



Campus Solutions- Student Financials Maintaining Setup Values

Version 9.0

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Understanding Effective Dates

What is an Effective Dating?

Effective Dating is a method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

This functionality allows you to maintain history of your key set-ups in PeopleSoft. This has many advantages including the ability to report with historical set up values. It also is extremely useful when trouble shooting, because the values used when a transaction is processed is maintained.

It will also allow you to make a change to a record as soon as you become aware of the change, even if the change should not yet be in effect. For example, if you told in March, starting the next fiscal year, parking fines will be coded to a different revenue account, you can immediately make the adjustment to the accounting information on the Parking Fines item type and just make it effective July 1, 20XX. This will result will be that the parking fine revenue will continue to be coded to the original account until the effective date of the new information (July, 1). Once the effective date of the change has past, the revenue will automatically be coded to the new account.

Using Effective Dating

When you update an existing record, you usually do not want to overwrite the data that already existed in the database. Therefore, whenever updating data on an existing record you should insert a new Effective Dated row.

The Effective Date becomes part of the Key for the record. A Key is the one or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination. Key fields on a record cannot be changed once the record has been saved. So on the table, there will be a unique row for each “version” of the record.

These rows can be classified in one of three ways. They are either historical rows, current effective dated rows, or future dated rows.

<i>SetID</i>	<i>Origin ID</i>	<i>Eff Date</i>	<i>Status</i>	<i>Descr</i>	
WSC01	WEB	1/1/1901	A	Web	← Historical Row
WSC01	WEB	7/1/2004	A	Web Transactions	← Current Effective Dated Row
WSC01	WEB	7/1/2006	I	Web Transactions	← Future Dated Row

From the application there are two options for viewing data on a record. Update/Display and Include History. In Update/Display mode, which is the most common mode, will list all current and future dated rows. Include History will also display any Historical rows in the system.

There is also an option called Correction Mode. In Student Financials, only CAMPUS SOLUTIONS SF TEAM staff has access to Correction Mode. When in Correction Mode, you can update information on a record without maintaining the history of what the data was originally. Correction Mode should therefore only be used to make minor changes such as correcting spelling errors.

Inactivating Data

You will also use Effective Dates when inactivating control codes. When a control code is inactivated, you will still be able to view the data from the component used to maintain the control codes. However, it will no longer be displayed in drop down lists or be available for use by processes that reference that control code. For example, if a Waiver is inactivated as of July 1, 2004, the tuition calculation process will no longer be able to access that waiver after that date, even if you are calculating a term in which the waiver is still active.

Because of that fact, careful consideration should be given to when data should be activated and inactivated. The standard recommendation is to use the start of a fiscal year as the day to activate and inactivate control codes. If you do need to change that effective date of a change, please contact CAMPUS SOLUTIONS SF TEAM and they should be able to update the value for you.

NOTE: One of the most common reasons an expected value is not displayed in a drop down box is because of Effective Dates. If the Effective Date of the code is after the Effective date of the record on which it is being referenced, the value will not be displayed in the drop down box. Contact CAMPUS SOLUTIONS SF TEAM and they should be able to correct the problem.

Payment Application Processing

Charge Priorities

Overview

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

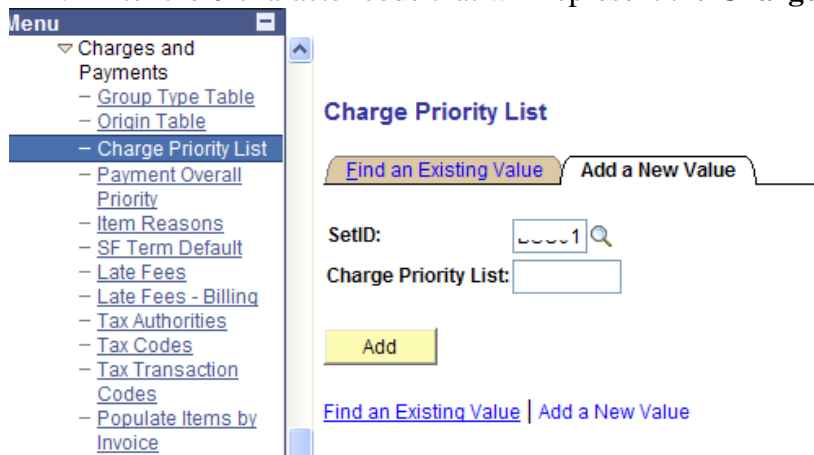
Charge priority lists are dependent on item type trees to identify which charge items are qualified for the particular type of payment. Because charge priority list details are defined at the tree node level, you can make payment restrictions as broad or narrow as you would like.


Setting Up and/or reviewing a Charge Priority

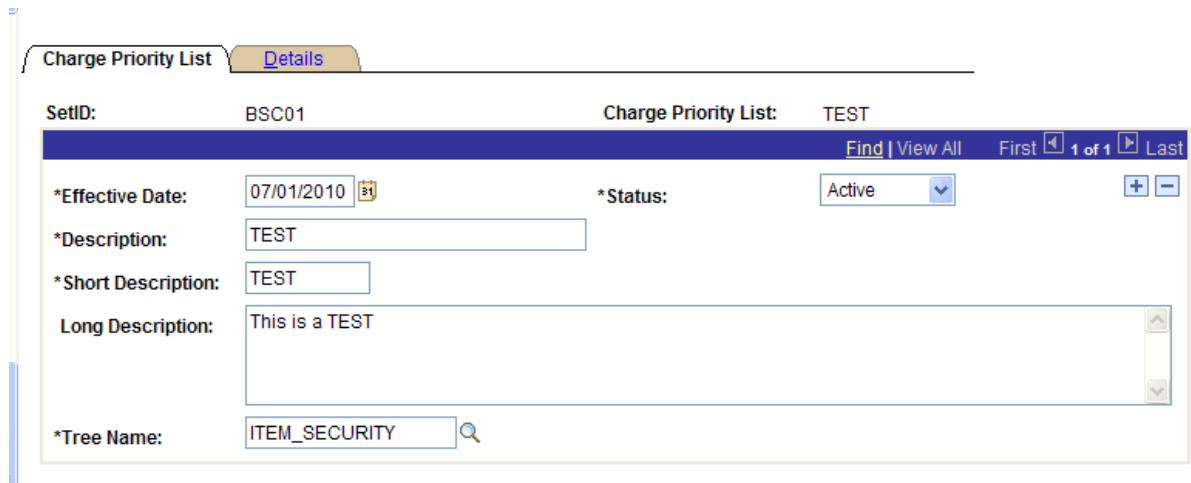
NOTE: Please discuss the need for setting up a new Charge Priority with Campus Solutions SF Team. Completing this set up on your own is not recommended.

1. Enter Charge Priority Identification Information

- A. Navigate to Charge Priority
Set up SACR>Product Related>Student Financials>Charges and Payments>Charge Priority List
- B. You can add a new Charge Priority by clicking on the Add a New Value link. The following page will be displayed.
- C. Enter the correct **SetID**. This should default in from your operator preferences.
- D. Enter the 8-character code that will represent the **Charge Priority**.



- E. Click on the Add icon  and the following page will be displayed.



Charge Priority List **Details**

SetID: BSC01 Charge Priority List: TEST

Find | View All First 1 of 1 Last

*Effective Date: 07/01/2010 *Status: Active

*Description: TEST

*Short Description: TEST

Long Description: This is a TEST

*Tree Name: ITEM_SECURITY

2. Enter the Charge Priority Description Information.

- A. Enter the **Effective Date**. Once we are live, the Effective Date should be set to the first day of the of the academic year in which the new code will be used.
- B. Enter a 30-character **Description** of the Charge Priority
- C. Enter a 10- character **Short Description** of the Charge Priority for you on pages and reports were space is limited.
- D. Optionally, you can enter a **Long Description** of up to 254 characters explaining how the Charge Priority should be used.
- E. Enter the **Tree Name** of the tree that will be used to build the Charge Priority. Typically this should be set to ITEM_SECURITY.

3. Enter the detail information regarding what the Charges can be paid by Item Types with this Priority

- A. Click on the Details tab and the following page will be displayed.

Charge Priority List
Details

SetID: BSC01
Charge Priority List: TEST

Find First 1 of 1 Last

Effective Date: 07/01/2010

Permission Form:

Status: Active

Use Aid Year

Find | View All First 1 of 1 Last

*Tree Node:

Current Term:

Prior Term:

Prior Year:

Future Term:

*Priority:

Amount: USD

Amount:

Amount:

Amount:

Save
Refresh

Add
Update/Display
Include History
Correct History

- B. Specify the **Permission Form** that would be used to grant access to payments. Typically, this will only be set on Financial Aid, Drawdown, or Credit related Charge Priorities. If you feel you may need an additional Permission Form set up please contact Campus Solutions.
- C. In the **Allowable Charges** field, select a Node from the tree listed on the previous page that will contain the charges that credits associated with this Charge Priority can pay.
- D. Specify the Term restrictions for charges within this node. Allowable Values are as follows:

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

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

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

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

- E. Select a value to control if payments may be applied to charges for the **current term**.
- F. Enter the maximum amount of the credit that can be applied to the current term, typically that is per transaction. If there is no ceiling for this payment, you can leave this field blank. This is the typical setup.
- G. Select a value to control if payments may be applied to charges for the **prior term**.

- H. Enter the maximum amount of the credit that can be applied to the prior term, typically that is per transaction. If there is no ceiling for this payment, you can leave this field blank. This is the typical setup.
- I. Select a value to control if payments may be applied to charges for the **prior academic year**.
- J. Enter the maximum amount of the credit that can be applied to the prior year, typically that is per transaction. If there is no ceiling for this payment, you can leave this field blank. This is the typical setup.
- K. Select a value to control if payments may be applied to charges for **future terms**.
- L. Enter the maximum amount of the credit that can be applied to the future term, typically that is per transaction. If there is no ceiling for this payment, you can leave this field blank. This is the typical setup.
- M. Assign a **Priority** level for each tree node used to define allowable charges. The system uses this priority value **ONLY** when you select ***Charge Tree Node*** as one of the Sort Payment Field values in your Payment Overall Priority setup. A priority of 1 is higher than a priority of 2. For additional information see the next section of this document.

4. Press the Save Icon  to commit your changes to the database

Overall Payment Priorities

Overview

If a payment is made that does not fully cover all eligible charges, you might want those charges paid in a particular order. Use the Payment Overall Priority component to define the order of the payment allocation.

Setting Up and/or reviewing Overall Payment Priorities

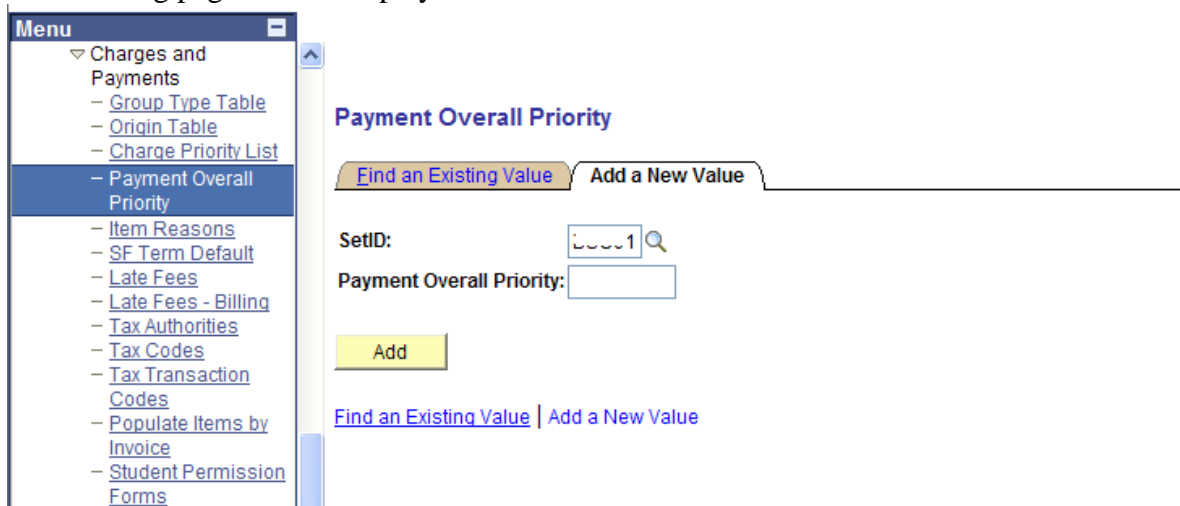
NOTE: Please discuss the need for setting up a new Charge Priority with Campus Solutions SF Team. Completing this set up on your own is not recommended.

1. Enter General Information related to the Overall Payment Priority.

A. Navigate to Overall Priorities

Set up SACR>Product Related>Student Financials>Charges and Payments>Payment Overall Priority

B. You can add a new Overall Priority by clicking on the Add a New Value link. The following page will be displayed.



The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a tree view containing items like 'Charges and Payments', 'Group Type Table', 'Origin Table', 'Charge Priority List', 'Payment Overall Priority' (highlighted), 'Item Reasons', 'SF Term Default', 'Late Fees', 'Late Fees - Billing', 'Tax Authorities', 'Tax Codes', 'Tax Transaction Codes', 'Populate Items by Invoice', and 'Student Permission Forms'. The main content area is titled 'Payment Overall Priority' and has two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a 'SetID:' label followed by a text input field containing '00001' and a search icon. Below that is a 'Payment Overall Priority:' label followed by an empty text input field. A yellow 'Add' button is positioned below the input fields. At the bottom of the form area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

C. Enter the 8-character code that will represent the **Overall Priority**.

D. Click on the Add icon  and the following page will be displayed.

Payment Overall Priority

SetID: BSC01 Payment Overall Priority: DUEDATE

Find View All First 1 of 1 Last	
*Effective Date:	01/01/1901 <input type="text"/>
*Status:	Active <input type="button" value="+"/> <input type="button" value="-"/>
Description:	Due Date Payment Priority
Short Description:	Due Date P
Allocation Method:	By Oldest First <input type="button" value="v"/>
Pay Proportionate % Tax:	<input type="checkbox"/>
Charge Sort	
Sort 1:	Term, Oldest First <input type="button" value="v"/>
Sort 2:	Charge Tree Node <input type="button" value="v"/>
Sort 3:	<input type="button" value="v"/>
Sort 4:	<input type="button" value="v"/>

- E. Enter the **Effective Date**. Once we are live, the Effective Date should be set to the first day of the of the academic year in which the new code will be used.
- F. The **Status** should be set to Active.
- G. Enter a 30-character **Description** of the Overall Priorities.
- H. Enter a 10- character **Short Description** of the Overall Priority for you on pages and reports were space is limited.
- I. Select an **Allocation Method**. There are two valid values for this field:
- *By Oldest First*: Select if you want to use sort payment fields to sort the eligible charges. If you elect this option, the last sort, regardless of the sort orders specified below, is to order the eligible charges by the oldest item number first.
 - *Equal Percentages*: Select if you want to pay an equal portion of each eligible charge. If you elect to pay by equal percentages, the sort payment fields are not used.
- J. **Pay Propionate Tax** should be unchecked.
- K. You can define up to four levels of **Charge Sort Criteria**. Remember, that all sort rules defined for the Overall Priority apply only to charges already selected by the Charge Priority. Choose from the seven valid values for each sort field.
- *Academic Year*: Select to sort active charges by academic year, beginning with active charges from the earliest year.
 - *Academic Year, Current First*: Select to sort active charges by the academic year, using the current academic year first. Once the system selects eligible charges for the current academic year, it sorts the remaining charges by academic year from the oldest to the most recent
 - *Charge Tree Node*: Select to sort active charges by the priority value of the charge tree nodes established in the charge priority list definition being used.
 - *Item Charge Due Date*: Select to sort active charges by charge due date, beginning with the active charge with the earliest due date.
 - *Term, Current First*: Select to sort active charges by term, using the current term first. You determine the definition of current term using the Default Term Control field on

the Posting Setup page of the SF Business Unit component. Therefore, it is not necessarily the chronological current term. Once the system selects eligible charges for the current term, it sorts the remaining charges by term from the oldest to the most recent.

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

2. Press the Save Icon  to commit your changes to the database.

Item Type Set up




























Overview:


































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

Item Type Numbering

Item Types are organized into set numerical grouping on the ITEM_SECURITY tree. This tree, and the corresponding numerical groups, is used to control processing in several places in the system including payment application process and payment plan calculation. It is important to understand that PeopleSoft functionality that references trees and tree nodes only looks at the Item Type Number to determine how to complete the processing. Item type description and/or the account to which the item type is assigned has not impact what so ever.

Below is the standard a representation of the tree and item number ranges that should be used when creating new item types.

-  ALL_ITEMS -
 -  CONVERSION_BALANCE -
 -  [000000000000 - 00000000105]
 -  ADMISSION_FEES -
 -  [00000000200 - 00000019999]
 -  TUITION_AND_FEES -
 -  COLLAB_TUITION - COLLAB_TUITION
 -  [00000020000 - 00000039999]
 -  TUITION -
 -  [00000040000 - 11999999999]
 -  MANDATORY_FEES -
 -  [12000000000 - 20999999999]
 -  PROGRAM_FEES -
 -  [21000000000 - 21999999999]
 -  COURSE_FEES -
 -  [23000000000 - 24999999999]
 -  CLASS_FEES -
 -  [25000000000 - 25999999999]
 -  MISC_FEES -
 -  CHILDCARE - Childcare
 -  [225000000700 - 225000000999]
 -  MISCELLANEOUS -
 -  [220000000000 - 220999999999]
 -  TELECOM -
 -  [224000000000 - 224999999999]
 -  TECHNOLOGY -
 -  [223000000000 - 223999999999]

-  HEALTH_SERVICES -
 -  [222000000000 - 222999999999]
-  LIBRARY -
 -  [221000000000 - 221999999999]
-  AVIATION -
 -  [227000000000 - 227999999999]
-  BANK_FFE -
 -  [228000000000 - 228999999999]
-  PARKING -
 -  [300000000000 - 319999999999]
-  HOUSING_BOARD -
 -  RENT -
 -  [323000000000 - 325999999999]
 -  RENT-NONSTUDENT -
 -  [326000000000 - 329999999999]
 -  ROOM -
 -  [320000000000 - 322999999999]
 -  BOARD -
 -  [330000000000 - 334999999999]
 -  BOARD-NONSTUDENT -
 -  [335000000000 - 339999999999]
-  BOOKSTORE -
 -  [340000000000 - 379999999999]
-  LATE_FEES -
 -  [380000000000 - 399999999999]
-  PAYMENT_PLANS -
 -  PAY_PLAN_CHARGE -
 -  [400000000000 - 40000049999]
 -  MY_PAY_PLAN -
 -  [400000050000 - 400000099999]
 -  PAYMENT_PLAN_CREDIT -
 -  PAYPLANCREDIT-1098T -
 -  [680000000000 - 689999999999]

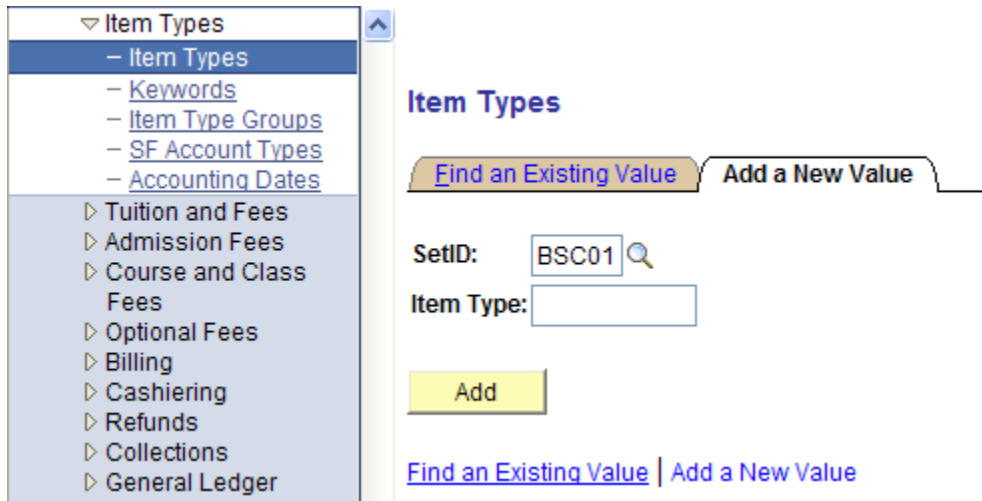


Setting up a New Item Type

1. Navigate to Item Types

Set up SACR>Product Related>Student Financials>Item Types>Item Types

A. You can add a new Item Type by clicking on the Add a New Value link. The following page will be displayed.

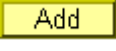


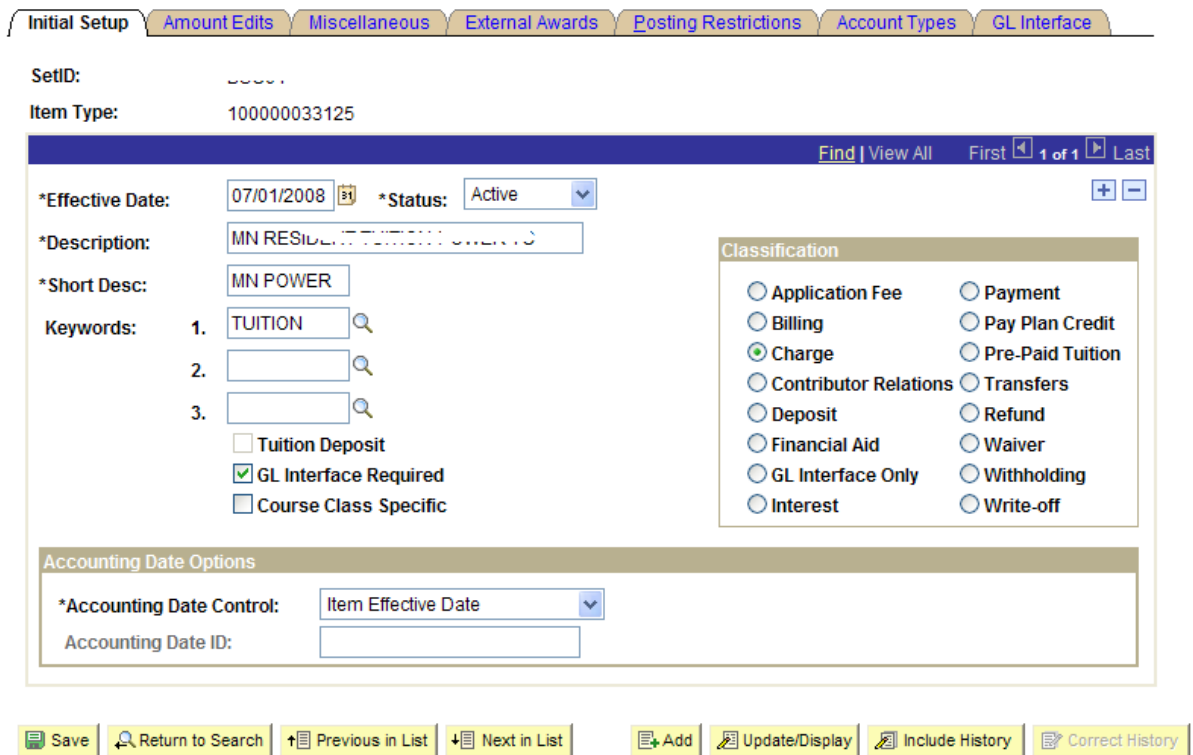
The screenshot shows a web application interface. On the left is a navigation tree with 'Item Types' expanded, showing sub-items like 'Keywords', 'Item Type Groups', 'SF Account Types', and 'Accounting Dates'. Below these are several expandable categories such as 'Tuition and Fees', 'Admission Fees', 'Course and Class Fees', 'Optional Fees', 'Billing', 'Cashiering', 'Refunds', 'Collections', and 'General Ledger'. The main content area is titled 'Item Types' and features two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a 'SetID:' label followed by a text input field containing 'BSC01' and a search icon. Below that is an 'Item Type:' label followed by an empty text input field. A yellow 'Add' button is positioned below the input fields. At the bottom of the main area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

B. Enter the correct **SetID**. This should default in from your operator preferences.

C. Enter the 12-digit code that will represent the **Item Type**. Keep the following in mind when selecting a number.

- The number should fall within the numerical range specified on the Tree Node that Item Type will pertain to. For example, if you are entering an Item Type that will be used to record Tuition charges make sure the number used to identify the Item Type is between 000000040000– 119999999999.
- Make sure to leave “room” between your numbers by leaving a range between your numbers. This will make it easier if you need to insert a new Item Type at a later date.

D. Click on the Add icon  and the following page will be displayed.



The screenshot shows the 'Add' form for creating an Item Type. At the top, there are navigation tabs: Initial Setup, Amount Edits, Miscellaneous, External Awards, Posting Restrictions, Account Types, and GL Interface. The form fields are as follows:

- SetID: 0000
- Item Type: 100000033125
- *Effective Date: 07/01/2008
- *Status: Active
- *Description: MN RESIDENT TUITION OVERS
- *Short Desc: MN POWER
- Keywords: 1. TUITION, 2. , 3.
- Tuition Deposit
- GL Interface Required
- Course Class Specific
- Classification** (radio buttons):
 - Application Fee
 - Billing
 - Charge (selected)
 - Contributor Relations
 - Deposit
 - Financial Aid
 - GL Interface Only
 - Interest
 - Payment
 - Pay Plan Credit
 - Pre-Paid Tuition
 - Transfers
 - Refund
 - Waiver
 - Withholding
 - Write-off
- Accounting Date Options**
 - *Accounting Date Control: Item Effective Date
 - Accounting Date ID:

At the bottom, there is a toolbar with icons for Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History.

2. Enter descriptive information regarding the Item Type.

- Enter the **Effective Date**. The Effective Date typically should be set to the first day of the academic term in which the new code will be used.
- The **Status** should be set to Active.
- Enter a 30-character **Description** of the Item Type.
- Enter a 10- character **Short Description** of the Item Type for you on pages and reports where space is limited.
- Enter up to three **Keywords**. These Keywords will help locate the Item Type in drop down lists.
- Select the **Item Type Classification**. Choose from the following options.
 - *Application Fee* - Select if you are defining an item type used for an application fee. Application Fee transactions result in a charge on the student’s account.

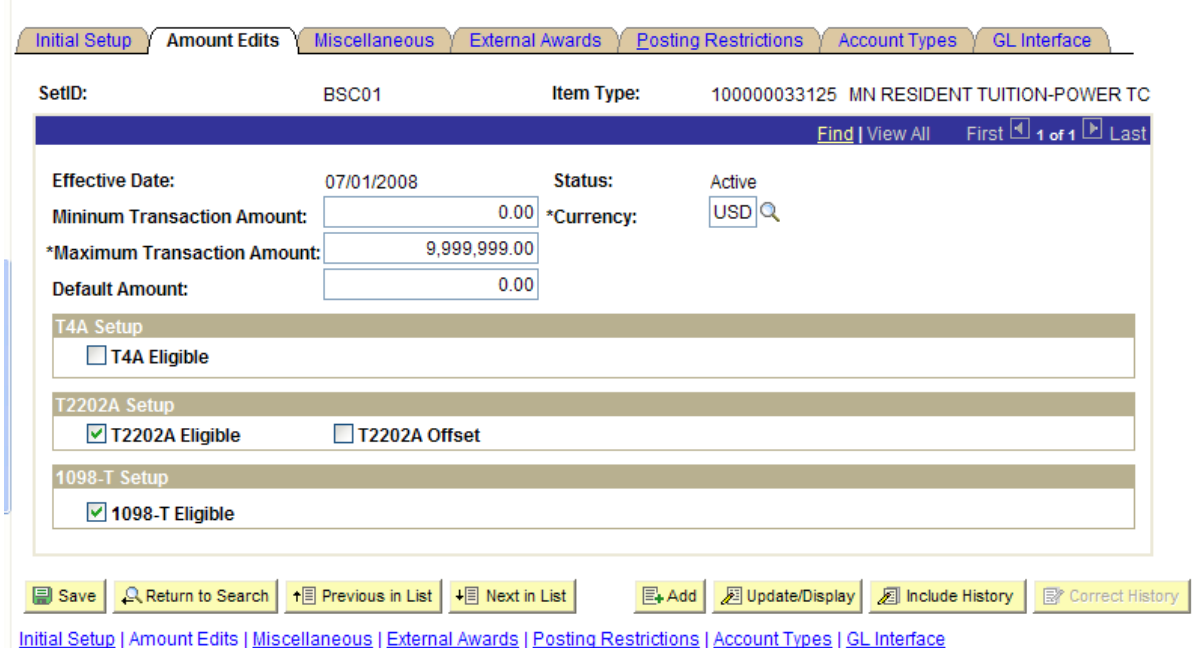
- *Billing* - Select to define an item type used to create billing entries. For example, if a student participates in a prepayment plan, you may use a billing item type for the monthly installment due.
 - *Charge* - Select if you are defining a charge item type. Charge transactions result in a charge on the student's account and, depending on your GL setup, may create a receivable.
 - *Contributor Relations* - Select if you are defining a contributor relations item type.
NOTE: NDUS will not use this classification.
 - *Deposit* - Select if you are defining a deposit item type. If the deposit classification is selected, a Tuition Deposit check box is also activated. If this item type is used for a tuition deposit, both the Deposit classification and the Tuition Deposit check box must be selected. Deposit and Tuition Deposit transactions result in a credit on the student's account.
 - *Financial Aid* - Select if you are defining a financial aid item type. Financial Aid transactions result in a credit (payment) on the student's account. **NOTE:** Financial Aid will set up their own item types.
 - *GL Interface Only* - Reserved for future use.
 - *Interest* - Select if you are defining an item type for interest charges for payment plans. Interest transactions result in a charge on the student's account.
 - *Payment* - Select if you are defining a payment item type. Payment transactions result in a credit (payment) on the student's account.
 - *Pay Plan Credit* - Do not use this selection. It is no longer a valid option.
 - *Pre-Paid Tuition* - Do not use this selection. It is no longer a valid option.
 - *Transfers* - Do not use this selection. It is no longer a valid option.
 - *Refund* - Select if you are defining an item type used for an overpayment refund. Refund transactions result in a charge on the student's account
 - *Waiver* - Select if you are defining an item type used for waivers. Waiver transactions result in a credit (payment) on the student's account. This is for the type of waivers calculated by the tuition calculation engine only. RA waivers should be flagged as payments.
 - *Withholding* - Select if you are defining an item type for tax withholding. Withholding transactions result in a charge on the student's account.
 - *Write-off* - Select if you are defining an item type used for bad debt write-off. Write-off transactions result in a credit on the student's account.
- G. Select the **Tuition Deposit** box to the Item Type is for a tuition deposit. This check box is only active when the Deposit item type classification is selected.
- H. Select the **GL Interface Required** to invoke the Financials edits to ensure you have correct data entered for your general ledger and to indicate that accounting entries will be generated for transactions using this Item Type. This will almost always be on. The exception would be Item Types used for converting legacy balances, since those amounts have already been posted to ledger.

- I. Select the **Course/Class Specific** checkbox if you want to override the GL Interface defined for this item type and use one that is defined specifically for certain courses or classes. When the check box is selected, the GL Interface defined for the item type is overridden if an interface has been defined at the course or class level only. This will be generally unchecked at NDUS.
- J. Set the **Accounting Date Control**. Typically, this will be set to Item Effective Date, although you can chose from the following options.
 - *Run Date*: Select to use the GL interface process date (the date the process is run) as the accounting date. This is the default value for this field.
 - *Item Effective Date*: Select to use the effective date of the transaction (item) as the accounting date.
 - *Term Start Date*: Select to use the beginning of the term as the accounting date. For example, suppose students at your institution register for fall term courses in the spring, but you want the system to put the tuition income from those registrations into a fall accounting period. By selecting term start date as your accounting date control and specifying the fall term on your tuition transaction, the system posts the charges to the fall period.

NOTE: *Before setting the Accounting Date Control option to anything other than Item Effective Date, please check with both your Accounting Staff and Campus Solutions SF Team.*

3. Establish Item Amount Edits and Tax Control for the Item Type

- A. Click on the Amount Edits Tab and the following page will be displayed.



The screenshot shows the 'Amount Edits' tab selected in a web application. The page displays the following information:

- Initial Setup** | **Amount Edits** | Miscellaneous | External Awards | Posting Restrictions | Account Types | **GL Interface**
- SetID: BSC01 Item Type: 100000033125 MN RESIDENT TUITION-POWER TC
- Effective Date: 07/01/2008 Status: Active
- Minimum Transaction Amount: 0.00 *Currency: USD
- *Maximum Transaction Amount: 9,999,999.00
- Default Amount: 0.00
- T4A Setup**: T4A Eligible
- T2202A Setup**: T2202A Eligible T2202A Offset
- 1098-T Setup**: 1098-T Eligible

Navigation buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History.

Footer: [Initial Setup](#) | [Amount Edits](#) | [Miscellaneous](#) | [External Awards](#) | [Posting Restrictions](#) | [Account Types](#) | [GL Interface](#)

- B. Select the optional **Minimum Transaction Amount** for each transaction using this Item Type. The system uses these amounts as edits for Posting.
- C. Select the optional **Maximum Transaction Amount** for each transaction using this Item Type. The system uses these amounts as edits for Posting.
- D. Select the optional **Default Transaction Amount** for each transaction using this Item Type. The system will populate this amount on each transaction for which the item type is used. This is particularly useful when you are entering a charge or payment for something with a fixed cost (for example, a parking ticket). You can override this default amount whenever necessary.
- E. The currency should always be set to USD.
- F. Select the **T4A Income** check box to indicate this item type is considered income per the T4 definition (and, therefore, needs to be reported as income). A process in tax reporting generates the payroll interface necessary to generate a T4 transaction as an interface to the payroll system.
- G. If the T4 check box is selected, enter a corresponding **Wage Loss Plan**. A process in tax reporting generates the payroll interface necessary to generate a T4 transaction as an interface to the payroll system.
- H. Select the **T2202A** check box if this item is an eligible educational expense for Canadian Taxes.
- I. Select **T2202A Offset** if item is to be used to offset eligible educational expenses. For example, waivers may reduce the total fees paid by the student and would, therefore, be considered an offset.
- J. Select **1098T** if this item is an eligible educational expense for US taxes. This field is only available for Item Types designated as charges.

4. Define Miscellaneous parameters for the Item Type. These will vary depending on whether or not this is a charge or a credit Item Type.

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

SetID: BSC01 Item Type: 100000033125 MN RESIDENT TUITION-POWER TC

Find | View All First 1 of 1 Last

Effective Date: 07/01/2008 Status: Active

Adjustment Calendar:

Payment Terms: NRA Offset Charge

Tax Code:

Save | Return to Search | Previous in List | Next in List | Add | Update/Display | Include History | Correct History

[Initial Setup](#) | [Amount Edits](#) | [Miscellaneous](#) | [External Awards](#) | [Posting Restrictions](#) | [Account Types](#) | [GL Interface](#)

A. Enter the following values if this is a **Charge** Item Type.

- Leave the **Adjustment Calendar** blank. This field is reserved for future use.
- Leave the **Payment Terms** blank. This field is reserved for future use.
- Select a **Tax Code** for charges that are taxable. For example, purchases made at a campus bookstore might be subject to state and/or local sales taxes. I do not believe this will be used at NDUS.
- Select **NRA Offset** if this item type can offset (reduce) tax liability for nonresident aliens. This field is used with Application Fee, Billing, Charge, GL Interface Only, Interest and Withholding item type classifications.
- If **NRA Offset ID** selected, the Earnings Code field becomes active and you can identify the item type with its corresponding payroll earnings code.

B. Enter the following values if this is a **Credit** Item Type.

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

SetID: DSU01 Item Type: 500000000100 Payment

View All First ◀ 1 of 1 ▶ Last

Effective Date:	01/01/1901	Status:	Active
Charge Priority List:	ALL		All Charges
Payment Overall Priority:	DUEDATE		Due Date Payment Priority
Days to Encumber:		<input type="checkbox"/>	NRA Taxable Credit
Earnings Code Non Taxable:	SRO		Student Refund Overpayment
<input type="checkbox"/> Tender Specific			
<input checked="" type="checkbox"/> Refundable Indicator		<input type="checkbox"/> Taxable	
<input checked="" type="checkbox"/> Payment Priority Flag	Priority: 750	<input checked="" type="checkbox"/> Pick up Receivable from Charge	

[Initial Setup](#) | [Amount Edits](#) | [Miscellaneous](#) | [Posting Restrictions](#) | [Account Types](#) | [GL Interface](#)

- Select the **Charge Priority** you want to use to control which charges are eligible for payment with this item type. Leave the Payment Terms blank. This field is reserved for future use.
- Select the **Payment Overall Priority** definition that you want to use to control the order in which payments are applied to eligible charges using this Item Type.
- Enter **Days to Encumber** to establish a period of time between when a payment is made and when the funds are available for a refund. The number that you enter in this field establishes how many business days must pass before the refund can be made.
- Select **NRA Taxable Credit** if this item type is considered taxable income for nonresident aliens. When you select this option, the Earnings Code field becomes active and you can identify the item type with its corresponding payroll earnings code.
- Click on the **Refundable Indicator** to designate a payment/credit as refundable. If this box is not checked any credit balances associated with this Item Type could not be refunded to the student.
- For all refundable payments enter an **Earnings Code**. Select from the following.
 - Enter SRO for student payments/credits that may be refunded.
 - Enter SRE for excess financial aid payments.
- Select **Tender Specific** if you want to specify the form of tender used with this item type. For example, if you set up an item type to be used for credit card payments, you should select this check box and specify the desired tender form in

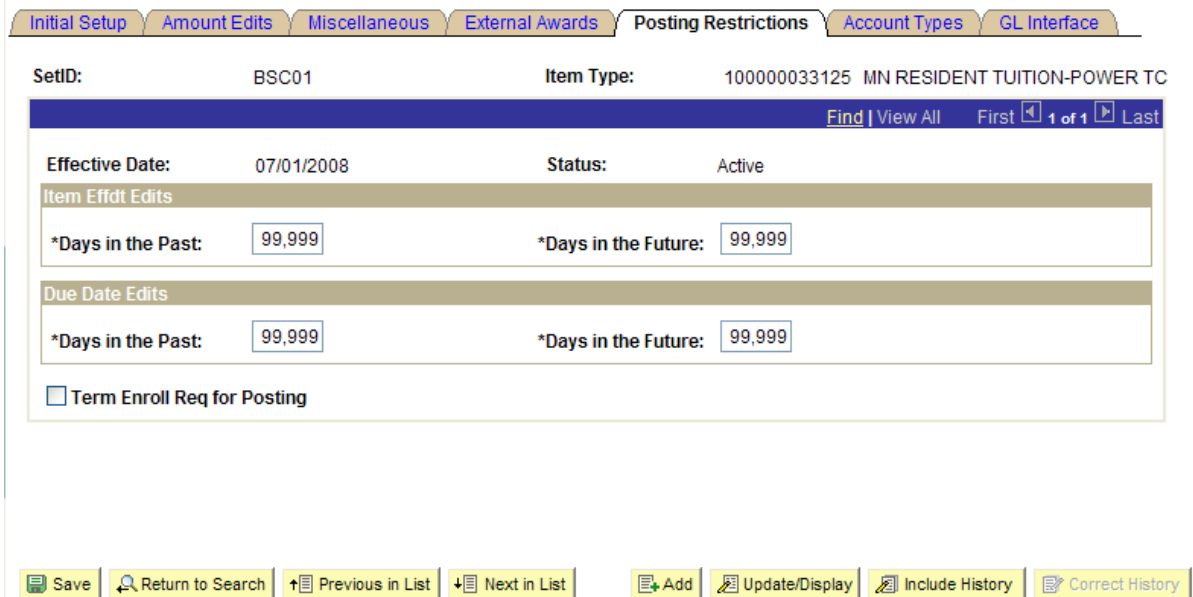
the Tender Category field. Typically, this functionality is only used in conjunction with Application Payment item types.

- Select **Payment Priority Flag** to assign a priority ranking to this payment/credit. When you select this check box, the Priority field is activated. If you do not select this option, the system ignores values in the Priority field and the payment has the lowest priority ranking (999). ***THIS BOX SHOULD BE CHECKED FOR ALL CREDIT ITEM TYPES.***
- Enter a **Priority** value. Payment priority is used to effect payment swapping whereby payments with a higher priority can actually displace lower priority payments. The following values should be used when setting up a new credit item type.
 - **Standard Payments --** **should be set to 750**
 - **Financial Aid Payments --** **should be set to 750**
 - **Third Party Payments --** **should be set to 500**
 - **Waivers --** **should be set to 250**
 - **Credits --** **should be set to 50**
- **Pick Up Receivables from Charge** should be checked on all credit Item Types.
- If this is a Write Off Item Type click on the **Match Charge Write Offs**.

5. **External Awards**- will be used in the future- new feature in 9.0

6. **Define any posting restrictions that may apply to the Item Type.**

A. Click on the Posting Restrictions Tab and the following page will be displayed.



The screenshot shows the 'Posting Restrictions' tab selected in a navigation bar. The main content area displays the following information:

- SetID:** BSC01
- Item Type:** 100000033125 MN RESIDENT TUITION-POWER TC
- Effective Date:** 07/01/2008
- Status:** Active
- Item Effdt Edits:**
 - *Days in the Past: 99,999
 - *Days in the Future: 99,999
- Due Date Edits:**
 - *Days in the Past: 99,999
 - *Days in the Future: 99,999
- Term Enroll Req for Posting

At the bottom of the form, there is a row of buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History.

[Initial Setup](#) | [Amount Edits](#) | [Miscellaneous](#) | [External Awards](#) | [Posting Restrictions](#) | [Account Types](#) | [GL Interface](#)

B. Enter the number of **Days In The Past** an item may be **Effective-Dated**. The effective date will usually default to the day of the transaction, but can be overridden for accounting purposes.

- C. Enter the number of **Days In The Future** an item may be **Effective-Dated**. The effective date will usually default to the day of the transaction, but can be overridden for accounting purposes
 - D. Enter the number of **Days In The Past** a **Due Date** may be set when posting a charge.
 - E. Enter the number of **Days In The Future** a **Due Date** may be set when posting a charge.
 - F. Select **Appropriate Term Enroll Req for Posting** if you want the system to make sure the student is enrolled in the appropriate term before posting the charge. If the student is not enrolled the charge is left with the status *un-posted*. Use this feature to avoid posting charges that have a high probability of being cancelled.
7. [Define the Account Types that are associated with the Item Type.](#)
- A. Click on the Account Types Tab and the following page will be displayed.

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

SetID: BSC01 Item Type: 100000033125 MN RESIDENT TUITION-POWER TC

Find First 1 of 1 Last

Effective Date: 07/01/2008 Status: Active

Find | View All First 1 of 1 Last

SetID	*Account Type
BSC01 <input type="text"/> Bismarck State College	TUT <input type="text"/> Tuition/Fees <input type="button" value="+"/> <input type="button" value="-"/>

[Initial Setup](#) | [Amount Edits](#) | [Miscellaneous](#) | [External Awards](#) | [Posting Restrictions](#) | [Account Types](#) | [GL Interface](#)

- B. Enter the **SetID** that includes both the account type and the item type. This will be the SetID you have been using throughout the process.
- C. Enter an **Account Type** that you want to associate with the item type. This will control on which line on the student's account the charges will be displayed. Account types also provide information for prompting when performing data entry.

8. Define the accounting information for the Item Type.

- A. Click on the GL Interface Tab and the following page will be displayed.

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

SetID: BSC01 Item Type: 10000033125 Copy GL Interface

Item Type GL Entry Setup - Term Find | View All First 1 of 1 Last

Term: 0000 Begin Term - Srvc Indicatr Use Session:

Item Type GL Entry Setup - Effective Date Find | View All First 1 of 1 Last

*Effective Date: 07/01/2008 AP ChartFields: *****

*Status: Active Write-off ChartFields: ' ' 4

Item Type GL Entry Setup - Journal Sets Find First 1-2 of 2 Last

Jrnl Set: Timing: Assessment

DB/CR: Debit GL Pct: 100.00000000

Priority: 999 Priority Amount: USD

Account Limit: Defer Revenue - Until:

Jrnl Set ChartFields: Dynamic Organization Deferred ChartFields: Deferred Dynamic Org

Jrnl Set: Timing: Assessment

DB/CR: Credit GL Pct: 100.00000000

Priority: 999 Priority Amount: USD

- B. Start by entering a **Term**. Typically this will be 0000, meaning the same accounting information will apply to all terms in which the item type is used. Occasionally, however, you may wish to specify accounting information differently depending on the term. For example, the student activity fee may be allocated differently in the fall and spring than in the summer when fewer programs are active on campus. Under such circumstances the specific term to which the accounting information applies should be entered.

NOTE: *If you specify accounting information by a specific term, you will need to roll that set up over from term to term for your transactions to interface properly.*

- C. **Session** will typically be left blank. This would only be used to designate different accounting entries depending on the session in which the item type is used. Currently there is no need for the functionality at NDUS.
- D. Enter the **Effective Date** of the accounting set up. Typically, the initial value is equal to the initial effective date of the item type, otherwise if updating should be current date. Auditors do not favor backdating.
- E. The **Effective Status** should be set to Active.
- F. **Jrnl Set** should always be left blank.

- G. The **Db/Cr** indicator is used to define which side of the transaction is being specified on the current line. For each item type you will need to specify at least two lines, one for the Debit information and one for the credit information.
- H. Always set the **Timing** to Assessment.
- I. **GL Pct** indicates the percent of the amount applied to the student's account that will be coded to that Chart Field string. This allows you to code an item type to multiple chart field strings. If there are multiple rows, ensure they add up to 100% for each the Db/Cr rows.
- J. Enter an optional **Priority Amount** that you want distributed to a GL account. If you specify a priority amount, the amount specified will be distributed to the GL account definition with the highest priority. The remaining balance will be distributed to the remaining GL accounts as defined.
- K. Enter a maximum monetary amount that you want to distribute to the specified GL account in the **Account Limit** field. For example, if you set the GL Pct field to 25% and the Account Limit field to 100 USD, 25% of a debit or credit up to a maximum of 100 USD will be distributed to the specified GL account.
- L. Click on the Jrnl Set ChartFields link and the following screen appears

Journal Set ChartFields

GL Business Unit:	<input type="text" value="BSC01"/>	SpeedType:	<input type="text"/>
Ledger:	<input type="text" value="ACTUALS"/>	<input type="button" value="Print"/> <input type="button" value="Copy"/> <input type="button" value="OK"/>	

Account:	<input type="text" value="124001"/>	<input type="button" value="Search"/>
Department:	<input type="text" value="3200"/>	<input type="button" value="Search"/>
Project/Grant:	<input type="text" value="000000000"/>	<input type="button" value="Search"/>
Product:	<input type="text"/>	<input type="button" value="Search"/>
Fund Code:	<input type="text" value="24045"/>	<input type="button" value="Search"/>
Program Code:	<input type="text"/>	<input type="button" value="Search"/>
Class Field:	<input type="text"/>	<input type="button" value="Search"/>
Affiliate:	<input type="text"/>	<input type="button" value="Search"/>
Operating Unit:	<input type="text"/>	<input type="button" value="Search"/>
Alternate Account:	<input type="text"/>	<input type="button" value="Search"/>
Budget Reference:	<input type="text"/>	<input type="button" value="Search"/>
Chartfield 1:	<input type="text" value="BSC01"/>	<input type="button" value="Search"/> BSC01
Chartfield 2:	<input type="text" value="1"/>	<input type="button" value="Search"/> 1
Chartfield 3:	<input type="text" value="ACT"/>	<input type="button" value="Search"/> ACT

- M. Enter the **GL Business Unit**. This should be defaulted in
- N. Always enter a **Ledger** value of ACTUALS.
- O. Enter the **Fund, Department** and **Account** in the corresponding fields. (these are required fields)
- P. Optionally you may also enter a value in the **Program** or **Project** fields.
- Q. If you enter a value in the Project Field you must also populate the following two fields.
 - Enter the GL Business Unit value again in the **Chartfield 1** field.
 - Populate the **Chartfield 2** field with the number “1”

NOTE: *On the Accounting set up page, the Accounts Receivable Account, 124001, should always be either debited or credited. Because all item types affect the student’s balance in the subsidiary ledger they also need to adjust the balance in the control account.*

NOTE: *Student Financials does not do business unit or fund balancing. These transactions will occur on the General Ledger side. Therefore it is ok to set up debit and credit lines that do not post to the same fund and/or business unit. As long as total debits = total credits the transaction will be successful. Because of this often on payment item types, a general or clearing fund is used.*

NOTE: *All Charge Item Types must have GL information populated even if they will not be interfaced to the General Ledger (conversion item types). If this information is left off the item type, when the charge is paid, the accounting information generated by the payment will not interface correctly.*

9. Press the Save Icon  to commit your changes to the database.

Understanding Term Rollover

Term Rollover Process

Most of the Tuition Calculation Controls are Term specific as opposed to maintained by effective dating. One of the implications of this is that all of your Tuition Calculation Controls need to be rolled over from one term to the next. The following are the steps that will need to be performed to roll over your fee calculation set up from one term to another.

1. Copy the Adjustment Calendar
2. Copy the Billing and Due Date Calendar
3. Copy Application Fees and update amounts as necessary (only if amount changes)
4. Copy Term Fees and update amounts as necessary
5. Copy Course Fees and update amounts as necessary
6. Copy Class Fees and update amounts as necessary
7. Copy Tuition Calculation Controls
8. Update Term Default
9. If using term specific GL set up, copy GL information to the new term

You will need to complete the Term Rollover process shortly before enrollment for that term begins even if your tuition rates have not been completely finalized. This is because when a student enrolls, the tuition calculation required flag is set on the STDNT_CAR_TERM record. When that flag is set, tuition calculation is automatically invoked when the student brings his account information up on self-service. If the tuition calculation set up has not been rolled over, the student will receive an error and will be unable to view his/her account information.

Adjustment Calendar

Overview

Adjustment calendars determine the refund schedules that you apply to the students dropping or withdrawing from classes. The system uses the number of days a class has been in session to determine the percentage of refund due. The system calculates these figures using date and time stamps located in the STDNT_ENRL table.

Each refund schedule and drop reason combination will need to be copied from term to term. However, because NDUS has determined that they will refund based on percentage of class length, no other changes should be required, unless there are changes in Board policy.

Copying Adjustment Calendars for a new Term

NOTE: *Please to not change any information regarding the adjustment calendar beyond rolling it over from term to term. If you feel set up changes or additional calendars are required, please discuss your requirements with Campus Solutions SF Team. Any changes made to this set up could result in your institution no longer being in compliance with board policy.*

1. Enter Adjustment Calendar Information

A. Navigate to Adjustment Calendar

**Setup SACR>Product Related>Student Financials>Tuition and Fees>
Adjustment Calendars**



[Favorites](#) | [Main Menu](#) > [Set Up SACR](#) > [Product Related](#) > [Student Financials](#) > [Tuition and Fees](#) > [Adjustment Calendars](#)

Adjustment Calendars

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Limit the number of results to (up to 300):

SetID: = 

Adjustment Code: begins with

Description: begins with

Case Sensitive

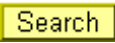
[Search](#)

[Clear](#)

[Basic Search](#)

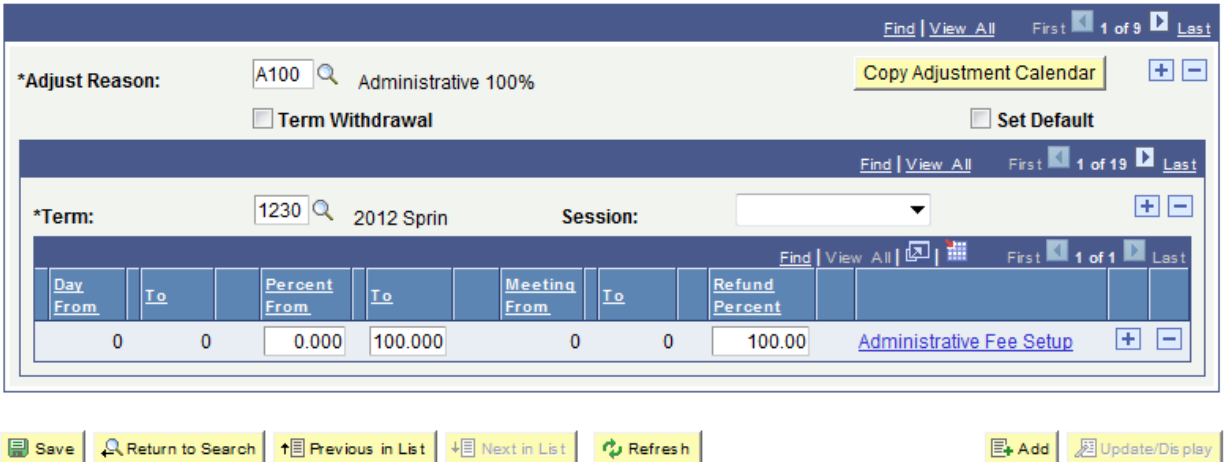


[Save Search Criteria](#)

- B. Enter the correct **SetID**. This should default in from your operator preferences.
- C. Enter the 8-character code that will represent the **Adjustment Code**.
- D. Optionally, you can enter all or part of the Adjustment Calendar **Description**
- E. Press the Search icon  and a list of the Adjustment Calendars matching that search criteria will be displayed.
- F. Click on the required Adjustment Calendar and the set up related to that code will be displayed.

Adjustment Calendars

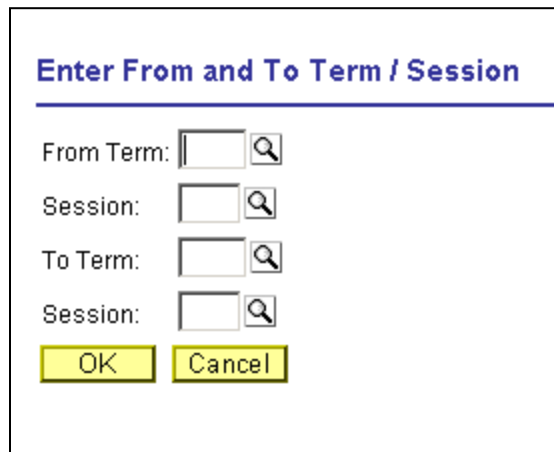
SetID: BSC01 Adjustment Code: REFUND1
 *Description: Refund Schedule
 *Adjustment Option: By Class Length %



The screenshot shows a web application interface for 'Adjustment Calendars'. At the top, there are search filters for 'SetID: BSC01', 'Adjustment Code: REFUND1', '*Description: Refund Schedule', and '*Adjustment Option: By Class Length %'. Below this is a table with columns: Day From, To, Percent From, To, Meeting From, To, Refund Percent. The first row shows values: 0, 0, 0.000, 100.000, 0, 0, 100.00. A button 'Administrative Fee Setup' is next to the row. Above the table, there are search filters for '*Adjust Reason: A100 Administrative 100%' and '*Term: 1230 2012 Spring'. A 'Copy Adjustment Calendar' button is highlighted in yellow. At the bottom of the interface, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Refresh, Add, and Update/Display.


2. Copy the existing Calendar from one term to another.

- A. Click on the **Copy Adjustment Calendar** button and the following page will be displayed.



The dialog box is titled 'Enter From and To Term / Session'. It contains four input fields with search icons: 'From Term:', 'Session:', 'To Term:', and 'Session:'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

- B. Enter in the **From Term** field the value of the term from which you will be copying. Typically this is the most recent term, although you do not have to copy terms consecutively. You may for example go Spring to Spring instead of Fall to Spring.
- C. Enter in the **To Term** field the term to which you are copying the calendar.
- D. You should not need to enter session information.
- E. Click on the **OK** button and you will be returned to the previous page. This time however a new row will have been inserted.

3. Use the scroll icons to move to each individual adjust reason and repeat step 2.
4. Press the Save Icon  to commit your changes to the database.

NOTE: This process will need to be repeated for each Adjustment Calendar used at your institution.

Adjustment Calendars

SetID: BSC01 Adjustment Code: REFUND1

*Description: Refund Schedule

*Adjustment Option: By Class Length %


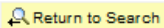
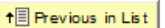



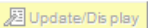
You will need to perform the copy once for each row.

*Adjust Reason: A100 Administrative 100% Term Withdrawal

*Term: 1240 2012 Summe Session:

Day From	To	Percent From	To	Meeting From	To	Refund Percent
0	0	0.000	100.000	0	0	100.00

Administrative Fee Setup

Billing and Due Date Calendar

Overview

Billing and due date calendars are associated with tuition calculation and are used to determine the percentage of specific fees due to be paid by a particular time.

When creating your billing and due date calendar, you have the flexibility to specify that the payment of a fee is due in full at a particular date, or you can create a payment schedule. You can also design the system so that a due date for a fee is designated at the time that you create a bill or post a charge.

This set up also controls when a charge will first be displayed on a student's invoice. Therefore, even if charges were calculated several months in advance of the term, the student would not actually receive a bill for these charges until shortly before the term begins.

Copying Billing and Due Date Calendars for a new Term

1. Enter Billing and Due Date Calendar Information

A. Navigate to Billing and Due Date Calendar

Setup SACR>Product Related>Student Financials>Tuition and Fees>Billing and Due Calendars

Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Tuition and Fees > Billing and Due Calendars

Billing and Due Calendars

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Limit the number of results to (up to 300):

SetID: = BSC01 🔍

Due Date Code: begins with

Description: begins with

Case Sensitive

Search
Clear
Basic Search
📄
Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

- B. Enter the correct **SetID**. This should default in from your operator preferences.
- C. Enter the 8-character code that will represent the **Billing and Due Date Code**.
- D. Optionally, you can enter all of part of the Billing and Due Calendar **Description**.
- E. Press the Search icon **Search** and a list of the Billing and Due Date Calendars matching that search criteria will be displayed.
- F. Click on the required Billing and Due Calendar and the set up related to that code will be displayed.

Billing and Due Calendars

SetID: BSC01
Due Date Code: REGULAR
***Description:** **Short Description:**
***Pivot Date:** Copy Billing and Due Calendar

View All First 1 of 3 Last

*Term: 2004 Fall Session: + -

From Day	To Day	*Due %	*Due Date Calc	Days	*Billing Date Calc	Days	+ -
<input type="text" value="-9999"/>	<input type="text" value="7"/>	<input type="text" value="100.00"/>	<input type="text" value="Days from Pivot Date"/>	<input type="text" value="7"/>	<input type="text" value="Days from Pivot Date"/>	<input type="text" value="-45"/>	+ -
<input type="text" value="8"/>	<input type="text" value="9999"/>	<input type="text" value="100.00"/>	<input type="text" value="Days from Pivot Date"/>	<input type="text" value="0"/>	<input type="text" value="No Date Calculated"/>	<input type="text" value="0"/>	+ -


Save
Return to Search
Refresh
Add
Update/Display


NOTE: This indicates the first day tuition charges from this term can appear on an invoice. This indicates that until 45 days prior to the start of the term, the charges generated by the tuition calculation process will be viewable on the student's account but will not appear on an invoice.


2. Copy the existing Calendar from one term to another.


- A. Click on the **Copy Billing and Due Calendar** button and the following page will be displayed.


Enter From and To Term / Session

From Term: 

Session: 

To Term: 

Session: 

- B. Enter in the **From Term** field the value of the term from which you will be copying. Typically this is the most recent term, although you do not have to copy terms consecutively. You may for example go Spring to Spring instead of Fall to Spring.
 - C. Enter in the **To Term** field the term to which you are copying the calendar.
 - D. You should not need to enter session information.
 - E. Click on the button and you will be returned to the previous page. This time however a new row will have been inserted.
3. Press the Save Icon  to commit your changes to the database.

Application Fee

Overview

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

There is a one-to-one relationship between an application fee and an application center. You can only define one application fee for an application center. However, an application fee can have multiple sub fees. At NDUS, sub fees are calculated based on Admit Type.

The term that used in calculating an app fee is the term in which a student applies, not the term to which the student applies. Therefore, if a student applied in September 2004 for admission in fall 2005, they will be calculated using the application fee set up for 0510 not 0610.

NOTE: Please to not change any information regarding the application fees beyond rolling it over from term to term. If you feel set up changes or additional calendars are required, please discuss your requirements with Campus Solutions SF Team. Any changes made to this set up could result in your institution no longer being in compliance with board policy.

Copying Application Fees for a new Term

1. Enter Application Fee Information

A. Navigate to Application Fee


Setup SACR>Product Related>Student Financials>Admission Fees>Application Fees

Application Fees

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)


Limit the number of results to (up to 300):

SetID: = 

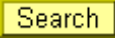
Application Fee Code: begins with

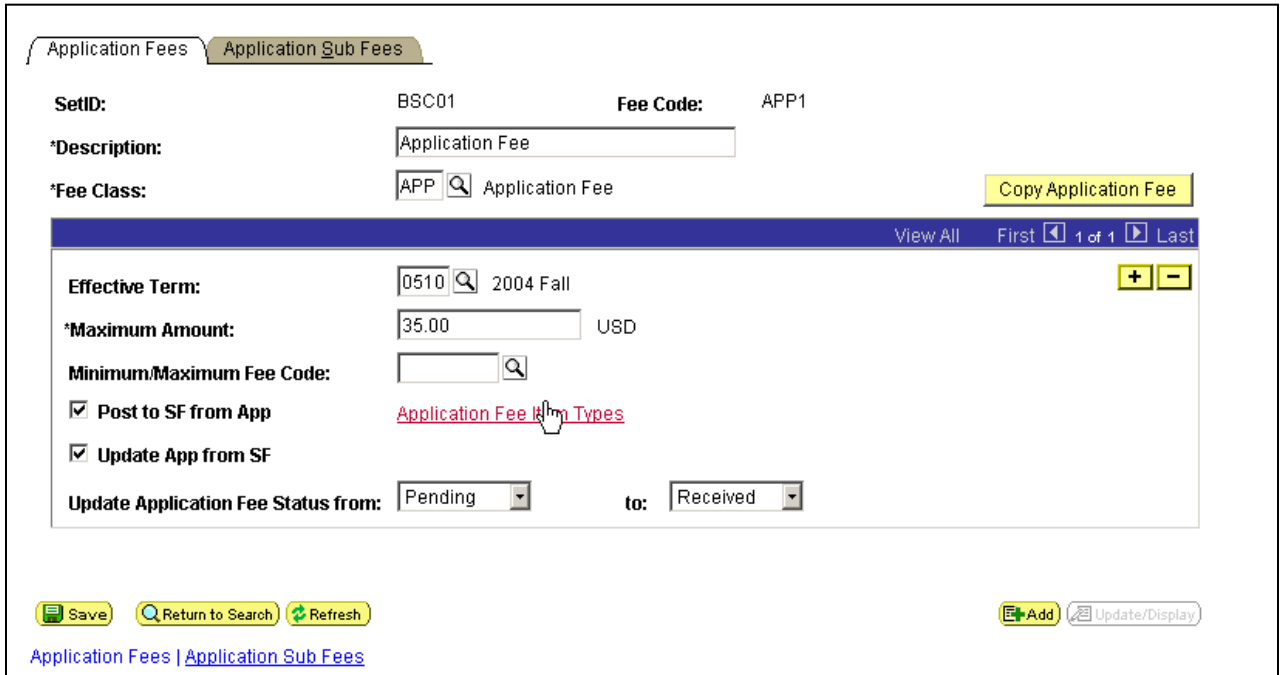
Description: begins with

Case Sensitive

[Search](#) | [Clear](#) | [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- B. Enter the correct **SetID**. This should default in from your operator preferences.
- C. Enter the 8-character code that will represent the **Application Fee Code**.
- D. Optionally, you can enter all or part of the Billing and Due Calendar **Description**.
- E. Press the Search icon  and a list of the Application Fees matching that search criteria will be displayed.
- F. Click on the required Application Fee and the set up related to that code will be displayed.



Application Fees | **Application Sub Fees**

SetID: BSC01 Fee Code: APP1

*Description: Application Fee

*Fee Class: APP Application Fee Copy Application Fee

View All First 1 of 1 Last

Effective Term: 0510 2004 Fall + -

*Maximum Amount: 35.00 USD

Minimum/Maximum Fee Code: Application Fee Item Types

Post to SF from App

Update App from SF

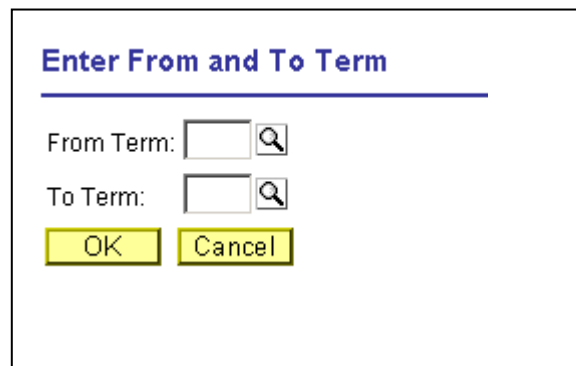
Update Application Fee Status from: Pending to: Received

Save Return to Search Refresh Add Update/Display

Application Fees | [Application Sub Fees](#)

2. Copy the existing Application Fee from one term to another.

A. Click on the Copy Application Fee button and the following page will be displayed.



Enter From and To Term

From Term:

To Term:

OK Cancel

B. **Enter** in the **From Term** field the value of the term from which you will be copying. Typically this is the most recent term, although you do not have to copy terms consecutively. You may for example go Spring to Spring instead of Fall to Spring.

C. Enter in the **To Term** field the term to which you are copying the calendar.

D. Click on the OK and you will be returned to the previous page. This time however a new row will have been inserted.

3. Press the Save Icon Save to commit your changes to the database.

Additional Notes

Application Fees

Application Fee Item Types

Account to Post: Tuition/Fees

Charge Item Type: Applicaton Fee

Paid Item Type:

Waiver Item Type:

Due Date Code:

Track Payment Method

*Tender Category	*Item Type			
View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last				
				<input type="button" value="+"/> <input type="button" value="-"/>

NOTE: *You can review and/or update the item types associated with the application fee by clicking in the Application Fee Item Types Link. If you are receipting Application Fee Payments in the Admissions Office you should have a payment item type listed for each tender (cash, checks, credit card) that your Admissions Office is eligible to accept.*

Application Fees		Application Sub Fees	
SetID:	BSC01	Fee Code:	APP1 Application Fee
		View All First 1 of 1 Last	
Effective Term:	0510 2004 Fall	Max Amt:	35.00 USD
Sub Fees		View All First 1 of 1 Last	
*Sub Fee Code:	APP1	<input checked="" type="checkbox"/> Career Specific	<input type="checkbox"/> Campus Specific + -
*Calculation Option:	All Matching Rows	<input type="checkbox"/> Program Specific	<input type="checkbox"/> Appl Method Specific
*Maximum Amount:	35.00 USD	<input type="checkbox"/> Plan Specific	<input type="checkbox"/> Fee Type Specific
		<input type="checkbox"/> Sub-Plan Specific	<input checked="" type="checkbox"/> Admit Type Specific
		View All First 1 of 8 Last	
Institution:	BSC01 BSC01	Career:	UGRD Undergrad + -
Academic Program:		Academic Plan:	
Sub-Plan:		Campus:	
Application Method:		Fee Type:	
Admit Type:	COL Collabor	Flat Amount:	USD
<a>Save <a>Return to Search <a>Refresh		<a>Add <a>Update/Display	

NOTE: You can review the amount charged for each Admit Type by clicking on the Application Sub Fees page. However, this information should not ever be changed unless otherwise instructed by Campus Solutions SF Team.

Term Fee

Overview

Term fee codes are the most generalized method of establishing rates for tuition and fees. Each term fee code is made up of one or more term fee definitions. Each term fee definition is made up of one or more term sub fee codes. And, each term sub fee code is made up of one or more term sub fees. This multilevel structure provides flexibility and convenience. By using different fee triggers and calculation methods at the lower levels, one term fee code can control how tuition is calculated for a wide range of unique student situations.

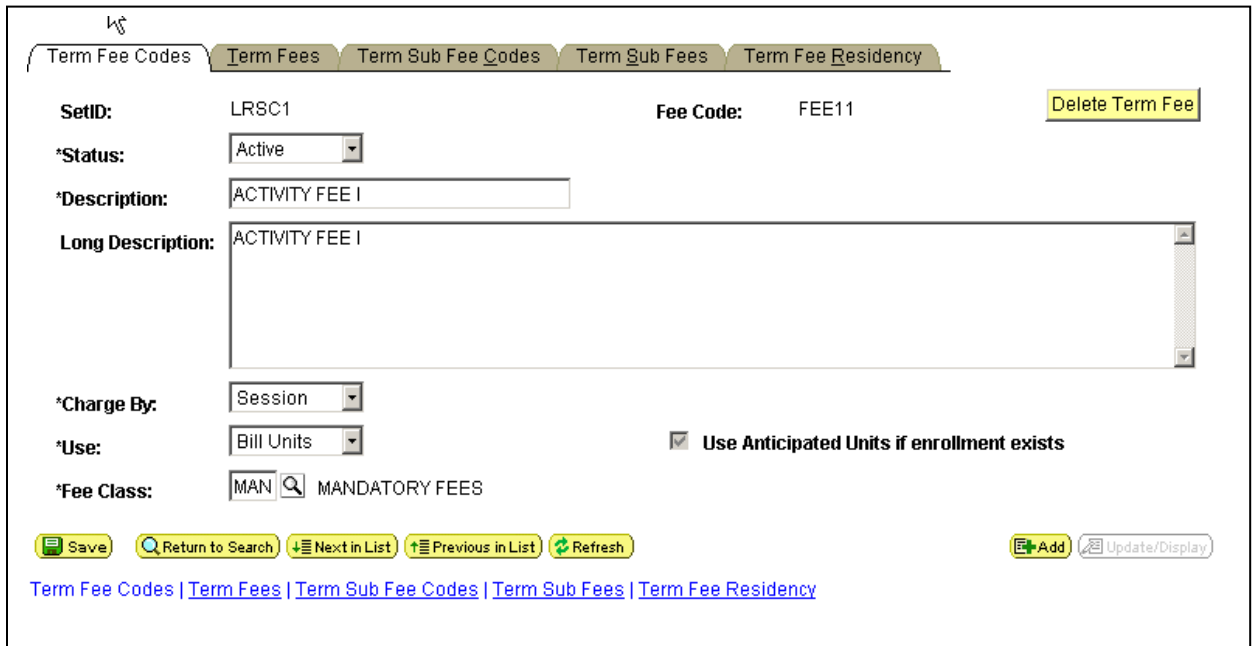
For the most part, now that your term fees have been set up, you will just need to copy them from term to term and occasionally updating the amounts that are charged. If you need to make a more significant change to your tuition calculation set up, please contact Campus Solutions SF Team to assist you.

Copying Term Fees for a new Term

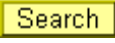
1. Enter Term Fee Information

A. Navigate to Term Fee

Set Up SACR>Product Related>Student Financials>Tuition and Fees>Term Fees

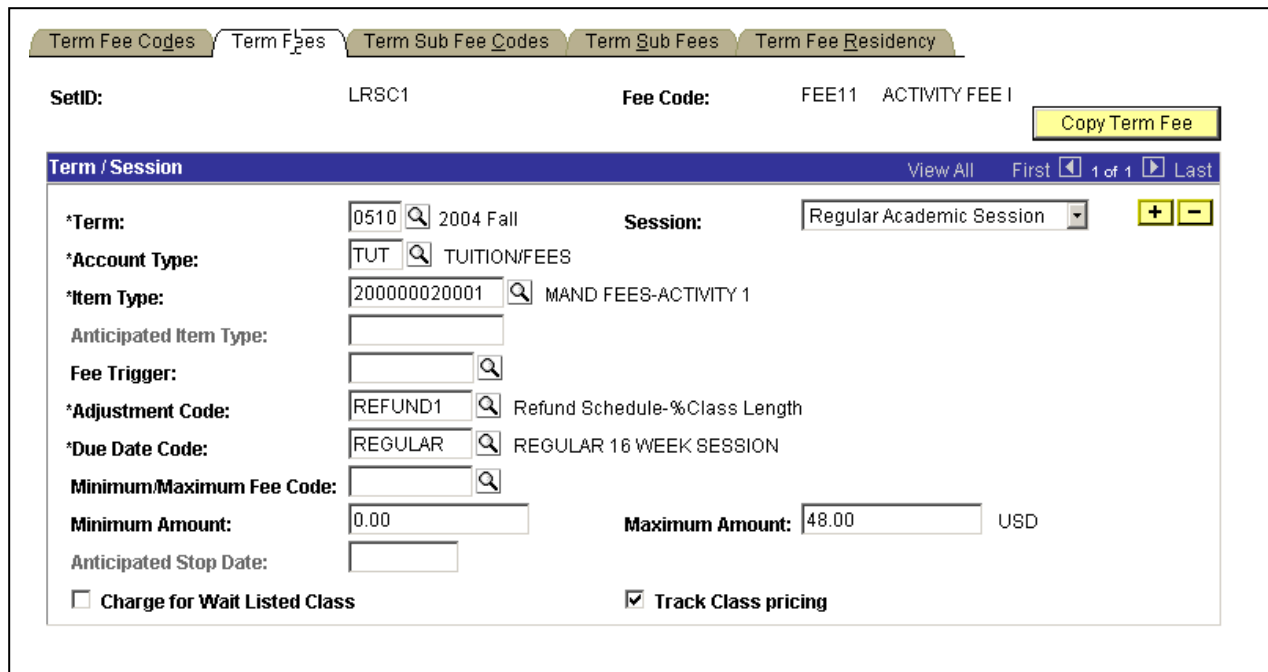


The screenshot shows the 'Term Fees' tab in the SITS-Campus Solution interface. The form is for SetID: LRSC1 and Fee Code: FEE11. It includes fields for *Status (Active), *Description (ACTIVITY FEE I), and Long Description (ACTIVITY FEE I). Other fields include *Charge By (Session), *Use (Bill Units), and *Fee Class (MAN MANDATORY FEES). A checkbox for 'Use Anticipated Units if enrollment exists' is checked. Navigation buttons like Save, Return to Search, Next in List, Previous in List, Refresh, Add, and Update/Display are visible at the bottom. A 'Delete Term Fee' button is located in the top right corner.


- B. Enter the correct **SetID**. This should default in from your operator preferences.
- C. Enter the 8-character code that will represent the **Term Fee Code**.
- D. Optionally, you can enter all of part of the Billing and Due Calendar **Description**.
- E. Press the Search icon  and a list of the Term Fees matching that search criteria will be displayed.
- F. Click on the required Term Fee and the set up related to that code will be displayed.

Copy the existing Term Fee from one term to another.



- A. Click on the Term Fees tab. The following page will be displayed.



Term Fee Codes | **Term Fees** | Term Sub Fee Codes | Term Sub Fees | Term Fee Residency

SetID: LRSC1 Fee Code: FEE11 ACTIVITY FEE I 

Term / Session View All First 1 of 1 Last

*Term: 0510 2004 Fall Session: Regular Academic Session  

*Account Type: TUT TUITION/FEES

*Item Type: 200000020001 MAND FEES-ACTIVITY 1

Anticipated Item Type:

Fee Trigger:

*Adjustment Code: REFUND1 Refund Schedule-%Class Length


*Due Date Code: REGULAR REGULAR 16 WEEK SESSION

Minimum/Maximum Fee Code:

Minimum Amount: 0.00 Maximum Amount: 48.00 USD

Anticipated Stop Date:

Charge for Wait Listed Class Track Class pricing

- B. Click on the  button and the following page will be displayed.

Enter From and To Term / Session

From Term:

Session:

To Term:

Session:

- C. Enter in the **From Term** field the value of the term from which you will be copying. Typically this is the most recent term, although you do not have to copy terms consecutively. You may for example go Spring to Spring instead of Fall to Spring.
- D. Enter in the **To Term** field the term to which you are copying the calendar.
- E. You should not need to enter session information.
- F. Click on the **OK** button and you will be returned to the previous page. This time however a new row will have been inserted.

2. Update the Term Fee amounts, if necessary.

- A. Click on the Term Sub Fees tab. The following page will be displayed.

Term Fee Codes | Term Fees | Term Sub Fee Codes | Term Sub Fees | Term Fee Residency

SetID: LRSC1 Fee Code: FEE11 ACTIVITY FEE I

Term / Session View All First ◀ 1 of 1 ▶ Last

Term: 2004 Fall Session: Regular Academic Session

Audit Rate specified Audit calculated separately

Sub Fees View All First ◀ 1 of 1 ▶ Last

Sub Fee Code: FEE11 View All First ◀ 1 of 4 ▶ Last

Institution: <input type="text" value="LRSC1"/> <input type="button" value="Q"/> LRSC1	Career: <input type="text" value="UGRD"/> <input type="button" value="Q"/> Undergrad <input type="button" value="+"/> <input type="button" value="-"/>
Academic Group: <input type="text"/>	Subject: <input type="text"/>
Campus: <input type="text"/>	Location: <input type="text"/>
Mode: <input type="text" value="Combination"/>	Equation: <input type="text"/> <input type="button" value="Q"/>
Unit From: <input type="text" value="0.01"/> To: <input type="text" value="999.99"/>	Flat Amount: <input type="text" value="0.00"/>
Amount/Unit: <input type="text" value="3.00"/>	Flat Amount (Audit): <input type="text" value="0.00"/>
Amount/Unit (Audit): <input type="text" value="0.00"/>	Flat Amount (Surcharge): <input type="text" value="0.00"/> USD
Surcharge Effective Unit: <input type="text" value="0.00"/>	
Amount/Unit (Surcharge): <input type="text" value="0.00"/>	

[Term Fee Codes](#) |
 [Term Fees](#) |
 [Term Sub Fee Codes](#) |
 [Term Sub Fees](#) |
 [Term Fee Residency](#)

B. Update the **Amount/Unit** and/or the **Flat Amount** as required to increase the Term Sub Fees for that term. Make sure to update all of the rows for the Term Sub Fee using the Scroll areas to move through the various rows.

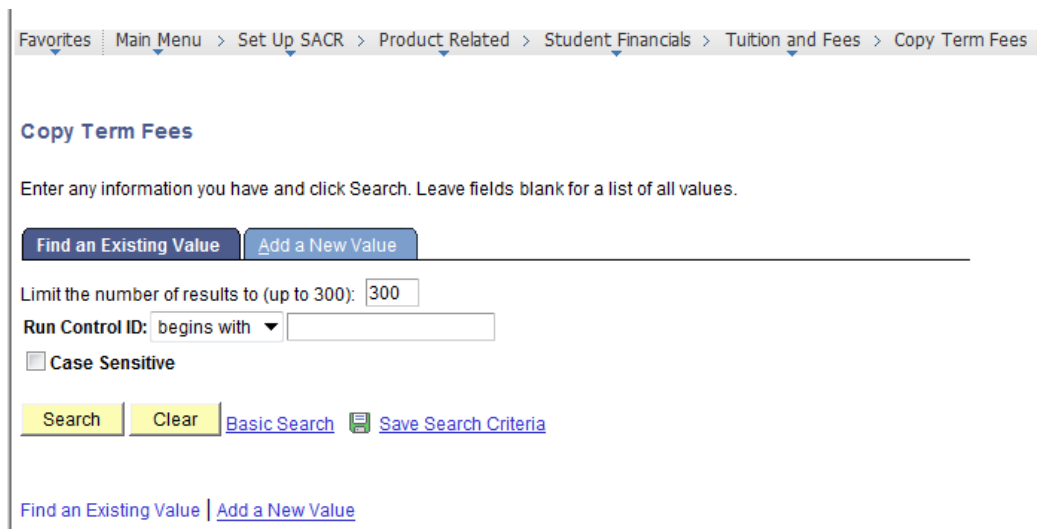
4. Press the Save Icon  to commit your changes to the database.

NOTE: *If you make changes to a term fee after Tuition Calculation has already been run for a specific term, you will need to contact Campus Solutions SF Team and request that tuition calc be re-run in for All Students, not just Required Students.*


Copy Term Fees Process

1. Navigate to Copy Term Fees Process page.

Setup SACR>Product Related>Student Financials>Tuition and Fees>Copy Term Fees



The screenshot shows the 'Copy Term Fees' page in a web browser. The breadcrumb trail at the top reads: Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Tuition and Fees > Copy Term Fees. Below the breadcrumb is the title 'Copy Term Fees' and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a search form with a 'Limit the number of results to (up to 300):' field containing '300', a 'Run Control ID:' field with a dropdown menu set to 'begins with' and an empty text input, and a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search form, there are links for 'Find an Existing Value' and 'Add a New Value'.

A. The first time this process is run a new Run Control ID will need to be created. Click on the [Add a New Value](#) link, enter the run control ID of TERM_COPY and click the  button.

- B. For future use of the Term Fee Copy program click the **Search** button to select the run control or just input the run control in the field.

Copy Term Fees

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

Parameters

Copy Options:	<input type="text" value="Copy All Term Fees"/>		
SetID:	<input type="text"/>	<input type="button" value="🔍"/>	
From Fee Code:	<input type="text"/>	To Fee Code:	<input type="text"/>
From Term:	<input type="text"/>	<input type="button" value="🔍"/>	To Term:
From Session:	<input type="text"/>		To Session:
			<input type="text"/>

2. Enter the Term Fee Copy Criteria

- A. Select a **Copy Option** of Copy All Term Fees. Although you can copy and individual term fee using this process it is typically easier to copy an individual fee from the Term Fees component.
- B. Enter the **SetID** that contains the Term Fees you wish to copy.
- C. Enter in the **From Term** field the value of the term from which you will be copying. Typically this is the most recent term, although you do not have to copy terms consecutively. You may for example go Spring to Spring instead of Fall to Spring.
- D. Enter in the **To Term** field the term to which you are copying the calendar.
- E. Initiate the Process
- A. Click on the Run button **Run** and the following page will be displayed.

Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Tuition and Fees > Copy Term Fees

Process Scheduler Request

User ID: auhlenkamp Run Control ID: COPYTERMFEES

Server Name: Run Date: 03/12/2012

Recurrence: Run Time: 10:46:00AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Copy Term Fees	SFCPTMFE	SQR Report	Web	PDF	Distribution

- B. Leave Server Name field blank
- C. Click . You will be returned to the previous page.

4. To make sure your term copy request was successfully processed, click on [Process Monitor](#). The following page will appear.

Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Tuition and Fees > Copy Term Fees

Process List

View Process Request For

User ID: auhlenkamp Type: Last 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1699935		SQR Report	SFCPTMFE	auhlenkamp	03/12/2012 10:46:00AM CDT	Success	Posted	Details

- A. To ensure the process ran successfully, you will want to confirm that the Run Status displays “**Success.**”
- B. If necessary, you can view additional information regarding the process by clicking on the **Details** link.

NOTE: *NOTE: The fact that a Success message was generated does not mean that the process had the expected results. It simply means that it executed all of its code*

without failing. You should always verify that the process had the expected results through inquiry panels in the application.

NOTE: *Also note, this process will perform the copy of your Term Fees only. You will still need to update the Term Fee Amounts if you have had a tuition increase.*

Course Fee

Overview

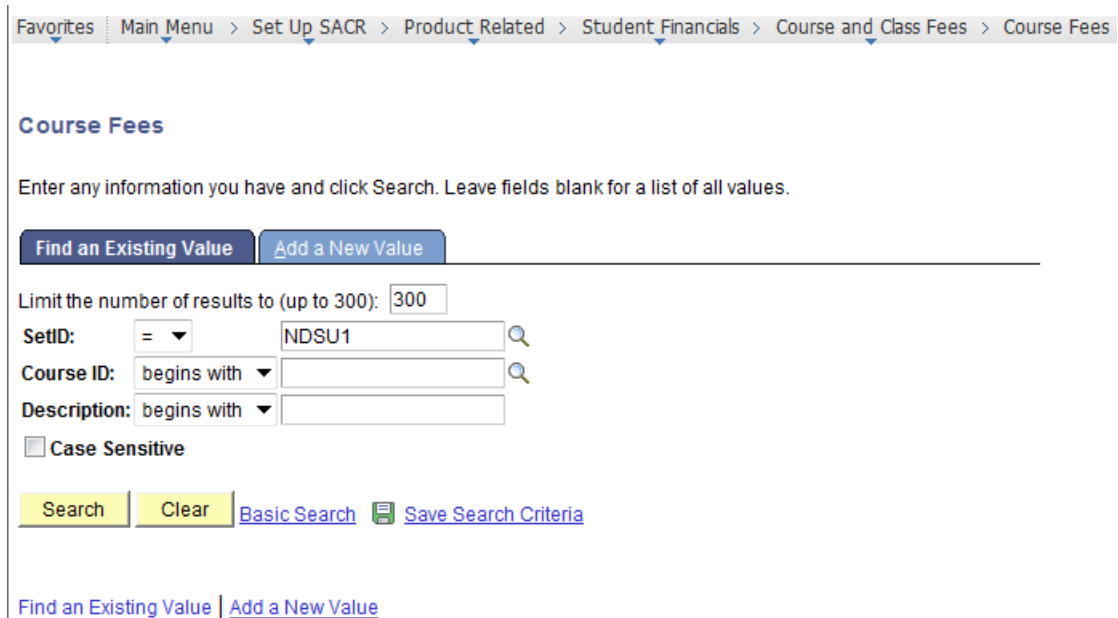
Course fees provide you with additional flexibility in assessing fees. For example, you can define extra fees for courses with lab or studio sections. You could also override the term fees calculation rules for a particular course and charge a different fee altogether. Course Fees apply to all sections of a given course. If there is only one instance of the course, the course fee acts as the class fee. However, if there is a difference between a course fee and a class fee, the class fee overrides the course fee

Copying Course Fees for a new Course

1. Enter Course Fee Information

A. Navigate to Course Fee

Setup SACR>Product Related>Student Financials>Course and Class Fees>Course Fees



The screenshot shows the 'Course Fees' search page. At the top, a breadcrumb trail reads: Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Course and Class Fees > Course Fees. Below the breadcrumb is the title 'Course Fees' and a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text input field for 'Limit the number of results to (up to 300):' contains the value '300'. Below this are three search criteria fields: 'SetID:' with a dropdown set to '=' and a text input containing 'NDSU1'; 'Course ID:' with a dropdown set to 'begins with' and an empty text input; and 'Description:' with a dropdown set to 'begins with' and an empty text input. There is a checkbox for 'Case Sensitive' which is currently unchecked. At the bottom of the search area are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search area, there are links for 'Find an Existing Value' and 'Add a New Value'.

- B. Enter the correct **SetID**. This should default in from your user default
- C. Enter the 8-character code that will represent the **Course Fee Code**.
- D. Optionally, you can enter all of part of the Course Fee **Description**.
- E. Press the Search icon **Search** and a list of the Course Fees matching that search criteria will be displayed.
- F. Click on the required Course Fee and the set up related to that code will be displayed.

Course Fees
Course Sub Fees

SetID: BSC01
Course ID: 006774 Two-Dimensional Design

View All First 1 of 1 Last

Component:	LEC	Lecture	+	-
Institution:	BSC01	Bismarck State College		
Campus:	MAIN	Bismarck State College		
Location:	BISMARCK	Bismarck State College	Copy Course Fee	

View All First 1 of 1 Last

*Term:	0510	2004 Fall	+	-
Session:	Regular Academic Session			
*Charge Method:	Always			
<input type="checkbox"/> Charge for Wait Listed Class				
<input checked="" type="checkbox"/> Include in Pro-rata		<input checked="" type="checkbox"/> Include in other Withdrawal		

Save
Return to Search
Next in List
Previous in List
Refresh
Add
Update/Display

[Course Fees](#) | [Course Sub Fees](#)

2. Copy the existing Course Fee from one Course to another.

- A. Click on the **Copy Course Fee** button and the following page will be displayed.

Enter From and To Term / Session

From Term:

Session:

To Term:

Session:

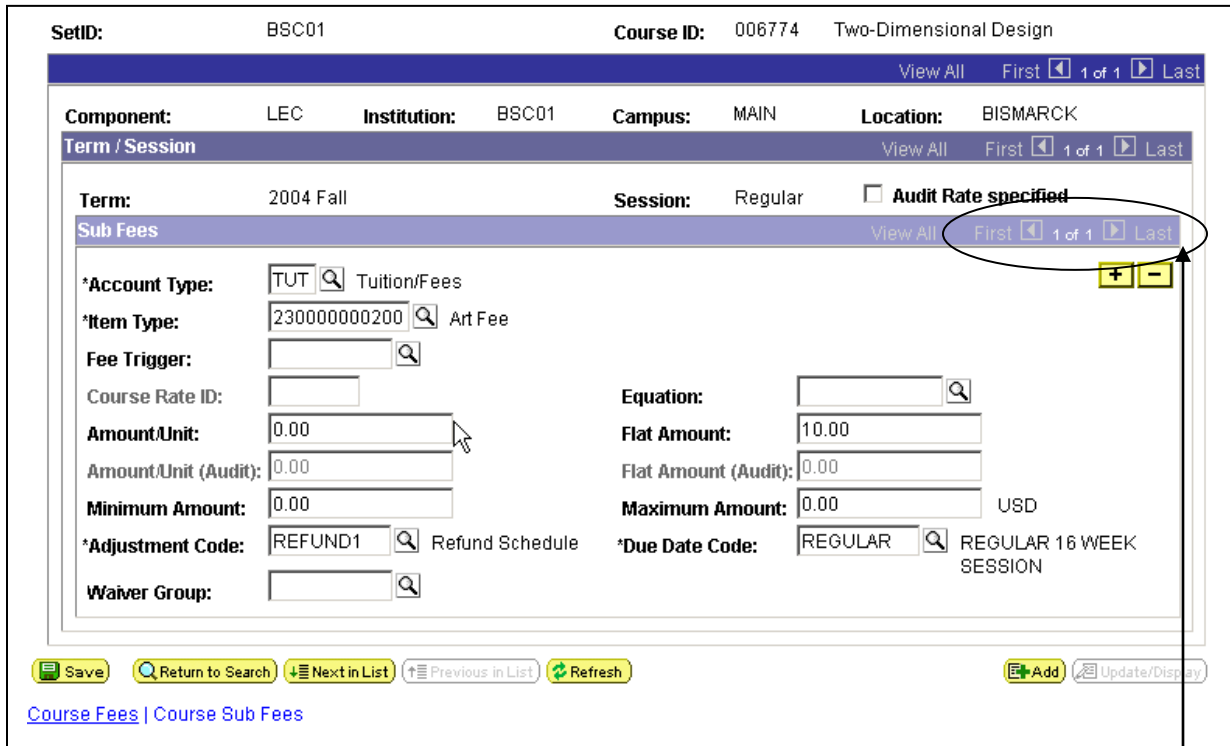
- B. Enter in the **From Term** field the value of the Course from which you will be copying. Typically this is the most recent Course, although you do not have to copy Courses consecutively. You may for example go Spring to Spring instead of Fall to Spring.
- C. Enter in the **To Term** field the Course to which you are copying the calendar.
- D. You should not need to enter session information.

NOTE: *The exception to this will be LRSC. They will also need to roll Course Fees from Session to Session.*

- E. Click on the button and you will be returned to the previous page. This time however a new row will have been inserted.

3. Update the Course Fee amounts, if necessary.

A. Click on the Course Sub Fees tab. The following page will be displayed.



SetID: BSC01 Course ID: 006774 Two-Dimensional Design

View All First 1 of 1 Last

Component: LEC Institution: BSC01 Campus: MAIN Location: BISMARCK

Term / Session View All First 1 of 1 Last

Term: 2004 Fall Session: Regular Audit Rate specified

Sub Fees View All First 1 of 1 Last

*Account Type: TUT Tuition/Fees

*Item Type: 230000000200 Art Fee

Fee Trigger:

Course Rate ID:

Amount/Unit: 0.00

Amount/Unit (Audit): 0.00

Minimum Amount: 0.00

*Adjustment Code: REFUND1 Refund Schedule

Waiver Group:

Equation:

Flat Amount: 10.00

Flat Amount (Audit): 0.00

Maximum Amount: 0.00 USD

*Due Date Code: REGULAR REGULAR 16 WEEK SESSION

Save Return to Search Next in List Previous in List Refresh Add Update/Display

[Course Fees](#) | [Course Sub Fees](#)

B. Update the **Amount/Unit** and/or the **Flat Amount** as required to increase the Course Sub Fees for that Course. Make sure to update all of the rows for the Course Sub Fee using the Scroll areas to move through the various rows.

4. Press the Save Icon  to commit your changes to the database.

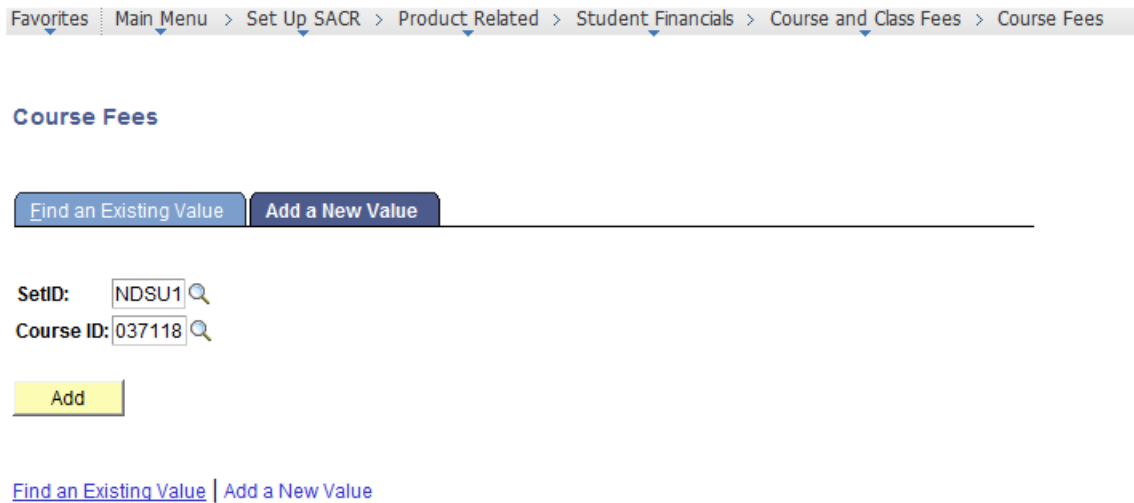
NOTE: *If you make changes to a course fee after Tuition Calculation has already been run for a specific term, you will need to contact Campus Solutions SF Team and request that tuition calc be re-run in for All Students, not just Required Students.*

Setting up a new Course Fee


1. Navigate to Course Fees

Setup SACR>Product Related>Student Financials>Course and Class Fees>
Course Fees

A. You can add a new Course Fee by clicking on the Add a New Value link. The following page will be displayed.



The screenshot shows a breadcrumb trail: Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Course and Class Fees > Course Fees. Below the trail is the heading "Course Fees". There are two buttons: "Find an Existing Value" and "Add a New Value". Underneath, there are two input fields: "SetID:" with the value "NDSU1" and a search icon, and "Course ID:" with the value "037118" and a search icon. Below these fields is a yellow "Add" button. At the bottom of the form area, there are two links: "Find an Existing Value" and "Add a New Value".

- B. Enter the **SetID** that contains the Course for which you will be setting up the fee. Typically, this will default from your user default.
- C. Select the **Course ID** for which you will be establishing the fee from the drop down list.
- D. Click on the Add icon  and the following page will be displayed.

Course Fees Course Sub Fees

SetID: NDSU1 Course ID: 037118 Integrated Farm/Ranch Managem

Find | View All First 1 of 2 Last

Component: LEC Lecture

Institution: NDSU1 North Dakota State University

Campus: MAIN North Dakota State University

Location:

Copy Course Fee

Term / Session Find | View All First 1 of 5 Last

*Term: 1010 2009 Fall

Session:

*Charge Method: Always

Charge for Wait Listed Class

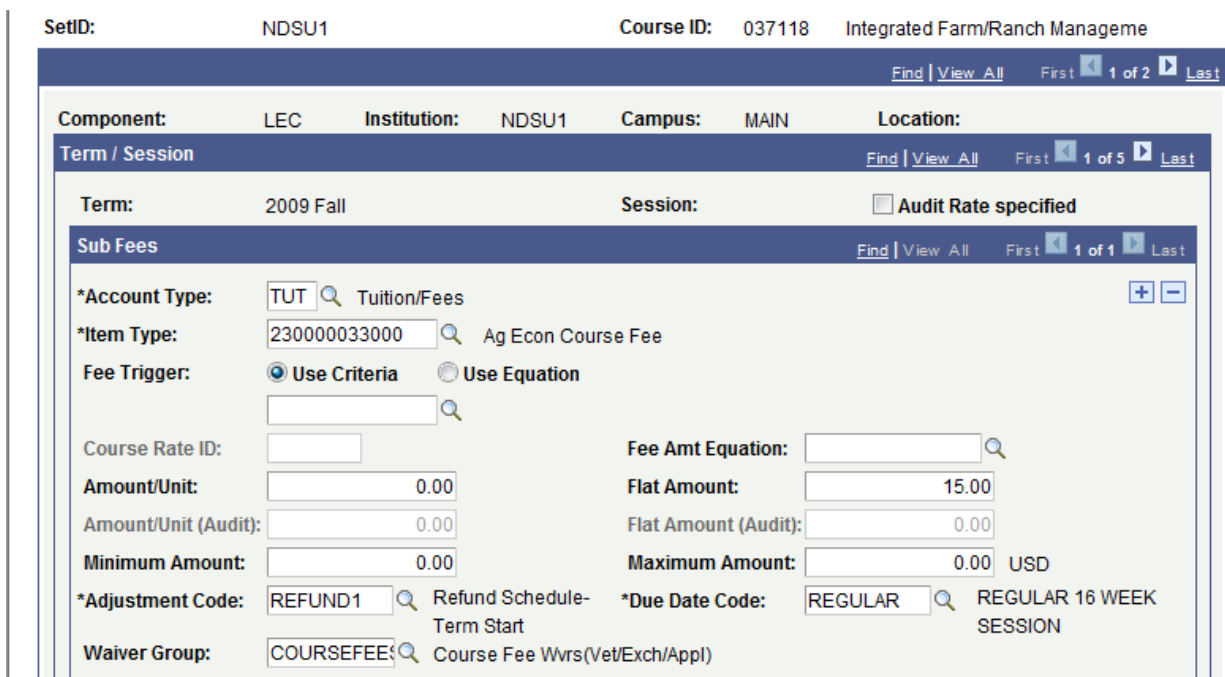
Include in Pro-rata Include in other Withdrawal

Save Return to Search Previous in List Next in List Refresh Add Update/Display

2. Enter detailed information regarding the Course and Term in which the fee will be charged.

- A. If there is more than one **Component** of the course, select the component for which you want to define the fee. Otherwise, you can leave this field blank.
- B. Specify the **Institution** to which the course belongs. Typically this will be the same value as the SetID.
- C. Specify the **Campus** to which the course belongs. If the fee is assessed regardless of the campus, you can leave this field blank.
- D. Specify the **Location** to which the course belongs. If the fee is assessed regardless of the location, you can leave this field blank.
- E. Select the **Term** in which the fee is charged.
- F. If applicable, select the **Session** in which the fee is charged.
- G. Select a **Charge Method**. This will determine how the Tuition Calc process will determine how this fee is charged in relation to the other term fees charged to the student. Select from the options below.
 - *Always*: If you select this option, the fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the course's term fee (regular tuition).

- *Not include in term tuition:* If you select this option, the course is excluded from the term fee calculation and the course fee becomes the total charge for the class. NOTE: If fees are charged in this manner, no caps for total credit hours taken will be applied.
- H. Click on the **Charge for Wait Listed** check box if the fee is to be charged to wait listed students.
 - I. Select **Include In Pro Rata** if this course fee is included in pro rata refund calculations. Typically this field will be checked.
 - J. Select **Include In Other Withdrawal** to include this fee in other withdrawal calculations. Typically this field will be checked.
3. Enter detailed information regarding the amount of the charge and which **Item Type** will be used to track the charge.
 - A. Click on the Course Sub Fees tab. The following page will be displayed.



SetID: NDSU1 Course ID: 037118 Integrated Farm/Ranch Management

Find | View All First 1 of 2 Last

Component: LEC Institution: NDSU1 Campus: MAIN Location:

Term / Session Find | View All First 1 of 5 Last

Term: 2009 Fall Session: Audit Rate specified

Sub Fees Find | View All First 1 of 1 Last

*Account Type: TUT Tuition/Fees

*Item Type: 230000033000 Ag Econ Course Fee

Fee Trigger: Use Criteria Use Equation

Course Rate ID: Fee Amt Equation:

Amount/Unit: 0.00 Flat Amount: 15.00


Amount/Unit (Audit): 0.00 Flat Amount (Audit): 0.00

Minimum Amount: 0.00 Maximum Amount: 0.00 USD

*Adjustment Code: REFUND1 Refund Schedule-Term Start *Due Date Code: REGULAR REGULAR 16 WEEK SESSION

Waiver Group: COURSEFEE Course Fee Wwrs(Vet/Exch/Appl)

- B. Check the **Audit Rate Specified** check box to define a unique rate for audited courses. If the check box is clear, students auditing the course are charged the regular rate.
- C. Specify the **Account Type** in which the charge for the class will be displayed on the student's account. Typically this will be TUT.
- D. Specify the **Item Type** that will be used to place the Charge on the student's account.
- E. If this fee is only charged to certain students, select a **Fee Trigger**. This is tied to the Criteria set up to determine what student characteristics are required to charge this fee.
- F. Specify the Amount of the Charge by placing a value in one of the following fields:

- Specify the amount that you want to **charge per unit**.
 - Specify a **flat amount** that you want to charge regardless of units taken.
 - You can also specify a minum and maximum amount of the charge. Typically this is used in conjunction with a Charge Per Unit seloection. For example, a music lab has a charges an \$50 per creit hour, but has a 2 credit hour minimum charge (\$100) and a 6 credit hour maximum (\$300) regardless of the number of credits the student receives.
- G. Select the **Adjustment Code** (calendar) that you want to associate with this Course Fee. Typically this will be REFUND1.
- H. Select the **Due Date Code** (calendar) that you want to associate with this Course Sub. Typically this will be Regular.
- I. If a Waiver can be used to reduce the amount of the charge specify the **Waiver Group** here.
4. Press the Save Icon  to commit your changes to the database.

NOTE: *If you make add a course fee after Tuition Calculation has already been run for a specific term, you will need to contact Campus Solutions SF Team and request that tuition calc be re-run in for All Students, not just Required Students.*

Class Fee

Overview

Class Fees allow you to set up charges at an even more specific level. Class Fees are associated with a specific section of a Course and, therefore, can be used different rates for offering held at different times or have different class make up, such as dual credit. You could also override the term fees calculation rules for a particular Class and charge a different fee altogether. If there is a difference between a Class fee and a class fee, the class fee overrides the Class fee

Setting up an new Class Fee

1. Navigate to Class Fees


Setup SACR>Product Related>Student Financials>Course and Class Fees>Class Fees

A. You can add a new Class Fee by clicking on the Add a New Value link. The following page will be displayed.

Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Course and Class Fees > Class Fees

Class Fees

Find an Existing Value | Add a New Value

SetID: 

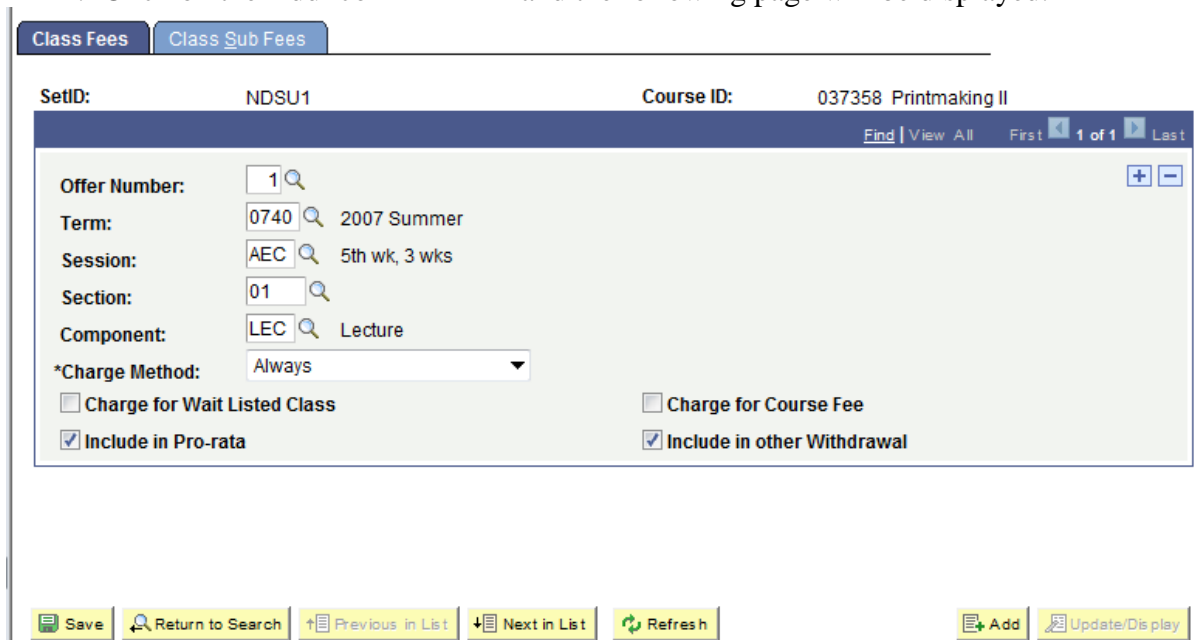
Course ID: 

[Find an Existing Value](#) | [Add a New Value](#)

- B. Enter the **SetID** that contains the Class for which you will be setting up the fee. Typically, this will default from your user ID.
- C. Select the **Course ID** for which you will be establishing the class fees from the drop down list.

NOTE: *Because of the limited searching methods when adding a new class fee it is recommended that you obtain a list of the course that require additional class fees be established prior to beginning your data entry.*

D. Click on the Add icon  and the following page will be displayed.



The screenshot shows the 'Class Fees' form in the SITS-Campus Solution system. The form is titled 'Class Fees' and 'Class Sub Fees'. It displays the following information:

- SetID: NDSU1
- Course ID: 037358 Printmaking II
- Offer Number: 1
- Term: 0740 2007 Summer
- Session: AEC 5th wk, 3 wks
- Section: 01
- Component: LEC Lecture
- *Charge Method: Always
- Charge for Wait Listed Class:
- Charge for Course Fee:
- Include in Pro-rata:
- Include in other Withdrawal:

At the bottom of the form, there are several buttons: Save, Return to Search, Previous in List, Next in List, Refresh, Add, and Update/Display.

2. Enter detailed information regarding the Class and Term in which the fee will be charged.

- Enter the **Offer Number** of the class for which you \ need to asses a charge.
- Select the **Term** in which the fee is charged.
- If applicable, select the **Session** in which the fee is charged.
- Specify the **Section** of the class, which will require an additional fee be assessed.
- Select a **Charge Method**. This will determine how the Tuition Calc process will determine how this fee is charged in relation to the other term fees charged to the student. Select from the options below.
 - Always:* If you select this option, the fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the Class's term fee (regular tuition).
 - Not include in term tuition:* If you select this option, the Class is excluded from the term fee calculation and the Class fee becomes the total charge for the class. NOTE: If fees are charged in this manner, no caps for total credit hours taken will be applied.
- Click on the **Charge for Wait Listed** check box if the fee is to be charged to wait listed students.
- Select **Charge for Course Fee** if you want to charge course fees in addition to class fees. If this check box is clear, class fee definitions override course fee definitions for the same class.
- Select **Include In Pro Rata** if this Class fee is included in pro rata refund calculations. Typically this field will be checked.

- I. Select **Include In Other Withdrawal** to include this fee in other withdrawal calculations. Typically this field will be checked.

3. Enter detailed information regarding the amount of the charge and which **Item Type** will be used to track the charge.
 - A. Click on the Class Sub Fees tab. The following page will be displayed.

Class Fees
Class Sub Fees

SetID:	NDSU1	Course ID:	037358	Printmaking II
--------	-------	------------	--------	----------------


[Find](#) | [View All](#) | First 1 of 1 [Last](#)

Offer Number:	1	Term:	2007 Summer	Session:	5WEEK3
Class Section:	01	Component:	Lecture	<input type="checkbox"/> Audit Rate specified	

[Find](#) | [View All](#) | First 1 of 1 [Last](#)

*Account Type:	TUT <input type="text"/> Tuition/Fees	+	-	
*Item Type:	230000005000 <input type="text"/> Art Course Fee			
Fee Trigger:	<input checked="" type="radio"/> Use Criteria <input type="radio"/> Use Equation			
Course Rate ID:	<input type="text"/>	Fee Amt Equation:	<input type="text"/>	
Amount/Unit:	<input type="text" value="0.00"/>	Flat Amount:	<input type="text" value="50.00"/>	
Amount/Unit (Audit):	<input type="text" value="0.00"/>	Flat Amount (Audit):	<input type="text" value="0.00"/>	
Minimum Amount:	<input type="text" value="0.00"/>	Maximum Amount:	<input type="text" value="0.00"/> USD	
*Adjustment Code:	REFUND1 <input type="text"/> Refund Schedule-Term Start	*Due Date Code:	REGULAR <input type="text"/> REGULAR 16 WEEK SESSION	
Waiver Group:	COURSEFEE <input type="text"/> Course Fee Wvrs(Vet/Exch/Appl)			

- B. Check the **Audit Rate Specified** check box to define a unique rate for audited Class. If the check box is clear, students auditing the Class are charged the regular rate.
- C. Specify the **Account Type** in which the charge for the class will be displayed on the student's account. Typically this will be TUT.
- D. Specify the **Item Type** that will be used to place the Charge on the student's account.
- E. If this fee is only charged to certain students, select a **Fee Trigger**. This is tied to the Criteria set up to determine what student characteristics are required to charge this fee.
- F. Specify the Amount of the Charge by placing a value in one of the following fields:
 - Specify the amount that you want to **charge per unit**.
 - Specify a **flat amount** that you want to charge regardless of units taken.
 - You can also specify a minum and maximum amount of the charge. Typically this is used in conjunction with a Charge Per Unit seloection. For example, a music lab has a charges an \$50 per creit hour, but has a 2 credit hour minimum charge (\$100) and a 6 credit hour maximum (\$300) regardless of the number of credits the student receives.
- G. Select the **Adjustment Code** (calendar) that you want to associate with this Class Fee. Typically this will be REFUND1.

- H. Select the **Due Date Code** (calendar) that you want to associate with this Class Sub. Typically this will be Regular.
 - I. If a Waiver can be used to reduce the amount of the charge specify the **Waiver Group** here.
4. Press the Save Icon  to commit your changes to the database.

NOTE: *If you make add a Class fee after Tuition Calculation has already been run for a specific term, you will need to contact Campus Solutions SF Team and request that tuition calc be re-run in for All Students, not just Required Students.*

Copying Class or Course Fees in Batch

Copy Class Course Fee Rollover Process

1. Navigate to do a [Copy Course/Class Fees Process](#) page.

Set Up SACR>Product Related>Student Financials>Course and Class Fees>Class/Course Fees Rollover

- A. The first time this process is run a new Run Control ID will need to be created. Click on the [Add a New Value](#) link, enter the run control ID of TERM_COPY and click the button.
- B. For future use of the Course Fee Copy program click the button to select the run control or just input the run control in the field.

Class / Course Fees Rollover

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

Parameters

*SetID:	<input type="text"/>	🔍	Class Fees:	<input type="checkbox"/>
*From Term:	<input type="text"/>	🔍	Course Fees:	<input type="checkbox"/>
*To Term:	<input type="text"/>	🔍	Course List Fees:	<input type="checkbox"/>
Override Existing Setup:	<input type="checkbox"/>			

Save
Return to Search
Next in List
Previous in List
Add
Update/Display

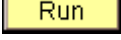
2. Enter the Course/Class Fee Copy Criteria

- A. Enter the **SetID** that contains the Course Fees you wish to copy.
- B. Enter in the **From Term** field the value of the Course from which you will be copying. Typically this is the most recent Course, although you do not have to copy Courses consecutively. You may for example go Spring to Spring instead of Fall to Spring.
- C. Enter in the **To Term** field the Course to which you are copying the calendar.
- D. You should not need to enter session information.

NOTE: *The exception to this will be LRSC. They will also need to roll Course Fees from Session to Session.*

- E. Click override existing set up, to replace any setup that already exists for a given term (the To Term) with the data being copied (the From Term).
- F. Indicate the values you wish to roll over by using the check boxes the right hand side of the page. You can rollover all fees during a single run of the process or roll over one type of fee at a time.

3. Initiate the Process

- A. Click on the Run button  and the following page will be displayed.

Process Scheduler Request

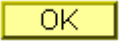
User ID: auhlenkamp Run Control ID: COPYTERMFEES

Server Name: Run Date: 03/12/2012

Recurrence: Run Time: 11:08:15AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SF Class / Crse Fees Rollover	SF_FEE_RLVR	Application Engine	Web	TXT	Distribution

- B. Sever Name field should be left blank
- C. Click . You will be returned to the previous page.

To make sure your Course copy request was successfully processed, click on Process Monitor. The following page will appear.

Process List

View Process Request For

User ID: auhlenkamp Type: Last 1 Days

Server: Name: Instance: to

Run Distribution Save On Refresh

Run Status: Distribution Status:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1699936		Application Engine	SF_FEE_RLVR	auhlenkamp	03/12/2012 11:08:15AM CDT	Success	Posted	Details

- D. To ensure the process ran successfully, you will want to confirm that the Run Status displays “**Success.**”
- E. If necessary, you can view additional information regarding the process by clicking on the **Details** link.

NOTE: *The fact that a Success message was generated does not mean that the process had the expected results. It simply means that it executed all of its code without failing. You should always verify that the process had the expected results through inquiry panels in the application.*

NOTE: *Also note, this process will perform the copy of your Course/Class Fees only. You will still need to update the Course/Class Fee Amounts if you have had a tuition increase.*

Tuition Calculation Controls

Overview

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

These values should not need to be adjusted, just rolled from term to term. If you feel the need to make changes, please discuss those requirements with Campus Solutions SF Team prior to making any changes. Changes in this set up can significantly impact tuition calculation processing.

Copying Tuition Calculation Controls

1. Enter Tuition Calculation Control Information

A. Navigate to the Tuition Calculation Controls

Set up SACR>Product Related>Student Financials>Tuition and Fees>Tuition Calculation Controls

Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Tuition and Fees > Tuition Calculation Controls

Tuition Calculation Controls

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300):

SetID: =

[Basic Search](#)

G. Enter the correct **SetID**. This should default in from your operator preferences.

H. Press the Search icon and the following page will be displayed.

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

SetID: LRSC1

View All First 1 of 1 Last

Academic Career: Undergraduate + -

View All First 1 of 2 Last

*Term: 0530 2005 Spring + -

Term Wash Period: 0 Auto Calculate Tuition

Transaction Wash Period: 0 Auto Calculate Waivers

View All First 1 of 1 Last

Session Session Wash Period

+ -

Save Return to Search Refresh +Add Update/Display

[Tuition Calculation Controls](#) | [Refund Calculation Controls](#) | [Display Error/Warning Controls](#)

2. Enter all Careers associated to your campus

- Click on the insert row icon **+** and a new line will be inserted with same information
- Enter the new **Term** for which you are copying the information.
- Check the Auto Calculation Tuition box to enable T Calc when inquiring on a students account
- Check the Auto Calculation Waivers box to enable T Calc to include waivers to also calculate and make adjustments when needed
- No institutions are handling wash periods, so the bottom section of the page should not be populated

3. Copy the refund calculation controls from one term to another.

- Click on the Refund Calculation Controls tab and the following page will be displayed.


[Tuition Calculation Controls](#) | [Refund Calculation Controls](#) | [Display Error/Warning Controls](#)

SetID: LRSC1

*Term	No Calculation on Batch Refund	
0530 2005 Spring	<input type="checkbox"/>	+ -
0510 2004 Fall	<input type="checkbox"/>	+ -

[Save](#) | [Return to Search](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Tuition Calculation Controls](#) | [Refund Calculation Controls](#) | [Display Error/Warning Controls](#)

B. Click on the insert row icon  and a new line will be inserted with same data as previous terms

C. Enter the new **Term** for which you are copying the information.

4. Copy the error/warning controls from one term to another.

A. Click on the Display Error/Warning Controls tab and the following page will be displayed.


[Tuition Calculation Controls](#) | [Refund Calculation Controls](#) | [Display Error/Warning Controls](#)

SetID: LRSC1

*Term	Include Status of Warning	Include Status of Message	Display in Log File	
0530 2005 Spring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -
0510 2004 Fall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -

[Save](#) | [Return to Search](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Tuition Calculation Controls](#) | [Refund Calculation Controls](#) | [Display Error/Warning Controls](#)

B. Click on the insert row icon  and a new line will be inserted with same data as previous term

C. Enter the new **Term** for which you are copying the information.

5. Press the Save Icon  to commit your changes to the database.

Setting up SF Term Default

Overview

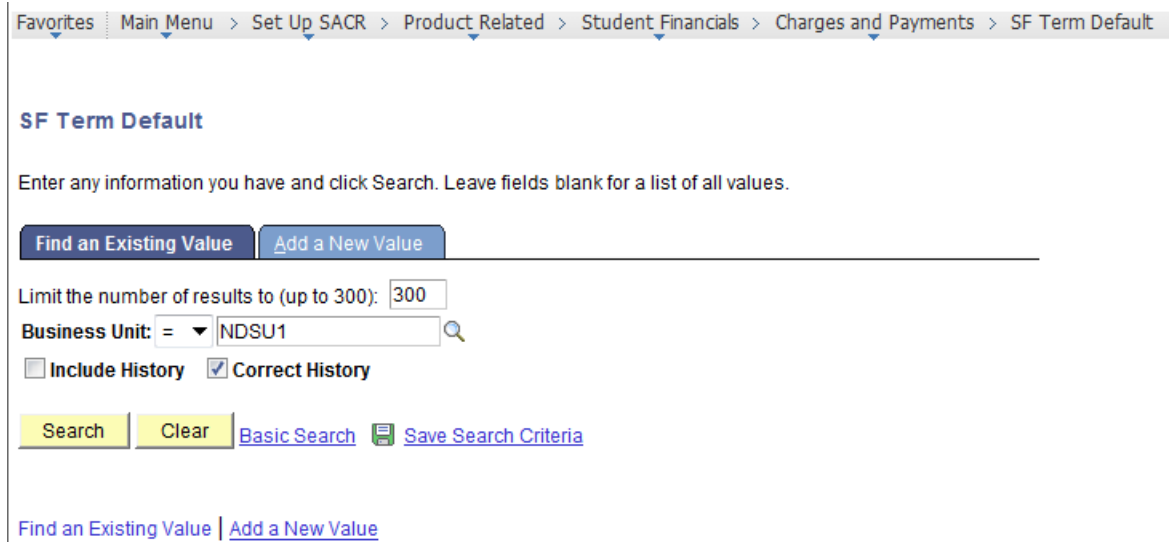
A default term value simplifies data entry. If no term is specified on a transaction, PeopleSoft will look to the current default term for the information. Typically, it is most beneficial to change the default term value at the beginning of each term. Using effective dating functionality, you can predefine default term values in advance and have them automatically change on the first day of the term.

Updating the SF Term Default

1. Enter Term Default Information

A. Navigate to the SF Term Default page.

**Set Up SACR>Product Related>Student Financials>Charges and Payments>
SF Term Default**



Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Charges and Payments > SF Term Default

SF Term Default

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Business Unit: =

Include History Correct History

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

B. Enter the correct **SetID**. This should default in from your user default.

C. Press the Search icon and the following page will be displayed.

Term Default

Business Unit: LRSC1 Lake Region State College

View All		First	1 of 1	Last
*Effective Date:	<input type="text" value="08/01/2003"/>	*Status:	<input type="text" value="Active"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Term:	<input type="text" value="0410"/> <input type="button" value="Q"/> 2003 Fall	*Term Ending Date:	<input type="text" value="12/19/2003"/>	
*Term Begin Date:	<input type="text" value="08/26/2003"/>	*Academic Year:	<input type="text" value="2004"/>	
*Antic Aid Term From:	<input type="text" value="0410"/> <input type="button" value="Q"/> 2003 Fall	*Antic Aid Term To:	<input type="text" value="0410"/> <input type="button" value="Q"/> 2003 Fall	

2. Click on the insert row icon  and a new line will be inserted.

- A. The **Effective Date** will default to the current date. It is recommended you set this to the start of the term. It is on this date the system will begin using this term as the default.
- B. Enter the value of the **Term** you are adding.
- C. Enter the **Term Begin Date** and the **Term Ending Date**.
- D. Enter the **Academic Year** in which contains the term.
- E. Enter the Anticipated Aid Term From and Anticipated Aid Term To terms. This is what will be displayed on the students account as anticipated aid (awarded but not disbursed) for the term.

3. Press the Save Icon  to commit your changes to the database.

GL Interface Rollover

GL Term Copy Process

NOTE: This process will only need to be performed if you have set up term specific accounting information on your item types. At the time of this writing, no institutions had done this set up.

1. Navigate to do a GL Term Copy Fees Process page.

Set up SACR>Product Related>Student Financials>General Ledger Interface>Copy Term> GL Term Copy

- A. The first time this process is run a new Run Control ID will need to be created. Click on the [Add a New Value](#) link, enter the run control ID of TERM_COPY and click the **Add** button.
- B. For future use of the Course Fee Copy program click the **Search** button to select the run control or just input the run control in the field.

GL Term Copy

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

Parameters

SetID: <input type="text"/>	To Date: <input type="text" value="03/12/2012"/>
From Term: <input type="text"/>	To Term: <input type="text"/>
From Session: <input type="text"/>	To Session: <input type="text"/>

Select Item Types for Copy

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

Save	Return to Search	Previous in List	Next in List	Add	Update/Display
-------------	-------------------------	-------------------------	---------------------	------------	-----------------------

2. Enter the GL Term Copy Criteria


- A. Enter the **SetID** that contains the Item Type's GL Information you wish to copy.
- B. Select the effective date to be used for the copy
- C. Enter in the **From Term** field the value of the Item Type's GL Information from which you will be copying. Enter in the **To Term** field the Item Type's GL Information to which you are copying the calendar.

D. You should not need to enter session information.

NOTE: The exception to this may be LRSC. They may also need to roll Item Type's GL Information from Session to Session.


E. Indicate the types of item types you wish to roll over by using the check boxes the bottom of the page. You can rollover all item types during a single run of the process or roll over one kind at a time.

3. Initiate the Process

A. Click on the Run button  and the following page will be displayed.

Process Scheduler Request


User ID: jtavano Run Control ID: BSC01

Server Name: Run Date: 

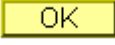
Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Copy Term Session	SFTRMCPY	SQR Report	<input type="text" value="Web"/>	<input type="text" value="HTM"/> 

B. Verify the Server Name is **PSNT**.

C. Click . You will be returned to the previous page.

4. To make sure your Course copy request was successfully processed, click on **Process Monitor**. The following page will appear.

F. To ensure the process ran successfully, you will want to confirm that the Run Status displays “**Success**.”

G. If necessary, you can view additional information regarding the process by clicking on the **Details** link.

NOTE: *The fact that a Success message was generated does not mean that the process had the expected results. It simply means that it executed all of its code without failing. You should always verify that the process had the expected results through inquiry panels in the application.*

Process List

View Process Request For

User ID: Type: Last Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1699937		SQR Report	SFTRMCPY	auhlenkamp	03/12/2012 11:27:15AM CDT	Success	Posted	Details

Setting up Cashier Values

Setting up a new Cashier

1. Navigate to set up a new cashier

Set Up SACR>Product Related>Student Financials>Cashiering>Valid Cashiers

Valid Cashiers

Business Unit:

Cashier's Office:

Cashier:

[Find an Existing Value](#) | [Add a New Value](#)

1. Enter your Business Unit
2. Enter the Cashier's Office you want the cashier to work in
3. Enter the Cashier's userid- should be with the dotted identifier
4. Click on the Add button and the following screen will appear

Valid Cashiers Delete Cashier

Business Unit: WSC01 **Cashier's Office:** MAIN WSC Main Cashiering Office

Cashier: angela.oleary O'Leary,Angela Marie

Supervisor Approval Required Switch Department Only Cashier

Supervisor Operator ID:

Print Receipt Automatically

Student Payment Corporate Payment Department Receipt Cash Check

Valid Cash Registers Find First 1 of 1 Last

1. Click on the Supervisor box, we are not using the Approval Required Switch or Department Only Cashier
2. Leave the Supervisor Operator ID blank
3. If you are wanting to have a receipt print automatically, boxes should be checked in the "Print Receipt Automatically" section
4. Need to assign a register to the cashier- if cashier can be assigned to more than one register hit the + button to add additional rows
5. Click on the SAVE button

Setting up a new Tender Key

Set up SACR>Product Related>Student Financials>Cashiering>Tender Keys

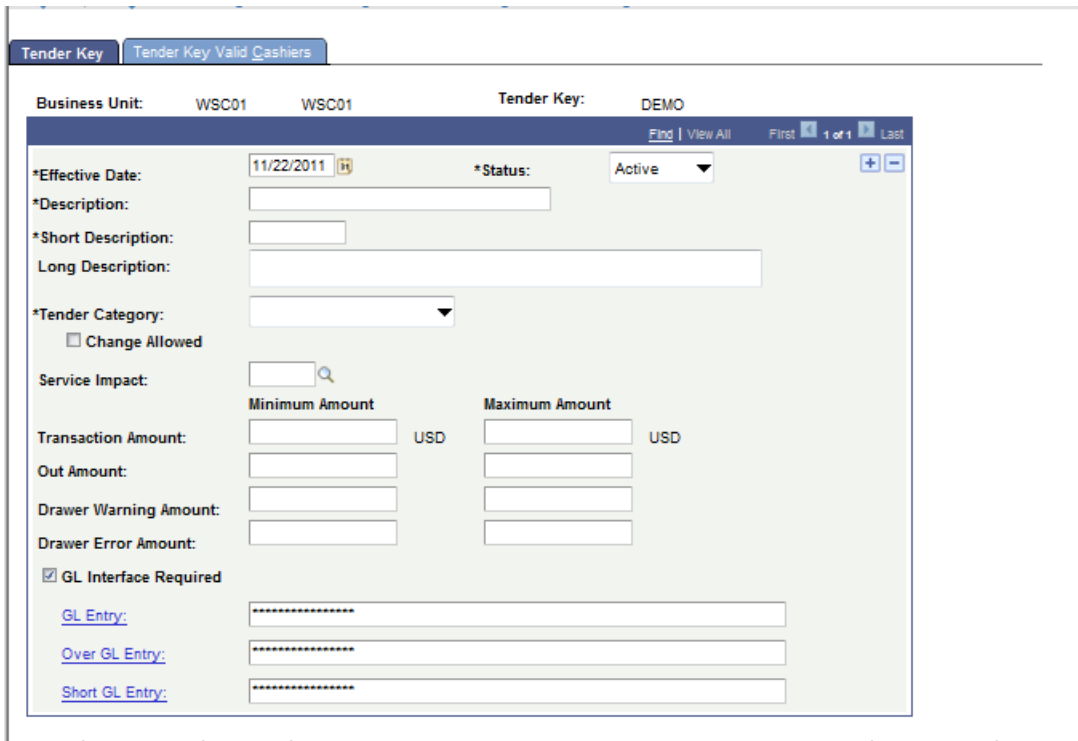
Tender Keys

Business Unit:

Tender Key:

[Find an Existing Value](#) | [Add a New Value](#)

1. Click on Add a New Value
2. Enter the Business Unit
3. Enter the Tender Key (Ex: cash, check, credit card)
4. Click on the Add button



The screenshot shows the 'Tender Key' configuration form. At the top, there are tabs for 'Tender Key' and 'Tender Key Valid Cashiers'. The form displays the following information:

- Business Unit: WSC01
- Tender Key: DEMO
- Effective Date: 11/22/2011
- Status: Active
- Description: (empty field)
- Short Description: (empty field)
- Long Description: (empty field)
- Tender Category: (dropdown menu)
- Change Allowed:
- Service Impact: (empty field)
- Transaction Amount: (empty field) USD
- Out Amount: (empty field)
- Drawer Warning Amount: (empty field)
- Drawer Error Amount: (empty field)
- GL Interface Required:
- GL Entry: (empty field)
- Over GL Entry: (empty field)
- Short GL Entry: (empty field)

1. Enter the Effective Date to which you want to use the new tender key for cashiering
2. Enter a description (3 fields to enter short/long descriptions)
3. **Tender Category:** from the drop down menu select the function that this tender is used for. The tender category tells the system which tender details must be entered before the cashier can conduct the transaction

4. Check the box Change allowed if the cashier is able to give change for a transaction
5. Enter a service impact code (NO CHECKS, NO CASH, NO CC) if you want this tender to look at service indicators on a student's account with this impact. This will prevent the cashier from receipting in the payment for the student's account if a service impact is attached to the record
6. **Transaction Amount:** Enter a minimum and maximum amount a cashier can enter for a single receipt
7. **Out Amount:** Enter the minimum and maximum amount a cashier can give out
8. **Drawer Warning Amount:** Enter the minimum and maximum amounts the drawer can contain before the system generates a warning message
9. **Drawer Error Amount:** Enter the minimum and maximum amounts the drawer can contain before the system generates an error message and the transaction can no longer process
10. Check the GL interface required box. Doing so will send all transactions associated to this tender to the GL
11. Need to enter the Chartfield string associated to the tender
12. Enter the Short and Over Chartfield string if a drawer is over or short when closing at the end of business day
- 13.

Click on the second tab "Tender Key Valid Cashiers"

Tender Key Tender Key Valid Cashiers

Business Unit: WSC01
Tender Key: DEMO

Effective Date: 01/01/1901 Status: Active

*Cashier	In Allowed	Out Allowed
angela.oleary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Previous tab Next tab Add Update/Display Include History Correct History

1. Add all cashiers that are able to use this tender key. Check the In and Out allowed boxes to give them security to accept the tender and give back any amount due back (typically cash only)
2. Click the + button to add additional cashiers
3. Click on the SAVE button

Adding New Target Keys

Set up SACR>Product Related>Student Financials>Cashiering>Target Keys

Target Keys

Find an Existing Value Add a New Value

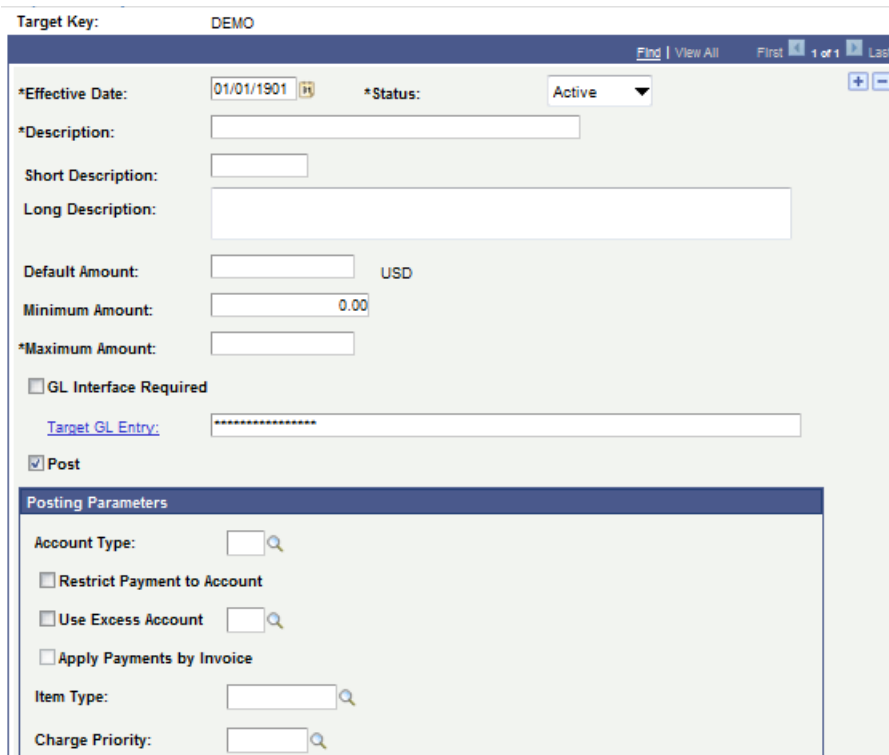
Business Unit: WSC01
Target Key: DEMO

Add

[Find an Existing Value](#) | [Add a New Value](#)

1. Enter your Business Unit

2. Enter the new Target Key to be used
3. Click on the Add button



Target Key: DEMO

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description:

Short Description:

Long Description:

Default Amount: USD

Minimum Amount: 0.00

*Maximum Amount:

GL Interface Required

Target GL Entry:

Post

Posting Parameters

Account Type:

Restrict Payment to Account

Use Excess Account

Apply Payments by Invoice

Item Type:

Charge Priority:

1. Enter the Effective Date that this new target key can be used
2. Descriptions can be entered in the next three fields (Long and Short)
3. When selecting this target key in a transaction you can choose to have a default amount to populate- this is an optional field
4. Enter the minimum amount that this target key should be used for
5. Enter the maximum amount that this target key should be used for
6. Via PeopleBooks for the GL interface required fields:

Select to include transactions for this target key when you run the cashiering GL interface process.

Click the Target GL Entry link to specify ChartFields. Select the ChartField values that correspond to the general ledger account into which you record transaction information associated with the target key. The chart of accounts that you define on this page provides the credit side of the GL entry.

For a cashiering receipt to properly interface with your general ledger system, both the target key and the tender key associated with the receipt must have the GL Interface Required check box selected.

You can also specify a SpeedType on this page. To specify the Speed Type, click on the link and select the SpeedType that you have already set up.

For ease of use, after entering your ChartFields, click the Copy button to copy them to a clipboard. You can go to any other field and use the Paste button to paste.

Be careful when selecting this check box because if the item type associated with the target key also has this check box selected, the regular GL interface process will pick up any transactions associated with the target key that you are defining. The cashiering GL interface process is intended to be used to send transactions to your general ledger that do not post to student or corporate accounts. Usually, you do not want these non-postable transactions to be picked up by the regular GL interface process. Therefore, you normally do not want to select the GL Interface Required check box for the target key unless it is to be used for transactions that do not post to an account.

7. The Post box will automatically be checked by default. This allows the transaction to post to the student's account
8. Enter the Account type this target affects. This account type will determine where the transaction will post to
9. You may also restrict the payment to the account. If so, then any excess will not be moved to the excess account type
10. If you do not use the restrict payment field, you can allow any excess payment go to our excess account that is defined on your SF business unit table
11. We do not use the Apply Payments by Invoice- leave blanks
12. Enter the Item type this target will use by default
13. The system will automatically populate the charge priority that is defined on the item type you selected, you can however override this charge priority with something different if the item type used elsewhere
14. Click on the SAVE button