# Completing Student Financials General Setup

## Understanding Student Financials General Setup

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

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

## Configuring ChartFields

This section discusses how to set up and maintain ChartFields and related transactions.

Bundle 44. Added information for users who do not use PeopleSoft or Oracle General Ledger

If you select Enterprise Financials on the SF Installation page, all ChartField data is maintained on Financials, then imported to Campus Solutions using the delivered service operations. If you do not use PeopleSoft or Oracle General Ledger, you can use the Standard ChartField Configuration page to identify external ChartFields, change the label descriptions, and adjust field lengths on PeopleSoft ChartFields. Make sure you populate the underlying lookup tables (Set Up Common Objects, Common Definitions, ChartField Configuration, ChartField Values). The saved definitions are displayed on:

- GL Interface (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, GL Interface)
- Journal Set ChartFields (Click the Jrnl Set ChartFields link on the GL Interface page)

### Related Links

Defining Student Financials Installation Settings
Mapping Item Types to General Ledger Accounts
GL Interface Processing Using a Third-Party or Legacy General Ledger System

## Understanding Standard ChartField Configuration

PeopleSoft delivers the standard ChartField configuration template with the following ChartField types: original and project costing. You can access these ChartFields through the Standard ChartField Configuration page.

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If you use PeopleSoft Financials, the ChartField configuration template is review-only . Modifications to the ChartField configuration template should be done in the Financials system. If you use Financials 8.40 or above for original ChartFields, or Financials 9.0 for project costing ChartFields, configuration changes are done by the FSCM_CF_CONFIG service operation.

## Original ChartFields

PeopleSoft delivers the standard ChartField configuration template with fourteen active and two inactive original ChartFields in the following sequence:

- Account
- Department
- Project/Grant
- Product
- Fund Code
- Program Code
- Class Field
- Affiliate
- Operating Unit
- Alternate Account
- Budget Reference
- Chartfield 1
- Chartfield 2
- Chartfield 3
- Fund Affiliate (inactive)
- Operating Unit Affiliate (inactive)

Original ChartField integration is available to organizations that use PeopleSoft Financials 8.4 or later.

## Project Costing ChartFields

PeopleSoft delivers the standard ChartField configuration template with six project costing ChartFields, which have the following display order:

- Business Unit PC
- Project/Grant
- Activity ID
- Resource Type

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- Resource Category
- Resource Sub-Category

Project costing ChartFields are unique in that their display order is always the same in relation to the position of the Project/Grant ChartField. When changing the field display order, all project costing ChartFields move together in a block; you can change the display order of a project costing ChartField but the other five ChartFields remain in the same order in relation to that project costing ChartField.

Project Costing ChartField integration is available to organizations that use PeopleSoft Financials 9.0. If your organization does not integrate with PeopleSoft Financials but you use PeopleSoft Project Costing, then the attributes of the project costing ChartFields can be modified in the standard ChartField configuration template.

See *PeopleSoft FSCM: Project Costing*.

### Modifying the ChartField Configuration Template

If you do not use PeopleSoft General Ledger, you can use the Standard ChartField Configuration page to make the following modifications to the standard ChartField configuration:

- Change the display order of ChartFields on pages and reports
- Relabel long and short names (descriptions) of ChartFields
- Activate or deactivate ChartFields

  Deactivated ChartFields are not displayed on pages, reports, or prompt lists. They are not included in indexes. Even when the ChartFields are not displayed, they are not removed from records or pages. This significantly reduces configuration time and effort.
- Change the display length of ChartFields on pages and reports
- Change related Chartfields for intraunit affiliate ChartFields

## Importing ChartField Configuration from PeopleSoft Financials

If you integrate with PeopleSoft Financials 8.40 or later for original ChartFields, or Financials 9.0 for project ChartFields, the system automatically sends the FSCM_CF_CONFIG service operation from the Financials database to the CS database when the ChartField Configuration process (PYCONFIG) completes successfully in the Financials database. If you do not integrate with PeopleSoft Financials, the run control is accessed through the Impact and Apply buttons on the Standard Configuration page.

The FSCM_CF_CONFIG service operation consists of Financials's latest ChartField template along with all corresponding ChartField labels. When the CS database receives the service operation, it compares the configuration template and labels, then generates the actions required to perform ChartField changes in CS. The pending ChartField change actions reside in the Action Log file. You can review these changes on the Action Status page and determine the time to apply them to your system. Use the controls on the Standard ChartField Configuration page to review the configuration status and apply the changes.

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# Pages Used to Configure ChartFields

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Standard ChartField Configuration | STANDARD_CF_TMPLT | Set Up Common Objects, Common Definitions, ChartField Configuration, Standard Configuration | Activate ChartFields to make them available on the ChartField Values page.<br><br>If you integrate with PeopleSoft Financials, you cannot edit this page. |
| ChartField Values | DEFINE_CF_VALUES | Set Up Common Objects, Common Definitions, ChartField Configuration, ChartField Values | Displays the links to the components of the active ChartFields. Click the link of the component you want to access.<br><br>This page only displays links to the components of those ChartFields you activated on the Standard ChartField Configuration page. |
| GL Journal Options | BU_GL_HR_LNK | Set Up Common Objects, Common Definitions, ChartField Configuration, GL Journal Options | Associate a journal template with each General Ledger ( GL) business unit. |
| ChartField Transaction Table | ACCT_CD_TABLE | Set Up Common Objects, Common Definitions, ChartField Configuration, ChartField Transaction Table | View the ChartField Transaction Table with ChartField combinations once they have been used in processing.<br>You can also maintain additional information about combination codes on this page. |
| ChartField Transaction Report | PRCSRUNCNTL | Set Up Common Objects, Common Definitions, ChartField Configuration, ChartField Transaction Report | Run the Transaction Report (PAY710) to report the contents of the ChartField Transaction table. |


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## Configuring Standard ChartFields

Access the Standard ChartField Configuration page (Set Up Common Objects, Common Definitions, ChartField Configuration, Standard Configuration).

**Image: Standard ChartField Configuration page**

This example illustrates the fields and controls on the Standard ChartField Configuration page. You can find definitions for the fields and controls later on this page.

Standard ChartField Configuration

| | Status | Order | Field Long Name | Field Short Name | Display Length | Affiliate Type | IntraUnit Related ChartField |
|---|---|---|---|---|---|---|---|
| ☐ | Active ChartField | 1 | Account | Acct | 10 | | |
| ☐ | Active ChartField | 2 | Department | DeptID | 10 | | |
| ☐ | Active ChartField | 3 | Project/Grant | Proj/Grt | 15 | | |
| ☐ | Active ChartField | 4 | Product | Prod | 6 | | |
| ☐ | Active ChartField | 5 | Fund Code | Fund | 5 | | |
| ☐ | Active ChartField | 6 | Program Code | Program | 5 | | |
| ☐ | Active ChartField | 7 | Class Field | Class | 5 | | |
| ☐ | Active ChartField | 8 | Affiliate | Affl | 5 | InterUnit Affiliate | Business Unit |
| ☐ | Active ChartField | 9 | Operating Unit | Operating Unit | 8 | | |
| ☐ | Active ChartField | 10 | Alternate Account | Alt. Account | 10 | | |
| ☐ | Active ChartField | 11 | Budget Reference | Budget Ref | 8 | | |
| ☐ | Active ChartField | 12 | Chartfield 1 | Chartfield1 | 10 | | |
| ☐ | Active ChartField | 13 | Chartfield 2 | Chartfield2 | 10 | | |
| ☐ | Active ChartField | 14 | Chartfield 3 | Chartfield3 | 10 | | |
| ☐ | Inactive ChartField | 99 | Fund Affiliate | Fund Affil | 10 | IntraUnit Affiliate | |
| ☐ | Inactive ChartField | 99 | Operating Unit Affiliate | Oper Unit Affil | 10 | IntraUnit Affiliate | |

Activate Inactivate Impact Configuration Status Apply

This page initially displays the ChartFields as delivered by PeopleSoft.

**Status**

An active ChartField appears on pages, reports, and prompt lists. An inactive ChartField does not appear on pages, reports and prompt lists, but is not removed from records and pages.

Fund Affiliate, Operating Unit Affiliate, and the Project Costing ChartFields are delivered inactive, but can be activated if the active ChartFields are not sufficient for your requirements.

***Warning!*** Do not change the status of a ChartField after you have run the full configuration and are using the system in production. Status determines whether ChartFields appear on pages, reports, and prompt lists throughout the system.

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**Order**

Change the order of display by changing the sequence of order numbers in this field. Inactive ChartFields have the order value of 99. Active ChartFields require an order number. When you activate an inactive ChartField, the system assigns the next available number. You can change this number to put the newly activated ChartField in any desired sequence.

When you save the page, the system completes the final reordering to remove gaps or duplicates in the numbering sequence.

Project costing ChartFields are always the same in relation to the position of the Project/Grant ChartField. When changing the field display order, all project costing ChartFields move together in a block.

**Field Long Name** and **Field Short Name**

Enter a new long name and short name to change the description of a ChartField. These names appear on pages, reports, and prompt lists rather than the database field name of the ChartField.

**Display Length**

Enter a new value to change display length on pages. The display length cannot be greater than the actual field length of the ChartField.

**Affiliate Type**

An Affiliate ChartField is either an InterUnit or IntraUnit affiliate. Standard ChartFields have no affiliate type.

**IntraUnit Related ChartField**

A unique intraunit-related ChartField of the same or smaller ChartField length must be specified for each intraunit affiliate ChartField that is active.

Business Unit is required for the InterUnit Affiliate ChartField.

**Activate**

To activate an inactive ChartField, click the check box next to the field you want to activate, and then click the Activate button.

**Inactivate**

To deactivate an active ChartField, click the check box next to the field you want to deactivate, and then click the Inactivate button.

---

***Warning!*** Do not deactivate a ChartField if you have transaction data posted to that ChartField. If you do, you will not be able to view that ChartField on pages and reports.

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**Configuration Status**

Click to access the Action Status page where you can view the standard ChartField activity log and pending changes, including changes that have been subscribed to from Financials but not yet applied.

Before applying the subscribed changes, view their impact by clicking the Impact button.


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If you have saved changes but want to cancel the changes before applying them, use the Configuration Status - Action Status page to cancel the configuration actions. This resets the ChartField to its previous configuration.

**Apply**

Click to run the ChartField Configuration PSJob process (PYCONFIG) in update mode to apply the ChartField configurations changes.

If you make any changes to the Standard Configuration pages, you must run the ChartField Configuration process in update mode to apply those changes before they take effect.

After you apply your changes, the system displays only the active ChartFields. ChartFields appear in the order and with the labels defined in this standard configuration.

## Mapping General Ledger Business Units

Access the GL Journal Options page (Set Up Common Objects, Common Definitions, ChartField Configuration, GL Journal Options).

**Journal Template**

From the list of options, select the journal template to associate with the PeopleSoft GL business unit.

**Calendar ID**

If you use commitment accounting, select a calendar ID to associate with the PeopleSoft GL business unit. The system uses calendar IDs to distribute actuals over accounting periods.

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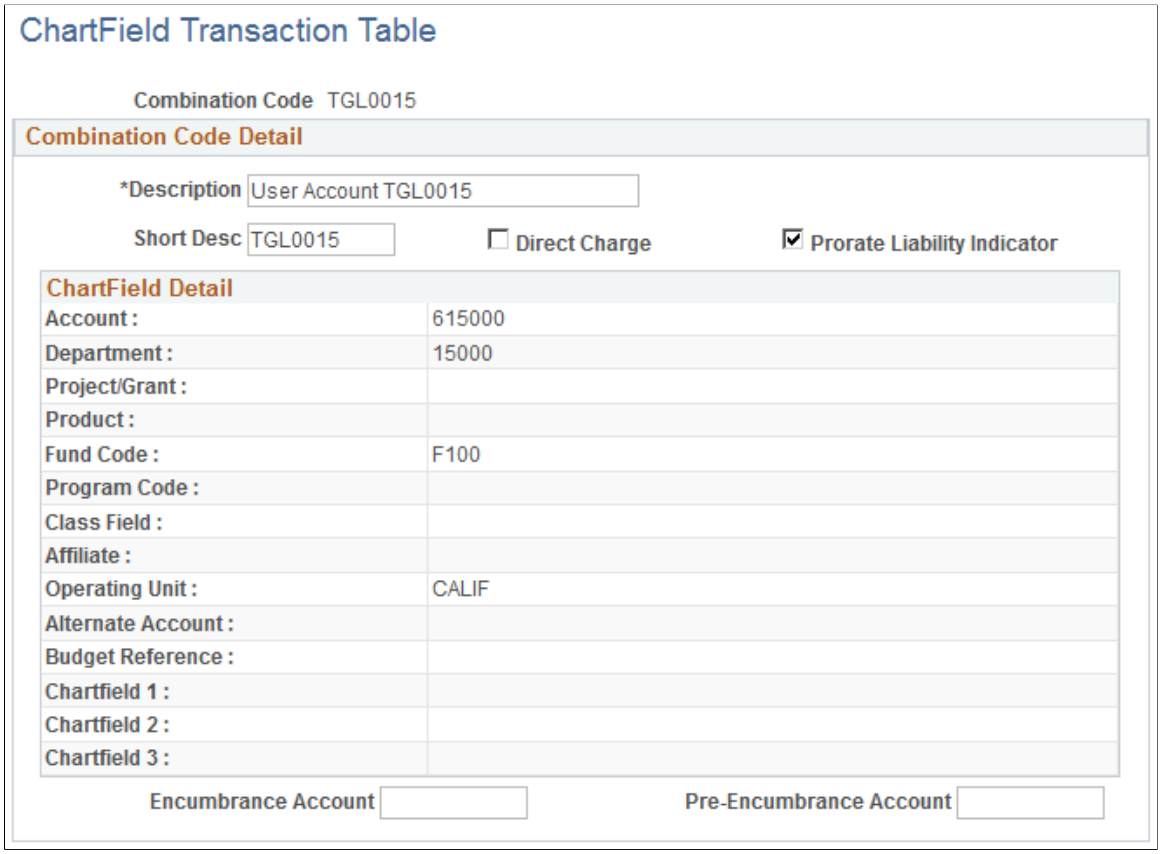
## Maintaining ChartField Transactions

Access the ChartField Transaction Table page (Set Up Common Objects, Common Definitions, ChartField Configuration, ChartField Transaction Table).

**Image: ChartField Transaction Table page**

This example illustrates the fields and controls on the ChartField Transaction Table page. You can find definitions for the fields and controls later on this page.




The ChartField information on this page is view-only. Only the ChartFields that are active on the Standard ChartField Configuration page appear on this page.

The system creates a record whenever you use a new combination of ChartField values in a transaction: whether you select a valid combination code, or select a combination of individual ChartField values on the transaction page. It stores that combination in the ChartField Transaction table to maintain a history of ChartField combinations used in transactions.

You can use the Transaction Report (PAY710) to report the contents of the ChartField Transaction table.

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**Note:** If you are not using valid combination codes and want to be able to enter any combination of ChartFields on the transaction pages, do not populate the Combination Code table. The system populates the ChartField Transaction table (ACCT_CD_TABLE) with the ChartField combinations you use so you can track and reuse them.

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**Combination Code**

If this is not a valid combination code imported into or created in the Valid Combination table, the system assigns this unique combination of ChartFields a combination code. You can use the


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| | |
|---|---|
| | combination code on the transaction pages to reuse a particular combination of ChartFields. |
| **Direct Charge** | Select this check box to indicate that you will use this combination code during the Actuals Distribution process. This field is for information only; it has no effect on processing. |
| **Prorate Liability Indicator** | If you want to prorate liabilities, select this check box.<br><br>The system looks for the Prorate Liability Indicator flag when it runs the Actuals GL Interface process. If you select this indicator, employee-paid taxes and deductions are prorated back across the earnings expenses. |
| **Encumbrance Account** and **Pre-Encumbrance Account** | Use these fields in your own GL interface programs. |

# Entering and Reviewing Valid ChartField Combinations

These topics provide overviews of combination codes, valid combination loading, and speed types. It also discusses combination codes.

## Understanding Combination Codes

A combination code is a key that defines a combination of ChartFields. When you run processes to post transactions to the general ledger, the combination code identifies the ChartFields to include in each transaction.

A valid combination code is a combination of ChartFields that are valid in general ledger. Store valid combination codes in the Valid Combination table (VALID_COMBO_TBL) to be used by the ChartField combination validation process.

**Note:** If you are not using valid combination codes and want to be able to enter any combination of ChartFields on the transaction pages, do not populate the Combination Code table. The system populates the ChartField Transaction table (ACCT_CD_TABLE) with the ChartField combinations you use so you can track and reuse them.

## Understanding Valid Combination Table Loading

There are three ways to enter valid combination codes into the Valid Combination table. The method you use depends primarily on which General Ledger (GL) system and version you use.

### Importing from the Financials Database

If you integrate with PeopleSoft Financials 8.0 or later, you can import the valid ChartField combinations from the Financials database and keep them up-to-date using Integration Broker.

To import valid combinations from Financials:

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1. Publish combination data information from Financials (FSCM) to CS using the HR_ACCT_CD_LOAD Integration Broker service operation.

   When CS receives this service operation, the handler arranges the data in the correct layout and populates the GL_ACCT_CD_TBL.

2. Run the Load Combination Code SQR process (BUD003) to populate the Valid Combination table.

### Flat File Loading

If you integrate with a financials system that does not have Integration Broker capability, you can use the Inbound Flat File process to load and maintain the Valid Combination table (VALID_COMBO_TBL).

To populate valid combination codes using the Inbound Flat File process:

1. Create a flat file that contains valid combination data in the layout format specified by GL_ACCT_CD_TBL.

2. Initiate the Inbound Flat File process to publish this combination data using the HR_ACCT_CD_LOAD service operation.

   When the service operation is received, the handler arranges the data in the correct layout and populates the GL_ACCT_CD_TBL.

3. Run the Load Combination Code SQR process (BUD003) to populate the Valid Combination table.

### Manual Loading

If you do not integrate with PeopleSoft Financials, you can enter valid ChartField combinations directly into the Combination Code Table page. This page is not available for manual data entry if the GL indicator is selected on the Installation table.

See *PeopleSoft FSCM: Resource Management*.

## Understanding Speed Types

Speed types are shortcut keys for frequently used combinations of ChartFields. Using speed types can minimize keying, greatly increase journal efficiency, and reduce errors.

If you integrate with PeopleSoft Financials 8.0 or later, you can use the HR_CHARTFLD_COMBO_SYNC service operation to keep the Speed Type table up-to-date. Any change made to the Speed Type table in the Financials database triggers the Integration Broker update to CS.

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## Pages Used to Enter and Review Valid ChartField Combinations

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Load Combination Code Table | RUNCTL_FILEPATH | Set Up Common Objects, Common Definitions, ChartField Configuration, Load Combination Code Table | Run the Load Combination Code process (BUD003) to load the Combination Code table with ChartField combinations already imported into the GL_ACCT _CD_TBL through the HR_ ACCT_CD_LOAD service operation. |
| Combination Code Table | VALID_COMBO_TBL | Set Up Common Objects, Common Definitions, ChartField Configuration, Combination Code Table | Review all combination codes imported into CS and loaded by the Load Combination Code process (BUD003).<br><br>Manually define and review valid combinations of ChartField values if you do not import them. |
| Combination Code Report | PRCSRUNCNTL | Set Up Common Objects, Common Definitions, ChartField Configuration, Combination Code Report | Run the Combination Code report (PAY760) to report the contents of the Valid Combination table (VALID_ COMBO_TBL). |
| SpeedTypes | HMCF_SPEEDTYPE | Set Up Common Objects, Common Definitions, ChartField Configuration, ChartField Speedtypes | Review the Speed Type table maintained from PeopleSoft Financials. |

## Loading Combination Codes

Access the Load Combination Code Table page (Set Up Common Objects, Common Definitions, ChartField Configuration, Load Combination Code Table).

**As of Date** Enter the as of date for the ChartField combinations you are importing from PeopleSoft General Ledger.

**Interface with GL Release** Select the PeopleSoft Financials release to use when the Load Combination Code process runs.

**Inactivate Accounts Not Downloaded** When this option is selected, the system deactivates combinations for which it does not find matches in the current fiscal year.

When this option is blank, old combinations remain active for the current fiscal year.

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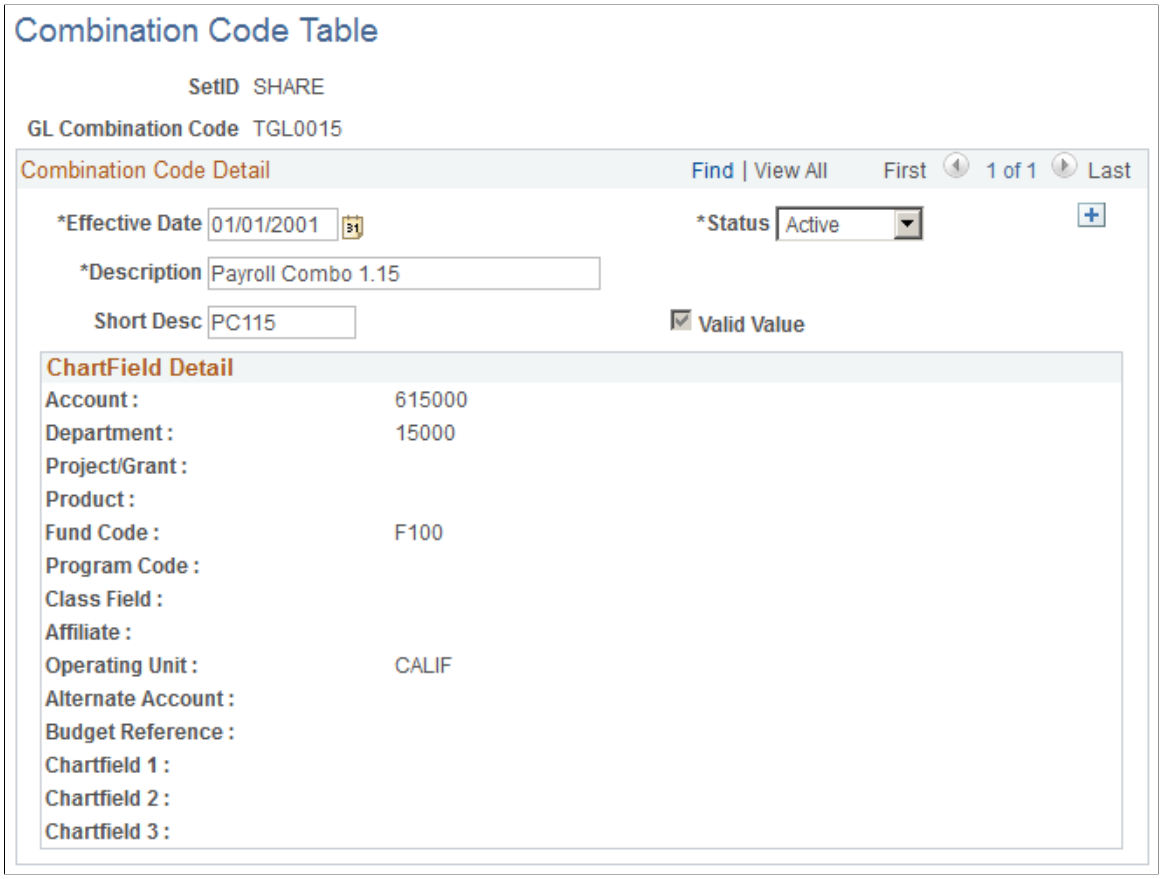
## Reviewing Combination Code Details

Access the Combination Code Table page (Set Up Common Objects, Common Definitions, ChartField Configuration, Combination Code Table).

**Image: Combination Code Table page**

This example illustrates the fields and controls on the Combination Code Table page. You can find definitions for the fields and controls later on this page.




You cannot change the ChartField values for combination codes imported from Financials, but you can change the description and make it active or inactive.

**GL Combination Code** (general ledger combination code)

Enter this code on the CS pages to use this combination of ChartFields in a transaction.

The system generates the combination code sequentially based on the Last Combination Code Assigned field on the Installation table under these conditions:

- ChartField combination is received from Financials by Integration Broker
- GL combination code value is not supplied on the inbound flat file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- You manually add the ChartField combination and do not pre-assign the GL combination code value

**Valid Value**

You can select this check box when you enter the ChartField combination for the first time for the setID. Select this check box if the ChartField combination is valid. If the combination already exists with the same setID, this check box is selected based on the value of the preexisting combination and cannot be edited.

**ChartField Detail**

If you are manually setting up combination codes, enter the ChartField value for each ChartField that applies to this ChartField combination.

Only the ChartFields that are active on the Standard ChartField Configuration page appear on this page

# Setting Up Installation Parameters and Keywords

To set up installation parameters and keywords, use the Student Fin Installation component (INSTALLATION_SF) and the Keywords component (KEYWORDS).

This section provides overviews of installation parameters, key words, global invoicing, enabling PeopleSoft Fluid User Interface in self service, and discusses:

- Defining Student Financials Installation Settings
- Defining Payment by Invoice
- Defining Keyword Edit Tables and a Null Due Date
- Defining Commit Levels
- Defining Keywords

## Understanding Installation Parameters

Installation parameters define how Student Financials looks (using classic or fluid interface) and performs. You specify how the system:

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

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

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### Keywords

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

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

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## Understanding Global Invoicing

Many institutions, especially those outside the United States, are required to bill and collect payments from students using an invoice model rather than the standard statements typically used in the United States. Campus Solutions enables such global institutions to invoice for student receivables.

Global invoicing enables institutions to:

- Link charges to a specific invoice with a unique invoice number. Subsequent invoices include only new activity and do not include any prior balance.
- Send a reminder letter rather than include unpaid charges in another invoice if a student does not pay an invoice.
- Allow students to make a payment against a specific invoice rather than against the overall account. Any charge or payment priorities are applied only within the context of the specific invoice.
- Create a specific credit invoice that references the original invoice if charges are reversed after being invoiced.
- Refund excess payments or a credit balance from an invoice to the student unless the student authorizes the institution to apply that credit to a different invoice.
- Pass charges to the General Ledger only after they have been invoiced.

Campus Solutions offers institutions the flexibility to use its global invoicing functionality or to use billing statements.

An option in the Student Financials installation setup enables the global invoicing functionality. Institutions can also define banking information for inclusion on the invoice as necessary.

## Pages Used to Set Up Installation Parameters and Keywords

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| SF Installation | INSTALLATION_SF | Set Up SACR, Install, Student Fin Installation, SF Installation | Define number sequence start points, maximum row settings, ChartField edit options, financial system setup, AP refunding option, and notification options for direct deposit refunding. |

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| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Populate Items by Invoice | SSF_RUNCTL_EURO_BI | Set Up SACR, Product Related, Student Financials, Charges and Payments, Populate Items by Invoice | Define payment by invoice. |
| SF Installation 2 | INSTALLATION_SF2 | Set Up SACR, Install, Student Fin Installation, SF Installation 2 | Define keyword edit tables, invoice/payment processing, a null due date, and enable tuition installments. |
| SF Installation 3 | INSTALLATION_SF3 | Set Up SACR, Install, Student Fin Installation, SF Installation 3 | Define commit levels. |
| Keywords | KEYWORD_TBL | Set Up SACR, Product Related, Student Financials, Item Types, Keywords | Define keywords. |
| SF Installation 4 | INSTALLATION_SF4 | Set Up SACR, Install, Student Fin Installation, SF Installation 4 | Select the Enable Student Financials check box to indicate that fluid features for Student Financials self service have been adopted. By default, the check box is deselected.<br><br>This check box is for informational purposes only.<br><br>See "Managing Financial Accounts Using PeopleSoft Fluid User Interface" (PeopleSoft Campus Solutions 9.2: Self Service). |

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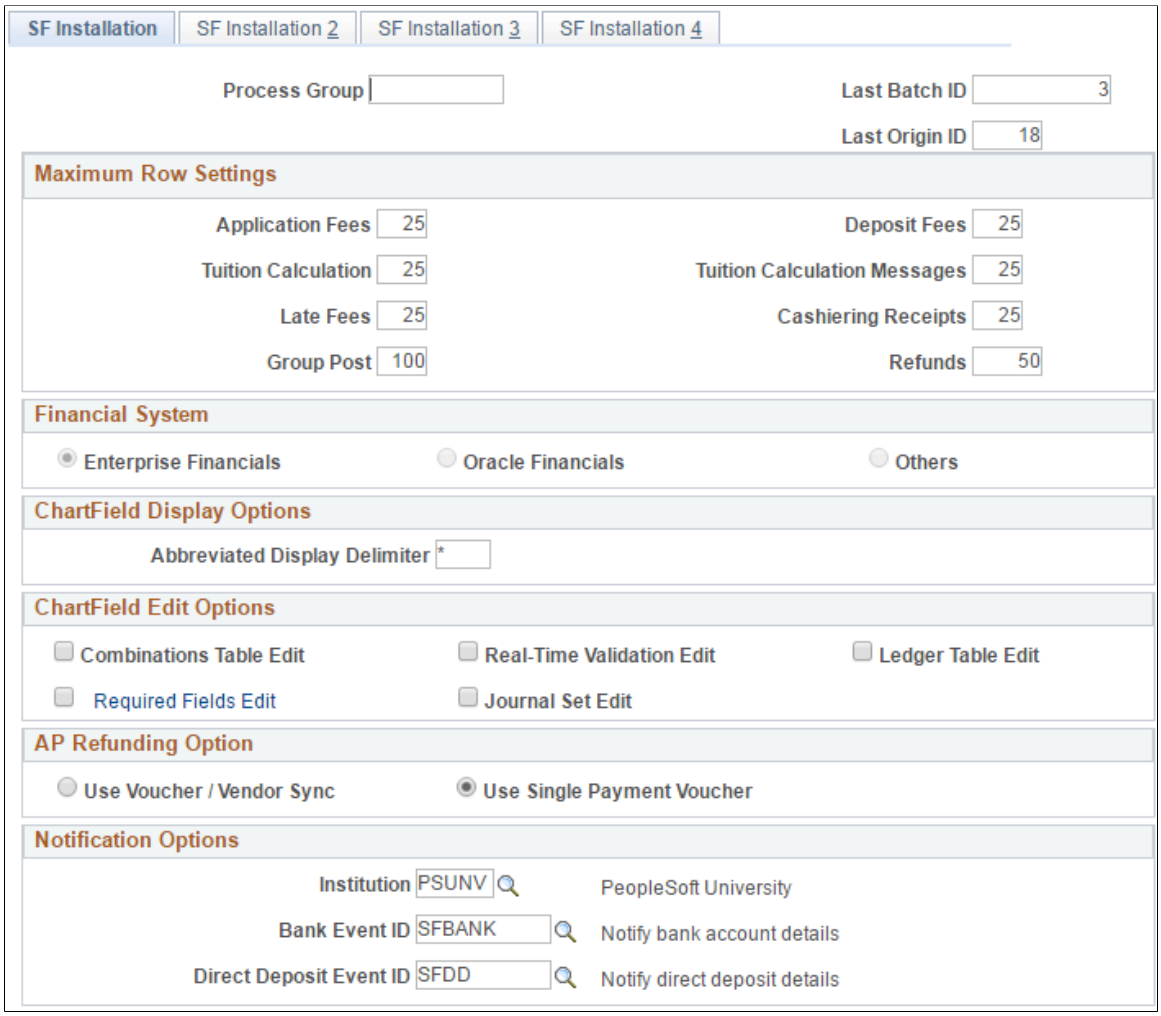
## Defining Student Financials Installation Settings

Access the SF Installation page (Set Up SACR, Install, Student Fin Installation, SF Installation).

**Image: SF Installation page**

This example illustrates the fields and controls on the SF Installation page. You can find definitions for the fields and controls later on this page.




**Process Group** Enter a value for the process group. The system uses the process group in conjunction with GL Combination processes.

**Last Batch ID** Each batch transaction is assigned an ID number. This field displays the last ID number assigned to a batch. To start your numbering sequence at a particular point, enter a number here. Otherwise, the system continues to increment subsequent batch transactions from the number shown.

**Last Origin ID** Use origin IDs to track the source of batch transactions (for example, receipts from the housing or parking offices). This field displays the last ID number that was assigned to an origin definition. To start your numbering sequence at a particular point, enter a number here. Otherwise, the system continues

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to increment subsequent origin definitions from the number shown.

## Maximum Row Settings Group Box

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

## Financial System

Use this group box to select the financial system that you want to use: Enterprise Financials, Oracle Financials, or Others.

The selection and functioning of the options in this group box depends on whether or not you select the General Ledger check box in Set Up Common Objects, Install, Installation Table, Products.

If the General Ledger check box is selected:

- The Enterprise Financials option is selected by default and is read-only.
- The Oracle Financials and Others options are not available for selection.

If the General Ledger check box is not selected:

- The Enterprise Financials option is selected by default and is available for selection.
- The Oracle Financials option is available for selection.
- The Others option is available for selection.

## ChartField Display Options

**Abbreviated Display Delimiter** This field is used to distinguish individual ChartFields to be added, updated or viewed as a string on setup pages. Select a delimiter that is not a letter, number or special character used to define any of the ChartField values. For example, if the character '-' is used within the ChartField value 23-1103, do not use the '-' character as the delimiter. If 'A' is used within the ChartField value such as TRAINING, do not use 'A' as the delimiter.

**Display External Chartfield** This field is available only if the General Ledger check box is not selected in the Common Objects Installation Table, and the Others option is selected in the Financial System group box.

## ChartField Edit Options

ChartFields represent organizational or reporting structures and are used to facilitate the journaling of accounting entries. You can use dynamic ChartFields to customize certain display characteristics (such as order, visibility, labels) of the standard set of ChartFields. Selecting one of the first four options ensures that the Student Financials Departmental Receipt is created with a required ChartField.

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**Combinations Table Edit**

Evaluates the ChartField combination to determine whether it exists in the PS_VALID_COMBO_TBL.

If you select the Combinations Table Edit check box, you cannot select the Real-Time Validation Edit check box.

If you select Oracle Financials in the Financial System group box, this check box is cleared by default.

---

**Note:** The Combinations Table Edit option is not supported for Oracle Financials.

---

**Real-Time Validation Edit**

Evaluates the ChartField combination using the Synchronous Message COMBO_CF_EDIT_REQUEST with Student Financials.

If you select the Real-Time Validation Edit check box, you cannot select the Combinations Table Edit check box.

If you select Oracle Financials in the Financial System group box, this check box is selected by default.

---

**Note:** The Real-Time Validation Edit option is supported for Oracle Financials and you should select this option if you select Oracle Financials as the financial system. When you set up chartfield combinations, a web service performs real time validation of the chartfield combinations against the Oracle GL combinations.

---

**Ledger Table Edit**

The LED_FLDS_SF_TBL is used to store required ChartFields for a specified ledger. Required ChartFields are examined for values, and edit errors occur when required values do not exist in the specified ChartFields.

If you select Oracle Financials in the Financial System group box, this check box is cleared by default.

---

**Note:** The Ledger Table Edit option is not supported for Oracle Financials.

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**Required Fields Edit**

Checks for values in all fields defined in the Required Fields secondary page.

**Journal Set Edit**

Evaluates individual sets of ChartFields (journal sets) to make sure that percent totals equal 100 and that ledger values remain the same for ChartFields of the same journal set. Selecting this check box also ensures that debit and credit journal set entries are properly balanced.

**Use External ChartFields**

This check box appears only if you deselect the General Ledger check box in Common Objects Installation Table, select Others as the Financial System on the SF Installation page, and restart the application server.


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See *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

## AP Refunding Option

This group box is available only if the Financial System is Enterprise Financials.

Select an option to indicate how vouchers and vendors are created and sent to Accounts Payable (AP).

If you change the option, you receive a warning message: *Changing AP Refunding Option might affect proper functioning of the system. Changing AP Refunding might make the system unstable. Some refunding functionality might not work as desired.*

---

**Note:** Before you select an AP refunding option, refer to the *Addendum: Direct Deposit Through AP Refunding* in My Oracle Support (ID 1982664.1).

---

| | |
|---|---|
| **Use Voucher/Vendor Sync** | This option is selected *by default.*<br><br>Select this option to be able to run the Create Vendors and Vouchers process using VOUCHER_BUILD VERSION_1. A Vendor ID is generated for each student or organization. |
| **Use Single Payment Voucher** | If you select this option, you can distribute refunds by direct deposit.<br><br>Select this option to be able to run the Create Refund Voucher process using VOUCHER_BUILD VERSION_2.<br><br>**Note:** A single payment voucher is created in AP, using a single payment vendor that is already set up—the same Vendor ID is reused across students or organizations. This reduces your vendor maintenance.<br><br>Refunds are transferred to AP along with bank details and direct deposit distributions. |

See Understanding Refunding Setup.

See Understanding Refunds.

## Notification Options

Use this group box to define a bank event ID or direct deposit event ID to trigger email notifications when bank accounts are created or edited. The academic institution value defaults from the Student Admin Installation setup and is used along with the event ID for generating required communication.

To use the notification feature, you must first complete 3C setup in Campus Community.

The Bank Event ID, Direct Deposit Event ID, and Institution values are used to insert details into the 3C trigger table when a new bank account is added or existing details are modified by students in Self Service or by administrative staff. The 3C Engine and ComGen features use these values to generate the email notifications which are sent to students.

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**Note:** The default academic institution and administrative function of GEN control which values are available in the Bank Event ID and Direct Deposit ID fields.

Email notifications can also be generated when a direct deposit refund is initiated—you complete setup for refund notifications on the SF Business Unit - Refund Setup page.

See:

- "Understanding Communications Setup" (PeopleSoft Campus Solutions 9.2: Campus Community)
- Setting Up and Managing Bank Accounts
- Setting Up and Managing Direct Deposit Distributions for AP Refunding
- Setting Up Your Business Unit to Refund Customers
- "Setting Up and Managing Bank Accounts" (PeopleSoft Campus Solutions 9.2: Self Service)
- "Enrolling in Direct Deposit" (PeopleSoft Campus Solutions 9.2: Self Service)
- *Addendum: Direct Deposit Through AP Refunding* in My Oracle Support (ID 1982664.1).
- "Understanding Administrative Functions" (PeopleSoft Campus Solutions 9.2: Campus Community)
- Configuring ChartFields
- UPK for setting up AP direct deposit.

### Related Links

Defining Origins and Group Types
Understanding GL Interface Processing Setup
Understanding Refunds

## Defining Payment by Invoice

Access the Populate Items by Invoice page (Set Up SACR, Product Related, Student Financials, Charges and Payments, Populate Items by Invoice).

You can define your business requirements based on country requirements and business model needs.

This enables you to associate charges to individual invoices, create credit invoices, and produce reminder letters. On the payment side, you can run online posting, Cashiering, and batch processes to apply payments to specific invoices.

Run the Populate Item Invoice process to initialize the apply payments by invoice functionality.

This process creates rows in SSF_ITEM_INV that are required to apply payments by invoice. Before running this process, run billing for any transaction that has not yet been billed.

After the process is run, the installation Apply Payments by Invoice check box is selected on the SF Installation 2 page. If you decide at a later time to not apply payments by invoice, the user can clear the check box.

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***Pre-conversion Invoice ID** The pre-conversion invoice ID can be any value and does not need to be defined in the Billing Invoice setup, for example, invconv2006.

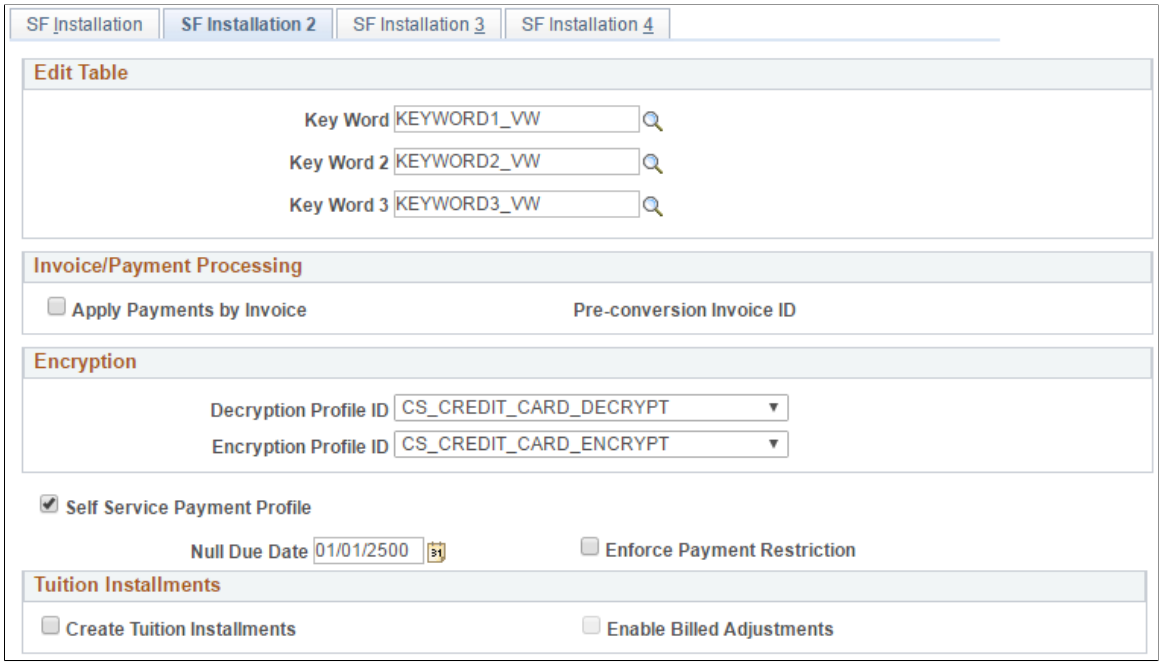
**Run** Click to initiate the process.

## Defining Keyword Edit Tables and a Null Due Date

Access the SF Installation 2 page (Set Up SACR, Install, Student Fin Installation, SF Installation 2).

**Image: SF Installation 2 page**

This example illustrates the fields and controls on the SF Installation 2 page. You can find definitions for the fields and controls later on this page.




### Applying Payment by Invoice

Global institutions may have the requirement to assign payments to a specific invoice and not to individual charges.

Campus Solutions allows institutions to select whether to associate payments with a specific invoice or with individual charges. Global Invoicing associates charges with individual invoices. When payments are received, they are paid against an invoice number and the payment is applied to the charges associated with that invoice. If an overpayment of an invoice number exists, a refund can be generated. A student can make a prepayment prior to any charges invoiced in order to hold his or her place in class. Such a prepayment is not part of the invoice. When tuition calculation is run and charges are incurred, and a bill is generated with the unique invoice number, the prepayment is applied to that invoice. Future bills show only the unpaid amount of the invoice, not an accumulation of charges and payments. If a waiver exists for a student's payment, the waiver appears on the invoice.

Applying payments by invoice involves:

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- Invoicing
  - Generate an invoice with unique invoice numbers for charges.
  - Associate invoice numbers with items on the invoice.
  - Create a credit invoice for overpayments.
  - Create a credit invoice for credit balances based on charge reversals while referencing the original invoice.
  - Create invoices in batch as well as on line.
  - View and reprint any individual invoice using original invoice data.
  - Store student bank information (similar to payment profile information but accessible administratively) for student or the legally responsible party.
  - Invoices with a payment voucher which include scan line (OCR-B font) that can incorporate the institution's bank information as well as the student's bank information, invoice number, and amount due.
- Payment Processing
  - Payments applied against a specific invoice. If a credit balance remains from a specific invoice, it can manually be applied to another invoice or the student can request a refund.
  - Payments are accepted and applied using payment files from banks or clearinghouses.
  - Prepayments are applied when an invoice is generated.
- Reminders and Collections
  - Reminders can be generated for open invoices after a due date has passed using the Campus Community Comm Gen process. Reminder letters include original invoice amount, any payments, remaining unpaid balance, and the number of days passed due.
  - Institutions define a minimum balance as selection criteria when sending reminder letters.
  - All reminders are tracked at the student level for each invoice.

## Edit Table

| | |
|---|---|
| **Key Word** | Select an edit table to use for your first level Key Word values. |
| **Key Word 2** | Select an edit table to use for your Key Word 2 values. |
| **Key Word 3** | Select an edit table to use for your Key Word 3 values. |

## Invoice Payment Processing

You cannot set the Apply Payments by Invoice check box. You must instead run the Populate Item Invoice process.


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After the process is run, the installation check box, Apply Payments by Invoice, is selected.

If you decide at a later time to not apply payments by invoice, you can clear the check box.

## Encryption

Set default profile IDs.

PeopleTools Pluggable Cryptography framework provides the delivered profiles of TRIPLE DES ENC B64 and TRIPLE DES DEC B64.

PeopleSoft Campus Solutions has enhanced the PeopleTools profiles specifically for Campus Solutions re-encryption.

Profiles specify multiple user-defined steps applying various algorithms and keys to the data in a specified order and supporting various encryption standards and third-party encryption libraries.

The decrypt profile must be the same profile and have the same keys that are used to encrypt the data as it is. The encryption profile must contain the new keys and algorithm to which you are converting. Therefore, when using the delivered Campus Solutions profiles, you must change the key value on the Algorithm Keyset page for the encrypt profile and associated algorithm before running the conversion process. After running the conversion, you must modify the decrypt profile to include the new key.

**Decryption Profile ID**

The predefined enhanced profile that is delivered with Campus Solutions is CS_CREDIT_CARD_DECRYPT.

**Encryption Profile ID**

The predefined enhanced profile that is delivered with Campus Solutions is CS_CREDIT_CARD_ENCRYPT.

This encryption profile is used in the storage of credit card, bank account numbers, Security Code data, and Security Key.

The profile is used by both Student Financials and Contributor Relations.

See:

- Re-encrypting Credit Card, Bank Account Numbers, Security Code Data, and Security Key
- Purging Security Code Data

## Self Service Payment Profile

**Self Service Payment Profile**

The check box is selected by default. When the check box is selected, existing self-service payment profiles are retained and students can create and save new profiles.

Clear the check box to prevent students from creating and saving new payment profiles and from using existing profiles in Self Service.

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**Note:** Clearing the check box does not automatically delete existing payment profiles. The check box is therefore not cleared by default, because you might have existing profiles in your system.
Note also that clearing the check box does not automatically prevent students from creating and maintaining profiles.
Use the following instructions to delete existing profiles and ensure that students cannot create and maintain payment profiles.

After you clear the check box, you must:

1. Run the SSF_PPROFDEL process to delete existing payment profiles: PeopleTools, Process Scheduler, System Process Requests. Click Run, select Purge SF Payment Profiles, and click OK.

2. Remove security for the Payment Profile (SS_SF_ACCT_PROFILE) component by removing the component from all permission lists.

If you clear the check box and take these steps, the default behavior in Self Service is to *not* create or save payment profiles.

If you forget to remove security for the Payment Profile component and the Self Service Payment Profile check box is cleared, students are still able to create new and maintain existing payment profiles.

This information appears in a warning message when you clear the Self Service Payment Profile check box and click Save.

## Null Due Date

Enter a date that you want the system to use when no other form of due date is specified. Charges with a null due date appear as future charges. You should select a date well into the future. This date appears on the Total Due Charges page of the self-service portion of Student Financials.

## Enforce Payment Restriction

Select this check box to impose the restriction of payments or waivers, and to ensure that proportional waivers are applied to the designated installment.

When you select the Enforce Payment Restriction check box *and* Select Charges to Pay is used to allocate the payment, SSF_PMTCH_ALLOC is used to record the restriction of the payment. Additionally, when this check box is selected, the payment is reallocated through the Reallocate Restricted Payment component. Waivers that are posted using the Tuition Calculation process are also restricted to the designated charges.

When you deselect this check box, Select Charges to Pay does not update SSF_PMTCH_ALLOC and the payment is reallocated through the Payment Applier process. Waivers that are posted using the Tuition

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Calculation process initially target specific charges, but these charges may be reallocated in subsequent processing.

See:

- Allocating Student Payments to Specific Charges
- Reallocating Restricted Payments
- Running the Payment Applier Process

## Tuition Installments

Use this grid box to enable the ITEM_SF tuition installment functionality.

**Create Tuition Installments**

Select to enable the Installment Controls tab for ITEM_SF installments in the Tuition Calculation Controls component. By default, this check box is deselected.

This check box controls whether the Assess Past Installments and Adjust Billed Installments check boxes appear in the Tuition Group setup.

This check box also enables or disables the Enabled Billed Adjustments check box.

See Defining Tuition Groups.

**Enable Billed Adjustments**

Select to enable or disable the Adjust Billed Installments check box in Tuition Group. By default, this check box is deselected.

See Specifying Effective Terms for ITEM_SF Installments.

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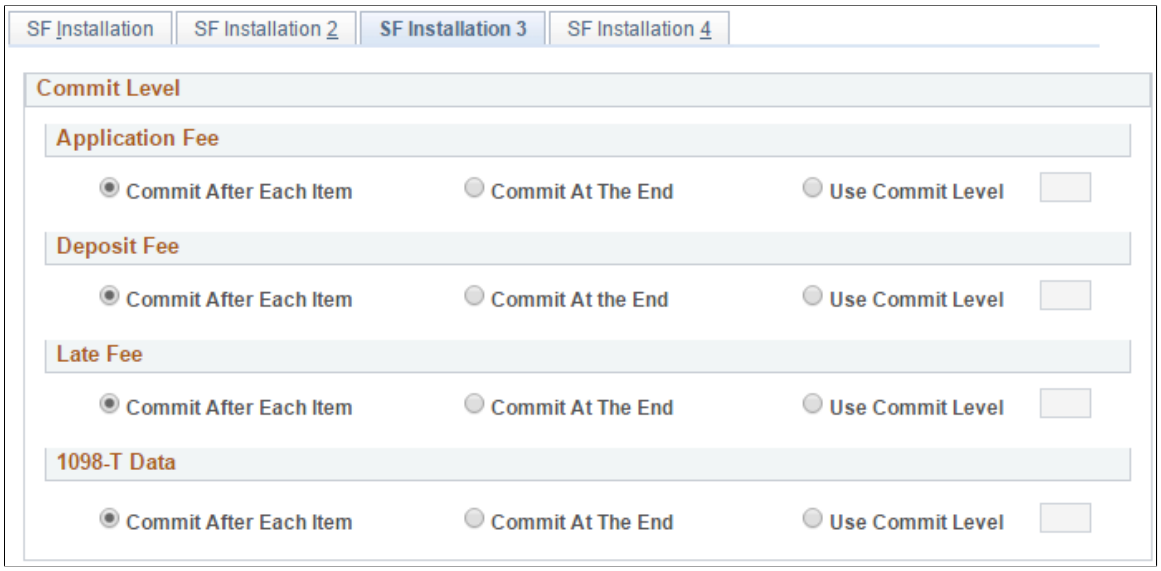
# Defining Commit Levels

Access the SF Installation 3 page (Set Up SACR, Install, Student Fin Installation, SF Installation 3).

**Image: SF Installation 3 page**

This example illustrates the fields and controls on the SF Installation 3 page. You can find definitions for the fields and controls later on this page.




## Application Fee, Deposit Fee, Late Fee, and 1098–T Data Commit Level Group Boxes

The selections that you make in the following fields control how often the system commits batched application, deposit, 1098–T, and late fee transactions to the database.

**Commit After Each Item**

Select to commit each transaction when it is processed. The advantage to this selection is that the commitment process does not affect access to your database.

**Commit At The End**

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

**Use Commit Level**

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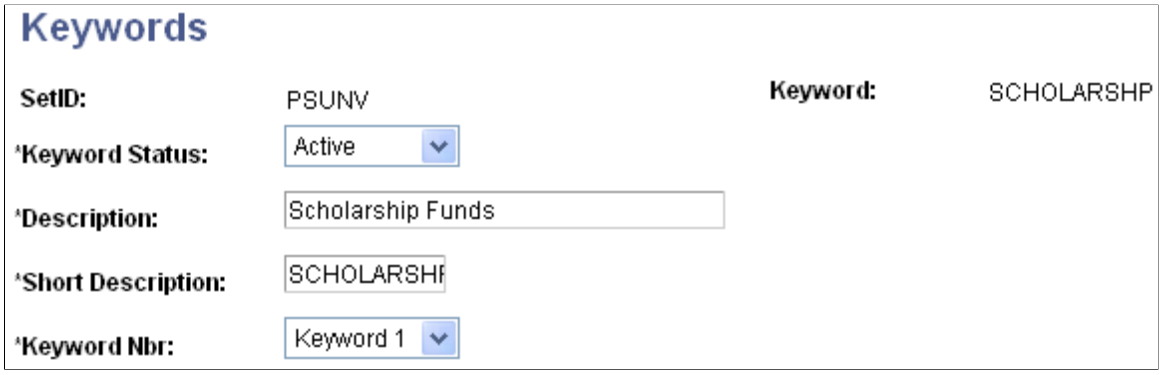
## Defining Keywords

Access the Keywords page (Set Up SACR, Product Related, Student Financials, Item Types, Keywords).

**Image: Keywords page**

This example illustrates the fields and controls on the Keywords page. You can find definitions for the fields and controls later on this page.




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

# Reviewing Valid Records and Fields

To set up records and fields, use the Valid Records component (VALID_RECORD_SF) and the Valid Fields component (VALID_FIELDS).

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

- Reviewing Valid Records
- Reviewing Valid Fields

## Pages Used to Review Valid Records and Fields

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Valid Records | SEL_VALID_RECS | Set Up SACR, Product Related, Student Financials, Valid Records | Review valid records. |
| Valid Fields | SEL_VALID_VARS | Set Up SACR, Product Related, Student Financials, Valid Fields | Review valid fields. |

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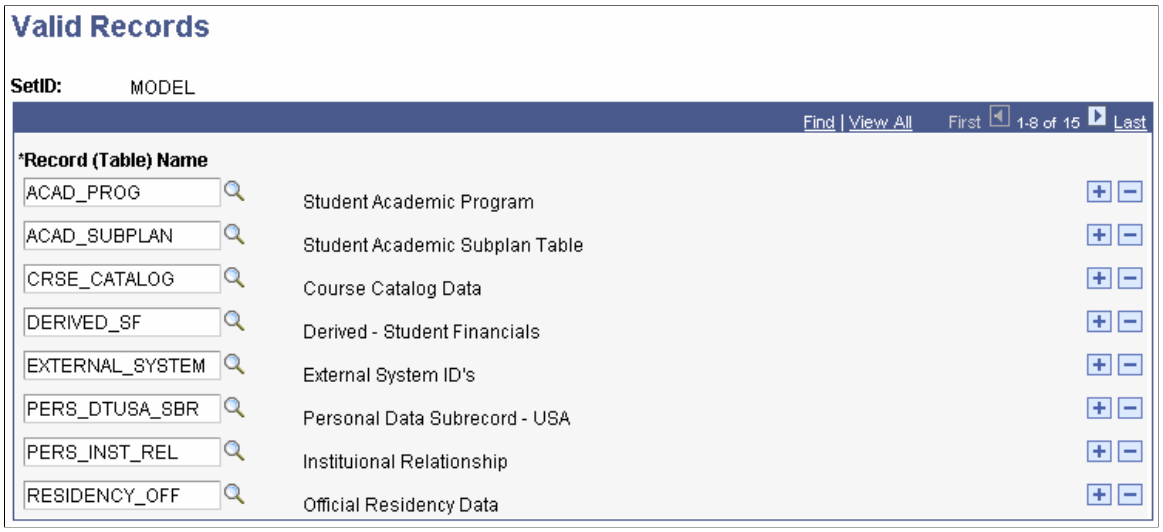
## Reviewing Valid Records

Access the Valid Records page (Set Up SACR, Product Related, Student Financials, Valid Records).

**Image: Valid Records page**

This example illustrates the fields and controls on the Valid Records page. You can find definitions for the fields and controls later on this page.



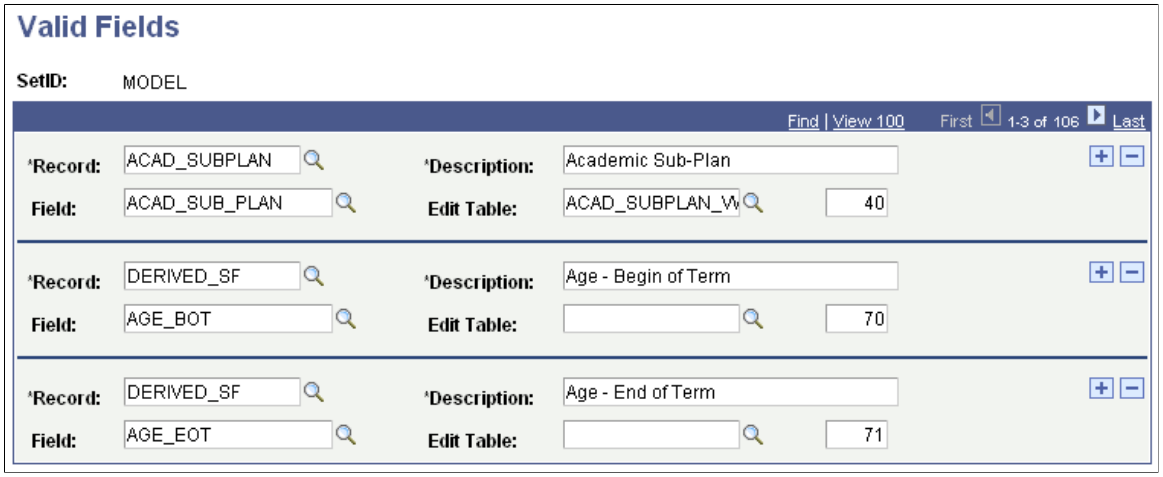

**Record (Table) Name** The record (table) name used in the tuition calculation setup appears when you open the page. Because this information is delivered with the system, be careful whenever you plan to make changes to it.

## Reviewing Valid Fields

Access the Valid Fields page (Set Up SACR, Product Related, Student Financials, Valid Fields).

**Image: Valid Fields page**

This example illustrates the fields and controls on the Valid Fields page. You can find definitions for the fields and controls later on this page.

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**Record** This field displays the record name. The system provides the default selection for this field.

**Description** This field displays the record description. The system provides the default selection for this field.

**Field** This field displays the field name. The system provides the default selection for this field.

**Edit Table** This field displays the edit table associated with the record. The system provides the default selection for this field.

# Setting Up Business Units

To set up business units, use the SF Business Unit component (BUSINESS_UNIT_SF).

This section provides an overview of business units and discusses:

- Defining Basic Business Unit Parameters
- Defining Additional Business Unit Parameters
- Defining Posting Parameters
- Defining Committal and Approval Options
- Defining Collection Rules
- Defining Basic Refunding Rules
- Defining Refund Approval Parameters
- Defining Auto-Numbering Sequences
- Defining Tax Parameters for Students

## Understanding Business Units

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

## Pages Used to Set Up Business Units

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| General 1 | BUS_UNIT_TBL_SF | Set Up SACR, Product Related, Student Financials, SF Business Unit, General 1 | Define basic business unit parameters. |

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| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| General 2 | BUS_UNIT_TBL_SF2 | Set Up SACR, Product Related, Student Financials, SF Business Unit, General 2 | Define additional business unit parameters. |
| Posting Setup | BUS_UNIT_TBL_SF14 | Set Up SACR, Product Related, Student Financials, SF Business Unit, Posting Setup | Define posting parameters. |
| Commit Options | BUS_UNIT_TBL_SF10 | Set Up SACR, Product Related, Student Financials, SF Business Unit, Commit Options | Define committal and approval options. |
| Collections | BUS_UNIT_TBL_SF7 | Set Up SACR, Product Related, Student Financials, SF Business Unit, Collections | Define collection rules. |
| Refund Setup | BUS_UNIT_TBL_SF3 | Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Setup | Define basic refunding rules. |
| Refund Approval | BUS_UNIT_TBL_SF20 | Set Up SACR, Product Related, Student Financials, SF Business Unit, Refund Approval | Define refund approval parameters. |
| Counters | BUS_UNIT_TBL_SF8 | Set Up SACR, Product Related, Student Financials, SF Business Unit, Counters | Define auto-numbering sequences. |
| Taxes | BUS_UNIT_TBL_SF19 | Set Up SACR, Product Related, Student Financials, SF Business Unit, Taxes | Define tax parameters for students from Canada, Australia, and New Zealand and tax calculation options. |


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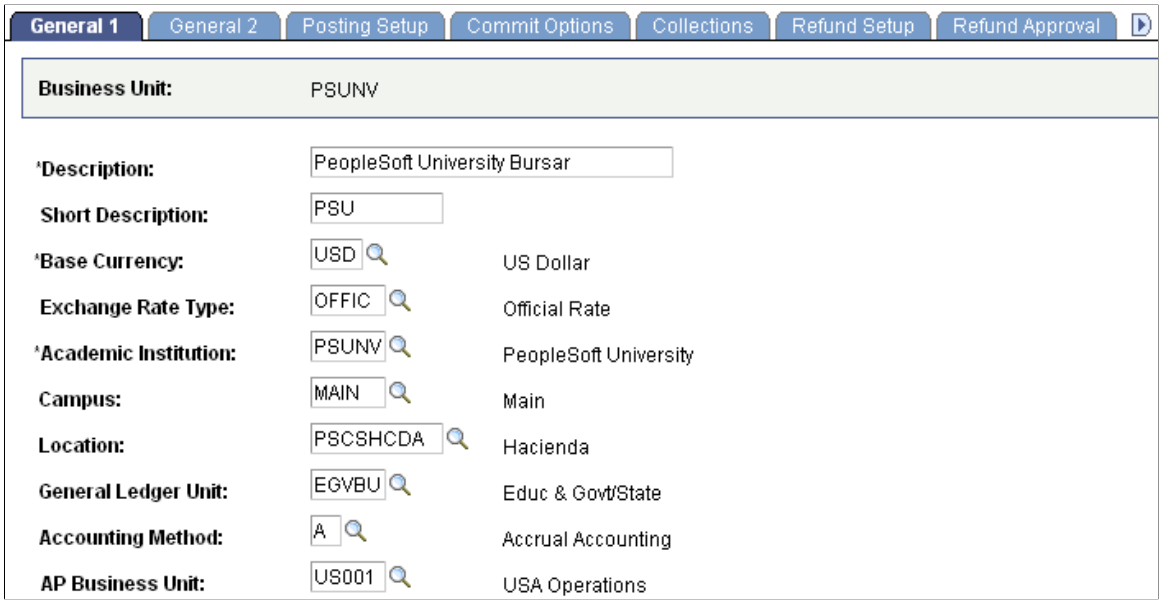
## Defining Basic Business Unit Parameters

Access the General 1 page (Set Up SACR, Product Related, Student Financials, SF Business Unit, General 1).

**Image: General 1 page**

This example illustrates the fields and controls on the General 1 page. You can find definitions for the fields and controls later on this page.




**Base Currency**

Confirm or select the base currency that you want this business unit to use. The default value is the base currency selected for the institution in Set Up Common Objects, Install, Installation Table, Settings and Defaults. You can override the base currency for each business unit.

**Exchange Rate Type**

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

---

**Note:** You define exchange rate types on the Currency Rate Type field (same navigation as above).

---

**Academic Institution**

Identify the academic institution that contains the SF business unit.

**Campus**

Enter the appropriate campus for the SF business unit.

**Location**

Enter the appropriate location for the SF business unit.

**General Ledger Unit**

If your institution uses PeopleSoft Financials, select the general ledger unit that receives information from the SF business unit. Otherwise, leave this field blank.

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

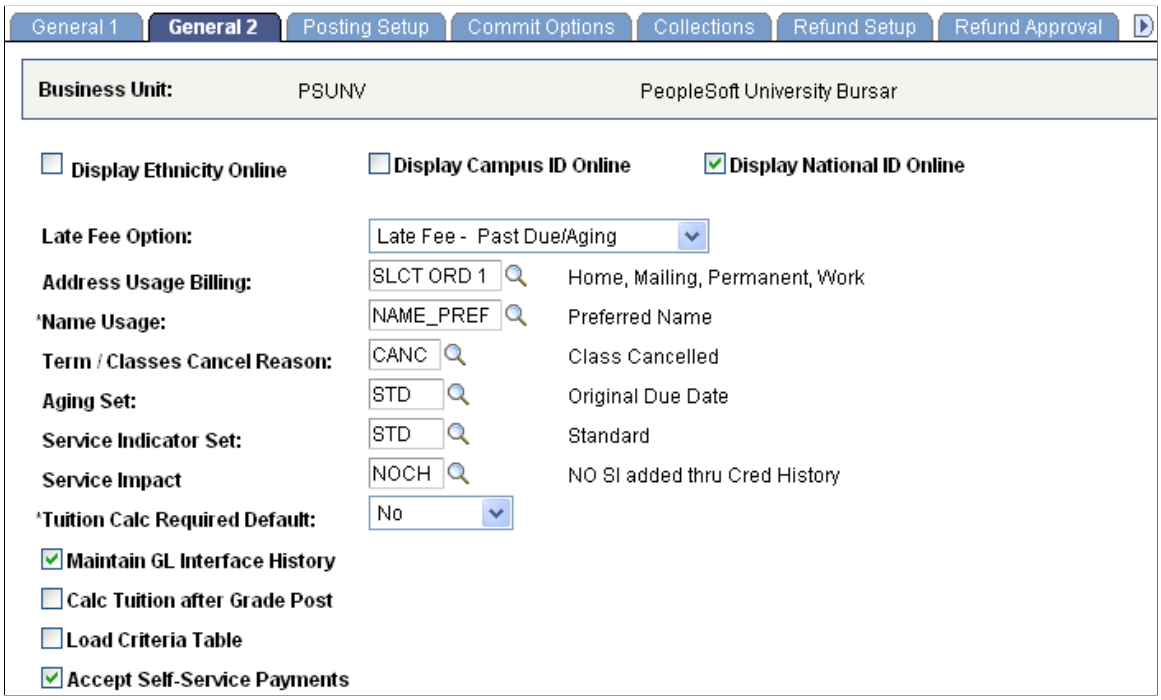
**AP Business Unit** Select the business unit with which your system interacts when processing refunds through the accounts payable department.

## Defining Additional Business Unit Parameters

Access the General 2 page (Set Up SACR, Product Related, Student Financials, SF Business Unit, General 2).

**Image: General 2 page**

This example illustrates the fields and controls on the General 2 page. You can find definitions for the fields and controls later on this page.




**Display Ethnicity Online** Select this option if you want the student's ethnicity to appear on the Academic Information page.

**Display Campus ID Online** Select this option if you want the campus ID to appear on the Academic Information page. The campus ID identifies the campus, not the student.

**Display National ID Online** Select this option if you want the student's national ID (for example, social security number) to appear on the Academic Information page.

**Late Fee Option** Select one of two Late Fee - Billing methods: Late Fees - Bill Request Nbr or Late Fees - Past Due/Aging.

Late Fees run control pages use this option to verify that the correct process is used before processing.

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You can use two distinct processes to calculate late fees. One method is based on the account aging or the due date. The other method is based on a billing request number using the amount billed as a basis.

**Address Usage Billing**

Select a default address usage type to use when you generate customer bills.

**Name Usage**

Select a default name usage type.

**Term/Class Cancel Reason**

Select a term/class cancellation code that you want to use as the default reason when you run the Term/Class Cancellation process.

**Aging Set**

Select the aging set that the system uses by default for the Assign Collector process.

**Service Indicator Set**

Select the service indicator set to use. This service indicator set must include all service indicators that you want to use for credit history processing.

**Service Impact**

Select the service impact to use to stop a service indicator from being placed by the credit history process. This is a default value that isx used when credit history is called from the self-service pages.

**Tuition Calc Required Default**
(tuition calculation required default)

Select *Yes* if you want the Tuition Calc Required flag set automatically when a student is activated in a term. Use this option if you want tuition to be calculated on Anticipated Units.

Select *No* if you do not want the Tuition Calc Required flag set automatically when a student is activated in a term. Use this option if you want tuition fees calculated only after enrollment activity (Bill Units).

**Maintain GL Interface History**

Select this option if you want the system to maintain general ledger interface history. This selection is required for you to use the Back Out GL Interface functionality.

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

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

---

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

---

**Load Criteria Table**

Select this option if you want the criteria tables (for example, Career, Program, Fee Triggers, and so on) to be loaded into working storage at the beginning of the Tuition Calculation process. If you are using a large number of waiver criteria, fee triggers, and criteria for tuition groups, selecting this option can improve Tuition Calculation process performance.

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**Note:** If more than 1000 total criteria values exist, this option must not be selected. Working storage is currently limited to 1000 maximum values.

**Accept Self-Service Payments**

Per SF business unit, select this option to allow students to make payments through self service. When you select this option, it appears on the Institution Set, Business Units, Accept Self-Service Payments page.

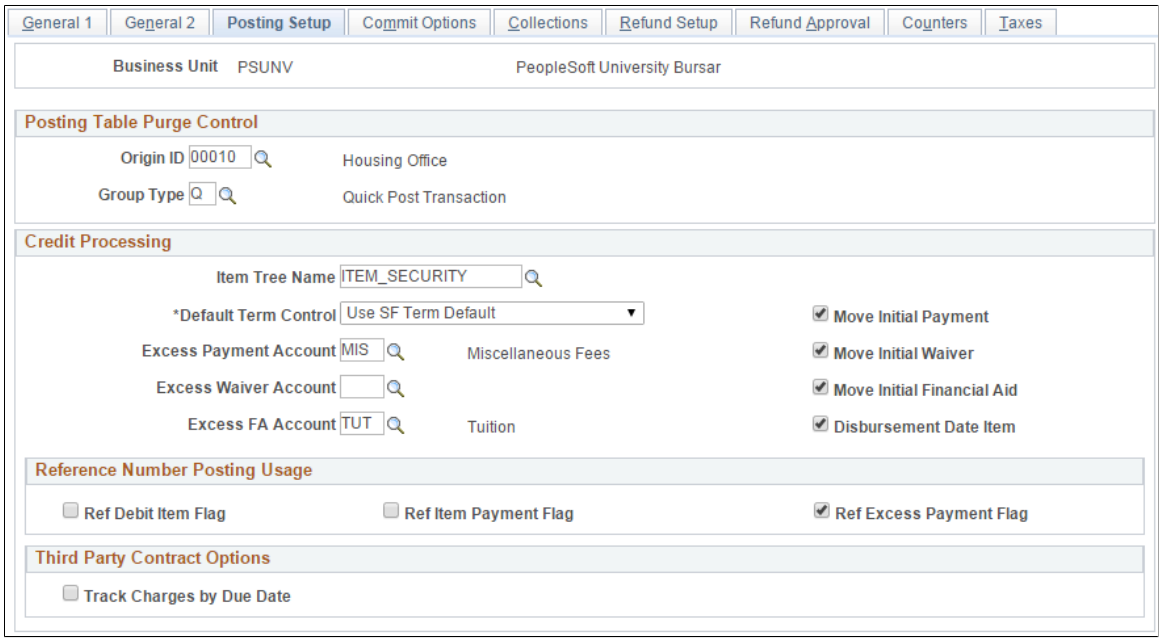
See "Setting Up Institution Sets" (PeopleSoft Campus Solutions 9.2: Self Service).

## Defining Posting Parameters

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

**Image: Posting Setup page**

This example illustrates the fields and controls on the Posting Setup page. You can find definitions for the fields and controls later on this page.




**Default Term Control**

Select a value on which to base the term.

The values are:

- *Latest Enrollment Term.* Select if you want the default term to be based on the maximum term from STDNT_CAR_TERM where the eligible to enroll check box is on. If that does not return a term, then the default term is based on the term value defined in the SF Term Default setup.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- *Most Current Enrollment Term* Select if you want the default term based on the term from STDNT_CAR_TERM with a begin date of less than equal to the current date. If that does not return a term, then the default term is based on the term from STDNT_CAR_TERM where the end date is greater than or equal to the current date. If this does not return a term, then the default term is based on the term value defined in the SF Term Default setup.

## QUICK_POST_TBL Purge Control

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

**Origin ID** Select the origin ID that you want the system to use when consolidating transactions into posting groups.

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

## Credit Processing

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

**Item Tree Name** Select the name of the item type tree that contains all of the item types that you use for transactions. This tree also controls item type security.

**Default Term Control** Select how you want to determine the term that the system uses as the default if a charge or payment is entered without specifying a term.

---

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

---

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***Warning!*** Your selection of a default term control can affect how payments are processed. When either of the enrollment term selections are used, the actual term value may vary from student to student. The actual term value used becomes the value of the current term for payment processing.
Values are:
*Last Enrollment Term:* Select if you want the default term to be based on the student's most recent completed term of enrollment.
*Most Current Enrollment Term:* Select if you want the default term to be based on the student's most recent term of enrollment, whether completed or not.
*Use SF Term Default:* Select if you want the default term to be based on the term value that you defined in SF Term Default setup.

**Move Initial Payment**

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

**Excess Payment Account**

Select a default account that you want to use for payments that are received in excess of charges.

**Move Initial Waiver**

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

**Excess Waiver Account**

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

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

**Move Initial Financial Aid**

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

**Excess FA Account** (excess financial aid account)

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

**Disbursement Date Item**

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

For example, if a direct loan requires more than one disbursement in one term, selecting this check box identifies


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each disbursement with a unique date causing the system to recognize each as a separate entry.

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

---

**Note:** After you begin posting financial aid awards, you should not change this setting.

---

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

---

## Reference Number Posting Usage

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

**Ref Debit Item Flag** (reference debit item flag)

Select to have the option of associating a reference number with charge items. For example, you could use a parking ticket number as a reference on a parking fine charge. Each charge item with a reference number is displayed separately on the Charge Detail page.

**Ref Item Payment Flag** (reference item payment flag)

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

---

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

---

**Ref Excess Payment Flag** (reference excess payment flag)

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

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

### Third Party Contract Options

This group box provides an additional option for Third Party Contract functionality.

**Track Charges by Due Date** Select this check box if you want to be able to track the student's due and billing date in the Third Party Contract process. The check box is cleared by default.

See Setting Up Third-Party Contracts.

### Related Links

Consolidating and Reviewing Transactions for Individual Students and Organizations

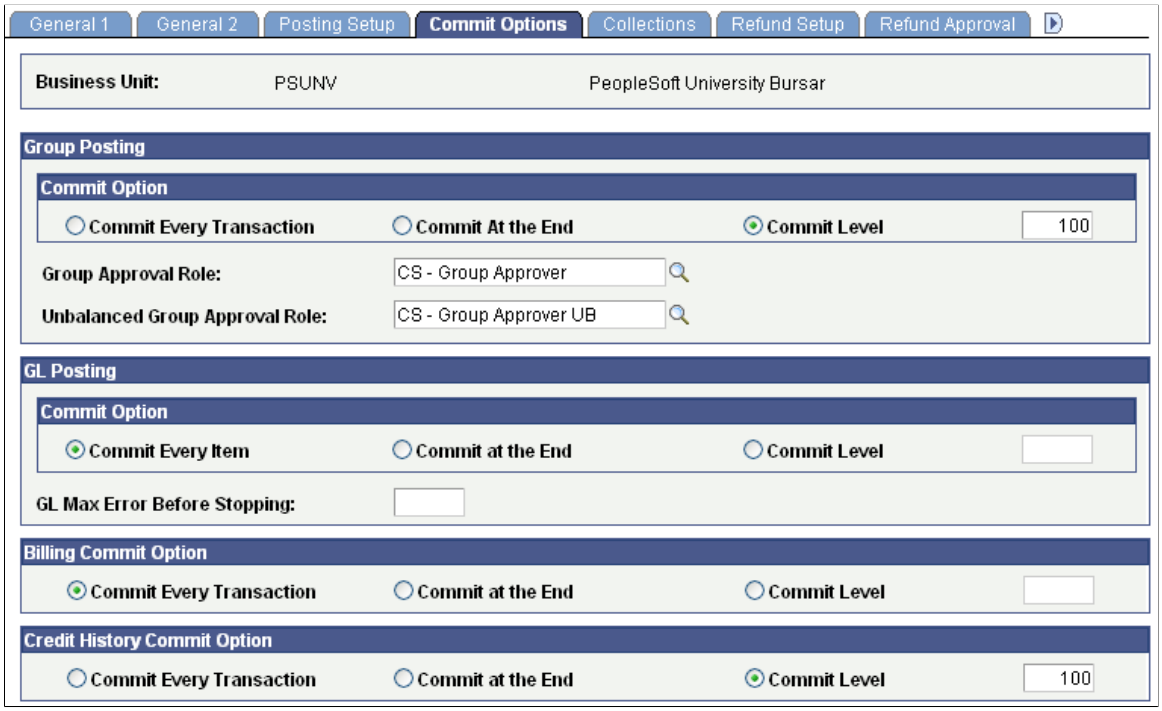
Setting Up Payment Application Rules

## Defining Committal and Approval Options

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

**Image: Commit Options page**

This example illustrates the fields and controls on the Commit Options page. You can find definitions for the fields and controls later on this page.

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**Important!** The selections that you make in this page have a specific effect on processing. Consult your IT staff and system administrators to determine the optimum selections for your processing needs. See the product documentation for *PeopleTools: Workflow Technology*.

## Group Posting

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

| | |
|---|---|
| **Commit Every Transaction** | Select to commit each transaction when it is processed. |
| **Commit At the End** | Select to commit all the transactions that are contained in the batch being processed at the conclusion of that batch process. |
| **Commit Level** | Select to commit a specified number of transactions during background processing. For example, if you enter *100* in the Commit Level field, when you run a batch process the system processes 100 transactions and then commits them to the database until the batch is complete. At the end of a batch process, the system commits all remaining transactions even if the number of transactions is less than the number in the Commit Level field. |
| **Group Approval Role** | Select the role of the person or persons who can approve the group. |
| **Unbalanced Group Approval Role** | Select the role of the person or persons who can approve an out-of-balance group. |

## GL Posting

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

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

## Billing Commit Option

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

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

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

### Credit History Commit Option

Set the levels at which Credit History process transactions are committed to the database.

The functionality of Credit History commit options is similar to other commit options on this page.

## Defining Collection Rules

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

### Related Links

Setting Up Business Units for Collections

## Defining Basic Refunding Rules

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

### Related Links

Setting Up Your Business Unit to Refund Customers

## Defining Refund Approval Parameters

Set refund approval levels for student and organization refunds.

### Related Links

Setting Up Your Business Unit to Refund Customers


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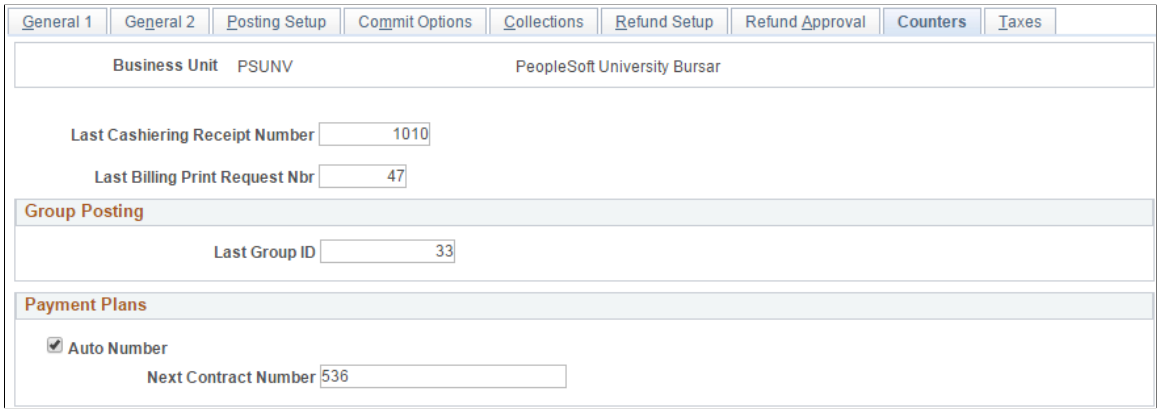
# Defining Auto-Numbering Sequences

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

**Image: Counters page**

This example illustrates the fields and controls on the Counters page. You can find definitions for the fields and controls later on this page.




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

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

**Last Billing Print Request Nbr** (last billing print request number) If you want to change the starting point of the numbering sequence for billing requests, enter a number that is one less than the number that you want to begin with.

## Group Posting

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

## Payment Plans

**Auto Number** Select if you want the system to automatically generate sequential contract numbers for payment plan contracts.

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

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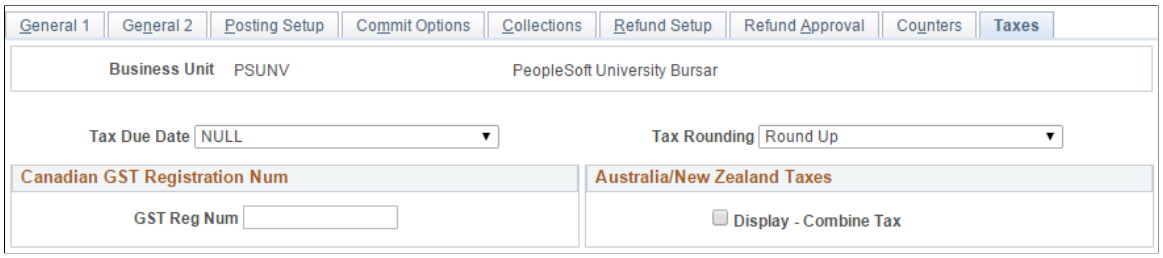
Unlike the previous counters, the Next Contract Number field displays the next number in the sequence.

## Defining Tax Parameters for Students

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

**Image: Taxes page**

This example illustrates the fields and controls on the Taxes page. You can find definitions for the fields and controls later on this page.




**Tax Due Date**

Select a Tax Due Date option to control when taxes that are associated with charges are considered due. Options are:

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

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

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

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

**Tax Rounding**

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

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

*Round Down:* Select if you want taxes that calculate to the half-cent point or less to be reduced to the nearest full-cent value. For example, 3.765 USD would be reduced to 3.76 USD.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*Round Up:* Select if you want taxes that calculate to the half-cent point or more to be increased to the nearest full-cent value. For example, 3.765 USD would be increased to 3.77 USD.

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

### Canadian GST Registration Num

**GST Reg Num** Enter the GST (Goods and Services Tax) registration number that is assigned to this business unit. The system uses this value for any receipts and invoices that are specifically designed to include the GST registration number when GST is assessed.

### Australia/New Zealand Taxes

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

---

# Setting Up Tax Authorities and Tax Codes

To set up tax authorities and tax codes, use the Tax Authorities component (TAX_AUTHORITY) and the Tax Codes component (TAX_CODE_VAT).

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

- Defining Tax Authorities
- Specifying VAT Rebates for Tax Authorities
- Defining Tax Codes

## Understanding Tax Authorities and Tax Codes

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

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

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## Pages Used to Set Up Tax Authorities and Tax Codes

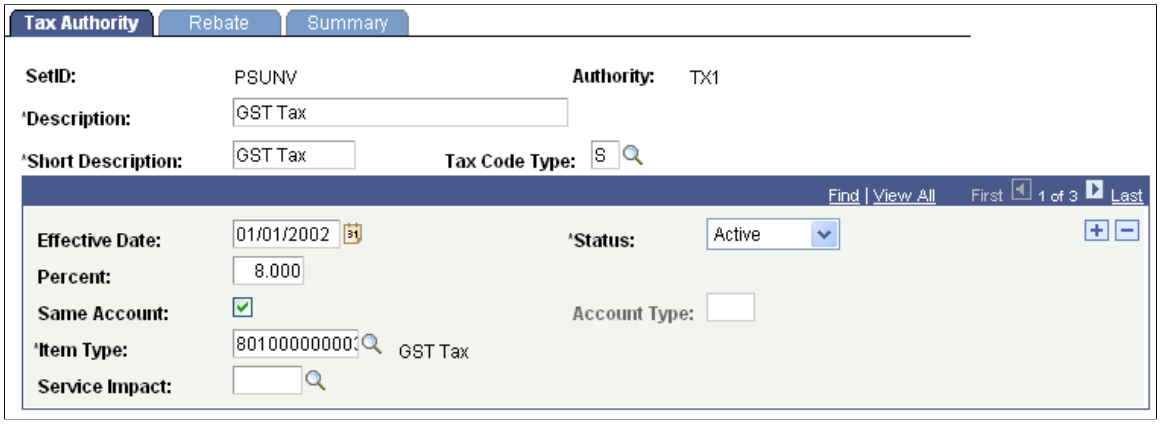
| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Tax Authority | TAX_AUTHORITY | Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities, Tax Authority | Define tax authorities. |
| Tax Authorities - Rebate | TAX_AUTHORITY_PSB | Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities, Rebate | Specify VAT rebates for tax authorities. |
| Tax Authorities - Summary | TAX_AUTHORITY_VAT | Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities, Summary | Review tax authority parameters. |
| Tax Codes | TAX_CODE_VAT | Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Codes | Define tax codes using one or more tax authorities. |

## Defining Tax Authorities

Access the Tax Authority page (Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities, Tax Authority).

**Image: Tax Authority page**

This example illustrates the fields and controls on the Tax Authority page. You can find definitions for the fields and controls later on this page.




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

**Percent** Set the default percentage of tax that the authority assesses.

**Same Account** and **Account Type** Select the Same Account check box if you want the tax assessed to appear in the same account as its associated charge. If you

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clear the check box, you can select a different account type in the Account Type field.

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

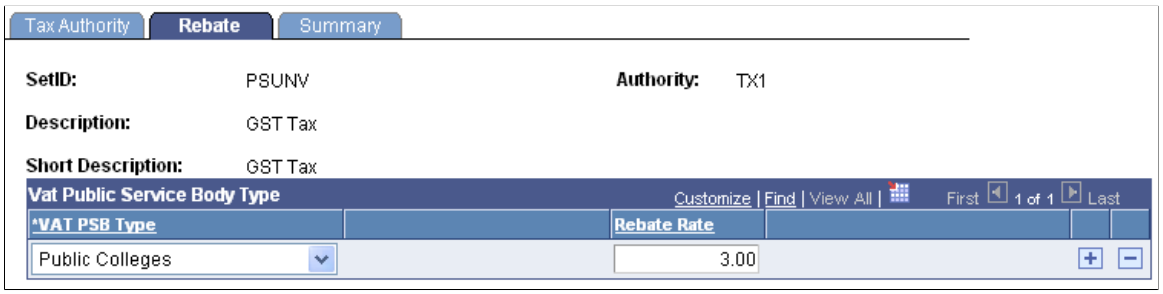
**Service Impact** Select the service impact that exempts customers from this taxation.

## Specifying VAT Rebates for Tax Authorities

Access the Tax Authorities - Rebate page (Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Authorities, Rebate).

**Image: Tax Authorities - Rebate page**

This example illustrates the fields and controls on the Tax Authorities - Rebate page. You can find definitions for the fields and controls later on this page.




**VAT PSB Type** (value added tax public service body type) and **Rebate Rate** If applicable, select the value added tax public service body type and enter a rebate rate.

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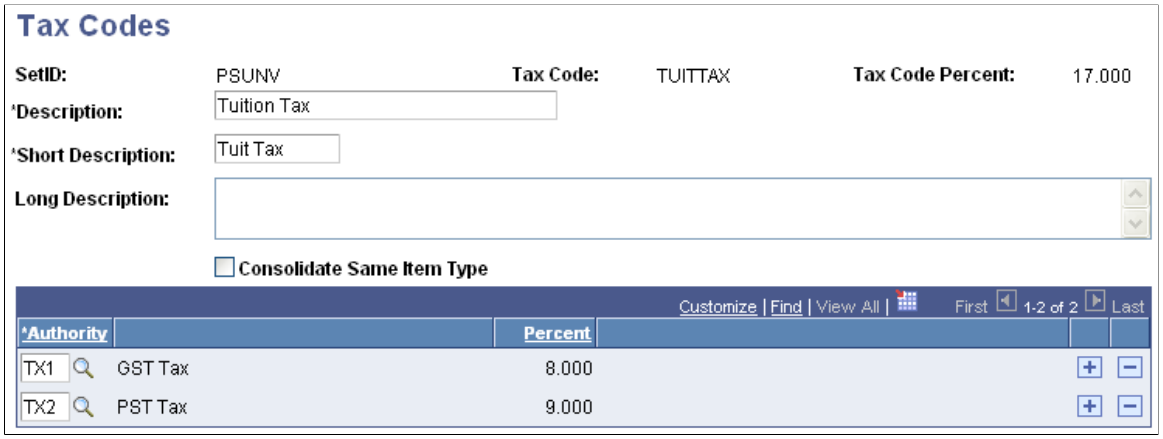
## Defining Tax Codes

Access the Tax Codes page (Set Up SACR, Product Related, Student Financials, Charges and Payments, Tax Codes).

**Image: Tax Codes page**

This example illustrates the fields and controls on the Tax Codes page. You can find definitions for the fields and controls later on this page.




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

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

**Percentage** The default percentage appears to the right of each authority that you add.

# Setting Up Aging Sets

To set up aging sets, use the Aging Set component (AGING_TABLE).

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

## Page Used to Set Up Aging Sets

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Aging Set | AGING_TABLE | Set Up SACR, Product Related, Student Financials, Collections, Aging Set | Define aging sets. |

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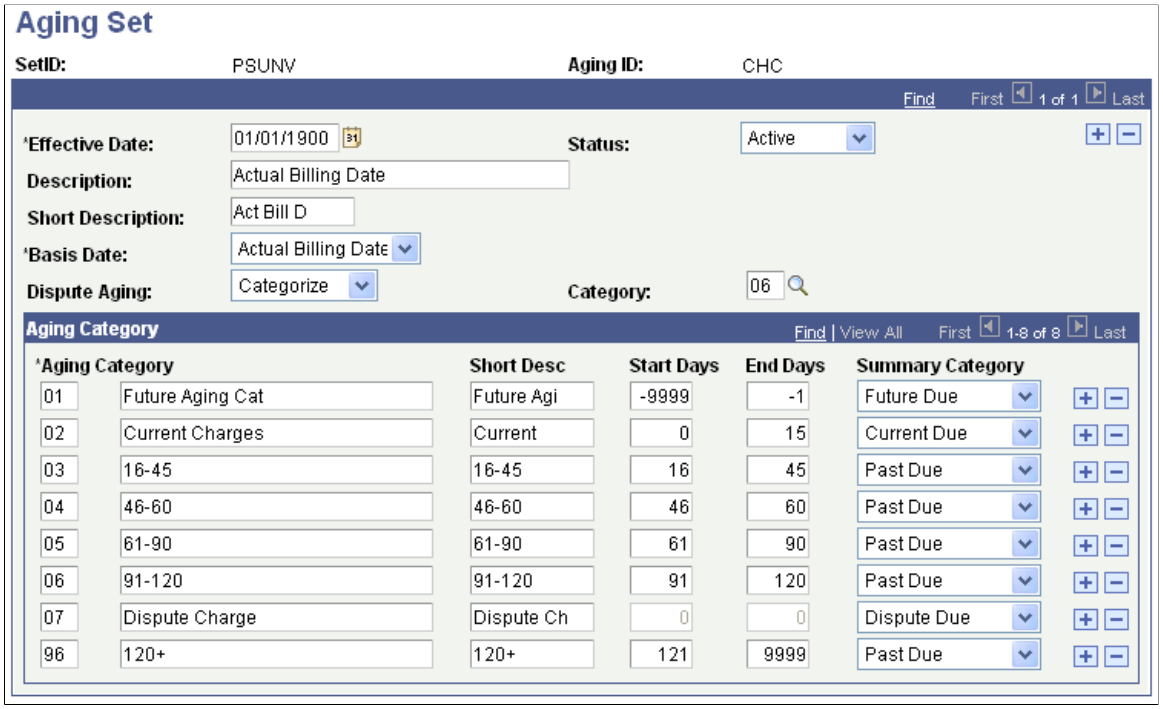
## Defining Aging Sets

Access the Aging Set page (Set Up SACR, Product Related, Student Financials, Collections, Aging Set).

**Image: Aging Set**

This example illustrates the fields and controls on the Aging Set. You can find definitions for the fields and controls later on this page.




**Basis Date**

Select the basis date that you want to use when a charge is assigned to an aging category. Options are: *Actual Billing Date, Billing Date, Current Due Date,* and *Original Due Date.* For External Organization accounts, the two valid basis dates are *Actual Billing Date* and *Original Due Date.*

**Dispute Aging**

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

Values are:

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

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

*Ignore:* Select if you want the system to overlook disputed charges. When you select this option, the system does not distinguish disputed charges as a unique category and does not

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| | |
|---|---|
| | age them like other charges. In addition, disputed charges do not trigger collection actions. |
| **Category** | Enter the category value that you want to use for disputed charges. |
| **Aging Category** | Enter an aging category value that you want to use to distinguish each time range. In the field to the right, enter a description of the particular category. |
| **Start Days** and **End Days** | Enter the beginning and ending points of the aging category. For example, if charges that are up to thirty days old are considered current, enter *0* in the Start Days field and *30* in the End Days field. The beginning and ending points of the range are controlled by the basis date. |
| **Summary Category** | Select a value to identify the late charge category. Values are: Current Due, Dispute Due, Future Due, Other, or Past Due. |

# Setting Up Payment Application Rules

To set up payment application rules, use the Charge Priority List component (CHARGE_PRIORITY) and the Payment Overall Priority component (OVERALL_PRIORITY).

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

- Creating a Charge Priority List and Linking It to an Item Type Tree
- Defining Charge Priority List Rules
- Defining Payment Overall Priorities

## Understanding Payment Application Rules

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

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

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

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

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

See the product documentation for *PeopleTools: Tree Manager*.

### Charge Priority List Rules

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

Charge priority lists depend 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 want.

---

***Warning!*** You must not specify a parent and child node on a charge priority list. Doing this may cause unusual payment application issues because a charge is selected twice: one from the parent and another from the child.
If you try to specify a parent and child node on a charge priority list, a message appears and warns against overlapping nodes. You are not be able to save the charge priority list. This message affects only current and future effective-dated rows.

---

### Payment Overall Priority Rules

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

## Pages Used to Set Up Payment Application Rules

| ***Page Name*** | ***Definition Name*** | ***Navigation*** | ***Usage*** |
|---|---|---|---|
| Charge Priority List | ITEM_CHRG_TYP_PRTY | Set Up SACR, Product Related, Student Financials, Charges and Payments, Charge Priority List | Create a charge priority list and link it to an item type tree. |
| Charge Priority List - Details | ITEM_CHRG_TYP_PRT2 | Set Up SACR, Product Related, Student Financials, Charges and Payments, Charge Priority List, Details | Define charge priority list rules. |

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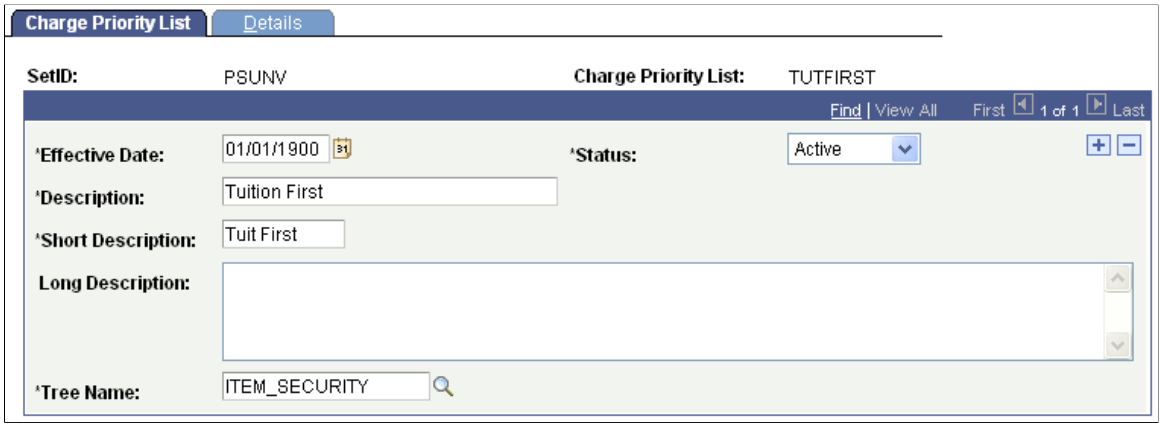
| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Payment Overall Priority | PAY_PRIOR_ALL | Set Up SACR, Product Related, Student Financials, Charges and Payments, Payment Overall Priority | Define payment overall priorities. |

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

Access the Charge Priority List page (Set Up SACR, Product Related, Student Financials, Charges and Payments, Charge Priority List).

**Image: Charge Priority List page**

This example illustrates the fields and controls on the Charge Priority List page. You can find definitions for the fields and controls later on this page.




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

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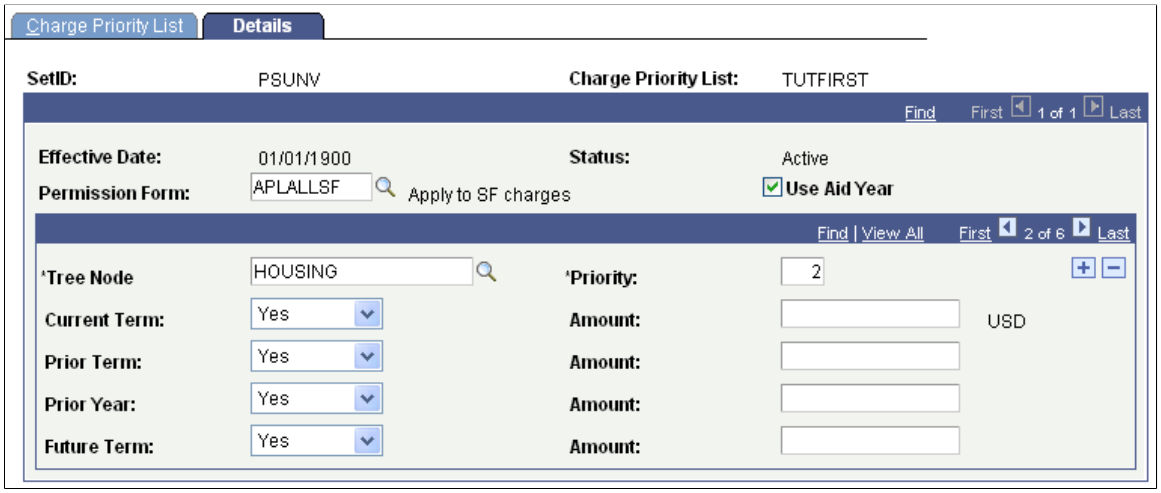
## Defining Charge Priority List Rules

Access the Charge Priority List - Details page (Set Up SACR, Product Related, Student Financials, Charges and Payments, Charge Priority List, Details).

**Image: Charge Priority List - Details page**

This example illustrates the fields and controls on the Charge Priority List - Details page. You can find definitions for the fields and controls later on this page.




Self service student permissions can be used for a student to grant permission.

**Permission Form**

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

Permission forms are commonly used with financial aid payment. For example, if a particular type of financial aid award restricts payments to the current term charges unless permission is given by the student to pay prior term charges, then a permission form can grant that permission. The permission form must be attached to the charge priority list definition that is set to *Permission* for the prior term.

**Use Aid Year**

Select to use the financial aid year for the charge priority list. When the flag is off (cleared), current functionality applies and the academic year is used.

**Tree Node**

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

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***Warning!*** You must not specify a parent and child node on a charge priority list. Doing this may cause unusual payment application issues because a charge will be selected twice: one from the parent and another from the child.
When you try to specify a parent and child node on a charge priority list, a message appears and tells you the charge priority list cannot be saved because of overlapping nodes. The message only appears for current and future-dated rows.

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

**Priority**

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

**Current Term**

Select a value to control whether payments can be applied to charges for the current term. Four values are available for this field:

- *Yes:* Select this value if you want the system to apply payments with no restrictions to charges in this time period.
- *No:* Select this value if you do not want the system to apply payments to any charges in this time period.
- *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. Student permissions can be used in conjunction with negative permission.
- *Positive Permission:* Select this value if you want the system to require specific permission before applying payments to charges in this time period. Student permissions can be used in conjunction with permission needed.


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

**Prior Term**

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

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

*Use Aid Year OFF:* All terms prior to the current term within the academic year only.

*Use Aid Year ON:* All terms prior to the current term within the current aid year only.

**Prior Year**

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

*Use Aid Year OFF:* All terms prior to the current academic year.

*Use Aid Year ON:* All terms prior to the current term that are in the aid year immediately prior to the current aid year.

**Future Term**

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

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

*Use Aid Year flag OFF:* A future term is an academic term that comes after the current term. The actual determination of a future term is based on the value that is used for current term.

*Use Aid Year flag ON:* All terms after the current term within the current aid year.

**Amount**

Enter the maximum amount that can be applied to the corresponding period. If no limitation exists for this payment, leave the amount field blank on all platforms except for DB2.

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If the amount is left blank on a DB2 platform, it functions as if it is zero and does not allow any amounts to be paid by the payment. On DB2 platforms only, you must complete the amount field with all 9s (a value of 999,999,999.00) to allow for no limitation. The field is formatted for 12.2 number entries.

## Example of a Charge Priority List Selection

Charge priority setup can be confusing, and small differences can sometimes yield surprising results. It is not possible to provide examples of all scenarios, but the following examples present two common outcomes.

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

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

## Sample Charges

| ***Transaction Type*** | ***Tree Node*** | ***Term*** | ***Charge Amount*** | ***Due Date*** |
|---|---|---|---|---|
| Tuition Charge | Tuition | Fall, 1999 | 500.00 USD | October 15, 1999 |
| Housing Charge | Housing | Fall, 1999 | 1,000.00 USD | October 30, 1999 |
| Phone Charge | Other | Fall, 1999 | 100.00 USD | October 30, 1999 |
| Tuition Charge | Tuition | Spring, 2000 | 2,000.00 USD | February 15, 2000 |
| Tuition Charge | Tuition | Fall, 2000 | 2,000.00 USD | October 5, 2000 |
| Housing Charge | Housing | Fall, 2000 | 700.00 USD | October 5, 2000 |
| Misc. Charge | Miscellaneous | Fall, 2000 | 75.00 USD | October 1, 2000 |
| Housing Charge | Housing | Fall, 2000 | 200.00 USD | February 1, 2001 2 |
| Tuition Charge | Tuition | Spring, 2001 | 1,800.00 USD | January 15, 2001 |
| Housing Charge | Housing | Spring, 2001 | 1,050.00 USD | February 5, 2001 |
| Misc. Charge | Miscellaneous | Spring, 2001 | 50.00 USD | February 5, 2001 |


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## Selected Charges—Scenario One

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

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

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

## Selected Charges—Scenario Two

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

| *Transaction Type* | *Tree Node* | *Term* | *Charge Amount* | *Due Date* |
|---|---|---|---|---|
| Tuition Charge | Tuition | Fall, 1999 | 500.00 USD | 10/15/99 |
| Housing Charge | Housing | Fall, 1999 | 1,000.00 USD | 10/30/99 |
| Tuition Charge | Tuition | Spring, 2000 | 2,000.00 USD | 2/15/00 |
| Tuition Charge | Tuition | Fall, 2000 | 2,000.00 USD | 10/5/00 |
| Housing Charge | Housing | Fall, 2000 | 700.00 USD | 10/5/00 |

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| *Transaction Type* | *Tree Node* | *Term* | *Charge Amount* | *Due Date* |
|---|---|---|---|---|
| Misc. Charge | Miscellaneous | Fall, 2000 | 75.00 USD | 10/1/00 |
| Housing Charge | Housing | Fall, 2000 | 200.00 USD | 2/1/01 |

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

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

### Related Links

Managing Student Permissions

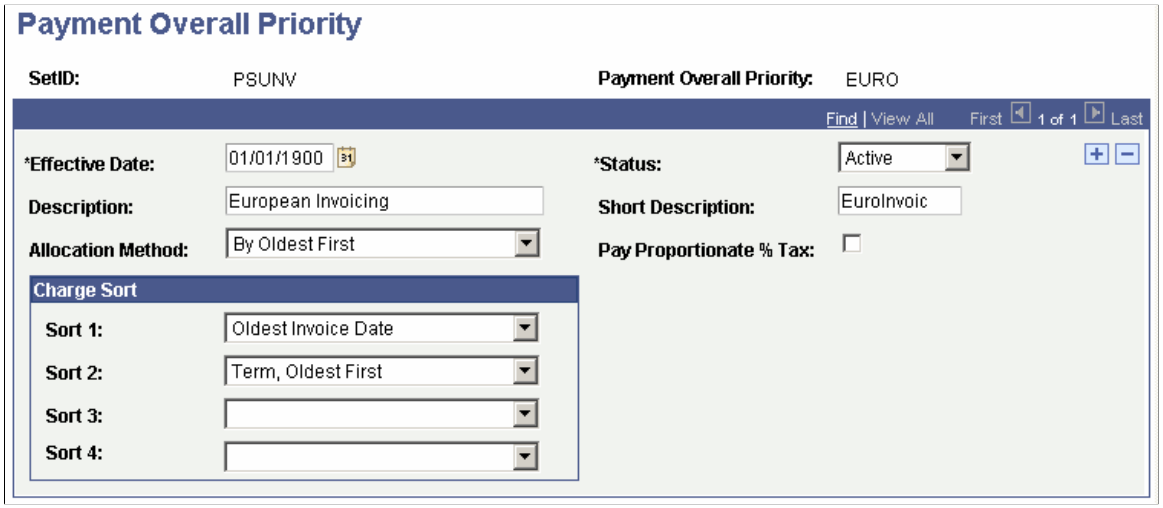
Defining Posting Parameters

## Defining Payment Overall Priorities

Access the Payment Overall Priority page (Set Up SACR, Product Related, Student Financials, Charges and Payments, Payment Overall Priority).

**Image: Payment Overall Priority page**

This example illustrates the fields and controls on the Payment Overall Priority page. You can find definitions for the fields and controls later on this page.




**Allocation Method**

Select an allocation method:

*By Oldest First:* Select if you want to use sort payment fields to sort the eligible charges. If you select this option, the last sort is to order the eligible charges by the oldest item number first.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*Equal Percentages:* Select if you want to pay an equal portion of each eligible charge. If you elect to pay by equal percentages, the sort payment fields are not used.

**Pay Proportionate % Tax**

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

---

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

---

## Charge Sort

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

**Sort 1 Sort 2 Sort 3** and **Sort 4**

A number of possible values exist 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. After 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 that are 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.

If restricting corporate payments for third-party contract functionality, do *not* use the Payment Overall Priority of sorting by Item Charge Due Date. For non-contract corporate payments, you can use the Payment Overall Priority of sorting by Item Charge Due Date.

*Term, Current First:* Select to sort active charges by term, using the current term first. You determine the definition of the 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. After the

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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. After the system selects eligible charges for the payment term, it sorts the remaining charges by term from the oldest to the most recent.

*Oldest Invoice Date:* Select if you want the posting to gather the charges by invoice. This value is available only if the Apply Payments by Invoice flag is selected on the SF Installation setup.

## Example of How Payment Overall Priority Sorts Eligible Charges

Using our sample set of charges, look at how charge priority and payment overall priority rules work together to control payment application. Suppose that a student makes a payment of 8,000.00 USD against his or her account. Consider the following two setup scenarios to understand how differently payments are applied.

## Sample Charges

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


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

## Selected and Sorted Charges—Scenario One

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

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

In this example, all charges with due dates through 10/5/00 are paid in full and 1,725.00 USD is applied to the Spring, 2001 Tuition charge due 1/15/01. Because not enough money exists to pay all charges in full, the system applies the payment to the charges in order of the due date.

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

## Selected and Sorted Charges—Scenario Two

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

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

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

The system pays in full all Tuition charges and those Housing charges through the October 5, 2000 due date. This is because the system sorts charges first by charge tree node and second by the charge due date.

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

# Setting Up Account Types

To set up account types, use the SF Account Types component (ACCT_TYPE_SF).

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

## Pages Used to Set Up Account Types

| Page Name | Definition Name | Navigation | Usage |
|---|---|---|---|
| Account Types | ACCT_TYPE_SF | Set Up SACR, Product Related, Student Financials, Item Types, SF Account Types, Account Types | Set up account types. |

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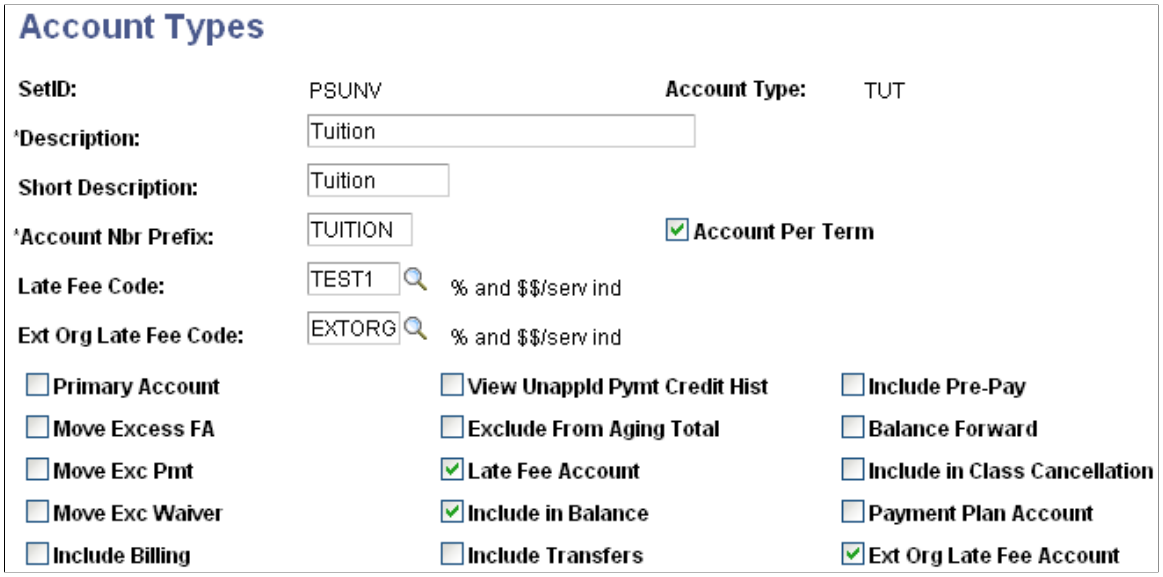
## Setting Up Account Types

Access the Account Types page (Set Up SACR, Product Related, Student Financials, Item Types, SF Account Types, Account Types).

**Image: Account Types page**

This example illustrates the fields and controls on the Account Types page. You can find definitions for the fields and controls later on this page.




**Account Nbr Prefix** (account number prefix)

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

**Account Per Term**

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

**Late Fee Code**

This code is used with the late fee process based on aging, past due accounts, or both. Enter a late fee code to control the application of late fees to student charges in this account type. This selection does not apply late fees to external organization charges. This does not pertain to the Late Fees - Billing process.

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

This code is used with the late fee process based on aging, past due accounts, or both. Enter an external organization late fee code to control the application of late fees to external organization charges in this account type. This selection does not apply late fees to student charges. This does not pertain to the Late Fees - Billing process.

**Primary Account**

Select to establish this account as primary. Only one account type can be designated as the primary account.

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

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

**Include Pre-Pay**

Reserved for future use.

**Move Excess FA** (move excess financial aid)

Select to have excess financial aid moved into the FA Excess account that is defined on the SF business unit. For example, a student owes 1,000 USD in tuition and receives 1,000 USD in financial aid but later drops a class and overall charges are reduced to 750 USD. If the check box is selected, the excess 250 USD is moved from the Tuition account to the FA Excess account that is specified on the SF business unit. If the check box is cleared, the excess remains in the Tuition account as a credit.

---

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

---

**Exclude from Aging Total**

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

**Balance Forward**

Reserved for future use.

**Move Exc Pmt** (move excess payment)

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

---

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

---

**Late Fee Account**

This amount is used with the late fee process based on aging, past due accounts, or both. Select to designate the account as the recipient of all late fees. When you select this option, you must also enter a late fee code. This does not pertain to the Late Fees - Billing process.

**Include In Class Cancellation**

Select to include this account when determining whether a student's enrollment is canceled due to nonpayment of fees.


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| | |
|---|---|
| | If the check box is cleared, this account is not included in calculations. For example, you might want to include charges in the tuition account but exclude charges in a miscellaneous account. |
| **Move Exc Waiver** (move excess waiver) | Select to move an excess waiver payment into the Excess Waiver account type that is defined on the SF business unit. For example, a student owes 1,000 USD in tuition and receives a 1,000 USD tuition waiver but later drops a class that reduces the overall charge to 750 USD. If the check box is selected, the excess 250 USD moves from the Tuition account to the Excess Waiver account specified on the SF business unit. If the check box is cleared, the excess 250 USD remains in the Tuition account as a credit.<br>**Note:** When you select this option, you must also select the Move Initial Waiver option on the SF Business Unit, Posting setup page. |
| **Include in Balance** | Select to include the account in the student's account balance. If this check box is cleared, the account is excluded from the student's balance. |
| **Payment Plan Account** | Select if the account is to be used as a payment plan account.<br>**Note:** If you select this check box, do not select a late fee code. This does not pertain to the Late Fees - Billing process. |
| **Include Billing** | Reserved for future use. |
| **Include Transfers** | Reserved for future use. |
| **Ext Org Late Fee Account** (external organization late fee account) | This is account used with the late fee process based on aging, past due accounts, or both. Select to attach a late fee to the account. When you select this option, you must also enter an external organization and late fee code. This does not pertain to the Late Fees - Billing process. |

### Related Links

Understanding Payment Plans

## Setting Up Accounting Dates

This section discusses how to set up accounting dates.

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## Page Used to Set Up Accounting Dates

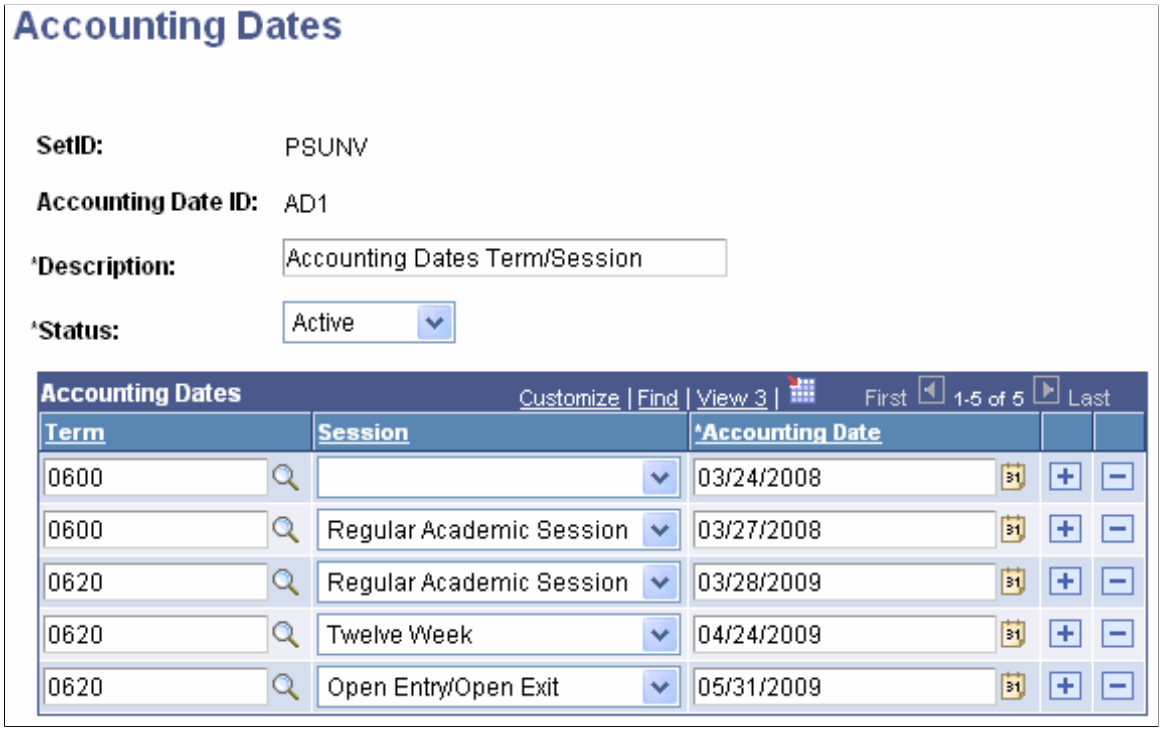
| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Accounting Dates | SSF_ACCTG_DT_DEFN | Set up SACR, Product Related, Student Financials, Item Types, Accounting Dates, Accounting Dates | Set up accounting dates for a term or a combination of term and session. |

## Setting Up Accounting Dates for Terms or Sessions

Access the Accounting Dates page (Set up SACR, Product Related, Student Financials, Item Types, Accounting Dates, Accounting Dates).

**Image: Accounting Dates page**

This example illustrates the fields and controls on the Accounting Dates page. You can find definitions for the fields and controls later on this page.




Use this page to maintain accounting date IDs and accounting dates for each term or combination of term and session.

All IDs that you set up on this page and that have an active status are available in the Accounting Date ID field on the Initial Setup page. On that page you can assign an ID to an item type to designate the specific date to be used for transactions.

See Setting Up Item Types and Item Type Groups.

**Accounting Date** Enter a date to be used to stamp Accounting Date ( ACCOUNTING_DT) in Accounting Line (SF_ACCTG_LN) transactions.

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You can set up an accounting date for a term or a combination of term and session.

# Setting Up Item Types and Item Type Groups

To set up item types and item type groups, use the Item Types component (ITEM_TYPE_PANEL) and the Item Type Groups component (ITEM_GROUPINGS).

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

- Defining Basic Item Type Attributes
- Defining Transaction Amount and Tax Form Parameters for Item Types
- Defining Miscellaneous Parameters for Item Types
- Defining External Awards
- Defining Item Type Posting Restrictions
- Linking Account Types to an Item Type
- Mapping Item Types to General Ledger Accounts
- Defining Item Type Groups

## Understanding Item Types and Item Type Groups

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

Many functions in the Student Financials application also use item type trees. You need to understand how item type trees are organized and used.

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

### Item Type Groups

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

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**Note:** Do not define both a parent and child node.

## Pages Used to Set Up Item Types and Item Type Groups

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Initial Setup | ITEM_TYPE_TBL | Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Initial Setup | Define basic item type attributes. |
| Amount Edits | ITEM_TYPE_TBL4 | Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Amount Edits | Define transaction amount and tax form parameters for item types. |
| Miscellaneous | ITEM_TYPE_TBL2 | Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Miscellaneous | Define miscellaneous parameters for item types. |
| External Awards | SSF_EAITMTYPE_TBL | Set Up SACR, Product Related, Student Financials, Item Types, Item Types, External Awards | Define the financial aid external award type, source, and program code attributes for SF payments to be considered as external awards. |
| Posting Restrictions | ITEM_TYPE_TBL3 | Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Posting Restrictions | Define item type posting restrictions. |
| Account Types | ITEM_ACCT_TYPE | Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Account Types | Link account types to an item type. |
| GL Interface | GL_INTERFACE | Set Up SACR, Product Related, Student Financials, Item Types, Item Types, GL Interface | Map item types to general ledger accounts. |
| AP ChartFields | SSF_CF_WRKGRID_SEC | Click the Jrnl Set ChartFields link on the GL Interface page. | Define item type GL interface parameters for AP distribution. |
| Write-off ChartFields | SSF_CF_WRKGRID_SEC | Click the Write-off ChartFields link on the Item Interface page. | Define item type GL interface parameters for write-offs. |
| Journal Set ChartFields | SSF_CF_WRKGRID_SEC | Click the Jrnl Set ChartFields link on the GL Interface page. | Define item type GL interface parameters for a journal set. |
| Deferred ChartFields | SSF_CF_WRKGRID_SEC | Click the Deferred ChartFields link on the GL Interface page. | Define item type GL interface parameters for a deferred revenue account. |

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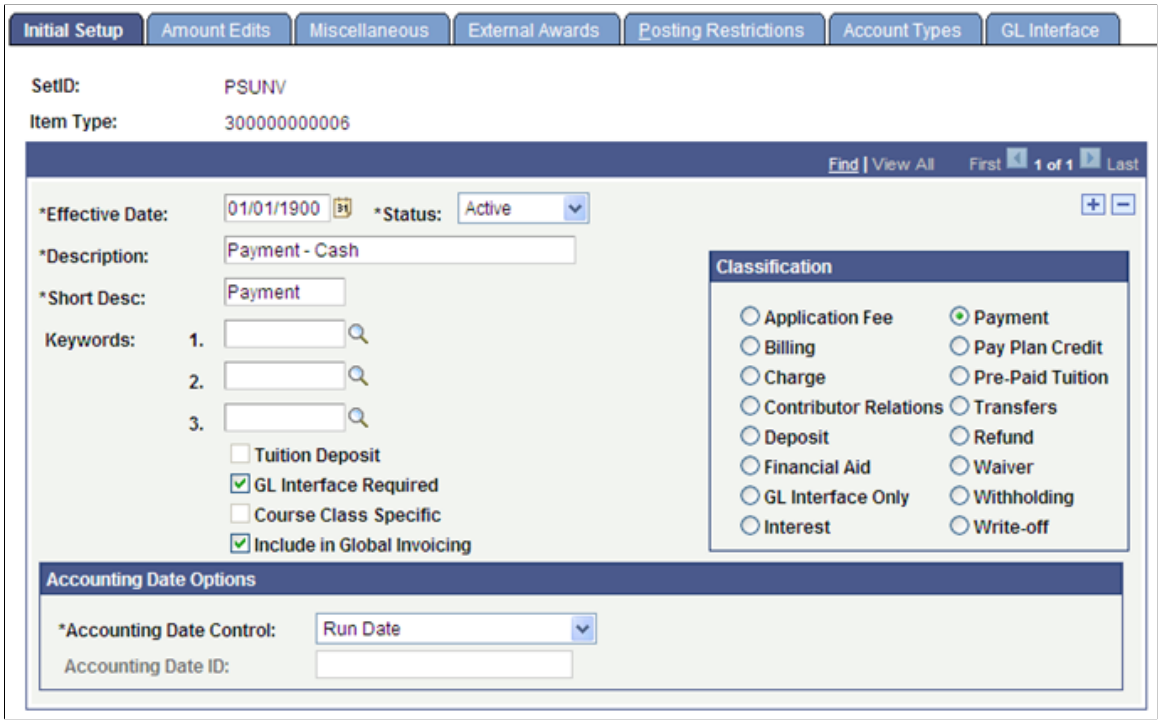
| Page Name | Definition Name | Navigation | Usage |
|---|---|---|---|
| Item Type Groups | ITEM_GROUP_TBL | Set Up SACR, Product Related, Student Financials, Item Types, Item Type Groups | Define item type groups. |

## Defining Basic Item Type Attributes

Access the Initial Setup page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Initial Setup).

**Image: Initial Setup page**

This example illustrates the fields and controls on the Initial Setup page. You can find definitions for the fields and controls later on this page.




**Keywords** Select up to three keywords that you want to link to the item type.

**Tuition Deposit** Select if the item type is for a tuition deposit. This check box is active only when the Deposit item type classification is selected.

**GL Interface Required** If you select this check box, you must complete the GL Interface page of this component to save the item type. You must define both a debit and credit side for the item type, the GL Pct (general ledger percent) must add up to 100 percent for all accounts on each side, and all of the required fields on the GL Interface page must be populated. If you select this check box, the Course Class Specific check box and Accounting Date Options group box also become available.

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See Mapping Item Types to General Ledger Accounts.

**Course Class Specific**

Select if you want to override the GL Interface defined for this item type and use one that is defined specifically for certain courses or classes. When you select this check box, the GL Interface defined for the item type is overridden if you define an interface at the course or class level only and select the Track Class Pricing check box on the related term fee setup.

For example, if you want tuition revenue from certain math classes credited to a special account rather than the normal tuition account, set up a unique item type using the Course Class Specific option.

---

**Note:** GL Interfaces specific to a course or class are defined on the Student Records GL Interface page in either the Course Catalog component or the Class Schedule component.

---

**Include in Global Invoicing**

This check box is available only if Global Invoicing is enabled —the Apply Payments by Invoice option is selected on the SF Installation 2 page.

The Global Invoicing process currently selects only charges, waivers and app fees—use this check box to include additional item types.

Select the check box if you want the item type to be included in the invoice — for example, if you want to see an item type on the printed invoice/bill.

See:

- Defining Keyword Edit Tables and a Null Due Date
- Understanding Customer Billing

## Accounting Date Options

The Accounting Date Options group box is available only when the GL Interface Required check box is selected.

**Accounting Date Control**

Select the accounting date of the item type. Transactions in Accounting Line (SF_ACCTG_LN) are stamped with the accounting date.

Values are:

*Accounting Date:*

Select this value to use the accounting date that is set up on the Accounting Dates page.

When you select *Accounting Date* here, you must then select a value in the Accounting Date ID field, to associate it with the

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item type. The date that is used in Accounting Line transactions is the date that is set up for the term or a combination of term and session for that ID on the Accounting Dates page.

*Item Effective Date:* Select to use the effective date of the transaction (item) as the accounting date.

*Maximum (Accounting Dt, Run Dt):*

Select this value to use the date that is the greater of these two dates—the accounting date (see the definition of the *Accounting Date* value) and the run date, which is the GL Interface process date.

*Maximum (Term Start Dt, Run Dt):* Select to make the system use the more recent of term start date or run date as the accounting date. This option is useful to prevent complications resulting from accounting periods that have already been closed.

*Run Date:* Select to use the GL Interface process date as the accounting date. This is the default value for this field.

*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.

---

***Warning!*** Selecting *Term Start Date* in the Accounting Date Control field could cause transactions to be backdated into an already closed accounting period. Select this option with caution.

---

**Accounting Date ID**

This field is available and required only when the value in the Accounting Date Control field is *Accounting Date* or *Maximum (Accounting Dt, Run Dt)*.

All IDs that are set up on the Accounting Dates page and have an active status are available values in this field.

Use this field to assign an accounting date ID to an item type to designate the specific date to be used for Accounting Line transactions.

See Setting Up Accounting Dates .

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## Classification

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

**Application Fee**

Select if you are defining an item type used for an application fee. Application Fee transactions result in a charge on the student's account.

**Billing**

Reserved for future use.

**Charge**

Select if you are defining a charge item type.

Charge transactions result in a charge on the student's account and, depending on your GL setup, may create a receivable.

**Contributor Relations**

Select if you are defining a contributor relations item type. Typically, the Contributor Relations staff define contributor relations item types.

**Deposit**

Select if you are defining a deposit item type. If the deposit classification is selected, a Tuition Deposit check box is also activated. If this item type is used for a tuition deposit, both the Deposit classification and the Tuition Deposit check box must be selected.

Deposit and Tuition Deposit transactions result in a credit on the student's account.

**Financial Aid**

Select if you are defining a financial aid item type.

Financial Aid transactions result in a credit (payment) on the student's account.

---

**Note:** Financial Aid item types also require definition in the Financial Aid application.

---

**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**

Reserved for future use.

**Pre-Paid Tuition**

Reserved for future use.

**Transfers**

Reserved for future use.


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**Refund**

Select if you are defining an item type used for an overpayment refund.

Refund transactions result in a charge on the student's account.

**Waiver**

Select if you are defining an item type used for waivers.

Waiver transactions result in a credit (payment) on the student's account.

**Withholding**

Select if you are defining an item type for tax withholding.

Withholding transactions result in a charge on the student's account.

**Write-off**

Select if you are defining an item type used for bad debt write-off.

Write-off transactions result in a credit on the student's account.

### Related Links

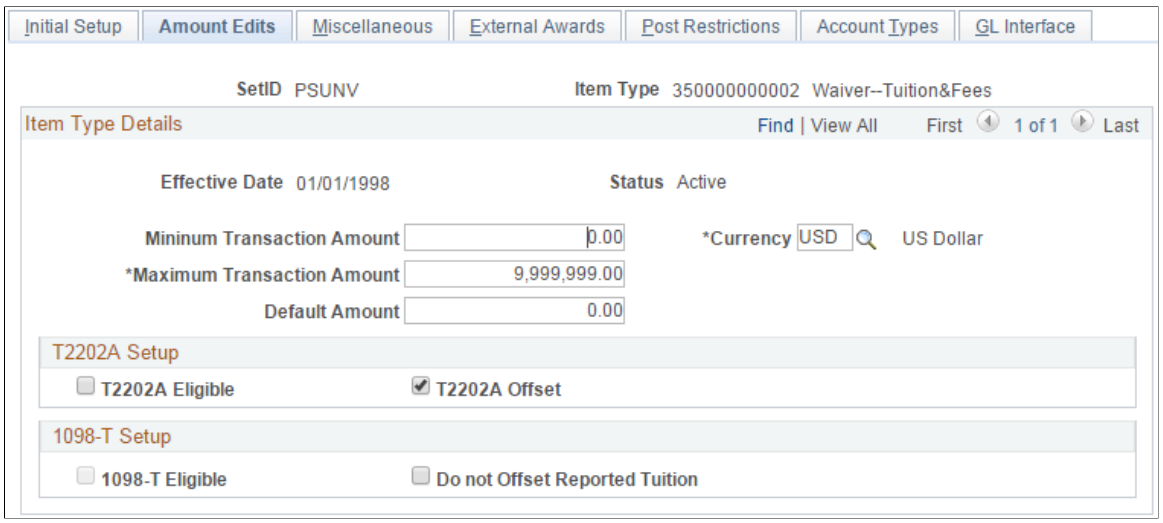
"Completing Item Type Initial Setup" (PeopleSoft Campus Solutions 9.2: Contributor Relations)
"Defining Financial Aid Item Types" (PeopleSoft Campus Solutions 9.2: Financial Aid)

## Defining Transaction Amount and Tax Form Parameters for Item Types

Access the Amount Edits page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Amount Edits).

**Image: Amount Edits page**

This example illustrates the fields and controls on the Amount Edits page. You can find definitions for the fields and controls later on this page.

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**Minimum Transaction Amount** and **Maximum Transaction Amount**

Select the optional minimum and maximum amounts for each transaction using this item type. The system uses these amounts as edits for group posting.

**Currency**

The base currency selected by your institution is supplied automatically to the Base Currency field. You can override this field.

**Default Amount**

You can enter a default amount for your item types to streamline data entry. This is particularly useful when you are entering a charge or payment for something with a fixed cost (for example, a parking permit). You can override this default amount whenever necessary. The default amount must be greater than or equal to the minimum transaction amount.

## T2202A Setup

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

**T2202A Eligible**

Select if this item is an eligible educational expense.

**T22202A Offset**

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

## 1098-T Setup

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

**1098-T Eligible**

Select if this item is an eligible educational expense.

**Do not Offset Reported Tuition**

This check box is available only for Waiver item types, and disabled for other item type classification. By default, this check box is not selected.

If you select this check box, for the:

- Amount Billed reporting method, the item type is not included as a reduction to the reported eligible tuition in Box 2.
- Payments Received reporting method, the item type is included as an increase to the reported eligible tuition in Box 1.

Whether or not you select this check box, if the item type exists in the tree node that is used in the Item Type Group that is attached to the TIN setup table, the item type is included as financial aid in Box 5.


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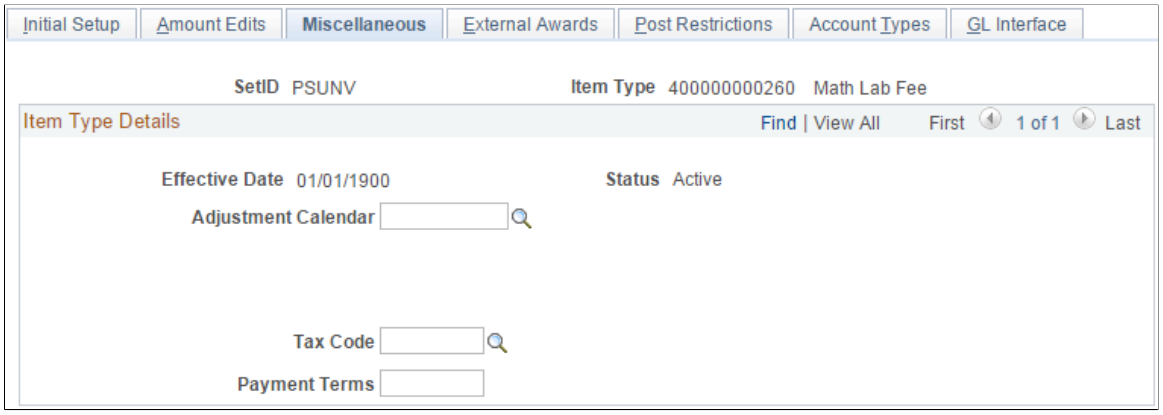
## Defining Miscellaneous Parameters for Item Types

Access the Miscellaneous page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Miscellaneous).

**Image: Miscellaneous page**

This example illustrates the fields and controls on the Miscellaneous page. You can find definitions for the fields and controls later on this page.




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

**Charge Priority List**

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

If you are selecting a charge priority list for an ePayment item type, the value that you select here affects the charges that are eligible for self-service payment on the Payment Information, Charge Information, and Payment Allocation pages.

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

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

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

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**Payment Overall Priority**

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

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

---

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

---

**Adjustment Calendar**

Reserved for future use.

**Days to Encumber**

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

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

This field is used with Payment item type classifications.

**Payment Terms**

Reserved for future use.

**Tax Code**

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

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

**Tender Specific**

Select if you want to specify the form of tender to use 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. The Tender Category field appears when you select this option.

This field is used with Deposit and Payment item type classifications.

**Tender Category**

Select the tender category that you want to use with a tender specific charge.

**Refundable Indicator**

Select if you want payments against the charge to be eligible for refunding.

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


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**Payment Priority Flag**

Select to assign a priority ranking to this payment. When you select this check box, the Priority field is activated. If you do not select this option, the system ignores values in the Priority field and the payment has the lowest priority ranking (999).

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

---

***Warning!*** Do not change this setting after transactions have been posted. Instead, create a new item type with the Payment Priority Flag check box deselected.

---

**Priority**

Enter a priority value.

Payment priority is used to cause payment swapping whereby payments with a higher priority can actually displace lower-priority payments. For example, you might want financial aid payments to be applied to tuition charges whenever possible, leaving the student with less out-of-pocket expenses. And rules that are associated with certain types of financial aid might require that institutional waivers be applied ahead of the aid. In this case, the institutional waivers should have a higher priority value (1 being the highest priority value and 999 being the lowest) than the financial aid, and the financial aid should have a higher priority value than a cash payment.

With payment swapping, waivers and financial aid payments ( in the previous example) can be applied after a cash payment has been made and the cash payment is swapped out, or displaced by the higher priority payments. Assuming that the total payments exceed the amount of the charge resulting in an overpayment, the cash payment would then be eligible for refund to the student.

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

**Pick Up Receivable from Charge**

Select to credit receivables based on the specific charge being paid by the payment. This selection is used in GL processing.

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

---

***Warning!*** Do not change this setting after transactions have been posted. Instead, create a new item type with the Pick Up Receivable from Charge check box deselected.

---

**Match Charge Write-Offs**

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

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

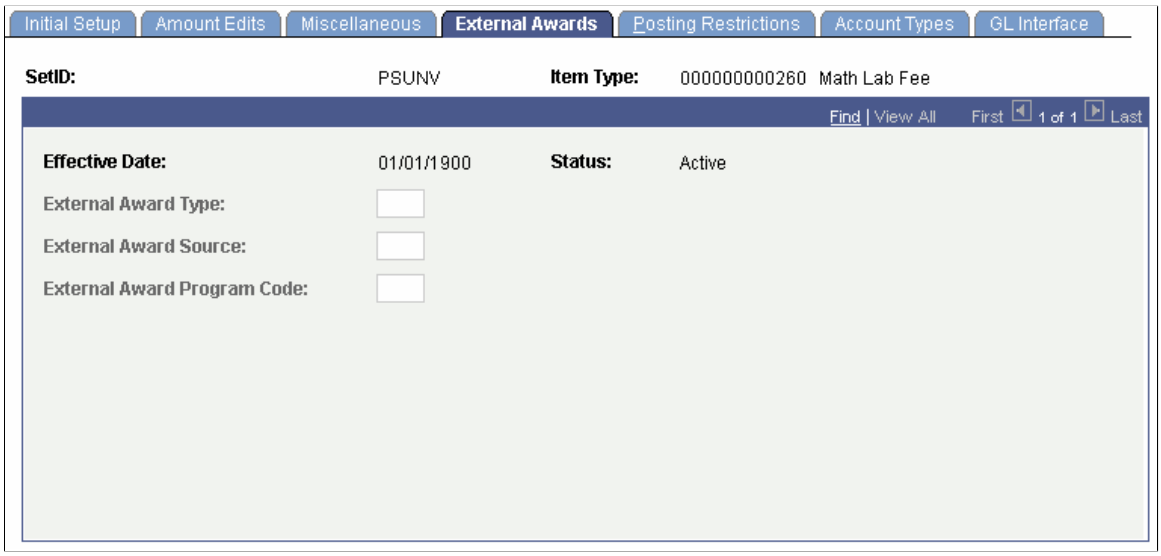
This field is used only with the Write-off item type classification.

## Defining External Awards

Access the External Awards page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, External Awards).

**Image: External Awards page**

This example illustrates the fields and controls on the External Awards page. You can find definitions for the fields and controls later on this page.




Use this page to define the financial aid external award type, source, and program code.

To define an external award, complete the financial aid setup that defines the general external award attributes, then set the way your institution mapping strategy represents a student's financial payment on a Financial Aid Award package. After this is completed, complete the External Award Cross Reference setup in Financial Aid which maps the award attributes to a financial aid item type. Finally, complete the External Award page on the Student Financials item type setup to complete the mapping of payments to a Financial Aid award.

The Student Financials External Awards process uses the cross-reference mapping and external award attributes mapped on the Student Financials item type setup to determine which Student Financials payments to process and report as external award transactions.

### Related Links

"Understanding External Awards" (PeopleSoft Campus Solutions 9.2: Financial Aid)

"Understanding External Award Processing" (PeopleSoft Campus Solutions 9.2: Financial Aid)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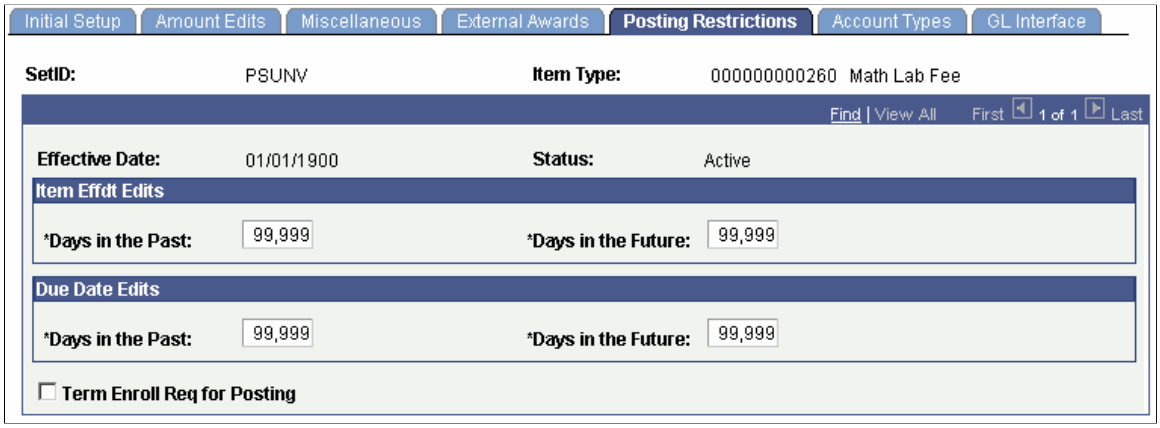
# Defining Item Type Posting Restrictions

Access the Posting Restrictions page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Posting Restrictions).

**Image: Posting Restrictions page**

This example illustrates the fields and controls on the Posting Restrictions page. You can find definitions for the fields and controls later on this page.




## Item Effdt Edits (item effective date edits)

**Days in the Past** and **Days in the Future**

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

## Due Date Edits

**Days in the Past** and **Days in the Future**

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

**Term Enroll Req for Posting** (term enroll required for posting)

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

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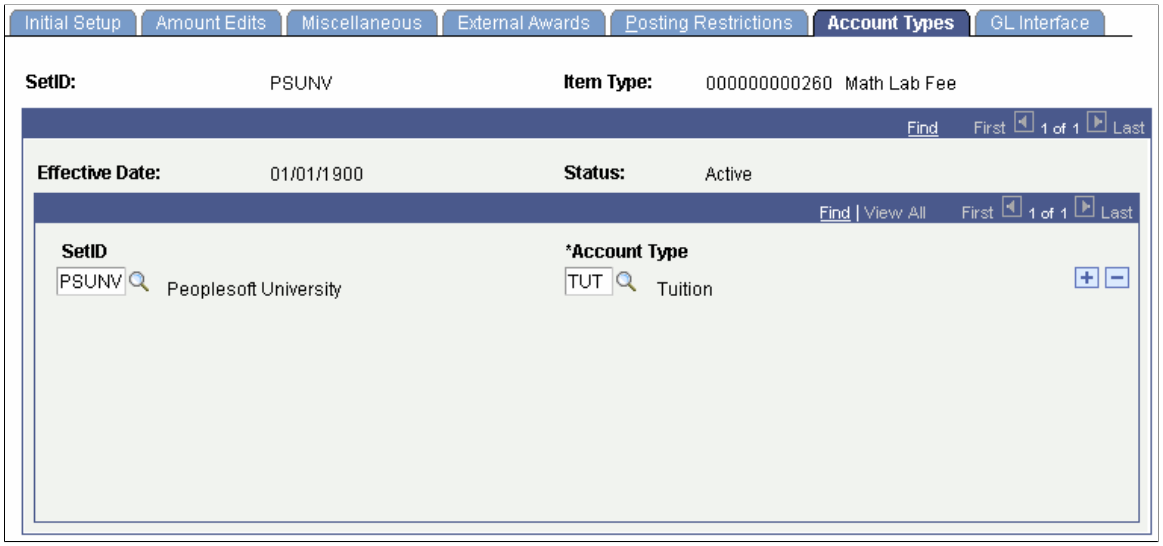
## Linking Account Types to an Item Type

Access the Account Types page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, Account Types).

**Image: Item Types – Account Types page**

This example illustrates the fields and controls on the Item Types – Account Types page. You can find definitions for the fields and controls later on this page.




**SetID**

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

***Warning!*** You can have item types and account types duplicated in more than one setID, but this is not recommended. Exercise caution that you do not specify a setID that is incorrect for the item type that you are defining.

**Account Type**

Enter an account type that you want to associate with the item type. Account types provide information for prompting when you are performing data entry.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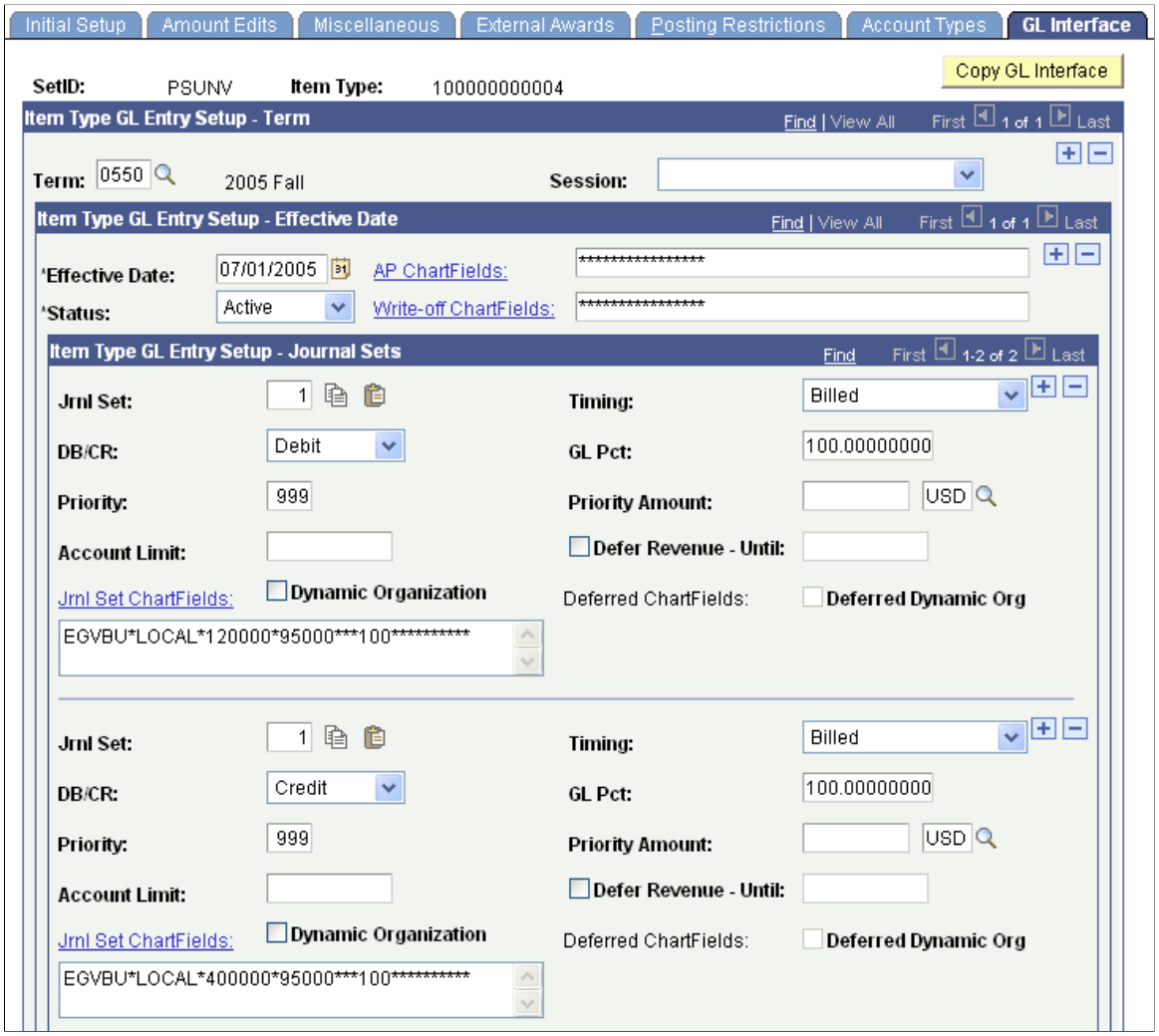
## Mapping Item Types to General Ledger Accounts

Access the GL Interface page (Set Up SACR, Product Related, Student Financials, Item Types, Item Types, GL Interface).

**Image: GL Interface page**

This example illustrates the fields and controls on the GL Interface page. You can find definitions for the fields and controls later on this page.




**Note:** If you select the GL Interface Required check box on the Initial Setup page, you must complete this page to save the item type.

**Copy GL Interface**

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

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

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## Item Type GL Entry Setup - Term

**Term** Select a term if you have a term-specific general ledger. If you do not enter a term, you must enter *0000* as a placeholder.

**Session** Select a session if you want to limit the GL Interface definition to a specific academic session.

## Item Type GL Entry Setup - Effective Date

**Effective Date** and **Status** Enter the effective date and the status for the interface.

**AP ChartFields** Click to access the AP ChartFields page, where you can enter chart of accounts information to define a liability account—typically a holding account. The link is not available if this is a Contributor Relations item type.

Use this link if you use the PeopleSoft Accounts Payable interface to create refund checks for students, external organizations, or both.

Select a predefined SpeedType definition to populate the ChartFields.

Click the Copy button to copy ChartField values into a temporary variable. Click the Paste button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that if one of the check boxes in the ChartField Edit Options group box on the SF Installation page is selected, then a check mark button appears next to the Copy and Paste buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.

**Writeoff ChartFields** Click to access the Writeoff ChartFields page, where you can enter chart of accounts information to define an account for write-offs. You must define a unique account for each charge that you want the system to match.

Select a predefined SpeedType definition to populate the ChartFields.

Click the Copy button to copy ChartField values into a temporary variable. Click the Paste button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that one of the check boxes in the ChartField Edit Options group box on the SF Installation page is selected, then a check mark button appears next to the Copy and Paste buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.


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## Item Type GL Entry Setup - Journal Sets

Each GL Interface definition requires at least one debit and one credit entry. Each debit entry and each credit entry can be split into multiple entries for distribution to your general ledger, but you must make sure that each side (debit and credit) totals 100 percent.

**Jrnl Set** (journal set)

Enter the journal set that is used by your institution. You can use multiple journal sets. This enables you to generate a set of balanced entries into your journals. Using multiple journal sets also enables you to set journals for multiple ledgers, for example, budget or actuals.

Use the copy icon to copy the setup for the row, which can then be pasted to the new or any proceeding row.

**Timing**

Select the appropriate timing for sending the charge to the general ledger. You can select either *Assessment,* which sends the charge when it is incurred, *Satisfaction,* which sends the charge when the offset is posted, or *Billed,* which sends the charge or waiver when it has been billed.

**DB/CR** (debit/credit)

Select either *Debit* or *Credit* for the DB/CR field. You must set up one debit and one credit for each item type.

---

**Note:** For charge classifications, the debit side represents accounts receivable and the credit side represents revenue.

---

Next to the Jrnl Set field, there are copy and paste icons. Use the copy icon to copy the setup for the row, which can then be pasted to the new, or any proceeding row.

To input all areas for the ChartFields, abbreviated display fields have been added. The number of delimiters displayed is based on the number of ChartFields. The abbreviated display fields are used to view the ChartField set up as a string, add or update the ChartField string. All ChartField edits set up on the SF Installation page are adhered to within the display field.

## Splitting a Transaction Between Multiple GL Accounts

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

**GL Pct** (general ledger percent)

Enter an optional percentage of the transaction that you want posted to the GL account.

**Priority**

Enter the posting priority for either the GL percent or priority amount. The lower the number, the higher the priority.

**Priority Amt** (priority amount)

Enter an optional priority amount that you want distributed to a GL account. If you specify a priority amount, the amount specified isdistributed to the GL account definition with the highest priority. The remaining balance is then distributed to the remaining GL accounts as defined.

**Account Limit**

Enter a maximum monetary amount that you want to distribute to the specified GL account. For example, if you set the GL Pct field to 25 percent and the Account Limit field to 100 USD,

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25 percent of a debit or credit up to a maximum of 100 USD is distributed to the specified GL account.

**Defer Revenue - Until** and **Deferred Date**

Select the Defer Revenue - Until check box on the revenue ( credit) side of your ChartField setup and specify a date. Then click the Deferred ChartFields link to access the Deferred GL Interface page, where you can define GL Interface parameters for a deferred revenue account.

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

Select a predefined SpeedType definition to populate the ChartFields.

Click the Copy button to copy ChartField values into a temporary variable. Click the Paste button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that if one of the check boxes in the ChartField Edit Options group box on the SF Installation page is selected, then a check mark button appears next to the Copy and Paste buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.

**Deferred ChartFields**

This link becomes available only if you check the Defer Revenue - Until check box above. Click this link to access the Deferred GL Interface page, where you can define GL Interface parameters for a deferred revenue account.

Select a predefined SpeedType definition to populate the ChartFields.

Click the Copy button to copy ChartField values into a temporary variable. Click the Paste button to paste the copied ChartField values from the temporary variable into another ChartField page. Note that if one of the check boxes in the ChartField Edit Options group box on the SF Installation page is selected, then a check mark button appears next to the Copy and Paste buttons. Click the check mark to validate the ChartField combination. This button does not start journal set edits.

**Journal Set ChartFields**

Click this link to access the Journal Set ChartFields page, where you can define the parameters for the journal set.

**Dynamic Organization**

If you select this optional check box, the system allocates the appropriate revenue based on the subject area of the classes in which a student is enrolled. In the PeopleSoft Student Records system, subject areas map to academic organizations,

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and academic organizations map to financial organizations. Consequently, the system enables you to map subject areas to financial organizations. By using these constructs with the dynamic organization capabilities, you can distribute revenue based on a student's course load using the organizational ChartField.

---

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

---

**Deferred Dynamic Org**

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

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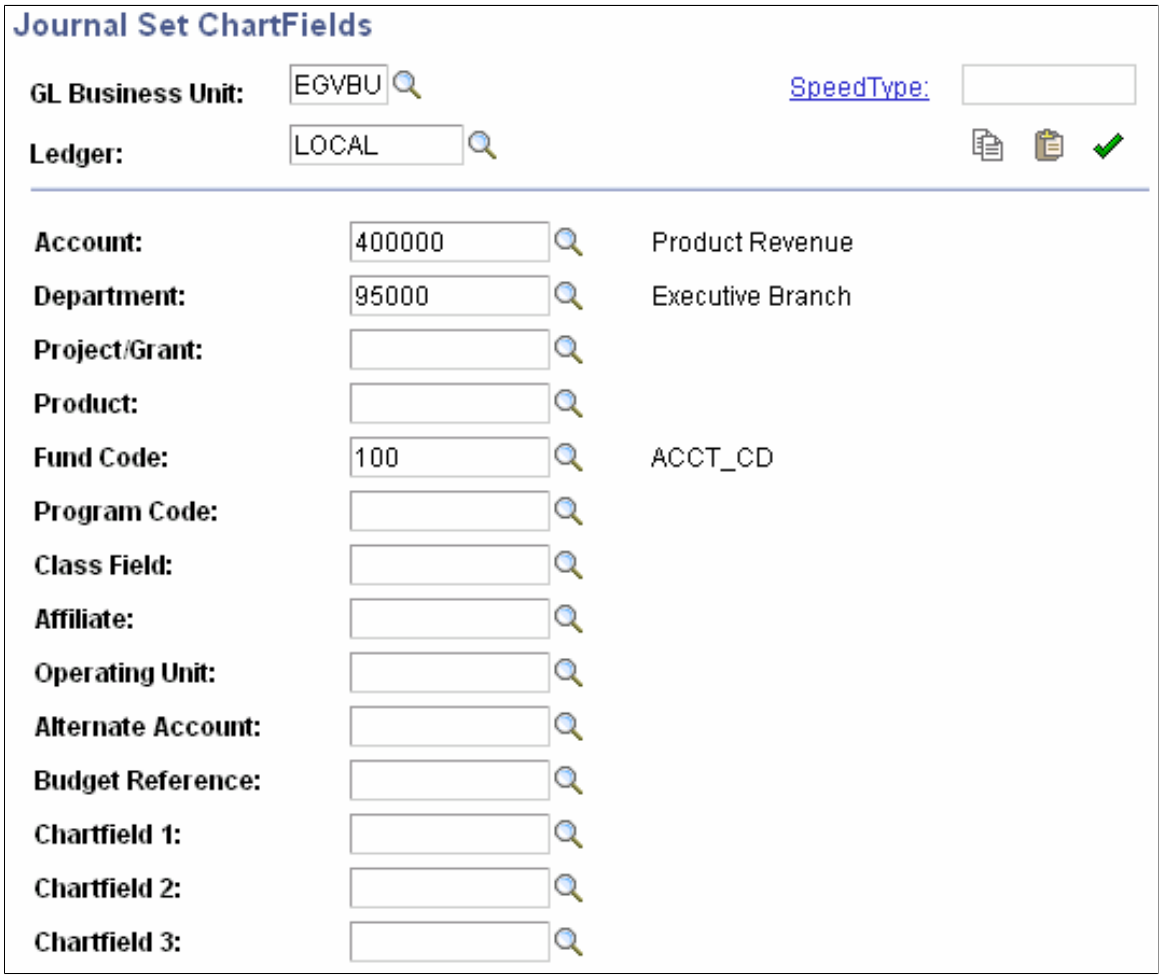
## Journal Set ChartFields Page

Access the Journal Set ChartFields page (Click the Jrnl Set ChartFields link on the GL Interface page).

**Image: Journal Set ChartFields page**

This example illustrates the fields and controls on the Journal Set ChartFields page. You can find definitions for the fields and controls later on this page.




**Note:** You must run the Sync Chartfield Values process before you use this page.

See Synchronizing ChartField Values.

Use this page to define the parameters for the journal set.

Select a predefined SpeedType definition to populate the ChartFields.

Click the Copy button to copy ChartField values into a temporary variable.

Click the Paste button to paste the copied ChartField values from the temporary variable into another ChartField page.

If one of the check boxes in the ChartField Edit Options group box on the SF Installation page is selected, a Validate check mark icon appears next to the Copy and Paste buttons. Click the Validate icon to validate

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the ChartField combination. This icon does not start journal set edits. If you do not click the Validate icon, validation is still performed when you save the Item Types component.

For Oracle Financials, the Real-Time Validation Edit option should be selected on the SF Installation page. Click the Validate icon to perform real time validation of the entered combination with Oracle GL. If you do not click the Validate icon, real time validation is still performed when you save the Item Types component.

## Integration with Oracle Financials

The Journal Set ChartFields page appears and functions differently if Oracle Financials is selected in the Financial System group box on the SF Installation page:

- If you select a GL business unit that has not been mapped on the Chartfield Mapping page, you receive an error message.
- The Ledger field does not appear.
- The 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and these should be made inactive in Set Up Common Objects, Common Definitions, Chartfield Configuration, Standard Configuration page.
- The prompt table associated with the chartfields displays valid segment values based on the mapping on the ChartFields Mapping page.

See:

- Defining Student Financials Installation Settings
- Mapping General Ledger Business Units to Oracle General Ledger
- *Campus Solutions 9.2 to EBS Financials (General Ledger) Integration Developer's Reference Guide* in My Oracle Support (ID 1982664.1).

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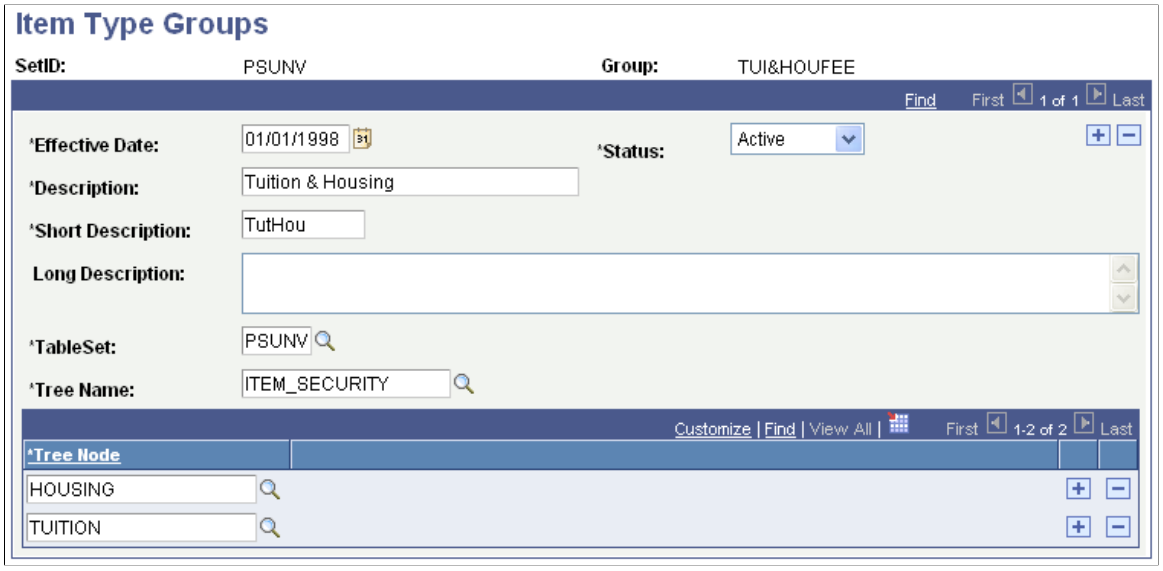
## Defining Item Type Groups

Access the Item Type Groups page (Set Up SACR, Product Related, Student Financials, Item Types, Item Type Groups).

**Image: Item Type Groups page**

This example illustrates the fields and controls on the Item Type Groups page. You can find definitions for the fields and controls later on this page.




**TableSet** Select the setID that includes the item type tree that you want to use.

**Tree Name** Select the tree name of an item type tree that includes all of the tree nodes that you want to include in your item type group.

**Tree Node** Select a tree node that you want to include in your item type group.

**Note:** Do not define both a parent and child node.

# Setting Up Service Indicator Sets

To set up service indicator sets, use the Service Indicator Sets component (SERVICE_IND_SETUP).

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

- Defining Service Indicator Set Details
- Defining Eligible Academic Careers for Service Indicator Sets

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## Understanding Service Indicator Sets

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

### Related Links

Processing and Reviewing Customer Credit History

"Setting Up Service Indicator Codes and Reasons" (PeopleSoft Campus Solutions 9.2: Campus Community)

## Pages Used to Set Up Service Indicator Sets

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Service Indicator | SRVC_IND_SF_TBL | Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator | Create service indicator sets and define descriptive information for them. |
| Service Indicator - Details | SRVC_IND_SF | Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator, Details | Define service indicator set details. |
| Service Indicator - Career Setup | SRVC_IND_SF_C | Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator, Career Setup | Define eligible academic careers for service indicator sets. |

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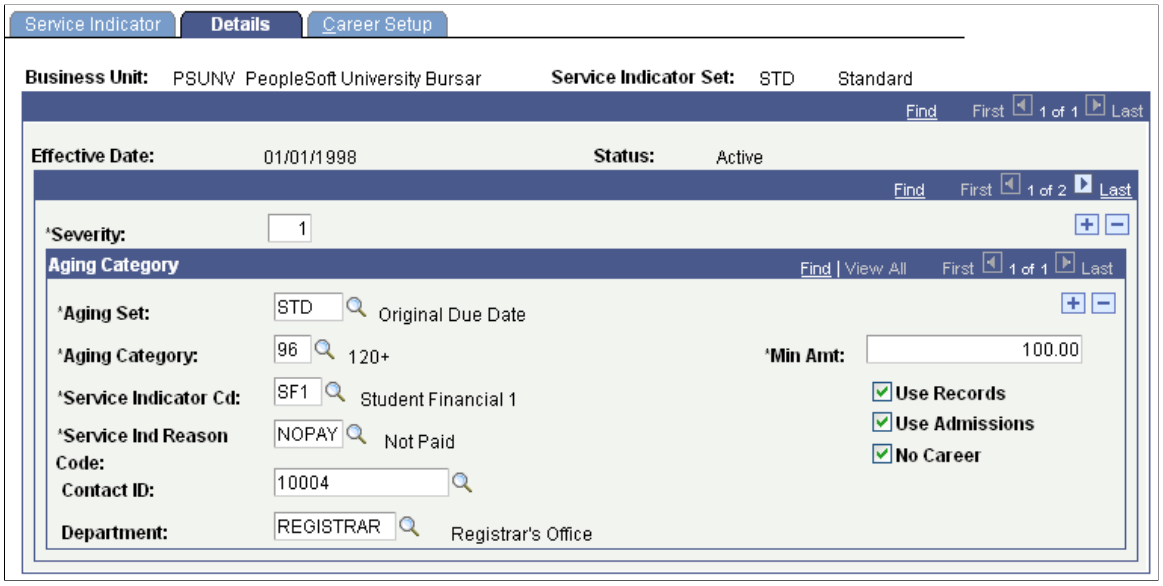
## Defining Service Indicator Set Details

Access the Service Indicator - Details page (Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator, Details).

**Image: Service Indicator - Details page**

This example illustrates the fields and controls on the Service Indicator - Details page. You can find definitions for the fields and controls later on this page.




| | |
|---|---|
| **Severity** | Enter the alphanumeric code established by your institution to indicate the severity of the service indicator. |
| **Aging Set** | Select the aging set containing the aging category to which you are linking a service indicator. |
| **Aging Category** | Select the aging category that triggers the application of the service indicator to student accounts. |
| **Min Amt** (minimum amount) | Define the minimum amount that triggers the application of the service indicator to student accounts. |
| **Service Indicator Cd** (service indicator code) | Select a service indicator code from your established list. This code is linked to a service impact that controls what actions the system takes related to the service indicator. |
| **Service Ind Reason Cd** (service indicator reason code) | Select a service indicator reason code from your established list. This code explains why this service indicator is being applied. |
| **Contact ID** | Select the ID number of a specific person with the department responsible for this service indicator set. |
| **Department** | Select the department that is responsible for this service indicator set. This is the department that the student must contact to clear the associated service indicator. |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## Academic Career Controls

The check boxes in this group box control where the system searches to confirm that the student is active in an academic career before applying a service indicator. At least one check box must be selected, but you can select all three. You must select the No Career check box for external organizations.

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

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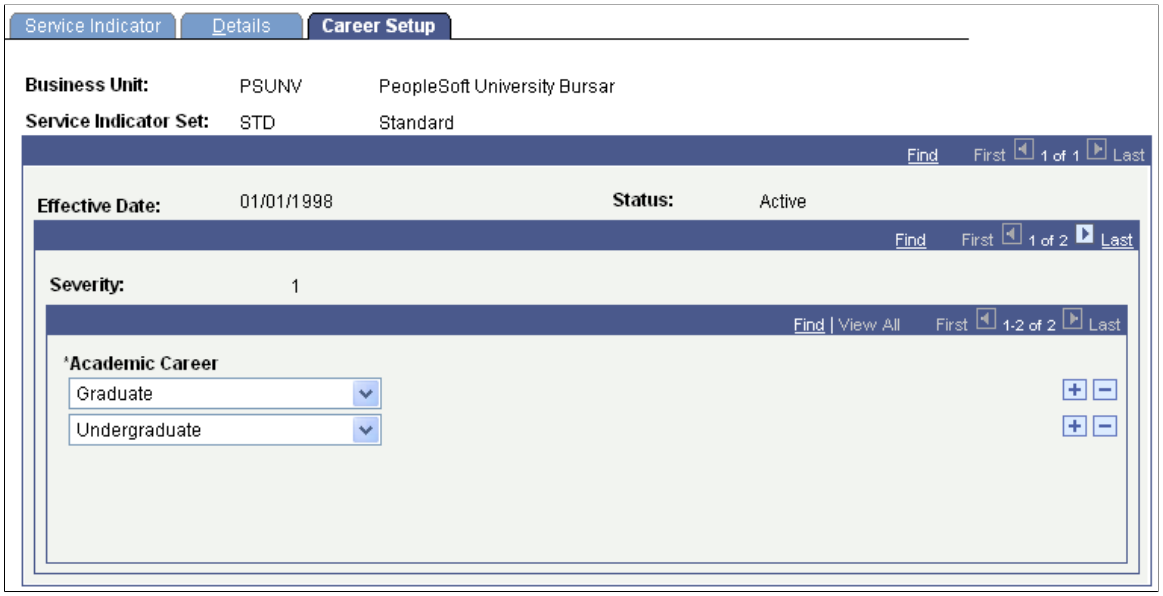
## Defining Eligible Academic Careers for Service Indicator Sets

Access the Service Indicator - Career Setup page (Set Up SACR, Product Related, Student Financials, Collections, Service Indicator Sets, Service Indicator, Career Setup).

**Image: Service Indicator - Career Setup page**

This example illustrates the fields and controls on the Service Indicator - Career Setup page. You can find definitions for the fields and controls later on this page.




**Academic Career**

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

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

## Setting Up a Default Academic Term

To set up a default academic term, use the SF Term Default component (DFLT_TERM_TBL).

A default term value simplifies data entry. Typically, changing the default term value at the beginning of each term is most beneficial. Using effective dating functionality, you can predefine default term values in advance and have them automatically change on the first day of the term.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## Page Used to Set Up a Default Academic Term

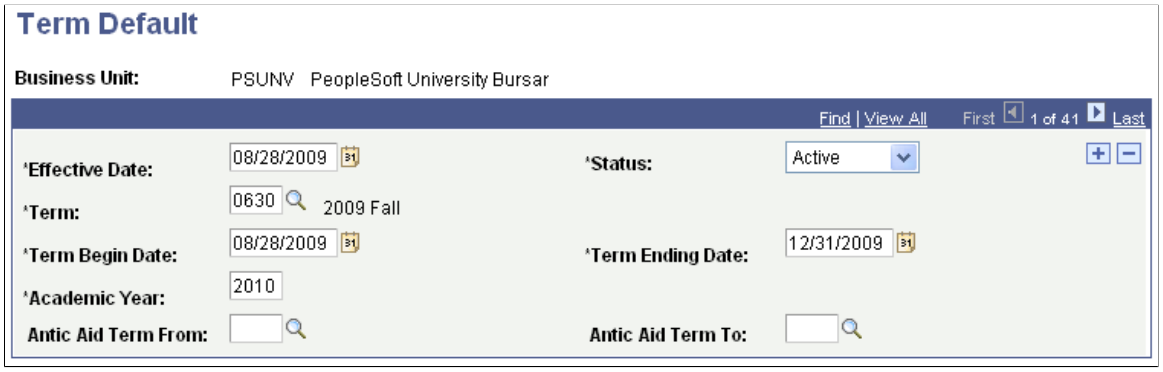
| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Term Default | DFLT_TERM_TBL | Set Up SACR, Product Related, Student Financials, Charges and Payments, SF Term Default, Term Default | Define default academic terms. |

## Defining Default Academic Terms

Access the Term Default page (Set Up SACR, Product Related, Student Financials, Charges and Payments, SF Term Default, Term Default).

**Image: Term Default page**

This example illustrates the fields and controls on the Term Default page. You can find definitions for the fields and controls later on this page.




**Effective Date** Enter the effective date for the SF term that you are identifying.

**Status** Select the status for this term default.

**Term** Enter the default academic term.

**Term Beginning Date** and **Term Ending Date** Enter the term beginning date and the term ending date.

**Academic Year** Enter the academic year to which the term belongs.

**Antic Aid Term From** (anticipated aid term from) Enter the value of the first (beginning) term that you want considered for anticipated financial aid (aid awarded but not disbursed).

**Antic Aid Term To** (anticipated aid term to) Enter the value of the last (ending) term that you want considered for anticipated financial aid.

# Setting Up and Managing SEPA Mandates

This section discusses:

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- Setting Up SEPA Mandates
- Managing SEPA Direct Debit Mandates

### Related Links

Understanding the Banking Interface for the Netherlands

## Pages Used to Set Up and Maintain SEPA Mandates

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| Mandate Setup | SSF_SEPA_MND_SETUP | • Student Financials, Student Financials NLD, Bank Accounts Work Center, SEPA Mandate Setup<br>• Set Up SACR, Product Related, Student Financials, Student Financials NLD, SEPA Mandate Setup | Set up a SEPA mandate |
| Direct Debit Mandate for Students | SSF_SEPA_MANDATE | • Student Financials, Student Financials NLD, Bank Accounts Work Center, Maintain SEPA Mandate<br>• Set Up SACR, Product Related, Student Financials, Student Financials NLD, Maintain SEPA Mandate | Manage SEPA direct debit mandates |


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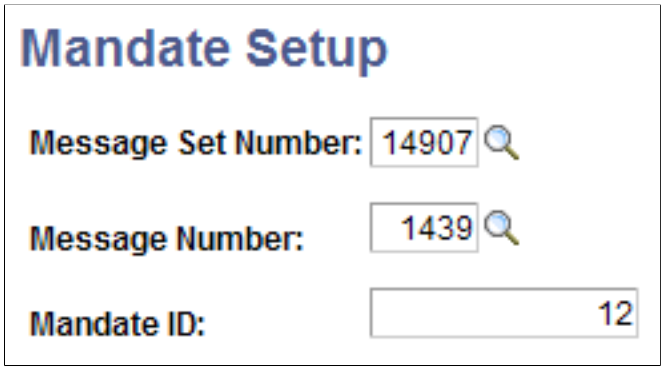
## Setting Up SEPA Mandates

Access the Mandate Setup page (Set Up SACR, Product Related, Student Financials, Student Financials NLD, SEPA Mandate Setup).

**Image: Mandate Setup page**

This example illustrates the fields and controls on the Mandate Setup page. You can find definitions for the fields and controls later on this page.




Use the Mandate Setup page to set up a SEPA mandate contract.

| | |
|---|---|
| **Message Set Number** and **Message Number** | Select a message set number and message number. These numbers point to the default contract message that appears on the SEPA contract page when a student contract is created. |
| **Mandate ID** | Shows the last mandate number that was created in the system.<br><br>To use SEPA functionality, you must set the ID to *1*. |

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# Managing SEPA Direct Debit Mandates

Access the Direct Debit Mandate for Students page (Set Up SACR, Product Related, Student Financials, Student Financials NLD, Maintain SEPA Mandate).

**Image: Direct Debit Mandate for Students page 1**

This example illustrates the fields and controls on the Direct Debit Mandate for Students page 1. You can find definitions for the fields and controls later on this page.

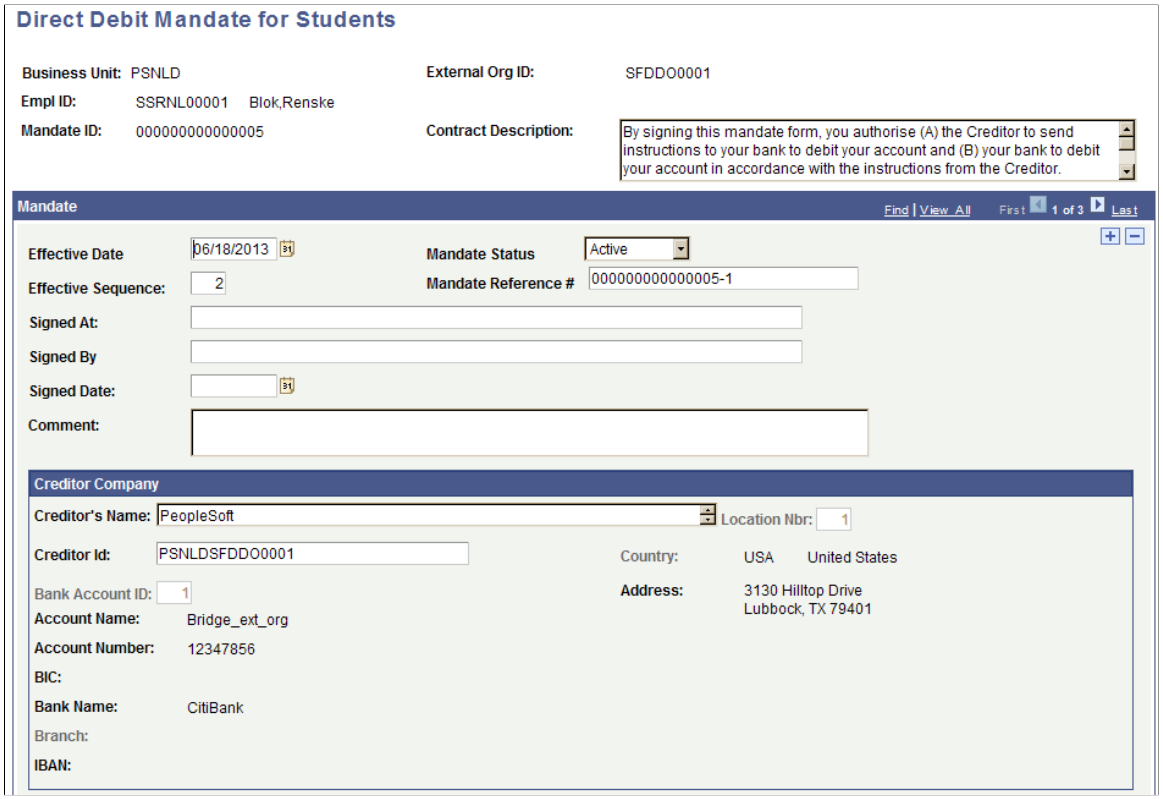



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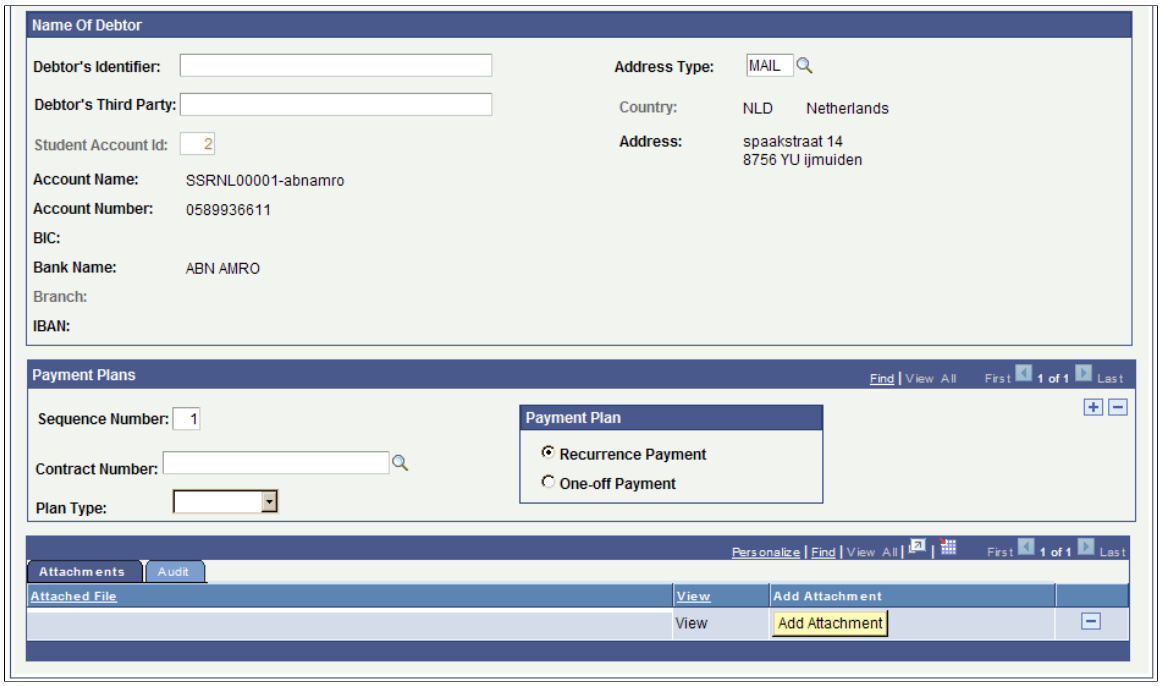
**Image: Direct Debit Mandate for Students page 2**

This example illustrates the fields and controls on the Direct Debit Mandate for Students page 2. You can find definitions for the fields and controls later on this page.




Use the Direct Debit Mandate for Students page to administer SEPA mandates.

When administering a mandate, you can set mandate information such as the associated business unit and bank account only once. Except for the creditor name and creditor identifier, you are not able to override this information, . Only business units with active bank accounts can be associated with a contract, and only one mandate can be created per student ID. The system automatically checks whether a mandate already exists for the student account ID that you select.

To change address or other account information, click the + icon on the upper right side of the Direct Debit Mandate page to add a new effective-dated row.

**Mandate ID** An auto-generated number. You administer this using the Mandate Setup page.

**Business Unit** Displays the creditor business unit.

**External Org ID** Displays the ID of the external organization that is tied to the business unit.

**Contract Description** Displays the standard contract message. You define the contract message using the Mandate Setup page.

**Mandate Reference #** Displays the Mandate ID and sequence number of the contract.

## Creditor Company

**Creditor's Name** Select the business unit you want to associate to the contract.

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By default, the name of the creditor business unit that is associated with the contract is displayed.

**Note:** Before the mandate can be created, a corporate account must exist for the institution that you select as the creditor.

See Setting Up and Managing Corporate and Business Accounts.

**Creditor ID** Enter a creditor ID.

By default, the business unit ID and external organization ID is used to populate this field.

**Bank Account ID** Enter any active bank account ID of the external organization.

**Address** Select an address using the Location Nbr field. The location number defines an address that is associated to the contract business unit or external organization.

## Name of Debtor

**Debtor's Identifier** (Optional) Enter an alias for the debtor.

**Debtor's Third Party** Enter the name of a parent, guardian, or other third party that should be listed on the SEPA contract.

You can also use this field to indicate the mandate debtor reference in case payment is made by a third party.

**Address Type** Select the address that should be indicated on the SEPA contract. You can click Edit Address to modify the debtor address.

**Student Account ID** Select an active student account. The bank-related fields are then populated.

## Payment Plans

You can add one or more payment plan and indicate whether it is recurring or one-off.

## Attachments

Click Add Attachment to upload signed contracts to the Direct Debit Mandate for Students page.

## Related Links

Understanding the Banking Interface for the Netherlands


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