information, see *Creation of New Records in Registration*. All editing must be done on the session records, not on the roll-ups.

Financial data for applicants for each year/term/session must be manually created; whereas, data for students can be manually created or will be automatically created by the

system during registration if the corresponding year/term/session record for which they are registering does not already exist.

Payment plan, tuition plan and state and country residency information may be entered and can be used as criteria for billing students. Payment option and tuition exemption information may also be entered. Financial data is stored for each registered session. This information can be used to help verify billing charge/credits that have been assessed based upon any of these fields. For more information about payment plans and payment options, see "Understanding student payment assistance programs".

The **Billing Credits** field displays the total credits for billing for the overall year/term or year/term/session depending up the Student Financial record you are viewing. For example, assume a student is registered for 6.00 credits for 2005 Summer 01 and 6.00 credits for 2005 Summer 02. In this example, the student will have three records on the Student Financial window.

Record Number	Academic Year	Academic Term	Academic Session	Billing Credits	Billing Credits Term	Billing Level
1	2005	Summer	(blank)	12.00	0.00	(blank)
2	2005	Summer	01	6.00	0.00	Session
3	2005	Summer	02	6.00	0.00	Session

You can see that the rollup or summary Student Financial record will total all credits in each of the sessions for 2005 Summer and each session Student Financial record will display the credits for billing applicable to that session. This is very important to understand because it is recommended to include Student Financial.Credits for Billing as criteria in your assessment rules to determine full time and part time students. This means that if a student is part time in each individual session, but is full time in the overall term, then the student would be eligible for full time tuition and not part time tuition.

The **Billing Credits Term** field displays the total credits for billing for term. This would capture the number of credits for billing for year/term/sessions billed at the term level. For example, assume a student is registered for 6.00 credits for 2005 Summer Main, 3.00 credits for 2005 Summer 01 and 3.00 credits for 2005 Summer 02. In this example, the student will have four records on the Student Financial window.

Record Number	Academic Year	Academic Term	Academic Session	Billing Credits	Billing Credits Term	Billing Level
1	2005	Summer	(blank)	12.00	6.00	(blank)
2	2005	Summer	Main	6.00	0.00	Term
3	2005	Summer	01	3.00	0.00	Session
4	2005	Summer	02	3.00	0.00	Session

You can see that the rollup or summary Student Financial record will total all credits in each of the sessions for 2005 Summer, each session Student Financial record will display the credits for billing applicable to that session and for year/term/session's that are billed

at the term level, the *StudentFinancial* table will additionally track billing credits for the term on the rollup or summary record as well.

💡 **Tip**

> If you need to assess based upon term level activity only, you will need to use Student Financial. Credits for Billing Term as criteria in you assessment rules instead of Student Financial.Credits for Billing. ∎

Inserting a new record here will default the information from the previous year/term record.

📝 **Note**

> Studentfinancial records can also be created by the system automatically during registration. You can select which columns of the StudentFinancial table should be copied forward automatically using the Student Financial setup, located under Tools: Setup in the Academic Records Setflow. A student cannot have a payment plan and a payment option in the same year/term. Assessment programs used in the Billing Setflow look to the roll-up record, as opposed to the session record(s), for financial information. When viewing a student's financial information on the Registration Workflow, the Registration setup, located under Tools: Setup in the Academic Records Setflow, will determine which year/term/session(s) display. ∎

Data entered here is stored in the *StudentFinancial* table.

Residency

Residency data for applicants/students can be tracked on this window. Residency data is displayed for each year/term/session in which the applicant has applied, if entered, or each year/term/session for which the student has enrolled. Additionally, for students only, a year/term (roll-up or blank session) record will display.

📝 **Note**

> Each time a new year/term/session record is created for a student, a year/term (roll-up or blank session) record will be created automatically. For more information, see *Creation of New Records in Registration*.
>
> All editing must be done on the session records, not on the roll-ups. ∎

Residency data for applicants for each year/term/session must be manually created; whereas, data for students can be manually created or will be automatically created by the system during registration if the corresponding year/term/session record for which they are registering does not already exist.

Room and board information may be entered and can be used as criteria for billing students. Locker and mail slot information may also be entered. Residency data is stored

for each registered session. This information can be used to help verify billing charge/ credits that have been assessed based upon any of these fields.

Residency information will be carried forward within the institution's Academic Year as students register. For example, the 2000 academic year may consist of 2000 Fall, 2001 Spring and 2001 Summer. Therefore, residency information entered in 2000 Fall will roll forward to 2001 Spring and 2001 Summer. When the current year/term is set to 2001 Fall, residency information will no longer be carried forward as students register because 2001 Fall is the start of the new Academic Year.

The institution's academic year is determined by the academic calendar entries that form the academic year. Each of these academic calendar entries are linked to the same academic year by the **True_Academic_Year** column in the *AcademicCalendar* table.

📝 **Note**

> The True_Academic_Year column is not available for viewing from the Residency window. This column can only be viewed using MS SQL Server's Query Analyzer.

The **True_Academic_Year** column is automatically populated based upon a setting on the Academic window of the Billing setup, located under Tools: Setup in the Billing Setflow. This setting prompts you to indicate if your academic year changes with the calendar year. If it does, you need to indicate the first term in your academic year on this window. For example, assume the 2000 academic year consists of 2000 Fall, 2001 Spring and 2001 Summer. The 2001 academic year would start with the academic calendar of 2001 Fall. In this example, Fall would be the first term in your academic year.

This setting is also used in calculating academic year and previous balances. Therefore, it is very important to designate this setting prior to creating the academic calendar, entering residency information or assessing charges.

Data entered here is stored in the *Residency* table.

Stop list

Information entered here can be used to prevent a student from receiving grades, in the form of report cards and transcripts, or from registering for classes. Stop list reasons can also be assigned to people other than students as a form of notification to other offices, although these people will not be restricted in any way. For each stop list reason, you can choose to display a stop sign icon and the appropriate stop list reason on the People Id bar that appears at the top of all people-related windows, with the exception of those in the Inquiries Workflow. For more information, see *Stop List Reasons in Code Tables*. The stop sign icon will notify users that a person is on the stop list.

Stop List Reasons can be selected in the Late Fee Assessment wizard. However, at this time, the system will not automatically clear the stop list reason once the balance has

been paid. For more information, see <u>"Billing Processing"</u>.

Stop List Reasons can also be automatically assigned by the system in the event that all addresses are about to expire or have expired and cleared once the address information has been corrected. To utilize the automated stop list feature for addresses, you would need to set up the appropriate Stop List Reasons on the Date Driven Address setup window. For more information, see *Date Driven Address setup in System Administrator*.

Stop List Reasons can also be globally assigned and cleared for overdue balances using the Stop List Process, located in Billing Processing in Billing. For more information, see <u>"Billing Processing"</u>.

Data entered here is stored in the *StopList* table. The restrictions of certain students from registering or receiving grades are stored in the Student table.

Stop List Process

The Stop List Process allows people to be put on stop list for overdue balances. This process also allows for the clearing of the stop list reason once the applicable people have paid their overdue balance. There are two tabs that will display, Add to Stop List and Clear from Stop List.

Add to Stop List

The View to use drop down list box will display to allow you to select a view to determine the list of students who should be put on the stop list. The students selected in the view will display in the Available People window. You may select some or all of the students from the view to be placed on stop list. The students you have selected will display in the Selected People window. The Stop List Reason drop down list box displays all of the available stop list reasons. You may select the stop list reason to be used for overdue balances.

💡 **Tip**
> If creating a view in Vista Views, you must include People.People_Code_Id as a column in your view. If the People_Code_Id column is not included in the view, then the view will not display in the View to use drop down list box. ▪

📒 **Note**
> The Amount that displays in the Available People and Selected People windows is the Current balance. ▪

The Stop List Reason drop down list box displays all of the available stop list reasons. You may select the stop list reason to be used for overdue balances.

The Process button will create a stop list record for each student selected to be placed on stop list from the view for the selected stop list reason with a stop date of today's date.

Clear from Stop List

The Stop List Reason drop down list box displays all of the available stop list reasons. You may select the stop list reason used for overdue balances. Once selected, the list of all of the students who are on stop list for that selected stop list reason will display in the People on Stop List window. The student's Id, name and current balance amount will display. You may select to clear some or all of the students from the stop list. The students you have selected will display in the Selected People window.

The Less than Balance Amount field allows you to enter an amount to quickly filter on students with a current balance less than or equal to the amount entered. The default amount is $0.00, allowing you to quickly view those students who have paid off their balance in full or have a credit balance, enabling them to be cleared from the selected stop list reason. If you wish to clear students who have made payments against their outstanding balance for the selected stop list reason, you may increase the amount in the Less than Balance Amount field to the desired threshold allowing students to be shown for consideration. For example, if your institution considers clearing students currently on stop list if they have an outstanding balance of $1,000.00 or less, then you may enter $1,000.00 in the Less than Balance Amount field to view those students for consideration.

📒 **Note**

> Because the default is $0.00 in the Less than Balance Amount field, you may not see any students, although they have the selected stop list reason because they have not paid their balance. You will only see students who have paid their balance in full or who have a credit balance. If you would like to see students who have a positive balance that still have not been cleared for the selected stop list reason, you may increase the default Less than Balance Amount value. ■

You may enter any Comments regarding the reason for clearing the stop list as well.

The **Clear** button will clear the stop list record for each student selected with a cleared date of today's date.

💡 **Tip**

> Because this process is driven by a Vista View, you may use this process to globally add and clear students from the stop list for stop list reasons other than those for overdue balances. Instead of selecting the view that pulls all of the students with a specific overdue balance amount, you can create a different view to pull a group of students on any particular criteria and add or clear any of the stop list reasons available in the drop down list box. The only unnecessary information that will display regardless of the view and stop list reason selected would be the current balance for each student, which you can disregard. ■

The view selected and the stop list reason selected for the Add to Stop List and Clear from Stop List windows will be saved to your user.ini file.

The *StopList* table is updated during the stop list process.

What if

The What If scenario is designed to help with common problems or situations that may arise while running the Stop List Process.

What if you wish to globally add or clear people from the stop list for reasons other than an overdue balance?

Instead of selecting the view that pulls all of the people with a specific overdue balance and the stop list reason that is used for overdue balances, select a different view that meets the needs for the stop list you wish to add or clear and select the appropriate stop list reason.

Globally adding people to stop list

Use the following instructions to globally add people to stop list.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Stop List Process** category.

3. The **Add to Stop List** tab is displayed. Select the appropriate view from the View to use drop down list box. The people selected in the view will display in the Available People window.

4. Select the people you wish to assign a stop list reason. These people will display in the Selected People window.

5. Select the appropriate stop list reason from the **Stop List Reason** drop down list box.

6. Select the **Process** button. Each of the selected people will be assigned the selected stop list reason with a stop date of today's date. Close the Stop List Process window.

Globally clearing people from stop list

Use the following instructions to globally clear people from stop list.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Stop List Process** category.

3. Select the **Clear from Stop List** tab. Select the appropriate stop list reason from the Stop List Reason drop down list box. The people currently assigned the selected stop list reason will display in the People on Stop List window.

4. Select the people for which you wish to clear a stop list reason. These people will display in the Selected People window.

5. Select the **Clear** button. Each of the selected people will have the selected stop list reason cleared with a cleared date of today's date. Close the Stop List Process window.

Register

The Register window, available from the People Billing Workflow, can be used to view the courses for which a student is currently registered. It can also be used to assess the appropriate charge/credits for an individual student based upon his registration records.

The Register window displays all registration records for the terms specified in the drop down list box. The Billing setup, in combination with the Billing Level setup, both located under Tools: Setup, controls the academic year/term(s) or year/term/session(s) for which registration records will display. All registration records will default (ALL indicates all of the year/terms listed in the drop down list box), but this may be changed to display a specific year/term. The drop down list box contains the available year/term(s) that can be displayed individually. You simply change the default from ALL to the year/term that you want to view.

📝 **Note**

> The year/term(s) that display in the drop down list box have been set up in the Billing setup as the year/term(s) allowed to be processed for assessment. The reason this window is controlled by Billing setup is that the only purpose for the Register window is to see view courses the student has registered for and individually assess the year/term(s) or year/term/session(s) allowed to be assessed.
>
> The Register window will display each course once per section fee for the course. For example, if student Sam Jones is registered for 2006 Fall 01 ACC101 Lecture 01 which has five section fees, the course ACC101/01 will display on the Register tab five times. ∎

Using this window to assess a student individually may depend on the policy of your institution. Clients will typically use the Global Assessment process initially to create the charge/credits based upon registration records. During the drop/add period, some clients may use this window to individually reassess students; other clients will use the Global Assessment process to assess all students who have had add/drop activity.

If it is policy for the Billing Office to individually assess or re-assess students, the Assess button is available to accomplish this. You may select the appropriate year/term and select the Assess button.

> If ALL is displayed in the drop down list box when the **Assess** button is selected, you will receive a message that a specific year/term must be selected in order for a student to be assessed. ∎

Upon selecting year/term and the Assess button, the Assessment window will display. There are two types of assessments that can be run. All Term and Term Only are the available assessment types. All Term is the default assessment type, but you may select any of the available assessment types. The All Term assessment runs all three types of assessment rules: session, term and overall term. The Term Only assessment runs term based assessment rules only.

If a year/term/session is selected for assessment (the sessions display here because they have been set up to be billed at the session level), then the system automatically runs a Session assessment. The Session assessment runs session based assessment rules only. For more information about types of assessments, see "Global Assessment". For more information about different levels of assessment rules, see "Assessment Rules Setup". For more information about billing levels, see "Setup".

If a student has been assessed previously for the same year/term(s) or year/term/session(s), adjustment records or reversal entries will be created based upon the difference of the detail of the original assessment and the new assessment. Adjustment entries will be created for those charge/credits that have a difference in amount from one assessment to another. Reversal entries will be created for those charge/credits that are no longer applicable in the new assessment. If there is no difference between the original assessment and the new assessment, no entries will be created.

📝 **Note**

> Adjustments will be based upon the Eligible for Refund flag in the Charge/ Credit code table and the tuition adjustment policies set up using the Tuition Adjustment Policy Setup process. For more information, see *Charge/Credit in Code Tables* and "Tuition adjustment policy setup". ∎

💡 **Tip**

> The batch number used when assessing a student from this window is 'MMDDYYYY9999', where MMDDYYYY is the date on which the individual assessment is run. This allows for one Charge/Credit by Batch report to be printed for all individual assessments generated on the same day. ∎

Statement

The Statement window lists a complete history of all statements generated for a person or organization. At any given time, you may view a statement as it was printed previously to help answer or research questions.

Information such as the statement date, statement number, statement type, batch, and payment due will display for each statement. The information is sorted by statement date in descending order. You may select any statement listed to display the detail.

Once a particular statement is selected, all of the information that was printed on the original statement, including payment coupon and student schedule (if applicable), will display.

💡 **Tip**

> If the statement needs to be reprinted as is, select **Print** (File: Print, Ctrl + P, or Tool Bar - Print).A statement can also be reprinted from the Mailings window of the Statements report setup (Reports Workflow in the Billing and Cash Receipts Setflows) or from the Mailings window that displays when Setup is selected from the Charge/Credits drill down on the Sponsor Agreement window (People and Organizations Workflows in all setflows except the System Administrator Setflow). You will need to know the statement number of the statement that you want to reprint. ■

Drill downs are available from all of the fields. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on any of these fields drills down to the Statement Detail window. This window shows the actual statement for the highlighted row.

Data viewed here is stored in the *StatementHeader* and *StatementLine* tables.

History

This window displays all charge/credits on a person's or organization's account for viewing purposes only. There are a number of different ways to view the history. The default display is set to view All charge/credits.

This view can be changed to either Academic Year, Calendar Year, Fiscal Year, Year/Term (All Sessions Only), Year/Term (Term/All Sessions), Year/Term (Term/All Sessions + Cumulative), Year/Term (Term Only), Year/Term (Term Only + Cumulative) or Year/Term/Session by selecting the appropriate option from the drop down list box.

The Academic Year view includes all charge/credits for the academic year specified. A previous balance amount will also be shown if there is an outstanding balance from the previous academic year.

📝 **Note**

> The academic year for a charge/credit record is determined by the *True_Academic_Year* column in the *ChargeCredit* table. This is controlled by the **Academic** tab in Billing setup. For more information, see *Billing setup*. ■

The **Calendar Year** view includes all charge/credits for the calendar year specified. A previous balance amount will also be shown if there is an outstanding balance from the previous calendar year.

The **Current** view includes All charge/credits that have been entered to the person/ organization's account, regardless of date, fiscal year or academic year/term.

The **Fiscal Year** view can be viewed for any fiscal year. If the current fiscal year is selected, the balance includes a beginning balance (if any), any posted entries for the fiscal year requested and any unposted entries. If a fiscal year other than the current fiscal year is requested, the balance includes a beginning balance (if any) and any posted entries for the fiscal year requested.

The **Year/Term (All Sessions Only)** view includes only session level charge/credits for the year/term selected.

The **Year/Term (Term/All Sessions)** view includes all term and session level charge/ credits for the year/term selected.

The **Year/Term (Term/All Sessions + Cumulative)** view includes a previous cumulative balance (if any) and all term and session level charge/credits, excluding beginning balances, for the year/term specified.

The **Year/Term (Term Only)** view includes only term level charge/credits , excluding beginning balances, for the year/term specified.

The **Year/Term (Term Only + Cumulative)** view includes a previous cumulative balance (if any) and ONLY term level charge/credits, excluding beginning balances, for the year/ term specified.

The **Year/Term (Term Only)** view includes only term level charge/credits , excluding beginning balances, for the year/term specified.

The **Year/Term (Term Only + Cumulative)** view includes a previous cumulative balance (if any) and only term level charge/credits, excluding beginning balances, for the year/ term specified.

The **Year/Term/Session** view includes the charge/credits for the year/term/session specified.

📋 **Note**

Beginning balances are not currently tracked for organizations.

Anticipated aid is applicable to students only.

Charge/credit entries are posted using the Billing Processing Workflow in the Billing Setflow and cash receipt entries are posted using the Cash Receipts Processing Workflow in the Cash Receipts Setflow. ■

The charge/credits are sorted first by entry date (ascending order) and then by print order, similar to how the detail on a statement is sorted. If the All option is selected, the transactions are sorted first by entry date (descending order), which will allow for viewing the most recent transactions first, and then by print order. Totals display at the bottom of the window.

📓 **Note**

> The print order of a charge/credit code is set up in the *Charge/Credit* code table. ▪

💡 **Tip**

> Because the charge/credit history of a person/organization may be lengthy depending upon the selection criteria chosen, the totals that display at the bottom of the window reflect the total for all records selected, not just those records that are displayed on the window at the present time. ▪

📓 **Note**

> You cannot create or edit existing records from this window. To edit charge/credits, you must go to either the Chrg/Crd window of the People Billing Workflow or the Organization Billing Workflow in the Billing Setflow or, for students only, the Chrg/Crd window of the Registration Workflow in the Academic Records Setflow. To edit cash receipts, you must go to either the Receipts window of the Cash Receipts Workflow in the Cash Receipts Setflow or the Receipts window of the Registration Workflow in the Academic Records Setflow. ▪

Drill downs are available from the Fiscal Year, Det (detail), Description, and Amount fields. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on the **Det** field drills down to the Detail window. No editing may occur on this window. You can view the Detail Description and Detail Amount for the selected record here. PowerCAMPUS allows you to import a summary charge/credit record into a person's account along with the supporting detail. This allows for charges, such as those from the telephone, to appear on a person's account and statement in summary. It also allows for viewing of the line item calls, if necessary.

📓 **Note**

> Detail information is not currently tracked for organizations. ▪

Double clicking on the Description field drills down to the Charge/Credit window. No editing may occur on this window. You can view information such as the charge/credit code, amount, entry date, receipt number (if this row is a cash receipt), batch number, statement type and date, and summary type of the charge/credit here.

Double clicking on either the **Fiscal Year** or **Amount** field drill down to the Posting window. No editing may occur on this window. You can view information such as GL account Ids, reversed information and GL Journal posting information here.

Chrg/Crd

This window displays all charge/credits on a person's or organization's account for the year/term(s) or year/term/session(s) specified in the drop down list box. You may edit any of these records or add additional records to the year/term(s) or year/term/session(s). Use this window to enter manual charge/credits to a particular person/organization or to edit an existing charge/credit.

The default view is set to display All charge/credits. This view can be changed to either Year/Term (Term Only), Year/Term/Session, Year/Term (Term/All Sessions) or Year/Term (All Sessions Only) by selecting the appropriate option from the drop down list box.

The **Year/Term (Term Only)** view allows to you view, edit and enter all of the term level charge/credits records for the year/term specified.

The **Year/Term/Session** view allows to you view, edit and enter all of the session level charge/credits records for the year/term/session specified.

The **Year/Term (Term/All Sessions)** view allows to you view, edit and enter all of the term and session level charge/credits records for the year/term specified.

The **Year/Term (All Sessions Only)** view allows to you view, edit and enter all of the session level charge/credits records for the year/term specified.

> 📋 **Note**
>
> The year/term(s) or year/term/session(s) that display in the drop down list box have been set up in the Billing setup, located under Tools: Setup in the Billing Setflow. ∎

The year/term/session will default from either the year/term or year/term/session selected or, if ALL is selected, from the first year/term or year/term/session in the drop down list box. This default can be changed to any one of the specific year/term(s) or year/term/session(s) listed in the drop down list box.

You may enter charge/credits records for those year/term(s) that have been set up in the Billing setup, located under Tools: Setup in the Billing Setflow. If you attempt to enter or change a charge/credit record to a year/term that is not selected in Billing setup, then you will receive an error message. If you attempt to enter or change a charge/credit record to a year/term/session that is not selected to be billed at the session level in Billing Level setup, then you will receive an error message. For more information about billing levels, see *Setups in Billing*.

> 💡 **Tip**
>
> The Billing Level setup is used in conjunction with the Billing setup in order to determine which year/terms and which year/term/sessions are available for charge/credit entry. A list of selected year/terms is gathered from the Billing setup and then merged with all of the sessions, selected to assess at the session level, from the Billing Level setup. The result is a

list of year/terms and year/term/sessions which are valid for charge/credit entry. For more information see, "Understanding which Year/Term/Sessions are available for assessments and Charge/Credit and cash receipt entry".

You can select the description of the charge/credit from the drop down list box. Only charge/credits of types Charge, Credit and Financial Aid will display. Cash receipt records will not display here. Cash receipts must be entered and modified using either the Receipts window of the Cash Receipts Workflow in the Cash Receipts Setflow or the Receipts window of the Registration Workflow in the Academic Records Setflow.

Charge/credits that have been posted to the General Ledger Journal can only be reversed.

When using the All view, the charge/credits are sorted by entry date (descending order), then by academic year/term/session ascending, then by the print order in the Charge/Credit code table, similar to how the detail on a statement is sorted, ascending, and finally by charge/credit number ascending. Information such as the academic year/term/session, fiscal year/period, entry date, anticipated flag, voided flag, charge/credit code, and amount will display.

📝 **Note**

> When using any other view option, the only difference in the sort, will be ascending by entry date.

You may insert a new record or, in order to modify existing information, select a record.

When entering a new record, entry is prevented from the following fields: **Reversed**, **Posted**, and **Detail**.

The **Entry Date** defaults to the system date but can be changed.

The **Void** checkbox is used to void an existing record if it has not been posted.

The **Reversed** checkbox is used to reverse an existing record that has been posted. An offsetting entry will automatically be created.

📝 **Note**

> When a section fee is reversed, a reversal record will also be created in the *ChargeCreditCourse* table.

The **Anticipated** checkbox will default to deselected, although it can be changed if the charge/credit being entered is financial aid. Anticipated aid is not added into a student's balance.

📝 **Note**

> Anticipated aid is applicable to students only.

The **Posted** checkbox will be selected automatically when the charge/credit record is posted to the General Ledger Journal. Charge/credits are posted using the Posting to the

General Ledger Journal process. For more information about this process, see "Billing Processing".

The **Detail** check box is selected automatically when summary records are imported into the *ChargeCredit* table through the PowerCAMPUS Charge/Credit Import, with the associated detail records updated into the *ChargeCreditLine* table. For more information about this import, see "Other Processing".

📝 **Note**

      The **Detail** checkbox is currently not available.   ■

The **Amount** will display automatically if the charge/credit has an associated amount in the Charge/Credit code table. The amount can be edited.

💡 **Tip**

      If a charge/credit has been printed on a statement, editing the year, term, session, entry date, description or amount of the charge/credit will remove the statement information from the fields Printed on Statement, Statement Date and Due Date.   ■

💡 **Tip**

      When creating a new entry using the People Billing Workflow or the Organization Billing Workflow in the Billing Setflow, the batch number defaults to 'MMDDYYYY9998', where MMDDYYYY is the current system date. If you are entering more than one entry on this window for a particular person/organization or multiple people/organizations, the batch number will remain the same from entry to entry for that day's worth of entries. This allows for one Charge/Credit by Batch report to be printed for all charge/credit entries manually entered on the same day.   ■

💡 **Tip**

      For students only, when creating a new entry using the Registration Workflow in the Academic Records Setflow, the batch number defaults to 'MMDDYYYY9992', where MMDDYYYY is the current system date. If you are entering more than one entry on this window for a particular student or multiple students, the batch number will remain the same from entry to entry for that day's worth of entries. This allows for one Charge/Credit by Batch report to be printed for all charge/credit entries manually entered on the same day.

      If you are entering a number of charges to a specific person or to various people, it may be quicker to use the Miscellaneous Assessment process. For more information about this process, see "Billing Processing".   ■

📝 **Note**

      Currently, the Miscellaneous Assessment process can only assess organizations that are manually entered on the Add/Edit Amounts window.   ■

Drill downs are available from the row number and the **Det** (detail), Description and Amount fields. When your cursor changes to a magnifying glass, these drill downs can be

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accessed by double clicking. Double clicking on the **Det** field drills down to the Detail window. No editing may occur on this window. You can view the **Detail Description** and **Detail Amount** for the selected record here. PowerCAMPUS allows you to import a summary charge/credit record into a person's account along with the supporting detail. This allows for charges, such as those from the telephone, to appear on a person's account and statement in summary. It also allows for viewing of the line item calls, if necessary.

📋 **Note**

> Detail information is not currently tracked for organizations. ■

Double clicking on either the row number or the **Description** field drills down to the Charge/Credit window. You can view information such as the charge/credit code, amount, entry date, receipt number (if this row is a cash receipt), batch number, statement type and date, agreement number (if applicable), and summary type of the charge/credit here. You may also edit many of these fields for any unposted records. If the selected charge/credit is for the section fees of a particular course, the **Course** fields at the bottom of the window will display the year/term/session, catalog Id, subtype, section and serial Id, if any, of the associated course.

Double clicking on the **Amount** field drills down to the Posting window. No editing may occur on this window. You can view information such as GL account Ids, reversed information and GL Journal posting information here.

Another drill down is available from any of the **Course** fields on the Charge/Credit drill down window. When your cursor changes to a magnifying glass, this drill down can be accessed by double clicking.

Double clicking on any of the **Course** fields drills down to the Charge/Credit Course window. You may link a charge/credit record to a course by entering the Academic Year, Academic Term, Academic Session, Event Id, Event Sub Type, Section and Serial Id, if any, of the course to which you wish to link it.

📋 **Note**

> This drill down will only be available for those charge/credits for which the *Assessed_Flag* is set to *No*. ■

Charge/Credit drill down

The Charge/Credit drill down window can be accessed from several windows in the Billing, Cash Receipts and Academic Records Setflows.

You can view information such as the charge/credit code, amount, whether this charge/credit record was created by an assessment rule (as indicated by *Yes* in the **Assessed** field), entry date, receipt number (if this row is a cash receipt), batch number, statement type and date, agreement number (if applicable), and summary type of the charge/credit here. You may also edit many of these fields for any unposted records. If the selected charge/credit is for the section fees of a particular course, the **Course** fields at the bottom of the window

will display the year/term/session, catalog Id, subtype, section and serial Id, if any, of the associated course.

A drill down is available from the Assessed field. When your cursor changes to a magnifying glass, this drill down can be accessed by double clicking.

Double clicking on the **Assessed** field drills down to additional information for the Charge/Credit drill down window. You can view information such as the charge/credit number, the academic year, term and session, if any, the assessed information and if yes, the rule id, name, description and type will display as well as the rate amount and whether this charge/credit is flat or per credit from the assessment rule.

Charge/Credit history drill down

The Charge/Credit History drill down window can be accessed from several windows in the Billing, Cash Receipts and Academic Records Setflows.

You can view information such as the academic year/term/session, fiscal year/period, entry date, amount, and totals for charge/credits and anticipated aid (if applicable) here.

Detail drill down

The Detail drill down window can be accessed from more than one window in the Billing, Cash Receipts and Academic Records Setflows.

This window displays the Detail Description and Detail Amount for that record. PowerCAMPUS allows you to import a summary charge/credit record into a person's account along with the supporting detail. This allows for charges, such as those from the telephone, to appear on a person's account and statement in summary. It also allows for viewing of the line item calls, if necessary.

📝 **Note**
> Detail information is not currently tracked for organizations.

Posting drill down

The Posting drill down window can be accessed from several windows in the Billing, Cash Receipts and Academic Records Setflows.

You can view information such as General Ledger account Ids, reversed information and posting information here.

Balance

This window can be used to display balance information for the selected person or organization. This window can be extremely useful when a person/organization is questioning his/its balance. There are a number of different ways to view the balance. The default display is set to view the Current balance.

This view can be changed to either Academic Year, Calendar Year, Fiscal Year, Year/Term (All Sessions Only), Year/Term (Term/All Sessions), Year/Term (Term/All Sessions + Cumulative), Year/Term (Term Only), Year/Term (Term Only + Cumulative) or Year/Term/Session by selecting the appropriate option from the drop down list box.

The Academic Year view includes all charge/credits for the academic year specified. A previous balance amount will also be shown if there is an outstanding balance from the previous academic year.

> **Note**
>
> The academic year for a charge/credit record is determined by the *True_Academic_Year* column in the *ChargeCredit* table. This is controlled by the Academic tab in Billing setup. For more information, see *Billing setup*. ∎

The **Calendar Year** view includes all charge/credits for the calendar year specified. A previous balance amount will also be shown if there is an outstanding balance from the previous calendar year.

The **Current** view includes ALL charge/credits that have been entered to the person/organization's account, regardless of date, fiscal year or academic year/term.

The **Fiscal Year** view can be viewed for any fiscal year. If the current fiscal year is selected, the balance includes a beginning balance (if any), any posted entries for the fiscal year requested and any unposted entries. If a fiscal year other than the current fiscal year is requested, the balance includes a beginning balance (if any) and any posted entries for the fiscal year requested.

The **Year/Term (All Sessions Only)** view includes only session level charge/credits for the year/term selected.

The **Year/Term (Term/All Sessions)** view includes all term and session level charge/credits for the year/term selected.

The **Year/Term (Term/All Sessions + Cumulative)** view includes a previous cumulative balance (if any) and all term and session level charge/credits, excluding beginning balances, for the year/term specified.

The **Year/Term (Term Only)** view includes only term level charge/credits, excluding beginning balances, for the year/term specified.

The **Year/Term (Term Only + Cumulative)** view includes a previous cumulative balance (if any) and only term level charge/credits, excluding beginning balances, for the year/term specified.

The **Year/Term/Session** view includes the charge/credits for the year/term/session specified.

📑 **Note**

> Beginning balances are not currently tracked for organizations. ▪

Each of these balance records will also display summary type information. The summary types are user-definable and can be created in the Summary Type code table. A summary type is associated with each charge/credit set up in the Charge/Credit code table. For example, a summary type of Student Fees can track the amount charged to a student for student fees and health fees. A summary type of Cash Receipts can track the amount of all cash receipts credited to an organization's account.

📑 **Note**

> A sort order is assigned to each summary type. The summary types will sort on the Balance window based upon this sort order. ▪

💡 **Tip**

> Specific summary types will display on the Balance window only if a charge/credit has been entered that is associated with that summary type. If a summary type shows a balance of $0.00, the original charge/credits that were entered with that summary type have been reversed, deleted or voided. ▪

Information such as the balance due, anticipated aid (if applicable), and anticipated balance (if applicable) will display for each person/organization.

Anticipated Aid is listed separately under the balance amount.

- The **Academic Year** balance includes all anticipated aid up to and including the academic year specified.

- The **Current** balance includes all anticipated aid.

- The **Fiscal Year** balance includes all anticipated aid, if the current fiscal year is specified. No anticipated aid displays if the fiscal year specified is one other than the current fiscal year.

- The **Year/Term (Term/All Sessions + Cumulative)** balance includes all anticipated aid up to and including the academic year/term specified.

- The **Year/Term (Term Only + Cumulative)** balance includes only anticipated aid for the academic year/term specified.

📋 **Note**

Anticipated aid is applicable to students only.   ■

💡 **Tip**

Prebill and voided charge/credits are not included in any of the balances.   ■

Drill downs are available from all of the fields except Anticipated Balance. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking. Double clicking on any of these fields drills down to the Charge/Credit History window. You can view information such as the academic year/term/session, fiscal year/ period, entry date, amount, and totals for charge/credits and anticipated aid (if applicable).

💡 **Tip**

Because the charge/credit history of a person/organization may be lengthy, depending upon the selection criteria chosen, the totals that display at the bottom of the window reflect the total for All records selected, not just those records that are displayed on the window at the present time.   ■

Additionally, drill downs are available from certain fields of the Charge/Credit History drill down window. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on the **Det** (detail) field drills down to the Detail window. No editing may occur on this window. You can view the Detail Description and Detail Amount for the selected record here. PowerCAMPUS allows you to import a summary charge/credit record into a person/organization's account along with the supporting detail. This allows for charges, such as those from the telephone, to appear on a person/organization's account and statement in summary. It also allows for viewing of the line item calls, if necessary.

📋 **Note**

Detail information is not currently tracked for organizations.   ■

Double clicking on the **Description** field drills down to the Charge/Credit window. No editing may occur on this window. You can view information such as the charge/credit code, amount, entry date, receipt number (if this row is a cash receipt), batch number, statement type and date, and summary type of the charge/credit here.

Double clicking on either the **Fiscal Year** or **Amount** field drills down to the Posting window. No editing may occur on this window. You can view information such as GL account Ids, reversed information and GL Journal posting information here.

Data viewed here is stored in the *PeopleOrgBalance* table.

Pay Plan

This window displays detailed information about the student's payment plan history. This window can be extremely useful when a student is questioning activity on his payment plan. All payment plans for the student can be viewed, regardless of the status - Active, Canceled or Closed. The drop down list box for year/term displays ALL possible year/terms for which payment plans are set up. If you wish to view a specific year/term, simply change the selection in the drop down list box.

💡 **Tip**

> If the payment plan Status is Closed, then the Payment Plan Balance field should equal zero. For Active or Canceled plans, there should be a positive amount in the Payment Plan Balance field. ■

Drill downs are available from all of the fields. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on any of these fields drills down to the Payment Plan Detail window. This window shows all of the installment charges and cash receipts associated with the payment plan.

Additionally, drill downs are available from certain fields of the Payment Plan Detail drill down window. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Double clicking on the Installment Amount and Paid Amount fields drill down to the Posting window. You can view information such as GL account Ids, reversed information and GL Journal posting information here.

Double clicking on the Description field drills down to either the Cash Receipt or the Charge/Credit window, depending on the record selected. You can view information such as the cash code, amount, entry date, receipt number, batch number, and summary type of the cash receipt on the Cash Receipt drill down. You can view information such as the charge/credit code, amount, entry date, receipt number (if this row is a cash receipt), batch number, statement type and date, and summary type of the charge/credit on the **Charge/Credit** drill down.

Data viewed here is stored in the *PaymentPlan* table.

Payment plan detail drill down

The Payment Plan Detail drill down window can be accessed from the Pay Plan window in both the Billing and Cash Receipts Setflows.

This window shows all of the installment charges and cash receipts associated with the payment plan.

Phone Numbers

Phone numbers for people can be entered on this window.

- Select the Phone Type for the person's phone number (e.g., Cell, Work, Mom). The Phone Type drop-down will list the medium descriptions from the active phone types in the Person Phone Type code table. If a Description has not already been entered for the phone number, the system will display the default description from the Person Phone Type code table for the specified Phone Type (e.g., Cell Phone, Work Phone, Mom's Cell). The Phone Type is required and the Description is optional.

- Select the Country to which the phone number applies. The country will default to the country associated with the person's preferred address, but this can be changed.

- Enter the Phone Number. When entering phone numbers, do not include parentheses, hyphens or spaces. Once you tab off the field, the system will automatically format the phone number based on the country selected for the phone number. For more information about phone number formats, see Country in Code Tables. If the country selected does not have a phone number format, then the system will assume (###) ###-#### is the formatting to be used. The phone format for each country can be set up in the Country code table. For more information about this code table, see *Code Table Descriptions* in *Code Tables*.

- If applicable, you may select a Do Not Call Reason. For more information about do not call reasons, see *Reason For No Contact in Code Tables*.

- If only one phone number is listed, it will automatically be designated as the person's Primary phone number. If more than one phone number is listed, save all the phone numbers and then select the **Primary** checkbox for the phone number the person wants people to use to contact him or her. The person's Primary phone number will display at the top of the window for ease of reference.

You can delete any phone number which is not the Primary phone number. If the current Primary phone number is the number to be deleted, you must first designate a different phone number as the Primary phone number and save that change.

If you use Microsoft GP (Great Plains), this window will also display the primary phone number which has been passed from PowerCAMPUS to GP, or entered in GP and passed to PowerCAMPUS. This phone number will be listed with the Phone Type GP and the Description Great Plains Phone, and cannot be changed on this window.

- If the Country was not specified for the person's Primary phone number, the Country from the person's preferred address will be recorded as the Country for the GP phone number.

- If the Country was not specified for both the person's Primary phone number and preferred address, the system will record the Country for the GP phone number as United States.

Additionally, you may view the history of phone number changes by selecting the Phone History button. The system will display information regarding when a person's Phone Number, Phone Type, Country, or Do Not Call Reason changes on this window. The window will also display phone numbers that were deleted.

Data entered here is stored in the *People*, *PersonPhone*, and *PersonPhoneHistory* tables.

Tables updated during individual and manual assessments

The tables listed below are updated when individual or manual assessments are processed for people or organizations.

- ABT_Settings
- AdjustmentPayout
- BatchHeader
- ChargeCredit

- ChargeCreditCourse
- ChargeCreditDist
- PeopleOrgBalance
- StudentAssess (individual student assessments only)

Tables updated during entry/edit of charge/credits

The tables listed below are updated during entry/edit of charge/credits.

- ABT_Settings
- BatchHeader
- ChargeCredit

- ChargeCreditDist
- PeopleOrgBalance

Entering new charge/credits to non-sponsor accounts

Use the following instructions to enter a single charge/credit to a non-sponsor people or organization account using the People Billing Workflow or the Organization Billing Workflow.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Setup**.

2. Double click on the **Billing** category.

3. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

4. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or **Organization Billing**.

5. Select the appropriate person or organization from the sheet.

6. The Name window is displayed. Select the **Chrg/Crd** tab.

   The Charge/Credit (Code) code table is the main code table used in the Billing system. It enables the setup of charges, credits, cash receipts, and financial aid coding structure. All entries that will affect a person/ organization's statement or balance must be set up in this table first.

7. Select the appropriate Academic Year/Term from the drop down list box at the top of the window. Select **File**, and then select **Insert**. The Year and Term and Session, if any, will default for the new record but may be changed to any other valid year and term and session available. The Entry Date will default to the system date but may be changed. The checkboxes for Void, Rev (reversed), Anticipated (if applicable), Posted, and Det (detail) will be deselected. Only the **Void** or **Anticipated** checkboxes can be selected now. For students, select the **Anticipated** checkbox if the charge/credit being entered is of the type Financial Aid. The **Description** drop down list box will display the values from the Charge/Credit (Code) code table that are of the type charge, credit or financial aid (if applicable). Select the appropriate charge/credit. The amount of the charge/credit will default if an amount is set up in the Charge/Credit (Code) code table. You may edit this amount. Save the information.

   Charge/credits for students may also be entered using the Registration Workflow in the Academic Records Setflow. For more information, see *Registration in Academic Records*.

8. At the end of the day, select the **Reports** command button.

9. Select **File**, and then select **Print** to print the Charge/Credit by Batch report for batch 'MMDDYYYY9998', where MMDDYYYY is the current date. This report will give you all entries made on the Chrg/Crd window for this date.

Use the Miscellaneous Assessment process in order to enter multiple charge/credits to one or more people at the same time. Currently, the process can only assess organizations that are manually entered on the Add/Edit Amounts window. For more information, see "Billing Processing".

Viewing non-sponsor and sponsor charge/credit histories

Use the following instructions to view the charge/credit history of a person or an organization using the People Billing Workflow or the Organization Billing Workflow.

1. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or **Organization Billing**.

2. Select the appropriate person or organization from the sheet.

3. The Name window is displayed. Select the **History** tab.

📑 **Note**

> Sponsors and non-sponsors can view their histories here at any time. ■

4. The default is set to view ALL history. You can change this drop down list box to view history for a particular fiscal or academic timeframe. If you select the Academic Year/Term (Cumulative), Academic Year/Term (Term Only) or Academic Year option, select the specific academic year or year/term from the drop down list box that appears to the right. If you select the Fiscal Year option, enter the fiscal year in the field that appears to the right. The current fiscal year will default. The charge/credits that meet the selection criteria will display below. Totals for ALL charge/credits that meet the selection criteria will display at the bottom of the window. Drill downs are available to view additional information related to the specific charge/credit row. Double click on either the **Fiscal Year** column or the **Amount** column to access the **Posting** drill down. Double click on the Det (detail) column to access the Detail drill down. Double click on the **Description** column to access the **Charge/Credit** drill down.

Charge/credit history for students may also be viewed using the Registration Workflow in the Academic Records Setflow. For more information, see *Registration in Academic Records*.

📝 Note

> The History window displays all charge/credits on a account for viewing purposes only. You cannot create or edit existing records from this window. You must go to the Chrg/Crd window to do so. ■

Verifying non-sponsor and sponsor balances

Use the following instructions to verify a person's or organization's balance using the People Billing Workflow or the Organization Billing Workflow.

1. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or **Organization Billing**.

2. Select the appropriate person or organization from the sheet.

3. The Name window will display. Select the **Balance** tab.

📝 Note

> Sponsors and non-sponsors can view their balances here at any time. ■

4. The default is set to view the Current balance. You can change this drop down list box to view a balance for a particular fiscal or academic timeframe. If you select the Academic Year/Term (Cumulative), Academic Year/Term (Term Only) or Academic Year option, select the specific academic year or year/term from the drop down list box that appears to the right. If you select the Fiscal Year option, enter the fiscal year in the field that appears to the right. The current fiscal year will default. The balance information that meets the selection criteria will display below. Drill downs are available to view detail information about the balance or to view the individual summaries of data, which are grouped by summary type. On any field except Anticipated Balance (if applicable), double click to see further detail.

    The Summary Type code table is used to group like charge/credits together to get summary financial information and summary view of data. For more information about this code table, see *Summary Type in Code Tables*.

5. The **Charge/Credit History** drill down will display. You can also drill down on certain fields of the specific charge/credit detail to view additional information related to the row. Double click on either the Fiscal Year column or the Amount column to access the Posting drill down. Double click on the **Det** (detail) column to access the **Detail** drill down. Double click on the **Description** column to access the **Charge/Credit** drill down.

Assessing students individually

Use the following instructions to perform an individual assessment for a student based upon a particular year/term's or year/term/session's assessment rules using the People Billing Workflow or the Registration Workflow.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Setup**.

2. Double click on the **Billing** category.

3. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

4. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

5. Double click on the **Assessment Rules Setup** category.

    The **Assessment Rules Setup** process is used to set up the institution's billing policy for a year/term or year/term/session. In order to bill students based upon specific criteria, assessment rules must be set up detailing the charge/credits to be assessed and the criteria that must be met in order to bill the student properly.

6. Verify that assessment rules have been set up for the year/term(s) or year/term/ session(s) for which you will be assessing the student. Close the window.

7. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or **Workflow**, and then select **Registration**.

8. Select the appropriate student from the sheet.

9. The Name window is displayed. Select the **Register** tab or the **Registration** tab.

10. Select the academic year/term or year/term/session to be assessed from the drop down list box. Select the **Assess** button. Select the Assessment Type. You can select the History tab or the **Balance** tab to view the new charge/credits or updated balance as a result of this assessment.

    All Term, Term Only or Session will display in the Registration Workflow. All Term and Term Only will display in the People Billing Workflow. If a year/term/session is selected in the People Billing Workflow, a Session assessment will be automatically run.

11. Select the **Setup** icon (a question mark followed by the letter S). Verify the setup for statements. Close the window.

12. Select the **Statement** icon (a dollar sign) to print a statement. Select the **Show List** command button.

13. Repeat Steps 8 through 12 until all of the students have been assessed.

14. 1At the end of the day, select the **Reports** command button.

15. Select **File**, and then select **Print** to print the Charge/Credit by Batch report for batch 'MMDDYYYY9999', where MMDDYYYY is the current date. This report will give you all charge/credits created as a result of the individual assessments done.

What If

The What If scenarios are designed to help with common problems or situations that may arise while viewing sponsor and non-sponsor people-related financial information using the People Billing Workflow.

Scenario 1

What if the wrong year/term(s) are displayed on the Register window or the Chrg/Crd window?

Please follow the steps below:

1. Close the People Billing sheet.

2. From the Main Menu Bar, select **Tools**, and then select **Setup**.

3. Double click on the **Billing** category.

4. The **Academic Year/Term** tab will be highlighted. The selected sessions will display at the bottom of the window. You may select the correct year/term(s) from the top half of the window and deselect the incorrect year/term(s) from the bottom half of the window. Save the information. Close the Setup window.

5. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

6. Select the appropriate person from the sheet again.

7. Select the **Register** tab or the **Chrg/Crd** tab again.

📋 **Note**

The Register window applies to students only.

Scenario 2

What if the current fiscal year displaying on the History window is incorrect?

Please follow the steps below:

1. Close the People Billing sheet.

2. From the Main Menu Bar, select **Tools**, and then select **Setup**.

3. Double click on the **Billing** category.

4. Select the **Fiscal** tab. Enter the correct current fiscal year. Save the information. Close the Setup window.

5. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

6. Select the appropriate person from the sheet again.

7. Select the **History** tab again.

Scenario 3

What if the Balance window does not include beginning balances when selecting the Academic Year or Academic Year/Term balances.

> Beginning balances only display when you select the Fiscal Year option. The Academic Year and Academic Year/Term (Cumulative) options display a previous cumulative balance, if it exists.

Scenario 4

What if you want to print a batch report for all individual assessments done in a day?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

2. Select the **Reports** command button.

3. Select the Charge/Credit by Batch report. Select the **Setup** button.

4. Enter the batch range of 'MMDDYYYY9999', where MMDDYYYY is the day that the assessments were run, in both the From and To Batch fields. Save the information. Close the Setup window.

5. Select **File**, and then select **Print** to print the report.

Scenario 5

What if you want to print a batch report for all individual charge/credits entered on the Chrg/Crd window in a day?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

2. Select the **Reports** command button.

3. Select the Charge/Credit by Batch report. Select the **Setup** button.

4. Enter the batch range of 'MMDDYYYY9998', where MMDDYYYY is the day that the assessments were run, in both the **From** and **To Batch** fields. Save the information. Close the Setup window

5. Select **File**, and then select **Print** to print the report.

Scenario 6

What if you have printed a statement for a particular sponsor using the People Billing Workflow, but the sponsor agreement information for the charge/credit records does not display on the statement?

Statements for sponsors cannot be printed from the People Billing Workflow. You must print sponsor statements from the Charge/Credits drill down on the Sponsor Agreement window of the People Workflow. For more information, see *People in People/Organizations.*

Scenario 7

What if you have manually assessed a charge for a sponsor, but the charge does not display for the agreement when printing a sponsor statement?

Charge/credits records for sponsors cannot be manually entered using the Chrg/Crd window of the People Billing Workflow. You must manually enter all charge/credits for a sponsor using the **Charge/Credits** drill down of the Sponsor Agreement window of the People Workflow. This is so that a specific agreement number can be assigned. For more information, see *People in People/Organizations*.

9 Organization Billing

The Organization Billing sheet displays all pertinent information related to billing non-sponsor organizations, as well as balance and charge/credit history information for sponsor organizations. Additional information related to billing organizations that are sponsors can be viewed on the Sponsor Agreement window of the Organizations Workflow.

📋 **Note**

> Charge/credits for sponsors must be entered using the Chrg/Crd drill down on the Sponsor Agreement window of the Organizations Workflow in any setflow. This is so that a specific agreement number can be assigned. For more information, see *Organizations in People/ Organizations*. ∎

The Statement Setup icon [?S] is available from any window throughout the Organization Billing Workflow. Selecting this icon allows you to set up the criteria for printing individual organization statements.

📋 **Note**

> The Individual tab of the Setup window does not appear when the report setup is accessed here; it is not available for organizations. The statement available in the Reports Workflow is also not available for organizations at this time. ∎

By clicking once on the appropriate record and then once on the Statement icon [$], you can quickly print an organization's statement from the Organization Billing sheet. This icon is also available from any window throughout the Organization Billing Workflow.

📋 **Note**

> Statements for organizations who are sponsors can only be printed from the Sponsor Agreement window of the Organizations Workflow. ∎

Once an organization is selected from the sheet, several tabs will display. Some windows allow updating of information, while others allow viewing only. The following tabs are available from this workflow:

You may want to consider adding a billing address on the Address window. Decide which address and which mailing type are to be used for organization billing mailings, such as statements. All mailings look to the GNRL (general) mailing type as the default when printing, in order to retrieve the appropriate address and recipient. However, a more

specific mailing type can be specified.

- Address
- Balance
- Chrg/Crd
- History

- Name
- Phone Numbers
- Statement

For Address - See "Address"

For Balance - See "Balance"

For Chrg/Crd - See "Chrg/Crd"

For History - See "History"

For Name - See "Name"

For Statement - See "Statement"

Phone Numbers

Phone numbers for organizations can be entered on this window.

- Select the Phone Type for the organization's phone number (e.g., Main, Fax). The Phone Type drop-down will list the medium descriptions from the active phone types in the Organization Phone Type code table. If a Description has not already been entered for the phone number, the system will display the default description from the Organization Phone Type code table for the specified Phone Type (e.g., Main Line, Satellite Office, Fax). The Phone Type is required and the Description is optional.

- Select the Country to which the phone number applies. The country will default to the country associated with the organization's preferred address, but this can be changed.

- Enter the Phone Number. When entering phone numbers, do not include parentheses, hyphens or spaces. Once you tab off the field, the system will automatically format the phone number based on the country selected for the phone number. For more information about phone number formats, see Country in Code Tables. If the country selected does not have a phone number format, then the system will assume (###) ###-#### is the formatting to be used. The phone format for each country can be set up in the Country code table. For more information about this code table, see *Code Table Descriptions*.

- If applicable, you may select a Do Not Call Reason. For more information about do not call reasons, see *Reason For No Contact in Code Tables*.

- If only one phone number is listed, it will automatically be designated as the organization's Primary phone number. If more than one phone number is listed, save all the phone numbers and then select the Primary checkbox for the phone number the organization wants people to use to contact it. The organization's Primary phone number will display at the top of the window for ease of reference.

You can delete any phone number which is not the Primary phone number. If the current Primary phone number is the number to be deleted, you must first designate a different phone number as the Primary phone number.

Additionally, you may view the history of phone number changes by selecting the Phone History button. The system will display information regarding when a organization's Phone Number, Phone Type, Country, or Do Not Call Reason changes on this window. The window will also display phone numbers that were deleted.

Data entered here is stored in the *Organization*, *OrganizationPhone*, and *OrganizationPhoneHistory* tables.

Tables updated during individual and manual assessments

The tables listed below are updated when individual or manual assessments are processed for people or organizations.

- ABT_Settings
- AdjustmentPayout
- BatchHeader
- ChargeCredit

- ChargeCreditCourse
- ChargeCreditDist
- PeopleOrgBalance
- StudentAssess (individual student assessments only)

Tables updated during entry/edit of charge/credits

The tables listed below are updated during entry/edit of charge/credits.

- ABT_Settings
- BatchHeader
- ChargeCredit
- ChargeCreditDist
- PeopleOrgBalance

Entering new charge/credits to non-sponsor accounts

Use the following instructions to enter a single charge/credit to a non-sponsor people or organization account using the People Billing Workflow or the Organization Billing Workflow.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Setup**.

2. Double click on the **Billing** category.

3. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

4. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or **Organization Billing**.

5. Select the appropriate person or organization from the sheet.

6. The Name window will display. Select the **Chrg/Crd** tab.

   The Charge/Credit (Code) code table is the main code table used in the Billing system. It enables the setup of charges, credits, cash receipts, and financial aid coding structure. All entries that will affect a person/ organization's statement or balance must be set up in this table first.

7. Select the appropriate Academic Year/Term from the drop down list box at the top of the window. Select **File**, and then select **Insert**. The Year and Term and Session, if any, will default for the new record but may be changed to any other valid year and term and session available. The Entry Date will default to the system date but may be changed. The checkboxes for Void, Rev (reversed), Anticipated (if applicable),

Posted, and Det (detail) will be deselected. Only the **Void** or **Anticipated** checkboxes can be selected now. For students, select the **Anticipated** checkbox if the charge/ credit being entered is of the type Financial Aid. The **Description** drop down list box will display the values from the Charge/Credit (Code) code table that are of the type charge, credit or financial aid (if applicable). Select the appropriate charge/credit. The amount of the charge/credit will default if an amount is set up in the Charge/Credit (Code) code table. You may edit this amount. Save the information.

Charge/credits for students may also be entered using the Registration Workflow in the Academic Records Setflow. For more information, see *Registration in Academic Records*.

8. At the end of the day, select the **Reports** command button.

9. Select **File**, and then select **Print** to print the Charge/Credit by Batch report for batch 'MMDDYYYY9998', where MMDDYYYY is the current date. This report will give you all entries made on the Chrg/Crd window for this date.

   Use the Miscellaneous Assessment process in order to enter multiple charge/credits to one or more people at the same time. Currently, the process can only assess organizations that are manually entered on the Add/Edit Amounts window. For more information, see "Billing Processing".

Viewing non-sponsor and sponsor charge/ credit histories

Use the following instructions to view the charge/credit history of a person or an organization using the People Billing Workflow or the Organization Billing Workflow.

1. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or **Organization Billing**.

2. Select the appropriate person or organization from the sheet.

3. The Name window will display. Select the **History** tab.

📑 **Note**

> Sponsors and non-sponsors can view their histories here at any time. ∎

4. The default is set to view ALL history. You can change this drop down list box to view history for a particular fiscal or academic timeframe. If you select the Academic Year/Term (Cumulative), Academic Year/Term (Term Only) or Academic Year option, select the specific academic year or year/term from the drop down list box that appears to the right. If you select the Fiscal Year option, enter the fiscal year in the field that appears to the right. The current fiscal year will default. The charge/ credits that meet the selection criteria will display below. Totals for ALL charge/

credits that meet the selection criteria will display at the bottom of the window. Drill downs are available to view additional information related to the specific charge/credit row. Double click on either the **Fiscal Year** column or the **Amount** column to access the **Posting** drill down. Double click on the Det (detail) column to access the Detail drill down. Double click on the **Description** column to access the **Charge/Credit** drill down.

Charge/credit history for students may also be viewed using the Registration Workflow in the Academic Records Setflow. For more information, see *Registration in Academic Records*.

📝 **Note**

> The History window displays all charge/credits on a account for viewing purposes only. You cannot create or edit existing records from this window. You must go to the Chrg/Crd window to do so. ■

Verifying non-sponsor and sponsor balances

Use the following instructions to verify a person's or organization's balance using the People Billing Workflow or the Organization Billing Workflow.

1. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or **Organization Billing**.

2. Select the appropriate person or organization from the sheet.

3. The Name window will display. Select the **Balance** tab.

📝 **Note**

> Sponsors and non-sponsors can view their balances here at any time. ■

4. The default is set to view the Current balance. You can change this drop down list box to view a balance for a particular fiscal or academic timeframe. If you select the Academic Year/Term (Cumulative), Academic Year/Term (Term Only) or Academic Year option, select the specific academic year or year/term from the drop down list box that appears to the right. If you select the Fiscal Year option, enter the fiscal year in the field that appears to the right. The current fiscal year will default. The balance information that meets the selection criteria will display below. Drill downs are available to view detail information about the balance or to view the individual summaries of data, which are grouped by summary type. On any field except Anticipated Balance (if applicable), double click to see further detail.

The Summary Type code table is used to group like charge/credits together to get summary financial information and summary view of data. For more information about this code table, see *Summary Type in Code Tables*.

5. The **Charge/Credit History** drill down will display. You can also drill down on certain fields of the specific charge/credit detail to view additional information related to the row. Double click on either the Fiscal Year column or the Amount column to access the Posting drill down. Double click on the **Det** (detail) column to access the **Detail** drill down. Double click on the **Description** column to access the **Charge/Credit** drill down.

What If

The What If scenarios are designed to help with common problems or situations that may arise while viewing sponsor and non-sponsor organization-related financial information using the Organization Billing Workflow.

Scenario 1

What if the wrong year/term(s) or year/term/session(s) are displayed on the Chrg/Crd window?

Please follow the steps below:

1. Close the Organization Billing sheet.

2. From the Main Menu Bar, select **Tools**, and then select **Setup**.

3. Double click on the **Billing** category.

4. The **Academic Year/Term** tab will be highlighted. The selected sessions will display at the bottom of the window. You may select the correct year/term(s) from the top half of the window and deselect the incorrect year/term(s) from the bottom half of the window. Save the information. Close the Setup window.

5. From the Main Menu Bar, select **Workflow**, and then select **Organization Billing**.

6. Select the appropriate person from the sheet again.

7. Select the **Chrg/Crd** tab again.

Scenario 2

What if the current fiscal year displaying on the History window is incorrect?

Please follow the steps below:

1. Close the Organization Billing sheet.

2. From the Main Menu Bar, select **Tools**, and then select **Setup**.

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3. Double click on the **Billing** category.

4. Select the **Fiscal** tab. Enter the correct current fiscal year. Save the information. Close the Setup window.

5. From the Main Menu Bar, select **Workflow**, and then select **Organization Billing**.

6. Select the appropriate person from the sheet again.

7. Select the **History** tab again.

Scenario 3

What if you want to print a batch report for all individual assessments done in a day?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Organization Billing**.

2. Select the **Reports** command button.

3. Select the Charge/Credit by Batch report. Select the **Setup** button.

4. Enter the batch range of 'MMDDYYYY9999', where MMDDYYYY is the day that the assessments were run, in both the **From** and **To Batch** fields. Save the information. Close the Setup window.

5. Select **File**, and then select **Print** to print the report.

Scenario 4

What if you want to print a batch report for all individual charge/credits entered on the Chrg/Crd window in a day?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Organization Billing**.

2. Select the **Reports** command button.

3. Select the Charge/Credit by Batch report. Select the **Setup** button.

4. Enter the batch range of 'MMDDYYYY9998', where MMDDYYYY is the day that the assessments were run, in both the **From** and **To Batch** fields. Save the information. Close the Setup window

5. Select **File**, and then select **Print** to print the report.

Scenario 5

What if you have printed a statement for a particular sponsor using the Organization Billing Workflow, but the sponsor agreement information for the charge/credit records does not display on the statement?

Statements for sponsors cannot be printed from the Organization Billing Workflow. You must print sponsor statements from the **Charge/Credits** drill down on the Sponsor Agreement window of the Organizations Workflow. For more information, see *Organizations in People/Organizations*.

Scenario 6

What if you have manually assessed a charge for a sponsor, but the charge does not display for the agreement when printing a sponsor statement?

Charge/credits records for sponsors cannot be manually entered using the Chrg/Crd window of the Organization Billing Workflow. You must manually enter all charge/ credits for a sponsor using the Charge/Credits drill down of the Sponsor Agreement window of the Organizations Workflow. This is so that a specific agreement number can be assigned. For more information, see *Organizations in People/Organizations*.

10 | Billing Processing

The Billing Processing sheet includes all of the global processes that are used to assess students and process data in your Billing system. The following processes are available from this workflow:

- Assessment Rules Setup

- Copy/Delete Assessment Rules

- Tuition Adjustment Policy Setup

- Copy/Delete Tuition Adjustment Policies

- Global Assessment

- Miscellaneous Assessment

- Late Fee Assessment

- Posting to the General Ledger Journal

- Refund Export

- Stop List Process

- Deleting a Batch

- Beginning Balance

- Taxpayers Relief Act

- Statement Publishing

Assessment Rules Setup

This process is used to set up and/or view the institution's billing policy for a year/term. In order to bill students based upon specific criteria, assessment rules must be set up detailing the charge/credits to be given and the criteria that must be met in order to bill the student properly. For example, all undergraduate students taking 12.00 or more credits are to be assessed for Tuition - Full Time, a Student Fee, and a Health Fee.

Assessment rules can be set up for an unlimited number of students that have enrolled in at least one course. The rules should be as general or as specific as they need to be in order for the correct population of students to be selected and charged.

Assessment rules can be set up to bill registered students and also to bill prior to registration in order to send out estimated bills. The Prebill flag is used to indicate that the rule will be used to calculate charge/credits not based upon registration.

The individual and group billing functions utilize the assessment rules to automatically create charge/credits for each student. The appropriate sponsors, if any, will also be assessed at this time. Assessment rules must therefore be set up prior to the time when you would assess charge/credits. Rules can be copied from one year/term to another OR one year/term/session to another and modified in preparation for the next term's or session's billing.

📝 **Note**

> If an assessment rule's criteria were edited, the Custom SQL checkbox will be selected. For more information, see "Criteria". ■

There are two assessment functions that use assessment rules in PowerCAMPUS: Individual and Global. The Global Assessment process will assess all students meeting the selection criteria. Individual student assessments also use assessment rules but are done on a student-by-student basis. Individual assessments can be run from either the Registration window of the Registration Workflow in the Academic Records Setflow or the Register window of the People Billing Workflow in the Billing Setflow.

📝 **Note**

> The Drop Course Process, Student Withdrawal Process and Block Registration process also use the assessment rules. Additionally, these rules are applied during the cancellation of a section using the Sections Workflow. ■

If your institution charges fees associated with specific courses, you do not have to create an assessment rule for each of the courses. The fees are typically set up in either the Fees window of the Catalog Workflow or the Fees window of the Sections Workflow in the Academic Records Setflow. Once a section record is saved, an assessment rule is created with the same academic year/term/session as the section, with the associated charge/credit code, Amount and Per Credit/Flat Fee flag and Fee Group. The description of the assessment rule is the charge/credit description entered on the Fees window. You will not be able to view these rules from the Assessment Rules Setup window; however, you can view them by printing an Assessment Rules report. For more information about fees, see *Catalog or Sections in Academic Records*.

💡 **Tip**

> When a fee is created and saved on the Fees window, an assessment rule is automatically created for the year/term (if academic calendar record of course is billed at term level) OR year/term/session (if academic calendar record of course is billed at session level), catalog Id, subtype and section. This rule ensures that each student or his sponsor, if any, will be charged the fee automatically upon assessment. For more information, see *Sections in Academic Records*. ■

Assessment Rules Setup allows for flexibility in its approach. You can use a wide variety of criteria currently tracked by the system as a rule for billing. A listing of tables and associated columns from which to choose will be available. You can base your selection criteria on these when setting up each of your rules. For more information, see "Tables used in the filters for assessment rules".

Rules for a specific year/term or year/term/session can be viewed easily by selecting the appropriate year/term or year/term/session from the drop down list box at the top left-hand corner of the window. Selecting a year/term or year/term/session will cause only the assessment rules set up for the selected year/term or year/term/session to display in the Assessment Rule drop down list box.

Rule information

Basic rule information must be set up to identify the rule and year/term/session to which the rule applies. The Academic Year and Term fields are mandatory. The Session field should only be completed if this rule is to apply the associated charge/credits to the session level, for billing programs such as continuing education programs. When the Global Assessment process or the individual assessment processes are run for a particular year/term or year/term/session, all assessment rules with the same year/term or year/term/session will be selected and processed based upon the type of assessment that is run.

For example, if a health fee is assessed to all students in the Fall term, regardless of how the Fall term is billed within each year, you can set up a rule with the applicable academic year and a term of Fall at the Overall Term level.

💡 **Tip**

Each rule is assigned an Id. The Id is incremented sequentially from the ABT_Settings table. This Id will display on the window when the rule is saved.   ■

There are three different levels of assessment rules that can be set up. Radio buttons displaying Overall Term, Term and Session allow you to select the type of assessment rule which controls how the rule will be used during assessments. In addition there are three types of assessments used by Global and Individual Assessments: All Term, Term and Session. For more information about types of individual and global assessments see "Understanding assessments". The table below provides a brief summary of which assessment rules are used when running each of the assessment types using individual and global assessments.

Assessment Type Run	Assessment Rule Levels Used
All Term	Overall Term, Term and Session
Term Only	Term
Session	Session

The Overall Term assessment rule type assesses for all activity in the term regardless of how the year/term/session is set up to be billed in the Billing Level setup. This means that

Overall Term level assessment rules apply to both year/term/sessions that are billed at the term and session level. For example, assume you have a Summer term and you have two sessions in your Summer term. Also assume that session 01 is billed at the session level and session 02 is billed at the term level. If you have an overall term level rule set up for assessing tuition and the student is only registered for the 01 session, which is billed at the session level, then when you run a All Term assessment for Summer 01, the student would be assessed the charge/credits associated the term rule regardless of session 01 being billed at the session level and you did not run a Session assessment.

The Term assessment rule type assesses for the year/term/sessions that are set up to be billed at the term level only in the Billing Level setup. For example, assume you have a Summer term and you have two sessions in your Summer term. Also assume that session 01 is billed at the session level and session 02 is billed at the term level. If you have an term level rule set up for assessing tuition and the student is only registered for the 01 session, which is billed at the session level, then when you run an All Term or Term Only assessment for Summer 01, the student would not be assessed the charge/credits associated with the term rule because session 01 is billed at the session level and you did not run a Session assessment.

The Session assessment rule type assesses the year/term/sessions that are set up to be billed at the session level only in the Billing Level setup. For example, assume you have a Summer term and you have two sessions in your Summer term. Also assume that session 01 is billed at the session level and session 02 is billed at the term level. If you have an term level rule set up for assessing tuition and the student is only registered for the 01 session, which is billed at the session level, then when you run an Term assessment for Summer 01, the student would not be assessed the charge/credits associated with the session rule because session 01 is billed at the session level and you did not run a Session or All Term assessment.

The tables below provide a brief summary of how assessment rule levels are processed based upon the Billing Level setup and which assessment types are run.

Assume this is the information in Billing Level setup for 2005 Summer:

Academic Year	Academic Term	Academic Session	Billing Level
2005	Summer	01	Session
2005	Summer	02	Term

The following assessment rule levels would be processed based upon the billing level of each academic year/term/session selected and the assessment types available:

Academic Year/Term/ Session Selected	Assessment Rule Levels	Applicable Assessment Type
2005/Summer	Overall Term	All Term
2005/Summer/01	Session	All Term or Session
2005/Summer/02	Term	All Term or Term Only

Each rule must be given an Academic Year and Term. If the assessment rule is created at the Session level, then a Session must be selected for the assessment rule. If the rule has been set up as Overall Term or Term, the Session field will be disabled.

The **Custom SQL** checkbox is used to identify assessment rules for which one or more criteria have been altered manually. This checkbox will be updated by the system upon making changes to the syntax on the View SQL window.

If it is your policy to send an estimated bill prior to the start of the term and formal registration for new or returning students, the **Prebill** checkbox is used to indicate that a student does not need to be registered in a course to meet the rule criteria. Prebill rules are typically set up for new and returning students.

📝 **Note**

Prebill assessment rules may only be created at the Overall Term level.

Once you save the assessment rule you may not change the rule level. For example, assume you have created an assessment rule for a session charge and you have saves the assessment rule, but you have forgotten to change the rule level to Session. You must delete and recreate the assessment rule because you are unable to change the rule level once the assessment rule has been saved. ■

Each rule must also be given a description in order to identify the rule. The Long Description will display in the drop down list box on this window once the record is saved.

💡 **Tip**

Be unique in your description of the rules. Unique descriptions help identify the rule easily and quickly.

When setting up a prebill rule, it is recommended to include 'Prebill-New Student' or 'Prebill - Returning Student' in the rule's Long Description. This will sort the prebill rules together on the Assessment Rules Setup window and make for easier selection on the Global Assessment window.■

The Help Description can be used to further identify the purpose of the rule.

💡 **Tip**

Rules that apply to registered students and rules that apply to non-registered students must be set up as individual rules. The Global Assessment process allows you to process either an assessment based on registration information or a prebill assessment. For more information, see "Global Assessment". ■

Charge/Credits

The bottom portion of the window is used to select the charge/credits that are applicable to the rule. The **Available** list box will display all charge/credits that have been set up in the Charge/Credit code table. Either charges, credits or both can display in the list. From the

Available list box, either drag and drop these charges and credits to the **Selected** list box or select the **Add** or **Add All** buttons to move them.

📝 **Note**

> You must not include the same charge/credit code in multiple assessment rules within the same assessment rule level. Section fee assessment rules created from the Fees window in the Sections Workflow are the only exception. You may use the same charge/credit code in multiple section fee rules. For example, you can set up one Course Fee with a $0.00 amount and then link the Course Fee to each of your sections. The amount can then be changed such that it is different for each section. For more information, see *Sections in Academic Records*. ■

💡 **Tip**

> Once a rule is saved, the Available charge/credits display from the Charge/Credit code table while the Selected charge/credits display from the AssessChargeCredit table. If a charge/credit amount changes for future year/term assessments, the Selected charge/credits for the current term will still display the amount that was used when initially entered and saved. Before copying assessment rules to a future year/term, you should verify that the Charge/Credit code table is set up correctly for descriptions, amounts and types (per credit/flat fee). The copy process will use the information found in this table.

> Once a rule is saved, the selected charge/credit code become static. The description, amount and type that were selected for the charge/credit code at the time that they were linked will be used in the assessment. If, after linking a charge/credit code to an assessment rule, you realize that the description, amount or type was incorrect, you must correct the charge/credit code value in the code table and then relink each charge/credit code that was changed in the assessment rules. For more information, see "Adjusting charge/credit information" or "What if". ■

Criteria

Selecting the Criteria button will display the Assessment Rule Criteria window. This allows you to establish the specific criteria for selecting a population of students. Criteria such as program/degree/curriculum, dorm plan and room plan can be used to select students and assess certain charge/credits. At least one row of criteria must be set up, though multiple rows may be established.

📝 **Note**

> For more information about the available tables, see "Tables used in the filters for assessment rules". ■

The default criteria is (TranscriptDetail.Add/Drop/Wait List Status = 'A'). This line of criteria will not display for rules flagged as prebill rules.

Select the column(s) that would define the rule criteria. You may also select from a list of available operators such as >, <, =, <>, <=, and >=, which will establish the relationship between the column selected and the criteria entered.

For example, if your criteria for a rule is based on whether or not a student is in the Undergraduate program, you could set up a rule criterion as (Academic.Program = 'Undergrad').

Once a row has been entered, you can select AND or OR logic if multiple rows of criteria are to exist for this rule. The use of parentheses will also help in defining which criteria are grouped together in a rule.

Listed below are the tables available for selection:

- Academic
- Affiliations
- ChargeCredit
- Demographics
- Residency

- Sections (not available for a prebill rule)
- Student
- StudentFinancial
- TranscriptDetail (not available for a prebill rule)
- TranscriptMarketing

💡 **Tip**

Depending upon how the rules are set up, a student can satisfy multiple criteria. Keep this in mind when setting up your rules. Every student being assessed will be reviewed for each rule to see if he matches the criteria for the rule. You want to be as specific as possible in order for the proper population to be selected for each rule.

Keep in mind, when setting up your rules, if you include the Academic table in your assessment rules, such as in prebill assessment rules, you will need to include (Academic.Primary_Flag = 'Y') in your criteria.

Keep in mind, when setting up your rules, if you include the ChargeCredit table in your assessment rules, you must include the Void Flag from the ChargeCredit table in your criteria.

The default criteria is (TranscriptDetail.Add/Drop/Wait List Status = 'A'). This line of criteria will not display for rules flagged as prebill rules. ■

Additional rows of criteria can be added after the last row, inserted between two rows, or deleted by using the appropriate buttons.

The Distinct flag is used to determine if a student is to be charged only once (distinct) or each time that he meets the criteria (not distinct). The **Distinct** checkbox is selected for each rule by default.

For example, an audit fee may be charged for each audit course taken (Distinct is deselected) or regardless of the number of audit courses taken (Distinct is selected).

📋 **Note**

> The distinct rule of thumb differs depending on whether the charge/credits being assessed for a particular rule are coded as per credit or flat fee. If the charge is per credit, the **Distinct** checkbox may not be deselected. Per credit charges by nature are charging for each credit, therefore, deselecting Distinct is not necessary.
>
> If a rule contains per credit charges and Distinct is deselected, you will be warned that you must have Distinct selected. Rules cannot contain both per credit and flat fee charges if the flat fee charge is to be charged for each occurrence. If Distinct is deselected, each charge would need to be set up as a separate rule. ▪

The syntax for the assessment rule can be viewed and/or edited by selecting the **View SQL** button. Once selected the View SQL window will display. You may edit the syntax by selecting the **Allow Edit** button.

For example, you may want to compare two table columns in the assessment rule criteria in order to determine if a late registration fee should be assessed. To do this, you may edit the SQL syntax and add the appropriate syntax on the View SQL window that would allow you to compare the TranscriptDetail.Add_Drop_Status_Date table column with the Sections.Late_Reg_Fee_Date table column. For more information about this particular example, see *Assessment Rule Examples, Tips and Limitations*.

The **Custom SQL** checkbox is used to identify assessment rules for which one or more criteria have been altered manually. This checkbox will be updated by the system upon making changes to the syntax on the View SQL window.

The following options are available on the View SQL window:

- Test SQL - Selecting this button will allow you to verify that the SQL syntax manually entered is correct.

- Allow Edit - Selecting this button will allow you to edit the SQL syntax directly. The ability to edit the filter criteria on the Assessment Rule Criteria window will be disabled when this option is selected.

📋 **Note**

> Tables and columns other than those available for selection on the Assessment Rule Criteria window can be specified in the SQL syntax. ▪

- Revert - Selecting this button will set the SQL syntax back to what it was before your last save. Any manual updating you have done in this session will be removed.

📋 **Note**

> This feature is only available prior to saving the custom SQL syntax. ▪

- Close - This button allows you to close the window. You will be prompted to save your changes upon closing the window. Once you have saved any changes to the SQL syntax the Custom SQL checkbox will be selected automatically by the system.

📒 **Note**

> You may also cut, copy or paste any areas of SQL syntax using the Cut, Copy and Paste features available from the Edit pull-down menu of the Main Menu Bar. For more information, see *User Introduction*. ▪

💡 **Tip**

> When viewing the SQL syntax, the academic year, academic term and academic session, if any, will display as @ACA_YEAR, @ACA_TERM and @ACA_SESS. Once the assessment is run, for non-prebill rules, the academic year, term, and session, if any, will be replaced with the academic year and term entered for that rule during its setup here. For prebill rules, the academic year and term will be replaced with the academic year and term selected in the Global Assessment process. ▪

💡 **Tip**

> When editing the SQL syntax, non-prebill assessment rules at minimum must include the TranscriptDetail table and one column in the select list. For example, the select statement may look like this: "Select (selected column) from TranscriptDetail". Prebill assessment rules at minimum must include the Academic table and one column in the select list. For example, the select statement may look like this: "Select (selected column) from Academic".
>
> You may include more than one table, but you may only include one column. The required table must be listed in the from clause and the column listed will be used to determine the number of credits in the TranscriptDetail table or the number of records in the Academic table, so this column must be numeric (i.e. TranscriptDetail.Credit_Billing or Academic.Credits). ▪

For more information about assessment rules, see "Designing Assessment and Tuition Adjustment Rules".

Tables used in the filters for assessment rules

The following tables are used throughout the Billing system for extracting information. When setting up the filters for assessment rules, use this information to verify the correct table needed.

Academic

This table stores academic data for the student for every session that the student attends at the institution. Each degree and curriculum that the student pursues will have its own row.

Address

This table stores information related to a person/organization's address.

Affiliations

This table supports the tracking of contacts between individuals, between organizations or between an individual and an organization.

AssessChargeCredit

This table is used to record all of the charge/credits that will be assessed for a specific assessment rule.

AssessmentRule

This table is used to specify the criteria that determine when a particular charge/credit code will be assessed.

CashReceipt

This table stores the information related to cash receipts entered to a student or to an organization. Information such as the receipt number, receipt amount and payment type can be found here.

ChargeCredit

This table is the main table in the Billing system. All charge/credits for a person are contained in this table. Information such as the year/term/session, entry date, and void, posted and assessed data can be found here.

ChartofAccounts

This table contains the general ledger accounts to be used in the Billing system.

Demographics

This table stores demographic information such as ethnicity, gender, veteran status and citizenship.

Journal

This table contains the debit and credit amounts associated with the charge/credit accounts. The Journal table is updated when charge/credit entries are posted from the Billing Processing and Cash Receipts Processing Workflows.

Mailing

This table tracks the various types of mailings to be sent to different addresses per student/ organization.

People

This table stores the person's Id, name, release and deceased information.

PeopleOrgBalance

This table is used to record balance information for both people and organizations. Amounts can be summarized by fiscal year, fiscal year/summary code, academic year, academic year/summary code, academic year/term and academic year/term/summary code.

Residency

This table records dorm and food plan information.

SectionFee

This table records the fees associated with a particular course section.

Sections

This table stores information related to a particular course section.

Student

This table contains high school, Id card, and insurance policy information.

StudentFinancial

This table records total billing credits per year/term and year/term/session. Information such as tuition plan, tuition exemption and payment plan is also stored here. Residency months for state and county are located in this table.

TranscriptDetail

This table stores all of the information related to the courses for which a student is registered

💡 **Tip**

> The default criteria is (TranscriptDetail.Add/Drop/Wait List Status = 'A').
> This line of criteria will not display for rules flagged as prebill rules. ◼

TranscriptMarketing

This table stores information related to each course, such as the source of the course and a drop reason, if any.

The *ABT_Settings*, *AssessChargeCredit*, and the *AssessmentRule* tables are updated during Assessment Rules Setup.

Setting up assessment rules initially

Use the following instructions to set up your institution's assessment rules, detailing the charge/credits to be assessed and the criteria that must be met in order to bill a student properly.

1. Make a list of your current billing policies, including special exemptions or special fee arrangements. If you will be prebilling students, what is the policy to bill students who have not yet registered for the upcoming year/term? Do you need rules for both returning students and new students?

2. Group your assessment rules together by student definition - undergraduate, graduate, major, senior citizen, cross-enrolled, etc. A great number of rules may need to be established. You need to be specific in your setup in order for the students to be assessed by the correct rules. Every student registered for the year/term or year/term/ session being assessed will be reviewed for each rule to see if he matches the criteria for the rule.

3. Decide which rules are to be set up for the current year/term or year/term/session. Use the "Assessment rules template", located in Appendix, as a worksheet. Be certain to keep the Assessment Rules Billing Criteria, also included in Appendix, in mind when building your rules. Think of the criteria in the rules as 'if' statements. For example, if a student is an undergraduate or if a student has fifteen (15.00) or more credits, then he should be billed like this. For more information about rules, see "Assessment Rules Setup".

   Indicating a rule to be distinct or not distinct has an effect on the calculated amount of the charge.

4. Jot down the PowerCAMPUS tables and columns to which each rule applies. In order to select the proper column from a table, you need to be aware of the code tables and

tables that the Registrar's Office is using when setting up a student. At this time, policies may need to be redefined as to who is maintaining certain information and when/how it will be updated.

5. Except for prebill rules, assume that all criteria for a rule is for the same year/term for which the rule is being established. You do not have to repeat the year/term/session in the criteria. For prebill rules, the Global Assessment process will prompt for the year/term to be used for selection. Returning students can then be billed based upon a previous year/term, while new students can be billed based upon the upcoming year/term. For example, the rule of Undergraduate tuition set up for 2000/Fall may have criteria of ((Academic.Program = Undergrad) AND (StudentFinancial.Credits for Billing >=12.00)). The assumption will be that the student is an Undergraduate and has accumulated a total of at least twelve (12.00) billing credits in 2000/Fall.

6. Verify that all charge/credit codes that can be applied to any rule are set up in the Charge/Credit (Code) code table prior to creating your rules. Any change to a charge/credit description, amount, or per credit/flat fee in this code table after rules have been established will not affect any current rules with that charge/credit code as long as assessments for the year/term or year/term/session have not begun.

📒 **Note**

You must not include the same charge/credit code in multiple assessment rules within the same assessment rule level. Section fee assessment rules created from the Fees window in the Sections Workflow are an exception. You may use the same charge/credit code in each section fee rule. For example, you can set up one Course Fee with a $0.00 amount and then link the Course Fee to each of your sections. The amount can then be changed such that it is different for each section. For more information, see *Sections in Academic Records*. ▪

📒 **Note**

Amounts should only be changed once assessments are completed for a specific year/term. Once the charge/credit code has been applied to an assessment rule and assessments are still actively running for a year/term, you should not change the amounts in the Charge/Credit code table mid-term. In other words, you must not initially set the amount of a charge/credit code, create an assessment rule using the code, and then change the amount in the code table and reapply it to the same assessment rule or add it to another assessment rule for the same year/term. Regardless of whether the amount is different, you should not use the same charge/credit code in multiple assessment rules, unless the charge/credit code is being set up as a section fee on the Fees window of the Sections Workflow. ▪

Keep in mind how you wish special fee arrangements to appear on statements - as a single line item indicating the special rate or as two line items (one indicating the current billing amount without the special rate incorporated and the other displaying a special adjustment/discount amount).

7. Certain tables used in your assessment rules require special consideration.

- Any selection criteria that uses the Academic, Residency, Demographics or StudentFinancial tables will use the year/term roll-up record (no session) rather than the session record. This roll-up record can be seen on the corresponding windows of the People Billing Workflow.

- Using the Academic table can cause double billing if there is not a distinct academic record. For example, if you include Academic.Program in the filter, a student will be double billed if they are taking multiple majors in the Undergraduate program. To prevent double billing due to students pursuing multiple majors, you must add (Academic.Primary Flag = Y) in your criteria.

- Using the Academic table or both the Academic and TranscriptDetail tables in the criteria will automatically join the transcript sequence in each of the tables to one other. In this way, a student in two programs will be charged based upon the number of credits for which he is registered in each transcript sequence, unless you add (Academic.Primary Flag = Y) in your criteria.

- Rules that use either the Sections table or the TranscriptDetail table look to the TranscriptDetail table for the billing credits on each course. These credits are used in any calculations on a per credit basis. Rules that use tables other than the Sections table or the TranscriptDetail table will use the billing credits in the StudentFinancial table for any calculations on a per credit basis.

- When a rule is set up with the ChargeCredit table as part of the criteria, you must specify an additional row of (ChargeCredit.Void Flag = N) in order to exclude voided records from being calculated.

📝 **Note**

> If this row has not been entered, you will be prompted when saving the rule. ■

- The ChargeCredit table is the only table that allows a year/term/session other than that of the rule itself to be entered in the criteria. For example, the Health Fee rule set up for 2000/Spring may have in its criteria that the charge is only assessed if it was not assessed in the previous Fall. This would be entered as: (ChargeCredit.Charge Credit Code <> HEALTH) AND (ChargeCredit.Academic Year = 1999) AND (ChargeCredit.Academic Term = Fall)).

If the rules should apply only to courses with a status of Add, not Drop or Waitlist, rules that use the TranscriptDetail table may need to have an additional row entered: (TranscriptDetail. Add/Drop/Wait List Status = A).

Consider adding the additional filter criteria of Academic.Enroll_Separation = Enrolled to some of your rules. The code value may be different depending upon the values that were set up at your institution. Does the student have to be enrolled to get certain fees? If a student was to drop all of his courses and was no longer considered enrolled, should all of the fees previously charged be reversed? If some of the fees such as registration fees should still be charged, then the additional filter is not necessary.

8. Assessment rules based upon credits should consider that:

- There is only one studentfinancial record per student per year/term totaling all billing credits for that year/term. Therefore, using StudentFinancial.Credits for Billing may not always be appropriate. You must decide if it is institution policy to bill on enrolled or billing credits. StudentFinancial.Credits for Billing is typically only used in rules that look to the total billing credits for the year/term. For example, suppose a student registers for fourteen (14.00) credits but is a senior citizen who only pays for half of the credits taken. If you use enrolled credits (Academic.Credits), the student will be billed for full-time tuition. If you use Full/ Part Time Flag (Academic.Full_Part), he will be billed for full-time tuition. If you use StudentFinancial.Credits for Billing, he will be billed for part-time tuition at seven (7.00) credits.

- If a rule is based on credits less than a specific credit amount, such as Tuition - Part Time, you may want to specify the rule as greater than a specific credit amount and less than a specific credit amount. For example, you would enter (StudentFinancial.Credits for Billing >= 1.00) AND (StudentFinancial.Credits for Billing < 12.00). If it is not set up like this, a student who drops to 0.00 credits will still get charged any flat fee amounts associated with that rule.

Keep this in mind when setting up your assessment rules based upon the college code of the course or of the student.

9. If your institution charges course fees, verify that the Registrar's Office has properly established each fee in the SectionFee table. Each section fee entered in the SectionFee table in the Academic Records system automatically creates an assessment rule, so there is no need to set up rules for section fees.

If your office is responsible for setting up the fees, you will need to have access to the Section Fees window of the Sections Workflow in the Academic Records Setflow.

Creating assessment rules

Use the following instructions to initially create an assessment rule.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Assessment Rules Setup** category.

3. Select the **New** button in order to create a new rule. Use your completed Assessment Rules Template as a reference for setting up each rule. For a prebill rule, it is recommended to include 'Prebill - New Student' or 'Prebill - Returning Student' in the rule's Long Description. This will sort the prebill rules together on the Assessment Rules Setup window and make for easier selection on the Global Assessment window. On the upper right side of the window, select Overall Term, Term or Session. Assign an academic year and term and session, if Session was selected, to each rule. Create each of your rules as a separate assessment rule with a

unique description. Select the **PreBill** checkbox if this rule is to be used when billing students prior to formal registration.

The Global Assessment process will be used to globally charge a large group of students and their sponsors, if any, tuition and general fees based upon the rules set up in the Assessment Rules Setup process.

For more information about the Define Retrieval Criteria window, available by selecting the Filter button from the Modify View or Modify Report windows, see *Changing a View* or *Customizing a Report in User Introduction*.

4. Select the **Criteria** button on the middle left side of the window to enter the rule criteria. The Assessment Rule Criteria window is displayed. This window works like the Define Retrieval Criteria window for views and reports. Click on a value from the Select a Column list to enter it in the **Column** field. Manually enter a value into the **Criteria** field or select one of the radio buttons at the bottom of the window and click on a value from the **Select Criteria** list. By using the **Add** or **Insert** buttons, you may enter multiple rows of criteria until your rule is specific enough to select the proper population of students. Non-prebill rules will display (TranscriptDetail.Add/Drop/ Wait List Status = A) as the default criteria. Decide whether the rule needs to be set up as distinct. In other words, do the charge/credits set up in this rule apply based upon a single occurrence or multiple occurrences of a record? If single, select the **Distinct** checkbox, located directly above the **Save** button at the lower left of the window. If necessary, you may add custom SQL syntax for this rule by selecting the View SQL button. Select **Save** to save the information.

5. The various charge/credits that apply to the rule being established will display in the Available list box on the lower left of the window. You may now either drag and drop the individual charge/credits into the **Selected** list box, highlight the row(s) and select the Add button, or, to move all of them to the **Selected** list box at once, select the **Add All** button. Select **Save** to save the information. The rule will now display in the drop down list box at the upper left corner of the window.

📑 **Note**

You must not include the same charge/credit code in multiple assessment rules. Section fee assessment rules created from the Fees window in the Sections Workflow are an exception. You may use the same charge/credit code in each section fee rule. For example, you can set up one Course Fee with a $0.00 amount and then link the Course Fee to each of your sections. The amount can then be changed such that it is different for each section. For more information, see *Sections in Academic Records*. ■

6. Repeat Steps 3 through 5 until all of your rules have been created. When you have finished adding new rules, select the **Reports** command button.

7. Select **File**, and then select **Print** to print the Assessment Rules report to keep as your audit trail.

Adjusting charge/credit information

Use the following instructions to adjust the information if your assessment rules have been set up with the correct charge/credit code but an incorrect description, amount or per credit/flat fee and you have not begun assessing students for the year/term of your assessment rule.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Code Tables**.

2. Locate and double click on the Charge/Credit code table. Edit the description, amount or per credit/flat fee for the applicable charge/credit code value. Save the information. Close the window.

   📝 **Note**

   > Amounts should only be changed once assessments are completed for a specific year/term. Once the charge/credit code has been applied to an assessment rule and assessments are still actively running for a year/ term, you should not change the amounts in the Charge/Credit code table mid-term. In other words, you must not initially set the amount of a charge/credit code, create an assessment rule using the code, and then change the amount in the code table and reapply it to the same assessment rule or add it to another assessment rule for the same year/ term. Regardless of whether the amount is different, you should not use the same charge/credit code in multiple assessment rules, unless the charge/credit code is being set up as a section fee on the Fees window of the Sections Workflow. ■

3. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

4. Double click on the **Assessment Rules Setup** category.

5. Select the appropriate rule from the drop down list box. Highlight the charge/credit in question in the **Selected** list box and select the Remove button to move it to the Available list box. Highlight the same charge/credit, now located at the end of the Available list box, and select the **Add** button to move it back to the **Available** list box. The new description, amount or per credit/flat fee should display. Save the information.

6. Repeat Step 5 until all other rules with this charge/credit are corrected. Close the window.

7. Select the **Reports** command button.

8. Select **File**, and then select **Print** to print the Assessment Rules report to verify that your changes are complete.

Copying assessment rules from year/term to year/term

The Copy/Delete Assessment Rules process allows you to copy all or selected rules from a particular year/term to another year/term OR from a particular or year/term/session to another or year/term/session. For more information, see "Copy/Delete assessment rules".

Follow all of the steps of "Copying assessment rules from year/term to year/term".

Deleting assessment rules from a year/term or year/term/session

The Copy/Delete Assessment Rules process allows you to delete all or selected rules from a particular year/term OR year/term/session. For more information, see "Copy/Delete assessment rules".

Follow all of the steps of "Deleting assessment rules from a year/term or year/term/session".

What if

The What If scenarios are designed to help with common problems or situations that may arise while creating assessment rules.

Scenario 1

What if you wish to set up a rule to prebill new or returning students?

Please follow the steps below:

1. Select the Billing SetflowFrom the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Assessment Rules Setup** category.

3. Select the **New** button. Enter the necessary information for the rule applying to this fee. Select the **PreBill** checkbox. It is recommended to include 'Prebill - New Student' or 'Prebill - Returning Student' in the rule's Long Description. This will sort the prebill rules together on the Assessment Rules Setup window and make for easier selection on the Global Assessment window. Select the **Criteria** button.

4. Include any of the following suggested columns to indicate a new student:

   • Academic.College Attend Status

   • Academic.Admit Year

- Academic.Admit Term

- Academic.Admit Date

- Academic.Matriculation Year

- Academic.Matric Term

- Academic.Matriculation Date

Include any of the following suggested columns to indicate a returning student:

- Academic.Enrolled Status

- Academic.Graduation Status (<> G or Graduated)

- Academic.Population

- Academic.Program

- StudentFinancial.Credits for Billing

5. Additional columns exist for selection. Leave the **Distinct** checkbox selected. (This is using the assumption that the fee is a flat amount.) Select **Save**.

6. Highlight the fee in the list of Available charge/credits and select **Add**. Select the **Save** button.

Scenario 2

What if a fee is to be charged to students who register after a particular date?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Assessment Rules Setup** category.

3. Select the **New** button. Enter the necessary information for the rule applying to this fee. Select the **Criteria** button.

4. Include in the criteria: ((TranscriptDetail.Status Date >= the particular date) AND (TranscriptDetail.Add/Drop/Wait List = A)). Leave the **Distinct** checkbox selected. (This is using the assumption that the fee is a flat amount.) Select the **Save** button.

5. Highlight the fee in the list of Available charge/credits and select **Add**. Select the **Save** button.

Scenario 3

What if an overload charge needs to be charged to students who take more than a specific amount of credits?

Please follow the steps below:

1. Select the Billing SetflowFrom the Main Menu Bar, select **Workflow**, and then select **Code Tables**.

2. An overload charge must be created as a separate charge in the Charge/Credit code table. An overload charge will usually be a per credit charge for each credit over a specific course credit base. Set up the overload Charge in the Charge/Credit code table with the course credit base amount equal to the maximum amount of credits allowed for a full-time student before an overload charge is considered. You can only get to the **Course Credit Base** field by selecting the **Overload** checkbox. Save the information.

3. Overload charges do not have to be set up as a separate rule. You can add the charge for Overload to existing rules. For example, your rules for full time tuition can have the overload charge added to them. The Global Assessment process will calculate the amount of billing credits greater than the course credit base amount (if any) and charge the overload charge to that credit amount.

Scenario 4

What if you need to edit the description, amount or per credit/flat fee of a charge/credit after rules have been created with that charge/credit?

Please follow the steps below:

1. Select the Billing SetflowFrom the Main Menu Bar, select **Workflow**, and then select **Code Tables**.

2. In the Charge/Credit code table, edit the description, amount or per credit/flat fee. Save the information. Close the window.

3. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

4. Double click on the **Assessment Rules Setup** category.

5. From the drop down list box, select the appropriate rule. Highlight the charge/credit in question in the list of Selected charge/credits and select **Remove**. Highlight the same charge/credit in the list of Available charge/credits and select Add. The new description, amount or per credit/flat fee should display. Select **Save**.

> 📒 **Note**
>
> The removed charge/credit that is now in the Available list box will display at the bottom of the list rather than in alphabetical order.
>
> Amounts should only be changed once assessments are completed for a specific year/term. Once the charge/credit code has been applied to an assessment rule and assessments are still actively running for a year/term, you should not change the amounts in the Charge/Credit code table mid-term. In other words, you must not initially set the amount of a charge/credit code, create an assessment rule using the code, and then change the amount in the code table and reapply it to the same assessment rule or add it to another assessment rule for the same year/term or year/term/session. Regardless of whether the amount is different, you should not use the same charge/credit code in multiple assessment rules, unless the charge/credit code is being set up as a section fee on the Fees window of the Sections Workflow. ∎

6. Select any other rule with this charge/credit and repeat Step 5. You may want to reprint your Assessment Rules report to verify that your changes are complete.

Scenario 5

What if a fee (ex. Health) is to be charged only if it has not been charged previously OR if it was not charged during the previous year/term?

Please follow the steps below:

1. The ChargeCredit table is the only table that is not assumed to have the same year/term as the assessment rule being established. It is also the only table that will change the assessment logic to assess the charge if the criteria for the assessment rule is not met, when included in the assessment rule criteria. Select the Billing Setflow.

2. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

3. Double click on the **Assessment Rules Setup** category.

4. Select the **New** button. Enter the necessary information for the rule applying to this fee. Select the **Criteria** button.

5. First include any necessary criteria (program, billing credits, etc.) other than the ChargeCredit table information.

   - If the fee has not been charged previously, include in the criteria: ((ChargeCredit.Charge Credit Code <> the fee's code value) AND (ChargeCredit.Void Flag = N)).

   - If the fee was not charged during the previous year/term, include in the criteria: ((ChargeCredit.Charge Credit Code <> the fee's code value) AND (ChargeCredit.Academic Year = 1999 [the previous year]) AND

(ChargeCredit.Academic Term = Fall [the previous term]) AND (ChargeCredit.Void Flag = N)).

- If the fee was not charged during the previous year/term/session, include in the criteria: ((ChargeCredit.Charge Credit Code <> the fee's code value) AND (ChargeCredit.Academic Year = 1999 [the previous year]) AND (ChargeCredit.Academic Term = Fall [the previous term]) AND (ChargeCredit.Academic Session = 01 [the previous session]) AND (ChargeCredit.Void Flag = N)).

Leave the **Distinct** checkbox selected. (This is using the assumption that the fee is a flat amount.) Select **Save**.

6. Highlight the fee in the list of Available charge/credits and select **Add**. Select **Save**.

- If the fee has not been charged previously by the assessment rules, the program will look through all charge/credits for the student, regardless of year/term or year/term/session, to verify that the fee does not already exist.

- If the fee was not charged during the previous year/term by the assessment rules, the program will look through all charge/credits for the student for the charge/credit year and term specified in the criteria to verify that the fee does not already exist.

- If the fee was not charged during the previous year/term/session by the assessment rules, the program will look through all charge/credits for the student for the charge/credit year, term and session specified in the criteria to verify that the fee does not already exist.

If the fee is not found, the student will be assessed the charge. If the fee is found, this rule will not apply to the student.

Scenario 6

What if a fee (ex. Health) is to be charged if it has not been charged previously OR if it has not been charged in the previous year/term or year/term/session?

📒 **Note**

If the fee is found and the amount totals to zero (an "in and out" of a charge), the fee is considered not found and the student is charged.

For example, if the student is covered under one of his parents' health insurance plans, the health fee could be waived. If the charge in this rule can be waived, you may set up a separate charge/credit code to indicate the 'waived' charge. When the person is assessed, only the original charge will be found; the person will not be assessed the charge again. If the original charge and the waived charge share the same charge/credit code, the amount will net to zero and the person will be charged again. You may also use another field in the system to indicate waived information, such as the Tuition Exemption field on the Financials window, to indicate that the health charge in this rule can be waived. This eliminates the need to set up a separate 'waived' charge. ▪

📝 **Note**

> Custom SQL can also be used to join to additional tables such as the Student table in order to identify whether the student is covered under one of his parents' health insurance plans. ▪

Scenario 7

What if you wish to show any special fee arrangements (senior citizen, employee, etc.) on the statements as an adjustment to the regular tuition amount OR as a single line item with no adjustment amount shown?

Please follow the steps below:

1. Consider how you have set up the system to indicate special fee arrangements. Is the student coded with a special tuition plan or tuition exemption? Is the student set up with a special population?

2. If the student has been set up with a special tuition plan or exemption, there must be a rule set up for each special plan or exemption. You may need to use StudentFinancial.Credits for Billing in the criteria.

   • When showing the arrangements as an adjustment, the rule will include either the charge/credit code for the flat fee tuition rate or the charge/credit code for the per credit tuition rate, in addition to a charge/credit code for the adjustment amount. The adjustment amount could be a flat amount or a per credit amount. If this rule can be applied to either the flat fee tuition rate or the per credit tuition rate, two separate rules must be established.

   • When showing the arrangements as a single line item, the rule will include the charge/credit code for the special rate. The code can be based upon a flat amount or a per credit amount.

3. If the student has been set up with a special population associated with a specific credit type, create a rule for each population. The billing credits for this credit type must be set up as 'No' to Same as Credit Amount in the Credit Type (Academic) code table. A different amount can be entered for the billing credits. If the course has that credit type associated with it, the billing credit for that credit type will be used. If the course does not have that credit type associated with it, the Credit Type (Academic) code table will be used for the credit amount. The billing credits are totaled by course at registration time and added to the StudentFinancial table as one amount.

   • When showing the arrangements as an adjustment, the rule will include the charge/ credit code for the flat tuition rate or the charge/credit code for the per credit tuition rate, in addition to a charge/credit code for the adjustment amount. The adjustment amount could be a flat amount or a per credit amount.

   • When showing the arrangements as a single line item, the rule will include the charge/credit code for the flat tuition rate for that population or the charge/credit code for the per credit tuition rate for that population.

If this rule can be applied to either the flat tuition rate or the per credit tuition rate, two separate rules must be established. You may need to use StudentFinancial.Credits for Billing in the criteria.

Copy/Delete assessment rules

The Copy/Delete Assessment Rules process allows for rules to be copied from one year/term to another OR from one year/term/session to another. It also allows for deleting of assessment rules from a year/term or year/term/session. Both processes can be run for all or selected rules within a year/term or year/term/session.

The default upon entering the window is to copy Overall Term rules. Overall Term rules are those rules that are set up on the Assessment Rules Setup window as Overall Term. You may also copy Term and Session rules. Each type of rule must be copied/deleted separately from the other. For example, you cannot copy Overall Term and Term rules together.

📝 **Note**

> It is important to note that you also cannot copy a rule type into a year/term or year/term/session that cannot be billed in the same manner. For example, if a particular year/term/session is set up to bill at the Term level, then you cannot copy Session rules into that year/term/session. ■

If rules were set up as Prebill on the Assessment Rules Setup window, you can copy or delete these rules separately also. Prebill rules by default are Overall Term rules, so you must select the Overall Term option in order to copy or delete prebill assessment rules.

📝 **Note**

> Before copying assessment rules, you should verify that the Charge/Credit code table is set up correctly for descriptions, amounts and types (per credit/flat fee). The copy process will use the information found in this table. For more information, see "What if".
>
> The SQL syntax will also be copied for any rules that have had custom SQL entered for them on the View SQL window. ■

Copying or deleting rules

A copy requires a Copy From and a Copy To year/term or year/term/session. A delete requires only a Delete From year/term or year/term/session.

💡 **Tip**

> The Copy From or Delete From list of year/terms and year/term/sessions is created from the year/terms and year/term/sessions that already exist in the AssessmentRule table. The Copy To list of year/terms and year/term/sessions is created based upon the academic calendar. ■

Once a Copy From or Delete From year/term is selected, the associated rules will display. You can select all rules to be copied or deleted by selecting the **Add All** button or individually select rules by highlighting them and selecting the **Add** button.

📑 **Note**

> Assessment rules created by saving fees on the Section Fees window will not be available for copy or delete. They will be created/deleted when the Copy Sections or Delete Sections processes are run. For more information, see *Sections in Academic Records*. ▪

The Process button will copy or delete the selected rules within the year/term or year/term/ session. Because the description, amount or type (flat fee or per credit) of any charge/ credit code can change from year/term to year/term OR year/term/session to year/term/ session, the Copy process will take what is in the Charge/Credit code table as the most current information rather than simply making a mirror copy from one year/term to another year/term OR year/term/session to another year/term/session.

💡 **Tip**

> Once rules have been copied to a new year/term or year/term/session, that year/term or year/term/session will display on the Copy From list. You can now quickly view the records that were copied.
>
> One stored procedure is created with each rule and is used when the Global Assessment process is run, when an individual assessment is run from either the Registration window of the Registration Workflow in the Academic Records Setflow or from the Register window of the People Billing Workflow in the Billing Setflow, and within the Drop Course Process, Student Withdrawal Process, Prerequisite Check, Block Registration process and the cancellation of a section using the Sections Workflow. The global assessment stored procedure is named spsingleXXXXXX, where XXXXXX is the six digit rule Id number. The specific stored procedure names for each rule can be found in the AssessmentRule table. ▪

The *ABT_Settings*, *AssessChargeCredit*, and the *AssessmentRule* tables are updated during Assessment Rules Setup.

Copying assessment rules

Use the following instructions to copy an assessment rule or rules from one year/term to another year/term.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Code Tables**.

2. Verify that the Charge/Credit code table is set up correctly for descriptions, amounts, and types (per credit/flat fee). The copy process will use the information found here. Close the Code Tables window.

3. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

4. Double click on the **Copy/Delete Assessment Rules** category.

5. The **Copy** radio button will default as selected. Leave it as is. If you are copying only prebill rules, select the **PreBill** checkbox.

6. From the **Copy From** drop down list box, select the year/term or year/term/session from which you wish to copy. The associated rules will display. From the Copy To drop down list box, select the year/term or year/term/session to which you wish to copy. If you wish to copy all assessment rules for the selected year/term or year/term/session, select the **Add All** button. If you wish to copy select rules, individually highlight the rules to be copied. Select the Add button after each selection. Select the Process button. The Copy Complete message will display when the copy has finished.

7. Repeat Step 6 until you have copied rules from all of the necessary year/terms or year/term/sessions. Close the window.

8. You may need to use the Assessment Rules Setup process to edit some of the rules that were copied if the charge/credits or the criteria for a rule do not apply in the new year/term or year/term/session. For more information, see "Assessment Rules Setup".

9. Select the **Reports** command button.

10. Select **File**, and then select **Print** the Assessment Rules report to keep as your audit trail.

Rules with criteria based upon the ChargeCredit table should be reviewed.

Deleting assessment rules

Use the following instructions to delete an assessment rule or rules from a year/term

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Copy/Delete Assessment Rules** category.

3. The **Copy** radio button will default as selected. Select the **Delete** radio button. If you are deleting only prebill rules, select the **PreBill** checkbox.

4. From the **Delete From** drop down list box, select the year/term or year/term/session from which you wish to delete. The associated rules will display. If you wish to delete all assessment rules for the selected year/term or year/term/session, select the **Add All** button. If you wish to delete select rules, individually highlight the rules to be deleted. Select the **Add** button after each selection. Select the **Process** button. The Delete Complete message will display when the deletion has finished.

5. Repeat Step 4 until you have deleted rules from all of the necessary year/terms OR year/term/sessions. Close the window.

6. Select the **Reports** command button.

7. Select **File**, and then select **Print** the Assessment Rules the Assessment Rules report to verify your deletions.

What if

The What If scenarios are designed to help with common problems or situations that may arise while copying or deleting assessment rules.

Scenario 1

What if you forgot to update the Charge/Credit (Code) code table with the most current amounts prior to running a copy?

Please follow the steps below:

If the volume of changes to the code table is minimal:

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Code Tables**.

2. Modify the Charge/Credit (Code) code table to reflect the current information. **Save** the information. Close the Code Tables window.

3. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

4. Double click on the **Assessment Rules Setup** category.

5. Bring up the first rule that has been affected by the changes. Highlight the charge/credit that has changed in the Selected list box and select **Remove**. Highlight the same charge/credit in the **Available** list box and select **Add**. The new amount should display. Select **Save**.

6. Repeat Step 5 until all of the rules that have been affected have been changed.

If the volume of changes to the code table is great:

1. Select the Billing Setflow, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Copy/Delete Assessment Rules** category.

3. Select the **Delete** radio button. In the **Delete From** field, select the year/term or year/term/session for the assessment rules that have been affected by the changes. Select the **Process** button.

4. From the Main Menu Bar, select **Tools**, and then select **Code Tables**. Follow Step 2 of the instructions for minimal changes above. Return to the Copy/Delete Assessment Rules window.

5. Select the **Copy** radio button. Copy the rules again.

Scenario 2

What if you receive a message that 'Copy To Year/Term or Year/Term/Session must be of the same type as Copy From'?

You are attempting to copy from a year/term to a year/term/session OR you are attempting to copy from a year/term/session to a year/term. Change the **Copy To** field to match the **Copy From** field - year/term to year/term OR year/term/session to year/term/session.

Scenario 3

What if you receive an error saying that you are attempting to delete a rule from a term that is considered active?

Please follow the steps below:

1. The Billing setup stores the year/term(s) and year/term/session(s) that are allowed to be processed. You are attempting to delete rules from one of these year/terms or year/term/sessions. If you wish to ignore the error message and continue the deletion, select the **Yes** button to continue. Otherwise, select the **Cancel** button on the error message.

2. From the Main Menu Bar, select **Tools**, and then select **Setup**.

3. Double click on the **Billing** category.

4. The Academic Year/Term window displays the year/term(s) selected. You can select or deselect from the list to properly reflect the year/term(s) to be processed. Save the information.

Scenario 4

What if you mistakenly deleted rules from the wrong year/term or year/term/session?

Please follow the steps below:

1. Decide whether these rules are still necessary. Have you finished assessing students for that year/term or year/term/session?

2. If possible, copy existing rules to that year/term or year/term/session. Make any necessary changes. Compare a previous Assessment Rules report for that year/term or year/term/session to the newly copied rules.

3. If it is not possible to copy existing rules, contact your system administrator to see if a restore is possible. You will need to restore the entire database, not just the AssessmentRule table. Redo any changes made to the assessment rules since the date of the restore.

4. If all else fails, you will need to manually create your rules again using the Assessment Rules Setup process.

Scenario 5

What if you mistakenly copied rules to the wrong year/term or year/term/session?

Please follow the steps below:

1. Select the Billing Setflow, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Copy/Delete Assessment Rules** category.

3. Select the **Delete** radio button. In the **Delete From** field, select the year/term or year/term/session to which you mistakenly copied rules. Select the **Process** button.

4. Select the **Copy** radio button. Copy the rules to the correct year/term or year/term/session.

Tuition adjustment policy setup

This process is used to set up and/or view the institution's tuition adjustment policies for a year/term or year/term/session. In order to adjust tuition charges as a result of dropped courses, tuition adjustment policies must be set up detailing the charge/credits that should be adjusted within the specified time frame - that time frame during which a student's bill can still be adjusted properly. For example, all section fees may be fully adjusted if the student drops the course within five days from the start of the course. Information about the specific types of tuition adjustment policies is discussed later in this section.

The individual and group billing functions utilize the tuition adjustment policies to automatically create adjustment charge/credits for each student who has dropped a course or who has made some sort of change that affects his bill, such as a dorm or meal plan change. Therefore, tuition adjustment policies must be set up prior to the time when students can drop courses or can make any other changes that affect their balances. Policies can be copied from one year/term or year/term/session to another and modified in preparation for the next term's assessments. For more information, see "Copying or deleting tuition adjustment policies".

There are two assessment functions that use tuition adjustment policies in PowerCAMPUS: Individual and Global. The Global Assessment process will access all students meeting the selection criteria. Individual student assessments also use assessment rules but are completed on a student-by-student basis. Individual assessments can be run from either the Registration window of the Registration Workflow in the Academic Records Setflow or the Register window of the People Billing Workflow in the Billing Setflow.

When the Global Assessment process or the individual assessment processes are run for a particular year/term, all tuition adjustment policies with the same year/term will be selected and processed.

If a course is dropped, the system will first determine if the section has a corresponding tuition adjustment policy, and then the system will use that policy to identify which charge/credit codes to adjust, if any. If there are additional charge/credit codes that exist on the student's account but are not included in the policy assigned to the course, the system will find the first policy in the year/term or year/term/session for which the student is registered that includes a matching charge/credit code in order to adjust the charge/credit, if applicable.

If a student makes a change to his account that is not course-related, such as a change to his dorm or meal plan, then the system will find the first policy in the year/term or year/term/session for which the student is registered that includes a matching charge/credit code in order to adjust the charge/credit, if applicable.

Note

In most cases only one tuition adjustment policy will be found, but in the event that the same charge/credit code is added to multiple tuition adjustment policies, multiple tuition adjustment policies may be returned. The system will select the last tuition adjustment policy that is returned, which is based upon the sort on the Adjustment Policy table, which is Academic Year, Academic Term, Academic Session and Policy Name ascending. Because of this you must not include the same charge/credit code in multiple tuition adjustment policies or you risk the likelihood that incorrect adjustments will be made because an incorrect tuition adjustment policy may be selected. The only exception is the *Use Section Fees* wildcard, which can be used in as many tuition adjustment policies as necessary.

If a student makes a change to his account that is not course-related, such as a change to his dorm or meal plan, then the system will find the first policy in the year/term or year/term/session for which the student is registered that includes a matching charge/credit code in order to adjust the charge/credit, if applicable.

> **📑 Note**
>
> The Drop Course Process also uses the tuition adjustment policies.
>
> Students who withdraw from the institution or withdraw from one or more course will not be affected by the tuition adjustment policies. This is because tuition adjustment policies only applies to a change in credit load or a change in other account information such as a dorm or meal plan change. A student who withdraws from the institution or from one ore more classes receives a grade of withdrawal pass or withdrawal fail and doe not drop the class.
>
> Students who have been dropped from a course as a result of the course being cancelled and have been automatically assigned the system-defined value of 'CANCEL' as their Drop Reason, will not be affected by the tuition adjustment policies. Any section fees, associated with the cancelled section, as long as those section fees are flagged as Eligible for Refund, will be completely adjusted. ■

> **💡 Tip**
>
> Tuition adjustment policies need to be thought of as the rules or specifications for charging back an amount to a student's account. The amount charged back, if any, is not a refund, it is only an adjustment to the student's account. The generation of refunds is handled in a separate process. ■

> **📑 Note**
>
> The automation of refund amounts will still be handled as they always were, by using the Refund Export process. The amount of the refund is the amount of the negative balance that a student has on his account. This negative amount will be "charged" to the student's account in effect simply to zero out the negative balance. Then, each code is processed through the Refund Export process to the third party package that your institution uses in order to cut the refund checks. For more information, see "Refund Export".
>
> The process for a student to request a refund is currently not available. ■

Policies for a specific year/term or year/term/session can be viewed easily by selecting the appropriate year/term or year/term/session from the drop down list box at the top left-hand corner of the window. Selecting a year/term or year/term/session will cause only the assessment rules set up for the selected year/term or year/term/session to display in the **Policy Id** drop down list box.

Policy Information

Basic tuition adjustment policy information must be set up on the Tuition Adjustment Policy Setup window to identify the policy and the year/term or year/term/session to which the policy applies. Each rule should include a description in order to identify the rule. The Policy Name will display in the drop down list box on this window once the record has been saved.

💡 **Tip**

> Each tuition adjustment policy is assigned a Policy Id. The database assigns the next available number based upon the Ids that have already been used in the AdjustmentPolicy table. ∎

There are generally two types of tuition adjustment policies: non-course-based and course-based. Within these groupings, there are two types of non-course-based policies: term and session. There are also two types of course-based policies: course and last refund date. Term tuition adjustment policies can be set up within a year/term; whereas, session, course and last refund policies can be set up within a year/term/session. The policies should be as general or as specific as they need to be in order for the correct charges to be adjusted, if any.

The combination of the **Schedule By** and **Schedule Base** fields determines each type of policy. There are only two variations of non-course-based policies that can be set up. Course-based policies have three variations that can be followed.

Non-course Based Tuition Adjustment PoliciesThe following are the various types of non-course based policies that can be created:

- Term | Day - This combination of Schedule By and Schedule Base allows you to set up a tuition adjustment policy, for non-course-specific charges, that will be based upon the start date of the term. The Start Date of the corresponding academic calendar record for the year/term/session of the course will be used in this scenario.

📝 **Note**

> Day is the only available option in the **Schedule Base** drop down list box when Term is selected in the **Schedule By** field.
>
> You would use this type of tuition adjustment policy for those year/term/sessions that are billed at the Term level in Billing Setup, located under Tools: Setup. For more infomation, see "Billing Level". ∎

- Session | Day - This combination of Schedule By and Schedule Base allows you to set up a tuition adjustment policy, for non-course-specific charges, that will be based upon the start date of the session. The Start Date of the corresponding academic calendar record for the year/term/session of the course will be used in this scenario.

📝 **Note**

> If Session is selected in the **Schedule By** field, then a session must be selected in the **Session** field.

Day is the only available option in the Schedule Base drop down list box when Session is selected in the **Schedule By** field.

You would use this type of tuition adjustment policy for those year/term/ sessions that are billed at the Session level in Billing Setup, located under Tools: Setup. For more infomation, see "Billing Level". ▪

Non-course based policies would be used for overall full time or part time tuition or other non-course specific charges such as dorm and meal charges. For example, part time tuition charges would be adjusted based upon your institution's policies for dropping courses in specific increments after the start of the term or session. For more specific examples of term and session based tuition adjustment policies, see "Tuition adjustment policy examples, tips and limitations".

Course based tuition adjustment policies

The following are the various types of course based policies that can be created:

- Course | Day - This combination of Schedule By and Schedule Base allows you to set up a tuition adjustment policy, for course-specific charges, that will be based upon the start date of the course. The Start Date on the Section window of the corresponding course will be used in this scenario. This date can be different than that of the start date of the term or session of the course.

- Course | Meeting - This combination of Schedule By and Schedule Base allows you to set up a tuition adjustment policy, for course-specific charges, that will be based upon the date of a specific meeting. This type of tuition adjustment policy has an additional level of logic based upon the number of meetings for the course. When a course has been dropped, the system will calculate the number of meetings that have occurred up to and including the drop date and validate that number using the From/To Value range in order to determine if an adjustment is necessary.

📝 **Note**

If Course is selected in the **Schedule By** field, then a session must be selected in the **Session** field.

All section fees associated with a course that has been dropped before or on the last refund date of the course will be refunded. All section fees associated with a course that has been dropped after the last refund date of the course will not be refunded. ▪

- Last Refund Date | Day - This combination of Schedule By and Schedule Base allows you to set up a tuition adjustment policy, for course-specific charges, that will be based upon the Last Refund Date, if any, that was entered for the course on the Section window. This type of tuition adjustment policy has an additional level of logic based upon the last refund date of the course. All section fees associated with a course that has been dropped on a day that is prior to or on the last refund date of the course will be fully adjusted. However, all section fees associated with a

course that has been dropped on a day after the last refund date of the course will not be adjusted, nor any portion of the charge/credit amount.

📓 **Note**

> If Last Refund Date is selected in the **Schedule By** field, then a session must be selected in the **Session** field.
>
> Day is the only available option in the **Schedule Base** drop down list box when Last Refund Date is selected in the **Schedule By** field. ▪

Course-based policies would be used for course-specific tuition and fees, such as those set up as section fees. For example, course fees for each course would be adjusted based upon your institution's policies for dropping the courses in specific increments after the start of the course, after a specific number of meetings have occurred or even be based upon a single date for last possible date in which adjustments for specific courses can occur. For more specific examples of course and last refund date based tuition adjustment policies, see "Tuition adjustment policy examples, tips and limitations".

Academic Year and Term fields are mandatory for each of the types of policies that can be set up. The **Session** field is only available when Term is not selected in the Schedule By field.

📓 **Note**

> If you are creating a tuition adjustment policy for a year/term/session that is set up to be billed at the Session level in Billing Level setup, located under Tools: Setup, then you must create your tuition adjustment policies feor each of the applicable sessions that billed at the session level. If you do not create a tuition adjustment policy at the session level, then tuition adjustment policies will not apply for those year/term/sessions billed at the session level. ▪

A Description is required to further describe the policy. The **Status** field will default to Active but can be changed to Inactive, if needed. Rules can be added and deleted by selecting the **New** and **Delete** buttons as necessary.

💡 **Tip**

> Be unique in your description of the policies. Unique descriptions help identify the policy easily and quickly. ▪

Policy ranges and charge/credit codes

The bottom left-hand portion of the Tuition Adjustment Policy Setup window allows you to establish the range of days or dates for each policy to determine the different levels where charges may or may not be adjusted. The From Value and To Value should be entered for each level of the tuition adjustment policy. To insert a new row, select the Insert icon to the right of the From/To Value heading. To remove an existing row, select the Remove icon to the right of the selected row.

📝 **Note**

The maximum value that can be entered in the **From Value** field is '-999' and the maximum value that can be entered in the **To Value** field is '999'. This allows you to establish your tuition adjustment policies based upon three years prior to and three years past the date upon which a student drops a course and is reassessed.

For example, assume you have set up an adjustment policy based upon the last refund date. You may set up the policy to state that the student will receive a full adjustment is he drops the course on or up to three years prior to the last refund date of the course and that the student will not receive an adjustment if he drops the course one day or up to three years past the last refund date of the course. ■

The bottom right-hand portion of the Tuition Adjustment Policy Setup window allows you to select the charges or credits that can be adjusted and at what percentage rate or amount. The Charge/Credit Code drop down list box displays all active charges and credits from the Charge/Credit code table. In addition to the values available from the code table, a value called *Use Section Fees* will also be available. This value represents a wildcard that accesses all of the section fees for a course, where a section fee could be a per credit and/or flat charge, without you having to list each section fee separately.

📝 **Note**

Only the charge/credit codes that are flagged as Eligible for Refund in the Charge/Credit code table will display in the **Charge/Credit Code** drop down list box.

You should not include the non-course-based charge/credit codes in course-based policies. For example, overall full time and part time tuition charges, dorm and meal plans charges should not be included in course or last refund date policies.

You should not include the *Use Section Fees* wildcard in term-based and session-based policies, as the wildcard is not applicable for policies that are not course-based. The *Use Section Fees* wildcard is only applicable to the course and last refund date policies, which are course-based policies.

If section fees may have an associated discount code, then the charge/credit code assigned to the discount code should be included in the course-based policies as well.

You may not include the same charge/credit code in multiple policies. For example, you may not include the same charge/credit code used for discounts in multiple rules. Each discount should have it's own unique charge/credit code. You may include the *Use Section Fees* wildcard in multiple policies.

Only those charge/credit code values that are flagged as Eligible for Refund in the Charge/Credit code table will be adjusted. Any charge/credit code value that is not flagged as Eligible for Refund will not be

adjusted, even if the charge/credit code is found and falls into a range where an adjustment is allowed. ▪

Regardless of the type of policy established, per credit charges, flat charges and *Use Section Fees* are handled differently.

When a value that is a per credit charge OR when *Use Section Fees* (even if it is a flat charge) is selected from the Charge/Credit Code drop down list box, the system will compare the drop date of the course (TranscriptDetail.Status_Date) to the date used in the type of policy selected. For example, if your tuition policy is based upon the course and its meetings, then when a course is dropped it will count the number of meetings that have occurred up to the drop date and use that number to determine both where it falls into the range for the policy and the charge/credits that may or may not be adjusted or charged back.

When a value that is a flat charge is selected from the Charge/Credit Code drop down list box, the system will compare the date of the assessment (StudentAssess.Create_Date) to the date used in the type of policy selected. For example, if a student changes his meal plan and is reassessed, the system will compare the date of the assessment to the start of the term or session, depending upon the type of policy used.

📓 **Note**

> Because flat charges use the date of the assessment (*StudentAssess.Create_Date*), when a change is made that affects a student's bill, it is highly recommended that the individual assessment process be run on the same day as the change. This is in order to prevent an adjustment or charge back that is less than the amount that would have been adjusted or charged back OR, possibly, that no adjustment or charge back occurs to the student's account at all. ▪

In order to determine if an adjustment is necessary, the system will compare any revised assessment information, for example, as a result of dropped courses, to the matching Charge/Credit Code (if any) and then the corresponding range.

💡 **Tip**

> Because charge/credits will be fully adjusted if no matching From/To Value range is found OR if no matching Charge/Credit Code is found, ranges where charge/credits should be refunded fully do not need to be specified. For example, assume that your policy is based upon the last refund date of the course. You only need to include the range, which prevents an adjustment. You need to enter a range of one through the appropriate number of days/meetings in the term, session or course (i.e. 1 - 35) to prevent any charge/credits from being adjusted after the last refund date of the course. ▪

📓 **Note**

> If a matching charge/credit code is found, but it does not fall into the designated ranges for the policy OR if no matching charge/credit code is found, the charge/credit will be fully adjusted. ▪

The **Flat/Percentage**, **Amount** and **Percentage** fields determine if the policy will adjust a percentage or a flat amount from the particular charge/credit amount. When selecting Flat from the **Flat/Percentage** drop down list box, the Amount field will become available. When selecting Percentage from the **Flat/Percentage** drop down list box, the Percentage field will become available.

📑 **Note**

Please be aware that the Amount and Percentage fields are meant to capture the percentage or amount of the original charge/credit amount assessed that your institution wishes to keep. the remaining percentage or amount is the actual percentage or amount of the original charge/credit amount that will be adjusted off of the student's account balance. For more information, see "Tuition adjustment policy examples, tips and limitations". ■

Percentage tuition adjustment policies are the easiest to set up, because percentages of per credit or flat charge/credits can be easily identified. Regardless of the number of credits of the course or the number of credits for which the student is registered OR the amount of the flat charge/credit, the percentage of the total amount can be easily calculated and set up.

Flat policies are a little more difficult to set up for two reasons. Charge/credits can be per credit or flat. Per credit charges can be based upon total credits or based upon the number of credits for a course, such as in a section fee, and can vary from student to student. Flat charges can vary by amount, since each section could have the same charge/credit code with a different flat amount. Setting up a flat tuition adjustment policy would be more difficult to set up, because you may only specify one amount for each charge/credit code selected, including the section fees wildcard value. In order to set up a flat policy to adjust each charge/credit correctly, you must enter the highest amount that is possible to be assessed in order to cover all per credit and flat charges' varying amounts. For more information, see "Tuition adjustment policy examples, tips and limitations".

You may create new policies by selecting the **New** button. You may delete existing policies by selecting the **Delete** button. You may also apply existing policies to existing sections using the Apply button. Once the **Apply** button is selected, the Tuition Adjustment Policy - Apply to Section window will display. The name of the window will also contain the policy Id number of the tuition adjustment policy selected.

The Tuition Adjustment Policy - Apply to Section window allows you to quickly assign tuition adjustment policies to existing sections. Only sections within the year/term or year/term/session associated with the tuition adjustment policy will display. If a section already has a refund policy assigned on the Section window of the Sections Workflow, that policy's Id number will display in the **Current Policy** field in its row. If the current policy is the same as the policy that you are in the process of applying, the checkbox to the left of the **Current Policy** field will already display as selected. If not, in order to apply your tuition adjustment policy to a section, effectively overwriting the previously assigned refund policy with this one, select the checkbox to the left of the **Current Policy** field in that section's row. For more information, see "Applying tuition adjustment policies to existing sections".

📝 **Note**

> You must apply each course-based tuition adjustment policy to courses.
>
> Deselecting the checkbox for a section does not delete the refund policy for the course. You must go to the Section window of the Sections Workflow for the appropriate section in order to delete the refund policy.
>
> Term-based and session-based tuition adjustment policies cannot be applied to sections. You may only apply course-based or last refund date-based tuition adjustment policies to sections. ■

For more information about tuition adjustment policies, see "Designing Assessment and Tuition Adjustment Rules".

Tables updated during tuition adjustment policy setup

The tables listed below are updated during Tuition Adjustment Policy Setup.

- AdjustmentCharges
- AdjustmentPolicy
- AdjustmentSchedule
- Sections (when applying course-based tuition adjustment policies to courses)

Setting up tuition adjustment policies initially

Use the following instructions to set up your institution's tuition adjustment policies, detailing the charge/credits to be adjusted and the date conditions that must be met in order for a student to be adjusted properly.

1. Make a list of your current tuition adjustment policies, including special exemptions and discounts or special fee arrangements.

2. Group your tuition adjustment policies together by policy definition - term-based, session-based, course-based, etc. A small number of specifications can be established if grouped properly. You will need to be precise in your setup in order for the students to be adjusted based upon the correct policies. Every student assessed during the year/term will be reviewed against each policy to see if he has dropped courses or had other circumstantial changes that may have affected his bill and that meet the conditions of the policies.

3. Jot down the various charge/credits that may be adjusted in each policy. For example, you may want to set up one policy for all section fees, a separate policy for full-time and part-time tuition, and then additional policies for charge/credits that are not tuition-related such as dorm and meal plan fees. For more information, see *Charge/Credit (Code) in Code Tables*.

Selecting a charge/credit that is per credit or flat has an effect on the amount of the charge/credit to be adjusted.

4. Decide which policies are to be set up for the current year/term. Use the "Tuition adjustment policy template" as a worksheet. Think of the conditions in the policies as 'if' statements. For example, if a student registers for fifteen (15.00) or more credits and then drops to nine (9.00) credits, depending upon when the change occurred, then he should receive an adjustment (charge back) on this portion of the full-time tuition. For more information about policies, see "Tuition adjustment policy setup".

Creating tuition adjustment policies

Use the following instructions to initially create a tuition adjustment policy.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Tuition Adjustment Policy Setup** category.

3. Select the **New** button in order to create a new policy. Use your completed Tuition Adjustment Policy Template as a reference for setting up each policy. On the upper right side of the window, enter the Policy Name, Schedule Base, Schedule By, Year, Term, and Session, if applicable. The Policy Id number will default automatically. Create each of your policies as a separate tuition adjustment policy with a unique policy name and a unique description. For policies that are not based upon tuition only but instead, for example, adjust section fees and special discounts, it is recommended to use an identifier in the rule's Policy Name. This will sort like policies together on the Tuition Adjustment Policy Setup window. The Status will default to Active but can be changed.

4. On the lower left side of the window, enter the **From Value** and **To Value** for the first specification of the policy. Once a range has been selected and a particular row is highlighted, the charge/credit codes associated with that range can be entered into the charge/credit section on the lower right side of the window. Select the appropriate Charge/Credit Code, whether it is a flat or percentage value, and the Amount or Percentage. By using the **Insert** button, you may enter additional rows of charge/credits that are able to be adjusted based upon the selected range, if necessary. For more information, see *Charge/Credit (Code) in Code Tables*.

5. Repeat Step 4 until your policy is specific enough to determine exactly which charge/credits should be adjusted and by what amount or percentage. For more information about policies, see "Tuition adjustment policy setup". Select the **Save** button to save the policy.

📑 **Note**

For more information regarding specific examples of tuition adjustment policies, see "Tuition adjustment policy examples, tips and limitations". ∎

Editing/Deleting tuition adjustment policies

Use the following instructions to edit or delete an existing tuition adjustment policy.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Tuition Adjustment Policy Setup** category.

3. Select the appropriate tuition adjustment policy from the **Policy Id** drop down list box.

   • To edit an existing policy, simply change the appropriate information. When you are finished, select the **Save** button to save the policy.

   • To delete an existing policy, simply select the **Delete** button.

   📝 **Note**

   > To delete multiple policies simultaneously by year/term or year/term/session, you may use the Copy/Delete Tuition Adjustment Policies process. ■

Applying tuition adjustment policies to existing sections

Use the following instructions to apply course-based tuition adjustment policies to existing course section(s).

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Tuition Adjustment Policy Setup** category.

3. Select the appropriate tuition adjustment policy from the **Policy Id** drop down list box. Select the **Apply** button.

   📝 **Note**

   > You may not apply term and session based tuition adjustment policies to courses and you will be prevented from doing so since they are not course-based policies. ■

4. The Tuition Adjustment Policy - Apply to Section window is displayed. Select the checkbox to the left of the **Current Policy** field for the first section to which you wish to apply this tuition adjustment policy.

5. Repeat Step 4 until you have applied this policy to all of the appropriate sections. Select the **Save** button to save your information.

Only sections within the year/term or year/term/session associated with the tuition adjustment policy will display.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Tuition Adjustment Policy Setup process.

Scenario 1

What if you wish to set up a policy that will adjust the discount amount as well as the section fees?

When selecting the charge/credits for the policy, you will need to select the *Use Section Fees* value from the Charge/Credit Codes drop down list box AND the charge/credit code value that represents the discount for the section fee. You may include more than one discount code. For more information, see *Charge/Credit (Code) in Code Tables* and "Editing/Deleting tuition adjustment policies".

Scenario 2

What if students are not being fully adjusted for the section fees and/or discounts applied for courses that have been cancelled?

Please follow the steps below:

1. Verify that you have properly cancelled the appropriate section using the cancel section process on the Section window of the Sections Workflow. For more information, see *Sections in Academic Records*.

2. Verify that you have not created your own cancel reason in the Drop Reason code table and assigned that value to any of the students in question. A system-defined drop reason of 'CANCEL' will be automatically assigned to each student who was dropped from a course that was cancelled in the Sections Workflow. For more information see *Drop Reason in Code Tables* and *Sections in Academic Records*.

Scenario 3

What if a charge/credit code is not displaying in the Charge/Credit Code drop down list box?

Only the charge/credit codes that are flagged as **Eligible for Refund** in the Charge/Credit (Code) code table will display in the **Charge/Credit Code** drop down list box. Verify that the **Eligible for Refund** checkbox in the Charge/Credit (Code) code table is set correctly.

Scenario 4

What if a student dropped a course and the section fees and/or discounts, if any, were not adjusted?

Please follow the steps below:

1. Verify that the tuition adjustment policy is set up correctly.

2. Verify that each applicable charge/credit code is flagged as **Eligible for Refund** in the Charge/Credit (Code) code table.

3. Finally, verify that the appropriate refund policy was selected for the section on the Section window of the Sections Workflow. For more information, see *Sections in Academic Records and* "Tuition adjustment policy setup".

Scenario 5

What if a student dropped a course and the section fees and/or discounts, if any, were adjusted and should not be?

Please follow the steps below:

1. Verify that the tuition adjustment policy is set up correctly.

2. Verify that the appropriate tuition adjustment policy was selected for the section on the Section window of the Sections Workflow or applied to the appropriate course on the Apply to Section window of Tuition Adjustment Policy Setup. For more information, see *Sections in Academic Records* and "Tuition adjustment policy setup".

Scenario 6

What if a student drops a course prior to the actual time the course meets, but on the same day, and the section fees and/or discounts, if any, are not adjusted?

For example, assume that a course meets on Monday, Wednesday and Friday during the week from 3 - 3:50 p.m. and that the course is linked to a Course | Meeting tuition adjustment policy. If the student drops the course at 1:00 p.m. on Monday, then the system will still assume that one meeting has occurred, because the Status_Date column in the *TranscriptDetail* table does not track the time of the added, dropped or waitlisted class in addition to the date. Therefore, if the meeting should not be counted and you want the proper tuition adjustments to occur, you must drop the class using the Registration window of the Registration Workflow in the Academic Records Setflow. Then, you must select the Detail window for that particular course in order to backdate the Change of Status Date field to the prior day. Once you have done this, Save the information for the dropped course. Now the system will not count Monday's

meeting as having occurred when the student is re-assessed. For more information about these windows, see *Registration in Academic Records*.

Scenario 7

What if what if a student changes his dorm or meal plan (or any other charge) and the new charge to be assessed should be pro-rated?

For example, if a student changes his dorm or meal plan after the term has started, the tuition adjustment policies will handle adjusting the amount of the original dorm or meal plan correctly. However, when the new dorm or meal plan charge is assessed, it will be assessed for the full amount. If the student should only be assessed a portion of the new charge, then the amount of the new dorm or meal plan charge will need to be manually adjusted.

Copy tuition adjustment policies

The Copy Tuition Adjustment Policies process allows for tuition adjustment policies to be copied from one year/term or year/term/session to another. It also allows for deleting of tuition adjustment policies from a year/term or year/term/session. Both processes can be run for all or selected policies within a year/term or for all or selected policies within a year/term/session. Because tuition adjustment policies can be created for year/term and year/term/session, you will need to copy and delete policies for a year/term and a year/term/session separately.

📝 Note

The default upon entering the window is to copy tuition adjustment policies.

Copying or deleting tuition adjustment policies

A copy requires a Copy From and a Copy To year/term or year/term/session. A delete requires only a Delete From year/term or year/term/session.

💡 Tip

The Copy From or Delete From list of year/terms or year/term/sessions is created from the year/terms and year/term/sessions that already exist in the AdjustmentPolicy table. The Copy To list of year/terms or year/term/sessions is created based upon the academic calendar.

Once a Copy From or Delete From year/term or year/term/session is selected, the associated policies will display. You can select all policies to be copied or deleted by selecting the **Add All** button or individually select policies by highlighting them and selecting the **Add** button.

The **Process** button will copy or delete the selected policies within the year/term or year/term/session.

💡 **Tip**

> Once policies have been copied to a new year/term or year/term/session, that year/term or year/term/session will display on the Copy From list. You can now quickly view the records that were copied.
>
> If you have copied session, course or last refund date tuition adjustment policies, you will need to additionally link them to the sections to which they apply. For more information about applying policies to sections, see "Tuition adjustment policy setup". ∎

Copying tuition adjustment policies

Use the following instructions to copy tuition adjustment policies from one year/term or year/term/session to another year/term or year/term/session.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Copy/Delete Tuition Adjustment Policies** category.

3. The **Copy** radio button will default as selected. Leave it as is.

   You must copy course-based and non-course-based policies separately.

4. From the **Copy From** drop down list box, select the year/term (for non-course-based policies) or year/term/session (for course-based policies) from which you wish to copy. The associated policies will display. From the **Copy To** drop down list box, select the year/term or year/term/session to which you wish to copy. If you wish to copy all tuition adjustment policies for the selected year/term or year/term/session, select the **Add All** button. If you wish to copy select policies, individually highlight the policies to be copied. Select the **Add** button after each selection. Select the Process button. The Copy Complete message will display when the copy has finished.

5. Repeat Step 4 until you have copied policies from all of the necessary year/terms and year/term/sessions. Close the window.

6. You may need to use the Tuition Adjustment Policy Setup process to edit some of the policies that were copied if the policy ranges or adjustment amounts/percentages for a policy do not apply in the new year/term or year/term/session. For more information, see "Assessment Rules Setup".

📄 **Note**

> Currently, there is no report for tuition adjustment policies. ∎

Deleting tuition adjustment policies

Use the following instructions to delete a tuition adjustment policy or policies from a year/term or year/term/session.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Copy/Delete Tuition Adjustment Policies** category.

3. The **Copy** radio button will default as selected. Select the **Delete** radio button.

4. From the **Delete From** drop down list box, select the year/term (for non-course-based policies) or year/term/session (for course-based policies) from which you wish to delete. The associated policies will display. If you wish to delete all tuition adjustment policies for the selected year/term or year/term/session, select the **Add All** button. If you wish to delete select policies, individually highlight the policies to be deleted. Select the **Add** button after each selection. Select the **Process** button. The Delete Complete message will display when the deletion has finished.

5. Repeat Step 4 until you have deleted rules from all of the necessary year/terms. Close the window.

📑 **Note**

> Currently, there is no report for tuition adjustment policies. ∎

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Copy/Delete Tuition Adjustment Policies process.

What if you need to copy/delete course-based and non-course-based tuition adjustment policies?

> You will need to copy/delete course-based and non-course-based policies separately. You will need to copy all non-course-based tuition adjustment policies for the year/term, such as policies based upon the term, to the new year/term. Then you will need copy all course-based tuition adjustment policies for the year/term/session, such as policies based upon the last refund date, to the new year/term/session.

Global Assessment

The Global Assessment process is used to globally charge a large group of students tuition and general fees based upon the rules set up in the Assessment Rules Setup process. The

appropriate sponsors, if any, will also be assessed at this time. The Global Assessment process is, therefore, a major step in issuing a student or sponsor billing statement.

There are two options available when running the Global Assessment process: Assessment or Prebill. The Assessment option assumes that a student has registered for classes and only assesses students that have registered for the year/term selected. The Prebill option allows you to bill in advance for tuition and fees prior to formal registration. Registration records are not used as criteria for selection when prebilling students.

The Assessment option uses assessment rules not flagged as Prebill to select and create the charge/credits for the registered students. This process can be run after a student registers and during the add/drop period in order to assess or re-assess the student based upon their latest snapshot of data.

The Prebill option, however, uses assessment rules flagged as Prebill to select and create the charge/credits for students. The Prebill option bases the charge/credits upon data such as academic, financial and residency information rather than upon registration records.

The Prebill option also allows you to select either the same year/term or a year/term previous to the one used to create the charge/credits. Selecting the same year/term allows you to prebill new students who only have information entered in the upcoming year/term and returning students who may have updated information in the upcoming year/term. Selecting a previous year/term allows you to prebill returning students who may or may not have completed formal registration.

Assessing Students

📝 **Note**

> It is important that you upgrade to PowerCAMPUS 6.0 from previous versions once billing for a year/term has been completed. If you ran assessment prior to PowerCAMPUS 6.0 and reassess for those year/terms again after upgrading to PowerCAMPUS 6.0 you may see additional entries for students when you assess. This course of action is not recommended. The additional entries that are created are due to the fact that Billing by Year/Term/Session was added with PowerCAMPUS 6.0 and there are new tables and columns. If you assessed prior to 6.0, then reassess at 6.0, offset charges will be created for all charges that are eligible for refund that cancel out the previous charges, and new charges will be added to replace the old charges which will contain the new required columns added in PowerCAMPUS 6.0. ■

The Global Assessment window will use the following criteria when calculating the charge/credits for each student and his sponsor, if any:

- Registration records (if using the Assessment option)

- Previous Year/Term information (if using the Prebill option for returning students)

- Student information (from various tables)

- Assessment rules

- Filter criteria

- Previously assessed charge/credits for the same year/term (if using the Assessment option)

The Academic Year/Term information specified on the window is used to select the year/term in which to create the charge/credits.

📋 **Note**

The year/term(s) displayed on the list, when All Term and Term Only assessments are selected, default from the Billing setup, located under Tools: Setup. The year/term/session(s) displayed on the list, when Session assessment is selected, default from the Billing setup, located under Tools: Setup in combination with the year/term/sessions that are set up to be billed at the Session in Billing Level setup, also located under Tools: Setup. For more information see, "Understanding which Year/Term/Sessions are available for assessments and Charge/Credit and cash receipt entry". ■

If the Assessment option is selected, the year/term information is also used to select students who have registered for that year/term. Only registered students or those who have gone through add/drop will be processed with this option. The year/term is also used for filtering on the Academic, Demographics, Residency, TranscriptDetail, StudentFinancial and Sections tables in order to select the appropriate records.

If the Prebill option is selected, another window will display, allowing you to select the academic year/term to be used when selecting the students. If you are prebilling students, you may want to base the student information on a previous year/term. This is typical for prebilling returning students who have incomplete information or no information for the upcoming year/term. You can also select the same year/term as the year/term used to create the charge/credits. This is more typical for new students who have no previous year/term history but already have information in the upcoming year/term.

📋 **Note**

You will need to run the Global Assessment process at least two times when selecting the Prebill option - once for returning students and once for new students. ■

There are three types of global assessments that can be run for the Assessment option: All Term, Term Only and Session. The table below will provide a description and an

illustration of what assessment rules are used with each type of assessment.

The All Term assessment type runs an assessment for the selected year/term and for the selected group of students for assessment rules created at the Overall Term, Term and Session level.

All Term Assessment
Overall Term Rules
Term Rules
Session Rules
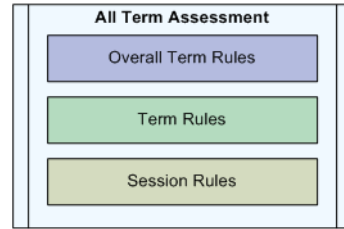
The Term assessment type runs an assessment for the selected year/term and for the selected group of students for assessment rules created at the Term level only. The All Term and Session assessment rules will not be run.

Overall Term Rules
Term Only Assessment
Term Rules
Session Rules
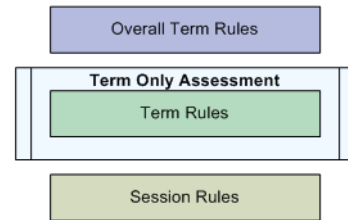
The Session assessment type runs an assessment for the selected year/term/session(s) and for the selected group of students for assessment rules created at the Session level only. The All Term and Term assessment rules will not be run.

Overall Term Rules
Term Rules
Session Assessment
Session Rules
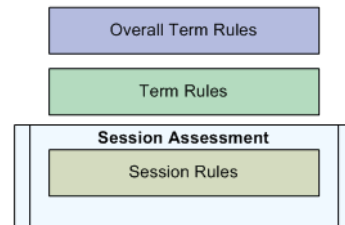
For more information about the levels for assessment rules, see <u>"Assessment Rules Setup"</u>.

💡 **Tip**

> When running a Session level assessment, you may assess one session at a time or multiple sessions at once by holding down the Ctrl key on your keyboard and selecting each session you wish to assess. However, because you are assessing multiple year/term/sessions at once, you will not be able to view the assessment rules using the **Rules** button. You may review the assessment rules being used for each year/term/session selected using the Assessment Rules report. You may only view the assessment rules, using the Rules button, that will be used by the assessment when assessing one year/term/session at a time. ■

Prebill assessments are only applicable for the All Term assessment type.

Changes to financial information are verified from the following tables:

- Academic
- Demographics
- People
- Residency

- Student
- StudentFinancial
- TranscriptDetail

The Filter window is another way to limit the students who are processed. Filters allow you to apply additional criteria to the students. For example, you may want to set up one filter for Undergraduates and another filter for Graduates. The filter criteria can be created as a new filter or retrieved from previously created filters. You may name each filter for easy recognition and retrieval. This means that, if there are recurring assessments, the criteria needs to be set up only once.

📒 **Note**

> Filters are created and saved here in the same way as filters are used in PowerCAMPUS reports. For more information, see *Customizing a Report in User Introduction*. ∎

💡 **Tip**

> A default filter is set up to process all students for the year/term selected. You will probably want to create a number of various specific filters rather than using the default.
>
> The Academic, Demographics, Residency and StudentFinancial tables use the year/term roll-up record (no session) rather than a year/term/ session record for any filtering. This roll-up record can be viewed on the corresponding windows of the People Billing Workflow. ∎

The **Rules** button allows you to preview the rules that will be used prior to running the Global Assessment process. The Rule Id, Academic Year/Term and Description will display. If you have selected the Prebill option, you must select the appropriate prebill rules to be processed. You will only want to select the prebill rules that apply to the students who will be currently selected by the process. For example, if you are running a prebill for returning students, you should only select the prebill rules that apply to returning students. When running a prebill for new students, you should only select the prebill rules that apply to new students.

A Batch Number will be assigned to the charge/credits being created. This value will default from the next available number in the BatchHeader table. The batch number is constructed by the entry date and a unique four digit sequential number. This field cannot be modified.

Note

> The batch number will display when you select the Assess button. This can be used when running reports such as the Charge/Credit by Batch report to verify the assessment results. ■

The Entry Date defaults to the system date but may be changed. This entry date is associated with each charge/credit that is created.

The **Assess** button will create the selected charge/credits for the registered students who have met the filter criteria and date range specified. If any students have sponsors, the appropriate charge/credit records will be created for those sponsors as well. If the Prebill option was selected, you will be prompted to first select the appropriate prebill rules from the window that appears when the **Rules** button is selected.

Note

> Any prebill charge/credits that were created for the same year/term being processed will be deleted for those students selected in the Global Assessment process. A 'Y'(yes) in the Prebill column of the ChargeCredit table will indicate if the charge/credit is flagged as Prebill.
>
> An individual assessment can also be invoked for individual students either from the Registration window of the Registration Workflow in the Academic Records Setflow or from the Register window of the People Billing Workflow in the Billing Setflow. Each of these windows contains an Assess button that triggers an individual assessment. ■

Reassessing a group of students

How does the process know if a student has already been assessed? Students are reassessed if they have had add/drop activity and have already been assessed. Each charge/credit record that is created for a student when the Global Assessment process is run is flagged as a 'Y' (yes) in the Assessed column. If the Global Assessment process finds charge/credit records that are flagged as Assessed and not as Prebill for the same year/term being processed, the student will be reassessed.

If a student has been assessed previously for the same year/term, adjustment entries or new entries will be created based upon the difference between the original assessment and the new assessment.

Note

> Adjustments will be based upon the Eligible for Refund flag in the Charge/Credit code table and the tuition adjustment policies set up using the Tuition Adjustment Policy Setup process. For more information see *Charge/Credit in Code Tables* and "Tuition adjustment policy setup". ■

- Adjustment entries will be created for identical charge/credits that have a difference in amount from one assessment to another.

- Adjustment reversal entries will be created for those charge/credits that are no longer applicable in the new assessment.

- New entries will be created for charge/credits that are applicable in the new assessment but were not in the previous assessment.

- New entries will be created for charge/credits that are applicable in the new assessment but totaled to $0.00 in the previous assessment (due to a reversal or adjustment entry).

Examples of adjustments/new entries

Example 1

(Fees - adjustment entry - identical charge/credit code but difference in amount) (Tuition - adjustment reversal - difference in amount and charge/credit code)

Student registers for ART100, BIO100, ENG101 and PSY100 (full time status).

Global Assessment is run for all dates.

Full Time Tuition Total: $10,000.00; Fees Total: $300.00.

Student drops ART100 on 9/10/2000. Her status is now part-time.

Global Assessment is run for range of 9/1/2000 - 9/10/2000.

Part Time Tuition Total: $6,000.00; Fees Total: $200.00.

Charge/Credit Records

Full Time Tuition: $10,000.00

Adjustment for Full Time Tuition: -$10,000.00

Part Time Tuition: $6,000.00

Student Fees: $300.00

Adjustment for Student Fees: -$100.00

Example 2

(Room & Board - adjustment reversals)

Student registers for ART100, BIO100, ENG101 and PSY100 (full time status).

Global Assessment is run for all dates.

Full Time Tuition Total: $10,000.00; Fees Total: $300; Room and Board Total: $5,000.00.

Student decides to live at home; school makes change on 9/10/2000.

Global Assessment is run for date range 9/1/2000 - 9/10/2000.

Full Time Tuition Total: $10,000.00; Fees Total: $300.00.

Charge/Credit Records

Full Time Tuition: $10,000.00

Student Fees: $300.00

Room & Board: $5,000.00

Adjustment for Room & Board: -$5,000.00

Example 3

(Room & Board - new entry)

Student registers for ART100, BIO100, ENG101 and PSY100 (full time status).

Global Assessment is run for all dates.

Full Time Tuition Total: $10,000.00; Fees Total: $300.

Student decides to live at school; school makes change on 9/10/2000.

Global Assessment is run for date range 9/1/2000 - 9/10/2000.

Full Time Tuition Total: $10,000.00; Fees Total: $300.00; Room and Board Total: $5,000.00.

Charge/Credit Records

Full Time Tuition: $10,000.00

Student Fees: $300.00

Room & Board: $5,000.00

💡 **Tip**

> Any adjustment entries that get created have a charge/credit description of Adjusted, along with the Medium Description of the charge being adjusted. ◼

Tables updated during global assessment

The tables listed below are updated during Global Assessment.

- ABT_Settings
- ChargeCreditCourse
- AdjustmentPayout
- ChargeCreditDist
- BatchHeader
- PeopleOrgBalance
- ChargeCredit
- StudentAssess

Assessing registered students

Use the following instructions to assess or re-assess tuition and fees for registered students.

1. Have students registered? If students have not yet registered, you may want to prebill them for tuition and fees. For more information, see "Prebilling new or returning students".

2. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

3. Select **File**, and then select **Print** to print the Assessment Rules report for the year/term being processed. Review the report. Close the Reports window.

   The Assessment Rules report prints all assessment rules, their selection criteria, associated charge/credits, and section information.

4. From the Main Menu Bar, select **Tools**, and then select **Setup**.

5. Double click on the **Billing** category.

6. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

7. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing.**

8. Select the **Reports** command button.

9. Select the Registration Status report. Create a variation that filters on the applicable students. For more information, see *Customizing a Report in User Introduction*. Select the **Setup** button.

10. Select *Billing* from the **Credits to Print** drop down list box. Save the information. Close the Setup window.

11. Print the report. Close the Reports window.

12. Double click on the **Global Assessment** category.

13. Select the correct Assessment Type, All Term, Term Only or Session for this assessment.

14. Select the correct Academic Year/Term or Academic Year/Term/Session for this assessment on the left. Select an existing filter or create a New filter for the correct population of students to be assessed. For more information about filtering, see *Customizing a Report in User Introduction*. Verify that the Entry Date is the date that you wish to associate with all of the records created. Select the **Assess** button. The charge/credits will now be created for each of the selected students and their sponsors, if any. Note the Batch Number for reference.

15. Select the **Reports** command button.

16. Select the Charge/Credit by Batch report. Select the **Setup** button.

17. Specify the batch number. Save the information. Close the Setup window.

18. Print the report to keep as your audit trail. Compare its information against the billing credits on the Registration Status report. Select the Charge/Credit Totals report. Create a new variation with a filter on the specific batch number. Print the report to keep as your audit trail.

19. If these students have been prebilled previously, their prebill records have now been deleted. Students not picked up during the Global Assessment process, such as non-returning students, will not have their prebill records deleted. You will want to delete periodically any prebill records that did not get deleted automatically. Select the Batch report. Create a variation that filters on Prebill Flag and Entry Date range to find the batches that contain prebill records. Print the report to use as a guide to deleting prebill records.

20. Follow all of the steps of "Deleting batches manually" in order to delete the indicated batches.

The Batch report prints a summary listing of all batches used in the system.

Prebilling new or returning students

Use the following instructions to assess tuition and fees for new or returning students prior to formal registration.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

2. Select the Assessment Rules report. Create a variation that filters on only those rules with Assessment Rule.Prebill Flag = Y (yes). For more information about filtering, see *Customizing a Report in User Introduction*. Select **File**, and then select **Print** to print the report for the year/term being processed. Review those rules flagged as Prebill. Close the Reports window.

3. From the Main Menu Bar, select **Tools**, and then select **Setup**.

4. Double click on the **Billing** category.

5. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

6. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing.**

7. Double click on the **Global Assessment** category.

    The Global Assessment process is used to globally charge a large group of students tuition and general fees based upon the rules set up in the Assessment Rules Setup process.

8. Select the appropriate year/term in which to create the charge/credits. This will be the upcoming year/term. Select the **PreBill** checkbox. The Overall Term assessment type will be selected by default. From the drop down list box, select the Selection Academic Year/Term to be used for selecting the students. For returning students, you will typically select an academic year/term that is previous to the year/term used to create the charge/credits. This is due to the fact that returning students will not usually have an academic record for the upcoming year/term. For new students, you will typically select the same year/term as the year/term used to create the charge/credits. This is due to the fact that new students will have an academic record for the year/term in which they were admitted.

    You may prebill returning students more than once if you would like to prebill these students based upon updated information that exists in the upcoming year/term. If your rules for returning students are based upon billing credits, however, their prebill charges may not be accurate. If previous prebill records exist for these students, these records will be deleted automatically.

9. Verify that the Entry Date is the date that you wish to associate with all of the records created. You may select an existing filter, create a new filter, or edit an existing filter

in order to isolate the correct population of students to be assessed. For more information about filtering, see *Customizing a Report in User Introduction*. Select the **Rules** button.

10. All rules flagged as Prebill for the year/term used to create the charge/credits will display. Highlight the rules that apply to the applicable population: new students or returning students. Select the **OK** button.

11. Select the **Assess** button.

12. The charge/credits will now be created for each of the selected students and their sponsors, if any. An Assessment Complete message box will display when the process has completed. Select **OK**. Note the batch number for future reference. Select the **Reports** command button.

13. Select the Charge/Credit by Batch report. Select the **Setup** button.

14. Specify the batch number noted above in both the From and To fields. Close the Setup window.

15. Print the report to keep as your audit trail. Select the Charge/Credit Totals report. Create a variation that filters on the batch number noted above. Delete the row in the filter criteria that pertains to prebills. For more information about filtering, see *Customizing a Report in User Introduction*.

16. Print the report to keep as your audit trail. If these students have been prebilled previously for the same year/term, their prebill records have now been deleted.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Global Assessment process.

Scenario 1

What if the wrong year/term or year/term/session was assessed?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select the **Enter items manually** radio button. Select the **Next** button.

4. The Enter Batch window is displayed. Enter the batch number to be deleted in the highlighted row. Select the **Next** button.

5. If there are no validation problems, the Done! window is displayed. Select **Finish**.

6. The Delete Batch - Processing Log window is displayed. Select the **Print** or **File** button to save the log. Close the window.

7. Run the Global Assessment process again for the correct year/term.

Scenario 2

What if the wrong year/term(s) or year/term/session(s) is displaying on the list to be selected?

Please follow the steps below:

1. Close the Global Assessment window.

2. From the Main Menu Bar, select **Tools**, and then select **Setup**.

3. Double click on the **Billing** category.

4. The **Academic Year/Term** tab will be highlighted. The Selected Terms will display at the bottom of the window. You may select the correct year/term(s) from the top half of the window and deselect the incorrect year/term(s) from the bottom half of the window. Save the information.

5. Double click on the **Global Assessment** category again.

Scenario 3

What if the system/PC goes down in the middle of the Global Assessment process?

Please follow the steps below:

1. Only those students who were assessed completely before the PC/system went down will have charge/credit records created for them and their sponsors, if any.

2. Select the **Reports** command button.

3. Select the Charge/Credit by Batch report. Select the **Setup** button.

4. Specify the batch number. Save the information. Close the Setup window.

5. Print the report to verify the entries made.

6. Run the Global Assessment process again for the same criteria. Although all students who meet the criteria will be processed again, only those students who were not yet assessed when the system went down will have charge/credits created for them and their sponsors, if any.

7. Select the **Reports** command button.

8. Select the Charge/Credit by Batch report. Select the **Setup** button.

9. Specify the batch number. Save the information. Close the Setup window.

10. Print the report to verify the entries made.

11. If you wish, you can delete the batch and start again. Follow the steps listed in the subsequent what if for correcting when the wrong filter of students was assessed. Run the Global Assessment process again.

Scenario 4

What if the wrong filter of students was assessed?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select the **Enter items manually** radio button. Select the **Next** button.

4. The Enter Batch window is displayed. Enter the batch number to be deleted in the highlighted row. Select the **Next** button.

5. If there are no validation problems, the Done! window is displayed. Select **Finish**.

6. A processing log is displayed. Print this log or save it to a file location.

7. Run the Global Assessment process again for the correct year/term.

Scenario 5

What if students and/or their sponsors, if any, are assessed the wrong charge/credits?

Please follow the steps below:

Review your Assessment Rules report for the following:

- Are your rules set up with the correct charge/credits? Is the Distinct flag set properly on each rule? The default is to set the flag to 'Y' (yes).

- Is your criteria specific enough to select the appropriate students? If you have rules set up specifically for a certain group of students, verify that any similar rules exclude these groups so that you do not assess them more than once. For example, if you set up a tuition rule specific to senior citizens, other tuition rules must be set up to exclude senior citizens.

- Do any of your rules use criteria referencing the ChargeCredit table? If so, verify that the criteria is set up correctly.

- Are your students coded correctly? If your students have blank information in columns that are used in rules, they will not be assessed for those rules.

- Are the appropriate students, sections and/or fees selected for the sponsor agreement, if applicable?

- Is the correct percentage or cap amount selected for each applicable fee?

- Is each course for which the student is registered linked to the appropriate sponsor agreement, if applicable?

Scenario 6

What if you receive the error 'DB process is dead' while running the Global Assessment process?

Print the Assessment Rules report for the year/term that you are processing. Typically, the 'and/or' logic is incorrect on at least one of them.

📋 **Note**

Look for rules that may have '<>' as the Operator. You typically need to use 'AND' with this operator.

Scenario 7

What if the global assessment seems to be running longer than usual?

Close all sheets that are not currently being used. For example, if the People Billing sheet is open while the Global Assessment process is being run, this will slow down the processing time of the assessment.

Miscellaneous Assessment

The Miscellaneous Assessment process is used to assess one or more charge/credits to a student or a group of students throughout the year. The charge/credits that are assessed here are typically not based upon registration records but are for those miscellaneous fees

charged throughout the term. A group of students do not have to have common information in order to be assessed together.

For example, the Miscellaneous Assessment process can assess a Graduation Fee to all Senior students in a particular program with an expected graduation month/year of 05/2001. It can also charge a fee such as a Library Fine to an unrelated group of students for varying amounts.

Students can also be prebilled for tuition and fees through this window. Alternately, you can set up assessment rules and use the Global Assessment process to prebill students. For more information about prebilling new or returning students, see "Global Assessment".

A prebill is typically run after preregistration and before the add/drop period of registration to help generate revenue prior to the start of the term. Prebill charge/credits that are created in the Miscellaneous Assessment window will be flagged with a 'Y' (yes) in the Prebill column of the ChargeCredit table. The selection criteria for a prebill assessment can be based upon a previous, current or future year/term while the charge/credits are assessed to a different year/term.

For example, you may prebill all returning students with your charges of Tuition - Full Time, a Student Fee, and a Health Fee. You may prebill all first time students with the charges of Tuition - Full Time, a Student Fee, a Health Fee, and the 14 Meal Plan. The returning students may be based on last year/term's information, while first time students may be filtered based upon the upcoming year/term.

💡 **Tip**

Prebill charge/credits do not get posted to the General Ledger Journal and are automatically deleted when the Global Assessment process is run.

The Miscellaneous Assessment process can also be used to assess miscellaneous charges, such as copy charges or overnight mailing fees, to people or organizations. If you need to assess a charge for a person or an organization that is a sponsor and the charge/credit should be applied to a sponsor agreement, you must enter that charge/credit using the Chrg/Crd drill down on the Sponsor Agreement window of the People or Organizations Workflow. For more information, see *People or Organizations in People/Organizations*.

📓 **Note**

Currently, the Miscellaneous Assessment process can only assess organizations that are manually entered on the Add/Edit Amounts window described below.

Assessing people or organizations

The Available list box of the Charges/Credits section displays all charge/credits with a flat amount currently set up in the Charge/Credit code table. The default is to display all charge/credits, but it may be changed by deselecting either the Charges or Credits

checkbox. If Charges is selected, then only charge records will display. If Credits is selected, then only credit records will display.

> **Note**
> Cash Receipt and Financial Aid credits will not display as available credits. ■

The Available list box of the People section displays all people currently in the system.

> **Note**
> Currently, organizations do not display in the **Available** list box. ■

Charge/credits and people records can be selected in a number of different ways - by dragging and dropping, by selecting the **Add** button, or by selecting the **Select All** button. Records can be deselected by dragging and dropping, by selecting the **Remove** button, or by selecting the **Remove All** button. Selected records are copied from the Available list box to the Selected list box. Deselected records are removed from the Selected list box.

In addition to the options mentioned above, the people records can also be selected by selecting the **Filter** button or manually entered by selecting the **Assess** button.

The **Filter** button displays a window that allows you to select the appropriate population of people to be assessed the selected charge/credits. You can select existing filter criteria, create new filter criteria, or edit or delete existing filters in order to limit the people that display in the **Available** list box. You may name each filter for easy recognition and retrieval. This means that, if there are recurring assessments, the criteria needs to be set up only once as a filter in order to be used and re-used indefinitely.

> **Note**
> Filters are created and saved here in the same way as filters are used in PowerCAMPUS reports. For more information, see *Customizing a Report in User Introduction*.
>
> Currently, organizations cannot be filtered. ■

You must select a year/term prior to creating a new filter or before accepting an existing filter. If assessing students and filtering on the Academic, Demographics, Residency, TranscriptDetail or StudentFinancial tables, the year/term must be known in order to display the appropriate students in the Available list box.

> **Note**
> The years/term(s) displayed on the list default from the Billing setup, located under Tools: Setup. The year/term/session(s) displayed on the list, when Session assessment is selected, default from the Billing setup, located under Tools: Setup in combination with the year/term/sessions that are set up to be billed at the Session in Billing Level setup, also located under Tools: Setup. For more information see, "Understanding which Year/Term/Sessions are available for assessments and Charge/ Credit and cash receipt entry". ■

The Academic, Residency and StudentFinancial tables use the year/term roll-up record (no session) rather than a year/term/session record for any filtering. Excluding that of the Demographics table, these roll-up records can be viewed on the corresponding windows of the People Billing Workflow.

💡 **Tip**

> A default filter is set up to select all people in the system. You will probably want to create a number of various specific filters rather than using the default.
>
> The filters created on the Miscellaneous Assessment window and the Global Assessment window are shared between the two processes. ▪

When the correct charge/credits and people have been selected, selecting the Assess button will prompt you for additional information before the charge/credits can be applied to the account(s).

After selecting the **Assess** button, the Assessment Criteria window will display. The year/term previously selected on the Filter window will default here but may be changed to another year/term (to be used when creating the charge/credits). If you wish to review or edit the amounts created for each person, select the **Add/Edit Prior To Assess** checkbox. This option will automatically be selected if any of the charge/credits selected have a $0.00 amount. A batch number will be created automatically for you and the entry date will be set to the system date. The entry date may be modified. Once the **OK** button is selected, the charge/credits will be applied to each person.

💡 **Tip**

> You can select the **Prebill** checkbox if you wish to flag the records as Prebill. You would do this to quickly assess prebill charges to a selected group of students. You also have the option to set up assessment rules for prebilling students. For more information about prebilling new or returning students, see "Global Assessment". ▪

If the people you need to assess have no criteria in common, you may select the Ids from the Available list box by scrolling through and choosing each Id individually or you may leave the Selected list box blank and you can select the Assess button to enter the Ids manually. You will be brought to the Assessment Criteria window with the option Add/Edit Prior to Assess selected. By selecting the **OK** button on the Assessment Criteria window, you are brought to the Add/Edit Amounts window. You can enter the Ids of the people to be assessed the selected charge/credits. The long description of the charge/credit and the amount can be edited by person. Once you have entered all of the Ids and selected OK, the charge/credits will be created for each person.

If you need to assess organizations, you can select the Assess button to enter the Ids manually. You will be brought to the Assessment Criteria window with the option Add/Edit Prior to Assess selected. By selecting the **OK** button on the Assessment Criteria window, you are brought to the Add/Edit Amounts window. You can enter the Ids of the organizations to be assessed the selected charge/credits. The long description of the

charge/credit and the amount can be edited by organization. Once you have entered all of the Ids and selected OK, the charge/credits will be created for each organization.

💡 **Tip**

> A sub-total will display for each person or organization entered on the Add/Edit Amounts window, indicating the total amount of the charge/credits to be assessed. ■

📑 **Note**

> You cannot currently drag and drop records from either the People search or the Organizations search, available from the Search pull-down menu of the Main Menu Bar, to the Selected list box of the People section. ■

💡 **Tip**

> The **Add/Edit Prior to Assess** checkbox can be used in conjunction with the Filter button to assess the correct population of people. ■

📑 **Note**

> If you are prebilling students, you cannot include organizations on the Add/Edit Amounts window. ■

Tables updated during miscellaneous assessment

The tables below are updated during Miscellaneous Assessment.

- ABT_Settings

- BatchHeader

- ChargeCredit

- ChargeCreditDist

- PeopleOrgBalance

Miscellaneously assessing charge/credits for non-sponsor people with common criteria

Use the following instructions to perform a miscellaneous assessment of one or more charge/credits to a person or group of people using a filter.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Setup**.

2. Double click on the **Billing** category.

3. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

4. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

5. Double click on the **Miscellaneous Assessment** category.

   Currently, the Miscellaneous Assessment process can only assess organizations that are manually entered on the Add/Edit Amounts window.

6. Under the heading Display in the middle of the window, select and/or deselect the appropriate checkboxes to display Charges, Credits or both. From the Available list box on the upper left, select the charges and/or credits to be applied against the people. To accomplish this, either drag and drop the individual charges and credits into the Selected list box, highlight the row(s) and select the **Add** button, or, to move all of them to the Selected list box at once, select the **Select All** button. In order to select the appropriate people for the assessment, select the **Filter** button.

   Filters are created and saved here in the same way as filters are used in PowerCAMPUS reports. For more information, see *Customizing a Report in User Introduction*.

7. You may select an existing filter, create a new filter, or edit an existing filter. On the left, select the year/term for which the assessment is being run. Select the **OK** button.

8. The specific group of people will display in the Available list box on the lower left. You may now either drag and drop the individual people into the Selected list box, highlight the row(s) and select the **Add** button, or, to move all of them to the Selected list box at once, select the Select **All** button. Select the **Assess** button.

9. The Assessment Criteria window is displayed. The year/term or year/term/session will already be selected based upon what was used for the filter. Leave the Prebill checkbox deselected. If you need to review or edit the amounts per person, select the **Add/Edit Prior to Assess** checkbox. This will be selected automatically if any of the selected charge/credits do not have a dollar amount associated with them. Verify that the Entry Date is the date that you wish to associate with all of the records created. Note the Batch Number for reference. Select the **OK** button. If the **Add/Edit Prior to Assess** checkbox was selected, proceed to Step 10. If the **Add/Edit Prior to Assess** checkbox was deselected, proceed to Step 11. (The records will be automatically created for each of the selected people now.)

   The **Add/Edit Prior to Assess** checkbox can be used in conjunction with the Filter button to assess the correct population of people.

10. The Add/Edit Amounts window is displayed. You may edit the description or the amount of the charge/credit or delete any of the rows. You can also insert additional rows of Ids, if necessary, by selecting the **Insert** button. Select the **OK** button when you are finished.

11. An **Assessment Complete** message box is displayed when the process has completed. Select **OK**.

12. Select the **Reports** command button.

13. Select the Charge/Credit by Batch report. Select the **Setup** button.

    The Charge/Credit by Batch report prints all entries for a particular batch or range of batches. Both posted and unposted entries print on this report.

14. Specify the batch number. Save the information and Close the Setup window.

15. Select **File**, and then select **Print** to print the report to keep as your audit trail.

16. Select the Charge/Credits Totals report. Create a new variation that filters on the specific batch number. For more information, see *Customizing a Report in User Introduction*. Print the report to keep as your audit trail.

Miscellaneously assessing charge/credits for non-sponsor people with no common criteria

Use the following instructions to perform a miscellaneous assessment of one or more charge/credits to a person or group of people.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Setup**.

2. Double click on the **Billing** category.

3. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

4. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

5. Double click on the **Miscellaneous Assessment** category. Under the heading Display in the middle of the window, select and/or deselect the appropriate checkboxes to display Charges, Credits or both. From the **Available** list box on the upper left, select the charges and/or credits to be applied against the people. To accomplish this, either drag and drop the individual charges and credits into the Selected list box, highlight the row(s) and select the **Add** button, or, to move all of them to the Selected list box at once, select the **Select All** button. Select the **Assess** button.

6. The Assessment Criteria window is displayed. The **Add/Edit Prior to Assess** checkbox will be selected automatically since no people can be selected (no common criteria). On the left, select the year/term or year/term/session for which the assessment is being run. Leave the **Prebill** checkbox deselected. Verify that the Entry Date is the date that you wish to associate with all of the records created. Note the Batch Number for reference. Select the **OK** button.

    For students, you can select the **Prebill** checkbox if you wish to flag the records as Prebill in order to quickly assess prebill charges to a selected group of students. You

also have the option to set up assessment rules for prebilling. For more information about prebilling new or returning students, see "Global Assessment".

7. The Add/Edit Amounts window is displayed. Select the **Insert** button. Enter the first Id of the person to whom you wish to assess the selected charge/credits. The person's last name and first name, the long description of the charge/credit, and its amount will display. You may edit the description or the amount of the charge/credit.

8. Repeat Step 7 until all of the people have been entered. When you have finished entering Ids, select the **OK** button.

9. An **Assessment Complete** message box is displayed when the process has completed. Select **OK**.

10. Select the **Reports** command button.

11. Select the Charge/Credit by Batch report. Select the **Setup** button.

12. Specify the batch number. Save the information and Close the Setup window.

13. Select **File**, and then select **Print** to print the report to keep as your audit trail.

14. Select the Charge/Credits Totals report. Create a new variation with a filter on the specific batch number. For more information, see *Customizing a Report in User Introduction*. Print the report and keep as your audit trail.

Miscellaneously assessing charge/credits for organizations

Use the following instructions to perform a miscellaneous assessment of one or more charge/credits to an organization or group of organizations.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Setup**.

2. Double click on the **Billing** category.

3. Verify that this setup is correct for the year/term(s) allowed to be processed. Close the Setup window.

4. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

5. Double click on the **Miscellaneous Assessment** category. Under the heading Display in the middle of the window, select and/or deselect the appropriate checkboxes to display Charges, Credits or both. From the **Available** list box on the upper left, select the charges and/or credits to be applied against the organizations. To accomplish this, either drag and drop the individual charges and credits into the **Selected** list box,

highlight the row(s) and select the **Add** button, or, to move all of them to the Selected list box at once, select the **Select All** button. Select the **Assess** button.

6. The Assessment Criteria window is displayed. The **Add/Edit Prior to Assess** checkbox will be selected automatically since no organizations can be selected. On the left, select the year/term or year/term/session for which the assessment is being run. Leave the **Prebill** checkbox deselected as it is applicable to students only. Verify that the Entry Date is the date that you wish to associate with all of the records created. Note the Batch Number for reference. Select the **OK** button.

7. The Add/Edit Amounts window is displayed. Select the **Insert** button. Change the defaulting 'P' in the first field to an 'O'. Enter the first Id of the organization to which you wish to assess the selected charge/credits. The organization's name, the long description of the charge/credit, and its amount will display. You may edit the description or the amount of the charge/credit.

8. Repeat Step 7 until all of the organizations have been entered. When you have finished entering Ids, select the **OK** button.

9. An **Assessment Complete** message box will display when the process has completed. Select OK.

10. Select the **Reports** command button.

11. Select the Charge/Credit by Batch report. Select the **Setup** button.

   The Charge/Credits Totals report prints a summary listing of each charge/credit code and the total amount charged to the code for the specified time period.

12. Specify the batch number. Save the information and Close the Setup window.

13. Select **File**, and then select **Print** to print the report to keep as your audit trail.

14. Select the Charge/Credits Totals report. Create a new variation with a filter on the specific batch number. For more information, see *Customizing a Report in User Introduction*. Print the report and keep as your audit trail.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Miscellaneous Assessment process.

Scenario 1

What if the wrong filter of people was assessed?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select the **Enter items manually** radio button. Select the **Next** button.

4. The Enter Batch window is displayed. Enter the batch number to be deleted in the highlighted row. Select the **Next** button.

5. If there are no validation problems, the Done! window is displayed. Select the **Finish** button.

6. The Delete Batch - Processing Log window is displayed. Select the **Print** or **File** button to save the log. Close the window.

7. Run the Miscellaneous Assessment process again for the correct filter of people.

Scenario 2

What if you are entering a list of Ids on the Add/Edit Amounts window of the process and one of the Ids is invalid?

Please follow the steps below:

1. Remain on this window. From the Main Menu Bar, select **Search**, and then select **People** or select **Search**, and then select **Organizations**.

2. Enter as much of the last name and first name for the person or name for the organization as you can. Select the **Search** button. Make a note of the Id number that displays.

3. Return to the Add/Edit Amounts window. Highlight the People Id or Organization Id field and enter this Id. Continue with your entry.

Scenario 3

What if the system/PC goes down in the middle of the Miscellaneous Assessment process?

No records will have been written to the tables if the system/PC interrupts the process. Run the Miscellaneous Assessment process again for the same criteria.

Scenario 4

What if the wrong year/term(s) or year/term/session(s) is displaying on the list to be selected

Please follow the steps below:

1. Close the Miscellaneous Assessment window.

2. From the Main Menu Bar, select **Tools**, and then select **Setup**.

3. Double click on the **Billing** category.

4. The **Academic Year/Term** tab will be highlighted. The Selected Terms will display at the bottom of the window. You may select the correct year/term(s) from the top half of the window and deselect the incorrect year/term(s) from the bottom half of the window. Save the information. Close the Setup window.

5. On the Billing Processing window, double click on the **Miscellaneous Assessment** category again.

Scenario 5

What if one or more charge/credit codes are not displaying in the Available list box of charge/credits?

Please follow the steps below:

1. Verify that the drop down list box of charge/credits is properly set to display Charges, Credits or both.

2. If it is properly set, review the Charge/Credit code table. The charge/credit codes that are not displaying are most likely not labeled as a type of Charge or Credit or are not flagged as Flat Fee amounts. Only charge/credit codes of type Charge or Credit and flagged as Flat Fee amounts will display in the **Available** list box.

Late Fee Assessment

The Late Fee Assessment process in PowerCAMPUS has been designed as a wizard that prompts you through a series of steps in order to facilitate the calculation and creation of late fee charges.

> 📝 **Note**
>
> Verify that all beginning balance records have a due date before running the Late Fee Assessment process. For more information about beginning

balance records and the processing required for the end of the fiscal year, see "Beginning Balance".

Tables updated during late fee assessment

The tables listed below are updated during Late Fee Assessment.

- ABT_Settings
- ActionSchedule
- BatchHeader
- ChargeCredit

- ChargeCreditDist
- PeopleOrgBalance
- StopList

Assessing late fees

Use the following instructions to assess late fees to students.

Prior to assessing late fees, verify that all beginning balance records have a due date. For more information about beginning balance records, see "Beginning Balance".

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Late Fee Assessment** category.

3. The Setup Late Fee Calculation window is displayed. From the drop down list box, select the Academic Year/Term or Academic Year/Term/Session in which to create the charge/credits. Verify the Entry Date. The entry date is associated with each late fee record that is created. The entry date defaults to the system date but may be changed. Select the Charge/Credit Code to indicate the late fee that you wish to assess. Depending on what was set up in the Charge/Credit code table, the Percent or Amount will default but can be changed. If Percent is selected and you wish to put a limit on the amount that can be assessed, enter a Cap on Charge Amount. The As of Due Date defaults to the system date but may be changed. Late fees will be assessed on charges that were due on or before this date. The Due Date is assigned by the Statements report. Enter the number of Grace Days After Due Date. The **Include Anticipated Aid** and **Include Payment Plan Installments** checkboxes will default as selected but can be changed. Enter the minimum past due balance in the **Past Due Balances Greater Than** field. Select the **Next** button.

4. The Filtering and Sorting window is displayed. Select either the default variation, which will include all people that have past due balances, or create your own variation by selecting the **New** button. For more information about filtering and

sorting, see *Customizing a Report in User Introduction*. Once you have selected your variation, select the **Next** button.

If your filter includes the Academic or the StudentFinancial tables, the system will automatically retrieve only those records that have Last_Activity set to 'Y' (yes).

5. The Late Fee Assessment List window is displayed. Select **File**, and then select **Print** to print the list. Select the **Next** button.

6. The Select Ids window is displayed. This window lists those students that can have late fees assessed. Highlight the student(s) for whom you wish to assess a late fee and select the **Select** button. Selecting the **Select All** button will select every student who has past due balances. When you have finished, select the **Next** button.

7. The Schedule Action window is displayed. Select any actions that you wish to send in order to notify students that they have been assessed a late fee. This step is optional. Select the **Next** button.

8. The Select StopList window is displayed. Select the stop list reason for each student assessed a late fee. This step is also optional. Select the **Next** button.

   The stop list will show on the Stop List window of the Students Workflow.

9. The Done! window is displayed. The process will not actually commence until you select the **Finish** button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the Cancel button.

10. When the late fee assessment process is complete, a Processing Log will appear on the screen. This log can be printed, saved to a file location, or closed.

11. Select the **Reports** command button.

12. Print the Charge/Credit by Batch report using the batch number assigned.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Late Fee Assessment process.

Scenario 1

What if certain students should not be assessed a late fee?

If certain groups of students should consistently be excluded from late fee calculations, then you should consider setting up a Tuition/Fee Exemption, which can be entered on the Financials window of the Students Workflow. When the Late Fee

Assessment process is run, you can then create a filter to exclude students with this Tuition/Fee Exemption.

If you only need to exclude a few students, you can deselect these students from the Select Ids window of the Late Fee Assessment wizard.

If any of the students to be excluded from late fee calculations are on a payment plan, you will also want to flag them as exempt from a late fee on the Payment Plan Setup window of the Payment Plan wizard.

Scenario 2

What if a student's late fee is assessed incorrectly?

Verify that all charges, prior to the As of Due Date entered on the Setup Late Fee Calculation window of the Late Fee Assessment wizard, have a due date and that the due date is correct. The Due Date is established on the **Mailing** tab of the Statements report setup. For more information about this setup, see "Issuing statements".

Verify that all applicable cash receipts, credits and financial aid have an entry date less than or equal to the As of Due Date entered on the Setup Late Fee Calculation window of the wizard.

Posting to the general ledger journal

The Posting to the General Ledger Journal process posts all unposted charge/credits or cash receipts from the subsidiary ledgers, either by batch number or by entry date, to the General Ledger Journal. This process summarizes the transactions by account, and optionally by charge/credit code, and then adds them to the General Ledger Journal with the corresponding credit and debit amounts. Posting is a necessary step for the institution's bookkeeping and accounting practices, and should be done routinely at the end of each day, week, or month, depending upon institution policy.

Posting

The Selection Criteria section of the window allows you to select a range of batch numbers, entry dates, or both to process. This is your filter. The **To Batch** and **To Entry Date** fields will default automatically to what you enter in the **From Batch** and **From Entry Date** fields.

💡 **Tip**

If you run the posting process from the Billing Processing Workflow, cash receipt entries will not be posted. If you run the posting process from the Cash Receipts Processing Workflow, charge/credit entries will not be posted. If you choose to process multiple batches simultaneously by entering a range of batch numbers, ALL batches OF THAT TYPE included within the range will be posted.

The Posting Criteria section of the window allows you to enter the Fiscal Year and Fiscal Period. These fields will then appear on the charge/credit and cash receipt reports.

The Journal Source is used to indicate the subsidiary ledger from which the journal entries came. Examples of journal sources are Accounts Receivable and Cash Receipts. The Posting Date is used to indicate the date that these entries were posted. The current date defaults but can be modified. This is the date that will appear in the General Ledger Journal.

You have the choice to post in Summary by Account or in Summary by Account/Charge Code. Posting by account will sum all entries to each general ledger account Id and create one entry for each account in the Journal table. Posting by account/charge code will sum all entries by charge/credit code within a general ledger account Id and create one entry for each account/charge code in the Journal table.

Once all of the necessary criteria are completed, select the **Process** button to post your batch information. A message 'PowerCAMPUS posting process to journal table completed successfully' will appear. If you are posting to Great Plains, the message 'Posting process to Great Plains completed successfully' will also appear.

💡 **Tip**

Once entries have been posted, they cannot be edited or deleted. These entries can only be reversed. Reversing entries are automatically created when the **Reverse** checkbox is selected on the Chrg/Crd window of either the People Billing Workflow in the Billing Setflow or the Registration Workflow in the Academic Records Setflow OR the Receipts window of either the Cash Receipts Workflow in the Cash Receipts Setflow or the Registration Workflow in the Academic Records Setflow. Therefore, it is important to view each batch first prior to posting. You can do this by printing the Charge/Credit by Batch report. ■

The posting process effects changes in several of the tables of the PowerCAMPUS system:

- ChargeCredit - updated with the posting, fiscal and journal information for each record posted, including cash receipts.

- CashReceipt - updated with the posting information for cash receipt records only.

- PeopleOrgBalance - only updated if you have posted batches to the General Ledger Journal to a fiscal year other than the current fiscal year. The balance of the charge/ credits entered in the current fiscal year but posted to a future (or past) fiscal year will update the appropriate fiscal year.

- Journal - updated in summary by the option selected in the window. If the option to post in Summary by Account/Charge Code is selected, each charge/credit code summed within an account will be found in the Reference column of the Journal table.

- GPPostingJournal - only updated if you are using Great Plains as your financial system. This table links the Journal table in PowerCAMPUS with the GL10001 table in Great Plains.

💡 **Tip**

If there are previously posted, voided, anticipated aid, beginning balance, or prebill records in the batches to be posted, no updates of these records will take place. They will not be flagged as Posted in the ChargeCredit table (unless they already were) and their amounts will not be reflected in the Journal table. ■

📝 **Note**

For more information, see "Reconciling to the general ledger journal". ■

Special Notes for Campus/PowerCAMPUS Clients

Clients that use SCT's Campus General Ledger system and PowerCAMPUS Billing should keep in mind the interaction between the two systems.

💡 **Tip**

The Journal Source code table in PowerCAMPUS must be linked to a unique journal source in the Campus 104 code table. The sort order in the Fiscal Period code table in PowerCAMPUS will be used as the fiscal period in the Campus FASDF140 table and as the link to the fiscal period in the Campus 105 code table. ■

The Posting to the General Ledger Journal process will validate that the fiscal year and period are not closed in Campus.

When in Campus:

Deleting/Changing/Creating a Journal Entry:

- There is no link from Campus to PowerCAMPUS.

When in PowerCAMPUS:

Deleting a Journal Entry:

- The corresponding journal entry in Campus is deleted.

Changing an amount of a Journal Entry:

- The corresponding journal entry in Campus is updated.

Creating a Journal Entry:

- A corresponding journal entry will be created in the Campus FASDF140 table.

Special Notes for PowerCAMPUS/ Microsoft Dynamics GP clients

Clients that use PowerCAMPUS Billing and Microsoft Dynamics GP Financials should keep in mind the interaction between the two systems.

💡 **Tip**

> The account Id structure in Microsoft Dynamics GP must match exactly to the account Id structure in PowerCAMPUS. ■

📑 **Note**

> If the accounts referenced in PowerCAMPUS do not map to ACTIVE accounts in Microsoft Dynamics GP, then the posting process in PowerCAMPUS will be 'rolled back' and no records will be posted in either PowerCAMPUS or Microsoft Dynamics GP. ■

The Posting to the General Ledger Journal process will continue to update the PowerCAMPUS Journal table.

The Posting to the General Ledger Journal process will get the Microsoft Dynamics GP starting journal entry number from the ABT_Settings table if this is the first time that you are running this process. If you have run this process before, the Posting to the General Ledger Journal process will get the next available Microsoft Dynamics GP journal entry number from the ABT_Settings table. The ABT_Settings table will also be updated during each post with the last journal entry number used.

The posting date entered on the Posting to the General Ledger Journal window becomes the transaction date in Microsoft Dynamics GP. This transaction date is then used to determine the fiscal year and period to update within Microsoft Dynamics GP.

The Posting to the General Ledger Journal process will update, create or reference several tables:

- One header record is inserted into the GL10000 and SY00500 tables. The batch number is set to:

  " SCT + PowerCAMPUS Journal Source + PowerCAMPUS Journal Entry

For example, the batch number may be set to JE001.

- A record in the GL10001 table is created for every PowerCAMPUS journal record created in the Posting to the General Ledger Journal process.

- The GPPostingJournal table is created in PowerCAMPUS to link the PowerCAMPUS Journal table with the Microsoft Dynamics GP GL10001 table.

- The GL00100 table is used to determine the Chart of Accounts mapping between PowerCAMPUS and Microsoft Dynamics GP. The account structure must be the same between the two systems.

- The MC40000 table is used to determine the 'functional currency' that has been set up in your Microsoft Dynamics GP database. This table will be used to set the currency Id (CurncyId) and currency index (CurrnIdx) in the GL10000, GL10001 and SY00500 tables. The PowerCAMPUS currency should match the currency being used in Microsoft Dynamics GP because the posting process will set the exchange rate to '0' (zero).

📝 **Note**

If the MC40000 table is empty or the CurncyId and CurrnIdx columns are NOT populated, then PowerCAMPUS will assume you are using US currency and will set the CurncyId to 'Z-US$' and the CurrnIdx to '1007'.

If the accounts referenced in PowerCAMPUS do not exist in Microsoft Dynamics GP or are INACTIVE in Microsoft Dynamics GP, then an error will occur resulting in a 'roll back' of the posting process and no records will be posted in either PowerCAMPUS or Microsoft Dynamics GP. ■

Tables updated during posting to the general ledger journal

The tables listed below are updated during Posting to the General Ledger Journal.

- ABT_Settings (if Microsoft Dynamics GP)
- CashReceipt
- ChargeCredit
- CM10100 (if GP Bank Rec)
- CM10101 (if GP Bank Rec)
- CM20300 (if GP Bank Rec)
- CM20400 (if GP Bank Rec)
- FASDF140 (if Campus)

- GL10000 (if Microsoft Dynamics GP)
- GL10001 (if Microsoft Dynamics GP)
- GPPostingJournal (if Microsoft Dynamics GP
- Journal
- JournalLog (if Microsoft Dynamics GP)
- PeopleOrgBalance
- SY00500 (if Microsoft Dynamics GP)
- User.ini

Posting by batch number

Use the following instructions to post charge/credits or cash receipts to the General Ledger Journal by their batch numbers.

1. Verify that your system administrator has set up the Third Party Packages setup, located under Tools: Setup in the System Administrator Setflow. You only need to verify this the first time that the Posting to the General Ledger Journal process is used.

2. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**, or select **Workflow**, and then select **Cash Receipts Processing**.

3. Double click on the **Posting to the General Ledger Journal** category.

   If you wish to change the fiscal year and/or period, the system will prompt you before the process begins to confirm that you wish to do so.

4. The Posting to the General Ledger Journal window is displayed. Enter the batch number of the batch that you wish to post in the **From Batch** field. Tab off of the field. The **To Batch** field will default to the same batch number. If you wish to post multiple consecutive batches, change the **To Batch** field to the last batch number. Do not fill in the **To Entry Date** or **From Entry Date** fields. If you are posting to the current fiscal year and period, leave the **Fiscal Year** and **Fiscal Period** fields as they defaulted. Select the Journal Source related to the subsidiary ledger(s) being posted. The **Posting Date** field will default the current date but can be changed. Posting in Summary by Account will sum all entries to each general ledger account Id and create one entry for each account in the Journal table. Posting in Summary by Account/Charge Code will sum all entries by charge/credit code within a general ledger account and create one entry for each account/charge code in the Journal table. Select the appropriate radio button. Select the **Process** button. A message will display indicating that the post has been completed. Close the window.

5. Select the **Reports** command button.

6. Select the Posting (Billing and Cash Receipts) report. Select the **Setup** button.

   The Posting (Billing and Cash Receipts) report prints summary entries posted to the General Ledger Journal from the subsidiary ledgers in account Id order.

7. Verify that this information is correct. It has defaulted from the Posting to the General Ledger Journal window. Save the information. Close the Setup window.

8. Select **File**, and then select **Printer Setup**.

   Printer Setup enables you to change your printer connection, printer setup, paper size, orientation, etc.

9. The Printer Setup dialog box is displayed. Select the **Setup** button.

10. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Select **OK** twice to return to the Reports window.

11. Select **File**, and then select **Print** the report to keep as your audit trail.

12. Verify the amounts on this report against those on the Account Distribution report and the Charge/Credit by Batch report for the batches that were posted.

Posting by entry date

Use the following instructions to post charge/credits or cash receipts to the General Ledger Journal by their entry dates.

1. Verify that your system administrator has set up the Third Party Packages setup, located under Tools: Setup in the System Administrator Setflow. You only need to verify this the first time that the Posting to the General Ledger Journal process is used.

2. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**, or select **Workflow**, and then select **Cash Receipts Processing**.

3. Double click on the **Posting to the General Ledger Journal** category.

    If you wish to change the fiscal year and/or period, the system will prompt you before the process begins to confirm that you wish to do so.

4. The Posting to the General Ledger Journal window is displayed. Do not fill in the **To Batch** or **From Batch** fields. Enter the entry date of the records that you wish to post in the **From Entry Date** field. Tab off of the field. The **To Entry Date** field will default the same date. If you wish to post the records from a range of consecutive dates, change the **To Entry Date** field to the last date. If you are posting to the current fiscal year and period, leave the **Fiscal Year** and **Fiscal Period** fields as they defaulted. Select the Journal Source related to the subsidiary ledger(s) being posted. The **Posting Date** field will default the current date but can be changed. Posting in Summary by Account will sum all entries to each general ledger account Id and create one entry for each account in the Journal table. Posting in Summary by Account/ Charge Code will sum all entries by charge/credit code within a general ledger account and create one entry for each account/charge code in the Journal table. Select the appropriate radio button. Select the **Process** button. A message will display indicating that the post has been completed. Close the window.

5. Select the **Reports** command button.

6. Select the Posting (Billing and Cash Receipts) report. Select the **Setup** button.

    The Posting (Billing and Cash Receipts) report prints summary entries posted to the General Ledger Journal from the subsidiary ledgers in account Id order.

7. Verify that this information is correct. It has defaulted from the Posting to the General Ledger Journal window. Save the information. Close the Setup window.

8. Select **File**, and then select **Printer Setup**.

    Printer Setup enables you to change your printer connection, printer setup, paper size, orientation, etc.

9. The Printer Setup dialog box is displayed. Select the **Setup** button.

10. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Select **OK** twice to return to the Reports window.

11. Select **File**, and then select **Print** to print the report to keep as your audit trail.

12. Verify the amounts on this report against those on the Account Distribution report and the Charge/Credit by Batch report for the batches that were posted.

Setting up to post to Microsoft Dynamics GP

Use the following instructions to set up your system to post to the Microsoft Dynamics GP financial system.

Exports in the Billing and Advancement systems will use the information entered in the Third Party Packages setup in order to transfer data.

1. Set up the PowerCAMPUS chart of accounts to match exactly to the account Id structure in Great Plains.

2. Assign the account Ids to the appropriate charge/credit codes in the Charge/Credit (Code) code table.

3. In order to post to the Microsoft Dynamics GP financial system, the link to Microsoft Dynamics GP must be set up in the Third Party Packages setup, located under Tools: Setup in the System Administrator Setflow. Please contact your system administrator for assistance.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Posting to the General Ledger Journal process.

Scenario 1

What if the system/PC goes down in the middle of posting?

Please follow the steps below:

1. Contact your system administrator to flag the same records as Posted = 'N' (no) using MS SQL Server's Query Analyzer.

2. Post the batches again.

Scenario 2

What if you need to edit a cash receipts batch that has already been posted?

Please follow the steps below:

1. Select the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Cash Receipts**.

2. The By Batch option will default in the drop down list box located in the upper left-hand corner. Leave this as is.

3. Select the appropriate batch from the sheet.

4. Select the **Receipts** tab.

5. Highlight the row that needs to be edited. Select the **Detail** tab.

6. Select the **Reversed** checkbox. Reversed cash receipts will be saved to batch number 'MMDDYYYY9997', where MMDDYYYY is the system date.

7. Select the **Receipts** tab.

8. Enter a new cash receipt if necessary. Any new cash receipts will be saved to the existing batch. Save the information. Upon saving the window, reversing entries will be created. Balances will be adjusted appropriately.

9. Repeat Steps 5 through 8 until each person/organization with the incorrect batch has been affected.

Scenario 3

What if there is a cash receipt batch number in the middle of the range of charge/credit batches that you wish to post?

Cash receipt batches will only be posted from the Cash Receipts Processing Workflow, while charge/credit batches will only be posted from the Billing Processing Workflow.

Scenario 4

What if you need to edit a charge/credit batch that has already been posted

Please follow the steps below:

1. Select either the Billing or the Academic Records Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or select **Workflow**, and then select **Registration**.

2. Select the appropriate person from the sheet.

3. Select the **Chrg/Crd** tab.

4. Select the **Reverse** checkbox on the charge/credit rows that are incorrect. Save the information. Upon saving the window, reversing entries will be created and displayed. Reversed charge/credits will be saved to batch number 'MMDDYYYY9998', where MMDDYYYY is the system date. Enter new charge/credit records if necessary. Any new charge/credits will also be saved to batch number MMDDYYYY9998. Balances will be adjusted appropriately.

5. Repeat Steps 2 through 4 until each person with the incorrect batch has been affected.

Scenario 5

What if you posted the wrong batch?

Please follow the steps below:

1. It is suggested that you leave this batch as is. If the entries on the batch must be edited, follow one of the above procedures for editing a batch that has already been posted.

2. Post the correct batch.

Scenario 6

What if you have selected to post a specific batch and it does not appear to be posting?

Please follow the steps below:

1. Verify that you are posting from the correct workflow. Cash receipt batches must be posted from the Cash Receipts Processing Workflow. Charge/credit batches must be posted from the Billing Processing Workflow.

2. Make sure that you do not have the batch in question open. For example, if you are trying to post a cash receipts batch, make sure that you have closed the batch prior to attempting to post the batch.

Scenario 7

What if you receive an error that 'PowerCAMPUS posting is rolled back because of problems with posting to Microsoft Dynamics GP?'

Please follow the steps below:

1. Scroll down to read the entire error message, as additional information should be provided detailing why the posting process was rolled back. The following are some of the more common messages and possible causes:

   • Message: 'Could not post to Microsoft Dynamics GP. Unable to get account index (ACTINDX) from Microsoft Dynamics GP GL00100 table. Could be missing GL account in Microsoft Dynamics GP.'

   Possible cause: Account(s) set up in the Charge/Credit (Code) code table do not exist in Microsoft Dynamics GP OR account(s) set up in the Charge/Credit (Code) code table are INACTIVE in Microsoft Dynamics GP .

   • Message: 'Unable to insert GL detail record into Microsoft Dynamics GP GL10001 table.'

   Possible cause: You have used punctuation in the Charge/Credit (Code) code table for the charges being posted.

2. Once you have determined why the error occurred, you will need to correct the charge/credit code appropriately:

   • If the error occurred due to an inactive or nonexistent account in Microsoft Dynamics GP , you will need to change the accounts in the Charge/Credit (Code) code table to refer to active or existing Microsoft Dynamics GP accounts.

   • If the error occurred due to punctuation in the Charge/Credit (Code) code table, you will need to contact your system administrator to clean up the following table columns using MS SQL Server's Query Analyzer: ChargeCredit.Charge_Credit_Code (for charge/credit records), CashReceipt.Cash_Receipt_Code (for cash receipt records), and the appropriate code(s) in the Code_ChargeCredit table.

3. Run the Posting to the General Ledger Journal process again. If the error has been corrected properly, your batch will now post without error. If you are still having problems, please contact your project manager at SCT PowerCAMPUS.

Scenario 8

What if you want to post to Microsoft Dynamics GP using a different type of currency (i.e. multi-currency)?

PowerCAMPUS does not support the use of multiple currencies. The Posting to the General Ledger Journal process will use the 'functional currency' that is set up in your Microsoft Dynamics GP database (from Microsoft Dynamics GP table MC40000). In addition, the PowerCAMPUS currency should match the currency being used in Microsoft Dynamics GP because the posting process will set the exchange rate to '0' (zero).

Scenario 9

What if you receive an error that '[Error posting to Bank Reconciliation] Account ####
has no associated checkbook in Microsoft Dynamics GP?'

If you receive an error when posting to Microsoft Dynamics GP Bank Reconciliation
that states 'Account <account number> has no associated Checkbook in Microsoft
Dynamics GP it means that the Debit account is not linked to a Checkbook in
Microsoft Dynamics GP. To correct this, select the appropriate Checkbook in
Microsoft Dynamics GP and link the Debit account referenced. If the error has been
corrected properly, your batch will now post without error.

Scenario 10

What if you receive an error that '[Error posting to Bank Reconciliation] Account ####
may be incorrectly linked to a Checkbook in Microsoft Dynamics GP?'

If you receive an error when posting to Microsoft Dynamics GP Bank Reconciliation
that states 'Account <account number> may be incorrectly linked to a Checkbook in
Microsoft Dynamics GP it means that the Credit account is linked to a Checkbook in
Microsoft Dynamics GP. In order to post to the Bank Reconciliation module in
Microsoft Dynamics GP the Debit account must be linked to a Checkbook (not the
Credit account). To correct this, select the appropriate Checkbook in Microsoft
Dynamics GP and remove the link to the Credit account referenced. If the error has
been corrected properly, your batch will now post without error.

Refund Export

The Refund Export process in PowerCAMPUS has been designed as a wizard that
prompts you through a series of steps in order to facilitate the export process. This process
allows you to export student refund charges to an ASCII file. Once exported to the ASCII
file, the records can be brought into your own check printing system for refund check
printing. The wizard allows you to export new refund charges (charges that have not been
exported before) or re-export refund charges previously exported.

💡 **Tip**

Prior to exporting charges for the first time, verify that your system
administrator has set up the Third Party Packages setup, located under
Tools: Setup in the System Administrator Setflow. You only need to verify
this the first time that the Refund Export process is used.

If you are a current Campus client, the Refund Export process will cause
your voucher file (FAPDF250 table) to be automatically updated with the
refund. You do not have to run the Student Refunds process in the
Campus system any longer.

If you have recently converted your data to the PowerCAMPUS system,

make sure that all converted charges using any of your refund codes are flagged as exported (ChargeCredit.Refund_Export = Y). This will prevent these records from being processed when you first run this export. ■

Special notes for non-campus/powercampus clients

Clients that use PowerCAMPUS Billing and a third-party accounts payable/check printing system should keep the following in mind:

- Once a refund has been exported, any changes (edit, void, delete) made to the EXISTING refund transaction must be communicated to your Accounts Payable Department. The original export information is kept intact; therefore, the adjusted refund will not be exported as a new charge.

- Once a refund is exported to an ASCII file, the record is updated with the export information - yes/no flag, date, and operator. This record can then only be re-exported.

- It is recommended to regulate how often you run the Refund Export process. This will help cut down on coordinating adjustments to refund amounts between departments.

- If you wish to update the refund check date and the refund check amount with the information from your check printing system, speak to your system administrator about developing an interface to update the ChargeCredit table.

- You can view the refund export information and the refund check information for a student by double clicking on the Description field, located on the History and Chrg/Crd windows of the People Billing Workflow.

Special notes for campus/powercampus clients

Clients that use the Campus Accounts Payable system and PowerCAMPUS Billing should keep in mind the interaction between the two systems.

When in Campus:

Voiding a Voucher:

- All export information in the ChargeCredit table for the refund is removed.

- The refund will be exported again in the next refund export batch unless voided or reversed in PowerCAMPUS.

Deleting a Voucher:

- All export information in the ChargeCredit table for the refund is removed.

- The refund will be exported again in the next refund export batch unless voided or reversed in PowerCAMPUS.

Voiding a Check:

- All export and check information in the ChargeCredit table for the refund is removed.

- The refund will be exported again in the next refund export batch unless a manual reversing entry is made in PowerCAMPUS.

Voiding a Check/Re-creating a Voucher:

- Check information for the refund is updated in the ChargeCredit table.

Deleting a Check:

- No changes will be made to export or check information in the ChargeCredit table.

- The refund will not be exported again.

When in PowerCAMPUS:

Voiding a Refund/No check in Campus:

- The voucher is voided in Campus.

- All export information in the ChargeCredit table is removed.

- The refund will not be exported again because it is flagged as voided.

Un-voiding a Refund/No check in Campus:

- The refund will be exported again in the next refund export batch.

Deleting a Refund/No check in Campus:

- The voucher is voided in Campus.

- The refund will not be exported again because it has been deleted.

Reversing a Refund/No check in Campus:

- The voucher is voided in Campus.

- All export information in the ChargeCredit table is removed.

- The refund will not be exported again because the sum of the two entries (original refund and reversed record) is equal to $0.00.

Change amount of Refund (positive to negative)/No check in Campus:

- The voucher is voided in Campus.

- All export information in the ChargeCredit table is removed.

- The refund will not be exported again because it is a negative amount.

Change amount of Refund (negative to positive)/No check in Campus:

- The refund will be exported again in the next refund export batch.

Change amount of Refund (positive to positive)/No check in Campus:

- The Amount field in the FAPDF260 table is updated automatically.

Change amount of Refund (negative to negative)/No check in Campus:

- No action is taken - a negative refund amount is not exported.

Voiding, Deleting, Reversing, Changing Amount of Refund/Check in Campus:

- No editing, except for the long description of the charge, can be done on a refund charge that has a check printed in Campus.

Tables updated during refund export

The tables listed below are updated during Refund Export.

- ABT_Settings
- ChargeCredit

- FAPDF250 (if Campus)
- FAPDF260 (if Campus)

Exporting new refund charges to an ASCII file (non-campus users)

Use the following instructions to create an ASCII file of refund charges that have not yet been printed on a check.

Prior to exporting the charges, verify that your system administrator has set up the Third Party Packages setup, located under Tools: Setup in the System Administrator Setflow. You only need to verify this the first time that the Refund Export process is used.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Refund Export** category.

3. The Setup Refund Export window is displayed. The **Export New Charges** radio button will default as selected. Leave this as is. From the drop down list box, select the correct Mailing Type to be used for the address information associated with the refund. Highlight the refund charge in the **Available** list box and either double click on it, drag and drop it to the Selected list box, or select the **Select** button. If desired, multiple refund charges can be selected or all of the refund charges can be chosen by selecting the **Select All** button. Select the **Next** button.

4. The Done! window is displayed. The process will not actually commence until you select the Finish button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button.

5. When the export process is complete, a Processing Log will appear on the screen. This log can be printed, saved to a file location, or closed. Select the **Print** button to print the records that have been exported. To save the records, enter the directory path and file name to which to save them in the **File Name** field. You may also browse for the file if you wish. Select the radio button next to the format in which the file should be saved. Select the **Save to File...** button.

📝 **Note**

Saving to the same file name and location each time will overwrite the existing file automatically. You will not be prompted first, so please use caution. ▪

6. Use this saved file as an import to your current accounts payable/check printing system.

Re-Exporting charges to an ASCII file (non-campus users)

Use the following instructions to generate another file of previously exported refund charges.

💡 **Tip**

ASCII - American Standard Code for Information Interchange, a code for information exchange between computers made by different companies that uses numerical values to represent characters and is used in most microcomputers. ▪

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Refund Export** category.

3. The Setup Refund Export window is displayed. The Export New Charges radio button will default as selected. Select the **Export Charges Previously Exported** radio button. From the drop down list box, select the correct Mailing Type to be used for the address information associated with the refund. Select the **Next** button.

4. The Done! window is displayed. The process will not actually commence until you select the **Finish** button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button.

5. When the export process is complete, a Processing Log will appear on the screen. This log can be printed, saved to a file location, or closed. Select the **Print** button to print the records that have been exported. To save the records, enter the directory path and file name to which to save them in the **File Name** field. You may also browse for the file if you wish. Select the radio button next to the format in which the file should be saved. Select the **Save to File...** button.

📑 **Note**

Saving to the same file name and location each time will overwrite the existing file automatically. You will not be prompted first, so please use caution. ■

6. Use this saved file as an import to your current accounts payable/check printing system.

Exporting new refund charges to the SCT campus system

Use the following instructions to automatically update the voucher file in Campus with new refund charges when you are ready to print refund checks in the Accounts Payable system.

Prior to exporting the charges, verify that your system administrator has set up the Third Party Packages setup, located under Tools: Setup in the System Administrator Setflow. You only need to verify this the first time that the Refund Export process is used.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Refund Export** category.

3. The Setup Refund Export window is displayed. The **Export New Charges** radio button will default as selected. Leave this as is. Note the batch number displayed on the window. This will be used as the voucher batch number in the Accounts Payable system. From the drop down list box, select the correct Mailing Type to be used for the address information associated with the refund. Highlight the refund charge in the Available list box and either double click on it, drag and drop it to the Selected list box, or select the **Select** button. If desired, multiple refund charges can be selected or all of the refund charges can be chosen by selecting the **Select All** button. Select the **Next** button.

4. The Done! window is displayed. The process will not actually commence until you select the Finish button. If you would like to reconfirm the data, select the Back button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button.

📝 Note

> The records have now been exported to the FAPDF250 and FAPDF260 tables. ∎

5. When the export process is complete, a Processing Log will appear on the screen. This log can be printed, saved to a file location, or closed. Select the **Print** button to print the records that have been exported. To save the records, enter the directory path and file name to which to save them in the **File Name** field. You may also browse for the file if you wish. Select the radio button next to the format in which the file should be saved. Select the **Save to File...** button.

📝 Note

> Saving to the same file name and location each time will overwrite the existing file automatically. You will not be prompted first, so please use caution. ∎

6. You may now print checks in your Accounts Payable system. The check number and check date will be automatically updated on the refund transaction in PowerCAMPUS.

7. The Save Log File dialog box is displayed. Enter the directory path and file name to be used when saving the records. Select the format in which the file should be saved. Select the **Save** button.

📝 Note

> Saving to the same file each time will overwrite the existing file. ∎

8. You may now print checks in your Accounts Payable system.

9. The check number and check date will be automatically updated on the refund transaction in PowerCAMPUS.

   It is no longer necessary to run the Student Refunds process.

Re-Exporting charges to the SCT campus system

You do not have to re-export any refund charges. For more information, see "Refund Export".

- All refunds will be selected when the Export New Charges radio button is selected and the export process is completed.

  OR

- All refunds will be updated automatically to Campus.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Refund Export process.

Scenario 1

What if you want to see if a refund was already exported?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

2. Select the appropriate student from the sheet.

3. Select the **History** tab.

4. Locate the row for the refund. Double click on the **Description** field on this row.

5. The Charge/Credit drill down is displayed. The refund information will appear in the bottom portion of the window.

Scenario 2

What if you need to change the amount of a refund or void a refund that has already been exported (non-Campus users)?

Please follow the steps below:

1. Change the amount/void the record on the Chrg/Crd window of the People Billing Workflow.

2. Check with your Accounts Payable Department to see if they have processed that day's file. If they have not, re-export the file for the specific date and re-send the file to them. If they have, coordinate a change to their records.

Scenario 3

What if you need to change the amount of a refund or void a refund that has already been exported (Campus users)?

Different methods are involved for Campus users. For more information, see "Refund Export".

Deleting a batch

The Deleting a Batch process in PowerCAMPUS has been designed as a wizard that prompts you through a series of steps in order to facilitate deletion of batches. It is a clean-up process that allows you to delete one or more batches that have been incorrectly entered. This process could delete a batch of statements if it has been incorrectly printed or if you wish to eliminate statement history. Batches other than statement batches can only be deleted if all of the charge/credit records in the batch are unposted.

> 💡 **Tip**
>
> Deleting a Statement Header batch will delete only the history of the statements that printed in a batch, not the charge/credit records associated with the statement.　　　　　　　　　　　　　　　　　　■

Every time a charge/credit record is entered for a person, a batch number is assigned automatically by the system. The batch number consists of the system date plus a four-digit number. For example, the first batch entered on August 25, 1999 would have been assigned the batch number of 082519990001.

The same batch number is assigned to all records created in the same process. For example, if the Global Assessment process was run on August 30, 1999, it might have generated two thousand charge/credit records, all with batch number 083019990001.

> 💡 **Tip**
>
> If only a handful of records in a batch need to be deleted, then you will want to individually delete the records on the People Billing sheet or the Cash Receipts sheet rather than deleting the entire batch.　　　　　■

The process has been designed to give warning messages if a record should not be deleted.

> 📒 **Note**
>
> If a batch contains posted records, the batch cannot be deleted and a warning message will be given.　　　　　　　　　　　　　　　■

Tables updated during deleting a batch

The tables listed below are updated during Deleting a Batch.

- BatchHeader
- CashReceipt
- ChargeCredit
- ChargeCreditDist
- PeopleOrgBalance
- StatementHeader
- StatementLine

Deleting batches from a list

Use the following instructions to delete batches of charge/credits, cash receipts or statements by selecting them from a list.

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing** or select **Workflow**, and then select **Cash Receipts Processing**.

2. Select the **Reports** command button.

3. Select **File**, and then select **Print** to print the Charge/Credit by Batch report for the batches to be deleted. Close the Reports window.

4. Double click on the **Deleting a Batch** category.

5. The Select an Entry Method window is displayed. The **Select items from a list** radio button will be selected as the default. Leave this as is. Select the **Next** button.

6. The Batch Table/Batch Type window is displayed.

   • If you are deleting a batch of CHARGE/CREDITS, select Charge/Credit from the **Batch Table** drop down list box.

   • If you are deleting a batch of CASH RECEIPTS, select Cash Receipt from the **Batch Table** drop down list box.

   • If you are deleting a batch of STATEMENTS, select Statement Header from the **Batch Table** drop down list box

7. Select the process by which this batch was generated from the **Batch Table** drop down list box. Select the **Next** button.

8. The Filtering and Sorting window is displayed. Select either the default variation, which will include the batches with the batch table and batch type selected in the last window, or create your own variation by selecting the **New** button. For more information about filtering and sorting, see *Customizing a Report in User Introduction*. Once you have selected your variation, select the **Next** button.

9. The Select Batches window is displayed. Highlight the batch from the list on the left and either double click on it, drag and drop it to the list on the right, or select the **Select** button. If desired, multiple batches can be selected. When you are finished, select the **Next** button.

10. The Done! window is displayed. The process will not actually commence until you select the **Finish** button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button.

11. When the deletion process is complete, a Processing Log will appear on the screen. This log can be printed, saved to a file location, or closed. Select the **Print** button to print it.

12. Staple the log report to the Charge/Credit by Batch report that was printed in Step 3. Keep this for auditing purposes.

    If you have selected the Charge/Credit batch table, you may also select ALL in order to select multiple batches for deletion simultaneously from different batch types.

    After following this procedure, the Batch report will show the selected batch as deleted, as well as showing the date on which the deletion occurred and the operator Id of the person who deleted it.

Deleting batches manually

Use the following instructions to delete batches of charge/credits, cash receipts or statements by entering them manually.

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing** or select **Workflow**, and then select **Cash Receipts Processing**.

2. Select the **Reports** command button.

3. Select **File**, and then select **Print** to print the Charge/Credit by Batch report for the batches to be deleted. Close the Reports window.

4. Double click on the **Deleting a Batch** category.

5. The Select an Entry Method window is displayed. Select the **Enter items manually** radio button. Select the **Next** button.

6. The Enter Batch window is displayed. Enter the batch number that you want to delete. The Batch Type will display to the right of the batch number. To enter additional batch numbers, select the **Add** button. When you are finished, select the **Next** button.

7. If there are any batches that cannot be processed for deletion, the Validation window will display. The reasons that these batches cannot be deleted will be listed below their numbers. Select the **Next** button.

8. The Done! window is displayed. The process will not actually commence until you select the **Finish** button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button.

9. When the deletion process is complete, a Processing Log will appear on the screen. This log can be printed, saved to a file location, or closed. Select the **Print** button to print it.

10. Staple the log report to the Charge/Credit by Batch report that was printed in Step 3. Keep this for auditing purposes.

    After following this procedure, the Batch report will show the selected batch as deleted, as well as showing the date on which the deletion occurred and the operator Id of the person who deleted it.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Deleting a Batch process.

Scenario 1

What if you deleted the wrong batch?

Please follow the steps below:

1. If the batch was a charge/credit batch and you printed the Charge/Credit by Batch report prior to deleting it:

    • Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

    • Double click on the **Miscellaneous Assessment** category.

    • Manually enter the charge/credits OR filter out the people who should get the charge/credits and assess them. Save the information.

2. If you did not print the Charge/Credit by Batch report prior to deleting the charge/ credit batch OR if the batch is large, contact your system administrator to restore the backup from the previous night.

3. If the batch was a cash receipt batch:

    • Select the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Cash Receipts**.

    • Select **File**, and then select **New**.

    • The Defaults window is displayed. Select the **Receipts** tab. Re-enter the batch information. Save the information.

4. If the batch was an anticipated or disbursed financial aid batch, re-import the information and, if necessary, disburse again OR follow the steps below:

- Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

- Select, in turn, each appropriate person from the sheet.

- The Name window is displayed. Select the **Chrg/Crd** tab. Manually enter the information as anticipated or disbursed. Save the information.

Scenario 2

What if one of the batches that you need to delete does not display on the Select Batches window?

Please follow the steps below:

1. From the Select Batches window of the wizard, select the **Back** button.

2. The Filtering and Sorting window is displayed. Did you select the default variation or one that you created? If you selected a variation other than default, select the Edit button and verify your sort and filter criteria. If you selected the default variation, select the **Back** button again.

3. The Batch Table/Batch Type window is displayed. Does the batch that you want to delete belong in the batch table and the batch type that you have specified on this window?

4. Select the **Reports** command button.

5. Select the Batch report. Select or create a report variation that includes only the batches that you wish to delete. Select **File**, and then select **Print** to print the report to verify what batch type the batch belongs to and that the batch has not already been deleted.

Scenario 3

What if you have misplaced the Processing Log report that shows which batches were deleted?

Please follow the steps below:

1. Select the **Reports** command button from either the Billing Processing or Cash Receipts Processing Workflow.

2. Select the Batch report. Create a New report variation to select only those batches that are flagged as deleted. Change the filter that displays from BatchHeader.Deleted <> Y to BatchHeader.Deleted = Y. Select the **Save** button and then the **Close** button. Print the report to keep as your audit trail.

Beginning Balance

The Beginning Balance process in PowerCAMPUS has been designed as a wizard that prompts you through a series of steps in order to facilitate the creation of beginning balance records for all people. The Beginning Balance process is run at the end of the fiscal year in order to sum all charge/credit activity within the accounts receivable account(s) from the current fiscal year into a beginning balance record(s) for the new fiscal year.

A person will typically have one beginning balance record created for the new fiscal year, but may have more than one created. A beginning balance record is created for each accounts receivable account found in a person's charge/credit history for the current fiscal year. For a sample beginning balances flow chart, describing the processes that should take place surrounding running the Beginning Balance wizard, see "Designing Assessment and Tuition Adjustment Rules".

📄 **Note**

> Currently, the Beginning Balance process does not create beginning balance records for organizations. ∎

Tables updated during beginning balance

The tables listed below are updated during Beginning Balance.

- ABT_Settings
- BatchHeader
- ChargeCredit
- ChargeCreditDist
- PeopleOrgBalance

Setting up for the end of the fiscal year

Use the following instructions to verify that your system is properly set up for the end of the fiscal year.

1. Close your last month of the current fiscal year.

2. Verify that every accounts receivable account that can be used for a person as an A/R account is flagged in the ChartofAccounts table.

3. Verify that all charge/credits for the current fiscal year have been entered and posted on the system.

- Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

- Select **File**, and then select **Print** to print the Batch report for the range of entry dates that span your current fiscal year. Close the window.

- Post any batches that display an amount in the Unposted column to the appropriate fiscal year - either to the current fiscal year or to the new fiscal year. An asterisk next to the Unposted amount indicates that this batch contains prebill records - these batches do not have to be posted. Posting of batches for the upcoming fiscal year will only be posted to the Journal table. The revenue for these batches will not be recognized until the journal is actually posted to your general ledger system, which can be done at a later date. For more information, see "Posting to the general ledger journal".

4. Reconcile to the General Ledger Journal. For more information, see "Reconciling to the general ledger journal".

   Reconciling subsidiary ledgers to the General Ledger Journal is a procedure that is generally done on a monthly basis, after the Posting to the General Ledger Journal process is completed.

5. Verify outstanding accounts receivable accounts by person.

   - From the Main Menu Bar, select **Workflow**, and then select **Reports**.

   - Select the A/R Aging report. Select the **Setup** button and use the entry date as the date for aging. Enter the Aging Date that indicates the last day of your current fiscal year. Print the report to verify your outstanding accounts receivable accounts by person.

   - Select the Balances report. Select the Setup window and select the option for Fiscal Year from the drop down list box. Enter your current fiscal year in the Fiscal Year field. Because all entries have been posted, the Balances report will show only those entries posted within the current fiscal year. Print the report.

   - The A/R Aging report and the Balances report should reflect identical totals. These totals should match your accounts receivable balance(s) in your general ledger system.

   If entries for the future fiscal year have an entry date within the current fiscal year, the two reports will not match. The A/R Aging report will include these entries.

6. From the Main Menu Bar, select **Tools**, and then select **Setup**.

7. Double click on the **Billing** category.

8. The Academic Year/Term window is displayed. Select the academic year/term that will be used for the beginning balance records. Save the information.

Reviewing beginning balance data

Use the following instructions to review the beginning balance data prior to running the update process. This review can be made at any time during the fiscal year and is not required in order to perform the actual update process.

1. Your beginning balance codes will require a debit and a credit account. Create the credit account using the Chart of Accounts Workflow in the Billing Setflow. This account can be any account. No entries will ever post to this account. The debit account will be an accounts receivable account.

2. Verify the summary type that you will want to use for your beginning balance charges. You may want to create one specifically for Beginning Balance. It is recommended to use a sort order of 002 in order for the Beginning Balance summary type to list first on the Balance window of the People Billing Workflow. The Converted Balance summary type will already have used the sort order of 001.

3. A beginning balance code must be set up in the Charge/Credit (Code) code table for each accounts receivable account.

   • Select the Type of Charge.

   • Select the **Beginning Balance** checkbox.

   • Select the Debit Account to be one of your accounts receivable accounts.

   • Select the Credit Account to be the account that you set up in Step 1.

   • Select the appropriate Summary Type.

   • Enter a Print Order. It is recommended to use a print order of 001 in order for the Beginning Balance charge to list first on reports and windows.

4. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

5. Double click on the **Beginning Balance** category.

6. The Beginning Balance - Option window is displayed. Select the **Review Beginning Balance Data** option. Select the **Next** button.

7. The Beginning Balance - Setup window is displayed. Verify the accounts receivable accounts that display. Verify the Beginning Balance Codes that are associated with each accounts receivable account. The beginning balance code must be unique for each accounts receivable account. The New Fiscal Year will default. This field cannot be edited. From the drop down list box, select the Academic Year/Term that should be used for each beginning balance record that is created. The academic year/term(s) available default from Billing setup, located under Tools: Setup. The Entry Date will default to the system date but may be changed. Note the Batch number for reference. Select the **Next** button.

8. The Beginning Balance - Done! window is displayed. You will not be able to review the data until you select the **Finish** button. If you would like to reconfirm the data you have entered, select the **Back** button to move backward through the process. Otherwise, select the **Finish** button. If you decide not to process the data, select the **Cancel** button.

9. When the process is complete, a Beginning Balance Log is displayed. This log can be printed, saved to a file location, or closed.

    This process can be run at any time during the year and is not required in order to perform the actual update process.

Processing for the end of the fiscal year

Use the following instructions to start the processing that needs to be done at the end of the fiscal year.

1. Your beginning balance codes will require a debit and a credit account. Create the credit account using the Chart of Accounts Workflow in the Billing Setflow. This account can be any account. No entries will ever post to this account. The debit account will be an accounts receivable account.

2. Verify the summary type that you will want to use for your beginning balance charges. You may want to create one specifically for Beginning Balance. It is recommended to use a sort order of 002 in order for the Beginning Balance summary type to list first on the Balance window of the People Billing Workflow. The Converted Balance summary type will already have used the sort order of 001.

3. A beginning balance code must be set up in the Charge/Credit (Code) code table for each accounts receivable account.

    • Select the Type of Charge.

    • Select the **Beginning Balance** checkbox.

    • Select the Debit Account to be one of your accounts receivable accounts.

    • Select the Credit Account to be the account that you set up in Step 1.

    • Select the appropriate Summary Type.

    • Enter a Print Order. It is recommended to use a print order of 001 in order for the Beginning Balance charge to list first on reports and windows.

4. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

5. Double click on the **Beginning Balance** category.

6. The Beginning Balance - Option window will display. Select the **Perform Beginning Balance Update** option. Select the **Next** button.

7. The Beginning Balance - Setup window is displayed. Verify the accounts receivable accounts that display. Verify the Beginning Balance Codes that are associated with each accounts receivable account. The beginning balance code must be unique for each accounts receivable account. The New Fiscal Year will default. This field cannot be edited. From the drop down list box, select the Academic Year/Term that should be used for each beginning balance record that is created. The academic year/term(s) available default from Billing setup, located under Tools: Setup. The Entry Date will default to the system date but may be changed. Note the Batch number for reference. Select the **Next** button.

8. The Beginning Balance - Done! window is displayed. The process will not actually commence until you select the **Finish** button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button. If unposted charge/credit records are found, a message will display indicating this. Select **OK**. This error will have to be corrected before proceeding. For more information, see "Correcting errors on the beginning balance log".

9. When the process is complete, a Beginning Balance Log is displayed. This log can be printed, saved to a file location, or closed.

10. If Ids are listed on the Beginning Balance Log, these people have a current fiscal balance that does not match the sum of the accounts receivable accounts found in their charge/credit history for the current fiscal year. This error will have to be corrected before proceeding. For more information, see "Correcting errors on the beginning balance log". If the Beginning Balance Log displays the message 'Beginning Balance for Fiscal Year XXXX has been processed successfully', you may proceed. Your fiscal year has now been updated to the new fiscal year.

11. From the Main Menu Bar, select **Workflow**, and then select **Reports**. Print the Charge/Credit By Batch report for the batch number displayed in Step 6. Verify that the totals on the Charge/Credit By Batch report are identical to the totals on the A/R Aging and Balances reports.

12. In order for the beginning balance records to be updated with a due date, select the Statements report. Select the **Setup** button.

13. The Statement Setup window will display. Select the **Detail** tab.

14. Select the **Fiscal Year** radio button. Select your new fiscal year from the drop down list box. Select the **Mailing** tab.

15. Select a Statement Distribution of External. Enter a Due Date of the first day of your new fiscal year. Save the information. Close the Statement Setup window.

    Only a Statement Distribution of External will update new charge/credit records with a Due Date.

16. Print or Show the Statements report. Once Print or Show has been selected, due dates are updated for all beginning balance records. For more information about statements, see "Issuing statements".

17. From the Main Menu Bar, select **Tools**, and then select **Setup**.

18. Double click on the **Billing** category.

19. The Academic Year/Term window will display. Select the academic year/term(s) that are allowed to be used in the new fiscal year. Save the information.

   The academic year/term(s) selected here will default on all windows that allow you to create charge/credits.

Correcting errors on the beginning balance log

Use the following instructions to correct any errors or discrepancies that have printed on the Beginning Balance Log.

This procedure focuses upon the two most common errors that may occur and how to correct them.

ERROR 1 - Unposted Charge/Credits Have Been Found

All charge/credits must be posted before this process can begin. In order to fix this error, follow the steps listed below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

2. Select **File**, and then select **Print** to print the Batch report for the range of entry dates that span your current fiscal year. Unposted batches will have an amount in the Unposted column. An asterisk (*) next to the Unposted amount indicates that this batch contains prebill records - these batches do not have to be posted. Close the Reports window.

3. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

4. Double click on the **Posting to the General Ledger Journal** category.

5. Charge/credits that have been entered for a future fiscal year must be posted - these charge/credits can be posted in the future fiscal year. Post each batch individually with the correct fiscal year and fiscal period. For more information, see "Posting to the general ledger journal".

ERROR 2 - Ids Are Listed on the Beginning Balance Log

The people with these Ids have a current fiscal balance that does not match the sum of the accounts receivable accounts found in their charge/credit history for the current fiscal year. There are typically three possible reasons why this can occur:

- Charge/credit code accounts are set up incorrectly.

- Account distribution does not contain an accounts receivable account. Typically, all entries for a person should affect an accounts receivable account.

- Account distribution contains two accounts receivable accounts that net to zero.

📝 **Note**

> Payment plans are not considered in this scenario. ■

- Account distribution contains an invalid account

In order to fix this error, follow the steps listed below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

2. Select the Charge/Credit By Id report. Create a new variation that filters on ChargeCredit.Fiscal Year in order to select only those charge/credits for the current fiscal year. For more information, see *Customizing a Report in User Introduction*. Select the **Setup** button.

   The Charge/Credit By Id report prints all entries for a particular Id (person or organization) or range of Ids. Both posted and unposted entries print on this report.

3. Enter the Id(s) that were displayed on the Beginning Balance Log, one at a time if necessary. Save the information. Close the Setup window.

4. Select **File**, and then select **Print** to print the report.

5. If more than one Id was listed, select the **Setup** button again and repeat Steps 3 and 4 until you have printed the report for all of the Ids that were listed. Verify the account distribution for the person or people.

6. From the Main Menu Bar, select **Tools**, and then select **Code Tables**.

7. From the list of code tables on the left, select Charge/Credit (Code). If there were any invalid accounts, change the charge/credit codes to reflect the proper accounts. For more information about manipulating code tables, see *Code Table Values in Code Tables*.

8. From the Main Menu Bar, select **Tools**, and then select **Setup**.

9. Double click on the **Billing** category.

10. The Academic Year/Term window is displayed. Select the academic year/term(s) that reflect the entries that are incorrect because of incorrect account information. Save the information.

11. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

12. Select the appropriate person from the sheet.

13. The Name window is displayed. Select the **Chrg/Crd** tab.

14. Reverse the incorrect entries by selecting the **Reverse** checkbox. Manually enter the new entries. If there is a large number of entries, you may want to use the Miscellaneous Assessment process instead. For more information, see "Miscellaneous Assessment".

   The Posting to the General Ledger Journal process posts all unposted charge/credits or cash receipts either by batch number or by entry date from the subsidiary ledgers to the General Ledger Journal.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Beginning Balance process.

Scenario 1

What if the system/PC goes down in the middle of the process?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

2. Show the Charge/Credit By Batch report for the batch number displayed in Step 1 of the Beginning Balance wizard. If no entries show on the report, verify your Current Fiscal Year in Billing setup, located under Tools: Setup. You may need to change the year back to the current fiscal year. If entries do show on the report, contact your system administrator to delete all of the entries from the ChargeCredit table for the specific batch using MS SQL Server's Query Analyzer.

3. Re-run the Beginning Balance process

Scenario 2

What if you need to edit prior fiscal year charge/credit activity after the Beginning Balance process has been run?

Please follow the steps below:

1. Contact your system administrator to delete the batch of beginning balance records from the ChargeCredit table using Query Analyzer.

2. Change the current fiscal year back to the prior fiscal year in Billing setup, located under Tools: Setup.

3. Make the necessary adjustments to the charge/credit activity.

4. Post these adjustments in the prior fiscal year using the Posting to the General Ledger Journal process.

5. Re-run the Beginning Balance process.

Taxpayers Relief Act

The Taxpayers Relief Act process in PowerCAMPUS has been designed as a wizard that prompts you through a series of steps in order to facilitate the printing of 1098-T forms.

Recommended vendors for 1098-T forms

The following tables describes the recommended vendors for 1098-T forms.

Vendor Name	Phone Number	Web Site
1099 Pro. Inc.	800.PRO.1099	www.1099pro.com

Where the 1098-T data comes from

"Where the 1098-T Data Comes From," provides you with detailed information about how your system populates the data used on the 1098-T forms. It includes sections on name and address information, as well as sections about how each box on the form is populated.

Name and address information

FILER'S name, street address, city, state, ZIP code, and telephone number - displays the name and address information of the campus selected as the Main Campus Id in the Campus setup, located under Tools: Setup in the System Administrator Setflow. The preferred address information for that campus Id will be used. This information can also be viewed on the Institution Data window of the wizard.

FILER'S Federal Identification no. - displays the FICE code entered for the campus selected as the Main Campus Id in the Campus setup, located under Tools: Setup in the System Administrator Setflow.

STUDENT'S social security number - displays the government Id entered for the student.

STUDENT'S name, street address (including apt. no.), city, state, and ZIP code - displays the first name, middle initial, last name and suffix, if any, of the student and the first and second address lines, city, state and ZIP code from the preferred address for the student.

If the country for the student, in the preferred address record, does not equal US, USA or United States, the student will have the Foreign Country Indicator flag set to '1' in the electronic file, which is position 247 in the Payee 'B' record. The Code Key from the Country Code Table will print on the 1098-T at the end of the City, state, and ZIP code line.

SERVICE PROVIDER/Acct. No. (opt.) - is not used at this time.

📒 **Note**

There are two different calculation methodologies from which to choose when determining the amounts to be used on the 1098-T forms, Traditional Method and Term Net Method. The Traditional Method is the default setting and is the method that has always been used for 1098-T processing. If you have been satisfied with the reported amounts output from the 1098-T wizard, you do not need to take any action. Certain clients have reported that the Traditional Method under-reports adjustments to amounts billed in a prior year, as a result of adjusting charges using different charge credit codes than the original charge entries. If you find this to be the case for your institution also, you may change the calculation method through the Taxpayers Relief Act Setup window under Tools:Setup in the Billing Setflow.

The difference between the two methods is that the Term Net Method takes an extra step to separately calculate by term charge/credits that occur in the first three months of the tax year (01/01/xx through 03/31/xx). If the sum for any term is positive, it is added the Qualified Tuition and Related Expenses (Box 2) amount. If the sum for any term is negative, it is added to the Adjustments Made for a Prior Year (Box 4) amount. This is done to better account for adjustments made at the beginning of the year using different charge/credit codes than the charges made in a previous tax year.

Because of the difference in the way the first quarter is calculated, amounts produced by each method may vary.

All of the calculation examples provided below are valid under either method, when taking into consideration that the first quarter is always calculated differently under the Term Net Method. ■

Payments received for qualified tuition and related expenses (box 1)

PowerCAMPUS only bases its calculations on the amounts billed, not the payments received. Therefore, Box 1 amounts will never be reported.

Amounts billed for qualified tuition and related expenses (box 2)

This box displays the Total amounts billed for qualified tuition and related expenses. This means that the entry date of the charge/credit records (for qualified tuition and related expenses) must fall within the start and end date of the tax year being reported AND the year/term of the charge/credit record must be selected on the Selection window. For example, if you are reporting for 2004 and the following charge/credit record exists: 2004 Fall 09/10/2004 21MEAL $2,000.00, then this amount would be counted in Box 2.

Adjustments for qualified tuition and related expenses assessed within the tax year being reported AND for year/terms selected for the tax year being reported will be netted in Box 2, with the exception of year/terms that span two tax years (see note directly below). For example, assume a student was assessed a fee for $250.00 with a year/term included in the tax year being reported and has an entry date within the tax year being reported. If this fee is then adjusted by $50.00, then the result for Box 2 (if these were the only two charge/credit records in the example) would display $200.00.

In the event that year/terms cross tax years, which is where the year/term starts in one tax year and ends in the next tax year, adjustments made to charge/credits entered in the previous tax year where the year/term and the charge/credit code match and the amount is negative, WILL BE reported in Box 4 regardless of the fact that the year/term is selected. For example, assume the tax year is 2003 and 2003 Winter is a year/term that starts in tax year 2003 and ends in tax year 2004. Also assume a charge/credit record for 2003 Winter was entered in 2003 for a meal plan charge. If in tax year 2004, the meal plan amount was adjusted for 2003 Winter with an entry date of 2004, then this amount would be reported in Box 4. Because 2003 Winter is a selected year/term for both the 2003 and 2004 tax years, this is considered a 'cross-over' year/term and therefore any adjustments made where the year/term and the charge/credit code match and the amount is negative, would be reported in Box 4.

Total adjustments made for any prior year for qualified tuition and related expenses (positive charge/credit amounts ONLY). This means that the entry date of the adjustment charge/credit records (for qualified tuition and related expenses with positive amounts ONLY) must fall within the start and end date of the tax year being reported AND the year/term of the charge/credit record must NOT be selected on the Selection window. For example, if you are reporting for 2004 and the following charge/credit record exists: 2003 Fall 09/10/2004 21MEAL $2,000.00, then this amount would be counted in Box 2.

Adjustments for qualified tuition and related expenses assessed within the tax year being reported for the 2002 year or prior will only be reported if the amount is

positive. For example, if you forgot to assess a tuition fee of $1,000.00 in 2002 Fall and entered it against 2002 Fall, but with an entry date of 2004, this would be reported in Box 2. However, if for some reason the $1,000.00 was incorrect and it should have been $500.00, you should not enter manual adjustments for the record, such as -$500.00 because only positive amounts for the 2002 year or prior are reported. In this case you should either void or reverse the record and reenter the correct amount.

📑 **Note**

> Charge/credits with a 1098-T Type of Not Applicable, prebill charge/credits, voided charge/credits, charge/credits that are anticipated financial aid and charge/credits that are cash receipts are NOT included in any of the calculations for 1098-T reporting.
>
> Charge/credits for courses where no academic credit is received should not be reported. For more information, see "What if".
>
> If in the event that the net result of Boxes 2 (qualified tuition and related expenses) or 5 (scholarships or grants) returns a negative amount, both Boxes 2 and 5 will be reported as $0.00 and this negative amount will instead be added to the amount, if any, that exists in Boxes 4 (adjustments for qualified tuition and related expenses) or 6 (adjustments for scholarships or grants) and display as a positive amount. ■

Check if you have changed your reporting method (box 3)

This checkbox is used to indicate if you have changed your method of reporting to the IRS. When reporting to the IRS, your institution needed to select whether you would report your calculations based upon the payments you have received or the amounts you have billed.

📑 **Note**

> PowerCAMPUS only bases its calculations on the amounts billed, not the payments received. Therefore, you do not have the option to change reporting methods if you have been using PowerCAMPUS to produce your 1098-T in past years. However, if you are new to using PowerCAMPUS for 1098-T reporting, you will check this box for 2006 if the following conditions are true: 1) You have used the payments received method in the past, and 2) You have written authorization from the IRS. (You must have submitted the request prior to 10/31/2006 to be eligible.)■

Adjustments made for a prior year (Box 4)

This box displays the Total adjustments made for a prior year for qualified tuition and related expenses (Although these amounts are negative charge/credit amounts, Box 4 will always display a positive amount. This is because negative amounts are not permitted to be reported to the IRS on 1098-T forms.) This means that the entry date of the adjustment charge/credit records (for qualified tuition and related expenses with negative amounts only) must fall within the start and end date of the tax year being reported and the year/term of the charge/credit record must not be selected on the Selection window and the

corresponding max session academic calendar record for the year/term of the adjustment charge/credit record must have an end date greater than 12/31/2002. For example, if you are reporting for 2004 and the following charge/credit record exists: 2003 Fall 09/10/2004 21MEAL -$2,000.00, then this amount would be counted in Box 4.

Scholarships or grants Box 5

This box displays the Total amounts billed for scholarships or grants. This means that the entry date of the charge/credit records (for scholarships or grants) must fall within the start and end date of the tax year being reported AND the year/term of the charge/credit record must be selected on the Selection window, with the exception of 'cross-over' year/terms. For example, if you are reporting for 2004 and the following charge/credit record exists: 2004 Fall 09/10/2004 PELL $1,000.00, then this amount would be counted in Box 5.

Adjustments for scholarships or grants assessed within the tax year being reported AND for year/terms selected for the reporting year will be netted in Box 2, with the exception of year/terms that span two tax years (see note directly below). For example, assume a student was received a scholarships for $4000.00 with a year/term included in the tax year being reported and has an entry date within the tax year being reported. If this scholarship is then adjusted by $500.00, then the result for Box 5 (if these were the only two charge/credit records in the example) would display $3500.00.

📝 **Note**

> In the event that year/terms cross tax years, which is where the year/term starts in one tax year and ends in the next tax year, adjustments made to charge/credits entered in the previous tax year where the year/term and the charge/credit code match and the amount is negative, will be reported in Box 6 regardless of the fact that the year/term is selected. For example, assume the tax year is 2003 and 2003 Winter is a year/term that starts in tax year 2003 and ends in tax year 2004. Also assume a charge/credit record for 2003 Winter was entered in 2003 for an institution grant. If in tax year 2004, the institution grant amount was adjusted for 2003 Winter with an entry date of 2004, then this amount would be reported in Box 6. Because 2003 Winter is a selected year/term for both the 2003 and 2004 tax years, this is considered a 'cross-over' year/term and therefore any adjustments made where the year/term and the charge/credit code match and the amount is negative, would be reported in Box 6. ∎

Total adjustments made for any prior year for scholarships or grants (positive charge/credit amounts ONLY). This means that the entry date of the adjustment charge/credit records (for scholarships or grants with positive amounts ONLY) must fall within the start and end date of the tax year being reported AND the year/term of the charge/credit record must be selected on the Selection window. For example, if you are reporting for 2004 and the following charge/credit record exists: 2003 Fall 09/10/2004 PELL $1,000.00, then this amount would be counted in Box 4.

Adjustments for scholarships or grants assessed within the tax year being reported for the 2002 year or prior will only be reported if the amount is positive. For example, if you forgot to assess an institution grant of $1,000.00 in 2002 Fall and entered it against 2002

Fall, but with an entry date of 2004, this would be reported in Box 5. However, if for some reason the $1,000.00 was incorrect and it should have been $500.00, you should not enter manual adjustments for the record, such as-$500.00 because only positive amounts for the 2002 year or prior are reported. In this case you should either void or reverse the record and reenter the correct amount.

Adjustments to scholarships or grants for a prior year Box 6

This box displays the total adjustments made for a prior year for scholarships or grants (Although this includes negative charge/credits amounts ONLY, Box 6 will always display a positive amount. This is because negative amounts are not permitted to be reported to the IRS on 1098-T forms.) This means that the entry date of the adjustment charge/credit records (for scholarships or grants with negative amounts only) must fall within the start and end date of the tax year being reported AND the year/term of the charge/credit record must be selected on the Selection window AND the corresponding max session academic calendar record for the year/term of the adjustment charge/credit record must have an end date greater than 12/31/2002. For example, if you are reporting for 2004 and the following charge/credit record exists: 2003 Fall 09/10/2004 PELL -$500.00, then this amount would be counted in Box 6.

Check this box if the amount in box 1 or 2 includes amounts for an academic period beginning January - March Box 7

A checkbox will display if the amount in Box 2 includes amounts for an academic period beginning January through March of the next tax year. If Box 2 does not include amounts for an academic period beginning January through March of the next tax year, then nothing will display.

Year/terms that cross tax years will not cause Box 7 to be selected. For example, if tuition is reported in the 2003 tax year for a year/term that begins in the 2003 tax year and ends in the 2004 tax year, Box 7 will not be selected. Box 7 will only be selected if tuition is reported in the 2003 tax year for a year/term that starts in January through March in 2004.

Check if at least half-time student (Box 8)

A checkbox will display if the student is at least half-time. If the student is not at least half-time, then nothing will display.

Check if a graduate student (Box 9)

A checkbox will display if the student is considered enrolled exclusively in graduate courses. If the student is not considered enrolled exclusively in graduate courses, then nothing will display.

Insurance Contract Reimbursements/Refunds (Box 10) is not being reported at this time.

Issuing 1098-T forms

Use the following instructions to print 1098-T forms.

Prior to issuing these forms, verify that you have an ample supply of 1098-T forms. For more information about vendors, see "Taxpayers Relief Act".

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Taxpayers Relief Act** category.

3. The Selection window is displayed. In the upper left corner of the window, enter the Tax Year for which you are reporting. The academic year/term(s) applicable to the Tax Year entered will be automatically selected for you and cannot be deselected. In the upper right corner of the window, select the programs, which indicate Graduate students. You may select as many as apply. Select either the **Preferred Address** or the **Mailing Type** radio button to indicate whether an address type or a mailing type should be used when printing the student's information. In the lower right corner of the window, select any full/part-time status that indicates that a student is enrolled at least half-time. You may select as many as apply. Select the **Next** button.

4. The Setup window is displayed. Verify your institution's name, address, phone number and federal identification number and transmitter code. Select the **Next** button.

5. The Filtering and Sorting window is displayed. The default variation, which will include all students that have academic and demographics records in the applicable year/terms with a status of Active or Graduated, or create your own variation by selecting the **New** button. For more information about filtering and sorting, see *Customizing a Report in User Introduction*. Once you have selected your variation, select the **Next** button.

6. The Print Option window is displayed. The **Print Report** radio button will default as selected. Leave this as is. Select the **Next** button.

    The DEFAULT variation will print all students that have academic and demographics records in the applicable year/term(s) with a status of Active or Graduated regardless of their enrolled status. If you want to include only students who are enrolled, you must add this criterion to the filter.

7. The Report window is displayed. A Taxpayers Relief Act Log will appear in the window. Select the Print button to print the report. Review the Taxpayers Relief Act Log report and verify all data before proceeding. Select the **Back** button.

8. The Print Option window will display again. Select the **Print 1098-T** radio button. In the box on the lower left, the **Print Alignment** radio button will default as selected.

Leave this as is. The number of alignments to print will default to three (3) but may be changed. Select the **Next** button.

9. The 1098-T window will display with sample data. Select **File**, and then select **Printer Setup**.

10. The Printer Setup dialog box is displayed. Select the **Setup** button.

11. Verify the printer setup options and select **OK** twice to return to the wizard.

12. Select the **Print** button to print the test form and verify the alignment. Repeat alignments as many times as necessary. When you have found the correct alignment, select the **Back** button.

13. The Print Option window will display again. In the box on the lower left, select the Print 1098-T radio button. Select the **Next** button.

14. The 1098-T window will display with student data. If necessary, select Printer Setup and repeat Steps 10 and 11 to verify your printer setup again. Select the **Print** button to print the forms. Select the **Finish** button to exit the wizard.

Issuing 1098-T forms electronically

Use the following instructions to print 1098-T forms if you wish to file electronically.

If you have 250 or more forms to submit, then you must file electronically.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Taxpayers Relief Act** category.

3. The Selection window is displayed. In the upper left corner of the window, enter the Tax Year for which you are reporting. The academic year/term(s) applicable to the Tax Year entered will be automatically selected for you cannot be deselected. In the upper right corner of the window, select the programs, which indicate Graduate students. You may select as many as apply. Select either the **Preferred Address** or the **Mailing Type** radio button to indicate whether an address type or a mailing type should be used when printing the student's information. In the lower right corner of the window, select any full/part-time status that indicates that a student is enrolled at least half-time. You may select as many as apply. Select the **Next** button.

4. The Setup window is displayed. Verify your institution's name, address, phone number, federal identification number and transmitter code. Select the **Next** button.

5. The Filtering and Sorting window will display. The default variation, which will include all students that have academic and demographics records in the applicable

year/terms with a status of Active or Graduated, or create your own variation by selecting the New button. For more information about filtering and sorting, see *Customizing a Report in User Introduction*. Once you have selected your variation, select the **Next** button.

- In order to filter out international students, you can use Demographics.Visa or Demographics.Citizenship in your filter.

- For the Original file or Payment & Address Correction file, you must set the filter and define retrieval criteria to indicate which people should be included in the file.

- For the Personal Information Correction file, the system figures out whose Government ID and/or Name has changed since the last submission to the IRS.

6. On the Print Option window, select the **Electronic Filing** radio button.

7. Select the Type of file you need to send to the IRS: either Original, Payment & Address Correction, Personal Information Correction, or Replacement.

8. If Replacement is selected, enter the Replacement Name. Enter the Contact Name and Contact Email for your institution. Select the **Next** button.

9. The Print Option window displays again. The contents of the electronic file will display. Select the **Save** button when you are ready to specify the location of where to save the file to be sent electronically.

10. Select the **Finish** button to exit the wizard.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Taxpayers Relief Act process.

Scenario 1

What if students are displaying on the Tax Deduction Log as withdrawn?

> If you do not want to include students who have withdrawn, then you should set up a filter to include only students where Academic.Enrolled Status = the code value for enrolled students.

Scenario 2

What if the amounts do not appear to be correct?

> Charge/credits with a 1098-T Type of Not Applicable, prebill charge/credits, voided charge/credits, charge/credits that are anticipated financial aid and charge/credits that are cash receipts are not included in any of the calculations for 1098-T reporting.

You also need to make sure that the year/term of the charge/credit record is selected for the tax year being reported and that the entry date falls within the start and end date of the tax year being reported.

Here are some basic rules:

- Charge/credits with an academic year/term that is selected and have entry dates that fall within the tax year being reported, regardless of the amount, will be reported in Box 2 or Box 4, depending upon the 1098-T Type selected for the charge/credit record.

HOWEVER, there is an exception with year/terms that cross tax years. If a year/term starts in the previous tax year and ends in the current tax year and in the first tax year an amount was charged and in the second tax year the amount was decreased for the same charge/credit code, then this adjustment amount would be reported in Box 3 or Box 5, depending upon the 1098-T Type selected for the charge/credit record. For example, assume 2004 Winter starts in the 2004 tax year and ends in the 2005 tax year. If a meal plan charge was assessed for 2004 Winter in 2004, then this amount would display in Box 2 for the 2004 tax year. If a negative amount, for the same meal plan code, is entered in 2005 for 2004 Winter, then this amount would be reported in Box 3, although the year/term IS selected.

- Charge/credits with an academic year/term that is NOT selected and have entry dates that fall within the tax year being reported and have positive amounts, will be reported in Box 2 or Box 4, depending upon the 1098-T Type selected for the charge/credit record. For example, if you forgot to assess a charge/credit for 2002 Fall and you entered the 2002 Fall positive amount charge in 2004, this amount would be reported in Box 2 for the 2004 tax year.

- Charge/credits with an academic year/term that is NOT selected and have entry dates that fall within the tax year being reported and have negative amounts will be reported in Box 3 or Box 5, depending upon the 1098-T Type selected for the charge/credit record.

HOWEVER, there is an exception with charge/credits that have NEGATIVE amounts. If they are adjustments for year/terms prior to 2003, in other words, if the latest session's end date for the year/term is less than 01/01/2003, then the adjustment is NOT reported at all. For example, assume 2002 Fall has three sessions, 01, 02 and 03. Session 03 being the latest which ends on 12/25/2002. If you enter an adjustment, such as -$500.00 Meal Plan A for 2002 Fall with a 2004 entry date, it WILL NOT be reported as an adjustment in Box 3. This amount would not be reported because the original meal plan charge with a positive amount was never reported to the IRS, because this information was not required for reporting prior to 2003.

Scenario 3

What if students receive no academic credit for the course or courses they are taking and the associated charge/credits should not be reported?

If you do not want to include charge/credit records for courses that do not award academic credit, then you should set up a new charge/credit code in the Charge/Credit code table and select Not Applicable from the 1098-T Type drop down list box. You may then link this charge/credit code to the applicable course or courses on the Fees window in the Sections Workflow.

Scenario 4

What if students are not receiving a 1098-T?

If the student has zero amounts and you have selected to not print zero amounts, then the student will be reported.

If the student's scholarship or grants (Box 4) is great than or equal to qualified tuition and related expenses (Box 2), then the student will be reported. However, if either adjustments for qualified tuition and related expenses (Box 3) OR scholarship or grants (Box 5) are zero, then the student will be reported.

Scenario 5

What if form alignment is off?

📝 **Note**

Specific printer settings vary when printing 1098T forms. You may need to adjust margins for your specific printer.

You may also need to try different printers at your institution in order to find the correct alignment.

Statement Publishing

The Statement Publishing process allows you to designate which batches of statements are available for viewing in PowerCAMPUS Self-Service. To make a batch of statements available for viewing you must publish the batch. To remove a batch of statements from display in PowerCAMPUS Self-Service you must unpublish the batch.

Publishing

The Date Range section of the window allows you to select a range of dates to process. This is your filter. The **From** and **To date** fields will default automatically with the past seven days of batches. The **To date** will default as today's date and the **From date** will default to seven days prior to today's date. You may change the date range as necessary. Once the appropriate batches display you may select the checkbox for each individual statement batch that you wish to publish. If you selected a statement batch by mistake, you may deselect the checkbox. When you have selected all statement batches that should be

published select the **Publish** button. Once the process is complete the Published Date will display for each batch that was published and Published will be set to **Yes**.

If you need to unpublish statement batches, you would select the checkbox for each individual statement batch that you wish to unpublish. If you selected a statement batch by mistake, you may deselect the checkbox. When you have selected all statement batches that should be unpublished select the **Unpublish** button. Once the process is complete the Published Date will be removed for each batch that was unpublished and Published will be set to No.

💡 **Tip**

Students may only view statements on the Statement tab in PowerCAMPUS Self-Service if the batch that the statement belongs to has been published.

📒 **Note**

Individual statements generated in PowerCAMPUS Self-Service Online Registration are automatically published to Self-Service. The statement batch number for these statements is MMDDYYYY9984. However, prior to PowerCAMPUS 7.1, the batch number for individual statements generated in PowerCAMPUS Self-Service Online Registration was MMDDYYYY9988. The batch number was changed to avoid a conflict with the batch number reserved for fees generated via the request forms in PowerCAMPUS Self-Service, which had the same four-digit extension. Although the batches for individual statements in PowerCAMPUS Self-Service are auto-published, you can choose to unpublish these batches if necessary.

The *StatementBatchPublished* table is updated during the publishing of statements.

Publishing statement batches

Use the following instructions to publish statements to PowerCAMPUS Self-Service by their batch numbers.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Statement Publishing** category.

3. The Statement Publishing window is displayed. Select the checkbox for each individual batch that you wish to publish to PowerCAMPUS Self-Service. Select the **Publish** button. A message will display indicating that the publishing process has been completed. Close the window.

   If you wish to change the from and to date to see a different set of statement batches you may do so.

Unpublishing statement batches

Use the following instructions to unpublish statements to PowerCAMPUS Self-Service by their batch numbers.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Statement Publishing** category.

3. The Statement Publishing window is displayed. Select the checkbox for each individual batch that you wish to unpublish from PowerCAMPUS Self-Service. Select the **Unpublish** button. A message will display indicating that the publishing process has been completed. Close the window.

    If you wish to change the from and to date to see a different set of statement batches you may do so.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the Statement Publishing process.

Scenario 1

What if you published a statement batch by mistake?

You will need to unpublish the statement batch. For more information, see "Unpublishing statement batches".

Scenario 2

What if you are not sure if the statement batch number is the batch you wish to publish?

All statements are assigned specific batch numbers for tracking. For example, statements generated in the Registration Workflow of PowerCAMPUS are assigned a batch number of MMDDYYYY9996. Statements generated from the Reports Workflow are also automatically assigned a batch number by the system, but those batch numbers do not have a reserved batch number. The batch number for statements run from the Reports Workflow consists of the system date plus a four-digit number. For example, the first batch of statements run on August 25, 2008 would have been assigned the batch number of 082520080001. The same batch number is assigned to all statements created in the same statement run. For example, if a batch of statements was run on August 25, 2008 for all undergraduate students, it might have generated one thousand statements, all with batch number 082520080001. If you run a separate batch of statements on the same day for all graduate students, it might have generated one thousand statements, all with batch number 082520080002. For more information on specific batch numbers, see the *Batch Report*.

However, even with knowing from where a statement batch was generated, you may still not know what statements were contained in that batch, especially for statements created from the Reports Workflow. You will need to manage which batches you wish to publish. If you created and saved a report variation for the batch of statements you may refer to the Sub Title or Sub Description of the report variation for assistance with what statements were included in that batch. If you did not save a report variation, you may need to do additional research to identify what statements were included the batch. It is highly advised to publish the statement batch immediately or soon after generating the statements to make it easier to manage the list of statement batches that display and those that you wish to publish.

Payment Plan

The Payment Plan Workflow in PowerCAMPUS has been designed as a wizard that prompts you through a series of steps in order to facilitate the payment plan process.

This process provides the institution with the ability to set up student payment plans for all or a portion of the student's current balance or expected charges for each year/term. The available plans are stored in the Payment Plan code table, which provides default values at the time that the student's payment plan is created. Any plan may be customized to fit the student's individual needs.

The tuition, fees and other charges assessed to the students will be used to determine the payment plan amount. The payment plan amount is used to create installment charges based on the number of payments that are associated with due dates.

A code value (with a Type of Charge) for these installments must be set up in the Charge/ Credit code table. Since these charges are added to the student's account, an equal offsetting credit amount must also be added. An offset code value (with a Type of Credit) must be set up in the Charge/Credit code table. For more information, see *Charge/Credit in Code Tables*.

All installment charges will be created in one academic year/term, though the due dates may span future year/terms, as long as they are within the same fiscal year. The student does not have to have charges assessed or be registered for the year/term in order to have a payment plan assigned.

💡 **Tip**

The following statuses are available for payment plans: Active (A), Closed (C) and Canceled (X).

When a payment plan is paid off, the Status changes to Closed. ■

A Payment Plan Contract may be printed for the student or for institution use when the payment plan is created, edited or viewed.

Charge/Credit (Code) examples for payment plans

- An installment charge code (required)

Code (Key)	PPINSTALL	
Type	Charge	
Long Description	Payment Plan Installment	
Amount	$0.00	Flat Fee
GL Account 1	10-1247-000-00	Payment Plan Receivable (debit)
GL Account 2	10-1201-000-00	Student Receivable (credit)

- An offset credit code (required)

Code (Key)	PPOFFSET	
Type	Credit	
Long Description	Payment Plan Offset	
Amount	$0.00	Flat Fee
GL Account 1	10-3930-000-00	Fund Balance (debit)
GL Account 2	10-3930-000-00	Fund Balance (credit)

(Debit and credit to the same 'fund balance' account.)

- A handling fee charge code (optional)

Code (Key)	HANDFEE1	
Type	Charge	
Long Description	Handling Fee - Flat	
Amount	$50.00	Flat FeeS
GL Account 1	10-1201-000-00	Student Receivable (debit)
GL Account 2	10-4019-000-00	Miscellaneous Income (credit)

Select the **Handle/Late Fee** checkbox

- A late fee charge code (optional)

Code (Key)	LATEFEE1	
Type	Charge	
Long Description	Late Fee 1 - %	
Amount	$5.00	Percent
GL Account 1	10-1201-000-00	Student Receivable (debit
GL Account 2	10-4019-000-00	Miscellaneous Income (credit)

Select the **Handle/Late Fee** checkbox

- A cash receipt code (required)

Code (Key)	PPCASHREC	
Type	Cash Receipt	
Long Description	Payment Plan Cash Receipt	
Amount	$0.00	Flat
GL Account 1	10-1000-000-00	Cash Account (debit)
GL Account 2	10-1247-000-00	Payment Plan Receivable (credit)

An accounting example for payment plans
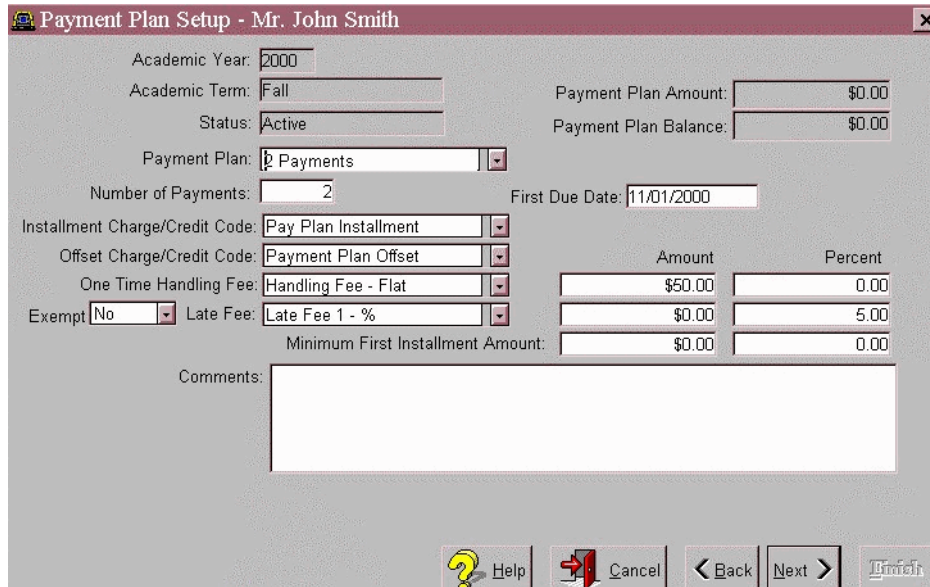
Mr. John Smith is assessed $8,000 on 11/01/00 for the Fall 2000 academic year/term. A new payment plan with two (2) installments is created on 11/01/00 for Mr. Smith. Mr. Smith pays the first installment and the $50 handling fee on 11/01/00. On 12/15/00, Mr. Smith pays the second installment of $4,000.00.

> **Note**
>
> The Action report is also available from the Reports Workflow in every setflow.
>
> The payment plan's Late Fee is assessed using the Late Fee Assessment process. For more information about this assessment, see Late Fee Assessment in Billing Processing. ▪

- Step 1 of the wizard - Select Id.

- Step 2 of the wizard - Payment Plan Options. Select Create New Payment Plan.

- Step 3 of the wizard - Payment Plan Setup.

- Step 4 of the wizard - Payment Plan Detail.

- Step 5 of the wizard - Cash Receipt Entry.

- Step 6 of the wizard - Schedule Action.

- Step 7 of the wizard - Done!

The Payment Plan Contract shows the Contract Amount, Number of Installments, Installment Detail, and Receipt Detail.

When Mr. Smith makes his second installment payment of $4,000.00 on 12/15/00, the payment is entered using the Cash Receipts Workflow in the Cash Receipts Setflow.

The following are the journal entries and the T-Account activity for this example:

Date	J/E #	Charge/Credit Code	Debit Account #	Credit Account #	Amount
11/01/00	1	Tuition Full Time	10-1201-000-00	10-4000-000-00	$8,000.00
11/01/00	2	Pay Plan Installment	10-1247-000-00	10-1201-000-00	$4,000.00
11/01/00	3	Pay Plan Installment	10-1247-000-00	10-1201-000-00	$4,000.00
11/01/00	4	Payment Plan Offset	10-3930-000-00	10-3930-000-00	$8,000.00
11/01/00	5	Handling Fee - Flat	10-1201-000-00	10-4019-000-00	$50.00

Date	J/E #	Charge/Credit Code	Debit Account #	Credit Account #	Amount
11/01/00	6	Payment Plan Cash Receipt	10-1000-000-00	10-1247-000-00	$4,000.00
11/01/00	7	Payment Plan Cash Receipt	10-1000-000-00	10-1201-000-00	$50.00
12/15/00	8	Payment Plan Cash Receipt	10-1000-000-00	10-1247-000-00	$4,000.00

```
        Cash Account                    Student Receivable              Payment Plan Receivable
        10-1000-000-00                   10-1201-000-00                    10-1247-000-00
6    $4,000.00                    1    $8,000.00                    2    $4,000.00
7       $50.00                    2                 $4,000.00       3    $4,000.00
8    $4,000.00                    3                 $4,000.00       6                 $4,000.00
                                  5       $50.00                    8                 $4,000.00
                                  7                    $50.00

        Fund Balance                     Tuition Income                  Miscellaneous Income
        10-3930-000-00                   10-4000-000-00                    10-4019-000-00
4    $8,000.00    $8,000.00        1                 $8,000.00       5                    $50.00
```

Tables updated during payment plan

The tables listed below are updated during Payment Plan.

- ABT_Settings
- ActionSchedule
- BatchHeader
- CashReceipt
- ChargeCredit
- ChargeCreditDist
- PaymentPlan
- PeopleOrgBalance
- StopList
- Student
- StudentFinancial

Getting started with payment plans

Use the following instructions to complete your payment plan setup.

The Payment Plan code table is used to establish the different payment plans available either internally at your institution or through an external source. For internal plans, information such as number of payments, payment frequency, payment start date, and any late fees to be charged will be tracked by student.

1. Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Code Tables**.

2. Verify that the Charge/Credit (Code) code table has been set up correctly. Listed below are the codes that you will need to add to the Charge/Credit (Code) code table. For more information, see *Charge/Credit (Code) in Code Tables*.

    -   An installment charge code (required)

    -   An offset credit code (required)

    -   A handling fee charge code (optional)

    -   A late fee charge code (optional)

    -   A cash receipt code (required) - Needed to credit your payment plan receivable account when payment against a payment plan is received.

3. Verify that the Payment Plan code table has been set up correctly. If all available payment plans were previously set up in this code table, all of the values from the code table will default when that payment plan is selected. For more information, see *Payment Plan in Code Tables*. Close the Code Tables window.

4. Printing a Payment Plan Contract for your students is optional. You may print one using either the Create a New Payment Plan, Edit Active Non-Posted Payment Plan, Re-Create Canceled or Posted Payment Plan or View Payment Plan options of the Payment Plan wizard. If you plan to print payment plan contracts for your students, you will first need to establish certain printing parameters. From the Main Menu Bar, select Tools: Setup.

5. Double click on the **Payment Plan Contract** category.

    -   If you want the student to sign the payment plan contract, the Contract Message window offers the option to print a signature line. In addition, you can enter a message that will print at the end of the payment plan contract.

    -   If the contract is to be mailed, the Contract Address window offers the option to print the student's mailing address. The contract can be mailed in a standard window envelope. If you select to print the student's mailing address, you can also print the return address of the institution.

    This setup is available for institutions that offer internal payment plans.

Creating new payment plans

Use the following instructions to create a new payment plan for a student.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Payment Plan**.

2. The Select Id window is displayed. Enter the Id of the student for whom you wish to set up a payment plan. Tab off of the field and verify that the correct name has displayed. The Academic Year/Term will default to the current year/term. If the payment plan that you are creating is for a different year/term, select that year/term from the drop down list box. Select the **Next** button.

3. The Payment Plan Options window is displayed. If the student has no active payment plan, the **Create New Payment Plan** radio button will be available. Select the Next button.

4. The Payment Plan Setup window is displayed. From the drop down list box for Payment Plan, select the plan that you will assign this student. The values from the Payment Plan code table associated with your selection will default into the fields. You may change any of these values to customize the payment plan. You may also enter a comment for the student. Select the **Next** button.

5. The Payment Plan Detail window is displayed. At the top, you may view the student's previous balance (if any), current charges and credits, and any anticipated aid for all terms up to the payment plan year/term. The Payment Plan Balance Amount defaults to the previous balance, plus any charges, minus any credits and anticipated aid. This amount may be changed. If the Payment Plan Balance Amount is changed and the handling fee was a percentage, then the handling fee will be recalculated automatically. The handling fee may be changed to any amount on this window. The Installment Detail section of the window allows you to view and change the installment charges. The Installment Detail will show all due dates and amounts based on the Payment Plan Balance Amount. If you changed this amount, then you must select the **Default Installments** button in order to recalculate the installment charges based on the new amount. You may also change the Due Dates for any of the installments, Delete an installment charge, or Add an installment charge. If you make any changes to the individual installment charges, make sure that they add up to the Payment Plan Balance Amount before proceeding to the next window. Select the **Next** button.

6. The Cash Receipt Entry window is displayed. The Receipt window will allow you to enter an initial payment amount. The Office, Type and Cash Code will default to the values initially entered. Select the **Detail** tab.

   The payment type fields that display on the Detail window will vary depending upon the payment type of the cash receipt entered in the **Type** field on the last window. Various fields are available to record additional information on the four different payment types: Cash, Check, Credit Card and Other.

7. This window, the same window as the Detail window of the Cash Receipts Workflow, will allow you to enter additional information about the payment. Select the **Next** button.

8. The Schedule Action window is displayed. Select any actions that you wish to send in order to notify students that a payment plan has been created for them. This step is optional. Select the **Next** button.

9. The Done! window is displayed. The process will not actually commence until you select the Finish button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button.

10. When the creation process is complete, the Payment Plan Contract will appear on the screen. This log can be printed, saved to a file location, or closed.

Editing active payment plans

Use the following instructions to change the active payment plan for a student if the installment charges have not yet been posted.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Payment Plan**.

2. The Select Id window is displayed. Enter the Id of the student for whom you wish to edit the payment plan. Tab off of the field and verify that the correct name has displayed. The Academic Year/Term will default to the current year/term. If the payment plan that you are editing is from a different year/term, select that year/term from the drop down list box. Select the **Next** button.

3. The Payment Plan Options window is displayed. If the student has an active payment plan for the academic year/term selected and the payment plan installments have not been posted, then the **Edit Active Non-Posted Payment Plan** radio button will be selected. If the installment charges have been posted, then you must re-create the payment plan. For more information, see "Re-Creating canceled or posted payment plans". Select the **Next** button.

   By selecting a payment plan from the Payment Plan Setup window, all information will default from the Payment Plan code table. The Payment Plan Amount and Payment Plan Balance will display for easy reference but cannot be edited. All other fields may be edited.

4. The Payment Plan Setup window is displayed. You may change any of the payment plan values. Select the **Next** button. If you have made a change that affects the number of payments or installment amounts, you will be prompted to re-default the installment information. Select **Yes** to have the system recalculate the installment charges or select **No** to manually change the installment records.

5. The Payment Plan Detail window is displayed. If you answered Yes to the re-default message, this window will reflect the changes made in the Payment Plan Setup window. If you answered No, then you must make the changes manually on this

window. You may make additional changes here. For example, you can change the Due Date or Amount of any installment. You can Add or Delete an installment. If changes are made to the individual installment amounts, make sure that the sum of the new installment amounts is equal to the Payment Plan Balance Amount. Select the **Next** button.

6. The Cash Receipt Entry window is displayed. The Receipt window will allow you to enter an initial payment amount. The Office, Type and Cash Code will default to the values initially entered. Select the **Detail** tab.

7. This window, the same window as the Detail window of the Cash Receipts Workflow, will allow you to enter additional information about the payment. Select the **Next** button.

8. The Schedule Action window is displayed. Select any actions that you wish to send in order to notify students that a payment plan has been changed. This step is optional. Select the **Next** button.

9. The Done! window is displayed. The process will not actually commence until you select the Finish button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the Cancel button.

10. When the modification process is complete, the Payment Plan Contract will appear on the screen. This log can be printed, saved to a file location, or closed.

Re-Creating canceled or posted payment plans

Use the following instructions to change the active payment plan for a student if the installment charges have been posted or if you wish to re-create a payment plan that has been canceled.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Payment Plan**.

2. The Select Id window is displayed. Enter the Id of the student for whom you wish to re-create the payment plan. Tab off of the field and verify that the correct name has displayed. The Academic Year/Term will default to the current year/term. If the payment plan that you are re-creating is for a different year/term, select that year/term from the drop down list box. Select the **Next** button.

3. The Payment Plan Options window is displayed. If the student has an active payment plan for the academic year/term selected and the payment plan installments have been posted, the Re-Create Canceled or Posted Payment Plan radio button will be selected. Select the Next button.

4. The Payment Plan Setup window is displayed with the values of the original plan. You may now proceed as if you were creating a new payment plan.

   If any cash receipts were applied toward the payment plan, see "What If".

5. Follow Steps 4 through 10 of "Creating new payment plans".

Viewing active payment plans

Use the following instructions to review an active payment plan for a student or print another Payment Plan Contract.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Payment Plan**.

2. The Select Id window is displayed. Enter the Id of the student for whom you wish to review the payment plan. Tab off of the field and verify that the correct name has displayed. The Academic Year/Term will default to the current year/term. If the payment plan that you are creating is for a different year/term, select that year/term from the drop down list box. Select the **Next** button.

3. The Payment Plan Options window is displayed. If the student has an active payment plan for the academic year/term, the **View Payment Plan** radio button will be available. Select this and then select the **Next** button.

4. View the next four windows, selecting the **Next** button after each, to verify the information.

5. The Done! window is displayed. Selecting the **Finish** button will cause the contract to display. If you do not need to print another contract, select the **Cancel** button.

6. When the process is complete, the Payment Plan Contract will appear on the screen. This log can be printed, saved to a file location, or closed.

Canceling active payment plans

Use the following instructions to cancel a payment plan when a student wishes to end it before completing the installment payments or if he has been delinquent in making payments.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Payment Plan**.

2. The Select Id window is displayed. Enter the Id of the student for whom you wish to cancel the payment plan. Tab off of the field and verify that the correct name has displayed. The Academic Year/Term will default to the current year/term. If the

payment plan that you are canceling is from a different year/term, select that year/term from the drop down list box. Select the **Next** button.

3. The Payment Plan Options window is displayed. If the student has an active payment plan for the academic year/term, the **View Payment Plan** radio button will be available. Select this and then select the **Next** button.

4. The Payment Plan Setup window is displayed and will have changed to reflect the Canceled status. You may choose to keep the handling fee by leaving the checkbox selected. You may also use a Stop List indicating why the student's payment plan was canceled. If the student has other stops listed, use the scroll bar on the right to view them and select Add to add an additional stop. You can also add a comment, if desired. Select the **Next** button.

   If you cancel a payment plan that has cash receipts previously applied towards it, you should edit the distribution for that cash receipt so that the correct A/R account is being credited.

5. The Schedule Action window is displayed. Select any actions that you wish to send in order to notify students that a payment plan is canceled. This step is optional. Select the **Next** button.

6. The Done! window is displayed. The process will not actually commence until you select the **Finish** button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the Cancel button.

7. When the cancellation process is complete, the Payment Plan Contract will appear on the screen. This log can be printed, saved to a file location, or closed.

📝 **Note**

> The installment charges will be reversed if posted and deleted if not posted. ∎

Deleting active payment plans

Use the following instructions to delete a payment plan if a student has been put on one by mistake and the installment charges have not been posted.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Payment Plan**.

2. The Select Id window is displayed. Enter the Id of the student for whom you wish to cancel the payment plan. Tab off of the field and verify that the correct name has displayed. The Academic Year/Term will default to the current year/term. If the payment plan that you are canceling is from a different year/term, select that year/term from the drop down list box. Select the **Next** button.

3. The Payment Plan Options window is displayed. If the student has an active payment plan for the academic year/term selected and the installment charges have not been posted, then the **Delete Non-Posted Payment Plan** radio button will be available. Select this. If the installment charges have been posted, then the payment plan must be canceled. For more information, see "Canceling active payment plans". Select this and then select the **Next** button.

4. The Done! window is displayed. The process will not actually commence until you select the **Finish** button. If you would like to reconfirm the data, select the **Back** button to move backward through the process and verify the data you entered. Otherwise, select the **Finish** button. If you decide not to run the process, select the **Cancel** button.

   If you cancel a payment plan that has cash receipts previously applied towards it, you should edit the distribution for that cash receipt so that the correct A/R account is being credited.

5. When the deletion process is complete, the Payment Plan Contract will appear on the screen. This log can be printed, saved to a file location, or closed.

Viewing students' payment plan histories

Use the following instructions to see details on a student's payment plan. You can view the installments, due dates of installments, and the balance still due.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

2. Select the appropriate student from the sheet.

3. The Name window is displayed. Select the **Pay Plan** tab.

4. This window will show the payment plan history. A row appears for each payment plan in an academic year/term that has a Status of Active, Canceled or Closed. A student can have only one active payment plan in any academic year/term. Drill downs are available to view additional information related to the specific payment plan row. Over any column, double click on the row for which you wish to see further detail.

5. The Payment Plan Detail drill down is displayed. On this window, you can see installment charges, due dates, payments made, and the balance due. You can also drill down on certain fields of the specific payment plan detail to view additional information related to the row. Double click on the **Description** column to access the Charge/Credit drill down. Double click on either the Installment Amount column or the Paid Amount column to access the **Posting** drill down.

What If

The What If scenarios are designed to help with common problems or situations that may arise while processing payment plans.

Scenario 1

What if you incorrectly put a student on a payment plan?

Please follow the points below:

- If the installment charges have not been posted, you can select either the radio button for Cancel Active Payment Plan or the one for Delete Non-Posted Payment Plan on the Payment Plan Options window of the Payment Plan wizard. You might opt to cancel the active payment plan if you want to keep the handling fee. For more information, see Procedure - Canceling Active Payment Plans. When you opt to delete the non-posted payment plan, all installment charges, the handling fee and the payment plan are deleted. For more information, see "Deleting active payment plans".

- If the installment charges have been posted, the only radio button available is that for Cancel Active Payment Plan. For more information, see "Canceling active payment plans".

- You can view a canceled payment plan on the Pay Plan window of the People Billing Workflow.

Scenario 2

What if your student wants to change his payment plan or has been placed on the wrong payment plan?

Please follow the points below:

- If the installment charges have not been posted, you can select the radio button for Edit Active Non-Posted Payment Plan. For more information, see "Editing active payment plans".

- If the installment charges have been posted, you can select the radio button for Re-Create Canceled or Posted Payment Plan. For more information, see "Re-Creating canceled or posted payment plans".

Scenario 3

What if a student wants a copy of his payment plan schedule?

Select the radio button for View Active Payment Plan to print the Payment Plan Schedule at the end of the process. For more information, see "Viewing active payment plans".

Scenario 4

What if you no longer want an action to be scheduled when editing, canceling, creating or re-creating a payment plan?

Contact your system administrator to complete the following task using MS SQL Server's Query Analyzer. Delete the row from the ABT_Settings table where AREA_NAME = 'Billing' AND SECTION_NAME = 'Payment_Plan_Action_Default' AND LABEL = one of the following:

- 'Action_Edit' for editing

- 'Action_Cancel' for canceling

- 'Action_Create' for creating

- 'Action_Recreate' for re-creating

Scenario 5

What if you re-create a canceled or posted payment plan to which cash receipts have been applied?

Any cash receipts that were previously applied toward the payment plan are no longer linked to the payment plan. You will need to complete one of the following two steps:

- Change the Payment Plan Balance Amount in Step 5 of "Creating new payment plans" to account for payments already received.

  OR

- Re-enter any cash receipts that were previously applied toward the payment plan in Step 6 of "Creating new payment plans" or using the Cash Receipts Workflow in the Cash Receipts Setflow. You must then delete or reverse the original cash receipt(s) or else both the original cash receipt(s) and the one(s) entered here will be credited to the student's account.

11 Other Processing

There are some processes that should be run while using the PowerCAMPUS Billing system but that do not correspond directly to workflows. For more information about these processes, see the following:

- Importing Charge/Credits

- Importing Aid from PowerFAIDS

- Issuing Statements

- Reconciling to the General Ledger Journal

Importing Charge/Credits

The PowerCAMPUS Charge/Credit Import process is a MS Access program and has been designed as a wizard that prompts you through a series of steps in order to facilitate the import of information. This process runs outside of the PowerCAMPUS system. Charge/credits from external sources may be imported into the PowerCAMPUS system through this process. This import can be run as often as needed to keep a student's account current in the PowerCAMPUS Billing system. Common examples of charge/credits that are initiated from an external source are:

- Parking Violations

- Library Fines

- Payment Plans offered through an agency

- Electronic Fund Transfers of Loans

- Electronic Fund Transfers of Lockbox Receipts

- Financial Aid (in-house system)

The import is written in MS Access and is designed as a wizard for a user-friendly approach to interfacing the data. 'Templates' are set up for each of the import files, which allows setup to be done only once. When the import needs to be run to interface with PowerCAMPUS, you only need to verify the existing template for default information.

📝 **Note**

> The name of the database in MS Access is ccimp95.mdb, ccimp97.mdb or ccimp2000.mdb, depending upon the version of Access that you are running.

The first time the wizard is run, the PowerCAMPUS Table Linker tool will display automatically. This tool will automatically link all of the tables required by the PowerCAMPUS Charge/Credit Import. For more information, see "Re-Linking tables for the charge/credit import".

The following tables will be automatically linked:

- AcademicCalendar
- BatchHeader
- CashReceipt
- ChargeCredit
- ChargeCreditLine
- Code_Acaterm

- Code_ChargeCredit
- Code_CredCardType
- Code_Office
- Organization
- People

Additional tables may be added. For more information, see "Adding additional tables for the charge/credit import".

Special command buttons for the powercampus charge/credit import wizard

New Template

Clears the current window and allows for a new template to be entered.

Delete Template

Deletes the selected template.

Save Settings

Saves the settings that have been entered so far.

Re-Link

Displays the PowerCAMPUS Table Linker tool for automatically re-linking all required tables. Tables need to be re-linked if the table structures have been changed or new tables added.

Update PowerCAMPUS

Completes the wizard and starts the actual process.

Importing charge/credits

The import type of Charge/Credit is used for imports of charge/credits that are set up in the Charge/Credit code table as a charge type or as a credit type. Library Fines and Parking Violations are examples of charges that can be imported.

📝 **Note**

An import type of Charge/Credit does not do any comparison to data that already exists in PowerCAMPUS. ■

Importing cash receipts

The import type of Cash Receipt is used for imports of charge/credits that are set up in the Charge/Credit code table as a cash receipt type. Lockbox Receipts and Electronic Fund Transfers of Loans are examples of cash receipts that can be imported.

Different processing occurs when importing cash receipts depending on how the cash receipt code was set up in the Charge/Credit code table.

- If a cash receipt code IS set up to reduce associated anticipated aid and a financial aid code is entered in the Associated Fin Aid Code field:

  - The cash receipt will be recorded.

  - The associated anticipated aid, if any, will be reduced.

  - Associated anticipated aid can be reduced if it is not voided and if it is previous or equal to the year/term of the cash receipt.

- If a cash receipt code IS NOT set up to reduce associated anticipated aid:

  - The cash receipt will be recorded.

Importing financial aid

The import type of Financial Aid is used for imports of charge/credits that are set up in the Charge/Credit code table as a financial aid type. Payment plans offered through an agency and in-house Financial Aid systems are examples of financial aid that can be imported.

Different processing occurs when importing financial aid depending on how the financial aid code was set up in the Charge/Credit code table and how the prompts were answered on the Map Codes window of the wizard.

- If the financial aid code IS set up for any cash receipt as Associated Fin Aid Code and the file contains:

  - Adjustments/Overwrite Existing Records:

    - This is not a valid option. An adjustment record will be updated to PowerCAMPUS automatically.

- Adjustments/Create Adjustments:
    - A new record is created with the amount in the import file.
- Total Amounts/Overwrite Existing Records:
    - This is not a valid option. An adjustment record will be updated to PowerCAMPUS automatically.
- Total Amounts/Create Adjustments:
    - All existing anticipated aid records with the same Id, year/term, and financial aid code will be summed together.
    - All existing cash receipts with the same Id and year/term will be summed together.

📝 **Note**

This will occur only if the cash receipt code contains the financial aid code being imported in the Associated Fin Aid Code field in the Charge/Credit code table.

- The two amounts above are summed together.
- The summed amount is compared to the amount in the import file.
- A new record for the adjustment amount is created.
- An adjustment of $0.00 will not be updated to PowerCAMPUS.

- If the financial aid code is not set up for any cash receipt as Associated Fin Aid and the file contains:
    - Adjustments/Overwrite Existing Records:
        - An adjustment amount is added to/subtracted from existing anticipated aid, if any : The existing record, if any, is overwritten with adjustment amount or a new record is created with the amount in the import file.
    - Adjustments/Create Adjustments:
        - A new record is created with the amount in the import file.
    - Total Amounts/Overwrite Existing Records:
        - The existing record, if any, is overwritten with the amount in the import file or a new record is created with the amount in the import file.
        - If the existing amount and the import file amount are the same amount, the existing record will not be overwritten.
    - Total Amounts/Create Adjustments:
        - All existing anticipated aid records with the same Id, year/term, and financial aid code will be summed together.
        - The summed amount is compared to the amount in the import file.

- A new record for the adjustment amount is created.
- An adjustment of $0.00 will not be updated to PowerCAMPUS.

Common messages on error report

There are a number of error messages that can print on the Error report that will prevent the import of a record into PowerCAMPUS. These include:

Person not in PowerCAMPUS.

The person's Id could not be found in the Id field that was selected on the Setup Default Values window of the wizard.

- Verify that the correct Id was selected to map to the Import Id on the Setup Default Values window of the wizard.
- Verify that the Id that was selected to map to the Import Id on the Setup Default Values window of the wizard is maintained in PowerCAMPUS.
- Verify that the import Id is correct.

Charge/credit code is inactive or does not exist.

The charge/credit code that was originally selected on either the Setup Default Values window or the Map Codes window of the wizard is no longer active or has been deleted.

- Verify that the Charge/Credit code table in PowerCAMPUS contains the charge/ credit code(s) being imported and that their statuses are Active.

Zero dollar amount cannot be imported.

Import types of Charge/Credit and Cash Receipt do not allow records of $0.00 to be imported.

There is more than one existing anticipated aid record.

You have indicated on your Financial Aid template that the import file contains the Total Amount and to Overwrite an existing record, if it exists. More than one anticipated aid record has been found for the person in the same year/term, therefore an overwrite cannot occur. This record will not be imported.

The adjustment is zero and won't be written to the table.

You are importing financial aid for a financial aid code that is associated with a cash receipt code. When the adjustment amount is calculated, the amount is $0.00. An adjustment of $0.00 will not be imported. This will prevent files that contain all records rather than just the changed records from being imported every time.

The import amount is equal to the existing amount.

You are importing financial aid and are attempting to overwrite an existing amount. Because the import amount and the existing amount are the same, the record will not be imported. This will prevent files that contain all records rather than just the changed records from being imported every time.

Minimum requirements

- 32 bit SQL Server ODBC drivers installed on every PC that will be using the PowerCAMPUS Charge/Credit Import.

- MS Access 95, MS Access 97 or MS Access 2000.

Tables updated during charge/credit import

The tables below are updated during Charge/Credit Import.

- ABT_Settings

- BatchHeader

- ChargeCredit

- ChargeCreditDist

- PeopleOrgBalance

Creating templates for the charge/credit import

Use the following instructions to create a template for the PowerCAMPUS Charge/Credit Import. Templates are created to set up the default links between your external files and PowerCAMPUS.

Prior to creating templates, decide which of your current files will be imported through the PowerCAMPUS Charge/Credit Import.

1. Create test files of each of the imports. Subtotal and total records must be deleted from the import file. From your desktop, double click on the **PowerCAMPUS Charge/Credit Import** icon.

2. The Choose Import Type window is displayed. Select the **New Template** button. Enter the name that you wish to call the template in the **Template Name** field. Select the Import Type: Charge/Credit, Cash Receipt or Financial Aid - that applies to this template. Enter the location of the file in the **Import From** field. Select the **Next** button.

3. The Describe Import File window is displayed. Specify the format of the file and the information specific to the type of format, such as delimiters, format of date, years, and field information.

- When specifying Fixed-Width Text format, the common field types are **Text** and **Currency**.

- When specifying Spreadsheet format, verify that the First Row Contains Field Names checkbox has been selected properly and that the Spreadsheet Type is correct.

- When specifying Delimited Text, verify that the First Row Contains Field Names checkbox has been selected properly.

- If no dates or years are to be linked to PowerCAMPUS, you may skip the related fields. Select the **Next** button.

4. The Link Import Fields window is displayed. Select a field in the Import Table that is to be linked. Select the corresponding PowerCAMPUS field. Select the **>** button to link the two fields together.

   If you have converted decimal places previously for this file, you must then Convert Decimal Places every time the import file is run.

- Repeat this step for each field that needs to be linked. Not all fields have to be linked.

- If the format of the file is Fixed-Width Text and packed decimals exist in the file, select Convert Decimal Places. Enter the number of decimals for each of the columns listed. Select the **Convert Import File** button. Close the window.

- Select the **Preview/Edit File** button to verify your data.

- Select the **Save Settings** button. Your settings have now been saved. Select the **Next** button.

5. The Setup Default Values window is displayed. Set up the defaults to be used for every record that is imported into PowerCAMPUS with this template.

   You can change the **Description** field from the default value to any 40-character description. This will print on the statement.

- You may leave any of these fields blank if they have been linked on the Link Import Fields window. These defaults can be changed when the actual import is run.

- Select the PowerCAMPUS Id that will map to the Import Id. Select the **Next** button.

6. The Map Codes window will display only if you need to map the field values in the import file to the PowerCAMPUS values or if the import type is Financial Aid.

On the Map Codes window, you must specify if PowerCAMPUS should Overwrite existing records, if any, or Create Adjustments.

- The descriptions of the Code Table Values will be highlighted for the values that need to be mapped. The first import code to be mapped will display. Select the PowerCAMPUS code from the drop down list box for each Import Code listed. If another Code Table Value is highlighted, select the value.

- Repeat this step until all code table values have been mapped.

- If this is a financial aid import, indicate the type of amount that is contained in the file and how the process is to handle existing records. Select the **Next** button.

7. The Data Verification window is displayed. The total number of records and the total amount in the import file will display. Verify these numbers against the actual file.

   The totals displayed on the Data Verification window will only match what is actually imported if there are no errors.

   If the numbers are incorrect, verify that subtotal and total records were deleted and that Convert Decimal Places was run, if necessary. Select the **Next** button.

8. The Finish window is displayed. Select the **View Results Reports** button.

   - Select the Charge/Credit Records report. Select the **Open Report** button. Select **File**, and then select **Print** to print the report to preview what is to be updated to PowerCAMPUS.

   - Verify these records against the records in the import file. Close the Charge/Credit Records report.

   - Select the Error report. Select the **Open Report** button. Print the report.

   - Verify these records, if any, against the records in the import file. You will need to address any errors that list on this report. Close the Error report.

   - Select **File**, and then select **Close** to close the Reports window.

9. Select the **Save Settings** button. Select the **New Template** button to set up the next template or select the **Exit** button to exit the PowerCAMPUS Charge/Credit Import.

   The **Save Settings** button can be selected at any time while using the wizard in order to save the settings that have been entered up until that point.

   If selecting Exit, select 'Yes' when you receive the message 'PowerCAMPUS was not updated. Do you wish to exit?'

Importing charge/credits, cash receipts and financial aid

Use the following instructions to import charge/credits, cash receipts and financial aid from an external financial system into PowerCAMPUS.

1. Prior to the import, verify that the templates have been set up, that the import file has been updated with the current information, and that the Charge/Credit (Code) code table has been set up with information in the **Associated Fin Aid Code** field, which is used with the Cash Receipts and Financial Aid import types.

2. From your desktop, double click on the **PowerCAMPUS Charge/Credit Import** icon.

3. The Choose Import Type window is displayed. Select the template from the Template Name drop down list box. The Import Type and Import From fields will default. Verify that the file name is correct. Do you keep the same file name with each import or do you change the file name? Select the **Next** button.

4. The Describe Import File window will display. None of these fields should have to be edited. Select the Next button.

5. The Link Import Fields window is displayed. Select the **Preview/Edit File** button.

   - Do the decimal places in the amount look correct?

     - If the amounts look incorrect, select Convert Decimal Places and enter the number of decimal places for each amount column.

     - Select the **Convert Import File** button. Close the window.

     - If there any subtotal or totals records, they must be deleted.

     - None of the links should have to be changed on the Link Import Fields window of the wizard. Select the **Next** button.

6. The Setup Default Values window is displayed. Verify the defaults. If any of these fields have been linked on the Link Import Fields window of the wizard, they can be left blank here. Select the **Next** button.

   If you have selected a charge/credit code or cash receipt code as a default, you can change the description that displays if you want a more detailed description to print on a statement.

7. The Map Codes window will display only if field values need to be mapped or the import type is Financial Aid.

   - Verify the defaults.

   - Select the **Next** button.

8. The Data Verification window is displayed. Verify that the total records and amount match the import file. Select the **Next** button.

9. The Finish window is displayed. Select the **View Results Report** button.

   • Select the Charge/Credit Records report. Select the **Open Report** button. Select **File**, and then select **Print** to print the report to preview what is to be updated.

     The Charge/Credit Records report allows you to preview which records from the import file will be updated to PowerCAMPUS. The Error report allows you to preview which records have errors that will not be updated to PowerCAMPUS.

   • Verify these records against the records in the import file. Close the Charge/Credit Records report.

   • Select the Error report. Select the **Open Report** button. Select **File,** and then select **Print** to print the report.

   • Verify these records, if any, against the records in the import file. You will need to address any errors that list on this report. Close the Error report.

   • Select **File**, and then select **Close** to close the Reports window.

10. If there are any errors on the Error report, decide if you want to continue with the update to PowerCAMPUS.

    Error records will not be updated to PowerCAMPUS.

11. Select the Update PowerCAMPUS button. The Reports window will display automatically when the processing is complete.

    Repeat Step 8.

12. Keep the Charge/Credit Records and Error reports to use as your audit trail. The batch number will be printed on the reports. Select the **Exit** button.

13. Log in to PowerCAMPUS.

14. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

15. Select the **Reports** command button.

16. Select the Charge/Credit by Batch report. Select the **Setup** button.

    The Charge/Credit by Batch report prints all entries for a particular batch or range of batches. Both posted and unposted entries print on this report.

17. Specify the batch number that was given in Step 12. Save the information. Close the Setup window.

18. Print the report to compare to the Charge/Credit Records report from the PowerCAMPUS Charge/Credit Import. The totals should be identical. Keep this as your audit trail.

Importing existing templates for the charge/credit import

Use the following instructions to save your templates and import them into the PowerCAMPUS Charge/Credit Import whenever you receive a new version. Otherwise, they will be lost.

1. Prior to the import, rename the previous ccimp95.mdb, ccimp97.mdb or ccimp2000.mdb to another name and copy the new ccimp95.mdb, ccimp97.mdb or ccimp2000.mdb to the same directory.

2. From your desktop, double click on the **PowerCAMPUS Charge/Credit Import** icon to open the new version.

3. The PowerCAMPUS Table Linker tool is displayed. Select the **Link Tables** button.

4. The Select Data Source window will display the available file and machine data sources. You may select an existing entry or create a new data source. When you have finished selecting your data source, select **OK**.

5. The SQL Server Login window is displayed. Enter the Login Id and Password, if any. Select the **Options** button in order to verify the database selected.

6. Select **OK**. The PowerCAMPUS Table Linker tool will now begin the linking process. The percentage completed will display on the status bar. A message will display when the process is finished. Select the **Exit** button.

Tables need to be re-linked if the table structures have been changed or new tables added.

7. The Choose Import Type window is displayed. Select the **Exit** button and select **OK**.

8. Select the keystroke F11 in order to display the Database window. Select the **Tables** tab.

9. All tables used with the PowerCAMPUS Charge/Credit Import is displayed. Select **File**, and then select **Delete** to delete the following tables: CodeMap, ColumnMap, DefaultValuesCC, DefaultValuesCR, DefaultValuesFA, and SetupOptions. From the Main Menu Bar, select **File**: **Get External Data**: **Import**.

Each table must be selected and deleted individually. You can delete a table by highlighting the table name and either selecting the Delete key on your keyboard or using your right mouse button and selecting **Delete** from the menu that appears.

10. The Import window is displayed. Select the .mdb file that you renamed before the import and select the **Import** button.

11. The Import Objects window is displayed. Highlight the following tables: CodeMap, ColumnMap, DefaultValuesCC, DefaultValuesCR, DefaultValuesFA, and SetupOptions. Select **OK**. Select the **Macro** tab.

12. Highlight the entry AutoExec and select the **Run** button. Your templates from the previous version will now display in the **Template Name** drop down list box.

Adding additional tables for the charge/credit import

Use the following instructions to add additional tables to the PowerCAMPUS Charge/ Credit Import when instructed to do so by PowerCAMPUS.

The following tables will be automatically linked:

- AcademicCalendar
- BatchHeader
- CashReceipt
- ChargeCredit
- ChargeCreditLine
- Code_Acaterm
- Code_ChargeCredit
- Code_CredCardType
- Code_Office
- Organization
- People

1. Open ccimp95.mdb, ccimp97.mdb or ccimp2000.mdb. Select the **Exit** button from the first window.

2. Select the keystroke **F11** in order to display the database window.

3. From the Main Menu Bar, select **File**, and then select **Get External Data**, and then select **Link Tables**.

4. The Link window is displayed. From the Files of Type drop down list box, select **ODBC Databases**.

5. The Select Data Source window will display the available file and machine data sources. You may select an existing entry or create a new data source. When you have finished, select OK.

6. The SQL Server Login window is displayed. Enter the Login Id and Password, if any. Select **OK**.

7. The Link Tables window will display a list of all the available tables. Highlight the table(s) that you wish to add. When you have finished selecting the table(s), select **OK**. The table(s) will now be linked to the PowerCAMPUS Charge/Credit Import wizard.

    Tables need to be re-linked if the table structures have been changed or new tables added.

   📝 **Note**
      You may be prompted to select a Unique Record Identifier. Select **Cancel** if this window displays. ■

8. When the linking process is complete, rename any tables that you selected by removing the 'dbo_' placed at the beginning of the table name.

9. Select the **Macro** tab. Highlight the entry AutoExec and select the **Run** button. Select the **Re-Link** button. Select **Rebuild ABT_Tables**. When the rebuild process is complete, select **Link** Tables.

10. The Select Data Source window will display the available file and machine data sources. You may select an existing entry or create a new data source. When you have finished, select OK.

11. The SQL Server Login window is displayed. Enter the Login Id and Password, if any. Select **OK**. The new tables will now be re-linked automatically on future re-linking processes.

Re-Linking tables for the charge/credit import

Use the following instructions to re-link the tables for the PowerCAMPUS Charge/Credit Import.

1. From your desktop, double click on the **PowerCAMPUS Charge/Credit Import** icon.

2. Select the **Re-Link** button.

Tables need to be re-linked if the table structures have been changed or new tables added.

3. The PowerCAMPUS Table Linker tool is displayed. Select the **Link Tables** button.

4. The Select Data Source window will display with the available file and machine data sources. You may select an existing entry or create a new data source. When you have finished selecting your data source, select **OK**.

5. The SQL Server Login window is displayed. Enter the Login Id and Password, if any. Select the **Options** button to verify the database selected.

6. Select **OK**. The PowerCAMPUS Table Linker tool will now begin the linking process. The percentage completed will display on the status bar.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the PowerCAMPUS Charge/Credit Import process.

Scenario 1

What if the system/PC goes down in the middle of the update to PowerCAMPUS?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select the **Enter items manually** checkbox. Select the **Next** button.

4. The Enter Batch window is displayed. Enter the batch number of the Charge/Credit Import to be deleted on the highlighted row. Select the **Next** button.

📝 **Note**

> If you do not know the batch number, select the Reports command button. Select the Batch report. Add a variation that filters on 'BatchHeader.BatchType = IMPORT' and 'BatchHeader.Entry Date = the date on which the Charge/Credit Import was run'. Show the report. ■

5. If there are no validation problems, the Done! window is displayed. Select the **Finish** button.

6. The Delete Batch - Processing Log window is displayed. Select the **Print** or **File** button to save the log. Close the window.

7. Run the Charge/Credit Import process again.

Scenario 2

What if the wrong file was updated to PowerCAMPUS?

Please follow the steps 1 through 7 of "Scenario 1".

Scenario 3

What if you updated PowerCAMPUS even with errors on the Error report?

You will need to address any errors that list on this report. These error records will not be updated to PowerCAMPUS. If any errors have been corrected, do not import the same file again. Create another file with only the corrected records in it.

Scenario 4

What if you forget to print the Charge/Credit Records report after the update to PowerCAMPUS?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Select the **Reports** command button.

3. Select the Charge/Credit by Batch report. Select the **Setup** button.

4. Specify the batch number. Save the information. Close the window.

📝 **Note**

If you do not know the batch number, select the Reports command button. Select the Batch report. Add a variation that filters on 'BatchHeader.BatchType = IMPORT' and 'BatchHeader.Entry Date = the date on which the Charge/Credit Import was run'. Show the report. ■

5. Select **File**, and then select **Print** to print the report to keep as your audit trail.

Scenario 5

What if the Total Amount or Number of Records is incorrect on the Data Verification window of the wizard?

Please follow the steps below:

1. Do you need to Convert Decimal Places on the Link Import Fields window? If the file contains packed decimals, you must convert the decimal places with each import.

2. Have you deleted any subtotal or total records from the import file? These total records cannot exist in the import file.

Scenario 6

What if you receive the error '3146: ODBC Call Failed' when updating the records to PowerCAMPUS

Please follow the steps below:

1. Verify that your file does not contain any apostrophes.

2. Verify that the following code tables do not contain an apostrophe in the Code or the Description fields.

  - Term

  - Charge/Credit (Code)

  - Credit Card Type

  - Office

Importing aid from PowerFAIDS

The PowerFAIDS Interface to PowerCAMPUS (commonly referred to as the PowerFAIDS Import) is a MS Access program and has been designed as a wizard that prompts you through a series of steps in order to facilitate the import of information. This process runs outside of the PowerCAMPUS system. The PowerFAIDS Interface to PowerCAMPUS is used to import disbursed aid or pending aid from PowerFAIDS to the PowerCAMPUS Billing system. This import can be run as often as needed to keep a student's account current in the PowerCAMPUS Billing system.

The import is written in MS Access and is designed as a wizard for a user-friendly approach to interfacing the data. Once the import information has been saved, you only need to verify the default information when ready to interface to PowerCAMPUS.

📝 **Note**

The name of the database in MS Access is either pfaid95.mdb, pfaid97.mdb, pfaids2000.mdb or pfaids2003.mdb, depending upon the version of Access that you are running.

The PowerFAIDS Interface to PowerCAMPUS and the PowerFAIDS Integration processes do not work in conjunction with each other. Each of these components has a separate and very different purpose. For more information, see "Understanding the PowerFAIDS components". ■

Special command buttons for the powerfaids interface to powercampus wizard

Save Settings

Saves the settings that have been entered so far.

Update PowerCAMPUS

Completes the wizard and starts the actual process.

📒 **Note**

> Use caution when selecting the Update PowerCAMPUS button. You will not get a chance to verify your data once this button has been selected. The program will immediately start with the import process.　■

Importing pending aid

Importing pending aid looks to the Statement of Funds report created in the PowerFAIDS report writer. Aid that is imported from the Statement of Funds report updates PowerCAMPUS as Anticipated = Y. How pending aid is updated to PowerCAMPUS depends on the existing information in PowerCAMPUS:

- Does anticipated aid (Void_Flag = N) exist for the same person, same fund (charge/credit code), and same POE (academic calendar record) in PowerCAMPUS?
    - If it does not exist:
        - A new charge/credit record is created for the amount in the pending aid file.
        - The Anticipated flag is set to 'Y' (yes).
    - If it does exist:
        - A new charge/credit record is created for the amount in the pending aid file.
        - The Anticipated flag is set to 'Y' (yes).
- Does disbursed aid (Anticipated_ Flag = N and Void_Flag = N) exist for the same person, same fund (charge/credit code), and same POE (academic calendar record) in PowerCAMPUS?
    - If it does exist:
        - An error is reported on the Error report. Disbursed aid should not exist for the same fund and same POE when anticipated aid is still being updated to the student's account.

Importing disbursed aid

Importing disbursed aid looks to the roster file created in PowerFAIDS. Aid that is imported from the roster file updates PowerCAMPUS as Anticipated = N. How disbursed aid is updated to PowerCAMPUS depends on the existing information in PowerCAMPUS:

- Does anticipated aid (Void_Flag = N) exist for the same person, same fund (charge/ credit code), and same POE (academic calendar record) in PowerCAMPUS?
    - If it does not exist:
        - A new charge/credit record is created for the amount in the roster file.
        - The Anticipated flag is set to 'N' (no).
    - If it does exist:
        - The existing anticipated aid is adjusted by the disbursed aid record amount.
- Does disbursed aid (Anticipated_Flag = N and Void_Flag = N) exist for the same person, same fund (charge/credit code), and same POE (academic calendar record) in PowerCAMPUS?
    - If it does/does not exist:
        - A new charge/credit record is created for the amount in the roster file.
        - The Anticipated flag is set to 'N' (no).

Common Messages on Error Report

There are a number of error messages that can print on the Error report that will prevent the import of a record into PowerCAMPUS. These include:

Person is not in PowerCAMPUS and was not selected for import.

The person's Id could not be found in the Government Id field in PowerCAMPUS.

Person does not meet enrollment code(s) selected.

If you are importing aid for students, the enrollment code(s) that you have selected does not match the enrollment code of the student.

- You may verify his current enrollment code through PowerCAMPUS on the Academic window of the Students Workflow in the Academic Records Setflow for the year/term of the aid being imported. The blank session record is used.

Person is an Inquiry and was not selected for import.

The option to upload aid for inquiries was not selected.

Person is an Applicant and was not selected for import.

The option to upload aid for applicants was not selected.

Person is a Student and was not selected for import.

The option to upload aid for students was not selected.

Person is an Unknown and was not selected for import.

The person in the file exists in PowerCAMPUS but is not an inquiry, applicant or student.

A disbursed aid record of the same fund exists.

When importing pending aid, a disbursed aid record (Anticipated_Flag = N) exists for the same person, same fund (charge/credit code), and same POE (academic calendar record).

Inactive Charge/Credit Code.

The fund code in the file has been associated with a charge/credit code in PowerCAMPUS that is flagged as inactive.

Fund 'x' has not been associated with a code in the Charge/Credit code table.

The fund code in the file has not been entered in the Charge/Credit code table in the field Fin Aid Upload Code for any of the charge/credit codes.

Inactive Term code.

The POE in the file has been associated with an academic calendar recordin PowerCAMPUS that is flagged as inactive in the Financial Aid Mapping setup.

POE 'x' has not been associated with an academic calendar record in the Financial Aid Mapping setup.

The POE in the file has not been entered in the Financial Aid Mapping setup in the field POE for any of the POE codes.

There is more than one existing anticipated aid record.

You are attempting to import either disbursed or pending aid. If more than one anticipated aid record exists for the same person, same fund (charge/credit code), and same POE (academic calendar record), the aid cannot be overwritten by what is in the file.

The import amount is equal to the existing amount.

You are attempting to import pending aid. Because the import amount and the existing amount are the same for a specific POE (academic calendar record) and fund (charge/credit code), the record will not be imported. This will prevent previously imported records that have not changed from being imported again.

Canceled award. No matching record found in ChargeCredit table.

The award record in the import file has a status of 'C' (canceled). No record was found with the same POE, fund, and PowerCAMPUS year/term to void.

Declined award. No matching record found in ChargeCredit table.

The award record in the import file has a status of 'D' (declined). No record was found with the same POE, fund, and PowerCAMPUS year/term to void.

Minimum Requirements

- 32 bit SQL Server ODBC drivers installed on every PC that will be using the PowerFAIDS Import.

- MS Access 95, MS Access 97, MS Access 2000 or MS Access 2003.

Financial Aid Mapping

This setup allows you to assign the POE Id for each record in the Academic Calendar. This setup is required if you are using the PowerFAIDS Interface to PowerCAMPUS process (commonly referred to as the PowerFAIDS Import). The Financial Aid Mapping setup is used to map each POE (period of enrollment in PowerFAIDS) to the associated academic calendar record PowerCAMPUS. The numeric PowerFAIDS POE Id should be entered here. For example, your financial aid system may use '2' for the 2005 Spring academic calendar record. So you would locate the 2005 Spring academic calendar record and enter 2 in the POE field.

The Financial Aid Mapping window displays the academic calendar list in descending sort order. Some POE's will display with only a Term and an Inactive status. These records were created from the Term code table, which previously stored this information. If the POE is valid, you will need to enter the Year and a Session, if necessary, and change the Status to Active in order to use this POE in the PowerFAIDS Interface to PowerCAMPUS process.

You may link multiple POE's to the same term or to the same session in PowerCAMPUS. However, multiple academic year/terms or academic year/term/sessions cannot be linked to the same POE; therefore the same POE cannot be entered multiple times on the window. For example, POE 10 and POE 11 may be linked to 2005 Spring 01. But POE 12 cannot be linked to both to 2005 Summer 01 and 2005 Summer 02.

📝 **Note**

Each new award year, new POE's are assigned in PowerFAIDS for each academic calendar record in PowerCAMPUS. When the new POE's are available in PowerFAIDS, you must update the Financial Aid Mapping setup window with the new POE information for each of the corresponding academic calendar records in PowerCAMPUS. For more information about setting up POE's, see the *Periods of Enrollment* chapter of the documentation for PowerFAIDS.

The Financial Aid Mapping setup is not used with the PowerFAIDS Integration process. The financial aid mappings set up here are only used with the PowerFAIDS Interface to PowerCAMPUS process. For more information, see "Understanding the PowerFAIDS components". ■

Data entered here is stored in the *FinAidMapping* table

Tables updated during powerfaids interface

The tables listed below are updated during PowerFAIDS Interface.

- ABT_Settings

- BatchHeader

- ChargeCredit

- ChargeCreditDist

- PeopleOrgBalance

Creating the initial pending aid file

Use the following instructions to create the inital pending aid file for the PowerFAIDS Interface to PowerCAMPUS. You must be familiar with the report writer in PowerFAIDS in order to follow this procedure.

1. From your desktop, double click on the **PowerFAIDS** icon.

2. Select Import from the Tool Bar. Import the st_funds.spc file. This will create a new category of reports under ID 7 (Category Description - Import Addition).

3. Select Select from the Tool Bar. Select ID 7 (Import Addition). Select the Statement of Funds report (ID - ST/Fund).

   Aid that is imported from the Statement of Funds report updates PowerCAMPUS as Anticipated = Y (yes).

4. Select **Edit** from the vertical Tool Bar. Select the **Mnemonics** button. 'SQL' will now display on the button.

5. Select **Detail** from the Tool Bar. Add the following table.columns to the report:

    - Stu_Award.Status

    - Stu_Award.Fund_AY_Token

    - Stu_Award.Created_DT

    - Stu_Award_Transactions.POE_Token

    Change the Print Order/Sort Order/Group Order:

    - Student.Student_SSN = 10/10/0

    - Student.Last_Name = 20/20/0

    - Student.First_Name = 30/30/0

    - Student.Middle_Init = 40/0/0

    - Stu_Award_Transactions.Scheduled_Date = 50/0/0

    - Stu_Award.Fund_AY_Token = 60/0/0

    - Stu_Award_Transactions.Scheduled_Amount = 70/0/0

    - Stu_Award_Transactions.POE_Token = 80/0/0

    - Stu_Award.Created_DT = 90/0/0

    - Stu_Award.Status = 100/0/0

    Change all other columns not mentioned above to have a print, sort, and group order of 0 (zero).

6. Select **Where** from the vertical Tool Bar. Change the Stu_Award.Status rows to include only Canceled, Pending or Declined statuses:

    - Stu_Award.Status = C OR

    - Stu_Award.Status = P OR

    - Stu_Award.Status = D

    You may also want to edit the report to include a selection on fund or POE for the academic year. Run the report and verify the data that is retrieved.

    Once the initial report has been set up and verified, you only need to run the report as often as you would like to update PowerCAMPUS with pending aid.

7. Select **Export** from the vertical Tool Bar. Save the information with a file extension type of fixed format record (FFR). The name of the file defaults to export.ffr.

Importing pending aid

Use the following instructions to import pending aid from PowerFAIDS to PowerCAMPUS.

1. Prior to the import, verify that the export file has been updated through the PowerFAIDS report writer, that the Charge/Credit (Code) code table has been set up with information in the Fin Aid Upload Code and the **Fin Aid Flat Fee**/**Fin Aid Percentage Fee** fields, if applicable, and that the Term code table has been set up with information in the **Financial Aid Upload Academic Term** field.

2. From your desktop, double click on the **PowerFAIDS Interface** icon.

3. The Upload Roster or Pending Aid File window is displayed. Select the radio button for **Pending Aid Import** and indicate the location of the file. Select the **Next** button.

    Pending aid in PowerFAIDS is the same as Anticipated Aid = Y (yes) in PowerCAMPUS.

4. The View PowerFAIDS Data window is displayed. Verify the academic years associated with the POEs. An academic year must be mapped to each of the POEs listed. Select the **Preview/Edit File** button. Preview the file. Verify that the file contains the appropriate records. Select the **Next** button.

5. The Define Business Rules window is displayed. If uploading aid for students, select the enrollment codes that will be used as selection criteria for the students. Indicate for whom you will be uploading aid - inquiries, applicants, or students. Select the **Next** button.

    Your ODBC connection to PowerFAIDS must be set up in order for the Address Records report to work, because you need to connect to PowerFAIDS in order to read the Student table.

6. The Update PowerCAMPUS Data window is displayed. Select the **View Results Report** button.

    *   Select the Charge/Credit Records report. Select the **Open Report** button. Select **File**, and then select **Print** to print the report to preview what is to be updated to PowerCAMPUS.

    *   Verify these records against the records in the import file. Close the Charge/Credit Records report.

    *   Select the Error report. Select the **Open Report** button. Select **File**, and then select **Print to** print the report.

    *   Verify these records, if any, against the records in the import file. You will need to address any errors that list on this report. Close the Error report.

    *   Print the Address Records report, if desired. Close the Reports window.

7. If there are any errors on the Error report, decide if you want to continue with the update to PowerCAMPUS. It is highly recommended to resolve all errors prior to updating to PowerCAMPUS.

   These error records will not be updated to PowerCAMPUS.

8. Select the Update PowerCAMPUS button. A message will be given indicating that the data was updated successfully. Select **OK**. The Reports window will then display.

   Repeat Step 6.

9. Keep the Charge/Credit Records and Error reports to use as your audit trail. The batch number will be printed on the reports. Select the **Exit** button.

10. Log in to PowerCAMPUS.

11. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

12. Select the **Reports** command button.

13. Select the Charge/Credit by Batch report. Select the **Setup** button.

    You are not able to change the sort on the Charge/Credit by Batch report.

14. Specify the batch number that was given in Step 9. Save the information. Close the Setup window.

15. Select **File**, and then select **Print** to print the report to compare to the Charge/Credit Records report from the PowerFAIDS Interface. The totals should be identical. Keep this as your audit trail.

Importing disbursed aid

Use the following instructions to import disbursed aid from PowerFAIDS to PowerCAMPUS.

1. Prior to the import, verify that the roster file has been run in PowerFAIDS, that the Charge/Credit (Code) code table has been set up with information in the Fin Aid Upload Code and the **Fin Aid Flat Fee**/**Fin Aid Percentage Fee fields**, if applicable, and that the Term code table has been set up with information in the **Financial Aid Upload Academic Term** field.

2. From your desktop, double click on the PowerFAIDS Interface icon.

3. The Upload Roster or Pending Aid File window is displayed. Select the **Disbursed Aid Roster File** radio button and indicate the location of the file. Select the **Next** button.

4. The View PowerFAIDS Data window is displayed. Verify the academic years associated with the POEs. An academic year must be mapped to each of the POEs listed. Select the Preview/Edit File button. Preview the file to verify that it contains the appropriate records. Select the **Next** button.

5. The Define Business Rules window is displayed. If uploading aid for students, select the enrollment codes that will be used as selection criteria for the students. Indicate for whom you will be uploading aid: inquiries, applicants, or students. Select the **Next** button.

6. The Update PowerCAMPUS Data window will display. Select the **View Results Report** button.

   • Select the Charge/Credit Records report. Select the **Open Report** button. Print the report to preview what is to be updated.

   • Verify these records against the records in the import file. Close the Charge/Credit Records report.

   • Select the Error report. Select the **Open Report** button. Select **File**, and then select **Print** to print the report.

   • Verify these records, if any, against the records in the import file. You will need to address any errors that list on this report. Close the Error report.

   • Select **File**, and then select **Print** to print the Address Records report, if desired. Close the Reports window.

7. If there are any errors on the Error report, decide if you want to continue with the update to PowerCAMPUS. It is highly recommended to resolve all errors prior to updating to PowerCAMPUS.

   Error records will not be updated to PowerCAMPUS.

8. Select the **Update PowerCAMPUS** button. A message will be given indicating that the data was updated successfully. Select **OK**. The Reports window will then display.

   Repeat Step 6.

9. Keep the Charge/Credit Records and Error reports to use as your audit trail. The batch number will be printed on the reports. Select the **Exit** button.

10. Log in to PowerCAMPUS.

11. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

12. Select the **Reports** command button.

13. Select the Charge/Credit by Batch report. Select the **Setup** button.

You are not able to change the sort on the Charge/Credit by Batch report.

14. Specify the batch number that was given in Step 9. Save the information. Close the Setup window.

15. Print the report to compare to the Charge/Credit Records report from the PowerFAIDS Interface. The totals should be identical. Keep this as your audit trail.

Re-Linking tables for the powerfaids interface to PowerCAMPUS

Use the following instructions to re-link the tables for the PowerFAIDS Interface to PowerCAMPUS.

1. From your desktop, double click on the **PowerFAIDS** icon.

2. Select the **Re-Link** button.

3. The PowerCAMPUS Table Linker tool is displayed. Select the **Link Tables** button.

Tables need to be re-linked if the table structures have been changed or new tables added.

4. The Select Data Source window will display with the available file and machine data sources. You may select an existing entry or create a new data source. When you have finished selecting your data source, select **OK**.

5. The SQL Server Login window is displayed. Enter the Login Id and Password, if any. Select the Options button to verify the database selected.

6. Select **OK**. The PowerCAMPUS Table Linker tool will now begin the linking process. The percentage completed will display on the status bar.

What if

The What If scenarios are designed to help with common problems or situations that may arise while running the PowerFAIDS Interface to PowerCAMPUS.

Scenario 1

What if the system/PC goes down in the middle of the update to PowerCAMPUS?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select the **Enter items manually** checkbox. Select the **Next** button.

4. The Enter Batch window is displayed. Enter the batch number of the PowerFAIDS Interface to be deleted on the highlighted row. Select the **Next** button.

📝 **Note**

> If you do not know the batch number, select the Reports command button. Select the Batch report. Add a variation that filters on 'BatchHeader.BatchType = PowerFAIDS' and 'BatchHeader.Entry Date = the date on which the PowerFAIDS Interface was run'. Show the report. ∎

5. If there are no validation problems, the Done! window is displayed. Select the **Finish** button.

6. The Delete Batch - Processing Log window is displayed. Select the **Print** or **File** button to save the log. Close the window.

7. Run the PowerFAIDS Interface again.

Scenario 2

What if the wrong file was updated to PowerCAMPUS?

Please follow the steps 1 through 7 of "Scenario 1".

Scenario 3

What if you updated PowerCAMPUS even with errors on the Error report?

You will need to address any errors that list on this report. These error records will not be updated to PowerCAMPUS. If any errors have been corrected, do not import the same file again. Create another file with only the corrected records in it.

Scenario 4

What if you forget to print the Charge/Credit Records report after the update to PowerCAMPUS?

Please follow the steps below:

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing**.

2. Select the **Reports** command button.

3. Select the Charge/Credit by Batch report. Select the **Setup** button.

4. Specify the batch number. Save the information. Close the window.

📝 **Note**

> If you do not know the batch number, select the Reports command button. Select the Batch report. Add a variation that filters on 'BatchHeader.BatchType = IMPORT' and 'BatchHeader.Entry Date = the date on which the Charge/Credit Import was run'. Show the report. ■

5. Select **File**, and then select **Print** to print the report to keep as your audit trail.

Scenario 5

What if you receive the error '3146: ODBC Call Failed' when updating the records to PowerCAMPUS?

Please follow the steps below:

1. Verify that your file does not contain any apostrophes.

2. Verify the following code tables do not contain an apostrophe in the Code or the Description fields.

   • Term

   • Charge/Credit (Code)

Scenario 6

What if the incorrect file is being loaded when running the PowerFAIDS Interface to PowerCAMPUS?

Verify that the version of Access was installed properly on the machine from which you are running the PowerFAIDS Interface to PowerCAMPUS. If Access was instead copied to the machine instead of actually performing the installation, the .dll's used by Access are not registered. You must then manually register the .dll's.

Issuing statements

The Statements report customarily lists the detail charge/credits on a student's account. However, the same basic report is used throughout PowerCAMPUS to generate statements for a variety of uses. For example, depending upon the type of statement selected on the Type window of the statement Setup window, a Statements report for either traditional student statements or for payment option statements can be generated. For more information about payment option statements, see "Understanding student payment assistance programs".

You can use the Statements report to send batch statements or individual statements on a regular basis. Batch statements can only be run for students and non-sponsor people at this time. Batch statements cannot be printed for organizations or sponsors because it is not possible to filter out organizations and because sponsor statements can only be generated individually using the Sponsor Agreement window of the People and Organizations Workflows. It is possible, however, to send individual statements to organizations and sponsors.

> 📒 **Note**
>
> Statements can also be generated for any person who may have a balance, such as a faculty member who has copy charges or a person who is a sponsor and has an outstanding balance for their sponsored students OR for any organization, such as a local organization renting a facility from your institution or an organization who is a sponsor and has an outstanding balance for their sponsored students. ∎

However, you must generate statements for these types or people and organization from the appropriate workflow. The Reports Workflow only permits individual or batch student statements to be generated. You would use the People Billing Workflow for people such as faculty members with a balance. You would use the Organization Billing for local organizations renting facilities. You would use the Charge/Credit drilldown from the Sponsor Agreement window of the People or Organizations Workflows for people and organizations who are sponsors.

You may wish to create a Statement Type code value for each group of people/ organizations that you will need and then select it when generating your statements. Although, the payment option statement has its own option on the Type window of the report setup, it is recommended that you also create a value for payment option statements in the Statement Type code table and then select it when generating statements for students using the payment option. For more information, see *Code Table Descriptions in Code Tables*.

> 📒 **Note**
>
> Individual and batch statements have a slightly different meaning for payment option statements than for the traditional student statements. Payment option statements are intended more for reprinting past statements for students (as you can indicate a specific year/term or date range) than for generating new student statements. However, future payment option statements can be generated individually as well. For more information, see the "Statement Setup" section below. ∎

The table below will help you identify how to access the type of statement that you wish to create.

Type of Statement	Where to Go to View or Print
Batch statements: traditional student statements, statements for non-sponsor people, and payment option statements (These list the detail charge/credits on all accounts for students who do not follow a payment option, all people's accounts, and all accounts for students who do follow a payment option, respectively.)	Available from the Reports Workflow in the Billing Setflow and the Cash Receipts Setflow. Select the Statements report and then select either the Show or Print button.
Individual student statements and payment option statements (These list the detail charge/credits on the account of a student who does not follow a payment option and the account of a student who does follow a payment option, respectively.)	Available from any window of the People Billing Workflow in the Billing Setflow, the Cash Receipts Workflow (By People) in the Cash Receipts Setflow, or the Registration Workflow in the Academic Records Setflow. Select the Statement icon (a dollar sign).
Individual statements for people and organizations that are not sponsors (These list the detail charge/credits on a person's or organization's account.)	Available from any window of the People Billing and Organization Billing Workflows, respectively, of the Billing Setflow only. Select the Statement icon (a dollar sign).
Individual statements for sponsors (These list the detail charge/credits on a sponsor's account.)	Available from the Sponsor Agreement window of the People and Organizations Workflows in all setflows except the System Administrator Setflow. Select the Chrg/Crd icon to access the drill down and then double click on the Generate icon. **Note:** Selecting the Generate icon will display a statement listing the charge/credits pertaining to the selected agreement number only.

Traditional statements can be printed in a number of different ways. You may select to generate a statement using any one of the following balance types available for statements: Academic Year, Calendar Year, Fiscal Year, Year/Term (All Sessions Only), Year/Term (Term/All Sessions), Year/Term (Term/All Sessions + Cumulative), Year/Term (Term Only), Year/Term (Term Only + Cumulative) or Year/Term/Session by selecting the appropriate option from the drop down list box. For more specific information about specific balance types, see "Detail", later in this section.

Issuing batch statements allows for great flexibility since these statements can be filtered based upon a variety of information. Prior to printing statements, you should always verify that you have selected the correct report variation.

Statement setup can be established for printing batch statements based upon each user. For example, the Graduate Office can set up its defaults differently than the Undergraduate Office.

📋 **Note**

The setup for statements is saved in the StatementSetup table. The statement setup information is saved in the StatementSetup table by Create_OPID (the PowerCAMPUS User Name entered on the Logon window) and Setup_Type. There are three Setup Types used by PowerCAMPUS. A Setup_Type = 'REPORT' indicates the setup settings saved when accessing the Statement from the Reports Workflow. A Setup_Type = 'SINGLE' indicates the setup settings saved from the Registration, People Billing, Organization Billing or Cash Receipts Workflows. A Setup_Type = 'SPONSR' indicates the setup settings when accessing the Statement setup from the Charge/Credit drill down window of the Sponsor Agreement window in the People and Organizations Workflows).

The additional parameters for payment option statements, such as the from date and to date range, are also saved to the StatementHeader table. ∎

Once you have selected the Show button (when printing batch statements) or the Statement icon (when printing individual statements), a statement history is created. If someone calls the Billing Office with questions regarding a statement that has been received, the statement can be called up easily on the screen so that both the person inquiring and the billing officer can view identical pieces of information. Any information that has changed since that statement will not affect the current statement in history - all information is preserved at the time of printing statements. Each statement is associated with a unique number, statement date, and batch, if applicable, for easy identification. When printing batch student statements and payment option statements, a batch number will display. Make note of this number in case the batch needs to be deleted or reprinted for any particular reason. After selecting the Print button, the statements will begin to print.

📋 **Note**

Upon selecting the Show button (when printing batch statements) or the Statement icon (when printing individual statements), a statement history is created. This information is stored in the StatementLine table. The StatementHeader information is also created in addition to the appropriate charge/credit records being updated in the ChargeCredit table with the Printed On Statement, First Statement Date and Due Date information. ∎

If you have selected the Statement icon for a student who is not on a payment option for the year/term selected in the setup, you will receive a warning message. Students must have a payment option selected for the corresponding year/term record on the Financials window. For more information about this window, see "People Billing" *or Students in Academic Records*. ■

Use the guidelines below in order to view previously printed statements.

Type of Statement	Where to Go to View or Print
Previously printed student and payment option statements, as well as previously printed non-sponsor people statements	Available from the Statement window of the People Billing Workflow in the Billing Setflow.
Previously printed non-sponsor organization statements	Available from the Statement window of the Organization Billing Workflow in the Billing Setflow.
Previously printed sponsor statements	Available from the Sponsor Agreement window of the People Workflow or the Organizations Workflow in any setflow except the System Administrator Setflow. Select the Chrg/Crd icon to access the drill down and then double click on the History icon. **Note:** Selecting the History icon will display a history of all statements pertaining to the selected agreement number only.

Statement Setup

When issuing statements, the setup is very important because it determines what detailed information will be printed. Setup information is grouped onto eight windows: Type (non-sponsor statements only), Agreement (sponsor statements only), Detail, Balance, Individual (non-sponsor people statements only), Mailing, Message, and Coupon. These windows are described in detail in the tables below.

💡 **Tip**

You should verify your setup prior to printing statements. The last setup that was saved will be used for subsequent statement printing when the same user prints statements again. The only information that changes is the statement date, which resets to the system date when setup is initiated. ■

Type

📋 **Note**

> The Type window is currently available only when setting up non-sponsor statements.

The Type window allows you to print a traditional, nontraditional or payment option statement depending upon the population to which you are issuing statements. The Traditional radio button should be selected for students and non-sponsor statements. The **Payment Option** radio button should only be selected for students who have selected the payment option plan.

Agreement

📋 **Note**

> The Agreement window is currently available only when setting up sponsor statements.

There are four print options available for sponsor statements. The Print Reference Numbers, Print Start/End Dates, and/or **Print Negotiator** checkboxes allow you designate which sponsor agreement related information you wish to display on sponsor statements. In addition, you may select to display the Government Id or the Sponsor Code for the sponsored students, which display on the detailed sponsor statement only, by selecting the appropriate radio button in the **Print Government Id/Sponsor Code** field.

Detail

A **Balance Type** drop down list box will display. You may select to generate a statement using any one of the following balance types available for statements: Academic Year, Calendar Year, Fiscal Year, Year/Term (All Sessions Only), Year/Term (Term/All Sessions), Year/Term (Term/All Sessions + Cumulative), Year/Term (Term Only), Year/Term (Term Only + Cumulative) or Year/Term/Session by selecting the appropriate option from the drop down list box.

The Academic Year balance type will generate a statement that includes all charge/credits for the academic year specified. The system looks at the Billing setup, located under Tools: Setup in the Billing Setflow, to determine how your academic year is set up. The charges and credits for the entire academic year will print in addition to a Previous Balance record that will include the total of any charge/credits previous to the academic year specified.

📋 **Note**

> The academic year for a charge/credit record is determined by the True_Academic_Year column in the ChargeCredit table. This is controlled by the Academic tab in Billing setup. For more information, see Billing setup.

The Calendar Year balance type will generate a statement that includes all charge/credits for the calendar year specified. The charges and credits for the entire calendar year will be printed. A previous balance amount will also be shown if there is an outstanding balance from the previous calendar year. The calendar year statement will only display charge/credits that have entry dates which fall between 01/01/YYYY and 12/31/YYYY, where YYYY is the calendar year selected.

The Fiscal Year balance type will generate a statement that can be viewed for any fiscal year. The charges and credits for the entire fiscal year will be printed. If the current fiscal year is selected, the balance includes a beginning balance (if any), any posted entries for the fiscal year requested and ANY unposted entries. If a fiscal year other than the current fiscal year is requested, the balance includes a beginning balance (if any) and any posted entries for the fiscal year requested.

The Year/Term (All Sessions Only) balance type will generate a statement that includes ONLY session level charge/credits for the year/term selected. For example, Year/Term (All Sessions Only) is specified for 2000 Spring. The statement will print the detail charges and credits for all session charge/credits in 2000 Spring only. The Balance Due will be a total of the charge/credits for the session charges in the academic year/term only. No previous balance or beginning balance will be printed or included in the total.

The Year/Term (Term/All Sessions) balance type will generate a statement that includes all term and session level charge/credits for the year/term selected. For example, Year/Term (All Sessions Only) is specified for 2000 Spring. The statement will print the detail charges and credits for the session and term charge/credits in 2000 Spring only. The Balance Due will be a total of the charge/credits for the session charges in the academic year/term only. No previous balance or beginning balance will be printed or included in the total.

The Year/Term (Term/All Sessions + Cumulative) balance type will generate a statement that includes a previous cumulative balance (if any) and all term and session level charge/credits, excluding beginning balances, for the year/term specified. For example, Year/Term (All Sessions Only) is specified for 2000 Spring. The statement will print the detail charges and credits for the session and term charge/credits in 2000 Spring only, in addition to the previous cumulative balance (if any). The Balance Due will be a total of the charge/credits for all session charges in the academic year/term only. No beginning balance will be printed or included in the total.

The Year/Term (Term Only) balance type will generate a statement that includes only term level charge/credits, excluding beginning balances, for the year/term specified. Only the detail information and the balance for the term specified will print. For example, Year/Term (Term Only) is specified for 2000 Spring. The statement will print the detail charges and credits for 2000 Spring only. The Balance Due will be a total of the charge/credits for that academic year/term only. No previous balance or beginning balance will be printed or included in the total.

The Year/Term (Term Only + Cumulative) balance type will generate a statement that includes a previous cumulative balance (if any) and only term level charge/credits,

excluding beginning balances, for the year/term specified. The detail information for the term specified will print in addition to a Previous Balance record that will include the total of any charge/credits previous to the term specified. For example, a Year/Term (Term Only + Cumulative) is specified for 2000 Spring. The statement will print the detail for 2000 Spring in addition to a cumulative balance amount from the most recent previous term. A beginning balance record, if it exists, will not print for the year/term specified since the previous balance amount included the detail of that beginning balance.

📒 **Note**

> The Year/Term (Term Only + Cumulative) and the Year/Term (Term/All Sessions + Cumulative) balance types will be the only choices for payment option statements. No other options are available for payment option statements. ∎

The Year/Term/Session balance type will generate a statement that includes the charge/credits for the year/term/session specified. For example, Year/Term (All Sessions Only) is specified for 2000 Spring 01. The statement will print the detail charges and credits for session 01 charge/credits in 2000 Spring only. The Balance Due will be a total of the charge/credits for the session 01 charges in the academic year/term only. No previous balance or beginning balance will be printed or included in the total.

📒 **Note**

> The Year/Term (Term Only + Cumulative) and the Year/Term (Term/All Sessions + Cumulative) statements for sponsors do not have a from and to date range option.
>
> Payment option statements for students can ONLY be printed for current term charge/credits with previous balance information for the (Year/Term (Term Only + Cumulative) and the (Year/Term (Term/All Sessions + Cumulative) balance types, based upon the from and to date range entered. ∎

💡 **Tip**

> All detail entries on statements will be printed in entry date order and then in print order. The print order is set up in the Charge/Credit code table. For more information, see *Code Table Descriptions in Code Tables*. ∎

A checkbox for **Print Only New charge/credits** is available when the Year/Term (Term Only + Cumulative or the Year/Term (Term/All Sessions + Cumulative) balance type selected. For example, if 1999/Fall is specified as the term for a Term/Cumulative statement and the term has charges that have already been printed on a previous statement for that term, only the charge/credits that have not been printed will print. The Printed on Statement flag in the ChargeCredit table is used to decide this. All charges and credits for the year/term specified will print unless this checkbox is selected.

💡 **Tip**

> If new charge/credits are to be printed, the previous balance calculated will include those charge/credits that were already printed on the statement for the year/term requested except for anticipated aid, which will always print as detail. ∎

When issuing student statements only, a checkbox for Print Student Schedule is available. A schedule will print for the academic year/term requested. This prompt is only available when the Year/Term (Term Only), Year/Term (Term Only + Cumulative) or the Year/Term (Term/All Sessions + Cumulative) balance types are selected. If you select Print Student Schedule, you can select the type of credits to print. The default is Billing credits.

An additional checkbox for Include Students on Payment Plan is available when issuing student statements. Students on an active payment plan can be included when printing statements. If this checkbox is selected, you can also select the **Print Payment Plan Information** checkbox. Students on an active payment plan can have statements printed with or without the payment plan information. Typically, you will want to print the payment plan information on each statement. At the end of the term, however, you may want to print statements without the payment plan information, since all outstanding balances are due regardless of a student's payment plan. These prompts are only available when the Year/Term (Term Only), Year/Term (Term Only + Cumulative) or the Year/Term (Term/All Sessions + Cumulative) balance types are selected.

📝 **Note**

> The checkboxes for Print Student Schedule, Include Students on Payment Plan, and Print Payment Plan Information do not apply to sponsor statements, non-sponsor people statements or non-sponsor organization statements and will not display. The checkboxes for Print Only New charge/credits, Include Students on Payment Plan, and Print Payment Plan Information do not apply to payment option statements and will be accessible. ∎

A checkbox for **Print Washouts** is available for all statements. This print option allows you to determine whether to print charge/credits records where two transactions with the same year, term, session, charge/credit code and amount cancel each other out. For example, a washout would happen if a student registers for a course and receives a $300.00 course fee in 2003 Spring and then drops the course, causing a -$300.00 course fee to be added to his account. If this checkbox is selected, the original charge/credit record and the adjustment or reversal record would display on the statement. If deselected, neither record would display on the statement.

💡 **Tip**

> If you choose not to display washouts on statements, the Print on Statement, First Statement Date and Due Date will not be set for adjustment or reversal charge/credit records that cause a washout. This is important to know because the Late Fee Assessment process requires due dates be assigned to all transactions in order to process correctly.
>
> If you print any statements that exclude washouts, it is highly recommended that you run an internal statement batch that includes the washouts prior to running your typical statement batch that excludes washouts. However, you do not need to print the internal batch of statements. This enables due dates to be assigned to all transactions and assures that the Late Fee Assessment process with assign late fees correctly. ∎

> If the amount is not an exact match between the original charge/credit record and the adjustment record, such as would be the case if tuition adjustment policies were met where only a portion of the amount is adjusted, then the two records would not be considered a washout scenario. ∎

A **Print Summary Only** checkbox will display on the **Detail** tab and is applicable to sponsor statements only. This enables you to print sponsor statements summarizing all charge/credits for the sponsor by summary type. The summary statement will not display individual charge/credits nor the sponsored students to which they apply. If you wish to generate a summary sponsor statement, then you should select the Print Summary Only checkbox. If you wish to generate a detailed sponsor statement that displays each charge/ credit record grouped by sponsored student, then you should deselect **Print Summary Only** checkbox.

 A **From Date and To Date** field will display for payment option statements and for Year/ Term (Term Only + Cumulative) and Year/Term (Term/All Sessions + Cumulative) balance types. You may enter valid dates in the from/to date range that this particular statement should use in determining the amount due based upon the selected charges and credits.

> Only those charges, credits, financial aid and cash receipts with entry dates that fall in the specified date range will display on the payment option statement. ∎

If you choose to run either the payment option statement, the Year/Term (Term Only + Cumulative) or the Year/Term (Term/All Sessions + Cumulative) balance types for the entire term, you may select the appropriate year/term and leave the from/to date range blank or select the appropriate year/term and enter all zeros for the dates (if dates have already been supplied).

Balance

Checkboxes for positive, negative and zero balances will display. Print Positive Balances will print balances greater than $0.00. Print Negative Balances will print balances less than $0.00. Print Zero Balances will print $0.00 balances. If you selected a Year/Term (Term Only) statement, the prompt of positive, negative or zero balances applies to the balance of the term. If you selected a or Academic Year statement, the prompt of positive, negative or zero balances applies to the cumulative balance.

If you would like to print statements for balances greater than a certain amount, you can select the **Greater Than Balance** checkbox and enter that amount in the field below. If you selected a Year/Term (Term Only) statement, this Greater Than Balance applies to the balance of the term. If you selected a Year/Term (Term Only + Cumulative) or the Year/ Term (Term/All Sessions + Cumulative) statement, this Greater Than Balance applies to the cumulative balance.

Note

Statements can only be run for positive, negative and/or zero balances OR for balances greater than a specified amount. If you have selected the Greater Than Balance checkbox, you will not be able to select the Positive Balances, Negative Balances or Zero Balances checkboxes. Conversely, if you have selected any of those three checkboxes, you will not be able to select the Greater Than Balance checkbox. ■

Individual

Note

The Individual window is currently available only when setting up non-sponsor people statements and is only available when the setup is accessed from the Reports Workflow. ■

Select the checkbox for Print Single Statement when you want the ability to print a statement for a specific non-sponsor person.

Tip

If you do not know the Id of the person, use the People search, available from the Search pull-down menu of the Main Menu Bar, in order to locate the Id. ■

Mailing

A drop down list box will be available to select the Statement Type to print in this run. For example, the statement type that prints the traditional student statement can be selected rather than the sponsor statement. Indicating a statement type tells the system what charges and credits will print on the statement. Statement types are established in the Statement Type code table. For more information, see *Code Table Descriptions in Code Tables*. Once a statement type is selected, the long description from the code table will display. This description prints on the statement in the header section.

Tip

You should create multiple statement types and select the appropriate statement type for the type of statement that you are running. Currently, there is only a standard statement for student statements, a standard statement for students using the payment option, and a standard statement for sponsor statements, but it is still recommended to create a statement type code value for each, in order to differentiate the headers of these standard statements. If you are running a statement for an organization that is not a sponsor, a different Statement Type code value can be created and selected; however, the generic student statement will be used. If you are running a statement for a person who is neither a sponsor nor a student, a different Statement Type code value can be created and selected; however, the generic student statement will be used. ■

The Mailing Type can be selected to indicate which mailing type should be printed on the statement. This mailing type will then be used to find the person's or organization's address type for the specific mailing (Mailings window of the People and Organizations Workflows, respectively). This address type is then used to find the associated address to print.

The Statement Date will default to the system date but may be changed. The statement date will be updated to each new charge/credit that is printed in this run. It can then be used as an option for aging accounts. If the charge/credit already has a statement date in the table, the original statement date will not be overwritten.

The **Due Date** field is used to update each new charge/credit record that is printed in this run with a due date. It can then be used as an option for aging accounts. The Due Date is also used in the calculation of late fees. For more information about late fees, see "Billing Processing". If the charge/credit already has a due date in the table, the original due date will not be overwritten.

📒 **Note**

> The Due Date can be prior to the statement date that defaults in based upon the current date, if desired.
>
> Beginning balances are charges and must have a due date in order to be calculated correctly using the Late Fee Assessment process. Beginning balances are not currently tracked for organizations. For more information about beginning balances, see "Billing Processing". ■

A Statement Distribution can be selected to indicate if the statement is being printed for INTERNAL or EXTERNAL use. If statements are being mailed or handed to people or organizations, the statements are being printed for external use. If statements are being printed for the Billing Office's use, the statements are being printed for internal use. This field is used in order to identify those statements generated for external use only, therefore displaying a true history of the statements sent to the person or organization.

📒 **Note**

> Only a Statement Distribution of External will update new charge/credit records with a Due Date. ■

💡 **Tip**

> Both internal and external statements will display on the Statement window. For more information, see "People Billing". ■

A Number of Statements Remaining section will display for payment option statements only. The Last Statement Run and This Statement Run fields track the number of statements remaining for each of those counts.

📒 **Note**

> The maximum number of statements that can be generated per year/term for payment option statements is nine (9). ■

Both the **Last Statement Run** and **This Statement Run** fields display for individual and batch statements; however, they mean something different for each. The Last Statement Run value is controlled by the This Statement Run entered in the setup when accessed by the Reports Workflow. So if for some reason you need to reset the Last Statement Run, you will need to edit the This Statement Run field from the Reports Workflow only. If the This Statement Run field is edited from the Reports Workflow, then the Last Statement Run field will be updated on the Mailing window of the statement setup in the Reports Workflow and it will also be reflected on the Mailing window of the statement setup when accessed from the Registration or People Billing Workflows.

The **Last Statement Run** and **This Statement Run** fields for batch statements determine the statement that you are currently generating. For example, let us assume your institution mails one statement per month within a term that is five months long and the current year/term is 2002 Fall. You are creating the first batch of five statements for the term. In the This Statement Run field you will enter '5', indicating that there are five statements remaining to be run for the term as of this statement run. The Last Statement Run will ALWAYS automatically be populated with the number entered in the This Statement Run field for BOTH batch and individual statements. When you are ready to generate payment option statements for the second month in the term, you would enter '4' in the This Statement Run field.

The **Last Statement Run** field for individual statements determines the batch of statements that you were most recently generated. The **This Statement Run** field for INDIVIDUAL statements determines the statement that you wish to reprint or generate individually. For example, let us still assume your institution mails one statement per month within a term that is five months long and the current year/term is 2002 Fall. Assume that the first and second payment option statements have been generated by batch. The **Last Statement Run** field will display with a '4', indicating that the second payment option statement has been generated. You may reprint the first or second payment option statement for the student by entering either '5' or '4' in the **This Statement Run** field. Although the exact information will display on the payment option statement, a new statement number will be generated. This will create an additional statement on the Statement window of the People Billing Workflow, which stores the history of all statements issued to a person.

📋 **Note**

> As long as you know the statement number or can identify the appropriate statement by opening each one, statements can be reprinted for people using the Statement window of the People Billing Workflow without creating another statement. For more information, see "People Billing". ■

You may also generate future individual payment option statements. For example, you may print the fourth or fifth month's statement by entering either '2' or '1' in the **This Statement Run** field.

📋 **Note**

> If necessary, you may create payment option statements individually as well. ■

Select the **Reprint** checkbox if you wish to reprint statements for a range of statement numbers or for a specific batch.

📒 **Note**

> Reprinting a statement ignores all other information entered on the windows.
>
> The Reprint checkbox is only available when the setup is accessed from the Reports Workflow. ▪

Message

The Message window is used to select the messages that you wish to print on every statement in a run. A drop down list box containing the various general messages established in the Statement Message code table will display. For more information, see *Code Table Descriptions in Code Tables*. One or more messages may be chosen by selecting the message(s) from the list and selecting Copy Message Text. You may edit the message once it has been copied to the text box.

Depending upon the balance of the statement, Positive Balance messages or Credit Balance messages will automatically print on the applicable statements based upon the setup in the Statement Message code table.

When issuing statements to students only, depending upon whether anticipated credits exist, Anticipated Credit messages will automatically print on the applicable statements based upon the setup in the Statement Message code table.

📒 **Note**

> A message can also print when a particular charge/credit code is printed on the statement. These messages are set up in the Charge/Credit code table. ▪

Coupon

The Coupon window is used to indicate the institution's campus and address type for the return address on the payment coupon. A checkbox for Print Credit Card Information is available. If selected to print, up to four active credit card types from the Credit Card Type code table will print along with an area to allow the person or organization to record a credit card number, expiration date and signature.

📒 **Note**

> The campus address is set up using the Facility Management Workflow in either the Admissions or the Academic Records Setflow.
>
> The coupon may display differently depending upon the type of statement you are generating. ▪

Statement layout

The standard statement is broken down into three sections: header, detail and footer. Each of these sections is described in the table below.

Header

The Statement Type Description is the long description of the statement type selected on the Mailing window. The Statement Type code table is used to set up the different types of statements.

The Statement Number is a number automatically assigned based upon the last number assigned in the *ABT_Settings* table.

The Statement Date shown on the statement is the statement date entered on the Mailing window.

The page number displays as Page 1 of ....

The person's or organization's Name and Address that prints is based upon the mailing type selected on the Mailing window. This mailing type will then be used to find the person's or organization's address type for the specific mailing (Mailings window of the People and Organizations Workflows, respectively). This address type is then used to find the associated address to print.

The Id is the identification number assigned to the person or organization.

The Balance Types of Year/Term (Term Only), Year/Term (Term Only + Cumulative), Year/Term (Term/All Sessions + Cumulative) will print in the heading along with the year/term or fiscal year selected. If the checkbox for Print Only New charge/credits was selected, New charge/credits Only will print in the heading. If that checkbox was deselected, All charge/credits will print in the heading.

Detail

A Previous Balance will print on the Year/Term (Term Only + Cumulative), Year/Term (Term/All Sessions + Cumulative statements only.

📒 **Note**

> For Year/Term (Term Only + Cumulative) or Year/Term (Term/All Sessions + Cumulative) traditional statements where a From and To Date Range for Charges and Credits IS supplied, this section will include any charge/credits from the previous year/term and any charge/credits in the selected year/term that are not voided and where the entry date of the record is earlier than the from date entered on the Detail window of the setup.
>
> For payment option statements, this section will include any charge/credits from the previous year/term and any charge/credits in the selected

year/term that are included in the payment option and are not voided and where the entry date of the record is earlier than the from date entered on the Detail window of the setup.   ■

A Charges section will print with the detail of any charges. A total of all charges will print.

📝 **Note**

For Year/Term (Term Only + Cumulative) or Year/Term (Term/All Sessions + Cumulative) traditional statements where a From and To Date Range for Charges and Credits IS supplied, this section will include any charges in the selected year/term that are not voided and where the entry date of the record falls within the from and to date range entered on the Detail window of the setup. This logic is also used for the Total Charges section of the statement.

For payment option statements, this section will include any charges in the selected year/term that are included in the payment option and are not voided and where the entry date of the record falls within the from and to date range entered on the Detail window of the setup. This logic is also used for the Total Charges section of the statement.   ■

A Charges not Covered section will print with the detail of any charges not covered by the payment option. This section will include charges in the selected year/term that are not included in the payment option and are not voided and where the entry date of the charge falls within the from and to date range entered on the Detail window of the setup. This logic is also used for the Total Charges not Covered section of the statement.

📝 **Note**

The Charges not Covered and Total Charges not Covered sections also are used to track the balance from the previous year/term, if applicable, when generating the first statement of each year/term. They additionally will contain any charges in the year/term specified but prior to the start date specified.

The Charges not Covered and Total Charges not Covered sections will display for payment option statements only.   ■

A Credits section will print with the detail of the credits. Credits include charge/credits with a type of Credit, financial aid that is not anticipated (if applicable), or cash receipts. A total of all credits will print.

📝 **Note**

For Year/Term (Term Only + Cumulative) or Year/Term (Term/All Sessions + Cumulative) traditional statements where a From and To Date Range for Charges and Credits IS supplied, this section will include any credits, cash receipts and disbursed financial aid in the selected year/term that are not voided and where the entry date of the record falls within the from and to date range entered on the Detail window of the setup. This logic is also used for the Total Credits section of the statement.

For payment option statements, this section will include any credits, cash

receipts and disbursed financial aid in the selected year/term that are included in the payment option and are not voided and where the entry date of the record falls within the from and to date range entered on the Detail window of the setup. This logic is also used for the Total Credits section of the statement.

For payment option statements only, credits will first be applied to a previous balance amount, if any, then to the total charges not covered for the year/term and date range specified, if any, and finally to the total charges for the year/term and date range specified. ■

A Current Balance total will print under the Total Charges or Total Credits, whichever is last to print. Current Balance is calculated by adding the Previous Balance to the Total Charges, and then subtracting the value for Total Credits. Current Balance will print after the Total Anticipated Credits for statements printed with payment plan information (student and payment option statements only).

📑 **Note**

For Year/Term (Term Only + Cumulative) or Year/Term (Term/All Sessions + Cumulative) traditional statements where a From and To Date Range for Charges and Credits IS supplied, this section will include the sum of the values for Previous Balance and Total Charges minus the sum of the values for Total Credits and Total Anticipated Credits.

For payment option statements, this section will include the sum of the values for Previous Balance, Total Charges and Total Charges not Covered minus the sum of the values for Total Credits and Total Anticipated Credits. ■

An ** Anticipated Credits section will print with the detail of the anticipated credits, as well as a total of all anticipated credits (student and payment option statements only).

📑 **Note**

For Year/Term (Term Only + Cumulative) or Year/Term (Term/All Sessions + Cumulative) traditional statements where a From and To Date Range for Charges and Credits IS supplied, this section will include any anticipated financial aid in the selected year/term that is not voided and where the entry date of the record falls within the from and to date range entered on the Detail window of the setup. This logic is also used for the Total Anticipated Credits section of the statement.

For payment option statements, this section will include any anticipated financial aid in the selected year/term that is included in the payment option and is not voided and where the entry date of the record falls within the from and to date range entered on the Detail window of the setup. This logic is also used for the Total Anticipated Credits section of the statement. ■

Payment Option Installment prints underneath the last total. This section is calculated by subtracting the credit amount left over after being applied to the Previous Balance and Total Charges not Covered amounts, if any, from the Total Charges, and then dividing by

the value for **This Statement Run** (number of statements remaining) entered on the Mailing window of the setup.

📝 **Note**

> The Payment Option Installment section will display for payment option statements only. If the Current Balance is negative, then the Payment Option Installment amount will be $0.00. ∎

Payment Due prints underneath the last total or the Payment Option Installment, depending upon the type of student statement being generated. Payment Due is calculated by subtracting the Total Anticipated Credits from the Current Balance. Payment Due prints in the Payment Plan Information section for statements printed with payment plan information (student and payment option statements only).

📝 **Note**

> For Year/Term (Term Only + Cumulative) or Year/Term (Term/All Sessions + Cumulative) traditional statements where a From and To Date Range for Charges and Credits IS supplied, this section will be equal to the Current Balance.
>
> For payment option statements, this section will include the sum of the values for Payment Option Installment and Total Charges not Covered. If the Current Balance is negative and there are no charges not covered under the payment option, the Payment Due amount will be $0.00. For a detailed example of using payment option statements, see "Designing Assessment and Tuition Adjustment Rules" in Billing.
>
> If the Current Balance is negative for traditional statements, then the Payment Due amount will be $0.00. ∎

Information such as the entry date, year/term, long description of the credit, and the amount will print for each section. Any associated statement messages set up in the Charge/Credit code table will print underneath the charge/credit description.

Charge/credits are sorted by the entry date of the charge and then by the print order of the charge.

📝 **Note**

> The print order of a charge/credit is set up in the Charge/Credit code table.
>
> Voided charge/credits do not display on statements. ∎

When printing student statements only, if you select to print payment plan information on the statement Setup window, the look of the statement changes. Listed below are the additional lines of detail that print:

- Payment Plan Balance prints underneath the Current Balance.

- The difference between the Current Balance amount and the Payment Plan Balance amount will show as Total Amount Not Covered by Payment Plan.

- A Payment Plan Information box prints with the following information:

  - Total Amount Not Covered by Payment Plan is repeated.

  - The Installments that are due between the statement date and due date of the statement print with the Installment Due Date and amount.

  - Past Due Installments print with the Installment Due Date and amount.

  - A Payment Due line prints that sums the amounts listed above.

- Messages can print in the detail of the statement under the Payment Due information. These messages are initially set up in the Statement Message code table.

  - ANTICIPATED MESSAGES print directly under Payment Due, preceded by two asterisks. Anticipated messages print when printing student statements only and only if that student has anticipated aid.

  - GENERAL MESSAGES print based upon the messages selected on the Message window of the statement Setup window.

  - POSITIVE or NEGATIVE BALANCE MESSAGES automatically print based upon the balance on the student's statement.

- The student schedule, if selected to print, will print below the messages.

Footer

The footer of the statement prints the payment coupon. The payment coupon will print on the bottom of the first page of the statement with the mailing address fitted for a standard window envelope. The person's or organization's full name will print on the coupon (to help with verification when the institution receives it back by mail), as well as the statement type. If selected on the statement Setup window, credit card information will also print. A scanline is also printed in OCR-A (Extended) font in accordance with lockbox specifications. The scanline is explained in detail below.

On a non-sponsor statement coupon, the following information prints:

• Id	• Less Anticipated Credits
• Statement (number)	• Payment Due
• Due Date	• Amount Enclosed
• Current Balance	

On a sponsor statement coupon, the following information prints:

- Sponsor Id
- Less Anticipated Credits
- Statement (number)
- Payment Due
- Due Date
- Amount Enclosed
- Current Balance

On a payment plan statement coupon, the following information prints:

- Id
- Installment Amount Due
- Statement (number)
- Payment Due
- Due Date
- Amount Enclosed
- Other Amount Due

On a payment option statement coupon, the following information prints:

- Id
- Payment Option Installment
- Statement (number)
- Payment Due
- Due Date
- Amount Enclosed
- Current Balance

Scanline

The scanline is used by lockbox agencies, typically banks, to scan the person or organization name, Id number, and amount of payment to help speed recording of the payments received in the mail. The scanline is printed in OCR-A (Extended) font. The scanline consists of the following information:

Id Number (for the person/organization) - 9 digits

Blank Space - 1 digit

Amount - 9 digits or a negative sign and 8 digits

Check Digit - 1 digit (see calculations below)

Last Name - first 5 characters of last name; if name doesn't have 5 characters, justify right and add 0 to fill in (ex. 0Ross); for an organization, this is the organization's name

First Name - first character of first name; if no first name then = 0; for an organization, this = 0

Middle Name - first character of middle name; if no middle name then = 0; for an organization, this = 0

```
        ID              Check Digit
        |                   |
        |                   |
 123456789 0000100002LLLLLFM       (for a $100.00 bill)
         |           |         |
      Space      Amount   Last, First, Middle
```

Calculating the 'Check Digit'

- A. The Check Digit is calculated by first assigning a weight to each digit in the Id Number, Blank Space, and Amount fields.

Digit/Position	Weight	Digit/Position	Weight
Id digit 1	1	amount digit 1	1
Id digit 2	2	amount digit 2	2
Id digit 3	1	amount digit 3	1
Id digit 4	2	amount digit 4	2
Id digit 5	1	amount digit 5	1
Id digit 6	2	amount digit 6	2
Id digit 7	1	amount digit 7	1
Id digit 8	2	amount digit 8	2
Id digit 9	1	amount digit 9	1
space	2		

- B. Next, multiply each digit of the Id Number, Blank Space, and Amount fields by its assigned weight. If the result is greater than 9, add the digits together to create a single digit result.

Digit Position	Weight	X	Value	Equals
Id digit 1	1	x	1	1
Id digit 2	2	x	2	4
Id digit 3	1	x	3	3
Id digit 4	2	x	4	8
Id digit 5	1	x	5	5
Id digit 6	2	x	6	12=1+2= 3
Id digit 7	1	x	7	7

Digit Position	Weight	X	Value	Equals
Id digit 8	2	x	8	16=1+6= 7
Id digit 9	1	x	9	9
space	2	x	0	0
amount digit 1	1	x	0	0 (if a negative sign, value = 0)
amount digit 2	2	x	0	0
amount digit 3	1	x	0	0
amount digit 4	2	x	0	0
amount digit 5	1	x	1	1
amount digit 6	2	x	0	0
amount digit 7	1	x	0	0
amount digit 8	2	x	0	0
amount digit 9	1	x	0	0

- C. Add the results to create one sum (ex. sum = 48).

- D. Divide the sum by 10 (ex. 48 / 10 = 4.8).

- E. If the decimal is non-zero, subtract the remainder from 10 (ex. 10 - 8 = 2 <This is the Check Digit.>); if the remainder is 0, then the Check Digit is 0.

Examples:

123456789 0000100501LLLLLFM for a $100.50 bill

123456789 -000200252LLLLLFM for a -$200.25 bill

Tables updated during statement creation

The tables listed below are updated during the issuing of student statements, non-sponsor people and organization statements, and sponsor statements.

- ABT_Settings
- BatchHeader
- ChargeCredit

- StatementHeader
- StatementLine
- StatementSetup

Tables updated during use of payment options

The *StatementHeader* and *StatementSetup* tables are updated during use of payment options.

Issuing batch student or payment option statements

Use the following instructions to print both traditional and payment option batch statements for students.

You can opt to print either traditional student statements or payment option statements by selecting the appropriate radio button on the Type window of the Statements report setup. If you have opted to run payment option statements, the students for whom you are generating statements must have selected to follow a payment option on the Financials window. For more information about this window, see "People Billing" or *Students in Academic Records*.

1. Verify Office Supplies.

    Prior to issuing statements, some preparation and coordination with other offices is necessary. Verify that statement paper, printer ribbons, envelopes, printer and clerical support will be available when needed. Additionally, if the scanline on the payment coupon is to be used by a lockbox agency, verify that your PC has the OCR-A (Extended) font installed.

2. Verify Dates of Preregistration and Registration.

    Verify the dates of preregistration, registration, and add/drop to gauge when and how often you will be prebilling and billing students.

3. Assessing Tuition and Fees.

    Depending on when you are issuing the statements, you may need to run the Global Assessment process. For more information, see "Billing Processing".

4. Assessing Late Fees.

    Depending on when you are issuing the statements, the Late Fee Assessment process may need to be run. For more information, see "Billing Processing".

5. Verify Charge/Credit Information.

    Room and board data for students can be tracked on the Residency window of the Students Workflow in the Academic Records Setflow.

    • Verify that the most recent financial aid or credit information has been updated to the students' accounts correctly.

    • Verify that students' dorm and food plan information has been updated correctly.

    • Verify that any other charge/credits affecting student accounts, such as library fines, have been updated correctly.

    • If anything has been updated incorrectly, make the appropriate changes and then re-assess the student(s).

6. Verify Fiscal Setup.

The fiscal information only needs to be verified the first time that statements are printed.

- Select the Billing Setflow. From the Main Menu Bar, select **Tools**, and then select **Setup**.

- Verify that the Billing setup is correct. The Fiscal window of the Billing setup needs to have a current Fiscal Year entered in order to print the fiscal statements correctly.

7. Print Statements.

- From the Main Menu Bar, select **Workflow**, and then select **Reports**.

- Select the Statements report. Select the **Setup** button.

  The Statements report prints statements listing the detail charge/credits on a student's account depending upon the information available from the **Detail** tab of the Setup window.

- Verify that the setup is correct for all information. If you make any changes, Save the information. Close the Setup window.

- Select an existing variation from the drop down list box or create a new variation in order to print statements for the correct population of students. For more information, see *Customizing a Report in User Introduction*. Select **File**, and then select **Printer Setup** .

- The Printer Setup dialog box is displayed. Select the **Setup** button.

- Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Select **OK** twice to return to the Reports window.

- Select **File**, and then select **Print** to print the report. Note the batch number that displays in the microhelp at the lower left corner of the window for future reference.

Payment option and traditional student statements must be run in separate batches. You may filter out the appropriate students by including the **Payment_Option** column from the *StudentFinancial* table in your filter criteria. For traditional student statements, you would exclude students who are on a payment option and for payment option statements you would exclude students who are not on a payment option.

8. View Previously Generated Statements.

- From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

- Select the appropriate student from the sheet.

- The Name window is displayed. Select the **Statement** tab.

- All bills can be viewed individually here. This window will allow statements to be viewed as they were sent to the student and can be used to answer any questions that may arise.

- Repeat the steps above until all of the students' statements have been viewed.

Previously printed statements can be viewed online for a particular student in the Billing Setflow, by selecting the **Statement** tab of the People Billing Workflow.

Issuing individual sponsor statements

Use the following instructions to print individual statements for sponsors.

1. Assessing Tuition and Fees.

   If the sponsor is covering all of the charges for one or more students or is splitting the charges with one or more students and depending upon when you are issuing this statement, you may need to run the Global Assessment process in order to update tuition and fees information. For more information, see "Billing Processing".

2. Verify Charge/Credit Information.

   Verify that any charge/credits affecting the sponsor's account, such as tuition or graduation fees, have been updated correctly. In other words, have the correct charge/credits and their amounts been assessed to the sponsor's account as a result of running the Global Assessment process and/or individual assessments?

3. Locate the Appropriate Sponsor.

   - Select any setflow other than the System Administrator Setflow. From the Main Menu Bar, select **Workflow**, and then select **People** or select **Workflow**, and then select **Organizations**.

   - Select the appropriate sponsor from the sheet.

   - The Name window is displayed. Select the **Sponsor Agreement** tab.

   - The Sponsor Agreement window is displayed. Select the **Chrg/Crd** icon.

   Double clicking on the **Chrg/Crd** icon on the Sponsor Agreement window drills down to the Charge/Credits window. This window displays all charge/credits on a sponsor's account for the selected agreement number.

   Before printing, verify that you have the necessary office supplies to print a statement and that the appropriate fiscal information has been entered in the Billing setup.

4. Print the Statement.

   - The **Charge/Credits** drill down window is displayed. Select the appropriate sponsor agreement, if more than one displays.

- Under Statement, double click on the **Setup** field. Verify that the setup is correct for all information. If you make any changes, select the **Close** button and select *Yes* to the 'Accept changes before proceeding?' prompt in order to save the information. The Setup window will automatically close.

- Under Statement, double click on the **Generate** field. This selection will generate the sponsor statement for the selected agreement. The sponsor statement will display in the Sponsor Agreement Statement window.

- Select **File**, and then select **Print** to print the report.

This window does not currently function like the majority of PowerCAMPUS windows. It can only be saved upon closing; neither the **Save** button on the setup window nor Tool Bar: Save will work here.

The sponsor statement lists the detail charge/credits for the selected sponsor agreement depending upon the information available from the **Detail** tab of the Setup window. Statements can be generated at any time.

📝 **Note**

> The sponsor statements will only display the agreement number and the corresponding charge/credit records for the selected agreement number. ■

5. View the Previously Generated Statement.

- Under Statement, double click on the **History** field.

- The Sponsor Agreement Statement History window is displayed. All statements can be viewed individually here at any time. This window will allow statements to be viewed as they were sent to the sponsor and can be used to answer any questions that may arise after the statement has been issued. Select the appropriate sponsor statement.

Previously printed statements can be viewed online and/or reprinted by selecting the appropriate statement.

Issuing individual non-sponsor statements

Use the following instructions to print individual statements for non-sponsor people, including students, or non-sponsor organizations.

1. Verify Charge/Credit Information.

Verify that any charge/credits affecting the non-sponsor account, such as copy charges or overnight mailing fees, have been updated correctly.

2. Locate the Appropriate Non-Sponsor.

Follow these steps to locate the student for whom you wish to issue a statement:

- Select the Academic Records Setflow, the Billing Setflow or the Cash Receipts Setflow. From the Main Menu Bar, select Workflow: Registration, Workflow: People Billing or Workflow: Cash Receipts (By People).

- Select the appropriate student from the sheet.

Follow these steps to locate the person for whom you wish to issue a statement if he is not a student:

- Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

- Select the appropriate person from the sheet.

Follow these steps to locate the organization for which you wish to issue a statement:

- Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **Organization Billing**.

- Select the appropriate organization from the sheet.

Before printing, verify that you have the necessary office supplies to print a statement and that the appropriate fiscal information has been entered in the Billing setup.

3. Print the Statement.

- From any window, select the **Statement Setup** icon (a question mark followed by the letter S).

- Verify that the setup is correct for all information. You can opt to print either traditional statements or payment option statements by selecting the appropriate radio button on the Type window of the Statements report setup. If you make any changes, Save the information. Close the Setup window.

- View the statement by selecting the **Statement** icon (a dollar sign).

- Select **File**, and then select **Print** to print the report.

If you have selected the **Statement** icon for a student who is not on a payment option for the year/term selected in the setup, you will receive a warning message. Students must have a payment option selected for the corresponding year/term record on the Financials window. For more information about this window, see "People Billing" or *Students in Academic Records*.

Because there is not a statement specifically designed for people who are neither students nor sponsors and organizations that are not sponsors, the generic student statement will used. However, you may create a Statement Type code value and select it when generating statements for these non-sponsor people/organizations. For more information, see *Statement Type in Code Tables*.

4. View the Previously Generated Statement.

📑 **Note**

> If you are currently in either the Academic Records Setflow or the Cash Receipts Setflow, you must first go to the Billing Setflow in order to follow this step. ■

- From within the People Billing Workflow or the Organization Billing Workflow, whichever is applicable, select the **Statement** tab.

- Select the appropriate non-sponsor statement.

Previously printed statements can be viewed online on the Statement window. This window will allow statements to be viewed as they were sent to the non-sponsor and can be used to answer any questions that may arise after the statement has been issued.

Reprinting batch student and payment option statements

Use the following instructions to reprint both traditional and payment option batch statements for students if it becomes necessary.

You need to know either the applicable statement numbers or the batch numbers of the statements that you want to reprint. The statement numbers can be found at the top left corner of the statements. The batch number of the statements can be found on the Batch report for the particular date. If you do not know the statement number of a particular payment option statement, payment option statements can also be reprinted by entering the appropriate values in the From and To Dates for Charges and Credits, Due Date and This Statement Run fields, available from the Balance and Mailing windows of the report setup.

1. Select the Billing Setflow. If you already have the applicable statement numbers or batch numbers, proceed to Step 8.

2. From the Main Menu Bar, select **Workflow**, and then select **People Billing**.

3. Select the appropriate student from the sheet.

4. The Name window is displayed. Select the **Statement** tab.

5. Locate either the statement number or the batch number. Select the Show List command button.

6. Repeat Steps 3 through 5 until you have the necessary information for all of the applicable students. Close the People Billing window.

7. From the Main Menu Bar, select **Workflow**, and then select **Reports**.

8. Select the Statements report. Select the **Setup** button.

9. The Type window will display. You can opt to reprint either traditional student statements or payment option statements by selecting the appropriate radio button. Select the **Mailing** tab.

10. Select the **Reprint Statements** checkbox. Enter either the statement number range or the batch number of the statements to be reprinted. Save the information. Close the Setup window.

11. Select **File**, and then select **Printer Setup** .

12. The Printer Setup dialog box is displayed. Select the **Setup** button.

13. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Select **OK** twice to return to the Reports window.

14. Select **File**, and then select **Print** to print the report.

Reprinting individual sponsor and non-sponsor statements

Use the following instructions to reprint an individual statement if it becomes necessary. The Billing Office may need to review the statement or, for example, the parent or sponsor may want another copy.

1. Select the Billing Setflow. From the Main Menu Bar, select **Workflow**, and then select **People Billing** or select **Workflow**, and then select **Organization Billing**.

2. Select the appropriate person or organization from the sheet.

3. The Name window will display. Select the **Statement** tab.

4. Double click on the row for the statement that you wish to reprint. The statement will display in the window. Select **File**, and then select **Print** to print the statement.

📋 **Note**

Because you may not know the statement number of a particular payment option statement, payment option statements can also be reprinted individually by selecting the Statement Setup icon (a question mark followed by the letter S) from within the People Billing Workflow (OR the Cash Receipts (By People) Workflow in the Cash Receipts Setflow or the Registration Workflow in the Academic Records Setflow). For the statement that you wish to reprint, you must enter the appropriate values in the From and To Dates for Charges and Credits, Due Date and This Statement Run fields, available from the Balance and Mailing windows of the setup. This will create a payment option statement identical to the original statement generated; however, a new statement number will be assigned.

What if

The What If scenarios are designed to help with common problems or situations that may arise while issuing statements.

Scenario 1

Please follow the steps below:

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing** or select **Workflow**, and then select **Cash Receipts Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select the option to Enter items manually. Select the **Next** button.

4. The Enter Batch window is displayed. Enter the batch number to be deleted on the highlighted row. Select the **Next** button.

5. The Done! window is displayed. Select the **Finish** button.

6. The Processing Log is displayed. Select the **Print** or **Save to File** button. Close the window

7. Select **File**, and then select **Print** to print the Statements report again.

Scenario 2

What if you would like to print batch statements for those students who were just assessed?

Please follow the steps below:

1. Select the Statements report.

2. Select the **Setup** button. Verify all setup information. Save the information. Close the Setup window.

3. Create a New report variation that filters on ChargeCredit.Batch. Use the batch number of the batch assigned when the Global Assessment process was run. Select the **Save** button and then the **Close** button to close the Retrieval Criteria window.

4. Close the Modify Report window.

5. Select **File**, and then select **Printer Setup**. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Print the report.

Scenario 3

What if you would like to print batch statements for those students who were just prebilled?

Please follow the steps below:

1. Select the Statements report.

2. Select the **Setup** button. Verify all setup information. Save the information. Close the Setup window.

3. Create a New report variation that filters on ChargeCredit.Batch. Use the batch number of the batch assigned when the prebill charge/credits were created. If you do not know the batch number used when the charges were assessed for this group, create a New report variation with a filter of 'ChargeCredit.Prebill Flag = Y'. Select the **Save** button and then the **Close** button to close the Retrieval Criteria window.

4. Close the Modify Report window.

5. Select **File**, and then select **Printer Setup**. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Print the report.

Scenario 4

What if you would like to print batch statements only for students on a particular payment plan

Please follow the steps below:

1. Select the Statements report.

2. Select the **Setup** button. Select the **Detail** tab.

3. Verify that you have selected both the Include Students on Payment Plan and the Print Payment Plan Information checkboxes. Verify all other setup information. Save the information. Close the Setup window

4. Create a New report variation that filters on StudentFinancial.PaymentPlan. Select the code value for the appropriate payment plan, set up in the Payment Plan code table. Select the **Save** button and then the **Close** button to close the Retrieval Criteria window.

5. Close the Modify Report window.

6. Select **File**, and then select **Printer Setup**. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Print the report.

Scenario 5

What if the system/PC goes down in the middle of creating the history information and before the batch of student statements begins printing?

Please follow the steps below:

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing** or select **Workflow**, and then select **Cash Receipts Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select the **Enter items manually** option. Select the **Next** button.

4. The Enter Batch window is displayed. Enter the batch number to be deleted on the highlighted row. Select the **Next** button.

5. The Done! window is displayed. Select the **Finish** button.

6. The Processing Log is displayed. Select the **Print** or **Save to File** button. Close the window.

7. Print the Statements report again.

📝 **Note**

> An alternate process: Since processing has occurred, some statements have been written to history, which means that they can be reprinted. If your sort is such that you can modify it to start at a certain name, Id, locker number, etc., you may be able to use the reprint option for the batch number assigned to print out those statements that did get created. Once this is done, change your sort to start at the next name, Id, locker number, etc. that would have printed and process it as if this is a new statement run.

Scenario 6

What if you would like to print batch statements only for students with credit balances?

Please follow the steps below:

1. Select the Statements report.

2. Select the **Setup** button. Select the **Balance** tab.

3. Select the Negative Balances option. Verify all other setup information. Save the information. Close the Setup window.

4. Select **File**, and then select **Printer Setup**. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Print the report.

Scenario 7

What if you would like to delete an old batch of student statements from the system?

Please follow the steps below:

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Billing Processing** or select **Workflow**, and then select **Cash Receipts Processing**.

2. Double click on the **Deleting a Batch** category.

3. The Select an Entry Method window is displayed. Select Statement Header from the Batch Table drop down list box. Select Statement from the Batch Type drop down list box. Select the **Next** button.

4. The Batch Table/Batch Type window is displayed. Select Statement Header from the **Batch Table** drop down list box. Select **Statement from the Batch Type** drop down list box. Select the **Next** button.

5. The Filtering and Sorting window is displayed. Create a New report variation with a filter of 'BatchHeader.Batch Date >= start date of your date range' and 'BatchHeader.Batch Date <= end date of your date range'. Select the Save button and then the Close button to close the Define Retrieval Criteria window. Close the Modify Report window. Select the **Next** button.

6. The Select Batches window is displayed. Select the batches to be deleted by dragging and dropping them into the right-hand list or by highlighting a batch and selecting the **Select** button. Once all of the necessary batches have been selected, select the **Next** button.

7. The Done! window is displayed. Select the **Finish** button.

8. The Processing Log is displayed. The batches that were deleted will display on the window. Select the **Print** or **Save to File** button. Keep the log for auditing purposes.

📋 **Note**
> The Batch report will now show this batch as deleted, with the operator Id and the date that the deletion occurred.   ■

Scenario 8

What if you would like to print batch payment option statements for students?

You can opt to print payment option statements rather than traditional student statements simply by selecting the **Payment Option** radio button on the Type window

of the report setup prior to printing and then filtering out the students who are on a payment option. To select these students, you must add the following line of criteria on the Define Retrieval Criteria window, available by selecting the **Filter** button: StudentFinancial.Payment_Option = 'Y'.

Scenario 9

What if you would like to print batch statements for those students who have gone through add/drop and have been assessed?

Please follow the steps below:

1. Select the Statements report.

2. Select the **Setup** button. Verify all setup information. Save the information. Close the Setup window.

3. Create a New report variation with a filter of 'ChargeCredit.Assessed Flag = Y' AND 'ChargeCredit. Entry Date >= the start date of add/drop' AND 'ChargeCredit.Entry Date <= the end date of add/drop'. Select the **Save** button and then the Close button to close the Retrieval Criteria window.

4. Close the Modify Report window.

5. Select **File**, and then select **Printer Setup**. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Print the report.

Scenario 10

What if the system/PC goes down while the batch of student statements is printing?

Please follow the steps below:

1. Since the statements have started to print, the statement history tables have already been updated with all of the statement information for all students, not just the ones that were printed. Note the statement number of the last good statement that printed.

2. Select the Statements report.

3. Select the **Setup** button. Select the **Mailing** tab.

4. Select the **Reprint Statements** checkbox. Add one (1) to the statement number of the last good statement that printed. Enter that number in the **From Statement Number** field. Enter all '9's in the **To Statement Number** field. Enter the batch number of the original batch. This field may be left blank if no other statements have been run or no one else was printing statements at the time the system/PC went down. Save the information. Close the Setup window.

5. Select **File**, and then select **Printer Setup**. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Print the report.

Scenario 11

What if you wish to print a batch of sponsor, people or organization statements?

Currently, only traditional or payment option statements for Students can be printed in batch mode.

Scenario 12

What if you are trying to print an individual statement and you receive the message "No statement was created"?

1. Verify that the year/term for which you wish to print a statement was selected correctly in the statement report setup, available by selecting the Statement Setup icon (a question mark followed by the letter S) from any window of the People Billing Workflow in the Billing Setflow, the Cash Receipts Workflow (By People) in the Cash Receipts Setflow, or the Registration Workflow in the Academic Records Setflow.

2. Verify that the student for whom you wish to print a statement has actually been assessed charge/credits for the year/term selected in the statement setup.

Scenario 13

What if you are trying to print an individual sponsor statement and the incorrect charge/ credits display on the statement?

Go to the Charge/Credits drill down on the Sponsor Agreement window of either the People or the Organizations Workflow. Verify that you have selected the appropriate sponsor agreement record.

Scenario 14

What if you would like to print individual payment option statements for students?

You can opt to print payment option statements rather than traditional student statements simply by selecting the **Payment Option** radio button on the Type window of the report setup prior to printing. On the Individual window of the report setup, select the **Print Single Statement** checkbox and enter the student's Id. If the selected student is not on a payment option for the year/term selected in the report setup, you will be notified.

Alternately, you can open the student's record in either the People Billing Workflow of the Billing Setflow or the Registration Workflow of the Academic Records Setflow and then select the Statement icon (a dollar sign) from any window.

Scenario 15

What if you would like to reprint a payment option statement but you do not know the statement number?

>   Payment option statements can be reprinted individually by selecting the Statement Setup icon (a question mark followed by the letter S) from within the People Billing Workflow in the Billing Setflow, the Cash Receipts (By People) Workflow in the Cash Receipts Setflow or the Registration Workflow in the Academic Records Setflow. For the statement that you wish to reprint, you must enter the appropriate values in the From and To Dates for Charges and Credits, Due Date and This Statement Run fields, available from the Balance and Mailing windows of the setup. This will create a payment option statement identical to the original statement generated; however, a new statement number will be assigned.

Reconciling to the general ledger journal

Reconciling subsidiary ledgers, such as Accounts Receivables and Cash Receipts, to the General Ledger Journal is a procedure that is generally done on a monthly basis, after the Posting to the General Ledger Journal process is completed. Posted entries in the General Ledger Journal should agree with the detail of the subsidiary ledgers. The General Ledger Journal posts and prints in summary form; therefore, reconciling should always be compared to the detail in the subsidiary ledgers if the accounts do not balance.

There are several reports in the PowerCAMPUS system that allow you to compare the subsidiary records with those in the General Ledger Journal. The Reconciliation (Billing and Cash Receipts) report is used at the end of every fiscal period as verification that the subsidiary ledgers balance to the General Ledger Journal. The Reconciliation by Source report is used as verification that EACH subsidiary ledger balances to the General Ledger Journal. The Journal List by Account/Year/Period, Journal List by Year/Period/Account, and the Journal List by Year/Period/Source reports can be used to print the summary transactions that were created during the Posting to the General Ledger Journal process. These three reports can also be used to validate the entries that were brought into your institution's financial system.

Use the following instructions to reconcile your institution's subsidiary ledgers to the General Ledger Journal.

In order to view more detail by account, it may be helpful to print the Reconciliation (Billing and Cash Receipts) or Reconciliation by Source report again with the Print Detail checkbox selected in the Setup window. Create a variation that filters on those accounts that have differences greater than zero. For more information about filtering, see *Customizing a Report in User Introduction*.

1. Select either the Billing or the Cash Receipts Setflow From the Main Menu Bar, select **Workflow**, and then select **Billing Processing** or select **Workflow**, and then select **Cash Receipts Processing**.

2. Select the **Reports** command button.

3. Select **File**, and then select **Print** to print the Batch report for the range of entry dates within the fiscal period to verify that all of the batches for this fiscal period were posted. If all of the amounts in the Unposted column equal zero, then all of your batches for this period are posted.

4. Select either the Reconciliation (Billing and Cash Receipts) or Reconciliation by Source report, depending upon whether you want to reconcile by fiscal period or by journal source within a fiscal period. Select the **Setup** button.

5. Verify that this information is correct. It has defaulted from the Posting to General Ledger Journal window. Save the information. Close the Setup window.

6. Select **File**, and then select **Printer Setup**.

7. The Printer Setup dialog box is displayed. Select the **Setup** button.

8. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Select **OK** twice to return to the Reports window.

9. Print the report and verify the amounts to see if the subsidiary amounts and journal amounts are balanced. If they are balanced, the totals at the bottom and the difference column will display all zeroes. If they are not balanced, a message will show at the bottom left of the report stating that 'Journal Amount and Subsidiary Amount do not balance'.

    The Posting (Billing and Cash Receipts) report prints summary entries posted to the General Ledger Journal from the subsidiary ledgers in account Id order.

    📝 **Note**

    > You may need to verify that all of the codes for the charges and credits assessed still exist in the Charge/Credit code table. Deleting or changing the code value for a charge or credit will cause the subsidiary amount to be greater than the journal amount on the Posting (Billing and Cash Receipts) report. If there is a charge or credit assessed that does not have a corresponding code in the Charge/Credit code table, re-enter the code as Inactive.

10. Depending upon which financial system your institution uses, you may need to export the journal entries from the Journal table to your General Ledger system. Please check with your system administrator for these procedures.

What if

The What If scenario is designed to help with common problems or situations that may arise while reconciling subsidiary ledgers to the General Ledger Journal.

What if the subsidiary ledgers do not balance with the journal?

Please follow the steps below:

1. Select either the Billing or the Cash Receipts Setflow From the Main Menu Bar, select **Workflow**, and then select **Billing Processing** or select **Workflow**, and then select **Cash Receipts Processing**.

2. Select the **Reports** command button.

3. Select the Reconciliation (Billing and Cash Receipts) report. Create a New variation that filters on those accounts that have differences greater than zero. Select the **Setup** button.

4. Select the **Print Detail** checkbox to view more detail on the accounts that do not balance. Save the information. Close the Setup window.

5. Select **File**, and then select **Print** to print the report.

6. In order to validate the detail transactions against the student's accounts, Print either the Charge/Credit by Id or Charge/Credit by Code report for a specific code value and entry date range.

7. Print the Posting (Billing and Cash Receipts) report for the fiscal period to verify that the posted amounts agree with the subsidiary accounts.

8. Print the Journal List by Account/Year/Period report to verify amounts by the individual account, year and period.

9. Print the Journal List by Year/Period/Source report to compare the totals by entry number to the Posting (Advancement) report for the account(s) that have differences greater than zero.

10. If you are unable to determine the difference for the specific account(s), contact your system administrator to complete the following task. Verify that all charges and credits for the fiscal period have a corresponding code value in the Charge/Credit code table, using MS SQL Server's Query Analyzer, by executing the command:
    ```
    select distinct charge_credit_code from chargecredit where fiscal_year
    = 'XXXX' and fiscal_period = 'XX' and journal_source = 'XXXXXXX'
    ```

    where the X value represents the value for each of the criteria used in the query.

11. If a charge/credit code does not have a corresponding code value in the Charge/Credit code table, verify each of the charge/credit codes listed exist in the Charge/Credit code table. You may do this by printing the Code Table report for the Charge/Credit code table. Re-enter the charge/credit code(s) as Inactive and Save the information.

12. Print the Reconciliation (Billing and Cash Receipts) report again. If the accounts are balanced, the totals at the bottom and the values in the difference column will display as zeroes.

12 Reports

The reports available for all workflows in the Billing Setflow are listed below. For reports relating to tools rather than workflows, see the applicable manual.

📒 **Note**

> The list of reports below may be different than the list of reports that displays for you in the Reports Workflow. If you do not see one of these reports in the drop down list box, then you do not have rights to that particular report. Only the reports related to the workflows for which you have been granted access will display. For more information, see *Understanding Reports in User Introduction*. ∎

Each report has a default that may include a standard system sort and filter or view capability. New report variations with customized sorting and filtering and/or views can be created and saved. A customized setup can be done on many reports as well. For more information, see *Customizing a Report in User Introduction*.

- Academic Calendar
- A/R Aging
- Account Distribution
- Action
- Action Workload
- Affiliations
- Assessment Rules
- Association
- Association by People
- Attendee
- Balance
- Batch
- Catalog
- Catalog (text)

- Immunization
- Immunization by People
- Journal List by Account/Year/Period
- Journal List by Year/Period/Account
- Journal List by Year/Period/Source
- Missing Documents
- Organization Labels
- Payment Plan Schedule
- People Labels
- Posting (Billing and Cash Receipts)
- Reconciliation (Billing and Cash Receipts)
- Reconciliation by Source
- Registration Status
- Room Allocation by Day

- Code Table
- Cash Receipts Daily
- Charge/Credit by Batch
- Charge/Credit by Code
- Charge/Credit by Id
- Charge/Credit Totals
- Chart of Accounts
- Disabilities
- Disabilities by People
- Education
- Employment
- Faculty List
- Faculty Schedule
- Faculty Schedule (internal)
- Faculty Workload

- Room Allocation by Room
- Room Assignment
- Room List
- Section Offering
- Section Offering (Text)
- Section Schedule
- Section Status
- Stop List by People
- Stop List by Reason
- Student Demographics
- Student List
- Student Residency
- Student Schedule (Internal)
- Statements

Academic calendar

The Academic Calendar report shows each year/term/session record of the academic calendar with its respective registration dates and fiscal information.

The number of weeks, months, and courses included in the time frame are listed. Each weekly record, with starting and ending dates, is listed as well.

This report can be used to validate which year/term/sessions are available for data entry.

A/R Aging

The A/R Aging report breaks down all outstanding balances for people into user-defined date ranges. Charges are aged by either the entry date, statement date or due date of the charge. Each aging date range is then reduced by the person's credits - cash receipts,

disbursed financial aid, or anticipated financial aid (if selected). Charge/credit detail information can be printed for supporting detail. Only charge/credit detail from the current fiscal year and previous fiscal year will print.

📝 **Note**

> Currently, this report does not include data for organizations. This will, however, be added in a future release.
>
> Select the Setup button to enter additional printing parameters. ■

The Aging Date can be based on either the Entry Date, which includes all charges broken down by the date that is entered when the charge/credit is created, the Statement Date, or the Due Date, which includes charge/credits that have been printed on a statement. The Aging Date will default to the current date but can be changed. This date will be used to filter charge/credits from that date backward.

Include all Anticipated Aid will default into the setup. This will include all anticipated aid for a person, regardless of the aging date. If **Include Anticipated Aid up to Aging Date** is selected instead, only aid that has a date before or on the aging date will display.

If the **Reduce Balance By Anticipated Aid** checkbox is selected, anticipated aid will also reduce the person's outstanding balance from the oldest balance forward. Cash receipts and disbursed financial aid will automatically reduce the outstanding balance. If left deselected, separate columns will print for Anticipated Aid and Anticipated Balance.

📝 **Note**

> Anticipated aid is applicable to people who are students only. ■

If the **Print Last Payment Information** checkbox is selected, the entry date and amount of the last cash receipt entered will display.

If the **Print Charge/Credit Detail** checkbox is selected, all charge/credits that are included in the range selected will print as supporting detail. If this checkbox is selected, the Print Prebills option will become available. Selecting the **Print Prebills** checkbox will display any charge/credit records that are flagged as Prebill. Prebill records are not counted into the balance.

If the **Print Phone Number** checkbox is selected, the system will print the phone number of the address type specified for the mailing type in the report's filter. The mailing type of General is the default.

The Aging Ranges allow for up to four (4) aging groups. The system will default 1 to '30' Days, 31 to '60' Days, 61 to '90' Days and '91' Days and Over, but you may enter any aging range you wish. Any changes that you make to the setup, with the exception of the Aging Date, will default each time you enter the Setup window.

Balances may be filtered in the setup by selecting the checkboxes for Print Positive, Print Negative or Print Zero balances. The Greater Than Balance option allows you to filter on balances greater than the amount you specify.

Selecting your population

The selection of people for this report can be made by either using a view from the Vista Views tool or by using the default variation.

> 📑 **Note**
>
> New filters cannot be created for this report here; they must be created using the Vista Views tool. ∎

Once a view is created in Vista Views, you can choose the view by selecting the New button on this report's window. The Modify Report window will display. Selecting the View button displays the Select View window. The **Select View** drop down list box will list available views.

You can also see the view syntax and the report syntax here. If you select the default filter, all people with charge/credit activity that meet the criteria specified in the Setup window will be printed.

For more information, see *Vista Views in Vista*.

> 💡 **Tip**
>
> If creating a view in Vista Views, you must include PeopleOrgBalance.People_Org_Code_Id as a column in your view. If the People_Org_Code_Id column is not included in the view, then the view will not display in the Select View drop down list box. ∎

Filtering on academic/studentfinancial/demographics/ residency tables

> 📑 **Note**
>
> This section is applicable to students only. ∎

If you are filtering on the Academic, StudentFinancial or Residency tables, the person's last activity record will be used. If you are filtering on the Demographics table, the blank year/term/session record will be used.

> 📑 **Note**
>
> A person's last activity record is updated using the Select Current Term process of the Term Processing Workflow in the Academic Records Setflow. ∎

Account distribution

The Account Distribution report prints a summary or detail listing of charge/credit and/or cash receipt account distribution, sorted by account. Both posted and unposted entries

print on this report. Totals are given for each account, broken down by posted or unposted. Grand totals are provided at the end of the report.

This report can be used to help reconcile an account for a particular time frame.

📒 **Note**

Select the Setup button to enter additional printing parameters. ■

Action

The Action report is designed to list all actions created using the Action Definition tool. The name, status, and responsible staff will print for each action. If the action is a letter, the mailing list, variation, document, and data file selected on the Mail Merge window will also print. The actions are sorted first by the office in which they originate, then by action type, and finally by the action Id. A Total: for the number of actions listed per office will be given. Use this report to verify the setup of your Action Definition tool.

📒 **Note**

The Action report is also available from the Reports Workflow in every setflow. ■

Action workload

The Action Workload report prints a comprehensive listing of scheduled actions, sorted by Responsible Staff. Information such as People/Organization Id, Action Id, Action Name and Status will print on the report. Variations can be created that filter on specific staff members or scheduled and completed dates. Use this report to review the scheduled actions for which you or your staff is responsible.

📒 **Note**

The Action Workload report is also available from the Reports Workflow in every setflow. ■

Affiliations

The Affiliations report prints a list of affiliations and the individuals or organizations associated with each one. The report also shows a person's position within an organization and the dates for which that position was held. Use this report to keep track of the names and total number of people affiliated with each organization.

Assessment rules

The Assessment Rules report prints all assessment rules. The selection criteria, associated charge/credits, and section information print on the report. Section information will only print if the assessment rule was created from the Section Fees window of the Sections Workflow in the Academic Records Setflow. The report is sorted by academic year/term/session and rule type (traditional/nontraditional) and then by long description in ascending order.

💡 **Tip**

> The assessment rules without an academic session will print before those that do have an academic session. A total will be provided for each set of assessment rules. ▪

This report can be used as verification of your rules before students are assessed either globally or individually.

Association

The Association report lists associations and the names of participants, offices held (if any), and year/term(s) of participation. This report is sorted by Association.

Association by people

The Association by People report lists people who were part of an association, the association names, dates of participation, and offices held (if any). This report is sorted by Last Name.

Attendee

The Attendee report lists detailed information, including attendance status and last date of attendance, on each course for which a student has registered.

📒 **Note**

> Select the Setup button to enter additional printing parameters. ▪

Balance

The Balance report prints the all people and organization balances for the balance option selected. The available balance options are: *Current*, *Academic Year*, *Calendar Year*, *Fiscal Year*, *Year/Term (All Sessions Only)*, *Year/Term (Term/All Sessions)*, *Year/Term (Term/All Sessions + Cumulative)*, *Year/Term (Term Only)*, *Year/Term (Term Only + Cumulative)* or *Year/Term/Session*. These options display from the Balance Type code table and can be selected from the drop down list box on the Setup window. You may also indicate that you wish for summary type balances and/or charge/credit detail to print.

📝 **Note**

Select the Setup button to enter additional printing parameters. ■

The *Current* balance includes all charge/credits that have been entered to the person/organization's account, regardless of date, fiscal year, or academic year/term. Select this option to get your outstanding accounts receivable balance.

The *Academic Year* balance includes a previous cum (if any) and all charge/credits, excluding beginning balances, for the year specified. Select this option to get your outstanding accounts receivable balance for an academic year. The system will look at the Billing setup, located under Tools: Setup in the Billing Setflow, to determine how your academic year is set up.

The *Fiscal Year* balance can be selected to print for the current fiscal year or any fiscal year. If the current fiscal year is selected, the balance includes a beginning balance (if any), posted entries for the fiscal year requested, and any unposted entries. If a fiscal year other than the current fiscal is requested, the balance includes a beginning balance (if any), and any posted entries for the fiscal year requested. Select this option to get your accounts receivable balance for a particular fiscal year or for validating fiscal information for a particular person/organization or group of people/organizations.

The *Year/Term (All Sessions Only)* balance includes all session level charge/credits only for the year/term selected. Select this option to see session activity only.

The *Year/Term (Term/All Sessions)* balance includes all term and session level charge/credits for the year/term selected. Select this option to see all term and session activity.

The *Year/Term (Term/All Sessions + Cumulative)* balance includes a previous cum (if any) and all charge/credits, excluding beginning balances, for the year/term specified. Select this option to get your outstanding accounts receivable balance UP TO a specific academic year/term.

The *Year/Term (Term Only)* balance includes all charge/credit for the year/term specified. Beginning balances are excluded from this balance. Select this option to see term activity only.

The *Year/Term (Term Only + Cumulative)* balance includes a previous cumulative balance (if any) and all term level charge/credits only, excluding beginning balances, for the year/term specified. Select this option to get your outstanding accounts receivable balance UP TO a specific academic year/term for term activity only.

The Year/Term/Session balance includes the charge/credits for the year/term/session specified. Select this option to see term and session activity.

📒 **Note**

> Balances are stored in the PeopleOrgBalance table. ▪

If the **Print Phone Number** checkbox is selected, the system will print the phone number of the address type specified for the mailing type in the report's filter. The mailing type of General is the default.

If the **Print Summary Type Balances** checkbox is selected, summary types set up in the Summary Type code table will print as supporting detail for the balance requested.

If the **Print Charge/Credit Detail** checkbox is selected, all charge/credits that are included in the balance requested will print as supporting detail. If this checkbox is selected, the Print Prebills option will become available. Selecting the Print Prebills checkbox will display any charge/credit records that are flagged as Prebill. Prebill records are not counted into the balance.

Balances may be filtered in the setup by selecting the checkboxes for Print Positive Balances, Print Negative Balances or Print Zero Balances. The Greater Than Balance option allows you to filter on balances greater than the amount you specify.

The report will display all people first and then all organizations. If the report just includes one or the other, only that group will display.

Selecting your population

The selection of people for this report can be made by either using a view from the Vista Views tool or by using the default variation.

📒 **Note**

> New filters cannot be created for this report here; they must be created using the Vista Views tool. ▪

Once a view is created in Vista Views, you can choose the view by selecting the New button on this report's window. The Modify Report window will display. Selecting the View button displays the Select View window. The **Select View** drop down list box will list available views.

You can also see the view syntax and the report syntax here. If you select the default filter, all people with charge/credit activity that meet the criteria specified in the Setup window will be printed.

For more information, see *Vista Views in Vista.*

💡 **Tip**

> If creating a view in Vista Views, you must include
> PeopleOrgBalance.People_Org_Code_Id as a column in your view. If the
> People_Org_Code_Id column is not included in the view, then the view
> will not display in the Select View drop down list box.
>
> These Ids will be used to select from the ChargeCredit table. If you
> choose to include only people or only organizations, you may add a filter
> on the Where window in Vista Views that states either where
> PeopleOrgBalance.People_Org_Code_Id like 'P'' or where
> PeopleOrgBalance.People_Org_Code_Id like 'O%'. ■

Filtering on academic/studentfinancial/demographics/ residency tables

📓 **Note**

> This section is applicable to students only. ■

If you are filtering on the Academic, StudentFinancial or Residency tables, the person's
last activity record will be used. If you are filtering on the Demographics table, the blank
year/term/session record will be used.

📓 **Note**

> A person's last activity record is updated using the Select Current Term
> process of the Term Processing Workflow in the Academic Records
> Setflow. ■

If you have selected the Academic Year/Term (Cumulative) balance and are filtering on
the Academic, StudentFinancial, Demographics or Residency tables, the person's record
for the year/term of the balance reported will be used. A person may not have a balance for
the year/term requested but may have a previous balance. The year/term of the balance
reported will also be used for filtering on these four tables.

If you have selected the Academic Year/Term (Term Only) balance and are filtering on the
Academic, StudentFinancial, Demographics or Residency tables, the person's record for
the year/term requested will be used.

If you have selected the Fiscal Year balance and are filtering on the Academic,
StudentFinancial, Demographics or Residency tables, the maximum year/term record that
the person has for the fiscal year requested or before will be used. The fiscal year is
entered on the academic calendar for each year/term and is used in determining the
maximum year/term for a fiscal year.

If you have selected the Academic Year balance and are filtering on the Academic,
StudentFinancial, Demographics or Residency tables, the maximum academic year record
that the person has for the academic year requested or before will be used.

Batch

The Batch report prints a summary listing of all batches used in the system. Information such as the entry date, batch type, operator, and totals for void, anticipated, posted and unposted records will be reported by batch.

There are certain batch numbers reserved by the system for special processing:

- MMDDYYYY9999 is used for individual assessments or re-assessments on the Registration window of the Registration Workflow in the Academic Records Setflow or the Register window of the People Billing Workflow in the Billing Setflow.

- MMDDYYYY9998 is used for manual entries made on the Chrg/Crd window of the People Billing Workflow in the Billing Setflow.

- MMDDYYYY9997 is used for reversals of cash receipts.

- MMDDYYYY9996 is used for individual statement printing using the People Billing Workflow in the Billing Setflow, the Cash Receipts Workflow in the Cash Receipts Setflow, the Registration Workflow of the Academic Records Setflow, and the Sponsor Agreement window of the People and Organizations Workflows in any setflow.

- MMDDYYYY9995 is used for the creation of charges in the Payment Plan wizard.

- MMDDYYYY9994 is used for cash receipts entered in the Payment Plan wizard.

- MMDDYYYY9993 is used for cash receipts entered on the Receipts window of the Registration Workflow in the Academic Records Setflow.

- MMDDYYYY9992 is used for charge/credits entered on the Chrg/Crd window of the Registration Workflow in the Academic Records Setflow.

- MMDDYYYY9991 is used for cash receipts entered using online payments in PowerCAMPUS Self-Service Online Registration. For more information, see the *PowerCAMPUS Self-Service for Administrators User Guide*.

- MMDDYYYY9990 is used for charge/credits created by the assessment using PowerCAMPUS Self-Service Online Registration. For more information, see the *PowerCAMPUS Self-Service for Administrators User Guide*.

- MMDDYYYY9989 is used for cash receipts entered using request forms in PowerCAMPUS Self-Service, such as the Transcript Request Form and the Online Application Form. For more information, see the *PowerCAMPUS Self-Service for Administrators User Guide*.

- MMDDYYYY9988 is used for charge/credits created by PowerCAMPUS Self-Service request forms, such as the Transcript Request Form and the Online Application Form. For more information, see the *PowerCAMPUS Self-Service for Administrators User Guide*.

- MMDDYYYY9987 is used for charge/credits entered on the Chrg/Crd drill down window, available from the Sponsor Agreement window of the People Workflow or the Organizations Workflow in any setflow other than the System Administrator Setflow.

- MMDDYYYY9984 is used for individual statement generation using PowerCAMPUS Self-Service Online Registration. For more information, see the *PowerCAMPUS Self-Service for Administrators User Guide*.

💡 **Tip**

There are additional processes in PowerCAMPUS that also assign a batch number, but the batch number is not a reserved batch number for these types of processes. All statements are assigned specific batch numbers for tracking, as well as specific assessments, which are run in Global Assessment and Miscellaneous Assessment. In addition, batch numbers are assigned the PowerFAIDS Import, the Charge/Credit Import, Beginning Balance and Late Fee Assessment all of which create charge/credit records. ▪

The batch number for each of these types of processes consists of the system date plus a four-digit number. For example, the first batch of statements created on August 25, 2008 would have been assigned a batch number of 082520080001. The same batch number is assigned to all statements created in the same statement run. For example, if a batch of statements was run on August 25, 2008 for all undergraduate students, it might have generated one thousand statements, all with a batch number of 082520080001. If you run a separate batch of statements on the same day for all graduate students, it might have generated one thousand statements, all with a batch number of 082520080002.

Each of these types of processes each have their own four-digit numbering sequence. So on the same day the first global assessment, the first miscellaneous assessment and the first statement batch would all be MMDDYYYY0001. These processes are distinguished by various system-defined batch types and are tracked in the PowerCAMPUS database in the BatchHeader table. This allows for easier tracking and maintaining of all processing in PowerCAMPUS.

📝 **Note**

This report does not display batches for gift/pledge records entered in Advancement. Advancement batches are not stored in the BatchHeader table and are stored in a different table, called GiftBatchHeader and also uses a MMDDYYYY plus a four-digit numbering sequence. For example, the first batch of gifts created on August 25, 2008 would have been assigned a batch number of 082520080001. For more information, see *Donor Processing in Advancement* and the *PowerCAMPUS Self-Service for Administrators User Guide*. ▪

This report can be used for auditing purposes and for verifying that all batches have been posted for the day, week or month. The posted totals can then be used to help balance to the General Ledger Journal.

Cash receipts daily

The Cash Receipts Daily report prints all cash receipt entries for a particular batch. Both posted and unposted entries print on this report. The report is sorted first by batch, and then by Office, Entry Date and Academic Year/Term. Void, posted and unposted totals are provided, as well as totals by cash, check, credit card and other. Batch Totals and Grand Totals also print.

This report can be used as an audit trail or for verification of information.

📝 **Note**

Select the Setup button to enter additional printing parameters. ■

You can select to print with or without origin information, check/credit card detail, receipt notes, and account information.

Catalog

The Catalog report lists, in alphabetical order by catalog Id, the name and description of each course, as well as any additional information such as corequisites, prerequisites, number of credits, and fees.

This report can be used as your institution's course catalog to be distributed to students before registration.

📝 **Note**

Select the **Setup** button to enter additional printing parameters. ■

Catalog (text)

The Catalog (Text) report contains the same data as the Catalog report but is stripped of all fonts. The Catalog (Text) report is designed to be printed to a file location. This file can then be sent to a printer for formatting and printing your institution's course catalog.

📝 **Note**

Select the **Setup** button to enter additional printing parameters. ■

Code Table

The Code Table report prints a listing of all of the values entered for each code table. Information such as the code value, status, short, medium and long description, and

revision information will display on the Code Table report. Use this report for verifying that all of the necessary values have been entered or properly converted.

💡 **Tip**

> The page buttons for the Code Table report act differently than with other reports in PowerCAMPUS. The First Page button moves to the PREVIOUS CODE TABLE. The Previous Page button moves to the PREVIOUS PAGE of the code table displaying. The Next Page button moves to the NEXT PAGE of the code table displaying. The Last Page button moves to the NEXT CODE TABLE. ▪

📝 **Note**

> Select the Setup button to enter additional printing parameters. ▪

The Code Table report setup will take the place of building filter criteria. Three options are available for printing the Code Table report in PowerCAMPUS. You may print the report with one of the following options selected: Print All Tables, Print By Office or Print By Specific Table. When selecting Print By Office or Print By Specific Table, a drop down list box will display allowing you to select which office or table to use for the report.

💡 **Tip**

> Please be aware that a blank page will print between each code table if Form Feed is selected on your printer. ▪

Charge/Credit by batch

The Charge/Credit by Batch report prints all entries for a particular batch or range of batches. Both posted and unposted entries print on this report. Total charge/credits for each person and organization will display. Charge Totals, Credit Totals and Overall Totals are provided by batch. Totals are further broken down into categories of Void, Posted, Unposted, Disbursed Aid and Anticipated Aid.

📝 **Note**

> Disbursed and anticipated aid is applicable to students only. ▪

💡 **Tip**

> Prebill charge/credits print and total on this report. The Charge/Credit by Code and Charge/Credit by Id reports exclude prebill charge/credits from printing and adding into the totals. Prebill charge/credits are applicable to students only. ▪

📝 **Note**

> You are not able to change the sort on this report. ▪

This report can be used as an audit trail or for verification of any batches manually entered into the system or created automatically by the system, such as those resulting from the "Global Assessment" or "Miscellaneous Assessment" processes.

Note

> Select the Setup button to enter additional printing parameters.   ■

You can select to print with or without account information or totals by Id.

Charge/Credit by code

The Charge/Credit by Code report prints all entries for both people and organizations for a particular charge/credit code or range of charge/credit codes. Both posted and unposted entries print on this report. Charge Totals, Credit Totals and Overall Totals are provided by code. Totals are further broken down into categories of Void, Posted, Unposted, Disbursed Aid and Anticipated Aid.

Note

> Disbursed and anticipated aid is applicable to students only.   ■

Tip

> Prebill charge/credits are excluded from printing and adding into the totals. You may change the filter to print the prebill charge/credits, but they will not be added into the totals. Prebill charge/credits are applicable to students only.   ■

Note

> You are not able to change the sort on this report.   ■

This report can be used as an audit trail or for verification of information by code.

Note

> Select the Setup button to enter additional printing parameters.   ■

You can select to print with or without account information or totals by Id.

Charge/Credit by Id

The Charge/Credit by Id report prints all entries for a particular Id (person or organization) or range of Ids. Both posted and unposted entries print on this report. Charge Totals, Credit Totals and Overall Totals are provided at the end of the report. Totals are further broken down into categories of Void, Posted, Unposted, Disbursed Aid and Anticipated Aid.

Note

> Disbursed and anticipated aid is applicable to students only.   ■

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💡 **Tip**

> Prebill charge/credits are excluded from printing and adding into the totals. You may change the filter to print the prebill charge/credits, but they will not be added into the totals. Prebill charge/credits are applicable to students only. ▪

This report can be used as an audit trail or for verification of information by Id.

📝 **Note**

> Select the Setup button to enter additional printing parameters. ▪

You can select to print with or without account information or totals by Id. You may enter one Id number or a range of Id numbers for people, organizations or both by selecting the appropriate radio button in the setup.

Charge/Credit totals

The Charge/Credit Totals report prints a summary listing of each charge/credit code and the total amount charged to the code for the specified time period for people and organizations. Variations can be set up to filter on a specific date range, batch, year/term, or fiscal year/period.

Both posted and unposted entries print on this report. Totals for charges, credits, financial aid and cash receipts are provided, in addition to grand totals at the end of the report.

📝 **Note**

> Disbursed and anticipated aid is applicable to students only. ▪

💡 **Tip**

> Prebill charge/credits are excluded from printing and adding into the totals. You may change the filter to print the prebill charge/credits, but they will not be added into the totals. Prebill charge/credits are applicable to students only. ▪

This report can be used to quickly view what charge/credits were affected by a specific action or a period of time. For example, run this report after an assessment or import to get summary information for each charge/credit.

Chart of accounts

The Chart of Accounts report prints all chart of accounts information, sorted by account Id. A count is printed at the end of the report. This report can be used as verification of your account Ids before setting up the Charge/Credit code table.

Disabilities

The Disabilities report lists the names, Ids, and disability requirements of those people at your institution who have disabilities. This report is sorted by Disability.

Disabilities by people

The Disabilities by People report lists the names, Ids, and disability requirements of those people at your institution who have disabilities. This report is sorted by Last Name.

Selecting your population

The selection of people for this report can be made either by using a view from the Vista Views tool or by using the Default variation. Once a view is created in Vista Views, you can choose the view by selecting the New button on this report's window. The Modify Report window will display. Selecting the **View** button will display the Select View window. The **Select View** drop down list box will list available views.

You can also see the view syntax and the report syntax here. For more information, see Vista Views in Vista. You can use a filter and a view simultaneously on this report. For more information about filtering, see *Customizing a Report in User Introduction.*

💡 **Tip**

> If creating a view in Vista Views, you must include People_Code_Id as a column in your view. If the People_Code_Id column is not included in the view, then the view will not display in the Select View drop down list box.■

Education

The Education report lists institutions and the people who attended those institutions for prior education. The name/Id of the person, dates of attendance, and degree, curriculum and GPA from each institution will display. This report is sorted by Organization Name.

Employment

The Employment report lists, by organization, the employees' names/Ids, positions, and dates of employment at that organization. This report is sorted by Organization Name.

For selecting the population see "Selecting your population".

Faculty list

The Faculty List report lists faculty members by name, Id, tenure status, and eligibility year/term. Whether or not the faculty member functions as an advisor is also listed.

This report can be used when assigning workloads, printing faculty descriptions in the course catalog, and renewing the contracts of faculty members.

Faculty schedule

The Faculty Schedule report prints the faculty's schedules for distribution purposes or mailing in a window envelope.

These schedules detail, by academic year/term, information such as the course name/Id of the course being taught, the duration of the session in which it will be held, the number of credits that it is worth, and schedule and room information for that course. All courses that the instructor will be teaching for that year/term will be listed.

> 📝 **Note**
>
> Select the **Setup** button to enter additional printing parameters. This feature is currently not in use. ▪

Credits to Print can be selected in the Setup window. For more information about credits, see "Catalog".

Faculty schedule (internal)

The Faculty Schedule (Internal) report contains the same data as the Faculty Schedule report but is not designed to be mailed to faculty members.

> 📝 **Note**
>
> Select the **Setup** button to enter additional printing parameters. This feature is currently not in use. ▪

Credits to Print can be selected in the **Setup** window. For more information about credits, see "Catalog".

Faculty workload

The Faculty Workload report takes the number of adds (students registered) for the course and multiplies it by the number of workload credits for the course in order to calculate the Workload Credits column. The amount in this column is then multiplied by the faculty member's actual teaching percentage for each course in order to calculate the Faculty Workload column.

Both the course section taught by the instructor and the percentage of the course that he is teaching are outlined here. Total Faculty Credits is listed for each faculty member.

This report can be used to monitor faculty from term to term.

Immunization

The Immunization report lists, by immunization code, the names of all people who have been immunized, when they were immunized, and the status of their immunizations. This report is sorted by Immunization.

For selecting the population see "Selecting your population".

Immunization by people

The Immunization by People report lists the immunization code, status, and date of all immunizations by people. This report is sorted by Last Name.

For selecting the population see "Selecting your population".

Journal list report setup

Enter additional printing parameters here. For more information, refer back to the documentation for the report. You can select to print for a particular fiscal year, fiscal period, general ledger account, journal source, or journal entry on this Setup window. You may also enter a range of information.

Journal list by account/year/period

The Journal List by Account/Year/Period report prints all entries posted to the Journal table, sorted by account. Totals are given for each account, broken down by debit totals or credit totals.

This report can be used as an audit or verification of what was posted. You may also want to use this report to validate that your financial system, whichever system that may be, balances with the entries in the Journal table.

📄 **Note**

Select the Setup button to enter additional printing parameters.

You can select to print for a particular fiscal year, fiscal period, general ledger account, journal source, or journal entry. You may also enter a range of information.

Journal list by year/period/account

The Journal List by Year/Period/Account report prints all entries posted to the Journal table, sorted by account within the fiscal period of a fiscal year. Totals are given for each fiscal period, broken down by debit totals or credit totals.

This report can be used as an audit or verification of what was posted. You may also want to use this report to validate that your financial system, whichever system that may be, balances with the entries in the Journal table.

📄 **Note**

Select the Setup button to enter additional printing parameters.

You can select to print for a particular fiscal year, fiscal period, general ledger account, journal source, or journal entry. You may also enter a range of information.

Journal list by year/period/source

The Journal List by Year/Period/Source report prints all entries posted to the Journal table, sorted by journal source within the fiscal period of a fiscal year. Totals are given for each journal entry within a journal source, for each journal source within a fiscal period, and for each fiscal period. Totals are broken down by debit totals or credit totals. Warnings are given if the journal entries do not balance within an entry, if journal entries do not balance within a source, or if journal entries do not balance within a fiscal period. This report can be used as an audit or verification of what was posted. You may also want to use this report to validate that your financial system, whichever system that may be, balances with the entries in the Journal table.

Select the Setup button to enter additional printing parameters. ■

You can select to print for a particular fiscal year, fiscal period, general ledger account, journal source, or journal entry. You may also enter a range of information.

Missing Documents

The Missing Documents report will list any missing documents for applicants. The default variation will select any actions that have been assigned with the applicant as the Responsible Person and that are not marked as Completed, Waived or Canceled.

💡 **Tip**

New report variations can be created from the default variation, making it possible to print missing documents reports for inquiries and students as well. ■

📋 **Note**

The report will only display a country if that country's code value is set to Print country with address in the Country code table. For more information, see *Code Table Descriptions in Code Tables*. ■

Organization labels

The Organization Labels report will print address labels for each organization (whose address has been entered into the system).

This report can be used for general or specific mailings to organizations. When printed to paper, these labels can also be used for quick data entry verification of name and address information.

💡 **Tip**

With the default variation, a label will print for each record type (insurance company, employer, publication) of each organization. In order to print only one label per organization, you should create a new variation. For example, to print only insurance companies, add Type of Organization.Type = 'INS' to the default filter. For more information about filtering, see *Customizing a Report in User Introduction*. ■

📋 **Note**

The report will only display a country if that country's code value is set to Print country with address in the Country code table. For more information, see *Code Table Descriptions in Code Tables*.

Labels can also be printed using the PowerCAMPUS mail merge process.

For more information, see *Mail Merge Processing in Action Scheduling*.

Select the Setup button to enter additional printing parameters. ∎

Payment plan schedule

The Payment Plan Schedule report forecasts future payments for students on payment plans.

📄 **Note**

Select the Setup button to enter additional printing parameters. Setup defaults from the last time this report was run. ∎

The Payment Plan Schedule report breaks down all active payment plan installments into three schedule dates in order to view projected payment plan receivables. The As of Date is used to report on those installments due between the As of Date and the first Schedule Date. The As of Date is also used to calculate past due installments. The second Schedule Date is used to report those installments due between the first Schedule Date and the second Schedule Date. The third Schedule Date is used to report those installments due between the second Schedule Date and the third Schedule Date.

By selecting the **Print Payment Plan Detail c**heckbox, charge/credit detail information can be printed. Only charge/credit detail from the current fiscal year and previous fiscal year will print.

Selecting your population

The selection of people for this report can be made either by using a view from the Vista Views tool or by using the Default variation. Once a view is created in Vista Views, you can choose the view by selecting the **New** button on this report's window. The Modify Report window will display. Selecting the **View** button will display the Select View window. The **Select View** drop down list box will list available views.

You can also see the view syntax and the report syntax here. For more information, see Vista Views in Vista. You can use a filter and a view simultaneously on this report. For more information about filtering, see *Customizing a Report in User Introduction*.

For more information, see *Vista Views in Vista*.

💡 **Tip**

If creating a view in Vista Views, you must include People_Code_Id as a column in your view. If the People_Code_Id column is not included in the view, then the view will not display in the Select View drop down list box.

These people Ids will be used to select from the PaymentPlan table. ∎

People labels

The People Labels report will print address labels for each person (whose address has been entered into the system).

This report can be used for general or specific mailings to people. When printed to paper, these labels can also be used for quick data entry verification of name and address information.

💡 **Tip**

> With the Default variation, a label will print for each record type (student, advisor, inquiry) of each person. In order to print only one label per person, you should create a new filter. For example, to print only students, add Type of Person.Type = 'STUD' to the default filter. For more information about filtering, see *Customizing a Report in User Introduction*. ■

📝 **Note**

> The report will only display a country if that country's code value is set to Print country with address in the Country code table. For more information, see *Code Table Descriptions in Code Tables*.

> Labels can also be printed using the PowerCAMPUS mail merge process. For more information, see *Mail Merge Processing in Action Scheduling.*

> Select the Setup button to enter additional printing parameters. The following print options not specific to labels are also available from this setup: Print Alumni Year, Print CASE Type and Combine Mailing. ■

Posting/Reconciliation report setup

Enter additional printing parameters here. For more information, refer back to the documentation for the report. Setup defaults from the most recent posting to the General Ledger Journal.

Posting (billing and cash receipts)

The Posting (Billing and Cash Receipts) report prints summary entries posted to the General Ledger Journal from the subsidiary ledgers in account Id order. This report is sorted by fiscal year/period, and then by journal source, journal entry number, posted date, and general ledger account Id. Totals are given by entry, by source, and by fiscal period. This report can be printed after the Posting to the General Ledger Journal process is run, both to confirm that the charge/credits or cash receipts were posted correctly and to keep as an audit trail.

Reconciliation (billing and cash receipts)

The Reconciliation (Billing and Cash Receipts) report prints a comparison of account totals from the subsidiary and journal ledgers, in account Id order, for posted entries. The Subsidiary Amounts reflect all charge/credits, including cash receipts, that were posted to the General Ledger Journal within a specific fiscal year/period. The Journal Amounts reflect the summary amounts in the General Ledger Journal for each account within the specific fiscal year/period. This report is sorted by fiscal year, fiscal period and general ledger account. Totals are given for each account, with a difference, if any, between the subsidiary and journal amounts. Totals are also given by fiscal period.

This report can be used at the end of every fiscal period as an audit or verification that the subsidiary ledgers balance to the General Ledger Journal.

💡 **Tip**

> If an account's subsidiary and journal amounts do not balance, a difference is displayed along with a message of 'Journal Amount and Subsidiary Amount do not balance'. You will want to reprint this report, using a variation that filters on the specific account and specifying in the Setup window to Print Detail. You may also want to check your Posting (Billing and Cash Receipts) report and print the Journal List by Account/ Year/Period report for that account. ■

📝 **Note**

> Select the Setup button to enter additional printing parameters. Setup defaults from the most recent Post Batch process. ■

Reconciliation by source

The Reconciliation by Source report prints a comparison of account totals from the subsidiary and journal ledgers, in account Id order within Journal Source, for posted entries. The Subsidiary Amounts reflect all charge/credits, including cash receipts, that were posted to the General Ledger Journal within a specific fiscal year/period. The Journal Amounts reflect the summary amounts in the General Ledger Journal for each account within the specific fiscal year/period. This report is sorted by fiscal year, fiscal period and general ledger account. Totals are given for each account, with a difference, if any, between the subsidiary and journal amounts. Totals are also given by journal source within the fiscal period.

💡 Tip

> If an account's subsidiary and journal amounts do not balance, a difference is displayed along with a message of 'Journal Amount and Subsidiary Amount do not balance'. You will want to reprint this report, filtering on the specific account and specifying in the Setup window to Print Detail. You may also want to check your Posting (Billing and Cash Receipts) report and print the Journal List by Account/Year/Period report for that account. ∎

This report can be used at the end of every fiscal period as an audit or verification that each subsidiary ledger balances to the General Ledger Journal.

📝 Note

> Select the Setup button to enter additional printing parameters. Setup defaults from the most recent posting to the General Ledger Journal. ∎

Registration status

The Registration Status report prints each year/term's preregistered and registered credits by student. Students with multiple program/degree/curriculums will appear multiple times but will be counted only once in the totals.

Information such as students' name/Id, program/degree/curriculum, preregistered courses and credits, registered courses and credits, and total courses and credits will be listed. The totals for these categories of courses and credits will appear at the bottom of the list of students.

📝 Note

> Students that have multiple academic records will display multiple times but will only be counted once. ∎

This report can be used by the Registrar's Office to decide about opening more seats in a course or canceling a course.

📝 Note

> Select the Setup button to enter additional printing parameters. ∎

Credits to Print can be selected in the Setup window. For more information about credits, see *Catalog*.

💡 Tip

> If a student has more than one program/degree/curriculum record, the primary academic record will display first as indicated in the default sort. ∎

📝 Note

> Be aware that the potential exists to exclude students if you are filtering out a specific program, program/degree or program/degree/curriculum

and are filtering out the student's primary academic record for a particular year/term. If students do not have the program, program/degree or program/degree/curriculum that you are filtering out as their primary academic record, they will not be returned.

In these cases, you may wish to add additional criteria to include Primary_Flag = 'Y' (yes) OR 'N' (no). If you remove the Primary_Flag column altogether, students with multiple academic records could potentially display multiple times.   ■

Room allocation by day

The Room Allocation by Day report lists all rooms and their scheduled events, including courses, meetings, office hours, etc., by day.

Year/Term, Campus, and Building are the headers of this report. Information such as time of event, maximum number of seats, number of students scheduled, and instructor (where applicable) is also listed.

This report can be printed when schedule adjustments need to be made.

Room allocation by room

The Room Allocation by Room report lists all rooms and their scheduled events, including courses, meetings, office hours, etc., by room.

Year/Term, Campus, and Building are the headers of this report. Information such as time of event, maximum number of seats, number of students scheduled, and instructor (where applicable) is also listed.

This report can be printed when location adjustments need to be made.

Room assignment

The Room Assignment report lists all scheduled courses by year/term, and the rooms to which they are assigned, in course Id order.

This report can be used as a posting for students so that they may locate their classes once registration is complete.

Room list

The Room List report prints all rooms with their associated room numbers, occupancies, conditions, and names, sorted by campus and building.

This report can be used by Facility Management and the Registrar's Office in identifying which rooms can have which courses scheduled in them.

Section offering

The Section Offering report should be distributed to students after preregistration, so that they know which courses will be scheduled and when.

Information such as course name/Id, number of credits, corequisites, prerequisites, schedule, and instructors will be listed on this report.

The Section Offering report lists all courses offered at the institution, sorted by college and department. The Section Offering Report setup, located under **Tools: Setup**, should be done prior to printing, as it determines which fields will print on the report. This setup can be accessed directly from the report as well.

📝 **Note**

Select the **Setup** button to enter additional printing parameters. ■

Section offering (text)

The Section Offering (Text) report contains the same data as the Section Offering report but is stripped of all fonts. The Section Offering (Text) report is designed to be printed to a file location. This file can then be sent to a printer for formatting and printing.

📝 **Note**

Select the **Setup** button to enter additional printing parameters. ■

Section schedule

The Section Schedule report lists courses offered at the institution by course Id, subtype, and section, sorted by year/term. It also shows the total number of students registered for each course section.

Information such as date, time, location and instructor is listed for each course.

This report can be used as a general reference for students, faculty and others of the courses being offered at your institution.

📑 **Note**

> The Section Schedule report contains a 'nested' report that limits the fields that can be exported using the **Save** button. For example, selecting to save the report as an HTML file will not display data on the Day, Building or Room for a particular course. ∎

Section status

The Section Status report prints a listing of sections with the add, drop, and waitlist counts and the enrollment status.

This report can be posted during registration to keep students updated with the latest information. The report totals the adds, drops, and waitlists per academic year/term.

This report can be posted during registration to keep students updated with the latest information. The report totals the adds, drops, and waitlists per academic year/term.

Statements

The Statements report prints statements listing the detail charge/credits on a student's account. You can use this report to send batch statements or individual statements to students on a regular basis. Statements can be generated at any time.

💡 **Tip**

> Statements can also be generated for any person who may have a balance, such as a faculty member who has copy charges or a person who is a sponsor and has an outstanding balance for their sponsored students OR for any organization, such as a local organization renting a facility from your institution or an organization who is a sponsor and has an outstanding balance for their sponsored students. ∎

However, you must generate statements for these types or people and organization from the appropriate workflow. The Reports Workflow only permits individual or batch student statements to be generated. You would use the People Billing Workflow for people such as faculty members with a balance. You would use the Organization Billing for local organizations renting facilities. You would use the Charge/Credit drilldown from the Sponsor Agreement window of the People or Organizations Workflows for people and organizations who are sponsors.

The payment option statement prints statements listing the detail charge/credits on a student's account based upon the Year/Term and From/To Dates selected in the statement

setup. Payment option statements are typically run once a month, but can also be generated at any time. For more information about payment options, see "Understanding student payment assistance programs". For a detailed example of using payment option statements, see "Designing Assessment and Tuition Adjustment Rules".

📝 **Note**

> Student statements are generated when the Traditional setting is selected from the Type window of the setup for this report. Payment option statements are generated when the Payment Option setting is selected from the Type window of the setup. For more information, see "Issuing statements" or Cash Receipts.   ■

Although, the payment option statement has its own option on the Type window, it is recommended that you create a value for payment option statements in the Statement Type code table and select it when generating statements for students using the payment option. For more information, see *Code Table Descriptions in Code Tables*.

To print batch student or payment option statements, select Statements from the left-most drop down list box available from the Reports Workflow in the Billing Setflow or the Cash Receipts Setflow.

📝 **Note**

> Batch statements cannot be printed for organizations or for sponsors because it is not possible to filter out organizations and because sponsor statements can only be generated individually using the Sponsor Agreement window of the People and Organizations Workflows.   ■

To print statements for individual students, select the Statement icon (a dollar sign) from any window of the People Billing Workflow in the Billing Setflow, the Cash Receipts Workflow (By People) in the Cash Receipts Setflow, or the Registration Workflow in the Academic Records Setflow.

📝 **Note**

> Individual and batch statements have a slightly different meaning for payment option statements than for the traditional student statements. Payment option statements are intended more for reprinting past statements for students (as you can indicate a specific year/term or date range) than for generating new student statements. However, future payment option statements can be generated individually as well. For more information, see "Issuing statements" or Cash Receipts.   ■

Because there is not a statement specifically designed for people who are neither students nor sponsors or organizations that are not sponsors, the generic student statement is used for them as well. To print statements for individual non-sponsor people or organizations, select the Statement icon (a dollar sign) from any window of the People Billing Workflow or the Organization Billing Workflow, respectively, in the Billing Setflow. You may create a Statement Type code value and select it in the report setup when generating statements for these non-sponsor people/organizations. For more information, see *Statement Type in Code Tables*.

Select the Setup button to enter additional printing parameters. ■

Traditional statements can be printed in a number of different ways. You may select to generate a statement using any one of the following balance types available for statements: Academic Year, Calendar Year, Fiscal Year, Year/Term (All Sessions Only), Year/Term (Term/All Sessions), Year/Term (Term/All Sessions + Cumulative), Year/Term (Term Only), Year/Term (Term Only + Cumulative) or Year/Term/Session by selecting the appropriate option from the drop down list box. For more specific information about specific balance types and issuing statements, see Issuing Statements in Billing or Cash Receipts.

The Year/Term (Term Only + Cumulative) and the Year/Term (Term/All Sessions + Cumulative) statements are the only choices available for payment option statements. This balance type will generate a statement that includes a previous cumulative balance (if any) and all term level charge/credits only (OR all term and session level charge/credits, if Year/Term (Term/All Sessions + Cumulative) is selected), excluding beginning balances, for the year/term specified, based upon the from and to date range entered. Charge/credit records must be selected to Include in Payment Option in the Charge/Credit code table to be included on the payment option statement. For more information about payment options, see "Understanding student payment assistance programs". For a detailed example of using payment option statements, see "Designing Assessment and Tuition Adjustment Rules".

📝 **Note**

For more information about generating statements, see "Issuing statements" or Cash Receipts.

The report will only display a country if that country's code value is set to Print country with address in the Country code table. For more information, see *Code Table Descriptions in Code Tables*. ■

Selecting your population

Using the Sort/Filter option allows you to sort your statements in any number of ways and allows for the statements of only certain individuals to be printed at one time. You will probably want to create a number of new variations based upon the default variation in order to print statements in a variety of ways.

Any other criteria necessary for filtering or sorting your population can be set up by creating a New report variation. For example, if you wish to print statements for those that have just been assessed, you can change the filter to incorporate Charge/Credit.Batch for the batch number you used in the Global Assessment process. If you wish to sort by the mailbox number of the student in order to help place statements quickly in the students' mailboxes, you can change the sort to include Residency.Mail Slot. You could also sort by zip code (in order to get bulk mailing rates) by changing the sort to include Address.Zip Code.

Filtering on academic/studentfinancial/demographics/residencytables

If you have selected the Year/Term Only statement and are filtering on the Academic, StudentFinancial, Demographics or Residency tables, the student's record for the year/term requested will be used.

If you have selected either the *Year/Term (Term/All Sessions + Cumulative)* or the *Year/Term (Term Only + Cumulative)* statement and are filtering on the Academic, StudentFinancial, Demographics or Residency tables, the student's record for the year/term of the balance reported will be used. A student might not have any charge/credit activity for the year/term requested but still have a previous balance. The year/term of the previous balance reported will also be used for filtering on any of these four tables.

📝 **Note**

> The payment option statement is ONLY available for the Year/Term (Term Only + Cumulative) and Year/Term (Term/All Sessions + Cumulative) balance types.
>
> Payment option and traditional student statements must be run in separate batches. You may filter out the appropriate students by including the Payment_Option column from the StudentFinancial table in your filter criteria. For traditional student statements, you would exclude students who are on a payment option and for payment option statements you would exclude students who are not on a payment option. ■

If you have selected the Fiscal Year statement and are filtering on the Academic, StudentFinancial, Demographics or Residency tables, the maximum year/term record that the student has for the fiscal year requested or before will be used. The fiscal year is entered on the academic calendar for each year/term and is used in determining the maximum year/term for a fiscal year.

If you have selected the Academic Year statement and are filtering on the Academic, StudentFinancial, Demographics or Residency tables, the student's record for the year/term of the balance reported will be used. A student may not have a charge/credit activity for the year/term requested but may have a previous balance. The year/term of the previous balance reported will also be used for filtering on any of these four tables.

Stop list by people

The Stop List by People report prints a listing of students who cannot register and/or receive grades for a specific stop reason. This report will print those people who have not been cleared from the stop list, sorted by Last Name. A total number of people and stop list reasons will print. This report can be used by the Registrar's Office for verification of stop lists and further student examination.

Stop list by reason

The Stop List by Reason report prints a listing of students who cannot register and/or receive grades for a specific stop reason. This report will print those people who have not been cleared from the stop list, sorted by Reason. A total of people per reason will also be shown.

This report can be used by the Registrar's Office to send a letter to the parent/guardian(s) of all students whose tuition has not been paid in full.

Student demographics

The Student Demographics report prints demographic information about students, such as ethnicity, religion, marital status, and citizenship.

This report, sorted by student name/Id, can be used for geographic and other demographics studies of your institution's students.

💡 **Tip**
> If a student has more than one program/degree/curriculum record, the primary academic record will display first as indicated in the default sort. ■

📄 **Note**
> Be aware that the potential exists to exclude students if you are filtering out a specific program, program/degree or program/degree/curriculum AND are filtering out the student's primary academic record for a particular year/term. If students do not have the program, program/degree or program/degree/curriculum that you are filtering out as their primary academic record, they will not be returned.
>
> In these cases, you may wish to add additional criteria to include Primary_Flag = 'Y' (yes) OR 'N' (no). If you remove the Primary_Flag column altogether, students with multiple academic records could potentially display multiple times. ■

Student List

The Student List report displays each student by his last name, including information such as his Id, program/degree/curriculum, college, department, full/part-time status, population, academic standing, credit limit, advisor, and class level.

> 📝 **Note**
>
> The report will only display a country if that country's code value is set to Print country with address in the Country code table. For more information, see *Code Table Descriptions in Code Tables*. ■

> 💡 **Tip**
>
> If a student has more than one program/degree/curriculum record, the primary academic record will display first as indicated in the default sort. ■

> 📝 **Note**
>
> Be aware that the potential exists to exclude students if you are filtering out a specific program, program/degree or program/degree/curriculum AND are filtering out the student's primary academic record for a particular year/term. If students do not have the program, program/degree or program/degree/curriculum that you are filtering out as their primary academic record, they will not be returned.
>
> In these cases, you may wish to add additional criteria to include Primary_Flag = 'Y' (yes) OR 'N' (no). If you remove the Primary_Flag column altogether, students with multiple academic records could potentially display multiple times. ■

Student residency

The Student Residency report lists information about students' residencies (resident, commuter, or off campus), including their dorm and food plans, campus/building/room of residency, and key and mail slot numbers.

This report can be used for billing purposes, assignment of phone numbers, and facility management. It is also a report that the post office can use when delivering mail to students' mail slots.

> 💡 **Tip**
>
> The default filter includes residents only. If you need to report on commuters or off-campus students as well, be sure to adjust the filter criteria appropriately.
>
> If a student has more than one program/degree/curriculum record, the primary academic record will display first as indicated in the default sort. ■

Student schedule (internal)

The Student Schedule (Internal) report contains the same data as the Student Schedule report but is not designed to be mailed to students.

All courses with an Add status are listed in detail. CEU and credit totals are given per student within a program, degree and curriculum. Student, credit and CEU totals are printed for each academic year/term and grand totals are shown at the end of the report.

💡 **Tip**

> When creating a new report variation for the Student Schedule (Internal) report, make sure that the variation still includes the default filter row of (Student Financial.Academic Session = ''). If this row is removed from the filter, the day/time/instructor and meeting place for a course will print multiple times. ▪

This report can be used to verify registration and keep on hand for quick reference. You may also view a student's schedule online using the Schedule window of the Students Workflow.

📄 **Note**

> Select the Setup button to enter additional printing parameters. ▪

Credits to Print can be selected in the Setup window. For more information about credits, see *Catalog*.

💡 **Tip**

> If a student has more than one program/degree/curriculum record, the primary academic record will display first as indicated in the default sort. ▪

📄 **Note**

> Be aware that the potential exists to exclude students if you are filtering out a specific program, program/degree or program/degree/curriculum and are filtering out the student's primary academic record for a particular year/term. If students do not have the program, program/degree or program/degree/curriculum that you are filtering out as their primary academic record, they will not be returned.
>
> In these cases, you may wish to add additional criteria to include Primary_Flag = 'Y' (yes) OR 'N' (no). If you remove the Primary_Flag column altogether, students with multiple academic records could potentially display multiple times. ▪

A   Designing Assessment and Tuition Adjustment Rules

This appendix is included to provide you with information on designing useful assessment and tuition adjustment rules, on the proper procedure for year/term and fiscal year-end activities, as well as visual representations of tables and processes within the Billing Setflow.

Year/Term Checklist	The year/term checklist is a chronological list of validations, setups, processes and procedures that you may wish to follow during assessment for a particular year/term.
Assessment Rules Template*	The assessment rules template, to be used in conjunction with the Assessment Rules Setup process of the Billing Processing Workflow, will enable you to set up your assessment rules on paper before entering them into the PowerCAMPUS system.
Assessment Rules Billing Criteria	The billing criteria chart, to be used in conjunction with the Assessment Rules Setup process of the Billing Processing Workflow, will give you a deeper understanding of what criteria is necessary to form a proper assessment rule.
Assessment Rule Examples, Tips and Limitations	The assessment rule examples, tips and limitations section provides specific rule examples for some of the most common billing scenarios and a quick reference of the most common information needed to set up your assessment rules. Use these examples and tips as a reference when using the Assessment Rules Setup process of the Billing Processing Workflow, keeping in mind the few limitations.
Tuition Adjustment Policy Template*	The tuition adjustment policy template, to be used in conjunction with the Tuition Adjustment Policy Setup process of the Billing Processing Workflow, will enable you to set up your policies on paper before entering them into the PowerCAMPUS system.
Tuition Adjustment Policy Examples, Tips and Limitations	The tuition adjustment policy examples, tips and limitations section provides specific policy examples for some of the most common billing scenarios and a quick reference of the most common information needed to set up your tuition adjustment policies. Use these examples and tips as a reference when using the Tuition Adjustment Policy Setup process of the Billing Processing Workflow, keeping in mind the few limitations.

Sample Beginning Balances Flow Chart	The beginning balances flow chart, to be used in conjunction with the Beginning Balance process of the Billing Processing Workflow, will give you a deeper understanding of the processes that need to take place surrounding the use of the Beginning Balance wizard.
Sample Payment Option Statements	The payment option statement examples, to be used in conjunction with the Issuing Statements section of this manual, will give you a deeper understanding of how the payment option statements work.
Fiscal Year End Checklist	The fiscal year end checklist is a list of procedures to be completed after you close the last month of the current fiscal year.

* These templates have been formatted for printing with all margins set at 0.8" (inches).

Year/Term Checklist

The following procedures should be completed before the new academic year/term begins.

Preparing for the academic year/term

- Create and/or verify the academic calendar for the new academic year/term. For more information, see Academic Calendar.

- Update the Charge/Credit (Code) code table to reflect any changes in billing policies for the year/term to be billed. This must be done prior to creating your assessment rules. Print the Code Table report to keep as a history of your new charge/credit information. For more information, see *Code Table Descriptions and Reports in Code Tables*.

📝 **Note**

> Do not change the debit or credit accounts of charge/credit codes that have been used, whether active or inactive. Create a new code with the appropriate accounts. ■

- Complete the Billing setup, the Billing Level setup and the Financial Aid Mapping setup, all located under Tools: Setup, for the new academic year/term(s).

- Make a list of your current billing policies, including special exemptions and special fee arrangements. Follow "Setting up assessment rules initially". For more information about this Assessment Rules Setup procedure, see "Billing Processing". Use the "Assessment rules template", as a worksheet.

- Use the Assessment Rules Setup process, available from the Billing Processing Workflow, to set up your assessment rules for the year/term. Assessment rules can be set up to bill registered students and also to prebill students prior to registration

in order to send out estimated bills. Prebill information is also useful in budget preparation.

- If a billing policy is new, follow "Creating assessment rules" to create a new assessment rule.

- If the assessment rule(s) has been set up with the correct charge/credit code but an incorrect description, amount or per credit/flat, follow "Adjusting charge/credit information" to make the appropriate corrections.

- If the assessment rule(s) has not changed, follow "Copying assessment rules from year/term to year/term" to copy the rule(s) from a particular year/term to another year/term OR year/term/session to another year/term/session.

- If the assessment rule(s) is incorrect, follow "Deleting assessment rules from a year/term or year/term/session" to delete the rule(s) from the year/term OR year/term/session.

- If your institution charges course fees, verify that each fee has been properly established on the Fees window of the Sections Workflow in the Academic Records Setflow.

For more information about the above Assessment Rules Setup procedures, see "Billing Processing".

- Print the Assessment Rules report for the year/term OR year/term/session being processed. Review the report. Keep the report as your audit trail.

- Make a list of your current tuition adjustment policies, including course and non-course based policies. Use the Tuition Adjustment Policy Template, located in Appendix, as a worksheet. Follow "Setting up tuition adjustment policies initially".

- Use the Tuition Adjustment Policy Setup process, available from the Billing Processing Workflow, to set up your tuition adjustment policies for the year/term and/or year/term/session. Tuition adjustment policies can be set up to adjust full-time or part-time tuition and also to adjust section fees and discounts, if applicable. Any charges assessed in a global or individual assessment can be included in tuition adjustment policies to automate the adjustment of charges.

- (Optional) Run the Global Assessment process to prebill students tuition and general fees prior to formal registration.

  - Follow "Prebilling new or returning students" to prebill returning students. Follow the procedure again to prebill new students.

For more information about the above Global Assessment procedure, see "Billing Processing".

📝 **Note**

Students can also be prebilled for tuition and fees using the Miscellaneous Assessment process. Only charge/credit codes with a 'Flat Fee' (neither 'Per Credit' nor 'Percent') are available for assessment using the Miscellaneous Assessment process. ∎

- (Optional) Run the PowerFAIDS Interface to PowerCAMPUS process for pending or disbursed financial aid. For more information about importing aid from PowerFAIDS, see "Other Processing".

The Academic Year/Term

The following procedures should be completed during the academic year/term as required based upon your institution's billing policies.

- Assess or re-assess tuition and general fees for registered students.

  - Follow "Assessing registered students" to assess or re-assess a large group of registered students. For more information about this Global Assessment procedure, see "Billing Processing".

  - Follow "Assessing students individually" to assess or re-assess individual registered students using the assessment rules set up for that year/term OR year/term/session. For more information about this procedure, see "People Billing". The **Assess** button is available from both the Registration window of the Registration Workflow in the Academic Records Setflow and the Register window of the People Billing Workflow in the Billing Setflow.

- Enter and assess miscellaneous fees to a student or group of students throughout the year.

  📋 **Note**

    The charge/credits that are assessed here are typically not based upon registration records. A group of students does not have to have common information in order to be assessed together.   ▪

  - Follow "Entering new charge/credits to non-sponsor accounts" to enter a single charge/credit to a student's account. This is done using the Chrg/Crd window of the People Billing Workflow. For more information about this procedure, see "People Billing".

  - Follow "Miscellaneously assessing charge/credits for non-sponsor people with common criteria" and "Miscellaneously assessing charge/credits for non-sponsor people with no common criteria" to assess one or more charge/credits to an individual student or to various students. For more information about these Miscellaneous Assessment procedures, see "Billing Processing"

  - Run the PowerCAMPUS Charge/Credit Import process to assess a single or multiple charge/credit(s) to an individual student or various students. For more information about importing charge/credits, see "Other Processing".

- Run the Refund Export process to export student refund charges to an ASCII file. For more information about this process, see "Billing Processing". Once exported to the ASCII file, the records can then be brought into your check printing system for refund check printing.

- Run the PowerFAIDS Interface to PowerCAMPUS process for pending or disbursed financial aid. For more information about importing aid from PowerFAIDS, see "Other Processing".

- (Optional) Run the Payment Plan process to set up student payment plans for all or a portion of the student's current balance or expected charges. For more information, see "Payment Plan".

📝 **Note**

> Payment plans offered through an agency and/or in-house financial aid systems can also be imported using the PowerCAMPUS Charge/Credit Import process. For more information about importing charge/credits, see "Other Processing". ∎

- Follow "Assessing late fees" to charge late fees. For more information about this Late Fee Assessment procedure, see "Billing Processing".

📝 **Note**

> Late fees are assessed based upon the due date of the charge/credit. The Statements report updates each new charge/credit record with a due date. Depending upon when you are assessing late fees, the Statements report may need to be run first. ∎

- Run the Posting to the General Ledger Journal process to post all unposted charge/credits or cash receipts from the subsidiary ledgers to the General Ledger Journal. For more information about this process, see "Billing Processing".

- Issue student statements. Statements can be generated as often as necessary. For more information about issuing statements to students, see "Other Processing".

- (Optional) Run the Global Assessment process to prebill students' tuition and general fees prior to formal registration for next term. For more information about this process, see "Billing Processing".

General Reference

Use the following windows for reference when billing students or resolving problems:

- Balance window of the People Billing Workflow to verify a student's balance. Follow "Verifying non-sponsor and sponsor balances" to get this information.

- History window of the People Billing Workflow to see a student's billing history. Follow "Viewing non-sponsor and sponsor charge/credit histories" to get this information.

- Academic window of the People Billing Workflow to verify charge/credits that have been assessed based upon the academic history of a student.

- Statement window of the People Billing Workflow to view a statement as it was printed previously to help answer or research questions.

- For more information about these windows, see "People Billing".

Assessment rules template

Assessment Rules Template			
Year/Term/Session:	❑ Overall Term ❑ Term · ❑ Session		
Rule Name:	❑ Prebill · ❑ Custom SQL		
Description:			
Charge/Credits	**Amount**	**Flat/Per Credit**	**Criteria**
			❑ Distinct
Year/Term/Session:	❑ Overall Term ❑ Term · ❑ Session		
Rule Name:	❑ Prebill · ❑ Custom SQL		
Description:			
Charge/Credits	**Amount**	**Flat/Per Credit**	**Criteria**
			❑ Distinct
Year/Term/Session:	❑ Overall Term ❑ Term · ❑ Session		
Rule Name:	❑ Prebill · ❑ Custom SQL		
Description:			
Charge/Credits	**Amount**	**Flat/Per Credit**	**Criteria**

Assessment rules billing criteria

The Assessment Rules Billing Criteria chart provides a list of tables and associated columns of criteria available on the Assessment Rule Criteria window in the Assessment Rules Setup process of the Billing Processing Workflow. Use this chart as a reference when setting up your assessment rules on paper before entering them into the PowerCAMPUS system.

Table	Columns
Academic	Academic Flag, Academic Rating, Academic Standing, Admit Date, Admit Session, Admit Term, Admit Year, Class Level, College, College Attend Status, Credits Currently Enrolled, Curriculum, Degree, Department, Enrolled Status, Expected Graduation MM, Expected Graduation Year, Full/Part Time, Graduation Session, Graduation Status, Graduation Term, Graduation Year, Institution, Matric Term, Matriculating, Matriculation Date, Matriculation Session, Matriculation Year, NonTraditional Program, Population, PreRegistration Validated by, PreRegistration Validated, PreRegistration Validation Date, Primary Flag, Program, Registration Limit, Registration Validated, Registration Validated by, Registration Validation Date, Separation Date, Status
Affiliations	Affiliation, From Date, To Date
ChargeCredit	Academic Session, Academic Term, Academic Year, Anticipated Flag, Charge Credit Code, Posted Flag, Void Flag
Demographics	Citizenship, Dual Citizenship, Ethnic, Gender, Home Language, Marital Status, Months in this Country, Permanent Home, Primary Language, Religion, Retired, Veteran, Visa
Residency	Dorm Building, Dorm Campus, Dorm Key Number, Dorm Plan, Dorm Room, Food Plan, Locker, Mail Slot, Resident/Commuter/ Off Campus
Sections	Class Level, College, Curriculum, Department, Last Refund Date, Late Registration Fee Date, NonTraditional, Organization, Population, Program
StudentFinancial	County of Residency, County Verification Date, Credits for Billing, Economic Rating, Months Resident in County, Months Resident in Prev County, Months Resident in Prev State, Months Resident in State, Payment Plan, Prev County Verification Date, Previous State Verification Date, Previous County of Residency, Previous Residency State, Residency State, State Verification Date, Tuition Plan, Tuition/Fee Exemption
Student	Id Card Expiration Date, Id Card Issue Date, Insurance Company, Insurance Policy, Last Academic Session Enrolled, Last Academic Term Enrolled, Last Academic Year Enrolled

Table	Columns
TranscriptDetail	Add/Drop/Wait List Status, Attendance Status, CEU, Change of Status Date, CIP Code, Contact Hours per Session, Contact Hours per Week, Course Id, Course Sub Type, Course Type, Credit Type, Credits, Credits for Billing, End Date, Institution, Last Attend Date, Minutes per Week, Repeated, Section, Sponsor Code Id, Start Date, Week Number
TranscriptMarketing	Drop Reason

📋 **Note**

Tables and columns other than those available for selection on the Assessment Rule Criteria window can be specified in the SQL syntax using the View SQL window. For more information, see "Assessment Rules Setup". ■

Assessment rule examples, tips and limitations

This section describes the Assessment rule examples, tips and limitations.

Rule examples

Additional information about many of the topics below, such as special fee arrangements, can be found in the What If section for the Assessment Rules Setup process of the Billing Processing Workflow. For more information, see "Billing Processing".

📋 **Note**

You must not include the same charge/credit code in multiple assessment rules within the same assessment rule level. Section fee assessment rules created from the Fees window in the Sections Workflow are the only exception. You may use the same charge/credit code in each section fee rule. For example, you can set up one Course Fee with a $0.00 amount and then link the Course Fee to each of your sections. The amount can then be changed such that it is different for each section. For more information, see *Sections in Academic Records*. ■

Do you have flat fees?

2001/Fall Undergraduate Tuition - Full Time | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Full Time	$10,000.00	Flat
Student Fee	$300.00	Flat
Health Fee	$600.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Primary Flag = 'Y') AND
(StudentFinancial.Credits for Billing >= 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the three fees listed above only once for the student's primary academic record, regardless of the number of majors he has in the Undergraduate program.

If deselected, a student will be charged the three fees listed above only once for the student's primary academic record, regardless of the number of majors he has in the Undergraduate program. If you wish to charge the three fees listed above for each major, you may exclude Academic.Primary Flag from the filter criteria. However, the results when charging per major may not be the results you would expect. For more information, see "Rule Limitations".

Do you have flat fees based upon the college code of the student?

2001/Fall Undergraduate Tuition - Full Time (based upon the College code of the STUDENT) | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Full Time	$10,000.00	Flat
Student Fee	$300.00	Flat
Health Fee	$600.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.College = DAY) AND
(Academic.Primary Flag = 'Y') AND

(StudentFinancial.Credits for Billing >= 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the three fees listed above only once for the student's primary academic record, regardless of the number of majors he has in the day college and the Undergraduate program.

If deselected, a student will be charged the three fees listed above only once for the student's primary academic record, regardless of the number of majors he has in the Undergraduate program. If you wish to charge the three fees listed above for each major, you may exclude Academic.Primary Flag from the filter criteria. However, the results when charging per major may not be the results you would expect. For more information, see "Rule Limitations".

Do you have flat fees based upon the College code of course?

2001/Fall Undergraduate Tuition - Full Time (based upon the College code of COURSE) | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Full Time	$10,000.00	Flat
Student Fee	$300.00	Flat
Health Fee	$600.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Primary Flag = 'Y') AND
(Sections.College = DAY) AND
(StudentFinancial.Credits for Billing >= 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the three fees listed above only once for the student's primary academic record, regardless of the number of majors he has in the Undergraduate program.

If deselected, a student will be charged the three fees listed above only once for the student's primary academic record, regardless of the number of majors he has in the Undergraduate program. If you wish to charge the three fees listed above for each major, you may exclude Academic.Primary Flag from the filter criteria. However, the results

when charging per major may not be the results you would expect. For more information, see "Rule Limitations".

📝 **Note**

> Using Student Financial.Credits for Billing may not be necessary if students may take courses in multiple colleges.   ■

Do you have flat audit fees?

2001/Fall Undergraduate Courses - Flat Audit Fees | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Audit Fee	$100.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Primary Flag = 'Y') AND
(TranscriptDetail.Credit Type = Audit) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the fee listed above only once for the student's primary academic record, regardless of the number of Audit courses for which he is registered or the number of majors he has in the Undergraduate program.

If deselected, a student will be charged the fee listed above for as many Audit courses with a status of Add for which he is registered for the primary academic record, regardless of the number of majors he has in the Undergraduate program. If you wish to charge the fee listed above for each major, you may exclude Academic.Primary Flag from the filter criteria. However, the results when charging per major may not be the results you would expect. For more information, see "Rule Limitations".

Do you have per credit charges?

📝 **Note**

> All assessment rules that are set up as Per Credit must be Distinct. If a rule contains per credit charges and Distinct is deselected, you will be warned that you must have Distinct selected. Per credit charges by nature are charging for each credit, therefore, deselecting Distinct is not necessary.   ■

Do you have part time tuition charged per credit?

2001/Fall Undergraduate Tuition - Part Time | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Part Time	$500.00	Per Credit

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Primary Flag = 'Y') AND
(StudentFinancial.Credits for Billing < 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the fee listed above multiplied by the TOTAL billing credits in the StudentFinancial table, once for the student's primary academic record, regardless of the number of majors he has in the Undergraduate program.

If deselected, you will be warned that you must have Distinct selected. If you wish to charge the fee listed above for each major, do not include the Primary Flag in the rule criteria. However, the results may not be the results you would expect. For more information, For more information, see "Rule Limitations".

📝 **Note**

If you allow students at your institution to take courses with no billing credits (i.e. audit courses, etc.), then your rule may require an additional line of criteria: (StudentFinancial.Credits for Billing > 0.00). In this example, without the additional line of criteria where billing credits are greater than zero, a student who is registered for several courses which all have zero billing credits will still be assessed the part-time, per credit tuition charge. ■

Do you have part time tuition charged per credit based on the college code of the student?

2001/Fall Undergraduate Tuition - Part Time (based upon the College code of the STUDENT) | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Part Time	$500.00	Per Credit

Criteria:

((Academic.Program = Undergrad) AND
(Academic.College = DAY) AND

(Academic.Primary Flag = 'Y') AND
(StudentFinancial.Credits for Billing < 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the fee listed above multiplied by the total billing credits in the StudentFinancial table, once for the student's primary academic record, regardless of the number of majors he has in the day college and the Undergraduate program.

If deselected, you will be warned that you must have Distinct selected. If you wish to charge the fee listed above for each major, do not include the Primary Flag in the rule criteria. However, the results may not be the results you would expect. For more information, see "Rule Limitations".

📝 **Note**

> If you allow students at your institution to take courses with no billing credits (i.e. audit courses, etc.), then your rule may require an additional line of criteria: (StudentFinancial.Credits for Billing > 0.00). In this example, without the additional line of criteria where billing credits are greater than zero, a student who is registered for several courses which all have zero billing credits will still be assessed the part-time, per credit tuition charge. ■

Do you have part time tuition charged per credit based on the college code of the course?

2001/Fall Undergraduate Tuition - Part Time (based upon the College code of the COURSE) | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Part Time	$500.00	Per Credit

Criteria:

((Academic.Program = Undergrad) AND
(Sections.College = DAY) AND
(Academic.Primary Flag = 'Y') AND
(StudentFinancial.Credits for Billing < 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Because the TOTAL billing credits in the StudentFinancial table need to be used, the results may not be the results you would expect.

Distinct:

If selected, a student will be charged the fee listed above multiplied by the TOTAL billing credits in the StudentFinancial table for those courses in the DAY college for which the student has registered, once for the student's primary academic record, regardless of the number of majors he has in the Undergraduate program.

📋 **Note**

> When the Sections or TranscriptDetail table is used in a rule, the per credit rate is automatically multiplied by the billing credits of each course that meets the rule. ∎

If deselected, you will be warned that you must have Distinct selected. If you wish to charge the fee listed above for each major, do not include the Primary Flag in the rule criteria. However, the results may not be the results you would expect. . For more information, see "Rule Limitations".

📋 **Note**

> Using Student Financial.Credits for Billing may not be necessary if students may take courses in multiple colleges.
>
> If you allow students at your institution to take courses with no billing credits (i.e. audit courses, etc.), then your rule may require an additional line of criteria: (StudentFinancial.Credits for Billing > 0.00). In this example, without the additional line of criteria where billing credits are greater than zero, a student who is registered for several courses which all have zero billing credits will still be assessed the part-time, per credit tuition charge. ∎

Do you have per credit audit fees?

2001/Fall Undergraduate Courses - Per Credit Audit Fees | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Audit Fee	$100.00	Per Credit

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Primary Flag = 'Y') AND
(TranscriptDetail.Credit Type = Audit) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the fee listed above multiplied by the total billing credits in the TranscriptDetail table for those Audit courses with a status of Add, once for

the student's primary academic record, regardless of the number of majors he has in the Undergraduate program.

If deselected, you will be warned that you must have Distinct selected. If you wish to charge the fee listed above for each major, do not include the Primary Flag in the rule criteria. However, the results may not be the results you would expect. For more information, see "Rule Limitations".

Do you have special fee arrangements as a separate adjustment?

2001/Fall Undergraduate Courses - Full Time with Senior Citizen Discount | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Full Time	$10,000.00	Flat
Senior Citizen Discount-Full Time	$1000.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(StudentFinancial.Tuition Plan = SENR) AND
(StudentFinancial.Credits for Billing >= 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the fee and credited the discount only once regardless of the number of majors he has in the undergraduate program.

If deselected, a student will be charge the fee and credited the discount for as many majors as he has in the Undergraduate program. However, the results may not be the results you would expect. For more information, see "Rule Limitations".

Do you have special fee arrangements with no adjustment shown?

2001/Fall Employee Tuition Exemption - Full Time | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Employee Tuition	$550.00	Per Credit

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Primary Flag = 'Y') AND

(Academic.Population = EMP) AND
(StudentFinancial.Credits for Billing >= 12.00) AND
(TranscriptDetail.Add/Drop/Wait List Status = 'A'))

Distinct:

If selected, a student will be charged the fee listed above multiplied by the total billing credits in the StudentFinancial table.

If deselected, you will be warned that you must have Distinct selected. If you wish to charge the fee listed above for each major, do not include the Primary Flag in the rule criteria. However, the results may not be the results you would expect. For more information, see "Rule Limitations".

Do you have fees to be charged if not charged previously?

2001/Fall Processing Fee - if not charged previously | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Health Fee	$100.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Enrolled Status = Enrolled) AND
((Charge/Credit.Charge Credit Code <> Processing Fee) AND
(Charge/Credit.Void Flag = 'N'))

📝 **Note**

By including the ChargeCredit table in the assessment rule criteria, the assessment will only assess the charge if the student does not meet the criteria entered for the assessment rule.

It is highly recommended that you set up rules such as in this example as an Overall Term assessment rule. Otherwise, students may incorrectly receive the charge/credit again. For more information, see "Rule Limitations".

Do you have fees to be charged if not charged in the previous year/term?

2002/Spring Health Fee - if not charged in Fall 2001 | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Health Fee	$100.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Enrolled Status = Enrolled) AND
((Charge/Credit.Charge Credit Code <> Health Fee) AND
(Charge/Credit.Academic Year = 2001) AND
(Charge/Credit.Academic Term = Fall) AND
(Charge/Credit.Void Flag = 'N'))

📑 **Note**

> By including the ChargeCredit table in the assessment rule criteria, the
> assessment will only assess the charge if the student does not meet the
> criteria entered for the assessment rule.
>
> It is highly recommended that you set up rules such as in this example as
> an Overall Term assessment rule. Otherwise, students may incorrectly
> receive the charge/credit again. . For more information, see "Rule
> Limitations". ■

Do you have fees to be charged to students who register after a particular date?

2001/Fall - Late Registration Fee | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Late Registration Fee	$50.00	Flat

Criteria:

((TranscriptDetail.Status Date >= 09/15/00) AND
(TranscriptDetail.Add/Drop/Wait List = 'A'))

Do you have to compare the TranscriptDetail.Add_Drop_Status_Date table column with the Section.Late_Reg_Fee_Date table column to determine if a late registration fee should be assessed?

2002/Fall - Late Registration Fee based upon Late Reg Fee Date | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Late Registration Fee	$100.00	Flat

Criteria:

((TranscriptDetail.Add/Drop/Wait List = 'A'))

You will need to also edit the SQL syntax on the View SQL window. To do so, select the Criteria button and then the View SQL button. The View SQL window will display. Select the Allow Edit button and replace the existing SQL syntax with the SQL syntax that displays below:

```
Select Count (*)
From TranscriptDetail, Sections Where
TranscriptDetail.Academic_Year = Sections.Academic_Year AND
TranscriptDetail.Academic_Term = Sections.Academic_Term AND
TranscriptDetail.Academic_Session = Sections.Academic_Session AND
TranscriptDetail.Event_Id = Sections.Event_Id AND
TranscriptDetail.Event_Sub_Type = Sections.Event_Sub_Type AND
TranscriptDetail.Section = Sections.Section AND
TranscriptDetail.Academic_Year = @Aca_Year AND
TranscriptDetail.Academic_Term = @Aca_Term AND
((TranscriptDetail. Status_Date >= Sections.Late_Reg_Fee_Date) AND
(TranscriptDetail. Add_Drop_Wait = 'A'))
```

Do you have to prebill new students

2002/Fall - Prebill New Students | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Full Time	$8,000.00	Flat
Student Fee	$300.00	Flat
Health Fee	$150.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Enrolled Status = ENRL))

📋 **Note**

New students have no prior activity, meaning that the criteria cannot include StudentFinancial.Credits for billing. Therefore, the assessment rules for prebilling new students must be based upon flat fees. Since there is no prior activity, select the upcoming year/term upon which to base the assessment. Prebill Fall 2002 based upon Fall 2002.

An academic record will exist for new students. The academic record is created by converting an applicant to a student. An academic record will probably not exist for returning students. The academic record for returning students will not be created until registration. If an academic record possibly exists for returning students, you may want to exclude them in your new student prebill criteria so that they will not be re-assessed.

Do you have to prebill returning students?

2002/Fall - Prebill Returning Students | Rule Type = Overall Term.

Charge/Credits	Amount	Flat/Per Credit
Tuition-Full Time	$8,000.00	Flat
Student Fee	$300.00	Flat
Health Fee	$150.00	Flat

Criteria:

((Academic.Program = Undergrad) AND
(Academic.Enrolled Status = ENRL))

📓 **Note**

> Returning students have prior activity, meaning that the criteria can include StudentFinancial.Credits for billing. Therefore, the assessment rules for prebilling returning students may be based upon flat fees OR per credit charges. Since there is prior activity, select the previous year/term upon which to base the assessment. Prebill Fall 2002 based upon Spring 2002.

Rule Tips

Stored Procedures	One stored procedure is created with each rule and is used when the Global Assessment process is run, when an individual assessment is run from either the Registration window of the Registration Workflow in the Academic Records Setflow or from the Register window of the People Billing Workflow in the Billing Setflow, and within the Drop Course Process, Student Withdrawal Process, Prerequisite Check, Block Registration process and when canceling a section in the Section Workflow. The stored procedure is named spsingleXXXXXX, where XXXXXX is the six digit rule Id number. The specific stored procedure names for each rule can be found in the AssessmentRule table.
	When the assessment is run, the process uses the descriptions, amounts and types of the charge/credit codes that exist in the SectionFee or AssessChargeCredit tables, not the descriptions amounts and types of the charge/credit codes in the Charge/Credit code table.

Stored Procedures/SQL	You can view the SQL statement of the stored procedures by using the View SQL button. Rules using the Charge/Credit code table convert the syntax to Not Exists or Exists, depending upon whether the rule is set up as (ChargeCredit.Charge Credit Code <> OR = a particular criteria).
Roll-up Records	The Academic, Residency, Demographics and StudentFinancial tables use the year/term roll-up record.
Enrolled Students	If only enrolled students are assessed certain fees, consider adding (Academic.Enroll_Separation = Enrolled) to the criteria.
Currency	Rules that use currency should not contain single quotes around the amount in the Criteria field.
StudentFinancial Table	Rules that use the StudentFinancial table look at the total billing credits of the student, regardless of college, population, etc.
Sections and TranscriptDetail Tables	Rules that use the Sections or TranscriptDetail table look to the TranscriptDetail table for the billing credits on each course. The per credit rate is automatically multiplied by the TranscriptDetail.Billing Credits of each course that meets the rule criteria. All other rules will use the StudentFinancial.Billing Credits, which is a total of the student's billing credits.
TranscriptDetail Table	All non-prebill assessment rules display: (TranscriptDetail.Add/ Drop/Wait List Status = A) as the DEFAULT criteria. Prebill rules do not default this line of criteria.
ChargeCredit Table	Rules that use the ChargeCredit table must add (ChargeCredit.Void Flag = N) to the criteria in order exclude voided records. The ChargeCredit table is the only table that is not assumed to have the same year/term as the assessment rule being established. **Note:** By including the ChargeCredit table in the assessment rule criteria, the assessment will only assess the charge if the student does not meet the criteria entered for the assessment rule. All assessment rules that do not contain the ChargeCredit table in the assessment rule criteria will only assess the charge if the student does meet the criteria entered for the assessment rule
ChargeCredit Criteria	**Note:** All ChargeCredit criteria must be at the end of the assessment rule.

Charge/Credit Codes	The Rate Amount and the Per Credit/Flat information is stored in the AssessChargeCredit table. Once the charge/credit is assessed this information is retained at the charge/credit level for tuition adjustment purposes. This allows you to edit the Rate Amount and Per Credit/Flat information in the Charge/Credit code table in preparation for the next term or session's billing rates. If necessary, this also means you can have multiple rate amounts and per credit/flat information in each assessment rule as long as the same charge/credit code is not included in multiple assessment rules within the same rule level.

You must not include the same charge/credit code in multiple assessment rules within the same assessment rule level. Section fee assessment rules created from the Fees window in the Sections Workflow are the only exception. You may use the same charge/credit code in each section fee rule. For example, you can set up one Course Fee with a $0.00 amount and then link the Course Fee to each of your sections. The amount can then be changed such that it is different for each section. For more information, see Sections in Academic Records.

Section Fees	If a course has a per credit and a flat section fee and the billing credits for the course are 0.00, then the per credit section fee will not be assessed, but the flat section fee will still be assessed.
Assessed Flag	When a charge/credit record is created by an assessment rule, the Assessed_Flag column in the ChargeCredit table will be set to 'Y' (yes). This flag indicates that an assessment rule has created this charge/credit record. The assessment process that takes place in individual and global assessments, which uses the assessment rules only, looks for Assessed_Flag = 'Y' when deciding whether a charge has already been assessed. If the charge does exist, but the Assessed_Flag = 'N' (no), then the individual and global assessments treat the charge as if it were not assessed. It is very important to understand that, if a charge has been manually assessed or has been assessed using the Miscellaneous Assessment process, the Assessed_Flag will not be set to 'Y', because the charge/credit record was not created by an assessment rule. Therefore, it is imperative that you do not assess charges that are included in the assessment rules using manual or miscellaneous assessment (unless prebilling); otherwise, the student could be double-billed. Each assessment serves a specific purpose and you should try to automate as many of your assessments as possible using assessment rules. Those specific scenarios that cannot be automated should be handled using either manual or miscellaneous assessments. For more information about the various types of assessments, see "Understanding assessments".

Rule Limitations

Flat fee charges to be assessed per major	For example, if you wish to assess a full-time flat tuition for each major a student has in the Undergraduate program, you will need to deselect the Distinct flag for the rule. In this case, the student will be charged the full-time flat tuition charge once for each major, but then this amount will be multiplied by the number of courses for which the student is registered. **Note:** If a student only has one major, then the student will be charged once for that major and that amount will still be multiplied by the number of courses for which the student is registered.

Per credit charges for students with more than one major	For example, if you wish to assess per credit tuition for students who could have more than one major in the Undergraduate program, you will be prevented from deselecting the Distinct flag for the rule. Although the rule is distinct, by nature per credit charges are not distinct; therefore, in this case, the following will happen. The student will be charged the per credit tuition charge for each registered credit, but then this amount will be multiplied by the number of majors that the student has in the Undergraduate program. To prevent this from occurring, you should include Academic. Primary Flag = 'Y' in the rule criteria.
Assessing per credit tuition based upon the College code of the STUDENT	For example, if you wish to assess per credit tuition based upon the college code of the student, you will need to include the College column from the Academic table in your rule criteria for each of the available colleges. Because billing credits are not stored separately for each College code, once the sum of the billing credits exceeds the limit for part-time tuition, the student will no longer meet this rule even if the sum of the billing credits for the particular college code still falls within the part-time range.
Assessing per credit tuition based upon the College code of the COURSE	For example, if you wish to assess per credit tuition based upon the college code of the course, you will need to include the College column from the Sections table in your rule criteria for each of the available colleges. Because billing credits are not stored separately for College code, once the sum of the billing credits exceeds the limit for part-time tuition, the student will no longer meet this rule even if the sum of the billing credits for the particular college code still falls within the part-time range.

Flat fee overload charges in rules that are NOT DISTINCT	For example, if you wish to assess a flat fee overload charge based upon the number of credits over the course credit base, your students will not receive an overload charge in this scenario. Overload charges must either be set up as a flat fee charge assessed once, regardless of the number of credits over the Course Credit Base in the Charge/Credit code table, or be set up as a per credit charge, which will be assessed for each credit over the Course Credit Base in the Charge/Credit code table.
Charges that should only be assessed once per year or year/term	If you set up an assessment rule that only assesses the charge/credit if it hasn't already been assessed within the academic year or academic year/term, then you should set these rules up at the Overall Term level. If you set up multiple assessment rules, for example, one at the term level (for the year/term) and then one at the overall term level (for the year) then when you run an All Term assessments, the student will be assessed the charge/credit by both assessment rules if the charge/credit did not exist in either case before the assessment was run. This is because the All Term assessment runs Overall Term, Term and Session level assessment rules and the charge/credit did not exist in either case before the assessment was run.

Tuition adjustment policy template

Tuition Adjustment Policy Template

Policy Name:				Status:	
Schedule Base:			Schedule By:		
Year:		Term:		Session:	
Description:					

From Value	To Value	Charge/Credit Code	Flat/Percentage	Percentage	Amount

Policy Name:				Status:	
Schedule Base:			Schedule By:		
Year:		Term:		Session:	
Description:					

From Value	To Value	Charge/Credit Code	Flat/Percentage	Percentage	Amount

Tuition adjustment policy examples, tips and limitations

This section describes about the Tuition adjustment policy examples, tips and limitations.

Policy Examples

Additional information about many of the topics below, such as discount arrangements, can be found in the What If section for the Tuition Adjustment Policy Setup process of the Billing Processing Workflow. For more information, see "Billing Processing".

Do you have adjustments for part time tuition based upon the start of the term?

2002/Spring Undergraduate Tuition - Part Time - Based upon Term | Day.

The start date of the 2002/Spring/01 academic calendar is 01/03/2002. The term ends on 05/20/2002, which makes the term approximately 130 days long. Part-time tuition is $300.00 per credit and its associated code value is flagged as Eligible for Refund in the Charge/Credit code table.

Policy Information:

Ranges where the student is fully adjusted for a charge/credit code are not required to be included in the policy.

Policy Name: 2002/Spring Tuition-Part Time - Based upon Term | Day

Schedule Base: Term   Schedule By: Day

Year: 2002   Term: Spring   Session: (blank)

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
-10	7	Tuition-Part Time	Percentage	--------	0%
8	14	Tuition-Part Time	Percentage	--------	60%
15	21	Tuition-Part Time	Percentage	--------	70%
22	28	Tuition-Part Time	Percentage	--------	80%
29	130	Tuition-Part Time	Percentage	--------	100%

Assume that a student registers for 9.00 credits and is assessed $2,700.00 for part-time tuition. If the student drops 3.00 credits on 01/23/02, which is 20 days into the term, then the student would receive an adjustment in the amount of -$270.00 upon reassessment.

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In this scenario, in order to calculate the amount of the adjustment for per credit charges, the system compares the drop date of the course (TranscriptDetail.Status_Date) to the start date of the corresponding academic calendar record and concludes that this difference falls into the 15 - 21 range. In this range, the institution keeps 70% of the $900.00 difference between the original charge of $2,700.00 and the new charge amount of $1,800.00.

Do you have adjustments for section fees based upon the start date of the course?

2002/Spring Section Fees - Based upon Course | Day.

The start date of the 3.00 credit course is 01/03/2002. The course has two section fees. A $300.00 per credit course fee and a $100.00 flat lab fee will be assessed when a student registers for the course. Both the course fee and the lab fee have associated code values that are flagged as Eligible for Refund in the Charge/Credit code table.

Policy Information:

Ranges where the student is fully adjusted for a charge/credit code are not required to be included in the policy.

Policy Name: 2002/Spring Section Fees - Based upon Course | Day

Schedule Base: Course   Schedule By: Day

Year: 2002   Term: Spring   Session: 01

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
-10	7	*Use Section Fees*	Percentage	--------	0%
8	14	*Use Section Fees*	Percentage	--------	60%
15	21	*Use Section Fees*	Percentage	--------	70%
22	28	*Use Section Fees*	Percentage	--------	80%
29	130	*Use Section Fees*	Percentage	--------	100%

Assume that a student registers for the course and is assessed a $900.00 course fee and a $100.00 lab fee. If the student drops 3.00 credits on 01/23/02, which is 20 days from the start date of the course, then the student would receive a course fee adjustment in the amount of -$270.00 AND a lab fee adjustment in the amount of -$30.00 upon reassessment.

In this scenario, in order to calculate the amount of the adjustment for section fees (the wildcard accesses all of the courses' section fees), the system compares the drop date of the course (TranscriptDetail.Status_Date) to the start date of the course and concludes that this difference falls into the 15 - 21 range. In this range, the institution keeps 70% of the $900.00 difference between the original charge of $900.00 and the new charge amount of

$0.00 for the course fee and 70% of the $100.00 difference between the original charge of $100.00 and the new charge amount of $0.00 for the lab fee.

📓 **Note**

> If your institution provides discounts for courses with section fees, you must also include the appropriate discount code in the policy in order to appropriately handle courses with discounts. ■

Do you have adjustments for section fees based upon the number of times a course meets?

2002/Spring Section Fees - Based upon Course | Meeting.

The start date of the 3.00 credit course is 01/03/2002 and it meets on Monday, Wednesday and Friday until 05/20/2002. The course meets 59 times during the 2002/Spring/01. The course has a $300.00 per credit course fee and its associated code value is flagged as Eligible for Refund in the Charge/Credit code table.

Policy Information:

Ranges where the student is fully adjusted for a charge/credit code are not required to be included in the policy.

Policy Information:

Policy Name: 2002/Spring Section Fees - Based upon Course | Meeting

Schedule Base: Course   Schedule By: Meeting

Year: 2002   Term: Spring   Session: 01

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
-10	6	*Use Section Fees*	Percentage	--------	0%
7	11	*Use Section Fees*	Percentage	--------	60%
12	16	*Use Section Fees*	Percentage	--------	70%
17	22	*Use Section Fees*	Percentage	--------	80%
23	59	*Use Section Fees*	Percentage	--------	100%

Assume that a student registers for the course and is assessed a $900.00 course fee. If the student drops the 3.00 credit course on 01/23/02 and only 9 (nine) meetings have occurred up to the date on which the course was dropped, then the student would receive a course fee adjustment in the amount of -$360.00 upon reassessment.

In this scenario, in order to calculate the amount of the adjustment for section fees, the system compares the drop date of the course (TranscriptDetail.Status_Date) to the number of meetings that have occurred up to an including the drop date of course and concludes

that this difference falls into the 7 - 11 range. In this range, the institution keeps 60% of the $900.00 difference between the original charge of $900.00 and the new charge amount of $0.00 for the course fee.

📔 **Note**

> If your institution provides discounts for courses with section fees, you must also include the appropriate discount code in the policy in order to appropriately handle courses with discounts. ∎

Do you have adjustments for section fees based upon the last refund date of the course?

2002/Spring Section Fees - Based upon Last Refund Date | Day

The last refund date of the 3.00 credit course is 01/28/2002. The course has a $300.00 per credit course fee and its associated code value is flagged as Eligible for Refund in the Charge/Credit code table.

Policy Information:

Ranges where the student is fully adjusted for a charge/credit code are not required to be included in the policy.

Policy Information:

Policy Name: 2002/Spring Section Fees - Based upon last Refund Date | Day

Schedule Base: Last Refund Date   Schedule By: Day

Year: 2002   Term: Spring   Session: 01

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
-10	0	*Use Section Fees*	Percentage	--------	0%
1	130	*Use Section Fees*	Percentage	--------	100%

Assume that if a student drops a course prior to or on the last refund date of the course, all section fees will be fully adjusted. If the student drops the course after the last refund date, then the section fees will not be adjusted upon reassessment.

Assume that a student registers for the course and is assessed a $900.00 course fee. If the student drops 3.00 credits on 01/23/02, which is less than or equal to the last refund date of the course, then the student would receive a course fee adjustment in the amount of -$900.00 upon reassessment.

In this scenario, in order to calculate the amount of the adjustment for section fees, the system compares the drop date of the course (TranscriptDetail.Status_Date) to the last

refund date of the course and concludes that this difference falls into the -10 - 0 range. In this range, the institution keeps 0% of the $900.00 difference between the original charge of $900.00 and the new charge amount of $0.00 for the course fee.

📝 **Note**

> If your institution provides discounts for courses with section fees, you must also include the appropriate discount code in the policy in order to appropriately handle courses with discounts.
>
> Last refund date policies are slightly different from each of the other policies. Term, session and course policies typically have multiple policy ranges, whereas last refund date policies have only two ranges. The first range, if included, states that the charge/credit codes selected (permitting that the codes are flagged as Eligible for Refund in the Charge/Credit code table) will be fully adjusted if the course is dropped prior to or on the date of the last refund date specified for the dropped course. The second range, which must be included, states that the charge/credit codes selected will not be adjusted at all if the course is dropped on any day after the date of the last refund date specified for the dropped course. ▪

Do you have adjustments for section fees, based upon the start date of the course, where the section fees are of varying amounts?

2002/Spring Section Fees - Based upon Course | Day.

The start dates of both a 3.00 credit and a 4.00 credit course are 01/03/2002. Each course has a section fee. The 3.00 credit course has a $300.00 per credit course fee and the 4.00 credit course has a $400.00 per credit course fee. Both course fees have associated code values that are flagged as Eligible for Refund in the Charge/Credit code table.

Policy Information:

In flat policies, the system will only adjust charge/credits that have amounts greater than the amount entered in the range that was met. For more information, see "Policy Limitations".

Policy Name: 2002/Spring Section Fees - Based upon Course | Day

Schedule Base: Course   Schedule By: Day

Year: 2002   Term: Spring   Session: 01

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
-10	7	*Use Section Fees*	Flat	$0.00	--------
8	14	*Use Section Fees*	Flat	$0.00	--------
15	21	*Use Section Fees*	Flat	$0.00	--------

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
22	28	*Use Section Fees*	Flat	$0.00	--------
29	130	*Use Section Fees*	Flat	$0.00	--------

Assume that a student registers for the course and is assessed a $300.00 and a $400.00 course fee. If the student drops both courses on 01/07/02, which is 4 days from the start date of the course, then the student would receive two course fee adjustments in the amounts of -$300.00 and -$400.00 upon reassessment.

In this scenario, in order to calculate the amount of the adjustment for section fees, the system compares the drop date of the course (TranscriptDetail.Status_Date) to the start date of the course and concludes that this difference falls into the -10 - 7 range. In this range, the institution fully adjusts the section fees.

If the student instead dropped the courses within the 8 - 14 range, then the student would receive two course fee adjustments in the amounts of -$100.00 and -$100.00. The adjustments will not be the expected amount due to the nature of flat policies. For more information, see "Policy Limitations".

📒 **Note**

> If your institution provides discounts for courses with section fees, you must also include the appropriate discount code in the policy in order to appropriately handle courses with discounts. ■

Do you have adjustments for non-tuition charges such as dorm or meal plan?

2002/Spring Dorm Plan Policy - Based upon Term | Day.

The start date of the 2002/Spring/01 academic calendar is 01/03/2002. The term ends on 05/20/2002, which makes the term approximately 130 days long. Dorm Plan A has a cost of $2,500.00 and its associated code value is flagged as Eligible for Refund in the Charge/ Credit code table.

Policy Information:

Ranges where the student is FULLY adjusted for a charge/credit code are not required to be included in the policy.

Policy Name: 2002/Spring Dorm Plan Policy - Based upon Term | Day

Schedule Base: Term   Schedule By: Day

Year: 2002   Term: Spring   Session: (blank)

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
-10	7	Dorm A	Percentage	--------	0%
8	14	Dorm A	Percentage	--------	60%
15	21	Dorm A	Percentage	--------	70%
22	28	Dorm A	Percentage	--------	80%
29	130	Dorm A	Percentage	--------	100%

Assume that a student registers for courses, selects Dorm Plan A, and is assessed $2,500.00. If the student changes his dorm plan to Dorm Plan B, which has a cost of $3,000.00, on 01/17/02 (14 days into the term), then the student would receive an adjustment in the amount of -$1000.00 and a new charge in the amount of $3,000.00 upon reassessment.

In this scenario, in order to calculate the amount of the adjustment for the dorm plan charge, the system compares the date of the assessment (StudentAssess.Create_Date) to the corresponding academic calendar record and concludes that this difference falls into the 8 - 14 range. In this range, the institution keeps 60% of the $2,500.00 difference between the original charge of $2,500.00 and the new charge amount (for that dorm plan) of $0.00.

📔 **Note**

> Because non-tuition charges are adjusted based upon the date of the assessment, it is highly recommended to individually assess the student on the day that his dorm plan changes. ▪

Policy Tips

Percentage and Amount fields	The percentage or amount entered for the policy is the amount that the institution will keep when a charge/credit meets the specifications and is adjusted.

Tuition-Related Charges	When tuition-related charges such as per credit tuition or section fees are included in a tuition adjustment policy, the system will compare the drop date of the course (TranscriptDetail.Status_Date) to the date of the term, session, course, meeting or last refund date, based upon how the policy was set up.
	When tuition-related charges such as flat tuition are included in a tuition adjustment policy, the system will compare the date of the assessment (StudentAssess.Create_Date) to the date of the term, session, course, meeting or last refund date, based upon how the policy was set up.
	If a student did not drop any courses but should no longer receive the charge/credits that he was originally assessed, as would be the case if he was fully sponsored after already being assessed, then the system will compare the date of the assessment (StudentAssess.Create_Date) to the date of the term, session, course, meeting or last refund date, based upon how the policy was set up.
Non-Tuition-Related Charges	When non-tuition-related charges such as dorm and meal plan charges are included in a tuition adjustment policy (regardless of whether the charges are per credit or flat), the system will compare the date of the assessment (StudentAssess.Create_Date) to the date of the term or the session, based upon how the policy was set up.
	Note: Because these types of charges are not related to or dependent upon the courses for which the student is registered, the course and last refund date tuition adjustment policies would not apply.
Discounts	Discounts are only available for courses with section fees. If you are creating a tuition adjustment policy for section fees you MUST include the appropriate discount code along with the section fees wildcard (*Use Section Fees*). You MUST use a unique charge/credit code for each discount. You MUST NOT include the charge/credit code for each discount in more than one than one policy.
Cancelled Sections	All students who have a Drop Reason equal to the system-defined value 'CANCEL', as a result of a course that was cancelled in the Sections Workflow, will not be affected by the tuition adjustment policies even if the course that was cancelled has a refund policy assigned. Students with a drop reason of 'CANCEL' will be ignored by the tuition adjustment policies and will be fully adjusted for any section fees and/or discounts applied to their accounts.

Flat Tuition Adjustment Policies with Per Credit Charges	When setting up a flat tuition adjustment policy, if the charge/credit code(s) selected contains per credit or flat charges that can vary in amount, you must enter the highest amount that can be assessed for per credit and flat charge/credits included in the policy. For example, you may have set up one course fee per credit charge and added this charge to multiple sections for varying per credit amounts or the same amount, but the billing credits can vary from student to student or from course to course, or you may have a per credit charge and a flat charge on the same section. However, if any of the charge/credit amounts are less than or equal to the amount entered in the range that has been met, there will not be an adjustment for those charges. For more information, see "Policy Limitations".
Flat Tuition Adjustment Policies with Flat Charges	When setting up a flat tuition adjustment policy, if the charge/credit code(s) selected is a flat charge, you may set up one policy for all flat charges. For example, if you are setting up a policy to include the full-time flat tuition charge, a flat dorm plan charge and a flat meal plan charge, you may enter all three charges on each policy range with the different flat amounts that the institution will keep when met for each range.
Eligible For Refund	Only those charge/credit codes that have been flagged in the Charge/Credit code table as Eligible for Refund will display in the Charge/Credit Code drop down list box of the "Tuition adjustment policy setup" process.
	Additionally, if a charge/credit code is not flagged as Eligible for Refund, the charge/credit code will not be adjusted even if the charge/credit code is no longer valid on the student's account. For example, assume that a student registers for a course late and receives a late fee that is not flagged as Eligible for Refund. Then, if the student drops the course, the late fee will not be adjusted.
	Note: Currently, if a student registers and is assessed charges that are not flagged as Eligible for Refund and then their courses are linked to a sponsor agreement, the charges that are not flagged as Eligible for Refund will not be adjusted on the student's account. The charges will be assessed to the sponsor, but you must manually delete, void or reverse the charges, that are not flagged as Eligible for Refund, from the student's account or else both the student and the sponsor will be billed for the charge.

Matching Charge/ Credit Codes in Course-Based Policies	If a course is dropped, the system will first determine if the section has a corresponding tuition adjustment policy. Then, the system will use that policy to identify which charge/credit codes to adjust, if any. If there are additional charge/credit codes that exist on the student's account but are not included in the policy assigned to the course, then the system will find the first policy in the year/term or year/term/session for which the student is registered that includes a matching charge/credit code in order to adjust the charge/credit, if applicable. If the system does not find a corresponding tuition adjustment policy, then the charge/credit will be fully adjusted.
Matching Charge/ Credit Codes in Non-Course-Based Policies	If a student makes a change to his account that is not course-related, such as a change to his dorm or meal plan, then the system will find the first policy in the year/term or year/term/session for which the student is registered that includes a matching charge/credit code in order to adjust the charge/credit, if applicable. If the system does not find a corresponding tuition adjustment policy, then the charge/ credit will be fully adjusted.
Included Charge/Credit Codes	Only those charge/credit codes that have been included in the tuition adjustment policies will be adjusted according to the tuition adjustment policy rules. Any charge/credit code that has not been included in the tuition adjustment policy or any charge/credit code that has been included but does not fall within any of the From/To Value ranges will be fully adjusted to the student's account. This logic provides you with the ability to choose not to include charge/ credit codes where the from/to range would result in a full adjustment.
Charge/Credit Codes	You may not include the same charge/credit code in multiple policies. For example, you may not include the same charge/credit code used for discounts in multiple rules. Each discount should have it's own unique charge/credit code. You may include the *Use Section Fees* wildcard in multiple policies.
Section Fees	Section fees are course-specific tuition and related charges and if your institution uses section fees, the course-based tuition adjustment policies should be used when adjusting this type of tuition charge. For example, you can use the course or last refund date policies. For ease of set up, you would only need to select the *Use Section Fees* wildcard from the Charge/Credit drop down list box for each range in your policy, which will pick up any fee associated with the course instead of having to list each possible fee separately. If a discount is applicable to the course, you would need to include that charge/credit code as well.

Course-based Policies	Course-based policies are those policies that adjust tuition and related charges that are specific to the course. These charges would be set up as section fees for the course. The course and last refund date based policies would be used to adjust this type of tuition.
Non-course based Policies	Non-course-based policies are those policies that adjust overall tuition and other non-course-specific charges, such as dorm and meal plan charges. These charges would be set up as in assessment rules for the year/term. The term and session based policies would be used to adjust this type of tuition and other miscellaneous charges.

Policy Limitations

Withdrawals	Students who withdrawal completely from your institution receiving a grade of withdrawal pass or withdraw fail OR withdrawal from one or more classes receiving a grade of withdrawal pass or withdraw fail are not handled using tuition adjustment policies. Tuition Adjustment Policies can only be used to adjust a student's account for a change in credit load, such as dropping classes, OR changes in other account information, such as a dorm or meal plan change.
Dorm Plan/Meal Plan Changes	If a student changes their dorm or meal plan, the previous dorm or meal plan charge will be adjusted based upon the tuition adjustment policy set up for the charges and the new dorm or meal plan charge added. However, if the student should be pro-rated for the new dorm or meal plan charge you must manually pro-rate the new charge.

Adjusting section fees within a flat tuition adjustment policy

Because per credit and flat charges can vary by amount, you must enter the highest amount that is possible to be assessed in order to cover all per credit and flat charges' varying amounts. However, the system will only adjust charge/credits that have original assessed amounts   greater than the amount entered in the range that was met.

For example, assume that you are using the section fees wildcard, *Use Section Fees*, in a course-based policy. There are two sections with section fees and each section has one per credit course fee that is $100.00 per credit and one flat course fee of varying amounts. The two sections are as follows: one 3.00 credit course with a flat $100.00 lab fee and one 4.00 credit course with a flat $150.00 lab fee.

In your policy, you would select to use the *Use Section Fees* wildcard to quickly capture all section fees for the course. Because each section fee's amount is different, you must enter the amount of the highest per credit charge/credit possible or the highest flat fee charge/credit possible, in order to appropriately adjust the amount for each course.

In this example, you would need to select *Use Section Fees* from the Charge/Credit Code drop down list box, select Flat from the Percentage/Flat field, and enter $400.00 ($100.00 per credit for the 4.00 credit course) in the Amount field in order to accommodate the highest amount possible for the per credit and flat section fees. Entering the highest amount that could occur will allow for the proper charge back amount for each of the flat or per credit section fees in each section.

However, any charges, per credit or flat, whose original amounts are less than or equal to the amount entered for the range that is met, will not be adjusted. So, in this example, assume that the tuition adjustment policy was as follows.

From Value	To Value	Charge/Credit Code	Flat/ Percentage	Amount	Percentage
-10	7	*Use Section Fees*	Flat	$0.00	--------
8	14	*Use Section Fees*	Flat	$100.00	--------
15	21	*Use Section Fees*	Flat	$200.00	--------
22	28	*Use Section Fees*	Flat	$300.00	--------
29	130	*Use Section Fees*	Flat	$040.00	--------

If the student were to drop both courses and the second range (8 - 14) was met, then only adjustments in the amount of -$200.00 for the $300.00 course fee, -$300.00 for the $400.00 course fee, and -$50.00 for the $150.00 lab fee would be created. The remaining lab fee of $100.00 had an original charge amount that was less than or equal to the amount entered for the second range; therefore, an adjustment record was not created.

Note: The system will never adjust the charge for more than the original amount of the assessed charge/credit. This includes charges for any students who may have a sponsor covering a portion of each charge/credit amount.

The course fee, -$300.00 for the $400.00 course fee, and -$50.00 for the $150.00 lab fee would be created. The remaining lab fee of $100.00 had an original charge amount that was less than or equal to the amount entered for the second range; therefore, an adjustment record was not created.

Note: The system will never adjust the charge for more than the original amount of the assessed charge/credit. This includes charges for any students who may have a sponsor covering a portion of each charge/credit amount.

This limitation also applies to flat or per credit tuition charges and flat or per credit non-tuition-related charges, such as dorm and meal charges.

Sample payment option statements

Below is an example of how the payment option statement can be used. The example provides a list of charges and payments that a student may have and the amount of the payment due for each of the five statements issued in the five-month term. Use this example as a reference when setting up students on the payment option before entering them into the PowerCAMPUS system.

Assume that the student has the following charge/credit records on their account.

Year/Term	Entry Date	Charge/Credit Description	Include in Payment Option	Amount
2002/Fall	05/25/2002	Tuition	Yes	$5,000.00
2002/Fall	05/26/2002	Parking Permit	Yes	$50.00
2002/Fall	07/01/2002	Student Fee	Yes	$75.00
2002/Fall	07/10/2002	Payment	Yes	$1,010.00
2002/Fall	09/12/2002	Library Fine	Yes	$5.00
2002/Fall	09/15/2002	Payment	Yes	$1,371.67
2002/Fall	10/01/2002	Payment	Yes	$1,500.00
2003/Spring	10/22/2002	Tuition	Yes	$5,000.00

2002 Fall Statements

Statement # 1 (Number of Statements Remaining | This Statement Run = 5)

From and To Dates for Charges and Credits: 05/21/2002 TO 06/20/2002

Due Date: 07/10/2002

Previous Balance:			$0.00
Charges:			
05/25/2001	2002/Fall	Tuition	$5,000.00
05/26/2002	2002/Fall	Parking Permit	$50.00
		Total Charges:	$5,050.00
		Current Balance:	$5,050.00
		Payment Option Installment:	$1,010.00
		Payment Due:	$1,010.00

In this statement, there are two charges, a Tuition charge of $5,000.00 and a Parking Permit charge of $50.00, for a Total Charges amount of $5,050.00. The Total Charges amount then becomes the Current Balance, because there is neither a Previous Balance amount nor a Total Credits amount. The Payment Option Installment equals the Current Balance divided by the Number of Statements Remaining | This Statement Run, which for this statement is 5 (five). The Payment Due in this example is the same as the Payment Option Installment.

📑 **Note**

> Within a year/term, the Previous Balance only gets directly added to the Payment Due for the first statement issued for the year/term.
>
> Only the charges, credits, financial aid and cash receipts that fall within the From and To Dates for Charges and Credits will be used for the calculation of the Payment Due for each statement. ■

Statement # 2 (Number of Statements Remaining | This Statement Run = 4)

From and To Dates for Charges and Credits: 06/21/2002 TO 07/20/2002

Due Date: 08/10/2002

Previous Balance:			$5,050.00
Charges:			
07/01/2002	2002/Fall	Student Fee	$75.00
		Total Charges:	$75.00
Credits:			
07/10/2002	2002/Fall	Payment	$1,010.00
		Total Credits:	$1,010.00
		Current Balance:	$4,115.00
		Payment Option Installment:	$1,028.75
		Payment Due:	$1,028.75

In this statement, there is one charge, a Student Fee charge of $75.00, for a Total Charges amount of $75.00. In this statement, there is also one credit, which is a Payment of $1,010.00, for a Total Credits amount of $1,010.00. The Total Charges amount is then added to the Previous Balance amount and the Total Credits amount is subtracted. This calculates the Current Balance. The Payment Option Installment equals the Current Balance divided by the Number of Statements Remaining | This Statement Run, which for this statement is 4 (four). The Payment Due in this example is the same as the Payment Option Installment.

📑 **Note**

> Only the charges, credits, financial aid and cash receipts that fall within the From and To Dates for Charges and Credits will be used for the calculation of the Payment Due for each statement. ∎

Statement # 3 (Number of Statements Remaining | This Statement Run = 3)

From and To Dates for Charges and Credits: 07/21/2002 TO 08/20/2002

Due Date: 09/10/2002

Previous Balance:			$4,115.00
		Current Balance:	$4,115.00
		Payment Option Installment:	$1,371.67
		Payment Due:	$1,371.67

In this statement, there are no charges or credits that meet the data range specified. Therefore, the Current Balance is equal to the Previous Balance amount. The Payment Option Installment equals the Current Balance divided by the Number of Statements Remaining | This Statement Run, which for this statement is 3 (three). The Payment Due in this example is the same as the Payment Option Installment.

📓 **Note**

> Only the charges, credits, financial aid and cash receipts that fall within the From and To Dates for Charges and Credits will be used for the calculation of the Payment Due for each statement. ■

Statement # 4 (Number of Statements Remaining | This Statement Run = 2)

From and To Dates for Charges and Credits: 08/21/2002 TO 09/20/2002

Due Date: 10/10/2002

Previous Balance:			$4,115.00
Charges not Covered:			
09/12/2002	2002/Fall	Library Fine	$5.00
		Total Charges not Covered:	$5.00
Payments Received:			
09/15/2002	2002/Fall	Payment	$1,371.67
		Total Credits:	$1,371.67
		Current Balance:	$2,748.33
		Payment Option Installment:	$1,371.67
		Payment Due:	$1,376.67

In this statement, there is only one charge, a Library Fine of $5.00, and it IS NOT covered in the payment option. There is also one credit, a Payment of $1,371.67, for a Total Credits amount of $1,371.67. The Total Credits amount is subtracted from the Previous Balance amount to calculate the Current Balance. The Payment Option Installment equals the Current Balance minus the the Total Charges not Covered and then divided by the Number of Statements Remaining | This Statement Run, which for this statement is 2 (two). The Payment Due in this example is the Payment Option Installment amount plus the Total Charges not Covered.

📓 **Note**

> Only the charges, credits, financial aid and cash receipts that fall within the From and To Dates for Charges and Credits will be used for the calculation of the Payment Due for each statement. ■

Statement # 5 (Number of Statements Remaining | This Statement Run = 1)

From and To Dates for Charges and Credits: 09/21/2002 TO 10/20/2002

Due Date: 11/10/2002

Previous Balance:			$2,748.33
Credits:			
10/01/2002	2002/Fall	Payment	$1,500.00
		Total Credits:	$1,500.00
		Current Balance:	$1,248.33
		Payment Option Installment:	$1,248.33
		Payment Due:	$1,248.33

In this statement, there are no charges. There is only one credit, a Payment of $1,500.00, for a Total Credits amount of $1,500.00. The Total Credits amount is subtracted from the Previous Balance amount to calculate the Current Balance. The Payment Option Installment equals the Current Balance divided by the Number of Statements Remaining | This Statement Run, which for this statement is 1 (one). The Payment Due in this example is the same as the Payment Option Installment amount.

📒 **Note**

Only the charges, credits, financial aid and cash receipts that fall within the From and To Dates for Charges and Credits will be used for the calculation of the Payment Due for each statement. ■

2003 Spring Statements

Statement # 1 (Number of Statements Remaining | This Statement Run = 5)

From and To Dates for Charges and Credits: 10/21/2002 TO 11/20/2002

Due Date: 12/10/2002

Previous Balance:			$1,248.33
Charges:			
10/22/2002	2003/Spring	Tuition	$5,000.00
		Total Charges:	$5,000.00
Charges not Covered:			
		Total Charges not Covered:	$1,248.33
		Current Balance:	$6,248.33
		Payment Option Installment:	$1,000.00
		Payment Due:	$2,248.33

In this statement, there is only one charge, a Tuition charge of $5,000.00, for a Total Charges amount of $5,000.00. The balance from the previous year/term is entered in the Total Charges not Covered amount. The Total Charges amount is added to the Previous Balance amount to calculate the Current Balance. The Payment Option Installment equals the Current Balance minus the Total Charges not Covered and then divided by the Number of Statements Remaining | This Statement Run, which for this statement is 5 (five). The Payment Due in this example is the Payment Option Installment amount plus the Total Charges not Covered.

📝 **Note**

> Within a year/term, the Previous Balance only gets directly added to the Payment Due for the first statement issued for the year/term.
>
> Only the charges, credits, financial aid and cash receipts that fall within the From and To Dates for Charges and Credits will be used for the calculation of the Payment Due for each statement. ■

Fiscal year end checklist

The following procedures should be completed after you close the last month of the current fiscal year.

- Follow "Setting up for the end of the fiscal year". For more information about this Beginning Balance procedure, see "Billing Processing".

- Verify that every accounts receivable account in the ChartofAccounts table is flagged as an A/R account. For more information, see "Chart of Accounts".

- Verify that all batches, regardless of fiscal year, have been posted by running the Batch report. For more information about this report, see "Reports".

- Reconcile the subsidiary ledgers to the General Ledger Journal. For more information about reconciling to the General Ledger Journal, see "Billing Processing".

Select **File**, and then select *Print* to print the following reports:

- **Reconciliation** report to verify that the subsidiary ledger balance(s) equal the General Ledger Journal balance(s) by individual account.

- **Reconciliation by Source** report to verify that each subsidiary ledger balances to the General Ledger Journal.

- (Optional) **Journal List by Account/Year/Period, Journal List by Year/Period/Account and Journal List by Year/Period/Source** reports to provide an audit trail, to help in reconciling the subsidiary ledgers to the General Ledger Journal, and to validate that the financial system balances with the entries in the Journal table.

- (Optional) **Account Distribution, Cash Receipts Daily, Charge/Credit by Batch** and Posting reports to help reconcile an account for a particular time frame, to provide an audit trail, to verify daily information or entries entered by batch or a range of batches, and to verify that the posted amounts agree with the subsidiary accounts.

For more information, see "Reports"

- Verify that a credit account for your beginning balance charge/credit code(s) exists in the ChartofAccounts table.

- Verify that a unique summary type exists for your beginning balance charges.

- Verify that a unique beginning balance charge/credit code exists for each of your accounts receivable accounts.

- Follow "Processing for the end of the fiscal year". For more information about this Beginning Balance procedure, see "Billing Processing".

- Verify outstanding accounts receivable accounts by person by printing the A/R Aging and Balances reports for the current fiscal year. These reports should reflect identical totals and should match your accounts receivable balance(s) in your general ledger system. For more information, see "Reports".

📋 **Note**

> If entries for the future (or other non-current) fiscal year have entry dates within the current fiscal year, the two reports will not match. The A/R Aging report will include these entries.

- Run the Beginning Balance process.

- If unposted charge/credit records are found, a message will display indicating this. In order to correct this error, the unposted charge/credit records will have to be posted before proceeding. For more information about correcting errors on the Beginning Balance Log, see "Billing Processing".

- If Ids are listed on the Beginning Balance Log, these people have a current fiscal balance that does not match the sum of the accounts receivable accounts found in the person's charge/credit history for the current fiscal year. This error must be corrected before proceeding. For more information about correcting errors on the Beginning Balance Log, see "Billing Processing".

- Verify that the beginning balances are correct by printing the Charge/Credit By Batch report for the beginning balance batch and comparing the totals to the totals on the A/R Aging and Balances reports. For more information, see "Reports".

User Guide
Designing Assessment and Tuition Adjustment Rules

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