CHAPTER 1

(NLD) Using the Banking Interface

Bundle 30. New pages have been added to help you set up and manage administrative information about bank accounts. These pages are:
— NLD Bank Accounts Work Center
— NLD Student Accounts
— NLD Corporate Accounts

The current NLD records that capture student, corporate, and business unit bank account details are not fully SEPA compliant. For better SEPA compliance and improved handling of the IBAN, use the Bank Accounts - Corporate and Bank Accounts - Student pages (Student Financials component) to set up and manage bank accounts. The bank details are saved in the SF core banking table (SSF_BANK_ACCT).

The VERWINFO and Clieop03 functionality work only with the previously existing Business Unit Bank Account, Student Bank Accounts, and Corporate Bank Accounts pages (Setup SACR, Product Related, Student Financials, Billing). If you use the new banking pages that enhance SEPA financial processing, you will not be able to use VERWINFO and Clieop03.

This chapter provides an overview of the banking interface for the Netherlands and discusses how to:

- Set up and manage bank accounts.
- Bill students using OLA (Optical Readable Giro Slip) or VERWINFO (electronic file containing payment information).
- Use the Clieop03 process.

Understanding the Banking Interface for the Netherlands

Complete these steps to set up and manage bank accounts so that Netherlands students can pay their tuition and fees:

1. Set up bank accounts for business units or corporations.
2. Set up bank accounts for students.
3. Set up several different file layouts.
4. Post and bill students.

Students can pay using these options:

- Print OLA forms and load VERWINFO payment files.
- Create Clieop03 receivables.

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Setting Up and Managing Bank Accounts

Bundle 30. Added the following:
—Recommendation for better SEPA compliance and IBAN handling.
—Information about the new Convert Banking Records (SSF_BANK_CNV) process. This process migrates existing NLD banking tables to the core Student Financials bank table.

For better SEPA compliance and IBAN handling, it is recommended that you use any one of the following components to set up and manage bank accounts:

- For student bank accounts:
  - Student Financials, Banking, Bank Accounts - Student
  - Student Financials, Student Financials NLD, NLD Student Accounts
- For corporate bank accounts:
  - Student Financials, Banking, Bank Accounts - Corporate
  - Student Financials, Student Financials NLD, NLD Corporate Accounts

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Note. The Convert Banking Records (SSF_BANK_CNV) process copies student and external organization bank account details from the Netherlands banking tables (PS_SSF_BANKACC_NLD and PS_SSF_COR_BANKACC) to the core Student Financials bank table (PS_SSF_BANK_ACCT). For business unit bank accounts, you manually add the account details to the core Student Financials bank table. This process migrates only active student and corporation bank accounts. Savings and checking accounts will be migrated as is, while other account types will be converted to Checking accounts and their corresponding Nickname fields will be populated with the current account type and description from the Netherlands bank record. If you select IBAN Required in the Set up HRMS, IBAN Country Setup component for the Netherlands, only records that contain an IBAN will be converted.

It is also recommended that you use the Convert Banking Records (SSF_BANK_CNV) process only once.

This section discusses how to:

- Use the Bank Accounts Work Center.
- Set up and manage bank accounts for business units.
- Set up and manage bank accounts for corporations.
- Set up and manage bank accounts for students.
- Set up default values for VERWINFO and Clieop03 files.

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Pages Used to Set Up and Manage Bank Accounts

Bundle 30. Added new pages

Page Name	Definition Name	Navigation	Usage
Business Unit Bank Accounts	SSF_ACCOUNT_BU_NLD	Set Up SACR, Product Related, Student Financials, Billing, Bank Accounts - Business Unit, Business Unit Bank Accounts	Establish bank account information for businesses.
Student Bank Accounts	SSF_STDNT_BNK_NLD	Set Up SACR, Product Related, Student Financials, Billing, Bank Accounts - Student, Student Bank Accounts	Establish bank account information for students.
Corporate Bank Accounts	SSF_CORP_BNK_NLD	Set Up SACR, Product Related, Student Financials, Billing, Bank Accounts - Corporate, Corporate Bank Accounts	Establish bank account information for external organizations.
Set Up default Values VERWINFO/Clieop03	SSF_BNK_LAY_NLD	Student Financials, Student Financials NLD, Layout for Verwinfo and Clieop, Set Up default Values VERWINFO/Clieop03	Set up default values for VERWINFO or Clieop03.
NLD Bank Accounts WorkCenter **Bundle 30. New**	SSF_BANKACC_WC_NLD	Student Financials, Student Financials NLD, Bank Accounts Work Center	Provides a one-stop access point from which institutions in the Netherlands manage banking information for students, external organizations, and business units, as well as access SEPA mandate contracts.
NLD Student Accounts **Bundle 30. New**	SSF_STUD_ACCT_NLD	• Student Financials, Student Financials NLD, Bank Accounts Work Center, Student Banking, NLD Student Accounts • Student Financials, Student Financials NLD, NLD Student Accounts	Administer student accounts. This page accommodates all necessary administrative fields.
NLD Corporate Accounts **Bundle 30. New**	SSF_CORP_ACCT_NLD	• Student Financials, Student Financials NLD, Bank Accounts Work Center, Business Unit Banking, NLD Corporate Accounts • Student Financials, Student Financials NLD, NLD Corporate Accounts	Administer corporate accounts, including corporate accounts associated with a business unit. This page accommodates all necessary administrative fields.

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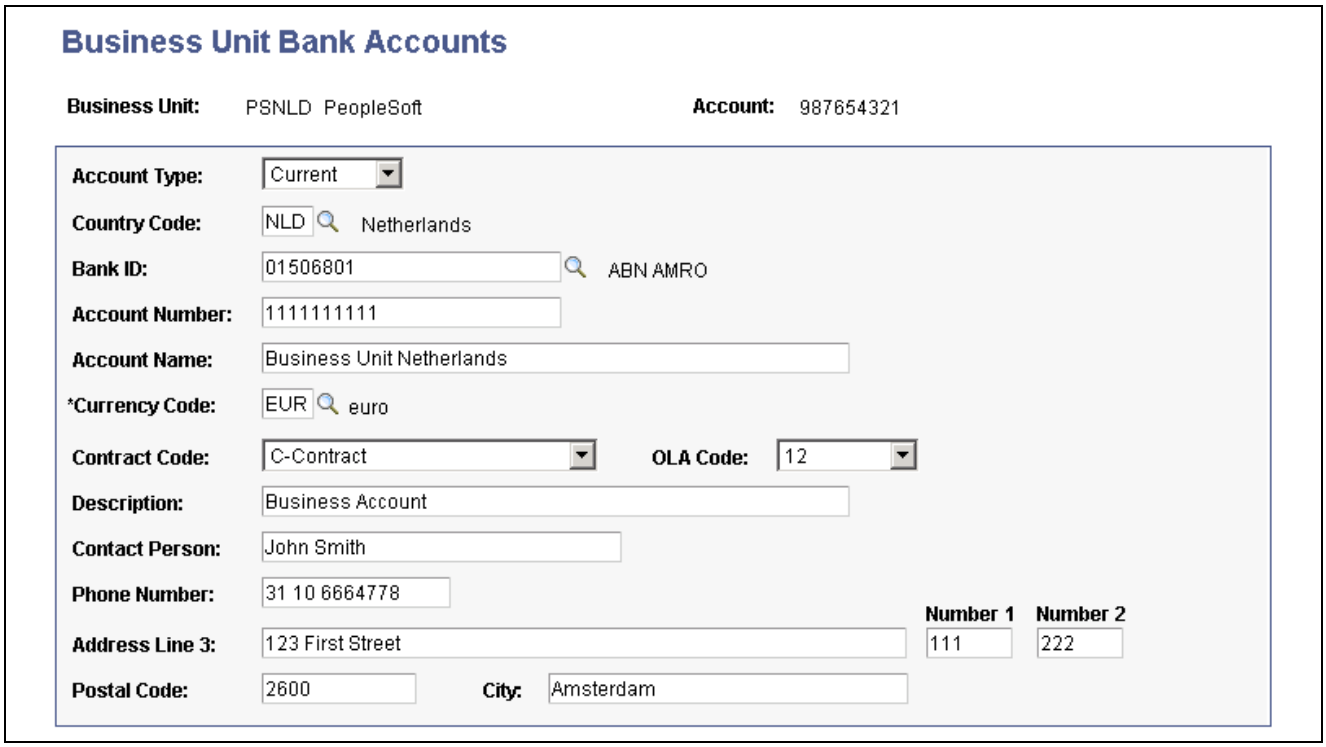
Setting Up Account Information for Business Units

Access the Business Unit Bank Accounts page (Set Up SACR, Product Related, Student Financials, Billing, Bank Accounts - Business Unit, Business Unit Bank Accounts).



Business Unit Bank Accounts page

Account Type

Select one of these options to specify the type of bank account:

Current

Giro

Note. If the Account Type is *Giro*, then the Bank ID is always *Postbank*. If the Account Type is *Current*, then the Bank ID can be any bank that you have set up. You can set banks up in Set Up HRMS, Common Definitions, Banking, Banks.

Country Code

Select the appropriate country code.

Bank ID

Select the appropriate bank ID.

Account Number

Enter the account number.

Account Name

Enter the account name.

Currency Code

Select the currency code.

Contract Code

Select one of these options:

A-Contract: The collector is not permitted to add or cause to be added (OCR-B font) data to the reader strip of the submittal section of the accept giro.

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B-Contract: The collector is not permitted to add the form code and the collector's account number to the reader strip, or to add the name, address, place of residence, or business and account number to the body.

C-Contract: The collector is permitted to add the form code and the collector's account number to the reader strip, or to add the name, address, place of residence, or business and account number to the body.

OLA Code Select one of these options:

12: Deposit fees for payer with annotations.

13: Deposit fees for payer without annotations.

14: Deposit fees for collector with annotations.

15: Deposit fees for collector without annotations.

Description The name of the business unit account, if one is available.

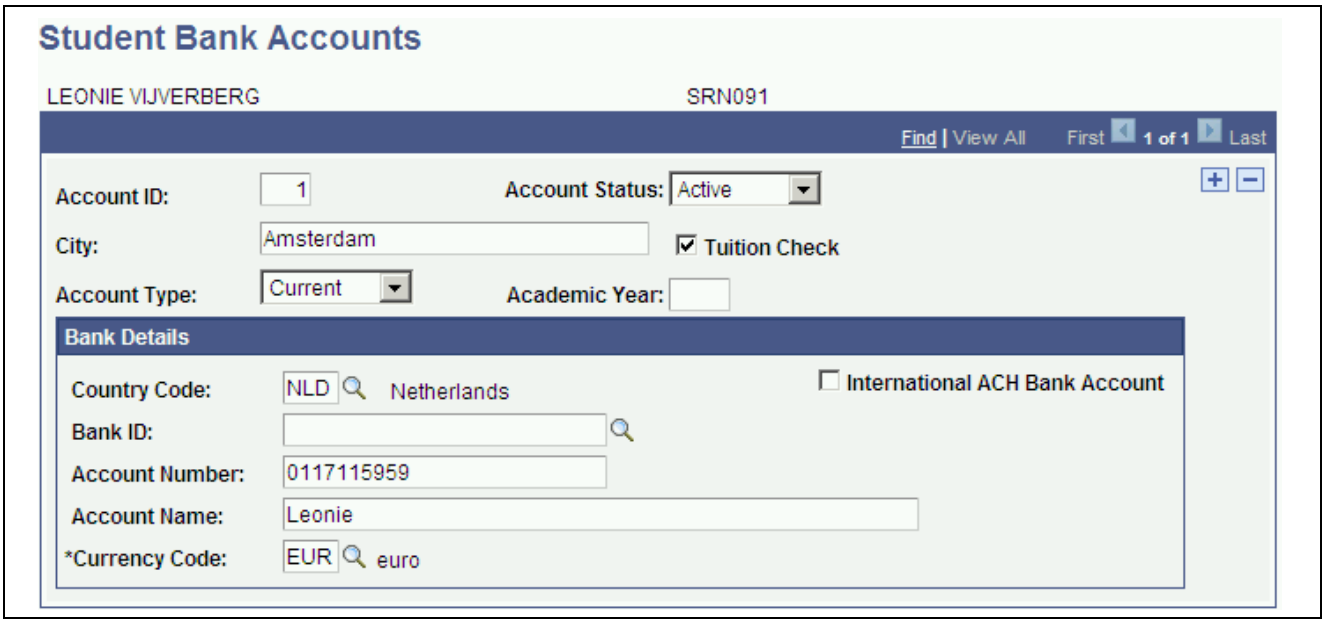
Contact Person, Phone Number, Address Line 3, Number 1, Number 2, Postal Code, and City Enter the appropriate information about the contact person.

Setting Up Bank Account Numbers for Students

Access the Student Bank Accounts page (Set Up SACR, Product Related, Student Financials, Billing, Bank Accounts - Student, Student Bank Accounts).

Bundle 30. Added alternative component to use to set up student bank accounts.

For better SEPA compliance and IBAN handling, you can also use the Bank Accounts - Student page in the Student Financials, Banking component to set up student bank accounts. If you use this component, the information is saved in the Student Financials core bank table (SSF_BANK_ACCT).



Student Bank Accounts page

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Account ID and **Account Status**	Enter a unique ID for the bank account, and enter the status of the account. You can link more than one account to a student, so you must uniquely identify each account and its status.
Tuition Check	Select to specify this account to be used for the payment of tuition fees. This setting tells the system which account it should use for automatic debit or for the creation of giro slips. When you link bank accounts to a student, you must select this check box for one of the accounts.
Account Type	Select one of these options to specify the type of bank account: *Current* *Giro* **Note.** If the Account Type is *Giro*, then the Bank ID is always *Postbank*. If the Account Type is *Current*, then the Bank ID can be any bank that you have set up. You can set banks up in Set Up HRMS, Common Definitions, Banking, Banks.
Country Code	Select the appropriate country code from the list.
International ACH Bank Account	Select to indicate that the bank account is an international bank account.
Bank ID	Select the appropriate bank ID.
Bank Branch ID	Select the appropriate bank branch.
Account Number	Enter the account number. The system validates the account number using Elfproef, the Dutch check for valid bank account numbers. *Current* bank account numbers must be less than seven digits long. *Giro* account numbers are not checked.
Account Name	Enter the account name.
Currency Code	Select the currency code.

Setting Up Bank Accounts for Corporations

Access the Corporate Bank Accounts page (Set Up SACR, Product Related, Student Financials, Billing, Bank Accounts - Corporate, Corporate Bank Accounts).

Bundle 30. Added alternative component to use to set up corporate bank accounts, including corporate accounts associated with a business unit.

For better SEPA compliance and IBAN handling, you can also use the Bank Accounts - Corporate page in the Student Financials, Banking component to set up corporate bank accounts, including corporate accounts associated with a business unit. If you use this component, the information is saved in the Student Financials core bank table (SSF_BANK_ACCT).

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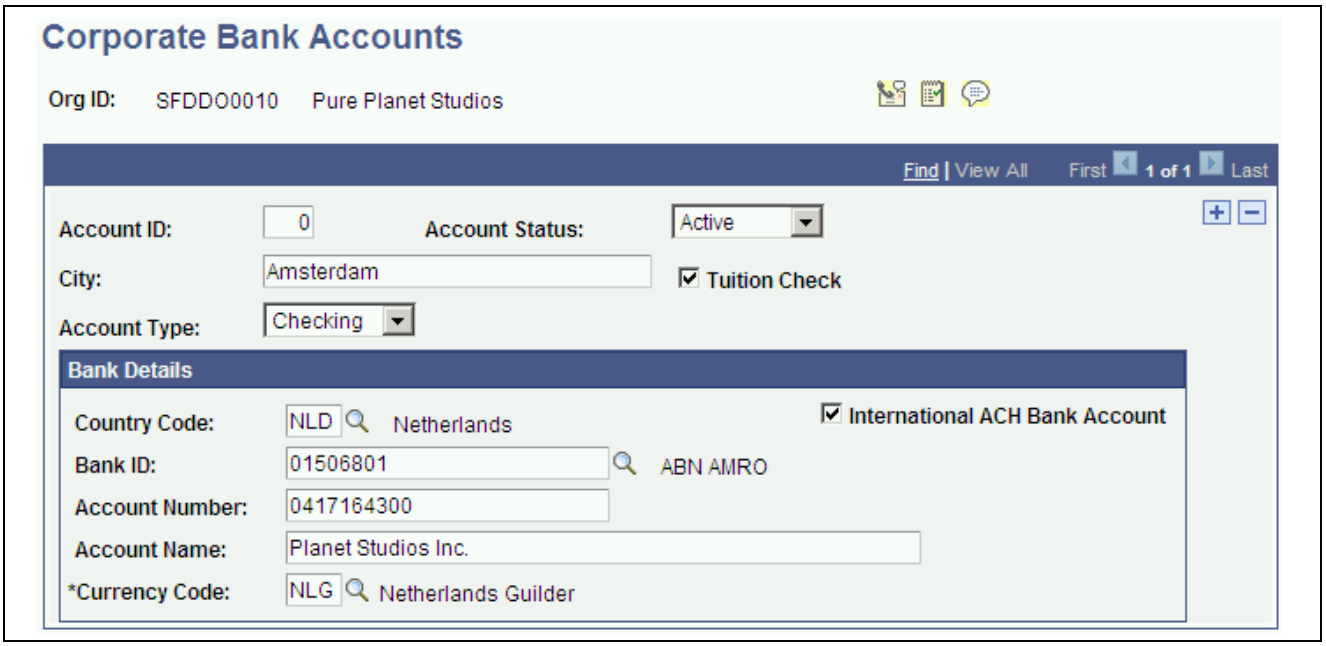


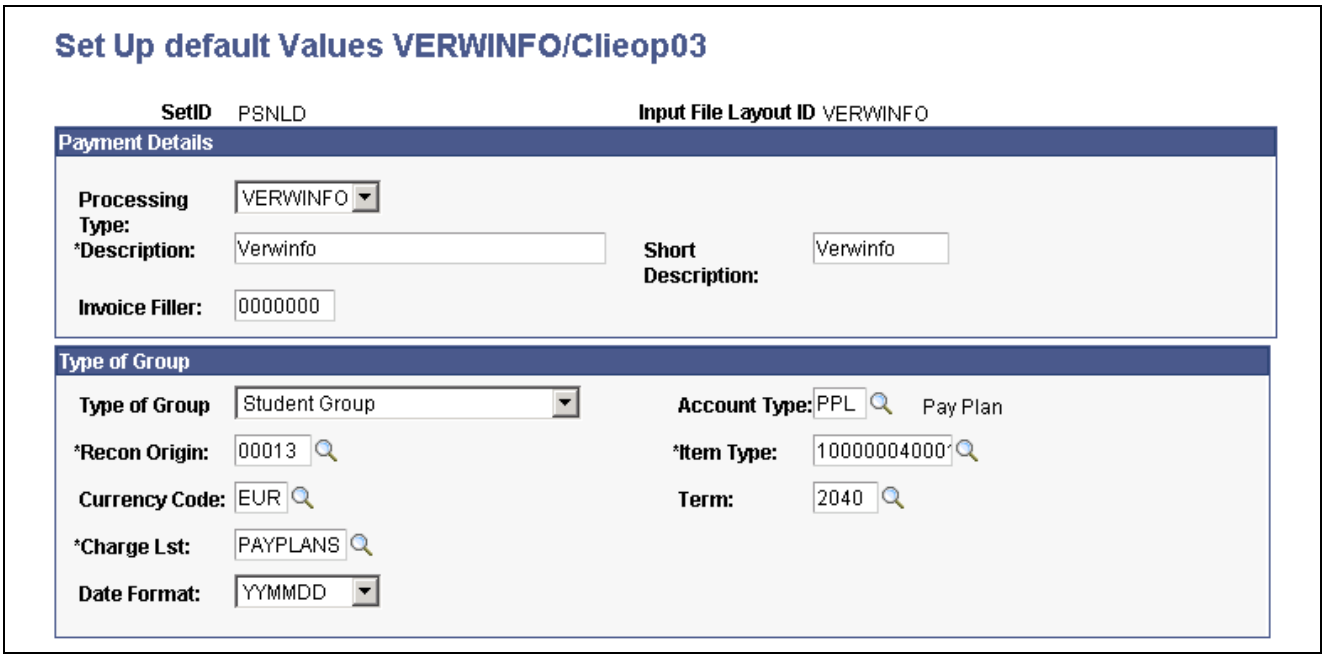
Corporate Bank Accounts page

Use the Corporate Bank Accounts page to set up bank accounts for external organizations.

Setting Up Default Values for VERWINFO or Clieop03 Files

Bundle 30. The VERWINFO and Clieop03 functionality work only with the previously existing Business Unit Bank Account, Student Bank Accounts, and Corporate Bank Accounts pages (Setup SACR, Product Related, Student Financials, Billing). If you use the new banking pages that enhance SEPA financial processing, you will not be able to use VERWINFO and Clieop03.

Access the Set Up default Values VERWINFO/Clieop03 page (Student Financials, Student Financials NLD, Layout for Verwinfo and Clieop, Set Up default Values VERWINFO/Clieop03).



Set Up default Values VERWINFO/Clieop03 page (1 of 2)

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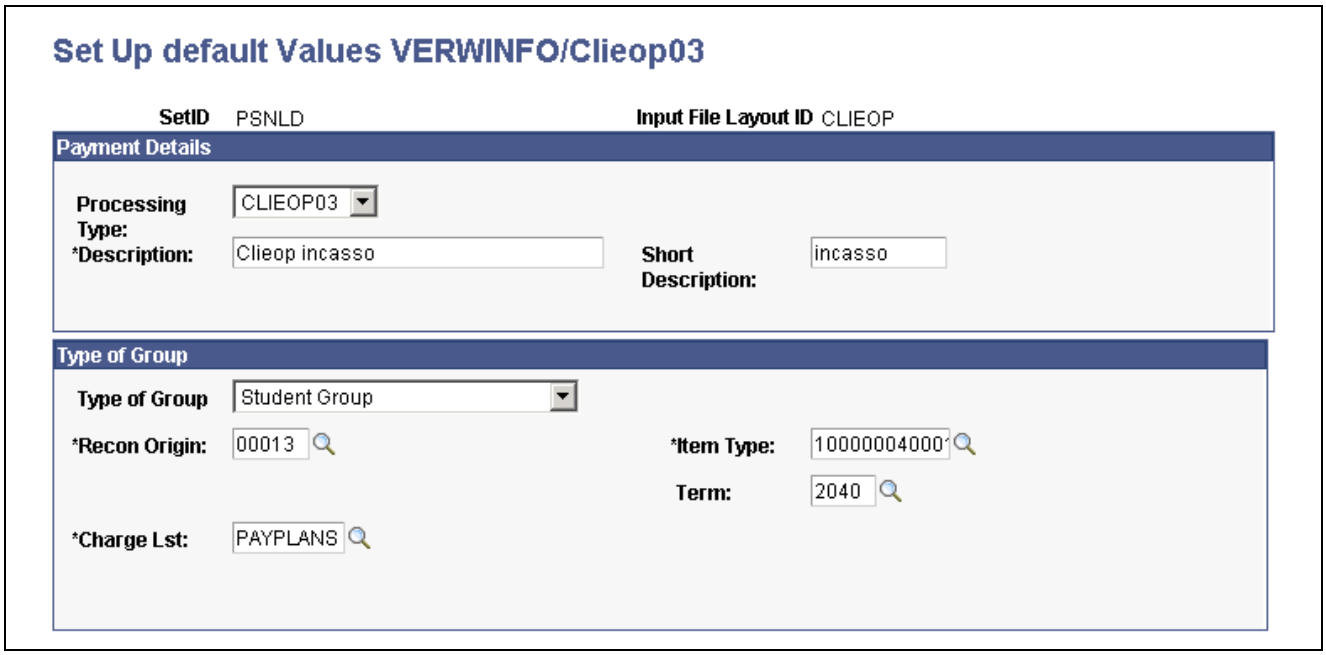

Set Up default Values VERWINFO/Clieop03 page (2 of 2)

Payment Details

Processing Type	Select one of these options: *CLIEOP03* *VERWINFO*
Description and **Short Description**	Enter a long and a short description.
Invoice Filler	Enter seven numeric characters.

Type of Group

Depending on the processing type, some or all of the following fields will appear.

Type of Group	Select one of these options: *Student Group* *External Org Group*
Account Type	Select the account type.
Recon Origin (reconciliation origin)	Select the reconciliation origin.
Item Type	Select the item type.
Currency Code	Select the currency code.
Term	Select the term.
Charge Lst (charge list)	Select the charge priority list.
Date Format	Select a date format.

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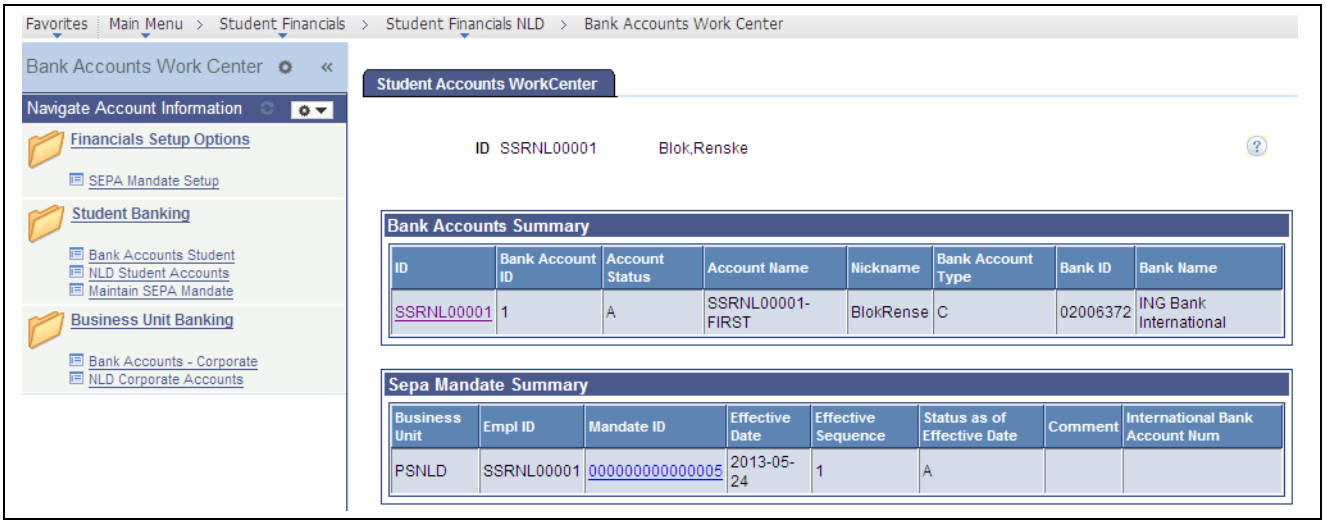
See Also

lssf, Completing Student Financials General Setup

Using the Bank Accounts Work Center

Bundle 30. New

Access the Bank Accounts Work Center page (Student Financials, Student Financials NLD, Bank Accounts Work Center).



Bank Accounts Work Center (sample) page

The Bank Accounts Work Center provides a singular access point from which you can set up and manage bank accounts for students and organizations in the Netherlands. From here, you can also access SEPA mandate contracts. To access the Bank Accounts Work Center, you need PeopleTools 8.51 or later. If you are using an earlier version of PeopleTools, you can still access the components in the Bank Accounts Work Center using the portal navigation.

The sample page shows a summary of all existing bank accounts of a student and the SEPA mandate contracts. If you click the Student ID, you can access the Bank Accounts - Student page, while the Mandate ID lets you access the Direct Debit Mandate for Students page. The Navigate Account Information pane on the left provides access to the components that let you set up or manage bank-related information.

SEPA Mandate Setup

Click to open the Mandate Setup page in the Work Center.

For versions earlier than PeopleTools 8.51, go to Set Up SACR, Product Related, Student Financials, Student Financials NLD, SEPA Mandate Setup.

See PeopleSoft Student Financials 9.0 PeopleBook, Completing Student Financials General Setup, Setting Up and Managing SEPA Mandates.

Bank Accounts Student

Click to open the Bank Accounts - Student page in the Work Center.

For versions earlier than PeopleTools 8.51, go to Student Financials, Banking, Bank Accounts - Student.

See PeopleSoft Student Financials 9.0 PeopleBook, Setting Up and Managing Bank Accounts.

NLD Student Accounts

Click to open the NLD Student Accounts page in the Work Center.

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For versions earlier than PeopleTools 8.51, go to Student Financials, Student Financials NLD, NLD Student Accounts.

Maintain SEPA Mandate Click to open the Mandate Contracts page in the Work Center.

For versions earlier than PeopleTools 8.51, go to Set Up SACR, Product Related, Student Financials, Student Financials NLD, Maintain SEPA Mandate.

See PeopleSoft Student Financials 9.0 PeopleBook, Completing Student Financials General Setup, Setting Up and Managing SEPA Mandates.

Bank Accounts - Corporate Click to open the Bank Accounts - Corporate page in the Work Center.

For versions earlier than PeopleTools 8.51, go to Student Financials, Banking, Bank Accounts - Corporate.

See PeopleSoft Student Financials 9.0 PeopleBook, Setting Up and Managing Bank Accounts.

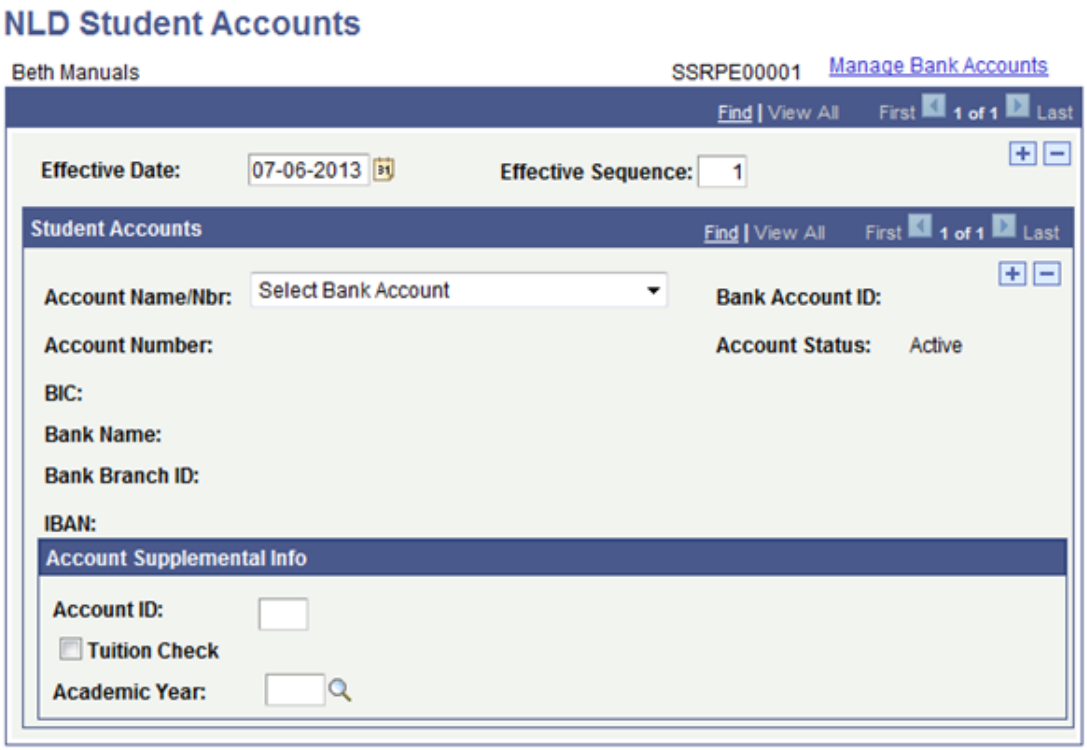
NLD Corporate Accounts Click to open the NLD Corporate Accounts page in the Work Center.

For versions earlier than PeopleTools 8.51, go to Student Financials, Student Financials NLD, NLD Corporate Accounts.

Setting Up and Managing Student Accounts

Bundle 30. New

Access the NLD Student Accounts page (Student Financials, Student Financials NLD, NLD Student Accounts).



NLD Student Accounts page

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Use the NLD Student Accounts page to provide additional administrative information for student accounts in the Netherlands.

Account Name/Nbr	Select an active student account to administer. If an account is already administered, this field appears as view-only.
Effective Date and **Effective Sequence**	Multiple accounts can be current on the same effective date and effective sequence. When you use a new effective date (or effective sequence within an effective date), all existing accounts are copied from the previous effective-dated row. You must make sure you administer all relevant accounts on the current row.

Student Accounts

This group box displays the account number, BIC code, bank name, bank branch ID, bank account ID, account status, and IBAN. These fields appear as view-only. The account number and IBAN are unencrypted.

Account Supplemental Info

You can administer supplemental account information for only for active accounts. For converted NLD accounts, the account ID is displayed. You can enable Tuition Check for only one active account at any given time.

See Also

PeopleSoft Student Financials 9.0 PeopleBook, Completing Student Financials General Setup, Setting Up and Managing SEPA Mandates.

Setting Up and Managing Corporate and Business Accounts

Bundle 30. New

Access the NLD Corporate Accounts page (Student Financials, Student Financials NLD, NLD Corporate Accounts.)

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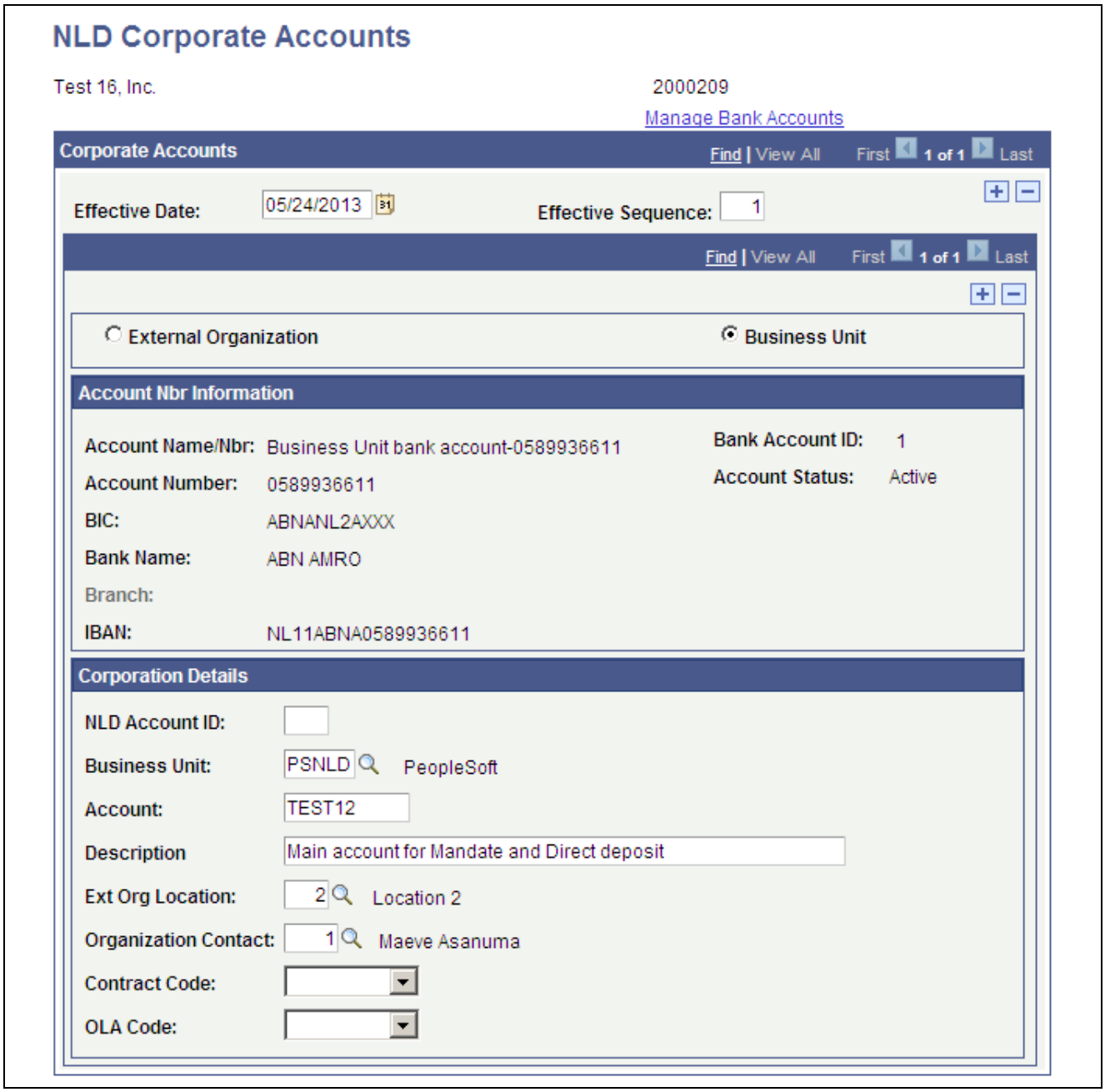

NLD Corporate Accounts page

Use the NLD Corporate Accounts page to provide additional administrative information for corporate accounts in the Netherlands. From this page, you can also retrieve and view bank account details.

To use the NLD Corporate Accounts page, the corporation must have an existing active bank account. Information about existing corporate bank accounts that are inactive can only be viewed.

External Organization or **Business Unit** — If you select Business Unit, you can set the business unit as a creditor in SEPA mandate contracts. External organizations cannot be set as a SEPA creditor.

Account Nbr Information

This group box shows unencrypted bank account information as defined in the Corporate Accounts page.

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Account Name/Nbr	Select to administer an active corporate account. If an account is already administered, this field appears as view-only.

Corporation Details

NLD Account ID	Enter the Netherlands account ID reference, or use a reference from a converted corporate account in the Netherlands.
Business Unit	Select a business unit for the account.
Account	Enter an account ID.
External Org Location	Select a location. This location can be used to select a corporate account address in the Direct Debit Mandate for Students page.
Organization Contact	Select a contact person for the account.
Contract Code	This code is used only for Accept Giro processing.
OLA Code	Select a relevant OLA code. This is used only for Accept Giro processing.

See Also

PeopleSoft Student Financials 9.0 PeopleBook, Completing Student Financials General Setup, Setting Up and Managing SEPA Mandates.

Billing Students Using OLA or VERWINFO

Bundle 30. Added information that VERWINFO and Clieop03 functionality work only with previously existing Business Unit Bank Account, Student Bank Accounts, and Corporate Bank Accounts pages (Setup SACR, Product Related, Student Financials, Billing)

The VERWINFO and Clieop03 functionality work only with the previously existing Business Unit Bank Account, Student Bank Accounts, and Corporate Bank Accounts pages (Setup SACR, Product Related, Student Financials, Billing). If you use the new banking pages that enhance SEPA financial processing, you will not be able to use VERWINFO and Clieop03.

This section provides an overview of billing students using OLA or VERWINFO and discusses how to:

- Post student transactions.
- Print OLA forms.
- Load VERWINFO files.
- Process payments.

Understanding Billing Students Using OLA or VERWINFO

These steps must be completed to bill students using OLA or VERWINFO:

1. The institution calculates tuition and fees and bills students.
2. The institution prints and sends OLA forms to students.

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3. The students sign and return OLA forms to the bank by mail or use electronic banking to notify the bank of OLA details and payments to be deducted from the banking account assigned.
4. The bank processes the OLA forms, produces the VERWINFO, and sends the VERWINFO to the institution.
5. The institution loads the VERWINFO and posts payments.

Pages Used to Bill Students Using OLA or VERWINFO

Page Name	Definition Name	Navigation	Usage
Student Post	GRP_QUICK_POST	Student Financials, Charges and Payments, Post Student Transaction, Student Post	Post transactions for individual students.
Print OLA Forms	SSF_RUNCTL_OLA_NLD	Student Financials, Student Financials NLD, Print OLA Forms	Print OLA forms.
Load VERWINFO	SSF_RUNCTL_GP_NLD	Student Financials, Student Financials NLD, Load Verwinfo	Load the VERWINFO payment file.

Posting Student Transactions

Access the Student Post page (Student Financials, Charges and Payments, Post Student Transaction, Student Post).

Post transactions.

See Also

lssf, Maintaining Receivables, Posting Transactions for Individual Students and Organizations

Printing OLA Forms

Access the Print OLA Forms page (Student Financials, Student Financials NLD, Print OLA Forms).

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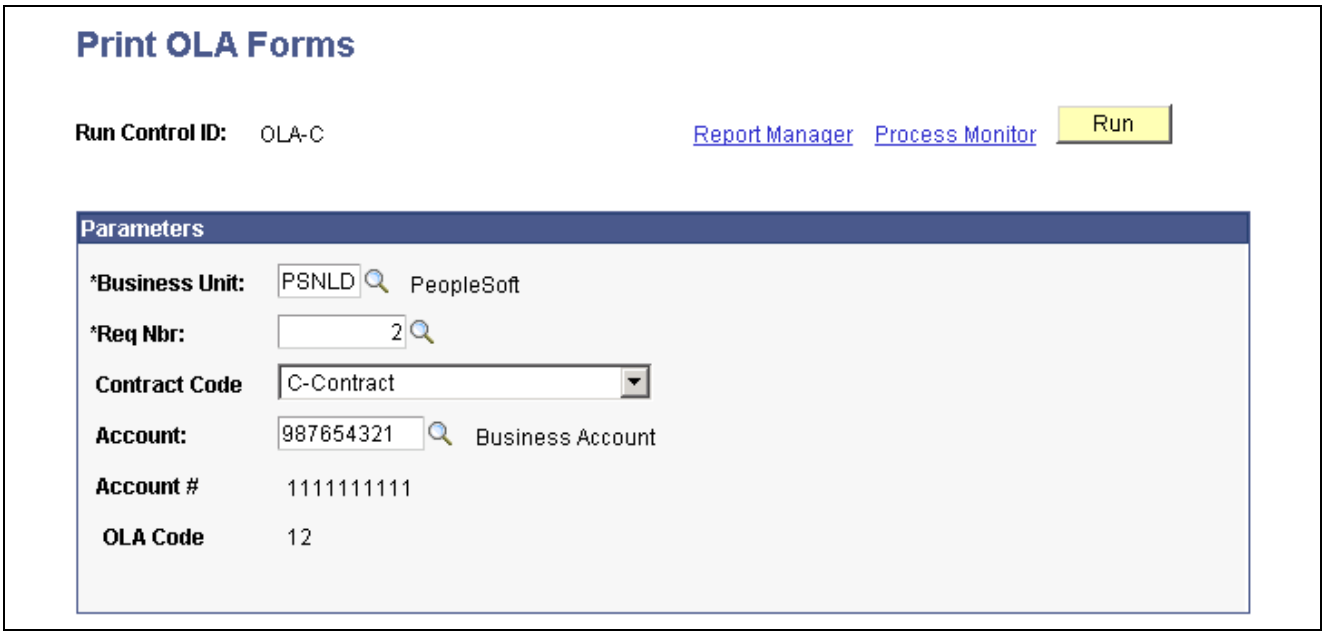

Print OLA Forms page

Business Unit	Select the business unit.
Req Nbr (request number)	Select the request number from your billing process. Before you print OLA forms, you must run billing and get the request number.
Contract Code	Select one of the following: *A-Contract* *B-Contract* *C-Contract*

Loading VERWINFO Files

Access the Load VERWINFO page (Student Financials, Student Financials NLD, Load Verwinfo).

Note. Using this page, you run the process that loads payments from the banking institution.

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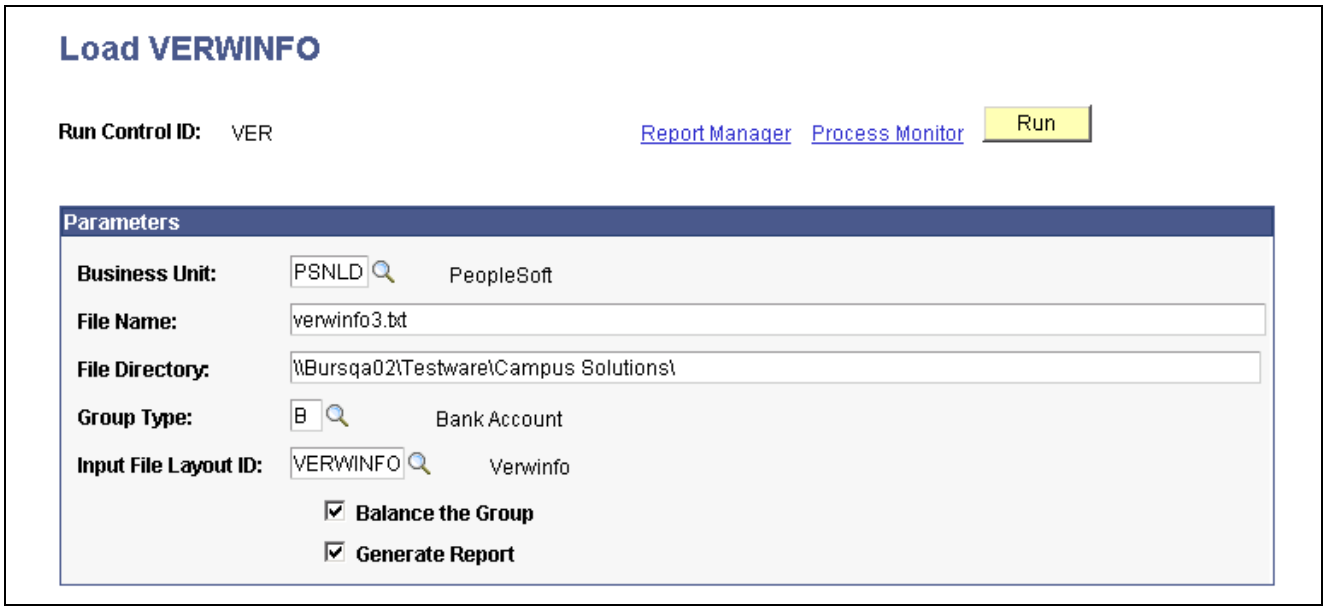

Load VERWINFO page

File Name and **File Directory**	This file name, which is provided by the banking institution, will be loaded into the PeopleSoft system. The File Directory is the location where the file will be sent.
Group Type	Select a group type for creation of the Posting Group.
Input File Layout ID	Select a layout ID from those already set up. The values in the layout will be used as defaults.
Balance the Group	Select this check box to post the group during processing.
Generate Report	Select this check box to create a report of the file load.

Processing Payments

Use the standard process to process payments.

See Also

lssf, Maintaining Receivables, Applying Payments

Using the Clieop03 Process

This section provides an overview of the Clieop03 process and discusses how to create Clieop03 files.

Understanding the Clieop03 Process

These steps must be completed when billing students using Incasso and the Clieop03 process:

1. The institution prints Incasso form and sends them to students.
2. Students sign and return the Incasso form to the institution.

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3. The institution processes the form by assigning students to payment plans.
4. The institution creates Clieop03 receivables to produce direct debits, and it sends the file to the bank.
5. The bank runs the Clieop03 file and transfers money to the institution.
6. The institution manually processes rejects using standard payment reversal functionality.

Note. Steps 1 and 2 are functional prerequisites that are not supported by the PeopleSoft application. The Incasso is a contract between the student and the Institution stating that a student payee authorizes the Institution to deduct a certain amount of funds at certain time intervals.

Before the Clieop03 file can be created, students must be linked to a payment plan. This payment plan must be set up, and students must be linked to this payment plan. After students are linked to a payment plan, you can create the Clieop03 files.

Prerequisites

The prerequisites are:

1. A valid bank account is set up for the student.
2. The student is assigned to a payment plan.
3. The Clieop03 file was created.

Page Used for the Clieop03 Process

Page Name	Definition Name	Navigation	Usage
Create Clieop03 File	SSF_RUNCTL_CLI_NLD	Student Financials, Student Financials NLD, Create Clieop Receivables, Create Clieop03 File	Create a Clieop03 file.

Creating Clieop03 Files

Access the Create Clieop03 File page (Student Financials, Student Financials NLD, Create Clieop Receivables, Create Clieop03 File).

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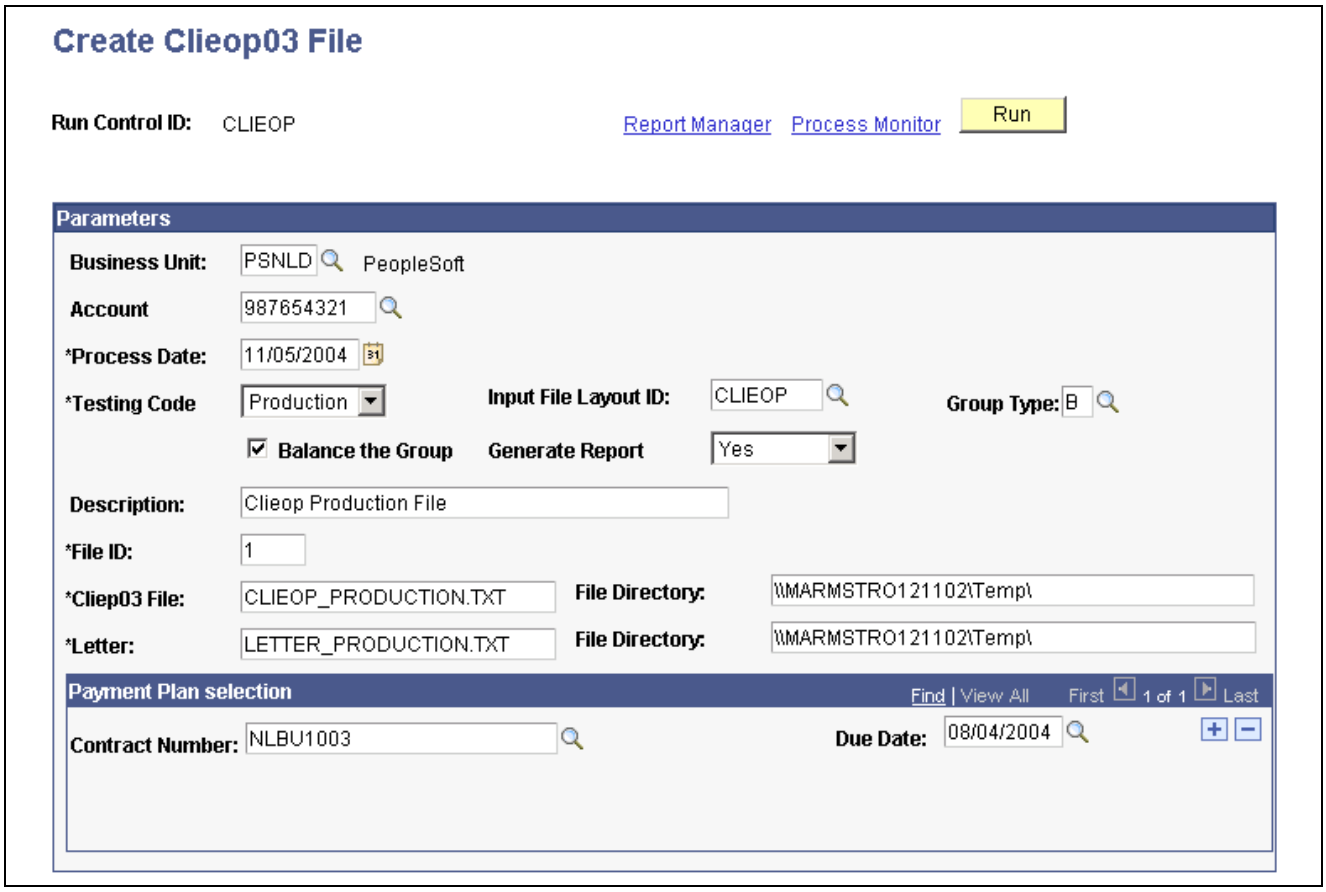

Create Clieop03 File page

The institution runs the Clieop03 process (SSFCL1NL) to produce direct debits, and then it sends the file to the bank.

Parameters

Account Enter or select the account number of the business unit that is to be used. Generally, this account number is used for the collection of tuition and fees.

Process Date Select a process date for the direct debits. On this date, the direct debits will be affected.

Testing Code Select one of these options:

Production

Test

Input File Layout ID Choose a layout ID that has been set up. The values in this layout will be used as defaults.

Group Type Select a group type to create the Post Group.

Balance the Group Select this check box to balance the Post Group.

Generate Report Select *Yes* to create a report.

Description Enter a description, which will be printed on the student's bank statement.

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File ID	Enter a value. Positions 1-2 are used for the creation date of the file. Positions 3-4 should be used for sequential numbering, increasing by 1 per day of the month. For example. 0503 would be May 03.
Clieop03 File	Enter a name for the output file.
File Directory	Enter the location of where the file will be sent.
Letter	Enter a file name for the cover letter.
File Directory	Enter the location of where the file will be sent.

Payment Plan selection

Contract Number	Select a value.
Due Date	Select the date that payment plan charges are due. All charges with a due date less than or equal to the due date and with a balance greater than zero must be included in the Clieop03 file.

See Also

lssf, Setting Up Payment Plans

lssf, Administering Payment Plans

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