CHAPTER 1

Setting Up Refunding

Bundle 30. The Setting Up and Managing Bank Accounts for AP Direct Deposit Refunding section has been removed from this chapter, and the accompanying pages will be deprecated.
For information about setting up and managing bank accounts for students and organizations, refer to the Setting Up and Managing Bank Accounts chapter.

This chapter lists prerequisites and discusses how to:

- Set up your business unit to refund customers.
- Set up accounts payable (AP) options.
- Set up payroll refund options.
- Create job data for payroll refunds.
- Set up direct deposits for payroll refunding.
- Designate sponsors.

See Also

lssf, Refunding Customers, Understanding Refunds

Understanding Refunding Setup

To process refunds, first create refund item types. An item type defines how the item is applied to a student or corporate account within Student Financials. Use the SF Item Type component to define refund item types.

Note. If you are implementing separate instances of your PeopleSoft Campus Solutions and PeopleSoft HCM systems, you should read the additional documentation describing those integrations. Use of PeopleSoft Payroll for North America may vary depending on how you configure your systems. The CS-HCM Integration Information Knowledge Document details the additional documents that describe the setup, functional, and technical implementation considerations.

See CS-HCM Integration Information, posted to My Oracle Support https://support.oracle.com

Prerequisites for AP Refunding

If you use the accounts payable (AP) method to create and distribute refunds, your accounts payable department must set up their system to recognize students and corporations as vendors to distribute refunds to them by direct deposit or check.

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

You must also define an AP refunding option on the SF Installation page.

If you select the Use Single Payment Voucher option on the SF Installation page, to distribute refunds by direct deposit, you must also:

- Associate event IDs on the SF Installation page for bank accounts and direct deposit distributions, and on the SF Business Unit - Refund Setup page for refunding, if you want to send notifications using the 3C engine.
- Complete the setup on the SF Institution Set - General Options page to enable the creation and maintenance of bank accounts and direct deposit distributions using Self Service.
- Complete the setup on the SF Institution Set - Business Units page to allow for a service impact for the Manage My Bank Accounts feature (optional).

Note. When you set up AP Refunding, you must refer to the information in the following Addendum document:

See: Addendum: Direct Deposit Through AP Refunding. This document is posted to My Oracle Support for Additional Features January 2011 as part of the AP Direct Deposit Refunds Documentation Package.

As well as the specific Student Financials setup that is required for creating direct deposit refunds through AP, make sure that you have verified or completed the other required setup which is documented in the following chapters:

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Student Financials Installation Settings].

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Setting Up Refunding, Setting Up Your Business Unit to Refund Customers].

See [PeopleSoft Enterprise Campus Self Service 9.0 PeopleBook - Update 1, Setting Up Student Financials Self Service, Setting Up Institution Sets].

Note. UPK for setting up AP Direct Deposit is also available. Use this link to access the "Campus Solutions 9.0 Additional Features, January 2011, AP Direct Deposit Setups" UPK: http://download.oracle.com/technology/products/upk_cs/UPK%20CS%209.0%20PlayerPackage/toc0.html

---

Prerequisites for Payroll Refunding

If you use the payroll method to create and distribute refunds, your payroll department must use PeopleSoft Payroll for North America to create a refund company that employs your students. This enables your payroll department to issue refund checks to students as if they were paychecks. Most of the setup for payroll refunds occurs in Payroll for North America. In addition to company and job data, you need to set up pay groups, run IDs, and direct deposits for students. Finally, node definitions (for the HRMS node) need to be set up for any batch processing.

See Also

lssf, Completing Student Financials General Setup, Setting Up Item Types and Item Type Groups

PeopleTools PeopleBook: PeopleTools Portal Technology, Configuring the Portal Environment

PeopleSoft Payroll for North America PeopleBook, Integrating with Student Financials

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Setting Up Your Business Unit to Refund Customers

This section discusses how to:

- Define basic refunding rules.
- Define refund approval parameters.
- Define default payroll interface parameters.
- Set default withholding amounts for payroll refunds.

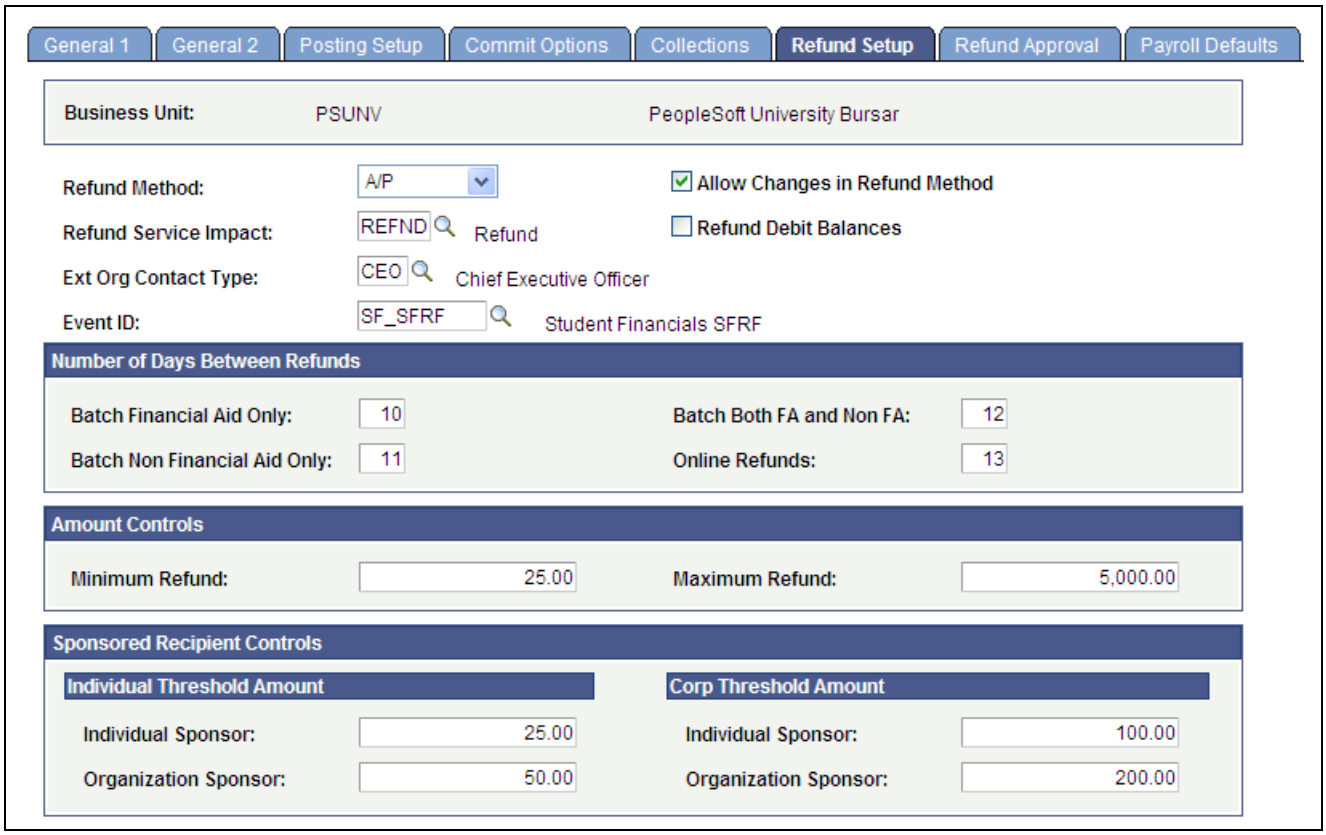
Pages Used to Set Up Your Business Unit to Refund Customers

Page Name	Definition Name	Navigation	Usage
Refund Setup	BUS_UNIT_TBL_SF3	Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Setup	Define the rules governing how your business unit handles refunds.
Refund Approval	BUS_UNIT_TBL_SF20	Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Approval	Define refund approval levels.
Payroll Defaults	BUS_UNIT_TBL_SF4	Set Up SACR, Product Related, Student Financials, SF Business Unit, Payroll Defaults	Create default parameters for refunds that use the payroll interface.

Defining Basic Refunding Rules

Access the Refund Setup page (Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Setup).

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.



Refund Setup page

Refund Method

Values are:

A/P: Create the refund in Student Financials and have your accounts payable department produce and distribute the refund by direct deposit or check.

Other: Create the refund in Student Financials and produce a check using a third-party application.

Payroll: Use PeopleSoft Payroll for North America to create refunds and produce checks. You can use this option for individual refunds only, not for refunds to an organization.

Allow Changes in Refund Method

Select to enable a user to switch between the AP, Other, and Payroll methods when processing online and batch refunds. If you clear this check box, the user can use only the refund method specified for the SF Business Unit.

Refund Service Impact

Select the value to use to prevent or deny a refund.

Refund Debit Balances

Select to create refunds that exceed the available credit balance. For example, if a student has charges of 9,000 USD and an unapplied credit of 10,000 USD from a fellowship award, the system allows a refund of the excess unapplied credit even though the student's account technically has a debit balance.

Ext Org Contact Type (external organization contact type)

Select the external organization contact type for processing batch refunds for external organizations.

The system uses the external organization contact type to determine an address for a corporate refund, both on-line and batch. Both a contact type and a preferred contact must be set up on the Organization Table component.

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

See [PeopleSoft Enterprise Campus Community 9.0 Fundamentals PeopleBook - Update 1]Managing Organization Data .

Event ID

This field is available only if *A/P* is selected in the Refund Method field on this page.

Select an event ID to be used in the generation of communication records when refunds are processed using the Create Refund Voucher process. You must first complete the relevant 3C setup in Campus Community.

See [PeopleSoft Enterprise Campus Community 9.0 Fundamentals PeopleBook - Update 1, Setting Up Communications].

The value that you select here appears by default in the Event ID field on the Batch Refund run control page and on the online refund pages—for example, the Student Refund page.

You can change the value for specific populations—for example, PLUS refunds.

Values appear in the Event ID field based on the Administrative Function of SFRF and the academic institution that is associated with the SF Business Unit.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Refunding Customers].

See [PeopleSoft Enterprise Campus Community 9.0 Fundamentals PeopleBook - Update 1, Setting Up Administrative Functions].

Number of Days Between Refunds

Define the minimum number of days between the times refunds can be processed for a particular customer.

Note. These restrictions prevent refunds processed in batch mode, but produce only warning messages for online refunds.

Batch Financial Aid Only

Enter the minimum number of days between batch-produced refunds of excess financial-aid credits. This setting restricts refunds of financial aid item type credits only and does not affect batch-produced refunds of nonfinancial-aid credits.

Note. Use this setting to specify a different interval between refunds for financial aid and nonfinancial-aid credits only.

Batch both FA and Non FA (batch both financial aid and nonfinancial aid)

Enter the minimum number of days between batch-produced refunds of all excess credits. Use this setting to process financial-aid and nonfinancial-aid credits the same way.

Batch Non Financial Aid Only

Enter the minimum number of days between batch-produced refunds of excess nonfinancial-aid credits. This setting restricts nonfinancial-aid credits only and does not affect batch-produced refunds of financial aid item type credits.

Note. Use this setting to specify a different interval between refunds for nonfinancial-aid and financial aid credits only.

Online Refunds

Enter the minimum number of days between online-produced refunds of all excess credits.

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Note. Because online refunds are usually produced for extraordinary reasons, this setting results in a warning message when you attempt to process refunds more frequently than the specified number of days. It does not prevent you from processing the refund.

Amount Controls Group Box

Minimum Refund Enter an amount below which you do not want to produce refunds in batch mode. Refunds below this amount can be processed online. You receive a warning message, but you can override it.

Maximum Refund Enter an amount above which you do not want to produce refunds. You cannot override this amount.

Sponsored Recipient Controls

Sponsored recipient controls refer to the threshold below which student refunds are paid directly to the sponsored student or organization rather than to the sponsor. For example, if the individual sponsor threshold amount is established at 25.00 USD and a sponsored student has a refundable credit balance of 20.00 USD, the refund is paid to the student rather than to a sponsor. Sponsors can be either individuals or organizations.

Individual Threshold Amount

Individual Sponsor and **Organization Sponsor** Enter a monetary amount (threshold) below which student refunds are not paid to an individual or an organization sponsor.

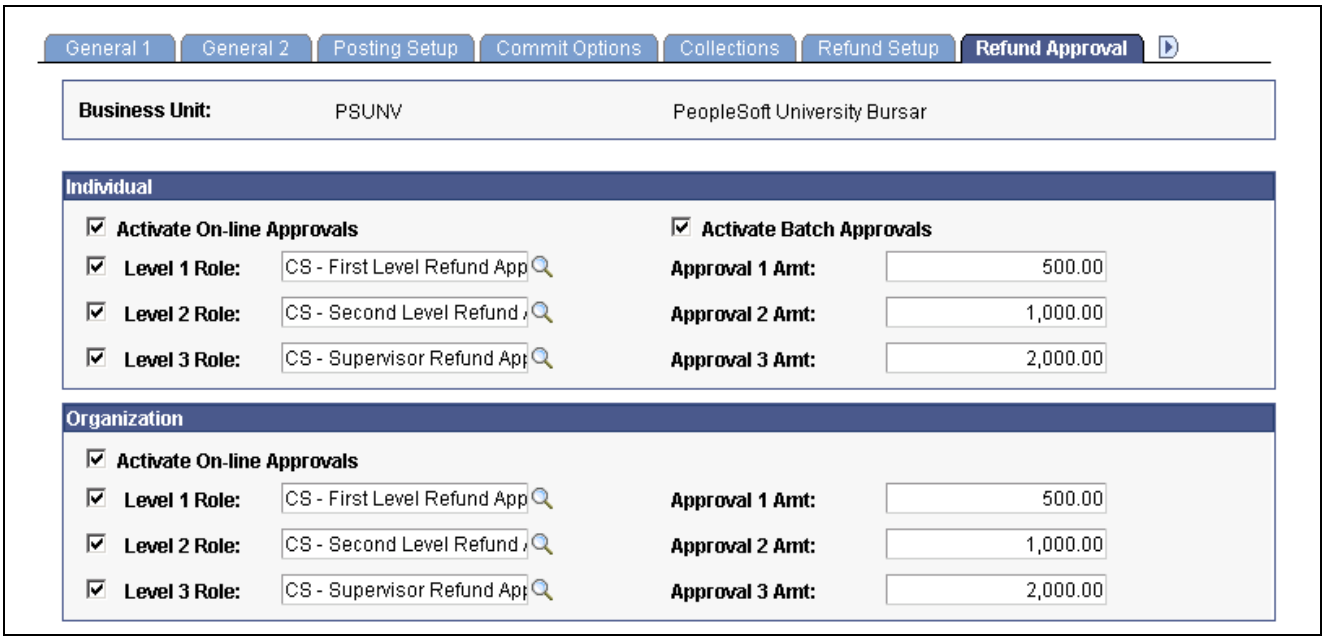
Corp Threshold Amount

Individual Sponsor and **Organization Sponsor** Enter a monetary amount (threshold) below which refunds to an organization are not paid to an individual or an organization sponsor.

Defining Refund Approval Parameters

Access the Refund Approval page (Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Approval).

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.



Refund Approval page

Refund approval controls determine whether approval is required before a refund can be issued. If approval is required, refund requests are routed to the appropriate approver's worklist.

Approval amounts define a range. For example, if the approval 1 amount is set at 500 USD, the approval 2 amount is set at 1,000 USD, and the approval 3 amount is set at 2,000 USD, all refunds under 500 USD do not require approval. All refunds between 500 USD and 999 USD require only level 1 approval, and so on.

Individual

Activate Online Approvals and **Activate Batch Approvals**	Select to require approval of online or batch refunds. If you activate approvals, you must establish roles and approval amounts.
Level 1 Role, Level 2 Role, and **Level 3 Role**	Select the appropriate role for each level of approval.
Approval 1 Amt (approval 1 amount), **Approval 2 Amt** (approval 2 amount), and **Approval 3 Amt** (approval 3 amount)	Enter the refund amount for which the system requires each level of approval.

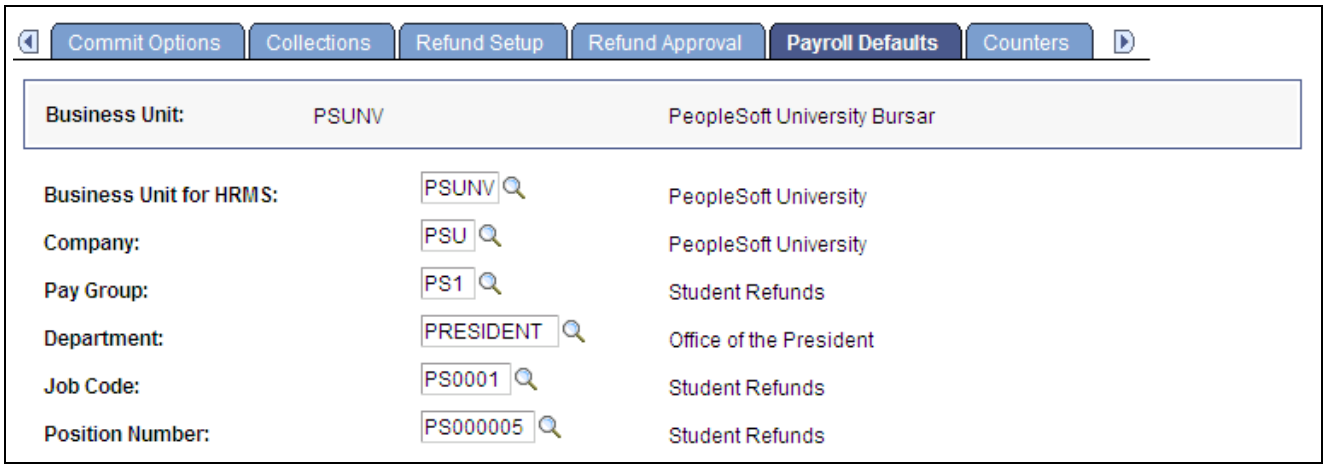
Organization

Establish approval parameters for corporate refunds. The fields in this group box are identical to those in the Individual group box, except that batch approvals do not apply for organization refunds.

Defining Default Payroll Interface Parameters

Access the Payroll Defaults page (Set Up SACR, Product Related, Student Financials, SF Business Unit, Payroll Defaults).

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.



Payroll Defaults page

Note. Before entering data on this page, consult your institution's payroll staff to determine the correct settings. Use PeopleSoft Payroll for North America to set up and process payroll refunds.

Business Unit for HRMS (business unit for human resources management system) — Select the business unit that PeopleSoft Payroll for North America uses to identify the refund company.

Company — Select the company code that has been designated for individual refunds.

Setting Default Withholding Amounts for Payroll Refunds

Default withholding amounts, as well as Federal, State, and company tax tables, are set up in PeopleSoft Payroll for North America.

See Also

PeopleSoft Payroll for North America PeopleBook, Maintaining Payroll Data

Setting Up Accounts Payable Options

To set up accounts payable options, use the AP Business Unit component (BUS_UNIT_AP) and the AP Set Controls - Vendor component (SF_AP_VNDR_OPTIONS).

This section discusses how to:

- Set up an AP business unit.
- Define AP set controls for vendors.

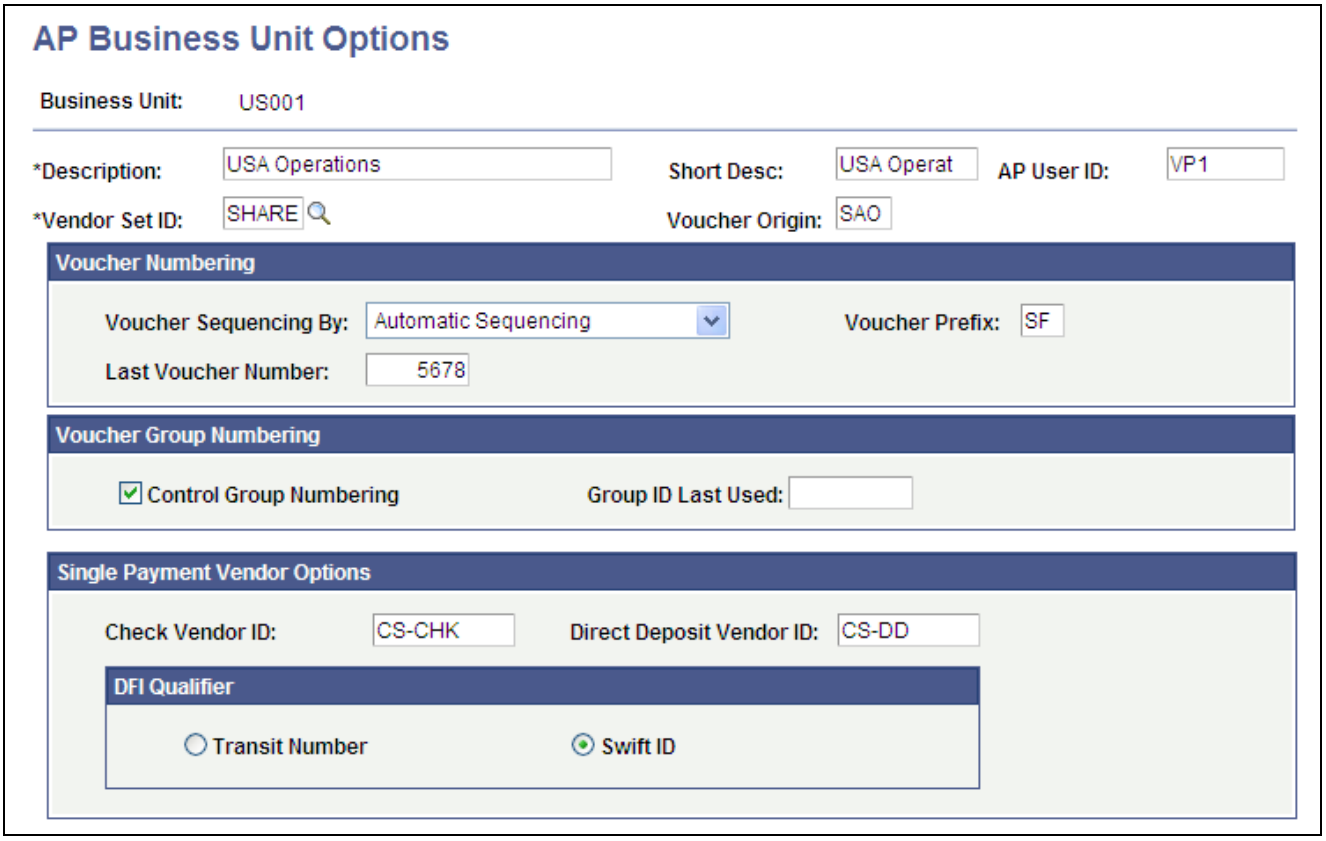
Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Pages Used to Set Up Accounts Payable Options

Page Name	Definition Name	Navigation	Usage
AP Business Unit Options	BUS_UNIT_TBL_AP	Set Up SACR, Product Related, Student Financials, Refunds, AP Business Unit	Establish AP interface and voucher numbering parameters.
AP Set Controls - Vendor	SF_AP_VNDR_OPTIONS	Set Up SACR, Product Related, Student Financials, Refunds, AP Set Controls - Vendor	Define vendor information.

Setting Up an AP Business Unit

Access the AP Business Unit Options page (Set Up SACR, Product Related, Student Financials, Refunds, AP Business Unit).



AP Business Unit Options page

AP business unit options control how Student Financials creates vendor and voucher file definitions. These definitions are used for transfer to PeopleSoft Payables to create refund payments.

Note. The AP business unit options that you define on this page should match PeopleSoft Payables definitions.

AP User ID The Student Financials application refunding process populates each voucher it creates with the AP user ID that you specify here. This ID must exist in PeopleSoft Financials.

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Voucher Origin The Student Financials application refunding process populates each voucher it creates with the voucher origin that you specify here. This origin value must exist in PeopleSoft Payables.

Voucher Numbering

Voucher Sequencing By Select how voucher numbers are assigned. Values are:

Automatic Sequencing: Assign voucher numbers starting with the number that you specify in the Last Voucher Number field.

Use SF Refund# as Voucher#: Assign voucher numbers using the SF refund ID number.

Voucher Prefix Enter an optional two-character voucher prefix to enable accounts payable staff to easily identify vouchers that originate in Student Financials. Voucher IDs are eight characters long. If you enter a prefix, a six-digit number is attached to create the voucher ID. For example, if you use the prefix SF, the refunding process will create the voucher ID SF000001.

Last Voucher Number Displays the last voucher number used. You can override this value to establish a new starting point for numbering.

Voucher Group Numbering

Control Group Numbering Select to assign a control group ID to each voucher that the Student Financials refunding process creates. If control group numbering is selected, the Group ID Last Used field is updated every time you run the refund process. (All of the vouchers created from one refund process run share a common group ID number.)

Group ID Last Used Displays the last group ID when the Control Group Numbering check box is selected.

Single Payment Vendor Options

The Single Payment Vendor Options group box is available and required only if the Use Single Payment Voucher option is selected in the AP Refunding Option group box on the SF Installation page.

Use this group box to map a single payment Vendor ID for direct deposit and a single payment Vendor ID for checks. AP requires a single payment Vendor ID to create a single payment voucher. To facilitate this, you set up the Vendor ID here. The Create Voucher Process then passes this ID, with the refund details, to AP for voucher creation.

Check Vendor ID This is a free form edit field. The value that you enter must be a valid single payment vendor in AP.

If a direct deposit agreement does not exist for a student, the Check Vendor ID value is used by the Create Refund Voucher process to send the refund details to AP to produce a check for the refund amount.

Direct Deposit Vendor ID This is a free form edit field. The value that you enter must be a valid single payment vendor in AP.

If a direct deposit agreement exists for a student, the Direct Deposit Vendor ID value is used by the Create Refund Voucher process to send direct deposit details to AP for the refund amount.

 Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

DFI Qualifier

AP requires the DFI Qualifier and the derived DFI ID to create a single payment voucher—the setup here is used to send that information to AP.

Select Transit Number or Swift ID.

If you change the DFI Qualifier, you receive a warning message: *Changing DFI Qualifier might affect bank details being sent to accounts payable. Changing DFI Qualifier will have an impact on the DFI ID value too. Bank details sent to accounts payable might be incorrect or invalid.*

Note. Oracle supports only these DFI Qualifiers: Transit Number and Swift ID.

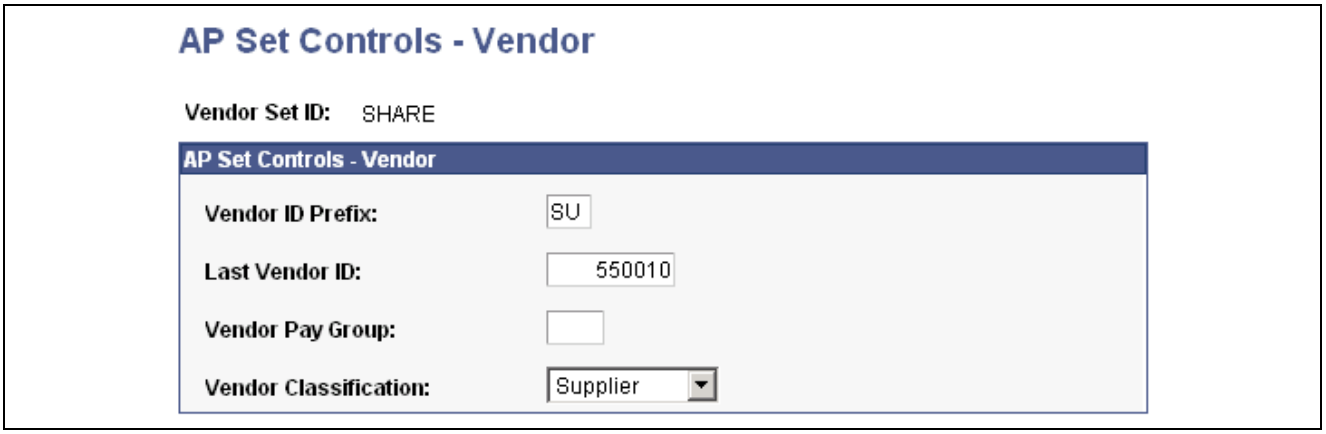
See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords].

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Refunding Customers, Completing AP Refunds].

Note. UPK for setting up AP Direct Deposit is also available. Use this link to access the "Campus Solutions 9.0 Additional Features, January 2011, AP Direct Deposit Setups" UPK: http://download.oracle.com/technology/products/upk_cs/UPK%20CS%209.0%20PlayerPackage/toc0.html

Defining AP Set Controls for Vendors

Access the AP Set Controls - Vendor page (Set Up SACR, Product Related, Student Financials, Refunds, AP Set Controls - Vendor).



AP Set Controls Vendor page

Note. AP set controls insert information into vouchers that are produced for refunds using PeopleSoft Payables. Consult your account payables staff to determine the proper settings.

Note. The setup on this page is used *only* by the Create Vendors and Vouchers (VOUCHER_BUILD VERSION_1) process.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords].

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Refunding Customers, Completing AP Refunds].

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Vendor ID Prefix Enter an optional vendor ID prefix to be used with all vendor ID numbers. This prefix should describe the entity producing the voucher transactions. When you add a vendor ID prefix, the prefix replaces the first two characters of the vendor ID number.

Last Vendor ID Displays the last vendor ID used by the system. Insert a new value to specify a starting point for new vouchers.

Vendor Pay Group Enter an optional two-character vendor pay group code. This code can be used during payment processing to cause Pay Cycle Manager to pay only vouchers originating in Student Financials.

Vendor Classification Select the value to use for the VENDOR_CLASS in the VENDOR_SYNC message for the AP Interface process for refunding. Values are *Attorney, Employee, HRMS,*and *Supplier.* The default value is *Supplier.*

See Also

PeopleSoft Payables PeopleBook, Entering and Processing Vouchers Online, General Voucher Entry Information

PeopleSoft Payables PeopleBook, Establishing Pay Cycles

Setting Up and Managing Direct Deposit Distributions for AP Refunding

Use the Direct Deposit - Student page or the Direct Deposit - Corporate page to set up and manage direct deposit distributions across bank accounts. Multiple distributions can be created, allowing refunds to be sent to multiple accounts.

The Direct Deposit - Corporate page is similar to the Direct Deposit - Student page, except that the External Org ID appears on the Corporate page.

This section discusses how to set up and manage student direct deposit distributions. Students can set up and manage direct deposit distributions using Self Service.

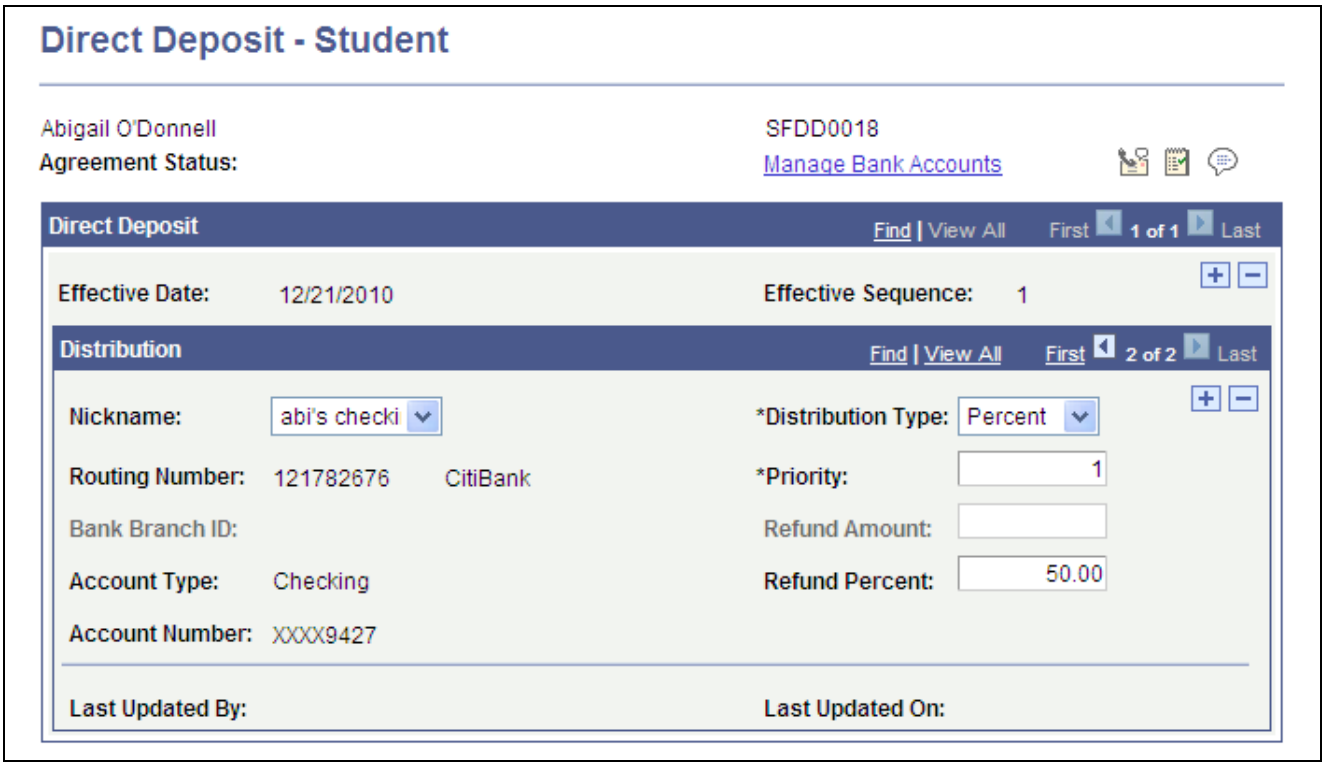
 Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Pages Used to Set Up and Manage Direct Deposit Distributions for AP Refunding

Page Name	Definition Name	Navigation	Usage
Direct Deposit - Student	SSF_MNG_DIRECT_DEP	Student Financials, Refunds, AP Direct Deposit, Direct Deposit - Student, Direct Deposit - Student Click the Direct Deposit link on the Bank Accounts - Student page.	Set up and manage student direct deposit distributions for AP refunds.
Direct Deposit - Corporate	SSF_MNG_DIRECT_DEP	Student Financials, Refunds, AP Direct Deposit, Direct Deposit - Corporate, Direct Deposit - Corporate Click the Direct Deposit link on the Bank Accounts - Corporate page.	Set up and manage corporate direct deposit distributions for AP refunds.

Setting Up and Managing Student Direct Deposit Distributions

Access the Direct Deposit - Student page (Student Financials, Refunds, AP Direct Deposit, Direct Deposit - Student, Direct Deposit - Student).



Direct Deposit - Student page

Use this component only if you use the Create Refund Voucher (VOUCHER_BUILD VERSION_2) process.

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Refunding Customers, Completing AP Refunds].

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords].

See: Addendum: Direct Deposit Through AP Refunding. This document is posted to My Oracle Support for Additional Features January 2011 as part of the AP Direct Deposit Refunds Documentation Package.

A bank account must exist before direct deposit distributions can be set up. Search results for the Direct Deposit - Student page therefore include only students for whom either a bank account or direct deposit distributions have already been set up.

When you set up the first direct deposit distribution for a student, an agreement type of *DD Enroll* is inserted into the Agreement table when you save the page. On subsequent edits and save, an agreement type of *DD Change* is inserted into the Agreement table.

You can edit distributions that have been created by students in Self Service.

When you save the page in Add or Edit mode, data is inserted into the 3C Trigger table with the Bank Event ID to facilitate communication using 3C and the Comm Gen process.

Agreement Status

Displays the agreement status of the Direct Deposit agreement (DD-Enroll): *Accepted* or *Revoked*.

Effective Date

Displays the effective date.

The current system date appears by default. You cannot change this date.

Effective Sequence

Displays the effective sequence. All rows created on the same date have the same sequence number.

The Add and Delete icons are enabled for the current effective dated row only. To edit an existing distribution, click the Add icon to add a new effective sequence—all existing rows are carried forward to the current effective date and sequence and you can edit the direct deposit distribution.

Use the Delete icon to delete a distribution row.

Note. A *Balance* distribution type row cannot be deleted.

The maximum effective date and sequence are used by the refunding process.

Distribution

Nickname

The Nickname field on the Bank Accounts page is optional.

If you enter a value in the Nickname field on the Bank Accounts page, that nickname, followed by the last 4 digits of the account number, appears here in the Nickname field on the Direct Deposit page. If you do not enter a Nickname value on the Bank Accounts page, the last 4 digits of the account number appear here in the Nickname field.

The values available here are for *active* bank accounts only.

When you select the nickname or the last 4 digits, the Routing Number, Account Type, and Account Number fields are automatically populated with the relevant account information from the Bank Accounts page.

 Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Note. Only one distribution per bank account (nickname) is allowed.

Distribution Type

When you set up the first distribution, a value of *Balance* appears in this field by default and cannot be changed. You must always assign the distribution type of *Balance* to one account.

The other distribution type values are *Percent* and *Amount.*

If refunds are to be distributed across more than one account, you can assign a *Balance* distribution type to only one of those accounts.

Priority

If the distribution type is *Balance,* a value of *999* appears in this field by default and cannot be changed.

The value that you enter here indicates the order in which a bank account is selected to post a refund. The lower the number, the higher the priority—for example, an account with a value *1* is used first, then an account with a value *2.*

You can enter only whole numbers—for example, 1.5 is not allowed.

Refund Amount

This field is available only if the distribution type is *Amount.*

Currency code appears based on the value setup on HR Installation.

Refund Percent

This field is available only if the distribution type is *Percent.*

Manage Bank Accounts

Click this link to access the Bank Accounts - Student page to view and edit bank account setup data.

Note. UPK for setting up AP Direct Deposit is also available. Use this link to access the "Campus Solutions 9.0 Additional Features, January 2011, AP Direct Deposit Setups" UPK: http://download.oracle.com/technology/products/upk_cs/UPK%20CS%209.0%20PlayerPackage/toc0.html

Setting Up Payroll Refund Options

Use PeopleSoft Payroll for North America to create and distribute refunds using the payroll method. A number of setup steps are included on the Payroll side, including generating a calendar, which designates pay period end dates that the Payroll system uses when generating refund checks. Most of the time you will create a calendar for every possible day of a given year. That way, whenever you want to create a payroll refund, a pay period end date has already been designated. You can also create calendars for specific days on an as-needed basis. Be sure to select the Off Cycle check box when creating calendars for Student Financials.

You will also use PeopleSoft Payroll for North America to create pay groups, pay run IDs, balance IDs and so on.

For refunding students through Payroll, Student Financials recommends the following settings in HRMS:

If the student is assigned to an existing Benefit Record Assign Primary Job, select *Make New Job Primary.*

If the Primary Job terminates, select *Re-Assign Primary Job Highest Active Job.*

See *PeopleSoft Human Resources PeopleBook: Manage Base Benefits, Setting Up Additional Base Benefits Features, Setting Up Multiple Jobs*

See *PeopleSoft Payroll for North America PeopleBook: Integrating with Student Financials*

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Creating Job Data for Payroll Refunds

To set up job data for payroll refunds, use the Create Student Job Data component (SSF_POIJOB_TEST) and the Request Student Job Data component (SSF_RUN_POIJOB).

This section discusses how to:

- Create job data for payroll refunds.
- Create job data in batch.
- Create T4A tax job data.

See Also

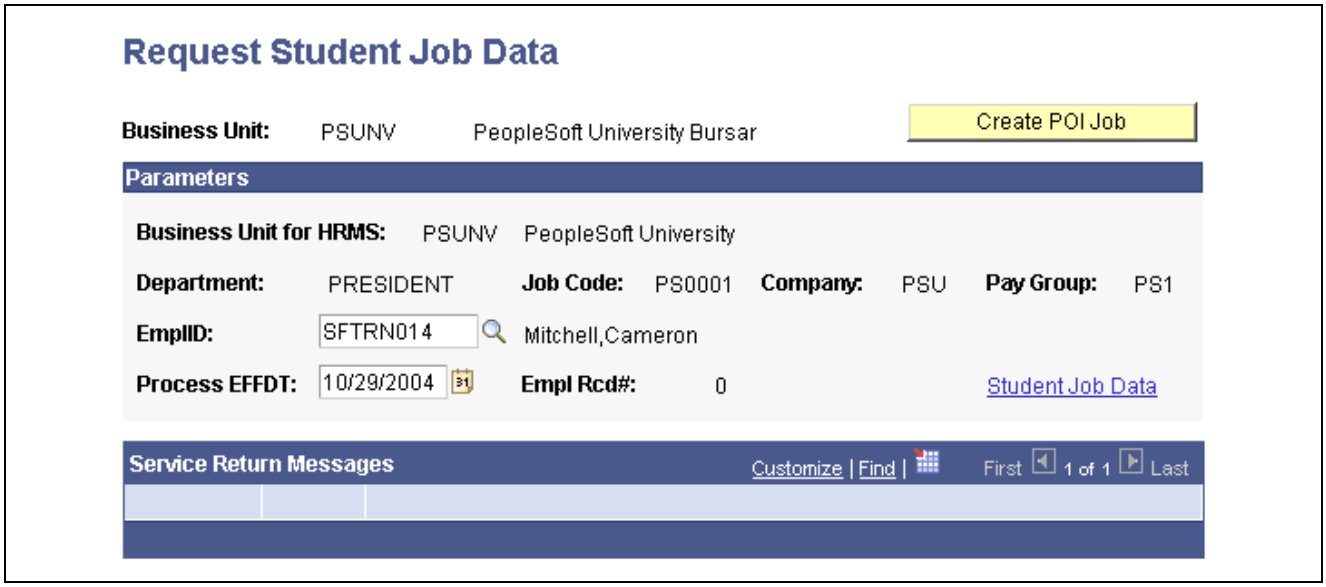
lssf, Setting Up Refunding, Setting Up Your Business Unit to Refund Customers

Pages Used to Create Job Data

Page Name	Definition Name	Navigation	Usage
Request Student Job Data	SSF_POIJOB_TEST	Student Financials, Refunds, Create Student Job Data, Request Student Job Data	Create a student job record.
Request Student Job Data	SSF_RUN_POIJOB	Student Financials, Refunds, Process Batch Refunds, Request Student Job Data	Create student job data in batch.

Creating Job Data for Payroll Refunds

Access the Request Student Job Data page (Student Financials, Refunds, Create Student Job Data, Request Student Job Data).



Request Student Job Data page (single student)

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Processing Options

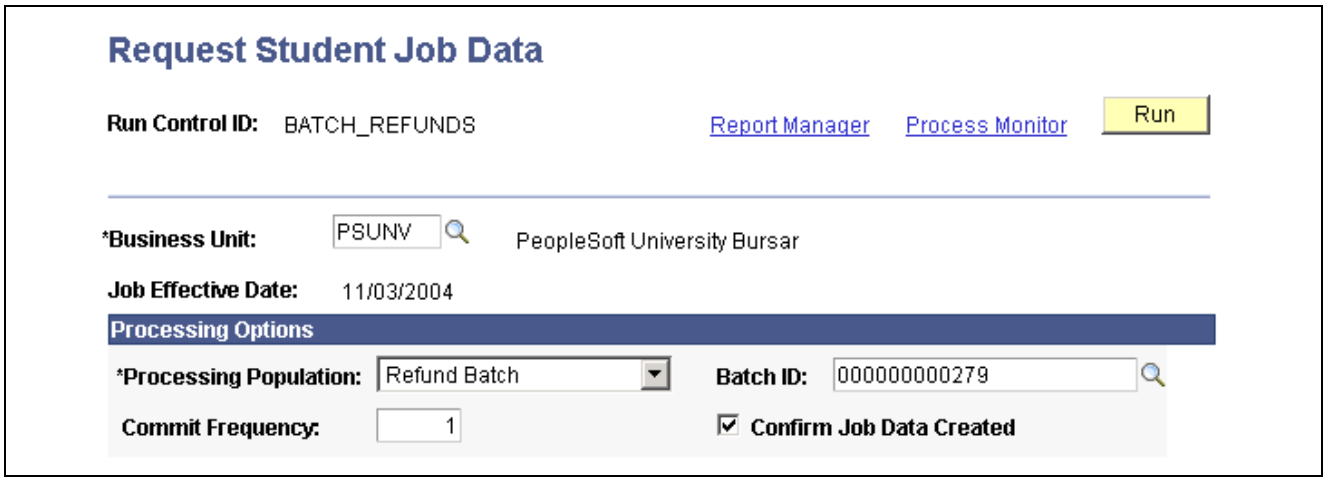
The fields that appear on this page depend on your processing population selection.

Processing Population	Values are: *Refund Batch:* Enables you to select a specific refund batch ID. *Refund Students:* Creates job data for all students with a pending refund. *Student List:* Click the Student List link to enter individual IDs. *T4A Students:* Creates job (tax) records for students receiving a T4A (Canadian tax form).
Batch ID	This field appears only if you select Student List for the processing population. Select the student IDs that you want to process.
Student List	This link appears only if you select Refund Batch for the processing population.
Commit Frequency	Enter a number for records committed to the database. Select this option to commit a specified number of transactions during background processing. For example, if you enter 100 in the Commit Frequency field, when you run a batch process the system processes 100 transactions and then commits them to the database until the batch is complete. At the end of a batch process, the system commits all remaining transactions even if the number of transactions is less than the number in the Commit Frequency field. See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Commit Levels.
Confirm Job Data Created	Select to create a record in the message log of the process monitor for every job record created.
Empl Rcd# (employee record number)	After the process is complete, Empl Rcd# is populated with a value of *0* for the primary job record. A secondary job will have a value of *1*. You might have a secondary job if you have a multi-institution environment and a student is enrolled in two institutions (and is receiving refunds from both of them).
Student Job Data	Click to access the Workforce Administration, Job Information, Job Data component.
Service Return Messages	Any messages, if problems occur, appear here.
Create POI Job	Click to create job data for the selected student.

Creating Job Data in Batch

Access the Request Student Job Data page (Student Financials, Refunds, Process Batch Refunds, Request Student Job Data).

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.



Request Student Job Data page (batch)

The processing options on this page are identical to those on the previous page.

Creating T4A Tax Job Data

You may need to create T4A tax records for students.

See lssf, Producing Tax Forms and Receipt Information, Producing T4A Tax Forms, Creating POI Job Data for T4A.

Setting Up Direct Deposit for Payroll Refunding

If you use the payroll refund method and you want to distribute refunds through direct deposit, you must first set up direct deposit for each applicable student (for U.S. or Canadian students).

You set up direct deposits in PeopleSoft Payroll for North America.

See *PeopleSoft Payroll for North America, Maintaining Payroll Data, Setting Up Direct Deposits*

Designating Sponsors

Sometimes students and organizations with a negative account balance have sponsors that should be the refund recipient. You must designate a sponsor for those sponsored students and corporations.

This section discusses how to:

- Designate sponsors for individual students.
- Designate sponsors for organizations.

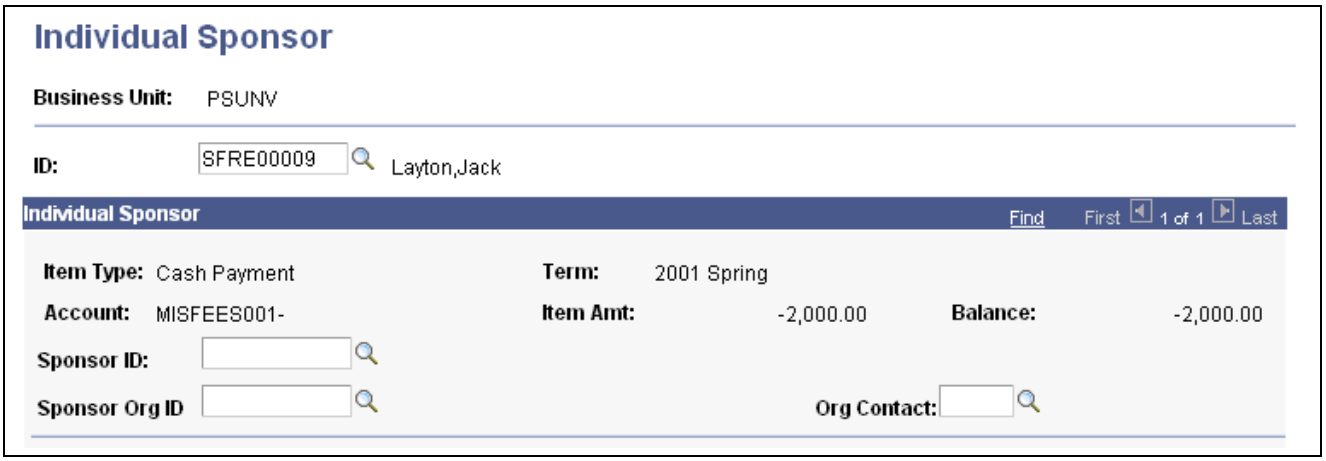
Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Pages Used to Designate Sponsors

Page Name	Definition Name	Navigation	Usage
Individual Sponsor	REFUND_CUSTOMER_ID	Student Financials, Refunds, Designate Sponsor	Designate a sponsor for each credit on the student's account.
Corp Sponsor (corporate sponsor)	REFUND_ORG_SPONSOR	Student Financials, Refunds, Designate Corporate Sponsor	Designate a sponsor for each credit on the organization's account.

Designating Sponsors for Individual Students

Access the Individual Sponsor page (Student Financials, Refunds, Designate Sponsor, Individual Sponsor).



Individual Sponsor page

ID Enter the ID of the student for whom you want to designate one or more sponsors.

Individual Sponsor

Sponsor ID If the sponsor that you are designating is an individual, select the ID of the individual. When you select a value in this field, the Sponsor Org ID and Org Contact fields become unavailable.

Sponsor Org ID (sponsor organization ID) If the sponsor that you are designating is an external organization, select the ID of the organization. When you select a value in this field, the Sponsor ID field becomes unavailable.

Org Contact (organization contact) If you select an organization in the Sponsor Org ID field, select the contact for that organization.

Designating Sponsors for Organizations

Access the Corp Sponsor page (Student Financials, Refunds, Designate Corporate Sponsor).

With the exception of the External Org ID (external organization ID) field, the fields on this page are identical to those on the Individual Sponsor page.

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

External Org ID Enter the ID of the external organization for which you want to designate one or more sponsors.

See Also

lssf, Setting Up Refunding, Designating Sponsors

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.