

## Campus Café Student Financials-Misc. Cash Documentation

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## Module Introduction

The Campus Café Student Financials Module includes four major functions:

- Management of student/sponsor accounts including automated billing and billing adjustments.
- Posting of Financial Aid to student accounts.
- Student account cash receipts entry and management.
- Miscellaneous cash payments that include non-student account related cash payments posted directly to the general ledger or donation.

*Text in italics is generally for general notes rather than definitions of pages and functions.*

The accounts receivable system will automatically track balances for current accounts, collection accounts, and written off accounts. The accounts receivable system has several interfaces with other modules. For example, the student accounts receivable history screen and student statement include pending and verified financial aid. These programs also include verified payment plan balances set up for each student. The accounts receivable module is automatically sent transactions from the billing, and financial aid modules.

Another example is the contra-debit function for student refunds. Refunds processed through the A/P module automatically debit the student account when the voucher is created.

The accounts receivable system also has an interface with the registration module. The bursar may place a student on financial hold and automatically notify the registrar when a transcript, grade mailer, or on-line registration is attempted. The registrar can optionally override the hold if necessary and they have the required permissions to do so.

The documentation that follows will describe these functions and the parameters that are used to set up the system according to your requirements.

## *Management of student/sponsor accounts Billing Overview*

The Campus Cafe billing module is comprised of programs, which create charges and/or credits for student accounts, based on several charge generation methods. Each method has billing criteria in the form of tables or keyed parameters that are used to generate transactions.

There are three major methods used to generate charges.

1. The billing rules file allows creation of a table for each program, with associated charges. The billing program will automatically create charges for all students selected, according to the charges in the table. All billing charges are put into a batch file, so that review and editing can be done prior to updating the billing history and accounts receivable files.
2. Query may be used to select any group of students for which one charge type and amount is to be created
3. Charges may be manually entered thru an interactive billing interface.

Features include:

Automatic creation of billing charges based on user defined billing rules/table. Different charge structures may exist for varying programs of study, part time status, lab or course fees, and extra courses.

Charges will be reversed automatically for non-attending students.

Validation of all entries against user defined tables and account files.

Interactive billing interface allow for manual adjustments.

Electronic cross match between enrollment and billing module ensures that all charges are correct during pre-registration, registration, and at any other time.

Integrated with financial aid and registration modules.

Extensive reporting system for listing of current activity and history files.

Automatic posting to the general ledger with detail and summary reports provided.

## *Financial Aid Overview*

Campus Cafe Financial Aid software is a module that is integrated with the Accounts Receivable, Admissions, and General Ledger modules. It also contains other interfaces to ensure a totally integrated approach to campus wide computing. This module adheres to all generally accepted accounting principles and uses a double entry system to create audit trails for all transactions.

Campus Café provides an interface to financial aid products, and can automatically upload award information to the Campus Cafe Financial Aid module for integration with billing, accounts receivable, and the general ledger.

Features include:

Award management and history files allow information to be retrieved for any student and any year.

Financial Aid transcripts are available for multiple years.

Actual aid awarded is tracked against fund budget with variances also reported.

Automated Activity Tracking and Workflow with unlimited capability for recording anecdotal items.

Automated Award Letters and Revised Award Letters.

## *Student Cash Receipts Overview*

Features include:

On line inquiry program allows simultaneous viewing of billing and payment history, credited and pending/verified financial aid, outside agency payment plan balance and payments, actual student balance, and collection account status.

Cash application with on-line review of all entries and batch totals.

Printed cash receipts registers

Individual printed cash receipts available on demand

Validation of all entries against user defined tables and account files

Aged summary or detail trial balances

Separate reporting for collection accounts and written off accounts

Outside agency payment plan integration allows tracking of contract balances and posting of cash receipts

Ability to optionally hold transcripts, registration, and grade mailers for delinquent accounts

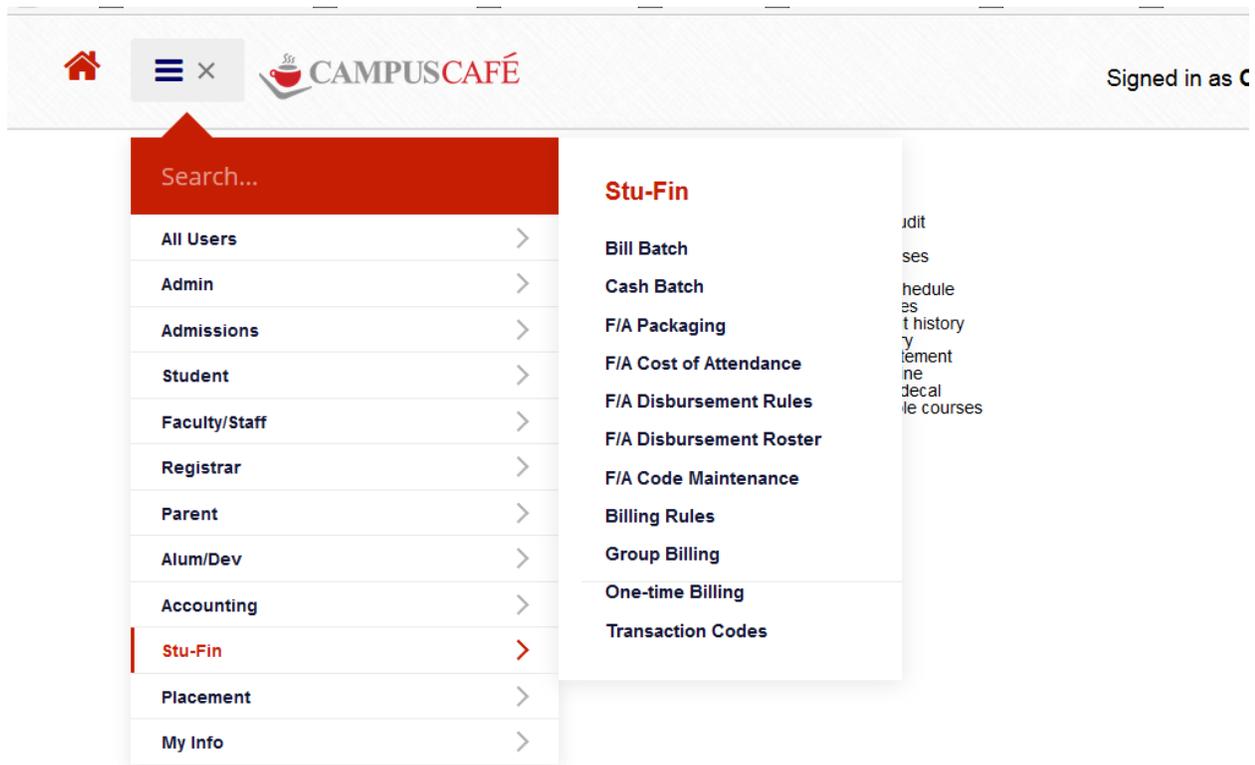
Integrated with financial aid and registration modules.

Integrated with accounts payable module. Student refunds paid through A/P are automatically debited to the student's A/R.

### Miscellaneous Cash Receipts Overview

Miscellaneous cash receipts program allows application of non-student cash to the system with subsequent general ledger posting. This feature allows specification of both the account to credit and the appropriate cash account for debiting at the point of entry.

## Student Financials Module Main Menu



On the main menu, selecting the STU-FIN option will provide access to the billing, cash receipt and financial aid interfaces. Each interface allows the user to see all outstanding batch transactions and make additions/adjustments as necessary.

## Billing Batch Interface

### Bill Batch Listing

Filter on Member:  or Semester:  Filter/Refresh Bill Batch Grid Filtered Total: -\$3,000.00

Rename Member:  To Member:   Merge Member:  To Member:

Information that is red is required

Sponsor or Add Lookup:  Sponsor Id# to Add:

#### Batch Operations

Batch Operation Member:  With Filter Semester:

Edit	Delete	Launch Person	Member	Invoice#	Name Sort	Bios Id#	Bill Code	Amount	Description	Semester	Transaction Source	Course#	Sponsored Name	Mail Street1	Mail Street2	Mail Street3	Mail City	Mail State	Mail Zip	Mail ZipExt	Mail Province	Mail Country	Entered User	Entered Date	Changed User	Changed Date
			W1620160811	2225354	Student1 John	770039759	T4	-3,000.00	TUITION DENTAL HYG	201610	W			105 Side Street			Central City	CT	02914				John Student1.770039759	08/11/2016		0

The billing batch interface uses a sortable grid to view outstanding billing items that have not yet been posted. These transactions may come from the automatic billing rules batch process, uploading of financial aid, online registration, or manual entry. In the example above, there are student transactions and sponsor transaction.

The sortable grid has additional functions:

- Clicking the edit symbol will allow you to modify an existing billing batch item. See billing batch detail page instructions below.
- Clicking the delete symbol will allow you to delete the billing batch item.
- Clicking the Launch Person will allow you to drill down into the person's record. From there, all sub-menu items are available. Additional billing batch items can then be added for the person selected.

**Filter on member function:** allows the isolation of a single member for viewing or posting. Clicking the Filter Bill Batch button will cause the Total box to reset for the records selected.

**The filter on semester function:** allows the isolation of a records for a selected semester. This option is useful when you have a member with billing transactions from multiple semesters and you wish to review post transactions for one semester. An example: a manual billing batch contains adjustments for a fall and spring semester. The fall transactions must be posted with a December 31 date for IRS reporting (e.g. 1098T), but the spring transactions must be posted with a January date. This function will allow separate review and posting of such transactions.

**The rename member function:** allows saving a batch of transactions for later review and/or posting. This is useful if you need to start another batch or wish to have someone else review a batch at a later time.

**The sponsor lookup/add function:** allows adding of transactions for sponsor billing. Sponsors can be organizations or other entities who must be billed for enrollments. While the billing rules will automatically bill sponsors based on billing rules or course configurations, this function will allow manual adjustments to sponsor billing transactions. The receivables for sponsor billing is at the sponsor level and not the student, even though the billing transactions might be on behalf of an individual student. Sponsor billing should not be confused with third party billing. In the third party billing scenario, the receivable is on the student and simply billed to a third party.

**The post bill batch member function:** allows selection of a batch to be posted. A new page will appear for entering the proper posting date etc. (see below).

**Use the post with semester filter:** to isolate records within a semester within a batch for posting.

### Billing Batch Detail

#### Bill Batch Detail

Student1, John Id#:770039759

Information that is red is required

Transaction Code:	T4 - TUITION CSNT ▼	Billing Amount:	-3000.0
Billing Semester:	201610 - 2015-2016 Academic Year ▼		
Billing Description:	TUITION DENTAL HYG	Transaction Source:	W
Batch Member:	WB20160811 ▼		
Course#:	Lab Section:		
Faculty: 0	Sponsored:		
Entered By: 770039759 Entered Date: 20160811 Changed By: Changed Date: 0			
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			

The billing batch detail page is used to enter or modify specific billing detail transactions.

**The transaction code** is used to designate the transaction type (example Tuition, Fees).

**The semester** is optional on this page and can be defaulted later when posting the billing batch.

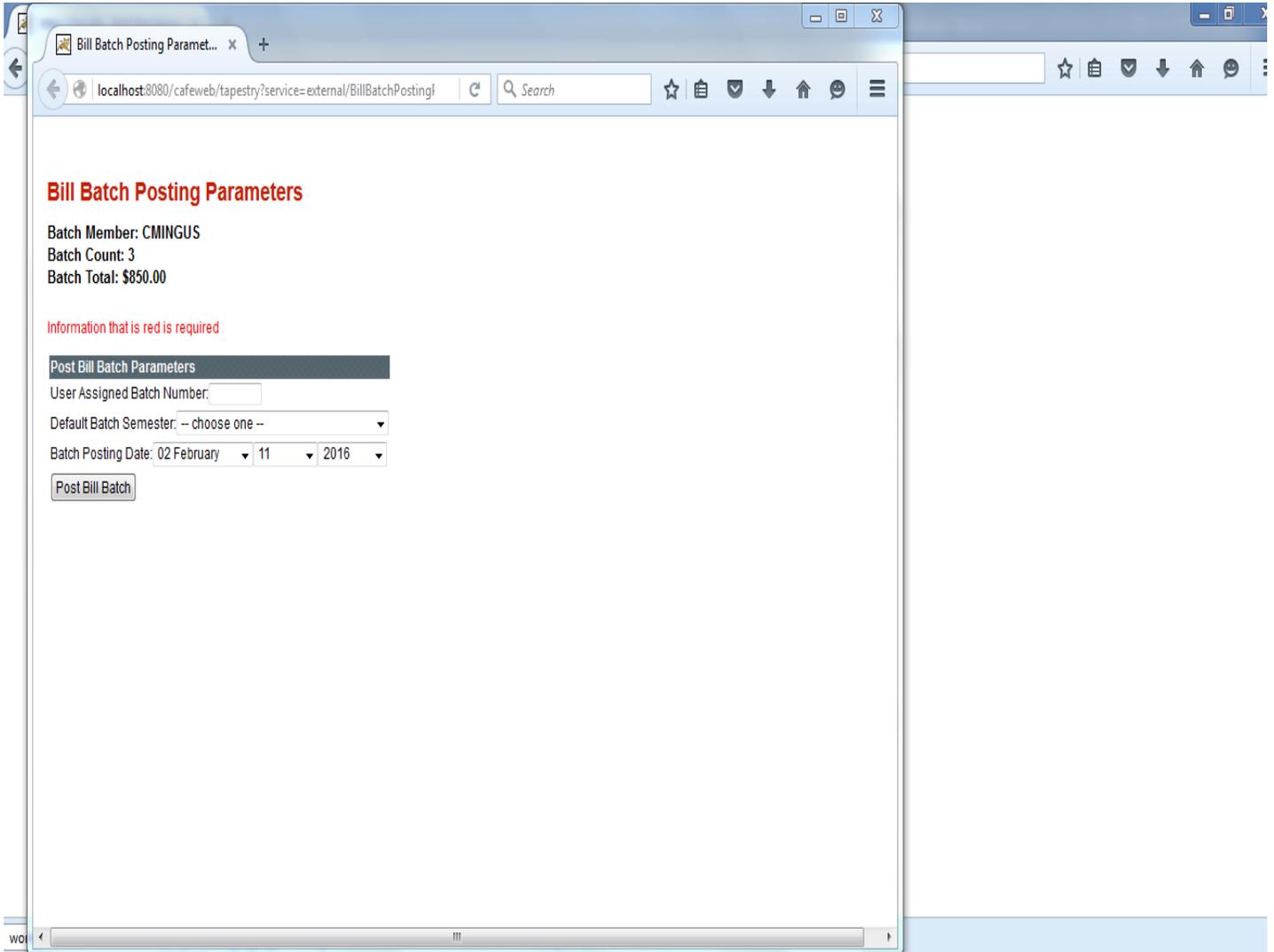
**The billing amount** can be a debit or a credit and will always appear on the student account.

**The billing description** will default to the description from the billing code table if left blank.

**The transaction source** (bill by billing rules) indicates the source of the transaction. A blank indicates that the transaction was manually entered through this interface. A B,1,2 indicates that the transaction was generated by the automated billing process (billing rules). An F indicates that the transaction came from the financial aid interface. An R indicates that the transaction is a cash receipts and this type of transaction would never appear in this billing interface.

### Billing Batch Posting Page

The billing batch posting page is used to select correct posting date, semester, and user defined batch number.



**The user may assign any batch number desired.** This is usually something like 101215a for the first batch posted in 10/12/15. The system will also automatically assign a batch number that can be used to identify a specific batch.

**The default batch semester** is used to designate the semester to be added to the transaction records when posted. This field should not be confused with the semester filtering function. All accounts receivable transaction records must have a semester/term associated with each record. For automatic billing rules billing, this is never a problem since each transaction already has the proper semester. The value entered here will fill in any records where the semester is left blank. For example, if you are entering a manual billing batch, you can leave the semester empty on each record to save keystrokes. The semester entered here will override all such blank semesters. If this prompt is left blank, then the semester default in the A/R control file will be used as a default. To summarize, the semester will be filled in using the following hierarchy:

- Individual record entry.
- Posting prompt entered on this posting page.
- Default value in the A/R control file.

It is important to remember that individual records that have a semester entered into them will never be overridden by the posting semester or the A/R control file default.

**The batch posting date** determines the actual transaction date in each A/R record. While the date will default to today, it can be overridden to any other valid date desired. For example, today's date is March 8, 2015 but the batch date could be changed to 02/28/2015. This would ensure that the February date is reflected on the student account and in the general ledger. Any valid date will be accepted as long as it is not prior to the last G/L posting date. The system will not allow you to post transactions into the subsidiary ledger if the general ledger is closed for that period. If this situation occurs, it is an easy matter to "un-post" the period on the general ledger side temporarily to get a batch posted with a prior date.



The merge member button will allow you to merge records from one cash batch into another.

The rename function will allow you to rename or “save” a given batch for later review and posting.

The sponsor lookup/add function allows adding of cash transactions for sponsors. Sponsors can be organizations or other entities who must be billed for enrollments. This function will allow manual cash adjustments to sponsor billing accounts. The receivables for sponsor accounts is at the sponsor level and not the student, even though the cash and billing transactions might be on behalf of an individual student. Sponsor accounts should not be confused with third party accounts. In the third party account scenario, the receivable is on the student and simply billed to a third party.

The post cash batch member function allows selection of a batch to be posted. A new page will appear for entering the proper posting date etc. (see below).

## Student Cash Batch Detail Page

The student cash batch detail page is used to enter specific transaction data. This might include cash received and other distributions that offset the cash amount.

**Cash Batch Detail**  
Holbrook, Karen (Karrie) Id#:78518 Inv#:2223824

Information that is red is required

Transaction Code: 97 - CASH PAYMENT Description: CASH PAYMENT  
Semester: -- choose one --  
Cash Received Amount: 100.0 A/R Credit: -100.0  
Cash GL-CC-Fund: 1000-1-1:CHECKING-OPERATING [GENERAL OPERATIONS]

Distributions  \* Auto-fill will clear existing distributions

GL-CC-Fund:	Amount:	PET#:
-- GL-CC-Fund --	0	-- PET#s --

**Actions**

Net Total: 0.00

Entered By: 660088110 Entered Date: 20160205 Changed By: Changed Date: 0

The transaction code is used to designate the type of transaction (e.g. cash, check, credit card).

**The description** is used to annotate the transaction and will default to the description in the transaction code table if left blank.

**The semester** is optional on this page, but must ultimately be filled in for all cash transaction records. See notes in posting section for details on semester hierarchy. It is not necessary to enter a semester on each individual transaction on this page especially if all the transactions are for the same semester/term. The semester can be specified at the cash batch posting stage for the entire batch.

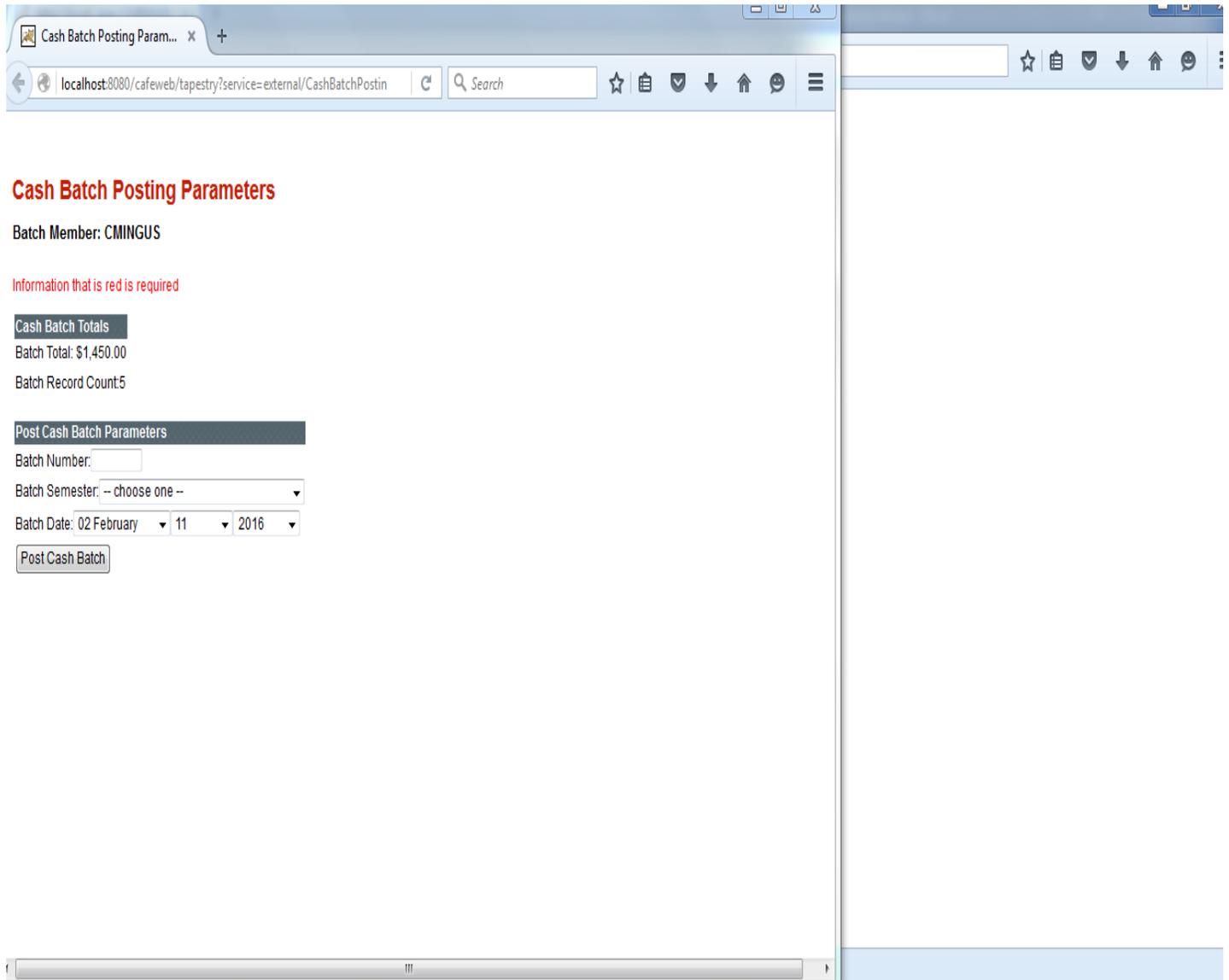
**The cash received amount** is the total cash for the transaction.

**The A/R credit amount** and other distributions must offset the cash amount or a transaction error will appear when attempting to update the record.

*It is possible to have a hybrid transaction with cash, A/R credit, and distributions. For example, the cash amount might be \$1,000.00. The A/R credit is \$700.00. This amount will display on the student account as a credit for \$700.00. The remaining \$300.00 is put in a housing deposit escrow account. This amount will not display on the student account, but be recorded with the student id in the escrow account for later identification, retrieval, or reversal.*

## Cash Batch Posting Page

The cash batch posting page is used to select correct posting date, semester, and user defined batch number.



The screenshot shows a web browser window with the title "Cash Batch Posting Param...". The address bar shows the URL "localhost:8080/cafeweb/tapestry?service=external/CashBatchPostin". The page content includes:

- Cash Batch Posting Parameters** (Section Header)
- Batch Member: CMINGUS
- Information that is red is required
- Cash Batch Totals** (Section Header)
  - Batch Total: \$1,450.00
  - Batch Record Count: 5
- Post Cash Batch Parameters** (Section Header)
  - Batch Number:
  - Batch Semester: -- choose one --
  - Batch Date: 02 February 11 2016
  -

**The user may assign any batch number desired.** This is usually something like 101215a for the first batch posted in 10/12/15. The system will also automatically assign a batch number that can be used to identify a specific batch.

**The default batch semester** is used to designate the semester to be added to the transaction records when posted. This field should not be confused with the semester filtering function. All accounts receivable transaction records must have a semester/term associated with each record. This value in this field will fill in any records where the semester is left blank. For example, if you are entering a manual cash batch, you can leave the semester empty on each record to save keystrokes. The semester entered here will override all such blank semesters. If this prompt is left blank, then the semester default in the A/R control file will be used as a default. To summarize, the semester will be filled in using the following hierarchy:

- Individual record entry
- Posting prompt entered on this posting page
- Default value in the A/R control file.

It is important to remember that individual records that have a semester entered into them will never be overridden by the posting semester or the A/R control file default. *This is especially important for cash receipts so that a student account can be sorted and totaled by semester for refund purposes and other functions.*

**The batch posting date** determines the actual transaction date in each A/R record. While the date will default to today, it can be overridden to any other valid date desired. For example, today's date is March 8, 2015 but the batch date could be changed to 02/28/2015. This would ensure that the February date is reflected on the student account and in the general ledger. Any valid date will be accepted as long as it is not prior to the last G/L posting date. The system will not allow you to post transactions into the subsidiary ledger if the general ledger is closed for that period. If this situation occurs, it is an easy matter to "unpost" the period on the general ledger side temporarily to get a batch posted with a prior date.

### *Overall Cash Batch Review and Posting Notes*

*The member batch total in the upper left corner of the screen should agree with the deposit ticket(s) for the receipts entered. If not, you may edit existing records by using the edit button. You can also add additional cash batch records until your batch total ties to the deposit.*

*The member filtering function allows for flexibility in segregating different batches. There can be many sources of cash receipts in Campus Café. Some transactions will appear in specialized batch for automatic credit card entries or gift receipts. These will have specific system generated member names. Example WB20150210 might contain credit card receipts for February 10. AL20150210 might contain gift receipts for that day. Generally, any items that you manually enter will have your username as the member/batch name. The member/batch can be displayed, totaled, and batched separately, or all members/batches can be displayed at once.*

## Fast Cash Interface

**Cash Batch Listing**

Information that is red is required

Filter on Member:  Refresh/Filter View Member Total: \$1,450.00 Exit Fast Cash

**Fast Cash Input:**

Bios Person to Add Lookup:  Bios ID# to Add:

Cash Received:

Transaction Code:

Description:

Cash Receipt#:

Semester:

Edit	Delete	Launch	Member	Invoice#	Name	Bios Id#	Transaction Code	Amount	Description	Semester	Award Code	Entered User	Entered Date	Changed User	Changed Date
		Launch Person	CMINGUS	2223824	Holbrook, Karen (Karrie)	78518	97	100.00	CASH PAYMENT	0		Charles (Chuck) Mingus:660088110	02/05/2016		0
			CMINGUS	2223825	Holbrook, Karen (Karrie)	78518	97	100.00	CASH PAYMENT	0		Charles (Chuck) Mingus:660088110	02/05/2016		0

Click on the Fast Cash button to add to records to a cash receipt batch from a roster for simple student account transactions as follows:

- You can enter the ID number of the person without the need for a lookup.  
The cash received amount is always required.
- The transaction code is required but will repeat with each subsequent record until it is modified or the session is ended.

- The description will default to the description from the transaction code table, but can be overridden.
- The cash receipt # is optional and would only be entered if a manual receipt is given to the payer.
- The semester is optional. If the semester is left blank, the semester entered when the batch is posted will be the default. If the semester prompt is left blank when the batch is posted, then the semester will default to the A/R control file default semester.

## Miscellaneous Cash Interface

Cash Batch Detail Page

localhost:8080/cafeweb/tapestry

Signed in as Charles (Chuck) Mingus

### Cash Batch Detail

MISC CASH Id#: Inv#2223824

Information that is red is required

Transaction Code: -- choose one -- Description:

Semester: -- choose one --

Cash Received Amount:

Cash GL-CC-Fund: -- GL-CC-Fund --

---

Distributions Opt Auto-Fill Unsaved \* Auto-fill will clear existing distributions

GL-CC-Fund: -- GL-CC-Fund -- Amount:  PET#: -- PET#s --

Actions|Seq#|CC-GL|Amount|PET#

Net Total: 0.00

---

Entered By: Entered Date: Changed By: Changed Date:

work job ^ v Highlight All Match Case 1 of 2 matches Reached end of page, continued from top

This screen is used entering cash that is not related to a student account. This is essentially cash that is a journal entry in the cash subsidiary ledger.

**The transaction code** is used to designate the type of transaction. Some examples would be cash, check, credit card.

**The description** is used to describe the transaction and will default to the description from the transaction code table if left blank.

**The semester** is optional for miscellaneous transactions.

**The cash received amount** is the total cash received for the transaction. It must equal the total of offsetting distributions to be a valid transaction. An error message will appear if a transaction is out of balance.

**The distribution section** is used to enter one or more offsetting entries for the cash amount entered. These distributions can be entered manually using this interface, or they can come from a pre-set distribution that was set up in the transaction code table. For example, a particular transaction code might have a percentage distribution set up to create three separate offsets for 25%, 25%, and 50%. **Clicking the Opt Auto-Fill Unsaved button** will automatically create the appropriate distribution on the page. It will remain unsaved until the save button is clicked with a successful update. The offsets and cash amounts must balance to 0 for a valid updateable transaction.

*A cash batch may have both student account transactions and miscellaneous transactions in the same batch so as to total the amount of a cash deposit for a given day or period.*

### *Payment Plan Receipts*

If the transaction code entered is designated as a Payment Plan (BILCOD/BILLING RULES\_BILLING\_FLAG=P) the interface will allow you to enter an award type and semester. The amount of the payment plan receipt will be subtracted from the remaining balance of the payment plan award.

The student must have a budget set up for this semester in the Financial Aid Award Table (*FAWARD*). If the student does not have a budget set up for the code in the semester specified, an error will appear.

**Please Note**

Receipts to payment plan award codes will add to the Net Amt Paid to Date and Gross Disbursed Amount (FAWCOD/AMT\_PAID\_TO\_DATE, GROSS\_AWARD\_AMT) and therefore reduce pending or verified aid by the amount of the payment.

If the payments exceed the contract balance (award amount) the contract balance in table FAWARD will be adjusted up for the difference.

*Student/Sponsor A/R Listing Page*

**Cash Batch Listing**

Information that is red is required

Filter on Member:  Refresh/Filter View Member Total: \$2,500.00

Rename Member:  To Member:   Merge Member:  To Member:

Sponsor to Add Lookup:  Sponsor Id# to Add:

**Batch Operations**

Batch Operation Member:

Edit	Delete	Launch	Member	Invoice#	Name		Transaction		Award	Distributions	A/R	Cash													Entered Date	Changed User	Changed Date		
					Sort	Bios Id#	Code	Amount				Description	Semester	GL-CC	Street1	Street2	Street3	City	State	Zip	ZipExt	Province	Country	Entered User					
		Launch Person	CMINGUS	2225353	Saga8733	770038733	99	1,000.00	CASH PAYMENT	0	-1,000.00	1000-1-1	105 Side Street			Central City	CT	02914									Charles Mingus.660088110	07/25/2016	0
		Launch Person	CMINGUS	2225352	Student. John	770039759	98	1,500.00	PAYMENT BY CHECK	0	-1,500.00	1000-1-1	105 Side Street			Central City	CT	02914									Charles Mingus.660088110	07/25/2016	0

To get to the student AR Listing Page, go back to the main cash batch page shown above.

Select "Launch Person" shown here:



Then, go to the menu in the top left of the screen shown here:

you are looking at

Search...

Person Selected

All Users	Last Finder	Display Gradeable Units	F/A Packaging
Admin	Contact Information	Degree Audit	FinAid Status
Admissions	Activity Tracking	Student Codes	Hold Codes
Student	Inquiry	Status History	Form Menu
Faculty/Staff	Applicant	Session Data	Mid-Term Grd Report
Registrar	Adm. History	Degrees/Majors	Final Grd Report
Parent	Scores	Bios	Mid-Term Grd Report ...
Alum/Dev	Register For Classes	Salutation	Final Grd Report PDF
Accounting	Class Schedule/Grades	Relations	View Evaluation
Stu-Fin	Exam Schedule	Address/Phones	Field Placement Contr...
Placement	Attendance History	Email Address	A&P Info
My Info	Clock Hour History	Audit Log	Constituent
Person Selected	Advising History	Billing Statement	Gifts
	Transcript/Grades	Payments	Faculty Info
	GPA History	A/R-Ledger Card	Web Services
	Enrollment History	F/A	

From this menu, select "A/R-Ledger Card," found in "person selected" listings in the middle column.

Student/Sponsor A/R Listing For Agway Agway

Information that is red is required

Overall Billing Batch Unposted Bill Batch Total: \$0.00 Overall Cash Batch Unposted Cash Batch Total: \$12.32 Add Bill Batch Add Cash Batch Fin/Aid Page

Old Account Code: -- choose one -- Date Account Became Old: -- month -- -- day -- -- year -- Update Old Code

Change Balance Forward Date: 06 June 30 2008 Update Balance Forward Date

Copy Excel PDF Print Column Visibility Search: Search...

Edit	Delete	Transaction Date	A/R Code	Transaction Source	Invoice#	Transaction Code	Description	Amount	Running Bal.	Semester	Sub-Sem
		2008/06/30	BF		0	BF	Balance Forward	0.00	0.00		
		2010/05/30	IN	1	2224628	HI	ANNUAL HEALTH INS.	24.00	24.00	201120 - Spring 2011	
		2017/08/29	PM	R	2224686	99	PAYMENT ON BALANCE	-18.34	5.66	201720 - Spring 2017	

Showing 1 to 3 of 3 entries

Here the User can perform functions such as manually adding a Billing Batch record (Add Bill Batch) to loaded student or Cash Batch record (Add Cash Batch). Update the student's Old Account code and Balance Forward Date. Also, there are buttons to leap to the system's Overall Billing and Overall Cash Batch listing pages. There the user can examine or post respective batch records to the subsidiary ledgers.

## Student A/R Edit Page

Also, on the listing grid are an Edit and Delete controls to allow the User to edit and/or delete conditionally certain ArTransaction records and their associated Billing records. Using the Edit(pencil icon) the User will be transferred to an A/R Edit page as seen below:

The screenshot shows the 'A/R Detail' page in the CampusCafé system. The user is signed in as Charles Mingus. The page displays the following information and controls:

- Transaction Date:** 05 May 02 2017
- Transaction Amount:** -395.0
- Transaction Code:** TP - COURSE FEE
- Description:** TUITION BIO130
- Semester:** 201120 - Spring 2011
- Sub-Semester:** VOCNURS1 - Voc Nursing I
- Additional Desc:** (empty field)
- Check Number/CC:** (empty field)
- Buttons:** Save, Cancel

Information that is red is required

The A/R Detail page as shown above may have a number of its controls disabled for input due various factors like the selected record's transaction date being same or earlier as the GLControl Last Posting Date. Also, A/R Transaction sets (ARMAST records with same bios ID#, same invoice# are a set) may have due to distributions or me not balancing between the transaction\_amount and A/R credit amount.

## Financial Aid Award Interface

This interface allows adding, updating, and deleting of awards in the table FAWARD.



Fin Aid Transactions for Karen (Karrie) Holbrook

FinAid Packaging Page

Award Code: -- Award Code: -- Semester: -- choose one -- Start Date Override:

No Split:  Split Sem2: -- choose one -- Split Sem3: -- choose one --

Search:

Copy Excel PDF Print Column Visibility

Edit ▲	Delete ⚡	Disbursements ⚡	Award Year ⚡	Semester ⚡	Award Code ⚡	Revision ⚡	Status ⚡	Comment-1 ⚡	Award Amount ⚡
			2017	201710 - Fall 2016	PP13	0	V - Verified		3200.00

Showing 1 to 1 of 1 entries

The award code and semester are used for adding new awards.

The Award Status (FAWARD/PENDING\_CODE)

This field indicates the status of the award. Valid statuses are A=Anticipated, P=Pending, V=Verified.

Disbursed (FAWARD/GROSS\_AWARD\_AMT) This field contains the gross amount that has been received (includes any fees).

Paid to Date (FAWARD/AMT\_PAID\_TO\_DATE)

This field contains the amount that has been received for the award.

Please Note

If using the Financial Aid transfer do not use the add function to manually add awards that do not exist in the Financial Aid Database. These awards will be reversed the next time the import function is run. To turn off the automatic removal set Custom Control (MSPARM) FA\_REMOVE, sequence 1, parameter 1 to N. This will prevent the reversal of awards not included in The Financial Aid spreadsheet. If this parameter is set to 'N' and the F/A transfer is used, awards that are removed from the Financial Aid Database will not be removed from the award file in Campus Cafe.

Award Amount (FAWARD/AWARD\_AMOUNT)

This field contains the amount of the award. For awards transferred through Financial Aid, adjustments to the award amount should be made through The Financial Aid Database. If a Financial Aid Award is adjusted here, it will be reset to the scheduled amount in Financial Aid when the F/A upload process is run.

**Gross Disbursed Amount** (FAWARD/GROSS\_AWARD\_AMT)

The Gross Disbursed Amount contains the Gross amount that has been received for an award. This figure includes all loan fees and is used to ensure accurate pending/verified aid. Using the amount paid to date to calculate outstanding pending/verified aid proved problematic when there were variations between fees for the same type of loan or minor differences in paid to date amounts. When receiving an award in full, the Gross Disbursed Amount doesn't need to be keyed and will default to the full amount of the award. When a partial disbursement is received, the user must key in the amount received including any fees otherwise the remainder of the award will not appear in pending/verified totals in Café, The Web Application, or Student Statements. Any adjustment in Net Amt Paid To Date after a disbursement has been received and posted to the student account must include the appropriate adjustment to Gross Disbursed Amount or pending/verified amounts may not be correct.

**Amount Paid to Date** (FAWARD/AMT\_PAID\_TO\_DATE)

This field indicates the amount of the award that has been paid to date. To pay awards, key in the amount received and click update. A billing batch record will be created to debit the student account for the amount that was received. If an adjustment to an award that already has an amount paid to date is made, the billing batch record will be for the difference between the "new" and "old" amount for the award. For example, if an award already had an amount Paid to date of 500, and the amount paid to date was adjusted to 1000, a bill batch record for 500 will be created when the change to amount paid to date is updated. If awards are processed through Financial Aid Upload it reflects the disbursed amount less any fees. Awards with a process disbursement code of 'N' in the Fund Token File (FAPWRF) will not be automatically disbursed through the F/A Upload Data process. The amount paid to date field should never be used to receive payments on a payment plan award. Payment plan money should be received through cash receipts and will automatically increase the amount paid to date when the cash receipt batch is updated.

**Status** (FAWARD/PENDING\_CODE)

This field indicates the status of the award. Valid statuses are P=Pending and V=Verified.

**Award Year** (FAWARD/AWARD\_YEAR) Fin/Aid Award Year rule works sort of like the ISIR definition (e.g. Cafeweb: 2017 = 2016/07/01 to 2017/06/30 and ISIR "7"= 2016-2017). Referring to single year should reflect the June 30 falls on.

***Receiving an Award***

To receive an award manually, edit the existing award by double clicking on the award or highlighting the award and click select or Alt + S.

The primary function in receiving an award is marking the Amount Paid to Date field in the FAWARD record. The Gross Disbursed Amount should also be changed if an award is not being paid in full, otherwise pending/verified

aid will not include outstanding amounts. Changing the Amount Paid to Date will result in a record created in the billing batch for the amount the field is changed. This will happen regardless of whether the Amount Paid to Date field is changed manually or is updated through a Financial Aid transfer.

## Examples of Changes to Financial Aid

Original Amt Paid to Date:	Changed to:	Billing Batch Record created for:
\$0.00	\$1000.00	-\$1,000.00 (credit to student account)
\$1,000.00	\$0.00	\$1,000.00 (debit to student account)
\$500.00	\$1000.00	-\$500.00 (credit to student account)
\$1000.00	\$500.00	\$500.00 (debit to student account)

NOTE: deleting an award will also result in a changed to amount of \$0.00.

Upon update of the billing batch, the amount of the debit or credit will be applied directly to the student account. The offsetting entry will be posted to the account that is set up in the BILCOD file.

Example:

Original Amt Paid to Date:	Changed to:	Billing Batch Record created for:	Transaction code
\$0.00	\$500.00	-\$500.00 (credit to student account)	IG (Institutional Grant)

The student account will be credited -500.00 and the Institutional Grant account 1-7850 will be debited \$500.00. This is because the BILCOD IG contains this account number as the offset.

Example: A Stafford Loan is disbursed. Note the use of "WASH" accounts to audit the transaction.

Original Amt Paid to Date: Changed to: Billing Batch Record created for:			Transaction code
\$0.00	\$1000.00	-\$1,000.00 (credit to student account)	ST (Stafford)

The student account will be credited -\$1,000.00 and the Loan Clearing account 1-2450 will be debited \$1,000.00. This is because the BILCOD ST contains this account number as the offset. Generally, this is done so that the financial aid posting to the student account and the cash receipts can be audited separately.

By entering a Gross Disbursed Amount equal to the Award Amount, the pending or verified amount will now disappear, since these amounts are calculated by subtracting the gross disbursed amount from the Award Amount. The gross disbursed amount is used to prevent the situation where the paid to date amount is rounded to the nearest dollar but the calculation of fees leaves a remainder.

We now have a liability sitting in the Loan Clearing account. If we were to run the Financial Aid Discrepancy Report from the Crystal Reports™ drop down list, it would show that the aid has been posted, and the cash has not yet been received.

In the cash entry system, we would then look up the student account and debit cash for \$1,000.00. Instead of crediting the student (this has already been done through the billing entry above), we would use the AUTO FILL feature to automatically create the offsetting entry against Loan Clearing account 1-2450, thus completing this transaction. The discrepancy report will no longer show this student.

The auto fill feature requires that the BILCOD has the auto fill flag with a value of "Y". Upon entering the cash receipt and clicking on the auto fill button, the program will automatically create the distribution for the offset.

## Financial Aid Packaging

### Fin Aid Package Listing

Filter on Award Year: 
 Filter on Package Status:

Package Selected:

Click Browse to select an ISIR file to import. Then click Import ISIR to process.

No file selected.

---

Information that is red is required
 Person to Add Lookup: 
 ID# to Add: 
 Add Award Year:

Selected	Edit	Delete	Launch Person	Award Year	ISIR SSN	Name Sort	Package Date	Package Status	Revision	EFC Auto-Zero	Primary EFC	Secondary EFC	Primary EFC Dependent	Secondary EFC Dependent
<input checked="" type="checkbox"/>			Launch Person	2015		Holbrook, Karen (Karrie)	0	U	3		0	0		

\*\*\*Needs Directions\*\*\*???

## Financial Aid Cost of Attendance

### Fin Aid Cost of Attendance Listing

Filter on Award Year:

Information that is red is required
 ADD - Award Year: 
 Major Code: 
 Start Date:

Edit	Delete	Award Year	Major Code	Start Date	Tuition In State	Tuition Out State	Entered User	Entered Date	Changed User	Changed Date
		2016	DEN	0	5,000.00	9,000.00		0		0

\*\*\*Needs Directions\*\*\*

## Financial Aid Scheduled Disbursements

\*\*\*Needs Directions 20170331\*\*\*

Financial Aid Scheduled Disbursements feature allows Financial Aid Awards to keep track of individually scheduled disbursements instead of the summary mode found in Financial Aid Awards. Using MSPARM USEFADISB-1-1 set to Y award creation will follow pre-defined "rules" to generate scheduled disbursements for a student for a given award code and award year. Once a set of scheduled disbursements have been generated for a student award each disbursement's scheduled amount, gross and net amounts disbursed can be maintained and the sums of all those amount fields across the awards entire scheduled disbursements will be synchronized with the owning financial aid award (FAWARD).

Validation of individual scheduled disbursements:

1a) No amount can be negative.

2a) deleting a single disb should decrease faward

2b) deleting final disbursement should set faward to zero not delete it

3a) scheduled amount: can it be changed? Yes. But never less than gross.

3b) gross disb amount: once saved can it be changed? yes. but no change to sched unless  $>$  than sched(see 3d).

3c) net disb amount: once saved can it be changed? yes

3d) can gross disb amount  $>$  scheduled amount? No. if not, what to do on sched amt? We increase sched to new gross.

3e) can net disb amount  $>$  scheduled amount? No. Throw an error (see 3f).

3f) can net disb amount  $>$  gross amount? No. Throw an error.

3g) if any disb amt disbursed should the award status code be changed to V? No.

3h) can not delete disb if gross  $>$  0.

3i) can one set gross to zero if gross is greater than zero? yes. Billing is adjusted only on net disbursed.

### *Financial Aid Disbursement Rules*

\*\*\*Needs Directions 20170331 adding rules\*\*\*



### Fin Aid Disbursement Rule Listing

Filter on Award Code: -- Award Code: --

Filter on Award Year: -- Award Year --

Filter/Refresh Rule Grid

Rule set(s) below with invalid percentages or amounts.

Information that is red is required

ADD - Award Code: -- Add Award Code: -- Award Year: -- Add Award Year -- Major Code: -- choose one --

Add Number of Disbursements: 0

Opt. Specific Disbursement Order: 0 Add Rule

Copy From: Award Year: -- Award Year -- To: Award Year: -- Award Year -- Copy

Edit	Delete	Award Code	Award Year	Major Code	Disburse Order	Set Status	Percentage Disbursed	Interval in Days	Use Midpoint Date	Day of Month	Days Offset	Entered User	Entered Date
		USUB	2017	2			0.00	0	Y	0	0	Charles Mingus:660088110	02/07/2017
		USUB	2017	1			0.00	0		0	30	Charles Mingus:660088110	02/07/2017
		USUB	2016	2			0.00	0	Y	0	0	Charles Mingus:660088110	12/22/2016
		USUB	2016	1			0.00	0		0	30	Charles Mingus:660088110	12/22/2016

\*\*\*Needs Directions 20170331 editing rules\*\*\*



### Fin Aid Disbursement Rule Detail

Award Code: USUB Award Year: 2017 Major Code: Disbursement#: 1

Information that is red is required

Percentage Disbursed: 0 Amount Disbursed: 500.0

Use Mid-point Date:  Day of Month: 0

Interval In Days: 0 Days Offset: 30

Usage Notes:  
Base start date is FAWARD semester's FASCDT start date.  
If Day of Month is 31 assume last day of month.  
Each disbursement should be in next month from prior.

Entered By: 660088110 Entered Date: 20170207 Changed By: Changed Date: 0

Save Delete Cancel

## Financial Aid Code Maintenance

### Fin Aid Code Listing

Information that is red is required ADD - Award Code:

Edit	Delete	Award Code	Transaction Code	Description	Award Type	Split Award	Print Award Letter	Transfer to AR	Entered User	Entered Date	Changed User	Changed Date
		WIA	WI	WIA						03/23/2016		0
		VA	VA	VA						01/29/2016		0
		USUB	US	UNSUB LOAN						0		01/25/2016
		TRA	TR	TRA						01/28/2016		0
		THAY	TD	THAYER DONOVAN SCHOL						01/25/2016		0
		SUB	SU	SUB LOAN						0		01/25/2016
		SEOG	SE	SEOG						01/25/2016		0
		SC	SC	SCHOLARSHIP						01/28/2016		0
		PLUS	PL	PLUS LOAN						01/25/2016		0
		PELL	PE	PELL						0		01/25/2016
		ORS	OR	ORS						01/25/2016		0
		MR	MR	MASS REHAB						01/28/2016		0
		MATR	MT	MASS TRADE						01/28/2016		0
		DHS	DH	DHS						01/25/2016		0

### Purpose

The purpose of this screen is scanning the financial aid award code file to add, change, or delete records.

### Search

Click on Search or enter the beginning search value, the tab key, then click on the Search button. A search window will appear with the next records displayed for selection. Use the scroll bar on the left or page/roll keys to scan through the records available for selection.

### Select

Double click on the desired award code, or highlight the record and click on the Select button. The F/A Award code file screen for that record will appear for viewing/updating.

### Add

Enter the F/A award code in the F/A award code box, then the tab key. Click on the Add button to go to the F/A award code entry screen.

[Back](#)

Click on Exit to return to the Student Financials Module Main Screen.

## Award Code Screen:

### Fin Aid Code Detail

#### Award Code:WIA

Information that is red is required

Description:	<input type="text" value="WIA"/>	Transaction Code:	<input type="text" value="WI - WIA"/>
Split Award	<input type="text" value="-- choose one --"/>	Award Type	<input type="text" value="-- choose one --"/>
Print Award Letter	<input type="text" value="-- choose one --"/>	Transfer To AR	<input type="text" value="-- choose one --"/>

Entered By: JS Entered Date: 20160323 Changed By: Changed Date: 0

### Purpose

This screen is used to add or update records to the financial aid award code description file.

[Delete](#)

Click here to delete this F/A award code from the Financial Aid Award Code file and return to the F/A Award Code Search Screen.

[Update](#)

Click on Update to save changes to this award code record.

[Back](#)

Click on Back to return to the F/A Award Code Search Screen.

### F/A Award Code (FAWCOD/AWARD\_CODE)

This field contains the 4-position award code for the award.

**A/R Bill Code** (FAWCOD/BILL\_CODE)

This field contains the accounts receivable bill code for this award type. When awards of this type are received, the bill code is used to indicate to which G/L account the funds will be applied. The bill code is also used to determine which awards are Payment Plans.

**Description** (FAWCOD/DESCRIPTION)

This field contains the description of the award type.

**Transfer Records** (FAWCOD/TRANSFER\_TO\_AR)

This field was used to determine whether receipt of an award of this type is automatically posted to accounts receivable. Currently the Process Disbursement field in the F/A Link Entry/Maintenance determines which awards are posted to accounts receivable.

**Print Award Letter** (FAWCOD/PRINT\_AWARD\_LETTER)

The print award letter field was used to determine if award letters were generated for this type of award. This was used in the RPG product and has no effect in Café.

**Split Awards into 2** (FAWCOD/SPLIT\_AWARD)

A 'Y' in this field will require multiple semesters when entering an award of this type manually. This can be overridden by selecting the no split checkbox which appears after split semester 3. If this field is blank and an award of this type is entered manually and split semesters are specified, the entire amount will appear under the first semester, ignoring the split.

**Award Category** (FAWCOD/OLD\_FINAID\_CODE)

**Award Type Grouping** (FAWCOD/AWARD\_TYPE\_CODE)

A 'P' in this field indicates a Payment Plan award. The 'P' prevents the awards from being removed with the Financial Aid Upload process which would have no record of the payment plan.

***Setting up Credit Card Payments with payment vendors***

Campus Café provides integration with third party payment vendors (Paypal, Heartland/ECSI). The guide below outlines general instructions for setting up on line payments in Campus Café for the following:

- Tuition Payments
- Application Fees
- Tuition and Housing Deposits
- Donations

System Requirements: Web running on a Tomcat Web Server

- Installed SSL Certificate from a public certificate authority like Verisign or GoDaddy.
- Web server configured to be publicly available over the internet

SSL must be set up on the web or app server in advance and the certificates must be accessible to the app server (Tomcat). Likewise, a payment gateway must also exist (most institutions already have a way of charging credit cards, and this document concerns itself solely with enabling web based credit card payments through the Campus Café interface).

### *Sample configuration and test*

#### **1. Setup a Paypal account**

The first step is to setup a paypal account for the organization that is about to collect these payments. Go to <http://www.paypal.com> and follow the directions for establishing the account, connecting to the base financial institution (the bank), the payment gateway, all the way to the integration section.

The Paypal account must be setup to send back to Campus Café an instant payment notification. Under the PayPal account holder's profile settings, select "Instant Payment Notification". Enable this option and add the following URL to the input box on the screen:

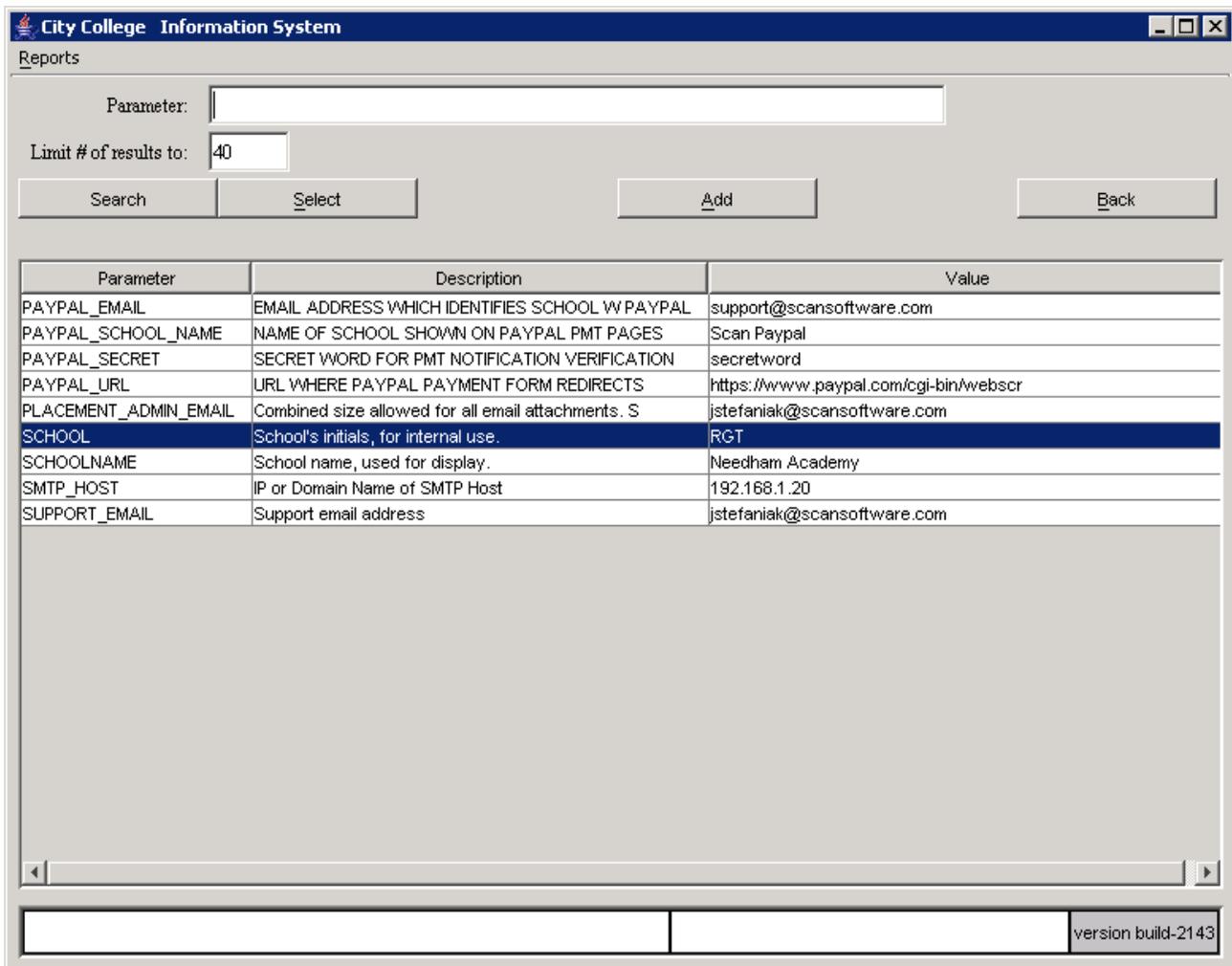
<https://abc-web.scansoftware.com/cafeweb/public/paypal?word=baseball>

In this url string, replace "Your\_School\_url\_goes\_here" with the url to your Cafeweb installation. Also, replace the last string "secretword" with the PAYPAL\_SECRET setting in your Campus Café Paypal configuration.

The return URL under website payment preferences would look like this:

## 2. Configure Café Web for payment processing

Café Web uses the table SYWCFG to retrieve the settings it needs in order to connect to the payment gateway. All the fields have descriptions, the specific ones concerning this document are outlined in the screenshot below:



The screenshot shows a web application window titled "City College Information System" with a "Reports" section. It features a search interface with a "Parameter:" input field, a "Limit # of results to:" input field set to "40", and buttons for "Search", "Select", "Add", and "Back". Below the search area is a table with three columns: "Parameter", "Description", and "Value". The table lists several parameters, with the "SCHOOL" row highlighted in blue. At the bottom right of the window, it displays "version build-2143".

Parameter	Description	Value
PAYPAL_EMAIL	EMAIL ADDRESS WHICH IDENTIFIES SCHOOL W PAYPAL	support@scansoftware.com
PAYPAL_SCHOOL_NAME	NAME OF SCHOOL SHOWN ON PAYPAL PMT PAGES	Scan Paypal
PAYPAL_SECRET	SECRET WORD FOR PMT NOTIFICATION VERIFICATION	secretword
PAYPAL_URL	URL WHERE PAYPAL PAYMENT FORM REDIRECTS	<a href="https://www.paypal.com/cgi-bin/webscr">https://www.paypal.com/cgi-bin/webscr</a>
PLACEMENT_ADMIN_EMAIL	Combined size allowed for all email attachments. S	jstefaniak@scansoftware.com
SCHOOL	School's initials, for internal use.	RGT
SCHOOLNAME	School name, used for display.	Needham Academy
SMTP_HOST	IP or Domain Name of SMTP Host	192.168.1.20
SUPPORT_EMAIL	Support email address	jstefaniak@scansoftware.com

**\*Note the PAYPAL\_URL parameter must be set to <https://www.paypal.com/cgi-bin/webscr>  
All other parameters in this instance will be unique to the client.**

## 3. Restart Tomcat

- a. Restart the Tomcat Service on the server
- b. Once the web portal is back up, login as an administrator, lookup a student through the advisor interface. Once you are viewing the student options on a student account, select the “Payment” link.

#### 4. Test the setup

With the system configured to test (sandbox), test the payment processor with a test credit card number and ensure that the system responds as it should. To do this, on the Payment screen from you selected student, key in a value into the credit card processing field as shown below:

The screenshot shows the Campus Café web portal interface. At the top, it indicates the user is signed in as Charles (Chuck) Mingus and is viewing the account for Karen (Karrie) Doreen Holbrook MD (Registration Held). The main content area is divided into several sections:

- Manual Cash Payments:** Includes input fields for Amount, Semester (Spring 2011), Bill Code (90 - CREDIT CARD PAYMENT), Description, and Confirmation Email (karenn@comcast.net). A "Process Payment" button is visible.
- Manual Billing Entries:** Similar input fields to the Manual Cash Payments section, with a "Process Entry" button.
- Other Payment Options Links:** Contains a "Payment Plan Link".
- Credit Card Payments:** Shows a value of 0.00 and a "Click Here To Pay" button.
- Transactions:** A table showing the previous balance of 8,942.00.
- Billing:** A table listing invoices:
 

InvoiceNumber	Amount	Bill Code	Description	Semester	Sub Semester	Instrument Length	Quantity
2223836	700.00	TP	TUITION ENG208	SPRING 2011		0	0
			<b>201120 - Spring 2011 Semester Total</b>				
<b>Billing Total</b>	<b>700.00</b>						
- Cash:** A table listing cash payments:
 

InvoiceNumber	Amount	Bill Code	Description	Semester
2223824	100.00	97	CASH PAYMENT	
2223825	1,000.00	DL	SUB LOAN	
2223831	200.00	PP	PAYMENT PLAN PAYMENT	SPRING 2012
<b>Cash Total</b>	<b>1,300.00</b>			
- Summary:**
  - Balance Due: 8,342.00
  - Pending Aid: 0
  - Verified Aid: 6,440.00
  - Balance Due Less Aid: 1,902.00

Click on the “Click Here To Pay” button. The boxes above that say “Manual Cash Payments” and “Manual Billing Entries” would not be seen by the student as they would be turned off under their permission groups.

Once you have clicked to pay, you should be sent out to the PayPal portal and it should look something like this:

The screenshot shows a web browser window titled "Billing Information - PayPal - Mozilla Firefox". The address bar shows the URL "https://www.paypal.com/us/cgi-bin/webscr?cmd=\_flow&SESSION=EbtyAl-j". The page content includes a header for "Needham Fall Baseball" and a "Scan Paypal" button. The total amount is "\$1.00 USD". Below this, there are two main sections: "Pay with Credit Card or Log In" and "Please log in". The "Pay with Credit Card or Log In" section includes a "Learn more about PayPal - the safer, easier way to pay. Enter your billing information" link. The "Please log in" section includes a "Log In" button and a "Forgot email address or password?" link. The "Pay with Credit Card or Log In" section includes a "Review Order and Continue" button.

Country:

Credit Card Number:

Payment Type:  VISA  MasterCard  American Express  DISCOVER

Expiration Date:  /  CSC:  [What's this?](#)

First Name:

Last Name:

Billing Address Line 1:

Billing Address Line 2:  (optional)

City:

State:

ZIP Code:

Home Telephone:

Email:

[Review Order and Continue](#)

Please log in

Email:

Password:

[Log In](#)

Forgot [email address](#) or [password](#)?

Key in and process your payment as you normally would through a web based credit card processing portal filling in all the key information.

Once this is done you should receive a confirmation screen from PayPal. At this point the user would have to manually navigate back to the Campus Café Web application and login again, unless you had setup with PayPal a return URL on their confirmation page.

5. **Verify the payment was received in your cash drawer.**

Once the credit card portal has processed the payment, PayPal will update the cash batch with a payment record for the student. To verify the payment succeeded, the payment would appear in the cash section of the Campus Café payment page above.

## Transaction Code Maintenance Overview

All financial transactions for billing and/or cash receipts require a transaction code. The purpose of the transaction code is to provide details and defaults for each transaction. This would include for example, the description of the transaction. This table also maps the transaction to the general ledger.

### Transaction Code Listing

Information that is red is required Code to Add:

Edit	Delete	Transaction Code	Description	Auto-Fill	Bill Matrix Flag	Cash Flag	Report Code 1098	Ninety Ten	Payment Code 1098	Entered User	Entered Date	Changed User	Changed Date
		US	DIR UNSUB LOAN	X				25	Y		0	660088110	20170530
		99	CHECK PAYMENT			Y		10	Y		0	660088110	20170530
		97	CASH PAYMENT			Y		10	Y		0	660088110	20170530
		TUFT	TUITION FULL TIME							660088110	20161025		0
		TR	TRANSCRIPT FEE								0	JS	20140305
		TP	COURSE FEE TUITION				T			JS	20061103	660088110	20160605
		TF	TECH FEE				T				0	JS	20040910
		SR	STUDENT REFUND					10			0	JS	20070201
		SF	SECURITY FEE								0		0
		SD	SECURITY DEPOSIT								0	JS	20061108
		RM	ROOM AND BOARD								0		0
		R2	ROOM (DOUBLE)								0		0
		R1	ROOM (SINGLE)								0		0

## Transaction code detail

### Transaction Code Detail

Transaction Code: TP

Information that is red is required

Description: COURSE FEE TUITION Account Type: R - Revenue On FIA Discrepancy: -- choose one --  
Report Code 1098T: T - Tuition Matrix Billing Type: -- choose one -- Student Refund Default:   
Inactive:  Activate Cash Distribution AutoFill:  Payment Code 1098:  3rd Party Reimbursement:   
Code GL-CC-Fund: 4000-4010-1:TUITION - REVENUE-COURSES [GENERAL] Default CC-GL to Cash Account:

WARNING, CHANGING THE G/L NUMBER WILL CAUSE A MISMATCH BETWEEN THE GENERAL LEDGER POSTING AND THE G/L DETAIL INQUIRY. RECOMMEND FIXING UNDERLYING DETAIL IF NECESSARY, OR CHANGING AT YEAR BEGINNING. USE CAUTION IF UPDATING.

Preset Distributions  
GL-CC: -- GL-CC --  
Percentage: 0 Use Whole Dollar Rounding:  Amount: 0  
   

Actions	Seq#	GL-CC	Percentage	Use Rounding	Amount
---------	------	-------	------------	--------------	--------

Entered By: JS Entered Date: 20061103 Changed By: 660088110 Changed Date: 20160605

### Purpose

The purpose of this page is to make additions and changes to transaction codes.

### Transaction Code (Table/Column BILCOD/BILL\_CODE)

This 2-position code is used in cash receipts, billing and financial aid programs to indicate to which GL account the transaction should be posted.

### Cost Center-GL Account # (BILCOD/COST\_CTR\_NUMBER-GL\_ACCOUNT)

This field contains the account to which amounts associated with this billing code will be applied.

### Account Type (BILCOD/REVENUE\_CODE)

The revenue code is used in various programs to determine if a student has been billed for the school year. The payment type is used in A/R reports to determine the last payment date. The deposit type is used in A/R to determine next semester or year deposits. Transaction codes which are used to receipt F/A loans (i.e. debit cash and credit the F/A clearing account) the revenue code should be left blank. For cash payments against a student account, or miscellaneous cash payments, the revenue code

should be a 'P' for payment. For transaction codes that are strictly revenue accounts like tuition, room and board the revenue code should be 'R' for revenue.

**Description (BILCOD/DESCRIPTION)**

This field contains a description for the billing code. This description will be pre-filled in the description field of cash receipts, billing, and financial aid (when it posts to A/R) batches.

**Appear on F/A Discrepancy Report (BILCOD/FINANCIAL\_AID\_CODE)**

The Financial Aid code should be checked 'Y' for any accounts for which you wish to use the Financial Aid discrepancy report. For example, a Loan is received for a student and the student account is credited and the Loan clearing/exchange account is debited. On the cash receipts side, the cash account is debited and the loan clearing/exchange account is credited. Any transaction code having a 'Y' will be included on the F/A discrepancy report, which list discrepancies between the F/A entries and the cash receipt entries. All transaction codes for scholarships, revenues, and payments etc., should be checked with an 'N'.

**Statement Sort (BILCOD/DELETE\_CODE)**

This field is used to indicate an alternate sorting sequence used on the statements. If this field is blank, items will be sorted on the statement by transaction date.

**Report Code 1098 (BILCOD/REPORT\_CODE\_1098)**

This field contains a code indicating the type of transaction for 1098 T reporting. This 1098T reporting function recognizes T for Tuition and S for scholarships.

**Acct to CashAcct (BILCOD/IS\_CASH\_TRANSACTION)**

Transaction codes with any value in this field indicate the cash portion of a cash receipt should be applied to the cost center and general ledger account number associated with it. In addition, the month end posting program will now post cash receipt transactions that have indicated alternate accounts to the respective accounts as opposed to posting them all to the cash account designated in the General Ledger Fund Master Table (GLCOMP). If this field is blank, the cash account specified in the General Ledger Fund Master Table will be used. Please note: An unchecked value saves to the database as " ".

**Mtx Billing Type** (BILCOD/BILLING\_RULES\_BILLING\_FLAG)

Transaction codes with a 'P' in this field indicate this is a Payment Plan transaction. When cash is entered for transaction codes with this set to a 'P', the user is prompted for the payment plan code and semester. This enables the system to increase the gross disbursed amount and amount paid to date on the award and therefore reduce verified aid by the amount of the payment.

**Stu Refund Code** (BILCOD/IS\_DEFAULT\_REFUND)

This field is used to indicate billing codes that are valid for the processing of student refunds.

**3<sup>rd</sup> Party Reimburse** (BILCOD/THIRD\_PARTY\_REIMBURSE)

This field is used to indicate billing codes that are valid for third party reimbursements.

**Payment Code 1098** (BILCOD/PAYMENT\_CODE\_1098)

This field is used to mark transaction codes as payments reportable under the 1098T guidelines requiring educational institutions to only report qualified tuition and related expenses actually paid.

## Auto Fill Feature

The auto fill feature allows automatic account distributions when entering cash receipts. If the Activate Cash Dist. Autofill (BILCOD/EXCLUDE\_AUTOFILL) is checked, the auto fill feature is turned on, making the Auto-Fill button available when entering a cash receipt for the corresponding transaction code.

If the Auto-Fill button is pressed, a cash distribution to the account/accounts associated with this transaction code will automatically be created.

There are two scenarios for using this feature:

If the Activate Cash Dist. Autofill is checked, and no items in The Code Map Template Items exist, the distribution will be to the Cost Center-GL Account # listed on the left half of the Transaction code Screen. If an amount is entered in AR amount, the remainder of the cash will be used for the distribution.

If the Activate Cash Dist. Autofill is checked and items exist in The Code Map Template Items, the distribution will be based upon the percentages associated with each Cost Center-GL Account specified in table GLCMAP. The cash amount will be split-up based on the assigned percentages and cash distributions created for the split amounts and G/L accounts. If an amount is entered in AR amount, the remainder of the cash will be used for the distribution.

## Code Map Template Items

The Cash Distribution Code Map Template Item allows the user to associate with a Transaction code a number of cost center – G/L number accounts and a percentage. This means that when recording a Cash Receipt, if the Transaction code used has its Cash Distribution AutoFill set to true, any Code Map Template items found in table GLCMAP for the Transaction code will be loaded and their percentages applied to the Cash Receipt amount. This should save the user having to fill-out Cash Distributions for repetitive percentages.

### Percentage (GLCMAP/PERCENTAGE)

Key in the percentage of the distribution to be associated with the account number entered. This percentage is multiplied by the amount of the cash receipt and a distribution created for the result.

### Item Acct (GLCMAP/COST\_CTR\_NUMBER, GL\_ACCOUNT)

This field contains the Cost Center-GL Account for the percentage.

### Whole Dollar Rounding (GLCMAP/USE\_ROUNDING)

When using the method with distributions specified by percent in GLCMAP, the Whole Dollar Rounding feature is available. This allows the user to specify an account where only whole dollar amounts should be entered. When whole dollar rounding is used, distributions are calculated based upon the percentage specified in the transaction code and then the amount is rounded to the nearest whole dollar value for accounts with this flag checked. The distributions are ordered by the USE\_ROUNDING flag and any remainder is added on to the last account specified. If all accounts in the distribution specify whole dollar rounding, the last account specified will contain any decimal amounts.

For example, transaction code AB which has 3 distributions all with whole dollar rounding specified, 2 at 25% and one at 50%.

## Billing Rules Maintenance Overview

Information that is red is required

Search By Semester >= : 0 Concentration Starts With :

Concentration:  Semester: -- choose one --

Copy From: Concentration:  Semester: -- choose one --

Copy To: Concentration:  Semester: -- choose one --

Edit	Delete	Copy	Concentration	Semester	Description	Entered User	Date Record Entered	Change User	Change Date
			M01	Fall 2014 (201510)		JS	03/31/2015	660088110	12/02/2015
			M01	Spring 2011 (201120)		JS	06/02/2015	660088110	02/02/2016
			DFM	Spring 2011 (201120)		JS	12/17/2014		
			HO0	Spring 2011 (201120)		JS	12/17/2014		
			M02	Spring 2011 (201120)		JS	12/17/2014	JS	12/17/2014
			M02	Fall 2009 (201010)		JS	01/03/2012	JS	02/05/2014
			DFM	Fall 2009 (201010)		JS	11/09/2010		
			HO2	Fall 2009 (201010)		JS	11/11/2010	JS	11/11/2010
			HO0	Fall 2009 (201010)		JS	11/09/2010	JS	11/11/2010
			M01	Spring 2009 (200920)		JS	10/28/2009	JS	12/11/2007

work job   Highlight All Match Case 1 of 2 matches Reached end of page, continued from top

Campus Café supports many different billing scenarios. The billing rules table allows the definition and configuration of rules that will cause the billing process to assess charges in the desired manner.

Some examples of billing methodologies employed at various organizations:

- Charge per course
- Charge per credit
- Charge a flat rate for a term or semester
- Charge for room and board
- Charge for other items (course fees, lab fees, insurance).

The following describes some configurations that will result in charges as described above.

**Bill Matrix: M01 Description: null Semester: 201510 - Fall 2014**

Information that is red is required

Amount	B. Code	Freq	Res	Min Cred	Max Cred	X Cred	Proc	Min Crse	Max Crse	Rule	By Enr	MinCrdBE	MaxCrd
9999.0	DY - TUITION DAY	-- choose one --	-- choose one --	0	0	blank: Default	2: Per Credit	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0
0	-- choose one --	-- choose one --	-- choose one --	0.01	0	blank: Default	blank: Flat Fee On All	0	0			0	0

vork job    Highlight All    Match Case    1 of 2 matches    Reached end of page, continued from top

The billing rules is used to segregate groups of students with similar charges and bill them accordingly. The billing rules concentration/major defines a group of charges to apply to the students who reside in the group. Within each concentration/major, the charges listed will only be applied to those in the group who meet each filter defined for the charge. There are 3 types of concentration/major matrices at this time, tuition & fees, housing and meals.

### *Tuition & Fees*

The Billing rules is used to assess charges for tuition/fees stored within individual courses or within the billing rules concentration/major. Regardless of the means of charging the fees a billing rules concentration/major billing rules must exist for each student.

The students' tuition concentration/major is determined by major or site. The billing rules will first try to find a billing rules by a student's major. If no billing rules exists for the concentration/major, then the billing rules will determine the billing rules major based upon an 'M' with the site appended. The site comes from the session data billing site for the semester being billed.

Billing rules by major can be overridden on an individual per semester basis by checking use site billing on the session data record. This is useful for students who are entering a major with its own billing rules in a future semester, but for the current semester they should be billed by site.

### *Housing*

The program uses the resident code and room assignment and semester from The Session Data Table (HOHIST) to determine room charges.

Billing of housing will only occur if Custom Control BI050B-2-1 is blank or 'Y'. The billing rules program will bill resident students (resident\_code not equal blank or C), using a students' room assignment to determine the housing billing rules.

First, the billing rules will try to determine housing billing rules concentration/major based upon the Housing Billing rules specified in the Dorm Room Table (STROOM). If a billing rules is specified in The Dorm Room Table corresponding to the students' dorm room assignment and semester, this billing rules concentration/major will be used for billing housing charges.

If the dorm room does not specify a housing billing rules, the program will determine the billing rules using a prefix of HO and ending with the room capacity (as determined by the DORM\_ROOM\_SIZE field in table STROOM). The program assumes room size ranges of 1-9. For example, if a resident student is assigned a room that has a size of 3, the program would look for billing rules record HO3 to determine the charges to be applied.

If the student has a housing assignment, and no billing rules can be found to match the Housing Billing rules specified in the room, or 'HO' + room capacity, an error will indicate the missing housing billing rules.

If STROOM does not exist for the housing assignment or student is a resident without a housing assignment, the billing rules will use HO0 as a default.

### *Meals*

The program will use meal plan number for that semester from The Session Data Table (HOHIST) to determine meal plan charges.

Billing of meals will only occur Custom Control BI050B-2-2 is blank or 'Y'. Set this custom control to 'N' if Meals should not be charged.

The first three positions of the MEAL\_PLAN\_NUMBER field (the six position field in HOHIST) are used for the billing of meals. For example, if the meal plan number is 14MEAL, the major will be 14M. If the MEAL\_PLAN\_NUMBER is blank and the student is a resident, the default meals concentration/major (DFM) is used. If only one meal plan is offered the default meal plan should be used (DFM). Meal plans are validated on the parameter file using parameter code HOMPNO.

### *SPECIFIC RULES DESCRIBED:*

#### **Amount (BIMATR/BILL\_AMOUNT\_01-BILL\_AMOUNT\_15)**

This field contains the amount to bill the student.

#### **B. Code (BIMATR/BILLING\_CODE\_01-BILLING\_CODE\_15)**

This field contains the billing code to which the charge will be applied. The corresponding record in the transaction codes file determines to which general ledger number the charge is applied. **No two charges within one billing rules can have the same transaction code including transaction codes from The Course Fee Table (RGCFFEE) or an error will occur.** Mutually exclusive charges in the same billing rules can have the same transaction code, however, as only one charge will result from the billing rules processing. For example, a charge that has an overall max credit threshold of 11.99 and the other charge has a minimum credit threshold of 12 can have the same transaction code associated within the same billing rules.

## Filter Fields

The values in the following filters determine whether a particular student will be charged the associated amount or an amount contained within a course. It is based true/false evaluation of a data property related to the student. Each filter is evaluated separately and all would have to be true in order for the student to be billed. Therefore, if a charge exists that only applies to one set of students and a similar charge applies to the remaining set of students, you must create both charges and set the flags and thresholds to exclude the other set. **Note:** No charge will be applied if the student is not enrolled and the charge is reversible. Not enrolled is defined as zero total credits AND zero enrollments. The data that is evaluated for each flag is explained in each section.

### Freq (BIMATR/BILLING\_TYPE\_01-BILLING\_TYPE\_15)

Billing Frequency: This flag determines how often a charge will be assessed.

If this flag is blank, the charge is assessed every semester (provided all other flags tested result in true). Codes are used as follows to determine charges that should only be assessed in specific intervals. An 'A' indicates an annual charge that should only be billed once per year. If the student has already been charged this amount in a semester with the same first 4 positions as the current semester being billed, the student would not be billed this amount. For example if an orientation fee existed with a frequency of 'A' and the student was billed in 201201, and the charge existed in the students' 201202 billing rules, the student would not be charged again.

A '1' in this field indicates the charge is a once in a lifetime charge. Once a student has been billed an amount using the associated transaction code, the student would not be charged in any subsequent semesters.

A '5' in this field indicates the charge is a once in any semester group 5. If the student has already been charged this amount, for this transaction code, in a semester with the same first 5 positions as the current semester being billed, the student would not be billed this amount. For example if a registration fee existed with a frequency of '5' and the student was billed in 200910, and the charge existed in the students' 200911 billing rules, the student would not be charged again.

**RES FLG (BIMATR/RES\_FLAG\_01 - RES\_FLAG\_15)**

Resident Flag: Each flat charge in the Billing rules Table (BIMATR) has a Resident/Commuter flag associated with it. All charges that only apply to resident students must have an 'R' or 'M' in this flag and all charges that only apply to commuter students must have a 'C' in this flag. This flag is left blank for charges that apply to both residents and commuters. Resident students are defined as those with a Session Data RESIDENT\_CODE of 'R' or 'M' for the semester. Commuters are defined as students with a RESIDENT\_CODE of 'C' in the Session Data table.

**Min Cred (BIMATR/MIN\_CREDIT\_FOR\_FEE\_01-MIN\_CREDIT\_FOR\_FEE\_15)**

Minimum Credits for Charge: This field contains a minimum number of total credits that the student must be enrolled in to receive this charge. If the student's total credits are greater than or equal to this value, the student will be charged this amount. If this field is left at 0.00 or blank there is no minimum number of credits associated with the charge, therefore overall minimum credits will not be a factor in determining if the student is billed. Note: No charge will be applied if the student is not enrolled and the charge is not non-reversible. Not enrolled is defined as zero total credits AND zero enrollments.

This field is also used as the minimum/maximum threshold when processing an Up To or In Excess Of Charge (U or X in the XCred filter).

**Max Cred (BIMATR/MAX\_CREDIT\_FOR\_FEE\_01-MAX\_CREDIT\_FOR\_FEE\_15)**

Maximum Credits for Charge: This field contains a maximum number of total credits that the student can be enrolled in and still receive this charge. If the student's total credits are less than or equal to this value, this threshold test resolves to true and the student will be charged this amount if all other tests are true. If this field is left at 0.00 or blank, there is no maximum number of credits associated with the charge, therefore maximum credits will not be a factor in determining if the student is billed.

**Min Crse (BIMATR/COURSE\_COUNT\_MIN\_01-COURSE\_COUNT\_MIN\_15)**

Minimum Course Count: This field contains the minimum number of courses that the student is enrolled in that semester to receive this charge. If the student's total number of courses is greater than or equal to the course count, the student will be charged this amount. If this field is left at 0 or blank, there is no minimum number of courses associated with the charge, therefore course count will not be a factor in determining if the student is billed.

**Max Crse Max 1-15 (BIMATR/COURSE\_COUNT\_MAX\_01-COURSE\_COUNT\_MAX\_15)**

Maximum Course Count: This field contains the maximum number of courses that the student is enrolled in that semester to receive this charge. If the student's total number of courses is less than or equal to the course count, the student will be charged this amount. If this field is left at 0 or blank, there is no maximum number of courses associated with the charge, therefore course count will not be a factor in determining if the student is billed.

**CE (BIMATR/CONTINUING\_ED\_FLAG\_01- CONTINUING\_ED\_FLAG\_15)**

Continuing Ed Flag: This flag is used to specify a charge that should be applied to students whose Continuing Education code (STBIOS/CONTINUING\_ED\_CODE) is not blank.

**Fresh (BIMATR/ FOR\_FRESHMEN\_01- FOR\_FRESHMEN\_15)**

Freshmen Only Flag: This flag is used to specify a charge that should be applied to students are Freshmen. Freshmen are defined here as Admission Entering Semester=User supplied Billing Semester and Admissions Progress Code = "P" (STBIOS/ ADMISSIONS\_ENT\_SEM and STBIOS/ ADM\_PROGRESS\_CODE).

**Excl.Art. (BIMATR/EXCLUDE\_ARTIFICIAL\_CRED\_01- /EXCLUDE\_ARTIFICIAL\_CRED \_15)**

Exclude Artificial Credits: This flag is used to specify a charge that should not be applied to students who are billed based upon artificial credits. Artificial Credits are used when running the billing rules and billing unenrolled freshman.

## **Type** (BIMATR/PROC\_TYPE\_01 - PROC\_TYPE\_15)

This field contains charge handler flags. The flags are as follows:

### *GENERAL*

The General Fee handler is used for flat rate tuition and fees. Fees included in the course fee table (RGCFFEE), are not billed using a general fee handler. However, it is used in conjunction with the C or Course handler when tuition is to be charged as well as a course fee (RGCFFEE). It is represented as a blank in the Type Column on the billing rules amounts panel. This handler also does not support Sponsor Billing.

The following is supported by the general fee handler:

Supports up to in excess of billing (treats min credit as a threshold upTo or ExcessOf). This is used for extra credit charges and charges that only apply to specific number of credits.

Supports partial refunds for per credit process type.

Supports by enrollment billing (one charge per enrollment)

Does NOT support by enrollment Min/Max filtering at this time (see case 11270)

Is used for tuition if course fees are to be charged as well as tuition.

### *TUITION*

The Tuition Handler (Type=T) is used for tuition charges which originate within the course fee table (RGCFFEE) as course fees (Type C), OR a tuition amount from the billing rules. The tuition handler (Type T) is only used if a course has an associated course fee, that will be charged. If it does not, the per credit tuition will be charged.

If flat fee is flagged with a type T, it will not be charged.

The following rules apply to the tuition handler:

Supports by Enrollment billing (one charge per enrollment)

Supports up to in excess of billing (treats min credit as a threshold upTo or ExcessOf)

Supports process type 2 or per credit (summarized credit \* charge amt totaled by transaction codes)

Supports process type 1 or per course (summarized course total \* charge amount totaled by transaction code)

Supports sponsor billing for RGCFEE non-lab fees by enrollment.

Does not support process Type flat fee (proc equal blank). Use General Fee Handler for flat fees.

Cannot be used in conjunction with the Course Fee Handler since you cannot charge a course fee or tuition and a course fee. If a course fee should be charged separate from tuition, use a general fee handler for tuition and a course fee handler for course fees.

#### *COURSE FEE*

The course handler (Type C) is used in order to charge tuition and a course fee (Type C in RGCFEE). Previously these fees were charged using the Tuition Handler (Type T) and a student would be billed either a course fee (Also Type C) from the fee panel in the courses screen OR a per credit/course tuition from the billing rules. This did not allow for a course fee from the course and a separate tuition amount to both be charged on a per course basis. Now the user can specify a type C handler with no amount, and select by enrollment and a tuition amount in a General Fee Handler and the student will be charged both fees. The billing rules does not support having both a tuition handler and a Course Fee handler in the same billing rules.

#### *LAB FEE*

Lab fees require a lab fee handler with a 0 amount, by enrollment checked. The use of a lab fee handler, provides greater flexibility in determining which students get charged a lab fee as the min/max overall credits as well as all other charge determining flags filtering can be applied.

- Looks at enrollments' RGCFEE/RGCRSE lab fees and bills them.
- Supports partial refunds on RGCFEE lab fees.
- Does not support upToExcessOf billing
- Supports only by enrollment billing (one charge per enrollment)

- Does not support per credit/per course billing of lab fees
- Cafe Billing rules Amount Panel has validation for Lab Fee type charges.

### *AUDIT*

The Audit Handler (Type=A) is used to bill courses taken as an Audit. An audit course is a course that has a final grade which is flagged as an audit grade in the quality point maintenance in the registration module. The transaction code associated with the audit handler must not be the same as the one associated with flat rate/per course/by enrollment tuition. Audits will not count towards billing of other fees outlined in the billing rules. Billing of audits can be turned off by setting custom control BI050B-2-3 to 'N'. If this parameter is set to 'N', courses with an audit grade will be billed the same as other enrollments.

- Looks only at enrollments using an RGQPTS flagged as an audit grade and bills them.
- Does not support sponsor billing.
- Supports partial refunds.
- Supports byEnrollment billing(one bimbat per enrollment)
- Supports processType perCredit(summarized credit \* charge amt total by billCodes)
- Supports processType perCourse(summarized course total \* charge amt total by billCodes)
- Does not support processType flat fee(""). Use GeneralFeeHandler instead.

### *INSURANCE*

The insurance handler (Type I) must be used in order to automatically reverse insurance charges for students who waive insurance and retain charges for students who have requested insurance. In addition to having the insurance properly coded with the Insurance handler, Custom Control (MSPARM) BI050A, Sequence 3, parms 2,3,4 have to be filled out for the billing rules to identify transaction codes used for domestic/international insurance charges and the health insurance code which indicates a waiver. Parameters 6 activates and parameter 7 identifies requested health insurance code for students who have indicated they would like to receive health insurance.

- Looks at enrollments only part as min/max credits filter.
  - Has specialized Insurance Charge Validator
    - check if Student requests insurance despite failing min credit filter.
- Loads Health Insurance Custom Controls/MSPARMS (BIO50B-Sequence 3)
- Supports insurance waivers to prevent billing.
- Does not support partial refunds.
- Does not support by Enrollment billing(one billing record per enrollment)
- Does not support a per credit process type (summarized credit \* charge amt total by bill code)
- Does not support a per course process type (summarized course count \* charge amt total by transaction code)
- Supports flat fee (blank) process type (student is charged the flat amount).
- Cafe Billing rules Amount Panel has validation for Insurance Fees.

#### *TUITION INSURANCE*

The tuition insurance handler (Type TI) is used in order to automatically reverse tuition insurance charges for students who waive insurance and retain charges for students who have requested insurance. If The Tuition Insurance Code in the session data record for the billing semester is 'W' (waived), tuition insurance will either not be billed or automatically be reversed the next time the billing rules is run. If The Tuition Insurance Code is 'R' (requested), the charge will be charged and not reversed regardless of the charge filters (unless student is not registered for the semester). To bill students who have requested insurance and are not enrolled, set Custom Control MSPARM TUIT\_INSUR, sequence 1,parameter 1 to 'Y',

#### Processing Flags

Processing flags determine how the charge is applied. The processing flags are Process Type, By Enrollment, and Non Refundable.

## Proc (BIMATR/PER\_CREDIT\_OR\_COURSE\_01-PER\_CREDIT\_OR\_COURSE\_15)

Process Method is used to determine if the charge is a flat fee, per credit charge, or per course charge.

### Flat Fees (Proc=blank)

If this flag is blank, the charge is a flat charge and will be billed to students who fall under this billing rules (assuming all other conditions/flags are true). If the amount contained \$100.00 and all other conditions were true the student would be billed \$100.00.

### Per Credit Fees (Proc=2)

If this flag contains a 2, the charge is per credit and the amount will be multiplied by the student's total number of credits. For example, if the amount bucket contained \$100.00, the per-credit or course flag contained a 2, and the student was enrolled in 12 credits, the student would be billed \$1200.00. Note: If the per enrollment flag ByEnr (as defined later) is checked the student would still be charged \$1200.00 but it would be broken up on a per course basis (3 charges for \$400.00 if in 3, 4 credit courses).

Per Credit Fees cannot be flagged with an L in the type column (Lab Fee Handlers).

### Per Course Fees (Proc=1)

If this flag contains a 1, the amount will be charged on a per course basis. For example if a student were enrolled in 4 courses and the charge was specified as 100.00 and the per-credit or course contained a 1, the student would be charged \$400.00.

### By Enr (BIMATR/ BY\_ENROLLMENT\_01 - BY\_ENROLLMENT\_15)

By Enrollment flags are used to identify charges that are billed based upon each individual enrollment. The per-enrollment flag can only be selected for charges that are processed per credit or per course (PROC = 1 or 2) or for the Lab Fee or Course Fee Handlers.

For example, if a student was enrolled in AC101 for 3 credits but had a total of 12 credits, a tuition charge existed that was by enrollment, the corresponding per credit charge was a 2, the charge would be calculated based upon 3 credits (per individual enrollment) as opposed to 12 credits (overall credits per semester). There would be a separate per credit charge for each individual enrollment.

**NR (BIMATR/ NOT\_REVERSIBLE\_01- NOT\_REVERSIBLE\_15)**

Non-Reversible Charge Flag: This flag is used to specify a charge as not refundable, or to specify where refund rates are to be obtained.

Blank is refundable

Y indicates a non-refundable charge

C indicates refund percentages come from The Course Table (RGCRSE)

S indicates refund percentages come from The Semester Dates Table (FASCDT)

B indicates refund percentages are checked first in The Course Table, then Semester Dates Table.

A 'Y' in this field indicates the charge is permanent and non-refundable. If a student drops all the courses and withdraws before stabilization, a charge with this flag set to Y, would not be automatically reversed. An example would be a registration fee that will not be reversed for a student who drops all courses.

**Minimum Credits Full Time (BIMATR/MIN\_CREDITS\_FULLTIME)**

This field may be used in the future for the default number of credits when billing freshman artificial credits.

## BILLING RULES CHARGE PROCESSING

### Bill Matrix Group Billing Parameters

Information that is red is required

#### Parameters

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**Billing Semester:** -- choose one -- ▼

Include Unenrolled Freshmen:

Include Unenrolled From Semester: -- choose one -- ▼

Include Unenrolled From Session Data:

Minimum credits F/T:

Use Site Filter:

Sites to Bill(CSV):

Process Group Billing

#### Process Output Messages

---



### Purpose

This process is used to bill a group of students fees based upon the students billing rules/major. Site determination, health insurance, and housing charges are determined by the data contained in the Session Data record for the billing semester. Any student without a session data record for the semester will appear as an error in the Batch Errors window. If site is overridden in the enrollment detail, that site will be used for all course fees (RGCFEE) for the course in question. It does not affect the site billing rules that is used or calculation of fees designated in the billing rules.

### Billing Semester:

This field contains the semester for which the charge is applied.

## Optional Stud#

This field is used to specify the Scan ID Number to run the billing rules for one student only.

### *Bill Unenrolled Options*

**Please be aware when permanent charges (NR=Y) are placed in the billing rules and billing of unregistered freshman or unenrolled students is selected, permanent charges are applied. Once this is done, if the student does not attend the charges will have to be reversed manually or with non billing rules group charge processing.**

**Unenrolled students are billed based upon an artificial number of credits and individual charges within the billing rules can be excluded by checking the Excl. Art. Flag.**

*Please Note: Once a student billed artificial credits enrolls, billing is based upon actual enrollment.*

### **Include Unenrolled Freshmen?:**

Check this box to bill unenrolled freshman students, the default number of credits listed on this screen. Unenrolled Freshmen are defined as follows:

1. Students with an Admissions entering semester (STBIOS.ADMISSIONS\_ENT\_SEM) equals Billing Semester entered on this screen.
2. Students who have paid a deposit (Admissions Progress Code='P').
3. Part Time Code is blank.

### **Credits : Min FT Def:**

This field contains the default credits used to bill any Unenrolled population that is selected to be billed. The unenrolled population will still be billed based upon the billing rules that applies to them. These credits are called artificial credits.

**Include Unenrolled from Sem:**

If a semester is keyed here, students who were enrolled in this semester and who are not enrolled in the Billing Semester will be billed based upon the number of credits entered in Credits:Min. FT def.

**Include Unenrolled from HOHIST (Session Data):**

This checkbox is used to indicate students who have a session data record for the Billing Semester but are not enrolled, should be billed the default number of credits contained in Credits: Min FT Def:.

*Optional Site Filtering***Use Site Filter**

This checkbox is used to indicate billing should only occur for the sites specified in the Sites to Bill Field. All students in other sites will be skipped.

If this box is checked and a student was billed in one site, but has changed to a new site which is not listed, the adjustment to the student account will not occur until the billing rules is run for the new site.

If the box is not checked then all student sites will be evaluated and charged.

**Sites to Bill (csv):**

This field is used to specify the sites to be billed if the Use Site Filter is checked. This field accepts comma separated values to bill more than one site. The sites entered are preserved in Custom Control/MSPARM MTX\_SITES, Sequence 1, Parameter 1, when process is selected and will appear in the field the next time Billing rules Billing Batch Transfer in chosen.

Note: "CSV" means comma-separated values (i.e. 3,4, 10).

### Process

Enter all parameters and click on Process to run the billing rules. Charges will be created in table BIMBAT for review via Crystal Reports. Any errors will appear in the Batch Errors window.

### Group Report

Click on this box to call up the CC\_Billing\_Billing rules.rpt for validating charges. Once the batch is validated Step #2 can be run to transfer the records to Overall Bill Batch (BIBBAT) for the user.

### Transfer Batch

This button is used to transfer the billing records in table BIMBAT to BIBBAT for the user who processes the transfer. Once the records are transferred to BIBBAT, they must be updated with the Post Batch to Accounts button in the Overall Bill Batch Screen to hit the student's accounts receivable. The batch should be validated by running the report prior to transferring the batch.

### Back

Click on Back to return to the Student Financials Module Main Screen.

## *NON-BILLING RULES GROUP CHARGE PROCESSING*

### **Purpose**

This process is used to bill a group of students a fee that cannot be billed with the billing rules because it does not apply to all students billed under that billing rules/major. For example, a graduation fee usually does not apply to all students within one billing rules/major for a specific semester.

### **Set Up**

This process requires a few items be set up in advance. A System data source called SCANBILLING must be set up using the Microsoft Excel Driver with the default settings. This data source must point to a spreadsheet which has a worksheet called Sheet1 (remove any extraneous worksheets) and a column with the heading ID\_NUMBER above the group of ID's for which you want to create billing. (Note: if you wish to supply the billing amount with the ID's then your spreadsheet must also have a

column with the heading AMOUNT.) Please see the following pages for step to step set up on the data source.

**Billing Semester:**

This field contains the semester for which the charge is applied.

**Amount:**

This field contains a flat amount to be assessed to each student. If differing amounts apply, leave this field blank, select Import Amounts, and include the AMOUNT field in the spreadsheet. If no decimal is in the amount column it defaults to no decimals. For example, if the amount column contained 100, a 100.00 charge would be applied.

**Transaction code:**

This field contains the transaction code for the charge. The transaction code determines which general ledger account is effected by this transaction.

**Frequency:**

This flag determines within what intervals a charge will be assessed. If this flag is blank, the charge is assessed regardless of whether the student has already been billed. Codes are used as follows to determine charges that should only be assessed in specific intervals. An 'A' indicates an annual charge that should only be billed once per year. If the student has already been charged this amount with this transaction code in a semester with the same first 4 positions as the current semester being billed, the student would not be billed this amount. For example if billing a graduation fee in 200502, with a frequency of 'A', and a transaction code of 'GF', and the student was billed already in 200501, the student would not be charged again. A '1' in this field indicates the charge is a once in a lifetime charge. Once a student has been billed an amount using the associated transaction code, the student would not be charged this amount even if they exist in the spreadsheet to be billed.

**Import Amounts:**

This check box if selected will import from the spreadsheet the amounts to charge rather than use the above Amount field. The user must include a column labeled AMOUNT in the spreadsheet of ID's. Populate that amount column with the desired amount for each ID number. If this flag is blank, the charge comes from the Amount field on the screen regardless of any spreadsheet AMOUNT column.

**Process Group Charge**

Click on this box to call up the CC\_Billing\_Billing rules\_Onetime.rpt for validating charges.

Transfer One Time Batch

Once the batch is validated Transfer One Time Batch is run to transfer the records to the Billing Batch Table (BIBBAT) for the user.

One-Time Report

Use this button to launch the CC\_Billing\_Billing rules\_Onetime.rpt Crystal Report displaying the BIMBAT records created by the one-time process.

Back

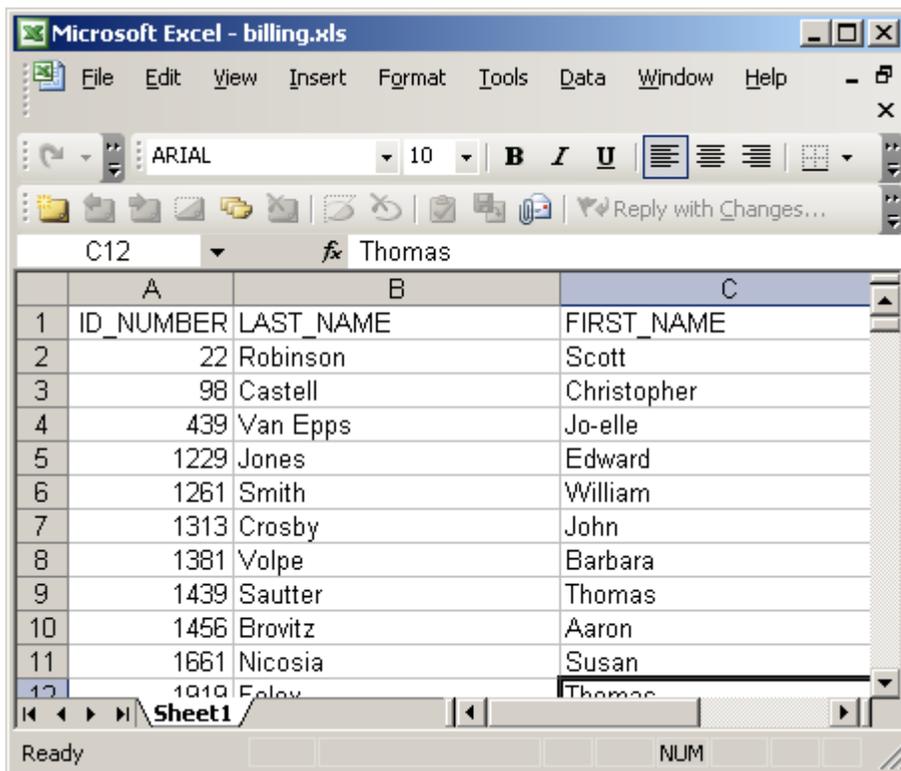
Click on Back to return to the Student Financials Module Main Screen.

Setting up the data source for non-billing rules group charge processing

MSPARM UPLOADPATH-2-10 needs to contain the full path to the Excel File.

## The Spreadsheet

The spreadsheet must have a worksheet called Sheet1 and a column with the heading ID\_NUMBER above the group of ID's for which you want to create billing. Crystal Reports can be used to generate a list of ID numbers and can then be exported to the above workbook using Crystal's File Export Wizard. MS Query can also be used to generate a list of ID numbers. (Note: if you desire to associate an amount with the ID\_NUMBER then insert a column labeled AMOUNT and populate it with the desired amount for that ID\_NUMBER. This can be useful for variable charges such as Housing Damage charges.)



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - billing.xls". The spreadsheet has three columns: A (ID\_NUMBER), B (LAST\_NAME), and C (FIRST\_NAME). The data is as follows:

	A	B	C
1	ID_NUMBER	LAST_NAME	FIRST_NAME
2	22	Robinson	Scott
3	98	Castell	Christopher
4	439	Van Epps	Jo-elle
5	1229	Jones	Edward
6	1261	Smith	William
7	1313	Crosby	John
8	1381	Volpe	Barbara
9	1439	Sautter	Thomas
10	1456	Brovitz	Aaron
11	1661	Nicosia	Susan
12	1919	Foley	Thomas

## INSURANCE RULES

Health insurance billing through the billing rules can be used by setting up Custom Controls along with the utilizing a couple of fields within the database. The Billing rules program uses Session Data (HOHIST) - health\_insurance\_code (HOHICD), STBIOS - international\_code (SBINCD), and BIMATR 1-15 Billing\_Codes which have associated amounts and minimum credits. To bill different insurance amounts based on international vs. domestic or have the billing rules determine who should be billed based upon the health insurance code the following custom controls must be set up properly.

### Insurance billing rules custom controls

Program/Parameter ID	Sequence	Parameter	Description
BI050B	03	01	<p>This parameter determines if rules specific to the billing of insurance are to be used when running the billing rules. If this parameter is 'Y', the billing rules will try to bill insurance based upon parameters 2-4. If the parameter is blank or 'N' the billing rules will not bill based upon insurance parameters.</p> <p>For example: Parameter 01 = Y (turns on the billing rules health insurance code).</p>
BI050B	03	02	<p>This parameter is MANDATORY and holds the domestic health insurance transaction code. If this transaction code value is not supplied the program treats Parameter 1 as N and skips rules for billing insurance.</p> <p>If parameter BI050B-03-02 is blank, this transaction</p>

			<p>code is also used for international insurance billing. The billing of domestic vs. international billing is determined by the international_code field in STBIOS and on parameter 03. If Parameter 03 is not blank, any student with a blank international_code field will be billed health insurance if the billing rules contains a charge with this transaction code. If parameter 03 is blank, all students will be charged health insurance with this code providing this code exists in the billing rules.</p> <p>This parameter is also used for the automatic billing/reversal of domestic health insurance based upon the health_insurance_code specified in parameter 04. If parameter 03 is blank this code applies to international student insurance as well.</p> <p>Only one transaction code is allowed and it must be a valid code found in table BILCOD.</p> <p>For example: Parameter 02 = HD for domestic health insurance. Found in table BILCOD.</p>
BI050B	03	03	<p>This parameter is optional and holds the international health insurance transaction code. If this parameter is blank, all students will be billed under the domestic health insurance code in parameter 02. If this parameter is not blank, the billing rules program will determine if the student is domestic or international based upon the international_code in STBIOS. If the INTL_STUDENT_CODE is not blank, it will bill the charge in the billing rules with the international health insurance transaction code associated with it and will not bill the charge with the domestic transaction code. If the international code is blank it will bill the charge associated with the domestic transaction code as listed in parameter 02, and not bill the international charge.</p> <p>Only one transaction code is allowed and it must be a valid code found in table BILCOD.</p>

			For example: Parameter 03 = HI for international health insurance. Found in table BILCOD.
BI050B	03	04	<p>This parameter contains the health insurance waiver code. If the students health_insurance_code in HOHIST matches this code the student will not be billed for health insurance and if they have already been billed it will be reversed.</p> <p>Reversal of medical insurance is done to the transaction code specified in parameter 02 for domestic students and to parameter 03 for international students. If billing of international insurance is turned off (parameter 03 is blank), reversals for all students will be based upon the transaction code specified in parameter 02.</p> <p>If this parameter is blank, the program will default to a code of 'W' to indicate waived insurance.</p> <p>For example: Parameter 04 = W for waiver code in hohist health_insurance_field.</p>
BI050B	03	06	<p>This parameter turns on or off the requesting of insurance feature. If this parameter is 'Y', insurance will not be reversed when a student falls below the minimum credits, and charges students who request insurance but don't meet the minimum credit requirement. Whether a student requested or enrolled in health insurance is based upon the health insurance code on the Student Info Screen. The code is user-defined in parameter 7. If this parameter is N or blank, the requested insurance feature will be turned off.</p>
BI050B	03	07	<p>This parameter contains the code which indicates the student requested or is enrolled in the school insurance plan and the charge should not be reversed.</p>
BI050B	03	08	<p>If this parameter is 'Y' the students who have requested insurance and have zero credits will still be charged.</p>

**Important set up notes:**

- 1) Make sure the students have the health insurance waiver code data input. Manage the Health\_insurance\_code on a semester or yearly basis depending on your school's health insurance billing practice.
- 2) Add health insurance transaction codes and add them to this health insurance custom control.
- 3) If using international health insurance, make sure students' international code field is NOT blank for international students.
- 4) Add health insurance billing rules charges to appropriate bill matrices. Put both domestic and international charges in same billing rules if international health insurance billing to be used. The billing rules program will use only one - matched to the appropriate billing code (domestic vs. international).

**CUSTOM CONTROLS**

Program/Parameter ID	Sequence	Parameter	Description
BI050B	01	03	This parameter pre-fills the Credits: Min FT def that appear on the Billing rules Billing Batch/Transfer. If this parameter is blank the billing rules program will default to 12.0 credits.
BI050B	02	01	This parameter is used to determine whether housing charges should be billed. Housing will be billed if this parameter is blank or 'Y'. If this parameter is an 'N' housing charges will not be billed.
BI050B	02	02	This parameter is used to determine whether meal plan charges should be billed. Meals will be billed if this parameter is blank or 'Y'. If this parameter is an 'N' meal plan charges will not be billed.

BI050B	02	03	This parameter is used to determine whether audited courses should be billed at a special rate. If this parameter is an 'N' the course will be charged based upon the billing rules that applies to the student.
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Program/Parameter ID	Sequence	Parameter	Description
BI050B	03	01	This parameter determines if rules specific to the billing of insurance are to be used when running the billing rules. If this parameter is 'Y', the billing rules will try to bill insurance based upon parameters 2-4. If the parameter is blank or 'N' the billing rules will not bill based upon insurance parameters.
BI050B	03	02	<p>This parameter is MANDATORY and holds the domestic health insurance transaction code. If this transaction code value is not supplied the program treats Parameter 1 as N and skips rules for billing insurance.</p> <p>If parameter BI050B-03-03 is blank, this transaction code is also used for international insurance billing. The billing of domestic vs. international billing is determined by the international_code field in STBIOS and on parameter 03. If Parameter 03 is not blank, any student with a blank international_code field will be billed health insurance if the billing rules contains a charge with this transaction code. If parameter 03 is blank, all students will be charged health insurance with this code providing this code exists in the billing rules.</p> <p>This parameter is also used for the automatic billing/reversal of domestic health insurance based upon the health_insurance_code specified in parameter 04. If parameter 03 is blank this code applies to international student insurance as well.</p> <p>Only one transaction code is allowed and it must be a</p>

			valid code found in table BILCOD.
BI050B	03	03	<p>This parameter is optional and holds the international health insurance transaction code. If this parameter is blank, all students will be billed under the domestic health insurance code in parameter 02. If this parameter is not blank, the billing rules program will determine if the student is domestic or international based upon the international_code in STBIOS. If the INTL_STUDENT_CODE is not blank, it will bill the charge in the billing rules with the international health insurance transaction code associated with it and will not bill the charge with the domestic transaction code. If the international code is blank it will bill the charge associated with the domestic transaction code as listed in parameter 02, and not bill the international charge.</p> <p>Only one transaction code is allowed and it must be a valid code found in table BILCOD.</p>
BI050B	03	04	<p>This parameter contains the health insurance waiver code. If the students health_insurance_code in STMAST matches this code the student will not be billed for health insurance and if they have already been billed it will be reversed.</p> <p>Reversal of medical insurance is done to the transaction code specified in parameter 02 for domestic students and to parameter 03 for international students. If billing of international insurance is turned off (parameter 03 is blank), reversals for all students will be based upon the transaction code specified in parameter 02.</p> <p>If this parameter is blank, the program will default to a code of 'W' to indicate waived insurance.</p>
MTX_CUST	01	02	<p>If this parameter is 'Y' courses with waiver grades will be excluded from the billing rules processing. The default of this custom control is 'N'.</p>

MTX_SITES	01	01	OPTIONAL SITES TO Apply Billing rules processing. BLANK=ALL SITES. Fill out if desired with comma separated integers. These will be validated against the site codes in STPARM (either SBCONO or HOCONO).
TUIT_INSUR	01	01	This parameter determines if Requested Tuition Insurance charges are applied regardless of whether the student is enrolled. The default of this parameter is 'N', not to charge requested tuition insurance for students enrolled in zero credits and zero courses.

### *COURSE FEE BILLING*

To activate Course Fee Billing, set Custom Control/MSPARM USE\_RGCFEE-1-1 = Y and USE\_RGCFEE-1-2 to the lowest semester value to start usage of the course fees with (i.e. if starting in 200910 fees are to be used then set USE\_RGCFEE-1-2 to 200910).

Course fee billing charges students based upon charges set up on the fee panel within the course as opposed to amounts listed in the students billing rules. In order for course fees to be charged, there must be a tuition handler (type T) specified in the students site billing rules and all the filter requirements for the charge must be met. For example, if the tuition handler charge only applies to a maximum of 11.99 credits and the student is enrolled in 13, course fee billing will not occur.

### *BILLING/REFUND*

[Delete](#)

Click here to delete this record from the course file and return to the Course Search Screen.

**Update**

Click on Update to add or save changes to this course.

**Back**

Click on Back to return to the Course Search Screen.

Automatic partial refunds only apply to course fees within the course. The refund percentage is determined by comparing the withdrawal date from the course to the refund dates on the course screen or the semester dates screen. The rate is determined as follows:

The earliest refund date that is higher than or equal to the withdrawal date is determined.

The rate which corresponds to the above date is refunded.

For example, if the billing refund schedule above is used and the student withdraws from AC102 on February 1<sup>st</sup> 2011, the student would be refunded 75%. If the student withdraws on February 2<sup>nd</sup> 2011 the earliest refund date that is higher than or equal to the withdrawal date is 3/1/2011 so percentage 3 or 25% would apply.

**Refund Date 1 - Refund Date 5 (REFUND\_DATE\_1- REFUND\_DATE\_5)**

**Refund Percent -Refund Percent 5 (REFUND\_PERCENT\_1- REFUND\_PERCENT\_5)**

This date/percent combination is used to determine the refund percentages based upon the withdrawal date from the course. Whether the Course or Semester Dates refund schedule is used is determined by the non refundable flag within the billing rules. If this flag is C, the course (RGCRSE) refund schedule is used. If this flag is S, the semester dates refund schedule is used. If this flag is B, and the course refund schedule exists, that is used, if the course refund schedule doesn't exist then the semester refund schedule is used.

**Last Drop Date (RGCRSE/LAST\_DROP\_DATE)**

This date is used as an override to the last date to drop for the semester as specified in the Semester Dates Table (FASCDT). If the Last Drop Date for the course differs from the generic Last Drop Date for the semester, key in the date to prevent dropping after this date.

**Last Withdrawal Date (RGCRSE/LAST\_WITHDRAWAL\_DATE)**

This date is used as an override to the last date to withdraw for the semester as specified in the Semester Dates Table (FASCDT). If the Last Withdrawal Date for the course differs from the generic Last Withdrawal Date for the semester, key in the date to prevent withdrawal after this date.

**Enrollment Verification Date** (RGCRSE/LENGTH\_OF\_SESSION)

This date is used as an override to the enrollment verification date for the semester as specified in the Semester Dates Table (FASCDT). If the Enrollment Verification Date for the course differs from the generic Enrollment Verification Date for the semester, key in the date for this course.

**Exclude from Billing rules** (RGCRSE/ EXCLUDE\_FROM\_BILL\_BILLING RULES)

This field is used to flag a course and its enrollments as excluded from the billing rules process. These enrollments will not generate a charge or be included in credit totals of any charge having a minimum credit.

**Billing Rule Code** (RGCRSE/ BILLING\_RULE)

This field is used to categorize a course as using a particular Billing rules charge that has the same billing rule assigned. In other words, the Bursar can set up a billing charge with a rule value "BUS" that will only be invoked if the enrollment being examined also has the rule "BUS" in this billing rule field. This allows for different rates per credit to be applied within a particular billing rules.

**No Billing rules Artificial Credits** (RGCRSE/NO\_BILL\_ARTIFICIAL\_CREDITS)

This field is used to flag a course to be disregarded for determining if the student needs artificial credits when running the billing rules for returning unenrolled, un-enrolled from SessionData (HOHIST) or freshmen unenrolled. This is a specific usage. The course credits won't be counted when calculating the total credits for the student to see if they have zero credits or not and thus "un-enrolled". This is useful for schools that must have a particular course pre-registered in the Spring for the following Fall but want the student to be considered un-enrolled for other billing purposes.