

PeopleSoft®

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Student Financials PeopleBook

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About This PeopleBook

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

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

PeopleSoft Application Prerequisites

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

See *Using PeopleSoft Applications*.

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

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

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

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>O</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading See Also or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	<p>Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.</p> <p>Select Always to run the request every time the batch process runs.</p> <p>Select Don't Run to ignore the request when the batch process runs.</p>

Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Student Financials Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Common elements in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Application Fundamentals

The *PeopleSoft Student Financials PeopleBook* provides implementation and processing information for your PeopleSoft Student Financials system. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

PeopleSoft 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft Student Administration Solutions product line. Whether you are implementing only PeopleSoft Student Records, some combination of applications within the product line, or the entire PeopleSoft Student Administration Solutions system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Note. One or more pages in PeopleSoft Student Records operate in deferred processing mode. Deferred processing is described in the preface in the *PeopleSoft 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook*.

See Also

PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook, “PeopleSoft Campus Community Preface”

CHAPTER 1

Getting Started With PeopleSoft Student Financials

This chapter provides an overview of PeopleSoft Student Financials business processes and discusses PeopleSoft Student Financials implementation tasks.

PeopleSoft Student Financials Business Processes

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

PeopleSoft Student Financials Implementation

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

- Complete the general setup of your PeopleSoft Student Financials system. This setup is required before you can set up any of the features delivered with PeopleSoft Student Financials. During this step you define the most basic elements of the PeopleSoft Student Financials system including tableset IDs, SF installation parameters, item types, the 1098-T TIN table, and account types.
- Define how your PeopleSoft Student Financials system interfaces with your general ledger. The required steps of this implementation task depend on whether your institution interfaces with PeopleSoft General Ledger, or a non-PeopleSoft general ledger application.
- Set up application fee and enrollment deposit processing.
- Define payment processing parameters including payment item types and charge priority.
- If your institution has satellite departments or auxiliary services, such as Housing, Library, and Parking, which will need to interface with PeopleSoft Student Financials, you will likely need to set up the External File Load feature.
- Decide how your institution calculates tuition and set up the appropriate components.
- Set up the parameters for the Billing feature.

- If your institution chooses to use the Cashiering feature delivered with PeopleSoft Student Financials, you must define cashiering offices, valid registers and cashiers, tender keys, and target keys.
- Determine whether your institution issues refunds through accounts payable or payroll, and set up your system accordingly.
- Define payment plans for your institution. PeopleSoft Student Financials delivers functionality for five types of payment plans: deferral contracts, multi-year payment plans, payment plan contracts, pre-payment plan contracts, and third-party contracts.
- In conjunction with the 3Cs setup, define your collections process.
- Coordinate with the financial aid staff to set up item types properly for financial aid disbursement.

Note. In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and table-loading sequences. A complete list of these resources appears in the preface of the *PeopleSoft 8 SP1 Student Administration and Contributor Relations Solutions PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft 8 SP1 Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook, “PeopleSoft Student Administration and Contributor Relations Solutions Preface”

CHAPTER 2

Completing PeopleSoft Student Financials General Setup

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

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

Understanding PeopleSoft Student Financials General Setup

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

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

Setting Up Installation Parameters and Keywords

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

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

- Define keywords.

Understanding Installation Parameters

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

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

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

Keywords

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

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

Pages Used to Set Up Installation Parameters and Keywords

Page Name	Object Name	Navigation	Usage
SF Installation	INSTALLATION_SF	Design Student Administration, Define Student Financials, Setup I-Z, SF Installation, SF Installation	Define number sequence start points and maximum row settings.
SF Installation 2	INSTALLATION_SF	Design Student Administration, Define Student Financials, Setup I-Z, SF Installation, SF Installation 2	Define keyword edit tables and a null due date.
SF Installation 3	INSTALLATION_SF3	Design Student Administration, Define Student Financials, Setup I-Z, SF Installation, SF Installation 3	Define commit levels.
Keywords	KEYWORD_TBL	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup I-Z, Keywords Design Student Administration, Design Financial Aid1, Setup F-K, Keywords 	Define keywords.

Defining Number Sequence Start Points, Maximum Row Settings, and Financials Release

Access the SF Installation page.

SF Installation
SF Installation 2
SF Installation 3

Process Group: 16227
Last Batch ID: 272
Last Origin ID: 16

☐ Edit Combinations

Maximum Row Settings

Application Fees: 25
Deposit Fees: 25

Tuition Calculation: 25
Tuition Calculation Messages: 25

Late Fees: 25
Cashiering Receipts: 25

Group Post: 100
Refunds: 50

E&G Financials Release:
☐ Release 7.5
☒ Release 8.4
Department Table Usage:
☒ Use HR DEPT_TBL
☐ Use Fin DEPARTMENT_TBL

SF Installation page

Process Group

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

Last Batch ID	Each batch transaction is assigned an ID number. This field displays the last ID number assigned to a batch. To start your numbering sequence at a particular point, enter a number here. Otherwise, the system continues incrementing subsequent batch transactions from the number shown.
Last Origin ID	Use origin IDs to track the source of batch transactions (for example, receipts from the housing or parking offices). This field displays the last ID number assigned to an origin definition. To start your numbering sequence at a particular point, enter a number here. Otherwise, the system continues incrementing subsequent origin definitions from the number shown.
Edit Combinations	Select this option if you use combination edits in your general ledger processing. Consult your financials staff to determine how to set this option.

Maximum Row Settings Group Box

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

E&G Financials Release

Your selection determines which “path” that the PeopleSoft Student Financials system uses to transfer accounting line and AP refunding information. Select the Release 7.5 to use the existing flat-file approach, in which the system creates flat files that PeopleSoft Student Financials picks up. Select Release 8.4 to use the integrated messaging interface.

Department Table Usage

Select the prompt table that the system uses for the DEPTID fields on the GL_INTERFACE records. Select Use HR DEPT_TBL to use the existing HR DEPT_TBL. Select Use Fin DEPARTMENT_TBL to use the PeopleSoft Financials DEPARTMENT_TBL that is loaded from a flat file using application messaging.

Note. If you are integrating with PeopleSoft Financials 8.4, you must select the Use HR DEPT_TBL option.

See Also

[Chapter 11, “Setting Up Receivables Maintenance,” Defining Origins and Group Types, page 285](#)

[Chapter 4, “Setting Up GL Interface Processing,” Understanding GL Interface Processing, page 85](#)

[Chapter 17, “Refunding Customers,” Understanding Refunds, page 367](#)

Defining Keyword Edit Tables and a Null Due Date

Access the SF Installation 2 page.

The screenshot shows the 'SF Installation 2' tab selected. Below the tabs is a section titled 'Edit Table'. It contains three rows for Key Word values, each with a text input field and a magnifying glass icon. The first row is 'Key Word:' with 'KEYWORD1_VW'. The second row is 'Key Word 2:' with 'KEYWORD2_VW'. The third row is 'Key Word 3:' with 'KEYWORD3_VW'. Below these is a 'Null Due Date:' field with a date input showing '01/01/2500' and a calendar icon.

SF Installation 2 page

Key Word	Select an edit table to use for your first level Key Word values.
Key Word 2	Select an edit table to use for your Key Word 2 values.
Key Word 3	Select an edit table to use for your Key Word 3 values.
Null Due Date	Enter a date that you want the system to use when no other form of due date is specified. Charges with a null due date display as future charges. PeopleSoft recommends that you select a date well into the future. This date appears on the Total Due Charges page of the self-service portion of PeopleSoft Student Financials.

Defining Commit Levels

Access the SF Installation 3 page.

The screenshot shows the 'SF Installation 3' tab selected. Below the tabs is a section titled 'Commit Level'. It contains three sub-sections: 'Application Fee', 'Deposit Fee', and 'Late Fee'. Each sub-section has three radio button options: 'Commit After Each Item', 'Commit At The End', and 'Use Commit Level'. To the right of each set of radio buttons is a text input field. For 'Application Fee', the first option is selected and the field is empty. For 'Deposit Fee', the third option is selected and the field contains '50'. For 'Late Fee', the second option is selected and the field is empty.

SF Installation 3 page

Application Fee, Deposit Fee, and Late Fee Commit Level Group Boxes

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

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

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

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

Defining Keywords

Access the Keywords page.

Keywords

SetID:

PSUNV

Keyword:

SCHOLARSH

*Keyword Status:

Active

*Description:

Scholarship Funds

*Short Description:

SCHOLARSH

*Keyword Nbr:

Keyword 1

Keywords page

- Keyword Nbr (keyword number)

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

Reviewing Valid Records and Fields

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

- Review valid records.
- Review valid fields.

Pages Used to Review Valid Records and Fields

Page Name	Object Name	Navigation	Usage
Valid Records	SEL_VALID_RECS	Design Student Administration, Define Student Financials, Setup I-Z, Valid Records	Review valid records.
Valid Fields	SEL_VALID_VARS	Design Student Administration, Define Student Financials, Setup I-Z, Valid Fields	Review valid fields.

Reviewing Valid Records

Access the Valid Records page.

Valid Records

SetID: MODEL

View 8 First 1-12 of 12 Last

*Record (Table) Name			
ACAD_PROG		Student Academic Program	
ACAD_SUBPLAN		Student Academic Subplan Table	
CRSE_CATALOG		Course Catalog Data	
DERIVED_SF		Derived - Student Financials	
PERS_DTUSA_SBR		Personal Data Subrecord - USA	
PERS_INST_REL		Institutional Relationship	
RESIDENCY_OFF		Official Residency Data	
SEL_STDNORES_WW		Student Data View No Residency	
SF_EMPLOYEE_WW		Employee View - Stdnt Fin	
STDNT_CAR_TERM		Student Career Term Table	
STDNT_EQUTN_VAR		Student Equation Variables	
STDNT_GRP_HIST		Student Groups History	

Valid Records page

Record (Table) Name

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

Reviewing Valid Fields

Access the Valid Fields page.

Valid Fields

SetID: MODEL

Find | View All First 1-3 of 103 Last

*Record:	ACAD_SUBPLAN	*Description:	Academic Sub-Plan	+ -
Field:	ACAD_SUB_PLAN	Edit Table:	ACAD_SUBPLAN_V	40
*Record:	DERIVED_SF	*Description:	Age - Begin of Term	+ -
Field:	AGE_BOT	Edit Table:		70
*Record:	DERIVED_SF	*Description:	Age - End of Term	+ -
Field:	AGE_EOT	Edit Table:		71

Valid Fields page

Record	This field displays the record name. The system provides the default selection for this field.
Description	This field displays the record description. The system provides the default selection for this field.
Field	This field displays the field name. The system provides the default selection for this field.
Edit Table	This field displays the edit table associated with the record. The system provides the default selection for this field.

Setting Up Business Units

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

- Define basic business unit parameters.
- Define additional business unit parameters.
- Define posting parameters.
- Define committal and approval options.
- Define collection rules.
- Define basic refunding rules.
- Define refund approval parameters.
- Define default payroll interface parameters.
- Define default withholding amounts for payroll refunds.
- Define tax calculation options.
- Define payroll interface parameters for special refunds.

- Define withholding amounts for special refunds.
- Define accounts and item types for special refunds.
- Define auto-numbering sequences.
- Define tax parameters for students from Canada, Australia, and New Zealand.

Understanding Business Units

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

Pages Used to Set Up Business Units

Page Name	Object Name	Navigation	Usage
General 1	BUS_UNIT_TBL_SF	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, General 1	Define basic business unit parameters.
General 2	BUS_UNIT_TBL_SF2	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, General 2	Define additional business unit parameters.
Posting Setup	BUS_UNIT_TBL_SF14	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Posting Setup	Define posting parameters.
Commit Options	BUS_UNIT_TBL_SF10	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Commit Options	Define committal and approval options.
Collections	BUS_UNIT_TBL_SF7	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Collections	Define collection rules.
Refund Setup	BUS_UNIT_TBL_SF3	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Refund Setup	Define basic refunding rules.
Refund Approval	BUS_UNIT_TBL_SF20	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Refund Approval	Define refund approval parameters.

Page Name	Object Name	Navigation	Usage
Payroll Refund 1	BUS_UNIT_TBL_SF4	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Payroll Refund 1	Define default payroll interface parameters.
Payroll Refund 2	BUS_UNIT_TBL_SF18	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Payroll Refund 2	Define default withholding amounts for payroll refunds.
Tax Calc Options	BUS_UNIT_TBL_SF15	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Tax Calc Options	Define tax calculation options.
Tax 1	BUS_UNIT_TBL_SF11	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Tax 1	Define payroll interface parameters for special refunds.
Tax 2	BUS_UNIT_TBL_SF16	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Tax 2	Define withholding amounts for special refunds.
Tax 3	BUS_UNIT_TBL_SF5	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Tax 3	Define accounts and item types for special refunds.
Counters	BUS_UNIT_TBL_SF8	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Counters	Define auto-numbering sequences.
Canadian/ANZ Taxes	BUS_UNIT_TBL_SF19	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Canadian/ANZ Taxes	Define tax parameters for students from Canada, Australia, and New Zealand.

Defining Basic Business Unit Parameters

Access the General 1 page.

General 1	General 2	Posting Setup	Commit Options	Collections	Refund Setup	Refund Approval
Business Unit: PSUNV						
*Description:		PeopleSoft University Bursar				
Short Description:		PSU				
*Base Currency:		USD		US Dollar		
Exchange Rate Type:		FMV		Fair Market Value		
*Academic Institution:		PSUNV		PeopleSoft University		
Campus:		MAIN		Main		
Location:		HACIENDA		Hacienda		
General Ledger Unit:		UNIV		University		
Accounting Method:		A		Accrual Accounting		
AP Business Unit:		UNIV		University		

General 1 page

Base Currency

Confirm or select the base currency that you want this business unit to use. The default value is the base currency selected for the institution under Define Business Rules, Define General Options, Setup, Installation Table, HRMS Options. You can override the base currency for each business unit.

Exchange Rate Type

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

Note. You define exchange rate types on the Currency Rate Type page.

Academic Institution

Identify the academic institution that contains the SF Business Unit.

Campus

Select the appropriate campus for the SF Business Unit.

Location

Select the appropriate location for the SF Business Unit.

General Ledger Unit

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

Accounting Method

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

AP Business Unit

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

Defining Additional Business Unit Parameters

Access the General 2 page.

General 1	General 2	Posting Setup	Commit Options	Collections	Refund Setup	Refund Approval
Business Unit: PSUNV PeopleSoft University Bursar						
<input checked="" type="checkbox"/> Display Ethnicity Online <input checked="" type="checkbox"/> Display Campus ID Online <input checked="" type="checkbox"/> Display National ID Online Address Usage Billing: SLCT ORD 1 Home, Mailing, Permanent, Work Term / Classes Cancel Reason: CANC Class Cancelled Aging Set: STD STD Aging Set Service Indicator Set: STD Standard *Tuition Calc Required Default: No <input checked="" type="checkbox"/> Maintain GL Interface History <input checked="" type="checkbox"/> Calc Tuition after Grade Post <input checked="" type="checkbox"/> Load Criteria Table <input checked="" type="checkbox"/> Accept Self-Service Payments						

General 2 page

Display Ethnicity Online	Select this option if you want the student's ethnicity to appear on the Academic Information page.
Display Campus ID Online	Select this option if you want the campus ID to appear on the Academic Information page. The campus ID identifies the campus, not the student.
Display National ID Online	Select this option if you want the student's national ID (for example, social security number) to appear on the Academic Information page.
Address Usage Billing	Select a default address usage type to use when you generate customer bills.
Name Usage	Select a default name usage type.
Term/Class Cancel Reason	Select a term/class cancellation code that you want to use as the default reason when you run the term/class cancellation process.
Aging Set	Select the aging set that the system uses by default for the Assign Collector process.
Service Indicator Set	Select the service indicator set that you want to use. This service indicator set must include all service indicators you want to use for credit history processing.
Tuition Calc Required Default (tuition calculation required default)	<p>Select <i>Yes</i>, if you want the Tuition Calc Required flag set automatically when a student is activated in a term. Use this option if you want tuition to be calculated on Anticipated Units.</p> <p>Select <i>No</i>, if you do not want the Tuition Calc Required flag set automatically when a student is activated in a term. Use this option if you want tuition fees calculated only after enrollment activity (Bill Units).</p>
Maintain GL Interface History	Select this option if you want the system to maintain general ledger interface history. This selection is required to use the Back Out GL Interface functionality.

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

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

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

Load Criteria Table

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

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

Accept Self-Service Payments

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

Defining Posting Parameters

Access the Posting Setup page.

General 1	General 2	Posting Setup	Commit Options	Collections	Refund Setup	Refund Approval
Business Unit: PSUNV PeopleSoft University Bursar						
QUICK_POST_TBL Purge Control						
Origin ID:		00017	System Control			
Group Type:		Q	Quick Post Transaction			
Credit Processing						
Item Tree Name:		ITEM_SECURITY				
*Default Term Control:		Use SF Term Default			<input checked="" type="checkbox"/> Move Initial Payment	
Excess Payment Account:		MIS	Miscellaneous Fees		<input checked="" type="checkbox"/> Move Initial Waiver	
Excess Waiver Account:					<input checked="" type="checkbox"/> Move Initial Financial Aid	
Excess FA Account:		TUT	Tuition		<input checked="" type="checkbox"/> Disbursement Date Item	
Reference Number Posting Usage						
<input type="checkbox"/> Ref Debit Item Flag		<input type="checkbox"/> Ref Item Payment Flag		<input checked="" type="checkbox"/> Ref Excess Payment Flag		

Posting Setup page

QUICK_POST_TBL Purge Control

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

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

Credit Processing

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

Item Tree Name	Select the name of the item type tree that contains all of the item types that you use for transactions. This tree also controls item type security
Default Term Control	<p>Select how you want to determine the term that the system uses as the default if a charge or payment is entered without specifying a term.</p> <hr/> <p>Note. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.</p> <hr/> <p>Warning! Your selection of a default term control can affect how payments are processed. When either of the enrollment term selections are used, the actual term value may vary from student to student. The actual term value used becomes the value of the Current Term for payment processing.</p> <hr/> <p><i>Last Enrollment Term:</i> Select if you want the default term to be based on the student's most recent completed term of enrollment.</p> <p><i>Most Current Enrollment Term:</i> Select if you want the default term to be based on the student's most recent term of enrollment, whether completed or not.</p> <p><i>Use SF Term Default:</i> Select if you want the default term to be based on the term value that you defined in SF Term Default setup.</p>
Move Initial Payment	Select to move all payments in excess of charges to the account specified for excess payments. If the option is not selected, excess payments show as a credit balance on the charge account.
Excess Payment Account	Select a default account that you want to use for payments that are received in excess of charges.
Move Initial Waiver	Select to move all waivers in excess of charges to the account specified for excess waivers. If the option is not selected, excess waivers show as a credit balance on the charge account.

Excess Waiver Account

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

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

Move Initial Financial Aid

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

Excess FA Account (excess financial aid account)

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

Disbursement Date Item

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

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

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

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

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

Reference Number Posting Usage

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

Ref Debit Item Flag
(reference debit item flag)

Select to have the option of associating a reference number with charge items. For example, you could use a parking ticket number as a reference

on a parking fine charge. Each charge item with a reference number is displayed separately on the Charge Detail page.

Ref Item Payment Flag
(reference item payment flag)

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

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

Ref Excess Payment Flag (reference excess payment flag)

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

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

See Also

[Chapter 11, “Setting Up Receivables Maintenance,” page 285](#)

[Chapter 21, “Maintaining Receivables,” Consolidating and Reviewing Transactions for Individual Students and Organizations, page 500](#)

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Payment Application Rules, page 30](#)

Defining Committal and Approval Options

Access the Commit Options page.

The screenshot shows the 'Commit Options' page in PeopleSoft. The page is divided into several sections:

- General 1**: Business Unit: PSUNV, PeopleSoft University Bursar.
- Group Posting**:
 - Commit Option**: Radio buttons for 'Commit Every Transaction', 'Commit At the End', and 'Commit Level' (selected). A text box next to 'Commit Level' contains the value '100'.
 - Group Approval Role**: Text box containing 'Group Approver' with a search icon.
 - Unbalanced Group Approval Role**: Text box containing 'Group Approver UB' with a search icon.
- GL Posting**:
 - Commit Option**: Radio buttons for 'Commit Every Item', 'Commit at the End', and 'Commit Level' (selected). A text box next to 'Commit Level' contains the value '50'.
 - GL Max Error Before Stopping**: Text box containing the value '10'.
- Billing Commit Option**:
 - Radio buttons for 'Commit Every Transaction', 'Commit at the End' (selected), and 'Commit Level'.

Commit Options page

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

Group Posting

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

Commit Every Transaction	Select this option to commit each transaction when it is processed.
Commit At the End	Select this option to commit all the transactions contained in the batch being processed at the conclusion of that batch's process.
Commit Level	Select this option to commit a specified number of transactions during background processing. For example, if you enter <i>100</i> in the Commit Level field, when you run a batch process the system processes 100 transactions and then commits them to the database until the batch is complete. At the end of a batch process, the system commits all remaining transactions even if the number of transactions is less than the number in the Commit Level field.

Workflow for Group Posting Transaction Approval

You can implement a posting approval process by assigning roles for specific types of posting transactions.

Group Approval Role	Select the role of the person, or persons who can approve the group.
Unbalanced Group Approval Role	Select the role of the person, or persons who can approve an out-of-balance group.

G/L Posting

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

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

Billing Commit Option

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

Commit Every Transaction	Select to commit each transaction when it is processed.
Commit at the End	Select to commit all the transactions contained in the batch being processed at the conclusion of that batch's process.

Commit Level Select to commit a set number of transactions during background processing. Enter a commit level in the field to the right of this option.

See Also

PeopleSoft Workflow PeopleBook

Defining Collection Rules

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

See Also

Chapter 12, “Setting Up Receivables Collection,” page 303

Defining Basic Refunding Rules

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

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184

Defining Refund Approval Parameters

Set refund approval levels for student and organization refunds.

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184

Defining Default Payroll Interface Parameters

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

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184

Defining Default Withholding Amounts for Payroll Refunds

Set default withholding amounts for standard refunds created using the interface with PeopleSoft Payroll for North America.

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184

Defining Tax Calculation Options

Access the Tax Calc Options (tax calculation options) page.

Refund Approval Payroll Refund 1 Payroll Refund 2 **Tax Calc Options** Tax 1 Tax 2 Tax 3

Business Unit: PSUNV PeopleSoft University Bursar

SF Federal Tax Calculation

☒ NRA Only
☐ No Federal Calculation

SF State Tax Calculation

☐ All Students
☒ NRA Only
☐ Non-Residents Only
☐ Residents Only
☐ No State Tax Calculation

SF Local Tax Calculation

☐ All Students
☐ Non-Residents Only
☐ No Local Tax Calculation
☒ NRA Only
☐ Residents Only

SF Earning Processing

☐ Payroll Adjustments-All
☐ Payroll Adj.-Positive Only
☐ Payroll via Paysheet
☒ None

Tax Due Date: Charge Due Date **Tax Rounding:** Round Up

Tax Calc Options page

Before entering data on this page, consult with your institution's payroll staff to determine the correct settings.

SF Federal Tax Calculation

Set your federal tax calculation options.

NRA Only (non-resident aliens only) Select this option to calculate federal taxes on taxable credits for NRAs.

No Federal Calculation Select this option if you do not want to calculate any federal tax. For example, use this option if students and NRAs are responsible for their own federal taxes.

SF State Tax Calculation

Set your state tax calculation options.

All Students Select this option if you want to calculate state taxes on taxable credits for all students.

NRA Only (non-resident alien only) Select this option if you want to calculate state taxes on taxable credits for NRA students only.

Non-Residents Only Select this option if you want to calculate state taxes on taxable credits for non-resident students only.

Note. This setting refers to students who are not residents of the state rather than NRA students.

Residents Only Select this option if you want to calculate state taxes on taxable credits for only students who are residents of the state.

No State Tax Calculation Select this option if you do not want to perform state tax calculation.

SF Local Tax Calculation

Set your local tax calculation options.

All Students	Select this option if you want to calculate local taxes on taxable credits for all students.
NRA Only (non-resident alien only)	Select this option if you want to calculate local taxes on taxable credits for NRA students only.
Non-Residents Only	Select this option if you want to calculate local taxes on taxable credits for non-resident students only.

Note. This setting refers to students who are not residents of the locality rather than NRA students.

Residents Only	Select this option if you want to calculate local taxes on taxable credits only for students who are residents of the locality.
No Local Tax Calculation	Select this option if you do not want to perform local tax calculation.

SF Earning Processing

The settings in the this group box may be required if your institution uses PeopleSoft Payroll for North America. Consult with your payroll staff to determine the proper selections for the following options.

Payroll Adjustments-All	Select this option to adjust all payroll transactions.
Payroll Adj.-Positive Only (payroll adjustments-positive only)	Select to adjust payrolls with a positive balance only.
Payroll Via Paysheet	Select if you are using a Paysheet to create payroll.
None	Select if you are not using the PeopleSoft Payroll for North America application.

Additional Information

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

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

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

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

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

Tax Rounding

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

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

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

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

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

Defining Payroll Interface Parameters for Special Refunds

Establish an alternate set of tax withholding rules for special student refunds.

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184

Defining Withholding Amounts for Special Refunds

Set withholding amounts for special student refunds.

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184

Defining Accounts and Item Types for Special Refunds

Specify accounts and item types for crediting withholding amounts for special refunds.

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184

Defining Auto-numbering Sequences

Access the Counters page.

	AP Refunds	Tax Calc Options	Tax 1	Tax 2	Tax 3	Counters	Canadian/ANZ Taxes
Business Unit: PSUNV PeopleSoft University Bursar							
Last Cashiering Receipt Number:		1010					
Last Billing Print Request Nbr:		1					
Group Posting							
Last Group ID:		37					
Payment Plans							
<input checked="" type="checkbox"/> Auto Number							
Next Contract Number:		525					

Counters page

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

Last Cashiering Receipt Number

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

Last Billing Print Request Nbr (last billing print request number)

If you want to change the starting point of the numbering sequence for billing requests, enter a number one less than the number that you want to begin with.

Group Posting**Last Group ID**

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

Payment Plans**Auto Number**

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

Next Contract Number

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

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

Defining Tax Parameters for Students from Canada, Australia, and New Zealand

Access the Canadian/ANZ Taxes page.

Business Unit: PSUNV PeopleSoft University Bursar

T4A Generation Setup

Company: PSU PeopleSoft University

Balance ID: CY

Province: NS

Date Type Selection

☐ Posting date ☐ Item Effective Date ☒ Run Date

Cdn GST Registration Number

GST Reg No:

Australia/New Zealand Taxes

☐ Display - Combine Tax

Canadian/ANZ Taxes page

T4A Generation Setup

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

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

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

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

Province Select the province where scholarship income is received.

Date Type Selection

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

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

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

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

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

Cdn GST Registration Number

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

Australia/New Zealand Taxes

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

Setting Up Tax Authorities and Tax Codes

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

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

Understanding Tax Authorities and Tax Codes

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

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

Pages Used to Set Up Tax Authorities and Tax Codes

Page Name	Object Name	Navigation	Usage
Tax Authority	TAX_AUTHORITY	Design Student Administration, Define Student Financials, Setup I-Z, Tax Authorities, Tax Authority	Define tax authorities.
Tax Authorities - Rebate	TAX_AUTHORITY_PSB	Design Student Administration, Define Student Financials, Setup I-Z, Tax Authorities, Rebate	Specify VAT rebates for tax authorities.
Tax Authorities - Summary	TAX_AUTHORITY_VAT	Design Student Administration, Define Student Financials, Setup I-Z, Tax Authorities, Tax Authority Summary	Review tax authority parameters.
Tax Codes	TAX_CODE_VAT	Design Student Administration, Define Student Financials, Setup I-Z, Tax Codes	Define tax codes using one or more tax authorities.

Defining Tax Authorities

Access the Tax Authority page.

Tax Authority page

Tax Code Type

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

Percent

Set the default percentage of tax the authority assesses.

Same Account and Acct Type (account type)

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

Item Type

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

Service Impact

Select the service impact that exempts customers from this taxation.

Specifying VAT Rebates for Tax Authorities

Access the Tax Authorities - Rebate page.

Tax Authority

Rebate

Summary

SetID:

PSUNV

Authority:

TX1

Description:

GST Tax

Short Description:

GST Tax

Vat Public Service Body Type

View All

First

1 of 1

Last

*VAT PSB Type

Rebate Rate

Public Colleges

3.00

+

-

Tax Authorities - Rebate page

VAT PSB Type (value added tax public service body type) and Rebate Rate

If applicable, select the value added tax public service body type and enter a rebate rate.

Defining Tax Codes

Access the Tax Codes page.

Tax Codes

SetID:

PSUNV

Tax Code:

SLCOMB

Tax Code Percent:

8.750

*Description:

State/Local Combined Taxes

*Short Description:

S/L Comb

Long Description:

☐ Consolidate Same Item Type

View All

First

1-2 of 2

Last

*Authority

Percent

STA

State Sales Tax

7.000

+

-

LOC

Local Option Tax

1.750

+

-

Tax Codes page

Consolidate Same Item Type

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

Authority

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

Percentage

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

Setting Up Aging Sets

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

Pages Used to Set Up Aging Sets

Page Name	Object Name	Navigation	Usage
Aging Set	AGING_TABLE	Design Student Administration, Define Student Financials, Setup A-H, Aging Set	Define aging sets.

Defining Aging Sets

Access the Aging Set page.

Aging Set

SetID: PSUNV Aging ID: STD

First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active + -

Description: STD Aging Set

Short Description: STD Aging

*Basis Date: Original Due Date

Dispute Aging: Categorize Category: 06

Aging Category View All First 1-3 of 7 Last

*Aging Category	Short Desc	Start Days	End Days	Summ	Cr Ch	
01 Future Aging Cat	Future Agi	-9999	-1	F		+ -
02 Current Charges	Current	0	30	C		+ -
03 30-60	30-60	31	60	P		+ -

Aging Set page

Basis Date

Select the basis date that you want to use when a charge is assigned to an aging category. Options are *Accounting Date*, *Billing Date*, *Current Due Date*, and *Original Due Date*. In the current release, the system can assign aging categories using only the *Original Due Date* option.

Dispute Aging

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

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

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

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

Category	Enter the category value that you want to use for disputed charges.
Aging Category	Enter an aging category value that you want to use to distinguish each time range. In the field to the right, enter a description of the particular category.
Start Days and End Days	Enter the beginning and ending points of the aging category. For example, if charges up to thirty days old are considered current, enter 0 in the Start Days field and 30 in the End Days field. The beginning and ending point of the range are controlled by the Basis Date.
Summ (summary)	Select a code to identify the late charge category: <i>C</i> (current due), <i>D</i> (dispute due), <i>F</i> (future due), <i>O</i> (other), or <i>P</i> (past due).
Cr Ch (credit check)	This check box is reserved for future use.

Setting Up Payment Application Rules

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

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

Understanding Payment Application Rules

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

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

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

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

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

Charge Priority List Rules

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

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

Payment Overall Priority Rules

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

See Also

PeopleSoft Tree Manager PeopleBook

Pages Used to Set Up Payment Application Rules

Page Name	Object Name	Navigation	Usage
Charge Priority List	ITEM_CHRG_TYP_PRTY	Design Student Administration, Define Student Financials, Setup A-H, Charge Priority List, Charge Priority List	Create a charge priority list and link it to an item type tree.
Charge Priority List - Details	ITEM_CHRG_TYP_PRT2	Design Student Administration, Define Student Financials, Setup A-H, Charge Priority List, Details	Define charge priority list rules.
Payment Overall Priority	PAY_PRIOR_ALL	Design Student Administration, Define Student Financials, Setup I-Z, Payment Overall Priority	Define payment overall priorities.

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

Access the Charge Priority List page.

Charge Priority List Details

SetID: MODEL Charge Priority List: TUTFIRST

View All First 1 of 1 Last

*Effective Date: 01/01/1998 *Status: Active

*Description: Tuition First

*Short Description: Tuit First

Long Description:

*Tree Name: ITEM_SECURITY

Charge Priority List page

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

Defining Charge Priority List Rules

Access the Details page.

Charge Priority List Details

SetID: PSUNV Charge Priority List: TUTFIRST

First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Waiver Form:

View All First 5 of 5 Last

*Allowable Charges:	*Priority:	Amount:	USD
TUITION	1	9,999,999.00	
Current Term:	Yes	9,999,999.00	
Prior Term:	Yes	9,999,999.00	
Prior Year:	Yes	9,999,999.00	
Future Term:	Yes	9,999,999.00	

Details page

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

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

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

Allowable Charges

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

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

Priority

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

Current Term

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

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

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

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

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

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

Prior Term

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

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

Prior Year

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

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

Future Term

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

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

Amount

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

Example of a Charge Priority List Selection

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

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

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

Sample Charges

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

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

Selected Charges—Scenario One

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

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

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

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

Selected Charges—Scenario Two

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

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

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

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

See Also

Chapter 22, “Maintaining Customers,” Managing Waiver Forms, page 531

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

Defining Payment Overall Priorities

Access the Payment Overall Priority page.

Payment Overall Priority

SetID: MODEL Payment Overall Priority: DUE DATE

View All First 1 of 1 Last

*Effective Date: 01/01/1998 *Status: Active

Description: Due Date Payment Priority Short Description: Due Date

Allocation Method: By Oldest First Pay Proportionate % Tax: ☐

Charge Sort

Sort 1: Item Charge Due Date

Sort 2: Charge Tree Node

Sort 3:

Sort 4:

Payment Overall Priority page

Allocation Method

Select an allocation method.

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

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

Pay Proportionate % Tax

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

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

Charge Sort

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

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

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

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

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

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

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

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

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

Example of How Payment Overall Priority Sorts Eligible Charges

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

Sample Charges

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Housing Charge	Housing	Fall, 1999	1,000.00 USD	10/30/99
Phone Charge	Other	Fall, 1999	100.00 USD	10/30/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00
Tuition Charge	Tuition	Fall, 2000	2,000.00 USD	10/5/00
Housing Charge	Housing	Fall, 2000	700.00 USD	10/5/00
Misc. Charge	Miscellaneous	Fall, 2000	75.00 USD	10/1/00
Housing Charge	Housing	Fall, 2000	200.00 USD	2/1/01
Tuition Charge	Tuition	Spring, 2001	1,800.00 USD	1/15/01
Housing Charge	Housing	Spring, 2001	1,050.00 USD	2/5/01
Misc. Charge	Miscellaneous	Spring, 2001	50.00 USD	2/5/01

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

Selected and Sorted Charges—Scenario One

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

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

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

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

Selected and Sorted Charges—Scenario Two

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

Transaction Type	Tree Node	Term	Charge Amount	Due Date
Tuition Charge	Tuition	Fall, 1999	500.00 USD	10/15/99
Tuition Charge	Tuition	Spring, 2000	2,000.00 USD	2/15/00

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

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

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

Setting Up Account Types

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

Pages Used to Set Up Account Types

Page Name	Object Name	Navigation	Usage
Account Types	ACCT_TYPE_SF	Design Student Administration, Define Student Financials, Setup I-Z, SF Account Types	Define account types.

Defining Account Types

Access the Account Types page.

Account Types		
SetID:	PSUNV	Account Type: TUT
*Description:	<input type="text" value="Tuition"/>	
Short Description:	<input type="text" value="Tuition"/>	
*Account Nbr Prefix:	<input type="text" value="TUITION"/>	<input checked="" type="checkbox"/> Account Per Term
Late Fee Code:	<input type="text" value="TEST1"/>	% and \$\$/serv ind
Ext Org Late Fee Code:	<input type="text" value="EXTORG"/>	% and \$\$/serv ind
<input type="checkbox"/> Primary Account	<input type="checkbox"/> View Unappld Pymt Credit Hist	<input type="checkbox"/> Include Pre-Pay
<input type="checkbox"/> Move Excess FA	<input type="checkbox"/> Exclude From Aging Total	<input type="checkbox"/> Balance Forward
<input type="checkbox"/> Move Exc Pmt	<input checked="" type="checkbox"/> Late Fee Account	<input type="checkbox"/> Include in Class Cancellation
<input type="checkbox"/> Move Exc Waiver	<input checked="" type="checkbox"/> Include in Balance	<input type="checkbox"/> Payment Plan Account
<input type="checkbox"/> Include Billing	<input type="checkbox"/> Include Transfers	<input checked="" type="checkbox"/> Ext Org Late Fee Account

Account Types page

Account Nbr Prefix
(account number prefix)

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

Account Per Term

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

Late Fee Code

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

Ext Org Late Fee Code
(external organization late fee code)

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

Primary Account

Select to establish this account as primary.

View Unappld Pymt Credit Hist (view unapplied payment credit history)

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

Include Pre-Pay

This option applies only to an account set up for Multi-Year Payment Plans. Select this option if you want to update and display prepaid amounts in the student's account balance.

Move Excess FA

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

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

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

Exclude from Aging Total

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

Balance Forward

Reserved for future use.

Move Exc Pmt (move excess payment)

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

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

Late Fee Account

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

Include In Class Cancellation

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

Move Exc Waiver (move excess waiver)

Select to move an excess waiver payment into the Excess Waiver Account Type defined on the SF Business Unit. For example, a student owes 1,000 USD in Tuition and receives a 1,000 USD Tuition Waiver but later drops a class that reduces the overall charge to 750 USD. If the check box is selected, the excess 250 USD moves from the Tuition account to the Excess Waiver Account Type specified on the SF Business Unit. If the check box is cleared, the excess 250 USD remains in the Tuition Account as a credit.

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

Include in Balance

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

Payment Plan Account

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

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

Include Billing	This option applies only for the account that you establish to create billing entries for prepayment plans. Select this check box if you want billing entries to update and display in the customer's account balance. Otherwise, clear the check box.
Include Transfers	Select for the accounts that you set up to handle Pre-Payment and Multi-Year Payment Plans. A transfer represents an item type that is used to move money that has been collected in one account to pay off charges in another account. If you select this check box, the transfer updates and displays on the student's account balance. If you clear the check box, the transfer does not update and appear on the student's account.
Ext Org Late Fee Account (external organization late fee account)	Select to attach a late fee to the account. When you select this option you must also enter an Ext Org Late Fee Code.

See Also

Chapter 18, "Administering Payment Plans," page 405

Setting Up Item Types and Item Type Groups

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

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

Understanding Item Types and Item Type Groups

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

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

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

Item Type Groups

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

See Also

PeopleSoft Tree Manager PeopleBook

Pages Used to Set Up Item Types

Page Name	Object Name	Navigation	Usage
Initial Setup	ITEM_TYPE_TBL	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup I-Z, Item Types, Initial Setup Design Student Administration, Design Financial Aid1, Setup F-K, Item Types, Initial Setup Administer Financial Aid, Package and Disburse Aid, Setup, Item Types, Initial Setup 	Define basic item type attributes.
Amount Edits	ITEM_TYPE_TBL4	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup I-Z, Item Types, Amount Edits Design Student Administration, Design Financial Aid1, Setup F-K, Item Types, Amount Edits Administer Financial Aid, Package and Disburse Aid, Setup, Item Types, Amount Edits 	Define transaction amount and tax form parameters for item types.

Page Name	Object Name	Navigation	Usage
Miscellaneous	ITEM_TYPE_TBL2	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup I-Z, Item Types, Miscellaneous Design Student Administration, Design Financial Aid1, Setup F-K, Item Types, Miscellaneous Administer Financial Aid, Package and Disburse Aid, Setup, Item Types, Miscellaneous 	Define miscellaneous parameters for item types.
Posting Restrictions	ITEM_TYPE_TBL3	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup I-Z, Item Types, Posting Restrictions Design Student Administration, Design Financial Aid1, Setup F-K, Item Types, Posting Restrictions Administer Financial Aid, Package and Disburse Aid, Setup, Item Types, Posting Restrictions 	Define item type posting restrictions.
Item Types - Account Types	ITEM_ACCT_TYPE	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup I-Z, Item Types, Account Types Design Student Administration, Design Financial Aid1, Setup F-K, Item Types, Account Types Administer Financial Aid, Package and Disburse Aid, Setup, Item Types, Account Types 	Link account types to an item type.

Page Name	Object Name	Navigation	Usage
Item Types - GL Interface	GL_INTERFACE	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup I-Z, Item Types, GL Interface Design Student Administration, Design Financial Aid1, Setup F-K, Item Types, GL Interface Administer Financial Aid, Package and Disburse Aid, Setup, Item Types, GL Interface 	Map item types to general ledger accounts.
AP GL Interface	AP_INT_WRITEOFF	Click the AP Distribution on the Item Types - GL Interface page.	Define item type GL interface parameters for AP distribution.
Write-off GL Interface	GL_INT_WRITEOFF	Click the Write-off link on the Item Types - GL Interface page.	Define item type GL interface parameters for write-offs.
Deferred GL Interface	GL_INT_DEFERRED	Click the Defer link on the GL Interface page.	Define item type GL interface parameters for a deferred revenue account.
Item Type Groups	ITEM_GROUP_TBL	Design Student Administration, Define Student Financials, Setup I-Z, Item Type Groups	Define item type groups.

Defining Basic Item Type Attributes

Access the Initial Setup page.

Initial Setup | Amount Edits | Miscellaneous | Posting Restrictions | Account Types | GL Interface

SetID: PSUNV
Item Type: 100000000004

View All First 1 of 1 Last

*Effective Date: 01/01/1998 *Status: Active

*Description: Tuition

*Short Desc: Tuition

Keywords: 1. 2. 3. ☐ Tuition Deposit ☒ GL Interface Required ☒ Course Class Specific

*Accounting Date Control: Run Date

Classification

<input type="radio"/> Application Fee	<input type="radio"/> Payment
<input type="radio"/> Billing	<input type="radio"/> Pay Plan Credit
<input checked="" type="radio"/> Charge	<input type="radio"/> Pre-Paid Tuition
<input type="radio"/> Contributor Relations	<input type="radio"/> Transfers
<input type="radio"/> Deposit	<input type="radio"/> Refund
<input type="radio"/> Financial Aid	<input type="radio"/> Waiver
<input type="radio"/> GL Interface Only	<input type="radio"/> Withholding
<input type="radio"/> Interest	<input type="radio"/> Write-off

Initial Setup page

Keywords	Select up to three keywords you want to link to the item type.
Tuition Deposit	Select if the item type is for a tuition deposit. This check box is only active when the Deposit item type classification is selected.
GL Interface Required	Select to invoke the PeopleSoft Financials for Education and Government edits to ensure you have correct data entered for your general ledger. General ledger interface setup is completed on the GL Interface page in the Item Type component. If you select this check box, the Course Class Specific and Accounting Date Control check boxes also become available.
Course Class Specific	<p>Select if you want to override the GL Interface defined for this item type and use one that is defined specifically for certain courses or classes. When the check box is selected, the GL Interface defined for the item type is overridden if an interface has been defined at the course or class level only. It is also necessary to have the Track Class Pricing check box selected on the related term fee setup.</p> <p>For example, if you want tuition revenue from certain math classes credited to a special account rather than the normal tuition account, set up a unique item type using the Course Class Specific option.</p> <hr/> <p>Note. GL Interfaces specific to a course or class are defined on the Student Records GL Interface page in either the Course Catalog or the Class Schedule components.</p> <hr/>
Accounting Date Control	<p>Specify the accounting date of the item type. Select from the following values:</p> <p><i>Run Date:</i> Select to use the GL interface process date as the accounting date. This is the default value for this field.</p> <p><i>Item Effective Date:</i> Select to use the effective date of the transaction (item) as the accounting date.</p> <p><i>Term Start Date:</i> Select to use the beginning of the term as the accounting date. For example, suppose students at your institution register for fall term courses in the spring, but you want the system to put the tuition income from those registrations into a fall accounting period. By selecting term start date as your accounting date control and specifying the fall term on your tuition transaction, the system posts the charges to the fall period.</p> <hr/> <p>Warning! Selecting <i>Term Start Date</i> in the Accounting Date Control field could cause transactions to be backdated into an already closed accounting period. Select this option with caution.</p> <hr/> <p><i>Maximum (Term Start Dt, Run Dt):</i> Select to make the system use the more recent of Term Start Date or Run Date as the accounting date. This option is useful to prevent complications resulting from accounting periods that have already been closed.</p>

Classification

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

Application Fee	Select if you are defining an item type used for an application fee. Application Fee transactions result in a charge on the student's account.
Billing	Select to define an item type used to create billing entries. For example, if a student participates in a prepayment plan, you may use a billing item type for the monthly installment due.
Charge	Select if you are defining a charge item type. Charge transactions result in a charge on the student's account and, depending on your GL setup, may create a receivable.
Contributor Relations	Select if you are defining a contributor relations item type. Typically, the Contributor Relations staff define contributor relations item types.
Deposit	Select if you are defining a deposit item type. If the deposit classification is selected, a Tuition Deposit check box is also activated. If this item type is used for a tuition deposit, both the Deposit classification and the Tuition Deposit check box must be selected. Deposit and Tuition Deposit transactions result in a credit on the student's account.
Financial Aid	Select if you are defining a financial aid item type. Financial Aid transactions result in a credit (payment) on the student's account. <hr/> Note. Financial Aid item types also require definition in the PeopleSoft Financial Aid application. <hr/>
GL Interface Only	Reserved for future use.
Interest	Select if you are defining an item type for interest charges for payment plans. Interest transactions result in a charge on the student's account.
Payment	Select if you are defining a payment item type. Payment transactions result in a credit (payment) on the student's account.
Pay Plan Credit	Select if you are defining an item type used for multi-year payment plans. The item type is used to apply a credit to the student's account for interest earned.
Pre-Paid Tuition	Select if you are defining an item type for prepaid tuition. Prepaid tuition item types are used only with multi-year payment plan contracts and are used in conjunction with transfer item types. Pre-Paid Tuition transactions result in a credit (payment) on the student's account.

Transfers	Select if you are defining a transfers item type. Transfer item types are used to move money collected in one account to pay off charges in another account. This classification is used for prepayment and multi-year payment plan contracts only. Transfer transactions debit the “escrow account.”
Refund	Select if you are defining an item type used for an overpayment refund. Refund transactions result in a charge on the student’s account.
Waiver	Select if you are defining an item type used for waivers. Waiver transactions result in a credit (payment) on the student’s account.
Withholding	Select if you are defining an item type for tax withholding. Withholding transactions result in a charge on the student’s account.
Write-off	Select if you are defining an item type used for bad debt write-off. Write-off transactions result in a credit on the student’s account.

See Also

PeopleSoft 8 SP1 Contributor Relations Solutions PeopleBook, “Setting Up Commitment Management,” Completing the Item Type Initial Setup Page

PeopleSoft 8 SP1 Financial Aid PeopleBook, “Setting Up Packaging Basics,” Defining Financial Aid Item Types

Defining Transaction Amount and Tax Form Parameters for Item Types

Access the Amount Edits page.

The screenshot displays the 'Amount Edits' page for a specific item type. At the top, there are tabs for 'Initial Setup', 'Amount Edits' (selected), 'Miscellaneous', 'Posting Restrictions', 'Account Types', and 'G/L Interface'. Below the tabs, the 'SetID' is 'PSUNV' and the 'Item Type' is '100000000004 Tuition'. A navigation bar shows 'View All', 'First', '1 of 1', and 'Last'. The main form contains several sections: 'Effective Date' (01/01/1998), 'Status' (Active), 'Min Transaction Amount' (0.00), 'Max Transaction Amount' (9,999,999.00), and 'Default Amount' (0.00). Below these are three tax form setup sections: 'T4A Setup' with 'T4A Income' (unchecked) and 'Wage Loss Plan' (unchecked); 'T2202A Setup' with 'T2202A Eligible' (unchecked) and 'T2202A Offset' (unchecked); and '1098-T Setup' with '1098-T Eligible' (checked).

Amount Edits page

Min Transaction Amount (minimum transaction amount) and Max Transaction Amount (maximum transaction amount)	Select the optional minimum and maximum amounts for each transaction using this item type. The system uses these amounts as edits for Group Posting.
Base Currency	The base currency selected by your institution defaults into the Base Currency field. You can override this field.
Default Amount	You have the option of entering a default amount for your item types to streamline data entry. This is particularly useful when you are entering a charge or payment for something with a fixed cost (for example, a parking permit). You can override this default amount whenever necessary.

T4 Setup

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

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

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

T4A Income and Wage Loss Plan	Select the T4A Income check box and enter a corresponding wage loss plan to indicate this item type is considered income per the T4 definition (and, therefore, needs to be reported as income). A process in tax reporting generates the payroll interface necessary to generate a T4 transaction as an interface to the payroll system.
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Note. Wage Loss Plans are set up in Define Business Rules, Define Payroll Taxes, Setup, Canadian Wage Loss Plan Table.

T2202A Setup

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

T2202A Eligible	Select if this item is an eligible educational expense.
T2202A Offset	Select if item is to be used to offset eligible educational expenses. For example, waivers may reduce the total fees paid by the student and would, therefore, be considered an offset.

1098-T Setup

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

1098-T Eligible

Select if this item is an eligible educational expense.

Defining Miscellaneous Parameters for Item Types

Access the Miscellaneous page.

Initial Setup Amount Edits **Miscellaneous** Posting Restrictions Account Types GL Interface

SetID: PSUNV Item Type: 300000000001 Cash Payment

View All |< 1 of 1 >|

Effective Date: 01/01/1998 Status: Active

Charge Priority List: ALL Any Charge

Payment Overall Priority: CONVERT

Days to Encumber: 10 ☒ NRA Taxable Credit

Earnings Code Non Taxable: SRO Student Refund - Overpayment

Earnings Code: SRO Student Refund - Overpayment

☒ Tender Specific Tender Category: Cash

☒ Refundable Indicator ☐ Taxable

☒ Payment Priority Flag Priority: 999 ☒ Pick up Receivable from Charge

Miscellaneous page

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

Charge Priority List

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

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

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

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

Payment Overall Priority

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

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

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

Adjustment Calendar

Reserved for future use.

Days to Encumber

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

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

This field is used with Payment item type classifications.

Payment Terms

Reserved for future use. This field is not shown on this page shot.

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

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

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

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

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

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

Tax Code

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

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

Earnings Code Non Taxable

Enter an earnings code to be used with non-taxable payments.

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

Earnings Code

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

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

Tender Specific

Select if you want to specify the form of tender used with this item type. For example, if you set up an item type to be used for credit card payments, you

	<p>should select this check box and specify the desired tender form in the Tender Category field. The Tender Category field appears when you select this option.</p> <p>This field is used with Deposit and Payment item type classifications.</p>
Tender Category	Select the tender category that you want to use with a tender specific charge.
Refundable Indicator	<p>Select if you want payments against the charge to be eligible for refunding.</p> <p>This field is used with Deposit, Financial Aid, Payment, and Pre-Paid Tuition item type classifications.</p>
Taxable	<p>If you use PeopleSoft Payroll for North America, the system automatically selects and uses this option. Clear the check box if the item type is not taxable under any circumstance, or your institution does not use PeopleSoft Payroll for North America.</p> <p>This field is used with Deposit, Financial Aid, Payment, and Pre-Paid Tuition item type classifications.</p>
Payment Priority Flag	<p>Select to assign a priority ranking to this payment. When you select this check box, the Priority field is activated. If you do not select this option, the system ignores values in the Priority field and the payment has the lowest priority ranking (999).</p> <p>This field is used with Deposit, Financial Aid, Payment, and Waiver item type classifications.</p> <hr/> <p>Warning! Do not change this setting after transactions have been posted. Create a new item type with the Payment Priority Flag check box cleared.</p> <hr/>
Priority	<p>Enter a priority value.</p> <p>Payment priority is used to effect payment swapping whereby payments with a higher priority can actually displace lower priority payments. For example, you might want financial aid payments to be applied to tuition charges whenever possible, leaving the student with less out-of-pocket expenses. And, rules associated with certain types of financial aid might require that institutional waivers be applied ahead of the aid. In this case, the institutional waivers should have a higher priority value (1 being the highest priority value and 999 being the lowest) than the financial aid, and the financial aid should have a higher priority value than a cash payment.</p> <p>With payment swapping, waivers, and financial aid payments (in the previous example) can be applied after a cash payment has been made and the cash payment is “swapped out,” or displaced by the higher priority payments. Assuming the total payments exceed the amount of the charge resulting in an overpayment, the cash payment would then be eligible for refund to the student.</p> <p>This field is used with Deposit, Financial Aid, Payment, and Waiver item type classifications.</p>
Pick Up Receivable from Charge	Select to credit receivables based on the specific charge being paid by the payment. This selection is used in GL processing.

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

Match Charge Write-Offs

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

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

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

Defining Item Type Posting Restrictions

Access the Posting Restrictions page.

Initial Setup Amount Edits Miscellaneous Posting Restrictions Account Types GL Interface

SetID: PSUNV Item Type: 100000000004 Tuition

View All First 1 of 1 Last

Effective Date: 01/01/1997 Status: Active

Item Effdt Edits

*Days in the Past: 99,999 *Days in the Future: 99,999

Due Date Edits

*Days in the Past: 0 *Days in the Future: 99,999

☒ Appropriate Term Enroll Req for Posting

Posting Restrictions page

Item Effdt Edits (item effective date edits)

Days in the Past and Days in the Future

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

Due Date Edits

Days in the Past and Days in the Future

Enter the number of days in the past and the number of days in the future a due date may be set.

Appropriate Term Enroll Req for Posting (appropriate term enroll required for posting)

Select if you want the system to make sure the student is enrolled in the appropriate term before posting the charge. If the student is not enrolled the charge is left with the status *unposted*. Use this feature to avoid posting charges that have a high probability of being cancelled.

Linking Account Types to an Item Type

Access the Item Types - Account Types page.

Initial Setup Amount Edits Miscellaneous Posting Restrictions Account Types G/L Interface

SetID: PSUNV Item Type: 3000000000001 Cash Payment

Effective Date: 01/01/1998 Status: Active

View All First 1 of 8 Last

SetID	*Account Type
PSUNV PeopleSoft University	APF Application Fees
PSUNV PeopleSoft University	BIL Billing Account
PSUNV PeopleSoft University	HOU Housing
PSUNV PeopleSoft University	MIS Miscellaneous Fees
PSUNV PeopleSoft University	OTH Other Fees
PSUNV PeopleSoft University	PAR Parking Fees

Item Types - Account Types page

SetID

Enter the setID that includes both the account type and the item type.

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

Account Type

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

Mapping Item Types to General Ledger Accounts

Access the Item Types - GL Interface page.

Initial Setup Amount Edits Miscellaneous Posting Restrictions Account Types GL Interface

SetID: PSUNV Item Type: 100000010004 [Copy GL Interface](#)

View All First 1 of 3 Last

Term: 0410 2000 Fall Session:

View All First 1 of 1 Last

*Effective Date: 01/01/2000 *Status: Active [AP Distribution](#) [Write-off](#)

View All First 1-2 of 2 Last

Jrnl Set	<input type="text"/>	Timing:	Assessment
DB/CR:	Debit	Priority:	999
GL Pct	100.00000000	Account Limit:	<input type="text"/> USD
Priority Amount:	<input type="text"/> USD	Ledger:	ACTUALS
GL Business Unit:	UNIV	Fund:	199
Account:	1010	Program:	<input type="text"/>
Department:	212	Project/Grant:	<input type="text"/>
Class:	<input type="text"/>	Account Type:	A
Affiliate:	<input type="text"/>		

☐ Dynamic Organization ☐ Defer Revenue [Defer](#)

Item Types – GL Interface page (1 of 2)

Jrnl Set	<input type="text"/>	Timing:	Assessment
DB/CR:	Credit	Priority:	999
GL Pct	100.00000000	Account Limit:	<input type="text"/> USD
Priority Amount:	<input type="text"/> USD	Ledger:	ACTUALS
GL Business Unit:	UNIV	Fund:	199
Account:	4200	Program:	<input type="text"/>
Department:	212	Project/Grant:	<input type="text"/>
Class:	<input type="text"/>	Account Type:	R
Affiliate:	<input type="text"/>		

☐ Dynamic Organization ☐ Defer Revenue [Defer](#)

Item Types – GL Interface page (2 of 2)

Copy GL Interface

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

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

Term/Session

Term	Select a term if you have a term-specific general ledger. If you do not enter a term, you must enter <i>0000</i> as a placeholder.
Session	Select a session if you want to limit the GL Interface definition to a specific academic session.

Effective Date and Status

Effective Date and Status	Enter the effective date and the status for the interface.
AP Distribution	Click this link to access the AP GL Interface page, where you can enter chart of accounts information to define a liability account—typically a holding account. The link is not available if this is a Contributor Relations Item Type. Use this link if you use the PeopleSoft Accounts Payable Interface to create refund checks for students and/or external organizations.
Writeoff	Click this link to access the Writeoff GL Interface page, where you can enter chart of accounts information to define an account for write-offs. You must define a unique account for each charge that you want the system to match.

Journal Definition

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

Jrnl Set (journal set)	Enter the journal set that is used by your institution. You can use multiple journal sets. This enables you to generate a set of balanced entries into your journals. Using multiple journal sets also enables you to set journals for multiple ledgers, for example, budget or actuals.
DB/CR	Select either <i>D</i> (debit) or <i>C</i> (credit) for the DB/CR (debit/credit) field. You must set up one debit and one credit for each item type.
Timing	Select the appropriate timing for sending the charge to the general ledger. You can select either <i>A</i> (assessment) that sends the charge when it is incurred, or <i>S</i> (satisfaction) that sends the charge when the offset is posted.

Splitting a Transaction Between Multiple GL Accounts

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

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

Priority	Enter the posting priority for either the GL percent or priority amount. The lower the number, the higher the priority.
Priority Amt (priority amount)	Enter an optional priority amount that you want distributed to a GL account. If you specify a priority amount, the amount specified will be distributed to the GL account definition with the highest priority. The remaining balance will be distributed to the remaining GL accounts as defined.
Account Limit	Enter a maximum monetary amount that you want to distribute to the specified GL account. For example, if you set the GL Pct field to 25% and the Account Limit field to 100 USD, 25% of a debit or credit up to a maximum of 100 USD will be distributed to the specified GL account.

Chart of Account Information

Enter chart of account information for the item type.

Account Type	This field displays the GL account type (<i>A</i> for Asset, <i>R</i> for Revenue, <i>E</i> for Expense, and <i>L</i> for Liability). This field is useful if, for example, you inadvertently use asset accounts for both your credits and debits during the setup of your item type chartfields.
Dynamic Org (dynamic organization)	If you select this optional check box, the system allocates the appropriate revenue based on the subject area of the classes in which a student is enrolled. In the PeopleSoft Student Record system, subject areas map to academic organizations, and academic organizations map to financial organizations. Consequently, the system enables you to map subject areas to financial organizations. By using these constructs with the dynamic organization capabilities you can distribute revenue based on a student's course load using the organizational chart field.

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

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

Defining Item Type GL Interface Parameters for a Deferred Revenue Account

Access the Deferred GL Interface page.

Deferred GL Interface

Deferred Date:	<input type="text" value="10/15/2001"/>	<input checked="" type="checkbox"/> Deferred Dynamic Org	
GL Business Unit:	<input type="text" value="UNIV"/>	Ledger:	<input type="text" value="STD_BUDG"/>
Account:	<input type="text" value="0410"/>	Fund:	<input type="text" value="100"/>
Department:	<input type="text" value="110"/>	Program:	<input type="text" value="1010"/>
Class:	<input type="text" value="477"/>	Project/Grant:	<input type="text" value="ALLPROJECTS"/>
Affiliate:	<input type="text" value="UNIV"/>		

Deferred GL Interface page

Deferred Date

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

Deferred Dynamic Org

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

Defining Item Type Groups

Access the Item Type Groups page.

Item Type Groups

SetID: PSUNV **Group:** TUI&HOUFEE

First 1 of 1 Last

*Effective Date:	<input type="text" value="01/01/1998"/>	*Status:	<input type="text" value="Active"/>	
*Description:	<input type="text" value="Tuition & Housing"/>			
*Short Description:	<input type="text" value="TutHou"/>			
Long Description:	<input type="text"/>			
*SetID:	<input type="text" value="PSUNV"/>			
*Tree Name:	<input type="text" value="ITEM_SECURITY"/>			

View All First 1-2 of 2 Last

*Tree Node		
<input type="text" value="HOUSING"/>		
<input type="text" value="TUITION"/>		

Item Type Groups page

SetID	Select the setID that includes the item type tree that you want to use.
Tree Name	Select the tree name of an item type tree that includes all of the tree nodes that you want to include in your item type group.
Tree Node	Select a tree node that you want to include in your item type group

Setting Up Service Indicator Sets

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

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

Understanding Service Indicator Sets

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

See Also

Chapter 22, “Maintaining Customers,” Processing and Reviewing Customer Credit History, page 534

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Setting Up Service Indicators,” Creating Service Indicators

Pages Used to Set Up Service Indicator Sets

Page Name	Object Name	Navigation	Usage
Service Indicator	SRVC_IND_SF_TBL	Design Student Administration, Define Student Financials, Setup I-Z, Service Indicator Setup, Service Indicator	Create service indicator sets and define descriptive information for them.
Service Indicator Setup - Details	SRVC_IND_SF	Design Student Administration, Define Student Financials, Setup I-Z, Service Indicator Setup, Details	Define service indicator set details.
Service Indicator Setup - Career Setup	SRVC_IND_SF_C	Design Student Administration, Define Student Financials, Setup I-Z, Service Indicator Setup, Career Setup	Define eligible academic careers for service indicator sets.

Defining Service Indicator Set Details

Access the Service Indicator Setup - Details page.

The screenshot displays the 'Service Indicator Setup - Details' page. At the top, there are tabs for 'Service Indicator', 'Details', and 'Career Setup'. Below the tabs, the 'Business Unit' is 'PSUNV PeopleSoft University Bursar' and the 'Service Indicator Set' is 'STD Standard'. The 'Effective Date' is '01/01/1998' and the 'Status' is 'Active'. The page includes a table for 'Severity' with one entry '1'. Below this is the 'Aging Category' section, which includes a table with one entry '96'. The 'Aging Category' section also includes fields for 'Aging Set' (STD), 'Aging Category' (96), 'Service Indicator Cd' (SF1), 'Service Ind Reason Cd' (NOPAY), 'Contact ID' (10004), and 'Department' (10300). There are also checkboxes for 'Use Records', 'Use Admissions', and 'No Career'.

Service Indicator - Details page

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

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

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

Min Amt (minimum amount)	Define the minimum amount that triggers the application of the service indicator to student accounts.
Service Indicator Cd (service indicator code)	Select a service indicator code from your established list. This code is linked to a service impact that controls what actions the system takes related to the service indicator.
Service Ind Reason Cd (service indicator reason code)	Select a service indicator reason code from your established list. This code explains why this service indicator is being applied.
Contact ID	Select the ID number of a specific person with the department responsible for this service indicator set.
Department	Select the department that is responsible for this service indicator set. This is the department the student must contact to clear the associated service indicator.

Academic Career Controls

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

Use Records	Select if you want the system to verify that the student's academic career matches the one that you establish on the Service Indicator Career Setup page.
Use Admissions	Select to have the system verify that the student's admissions career matches the one that you established on the Service Indicator Career Setup page. This verification takes place after the academic career verification. The system performs this verification only after it performs the verification in PeopleSoft Student Records and can't find a match.
No Career	Select if you want the system to process the student only if there is no admissions career or academic career associated with the student, regardless of whether you selected the Use Records or Use Admissions check boxes. Selecting this check box indicates to the system that you want a service indicator placed even if the student is not activated in PeopleSoft Student Records or PeopleSoft Student Admissions.

Defining Eligible Academic Careers for Service Indicator Sets

Access the Service Indicator Setup - Career Setup page.

Service Indicator

Details

Career Setup

Business Unit:

PSUNV

PeopleSoft University Bursar

Service Indicator Set:

STD

Standard

First

1 of 1

Last

Effective Date:

01/01/1998

Status:

Active

First

1 of 2

Last

Severity:

1

View All

First

1 of 1

Last

*Academic Career

Undergraduate

+

-

Service IndicatorCareer Setup page

Academic Career

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

Note.

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

Setting Up a Default Academic Term

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

Page Used to Set Up a Default Academic Term

Page Name	Object Name	Navigation	Usage
Term Default	DFLT_TERM_TBL	Design Student Administration, Define Student Financials, Setup I-Z, SF Term Default	Define default academic terms.

Defining Default Academic Terms

Access the Term Default page.

Term Default

Business Unit: PSUNV PeopleSoft University Bursar

[View All](#)
[First](#)
1 of 7
[Last](#)

*Effective Date:	<input type="text" value="01/01/2001"/>	*Status:	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Term:	<input type="text" value="0430"/> 2001 Spring				
*Term Begin Date:	<input type="text" value="01/20/2001"/>	*Term Ending Date:	<input type="text" value="05/15/2001"/>		
*Academic Year:	<input type="text" value="2001"/>				
Antic Aid Term From:	<input type="text" value="0430"/> 2001 Spring	Antic Aid Term To:	<input type="text" value="0450"/>		

Term Default page

Effective Date	Enter the effective date for the SF Term you are identifying.
Status	Select the status for this term default.
Term	Enter the default academic term.
Term Beginning Date and Term Ending Date	Enter the term beginning date and the term ending date.
Academic Year	Enter the academic year to which the term belongs.
Antic Aid Term From (anticipated aid term from)	Enter the value of the first (beginning) term that you want considered for anticipated financial aid (aid awarded but not disbursed).
Antic Aid Term To (anticipated aid term to)	Enter the value of the last (ending) term that you want considered for anticipated financial aid.

CHAPTER 3

Setting Up Credit Card Processing and Self Service

This chapter discusses how to:

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

Setting Up Credit Card Types

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

Page Used to Set Up Credit Card Types

Page Name	Object Name	Navigation	Usage
Credit Card Type	CREDIT_CARD_TYPE	Design Student Administration, Define Student Financials, Setup A-H, Credit Card Type	Define accepted credit card types.

Defining Accepted Credit Card Types

Access the Credit Card Type page.

Credit Card Type

SetID:PSUNV

Credit Card Type:VI

*Description:

Visa Card

Short Description:

Visa Card

Date Format

☒ MM/DD/YYYY

☐ MM/YYYY

Credit Card Type page

Date Format

Select an expiration date format.

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

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

Setting Up SF Merchants

An SF merchant (student financials merchant) is an entity within the PeopleSoft Student Financials application that enables you to set up unique credit card processing rules for different departments in your institution. Currently, you can use an SF merchant to set up credit card processing for application centers, cashiering offices, and self-service functions.

To process credit cards in PeopleSoft Student Financials, you must establish one or more SF merchant definitions. The SF merchant definition provides information needed by the credit card service provider and defines what services it performs and what customer information the system displays on the payment page.

Page Used to Set Up SF Merchants

Page Name	Object Name	Navigation	Usage
SF Merchants	MERCHANT_TBL	Design Student Administration, Define Student Financials, Setup I-Z, SF Merchants	Define credit card processing parameters.

Defining Credit Card Processing Parameters

Access the SF Merchants page.

SF Merchants

SF Merchant ID: SELF-SERVICE

*Description: Self Service Merchant ID

*Credit Card Merchant ID: ps

*Service Provider: Cybersource

*Credit Card Processing Server: TESTING123.com

Credit Card IP Override:

Perform Service Real-Time

☒ Credit Card Authorization
 ☐ Credit Card Settlement
 ☐ Credit Card Credit

Perform Additional Services

☐ Perform Check Risk Service
 Check Risk Threshold: 100

*Address Verification Flag: Address Verification On

Batch Transmission Error: 3
 ☐ Check Digit Edit

Default Options

Address Usage: BILLING
 ☒ Default Email

Type of Name: Primary

Phone Type: Billing

Email ID: ps@ps.com

SF Merchants page

Description	Enter a description of this SF Merchant setup.
Credit Card Merchant ID	Enter the credit card merchant ID assigned to your institution when you established an account with the credit card service provider. The ID may be shared by several SF Merchant definitions.
Service Provider	Select a credit card service provider.
Credit Card Processing Server	Enter the IP name of the credit card processing server provided by the service provider.
Credit Card IP Override	If the main credit card processing server is not operating, enter the IP address of an alternate server provided by the service provider.

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

Perform Service Real-Time

Specify whether you want certain credit card functions performed in realtime (at the time of the transaction) or in batch mode.

Credit Card Authorization	Select to authorize credit card transactions in realtime, actually reserving or setting aside credit card funds. If you clear this check box, you must authorize credit card transactions in batch mode. When you select this check box, the Credit Card Settlement check box becomes available.
Credit Card Settlement	Select to settle credit card transactions in realtime, actually transferring funds to your institution as the transaction takes place. If you clear this check box, you must settle credit card transactions in batch mode.
Credit Card Credit	Select to credit in realtime when you void credit card payments originating from cashiering offices or application centers.

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

Perform Additional Services

Items in this group box relate to credit card security services available from the service provider. If you choose to use any or all of these services, credit card processing time may affect system performance, but you have greater confidence of ultimate payment.

Perform Check Risk Service	Select to perform a risk assessment at the time of authorization. The risk assessment is an estimation of the veracity of the transaction. Factors such as improper address, too many transactions, or transactions dispersed geographically increase the risk of fraud.
Check Risk Threshold	Enter an amount above which the credit card processing merchant is alerted to the possibility of fraud. When a transaction is processed, the credit card processing vendor returns a risk assessment. The check risk threshold is the allowable risk that a school is willing to assume for a given transaction.
Address Verification Flag	This field controls whether the system verifies the credit card billing address during credit card processing. The options are <i>Address Verification Off</i> and <i>Address Verification On</i> .

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

Additional Information

Batch Transmission Error	Enter the maximum number of batch transmission errors that you want the system to allow before canceling the batch transmission.
Check Digit Edit	Select to verify the check digit of the credit card number being used prior to processing the transaction. If the check digit is incorrect, the customer receives an error message and is asked to correct the credit card number entered.

Default Options

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

Address Usage	Select the address usage type that you want to use to display default customer addresses on the Payment page.
Default Email	Credit card processing vendors require an email address to process credit card transactions. Select this check box to use the default email address entered in the Email ID field rather than requiring students to enter one. When you select this check box, the Email Address field does not appear on the Make a Payment self-service page.
Type of Name	Select the default name type that the system uses to look up and display the customer name on the Payment page.
Phone Type	Credit card processing vendors require a phone number to process credit card transactions over the web. Select the default phone type that the system uses to look up and display the customer phone number on the Payment page.
Email ID	Enter the default generic email address that the system uses for all credit card transactions when you select the Default Email check box.

Setting Up Institution Sets

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

- Define basic institution set parameters.
- Define self-service credit card use for institution sets.

Understanding Institution Sets

An institution set enables you to define parameters for the PeopleSoft Student Financials self-service pages, and for self-service credit card usage for one or more business units in an institution.

Institution sets hide the complexity of multiple business units from the student, and enable students to access information and pay charges toward multiple business units. Institutions with only one business unit can preserve their single-unit character by attaching only one business unit to their institution set.

You must set up an institution set and attach it to each student for any self-service features to function. You attach the institution set to students through the User Profile process managed by staff using the PeopleSoft Campus Community application.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Business Units, page 10

PeopleSoft 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook, “Creating and Maintaining User Profiles”

Pages Used to Set Up Institution Sets

Page Name	Object Name	Navigation	Usage
Institution Set	INSTITUTION_SET_01	Design Student Administration, Define Student Financials, Setup I-Z, SF Institution Set	Define basic institution set parameters.
Institution Set 2	INSTITUTION_SET_02	Design Student Administration, Define Student Financials, Setup I-Z, SF Institution Set, Institution Set 2	Define business-unit-specific attributes for self-service credit card use for institution sets.

Defining Basic Institution Set Parameters

Access the Institution Set page.

Institution Set
Institution Set 2

Institution Set: PSUNV

***Description:** PeopleSoft University

☒ **Accept Self-Service Payments**

☒ **Allow Payment Allocation**

☒ **Allow Excess Payment**

☒ **Accept Admissions Deposit**

SF Merchant ID: SELF-SERVICE Self Service Merchant ID

Perform Real-Time

☒ **Credit Card Authorization**

☐ **Credit Card Settlement**

Post in Real-Time

☐ **Payments Authorized Offline**

☒ **Post Unprocessed Authorization**

☒ **Reverse Declined Authorization**

***Base Currency:** USD

Institution Set page (1 of 2)

	<input checked="" type="checkbox"/> Enforce Daily Limit
Daily Limit:	<input type="text" value="3"/>
Credit Card Surcharge Option:	<input type="text" value="Percentage"/>
Surcharge Amount:	<input type="text"/> USD
Surcharge Percentage:	<input type="text" value="5.5"/>
	<input checked="" type="checkbox"/> Update Address Data
Address Type:	<input type="text" value="Billing"/>
Minimum Payment Amount:	<input type="text" value="5"/> USD
Maximum Payment Amount:	<input type="text" value="5000"/> USD
	<input checked="" type="checkbox"/> Credit Card Security Statement
<input checked="" type="checkbox"/> Get Billing Address	<input checked="" type="checkbox"/> Get Telephone
	<input checked="" type="checkbox"/> Get Email Address
Include Anticipated Aid	
<input checked="" type="checkbox"/> Detail	<input checked="" type="checkbox"/> Summary Total
	<input checked="" type="checkbox"/> In Term Balance
Account Inquiry Miscellaneous	
<input checked="" type="checkbox"/> Tuition Calc Required	<input checked="" type="checkbox"/> Include Pending Payments
	<input checked="" type="checkbox"/> Include Fin Aid in Payments

Institution Set page (2 of 2)

Description

Enter a description of the institution set.

Accept Self-Service Payments

Select to accept credit card payments over the web. This selection is specific to this institution set, not to the SF business units that are attached on the Institution Set 2 page. Selecting this option requires that you attach at least one SF business unit that is defined to accept self-service payments.

Allow Payment Allocation

Select to allow students to determine the charges to which they want to allocate credit card payments made over the web.

Allow Excess Payment

Select to allow students to make credit card payments in excess of their balance due. Allow Excess Payment is available only if Allow Payment Allocation is also selected.

Accept Admissions Deposit

Select to accept payment for admissions deposits by credit card over the web.

SF Merchant ID

Select the SF merchant ID you have defined for self-service processing.

Perform Real-Time

This group box displays setup options from the SF Merchants component. These options are for your information only and cannot be changed on this page. Make sure to confirm the accuracy of the information in this group box before proceeding to set up your institution set.

Post in Real-Time

Set the parameters for the realtime posting of credit card transactions.

Payments Authorized Offline	Select to post transactions in realtime, even though you authorize the transactions through a batch process. This field is available only if you do not select the Credit Card Authorization field on the SF Merchants page.
Post Unprocessed Authorization	Select to post credit card transactions that fail while performing realtime authorization due to a connection problem. If you clear this check box, the system only posts transactions with fully processed authorizations.
<hr/>	
Reverse Declined Authorization	Note. Consider the implications if transactions posted in realtime fail authorization when processed at a later point in time (such as payment reversals and discharge of service indicators).
Base Currency	Select to automatically reverse a posted transaction when a credit card transaction is declined. This option should always be selected if you choose to post transactions with payments authorized offline (see above).
Enforce Daily Limit	Select the type of currency that you want to use for your credit card transactions. The default value for this field is determined by your selection of a base currency from SF Installation setup.
Daily Limit	Select to enforce the of limit how many self-service credit card payments a customer can make per day. When you select this check box, you can enter and save a value in the Daily Limit field.
Credit Card Surcharge Option	Specify how many times per day a customer can make a self-service credit card payment. If a customer exceeds the limit, the system prevents them from making additional credit card payments until the following day.
	Select one of the following options if you want to charge students a fee for each credit card transaction.
	<i>Fixed Amount:</i> Select to charge a fixed surcharge for each credit card transaction.
	<i>Percentage:</i> Select to make the surcharge equal a percentage of the credit card transaction.
<hr/>	
Surcharge Amount	Note. In most cases, the credit card surcharge is posted wherever the payment is applied. For example, if a payment is allocated to charges across multiple business units, the surcharge is based on the total payment, but is distributed proportionately across the business units. If the payment is not allocated across business units but is directed to charges in one business unit, the surcharge will be posted in the same business unit. If a payment is not manually allocated, the surcharge is directed to the business unit with the highest priority.
Surcharge Percentage	If you want to charge a fixed surcharge amount, specify the amount as currency. (For example, using U.S. Dollars as the base currency, an entry of 1.50 results in a surcharge of 1.50 USD per transaction).
	If you want to charge a percentage surcharge, specify the percentage as a number greater than zero. In the previous example, the entry 5.5 results in a surcharge of 5.5 percent (5.5%) per transaction.

Update Address Data	Select to save address changes made by a student on the Payment page to the Address table.
Address Type	Select the type of address that the student can update on the Payment page.
Minimum Payment Amount	Set the minimum amount that a student can pay during a single credit card transaction.
Maximum Payment Amount	Set the maximum amount that a student can pay during a single credit card transaction.
Get Billing Address	Select to make the address fields on the Payment page available for input.
Get Telephone	Select to make the telephone field on the Payment page available.
Get Email Address	Select to make the email field on the Payment page available.

Include Anticipated Aid

Detail	Select to display anticipated aid as a line item on the Account Detail for Term and Make a Payment pages. <hr/> Note. With this check box selected, anticipated aid appears on the pages as a line item only and does not reduce the term balance amount. Students are informed of any anticipated aid, but their total charges are not reduced by the anticipated aid. <hr/>
Summary Total	Select to display anticipated aid as a line item on the Summary for Term page. <hr/> Note. With this check box selected, anticipated aid appears on the Summary for Term page as a line item only and does not reduce the term balance amount. Students are informed of any anticipated aid, but their total charges are not reduced by the anticipated aid. <hr/>
In Term Balance	Select to use anticipated aid to reduce the term balance amounts on either the Summary for Term page or the Account Detail for Term page. This check box must be used in conjunction with either the Detail check box or Summary Total check box for the Term Balance amount to be reduced by anticipated aid. With this check box selected, students' total charges for the term are reduced and they are informed of any anticipated aid

Account Inquiry Miscellaneous

Tuition Calc Required (tuition calculation required)	Select to calculate tuition when a student inquires on their account using the Account Summary or Due Charges self-service pages. The system calculates tuition only if required (Calc Required flag set to <i>Y</i> on the STDNT_CAR_TERM table). If this option is not selected and the Calc Required flag is set to <i>Y</i> , a message is displayed on the Total Due Charges page indicating that total due charges may not reflect recent changes to your tuition and fees for a given term.
--	---

Consider this option carefully. Requiring tuition calculation uses a great deal of your system's processing resources, but account balances might not otherwise reflect recent changes.

Include Pending Payments

Select to reflect self-service credit card payments on the Account Summary page that have not been posted (pending).

Include Fin Aid in Payments (include financial aid in payments)

Select to include financial aid disbursements with all other payments. If this option is clear, financial aid disbursements appear in a separate Financial Aid activity line on the Summary for Term page. If your institution does not disburse financial aid, select this option to eliminate financial aid activity lines.

Defining Self-Service Credit Card Use for Institution Sets

Access the Institution Set 2 page.

The screenshot displays the 'Institution Set 2' page for 'PSUNV PeopleSoft University'. The page includes a navigation bar with 'View All', 'First', '1 of 1', and 'Last' buttons. The main form contains the following fields:

- *Business Unit:** PSUNV (PeopleSoft University Bursar) with a search icon. A checkbox for **Accept Self-Service Payments** is checked.
- Item Type Group:** ENRDEPOSIT (Enrollment Deposits) with a search icon.
- Item Type:** 310000000100 (Credit Card - Self Service) with a search icon.
- Surcharge Account Type:** MIS (Miscellaneous Fees) with a search icon.
- Surcharge Item Type:** 110000000000 (Administrative Fees) with a search icon.
- Deposit Item Type:** 100000000003 (Tuition Deposit) with a search icon.
- Location Code:** 1001090 (PSU Northern Campus) with a search icon.
- Contact:** 0039998 (Norman, Bruce) with a search icon.
- Contact Email ID:** (Empty field)
- Telephone:** 316/555-9999
- Ext:** (Empty field)

Institution Set 2 page (1 of 2)

Excess Payment

Priority:

999

Account Type:

TUT

Tuition

Description:

Tuition

Disable Internet Payment

Service Impact:

ACCES

Disabled Access Privilege

Override Daily Limit

Service Impact:

Payment Reversal

Service Indicator Cd:

ALL

All Services Hold

Institution Set 2 page (2 of 2)

Note. Most of the fields on the Institution Set 2 page are specific to each business unit in the institution set, not to the institution set as a whole. If you have multiple business units associated with the institution set, be sure to insert a row and enter the information on the Institution Set 2 page for each business unit. Also, if you have more than one business unit associated with your institution set, you must enter a priority ranking for each (see below). The exceptions to this are the service impact and service indicator codes, which are institution-set-specific, not business-unit-specific.

Business Unit	Enter the business unit that you want to be included in this institution set.
Accept Self-Service Payments	This is a display-only field that shows if Accept Self-Service Payments has been selected in the SF Business Unit setup. This means that web credit card payments are authorized for this business unit.
Item Type Group	Select the item type group that you want to use for credit card transactions associated with the business unit. This establishes a set of valid charge item types for credit card transactions. This is a powerful feature for controlling what you allow students to pay. For example, you can have students pay only parking tickets or you can have students pay only tuition. Alternatively, you can allow students to pay any charge in their account.
Item Type	Select the item type that you want the system to post to the student’s account for the credit card payment transaction.
	Note. The payment item type you select must specify credit card as a tender type.
	See Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44.
Surcharge Account Type	If you are charging a surcharge on credit card transactions, select the account to which the system posts charges resulting from a credit card transaction surcharge.

Note. If you are charging a surcharge, the payment item type used for credit card transactions must include the account type of your surcharge item type on the account type page.

Surcharge Item Type

If you are charging a surcharge on credit card transactions, select the item type that the system uses when posting charges resulting from a credit card transaction surcharge.

Note. If you are charging a surcharge, the surcharge item type specified here must be included in one of the Allowable Charges tree nodes in the Charge Priority List used by the credit card payment item type. This charge priority list is specified on the item type miscellaneous page.

See [Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Payment Application Rules, page 30.](#)

Deposit Item Type

If you are accepting web credit card payments for admission deposits, select the item type defined for admission deposits.

Location Code

Select a location code to display a remittance address on the Account Summary and Total Due Charges pages.

Contact

Select the ID of the individual assigned to be the contact person in the event of web credit card transaction problems.

Contact Email

Enter the email address of the contact person.

Telephone

Enter the telephone number of the contact person.

Ext (extension)

Enter the telephone extension of the contact person (if applicable).

Excess Payment

If you select the Allow Excess Payments check box on the Institution Set page, all fields this group box are required.

Priority

If you have more than one business unit associated with your Institution Set, enter a priority value. By entering a number in the Priority field, you establish which business units receive funds first. Lower numbers receive higher priority. Also, excess payments are allocated to the business unit with the highest priority unless they are manually allocated.

Account Type

Select the account to which the system posts credit card payments in excess of customer balances. If it is different, this selection overrides the Payment Excess Account that you select in the Posting Setup 1 page of the SF Business Unit component.

Description

Enter the label you want to display for excess payments. This description overrides the description of the credit card payment item type and appears on the Allocate Payment page in the Future Charges section.

Disable Internet Payment Group Box

Service Impact Select the negative service impact code that the system uses to disable a customer's ability to pay on the web using a credit card. If the student has this impact on their account, they will be unable to access the Make a Payment page.

Override Daily Limit Group Box

Service Impact Select the positive service impact code that the system uses to enable customers to bypass the daily limit for credit card payments. If a student has this impact on their account, they will be able to make credit card payments in excess of the daily limit.

Payment Reversal Group Box

Service Indicator Select the negative service indicator code that the system attaches to student records when transaction authorizations fail and payments are reversed.

Setting Up Self-Service Payment Messages

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

Pages Used to Set Up Self-Service Payment Messages

Page Name	Object Name	Navigation	Usage
Payment Messages	SF_PAYMENT_MESSAGE	Design Student Administration, Define Student Financials, Setup I-Z, Self-Service Payment Messages	Define self-service message text.

Defining Self-Service Message Text

Access the Payment Messages page.

Payment Messages

View All First 1-10 of 36 Last

*Code	*Description	*Message Text
1 DAVSNO	DAVSNO	The credit card accepted by
2 DCALL	DCALL	Indicates that you must call
3 DCARDREFUSED	DCARDREFUSED	The bank declined the
4 DDISTDENY	DDISTDENY	A distributor has denied your
5 DINVALIDADDRESS	DINVALIDADDRESS	Customer entered an invalid
6 DINVALIDCARD	DINVALIDCARD	The credit card number did
7 DINVALIDDATA	DINVALIDDATA	Data provided is not
8 DINVALIDPROD	DINVALIDPROD	Not enough information is
9 DMISSINGFIELD	DMISSINGFIELD	The request is missing a
10 DNOAUTH	DNOAUTH	A request was made to bill an

Payment Messages page

Code

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

Description

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

Message Text

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

Delivered Valid Payment Message Codes

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

Code	Definition
DAVSNO	The bank accepts the credit card, but the credit card processing vendor did not because the credit card did not pass the Address Verification System (AVS) check. The AVS result is no.

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

Code	Definition
DRESTRICTED	One of the following problems may have occurred: <ul style="list-style-type: none"> • The end user is on the U.S. List of Denied Countries or the U.S. List of Denied Persons. • The ship-to country is in the U.S. Government denied countries list (CU, IR, IQ, LY, KP, SD, SY) • The merchant supplied an export list for one or more of the offers in the order, but the shipping country the end user submitted is not in that list.
DSCORE	The score exceeds the limit.
ESYSTEM	A system error occurred. You must call your credit card processing vendor.
ESTIMEOUT	For ics_auth, if an auth was approved, it is not reversed. For ics_bill, during code cleanup an ics_credit is issued to balance out the ics_bill. For ics_credit, during code cleanup an ics_bill is issued to balance out the ics_credit.
FAMOUNTHIGH	The amount of the transaction requested is too high for the credit card processing vendor.
FAMOUNTLOW	The value entered in the amount field was not greater than zero.
FCONNECTION	The connection failed. The merchant id and configuration must be checked.
FDECRYPT	Credit card decryption failed.
FINITIFAILED	A vendor error occurred. ICS_INIT failed.
FINVALIDADR1	The value entered for Address 1 was not valid.
FINVALIDCARD	The credit card number entered was too long.
FINVALIDCTRY	The country entered was not valid.
FINVALIDCURR	The currency was not valid.
FINVALIDEMAIL	The email address entered was not valid.

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

CHAPTER 4

Setting Up GL Interface Processing

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

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

Understanding GL Interface Processing

This section lists prerequisites and provides overviews of:

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

Prerequisites

Prior to setting up GL interface processing, you must indicate to your system that you are using PeopleSoft General Ledger by selecting the General Ledger check box on the Installation Table page. In addition, you must specify the release of your institution's PeopleSoft Financials software on the SF Installation page.

See Also

PeopleSoft 8 SP1 Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook, “Reviewing Your Installation Setup and System Defaults”

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Defining Number Sequence Start Points, Maximum Row Settings, and Financials Release, page 5

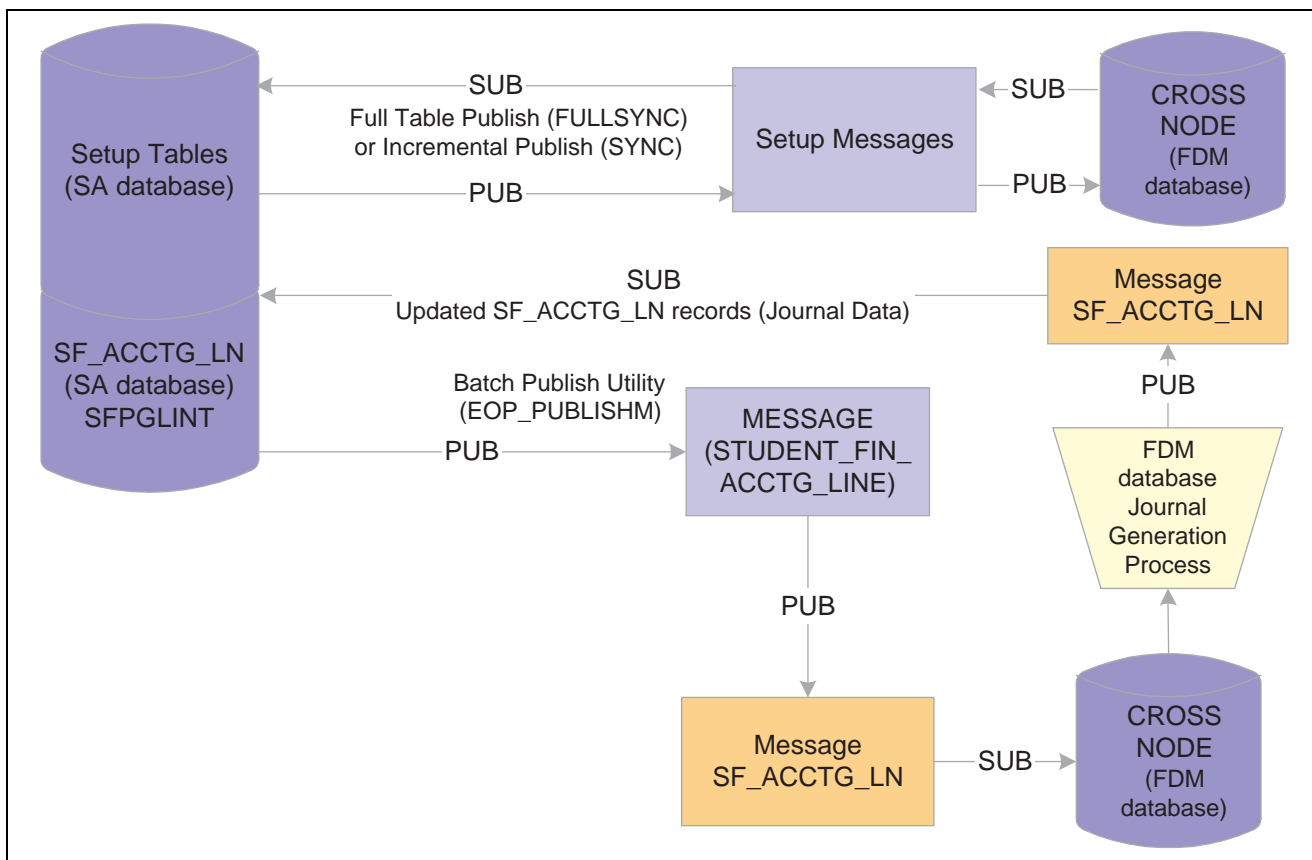
GL Interface Processing Using PeopleSoft General Ledger

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

There are two different PeopleSoft Financials releases with which your system can interface for the purpose of GL processing. If you interface with PeopleSoft E&G Financials 7.5, your system creates and receives flat files to share accounting information with PeopleSoft General Ledger. If you interface with PeopleSoft Financials 8.4, your system uses application messaging to share accounting line information with PeopleSoft General Ledger.

GL Messaging

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



PeopleSoft Student Financials to PeopleSoft Financials 8.4 GL messaging process

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

Message Channel	Message	Description
STUDENT_ADMIN_ACCOUNTING	STUDENT_FIN_ACCTG_LINE	Notifies the message broker that new SF_ACCTG_LN records are ready to be retrieved by PeopleSoft Financials and, after journal generation, retrieves the updated SF_ACCTG_LN records into PeopleSoft Student Financials.
HR_SETUP	BUS_UNIT_SF_FULLSYNC	Sends the BUS_UNIT, DESCR, and DESCRSHORT rows in the BUS_UNIT_TBL_SF to PeopleSoft Financials to seed its BUS_UNIT_TBL_SF.
HR_SETUP	BUS_UNIT_SF_SYNC	Sends new PeopleSoft Student Financials business units or updates when the DESCR or DESCRSHORT fields are changed.

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

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

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

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

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

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

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

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

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

Loading Setup Data Using the Flat File Publish Utility

You define most of the setup data required by the PeopleSoft Student Financials GL Interface application in PeopleSoft General Ledger. This setup data includes the chartfield definition tables, GL Business Unit table, Detail Calendar, Journal Generator Template table, Ledger Definition table, and Speed Type table for combination editing. Because you interface with PeopleSoft E&G Financials 7.5, your PeopleSoft General Ledger staff runs a process to export this setup data into flat files. Once the flat files are created, the GL Interface relies on a variation of PeopleSoft Application Messaging for processing inbound files to load and replace the setup data in PeopleSoft Student Financials with the setup data from PeopleSoft General Ledger.

Note. Enterprise integration points, or EIPs, are interfaces between different PeopleSoft applications such as Financials Management for Education and Government, HRMS, and Student Administration. They allow publication and transfer of database contents from one database to another, such as transferring GL setup data from the PeopleSoft General Ledger system to the PeopleSoft Student Financials system.

To load setup data using the Flat File publish utility:

1. Ask your PeopleSoft General Ledger staff to run the Create Interface Table – HR/SA 8 process (SQR GLS9010) in the PeopleSoft Financials Management for Education and Government database. This process creates one flat file for each of the enterprise integration points necessary for the GL interface.
2. Activate the inbound file rule for each of the GL interface enterprise integration points. Each file rule ties the flat file name, the file layout, and the message name to be used to load the file's contents into PeopleSoft Student Financials.
3. The application messages for the GL Interface are delivered with a default status of *Inactive*. You must activate each message before attempting to load data from PeopleSoft General Ledger. Activate the EIP application message for each of the GL interface enterprise integration points. The message indicates which table in PeopleSoft Student Financials to update with the contents of the data from PeopleSoft General Ledger.
4. Execute the Inbound File Publish process to load the data for each EIP from PeopleSoft General Ledger into PeopleSoft Student Financials.

Enterprise Integration Points for the GL Interface

The PeopleSoft Student Financials GL interface with PeopleSoft E&G Financials 7.5 relies on several delivered enterprise integration points to load setup information from PeopleSoft General Ledger. The following table identifies these integration points.

Enterprise Integration Point	Purpose
Business Unit GL	GL Business Unit Definition
Business Unit FS	GL Business Units and their descriptions
Detail Calendar	Fiscal year and accounting periods
Journal Generator Template	GL Interface Processes uses Template ID for each accounting entry it creates.
Ledger Definition Table	Valid Ledgers
SpeedTypes	Valid Speed Types for combination editing
Account Chartfield	Account Chartfield definition table

Enterprise Integration Point	Purpose
DeptID Chartfield	Department Chartfield definition table
Fund Chartfield	Fund Chartfield definition table
Program Chartfield	Program Chartfield definition table
Project/Grant Chartfield	Project/Grant Chartfield definition table
Class Chartfield	Class Chartfield definition table

Note. PeopleSoft Student Administration Solutions does not require an EIP for the Budget Period chartfield. There is no need to import budget period values from PeopleSoft General Ledger. When you assign chartfield values to an item type, course or class fee, or cashiering tender or target in PeopleSoft Student Financials, you do not enter a budget period value. Instead, when you load accounting entries from PeopleSoft Student Financials into PeopleSoft General Ledger, the PeopleSoft General Ledger application assigns the proper budget period.

Inbound File Rules for GL Interface EIPs

Because PeopleSoft Financials Management for Education and Government 7.5 does not support PeopleSoft Application Messaging, it creates a flat file for each EIP. PeopleSoft Student Financials uses the Flat File publish utility to create an application message from these flat files. The following table identifies each inbound file rule delivered with PeopleSoft Student Financials.

Enterprise Integration Point	Inbound File Rule	Flat File from General Ledger (SQR GLS9010)
Business Unit GL	BUS_UNIT_GL	BDHR2010_XXXX_BUGL.DAT
Business Unit FS	BUS_UNIT_FS	BDHR2010_XXXX_BUFS.DAT
Detail Calendar	DETAIL_CALENDAR	BDHR2010_XXXX_CAL.DAT
Journal Generator Template	JOURNAL_GEN_APPL_ID	BDHR2010_XXXX_JRNL.DAT
Ledger Definition Table	LED_DEFN_TBL	BDHR2010_XXXX_LED.DAT
SpeedTypes	HR_CHARTFLD_COMBO	BDHR2010_XXXX_SPEED.DAT
Account Chartfield	ACCOUNT_CHARTFIELD	BDHR2010_XXXX_ACCT.DAT

Enterprise Integration Point	Inbound File Rule	Flat File from General Ledger (SQR GLS9010)
DeptID Chartfield	DEPARTMENT_TBL	BDHR2010_XXXX_DETP.DAT
Fund Chartfield	FUND_TBL	BDHR2010_XXXX_FUND.DAT
Program Chartfield	PROGRAM_TBL	BDHR2010_XXXX_PROGRAM.DAT
Project/Grant Chartfield	EG_PROJECT_TBL	BDHR2010_XXXX_PROJECT.DAT
Class Chartfield	CLASS_CF_TBL	BDHR2010_XXXX_CLASS.DAT

Note. The General Ledger Interface process substitutes the XXXX in each of the file names listed in the Flat File from General Ledger column with the actual process instance of the run.

Application Messages for GL Interface EIPs

Enterprise Integration Point	Application Message	Records Updated By Message
Business Unit GL	BUS_UNIT_GL_FULLSYNC	PS_BUS_UNIT_TBL_GL
Business Unit FS	BUS_UNIT_FS_FULLSYNC	PS_BUS_UNIT_TBL_FS
Detail Calendar	DETAIL_CALENDAR_FULLSYNC	PS_CAL_DEFN_TBL PS_CAL_DETP_TBL
Journal Generator Template	JOURNAL_GEN_APPL_ID_FULLSYNC	PS_JRNLGEN_APPL_ID
Ledger Definition Table	LED_DEFN_LOAD	PS_LED_DEFN_TBL
SpeedTypes	HR_CHARTFLD_COMBO_SYNC	PS_ACCT_CD_TBL
Account Chartfield	ACCOUNT_CHARTFIELD_FULLSYNC	PS_GL_ACCOUNT_TBL
DeptID Chartfield	DEPT_FULLSYNC	PS_DEPARTMENT_TBL

Enterprise Integration Point	Application Message	Records Updated By Message
Fund Chartfield	FUND_LOAD	PS_FUND_TBL
Program Chartfield	PROGRAM_LOAD	PS_PROGRAM_TBL
Project/Grant Chartfield	EG_PROJECT_LOAD	PS_EG_PROJECT
Class Chartfield	CLASS_CF_LOAD	PS_CLASS_CF_TBL

Note. To maintain synchronization of the setup data between the PeopleSoft Student Administration and the PeopleSoft Financials database, you need to periodically export the setup data from your PeopleSoft General Ledger system as described above and then run the Inbound File Publish process in the PeopleSoft Student Administration database.

See Also

PeopleSoft Enterprise Integration PeopleBook, “Introducing the Flat File Utility”

PeopleSoft Enterprise Integration PeopleBook, “Introducing the Flat File Utility”

PeopleSoft Enterprise Integration PeopleBook, “Activating an Application Message”

PeopleSoft Enterprise Integration PeopleBook, “Using the Inbound File Pages for Processing Your Files”

Loading Setup Data Using PeopleSoft Application Messaging

If your system interfaces with PeopleSoft Financials 8.4, it shares accounting messaging directly through PeopleSoft Application Messaging rather than through the creation and receipt of flat files. The following table lists all PeopleSoft Financials 8.4 published messages to which PeopleSoft Student Financials subscribes in order to load chartfields.

Message Name	Channel	Pub/Sub Node	Records
BUDGET_CALENDAR_FULLSYNC	DETAIL_CALENDAR	FDM\SA	CAL_DEFN_TBL
BUDGET_CALENDAR_SYNC	DETAIL_CALENDAR	FDM\SA	CAL_DEFN_TBL
DETAIL_CALENDAR_FULLSYNC	DETAIL_CALENDAR	FDM\SA	CAL_DEFN_TBL

Message Name	Channel	Pub/Sub Node	Records
DETAIL_CALENDAR_SYNC	DETAIL_CALENDAR	FDM\SA	CAL_DEFN_TBL
CLASS_CF_SYNC	ENTERPRISE_SETUP	FDM\SA	CLASS_CF_TBL
CLASS_CF_FULLSYNC	ENTERPRISE_SETUP	FDM\SA	CLASS_CF_TBL
DEPT_FULLSYNC	ENTERPRISE_SETUP	FDM+SA\FDM+SA	DEPT_TBL
DEPT_SYNC	ENTERPRISE_SETUP	FDM+SA\FDM+SA	DEPT_TBL
FUND_CF_FULLSYNC	ENTERPRISE_SETUP	FDM\SA	FUND_TBL
FUND_CF_SYNC	ENTERPRISE_SETUP	FDM\SA	FUND_TBL
PROGRAM_CF_FULLSYNC	ENTERPRISE_SETUP	FDM\SA	PROGRAM_TBL
PROGRAM_CF_SYNC	ENTERPRISE_SETUP	FDM\SA	PROGRAM_TBL
HR_ACCT_CD_LOAD	ENTERPRISE_SETUP	FDM\SA	ACCT_CD_TBL
BUS_UNIT_FS_FULLSYNC	ENTERPRISE_SETUP	FDM\SA	BUS_UNIT_TBL_FS
BUS_UNIT_FS_SYNC	ENTERPRISE_SETUP	FDM\SA	BUS_UNIT_TBL_FS
ACCOUNT_CHARTFIELD_FULLSYNC	GL_SETUP	FDM\SA	GL_ACCOUNT_TBL
ACCOUNT_CHARTFIELD_SYNC	GL_SETUP	FDM\SA	GL_ACCOUNT_TBL
LEDGER_DEFN_FULLSYNC	GL_SETUP	FDM\SA	LED_DEFN_TBL
LEDGER_DEFN_SYNC	GL_SETUP	FDM\SA	LED_DEFN_TBL
BUS_UNIT_GL_FULLSYNC	GL_SETUP	FDM\SA	BUS_UNIT_TBL_GL

Message Name	Channel	Pub/Sub Node	Records
BUS_UNIT_GL_SYNC	GL_SETUP	FDM\SA	BUS_UNIT_TBL_GL
BUS_UNIT_SF_FULLSYNC	HR_SETUP	SA\FDM	BUS_UNIT_TBL_SF
BUS_UNIT_SF_SYNC	HR_SETUP	SA\FDM	BUS_UNIT_TBL_SF
JOURNAL_GEN_APPL_ID_FULLSYNC	JOURNAL_GENERATOR	FDM\SA	JRNLGEN_APPL_ID
JOURNAL_GENERATOR_APPL_ID_SYNC	JOURNAL_GENERATOR	FDM\SA	JRNLGEN_APPL_ID
PROJECT_FULLSYNC	PROJECTS_SETUP	FDM\SA	PROJECT
PROJECT_SYNC	PROJECTS_SETUP	FDM\SA	PROJECT

See Also

PeopleSoft 8.4 General Ledger PeopleBook, “Integrating and Transferring Information Among Applications,” Integrating PeopleSoft General Ledger with PeopleSoft Human Resource Management Solutions (HRMS 8.0 and 8.3) and Learning Solutions (LS 8.0)

Reviewing Setup Table Data

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

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

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

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

Pages Used to Review Your PeopleSoft General Ledger Setup Data

Page Name	Object Name	Navigation	Usage
Business Unit GL - Definition	BUS_UNIT_TBL_GL1	<ul style="list-style-type: none"> Compensate Employees, Administer GL Interface, Inquire, Business Unit GL, Definition Manage Student Financials, Administer GL Interface, Inquire, Business Unit GL, Definition 	View attributes assigned to your GL business unit.
Currency Options	BUS_UNIT_TBL_GL2	<ul style="list-style-type: none"> Compensate Employees, Administer GL Interface, Inquire, Business Unit GL, Currency Options Manage Student Financials, Administer GL Interface, Inquire, Business Unit GL, Currency Options 	View your currency option settings from your GL business unit.
Journal Generator Templates - Defaults	JRNL_GEN_DEFAULTS	<ul style="list-style-type: none"> Compensate Employees, Administer GL Interface, Inquire, Journal Generator Template, Defaults Manage Student Financials, Administer GL Interface, Inquire, Journal Generator Template, Defaults Manage Contributor Relations, Enter Commitments, Inquire2, Journal Generator Template, Defaults 	View the journal generator template ID used by the GL Interface process. Other fields on this page are used only in PeopleSoft General Ledger by the journal generator process.
Journal Generator Templates - Summarization	JRNL_GEN_SUM	<ul style="list-style-type: none"> Compensate Employees, Administer GL Interface, Inquire, Journal Generator Template, Summarization Manage Student Financials, Administer GL Interface, Inquire, Journal Generator Template, Summarization Manage Contributor Relations, Enter Commitments, Inquire2, Journal Generator Template, Summarization 	View summarization parameters that the PeopleSoft General Ledger Journal Generator Process uses.

Page Name	Object Name	Navigation	Usage
Detail Calendar	DETAIL_CALENDAR1	<ul style="list-style-type: none"> Compensate Employees, Administer GL Interface, Inquire, Detail Calendar Manage Student Financials, Administer GL Interface, Inquire, Detail Calendar 	View fiscal years and accounting periods from PeopleSoft General Ledger.

Linking PeopleSoft Student Financials Business Units to PeopleSoft General Ledger Units

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

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Defining Basic Business Unit Parameters, page 12](#)

Setting Up the Ledger Fields Table

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

Page Used to Set Up Your Ledger Fields Table

Page Name	Object Name	Navigation	Usage
Ledger Fields Table	SF_LED_FLDS_TBL	Manage Student Financials, Administer GL Interface, Setup, Ledger Fields Table	Define ledger fields.

Defining Ledger Fields

Access the Ledger Fields Table page.

Ledger Fields Table

SetID: UNIV

Ledger: ACTUALS

View All

First

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Last

*ChartField	Description	Deferred ChartField
1 BUDGET_PERIOD	Budget Period	DEFR_BUDGET_PERIC
2 AFFILIATE	Affiliate	DEFERRED_AFFILIATE
3 DEPTID	Department	DEFERRED_DEPTID
4 PROJECT_ID	Project/Grant	DEFERRED_PROJ_ID

Ledger Fields Table page

- ChartField

Select the database field name representing a valid chartfield.
- Deferred ChartField

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

Creating Chartfield SpeedType Keys for Department Receipt Processing

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

Pages Used to Create Chartfield SpeedType Keys

Page Name	Object Name	Navigation	Usage
SpeedTypes	SPEEDTYPE	Manage Student Financials, Administer GL Interface, Setup, SpeedTypes	Define chartfield SpeedTypes for department receipt processing.

Defining Chartfield SpeedTypes

Access the SpeedTypes page.

SpeedTypes

SetID:	PSUNV	
SpeedType Key:	TEST	<input type="text" value="Speed Type Test"/>
*Type of SpeedType:	<input type="text" value="Universal (All Operators)"/>	
GL Business Unit:	<input type="text" value="UNIV"/>	University
Ledger:	<input type="text"/>	
Account:	<input type="text" value="1011"/>	Miscellaneous Receivables
Fund:	<input type="text" value="150"/>	Agency Fund
Department:	<input type="text" value="110"/>	College of Arts and Sciences
Program:	<input type="text" value="0000"/>	All Programs
Class:	<input type="text"/>	
Project/Grant:	<input type="text" value="ALLPRO"/>	All Projects
Affiliate:	<input type="text"/>	
Currency:	<input type="text" value="USD"/>	US Dollar
Statistics Code:	<input type="text"/>	

SpeedTypes page

Type of SpeedType

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

One Operator: Only the operator specified in the dialog box can use this key combination. When you select this option, the Operator field becomes available and the Class field becomes unavailable.

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

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

Currency

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

Statistics Code

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

See Also

Chapter 2, "Completing PeopleSoft Student Financials General Setup," Setting Up Business Units, page 10

Activating Chartfield Combination Editing

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

To activate chartfield combination editing in Student Financials:

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

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

See Also

Chapter 4, “Setting Up GL Interface Processing,” Creating Chartfield SpeedType Keys for Department Receipt Processing, page 97

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44

Assigning Charts of Accounts

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

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Establishing Criteria for Tuition Groups and Fee Triggers, page 120

Chapter 10, “Setting Up Cashiering,” page 259

Validating Chartfields

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

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

Page Used to Validate Chartfields

Page Name	Object Name	Navigation	Usage
Chartfield Validation	RUNCTL_SFGLVAL1	Manage Student Financials, Administer GL Interface, Report, Chartfield Validation	Identify invalid chartfields in PeopleSoft Student Financials.

Identifying Invalid Chartfields

Access the Chartfield Validation page.

Chartfield Validation

Run Control ID: PS [Report Manager](#) [Process Monitor](#)

*Business Unit:

*As Of Date:

*Effective Status Option:

*Term:

Chartfield Validation page

- Business Unit** Select the Student Financials business unit for which you want to validate chartfield information.
- As of Date** Because your chartfield values can change as you synchronize with your PeopleSoft E&G Financials application, you must specify a date for which you want to run the verification.
- Effective Status Option** Status options are:
- Active Status Only:* Select this option to validate chartfield definitions for item types with a status of “Active.”

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

Term Select the term you want to verify.

Setting Up Integration with PeopleSoft Financials 8.4

This section discusses how to:

- Define batch publish rules for GL messaging.
- Define batch programs for GL messaging.
- Set up business unit synchronization.
- Synchronize PeopleSoft Student Financials business unit data with PeopleSoft Financials 8.4.

Pages Used to Set Up Integration with PeopleSoft

Page Name	Object Name	Navigation	Usage
Batch Publish Rules	EO_MSGPUBATCH	Define Business Rules, Manage Integration Rules, Use, Batch Publish Rules	Define batch publish rules for GL messaging.
Batch Programs	EO_MSGBATPGM	Define Business Rules, Manage Integration Rules, Use, Batch Publish Rules, Batch Programs	Define batch programs for GL messaging.
Full Table Publish Rules	EO_MSGPUBFULL	Define Business Rules, Manage Integration Rules, Use, Full Table Publish Rules	Set up business unit synchronization.
Full Data Publish	EO_FULLDATAPUB	Define Business Rules, Manage Integration Rules, Process, Full Data Publish	Synchronize PeopleSoft Student Financials business unit data with PeopleSoft Financials 8.4.

Defining Batch Publish Rules for GL Messaging

Access the Batch Publish Rules page.

Batch Publish Rules Record Mapping Batch Programs

Message Name: STUDENT_FIN_ACCTG_LINE

Description: SF_ACCTG_LN Message

Publish Rule Definition View All First 1 of 1 Last

*Publish Rule ID: STUDENT_FIN_ACCTG_LINE + -

*Description: SF_ACCTG_LN Message

*Status: Active ▾

Chunking Rule ID: [] 🔍

Alternate Chunk Table: []

Message Options

- ☒ Create Message Header
- ☒ Create Message Trailer

Output Format

- ☒ Message
- ☐ Flat File
- ☐ Flat File with Control Record

Batch Publish Rules page

To define batch publish rules:

1. Enter *STUDENT_FIN_ACCTG_LINE* in the Publish Rule ID field.
2. Select *Active* in the Status field.
3. Select the Create Message Header and Create Message Trailer check boxes.

Defining Batch Programs for GL Messaging

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

Batch Publish Rules Record Mapping **Batch Programs**

Message Name: STUDENT_FIN_ACCTG_LINE

Description: SF_ACCTG_LN Message

Publish Rule Definition View All First 1 of 1 Last

*Publish Rule ID: STUDENT_FIN_ACCTG_LINE + -

*Description: SF_ACCTG_LN Message

Batch Programs View All First 1 of 1 Last

Process Name:	Description:	
SFPGLINT	G/L Interface	+ -

Batch Programs page

Enter the Process Name *SFPGLINT*, which EOP_PUBLISHM picks up when publishing accounting lines to PeopleSoft Financials. If you do not select this process, the messages will not be created when EOP_PUBLISHM runs.

Setting Up Business Unit Synchronization

Access the Full Table Publish Rules page.

The screenshot shows the 'Full Table Publish Rules' page with three tabs: 'Full Table Publish Rules', 'Record Mapping', and 'Languages'. The 'Full Table Publish Rules' tab is active. Below the tabs, the 'Message Name' is 'BUS_UNIT_SF_FULLSYNC' and the 'Description' is 'Bus Unit SF Full Sync'. A 'Publish Rule Definition' section contains a table with one row. The table has columns for 'Publish Rule ID', 'Description', 'Status', 'Chunking Rule ID', and 'Alternate Chunk Table'. The 'Publish Rule ID' is 'BUS_UNIT_SF_FULLSYNC', 'Description' is 'BUS_UNIT_SF_FULLSYNC Pub Rule', 'Status' is 'Active', 'Chunking Rule ID' is empty, and 'Alternate Chunk Table' is empty. To the right of the table are '+', '-', and 'View All' buttons. Below the table are two sections: 'Message Options' and 'Output Format'. 'Message Options' has two checked checkboxes: 'Create Message Header' and 'Create Message Trailer'. 'Output Format' has three radio buttons: 'Message' (selected), 'Flat File', and 'Flat File with Control Record'.

Publish Rule Definition					View All	First	1 of 1	Last
*Publish Rule ID:	BUS_UNIT_SF_FULLSYNC							
*Description:	BUS_UNIT_SF_FULLSYNC Pub Rule							
*Status:	Active							
Chunking Rule ID:								
Alternate Chunk Table:								

Message Options

- ☒ Create Message Header
- ☒ Create Message Trailer

Output Format

- ☒ Message
- ☐ Flat File
- ☐ Flat File with Control Record

Full Table Publish Rules page

To set up business unit synchronization:

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

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

Synchronizing PeopleSoft Student Financials Business Unit Data With PeopleSoft Financials 8.4

Access the Full Data Publish page.

The screenshot shows the 'Full Data Publish' page. At the top, there's a 'Run Control ID' field with 'PS' and a 'Run' button. Below this is a 'Process Request' section with a table-like structure. The first row contains the 'Request ID' (BUFSYNC) and 'Description' (SF BU FullSync). The second row is for 'Process Frequency' with radio buttons for 'Once' (selected), 'Always', and 'Don't Run'. The third row is for 'Parameters' with a 'Message Name' field containing 'BUS_UNIT_SF_FULLSYNC' and a search icon. To the right of the search icon, the text 'Bus Unit SF Full Sync' is displayed. Navigation links like 'View All', 'First', '1 of 1', and 'Last' are visible at the top right of the table.

Full Data Publish page

To synchronize business units:

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

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

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

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

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

See Also

PeopleSoft 8.4 General Ledger PeopleBook

Copying Chartfield Information for Item Types from One Term to Another

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

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

Page Name	Object Name	Navigation	Usage
GL Term Copy	RUNCTL_SFGL_FEE	Manage Student Financials, Administer GL Interface, Process, GL Term Copy	Run the GL Term Copy process.

Running the GL Term Copy Process

Access the GL Term Copy page.

GL Term Copy

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Parameters

SetID:

From Term: 2001 Fall To Term: 2002 Spring

From Session: To Session:

Check one or more Item Types for Copy

<input type="checkbox"/> Application Fee	<input checked="" type="checkbox"/> Billing Only	<input type="checkbox"/> Original Charge	<input checked="" type="checkbox"/> Deposit
<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Withholding	<input checked="" type="checkbox"/> Interest	<input type="checkbox"/> Payment
<input type="checkbox"/> Refund	<input type="checkbox"/> Waiver	<input type="checkbox"/> Pay Plan Credit	<input type="checkbox"/> Writeoff

GL Term Copy page

Parameters

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

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

Check one or more Item Types for Copy

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

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

CHAPTER 5

Setting Up Tuition Controls, Criteria, Equations, and Waivers

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

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

Understanding Tuition Controls, Criteria, Equations, and Waivers

Controls, criteria, and waivers determine when the system calculates tuition and for whom. They define how much money the system returns if a student drops a class or withdraws. They also establish for whom tuition should be waived and for what reason. Equations perform complicated calculations that can help you select students for inclusion in a group, or determine a fee for a unique situation.

Creating Billing and Due Date Calendars

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

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

Page Used to Create Billing and Due Date Calendars

Page Name	Object Name	Navigation	Usage
Billing and Due Calendars	DUE_DATE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Billing and Due Calendars	Define billing and due date calendars.

Defining Billing and Due Date Calendars

Access the Billing and Due Calendars page.

Billing and Due Calendars

SetID: PSUNV
 Due Date Code: STD
 *Description: Standard
 *Pivot Date: Term Start Date

Short Description: Standard

Copy Billing and Due Calendar

View All First 1 of 11 Last

*Term: 0450 2001 Fall Session: + -

View All First 1-4 of 4 Last

From Day	To Day	*Due %	*Due Date Calc	Days	*Billing Date Calc	Days
-9999	-60	50.00	Days from Pivot Date	-45	Days from Due Date	-30
-9999	-60	50.00	Days from Pivot Date	-15	No Date Calculated	0
-59	9999	50.00	Days from Run Date	10	Days from Due Date	-15
-59	9999	50.00	Days from Run Date	25	No Date Calculated	0

Billing and Due Calendars page

Pivot Date

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

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

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

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

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

	<i>Session Start Date:</i> Select to use the first day of the session as the pivot date.
	<i>Term Start Date:</i> Select to use the first day of the term as the pivot date.
Copy Billing and Due Calendar	Click to copy this billing and due calendar to a new term or session.
Term	Select the term for this billing and due calendar.
Session	If you are defining a billing and due calendar for a session within a term, or you want to use the session start date as the pivot date, specify the session.

Complete Fee Assessment Periods for the Billing and Due Date Calendar

From Day and To Day	Enter the first and last day that you assess fees. Express the number of days before the pivot date as a negative number, and the number of days after the pivot date as a positive number.
Due %	Define the percentage of the fee due for the respective assessment period.
Due Date Calc (due date calculation)	Use this field to determine how the system calculates the due date for a given fee assessment period. <i>Days from Pivot Date:</i> Select to calculate the due date based on the pivot date. <i>Days from Run Date:</i> Select to calculate the due date based on the day that you assessed fees. <i>No Date Calculated:</i> Select to disable the calculation of a due date.
Days	Enter the number of days from the pivot date or run date that the fees are due. Enter a negative number to indicate days before the respective date, and a positive number to indicate days after the respective date. If you select <i>No Date Calculated</i> in the Due Date Calc field, the Days field becomes unavailable.
Billing Date Calc (billing date calculation)	Use this field to determine how the system calculates the billing date for a given fee assessment period. <i>Days from Due Date:</i> Select to calculate the billing date based on the calculated due date. <i>Days from Pivot Date:</i> Select to calculate the billing date based on the pivot date. <i>Days from Run Date:</i> Select to calculate the billing date based on the day that you assessed fees. <i>No Date Calculated:</i> Select to disable the calculation of a billing date.
Days	Enter the number of days from the due date, pivot date, or run date that the system produces a bill. Enter a negative number to indicate days before the respective date, and a positive number to indicate days after the respective date. If you select <i>No Date Calculated</i> in the Billing Date Calc field, the Days field becomes unavailable.

Setting Up Adjustment Calendars

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

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

Understanding Adjustment Calendars

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

See Also

PeopleSoft 8 SP1 Student Records PeopleBook, “Processing Class Enrollment Transactions,”
Understanding Class Enrollment Processing

Page Used to Set Up Adjustment Calendars

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

Defining Adjustment Calendars

Access the Adjustment Calendars page.

Adjustment Calendars

SetID: PSUNV Adjustment Code: STD

*Description: Standard Adjustment

*Adjustment Option: By Term Start Date

*Adjust Reason: Class Cancelled

☐ Term Withdrawal ☐ Set Default

*Term: 0440 2001 Sum Session:

Day From	To	Percent From	To	Meeting From	To	*Refund Percent		
-9999	0	0.000	0.000	0	0	100.00	Administrative Fee Setup	<input type="button" value="+"/> <input type="button" value="-"/>
1	5	0.000	0.000	0	0	90.00	Administrative Fee Setup	<input type="button" value="+"/> <input type="button" value="-"/>
6	10	0.000	0.000	0	0	80.00	Administrative Fee Setup	<input type="button" value="+"/> <input type="button" value="-"/>
11	20	0.000	0.000	0	0	50.00	Administrative Fee Setup	<input type="button" value="+"/> <input type="button" value="-"/>

Adjustment Calendars page

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

Description

Enter a description to identify this adjustment calendar.

Adjustment Option

Select the adjustment option for this adjustment calendar:

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

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

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

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

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

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

Adjust Reason (adjustment reason)

Select the adjustment reason code. You might adjust fees differently depending on the reason the student drops or withdraws. For example, you might give a

full refund to a student who has to drop for reasons beyond his control. The adjust reason is a short explanation of the difference.

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

Term Withdrawal	Select if this adjustment code is to be used for term withdrawal. Do not select this check box if the adjust reason is for dropped classes.
Copy Adjustment Calendar	Click to copy an adjustment calendar from one term to another.
Set Default	Select to designate an adjust reason as the default reason for both term withdrawal and dropping a class. Both term withdrawal and class drop must have one adjustment calendar defined as the default.
Term and Session	Enter the appropriate term and session information for each adjust reason.
Day From and To	<p>If you select the adjustment options <i>By Class Start Date</i>, <i>By Term Start Date</i>, or <i>By Session Start Date</i>, enter the beginning (Day From) and ending point (Day To) of the time period. For both of these fields, express the number of days before the start date defined in the Adjustment Option field as a negative number.</p> <p>For example, if you want a student to receive a full refund from any time before the start of a term to the day before the start of a term, enter -9999 in the From Day field and -1 in the To Day field.</p>
Percent From and To	<p>If you select the adjustment options <i>By Class Length %</i> or <i>By Class Meeting %</i>, enter a beginning (Percent From) and ending point (Percent To) of the range. Percent values cannot be expressed as negative numbers.</p> <p>For example, if you want a student to receive a full refund if they drop any time before attending at least 10% of the class, enter 0% in the Percent From field and 9.999% in the Percent To field.</p>
Meeting From and Meeting To	<p>If you select the adjustment option <i>By Class Meetings</i>, enter a beginning (Meeting From) and ending (Meeting To) class session.</p> <p>For example, if you want a student to receive a full refund if they drop any time before attending the third class session, enter 0 in the Meeting From field and 2 in the Meeting To field.</p>
Refund Percent	Enter the percent of fees charged that you want the student to receive as a refund.
Administrative Fee Setup	Click to define any administrative fees associated with the adjustment period.
	<hr/> <p>Note. Administrative fees for withdrawal can be defined for each refund range row. You can set up an administrative fee for cancellation only on the first row and only if the refund percent is 100%.</p> <hr/>

Defining Administrative Fees for Adjustment Periods

Access the Administrative Fee Setup page.

Adjustment Calendars

Administrative Fee Setup

Due Date Code:
STD
Standard
Currency:
USD

Withdrawal

Flat Fee:
25.00

Percentage:

Maximum Amount:
100.00

Account Type:
MIS
Miscellaneous Fees

Item Type:
120000000002
Transaction Fee-Drop Class

Cancellation

Flat Fee:
25.00

Account Type:
MIS
Miscellaneous Fees

Item Type:
120000000002
Transaction Fee-Drop Class

Administrative Fee Setup page

- Due Date Code** Select the due date code (Billing and Due Calendar) that you want to use for the administrative fee.
- Flat Fee** If you want to charge a student a specific amount for withdrawing from school and/or canceling enrollment in classes, enter the amount in the Flat Fee fields. This option can be used alone or in conjunction with a Percentage fee.
- Percentage** If you want to charge a student a percentage of his tuition and fees when he withdraws from school, enter that percentage in this field. This option can be used alone or in conjunction with a Flat Fee. This option applies to withdrawal only.
- Maximum Amount** If you want to put a limit on the total administrative fees that can be charged to students who withdraw from school, enter a maximum amount in this field. This option applies to withdrawal only.
- Account Type** Select an account type for the administrative fee.
- Item Type** Select the item type that you have set up for administrative fee charges.

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Account Types, page 41](#)

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44](#)

Establishing Tuition Calculation Controls

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

This section discusses how to:

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

Pages Used to Establish Tuition Calculation Controls

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

Specifying Tuition Calculation Parameters

Access the Tuition Calculation Controls page.

Tuition Calculation Controls page

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

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

Tuition Calculation Controls for Terms

Term Select the term to which these controls apply.

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

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

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

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

Auto Calculate Tuition (automatically calculate tuition)	Select to automatically calculate tuition whenever you inquire on a student's account. This feature enables you to see the most up-to-date tuition information without having to run a separate tuition calculation.
Note. There are other places in the system where you have the option of selecting automatic tuition calculation. You must select the option here for any other selections to have effect.	
Auto Calculate Waivers (automatically calculate waivers)	Select to automatically calculate student waivers whenever tuition is calculated. If you select this option, PeopleSoft Student Financials calculates a student's tuition first, and then automatically applies all tuition waivers against the student's final tuition amount. If you do not select this option, the system does <i>not</i> calculate or post tuition waivers, so you have to calculate and post waivers in background processing.

Tuition Calculation Controls for Sessions

Session	Specify a session if you want your tuition calculation controls to apply to specific sessions within the term. If you leave this field blank, the controls apply to all sessions in the term.
Session Wash Period	If you choose to apply tuition calculation controls by the session, you must enter a session wash period value. The session wash period works the same as a term wash period.

Establishing Restrictions on Automatic Tuition Calculation

Access the Refund Calculation Controls page.

Tuition Calculation Controls

Refund Calculation Controls

Display Error/Warning Controls

SetID:

PSUNV

View All

First

1 of 1

Last

*Term

No Calculation on Batch Refund

0450

2001 Fall

☒

+

-

Refund Calculation Controls page

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

Selecting Errors and Warnings

Access the Display Error/Warning Controls page.

Tuition Calculation Controls Refund Calculation Controls **Display Error/Warning Controls**

SetID: PSUNV

View All First 1-9 of 9 Last

*Term	Include Status of Warning	Include Status of Message	Display in Log File		
0450 2001 Fall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0440 2001 Summer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0430 2001 Spring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0410 2000 Fall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0390 2000 Spring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0370 1999 Fall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0330 1998 Fall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0310 1998 Spring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
0290 1997 Fall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

Display Error/Warning Controls page

Term	Select the term for the error/warning controls that you are defining.
Include Status of Warning	Select to have warning messages display in CALC_ERROR. If you do not select this check box, warnings do not appear.
Include Status of Message	Select to have messages display in CALC_ERROR. If you do not select this check box, messages do not appear.
Display in Log File	Select during your installation process when you want to review log file information. This feature is typically turned off after installation and testing has been completed.

Defining Variables for Criteria and Equations

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

- Define character variables.
- Define numeric variables.
- Define Yes/No flags.

Understanding Equation Variables

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

Pages Used to Define Variables for Criteria and Equations

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

Defining Character Variables

Access the Char Variables (character variables) page.

Char Variables Num Variables Y / N Flags

Curtis Hane ID: SF0015

View All First 1 of 1 Last

Billing Career: UGRD Undergraduate

Institution: PSUNV PeopleSoft University

View All First 1 of 1 Last

*Term: 0450 2001 Fall

Character Variables

Var Char1: FRESHMAN Var Char6:

Var Char2: ENGTEST1 Var Char7:

Var Char3:

Var Char4:

Var Char5:

Var Char8:

Var Char9:

Var Char10:

Char Variables page

Term

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

Var Char1 (variable characters 1) through

Var Char10 (variable characters 10)

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

Defining Numeric Variables

Access the Num Variables (numeric variables) page.

Char Variables Num Variables **Y/N Flags**

Curtis Hane ID: SF0015

View All First 1 of 1 Last

Billing Career: UGRD Undergraduate

Institution: PSUNV PeopleSoft University

View All First 1 of 1 Last

Term: 0450 2001 Fall

Numeric Variables

Var Num1:	<input type="text" value="26.0"/>	Var Num6:	<input type="text"/>
Var Num2:	<input type="text" value="9.0"/>	Var Num7:	<input type="text"/>
Var Num3:	<input type="text"/>	Var Num8:	<input type="text"/>
Var Num4:	<input type="text"/>	Var Num9:	<input type="text"/>
Var Num5:	<input type="text"/>	Var Num10:	<input type="text"/>

Num Variables page

Term

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

Var Num1 (variable number 1) through **Var Num10** (variable number 10)

You can attach up to ten numeric variables to the student, using the Var Num1 through Var Num10 fields. Save the page and the system links the variables that you specified to the student. The numeric variables no longer apply when the term that you selected ends.

Defining Yes/No Flags

Access the Y/N Flags (yes/no flags) page.

Char Variables Num Variables **Y/N Flags**

Curtis Hane ID: SF0015

View All First 1 of 1 Last

Billing Career: UGRD Undergraduate

Institution: PSUNV PeopleSoft University

View All First 1 of 1 Last

Term: 0450 2001 Fall

Yes / No Flags

<input checked="" type="checkbox"/> User Variable Y/N Flag #1	<input type="checkbox"/> User Variable Y/N Flag #6
<input type="checkbox"/> User Variable Y/N Flag #2	<input checked="" type="checkbox"/> User Variable Y/N Flag #7
<input type="checkbox"/> User Variable Y/N Flag #3	<input type="checkbox"/> User Variable Y/N Flag #8
<input type="checkbox"/> User Variable Y/N Flag #4	<input type="checkbox"/> User Variable Y/N Flag #9
<input type="checkbox"/> User Variable Y/N Flag #5	<input checked="" type="checkbox"/> User Variable Y/N Flag #10

Y/N Flags page

Term	Select the term for which you want the variables to apply.
User Variable Y/N Flag #1 through User Variable Y/N Flag #10	You can select up to ten Y/N flags per student, using the User Variable Y/N Flag #1 through User Variable Y/N Flag #10 check boxes. Save the page and the system links the variables that you specified to the student.

Establishing Criteria for Tuition Groups and Fee Triggers

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

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

Understanding Tuition Group and Fee Trigger Criteria

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

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

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

Pages Used to Establish Criteria for Tuition Groups and Fee Triggers

Page Name	Object Name	Navigation	Usage
Criteria	SEL_CRITERIA_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Criteria, Criteria	Define criteria codes and criteria types.
Criteria Details	SEL_CRITER_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Criteria, Criteria Details	Define criteria details.

Defining Criteria Codes and Criteria Types

Access the Criteria page.

The screenshot shows the 'Criteria Details' page for a criterion named 'HONORS' under the business unit 'PSUNV'. The page includes fields for 'Effective Date' (01/01/1999), 'Status' (Active), 'Description' (Honors Waiver), 'Long Description' (Honors Waiver), and 'Criteria Type' (Trigger Criteria). Navigation links like 'View All', 'First', '1 of 1', and 'Last' are visible at the top and bottom of the form.

Criteria page

Criteria Type

Select one of two criteria types. The two types cannot be used interchangeably.

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

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

Defining Criteria Details

Access the Criteria Details page.

This screenshot shows the advanced configuration for the 'HONORS' criterion. It includes a 'Variable' field set to 'Student Group' and a 'List Detail Values Below' section with fields for 'SetID', 'Tree Name', and 'Level Name'. Below this, there is a section for 'Operator' (set to 'Equal To') and 'Value / Node' (set to 'HONR'). The page also features 'How Specified' radio buttons for 'Selected Detail Values' and 'Selected Tree Nodes'.

Criteria Details page

Variable

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

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

How Specified

Selected Detail Values

Select to match the variable with a specific value.

Selected Tree Nodes

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

SetID, Tree Name, and Level Name

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

Operator

Define the function the system performs against the value.

Relational Operators

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

Value/Node

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

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

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

See Also

[Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Variables for Criteria and Equations, page 117](#)

Defining Tuition Calculation Equations

This section provides an overview of tuition calculation equations and discusses how to define equation details.

Understanding Tuition Calculation Equations

The equation tool in PeopleSoft Student Administration Solutions enables you to fine-tune tuition and fee calculations. By defining equations and then attaching them to fees, you can create complex calculations. For example, when charging for composition/writing courses, you could provide a discount to students who have passed an English proficiency exam.

Prior to writing an equation, you should define what the equation is rendering. If you want the equation to render a group of students, decide exactly what the process for selecting those students is. If you want the equation to render a calculated value such as an award maximum, decide where the value is derived from and how it is calculated.

Prerequisites

Before you create equations, you must first define variables and attach them to students. The equations that you create use these variables to calculate student tuition.

Pages Used to Define Tuition Calculation Equations

Page Name	Object Name	Navigation	Usage
Equations	SF_PKG_EQTN_TBL	Manage Student Financials, Calculate Tuition and Fees, Setup, Equations, Equations	Create equations.
Equation Detail	SF_PKG_EQTN_DTL	Manage Student Financials, Calculate Tuition and Fees, Setup, Equations, Equation Detail	Define equation details.
Equation Summary	SF_PKG_EQ_SUMM_SEC	Click the Equation Summary link on the Equation Detail page.	Review equations as algebraic expressions.

Defining Equation Details

Access the Equation Detail page.

Equations Equation Detail

Equation Name: UGRAD

Effective Date: 01/01/1900 Status: Active [Equation Summary](#)

View All First 1 of 1 Last

View 1 First 1-2 of 2 Last

Keyword

IF

Action	Type	Operand1	Op1	Type	Operand2	Op2
	F	ACAD_CAREER	==	V	UGRD	

THEN

Action	Type	Operand3	Op3	Type	Operand4	Op4
CL	F	A_AMOUNT	=	D	300.00	

Equation Detail page

Note. Before defining an equation on the Equation Detail page it is advisable to devise a flow chart that takes into consideration what your end result should be. Using a flow chart helps you develop proper equation syntax.

Equation Summary

Click to access the Equation Summary page, where you can see the equation written as an algebraic expression.

Keyword

Enter Boolean operators, other than AND/OR, necessary to your equation.

(none): Use prior to an unqualified Action entry, such as to perform the action of *Calculate*, or to *Assign* a field/value to an equation field name, later used in the equation string. Also use this in conjunction with the Boolean operator *AND/OR*.

ELSE: Use to terminate an *IF* statement string and is executed when the *IF* conditions are not met.

END IF: Use to indicate the end of an *IF* string but continues to process subsequent statements.

FIND: Use in conjunction with Action *SO*—*Set Occurrence* to find an instance of a field. The instance to be selected can be designated in Operand 2. Failure to find an occurrence results in the equation returning to the calling program.

FIND NEXT: Use to point to the next occurrence of the field in a *FIND* array and loops back through the immediate statements previously outlined by the *FIND* statement. Failure to find the next occurrence of the field results in the equation returning to the calling program.

IF: Use to indicates a conditional statement string and must be terminated by Keyword *THEN* or *ELSE*. Compares one operand against another operand.

THEN: Terminates an *IF* or *ELSE* statement or any Action statement. The *THEN* keyword may be implied by selecting the option (*none*). The *THEN* statement is executed in the event the *IF* conditional statement is satisfied.

Note. You must end every equation by designating a true/false selection or an amount. Two equation fields, A_SELECT and A_AMOUNT, exist specifically for this purpose. Here is an example of each:

True/False Selection

IF certain designated criteria is true

THEN CL(calculate) F(field) A_SELECT = C(character) T(true)

ELSE CL(calculate) F(field) A_SELECT = C(character) F(false)

Calculating an Amount Using an Equation

IF certain designated criteria is true

THEN CL(calculate) F(field) A_AMOUNT = D(decimal) ###.## (enter numeric value here)

ELSE CL(calculate) F(field) A_AMOUNT = D(decimal) ###.## (enter numeric value here)

Action

Indicates the action to take upon the operand.

CL (calculate): Indicates a calculation equation using +(add), -(subtract), *(multiply), and /(divide). A calculation equation must be terminated with an *IF*, *ELSE*, or *THEN* keyword. *CL* can also be used to assign a value.

GO (go): Use to go to some other action (another equation, a link, and so on) and return to the calling program.

LN (link): Use to cause a *branch and return* action. The system will go to another action (another equation, another link, and so on) and return only to the parent branch (one step above where it was used). The link command must be terminated by an *IF*, *ELSE*, or *THEN* keyword.

RT (return): Use to cause a return to the calling program where an equation was involved. A value may be brought over as a result of the equation. Use of *RT* is optional. An equation can imply *RT* whenever another action request is activated or when reaching the last statement of an equation.

SO (set occurrence): Use in conjunction with a *FIND*. It marks a field for later use in the equation.

ST (stop): Use to cause an unconditional halt to the equation. This would be used primarily for failed criteria, assuming the equation process reached this statement.

Type

Identifies the type of information contained in the operand that follows. The values available for selection depend on where this field is in the equation.

The type immediately following an action has these values:

E - Equation: Enables you to select another equation in the following operand.

F - Field name: Enables you to select a database field in the following operand.

All types not following an action have these options:

C - Character String: Enables you to input up to 18 characters of alphanumeric data in the following operand. For example, use *Character* for values of T(true) or F(false).

D (constant numeric decimal): Enables you to input numeric data in the following operand. The format allows 9 digits before and 2 digits after the decimal point. For example, you could have EFC / D 0.03.

F - Field Name: Enables you to select a database field in the following operand. For example, an equation might use FIND F FED_NEED to use federal need in the equation.

V - Field Value: Enables you to select valid field values, based on the *Field Name* specified in the previous operand. For example, you could select UGRD as the field value for the field name of Career.

Operand1-4

Enter a decimal, an alphanumeric word, a field name, or a field value. The type chosen determines what you enter. Select from the field name and field value options which appear in list boxes.

Op1-4

Contains the operation designator. Operation designators can be arithmetic, relational, Boolean, or assignment. There is also *RET* (return) which returns to the previous statement. The four following tables explain the available operation designators.

Arithmetic Operators	Definition
+	Add
-	Minus or Subtract
*	Multiply
/	Divide

Relational Operators	Definition
==	Equal to (Boolean)
<	Less than
<=	Less than or Equal to
>	Greater than
>=	Greater than or Equal to
<>	Not Equal to

Assignment Operator	Use
=	(Assign) Used to transfer a particular field value or constant to another field value. For example, you might use= as the first Op of a calculation action or as the assignment operator within a table lookup equation.

Boolean Operators	Use
AND	Used between two statements. It indicates that both statements must be met for the selection to be made. For example, A AND B must be true for a selection.
OR	Used between two statements. It indicates that only one of the statements must be met for selection to be made. For example, A OR B can be true for a selection.

Defining Waivers and Waiver Groups

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

This section discusses how to:

- Define waivers.
- Define waiver groups.

Page Used to Define Waivers and Waiver Groups

Page Name	Object Name	Navigation	Usage
Waivers	WAIVER_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Waivers	Define waivers.
Waiver Groups	WAIVER_GROUP_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Waiver Groups	Define waiver groups.

Defining Waivers

Access the Waivers page.

Waivers

SetID: PSUNV

Waiver Code: HNR50

*Description: Honors Waivers 50%

Long Description: Honors Waivers 50%

View All

First

1 of 1

Last

*Effective Date: 01/01/1999

*Status: Active

*Account Type: TUT Tuition

*Item Type: 350000000020 Waiver Priority 20

*Criteria: HONORS Honors Waiver

Adjust Until Date: 12/31/2001

Use Excess Account:

Item Type Group: TUITION Tuition

Waive Percentage: 50.00

Flat Amount:

Amount/Unit:

Maximum Amount: 9,999,999.00 USD

Waiver Offset:

Increase Waiver for Tax:

Waive Tax:

Tax Waiver Account Type: TUT Tuition

Tax Waiver Item Type: 350000000020 Waiver Priority 20

Waivers page

Criteria	Select the criteria used to determine the student’s eligibility for a waiver.
Adjust Until Date	Use this field to define the last day that a waiver can be granted to a student who meets the criteria.
Use Excess Account	Select to move any excess waiver amounts to the account defined for excesses.
Waive Percentage	If only a percentage of a fee is to be waived, enter that percentage in this field.
Item Type Group	Select an item type group if you want the option of attaching the waiver to a tuition group. When a waiver is attached to a tuition group, an item type group is necessary to limit which fees are affected. If the waiver is attached to a term fee, class, course, or course list fee, the program does not consider the item type group because the waiver is attached at a more specific level.
<div>Note. The Item Type Group field is only available if Waiver Percentage or Waiver Offset is selected as the method of calculating the waiver.</div>	
Amount/Unit	If the waiver is based on the amount of units in a student’s course load, enter the per unit amount.
Flat Amount	You can waive a flat amount for students who meet the criteria. If you select this option, do not complete the Waive Percentage and Waiver Offset fields.
Waiver Offset	Enter an amount to have the student potentially pay a portion of the fee out-of-pocket. For example, you might waive all tuition fees for employees, but want them to pay at least 100 USD. Enter 100 in this field and the system reduces the calculated waiver by 100 USD.

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

Maximum Amount	Specify the maximum amount that can be waived for a student.
Waive Tax	Select to control whether the waiver adjusts taxes associated with a charge. Selecting this option does not increase the amount of the waiver, but distributes it proportionately across the charge and tax. When you select this option, the Tax Waiver Account Type and Tax Waiver Item Type fields become available.
Increase Waiver for Tax	Select to add the amount of the tax to the waiver. When selected, this option can cause the total waiver to exceed the maximum amount limits.
Tax Waiver Account Type	Enter an account type for the waived tax. The default value is the same as for the waiver account type, but can be overridden.
Tax Waiver Item Type	Enter an item type for the waived tax. The default value is the same as for the waiver item type, but can be overridden.

Defining Waiver Groups

Access the Waiver Groups page.

Waiver Groups

SetID: PSUNV Waiver Group: WVRGRP

*Description:

*Effective Date:

*Status:

*Waiver Code	Description
<input type="text" value="FG1"/> <input type="button" value="Q"/>	First Generation Waiver #1
<input type="text" value="HNR50"/> <input type="button" value="Q"/>	Honors Waivers 50%

Navigation: View All First 1 of 1 Last

Waiver Groups page

Waiver Code Add a waiver to the waiver group.

Creating Course Lists

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

Page Used to Create Course Lists

Page Name	Object Name	Navigation	Usage
Course Lists	CRSE_LIST_SF	Manage Student Financials, Calculate Tuition and Fees, Setup, Course Lists	Define course lists.

Defining Course Lists

Access the Course Lists page.

Course Lists

SetID: PSUNV Course List: 000000008

View All First 1 of 1 Last

*Effective Date: 06/01/1998 *Status: Active

*Description: Math/Accounting for TP Cont

Short Description: Math/Acct

Long Description: Math and accounting courses for TP Contract

View 1 First 1-2 of 2 Last

*Sequence Number: 1 ☒ WildCard Indicator

Institution: PSUNV PeopleSoft University

Academic Group: LBART College of Liberal Arts

Subject: MATH Mathematics

*Sequence Number: 2 ☐ WildCard Indicator

Course ID: 001061 Elementary Accounting

Course Lists page

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

Sequence Number	Enter a sequence number for the class. Sequence numbers are important for writing course information to the table and may not be duplicated. The sequence number does not affect the payment order.
WildCard Indicator	Select if you are creating a list of courses with like characteristics. When you select this option, the Institution, Acad Group , and Subject fields replace the Course ID field.
Institution	Select the appropriate institution. This field is available only if the WildCard Indicator check box is selected.
Academic Group	Select the academic group in which the courses reside. This field is available only if the WildCard Indicator check box is selected.

Subject

Select the subject area for the courses. This field is available only if the WildCard Indicator check box is selected.

Course ID

To create a course list using one or more specific courses, enter a course ID.

CHAPTER 6

Setting Up Fees and Tuition Groups

You charge fees to students for everything from application to graduation. You define each of those fees and establish rules for how they will be applied and to whom. Tuition groups enable you to assess fees to large groups of students who share attributes.

This chapter discusses how to:

- Set up fee classes.
- Define minimum and maximum fees.
- Set up application fees.
- Set up deposit fees and deposit due dates.
- Set up term fee codes.
- Set up course fees and class fees.
- Define optional fees.
- Set up transaction fees.
- Set up course list fees.
- Set up tuition groups.

Setting Up Fee Classes

You use fee classes for reporting purposes and grouping fees. For example, you may have a variety of item types that you want to organize under the fee class of Mandatory Tuition and Fees. That way you can produce a report showing all mandatory fee item types. Fee class codes are required for term fee setup.

Page Used to Set Up Fee Classes

Page Name	Object Name	Navigation	Usage
Fee Classes	FEE_CLASS_TBL	Design Student Administration, Define Student Financials, Setup A-H, Fee Classes	Set up fee classes.

Defining Minimum and Maximum Fees

This section provides an overview of minimum and maximum fees, and discusses how to:

- Define minimum and maximum fees for billing careers and academic years.
- Define minimum and maximum fees for terms and sessions.
- Define maximum fees for admit terms.

Understanding Minimum and Maximum Fees

You can define a minimum and maximum for all your fees and charges. You can set fee ranges for sessions, terms, academic years, and billing careers so that they build off one another. Be sure to define enough minimum/maximum fee codes to meet all your needs. For example, a minimum/maximum fee code for application fees might have a career limit of 100 USD while a code for term fees might need a career limit of 60,000 USD.

Pages Used to Define Minimum and Maximum Fees

Page Name	Object Name	Navigation	Usage
Minimum/Maximum Fees 1	MIN_MAX_FEE	Manage Student Financials, Calculate Tuition and Fees, Setup, Minimum/Maximum Fees, Minimum/Maximum Fees 1	Define minimum and maximum fees for billing careers and academic years.
Minimum/Maximum Fees 2	MIN_MAX_FEE_2	Manage Student Financials, Calculate Tuition and Fees, Setup, Minimum / Maximum Fees, Minimum / Maximum Fees 2	Define minimum and maximum fees for terms and sessions.
Minimum/Maximum Fees 3	MAX_FEE_ADM_TERM	Manage Student Financials, Calculate Tuition and Fees, Setup, Minimum / Maximum Fees, Minimum / Maximum Fees 3	Define the maximum fees for admit terms.

Defining Minimum and Maximum Fees for Billing Careers and Academic Years

Access the Minimum/Maximum Fees 1 page.

Minimum / Maximum Fees 1		Minimum / Maximum Fees 2		Minimum / Maximum Fees 3	
SetID:	PSUNV	Fee Code:	TERMFEE		
*Description:	Min/Max Ugrad term fees				
Billing Career Minimum / Maximum				View All First 1 of 1 Last	
*Institution:	PSUNV PeopleSoft University	*Career:	UGRD Undergraduate	+ -	
Minimum Amount:	56,000.00	Maximum Amount:	95,000.00	USD	
Maximum Tuition Residency:	5.000				
Academic Year Minimum / Maximum				View All First 1 of 1 Last	
*Academic Year:	2001	+ -			
Minimum Amount:	13,500.00	Maximum Amount:	21,000.00	USD	

Minimum/Maximum Fees 1 page

Billing Career Minimum/Maximum

A billing career encompasses the span of time that a student is in one career. For example, a student is typically in an undergraduate billing career from the time of admission to graduation. If she moves on to a graduate program at the same institution, upon admission to the graduate program, she has entered a new billing career.

Institution	Enter the institution that includes the career that you are defining.
Career	Enter the career.
Minimum Amount and Maximum Amount	Enter the minimum and the maximum amount to charge for the billing career.
Maximum Tuition Residency	Enter the maximum tuition residency for this career. This number represents the level of tuition residency, not the dollar amount charged.

Academic Year Minimum/Maximum

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

See Also

Chapter 6, "Setting Up Fees and Tuition Groups," Defining Tuition Residency Minimums and Maximums, page 154

Defining Minimum and Maximum Fees for Terms and Sessions

Access the Minimum/Maximum Fees 2 page.

Minimum / Maximum Fees 1 Minimum / Maximum Fees 2 Minimum / Maximum Fees 3

SetID: PSUNV Fee Code: TERMFEE

Term Minimum / Maximum View All First 1 of 1 Last

*Term: 0450 2001 Fall Minimum Amount: 6,750.00 Maximum Amount: 10,500.00 USD

Session Minimum / Maximum View All First 1 of 1 Last

*Session: Regular Academic Session Minimum Amount: 6,750.00 Maximum Amount: 10,500.00 USD

Minimum/Maximum Fees 2 page

Term Minimum/Maximum

Enter an academic term and its minimum and maximum fees.

Session Minimum/Maximum

Enter an academic session and its minimum and maximum fees.

Defining Minimum and Maximum Fees for Admit Terms

Access the Minimum/Maximum Fees 3 page.

Minimum / Maximum Fees 1 Minimum / Maximum Fees 2 Minimum / Maximum Fees 3

SetID: PSUNV Fee Code: TERMFEE

Admit Term Maximum View All First 1 of 1 Last

*Admit Term: 0450 2001 Fall Maximum Amount: 10,500.00 USD

Minimum/Maximum Fees 3 page

Enter an admit term and its maximum amount.

Setting Up Application Fees

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

- Define application fees.
- Define application fee item types.
- Define application sub fees.

Understanding Application Fees

You must define the rules your institution uses to assess application fees. Each application fee code you define represents one or more individual fee charges (sub fees).

There is a one-to-one relationship between an application fee and an application center. You can only define one application fee for an application center. However, an application fee can have multiple sub fees. For example, you could charge different sub fees based on a student's admit type. Then each admit type—new students, transfer student, or readmit—would have its own application sub fee.

Each application fee code requires the definition of one or more sub fees that actually make up the charge. Sub fees can be set up so that they are cumulative or mutually exclusive. Or, it is possible to define a combination of cumulative and mutually exclusive fees. For example, you can set up an application fee code with two sub fees defined to charge students who apply over the web a fee of 50 USD and those who apply using a diskette a fee of 75 USD. While students can apply using both methods, it is unlikely.

See Also

PeopleSoft 8 SP1 Recruiting and Admissions PeopleBook, “Building Your Recruiting Structure,” Setting Up Application Processing Centers

Pages Used to Set Up Application Fees

Page Name	Object Name	Navigation	Usage
Application Fees	APP_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Application Fees, Application Fees	Define application fees.
Application Fee Item Types	APP_FEE_TBL_S1	Click the Application Fee Item Types link on the Application Fees page.	Define application fee item types.
Application Sub Fees	APP_SUBFEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Application Fees, Application Sub Fees	Define application sub fees.

Defining Application Fees

Access the Application Fees page.

Application Fees page

Fee Class	Select a fee class. Fee class is a descriptive field that is used for reporting purposes only.
Copy Application Fee	Click to copy an application fee and its sub fees from one term to the next.
Effective Term	Select a term for the application fee. You must define an application fee for each term.
Maximum Amount	Enter the maximum fee amount, including all sub fees, for a single application.
Minimum/Maximum Fee Code	Select an optional minimum/maximum fee code.
Post to SF from App (post to Student Financials from application)	<p>Select to post the application fee to PeopleSoft Student Financials as it is created. Do not select to post the application fee to the student's account when the payment is recorded.</p> <p>When you select this option, the Application Fee Item Types link appears. Click it to open the Application Fee Item Types page. The first time that you select the check box, the page opens automatically.</p>
Update App from SF (update application from Student Financials)	Select to automatically update the student's application status from PeopleSoft Student Financials. When you select this option, the Update Application Fee Status from and to fields appear.
Update Application Fee Status from and to	Select the status that you want the system to change from and to. The options for both fields are <i>Pending</i> , <i>Received</i> , and <i>Waived</i> .

Note. If the student's original status is different than the option you select, the system does not change it. Consult with your admissions staff to determine the correct settings.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Minimum and Maximum Fees, page 134

Defining Application Fee Item Types

Access the Application Fee Item Types page.

Application Fees

Application Fee Item Types

Account to Post:

APF

Application Fees

Charge Item Type:

120000000101

Undergraduate Application Fee

Paid Item Type:

300000000022

Payment - All terms

Waiver Item Type:

350000000001

Application Waiver

Due Date Code:

STD

Standard

☒ Track Payment Method

View All

First

1-3 of 3

Last

*Tender Category	*Item Type	
Credit Card	310000000300	Credit Card - Application Cent
Check	300000000002	Check
Cash	300000000001	Cash Payment

Application Fee Item Types page

Account To Post	Select the account type that you created for application fees.
Charge Item Type	Select the charge item type that you created for application fees. If you want to bill the student and post only the charge and not the payment, leave the Paid Item Type and Waive Item Type fields blank.
Paid Item Type	Select the payment item type that you created for application fees.
Waiver Item Type	Select the waiver item type that you created for waiving application fees.
Due Date Code	Select a code that determines when the application fee is due.

Note.

The billing and due calendar must be set up with a pivot date of application date for a due date code to be available.

Track Pay Method	Select to track the tender used to pay this fee for reconciliation purposes. This option is designed for realtime application processing where students walk in with their applications and have them processed on the spot. When this option is selected, the Tender Category and Item Type fields become available.
Tender Category and Item Type	Attach a tender category and item type. If you elect to track the payment method, you must attach the tender category and item type for each type of tender that you want to accept. If you do not include a particular tender category, it cannot be accepted in payment for application fees under this application fee code. Having multiple tender categories also enables students to pay their application fees with a combination of tenders.

Defining Application Sub Fees

Access the Application Sub Fees page.

Application Sub Fees page

Sub Fee Code

Enter a code for the sub fee.

Calculation Option

Select a calculation option. Values are:

All Matching Rows: Select to add together multiple sub fees that match the student's characteristics. For example, if you have defined a sub fee of 60 USD for undergraduate students submitting applications using the web, and a sub fee of 40 USD for international undergraduate student applications, the system charges a student who meets both these conditions 100 USD.

Most Descriptive Row: Select to charge the student the sub fee that most closely matches the application submitted. For example, if you have a sub fee of 55 USD for undergraduate applications submitted by a service, and a 60 USD sub fee for undergraduate applications submitted by the internet, an undergraduate student submitting an application using the internet would be charged 60 USD. The most descriptive row option works best for sub fees, like the one in this example, which are mutually exclusive. The system charges the first application sub fee it recognizes. There is no way to prioritize which fee gets charged.

Maximum Amount

Enter the maximum amount for this sub fee.

Note. The maximum amount of the sub fee cannot exceed the maximum amount of the application fee.

Specifying Selection Values

Use the check boxes on this page to select the criteria that you want the system to use when calculating the sub fee. When you select a check box, a corresponding field becomes available in the lower part of the page where you can select a specific value for the calculation criterion. The fewer criteria you select, the more broadly the system applies the fee.

Setting Up Deposit Fees and Deposit Due Dates

Some institutions require a deposit fee from accepted applicants to reserve space in an academic program.

This section discusses how to:

- Define deposit fees.
- Define deposit fee due dates.
- Define status changes resulting from deposits.

Pages Used to Set Up Deposit Fees and Deposit Due Dates

Page Name	Object Name	Navigation	Usage
Deposit Fees	DEP_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Deposit Fees, Deposit Fees	Define deposit fees.
Deposit Due Dates	DEP_DUE_DT_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Deposit Fees, Deposit Due Dates	Define deposit fee due dates.
Status Update	DEP_DUE_DT_SP	Click the Status Update link on the Deposit Due Dates page.	Define status changes resulting from deposits.

Defining Deposit Fees

Access the Deposit Fees page.

Deposit Fees page

Deposit Fees page

Delete Deposit Fee

Click to delete the deposit fee code.

Copy Deposit Fee

Click to copy the deposit fee to a new term.

Multiple Deposits

Specify how to calculate deposits for students enrolled in more than one program.

All Programs Deposit: Select to charge students a deposit fee for each program into which they are admitted.

First Program In: Select to charge students a deposit fee for only the first program into which they are admitted.

Admit Term

Specify the admit term to which the deposit fee applies.

Specifying Deposit Fees by Institution, Career, and Program

Select the institution, academic career, and academic program to which the deposit fee applies along with the deposit amount.

No Deposit Required

Select to exclude the deposit fee all together. For example, if your institution is focusing on the recruitment of undergraduate Fine Arts students and you want to admit them without requiring any deposit, define a row with the No Deposit Required check box selected. If you specify a deposit amount of zero, a zero charge appears on the student's account. If you select this check box, no charge appears at all.

Defining Deposit Fee Due Dates

Access the Deposit Due Dates page.

Deposit Fees | **Deposit Due Dates**

SetID: PSUNV

Deposit Fee Code: STD Standard Deposit Fees

***Pivot Date:** Admit Date

Admit Term: 0450 2001 Fall

Institution: PSU **Career:** Grad Bus **Program:** Masters of Business Admin

*From Date	*To Date	*Use	Due Days	Due Date	*Due %	Update Application from SF
01/01/2001	06/01/2001	Due Date	0	08/01/2001	100.00	<input checked="" type="checkbox"/> Status Update + -

Deposit Due Dates page

- Pivot Date** Select either *Admit Date* or *Application Date* as the pivot date that determines the starting point for calculating the deposit fee due date.
- From Date and To Date** Enter the range of admission dates to which the deposit fee due date applies.
- Use** Select either *Due Days* or *Due Date* for calculating the due date. The corresponding field becomes available.
- Due Days** Enter the number of days after the pivot date that a deposit fee is due.
- Due Date** Enter the specific deposit fee due date.
- Due %** Specify the percentage of the deposit that is due. You must define enough rows to total 100%.
- Update Application from SF** (update application from Student Financials) Select to automatically update the student's academic program status when you post the deposit fee.
- Status Update** If you select the Update Application from SF option, you must specify how students' program status is updated. Click this link to access the Status Update page.

Defining Status Changes Resulting from Deposits

Access the Status Update page.

Deposit Due Dates

Status Update

Previous Status:

AD

Admitted

New

Status:

AC

Active in Program

Program Action:

MATR

Matriculation

Action Reason:

FDEP

Full Deposit Paid

☒ Create Student

☒ Bill for Deposit

Status Update page

Previous Status	Enter the academic program status students have prior to posting a deposit fee.
Status	Enter the academic program status that the system assigns to students when it posts their deposit fees.
Program Action	Enter the program action that initiates the status change.
Action Reason	Enter the reason for the program action you select.
Create Student	Select to automatically matriculate students into an academic program upon receipt of the deposit.
Bill for Deposit	Select to generate a bill for any remaining deposit balance.

Setting Up Term Fee Codes

This section provides an overview of term fee codes and discusses how to:

- Define term fee codes.
- Define term and session fees.
- Define term sub fee codes.
- Define term sub fees.
- Define tuition residency minimums and maximums.
- Copy term fees to subsequent terms.

Understanding Term Fee Codes

Term fee codes are the most generalized method of establishing rates for tuition and fees. Each term fee code is made up of one or more term fee definitions. Each term fee definition is made up of one or more term sub fee codes. And, each term sub fee code is made up of one or more term sub fees. This multilevel structure provides flexibility and convenience.

By using different fee triggers and calculation methods at the lower levels, one term fee code can control how tuition is calculated for a wide range of unique student situations. Another term fee code can do the same for room and board combinations. Take the time to learn how term fee codes work and you can use them to solve your most complex tuition calculation needs.

Term Sub Fee Codes

You can define one or more sub fee codes for a given term fee. Sub fee codes provide flexibility in how you show charges on an account, how you calculate charges, and how you print charges on a bill. For example, if your institution prefers to show just the *bottom line* charge for Tuition and Fees—rather than the detail of these fees—you can use sub fees to define all the fees that make up a Tuition and Fees charge and one charge appears on an account. If your institution prefers to show the detail of each charge that makes up Tuition and Fees, create individual term fees for each of these charges and the system then breaks down Tuition and Fees into detail on an account.

Term Fee Copying

Once you have defined your term fees for one term, you can copy those same fees forward to subsequent terms. This enables you to set term fees at the start of each term; you do not have to redefine your term fee schedule, which reduces data entry time.

Pages Used to Set Up Term Fee Codes

Page Name	Object Name	Navigation	Usage
Term Fee Codes	TERM_FEE_CD_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Term Fees, Term Fee Codes	Define term fee codes.
Term Fees	TERM_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Term Fees, Term Fees	Define term and session fees.
Term Sub Fee Codes	TERM_SF_CODE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Term Fees, Term Sub Fee Codes	Define term sub fee codes.
Term Sub Fees	TERM_SUBFEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Term Fees, Term Sub Fees	Define term sub fees.
Term Fee Residency	TERM_FEE_RES_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Term Fees, Term Fee Residency	Define tuition residency minimums and maximums.
Copy Term Fees	RUNCTL_SFCPTMFE	Manage Student Financials, Calculate Tuition and Fees, Process, Copy Term Fees	Copy term fees to subsequent terms.

Defining Term Fee Codes

Access the Term Fee Codes page.

Term Fee Codes page

Delete Term Fee

Click to delete the term fee.

Note. You cannot delete a term fee that is in use by an active tuition group.

Charge By

Specify how the fee code calculates fees. Values are:

Class: Select to reflect charges for the particular term fee relative to each class in the student's account information. Charge by class automatically makes available the information necessary to enable the use of course lists with third-party contracts.

Session: Select to sum charges for all classes taken within a particular session in the student's account information. If you select this option and want to use course lists with third-party contracts, you must also enable Track Class Pricing.

Term: Select to sum charges for all classes taken with a particular term in the student's account information. If you select this option and want to use course lists with third-party contracts, you must also enable Track Class Pricing.

Use

Select the basis for calculating the fee. Values are:

Anti Units (anticipated units): Select to calculate fees based on the number of units students within a certain academic program normally take. For example, if freshmen admitted as Fine Arts undergraduates are expected to enroll in 15 units, the system calculates the fee on that basis for all freshmen.

Bill Units: Select to charge fees based on the actual number of units in which the student is enrolled versus anticipated units.

Use Anticipated Units if enrollment exists

Select to calculate fees based on anticipated units even if actual enrollment information is available. If you do not select this check box and you are calculating using anticipated units, the system uses actual enrollment information when it is available.

Fee Class Select a fee class to use for reporting purposes.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Course List Fees, page 171

Chapter 18, “Administering Payment Plans,” Administering Third-party Contracts, page 416

Defining Term and Session Fees

Access the Term Fees page.

Term Fee Codes | Term Fees | Term Sub Fee Codes | Term Sub Fees | Term Fee Residency

SetID: PSUNV Fee Code: SAMPLE Sample Term Fee Code Copy Term Fee

Term / Session View All First 1 of 1 Last

*Term:	0450	2001 Fall	Session:	
*Account Type:	TUT	Tuition		
*Item Type:	100000000004	Tuition		
Anticipated Item Type:	100000000004	Tuition		
Fee Trigger:	UGRD	Undergraduate		
*Adjustment Code:	STD	Standard Adjustment		
*Due Date Code:	STD	Standard		
Minimum/Maximum Fee Code:				
Minimum Amount:	0.00		Maximum Amount:	9,999,999.00 USD
Anticipated Stop Date:	09/03/2001			
<input type="checkbox"/> Charge for Wait Listed Class		<input checked="" type="checkbox"/> Track Class pricing		

Term Fees page

Copy Term Fee Click to copy the term fee to a new term.

Term Select the term to which the term fee applies.

Session If you defined the term fee code to charge by *Session* on the Term Fee Codes page, select the session to which the term fee applies.

Account Type and Item Type Select an account type and item type for the term fee.

Anticipated Item Type If the term fee code calculates using anticipated units, this field is required. Select a different item type than the one you selected in the Item Type field to distinguish between charges based on anticipated enrollment and charges based on actual enrollment.

Note. If you set up multiple terms, make sure you specify an anticipated item type for each term.

Fee Trigger	Enter an optional fee trigger to limit the application of the term fee to specific students.
Adjustment Code	Select the adjustment code (calendar) that governs this fee. This code determines the refund amount for students who drop classes. <hr/> Note. This adjustment code is used only for class drops. The adjustment code for withdrawal is attached to the tuition group. <hr/>
Due Date Code	Select a due date code (calendar) to define when the fee is due and payable.
Minimum/Maximum Fee Code	Select an optional minimum/maximum fee code to assign predefined limits to the term fee.
Minimum Amount	If you want to specify a minimum charge unique to this term fee, enter the amount in this field.
Maximum Amount	If you want to specify a maximum charge unique to this term fee, enter the amount in this field.
Anticipated Stop Date	This field becomes available when fees are calculated using anticipated units. Enter a date after which the system no longer uses anticipated units. At this point, the term fee is calculated using actual enrollment (billing) units. If the student has not enrolled in classes by the date specified, the system calculates fees using zero units. If so defined, minimum charges could still apply.
Charge for Wait Listed Class	Select to charge the term fee for students who are on a waiting list for a class.
Track Class Pricing	Select to track a breakdown of term fees by class.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Establishing Criteria for Tuition Groups and Fee Triggers, page 120

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Minimum and Maximum Fees, page 134

Defining Term Sub Fee Codes

Access the Term Sub Fee Codes page.

Term Sub Fee Codes page

Track Sub Fees

Select to break down charges within the sub fee code by the individual sub fees. When the check box is cleared, the system sums all sub fee charges.

Sub Fee Code

Enter the sub fee code that you are defining.

Calculation Option 1 and Calculation Option 2

To charge students the most fees, set the Calculation Option 1 field to *All Matching Rows* and the Calculation Option 2 field to *Against All Enrollment Units*. To charge students the least fees, set the Calculation Option 1 field to *Most Descriptive Row* and the Calculation Option 2 field to *Against Meet Criteria Units*.

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

Calculation Option 1

Determines who is charged a term sub fee.

All Matching Rows: If you select this option, the system assesses the term sub fee against all criteria that match the check box options that you select at the bottom of the page: Career Specific, Group Specific, Subject Specific, Campus Specific, Location Specific, and Instruction Specific. This is the default value.

Most Descriptive Row: If you select this option, the system charges the term sub fee for criteria that most closely match the check box options you select at the bottom of this page. If you selected the *Most Descriptive Row* value for Calculation Option 1, select the appropriate specific option: Career Specific, Group Specific, Subject Specific, Campus Specific, Location Specific, or Instruction Mode Specific.

Calculation Option 2

Determines how the system calculates the term sub fee.

Against All Enrollment Units: If you select this option, the system charges the students (identified in the Calculation Option 1 field) the term sub fee against all the units in their class load. This is the default value.

Against Meet Criteria Units: If you select this option, the system charges the students the term sub fee against only the courses they are taking that match the criteria selected in Calculation Option 1.

Minimum Amount Set an optional minimum amount for the term sub fee.

Maximum Amount Set an optional maximum amount for the term sub fee.

Matching Criteria

If you select Most Descriptive Row for Calc Option 1 and/or Against Meet Criteria Units in Calc Option 2, you must define the specific criteria that courses must match. The following check boxes enable you to control the application of term sub fees by specifying class characteristics. For example, you might have a class for which you charge 350 USD per unit if it is taught in a classroom by a professor, and only 275 USD per unit for an independent study using videotaped lectures. By selecting the Instruction Mode Specific check box, you can define two term sub fees under a single sub fee code. For students taking the class with a professor, the system charges 350 USD per unit. For students taking the class as an independent study, the system charges 275 USD.

Career Specific Select to match classes by academic career.

Group Specific Select to match classes by academic group.

Subject Specific Select to match classes by academic subject area.

Campus Specific Select to match classes by campus.

Location Specific Select to match classes by class location specification.

Instruction Mode Specific Select to match classes by instruction mode.

Defining Term Sub Fees

Access the Term Sub Fees page.

Term Sub Fees page

Audit Rate Specified and Audit Calculated Separately

There are two options that determine how the system assesses charges for audited classes:
Audit Rate Specified and Audit Calculated Separately.

Audit Rate Specified

Select to use a special rate for audited classes. If you select this option, the tuition calculation process uses the audit rate that you have defined. If the check box is cleared, the system applies regular rates to audited classes.

When you select this check box, the Amount/Unit (Audit) and Flat Amount (Audit) fields become available.

Audit Calculated Separately

Select to calculate audited classes separately from graded classes. If you select this check box, the system charges students only the audit rate for the class. If you clear this check box, and you select the Audit Rate Specified check box, the system charges students the audit rate in addition to the regular term fee.

Term Sub Fee Calculation Specifications

Use the following fields to more narrowly target the application of the fee. The fewer fields that you define, the more broadly the system applies the fee. These fields are only available if the corresponding options are selected on the Term Sub Fee Codes page.

Institution

Select the institution using the term sub fee.

Career

If you selected the Career Specific check box on the Term Sub Fee Codes page, select an academic career.

Academic Group	If you selected the Group Specific check box on the Term Sub Fee Codes page, select an academic group.
Subject	If you selected the Subject Specific check box on the Term Sub Fee Codes page, select an academic subject area.
Campus	If you selected the Campus Specific check box on the Term Sub Fee Codes page, select a campus.
Location	If you selected the Location Specific check box on the Term Sub Fee Codes page, select a location.
Mode	If you selected the Instruction Mode Specific check box on the Term Sub Fee Codes page, select a mode.

Fee Specifications

Using the following fields, you can control exactly how much to charge for the term sub fee. Fees can be charged based on academic units, a flat fee, a per-unit surcharge, a flat fee surcharge, or a combination of all four. Amounts entered are not independent of each other. Rather, they are summed. For example, if you establish an amount per unit of 250 USD and a flat amount of 300 USD, the system charges a student taking 15 units 4,050 USD (3,750 + 300 USD). If you choose to specify an audit rate, the system also adds fees for audited to the total.

Unit From and To	Use the Unit From and To fields to define the range of units that are eligible for the term sub fee. The system does not charge the term sub fee for the number of units less than the number in the Units From field and greater than the number in the To field. Make sure that you set the range wide enough to cover all possibilities.
-------------------------	---

Note. If the unit from value is set at zero, it is possible for the system to calculate fees for students who are active in a term but not enrolled for classes. To prevent incorrect calculation, set the unit from amount no lower than *0.10*.

Equation	Enter an optional equation that you have defined to calculate fees. Equations are an alternative method of calculating fees. If your fee structure is very complex, equations may be more efficient in that they can reduce term fee maintenance.
Amount/Unit	Specify the amount that you want to charge per unit.
Flat Amount	Specify a flat amount that you want to charge regardless of units taken.
Amount/Unit (Audit)	Specify the amount that you want to charge per unit for audited classes.
Flat Amount (Audit)	Specify a flat amount that you want to charge for audited classes regardless of units taken.
Surcharge Effective Unit	If you want to charge a surcharge when students enroll for more than a certain number of academic units, enter the threshold number in this field. For example, if you want to apply a surcharge to students who are enrolled in more than 15 units, enter <i>15</i> .
Amount/Unit (Surcharge) (amount per unit surcharge)	Specify a per unit surcharge for overload units.

Flat Amount (Surcharge) Specify a flat amount charge for overload units.

Setting Up a Multi-Tiered Tuition Term Sub Fee

Setting up a multi-tiered tuition fee schedule is easy using additional term sub fee definitions. In the following example, three term sub fees are defined to charge tuition for three different ranges of academic units:

- Students who take up to 12 units are charged a flat amount of 1,200 USD, plus 250 USD per unit (12 units = 4,200 USD).
- Students who take up to 15 units are charged a flat amount of 1,200 USD, plus 250 USD for the first 12 units, plus 225 USD per unit for the additional units (15 units = 4,875 USD).
- Students who take over 15 units are charged a flat amount of 1,200 USD plus 250 USD per unit for the first 12 units, plus 225 USD per unit for the next 3 units, plus 200 USD for each unit over 15.

Term Fee Codes		Term Fees		Term Sub Fee Codes		Term Sub Fees		Term Fee Residency	
SetID: PSUNV		Fee Code: SAMPLE		Sample Term Fee Code					
Term / Session		View All First 2 of 2 Last							
Term: 2001 Fall		Session:							
<input checked="" type="checkbox"/> Audit Rate specified		<input type="checkbox"/> Audit calculated separately							
Sub Fees		View All First 1 of 1 Last							
Sub Fee Code: SAMPLE									
		View 1 First 1-3 of 3 Last							
Institution:	PSUNV PSU	Career:							
Academic Group:		Subject:							
Campus:		Location:							
Mode:		Equation:							
Unit From:	0.10	To:	12.00	Flat Amount:	1,200.00				
Amount/Unit:	250.00		Flat Amount (Audit):	0.00					
Amount/Unit (Audit):	125.00		Flat Amount (Surcharge):	0.00 USD					
Surcharge Effective Unit:	0.00								
Amount/Unit (Surcharge):	0.00								

Term Sub Fees page (1 of 2)

Institution:	PSUNV PSU	Career:	<input type="text"/>	
Academic Group:	<input type="text"/>	Subject:	<input type="text"/>	
Campus:	<input type="text"/>	Location:	<input type="text"/>	
Mode:	<input type="text"/>			
Unit From:	12.10	To:	15.00	
Amount/Unit:	<input type="text" value="225.00"/>			
Amount/Unit (Audit):	<input type="text" value="0.00"/>			
Surcharge Effective Unit:	<input type="text" value="0.00"/>			
Amount/Unit (Surcharge):	<input type="text" value="0.00"/>			
		Equation:	<input type="text"/>	
		Flat Amount:	<input type="text" value="0.00"/>	
		Flat Amount (Audit):	<input type="text" value="0.00"/>	
		Flat Amount (Surcharge):	<input type="text" value="0.00"/>	USD

Institution:	PSUNV PSU	Career:	<input type="text"/>	
Academic Group:	<input type="text"/>	Subject:	<input type="text"/>	
Campus:	<input type="text"/>	Location:	<input type="text"/>	
Mode:	<input type="text"/>			
Unit From:	15.10	To:	999.99	
Amount/Unit:	<input type="text" value="200.00"/>			
Amount/Unit (Audit):	<input type="text" value="0.00"/>			
Surcharge Effective Unit:	<input type="text" value="0.00"/>			
Amount/Unit (Surcharge):	<input type="text" value="0.00"/>			
		Equation:	<input type="text"/>	
		Flat Amount:	<input type="text" value="0.00"/>	
		Flat Amount (Audit):	<input type="text" value="0.00"/>	
		Flat Amount (Surcharge):	<input type="text" value="0.00"/>	USD

Term Sub Fees page (2 of 2)

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Tuition Calculation Equations, page 123

Defining Tuition Residency Minimums and Maximums

Access the Term Fee Residency page.

Term Fee Codes	Term Fees	Term Sub Fee Codes	Term Sub Fees	Term Fee Residency
SetID:	PSUNV	Fee Code:	SAMPLE Sample Term Fee Code	
Term / Session		View All First 1 of 1 Last		
Term:	2001 Fall	Session:		
		View All First 1-3 of 3 Last		
*Minimum Amount	*Maximum Amount	Tuition Residency		
<input type="text" value="2,700.00"/>	<input type="text" value="3,449.99"/>	<input type="text" value="0.500"/>	USD	
<input type="text" value="3,500.00"/>	<input type="text" value="4,199.99"/>	<input type="text" value="0.750"/>	USD	
<input type="text" value="4,200.00"/>	<input type="text" value="99,999.00"/>	<input type="text" value="1.000"/>	USD	

Term Fee Residency page

Minimum Amount and Maximum Amount

Enter the minimum and maximum amount a student pays to reach each level of tuition residency.

Tuition Residency

If your institution has programs for which students are guaranteed they do not have to pay for more than a specified number of terms at full-time equivalency rates, you can use tuition residency to automatically cap the fees. For example, you might offer a professional education program that can be completed with seven terms of full-time work. To attract students, you advertise a seven-term course of study for a specified amount of money. Enrolling students are put in cohort groups and attend a structured series of classes and pay a flat amount per term. Over the course of seven terms, it is inevitable that some students will have scheduling conflicts with one or more classes and they will have to take them out of sequence. To accommodate these students, you allow them to take the classes the next time they are offered at no additional charge. By using tuition residency functionality, you can automatically assure that the students pay the full tuition and that the system does not accidentally charge them for the delayed classes.

See Also

[Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Minimum and Maximum Fees, page 134](#)

[Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Tuition Groups, page 174](#)

Copying Term Fees to Subsequent Terms

Access the Copy Term Fees page.

Copy Term Fees page

Copy Options

Select the copy options that you want to use:

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

Copy All Term Fees: Copies all the term fees in the source term to the target term.

Copy One Term Fee: Enables you to copy one specific fee from one term to another or, to rename a term fee definition within the same

	term. When you select this option, the From Fee Code and To Fee Code fields become available for use.
SetID	Select the setID to which the term fees are linked.
From Fee Code	Choose the source fee code from the required From Fee Code field.
To Fee Code	Enter the name of the fee code in the To Fee Code field. If you want to copy the fee code to a new term, you can use the same name. If you want to rename the fee code definition, enter the new name.
From Term and To Term	Select the source term in the From Term field. Select the target term in the To Term field.
From Session and To Session	Use the From Session field to identify any session held in the source term whose fee schedule that you are copying. Use the To Session field to identify any session target term in which you want to use the copied fee schedule.

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

Setting Up Course Fees and Class Fees

This section provides an overview of course and class fees, and discusses how to:

- Set up rate tables for course fees.
- Define course fees.
- Define course sub fees.
- Define modal course fees.
- Define modal course sub fees.
- Define class fees.
- Define class sub fees.
- Define modal class fees.
- Define modal class sub fees.

Understanding Course Fees and Class Fees

After term fees, course fees and class fees are the most generalized method of establishing rates for fees.

Rate Tables for Course Fees

Course rate IDs are a way of adding student characteristics to a course fee. Using a course rate ID with a course fee enables you to charge students with different characteristics different rates. For example, you could charge an undergraduate chemistry student one fee for a lab, and an undergraduate humanities student a different fee for the same lab.

Note. Course rate IDs are not a replacement for course fees. Rather, they work in conjunction with a course fee definition.

Course Fees

Course fees provide you with additional flexibility in assessing fees. For example, you can define extra fees for courses with lab or studio sections. You could also override the term fees calculation rules for a particular course and charge a different fee altogether.

Note. If there is only one instance of the course, the course fee acts as the class fee. However, if there is a difference between a course fee and a class fee, the class fee overrides the course fee.

Class Fees

A class is a particular instance of a course. Courses are identified at the catalog level, and classes are identified through the class schedule. If the course fee is different from the fee charged for a class offered in that course, the class fee overrides the course fee.

Modal Course Fees and Class Fees

The Course Fees Modal component is designed to enable student records personnel to define course fees when accessing the Course Catalog component within PeopleSoft Student Records.

The Class Fees Modal component is designed to enable student records personnel to define class fees when accessing the Schedule New Course or Schedule of Classes components within PeopleSoft Student Records.

See Also

PeopleSoft 8 SPI Student Records PeopleBook, “Setting Up the Course Catalog,” Creating Course Offerings

PeopleSoft 8 SPI Student Records PeopleBook, “Managing the Schedule of Classes”

Pages Used to Set Up Course Fees and Class Fees

Page Name	Object Name	Navigation	Usage
Rate Tables for Course Fees	CRSE_RATE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Rate Tables for Course Fees	Set up rate tables for course fees.
Course Fees	CRSE_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Course Fees, Course Fees	Define course fees.
Course Sub Fees	CRSE_SUBFEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Course Fees, Course Sub Fees	Define course sub fees.
Course Fee Modal	CRSE_FEE_TBL_MDL	Click the Add Fee or Update Fee button on the Course Catalog - Components page in PeopleSoft Student Records	Define modal course fees.
Course Sub Fees Modal	CRSE_SUBFEE_TBL_MD	Click the Add Fee or Update Fee button on the Course Catalog - Components page in PeopleSoft Student Records.	Define modal course sub fees.
Class Fees	CLASS_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Class Fees, Class Fees	Define class fees.
Class Sub Fees	CLASS_SUBFEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Class Fees, Class Sub Fees	Define class sub fees.
Class Fees Modal	CLASS_FEE_TBL_MDL	Click the Add Fee or Update Fee button on the Basic Data page of the Schedule New Course and Schedule of Classes components in PeopleSoft Student Records.	Define modal class fees.
Class Sub Fees Modal	CLASS_SUBFEE_MDL	Click the Add Fee or Update Fee button on the Basic Data page of the Schedule New Course and Schedule of Classes components in PeopleSoft Student Financials.	Define modal class sub fees.

Setting Up Rate Tables for Course Fees

Access the Rate Tables for Course Fees page.

Rate Tables for Course Fees

SetID: PSUNV		Course Rate ID: CNCRT1	
View All		First 1 of 1 Last	
*Effective Date:	<input type="text" value="01/01/1900"/>	*Status:	<input type="text" value="Active"/>
*Description:	<input type="text" value="Concert #1"/>		
Short Description:	<input type="text" value="Concert #1"/>	<input type="checkbox"/> Audit Rate specified	
View All		First 1 of 3 Last	
Institution:	<input type="text" value="PSUNV"/>	PeopleSoft University	
Career:	<input type="text" value="GRAD"/>	Graduate	
Academic Group:	<input type="text" value="FA"/>	College of Fine Arts	
Academic Program:	<input type="text" value="GFAU"/>	Graduate Fine Arts Programs	
Academic Plan:	<input type="text"/>		
Equation:	<input type="text"/>		
Amount/Unit:	<input type="text" value="35.00"/>	Flat Amount:	<input type="text" value="50.00"/>
Amount/Unit (Audit):	<input type="text" value="0.00"/>	Flat Amount (Audit):	<input type="text" value="0.00"/> USD

Rate Tables for Course Fees page

Audit Rate Specified

Select to define a unique rate for audited courses. If the check box is clear, students auditing the course are charged the regular rate.

Institution

Specify the academic institution.

Student Characteristics

The following fields all describe characteristics of the student, not the course. By inserting additional rows with different combinations of characteristics, you can charge a different rate for the same course. These fields are all optional. To have the fee apply to all students within an institution, leave all of the student characteristics blank.

Career

Specify the academic career to which you want the fee to apply.

Academic Group

Specify the academic group to which you want the fee to apply.

Academic Program

Specify the academic program to which you want the fee to apply.

Academic Plan

Specify the academic plan to which you want the fee to apply.

Fee Calculation Parameters

Using the following fields, you can control exactly how much the system charges for the course fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts entered are not independent of each other. Rather, they are summed.

Equation

Select an optional equation. Equations can be used for more complex selection than is possible using the student characteristics previously described.

Amount/Unit

Specify the amount that you want to charge per unit.

Flat Amount	Specify a flat amount that you want to charge regardless of units taken.
Amount/Unit (Audit)	Specify the amount that you want to charge per unit for audited classes.
Flat Amount (Audit)	Specify a flat amount that you want to charge for audited classes regardless of units taken.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Tuition Calculation Equations, page 123

Defining Course Fees

Access the Course Fees page.

The screenshot displays the 'Course Fees' page with the following details:

- SetID:** PSUNV
- Course ID:** 007274 Intro to Political Theory
- Component:** LEC Lecture
- Institution:** PSUNV PeopleSoft University
- Campus:** (blank)
- Location:** (blank)
- Term / Session:**
 - *Term: 0450 2001 Fall
 - Session: Open Entry/Open Exit
 - *Charge Method: Always
- ☐ Charge for Wait Listed Class
- ☒ Include in Pro-rata
- ☒ Include in other Withdrawal

Course Fees page

Component	If there is more than one component of the course, select the component for which you want to define the fee. Otherwise, you can leave this field blank.
Institution	Specify the institution to which the course belongs. If the fee is assessed regardless of the institution, you can leave this field blank.
Campus	Specify the campus to which the course belongs. If the fee is assessed regardless of the campus, you can leave this field blank.
Location	Specify the location to which the course belongs. If the fee is assessed regardless of the location, you can leave this field blank.
Copy Course Fee	Click to copy a definition from one term to another.
Term/Session	
Term	Select the term in which the fee is charged.

Session	If applicable, select the session in which the fee is charged.
Charge Method	Define the charge method. You have two choices: <i>Always:</i> If you select this option, the fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the course's term fee (tuition). <i>Not include in term tuition:</i> If you select this option, the course is excluded from the term fee calculation and the course fee becomes the total charge for the class.
Charge for Wait Listed Class	Select if the course fee is to be charged to a wait listed student.
Include in Pro-rata	Select if this course fee is included in pro rata refund calculations.
Include in Other Withdrawal	Select to include this fee in other withdrawal calculations. This selection is optional.

Defining Course Sub Fees

Access the Course Sub Fees page.

The screenshot displays the 'Course Sub Fees' page. At the top, there are tabs for 'Course Fees' and 'Course Sub Fees'. Below the tabs, the 'SetID' is 'PSUNV' and the 'Course ID' is '007274' for 'Intro to Political Theory'. The page has a navigation bar with 'View All', 'First', '1 of 1', and 'Last'. The main form is divided into sections: 'Component' (LEC), 'Institution' (PSUNV), 'Campus', 'Location', 'Term / Session' (2001 Fall, OEE), and 'Sub Fees'. The 'Sub Fees' section has a 'View All' link and a '1 of 6' indicator. The 'Sub Fees' form includes fields for '*Account Type' (TUT), '*Item Type' (170000000021), 'Fee Trigger' (22), 'Course Rate ID', 'Amount/Unit' (60.00), 'Amount/Unit (Audit)' (0.00), 'Minimum Amount' (0.00), 'Equation', 'Flat Amount' (20.00), 'Flat Amount (Audit)' (0.00), 'Maximum Amount' (0.00), '*Adjustment Code' (OEETMSTR), '*Due Date Code' (OEE), and 'Waiver Group' (WVRGRP). There are also checkboxes for 'Audit Rate specified' and 'USD'.

Course Sub Fees page

Audit Rate Specified	Select to define a unique rate for audited courses. If the check box is clear, students auditing the course are charged the regular rate.
Account Type	Select the account type to which you want the course fee posted.

Item Type	Select the item type to which you want the course fee posted.
Fee Trigger	If you want the course fee to apply only to certain students, select a fee trigger that controls the selection. If you leave the field blank, all students who take the course are charged the fee.
Course Rate ID	Enter an optional course rate ID to control the application of the course fee using student characteristics. If you enter a course rate ID, the Equation, Amount/Unit, and Flat Amount fields become unavailable.

Fee Calculation Parameters

Using the following fields, you can control exactly how much the system charges for the course fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts entered are not independent of each other. Rather, they are summed.

Equation	Select an optional equation. Equations can be used for more complex selection than is possible using the student characteristics previously described.
Amount/Unit	Specify the amount that you want to charge per unit.
Flat Amount	Specify a flat amount that you want to charge regardless of units taken.
Amount/Unit (Audit)	Specify the amount that you want to charge per unit for audited classes.
Flat Amount (Audit)	Specify a flat amount that you want to charge for audited classes regardless of units taken.
Minimum Amount	Specify an optional minimum amount for the course sub fee.
Maximum Amount	Specify an optional maximum amount for the course sub fee.
Adjustment Code	Select the adjustment code (calendar) that you want to associate with this course sub fee.
Due Date Code	Select the due date code (calendar) that you want to associate with this course sub fee.
Waiver Group	Select an optional waiver group that can offset course sub fee charges.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Establishing Criteria for Tuition Groups and Fee Triggers, page 120

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Tuition Calculation Equations, page 123

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Setting Up Adjustment Calendars, page 110

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Creating Billing and Due Date Calendars, page 107

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Waivers and Waiver Groups, page 127

Defining Modal Course Fees

Access the Course Fee Modal page.

This page is identical to the Course Fees page.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Course Fees, page 160

Defining Modal Course Sub Fees

Access the Course Sub Fee Modal page.

This page is identical to the Course Sub Fees page.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Course Sub Fees, page 161

Defining Class Fees

Access the Class Fees page.

Class Fees

Class Sub Fees

SetID:

PSUNV

Course ID:

001199 Basic Studio in Art

View All

First

1 of 1

Last

Offer Number:

1

Term:

0430

2001 Spring

Session:

1

Regular Academic Session

Section:

TR1

Component:

LAB

Laboratory

*Charge Method:

Always

☐ Charge for Wait Listed Class

☐ Charge for Course Fee

☒ Include in Pro-rata

☒ Include in other Withdrawal

Class Fees page

- Offer Number

Enter the offer number of the class.
- Term

Enter the term for which the class is offered.
- Session

If the class is offered in more than one session in the term, enter the session number.
- Section

If the class is offered in more than one section, enter a section number.
- Component

If there is more than one component offered for the class, and the class charge should apply to a specific component, select the component.
- Charge Method

Define the charge method. You have two choices:

Always: If you select this option, the fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the class term fee (tuition).

Not include in term tuition: If you select this option, the class is excluded from the term fee calculation and the class fee becomes the total charge for the class.

- Charge for Wait Listed Class

Select if the class fee is to be charged to a wait listed student.
- Charge for Course Fee

Select if you want to charge course fees in addition to class fees. If this check box is clear, class fee definitions override course fee definitions for the same class.
- Include in Pro-rata

Select if this class fee is included in pro rata refund calculations.
- Include in other Withdrawal

Select to include this fee in other withdrawal calculations. This selection is optional.

Defining Class Sub Fees

Access the Class Sub Fees page.

Class Fees

Class Sub Fees

SetID: PSUNV

Course ID: 001199

Basic Studio in Art

View All

First

1 of 1

Last

Offer Number: 1

Term: 2001 Spring

Session: Regular

Class Section: TR1

Component: Laboratory

☐ Audit Rate specified

Sub Fees

View All

First

1 of 1

Last

*Account Type: OTH Other Fees

+ -

*Item Type: 210000000001 Book Fees

Fee Trigger: ARTFEE Art Fee

Course Rate ID:

Equation:

Amount/Unit: 0.00

Flat Amount: 30.00

Amount/Unit (Audit): 0.00

Flat Amount (Audit): 0.00

Minimum Amount: 30.00

Maximum Amount: 60.00 USD

*Adjustment Code: STD Standard Adjustment

*Due Date Code: STD Standard

Waiver Group:

Class Sub Fees page

- Audit Rate Specified

Select to define a unique rate for audited classes. If the check box is clear, students auditing the class are charged the regular rate.
- Account Type

Select the account type to which you want the class fee posted.
- Item Type

Select the item type to which you want the class fee posted.

Fee Trigger	If you want the class fee to apply only to certain students, select a fee trigger that controls the selection. If you leave the field blank, the system charges the fee to all students who take the class.
Course Rate ID	Enter an optional course rate ID to control the application of the class fee using student characteristics. If you enter a course rate ID, the Equation, Amount/Unit, and Flat Amount fields become unavailable.

Fee Calculation Parameters

Using the following fields, you can control exactly how much the system charges for the class fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts entered are not independent of each other. Rather, they are summed.

Equation	Select an optional equation. Equations can be used for more complex selection than is possible using the student characteristics described previously.
Amount/Unit	Specify the amount that you want to charge per unit.
Flat Amount	Specify a flat amount that you want to charge regardless of units taken.
Amount/Unit (Audit)	Specify the amount that you want to charge per unit for audited classes.
Flat Amount (Audit)	Specify a flat amount that you want to charge for audited classes regardless of units taken.
Minimum Amount	Specify an optional minimum amount for the class sub fee.
Maximum Amount	Specify an optional maximum amount for the class sub fee.
Adjustment Code	Select the adjustment code (calendar) that you want to associate with this class sub fee.
Due Date Code	Select the due date code (calendar) that you want to associate with this class sub fee.
Waiver Group	Select an optional waiver group that can offset class sub fee charges.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Establishing Criteria for Tuition Groups and Fee Triggers, page 120

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Tuition Calculation Equations, page 123

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Setting Up Adjustment Calendars, page 110

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Creating Billing and Due Date Calendars, page 107

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Waivers and Waiver Groups, page 127

Defining Modal Class Fees

Access the Class Fees Modal page.

This page is identical to the Class Fees page.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Class Fees, page 163

Defining Modal Class Sub Fees

Access the Class Sub Fees Modal page.

This page is identical to the Class Sub Fees page.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Class Sub Fees, page 164

Defining Optional Fees

Your institution may have several fees that apply to many students but not all. For example, many students may need to purchase a parking sticker. By setting up a parking sticker fee as an optional fee, at the time of registration, students can choose to purchase a parking sticker or not.

This section discusses how to:

- Define optional fee codes.
- Define optional fee values.
- Link optional fees to terms.
- Define optional fee amounts.

Pages Used to Define Optional Fees

Page Name	Object Name	Navigation	Usage
Optional Fees	OPT_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Optional Fees, Optional Fees	Define optional fee codes.
Values	OPT_FEE_VAL	Manage Student Financials, Calculate Tuition and Fees, Setup, Optional Fees, Values	Define optional fee values.
Optional Fees - Term	OPT_FEE_TERM	Manage Student Financials, Calculate Tuition and Fees, Setup, Optional Fees - Terms	Link optional fees to terms.
Optional Fees per Term	OPT_FEE_TERM_VAL	Manage Student Financials, Calculate Tuition and Fees, Setup, Optional Fees per Term	Define optional fee amounts.

Defining Optional Fee Codes

Access the Optional Fees page.

Optional Fees page

Add all Careers

Click to apply the optional fee to all active academic careers in the institution. If you add all careers, the Academic Career field becomes unavailable.

Academic Career

Enter the specific careers to which the system applies the optional fee.

Defining Optional Fee Values

Access the Values page.

Optional Fees Values

SetID: PSUNV **Fee Code:** PRKING Parking

View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

View All First 1-2 of 2 Last

*Valid Value	*Description	Short Description	Initial Value
NOPARK	No Parking Sticker	No Parking	<input checked="" type="checkbox"/>
PRKING	Parking Sticker	Parking St	<input type="checkbox"/>

Values page

- Valid Value** Define the valid value for the optional fee. This is the value that is attached to an optional fee per term definition.
- Description** Provide a description for the optional fee.
- Short Desc** Provide a short description for the optional fee.
- Initial Value** Select to make a valid value the default value.
- Select the Init Value check box by the line to be the default fee charged. In this example, the default value *NOPARK* means that the system does not charge an optional parking sticker fee to a student unless *PRKING* is manually selected during tuition calculation.

Linking Optional Fees to Terms

Access the Optional Fees - Term page.

Optional Fees - Term

SetID: PSUNV **Fee Code:** PRKING Parking

View All First 1 of 2 Last

*Term:	0450	2001 Fall	<input checked="" type="checkbox"/>
*Account Type:	PAR	Parking Fees	
*Item Type:	200000000002	Parking Stickers	
*Due Date Code:	STD		
Start Date:	04/01/2001		
Stop Date:	12/21/2001		
No Change Date:	11/02/2001		
<input type="checkbox"/> One Fee for All Careers			

Optional Fees - Term page

- Term** Select the term in which the fee is charged.
- Account Type** Specify the account type for the fee.

Item Type	Select the item type to which the system posts the optional term fee.
Due Date Code	Select the due date code (billing and due calendar) that you want to use.
Start Date	Enter an optional start date to specify the first day that the optional fee can be selected.
Stop Date	Enter an optional stop date to specify the last day that the optional fee can be selected. The Optional Fees for a Student page functionality cannot be used to calculate or link students to an optional fee after this date. However, if changes are necessary, you can use the Optional Fees Override page.
No Change Date	Specify an optional no change date after which enrollment changes do not affect the amount of optional fees charged.
One Fee for All Careers	Select to charge students on fee regardless of the number of billing careers to which they are associated. If you clear this check box, the system charges students associated with more than one billing career once for each career.

Defining Optional Fee Amounts

Access the Optional Fees per Term page.

Optional Fees per Term

SetID: PSUNV
 Fee Code: PRKING Parking
 Term: 0450 2001 Fall

Copy Optional Fee

View All First 1 of 3 Last

*Academic Load: Full-Time

View All First 1 of 1 Last

*Effective Date: 11/27/2001 *Status: Active

View All First 1-2 of 2 Last

Value	Amount/Unit	Flat Amount	Maximum Amount	Initial Value
NOPARK No Parking Sticker	0.00	0.00	99,999.99 USD	<input checked="" type="checkbox"/>
PRKING Parking Sticker	0.00	75.00	99,999.99 USD	<input type="checkbox"/>

Optional Fees per Term page

Academic Load Select an academic load as criteria for the optional fee.

Optional Fee Parameters

Value	This field displays the fee code values and descriptions.
Amount/Unit	Specify the amount that you want to charge per enrollment unit.
Flat Amount	Specify a flat amount that you want to charge regardless of units taken.
Maximum Amount	Enter a maximum amount that you want to charge any one student for this optional fee.

Initial Value

Select to define a valid value as the default value of the optional fee. The system automatically selects the check box next to the default value that you specified in the Values page, but you can override the selection for a particular term.

Copy Optional Fee

Click to copy an optional fee definition from one term to another.

Note. If you have specified start, stop, and no change dates on the Optional Fee—Term page, you may need to adjust the dates.

Setting Up Transaction Fees

Transaction fees are additional fees charged to students in the event of an enrollment transaction such as the addition or dropping of a class. You set up transaction fees by term with an effective date for each term.

Page Used to Define Transaction Fees

Page Name	Object Name	Navigation	Usage
Transaction Fees	TRANS_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Transaction Fees	Define transaction fees.

Defining Transaction Fees

Access the Transaction Fees page.

Transaction Fees

SetID: PSUNV **Trans Fee Code:** TRANFEES
***Description:** Transaction Fees [Copy Transaction Fee](#)

Term / Session [View All](#) First ◀ 2 of 2 ▶ Last

***Term:** 0450 2001 Fall **Session:** Regular Academic Session + -

***Effective Date:** 06/27/2001 ***Status:** Active + -

Transaction	Amount	Account Type	Item Type	Graded Only	Charge Withdraw
<input checked="" type="checkbox"/> Initial Enrollment	250.00	USD MIS Misc	120000000000 Transaction Fee-Initial Enroll		
<input checked="" type="checkbox"/> Add Fee	32.00	MIS Misc	120000000001 Transaction Fees-Add Class	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Drop Fee	28.00	MIS Misc	120000000002 Transaction Fee-Drop Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Add Wait List	10.00	MIS Misc	120000000003 Transaction Fee-Add Wait List	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Drop Wait List	5.00	MIS Misc	120000000004 Transaction Fees-Drop Wait Lis	<input type="checkbox"/>	

Minimum/Maximum Fee Code: MM1 Min/Max Fees for MM1 - SF
***Due Date Code:** STD Standard

Transaction Fees page

Copy Transaction Fee	Click to copy a transaction fee definition from one term to another. You will likely need to change the effective date when you use this button so that the transaction fee definition becomes active on the appropriate day of the additional term for which you are copying the fee.
Term	Specify the term for which you want the transaction fee to apply.
Session	If you want the transaction fee to apply to more than one session within the term, specify the session.

Transaction Fee Definitions

Transaction	Select the check box by the transaction fee that you want to define (Initial Enrollment, Add Fee, Drop Fee, Add Wait List, or Drop Wait List).
Amount	Enter the amount of the transaction fee.
Account Type	Select the account type to which you want the transaction fee to post.
Item Type	Select the item type that you have defined for the transaction fee.
Graded Only	Select to apply the transaction fee to graded classes only. If this check box is clear, the transaction fee applies to audited and graded classes. This option is not available for initial enrollment transaction fees.
Charge Withdraw	Select to charge the transaction fee when a student withdraws from school. This option is available with drop fee transaction charges only. If the check box is clear, drop fee transaction charges are not applied when a student withdraws.
Minimum/Maximum Fee Code	Select an optional minimum/maximum fee code that you want to apply to these transaction fees.
Due Date Code	Select the due date code (billing and due calendar) that governs the transaction fee.

Setting Up Course List Fees

Establish fees for all courses within a given course list.

Page Used to Set Up Course List Fees

Page Name	Object Name	Navigation	Usage
Course List Fees	CLST_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Course List Fees	Define course list fees.

Defining Course List Fees

Access the Course List Fees page.

Course List Fees

SetID: PSUNV
Course List: 000000007 Course List #7

Copy Course List Fee

Term / Session

View All First 1 of 2 Last

*Term: 0450 2001 Fall

Session: Open Entry/Open Exit

*Charge Method: Always

☐ Charge for Wait Listed Class
☒ Audit Rate specified
☒ Include in Pro-rata
☒ Include in other Withdrawal

Sub Fees

View All First 1 of 6 Last

*Account Type: TUT Tuition

*Item Type: 170000000031 Crse List Fee - Term Start

Fee Trigger:

Course Rate ID:

Equation:

Amount/Unit: 90.00

Flat Amount: 30.00

Amount/Unit (Audit): 50.00

Flat Amount (Audit): 20.00

Minimum Amount: 20.00

Maximum Amount: 270.00 USD

*Adjustment Code: OEETMSTR OEE by Term Start Date

*Due Date Code: OEE Open Entry/Open Exit

Waiver Group:

Course List Fees page

Copy Course List Fee

Click to copy a course list fee definition from one term to another.

Term

Select the term in which the fee is charged.

Session

Select the session in which the fee is charged.

Charge Method

Define the charge method. You have two choices:

Always: If you select this option, the fee is charged in addition to term fees.

Not include in term tuition: If you select this option, the course is excluded from the term fee calculation and the course fee becomes the total cost of the class.

Charge for Wait Listed Class

Select to charge the course fee to a wait listed student.

Audit Rate Specified

Select to define a unique rate for audited courses. If you clear the check box, the system charges the regular rate to students auditing the course.

Include in Pro-rata

Select to include the course fee in pro rata refund calculations.

Include in Other Withdrawal

Select to include this fee in other withdrawal calculations.
This selection is optional.

Course List Sub Fees**Account Type**

Select the account type to which you want the course list fee posted.

Item Type	Select the item type to which you want the course list fee posted.
Fee Trigger	If you want the course list fee to apply only to certain students, select a fee trigger that controls the selection. If you leave the field blank, the system charges the fee to all students who take the courses.
Course Rate ID	Enter an optional course rate ID to control the application of the course list fee using student characteristics. This field is available only if the Equation field is blank, and the Amount/Unit and Flat Amount fields have a value of 0.00. You define course rate IDs using the Rate Tables for Course Fees page.

Fee Calculation Parameters

Using the following fields, you can control exactly how much the system charges for the course fee. Fees can be charged based on academic units or a flat fee, or a combination of the two. Amounts entered are not independent of each other. Rather, they are summed.

Equation	Select an optional equation.
Amount/Unit	Specify the amount that you want to charge per unit.
Flat Amount	Specify a flat amount that you want to charge regardless of units taken.
Amount/Unit (Audit)	Specify the amount that you want to charge per unit for audited classes.
Flat Amount (Audit)	Specify a flat amount that you want to charge for audited classes regardless of units taken.
Minimum Amount	Specify an optional minimum amount for the course list sub fee.
Maximum Amount	Specify an optional maximum amount for the course list sub fee.
Adjustment Code	Select the adjustment code (calendar) that you want to associate with this course list sub fee.
Due Date Code	Select the due date code (calendar) that you want to associate with this course list sub fee.
Waiver Group	Select an optional waiver group that can offset course list sub fee charges.

Warning! If the Wild Card feature was used when the course list was set up, the waiver group will apply to anyone meeting the waiver criteria enrolled in any of the subjects covered by the course list.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Establishing Criteria for Tuition Groups and Fee Triggers, page 120

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Setting Up Adjustment Calendars, page 110

Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Course Fees and Class Fees, page 156

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Tuition Calculation Equations, page 123

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Waivers and Waiver Groups, page 127

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Creating Billing and Due Date Calendars, page 107

Setting Up Tuition Groups

This section gives an overview of tuition groups and discusses how to:

- Define tuition groups.
- Link adjustment codes to tuition groups.
- Link criteria to tuition groups.
- Link term fee codes to tuition groups.
- Link a waiver code to a single term fee within a tuition group.
- Link course lists to tuition groups.
- Link waiver codes to tuition groups.
- Review established tuition group priorities.

Understanding Tuition Groups

Tuition groups enable you to combine large groups of students who are charged, generally, the same set of fees under the same rules. Within the tuition group definition, adjustment codes, term fee, course list, and waiver definitions are used to fine-tune charges and adjustments (refund rules) so that each student receives the correct charges for their unique situation. Because there is so much flexibility in the components that make up the tuition group, it is possible to define relatively few to control all tuition calculation. Students may be assigned to a tuition group as they are activated for a term, or the system assigns them to the correct group using criteria that you have defined when tuition is calculated. You can also override the system assigned tuition group on an individual student basis.

Pages Used to Set Up Tuition Groups

Page Name	Object Name	Navigation	Usage
Tuition Groups - Definition	SEL_GROUP_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Tuition Groups, Definition	Define tuition groups.
Tuition Groups - Adjustment Codes	SEL_GROUP_ADJ_CODE	Manage Student Financials, Calculate Tuition and Fees, Setup, Tuition Groups, Adjustment Codes	Link adjustment codes to tuition groups.
Tuition Groups - Criteria	GROUP_CRITR_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Tuition Groups, Criteria	Link criteria to tuition groups.
Tuition Groups - Term Fees	GROUP_FEE_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Tuition Groups, Term Fees	Link term fees to tuition groups.
Term Fee Waivers	GRP_FEE_WAIVER	Click the Waivers link on the Tuition Groups - Term Fees page.	Link a waiver code to a single term fee within a tuition group.
Tuition Groups - Course Lists	GROUP_CLST_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Tuition Groups, Course Lists	Link course lists to tuition groups.
Tuition Groups - Waivers	GRP_WAIVER_TABLE	Manage Student Financials, Calculate Tuition and Fees, Setup, Tuition Groups, Waivers	Link waiver codes to tuition groups.
Tuition Group Priority	SEL_GROUP_PRIORITY	Manage Student Financials, Calculate Tuition and Fees, Inquire, Tuition Group Priority	Review established tuition group priorities.

Defining Tuition Groups

Access the Tuition Groups - Definition page.

The screenshot displays the 'Definition' tab of the 'Tuition Groups' page. The 'Business Unit' is set to 'PSUNV' and the 'Tuition Group' is 'TG1'. The 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'. The 'Description' is 'Tuition Group #1', the 'Short Description' is 'TG1', and the 'Long Description' is 'Tuition Group #1'. The 'Priority' is '30'. The 'Transaction Fee Code' is 'TRANFEES'. The 'Tuition Calculation Group' checkbox is checked, while 'Fin Aid Calculation Group' and 'Lock In Flag' are unchecked.

Tuition Groups - Definition page

Priority

If you have a group of students who cannot be categorized into one tuition group, you need to define the preferred tuition group with a higher priority. For example, if your institution offers a combined JD/MBA program, students could fall into one of three tuition groups, JD, MBA, or JD/MBA. By setting a higher priority (lower number) for the JD/MBA group, you ensure that students are charged appropriately.

Transaction Fee Code

Select an optional transaction fee code.

Tuition Calculation Group

Clear if you do not want to use this tuition group for actual tuition calculation.

Fin Aid Calculation Group
(financial aid calculation group)

Select to enable this definition to be used for calculating projected fees for financial aid budgets.

Lock In Flag

Select to lock in a minimum amount of tuition for the group at a specified point in the term.

See Also

[Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Transaction Fees, page 170](#)

Linking Adjustment Codes to Tuition Groups

Access the Tuition Groups - Adjustment Codes page.

Definition		Adjustment Codes		Criteria		Term Fees		Course Lists		Waivers	
Business Unit:		PSUNV		Tuition Group:		TG1					
View All First ◀ 1 of 1 ▶ Last											
Effective Date:		01/01/1900		Status:		Active					
		Adjustment Code	Description	Service Ind	Reason:						
Pro-rata:		PRORATA	Prorata	<input type="checkbox"/>	<input type="checkbox"/>						
Accrediting Agency:		AGENCY	Agency	<input type="checkbox"/>	<input type="checkbox"/>						
State:		STATE	State	<input type="checkbox"/>	<input type="checkbox"/>						
Federal Refund:		FEDERAL	Federal	<input type="checkbox"/>	<input type="checkbox"/>						
Institution:		INSTITUT	Institutional	<input type="checkbox"/>	<input type="checkbox"/>						
Non-SFA Institution:		NSFAINST	Non-SFA Institutional	<input type="checkbox"/>	<input type="checkbox"/>						
Non-SFA 1st Time Institution:		1STCAR	First Career	<input type="checkbox"/>	<input type="checkbox"/>						
Non-SFA 1st Time Career:		1STINST	1st Time Institution	<input type="checkbox"/>	<input type="checkbox"/>						
Default Service Ind / Reason:				<input type="checkbox"/>	<input type="checkbox"/>						

Tuition Groups - Adjustment Codes page

Select adjustment codes to determine the refund schedules for members of a tuition group. Some refund schedules are mandated by a state government or agency, or by the federal government. Your institution can also devise and apply its own refund schedule. Federal regulations require that refunds for students receiving federal financial aid be calculated using the refund table most advantageous to the student.

Pro-rata	Select the adjustment code that you have defined for pro rata refund calculations. The pro rata refund is applied to first-time students who withdraw.
Accrediting Agency	Select the adjustment code that you have defined to meet the refund requirements of your accrediting agency for students who withdraw.
State	Select the adjustment code that you have defined to meet your state refund requirements agency for students who withdraw.
Federal Refund	Select the adjustment code that you have defined to meet federal refund requirements for students who withdraw.
Institution	Select the adjustment code that you have defined for your institution for students who withdraw. This is the adjustment code the system uses if there are no other schedules that supersede it.
Non-SFA Institution (non-federal student financial aid institution)	Select the adjustment code that you have defined for students who withdraw, but do not receive any federal financial aid.
Non-SFA 1st Time Institution	Select the adjustment code that you have defined for students who withdraw, but do not receive any federal financial aid and are attending your institution for the first time (first term).
Non-SFA 1st Time Career	Select the Non-SFA 1st Time Career schedule that your institution applies by career for students who are first-time students, who do not receive any federal financial aid, and withdraw.

- Service Ind** (service indicator)

Select an optional service indicator code to be applied to the student upon withdrawal.
- Reason**

Select an optional service indicator reason.
- Default Service Ind/Reason**

Select an optional service indicator and reason that you want used as default values.

See Also

Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Setting Up Adjustment Calendars, page 110

Linking Criteria to Tuition Groups

Access the Tuition Groups - Criteria page.

DefinitionAdjustment CodesCriteriaTerm FeesCourse ListsWaivers

Business Unit:PSUNVTuition Group:TG1

View AllFirst1 of 1Last

Effective Date:01/01/1900Status:Active

View AllFirst1 of 1Last

*Criteria	Description	*Priority
<input type="text" value="C1"/>	Criteria #1	<input type="text" value="1"/>

+

-

Tuition Groups - Criteria page

Criteria

Specify the criteria to select students for inclusion in the tuition group. You must attach at least one criteria code.

Priority

When you use more than one criteria code, they are connected with an *OR* operator and require a priority rating.

Linking Term Fees to Tuition Groups

Access the Tuition Groups - Term Fees page.

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Definition		Adjustment Codes		Criteria		Term Fees		Course Lists		Waivers	
Business Unit: PSUNV				Tuition Group: TG1							
View All First 1 of 1 Last											
Effective Date: 01/01/1900				Status: Active							
View All First 1-3 of 3 Last											
*Fee Code	Description	Include in Pro-rata Calc	Include in Withdrawal Calc	Lock In Calc	Residency Calc						
FT2	Student ID Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waivers	<input style="background-color: yellow;" type="button" value="+"/>	<input style="background-color: yellow;" type="button" value="-"/>			
FT3	ASU1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waivers	<input style="background-color: yellow;" type="button" value="+"/>	<input style="background-color: yellow;" type="button" value="-"/>			
TF1	Term Fee #1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Waivers	<input style="background-color: yellow;" type="button" value="+"/>	<input style="background-color: yellow;" type="button" value="-"/>			

Tuition Groups - Term Fees page

Fee Code Select the term fee code that you want to link to this tuition group. You must link at least one term fee code, but can add as many as necessary to cover fees for all members of the tuition group.

Description The term fee description appears in this field.

Include in Pro-rata Calc (include in pro-rata calculation) Select to include the term fee in a pro rata refund calculation in the event that the student withdraws.

Include in Withdrawal Calc (include in withdrawal calculation) Select to include the term fee in a withdrawal calculation in the event that the student withdraws.

Note. If you select this check box, the tuition calculation process for withdrawals uses the applicable adjustment calendar designated on the Adjustment Codes page. If you clear this check box, the tuition calculation process for withdrawals uses the adjustment calendar defined on the Term Fees page of the Term Fees component.

See [Chapter 6, “Setting Up Fees and Tuition Groups,” Defining Term and Session Fees, page 147.](#)

Lock In Calc Select to lock in charges for this term fee at a specified point in the term. This option is available only if the Lock in Calc check box has been selected on the Definition page.

Residency Calc Select to include the term fee in tuition residency calculation.

Waivers Click this link to define waivers specific to one term fee.

See Also

[Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Term Fee Codes, page 144](#)

Linking a Waiver Code to a Single Term Fee Within a Tuition Group

Access the Term Fee Waivers page.

*Waiver Code	Description	
PKG	Parking Sticker	

Tuition Groups - Term Fee Waivers page

Waiver Code Select the waiver code to apply to the term fee to waive charges. Waivers attached at this level apply only to the specific term fee and not to the tuition group as a whole.

Linking Course Lists to Tuition Groups

Access the Tuition Groups - Course Lists page.

*Course List	Description	Include in Pro-rata Calc	Include in Withdrawal Calc
000000002	Course List #2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Tuition Groups - Course Lists page

Course List Select the course list that you are linking to the tuition group.

Include in Pro-rata Calc Select if you want the course list fees included in any pro rata calculation.

Include In Withdrawal Calc (include in withdrawal calculation) Select if you want the course list fees included in any withdrawal calculations for this tuition group.

See Also

Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Course List Fees, page 171

Linking Waiver Codes to Tuition Groups

Access the Tuition Groups - Waivers page.

Definition Adjustment Codes Criteria Term Fees Course Lists **Waivers**

Business Unit: PSUNV **Tuition Group:** TG1

View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

View All First 1-2 of 2 Last

*Waiver Code	Description	
FG1	First Generation Waiver #1	+ -
HNR1	Honors #1 Waiver	+ -

Tuition Groups - Waivers page

Waiver Code Select the waiver code that you want to link to the tuition group. Waiver codes linked at this level apply to all term fees attached to the tuition group.

See Also

[Chapter 5, “Setting Up Tuition Controls, Criteria, Equations, and Waivers,” Defining Waivers and Waiver Groups, page 127](#)

Reviewing Established Tuition Group Priorities

Access the Tuition Group Priority page.

The Tuition Group Priority page lists all tuition groups defined for your institution, provides a description of them, and displays their priority. Use this page to confirm that potentially competing tuition group definitions have the correct priority ratings.

CHAPTER 7

Setting Up Refunding

This chapter lists prerequisites and discusses how to:

- Set up your business unit to refund customers.
- Set up accounts payable (AP) options.
- Create a refund calendar.
- Set up direct deposits for students.
- Designate sponsors.
- Create tax records.

See Also

Chapter 17, “Refunding Customers,” Understanding Refunds, page 367

Prerequisites

To process refunds, first create refund item types. An item type defines how the item is applied to a student or corporate account within PeopleSoft Student Financials. Use the SF Item Type component to define refund item types.

If you use the payroll method to create and distribute refunds, your payroll department must use PeopleSoft Payroll for North America to create a refund company that employs your students. This enables your payroll department to issue refund checks to students as if they were paychecks.

If you use the accounts payables method to create and distribute refunds, your accounts payables department must set up their system to recognize students and corporations as vendors to distribute refund checks to them. In addition, you must specify the release of your institution’s PeopleSoft Financials software on the SF Installation page.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Defining Number Sequence Start Points, Maximum Row Settings, and Financials Release, page 5

Setting Up Your Business Unit to Refund Customers

This section discusses how to:

- Define basic refunding rules.
- Define refund approval parameters.
- Define default payroll interface parameters.
- Define default withholding amounts for payroll refunds.
- Define payroll interface parameters for special refunds.
- Define withholding amounts for special refunds.
- Define accounts and item types for special refunds.

Pages Used to Set Up Your Business Unit for Refunding

Page Name	Object Name	Navigation	Usage
Refund Setup	BUS_UNIT_TBL_SF3	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Refund Setup	Define the rules governing how your business unit handles refunds.
Refund Approval	BUS_UNIT_TBL_SF20	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Refund Approval	Set refund approval levels.
Payroll Refund 1	BUS_ULNIT_TBL_SF4	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Payroll Refund 1	Create default parameters for refunds that use the payroll interface.
Payroll Refund 2	BUS_UNIT_TBL_SF18	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Payroll Refund 2	Set default withholding amounts for standard refunds for individuals.
Tax 1	BUS_UNIT_TBL_SF11	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Tax 1	Establish an alternate set of payroll interface parameters for certain student refunds, such as aid to non-resident alien students.
Tax 2	BUS_UNIT_TBL_SF16	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Tax 2	Set withholding amounts to be applied to the special refunds established on the Tax 1 page.
Tax 3	BUS_UNIT_TBL_SF5	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Tax 3	Define accounts and item types for crediting withholding amounts for special refunds.

Defining Basic Refunding Rules

Access the Refund Setup page.

General 1	General 2	Posting Setup	Commit Options	Collections	Refund Setup	Refund Approval	Payroll Refund 1	Payroll Refund 2
Business Unit: PSUNV PeopleSoft University Bursar								
Refund Method: A/P		<input type="checkbox"/> Allow Changes in Refund Method						
Refund Service Impact: REFND Refund		<input type="checkbox"/> Refund Debit Balances						
Ext Org Contact Type: CEO Chief Executive Officer								
Number of Days Between Refunds								
Batch Financial Aid Only: 10		Batch Both FA and Non FA: 12						
Batch Non Financial Aid Only: 11		Online Refunds: 13						
Amount Controls								
Minimum Refund: 25.00		Maximum Refund: 5,000.00						
Sponsored Recipient Controls								
Individual Threshold Amount				Corp Threshold Amount				
Individual Sponsor: 25.00		Individual Sponsor: 100.00						
Organization Sponsor: 50.00		Organization Sponsor: 200.00						

Refund Setup page

Refund Method

Select from the following values:

A/P: Create the refund in PeopleSoft Student Financials and have your accounts payable department produce and distribute the checks.

Other: Create the refund in PeopleSoft Student Financials and produce a check using a third-party application.

Payroll: Use PeopleSoft Payroll for North America to create refunds and produce checks. You can use this option for individual refunds only, not for refunds to an organization.

Allow Changes in Refund Method

Select to enable a user to switch between the AP, Other, and Payroll methods when processing online refunds. If you clear this check box, the user can only use the refund method specified for the SF Business Unit.

Refund Service Impact

Select the value to use to prevent or deny a refund.

Refund Debit Balances

Select to create refunds that exceed the available credit balance. For example, if a student has charges of 9,000 USD and an unapplied credit of 10,000 USD from a fellowship award, the system allows a refund of the excess unapplied credit even though the student's account technically has a debit balance.

Ext Org Contact Type
(external organization contact type)

Select the external organization contact type for processing batch refunds for external organizations.

Number of Days Between Refunds

Define the minimum number of days between the times refunds can be processed for a particular customer.

Note. These restrictions prevent refunds processed in batch mode, but only produce warning messages for online refunds.

Batch Financial Aid Only Enter the minimum number of days between batch-produced refunds of excess financial-aid credits. This setting restricts refunds of financial aid item type credits only and does not affect batch-produced refunds of non-financial-aid credits.

Note. Use this setting to specify a different interval between refunds for financial aid and non-financial-aid credits only.

Batch both FA and Non FA Enter the minimum number of days between batch-produced refunds of all excess credits. Use this setting to process financial-aid and non-financial-aid credits the same way.
(batch both financial aid and non-financial aid)

Batch Non Financial Aid Only Enter the minimum number of days between batch-produced refunds of excess non-financial-aid credits. This setting restricts non-financial-aid credits only and does not affect batch-produced refunds of financial aid item type credits.

Note. Use this setting to specify a different interval between refunds for non-financial-aid and financial aid credits only.

Online Refunds Enter the minimum number of days between online produced refunds of all excess credits.

Note. Because online refunds are usually produced for extraordinary reasons, this setting results in a warning message when you attempt to process refunds more frequently than the specified number of days. It does not prevent you from processing the refund.

Amount Controls Group Box

Minimum Refund Enter an amount below which you do not want to produce refunds in batch mode. Refunds below this amount can be processed online. You receive a warning message, but you can override it.

Maximum Refund Enter an amount above which you do not want to produce refunds. You cannot override this amount.

Sponsored Recipient Controls

Sponsored recipient controls refer to the threshold below which student refunds are paid directly to the sponsored student or organization rather than to the sponsor. For example, if the individual sponsor threshold amount is established at 25.00 USD and a sponsored student has a refundable credit balance of 20.00 USD, the refund is paid to the student rather than to a sponsor. Sponsors can be either individuals or organizations.

Individual Threshold Amount

Individual Sponsor and Organization Sponsor

Specify a monetary amount (threshold) below which student refunds are not paid to an individual or an organization sponsor.

Corp Threshold Amount

Individual Sponsor and Organization Sponsor

Specify a monetary amount (threshold) below which refunds to an organization are not paid to an individual or an organization sponsor.

Defining Refund Approval Parameters

Access the Refund Approval page.

General 1General 2Posting SetupCommit OptionsCollectionsRefund SetupRefund Approval▶

Business Unit:PSUNVPeopleSoft University Bursar

Individual

☒ Activate On-line Approvals

☒ Level 1 Role:First Level Refund Approva🔍

☒ Level 2 Role:Second Level Refund Appro🔍

☒ Level 3 Role:Supervisor Refund Approva🔍

☒ Activate Batch Approvals

Approval 1 Amt:500.00

Approval 2 Amt:1,000.00

Approval 3 Amt:2,000.00

Organization

☒ Activate On-line Approvals

☒ Level 1 Role:First Level Refund Approva🔍

☒ Level 2 Role:Second Level Refund Appro🔍

☒ Level 3 Role:Supervisor Refund Approva🔍

Approval 1 Amt:500.00

Approval 2 Amt:1,000.00

Approval 3 Amt:2,000.00

Refund Approval page

Refund approval controls determine whether approval is required before a refund can be issued. If approval is required, refund requests are routed to the appropriate approver’s worklist.

Approval amounts define a range. For example, if the approval 1 amount is set at 500 USD, the approval 2 amount is set at 1,000 USD and the approval 3 amount is set at 2,000 USD, all refunds under 500 USD do not require approval. All refunds between 500 USD and 999 USD require only level 1 approval, and so on.

Individual

Activate Online Approvals and Activate Batch Approvals

Select to require approval of online or batch refunds. If you activate approvals, you must establish roles and approval amounts.

Level 1 Role, Level 2 Role, and Level 3 Role

Select the appropriate role for the each level of approval.

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Approval 1 Amt (approval 1 amount), **Approval 2 Amt** (approval 2 amount), and **Approval 3 Amt** (approval 3 amount) Enter the refund amount for which the system requires each level of approval.

Organization

Establish approval parameters for corporate refunds. The fields in this group box are identical to those in the Individual group box, except that batch approvals do not apply for organization refunds.

Defining Default Payroll Interface Parameters

Access the Payroll Refund 1 page.

Refund ApprovalPayroll Refund 1Payroll Refund 2Tax Calc OptionsTax 1Tax 2Tax 3

Business Unit:PSUNVPeopleSoft University Bursar

Business Unit for HRMS:PSDEVDefault BU

Company:STRPeopleSoft - Student Refunds

Job Code SetID:USAU.S. Table Sets

Job Code:S001Student Refund

Department SetID:USAU.S. Table Sets

Department:STUDENTStudent Refunds

Pay Group:STRStudent Refund Pay Group

Benefit Program:STRStudent Refund Benefit Program

State:USACACalifornia

Locality:

Payroll Refund 1 page

Note. Before entering data on this page, consult your institution’s payroll staff to determine the correct settings.

- Business Unit for HRMS**
(business unit for human resources management system)

Select the business unit that PeopleSoft Payroll for North America uses to identify the refund company.
- Company**

Select the company code that has been designated for individual refunds.

Setting Default Withholding Amounts for Payroll Refunds

Access the Payroll Refund 2 page.

Refund Approval	Payroll Refund 1	Payroll Refund 2	Tax Calc Options	Tax 1	Tax 2	Tax 3
Business Unit: PSUNV PeopleSoft University Bursar						
Federal Tax Records						
Special FWT Status:		Maint Grs				
FWT Marital Status:		Single				
FWT Allowances:		1				
State Refunding Records						
Special Tax Status:		Maintn Grs				
SWT Marital/Tax Status:		S				
Withholding Allowances:		1				
Local Refunding Records						
LWT Marital/Tax Status:		S				
Local Allowances:		1				

Payroll Refund 2 page

Note. Before entering data on this page, consult your institution's payroll staff to determine the correct settings.

Federal Tax Records

Special FWT Status

(special federal withholding tax status)

Select the special federal withholding tax status that you apply to your refunds. Values are:

None or *Exempt*: Do not withhold federal taxes from standard refunds.

Maint Grs (maintain gross): Do not withhold taxes from the refund even if federal taxes apply.

NRA (non-resident alien): Withhold taxes based on the tax treaty specified for the student.

FWT Marital Status

(federal withholding tax marital status)

Set the default federal withholding tax marital status. Values are:

Married (withholding based on filing jointly).

Single (withholding tax as a single filer).

FWT Allowances (federal withholding tax allowance)

Enter a default number of exemptions in this field.

State Refunding Records

Special Tax Status

Select the special tax status that you apply to your refunds. Values are:

None or *Exempt*: Withhold taxes from standard refunds.

Maintn Grs (maintain gross): Do not withhold taxes from the refund even if state taxes apply.

N/R Alien (non-resident alien): Withhold taxes based on the tax treaty specified for the student.

SWT Marital/Tax Status
(state withholding tax/marital status)

Set the state withholding tax/marital status. Values are:

H (withholding tax as a head of household).

M (withholding based on filing jointly).

S (withholding tax as a single filer).

Withholding Allowances

Enter a default number of exemptions.

Local Refunding Records

LWT Marital/Tax Status
(local withholding tax marital/tax status)

Set the local marital tax status. Values are:

H (withholding tax as a head of household).

M (withholding based on filing jointly).

S (withholding tax as a single filer).

Local Allowances

Enter a default number of exemptions.

Defining Payroll Interface Parameters for Special Refunds

Access the Tax 1 page.

The Payroll Refund 1 and Tax 1 pages are virtually identical. Both define parameters for student refunds produced through the PeopleSoft Payroll for North America system. Use the Tax 1 page to set up parameters needed for special refunds (for example, taxable refunds for non-resident alien students).

Note. The values that appear in the Business Unit for HRMS, Job Code SetID, and Department SetID fields come from the selections you made on the Payroll 1 Refund page.

Note. Before entering data on this page, consult your institution's payroll staff to determine the correct settings.

Defining Withholding Amounts for Special Refunds

Access the Tax 2 page.

The Payroll Refund 2 and Tax 2 pages are virtually identical. Both set withholding amounts for student refunds produced through PeopleSoft Payroll for North America. Use the Tax 2 page to set up parameters for special refunds (for example, taxable refunds for non-resident alien students).

Note. The settings on the Tax 2 page may be required if your institution uses PeopleSoft Payroll for North America. Consult with your payroll staff to determine proper settings.

See Also

Chapter 7, "Setting Up Refunding," Setting Default Withholding Amounts for Payroll Refunds, page 189

Defining Accounts and Item Types for Special Refunds

Access the Tax 3 page.

The screenshot shows the 'Tax 3' page in a PeopleSoft application. At the top, there are several tabs: 'Payroll Refund 1', 'Payroll Refund 2', 'AP Refunds', 'Tax Calc Options', 'Tax 1', 'Tax 2', and 'Tax 3'. The 'Tax 3' tab is selected. Below the tabs, the 'Business Unit' is set to 'PSUNV' and 'PeopleSoft University Bursar'. The page is divided into three sections: 'Federal', 'State', and 'Local'. Each section contains fields for 'Withholdings Account' and 'Tax Item Type'. In the 'Federal' section, the 'Federal Withholdings Account' is 'TAX' and the 'Federal Tax Item Type' is '8000000000007'. In the 'State' section, the 'State Withholding Account' is 'TAX' and the 'State Tax Item Type' is '8000000000008'. In the 'Local' section, the 'Local Withholding Account' is 'TAX' and the 'Local Tax Item Type' is '8000000000009'.

Tax 3 page

Select the appropriate account and item types for federal, state, and local withholding taxes.

Setting Up Accounts Payable Options

This section discusses how to:

- Set up an AP business unit.
- Set up AP set controls for vendors.

Pages Used to Set Up an Accounts Payable Options

Page Name	Object Name	Navigation	Usage
AP Business Unit Options	BUS_UNIT_TBL_AP	Design Student Administration, Define Student Financials, Setup A-H, AP Business Unit	Establish AP interface and voucher numbering parameters.
AP Set Controls - Vendor	SF_AP_VNDR_OPTIONS	Design Student Administration, Define Student Financials, Setup A-H, AP Set Controls - Vendor	Define vendor information.

Setting Up an AP Business Unit

Access the AP Business Unit Options page.

AP Business Unit Options

AP Business Unit: STATE

*Description: State Short Desc: State AP User ID: VP1

*Vendor Set ID: STATE Voucher Origin: EDI

Voucher Numbering

Voucher Sequencing By: Automatic Sequencing Voucher Prefix:

Last Voucher Number: 5500

Voucher Group Numbering

☒ Control Group Numbering Group ID Last Used:

AP Business Unit Options page

AP business unit options control how PeopleSoft Student Financials creates vendor and voucher file definitions. These definitions are used for transfer to PeopleSoft Payables to create refund payments.

Note. The AP business unit options you define on this page should match PeopleSoft Payables definitions.

AP User ID	The PeopleSoft Student Financials application refunding process populates each voucher it creates with the AP user ID you specify here. This ID must exist in PeopleSoft E&G Financials.
Voucher Origin	The PeopleSoft Student Financials application refunding process populates each voucher it creates with the voucher origin you specify here. This origin value must exist in PeopleSoft Payables.
Voucher Numbering	
Voucher Sequencing By	<p>Select how voucher numbers are assigned:</p> <p><i>Automatic Sequencing:</i> Assign voucher numbers starting with the number you specify in the Last Voucher Number field.</p> <p><i>Use SF Refund# as Voucher#:</i> Assign voucher numbers using the SF refund ID number.</p>
Voucher Prefix	Specify an optional two-character voucher prefix to enable accounts payable staff to easily identify vouchers that originate in PeopleSoft Student Financials. Voucher IDs are eight characters long. If you enter a prefix, a six-digit number is attached to create the voucher ID. For example, if you use the prefix SF, the refunding process will create the voucher ID SF000001.
Last Voucher Number	Displays the last voucher number used. You can override this value to establish a new starting point for numbering.

Voucher Group Numbering

- Control Group Numbering

Select to assign a control group ID to each voucher PeopleSoft Student Financials refunding process creates. If control group numbering is selected, the Group ID Last Used field is updated every time you run the refund process.
- Group ID Last Used

Displays the last group ID when the Control Group Numbering check box is selected.

Defining AP Set Controls for Vendors

Access the AP Set Controls - Vendor page.

AP Set Controls - Vendor

Vendor Set ID: UNIV

AP Set Controls - Vendor

Vendor ID Prefix: SU

Last Vendor ID: 99999910

Vendor Pay Group: RT

AP Address Sequence Number: 9

AP Set Controls - Vendor page

AP set controls insert information into vouchers produced for refunds using PeopleSoft Payables. Consult with your account payables staff to determine the proper settings.

- Vendor ID Prefix

Enter an optional vendor ID prefix to be used with all vendor ID numbers. This prefix should describe the entity producing the voucher transactions. When you add a vendor ID prefix, the prefix replaces the first two characters of the vendor ID number.
- Last Vendor ID

Displays the last vendor ID used by the system. Insert a new value to specify a starting point for new vouchers.
- AP Address Sequence Number (accounts payable address sequence number)

Enter the default address sequence to use as when refunds are created for a vendor using this set control. Address sequence is a three-digit field.

Note.

The AP address sequence number is comparable to the address type commonly used in PeopleSoft Student Financials. Vendors may have a variety of addresses depending on the purpose of the communication.
- Vendor Pay Group

Enter an optional two-character vendor pay group code. This code may be used during payment processing to cause Pay Cycle Manager to pay only vouchers originating in PeopleSoft Student Financials.

See Also

PeopleSoft Payables PeopleBook, “Designing Your Payables System”

PeopleSoft Payables PeopleBook, “Establishing Pay Cycles”

Creating a Refund Calendar

If you create and distribute refunds using the payroll method, you must generate a refund calendar, which designates pay period end dates that the PeopleSoft Payroll for North America system uses when generating refund checks. Most of the time you use the Refund Calendar Creation (SFPCLBLD) process to generate a refund calendar for every possible day of a given year. That way, whenever you want to create a payroll refund, a pay period end date has already been designated. You can also create refund calendars for specific days on an as-needed basis.

This section discusses how to:

- Create a calendar for every day of the year.
- Create a calendar for a specific day.

Pages Used to Create a Refund Calendar

Page Name	Object Name	Navigation	Usage
Refund Calendar Creation	RUNCTL_PAY_CBLD_SF	Manage Student Financials, Refund Customers, Process, Refund Calendar Creation	Create a refund calendar for multiple days at a time.
Refund Calendar Table	PAY_CALENDAR_TABLE	<ul style="list-style-type: none"> • Define Business Rules, Define Payroll Interface, Setup, Pay Calendar Table, Pay Calendar Table • Define Business Rules, Define Payroll Process, Setup 2, Pay Calendar Table, Pay Calendar Table • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Calendar Table, Pay Calendar Table • Manage Student Financials, Refund Customers, Setup, Refund Calendar Table 	Create a refund calendar for a specific day.

Creating a Calendar for Every Day of the Year

Access the Refund Calendar Creation page.

Refund Calendar Creation

Run Control ID: PS

[Report Manager](#)
[Process Monitor](#)
Run

Process Parameters

*Business Unit:	<input type="text" value="PSUNV"/>	Q	PeopleSoft University Bursar
Company:	STR		PeopleSoft - Student Refunds
Pay Group:	STR		Student Refund Pay Group
*Pay Period End Date:	<input type="text" value="01/01/2001"/>	B	
Check Dt Days From Pay End Dt:	<input type="text"/>		
Pay Periods Per Year:	<input type="text" value="365"/>		
Pay Run ID:	<input type="text" value="S01"/>	Q	

Refund Calendar Creation page

- Pay Period End Date** Enter the first pay period end date for which refund checks can be generated. Typically, you enter the first day of the year for which you are generating a refund calendar.
- Check Dt Days From Pay End Dt** (check date days from pay end date) Enter the number of days after each pay period end date that refund checks are issued. Typically, you leave this field blank so that checks can be issued on the same day as the pay period end date.
- Pay Periods Per Year** Enter the number of pay periods per year for this refund calendar creation. Typically, you enter 365 to indicate a pay period for each day of the year. Then you can generate a refund for any day of the year.
- Pay Run ID** Enter a pay run ID. Have your payroll assign a pay run ID to use specifically for refund calendar creation. The system assigns this pay run ID to every pay period end date in the refund calendar.

Creating a Calendar for a Specific Day

Access the Refund Calendar Table page.

Refund Calendar Table

Company: STR PeopleSoft - Student Refunds
Pay Group: STR Student Refund Pay Group
Pay Period End Date: 06/01/2001
***Pay Period Begin Date:** 06/01/2001
Pay Run ID: S01
Aggregate ID:
***Paycheck Issue Date:** 06/01/2001
Weeks in this Period:
***Pay Periods Per Year:** 365
Balance ID details

Balance ID	Year	Quarter	Period
CY CY Bals	2001	2	6

Pay Period of the month ☒ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

Refund Calendar Table page

Pay Run ID

Select a pay run ID. When you use this page to create a refund calendar for one day at a time, you must specify a different pay run ID for each refund calendar that you create.

Aggregate ID and Weeks in this Period

These fields are not used for PeopleSoft Student Financials refunding.

Paycheck Issue Date

Select the date to appear on the student's refund check or direct deposit advice slip. It determines the calendar year, quarter, and period for all payroll balances. Typically, you enter the same date here as you did in the Pay Period End Date and Pay Period Begin Date fields.

Setting Up Direct Deposit for Students

If you use the payroll refund method and you want to distribute refunds through direct deposit, you must first set up direct deposit for each applicable student.

This section discusses how to:

- Set up direct deposit for U.S. students.
- Set up direct deposit for Canadian students.

Pages Used to Set Up Direct Deposit for Students

Page Name	Object Name	Navigation	Usage
Direct Deposit	DIRECT_DEPOSIT	<ul style="list-style-type: none"> Compensate Employees, Maintain Payroll Data (USF), Use, Direct Deposit Compensate Employees, Maintain Payroll Data (US), Use, Direct Deposit Compensate Employees, Maintain Payroll Interface, Use, Direct Deposit Manage Student Financials, Refund Customers, Use, Direct Deposit 	Enable direct deposit of refunds to checking and savings bank accounts of U.S. students.
Direct Deposit Canada	DIRECT_DEPOSIT_CAN	<ul style="list-style-type: none"> Compensate Employees, Maintain Payroll Data (CAN), Use, Direct Deposit Manage Student Financials, Refund Customers, Use, Direct Deposit Canada 	Enable direct deposit of refunds to checking and savings bank accounts of Canadian students.

Setting Up Direct Deposit for U.S. Students

Access the Direct Deposit page.

Hornberger,Lena ID: SF0300

Deposit Information Find | View All First 1 of 1 Last

*Effective Date: 06/22/2001 *Status: Active ☐ Suppress DDP Advice Print

Distribution Information Find | View All First 1 of 1 Last

Priority: 1

Bank ID: 003

Account#: 8557043

*Deposit Type: Percent

% Net Pay/\$ Amount: 100.00

Prenotification Status: Not Submtd Prenote Date: ☒ Prenotification Reqd

This data was last updated by Online Opr on 06/22/2001

Account Type

☒ Checking

☐ Savings

☐ Issue Check

Direct Deposit page

Deposit Information

Suppress DDP Advice Print Select to indicate that the student has elected to receive the pay advice electronically, rather than on a printed paper slip.

Distribution Information

Priority	Enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number. The lower the priority number, the higher the actual priority. Priority becomes important when a student’s refund is not enough to cover all direct deposits. In that case, the system processes only the higher priority deposits.
Bank ID and Account# (account number)	Enter a bank ID and checking or savings account number. <hr/> Note. You must enter a bank ID and account number for each account type. Insert rows to add additional accounts. <hr/>
Deposit Type	Select <i>Amount</i> to deposit a fixed dollar amount in this account. Select <i>Balance</i> to deposit the balance of the student’s refund in this account. Select <i>Percent</i> to deposit a specific percentage of his refund in this account.
% Net Pay/\$ Amount (percentage net pay/dollar amount)	Enter a specific dollar amount if you selected Amount in the Deposit Type field. Enter a percentage if you selected Percent in the Deposit Type field.
Prenotification Status	To verify that the bank ID and account numbers are valid, the system creates a prenote status file the first time it processes direct deposits for each student. This field displays the status of the prenotification.
Prenote Date	The date on which you submit the prenote appears in this field.
Prenotification Req'd	Select if prenotification is required for your institution.

Setting Up Direct Deposit for Canadian Students

Access the Direct Deposit Canada page.

With the exception of the Branch ID field, the fields on this page are identical to those on the Direct Deposit page.

See Also

Chapter 7, “Setting Up Refunding,” Setting Up Direct Deposit for Canadian Students, page 199

Designating Sponsors

Sometimes students and organizations with a negative account balance have sponsors that should be the refund recipient. You must designate a sponsor for those sponsored students and corporations.

This section discusses how to:

- Designate sponsors for individual students.
- Designate sponsors for organizations.

Pages Used to Designate Sponsors

Page Name	Object Name	Navigation	Usage
Individual Sponsor	REFUND_CUSTOMER_ID	Manage Student Financials, Refund Customers, Use, Designate Individual Sponsor	Designate a sponsor for each credit on the student's account.
Corp Sponsor	REFUND_ORG_SPONSOR	Manage Student Financials, Refund Customers, Use, Designate Corp Sponsor	Designate a sponsor for each credit on the organization's account.

Designating Sponsors for Individual Students

Access the Individual Sponsor page.

Individual Sponsor

Business Unit: PSUNV

ID: Layton,Jack

Individual Sponsor

First 1 of 1 Last

Item Type: Cash Payment **Term:** 2001 Spring

Account: MISFEES001- **Item Amt:** \$-2,000.00 **Balance:** -2,000.00

Sponsor ID: Norman,Bruce

Sponsor Org ID **Org Contact:**

Individual Sponsor page

ID Enter the ID of the student for whom you want to designate one or more sponsors.

Individual Sponsor

Sponsor ID If the sponsor that you are designating is an individual, select the ID of the individual. When you select a value in this field, the Sponsor Org ID and Org Contact fields become unavailable.

Sponsor Org ID (sponsor organization ID) If the sponsor that you are designating is an external organization, select the ID of the organization. When you select a value in this field, the Sponsor ID field becomes unavailable.

Org Contact (organization contact) If you select an organization in the Sponsor Org ID field, select the contact for that organization.

Designating Sponsors for Organizations

Access the Corp Sponsor page.

With the exception of the External Org ID (external organization ID) field, the fields on this page are identical to those on the Individual Sponsor page.

External Org ID Enter the ID of the external organization for which you want to designate one or more sponsors.

See Also

[Chapter 7, “Setting Up Refunding,” Designating Sponsors, page 199](#)

Creating Tax Records

To keep track of funds refunded through the payroll department to parents, guardians, and other sponsors, you must create employment, job, and tax records for them, just as you do for students. Normally, the system creates these records automatically for students the first time that you post a charge or credit to their accounts. For parents and guardians, you must manually create tax records. In addition, if your business unit is not set up to create tax records automatically for special students such as non-resident aliens, you must create tax records for them.

This section discusses how to:

- View a student’s tax record status.
- Override default tax withholding parameters.

See Also

[Chapter 7, “Setting Up Refunding,” Setting Up Your Business Unit to Refund Customers, page 184](#)

Pages Used to Create Tax Records

Page Name	Object Name	Navigation	Usage
Tax Records Status	REFUND_TAX	Manage Student Financials, Refund Customers, Use, Create Tax Records, Tax Records Status	View a student’s tax record status to determine the tax records that you need to create. Select default tax withholding parameters to create tax records.
Tax Data	REFUND_TAX_1	Manage Student Financials, Refund Customers, Use, Create Tax Records, Tax Data	Override default tax withholding parameters.

Viewing a Student’s Tax Record Status

Access the Tax Records Status page.

Tax Records Status		Tax Data	
Business Unit:	PSUNV		
	Mendoza,Ramiro	SF0040	
Account Balance:	\$0.00		
Tax Record Type:	<input checked="" type="checkbox"/> R <input type="checkbox"/> N	Refund Tax Refund Records	
Job Record Status:	Row Must Be Created		
Federal Record Status:	Row Must Be Created		
State Record Status:	Row Must Be Created		
Local Record Status:	Row Not Required		
Employment Status:	Row Must Be Created		
Tax Distribution Status:	Row Must Be Created		

Tax Records Status page

Tax Record Type

Select default tax withholding parameters for the person for whom you are creating tax records. Values are:

R: The system creates tax records using the default values entered on the Payroll Refund 1 page of the SF Business Unit component.

N: The system creates tax records using the default values entered on the Tax 1 page of the SF Business Unit component.

Job Record Status, Federal Record Status, State Record Status, Local Record Status, Employment Status, and Tax Distribution Status

Displays whether a row has been created for a specific type of tax record and whether a row is required. Possible values are:

Row Must Be Created: The system has not yet created a row for the respective tax record. Once you successfully save the Create Tax Record component, this status changes to *Row Found*.

Row Found: The system has already created a row for the respective tax record.

Row Not Required: The system does not require that a row be created for the respective tax record.

Overriding the Default Withholding Parameters

Access the Tax Data page.

Tax Records Status		Tax Data	
Taxes			
Business Unit:	PSUNV		
ID:	SF0040	Mendoza,Ramiro	
Tax Record Type:	R	Refund Tax Refund Records	
Federal Tax Data			
Amount	<input type="text"/>	*FWT Marital Status	<input type="text" value="S"/>
Percentage	<input type="text" value="10.000"/>	*Special FWT Status	<input type="text" value="G"/>
	FWT Allowances	<input type="text" value="1"/>	
State Tax Data			
Amount	<input type="text"/>	Withholding Allowances	<input type="text" value="1"/>
Percentage	<input type="text" value="7.000"/>	*SWT Marital/Tax Status	<input type="text" value="S"/>
		*Special Tax Status	<input type="text" value="G"/>
Local Tax Data			
Additional Amount	<input type="text"/>	Local Withholding Allowances	<input type="text"/>
Additional Percentage	<input type="text"/>		

Tax Data page

Federal Tax Data

You can change any default federal withholding parameters.

Amount	Set a flat amount of federal tax to be withheld.
FWT Marital Status (federal withholding tax marital status)	Set the marital filing status of the person whose tax record that you are creating. Values are <i>S</i> (single) and <i>M</i> (married).
Special FWT Status (special federal withholding tax status)	Select any special federal withholding status that the person has. Possible values are <i>A</i> (non-resident alien), <i>E</i> (exempt), <i>G</i> (maintain gross), and <i>N</i> (none).
Percentage	Enter the percentage of the refund to withhold as federal tax.
FWT Allowances (federal withholding tax allowances)	Set the number of withholding allowances the person claims.

State Tax Data

You can change any default state withholding parameters.

Amount	Set a flat amount of state tax to be withheld.
---------------	--

**Withholding Allowances
and Additional Allowances**

Set the number of withholding and additional allowances the person claims.

Percentage

Enter the percentage of the refund to withhold as state tax.

SWT Marital/Tax Status
(state withholding tax
marital/tax status)

Set the marital filing status of the person receiving the refund. Possible values are *H* (head of household), *M* (married), and *S* (single).

Special Tax Status

Select any special state withholding status that the person has. Possible values are *A* (non-resident alien), *E* (exempt), *G* (maintain gross), and *N* (none).

Addl Allow (additional
allowance)

Set any additional allowances.

Local Tax Data

You can change any default local withholding parameters.

Additional Amount

Set a flat additional amount to withhold for local taxes.

**Local Withholding
Allowances**

Enter the number of local withholding allowances that the person claims.

Additional Percentage

Set additional percentages to withhold for local taxes.

CHAPTER 8

Setting Up Payment Plans

This chapter lists common elements and discusses how to:

- Set up deferral contracts.
- Set up multiyear payment plan contracts.
- Set up payment plan contracts.
- Set up prepayment plan contracts.
- Set up third-party contracts.
- Set up collection agreements.

Common Elements Used in This Chapter

Status	<p>Enter the status of the contract.</p> <p><i>Active:</i> Select to make the contract available for use.</p> <p><i>Cancelled:</i> Select to cancel the contract.</p> <hr/> <p>Note. Each student linked to the contract must be canceled individually.</p> <p><i>Hold:</i> Select to prevent new students from being added to the contract, but not to discontinue its use completely.</p> <p><i>Inactive:</i> Select this option to discontinue use of the contract.</p> <hr/>
Billing Cycle	<p>Select the billing cycle for the payment plan.</p> <p><i>Bi-Monthly:</i> Select to bill students every other month.</p> <p><i>Monthly:</i> Select to bill students each month.</p> <p><i>One Time:</i> Select to bill students only once.</p> <p><i>User Selected:</i> Select to specify billing and due dates rather than having the system generate the schedules.</p> <p><i>Weekly:</i> Select to bill students weekly.</p>

Setting Up Deferral Contracts

This section discusses how to:

1. Define basic deferral contract parameters.
2. Define deferral contract administrative fees.
3. Define deferral contract eligible charges and maximum amounts.

Pages Used to Set Up Deferral Contracts

Page Name	Object Name	Navigation	Usage
Deferral Contract	DEFER_CONTRACT	Manage Student Financials, Administer Payment Plans, Setup, Deferral Contract, Deferral Contract	Define basic deferral contract parameters.
Deferral Contract Fee	DEFER_CONTRACT_FEE	Manage Student Financials, Administer Payment Plans, Setup, Deferral Contract, Deferral Contract Fee	Define deferral contract administrative fees.
Deferral Contract Charges	TP_CONTRACT_CHARGE	Manage Student Financials, Administer Payment Plans, Setup, Deferral Contract, Deferral Contract Charges	Define deferral contract eligible charges and maximum amounts.

Defining Basic Deferral Contract Parameters

Access the Deferral Contract page.

Deferral Contract
Deferral Contract Fee
Deferral Contract Charges

Business Unit: PSUNV
Contract Number: 526

Description: Deferral Contract-Fall 2001
Short Description: Fall 2001

Long Description: Deferral Contract-Fall 2001

Term: 0450 2001 Fall
Status: Active

Tree Name: ITEM_SECURITY
Student Max: 10,000.00 USD

View All First 1 of 1 Last

*From Date	To Date	Due Date/Days Bill Date/Days	Defer Days Defer Days	Defer Date Defer Date
08/20/2001	09/17/2001	Due Date		10/10/2001
		Due Date		10/01/2001

Deferral Contract page

Term	Select the term to which the contract applies.
Tree Name	Select the item type tree name that includes the charge item types that you cover under this plan.
Student Max (student maximum)	Enter the maximum amount you want to allow any one student to defer under the contract. Be sure to set this amount high enough to meet your needs. The system does not defer eligible charges that cause the deferred amount to exceed the student maximum. For example, if the student maximum is 10,000 USD and the system already deferred 8,500 USD, it rejects a new eligible charge of 2,000 USD because the total exceeds the defined maximum.
From Date and To Date	Set the date range for the deferral contract. The system defers only eligible charges posted to the student’s account within this range.
Due Date/Days and Bill Date/Days	Set the time unit used to calculate the payment’s due date and bill date. Options are: <i>Due Date:</i> If you select this option, the <i>Defer Date</i> field becomes available. <i>Due Days:</i> If you select this option, the <i>Defer Days</i> field becomes available.
Defer Days	If you select <i>Due Days</i> in the <i>Due Date/Days</i> and <i>Bill Date/Days</i> fields, enter the number of days from the transaction’s effective date that the system defers the due date and bill date.
Defer Date	If you select <i>Due Date</i> in the <i>Due Date/Days</i> field, set the date the payment is due and the date that you want it billed regardless of the charge effective date.

Defining Deferral Contract Administrative Fees

Access the Deferral Contract Fee page.

Deferral Contract

Deferral Contract Fee

Deferral Contract Charges

Business Unit:

PSUNV

Contract Number:

526

Assessment Fee:

25.00

USD

Account Type:

PPL

Pay Plan

Assess Item Type:

110000000000

Administrative Fees

Due Date/Days

Bill Date/Days

Use:

Due Date

Due after Days:

Due Date:

10/10/2001

Use:

Due Date

Days:

Date:

10/01/2001

Deferral Contract Fee page

Assessment Fee	Enter the amount of the administrative fee you want to charge for this contract.
Account Type	Select the account type designated for payment plans.
Assess Item Type	Select the item type of the assessment fee.

Due Date/Days and Bill Date/Days Group Boxes

Define the parameters for calculating the due date for the assessment fee.

Use

Select how you want to calculate the due date and bill date for the assessment fee.

Due Date: Select to specify a specific date for the assessment fee to be due and billed. When you select this option, the Due Date field becomes available.

Due Days: Select to make the assessment fee due and billed a certain number of days after it is assessed. When select this option, the Due after Days field becomes available.

Due after Days

In both the Due Date/Days and Bill Date/Days group boxes, enter the number of days after the system posts the assessment fee that it becomes due and is billed.

Due Date

In both the Due Date/Days and Bill Date/Days group boxes, enter the actual date that you want the assessment fee due and billed.

Defining Deferral Contract Eligible Charges and Maximum Amounts

Access the Deferral Contract Charges page.

Deferral Contract Deferral Contract Fee Deferral Contract Charges

Business Unit: PSUNV Contract Number: 526

Offset Charge Info

Item Type Group: Term From: Term To:

View All First 1-2 of 2 Last

*Line#	*Tree Node	*Max Amount	
1	TUITION	5,000.00	USD
2	HOUSING	5,000.00	USD

Deferral Contract Charges page

Offset Charge Info Group Box

Fields in the Offset Charge Info group box are not available for deferral contracts.

Eligible Charge Parameters

Line#	This field automatically populates as you add new charge nodes.
Tree Node	Select the item type tree node to designate charges covered under this contract.
Max Amount (maximum amount)	<p>Enter the maximum amount that can be deferred under the corresponding tree node. Be sure to set this amount high enough to meet your needs. Eligible charges are selected for deferment on an individual basis and the sum of charges within the node must not exceed the maximum amount.</p> <p>For example, using the previous setup, suppose a student has tuition charges of 1,500 USD and 3,800 USD, and a housing charge of 4,900 USD. Because the total of the tuition charges exceeds the maximum amount of 5,000 USD, the system defers only one of the tuition charges. The housing charge is within the maximum amount limit and the combined total of the single tuition charge and housing charge does not go over the student maximum amount allowing both to be deferred.</p>

Setting Up a Multiyear Payment Plan

Setting up a multiyear payment plan requires three steps:

1. Define basic multiyear payment plan parameters.
2. Define eligible charges, adjustments, and item types.
3. Define interest calculation and payment parameters.

Pages Used to Set Up a Multiyear Payment Plan

Page Name	Object Name	Navigation	Usage
Multi Year Payment Plan	MULTYR_PAYPLAN	Manage Student Financials, Administer Payment Plans, Setup, Multi Year Payment Plan, Multi Year Payment Plan	Define basic multiyear payment plan parameters.
Multi Year Payment Plan Item	MULTYR_PAYPLN_ITEM	Manage Student Financials, Administer Payment Plans, Setup, Multi Year Payment Plan, Multi Year Payment Plan Item	Define eligible charges, adjustments, and item types for multiyear payment plan contracts.
Multi Year Pmt Plan Interest (multiyear payment plan interest)	MULTYR_PAYPLN_INT	Manage Student Financials, Administer Payment Plans, Setup, Multi Year Payment Plan, Multi Year Payment Plan Item	Define interest calculation and payment parameters for multiyear payment plan contracts.

Defining Basic Multiyear Payment Plan Parameters

Access the Multi Year Payment Plan page.

Multi Year Payment Plan		Multi Year Payment Plan Item		Multi Year Pmt Plan Interest	
Business Unit:	PSUNV		Contract Number:	511	
Description:	Multi Year Payment Plan		Short Description:	Multi Year	
Long Description:	Multi Year Payment Plan				
Status:	Active				
Plan Amount:	24,000.00 USD		Max Term Amount:	8,000.00 USD	
Deficit					
<input checked="" type="checkbox"/> Allowed Amount: 2,000.00 USD					
View All First 1-2 of 2 Last					
Date to Send	Term	Max Term Amount	Adjust Until Date		
09/05/2001	0450 2001 Fall	8,000.00	12/31/2001		
01/22/2002	0460 2002 Sprng	8,000.00	05/30/2002		

Multi Year Payment Plan page

Plan Amount Enter the deposited funds amount in the Plan Amount field. This amount serves as a default value, but you can override it for each student.

Max Term Amount
(maximum term amount) Defines the maximum amount that can be transferred from the plan during a given term.

Deficit

Allowed Select to enable the system to transfer funds when the existing credit balance is less than the maximum term amount.

Amount Specify the allowed deficit amount. For example, if the maximum term amount is 8,000 and the student's existing credit balance in the multiyear payment plan is 6,000, the system would transfer the full 8,000 if you selected the Allowed option and the Amount is 2,000 or more.

Transfer Parameters

Date to Send Enter the date that you want funds to be transferred from the plan to the student's account.

Term Enter the term for which you want the plan to pay charges.

Max Term Amount
(maximum term amount) Specify the maximum amount to be transferred during a particular term.

Adjust Until Date By running the Multi Year Payment Plan process, changes can be made to the amount of funds transferred up to this date. After this date, you can make no further adjustments.

Defining Eligible Charges, Adjustments, and Item Types

Access the Multi Year Payment Plan Item page.

Multi Year Payment Plan	Multi Year Payment Plan Item	Multi Year Pmt Plan Interest
Business Unit:	PSUNV	Contract Number: 511
Account Type:	MYP	Multi-Year Payment Plan
Item Type Group:	MYPAYPLANS	Multi-Year Pay Plans
Offset Group:	FINAID	Financial Aid
Credit Item Type:	3600000000004	Multi-Year Payment Plan
Transfer Item Type:	1800000000003	Pre-Paid Tuition and Fees
Payment Item Type:	3600000000001	Transfer from Payment Plan
Overage Item Type:	3600000000005	MY Overage

Multi Year Payment Plan Item page

Account Type	Enter the appropriate account type for multiyear payment plans.
Item Type Group	Select the item type group that contains all of the charge item types covered under this plan. The system uses the group to calculate the amount to transfer.
Offset Group	Enter the item type group that offsets the customer's charges, thereby reducing the amount of funds required for transfer. For example, the student may be expecting financial aid.
Credit Item Type	<p>Enter the credit item type that records the multiyear payment plan amount.</p> <p>When you define the item type it must have a classification of Pre-Paid Tuition and be associated with the Charge Priority List you created referencing the Multi Year Payment Plans tree node (see the following, Transfer Item Type). The charge priority list should be designated to select the transfer item type.</p>
Transfer Item Type	<p>Enter the transfer item type that debits the plan amount as the system transfers funds to pay off charges.</p> <p>When you define the item type, make it exclusively for multiyear payment plans and add it under a tree node also used exclusively for multiyear payment plans. You must create a unique Charge Priority List referencing this tree node. The credit item type and transfer item type work together.</p>
Payment Item Type	Enter the payment item type the system uses to pay off tuition and fee charges as funds are transferred from the multiyear payment plan. The charge priority list associated with the payment item type must include the same item type groups as the plan.
Overage Item Type	Enter the overage item type that the system uses to account for excess funds.

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Account Types, page 41](#)

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44](#)

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Payment Application Rules, page 30](#)

Defining Interest Calculation and Payment Parameters

Access the Multi Year Pmt Plan Interest (multiyear payment plan interest) page.

Multi Year Payment Plan

Multi Year Payment Plan Item

Multi Year Pmt Plan Interest

Business Unit:

PSUNV

Contract Number:

511

Calc Method:

Calculated Monthly

Interest Item Type:

3600000000006

MY Plan Interest

Interest Rate:

3.000000

Day of the Month:

28

Multi Year Pmt Plan Interest page

Calc Method (calculation method)	Select the calculation method for interest calculation. <i>Calculated Monthly:</i> Select to calculate interest on a monthly basis. <i>Calculated Yearly:</i> Select to calculate interest on a yearly basis.
Interest Item Type	Select the item type to which the system posts accrued interest to the student’s account. When you define the interest item type, it must have a classification of Pay Plan Credit.
Interest Rate	Select the rate you pay for prepaid funds.
Day of the Month	Select the day of the month when interest is calculated. You can transfer the interest on this date or anytime after that date.

Setting Up Payment Plan Contracts

This section discusses how to:

1. Define basic payment plan contract parameters.
2. Define payment plan type, eligible charges, and time frame.
3. Define payment plan item types.

4. Define payment plan administrative fees.

Pages Used to Set Up Payment Plan Contracts

Page Name	Object Name	Navigation	Usage
Payment Plan 1	TP_PAYMENT_PLAN	Manage Student Financials, Administer Payment Plans, Setup, Payment Plan Contract, Payment Plan 1	Define basic payment plan contract parameters.
Payment Plan 2	TP_PAYMENT_PLAN3	Manage Student Financials, Administer Payment Plans, Setup, Payment Plan Contract, Payment Plan 2	Define payment plan type, eligible charges, and time frame.
Payment Plan Item Type	TP_PAYMENT_PLN2	Manage Student Financials, Administer Payment Plans, Setup, Payment Plan Contract, Payment Plan Item Type	Define payment plan item types.
Payment Plan Fee	TP_CONTRACT_ASSESS	<ul style="list-style-type: none"> Manage Student Financials, Administer Payment Plans, Setup, Payment Plan Contract, Payment Plan Fee Manage Student Financials, Administer Payment Plans, Use, Collection Agreement, Tp Contract Assess 	Define payment plan administrative fees.

Defining Basic Payment Plan Parameters

Access the Payment Plan 1 page.

Payment Plan 1
Payment Plan 2
Payment Plan Item Type
Payment Plan Fee

Business Unit:	PSUNV	Contract Number:	515
Description:	Calculated PPL	Short Description:	Calculated
Long Description:			
Pay Plan Type:	Credit Original Account	Status:	Active
Total Budget Amt:	50,000.00 USD	First Bill Date:	05/15/2001
Payment Due Days:	1	Number Of Payments:	2
Term:	0390 2000 Spring	Last Date:	12/31/2002
Billing Cycle:	User Selected		
Payroll Deduction:			

Payment Plan 1 page

Pay Plan Type	<p>Define how the system credits payments made to this plan.</p> <p><i>Credit the Original Account:</i> Select to credit all eligible charges and create a new payment plan charge.</p> <p><i>Create Billing Entries:</i> This option should not be used with any of the three payment plans.</p>
Total Budget Amt (total budget amount)	<p>This should be defined in conjunction with all eligible charges. Enter the maximum amount of installment payments a student can make through the payment plan account. Carefully consider all eligible charges when you establish this figure to make sure it is high enough to cover all the intended costs.</p> <p>For lump sum plans, the total budget amount becomes the default lump sum amount. You can adjust this amount for each student linked to the plan.</p>
First Bill Date	<p>Set the date on which you generate the first bill for the payment plan. The system uses the first bill date and the billing cycle to set the billing dates for the duration of the payment plan. You can override this setting for each student linked to the plan.</p> <hr/> <p>Note. The billing program does not acknowledge the Payment Plan until on or after the first bill date specified. For example, if your first bill date is set for November 16 and you run your billing process on the 15th, the system does not process Payment Plan billing until the next run.</p> <hr/>
Payment Due Days	Specify the number of days after the bill date that the payment is due.
Number of Payments	Enter the number of payments (installments) that students must make to pay off the plan. The system uses the information in this field as the default value. You can override the number of payments for each student linked to the plan.
Term	<p>This field is required for calculated payment plans. Enter the term that the system posts on the payment plan credit and the installments.</p> <p>This field is optional for existing and lump-sum payment plans.</p>
Last Date	Enter the last date that charges can be added or adjusted and still be picked up by the plan.
Payroll Deduction	<p>Enter the code of the payroll deduction that applies to the payment plan account.</p> <hr/> <p>Note. Assigning a payroll deduction code to a payment plan is necessary only if you plan to restrict payroll deductions to apply to payment plan accounts.</p> <hr/>

See Also

Chapter 11, “Setting Up Receivables Maintenance,” Setting Up Payroll Deduction, page 298

Defining Payment Plan Type, Eligible Charges, and Time Frame

Access the Payment Plan 2 page.

Payment Plan 1		Payment Plan 2		Payment Plan Item Type		Payment Plan Fee	
Business Unit:	PSUNV			Contract Number:	515		
*Plan Type:	Calculated						
Maximum Amount:	50,000.00		USD	Lump Sum Amount:			USD
Item Type Group:	TUI&HOUFEE			Offset Item Type Group:	FINAID		
Term From: 0450 2001 Fall To: 0450 2001 Fall				Charge Date Add: 08/01/2001 Adjust: 12/31/2001		Anticipated Aid Term/Date From: 0450 2001 Fall To: 0450 2001 Fall Anticipated Aid Date: 09/30/2001	
Offset Term From: 0450 2001 Fall To: 0450 2001 Fall				Charge Offset Date Add: 08/01/2001 Adjust: 12/31/2001		<input checked="" type="checkbox"/> Calculate Real Time	

Payment Plan 2 page

Plan Type

Select the plan type from the following values:

Calculated: Select to determine which charges to include based on the rules you define on this page. If you use this option, each time you calculate or recalculate the payment plan, the system picks up all eligible charges and adds them to the plan balance. You can also use the Calculate Real Time option to have the contract recalculated each time there is an eligible change to the student's account.

Existing: Select to manually choose which charges to include in each student's payment plan at the time you add the student to the plan.

Note. When you choose the *Existing* value, the rest of the fields (with the exception of Calculate Real Time) become unavailable.

Lump Sum: Select to create a payment plan for a fixed amount. This is the most basic type of plan and is useful for students who do not expect there to be any changes in their account, and know just how much they need to finance.

Note. When you select the Lump Sum option, the Lump Sum Amount field becomes available and all other fields on the page become unavailable.

Maximum Amount

The value for the maximum amount is set by default from the Total Budget Amount and can be overridden, if needed. This field is available with calculated payment plans only.

Lump Sum Amount

Enter the lump sum amount you want the contract to cover. The default value for this field is the Total Budget Amt value established on the Payment Plan 1 page. You can override this value, but cannot exceed the total budget amount limit. This field is available with lump sum payment plans only.

Item Type Group	Select the item type group that includes all of the charges to be included in the payment plan. This field is available with calculated payment plans only.
Offset Item Type Group	Select the offset item type group that includes payments and/or financial aid that the system uses to offset charges and thereby reduce the amount of the payment plan. This field is available with calculated payment plans only.

Term and Offset Term

In these group boxes, enter the range of terms for which the system includes charges and offsetting credits in the payment plan. These fields are available with calculated payment plans only.

Charge Date and Charge Offset Date

In these group boxes, specify when charges and offsetting credits may be added to or adjusted in the payment plan. These fields are available with calculated payment plans only.

Add	Specify the earliest date to include charges and/or offsetting credits in the payment plan.
Adjust	Specify the last date you can adjust the payment plan for new charges or a reduction in charges and/or offsetting credits.

Anticipated Aid Term/Date Group Box

Enter the range of terms for which the system considers anticipated aid. These fields are available with calculated payment plans only.

From and To	Enter the earliest term and latest term for which the system considers anticipated aid.
Anticipated Aid Date	Enter the last date that the system considers anticipated aid as an offset to charges. Once the anticipated aid date you set has been reached, the system no longer considers a student's anticipated aid as a credit to offset charges. This gives you the flexibility to enable a student to meet the requirements for accepting or receiving the anticipated aid, while still maintaining control over how the aid offsets charges by assigning a final date to the process.

Calculate Real Time Check Box

Calculate Real Time	Select to automatically calculate payment plan charges whenever a change is made to eligible charges. This option affects all students associated with the plan, but you can override it at the student level. If you do not select this option, you must calculate payment plan agreements in batch mode.
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Defining Payment Plan Item Types

Access the Payment Plan Item Type page.

Payment Plan 1	Payment Plan 2	Payment Plan Item Type	Payment Plan Fee
Business Unit:	PSUNV	Contract Number:	515
*Adjustment Option:	Adjust Equally		
Extra Payments Option:	Last Bill		
Account Type:	PPL		Payment Plan
Charge Item Type:	1800000000002		Student Tuition & Fees
Billing Item Type:			
Payment Item Type:	3600000000001		Move to Payment Plan

Payment Plan Item Type page

Adjustment Option

Select an adjustment option from the following values:

Adjust Equally: Select to apply adjustments made to the payment plan equally across all remaining payments.

Adjust First Bill: Select to apply adjustments made to the payment plan to the plan's next bill.

Adjust Last Bill: Select to apply adjustments made to the payment plan to the plan's final bill.

Do not Adjust: Select to prevent any adjustment from being made to the payment plan.

Note. The adjust options only apply if you have billed at least one installment. If no billing has occurred, the system adjusts equally by default. An exception to this rule exists for existing payment plans. When adding a new charge or reversing a charge for an existing payment plan, the installments are adjusted equally.

Extra Payments Option

Specify how the system applies payments that exceed the amount billed.

All Bills: Select to reduce the amount due in equal portions across all remaining bills.

First Bill: Select to reduce the amount of the next bill by the amount of the excess payment. If the excess is greater than the amount of the next bill, the system applies it to remaining bills in the order due.

Last Bill: Select to apply the excess amounts to the final bill of the contract.

Account Type

Select the account type that you have defined for the plan.

Charge Item Type

Select the charge item type. This creates a charge on the payment plan account.

Note. If this field is not available, change the payment plan type on the Payment Plan 1 page to *Credit Original Account*.

Billing Item Type

This field is not available for use with this type of payment plan. If the field is available, change the Payment Plan Type on the Payment Plan 1 page to *Credit Original Account*.

Payment Item Type

Select the payment item type used to credit the tuition and fees covered by the payment plan.

Note. If this field is not available, change the Payment Plan Type on the Payment Plan 1 page to *Credit Original Account*.

Note. How you set up the account types and item types you use with your payment plans significantly affects the way the plan works. How you define your account types determines how charges and payments display on the student’s account. Item type setup controls how charges and payments are applied. Test your setup using different configurations to find what works best for your situation.

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” page 3](#)

Defining Payment Plan Administrative Fees

Access the Payment Plan Fee page.

Payment Plan 1Payment Plan 2Payment Plan Item TypePayment Plan Fee

Business Unit:

PSUNV

Contract Number:

515

Type of Assessment:

Payment Plan Fee

Payment Plan Fee:

50.00

USD

Percentage of Payment Plan:

Monthly Interest Rate:

Assessment Fee Split:

Add to first payment

Assessment Item Type:

810000000000

Administrative Fees

Payment Plan Fee page

Type of Assessment

Select the type of assessment. You can leave this field blank if you do not want to assess a fee. When you leave the field blank, all of the other fields on the page become unavailable. If the majority of the students associated with this payment plan should be assessed a fee, select one of the following options. When linking each student to the payment plan you can waive the fee on an individual basis.

Monthly Interest Rate: Select to charge interest calculated monthly against the outstanding balance in the plan. When you choose this option, you must also set a monthly interest rate.

Note. This option is not available with calculated payment plans.

Payment Plan Fee: Select to assess a fixed amount fee. If you select this option, the Payment Plan Fee, Assessment Fee Split, and the Assessment Item Type fields become available.

Percentage of Payment Plan: Select to assess a fee based on a percentage of the plan's initial balance. If you select this option, the Percentage of Payment Plan, Assessment Fee Split, and the Assessment Item Type fields become available.

Payment Plan Fee	Enter an optional flat amount payment plan fee if your institution assesses a flat fee for payment plans. This field is available only if you select <i>Payment Plan Fee</i> in the Type of Assessment field.
Percentage of Payment Plan	Enter the percent amount you want the system to use when you select <i>Percentage of Payment Plan</i> in the Type of Assessment field.
Monthly Interest Rate	Enter a monthly interest rate you want to charge when you select <i>Monthly Interest Rate</i> in the Type of Assessment field.
Assessment Fee Split	<p>Select how you want to split the assessment fee. This field is available only if you select <i>Payment Plan Fee</i> or <i>Percentage of Payment Plan</i> in the Type of Assessment field.</p> <p><i>Add to first payment:</i> Select to apply the entire assessment fee to the first payment of the contract.</p> <p><i>Add to last payment:</i> Select to apply the entire assessment fee to the last payment of the contract.</p> <p><i>Split over all payments:</i> Select to divide and apply the assessment fee equally over all payments.</p>
Assessment Item Type	Select the item type that you want to use for the assessment fee.

Setting Up Prepayment Plan Contracts

This section discusses how to:

1. Define the basic prepayment plan parameters.
2. Define prepayment plan administrative fees.
3. Define prepayment plan transfer parameters.

Pages Used to Set Up a Prepayment Plan Contract

Page Name	Object Name	Navigation	Usage
Pre Payment Plan	TP_PRE_PAY_PLAN	Manage Student Financials, Administer Payment Plans, Setup, Pre Payment Plan Contract, Pre Payment Plan	Define the basic prepayment plan parameters.
Pre Payment Plan Fee	TP_CON_ASSESS_SHRT	Manage Student Financials, Administer Payment Plans, Setup, Pre Payment Plan Contract, Pre Payment Plan Fee	Define prepayment plan administrative fees.
Pre Payment Plan Transfer	TP_PREPAY_TRANSFER	Manage Student Financials, Administer Payment Plans, Setup, Pre Payment Plan Contract, Pre Payment Plan Transfer	Define prepayment plan transfer parameters for moving funds from the contract to student accounts.

Defining Basic Prepayment Plan Parameters

Access the Pre Payment Plan page.

The screenshot shows the 'Pre Payment Plan' page with the following fields and values:

- Business Unit:** PSUNV
- Contract Number:** 518
- Description:** Pre Payment Plan
- Short Description:** Pre Pmt Pl
- Long Description:** Pre Payment Plan
- Billing Cycle:** Monthly
- Status:** Active
- Total Budget Amt.:** 6,000.00 USD
- First Bill Date:** 10/24/2000
- Payment Due Days:** 7
- Number Of Payments:** 12
- Account Type:** BIL (Billing Account)
- Bill Item Type:** 810000000005 (Pay Plan Billing)
- Prior Aid Year:** 1998
- Current Aid Year:** 1999

Pre Payment Plan page

Total Budget Amt. (total budget amount)

Enter a dollar amount for the prepayment plan. This figure becomes the default amount used when students are linked to the contract. When setting the amount, try to anticipate the total amount of funds that are needed to cover tuition and other fees. You can override the budget amount for each student as they are linked to the plan.

First Bill Date

Select the first bill date to set the date that you expect to generate the first bill for the payment plan. The system uses the first bill date and the billing cycle to set the billing dates for the duration of the payment plan. You can override this setting for each student linked to the plan.

Note. The billing program does not acknowledge the payment plan until on or after the first bill date specified. For example, if your first bill date is set for November 16 and you run your billing process on the 15th, the system does not process payment plan billing until the next run.

Payment Due Days	Specify the number of days after the bill date that the payment is due.
Number of Payments	Enter the number of payments that students must make to pay off the plan. The system uses the information in this field as the default. You can override the number of payments for each student linked to the plan.
Account Type	Select the account type that you have defined for the plan.
Bill Item Type	Enter the item type to use to create and post billing entries to the student's account on the specified account type defined previously.
Prior Aid Year	Enter the prior aid year (financial aid year).
Current Aid Year	Enter the current aid year (financial aid year).

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Account Types, page 41
Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44

Defining Prepayment Plan Administrative Fees

Access the Pre Payment Plan page.

Pre Payment Plan

Pre Payment Plan Fee

Pre Payment Plan Transfer

Business Unit:

PSUNV

Contract Number:

518

Type of Assessment:

Payment Plan Fee

Payment Plan Fee:

100.00

USD

Assessment Fee Split:

Split over all payments

Assessment Item Type:

810000000000

Administrative Fees

Pre Payment Plan Fee page

Type of Assessment	Select the type of assessment. You can leave this field blank if you do not want to assess a fee. When you leave the field blank, all of the other fields on the page become unavailable. If the majority of the students associated with this payment plan should be assessed a fee, select one of the following options. When linking each student to the payment plan, you can waive the fee on an individual basis.
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Payment Plan Fee Enter the payment plan fee dollar amount.

Assessment Fee Split Determine the assessment fee split.

Add to first payment: Select to apply the entire assessment fee to the first payment of the contract.

Add to last payment: Select to apply the entire assessment fee to the last payment of the contract.

Split over all payments: Select to divide and apply the assessment fee equally over all payments.

Assessment Item Type Select the item type you want to use for the assessment fee.

Defining Prepayment Plan Transfer Parameters

Access the Pre Payment Plan Transfer page.

Pre Payment Plan Pre Payment Plan Fee Pre Payment Plan Transfer

Business Unit: PSUNV **Contract Number:** 518

☒ **Generate Transfer Item**

Number to Transfer: 2

Transfer Item Type: 360000000009 PrePay Plan Draw Down

Credit ItemType: 360000000008 PrePay Plan Credit

Deficit

☒ **Flag** **Amount:** 3,000.00 USD

*Date	Transfer Amount	
10/31/2001	3,000.00	+ -
01/31/2002	3,000.00	+ -

View All First 1-2 of 2 Last

Pre Payment Plan Transfer page

Generate Transfer Item Select to enable the transfer process.

Number to Transfer Enter the number of times you want to transfer prepaid funds.

Transfer Item Type Enter the transfer item type. Before you transfer funds, the balance in the prepayment billing account is a credit. The transfer process uses the transfer item type to debit the prepayment plan billing account for the amount you transfer.

Note. This item type must be set up with a classification of Transfer.

Credit Item Type Enter the credit item type that you want to use to pay off the tuition and fee charges.

Note. This item type must be set up with a classification of Payment.

Deficit

If the student has paid less than the scheduled transfer amount, the system transfers only the amount that the student has actually paid, unless you authorize a deficit amount. You might authorize a deficit if the transfer dates occur before the disbursement of anticipated financial aid.

Flag Select to allow funds to be transferred even though the balance in the prepayment plan account is less than the required transfer amount.

Amount Enter the amount of deficit allowed.

Transfer Detail

Date Enter the date on which the system transfers funds from the prepayment plan to the student's account.

Transfer Amount Enter the amount the system transfers from the prepayment plan to the student's account.

Setting Up Third-Party Contracts

This section discusses how to:

1. Define basic third-party contract parameters.
2. Define third-party contract item types.
3. Define third-party contract transfer parameters.

Pages Used to Set Up a Third-Party Contract

Page Name	Object Name	Navigation	Usage
Third Party Contract Setup	TP_CONTRACT	Manage Student Financials, Administer Payment Plans, Setup, Third Party Contract, Third Party Contract	Define basic third-party contract parameters.
Third Party Item Types	TP_CONTRACT_ITEM	Manage Student Financials, Administer Payment Plans, Setup, Third Party Contract, Third Party Item Types	Define third-party contract item types.
Third Party Charges	TP_CONTRACT_CHRG	<ul style="list-style-type: none"> Manage Student Financials, Administer Payment Plans, Setup, Deferral Contract, Deferral Contract Charges Manage Student Financials, Administer Payment Plans, Setup, Third Party Contract, Third Party Charges 	Define third-party contract transfer parameters.

Defining Basic Third-party Contract Parameters

Access the Third Party Contract page.

Third Party Contract
Third Party Item Types
Third Party Charges


Business Unit: PSUNV


Contract Number: 525

Description: Course List 9


Short Description: Course Lis

Long Description: Basic Studio Art class fee and course list fee

External Org ID: 000010086  Nyc Dist Concil Carp

Status: Active 

Contract Priority: 999999


Contact: 

Ext. Contract: ED49976208

Contract Max: 50,000.00 USD

Student Max: 10,000.00 USD

Charge Tree: ITEM_SECURITY

Last Date: 12/31/2002 

Delivery Code: EDSERV

Requisition Nbr: NDCC7510924

Third Party Contract page

External Org ID (external organization ID) Select the ID for the contract sponsor.

Contract Priority Enter a contract priority value if a student is linked to more than one third-party contract. This establishes an order for the contracts to apply.

Contact	Select the code for the contact person at the organization. You define the contact code at the same time you define the organization ID.
Ext. Contract (external contract)	Enter the sponsor's contract number in this field. This value can be used as a reference number.
Contract Max (contract maximum)	Specify a contract maximum amount. This is the maximum dollar amount that the sponsor provides for all sponsored students combined. This amount cannot be adjusted after students are linked to a contract.
Student Max (student maximum)	Specify a student maximum amount. This is the maximum amount that the sponsor provides for any one sponsored student. This amount cannot be adjusted after students are linked to a contract.
Charge Tree	Select the charge tree (item type tree) that you want to use to define which charges the contract covers.
Last Date	Specify the last date that charges can be adjusted. This date cannot be adjusted after students are linked to a contract.
Delivery Code and Requisition Nbr (requisition number)	Enter a delivery code and/or requisition number if provided by the sponsor.

Defining Third-party Item Types

Access the Third Party Item Types page.

The screenshot shows the 'Third Party Item Types' page. At the top, there are three tabs: 'Third Party Contract', 'Third Party Item Types' (which is active), and 'Third Party Charges'. Below the tabs, the form is organized into several sections. On the left, there are labels for 'Business Unit', 'Account Type', 'Charge Item Type', 'Discount Item Type', 'Credit Account Type', 'Credit Item Type', 'Contract Type', 'Term', 'Start Date', and 'Course List'. On the right, there are labels for 'Contract Number', 'Date Type', 'Academic Year', and 'End Date'. The values entered in the fields are: Business Unit: PSUNV, Contract Number: 525, Account Type: TPC, Charge Item Type: 100000000008, Discount Item Type: (empty), Credit Account Type: TUT, Credit Item Type: 360000000002, Contract Type: Specific Course List, Date Type: Course List, Term: 0430, Academic Year: (empty), Start Date: (empty), End Date: (empty), and Course List: 000000009. Some fields have a magnifying glass icon next to them, indicating a search function.

Third Party Item Types page

Account Type Select the account type for third-party contract charges.

Charge Item Type	Select the item type for third-party contract charges that will appear on the corporate account and invoice.
Discount Item Type	<p>If you want to allow discounts to third-party contract sponsors, select the item type you have set up to credit against eligible charges. For example, if you have a local corporation that provides tuition sponsorship for dozens of employees each year, you can offer them a discount on tuition charges.</p> <p>This item type number is the default value for all discounts associated with this contract, but you can override and specify a different item type for each eligible node.</p>
Credit Account Type	Select the account type that the system uses for credits to the customer's account.
Credit Item Type	Select the item type that the system uses for credits to the customer.
Contract Type	<p>Select from the following values:</p> <p><i>Specific Course:</i> Reserved for future use.</p> <p><i>Specific Course List:</i> Select to apply the contract to a specific list of courses. When you select this option, the Term and Course List fields become available.</p> <hr/> <p>Note. The specific course list functionality requires that the student's tuition must be calculated using a tuition group defined to use course lists.</p> <hr/> <p><i>Specific Term:</i> Select to apply the contract to charges assessed to the student within a specific term. When you select this option, the Term field becomes available.</p> <p><i>Specific Year or Period:</i> Select to apply the contract to charges assessed to the student within a particular academic year or specified period of time. When you select this option, the Academic Year, Start Date, and End Date fields become available.</p>
Date Type	<p>When you have selected <i>Specific Year or Period</i> in the Contract Type field, you must also set the time period to which the third-party contract applies.</p> <p><i>Academic Year:</i> Select to apply the contract to apply to a full academic year. If you select this option, the Academic Year field becomes available.</p> <p><i>Course List:</i> This option is not available.</p> <p><i>Date Range:</i> If you select this option, the Start Date and End Date fields become available. Enter the start date and end date to specify the date range to which the contract applies.</p> <p><i>Term Year:</i> This option is not available.</p>
Term	Specify the academic term to which the contract applies.
Academic Year	Select the academic year to which the contract applies.
Start Date and End Date	Specify a start date and end date for the period for which the contract applies.

Course List

Select the course list to which the contract applies. This course list applies to all students attached to the contract, but you can override it at the student level if necessary.

Note. When using a course list with a third-party contract, there are particular setup issues related to term fees.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” page 3

Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Tuition Groups, page 174

Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Term Fee Codes, page 144

Defining Third-party Charge Transfers

Access the Third Party Charges page.

Third Party Contract		Third Party Item Types		Third Party Charges	
Business Unit: PSUNV		Contract Number: 525			
Offset Charge Info					
Item Type Group: FINAID		Financial Aid			
Term From: 0430		2001 Spring		Term To: 0430	
<div style="text-align: right;"> View All First 1-2 of 2 Last </div>					
*Line#	*Tree Node	*Max Amount	Charge %	Charge Item Type	
			Discount %	Discount Item Type	
				Tax Item Type	
1	OTHER	5,000.00	USD 50.00000	1000000000008	Sponsored Tuition & Fees
			Include Tax <input checked="" type="checkbox"/>	8010000000011	TP Tax
2	COURSE_CLASS_FEE	5,000.00	USD 100.00000	1000000000008	Sponsored Tuition & Fees
			10.00000	3000000000023	Payment-Tu
			Include Tax <input type="checkbox"/>		

Third Party Charges page

Offset Charge Info

Item Type Group

Select an item type group that the system uses to offset charges covered by the contract. For example, you can apply all financial aid to the student's account before transferring eligible charges to the sponsor.

Note. If your school uses the payment priority flag option in the setup of these item types, you may not want to define any offset charge item type groups.

Term From and Term To

Specify a term range for offsetting charges. You can limit the range to just one term by entering it in both fields.

Eligible Charges

Line# (line number)	This field automatically populates as you add new charge nodes.
Tree Node	Select a tree node from the item type tree that includes all charge item types you want to cover with the third-party contract.
Max Amount (maximum amount)	Define a maximum amount that you can apply to pay off the charges belonging to the corresponding tree node.
Charge % (charge percentage)	Specify the percentage of the eligible charge that the system transfers to the sponsor. This percentage amount is limited by the maximum amount. For example, if the student has eligible tuition charges of 8,000 USD and a sponsor has agreed to pay 50% of the charges up to a maximum amount of 3,000 USD, the system transfers only 3,000 USD to the sponsor.
Charge Item Type	Select the charge item type that the system uses to apply charges to the sponsor's account.
Discount % (discount percentage)	If you want to give a discount to the third-party contract sponsor, enter a discount percentage in this field.
Discount Item Type	The value in this field is set by default from the discount item type selection you made on the Third Party Item Types setup page. You can override this value for each eligible charge.
Include Tax	Select to transfer all tax charges associated with an eligible charge to the sponsor. When you select this check box, the Tax Item Type field becomes available.
Tax Item Type	Select the item type that applies tax charges to the sponsor's account.

Setting Up Collection Agreements

This section discusses how to:

1. Define basic collection agreement parameters.
2. Define collection agreement administrative fees.

Note. You may only set up a collection agreement for a customer whose account includes items in the collection process.

See Also

Chapter 23, "Collecting Receivables," page 537

Pages Used to Set Up a Collection Agreement

Page Name	Object Name	Navigation	Usage
Collection Agreement	COLL_AGRMENT_SF	Manage Student Financials, Administer Payment Plans, Use, Collection Agreement, Collection Agreement	Define basic collection agreement parameters.
Tp Contract Assess (third-party contract assess)	TP_CONTRACT_ASSESS	<ul style="list-style-type: none"> • Manage Student Financials, Administer Payment Plans, Setup, Payment Plan Contract, Payment Plan Fee • Manage Student Financials, Administer Payment Plans, Use, Collection Agreement, Tp Contract Assess 	Define collection agreement administrative fees.
Payment Distribution	TP_PPLN_QCK_POST	<ul style="list-style-type: none"> • Manage Student Financials, Administer Payment Plans, Use, Collection Agreement, Payment Distribution • Manage Student Financials, Administer Payment Plans, Use, Payment Plan, Payment Distribution 	Confirm collection agreement payment schedules.

Defining Basic Collection Agreement Parameters

Access the Collection Agreement page.

Collection Agreement
Tp Contract Assess
Payment Distribution

Business Unit: PSUNV
Contract Number: 526

ID: SF0141 Weber, Kent
Calculate

First Bill Date: 07/25/2001
Billing Cycle: Weekly
Post

Payments: 6
Pay Plan Type: Credit Original Acco
Display ErrorWarning

Amount: 1,500.00
Account Type: PPL

Reference Number: WEBERK
Due after Days: 1

Adjustment Option: Do Not Adjust
Item Type: 110000000001 GL Charge Account

Status: Active
Pay Item Type: 300000000001 Cash Payment

Acct Nbr	Item Term	Item Type	Item Amount	Balance	Rev
Paid TUITION001	1998 0330 Fall	Tuition	1,500.00	0.00	<input type="checkbox"/>

Collection Agreement page

First Bill Date

Select the date you generate the first bill for the collection agreement. The system uses the first bill date and the billing cycle to set the billing dates for the duration of the collection agreement.

Note. The billing program does not acknowledge the collection agreement until on or after the first bill date specified. For example, if your first bill date is set for November 16 and you run your billing process on the 15th, the system does not process the collection agreement billing until the next run.

Payments

Enter the number of payments that students must make to pay off the collection agreement.

Pay Plan Type

Use this field to define how the system credits payments made to this collection agreement.

Credit the Original Account: Select to credit all eligible charges and create a new collection agreement charge.

Create Billing Entries: Do not use this option with this type of plan.

Amount

Displays the amount of past due debt to be covered by the collection agreement after you select the check box next to a line item in the bottom scroll area of the page.

Account Type

Select the account type defined for the agreement.

Reference Number

Enter an optional reference number for each student on a particular contract. The reference number entry is for information purposes only.

Due after Days

Specify the number of days after the bill date that the payment is due.

Adjustment Option	<p>Select an adjustment option.</p> <p><i>Adjust Equally:</i> Select to apply adjustments made to the collection agreement equally across all remaining payments.</p> <p><i>Adjust First Bill:</i> Select to apply adjustments made to the collection agreement to the plan's next bill.</p> <p><i>Adjust Last Bill:</i> Select to apply adjustments made to the collection agreement to the plan's final bill.</p> <p><i>Do not Adjust:</i> Select to prevent any adjustment from being made to the collection agreement.</p>
Item Type	Select the item type that creates the charge the student is paying off.
Pay Item Type	Select the pay item type used to payoff the past due charges covered by the collection agreement.

Calculating and Posting the Collection Agreement

Before calculating and posting the collection agreement, you should complete the Tp Contract Assessment page. After completing this page, return to the collection agreement page to calculate and post the collection agreement.

Calculate	Click to calculate the amount of the collections agreement charges.
Post	Click to post the collection agreement charges. Once the agreement is posted, the word "Paid" appears to the left of all items included in the agreement.
Rev (reverse)	After you post the collection agreement, this check box becomes available. Select it and re-post the collection agreement to reverse the agreement and return the student's account to the original state.
Display Error/Warning	Click to view error and/or warning messages.

Defining Collection Agreement Administrative Fees

Access the Tp Contract Assess page.

Collection Agreement	Tp Contract Assess	Payment Distribution
Business Unit:	PSUNV	Contract Number: 526
Type of Assessment:	Payment Plan Fee ▼	
Payment Plan Fee:	100.00	USD
Percentage of Payment Plan:	<input type="text"/>	
Monthly Interest Rate:	<input type="text"/>	
Assessment Fee Split:	Split over all payments ▼	
Assessment Item Type:	1100000000000 <input type="text"/> Administrative Fees	

Tp Contract Assess page

Type of Assessment

Select the type of assessment. You can leave this field blank if you do not want to assess a fee. When you leave the field blank, all of the other fields on the page become unavailable. If you want to assess a fee, select one of the following options:

Monthly Interest Rate: Select to charge interest calculated monthly against the outstanding balance in the plan. When you choose this option, you must also set a monthly interest rate.

Payment Plan Fee: Select to assess a fixed amount fee. If you select this option, the Payment Plan Fee, the Assessment Fee Split, and the Assessment Item Type fields become available.

Percentage of Payment Plan: Select to assess a fee based on a percentage of the plan's initial balance. If you select this option, the Percentage of Payment Plan, Assessment Fee Split, and the Assessment Item Type fields become available.

Payment Plan Fee

Enter the payment plan fee dollar amount. You can enter this amount as a flat amount only, not as a percentage or interest rate.

Assessment Fee Split

Determine the assessment fee split.

Add to first payment: Select to apply the entire assessment fee to the first payment of the contract.

Add to last payment: Select to apply the entire assessment fee to the last payment of the contract.

Split over all payments: Select to divide and apply the assessment fee equally over all payments.

Percentage of Payment Plan

Enter the percentage of payment plan amount you want the system to use when you select *Percentage of Payment Plan* in the Type of Assessment field.

Monthly Interest Rate

Enter a monthly interest rate to charge when you select *Monthly Interest Rate* in the Type of Assessment field.

Assessment Item Type

Select the item type you want to use for the assessment fee.

CHAPTER 9

Setting Up Billing

This chapter discusses how to:

- Set up billing messages.
- Set up invoice layouts.
- Set up invoice ID number generation.
- Set up billing scan lines.
- Set up billing types.
- Set up billing standard requests.

Setting Up Billing Messages

This section provides an overview of billing messages and discusses how to:

- Define billing messages.
- Link billing messages to item types.
- Link billing messages to aging sets.
- Link billing messages to business units.
- Link billing messages to students.
- Link billing messages to organizations.

Understanding Billing Messages

You can create and organize the messages that appear on your bills by defining message categories and billing messages.

Message categories enable you to track and organize billing messages that relate to one type of action or account. You must link all your billing messages to a message category.

Once you have defined message categories, you create the messages that appear on your bills. Your messages can alert students of past due payments, warn them of potential fines or penalties, or inform them how their bills are calculated.

You link each message to an item type, an aging set, a business unit, a student, or a corporation. When you link the messages to these elements, the system determines which messages appear on each bill depending on to whom the bill is issued and to what the bill pertains.

Pages Used to Set Up Billing Messages

Page Name	Object Name	Navigation	Usage
Message Categories	BI_MSG_CAT_TBL	Manage Student Financials, Bill Customers, Setup, Message Categories	Define message categories.
Billing Messages	BI_BILL_MSG_TBL	Manage Student Financials, Bill Customers, Setup, Billing Messages	Define billing messages.
Item Type Messages	BI_BILL_MSG_ITM	Manage Student Financials, Bill Customers, Setup, Item Type Message	Link billing messages to item types.
Aging Set Messages	BI_BILL_MSG_AGE	Manage Student Financials, Bill Customers, Setup, Aging Set Messages	Link billing messages to aging sets.
Business Unit Messages	BI_BILL_MSG_ALL	Manage Student Financials, Bill Customers, Setup, Business Unit Message	Link billing messages to business units.
Customer Messages	BI_BILL_MSG_CUS	Manage Student Financials, Bill Customers, Setup, Customer Message	Link billing messages to students.
Corporation Messages	BI_BILL_MSG_ORG	Manage Student Financials, Bill Customers, Setup, Corporation Messages	Link billing messages to organizations.

Defining Billing Messages

Access the Billing Messages page.

Billing Messages

SetID: PSUNV **Message Number:** 20

Messages View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1900 ***Status:** Active

***Message Category:** FEE Tuition & Fees

Keywords

Message Text:

Your account is 60-90 days past due. If you have not done so already, please remit payment immediately.

Billing Messages page

Message Category

Select a category to associate this message with.

Keywords

Enter keywords to use when searching for this message.

Message Text Type the message to print on the bill. Remember that you link billing messages to item types, aging sets, business units, students, and corporations. Make the text of the message specific to whichever you plan to link it to.

Linking Billing Messages to Item Types

Access the Item Type Messages page.

Message Number Select the number of the billing message to link to the item type range.

When you generate a bill with charges or payments associated with the specified item type, the message linked to that item type appears on the bill. For example, if you create a billing message explaining how you calculate tuition, you can attach this message to all the tuition item types. When the system generates a bill with a charge against a tuition item type, the message explaining how you calculate tuition appears on the bill.

Linking Billing Messages to Aging Sets

Access the Aging Set Messages page.

Message Number Select the number of the billing message to link to the aging set and aging category.

When you generate a bill for a customer whose payment is late, the system selects the message to appear on the bill based on the number of days the payment is past due.

Note. You can attach only one message per aging category. The message associated with the oldest charge on a customer's account is the one that appears on the customer's bill.

Linking Billing Messages to a Business Unit

Access the Business Unit Messages page.

Message Number Select the number of the billing message to link to the business unit.

Messages linked to a business unit appear on all bills generated by that business unit.

Linking Billing Messages to Students

Access the Customer Messages page.

Message Number Select the number of the billing message to link to the student.

When you generate bills for the student, the billing messages you linked appear on the bill.

Linking Billing Messages to Corporations

Access the Corporation Messages page.

Message Number

Select the number of the billing message to link to the organization.

When you generate bills for the organization, the billing messages you linked appear on the bill.

Setting Up Invoice Layouts

This section discusses how to:

- Define invoice layout information.
- Define invoice layout sorting and summarization.

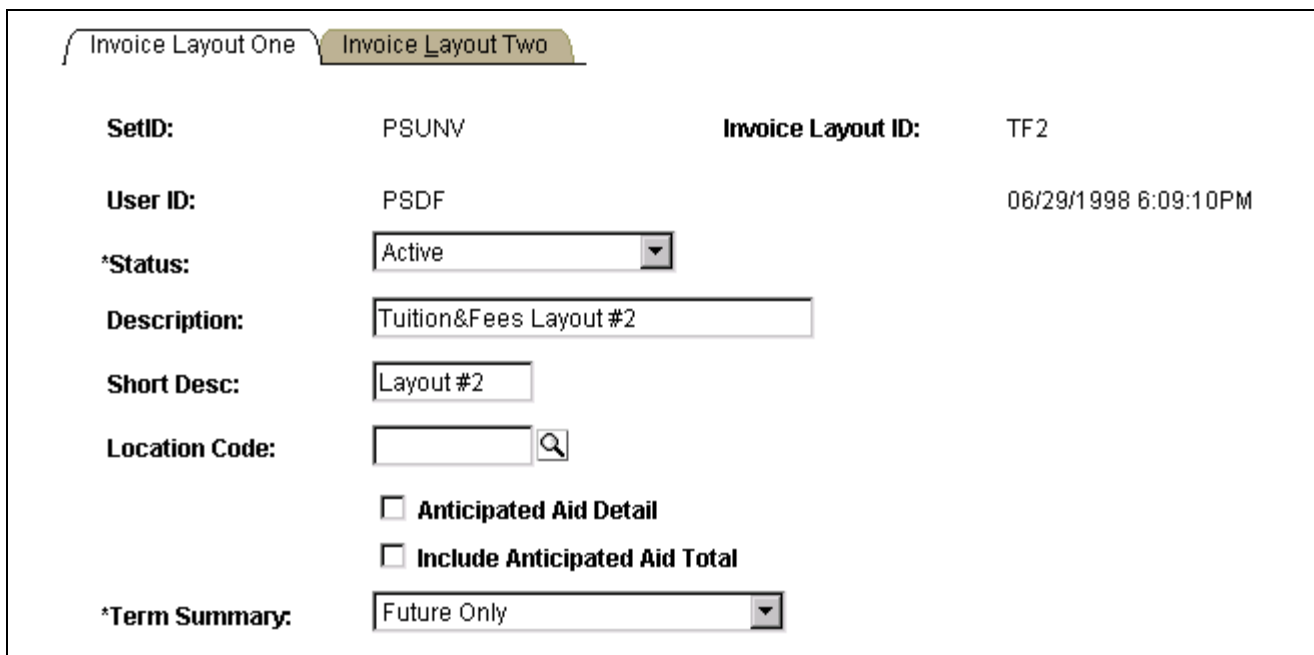
An invoice layout is a set of parameters that determine how the system formats the invoices that you print. Because you may require different formats for different types of invoices, you can create many different invoice layouts.

Pages Used to Set Up Invoice Layouts

Page Name	Object Name	Navigation	Usage
Invoice Layout One	BI_INV_LAYOUT	Manage Student Financials, Bill Customers, Setup, Invoice Layout, Invoice Layout One	Define invoice layout information.
Invoice Layout Two	BI_INV_LAYOUT2	Manage Student Financials, Bill Customers, Setup, Invoice Layout, Invoice Layout Two	Define invoice layout sorting and summarization.

Defining Invoice Layout Information

Access the Invoice Layout One page.



Invoice Layout One Invoice Layout Two


SetID: PSUNV **Invoice Layout ID:** TF2

User ID: PSDF 06/29/1998 6:09:10PM

***Status:** Active

Description: Tuition&Fees Layout #2

Short Desc: Layout #2

Location Code: 

☐ **Anticipated Aid Detail**

☐ **Include Anticipated Aid Total**

***Term Summary:** Future Only

Invoice Layout One page

Location Code

Select the location where invoice recipients must mail their payments.

Anticipated Aid Detail and Include Anticipated Aid Total

Select to print, on the invoice, a detailed summary and the total amount of the financial aid that you expect the student to receive. If you do not select either of these options, no anticipated financial aid information appears on the invoice.

Term Summary

Select the terms for which information appears in the term summary section of the invoice. Available values are:

All Terms: The term summary section of the invoice displays information for past, current, and future terms.

Current and Future Only: The term summary section of the invoice displays information regarding only current and future terms.

Current Term Only: The term summary section of the invoice displays information regarding the current term only.

Future Only: The term summary section of the invoice displays information regarding future terms only.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Designing PeopleSoft Campus Community,” Defining Job Codes

Defining Invoice Layout Sorting and Summarization

Access the Invoice Layout Two page.

The screenshot shows the 'Invoice Layout Two' configuration page. At the top, there are tabs for 'Invoice Layout One' and 'Invoice Layout Two'. Below the tabs, the following information is displayed: SetID: PSUNV, Invoice Layout ID: TF2, and Tuition&Fees Layout #2.

There are three main sections for configuration:

- Bill Sort Fields:** Contains four dropdown menus labeled *Sort 1, Sort 2, Sort 3, and Sort 4. *Sort 1 is set to 'Zip Code' and Sort 2 is set to 'Student ID'.
- Transaction Sort:** Contains four dropdown menus labeled Sort 1, Sort 2, Sort 3, and Sort 4. Sort 1 is set to 'Academic Year' and Sort 2 is set to 'Term'. There is also a checkbox labeled 'Subtotal' which is checked.
- Summarization Fields:** Contains two dropdown menus labeled Summ 1 and Summ 2, both of which are currently empty.

Invoice Layout Two page

Bill Sort Fields

Determine the sort order of the invoices in a given billing run. The sort order that you choose here determines the order in which the system prints the invoices. You do not have to enter a value in all four sort fields. In the preceding screen shot, invoices are sorted first by postal code, then by student ID.

Sort 1, Sort 2, Sort 3, and Sort 4

Select the sort order of your invoices. Available values are:

Academic Level: Sorts by the academic level of the student (such as freshman, sophomore, junior, or senior).

Academic Load: Sorts by the academic course load of the student (such as part-time or full-time).

Academic Program: Sorts by the academic program of the student (such as liberal arts).

Campus: Sorts by the campus of the institution that the student attends.

Corporation ID: Sorts by the unique ID (organization ID) of the external corporation associated with each bill.

Country: Sorts by the country of residence of the student associated with each bill.

Invoice Number: Sorts by the system-generated invoice number assigned to each bill.

Name: Sorts by the name of the student associated with each bill.

Student ID: Sorts by the unique ID of the student associated with each bill.

Total Amount Due: Sorts by the total dollar amount due for each bill.

Tuition Residency: Sorts by the tuition residency of the student (for example, in-state or out-of-state) in effect at the time that the system generates the bill.

Zip Code: Sorts by the postal code of the student associated with each bill.

Note. You cannot sort by both *Invoice Number* and *Student ID*.

Transaction Sort Fields

Determine how transaction details are sorted on an individual invoice. You do not have to enter a value in all four sort fields.

Sort 1, Sort 2, Sort 3, and Sort 4

Select how to sort transaction details on your invoices. Available values are:

Academic Year: Sorts by the academic year associated with each transaction.

Account Number: Sorts by the account number of each transaction.

Amount: Sorts by the dollar amount of each transaction.

Due Date: Sorts by the due date of each transaction.

Item Description: Sorts by the description of the item type for each transaction.

Item Number All: Sorts by the item number that the system assigns to each transaction during posting.

Session: Sorts by the academic session associated with each transaction.

Student ID (Third Party): Sorts a sponsoring organization's bills by the unique student ID associated with each third-party transaction.

Student Name (Third Party): Sorts a sponsoring organization's bills by the student name associated with each third-party transaction.

Term: Sorts by the academic term associated with each transaction.

Transaction Date: Sorts by the date on which each transaction occurred.

Subtotal

Becomes available if you enter a value in the Sort 1 field. Select to print a subtotal of the transactions on the invoice.

Summarization Fields

You can summarize billing information on your printed invoices rather than printing all the billing details. Use this group box to select the fields by which you want to summarize. When you summarize, the printed invoice no longer shows transaction detail.

Summ 1 and Summ 2

Select how to summarize billing information on your printed invoices. Available values are:

Account Number: Summarizes by the account number and account term.

Item Description: Summarizes by the item type description.

Item Nbr - Refund/Payment Only (item number - refund/payment only): Summarizes refunds and payments by item number only. Transaction details for other transactions still appear according to the sort order selected in the Transaction Sort Fields group box.

Item Number All: Summarizes by the item number that the system assigns to each transaction during posting.

Item Type Code: Summarizes by the item type code or classification.

Item Type: Summarizes by item type.

Student ID (Third Party): Summarizes a sponsoring organization's bills by the unique student ID associated with each third-party transaction.

Student Name (Third Party): Summarizes a sponsoring organization's bills by the student name associated with each third-party transaction.

Setting Up Invoice ID Number Generation

Each bill that you create must have a unique invoice ID number associated with it. You define how the system generates each invoice ID number. The invoice number consists of three parts that combine text with system-generated number sequences. Each part can consist of no more than 10 characters and no fewer than 2 characters. The maximum length of the entire invoice ID is 22 characters.

Page Used to Set Up Invoice ID Number Generation

Page Name	Object Name	Navigation	Usage
Invoice ID Number	BI_IVC_NUM	Manage Student Financials, Bill Customer, Setup, Invoice ID Number	Define invoice number generation.

Defining Invoice Number Generation

Access the Invoice ID Number page.

Invoice ID Number

Invoice ID Number: 10000

Description: **Status:**

Example Invoice

TABBY1	<input checked="" type="radio"/> Text	<input type="text" value="TABBY1"/>	Part 1 Sequence Length:	<input type="text" value="6"/>
	<input type="radio"/> Auto Sequenced		Part 1 Next Sequence Number:	<input type="text"/>
<hr/>				
0000000019	<input type="radio"/> Text	<input type="text"/>	Part 2 Sequence Length:	<input type="text" value="10"/>
	<input checked="" type="radio"/> Auto Sequenced		Part 2 Next Sequence number:	<input type="text" value="0000000019"/>
<hr/>				
FALL98	<input checked="" type="radio"/> Text	<input type="text" value="FALL98"/>	Part 3 Sequence Length:	<input type="text" value="6"/>
	<input type="radio"/> Auto Sequenced		Part 3 Next Sequence Number:	<input type="text"/>

Invoice ID Number page

Example Invoice

Displays how your invoice IDs appears using the parameters that you select.

Text

Select to enter specific text for the segment. The Part 1 Sequence Length, Part 2 Sequence Length, or Part 3 Sequence Length field of the segment becomes available, depending on which segment you are defining.

Auto Sequenced

Select to make the segment a number automatically sequenced by the system. The Part 1 Next Sequence Number, Part 2 Next Sequence Number, or Part 3 Next Sequence Number field becomes available, depending on which segment you are defining.

Part 1 Sequence Length, Part 2 Sequence Length, and Part 3 Sequence Length

If you selected the Text option for a segment, enter characters to appear on the bill along with the length of the segment. If the length is greater than the number of characters you enter, the system puts a number of spaces in the segment equal to the difference between the length and the number of characters entered.

Part 1 Next Sequence Number, Part 2 Next Sequence Number, and Part 3 Next Sequence Number

If you selected the Auto Sequenced option for a segment, use these fields to set the next number to appear on a bill. When you press TAB to move out of the field, the system fills the remainder of the field with zeros so that the total length is 10. This number appears in the segment of the first ID generated by the system using this invoice ID generation scheme. The auto-sequenced segment of each ID generated after the first is one higher than the previous. For example, if you enter *0000001* in the Part 1 Next Sequence Number field, the first segment of the first invoice ID is *0000001*. The first segment of the second invoice ID is *0000002*, and so on.

Setting Up Billing Scan Lines

Create a bill scan line if your bank requires it to track transactions. Communicate with your bank to obtain specifications on how to construct your bill scan line.

Page Used to Set Up Bill Scan Lines

Page Name	Object Name	Navigation	Usage
Billing Scan Line	BI_SCAN_LINE	Manage Student Financials, Bill Customers, Setup, Billing Scan Line	Define bill scan lines.

Defining Billing Scan Lines

Access the Billing Scan Line page.

Billing Scan Line

Scan Line: BT1

*Description: Status:

First 1-3 of 3 Last

<input type="radio"/> Field	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input checked="" type="radio"/> Text	<input type="text" value="TESTBILL"/>	
<input type="radio"/> Sequence Number	<input type="text"/>	Length: <input type="text" value="8"/>
<input type="radio"/> Field	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="radio"/> Text	<input type="text"/>	
<input checked="" type="radio"/> Sequence Number	<input type="text" value="2"/>	Length: <input type="text" value="5"/>
<input checked="" type="radio"/> Field	<input type="text" value="A"/> <input type="button" value="Q"/> Amount Due	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="radio"/> Text	<input type="text"/>	
<input type="radio"/> Sequence Number	<input type="text"/>	Length: <input type="text" value="15"/>

Billing Scan Line page

The bill scan line is a single line of no more than 60 characters of both text and numbers. You add it to a bill using the General Selections 2 page of the Billing Standard Request component. Each segment consists of a field, a piece of text, or a sequence number.

Field

If you select the Field option, select the field that you want to use. Select from: *A* (amount due), *B* (business unit), *D* (invoice due date), *E* (employee ID), *I* (invoice date), *N* (invoice number), *O* (external org field), and *P* (postal code).

Text	If you select the Text option, use the adjacent field to enter text to include in the bill scan line.
Sequence Number	If you select the Sequence Number option, enter the number in the adjacent field. This number appears in the segment of the first bill scan line generated by the system using this bill scan line generation scheme. The automatically-sequenced segment of each bill scan line generated after the first is one higher than the previous. For example, if you enter <i>0000001</i> , the Sequence Number segment of the first bill scan line is <i>0000001</i> . The segment of the second bill scan line is <i>0000002</i> , and so on.
Length	<p>If you select the Field option, the system automatically populates the Length field according to the option that you choose. This field is then unavailable for editing.</p> <p>If you select the Text option, the system automatically populates the Length field with the number of characters you entered in the Text field. You can override this number with a greater number.</p> <p>If you select the Sequence Number option, the system automatically populates the Length field with the number <i>10</i>. You can override this number.</p>

Setting Up Billing Types

When you set up your billing standard request, the system requires you to select a billing type for the request. The system uses billing types to distinguish bills when determining prior invoice amount and the last billing date for students or corporations.

Page Used to Define Billing Types

Page Name	Object Name	Navigation	Usage
Billing Type	BI_TYPE_TBL	Manage Student Financials, Bill Customer, Setup, Billing Type	Define billing types.

Setting Up Billing Standard Requests

This section discusses how to:

- Define general selections.
- Define additional general selections.
- Define communication information.
- Define academic selections.
- Define additional academic selections.

- Select billing messages.
- Select student groups.
- Select account types.
- Define corporate information.

A billing standard request is a set of parameters that determine how the system identifies and bills groups of customers. Once you set these parameters, you can use them repeatedly.

Pages Used to Set Up Billing Standard Requests

Page Name	Object Name	Navigation	Usage
General Selections	BI_STD_REQ_TBL	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, General Selections	Define general selections.
General Selection 2	BI_STD_REQ_ALL6	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, General Selection 2	Define additional general selections.
Communication Info (communication information)	BI_STD_REQ_ALL4	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, Communication Info	Define communication information.
Academic Selections	BI_STD_REQ_ALL1	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, Academic Selections	Define academic selections.
Academic Selections 2	BI_CAN_REQ_ALL1A	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, Academic Selections 2	Define additional academic selections.
Billing Standard Request - Messages	BI_STD_REQ_ALL2	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, Messages	Select billing messages.
Student Groups	BI_STD_REQ_ALL7	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, Student Groups	Select student groups.
Account Selections	BI_STD_REQ_ALL3	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, Account Selections	Select the account types.
Corporation Info	BI_STD_REQ_ALL5	Manage Student Financials, Bill Customers, Setup, Billing Standard Request, Corporation Info	Define corporate information.

Defining General Selections

Access the General Selections page.

General Selections		General Selection 2		Communication Info		Academic Selections		Messages		Student Groups	
SetID: PSUNV		Billing ID: BIL1									
View All First 1 of 1 Last											
*Eff Date: 01/01/1900		*Status: Active									
*Descr:				Type of Request							
Short Desc:				<input checked="" type="radio"/> Student <input type="radio"/> Organization							
Last Name Selection				Balance Selection							
From:				Minimum Credit Balance:		\$0.00		USD			
To:				Minimum Debit Balance:		\$0.00					
Transaction Selection				Miscellaneous Selection							
Added After:				*Zero Bill Handling:		Create Zero Bills					
Added Until:		06/01/1998		Not Billed Since:							

General Selections page

Type of Request

Student

Select to create billing requests for students and individual customers. All fields on the page become available.

Organization

Select to create billing requests for external organizations. The fields in the Last Name Selection group box become unavailable. You must use the Last Name Selection group box on the Corporation Info (corporation information) page instead.

Last Name Selection

From and **To**

Define a range of students for which the system generates bills based on the students' last names. For example, to generate a bill for all students with last names starting with the letter A through the letter C, enter A in the From field and Czzzzzzzzzzzzzzzzzzzzz in the To field. Leave these fields blank to generate bills for all students who meet the criteria you set in this component.

Balance Selection

The two fields in this group box work together to generate bills for customers based on credit and debit balances.

Minimum Credit Balance

Enter the credit balance above which you generate a bill. Enter the minimum credit balance as a negative number.

Minimum Debit Balance

Enter the debit balance above which you generate a bill. Enter the minimum debit balance as a positive number.

To create a bill for all students regardless of account balances, leave the Minimum Credit Balance and Minimum Debit Balance fields set to *0.00*.

Transaction Selection

Added After and Added Until

Filter the charges and payments included in the bill based on the date they posted. Only charges and payments posted after the date entered in the Added After field are included in the bill. Only charges and payments posted before or on the date entered in the Added Until field are included in the bill. To include all charges and payments, leave these fields blank.

Miscellaneous Selection

To bill all customers, leave all fields and options in this group box empty.

Zero Bill Handling

Specify how the system processes bills for zero amounts. Available values are:

Ignore Zero Bills: Ignores zero amounts. Be careful when using this value. The system looks for a net amount due and does not process bills when a credit balance in one account offsets a balance due in another account.

Create Zero Bills: Generates bills for zero amounts.

Update Zero Bills: Sets flags indicating that the account has been billed, but does not generate a bill. The next time you run the billing process, the system ignores flagged zero amounts, thereby increasing performance.

Not Billed Since

Enter a date here to bill only those customers whom you have not billed since that date. For example, if the date in the Not Billed Since field is 10/1/2000, and you run the billing process on 10/15/2000, the system generates bills for students whom it billed before 10/1/2000 or whom it has not billed at all. The system does not bill students whom it billed on 10/1/2000 or between 10/1/2000 and 10/15/2000.

If you select a value in this field, it overrides any conflicting selection criteria that you define.

Defining Additional General Selections

Access the General Selection 2 page.

General Selections | General Selection 2 | Communication Info | Academic Selections | Messages | Student Groups

SetID: PSUNV Billing ID: BIL1

View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

*Billing Type: STU Student

Invoice Option

☐ Create Invoices

☒ Create Account Statements

Prior Invoice Calc Option: Use Prior Invoice Amount

Campus Select

Institution: PSUNV PeopleSoft University Campus:

Invoice ID Number: TF Tuition & Fees

Billing Scan Line Definition:

Service Impact:

☒ Print Schedule of Classes

General Selection 2 page

Invoice Option

Create Invoices

Select so that your invoices do not reference the amount of the previous invoice. For example, suppose that you bill a student for tuition charges of 500.00 USD and housing charges of 2,000.00 USD, for a total of 2,500.00 USD on 10/1/2000. On 10/15/2000, a 75.00 USD miscellaneous charge posts to the student's account before the original bill is paid. If you generate another bill on 10/15/2000, it lists only the new invoice amount of 75.00 USD and details only the miscellaneous charge.

When selected, the system generates bills for accounts with new activity only.

Create Account Statements

Select to generate account statements rather than invoices. The details that appear on the account statement depend on the value that you select in the Prior Invoice Calc Option (prior invoice calculation option) field, which is available only if you select Create Account Statements.

When selected, the system generates bills even for accounts with no new activity. However, the system does not allow you to generate a bill more than once per day for an account with no new activity.

Prior Invoice Calc Option (prior invoice calculation option)

Determine the details to appear on account statements. Available values are:

Use Previous Invoice Amount: Account statements reference the amount of the previous invoice and indicate the previous invoice ID on new bills. For example, suppose that you bill a student for tuition charges of 500.00 USD and housing charges of 2,000.00 USD, for a total of 2,500.00 USD on 10/1/2000. On 10/15/2000 a 75.00 USD miscellaneous charge posts to the student's account before the original bill is paid. If you generate another bill on 10/15/2000, it lists a prior invoice amount of 2,500.00 USD and the corresponding invoice ID, along with the new invoice amount of 75.00 USD that details only the miscellaneous charge.

Account Balance Method: Account statements reference the amount of the previous invoice but do not indicate the previous invoice ID on new bills. For example, suppose that you bill a student for tuition charges of 500.00 USD and housing charges of 2,000.00 USD, for a total of 2,500.00 USD on 10/1/2000. On 10/15/2000 a 75.00 USD miscellaneous charge posts to the student's account before the original bill is paid. If you generate another bill on 10/15/2000, it lists a prior invoice amount of 2,500.00 USD, along with the new invoice amount of 75.00 USD that details only the miscellaneous charge.

Campus Select

Institution	The system generates bills for students who attend the selected institution only.
Campus	The system generates bills for those students on the selected campus only. You must select an institution before you select a campus.

Remaining Fields

Invoice ID Number	Select the user-defined invoice ID number generation scheme that you want to use to assign unique invoice ID numbers to each bill.
Bill Scan Line Definition	If your bank requires bill scan lines, select the bill scan line generation scheme that you want to use to attach a bill scan line to each bill.
Service Impact	<p>(Optional) Attach a service impact to the billing standard request. You normally use this field to attach a positive service impact that excludes from billing those students with a service indicator associated with the selected service impact.</p> <p>This field is not available if you select the Corporation option in the Type of Request group box on the General Selections page.</p>
Print Schedule of Classes	Select to print the schedule of classes on your invoices. This field is not available if you select the Corporation option in the Type of Request group box on the General Selections page.

Defining Communication Information

Access the Communication Info page.

General Selections General Selection 2 **Communication Info** Academic Selections Messages Student Groups

SetID: PSUNV Billing ID: BIL1

View All First 1 of 1 Last

Eff Date: 01/01/1900 Status: Active

☒ Create Communication Records

Academic Institution: PSUNV PeopleSoft University

Administrative Function: SFBI Student Financials Billing

Communication Category: FEES Tuition & Fees

Communication Context: BILL Bill

Additional Bill Communication

☐ Bill Comm Flag

Letter Code:

Communication Info page

Create Communication Records	Select to create a communication record during the bill generation process.
Academic Institution	Select the academic institution to which the communication record applies.
Administrative Function	Select <i>SFBI</i> .
Communication Category	Select the type of communication record to create.
Communication Context	Within the communication category that you select, choose the context of the communication record to create.

Additional Bill Communication

Bill Comm Flag (bill communication flag)	Select to produce a duplicate bill for the parent or guardian of each student affected by the billing standard request when you run the billing process. The system uses the parent or guardian that you specify on the Relationships page within PeopleSoft Campus Community. The Letter Code field becomes available.
Letter Code	If applicable, enter one or more letter codes. The system matches these against any letter codes specified for the communication recipient on the Relationships page within PeopleSoft Campus Community.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Setting Up Administrative Functions”

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Managing Communications”

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Maintaining Bio /Demographic Data,” Entering Relationships Data

Defining Academic Selections

Access the Academic Selections page.

The screenshot displays the 'Academic Selections' page. At the top, there are tabs for 'General Selections', 'General Selection 2', 'Communication Info', 'Academic Selections' (which is active), 'Messages', and 'Student Groups'. Below the tabs, the 'SetID' is 'PSUNV' and the 'Billing ID' is 'BIL1'. There are navigation buttons: 'View All', 'First', '1 of 1', and 'Last'. The main section has 'Eff Date: 01/01/1900' and 'Status: Active'. There are three checkboxes: 'All Careers' (checked), 'Use Records' (checked), and 'Use Admissions' (unchecked). Below this is the 'Academic Career' section with fields for '*Academic Institution', 'Career', 'Academic Program', and 'Academic Plan'. At the bottom are two sections: 'Academic Program Status' and 'Admissions Program Status', each with a dropdown menu and navigation buttons.

Academic Selections page

All Careers

Select to generate a bill for all students regardless of academic career. The Academic Institution, Career, Academic Program, Academic Plan, Academic Program Status, and Admissions Program Status fields become unavailable.

Use Records

Select to filter billed students based on academic program status. The Academic Program Status field becomes available.

Use Admissions

Select to filter billed students based on admissions program status. The Admissions Program Status field becomes available. You can select this check box in addition to the Use Records check box. However, if you select both check boxes, the system checks academic program status first during the billing process, to determine whether it should bill a student. It only uses admissions program status if a student has no academic program status.

Academic Career

Academic Institution, Career, Academic Program, and Academic Plan

Select the institution, career, program, and plan to bill.

Academic Program Status

Select the academic program status to bill. To generate bills based on academic program status, you must select at least one academic career and academic program on this page.

Admissions Program Status

Select the admissions program status to bill.

Defining Additional Academic Selections

Access the Academic Selections 2 page.

General Selections **General Selection 2** **Communication Info** **Academic Selections** **Academic Selections 2**

SetID: PSUNV **Billing ID:** BIL1

View All First 1 of 1 Last

Effective Date: 01/01/1900 **Academic Institution:** PSUNV PeopleSoft University

Academic Group: PSUNV PeopleSoft University

Tuition Residency: IS In State

Form of Study: Class Enrollment

Academic Plan Type: Honors

Academic Load: Enrolled Full-Time

Approved Academic Load: Full-Time

Academic Level - Term Start: 10 Freshman

Academic Level - Projected: 20 Sophomore

Academic Selections 2 page

Select a value for any of eight academic categories to filter your billing process.

Note. The billing process acknowledges the selection criteria on this page only if you select a Bill By option of *Bill Range* when creating your billing request.

Selecting Billing Messages

Access the Billing Standard Request - Messages page.

General Selections General Selection 2 Communication Info Academic Selections Messages Student Groups

SetID: PSUNV Billing ID: BIL1

View All First 1 of 1 Last

Eff Date: 01/01/1900 Status: Active

Messages First 1-3 of 3 Last

*Message Number	Message Text:
1	Fees are due and payable upon receipt of this invoice.
60	If you have questions regarding charges or payments, please phone the Bursar's Office at 555-1212.
70	Business Hours are 8:00 a.m.-4:30 p.m.

Billing Standard Request - Messages page

Message Number

Select the message number associated with the text that you want to appear on your bills. Remember that any business unit messages that you create appear on the bill in addition to the messages that you select here.

Selecting Student Groups

Access the Student Groups page.

General Selections General Selection 2 Communication Info Academic Selections Messages **Student Groups** ▶

SetID: PSUNV **Billing ID:** BIL1

View All First ◀ 1 of 1 ▶ Last

Eff Date: 01/01/1900 **Status:** Active + -

☒ **All Groups** ☐ **Current Table Entries Only**

Student Groups First ◀ 1 of 1 ▶ Last

Institution **Student Group** + -

◻ ◻

Student Groups page

All Groups Select to generate bills for all student groups. The Institution and Student Group fields become unavailable.

Current Table Entries Only Select to create bills and invoices only for students that are currently in the student groups you specify in the Student Groups group box. The system excludes any students with a future-dated active status in a student group.

Student Groups

Institution and Student Group Select the institution and student group to bill.

See Also

PeopleSoft 8 SP1 Recruiting and Admissions PeopleBook, “Setting Up Prospects”

Selecting Account Types

Access the Account Selections page.

The screenshot shows the 'Account Selections' page. At the top, there are tabs: Communication Info, Academic Selections, Messages, Student Groups, Account Selections (selected), and Corporation Info. Below the tabs, the 'SetID' is 'PSUNV' and the 'Billing ID' is 'BIL1'. A blue header bar contains 'View All', 'First', '1 of 1', and 'Last'. Below this, 'Eff Date' is '01/01/1900' and 'Status' is 'Active'. There are yellow '+' and '-' buttons. A checkbox labeled 'All Accounts' is checked. Below this is a section titled 'Account Types' with a blue header bar containing 'First', '1 of 1', and 'Last'. Inside this section, there is a label '*Account Type' followed by a text input field and yellow '+' and '-' buttons.

Account Selections page

All Accounts Select to bill all account types.

Account Types

Account Type If you do not select the All Accounts check box, select a specific account type to bill.

Defining Corporation Information

Access the Corporation Info page.

The screenshot shows the 'Corporation Info' page. At the top, there are tabs: Communication Info, Academic Selections, Messages, Student Groups, Account Selections, and Corporation Info (selected). Below the tabs, the 'SetID' is 'PSUNV' and the 'Billing ID' is 'BIL1'. A blue header bar contains 'View All', 'First', '1 of 1', and 'Last'. Below this, 'Eff Date' is '01/01/1900' and 'Status' is 'Active'. There are yellow '+' and '-' buttons. Below this is a section titled 'Description Selection' with a tan header bar. Inside this section, there are two text input fields labeled 'Corporation From:' and 'Corporation To:'. Below these fields is a label 'Contact Type:' followed by a text input field.

Corporation Info page

**Corporation From and
Corporation To**

Enter an alphabetical range of corporations to bill. Leave these fields blank to generate bills for all corporations that meet the criteria you set in this component.

Contact Type

To address corporate bills to a specific position (such as chief financial officer) select the type of contact.

CHAPTER 10

Setting Up Cashiering

This chapter describes how to:

- Define a cashiering office.
- Set up valid registers and cashiers.
- Set up target keys.
- Set up tender keys.
- Set up receipt messages.
- Set up void reasons.
- Set up the parameters that the system uses when printing receipts using JetForm.
- Set up the parameters that the cashiering system uses when processing credit cards.
- Modify cashiering receipt forms.

Defining a Cashiering Office

Before you can run your cashiering process, you must first define the characteristics of your cashiering office. Your institution may have multiple cashiering offices, located on or off campus. Different cashiering offices often serve different roles in your institution. The Cashiering feature provides the flexibility to define different cashiering offices, each with its own set of cashiering rules and requirements.

This section describes how to:

- Define the basic parameters of your cashiering office.
- Define the transaction setup of your cashiering office.
- Define how the system records cashiering overages to the general ledger.
- Define how the system records cashiering shortages to the general ledger.

Pages Used to Define a Cashiering Office

Page Name	Object Name	Navigation	Usage
Cashiering Offices	CSH_OFF_TABLE	Manage Student Financials, Run Cashiering, Setup, Cashiering Offices, Cashiering Offices	Define the basic parameters of the cashiering office.
Transaction Setup	CSH_OFF_TABLE2	Manage Student Financials, Run Cashiering, Setup, Cashiering Offices, Transaction Setup	Define the way in which your cashiering office handles and posts transactions.
Over GL Entry	CSH_OFF_TBL_OVER	Manage Student Financials, Run Cashiering, Setup, Cashiering Offices, Over GL Entry	Define the general ledger chart of accounts to which you record any cash overages for your cashiering office. The chart of accounts that you define on this page provides the credit side of the GL entry.
Short GL Entry	CSH_OFF_TBL_SHORT	Manage Student Financials, Run Cashiering, Setup, Cashiering Offices, Short GL Entry	Define the general ledger chart of accounts to which you record any cash shortages for your cashiering office. The chart of accounts that you define on this page provides the debit side of the GL entry.

Defining the Basic Cashiering Office Parameters

Access the Cashiering Offices page.

Cashiering Offices
Transaction Setup
Over GL Entry
Short GL Entry

Business Unit: PSUNV
Cashier's Office: MAIN-8.4

*Description: Main

*Short Description: Main

Long Description: Main Cashiering Office

*Campus: MAIN Main Hacienda Campus

*Location: ROSEWOOD Rosewood Building Cluster

*Base Currency: USD US Dollar

*Balance By: Cashier

Change Due Tender: CASH

Retrieval Limit:

Print Product: Crystal
☒ Use Forms Engine For Receipts

Close Office Edits

☒ Posted Close Required
☐ GL Interface Required
☒ Approved Close Required

Cashiering Offices page

Campus

Select the campus on which the cashiering office is located.

Location	Select the specific location of the cashiering office.
Base Currency	Select the base currency that the cashiering office uses when processing transactions. All transactions in the office are set to this currency by default. The default value for this field is the default currency of your business unit.
Balance By	<p>Select the method to use to balance the cashiering office. Select from the following values:</p> <p><i>Cashier:</i> Select this value to balance receipts of each cashier against the cash drawer. With this method, a cashier can use any open register, but no one else may use his individual cash drawer. Therefore, balancing by cashier is the more secure option. It enables you to track errors and outages to specific cashiers.</p> <p><i>Register:</i> Select this value to balance the receipts of each register against the cash drawer. With this method, any number of valid cashiers can use the cash drawer in a register during a given business day.</p>
Change Due Tender	Select the tender key that you want to designate for change due. This is the type of tender that the office uses to give change to customers. You define the tender keys available in this field using the Tender Keys component.
Retrieval Limit	<p>Enter the number of business days the system retrieves when you open, reopen, or close the cashiering office. This is an optional field. Use it to enhance system performance.</p> <hr/> <p>Note. If you do not select this option, the system displays all past business days when opening, closing, or reopening a cashiering office. This slows system performance significantly.</p> <hr/>
Print Product	Select the program the cashiering office uses to print receipts. If you want to print receipts automatically using the Create Receipt button on the six receipt generation pages, you must select a print product. You can print receipts using <i>Crystal</i> or <i>JetForm</i> . The default value for the field is <i>Crystal</i> .
Use Forms Engine for Receipts	<p>Select to use Forms Engine to print student payment, corporate payment, department, and check cashing receipts. Clear to use the specified Print Product to print your receipts.</p> <p>If you select this check box, it is necessary to specify printers for your valid registers before you can print receipts using Forms Engine.</p>
Close Office Edits	<p>Use the Close Office Edits group box to specify the requirements that your office must meet before you can close it.</p>
Posted Close Required	If you select this check box, the system requires you to post all receipts before closing the cashiering office. This requirement takes effect only if you select the <i>Delay posting</i> or <i>Group Post</i> options in the Posting field of the Transaction Setup page.

- GL Interface Required** If you select this check box, the system requires you to run the Cashiering GL Interface process before closing the cashiering office.
- Approved Close Required** If you select this check box, the system requires you to approve all pending department receipts before closing the cashiering office. This requirement takes effect only if you select the Dept Receipt Approval Required check box on the Transaction Setup page.

Defining the Transaction Setup of a Cashiering Office

Access the Transaction Setup page.

Cashiering Offices		Transaction Setup		Over GL Entry		Short GL Entry	
Business Unit:	PSUNV	Cashier's Office:	MAIN-8.4				
SF Merchant ID:	<input type="text"/>	<input type="checkbox"/> Realtime Transaction Override					
Void Receipts							
*Direct Reports:	Student Financials Data	<input type="checkbox"/> Transfer after void					
Post Receipts							
*Posting:	No posting delay	Origin ID:	00014	Cashiering			
Group Type:	X Receipts	<input type="checkbox"/> Post Unprocessed Authorization					
Check Cashing Target:	CHECKFEE						
Check Cashing Fee:	0.50	Check Cashing Maximum:	200.00				
<input type="checkbox"/> Dept Receipt Approval Required							

Transaction Setup page

Note. If you select the Realtime Transaction Override check box, you must authorize and settle your cashiering credit card transactions using the batch process.

Void Receipts

Use this group box to define how the system voids receipts.

- Direct Reports** Select the appropriate value for your institution to determine the rules the system uses to establish supervisory relationships for the process of voiding receipts.
- Student Financials Data:* Select this value to establish supervisory relationships of cashiers on the Valid Cashiers page.
- Human Resources Data:* Select this value to have PeopleSoft Student Financials use the employment data for each cashier defined in PeopleSoft Human Resources to determine supervisory relationships.
- Transfer after void** Select this check box if, upon voiding a receipt, you want the system to transfer you automatically to the page where the receipt was created. For

example, after voiding a student payment, the system automatically takes you to the Student Payment page if you selected this option.

Post Receipts

Use this group box to define how the system posts student payments and corporate payments.

Posting

Use this field to select when the system posts student and corporate payment receipts. Valid values are:

No posting delay: If you select this value, the system posts receipts immediately to student and corporate accounts from the Student Payment and Corporate Payment pages when you click the Create Receipt button. The advantage of this method is that the system updates account balances as you create payment receipts.

Delay posting: If you select this value, the system does not post receipts to student or corporate accounts when you click the Create Receipt button on the Student Payment and Corporate Payment pages. Instead, you post delayed student and corporate payment receipts using the Post Receipts page.

By delaying posting, you can enhance system performance during receipt creation, especially if you have a large number of cashiers using the system. Using the Post Receipts page, you can post receipts at any time during the day, when it puts less demand on the system.

Group Post: If you select this value, the system does not post receipts when you click the Create Receipt button on the Student Payment and Corporate Payment pages. Instead, the system places each receipt that you create into a single posting group for the business day. To post receipts for a group, use the Posting Groups page in the Maintain Receivables feature. Like the *Delay posting* method, the *Group Post* method enables you to enhance system performance during peak demand. However, using the *Group Post* method, you post all receipts at the end of the day by running one batch process. Therefore, the system does not update your student or corporate accounts as often.

Origin ID and Group Type

If you select *Group Post* in the Posting field, select the origin ID and group type of the posting group in which your cashiering office places student and corporate payment receipts.

Post Unprocessed Authorizations

If you select this check box, the system posts credit card transactions even if it has not processed the authorizations of those transactions. If you clear this check box, the system posts only transactions for which you have processed authorizations.

This option is useful when intermittent timeouts of the authorization process occur. This enables the system to save or post the transactions normally regardless of the timeout. However, if this situation occurs, you must remember to authorize your credit card transactions using the batch process in the Maintain Receivables feature.

Note. PeopleSoft recommends that you define a group type and origin ID in Maintain Receivables specifically for cashiering receipts so that you can more readily identify and isolate these posting groups.

Setting Check Cashing Rules

Check Cashing Target	Select the target key associated with the check-cashing fee item type. Define the check cashing fee target key using the Target Keys component. Define the amount of the check-cashing fee in the Check Cashing Fee field. This is not a required field.
Check Cashing Fee	Enter the amount that you want to charge customers when they use this cashiering office to cash checks.
Check Cashing Maximum	Enter the maximum check amount that you want to allow customers to cash at your cashiering office.

Setting Department Receipt Approval

Dept Receipt Approval Required (department receipt approval required)	Select this check box to implement the workflow approval process for all department receipts generated by this cashiering office. When you select this check box, the Cashier Approval Role becomes available.
Cashier Approval Role	<p>Select the role of the person who approves department receipts generated by your cashiering office. A person with the cashier approval role must approve all department receipts before you post them to the general ledger.</p> <p>If you select the Approved Close Required check box on the Cashiering Offices page, the person with the cashier approval role must approve all department receipts before you close the cashiering office.</p>

See Also

[Chapter 3, “Setting Up Credit Card Processing and Self Service,” Setting Up SF Merchants, page 68](#)

[Chapter 14, “Processing Credit Card Transactions,” page 319](#)

[Chapter 21, “Maintaining Receivables,” page 483](#)

PeopleSoft Human Resources PeopleBook, “Managing Workforce Data,” Administering Your Workforce

Defining the General Ledger Entry of Cashiering Overages

Access the Over GL Entry page. Select the chartfield values that correspond to the general ledger account into which you record your cashiering overages.

Defining the General Ledger Entry of Cashiering Shortages

Access the Short GL Entry page. Select the chartfield values that correspond to the general ledger account into which you record your cashiering shortages.

Setting Up Valid Registers and Cashiers

This section discusses how to:

- Define valid registers.
- Define valid cashiers.

Page Used to Set Up Valid Registers and Cashiers

Page Name	Object Name	Navigation	Usage
Valid Registers	CSH_OFF_REGISTERS	Manage Student Financials, Run Cashiering, Setup, Valid Registers	Define valid registers.
Valid Cashiers	CSH_OFF_CASHIER	Manage Student Financials, Run Cashiering, Setup, Valid Cashiers	Define valid cashiers.

Defining Valid Registers

Access the Valid Registers page.

Valid Registers

Business Unit: PSUNV **Cashier's Office:** MAIN-8.4 Main

*Register	Student Payment	Corporate Payment	Department Receipt	Cash Check	Forms Engine Printer	
REG1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WPSH-PRINT-E021E3405P	<input type="button" value="+"/> <input type="button" value="-"/>
REG2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>
REG2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Valid Registers page

Register Enter the alphanumeric code that you use to identify the register.

Setting Up Receipts to Print Automatically

Use the check boxes under the Print Receipt Automatically heading to determine which types of receipts print automatically when each valid register creates them. The system recognizes the selections made in these check boxes only if you choose to balance by register in the setup of your cashiering office. You can choose to print receipts automatically for Student Payment, Corporate Payment, Department Receipt, and Cash Check receipts. For each valid register set to print automatically, use the Forms Engine Printer field to specify the printer to which Forms Engine generates the receipt.

Defining Valid Cashiers

Access the Valid Cashiers page.

Valid Cashiers

Business Unit: PSUNV **Cashier's Office:** MAIN Main Cashiering Office

Cashier: AMIRZA Delete Cashier

☐ Supervisor ☒ Approval Required

Supervisor ID: ☒ Department Only Cashier

Print Receipt Automatically

☐ Student Payment ☐ Corporate Payment ☐ Department Receipt ☐ Cash Check

Valid Cash Registers

First 1-7 of 7 Last

REG1	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
REG2	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
REG3	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
REG4	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
REG5	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
REG6	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
REG7	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Valid Cashiers page

Delete Cashier

Click this button to delete the cashier from the cashiering office.

Supervisor

Select to give the cashier the ability to void receipts. A cashier designated as a supervisor can void her own receipts and the receipts of any other cashier that directly reports to her.

Approval Required

Select to implement the workflow approval process for any department receipts processed by the cashier.

Supervisor ID

This field is available only if you select *Student Financials Data* in the Direct Reports field of the Transaction Setup page. Select a supervisor ID to indicate the supervisor to whom the cashier directly reports. The supervisor assigned to this cashier can view and void the cashier's receipts.

Department Only Cashier

Select to designate the cashier as one who can process only department receipts and does not have an open cash drawer. When you select this check box, the system automatically selects the Approval Required check box and makes it unavailable.

Print Receipt Automatically

Use the Print Receipt Automatically group box to determine which types of receipts print automatically when the valid cashier creates them. The system recognizes the selections made in these check boxes only if you choose balance by cashier in the setup of your cashiering office. You can choose to print receipts automatically for Student Payment, Corporate Payment, Department Receipt, and Cash Check receipts.

Valid Cash Registers

In the Valid Cash Registers scroll area, enter the codes of the valid registers that you want the cashier to be able to use.

Setting Up Target Keys

Target keys indicate which charges receive credit for a given transaction. A cashier must specify a target key for all transactions except department receipts, cash replenishments, and interim deposits.

This section discusses how to:

- Define target keys.
- Define charts of accounts for target keys.
- Link tax authorities to target keys.

Pages Used to Set Up Target Keys

Page Name	Object Name	Navigation	Usage
Target Keys - Definition	TARGET_KEY_TABLE	Manage Student Financials, Run Cashiering, Setup, Target Keys, Definition	Define a target key.
GL Interface	TARGET_KEY_GL	Manage Student Financials, Run Cashiering, Setup, Target Keys, GL Interface	Define a chart of accounts for a target key. Define the general ledger chart of accounts to which you record any cashiering transactions associated with the target key that you are defining.
Tax Authority	TARGET_KEY_TAX	Manage Student Financials, Run Cashiering, Setup, Target Keys, Tax Authority	Link tax authorities to target keys. Attach tax authorities to your target key. This enables you to assess tax on certain cashiering transactions with this target key.

Defining Target Keys

Access the Target Keys - Definition page.

Definition		GL Interface	Tax Authority
Business Unit:	PSUNV		
Target Key:	TUITION		
View All First 1 of 1 Last			
*Effective Date:	01/01/1990	*Status:	Active
*Description:	Tuition		
Short Description:	Tuition		
Long Description:	Tuition		
Default Amount:	800.00	USD	
Minimum Amount:	10.00		
*Maximum Amount:	10,000.00		
<input checked="" type="checkbox"/> GL Interface Required			
<input checked="" type="checkbox"/> Post			

Target Keys - Definition page (1 of 2)

Posting Parameters	
Account Type:	TUT Tuition
<input checked="" type="checkbox"/> Restrict Payment to Account	
<input type="checkbox"/> Use Excess Account	
Item Type:	300000000001
Charge Priority:	FEESONLY Fees Only

Target Keys - Definition page (2 of 2)

Default Amount

Enter an optional default amount for the target. For example, if Tuition charges are typically 5,000 USD, then for the Tuition target key, you can enter 5,000 USD as a default amount to reduce the amount of data entry required at the time of payment.

Minimum Amount

Define the minimum amount allowed for the target key per transaction.

Maximum Amount

Define the maximum amount allowed for the target key per transaction.

GL Interface Required

Select to include transactions for this target key when you run the cashiering GL interface process.

For a cashiering receipt to properly interface with your general ledger system, both the target key and the tender key associated with the receipt must have the GL Interface Required check box selected.

Be careful when selecting this check box because if the item type associated with the target key also has this check box selected, the regular GL interface process will pick up any transactions associated with the target key that you are defining. The cashiering GL interface process is intended to be used to send transactions to your general ledger that do not post to student or corporate accounts. Usually, you do not want these non-postable transactions to be picked up by the regular GL interface process. Therefore, you normally do not want to select the GL Interface Required check box for the target key unless it is to be used for transactions that do not post to an account.

Post

Select to post student payments or corporate payments associated with this target key. The system selects this check box by default.

If you select this check box, you cannot attach a tax authority to the target key. This is because when you attach a tax authority to a target key, the system assesses a tax to any cashiering transactions associated with that target key. Postable targets post against charges on a student or corporate account. The system already assesses any necessary taxes to a charge when it posts to an account. Therefore, if a tax authority were attached to a postable target key, when you used the target key for a cashiering transaction, the system would assess tax to the target even though the charge it would post against had already been taxed. This would cause the payer of the charge to be taxed twice for the same charge.

Posting Parameters

Determine how the system posts transactions associated with the target key.

Account Type

If you are defining target keys for student or corporate payments, select the account type the target affects. The account type determines the account to which the payment posts.

Restrict Payment to Account

Select to post each payment in its entirety to the account that you set in the Account Type field. The system credits any excess payments to the account that you selected, thereby creating a credit balance that can be applied to new charges or refunded later. If you select this check box, the Use Excess Account check box and its accompanying field become unavailable.

Use Excess Account

If you do not select Restrict Payment to Account, you can select this check box. When you select this check box and do not specify a specific account in its accompanying field, the system credits excess payments to the default payment excess account that you defined during the setup of your student financials business unit.

Use the edit box to the right of this check box to select a specific excess account to which the system credits any excess payments to this target key.

Item Type

If you are defining a target key for payments that post to student or corporate accounts, select the payment item type that appears on the account when you use this target key.

Charge Priority

The system automatically populates this field with the charge priority of the item type that you select. However, you can use this field to override the

payment allocation rules for payments to this target. The charge priority determines how the system applies payments to charges.

Defining Charts of Accounts for Target Keys

Access the GL Interface page.

Select the chartfield values that correspond to the general ledger account into which you record transaction information associated with the target key. The chart of accounts that you define on this page provides the credit side of the GL entry.

Linking Tax Authorities to Target Keys

Access the Tender Keys - Tax Authority page.

DefinitionGL InterfaceTax Authority

Business Unit:PSUNV

Target Key:TUITION

View AllFirst1 of 1Last

Eff Date:01/01/1990Status:Active

View AllFirst1 of 1Last

*Tax Authority	*Target Key	Tax Percent
<input type="text"/>	<input type="text"/>	

Target Keys - Tax Authority page

- Tax Authority**

Select tax authorities to attach to the target key. When you select a tax authority, the system automatically populates the Tax Percent field with the appropriate percentage.
- Target Key**

Select the target key of the tax that the system adds to transactions conducted using the target key that you are defining. Whenever you process payments to the target key, the system adds the attached tax target key automatically, thereby charging the customer the appropriate tax.
- Tax Percent**

The system populates this field with the appropriate percentage when you select a value in the Tax Authority field.

Note. If you attach a tax authority to the target key and you select the Post check box on the Definition page, the system does not allow you to save the target key.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Tax Authorities and Tax Codes, page 26

Setting Up Tender Keys

Tender keys represent the types of tender your office can accept. Examples of tender include cash, checks, and credit cards.

This section discusses how to:

- Define tender keys.
- Define charts of accounts for tender keys.
- Define charts of accounts for shortages.
- Define charts of accounts for overages.
- Specify cashiers for tender keys.

Pages Used to Set Up Tender Keys

Page Name	Object Name	Navigation	Usage
Tender Key	TENDER_KEY_TABLE	Manage Student Financials, Run Cashiering, Setup, Tender Keys, Tender Key	Define tender keys.
Tender Key GL	TENDER_KEY_DEPTID	Manage Student Financials, Run Cashiering, Setup, Tender Keys, Tender Key GL	Define charts of accounts for tender keys.
Tender Key Short GL	TENDER_KEY_SHRT_GL	Manage Student Financials, Run Cashiering, Setup, Tender Keys, Tender Key Short GL	Define charts of accounts for shortages.
Tender Key Over GL	TENDER_KEY_OVER_GL	Manage Student Financials, Run Cashiering, Setup, Tender Keys, Tender Key Over GL	Define charts of accounts for overages.
Tender Key Valid Cashiers	TENDER_CSHR_TABLE	Manage Student Financials, Run Cashiering, Setup, Tender Keys, Tender Key Valid Cashiers	Specify cashiers for tender keys.

Defining Tender Keys

Access the Tender Key page.

Tender Key		Tender Key <u>GL</u>	Tender Key <u>Short GL</u>	Tender Key <u>Over GL</u>	Tender Key Valid <u>Cashiers</u>
Business Unit:		PSUNV		Tender Key: CASH	
View All First 1 of 1 Last					
*Effective Date:	01/01/1900		*Status:	Active	
*Description:	Cash				
*Short Description:	Cash				
Long Description:	Cash				
*Tender Category:	Cash				
<input checked="" type="checkbox"/> Change Allowed	<input checked="" type="checkbox"/> GL Interface Required				
Service Impact:	<input type="text"/>				
	Minimum Amount		Maximum Amount		
Transaction Amount:	0.50 USD		20,000.00 USD		
Out Amount:	-10.00		-200.00		
Drawer Warning Amount:	20.00		15,000.00		
Drawer Error Amount:	5.00		5,000.00		

Tender Key page

Tender Category

Select the appropriate category for the tender that you are defining. When a cashier selects a tender key during a cashiering transaction, this tender category tells the system which tender details must be entered before the cashier can successfully conduct the transaction.

Change Allowed

Select this check box if you want the cashier to be able to give change for a transaction using this tender key.

GL Interface Required

If you select this check box, any transactions associated with this tender key must interface with the general ledger, and you must enter chartfield information on the Tender Key GL, Tender Key Short GL, and Tender Key Over GL pages of this component.

For a cashiering receipt to properly interface with the general ledger system, both the target key and the tender key associated with the receipt must have the GL Interface Required check box selected.

Service Impact

Select a service impact code to affect how the system processes transactions using this tender. For example if this field contains a negative service impact for checks, the system will not permit any students to tender checks as payment if the service indicators on their accounts are associated with the negative service impact.

Transaction Amount

Enter the minimum and maximum amounts of this tender that your cashiers can accept per transaction.

Out Amount

Enter the minimum and maximum amounts of this tender that your cashiers can dispense per transaction as change due.

Drawer Warning Amount	<p>Enter the minimum and maximum amounts of this tender that your drawers can contain before the system generates a warning message.</p> <p>When you create a receipt that causes the amount of this tender remaining in the cashier's drawer to be equal to or less than the minimum amount, the system generates a warning message signaling you to perform a cash replenishment.</p> <p>When you create a receipt that causes the amount of this tender in the cashier's drawer to exceed the maximum amount, the system generates a warning message signaling you to perform an interim deposit.</p>
Drawer Error Amount	<p>Enter the minimum and maximum amounts of this tender that your drawers can contain before the system generates an error message.</p> <p>When you attempt to create a receipt that causes the amount of this tender in the cashier's drawer to be equal to or less than the minimum amount, the system generates an error message signaling you to perform a cash replenishment and does not process the receipt.</p> <p>When you attempt to create a receipt that causes the amount of this tender in the cashier's drawer to equal or exceed the maximum amount, the system generates an error message signaling you to perform an interim deposit and does not process the receipt.</p>

Note. You determine the maximum amount that the cashiering office can dispense when cashing a check in the Cashiering Offices page.

Defining Charts of Accounts for Tender Keys

Access the Tender Key GL page.

Select the chartfield values that correspond to the general ledger account into which you record any cashiering transactions associated with the tender key that you are defining. The chart of accounts that you define on this page provides the debit side of the GL entry.

Defining Charts of Accounts for Shortages

Access the Tender Key Short GL page.

Select the chartfield values that correspond to the general ledger account into which you record any short amounts when a cashier or register does not balance for the tender that you are defining. The chart of accounts that you define on this page provides the credit side of the GL entry.

Defining Charts of Accounts for Overages

Access the Tender Key Over GL page.

Select the chartfield values that correspond to the general ledger account into which you record any overages when a cashier or register does not balance for the tender that you are defining. The chart of accounts that you define on this page provides the debit side of the GL entry.

Specifying Cashiers for Tender Keys

Access the Tender Key Valid Cashiers page.

Tender Key Valid Cashiers

Business Unit: PSUNV
Tender Key: CASH

Effective Date: 01/01/1900 Status: Active

*Cashier	In Allowed	Out Allowed
APPR1 Mendoza, Ramiro	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
APPR2 Carroll, Bruce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PS Carroll, Bruce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PSSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Tender Key Valid Cashiers page

Cashier

Select cashiers that can process transactions using the tender key.

In Allowed and Out Allowed

Select to determine if a cashier can take the tender in or give the tender out. For example, if you select only the In Allowed check box for a cashier when you define the cash tender key, the cashier can only take in cash. The cashier cannot give cash to a customer in a check cashing transaction or as change. A cashier with neither check box selected can not perform any transactions with this tender.

Setting Up Receipt Messages

This section discusses how to:

- Create receipt messages linked to cashiering offices.
- Create receipt messages linked to target keys.
- Create receipt messages linked to tender keys.

Pages Used to Set Up Receipt Messages

Page Name	Object Name	Navigation	Usage
Cashier Office Messages	CSH_MSG_BD	Manage Student Financials, Run Cashiering, Setup, Receipt Print Messages, Cashier Office Messages	Create receipt messages linked to cashiering offices.
Target Messages	CSH_MSG_TG	Manage Student Financials, Run Cashiering, Setup, Receipt Print Messages, Target Messages	Create receipt messages linked to target keys.
Tender Messages	CSH_MSG_TN	Manage Student Financials, Run Cashiering, Setup, Receipt Print Messages, Tender Messages	Create receipt messages linked to tender keys.

Creating Receipt Messages Linked to a Cashiering Office

Access the Cashier Office Messages page.

Cashier Office Messages page

Message Enter the message you want to appear on all receipts printed by this cashier office.

Long Message Enter an optional, more detailed message.

Creating Receipt Messages Linked to Target Keys

Access the Target Messages page.

The screenshot shows the 'Target Messages' page. At the top, there are three tabs: 'Cashier Office Messages', 'Target Messages' (which is selected), and 'Tender Messages'. Below the tabs, the 'Business Unit' is 'PSUNV', 'Cashier's Office' is 'MAIN', and the location is 'Main Cashiering Office'. A navigation bar at the top right shows 'View All', 'First', '1 of 5', and 'Last'. The main form area has a '*Target Key:' field with 'CHECKFEE' entered and a search icon. To the right of this field are '+' and '-' buttons. Below this is another navigation bar with 'View All', 'First', '1 of 1', and 'Last'. The form fields include '*Effective Date:' set to '01/01/1900' with a calendar icon, 'Status:' set to 'Active' with a dropdown arrow, and '+' and '-' buttons. The 'Message:' field contains 'Check Cashing Fee Message'. The 'Long Message:' field also contains 'Check Cashing Fee Message' and has a vertical scrollbar.

Target Messages page

Target Key Select the target key to which you want to link the message.

Message Enter a message to appear on all receipts associated with the target key.

Long Message Enter an optional, more detailed message.

Creating Receipt Messages Linked to Tender Keys

Access the Tender Messages page.

The screenshot shows the 'Tender Messages' page. At the top, there are three tabs: 'Cashier Office Messages', 'Target Messages', and 'Tender Messages' (which is selected). Below the tabs, the 'Business Unit' is 'PSUNV', 'Cashier's Office' is 'MAIN', and the location is 'Main Cashiering Office'. A navigation bar at the top right shows 'View All', 'First', '1 of 4', and 'Last'. The main form area has a '*Tender Key:' field with 'CASHIN' entered and a search icon. To the right of this field are '+' and '-' buttons. Below this is another navigation bar with 'View All', 'First', '1 of 1', and 'Last'. The form fields include '*Effective Date:' set to '01/01/1900' with a calendar icon, 'Status:' set to 'Active' with a dropdown arrow, and '+' and '-' buttons. The 'Message:' field contains 'Cash In Message'. The 'Long Message:' field also contains 'Cash In Message' and has a vertical scrollbar.

Tender Messages page

Tender Key Select the tender key to which you want to link the message.

Message Enter a message to appear on all receipts associated with the tender key.

Long Message Enter an optional, more detailed message.

Setting Up Void Reasons

Void reasons provide brief explanations for voided cashiering receipts. They provide background information for auditors and staff.

Page Used to Set Up Void Reasons

Page Name	Object Name	Navigation	Usage
Void Reasons	CO_VOID_REASON_TBL	Design Student Administration, Define Student Financials, Setup I-Z, Void Reasons	Create void reasons.

Setting Up JetForm Receipt Printing

The Cashiering feature enables you to create an extract file of your receipt data to print receipts using your own configured JetForm receipt.

Page Used to Set Up JetForm Receipt Printing

Page Name	Object Name	Navigation	Usage
JetForm	CSH_JF_OUTPUT	Manage Student Financials, Run Cashiering, Setup, JetForm	Define output and receipt file information for JetForm receipt printing.

Defining Output and Receipt File Information for JetForm Receipt Printing

Access the JetForm page.

JetForm

User ID: PS

Output File Directory: C:\JF\

JetForm Receipt File: JFRMRCPT

JetForm page

Output File Directory

Define the output file directory to which the system loads receipt information.

JetForm Receipt File

Define the name of the file in the output directory where the system stores receipt information. JetForm scans the directory at predetermined intervals. When it detects a file that matches a form name, it attempts to merge it with the form. It also dynamically assigns a unique name to each file, which

prevents multiple files with the same name from overwriting each other if they arrive in the queue before JetForm picks them up.

Modifying Cashiering Receipt Forms

There are some simple modifications that you can make to the delivered Forms Engine cashiering receipts. For example, you can have your institution's logo appear on your receipts.

This section discusses how to:

- Prepare image files for uploading.
- Upload image files.
- Set up form image text.
- Use Form Editor to change a receipt title and add an image.

Pages Used to Modify Cashiering Receipt Forms

Page Name	Object Name	Navigation	Usage
Upload EPS Image File	FE_UPIMG_RUNCTL	Design Student Administration, Forms Engine, Process, Upload EPS Image File	Upload image files.
Form Image Text	FE_IMAGE_TEXT	Design Student Administration, Forms Engine, Setup, Form Image Text	Set up form image text.
Form Editor	FORM_EDITOR	Design Student Administration, Forms Engine, Setup, Form Editor	Change a receipt title and add an image.
Form Text Attributes	FORM_TEXT	Click the Edit Field Attributes link for a form row with a Form Field Type of Text.	Specify form text attributes.
Form Image Attributes	FORM_IMAGE	Click the Edit Field Attributes link for a form row with a Form Field Type of Image.	Specify form image attributes.

Preparing Image Files for Uploading

Before you upload an image file to your database, there are some steps you must take to prepare the file. The required steps differ depending on whether the image is cached or non-cached.

Preparing a Cached Image for Uploading

If an image is cached, Forms Engine does not resend it for each page on which it is printed. Preparing a cached image for uploading requires some knowledge of PostScript. You must:

1. Create a plain text file with an “.eps” (Encapsulated PostScript) extension. See the sample file `fe_flower1.eps` in the data directory of your `ps_home` for an example.
2. Edit this PostScript file with a plain text editor to display the graphic image. Only edit the contents between the first “begin” and the last “end,” non-inclusive.
3. Test print the image. To do so:
 - a. Copy the EPS file to a temp file.
 - b. Delete everything before the first “begin” inclusive.
 - c. Delete everything after the last “end” inclusive.
 - d. Insert a line at the top that reads “40 40 translate” to move the image to within the page margins.
 - e. Insert a line at the bottom that reads “showpage.”
 - f. Copy the temp file to a PostScript printer.

Preparing a Non-cached Image for Uploading

If an image is non-cached, Forms Engine resends it for each page on which it is printed. Preparing a non-cached image for uploading does not require knowledge of PostScript. You must:

1. Open and display the image using a graphical display or editing program.
2. Create a graphic image that is the size of a page. This image will be a background image for the receipt, so place it within a white background.
3. Print the image to a PostScript printer, but when the print dialog box appears, select the Print to file check box.
4. When the Print to file dialog box appears, place the file into a temp directory.
5. Make the following edits to the file:
 - a. Remove the “showpage” command near the end of the file.
 - b. Remove all lines with “@PJL” in them.
 - c. Remove all lines with “%%Pages” in them.
 - d. Remove all lines with “%%Page” in them.
 - e. Remove the “%%EOF” line near the end of the file.

Uploading Image Files

Access the Upload EPS Image File page.

Run Control ID: PS

[Report Manager](#) [Process Monitor](#) Run

***URL:**

MYFTP

File Transfer ID:

Pat

Operator Password (Encrypted):

Confirm Password:

***Unique System Filename:**

fe_flower1.eps

***Remote File Name:**

pub/fe_flower.eps

***Form Image Name:**

FE_FLOWER1

Upload EPS Image File page

Enter the required information and run the process to upload the image to an FTP server.

Setting Up Form Image Text

Access the Form Image Text page.

Image: FLOWER1 ☐ Delete EPS Text

Description: ☒ Cache Form On Printer

From Row: To Row: Row Count: 24

Line	Image Text
1	1 /FLOWER1 6 dict def
2	2 FLOWER1 begin
3	3 /FormType 1 def
4	4 /BBox [0 0 216 288] def
5	5 /Matrix [1 0 0 1 0 0] def
6	6 /PaintProc {
7	7 begin
8	8 % red eight pointed star
9	9 % dimensions are 216 by 288
10	10 % scaling can be same width as height, though.
11	11 newpath
12	12 1 0 0 setrgbcolor
13	13 0 72 moveto
14	14 144 288 lineto
15	15 144 0 lineto
16	16 0 216 lineto
17	17 216 216 lineto
18	18 72 0 lineto
19	19 72 288 lineto
20	20 216 72 lineto

Form Image Text page

Description Enter a description for the image.

Cache Form On Printer Select if the image is cached. Clear if the image is non-cached.

Using Form Editor to Change a Receipt Title and Add an Image

Access the Form Editor page.

Form: SF_CSH_RCPT_PRT1 Receipt for Student Payments *Width: 612 *Height: 792

[Preview](#) [Import Page](#) Source: Page Def Rel Page: SF_CSH_RCPT_PRT1 Last Import: 02/27/2002 7:20PM

[Get PostScript Viewer](#)

Background Color

Red: 1.0000000 Green: 1.0000000 Blue: 1.0000000 Image:

*Form Field Name	Sample Text
1 ADDR_LINE1	?
2 ADDR_LINE2	?
3 ADDR_LINE3	?

Fldno	Form Field Type	Edit Field Attributes
1	Data Field	Edit Field Attributes
2	Data Field	Edit Field Attributes
3	Data Field	Edit Field Attributes
4	Data Field	Edit Field Attributes
5	Data Field	Edit Field Attributes

Form Editor page

Changing a Receipt Title

To change a receipt title:

1. Scroll to the row with a Fldno (field number) of 12.
2. Click the Edit Field Attributes link to open the Form Text Attributes page.
3. Edit the title in the Form Text field.
4. Click OK and save your changes to the form.

Adding a Cachable Image to a Receipt

To add a cachable image to a receipt:

1. Insert a row in the field number grid.
2. Select a Form Field Type of *Image*.
3. Click the Edit Field Attributes link to open the Form Image Attributes page.
4. Locate and select the desired Image.
5. Specify a Start Position. X is the horizontal distance from the left side of the page, in units of 1/72 of an inch. Y is the vertical distance from the bottom of the page, in units of 1/72 of an inch. For example, if X is 504 and Y is 684, the start position would be 1.5 inches from the upper right corner of an 8.5-inch by 11-inch page.
6. Specify a Scaling Factor. For example, if the unscaled image is roughly 3 inches square, use an X and Y scaling factor of 0.3 so that the image comes out as one square inch.

7. Click OK and save your changes to the form.

Adding a Non-cachable Image to a Receipt

To add a non-cachable image to a receipt:

1. Enter the name of the image in the Image field.
2. Save your changes to the form.

CHAPTER 11

Setting Up Receivables Maintenance

This chapter discusses how to:

- Define origins and group types.
- Set up late fees.
- Set up external file layouts.
- Set up item reasons.
- Set up payroll deduction.

Defining Origins and Group Types

This section provides an overview of origins and group types and discusses how to:

- Define origins.
- Define group types.

Understanding Origins and Group Types

Before you can perform group data entry using the Maintain Receivables feature, you must define origins and group types.

Origins

Origins represent sources of charges or payments used during group posting. You can also apply security at the origin level. This security limits the number of users who can view and update the transactions with which an origin is associated. You can also use the description you define for an origin as criteria for selecting groups during group data entry.

Group Types

Group types represent sets of frequently posted receivables such as financial aid, housing charges, and lock box payments. You can use the description of a group type as criteria for selecting groups for viewing during group data entry.

Pages Used to Define Origins and Group Types

Page Name	Object Name	Navigation	Usage
Origin Table	ORIGIN_TABLE1	Manage Student Financials, Maintain Receivables, Setup, Origin Table	Define origins.
Group Type Table	GROUP_TYPE_TABLE	Manage Student Financials, Maintain Receivables, Setup, Group Type Table	Define group types.

Defining Origins

Access the Origin Table page.

Origin Table

SetID: PSUNV Origin ID: 00014

View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: Cashiering Office

*Short Description: Cashiering

*Origin Method: Online

*Currency: USD

*Origin Type: System

☐ Approval Prior to Posting

☐ Approval on Update

Origin Table page

Origin Method

Indicate the origin method of the transactions (how the transactions were entered into the system).

External: Select this option if the transactions were entered into the system using an external file load from a source such as a third-party housing or parking system.

LockBox: Select this option if the transactions were entered into the system using an external file load from a lock box source.

Online: Select this option if the transactions were entered into the system manually using the Group Entry component.

Currency

Select the type of currency used by this origin. The default value is the base currency you specified in your SF Business Unit setup.

Origin Type

Select the origin type that describes the source of the transactions. Selections are:

Department: The origin is a department within your institution.

Individual: The origin is an individual either from your institution or external to it.

Org (organization): The origin is an organization from within your institution or external to it. An example of an organization from within your institution is a theater box office.

System: The origin is another computer system organization from within your institution or external to it.

Approval Required Prior to Posting

Select this check box to require approval before posting transactions from this origin.

Approval Prior to Updating

Select this check box to require approval before updating any transactions in this origin.

Defining Group Types

Access the Group Type Table page.

Group Type Table

SetID: PSUNV

First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

View All First 1 of 10 Last

*Group Type: F

*Description: Financial Aid

Short Description: Fin Aid

Group Type Table page

Group Type

Enter the one character code you want to use for the group type you are creating.

Setting Up Late Fees

PeopleSoft Student Financials enables you to create late fees that the system assesses when it identifies past due charges. This section discusses how to:

- Set up basic late fee parameters.
- Set up aging category information for late fees.
- Define late fee maximums and due dates.
- Specify academic programs for late fees.

Pages Used to Set Up Late Fees

Page Name	Object Name	Navigation	Usage
Late Fees Setup 1	LATE_FEE_TABLE1	Design Student Administration, Define Student Financials, Setup I-Z, Late Fees Setup, Late Fees Setup 1	Set up basic late fee parameters.
Late Fees Setup 2	LATE_FEE_TABLE2	Design Student Administration, Define Student Financials, Setup I-Z, Late Fees Setup, Late Fees Setup 2	Set up aging category information for late fees.
Late Fees Setup 3	LATE_FEE_TABLE3	Design Student Administration, Define Student Financials, Setup I-Z, Late Fees Setup, Late Fees Setup 3	Define late fee maximums and due dates.
Late Fees Setup 4	LATE_FEE_TABLE4	Design Student Administration, Define Student Financials, Setup I-Z, Late Fees Setup, Late Fees Setup 4	Specify academic programs for late fees.

Setting Up Basic Late Fee Parameters

Access the Late Fees Setup 1 page.

Late Fees Setup 1
Late Fees Setup 2
Late Fees Setup 3
Late Fees Setup 4

SetID: PSUNV
Late Fee Code: EXTORG

*Description: % and \$\$/serv ind

Use Aging Category: ☐
Item Type Group:

Service Impact: NLF
Grace Period: 5

*Charge By: Months
Months Between Charges: 1

First 1 of 1 Last

*Late Fee Scheme: ALLPRG
*ID Switch: Ext Org ID
+ -

*Item Type: 800000000001 Late fees

View All First 1 of 1 Last

*Effective Date: 01/01/1998
*Status: Active
+ -

Amount Past Due: 10.00
Minimum Due: 10.00

Init Aging %: 25.000
Init Flat Amount: 25.00

Percent: 20.000
Flat Amount: 20.00 USD

Late Fees Setup 1 page

Use Aging Category	<p>Select this check box if you want to use the credit history process to assess late fees for all overdue charges for a SF Account. Aging category definitions are entered in the Late Fees Setup 2 page.</p> <p>When this check box is selected, the following fields become unavailable: Item Type Group, Grace Period, Amount Past Due, Minimum Due, Init Aging % (initial aging percentage), Init Flat Amount (initial flat amount), Percent, and Flat Amount.</p>
Item Type Group	Select an item type group if you want to assess late fees for specific charges only.
Service Impact	To exempt a student or external organization from a particular late fee, enter the service impact code that you defined for exemptions.
Grace Period	Enter the grace period that you want to allow the student before the system assesses a late fee. The value in this field defaults to zero if you do not enter a grace period value.
Charge By	<p>Select a charge by value to represent the frequency that you charge late fees.</p> <hr/> <p>Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.</p> <hr/> <p><i>Months:</i> Select to assess late fees on a monthly basis regardless of the number of days in the month.</p> <p><i>Days:</i> Select to specify an interval based on a set number of days.</p>
Months Between Charges and Days Between Charges	<p>The label of this field depends on the value you select in the Charge By field. If you select <i>Month</i>, the Months Between Charges label appears. If you select <i>Days</i>, the Days Between Charges label appears.</p> <p>Enter the months or days between charges to specify how often late fees are charged. For example, if you charge late fees every month, enter <i>1</i> in this field. If you charge late fees every other month, enter <i>2</i>.</p>
Late Fee Scheme	Enter a description for a late fee scheme. Late fee schemes enable you to set up multiple rules for a single late fee. For example, you can enter different academic program and/or academic load rules. You must define at least one late fee scheme.
ID Switch	<p>Select an ID switch for this late fee scheme. The ID switch is used to specify whether a particular late fee scheme is for a <i>Student ID</i> or an <i>Ext Org ID</i> (external organization ID).</p> <hr/> <p>Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.</p> <hr/>
Item Type	Select an item type to attach to this late fee scheme. The system posts late fees to this item type.

Assessing Late Fees When Not Using Aging Category

If you do not assess late fees using an aging category, use the following fields to establish what fees the system assesses. You can assess late fees as a percentage of the late charge, or as a flat amount. You can also use a combination of both methods.

Amount Past Due	Enter an amount past due for this late fee. This is the minimum amount a charge must be past due before the system assesses a late fee.
Minimum Due	Enter a minimum due amount for this late fee. This is the minimum payment that must be made to prevent further late charges.
Init Aging % (initial aging percentage)	Enter a percentage value in this field that you want to charge as the initial late fee assessment. <hr/> Note. If you do not enter a value in this field, then the system does not charge an initial percentage for the first late fee. The value in this field can be the same as the one you enter in the Percent field.
Init Flat Amount (initial flat amount)	Enter a flat amount charge in this field that you want to charge as the initial late fee assessment. <hr/> Note. If you do not enter a value in this field, then the system does not charge an initial flat amount for the first late fee. The value in this field can be the same as the one you enter in the Flat Amount field.
Percent	Enter a percentage value in this field that you want to charge for all late fee assessments after the initial assessment.
Flat Amount	Enter an amount in this field that you want to charge for all late fee assessments after the initial assessment.

Setting Up Aging Category Information for Late Fees

Access the Late Fees Setup 2 page.

Late Fees Setup 1 | Late Fees Setup 2 | Late Fees Setup 3 | Late Fees Setup 4

SetID: PSUNV **Late Fee Code:** MISC aging category
Aging Set: STD Aging Set

Scheme: ALLPRG

Effective Date: 01/01/1998 **Status:** Active
***Flat Amt Calc:** ***Percent Calc:**

View All First 1-4 of 4 Last

Aging Category	Past Due	Percent	Flat Amount	Min Due	
03 30-60	<input type="text" value="10.00"/>	<input type="text" value="5.000"/>	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	USD
04 61-90	<input type="text" value="10.00"/>	<input type="text" value="10.000"/>	<input type="text" value="10.00"/>	<input type="text" value="20.00"/>	USD
05 91-120	<input type="text" value="10.00"/>	<input type="text" value="15.000"/>	<input type="text" value="10.00"/>	<input type="text" value="30.00"/>	USD
96 120+	<input type="text" value="10.00"/>	<input type="text" value="20.000"/>	<input type="text" value="10.00"/>	<input type="text" value="50.00"/>	USD

Late Fees Setup 2 page

Note. Enter information on this page only if you select the Use Aging Category check box on the Late Fees Setup 1 page.

Aging Set

Enter the aging set for this late fee.

Flat Amt Calc (flat amount calculation)

Select to calculate late fees using flat amounts.

Use Oldest: Select to calculate late fees based on the flat amount of the oldest charge only.

Sum Categories: Select to calculate late fees by applying the flat amount for each charge.

Percent Calc (percent calculation)

Select to calculate late fees based on the percentage of outstanding charges.

Use Oldest: Select to calculate late fees based on the sum of the outstanding charges multiplied by the percentage associated with the oldest charge.

Sum Categories: Select to calculate late fees by multiplying each outstanding charge by its associated percentage and summing the total.

Note. You can use a combination of the *Use Oldest* and *Sum Categories* values or the same value in both the Flat Amt Calc and Percent Calc fields. The values that you select indicate the manner in which the system calculates the rules that you define for each of your aging categories.

Defining Aging Category Rules for the Late Fee Scheme

You can assess late fees as a percentage of the late charge, or as a flat amount. You can also use a combination of both methods.

- Past Due

Enter the minimum amount past due that makes a student or external organization subject to Late Fees.
- Percent and Flat Amount

Enter the percent and/or flat amount of late fees that the system assesses.
- Min Due (minimum due)

Enter the minimum due for the minimum late fee due.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Aging Sets, page 29

Defining Late Fee Maximums and Due Dates

Access the Late Fee Setup 3 page.

Late Fees Setup 1Late Fees Setup 2Late Fees Setup 3Late Fees Setup 4

SetID:PSUNV

Late Fee Code:EXTORG % and \$\$/serv ind

First 1 of 1 Last

Scheme:ALLPRG

View AllFirst 1 of 1 Last

Effective Date:01/01/1998

Status:Active

☒ Exclude Disputed Items

☒ Exclude Credit Items

☐ Exclude Small Items

Item Min: USD

☒ New Item Nbr

☒ CAP Fees

☐ Apply Anticipated Aid

Eff Term: Nbr of Days:

Maximum Late Fees

*Yearly:999,999,999.99

*Nbr:999

*Year Start:01/01

*Year Stop:12/31

*Term:999,999,999.99

*Nbr:999

*Monthly:999,999,999.99

*Nbr:999

Due Info.

*Due Date:Days from Effective Date

Due Days:5

Late Fees Setup 3 page

Note. If you selected the Use Aging Category option on the Late Fees Setup 1 page, all check boxes except Apply Anticipated Aid are unavailable.

- Exclude Disputed Items

Select this check box to exclude items that are being disputed from late fee charges.
- Exclude Credit Items

Select this check box to disregard items with a credit balance from calculation of late fee charges.
- Exclude Small Items and Item Min (item minimum)

Select this check box to exclude items below a certain threshold from late fee charges. In the Item Min field, enter the accompanying item minimum to establish the threshold.

New Item Nbr (new item number)	Select this check box to identify each assessed late fee separately on a student's account. For example, if your institution charged late fees in May, June, and July, you will see three separate entries for late fees. If you clear this option, all late fees display as one entry on the student's account (although, you can drill down to see the assessment detail).
CAP Fees (capitalize fees)	Select this check box to add late fees to the total balance due (capitalize). When late fees are capitalized, they become subject to late fees and interest.
Apply Anticipated Aid, Eff Term, and Nbr of Days	Select this check box if you want to reduce the amount of overdue charges by anticipated financial aid. Enter the effective term of the anticipated aid and the number of days from the award date that you continue to consider anticipated aid as a reduction to charges.

Maximum Late Fees Group Box

Yearly, Term, Monthly	On a yearly, term, and monthly basis, enter the maximum dollar amount that you want to collect in late fees. In the Nbr field, enter the maximum number of months, terms, or years for which you want to collect late fees.
Year Start and Year Stop	If you enter a maximum amount in the Yearly field, enter the month/day for the year start and year stop that defines your institution's time span.

Due Information Group Box

Due Date	<p>Select a due date option to establish the payment due date for late charges.</p> <hr/> <p>Warning! Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values will require a substantial programming effort.</p> <hr/> <p><i>Days from Posted Date:</i> Select this option if you want late fees to be due a specified number of days after they are posted to the account.</p> <p><i>Days from Effective Date:</i> Select this option if you want the late fees to be due a specified number of days after the effective date of the late fees charge.</p> <p><i>Null Value:</i> Select this option if you want to use the Null Due Date value that you established in SF Installation setup. Using this option enables you to set a due date during the billing process.</p>
Due Days	<p>Specify the number of days after the due date that you want late fee charges to be due.</p> <hr/> <p>Note. This field is not available if you select <i>Null Value</i> in the Due Date page.</p> <hr/>

Specifying Academic Programs for Late Fees

Access the Late Fees Setup 4 page.

Late Fees Setup 1Late Fees Setup 2Late Fees Setup 3Late Fees Setup 4

SetID:PSUNVLate Fee Code:TEST1 % and \$\$/serv ind

First1 of 1Last

Scheme:ALLPRG

☐ All Programs☐ Blank Program

*Institution:PSUNVPeopleSoft University

+ -

*Acad Prog:LAULiberal Arts Undergraduate

+ -

☐ All Acad Loads

View AllFirst1 of 1Last

*Acad Load:Enrolled Full-Time

+ -

Late Fees Setup 4 page

- All Programs

Select this check box to have students in all academic programs included in the calculation for a Late Fee Scheme. If you select this option, the Institution, Acad Prog, All Acad Loads (all academic loads), and Acad Load (academic load) fields become unavailable.
- Blank Program

Select this check box if a late fee scheme applies to a non-student without an academic program, such as a faculty member who is not enrolled in your institution as a student.

Note. A late fee scheme can apply to both students and non-students, so you may have a late fee scheme for which you select both All Programs and the Blank Program.

Late Fee Schemes for Individual Programs

If you do not select the All Programs check box, you must indicate which academic programs are included in the late fee scheme. At least one academic program must be defined.

- Institution

Select an institution for this late fee scheme.
- Acad Prog (academic program)

Select an academic program for this late fee scheme.
- All Acad Loads (all academic loads)

Select this check box to have all academic loads included in this late fee scheme. If you select this option, the Acad Load field becomes unavailable.
- Acad Load (academic load)

Select an academic load for this late fee scheme.

Setting Up External File Layouts

This section provides an overview of external file layouts and discusses how to:

- Define basic file layout parameters.
- Define field positions and lengths.
- Define locations and lengths of control data.

Understanding External File Layouts

PeopleSoft Student Financials enables you to import charge and payment information from outside sources. For example, many institutions have housing and parking management applications from third-party vendors. Or, you may use a lock box service to receive and record payments. This information is imported into the PeopleSoft Student Financials application using a file transfer process.

Field Positions and Lengths

Each piece of information in an external file is defined by a starting character position and a field length. Certain types of data (for example date fields) do not require a length definition because they have a fixed length. Consult with the data provider to determine the correct definition.

Control Data

You must also set the location and length of the control data. This information is loaded into the Group Control Information. It is used to compare what the data source indicates they have sent to what was actually received, loaded and posted. Control data also includes the Origin code and the currency code. Control data may be located in the file header or trailer.

Pages Used to Set Up External File Layouts

Page Name	Object Name	Navigation	Usage
Record Types	BNK_RCN_INP_LAY1	Design Student Administration, Define Student Financials, Setup A-H, External File Layouts, Record Types	Define basic file layout parameters.
Field Details 1	BNK_RCN_INP_LAY4	Design Student Administration, Define Student Financials, Setup A-H, External File Layouts, Field Details 1	Define the first set of field positions and lengths.
Field Details 2	BNK_RCN_INP_LAY5	Design Student Administration, Define Student Financials, Setup A-H, External File Layouts, Field Details 2	Define the second set of field positions and lengths.
Field Details 3	BNK_RCN_INP_LAY6	Design Student Administration, Define Student Financials, Setup A-H, External File Layouts, Field Details 3	Define the third set of field positions and lengths.
Control Totals	BNK_RCN_INP_LAY2	Design Student Administration, Define Student Financials, Setup A-H, External File Layouts, Control Totals	Define the location and length of control data.

Defining Basic File Layout Parameters

Access the Record Types page.

Record Types
Field Details 1
Field Details 2
Field Details 3
Control Totals

SetID: PSUNV
Layout ID: HOUSING1
*Description: Housing
Short Desc: Housing

Record Type
☒ Use Header Flag
☐ Use Trailer Flag

Trailer:

Record Types page

Use Header Flag and Use Trailer Flag

Select to indicate to the system to look for information in the header and/or trailer position.

Trailer

Enter any specific information you want included in the file trailer.

Defining Field Positions and Lengths

Access the Field Details 1 page.

Use	Field	Start	Length	Format	Default	Prefix
<input checked="" type="checkbox"/>	Customer ID	1	9	Student Gp	NO	
<input checked="" type="checkbox"/>	Amount	10	15			
<input checked="" type="checkbox"/>	Item Type	35	12			
<input type="checkbox"/>	Reference Nbr					
<input checked="" type="checkbox"/>	Accounting Date	26	8	MMDDCCYY		
<input type="checkbox"/>	Due Date					
<input type="checkbox"/>	Billing Date					
<input checked="" type="checkbox"/>	Account Type				HOU	

Field Use Details 1 page

Note. The Field Details 2 and Field Details 3 pages are identical to the Field Details 1 page. They enable you to define positions and lengths for additional fields.

Use

To activate a field, select the Use check box next to it. The Customer ID, Amount, and Item Type fields are required.

Start and Length

Select the start position and length for any applicable fields.

Format

Define the format for any applicable fields.

Default

Define the default for any applicable fields.

Prefix

Enter a prefix value if one is required.

Defining Locations and Lengths of Control Data

Access the Control Totals page.

Record Types

Field Details 1

Field Details 2

Field Details 3

Control Totals

SetID:

PSUNV

Layout ID:

HOUSING1

Housing

Control Field Use

Use	Field	Start	Length	Default
<input checked="" type="checkbox"/>	Control Count	<input type="text" value="1"/>	<input type="text" value="4"/>	
<input checked="" type="checkbox"/>	Control Amount	<input type="text" value="8"/>	<input type="text" value="12"/>	
	Origin:	<input type="text"/>	<input type="text"/>	<input type="text" value="00010"/>
	Currency Code:	<input type="text"/>	<input type="text"/>	<input type="text" value="USD"/>

Control Field Location

☒ Header

☐ Trailer

Control Totals page

- Use

To activate a field, select the Use check box next to it.
- Start and Length

Select the start position and length for any applicable fields.
- Default

Define the default for any applicable fields.
- Control Field Location Group Box
- Header or Trailer

Select either header or trailer to indicate where control values can be found.

Setting Up Item Reasons

Item reasons provide brief explanations for payment and charge reversals. They provide background information to auditors and staff.

Page Used to Set Up Item Reasons

Page Name	Object Name	Navigation	Usage
Item Reasons	LINE_REASON_TBL	Design Student Administration, Define Student Financials, Setup I-Z, Item Reasons	Set up item reasons.

Setting Up Payroll Deduction

This section provides an overview of payroll deduction and discusses how to:

- Define payroll deduction codes.
- Define payroll deduction relationships.
- Assign payroll deduction codes to payment plans.

Understanding Payroll Deduction

PeopleSoft Student Financials enables university employees to pay tuition, fees, and other educational expenses through payroll deductions. For applicable employees, PeopleSoft Payroll for North America calculates the payroll deductions to be used to pay student charges. PeopleSoft Student Financials then takes those payroll deductions and applies them as payments to the appropriate student accounts. You also have the option to restrict the payroll deduction payment to a payment plan account. In addition, this new feature enables you to apply payroll deductions from one employee to the account of a student with a different ID. This allows, for example, a university employee, who has a dependent that attends that same university, to have deductions from his paycheck apply to his dependent's student account.

Note. Close coordination between your PeopleSoft Payroll for North America and PeopleSoft Student Financials staff is crucial to properly process payroll deductions.

Pages Used to Set Up Payroll Deduction

Page Name	Object Name	Navigation	Usage
Deduction Table – Setup	DEDUCTION_TABLE1	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Setup	Define payroll deduction codes that PeopleSoft Payroll for North America uses to deduct funds to be applied to student charges in PeopleSoft Student Financials.
Payroll Deduction Relationship	SF_PAYDED_REL	Manage Student Financials, Maintain Receivables, Use, Payroll Deduction Relation	Define payroll deduction relationships for an employee, specifying the recipients of the employee's payroll deductions. This is optional.
Payment Plan 1	TP_PAYMENT_PLAN	Manage Student Financials, Administer Payment Plans, Setup, Payment Plan Contract	Assign deduction codes to payment plan contracts. This is optional.

Defining Payroll Deduction Codes

Access the Deduction Table - Setup page.

Setup

Tax Class

Tax Effect

Process

Schedule

Plan Type: 00

General Deduction

Deduction Code: TUIT

Deduction Information

Find

First

1 of 1

Last

*Effective Date:

01/01/1900

+ -

*Description:

Tuition Payroll Deduction

Short Description:

Tuition

Deduction Priority:

500

Special Processing:

☒ Student Administration

Deduction Subset

Find

View All

First

1 of 1

Last

*Subset ID

+ -

Description

Maximum Arrears Payback

☒ No Maximum

☐ Flat Maximum for Payback

☐ Factor x Regular Deduction

Deduction Table - Setup page

Learning Solutions

Select *Student Financials* to mark this payroll deduction code as applicable to PeopleSoft Student Financials accounts. The Select SA Payroll Deduction process selects payroll deduction records from PeopleSoft Payroll for North America only if they are associated with payroll deduction codes that have this value selected.

Note. Consult your PeopleSoft Payroll for North America staff for more information about properly setting up the remaining fields on this page and the remaining pages of the Deduction Table component. Keep in mind that this document shows only the payroll pages altered in this bundle. Additional payroll setup is required to ensure that the deductions are properly calculated during the payroll process.

See Also

PeopleSoft Payroll for North America PeopleBook, “Defining Deductions,” Setting Up Deductions

Defining Payroll Deduction Relationships

Access the Payroll Deduction Relationship page.

Payroll Deduction Relationship

Steven Penrose ID: 8101

*Deduction Code			*Related ID	Expiration Date
1	HOUS	Housing Charge Deduction	SFPO0001 Larson, Marie	05/01/2003
2	TUIT	Tuition Deduction	SFPO0001 Larson, Heidi	05/01/2003

Payroll Deduction Relationship page

ID	Displays the ID of the employee whose pay is being deducted. The name of the employee appears to the left of this field.
Deduction Code	Select the code of the payroll deduction that the system applies to the recipient.
Related ID	Select the ID of the student that you want to receive the deducted funds.
Expiration Date	Select the date after which deducted funds no longer apply to the account of the student selected in the Related ID field. After this date, the system applies any payroll deductions to the account of the employee whose pay is being deducted.

Note. You can define only one Related ID per Deduction Code. Defining a payroll deduction relationship is necessary only to apply a deduction to someone other than the employee receiving the payroll deduction. If an employee's payroll deduction is to be applied to his or her own student account, do not complete this page for that employee.

Assigning Payroll Deduction Codes to Payment Plans

Access the Payment Plan 1 page. In the Payroll Deduction field, enter the code of the payroll deduction that applies to the payment plan account.

Note. Assigning a payroll deduction code to a payment plan is necessary only if you plan to restrict payroll deductions to apply to payment plan accounts. In addition, you must be sure that you select the Use Payment Plan check box when you run the Payroll Deduction Group Create process to restrict payroll deductions to apply to payment plan accounts.

See Also

Chapter 8, "Setting Up Payment Plans," Defining Basic Payment Plan Parameters, page 213

CHAPTER 12

Setting Up Receivables Collection

This chapter lists prerequisites and discusses how to:

- Set up business units for collections.
- Set up collectors.
- Set up collection criteria.
- Define reason in and reason out codes.
- Create follow-up actions.
- Set up collection letter templates.

Prerequisites

Before you set up and run your collection process, you must:

1. Make sure PeopleSoft Workflow is set up properly to handle your collection process.
2. Set up the 3Cs for collection purposes. Although the 3Cs are part of the PeopleSoft Campus Community application, all of the pages necessary to set up the 3Cs for collection purposes can be accessed through the Collect Receivables menu in PeopleSoft Student Financials.

See Also

Using PeopleSoft Applications, “Using Workflow”

PeopleSoft Workflow PeopleBook

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Understanding the 3Cs—Communications, Checklists, and Comments”

Setting Up Business Units for Collections

You establish the collection parameters of your business unit using the Collections page of the SF Business Unit component. This page specifies the rules that the Assign Collector process uses to determine whether it should bring past due charges into or out of the collection process. In addition, you use this page to determine whether the system assigns collection responsibilities by role or by user ID.

Pages Used to Set Up Business Units for Collections

Page Name	Object Name	Navigation	Usage
Collections	BUS_UNIT_TBL_SF7	Design Student Administration, Define Student Financials, Setup I-Z, SF Business Unit, Collections	Define collection rules for business units.

Defining Collection Rules for Business Units

Access the Collections page.

General 1 **General 2** **Posting Setup** **Commit Options** **Collections** **Refund Setup** **Refund Approval** ▶

Business Unit: PSUNV PeopleSoft University Bursar

Collector Type: Collector Assigned by User ID ▼

Past Due Amount: 500.00 **Past Due Category:** 03 30-60

Past Due Amount Org: 1000.00 **Past Due Category Org:** 03 30-60

Exit Due Amount: 250.00 **Exit Due Category:** 03 30-60

Exit Due Amount Org: 500.00 **Exit Due Category Org:** 03 30-60

Communication Category: SFIN **Administrative Function:** SFCO

Communication Context: STCOMM **Checklist Code:** AGE01

Communication Method: Letter **Checklist Item Code:** PMT

Writeoff Service Indicator: SF1 **NSF Line Reason Code:** NSF

Collections page

Collector Type

Assign the collector type by role or by user ID.

Collector Assigned by User ID: Select to assign collection responsibilities to specific individuals.

Collector Assigned by Role: Select to assign collection responsibilities to everyone assigned a particular role.

Past Due Amount

Enter a minimum past due amount to assign to collections for student accounts. By setting this minimum, you can focus your collection efforts on those accounts that are most cost effective to recover.

Past Due Category

Select a category to define the minimum amount of time an amount must be past due before it is assigned for collection.

Past Due Amount Org (past due amount organization)

Enter a minimum past due amount to assign to collections for organization accounts.

Past Due Category Org (past due category organization)	Select a category that establishes the minimum amount of time an amount must be past due before it is assigned for collection.
Exit Due Amount	Enter the exit due amount with the corresponding exit due category for individuals (for example, students). If the past due amount falls below the exit due amount within the exit due category (time period), the account is automatically removed from the collections process.
Exit Due Category	The exit due category, in conjunction with the exit due amount, controls the removal of an account from collections. For example, if the past due balance of an account falls below the specified exit due amount, but the length of time the account has been past due is beyond the range of the exit due category, the account will remain in collection. This selection is limited to accounts of individuals.
Exit Due Amount Org (exit due amount organization)	Enter the exit due amount with the corresponding exit due category for organizations. If the past due amount falls below the exit due amount within the exit due category (time period), the account is automatically removed from the collections process.
Exit Due Category Org (exit due category organization)	The exit due category, in conjunction with the exit due amount, controls the removal of an account from collections. For example, if the past due balance of an account falls below the specified exit due amount, but the length of time the account has been past due is beyond the range of the exit due category, the account will remain in collection. This selection is limited to organization accounts.
Write Off Service Indicator	Select a write-off service indicator to use in the event a collection balance is written off. This service indicator code is automatically applied to all customer accounts which you write-off, and the service limitations that you define for this code are applied to the customer.
NSF Line Reason (insufficient funds line reason)	Select the NSF line reason code that you want to use when a check is returned for insufficient funds. When a check is returned it is reversed using the Payment Reversal process and marked with the NSF Line Reason code. If you select the NSF check box on the Collection Criteria page, the system uses this code to assign returned checks to your collectors responsible for recovering checks returned for insufficient funds.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Understanding the 3Cs—Communications, Checklists, and Comments”

Chapter 12, “Setting Up Receivables Collection,” Setting Up Collectors, page 306

PeopleSoft Workflow PeopleBook, “Defining Roles and Users”

Setting Up Collectors

Before you can start assigning past due items for collection, you must establish collectors within the system.

Page Used to Set Up Collectors

Page Name	Object Name	Navigation	Usage
Collector	COLLECTOR_SF	Manage Student Financials, Collect Receivables, Setup, Collector	Define collectors.

Defining Collectors

Access the Collector page.

Collector

Business Unit: PSUNV

User ID: PS **Name:** Carroll, Bruce

Collector Details First 1 of 1 Last

*Effective Date:	01/01/1900	*Status as of Effective Date:	Active
Role Name:	Collector A		
*Type of Name:	Preferred		
*Location Code:	001	Corporate Headquarters	

Collector page

Role Name	If your business unit assigns collection responsibilities by role rather than by user ID, select a collector role.
Type of Name	Select the type of name that the system uses when referring to this collector.
Location Code	Enter the code associated with the location where the collector is based.

Setting Up Collection Criteria

You must set up collection criteria for each collector user ID or role to which you assign collection items. The collection criteria that you establish act as filters that assign collection items to the appropriate collector when you run the Assign Collector process.

This section discusses how to:

- Set up student collection criteria.
- Set up organization collection criteria.

Page Used to Set Up Collection Criteria

Page Name	Object Name	Navigation	Usage
Collection Criteria	COLL_CRITER_SF	Manage Student Financials, Collect Receivables, Setup, Collection Criteria	Set up student collection criteria.
Corp Collection Criteria (corporation collection criteria)	COLL_CRITER_ORG	Manage Student Financials, Collect Receivables, Setup, Corp Collection Criteria	Set up organization collection criteria.

Setting Up Student Collection Criteria

Access the Collection Criteria page.

Collection Criteria page

User ID or Role Name

Select a user ID or role name. The label of the field changes depending on your business unit setup. If you assign collection items by user ID, the User ID field appears. If you assign collection items by role, the Role Name field appears.

Catch All Collector

Select to assign to this collector any collection items that did not meet any other collector's criteria.

Amount Past Due

Select to assign collection items to this collector only if they meet the minimum past due amount you enter in the field that appears to the right of the check box when you select it.

Past Due Catg (past due category)

Select to assign collection items to this collector only if they belong to the aging category you enter in the field that appears to the right of the check box when you select it.

Last Name, From, and To	Select to assign collection items to this collector only for students that fall within the range of last names you specify in the From and To fields that appear to the right of the check box when you select it.
NSF (non-sufficient funds)	Select to assign to this collector only those collection items associated with students who have this item reason attached to their accounts.
Template and Code	Select the Template check box to attach a particular collections letter template to any collection items assigned to this when you run the Assign Collector process. In the Code field that appears to the right of the selected check box, select the code of the appropriate collection letter template.
Academic Program	Select to assign to this collector only those collection items within the academic programs you specify in the Academic Programs scroll area. This scroll area appears only if you select the Academic Programs check box.

Note. The system assigns collections to the first collector who meets the defined criteria. When assigning a collection item, the system reviews the criteria by sequence number starting with the lowest number. Therefore, you should create the criteria with the higher dollar amounts first. This will ensure that the high dollar collections are assigned to the collector who can best handle them. For example, let us suppose that you establish collection criteria with a sequence number of 1 with an Amount Past Due of 100.00 and a Past Due Catg of 03 (30-60 days past due). The system would assign to the collector linked to these criteria all collection items of 100.00 USD and above which were 30–60 days past due. A collector linked to collection criteria with a minimum past due amount greater than 100.00 USD for the same past due dates, but with a higher sequence number, would not be assigned any collections.

Setting Up Organization Collection Criteria

Access the Corp Collection Criteria page.

Except for the Description check box and the lack of the Academic Program check box, this page is identical to the Collection Criteria page.

Description	Select to assign collection items to this collector only for organizations that fall within the range of names you specify in the From and To fields that appear to the right of the check box when you select it.
--------------------	--

See Also

Chapter 12, “Setting Up Receivables Collection,” Setting Up Collection Criteria, page 306

Defining Reason In and Reason Out Codes

The Assign Collector process brings past due items into the collections system and moves reconciled items out of the collections system. When you move an item into or out of the system, you can track the movement using reason in and reason out codes.

Pages Used to Define Reason In and Reason Out Codes

Page Name	Object Name	Navigation	Usage
Reason In	REASON_IN_SF	Manage Student Financials, Collect Receivables, Setup, Reason In	Set up reason in codes that identify why the system moved an item into collections.
Reason Out	REASON_OUT_SF	Manage Student Financials, Collect Receivables, Setup, Reason Out	Set up reason out codes that identify why the system moved an item out of collections.

Creating Follow-Up Actions

Part of the collection process involves following up on past due items that remain in the collection system. The Collect Receivables feature enables you to create follow-up action codes that record the steps that you intend to take to resolve a collection item.

Page Used to Create Follow-Up Actions

Page Name	Object Name	Navigation	Usage
Follow Up Table	FOLLOWUP_TBL	Manage Student Financials, Collect Receivables, Setup, Follow-Up Table	Define follow-up action codes.

Setting Up Collection Letter Templates

The Collect Receivables feature enables you to create a template for the dunning letters you automatically generate to send to students with past due charges on their accounts. In addition, this template enables you to set a schedule for sending different dunning letters to students depending on how long their past due charges have been in the collections system.

Page Used to Set Up Collection Letter Templates

Page Name	Object Name	Navigation	Usage
Collections Letter Template	COLL_LTRTMP_TABLE	Design Student Administration, Define Student Financials, Setup A-H, Collection Letter Template	Define collection letter templates.





Defining Collection Letter Templates

Access the Collections Letter Template page.


Collections Letter Template



SetID: PSUNV **Template Code:** DUNNINGLTR



First ◀ 1 of 1 ▶ Last


***Effective Date:** 01/01/1900  ***Status:** Active   

***Description:** Dunning Letters **Short Description:** Dun Ltrs

Long Description: 









***Checklist:** Other  ***Mailing Code:** Day of Month 

Address Usage: SLCT ORD 1  **Type of Name:** Preferred 

Service Impact: CENR  Block All Enrollment Actvty

Dunning Letter Details

[View All](#) First ◀ 1 of 3 ▶ Last

Nbr	*Function *Letter Code	*Category *Method	*Context Department	Day of the Month	
1	SFCO  Collection	PDACCT  PDA	PDA-01  PDA-01	1	 
	D01  Dunning Letter #1	Letter 	STDNT SERV  Stdnt Serv		

Collections Letter Template page

Checklist

Select the type of checklist to which you want to associate this collections letter template.

Mailing Code

Select the method the system uses to determine the schedule for sending out the different dunning letters you attach to the template.

If you select *Day of Month*, the corresponding field that appears in the Dunning Letter Details group box is Day of the Month. When you select this mailing code, the system sends dunning letters according to the day of the month in which you run the Collections Dunning Letter process.

If you select *Days in Collection*, the corresponding field that appears in the Dunning Letter Details group box is Days in Collection. When you select this mailing code, the system sends dunning letters according to how long a collections item associated with this letter template has been in the collections system.

Address Usage

Select the method the system uses to determine the addresses to which it sends dunning letters.

Type of Name

Select the type of name the system uses when addressing the dunning letters.

Service Impact

Select the service impact the system attaches to students when it sends dunning letters to them using this template.

Dunning Letter Details

Specify details for each dunning letter attached to the template.

Nbr (number)	This field indicates the number of the dunning letter in respect to all the dunning letters you attach to the template.
Function	Select the administrative function you want to associate with the dunning letter.
Category	Select the communication category you want to associate with this dunning letter.
Context	Select the communication context you want to associate with the dunning letter.
Day of the Month	<p>The system compares the number you enter in this field to the day of the month on which you run the Collections Dunning Letter process to determine whether a dunning letter should be sent for any collections item associated with the collections letter template.</p> <p>For example, let us suppose you enter <i>15</i> in this field and run the Collections Dunning Letter process on 07/18/2001. Because the day you ran the process is on or after the value in the Day of the Month field, the system would determine that a dunning letter should be sent for any collections items associated with this collections letter template.</p>
Days in Collections	When you run the Collections Dunning Letter process, the system generates a dunning letter for any collections items associated with this collections letter template that have been in the collections system for a number of days equal to or greater than the number you enter in this field.
Letter Code	Enter the code of the standard letter you want to associate with this dunning letter.
Method	Select the method of communication for the dunning letter.
Department	Select the department associated with the dunning letter.

Insert rows to associate additional dunning letters to the collections letter template. In this way, you can create a schedule for sending out multiple dunning letters. For example, let us suppose you attach three different dunning letters to the collections letter template with values of *1*, *15*, and *30* in the Day of the Month field. If you run the Collections Dunning Letter process on 07/18/2001, the system knows to generate the first and second dunning letter for associated collections items based on the schedule you set up here.

See Also

PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook, “Managing Checklists”

CHAPTER 13

Setting Up Tax Form Production

This chapter lists common elements and discusses how to:

- Set up combination periods.
- Set up 1098-T tax form production.
- Set up T2202A tax form production.
- Set up T4A tax form production.

Common Elements Used in This Chapter

Calendar Year	For the purposes of tax reports, the calendar year represents the tax year for which you are reporting.
Combination Period	A set of academic statistics periods that PeopleSoft Student Financials uses to determine which consolidated academic statistics to retrieve from PeopleSoft Student Records.

Setting Up a Combination Period

Setting up combination periods is necessary for both 1098-T and T2202A data processing. Both types of tax reporting require you to retrieve consolidated statistics from PeopleSoft Student Records to populate the necessary tables within PeopleSoft Student Financials. The Combination Period Table component enables you to specify the consolidated academic statistics periods from which the system retrieves data.

Page Used to Set Up Combination Periods

Page Name	Object Name	Navigation	Usage
Combination Period Table	SF_CNST_CMB_PR_TBL	Manage Student Financials, Manage Tax Reporting, Setup, Combination Period	Define combination periods.

Defining Combination Periods

Access the Combination Period Table page.

Combination Period Table

Institution: PSUNV **Combination Period:** AST1

Description:

Short Description:

Combined Periods		View All	First ◀	1-3 of 3	▶ Last
Academic Statistics Period	Month	Year			
1 CONT1	<input style="width: 30px;" type="text"/>	2000	+	-	
2 CONT2	<input style="width: 30px;" type="text"/>	2000	+	-	
3 CONT3	<input style="width: 30px;" type="text"/>	2000	+	-	

Combination Period Table page

Academic Statistics Period Select the academic statistics period that contains the appropriate consolidated academic statistics for your tax data generation. Your student records personnel define academic statistics periods in PeopleSoft Student Records.

Month Enter the month associated with the academic statistics period that you select.

Year Enter the year associated with the academic statistics period that you select.

If you are creating a combination period to use during T2202A data retrieval, you must add an academic statistics period for each month of the year for which you are generating T2202A tax forms.

Note. The accuracy of your T2202A data depends upon the accuracy of the consolidated academic statistics that you retrieve from PeopleSoft Student Records. If your institution does not run the consolidated academic statistics process every month, you cannot retrieve accurate T2202A data. Work closely with your student records staff to ensure that they create an academic statistics period for every month of the year and process consolidated academic statistics correctly at the end of each month. The accuracy of your 1098-T data also depends upon the accuracy of the consolidated academic statistics that you retrieve from PeopleSoft Student Records. Work closely with your student records staff to ensure that they process consolidated academic statistics regularly and on the appropriate dates. They must process consolidated academic statistics at least once per term on either the census date, the IPEDS date, or 30 days after instruction begins.

See Also

PeopleSoft 8 SP1 Student Records PeopleBook, “Preparing to Consolidate and Report Academic Statistics”

Setting Up 1098-T Tax Form Production

This section provides an overview of 1098-T Tax Form Production Setup and discusses how to set up a taxpayer identification number (TIN).

Understanding 1098-T Tax Form Production Setup

To set up PeopleSoft Student Financials for 1098-T generation you must:

1. Set up a consolidated academic statistics combination period.
2. Set up a TIN under which your institution files 1098-T tax information to the IRS.

While many institutions may only designate one TIN per business unit, PeopleSoft Student Financials enables you to set up one TIN to file 1098-T information for multiple business units.

3. Designate item types as qualified tuition and related expenses.

In order for the PeopleSoft Student Financials system to determine if a student is to receive a 1098-T form, it looks for any item types on the student's account that you have designated as qualified tuition and related expenses. A check box on the Amount Edits setup page enables you to identify item types as qualified tuition and related expenses.

See Also

Chapter 2, "Completing PeopleSoft Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 44

Chapter 13, "Setting Up Tax Form Production," Setting Up a Combination Period, page 313

Pages Used to Set Up 1098-T Tax Form Production

Page Name	Object Name	Navigation	Usage
1098-T	SF_1098_INST	Manage Student Financials, Manage Tax Reporting, Setup, 1098-T TIN Table	Set up a TIN.
1098-T Institution Address	SF_1098_INSTAD_SEC	Click the 1098-T Institution Address link on the 1098 TIN Table page.	Enter the address associated with the TIN that you are defining.

Setting Up a TIN

Access the 1098-T TIN page.

1098-T TIN

Federal TIN: 951112233 **Calendar Year:** 2000

***Description:** [1098-T Institution Address](#)

***Address Usage:** Home, Mailing, Permanent, Work

***Name Usage:** Pref First, Prim Full ☐ **Last Filing Year**

***Contact Name:** **Transmission Code:**

***Contact Phone:** ***Name Control:**

Business Unit Detail		View All	First	1 of 1	Last
*Business Unit	*Institution	*Combination Period			
1 <input type="text" value="PSUNV"/> PeopleSoft University Bursar	<input type="text" value="PSUNV"/>	<input type="text" value="AST1"/> + -			

1098-T TIN page

1098-T Institution Address Click this link to access the 1098-T Institution Address page where you can enter the address information associated with the TIN.

Address Usage Select the logic the system uses to select the student address that prints on each 1098-T form.

Name Usage Select the logic the system uses to select the student name that prints on each 1098-T form.

Last Filing Year Select if this is the last year that you are using this TIN to file 1098-T forms with the IRS.

Contact Name Enter the name of the primary contact associated with the TIN.

Transmission Code To file 1098-T tax forms with the IRS electronically, you must first file IRS Form 4419, Application for Filing Information Return Magnetically/Electronically. If the IRS accepts your application to file electronically, they assign you a five-character alphanumeric Transmitter Control Code. Enter this code in the Transmission Code field.

Contact Phone Enter the telephone number of the primary contact associated with the TIN.

Name Control Enter the first four characters of the description of the institution associated with the TIN. Disregard the word *the* when it is the first word of the description unless there are only two words in the name.

Business Unit Detail

Select the business units that you want to include under the TIN.

Business Unit Select the business unit for which you want to report 1098-T data under this TIN. When you exit this field, the system populates the Institution field with the institution associated with the business unit that you select.

Institution	Select the institution associated with the Business Unit that you select. If you already selected a business unit, the system automatically populates this field with the correct institution.
Comb Period (combination period)	Select the combination period that you want to use to retrieve consolidated academic statistics for this TIN.

Setting Up T2202A Tax Form Production

To set up PeopleSoft Student Financials for T2202A data generation you must:

1. Set up a consolidated academic statistics combination period.
2. Designate item types as T2202A eligible tuition and offsets. In order for PeopleSoft Student Financials to calculate tuition amounts for each T2202A form, it totals the amounts of any item types on the student's account that you designated as T2202A eligible. In addition, you must identify any waivers that offset T2202A eligible tuition so that the system accurately calculates the tuition amount that appears on your T2202A forms. Check boxes on the Amount Edits setup page enable you to identify item types as T2202A eligible tuition or as T2202A offsets.

See Also

Chapter 13, "Setting Up Tax Form Production," Setting Up a Combination Period, page 313

Chapter 2, "Completing PeopleSoft Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 44

Setting Up T4A Tax Form Production

To set up PeopleSoft Student Financials for T4A data generation you must:

1. Designate item types as T4A income.

For PeopleSoft Student Financials to determine if it needs to generate T4A data for a student, it looks for any item types on the student's account that you have designated as T4A income. A check box and associated field on the Amount Edits setup page enable you to identify item types that count as T4A income and identify a wage loss plan. In addition, on the Miscellaneous page, you must select an earnings code to classify the type of the T4A income.
2. Define your T4A generation processing parameters on the Canadian/ANZ Taxes page of the SF Business Unit component.

See Also

Chapter 2, "Completing PeopleSoft Student Financials General Setup," Setting Up Item Types and Item Type Groups, page 44

Chapter 2, "Completing PeopleSoft Student Financials General Setup," Setting Up Business Units, page 10

CHAPTER 14

Processing Credit Card Transactions

This chapter provides an overview of credit card transactions and discusses how to:

- Make self-service payments.
- Authorize, settle, and credit credit card transactions.
- Review and cancel self-service credit card transactions.
- Review credit card transactions.

Understanding Credit Card Transactions

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

Once a credit card transaction takes place, the following steps occur during the completion of a transaction:

1. Through realtime or batch authorization, your system transfers the credit card number and payment request to the credit card processor through SCMP (Simple Commerce Messaging Protocol).
2. The credit card processor routes the transaction to the merchant bank and then to the credit card company.
3. The credit card company routes the payment request to the bank that issued the card, if applicable.
4. The bank or credit card company authorizes or declines the transaction, transfers the result back to the credit card processor, then transfers the result back to you.
5. Your system generates a settlement request in realtime or in batch. It routes the settlement request to the issuing bank and the bank approves the money to be routed to the merchant account.

See Also

Chapter 3, “Setting Up Credit Card Processing and Self Service,” Setting Up SF Merchants, page 68

Chapter 20, “Cashiering,” page 443

Making Self-Service Payments

This section provides an overview of self-service payments and discusses how to:

- Enter credit card payment information.
- Allocate credit card payments.

Note. PeopleSoft Student Administration Solutions and PeopleSoft Contributor Relations Solutions offer self-service applications that are licensed separately. If you have licensed the PeopleSoft Learner Services application you can use the self-service pages described here.

Understanding Self-Service Payments

PeopleSoft Learner Services, in conjunction with PeopleSoft Student Financials, enables your students to access their account information and make payments over the web.

Self-Service Account Review

Students often want to view their account information more often than once a month when they receive their statements from the university. Using the Learner Services self-service application, students can view up-to-date information about their accounts any time they want to.

Total Due Charges Review

When students want to know how much money they owe to the institution, they don't want to have to sift through all their account activity for each term. Therefore, the Learner Services self-service application provides a direct way for these students to see only their due charges.

Credit Card Payment

The Learner Services application enables students to make payments toward their accounts. In addition, if you set up your institution set to allow it, students can allocate their credit card payments to specific charges.

Prerequisites

Before students can access their accounts over the web, you have to set up your PeopleSoft Student Financials system to allow them to do so by setting up an institution set and an SF merchant ID. The choices that you make when setting up an institution set determine what your students can see and do when accessing their accounts. Different fields and pages are available to your students depending on how you set up your institution set.

See Also

Chapter 3, "Setting Up Credit Card Processing and Self Service," Setting Up Institution Sets, page 71

Pages Used to Make Self-Service Payments

Page Name	Object Name	Navigation	Usage
Summary for all Terms	SF_ACCT_SUMM_SS	<ul style="list-style-type: none"> SA Self Service, Applicant, View, Account Summary SA Self Service, Learner Services, Finances, Account Summary 	View account summaries for all terms and all institutions.
Summary for Term	SF_TERM_SUMM_SS	Click a term on the Summary for all Terms page.	View account summaries for a specific term.
Account Detail for Term	SF_TERM_DTL_SS	Click the View Account Detail link on the Summary for Term page.	Viewing account detail for a single term.
Remittance Address	SF_BU_REMIT_LOC	Click the Send Payment To link on the Account Detail for Term page.	View a remittance address.
Admissions Deposit Information	SF_PAYMENT_ADMDEP2	Click the application number on the Account Detail for Term page.	View admissions deposit information.
Charges by Due Date	SF_DUE_CHARGES	<ul style="list-style-type: none"> SA Self Service, Applicant, View, Total Due Charges SA Self Service, Learner Services, Finances, Total Due Charges 	View all the charges on an account organized by business unit and due date. Students can make payments from this page.
Payment Information	SF_PAYMENT1	<ul style="list-style-type: none"> SA Self Service, Applicant, Tasks, Make a Payment SA Self Service, Learner Services, Finances, Make a Payment 	Enter credit card information to make a payment against the charges on an account.
Pending Payment	SF_PAYMENT_PEND	Click the pending payment amount on the Payment Information page.	View information about any prior, unprocessed credit card payments.
Allocate Payment	SF_PAYMENT_ALLOC	Click the Allocate Payments link on the Payment Information page.	Manually determine the charges to which the system applies credit card payments.
Payment Submittal	SF_PAYMENT_SUBMIT	Click the Next button on the Payment Information page.	Verify and submit the payment information entered on the Payment Information page.
Payment Result	SF_PAYMENT_RESULT	Click the Submit button on the Payment Submittal page.	View the results of credit card payments following submittal.

Entering Credit Card Payment Information

Access the Payment Information page.

Make a Payment



Payment Information

Joe Domino

Account Information

Total Amount represents only the charges that you can pay by credit card. You may have other charges on your account that your institution requires you to pay through alternate payment methods.

Pending Payments have been deducted from the default Payment Amount but Pending Payments will not be reflected on your account until after processing.

Anticipated Aid has been deducted from the default Payment Amount but Anticipated Aid will not be reflected on your account until after processing.

Total Amount: 0.00 USD

Anticipated Aid: 1,000.00

Pending Payment Amount: 478.00

Payment Amount: USD

[Allocate Payment](#)

Payment Information page (1 of 2)

Credit Card Information

Enter the information requested exactly as it appears on your credit card.

First Name:

Last Name:

Credit Card Type: ▼

Credit Card Number: (ex: 4111-1111-1111-1111)

Expiration Date: ▼ / (ex: 01 / 2010)

Credit Card Billing Information

The billing address you specify must match your credit card company's records.

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:

County:

State: Colorado

Postal:

Telephone:

[Credit Card Security](#)

Payment Information page (2 of 2)

This page enables your students to view a summary of the charges on their accounts, enter their credit card information, and edit their credit card billing information (if necessary). Certain fields appear on this page only under specific circumstances. For example, the Anticipated Aid field appears only if the student is scheduled to receive financial aid. Certain links appear on this page only if you set up your institution set to make them available. For example, the Allocate Payment link appears only if you set up your institution set to allow your students to allocate their credit card payments.

If a student has already submitted a credit card payment, but it has not yet been processed by the designated SF merchant, the Pending Payments field appears on the page. A student can click the pending payment amount to access the Pending Payment page.

If you allow your students to allocate their credit card payments to various charges, they can click the Allocate Payment link to access the Allocate Payments page.

If you set up your institution set to display the Credit Card Security link, students can click this link to view a statement about the security measures your institution has taken to ensure the safety of credit card payments made over the web.

Once they have entered all of the required credit card payment information, students click the Next button to continue the payment process.

Note. You define the security message using the Message Catalog page within PeopleTools.

See Also

PeopleSoft Data Management PeopleBook, "PeopleTools Utilities"

Allocating Credit Card Payments

Access the Allocate Payment page.

Make a Payment

1
2
3

Allocate Payment

Beau Derrick

Break down your payment as you wish. Note that you are not required to allocate your payment. The system automatically applies to your account any funds that you do not manually allocate.

Charges			
Item Description	Term	Item Amount	Payment Amount
Tuition	2001 Sprng	200.00 USD	<input type="text" value="0.00"/> USD
Tuition	2001 Sprng	100.00	<input type="text" value="0.00"/>

Make a payment toward future charges.

Future Charges	
Item Description	Payment Amount
Future Charges - PSUNV	<input type="text" value="0.00"/> USD
FUTURE - STATE	<input type="text" value="0.00"/>
Total Payment Amount:	<input type="text" value="0.00"/> USD

[Cancel/Return to Payment Info](#)

Allocate Payment page

Note. Students may choose to apply their payments to future charges only if you set up your institution set to permit them to.

Authorizing, Settling, and Crediting Credit Card Transactions

PeopleSoft Student Financials provides a batch process that authorizes, settles, and credits submitted credit card transactions.

Page Used to Authorize, Settle, and Credit Credit Card Transactions

Page Name	Object Name	Navigation	Usage
Credit Card Processing	RUNCTL_SFPCRCAR	Manage Student Financials, Maintain Receivables, Process, Credit Card Processing	Process submitted credit card transactions.

Processing Submitted Credit Card Transactions

Access the Credit Card Processing page.

Credit Card Processing

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

SF Merchant ID: All SF credit card centers

Service Request

☒ Authorize and Settle ☒ Settle ☒ Credit

Credit Card Transaction Source

☒ All

☐ Admissions Academic Institution: Application Center:
☐ Cashiering Business Unit: Cashier's Office:
☐ Self Service Institution Set:

☒ Transaction Report ☒ Re-Post Self Service Errors

Credit Card Processing page

SF Merchant ID Select the SF Merchant ID whose transactions you want to process.

Service Request

Authorize and Settle Select to authorize and settle any credit card transactions that have not yet been authorized for the SF Merchant ID selected. If you set up your SF Merchant

ID to not authorize or settle in realtime, you must run the batch process with this check box selected to authorize and settle your credit card transactions.

Settle

Select to settle any credit card transactions that have been authorized, but not settled. If you set up your SF merchant ID to authorize in realtime, but not to settle in realtime, you must run the batch process with this check box selected to settle your credit card transactions.

Note. Even if you authorize credit card transactions in realtime, it is possible to have connection errors with your credit card processing vendor. When this happens, your transactions fail and remain unauthorized. Therefore, you eventually need to run the batch process with the Authorize and Settle check box selected to process those failed transactions.

Credit

Select to credit the credit card accounts of students whose credit card transactions have been refunded, voided, or reversed.

Note. If you intend to process credits originating from a refund using the batch process, be sure that you have already run the Credit Card Refunds - Web process. It generates the student refund credits that you send to the web credit card processing vendor using the Credit Card Processing batch process.

Also note that you can refund only those credit card transactions made using the self-service functionality.

Credit Card Transaction Source

All

Select to process credit card transactions from all sources using the same SF Merchant ID.

Admissions

Select to process credit card transactions from admissions offices. You must also specify an academic institution and application center.

Academic Institution

Select an academic institution.

Application Center

Select an application center for the processing of admissions deposits.

Cashiering

Select to process credit card transactions from cashiering offices. You must also specify a business unit and cashier's office.

Business Unit

Select a business unit.

Cashier's Office

Select a cashier's office.

Self Service

Select to process credit card transactions from self-service sources.

Institution Set

Select an institution set.

Other Fields

Transaction Report

Select to create a file logging all the transactions affected by the batch process.

As long as you select this check box, the system continues to update the file. You should delete the file once you have used it to reconcile your credit card transactions. Otherwise, it continues to grow every time that you run the batch process. Once you delete the file, the next time that you run the batch process with this check box selected, the system creates a new file.

Re-Post Self Service Errors Select to post any transactions that previously failed to post due to setup or system errors.

See Also

Chapter 17, “Refunding Customers,” page 367

Reviewing and Canceling Self-Service Credit Card Transactions

PeopleSoft Student Financials enables you to review and cancel submitted payments that are not yet authorized or posted to the student account.

Page Used to Review and Cancel Self-Service Credit Card Transactions

Page Name	Object Name	Navigation	Usage
Self-Service Payment	SF_PAYMENT_MAINT1	Manage Student Financials, Maintain Receivables, Use, Self-Service Payment	View and cancel self-service credit card transactions.

Viewing Self-Service Credit Card Transactions

Access the Self-Service Payment page.

Self-Service Payment

View All | < 1 of 1 >

Reference Nbr:	0000000000006	ID:	8664
Carroll,Bruce		<div>Cancel</div>	
Sequence number:	0		
Institution Set:	All PeopleSoft Business Units		
Amount:	300.000 USD		
Payment Status:	Payment Submitted		
Posting Status:	Pending		
Transaction Requested:			
Source:	Payment		
Process Instance:			
Reversal Status:	<input type="checkbox"/> Reversal Indicator		
Last Change Date:	07/25/2001 12:55:14PM	User ID:	PS
Authorization Information			
Credit Card Authorization DTTM:			
Credit Card Request ID:			
Credit Card Authorization Code:		Date:	
Authorization Reply:		Credit Card AVS Return Code:	

Self-Service Payment page (1 of 2)

Posting Message			
Business Unit:			
Message Set Number:			
Message Number:			
Error or Warning Flag:			
Payment Information			
Credit Card First Name:	Bruce		
Credit Card Last Name:	Carroll		
Credit Card Type:	Visa		
Credit Card Number:	4111111111111111	Last Four Digit:	1111
Expiration Date:	01 2002		
Email Address:	ps@ps.com		
Telephone:	555/555-1211		
Billing Address			
Country:	USA	United States	
Address 1:	500 Oak		
Address 2:			
Address 3:			
City:	San Ramon		
County:		Postal:	55555
State:	CA	California	

Self-Service Payment page (2 of 2)

Reference Nbr (reference number)

Displays the unique reference number that the system assigns to each credit card transaction.

ID

Displays the ID of the student who made the credit card transaction.

Posting Status

Indicates whether the PeopleSoft Student Financials system successfully posted each transaction.

Errors: The transaction encountered errors during posting.

Pending: The system has not yet posted the transaction.

Successful: The system successfully posted the transaction.

Source

Indicates where the transaction originated.

Application Center: The transaction originated from an Admissions Office application center.

Cashiering: The transaction originated from a cashiering office.

Payment: The transaction originated from the self-service Make a Payment page.

	<i>Refund:</i> The transaction originated from the PeopleSoft Student Financials Refund process.
	<i>Reversal:</i> The transaction originated from the Payment Reversals page.
Reversal Status	If you reversed the transaction, this field Indicates whether the system successfully processed the reversal.
	<i>Errors:</i> The system encountered errors during the reversal.
	<i>Successful:</i> The system successfully reversed the transaction.
Cancel	Click to cancel this transaction.

Note. The Cancel button is only available for transactions that are not posted and authorized.

Authorization Information

Information appears in this group box when a self-service credit card transaction has been authorized.

Credit Card Authorization DTTM (credit card authorization date/time)	Displays the date and time that the credit card processing vendor authorized the credit card transaction.
Credit Card Request ID	Displays the unique ID that the credit card processing vendor assigns to each transaction.
Credit Card Authorization Code	Displays the unique authorization code sent by the bank to the credit card processing vendor.
Date	Displays the original date of the credit card transaction.
Authorization Reply	Displays the authorization reply code received from the credit card processing vendor for each transaction.
Credit Card AVS Return Code (credit card address verification system code)	<p>Displays the address verification code that the credit card processing vendor sends to the PeopleSoft Student Financials system. The code indicates whether the address sent with the transaction matches the credit card company's records. If you set the system not to perform address verification for a transaction, the AVS Code column is blank for that transaction.</p> <p><i>X</i> (Exact): The address and the 9-digit zip code match.</p> <p><i>Y</i> (Yes): The address and the 5-digit zip code match.</p> <p><i>A</i> (Address): The address matches, but the 5-digit zip code does not.</p> <p><i>W</i> (Whole zip): The address does not match, but the 9-digit zip code does.</p> <p><i>Z</i> (Zip): The address does not match, but the 5-digit zip code does.</p> <p><i>N</i> (No): Neither the address nor the zip code match.</p> <p><i>U</i> (Unavailable): Information is unavailable or the card-issuing bank does not support AVS.</p>

S (Unsupported): The card-issuing bank does not support AVS.

R (Retry): The card-issuing bank's system is unavailable.

E (Edit Error): The transaction is ineligible for AVS or an edit error was found.

Posting Message

Information appears in this group box when a self-service credit card transaction has been posted.

Business Unit	Displays the description of the business unit within which the transactions were processed.
Message Set Number and Message Number	If the system encountered any errors or warnings during the processing of this transaction, use the message set number and the message number to locate the message explaining what happened.
Error or Warning Flag	Indicates whether the system encountered any errors or generated any warning messages when it posted the transaction.

Reviewing Credit Card Transactions

This section discusses how to define selection criteria for reviewing credit card transactions.

Pages Used to Review Credit Card Transactions

Page Name	Object Name	Navigation	Usage
Selection Criteria	SF_PAYMENT_TRANS1	<ul style="list-style-type: none"> • Manage Student Financials, Maintain Receivables, Inquire, Pending Credit Card Trans, Selection Criteria • Manage Student Financials, Maintain Receivables, Inquire, Credit Card Transaction Log, Selection Criteria 	Define selection criteria for reviewing specific credit card transactions.
Transaction Detail	SF_PAYMENT_TRANS3	<ul style="list-style-type: none"> • Manage Student Financials, Maintain Receivables, Inquire, Pending Credit Card Trans, Transaction Detail • Manage Student Financials, Maintain Receivables, Inquire, Credit Card Transaction Log, Transaction Detail 	Review credit card transaction details.
Pending Transaction Detail	SF_PAYMENT_INQ1	Click a reference number link on the Transaction Detail page.	View detailed information about a pending credit card transaction.
Totals	SF_PAYMENT_TRANS2	Manage Student Financials, Maintain Receivables, Inquire, Credit Card Transaction Log, Totals	Review counts and monetary totals of processed credit card transactions.

Defining Selection Criteria for Reviewing Credit Card Transactions

Access the Selection Criteria page.

Selection Criteria

Transaction Detail

SF Merchant ID:

SELF-SERVICE

Self Service Merchant ID

Filter Options

☐ Specific

Reference Nbr:

Search

☒ ID

ID Type:

Person

ID:

☐ Range

Credit Card Transaction Source

☒ All

☐ Cashiering

Business Unit:

Cashier's Office:

Receipt Number:

☐ Admissions

Academic Institution:

Application Center:

Application Nbr:

☐ Self Service

Institution Set:

Credit Card Type:

Batch ID:

Transaction Requested:

Selection Criteria page

Note. If you access this page through the Credit Card Transaction Log component, a Totals group box appears on this page displaying Total Debit and Total Credit.

Filter Options

Specific and Reference Nbr
(reference number)

Select the Specific option to retrieve transaction information for one specific transaction by entering its Reference Nbr.

ID

Select to retrieve transaction information related to one person or organization

ID Type

Specify if the ID for which you want to retrieve transaction information is a *Person* or *Org* (organization).

Note. Org is only valid for corporate payments made through cashiering.

ID

Select the ID of the student or organization whose credit card transactions you want to view.

Range Select to retrieve all credit card transaction information from the sources specified in the Credit Card Transaction Source group box.

Credit Card Transaction Source

All Select to retrieve credit card transactions from all sources using the same SF Merchant ID.

Note. This selection displays all credit card transactions for the SF Merchant ID without regard for security display restrictions.

Cashiering Select to retrieve credit card transactions from all cashiering offices.

Business Unit Select to narrow the selection of transactions to cashier's offices attached to a specific business unit.

Cashier's Office Select to narrow the selection of transactions to that specific office.

Receipt Number Select transaction information from one specific receipt.

Admissions Select to retrieve credit card transactions from all admissions offices.

Academic Institution Select to narrow the selection of transactions to admissions offices that are part of a specific academic institution.

Application Center Select to narrow the selection of transactions to a particular application center.

Self Service Select to retrieve credit card transactions from self-service sources.

Institution Set Select to narrow the selection to only self-service transactions from a specific institution set.

Other Fields and Elements

Credit Card Type Select the type of credit card used in the transactions that you want to view.

Batch ID When you run the Credit Card Refunding - Web process, the system assigns a batch ID to all the credit card transactions affected by the process. Specify a batch ID to retrieve information about all the transactions with that particular batch ID.

Transaction Requested Use this field to filter the retrieved transaction information by the type of transaction requested. There are four types of transaction requests:

Authorize: Request for authorization of a credit card payment.

AuthSettle: Request for authorization and settlement of a credit card payment.

Credit: Request for an amount to be credited (refunded) to a credit card account.

Settle: Request for settlement of a credit card payment.

Search Click to select all credit card transactions that meet your selection criteria. The system displays this information on the Transaction Detail page.

Reviewing Credit Card Transaction Details

Access the Transaction Detail page.

Selection Criteria

Totals

Transaction Detail

SF Merchant ID:
All SF credit card centers

View All

First

1-8 of 8

Last

General

Refund

Self-Service

Cashiering

Admissions

Reference Nbr	Seq	Date	ID	Amount	Service Requested	Auth Code	Tran Status	Card Nbr	Card Type	Source
1 0000000000005	2	08/12/2002	SFCC00007	165.000	Credit	123456	Success	4444	MC	Refund
2 0000000000005	1	08/12/2002	SFCC00007	165.000	AuthSettle	123456	Success	4444	MC	Payment
3 0000000000004	1	08/12/2002	SFCC00007	202.000	AuthSettle	123456	Success	1111	VI	Payment
4 0000000000004	2	08/12/2002	SFCC00007	185.000	Credit	123456	Success	1111	VI	Refund
5 0000000000003	1	08/12/2002	SFCC00001	50.000	Authorize	123456	Success	4444	MC	Payment
6 0000000000002	1	08/12/2002	SFCC00020	100.000	Authorize	123456	Success	4444	MC	Payment
7 0000000000001	2	08/12/2002	SFCC00020	490.000	AuthSettle	123456	Success	1111	VI	Payment
8 0000000000001	1	08/09/2002	SFCC00020	490.000	Authorize		Error	1111	VI	Payment

Transaction Detail page

Note. Multiple views of this page are available when you click the tabs in the scroll area. This section documents elements common to all views first.

Common Page Information

Reference Nbr (reference number) Lists the unique reference number that the system assigns to each credit card transaction. Click the Reference Nbr link to access the Pending Transaction Detail page, where you can review detailed information about the transaction.

Seq (sequence) Lists the sequence number that the system assigns to every activity for a given transaction reference number.

Note. A sequence number of zero means that submitted transactions are pending (no processing has taken place by the credit card vendor).

Date Lists the original date of each credit card transaction.

ID Lists the ID of the student or external organization who made each credit card transaction.

Amount Lists the monetary amount of each transaction.

General Tab

Type Lists the type of transaction requested. A blank value in this field indicates that the transaction is awaiting background processing.

Auth Code (authorization code) Lists the unique authorization code sent by the bank to the credit card processing vendor.

Card Nbr (card number)	Lists the last four digits of the credit card number used for each transaction.
Card Type	Lists the type of credit card used for each transaction.
Source	Indicates where the transaction originated.

Refund Tab

Batch ID	When you run the Credit Card Refunding - Web process, the system assigns a batch ID to all the credit card transactions affected by the process. This heading lists the batch ID assigned to each transaction.
Unit	Lists the business unit that processed each refund.
Refund Nbr (refund number)	Lists the unique number that the system assigns to each refund transaction.
Line	Lists the refund line number.

Self-Service Tab

Institution Set	Lists the institution set within which the credit card transactions were processed.
Business Unit	Lists the business unit within which the credit card transactions were processed.
Err/Warn (error/warning)	Lists whether the system encountered a warning or an error.
Posted	Lists the posting date for each transaction.
Posting Status	Lists whether the PeopleSoft Student Financials system successfully posted each transaction. <i>Errors:</i> The system encountered errors during posting. <i>Pending:</i> The system has not yet posted the transactions. <i>Successful:</i> The system successfully posted the transactions.

Cashiering Tab

Unit	Lists the business unit associated with the cashiering office that performed the transactions.
Cashier's Office	Lists the cashier's office from which the credit card transaction originated.
Register	Lists the register within the cashier's office from which the credit card transaction originated.
Receipt Nbr (receipt number)	Lists the receipt number of the transaction.
Line	Lists the receipt line number.
User	Lists the user or process that initiated the transaction. In the case of refunds that necessitate a credit, it lists SFCCBAT, which is the Refund Credit Card - Web process.

ID Type	Lists the ID type of the person or organization for whom the transaction applies.
Admissions Tab	
Institution	Lists the academic institution from which the credit card transaction originated.
Application Center	Lists the application center from which the credit card transaction originated.
Appl Nbr (application number)	Lists the application number for which the payment was made.

CHAPTER 15

Using GL Interface Processing

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

- Create accounting entries.
- View GL interface run history and accounting lines.
- Use the back out GL interface process.
- Send accounting entries to the general ledger.

Understanding GL Interface Processing

The PeopleSoft Student Financials General Ledger Interface (GL Interface) exists to record the impact of PeopleSoft Student Financials transactions (charges, payments, cash receipts, etc.) against a general ledger chart of accounts.

A chart of accounts represents how an organization gathers, stores, combines, and uses financial information in its operations. For example, your organization may want to track its student receivables, third-party receivables, payments, financial aid disbursements, cash receipts, or refunds disbursed for its balance sheet and other financial statement reporting requirements.

PeopleSoft Student Financials is integrated with PeopleSoft General Ledger. There are three functions that the PeopleSoft Student Financials GL interface performs:

- It loads setup information from the PeopleSoft General Ledger application used in the creation of accounting information.
- It validates the chart of accounts (chartfields) on various PeopleSoft Student Financials setup tables against data from PeopleSoft General Ledger to ensure that PeopleSoft Student Financials reflects your institution's current chart of accounts.
- It creates and sends accounting information to your institution's general ledger, enabling your institution's accounting office to track revenue, expenses, receivables, and liabilities.

Note. Integration between the PeopleSoft Student Financials application and PeopleSoft Financial Management for Education and Government requires PeopleSoft Financial Management for Education and Government Release 7.5.

Integration between the PeopleSoft Student Financials application and PeopleSoft Financials requires PeopleSoft Financials 8.4.

Your accounting office staff should perform the majority of the setup required to record information in the general ledger. This chapter focuses on how to process and review the information transferred to your general ledger.

You can run the GL interface at any appropriate interval. When you define an item type, a course in a course catalog, a class, or tender keys and target keys in your cashiering office, you complete a GL interface-related page. The GL interface and Cashiering GL interface processes utilize the information that you enter on these GL interface-related pages to create accounting entries. You transfer these accounting entries to your PeopleSoft General Ledger application using Application Messaging—a feature of PeopleTools Integration Technology. After you transfer the accounting entries to the PeopleSoft General Ledger database, your PeopleSoft General Ledger staff creates the journal entries and posts the information to the general ledger.

See Also

PeopleSoft General Ledger PeopleBook

Creating Accounting Entries

This section discusses how to:

- Create accounting entries using the GL Interface process.
- Create accounting entries using the Cashiering GL Interface process.

Understanding Accounting Entry Creation

Financial transaction activity from the PeopleSoft Student Financials application must be transferred to the general ledger so that your accounting office can track revenue, expense, receivables, and liabilities created in PeopleSoft Student Financials. The GL interface creates accounting lines to accomplish this.

If your system integrates with PeopleSoft E&G Financials 7.5, an extract process converts the accounting lines into a flat file, which is sent to the general ledger. If your system integrates with PeopleSoft Financials 8.4, it publishes accounting lines directly to the general ledger through PeopleSoft Application Messaging. There is also a unique Cashiering GL interface process for cash receipts for cashiering transactions.

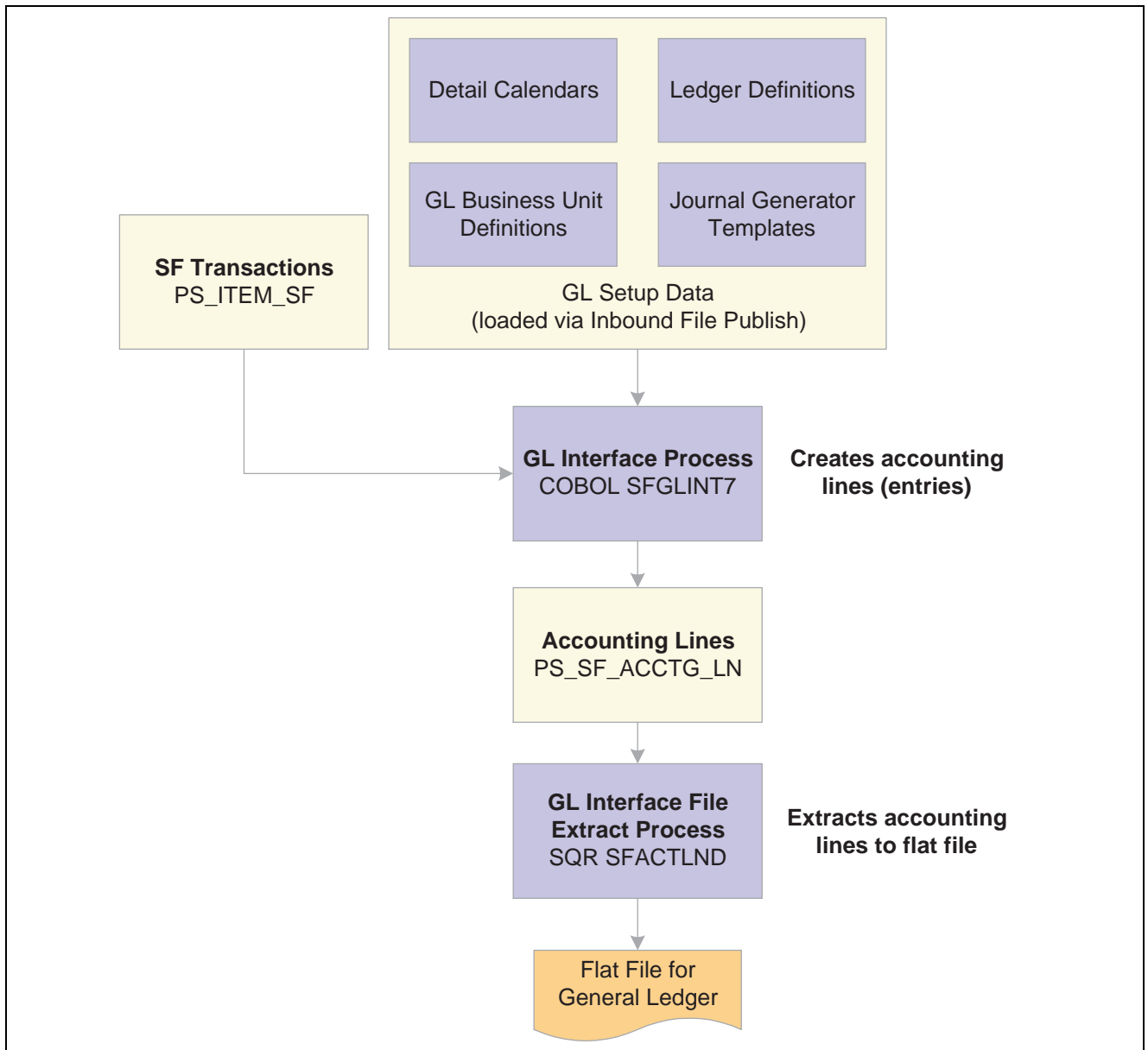
Note. In this section, the term *accounting entry* refers to a single debit or credit entry destined for the general ledger. Accounting entries contain 4 primary elements: an accounting date, chartfield (chart of accounts) information, a currency code, and either a positive or negative monetary amount. The GL interface creates accounting entries and stores them in the PS_SF_ACCTG_LN table. The terms *accounting entry* and *accounting line* are synonymous and are used interchangeably in this document.

GL Interface Process

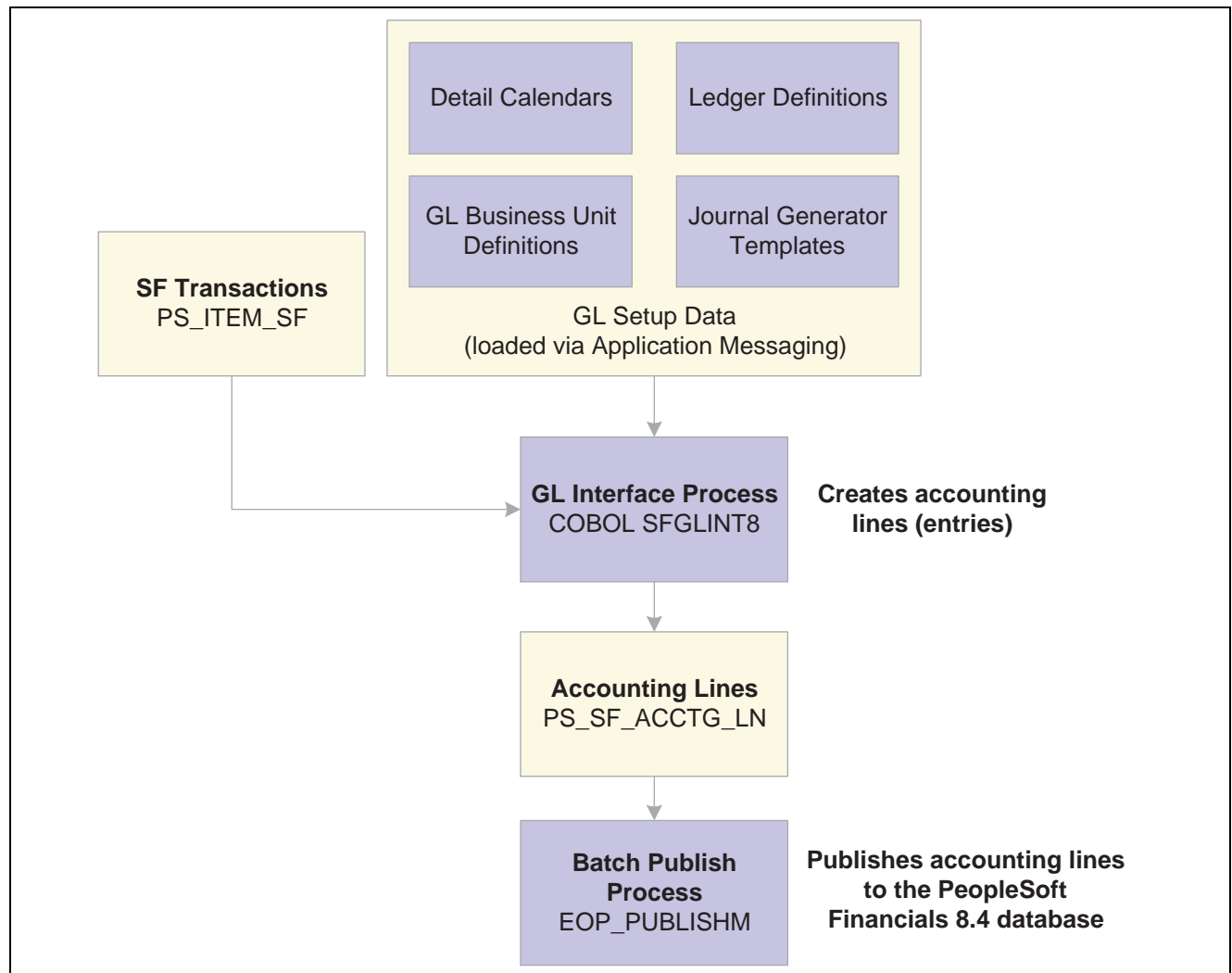
The GL interface process creates accounting lines for all types of transaction activity in the PeopleSoft Student Financials application.

Note. The GL interface process creates accounting lines for all PeopleSoft Student Financials transactions except for cash receipts accepted through the Cashiering feature. Run the Cashiering GL interface process to create entries for cash receipts accepted through the Cashiering feature.

The following diagrams illustrate how the GL Interface process creates accounting lines for PeopleSoft Student Financials transactions.



GL Interface process with PeopleSoft E&G Financials 7.5 integration

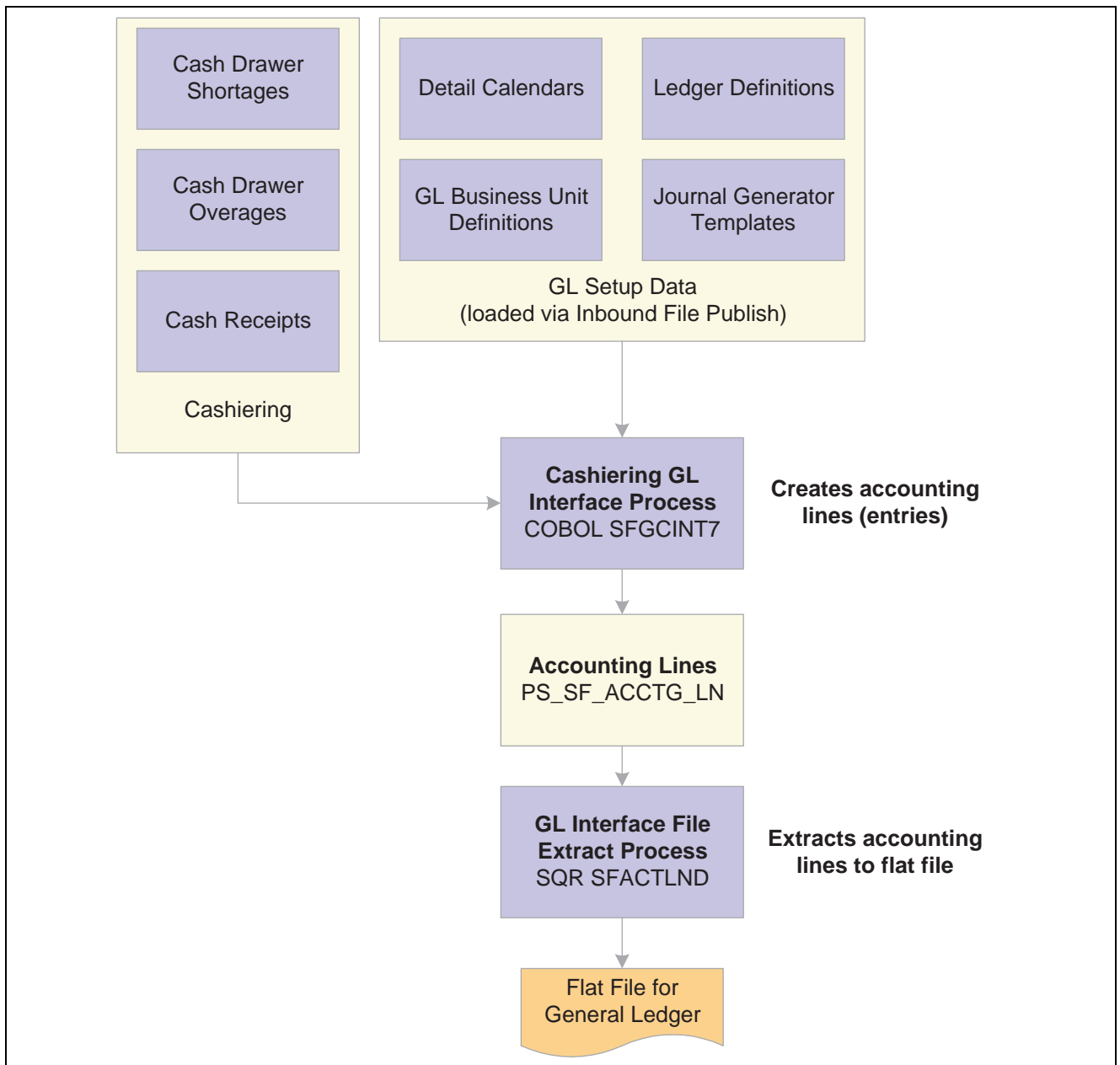


GL Interface process with PeopleSoft Financials 8.4 integration

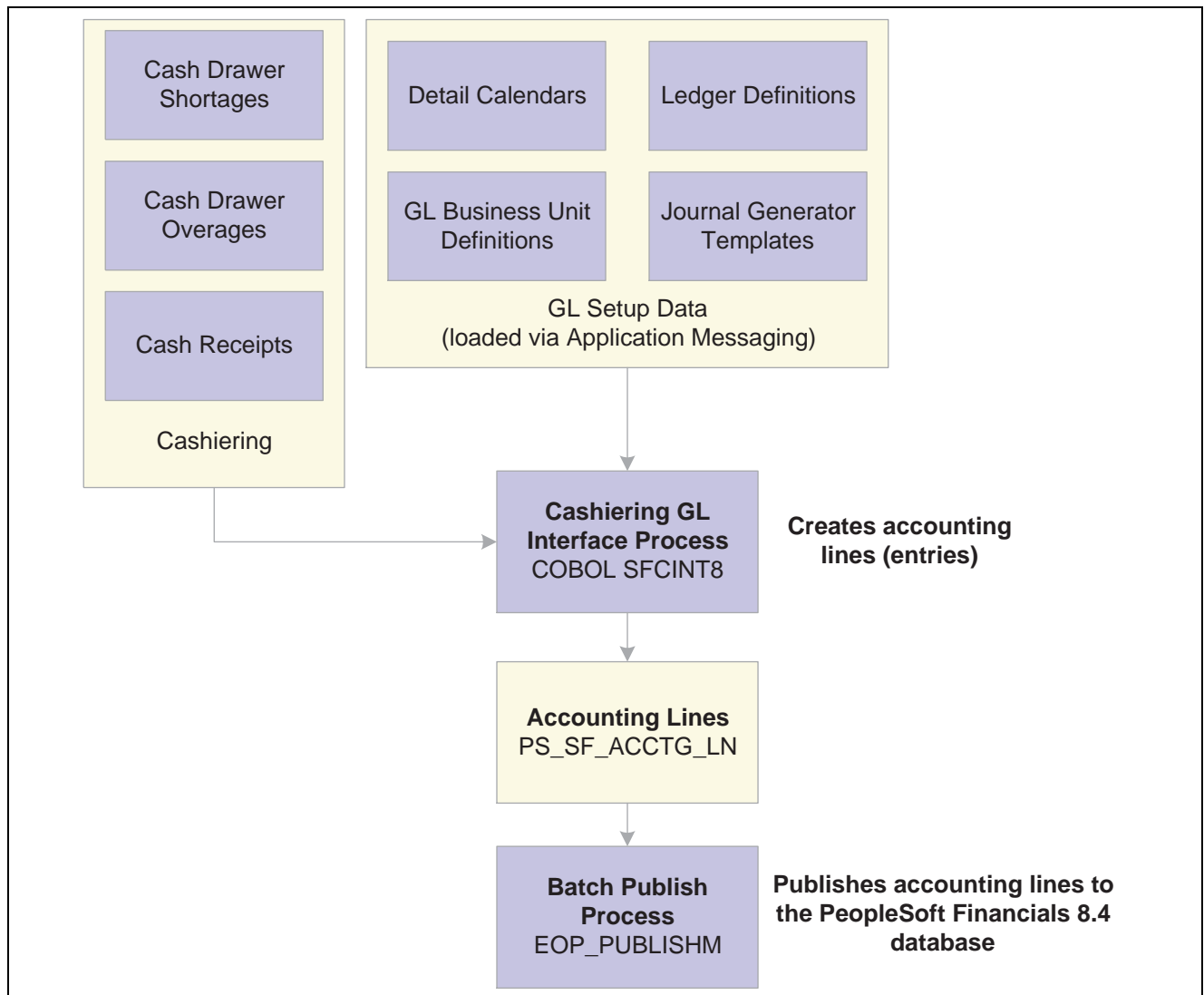
Cashiering GL Interface Process

The Cashiering GL interface process creates accounting lines for cash receipts, cash drawer overages, and cash drawer shortages from cashiering.

The following diagrams illustrate how the Cashiering GL Interface process creates accounting lines for Student Financials transactions.



Cashiering GL Interface process with PeopleSoft E&G Financials 7.5 integration



Cashiering GL Interface process with PeopleSoft Financials 8.4 integration

Reviewing GL Interface Results

After running the GL Interface or Cashiering GL Interface process, you can confirm the success of the run and check details of accounting line entries before you send them to your general ledger.

You cannot use the Back Out GL Interface process to reverse cashiering entries sent to the general ledger, so it is particularly important that you correct any mistakes before running the GL Interface File Extract process (PeopleSoft E&G Financials 7.5 integration) or Batch Publish process (PeopleSoft Financials 8.4 integration) for cashiering entries.

Pages Used to Create Accounting Entries

Page Name	Object Name	Navigation	Usage
GL Interface	RUNCTL_SFGL01	Manage Student Financials, Administer GL Interface, Process, GL Interface	Create accounting entries using the GL interface.
Cashiering GL Interface	RUNCTL_SF_DEPTRCPT	Manage Student Financials, Administer GL Interface, Process, Cashiering GL Interface	Create accounting entries using the cashiering GL interface.
GL Interface Messages	SF_GL_INT_MSG	Manage Student Financials, Administer GL Interface, Inquire, GL Interface Messages	View messages resulting from the GL Interface process.
Cashiering GL Interface	CSH_OFF_GL_INT	Manage Student Financials, Administer GL Interface, Inquire, Cashiering GL Interface	View the results of the Cashiering GL Interface process.
Cashiering GL Interface Messages	CSH_GL_DTL_SP	Click the GL Run Error Detail link on the Cashiering GL Interface page. If multiple batches have been run, select the batch ID for the batch you want to review.	Review messages resulting from the Cashiering GL Interface process.

Creating Accounting Entries Using the GL Interface Process

Access the GL Interface page.

GL Interface

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Required Parameters

Business Unit: PeopleSoft University Bursar

Journal Template: SF/GL

Term: 2002 Spring

E&G Fin Rel: 7.5

Additional Parameters - SFACTLND

Output File Path and Name:

GL Interface page

Business Unit

Select the business unit of the account activity you are transferring to your institution's general ledger.

Journal Template	Choose the journal template that you want to create the transactions.
Term	The system selects all GL records less than or equal to the term code you select here.
E&G Fin Rel (Education and Government Financials release)	Displays the PeopleSoft Financials release specified on the SF Installation page.
Manual Batch Publish	Click to access the Batch Publish page. This link appears only if your system interfaces with PeopleSoft Financials 8.4.
Output File Path and Name	Enter the path and name of the flat file created when you run the GL Interface process. This field is optional. If you leave it blank, the system assigns a default name, SFACTLND_(process instance).dat, and saves the file to the C:\temp\ directory. This field appears only if your system integrates with PeopleSoft E&G Financials 7.5.
Run	<p>Click to access the Process Scheduler Request page.</p> <p>If your system interfaces with PeopleSoft E&G Financials 7.5, select the check box next to the GL Interface - Fin 7.5 (SFGLINT7) process. In addition to SFGLINT7, the system also runs the SF GL Interface - File Extract (SFACTLND) process, which generates the flat file that you send to your general ledger.</p> <p>If your system interfaces with PeopleSoft Financials 8.4, select the check box next to the GL Interface - Fin 8.4 (SFGLINT8) process.</p>

Note. The GL interface process does not populate the Budget Period chartfield on each accounting line. Instead, when accounting entries from PeopleSoft Student Financials are loaded into PeopleSoft General Ledger, PeopleSoft General Ledger assigns the proper budget period to them.

Creating Accounting Entries Using the Cashiering GL Interface Process

Access the Cashiering GL Interface page.

Cashiering GL Interface

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Parameters

Business Unit:	<input type="text" value="PSUNV"/>	PeopleSoft University Bursar
Cashier's Office:	<input type="text" value="MAIN"/>	Main Cashiering Office-7.5 Int
Business Date:	<input type="text" value="03/22/1999"/>	
Journal Template:	<input type="text" value="SF/GL"/>	SF/GL
E&G Fin Rel:	7.5	

Additional Parameters - SFACTLND

Output File Path and Name:

Cashiering GL Interface page

Business Unit	Select the business unit for the account activity you are transferring to your institution's general ledger.
Cashier's Office	Select the cashiering office for the account activity you are transferring to your institution's general ledger.
Business Date	Specify the business date of the cashiering office transactions that you are transferring to your institution's general ledger.
Journal Template	Choose the journal template you want to use to create the transactions.
E&G Fin Rel (Education and Government Financials release)	Displays the PeopleSoft Financials release specified on the SF Installation page.
Manual Batch Publish	Click to access the Batch Publish page. This link appears only if your system interfaces with PeopleSoft Financials 8.4.
Output File Path and Name	Enter the path and name of the flat file created when you run the GL Interface process. This field is optional. If you leave it blank, the system assigns a default name, SFACTLND_(process instance).dat, and saves the file to the C:\temp\ directory. This field appears only if your system integrates with PeopleSoft E&G Financials 7.5.
Run	Click to access the Process Scheduler Request page. If your system interfaces with PeopleSoft E&G Financials 7.5, select the check box next to the Cashiering Interface - Fin 7.5 (SFGCINT7) process. In addition to SFGCINT7, the system also runs the SF GL Interface - File Extract (SFACTLND) process, which generates the flat file that you send to your general ledger.

If your system interfaces with PeopleSoft Financials 8.4, select the check box next to the GL Interface - Fin 8.4 (SFGCINT8) process.

Reviewing GL Interface Information

This section discusses how to:

- Review GL interface run history.
- Review accounting line information.
- Review batch publish control records.

Pages Used to View GL Interface Run History, Accounting Lines, and Batch Publish Control Records

Page Name	Object Name	Navigation	Usage
GL Interface Run History	SF_GL_RUN_HISTORY	Manage Student Financials, Administer GL Interface, Use, GL Interface Run History	Review GL interface run history resulting from the GL Interface, Cashiering GL Interface, and Back Out processes.
Accounting Line	SF_GL_ACCTG_INQ2	Manage Student Financials, Administer GL Interface, Inquire, Accounting Line	Review accounting line information created by the GL Interface and Cashiering GL Interface processes.
SF Accounting Line Detail	SF_GL_ACCTG_DTL	Click a Detail link on the Main tab of the Accounting Line page.	Review detailed accounting line information.
SF Accounting Line Review	SF_GL_INT_BATCHPRM	Manage Student Financials, Administer GL Interface, Inquire, Accounting Line\Batch Pub Rec	Review batch publish control records.

Reviewing GL Interface Run History

Access the GL Interface Run History page.

GL Interface Run History

Business Unit: PSUNV

				View All	First	1-6 of 6	Last
GL Posting Date Time	Process Instance	Status	Manually Complete Back Out				
1 12/03/2001 6:28:32PM	77	GL Interface Completed	<input type="checkbox"/>				
2 12/03/2001 6:37:02PM	80	GL Interface Completed	<input type="checkbox"/>				
3 12/03/2001 6:40:44PM	83	Back Out Completed	<input type="checkbox"/>				
4 12/03/2001 7:08:36PM	87	GL Interface Completed	<input type="checkbox"/>				
5 12/03/2001 7:15:07PM	90	GL Interface Completed	<input type="checkbox"/>				
6 12/03/2001 7:29:35PM	93	GL Interface Run In Progress	<input type="checkbox"/>				

GL Interface Run History page

Manually Complete Back Out

If the Back Out process fails before setting the status to *Backout Successful*, this check box becomes available. Select the check box to manually complete the failed Back Out process.

Reviewing Accounting Line Information

Access the Accounting Line page.

Accounting Line

Business Unit: PSUNV PeopleSoft University Bursar

Search Criteria

☒ Student ID
☐ Receipt Number
☐ Ext Org
☐ Run Date and Sequence Number

Search Criteria - Chart Fields

☐ Chart Fields

GL Business Unit:	<input type="text"/> <input type="button" value="Q"/>	Ledger:	<input type="text"/> <input type="button" value="Q"/>
Account:	<input type="text"/> <input type="button" value="Q"/>	Fund:	<input type="text"/> <input type="button" value="Q"/>
Department:	<input type="text"/> <input type="button" value="Q"/>	Program:	<input type="text"/> <input type="button" value="Q"/>
Class:	<input type="text"/> <input type="button" value="Q"/>	Project/Grant:	<input type="text"/> <input type="button" value="Q"/>
Affiliate:	<input type="text"/> <input type="button" value="Q"/>		
External GL Chart Field:	<input type="text"/>		

Accounting Line page (1 of 2)

SF Accounting Line					
View Accounting Line Records					
SF Accounting Lines					
View All First 1-4 of 4 Last					
Main	Journal Info	Chartfields 1	Chartfields 2		
Line	Business Unit	EmplID	Item Nbr	Amount	Detail
1	PSUNV	SFGL013	000000000016036	1000.00	Detail
2	PSUNV	SFGL013	000000000016036	-1000.00	Detail
3	PSUNV	SFGL013	000000000016037	1500.00	Detail
4	PSUNV	SFGL013	000000000016037	-1500.00	Detail

Accounting Line page (2 of 2)

Search Criteria

Use the options in this group box to select what fields you want to use to search for an accounting line. Enter a particular field value as the search criteria.

- Student ID** Select to view the accounting lines for a single person. Select an ID in the field to the right.
- Receipt Number** Select to view the accounting lines related to a single receipt. Select the receipt number in the field on the right.
- External Organization ID** Select to view the accounting lines for a single external organization. Select the external organization in the field to the right.
- Run Date and Sequence Number** Select to view the accounting lines for a specific GL Interface process instance. Select the date and enter the sequence number in the fields to the right.

Search Criteria - Chart Fields

Select the Chart Fields option to view the accounting lines related to specific chartfield values. If you select this option, you must select one or more chartfield values.

- External GL Chart Field** If you are using a third-party or legacy General Ledger application instead of PeopleSoft General Ledger, enter the external chart of accounts information for which you want to search here. If you use this option, the search returns only accounting lines containing the specific chart of accounts information that you supply.

SF Accounting Line

After selecting your search criteria, click the View Accounting Line Records button to display accounting line information in the four tabs located in this group box.

SF Accounting Lines

This scroll area displays the results of your search.

The Main tab displays general accounting line information. Click the Detail link next to an accounting line to access the SF Accounting Line Detail page where you can view all fields for the accounting line record.

The fields on the Journal Information tab display the information published to PeopleSoft Financials. The tab also contains the GL journal line number, journal ID, and line date, which are populated with the data returned to PeopleSoft Student Financials through the STUDENT_SF_ACCTG_LINE subscription message after the journals are generated in PeopleSoft Financials.

The Chartfields 1 and Chartfields 2 tabs show information sent to PeopleSoft Financials. The GL Interface process populates some of these fields depending on what fields you populated during the setup of your item types.

Reviewing Batch Publish Control Records

Access the SF Accounting Line Review page.

SF Accounting Line Review

Selection Criteria - Batch Pub

Process Instance:
Process Status:

Batch Publish Control Record (8.4 Fin Integration)
View All
First 1 of 1 Last

View	Process Instance	Process Name	Process Status	Job Instance	DateTime Stamp
1 <input checked="" type="checkbox"/>	81	SFGLINT	Pending	80	04/22/2002 5:03PM

SF Accounting Line

Use Process Instance ☐

Step: 50
Viewing Records 1 - 4 of 4 50

SF Accounting Lines

Main | Journal Info | Chartfield 1 | Chartfield 2

Line	Business Unit	EmpID	Item Nbr	Amount	
1	PSUNV	SFGL013	000000000016036	1000.00	Detail
2	PSUNV	SFGL013	000000000016036	-1000.00	Detail
3	PSUNV	SFGL013	000000000016037	1500.00	Detail
4	PSUNV	SFGL013	000000000016037	-1500.00	Detail

SF Accounting Line Review page

Selection Criteria - Batch Pub

Enter the Process Instance and/or Process Status of the batch publish records you want to view and click the Search button to display them in the Batch Publish Control Record (8.4 Fin Integration) scroll area.

Batch Publish Control Record (8.4 Fin Integration)

This scroll area displays general information about the selected batch publish control records. Select the View check box next to a batch publish control record to view its related accounting lines in the SF Accounting Lines scroll area.

SF Accounting Line

Click the View Accounting Line Records button to display accounting lines associated with the batch publish control record next to which you selected the View check box. If you want to display accounting lines for a specific process instance regardless of the batch publish control record, select the Use Process Instance check box and enter the desired process instance in the field to the right of the check box. This check box is useful if you are interfacing with PeopleSoft Financials 7.5 because no batch publish control records are created.

SF Accounting Lines

This scroll area is identical to the SF Accounting Line scroll area on the Accounting Line page.

Using the Back Out GL Interface Process

The Back Out GL Interface process enables you to reverse the most recent run of the GL Interface process. When you run the Back Out GL Interface, it effectively deletes the accounting lines created in the Accounting Line table PS_SF_ACCTG_LN for the most recent process instance and resets the corresponding rows in PS_ITEM_SF as not having been processed by the GL interface. The back out process makes it possible to correct errors before information is sent to the general ledger.

Page Used to Run the Back Out GL Interface Process

Page Name	Object Name	Navigation	Usage
Back Out GL Interface	RUNCTL_SFPGLBCK	Manage Student Financials, Administer GL Interface, Process, Back Out GL Interface	Run the Back Out GL Interface process to delete accounting lines created in error.

Running the Back Out GL Interface Process

Access the Back Out GL Interface process.

Back Out GL Interface

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Business Unit:

GL Run to be Processed

GL Posting Date Time:

Process Instance:

GL Run Status:

Back Out GL Interface page

Business Unit Enter the business for which you want to run the back out process.

If you need to reverse an earlier run of the GL Interface process, you may return to the Back Out GL Interface Page and run the process again. Continue to run the process until you have backed out all of the entries you need to correct.

Once the back out process completes, you may enter any correcting transactions in PeopleSoft Student Financials. Then, rerun the GL Interface process to create new accounting lines for your transactions.

Note. The Back Out GL Interface does not back out accounting lines created by the Cashiering GL Interface process.

Warning! Use caution when running the Back Out GL Interface process because backing out accounting entries from Student Financials that have already been posted in PeopleSoft General Ledger would lead to out-of-balance conditions between PeopleSoft Student Financials and PeopleSoft General Ledger. Only run the Back Out GL Interface process if you are sure that the accounting lines have not already been transferred to PeopleSoft General Ledger. If the accounting lines have been transferred to PeopleSoft General Ledger and you proceed with the Back Out GL Interface process, you have to manually reverse the corresponding entries in PeopleSoft General Ledger.

Sending Accounting Entries to the General Ledger

This section discusses how to:

- Regenerate a flat file.
- Publish accounting line information.

Page Used to Send Accounting Entries to the General Ledger

Page Name	Object Name	Navigation	Usage
GL Interface File Extract	RUNCTL_SFAC TLND	Manage Student Financials, Administer GL Interface, Process, GL Interface File Extract	Regenerate a flat file to send to PeopleSoft E&G Financials 7.5.
Batch Publish	EO_BATCHPUB	Define Business Rules, Manage Integration Rules, Process, Batch Publish	Publish accounting line information to PeopleSoft Financials 8.4.

Regenerating a Flat File

Access the GL Interface File Extract page.

GL Interface File Extract

Run Control ID: PS

[Report Manager](#)
[Process Monitor](#)
Run

Required Parameters

***Process Instance:**

E&G Fin Rel: 7.5

Additional Parameters

Output File Path and Name:

GL Interface File Extract page

Process Instance	Select the GL Interface process instance for which you are regenerating a flat file.
E&G Fin Rel	Displays the PeopleSoft Financials release specified on the SF Installation page.
Output File Path and Name	Enter the path and name of the flat file created when you run the process. This field is optional. If you leave it blank, the system assigns a default name, SFACTLND_(process instance).dat, and saves the file to the C:\temp\ directory.
Run	Click to initiate the SF GL Interface - File Extract (SFACTLND) process. This process generates a new flat file for the specified GL Interface process instance. Typically, you run this process if it did not run properly when you ran the GL Interface process, or if you made changes to the accounting lines after generating the original flat file.

Publishing Accounting Line Information

Access the Batch Publish page.

Batch Publish

Run Control ID: SFGLint8.4 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request View All First 1 of 1 Last

*Request ID: 01

Description: Batch Publish SF_ACCTG_LN

Process Frequency

☐ Once ☒ Always ☐ Don't Run

Parameters

*Process Name: SFPGLINT SF GL Interface Accting Lines

Batch Publish page

To run the Batch Publish page:

1. Enter a Request ID and Description for the process.
2. Select the Always option in the Process Frequency group box.
3. Enter *SFPGLINT* in the Process Name field.
4. Click the Run button to initiate the Manual Batch Publish (EOP_PUBLISHM) process.

The Manual Batch Publish process:

1. Selects accounting lines based on three criteria: process or job instance, process name, and process status.
2. Collects accounting line entries generated by the GL Interface (SFGLINT) process and publishes them to the PeopleSoft Financials database.

CHAPTER 16

Calculating Tuition and Fees

This chapter discusses how to:

- Calculate tuition for a single student.
- Calculate tuition for multiple students.
- Lock in a minimum tuition amount.
- Recalculate tuition and fees after enrollment cancellation.
- Change, calculate, and post optional fees.

Calculating Tuition for a Single Student

Calculate tuition for a single student when you need to see immediate results.

Pages Used to Calculate Tuition for a Single Student

Page Name	Object Name	Navigation	Usage
Tuition Calculation	STDNT_TUITION_CALC	Manage Student Financials, Calculate Tuition and Fees, Use, Tuition Calculation	Calculate a student's tuition.
Tuition and Fees	TUITION_CALC_SP	Click the Display Tuition and Fees link on the Tuition Calculation page.	Review calculated fees for a single student.
Fees After Calculation	TUITION_CALC_TBL	Manage Student Financials, Calculate Tuition and Fees, Inquire, Fees After Calculation	Review calculated fees for a single student.
Calculation Messages	STDNT_TUITION_CALC	Click the Display Errors/Warnings link on the Tuition Calculation page.	Review messages generated during tuition calculation for a single student.
Fee Calculation Messages	TUIT_CALC_MESSAGES	Manage Student Financials, Calculate Tuition and Fees, Inquire, Fee Calculation Messages	Review messages generated during tuition calculation for a single student.

Calculating a Student's Tuition

Access the Tuition Calculation page.

Tuition Calculation

Ann Young ID: SF0164

[Academic Information](#) [Display Student's Accounts](#)

View All First 1 of 1 Last

Academic Career: Undergraduate

View All First 1 of 1 Last

Academic Institution:	PeopleSoft University	Business Unit:	PeopleSoft University Bursar
Term:	2000 Sprng Semester	Billing Career:	Undergraduate
Primary Program:	Liberal Arts Undergraduate	Campus:	Walnut Creek Campus
Override Billing Units:	<input type="checkbox"/>	Projected Bill Units:	<input type="text"/>
Override Init Enrl Fee:	<input type="checkbox"/>	Override Init Add Fee:	<input type="checkbox"/>
Tuition Residency:	<input type="text" value="0.000"/>	Tuition Group:	Test Payment Plans
Override Tuition Group:	<input type="text"/>	Tuition Calc Date Time:	06/27/2001 9:46AM
Tuition Calc Required:	<input type="checkbox"/>		

[Calculate Tuition and Fees](#) [Display Tuition and Fees](#) [Display Errors / Warnings](#)

Tuition Calculation page

Academic Information

Click to access the Academic Information page.

Display Student's Accounts

Click to access the Student Accounts page.

Note. If you review the student's account before calculating tuition, there may not be any information available.

Override Billing Units

Select to calculate tuition based on anticipated units.

Projected Billing Units

If you set billing units as a part of tuition calculation, the system displays the number of the student's projected billing units. You can edit this field.

Override Init Enrl Fee
(override initial enrollment fee)

Select to override an initial enrollment fee.

Override Init Add Fee
(override initial add fee)

Select to override an initial add fee.

Tuition Residency

This field displays the tuition residency calculated for the student. You can override the value and calculate again to post the changed amount.

Override Tuition Group

Enter a tuition group other than the one to which the student is already assigned. When you calculate the student's tuition using this page, the system uses the tuition group you enter in this field instead of the previously assigned group.

Tuition Group

Until tuition and fees have been calculated at least once, this field is blank. After calculation, the field displays the tuition group into which the student was placed upon calculation.

Tuition Calc Required (tuition calculation required)	The system selects this check box when changes have been made to the student's enrollment or other attributes (such as placement in a student group) that require an initial or new calculation of tuition and fees.
Calculate Tuition and Fees	Click to calculate tuition and fees.
Tuition Calc Date Time (tuition calculation date time)	The system displays the date and time tuition was last calculated.
Display Tuition and Fees	Click to access the Tuition and Fees page where you can review charges for tuition and fees that have been calculated and charged to the student's account.
Display Errors/Warnings	Click to access the Calculation Messages page where you can review all messages associated with tuition and fees calculation for the student. This field is only available if the corresponding selections have been made on the Display Errors/Warning Controls page in the Tuition Calculation Controls component.

See Also

[Chapter 25, "Common Pages in PeopleSoft Student Financials," page 567](#)

[Chapter 6, "Setting Up Fees and Tuition Groups," Setting Up Transaction Fees, page 170](#)

[Chapter 5, "Setting Up Tuition Controls, Criteria, Equations, and Waivers," Establishing Tuition Calculation Controls, page 114](#)

Calculating Tuition for Multiple Students

You can calculate tuition for multiple students using a batch process. You can define this process so that it automatically calculates tuition at times when processing demands are low.

Pages Used to Calculate Tuition for Multiple Students

Page Name	Object Name	Navigation	Usage
Tuition for Multiple Students	RUNCTL_SFPBCALC	Manage Student Financials, Calculate Tuition and Fees, Process, Tuition for Multiple Students	Calculate tuition in batch.
Fees After Calculation (Batch)	TUIT_CALC_B_PANEL	Manage Student Financials, Calculate Tuition and Fees, Inquire, Fees After Calculation (Batch)	Review fees after batch tuition calculation.
Fee Calculation Messages (Batch)	CALC_MESSAGE_B	Manage Student Financials, Calculate Tuition and Fees, Inquire, Fee Calc Messages (Batch)	Review messages resulting from batch tuition calculation.

Calculating Tuition in Batch

Access the Tuition for Multiple Students page.

Tuition for Multiple Students

Run Control ID: PS

[Report Manager](#)
[Process Monitor](#)

Run

Parameters

Batch ID: 999999999999 [Display Details](#)

***Business Unit:** PeopleSoft University Bursar [Display Messages](#)

Run Option:

Select Option:

[Display Details](#)
[Display Messages](#)

Academic Career		View All	First	1 of 1	Last
<input type="text" value="UGRD"/>	Undergraduate	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">+</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">-</div> </div>			

Term		View All	First	1 of 1	Last
<input type="text" value="0450"/>	2001 Fall	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">+</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">-</div> </div>			

Academic Program		View All	First	1-3 of 3	Last
<input type="text" value="FAU"/>	Fine Arts Undergraduate	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">+</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">-</div> </div>			
<input type="text" value="LAU"/>	Liberal Arts Undergraduate	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">+</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">-</div> </div>			
<input type="text" value="LAW"/>	Law	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">+</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">-</div> </div>			

Tuition for Multiple Students page

Business Unit

Select the business unit for which you are calculating the tuition.

Run Option

Select the appropriate run option:

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

Calc and Post Tuition, Waivers: Calculates and posts tuition and fee waivers for all students who meet the criteria that you select on this page.

Calculate Tuition only: Calculates but *does not post* tuition for all students who meet the criteria that you select on this page. This option does not calculate or post waivers.

Calculate Waivers only: Calculates but *does not post* waivers for all students who meet the criteria that you select on this page. This option does not calculate or post tuition.

Calculate and Post Tuition: Calculates and posts tuition only for all students who meet the criteria that you select on this page.

Calculate and Post Waivers: Calculates and posts fee waivers only for all students who meet the criteria that you select on this page.

Post Tuition only: Posts tuition that you have already calculated.

Post Waivers only: Posts waivers that you have already calculated.

Select Option

Specify how students should be selected for tuition calculation.

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

All students: Calculates tuition for all students, regardless of when their tuition was last calculated.

Required Only: Calculates tuition for students who meet the criteria in the page and for whom the tuition calculation required flag is set to yes.

Academic Career**Academic Career**

Select an optional academic career for which you want to calculate tuition and fees. Leave this field blank to calculate tuition for all careers limited by your run option and select option settings.

Term**Term**

Select an optional term for which you want to calculate tuition and fees. Leave this field blank to calculate tuition and fees for all eligible students in all terms limited by your run option and select option settings.

Academic Program**Academic Program**

Select an optional academic program for which you want to calculate tuition and fees. Leave this field blank to calculate tuition and fees for all eligible students in all academic programs limited by your run option and select options settings.

Inquiry Links**Display Details**

Click to review the Fees After Calculation (Batch) page.

Display Messages

Click to review the Fee Calculation Messages (Batch) page.

Locking In a Minimum Tuition Amount

The Lock In Tuition Amount process enables you to charge students at least the lock in amount for a fee, regardless of when they drop a class, the number of classes that they drop, or whether fees increase.

Page Used to Lock In a Minimum Tuition Amount

Page Name	Object Name	Navigation	Usage
Lock In Tuition Amount	RUNCTL_LCK_IN_TUIT	Manage Student Financials, Calculate Tuition and Fees, Process, Lock In Tuition Amount	Lock in a minimum tuition amount.

Locking In Tuition

Access the Lock in Tuition Amount page.

Lock In Tuition Amount page

Business Unit	Select the business unit for which you are processing the tuition lock.
Term	Select the term being locked.
Report Only	Select to see the effect of the lock without actually processing it.
Tuition Group	Select the tuition group that you want to process.

Recalculating Tuition and Fees after Enrollment Cancellation

When the system selects students during the Enrollment Cancellation process for non-payment of fees, you must recalculate tuition and fees for those students.

See Also

Chapter 21, “Maintaining Receivables,” Processing Enrollment Cancellation, page 519

Page Used to Recalculate Tuition and Fees after Cancellation

Page Name	Object Name	Navigation	Usage
Recalc for Cancellation (recalculate for cancellation)	RUNCTL_SFPCCALC	Manage Student Financials, Calculate Tuition and Fees, Process, Recalc for Cancellation	Recalculate tuition and fees after enrollment cancellation.

Recalculating Tuition and Fees

Access the Recalc for Cancellation page.

Recalc for Cancellation

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters

Batch ID: 999999999999 [Display Messages](#)

Term/Session Cancellation View All First 1 of 1 Last

Request ID: 0000001086

Class Cancellation View All First 1 of 1 Last

Request ID: 0000000979

Recalc for Cancellation page

Request ID Select a request ID for term/session and/or class cancellations.

Changing, Calculating, and Posting Optional Fees

This section discusses how to:

- Calculate optional fees for an individual student.
- Override optional fees after the no change date.

Pages Used to Change, Calculate, and Post Optional Fees

Page Name	Object Name	Navigation	Usage
Optional Fees for a Student	OPT_FEE_STDNT	Manage Student Financials, Calculate Tuition and Fees, Use, Optional Fees for a Student	Calculate optional fees for an individual student.
Optional Fees	OPT_FEE_STDNT_S	Click the Display Optional Fees link on the Optional Fees for a Student page.	Review a student's optional fees.
Optional Fees Override	OPT_FEE_OVERRIDE	Manage Student Financials, Calculate Tuition and Fees, Use, Optional Fees Override	Override optional fees after the no change date.

Calculating Optional Fees for an Individual Student

Access the Optional Fees for a Student page.

Optional Fees for a Student

Lewis Owens

ID: SF0046

[Academic Information](#)

[Calculate Tuition and Fees](#)

Institution: PSUNV PeopleSoft University

Term: 2001 Fall

[Display Optional Fees](#)

[Student Accounts](#)

Career	Fee Code	*Valid Value	Amount/Unit	Flat Amount	Maximum Amount	Date Time	User ID
UGRD	HEALTH	INSURE	0.00	240.00	99,999.99 USD	07/06/2001 10:14:14AM	PS

Optional Fees for a Student page

Career	This field displays the student's academic career.
Fee Code	This field displays the fee code of each optional fee attached to the student.
Valid Value	Select a valid value for each fee code. The default value that you defined on the Optional Fees per Term page is initially displayed. You can override this value. Once you select the valid value, the system displays the amount of the fee in the appropriate field (amount/unit or flat amount).
Amount/Unit	If the optional fee is based on the number of units in which the student is enrolled, the system displays the total dollar amount in this field.
Flat Amount	If the optional fee is a flat charge, the system displays the total dollar amount in this field.
Maximum Amount	The maximum amount that you defined for the fee on the Optional Fees per Term page is displayed here.
Date Time	This field displays the date and time the optional fee was calculated.
User ID	This field indicates who entered the charge.

Calculate Tuition and Fees Click to calculate and post tuition and fees for the student including optional fees.

Note. Once you have saved any changes that you make to a student's optional fees, any tuition calculation process takes the changes into account. In other words, it is not necessary to calculate from this page.

Academic Information Click to display the student's enrollment status.

Display Optional Fees Click to display all optional fees charged after calculation.

Student Accounts Click to review a summary of the student's entire account and verify that the system correctly posted the optional fees.

Overriding Optional Fees after the No Change Date

Access the Optional Fees Override page.

This page is identical to the Optional Fees for a Student page.

See Also

[Chapter 16, "Calculating Tuition and Fees," Calculating Optional Fees for an Individual Student, page 364](#)

CHAPTER 17

Refunding Customers

This chapter provides an overview of refunds and discusses how to:

- Create batch refunds.
- Create online refunds.
- Approve refunds.
- Complete batch payroll refunds.
- Complete online payroll refunds.
- Distribute payroll refunds through direct deposit.
- Print checks and direct deposit advice slips.
- Complete accounts payable (AP) refunds.
- Distribute refunds to credit cards.
- Cancel refunds.
- Reverse refunds.
- Renumber refund checks for reprinting.
- Delete paysheets.
- View refunding information.

Understanding Refunds

This section discusses:

- Refunding methods.
- Refund processes.
- Refund recipients.
- Refund format.
- Refund process flow.

Refunding Methods

You can use three refunding methods to create and distribute refunds:

- Payroll.

The payroll method involves creating and distributing refunds through an interface with PeopleSoft Payroll for North America that treats your students like employees. The payroll method can only create and distribute student refunds, not organization refunds.

- Accounts payable.

The accounts payable method involves creating and distributing refunds through an interface with PeopleSoft Payables.

- Other.

The other method is a catchall method used by institutions that create and distribute refunds through an interface with an application other than PeopleSoft Payroll for North America or PeopleSoft Payables.

Refunding Processes

You can use two types of processes to create and distribute refunds:

- Online.

Processing a refund online involves creating and distributing a refund for one recipient in realtime.

- Batch.

Processing refunds in batch involves creating and distributing refunds for one or more recipients on a scheduled basis using a batch process.

Refunding Recipients

Two types of recipients can receive refunds: students and organizations. In PeopleSoft Student Financials, the recipient refers to the type of account being refunded, and does not necessarily indicate the person or organization that actually receives the refund. For example, a student withdraws from a class and is due to receive a refund. However, a non-student sponsor originally paid the student's tuition fees and should therefore receive the refunded money. Although the sponsor receives the actual refund, it is still considered a student refund in terms of how you create and distribute it.

Refunding Formats

You can use three types of formats to distribute refunds:

- Check.

Using the check format, you refund customers by sending them a check for the refund amount.

- Credit card.

Using the credit card format, you directly refund a customer's credit card for the refund amount.

- Direct deposit.

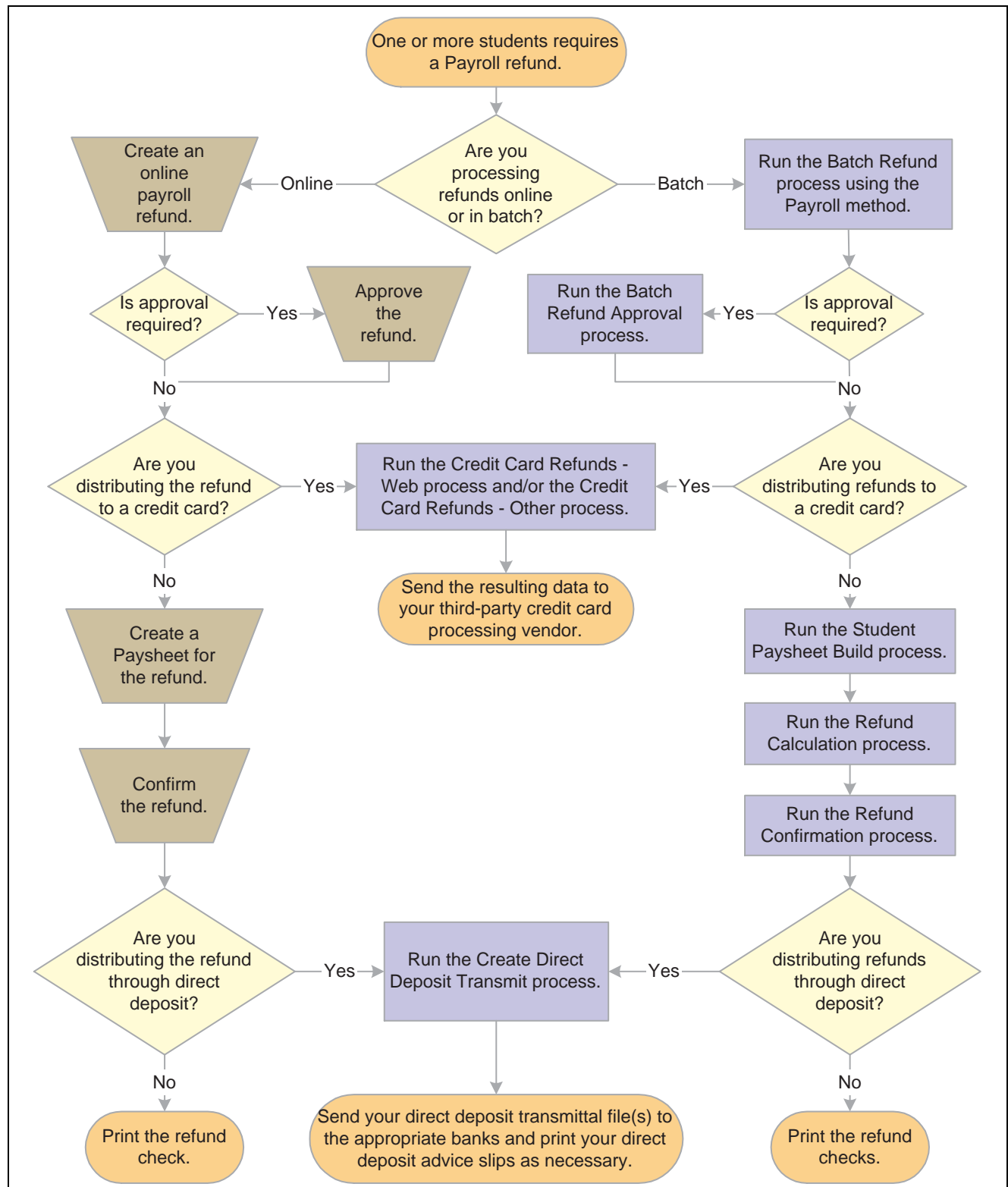
Using the direct deposit format, you automatically deposit the refund amount into a predetermined direct deposit account. The direct deposit format is only an option if you use the payroll method to create refunds.

Refunding Process Flow

The following diagrams display the decisions and processes involved with creating and distributing payroll and AP refunds.

Processing Payroll Refunds

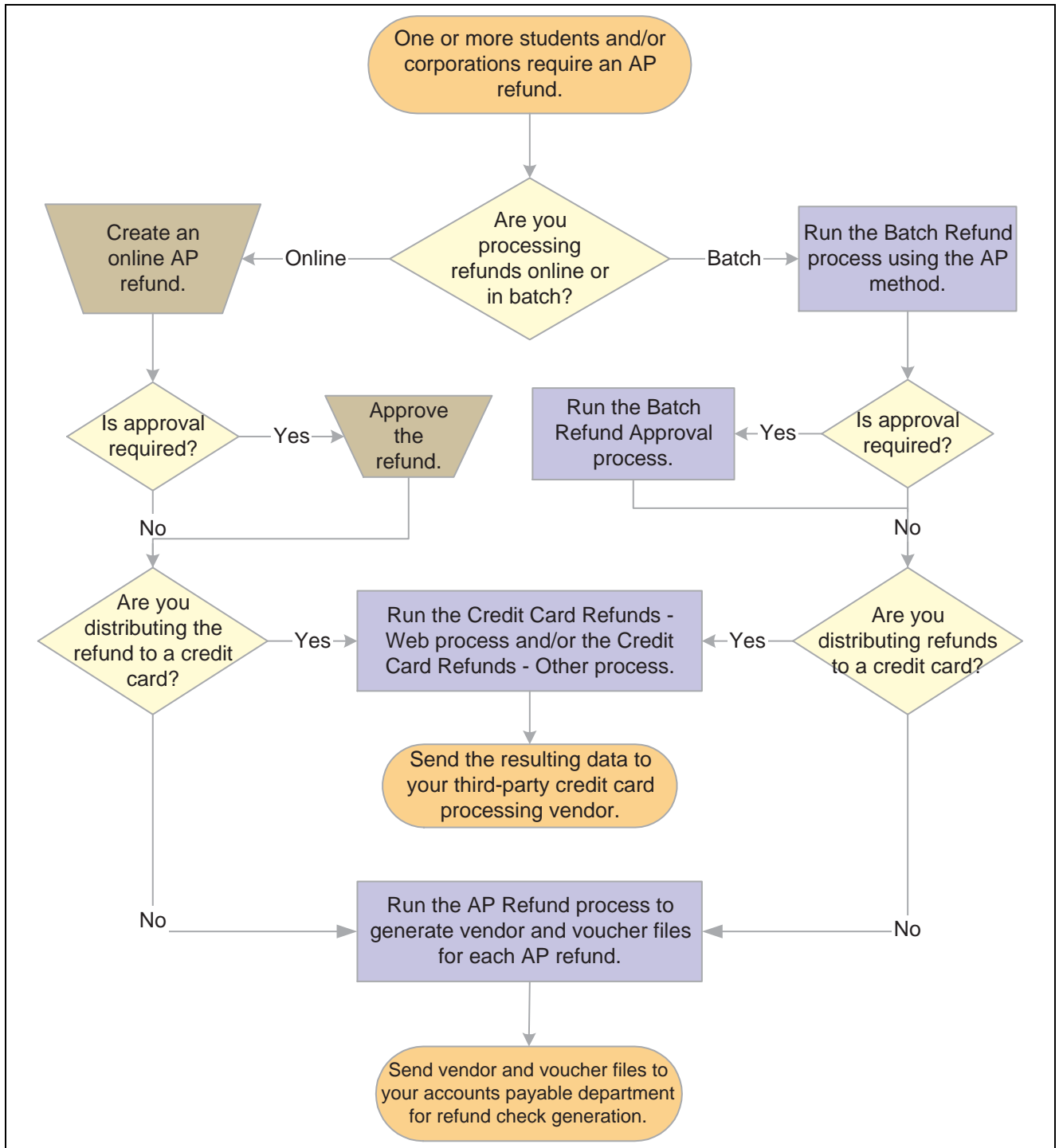
The following diagram outlines payroll refund processing.



Payroll refund process flow

Processing AP Refunds

The following diagram outlines AP refund processing.



AP refund process flow

Creating Batch Refunds

This section discusses how to:

- Define general parameters.
- Select academic programs.
- Select account types and terms.
- Select item types.

Note. You cannot refund unsettled credit card payments using the Batch Refund (SFPREFND) process as you can using the Student Refund page. The system ignores any unsettled credit card payments when you run the Batch Refund process.

See Also

Chapter 14, “Processing Credit Card Transactions,” page 319

Pages Used to Create Batch Refunds

Page Name	Object Name	Navigation	Usage
Batch Refund	RUNCTL_SFPREFND	Manage Student Financials, Refund Customers, Process, Batch Refund, Batch Refund	Define general parameters of the Batch Refund process.
Academic Programs	RUNCTL_SFPREFND_2	Manage Student Financials, Refund Customers, Process, Batch Refund, Academic Programs	Specify academic programs to include in the batch refund process.
Accounts/Terms	RUNCTL_SFPREFND_3	Manage Student Financials, Refund Customers, Process, Batch Refund, Accounts / Terms	Select account types and academic terms to include in the batch refund process.
Item Types	RUNCTL_SFPREFND_4	Manage Student Financials, Refund Customers, Process, Batch Refund, Item Types	Select item types to include in the batch refund process.
Batch Refund Lines	REFUND_LINES	Manage Student Financials, Refund Customers, Inquire, Batch Refunds	View results of the Batch Refund process.
Batch Refund Messages	REFUND_MESSAGES	Manage Student Financials, Refund Customers, Inquire, Batch Refund Messages	View warnings or errors generated during the Batch Refund process.

Defining General Parameters

Access the Batch Refund page.

Batch Refund | Academic Programs | Accounts / Terms | Item Types

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Required Parameters

Batch ID: 000000000018 [Check Batch Refunds](#) [Batch Refund Messages](#)

Business Unit: PSUNV PeopleSoft University Bursar

Refund Method: Payroll

Run Option 1: Individual Only ☐ Report Only

Run Option 2: Non Financial Aid Only ☐ Calc Tuition if Required

Sponsor Refund Option: No Sponsor

Refund Item Type: 500000000002

Address Usage: SLCT ORD 2 Mailing, Work, Dorm, Home

Ext Org Contact Type: CEO Chief Executive Officer

Refund Service Impact: REFND Student Refund Check

Batch Refund page

Batch ID	Displays the unique ID assigned after you save your batch refund parameters.
Check Batch Refunds	After you run the process, click to access the Batch Refund Lines page and view created refunds.
Batch Refund Messages	After you run the process, click to access the Batch Refund Messages page and view warnings or errors that the system encountered during the process.
Refund Method	Displays the refund method that you selected on the Refund Setup page of the SF Business Unit component.
Run Option 1	Select the type of recipients to create refunds for. Values are: <i>Individual Only</i> , <i>Organization Only</i> , or <i>Individual and Organization</i> .
Run Option 2	Select the types of credits to create refunds for. You can create refunds for financial aid credits (credits with an item type classification of Financial Aid), non-financial-aid credits (credits with an item type classification other than Financial Aid), or both.
Report Only	Select to generate a report listing what refunds the system would create. When selected, the process does not actually create the refunds listed in the report.
Calc Tuition if Required (calculate tuition if required)	Select to calculate tuition for students who have not already had their tuition calculated or who need tuition recalculated.
Sponsor Refund Option	Select whether you want to include sponsors in the process, and if so, what types of sponsors.
Refund Item Type	Select the item type to assign to the refunds that the Batch Refund process creates.

Address Usage	Specify how the system chooses the proper address for each refund.
External Org Contact Type (external organization contact type)	Displays the contact type that you specified on the Refund Setup page of the SF Business Unit component. The system uses this contact type to determine the recipient of any organization refunds generated by the batch process.
Refund Service Impact	Displays the refund service impact that you specified on the Refund Setup page of the SF Business Unit component. The system uses this service impact during the batch process to identify any students who should be prevented from receiving a refund.

Selecting Academic Programs

Access the Academic Programs page.

Academic Programs page

Required Parameters

All Programs Select to include all academic programs in the batch process.

Academic Programs

This group box is available only if you clear the All Programs check box.

Academic Program Select the academic program to include in the process.

Program Status

Expand this scroll area to select academic program statuses to include in the batch refund process. The system creates refunds only for those students with the statuses you select.

Selecting Account Types and Terms

Access the Accounts/Terms page.

Batch Refund Academic Programs **Accounts / Terms** Item Types

Run Control ID: PS [Report Manager](#) [Process Monitor](#) **Run**

Required Parameters

Batch ID: 000000000280 [Check Batch Refunds](#) [Batch Refund Messages](#)

☐ All Accounts

Accounts First ◀ 1 of 1 ▶ Last

*Account Type	Description		
MIS	Miscellaneous Fees	+	-

☐ All Terms

Terms First ◀ 1 of 1 ▶ Last

*Term	Description		
0430	2001 Spring	+	-

Accounts/Terms page

All Accounts and All Terms Select to include all account types and academic terms in the batch refund process. If you clear either check box and click Refresh, a scroll area appears. Add the accounts and terms to process.

Selecting Item Types

Access the Item Types page.

Batch Refund Academic Programs Accounts / Terms **Item Types**

Run Control ID: PS [Report Manager](#) [Process Monitor](#) **Run**

Required Parameters

Batch ID: 000000000018 [Check Batch Refunds](#) [Batch Refund Messages](#)

☐ All Item Types

Item Types		First	1 of 1	Last
*Item Type From	*Item Type To			
3000000000001	3000000000001			

+ -

Item Types page

All Item Types

Select to include all item types in the batch refund process. If you clear the check box, use the Item Type From and Item Type To fields to define the range of item types to include in the batch refund process.

Creating Online Refunds

This section discusses how to:

- Create student refunds.
- Create organization refunds.
- Create student refunds with an extra amount.
- Specify the account and term associated with an extra amount.
- Create online refunds for a sponsor.

Pages Used to Create Online Refunds

Page Name	Object Name	Navigation	Usage
Student Refund	REFUND_SF	Manage Student Financials, Refund Customers, Use, Student Refund	Create an online refund for a student.
Corp Refund (corporation refund)	REFUND_ORG_SF	Manage Student Financials, Refund Customers, Use, Corp Refund	Create an online refund for an organization. You can use this page in conjunction with the A/P refund method only.
Online Refund with Extra Amount	REFUND_SF	Manage Student Financials, Refund Customers, Use, Online Refund With Extra Amt	Create a refund for an amount greater than the refundable balance.
Extra Refund Amount	EXTRA_REFUND_AMT	Click the Extra Amount Info link on the Online Refund with Extra Amount page.	Specify account and term information associated with the extra amount refunded.
Online Refund Other	REFUND_SF_OLD	Manage Student Financials, Refund Customers, Use, Online Refund Other	Create a refund for a designated sponsor.

Creating Student Refunds

Access the Student Refund page.

Student Refund

Business Unit: PSUNV

ID: Anderson,Roger

Balance: -1,500.00 **Anticipated Aid:**

[Academic Information](#) [Student Accounts](#) **Refund Method:**

Refund Selection							
	Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format
<input checked="" type="checkbox"/>	MISFEES001-2001 Sprng		Cash Payment	-1,500.00	-1,500.00	<input type="text" value="1,500.00"/>	USD <input type="text" value="D"/>

Refund Item Type: Refund

Address Type:

▼ View Refund Check

Pay: One Thousand Five Hundred and 0/100 **Date:** 06/22/2001

To The Order Of: Anderson,Roger **1,500.00**

7676 Ventura Canyon Blvd.
Sherman Oaks
CA 90213

Post Refund

Create Paysheet

Student Refund page

ID	Enter the ID of the student for whom you want to create a refund.
Balance and Anticipated Aid	Displays the account balance and any anticipated aid of the selected student.
Academic Information	Click to access the Academic Information page.
Student Accounts	Click to access the Student Accounts page.
Refund Method	<p>Select the refund method. Values are <i>Payroll</i>, <i>A/P</i>, and <i>Other</i>.</p> <p>If you did not select the Allow Changes in Refund Method check box on the Refund Setup page of the SF Business Unit component, the Refund Method field is set to the value that you selected in the Refund Method field on the Refund Setup page. You cannot change the value.</p>

Refund Selection

Select the check box next to each credit line item to include in the refund.

Account Number	Displays the account type associated with the line item.
Refund Amount	The system automatically enters the total amount of the line item in this field. To include only a portion of the line item in the refund, change the amount.
Format	<p>Select the format to distribute the refund. Values are:</p> <p><i>A</i> (automatic check): Select if you have an interface to a specific check-writing application.</p> <p><i>C</i> (credit card): Select to directly refund the student's credit card. This value is selected by default if the respective line item has a credit card payment item type.</p> <p><i>D</i> (direct deposit): Select to distribute the refund to the student's checking or savings account through direct deposit. If you have set up the student for direct deposit using the Direct Deposit page and the line item does not have a credit card payment item type, the Format field is set by default to <i>D</i> for every refund line item.</p> <p><i>P</i> (paper check): Select to distribute the refund by using a check generated according to the refund method that you selected.</p> <hr/> <p>Note. You may change a default format of <i>C</i> to <i>A</i> or <i>P</i>. The system processes the refund so that you can generate a check instead of directly crediting the student's credit card account. If you change the format to <i>A</i> or <i>P</i> for more than one credit card transaction, the system combines the transactions into one lump refund so that you issue only one check to the student. You cannot change a default format of <i>A</i> or <i>P</i> to <i>C</i>.</p> <hr/>
Address Type	Select the type of address that you want printed on the check.

Note. You can only refund one credit card payment at a time using the Student Refund page. Even if there are multiple credit card payments on a student's account, you may only select one at a time. In addition, a credit card payment must be authorized in order to refund it using the Student Refund page. If a credit card payment is authorized but not settled, you can refund it, but you receive a warning.

Student Refund Buttons

Post Refund

Click to post the refund to the student's account. If you selected Payroll in the Refund Method field, the Create Paysheet button becomes available when you click this button.

If you set up your business unit to require refund approval, the system alerts you to the approval requirement when you click Post Refund.

Create Paysheet

If you are creating the refund using the payroll refund method, click to create a paysheet for the refund. A paysheet serves as a repository for the data required for the PeopleSoft Payroll for North America application to calculate a refund. After creating the paysheet, the system takes you to the Online Refund Results page, where you can confirm and print the refund.

If you do not click Create Paysheet before closing the Student Refund page, you must use the Create Online Paysheet page to create a paysheet for the refund before you can confirm and print it.

Calculate Tuition

Click to calculate tuition for the selected student. This button is available only if you selected the Auto Calculate Tuition check box on the Tuition Calculation Controls page, there is a term listed for any of the refunds listed, and tuition is required.

View Refund Check

Expand this group box to view a simulation of a refund check for the amount that you are refunding.

See Also

[Chapter 25, "Common Pages in PeopleSoft Student Financials," Viewing Academic Information, page 572](#)

[Chapter 25, "Common Pages in PeopleSoft Student Financials," Viewing Student Account Summaries, page 567](#)

[Chapter 14, "Processing Credit Card Transactions," page 319](#)

Creating Organization Refunds

Access the Corp Refund page.

Corp Refund

Business Unit: PSUNV

ID: RICHLIERFOUNDATION

Balance: -200.00 [Get Account](#)

Refund Selection							
	Account Number	Term	Item Type	Item Amount	Balance	Refund Amount	
<input checked="" type="checkbox"/>	MISFEES001-2001 Sprng		Check	-50.00	-50.00	<input type="text" value="50.00"/>	USD
<input checked="" type="checkbox"/>	MISFEES001-2001 Sprng		Check	-150.00	-150.00	<input type="text" value="150.00"/>	USD

Refund Item Type: Refund **Location Nbr:**

Corp Refund page

ID Select the ID of the organization for which you want to create a refund.

Get Account Click to access the Corp Accounts secondary page.

Location Nbr (location number) Select the organization's location number to determine the address to print on the check. The address associated with the location number appears at the bottom of the page, to the right of any image that you have inserted.

The remaining fields on this page are identical to their counterparts on the Student Refund page.

See Also

[Chapter 17, "Refunding Customers," Creating Student Refunds, page 377](#)

[Chapter 25, "Common Pages in PeopleSoft Student Financials," Viewing Organization Accounts, page 572](#)

Creating Student Refunds With an Extra Amount

Access the Online Refund with Extra Amount page.

Online Refund with Extra Amount

Business Unit: PSUNV

ID: Jackson,Jezebel

Balance: -100.00 **Anticipated Aid:**

[Academic Information](#) [Student Accounts](#) **Refund Method:**

Refund Selection							
	Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount	Format
<input checked="" type="checkbox"/>	MISFEES001-2000 Sum		Payment-Cash	-100.00	-100.00	<input type="text" value="100.00"/>	USD <input type="text" value="D"/>

Refund Item Type: Refund

Address Type: **Method:** **Extra Amount:** [Extra Refund Info](#)

View Refund Check

Pay: Two Hundred and 0/100	Date: 06/24/2001
<hr/>	
To The Order Of: Jackson,Jezebel	200.00
879 Victoria St Los Angeles CA 90231	

Online Refund with Extra Amount page

Use this page to create a refund for more than the refundable balance or in the absence of a refundable balance. For example, you can disburse anticipated aid to a student before the actual receipt of funds. The refund becomes a charge on the student's account that is later credited when your institution actually receives the financial aid.

Note. You cannot use the Online Refund with Extra Amount page to create a refund for an organization.

With the exception of the following fields, this page is the same as the Student Refund page.

Method Enter the format to distribute any extra amount added to the refund.

Extra Amount Enter the extra amount that you are adding to the refund.

Extra Refund Info Click to access the Extra Refund Amount page.

Note. You can create a refund for more than the refundable balance only if you select the Refund Debit Balances check box on the Refund Setup page. If you do not select this check box, you can create a refund for an extra amount, but not for an extra amount and a credit at the same time.

See Also

[Chapter 7, "Setting Up Refunding," Setting Up Your Business Unit to Refund Customers, page 184](#)

[Chapter 17, "Refunding Customers," Creating Student Refunds, page 377](#)

Specifying the Account and Term Associated With an Extra Refunded Amount

Access the Extra Refund Amount page.

- Extra Account Nbr** Specify the account to charge the extra refund amount to.
- Extra Account Term** If the account that you select in the Extra Account Nbr field is set up by term, select a term.
- Extra Item Term** Specify the academic term to assign to the extra refunded amount.

Creating Online Refunds for a Sponsor

Access the Online Refund Other page.

Online Refund Other

Business Unit: PSUNV

ID: Mendoza,Ramiro

For ID: **Balance:** -2,000.00 **Anticipated Aid:**

[Academic Information](#) [Get Account](#) **Refund Method:**

Refund Selection							First	1 of 1	Last
	Account#	Term	Item Type	Item Amount	Balance	Amt	Format		
<input checked="" type="checkbox"/>	MISFEES001-2001 Sprng		Cash Payment	-2,000.00	-2,000.00	<input type="text" value="2,000.00"/>	<input type="text" value="A"/>		

Refund Item Type: Refund

Address: **Method:** **Extra Refund Amount:**

View Refund Check

Pay: Two Thousand and 00/100 **Date:** 06/24/2001

To The Order Of: Mendoza,Ramiro **2,000.00**

Post Refund

Create Paysheet

Online Refund Other page

If you have designated an individual as a sponsor for credits on a student's account, use the Online Refund Other page to create refunds for those credits, to be distributed to the sponsor.

Note. You can create a refund for a sponsor only if you have associated the sponsor to a student using the Designate Individual Sponsor page.

With the exception of the following fields, this page is the same as the Online Refund with Extra Amount page.

ID Enter the ID of the sponsor for whom you are creating a refund. If the sponsor that you select sponsors only one student, the ID of that student appears in the For ID field.

For ID If the sponsor that you select in the ID field sponsors more than one student, select the student whose refund you are creating.

See Also

Chapter 17, “Refunding Customers,” Creating Student Refunds With an Extra Amount, page 380

Approving Refunds

Depending on your business unit setup, a refund might require approval by up to three separate approvers. When approval is required, you cannot create a paysheet for a refund (payroll method only), complete a refund, or print a refund until it has been approved. This section discusses how to:

- Route batch refunds to worklists.
- Approve refunds.

Pages Used to Approve Refunds

Page Name	Object Name	Navigation	Usage
Batch Refund Approval	RUNCTL_RFND_APPR	Manage Student Financials, Refund Customers, Process, Batch Refund Approval	Route batch refunds requiring approval to appropriate worklists.
Refund Approval	REFUND_SF_APPR	From the worklist, click a refund requiring approval.	Approve refunds.
Refund Approvals	REFUND_SF_APPR_INQ	Manage Student Financials, Refund Customers, Inquire, Refund Approvals	View the progress of a student refund requiring approval.
Corp Refund Approvals (corporation refund approvals)	REFUND_ORG_APP_INQ	Manage Student Financials, Refund Customers, Inquire, Corp Refund Approvals	View the progress of an organization refund requiring approval.

Routing Batch Refunds to Worklists

Access the Batch Refund Approval page.

Before batch refunds can be approved, they must be routed to worklists.

Business Unit Select the business unit of the batch refunds to approve.

Refund Batch ID Enter the batch ID of the group of refunds to approve.

Approving Refunds

Access the Refund Approval page through the worklist.

Refund Approval

Business Unit: PSUNV PeopleSoft University Bursar

ID: SFRE00018 Jackson,Jezebel
 879 Victoria St
 Los Angeles CA 90231 USA

Refund Number: 595
Amount: 600.00

[Academic Information](#) [Refund Detail](#) [Student Accounts](#) [View Anticipated Aid](#)

User ID: PS **Date/Time:** 06/24/2001 4:10:28PM

Level 1: Pending **Approved By:**
Level 2: N/A **Approved By:**
Level 3: N/A **Approved By:**

Refund Approval page

ID	Displays the ID, name, and address of the student receiving the refund.
Academic Information	Click to access the Academic Information page.
Refund Detail	Click to access the Detail Refund Information By Student page.
Student Accounts	Click to access the Student Accounts page.
View Anticipated Aid	Click to access the Anticipated Aid Details page.
User ID	Displays the user ID of the person who created the refund.
Date/Time	Displays the date and time that the refund was created. When you approve a refund, a date and time appear under the original date and time, to indicate when the refund was approved for a given level.
Level 1, Level 2, and Level 3	Change the approval status from <i>Pending</i> to either <i>Denied</i> or <i>Approved</i> . If a certain level of approval is not required, that field has a value of <i>N/A</i> .
Approved By	When you approve the refund and save the page, the user ID of the approver appears here.
Create Paysheet	<p>If you are approving a refund created using the payroll refund method, click to create a paysheet for the refund. After creating the paysheet, the system takes you to the Online Refund Results page, where you can confirm and print the refund.</p> <p>If you do not click Create Paysheet before closing the Refund Approval page, you must use the Create Online Paysheet page to create a paysheet for the refund before you can confirm and print it.</p>

See Also

[Chapter 25, “Common Pages in PeopleSoft Student Financials,” page 567](#)

[Chapter 17, “Refunding Customers,” Viewing Refund Information, page 402](#)

Completing Batch Payroll Refunds

This section discusses how to:

- Create paysheets.
- Calculate refunds.
- Confirm refunds.

Pages Used to Complete Batch Payroll Refunds

Page Name	Object Name	Navigation	Usage
Refund Paysheet Creation	RUNCTL_PAYSHEET_SF	Manage Student Financials, Refund Customers, Process, Refund Sheet Creation	Create paysheets for batch refunds created using the payroll refund method.
Refund Calculation	RUNCTL_PAY_CALC_SF	Manage Student Financials, Refund Customers, Process, Refund Calculation	Calculate batch refunds.
Refund Confirmation	RUNCTL_PAY_CONF_SF	Manage Student Financials, Refund Customers, Process, Refund Confirmation	Confirm batch refunds.

Creating Paysheets

Access the Refund Paysheet Creation page.

You must create a paysheet for each batch refund created using the payroll refund method. PeopleSoft Payroll for North America uses these paysheets to calculate refund checks.

Calculating Refunds

Access the Refund Calculation page.

Refund Calculation

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Process Instance: 99

Off-Cycle Run

*Business Unit: PeopleSoft University Bursar

Batch ID:

Company: STR Stdnt Rfnd Pay Group: STR Stnd Rfnd

Pay End Date: 06/26/2001 S01 Process Page #: 1 Thru: 2

Calculation Options

☒ Only Calculate Where Needed

☐ (Re)Calculate All Checks

Refund Calculation page

Only Calculate Where Needed

Select to calculate refunds for only those students requiring refund calculation. This option reduces processing time and is sufficient for PeopleSoft Student Financials refunding.

(Re)Calculate All Checks

Select this option only if changes have been made to the tables affecting payroll calculation. For the purposes of PeopleSoft Student Financials refunding, it is unlikely that this option will be necessary. If you suspect that this option may be necessary, contact your payroll department to be sure.

Confirming Refunds

Access the Refund Confirmation page.

Refund Confirmation

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Off-Cycle Run

*Business Unit: PeopleSoft University Bursar

Batch ID:

Company: STR Stdnt Rfnd Pay Group: STR Stnd Rfnd

Pay End Date: 06/26/2001 S01

Process

Page #: 1 Thru: 2 Or ☐ All Reversals/Adjustments

Refund Confirmation page

Once you have completed your refund calculations, run the Refund Confirmation (PSPCNFRM) process to finalize refund earnings, create check records, and update period-to-date earnings balances within PeopleSoft Payroll for North America.

Completing Online Payroll Refunds

Once you have completed the creation and approval (if necessary) of an online payroll refund, you are ready to complete it. This section discusses how to:

1. Create a paysheet.
2. Confirm the refund.

Pages Used to Complete Online Payroll Refunds

Page Name	Object Name	Navigation	Usage
Create Online PaySheet	REFUND_SF_APPR_PRN	Manage Student Financials, Refund Customers, Use, Create Online PaySheet	Create paysheets for posted online refunds. You must create a paysheet for an online refund before you can complete it.
Online Refund Results	PAY_OL_CHECK_S_SF	Manage Student Financials, Refund Customers, Inquire, Online Refund Results	Confirm and print the refund, delete the refund, reverse and confirm the refund, or change refund data.

Creating Paysheets

Access the Create Online PaySheet page.

Create Online PaySheet

Business Unit: PSUNV PeopleSoft University Bursar

Transfer Panel

First ◀ 1 of 1 ▶ Last				
ID	Refund Number	Refund Amount	Create PaySheet	
1 SFRE00011 Thompson, John	593	2500.00	Create PaySheet	

Create Online PaySheet page

Create Paysheet

Click this button next to the refund for which you want to create a paysheet. After the system creates the paysheet, the Transfer Panel link becomes available.

Transfer Panel

Click to access the Online Refund Results page for the refund for which you just created a paysheet.

See Also

PeopleSoft Payroll for North America PeopleBook, “Working With Paysheets”

Confirming and Printing Online Refunds

Access the Online Refund Results page.

Thompson,John		ID: SFRE00011	Page: 1
Company:	STR	Earnings: 2,500.00	Empl Rcd#: 500
Pay Group:	STR	Taxes: 0.00	Line: 1
Pay Period End Date:	06/24/2001	Deductions: 0.00	Check #:
		Net Pay: 2,500.00	Form ID:
			On-line

Confirm & Print
Delete
Reverse & Confirm
Change Data

- ▶ Earnings
- ▶ Deductions
- ▶ Taxes
- ▶ Taxes

Online Refund Results page

Except for the following fields, this page is identical to the Online Results page in PeopleSoft Payroll for North America.

Confirm & Print

Click to confirm the refund within PeopleSoft Payroll for North America. This button initiates a process that creates a printable report of the refund check or direct deposit advice.

Delete

Click to delete the refund sheet. You also need to reverse the refund from PeopleSoft Student Financials using either the Refund Reversal by ID or Refund Reversal by Date page.

Reverse & Confirm

After you print the check, click this button to back out the check. You also have to reverse the check from PeopleSoft Student Financials by using either the Refund Reversal by ID or Refund Reversal by Date page.

See Also

PeopleSoft Payroll for North America PeopleBook, “Calculating Pay,” Reviewing Pay Calculation Results

Distributing Payroll Refunds Through Direct Deposit

If you created any batch or online refunds with a direct deposit format, you must create a transmittal file with all the information that your institution must provide to student banks, so that the refunds can be transferred directly into the students' bank accounts.

Note. The system includes a student's direct deposit refund in the transmittal file only if you set up the student's direct deposit parameters using the Direct Deposit or Direct Deposit Canada pages.

See Also

Chapter 7, "Setting Up Refunding," Setting Up Direct Deposit for Students, page 197

Page Used to Distribute Payroll Refunds Through Direct Deposit

Page Name	Object Name	Navigation	Usage
Create Refund DDP File	RUNCTL_SFDDP	Manage Student Financials, Refund Customers, Process, DDP Create File	Create an electronic transmittal file to transfer refunds directly into a student's bank account.

Running the Create Direct Deposit Transmit Process

Access the Create Refund DDP File page.

Create Refund DDP File

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Pay Calendar

*Business Unit: PSUNV Company: STR Stdnt Rfnd
 Pay End Date: 06/26/2001 Pay Group: STR Std Rfnd

Prenote Date: Text (20):

File Header Company First 1 of 1 Last

Bank ID	Company
345687544	STR Stdnt Rfnd

+ -

Create Refund DDP File page

Business Unit	Enter the business unit from which you are directly depositing the refunds. When you select the business unit, the company and pay group associated with it appear in the Company and Pay Group fields.
Pay End Date	Select the pay end date of the refunds that you want to include in the DDP file.
Prenote Date and Text (20)	To include an optional prenote date and text message in the DDP file, enter them here.
Bank ID and Company	Enter the bank transit number and company code to be included in the DDP file.

Printing Checks and Direct Deposit Advice Slips

PeopleSoft Student Financials provides reports that enable you to print out refund checks or direct deposit advice slips for a given pay end date.

Pages Used to Print Checks and Direct Deposit Advice Slips

Page Name	Object Name	Navigation	Usage
Refund Check Print	RUNCTL_ADV_SF	Manage Student Financials, Refund Customers, Process, Check Print	Print confirmed payroll refund checks for U.S. students.
Refund Cheque Print	RUNCTL_ADV_SF	Manage Student Financials, Refund Customers, Process, Cheque Print	Print confirmed payroll refund checks for Canadian students.
DDP Advice Print	RUNCTL_ADV_SF	Manage Student Financials, Refund Customers, Process, DDP Advice Print	Print direct deposit advice slips for U.S. students.
DDP Advice Print Canada	RUNCTL_ADV_SF	Manage Student Financials, Refund Customers, Process, DDP Advice Print Canada	Print direct deposit advice slips for Canadian students.

Running the Refund Check and Advice Slip Printing Processes

Access the Refund Check Print, Refund Cheque Print, DDP Advice Print, or DDP Advice Print Canada page.

Refund Check Print

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Report Parameters

Off-Cycle Pay Calendar

*Business Unit: Company: STR Stdnt Rfnd

Pay End Date: Pay Group: STR Stdnt Rfnd

Process Page #: Thru:

Starting Check/Advice Number: Thru:

Message:

Refund Check Print page

Note. The Refund Cheque Print, DDP Advice Print, and DDP Advice Print Canada pages are identical to the Refund Check Print page except for the page labels, checks, and advice slips that they generate.

Process Page # and Thru Select a range of check pages to print.

Starting Check/Advice Number and Thru	You do not typically use these fields. For refunding in PeopleSoft Student Financials, PeopleSoft Payroll for North America creates one refund check per page.
Message	If you want a text message to appear on the check stub, enter it here.

Completing Accounts Payable Refunds

This section provides an overview of accounts payable refund completion and discusses how to send vendor and voucher information to PeopleSoft Payables.

See Also

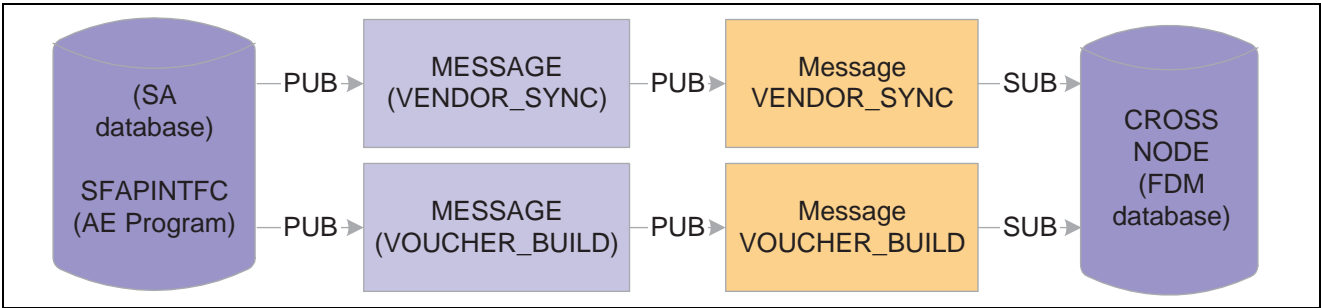
PeopleSoft Payables PeopleBook

Understanding Accounts Payable Refund Completion

When you create refunds using the accounts payable method, you must interface with PeopleSoft Payables to complete your refunds. If your system interfaces with PeopleSoft E&G Financials 7.5, the AP Refund process generates vendor and voucher flat files to be sent to PeopleSoft Payables. If your system interfaces with PeopleSoft Financials 8.4, the AP Refund process publishes messages to which PeopleSoft Payables subscribe through PeopleSoft Application Messaging.

AP Refund Messaging

The following diagram illustrates how AP refund messages travel between PeopleSoft Student Financials and PeopleSoft Financials 8.4.



PeopleSoft Student Financials to PeopleSoft Financials 8.4 AP refund messaging process

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

Message Channel	Message	Description
VENDOR	VENDOR_SYNC	Publishes all vendor information (address, location, contact) in a message to the PeopleSoft Financials database, one vendor at a time. Also allows changes to vendor data to be published iteratively.
VOUCHER	VOUCHER_BUILD	Sends voucher header, line and distribution information in the message to be processed by PeopleSoft Payables. The system populates staging tables with the message data. The Voucher build process then processes these staging tables.

Page Used to Complete AP Refunds

Page Name	Object Name	Navigation	Usage
AP Refunds	RUNCTL_AP_REFUND	Manage Student Financials, Refund Customers, Process, AP Refund	Run the AP Refund process to create vendor and voucher files or publish vendor and voucher information.

Running the AP Refund Process

Access the AP Refunds page.

AP Refunds

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Parameters

Business Unit: PSUNV PeopleSoft University Bursar ☐ Generate Report

AP Vendor Path: C:\TEMP\SFVENDOR.TXT

AP Voucher Path: C:\TEMP\SFVOUCHER.TXT

Run Option: Individual Only

AP Refunds page

Run Option

Select the type of recipient for whom you are running the process. Values are: *Individual Only*, *Organization Only*, or *Individual and Organization*.

Generate Report

Select to generate a report that lists details of the AP Refund process.

AP Vendor Path (accounts payable vendor path) and **AP Voucher Path** (accounts payable voucher path)

Enter the path and file name for the vendor and voucher information files that the system generates. These fields are available only if your system integrates with PeopleSoft Financials E&G 7.5.

Run

Click to access the Process Scheduler page.

If your system integrates with PeopleSoft E&G Financials 7.5, select the check box next to the A/P Refund processing (SFAPRFND) process. This process generates flat files that establish students and organizations as vendors and refunds as vouchers. PeopleSoft Payables uses these files to generate refund checks for students and organizations.

If your system integrates with PeopleSoft Financials 8.4, select the check box next to the SF to Payables Interface (SF_AP_INTFC) process. This process looks at AP setup data and refund data to build and generate messages. It publishes a message for each vendor it creates or changes and it also publishes one single message containing all processed vouchers. In addition, if a student or corporate address changes in PeopleSoft Student Financials, the system sends a message to PeopleSoft Payables indicating the change. PeopleSoft Payables subscribes to this message and updates their corresponding vendor address accordingly.

Distributing Refunds to Credit Cards

This section provides an overview of credit card refunds and discusses how to:

- Distribute refunds for web credit card transactions.
- Distribute refunds for other credit card transactions.

Understanding Credit Card Refunds

PeopleSoft Student Financials handles refunds to credit cards differently than check and direct deposit refunds.

When you refund credit card payments using the Batch Refund process, the system creates a separate refund for each credit card payment, even if there are multiple credit card payments on one student's account. The system rolls any cash or check credits on the student's account into one lump sum refund that is separate from any credit card refunds.

In addition, unlike refunds created using the check or direct deposit format, you do not use your PeopleSoft Payroll for North America or PeopleSoft Payables interface to complete the refunds. The system ignores credit card refunds when you run the Refund Sheet Creation, Refund Calculation, Refund Confirmation, and AP Refunds batch processes. Instead, you run credit-card-specific batch processes that enable you to interface with your third-party credit card vendor to directly refund student credit cards.

Note. You cannot refund credit card payments originating from your cashiering office directly to a student's credit card. Instead, the system treats refundable credit card payments from your cashiering office as cash or check payments, so that the student receives a check for the refundable amount.

Pages Used to Distribute Refunds to Credit Cards

Page Name	Object Name	Navigation	Usage
Credit Card Refunds - Web	RUNCTL_SFPCCBAT	Manage Student Financials, Refund Customers, Process, Credit Card Refund - Web	Generate refund credits that you send to your third-party web credit card processor.
Credit Card Refunds - Other	RUNCTL_CC_REFUND	Manage Student Financials, Refund Customers, Process, Credit Card Refund - Other	Generate a flat file logging refunds of credit card payments that did not occur over the web or through your cashiering office.

Distributing Refunds for Web Credit Card Transactions

Access the Credit Card Refunds - Web page.

The Credit Card Refund - Web (SFPCCBAT) process logs any refunded web credit card payments for a given business unit and generates the credits that you send to your third-party credit card processing vendor. Run this process prior to running the Credit Card Processing (SF_CRCRD) process.

See Also

Chapter 14, "Processing Credit Card Transactions," page 319

Distributing Refunds for Other Credit Card Transactions

Access the Credit Card Refunds - Other page.

The Credit Card Refund - Other (SFCCRFND) process enables you to generate a flat file that logs refunds of credit card payments that did not occur over the web or through your cashiering office (such as credit card payments made using the Student Post page). Send this flat file to your third-party credit card processing vendor for reconciliation. To reconcile your refunds in a timely manner, run this process nightly.

Note. You might need to modify the flat file that this process generates to meet the needs of your credit card processing vendor.

CC Interface File (credit card interface file) Specify the location to store the flat file.

Report Only Select to generate a text file along with the flat file, so you can see the results of the process.

Canceling Refunds

If the system generates an error during the posting of a refund, you cannot continue processing the refund, and you cannot reverse it because the posting process did not finish. You must cancel the refund and post it again. This section discusses how to:

- Cancel student refunds.

- Cancel organization refunds.

Note. You may never have to use the cancellation pages. They are designed solely as a safety measure for quick recovery.

Pages Used to Cancel Refunds

Page Name	Object Name	Navigation	Usage
Student Refund Cancellation	REFUND_HDR_CAN_SF	Manage Student Financials, Refund Customers, Use, Student Refund Cancellation	Cancel a student refund and begin again if you encounter a problem during the posting process.
Corp Refund Cancellation (corporation refund cancellation)	REFUND_ORG_CAN_SF	Manage Student Financials, Refund Customers, Use, Corp Refund Cancellation	Cancel an organization refund and begin again if you encounter a problem during the posting process.

Canceling Student Refunds

Access the Student Refund Cancellation page.

Cancel Select this check box next to the refund to cancel. When you save the page, the system cancels each selected refund and makes the Cancel check box unavailable.

Canceling Organization Refunds

Access the Corp Refund Cancellation page.

This page is identical to the Student Refund Cancellation page.

See Also

Chapter 17, “Refunding Customers,” Canceling Refunds, page 394

Reversing Refunds

This section discusses how to:

- Reverse student refunds by ID.
- Reverse student refunds by date.
- Reverse organization refunds by ID.
- Reverse organization refunds by date.
- Reverse refunds within PeopleSoft Payroll for North America.

Understanding Refund Reversals

First, you reverse the refund within PeopleSoft Student Financials, effectively unposting the refund from the recipient's account.

Next, if you originally created the reversed refund using the payroll method, you run a process that reverses the associated refund check within PeopleSoft Payroll for North America. If you reverse a direct deposit refund for which you have already created a transmittal file, the system includes the reversal in the next transmittal file that you create.

If you originally created the reversed refund using the accounts payable method, you must notify your accounts payable department so they can reverse the associated refund record within PeopleSoft Payables.

Credit card refund reversals are possible only during certain stages of the refunding process. You can reverse a credit card refund after its original creation and after you run the Credit Card Refund - Web process. When reversing a credit card refund, you need only reverse it within PeopleSoft Student Financials. However, once you submit the credit to the third-party credit card processing vendor, you can no longer reverse the credit card refund.

Pages Used to Reverse Refunds

Page Name	Object Name	Navigation	Usage
Refund Reversal By ID	REFUND_REV_STU_SF	Manage Student Financials, Refund Customers, Use, Refund Reversal By ID	Reverse refunds for a specific student.
Refund Reversal By Date	REFUND_REVERSE_SF	Manage Student Financials, Refund Customers, Use, Refund Reversal By Date	Reverse student refunds for a specific date.
Corp Refund Reversal By ID (corporation refund reversal by ID)	REFUND_REV_ORG	Manage Student Financials, Refund Customers, Use, Corp Refund Reversal by ID	Reverse refunds for a specific organization.
Corp Refund Reversal By Date (corporation refund reversal by date)	REFUND_REV_ORG_SF	Manage Student Financials, Refund Customers, Use, Corp Refund Reversal by Date	Reverse organization refunds for a specific organization.
Refund Check Reversal	RUNCTL_PAY_REV	<ul style="list-style-type: none"> Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reversal/Adjustment Compensate Employees, Manage Payroll Process (CAN), Process, Paycheque Reversal/Adjustment Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reversal/Adjustment Manage Student Financials, Refund Customers, Process, Refund Check Reversal 	Reverse a check within PeopleSoft Payroll for North America.

Reversing Student Refunds by ID

Access the Refund Reversal By ID page.

Refund Reversal By ID

Business Unit: PSUNV PeopleSoft University Bursar

ID SFRE00009 Layton,Jack [Academic Information](#)

Refund Information		First	1-3 of 3	Last
Refund Date: 06/26/2001 2:34:11PM	Refund Amount: 1,000.00			
Address: 7676 Ventura Canyon Blvd Sherman Oaks CA	Status: Confirmed			
Check / Voucher Info Refund Detail	Last Updated: PS	Reverse		
Refund Date: 06/26/2001 2:37:47PM	Refund Amount: 400.00			
Address: 7676 Ventura Canyon Blvd Sherman Oaks CA	Status: Confirmed			
Check / Voucher Info Refund Detail	Last Updated: PS	Reverse		
Refund Date: 06/26/2001 4:09:55PM	Refund Amount: 600.00			
Address: 7676 Ventura Canyon Blvd Sherman Oaks CA	Status: AP Interface Created			
Check / Voucher Info Refund Detail	Last Updated: PS	Reverse		

Refund Reversal By ID page

Academic Information

Click to access the Academic Information page.

Status

The values that appear on this page are *AP Interface Created*, *Credit Pending*, *Confirmed*, *Declined*, *Posted*, and *Paysheet Created*.

Check/Voucher Info

Click to view information regarding the check or voucher associated with this refund. If you completed this refund using the PeopleSoft Payroll for North America interface, this link accesses the Detail Check Information page. If you completed this refund using the PeopleSoft Payables interface, this link accesses the Detail Refund AP Information page.

Refund Detail

Click to access the Detail Refund Information by Student page.

Reverse

Click this button next to the refund that you want to reverse.

See Also

Chapter 25, "Common Pages in PeopleSoft Student Financials," Viewing Academic Information, page 572

Reversing Student Refunds by Date

Access the Refund Reversal By Date page.

Aside from displaying refunds by date instead of student ID, this page is identical to the Refund Reversal By ID page.

See Also

Chapter 17, "Refunding Customers," Reversing Student Refunds by ID, page 397

Reversing Organization Refunds by ID

Access the Corp Refund Reversal By ID page.

Aside from displaying organization refunds instead of student refunds, this page is identical to the Refund Reversal By ID page.

See Also

[Chapter 17, “Refunding Customers,” Reversing Student Refunds by ID, page 397](#)

Reversing Organization Refunds by Date

Access the Corp Refund Reversal By Date page.

Aside from displaying organization refunds by date instead of by ID, this page is identical to the Refund Reversal By ID page.

See Also

[Chapter 17, “Refunding Customers,” Reversing Student Refunds by ID, page 397](#)

Reversing Refunds Within PeopleSoft Payroll for North America

Access the Refund Check Reversal page.

Refund Check Reversal

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Process Request Parameter(s)		Find View All	First	1 of 1	Last
*Company:	STR PeopleSoft - Student Refunds				
*Pay Group:	STR Student Refund Pay Group				
*Pay Period End Date:	06/26/2001				
		Pay Run ID:	S01		
Selection Criteria Paycheck Number: 100269 Paycheck Issue Date: 06/26/2001 EmpID: SFRE00002 Net Pay: \$100.00 Lynch, Mary		or	Alternate Selection Criteria *Pay Group: STR *Pay Period End Date: 06/26/2001 <input checked="" type="checkbox"/> Off Cycle *Page #: 1 *Line #: 1 Separate Check #: 0		
<input checked="" type="radio"/> Reversal <input type="radio"/> Reversal/Adjustment		<input type="checkbox"/> Delete Current Reversal/ Adjustment			

Refund Check Reversal page

Process Request Parameters

Company, Pay Group, and Pay Period End Date

Select the company, pay group, and pay period end date associated with the refund check that you want to reverse.

Reversal	For the purposes of PeopleSoft Student Financials refund reversal, select this option.
Reversal/Adjustment	You do not typically use this option during PeopleSoft Student Financials refunding.
Delete Current Reversal/Adjustment	You do not typically use this check box during PeopleSoft Student Financials refunding.

Selection Criteria

Select the refund check to reverse.

EmplID	Select the ID of the student who was to receive the refund check. Once you select an ID in this field, the system populates the Net Pay field and all of the fields in the Alternate Selection Criteria group box.
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Alternate Selection Criteria

Use this group box as an alternate method of selecting the refund check to reverse.

Off Cycle	Be sure to select this check box. All refund checks resulting from PeopleSoft Student Financials are considered off-cycle paychecks by the PeopleSoft Payroll for North America system.
Line # (line number)	<p>The PeopleSoft Payroll for North America system creates one line per page when it generates checks resulting from PeopleSoft Student Financials refunds. Therefore, select a line number that is identical to the page number you select.</p> <p>When you select a line number, the system populates all of the fields in the Selection Criteria group box.</p>
Separate Check # (separate check number)	The system automatically populates this PeopleSoft Payroll for North America field with a value of 0 because it has no meaning within the PeopleSoft Student Financials refunding process.

Renumbering Refund Checks for Reprinting

During your refunding process, you may have to reprint a range of checks. For example, if a group of physical checks were damaged during printing, you would need to renumber the checks stored in the system to match the replacement checks that you actually issue.

Page Used to Renumber Refund Checks for Reprinting

Page Name	Object Name	Navigation	Usage
Refund Check Reprint	RUNCTL_PAY_REPRINT	<ul style="list-style-type: none"> Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reprint Compensate Employees, Manage Payroll Process (CAN), Process, Paycheque Reprint Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reprint Manage Student Financials, Refund Customers, Process, Refund Check Reprint 	Renumber checks for reprinting.
Dead Refund Checks	PAY_CHECKS_DEAD	Manage Student Financials, Refund Customers, Inquire, Dead Refund Checks	Review information on refund checks that were reprinted with a new number after they were created.

Renumbering Checks

Access the Refund Check Reprint page.

Form ID

Select the form ID of the checks to renumber.

Form Alignment Count

Enter how many check numbers to skip before starting the reprint. For example if you entered 5 in this field, and the last check number used is 100275, then the reprint process would renumber the checks you specify in the reprint range starting with the number 100280. The system creates dead checks for the check numbers it skips.

Paycheck Issue Date

Select the issue date of the checks to renumber.

First Check # (first check number) and **Last Check # in Reprint Range** (last check number in reprint range)

Set the range of check numbers to renumber.

Deleting Paysheets

While generating refund checks using the interface with PeopleSoft Payroll for North America, you may encounter problems during the paysheet creation or refund calculation steps. This results in an uncalculated refund check or an incomplete paysheet, both of which cannot be completed. You must delete the paysheet and start the process over again.

Page Used to Delete Paysheets

Page Name	Object Name	Navigation	Usage
Refund Unsheet	RUNCTL_PAY_USHT_SF	Manage Student Financials, Refund Customers, Process, Refund Unsheet	Delete paysheets.

Deleting Paysheets

Access the Refund Unsheet page.

The options in the Payroll Cycle group box are unavailable.

Page # (page number) Select a range of paysheets to delete.
and **Thru**

Viewing Refund Information

Throughout your refunding process, you may want to view information about the refunds that you are creating and distributing.

Pages Used to View Refund Information

Page Name	Object Name	Navigation	Usage
Refunds by ID	REFUND_INQ_STU_SF	Manage Student Financials, Refund Customers, Inquire, Refunds by ID	View information regarding the selected student's refunds.
Detail Refund Check Information	PAY_CHECK_SECON_SF	Click the Check/Voucher Info (check/voucher information) link on various pages within the Refunding feature.	Review details about the check associated with a payroll refund.
Detail Refund AP Information	VOUCHER_SECON_SF	Click the Check/Voucher Info (check/voucher information) link on various pages within the Refunding feature.	Review details about the voucher associated with an AP refund.
Detail Refund Information By Student	REFUND_INQ_DETAIL	Click the Refund Detail link from various pages within the Refunding feature.	Review information about a student refund.
Refunds By Date	REFUND_INQUIRY_SF	Manage Student Financials, Refund Customers, Inquire, Corp Refunds by Date	View information regarding student refunds created on a specific date.
Ind Sponsor Refunds By ID (individual sponsor refunds by ID)	REF_IND_SP_INQ_ID	Manage Student Financials, Refund Customers, Inquire, Ind Sponsor Refunds by ID	View information regarding an individual sponsor's refunds.

Page Name	Object Name	Navigation	Usage
Ind Sponsor Refunds By Date (individual sponsor refunds by date)	REF_IND_SP_INQ_DT	Manage Student Financials, Refund Customers, Inquire, Ind Sponsor Refunds by Date	View information regarding individual sponsor refunds created on a specific date.
Corp Refunds By ID (corporation refunds by ID)	REFUND_INQ_O_ID_SF	Manage Student Financials, Refund Customers, Inquire, Corp Refunds by ID	View information regarding a specific organization's refunds.
Corp Refunds By Date (corporation refunds by date)	REFUND_INQ_O_DT_SF	Manage Student Financials, Refund Customers, Inquire, Corp Refunds by Date	View information regarding organization refunds created on a specific date.
Corp Sponsor Refunds by ID (corporation sponsor refunds by ID)	REF_ORG_SP_INQ_ID	Manage Student Financials, Refund Customers, Inquire, Corp Sponsor Refunds by ID	View information regarding the refunds of a specific organization sponsor.
Corp Sponsor Refunds by Date (corporation sponsor refunds by date)	REF_ORG_SP_INQ_DT	Manage Student Financials, Refund Customers, Inquire, Corp Sponsor Refunds by Date	View information regarding the organization sponsor refunds created on a specific date.
Refund Address	REFUND_ADDR	Click the Get Address link on the Batch Refund Lines page.	View address information for a refund recipient.
Batch Messages	PAY_MESSAGES	Manage Student Financials, Refund Customers, Inquire, Refund Error Messages	Review detailed descriptions of error messages encountered during the Refund Sheet Creation, Refund Calculation, or Refund Confirmation processes.
Refund Check Summary	PAY_CHECK_SUMM_SF	Manage Student Financials, Refund Customers, Inquire, Refund Check Summary	Review information regarding checks that you have created.
Tax Balances	BALANCES_TAX1	Compensate Employees, Maintain Payroll Data (US), Inquire, Tax Balances, Tax Balances	Review a student's federal, state, and local tax balances.
Tax Balance Adjustments	BALANCES_TAX2	Compensate Employees, Maintain Payroll Data (US), Inquire, Tax Balances, Tax Balance Adjustments	Review online adjustments made to a student's tax balance record.
YTD 1042 Tax Balances	BALANCES_TAX3	Compensate Employees, Maintain Payroll Data (US), Inquire, 1042 Tax Balances, YTD 1042 Tax Balances 1	Review a student's year-to-date 1042 tax balances.
YTD 1042 Adjustment	BALANCES_TAX4	Compensate Employees, Maintain Payroll Data (US), Inquire, 1042 Tax Balances, YTD 1042 Adjustment	Review online adjustments made to a student's 1042 tax balance record.

CHAPTER 18

Administering Payment Plans

This chapter provides an overview of payment plans and discusses how to:

- Link students to deferral contracts.
- Administer multiyear payment plans.
- Administer payment plan contracts.
- Administer prepayment plans.
- Administer third-party contracts.

Understanding Payment Plans

This section lists common elements and provides an overview of payment plans.

Common Elements Used in This Chapter

Status	<p>This field displays the current status of the contract.</p> <p><i>Active:</i> Select to make the contract available for use. This is the default value for this field until the student has been linked to the contract by posting. After the student has been linked to the contract, the other options become available.</p> <p><i>Cancelled:</i> Select to remove the student from the contract.</p> <p><i>Hold:</i> Select to prevent new transfers from the plan account, but to not discontinue its use completely.</p> <p><i>Inactive:</i> Select to discontinue use of the contract.</p> <p><i>Not Posted:</i> Indicates that a new or changed contract has not been posted.</p>
Reference Number	<p>Enter an optional reference number for each student on a particular contract. The reference number entry is for information purposes only, and does not appear on the student's charges.</p>

Payment Plans

Using PeopleSoft Student Financials, you can create and maintain six different types of payment agreements for students with diverse financial needs or responsibilities:

- Deferral contract

- Multiyear payment plan
- Payment plan
- Prepayment plan
- Third-party contract
- Collection agreement

Deferral Contracts

Deferral contracts are designed for students who, for whatever reason, need to defer payment of charges for a short period of time. Essentially, deferral contracts extend the charge due date for eligible charges. You can link multiple students to one deferral contract definition, or you may prefer to create individual contracts to accommodate each student's unique needs.

Multiyear Payment Plans

Multiyear payment plans enable students to make an advance deposit of funds to cover tuition and fees for two or more years. Funds in the accounts accrue interest and are transferred on a regularly scheduled basis to pay the students' charges.

Payment Plans

Payment plans enable you to offer students the flexibility of paying their education expenses over a period of time rather than in one lump sum. With PeopleSoft Student Financials, you have several choices for creating and processing student payment plans. The three types of payment plans are *calculated*, *existing*, and *lump sum*. These three differ from the deferral contract in that the deferral contract only adjusts the due and billing dates. The calculated and existing payment plans defined in this section actually credit the eligible charges and move these charges to a payment plan account type.

- The *calculated* payment plan enables you to use item type groups to define eligible charges. Also, the calculated payment plan has the ability to use the offset charges feature. Adjustments to student charges can affect this payment plan.
- The *existing* payment plan enables you to manually select individual charges that may be eligible for the payment plan. Adjustments to the student charges can affect this payment plan.
- The *lump sum* payment plan uses the Charge Priority List feature to determine which charges may be paid by the initial lump sum payment. The initial lump sum payment will be posted to the payment plan account type. Adjustments to the student charges will not have an effect on this payment plan.

Prepayment Plans

Prepayment plans are set up for students who want to make payments on their tuition and fees before charges are actually applied to their account. The plan is set up so that the student pays a set amount each month based on the total budgeted amount. Periodically, funds are transferred from the contract account to the student's account to pay eligible charges.

Third-party Contracts

Third-party contracts are credit agreements between your institution and a third-party sponsor—typically corporations or government agencies. The third party agrees to sponsor one or more students and pays all or part of their tuition, fees, or expenses. The sponsor also establishes all parameters regarding what portion of which expenses it pays.

When a student is linked to a third-party contract, a credit is applied to a student's account, and the student's sponsor is sent a bill for the amount of the credit. This is especially beneficial for students in a retraining program or an employee education program who may not have the cash to pay the tuition and fee up front and then seek reimbursement. If the sponsoring organization does not pay, the temporary credit is reversed and the student is liable for the payment.

Collection Agreement

Often, when a student or external organization agrees to repay a past due debt, they are unable to pay the full balance in one lump sum. Use a collection agreement to set up and maintain a payment schedule, produce billing entries, and track receipt of payments.

See Also

Chapter 8, "Setting Up Payment Plans," page 205

Linking Students to Deferral Contracts

When you link a student to deferral contracts, you specify certain parameters that are specific to the student you are linking.

Pages Used to Link Students to Deferral Contracts

Page Name	Object Name	Navigation	Usage
Defer Student	DEFER_STUDENT	Manage Student Financials, Administer Payment Plans, Use, Deferral Contract, Defer Student	Define student-specific details for a deferral contract.
Deferred Charges	ITEM_LINE_DEFER_SP	Click the Deferred Charges Deferral Contract link on the page.	View all active charges in the student's account and confirm that eligible charges have been deferred to the correct due date.
Defer Student Charges	DEFER_STDNT_LINE	Manage Student Financials, Administer Payment Plans, Use, Deferral Contract, Defer Student Charges	Confirm the deferral contract calculation results.

Defining Student-specific Details for a Deferral Contract

Access the Defer Student page.

Defer Student
Defer Student Charges

Business Unit: PSUNV
Contract Number: 526

ID SF0123 Treadwell,Tamara

Calculate
Deferred Charges

Post
Display Error/Warning

Contract Details

Term: 2001 Fall 25.00

Assessment Fee: 25.00 USD 0.00

Status Active

Student Max: 10,000.00 USD

Reference Number:

☐ Waive Fee

Defer Student page

Calculate Click to calculate charges to be deferred. After calculating the contract, but before posting it, look at the Defer Student Charges page to confirm which charges the system selected for deferral.

Post Click to defer charges.

Deferred Charges After posting, click to confirm that the charges have been deferred to the correct dates.

Display Errors/Warnings Click to see errors and warning messages.

Assessment Fee The default amount in this field is the fee you specified during the setup of the deferral contract. Use this field to override the default amount.

Student Max (student maximum) The default value for this field is the maximum amount you specified during the setup of the deferral contract. You can override this amount.

Waive Fee Select to waive the student's assessment fee.

Administering Multiyear Payment Plans

This section discusses how to:

- Link students to multiyear payment plans.
- Process multiyear payment plan transfers.
- Calculate interest for multiyear payment plans.

Page Used to Administer Multiyear Payment Plans

Page Name	Object Name	Navigation	Usage
Multi Year Payment Plan	MULTYR_STD_PAYPLAN	Manage Student Financials, Administer Payment Plans, Use, Multi Year Payment Plan	Link students to multiyear payment plans.
Multi Year Payment Plan	RUNCTL_MULT_PAYPLN	Manage Student Financials, Administer Payment Plans, Process, Multi Year Payment Plan	Process multiyear payment plan transfers of deposited funds from a student's multiyear payment plan account to pay eligible charges.
Calc Multi Year Plan Interest (calculate multiyear plan interest)	RUNCTL_SFMULYR_INT	Manage Student Financials, Administer Payment Plans, Process, Calc Multi Year Plan Interest	Calculate interest for multiyear payment plans.

Linking Students to Multiyear Payment Plans

Access the Multi Year Payment Plan page.

Multi Year Payment Plan

Business Unit: PSUNV **Contract Number:** 511

ID: SF0134 Reiter,Rick Post

Amount: 24,000.00 USD **Status:** Active Display Error/Warning

Sponsor ID: 8101 Account Details

Refund ID: 8101

Reference Number: ReiterR

Deficit
☒ Allowed **Amount:** 2,000.00 USD

Date to Send
Sent Date
09/05/2001

Term
Payment ID Nbr
0450 2001 Fall

Max Term Amount
Sent Amount
8,000.00

Adjust Until
12/31/2001

Adjust Amount
Deficit Amount
USD

Multi Year Payment Plan page

Post

After making selections on this page, click to link the student to the multiyear payment plan.

Display Error/Warning

Click to view error and/or warning messages.

Account Details

Click to access the Account Details page.

Amount

The amount you specify when you set up the multiyear payment plan appears in this field. You may override this amount.

Sponsor ID	Enter the ID of the person sponsoring the student under the multiyear payment plan. Typically, this would be a parent, but the field can be left blank.
Refund ID	Enter the ID of a person, other than the student, who receives a refund if the student becomes eligible for one. If this field is left blank, all refunds go to the student.
Allowed and Amount	The selections you made related to deficits when you set up the multiyear payment plan appear by default into these fields. You can override these selections, but the amount cannot exceed the deficit limit established for the contract.
Date to Send	This field is set by default to the date you specified during the setup of the multiyear payment plan. You can override this field.
Term	The term is set by default to the term you specified during the setup of the multiyear payment plan. You can override this field with the term for which you want to pay.
Max Term Amount (maximum term amount)	The maximum term amount is set by default to the amount you specified during the setup of the multiyear payment plan. You can override this field, but cannot exceed the limit established for the contract.
Adjust Until	This field is set by default to the date you selected during the setup of the multiyear payment plan. You can override this field.
Adjust Amount	The adjust amount appears after funds are transferred and updates whenever adjustments have taken place. An adjustment occurs if there is an increase or a decrease in charges on the student's account.
Sent Date	The sent date appears after funds are transferred and updates whenever adjustments have taken place. An adjustment occurs if there is an increase or a decrease in charges on the student's account.
Payment ID Nbr (payment ID number)	The payment ID number appears after funds are transferred and updated whenever adjustments have taken place. An adjustment occurs if there is an increase or a decrease in charges on the student's account.
Sent Amount	The sent amount appears after funds are transferred and updated whenever adjustments have taken place. An adjustment occurs if there is an increase or a decrease in charges on the student's account.
Deficit Amount	The deficit amount appears after funds are transferred if there is a deficit in the plan amount. The system adjusts this figure if there is an increase or decrease in charges, or when additional funds are deposited in the account and transferred.

See Also

[Chapter 25, "Common Pages in PeopleSoft Student Financials," Viewing Student Accounts, page 571](#)

Transferring Multiyear Payment Plan Funds

Access the Multi Year Payment Plan page.

Note. You should run this process frequently—at least up until the Adjust Date—to reevaluate and update the accounts for all students linked to multiyear payment plans.

Calculating Interest for Multiyear Payment Plans

Access the Calc Multi Year Plan Interest page.

The process calculates interest accrued and applies it as a credit on the account type specified on the Multi Year Payment Plan Item page.

Administering Payment Plan Contracts

This section discusses how to:

- Confirm and modify payment plan contract parameters for an individual student.
- Confirm and modify additional payment plan contract parameters for an individual student.
- Recalculate payment plan contracts.

Pages Used to Administer Payment Plan Contracts

Page Name	Object Name	Navigation	Usage
Payment Plan 1	PAY_PLAN_SF_1	Manage Student Financials, Administer Payment Plans, Use, Payment Plan, Payment Plan 1	Confirm and modify payment plan contract parameters for an individual student.
Payment Plan 2	PAY_PLAN_SF	Manage Student Financials, Administer Payment Plans, Use, Payment Plan, Payment Plan 2	Confirm and modify additional payment plan contract parameters for an individual student.
Payment Distribution	TP_PPLN_QCK_POST	<ul style="list-style-type: none"> • Manage Student Financials, Administer Payment Plans, Use, Collection Agreement, Payment Distribution • Manage Student Financials, Administer Payment Plans, Use, Payment Plan, Payment Distribution 	Review the payment schedule, charge amounts, billing dates, and due dates for the payment plan. You can adjust the billing dates and installment amounts on this page.
Recalc Payment Plan (recalculate payment plan)	RUNCTL_PMTPLNRECAL	Manage Student Financials, Administer Payment Plans, Process, Recalc Payment Plan	Recalculate payment plan contracts.

Confirming and Modifying Payment Plan Contract Parameters for an Individual Student

Access the Payment Plan 1 page.

All of the values populating the fields on this page are default values from the contract setup pages. You can override values in any fields that are available, but cannot exceed the limits established when you set up the contract. Not all fields are available with all types of contracts.

See Also

Chapter 8, “Setting Up Payment Plans,” Setting Up Payment Plan Contracts, page 212

Confirming and Modifying Additional Payment Plan Contract Parameters for an Individual Student

Access the Payment Plan 2 page.

Payment Plan 1		Payment Plan 2		Payment Distribution	
Business Unit:	PSUNV			Contract Number:	515
ID:	SF0099	Temple, Jason		Plan Type:	Calculated
First Bill Date:	09/15/2001			Billing Cycle:	User Selected Post
Payments:	4			Pay Plan Type:	Credit Original Account Display Error/WARNING
Amount:	7,650.00	USD		Account Type:	PPL
Reference Number:				Due after Days:	1 <input type="checkbox"/> Waive Fee
Adjustment Option:	Adjust Equally			Item Type: 1800000000002 Student Tuition & Fees Pay Item Type: 3000000000010 Payment - Priority 700	
Status:	Active				

View All First 1 of 1 Last					
Account Number	Item Term	Item Type	Item Amount	Balance	Reverse
			0.00	0.00 USD	

Payment Plan 2 page

First Bill Date, Payments and Adjustment Option

The values displayed in each of these fields are set by default from the payment plan contract setup. You can override these values.

Plan Type, Billing Cycle, Pay Plan Type, Account Type, Due after Days, Item Type and Pay Item Type

The values displayed in each of these fields are set by default from the payment plan contract setup. The values are for information only and cannot be changed.

Amount

On calculated and lump sum payment plans, the value displayed in this field is set by default from the Maximum Amount or Lump Sum Amount field on the Payment Plan 1 page respectively. For the *existing* type payment plans, the field displays the value of the selected charges after calculation.

Waive Fee

If an administrative fee had been initially defined in the payment plan setup you have the choice to waive the fee. Select this check box if you want to waive the fee for individual students.

Eligible Charges

When you add a student to an *existing* type payment plan, all eligible charges are displayed at the bottom of the page. Select one or more charges to include in the payment plan.

Calculate

Click to create the payment plan agreement. The payment plan agreement consists of all scheduled payments and plan fees.

After you click this button, you can review and adjust billing dates and installment amounts on the Payment Distribution page.

Post

Click to post each of the scheduled payments and plan fees to the student's account.

Recalculating Payment Plan Contracts

Access the Recalc Payment Plan page.

Recalc Payment Plan page

Contract Number From
and Contract Number To

Select contract numbers. You can recalculate one contract or a range of contracts. To calculate just one, enter the same number in both fields. To recalculate a range of contracts, enter the first and last contract numbers in the range.

You should recalculate payment plan contracts on a regular basis until the adjustment date has passed so that your payment plan balances are up-to-date and reflect adjustments to the student's charges.

Note. This process only recalculates payment plans of the calculated type.

Administering Prepayment Plans

This section discusses how to:

- Confirm prepayment plan contract setup.
- Review and modify charge amounts.
- Confirm item types and transfer amounts.

Pages Used to Administer Prepayment Plans

Page Name	Object Name	Navigation	Usage
Pre Payment Plan	TP_STD_PRE_PAY_PLN	Manage Student Financials, Administer Payment Plans, Use, Pre Payment Plan, Pre Payment Plan	Confirm prepayment plan contract setup for individual students.
Financial Aid Details	TP_STD_PRE_PAY_SP	Click the FA Details link on the Pre Payment Plan page.	Review details about projected financial aid awards.
Pre Payment Post	TP_STD_PRE_PAY_PST	Manage Student Financials, Administer Payment Plans, Use, Pre Payment Plan, Pre Payment Post	Review and modify charge amounts to student accounts.
Pre Payment Transfer	TP_STD_PREPAY_TRAN	Manage Student Financials, Administer Payment Plans, Use, Pre Payment Plan, Pre Payment Transfer	Confirm item types and transfer amounts for prepayment plan contracts.
Pre Payment Plan Process	RUNCTL_PRE_PAYMENT	Manage Student Financials, Administer Payment Plans, Process, Pre Payment Plan	Process prepayment plan transfers of funds from student prepayment plan accounts to pay eligible charges.

Confirming Prepayment Plan Contract Setup

Access the Pre Payment Plan page.

Pre Payment Plan

Pre Payment Post

Pre Payment Transfer

Business Unit:PSUNVContract Number:518

ID:SFCC00015Gere,Richard

CalculatePost

Prev Yr Inst Charges:0.00Curr Yr Proj Tuition Amt:0.00Display Error/Warning

Prev Yr F/A:0.00FA DetailsCurr Yr Proj F/A:13,799.00FA details

Prev Yr Budget Amt:0.00Override Tuition Amt:0.00USD

Override F/A:

Contract Status:Active

Total Budget Amt:6,000.00USD

First Bill Date:08/01/2001

Reference Nbr:

Number Of Payments:12

Waive Fee

Contract Information

First Bill Date:08/01/2001

Billing Cycle:Monthly

Due Days:7

Payments:12

Pre Payment Plan page

- Prev Yr Inst Charges
(previous year institutional charges)

This field displays the student’s actual charges from the previous academic year.
- Curr Yr Proj Tuition Amt
(current year projected tuition amount)

This field displays the student’s projected tuition amount.
- Prev Yr F/A (previous year financial aid)

This field displays the student’s actual financial aid from the previous year.
- Curr Yr Proj F/A (current year projected financial aid)

This field displays the projected amount of financial aid the student is expected to receive.

Note. The point at which anticipated financial aid information is available to the PeopleSoft Student Financials system is controlled by settings in the Financial Aid Item Type setup. Consult with your institution’s financial aid staff to determine the actual status of the projected financial aid displayed here.

- Prev Yr Budget Amt
(previous year budget amount)

This field displays the student’s financial aid budget from the previous year.
- Override Tuition Amt
(override tuition amount)

If you want to use a different figure than the current year projected tuition amount to calculate the budget, enter the updated amount in this field.
- Override F/A (override financial aid)

If you want to use a different figure than current year projected financial aid to calculate the budget, enter the updated amount in this field.
- Total Budget Amt (total budget amount)

The total budget amount you defined during prepayment plan contract setup appears in this field. This amount represents the total balance that the student plans to prepay. You can override this amount.

First Bill Date	This field displays the date on which you send the first bill for the prepayment plan. You can override this date.
Number of Payments	This field displays the number of payments you defined in the Pre Payment Plan setup. You can override this number.
Waive Fee	Select to waive service fees.
Calculate	Click to calculate the amount of the prepayment plan charges.
Post	Click to post the prepayment plan charges to the student's account.
FA Detail	Click to review previous year financial aid history and current year financial aid projections.
Display Error/Warning	After the posting process is complete, if there are any posting or error messages for review, this button becomes available.

Contract Information

First Bill Date	This field displays the date the first bill for the contract is sent.
Billing Cycle	This field displays the frequency of billing.
Due Days	This field displays the number of days after the billing date that a payment is due.
Payments	This field displays the number of payments required to pay off the plan.

Reviewing and Modifying Charge Amounts

Access the Pre Payment Post page.

Fields on this page are available for modification only before the plan is posted, or if you make changes to the Pre Payment Plan page.

Confirming Item Types and Transfer Amounts

Access the Pre Payment Transfer page.

All of the values populating the fields on this page are set by default from the contract setup pages. You can override values in any fields that are available, but cannot exceed the limits established when you set up the contract.

See Also

[Chapter 8, "Setting Up Payment Plans," Setting Up Prepayment Plan Contracts, page 219](#)

Administering Third-party Contracts

This section discusses how to:

- Link students to third-party contracts.
- Recalculate third-party contracts.

Page Used to Administer Third-Party Contracts

Page Name	Object Name	Navigation	Usage
Third Party Contract	TP_STUDENT	Manage Student Financials, Administer Payment Plans, Use, Third Party Contract	Link students to third-party contracts.
Recalc Third Party Contracts (recalculate third-party contracts)	RUNCTL_TPRECAL	Manage Student Financials, Administer Payment Plans, Process, Recalc Third Party Contracts	Recalculate third-party contracts.

Linking Students to Third-party Contracts

Access the Third Party Contract page.

Third Party Contract

Business Unit: PSUNV
External Org ID: 000000001
Date Type: Course List
Term: 0430 2001 Spring
Start Date:

Contract Number: CRSE LIST 2 WITH CLASS FE
Status: Active
Contract Maximum: 20,000.00 USD
Acad Year:
End Date:

Find | View All First 1 of 1 Last

*ID Reference Number	Student Max Course List	Status	Priority
<input type="text"/>	5,000.00 USD	Active	999999
<input type="text"/>	000000002 Course List #2		

Third Party Contract page

ID	Enter the ID of the student you are linking to the third-party contract.
Student Max (student maximum)	The amount that automatically fills in this field is the amount you specified during the third-party contract setup. You can decrease the amount.
Priority	If a student is linked to more than one third-party contract, you may want the contracts to apply in a preferred order. Enter a priority value to determine the order in which the contracts apply. The default priority value is 999999. The lower the number, the higher the priority.

Course List	Confirm the default course list attached to the third-party contract or, override the selection with a different list. If you override the default selection, the list applies only to the individual student being linked to the contract. If the contract was not set up with the Specific Course List option, it cannot be added on this page.
Note. To use a course list with a third-party contract, there are particular setup issues related to term fees.	
Post	Click to link the student to the third-party contract.
Find	Click to access the Explorer User Prompt. Use the Explorer User Prompt to enter a student’s ID to quickly locate their record in the third-party contract.
Corp Accounts (corporation accounts)	Click to access the Corp Accounts page, where you can review account details for the sponsor of this third-party contract.

See Also

- Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Course List Fees, page 171
- Chapter 6, “Setting Up Fees and Tuition Groups,” Setting Up Term Fee Codes, page 144

Recalculating a Third-Party Contract

Access the Recalc Third Party Contracts page.

Recalc Third Party Contracts

Run Control ID: 1

Report ManagerProcess MonitorRun

Parameters

Business Unit:PSUNVPeopleSoft University Bursar

Contract Number From506

Contract Number To506

+ -

Recalc Third Party Contracts page

Contract Number From and Contract Number To	You can recalculate one contract or several contracts in a range. To recalculate only one contract, enter the contract number in the Contract Number From field. The same number populates the Contract Number To field by default. To recalculate a range of contracts, enter the first
---	--

contract number of the range in the Contract Number From field and the last in the range in the Contract Number To field.

Until the end of the adjustment period for third-party contracts (last date, as established on the Third Party Contract setup page), you should periodically recalculate third-party contracts to make sure all adjustments to charges are recognized.

CHAPTER 19

Billing Customers

This chapter provides an overview of customer billing and discusses how to:

- Complete billing requests.
- Bill specific charges for individual students.
- Process billing requests.
- Print invoices.
- Cancel bills.
- View billing information.

Understanding Billing

You must submit a clear and accurate bill to every customer. The PeopleSoft Student Financials Billing feature offers you great flexibility when generating these bills. You can create a single bill for one customer, or you can create a batch of bills for several customers at once. You determine the messages that appear on your bills. To save time, you can establish a billing standard request that enables you to repeatedly create bills with the same parameters. You can print your bills using JetForm, Crystal, or a PeopleSoft Student Financials SQR.

Note. While the terms *bill* and *invoice* are technically synonymous, there is a distinction between the two terms in the context of the PeopleSoft Student Financials application. Throughout this chapter, the term *bill* refers to a set of billing data for a student or a corporation that resides in the database. When the system prints a bill, the resulting paper document is an *invoice*. Keep this convention in mind to avoid any confusion while reading the Billing Customers chapter.

See Also

Chapter 10, “Setting Up Cashiering,” page 259

Completing Billing Requests

This section discusses how to:

- Specify basic student billing request parameters.
- Specify bill terms and print options for student billing requests.

- Specify basic corporate billing request parameters.
- Specify bill terms and print options for student billing requests.

Understanding Billing Requests

Use the Billing Request component to set the parameters that the billing process uses to determine the type of bills generated. To complete a billing request, there are two pages you must use. Versions of both of these pages are included in the Student Billing Request and the Corp. Billing Request components.

- Billing Request 1 page
- Billing Request 2 page

On the Billing Request 1 page, you create the set of parameters that the billing process uses to generate bills. On the Billing Request 2 page, you create printing parameters that populate to the printing process pages. In addition, the Billing Request 2 page enables you to print invoices for single students with the click of a button, without using a separate process to generate the bill and print the invoice.

Bill By Options for Student Billing Requests

PeopleSoft delivers three bill by options for your use when creating new billing request. Selecting a bill by option is required for each billing request you create. The options are: *Bill One ID*, *Bill Range*, and *Bill All Not Yet Billed*. The bill by option you select specifies whether the billing process bills one specific student, all students meeting the criteria of the billing standard request you select, or only those students for whom you have not already generated bills. The option that you choose also determines which selection criteria from the billing standard request the system uses when generating bills. The following table lists the selection criteria that the system applies to the bill generation process according to the option that you select.

Selection Criteria	Bill All Not Yet Billed	Bill Range	Bill One ID
Last Name	X	X	
Account Type	X	X	X
Account Term	X	X	X
Not Billed Since	X	X	
Transaction Date	X	X	X
Service Impact	X	X	
Career/Program/Plan		X	

Selection Criteria	Bill All Not Yet Billed	Bill Range	Bill One ID
Campus		X	
Student Groups		X	

Bill By Options for Corporate Billing Requests

Just as with student billing requests, when you create a new corporate billing request, you must select a bill by option. For corporate billing requests there are four options: *Bill One Ext Org ID* (bill one external organization ID), *Bill Range*, *Bill Per Contract(s)*, and *Bill All Not Yet Billed*. The bill by option you select specifies whether the billing process bills one specific corporation, all corporations meeting the criteria of the billing standard request you select, corporations associated with specific third-party contracts, or only those corporations for whom you have not already generated bills. The option that you choose also determines which selection criteria from the billing standard request the system uses when generating bills. The following table lists the selection criteria that the system applies to the bill generation process according to the option that you select.

Selection Criteria	Bill All Not Yet Billed	Bill Range	Bill One Ext Org ID	Bill Per Contract (s)
Name	X	X		X
Account Type	X	X	X	X
Account Term	X	X	X	X
Not Billed Since	X	X		X
Transaction Date	X	X	X	X

Pages Used to Complete Billing Requests

Page Name	Object Name	Navigation	Usage
Billing Request 1	BI_REQUEST	Manage Student Financials, Bill Customers, Use, Billing Request, Billing Request 1	Specify basic student billing request parameters.
Billing Request 2	BI_REQUEST_ID	Manage Student Financials, Bill Customers, Use, Billing Request, Billing Request 2	Specify bill terms and print options for student billing requests.
Corp Billing Request - Billing Request 1 (corporation billing request)	BI_REQUEST_ORG	Manage Student Financials, Bill Customers, Use, Corp. Billing Request, Billing Request 1	Specify basic corporate billing request parameters.
Corp Billing Request - Billing Request 2 (corporation billing request)	BI_REQUEST_TWO	Manage Student Financials, Bill Customers, Use, Corp. Bill Request, Billing Request 2	Specify bill terms and print options for student billing requests.
Error Bill Message	BI_BILL_ERR_SEC_PN	Click the Error Info link from various pages.	View information regarding any errors that the system encountered while processing the bill.
Warning Bill Message	BI_BILL_WAR_SEC_PN	Click the Warning Info link from various pages.	View information regarding any warnings that the system encountered while processing the bill.

Specifying Basic Student Billing Request Parameters

Access the Billing Request 1 page.

Billing Request 1
Billing Request 2

Business Unit: PSUNV PeopleSoft University Bursar **Billing Request Nbr:** 9999999999 PS

Bill By Option: Bill One ID

***Billing ID:**

***Invoice Date:**

ID: Zhivago,Chelsea

Due Date/Days

Enter a Due Date or Due Days

Due Date:

Due Days:

Item Due Info

View All First 1 of 1 Last

*Term	Description	Due Date	Due Days
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Invoice Range

Start: End:

Billing Request 1 page

Billing ID	Select the ID of the billing standard request that you want to link to this billing request.
Invoice Date	Enter the date that you want to establish as the date of the invoice creation. The system can use this date to determine when generated bills are due. The system automatically populates the field with the current system date, but you can override this date.
ID	If you are creating a billing request for a single student, select the unique ID of the student in this field. This field is only available if you select the <i>Bill One ID</i> option when creating the request. Be sure that the student whom you select matches the criteria of the billing standard request that you select.
Calculate Tuition	If you are creating a billing request for one student ID, click this button to calculate tuition for that student. This button is available only if you select the Auto Calculate Tuition check box on the Tuition Calculation Controls page, and the student you select in the ID field requires tuition calculation.

Due Date/Days

Set a default due date for all the charges included in the bill that do not already have a due date.

Due Date	Enter the specific due date that you want to assign to charges without a due date when you create the bill.
Due Days	You can also set the default due date as a function of the date that you generate the bill. Enter the number of days that the system adds to the invoice date to determine a due date.

Item Due Info

Set a default due date for term-specific charges that do not already have a due date. You can use the fields in this group box in conjunction with the fields in the Due Date/Days group box. For example, using the Due Date field in the Due Date/Days group box, you set a due date of 10/31/2000 for all charges included in the bill. However, let us suppose you want charges from a previous term to be due sooner. In this case, you can use the fields in the Item Due Info group box to establish a separate due date for charges in that specific term. The system assigns the default due date of 10/31/2000 to any charges falling outside that term.

Term	Select the specific term with the charges to which you want to assign a due date.
Due Date	Enter the specific due date that you want to assign to charges without a due date when you create the bill.
Due Days	You can also set the default due date as a function of the date you generate the bill. Enter the number of due days the system adds to the invoice date to determine a due date.

Note. The Due Date and Due Days fields are mutually exclusive. If you enter a value in both fields, the system will only keep the most recently added value once you refresh the page.

Invoice Range

Start and End

If you run the billing process using the Generate Invoice button on the Billing Request 2 page, the system displays the first invoice generated during the process in the Start field and the last invoice generated during the process in the End field.

Specifying Bill Terms and Print Options for Student Billing Requests

Access the Billing Request 2 page.

The screenshot shows the 'Billing Request 2' page with the following fields and options:

- Business Unit:** PSUNV PeopleSoft University Bursar
- Billing Request Nbr:** 999999999 PS
- Bill Term:** All Terms (dropdown)
- From Term:** (text field with search icon)
- To:** (text field with search icon)
- Print Options:**
 - Invoice Layout:** (text field with search icon)
 - Aid Term From:** (text field with search icon)
 - Output Format:** JetForm Bill (dropdown)
 - To:** (text field with search icon)
 - ☒ Generate Invoice
 - ☐ Generate & Print Bill
 - ☒ Print Schedule of Classes for Term: 0430 (dropdown) 2001 Sprng
- Address Usage:** SLCT ORD 1 (dropdown) Home, Mailing, Permanent, Work
- Output File Directory:** (text field)
- Bill File:** (text field)
- ☐ Override Address Info
- ☐ Address not required
- ☐ Use Email Address
- ☐ Print Zero Bill
- Generate Invoice** (button)
- Information Messages & Errors** (section header)

Billing Request 2 page

Bill Term

Bill Term

Select for which term or terms you want to generate bills. There are three valid values for this field:

All Terms: Select to bill students for all terms.

One Term: Select to bill students for one specific term. If you select this option, you must select a term in the From Term field.

Term Range: Select to bill students for a specific range of terms. If you select this option, you must select a term in the From Term and To fields.

From Term and To

If you select *One Term* in the Bill Term field, select the term for which you want to bill in the From Term field.

If you select *Term Range* in the Bill Term field, enter the beginning term of the range in the From Term field and the ending term of the range in the To field.

Print Options

Invoice Layout	Select the invoice layout to print invoices.
Output Format	Select the method to print invoices using the Generate Invoice button. There are three valid printing output methods: <i>Crystal Bill</i> , <i>JetForm Bill</i> , and <i>Other Bill (SQR)</i> .
Aid Term From and To	Set the range of terms to print anticipated financial aid detail on the invoices. Select the beginning term of the range in the Aid Term From field and the ending term of the range in the To field. These fields are required if (1) you select the Generate & Print Bill option, and (2) you select either the Anticipated Aid Detail check box or the Include Anticipated Aid Total check box for the invoice layout that you select in the Invoice Layout field.
Generate Invoice	If you select this option, the system generates and stores the bill, but does not print an invoice when you click the Generate Invoice button. This is the default option if you select the <i>Bill All Not Yet Billed</i> or <i>Bill Range</i> options when you access the component.
Generate & Print Bill	If you select this option, the system generates a bill and prints an invoice when you click the Generate Invoice button. Remember that this field is only available if you select the <i>Bill One ID</i> option when you access the component.
Print Schedule of Classes for Term	If you select this check box, the system prints the student's class schedule when you print invoices. If you select the Print Schedule of Classes check box, use this field to select the academic term that includes the class schedules that you want to print on your invoices.
Address Usage	Specify the logic the system uses to select the address printed on the bills.
Output File Directory	Enter the directory path to which the process stores the bills it generates. Specifying an output file directory is only necessary when printing invoices using JetForm.
Bill File	Enter the file name that the process generates. Specifying a file name is only necessary when printing invoices using JetForm.
Override Address Info (override address information)	This check box only affects the printing of invoices that the system already generated. If you select this check box, the system ignores the address already associated with the bills and selects addresses to print according to the order selected in the Address Usage field.
Address not required	Select to print invoices even if the process finds no address.
Use Email Address	Select this check box if you send invoices by email.
Print Zero Bill	If you select this check box, the system prints zero balance bills. The system only creates zero balance bills if you select <i>Create Zero Bills</i> in the Zero Bill Handling field on the General Selections page for the selected billing standard request.

Generate Invoice Click to run the billing process manually and generate bills. If you select the *Bill One ID* option when creating the request and select the Generate & Print Bill option, the system prints an invoice for the specified student.

Information Messages & Errors

This group box displays messages indicating the success of the bill generation process after you click the Generate Invoice button.

- | | |
|---|--|
| Invoice Generated | This message appears when the process generates bills successfully. |
| Error Info (error information) | If the system encounters an error when you run the billing process, this link appears in the Information Messages & Errors group box. Click the link to open the Error Bill Message page, where you can view detailed information about the nature of the error. |
| Warning Info (warning information) | If the system encounters a warning when you try to run the billing process, this link appears in the Information Messages & Errors group box. Click the link to open the Warning Bill Message page, where you can view detailed information about the nature of the warning. |

Note. Although you can generate bills for a range of students using the Generate Invoice button in combination with the Generate Invoice option in the Print Choice group box, the Generate Invoice button is intended only for generating and printing an individual bill for a student. PeopleSoft recommends that you process bills for a range of students using the Bill Request process page. If you use the same run control ID to process your billing request and print your invoices, some of the values you set in the Billing Request 2 page populate by default to their respective fields in the printing process page that you use. The values can populate from the following fields: Invoice Layout, Print Schedule of Classes, for Term, Aid Term From, To, Address Usage, Output File Directory, Bill File, Override Address Info, Address not required, Use Email Address, Address, and Print Zero Bill.

Specifying Basic Corporate Billing Request Parameters

Access the Corp Billing Request - Billing Request 1 page.

Billing Request 1 **Billing Request 2**

Business Unit: PSUNV PeopleSoft University Bursar **Billing Request Nbr:** 999999999 PS

Bill By Option: Bill Range

***Billing ID:** CRP_IN_CR Corp Create Inv, Create Zero

***Invoice Date:** 04/30/2001

External Org ID:

Due Date/Days

Due Date:

Due Days: 7

Third Party Contract View All First 1 of 1 Last

*Contract Number	Description

Item Due Info View All First 1 of 1 Last

*Term	Description	Due Date	Due Days

Invoice Range

Start: **End:**

Corp Bill Request - Billing Request 1 page

Except for the External Org ID, Invoice per Student, and Contract Number fields, this page is identical to the Billing Request 1 page.

External Org ID (external organization ID)

If you want to create a bill for a single organization, select the unique ID of the organization. This field is only available if you select the Bill One Ext Org ID (bill one external organization ID) option when you create the request. Be sure that the corporation that you select matches the criteria of the billing standard request (Billing ID) that you select.

Invoice per Student

This check box appears only if you select the *Bill Per Contract(s)* option when you create the request. If you select this check box, the billing process generates a separate corporate bill for each student associated with the contract that you select in the Contract Number field. For example, if the contract that you choose has ten students associated with it, then the system would generate ten separate bills for the corporation associated with the contract. If you do not select the Invoice per Student check box, the system generates one corporate bill per contract regardless of the number of students attached to the contract.

Third Party Contract

Contract Number

Select the number of the contract that is associated with the corporation that you want to bill. You can select multiple contracts by inserting additional rows.

See Also

Chapter 19, "Billing Customers," Specifying Basic Student Billing Request Parameters, page 424

Specifying Bill Terms and Print Options for Student Billing Requests

Access the Corp Billing Request - Billing Request 2 page.

This page is identical to the Billing Request 2 page.

See Also

Chapter 19, “Billing Customers,” Specifying Basic Corporate Billing Request Parameters, page 428

Billing Specific Charges for Individual Students

PeopleSoft Student Financials enables you to create an individual bill for a student for only some of the charges on the account.

Pages Used to Bill Specific Charges for Individual Students

Page Name	Object Name	Navigation	Usage
Billing Amount Select	BI_BILL_SELECT	Manage Student Financials, Bill Customers, Use, Billing Amount Select	Create individual bills for students.
Prior Billing	BI_BILL_HEADER_SP	Click the Get Prior Billing link on the Bill Select page.	View information regarding past billing for the student.
Billing Detail	BI_BILL_DETAIL_SP	Click the Get Billing Detail lines link on the Prior Billing page.	View detail of bills appearing on the Prior Billing page.

Creating Individual Bills for Students

Access the Billing Amount Select page.

Billing Amount Select

Business Unit: PSUNV PeopleSoft University Bursar

***ID:** Mendoza,Ramiro [Get Prior Billing](#)

***Address Type:** Home

***Billing ID:** Account Balance, Create zero

Bill Scan Line: **Total Billed:** \$1,000.00

Due Date/Days

Due Date:

Due Days:

Account Info						First	1 of 2	Last
Account Nbr	Account Term	Item Type	Item Amount	Balance	Billed Amt			
HOUSING001	2001 Sprng	Single Room	\$1,000.00					

Details							First	1 of 1	Last
Line #	Posted	Item Effective Date	Billing Date	Due Date	Due Amt	Line Amt			
<input checked="" type="checkbox"/> 1	05/15/2001	05/15/2001	05/15/2001		\$1,000.00	\$1,000.00			

Billing Amount Select page

ID	Enter the unique ID of the student you want to bill.
Address Type	Select the address that you want to use when creating the bill.
Billing ID	Select the ID of the billing standard request that you want to use to generate the bill.
Bill Scan Line	Enter a bill scan line if your bank requires it.
Due Date	Enter the default due date that you want to assign to charges without a due date when you create the bill.
Due Days	You can also set the default due date as a function of the date on which you generate the bill. Enter the number of Due Days that the system adds to the day you generate the bill to determine a due date.

The Bill Select page displays a list of line items in the two group boxes at the bottom of the page. Select the check box next to each line item you want to include in the student's bill.

Once you save your configured individual bill, you can review the individual bill and print it using the specified print option.

Get Prior Billing Click this link to access the Prior Billing page.

Processing Billing Requests

This section discusses how to:

- Process student billing requests.
- Process corporate billing requests.

Pages Used to Process Billing Requests

Page Name	Object Name	Navigation	Usage
Billing Request	RUNCTL_SFPBILLNG2	Manage Student Financials, Bill Customers, Process, Billing Request	Process student billing requests to generate student bills.
Corporation Billing Request	RUNCTL_SFPBILLNG3	Manage Student Financials, Bill Customers, Process, Billing Request Corp	Process corporate billing requests to generate corporate bills.

Processing Student Billing Requests

Access the Billing Request page.

Billing Request

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Bill Indicator
☐ Bill All
☐ Invoice Range
☐ Customer ID

***Business Unit:** PSUNV PeopleSoft University Bursar
Billing Request Nbr: 6
ID: SFCA00009 Jones,Joshua
File Dir:
Address Usage: SLCT ORD 1 Home, Mailing, Permanent, Work

Billing ID: SFBI_PA_CR
Invoice Date: 05/15/2001
Bill File:

Print By
Invoice Layout: TF1
☐ JetForm ☐ Crystal ☐ Other

Print Choice
☐ Generate Invoice
☐ Generate & Print Bill

Due Date/Days
Due Date:
Due Days: 7

Class Schedule
☐ Print
Term:

Item Due Info View All First 1 of 1 Last

Term:	Due Date:	Due Days:
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Billing Request page

Business Unit Select the business unit for which you are generating bills.

Billing Request Nbr (billing request number) Select the number of the billing request that you want to use to generate your bills.

The data from the billing request that you choose in the Business Request Nbr field populates the remaining fields on the page.

Note. If you want the printing parameters of the billing request that you are processing to populate into the printing process pages, you must use the same run control ID for printing that you use for processing the billing request.

See Also

Chapter 19, “Billing Customers,” Completing Billing Requests, page 421

Processing Corporate Billing Requests

Access the Corporation Billing Request page.

This page is identical to the Billing Request page.

See Also

Chapter 19, “Billing Customers,” Processing Student Billing Requests, page 432

Printing Invoices

This section discusses how to:

- Print student invoices using JetForm.
- Print corporate invoices using JetForm.
- Print student invoices using an SQR.
- Print corporate invoices using an SQR.
- Print student invoices using Crystal.
- Print corporate invoices using Crystal.

Pages Used to Print Invoices

Page Name	Object Name	Navigation	Usage
Student Invoice JetForm	RUN_CNTL_PBILL	Manage Student Financials, Bill Customer, Process, Print Invoice JetForm	Print student invoices using JetForm.
Corporation Invoice JetForm	RUN_CNTL_PBILL_ORG	Manage Student Financials, Bill Customers, Process, Print Invoice JetForm Corp	Print corporate invoices using JetForm.
Student Invoice Other	RUN_CNTL_PBILL	Manage Student Financials, Bill Customers, Process, Print Invoice Other	Print student invoices using an SQR.
Corporation Invoice Other	RUN_CNTL_PBILL_ORG	Manage Student Financials, Bill Customers, Process, Print Invoice Other Corp	Print corporate invoices using an SQR.
Student Invoice Crystal	RUNCTL_SF711AB	Manage Student Financials, Bill Customers, Process, Print Crystal Bill	Print student invoices using Crystal.
Corporation Invoice Crystal	RUNCTL_SF753AB_ORG	Manage Student Financials, Bill Customers, Process, Print Crystal Corp Bill	Print corporate invoices using Crystal.

Printing Student Invoices Using JetForm

Access the Student Invoice JetForm page.

Student Invoice JetForm

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Print By

☒ Customer ID

☐ Invoice Date

☐ Request #

☐ Invoice Range

***Business Unit:** PeopleSoft University Bursar

ID: Jones, Joshua

Billing Request Nbr:

Invoice Number:

Invoice Date:

End:

Invoice Layout: Tuition&Fees Layout #1 ☐ **Override Bill Request Layout**

Aid Term From: **Aid Term To:**

Output File Directory: **Bill File:**

Address Usage: Home, Mailing, Permanent, Work

☐ **Override Address Info** ☐ **Address not required** ☐ **Use Email Address** ☐ **Print Zero Bill**

Class Schedule

☐ **Print**

Term:

Student Invoice JetForm page

- Customer ID** Select to print an invoice for a single student. When you select this option, the ID and Invoice Number fields become available.
- Invoice Date** Select to print all student invoices with the same invoice date. When you select this option, the Invoice Date field becomes available.
- Request # (request number)** Select to print all student invoices with a specific billing request number. When you select this option, the Billing Request Nbr field becomes available.
- Invoice Range** Select to print a range of student invoices according to their invoice number. When you select this option, the Start and End fields become available.
- ID** Select the unique ID of the student for whom you want to print an invoice.
- Billing Request Nbr (billing request number)** Select the billing request number for which you want to print invoices. When you select a request number, the printing parameters from the associated billing request populate into the respective fields on this page.
- Invoice Date** Select the invoice date of the invoices that you want to print.
- Invoice Number** Select the specific invoice number that you want to print. Select an ID first to limit the valid invoice ID values to those of the student for whom you want to print an invoice. Note that when you select the Invoice Range option in the Print By group box, the label for this field changes from Invoice Number to Start.
- Start** Select the invoice ID at the beginning of the invoice range. Note that when you select the Customer ID option in the Print By group box, the label for this field changes from Start to Invoice ID.
- End** Select the invoice ID at the end of the invoice range.

The following fields are populated by default with the values set in the billing request if the run control ID that you use to print is the same as the one you use to process the billing request. They also are populated by default with the values set in the billing request if you select Request # in the Print By group box and specify a billing request number.

Invoice Layout	Select the invoice layout to format the printed invoices.
Override Bill Request Layout	If you select the Print By option of Invoice Range or Invoice Date, and the invoices included use different invoice layouts, you receive a warning message when you run the process that reads “Bills may be printed with different layouts.” If you select the Override Bill Request Layout check box, you do not receive the warning message. Instead, the system uses the layout selected in the Invoice Layout field for all invoices for the specified invoice range or date.
Aid Term From and Aid Term To	Select the beginning and ending terms for the term range. The term range determines for which terms the anticipated financial aid appears on the bills.
Output File Directory	Enter the path of the directory to which the system sends the extract file. JetForm uses this file to print the invoices.
Bill File	Enter the name of the file that the system generates.
Address Usage	Specify the logic that the system uses to select the address printed on the bills.
Override Address Info (override address information)	This check box only affects the printing of bills that the system already generated. If you select this check box, the process ignores the address already associated with the bills and selects addresses to print according to the order selected in the Address Usage field.
Address Not Required	If you select this check box, the system prints bills even if the process finds no address.
Use Email Address	Select this check box if you send invoices by email.
Print Zero Bill	Select to print zero balance bills.
Print	Select to print the student class schedules when you print invoices.
Term	If you select the Print check box, select the term of the class schedules that you want to print on your invoices.

Note. If you do not select either the Anticipated Aid Detail or Include Anticipated Aid Total check boxes for the invoice layout you selected, the Aid Term From and Aid Term To fields are not available.

Printing Corporate Invoices Using JetForm

Access the Corporation Invoice JetForm page.

Corporation Invoice JetForm

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Print By

- ☒ Corp ID
- ☐ Invoice Date
- ☐ Request #
- ☐ Invoice Range

*Business Unit: PeopleSoft University Bursar

External Org ID: Alta High

Billing Request Nbr: Invoice Date:

Invoice Number: End:

Invoice Layout: Tuition&Fees Layout #1 ☐ Override Bill Request Layout

Output File Directory: Bill File:

☐ Override Address Info ☐ Address not required

☐ Use Email Address ☒ Print Zero Bill

Corporation Invoice JetForm page

Except for the Corp ID and External Org ID fields, this page is identical to the Student Invoice JetForm page.

Corp ID (corporation ID) Select to print an invoice for a single corporation. When you select this option, the Corp ID and Invoice ID (invoice ID) fields become available.

External Org ID (external organization ID) Select the unique ID of the corporation for which you want to print an invoice.

See Also

[Chapter 19, "Billing Customers," Printing Student Invoices Using JetForm, page 433](#)

Printing Student Invoices Using an SQR

Access the Student Invoice Other page.

Except for the absence of the Output File Directory and Bill File fields, this page is identical to the Student Invoice JetForm page.

See Also

[Chapter 19, "Billing Customers," Printing Student Invoices Using JetForm, page 433](#)

Printing Corporate Invoices Using an SQR

Access the Corporation Invoice Other page.

Except for the absence of the Output File Directory and Bill File fields, this page is identical to the Corporation Invoice JetForm page.

See Also

[Chapter 19, "Billing Customers," Printing Corporate Invoices Using JetForm, page 435](#)

Printing Student Invoices Using Crystal

Access the Student Invoice Crystal page.

Student Invoice Crystal

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters

Business Unit: PeopleSoft University Bursar

ID:

Invoice Number:

Anticipated Aid

Aid Term From:

Aid Term To:

Student Invoice Crystal page

Parameters

- Business Unit** Select the business unit for which you are printing the invoice.
- ID** Select the ID of the student whose invoice you want to print.
- Invoice Number** Select the unique ID number of the invoice that you want to print.

Anticipated Aid

- Aid Term From and Aid Term To** Select the beginning and end terms for the term range. The term range determines for which terms the anticipated financial aid appears on the bills.

Note. When using Crystal to print invoices, you can print only one invoice at a time.

Printing Corporate Invoices Using Crystal

Access the Corporation Invoice Crystal page.

Corporation Invoice Crystal

Run Control ID: PS

[Report Manager](#) [Process Monitor](#)

Run

Parameters

Business Unit:

PSUNV

PeopleSoft University Bursar

External Org ID:

Invoice Number:

Corporation Invoice Crystal page

Parameters

Business Unit

Select the business unit for which you are printing the invoice.

External Org ID (external organization ID)

Select the ID of the corporation with an invoice that you want to print.

Invoice Number

Select the unique ID number of the invoice that you want to print.

Note. When using Crystal to print invoices, you can print only one invoice at a time.

Canceling Bills

If you encounter problems during your billing process, PeopleSoft Student Financials enables you to cancel bills so that you can rerun the billing process correctly.

Pages Used to Cancel a Bill

Page Name	Object Name	Navigation	Usage
Bill Cancellation	SF_BICANC	Manage Student Financials, Bill Customers, Process, Bill Cancellation	Run the Billing Cancellation process.
Bill Cancellation (inquiry)	BI_CANC_INQ	Manage Student Financials, Bill Customers, Inquire, Bill Cancellation	View the results of the Bill Cancellation process.

Running the Billing Cancellation Process

Access the Bill Cancellation page.

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Bill Cancellation

Run Control ID: PS

[Report Manager](#)
[Process Monitor](#)
Run

Business Unit:

***Run Option:**

Billing Request Nbr:

ID:

External Org ID:

Invoice Number:

***Bill Cancellation Log Option:**

Hornberger, Lena

Bill Cancellation page

Run Option

This field determines whether the process cancels an entire group of bills or an individual bill. Available values are:

Bill Request Nbr (bill request number): Select to cancel all bills associated with a specific bill request number. When you select this value, the Billing Request Nbr (billing request number) field becomes available and the Invoice Number, ID, and External Org ID fields become unavailable.

Invoice ID: Select to cancel only the bill associated with a specific invoice ID. When you select this value, the Billing Request Nbr field becomes unavailable and the Invoice Number, ID, and External Org ID fields become available.

Billing Request Nbr

Enter the bill request number assigned to the group of bills that you want to cancel.

ID

Select the unique ID of the student whose bill you want to cancel.

External Org ID (external organization ID)

Select the unique ID of the organization for which you want to cancel a bill.

Invoice Number

Select the invoice ID assigned to the individual bill that you want to cancel. If you select a value in either the ID or External ID fields, your choice of invoice IDs are filtered so that you can only select an invoice ID associated with the student or corporation you selected.

Billing Cancellation Log Option

The option that you select in this field determines what type of information the system displays on the Bill Cancellation inquiry page. We recommend that you select *Log All Activity* so that you can see all of the results of the Bill Cancellation process in the inquiry page. Available values are:

Log All Activity: Select to display both failed and successful cancellation attempts for the chosen bill request number or invoice ID.

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Log Failed Cancels Only: Select to display only failed cancellation attempts for the chosen bill request number or invoice ID.

Log Successful Cancels Only: Select to display only successful cancellation attempts for the chosen bill request number or invoice ID.

None: Select to display only the bill cancellation number generated by the system.

For each bill affected by the process, the system sets the status to *Cancelled*. In addition, if the system originally set due dates on any of the bills cancelled by the Bill Cancellation process, it resets those due dates to *Null*.

Viewing Billing Information

There are several tools you can use in PeopleSoft Student Financials to view the billing activity for a customer's account.

Pages Used to View Billing Information

Page Name	Object Name	Navigation	Usage
Invoice Info Student (invoice information student)	BI_BILL_HEADER	Manage Student Financials, Bill Customers, Inquire, Invoice Info. Emplid, Invoice Info EmplID	Review student billing history.
Billing Address Info (billing address information)	BI_BILL_HDR_SEC_PN	Click the Address Info link on the Invoice Info Student page.	View the address information associated with a student bill.
Bill Career	BILL_CAREER	Manage Student Financials, Bill Customers, Inquire, Invoice Info. Emplid, Bill Career	Review the academic information associated with a student bill.
Bill Detail	BILL_DETAIL_1	Manage Student Financials, Bill Customers, Inquire, Invoice Info. Emplid, Bill Detail	View details regarding all the items included in a student bill.
Bill Messages	BILL_MESSAGES_SCPN	Manage Student Financials, Bill Customers, Inquire, Invoice Info. Emplid, Bill Messages	View any messages associated with a student bill.
Invoice Info. Corp. (invoice information corporation)	BI_BILL_HEADER_ORG	Manage Student Financials, Bill Customers, Inquire, Invoice Info. Corp, Invoice Info. Corp	Review an overview of corporate billing history.
Invoice Info. Corp - Bill Detail (invoice information corporation)	BILL_DETAIL	Manage Student Financials, Bill Customers, Inquire, Invoice Info. Corp, Bill Detail	View details regarding all the items included in a corporate bill.
Academic Information	BILL_DETAIL_SP	Click the Bill Header - Detail link on the Invoice Info. Corp. - Bill Detail page.	View academic information regarding the student associated with the third-party contract.
Invoice Info. Corp - Bill Messages (invoice information corporation)	BILL_MESSAGES_SCPN	Manage Student Financials, Bill Customers, Inquire, Invoice Info. Corp, Bill Messages	View any messages associated with a corporate bill.
Invoice Printing	BI_IVC_PRT_RQST	Manage Student Financials, Bill Customers, Inquire, Invoice Printing	View information regarding specific printing processes.

CHAPTER 20

Cashiering

This chapter provides an overview of cashiering and discusses how to:

- Open a cashiering office for a business day.
- Process cashiering transactions.
- Post delayed receipts.
- Process the cashiering GL interface.
- Void receipts.
- Review details for individual receipts.
- Review receipt activity.
- Review totals by deposit ID.
- Close a cashiering office.
- Reopen a cashiering office.

Understanding Cashiering

This section lists common elements and provides an overview of cashiering.

Common Elements Used in This Chapter



Click to view the first group of receipts.



Click to view the previous group of receipts.



Click to view the next group of receipts.



Click to view the last group of receipts.

Cashiering

The cashiering operation is one of the most important functions that your institution performs. On a daily basis, the cashiering office collects and tracks a large number of transactions as students and other customers pay tuition, library fines, and fees. With the PeopleSoft Student Financials cashiering program, you can perform a variety of transactions quickly, securely, and accurately. The system's inquiry and report features support your audit trails for maintaining integrity in the system. In addition, the system enables you to easily design how each transaction interfaces with the general ledger.

Opening a Cashiering Office for a Business Day

This section discusses how to:

1. Open a cashiering office.
2. Open valid registers.
3. Open valid cashiers.

Pages Used to Open a Cashiering Office for a Business Day

Page Name	Object Name	Navigation	Usage
Open Cashier Offices	CSH_OPEN_OFFICE	Manage Student Financials, Run Cashiering, Use, Open Cashier Offices, Open Cashier Offices	Open a cashiering office.
Open Registers	CSH_OPEN_REGISTER	Manage Student Financials, Run Cashiering, Use, Open Cashier Offices, Open Registers	Open valid registers.
Open Cashiers	CSH_OPEN_CASHIER	Manage Student Financials, Run Cashiering, Use, Open Cashier Offices, Open Cashiers	Open valid cashiers.

Opening a Cashiering Office

Access the Open Cashier Offices page.

Open Cashier Offices Open Registers Open Cashiers

Business Unit: PSUNV

Cashier's Office: MAIN Main Cashiering Office

Current Business Date: 05/07/2001 **Open Cashier Office** **Copy Registers and Cashiers**

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
03/22/1999	PSSA	03/22/1999 1:53:47PM	PS	05/07/2001 3:35:23PM	9

Open Cashier Offices page

Current Business Date Select the business date for which you want to open the cashiering office. The default value for the field is the system date.

Business Date This heading displays business dates on which you opened the cashiering office. The system displays all of the business dates on which you opened the cashiering office unless you select a retrieval limit on the Cashiering Offices page during the setup of your cashiering office. For example, if you specify a retrieval limit of 5 for your cashiering office, the Business Date heading displays only the last five dates on which you opened the cashiering office.

Open Cashier Office Click to open the cashiering office. When you click the button, the Current Business Date field becomes unavailable.

Copy Registers and Cashiers Once you open the cashiering office, you can click this button to copy information regarding the cashiers and registers from one business date to another. If you routinely use the same registers and cashiers from day-to-day, this button saves you the time and effort involved in having to manually select and open the registers and cashiers on the Open Registers and Open Cashiers pages.

Note. If you do not specify a retrieval limit for your cashiering office during setup, the Business Date heading displays all business dates on which you opened the cashiering office. In time, this list of dates will become so long that it can degrade system performance when you open the Open Cashier Offices page.

See Also

Chapter 10, "Setting Up Cashiering," Defining a Cashiering Office, page 259

Opening Valid Registers

Access the Open Registers page.

Open Cashier Offices Open Registers **Open Cashiers**

Business Unit: PSUNV
Cashier's Office: MAIN Main Cashiering Office-7.5 Int

View All First ◀ 1 of 1 ▶ Last

Business Date: 03/22/1999

View All First ◀ 1 of 3 ▶ Last

***Register:** REG1 🔍 Open ☒ + -

First ◀ 1-8 of 8 ▶ Last

*Tender Key		Deposit ID	Opening Balance		
CASH 🔍	Cash - 7.5 Integration			USD	+ -
CHECK 🔍	Check - 7.5 Integration			USD	+ -
CREDITCARD 🔍	Credit Card			USD	+ -
DIRDEBIT 🔍				USD	+ -
DIRDEPOSIT 🔍				USD	+ -
MONEYORDE 🔍	Money Orders			USD	+ -
THIRDPARTY 🔍	Third Party Check			USD	+ -
WIRET 🔍				USD	+ -

Open Registers page

Register

Select the register that you want to open for the business day. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects and opens registers from the copied business day.

Open

Select to open the register for the business day. Once you select the check box, it becomes unavailable. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects this check box for each copied register.

Tender Key

Enter a tender key to indicate the type of tender that you want the register to be able to use in its transactions. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically inserts the tender keys for each copied register.

Deposit ID

This is an optional field to help you track your deposits. Enter the actual bank deposit ID in this field for each tender key. If you are not balancing by register, this field is unavailable.

Opening Balance

Enter an opening balance for each tender key. If you are not balancing by register, this field is unavailable.

Opening Valid Cashiers

Access the Open Cashiers page.

The screenshot shows the 'Open Cashiers' page with the following details:

- Tabs:** Open Cashier Offices, Open Registers, Open Cashiers (selected)
- Business Unit:** PSUNV
- Cashier's Office:** MAIN (Main Cashiering Office)
- Business Date:** 03/22/1999
- *Cashier:** PS
- Register:** REG2
- Open:** ☒
- *Tender Key Table:**

*Tender Key	Deposit ID	Opening Balance	USD
CASH		500.00	USD
CHECK			USD
CREDITCARD			USD

Open Cashiers page

Cashier

Select the ID for the cashier that you want to open. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects cashiers from the copied business day.

Register

Select the register that you want this cashier to use. Only registers that you open on the Open Registers page are available to select. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically selects registers from the copied business day.

Open

Select to open this cashier for the business day. Once you select the check box, it becomes unavailable. Even if you click the Copy Registers and Cashiers button on the Open Cashier Offices page you must still select this check box manually to open the cashier.

Tender Key

Enter a tender key to indicate the type of tender that you want the cashier to be able to use in its transactions. Only the tender keys that you assigned to the selected open register are available to select. In addition, you must have assigned the cashier to the tender key you are selecting when you set up the tender key. If you click the Copy Registers and Cashiers button on the Open Cashier Offices page, the system automatically inserts the tender keys for each copied cashier.

Deposit ID

This is an optional field to help you track your deposits. Enter the actual bank deposit ID in this field for each tender key. If you do not balance by cashier, this field is unavailable.

Opening Balance

If you are balancing by cashier, enter an opening balance for each tender key. If you do not balance by cashier, this field is unavailable.

Processing Cashiering Transactions

This section provides an overview of cashiering transactions and discusses how to:

- Accept student payments.
- Allocate student payments to specific charges.
- Accept corporate payments.
- Allocate corporate payments to sponsored charges.
- Create third-party tracking information for corporate payments.
- Create department receipts.
- Cash checks.
- Process interim deposits.
- Replenish cash.
- Select exchange rates for cashiering transactions processed with foreign currency.
- Enter check information for cashiering transactions.
- Enter credit card information for cashiering transactions.

Understanding Cashiering Transactions

Using the Cashiering feature of PeopleSoft Student Financials, it is possible to process six types of cashiering transactions.

Type of Transaction	Description
Student Payment	A payment tendered by a student. Typically, the system posts a student payment to the student's account against a current or future charge. However, a student payment can also represent the purchase of an item (such as books or supplies). In this case, the system may not necessarily post the payment to the student's account.
Corporate Payment	A payment tendered by an external organization. The system posts a corporate payment to the organization's account.

Type of Transaction	Description
Department Receipt	<p>A transfer of funds through the cashiering office to a department's general ledger account.</p> <p>Institutions often have offices or departments (such as the housing office, the bookstore, or the athletics office) that take in money on an irregular basis or only at certain times of the year. These departments often deposit their funds through the cashiering office to record their accounting information in the institution's general ledger.</p>
Cash Check	An exchange of cash for a check tendered by a customer.
Interim Deposit	<p>A withdrawal of funds from the cashier's drawer to be deposited in the bank during the business day, while the cashier is still open.</p> <p>Most cashiering offices set limits on how much money they want their cashiers' drawers to have in them. The Cashiering feature enables you to set this limit on a tender-specific basis on the Tender Key page. When one of your cashiers' drawers reaches the set limit, you must take tender out of the drawer so that you can deposit it in the bank.</p>
Cash Replenishment	An addition of funds to a cashier's drawer during the business day, while the cashier is still open, so that the drawer does not run out of money.

Every time that you process one of these transactions, the Cashiering feature creates a receipt in the system. These receipts enable you to track and organize your cashiering transactions.

Common Elements Used in This Chapter

Ref Nbr (reference number) Enter a reference number to help organize your transaction. This is not a required field and simply helps you organize and track your cashiering transactions.

Pages Used to Process Cashiering Transactions

Page Name	Object Name	Navigation	Usage
Student Payments	CSH_OFF_PMNT	Manage Student Financials, Run Cashiering, Use, Student Payments	Accept student payments.
Select Charges to Pay	CSH_O_SPLITPAY_SEC	Click the Select Charges to Pay link on the Student Payments page or the Corporate Payments page.	Allocate student payments to specific charges.

Page Name	Object Name	Navigation	Usage
Corporate Payments	CSH_OFF_ORG_PMNT	Manage Student Financials, Run Cashiering, Use, Corporate Payments	Accept corporate payments.
Select Student Charges to Pay	QUICK_CSH_EMP_SEC	Click the Select Student to Pay link on the Corporate Payments page.	Allocate corporate payments to sponsored charges.
Third Party Info (third-party information)	ORG_CSH_3PARTYINF	Click the Third Party Info link on the Corporate Payments page.	Create third-party tracking information for corporate payments.
Department Receipts	CSH_OFF_DEPT	Manage Student Financials, Run Cashiering, Use, Department Receipts	Create department receipts.
Cash Checks	CSH_OFF_CASH_CHECK	Manage Student Financials, Run Cashiering, Use, Cash Checks	Cash checks.
Interim Deposits	CSH_OFF_DEPOSIT	Manage Student Financials, Run Cashiering, Use, Interim Deposits	Process interim deposits.
Cash Replenishment	CSH_OFF_REPLENISH	Manage Student Financials, Run Cashiering, Use, Cash Replenishment	Replenish cash.
Currency Conversion	QUICK_POST_CURR_SP	Click the Currency Detail link on the Student Payments page, the Corporate Payments page, the Department Receipts page, or the Cash Checks page.	Select exchange rates for cashiering transactions processed with foreign currency.
Check Information	CSH_OFF_CHK_PMT_SP	Click the Tender Details link on the Student Payments page, the Corporate Payments page, the Department Receipts page, and the Cash Checks page. This link takes you to the Check Information page only if you select CHECK in the Tender field.	Enter check information for cashiering transactions. Some of these details appear on the receipt for tracking and auditing purposes.
Credit Card Information	CSH_OFF_CC_PMT_SEC	Click the Tender Details link on the Student Payments page, the Corporate Payments page, or the Department Receipts page. This link takes you to the Credit Card Information page only if you select CREDITCARD in the Tender field of the respective page.	Enter credit card information for cashiering transactions. Some of these details appear on the receipt for tracking and auditing purposes.

Accepting Student Payments

Access the Student Payments page.

Student Payments

Unit: PSUNV

Office: Main Cashiering Office




Business Date: 03/22/1999

Register: REG2

Cashier: PS

ID: SF0010

Trimble, Mark

Balance 2,910.00

Anticipated Aid: 0.00

[Select Charges to Pay](#)

Ref Nbr:

Create Receipt

New Transaction

Target: 800.00


Tax: 0.00

Tender: 800.00

Change: 0.00

Target Detail



First 1 of 1 Last


Target: 

Tuition

Amount:


USD

Term: 

Tender Detail


First 1 of 1 Last



*Tender: 

Cash

Amount:

USD

 [Currency Detail](#)

Deposit ID:

[Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

Student Payments page

Select Charges to Pay

Click to access the Select Charges to Pay page where you can specify to which charges you want to apply the payment. You can only pay charges associated with the target key that you select in the Target Detail group box. If you select more than one target key in the Target Detail group box, the Select Charges to Pay page is not available.

Note. The Target, Tax, Tender, and Change fields display the correct totals only after you click the Refresh button. If you make a change to any of the fields in the Target Detail or Tender Detail group boxes, you must click the Refresh button for those changes to register in the display fields.

Target Detail

Target

Select the target key for the student payment. You define target keys using the Target Keys component.

If the target key that you select is associated with a tax authority, the system automatically inserts an additional target key for the tax. This is the secondary target key that you designated for the tax authority when you assigned the tax authority to the primary target key during target key setup.

Amount

Enter the target amount. The system populates this field automatically if you specify a default amount when you define the selected target key. If necessary, you can override the target amount to match the amount the student tenders for payment.

If the system automatically inserts a tax target key, it populates the appropriate target amount.

Term

Use this field to allocate the payment to charges for a specific term. Selecting a term in this field overrides the normal payment allocation rules so that the entire payment posts against charges for the selected term first.

Tender Detail

Tender

Select the tender key to identify the method of payment the student is using. If you select *CHECK* or *CREDITCARD*, the system prompts you to enter further payment information when you press the TAB key.

Amount

Enter the amount tendered. If you selected a target key with a default amount, the system automatically populates the tender amount with that default value. In addition, if you click the Refresh or Create Receipt button without entering a tender amount, the system automatically populates this field with the amount that you specified for the target. If the currency tendered is not the base currency that you selected during the setup of your cashiering office, select the correct currency in the field to the right of the Amount field.

Currency Detail

If the student tenders foreign currency for the payment, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.

Deposit ID

If you assigned a deposit ID to the selected tender key when you opened the cashiering office, it appears in this field.

Tender Details

If you select *CHECK* as the tender key, click this link to access the Check Information page where you enter specific information about the check tendered.

If you select *CREDITCARD* as the tender key, click this link to access the Credit Card Information page, where you enter specific information about the credit card used.

Some of the tender details you enter appear on your receipts for tracking and auditing purposes.

Message

When you create a receipt for a credit card payment and you authorize the payment in realtime, the Message field appears. There are four valid values for this field: *UN* - *Unauthorized*, *AS* - *Authorized*, *ST* - *Settled*, and *CR* - *Credit/Return*.

Using the Go to Links

Academic Information

Click to access the Academic Information page where you can view a student's personal and academic information.

Student Account

Click to access the Customer Accounts page where you can view a student's account information.

View Anticipated Aid

Click to access the Anticipated Aid Details page where you can view details about the financial aid the student is anticipated to receive. This link appears on the page only if the student has anticipated financial aid.

Using the Student Payment Buttons**Calculate Tuition**

Click this button to calculate tuition for the student making the payment. This button is available only if you select the Auto Calculate Tuition check box on the Tuition Calculation Controls page.

Create Receipt, Print Receipt, and Create and Print Receipt

The label and functionality of this button changes according to the automatic receipt printing setup of your valid cashiers and valid registers.

If you are not printing automatically, the label of this button is Create Receipt. Click it to create a receipt for the student payment. If you set up your cashiering office for no posting delay, the system posts the payment. Depending on the setup of the SF merchant ID assigned to your cashiering office, this button may also trigger the authorization and settlement of any student payments made with a credit card.

When you click the Create Receipt button, the label changes to Print Receipt. Click it to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.

If you are printing automatically, the label of this button is Create and Print Receipt. Click it to simultaneously create the receipt and print it using Forms Engine.

Note. If you select *Delay posting* or *Group Post* in the Posting field during the setup of your cashiering office, the system does not post the student payment when you click the Create Receipt button. You must post your payments using the Post Receipts page if you selected *Delay posting* or the Group Posting page if you selected *Group Post*.

Note. If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click the Print Receipt or Create and Print Receipt button to create a printable receipt using the specified Print Product (Crystal or JetForm). In this case, you must navigate to Report Manager to view and print the receipt.

New Transaction

After you create a receipt, click to return to the Student Payments dialog page to process another student payment.

Allocating Student Payments to Specific Charges

Access the Select Charges to Pay page.

Select Charges to Pay

Total Pay Amount: \$500.00

View All First 1-4 of 4 Last				
Item Type	Term	Item Amt	Balance	Pay Amount
Student ID	2001 Sum	50.00	50.00	0.00
ASU1 Fees	2001 Sum	60.00	60.00	0.00
Tuition	2001 Sum	1,200.00	1,200.00	500.00
Tuition	2001 Sum	1,500.00	1,300.00	0.00

Select Charges to Pay page

Pay Amount

Enter the amount that you want to pay toward the item on the student's account. Remember that you can select only charges associated with the target key that you select in the Target Detail group box on the Student Payments page or the Corporate Payments page. This field is unavailable for all other items on a student's account.

Once you select your charges to pay and click the OK button, the fields in the Target Details group box on the Student Payment page become unavailable.

Accepting Corporate Payments

Access the Corporate Payments page.

With the exception of the following three links, this page is identical to the Student Payments page.

Select Student to Pay

Click to access the Select Student Charges to Pay page where you can specify the sponsored charges to which the system applies the corporate payment.

Third Party Info (third-party information)

Click to access the Third Party Info page where you can enter tracking information if your corporate payment is associated with a third-party contract.

Corp Account

Click to access the Corporate Accounts page where you can view a corporation's account information.

See Also

Chapter 20, "Cashiering," Accepting Student Payments, page 450

Allocating Corporate Payments to Sponsored Charges

Access the Select Student Charges to Pay page.

Select Student Charges to Pay

View All First 1-2 of 2 Last

*ID	All Terms	Pay Term	Total	
SFTP00001	<input checked="" type="checkbox"/>		\$2,484.01	EmplID Org Detail + -
SFTP00002	<input type="checkbox"/>	0430	\$80.00	EmplID Org Detail + -

Select Student Charges to Pay page

ID Select the unique ID of the student whose charges the organization wants to pay. Only students included in the organization's third-party contract are available in the pick list.

All Terms Select to apply the corporate payment to every term in which the sponsored student has a charge. If you select this check box, you cannot select a specific pay term.

Pay Term If you do not select the All Terms check box, use this field to apply the corporate payment to sponsored student charges associated with only one specific term.

Total This field displays the total amount of the sponsored student's charges to which the system can apply the corporate payment.

EmplID Org Detail Click to access the Item Information page where you can view the specific sponsored charges of the selected student.

Creating Third-party Tracking Information for Corporate Payments

Access the Third Party Info page.

Third Party Info

Contract Number: 528

Contract ID: SF0001

Third Party Info page

Contract Number Select the number of the third-party contract that you want to associate with this corporate payment.

Contract ID Select the unique student ID of the third-party contract member that you want to associate with the corporate payment.

Creating Department Receipts

Access the Department Receipts page.

Department Receipts

Unit: PSUNV Office: Main Cashiering Office Business Date: 03/22/1999

Register: REG2 Cashier: PS

Receipt Status: Not Posted

Create Receipt

New Transaction

Target Total: 0.00 Total Tax: 0.00 Tender Total: 500.00

Reference Nbr:

Target Detail

View All First 1 of 1 Last

SpeedType

GL Business Unit: UNIV UNIV

Ledger: Account: 1011 Miscellaneous Receivables

Fund: 150 Agency Fund Department: 110 College of Arts and Sciences

Program: 0000 All Programs Class:

Project/Grant: ALLPROJE All Projects Affiliate:

Tax Authority: Amount: USD

Tender Detail

View All First 1 of 1 Last

*Tender: CASH Cash Amount: 500.00 USD Currency Detail

Deposit ID: [Tender Details](#)

Department Receipts page

Note. If your institution does not use PeopleSoft General Ledger, the Ext GL Chartfld (external general ledger chartfield) field appears in the Target Detail group box instead of the standard PeopleSoft chartfields.

Receipt Status The system displays the status of the department receipt in this field. Before you click the Create Receipt button, this field displays the *Not Posted* value. After you click the Create Receipt button, the value changes to *Processed* if approval of the department receipt is not required. If approval is required, the value changes to *Pending* when you click the Create Receipt button.

Target Detail

Instead of specifying a target key as you do for student and corporate payments, you must select the chart of accounts to which your department receipt posts. In addition, if there is tax associated with the department receipt, you must manually add a target row for the tax and specify its tax authority. For example, if you were processing a department receipt for 550.00 USD, of which 50.00 USD were tax, you would enter two target rows. The first non-tax target row would be for 500.00 USD. The second tax target row would be for 50.00 USD.

Tax Authority Select the tax authority associated with the amount of tax that you are including in the department receipt. You select a tax authority for the tax target row only.

Amt (amount) Enter the monetary amount for the target.

Tender Detail

Tender	Select the type of tender being used for the department receipt.
Amount	Enter the amount of tender for the department receipt.
Currency Detail	If the department receipt involves foreign currency, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.
Deposit ID	If you assigned a deposit ID to the selected tender key when you opened the cashiering office, it appears in this field.
Tender Details	<p>If you select <i>CHECK</i> as the tender key, click this link to access the Check Information page where you enter specific information about the check tendered.</p> <p>If you select <i>CREDITCARD</i> as the tender key, click this link to access the Credit Card Information page, where you enter specific information about the credit card used.</p>

Using the Department Receipt Buttons

Create Receipt, Print Receipt and Create and Print Receipt	<p>The label and functionality of this button changes according to the automatic receipt printing setup of your valid cashiers and valid registers.</p> <p>If you are not printing automatically, the label of this button is Create Receipt. Click it to create a department receipt.</p> <p>When you click the Create Receipt button, the label changes to Print Receipt. Click it to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.</p> <p>If you are printing automatically, the label of this button is Create and Print Receipt. Click it to simultaneously create the receipt and print it using Forms Engine.</p> <hr/> <p>Note. If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click the Print Receipt or Create and Print Receipt button to create a printable receipt using the specified Print Product (Crystal or JetForm). In this case, you must navigate to Report Manager to view and print the receipt.</p> <hr/>
New Transaction	Once you create a receipt, click this button to return to the Department Receipts dialog page so that you can process another department receipt.
SpeedType	<p>When you click this button the SpeedType field appears in its place. Use this field to select a SpeedType, which is a predefined set of chartfields for a department your cashiering office works with regularly. Once you select the SpeedType, the system automatically populates the appropriate general ledger fields.</p>

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Tax Authorities and Tax Codes, page 26](#)

[Chapter 4, “Setting Up GL Interface Processing,” Creating Chartfield SpeedType Keys for Department Receipt Processing, page 97](#)

Cashing Checks

Access the Cash Checks page.

Cash Checks

Unit:	PSUNV	Office:	Main Cashiering Office	Business Date:	05/07/2001
Register:	REG2	Cashier:	PS		

ID:	SF0081	John Sachs
Balance:	1,000.00	Anticipated Aid: 0.00

Ref Nbr:	<input type="text"/>	Create Receipt	New Transaction
Target:	0.50	Tax: 0.00	Tender: 0.50 Pay Out Amt: 45.17

Target Detail
First 1 of 1 Last

Target:	Check Cashing Fee	Amount:	<input type="text" value="0.50"/>	USD
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Tender Detail
First 1-2 of 2 Last

*Tender:	<input type="text" value="CHECK"/>	Check	Amount:	<input type="text" value="45.67"/>	USD	Currency Detail
Deposit ID:	<input type="text"/>	Tender Details				
*Tender:	<input type="text" value="CASH"/>	Cash	Amount:	<input type="text" value="-45.17"/>	USD	Currency Detail
		Tender Details				

Go to: [Student Account](#) [Academic Information](#) [View Anticipated Aid](#)

Cash Checks page

Note. The Target, Tax, Tender, and Pay Out Amt fields display the correct totals only after you click the Refresh button. If you make a change to any of the fields in the Target Detail or Tender Detail group boxes, you must click the Refresh button for those changes to register in the display fields.

Target Detail

Target

The system automatically selects the Check Cashing Fee target key. If you set up your check-cashing target key to tax the check-cashing fee, the system automatically inserts an additional target key for the tax.

Amt (amount)	<p>The system populates this field automatically with the check-cashing fee that you specified for the cashiering office. The cashier can override the default check-cashing fee.</p> <p>If the system automatically inserts a tax target key, it populates the appropriate target amount.</p>
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Tender Detail

Tender	Select the <i>CHECK</i> tender key. If you press TAB from this field, the system takes you to the Check Information page.
Amt (amount)	Enter the amount of the check being cashed. If the currency tendered is not the base currency that you selected during the setup of your cashiering office, select the correct currency in the field to the right of the Amt field.
Currency Detail	If the student tenders foreign currency for the payment, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.
Deposit ID	If you assigned a deposit ID to the <i>CHECK</i> tender key when you opened the cashiering office, it appears in this field.
Tender Details	Click to access the Check Information page where you enter specific information about the check tendered.

Using the Go to Links

Student Account	Click to access the Customer Accounts page where you can view a student's account information.
Academic Information	Click to access the Student Personal Information page where you can view a student's personal and academic information.
View Anticipated Aid	Click to access the Anticipated Aid Details page where you can view details about the financial aid the student is anticipated to receive. This link appears on the page only if the student has anticipated financial aid.

Using the Cash Check Buttons

Create Receipt, Print Receipt and Create and Print Receipt	<p>The label and functionality of this button changes according to the automatic receipt printing setup of your valid cashiers and valid registers.</p> <p>If you are not printing automatically, the label of this button is Create Receipt. Click it to create a receipt for the cashed check.</p> <p>When you click the Create Receipt button, the label changes to Print Receipt. Click it to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.</p> <p>If you are printing automatically, the label of this button is Create and Print Receipt. Click it to simultaneously create the receipt and print it using Forms Engine.</p>
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Note. If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click the Print Receipt or Create and Print Receipt button to create a printable receipt using the specified Print Product (Crystal or JetForm). In this case, you must navigate to Report Manager to view and print the receipt.

New Transaction

After you create a receipt, click to return to the Cash Checks dialog page to cash another check.

Processing Interim Deposits

Access the Interim Deposits page.

Interim Deposits

Unit: PSUNV Office: Main Cashiering Office Business Date: 03/22/1999

Register: REG2 Cashier: PS

Ref Nbr:

Create Receipt New Transaction

Total \$-1,000.00

Tender Detail

First 1 of 1 Last

*Tender

Cash

Item Amount

USD

Currency Detail

Deposit ID

+ -

Interim Deposits page

Tender Detail

- Tender**

Select the type of tender that you are removing from the drawer.
- Item Amount**

Enter the amount of tender that you are removing from the drawer. Remember that because you are removing tender from the drawer, you must enter a negative value in this field.
- Currency Detail**

If you are removing foreign currency from the drawer, click this link to access the Currency Conversion page where you select the method that the system uses to convert the currency.
- Deposit ID**

If you assigned a deposit ID to the selected tender key when you opened the cashiering office, it appears in this field.

Using the Interim Deposit Buttons

- Create Receipt**

Click to create a receipt for the interim deposit. When you click the Create Receipt button, it becomes unavailable and the Print Receipt button appears.
- Print Receipt**

Click this button to create a report of the receipt that you just created. This button appears only after you click the Create Receipt button.

Note. You must use the Report Manager to view the report created when you click the Print Receipt button.

New Transaction

After you have created a receipt, click this button to return to the Interim Deposits dialog page so that you can process another interim deposit.

Replenishing Cash

Access the Cash Replenishment page.

Cash Replenishment page

Tender Detail

Tender

Select the tender key that you have set up for cash payments.

Amount

Enter the amount of cash that you are adding to the drawer.

Using the Cash Replenishment Buttons

Create Receipt

Click to create a receipt for the cash replenishment. When you click the Create Receipt button, it becomes unavailable and the Print Receipt button appears.

Print Receipt

Click to create a report of the receipt that you just created. This button appears only after you click the Create Receipt button.

Note. You must use the Report Manager to view the report created when you click the Print Receipt button.

New Transaction

After you create a receipt, click to return to the Cash Replenishment dialog page so that you can process another cash replenishment.

Selecting Exchange Rates for Cashiering Transactions Processed with Foreign Currency

Access the Currency Conversion page.

Currency Conversion

Exchange Rate Type:

FMKT

Exchange Rate:

0.72000000

Item Amount:

3,000.00 CAD

Converted Item Amount:

\$2,160.00 USD

Currency Conversion page

- Exchange Rate Type

Select the type of exchange rate that you want the system to use to convert the foreign currency.
- Item Amount

This field displays the amount of foreign currency tendered to the cashier.
- Converted Item Amount

This field displays the amount after the system converts the foreign currency to your base currency.

Entering Check Information for Cashiering Transactions

Access the Check Information page.

Check Information

Check Nbr:

123456789

Account Number:

99999

Bank Account Type:

C

Checking

Bank Account Holder Name:

Federal Reserve Bank ID:

Third Party Check Name:

Bank Tracer Nbr:

OK

Cancel

Check Information page

- Check Nbr (check number)

Enter the check number as printed on the check.
- Account Number

Enter the customer’s bank account number.
- Bank Account Type

Select the type of account, C (checking) or S (savings).
- Bank Account Holder Name

Enter the name of the person on the account.
- Federal Reserve Bank ID

If you know the Federal Reserve Bank ID of the bank issuing the check, enter it here.


Third Party Check Name	This field is available only if the tender category of the tender that you select on the Student Payments page is <i>Third Party Check</i> . Use this field to enter the name of the third party making the payment on the student's behalf.
Bank Tracer Nbr	Enter any information in this optional field to track or characterize the transaction.

Note. All of the fields on the Check Information page are optional and enable you to more easily track your check information. Some of the field values appear on your printed receipts.

Entering Credit Card Information for Cashiering Transactions

Access the Credit Card Information page.

Credit Card Information

Card Type: 


Card Number:

Expiration:

First Name:

Last Name:

Billing Information

Country: 

Address 1:


Address 2:

Address 3:

City:

County:

Postal:

State: 

Email Address:

Telephone:

Authorization Information

Credit Card Status: Unauthorized

Credit Card Information page

Card Type	Enter the type of credit card used for the transaction. This field is required.
Card Number	Enter the credit card number as it appears on the credit card. This field is required.

Note. Only the last four digits of the credit card number you enter appear on your printed receipts.

Expiration	Enter the expiration date of the credit card. This field is required.
First Name	Enter the first name of the credit card holder as it appears on the credit card. If you accessed the Credit Card Information page from the Student Payment page, the default value for this field is the first name of the student making the payment. This field is required.
Last Name	Enter the last name of the credit card holder as it appears on the credit card. If you accessed the Credit Card Information page from the Student Payment page, the default value for this field is the first name of the student making the payment. This field is required.

Billing Information

Enter the billing information of the student or organization making the payment.

Note. If you use the third-party vendor business interlink for credit card processing of student payments you must enter an email address and telephone number. Also, if the SF merchant ID associated with your cashiering office requires address verification, the billing address that you enter here must match the billing address recorded for the credit card, otherwise the transaction will be denied.

Authorization Information

This group box displays the authorization details received from the third-party credit card processing vendor. Prior to authorizing the payment, the only field appearing in this group box is the Credit Card Status (credit card authorization status) field. After you authorize the transaction, the system displays the Reference Nbr (reference number), Authorization Reply, Auth Code (authorization code), Auth DTTM (authorization datetime), and Request ID fields.

See Also

Chapter 3, “Setting Up Credit Card Processing and Self Service,” Setting Up Credit Card Types, page 67

Posting Delayed Receipts

If you select the Delay posting option during the setup of your cashiering office, you must use the Post Receipts page to select and post your payment receipts periodically throughout the day.

See Also

Chapter 10, “Setting Up Cashiering,” Defining a Cashiering Office, page 259

Page Used to Post Delayed Receipts



Page Name	Object Name	Navigation	Usage
Post Receipts	CSH_POST_RCPT	Manage Student Financials, Run Cashiering, Use, Post Receipts	Post delayed payment receipts.



Posting Delayed Payment Receipts

Access the Post Receipts page.

Post Receipts

Business Unit: PSUNV **Business Date:** 03/22/1999
Cashier's Office: MAIN Main Cashiering Office

 21 to 27 of 2 

Unposted Receipts									
	Seq Nbr	Receipt Number	Register	Cashier	Total Amount	Trans Date	Time	Trans Type	ID
	21	1021	REG2	PS	200.00	04/17/2001	11:11:05AM	Student Payment	SF0300
	27	1033	REG2	PS	250.00	04/17/2001	1:39:44PM	Student Payment	SFTP00008

Post Receipts page

Posting Receipts

Post Click next to the unposted receipt that you want to post. When you click the button, the system posts the receipt and makes the button unavailable.

Processing the Cashiering GL Interface

You must process the cashiering GL (general ledger) interface to send to your GL any cashiering transactions that are not posted to a student or corporate account. You can send department receipts to the GL only through the cashiering GL interface process. However, if you process any transactions using non-postable target keys but still need to send them to your GL, you must do so using the cashiering GL interface process. The system sends cashiering transactions using postable target keys to the GL using the regular GL interface process as long as you set up the item types associated with the applicable target keys to go to the general ledger. Use caution with target key and item type setup to ensure the following two results:

1. The system sends all necessary transactions to the GL through either one of the two GL interface processes.
2. The system does not send transactions to the GL twice.

Furthermore, you can only send cashiering overage and shortage GL entries using the cashiering GL interface process. And, if you select the GL Interface Required check box during the setup of your cashiering office, you must run the cashiering GL interface before you can close your cashiering office.

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44](#)

[Chapter 20, “Cashiering,” Processing the Cashiering GL Interface, page 465](#)

[Chapter 10, “Setting Up Cashiering,” Setting Up Target Keys, page 267](#)

Voiding Receipts

This section provides an overview of receipt voiding and discusses how to:

- Void receipts using security.
- Void receipts without using security.

Understanding Receipt Voiding

It is possible for a processed or even a posted receipt to become invalid. A cashier could make a mistake when creating a receipt, a student’s check could bounce, or an organization could stop payment on a check. In these cases, the Cashiering feature enables you to void a receipt.

Note. You can void receipts only for an open business day. If you want to void a receipt for a past business day, you must reopen the cashiering office for that business day.

Pages Used to Void Receipts

Page Name	Object Name	Navigation	Usage
Void Receipts	CSH_VOID_SECURE	Manage Student Financials, Run Cashiering, Use, Void Receipts	Void the receipts created by you or any cashier who directly reports to you.
Void Receipts - All	CSH_VOID_RCPT	Manage Student Financials, Run Cashiering, Use, Void Receipts- All	Void any receipts created on a given business day.

Voiding a Receipt Using Security

Access the Void Receipts page.

Void Receipts

Business Unit: PSUNV **Business Date:** 04/17/2001
Cashier's Office: HACIENDA Hacienda Cashiering Office

First Receipt Seq Nbr: 4 **Last Receipt Seq Nbr:** 6
Total Number of Receipts: 3 Seq 4 to 6

Void Code	GL Run	Status	Receipt Nbr	Register	Cashier	Total Amount	Time	Trans Type	ID
Void	N	Posted	1028	HAC01	PS	460.00	1:27:22PM	Stdnt Pymt	SFTP00008
Void	N	Posted	1029	HAC01	PS	100.00	1:27:51PM	Stdnt Pymt	SFTP00009
Void	ADM	Voided	1031	HAC01	PS	0.50	1:29:53PM	Cash Check	SF0040

Void Receipts page

This page is intended for use by the majority of your institution's cashiering staff when voiding receipts. It is a secure page in that it only permits you to void receipts that you, the user, generated. If you are a supervisor, the page also enables you to void the receipts of any cashiers that directly report to you.

Void

Click next to the receipt that you want to void. When you click the button, the system requires you to select a void reason. Once you select a void reason, the system voids the receipt, makes the Void button unavailable, and displays the Void Code representing the void reason that you selected.

When you void a corporate or student payment receipt, the system reverses any payments posted to the respective corporate or student account. In addition, it issues a credit to any credit card payments that have already been authorized and settled.

Voiding a Receipt Without Using Security

Access the Void Receipts - All page.

This page represents an alternate receipt-voiding method that bypasses your security. Very few people at your institution should have access to this page. It is intended only for individuals that oversee all of your institution's cashiering activities such as a Vice Chancellor or a Chief Financial Officer. The page enables you to void any receipt created for an open business day.

This page is identical to the Void Receipts page.

See Also

Chapter 20, "Cashiering," Voiding a Receipt Using Security, page 466

Reviewing Details for Individual Receipts

This section discusses how to review and print individual receipts.

Page Used to Review Details for Individual Receipts

Page Name	Object Name	Navigation	Usage
Cash Check Detail , Corporate Payment Detail , Cash Replenishment Detail , Department Receipt Detail , Interim Deposit Detail , Student Payment Detail	CSH_RCPT_DETAIL	<ul style="list-style-type: none"> • Manage Student Financials, Run Cashiering, Inquire, Cash Check Detail • Manage Student Financials, Run Cashiering, Inquire, Corporate Payment Detail • Manage Student Financials, Run Cashiering, Inquire, Cash Replenishment Detail • Manage Student Financials, Run Cashiering, Inquire, Department Receipt Detail • Manage Student Financials, Run Cashiering, Inquire, Interim Deposit Detail • Manage Student Financials, Run Cashiering, Inquire, Student Payment Detail 	Review information regarding a specific receipt.

Reviewing and Printing Individual Receipts

Access the Cash Check Detail, Corporate Payment Detail, Cash Replenishment Detail, Department Receipt Detail, Interim Deposit Detail, or Student Payment Detail page. The page label, fields, and group boxes that appear on the inquiry page depend on the component that you use to access it.

Print Receipt

If you select the Use Forms Engine for Receipts check box on the Cashiering Offices page, click to print the receipt using Forms Engine. Forms Engine generates the receipt to the appropriate printer as specified on the Valid Registers page.

If you do not select the Use Forms Engine for Receipts check box on the Cashiering Offices page, or you click the Print Receipt button from the Cash Replenishment Detail or Interim Deposit Detail page, the system initiates the process of creating a printable receipt using the specified print application (Crystal or JetForm). In this case, you must navigate to Report Manager to view and print the receipt.

See Also

[Chapter 20, “Cashiering,” Processing Cashiering Transactions, page 448](#)

Reviewing Receipt and Tender Activity

This section provides an overview of receipt and tender activity review, and discusses how to:

- Review receipts by business date.
- Review payment activity for an organization.
- Review payment and check cashing activity for a student.
- Review tender activity by cashier.
- Review tender activity by register.
- Review receipt tender flow.

Understanding Receipt and Tender Activity Review

While the receipt detail pages (such as the Student Payment Detail and Corporate Payment Detail pages) display useful information regarding individual receipts, they only provide information for one receipt at a time. PeopleSoft Student Financials provides several pages enabling you to view your cashiering office's receipt activity as a whole.

In addition, PeopleSoft Student Financials enables you to view cashiering activity by the type of tender used. For example, you might want to know how much cash your office brought in on a given day as opposed to how much revenue it received in checks.

Tender Flow

The Cashiering feature also enables you to review information regarding how tender flowed in and out of the cashiering office on a given business day. You can view the tender flow for a certain cashier, register, or tender type.

Pages Used to Review Receipt and Tender Activity

Page Name	Object Name	Navigation	Usage
Receipts By Business Date	CSH_RCPT_BY_DATE2	Manage Student Financials, Run Cashiering, Inquire, Receipts by Business Date	Review receipts by business date.
Corporate Receipts	CSH_RCPT_EXT_ORG	Manage Student Financials, Run Cashiering, Inquire, Corporate Receipts	Review payment activity for an organization.
Student Receipts	CSH_RCPT_EMPLID	Manage Student Financials, Run Cashiering, Inquire, Student Receipts	Review payment and check cashing activity for a student.
Tender By Cashier	CSH_TENDER_BY_CASH	Manage Student Financials, Run Cashiering, Inquire, Tender By Cashier	Review tender activity by cashier.
Tender By Register	CSH_TENDER_BY_REG	Manage Student Financials, Run Cashiering, Inquire, Tender By Register	Review tender activity by register.
Currencies by Tender	CURR_BY_TENDER_SP	Click the Currency Detail link on the Tender By Cashier or Tender By Register page.	View how much each type of currency contributed to the tender total and how the system converted the type of currency.
Receipt Tender Flow	CSH_OFF_TENDER_FLW	Manage Student Financials, Run Cashiering, Inquire, Receipt Tender Flow	Review receipt tender flow.

Reviewing Receipts by Business Date

Access the Receipts By Business Date page.

Receipts By Business Date

Business Unit: PSUNV **Office:** MAIN Main Cashiering Office

Business Date
 Cashier
 Register
 Trans Type
 Receipt Status

Sort By:

First Receipt Seq Nbr: 1 **Last Receipt Seq Nbr:** 2

Total Number of Receipts: 2
 Seq 1 to 2

Seq Nbr	Cashier	Register	Trans Type	Trans Date	Trans Time	Total	Receipt Status	Receipt Nbr	New Comm	New Checklist	New Comment
1	PS	REG2	Stdnt Pymt	05/18/2001	10:51:47AM	300.00	Posted	1001			
2	PS	REG2	Corp Pymt	05/18/2001	10:53:50AM	500.00	Posted	1002			

Receipts By Business Date page


Business Date	Select the business date for which you want to view receipt activity.
Cashier	Use this field to filter the receipts displayed for a specific cashier.
Register	Use this field to filter the receipts displayed for a specific register.
Trans Type (transaction type)	Use this field to filter the receipts displayed by transaction type. You can select All transaction types, or you can view only <i>Cash Check</i> (cash checks), <i>Cash Repl</i> (cash replenishments), <i>Corp Pymt</i> (corporate payments), <i>Dept Rcpt</i> (department receipts), <i>Interim Deposits</i> (interim deposits), or <i>Stdnt Pymt</i> (student payments) transactions.
Receipt Status	Use this field to filter the receipts displayed by status. Available values are: <i>Approved</i> , <i>Cancelled</i> , <i>Delayed</i> , <i>Denied</i> , <i>Group Post</i> , <i>Not Posted</i> , <i>Pending</i> , <i>Posted</i> , <i>Processed</i> , <i>Unprocessed</i> , and <i>Voided</i> .
Sort By	Use this field to sort the displayed receipts. You can sort them by cashier, date, receipt status, register, total, transaction date and time, or transaction type. You can choose to sort by all of these criteria in either ascending or descending order.
Search	Click this button to filter and sort the displayed receipts by the criteria that you select in the Cashier, Register, Trans Type, and Sort By fields.



Reviewing Payment Activity for an Organization

Access the Corporate Receipts page.

Corporate Receipts

Business Unit: PSUNV **Office:** MAIN Main Cashiering Office

External Org ID:  Clara Barton Foundation Search

[View All](#) First  1-8 of 10  Last

Business Date	Seq Nbr	Cashier	Register	Trans Date	Time	Status	Total	Receipt Nbr
05/07/2001	16	PS	REG2	05/09/2001	10:47:54AM	Delayed	800.00	1025
05/07/2001	18	PS	REG2	05/09/2001	11:07:47AM	Cancelled	800.00	1027
05/07/2001	19	PS	REG2	05/09/2001	11:16:50AM	Delayed	800.00	1028
05/07/2001	20	PS	REG2	05/09/2001	11:19:18AM	Cancelled	800.00	1029
05/07/2001	21	PS	REG2	05/09/2001	12:37:15PM	Cancelled	800.00	1030
05/07/2001	13	PS	REG2	05/08/2001	8:19:18PM	Delayed	800.00	1022
05/07/2001	14	PS	REG2	05/08/2001	8:19:47PM	Delayed	800.00	1023
03/22/1999	9	PS	REG2	05/07/2001	11:29:25AM	Posted	800.00	1009

Corporate Receipts page

External Org ID	Select the unique ID of the corporation whose receipts that you want to view.
Search	Click the Search button to display the receipts for the selected corporation.

Receipt Nbr (receipt number)

This heading lists the system-assigned receipt number for each receipt. Click a receipt number to access the Corporate Payment Detail page where you can view more detailed information about the corporate payment receipt.

Reviewing Payment and Check Cashing Activity for a Student

Access the Student Receipts page.

Student Receipts

Business Unit: PSUNV **Office:** MAIN Main Cashiering Office
ID: John Sachs [Academic Information](#)

										View All	First	1-6 of 6	Last
Business Date	Seq Nbr	Cashier	Register	Trans Date	Time	Tran Type	Total	Status	Receipt Nbr				
05/07/2001	17	PS	REG2	05/09/2001	11:05:09AM	Cash Check	0.50	Processed	1026				
05/07/2001	3	PS	REG2	05/08/2001	10:08:43AM	Stdnt Pyrnt	250.00	Cancelled	1012				
05/07/2001	5	PS	REG2	05/08/2001	5:34:42PM	Stdnt Pyrnt	200.00	Voided	1014				
05/07/2001	6	PS	REG2	05/08/2001	5:36:36PM	Stdnt Pyrnt	300.00	Posted	1015				
05/07/2001	7	PS	REG2	05/08/2001	6:18:42PM	Stdnt Pyrnt	200.00	Cancelled	1016				
05/07/2001	1	PS	REG2	05/07/2001	5:51:38PM	Stdnt Pyrnt	250.00	Cancelled	1010				

Student Receipts page

ID

Select the unique ID of the student whose receipts that you want to review.

Search

Click the Search button to display the receipts for the selected student.

Receipt Nbr (receipt number)


This heading lists the system-assigned receipt number for each receipt. Click a receipt number to access the Student Payment Detail or Cash Check Detail page, depending on the transaction type, where you can view more detailed information about the receipt.

Reviewing Tender Activity by Cashier

Access the Tender By Cashier page.

Tender By Cashier

Business Unit: PSUNV **Office:** Main Cashiering Office

Cashier Office Date:  **Total Balance:** 5,102.29 Search

Total by Tender Key		First ◀ 1-2 of 2 ▶ Last
Tender Key	Tender Total Amount	
Cash	2,533.29	Currency Detail
Check	2,569.00	Currency Detail

Detail by Cashier		View All First ◀ 2 of 3 ▶ Last
Cashier: PS	Total:	4,736.16
CASH		2,167.16 Currency Detail
CHECK		2,569.00 Currency Detail

Tender By Cashier page

Cashier Office Date Select the business date of the tender activity that you want to view.

Search Click to retrieve the tender activity information for the selected business date.


Currency Detail Click to access the Currencies by Tender page where you can view a breakdown of each currency type that the cashiering office received, its converted amount, and how it contributed to the total balance for the tender key.

Reviewing Tender Activity by Register

Access the Tender By Register page.

Tender By Register

Business Unit: PSUNV **Office:** Main Cashiering Office

Cashier Office Date:  **Total Balance:** 1,300.00 Search

Total by Tender Key		First ◀ 1-2 of 2 ▶ Last
Tender Key	Tender Total Amount	
Cash	800.00	
Check	500.00	

Detail by Register		View All First ◀ 2 of 3 ▶ Last
Register: REG2	Total:	1,300.00
CASH		800.00
CHECK		500.00

Tender By Register page

Cashier Office Date	Select the business date of the tender activity that you want to view.
Search	Click to retrieve the tender activity information for the selected business date.
Currency Detail	Click to access the Currencies by Tender page where you can view a breakdown of each currency type that the cashiering office received, its converted amount, and how it contributed to the total balance for the tender key.

Reviewing Receipt Tender Flow

Access the Receipt Tender Flow page.

Receipt Tender Flow

Business Unit: PSUNV **Office:** MAIN Main Cashiering Office

Business Date **Cashier** **Tender** **Register**

☒ **Include in Totals** **Opening Balance** 1,500.00

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
1	PS	REG2	04/20/2001	9:51:05AM	CHECK	800.00	2,300.00	Posted	1001
2	PS	REG2	04/20/2001	9:58:54AM	CASH	900.00	3,200.00	Posted	1002
3	PS	REG2	04/20/2001	10:19:47AM	CASH	-888.00	2,312.00	Processed	1003
4	PS	REG2	04/20/2001	10:21:25AM	CASH	500.00	2,812.00	Processed	1004
5	PS	REG2	04/20/2001	10:51:15AM	CASH	200.00	3,012.00	Posted	1005
5	PS	REG2	04/20/2001	10:51:15AM	CASH	300.00	3,312.00	Posted	1005
6	PS	REG2	04/20/2001	11:09:38AM	CASH	500.55	3,812.55	Posted	1006

Over/Short: \$0.00 \$17,182.29

Receipt Tender Flow page

Business Date	Select the business date for which you want to view tender flow.
Cashier	To view tender flow for a specific cashier, select the cashier.
Tender	To view tender flow of a specific tender key, select the tender key.
Register	To view tender flow for a specific register, select the register.
Include in Totals	Select to add the opening balance of the cashiering office to the tender in and out activity to come up with a system-generated closing balance.
Opening Balance	Once you click the Search button, this field displays the total of all of the opening balances that you specified for your cashiers or registers when you opened the cashiering office.

Note. If you select a specific cashier or register in the Cashier or Register fields, the Opening Balance field reflects the opening balance for only the selected cashier or register.

Search

Click to display all of the receipts that meet the criteria that you select in the Business Date, Cashier, Tender, and Register fields.

Receipt Nbr (receipt number)

This heading lists the system-assigned receipt number for each receipt. If you click the receipt number for a receipt, the system takes you to the appropriate detail page to view complete information about the receipt. For example, if you click the receipt number for a student payment, the system takes you to the Student Payment Detail page.

Over/Short

The system calculates any overage or shortage by comparing the actual closing balance entered on the Close Cashier page to the system-generated closing balance, which appears to the right of the Over/Short field. If an overage or shortage exists, you should inquire on specific tenders to narrow down the cause.

Reviewing Totals by Deposit ID

When you open your cashiers and registers using the Open Registers and Open Cashiers pages, you have the option to designate a deposit ID for each type of tender that you select for a cashier or register. If you use this optional Deposit ID field to track your cashiering transactions, you can view your totals by deposit ID.

In addition, when you use the Student Post, Corp Post, Group Data Entry, or Group Corp Data Entry components to post payments, you can assign a deposit ID to each posting. The Totals By Deposit page enables you to see totals for these payments in addition to the totals associated with cashiering transactions. This is useful if you reconcile all of your bank deposits through your cashiering office.

See Also

[Chapter 20, “Cashiering,” Opening Valid Registers, page 445](#)

[Chapter 20, “Cashiering,” Opening Valid Cashiers, page 447](#)

[Chapter 21, “Maintaining Receivables,” page 483](#)

Page Used to Review Totals by Deposit ID

Page Name	Object Name	Navigation	Usage
Totals By Deposit ID	CSH_RCPT_DEPOSITID	Manage Student Financials, Run Cashiering, Inquire, Totals by Deposit ID	Review cashiering office balance totals by deposit ID.

Reviewing Cashiering Office Balance Totals by Deposit ID

Access the Totals By Deposit ID page.

Totals By Deposit ID

Business Unit: PSUNV

Cashier's Office: Hacienda Cashiering Office

Deposit ID:

Search

	Cashiering	Non Cashiering	Total
Posted:	800.00	500.00	1,300.00
Unposted:	0.00		0.00
			<hr/> 1,300.00

First ◀ 1-3 of 3 ▶ Last										
Business Date	EmplID	Org ID	Register	Cashier	Trans Date	Description	Receipt Number	Status	Rev	Total
04/24/2001	SFEC00009		HAC01	PS	04/24/2001		1034	Posted		500.00
04/24/2001	SFEC00003		HAC01	PS	04/24/2001		1035	Posted		300.00
	SFTP00008				04/24/2001	Cash Payment		Posted	N	500.00

Totals By Deposit ID page

Deposit ID

Enter the deposit ID for which you want to view totals.

Search

Click this button to display all of the payments associated with the selected deposit ID.

Closing a Cashiering Office for a Business Day

This section discusses how to:

1. Close registers.
2. Close cashiers.
3. Close a cashiering office.

Pages Used to Close a Cashiering Office for a Business Day

Page Name	Object Name	Navigation	Usage
Close Registers	CSH_CLOSE_REGISTER	Manage Student Financials, Run Cashiering, Use, Close Cashier Offices, Close Registers	Close registers.
Close Cashier	CSH_CLOSE_CASHIER	Manage Student Financials, Run Cashiering, Use, Close Cashier Offices, Close Cashier	Close cashiers.
Close Offices	CSH_CLOSE_OFFICE	Manage Student Financials, Run Cashiering, Use, Close Cashier Offices, Close Offices	Close a cashiering office.

Closing Registers

Access the Close Registers page.

Close Registers Close Cashier Close Offices

Business Unit: PSUNV
Cashier's Office: HACIENDA Hacienda Cashiering Office

[View All](#) First 1 of 2 Last

Business Date: 04/10/2001

[View All](#) First 2 of 2 Last

Register: HAC02 ☒ Close

First 1-3 of 3 Last

	Closing Balance	Over/Short Amt
Cash	<input type="text"/>	USD
Check	<input type="text"/>	USD
Credit Card	<input type="text"/>	USD

Close Registers page

Close

Select to close the register. When you select the check box, the system makes it unavailable. If you have multiple open registers, be sure to close them all because you cannot close the cashiering office for a given business day until you close all of its open registers.

Closing Balance

If you are balancing by register, enter the closing balance for each type of tender used during the business day.

Over/Short Amount

When you enter a closing balance for a tender, the system calculates and displays the amount of any overage or shortage under this heading. If you processed any foreign-currency transactions during the business day, the tender for each currency appears so that you can record a closing balance.

Closing Cashiers

Access the Close Cashiers page.

Close Registers Close Cashier Close Offices

Business Unit: PSUNV

Cashier's Office: HACIENDA Hacienda Cashiering Office

Business Date: 04/10/2001

Cashier: PS ☒ Close

	Closing Balance	Over/Short Amt
Cash	1000.00	USD
Check	1200.00	USD
Credit Card		USD

Close Cashier page

Close

Select to close the cashier. When you select the check box, the system makes it unavailable. If you have multiple open cashiers, be sure to close them all, because you cannot close the cashiering office for a given business day until you close all of its open cashiers.

Closing Balance

If you are balancing by cashier, enter the closing balance for each type of tender used during the business day.

Over/Short Amount

When you enter a closing balance for a tender, the system calculates and displays the amount of any overage or shortage under this heading. If you processed any foreign-currency transactions during the business day, the tender for each currency displays so that you can record a closing balance.

Closing a Cashiering Office

Access the Close Offices page.

Close Registers Close Cashier Close Offices

Business Unit: PSUNV

Cashier's Office: HACIENDA Hacienda Cashiering Office

Current Business Date: Close

Business Date	Closed By	Close Datetime
04/10/2001	APPR1	04/10/2001 4:53:02PM

Close Offices page

Close

Click to close the cashiering office. When you click this button, the system populates the Closed By and Datetime fields, recording who closed the cashiering office and when it was closed.

Note. During the setup of your cashiering office, you determine the closing requirements of your office. If you have not met these requirements when you click the Close button, you will receive an error message telling you what you must do before you can close your cashiering office.

See Also

[Chapter 10, “Setting Up Cashiering,” Defining the Basic Cashiering Office Parameters, page 260](#)

Reopening a Cashiering Office for a Closed Business Day

Situations may occur that require you to reopen a cashiering office for a business day that you have already closed. For example, to void a receipt from a closed business day, you must reopen your cashiering office for that business day.

Note. After performing the transaction that required the reopening of the cashiering office, be sure to close it again.

This section discusses how to:

1. Reopen a cashiering office.
2. Reopen registers.
3. Reopen cashiers.

Pages Used to Reopen a Cashiering Office for a Closed Business Day

Page Name	Object Name	Navigation	Usage
Reopen Office	CSH_REOPEN_OFFICE	Manage Student Financials, Run Cashiering, Use, Reopen Cashier Offices, Reopen Office	Reopen a cashiering office for a previously closed business date.
Reopen Register	CSH_OPEN_REGISTER	Manage Student Financials, Run Cashiering, Use, Reopen Cashier Offices, Reopen Register	Reopen registers for a previously closed business day.
Reopen Cashier	CSH_OPEN_CASHIER	Manage Student Financials, Run Cashiering, Use, Reopen Cashier Offices, Reopen Cashier	Reopen cashiers for a previously closed business day.

Reopening the Office

Access the Reopen Office page.

Reopen Office
Reopen Register
Reopen Cashier

Business Unit: PSUNV
Cashier's Office: MAIN Main Cashiering Office
Current Business Date: 05/09/2001

Reopen Cashier Office

View All First 1-3 of 3 Last					
Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
05/09/2001	PS	05/09/2001 5:05:00PM	PS	05/10/2001 10:52:43AM	20
05/07/2001	PS	05/07/2001 3:36:23PM	PS	05/09/2001 4:53:29PM	31
03/22/1999	PSSA	03/22/1999 1:53:47PM	PS	05/07/2001 3:35:23PM	9

Reopen Office page

Current Business Date

Select the business date for which you want to reopen the cashiering office.

Business Date

This heading displays business dates for which you opened the cashiering office. The system displays all of the business dates on which you opened the cashiering office unless you select a retrieval limit on the Cashiering Offices page during the setup of your cashiering office. For example, if you specify a retrieval limit of 5 for your cashiering office, the Business Date heading displays only the last five dates on which you opened the cashiering office.

Note. If you do not specify a retrieval limit for your cashiering office during setup, the Business Date heading displays all business dates on which you opened the cashiering office. In time, this list of dates will become so long that it can degrade system performance when you open the Open Cashier Offices page.

Reopen Cashier Office

Click to reopen the cashiering office. When you click the button, the Current Business Date field becomes unavailable.

Reopening Registers

Access the Reopen Register page.

Reopen Office Reopen Register Reopen Cashier

Business Unit: PSUNV

Cashier's Office: HACIENDA Hacienda Cashiering Office

Business Date: 04/06/2001

*Register: HAC01 Open ☒

*Tender Key	Deposit ID	Opening Balance	
CASH Cash			USD
CHECK Check			USD
CREDITCARD Credit Card			USD

Reopen Register page

Register

Select the register that you want to reopen for the business day. The system automatically selects the registers from the business day for which you are reopening the cashiering office.

Open

Select to reopen this register for the business day. Once you select the check box, it becomes unavailable.

Tender Key

Each tender key that you assigned to the register when you originally opened the office appears automatically.

Deposit ID

The deposit IDs that you assigned to each tender key appear automatically.

Opening Balance

If you balance by register, enter an opening balance for each tender key.

Reopening Cashiers

Access the Reopen Cashier page.

Reopen Office Reopen Register Reopen Cashier

Business Unit: PSUNV
Cashier's Office: HACIENDA Hacienda Cashiering Office

View All First 1 of 1 Last

Business Date: 04/06/2001

View All First 1 of 1 Last

*Cashier: PS Register: HAC01 ☒ Open

First 1-3 of 3 Last

*Tender Key		Deposit ID	Opening Balance		
CASH	Cash			USD	
CHECK	Check			USD	
CREDITCARD	Credit Card			USD	

Reopen Cashier page

Cashier The system automatically selects the cashiers from the business day for which you are reopening the cashiering office.

Register The register that you originally assigned to this cashier when you first opened the office automatically appears.

Open Select to reopen the cashier for the business day.

Tender Key Each tender key that you assigned to the cashier when you originally opened the office displays automatically.

Deposit ID The deposit IDs that you assigned to each tender key appear automatically.

Opening Balance If you balance by cashier, enter an opening balance for each tender key.

CHAPTER 21

Maintaining Receivables

This chapter lists common elements and discusses how to:

- Enter groups of transactions.
- Enter transactions from an external source.
- Process payroll deductions.
- Review and revise group data entries before posting.
- Post group data entries.
- Post transactions for individual students and organizations.
- Consolidate and review transactions for individual students and organizations.
- View account information within the Maintain Receivables feature.
- Manage disputed charges.
- Reverse payments and charges.
- Apply payments.
- Write off charges and account balances.
- Process enrollment deposits.
- Process late fees.
- Process enrollment cancellation.
- Validate tables.

Common Elements Used in This Chapter



Click to view the first group of transactions.



Click to view the previous group of transactions.



Click to view the next group of transactions.



Click to view the last group of transactions.

Account Nbr (account number)	This field displays the account number assigned by the PeopleSoft Student Financials application to the line item.
Acct Term (accounting term)	This field displays the accounting term assigned by the PeopleSoft Student Financials application to the line item.
Anticipated Aid	This field displays any financial aid that has been awarded to the student but not yet disbursed.
Balance	This field displays the balance (positive or negative) of any active account.
Billing Date	This field displays any billing dates specified for charges.
Business Unit	This field displays the business unit of the transactions.
Contract ID	This field displays any student ID associated with a third-party contract sponsored by the corporation for which you are viewing account information.
Contract Number	This field displays the contract number of any third-party contracts sponsored by the corporation for which you are viewing account information.
Descr (description)	This field displays the description of the item type.
Due Amount	This field displays the amount due on a charge and is displayed in conjunction with the Due Date field.
Due Date	This field displays the date on which a charge is due.
Effective Date	This field displays the item effective date of the transaction.
Item Amount	This field displays the amount of the transaction item.
Item Balance	This field displays the remaining balance of the item.
Item Type	This field displays the item type number.
Line Seq Nbr (line sequence number)	This field displays the sequence number of transactions involving multiple item lines.
Name	This field displays the name of the student associated with a third-party contract for which a sponsor is being charged.
Net Award	This field displays the student's anticipated financial aid.
Posted Date & Time	This field displays the date and time a transaction was posted.
Term	This field displays the term of the transaction.

Entering Groups of Transactions

This section provides an overview of group data entry discusses how to:

- Define source information and control totals for group transactions.
- Add transactions to a group entry.

Understanding Group Data Entry

PeopleSoft Student Financials enables you to post transactions for a group of students or organizations. This enables you to quickly and easily post many receivables without having to post and approve each one individually.

There are two pages used for entering groups of transactions: Group Entry and Group Line Entry. To enter groups of transactions for students and organizations, you access the pages using the Group Data Entry and Group Corp Data Entry components respectively. To approve groups of transactions, you use the same two pages, but you must access them from the worklist.

Pages Used to Enter Groups of Transactions

Page Name	Object Name	Navigation	Usage
Group Entry	GROUP_ENT_ONE	<ul style="list-style-type: none"> • Manage Student Financials, Maintain Receivables, Use, Group Data Entry, Group Entry • Manage Student Financials, Maintain Receivables, Use, Approve Group, Group Entry • Manage Student Financials, Maintain Receivables, Use, Approve Corp Group, Group Corp Entry • Manage Student Financials, Maintain Receivables, Use, Group Corp Data Entry, Group Corp Entry 	Define source information and control totals for group transactions.
Group Line Entry	GROUP_LINE_CNTRL	<ul style="list-style-type: none"> • Manage Student Financials, Maintain Receivables, Use, Group Data Entry, Group Line Entry • Manage Student Financials, Maintain Receivables, Use, Approve Group, Group Line Entry • Manage Student Financials, Maintain Receivables, Use, Group Data Suspense, Group Line Entry 	Add transactions to a group entry.

Defining Source Information and Control Totals for Group Transactions

Access the Group Entry page.

Group Entry		Group Line Entry	
Group Unit:	PSUNV	Group ID:	000000000000030
*Group Type:	T	Tuition	
*Origin ID:	00014	Cashiering	
Original Group ID:			
Control Totals		Operator: PS	
Balance Group:	<input type="checkbox"/>	Assign To:	
Control Total:	0.00 USD 0	Display Option	
Entered Total:	6,016.00 24	Range in DB:	1 to 24
Difference:	-6,016.00 -24	Display:	1 to 24
Posted Total:	0.00 07/07/2000 0	Total in DB:	24
Status			
Edit Status:	Deposit Balance:	*Posting Action:	Posting Status:
Edited	Not Balan	Available for Posting	Incomplete
			Process Instance:

Group Entry page

Note. The system uses all of the information on this page as group control information and does not post it to student or corporate accounts.

Group Type	Select the group type to describe the transactions.
Accounting Date	Specify the accounting date for the transactions. The default value is the current system date, but you can change it if necessary.
Origin ID	Select an origin ID to indicate the source of the transactions. Depending on the origin ID, approval for the transactions might be required.
Received Date	Specify the date on which your office received payment or charge transactions.
Original Group ID	Specify an original group ID if this group is being altered after the original group was created.
Entry Date	Specify the date you are entering the transactions.
Operator	This field displays the ID of the user who is entering transactions.
Assign To	This field is reserved for future use.
Approval Information	Click this link to access the Approval Information page, where you can review information after approval. This link is available only if you access the page from the worklist.

Control Totals

Balance Group	Select to require that the group be in balance before the system posts it. To determine whether a group is balanced, the system compares the number of transactions and amounts to information in the control totals fields.
Control Total	Enter the monetary sum of the transactions in the group Control Total field, and enter the total number of transactions in the group in the unlabeled field to the right. For example, if you are entering a group of checks received from students, enter the total monetary value of the checks in the Control Total field and the number of checks (count) in the unlabeled field. If the external file load process is used, and the external file setup defines control totals, these fields are populated thorough the file load process.
Entered Total	These fields display the monetary amount of all transactions entered in the batch and the count of the entries.
Difference	These fields display the difference between the entered totals and the control totals.
Posted Total	These fields display the monetary total, posting date and count of the entries after the batch is posted.

Display Option

The display option enables you to choose “chunks” of rows to view. The number of transaction rows “chunked” (viewable at one time), is controlled by your maximum row settings selection in your SF Installation setup.

Range in DB	This field displays the range of sequence numbers within the group ID.
Display	This field displays the range of sequence numbers currently displayed. The display range is the viewable “chunk.”
Total in DB	This field displays the total number of transactions within the group ID.

Status

Edit Status	This field displays whether the batch has been edited.
Deposit Balance	This field displays whether the batch is balanced. You must select the Balance Group check box and the batch must balance for this field to display <i>Balanced</i> .
Posting Action	<p><i>Available for Posting:</i> If no approval is required, this field contains this value.</p> <p><i>Do Not Post:</i> If you are approving this posting group, select this option if you want to hold the group for further review.</p> <p><i>Posted:</i> Indicates the group has been posted.</p> <p><i>Waiting for Approval:</i> If approval is required, this field contains this value.</p>
Posting Status	This field displays the posting status. The valid values for this field are <i>Balance</i> , <i>Complete</i> , <i>Error</i> , <i>Incomplete</i> , <i>Not Posted</i> , and <i>Reversed</i> .

Process Instance

This field displays the process instance number assigned by the process scheduler. This field is only populated if the posting job is not successful. To post a corrected group, you must remove the process instance number using the Reset Process Instance button on the group post run control page.

Adding Transactions to a Group Entry

Access the Group Line Entry page.

Group Entry

Group Line Entry

Business Unit:PSUNV

Group ID:000000000000030

Find | View All

First

1 of 24

Last

Line Nbr:1

Mark For Delete

+

-

ID:SFEC00005

Ramsay,Jeffery

Balance:0.00

Account Type:TUT

Tuition

Item Type:9000000000001

Frank Lee Scholarship

Amount:200.00

USD

Currency Detail

Term:0440

2001 Sum

Ref Nbr:

Charge Priority:TUITONLY

☐ Use Excess Account

☒ Restrict Payment to Account

Service Indicator:

Payment Information

Payment ID:

Payment Details

Pay Method:

Dates

Item Effective Date:01/01/2001

Due Date:

Academic Information

Application Information

Tender Details

Group Line Entry page

- Line Nbr (line number)

This field displays the line number of the current entry. This field increments as each new entry line is added.
- ID

Enter the ID for the student that you are adding to the group.
- Balance

This field displays the current balance of the student’s account.
- Account Type

Select the account type for the entry you are making. The description of the account type appears to the right of the field.
- Note.

Specifying an account type for a payment transaction is optional.
- Item Type

Select the item type for the entry you are making. The description of the item type appears to the right of the field.
- Charge Priority

The charge priority list attached to the selected item type (credit item types, only) displays in this field. You may override this value.

Amount	Enter the item (charge or payment) amount of the transaction.
Use Excess Account	Select the Use Excess Account check box to direct payment amounts in excess of the charge to another account. Enter the target account in the field to the right.
Restrict Payment To Account	Select this option to keep the entire amount of the payment in the account. Selecting this option prevents excess payment from being transferred to an excess payment account.
Term	Enter the term for which you want to post this transaction.
Ref Nbr (reference number)	Enter any optional reference number that you want to use to track the transaction.
Service Indicator	If this transaction is a write-off, the system populates the write-off service indicator code.

Payment Information

Payment ID	Enter a payment ID in this field to reverse a payment. When you exit the field, the system populates the remaining fields on the page with the original payment information.
Payment Method	If the payment item type is set up to be tender specific, the tender value appears in this field. If the field is not populated, you may select a payment method (tender).

Dates

Item Effective Date	Enter the item effective date that the transaction becomes active. The default value for the item effective date is the current date.
Due Date	Enter an optional due date for charge transactions. If this field is left blank, the billing program populates the field on the student's account.
Academic Information	Click the Academic Information link to access the Academic Information page, where you can review the student's enrollment information.
Application Information	Click the Application Information link to access the Application Information page, where you can review the student's application status.

Entering Transactions from an External Source

Many institutions receive transaction information from external sources such as third-party housing and parking applications, and lock box services. Loading external files enables you to maintain your receivables with transactions created by sources both outside and inside your institution.

Page Used to Enter Transactions from an External Source

Page Name	Object Name	Navigation	Usage
External Files	RUNCTL_SFGPLOAD	Manage Student Financials, Maintain Receivables, Process, External Files	Load external files.

Loading External Files

Access the External Files page.

External Files

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters

Business Unit: PSUNV PeopleSoft University Bursar ☒ Report Only

File Name: PARK072401.dat

File Directory: c:\park\

Group Type: P

Layout ID: DAMAGES1

Balance the Group ☒

External Files page

Business Unit	Select the business unit that uses the file.
File Name	Enter the name of the data file. The extension on data files must always be <i>.dat</i> .
File Directory	Enter the file directory where the file was stored.
Group Type	Select the appropriate group type for the data source.
Layout ID	Enter the layout ID that you have defined for the type of file being loaded.
Balance the Group	If you select this check box, the Balance Group check box is selected when you access the Group Entry page.
Report	Select this option if you want to generate a report to review the contents of the file after the file has been loaded into Group Data Entry.

See Also

Chapter 11, “Setting Up Receivables Maintenance,” Setting Up External File Layouts, page 295

Processing Payroll Deductions

This section lists prerequisites for payroll deduction processing and discusses how to:

1. Select payroll deduction records.
2. Review results of payroll deduction record selection.
3. Create payroll deduction groups.

See Also

Chapter 11, “Setting Up Receivables Maintenance,” Understanding Payroll Deduction, page 299

Prerequisites

Before PeopleSoft Student Financials can retrieve deduction information from PeopleSoft Payroll for North America, your payroll department must calculate the payroll deductions as part of their normal payroll process. The system stores any payroll deduction records in the PS_PAY_DEDUCTION table.

Note. Consult your PeopleSoft Payroll for North America staff for more information about how they calculate payroll deductions for employees.

See Also

PeopleSoft Payroll for North America PeopleBook

Pages Used to Process Payroll Deductions

Page Name	Object Name	Navigation	Usage
Select SA Payroll Deduction	RUNCTL_PAYINIT_SF1	Manage Student Financials, Maintain Receivables, Process, Select SA Payroll Deduction	Select PeopleSoft Student Administration payroll deduction records.
SA Payroll Deduction Summary	SF_PAYDED_SUMMARY	Manage Student Financials, Maintain Receivables, Inquire, SA Payroll Deduction Summary	Review results of payroll deduction record selection for an individual employee.
Payroll Deduction Group Creation	RUNCTL_SFPADED	Manage Student Financials, Maintain Receivables, Process, Payroll Deduction Group Create	Create payroll deduction groups.

Selecting Payroll Deduction Records

Access the Select SA Payroll Deduction page.

Select SA Payroll Deduction

Run Control ID: PAY_SELECT2 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

On-Cycle Run

Pay Run ID:

or

Off-Cycle Pay Calendar

Company: CCB
Pay Group: Semimnthly
Pay End Date:
Process:
Page #: Thru:

Payroll Cycle

☐ On-Cycle
☐ Off-Cycle
☒ Both

Select SA Payroll Deduction page

On-Cycle Run

To select payroll deduction records resulting from normal, scheduled payroll processing, select a Pay Run ID. Each Pay Run ID represents a single batch payroll process.

Off-Cycle Pay Calendar

To select payroll deduction records resulting from manually issued or on-demand checks, select a specific pay calendar record using the Company, Pay Group, Pay End Date, Page #, and Thru fields.

Running the Select Payroll Deduction Process

When you run the Select Payroll Deduction (SFPAYDED) process, the system scans the PS_PAY_DEDUCTION table in PeopleSoft Payroll for North America for any payroll deduction records with deduction codes that you designated to be used by PeopleSoft Student Financials. If these records have not already been selected in a previous process run, the system moves them to the PS_PAY_DED_PROC staging table.

Note. To run this process properly, you must have a working knowledge of PeopleSoft Payroll for North America functionality. Consult your PeopleSoft Payroll for North America staff for more information about how to define the parameters of this process and when to run it.

Reviewing Results of Payroll Deduction Record Selection

Access the SA Payroll Deduction Summary page.

SA Payroll Deduction Summary

Theresa Sullivan

ID: 8102

View All

First 1-3 of 3 Last

Check Date	Paycheck Number	Deduction Code	Current Deduction	Business Unit	Group ID	Target ID	Group Detail
05/31/2002	2000004	TUIT	125.94	PSUNV	0000000000000041	SFPO00019	Line Nbr 3
06/07/2002	2000008	HOUS	72.96	PSUNV			
06/07/2002	2000008	TUIT	64.64	PSUNV			

SA Payroll Deduction Summary page

Check Date	The issue date of the paycheck from which the system made the deduction.
Paycheck Number	The unique number of the paycheck.
Deduction Code	The PeopleSoft Student Administration payroll deduction code associated with the deduction.
Current Deduction	The monetary amount of the deduction.
Business Unit	The business unit to which the system applied the deduction.
Group ID	The ID of the group transaction in which the system included the deduction.
Target ID	The student ID whose account the system credited with the deduction.
Group Detail	Click to access the Group Line Entry page. From this page you can review details about the group transaction used to post the deduction to a student account.

Note. If you have not yet added a deduction record to a group transaction using the Payroll Deduction Group Create (SF_PAY_DED) process, the Business Unit, Group ID, Target ID, and Group Detail fields are blank for that record. To reconcile deduction records that have not been processed into the group post tables, create a query that checks the PS_PAY_DED_PROC table for blank values in BUSINESS_UNIT, GROUP_ID_SF, EMPLID_RELATED, and where PROCESS_FLAG = N.

Creating Payroll Deduction Groups

Access the Payroll Deduction Group Creation page.

Payroll Deduction Group Creation

Run Control ID: PS

[Report Manager](#)[Process Monitor](#)[Run](#)

Parameters

*Business Unit: PeopleSoft University Bursar ☒ Use Payment Plan
 *Origin ID: Payroll
 *Group Type:
 Term: 2002 Fall

Deduction code selection

First 1-3 of 3 Last

*Deduction Code		*Item Type		
1	<input type="text" value="ELOAN"/> Emergency Loan Deduction	<input type="text" value="300000000100"/> Payroll Deduction	<input type="text" value="300000000100"/> Payroll Deduction	<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text" value="HOUS"/> Housing Charge Deduction	<input type="text" value="300000000100"/> Payroll Deduction	<input type="text" value="300000000100"/> Payroll Deduction	<input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="text" value="TUIT"/> Tuition Payroll Deduction	<input type="text" value="300000000101"/> Pay Ded Restrctd	<input type="text" value="300000000101"/> Pay Ded Restrctd	<input type="button" value="+"/> <input type="button" value="-"/>

Payroll Deduction Group Creation page

Parameters

Enter the Business Unit, Origin ID, Group Type, and Term that the system assigns to the group transaction you are creating. If you are restricting payroll deductions to pay payment plan contract charges, select the Use Payment Plan check box.

Deduction code selection

Deduction Code

Select the deduction codes of the payroll deduction records that you are adding to a posting group.

Item Type

For each deduction code that you are adding to a posting group, select the payment item type that the system uses when posting the associated deductions to student accounts.

Run

Click to run the Payroll Deduction Group Create (SF_PAY_DED) process.

The process creates a group transaction for any payroll deductions in the PS_PAY_DED_PROC staging table that match the run control criteria and have not been included in a previous posting group. If you do not select the Use Payment Plan check box, the system ignores payment plan contract information associated with accounts receiving deduction funds. If you select the Use Payment Plan check box and you assigned deduction codes to the appropriate payment plan contracts, then for any students linked to those contracts, the system includes contract information in the group line entry.

On the Group Entry page, the Payroll Deduction Group Create (SF_PAY_DED) process sets the Posting Action of the created group to *Available for Posting*. On the Group Line Entry page, the Payroll Deduction Group Create (SF_PAY_DED) process selects the Restrict Payment to Account check box for students linked to an eligible payment plan contract. On the Payment Details page, the Payroll Deduction Group Create process populates the Contract # field for group line entries restricted to payment plan accounts.

Note. The system applies payroll deductions to payment plan accounts only if you assign deduction codes to the appropriate payment plan contracts and you select the Use Payment Plan check box when running the Payroll Deduction Group Create (SF_PAY_DED) process. Keep in mind that you can also use the charge priority list to restrict your payroll deduction payments to specific charges.

Reviewing and Revising Group Data Entries Before Posting

The Group Data Entry and External File Load processes put saved transaction data into a suspended status until the group is actually posted. The Suspended Group Post component enables you to view and revise transaction entries for individual transactions.

This section discusses how to:

- Review suspended transactions from a data group.
- Review and update details regarding a specific data group transaction.

Pages Used to Review and Revise Group Data Entries Before Posting

Page Name	Object Name	Navigation	Usage
Suspended Group Post	GROUP_POST_SUSPEND	Manage Student Financials, Maintain Receivables, Inquire, Suspended Group Post	Review suspended transactions from a data group.
Group Post Details	GROUP_POST_INFO_SP	Click the Group Post Details Link on the Suspended Group Post page.	Review details about a suspended posting group.
Group Line Details	GRPLINE_SUSP_SP	Click the Line Details button on the Suspended Group Post page.	Review and update details regarding a specific data group transaction.

Reviewing Suspended Transactions from a Data Group

Access the Suspended Group Post page.

Group Post Details	Click to access the Group Post Details page.
Acad Info (academic information)	Click to access the Academic Information page, where you can view the student's enrollment information.
Line Details	Click to access the Group Line Details page.

See Also

Chapter 25, “Common Pages in PeopleSoft Student Financials,” Viewing Academic Information, page 572

Reviewing and Updating Details Regarding a Specific Data Group Transaction

Access the Group Line Details page.

Update

Click to access the Group Line Entry page and update the transaction information.

See Also

Chapter 21, “Maintaining Receivables,” Adding Transactions to a Group Entry, page 488

Posting Group Data Entries

After you have made any necessary corrections to the entries in the group, you must save the group and post it to update affected accounts using the Group Post process.

Pages Used to Post Group Data Entries

Page Name	Object Name	Navigation	Usage
Group Post	RUNCTL_SFPGRPST	Manage Student Financials, Maintain Receivables, Process, Group Post	Run the Group Post process.
Group Post	GROUP_SUMM_VW	Manage Student Financials, Maintain Receivables, Inquire, Group Post	Review group entry information after posting.

Running the Group Post Process

Access the Group Post page.

Group Post

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Parameters

Business Unit: PeopleSoft University Bursar

Group Type: Housing

Starting Group ID:

Ending Group ID:

Operator ID:

Assign Group OperID:

Reset Process Instance

Group Post page

Business Unit	Select the business unit to which the group is associated.
Group Type	Select the group type associated with the group ID.
Starting Group ID and Ending Group ID	Select the starting group ID and the ending group ID. The system generates these IDs when you complete the Group Data Entry pages.
Operator ID	Optionally, select the user ID of the person posting the group.
Assign Group OperID (assign group operator ID)	Optionally, select and assign a user to the group.
Reset Process Instance	Click to delete a process instance number from a posting group that failed.
Run	<p>Click to access the Process Scheduler Request page. There are two processes that you can permit to run.</p> <p>The Group Posting Common ID Create (SFPGRPDR) process is an optional process that evaluates all pending groups to find new IDs that do not yet have a row in the SF_COMMON_ID table. When it encounters a new ID, it inserts a row into SF_COMMON_ID, eliminating the need for the posting process to perform this function before posting pending transactions to an account. This process is especially useful during certain times of the year, such as the beginning of a term or the beginning of an academic year, when you have large groups containing new IDs that have not undergone the posting process. If you run the Group Posting Common ID Create (SFPGRPDR) process prior to running the Group Posting (SFPGRPST) process, the posting process proceeds faster because it has less work to do.</p> <p>The Group Posting Process (SFPGRPST) posts group transactions and, if you do not run the Group Posting Common ID Create (SFPGRPDR) process first, it inserts rows into SF_COMMON_ID for new IDs.</p>

Posting Transactions for Individual Students and Organizations

PeopleSoft Student Financials enables you to process online transactions for students and organizations without entering control information or running a batch process. This section discusses how to:

- Post transactions for individual students.
- Post transactions for individual organizations.

Pages Used to Post Transactions for Individual Students and Organizations

Page Name	Object Name	Navigation	Usage
Student Post	GRP_QUICK_POST	Manage Student Financials, Maintain Receivables, Use, Student Post	Post transactions for individual students.
Select Charges to Pay	QUICK_SPLITPAY_SEC	Click the Select Charges to Pay link on the Student Post page.	Specify the charges to which the system applies a student payment.
Payment Details	QUICK_POST_SECPAN	Click the Payment Details link on the Student Post page.	Add specific information to the payment record.
Corp Post (corporation post)	ORG_QUICK_POST	Manage Student Financials, Maintain Receivables, Use, Corp Post	Post transactions for individual organizations.
Select Students to Pay	QUICK_EMPLIPAY_SEC	Click the Select Students to Pay link on the Corp Post page.	Specify the sponsored student charges to which the system applies the corporate payment.
Third Party Information	ORG_THIRD_PARTYINF	Click Third Party Information button on the Corp Post page.	Specify any third-party contract information.

Posting Transactions for Individual Students

Access the Student Post page.

Student Post

Business Unit: PeopleSoft University Bursar

ID: SF0164 **Young, Ann**

Balance: 4,500.00 **Anticipated Aid:** 0.00

Account Type: Tuition New Transaction Post

Item Type: 3000000000023 Payment-Tuition only

Amount: USD Currency Detail [Select Charges to Pay](#)

Term:

Reference Number:

Item Effective Date:

Due Date:

Charge Priority: Tut, ct **Pay Method:** Check Tender Details

☒ **Use Exc Acct** **Payment ID:**

☐ **Restrict Payment to Account**

[Student Accounts](#) [Academic Information](#) [Payment Details](#)

Student Post page

New Transaction	Click to enter a new transaction.
Post	Click to post the entered transaction.
Amount	Enter the item amount. Click the Currency Detail link to specify the exchange rate.
Term	Enter the term for which you want to post this transaction.
Reference Number	Enter any optional reference number you want to use to track the transaction.
Posted Date	After this transaction is posted, the posted date displays in this field.
Item Effective Date	Enter the item effective date that the transaction becomes active. The item effective date is set by default to the current date.
Due Date	Optionally, enter a due date if the transaction is a charge.
Charge Priority	For all credit item types, this field displays the charge priority list associated with the item type. If necessary, you may override this value.
Pay Method	If this is a payment item type set up as tender specific, the tender category appears in this field. If the field is not populated, you may select a value from the list. Click the Tender Details button to add specific information such as check number and bank information.
Payment ID	This field is used only when reversing a payment. Enter the payment ID number of the transaction to be reversed. When you exit the field, the page is completed with the original transaction information.
Use Exc Acct (use excess account)	Select the Exc Acct check box to route payments in excess of a charge or account balance to a designated excess account. When the check box is selected, enter the excess account type in the field to the right.
Restrict Payment To Account	Select this option to restrict the entire amount of the payment to the specified account type. Selecting this option prevents excess payments from being transferred to an excess payment account.
Select Charges to Pay	Click to access the Select Charges to Pay page.
Student Accounts	Click to access the Student Accounts page.
Academic Information	Click to access the Academic Information page.
Payment Details	Click to access the Payment Details page.
Pay Amount	Specify the amount of the total payment that you want to apply against this charge. The specified amounts must total 100% of the payment.

Posting Transactions for Individual Organizations

Access the Corp Post page.

With the exception of the following links, this page is the same as the Student Post Page.

Select Students to Pay	Click to access the Select Students to Pay page.
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Corp Accounts Click to access the Corp Accounts page.

Third Party Information Click to access the Third Party Information page.

See Also

[Chapter 21, “Maintaining Receivables,” Posting Transactions for Individual Students, page 498](#)

[Chapter 25, “Common Pages in PeopleSoft Student Financials,” page 567](#)

Consolidating and Reviewing Transactions for Individual Students and Organizations

Single transactions created using the Student Post and Corp Post components are stored in the QUICK_POST_TBL (quick post table). This table eventually becomes very large. The Purge QUICK_POST_TBL process consolidates these transactions into two posting groups, one for student transactions and one for corporate transactions. It then empties the table. Once these transactions are consolidated into posting groups, they can be easily tracked and audited.

Note. You define the origin ID and group type that the system uses when consolidating transactions into posting groups on the Posting Setup page.

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Defining Posting Parameters, page 15](#)

Pages Used to Consolidate and Review Transactions for Individual Students and Organizations

Page Name	Object Name	Navigation	Usage
Purge QUICK_POST_TBL	RUN_CNTL_SFBKPOST	Manage Student Financials, Maintain Receivables, Process, Purge QUICK_POST_TBL	Run the Purge QUICK_POST_TBL process.
Posting Information	QUICK_POST_ACTIVIT	Manage Student Financials, Maintain Receivables, Inquire, Posting Information	Review transactions consolidated by the Purge QUICK_POST_TBL process.

Viewing Account Information Within the Maintain Receivables Feature

The Maintain Receivables application provides many ways to inquire on account information at various levels of detail.

See Also

Chapter 25, “Common Pages in PeopleSoft Student Financials,” page 567

Pages Used to View Account Information Within the Maintain Receivables Feature

Page Name	Object Name	Navigation	Usage
Item View	ITEM_SF	Manage Student Financials, Maintain Receivables, Inquire, Item View	Review item activity for student accounts.
Corp Item View (corporation item view)	ITEM_ORG_SF	Manage Student Financials, Maintain Receivables, Inquire, Item Corp View	Review item activity for organization accounts.
Item Line View	ITEM_LINE_SF	Manage Student Financials, Maintain Receivables, Inquire, Item Line View	Review Information about each line item in a student account.
Item Line Corp View (item line corporation view)	ITEM_LINE_ORG_SF	Manage Student Financials, Maintain Receivables, Inquire, Item Line Corp View	Review charges to a corporate account by the account type affected.
Item Due View	ITEM_DUE_SF	Manage Student Financials, Maintain Receivables, Inquire, Item Due View	Review detailed information about due line items on a student account.
Corp Item Due View	ITEM_DUE_ORG_SF	Manage Student Financials, Maintain Receivables, Inquire, Item Due Corp View	Review detailed information about due line items on an organization account.

Managing Disputed Charges

This section provides an overview of disputed charges and discusses how to enter dispute information.

Understanding Disputed Charges

When a student or organization disputes charges, you move the disputed charges from the customer account to a dispute account. When you have resolved the dispute, the customer can pay the charge, you can return the charge to the customer's account, or you can move the charge to a write-off account.

To dispute a charge:

1. Access the Change Item Line (for students) or Change Corp Item Line (for organizations) page to display a list of accounts for a student or organization.
2. Click the Account Details link next to the account containing the disputed charge to access the Change Item Line - Account Summary (for students) or Change Corp Item Line - Account Summary (for organizations) page, which displays all charges associated with the selected account.
3. Click the Item Details link next to the disputed charge to access the Change Item Line - Line Detail Update (for students) or Change Corp Item Line - Line Detail Update (for organizations) page.

4. Enter dispute information for the charge and click the Save button.

Pages Used to Manage Disputed Charges

Page Name	Object Name	Navigation	Usage
Change Item Line	ACCOUNT_SF	Manage Student Financials, Maintain Receivables, Use, Change Item Line	Select an account containing a disputed charge for a student.
Change Item Line - Account Summary	CHG_ITEM_LINE_SP	Click the Account Details link on the Change Item Line page.	Select a disputed charge for a student.
Change Item Line - Line Detail Update	ITEM_LINE_SF_SP_UP	Click the Item Details link on the Account Summary page.	Enter dispute information for a student.
Change Corp Item Line (change corporation item line)	ACCOUNT_ORG_SF	Manage Student Financials, Maintain Receivables, Use, Change Corp Item Line	Select an account containing a disputed charge for an organization.
Change Corp Item Line - Account Summary (change corporation item line)	CHG_ORG_ITM_LN_SP	Click the Account Details link on the Change Corp Item Line page	Select a disputed charge for an organization.
Change Corp Item Line - Line Detail Update (change corporation item line)	ITEM_LNE_ORGSF_UP	Click the Item Details link on the Change Corp Item Line - Account Summary page.	Enter dispute information for an organization.

Entering Dispute Information

Access the Line Detail Update or Change Corp Item Line - Line Detail Update page.

Line Detail Update

Gym Fees-No Tax **Item Nbr:** 000000000028529 **Item Type:** 210000000006

Ref Nbr:

Refund ID:

Item Amount: 75.00

Details View All First 1 of 1 Last

Nbr	Effective Dt Item Term	Due Dt Line Action	Dispute Dt Line Reason	Dispute Amount Description:	Encum Dt	Encumbered Line Amt
1	07/16/2001 0390	07/17/2001 TUI	07/19/2001	75.00 Gym Fees-No Tax	07/31/2001	75.00

Payments paying this Charge View All First 1 of 1 Last

Item Type	Account Nbr	Term	Date	Amount
Non-taxable				

Non-taxable View All First 1 of 1 Last

Item Type	Account Nbr	Term	Item Amt	Balance
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Line Detail Update page

- Ref Nbr** (reference number) Enter the reference number that you are using to track the disputed receivable.
- Effective Date** This field is set by default to the current system date.
- Due Dt** (due date) Enter the due date of the charge.
- Dispute Dt** (dispute date) Enter the date the student or organization disputed the charge.
- Dispute Amount** Enter the amount of the dispute.
- Encum Dt** (encumber date) Enter the encumber date from which you want the disputed amount of the payment held.
- Encumbered** Enter the dollar amount of the student's account that the dispute encumbers in this field.
- Item Term** Below the Effective Date field the Item Term field displays the term for which the system posted the charge.
- Line Action** Enter the line action.
- Line Reason** Enter a line reason code specifying the reason for the dispute.
- Description** The description is set by default to the description of the original transaction.

Reversing Payments and Charges

This section discusses how to:

- Reverse payments.
- Reverse charges.
- Reverse groups of transactions.
- Process payroll deduction reversals.

Pages Used to Reverse Payments and Charges

Page Name	Object Name	Navigation	Usage
Payment Reversal	PMT_REVERSAL	Manage Student Financials, Maintain Receivables, Use, Payment Reversal	Reverse student payments.
Payment Reversal - Payment Detail	PAYMENT_DTL_SP	Click the Payment Detail link on the Payment Reversal page.	Review details about a student payment before reversing it.
Payment Corp Reversal (payment corporation reversal)	PMT_ORG_REVERSAL	Manage Student Financials, Maintain Receivables, Use, Payment Corp Reversal	Reverse corporate payments.
Payment Corp Reversal - Payment Detail (payment corporation reversal)	PAYMENT_DTL_ORG_SP	Click the link next to a payment on the Payment Corp Reversal page.	Review details about an corporate payment before reversing it.
Charge Reversal	ACCOUNT_SF	Manage Student Financials, Maintain Receivables, Use, Charge Reversal	Select a student account containing a charge you want to reverse.
Charge Reversal - Charge Detail	CHARGE_REV_SP	Click the Account Details link on the Charge Reversal page.	Reverse student charges.
Charge Corp Reversal - Charge Reversal (charge corporation reversal)	ACCOUNT_ORG_SF	Manage Student Financials, Maintain Receivables, Use, Charge Corp Reversal	Select an corporate account containing a charge you want to reverse.
Charge Corp Reversal - Charge Detail (charge corporation reversal)	CHARGE_REV_ORG_SP	Click the Account Details link on the Charge Corp Reversal - Charge Reversal page.	Reverse corporate charges.
Reversal Detail	LINE_REASON_SF_SP	Click the Reverse button on the Payment Reversal, Payment Corp Reversal, Charge Reversal, or Charge Corp Reversal - Charge Reversal page.	Enter optional reversal information after reversing a payment or charge.
Group Reversal	RUNCTL_SFRVRGRP	Manage Student Financials, Maintain Receivables, Process, Group Reversal	Reverse groups of transactions.

Reversing Payments

To reverse a payment:

1. Access the Payment Reversal (for students) or Payment Corp Reversal (for organizations) page.
2. Enter search criteria and click the Search button to display the desired payments.
3. Click the Reverse button next to a payment to access the Reversal Detail page.
4. Enter any optional reversal information (Item Effective Date, Description, and Reason Code) on the Reversal Detail page and click the OK button to complete the payment reversal.

Reversing Charges

To reverse a charge:

1. Access the Charge Reversal (for students) or Charge Corp Reversal - Charge Reversal (for organizations) page to display a list of accounts for a student or organization.
2. Click the Account Details link next to the account containing the charge you want to reverse. This accesses the Charge Reversal - Charge Detail (for students) or Charge Corp Reversal - Charge Detail (for organizations) page, which displays all charges associated with the selected account.
3. Click the Reverse button next to a charge to access the Reversal Detail page.
4. Enter any optional reversal information (Item Effective Date, Description, and Reason Code) on the Reversal Detail page and click the OK button to complete the charge reversal.

Reversing Groups of Transactions

Access the Group Reversal page.

Group Reversal

Run Control ID: slp [Report Manager](#) [Process Monitor](#) Run

Parameters

Business Unit: PSUNV PeopleSoft University Bursar ☒ **Include Detail**

Group ID: 000000000000033

Description: test reversals

Bank Tracer Nbr:

Item Effective Date:

***Due Date Option:** Old Due Dt

Group Reversal page

Include Detail

Select to generate a detailed report of the transactions reversed when you run the process.

Group ID	Select the unique ID of the group of transactions you want to reverse.
Description	Enter an optional description for the group reversal. This description appears next to the item type on the Group Line Entry page.
Bank Tracer Nbr (bank tracer number)	Enter a number for tracking purposes. This field is optional.
Item Effective Date	Enter the effective date that the system assigns to the reversed transactions.
Due Date Option	<p>Select how the system calculates due dates for the reversed transactions.</p> <p><i>Old Due Dt</i> (old due date): The system assigns the original due date of the reversed transaction.</p> <p><i>Null</i>: The system assigns a null value to the due date of the reversed transactions and assigns new due dates during the billing process.</p> <p><i>New Due Dt</i> (new due date): Select to enter a new due date that the system assigns to the reversed transactions.</p>

Processing Payroll Deduction Reversals

When PeopleSoft Payroll for North America reverses a prior payroll deduction, it results in a deduction with a negative amount. PeopleSoft Student Financials cannot link the negative deduction amount to the original posted deduction. The system selects these negative deductions normally through the Select Payroll Deduction (SFPAYDED) process. When you run the Payroll Deduction Group Create (SF_PAY_DED) process on negative deductions, however, the system enters them into the posting tables as a group with a Posting Action of *Do Not Post* and a Posting Status of *Errors*. Because you cannot post these negative deductions normally, you must manually resolve the affected student accounts.

Note. If the Payroll Deduction Group Create (SF_PAY_DED) process encounters both negative and positive deductions, it creates two separate posting groups, one for the negative deductions, and one for the positive deductions.

Applying Payments

You can run the Payment Applier process to allocate unapplied payments to eligible charges that are still owing. The process applies payments to both student and corporate accounts. Payment swapping may occur if a priority payment is applied.

Pages Used to Apply Payments

Page Name	Object Name	Navigation	Usage
Payment Applier	RUNCTL_PMTWKUP	Manage Student Financials, Maintain Receivables, Process, Payment Applier	Run the Payment Applier process.
Payment Shuffle	ITEM_SF_XREF	Manage Student Financials, Maintain Receivables, Inquire, Payment Shuffle	Identify remaining unapplied payments after running the Payment Applier process.

Running the Payment Applier Process

Access the Payment Applier page.

Payment Applier page

Business Unit Enter the business unit for which you want to run the payment applier process.

Select All IDs Select to run the payment applier process for all student and corporate IDs.

Reset IDs When you select this option, all applied payments are unapplied. Then, all payments are applied to their eligible charges as if for the first time following payment allocation rules. All payments are applied in priority order.

Note. The payment applier process does not reset payments if the account is a payment plan, or if the account has write off or refund transactions.

ID or External Org ID If you do not select the Select All IDs check box, enter ID numbers for the students or organizations for which you want payments applied.

Note. When running the process for individual IDs, you cannot include both students and organizations at the same time.

Writing Off Charges and Account Balances

This section provides an overview of write-offs and discusses how to:

- Create write-offs for individual students.
- Create write-offs for individual organizations.
- Select accounts to write off for individual students and organizations.
- Select items to write off for individual students and organizations.
- Process batch write-offs.
- Reverse write-offs for students.
- Reverse write-offs for organizations.

Understanding Write-offs

If it becomes impossible to collect a receivable, you can write off the receivable by moving the charge within your general ledger from your receivable or collections account to your write-off account. The system adds the write-off service indicator to the customer's account, and applies the restrictions that you defined for write-off customers.

If you process a write-off by mistake, or if a customer agrees to pay a debt that you already wrote off, PeopleSoft Student Financials enables you to reverse a write-off.

Pages Used to Write Off Charges and Account Balances

Page Name	Object Name	Navigation	Usage
Student Writeoff	WRITEOFF_QCK_POST	Manage Student Financials, Maintain Receivables, Use, Student Writeoff	Create write-offs for individual students.
Corp Writeoff (corporation write-off)	WRITEOFF_ORG_POST	Manage Student Financials, Maintain Receivables, Use, Corp Writeoff	Create write-offs for individual organizations.
Accounts to Writeoff	WRITEOFF_ACCT_SP	Select the Writeoff Accounts option or click the Accounts to Writeoff link on the Student Writeoff page.	Select accounts to write off for individual students and organizations.
Items to Writeoff	WRITEOFF_ITEMS_SP	Select the Writeoff Items option or Items to Writeoff link on the Student Writeoff page.	Select items to write off for individual students and organizations.
Write Offs	RUNCTL_WRITE_OFF	Manage Student Financials, Maintain Receivables, Process, Write Offs	Process batch write-offs.
Writeoff Reversal	WRITEOFF_REVERSAL	Manage Student Financials, Maintain Receivables, Process, Write Offs	Reverse write-offs for students.
Writeoff Corp Reversal (write-off corporation reversal)	WRITEOFF_ORG_REVER	Manage Student Financials, Maintain Receivables, Use, Writeoff Corp Reversal	Reverse write-offs for organizations.
Writeoff Detail	WRITEOFF_DTL_SP	Click the Writeoff Detail link on the Writeoff Reversal or Writeoff Corp Reversal page.	Review information about a write-off.

Creating Write-offs for Individual Students

Access the Student Writeoff page.

Student Writeoff

Business Unit: PSUNV PeopleSoft University Bursar

ID: Young, Ann

Balance: 10,000.00 USD **Anticipated Aid:** 0.00

☐ Writeoff Balance
 ☒ Writeoff Account(s)
 ☐ Writeoff Item(s)

[Accounts to Writeoff](#)

Srv Ind Cdt:

Item Type: Write-Off Account

Item Amount: **Term:** 2001 Fall

Reference Nbr:

Item Effective Date: [Payment Details](#)

Student Writeoff page

ID	Select the ID of the student whose receivables you are writing off.
Balance	This field displays the total balance of the customer's account.
Anticipated Aid	This field displays financial aid that has been awarded to the student but not yet disbursed.
Writeoff	
Select a write-off method.	
Writeoff Balance	Selecting this option to write off the entire amount shown in the Balance field.
Writeoff Account(s)	When you select this option, the Accounts to Writeoff page opens.
Writeoff Item(s)	When you select this option, the Items to Writeoff page opens.
Srv Ind Cd (service indicator code)	Select the service indicator code for the service indicator that sets the desired limitations on transactions for customers whose accounts that you have written off.

Item Information

Item Type	Select the item type that you are using for your write-off account. The description of the item type appears in the field to the right.
Item Amount	The amount of the transaction that you are writing off displays next to the term you select.
Term	Enter a term for the write-off.
Reference Nbr (reference number)	Enter any reference number that you use to track your write-offs.
Item Effective Date	Enter the item effective date.

Creating Write-offs for Individual Organizations

Access the Corp Writeoff page.

This page is identical to the Student Writeoff page.

See Also

Chapter 21, "Maintaining Receivables," Creating Write-offs for Individual Students, page 509

Selecting Accounts to Write Off for Individual Students and Organizations

Access the Accounts to Writeoff page.

Accounts To Writeoff

View All First 1-5 of 5 Last						
Acct. Type	Account Number	Balance	Date Opened			
Housing	HOUSING001 - 2000 Sprng	4,200.00	07/16/2001	Active		<input type="checkbox"/>
Misc	MISFEES001 -	50.00	07/16/2001	Active		<input type="checkbox"/>
Other Fees	OTHFEES001 -	925.00	07/16/2001	Active		<input type="checkbox"/>
Parking Fe	PRKFEES001 -	75.00	07/16/2001	Active		<input type="checkbox"/>
Tuition	TUITION001 - 2000 Sprng	4,750.00	07/16/2001	Active		<input type="checkbox"/>

Accounts To Writeoff page

Select the check box next to the accounts that you want to write off.

Selecting Items to Write Off for Individual Students and Organizations

Access the Items To Writeoff page.

Items To Writeoff

View All First 1-4 of 11 Last				
Item Type	Term	Item Amt	Balance	
Student ID	2000 Sprng	50.00	50.00	<input type="checkbox"/>
Sr. Forum	2000 Sprng	50.00	50.00	<input type="checkbox"/>
GymFees-No	2000 Sprng	75.00	75.00	<input type="checkbox"/>
Parking St	2000 Sprng	75.00	75.00	<input type="checkbox"/>

Items To Writeoff page

Select the check box next to the items you want to write off.

Processing Batch Write-offs

Access the Write Offs page.

Write Offs

Run Control ID: PS

[Report Manager](#)

[Process Monitor](#)

Run

Parameters

Select By:

☒ By ID

☐ By External Org ID

Business Unit

PSUNV

PeopleSoft University Bursar

Aging Set:

STD

Aging Category:

96

120+

Past Due Amount

2,000.00

Last Activity Date:

06/12/1997

Item Type Writeoff:

800000000000

Write-Off Account

Service Indicator Cd:

RG1

All Registration hold

☒ Report Only

Group

Group Type:

Tuition

Origin ID:

00017

Sys Con

Write Offs page

By ID

Select this option to execute this process for individuals.

By External Org ID (by external organization ID)

Select this option to execute this process for organizations.

Business Unit

Select the business unit for the write-offs that you are processing.

Aging Set and Aging Category

Enter the aging set and the appropriate aging category that you want the system to use to select the overdue amounts. For example, if you select the *STD* (standard) aging set and the code of 96 for the 120+ day aging category, transactions for individuals or organizations that match the criteria for the *STD* aging set and are more than 120 days past due are selected to be written off.

Past Due Amount and Last Activity Date

Enter the past due amount criteria for the aging category and the last activity date to further refine your selection.

Item Type Writeoff

Select the item type your institution uses for write-offs.

Service Indicator Cd (service indicator code)

Select the appropriate service indicator code if you want to place a hold on an individual after you write off charges.

Note. Service indicators cannot be applied to organizations using the PeopleSoft Student Financials application.

Report Only

Select this option if you want to produce a report of individuals selected for write off before you continue with the process.

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Group Type and Origin ID To perform the write off, you must create a posting group consisting of all amounts to be written off. Select the group type and origin ID that you want the system to use when creating your posting group. This is used for security purposes. You should use a group type and origin type with very limited access.

Running this process creates a posting group. Make note of the posting group ID because you should review the posting group before you post it. Once you are satisfied with the posting group, post it using the Group Post process.

See Also

Chapter 21, “Maintaining Receivables,” Posting Group Data Entries, page 496

Reversing Write-offs for Students

Access the Writeoff Reversal page.

Writeoff Reversal

Business Unit: PSUNV

ID: Barkin,Ted
 Term:
Search

Balance: 1,246.00
 Anticipated Aid: 0.00

View All First 1-2 of 2 Last

Writeoff Description	Term	Post Date	Amount	Balance	Rev	
Writeoff	1998 Fall	07/28/2001	700.000	0.00	N	Writeoff Detail Reverse
Writeoff	2001 Sprng	07/28/2001	0.000	0.00	Y	Writeoff Detail

Writeoff Reversal page

ID	Enter the ID of the student for whom you want to reverse the write off.
Term	Enter the term for which you want the write off reversal to apply.
Writeoff Description	This field displays the description of the write-off item type.
Term	This field displays the term of the original charge.
Post Date	This field displays the date the write off was posted.
Amount	This field displays the amount of the write off.
Balance	This field displays the balance of each transaction.
Rev (reversed)	This field displays the write off reversal status. When the reversal is complete, the <i>N</i> changes to a <i>Y</i> indicating that you have successfully reversed the write-off.
Reverse	Click this button next to the write-off that you want to reverse.

Writeoff Detail

Click to access Writeoff Detail page.

Reversing Write-offs for Organizations

Access the Writeoff Corp Reversal page.

This page is identical to the Writeoff Reversal page.

See Also

Chapter 21, “Maintaining Receivables,” Reversing Write-offs for Students, page 513

Processing Enrollment Deposits

The Enrollment Deposit process enables you to restrict services by automatically placing a service indicator on student records if the respective students do not pay the required enrollment deposits. This process also automatically releases service indicators upon receipt of enrollment deposits.

This section discusses how to:

- Define basic parameters for the Enrollment Deposit process.
- Select academic programs and waiver forms for the Enrollment Deposit process.

Pages Used to Process Enrollment Deposits

Page Name	Object Name	Navigation	Usage
Enroll Deposit	RUNCTL_ENRL_DPST	Manage Student Financials, Maintain Receivables, Process, Enrollment Deposits, Enroll Deposit	Define basic parameters for the Enrollment Deposit process.
Enroll Deposit2	RUNCTL_ENRL_DPST2	Manage Student Financials, Maintain Receivables, Process, Enrollment Deposits, Enroll Deposit2	Select academic programs and waiver forms for the Enrollment Deposit process.

Defining Basic Parameters for Enrollment Deposit Processing

Access the Enroll Deposit page.

Enroll Deposit Enroll Deposit2

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit: PSUNV PeopleSoft University Bursar Term: 0450

Item Type Group: ENRDEPOSIT Enrollment Deposits Amount: 50.000

Service Indicators

Set Svc Ind ☐ Rel Svc Ind ☒

Srv Ind Cd: ALL All Services Hold

Srv Reasn: ALL All Services Hold

Contact:

Svc Impact: CENR Block All Enrollment Actvty

Letter Generation

Gen Letter ☒

Letter Code:

Function:

Category:

Context:

Enroll Deposit page

Business Unit	Select the business unit for which you are processing enrollment deposits.
Term	Select the term for which you are processing enrollment deposits.
Item Type Group	Select the item type group that you are using for enrollment deposits.
Amount	Enter the amount of the enrollment deposit. The amount is the monetary amount of a single deposit.

Service Indicators

Set Svc Ind (set service indicator)	Select this option to set service indicator codes.
Rel Svc Ind (release service indicators)	Select this option to release the service indicator codes that have been applied to student's accounts.
Srv Ind Cd (service indicator code)	Select the service indicator code that you want to apply.
Srv Reason (service reason), Contact , and Svc Impact (service impact)	Select the service reason code attached to the service indicator code, the contact, and the service impact code.

Letter Generation

Using the 3Cs functionality, you can automatically generate letters to students.

Gen Letter (generate letter) and Letter Code	When you select the Gen Letter option, use the Letter Code field to identify the letter the system generates.
Function , Category , and Context	Select the desired function, category, and context.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Understanding the 3Cs—Communications, Checklists, and Comments”

Selecting Academic Programs and Waiver Forms for the Enrollment Deposit Process

Access the Enroll Deposit2 page.

Enroll Deposit2 page

- All Programs**

If you want to evaluate enrollment deposits for all academic programs, select this option. This makes the Academic Program fields unavailable.
- Academic Program**

Select the academic program whose deposits you want to process.
- Waiver Form**

Select a waiver form that allows financial aid monies to pay the enrollment fee for students who have granted permission.

Processing Late Fees

The Late Fee process enables you to calculate late fees for all students and organizations that are past due on their accounts.

See Also

Chapter 11, “Setting Up Receivables Maintenance,” Setting Up Late Fees, page 287

Pages Used to Process Late Fees

Page Name	Object Name	Navigation	Usage
Late Fees	RUNCTL_SFPLATFE	Manage Student Financials, Maintain Receivables, Process, Late Fees	Calculate and post late fees.
Late Fees	LATE_FEE_TBL	Manage Student Financials, Maintain Receivables, Inquire, Late Fees	Review late fees for students.
Late Fee Details	LATE_FEE_DTL_EMP	Click the Details link on the Late Fees page: Late Fees 2 tab.	Review details about a student late fee.
Late Fee Messages	LATE_FEE_MESSAGES	Manage Student Financials, Maintain Receivables, Inquire, Late Fee Messages	Review any errors or warnings generated during the processing of student late fees.
Corp Late Fees (corporation late fees)	LATE_FEE_ORG	Manage Student Financials, Maintain Receivables, Inquire, Corp Late Fees	Review late fees for organizations.
Corp Late Fees - Late Fees Details (corporation late fees)	LATE_FEE_ORG	Click the Details link on the Corp Late Fees – Late Fees 2 tab.	Review details about an corporate late fee.
Corp Late Fee Messages (corporation late fee messages)	LATE_FEE_ORG_MSG	Manage Student Financials, Maintain Receivables, Inquire, Corp Late Fee Messages	Review any errors or warnings generated during the processing of corporate late fees.

Calculating and Posting Late Fees

Access the Late Fees page.

Late Fees

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters

Batch ID: 000000000285 ☐ Report Only

Run Options: All Students [Display Late Fees](#)

Business Unit: PSUNV PeopleSoft University Bursar [Display Errors / Warnings](#)

From ID:

To ID:

View All First 1 of 1 Last

*Late Fee Code	Description
TEST3	\$\$\$ only

Late Fees page

Batch ID

This field displays the batch ID that the system assigns when it runs the process.

Report Only	Select this option if you want to produce a report without posting the late fee.
Run Options	<p>Select your run option. You have four choices:</p> <p><i>All External Organizations:</i> Enables you to process late fees on all your external corporate customers. If you select this run option, the ID and External Org ID fields become unavailable but the From ID and To ID fields become available. These fields enable you to specify a range of external organizations to process late fees against. These fields are not required. If you leave them blank, the system processes late fees for all external organizations.</p> <p><i>Single External Organization:</i> Enables you to process late fees incurred by a single corporate customer. If you select this run option, the External Org ID field becomes available and the ID, From ID, and To ID fields become unavailable.</p> <p><i>Single Student:</i> This is the default value. It enables you to process a late fee for one individual. If you select this run option, the ID field becomes available and the External Org ID, From ID, and To ID fields become unavailable.</p> <p><i>All Students:</i> Enables you to process late fees for all students. If you select this run option, the ID and External Org ID fields become unavailable but the From ID and To ID fields become available. These fields enable you to specify a range of students to process late fees against. These fields are not required. If you leave them blank, the system processes late fees for all students.</p>
Business Unit	Select the business unit for which you are processing late fees.
ID	If applicable, select the ID of the student for which you are processing late fees. This field becomes available when you select the <i>Single Student</i> Run Option.
From ID	If applicable, select the beginning ID of your range. This field is only applicable if processing a range of either students or corporations when using the respective run options, <i>All Students</i> or <i>All External Organizations</i> .
To ID	If applicable, select the ending ID of your range. This field is only applicable if processing a range of either students or corporations when using the respective run options, <i>All Students</i> or <i>All External Organizations</i> .
External Org ID (external organization ID)	If applicable, select the ID of the organization for which you are processing late fees.
Late Fee Code	Select the late fee code for the fee schedule that you are applying.
Display Late Fees	Click the Display Late Fees link to access the Display Late Fees page, where you can review the accounts processed in this run.
Display Errors/Warnings	Click the Display Errors/Warnings link to access the Late Fee Messages page, where you can view any errors or warnings encountered during this run.

Processing Enrollment Cancellation

This section provides an overview of enrollment cancellation and discusses how to:

- Define student selection criteria for enrollment cancellation.
- Define charges, offsetting payments, cancellation options, and service indicators for enrollment cancellation.

Understanding Enrollment Cancellation

The Enrollment Cancellation process selects students for enrollment cancellation when they are past due on their fee payments. You can set up the system to cancel individual classes within a term, individual classes within a session, cancel the entire term, or cancel the entire session for students who meet the past due requirements that you define. You can apply enrollment cancellation criteria to all students in your institution or only to students in specific tuition groups or academic programs. You have the flexibility to define enrollment cancellation rules that meet the specific needs of your institution.

The Enrollment Cancellation process in the PeopleSoft Student Financials application only selects students for cancellation. The actual cancellation process is completed in PeopleSoft Student Records using the Student Records Term Withdrawal process (SRPCWDPR).

See Also

PeopleSoft Student Records PeopleBook

Pages Used to Process Enrollment Cancellation

Page Name	Object Name	Navigation	Usage
Enrollment Cancellation 1	RUNCTL_SFPCLCAN	Manage Student Financials, Maintain Receivables, Process, Enrollment Cancellation, Enrollment Cancellation 1	Define student selection criteria for enrollment cancellation.
Enrollment Cancellation 2	RUNCTL_SFPCLCAN2	Manage Student Financials, Maintain Receivables, Process, Enrollment Cancellation, Enrollment Cancellation 2	Define charges, offsetting payments, cancellation options, and service indicators for enrollment cancellation.
Enrollment Cancellation	CANC_TERM_CLASS	Manage Student Financials, Maintain Receivables, Inquire, Enrollment Cancellation	Review results of the Enrollment Cancellation process.
Enrollment Cancellation Messages	CANC_MESSAGES	Manage Student Financials, Maintain Receivables, Inquire, Enrollment Canc Messages	Review messages generated by the Enrollment Cancellation process.

Defining Student Selection Criteria for Enrollment Cancellation

Access the Enrollment Cancellation 1 page.

Enrollment Cancellation 1 page

Business Unit

Select the business unit for the students that you are reviewing.

Report Only

Select this option if you just want to see which students are eligible for cancellation without completing the process. The results of the report are available when you click the Display Cancellation button.

Display Cancellation

Click to view cancellation results. It does not matter whether the Report Only check box is selected. It displays results for the Class Cancellation process you have run.

Display Cancellation Messages

Click to view enrollment cancellation warning and error messages.

Cancellation Type

Define which enrollments are canceled by running the process. The cancellation type, in conjunction with the Cancel Completed Classes and Cancel Classes With Grades check boxes on the Enrollment Cancellation 2 page determines what type of request the Enrollment Cancellation process generates for a student.

Term Cancellation

Select to cancel all the classes a student is taking for a term.

If you select this option and you select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates a term cancellation request for each selected student.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, the Enrollment Cancellation process generates an enrollment request with an action of drop for the student's uncompleted and ungraded classes instead of a term cancellation request.

If you select this option, you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates a term cancellation request.

Session Cancellation

Select this option to cancel all the classes a student is taking for a session.

If you select this option and you select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates a session cancellation request for each selected student.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, the Enrollment Cancellation process generates an enrollment request with an action of drop for the student's uncompleted and ungraded classes instead of a session cancellation request.

If you select this option, you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates a session cancellation request.

Class by Class Within Term

Select this option to cancel individual classes within a term

If you select this option and you select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class in the term, one by one, until the past due amount is less than the Subsequent Amount you specify. If the request results in all classes being dropped for a student, then the process generates a term cancellation request.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, then for the student's uncompleted and ungraded classes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class, one by one, until the past due amount is less than the Subsequent Amount.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class, one by one, until the past due amount is less than the Subsequent Amount. If the request results in all classes being dropped for a student, then the process generates a term cancellation request.

Class by Class Within Session

Select this option to cancel individual classes within a session

If you select this option and you select the Cancel Completed Classes and/or the Cancel Classes With Grades check boxes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class in the session, one by one, until the past due amount is less than the

Subsequent Amount you specify. If the request results in all classes being dropped for a student, then the process generates a session cancellation request.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and a student has either completed a class or has a graded class, then for the student's uncompleted and ungraded classes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class, one by one, until the past due amount is less than the Subsequent Amount.

If you select this option, and you do not select the Cancel Completed Classes or the Cancel Classes With Grades check boxes, and the student has no completed or graded classes, the Enrollment Cancellation process generates an enrollment request with an action of drop, dropping each class, one by one, until the past due amount is less than the Subsequent Amount. If the request results in all classes being dropped for a student, then the process generates a session cancellation request.

Term	Enter the term for which you are canceling enrollments. This field is required.
Session	Enter the session for which you are canceling enrollments if you are using either session option.

Selection Criteria

Select which students you want to review for enrollment cancellation processing.

All	Select this option if you want to review all students in the business unit who meet the criteria that you specify. If you select this option, the Tuition Group and Academic Program fields are not available.
Tuition Group	Select this option to review students within a specific tuition group.
Academic Program	Select this option to review students within a specific academic program.

Aging Criteria

By Date	Select this option and enter a date to indicate that any student with a payment past due on the date entered should be selected for enrollment cancellation.
By Days	Select this option and enter the number of days to indicate that any student with a payment past due for the number of days entered should be selected for enrollment cancellation.

Past Due Amounts

Initial Amount	Enter the initial amount past due that places a student in the enrollment cancellation process. Students with amounts past due that are lower than the initial amount are not selected.
Subsequent Amount	The subsequent amount field is available only when the Class by Class Within Term or Class by Class Within Session option is chosen. The

system uses this information to automatically cancel classes one by one until the amount past due is less than the subsequent amount.

Example of the Class by Class Cancellation Process with Subsequent Amount

A student enrolls in four classes at a cost of 300 USD per class but only pays 300 USD. For enrollment cancellation purposes, the Initial Amount is 600 USD and the Subsequent Amount is 350 USD. The system selects the student as eligible for enrollment cancellation because the amount past due is 900 USD (this amount exceeds the Initial Amount indicated). The first class cancelled lowers the amount past due to 600 USD. Because this figure is higher than the Subsequent Amount of 350 USD, the system cancels a second class bringing the amount past due to 300 USD. Because this figure is lower than the Subsequent Amount, no further classes are cancelled.

Defining Charges, Offsetting Payments, Cancellation Options, and Service Indicators for Enrollment Cancellation

Access the Enrollment Cancellation 2 page.

Enrollment Cancellation 1 | Enrollment Cancellation 2

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Batch ID: 999999999999 [Display Cancellation](#)

Business Unit: PSUNV [Display Cancellation Messages](#)

Item Group Selection

	Item Group	From / To Term
Charges:	TUITION	0450 0450
<input checked="" type="checkbox"/> Unapplied Payments	TUIT&FEES	0450 0450
<input checked="" type="checkbox"/> Unapplied Financial Aid	FINAID	0450 0450
<input checked="" type="checkbox"/> Anticipated Aid		0450 0450

Options

☒ Cancel Completed Classes ☒ Cancel Classes With Grades ☒ Eligible to Enroll

Service Indicator

Service Indicator Ctl: NCN No Cancellation

Enrollment Cancellation 2 page

Item Group Selection

Item Group

Select the appropriate item group to indicate the specific charges to be included in the past due amount.

From/To Term

Enter the From/To Term range for picking up the charges.

Unapplied Payments, Unapplied Financial Aid, Anticipated Aid

If you want to reduce charges by certain types of unapplied payments, unapplied financial aid, or anticipated aid, select the option and then enter the appropriate item group and from/to term range for picking up these credits.

Options

Cancel Completed Classes	Select this option to cancel classes that have been completed but not graded. The system will not cancel any classes for which the student has received grades.
Cancel Classes With Grades	If grades have been entered, and you want to include graded classes in the cancellation process, select this option to cancel classes with grades.
Eligible to Enroll	If you select this check box, the Enrollment Cancellation process selects the Eligible to Enroll check box on the Term Activation page for students selected by the process. If you do not select this check box, the Enrollment Cancellation process clears the Eligible to Enroll check box on the Term Activation page for students selected by the process.
Service Indicator Cd (service indicator code)	To exclude students from the enrollment cancellation process, enter a service indicator code. Those students with the selected service indicator are not selected for the enrollment cancellation process.
Display Cancellation	Click to access the Enrollment Cancellation page, where you can review details about students with cancelled enrollment.
Display Cancellation Messages	Click to access the Enrollment Canc Messages page, where you can review cancellation messages.

See Also

PeopleSoft 8 SP1 Student Records PeopleBook, “Managing Students’ Programs, Plans, and Subplans”

Validating Tables

The Table Validation process is a powerful tool that enables you to report on and/or correct referential integrity errors within PeopleSoft Student Financials tables. These errors can occur as a result of setup errors, changes to setup after data is partially processed, or your own modified programs that insert or update PeopleSoft Student Financials tables.

Page Used to Validate Tables

Page Name	Object Name	Navigation	Usage
Table Validation	RUN_CNTL_SFTBLVAL	Manage Student Financials, Maintain Receivables, Process, Table Validation	Run the Table Validation process.

Running the Table Validation Process

Access the Table Validation page.

Table Validation																	
Run Control ID: PS	Report Manager	Process Monitor Run															
Select Option <input checked="" type="radio"/> All IDs <input type="radio"/> One ID <input type="radio"/> ID Range	Run Option <input type="checkbox"/> Update	Business Unit Business Unit: PSUNV PeopleSoft University Bursar															
ID Option Individual and Organization																	
Detail Options <table border="0"> <tr> <td><input checked="" type="checkbox"/> Student Account Balance</td> <td><input checked="" type="checkbox"/> Applied Amount</td> <td><input checked="" type="checkbox"/> Cross Reference Effective Date</td> </tr> <tr> <td><input checked="" type="checkbox"/> Corporation Account Balance</td> <td><input checked="" type="checkbox"/> Balance Amount</td> <td><input checked="" type="checkbox"/> Cross Reference Payment ID</td> </tr> <tr> <td><input checked="" type="checkbox"/> Item Amount</td> <td><input checked="" type="checkbox"/> Cross Reference CommonID Table</td> <td><input checked="" type="checkbox"/> Cross Reference Contract Nbr</td> </tr> <tr> <td><input checked="" type="checkbox"/> Payment Amount</td> <td><input checked="" type="checkbox"/> Cross Reference CommonID Field</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Refund Amount</td> <td><input checked="" type="checkbox"/> Cross Reference Item Amount</td> <td></td> </tr> </table>			<input checked="" type="checkbox"/> Student Account Balance	<input checked="" type="checkbox"/> Applied Amount	<input checked="" type="checkbox"/> Cross Reference Effective Date	<input checked="" type="checkbox"/> Corporation Account Balance	<input checked="" type="checkbox"/> Balance Amount	<input checked="" type="checkbox"/> Cross Reference Payment ID	<input checked="" type="checkbox"/> Item Amount	<input checked="" type="checkbox"/> Cross Reference CommonID Table	<input checked="" type="checkbox"/> Cross Reference Contract Nbr	<input checked="" type="checkbox"/> Payment Amount	<input checked="" type="checkbox"/> Cross Reference CommonID Field		<input checked="" type="checkbox"/> Refund Amount	<input checked="" type="checkbox"/> Cross Reference Item Amount	
<input checked="" type="checkbox"/> Student Account Balance	<input checked="" type="checkbox"/> Applied Amount	<input checked="" type="checkbox"/> Cross Reference Effective Date															
<input checked="" type="checkbox"/> Corporation Account Balance	<input checked="" type="checkbox"/> Balance Amount	<input checked="" type="checkbox"/> Cross Reference Payment ID															
<input checked="" type="checkbox"/> Item Amount	<input checked="" type="checkbox"/> Cross Reference CommonID Table	<input checked="" type="checkbox"/> Cross Reference Contract Nbr															
<input checked="" type="checkbox"/> Payment Amount	<input checked="" type="checkbox"/> Cross Reference CommonID Field																
<input checked="" type="checkbox"/> Refund Amount	<input checked="" type="checkbox"/> Cross Reference Item Amount																
Item Due Info <input checked="" type="checkbox"/> Item Due Date <input checked="" type="checkbox"/> Initial Run	Commit Option <input type="radio"/> Commit At the End <input checked="" type="radio"/> Commit Level 100																

Table Validation page

Select Option

All IDs

Select this option to run the process against all accounts in the system. If Individual and Organization is selected as the ID Option, All IDs is the required Select Option.

One ID

Select this option to run the process against a single individual or corporate account.

ID Range

Select this option to process a range of either individual or corporate accounts.

Run Option

Update

Select this check box if you want data errors to be corrected when detected. Clear this check box if you want to produce reports only. If you select this check box, the process still produces reports.

Note. When running the Table Validation process, you have the option of selecting as many reports/updates as you want—from one to all. In update mode, there are data dependencies and processing that should be done in the order the options appear on the page.

ID Option

ID Option

Individual and Organization: Select this option to process all accounts in the system. If you select this option, the Select Option is limited to All IDs and the Start and End fields are hidden.

Individual Only: Select this option to process only individual accounts. If you select this option, all Select Options are available.

Organization Only: Select this option to process only external organization accounts. If you select this option, all Select Options are available.

From ID

This field is available when either One ID or ID Range is selected as the Select Option and is labeled appropriate to the ID Option selection.

To ID

This field is available when ID Range is selected as the Select Option and is labeled appropriate to the ID Option selection.

Detail Options

In the Detail Options group box, select the reports/updates that you want to process. If the Update Run Option has not been selected, the process produces a report noting referential data integrity discrepancies, but does not change any data. If the Update Run Option has been selected, discrepancies are corrected as noted in each description.

Student Account Balance

Select this option to compare the Account Balance from the ACCOUNT_SF table with the sum of the Item Amounts from the ITEM_SF table. If different, the sum of the Item Amounts is used to update Account Balance.

Corporation Account Balance

Select this option to compare the Account Balance from the ACCOUNT_ORG_SF table with the sum of the Item Amounts from the ITEM_SF table. If different, the sum of the Item Amounts is used to update Account Balance.

Item Amount

Select this option to compare the Item Amount from the ITEM_SF table with the sum of the Line Amounts from the ITEM_LINE_SF table. If different, the sum of the Line Amounts is used to update Item Amount.

Payment Amount

Select this option to compare the Payment Amounts from the PAYMENT_TBL table with the sum of the Item Amounts for each payment from the ITEM_SF table. If different, the sum of the Item Amounts is used to update Payment Amount.

Refund Amount

Select this option to compare the Refund Amount from the REFUND_HDR table with the Item Amount from the ITEM_SF table. If different, the Item Amount is used to update the Refund Amount.

Applied Amount

Select this option to compare the sum of the Cross Reference Amounts from the ITEM_XREF table with the Applied Amount from the ITEM_SF table. If different, the Cross Reference Amount is used to update the Applied Amount.

Balance Amount

Select this option to compare the sum of the Cross Reference Amount from the ITEM_XREF table with the net value of the Item Amount minus the Item Balance from the ITEM_SF table. If different, the sum of the Cross Reference Amount is subtracted from the Item Amount and the result is used to update the Item Balance.

Cross Reference CommonID Table

Select the Cross Reference CommonID Table check box and run the process.

The report performs the following cross checks:

- For every student with an account defined in ACCOUNT_SF and for every organization with an account defined in ACCOUNT_ORG_SF, the report verifies that a row exists in the SF_COMMON_ID table. If a row does not exist in the SF_COMMON_ID table, and you run the report in update mode, the system inserts a row for the student or organization ID into SF_COMMON_ID.
- For every person and/or organization, the report verifies for each COMMON_ID that the maximum item number recorded for it in the ITEM_SF table matches the field ITEM_NBR_LAST stored for it in the SF_COMMON_ID table. When you run the report in update mode, if the ITEM_NBR_LAST in the SF_COMMON_ID table does not match the highest ITEM_NBR for a given student or organization in ITEM_SF, the program updates the field ITEM_NBR_LAST to match the highest ITEM_NBR in ITEM_SF for that student or organization.
- For every person and/or organization, the report verifies for each COMMON_ID that the maximum payment ID number recorded for it in the PAYMENT_TBL matches the field PAYMENT_ID_LAST stored for it in the SF_COMMON_ID table. When you run the report in update mode, if the PAYMENT_ID_LAST in the SF_COMMON_ID table does not match the highest PAYMENT_ID_NBR for a given student or organization in PAYMENT_TBL, the program updates the field PAYMENT_ID_LAST to match the highest PAYMENT_ID_NBR in PAYMENT_TBL for that student or organization.

The report lists any discrepancies found.

Note. Due to its intensive table analysis of the core SF transaction tables and possible updates to SF_COMMON_ID, it is recommended that you run the Cross Reference CommonID Table report in update mode only on a limited basis and only while it has exclusive access to the system. Do not run other PeopleSoft Student Financials processes while this report is running.

Cross Reference CommonID Field

Select the Cross Reference CommonID Field check box and run the process.

The report cross checks COMMON_ID and SA_ID_TYPE against the fields EMPLID and EXT_ORG_ID in the following tables:

- ITEM_SF
- ITEM_LINE_SF
- ITEM_XREF
- PAYMENT_TBL
- ITEM_DUE_SF

For each table, the system reports errors when the following conditions occur:

1. Both EMPLID and EXT_ORG_ID are populated.
2. Neither EMPLID nor EXT_ORG_ID are populated.

3. The SF_COMMON_ID.SA_ID_TYPE = P (person) and the EMPLID has a value that is not the same value in COMMON_ID.
4. The SF_COMMON_ID.SA_ID_TYPE = O (organization) and the EXT_ORG_ID has a value that is not the same value in COMMON_ID.

Note. Even if you run the report in update mode, the system does not update the EMPLID, EXT_ORG_ID, COMMON_ID and SA_ID_TYPE fields to prevent a change to these ID fields inadvertently. You must identify the correct values and make a manual correction in all relevant tables.

Cross Reference Item Amount

Select this option to compare the sum of the Cross Reference Amounts from the ITEM_XREF table with the Item Amount from the ITEM_SF table. If the Item Amount is less than this sum, the values in the ITEM_XREF table are set to zero and the errors are reported. To correct the errors, the payments must be backed out then reapplied. Each payment can be backed out manually, or by running the Applied Amount and Balance Amount reports *after* running this report. Exception: If the item is linked to a contract, the system does not set the values in the ITEM_XREF table to zero. To correct the errors, the contracts must be cancelled, the update process run again to zero the ITEM_XREF values, then the contracts reapplied.

Cross Reference Effective Date

Select this option to find any missing Effective Dates in the ITEM_XREF table to the Item Effective Date in the ITEM_SF table. If missing, the Item Effective Date from ITEM_SF is used to update the Effective Date.

Cross Reference Payment ID

Select this option to find any missing Payment ID Numbers from the ITEM_XREF table with the Payment ID Number from the ITEM_SF table. If different, the Payment ID Number from ITEM_SF is used to update Payment ID Number in ITEM_XREF.

Cross Reference Contract Nbr (cross reference contract number)

Select this option to validate the Contract Number in the ITEM_XREF table. If the Item Number Contract field is populated, but Contract Number is blank, the Contract Number from the TP_STUDENT table is used to update the ITEM_XREF table.

Item Due Info

Item Due Date

Select this option to find Due Date discrepancies on the ITEM_DUE_SF table. The program compares this Due Date with the Due Date from the ITEM_LINE_SF table. If different, the Due Date from ITEM_LINE_SF is used to calculate the appropriate value and update the ITEM_DUE_SF Due Date.

Initial Run

Select this option in conjunction with the Item Due Date option to delete all Due Date values from the ITEM_DUE_SF table prior to recalculating them. This option only has an effect if the report is being run in update mode.

Note. The Item Due Date and Initial Run fields must always be considered together.

Commit At End

Select this option to commit changes only at the end of processing.

Commit Level

This option applies only to the Item Due Date option.

Select this option to specify a commit level. When select this option, you are required to specify a value in the box that appears to the right. In the example shown, the program commits changes to the table after each 100 IDs have been processed.

Note. This option applies only to the Item Due Date option.

CHAPTER 22

Maintaining Customers

This chapter discusses how to:

- Maintain PeopleSoft Campus Community data.
- Manage waiver forms.
- Process customer credit history.
- Override billing requests.

Maintaining PeopleSoft Campus Community Data

The Maintain Customers feature provides components that enable you to maintain, view, and report some student data within PeopleSoft Student Financials without having to access the PeopleSoft Campus Community application. There are eight of these components within the Maintain Customers feature:

- Address Maintenance
- Electronic Addresses
- Relations With Institution
- Residency Data
- Service Indicator Data
- Active Service Indicators
- Address Search
- Address Listing

See Also

PeopleSoft Campus Community Fundamentals PeopleBook

Managing Waiver Forms

This section provides an overview of waiver forms and discusses how to:

1. Create waiver forms.
2. Attach waiver forms to student records.

3. Attach waiver forms to charge priority lists.

Understanding Waiver Forms

Certain types of credits to a student's account are restricted as to whether they can be applied to any terms other than the current term. For example, the U.S. government restricts financial aid such that your institution may apply it only to charges for a current term unless you receive permission from the student to apply it to charges associated with future or prior terms.

Institutions that use an automated system to manage student finances can create a waiver forms that act as a records of standing permission from students to apply restricted credits to terms other than the current term.

Note. When you attach the waiver form to a charge priority list is when you actually determine which noncurrent terms that you can apply restricted credits to.

Pages Used to Manage Waiver Forms

Page Name	Object Name	Navigation	Usage
Waiver Form	WAIVER_FORM_TABLE	Manage Student Financials, Maintain Customers, Setup, Waiver Forms	Create waiver forms.
Student Waiver Form	STDNT_WAIVER_FORM	Manage Student Financials, Maintain Customers, Use, Student Waivers	Attach waiver forms to student records.
Details	ITEM_CHRG_TYP_PRT2	Design Student Administration, Define Student Financials, Setup A-H, Charge Priority List, Details	Attach waiver forms to charge priority lists.

Creating Waiver Forms

Access the Waiver Form page.

Waiver Form

SetID: PSUNV
Waiver Form: APLALLSF

View All
 First
 1 of 1
 Last

*Effective Date:

01/01/1998

*Status:

Active

*Description:

Apply to SF charges

*Short Description:

Apply SF

Default Amount:

500.00

USD

Long Description:

Apply to all SF charges for payment

Waiver Form page

Default Amount

Select the default amount that the system uses when you attach a waiver form to a student. This amount establishes a ceiling for how much of a restricted payment that you can apply to noncurrent terms.

Attaching Waiver Forms to Student Records

Access the Student Waiver Form page.

Student Waiver Form

Institution: PSUNV PeopleSoft University
ID: SF0040 Mendoza,Ramiro

First 1 of 1 Last

***Waiver Form:** APLALLSF Apply to SF charges + -

View All First 1 of 1 Last

***Effective Date:** 07/12/2001 ***Status:** Active + -

Amount: 500.00

Long Description:

Student Waiver Form page

Waiver Form

Select the waiver form that you want to attach to the student. When you select a waiver form, the system populates the Amount field with the default amount of the waiver form.

Amount

Specify the maximum amount of restricted credit that the student has given your institution permission to apply to noncurrent terms. The default value is the default amount associated with the selected waiver form.

Attaching Waiver Forms to Charge Priority Lists

You attach waiver forms to charge priority lists using the Details page during the setup of your charge priority list rules.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Defining Charge Priority List Rules, page 32

Processing and Reviewing Customer Credit History

The Credit History process assigns outstanding charges for one or more students or organizations to aging categories of a particular aging set. Once the charges are assigned to aging sets, you can use the Collect Receivables feature to begin the collection process.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” *Setting Up Aging Sets*, page 29

Pages Used to Process Customer Credit History

Page Name	Object Name	Navigation	Usage
Credit History	RUNCTL_CREHIST	Manage Student Financials, Maintain Customers, Process, Credit History	Process customer credit history.
Credit History	CREDIT_HIST_LIST	Manage Student Financials, Maintain Customers, Inquire, Credit History	Review the aging history of a student's account.
Corporation Credit History	CREDIT_HIST_LIST_O	Manage Student Financials, Maintain Customers, Inquire, Corp Credit History	Review the aging history of an organization's account.

Processing Customer Credit History

Access the Credit History page.

Credit History

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Select Option

- ☐ All IDs
- ☒ One ID
- ☐ ID Range
- ☐ Last Activity Date
- ☐ Temp Table

Business Unit: PSUNV PeopleSoft University Bursar
ID Switch: By Emplid
ID: SFCA00002
Aging Set: STD STD Aging Set

Service Indicator

- ☒ Srvc Ind Flag

Service Indicator Set: STD Standard
Placed Person ID: 0039998 Norman, Bruce

Back Date

- ☒ Back Date Flag

Back Date: 06/01/2001

Credit History page

ID Switch

Use this field to choose whether the Credit History process includes students or organizations. Select the *By Emplid* (by employee ID) value to run the process for students or the *By Org ID* (by organization ID) value to run the process for organizations.

Aging Set	Select the aging set containing the aging categories to which you want to assign outstanding charges.
Select Option	
All IDs	Select to run the Credit History process for all of the students or organizations in the database with outstanding charges.
One ID	Select to run the Credit History process for a single student or external organization. When you select this option, the ID field or the External Org ID field appears depending on the value that you select in the ID Switch field.
ID Range	Select to run the Credit History process for a range of students or external organizations. When you select this option, the Start EmplID and End EmplID fields or the Start Ext Org ID (start external organization ID) and End Ext Org ID (end external organization ID) fields appear depending on the value that you select in the ID Switch field.
Last Activity Date	Select to run Credit History process for only those students or external organizations that have had activity on their accounts since a given date. When you select this option the Last Activity Date field appears.
Temp Table	If your institution has written a query to select students by academic program, select to run the Credit History process for the IDs written to the Temp Table as a result of your query. When you select this option, the Customer ID field appears.
ID	Select the ID of the student for whom you are running the Credit History process.
External Org ID (external organization ID)	Select the ID of the organization for which you are running the Credit History process.
Start EmplID and End EmplID	Use these fields to set a range of students for which you want to run the Credit History process.
Start Ext Org ID and End Ext Org ID	Use these fields to set a range of organizations for which you want to run the Credit History process.
Last Activity Date	Enter the date after which activity must have occurred on a student or corporate account to be included in the Credit History process.
Customer ID	Select a customer ID. This ID is a unique identifier that you have inserted into the key of your Temp Table. The customer ID identifies the set of IDs that you want the system to use when running the process.
Service Indicator	
Srvc Ind Flag (service indicator flag)	Select to post a service indicator to the students. When you select this check box, the Service Indicator Set and Placed Person ID fields appear in the group box.
Service Indicator Set	Select the set of rules that you want to use for the service indicator.

Placed Person ID	Enter the ID of the person who is assigning the service indicator.
Back Date	
Back Date Flag	Select this check box if you want to recalculate credit history for a prior date. If you select this option the Back Date field appears in the group box.
Back Date	Enter the prior date for which you want to run the Credit History process.

Overriding Billing Requests

You typically use standard billing requests whenever you create a number of bills that are similar, either in what is being billed or who is being billed. Students or organizations selected by a standard billing request receive a bill defined by that request when you run the billing process. However, sometimes you need to change the billing request to which a student or organization is linked.

Pages Used to Override Billing Requests

Page Name	Object Name	Navigation	Usage
Billing Account Override	BI_ACCT_BI_REQ	Manage Student Financials, Maintain Customers, Use, Acct Billing Override	Change the billing request ID assigned to a student.
Corp Acct Billing Override - Billing Account Override (corporation account billing override)	BI_ACCT_ORG_BI_REQ	Manage Student Financials, Maintain Customers, Use, Corp Acct Billing Override	Change the billing request ID assigned to an organization.

CHAPTER 23

Collecting Receivables

This chapter provides an overview of receivables collection and discusses how to:

- Assign collection items to collectors and worklists.
- Work collection items.
- Update collection letter information.
- Process collection letters.

Understanding Receivables Collection

This section lists prerequisites and common elements, and provides an overview of receivables collection.

Prerequisites

Before you can move items into or out of the collection system, you must run the Credit History process to determine the aging categories in which past due items belong.

See Also

[Chapter 22, “Maintaining Customers,” Processing and Reviewing Customer Credit History, page 534](#)

Common Element Used in This Chapter

Collection ID A system-assigned ID for a given collection item.

Receivables Collection

The Collect Receivables feature provides early intervention for past due accounts. The feature interfaces with PeopleSoft Workflow to assign collections items to the worklist of specific users. In addition, the feature interfaces with the 3Cs (communications, comments, and checklists) from PeopleSoft Campus Community to generate automated collection (dunning) letters. All the information needed to manage the collections cycle is compiled in one location and can be reviewed and updated by collectors and supervisors.

Assigning Collection Items to Collectors and Worklists

This section discusses how to:

1. Assign collection items to collectors.
2. Assign collection items to worklists.

Pages Used to Assign Collection Items to Collectors and Worklists

Page Name	Object Name	Navigation	Usage
Assign Collector	RUNCTL_COLLECT_SF	Manage Student Financials, Collect Receivables, Process, Assign Collector	Assign collection items to collectors.
Assign Collections Worklist	RUNCTL_COLLECT	<ul style="list-style-type: none"> • Manage Student Financials, Collect Receivables, Process, Assign Worklist • Manage Student Financials, Collect Receivables, Process, Assign Org Worklist 	Run the process that routes each collection item to the worklist of the assigned collector.

Assigning Collection Items to Collectors

Access the Assign Collector page.

Assign Collector

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Business Unit Business Unit: <input type="text" value="PSUNV"/> PeopleSoft University Bursar		Option ID Switch: <input type="text" value="By Emplid"/> <input type="checkbox"/> Report Only	
Parameters			
Reason In: <input type="text" value="PDA"/> Past Due Account		Reason Out: <input type="text" value="PRO"/> Promise to Pay	
Aging Set: STD Aging Set			
Past Due Amount:	500.00	Past Due Category:	61-90
Past Due Amount Org:	1,000.00	Past Due Category Org:	61-90
Exit Due Amount:	250.00	Exit Due Category:	30-60
Exit Due Amount Org:	500.00	Exit Due Category Org:	30-60

Assign Collector page

Option

ID Switch	Select whether you want to assign collection items for students or for organizations. The two valid values for this field are <i>By Emplid</i> and <i>By Org ID</i> .
Report Only	The Assign Collector process normally generates a report of the collection items it assigns to collectors. If you want to generate the report of what assignments the system will make without actually making them, select this check box.

Parameters

Reason In	Select the reason in code that the system attaches to each item that the Assign Collector process moves into the collection system.
Reason Out	Select the reason out code that the system attaches to each item that the Assign Collector process moves out of the collection system.

The Assign Collector (SFCOLLEC) process assigns each receivable that is eligible for collection to a collector based on the collection criteria that you established during your collections setup. It creates new collection records for items moved into collections for the first time. In addition, it updates the collection records for items that have been resolved or modified since the last time the process was run.

See Also

[Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Business Units, page 10](#)

Assigning Collection Items to Worklists

Access the Assign Collections Worklist page.

The Collections DBAG (if you assign collection items by user ID) or the Collections Role DBAG (if you assign collection items by role) processes route collection items to the worklist of the appropriate collector.

Note. If you access this page using the Assign Org Worklist component, you can choose to run the Process Org Collections (if you assign collection items by user ID) or the Process Org Role Collections (if you assign collection items by role) process when you click Run. These processes route organization collection items to worklists rather than student collection items.

Working Collection Items

This section provides an overview of collection items and discusses how to:

- View demographic information and collection items.
- Select collection letter templates for collection items.
- Record collection steps and follow-up actions for collection items.

Understanding Collection Items

Once you assign collection items to the appropriate worklists, your collectors can begin working each item.

Working Student Collection Items

Collectors and supervisors use the Demographic Information and Collection Information pages to work student collection items. You can access these two pages using three different components:

- Customer Conversations

Collectors normally use the Customer Conversations component to manually create a collection record for a past due item without running the Assign Collector process.

- Customer Conversations Wrklst (customer conversations worklist)

This is the most common component that collectors use to work student collection items. It is also the most secure method for working collection items because collectors can access this component only through their personal worklist.

- Customer Conversations Update

This component is the least secure of the three. It is intended for users in a supervisory position who check and update the work of the collectors at your institution. Using this component, a supervisor can access any collection item associated with a given business unit.

Working Corporate Collections Items

Collectors and supervisors use the Demographic Information and Cust Conv Coll (customer conversation collection) pages to work corporate collection items. You can access these two pages using three different components:

- Org Customer Conversations (organization customer conversations)

Collectors use this component to work corporate collection items in the same way that they use the Customer Conversations component to work student collection items.

- Org Customer Convers Wrklst (organization customer conversations worklist)

Collectors use this component to work corporate collection items in the same way that they use the Customer Conversations Wrklst component to work student collection items.

- Org Customer Convers Update (organization customer conversations update)

Collectors use this component to work corporate collection items in the same way that they use the Customer Conversations Update component to work student collection items.

Pages Used to Work Collection Items

Page Name	Object Name	Navigation	Usage
Demographic Information	CUST_CONV	<ul style="list-style-type: none"> • Manage Student Financials, Collect Receivables, Use, Customer Conversations, Demographic Information • Manage Student Financials, Collect Receivables, Use, Customer Conversations Update, Demographic Information • Manage Student Financials, Collect Receivables, Use, Customer Conversations Wrklst, Demographic Information 	View demographic information and collection items for a student.
Demographic Information	CUST_CONV_ORG	<ul style="list-style-type: none"> • Manage Student Financials, Collect Receivables, Use, Org Customer Conversations, Demographic Information • Manage Student Financials, Collect Receivables, Use, Org Customer Convers Update, Demographic Information • Manage Student Financials, Collect Receivables, Use, Org Customer Convers Wrklst, Demographic Information 	View demographic information and collection items for an organization.
Collections Dunning Letter	COLL_DUNN_LTR_SP	Click the Dunning Letter Info (dunning letter information) link on the Demographic Information page.	Select collection letter templates for item types.
Credit History	CRED_HIST_LST_SP	Click the Get Credit History link on the Demographic Information page.	Review the credit history of the student whose collection records you are working.
Credit History	CRED_HIST_LST_SP_O	Click the Get Credit History link on the Org Customer Convers Wrklst - Demographic Information page.	Review the credit history of the organization whose collection records you are working.

Page Name	Object Name	Navigation	Usage
Collection Information	CUST_CONV_COLL	<ul style="list-style-type: none"> • Manage Student Financials, Collect Receivables, Use, Customer Conversations, Collection Information • Manage Student Financials, Collect Receivables, Use, Customer Conversations Update, Collection Information • Manage Student Financials, Collect Receivables, Use, Customer Conversations Wrklst, Collection Information • Manage Student Financials, Collect Receivables, Use, Org Customer Conversations, Cust Conv Coll • Manage Student Financials, Collect Receivables, Use, Org Customer Convers Update, Cust Conv Coll • Manage Student Financials, Collect Receivables, Use, Org Customer Convers Wrklst, Cust Conv Coll 	Record collection steps and follow-up actions for collection items.
Communication	COMM_SF_SP	Click the Get Communication link on the Collection Information page.	View information about communication records that you created for the collection item.
Checklist	PERS_CHKLST_SF_SP	Click the Get Checklist link on the Collection Information page.	View information about checklist records that you created for the collection item.
Comments	CMNT_SF_SP	Click the Get Comment link on the Collection Information page.	View information about comment records that you created for the collection item.

Viewing Demographic Information and Collection Items

Access the Demographic Information page.

Demographic Information		Collection Information	
Business Unit:	PSUNV PeopleSoft University Bursar	Collection ID:	2 Dunning Letter Info
ID:	FA0146 Chesnek,Cooper	Account Total	8,000.00 Get Credit History
Reason In:	PDA Past Due Account		
Account Info View All First 1 of 2 Last			
Account Nbr	Account Term	Status	Balance
TUITION001	1998 0330 Fall	Active	4,000.00
Address Info View All First 1 of 2 Last			
MAIL	49 Golden Road		
	Somewhere	TX	828210000 USA
Phone Info First 1-3 of 3 Last			
<input type="checkbox"/>	Home	567/643-3112	
<input type="checkbox"/>	Mailing	732/363-8855	
<input type="checkbox"/>	Main	732/363-8855	

Demographic Information page

ID

This field displays the unique ID of the student whose collection items that you are working. The name of the student appears to the right of this field.

If you access this page from the Customer Conversations or Customer Conversations Update component, use this field to select the student whose collection items you want to work.

Dunning Letter Info

(dunning letter information)

Click this link to access the Collections Dunning Letter secondary page.

Reason In

This field displays the reason in code associated with the collection record.

If you are using this page to manually create a collection record, use this field to select a reason in code for the collection record.

Get Credit History

Click this link to access the Credit History secondary page.

Phone Info

This scroll area displays all of the phone numbers associated with the student. If you select the check box next to one of the phone numbers, the selected phone number appears in the Phone field on the Collection Information page.

Selecting Collection Letter Templates

Access the Collections Dunning Letter page.

Collections Dunning Letter

Template Code: Dunning Letters
Address Usage: Home, Mailing, Permanent, Work
Service Impact: Block All Enrollment Actvty
Template Assign Date:
Mailing Code: Day of Month
Type of Name:
Template Status: Initial

Dunning Letter Details							First	1-3 of 3	Last
Seq. Nbr.	*Administrative Function	*Communication Category	*Communication Context	Days in Collections	DateTime				
	*Method	*Letter Code	Start Date	Department		Mail Status			
1	<input type="text" value="SFCO"/> Collection <input type="text" value="Letter"/>	<input type="text" value="PDACCT"/> PDA <input type="text" value="D01"/> Dunning Letter #1	<input type="text" value="PDA-01"/> <input type="text" value=""/>	PDA-01	<input type="text" value="1"/> <input type="text" value="STDNT SERV"/>	Pending			
2	<input type="text" value="SFCO"/> Collection <input type="text" value="Letter"/>	<input type="text" value="PDACCT"/> PDA <input type="text" value="D02"/> Dunning Letter #2	<input type="text" value="PDA-02"/> <input type="text" value=""/>	PDA-02	<input type="text" value="15"/> <input type="text" value="STDNT SERV"/>	Pending			
3	<input type="text" value="SFCO"/> Collection <input type="text" value="Letter"/>	<input type="text" value="PDACCT"/> PDA <input type="text" value="D03"/> Dunning Letter #3	<input type="text" value="PDA-03"/> <input type="text" value="07/01/2001"/>	PDA-03	<input type="text" value="30"/> <input type="text" value="STDNT SERV"/>	Pending			

Collections Dunning Letter page

Template Code	Select the code of the collection letter template that you want to attach to the collection record.
Template Assign Date	Enter the date that you assigned the template to this collection record.
Template Status	This field displays the status of the collection letter template.
Date Time	This field displays the date and time that the Collections Dunning Letter process creates a communication record for a letter.
Mail Status	This field displays the status of the individual collection letter.

Note. If you attached a collection letter template to the collection criteria of the collector responsible for the collection items, the system enters this information automatically when you run the Assign Collector process.

See Also

Chapter 12, “Setting Up Receivables Collection,” Setting Up Collection Letter Templates, page 309

Recording Collection Steps and Follow-up Actions for Collection Items

Access the Collection Information page.

The screenshot displays the 'Collection Information' page. At the top, there are tabs for 'Demographic Information' and 'Collection Information'. Below the tabs, the 'Business Unit' is 'PSUNV PeopleSoft University Bursar' and the 'ID' is 'FA0146'. The 'Collection Activity' section shows 'Collection ID: 2' and 'Activity: 1'. The 'Follow Up Action' is 'PHONECALL' with a magnifying glass icon and the text 'Phone Call'. The 'User ID' is 'APPR1' with a magnifying glass icon. The 'Next Review Date' is '12/01/2001' with a calendar icon. The 'Next Review User ID' is 'APPR1' with a magnifying glass icon. The 'Action Date/Time' is '07/20/2001 3:37:32.000000PM'. The 'Communication Date/Time' is '07/20/2001 3:37:32PM'. The 'Checklist Date/Time' is '07/20/2001 3:37:32PM'. The 'Comment Date/Time' is '07/20/2001 3:37:32PM'. The 'Phone' field is empty. On the right side, there are three sections: 'Communication' with 'Letter Code: DUN' and a magnifying glass icon, and a link 'Get Communication'; 'Checklist' with 'Promise Date: 08/01/2001' and a calendar icon, and a link 'Get Checklist'; and 'Comments' with 'Category: COLL' and a magnifying glass icon, and a link 'Get Comment'. There are also '+' and '-' buttons next to the 'Activity' field.

Collection Information page

Note. The Cust Conv Coll (customer conversation collection) page is identical to this page.

Follow Up Action	Select any follow-up actions required for the collection record.
User ID	Select the user ID of the collector who worked this item.
Next Review Date	Enter the date on which this collection record must be worked again if it hasn't yet been resolved.
Next Review User ID	Enter the user ID of the collector assigned to review the collection record next.
Action Date/Time	Indicates the date and time that a collector last entered information for this collection record on this page.
Communication Date Time	Indicates the date and time that a collector last modified the information in the Communication group box.
Checklist Date Time	Indicates the date and time a collector last modified the information in the Checklist group box.
Comment Date Time	Indicates the date and time a collector last modified the information in the Comments group box.
Phone	If you select the check box next to one of the phone numbers displayed on the Demographic Information page, that phone number appears here.

Communication

Use this group box to record communication activity that you perform for this collection record that lies outside of the automated letter generation process.

Letter Code	Enter the letter code of the letter that you sent.
Get Communication	Click to access the Communication page where you can view information about any communications that are associated with the collection item you are working.

Checklist

Use this group box to record any checklist activity that you perform for this collection record.

Promise Date	Enter the date by which the student promised to make a payment toward a collection item.
Cash Forecast	Enter the amount of money the student promised to pay.
Get Checklist	Click to access the Checklist page where you can view information about any checklists that are associated with the collection item you are working.

Comments

Use this group box to record any comment activity that you perform for this collection record.

Category	Select a category for the comment.
Comment	Enter a comment.
Get Comment	Click to access the Comments page where you can view information about any comments that are associated with the collection item you are working.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Managing Communications”

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Managing Comments”

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Managing Checklists”

Updating Collection Letter Information

At some point during the collection process, you may need to review and update the status of a collection letter template assigned to a student collection record. There are two pages for this purpose, one for student collection letters and one for corporate collection letters. Both pages have identical functionality.

Note. You cannot modify the Template Assign Date or Template Code fields on either of these pages.

See Also

Chapter 23, “Collecting Receivables,” Selecting Collection Letter Templates, page 543

Chapter 12, “Setting Up Receivables Collection,” Setting Up Collection Letter Templates, page 309

Page Used to Update Collection Letter Information

Page Name	Object Name	Navigation	Usage
Collections Dunning Letter	COLL_DUNNING_LTR	Manage Student Financials, Collect Receivables, Use, Dunning Letter	Review and update the collection letter information for a given student collection record.
Collections Dunning Letter	COLL_DUNNING_O_LTR	Manage Student Financials, Collect Receivables, Use, Org Dunning Letter	Review and update the collection letter information for a given corporate collection record.

Processing Collection Letters

The Collect Receivables feature enables you to generate automated collection letters to send to customers with past due items. Based on the collection letter templates that you assign to your collection records, the Collections Dunning Letter process determines which letters to send and creates a communication record for them in PeopleSoft Campus Community. Your PeopleSoft Campus Community personnel use these communication records to run a letter generation process to generate the letters. In addition, for every letter requiring generation the process updates its mail status in PeopleSoft Student Financials to *Sent*. The process updates the template status of any affected collection letter template to *Complete*.

See Also

PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook, “Managing Communications”

Page Used to Process Collection Letters

Page Name	Object Name	Navigation	Usage
Collections Dunning Letter	RUNCTL_SFBU	Manage Student Financials, Collect Receivables, Process, Dunning Letters	Run the process that determines what collection letters need to be generated and sent to customers.

CHAPTER 24

Producing Tax Forms and Receipt Information

This chapter provides an overview of tax form production, and discusses how to:

- Produce and file 1098-T tax forms.
- Produce T2202A tax forms.
- Produce T4A tax forms.
- Generate income tax and donation receipt information.

Understanding Tax Form and Receipt Production

This section lists common elements and provides an overview of Tax Form Production.

Common Elements Used in This Chapter

Calendar Year	For the purposes of tax reports, the calendar year represents the tax year for which you are reporting.
Combination Period	A set of academic statistics periods that PeopleSoft Student Financials uses to determine which consolidated academic statistics to retrieve from PeopleSoft Student Records.
TIN	A taxpayer identification number under which an institution files 1098-T tax information.

Tax Form Production

PeopleSoft Student Financials provides tools that you can use when managing your tax data and generating tax reports. There are one U.S. Internal Revenue Service (IRS) and two Canada Customs and Revenue Agency (CCRA) tax forms for which the Manage Tax Reporting feature enables you to process data and generate reports. They are:

- 1098-T (an IRS form reporting tuition and related expenses that a student may use to claim an educational tax credit).
- T2202A (a CCRA form reporting tuition and related expenses that a student may use to claim an educational tax credit).
- T4A data (a CCRA form reporting all scholarship-related income for a student).

1098-T Tax Forms

The Taxpayer Relief Act of 1997 allows taxpayers to claim educational credits for some higher education expenses. Institutions that receive qualified tuition and related expenses from or on the behalf of a student are required to furnish each eligible student with an Internal Revenue Service (IRS) Form 1098-T, Tuition Payments Statement. The information on the form helps determine whether a student, or the person who may claim the student as a dependent, may claim an income tax credit for the Hope Scholarship Credit or Lifetime Learning Credit. In addition, for every 1098-T provided to an eligible student, your institution must also file a 1098-T with the IRS. PeopleSoft Student Financials enables your institution to print your 1098-T forms to be mailed to students and to transmit your 1098-T data electronically to the IRS.

T2202A Tax Forms

Canadian taxpayers can claim tuition and education amounts as tax credits that reduce the amount of federal income tax they pay. In order for students to determine whether they are eligible for these tax credits, Canadian institutions must provide each of them with a Form T2202A. This form details the eligible tuition fees and education amounts that a student may claim for a given tax year.

T4A Tax Forms

The CCRA requires that taxpayers report scholarship-related income. To comply with this requirement, Canadian institutions must provide each eligible student with a T4A slip detailing any scholarship-related income. It is then the student's responsibility to report this income to the federal government.

PeopleSoft Student Financials, in conjunction with PeopleSoft Payroll for North America provides your institution with the capability to produce and print T4A forms. Using PeopleSoft Student Financials, you identify which students have items on their accounts that are T4A reportable. You report these taxable items to your payroll department through an interface with PeopleSoft Payroll for North America. Your payroll department then uses processes within PeopleSoft Payroll for North America to produce T4A slips for the applicable students.

Receipt Information Generation

PeopleSoft Student Financials enables your institution to generate income tax receipts and donation receipts.

Income Tax Receipt Information Generation

Canada allows students who are enrolled in non-degree continuing education courses to claim income tax credits for tuition fees. In order for these students to take advantage of this credit, they must receive an income tax receipt from their respective university listing the following information:

- GST registration number of the university.
- Student ID.
- Term in which the student was enrolled in the course.
- Course title.
- Course number.
- Period in which the course was covered (date/time).

- Location (facility and room number).
- Student name.
- Student address.
- Assessed fee.
- Assessed GST along with an indication of any tax exemptions.
- Tax credit portion.
- Date issued.
- Payment method.

Donation Receipt Information Generation

Universities often receive donations from students and third-party organizations alike. When this occurs, it is the responsibility of the university to provide a receipt listing the following information:

- GST registration number of the university.
- Date that the university received the donation.
- Date that the university issued the receipt.
- Name of the student or third-party organization.
- Address of the student or third-party organization.

Producing and Filing 1098-T Tax Forms

This section lists prerequisites and discusses how to:

1. Generate 1098-T data.
2. Review and override 1098-T data.
3. Validate and audit 1098-T data.
4. Print 1098-T forms and create electronic transmission files.

Prerequisites

Before you begin generating and transmitting 1098-T information, you must first set up your PeopleSoft Student Financials system to do so. You must:

1. Set up a consolidated academic statistics combination period.
2. Set up a taxpayer identification number (TIN) under which your institution files 1098-T tax information to the IRS.
3. Determine which of your item types that you want to designate as qualified tuition and related expenses.

See Also

Chapter 13, “Setting Up Tax Form Production,” Setting Up a Combination Period, page 313

Chapter 13, “Setting Up Tax Form Production,” Setting Up a TIN, page 315

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44

Pages Used to Produce and File 1098-T Tax Forms

Page Name	Object Name	Navigation	Usage
Generate 1098-T	RUNCTL_SF_SFP1098P	Manage Student Financials, Manage Tax Reporting, Process, Generate 1098-T	Generate 1098-T data.
1098-T Data	SF_1098_DTL	<ul style="list-style-type: none"> Manage Student Financials, Manage Tax Reporting, Inquire, 1098-T Inquiry Manage Student Financials, Manage Tax Reporting, Use, 1098-T Data 	View your 1098-T data by student. In addition, manually make changes to a student's 1098-T data.
1098-T Student Address	SF_1098_STUADDR_PB	Click the Student Address link on the 1098-T Data page.	View the address of the student whose 1098-T data you are reviewing or overriding.
1098-T Audit Report	RUNCTL_SF_SF1098VP	Manage Student Financials, Manage Tax Reporting, Report, 1098-T Audit Report	Validate and audit 1098-T data.
1098-T Print	RUNCTL_SF_SF1098RP	Manage Student Financials, Manage Tax Reporting, Report, 1098-T Form Print	Print 1098-T forms and create electronic transmission files.
1098-T File Info	SF_1098_FILE_PB	Click the File Parameters link on the Print 1098-T page.	Enter the file path and file name of the electronic file that you want to create and send to the IRS.

Generating 1098-T Data

Access the Generate 1098-T page.

Generate 1098-T

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Control Information

View All First 1 of 1 Last

*Federal TIN:

*Calendar Year:

☒ Student Override + -

Student Override

View All First 1-3 of 3 Last

*ID	Force 1098-T	+ -
1 <input type="text" value="SF0101"/> Thompson,Yvonne	<input checked="" type="checkbox"/>	+ -
2 <input type="text" value="SF0102"/> Stein,Steven	<input checked="" type="checkbox"/>	+ -
3 <input type="text" value="SF0103"/> Stevenson,Celia	<input type="checkbox"/>	+ -

Generate 1098-T page

Control Information

Student Override

Clear to generate data for all applicable students who fall under the federal TIN and calendar year that you select.

Select to use the fields in the Student Override group box to specify the students for which the process generates 1098-T data.

Student Override

ID

Select an ID to generate 1098-T data for that student.

Force 1098-T

The Generate 1098-T process generates 1098-T data for all students who meet the following criteria:

- The institution received payments of qualified tuition and related expenses from the student.
- The student is not a non-resident alien.
- The student is enrolled in courses for which she receives academic credit.

If you select the Force 1098-T check box, the system generates a 1098-T record for the student specified in the ID field even if she does not meet the previous criteria.

The 1098-T (SFP1098P) process retrieves the necessary data from PeopleSoft Campus Community and PeopleSoft Student Records to populate and update the PS_SF_1098_DTL table in Student Financials. The system generates new 1098-T data for students who have no existing 1098-T records. In addition, the process compares the new 1098-T data it retrieves to any existing 1098-T data. When the process detects differences in an existing row of 1098-T data that has never been printed or included in an electronic transmission file, it updates all the affected fields in the record with the new information. However, if you have already printed a 1098-T record or included it in an electronic transmission file, the process does not update the existing record. Instead, it inserts a new row of updated 1098-T information for the student.

Reviewing and Overriding 1098-T Data

Access the 1098-T Data page.

1098-T Data

ID: SF0101 **Thompson,Yvonne** **Federal TIN:** 951112233 **Calendar Year:** 2000

1098-T Status View All First ◀ 1 of 1 ▶ Last

Seq. Nbr. 1	<input checked="" type="checkbox"/> Overridden <input type="checkbox"/> Printed <input type="checkbox"/> File Created	*Validation Status: Pending Validation Date Created: 07/20/01 11:15:48AM Date Updated:
--------------------	---	---

Student 1098-T Data

[Student Address](#) **Override Data**

☐ Correction

First Name: Yvonne **Box 1 Amount:**
Middle Name: **Box 2 Amount:**
Last Name: Thompson ☐ Graduate
SSN: 900-00-0101 ☐ Half Time

1098-T Data page

1098-T Status

Overridden

This check box indicates whether either you or the system has overridden a record. The system designates any records created using the Force 1098-T check box on the Generate 1098-T page as Overridden. When you click the Override Data button, the system automatically selects the Overridden check box for the resulting new row. The Generate 1098-T process only updates existing overridden records if it detects a change in the student's name or SSN. When editing a record, you can clear this check box.

Printed

This check box indicates whether you have printed a 1098-T form for this record. When you run the 1098-T Form Print report, the system selects this check box for all the records it prints. The date and time the system printed the record displays to the right of the field.

File Created

This check box indicates whether you have included a 1098-T record in an electronic transmission file. When you run the 1098-T Form Print report, the system selects this check box for all the records it includes in the transmission file. The date and time the system created the transmission file appears to the right of the field.

Validation Status

This field indicates whether the data in the record is valid. The 1098-T Audit Report automatically sets the validation status to one of the following five valid values. When you run the 1098-T Form Print report, the system uses this field to determine whether to pick up the record.

Do Not Report: The 1098-T Form Print report ignores records with this validation status. You can only assign this validation status to a record

manually. Change the Validation Status to *Do Not Report* if you determine that you do not want to print or electronically file a 1098-T tax form for this student.

Failed Validation: The 1098-T Form Print report does not pick up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be invalid, the system assigns this validation status to the record.

Passed Validation: The 1098-T Form Print report picks up records with this validation status. If you run the 1098-T Audit report to validate your data and it determines a record to be valid, the system assigns this validation status to the record.

Pending Validation: The 1098-T Form Print report does not pick up records with this validation status. The system assigns this validation status to all new records created by the Generate 1098-T process. In addition, if you click the Override Data button, the system assigns the new row this validation status.

Validation Overridden: The 1098-T Form Print report picks up records with this validation status. You can only assign this validation status to a record manually. Assign this value when a student's 1098-T data fails validation and you want the printing and file creation process to ignore the errors, transmitting the data exactly as it appears.

Student 1098-T Data

Correction

If you create a transmission file to send to the IRS and then discover that there is an error in one of the records, you must submit a correction for that record. If you run the Generate 1098-T process and it inserts a new row for a record already included in transmission file, the system selects this check box for the inserted row.

Note. If you manually edit a record that has already been included in a transmission file, select the Correction check box.

Box 1 Amount and Box 2 Amount

These fields represent the values that print in Box 1 and Box 2 on the 1098-T tax form. Current PeopleSoft Student Financials functionality does not populate these fields. However, you can manually enter an amount in these fields.

Graduate

The system selects this check box during the Generate 1098-T process if the student was enrolled as a graduate student during any term within the tax-reporting year.

Half Time

The system selects this check box during the Generate 1098-T process if the student's academic load was at least half-time during any term within the tax-reporting year.

Student Address

Click this link to access the 1098-T Student Address page.

Override Data

Click this button if you want to edit any of the following fields: Overridden, Printed, File Created, Validation Status, Correction, Graduate, or Half Time. When you click the button, the system inserts a new row for the student and selects the Overridden check box by default.

Note. The inquiry version of this page displays the same information as the 1098-T Data page. However, there is no Override Data button on the inquiry page so you cannot edit any of the displayed information.

See Also

Chapter 24, “Producing Tax Forms and Receipt Information,” Validating and Auditing 1098-T Data, page 556

Validating and Auditing 1098-T Data

Access the 1098-T Audit Report page.

1098-T Audit Report page

Control Information

Report Mode

Select whether you want to validate your data, audit your data, or audit and validate at the same time. There are three valid values for this field.

Audit Only: The report prints all 1098-T records meeting the parameters that you specify on this page enabling you to check the data manually before printing or creating a transmission file.

Validate Only: The 1098-T Audit Report checks each applicable record to determine the validity of its data. If a record has an invalid SSN, Name, or Address, the system assigns it a validation status of *Failed Validation* and prints it on the 1098-T Audit Report. If a record has a valid SSN, Name, and Address, the system assigns it a validation status of *Passed Validation* and does not print it. In addition, if the system finds any records containing no data for the related academic statistics period, it issues a warning.

Audit and Validate: The 1098-T Audit Report prints all applicable records and assigns a validation status to them.

Print Selection

Determine which types of 1098-T records the system includes in the 1098-T Audit Report. There are five valid values for this field.

All 1098-T's: Select to include all types of 1098-T records.

Not Filed Corrected 1098-T's: Select to include only those 1098-T records that have not been included in a transmission file and have the Correction check box selected.

Not Filed Original 1098-T's: Select to include only those 1098-T records that have not been included in a transmission file and do not have the Correction check box selected.

Not Printed Corrected 1098-T's: Select to include only those 1098-T records that you have not printed and that have the Correction check box selected.

Not Printed Original 1098-T's: Select this value to include only those 1098-T records that you have not printed and that do not have the Correction check box selected.

**Primary Sort and
Secondary Sort**

Use these fields to determine the fields on which the system sorts when printing the report. It will sort first by the Primary Sort and then by the Secondary Sort. Both fields have the following available values: *Country, ID, Last Name, Postal Code, SSN, and State.*

Student Override**Student Override**

Clear to run the report for all applicable students who fall under the Federal TIN and Calendar Year you select.

Select to use the ID field to run the report on only the students that you specify.

See Also

Chapter 24, "Producing Tax Forms and Receipt Information," Reviewing and Overriding 1098-T Data, page 554

Printing 1098-T Forms and Creating Transmission Files

Access the 1098-T Print page.

1098-T Print

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Transmitter's TIN: 951112233 *Calendar Year: 2000 PeopleSoft University

*Media: Create File Only ☐ Alignment Run Alignment Count:

Filing Status: Original ☐ Test File Replacement Alpha Character:

Primary Sort: Country Secondary Sort: ID

[File Parameters](#)

TIN Control Information View All First 1 of 1 Last

*TIN: 951112233 *Calendar Year: 2000 PeopleSoft University ☐ Student Override + -

Student Override View All First 1 of 1 Last

*ID:

1098-T Print page

Transmitter Information

Year

Select the calendar year for which you are reporting.

Media

Select what you want the report to produce. Values are:

Create File Only: Select to create only the transmission file.

JetForm Print Only: Select to create an extract for JetForm to use to print your 1098-T tax forms.

JetForm Print and Create File: Select to create the transmission file and simultaneously create an extract for JetForm to use to print your 1098-T tax forms.

Print Only: Select to print your 1098-T tax forms using 1098-T print stock.

Print and Create File: Select to create a transmission file and simultaneously print your 1098-T tax forms using 1098-T print stock.

Alignment Run

Select to run a print job that helps you align your print stock in the printer. When you select this check box, the report prints *X* instead of characters and *9* instead of numbers in the data fields of your 1098-T print stock. This field is available only if you select *Print Only* in the Media field.

Note. Because printer definitions vary, you may have to modify the SQR for printer alignment purposes.

Alignment Count

Enter the number of *dummy* 1098-T forms that you want to print in your alignment run. This field is available only if you select the Alignment Run check box.

Filing Status

Select the type of records that you want to include in the report and specify the type of file you intend to transmit to the IRS.

Correction: The report includes only those records that have the Correction check box selected. In addition, the system designates the file as containing only corrected records.

Original: The report includes only those records that do not have the Correction check box selected. In addition, the system designates the file as containing only original records.

Replacement: Select if the IRS rejected the file that you originally sent. The report includes only original records in the replacement file.

Note. The filing status that you select applies to the entire file. The IRS does not allow a transmitting TIN to mix *Original* information and *Correction* information within the same file.

Note. The 1098-T Form Print process always includes all 1098-T forms, even if they were previously printed or included in a transmission file. Use caution when running the 1098-T Form Print process after its initial run for a tax year. PeopleSoft recommends that you use the Student Override option with subsequent runs so that only those students whose information needs to be processed is included in the process.

Test File

Select to set a test file flag in the transmission file sent to the IRS. This indicates to the IRS that the file is for testing purposes only.

Note. PeopleSoft encourages you to participate in the IRS test electronic filing program. This program enables you to submit an electronic file containing 1098-T returns so that they can confirm that the file is in a valid, readable format.

Replacement Alpha Character

If the IRS rejects your original file, they will request a replacement and assign you a two-character Replacement Alpha Character to include with your file. Enter it here. This field is available only if you select *Replacement* in the Filing Status field.

Primary Sort and Secondary Sort

Use these fields to determine the fields on which the system sorts when printing the report. It will sort first by the Primary Sort and then by the Secondary Sort. Both fields have the following available values: *Country*, *EmplID*, *Last Name*, *Postal Code*, *SSN*, and *State*.

File Parameters

Click this link to access the 1098-T File Info page.

1098-T File Info Page**File Path**

Enter the location where you want the system to send the transmission file and the JetForm extract.

Transmission File Name	Enter the name of the transmission file. If you do not specify a name for the file, the default name is IRSTAX.001.
JetForm File Name	If you are using JetForm to print your 1098-T forms, enter the name of the file JetForm will use to print the forms. If you do not specify a name, the default name is SF1098RP.dat.
JetForm Print Copy	Select the copy that you want to print using JetForm. You can choose to print <i>Copy A (IRS)</i> , <i>Copy B (Student)</i> , or <i>Copy C (Filer)</i> .
JetForm Override Parm (JetForm override parameters)	Enter any additional job parameters that you want to select, such as printer selection, printer format, or other processing options for the JFMerge step.

TIN Control Information

TIN	Select the TIN whose 1098-T information that you want to report. You transmit the information generated by the report using the Transmitter's TIN.
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Student Override

Student Override	Clear to run the report for all applicable students who fall under the federal TIN and calendar year that you select. Select to use the ID field to run the report for only the students that you specify.
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Producing T2202A Tax Forms

This section lists prerequisites and discusses how to:

1. Generate T2202A data.
2. Review and edit T2202A data.
3. Print T2202A tax information on preprinted forms.
4. Print T2202A tax information using JetForm.

Prerequisites

Before you begin your T2202A generation process, it is imperative that you communicate with your PeopleSoft Student Records personnel regarding the processing of consolidated statistics. The T2202A data generation process in PeopleSoft Student Financials pulls in vital information from the PS_STDNT_CONS_STAT table in PeopleSoft Student Records. To populate that table with the proper data, your institution must run the consolidated academic statistics process every month of the tax year. It is not possible to retroactively populate the table with information if you fail to run the process every month. Make sure your student records personnel are aware of this requirement.

In addition, you must:

1. Set up a consolidated academic statistics combination period.

- Determine which of your item types that you want to designate as T2202A eligible tuition and offsets.

See Also

Chapter 13, “Setting Up Tax Form Production,” Setting Up a Combination Period, page 313

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44

Pages Used to Produce T2202A Tax Forms

Page Name	Object Name	Navigation	Usage
Generate T2202A	RUNCTL_SF_SFGT2202	Manage Student Financials, Manage Tax Reporting, Process, Generate T2202A	Generate T2202A data.
T2202A Data	SF_T2202A_DATA	Manage Student Financials, Manage Tax Reporting, Use, T2202A Data	Review and edit T2202A data, or add T2202A data manually.
Student Address	ADDREMP_SEC	Click the Student Address link on the T2202A Data page.	View and edit the address of the student whose T2202A data you are reviewing.
Print T2202A	RUNCTL_SFPR2202	Manage Student Financials, Manage Tax Reporting, Process, Print T2202A	Print T2202A tax information on preprinted forms.
Extract T2202A Jetform File	RUNCTL_SF_SFJT2202	Manage Student Financials, Manage Tax Reporting, Process, Extract T2202A JetForm File	Print T2202A tax information using JetForm.

Generating T2202A Data

Access the Generate T2202A page.

Generate T2202A

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Parameters

Business Unit: PSUNV PeopleSoft University Bursar ☒ **Report Only**

Institution: PSUNV PeopleSoft University

Calendar Year: 2000

Address Usage: SLCT ORD 2 Mailing, Work, Dorm, Home

Combination Period: AST1 Combination Period 1

Status/Cntry

CAN 1

Generate T2202A page

Parameters

Address Usage

Select the logic the system uses to select the student address associated with each T2202A form.

Report Only

Select to create a report of the T2202A data retrieved without actually populating your PeopleSoft Student Financials tables with T2202A data.

Status/Cntry

Select the student citizenship status for which you want to generate T2202A data in the Status/Cntry (status/country) group box. The nine values that you can select are *Native*, *Naturalized*, *Alien Permanent*, *Alien Temporary*, *Permanent Resident*, *Employment Visa*, *Canadian Citizen*, *Student Visa*, and *Not Indicated*.

Note. Because the process generates effective-dated rows of data, you cannot run the Generate T2202A Data process more than once per day. However, if you select the Report Only check box before running the process, the system does not insert rows of data into your tables. Therefore you can run the process in report only mode as many times as you want during a given day.

Reviewing and Editing T2202A Data

Access the T2202A Data page.

T2202A Data

Academic Institution: PSUNV ID: SF0047 Calendar Year: 2000

First 1 of 1 Last

*Effective Date: 07/16/2001 Status: A Active

Name: Paige, Alma

[Student Address](#) ☐ Printed

Acad Program: LAU Liberal Arts Undergraduate

Term	FROM		TO		Tuition Fees	Months Enrolled		
	Month	Year	Month	Year		Full-Time	Part-Time	
0390	1	2000	5	2000	\$1,310.00	2	2	+ -
0402	5	2000	8	2000	\$734.00	1	2	+ -
0410	8	2000	12	2000	\$1,112.00	1	3	+ -

View All First 1-3 of 3 Last

T2202A Data page

Student Address

Click this button to access the Student Address page where you can view and edit the address information for the student whose T2202A data you are reviewing.

Printed

This check box indicates whether you have printed a T2202A form for this row of data. When you run the Print T2202A process, the system selects this check box for all the rows of data it prints. Subsequent runs of the Print T2202A process do not print any rows with the Printed check box selected. The date and time the system printed the record displays to the right of the field.

Reviewing and Entering Enrollment and Tuition Information

If you are reviewing and editing T2202A data, the fields in the lower scroll area are already populated with information. If you are adding a new row of data, you must enter values in these fields manually.

Acad Program (academic program)

This field displays the academic program in which the student is enrolled. The description of the selected program displays in the field to the right of this field. You can edit this description if necessary.

Term

This field displays the term during which a student was enrolled.

FROM and TO

The Month and Year fields under these headings display the starting and ending month and year of the term.

Tuition Fees

This field displays the amount of tuition the student paid for the term.

Full-Time

This field displays the number of months within the term that the student was enrolled with full-time status.

Part-Time

This field displays the number of months within the term that the student was enrolled with part-time status.

Printing T2202A Tax Information on Preprinted Forms

Access the Print T2202A page.

Print T2202A

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters

Institution: PSUNV PeopleSoft University

Calendar Year: 2000

Message Text:

☐ **Alignment Only** **Align Cnt:**

Print T2202A page

Message Text

Enter any text that you want to appear in the comment section of the T2202A form.

Alignment Only

If you select this check box, the system will print *dummy* forms enabling you to align the preprinted forms properly in your printer.

Align Cnt (alignment count) If you select the Alignment Only check box, enter the number of *dummy* forms that you want to print.

The process prints a T2202A tax form for all students for whom there is data except those with the Printed check box selected. The system selects the Printed check box for all the students whose T2202A information it prints. If you want to reprint a T2202A tax form for a given student, you must first clear the Printed check box using the T2202A Data page and rerun the Print T2202A process.

Printing T2202A Tax Information Using JetForm

Access the Extract T2202A Jetform File page.

Extract T2202A Jetform File page

Output File Directory Enter the location where you want the system to send the JetForm extract.

JetForm File Enter the name that you want to give the JetForm extract.

Note. Unlike the Print T2202A process, this process neither recognizes nor updates the Printed check box on the T2202A Data page.

Producing T4A Tax Forms

This section lists prerequisites and discusses how to produce T4A tax forms.

Prerequisites

Before you begin generating T4A data, you must:

1. Determine which of your item types are designated as T4A income.
2. Define your T4A generation processing parameters on the Canadian/ANZ Taxes page of the SF Business Unit component.

See Also

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups, page 44

Chapter 2, “Completing PeopleSoft Student Financials General Setup,” Setting Up Business Units, page 10

Pages Used to Produce T4A Tax Forms

Page Name	Object Name	Navigation	Usage
Generate T4A	RUNCTL_SF_GENT4	Manage Student Financials, Manage Tax Reporting, Process, Generate T4A	Generate your T4A data by running the T4A process.
T4A Data	SF_ADJ_CAN_ERN_BAL	Manage Student Financials, Manage Tax Reporting, Inquire, T4A Data	View and validate the T4A student income balances resulting from the T4A process.

Generating Income Tax and Donation Receipt Information

This section discusses how to:

- Generate income tax receipt information.
- Generate donation receipt information.

Pages Used to Generate Income Tax and Donation Receipt Information

Page Name	Object Name	Navigation	Usage
Generate Tax Receipts	RUNCTL_SFRECEPT	Manage Student Financials, Manage Tax Reporting, Process, Generate Tax Receipts	Generate income tax receipt information.
Generate Donation Receipts	RUN_PARM_DONAT	Manage Student Financials, Manage Tax Reporting, Process, Generate Donation Receipts	Generate donation receipt information.

Generating Income Tax Receipt Information

Access the Generate Tax Receipts page.

Generate Tax Receipts

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Parameters

Academic Career: Undergraduate

Term: 2002 Fall

Generate Tax Receipts page

Select the Academic Career and Term for which you want to generate income tax receipt information and run the process. The process retrieves the required data from PeopleSoft Student Records and PeopleSoft Student Financials to populate the PS_CAN_TAX_RECEPT table. You can then use the data in this table to create official income tax receipts for students.

Generating Donation Receipt Information

Access the Generate Donation Receipts page.

Generate Donation Receipts

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

First 1 of 1 Last				
Business Unit	Item Type	Description	From Date	To Date
1 PSUNV	00000100002	Annual Fund	07/01/2001	07/01/2002

Generate Donation Receipts page

Item Type Select the item type of the donation for which you want to generate receipt information. If you have more than one donation item type within your system, insert rows to include all types of donations for which you want to generate receipt information.

From Date and To Date Enter the range of dates for which you want to generate donation receipt information.

The process retrieves the required data from PeopleSoft Student Financials to populate the PS_CAN_DONAT_RECEPT table. You can then use the data in this table to create official donation receipts for students and third-party organizations.

Note. The Donation Receipt process obtains information according to the item types that you select while establishing the process parameters. Therefore, you must set up specific item types for each type of donation that your university receives.

CHAPTER 25

Common Pages in PeopleSoft Student Financials

There are a number of common pages within PeopleSoft Student Financials that you can access from various menu paths throughout the application.

This chapter discusses how to:

- View student account summaries.
- View student accounts.
- View student academic information.
- View organization accounts.

Viewing Student Account Summaries

The Account Summary component enables you to view a summary of a student account. This account summary is similar to the account summary a student can view over the web, but provides a greater amount of information for your administrative staff and displays information for only one business unit at a time.

This section discusses how to:

- View a student's account summary for all terms.
- View a student's account summary for a single term.
- View line items of account activity for a single term.

Pages Used to View Student Account Summaries

Page Name	Object Name	Navigation	Usage
Summary for all Terms	SF_ACCT_SUMM	You can access the Summary for all Terms page through multiple navigation paths.	View a student's account summary for all academic terms in which the student has activity.
Summary for Term	SF_TERM_SUMM	Click the appropriate term link on the Summary for All Terms page.	View a student's account summary for a specific term and business unit.
Account Detail for Term	SF_TERM_DTL	Click the View Account Detail link on the Summary for Term page.	View line items of account activity for a single term.
Voucher	SF_VOUCHER_SP	Click a refund number on the Account Statement for Term page.	View the voucher information associated with a refund.
Refund Check	SF_PAY_CHECK_SP	Click a refund number on the Account Statement for Term page.	View the check-specific information associated with a refund.
Refund Address	SF_REFUND_ADDR_SP	Click an address type on the Account Statement for Term page.	View the address associated with a refund.

Viewing a Student's Account Summary for All Terms

Access the Summary for all Terms page.

Account Summary	
Summary for all Terms	
Jack Layton	SFRE00009
PeopleSoft University Bursar	
Balance for all Accounts:	0.00 USD
Term	Term Balance
2001 Spring	0.00 USD

Summary for all Terms page

Term

This heading lists the applicable terms for the student. You can click a term to access the Summary for Term page for that term.

Viewing a Student's Account Summary for a Single Term

Access the Summary for Term page.

<u>Account Summary</u>	
Summary for Term	
2001 Spring	
Jack Layton	SFRE00009
PeopleSoft University Bursar	
Charge Activity:	1,000.00 USD
Payment Activity:	-1,000.00
Financial Aid Activity:	0.00
Anticipated Aid Activity:	0.00
Admissions Deposit Activity:	0.00
Term Balance:	0.00 USD View Account Detail
Return to Account Summary	

Summary for Term page

View Account Detail

Click this link to access the Account Detail for Term page.

Return to Account Summary

Click this link to return to the Summary for All Terms page.

Viewing a Student's Account Detail for a Single Term

Access the Account Detail for Term page.

<u>Account Summary</u>	
Account Detail for Term	
2001 Spring	As of Date 07/03/2001
Jack Layton	SFRE00009
User-defined text (14865,12)	
User-defined text (14865,13)	
PeopleSoft University Bursar	
Charges	
Date Posted	Item Description
07/03/2001	Tuition
Amount	
	1,000.00 USD
Total Charges:	1,000.00 USD

Account Detail for Term page (1 of 3)

Payments Received		
Date Posted	Item Description	Amount
04/17/2001	Cash Payment	-2,000.00 USD
Total Payments:		-2,000.00 USD
Self Service Pending Payments		
Reference Number	Card Number's Last Four Digits	Amount
		0.00
Total Pending Payments:		0.00 USD
Financial Aid		
Date Posted	Item Description	Amount
		0.00
Total Financial Aid:		0.00 USD
Anticipated Aid		
Item Description		Anticipated Aid
		0.00
Total Anticipated Aid:		0.00 USD

Account Detail for Term page (2 of 3)

Admissions Deposit Due				
Academic Career	Academic Program			Due Amount
				0.00
Total Admissions Deposit:				0.00 USD
Refunds				
Refund Nbr	Status	Method	Address Type	Amount
594	Confirmed	Payroll	HOME	500.00 USD
595	AP Interface Created	Accounts Payable	HOME	500.00
Total Refunds:				1,000.00 USD
Term Balance:				0.00 USD

Account Detail for Term page (3 of 3)

Refunds

This group box displays all of the refunds posted to the student's account for the term. You can click each refund number to access the Voucher Page for AP refunds and the Refund Check page for Payroll refunds. You can click an address type to access the Refund Address page.

Viewing Student Accounts

There are various pages you can use to view activity on student accounts. These pages can be accessed from virtually every feature within PeopleSoft Student Financials.

Pages Used to View Student Accounts

Page Name	Object Name	Navigation	Usage
Customer Accounts	ACCOUNT_SF	You can access the Customer Accounts page through multiple navigation paths.	View the activity on a student's account by account type.
Account Details	ITEM_SF_SP	Click the Account Details link on the Customer Accounts page.	View more detailed information about the activity for a given account number.
Item Details	ITEM_LINE_SF_SP	Click the Item Details link on the Account Details page.	View detailed information about the activity for a specific charge on an account.
Payment Line Details	ITEM_LINE_PMT_SP	Click the Item Details link on the Account Details page.	View detailed information about the activity for a specific payment on an account.
Receipt Details	CSH_PMNT_DETAIL_SP	Click the Receipt Details link on the Account Details page.	View information about payments resulting from cashiering receipts.
Currency Conversion	CUR_CONV_DETAIL_SP	Click the Currency Detail link on the Account Details page.	View information about how the system converted foreign currency for a payment.
Detail Trans (detail transaction)	ITEM_LINE_SF_DD_SP	Click the Detail Trans link on the Customer Accounts page.	View a list of each individual transaction making up the account activity for a specific student.
Item Summary	ITEM_SF_DD_SP	Click the Item Summary link on the Customer Accounts page.	View a list of the item types that contributed to the account activity.
Item Line view By Due Date	ITEM_LINE_DUEDT_SP	Click the Item Details link on the Item Summary page.	View details about each transaction for a given item type.
Items By Term	ITEM_TERM_SP	Click the Items By Term link on the Customer Accounts page.	View item types on the account organized by academic term.
Items By Date	ACCOUNT_DTL	Click the Items By Date link on the Customer Accounts page.	View item type information by a variety of different dates.
Due Charges	DUE_CHRG_SF_SP	Click the Due Charges link on the Customer Accounts page.	View information about charges on an account organized by due date and item type.

Page Name	Object Name	Navigation	Usage
Payment Plan	PAY_PLAN_SP	Click the Payment Plans link on the Customer Accounts page.	View information about any payment plans associated with the student's account.
Anticipated Aid Details	ANTC_AID_SP	Click the View Anticipated Aid link on various pages within PeopleSoft Student Financials.	View information about any financial aid that a student is expected to receive.
Student Accounts	ACCOUNT_SF_SP	Click the Student Accounts link on various pages throughout PeopleSoft Student Financials.	View account activity information for a given student.

Viewing Academic Information

During the course of your work, it may be useful to view a student's academic information.

Pages Used to View Academic Information

Page Name	Object Name	Navigation	Usage
Academic Information	SF_STUDENT_SP	Click the Academic Information link on various pages throughout PeopleSoft Student Financials.	View enrollment and personal information for a given student.
Academic Plan	ACAD_PLAN_SF_SP	Click the Academic Plan link on the Academic Information page.	View information about a student's academic plan.
Enrollment Summary	SF_STDNT_ENRL_INQ	Click the Enrollment link on the Academic Information page.	View information about the classes in which a student is enrolled.
Class Meeting/Instructor	CLASS_MTG_INSTR_SF	Click the Class Info (class information) link on the Enrollment Summary page.	View information about the meeting specifics of a class.

Viewing Organization Accounts

There are various pages you can use to view activity on organization accounts. These pages can be accessed from virtually every feature within PeopleSoft Student Financials.

Pages Used to View Organization Accounts

Page Name	Object Name	Navigation	Usage
Corp Accounts (corporation accounts)	ACCOUNT_ORG_SF	You can access the Corp Accounts page through multiple navigation paths.	View the activity on an organization's account by account type.
Corp Accounts - Account Details (corporation accounts)	ITEM_ORG_SF_SP	Click the Account Details link on the Corp Accounts page. If you click the link next to an account type associated with a third-party contract, the system prompts you to enter a contract number and a contract ID. If you enter only a contract number, the Account Details page displays information for all students associated with the third-party contract. If you enter only a contract ID, the system displays information associated with that particular student. If you enter both a contract number and a contract ID, the system displays only those transactions associated with the specific contract and student you select. If you do not enter a contract number or a contract ID, the system displays information for all contracts and students associated with the selected account type.	View more detailed information about the activity for a given account number.
Corp Accounts - Item Details (corporation accounts)	ITEM_LINE_ORGSF_SP	Click the Item Details link on the Corp Accounts - Account Details page.	View detailed information about the activity for a specific charge on an account.
Corp Accounts - Payment Line Details (corporation accounts)	ITEM_LNE_ORGPMT_SP	Click the Item Details link on the Corp Accounts - Account Details page.	View detailed information about the activity for a specific payment on an account.
Corp Accounts - Detail Trans (corporation accounts - detail transaction)	ITEM_LINE_ORG_DD	Click the Detail Trans link on the Corp Accounts page.	View a list of each individual transaction making up the account activity for a specific organization.
Corp Accounts - Item Summary (corporation accounts)	ITEM_ORG_DD_SP	Click the Item Summary link on the Corp Accounts page.	View a list of the item types that contributed to the account activity.
Item Line Org View By Due Date (item line organization view by due date)	ITEM_LN_ORGDUOT_SP	Click the Item Details link on the Corp Accounts - Item Summary page.	View details about each transaction for a given item type.

Page Name	Object Name	Navigation	Usage
Items By Term	ITEM_TERM_SP	Click the Items By Term link on the Corp Accounts page.	View item types on the account organized by academic term.
Items By Date	ACCOUNT_DTL	Click the Items By Date link on the Corp Accounts page.	View item type information by a variety of different dates.
Corp Accounts - Due Charges (corporation accounts - due charges)	DUE_CHRG_ORG_SP	Click the Due Charges link on the Corp Accounts page.	View information about charges on an account organized by due date and item type.
Third Party Contract	TP_CONTRACT_SP	Click the Third Party Contract link on the Corp Accounts page.	View any third-party contracts associated with an organization's account.

APPENDIX A

PeopleSoft Student Financials Reports

This appendix provides an overview of PeopleSoft Student Financials reports, and enables you to view a summary table of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

PeopleSoft Student Financials Reports: A to Z

This table lists the PeopleSoft Student Financials reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
SF1098RP Print 1098-T Forms	This process prints 1098-T forms. (SQR)	Manage Student Financials, Manage Tax Reporting, Report, 1098-T Form Print	RUNCTL_SF_SF1098RP
SF1098VP 1098-T Validation and Audit	The 1098-T Validation Report lists any records with invalid data and assigns a validation status to records on the 1098-T Audit report. The Audit report lists all records generated in the 1098-T generation process for review before printing or transmitting the file. (SQR)	Manage Student Financials, Manage Tax Reporting, Report, 1098-T Audit Report	RUNCTL_SF_SF1098VP
SF701 Term Fees Table	This report lists all information from the Term Fees Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Term Fees	RUNCTL_SFSETID
SF702 Term Sub Fees Report	This report lists information from the Term Subfees Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Class Fees	RUNCTL_SF703
SF703 Class Fees Report	This report lists all information from the Class Fees Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Course Fees	RUNCTL_SF704

Report ID and Report Name	Description	Navigation	Run Control Page
SF704 Course Fees Report	This report lists all information from the Course Fees Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Course Rates	RUNCTL_SF705
SF705 Course Rates Table	This report lists all information from the Course Rates Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Term Fees	RUNCTL_SFSETID
SF706A Item Type by SETID	Listing of defined Item Types. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Item Types	RUNCTL_SF706A
SF707 Group Summary Report	Group posting summary report of student financial system. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Group Summary Report	RUNCTL_SF707
SF708 Fee Calculation Errors Report	This report lists all error messages for a batch ID. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Tuition Calculation Errors	RUNCTL_SF708
SF709 Fees After Calculation Report	This report lists all tuition and fees for a student. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Fees After Calculation	RUNCTL_SF709
SF710 Fees Prior to Posting Report	This report lists a student's tuition and fees prior to posting. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Fees Prior to Posting	RUNCTL_SF710
SF711ABI Crystal Bill for SF	This report generates a student bill for print using Crystal. (Crystal)	Manage Student Financials, Bill Customers, Process, Print Invoice Crystal	RUNCTL_SF711AB
SF712 Billing and Due Calendars	This report lists all information from the Billing and Due Calendars Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Billing and Due Calendars	RUNCTL_SF712
SF713 Keyword Table	This report lists all information in the Keyword Table. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Keywords	RUNCTL_SFSETID
SF714 Account Type Table	Detailed setup report of the institution's SF account types. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, SF Account Types	RUNCTL_SF714
SF716 Pay Calendar	This report lists all pay calendar information for a specified company and pay group. (Crystal)	Manage Student Financials, Refund Customers, Report, Pay Calendar	RUNCTL_PAY_CALNDR
SF717 Fee Class Table	This report lists all information in the Fee Class Table. (Crystal)	Design Student Administration, Define Student Financials, ReportA-H, Fee Classes	RUNCTL_SF717

Report ID and Report Name	Description	Navigation	Run Control Page
SF718 Item Reason Table	Listing of item reason values created. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Item Reasons	RUNCTL_SF718
SF719 Charge Priority List	Listing of values defined in the Charge Priority List setup. (Crystal)	Design Student Administration, Define Student Financials, ReportA-H, Charge Priority List	RUNCTL_SF719
SF720 Business Unit Table	Business Unit Table. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, SF Business Unit	RUNCTL_SF720
SF721 Group Type Table	Listing of the Group Type Table. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Group Types	RUNCTL_SF721
SF722 Origin Table	Listing of values defined the origin table setup. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Origins	RUNCTL_SF722
SF726 Daily Activity	Summary of daily posting activity, by Item type Code. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Daily Activity	RUNCTL_SF726
SF727 Daily Posting Activity	Daily posting activity for student post. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Daily Posting	RUNCTL_SF727
SF728 Enrollment Cancellation Report	This report lists all students who have been processed for enrollment cancellation for term or class cancellations. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Enrollment Cancellation	RUNCTL_SF728
SF730 Selection Criteria	This report lists information in the Criteria Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Criteria	RUNCTL_SF730
SF731 Item Group by SETID Report	Listing of defined item type groups values. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Item Type Groups	RUNCTL_SF731
SF732 Refund Customers Rpt	This report lists information on individual refunds. (Crystal)	Manage Student Financials, Refund Customers, Report, Individual Refunds	RUNCTL_SF732
SF733 Cash Offered table report	This report lists information relative to cashiering offices. (Crystal)	Manage Student Financials, Run Cashiering, Report, Cashier Offices	RUNCTL_SF733
SF734 Tender Key Table Report	Report for the Tender Key Table. (Crystal)	Manage Student Financials, Run Cashiering, Report, Tender Keys	RUNCTL_SF734
SF735 Target Key Table Report	Report for the Target Key Table. (Crystal)	Manage Student Financials, Run Cashiering, Report, Target Keys	RUNCTL_SF735

Report ID and Report Name	Description	Navigation	Run Control Page
SF736 Run Organization Report	Refund External Organization Report by business unit. (Crystal)	Manage Student Financials, Refund Customers, Report, Organization Refunds	RUNCTL_SF732
SF740 Cashier Message Business Date	This report lists all cashiering office messages. (Crystal)	Manage Student Financials, Run Cashiering, Report, Cashier Message Office	RUNCTL_SF740
SF741 Cashier Message Tender	This report lists any Cashier Tender messages within a cashiering office. (Crystal)	Manage Student Financials, Run Cashiering, Report, Cashier Message Tender	RUNCTL_SF741
SF742 Cashier Message Target	This report lists any Cashier Target messages within a cashiering office. (Crystal)	Manage Student Financials, Run Cashiering, Report, Cashier Message Target	RUNCTL_SF742
SF743 Valid Cashiers Per Office	Report of the valid cashiers for each office. (Crystal)	Manage Student Financials, Run Cashiering, Report, Valid Cashiers Per Office	RUNCTL_SF743
SF744 Follow Up Table	This report lists follow up actions for collections activity by setID and as of date. (Crystal)	Manage Student Financials, Collect Receivables, Report, Follow-up Table	RUNCTL_SFASOFDT
SF745 Collection Criteria	This report lists the criteria used to assign student collection items to the appropriate collector. (Crystal)	Manage Student Financials, Collect Receivables, Report, Collection Criteria	RUNCTL_SFBU
SF746 Corp Collection Criteria	This report lists the criteria used to assign corporate collection items to the appropriate collector. (Crystal)	Manage Student Financials, Collect Receivables, Report, Corp Collection Criteria	RUNCTL_SFBU
SF747 Collector	This report lists the collectors by user ID. (Crystal)	Manage Student Financials, Collect Receivables, Report, Collector	RUNCTL_SFBU_ASOFDT
SF748 Reason In Table	This report lists all information in the Reason In table for collection activity. (Crystal)	Manage Student Financials, Collect Receivables, Report, Reason In	RUNCTL_SFASOFDT
SF749 Reason Out Table	This report lists all information in the Reason Out table to remove a student/corporation from collections. (Crystal)	Manage Student Financials, Collect Receivables, Report, Reason Out	RUNCTL_SFASOFDT
SF750 Receipts per Business Day	This report lists all information about receipts processed on a specific business date in cashiering. (Crystal)	Manage Student Financials, Run Cashiering, Report, Receipts By Business Date	RUNCTL_SF750
SF750R Receipt by Number	This report generates a cashiering receipt for print using Crystal. It lists all receipt information. (Crystal)	Manage Student Financials, Run Cashiering, Report, Receipt By Number	RUNCTL_SF750R

Report ID and Report Name	Description	Navigation	Run Control Page
SF753ABI Crystal Org Bill for SF -	This report generates an external organization bill for print using Crystal. (Crystal)	Manage Student Financials, Bill Customers, Process, Print Invoice Crystal Corp	RUNCTL_SF753AB_ORG
SF754 Students in Collections	This report lists students placed in collections. (Crystal)	Manage Student Financials, Collect Receivables, Process, Assign Collector	RUNCTL_COLLECT_SF
SF755 Organizations in Collections	This report lists all organizations placed in collections. (Crystal)	Manage Student Financials, Collect Receivables, Process, Assign Collector	RUNCTL_COLLECT_SF
SF756 Group Detail Report	Group posting detail report. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Group Detail Report	RUNCTL_SF707
SF757 Receipts by Deposit ID	This report lists all information about receipts processed using a specified deposit ID within cashiering. (Crystal)	Manage Student Financials, Run Cashiering, Report, Receipts By Deposit ID	RUNCTL_SF757
SF760 Aging Table	Lists aging sets with their associated categories. (Crystal)	Design Student Administration, Define Student Financials, ReportA-H, Aging Set	RUNCTL_SFSETID
SF766 Bank Recon Input Layout	Detailed setup report of external file layouts. (Crystal)	Design Student Administration, Define Student Financials, ReportA-H, External File Layout	RUNCTL_SFSETID
SF768 Payment Priority All	Listing of values defined in the payment overall priority setup. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Payment Priority All	RUNCTL_SFASOFDT
SF769 Waiver Form Table	This lists all information on the Waiver Form Table. (Crystal)	Manage Student Financials, Maintain Customers, Report, Waiver Form Table	RUNCTL_SFASOFDT
SF770 Service Indicator	This report lists service indicator set detail. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, SF Service Indicator	RUNCTL_SFBU_ASOFDT
SF771 Installation SF	Listing of the values from the Installation SF table. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, SF Installation	RUNCTL_SF771
SF772 Default Term	Listing of SF Default Term Values table. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, SF Term Default	RUNCTL_SFBU_ASOFDT
SF773 Application Fee	List of application fee codes with subfees for each term. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Application Fees	RUNCTL_SFSETID

Report ID and Report Name	Description	Navigation	Run Control Page
SF774A Course List	This report contains the Course List Details. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Course List Details	RUNCTL_SFASOFDT
SF774B Course List Fees	This report lists all information from the Course List Fee and Course List Subfee Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Course List Fees	RUNCTL_SFSETID
SF775 Deposit Fees	This report lists all information from the Deposit Fee Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Deposit Fees	RUNCTL_SFSETID
SF776 Minimum Maximum Fee	This lists all information on the Minimum Maximum Fee Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Minimum Maximum Fees	RUNCTL_SFSETID
SF777 Optional Fee Table	This report lists all values in the Optional Fee Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Optional Fees	RUNCTL_SFASOFDT
SF778 Optional Fee Term	This report lists all valid values in the Optional Fees per Term Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Optional Fees - Terms	RUNCTL_SFSETID
SF779 Transaction Fees	This report lists all information on the Transaction Fee Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Transaction Fees	RUNCTL_SF779
SF779 Transaction Fee Table	Transaction Fee Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Tuition Calculation Controls	RUNCTL_SFSETID
SF780 Calc Control Table	List of careers in use for each term and the parameters (auto calc tuition/waivers, term and transaction wash periods). (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, SF Installation	RUNCTL_SF771
SF781 Waiver Table	This report lists all information on the Waiver Table. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Waivers	RUNCTL_SFSETID
SF782 Valid Records and Fields	This report lists all valid records and fields used in setting up criteria and equations. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Valid Records and Fields	RUNCTL_SFSETID
SF783 Late Fees Report	This report lists all individuals who were assessed late fees for a given batch ID. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Late Fees	RUNCTL_SF783
SF784 Billing Aging Messages	This report lists all billing aging messages set up for a business unit. (Crystal)	Manage Student Financials, Bill Customers, Report, Aging Messages	RUNCTL_SFBU_ASOFDT

Report ID and Report Name	Description	Navigation	Run Control Page
SF785 Billing Message Table	Billing Message Table. (Crystal)	Manage Student Financials, Bill Customers, Report, Billing Messages	RUNCTL_SFASOFDT
SF786 Billing Scan Line	This report lists all information from the Billing Scan Line table. (Crystal)	Manage Student Financials, Bill Customers, Report, Scan Line	PRCSRUNCNTL_SF
SF787 Billing Type Table	This report lists all information from the Billing Type Table. (Crystal)	Manage Student Financials, Bill Customers, Report, Billing Types	RUNCTL_SFASOFDT
SF788 Billing Messages for Students	This report lists information from the Billing Messages page. (Crystal)	Manage Student Financials, Bill Customers, Report, Student Messages	RUNCTL_SFBU_ASOFDT
SF789 Billing Messages for Corp	This report lists information from the Corporate Messages page. (Crystal)	Manage Student Financials, Bill Customers, Report, Corporation Messages	RUNCTL_SFBU_ASOFDT
SF790 Billing Messages for Customers	This report lists information from the Customer Messages page. (Crystal)	Manage Student Financials, Bill Customers, Report, Customer Messages	RUNCTL_SFBU_ASOFDT
SF791 Invoice Layout	This report lists all information from the Invoice Layout component. (Crystal)	Manage Student Financials, Bill Customers, Report, Invoice Layout	RUNCTL_SFSETID
SF792 Invoice Number	This report lists all information from the Invoice Number page. (Crystal)	Manage Student Financials, Bill Customers, Report, Invoice Number	PRCSRUNCNTL_SF
SF793 Messages by Item Type	Messages by item type. (Crystal)	Manage Student Financials, Bill Customers, Report, Item Type Messages	RUNCTL_SFBU_ASOFDT
SF794 Billing Message Category	This report lists information from the Billing Message Category page. (Crystal)	Manage Student Financials, Bill Customers, Report, Message Category	RUNCTL_SFBU_ASOFDT
SF795 Billing Standard Request	This report lists all information from the Billing Standard Request table based on setID. (Crystal)	Manage Student Financials, Bill Customers, Report, Billing Standard Request	RUNCTL_SFASOFDT
SF800 Business Unit Permission List	SF security listing of business units secured by a permission list. (Crystal)	Design Student Administration, Secure Student Financials, Rpt Perm, Business Unit	PRCSRUNCNTL_SF
SF801 Business Unit User ID	SF security listing of business units secured by a single user ID. (Crystal)	Design Student Administration, Secure Student Financials, Rpt User, Business Unit	PRCSRUNCNTL_SF
SF802 Cashier Office Permission List	This report lists any permission lists with security for specified cashier offices. (Crystal)	Design Student Administration, Secure Student Financials, Rpt Perm, Cashier Office	PRCSRUNCNTL_SF
SF803 Cashier Office User ID	This report lists all user IDs with security for specified cashier offices. (Crystal)	Design Student Administration, Secure Student Financials, Rpt User, Cashier Office	PRCSRUNCNTL_SF

Report ID and Report Name	Description	Navigation	Run Control Page
SF804 Credit Card Permission List	This report lists any permission lists with credit card security. (Crystal)	Design Student Administration, Secure Student Financials, Rpt Perm, Credit Card	PRCSRUNCNTL_SF
SF805 Credit Card User ID	This report lists any user IDs with credit card security. (Crystal)	Design Student Administration, Secure Student Financials, Rpt User, Credit Card	PRCSRUNCNTL_SF
SF806 Company Permission List	SF security listing of companies secured by a permission list. (Crystal)	Design Student Administration, Secure Student Financials, Rpt Perm, Company	PRCSRUNCNTL_SF
SF807 Company User ID	SF security listing of companies secured by a single user ID. (Crystal)	Design Student Administration, Secure Student Financials, Rpt User, Company	PRCSRUNCNTL_SF
SF808 General Security Setup	Lists table view names that are used to define SF security. (Crystal)	Design Student Administration, Secure Student Financials, Process, General Setup Report	PRCSRUNCNTL_SF
SF809 Item Type Permission List	SF security listing of item types secured by a permission list. (Crystal)	Design Student Administration, Secure Student Financials, Rpt Perm, Item Type	PRCSRUNCNTL_SF
SF810 Item Type User ID	SF security listing of item types secured by a single user ID. (Crystal)	Design Student Administration, Secure Student Financials, Rpt User, Item Type	PRCSRUNCNTL_SF
SF811 SetID Permission List	SF security listing of setIDs secured by a permission list. (Crystal)	Design Student Administration, Secure Student Financials, Rpt Perm, SetID	PRCSRUNCNTL_SF
SF812 SetID User ID	SF security listing of setIDs secured by an individual user ID. (Crystal)	Design Student Administration, Secure Student Financials, Rpt User, SetID	PRCSRUNCNTL_SF
SF814 TP Contracts	Third-party contract setup values. (Crystal)	Manage Student Financials, Administer Payment Plans, Report, Third Party Contracts	RUNCTL_SF814
SF815E Trial Bal by Acct (Eff Dt)	This report lists the trial balance by account by item effective date. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Account	RUNCTL_SF815
SF815P Trial Bal by Acct (Post Date)	This report lists trial balances by account by posted date. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Account	RUNCTL_SF815

Report ID and Report Name	Description	Navigation	Run Control Page
SF816E Trial Bal by Stud Itm (Eff Dt)	Trial balance by student item (item effective date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Student Item	RUNCTL_SF815
SF816P Trial Bal by Stud Itm (Pst Dt)	Trial balance by student item (post date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Student Item	RUNCTL_SF815
SF817E Trial Bal by Student (Eff Dt)	Trial balance by student (item effective date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Student	RUNCTL_SF815
SF817P Trial Bal by Student (Post Dt)	Trial balance by student (post date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Student	RUNCTL_SF815
SF818E Trl Bal Corp by Acct (Eff Dt)	Trial balance corporation by account (item effective date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance Corp by Account	RUNCTL_SF815
SF818P Trl Bal Corp by Acct (Pst Dt)	Trial balance organization by account (post date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance Corp by Account	RUNCTL_SF815
SF819E Trial Bal by Corp Itm (Eff Dt)	Trial balance by corporation item (item effective date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Corp Item	RUNCTL_SF815
SF819P Trial Bal by Corp Itm (Pst Dt)	Trial balance by corporation item (post date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Corp Item	RUNCTL_SF815
SF820E Trial Bal by Corp (Eff Date)	Trial balance by corporation (item effective date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Corporation	RUNCTL_SF815
SF820P Trial Bal by Corp (Post Date)	Trial balance by corporation (post date). (Crystal)	Manage Student Financials, Maintain Receivables, Report, Trial Balance by Corporation	RUNCTL_SF815
SF821 Credit History for All Students	Credit history for all students, for a specified business unit and effective date. (Crystal)	Manage Student Financials, Maintain Customers, Report, Credit History All Students	RUNCTL_SFBUSOFDT
SF822 Credit History for One Student	Credit history for one student, for a specified business unit and effective date. (Crystal)	Manage Student Financials, Maintain Customers, Report, Credit History One Student	RUNCTL_SF822
SF823 Credit History for All Corporations	Credit history for all corporations, for a specified business unit and effective date. (Crystal)	Manage Student Financials, Maintain Customers, Report, Credit History All Corps	RUNCTL_SF823

Report ID and Report Name	Description	Navigation	Run Control Page
SF824 Credit History for One Corporation	Credit history for one corporation, for a specified business unit and effective date. (Crystal)	Manage Student Financials, Maintain Customers, Report, Credit History One Corp	RUNCTL_SF824
SF825 Credit History Student by Acct	Credit history for all students, by account, for a specified business unit and effective date. (Crystal)	Manage Student Financials, Maintain Customers, Report, Credit History by Acct	RUNCTL_SF825
SF826 Credit History by Account for Corporations	Credit history for all corporations, by account number, for a specified business unit and effective date. (Crystal)	Manage Student Financials, Maintain Customers, Report, Credit History Corp by Acct	RUNCTL_SF826
SF827 Collections Letter Template	This report lists the criteria used to produce the Collections Dunning Letter. (Crystal)	Design Student Administration, Define Student Financials, ReportA-H, Collections Letter Template	RUNCTL_SFSETID
SF828 Open Refunds	Open refunds, sorted by student name. (Crystal)	Manage Student Financials, Refund Customers, Report, Open Refunds	RUNCTL_SF828
SF829 Refunds by Date	This report lists all refunds processed for a certain date. (Crystal)	Manage Student Financials, Refund Customers, Report, Refunds by Date	RUNCTL_SF829
SF830 Completed Refunds by Date	This report lists all completed refunds by date. It also lists information on paycheck gross, taxes and net amounts. (Crystal)	Manage Student Financials, Refund Customers, Report, Completed Refunds by Date	RUNCTL_SF830
SF831 AP Business Unit	This report lists all information from the AP Business Unit page. (Crystal)	Design Student Administration, Define Student Financials, ReportA-H, AP Business Unit	RUNCTL_SF831
SF837 Credit Card Type	This report lists information on valid credit card types. (Crystal)	Design Student Administration, Define Student Financials, ReportA-H, Credit Card Type	RUNCTL_SFSETID
SF838 Tax Codes	This report lists all information in the Tax Codes Table. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Tax Codes	RUNCTL_SFSETID
SF839 Tax Transaction Codes	This report lists all information in the Tax Transaction Type Tables for value added taxes (VAT). (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Tax Transaction Codes	RUNCTL_SFSETID

Report ID and Report Name	Description	Navigation	Run Control Page
SF840 Tax Authority	This report lists all information in the Tax Authority Table for GST/ANZ tax codes. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Tax Authorities	RUNCTL_SFASOFDT
SF847 Group Post Suspended Report	Detailed list of transactions that have not been posted through the Group Post process. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Group Post - Suspended	RUNCTL_SF847
SF848 Late Fee Code	This report lists information from the Late Fees setup component. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Late Fee Codes	RUNCTL_SFSETID
SF849 Late Fee Table	This report lists information within the Late Fee Setup component. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Late Fees	RUNCTL_SFASOFDT2
SF850 Late Fee Program	This report lists information relating to late fee scheme used within a late fee by a late fee code. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Late Fee Programs	RUNCTL_SFSETID
SF852 Void Reasons List	This report lists all valid void reasons. (Crystal)	Design Student Administration, Define Student Financials, ReportI-Z, Void Reasons	RUNCTL_SFASOFDT2
SF853 Batch Refund	This report lists all refunds processed within a specified Batch ID. (Crystal)	Manage Student Financials, Refund Customers, Report, Batch Refunds	RUNCTL_SF853
SF854 Batch Refund Messages	This report lists all error or warning messages encountered during a specified Batch ID. (Crystal)	Manage Student Financials, Refund Customers, Report, Batch Refund Messages	RUNCTL_SF854
SF855 Adjustment Calendars	List of detail for all adjustment codes in the database. Includes adjustment options, adjust reasons, terms, and line data for each category. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Adjustment Calendars	RUNCTL_SF855
SF856 Account Audit Statement	Detail transaction listing for an individual or external organization. (Crystal)	Manage Student Financials, Maintain Receivables, Report, Account Audit Statement	RUNCTL_SF856
SF857 GL Interface Messages	This report lists error messages when there is a problem with the GL Interface process. (Crystal)	Manage Student Financials, Administer GL Interface, Report, GL Interface Messages	RUNCTL_SF857
SF858 Tuition Group Report	This report lists all information for tuition groups. (Crystal)	Manage Student Financials, Calculate Tuition and Fees, Report, Tuition Groups	RUNCTL_SF858

Report ID and Report Name	Description	Navigation	Run Control Page
SF859 Tax Assessment Summary Report	The tax assessment summary report for a given period by business unit and tax authority. (Crystal)	Manage Student Financials, Manage Tax Reporting, Report, Tax Summary Report	RUNCTL_SF859
SF860 Individual tax detail	Individual tax detail report for a given reporting period. (Crystal)	Manage Student Financials, Manage Tax Reporting, Report, Individual Tax Detail	RUNCTL_SF860
SF861 Organization Tax Detail	Organization tax detail report for a given reporting period. (Crystal)	Manage Student Financials, Manage Tax Reporting, Report, Organization Tax Detail	RUNCTL_SF861
SF862 Batch Credit Card Detail Rpt	This report lists all the relevant credit card details per batch ID from the Refund Credit Card – Web process. (Crystal)	Manage Student Financials, Refund Customers, Report, Batch Credit Card Details	RUN_CNTL_SF862
SFACTLND Exporting Accounting Lines to Flat File	Exports accounting lines to flat file for processing through journal generator in E & G Financials. (SQR)	Manage Student Financials, Administer GL Interface, Process, GL Interface File Extract	RUNCTL_SFACTLND
SFADDEMP Student Address Listing	This report lists all student addresses by name in alphabetical order. (SQR)	Manage Student Financials, Maintain Customers, Report, Student Address Listing	PRCSRUNCNTL_AD_RC
SFADDORG Org Address Listing	This report lists all organization addresses by name in alphabetical order. (SQR)	Manage Student Financials, Maintain Customers, Report, Corp Address Listing	PRCSRUNCNTL_AD_RC
SFAPRFND A/P Refund processing	A/P refund processing report. (SQR)	Manage Student Financials, Refund Customers, Process, AP Refund	RUNCTL_AP_REFUND
SFAPYUPD Student Refund Paysheet Build	This report lists information about the Student Refund Paysheet Build process. (SQR)	Manage Student Financials, Refund Customers, Process, Refund Sheet Creation	RUNCTL_PAYSHEET_SF
SFBILLIV Print Non-JetForm Invoice	This report generates bills for printing. (SQR)	Manage Student Financials, Bill Customers, Process, Print Invoice Other Manage Student Financials, Bill Customers, Process, Print Invoice Other Corp	RUN_CNTL_PBILL RUN_CNTL_PBILL_ORG
SFBILLNG Print JetForm Invoices for Organizations and/or students	This report generates bills for printing via JetForm. (SQR)	Manage Student Financials, Bill Customers, Process, Print Invoice JetForm Corp Manage Student Financials, Bill Customers, Process, Print Invoice JetForm	RUN_CNTL_PBILL_ORG, RUN_CNTL_PBILL

Report ID and Report Name	Description	Navigation	Run Control Page
SFBKPOST SF Backup Post	This process purges the QUICK_POST_TBL and consolidates the transactions into a posting group for review. A listing of these transactions may be generated. (SQR)	Manage Student Financials, Maintain Receivables, Process, Purge QUICK_POST_TBL	RUN_CNTL_SFBKPOST
SFCALTUI Tuition Residency Calculation	This report lists all students for whom tuition residency calculation has been processed. (SQR)	Manage Student Financials, Calculate Tuition and Fees, Process, Tuition Residency	RUNCTL_CALC_TUIT_R
SFCCRFND Credit Card Refund Processing	This report generates a list of credit card refunds generated via the Refund Credit Card – Other process. (SQR)	Manage Student Financials, Refund Customers, Process, Credit Card Refund - Other	RUNCTL_CC_REFUND
SFCOLLEC Collections	This report lists each student or corporation that has been assigned to collections. This includes the past due categories and amounts. (SQR)	Manage Student Financials, Collect Receivables, Process, Assign Collector	RUNCTL_COLLECT_SF
SFCOLLTR Collections Dunning Letter	This is a process that creates communication records in PeopleSoft Campus Community for each collection letter requiring generation. (SQR)	Manage Student Financials, Collect Receivables, Process, Dunning Letters	RUNCTL_SFBU
SFCPTMFE Copy Term Fees	This program copies term fees from one term or one session to another. The report shows the details of the added term fees. (SQR)	Manage Student Financials, Calculate Tuition and Fees, Process, Copy Term Fees	RUNCTL_SFCPTMFE
SFDONAT Generate Donation Receipts	This program generates the information for receipts for donations received by Universities from third parties. (SQR)	Manage Student Financials, Manage Tax Reporting, Process, Generate Donation Receipts	RUN_PARM_DONAT
SFDPTREC SF Cashiering GL Interface	SF General Ledger interface for departmental receipts and student payments. (SQR)	Manage Student Financials, Administer GL Interface, Process, Cashiering GL Interface	RUNCTL_SF_DEPTRCPT
SFGENT4 SF Generate T4A Data	Generates T4A data in preparation for printing T4A slips. (SQR)	Manage Student Financials, Manage Tax Reporting, Process, Generate T4A	RUNCTL_SF_GENT4
SFGLVAL1 Invalid GL Interface Chartfield Report	Lists invalid chartfields in SF targets, tenders, class/course fees and item types by term. (SQR)	Manage Student Financials, Administer GL Interface, Report, Chartfield Validation	RUNCTL_SFGLVAL1
SFGT2202 SF Generate T2202 Data	Generates T2202A data in preparation for printing T2202A forms. (SQR)	Manage Student Financials, Manage Tax Reporting, Process, Generate T2202A	RUNCTL_SF_SFGT2202

Report ID and Report Name	Description	Navigation	Run Control Page
SFJT2202 Process T2202A Report File	This process generates the T2202A information. It will either update the tables in preparation for printing, or generate a report for review. (SQR)	Manage Student Financials, Manage Tax Reporting, Process, Extract T2202A JetForm File	RUNCTL_SF_SFJT2202
SFLOCKIN Lock In Tuition and Fees	This report lists students who have had their tuition locked in. (SQR)	Manage Student Financials, Calculate Tuition and Fees, Process, Lock In Tuition Amount	RUNCTL_LCK_IN_TUIT
SFLTTEE Late Fee Set Up Report	This report lists information within the Late Fee Setup component. (SQR)	Design Student Administration, Define Student Financials, ReportI-Z, Late Fee Setup	RUNCTL_SFLTTEE
SFMULPAY Multi-year Payment Plan	Multi-year Payment Plan process and report of transactions. (SQR)	Manage Student Financials, Administer Payment Plans, Process, Multi Year Payment Plan	RUNCTL_MULT_PAYPLN
SFP001 Create Direct Deposit Transmittal	Create Direct Deposit Transmittal File – US. (SQR)	Manage Student Financials, Refund Customers, Process, DDP Create File	RUNCTL_SFDDP
SFP002 Direct Deposit Register	Direct deposit register. (SQR)	Manage Student Financials, Refund Customers, Report, DDP Register	RUNCTL_PAYINIT_SF
SFP003 Payroll Advice Print - U.S.	This report generates direct deposit advice slips for U.S. customers. (SQR)	Manage Student Financials, Refund Customers, Process, DDP Advice Print	RUNCTL_ADV_SF
SFP003CN Payroll Advice Print - Canada	This report generates direct deposit advice slips for Canadian customers. (SQR)	Manage Student Financials, Refund Customers, Process, DDP Advice Print Canada	RUNCTL_ADV_SF
SFP004 Payroll Advice Register	This report lists any refunds which were processed and received a direct deposit advice slip. (SQR)	Manage Student Financials, Refund Customers, Report, DDP Advice Register	RUNCTL_PAYINIT_SF
SFP005 Direct Deposit Pre-notification	Direct deposit pre-notification. (SQR)	Manage Student Financials, Refund Customers, Report, DDP Prenotification	RUNCTL_PAYINIT2_SF
SFP006 Direct Deposit Pre-notification	Direct deposit pre-notification memo. (SQR)	Manage Student Financials, Refund Customers, Report, DDP Prenote Memo	RUNCTL_PAYINIT2_SF
SFPAYDED Select Payroll Deduction Records	This process selects payroll deduction records from PeopleSoft Payroll for North America so employees and/or their dependents can pay tuition and fees through payroll deduction. (SQR)	Manage Student Financials, Maintain Receivables, Process, Select SA Payroll Deduction	RUNCTL_PAYINIT_SF1
SFPENRDP SF Enrollment Deposits	Creates and releases service indicators based on student payment of enrollment deposits. (SQR)	Manage Student Financials, Maintain Receivables, Process, Enrollment Deposits	RUNCTL_ENRL_DPST RUNCTL_ENRL_DPST2

Report ID and Report Name	Description	Navigation	Run Control Page
SFPR2202 Print T2202A Tax Forms	This process prints T2202A tax forms. (SQR)	Manage Student Financials, Manage Tax Reporting, Process, Print T2202A	RUNCTL_SFPR2202
SFPREPAY Pre Payment process	Pre Payment process and report of transactions. (SQR)	Manage Student Financials, Administer Payment Plans, Process, Pre Payment Plan	RUNCTL_PRE_PAYMENT
SFPRGPLD SF External File Load	The process to load external files. A detail listing of the transactions loaded may be generated. (SQR)	Manage Student Financials, Maintain Receivables, Process, External Files	RUNCTL_SFGPLOAD
SFRCRCPT Print Receipt	This program prints student payment / department receipts. (SQR)	Manage Student Financials, Manage Tax Reporting, Process, Generate Tax Receipts	RUNCTL_SFRECEPT
SFRSCVW SF Load Security Views	Listing of table views used in SF security. (SQR)	Design Student Administration, Secure Student Financials, Process, Set Security	RUNCTL_SFSCRTY
SFRVRGRP Group Reversal	Used to reverse a group after it has been posted. (SQR)	Manage Student Financials, Maintain Receivables, Process, Group Reversal	RUNCTL_SFRVRGRP
SFTBLVAL Table Validation Report	This process reports on, and/or corrects any referential integrity issues within SF tables. (SQR)	Manage Student Financials, Maintain Receivables, Process, Table Validation	RUN_CNTL_SFTBLVAL
SFTRMCPY Copy Term Session	This process copies chartfield information by Item Type Classification from one Term to another. (SQR)	Manage Student Financials, Administer GL Interface, Process, GL Term Copy	RUNCTL_SFGL_FEE
SFTUITFE Tuition and Fees Report	This program prints tuition and fees after calculation by batch. (SQR)	Manage Student Financials, Calculate Tuition and Fees, Report, Tuition and Fees	RUNCTL_SFTUITFE
SFWRTOFF Batch Write off	Detailed listing of accounts flagged to be written off. (SQR)	Manage Student Financials, Maintain Receivables, Process, Write Offs	RUNCTL_WRITE_OFF
SFY003 Pay Check Print	This report generates refund checks for printing. (SQR)	Manage Student Financials, Refund Customers, Process, Check Print	RUNCTL_ADV_SF
SFY003CN Pay Cheque Print - Canada	This report generates the refund cheques for printing for Canadian customers. (SQR)	Manage Student Financials, Refund Customers, Process, Cheque Print	RUNCTL_ADV_SF

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
account	You use an account code to record and summarize financial transactions as expenditures, revenues, assets, or liabilities balances. The use of this delivered PeopleSoft ChartField is typically defined when you implement PeopleSoft General Ledger.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting entry	A set of related debits and credits. An accounting entry is made up of multiple accounting lines. In most PeopleSoft applications, accounting entries are always balanced (debits equal credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in the general ledger, and so forth, depending on the application.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item delivery method it may also be called a class. The activity defines such things as meeting times and locations, instructors, reserved equipment and materials, and detailed costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure

	from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
application agent	An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attachment	In PeopleSoft Enterprise Learning Management, nonsystem-defined electronic material that supplements a learning resource, such as an equipment items user handbook or the site map of a large facility.
background process	In PeopleSoft, background processes are executed through process-specific COBOL programs and run outside the Windows environment.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called system-maintained account.
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, Introduction to Microsoft Word. A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods.
category	In PeopleSoft Enterprise Learning Management, a way to classify catalog items so that users can easily browse and search relevant entries in the learning catalog. Categories can be hierarchical.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
child	In PeopleSoft Tree Manager trees, a child is a node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
corporate account	Equivalent to the Account ChartField. Distinguishes between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (alternate) accounts required by a regulatory authority for recording and reporting financial information.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.

data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	<p>Data elements, at their simplest level, define a subset of data and the rules by which to group them.</p> <p>For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.</p>
data row	Contains the entries for each field in a table. To identify each data row uniquely, PeopleSoft applications use a key consisting of one or more fields in the table.
data validation	In PeopleSoft Enterprise Incentive Management, a process of validating and cleansing the feed data to resolve conflicts and make the data processable.
DAT file	This text file, used with the Verity search engine, contains all of the information from documents that are searchable but not returned in the results list.
delivery method	In PeopleSoft Enterprise Learning Management, identifies a learning activity's delivery method type. An activity can have one or more delivery methods.
delivery method type	In PeopleSoft Enterprise Learning Management, specifies a method that your organization uses to deliver learning activities, for example, scheduled or self-paced learning.
distribution	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
double byte character	If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].
dynamic tree	A tree that takes its detail values dynamically directly from a table in the database, rather than from a range of values entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM job	Abbreviation for <i>Enterprise Incentive Management job</i> . In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organization's compensation-related business process. An EIM job can be stopped to allow manual changes or corrections to be applied between steps, and then resumed from where it left off, continuing with the next step. A run can also be restarted or rolled back.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
equipment	In PeopleSoft Enterprise Learning Management, resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally items that are used (sometimes for a fee) and returned after the activity is complete.

event	Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, and OnRouteSubscription. In PeopleSoft Human Resources, <i>event</i> also refers to incidents that affect benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
external system	In PeopleSoft, any system that is not directly compiled with PeopleTools servers.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
filter	In PeopleSoft applications, a filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	Any set of records associated under a single name or variable in order to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
homepage	Users can personalize the homepage, or the page that first appears when they access the portal.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
key	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners within the same learning environment that share the same attributes, such as department or job code.
learning activity	See <i>activity</i> .
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities.
learning plan	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned and in-progress learning activities.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

level	A section of a tree that organizes groups of nodes.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	The feature that initiates a process to automatically load information into a PeopleSoft application for example, populating the PeopleSoft Benefits database with plan-level election information.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location indicated by a <i>1</i> is the address you use most often and may be different from the main address.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
material	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
message definition	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
objective	In PeopleSoft Enterprise Learning Management, an individual's learning goal. An example of a learning goal is a competency gap.
override	In PeopleSoft Enterprise Incentive Management, the ability to make a change to a plan that applies to only one plan context.
pagelet	Each block of content on the homepage is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

parent node	A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>participant object</i> .
payout	In PeopleSoft Enterprise Incentive Management, the resulting incentive plan computation that is provided to payroll.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a Web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
per seat cost	In PeopleSoft Enterprise Learning Management, the cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees. Organizations use this cost to price PeopleSoft Enterprise Learning Management activities.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context. If three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan section	In PeopleSoft Enterprise Incentive Management, a segment of a plan that handles a specific type of event processing.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that

	defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
private view	A user-defined view that is available only to the user who created it.
process	See <i>Batch Processes</i> .
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as an SQR, a COBOL program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record definition	A logical grouping of data elements.
record field	A field within a record definition.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to

	automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
results management process	In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
routing	Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takes email message, electronic form, or worklist entry.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
self-service application	Self-service refers to PeopleSoft applications that are accessed by end users with a browser.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise

	Learning Management activity characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
sibling	A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
SQR	See <i>Structured Query Report (SQR)</i> .
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
Structured Query Report (SQR)	A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.

table	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
TableSet sharing	Specifies control table data for each business unit so that redundancy is eliminated.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a Web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction loading process	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and picked up by a different section for further processing.
transaction type	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
uniform resource locator (URL)	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to

providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

URL

See *uniform resource locator (URL)*.

user interaction object

In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable

In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

warehouse

A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

worksheet

A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

workflow

The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.

worklist

The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

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