PowerCAMPUS Cash Receipts
User Guide

Release 7.3
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SUNGARD HIGHER EDUCATION

Prepared by: SunGard Higher Education

4 Country View Road
Malvern, Pennsylvania 19355
United States of America

Customer Support Center Website

http://connect.sungardhe.com

Documentation Feedback

http://education.sungardhe.com/survey/documentation.html

Distribution Services E-mail Address

distserv@sungardhe.com

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Think Before You Print.

PowerCAMPUS Cash Receipts 7.3 User Guide

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1 Introduction to Cash Receipts

The Cash Receipts 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 cash receipts. 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 from 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*.

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

- Cash Receipts - Used to enter, edit, and view cash receipts by batch number, organization, or person, including current balance and cash receipt history for people and organizations.

- Cash Receipts Processing - Used to run any of the processes in the Cash Receipts system, including posting to the General Ledger Journal and deleting batches.

- 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 Cash Receipts Setflow works closely with the Billing Setflow, as information is shared across both applications. Cash receipts can also be tracked, maintained and processed 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 Cash Receipts Setflow only, while others will be updated across a number of setflows. For example, the CashReceipt table holds information on all cash receipts and may be edited from either the Cash Receipts Setflow or the Academic Records 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. ∎

For more information about other processes in the PowerCAMPUS Cash Receipts system, see the following:

- Understanding Which Year/Term/Sessions are Available for Assessments and Charge/Credit and Cash Receipt Entry

- Issuing Statements (see "Issuing statements")

- Reconciling to the General Ledger Journal (see "Reconciling to the general ledger journal")

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 "Payment Option Statements" 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 Cash Receipts Setflow.

The category available for establishing defaults is Cash Receipts.

Cash receipts

This setup allows you to establish the default academic year/term(s), indicate whether you wish to apply cash receipts to specific charges, identify which transactions will require credit card validations, enter receipt form messages for printing used during cash receipt entry, and specify the URL for your Payment Provider.

The Academic Year/Term window displays the academic calendar list in descending sort order. The purpose of this setup is to allow you to select the year/term(s) used during entry of cash receipts in the system. This will help prevent entering a cash receipt to the wrong year/term. You can select or deselect the academic year/term(s).

💡 **Tip**

> You will not be permitted to use a year/term for entry of cash receipts unless it is first established on this window. ■

The Receipt Form window allows you the choice of printing the institution's name and a general message on the cash receipt form. A person's current balance will automatically print on receipt forms. Organizations will not have a balance printed.

The Apply Receipt window allows you the choice of applying a cash receipt towards specific charges for the person or organization in order to reduce a charge's balance amount. If you select the **Do you wish to apply cash receipts towards specific charges?** check box, then each cash receipt entered will need to be applied among the charges with outstanding balances for the person or organization.

- If the **Do you wish to apply cash receipts towards specific charges?** check box is selected, you will also be prompted with the option to display either the **Section Id** or **Serial Id** and indicate whether the Apply Cash Receipt to Charges window should display once the receipt amount has been entered. By selecting the **Should the Apply Cash Receipt to Charges window display after the receipt amount has been entered?** check box, the window will automatically display once the receipt amount has been entered.

💡 **Tip**

> If you have selected to display the Section Id, then the catalog Id, subtype and section will display below a section fee in the **Course** field on the Apply Cash Receipt to Charges window. If you have selected to display the Serial Id, then the serial Id will display below a section fee in the **Course** field. ■

📑 **Note**

> If you leave the **Should the Apply Cash Receipt to Charges window display after the receipt amount has been entered?** check box deselected, then every user must manually select the **Apply** icon in order to apply the cash receipt toward any charges using the Apply Cash Receipt to Charges window. ■

- If the **Do you wish to apply cash receipts towards specific charges?** check box is not selected, then the amount of the cash receipt will be applied against the outstanding balance for the person or organization.

📑 **Note**

> This window of the setup applies to cash receipts entered using the Cash Receipts Workflow in this setflow and/or the Registration Workflow in the Academic Records Setflow. ■

The Payment Provider window allows you to specify the URL for the payment vendor your institution is using to process the on-line credit card payments made via PowerCAMPUS Self-Service, and the information for the credit card transaction to be processed. You should list the following information in the Provider URL field:

- Specify the URL for your Payment Provider's on-line payment site . For example, https://paymentprovider.com/PaymentPage.aspx? TransactionId={0}&;TransactionAmount={1}&;TransactionDescription={2}&;MerchantId=SOMEVALUE.

- List the Parameters that must be used to pass information about the on-line credit card payment to your Payment Provider. The following is a list of sample parameters. You must specify the parameters that are required by your Payment Provider.

  - TransactionId={0} is the Transaction ID for the on-line credit card payment. The system will dynamically set the TransactionId={0} so that the appropriate transaction number is passed to your payment provider.

  - TransactionAmount={1} is the amount to be paid by the user. The system will dynamically set the TransactionAmount={1} so that the correct amount due is passed to your payment provider.

  - TransactionDescription={2} is the reason for the payment (application, traditional registration, continuing education registration, transcript request, donation, or payment toward an account balance). The system will dynamically set the TransactionDescription={2}.

  - MerchantId=SOMEVALUE is your institution's setting for the Merchant ID, Company ID, Order Type, etc. to which the on-line payment should be applied. Specify the SOMEVALUE.

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

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 Cash Receipts

- Action Status
- Action Type
- Address Type
- Affiliation
- Attributes
- Cancel Action Reason
- Charge/Credit (Code)
- Communications Type
- Contact
- Country
- County
- Credit Card Type
- Credit Type (Academic)
- Dorm Plan
- Economic Rating

- Fiscal Period
- Food Plan
- Journal Source
- Mailing Type
- Note Type
- Office
- Organization Phone Type
- Payment Plan
- Person Phone Type
- Prefix
- Rating
- Reason for No Contact
- Residency Months
- Response to Contacts
- Session

- Sponsor Status
- Sponsor Type
- State
- Statement Message
- Statement Type
- Stop List Reasons
- Suffix
- Summary Type
- Term
- Tuition Exemption
- Tuition Plan
- Tuition Range
- 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** (File: Print, Ctrl + P, or Tool Bar - Print) the Action report in order to get a listing of all actions.

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

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.*

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 Cash Receipts 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.

- Batch
- Chart of Accounts
- Organizations
- People
- Publications
- 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*. ■

Batch

The **Batch** search allows viewing of all batches used in the Billing, Cash Receipts and Academic Records Setflows. You may enter the Batch Type, Batch Number, Operator Id, and deletion status (Deleted), or any combination of these in order to filter through the system's records. The search results will include the Entry Date of the batch. This search can be used when entering cash receipts by batch.

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.

Publications

The Publications search allows viewing of all organizations that have a Record Type of Publication. You may enter the publication's Id, Identifier Code, Name, Sort Name, or any combination of these in order to filter through the system's records. This search can be used when entering public relations information for a person.

Sections

The Sections search allows viewing of section information. You may enter the course's Year, Term, Session, Catalog Id, Sub Type, Section, Serial Id or any combination of these in order to filter through the system's records. The search results will include additional information about the section, including instructor(s), status, maximum participants, total adds/waitlists, and schedule/location information. When registering, this search can be used to view the course schedule or to list the available sections for a particular course.

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.

💡 **Tip**

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

4 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. ∎

Tables updated during chart of accounts entry

The following tables are updated during Chart of Accounts entry:

- ChartofAccounts
- FASDF110 (if Campus)

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. ■

5   Cash Receipts

The Cash Receipts sheet tracks cash receipts related to students, sponsors, and non-sponsor people and organizations or related to miscellaneous cash. Depending on how the receipt is being recorded, the look of the window may change. Cash receipt entry can be recorded using any of three methods: By Batch, By Organization, or By People. Entering cash receipts by batch allows you to enter in a group of cash receipts rather than entering each one individually. Entering cash receipts by organization allows you to receipt miscellaneous cash that you receive from an organization. Entering cash receipts by people allows you to enter cash receipts by a person's Id number.

📒 **Note**

> Cash receipts for students may also be entered using the Receipts window of the Registration Workflow in the Academic Records Setflow. For more information, see *Billing and Cash Receipts for Continuing Education in Academic Records.* ▪

💡 **Tip**

> The Statement Setup icon ?S is available from any window throughout the Cash Receipts Workflow. Selecting this icon allows you to set up the criteria for printing individual organization statements or statements for individual people. ▪

📒 **Note**

> The Individual tab of the Setup window only displays when accessed from the Reports Workflow. It is not necessary to display because all of the statements printed from the Cash Receipts Workflow will be specific to one person or organization. The statement available in the Reports Workflow is also not available for organizations at this time. ▪

💡 **Tip**

> 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 or people who are sponsors can only be printed from the Sponsor Agreement window of the Organizations or People Workflows. ▪

A batch number is automatically assigned to each cash receipt regardless of the method selected to enter cash receipts. The batch number is comprised of the system date and a unique four-digit sequence number. For example, 103119990001 indicates the first batch number used on 10/31/1999. The batch number can be unique by operator and by day.

The Cash Receipts sheet defaults the By Batch option, though By Organization and By People are available from the drop down list box. You can use the Start with field in the upper right corner of the window to quickly select an existing batch, organization or person.

Different tabs are available from this workflow depending upon which entry method is selected.

By batch

Entering cash receipts by batch allows you to quickly enter a group of cash receipts. For example, use the By Batch option if you wish to enter all checks received during the day at one time.

The Batch Number is automatically assigned when initially opening this data window. An existing batch number can be entered manually in order to add to the batch.

💡 **Tip**

It is suggested that a different batch number be used each day for each operator. Verification and printing of batch information is easiest if the batches are unique. ∎

Information such as office, entry date and academic year/term sets the defaults for the receipts to be entered in the new batch. This information should be entered when a new batch is created but may be edited for an existing batch.

📝 **Note**

The year/term(s) that display in the drop down list box are those year/term(s) that have been set up in the Cash Receipts setup, located under Tools: Setup, as the year/term(s) allowed to be processed. ∎

Once the By Batch option is selected, several tabs will display. The following tabs are available during cash receipt entry by batch:

- Defaults

- Detail

- Receipts

Defaults

This window is the first window displayed when entering a new cash receipt either By Batch, By Organization or By People from the main sheet. The Defaults window will default information throughout cash receipt entry. This will prevent excess data entry. Modifications will be necessary only if the fields differ from the information set as defaults. If you select a person or an organization from the sheet, you are not required to

enter information on the Defaults window unless you try to add a cash receipt to the person or organization.

The Batch number is comprised of the system date and a unique four digit sequence number. For example, 103119990001 indicates the first batch number used on 10/31/1999. The batch number can be unique by operator and by day. The number is automatically assigned by the system when this window is saved. You can enter a batch number here only if it is an existing batch number.

💡 **Tip**

> If you want to add/edit an existing batch but are not sure of the batch number, select the batch from the main sheet first or use the Batch search, available from the Search pull-down menu of the Main Menu Bar. If you know the day that the batch was entered, enter just the MMDDYYYY in the Batch Number field of the search. Once you locate your batch with the search, either double click on the row, drag and drop the row into the Batch field, or highlight the row and select the **Select** button. ∎

The Batch Amount, if entered, is used as a controlling total for all receipts entered to that batch.

💡 **Tip**

> If you first tally the amount of the checks to be entered and enter that amount as the Batch Amount, you will be warned during data entry when the batch amount is exceeded. ∎

The **Amount Currently Entered** tallies the amounts of each cash receipt entered on a particular day. This field will automatically adjust with each new receipt.

The **Remaining Amount** displays the remaining amount of the batch amount that is available for cash receipt entry. Upon save, if cash receipt entry exceeds the batch amount, the system will notify you. This field will automatically adjust with each new receipt.

If the **Batch Amount** is not entered, only the Amount Currently Entered is adjusted. The **Batch Amount** and **Remaining Amount** will remain blank.

The following are required fields and will default upon entry for each cash receipt. This will help speed data entry and allow reporting to be done on specific information.

- The Office allows you to indicate which office to default upon cash receipt entry. If multiple offices are entering cash receipts, you can specify an office for each batch.

- The Entry Date defaults the current date but can be modified.

- The Year and Term allow you to select which year and term to default for cash receipt entry. The year/terms that appear in the drop down list box are selected in the Cash Receipts setup, located under Tools: Setup in the Billing Setflow.

💡 **Tip**

> The Billing Level setup is used in conjunction with the Cash Receipts setup in order to determine which year/terms and which year/term/ sessions are available for cash receipt entry. A list of selected year/terms is gathered from the 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 cash receipt entry. For more information see, *Understanding Which Year/Term/Sessions are Available for Assessments and Cash Receipt Entry in Billing*. ▪

- The Payment Type allows you to select which payment type you would like to default for cash receipt entry. Available payment types are Cash, Check, Credit Card, and Other.

📑 **Note**

> Payment Types are stored as C (Cash), H (Check), D (Credit Card), and O (Other) in the *CashReceipt* table. ▪

- The Cash Code indicates the charge/credit code to which you wish the cash receipts to be applied.

Once the Defaults window is saved, the Receipts tab can be selected.

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

Receipts

The Receipts window is used to enter cash receipts related to people and organizations. This window allows you to enter cash receipts for both people and organizations on one window with separate running totals. All of the information, except the People Id/Org Id, the Amount, and the **From** and **For** fields (organizations only), is defaulted for you from the Defaults window. This prevents excess data entry. You can modify any of the information that defaults. For example, if a particular cash receipt is a credit card payment rather than a check, change the Type to Credit Card.

💡 **Tip**

> It is possible to print a receipt form from the Receipts window by selecting the receipt and then selecting the Printer icon at the end of the receipt row. ▪

📑 **Note**

> If you have selected to apply cash receipts to specific charges in the Cash Receipts setup, an Apply icon [icon] will display at the end of each cash receipt row. This will provide you with the ability to distribute the amount

of the cash receipt to specific charges. For more information, see Apply Cash Receipt to Charges. ■

The **People Id/Org Id** field displays the people Id or organization Id. You may use the People or the Organizations search, both available from the Search pull-down menu of the Main Menu Bar, to drag and drop an Id into this column.

The **Name** field displays the name of the person or organization.

The People pop-up window (for people only) is available from the **Name** field or by using the keystrokes **Alt + N**. When your cursor changes to a magnifying glass, this pop-up window can be accessed by double clicking. Currently, address, mailing, academic, awards and current schedule data is listed here. In the future, additional information will be available.

📝 **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. ■

The **Type** field allows you to select which payment type you would like to use for this cash receipt. This will default from the Defaults window but can be changed.

💡 **Tip**

Detailed information about a particular receipt is available on the Detail window or, if you are entering cash receipts for people, can also be accessed from the Receipts window of the Registration Workflow in the Academic Records Setflow by double clicking on the **Type** field. ■

The **Cash Code** indicates the charge/credit code to which you wish the cash receipt to be applied. This will default from the Defaults window but can be changed.

📝 **Note**

Once the cash receipt is saved, the Cash Code will be grayed out and you will not be able to change it. If you selected the incorrect Cash Code and have already saved the record, you must void, reverse or delete the cash receipt. ■

The Account Summary pop-up window is available from the Cash Code field or by using the keystrokes **Alt + C**. When your cursor changes to a magnifying glass, this pop-up window can be accessed by double clicking. This window is useful if you are unsure of the GL Account and cash code to use when recording a cash receipt. This window is also helpful when a statement coupon is not sent in with the payment. You can view the receivable balances in order to apply the cash receipt properly.

• This window will display the A/R accounts for the current fiscal year and their respective balances. The Cash Codes column on this window will display any available cash codes in the Charge/Credit (Code) code table that have the A/R account listed as the credit GL account.

- You can drag and drop the available cash codes from the pop-up window into the Receipts window or you may scroll through the list using the arrow keys and select Enter.

📝 **Note**

> Only accounts that have been flagged as A/R accounts will display in this window. ∎

The **Description** will default from the Charge/Credit (Code) code table but can be changed. This description will print on the statement.

The **Pay Plan** flag (for people only) is used to determine if a cash receipt should be applied towards a payment plan. The flag will default to *Yes* if a student is on a payment plan for a year/term less than or equal to the year/term of the cash receipt. If a student is on a payment plan for a year/term greater than the cash receipt, the flag will default to *No* but can be changed if you wish to apply the cash receipt towards the future payment plan. The Pay Plan flag will not be available if a student is not on a payment plan.

The **Amount** field holds the amount of the cash receipt.

A drill down is available from the **Amount** field or by using the keystrokes **Alt + A** before saving only. When your cursor changes to a magnifying glass, this drill down can be accessed by double clicking.

In the Cash Receipts Workflow, double clicking on the **Amount** field before saving drills down to the Cash Receipts Distribution window. This window enables you to modify the distribution of cash receipts. **Add** and **Delete** buttons are available to aid you. You can also use the Ins key to insert records or the keystrokes Ctrl + Del to delete records. If you are entering cash receipts for people, please note that this option is not available on the Receipts window of the Registration Workflow in the Academic Records Setflow.

📝 **Note**

> Selecting the **X** in the upper right-hand corner closes drill downs. ∎

The Account Distribution pop-up window is available from the **Amount** field or by using the keystrokes Alt + A after saving only. When your cursor changes to a magnifying glass, this pop-up window can be accessed by double clicking. This window is useful if you want to modify the distribution of cash receipts.

The following rules apply to both the **Cash Receipts Distribution** drill down and the Account Distribution pop-up window:

- You must first enter an Amount in order to use these windows.

- The system will default the GL accounts that have been set up for the selected cash code. You may add, edit or delete the credit accounts by typing in a valid GL account and entering the amount. The debit account will not be available for editing.

- The **Pay-Off Payment Plan Year/Term** field (for people only) allows you to select the year/term of the payment plan in which to apply the cash receipt. If you select *Yes* in the Pay Plan field on the Receipts window, the system will automatically default the oldest active payment plan, but this default can be changed. If you enter an amount greater than the payment plan balance on the Receipts window, the remaining amount will be automatically applied towards the next active payment plan. If no other active payment plans exist, the remaining amount will be applied towards non-payment plan charges.

💡 **Tip**

When applying cash towards a payment plan, it is recommended to review the distribution of accounts in the pop-up window prior to saving the record. You may look up GL Accounts to drag and drop into the Cash Receipts Distribution drill down or the Account Distribution pop-up window either by opening the Account Summary window (Alt + C) or by using the Chart of Accounts search, available from the Search pull-down menu of the Main Menu Bar. ∎

When entering cash receipts to organizations, the **From** and **For** fields allow you to indicate the organization Id of the organization from which the cash receipt was received and a short description of the purpose of the cash receipt. Receipts for organizations and miscellaneous cash, such as bank interest, donations, or payment from rental of rooms can be entered in the bottom half of the window.

You can set up a 'Miscellaneous Organization' rather than setting up multiple organizations, in order to receipt miscellaneous cash.

Certain Cash Codes may have been set up in the Charge/Credit (Code) code table to reduce associated financial aid. (For more information, see *Charge/Credit (Code) in Code Tables*.) For example, a Stafford cash code may have been set up to reduce any outstanding anticipated Stafford Aid. If one of these types of cash codes is used when recording a cash receipt, the earliest outstanding anticipated aid will be reduced by the amount of the cash receipt, not to exceed the anticipated aid amount. If additional anticipated aid records are found, they too will be reduced in date order until the total amount of the cash receipt has been disbursed. If the anticipated aid amount is reduced to $0.00, the aid record is voided.

If a cash receipt that has reduced associated financial aid is voided, reversed, or has its Id, amount or code (prior to saving the cash receipt only) changed, the latest anticipated aid record will be increased by the amount of the cash receipt.

The distribution of the cash receipt will change depending on the changes that you make to the cash receipt on the Receipts window. Listed below are different scenarios that can occur when entering or editing a cash receipt that can affect the distribution of the amount or the GL accounts.

If the Amount Changes…

# of Rows	**What happens to the…** **Amount Column / GL Account Column**
2	• Amounts change. • Accounts remain the same.
> 2	• Debit amount changes to the new amount. • Difference in the amounts is added to a new row with the credit account for the selected cash code. • Existing credit accounts remain the same.

If the Cash Code Changes (prior to saving the cash receipt only)…

# of Rows	**What happens to the…** **Amount Column / GL Account Column**
2	• Amounts remain the same. • Debit account is changed to the debit account of the new code. • If the existing credit account matches the old code's credit account in the Charge/Credit (Code) code table, then this credit account is changed to match the credit account of the new code. • If the existing credit account does not match the old code's credit account in the Charge/Credit (Code) code table, then this credit account is not changed.
> 2	• Amounts remain the same. • Debit account is changed to the debit account of the new code. • If an existing credit account matches the old code's credit account in the Charge/Credit (Code) code table, then this credit account is changed to match the credit account of the new code. • Any remaining credit accounts remain the same.

If the Amount and Cash Code Change (prior to saving the cash receipt only)…

| | What happens to the… |
# of Rows	Amount Column / GL Account Column
2	• Debit amount changes to the new amount. • Debit account is changed to the debit account of the new code. • If the existing credit account matches the old code's credit account in the Charge/Credit (Code) code table, then this credit account is changed to match the credit account of the new code. The amount is also changed to match the new amount. • If the existing credit account does not match the old code's credit account in the Charge/Credit (Code) code table, then this credit account is not changed. The amount is changed to match the new amount.
> 2	• Debit amount changes to the new amount. • Debit account is changed to the debit account of the new code. • If an existing credit account matches the old code's credit account in the Charge/Credit (Code) code table, then this credit account is changed to match the credit account of the new code. The difference in the amounts is added to a new row with the credit account for the selected cash code. • If an existing credit account does not match the old code's credit account in the Charge/Credit (Code) code table, then the difference in the amounts is added to a new row with the credit account from the new cash code. • Any remaining credit accounts remain the same.

Cash receipts by batch are sorted first by entry date (*CashReceipt.Entry_Date*) in descending order and then by print order (*Code_ChargeCredit.Print_Order*) in ascending order.

Apply cash receipt to charges

Depending upon the Cash Receipts setup, located under Tools: Setup in the Cash Receipts Setflow, once you have entered the amount of a cash receipt on the Receipts window of either the Cash Receipts Workflow or the Registration Workflow, the **Apply Cash Receipt to Charges** pop-up may automatically display. This window allows you to apply all or a portion of the cash receipt amount to a charge's balance in order to reduce the balance of a charge. Information such as the Date, Charge/Credit code, Description and Balance will display. The amount of the cash receipt that you are currently entering should appear in the **Cash Receipt** field.

You may view the charges for the year/term that displays or you may select another year/term. The default view is set to display the year/term selected in the defaults for the selected batch of cash receipts. This view can also be changed to allow you to view all

charges by selecting the **All** option from the drop-down list box. Only the year/terms that have been indicated in the Cash Receipts setup will display for selection from the drop-down list box or be included when the **All** option is selected.

📒 **Note**

> If you have selected to apply cash receipts to specific charges for a person or organization that is a sponsor, the **View Sponsor Charges** check box will display. When selected, the charges assessed to a student but which are to be paid by the selected sponsor will display. This allows you to apply a cash receipt toward charges for which the selected sponsor is responsible but that display on the student's statement. ■

As you enter the Apply Amount for each charge, the Balance for each charge will be automatically calculated. The total amount applied will display in the last field of the **Accumulated Totals** fields.

💡 **Tip**

> If the cash receipt is for a student who is on a payment plan, the charges covered under the payment plan will still display on the Apply Cash Receipt to Charges window. However, when applying the cash receipt, you should only apply it to the appropriate installment or to any charge not covered by the payment plan. You should not apply it towards the charges already covered by the payment plan. ■

💡 **Tip**

> If the cash receipt is for a student who originally received a charge, but then that charge was removed and re-assessed, both the original charge that was adjusted and the charge that was assessed a second time will display. For example, if a student was full-time and received the full-time tuition charge, but then dropped enough courses to be re-classified as a part-time student, the full-time tuition charged would be adjusted as a negative amount. If he then added enough courses to be classified as a full-time student again, the full-time tuition charge would be added back. If you are applying cash receipts toward specific charges, you will need to void the original occurrence of the charge and its adjustment record in order for those two records not to display on the Apply Cash Receipt to Charges window. However, voided records will not display on the statement either. If you wish for these records to display on the statement, you will need to, instead, simply disregard these records when applying your cash receipt. If you are applying cash receipts toward specific charges and the student has section fees that were discounted, only the original amount of the section fee will display and the discount will not display. You should only apply the cash receipt to the balance of the section fee. ■

📒 **Note**

> When applying a cash receipt, you will be prevented from overpaying a charge. You must tab off the last Apply Amount entered prior to selecting **Apply**. ■

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💡 **Tip**

> Depending upon Cash Receipts setup, located under Tools: Setup in the Cash Receipts Setflow, the Course field will display for section fees with either the catalog Id, subtype and section or the serial Id below each charge row. The Agreement Number, if applicable, will display below each charge row.   ∎

Once you have fully applied the amount of the cash receipt among the appropriate charges, select **Apply**. At this point, the window will verify that the amount of the Total Apply Amount entered is equal to the amount of the cash receipt. If the amounts are equal, you will be returned to the Receipts window, where you may save your changes. If the amounts are not equal, you will be prompted to make the necessary corrections.

📝 **Note**

> When applying a cash receipt or editing the distribution of a cash receipt, your changes will not be saved until you select **Save** from the Receipts window.   ∎

After a cash receipt has been entered, you may edit the charges to which it was applied by double clicking on the **Apply** icon 🗗 at the end of the receipt row. The Apply Cash Receipt to Charges window will display and you may make the necessary changes to the charges to which the cash receipt was applied.

📝 **Note**

> If you need to change the GL account distribution for the cash receipt, you must do so on the Cash Receipts Distribution window.   ∎

Detail

This window displays more detailed information about a particular cash receipt. Select this tab if you want to record additional information on a particular cash receipt or change existing information. Information such as **Name**, **Id**, **Year**, **Term**, **Session**, **Type**, **Cash Code**, **Amount**, **Create Operator**, **Batch and Receipt Number** are view only. The **Year**, **Term**, **Session**, **Description**, **Entry Date** and **Office** fields can be edited.

Several check boxes will display in the middle of the window.

• The **Receipt Printed** check box will be selected if a receipt has been printed from the Receipts window. The date when the receipt was printed will display in the Date field.

• The **Financial Reduced** check box will appear only if the viewing option selected was By People. This check box will be selected automatically if the cash code used is coded to reduce associated financial aid and outstanding anticipated financial aid has been found.

• The **Void** check box can be selected if the cash receipt was entered incorrectly. This field can only be used if the cash receipt has not yet been posted. Voided records will not print on a statement.Once the check box has been selected, the Operator Id

of the person who voided the cash receipt will display in the field to the right of the **Void** check box. Voided cash receipts will be indicated by an asterisk (*) displaying at the end of each row on the Receipts window.

📝 **Note**

> If a receipt is printed for the voided cash receipt, then '******VOIDED******' will display across the top of the receipt. You may deselect the **Void** check box to un-void a voided cash receipt. If you are voiding a credit card cash receipt, see "What if". ∎

- The **Posted** check box 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 of the Cash Receipts Processing Workflow.

- The **Reversed** check box can be selected to reverse an incorrect cash receipt that has been posted. An offsetting entry will automatically be created. Once the check box has been selected, the Operator Id of the person who reversed the cash receipt will display in the field to the right of the **Reversed** check box. Reversed cash receipts will be indicated by an asterisk (*) displaying at the end of each row on the Receipts window.

📝 **Note**

> When cash receipts are reversed, the reversal records are created in the system-defined batch of 'MMDDYYYY9997', where MMDDYYYY is the current system date. To view the reversal records or to un-reverse a cash receipt, you must use the By People or By Organization options or open the MMDDYYYY9997 batch. If a receipt is printed for the reversed cash receipt, then '******REVERSED******' will display across the top of the receipt. You may deselect the **Reverse** check box to un-reverse a reversed cash receipt. If you are reversing a credit card cash receipt, see "What if". ∎

The fields that display under the heading of Cash, Check, Credit Card or Other will vary depending upon the payment type of the cash receipt entered in the **Type** field on the Receipts window.

- If the **Type** selected is *Check*, the check *Number*, *Account*, and *Date* can be recorded.

- If the **Type** selected is *Cash*, *Credit Card*, or *Other*, no other fields will display except for the standard four fields described below.

There are four fields that will display regardless of the payment type. The **From Id (People)** and the **From Id (Org)** fields allow you to record the Id and name of who actually made the payment in the event that the payment was not made by the People/Org Id entered for the cash receipt. You may simply enter the Id of the person or organization in the left-hand text box of the **From Id (People)** or **From Id (Org)** field, which will default the name of the person or organization in the right-hand text box.

If the payment **Type** is Credit Card, the payment Transaction ID will display. You can drill down to view the more information about the credit card payment made via your institution's on-line Payment Vendor.

If you are not sure of the Id of the person or organization, you may enter as much of the name as possible in the right-hand text box of the **From Id (People)** or **From Id (Org)** field and then tab off of the name or select the Enter key. This will display the Duplicate People Lookup or Duplicate Organization Lookup window, allowing you to scroll through the list to locate the appropriate person or organization.

📝 **Note**

A search could be initiated by typing an entire last name, such as 'Buckman', or part of the name, such as 'B' or 'Buc'. If there is only one record with 'Buckman' or 'Buc', this record will automatically default. ■

💡 **Tip**

A Sound Search may also be used with any search in PowerCAMPUS. Two wildcards can be used with the Sound Search. The percent sign (%) can be added to the beginning of the name when trying to return any record containing that portion of the name. For example, if you were to enter '%Smith', then 'Susan Blacksmith', 'John Smith and Taylor' and 'Smith & Manning' would be returned, depending upon the specific search that you are using. The underscore (_) can also be added within a name to find a name that could be spelled multiple ways. For example, if you were to enter 'Anders_n', then 'Michelle Anderson', 'Susan Andersen' and 'Andersen Consulting' would be returned, depending upon the specific search that you are using. ■

Once the appropriate record has been located, there are three ways to enter that record into the field on the window without having to type in the information:

- Drag and drop it into the appropriate field on the data window.

- Highlight the row on the search window and select the **Select** button.

- Place your cursor in the appropriate field on the data entry window and double click on the row on the search window.

If the appropriate person or organization does not display in the list, you may select **New** to create a new person or organization. The New People or New Organization window will display. Enter the name, address and record type information for the new person or organization and select **Save**. A People Id/Org Id number will be assigned, the window will close, and the new record will automatically default in the From Id (People) or From Id (Org) field.

The **For** and **Notes** fields allow you to enter the purpose of the cash receipt (what it was used for) and any notes regarding the cash receipt.

By organization

Entering cash receipts by organization allows you to receipt any miscellaneous cash that you receive from an organization. When using the By Organization option, the sheet displays all organizations that have been entered into the system. This option allows you to record miscellaneous cash to that organization. For example, bank interest and cash received for a room rental can be entered here.

Once the By Organization option is selected, several tabs will display. Some windows allow updating of information, while others allow viewing only. The following tabs are available during cash receipt entry by organization:

- Balance - See

- Defaults - See

- Detail - See .

- History - See

- Receipts - See .

Balance

This window allows you to view the balance for the selected organization. This window can be extremely useful when an organization is questioning its 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 balance* view 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) code table. For example, 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. ◾

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

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 an organization may be lengthy depending on 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 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.

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

History

This window allows you to view the account history of cash receipts for a specific organization. This window can be extremely useful when an organization is questioning activity on its account. There are a number of different ways to view the history. The default display is set to view Cash Receipts Only. This view can be changed to view ALL charge/credits by selecting the appropriate option from the drop down list box.

💡 **Tip**

> If you change this drop down list box to show ALL, you will be viewing both cash receipt and charge/credit history for the selected organization. ▪

A second drop down list box allows you to view a specific year/term or ALL year/terms.

Drill downs are available from the **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 **Description** field drills down to the Cash Receipt window. You can view information such as the cash code, amount, entry date, receipt number, batch number, and summary type of the cash receipt here.

Double clicking on the **Amount** field drills down to the Posting window. You can view information such as GL account Ids, reversed information and GL Journal posting information here.

📑 **Note**

> You cannot create or edit existing records from this window. You must go to the Receipts window to do this. ▪

By people

Entering cash receipts by people allows you to enter a cash receipt for a specific person. For example, if a person walks up to the cashier's window to pay his bill, his cash receipt can be individually recorded by selecting the By People option.

💡 **Tip**

The Statements Setup icon (a question mark followed by the letter S) and the Statement icon (a dollar sign) are available from the By People option of the Cash Receipts Workflow. These icons allow you to set up the criteria for printing and to print individual statements respectively. ∎

📝 **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 Cash Receipts Workflow will be specific to an individual.∎

💡 **Tip**

You can quickly print a student's statement from the Cash Receipts sheet (By People) by clicking once on the student's record and then once on the Statement icon. ∎

Once the By People option is selected, several tabs will display. Some windows allow updating of information, while others allow viewing only. The following tabs are available during cash receipt entry by people:

- Balance - See "Balance" on page 5-14.

- Defaults - See "Defaults" on page 5-2.

- Detail - See "Detail" on page 5-11.

- History - See "History" on page 5-17.

- Pay Plan - See "Pay plan" on page 5-19.

- Receipts - See "Receipts" on page 5-4.

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. ∎

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.

Tables updated during cash receipt entry

The following tables are updated during cash receipt entry.

- ABT_Settings
- BatchHeader

- CashReceipt

- ChargeCredit

- ChargeCreditDist

- ChargeCreditPayment

- PaymentPlan

- PaymentTransaction

- PeopleOrgBalance

- Setupbil.ini

Entering batches of cash receipts

Cash receipts for students may also be entered using the Registration Workflow in the Academic Records Setflow. For more information, see *Registration in Academic Records*. Use the following instructions to enter a batch of cash receipts.

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 **File**, and then select **New**, or select the appropriate batch from the sheet.

4. If you selected **New**, the Defaults window is displayed. The Defaults window is the first window displayed when entering a new cash receipt either By Batch, By Organization or By People from the main sheet. This window will default information throughout cash receipt entry to prevent excess data entry. All entries made here will be used for every cash receipt. You may later modify any of this information for a particular cash receipt. Proceed to Step 5. If you selected an existing batch, the Receipts window will display. Proceed to Step 6.

    The Receipts window will be used to enter cash receipts related to cash received from people and organizations. This window allows you to enter cash receipts for both people and organizations on one window with separate running totals.

5. Tab off of the **Batch Number** field. The system will assign the batch number when this window is saved. If you wish, enter the **Batch Amount** - this field is optional. The Amount Currently Entered and the Remaining Amount will default as you enter cash receipts. Select the Office that is processing the cash receipts. The **Entry Date** will default to the system date but may be modified. Depending upon your Cash Receipts setup, located under Tools: Setup, you may have several year/terms from which to select. Enter in the Year and Term for which you wish to enter cash receipts.

Select the Type for the cash receipt. Select the Cash Code that will be used for the cash receipt. Save the information. The batch number will now display. Select the **Receipts** tab.

6. Enter the cash receipt information on the Receipts window. You can modify any of the information that has defaulted. The minimum information necessary is the person/organization's Id and the amount of the cash receipt. Depending upon the Cash Receipts setup, once you tab off of the Amount field, the Apply Cash Receipt to Charges window may display. For more information, see "Applying cash receipts toward specific charges". For students, the Pay Plan drop down list box will default to *Yes* if the student has a payment plan for the academic year/term of the payment. For more information, see "Applying cash receipts toward a payment plan".

    To view a summary of the person/organization's account, use the keystrokes **Alt + C** to display the Account Summary pop-up window. To view or edit the distribution of the cash receipt, use the keystrokes **Alt + A** to display the Account Distribution pop-up window or double click on the **Apply** icon at the end of the receipt row to display the Apply Cash Receipt to Charges window.

7. Additional information for a particular cash receipt can be recorded, if necessary, using the Detail window.

8. Select **File**, and then select **Insert** on the Receipts window to enter additional cash receipts. Save the information. Select the **Printer** icon located at the end of the row to print the cash receipt form, if necessary.

9. To enter additional cash receipts for other batches, select **New** again or select the Show List command button and the appropriate batch. Repeat steps 4 through 8.

10. Select the **Reports** command button.

11. Select **File**, and then select **Print** to print the Cash Receipts Daily report for these batches to keep as your audit trail.

Entering cash receipts for a specific organization

Use the following instructions to enter cash receipts for a specific organization.

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

2. Select **By Organization** from the drop down list box located in the upper left-hand corner.

3. Select **File**, and then select **New**, or select the appropriate organization from the sheet. The Receipts window is displayed.

4. You may receive a warning that a batch has not been entered. If so, a batch must be entered first. Select **OK** and then select the **Defaults** tab. Follow Step 5 of "Entering batches of cash receipts", or select an existing batch using the Batch search, available from the Search pull-down menu of the Main Menu Bar, and return to the Receipts window.

    Note

    > If you are entering multiple cash receipts for organizations throughout the day, it is wise to use the same batch number for all of them. To do so, you should select an existing batch number, using the Batch search, while you are on the Defaults window. ∎

5. Enter the cash receipt information on the Receipts window. You can modify any of the information that has defaulted. The minimum information necessary is the organization's Id and the amount of the cash receipt. Depending upon the Cash Receipts setup, located under Tools: Setup, once you tab off of the **Amount** field, the Apply Cash Receipt to Charges window may display. For more information, see "Applying cash receipts toward specific charges".

    Note

    > If using a 'Miscellaneous Organization' to record miscellaneous cash, you may want to enter the actual organization's name in the unnamed field to the right of the **From Id (Org)**: field. ∎

    To view a summary of the organization's account, use the keystrokes **Alt + C** to display the Account Summary pop-up window. To view/edit the distribution of the cash receipt, use the keystrokes **Alt + A** to display the Account Distribution pop-up window or double click on the **Apply** icon at the end of the receipt row to display the Apply Cash Receipt to Charges window.

6. Additional information for a particular cash receipt can be recorded, if necessary, using the Detail window.

7. Select **File**, and then select **Insert** on the Receipts window to enter additional cash receipts for the organization. Save the information. Select the **Printer** icon located at the end of the row to print the cash receipt form, if necessary.

8. To enter additional cash receipts for other organizations, select New again OR select the **Show List** command button and the appropriate organization. Repeat steps 4 through 7. The same batch number will be used.

9. Select the **Reports** command button.

10. Select **File**, and then select **Print** to print the Cash Receipts Daily report for this batch to keep as your audit trail.

Entering cash receipts for a specific person

Cash receipts for students may also be entered using the Registration Workflow in the Academic Records Setflow. For more information, see *Billing and Cash Receipts for Continuing Education in Academic Records*.

The Cash Receipt Form report prints the name and Id of the person on the cash receipt, current balance information, and an institution-defined message. The Cash Receipts Daily report prints all cash receipt entries, both posted and unposted, for a particular batch.

Use the following instructions to enter cash receipts for a specific person using the Cash Receipts Workflow.

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

2. Select **By People** from the drop down list box located in the upper left-hand corner.

3. Select **File**, and then select **New**, or select the appropriate organization from the sheet. The Receipts window is displayed.

4. You may receive a warning that a batch has not been entered. If so, a batch must be entered first. Select **OK** and then select the **Defaults** tab. Follow Step 5 of "Entering batches of cash receipts", or select an existing batch using the Batch search, available from the **Search** pull-down menu of the Main Menu Bar, and return to the Receipts window.

5. Enter the cash receipt information on the Receipts window. You can modify any of the information that has defaulted. The minimum information necessary is the person's Id and the amount of the cash receipt. Depending upon the Cash Receipts setup, located under Tools: Setup in the Cash Receipts Setflow, once you tab off of the **Amount** field, the Apply Cash Receipt to Charges window may display. For more information, see "Applying cash receipts toward specific charges". For students, the Pay Plan drop down list box will default to *Yes* if the student has a payment plan for the academic year/term of the payment. For more information, see "Applying cash receipts toward a payment plan".

📝 **Note**

> If you are entering multiple cash receipts for people throughout the day, it is wise to use the same batch number for all of them. To do so, you should select an existing batch number, using the Batch search, while you are on the Defaults window. ∎

To view a summary of the person's account, use the keystrokes **Alt + C** to display the Account Summary pop-up window. To view/edit the distribution of the cash receipt, use the keystrokes **Alt + A** to display the Account Distribution pop-up window or

double click on the **Apply** icon at the end of the receipt row to display the Apply Cash Receipt to Charges window.

6. Additional information for a particular cash receipt can be recorded, if necessary, using the Detail window.

7. Select **File**, and then select **Insert** on the Receipts window to enter additional cash receipts for the organization. Save the information. Select the **Printer** icon located at the end of the row to print the cash receipt form, if necessary.

8. To enter additional cash receipts for other organizations, select New again OR select the **Show List** command button and the appropriate organization. Repeat steps 4 through 7. The same batch number will be used.

9. Select the **Reports** command button.

10. Select **File**, and then select **Print** to print the Cash Receipts Daily report for this batch to keep as your audit trail.

Applying cash receipts toward specific charges

Use the following instructions to apply a cash receipt toward specific charges.

1. Depending upon your Cash Receipts setup, located under Tools: Setup in the Cash Receipts Setflow, once you have entered the Amount of the cash receipt, the Apply Cash Receipt to Charges window may display. If it does not display automatically, it must be opened manually by double clicking on the **Apply** icon at the end of the appropriate cash receipt row. The charges within the year/term selected in the defaults for the batch will display. Select the charge(s) to which you wish to distribute the cash receipt and enter the Apply Amount for each charge. The New Balance for each charge will be calculated automatically.

2. Once you have fully distributed the cash receipt to the appropriate charge(s), you should select **Apply**. Selecting **Apply** does not save the cash receipt. You will be returned to the Receipts window, where you may save the cash receipt and its distribution among the charges.

   You must tab off of the last Apply Amount entered prior to selecting **Apply**.

   📝 **Note**

   If you have selected to apply cash receipts to specific charges for a person or organization that is a sponsor, the View Sponsor Charges check box will display. When selected, the charges assessed to a student but which are to be paid by the selected sponsor will display. This allows you to apply a cash receipt toward charges for which the selected

sponsor is responsible but that display on the student's statement. If the cash receipt is for a student who is on a payment plan, the charges covered under the payment plan will still display on the Apply Cash Receipt to Charges window. However, when applying the cash receipt, you should only apply it to the appropriate installment or to any charge not covered by the payment plan. You should not apply it toward the charges already covered by the payment plan. ∎

3. Now return to "Entering batches of cash receipts", "Entering cash receipts for a specific organization", "Entering cash receipts for a specific person", or Entering Cash Receipts for a Specific Student (Registration Workflow) depending upon the method of entry you have chosen.

Editing cash receipts already applied toward specific charges

Use the following instructions to edit a cash receipt that has already been applied toward specific charges.

1. Double-click on the **Apply** icon 🗐 at the end of the appropriate cash receipt row on the Receipts window. The Apply Cash Receipt to Charges window is displayed.

2. The charges within the year/term selected in the defaults for the batch will display. Select the charge(s) you wish to edit and enter the new Apply Amount for each charge. The New Balance for each charge will be calculated automatically.

3. Once you have fully distributed the cash receipt to the appropriate charge(s), select **Apply**. Selecting **Apply** does not save the cash receipt. You will be returned to the Receipts window, where you may save the cash receipt and its distribution among the charges.

   You must tab off of the last Apply Amount entered prior to selecting **Apply**.

4. Now return to "Entering batches of cash receipts", "Entering cash receipts for a specific organization", "Entering cash receipts for a specific person", or Entering Cash Receipts for a Specific Student (Registration Workflow) depending upon the method of entry you have chosen.

Applying cash receipts toward a payment plan

Use the following instructions to apply a cash receipt toward a payment plan using the Cash Receipts Workflow.

📒 **Note**

> If you entered an amount greater than the payment plan balance on the Receipts window, the remaining amount will be automatically applied towards the next active payment plan. If no other active payment plans exist, the remaining amount will be applied towards non-payment plan charges.

1. The Pay Plan flag on the Receipts window will default to *Yes* if the student is on a payment plan for a year/term less than or equal to the year/term of the cash receipt. If the student is on a payment plan for a year/term greater than that of the cash receipt, the flag will default to *No* but can be changed if you wish to apply the cash receipt to the future payment plan. Make sure the Pay Plan flag is set to *Yes* and use the keystrokes **Alt + A**.

    The statement will indicate the installment amount due and any other amount due. Use this information to apply the cash receipt to the appropriate account.

2. The Account Distribution pop-up window will display. Verify the payment plan year/term. Select from the **Pay-Off Payment Plan Year/Term** drop down list box to change the payment plan if necessary. Select **File**, and then select **Close** to close the pop-up window. Save the information.

3. Now return to "Entering batches of cash receipts", "Entering cash receipts for a specific organization", "Entering cash receipts for a specific person", or Entering Cash Receipts for a Specific Student (Registration Workflow) depending upon the method of entry you have chosen.

Printing receipts

Use the following instructions to print the Cash Receipts Form report for a person or organization.

1. Select the Academic Records or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Registration or Workflow**, and then **Cash Receipts**.

2. Select the appropriate person or organization from the sheet. In the Cash Receipts Workflow, you may need to select the desired entry method from the drop down list box located in the upper left-hand corner first.

3. If necessary, select the **Receipts** tab. Locate and highlight the appropriate receipt. Select the **Printer** icon located at or near the end of the row to print the cash receipt form.

📑 **Note**

> To reprint a receipt, repeat steps 1 through 3. The Receipt Number will remain the same as that of the original receipt, but the date and the current balance information (for people only) will reflect current information. In the Cash Receipts Workflow, the Receipt Number and the Date on which it was originally printed will be automatically updated on the Detail window. In the Registration Workflow, the Receipt Number and the Date on which it was originally printed will not change automatically on the Detail window. If you are reprinting a receipt that has since been voided or reversed, this will be indicated at the top of the receipt.   ■

Correcting receipts that have been posted

Use the following instructions to reverse or adjust a posted cash receipt. Either of these methods will enable you to correct the receipt. Select Method 1 if you would like to reverse the cash receipt. Select Method 2 if you would like to adjust the amount of the receipt. If you are reversing a credit card cash receipt, see "What if".

Method 1 - Reverse a cash receipt

1. Select the Academic Records or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Registration or Workflow**, and then select **Cash Receipts**.

2. Select the appropriate person or organization from the sheet. In the Cash Receipts Workflow, you may need to select the desired entry method from the drop-down list box located in the upper left-hand corner first.

3. If necessary, select the **Receipts** tab. Locate and highlight the appropriate receipt. In the Registration Workflow, select the **Detail** icon located at the end of the row or, in the Cash Receipts Workflow, select the **Detail** tab.

📑 **Note**

> 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 Receipts window.   ■

4. Select the **Reversed** check box located at the bottom of the window. Save the information. A reversing entry will display.

5. Enter a new cash receipt on the Receipts window, if necessary.

The batch number 'MMDDYYYY9997' is automatically assigned for the new cash receipt.

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

7. Select **File**, and then select **Print** to print the Cash Receipts Daily report for this batch to keep as your audit trail.

Method 2 - Adjust a cash receipt

1. Select the Academic Records or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Registration or Workflow**, and then select **Cash Receipts**.

2. Select the appropriate person or organization from the sheet. In the Cash Receipts Workflow, you may need to select the desired entry method from the drop down list box located in the upper left-hand corner first.

   In the Cash Receipts Workflow, the Receipts window will appear after the Defaults window is saved. All of the information, except People/Org Id and Amount, is defaulted for you from the Defaults window to prevent excess data entry.

3. If necessary, select the **Receipts** tab. If applicable, select the appropriate academic year/term(/sessions) from the drop-down list box at the top of the window. Select **File**, and then select **Insert** to enter an additional cash receipt. Enter the information for the cash receipt that you wish to correct identically but with the amount as a negative number. This will reverse the entry manually. Save the information. Enter a new cash receipt, if necessary.

4. Select the **Reports** command button.

5. Select **File**, and then select **Print** to print the Cash Receipts Daily report for this batch to keep as your audit trail.

Correcting receipts that have not been posted

Use the following instructions to void or adjust an unposted cash receipt. Either of these methods will enable you to correct the receipt. Select Method 1 if you would like to void the cash receipt. Select Method 2 if you would like to adjust the amount of the receipt. If you are voiding a credit card cash receipt, see "What if".

Method 1 - Void a cash receipt

1. Select the Academic Records or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Registration or Workflow**, and then select **Cash Receipts**.

2. Select the appropriate person or organization from the sheet. In the Cash Receipts Workflow, you may need to select the desired entry method from the drop-down list box located in the upper left-hand corner first.

3. If necessary, select the **Receipts** tab. Locate and highlight the appropriate receipt. In the Registration Workflow, select the **Detail** icon located at the end of the row or, in the Cash Receipts Workflow, select the **Detail** tab.

4. Select the **Void** check box located at the bottom of the window. Save the information.

5. Enter a new cash receipt on the Receipts window, if necessary.

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

7. Select **File**, and then select **Print** to print the Cash Receipts Daily report for this batch to keep as your audit trail.

Method 2 - Adjust a cash receipt

1. Select the Academic Records or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Registration or Workflow**, and then select **Cash Receipts**.

2. Select the appropriate person or organization from the sheet. In the Cash Receipts Workflow, you may need to select the desired entry method from the drop-down list box located in the upper left-hand corner first.

3. If necessary, select the **Receipts** tab. Locate and highlight the appropriate receipt. If applicable, select the appropriate academic year/term(/sessions) from the drop-down list box at the top of the window. Adjust the record manually by changing the fields. For example, if the amount is $100.00 and you want the amount to be $150.00, simply change the amount. Save the information. Enter a new cash receipt, if necessary.

4. Select the **Reports** command button.

5. Select **File**, and then select **Print** to print the Cash Receipts Daily report for this batch to keep as your audit trail.

Voiding/Reversing loan checks when students withdraw

The withdrawal of students can be automated using the Student Withdrawal Process, available from the Registration Processing Workflow in the Academic Records Setflow. The Student Withdrawal Process will not adjust billing or cash receipt records. Use the following instructions to void or reverse a student's loan check upon his withdrawal from your institution.

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

2. Select **By People** from the drop-down list box located in the upper left-hand corner. Select the appropriate person from the sheet.

3. Select the appropriate cash receipt record from the Receipts window.

4. Select the **Detail** tab. Select the **Void** or **Reversed** check box located at the bottom of the window. Save the information. For reversed records, a reversing entry will display. The associated anticipated aid will be increased automatically.

5. By minimizing the entire PowerCAMPUS window in which you are currently working or selecting the appropriate application from your taskbar, return to the main PowerCAMPUS window where the Quick Launcher icons are located.

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

7. Select the appropriate person from the sheet.

8. Select the **Chrg/Crd** tab. Select the **Void** check box for the associated anticipated aid record. Save the information.

   The Chrg/Crd window displays all charge/credits on a student's account for the year/ term(s) specified.

Viewing organizations' current balances

Use the following instructions to view the current balance of an organization.

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

2. Select **By Organization** from the drop down-list box located in the upper left-hand corner. Select the appropriate organization from the sheet.

3. Select the **Balance** tab. You will see a summary of the organization's Current balance. You can also view the Fiscal Year balance by changing your selection in the drop-down list box.

4. Drill downs are available to view detail information about the selected balance. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

Viewing people's current balances

Use the following instructions to view the current balance of a person.

1. Select the Academic Records or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Registration or Workflow**, and then select **Cash Receipts**.

2. Select the appropriate person from the sheet. In the Cash Receipts Workflow, you may need to select **By People** from the drop-down list box located in the upper left-hand corner first.

3. Select the **Balance** tab. You will see a summary of the person's Current balance. You can view other balances such as Academic Year/Term (Cumulative), Academic Year/Term (Term Only), Academic Year, or Fiscal Year by changing your selection in the drop-down list box.

4. Drill downs are available to view detail information about the selected balance. When your cursor changes to a magnifying glass, these drill downs can be accessed by double clicking.

What if

The What If scenario is designed to help with common problems or situations that may arise while processing credit card cash receipts.

What if you need to void/ reverse a credit card cash receipt?

Please follow the steps below if you need to void/reverse a credit card cash receipt.

1. Select the Academic Records or the Cash Receipts Setflow. From the Main Menu Bar, select **Workflow**, and then select **Registration or Workflow**, and then select **Cash Receipts**.

2. Select the appropriate person or organization from the sheet. In the Cash Receipts Workflow, you may need to select the desired entry method from the drop down list box located in the upper left-hand corner first.

3. If necessary, select the **Receipts** tab. Locate and highlight the appropriate receipt. In the Registration Workflow, double click on the **Type** field or, in the Cash Receipts Workflow, select the **Detail** tab.

6   Cash Receipts Processing

The Cash Receipts Processing sheet includes all of the processes that should be run when setting up your Cash Receipts system. The following processes are available from this workflow:

- Posting to the General Ledger Journal

- Deleting a Batch

- Stop List Process

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 check box 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 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 SCTJE001.

- 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 following tables 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 either **Workflow**, and then select **Billing Processing or Workflow**, and then select **Cash Receipts Processing**.

3. Double-click on the **Posting to the General Ledger Journal** category. The Posting to the General Ledger Journal window is displayed.

4. 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 **Process**. A message will display indicating that the post has been completed. Close the window.

   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.

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

6. Select the Posting (Billing and Cash Receipts) report. Select **Setup**.

   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**, or Tool Bar - Printer Setup. The Printer Setup dialog box will display. Select **Setup**.

Printer Setup enables you to change your printer connection, printer setup, paper size, orientation, etc.

9. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Select **OK** twice to return to the Reports window.

10. Select File, and then select Print to print the report to keep as your audit trail.

11. 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 either **Workflow**, and then select **Billing Processing or Workflow**, and then select **Cash Receipts Processing**.

3. Double-click on the **Posting to the General Ledger Journal** category. The Posting to the General Ledger Journal window is displayed.

4. 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 **Process**. A message will display indicating that the post has been completed. Close the window.

    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.

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

6. Select the Posting (Billing and Cash Receipts) report. Select **Setup**.

    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**, or Tool Bar - Printer Setup. The Printer Setup dialog box will display. Select **Setup**.

    Printer Setup enables you to change your printer connection, printer setup, paper size, orientation, etc.

9. Verify that your printer is set to the correct paper orientation - portrait rather than landscape. Select **OK** twice to return to the Reports window.

10. Select File, and then select Print to print the report to keep as your audit trail.

11. 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.

1. Set up the PowerCAMPUS chart of accounts to match exactly to the account Id structure in Microsoft Dynamics GP.

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 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.

    Exports in the Billing and Advancement systems will use the information entered in the Third Party Packages setup in order to transfer data.

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** check box. 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 either **Workflow**, and then select **People Billing** or **Workflow**, and then select **Registration**.

2. Select the appropriate person from the sheet.

3. Select the **Chrg/Crd** tab.

4. Select the **Reverse** check box 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 Great Plains 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 Great Plains. 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.

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. ∎

Five Steps of the wizard

Step 1 of 5 - Select an entry method

On the Select an Entry Method window of the wizard, you are given two options. Selecting the **Select items** from a list radio button will provide you with the default list of all batches that meet the Batch Table and Batch Type criteria. Variations on this list can also be created. Selecting the **Enter items** manually radio button will provide you with the ability to type in the batch numbers that should be deleted.

Step 2 of 5 - Enter Batch

If the **Enter items manually** option was selected in Step 1 of the wizard, this window will display. Enter the batch number(s) that you want to delete. The batch type will appear as confirmation. Select **Add** to enter the next batch number. The Remove button will remove the selected batch number from the list. If there are no validation problems with the entered batch, proceed with Step 5 of the wizard.

Step 2 of 5 - Batch table/batch type

If the **Select items from a list** option was selected in Step 1 of the wizard, this window will display. This window will help narrow down the batches that are allowed to be selected. You will need to indicate the Batch Table (Cash Receipt, Charge/Credit or Statement Header) to which the batch is associated. Once a batch table is selected, you can select an entry from the Batch Type drop down list box. A batch type indicates the process that generated this batch. You must select one batch type from which to select all of your batches.

📋 **Note**

> 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. ▪

Cash Receipt and CONED are the batch types available when a batch table of Cash Receipt is selected. All, Charge/Credit Import, CONED, Global Assessment, Manual Entry, Miscellaneous Assessment, PowerFAIDS and Registration are the batch types available when a batch table of Charge/Credit is selected. Statement is the only batch type available when a batch table of Statement Header is selected.

💡 **Tip**

> The CONED batch type in the Cash Receipt batch table is for cash receipts that were entered using the Receipts window of the Registration Workflow in the Academic Records Setflow. ▪

📋 **Note**

> The CONED batch type for the Cash Receipt batch table is currently only available when deleting a batch using the Cash Receipts Setflow. ▪

💡 **Tip**

> The CONED batch type in the Charge/Credit batch table is for charge/ credits manually entered using the Chrg/Crd window of the Registration Workflow. The Registration batch type in the Charge/Credit batch table is for charge/credits that were created during an individual assessment, which can be performed from the Registration window of the Registration Workflow or the Register window of the People Billing Workflow. The Manual Entry batch type in the Charge/Credit batch table is for charge/ credits that were manually entered using the Chrg/Crd window of the People Billing Workflow or the Organization Billing Workflow. ▪

> **Note**
>
> Payment plan cash receipt batches, late fee batches, sponsor batches, IQ.Web registration batches and IQ.Web fees batches are not currently available for deletion using this process. ∎

Step 3 of 5 - Validation

If the **Enter items manually** option was selected in Step 1 of the wizard and there are any parameters that would prevent the entered batch(es) from being deleted, this window will display after the Enter Batch window. These parameters will be listed. There is currently only one parameter that would prevent deletion.

- Batches other than statement batches cannot be deleted if any posted charge/credits exist in the batch.

Correct any validation problems and proceed with Step 5 of the wizard.

Step 3 of 5 - Filtering and sorting

If the **Select items from a list** option was selected in Step 1 of the wizard, this window will display after the Batch Table/Batch Type window. This window will allow you to set up your own filters and sorts in order to select only specific batches and in the proper order. Select the DEFAULT variation (all batches within the batch table/batch type selected), create a new variation, or edit an existing variation.

> **Note**
>
> For more information about filtering and sorting, see *Customizing a Report in User Introduction.* ∎

If you are deleting a statement batch, you will be prompted to 'Remove Due Date, Statement Date, and Printed on Statement flag?'

- Select *Yes* if the statement run was printed incorrectly and needs to be reprinted. The Due Date, Statement Date and Printed on Statement flag will then be updated correctly based on the new statement run.

- Select *No* if you want to delete the batch(es) from statement history but still preserve the statement information on the individual charge/credit records.

> **Tip**
>
> The Due Date, Statement Date and Printed on Statement flag will only be removed while deleting a statement batch if you select Yes AND the Due Date and Statement Date are the same as those used when the statements were generated (StatementHeader.Due_Date and StatementHeader.Statement_Date). ∎

Step 4 of 5 - Select batches

This Select Batches window will display the batches that meet the criteria of the list selected on the Filtering and Sorting window of the wizard. Move the batches to be deleted to the right-hand list by dragging and dropping or selecting the **Add** button. Records can be deselected by dragging and dropping or selecting the **Remove** button.

Step 5 of 5 - Starting the deletion process

Selecting **Finish** on this window will start the actual deletion process. To verify that the correct information was entered, select **Back** to return to the previous windows. When the deletion process is completed, a Processing Log will display on the window. You have the option of printing or saving this log.

📓 **Note**

> Once **Finish** is selected, there is no opportunity to halt the deletion process.

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 either **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.

4. Select **File**, and then select **Close** to close the Reports window.

5. Double click on the **Deleting a Batch** category. The Select an Entry Method window is displayed.

6. The **Select items from a list** radio button will be selected as the default. Leave this as is. Select **Next**.

7. 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.

   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.

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 **Next**.

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 **Next**.

10. The Done! window is displayed. The process will not actually commence until you select **Finish**. 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 **Finish**. If you decide not to run the process, select **Cancel**.

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 **Print** 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.

    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 either **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.

4. Select **File**, and then select **Close** to close the Reports window.

5. Double-click on the **Deleting a Batch** category. The Select an Entry Method window is displayed.

6. The **Select items from a list** radio button will be selected as the default. Select the **Enter items manually** radio button. Select **Next**.

7. The Enter Batch window will display. 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 **Add**. When you are finished, select **Next**.

8. 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 **Next**.

9. The Done! window will display. The process will not actually commence until you select **Finish**. If you would like to reconfirm the data, select **Back** to move backward through the process and verify the data you entered. Otherwise, select **Finish**. If you decide not to run the process, select **Cancel**.

10. 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 **Print** to print it.

11. 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.

    *   Select **File**, and then select **Save** to 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 **Back**. The Filtering and Sorting window is displayed.

2. 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 **Back** again. The Batch Table/ Batch Type window is displayed.

3. 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 **Save** and then the **Close** button. Print the report to keep as your audit trail.

7 Other Processing

There are some processes that should be run while using the PowerCAMPUS Cash Receipts system but that do not correspond directly to workflows. For more information about these processes, see the following:

- Issuing Statements

- Reconciling to the General Ledger Journal

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.

💡 **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 drill down 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 "Statement setup". ∎

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).

Type of Statement	Where to Go to View or Print
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".

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 **Show** (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 **Print**, the statements will begin to print.

📋 **Note**

Upon selecting **Show** (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. ■

📋 **Note**

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 in 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 Online
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.

Type of Statement	Where to Go to View Online
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.

This documentation includes information about statement setup, statement layout, and the scanline on your statement's coupon.

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

There are four print options available for sponsor statements. The **Print Reference Numbers**, **Print Start/End Dates**, and/or **Print Negotiator** check boxes 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.   ◼

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 check box 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 is 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 check box 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 check box 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 check box 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 check box is selected, you can also select the **Print Payment Plan Information** check box. 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 check boxes 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 check boxes 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 not display. ∎

A check box for **Print Washouts i**s 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 check box 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. ∎

📝 **Note**

> 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** check box will display on the **Detail** tab and is applicable to sponsor statements only. This enables you to print a 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 check box. 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 check box.

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.

📝 **Note**

> 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

Check boxes 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 check box 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** check box, you will not be able to select the **Positive Balances**, **Negative Balances** or **Zero Balance**s check boxes. Conversely, if you have selected any of those three check boxes, you will not be able to select the **Greater Than Balance** check box.   ▪

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 check box 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 in Billing*. 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 in Billing*. ▪

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 in 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's 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's 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 in 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** check box 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** check box 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 check box 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 check box for **Print Only New charge/credits** was selected, New charge/credits Only will print in the heading. If that check box 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. ■

Note
> 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. ■

Note
> 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. ■

Note

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. ■

Note

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. ∎

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
- Statement (number)
- Due Date
- Current Balance

- Less Anticipated Credits
- Payment Due
- Amount Enclosed

On a sponsor statement coupon, the following information prints:

- Sponsor Id
- Statement (number)
- Due Date
- Current Balance

- Less Anticipated Credits
- Payment Due
- Amount Enclosed

On a payment plan statement coupon, the following information prints:

- Id
- Statement (number)
- Due Date
- Other Amount Due

- Installment Amount Due
- Payment Due
- Amount Enclosed

On a payment option statement coupon, the following information prints:

- Id
- Statement (number)
- Due Date
- Current Balance

- Payment Option Installment
- Payment Due
- Amount Enclosed

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

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
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 following tables 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 following tables are updated during use of the payment options program.

- StatementHeader
- StatementSetup

Issuing batch student or payment option statements

Use the following instructions to print both traditional and payment option batch statements for students.

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 in Billing*.

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 in Billing*.

    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 in Billing or Students in Academic Records*.

5. Verify Charge/Credit Information.

    *   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).

Room and board data for students can be tracked on the Residency window of the Students Workflow in the Academic Records Setflow.

6. Verify Fiscal Setup.

- 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.

The fiscal information only needs to be verified the first time that statements are printed.

7. Print Statements.

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

- Select the Statements report. Select **Setup**.

- 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 **Setup**.

- 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.

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.

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 **Statement**.

- 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 in Billing*.

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.

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 **Close** 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.

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

📝 **Note**

> The sponsor statements will only display the agreement number and the corresponding charge/credit records for the selected agreement number. ▪

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.

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.

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.

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.

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 in
    Billing or Students in Academic Records*.

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

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.

Use the following instructions to reprint both traditional and payment option batch statements for students if it becomes necessary.

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.

    The Name window is displayed.

4. 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 **Setup**.

    The Type window is displayed.

9. 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** check box. 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**. The Printer Setup dialog box is displayed.

12. Select **Setup**.

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**, then select **People Billing**, or select **Workflow**, and then select **Organization Billing**.

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

   The Name window is displayed.

3. 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

These What If scenarios are designed to help with common problems or situations that may arise while issuing statements.

Scenario 1

What if the wrong batch of student statements was printed?

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. The Select an Entry Method window is displayed.

3. Select the option to **Enter items manually.** Select **Next**. The Enter Batch window is displayed.

4. Enter the batch number to be deleted on the highlighted row. Select **Next**. The Done! window is displayed.

5. Select **Finish**. The Processing Log is displayed.

6. Select the **Print** or **Save to File**. 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 **Setup**. 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 **Save** and then **Close** to close the Retrieval Criteria window.

4. Close the Modify Report window.

5. 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 **Setup**. 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 **Save** and then **Close** to close the Retrieval Criteria window.

4. Close the Modify Report window.

5. 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 **Setup**. Select the **Detail** tab.

3. Verify that you have selected both the Include Students on Payment Plan and the Print Payment Plan Information check boxes. 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 **Save** and then **Close** to close the Retrieval Criteria window.

5. Close the Modify Report window.

6. 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?

Use the following instructions to troubleshoot scenario 5:

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select either Workflow: Billing Processing or Workflow: Cash Receipts Processing.

2. Double-click on the **Deleting a Batch** category. The Select an Entry Method window is displayed.

3. Select the option to **Enter items manually**. Select **Next**. The Enter Batch window is displayed.

4. Enter the batch number to be deleted on the highlighted row. Select **Next**. The Done! window is displayed.

5. Select **Finish**. The Processing Log is displayed.

6. 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 **Setup**. Select the **Balance** tab.

3. Select the **Negative Balances** option. Verify all other setup information. Save the information. Close the Setup window.

4. 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. The Select an Entry Method window is displayed.

3. Select the option to **Select items from a list**. Select **Next**. The Batch Table/Batch Type window is displayed.

4. Select Statement Header from the Batch Table drop down list box. Select *Statement* from the **Batch Type** drop down list box. Select **Next**. The Filtering and Sorting window will display.

5. 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 **Save** and then **Close** to close the Define Retrieval Criteria window. Close the Modify Report window. Select **Next**. The Select Batches window is displayed.

6. 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 **Next**. The Done! window is displayed.

7. Select **Finish**. The Processing Log is displayed.

8. The batches that were deleted will display on the window. Select **Print** or **Save to File**. 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 statements for those students who have gone through add/drop and have been assessed?

> 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 payment option statements for students?

Please follow the steps below:

1. Select the Statements report.

2. Select **Setup**. 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 **Save** and then **Close** to close the Retrieval Criteria window.

4. Close the Modify Report window.

5. 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?

Use the following instructions to troubleshoot scenario 10:

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 **Setup**. Select the **Mailing** tab.

4. Select the **Reprint Statements** check box. 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"?

Please follow the steps below:

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** check box 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.

1. Select either the Billing or the Cash Receipts Setflow. From the Main Menu Bar, select either Workflow: Billing Processing or Workflow: 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 **Setup**.

   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** check box 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*.

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 **Printer Setup**.

   The Printer Setup dialog box will display.

7. Select **Setup**.

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 **Setup**.

4. Select the **Print Detail** check box 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 (Billing and Cash Receipts) 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.

8 Reports

The reports available for all workflows in the Cash Receipts 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
- Association
- Association by People
- Balances
- Batch
- Cash Receipts Daily
- Catalog
- Catalog (Text)
- Code Table

- Faculty Schedule (Internal)
- Faculty Workload
- Immunization
- Immunization by People
- Journal List by Account/Year/Period
- Journal List by Year/Period/Account
- Journal List by Year/Period/Source
- Organization Labels
- Payment Plan Schedule
- People Labels
- Posting (Billing and Cash Receipts)
- Reconciliation (Billing & Cash Receipts)
- Reconciliation by Source
- Room Allocation by Day

- 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

- Room Allocation by Room
- Room Assignment
- Room List
- Section Offering
- Section Offering (text)
- Section Schedule
- Section Status
- Statements
- Stop List by People
- Stop List by Reason

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 **Setup** 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** check box 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** check box is selected, the entry date and amount of the last cash receipt entered will display.

If the **Print Charge/Credit Detail** check box is selected, all charge/credits that are included in the range selected will print as supporting detail. If this check box is selected, the Print Prebills option will become available. Selecting the **Print Prebills** check box will display any charge/credit records that are flagged as Prebill. Prebill records are not counted into the balance.

If the **Print Phone Number** check box 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 check boxes 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 **Setup** 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.

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.

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 **Setup** 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** check box 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** check box 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** check box is selected, all charge/credits that are included in the balance requested will print as supporting detail. If this check box is selected, the **Print Prebills** option will become available. Selecting the **Print Prebills** check box 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 check boxes 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/organizations 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/organizations 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 you wish to include both people and organizations. 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 have selected the Current balance and 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 there 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 **Setup** 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 **Setup** 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 **Setup** 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. ■

💡 **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 **Setup** 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.

Refer to "Selecting your population" for selection of people.

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.

Refer to <u>"Selecting your population"</u> for selection of people.

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 **Setup** 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 **Setup** 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 **Setup** 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.

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 **Setup** to enter additional printing parameters. ▪

Payment plan schedule

The Payment Plan Schedule report forecasts future payments for students on payment plans.

📝 **Note**

Select **Setup** 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** check box, 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 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 **New** on this report's window. The Modify Report window will display. Selecting **View** displays the Select View window. The **Select View** drop down list box will list available views.

You can also view the view syntax and the report syntax here. If you select the default filter, all people with an active payment plan and due dates greater than or equal to the **As of Date** and less than or equal to the third **Schedule Date** will print. 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*. ■

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.

📝 **Note**

Select **Setup** to enter additional printing parameters. Setup defaults from the most recent posting to the General Ledger Journal. ■

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 **Setup** to enter additional printing parameters. Setup defaults from the most recent posting to the General Ledger Journal. ∎

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 **Setup** to enter additional printing parameters. Setup defaults from the most recent posting to the General Ledger Journal. ∎

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 drill down 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 "Payment Option Statements".

📝 **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 in Billing 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 in Billing 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*.

📋 **Note**

    Select **Setup** 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

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options, see *Understanding Student Payment Assistance Programs*. For a detailed example of using payment option statements, see *Appendix in Billing*.

📄 **Note**

> For more information about generating statements, see *Issuing Statements in Billing 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/ residency tables

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.

A Payment Option Statements

This appendix is included to provide you with information on a particular kind of statement that can be created in the Cash Receipts Setflow.

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.

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.

Charges on Student's 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	07/01/2002	Payment	Yes	$1,010.00
2002/Fall	09/12/2002	Library Fine	No	$5.00
2002/Fall	09/15/2002	Payment	Yes	$1,371.67
2002/Fall	10/01/2002	Payment	Yes	$1,500.00
2003/Spring	10/01/2002	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

Previous Balance:			$5,050.00
	Total Charges:		$5,050.00
Credits:			
07/10/2002	2002/Fall	Payment	$1,010.00
	Total Credits:		$1,010.00
	Current Balance:		$4,115.00
	Payment Option Installment:		$1,010.00
	Payment Due:		$1,010.00

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: 07/10/2002

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 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

Previous Balance:		$2,748.33
	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. ∎

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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. ∎

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