

**Accounts
Receivable &
Cash Receipts**

BHSU

DSU

NSU

SDSMT

SDSU

USD

South Dakota Colleague System Procedures

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Revisions with this Update

5/24/07

Updated references of USDSU to SDPURC

07/27/07

- 6 -

Revisions approved through the Module → Module Coord Committee → UDA/SDA

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Preface

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Colleague System Instructions

Responsibility: University

Colleague Access

Accessing Colleague from Windows

- Select the **START** button on the taskbar.
- Select **PROGRAMS** from the start menu.
- Select **COMMUNICATIONS** from the **PROGRAMS** options.
- Select **DATATEL PROD** from the **COMMUNICATIONS** options.
or
- Select the desktop **Datatel Production** icon.

A wIntegrate screen will display briefly followed by the Colleague Logon screen as shown below.

<p>SOUTH DAKOTA BOARD OF REGENTS</p> <p>DATATEL PRODUCTION</p> <p>login: userid userid 's Password:</p>

Logging On/Off & Changing Password

- Enter your Colleague ID in lower case letters at the login prompt and press enter.
- Enter the password at the password prompt. See the Changing Password section of the document for changing passwords.

If either the login ID or login password is entered incorrectly, the login prompt will re-display. After 3 unsuccessful tries, the login ID will be locked and must be reset. Send an email to **your university system administrator**.

- Press enter at the prompts until the following screen displays.

<p>South Dakota Board of Regents Student Information Production System Dakota State University</p> <p>Main Menu</p> <ol style="list-style-type: none">1. Live Account2. Change Password3. Schedule 254. Log Off <p>Enter your selection[1-4]:</p>
--

- At the cursor, make the desired selection.
Select **1** to access production screens.

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Select **2** to change your password.
Select **4** to log off of Colleague.

Selection 1: Live Account

The following screen will display.

```
UniData Release 3.3.2
Copyright (C) Unidata, Inc. (USA) 1995
All rights reserved.
Current UniData home is /usr/ud33/.
Current working directory is /datatel/dsu/live/liverem/livecomp.
GUI MODE (Y/N)
```

At the prompt, select **N** for text mode or select **Y** for GUI mode. Either choice must be capitalized.

The following Colleague menu will display. Security may be different by user, therefore, options on the main menu may not be alike nor like the one displayed here.

```
-----
| 06/16/98 14:55                Student System                Student System |
|                               Dakota State University - Live Account                               |
| XXXXXXXXX                               Colleague 15.0                               |
|-----|
| 1 AC  Academic Records |
| 2 AM  Recruitment/Admissions Mgt |
| 3 CU  Curriculum Management |
| 4 DA  Degree Audit |
| 5 DM  Person Demographics |
| 6 FI  Faculty Information |
| 7 RG  Registration |
| 8 DA  Degree Audit |
| 9 LO  Logout |
| 10 FA Financial Aid |
| 11 FRP Federal Reporting |
|
| Enter Mnemonic or Selection Number, or press FINISH:  |
|XXXXXXXXXXXXXXXXXX Press HELP for assistanceXXXXXXXXXXXXXXXXXXXXXXXXXXXX|
```

Selection 2 – Change Password

The following screen will be displayed for the change of password.

```
Main Menu

1. Live Account
2. Change Password
3. Log Off

Enter your selection[1-10]: 2

Changing password for "userid"
userid's Old password:
```

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userid's New password: Enter the new password again:

- Enter userid's old password
- Enter userid's new password
- Re-enter userid's new password

A message will display confirming that the password has been changed.

Rules for passwords are:

- a) The password must be a minimum of six characters long.
- b) The password must contain two characters and two numbers.
- c) The password must have two alpha/numeric characters not in the previous password.
- d) The password can not have more than two repeating characters.
- e) The password only recognizes the first eight characters, but a password can contain 256 characters.
- f) Passwords can not contain these characters: () * ? < > / ; & ! [] { } | \$ \ ' ')
- g) The password is case sensitive.

NOTE: The "rules" can be seen on screen by selecting the "Change Password" option, enter the old password, and then press <ENTER> at the "New Password" prompt.

- a) Users will be required to change password every 20 weeks. After the 18th week, users will be notified that their password will need to be changed soon. They will then have those two weeks plus an additional two weeks grace period to make that change. Total time lapse for a password is 20 weeks.
- b) The account will be locked if no change is made to a password after the grace period. To reset the account, send an email to **your university system administrator**.
- c) When a user is requested to change password upon login to Colleague, they **MUST** do so. Failure to comply will result in being locked out of the system after the fifth try. However, while trying to change password, the user is given several tries to meet the password criteria until they are successful. If the user gets locked out, send an email to **your university system administrator** to have the ID reset.
- d) When a user receives the message to change their password, they will have 60 seconds to begin typing before they are disconnected – but not locked out.
- e) Passwords cannot be reused immediately. There is a 26-week wait period before a password can be recycled. Even then, the password cannot have been used within the last two iterations.

Selection 3 – Log off

- Enter the mnemonic **LO** at any menu screen.
- Enter **4** on the Main Menu Options screen to exit Colleague.
- The message "Good Bye" should display indicating that the logoff procedure is successful.
- Select **File** and then **Exit** to close the Colleague program.

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Function Key Template

				Ctrl					Ctrl		
				Alt					Alt		
Proc. Help	F. Key Help	Ins Group	Scroll to pg #	Shift	Prev Window	Prev Field	Cancel	Prev Element	Shift	Exit	Del Record
Field Help	Detail	Grp. Jump	Field Jump		Next Window	Next Field	Direct Acc	Next Element		Finish	Update
F1	F2	F3	F4		F5	F6	F8	F7		F9	F10

F1 → Field Help provides on-line short help specific to the field in which the cursor is positioned.

F1 Enter → Field Help provides a longer on-line, detailed help messages specific to the field in which the cursor is positioned

F1 F1 → Field Help provides a list of valid field values that are specific to the field in which the cursor is positioned

Shift F1 → Process HELP gives an overview of a process, explaining its basic function and its relation to other processes

F2 → DETAIL moves to different screens and is used when there is an asterisk (*) between the field number and the field label

Shift F2 → Funct HELP (Fkey HELP) displays the layout of function key assignments for keyboard.

F3 → Window JUMP (Group Jump) moves the cursor to the exact group number specified.

Shift F3 → Window INSERT (Ins Group) adds a blank line where the cursor is.

F4 → Field JUMP moves you to a specified field without pausing at every field between. You must indicate where you would like to move the cursor.

Shift F4 → Window Page JUMP (Scroll to pg #) allows you to move to a certain window indicated by its page number.

F5 → Window FWD (Next Window) moves the cursor to the line directly below its current position in a window. Windows are indicated by a number followed by a colon.

Shift F5 → Window BACK – (Prev Window) moves the cursor to the line directly above its current position in a window

F6 → Field FWD (Next Field) moves the cursor forward to the next field (indicated by a field number).

Shift F6 → Field BACK (Prev Field) moves the cursor back one field.

F7 → Element FWD (Next Element) moves the cursor forward to the next element or column within a given line or “group”.

Shift F7 → Element BACK (Prev Element) moves the cursor back to the previous element or column within a line or “group”.

F8 → Direct ACCESS takes you directly to another process from the current screen without returning to the menu

Shift F8 → Direct Acc cancels the updates made on the screen and returns to the previous screen

F9 → FINISH saves new data entered and takes you back to the previous menu or process

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Shift F9 → EXIT saves new data and always returns you to a menu

F10 → UPDATE saves changes you have made on a screen and returns you to the same screen for additional entry. This is the opposite of the CANCEL function.

Shift F10 → Record DELETE deletes an entire record. Sometimes deleting a record requires many steps. These are a protection against accidentally deleting a record by pressing a key.

QUICK TIPS

- ✧ To display the last person, term, section, etc.. displayed use @ on the command line.
- ✧ To display a list of table values on a field press F1 F1.
- ✧ To display a list of table values when the cursor is on the command line type "...".
- ✧ Always Cancel (Shift F8) from a screen you are not updating.

Search Procedures

Student searches may be completed in several ways:

- Student Social Security Number
- Student Colleague ID
- Exact Student Name
- Student Name by Sound

Student Social Security Number Search

- ◆ To begin a record search, first use the social security number if available. Check the name and birth date to confirm a match of the record for which you are searching.

Student Colleague ID Search

- ◆ Colleague ID, a 7 digit unique ID assigned by Colleague, can also be used for a person search. Again, check the name and birth date to confirm a match of the record for which you are searching

Name Search

Name searches will display a resolution screen listing all people meeting the name search criteria. Select the desired record by using the sequence number.

Exact Name Search

A name search can be done in three ways: "First Name" (space) "Last Name"; "Last Name", "First Name"; or "Last Name" only. It is also permissible to use only part of the first or last name for a broader name search. ** You must use a minimum of three characters when doing a partial name search.

When searching for a name with spaces, use the underscore key "_" to identify the position(s) in the name where the spaces are located. Example: Terrance Van Den Hemmel would be searched for by entering "Terrence Van_Den_Hemmel" or "Van_Den_Hemmel, Terrance".

When searching for a name with an apostrophe or a hyphen, leave the apostrophe or the hyphen in the name search. Example: Bruce O'Neil would be searched for by entering "Bruce O'Neil" or "O'Neil, Bruce", Marge Wilson-Hart would be searched for by entering "Marge Wilson-Hart" or "Wilson-Hart, Marge". The name search will also find Marge by using either part of her hyphenated last name. Example: "Wilson, Marge" or "Hart, Marge".

Phonetic Name Search

If social security number search and name search (full and partial) fail to yield a result, use the soundex option. This option will search for a last name by "the way it sounds". At the lookup

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prompt, type in “/” before typing in the phonetic spelling of the last name. This does a broad search by the sound of the last name, but it is not as reliable as the other search options.

The name search will search records based on the “Name LFM” and “Other LFM” fields. The name search will not search records based on the “Pref Name” or “Mail Name” fields. All possible record matches are displayed on the “person resolution” screen by preferred name.

When a list of possible records is found on the “person resolution” screen, check the social security number, birth date, entry date, and address to confirm a match of the record for which you are searching.

Other Searches

Course or Section Search

Enter XXXX-000-00

Where: XXXX is the prefix for the course (i.e.: BIOL)

000 is the course number (i.e: 101)

00 is the section number with the university identifier(i.e.:x 01)

Example: BIOL-101-D01

If the section number is not provided, a resolution screen will be displayed for the selection of the correct section.

Term Search

Enter YYYYTT (i.e.: 1998FA)

Where: YYYY is the year in which the term actually occurs (i.e.: 1998)

TT is the term

(i.e. FA = Fall , SP = Spring, SU = Summer)

Restricted lookup by Topic Code

- At the resolution screen, enter S to select sections by Topic Code (or another value on the section)
- At the SSELECT COURSE.SECTIONS BY @ID: prompt, enter the selection criteria
 - For example, WITH SEC.TOPIC.CODE EQ 'USDSU' will bring back the sections only offered at SDPURC

Restricted lookup for open sections

Search for open sections by entering S at the section resolution screen from RGN, then type WITH SEC.AVAIL.STATUS EQ ‘Open’ and return.

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Record Search Overview

Responsibility: University

LookUp Selection Options

The LookUp Processor gives you full query-language selection capabilities along with full data field and record security. Many of the selection options available with LookUp are similar to using database management query language and retrieval. See your system administrator if you need assistance using any of these options.

You may enter one of the following at the LookUp prompt:

- * the actual ID
- * [**@**] to display the last record filed
- * [...] to view all IDs you may access
- * [**ABC...**] to select all IDs that begin with ABC
- * [**...ABC**] to select all IDs that end with ABC
- * [**...ABC...**] to select all IDs that contain the characters ABC
- * [**ABC...XYZ**] to select all IDs that begin with ABC and end with XYZ
- * [**;**] to display all available dictionary elements for this file
- * [**;**]dictname to 1) Select all IDs with a value for this dictionary element or 2) If dictname is an indexed field, to display a resolution screen showing all the values indexed for this dictname. For example, you might enter ";SCHOOLS.DEPTS" at the Schools LookUp prompt to find all the schools in your institution associated with one or more departments.
- * [**;**]dictname datavalue to select all IDs with a value like the datavalue for this dictionary element. For example, you might enter ";SCHOOLS.DEPTS MATH" at the Schools LookUp prompt to find all the schools in your institution associated with the math department.
- * [**;**]dictname operand datavalue to select all IDs whose value of dictname matches the operand and datavalue(s). A datavalue may be any string containing alphanumeric characters or ellipsis (...). For example, you might enter ";SCHOOLS.DEPTS NE MATH" at the Schools LookUp prompt to find all the schools in your institution not associated with the math department.

Valid operands are:

- * [**=**] or [**EQ**] (Equal)
- * [**<>**] or [**NE**] (NOT Equal)
- * [**>**] or [**GT**] (Greater Than)
- * [**>=**] or [**GE**] (Greater or Equal)
- * [**<**] or [**LT**] (Less Than)
- * [**<=**] or [**LE**] (Less or Equal)
- * [**MATCHES**]
- * [**LIKE**]
- * [**UNLIKE**]

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Record Lookup

There are various types of records created in Colleague. Person or Organization records, records for courses and course sections, academic credentials, positions, benefits, general ledger accounts, and purchase orders are just a few of the types of records created throughout Colleague. Generally speaking, once these records are created, information pertaining to them can be changed or deleted but the actual person or organization record will always remain. For example if you create a course record for ENGL-1234, once saved, you can change the credits, academic level, title, CIP codes, etc., but you can't change the name to ENGL-2345. Similarly, if you create a person record for Bob Smith and save the record you can later change his address, phone number, birth date or even his social security number but you can't delete Bob Smith's record. The following are steps, or procedures, for searching records:

Person/Organization Lookup

The person/organization record is the more difficult record to find since you are relying on two variables. First is that the person providing the information was honest in presenting the demographic facts and secondly that the data entry person was accurate in entering in data. On occasion, you will find that people provide incorrect information or even falsify data. This is commonly seen when people can't quite remember their social security number so they provide one that is close. Secondly, data entry staff are only human so honest mistakes do occur when they try to read scribbled handwriting on a form. Regardless of how inaccurate data got into the system, front-end staff must carefully check for those eventualities before adding new records.

The following step-by-step process is for looking up records as well as an explanation of the reason for the process:

1. **Enter first two letters of first name and first three letters of the last name** - (You can also enter Smi, J and Colleague uses the comma to designate last, first). Although this option will bring more records than spelling the entire name out, it helps locate records with incorrect or slightly different spellings. If you chose to enter the entire name you would certainly get a smaller group of records to look through but you also have a greater chance of missing duplicates.

IF YOU HAVE NO MATCH:

2. **Enter the Social Security Number** - Although you may not see the need to use this option after a name lookup does not pull a match, some students may have been using the wrong number or you may find a conflict with the number. Since the social security number is a unique identifier, we want to ensure that we have the correct number associated with that person.

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IF YOU HAVE A NAME WITH UNUSUAL SPELLINGS:

3. **Try a Soundex lookup-** in some situations you may encounter names that have several common spellings or that you have difficulty in determining proper spelling. By using a Soundex lookup you will find occurrences that don't match the spelling but sound like the name you are searching for. To look a name up using Soundex, at the Person Look Up type: /erdlika, ray (actual name searching for is: Hrdlicka, Raymond).

Use the data elements on the resolution screen to verify that the right person is selected. Also check to see if two records look similar. Remember that the system will allow entry of the same person twice (except for the social security number). If the birth date and the address are the same, it may indicate that there is a duplicate. If the record is truly a duplicate, follow the procedure in the final section of this document to consolidate the record into one.

**** POINTS TO REMEMBER ****

- 1) If the person whose name is being entered goes by another name or a nickname, that person's name may not be found unless the other name has been entered on NAE as an "Other Name" or a nickname has been entered on the BIO (Biographic Information) screen. It is really a judgment call when entering a person's name and deciding whether or not that name is the person's legal or other name. However, the Human Resources/Payroll office will have the legal names of employees.

EXAMPLE: The end-user has an application to enter and they are using the APPN screen. The name on the application is Jimmy Stern. James Stern was entered previously as a prospect on the XPRS screen. The end-user enters Jimmy Stern at the Person Lookup and the record is not found. They also do a partial name lookup of Ji St and the record is not found. Using the first initial of "J" would have found the name James Stern.

EXAMPLE: Buck Stern was entered on the XPRS screen as that is the name he had put on a Prospect card from a High School Fair. His application is now in the Admissions office with James R. Stern entered on the application. James R. Stern would not be found in a Person Lookup as Buck Stern had been entered as a prospect. An alternate lookup would be to type the last name "Stern" only.

- 2) The "Preferred Name" field is a default from the entry in the "Last", "First", "Middle" field at the top of the NAE screen. If one name only is entered in the "Preferred Name" field then LookUp for that person would be the first name only. For example: Rachel Briggs goes by "Sammy" Briggs. Sammy only is entered in the "Preferred Name" field. A data entry person goes to look up Sammy Briggs and that name is not found.

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RECOMMENDATION: Leave the “Preferred Name” as it appears after entry in the Last, First, Middle fields and enter the other name in the “Nickname” field on the Biographic Information (BIO) screen. *This screen can be accessed by detailing on the Last, First, Middle name field on NAE.*

Other Records Lookup

Since there are fewer opportunities for spelling errors and the format for naming is usually very structured, other record lookups tend to be more straightforward. However just as with person records, it is important to follow consistent steps when searching before adding records. Following is a step-by-step process for looking up records:

1. **Enter a partial lookup** - Once again this option will bring back additional records that will require you to look through more resolution items but it helps ensure that the record you wish to enter doesn't exist in a similar form. On some lookup screens you may be required to enter complete pieces such as with courses (on CRSE you need to enter the full subject name ie., ENGL).
2. **Use (...) as a wild card lookup** – Looking for a group of records that fit a specific criteria can be done by using ... For example, looking up a GL number with the numbers “1150” in the middle you can type ...1150... at the lookup prompt. Only those numbers with 1150 will appear on the resolution screen. This applies as well by typing ... at the beginning or at the end of the lookup. For example, in searching for positions that end in ADJ you would type ...ADJ or searching for all departments that begin like EN you would type EN...

Individual and Corporation Record Relationship

****CAUTION****

In Colleague, the system maintains a **unique distinction for individuals and corporations**. When you enter a person on NAE, APPN, FCTY or FACL, the system creates a record in the PERSON file. Likewise, when an organization is created on ORGP, a record is created in the CORP.FOUNDS file. The concern arises when lookups are done on a screen earmarked for the other (calling up University of Sioux Falls on NAE or Mary Smith on ORGP). Colleague gives you a message similar to the one below. If you save out the screen, the record will be moved to the other ‘domain’. In other words, an organization record could be converted to a PERSON record or a PERSON record could be converted to a CORP.FOUNDS record.

If you have update access to the screen and receive a ‘Warning! This record will be marked as a person if updated’ message, you must:

- Click OK to release the warning message.

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- Cancel out of the screen without making any changes by clicking on the single or triple X, clicking on File and Cancel or using Shift -> F8 and hit Enter.
- If you want to access the record, go to ORGP (corporations) or NAE (individuals).

If you accidentally make the change you can return the record to the correct domain by calling up the record on the appropriate screen.

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Flagging records on a resolution screen

For ease in data entry, Colleague allows you to flag either all records on a resolution screen or certain records on a resolution screen. To flag certain records, enter F on the resolution screen, then enter the number of the item you wish to flag. To flag all records, enter F ALL on the resolution screen. Notice all records have an asterisk next to them. You can do a sort/select option before the F ALL to narrow the resolution screen down.

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Using a savedlist to process large numbers of records

- At the person lookup prompt, enter @SELECT
- The Primary Selection Criteria (PSC) screen is displayed
 - Enter the savelist list name
- Update to process the records
 - Enter @@ or \$ at the LookUp prompt to retrieve/view the first selected record, etc
- To deactivate your list, enter @SELECT at the LookUp prompt
 - Save or clear the list

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Setup for Accounts Rec & Cash Receipts

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Setting up AR Types

Responsibility: AR Group

AR types are the codes that represent the accounts receivable general ledger control accounts. These are asset accounts. All accounts receivable transactions will require an AR Type. Examples include student receivables, bad debt receivables, sponsor receivables and employee receivables. The Financial Aid module uses the AR Type to create awards that post to the Student Accounts Receivable.

Step 1 – Access the AR Types (ARTF) screen

Step 2 – Enter the AR Type at the lookup

Step 3 – If the AR Type already exists, the screen will populate

Step 4 – If the AR Type does not exist, enter A to add

- Enter the description
- Enter the GL Account Number
- This will be a default account number.
- Enter any relevant Office Codes
- Enter any relevant comments
 - Insert a line so the latest comment is at the top
 - Date and time stamp first, then
 - Enter a comment

Step 5 – Update the ARTF screen

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Setting up AR Codes

Responsibility – AR Group Set up for Common AR codes
Individual Universities for specific AR codes

Use the AR Codes (ARCF) screen to define AR codes and GL account numbers to distribute the invoice charge and credit amounts to the appropriate accounts.

Step 1 – Access the AR Code (ARCF) screen

- Enter a new AR code
 - You will receive a message “Record not found – Enter (A)add or RETURN to reenter”
- Common AR codes
 - State Support Tuition
 - Excluding Minnesota Reciprocity
 - Self Support Tuition
 - University Support Fee
 - Nursing Delivery Fee
- University Specific AR codes
 - Smart Coded

Step 2 –Enter the following information

- Description
- Default Charge (optional)
- Default Credit (optional)
- AR Category (required)
- Priority - 999 for all AR codes

Step 3 – Enter the GL distribution number

- For University specific AR codes – Smart coded
 - Enter the unique GL account number in field 6
- For Common AR codes
 - Enter a default GL number of 01-9999999-9999

Step 4 – Enter the GL Distr Rule

- Common AR codes are distributed according to location of the section billed
 - Enter XBRVDIST (X is university identifier)
 - Select AR Code Rule-Based GL Distr (ARGL)
 - Enter the unique GL account number in field 6
- Unique AR codes
 - No entry is needed in this field, the assessments will be distributed according to the GL number in step 3.

Step 5 – Enter an Office Code

- If you need to restrict the use of this AR code to specific offices, then enter the code for those smart coded offices. When an AR code is restricted by office, only

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users with that office in their staff record may use that AR code. If you do not enter an office code, then anyone can use this AR code. The office code restriction applies to anyone using this AR code in any Colleague module, not just in the Accounts Receivable module.

Step 6 – Application Fee

- Enter Y if AR code is Application Fee code – all others enter N

You associate AR codes with application fees when you define application fee defaults on either the AR Fee Defaults (ARFD) screen, the Academic Level Application Fees (ALAF) screen, or the Program Application Fees (PAPF) screen. This parameter is also considered when entering AR codes on either the Application Fees Entry (CRAF) screen in the Cash Receipts module or the Application Fees (APFE) screen in the Admissions module.

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Setting Up AR Categories

Responsibility: AR Group

AR categories are codes used to group AR Codes for financial reporting purposes. For instance, tuition may be recorded in several AR Codes. To produce a report on all tuition, the AR Category can be used instead of listing each AR Code.

Step 1 – Access the AR Categories (ACTF) screen

Step 2 – Enter an AR Category at the lookup

Step 3 – If the AR category already exists, the description will display

Step 4 - If the AR category does not exist, enter A to add

- Enter the description

Step 5 - Update the ACTF screen

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Setting up Miscellaneous Billing Parameters

Responsibility – AR Group set up

This screen controls the default setting of the Update AR Immediately field on the Invoice Batch Control (INVB). When you record miscellaneous charges or credits individually on the MCRG screen, Colleague posts those invoices immediately, regardless of this parameter's setting.

Step 1 – Access the AR Misc Invoice Defaults (ARMD) screen

Step 2 – Enter fields as follows:

- Update AR Immediately: Y
- Defer Revenue Code...: S Start Date
- Default AR Type SR
- Default Location

Step 3 – Update the ARMD screen

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Setting up Reg Billing Parameters

Responsibility – AR group set up decisions

Step 1 – Access the Reg Billing Parameters (REBP) screen

Step 2 – Enter Y/N to the Reg Update AR Immediately Flag

- South Dakota will use “Y”

Step 3 – Define the Reg Update AR Cut Off Date

- Enter the cutoff date for posting registration charges
- Defaults from the IMBC - typically the end of the semester

Step 4 – Enter Y/N to Sec Cancel Update AR Immediately Flag

- South Dakota will use “Y”

Step 5 – Define the Sec Cancel Update AR Cut Off Date

- Enter the cutoff date for automatically processing course cancellations
- Defaults from the IMBC - typically the end of the semester

Step 6 – Define the Defer Revenue Code

- Enter [S] to post all the revenue to the fiscal year associated with the charge's start date.

Step 7 – Define Wash

- Enter N to not wash forfeiture tuition

Step 8 – Enter SR for the Default AR Type

Step 9 – Define any Rules and AR Types – NOT USED BY SOUTH DAKOTA

Note: Naming convention is university or common -> module -> name

- If you use more than one AR type for registration charges, use AR type rules to tell Colleague when to use each of these AR types.

Step 10 – Define the Discount Limits– NOT USED BY SOUTH DAKOTA

- Enter an academic level code to be associated with a discount limit
- Enter the discount limit in terms of a percent of the total discount
- Enter the maximum discount amount for this academic level

Step 11 – Update the REBP screen

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Defining Invoice Due Date Parameters

Responsibility – AR Group Set-up

Use the Invoice Due Date Parameters (IDDP) screen and the Invoice Due Date Formula (IDDF) screen to define invoice due date parameters.

Read “Understanding Invoice Due Date Parameters” to understand how you define invoice due date parameters and formulas.

Step 1 – Access the Invoice Due Date Parameters (IDDP) screen

Step 2 – Enter 0 in Days Before Start

Step 3 – Update the IDDP screen

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Defining Invoice Due Date Rules

Responsibility – AR Group Set-up

Complete the following steps to define invoice due date rules:

Step 1 - Map out your rules in English-like statements.

Step 2 - Identify the data elements you need to construct the rules.

Note: The data elements you use must be from the AR.INVOICES file. See “Understanding the Rules Processor” for more information about primary views.

Step 3 - Go to the Invoice Due Date Parameters (IDDP) screen.

Step 4 - Go to the Rule field.

Step 5 - Enter the name of each allocation rule.

Note: Naming convention is university or common -> module -> name

- The Rules Definition (RLDE) screen is displayed.
- If the name of the rule displays and the cursor moves to the Due Date Formula field, continue with step 8.

Step 6 - Define the rule.

Step 7 - Save the rule on the RLDE screen.

- The IDDP screen is redisplayed with the cursor at the Due Date Formula field.

Step 8 - Enter the name of the invoice due date formula Colleague uses when the associate rule is true.

- If you have not defined the invoice due date formula, the Invoice Due Date formula (IDDF) screen is displayed.
- See “Components of an Invoice Due Date Formula”.

Step 9 - Repeat this procedure beginning with step 5 for each invoice due date rule.

Step 10 - Save the invoice due date parameters.

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Setting up Registration Billing

Responsibility:	AR group / Central Set-up
Timeframe:	After BOR approval of new tuition/fees
Changes:	Universities will use common tuition tables. Rules will be used to assess the correct general activity fees and Minnesota reciprocity based on the location of the section. Registration Term Rate Tables (RTRT) will be used to charge fees based on active programs, schedule type, term, section information and subjects. These fees include special discipline, salary enhancement, lab fees and liability insurance. Lab Fees are set up on the SFIN using a code of "LABFE" on the expense code, field 3. A corresponding rule will be on RTRT to charge the lab fee.

Complete the following steps to set up table-based registration billing

Step 1 - Identify the student billing characteristics on which you base registration billing.

- See "Defining Student Billing Characteristics".

Step 2 - Define your billing characteristics in terms of fields within the Colleague database. COMPLETED

- Use the Registration Rate Billing Fields (RRBF) screen.
- The billing characteristics defined on the RRFB screen represent your institution's general student billing characteristics.
- Use these billing fields to build unique registration rate tables (see step 4).
- See "Defining Student Billing Characteristics".

Step 3 - Define registration rate tables for each unique set of billing characteristics using the Registration Rate Tables (RGRT) screen. - COMPLETED

- See "Tips for Defining Registration Rate Tables".
- See "Defining a Registration Rate Table".

Step 4 - Define your tuition rate tables using the Tuition Rate Table (TRTB) screen. - ANNUAL SET-UP

- Associate each tuition rate table with at least one registration rate table.
- See "Defining Table-Based Tuition".

Step 5 - Define your term rate tables using the Registration Term Rate Tables (RTRT) screen. - ANNUAL SET-UP

- Associate each registration term rate table with at least one registration rate table.
- See "Defining a Registration Rate Table".

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Step 6 - Define your tuition waiver policies using the Waiver Policies (WAVP) screen. – NOT USED

- Associate each tuition waiver policy with at least one registration rate table.
- See “Defining Tuition Waiver Policies”.

Step 7 - Access the Course Billing Information (CRBS) screen for each course billed by a rate table.

- For each course
 - Enter **T** in the Billing Method field
 - Enter T in the Billing Period Type
 - Enter the Schedule Type
- See “Defining Table-Based Tuition” and “Defining Section-Based Tuition”.

Step 8 - Modify each course-section’s billing information as needed.

- Use the Section Billing Information (SECB) screen to modify a specified course section.
- You need to modify the billing information for a course section only if that course section has billing information that is different from its parent course.
- See “Tips for Defining Section-based Tuition”.

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This query will be used to determine changes in student accounts which require a rebill.

```
:PAGE XN.VOCLIB XN.NP.REBILL.SAVELIST
PA
*
* Library: XN.VOCLIB Member Name: XN.NP.REBILL.SAVELIST
*
* Ver Author When What
* **** * * * *
*****
* 1.0 jmp 5/10/02 Inital Version
*
*****
***
* DESCRIPTION: SELECT STUDENTS WITH CHANGES IN RES STAT, STU TYPE OR
PROG
*
*****
***
* PROCESS: SELECT RECORDS FROM STUDENT WITH CHANGES
* SELECT PROGRAMS FROM STUDENT PROGRAMS WITH CHANGES
* MERGE RECORDS, SELECT THOSE WITH STAC RECORDS FOR CURR TERM
*
*****
***
* NEXT STEP: USE SAVELIST CREATED TO USE IN BILL FOR REBILLING
*
*****
***
*
CLR
DISPLAY *****
DISPLAY * When prompted, enter beginning change date
DISPLAY * ex: '10/01/02' Be sure to use quotation marks!!
* <<@(30,4),CHGDATE:>>
*
DISPLAY * At prompt, enter the date after the last date that residency
DISPLAY * or student type changes affect the term billing.
DISPLAY * (Suggest using first day of term-ex. '09/04/02')
* <<@(30,9),STATDATE:>>
*
DISPLAY * At prompt, enter Reporting term (ex: 2002FR, 2002SUR,
2003SR)
* <<@(30,12),RPTTERM:>>
DISPLAY * At prompt, enter beginning date of residency or student type
DISPLAY * changes to be included -- should always be less than start
DISPLAY * date of term. Suggest using last date BILL ran before the
DISPLAY * start of term or several days before start of term if BILL
DISPLAY * has been run after start of term (ex: '09/01/02').
* <<@(30,19),BEGDATE:>>
HUSH ON
SELECT STUDENTS
WITH STUDENTS.CHGDATE GE <<CHGDATE:>>
SAVE.LIST TEMPBILL
```


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```
IF @SYSTEM.RETURN.CODE LT 1 THEN GO ERR.EXIT1
GET.LIST TEMPBILL
SELECT STUDENTS SELECT.ONLY
    WITH STU.RESIDENCY.STATUS.DATE GE <<BEGDATE:>>
    WITH STU.RESIDENCY.STATUS.DATE LE <<STATDATE:>>
SAVE.LIST TEMPBILL2
GET.LIST TEMPBILL
SELECT STUDENTS SELECT.ONLY
    WITH STU.TYPE.DATES GE <<BEGDATE:>>
    WITH STU.TYPE.DATES LE <<STATDATE:>>
SAVE.LIST TEMPBILL3
GET.LIST TEMPBILL2 TO 1
GET.LIST TEMPBILL3 TO 2
MERGE.LIST 1 UNION 2
IF @SYSTEM.RETURN.CODE LT 1 THEN GO ERR.EXIT1
SELECT PERSON.ST
    SELECT.ONLY
    BY.EXP PST.STUDENT.ACAD.CRED
    SAVING PST.STUDENT.ACAD.CRED
SELECT STUDENT.ACAD.CRED
    SELECT.ONLY
    WITH STC.REPORTING.TERM = <<RPTTERM:>>
    WITH STC.CRED.TYPE = 'I' 'R'
    SAVING UNIQUE STC.PERSON.ID
IF @SYSTEM.RETURN.CODE LT 1 THEN GO ERR.EXIT1
SAVE.LIST REBILL
*
SELPROG:
SELECT STUDENT.PROGRAMS
    WITH STPR.ACAD.PROGRAM = 'XXXXXXXXXXXXX'
    WITH STUDENT.PROGRAMS.CHGDATE GE <<CHGDATE:>>
    WITH STPR.CURRENT.STATUS.DATE GE <<BEGDATE:>>
    WITH STPR.CURRENT.STATUS = 'A' 'D' 'E' 'C' 'W' 'I'
    WITH STPR.CURRENT.STATUS.DATE LE <<STATDATE:>>
    SAVING UNIQUE STPR.STUDENT
IF @SYSTEM.RETURN.CODE LT 1 THEN GO ERR.EXIT
SELECT PERSON.ST
    SELECT.ONLY
    BY.EXP PST.STUDENT.ACAD.CRED
    SAVING PST.STUDENT.ACAD.CRED
SELECT STUDENT.ACAD.CRED
    SELECT.ONLY
    WITH STC.REPORTING.TERM = <<RPTTERM:>>
    WITH STC.CRED.TYPE = 'I' 'R'
    SAVING UNIQUE STC.PERSON.ID
IF @SYSTEM.RETURN.CODE LT 1 THEN GO ERR.EXIT
SAVE.LIST REBILL2
GET.LIST REBILL2
SELECT STUDENTS
    BY.EXP STU.ACAD.PROGRAMS
    SAVING EVAL '@ID: "*" :STU.ACAD.PROGRAMS'
SAVE.LIST TEMP2
GET.LIST TEMP TO 1
GET.LIST TEMP2 TO 2
MERGE.LIST 1 INTERSECTION 2
HUSH OFF
LIST STUDENT.PROGRAMS
```

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```

SELECT.ONLY
BY XU.IR.NAME
STPR.STUDENT          FMT'7L' COL.HDG'ID'
XU.IR.NAME            FMT'24L' COL.HDG'NAME'
STPR.CURRENT.STATUS  FMT'1L' COL.HDG'S'
STPR.CURRENT.STATUS.DATE FMT'8L' COL.HDG'STATDATE'
STPR.LATEST.START.DATE FMT'8L' COL.HDG'START DT'
STUDENT.PROGRAMS.CHGDATE FMT'8L' COL.HDG'CHG DATE'
STUDENT.PROGRAMS.CHGOPR FMT'8L' COL.HDG'CHG OPR'
ID.SUP
HEADER'XN.NP.REBILL.SAVELIST          PROGRAM CHANGES'
* <<A,'Press Enter to Continue':>>
MERGE:
HUSH ON
GET.LIST REBILL TO 1
GET.LIST REBILL2 TO 2
MERGE.LIST 1 UNION 2
SAVE.LIST REBILL
GET.LIST REBILL
HUSH OFF
LIST STUDENTS
  SELECT.ONLY
  BY STU.SORT.NAME
  @ID          FMT'7L' COL.HDG'ID'
  XU.IR.NAME   FMT'26L' COL.HDG'NAME'
  STU.RESIDENCY.STATUS FMT'1L' COL.HDG'R'
  STU.RESIDENCY.STATUS.DATE FMT'8L' COL.HDG'STATDATE'
  STU.TYPES    FMT'3L' COL.HDG'TYP'
  STU.TYPE.DATES FMT'8L' COL.HDG'STRTDATE'
  STUDENTS.CHGDATE FMT'8L' COL.HDG'CHG DATE'
  STUDENTS.CHGOPR FMT'10L' COL.HDG'CHG OPR'
  ID.SUP
HEADER'XN.NP.REBILL.SAVELIST          PROG, RES OR STU TYPE CHANGES'
IF @SYSTEM.RETURN.CODE LT 1 THEN GO ERR.EXIT
CLR
DISPLAY *****
DISPLAY * Process completed
DISPLAY *
DISPLAY *   SAVELIST REBILL CREATED
DISPLAY *
*
GO DONE
*
ERR.EXIT1:
  CLR
  SAVE.LIST REBILL
  HUSH OFF
  DISPLAY *****
  DISPLAY *   SELECT ERROR
  DISPLAY *   NO RECORDS FOUND
  DISPLAY *   WITH RESIDENCY OR STUDENT TYPE CHANGES
  DISPLAY *
  DISPLAY *****
* <<A,Press Enter to Continue:>>
  DISPLAY *   PLEASE WAIT WHILE SEARCHING FOR PROGRAM CHANGES
HUSH ON
GO SELPROG

```

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```
*  
ERR.EXIT:  
  CLR  
SAVE.LIST REBILL2  
HUSH OFF  
  DISPLAY *****  
  DISPLAY *   SELECT ERROR  
  DISPLAY *         NO RECORDS FOUND  
  DISPLAY *         WITH PROGRAM CHANGES  
  DISPLAY *****  
* <<A,Press Enter to Continue:>>  
  DISPLAY *         PLEASE WAIT WHILE SAVELIST CREATED  
HUSH ON  
  GO MERGE  
*  
DONE:  
*
```

South Dakota Colleague System Procedures

Setting up Tuition Rate Tables

Responsibility – Central Set-up

Timeframe: After BOR approval of new tuition/fees

Step 1 – Access the Tuition Rate Tables (TRTB) screen

Step 2 – At the Tuition Rate Table LookUp, enter a name for the table or ... for a listing

Note: Naming convention includes the last two digits of the year as the first character

- If the table does not exist, a Record not found, Enter A to add prompt is displayed. Enter A to add.

Step 3 – Define the following:

- The following fields will be the same on all tables.
 - Description
 - Enter a unique description for each table
 - Tuition Drop Reg Refund Policy
 - Enter DRP10
 - Tuition Wdrw Reg Refund Policy
 - Enter WDRAW
 - Tuition Forfeit AR Code – Not used
 - Section Fee AR Code – Not used
 - Section Fee Drop Reg Ref Policy
 - Enter DRP10
 - Section Fee Wdrw Reg Ref Policy
 - Enter WDRAW
 - Section Fee Forfeit AR Code – Not used
 - Other Charges Drop Reg Ref Policy
 - Enter DRP10
 - Other Charges Wdrw Reg Ref Policy
 - Enter WDRAW
- AR Code will include zero dollar amounts and these will be overridden on RGBR only for Schedule types that result in an assessment.

Step 4 – Add AR codes associated with the table

- General Activity Fees will be smart coded and rule attached to assess the correct charges. The rule is XBRSECDT with X being the university identifier.
- All dollar amounts, with the exception of TUIT, on the TRTB will be set to zero.
- Tuition default of TUIT will be used for tuition with a dollar amount of 9,999 to assure that errors with tuition charges are identified.
- Minnesota Reciprocity will have a smart coded TUIT code as XTUIT for each university. The same rule will be attached to the MN tuition charges as the GAF code.

Step 5 – Detail on the AR code in field 11 to Reg Billing Rates (RGBR)

- Add the schedule type, AR code and associated dollar amount.

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- Update the RGBR

Step 6 – Update the TRTB screen

South Dakota Colleague System Procedures

Registration Term Rate Table

Responsibility – AR Group

Timeframe: After BOR approval of new tuition/fees

Use the Registration Term Rate Tables (RTRT) screen to define each term rate table you have. A registration term rate table defines charges that your institution assesses whenever a student registers for class. These charges are not tied to a specific course section or a specific number of credit hours. Examples of charges defined on a registration term rate table are activity fees and health services fees. You can associate one registration term rate table with one or more registration rate tables.

Step 1 – Access the Registration Term Rate Table (RTRT) screen

Step 2 – At the Registration Term Rate Table LookUp, enter a name for the table or ... for a listing

Step 3 – Enter the drop and withdraw policies

- Use this field to identify the default registration refund policy used for this registration term rate table when a course is dropped. The registration refund policy identifies the refund formulas used to calculate a refund of registration term charges. The associated refund formulas actually determine the amount of registration term charges that are refunded when a course is dropped. Any amount that is not refunded is forfeited. If you do not enter a registration refund policy here, no registration term charges are refunded when a course is dropped, and all previously charged registration term charges are forfeited.

Step 4 – Enter the AR code and the dollar amount to be charged.

Step 5 – Enter the calculation type.

- Enter [F] if the amount of the charge or credit is a fixed amount.
- Enter [A] if Colleague should multiply the charge or credit amount by the total credits or courses the individual has registered for to determine the total charge or credit.
- Enter [E] if Colleague should compute the tuition for this item as a per credit or per course amount in excess of the specified minimum number of credits

Step 6 – Enter the Section or Credit charge

- Enter [C] if Colleague should determine the charge (or credit) for this AR code based on the total number of registered billing credits
- Enter [S] if Colleague should determine the charge (or credit) for this AR code based on the total of all registered course sections

Step 7 – Enter the rule in with the AR code is to be charged

- Every AR code must have a rule attached.

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Defining Registration Refund Policies & Formulas

Responsibility – AR Group

Timeframe: After BOR approval of new tuition/fees

Note: The withdraw and drop policies for registration are complete. The names are:

Withdraw Policy - WDRAW

Drop Policy – DRP10

These will be used for all registration, standard, non-standard and correspondence courses.

Complete the following steps to define registration refund policies and formulas for each registration charge:

Step 1 - Read *Using Accounts Receivable/Cash Receipts* for an understanding of how Colleague generates refunds when a student drops course sections or withdraws from the institution.

Step 2 - Determine how many different refund formulas you will need to cover all registration charges.

Note: For each registration charge, you can define a separate drop refund formula and withdrawal refund formula, use the same refund formula for both drop and withdrawal situations, or use no refund formula for either situation.

Step 3 - Define each refund formula.

- If you are also defining refund formulas for room charges and meal plan charges, you might want to complete this step for all refunds, to ensure that wherever there is duplication you only define one formula.

Step 4 - Use the Refund Formula (REFF) screen to enter each refund formula.

Step 5 - For each registration charge, determine a registration refund policy which identifies the default refund formula to use for this type of charge, and any rules-based refund formulas for course rate or term rate charges.

- Complete this step for all registration refunds to ensure that wherever there is duplication, you only define one registration refund policy.

Step 6 - Use the Reg Refund Policy (RGRP) screen to enter each registration refund policy.

Step 7 - Assign each refund registration refund policy to the appropriate registration charge.

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Defining Administrative Fee Defaults

Responsibility – AR Group set up

Complete the following steps to define the defaults for all administrative fees. South Dakota will use APPL – Application Fee and TRAN – Transcript Request Fee.

Step 1 - Go to the AR Fee Defaults (ARFD) screen.

- The AR Fee Type LookUp prompt is displayed.

Step 2 – AR Defaults are as follows:

- **APPL** to define the application fee defaults
- **TRAN** to define the transcript request fee defaults
- **GRAP** - current not used
- **ENRL** - current not used

Step 3 - Complete the ARFD screen for each administrative fee.

- Description
 - Enter a description for this fee
 - APPL – Application Fee
 - TRAN – Transcript Fee
- Default AR Type
 - Enter SR for Student Receivables
- Default AR Code
 - For APPL – default code will be TUIT
 - For TRAN – default code will be TRAN
- Default Charge
 - Enter the default charge for the fee
 - APPL default \$25
 - TRAN default - \$7
- AR Type/Code Rule
 - To be determined
 -

Step 4 - Save the fee defaults.

- The ARFD screen redisplay with the cursor at the AR Fee Type LookUp prompt.

Step 5 - Go to the Program Application Fees (PAPF) screen.

- Skip these steps if you do not have application fees that are specific to one or more academic programs.

Step 6 - Define each academic program specific application fee.

- Currently not used.

Step 7 - Go to the Academic Level Application Fees (ALAF) screen.

- Skip these steps if you do not have application fees that are specific to one or academic level.

Step 8 - Define each academic level specific application fee.

South Dakota Colleague System Procedures

Setting Up AR Defaults and Parameters

Responsibility – AR Group Set up

Use the AR Defaults and Parameters (ARDE) screen to set your parameters for prioritizing invoice items for automatic payment allocation by term start date or invoice date, and for defining non-term payment allocation.

Step 1 – Access the AR Defaults and Parameters (ARDE) screen

Step 2 – Enter Y to Prioritize Invoices by Term

Step 3 – Enter N to Apply Non-term Payments to Term Invoices

Step 4 – Update the ARDE screen

South Dakota Colleague System Procedures

Defining GL Posting Descriptions

Responsibility: AR Group

Complete the steps listed below to define the detail GL posting descriptions used by your institution.

Step 1 - Determine the descriptions that you want posted for each category of transaction when posting in detail.

Step 2 - Access the Posting Desc Maintenance (PDSP) screen.

- The default or previously assigned detail GL posting descriptions are displayed for each transaction category.
- Colleague only uses the descriptions assigned here when using the “detail” or “no summary” posting summary methods.
- Currently, Colleague uses assigned detail GL posting descriptions only for invoice and cash receipt transactions.

Step 3 - Change the description for a transaction category as needed to reflect the way that your institution posts this transaction type to the general ledger.

Reg Invoice Descs.: RT 'Registration:' and Te
Room Invoice Descs.: RT 'Room Assignment' & Ti
Meal Invoice Descs.: TM 'Meal Plan:' plan desc
Misc Invoice Descs.: ID Invoice Description
Spns Billing Descs.: P Sponsorship Name
Refund Vouch Descs.: R Refund Reason Descript
AR Cash Rcpt Descs.: PT Payor and Rcpt Tender
Non-AR Cash Descs.: P Payor
Cash Deposit Descs.: N Accountholder Name
Cash Rcpt Rev Descs.: PR Payor and Reversal rea
Financial Aid Descs.: FT FA Award Desc and Term

Step 4 - Save your work.

South Dakota Colleague System Procedures

Room Billing Parameters

Responsibility – AR Group

Step 1 – Access the Room Billing Parameters (RMBP) screen

Step 2 – Define the following:

- The following default from IMBC.
 - Update AR Immediately
 - Cutoff Date
 - Defer Revenue Code
 - Default AR Type
- Default Refund Formula
 - Detail to Refund Formula (REFF) to define the refund formula
- Define an AR Type Rule – not used
- Define a Refund Rule
 - Naming convention is university or common -> module -> name

Step 3 – Update the RMBP screen

South Dakota Colleague System Procedures

Defining Room Rates

Responsibility – AR Group

Timeframe: After BOR approval of new tuition/fees

Complete the following steps to define room rates and room rate tables:

Step 1 - Identify each smart coded building used in room billing.

Step 2 - Identify each rate class associated with each building you identified in step 1.

Step 3 - Define the ROOM.RATE.CLASSES validation code table.

- Colleague stores the ROOM.RATE.CLASSES validation code table in the CORE.VALCODES file.

Step 4 - Determine the number of different rate tables you need for each building/rate class combination.

- Identify the different usage types for the selected building/rate class combinations. For example, student rental, guest rental.

Step 5 – Map out each smart coded rate table.

- You may have rate tables used by more than one building/rate class combination.

Step 6 - Associate a rate class with each room in a building.

Step 7 - Access the Room Rate Tables (RRTP) screen.

Note: RMAS.AR.POSTED.FLAG in the ROOM.ASSIGNMENTS file should be set to Yes. Then running BILL should do nothing to change the previously billed rooms. In addition, the effective date on RRTP could be set so it is for the new room assignments after conversion only. If there were changes to previous room assignments, they would need to be done manually.

Step 8 - Define each rate table.

- Use the information from the “Room Rate Tables”.

Step 9 - Access a building/rate class combination on the Room Rate Assignment (RRTS) screen.

Step 10 - Associate the appropriate room rate tables with the selected building/rate class combination.

Step 11 - Repeat this procedure beginning for each building/rate class combination with step 9.

South Dakota Colleague System Procedures

Meal Plan Billing Parameters

Responsibility - AR Set up

Step 1 - Access the Meal Plan Billing Parameters (MLBP) screen

Step 2 – Define the following:

- The following default from IMBC.
 - Update AR Immediately
 - Cutoff Date
 - Defer Revenue Code
 - Default AR Type
- Default Refund Formula
 - Detail to Refund Formula (REFF) to define the refund formula
- Define an AR Type Rule
 - Naming convention is university or common -> module -> name
- Define a Refund Rule
 - Naming convention is university or common -> module -> name

Step 3 – Update the MLBP screen

South Dakota Colleague System Procedures

Defining Meal Plan Rates

Responsibility - AR Set up

Timeframe: After BOR approval of new tuition/fees

Use the Meal Plan Rate Assignment (MPRS) screen to define rates for each meal plan.

Step 1 - Access the Meal Plan Rate Assignment (MPRS) screen from the menu or from the Rates field on the Meal Plan Setup (MPSU) screen.

Step 2 – Define the Rate Period

- Enter a code to indicate the frequency with which the plan is billed
- For example, by meal, daily, monthly, term, etc.

Step 3 – Define the Effective Date and Rate

- Enter the date the meal plan rate becomes effective
- Enter the billing rate associated with the effective date

Step 4 – Define the AR Code – smart coded

Step 5 – Update the MPRS screen

Step 6 – Repeat this procedure for all meal plans available.

Step 7 - Access the Meal Plan Billing Parameters (MLBP) screen.

Step 8 - Enter the default refund formula in the Default Refund Formula field.

Step 9 - If you use additional refund formulas used based on rules, enter the rules and the associated refund formula in the Refund Rules field.

- Naming convention is university or common -> module -> name
- You can access the Rules Definition (RLDE) screen from the Refund Rule field if you have not already entered the necessary rules.

South Dakota Colleague System Procedures

Accounts Receivable

South Dakota Colleague System Procedures

Entering Miscellaneous Charges & Credits as Invoice Batches

Responsibility – University

Step 1 - Access the Invoice Batch Control (INVB) screen.

- The AR Batch LookUp or (A)dd prompt is displayed.
- All batches added in the merged account must be smart coded with the university identifier as the first character.

Step 2 - Enter A.

- If you want to modify the information or change the status of an existing batch, enter the batch number.
 - Status: Code lookup of the batch status.
 - Number of Invoices and Batch Total: Enter these figures.
 - Invoice Date: Defaults to current date.
 - Location: Enter the institution specific location.
 - Update AR Immediately: Defaults to Yes.
 - Description: Enter an appropriate description of the charges or credits.
 - AR Type: Defaults to SR Student Receivable. If you need to change this, you can do a lookup of the accepted types.
 - Term: Leave blank or do a lookup.
 - AR Code: Lookup of the AR Code.
 - Quantity and Unit Charge/Credit: Quantity defaults to 1. You may override this or press enter to keep. Enter the unit charge or credit. If it is a charge, enter it in the first field. If it is a credit, leave the first field blank and enter the number in the second field. Enter as a positive number in either case.
 - Due Date:
 - Billing Start/End Date: Defaults if you have entered a term.

Step 3 - Complete the INVB screen.

Step 4 - Save the batch controls.

Step 5 - Access the Miscellaneous Charges/Credit Invoice (MCRG) screen.

Step 6 - Locate the student's record.

- The AR LookUp or (A) prompt is displayed.

Step 7 - Enter A.

- The AR Invoice Batch LookUp prompt is displayed.

Step 8 - Enter @.

- The default values you entered on the INVB screen are displayed.

South Dakota Colleague System Procedures

Step 9 - Make any changes or additions to the current student's invoice.

Step 10 - Save this record and remain on the MCRG screen.

- The Person LookUp prompt is redisplayed.
-

Step 11 - Repeat this procedure beginning with step 7.

- If you are done entering all the charges or credits for this batch, save the last record in the batch. See “Procedure for Reconciling an Invoice Batch” for information about reconciling a batch.

South Dakota Colleague System Procedures

Entering Miscellaneous Charges & Credits for an Individual

Responsibility: University

Changes: Field 2 – Location – required
Field 9 – AR codes – detail to MCGI to enter multiple GL distribution amounts.

Note: Use the Miscellaneous Charges/Credits Invoices (MCRG) screen to post any miscellaneous charge or credit directly to an accounts receivable invoice. A miscellaneous charge or credit is anything you want to post to an accounts receivable account that Colleague does not automatically generate. Examples of miscellaneous charges are bookstore charges, child care or other institutional provided services, parking permits, or library fees.

Use MCRG to manually re-bill tuition and fees students for terms prior 2002SU.

Step 1 - Access the Miscellaneous Charges/Credit Invoice (MCRG) screen.

- The Person LookUp prompt is displayed.

Step 2 - Locate the individual's record.

- The AR Invoice LookUp or (A) prompt is displayed.
- You can access an existing invoice from the MCRG screen. However, unless the invoice is associated with a batch and the batch has not been reconciled, you can only view that invoice. See “Adjusting Accounts” for information about adjusting a posted invoice.

Step 3 - Enter A

- Location: Enter the institution appropriate location. –
 - Sioux Falls late fees will have a location of USD
 - Location will be location of person entering the MCRG
- Invoice/Due Date: The invoice date defaults as the current day's date. The due date will normally be the same as the invoice date .
- AR Type: Defaults to SR Student Receivable.
- Term: Enter the term code or do a lookup to select the term. - **REQUIRED**
- Bill Per Start/End Date: Defaults in when you select a term. Otherwise, enter start and end dates.
- Description: Enter a description of the charge as appropriate.
- AR Code: Lookup of AR Code, then enter the quantity and either the unit charge or unit credit.

Step 4 - Enter the charges or credits which require manual GL distribution of revenues

- From the AR Code field, you can detail to the Miscellaneous Charges/Credits Items (MCGI) screen to enter detailed information about the AR code description, comments and GL account distribution. Use this when recording AR codes which have multiple GL distribution percents such as tuition and fee charges entered for terms prior to 2002SU.

South Dakota Colleague System Procedures

Step 5 – Save the record.

South Dakota Colleague System Procedures

Entering Miscellaneous Charges & Credits for a Group

Responsibility: University

Note: Use this screen to bill a group of students with matching AR code and charges.

Step 1 - Access the Batch Miscellaneous Billing (MISB) screen.

Step 2 - Access the screen Batch Misc Billing Invoice (BMBI) screen from the Invoice field by detailing on the Invoice field.

Step 3 - Define the invoice that will be posted to each account in your batch.

- Location
 - Enter the university location code
- Invoice/Due Date
 - Defaults
- AR Type
 - Enter/review the AR type associated with this invoice
- Term
 - Enter the term if the invoice is associated with one; term dates will default into the bill per start & end dates
- Description
 - Enter a description for this invoice
- Invoice type NOT USED
 - Enter the invoice type
- AR code
 - Enter a valid AR code
 - An AR code describes how Colleague distributes revenue associated with charges and credits to an accounts receivable account.
- Comments
 - Insert a line so the latest comment is at the top
 - Date and time stamp first, then
 - Enter a comment

Step 4 - Return to the Batch Miscellaneous Billing (MISB) screen.

Step 5 - Complete the Batch Miscellaneous Billing (MISB) screen.

- Batch
 - Enter a Smart Coded Batch (ID) number
 - If you want to associate the invoices Colleague generates with a specific batch, enter a new, unique batch ID.
- Saved List or Person/ORG – only those persons with a PERSON.AR record can be used. A PERSON.AR record is created from any billing or cash receipt.
 - If you enter specific names or IDs here, Colleague posts the charges defined in the invoice to these individuals.

South Dakota Colleague System Procedures

- If you entered a saved list, Colleague only selects these individuals if they are also in the saved list.
- If you enter one or more rules, the individuals must also pass the rules.

Step 6 - Run the batch by finishing the MISB screen.

- The batch posts to AR when finishing out of the MISB screen.

South Dakota Colleague System Procedures

Posting a Group of Miscellaneous Charges & Credits to AR

Responsibility: University

If you had set the Update AR Immediately parameter on the AR Misc Invoice Defaults (ARMD) screen to “No,” you must post the transactions created on INVB to accounts receivable. To post a batch of miscellaneous charges and credit invoices, you will need to reconcile the batch.

In general, the steps for reconciling a batch are:

Step 1 - Change the status of the batch to “Closed.”

Step 2 - Run the batch reconciliation report on ARBR.

Step 3 - Review the report.

Step 4 - If necessary, reopen the batch on INVB and modify any of the transactions.

- Invoices can only be changed, not deleted. Invoices cannot be changed to zero. An adjusting invoice can be attached to the batch from AJIN to adjust the original invoice to zero.

Step 5 - Repeat this process until you have corrected all the transactions in the batch.

Step 6 - Change the status of the batch to “Reconciled” on INVB.

See “Procedure for Reconciling an Invoice Batch” for the detailed procedure.

Refer to “Invoice Batch Status” for more information about invoice batch statuses.

South Dakota Colleague System Procedures

Reconciling an Invoice Batch

Responsibility – University

Step 1 - Access the Invoice Batch Control (INVB) screen.

Step 2 - Enter the identification number of the batch you want to reconcile.

Step 3 - Enter C in the Status field.

Step 4 - Update the batch.

Step 5 - Repeat step 2 through steps 4 for each batch that you want to reconcile.

Step 6 - Access the AR Batch Reconciliation (ARBR) screen.

- Run the batch reconciliation report for each batch you need to reconcile.

Step 7 - Using the batch reconciliation report, confirm that the transactions in each batch are correct.

- See “Procedure for Adjusting Transactions in an Invoice Batch” if you need to make any adjustments to a batch before it is reconciled.

Step 8 - Access the Invoice Batch Control (INVB) screen.

Step 9 - Enter the identification number of the batch you have reconciled.

Step 10 - Enter R in the Status field.

Step 11 - Update the batch.

Note: When you update a batch after changing the status to “reconciled,” Colleague will post the transactions in that batch to accounts receivable and that batch will be closed to further data entry or modification. See “Procedure for Adjusting Miscellaneous Charges” if you need to modify a transaction from a reconciled batch.

Step 12 - Repeat step 9 through step 11 for each batch that you have reconciled.

South Dakota Colleague System Procedures

Adjusting AR Invoices

Responsibility: University

Change - Field 2 – Location – Populate location

Complete the following steps to adjust any charges that were manually entered:

Step 1 - Access the AR Adjustment Invoices (AJIN) screen.

Step 2 - Access the individual's account.

- The Adjusting AR Invoice LookUp prompt is displayed.

Step 3 - Enter A to add an adjusting invoice.

Step 4 - Locate the invoice you want to adjust.

- The AR.INVOICES resolution screen shows all of the individual's invoices, including those that Colleague automatically generated.
 - Invoice numbers prior to the merge will be smart coded, after the merge the invoices will not be smart coded.

Step 5 – Populate the location field

Step 6 - Go to the Description field.

Step 7 - Enter a description of the adjustment.

Step 8 - Go to the line in the Invoice Items group that you want to adjust.

Step 9 - Access the AR Adjustment Invoice Items (AJII) screen for the selected invoice item.

Step 10- Make the adjusting entries.

- Detail on current adjustment to add an adjustment
 - Enter the appropriate AR Code on the AR Adjustment Detail (AJID) screen
 - Adjust the unit charge
 - Insert a blank line, date and time stamp first, then enter any relevant comments
- Detail on a prior adjustment to append a prior adjustment
 - Enter the appropriate AR Code on the AR Adjustment Detail (AJID) screen
 - Adjust the unit charge
 - Insert a blank line, date and time stamp first, then enter any relevant comments

Step 12 - Access the AR Adjustment Item Detail (AJID) screen for the selected AR code if the GL account number must be changed.

South Dakota Colleague System Procedures

Step 13 - Save the adjusting invoice items and return to the AJIN screen.

Step 14 - Repeat this procedure beginning with step 7 for each line in the current invoice that you want to adjust.

Step 15 - Save the adjustments on the AJIN screen.

South Dakota Colleague System Procedures

Defining a Recurring Invoice

Responsibility: University

Step 1 - Access the Recurring Invoice (RINV) screen.

Step 2 - Enter the name or ID of the account holder.

- If an individual does not have any other recurring invoices set up, enter [Y] at the prompt to add a new one.
- If an individual has any other recurring invoices set up, a resolution screen displays. Enter [A] at the prompt to add a new invoice.

Step 3 - Enter the required information:

- Description
- AR type
 - Enter a valid AR type
- Frequency/days
- AR code group
- Pre-bill indicator
 - Enter [Y] to use the invoice date as the start of the billing period.
 - Enter [N] to use the invoice date as the end of the billing period.
- Location
 - Enter your university location
- Term
 - Enter the applicable term

Step 4 - Enter any additional information.

- Contract Number
 - Enter a contract number or ID associated with this invoice
- Invoice Type
 - Enter a valid invoice type

Step 5 - Save your work.

Adjusting a Recurring Invoice

Responsibility: South Dakota does not use

Step 1 - Access the Recurring Invoice Adjustments (RINA) screen.

- You can access the RINA screen from a menu, or you can detail to it from the Adjustments field on the Recurring Invoice (RINV) screen.
- This adjustment is only for the next invoice to be processed from RINP. The invoice after that will revert to the original recurring invoice.
- Permanent changes to the recurring invoice should be made directly on RINV.

Step 2 - Enter the name or ID of the account holder.

South Dakota Colleague System Procedures

- Select the invoice that you want to adjust.
- If only one recurring invoice exists for an individual, Colleague displays that invoice template.
- If more than one invoice exists, a resolution screen is displayed.

Step 3 - Enter any modifications that you want to make.

Step 4 - Save your work.

Changing future Recurring Invoices

Responsibility: South Dakota does not use

Step 1 - Access the Recurring Invoice (RINV) screen.

Step 2 - Enter the name or ID of the account holder.

- Select the invoice you want to modify from the resolution screen displayed.

Step 3 - Enter any modifications to the recurring invoice template.

Step 4 - Save your work.

Processing Recurring Invoices

Responsibility: South Dakota does not use

Step 1 - Access the Recurring Invoice Processing (RINP) screen.

Step 2 - Complete the RINP screen.

- Enter the cutoff date.
 - Enter the cutoff date used for selecting recurring invoices to process
 - **Colleague selects any billing records with a next invoice date that is less than or equal to the cutoff date you enter. If you want to process recurring invoices for more than one billing period, enter a date that includes the invoice dates of all billing periods that you want to process.**
- Enter/review the Invoice Date
 - Enter the date you want printed on the invoices
- Enter a batch ID number, if desired
- Identify which invoices to process by entering selection criteria.
 - Saved List Name
 - You can use a saved list of IDs from the AR.RC.INVOICES file to select the individuals Colleague bills, or you can use a saved list as a basis for selecting the individuals and narrow the selection using the other fields on the RINP screen.
 - Invoice Types

07/27/07

Revisions approved through the Module →

If you identified a saved list name and enter other criteria, Colleague process invoices in the saved list for the criteria you list here and who meet the other selection options you choose (including the cutoff date).

If you did not identify a saved list name and enter other criteria, Colleague processes

South Dakota Colleague System Procedures

- AR Types
- Location Incl
- Location Excl
- Person/Organization
- Recurring Invoice

Step 3 - Finish from the RINP screen to create the invoices.

Viewing Recurring Invoice History

Responsibility: South Dakota does not use

Step 1 - Access the Recurring Invoice History (RINH) screen.

- You can access the RINH screen from a menu, or you can detail to it from the Invoice History field on the Recurring Invoice (RINV) screen.

Step 2 - Enter the name or ID of the account holder.

- If only one recurring invoice exists for an individual, Colleague displays the history screen for that invoice. If more than one invoice exists, a resolution screen is displayed.

South Dakota Colleague System Procedures

Transferring an Individual AR Invoice Balance

Responsibility: University

Pending Issues: - definition on the uses of AR types SR/BDR/WO and procedures on when to move the balances.

It is very important to perform the payment allocation utilities of CZDP and BPMA before running ARTR to clean up payment allocations so that a 'clean' transfer can be done.

Complete the steps listed below to transfer the whole or partial balance for an invoice or invoice items for an individual account holder.

Step 1 - Access the AR Invoice Account Transfer (ARTR) screen for the individual account holder for whom you want to transfer charges.

Step 2 - Enter the number of the invoice you want to transfer, or use the LookUp function to help you find the one you want.

Step 3 - Enter the AR type to which you want the charges transferred.

- This cannot be the same AR type from which you are transferring the charges.

Step 4 - Enter an optional invoice number and description.

Step 5 - Enter the date assigned to the new invoice created from this process.

Step 6 - Accept or change the transfer amount displayed for the individual invoice items.

Step 7 - Finish from the ARTR screen to transfer the invoice balance by creating a new invoice with the new AR type.

South Dakota Colleague System Procedures

Transferring AR Account Balances in Batch Mode

Responsibility: University

NOTE - Every time you move an AR code to a separate AR type, the AR code is paid off. If you move an account to BDR – back to SR – back to BDR, the AR code is duplicated therefore causing duplicate entries on the ACCA report. A query must be run to eliminate these duplicated AR codes. `SELECT AR.INVOICES BY.EXP
INV.INVOICE.ITEMS WITH INV.AR.TRANSFER.PAYMENT EQ " SAVING
INV.INVOICE.ITEMS`

It is very important to perform the payment allocation utilities of CZDP and BPMA on the selected individuals before running BATR/BATU to clean up payment allocations so that a ‘clean’ transfer can be done.

Complete the steps listed below to transfer account balances from one AR type to another for one or more account holders in batch mode.

Step 1 - Identify any individual account holders for whom you want to transfer account balances.

- You can create a saved list from the AR.INVOICES file to be used to limit selection.

Step 2 - Access the Batch AR Acct Transfer Regstr (BATR) screen.

Step 3 - Enter the follow date fields:

- **Cutoff Date** - charges with an invoice date later than the one you enter are not included in the batch transfer register.
- **Invoice Date** - this date is assigned to the new invoices created from the batch transfer update process. The invoice date on BATR can be set to a date in the past so that these accountholders do not get a new due date that is no longer past due.

Step 4 - Enter AR type fields:

- **From AR Type** - charges with this AR type are selected for transfer.
- **To AR Type** - charges selected are transferred to this AR type.
- The From AR Type and To AR Type cannot be the same.

Step 5 - Define the Include Credit Balances field.

- Enter **Y** to transfer both credit and debit balances for selected accounts.
 - It is generally best to transfer both credit and debit balances.
- Enter **N** to transfer only debit balances for selected accounts.

Step 6 - Enter any selection criteria used to limit the accounts processed.

- Enter a saved list of account holders, use the selection criteria on the BATR screen, or a combination of both.
- Selection criteria includes:

South Dakota Colleague System Procedures

- Including or Excluding AR Codes
- Including or Excluding Locations
- Terms

Step 7 - Finish from the BATR screen to produce the batch AR account transfer register.

- Account balances are not actually transferred until you run BATU

Step 8 - Review the batch AR account transfer register for errors, and make any necessary corrections to the Colleague database or to the BATR selection criteria.

Step 9 - Repeat step 2 through step 8 until the register is correct.

- As long as you have not run the update process, you can run the register as many times as is needed.

Step 10 - Access the Batch AR Acct Transfer Update (BATU) screen.

Step 11 - Verify that the information displayed is correct.

- If not, cancel from the BATU screen and repeat step 2 through step 8 until the correct information is displayed.

Step 12 - Enter an optional batch number to associate the new invoices created with an invoice batch.

Step 13 - Finish from the BATU screen to transfer the selected account balances by creating new invoices with the new AR type.

South Dakota Colleague System Procedures

AR Invoice and Billing Inquiry Screens

Responsibility: University

AR Summary Inquiry (ARSI)

This screen displays a student's account summarized by AR Type.

AR Term Inquiry (ARTI)

This screen displays a student's account information by term.

AR Account Inquiry (ARAI)

This screen displays a student's account activity for a particular AR Type.

AR Invoice Inquiry (ARII)

This screen displays information for a specific invoice.

AR Accountholders (ARAC)

This screen displays AR Miscellaneous fields as well as access to restrictions, comments, and other inquiry screens.

Use the AR Accountholders (ARAC) screen to assign any one of the five miscellaneous codes to an individual or to associate a tax status code to an individual. AR miscellaneous codes let you define up to five codes that you can use for any purpose. You can use this information for reporting or querying purposes or to group individuals for batch

Step 1 – Access the AR Accountholders (ARAC) screen

Step 2 – Enter the student ID or name at the lookup

Step 3 – The Misc fields are used as follows

MISC 1 – Not Currently Used

MISC 2 – **Common** - Track Deferments by term

MISC 3 – Smart Coded Student Information

MISC 4 – **Common** - Track Payment Plans

MISC 5 – Common – Track students that have been approved to receive a paper bill; approval for not using SDePay is based on extenuating circumstances such as no internet access; code is PBILL

Step 4 – Update the ARAC screen

South Dakota Colleague System Procedures

AR Account Inquires

Responsibility: University

AR Invoice Balance Detail (ARBD)

This screen displays details about a specific invoice.

AR Net Inquiry (ARNI)

This screen displays a student's account by AR Type by netting together adjusting entries.

AR Transaction Type Inquiry (ARTY)

This screen displays invoice and payment information singly by AR Type.

AR Inquiry by AR Code (ARBC)

This screen displays invoice transactions in summary by AR Code for one AR Type.

AR Inquiry by AR Code (ARIQ)

This screen displays invoice transactions in detail by AR Code for one AR Type.

South Dakota Colleague System Procedures

Printing Invoices

Responsibility: University

Step 1 - Access the Invoice Print (INVP) screen.

Step 2 - Enter or change the following required fields:

- Start Date
- Cutoff Date
- Print Only New - Y
- Sort Sequence - ZIP
- Sponsor Pmts -Y
- FA Pmts -Y
- Pmt Plans -Y
- Deposit Allocs -Y
- Cash Pmts -Y
- Name/Addr Hierarchy -AR
- Colleague retains the settings from the last time you ran the INVP process, but you can enter new settings each time you run INVP.

Step 3 - Specify any optional selection criteria:

- Saved List Name
- AR Accountholders
- AR Types
- Invoice Sources
- Misc Invoice Types
- Invoices
- You can enter a saved list of invoices, use the selection options on the INVP screen, or a combination of both. Colleague retains the settings from the last time you ran the INVP process, but you can enter new settings each time you run INVP.

Either a Saved List Name or AR Accountholders will always need to be entered.
--

Step 4 - Enter an optional one-line message to print below the name and address on the invoices.

Step 5 - Generate the invoices by finishing from the INVP screen.

South Dakota Colleague System Procedures

Printing AR Statements

Responsibility – University

NOTE: The header and stub on the accounts receivable statements will be determined by the student's home location.

Step 1 - Complete any setup steps necessary to generate the type of statements you want to print.

Step 2 - Define your printer to use.

Step 3 - Identify any individual accounts for which you want to print statements.

- You can create a saved list used to limit selection.

Step 4 - Access the AR Statement Print (ARSP) screen.

Step 5 - Define the parameters required to print your statements.

- Start Date
 - You must enter a start date used to select charges and payments to be included on this AR statement. Colleague selects only those charges and payments with dates greater than or equal to the start date entered.
 - The balance forward is calculated to the start date you enter here.
- Statement Date
 - You must enter an end date used to select charges and payments to include on this statement.
 - Colleague selects only those charges and payments with a date less than or equal to the statement date entered.
- Choose Summary (S) or Detail (D) reporting
- Show Pending FA
 - Enter N to not show
 - Enter PD for pending detail
 - Enter PS for pending summary
- Remittance Slip
 - Enter Y/N to include/exclude
- Select a Sort Sequence

Step 6 - If you want to include account aging information, define the account aging parameters.

- Age Balance and Deferred Group
 - Enter Y/N
 - Enter Deferred Groups

Step 7 – Define the students

- You can use a saved list of IDs from the AR.ACCTS file
- Select specific AR Types
- Select specific AR Accountholders

South Dakota Colleague System Procedures

- Include a message to be printed on all statements, if applicable

Step 8 - Define any additional criteria used for printing statements, or to select statements for printing,

- Use WITH INV.TERM EQ “2000FA”
 - This only works for the current term. This includes everyone who had activity in the selected term.
- Use WITH ARA.BALANCE GT “0.00”
 - This excludes zero balances
- If you do not enter any selection criteria, Colleague prints statements for the entire AR.ACCTS file.

Step 8 - Generate the statements by finishing from the screen.

South Dakota Colleague System Procedures

Account Analysis By AR Code

Responsibility – University

Use the Account Analysis by AR Code (ACCA) screen to generate a report by AR code that lists each invoice in the selected group that includes the selected AR code. IGLP must be posted before running this report.

Step 1 – Enter the start date used to select charge to include on this report

Step 2 – Enter the cutoff date used to select charge to include on this report

Step 3 – Enter Summary/Detail

- S – Summarized the activity for each specific AR code and prints only one line per AR code for each invoice
- D – Detail print one detail line for each item on the invoice that as an AR code

Step 4 – Enter a Saved List Name

- A save list should be used to eliminate duplicated transfers of AR codes between AR types
- SELECT AR.INVOICES BY.EXP INV.INVOICE.ITEMS WITH
INV.AR.TRANSFER.PAYMENT EQ " SAVING INV.INVOICE.ITEMS

Step 5 – Enter AR codes

- Choose the charges to include on this report. If no AR codes are specified, all AR codes are selected

Step 6 – Enter the AR type

Step 7 – Additional Selection Criteria – use to limit selection

- Term limit – use
 - WITH INV.TERM EQ “2003SP”
- To limit common AR codes to a specific university use
 - WITH INVI.GL.NOS LIKE "02..." (university identifier)

South Dakota Colleague System Procedures

Aged AR Balance Report

Responsibility – University

Use the Aged AR Balance Report (AGBL) to obtain a report of AR accounts by up to four different aging groups. When you run this report you define the age ranges you want for the first three groups. The fourth group is for all balances greater than 90 days old. This report lists each selected account and provides the following information about the account:

- * current charge and credit balances
- * amount of unallocated payments
- * balance in each of the four age brackets

In addition to selecting the age brackets that you want to report on, you choose the AR types and, optionally, the specific AR.ACCTS records that Colleague selects for the report (you select specific records either as a saved list of IDs from the AR.ACCTS file or by using the additional selection criteria option).

Step 1 – Access the Aged AR Balance Report (AGBL) screen

Step 2 – Enter the max age of group days

- When you run the aged balance report, Colleague groups together all invoices with a balance that is older than zero days overdue and less than the number of days you enter here and displays that total, for each account, in one column.

Step 3 – Enter the cutoff date

Step 4 – Enter the Aging Method

- Enter C for chronological
- Enter S for item specific method which takes into account the invoice items which have been allocated.

Step 5 – Enter the Aging Basis

- Enter [D] or [I] to specify the date from which to age balances as follows:
 - enter [D] to age balances from the invoice due date (Age = Cutoff Date - Invoice Due Date [INV.DUE.DATE])
 - enter [I] to age balances from the invoice date (Age = Cutoff Date - Invoice Date [INV.DATE])

Note: The age of payments is always based on the payment date (Age = Cutoff date - Payment Date [ARP.DATE]).

Step – 6 Enter the Terms to Process

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- The new Terms to Process field allows you to specify the terms reported on the AGBL report.
- If you do not specify terms, Colleague reports all account activity that also meets any other selection criteria you enter on AGBL.
- If you specify one or more terms, Colleague reports account activity for the specified term(s) as follows:
 - Invoices must have the same term as the term(s) specified.
 - Term payments must have the same term as the term(s) specified.
 - Non-term payment items must be allocated to invoices with the same term as the term(s) specified.

Note: If you specify terms to process, Colleague does not include any non-term invoices on the report. If you specify multiple terms, Colleague summarizes the activity for all specified terms. If multiple terms are specified, they are displayed in the report header, as space permits.

Note: To generate individual term totals, run the AGBL process for one term at a time.

Step 7 - Enter the Saved List name (if used)

Step 8 – Enter the AR type

Step 9 – Additional selection criteria if needed.

South Dakota Colleague System Procedures

Immediate Billing Control

Responsibility – AR Group Decision on timing of the immediate billing
Timeframe: Updated prior to first billing (beginning of Dec for Spring)

Sets the control flags for all automated processing.

Step 1 – The Cut-off date will be determine by the AR group.

	Update AR	Cutoff
	Immediately	Date
Meal Plans	Yes	08/30/03
Rooms	Yes	08/30/03
Registration	Yes	08/30/03
Sponsored Students	Yes	
Section Cancellation	Yes	08/30/03

Student Check-in/Commitment – Procedures Summary for 2006FA & 2007SP

Responsibility: University

Timeframe: Prior to start of term

- All institutions are to have an electronic check-in website operational. If circumstances prevent an institution in having a fully functional electronic check-in site, the institution shall post a downloadable paper form with instructions for the student to complete and return.
- The check-in website shall be available on August 7 and shall close on August 30 (no later than 11:59 pm local time).
- SDPURC website will have links to check-in sites for BHSU, SDSMT, USD, DSU, SDSU & NSU. Please coordinate with Laura McCluskey.
- The following PERC codes have been establish to record check-in activity
 - BCC – BHSU
 - DCC – DSU
 - MCC – SDSMT
 - NCC – NSU
 - SCC – SDSU
 - UCC – USD
- The above PERC codes have designed to record commitment card responses only – both electronic and paper responses. This is to be used by the institution for confirmation of attendance, “No-Show” process, or other administrative activities.
- The PERC code has no direct bearing on financial deferments. If a student requests a financial deferment on a commitment card (paper or electronic), the institution shall use the appropriate PERC financial deferment code in addition to the commitment card CODE.
- The values for the xCC PERC codes are:
 - Start Date – Processing date of commitment card response
 - End Date – 09/22/06 (19th class day)
 - Comment Line 1 – system time and date stamp
 - Comment Line 2 – (using MOCC guidelines) X- YES 2006FA Card OR X- NO 2006FA Card
 - Comment Line 3 and beyond – institution discretion
- If institution is to batch update xCC, please select an institutional representative with the appropriate colleague ID.
- Institution is responsible to xCC responses on a frequent basis – business day is preferred. Commitment cards responses received on Aug 30 should be inputted into Colleague as soon as possible on Aug 31.
- The following command lines were used to obtain the CSV output. Institutions are free to modify command lines to suit their administrative needs and circumstances.

```
SELECT STUDENT.ACAD.CRED WITH STC.TERM = '2006FA'
SELECT STUDENT.ACAD.CRED SAVING UNIQUE STC.PERSON.ID
SELECT STUDENTS SAVING EVAL '@ID: "*SR"'
```

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```
SELECT AR.ACCTS
SELECT AR.ACCTS WITH ARA.STU.LOCATION EQ 'SDSU'
SELECT AR.ACCTS SAVING ARA.PERSON.ID SELECT.ONLY
SELECT PERSON.ST WITH PST.RESTRICTIONS SELECT.ONLY
SELECT PERSON.ST BY.EXP PST.RESTRICTIONS SAVING
PST.RESTRICTIONS SELECT.ONLY
SELECT STUDENT.RESTRICTIONS WITH STR.RESTRICTION = 'SCC'
SELECT.ONLY
SELECT STUDENT.RESTRICTIONS WITH STR.ACTIVE.RESTRICTION =
'Y' SELECT.ONLY
DOWNLOAD STUDENT.RESTRICTIONS SECONDARY.FILE PERSON KEY
STR.STUDENT ALIAS PERS \
    STR.STUDENT PERS->LAST.NAME PERS->FIRST.NAME PERS->
MIDDLE.NAME \
    STR.RESTRICTION STR.START.DATE STR.END.DATE \
    PERS->XU.PERSON.LOCATION STUDENT.RESTRICTIONS.ADDOPR
STR.COMMENTS NUM.VALUES 3 \
    HEADING LITERAL 'ID' LITERAL 'Last' LITERAL 'First'
LITERAL 'Middle' \
    LITERAL 'Restr' LITERAL 'Start' LITERAL 'End' LITERAL
'Loc' LITERAL 'AddOpr' \
    LITERAL 'Comment1' LITERAL 'Comment2' LITERAL
'Comment3' \
    FORMAT COMMA FILE XH.SDSU.FTP.DIR
XSLDYCHECKINCCDETAIL.csv OVERWRITING
```

- Cautionary Notes
 - A student may submit a commitment card for one institution but their HOME institution is another. Student should not be mandated to complete more than one commitment card. However, the student may file a “NO” response with one institution but file a “YES” response with another.
 - SDPURC will need to scan all xCC PERC codes. All other institutions may need to do the same for the reasons stated and other circumstances not identified at this point in time.
 - It is important that all institutions update the PERC codes frequently for both electronic and paper commitment submissions.

South Dakota Colleague System Procedures

Batch Billing

Responsibility – Initial BILL will be completed centrally.
After the initial BILL, a saved list will be used to determine students with changes. The saved list will be from logs tracking the change on certain fields and a query.

Individual Universities can run bill on select students at anytime.

Timeframe – 1st week of August, Final Fee Payment

NOTE – Changes made to RGCS must be updated to AR using BILL with Force Rebill set to Yes. Changes made to STAC will never be rebilled with or without Force Rebill set to Yes.

Clean-up prior to BILL

- Run query to check
 - Dates
 - Schedule types
 - Lab fees
 - Misc billing information
 - Credit type
 - Lab Fees
 - Teacher ed fees and amounts
- Student types such as MN Rec, WUE, IA/NE, etc
- New tables built
- Lab fee amounts changed after BOR approval
- Change the fee amount on the ARCF
- Verify teacher ed fees on education courses
- Sec.billing.cred vs. sec.min.cred edit
- Change the date on IBMC

```
SELECT COURSE.SECTIONS WITH SEC.TERM EQ 'xxxxxx'  
SELECT COURSE.SECTIONS WITH SEC.STATUS EQ 'A'  
DOWNLOAD COURSE.SECTIONS SECONDARY.FILE REG.BILLING.RATES KEY SEC.REG.BILLING.RATES ALIAS  
RBR SECONDARY.FILE REG.BILLING.RATES KEY SEC.OTHER.REG.BILLING.RATES ALIAS ORBR @ID SEC.NAME  
SEC.START.DATE SEC.END.DATE SEC.LOCAL.GOV.T.CODES NUM.VALUES 3 SEC.EXPENSE.CODES  
NUM.VALUES 3 SEC.MIN.CRED SEC.MAX.CRED SEC.LOCATION SEC.CRED.TYPE SEC.BILLING.METHOD  
SEC.BILLING.PERIOD.TYPE SEC.BILLING.CRED SEC.SCHED.TYPE RBR->RGBR.AR.CODE NUM.VALUES 3 RBR-  
>RGBR.CHARGE.AMT NUM.VALUES 3 RBR->RGBR.COURSE.OR.CRED NUM.VALUES 3 RBR-  
>RGBR.AMT.CALC.TYPE NUM.VALUES 3 ORBR->RGBR.AR.CODE NUM.VALUES 3 ORBR->RGBR.CHARGE.AMT  
NUM.VALUES 3 ORBR->RGBR.COURSE.OR.CRED NUM.VALUES 3 ORBR->RGBR.AMT.CALC.TYPE NUM.VALUES  
3 FILE XH.FTP.DIR DSBSECINFO.TXT NOPAGE OVERWRITING HEADING FIELD.NAMES
```

Step 1 - Access the Batch Reg/Meal/Room Billing (BILL) screen.

Step 2 - Identify the parameters under which you want to run this process.

- Cut Off Date – Last day of Term

South Dakota Colleague System Procedures

- Colleague compares the billing period start date of all selected records selected with the date you enter here.
- If the billing period start date is less than or equal to this cutoff date, then Colleague creates an invoice for that billing record.
- Colleague selects billing records for processing based on the options you select on this screen.
- Invoice Date – current date
 - Colleague uses this date as the invoice date for all invoice records created from this process.
- Force Rebill
 - If you enter "Y," Colleague will rebill any selected billing records. Set this option to "Y" when the billing information for a group of records has changed and you need to rebill the individuals affected. For example, if you billed a group of students for meal plans before you had updated the meal plan rate you may need to rebill these students at the new rate. To rebill these students, select their billing records using the options on this screen and enter "Y" in this field.
 - Run BILL with force rebill set to Yes to pick up any residency or special rate changes during Final Fee Payment processing using the records selected from the history logs.
 - Enter [N] if you do not want Colleague to rebill any previously billed records. If you enter "N," Colleague will only select those records that meet the criteria you identify on this screen that have not already been billed.
- Include Detail
 - Enter Y/N to include/not include line item detail in report generated.
- Reg Billing/Batch;Room Billing/Batch; Meal Billing/Batch
 - Enter [N] if you want to run one billing without the other billing.
 - If you enter "Y," you can choose whether or not to post the invoices that Colleague creates to a batch by adding a batch ID

Step 3 - Select the records you want to process.

Step 4 - If you need to define additional criteria, go to the Additional Selection Criteria field.

- Otherwise, continue with step 7.

Step 5 - Enter Y and update the APRA screen.

- The Additional Selection Criteria screen is displayed.

Step 6 - Complete the Additional Select Criteria screen.

- Add late payment charges after the deadline.

Step 7 - Save the information on this screen.

- The Change Peripheral Defaults screen is displayed.

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Step 8 - Accept the defaults or change the name of the default printer, select a different printer, or choose to have the reports sent to a hold file.

- The Phantom Mode Specification screen is displayed.

Step 9 - If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.

Step 10 – Utilize VBS to check for errors.

Step 11 - Run FARI for unposted invoices.

- First run in non-update, then in update.
- Financial Aid reduces aid for less than FT students; increase as soon as XRST has processed.

Step 12 - Print XRST with pending aid for August billing.

Step 13 - Update memo information regarding loans.

Step 14 - Print with remit stub.

Step 15 - Run XFVR/XFVC to print refund checks after final fee processing.

- Check for outstanding balances in other semesters before printing refunds. A query is available to retrieve this information.

Step 16 - Print ARSP.

- Use the first day of the term as the statement date.
- Cancelled classes appear on the student's account dated the first day of the term. If statements are run with an earlier date, the cancelled class is not reflected in the balance due.

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Electronic Billing Exemption Appeals

Responsibility: University

Timeframe:

Electronic billing is the official means of billing tuition and fees to all currently enrolled students. To be considered for an exemption from electronic billing, students must complete Electronic Billing Exemption Appeal form to request paper billing statements.

Electronic Billing Exemption Appeal form is available at (University) Cashiers Office (or online at xxx.edu).

Note: In compliance with FERPA and other Federal guidelines, the student is considered responsible for all account activity.

Below are some reasons when an exemption to electronic billing would be approved:

- Disability (of the student who is responsible for the billing)
- Lack of Internet Access (exclusive registration in distance learning courses or correspondence course not offered online)

Procedure for processing:

1. Form submitted for approval or denial.
 - a. Staff to review form to make sure student has completed Sections A & B and signed & dated in Section C. (Note: Persons other than the student should not sign the form on behalf of the student)
2. Review the reason for exemption.
 - a. Staff will exercise professional judgment regarding approval or denial of request using established criteria of disability or lack of internet access for the student. Extraneous circumstances should be considered with caution.
3. If approved, staff will:
 - a. Check “approved” box at bottom of form.
 - b. Fill in date of approval in the “date reviewed” box.
 - c. Add any pertinent comments in “Comments” box.
 - d. Staff approving appeal will sign the form in the “Staff signature” box.
 - e. Add xPBILL (BPBILL, DPBILL, MPBILL, NPBILL, SPBILL, UBILL) on line 1 of ARAC’s MISC5 field on student’s account.
 - f. Add “date/time stamp” and concise reason on ARAC’s COMMENTS field 7 on student’s account.
 - g. (Campus discretion for use as needed) Update the Electronic Billing Exemption Appeal log with date received, student ID, student name, “approved” in action column, and reason for approval.
 - h. Mail notice of approval to student by email, surface mail or both.
4. If denied, staff will:
 - a. Check “denied” box at bottom of form.

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- b. Fill in date of denial in the “date reviewed” box.
- c. Add any pertinent comments in “Comments” box.
- d. Staff denying appeal will sign the form in the “Staff signature” box.
- e. (Campus discretion for use as needed) Update the Electronic Billing Exemption Appeal log with date received, student ID, student name, “denied” in action column, and reason for denial.
- f. Mail notice of denial to student by email, surface mail or both.

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Adjusting Registration Charges

Responsibility - University

This section provides procedures for making adjustments to discounts applied to one or more course sections and adjustments to other registration charges generated for a student.

Adjusting Tuition Discounts

Complete the following steps to adjust a tuition discount applied to a student's tuition charges for one or more course sections.

Step 1 - Access the Registration Billing Summary (RGSB) screen.

- At the Start Date or Term LookUp prompt you can
 - Select a specific start date or term and view only those charges associated with that date
 - bypass this prompt to view all of the student's registration charges

Step 2 - Go to the course section that has the discount associated with it.

Note: Discounts are only associated with course sections that have an "S" billing method. If the course section does not display in the Course Section group of the RGSB screen

- access this screen again, using a different date range
- access the Registration Billing Period Summary (RBPS) screen for the group of courses that this course section belongs to. You access the RBPS screen from the Billing Period Amounts group of the RGSB screen.

Step 3 - Access the Section Billing Override (SCBO) screen.

- You can only access the SCBO screen to make adjustments from the Registration Billing Summary (RGSB) screen or the Registration Billing Period Summary (RBPS) screen.

Step 4 - Go to the Discounts Adjustment group.

Step 5 - Enter the appropriate discount adjustment.

- To change the discount percent, enter the correct percent in the Percent field.
- To remove a discount, delete that discount from the Discounts Adjustment group.

Note: You cannot delete all the discounts in the Discounts Adjustment group.

- To remove all the discounts, change the percent of each discount to zero.
- To add another discount, enter the appropriate discount code on a blank line in the Discounts Adjustment group. Enter the adjustment as the correct percent. For example, if a student received a 30 percent discount but should have received a 35 percent discount, enter 35 in the Percent field.

Step 6 - Save the adjustment.

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- If you want to add any additional charges or credits, continue with step 4 of the “Procedure for Adjusting Course Section Charges”

Step 7 - Save the billing summary information.

- If you leave the Registration Billing Summary (RGSB) screen without saving the record, the changes you made on the SCBO screen will not be changed.

Step 8 - Regenerate the student’s registration charges.

- Any changes made from RGSB must be rebilled using the Force Rebill feature set to Yes on BILL.
 - See “Generating Student Receivables” for information on running that process.

Adjusting Course Section Charges

Complete the following steps to add course section charge.

Step 1 - Access the Registration Billing Summary (RGSB) screen.

Step 2 - Go to the course section associated with the charge(s) you want to adjust.

- If the course section does not display in the Course Section group of the RGSB screen
 - access this screen again, using a different date range
 - access the Registration Billing Period Summary (RBPS) screen for the group of courses that this course section belongs to. You access the RBPS screen from the Billing Period Amounts group of the RGSB screen.

Step 3 - Access the Section Billing Override (SCBO) screen.

- You can only access the SCBO screen from the Registration Billing Summary (RGSB) screen or the Registration Billing Period Summary (RBPS) screen.

Step 4 - Go to the Additional Charges group.

Step 5 - Add the AR code associated with the charge you want to add.

Step 6 - Enter the amount of the charge or credit.

Step 7 - Save the changes recorded on the Section Billing Override (SCBO) screen.

If you need to adjust the discount information associated with this course section, continue with step 4 of the “Procedure for Adjusting Tuition Discounts”.

Step 8 - Regenerate the student’s registration charges.

- Any changes made from RGSB must be rebilled using the Force Rebill feature set to Yes on BILL.
 - See “Generating Student Receivables” for information on running that process.

South Dakota Colleague System Procedures

Overriding a Student's Registration Billing Charges

Complete the following procedure to override a student's registration charges at the time the student is registering for courses.

Note: You cannot change a student's tuition charges through this procedure. You can only change table-based tuition charges if the student is rebilled by a different registration rate table or if you change the tuition rate table that they are billed by. You can only change section-based tuition charges by changing the billing information for the course section itself (which affects the billing for all students registered for that course section.)

Step 1 - Access the Registration (RGN) screen.

Step 2 - Add a course section.

Step 3 - Make the appropriate changes as follows:

- If you need to change the academic level associated with a course section, access the Section Registration Changes (SRGC) screen from the Course Section field. If you need to change the billing credits or discounts, access the Section Billing Override (SCBO) screen from the Billing field.
- If you need to change the academic level and any of the items on the Section Billing Override screen
 - access the Section Registration Changes (SRGC) screen as explained in this step
 - access the Section Billing Override screen from the Billing field of the SRGC screen

Step 4 - Save the changes you made.

Step 5 - Continue with the registration process for this student.

Printing Registration Statements as a Separate Process

Responsibility – University

The university header and stub on the registration statements will be determined by the student's home location.

Step 1 - Define your registration controls with the desired statement print parameters, and assign them to your registration users.

Step 2 - Define your printer to use.

Step 3 - Register students for classes.

Note: You must actually post the registration charges to the student accounts in order to produce a registration statement using the XRST process.

Step 4 - If you do not want to print registration statements for all registration billings, identify the records for which you want to print statements.

- You can create a saved list used to limit selection.

Step 5 - Access the Registration Statement Print (XRST) screen.

Step 6 - Define the print parameters listed below:

- Print only New
 - Enter [Y] to print registration statements that have not previously been printed. You can enter [N] to print all registration statements that also meet other limiting criteria entered. If you enter [N] and do not identify any other timeframe (such as entering a term in the Terms field) in this screen, you must also enter dates in the Start/End Date fields.
- Sort Sequence
- Mail Rules for Additional Copies
- Reg User Group (you must enter a registration user group that has at least one registration control defined to print statements)
 - BHSU – BFINANCE
 - DSU – XRSTPRINT
 - NSU – NFINANCE
 - SDSMT – MCASHIERS
 - SDSU – SFINANCE
 - USD – UFINANCE
 - USDSU – CENTERSF
- Due Date
- Include 0 balances
- Print New
 - This Yes/No field represents a control flag to only print. Registration Statements for students that have never received one prior, for the corresponding term.
- Payment Methods

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Step 7 - Enter any message you want printed on the registration statements.

- A double quote in the comment for XRST will cause the batch to abort.

Step 8 - Enter any selection criteria on the XRST screen to limit the statements printed as follows: Enter a saved list of REG.AR.POSTINGS, use the selection criteria on the XRST screen, or a combination of both.

- Saved List Name
- Start/End Dates (either this or Terms is required if you set the Print Only New field to **N**)
- Terms (either this or Start/End Dates is required if you set the Print Only New field to **N**)
- Students
- AR Types

Step 9 – Additional selection criteria

- To limit to your home location use:
 - WITH XM.RGAR.HOME.LOC EQ “enter your home location”
- Use this to eliminate the Sioux Falls students
 - WITH XH.RGAR.STU.MISC2 NE 'MI'
 - Fall semester – XH.RGAR.STU.MISC2
 - Spring semester – XH.RGAR.STU.MISC3
 - Summer semester – XH.RGAR.STU.MISC4

Note: Sioux Falls students are updated every Friday. A student is marked with the MI flag if they have all SDPURC sections (determined by topic code = ‘USDSU’) or SDPURC sections and sections with a topic code = ‘CC’, ‘AD’, or ‘INT’. If a student has sections with any other topic code they are not marked with the MI flag.

Step 10 - Finish from the XRST screen to print the registration statements.

South Dakota Colleague System Procedures

Revised
1/7/04

XRST Statement Tracking Using Document Codes

Responsibility: University

Effective Summer 2004

Note: A suggestion using common naming conventions of the Document codes may be as follows:

DBDXYYZZ

Where

D = Institution Identifier B=BHSU, D=DSU, F=SDPURC, M=SDSMT,
N=NSU, S=SDSU, U=USD

B = B=Accounts Receivable/Billing, R=Registration, F=Financial Aid etc.

D = D=Document, T=Track etc.

X = XRST Statement

YY= Academic Year - 04 = 2004SP, 2004SU and 2004FA terms.

ZZ = Current Term – SP=Spring, SU=Summer, FA=Fall

Then for Spring we would have the following:

BHSU – BBDX04SP
DSU - DBDX04SP
SDPURC- FBDX04SP
NSU - NBDX04SP
SDSMT- MBDX04SP
SDSU - SBDX04SP
USD - UBDX04SP

Step 1 - Create a new document code using DOC

- From DOC create a Document following the 3.2 Defining a Document Code(Page 174 in the AD_CCSDProc) documentation.
- Example Document Code: DBDX04SP for Spring
DBDX04SU for Summer
DBDX04FA for Fall

```
-----  
12/18/03 14:28                                DOCUMENT CODES                                DOC  
-----  
Document Name....: DBDX04SP  
1 Description.....: XRST Statement Sent 2004SP  
2 * Document Type..: LIST                               Save Named Savedlist  
3 Office Code.....: DBUS Business & Finance  
4 * Author.....: 1211664 DMCNARYJ - J. McNary  
5 Receipt Numbers..:                               11 * Print Actions  
6 History Type.....: C Code                               1:  
7 Send Multiple....: Yes                               2:  
8 Print Day.....: D Daily                               12 * History Actions  
9 Printer Number...:                               1:  
10 Paper Name.....:                               2:  
-----
```

07/27/07

- 85 -

Revisions approved through the Module → Module Coord Committee → UDA/SDA

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```

-----
13 Recalc Paragraphs:
14 * Custom Paragraphs              Position      * Rules
   1:
   2:
   3:
15 Merge File...: PERSON              17 * Doc File Setup...:
   | 16 Document File: PERSON          18 * Create/Edit Doc..:
|XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX|

```

Step 2 - Create a saved list of the Students enrolled for the desired term and with the appropriate Home Location who you wish to receive a registration statement. Example: XD.JDM.DOC

- The saved list must contain the Colleague ID as the key.

Step 3 - Create a saved list of REG.AR.POSTINGS records for the Students enrolled in the desired term and with the appropriate Home Location who you wish to receive a registration statement. Example: XD.JDM.XRST.LIST

- The saved list must contain the REG.AR.POSTINGS record ID as the key.

Step 4 - Run the XRST process to create the Registration Statements for the selected students.

- The XRST process uses the saved list containing the REG.AR.POSTINGS records created in step #3.

Step 5 - Run DMP using the saved list created in step #2.

- Example DMP Process:

```

-----
12/23/03  10:53              DOCUMENT MERGE PROCESSING              DMP
-----
Document Name.: DBD04BLS
Document Type.: LIST Save Named Savedlist
1 Merge File...: PERSON              5 Comm Code/Status: 1:
2 Document File: PERSON              6 Activity.....:
3 Output File..:                    7 Update History..: Yes
4 Default File Suite Year:          8 Printer.....:
-----
9 SAVEDLIST Name....: XD.JDM.DOC
10 Selection Criteria
   1:
   2:
11 Dictionary Fields
   Field Name / Pointer      Length  Just  Fill  Tr  Conv      Max
   1:                        Values
   2:
|XX Controller Selection Criteria XXXXXXXXXXXXXXXXXXXXXXXXXXXX No Values XXXXXXXXX|

```

- NOTE: Field #7 “Update History” must be set to “Y”.

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- NOTE: Field #9 “SAVEDLIST Name” contains the name of the list created in step #2.

Step 6 - Finish the process and check IHS on several students to insure the codes were updated to history.

Step 7 - The following query begins the saved list creation steps for the next run of XRST statements for DSU.

- By excluding all students with DBDX04SP we should only get new registrations for 2004SP.

- NOTE: Highlighted statements below.

```
022: * Build the key to the STUDENT.TERMS file
023: SELECT STUDENT.ACAD.CRED \
024: WITH STC.TERM EQ <<Enter The Term: >> \
025: WITH XN.STU.CUR.HOM.LOCATION EQ 'DSU' \
026: WITH STC.CURRENT.STATUS = 'A' 'N' \
027: BY.EXP XD.STC.CURRENT.ACAD.LEVEL \
028: SAVING EVAL"REUSE(SCS.STUDENT:'*':STC.TERM:'*'):XD.STC.CURRENT.ACAD.LEVEL"
029: *
030: SELECT STUDENT.TERMS WITH STTR.TERM EQ <<Enter The Term: >> \
031: WITH STTR.CURRENT.STATUS = 'R' 'T' \
032: WITH XD.STTR.STU.MISC<<Enter MISC Code 2=Fall 3=Spring 4=Summer: >> LE ' ' \
033: WITH EVERY XD.STTR.MAIL.DOCUMENT NE 'DBDX04SP' \
034: SAVING STTR.STUDENT
035: SAVE.LIST XD.JDM.ALL
```

South Dakota Colleague System Procedures

Processes Affected by System-Allocation Information

Any payments received or modified by your institution that are not manually allocated to specific charges are subject to system-allocation by Colleague.

Processes that record and system-allocate cash receipt payments include:

- Cash Receipt Entry (CREN)
- Batch Cash Receipt Entry (BCRE)
- Application Fee Entry (CRAF)
- WebAdvisor Make a Payment (WMPT)

Processes that modify cash receipt payments and/or their allocations include:

- Cash Receipt Reversal (CRRE)
- Payment Allocation Adjustment (PAAA)
- Payment Adjustment Detail (PAJD)
- AR Payment Term Transfer (APTT)
- Batch Payment Term Transfer (BPTT/BPTU)

Processes that system-allocate cash receipt payments include:

- Batch Payment Allocation (BPMA)
- Create Zero Dollar Payments (CZDP)

Hierarchy of Payments

When a payment is recorded against an individual's account, Colleague allocates that payment based on the type of payment.

This allocation is done in the following order:

1. manually allocated payments (payments that you specifically allocate to an invoice or invoice item)
2. sponsor payments
3. financial aid payments
4. deposit payments
5. system allocated cash receipt payments

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Reallocating Payments Allocated to an Invoice

Responsibility –University

Complete the following steps to reallocate a payment that was originally allocated against one or more specific invoices.

Step 1 - Access the Payment Allocation Adjustment (PAAA) screen for the payment you want to reallocate.

- Enter the ID of the accountholder with the payment to be allocated.
- At the AR Payment lookup, enter ‘...’ to bring up all of the payments for the accountholder selected.
- Select the payment to be allocated.

Step 2 - Go to the invoice with the payment you want to reallocate.

Step 3 - Go to the Invoice Pmt field.

Step 4 - Enter the amount that you want allocated to this invoice.

- You cannot enter an amount that is greater than the original payment received.
- If all or part of the payment was allocated to a specific invoice line item, the reallocation amount cannot be less than any specific invoice line item allocation.
- Detail from the Item Pmt field to the Payment Adjustment Detail (PAJD) screen to change the allocation from an invoice item level.
- Refer to “Procedure for Reallocating Payments Allocated to an Invoice Item” for more information.

Step 5 - Repeat this procedure, beginning with step 2 for each invoice amount you want to reallocate.

Step 6 - Leave the Payment Allocation Adjustment screen.

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Reallocating Payments Allocated to an Invoice Item

Responsibility – University

Complete the following steps to reallocate a payment that was originally allocated against one or more specific invoice items.

Step 1 - Access the Payment Allocation Adjustment (PAAA) screen for the payment you want to reallocate.

- Enter the ID of the accountholder with the payment to be allocated.
- At the AR Payment lookup, enter ‘...’ to bring up all of the payments for the accountholder selected.
- Select the payment to be allocated.

Step 2 - Go to the invoice with the payment you want to reallocate.

Step 3 - Go to the Item Pmt field.

Step 4 - Access the Payment Adjustment Detail (PAJD) screen from the Item Pmt field.

- The Payment Adjustment Detail screen is displayed with the cursor on the first invoice item.

Step 5 - Go to the Adjusted Pmt field of the invoice item you want to adjust.

Step 6 - Enter the amount that you want allocated to this invoice item.

- You can enter an amount, or enter **0** (zero) to unallocate the original payment amount.

Step 7 - For any additional invoice items, repeat step 5 and step 6.

Step 8 - Save your work.

- The Payment Allocation Adjustment (PAAA) screen is redisplayed.

Step 9 - Leave the Payment Allocation Adjustment (PAAA) screen.

South Dakota Colleague System Procedures

Allocating Payments in Batch Mode

Responsibility – Central

Weekly as a centralized process, usually BPMA is done before CZDP

Individual universities can run this at anytime for individual student accounts

Complete the steps listed below to allocate system-generated payments for one or more account holders. In addition to allocating payments to invoice item balances, this process reallocates payments as needed, unallocates payments (including system-allocated deposit payments) from invoice items that have become overpaid, and creates offsetting payment items to balance debit and credit invoice items on accounts.

Note: Batch payment allocation affects *only* payments that have been *system-allocated*. Refer to “Allocating Payments Manually” for information on manually allocating payments. BPMA never unallocates a deposit payment originally allocated in a fiscal year that is now closed.

Step 1 - Understand how system-allocation parameters affect:

- how Colleague prioritizes invoice items for payment allocation
- how Colleague allocates non-term payments
- See “Understanding Automatic Payment Allocation”

Step 2 - Identify any individual account holders that you want affected by the payment allocation process.

- You can create a saved list used to limit selection.

Step 3 - Access the Batch Payment Allocation (BPMA) screen.

Step 4 - Define the Reallocate Only Unused Payments parameter as follows:

- Enter **Y** to allocate or reallocate only those parts of payments that are unallocated or that cause an invoice item to be overpaid.
- Enter **N** to unallocate and then reallocate all system-allocated payments.
- Colleague unallocates deposit payments that overpay invoice items regardless of how you set this flag provided they were originally system-allocated in a fiscal year that is currently open.

Step 5 - Enter any specific terms for which you want payments to be affected by the allocation process.

- Only payments assigned to the term(s) you specify are processed by BPMA.
- If you do not enter any terms, Colleague allocates all payments, both term and non-term.

Step 6 - Enter any selection criteria used to limit the accounts processed as follows:

- saved list of IDs from the AR.ACCOUNTS file
- specific AR accountholders

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- AR types to include or exclude (but not both)

Step 7 - Finish from the BPMA screen.

Step 8 - Review the Batch Payment Allocation Deposit Reversal Report generated with BPMA to determine if any deposit payments need to be reallocated.

- You can use the saved list name printed on the report with the Batch Deposit Allocation (BDAL) process.
- See “Allocating Deposits” for information.

Step 9 - Determine if any zero dollar payments need to be created to offset debit and credit invoice items.

- See “Understanding Zero Dollar Payments”.

Step 10 - Run the Create Zero Dollar Payments (CZDP) process as necessary to create offsetting payment items.

- See “Procedure for Creating Zero Dollar Payments”.

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Creating Zero Dollar Payments

Responsibility – Central

Timeframe: Weekly after BPMA

Complete the steps listed below to create zero dollar payments for one or more account holders.

Step 1 - Run the Batch Payment Allocation (BPMA) process first, and determine which accounts (if any) may need zero dollar payments.

- You can create a saved list of those accounts to use with CZDP.
- See “Procedure for Allocating Payments in Batch Mode”.

Step 2 - Access the Create Zero Dollar Payments (CZDP) screen.

Step 3 - Define the Create Zero Dollar Payment by Term parameter as follows:

- Enter **Y** to create a zero dollar payment for an account for each term in which both debit and credit invoice items exist, but no eligible payment exists.
- Enter **N** to create a single, non-term zero dollar payment for an account in which both debit and credit invoice items exist, but no eligible payment exists.
- See “When to Create Zero Dollar Payments” for more information.

Note: You may need to run CZDP multiple times to create both term and non-term zero dollar payments, depending on the type of debit and credit invoice item balances that exist. You may want to specify terms, as running CZDP for *all* terms may have unintended effects on past term balances. When creating non-term zero dollar payments, do not enter any terms in this field. CZDP ignores any terms you enter unless you are creating zero dollar payments by term.

Step 4 - Set the Update Mode parameter to N.

- This will create a report of the zero dollar payments that Colleague will create from this process, but does not actually post them to the accounts.

Step 5 - Enter any selection criteria used to limit the accounts processed including:

- saved list of IDs from the AR.ACCOUNTS file
- specific AR accountholders
- AR types to include or exclude (but not both)
- Terms

- Enter a saved list of account holders, use the selection criteria on the CZDP screen, or a combination of both.

Note: You may want to list specific terms and run one term at a time as running CZDP for *all* terms may have unintended affects on your past term balances.

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Step 6 - Finish from the CZDP screen to generate the report.

Step 7 - Review the report, and make any necessary adjustments to the Colleague database, or to the criteria entered on the CZDP screen.

Step 8 - Repeat step 2 through step 7 as needed until the report contains the correct information.

Step 9 - Access the CZDP screen.

Step 10 - Set the Update Mode parameter to Y.

- Colleague will post the zero dollar payments to the accounts when you finish from the screen.

Step 11 - Finish from the CZDP screen.

- Colleague produces a report of the zero dollar payments that were created and posted to accounts.
- The zero dollar payments posted can differ from those listed on the non-update report if any payments were posted to a selected account between the time the CZDP process was run in non-update mode and update mode.

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Transferring Individual Payments

Responsibility – University

Complete the steps listed below to transfer individual payments from no term or the wrong term to another term for an account holder.

Step 1 - Access the AR Payment Term Transfer (APTT) screen for the account holder and payment you want to transfer.

- See “Types of Transfers” for information about what types of payments can be transferred.

Step 2 - Enter the transfer amount.

- This amount cannot be greater than the potential transfer amount displayed.
- To change the potential transfer amount, see “Procedure for Reallocating and Transferring Individual Payments”.

Step 3 - Enter the academic term to which you want the payment transferred.

- This term cannot be the same as the term from which the payment is being transferred.

Step 4 - Verify the information displayed on the APTT screen.

- If correct, finish from the APTT screen to complete the transfer.
- If not correct, make any changes and finish from the APTT screen to complete the transfer.

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Running the Payment Allocation Report (PALR) Process

Responsibility - University

Note: IVPR is a similar report but from the invoice perspective.

Use the Payment Allocation Report (PALR) screen to generate the report.

You can use one or more of the selection fields on the PALR screen to limit the payments included on the payment allocation report. Colleague takes all selection criteria into account when selecting payments to list.

Input Saved List.

- You can use a saved list of payment IDs from the AR.PAYMENTS file as the means of identifying the specific payments you want Colleague to list. For example, you could create a saved list of zero dollar payments to see how the associated payment items are allocated.

Date Range.

- You can enter a range of dates using both the Start and End Date fields to limit the payments selected, or you can leave the date fields blank to list all payments.

Terms to Process.

- You can enter one or more terms to limit the payments selected to only those with the specified term, or leave the Terms field blank to select all payments, both term and non-term.

AR Accountholder.

- You can enter specific accountholders to limit the payments selected, or leave the AR Accountholders field blank to select all accountholders.

AR Type.

- You can enter one or more AR types to limit the payments selected, or leave the AR Types field blank to list payments for all AR types.

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Sponsors & Sponsorships

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Defining Default Sponsorship Statement Settings

Responsibility – AR Group

Note: Defining or modifying default statement settings affects only sponsorships created *after* you make the changes. See “Procedure for Modifying Student Sponsorship Statement Settings” and “Procedure for Modifying Section Sponsorship Statement Settings” for steps to modify statement settings for individual sponsorships.

NOTE - The parameters set up on SSDP are defaults that can be changed for each individual sponsorship.

Step 1 - Access the Spon Stmt Default Parameters (SSDP) screen.

Step 2 - Define default settings for

- Student sponsorship statements
 - Days Until Due – 90
 - Statement Level – P Person
 - Statement Control – D-Summary with Sections, which gives a summary by student of the AR Codes along with the course sections for the student
 - Break on Term - Y
- Section sponsorship statements
 - Days Until Due – 90
 - Statement Level – P Person
 - Statement Control – CS – Summary by AR Code This also includes a roster.
 - Break on Term - Y
- Settings affect only those sponsorships you create after these defaults are defined.

Step 3 - Save your work.

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Creating a New Student Sponsorship

Responsibility – Home

Complete the steps listed below to create a new student sponsorship.

Step 1 - Access the Student Sponsorship (STSP) screen.

Step 2 - Enter the sponsor's name or ID.

- If the sponsor has not been defined, Colleague prompts you to add the sponsor as either a new person or a new corporation.
- If the sponsor is a person, the Name and Address Entry (NAE) screen is displayed.
- If the new sponsor is a corporation, the Organization Profiles (ORGP) screen is displayed.
- Refer to the documentation for the Core system for information about completing these screens.

Step 3 - At the Sponsorship LookUp prompt, enter the smart coded sponsorship name if adding a new sponsorship

- **NOTE – DO NOT USE A TO ADD A NEW SPONSORSHIP**
 - Sponsorships must be smart coded. If you use A to add a sponsorship, the sponsorship is assigned a numerical id. To add a new sponsorship, at the Sponsorship Lookup or (A)dd line, type in the name of the sponsorship starting with the university identifier.

Step 4 – Enter the Smart Coded Contract/Type

Step 5 - Define the general parameters for this student sponsorship.

- **Terms.....:**
 - Enter the code for the term.
 - Datatel strongly advises using a new sponsorship for each term.
 - Only charges with a matching term will be considered. If an invoice has no term, an invoice date that falls within the term specified will be considered.
 - Invoices *without* a term will only be included in the sponsorship where the invoice date (field 3 on MCRG) falls within the date ranges specified by the term.
 - A new feature will be available to copy sponsorships to a new term.
- **Start/End Date....:** Default to term dates
- **Status/Date.....:** O to open at beginning of term (allows students to be added to the sponsorship); C to close after bill (stops adding students but still allows existing students' charges to be pulled to sponsorship)
- **AR Type.....:** XTPR Third Party Receivable (smart coded)

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Step 6 - From the Restrictions field, access the Sponsorship Restrictions (SPRS) screen to define the restrictions for this sponsorship.

NOTE – Keep in mind that this is a top down filter for charges to be transferred to the sponsor. A charge must pass each successive level to be considered.

- Enter a Charge Eligibility Rule, if applicable
- Enter an Amount Limit Rule, if applicable
- Enter an AR Category, if applicable
- Enter an AR Code, if applicable
- If the sponsorship does not have restrictions, continue to the next field.

Step 7 - Save the restrictions defined on the SPRS screen.

- The Student Sponsorship (STSP) screen is redisplayed.

Step 8 - From the Define Statement field, access the Student Sponsorship Stmtnt Def (SPSD) to modify any settings for printing sponsorship statements.

- Days Until Due – 90
- Statement Level – P Person
- Statement Control –D-Summary with Sections, which gives a summary by student of the AR Codes along with the course sections for the student
- Break on Term – Y

Step 9 - Save the Statement defined on the SPSP screen.

- The Student Sponsorship (STSP) screen is redisplayed.

Step 10 - If you know of one or more students who are covered by this sponsorship, go to the Student field on the Student Sponsorship screen.

- If you do not want to add one or more students to this sponsorship, continue with step 14.

Step 11 - Access the Sponsored Students

- Detail to the Sponsored Students List (STSL) to detail to add the individual students on the Sponsored Students (SPST) screen.

Step 12 - Define the specific information about each student's sponsorship.

- Refer to “Assigning Students to a Student Sponsorship” for details on adding a student to a student sponsorship.

Step 13 - Save the information on the Sponsored Students (SPST) screen.

- The Student Sponsorship (STSP) screen is redisplayed.

Step 14 - Repeat step 10 through step 12 as needed for each sponsored student.

Step 15 - Save the information on the Student Sponsorship screen.

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Modifying a Student Sponsorship

Complete the steps listed below to modify a student sponsorship.

Note: Changing information on SPST may result in a change to the amount a sponsor should be billed. See “Billing a Sponsor for Sponsored Students” for more information.

Step 1 - Access the Student Sponsorship (STSP) screen.

Step 2 - Enter the sponsor’s name or ID.

Step 3 - Enter the ID of the smart coded sponsorship you want to modify.

Step 4 - Change any information about the student sponsorship.

- If you enter or change any information on the STSP screen *after* you add one or more students to that sponsorship, Colleague *will not* default the information to the students you have already associated with the sponsorship.
- You must manually add or change—on the Sponsored Students (SPST) screen—the same information if you want it reflected in students already assigned to the sponsorship.
- See “Modifying Student Sponsorships”.

Step 5 - Save information on the STSP screen

Ending a Student Sponsorship

Complete the steps listed below to end or close a student sponsorship.

Step 1 - Access the Student Sponsorship (STSP) screen.

Step 2 - Enter the sponsor’s name or ID.

Step 3 - Enter the ID of the smart coded sponsorship you want to end.

Step 4 - Enter one of the following:

- desired end date
- status of “Closed”, which only stops additional students being added to the sponsorship
- to stop further charges for an individual student, enter the total amount of eligible charges in the individual’s maximum amount field
- to stop the overall sponsorship from pulling any more charges, enter the total amount of eligible charges for all students combined
- to pull back charges completely from a sponsorship and put them back on the student, set the maximum amount to zero and run XSRP/XSTB
- See “Ending Student Sponsorships”.

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Step 5 - Save information on the STSP screen

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Assigning Students to a Sponsorship

Responsibility – Home

Complete the steps listed below to assign a student to a sponsorship using the Sponsored Students List (STSL) screen, available from the Students field of the Student Sponsorship (STSP) screen.

If you have not already defined the student sponsorship on STSP, refer to “Defining Student Sponsorships” for information.

Step 1 - Access the Student Sponsorship (STSP) screen.

Step 2 - Enter the name or ID of the sponsor.

Step 3 - Enter the Smart Coded Sponsorship ID.

Step 4 – Enter the Smart Coded Contract/Type

Step 5 - Access the Sponsored Students List (STSL) screen from the Students field.

Step 6 - On a blank line, enter the student’s name or ID at the LookUp prompt.

Step 7 - Enter Y to add the student to the sponsorship.

- The Sponsored Students (SPST) screen displays.

Step 8 - Complete the Sponsored Students (SPST) screen.

- Enter, change, or delete any information defaulted from the sponsorship.
- If you enter or change any information on the STSP screen *after* you add one or more students to that sponsorship, Colleague *will not* default the information to the students you have already associated with the sponsorship.
- You must manually add or change—on the Sponsored Students (SPST) screen—the same information if you want it reflected in students already assigned to the sponsorship.
- See “Components of a Student Sponsorship” for additional information.

Step 9 - Save information on the SPST screen.

- The Sponsored Students List (STSL) screen redisplay with the new student at the bottom of the list.
- The next time you access the STSL screen from STSP for this sponsorship, the student list will be sorted alphabetical order.

Step 10 - Repeat step 5 through step 8 for each additional student you want to assign to the sponsorship.

Step 11 - Save your work.

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Generating Charges for Sponsored Students

Responsibility – Home

Step 1 - Access the Sponsored Student Billing Report (XSRP) screen.

- Enter your University location (code) at the prompt
 - This does not select your university students.

Step 2 - Identify the students you want to generate charges for by completing the selection options on the XSRP screen.

- Enter Start/End Dates and an Invoice Date
- Use a Saved List of IDs from the SPONSORED.PERSON file, if desired, or
- Enter specific Sponsors, Sponsorships or Students

Step 3 - Go to the Additional Selection Criteria field.

- If you do not need to define additional criteria for selecting specific sponsored students, save the selections you entered on the XSRP screen.
- The Change Peripheral Defaults screen is displayed. Continue with step 6.

Step 4 - Enter Y and update the XSRP screen.

- The Additional Selection Criteria screen is displayed.

Step 5 - Complete the Additional Select Criteria screen.

- The Change Peripheral Defaults screen is displayed.

Step 6 - Change the name of the default printer, or select a different printer, or choose to have the reports sent to a hold file.

- The Phantom Mode Specification screen is displayed.

Step 7 - If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.

Step 8 - Review and verify the sponsored student billing report.

Step 9 - Access the Sponsored Student Billing (XSTB) screen.

- Enter your University Location (Code) at the prompt
 - This does not select your university students.

Step 10 - Enter a batch number.

- A batch number is optional.
- Run this screen after running XSRP. This will update the information that the XSRP processing picked up.

Step 11 - Save the XSTB screen.

- Colleague posts the payments and creates the invoices detailed on the sponsored student billing report.

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- Once XSRP has been run, another person from the same location cannot run XSTB without rerunning XSTB.

Note - Before running this make sure you have SPSP setup the correct way because you can not change this after you run SPSP.

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Generating a Sponsorship Statement

Responsibility – Home

Complete the steps listed below to generate a statement for a sponsorship.

Note: Before you process sponsorship statements, you should have already defined the statement settings for the type of statements you want to process. You can define statement settings at an institutional level, or for individual sponsorships. See “Defining Sponsorship Statements” for information.

Step 1 - Access the Sponsor Statement Processing (SPSP) screen.

Step 2 - Define the start and end dates used to select sponsor invoices.

- Start Date.....: **Beginning of term** or earliest invoice date for term
- End Date.....: **End of term**

Step 3 – Define the Name/Address Hierarchy:

- Accounts Receivables

Step 4 – Define the Print Reference Info

- Y or N
- Reference information is attached to a student on SPST

Step 5 - Define the type of statements you want to generate:

- **S** prints student sponsorship statements only
- **C** prints course section sponsorship statements only
- **B** prints both student and course section sponsorship statements

Step 6– Lookup Sponsors and Sponsorships

Step 7 - Enter any other selection criteria used to limit the statements generated as follows:

- saved list of sponsor invoices with IDs in AR.INVOICES file
- If you want non-term invoices included, do not enter any specific academic terms.

Step 8 - Run the process by finishing from the SPSP screen.

Reprinting a Sponsorship Statement

Complete the steps listed below to reprint a statement for a sponsorship.

Note: When you reprint a statement, Colleague includes the same charges from the original statement. For example, if student statements were generated by sponsorship contact, you cannot reprint them by sponsored student. You can, however, change the level of detail on a reprinted statement by changing the statement control setting for a sponsorship prior to reprinting the statement.

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Step 1 - Access the Sponsor Statement Reprint (SPSR) screen.

Step 2 - Define the start and end dates used to select statements.

Step 3 - Define the type of statements you want to reprint:

- **S** prints student sponsorship statements only
- **C** prints course section sponsorship statements only
- **B** prints both student and course section sponsorship statements

Step 4 - To reprint specific statements, enter one or both of the following fields:

- saved list of sponsor statements
- specific statement IDs
- If you enter specific statement IDs, you cannot also specify sponsors and/or sponsorships.

Step 5 - To limit the statements reprinted, enter any individual sponsors and/or sponsorships.

Step 6 - Run the process by finishing from the SPSR screen.

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Sponsoring a Course Section from an Existing Course

Responsibility – Home

Note: Course sections must have already been defined *prior* to assigning them to a sponsorship; you cannot create new courses or course sections with this process. Sections with active students enrolled cannot be added to section sponsorships.

Step 1 - Access the Section Sponsorship (SESP) screen.

Step 2 - Enter the name or ID of the person or organization with whom you have the sponsorship.

Step 3 - At the Sponsorship LookUp prompt, enter the smart coded sponsorship name if adding a new sponsorship

- **NOTE – DO NOT USE A TO ADD A NEW SPONSORSHIP**
 - Sponsorships must be smart coded. If you use A to add a sponsorship, the sponsorship is assigned a numerical id. To add a new sponsorship, at the Sponsorship Lookup or (A)dd line, type in the name of the sponsorship starting with the university identifier.

Step 4 - Define the sponsorship.

- If this is an existing sponsorship, the sponsorship may already be defined.
- Verify that the billing information displayed is correct.
- If not, make any necessary changes before adding any sponsored sections.
 - Start date of the term
 - End date of the term
 - XTPR third party receivables – smart coded
 - Enter the AR CODE and amount that will default to what you enter in field
 - Enter the section then detail to screen SPSC.

Step 5 - Go to the Sponsored Sections field.

Step 6 - Enter the course section at the Course Sections LookUp prompt.

- If the course section has not been created or has any billing information, an error message will be displayed. Course sections must be created from SECB to be attached to SESP.
 - You are not allowed to attach a sponsored section that contains registration billing information.
 - Course sections with active students already enrolled cannot be attached.
- Refer to **step 10** for entering billing information.
- See *Using Curriculum Management* for details about defining courses and course sections.
- Refer to online help for information about the Sections (SECT) screen.

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Step 7- Save your work.

- The Section Sponsorship (SESP) screen is displayed.

Step 8 - Select the sponsored section you want to define and detail from that section.

- A mini-menu is displayed.

Step 9 - Select the Sponsored Course Sections (SPSC) screen.

- **Selecting SPSL will bring up a list of course sections attached to this section sponsorship**

Step 10 - Complete the Sponsored Course Sections (SPSC) screen.

- Use the SPSC screen to define the basic parameters of each course section sponsored under this sponsorship, including the course-based and enrollment based charges.
 - See “Understanding Sponsored Course Sections”.
 - The minimum number of seats set to zero unless there really is a maximum number to be billed
 - The maximum number of students set to 100
 - Field #10 will default from what was on the SESP screen. You can update if information is different.
- To define the section restrictions, go to the Section Restrictions field and access the Sponsorship Restrictions screen.
 - See “Restricting Sponsored Course Sections”.
- To define this section as a cross-listed section, go to the Section Cross-List field and access the Section Cross-List (SCRF) screen.
 - See “Course Cross-lists for Sponsored Course Sections”.

Step 11 - Save the information on the SPSC screen.

- The Section Sponsorship screen is redisplayed.

Step 12 - Save the information on the SESP screen.

- You can add other sponsored course sections to this sponsorship by repeating this procedure beginning with step 6.

Modifying a Sponsored Course Section

Complete the steps listed below to modify a sponsored course section.

Step 1 - Access the Section Sponsorship (SESP) screen.

Step 2 - Enter the name or ID of the sponsor.

Step 3 - Enter the ID of the smart coded sponsorship you want to modify.

Step 4 - Access the Sponsored Sections List (SPSL) screen from the Sponsored Sections field.

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Step 5 - From the line of the course section you want to modify, access either the

- Sections (SECT) screen
- Sponsored Course Sections (SPSC) screen
- You can access either the SECT or SPSC screen directly from a menu prompt.
- Refer to *Using Curriculum Management* for information about the SECT screen.
- You can also access the SPSC screen directly from the Sponsored Sections field of SESP.

Step 6 - Enter any changes to the course section.

Step 7 - Save your work.

Ending the Sponsorship of a Course Section

This section provides procedures for removing a course section from a sponsorship as well as canceling a sponsored section.

Removing a Course Section From a Sponsorship

Complete the steps listed below to remove a course section from a sponsorship.

Note: You can only remove course sections that have not been billed to the sponsor, and do not have students enrolled.

Step 1 - Access the Section Sponsorship (SESP) screen.

Step 2 - Enter the name or ID of the sponsor.

Step 3 - Enter the ID of the sponsorship you want to end.

Step 4 - Access the Sponsored Sections List (SPSL) screen from the Sponsored Sections field.

Step 5 - Use delete function to remove the desired course section.

- If the sponsor has already been billed for the course section, you cannot delete it from the sponsorship.
- Repeat this step for all the course sections that you want to remove from the sponsorship.

Step 6 - Save your work.

Canceling a Sponsored Course Section

Refer to *Using Curriculum Management* for information on cancelling a course section.

Note: If the sponsor has already been billed for the course section, you may need to rebill the sponsor to remove the charges from the sponsor's account according to any refund

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formulas defined for the sponsorship or sponsored course section. See “Billing a Sponsor for Sponsored Course Sections” for billing information. See “Generating Sponsorship Statements” for information about generating a new statement to reflect any billing changes.

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Generating Charges for Sponsored Course Sections

Responsibility – Home

Step 1 - Access the Sponsored Course Section Billing (SCSB) screen.

Step 2 - Identify the course sections for which you want to generate charges by completing the selection options on the SCSB screen.

- Enter the name of a saved list that contains a list of IDs from the SPONSORED.SEC file.
- Enter the following information to further limit your selection:
 - Sponsors
 - Sponsorships
 - Term
 - Including or Excluding Locations
 - Status
 - Course
 - Section

Step 3 - Go to the Additional Selection Criteria field.

- If you do not need to define additional criteria for selecting specific invoices or sponsorships, save the selections you entered on the SCSB screen and continue with step 5.

Step 4 - Complete the Additional Select Criteria screen.

- The Change Peripheral Defaults screen is displayed.

Step 5 - Change the name of the default printer, select a different printer, or choose to have the reports sent to a hold file.

- The Phantom Mode Specification screen is displayed.

Step 6 - If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.

Step 7 - Check your printer for the Sponsored Course Section Billing report.

Rebilling a Sponsor for Changes in Course Section Billing

Complete the steps listed below for rebilling a sponsor when changes have occurred for one or more sponsored course sections such as:

- students registering, dropping, or withdrawing from a sponsored course section after the sponsor has been initially billed
- a sponsored course section, or it's primary section to which it is cross-listed, is cancelled

Step 1 - Access the Sponsored Course Section Billing (SCSB) screen.

Step 2 - Enter a cutoff date and an invoice date.

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- Colleague uses the current date as the default.
- You can change either date as necessary.

Step 3 - Enter Y in the Forced Rebill field.

Step 4 - Identify the course sections for which you want to update charges by completing the selection options on the SCSB screen.

- Enter the name of a saved list that contains a list of IDs from the SPONSORED.SEC file.
- Enter the following information to further limit your selection:
 - Sponsors
 - Sponsorships
 - Term
 - Including or Excluding Locations
 - Status
 - Course
 - Section
 - Additional Selection Criteria

Step 5 - Run the SCSB process

Step 6 - Use the Sponsored Course Section Billing report to verify that the sponsor(s) has been correctly rebilled.

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Sponsor Account Inquiry –

Responsibility: Home

Student Sponsorship Inquiry (STSI)

This screen shows all students attached to a sponsorship.

Section Sponsorship Inquiry (SSPI)

This screen shows all sections attached to a sponsorship.

Sponsored Student Summary (SSSU)

This screen shows all sponsorships attached to a student.

South Dakota Colleague System Procedures

Payment Plans

South Dakota Colleague System Procedures

Defining Global Payment Plan Parameters

Responsibility – Home

Note - Datatel *strongly recommends* that you do not change your parameter settings after you have created your payment plans. If you change any parameters that affect the number of payments, Colleague cannot automatically modify plan amounts when charges are rebilled.

Step 1 - Before you begin to define the payment plan parameters for your institution, you must have already defined the following:

- AR codes if your institution wants to assess payment plan setup charges, late charges, and interest charges.
- Custom Frequency Subroutine if your institution wants to derive your own scheduled payment dates.
- Invoice Exclusion Rules if your institution wants certain invoices to be excluded from the plan amount automatically calculated by Colleague.
- If you do not assess setup, late, or interest charges, you do not need to define these AR codes.
- If you let Colleague derive the scheduled payment dates using intervals of Weekly, Monthly, or Yearly, you do not need to create a custom frequency subroutine.
- If you do not want to exclude certain types of charges, you do not need to create any invoice exclusion rules.

Step 2 - Access the Payment Plan Parameters (PPLP) screen.

Step 3 - Enter the following optional parameters if used by your institution:

- AR codes for setup and late charges
- Custom frequency subroutine used to derive scheduled payment dates
- AR code for interest charges on past due amounts

Step 4 - Enter the interest and down payment parameters as defined by your institution:

- Calculate Interest on Plan Balance
- Include Grace Days in Interest
- Include Setup Charge in Down Payment

Enter No to all three

Step 5 - Enter the automatic calculation parameters as defined below:

- Auto Calculate Plan Amount - enter **Y** to have Colleague calculate the plan amount based on the AR type and term defined for individual payment plans. Enter **N** if you want to manually flag each invoice included in an individual's payment plan.
- Invoice Exclusion Rules (can only be entered if the Auto Calculate Plan Amount parameter is set to **Y**).
 - Naming convention is university or common -> module -> name.

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- Modify Plan on Rebilling - enter **Y** to have Colleague recalculate the payment plan amounts and schedules when charges included in the plans are rebilled. Enter **N** if you want to manually track any billing changes and manually adjust your payment plans accordingly.

Note: If you set the Auto Calculate Plan Amount to **Y**, you can still set the Modify Plan on Rebilling to **N** if you do not want Colleague to automatically modify your payment plans. Similarly, you can set the Auto Calculate Plan Amount to **N**, but still set the Modify Plan on Rebilling to **Y** to have Colleague automatically modify your payment plans.

- Plan Modification Method - enter the method you want Colleague to use when calculating payment plan modifications. When you set the Auto Calculate Plan Amount field to **Y**, you can still manually add and remove invoices for individual payment plans. When you set the Modify Plan on Rebilling field to **Y**, Colleague only modifies those types of charges that are already included in an individual payment plan - new types of charges must be entered manually. The Plan Modification Method applies to both manual adjustments and rebilled charges.

Step 6 - Enter the following optional defaults:

- Payment Plan Setup Charge defaults
- Payment plan frequency defaults
 - Enter Monthly
- Number of Payments
 - Enter 3
- Grace Days defaults
- Late Charge & Interest Rate defaults

This information defaults into each payment plan, but can be overridden for individual plans.

Step 7 - Finish from the PPLP screen to save your settings.

South Dakota Colleague System Procedures

Setting Up a Payment Plan

Responsibility – Home

Note: Payment Plan Parameters on PPLP must be set up first.

Step 1 - Access the Payment Plans (PPLN) screen for the individual or organization.

- The Payment Plan LookUp prompt is displayed.

Step 2 - Enter a new payment plan.

- **NOTE – DO NOT USE A TO ADD A NEW PAYMENT PLAN.** Payment plans must be smart coded with university identifier as the first character. Type in the name of the plan and then enter (A)dd to add the new plan.
- For information about modifying existing payment plans, see “Modifying Payment Plans”.

Step 3 - Enter the AR type associated with the invoices you want allocated to the payment plan.

- Once the plan amount field has been defined, you cannot change the AR type.

Step 4 - Enter an optional term associated with the invoices you want allocated to the payment plan.

- Once the plan amount field has been defined, you cannot change the term.

Step 5 - Go to the Plan Amount field.

- If you have defined your payment plan parameters to automatically calculate the plan amount, Colleague calculates this amount based on the AR type and any term you entered. If this amount is correct, proceed to step 10.
- If you have defined your payment plan parameters to manually flag the invoices included in the plan amount, or if you want to change the plan amount automatically calculated by Colleague, proceed to the next step.

Step 6 - Access the Payment Plan Allocation (PPLA) screen from the Plan Amount field.

- The PPLA screen lists all of the invoices associated with the plan amount.

Step 7 - Enter Y in the Pay field for each invoice you want included in the payment plan, or enter N to exclude an invoice from the plan. All invoices meeting the AR type and term selection criteria default to Y.

- If you want to include or exclude only certain invoice items, or if you want to change the amount of the invoice that is included in the plan, access the Pay Plan Allocation Detail (PPAD) screen from the Pay field of that invoice.
- See “Procedure for Allocating Specific Invoice Items to a Payment Plan” for information about selecting specific invoice items for a payment plan.

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Step 8 - Save the information on the Payment Plan Allocation (PPLA) screen and return to the Payment Plans (PPLN) screen.

Step 9 - Complete (or change) the remaining details of the payment plan on the Payment Plans (PPLN) screen.

- Location
 - Enter the location that originated this payment plan
- Down Payment Pct
 - Enter the percent of the total payment plan to be used as a down payment
- Setup Charge
 - Enter an amount to charge to set up a payment plan for this student
- Setup Charge Pct
 - Enter a percent to charge to set up a payment plan for this student
- Frequency
 - Defaults from PPLP to Monthly
- Number of Payments
 - Defaults from PPLP to 3
- 1st Sched Pay Date
 - Enter the first scheduled payment date
- Grace Days
 - Enter the number of days after the due date exempt from late charges
- Late Charge
 - Enter the late charge amount
- Late Interest Rate
 - Enter the late interest rate
- * Payment Schedule
 - You can access the Payment Plan Schedule (PPLS) screen from the Payment Schedule field to view or change the payment plan schedule that Colleague created.
 - See “Modifying Scheduled Payments for Individual Payment Plans” for information about changing a plan’s scheduled payments.

Step 10 - Save your work by finishing from the PPLN screen

South Dakota Colleague System Procedures

Making Manual Modifications to Payment Plans

Responsibility – Home

Step 1 - Verify that you have set the Modify Plan on Rebilling field on the PPLP screen to N.

- You should define your payment plan parameters prior to creating or modifying any payment plans.

Step 2 - Access the Payment Plans (PPLN) for the payment plan you want to modify.

- Colleague does not allow you to change the AR type or term after a payment plan has been created.

Step 3 - To include or exclude specific invoices allocated to the payment plan, access the Payment Plan Allocation (PPLA) screen from the Plan Amount field.

- Enter a **Y** or an **N** in the pay field to indicate which invoices you want allocated to the payment plan.
- Datatel recommends that if you want to modify anything other than the invoices allocated to a payment plan, that you cancel the existing plan and create a new one.
- See “Canceling a Payment Plan” for information about payment plan cancellations.

Step 4 - To include or exclude specific invoice items, or to change the amount of an invoice item allocated to the plan, access the Pay Plan Allocation Detail (PPAD) screen from the invoice on the PPLA screen.

- Enter a **Y** or an **N** in the pay field to indicate which invoice items you want allocated to the payment plan.
- Enter a lesser amount if you do not want the entire amount of the invoice item allocated to the payment plan.

Step 5 - Save your changes and return to the PPLN screen.

Step 6 - To view or change the modified scheduled payments, access the Payment Plan Schedule (PPLS) screen from the Payment Schedule field on the PPLN screen.

- See “Making Manual Modifications to Scheduled Payments” for information on modifying a plan’s payment schedule.

Step 7 - Finish from the PPLN screen to save your work.

South Dakota Colleague System Procedures

Allocating Specific Invoice Items to a Payment Plan

Responsibility – Home

Step 1 - Complete step 1 through step 7 of “Procedure for Setting up a Payment Plan”.

Step 2 - On the PPLA screen, go to an invoice for which you want to allocate specific invoice items.

Step 3 - Access the Pay Plan Allocation Detail (PPAD) screen from the Pay field.

- The PPAD screen lists all of the invoice items associated with the selected invoice.

Step 4 - Enter Y in the Pay field of the invoice item you want included in the payment plan, or enter N to exclude a specific invoice item.

- If you want to allocate only a portion of the total invoice amount to the payment plan, go to the Amount field of that invoice item and enter the amount you want included.

Step 5 - Repeat step 4 for each item in the current invoice you want included in this payment plan.

Step 6 - Save the invoice allocation and return to the Payment Plan Allocation (PPLA) screen.

Step 7 - Repeat this procedure for each invoice listed on the PPLA screen for which you want to include or exclude specific invoice items.

Step 8 - Save the information on the Payment Plan Allocation (PPLA) screen and return to the Payment Plans (PPLN) screen.

Step 9 - Complete the details of this student’s payment plan on the Payment Plans (PPLN) screen.

- See “Setting Up a Payment Plan” for more information about completing the PPLN screen.
- You can view the payment plan schedule that Colleague created on the Payment Plan Schedule (PPLS) screen. Access the PPLS screen from the Payment Schedule field.

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Manual Modifications to Scheduled Payments

Responsibility – Home

Step 1 - Verify that you have set the Modify Plan on Rebilling field on the PPLP screen to N.

- You should define your payment plan parameters prior to creating or modifying any payment plans.

Step 2 - Access the Payment Plan Schedule (PPLS) screen for the payment plan you want to modify.

- Colleague does not allow you to modify scheduled payments for which payment has already been received.

Step 3 - For any scheduled payment (including the down payment), you can change the due date and/or the amount due as long as it has not been received.

Note: Once a payment has been received, you can only change its due date.

- If you change only the payment due date(s), no other modifications are needed. Proceed to step 6.
- If you change the amount due, proceed to the next step.

Step 4 - If you change the amount due for one or more specific payments, or you manually add a scheduled payment, you must manually recalculate and modify the remaining scheduled payments to equal the total payment plan amount.

- Colleague does not allow you to save your changes unless the sum of the scheduled payments equals the total payment plan amount.
- If you remove a scheduled payment, Colleague automatically adds the amount of the deleted scheduled payment to the next remaining scheduled payment.
- When you manually adjust one or more scheduled payments, Colleague does not automatically adjust the remaining payments.

Step 5 - Save your work by finishing from the PPLS screen.

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Making Batch Modifications to Payment Plans

Responsibility – Home

Step 1 - Verify that you have set the Modify Plan on Rebilling field on the PPLP screen to N.

- You should define your payment plan parameters *prior* to creating or modifying any payment plans.
- Datatel recommends that you do not change your parameters after creating your payment plans.

Step 2 - Create an optional saved list of payment plans used to limit the plans that get modified by this process.

Step 3 - Access the Batch Pay Plan Modification (BPPM).

- Use the Batch Pay Plan Modification (BPPM) screen to modify payment plans that contain rebilled invoices. If a payment plan contains invoices generated by registration, room, or meal plan billing, and an item has subsequently been rebilled (for example, a student adds or drops a course), this process automatically modifies the payment plan's amount and scheduled payments to account for the change.

Step 4 - Define whether you want Colleague to print modified statements for the payment plans affected by this process.

- If you choose to print modified statements, you can also enter additional statement printing parameters.
 - Name/Address Hierarchy
 - Sort Sequence
 - Mail Rules for Addnl Copies
 - Message Line

Step 5 - Enter at least one type of selection criteria to limit the payment plans modified by this process.

- Colleague does not allow you to complete the BPPM process without entering any limiting criteria.
- Saved List Name
 - You can use a saved list of IDs from the AR.PAY.PLANS file to select the payment plans Colleague processes, or you can use a saved list as a basis for selecting the payment plans and narrow the selection using the other fields on the BPPM screen.
- Start/End Date
- Terms
- AR Types
- Individuals
- Payment Plans
- Addl Selection Criteria from the AR.PAY.PLANS file

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Step 6 - Finish from the BPPM screen to initiate the batch modification process.

Step 7 - Review the summary report, and also any error reports for payment plans that were not successfully modified.

Step 8 - Make any changes or corrections required to individual payment plans, and repeat step 4 through step 8 for any plans that were not modified correctly.

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Canceling a Payment Plan

Responsibility – Home

Step 1 - Access the Payment Plan Cancellation (PPLC) screen.

Step 2 - Enter the name or ID of the student whose schedule you want to cancel.

- The PPLC screen is displayed with the schedule of payments shown.
- If the individual has more than one payment plan active, a resolution screen is displayed.
- Select the payment plan you want to cancel.

Step 3 - Verify the correct payment plan is displayed.

- Once a payment plan is cancelled, it cannot become active again.

Step 4 - Enter Y in the Cancel This Payment Plan field.

Step 5 - Save your work.

South Dakota Colleague System Procedures

Printing Payment Plan Coupons

Responsibility – Home

Step 1 - Access the Payment Plan Coupon (PPCP) screen.

Step 2 - Define the following information

- Name/Address Hierarchy
- Sort Sequence
- Message (if any)

Step 3 - Enter any selection criteria.

- Saved List Name
 - You can use a saved list of IDs from the AR.PAY.PLANS file to select payment plans for which to print coupons, or you can use a saved list as a basis for selecting the payment plans and narrow the selection using the other fields on the PPCP screen.
- Start/End Date
- Terms
- Person/Organization
- AR Type
- Additional Selection Criteria from the AR.PAY.PLANS file

Step 4 - Save your work.

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Printing Payment Plan Statements

Responsibility – Home

Step 1 - Access the Payment Plan Statement (PPST) screen.

Step 2 - Define the following information:

- Print Past Due Only
- Name/Address Hierarchy
- Sort Sequence
- Mail Rules for Additional Copies
- Message (if any)

Step 3 - Enter any selection criteria.

- Saved List Name
 - You can use a saved list of IDs from the AR.PAY.PLANS file to select the accounts Colleague includes on this statement or you can use a saved list as a basis for selecting the accounts and narrow the selection using the other fields on the PPST screen.
- Start/End Date
- Terms
- Person/Organization AR Type
- Additional Selection Criteria

Step 4 - Save your work.

South Dakota Colleague System Procedures

Cash Receipts

South Dakota Colleague System Procedures

Printing the Financial Aid Transmittal Register

Responsibility – Student’s Home FA Office

Timeframe: Prior to billing

Change: This register must be run with criteria such as a student saved list or specific award code. This process is no longer be able to be run “wide-open” with no limited selection criteria.

Complete the following steps to print the financial aid transmittal report.

Note: You must generate the transmittal register before you can post financial aid to accounts receivable.

Step 1 - Access the Batch FA Transmittal Register (XATR) screen.

- This creates a dynamic key that is used in the naming of the register name and the savedlists.
- Enter your campus location at the University Code prompt
 - This does not select your university students.
- Enter the academic year

Step 2 - Define the criteria for selecting the awards you want to post.

- Posting Date
 - This is the transmittal date as well as the date the resulting payments are posted to the AR account and to the GL.
- Award Periods
 - Enter the ID of one or more award periods
- Awards
 - Used to limit those defined in Award Periods
- Force Transmit
 - N defaults
 - Using Yes here is highly discouraged
- Print all Students
 - Enter Y/N to include/exclude students from the report
- Update Immediately – You may run this report in either mode, it is the campus choice.
 - Enter Y to update immediately – not required to run XATP
 - Enter N to print a pre-transmittal report – XATP will have to be completed after review of report from XATP..

Step 3 – Define the students to transmit

- You can use a saved list of IDs from the TA.ACYR file
- Identify individual students
- Selecting specific term registration statuses – This will not work.
- Selecting specific locations – This is university home location, not the FA office location. This can not be used to process the financial aid register.
- Selecting specific programs – This does not work.

South Dakota Colleague System Procedures

Step 4 - If you need to define additional criteria for selecting specific batches, go to the Additional Selection Criteria field.

- Otherwise, continue with step 7.

Step 5 - Enter Y and update the CRBR screen.

- The Additional Selection Criteria screen is displayed.

Step 6 - Complete the Additional Select Criteria screen.

Step 7 - Save the information on this screen.

- The Change Peripheral Defaults screen is displayed.

Step 8 - Accept the defaults or change the name of the default printer, select a different printer, or choose to have the reports sent to a hold file.

- The Phantom Mode Specification screen is displayed.

Step 9 - If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.

- Colleague generates the transmittal register.

Step 10 - Review the report to ensure that you have selected the correct awards.

Step 11 - Continue with “Procedure for Posting Financial Aid to Accounts Receivable”.

South Dakota Colleague System Procedures

Posting Financial Aid to Accounts Receivable

Responsibility – Student’s Home FA Office

Timeframe: Prior to billing

Change: You will be required to enter you campus location. This will retrieve your campus register to post.

Complete the following steps to transmit financial aid awards to accounts receivable:

Step 1 - Print and review the financial aid register.

- See “Procedure for Printing the Financial Aid Transmittal Register”.

Step 2 - Access the Batch FA Transmittal Posting (XATP) screen.

- Enter your campus location at the University Code prompt
 - This code does not select your university students.

Step 3 - Enter Y in the OK to Proceed field and finish the process.

- The Change Peripheral Defaults screen is displayed.

Step 4 - Accept the defaults or change the name of the default printer, select a different printer, or choose to have the reports sent to a hold file.

- The Phantom Mode Specification screen is displayed.

Step 5 - If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.

- Colleague transmits the selected awards to accounts receivable and generates the transmittal report.

South Dakota Colleague System Procedures

Invoice GL Processing

Responsibility – Central

Use the Invoice GL Processing (IGLP) screen to print the Invoice GL Register and/or to create invoice GL posting records.

This report must be run on a timely manner to create INVI.GL.NOS to run ACCA by specific university.

Step 1 – Posting Method – R, U or I

- If you enter [R]eport, only a GL Posting Register is produced for all invoices selected for processing. The savelist of records to be processed is retained for use when running the update portion of this batch routine.
- If you enter [U]pdate, the savelist created from the report mode is used and postings records are created for all records contained in the savedlist.
- If you enter [I]mmediate Update, invoices matching the selection criteria are reported on the GL Posting Register and postings records are created in one step. If you choose I, you will not have a chance to review the invoices for which postings records will be created. You will not be able to change the postings records once they are created.

Step 2 – Posting Description

- Used to override the default GL posting description. This should not be used

Step 3 – Posting Summary – N, D, B or T

- Enter [N]o summarization, a single GL posting record is created for each invoice.
- Enter [D]ate, a single GL posting record is created for all of the invoices for a particular date.
- Enter [B]atch, a single GL posting record is created for all of the invoices in a particular batch. Invoices that are not in a batch will be summarized by invoice date. X
- Enter [T]erm a single GL posting record is created for all of the invoices for a particular term. X

Step 4 – Enter a beginning date

- This will limit the invoices include on the invoice GL Register. This should be left blank to assure all invoices are posted

Step 5 – Enter a cutoff date

- This will limit the invoices include on the invoice GL Register.

Step 6 – Saved list name

- Enter a saved list to invoice invoices included, recommended not to be used

Step 7 – Enter any additional criteria to limit the GL Register

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NOTE – It is recommended not to use any selection criteria to avoid missing some items.

- Invoice Include
- Invoice Exclude
- AR type
- Batches Include
- Batches Exclude
- Person Include
- Person Exclude

Step 8 – Additional Selection Criteria

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Creating Deposit GL Posting Records

Responsibility – Central

Step 1 - Understand the process used to create deposit GL posting records.

- See “Creating Deposit GL Posting Records”.

Step 2 - Verify that the deposits have been allocated.

- See “Allocating Deposits”.

Step 3 - Access the Deposit GL Register (DGLR) screen.

Step 4 - Define the following parameters:

- posting summary method
- beginning date (optional)
- cutoff date

Step 5 - Enter any optional selection criteria.

- If you do not enter any selection criteria, Colleague creates GL posting records for all deposit allocations.
- Use a saved list of IDs from the AR.DEPOSIT.ITEMS file
- Deposit Types
- Include or Exclude Persons

Step 6 - Finish from the DGLR screen.

Step 7 - Review the Deposit GL Register for accuracy.

Step 8 - Review any error screens displayed.

Step 9 - Resolve any errors identified.

- See “Resolving GL Posting Errors”.

Step 10 - Repeat step 3 through step 9 as needed to produce an error-free Deposit GL Register.

- Colleague does not allow you to create the deposit GL posting records until all errors have been resolved.

Step 11 - Access the Deposit GL Posting (DGLP) screen.

Step 12 - Enter Y at the “OK to Proceed” prompt.

Step 13 - Finish from the DGLP screen.

- Colleague creates the deposit GL posting records.

South Dakota Colleague System Procedures

Creating Financial Aid Transmittal GL Posting Records

Responsibility – Central

Step 1 - Understand the process used to create financial aid GL posting records.

- See “Creating Financial Aid GL Posting Records”.

Step 2 - Verify that the financial aid has been transmitted.

- Only Financial Aid that has been transmitted can be posted to GL
- See “Posting Financial Aid Payments to Accounts Receivable”.

Step 3 - Access the FA Transmittal GL Register (FGLR) screen.

Step 4 - Define the following parameters:

- posting summary method
- beginning date (optional) – best to leave this blank
- cutoff date

Step 5 - Enter any optional selection criteria.

- If you do not enter any selection criteria, Colleague creates GL posting records for all FA transmittals.
- The selection criteria includes:
 - Best left blank
 - Use a saved list with IDs from the FA.TRANSMITTALS file
 - Award Periods
 - Awards
 - Include or Exclude Person

Step 6 - Finish from the FGLR screen.

Step 7 - Review the FA Transmittal GL Register for accuracy.

Step 8 - Review any error screens displayed.

Step 9 - Resolve any errors identified.

- See “Resolving GL Posting Errors”.

Step 10 - Repeat step 3 through step 9 as needed to produce an error-free FA Transmittal GL Register.

- Colleague does not allow you to create the FA transmittal GL posting records until all errors have been resolved.

Step 11 - Access the FA Transmittal GL Posting (FGLP) screen.

Step 12 - Enter Y at the “OK to Proceed” prompt.

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Step 13 - Finish from the FGLP screen.

- Colleague creates the FA transmittal GL posting records.

South Dakota Colleague System Procedures

Creating Cash Receipt GL Posting Records

Responsibility – Central

Complete the steps listed below to create the cash receipt GL posting records.

Step 1 - Understand the process used to create cash receipt GL posting records.

- See “Creating Cash Receipt GL Posting Records”.

Step 2 - When posting in detail, you should have already defined the posting descriptions that you want assigned to the cash receipt GL posting records.

Step 3 - Verify that the following items have been completed:

- any cash receipt transactions that you want posted to the general ledger have already been posted to the subsidiary ledger and;
- any cash receipt sessions that you want posted to the general ledger have been reconciled
- Refer to the “Payments” for information.

Step 4 - Access the Cash Receipt GL Register (CGLR) screen.

Step 5 - Define the following parameters:

- posting summary method
- cutoff date

Step 6 - If posting in detail, enter any optional overrides to the GL posting descriptions.

- You can access the PDPO screen from the Posting Desc field.
- Select the desired posting description for the type(s) of cash receipts being posted, save your changes on the PDPO screen, and return to the CGLR screen.
 - Edit/Review the following:
 - Reg Invoice Descs.: RT 'Registration:' and Te
 - Room Invoice Descs.: RT 'Room Assignment' & Ti
 - Meal Invoice Descs.: TM 'Meal Plan:' plan desc
 - Misc Invoice Descs.: ID Invoice Description
 - Spns Billing Descs.: P Sponsorship Name
 - Refund Vouch Descs.: R Refund Reason Descript
 - AR Cash Rcpt Descs.: PT Payor and Rcpt Tender
 - Non-AR Cash Descs.: P Payor
 - Cash Deposit Descs.: N Accountholder Name
 - Cash Rcpt Rev Descs: PR Payor and Reversal rea
 - Financial Aid Descs: FT FA Award Desc and Term

Step 7 – Define Sessions to Include/Exclude

- Best left blank

Step 8 - Enter any optional selection criteria.

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- If you do not enter any selection criteria, Colleague creates GL posting records for all cash receipt transactions.

Step 9 - Finish from the CGLR screen.

Step 10 - Review the Cash Receipt GL Register for accuracy.

Step 11 - Review any error screens displayed.

Step 12 - Resolve any errors identified.

- See “Resolving GL Posting Errors”.

Step 13 - Repeat step 4 through step 11 as needed to produce an error-free Cash Receipt GL Register.

- Colleague does not allow you to create the cash receipt GL posting records until all errors have been resolved.

Step 14 - Access the Cash Receipt GL Posting (CGLP) screen.

Step 15 - Enter Y at the “OK to Proceed” prompt.

Step 16 - Finish from the CGLP screen.

- Colleague creates the cash receipt GL posting records.

South Dakota Colleague System Procedures

Creating the Due To/Due From Report

Responsibility: Central

Step 1 – Access the Cash Due To/From Details (XCDD) screen

Step 2 – Enter the Current Begin/End Date

Step 3 – Enter Y to proceed with the report

Step 4 – Update the XCDD screen

Step 5 – Review the report or load it into Excel to review

- XCDD will generate a very clean, tabular listing without subtotals or multivalues.
- XCDD is sorted by student, AR type, and AR code.
 - Sorting by student allows you have to check or clean someone up by student.
 - Sorting it by institution allows you to verify that the totals match what XCBR
- XCDD will load very easily into Excel. There you can sort it and subtotal it multiple ways

Setting up Cashiers

Responsibility – University

Required – field 7 – Location - Cashiers location (Sioux Falls will have a location of USD)

Cashiers within Colleague

Step 1 – Access the Cashier Setup (CSHS) screen

- Persons must have a staff record on SVM with their Oper ID attached to be made into a cashier on CSHS.

Step 2 – Determine the following fields:

- Enter a Check limit for this Cashier
 - For non-Cashier Office staff, enter a lower amount
- Enter a Credit Card limit for this Cashier
 - For non-Cashier Office staff, enter a lower amount
- Enter Currency Conversion Y/N if this cashier can accept foreign currency payments
- Staff Info – Detail to maintain SVM information
- Enter an AR default type of SR
- Enter the location of the Cashier - **REQUIRED**
- Enter the GL distribution default code – this is the smart coded tender GL distribution
- Enter receipt information
- Enter Print Receipt default Y/N

Step 3 – Update the CSHS screen

Disabling a Cashier in Colleague

Step 1 – Access the Cashier Setup (CSHS) screen for the cashier

Step 2 – Determine the following fields:

- Enter 0.00 as the Check limit for this Cashier
- Enter 0.00 as the Credit Card limit for this Cashier

Step 3 – Update the CSHS screen

Step 4 – Remove security access to RCSC and CRSC

SDePay CSR

Step 1 – Access the Name and Address Entry (NAE) screen

Step 2 – Enter the generic name in the last name field for the Cashier in SDePay

- Naming Convention is xxxCSR# where xxx is the university and # is the number for the cashier

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- For example USDCSR1, USDCSR2, etc

Step 3 – Enter the name of the cashier in the Other LFM name field

Step 4 – Update the NAE screen

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Receipt Tender GL Distributions

Responsibility – AR Group

Use the Receipt Tender GL Distributions (RTGL) screen to define the debit side of any payment recorded through the Cash Receipts module. These codes identify the general ledger distribution associated with any money received. Examples of tender distribution codes include those that describe a general operating fund or any number of restricted funds, such as those used for different research grants. Each tender distribution code must have a general ledger account defined for distributing the cash receipt. You can also define different general ledger accounts for any number of different payment methods. When a tender distribution code is used with a payment method not explicitly associated with a separate general ledger account for that code, Colleague debits the cash general ledger account.

Step 1 – Access the Rcpt Tender GL Distributions (RTGL) screen.

- **To enter a new Code (must be smart coded)**
 - You will receive a message “Record not found – Enter (A)add or RETURN to reenter”
 - To query the information type in the name of the code or do a lookup

Step 2 –Enter the following information for new codes

- Description
- Cash GL Account
- Cash Bank Code with corresponds to the cash GL account number
- Enter the Pay Method to distinguish cash from credit cards and checks. These entries allow different forms of legal tender to be posted to different accounts.

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Cash Receipts Parameters

Responsibility – AR Group Decision on timing of the immediate billing

Use the Cash Receipts Parameters (CRPA) screen to define the parameters that govern the way the Cash Receipt module processes data. Using this screen you define the parameters that:

- * indicate whether you want Colleague to post cash receipt transactions to accounts receivable as soon as they are entered – strongly recommended
- * drive the defaults for printing receipts after completing each cash receipt transaction
- * the default general ledger numbers for recording overages, shortages, and adjustments to cash – leave blank if the Corrections field on CRSC is not to be used
- * associate rules with your various payment methods so that you can control receipt of specific types of payment

Step 1 – Enter Updt AR Immediately

- Enter Y will immediately post to accounts receivable all transactions you record in a cash receipt session.
- Enter N will not post transactions until the cash sessions and batches have been reconciled.

Step 2 – Print Receipt

- Enter Y will generate a receipt after you save each cash receipt transaction with a batch or a cash session
- Enter N if you do not want to generate a receipt.

Step 3 – Enter Receipt Print Subr

- S.PRINT.CASH.RCPT

Step 4 – Receipt Printer

- Enter the name of the printer that all receipts from the Cash Receipts module will be sent. You can change this default for each cashier on the Cashier Setup (CSHS) screen.

Step 5 – Enter Overage GL Account

- Not used

Step 6 – Enter Shortage GL Account

- Not used

Step 7 – Enter Adj to Cash GL Account

- Not used

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Opening a Cash Session

Responsibility – University

Use the Cash Receipt Session Control (CRSC) screen to

- * open a new cash receipt session
- * close a cash receipt session
- * reconcile a cash receipt session
- * void a cash receipt session

A session is a group of transactions processed over a period of time. A session might represent all the transactions you process in a day, during a shift, or during any portion of either a day or shift. A session may contain similar transactions, such as admissions deposits, or it may contain a variety of transactions such as those processed at a cashier's window.

The Cash Receipt Session Control screen is similar to the Restricted Cash Receipt Session Control (RCSC) screen, except that you cannot reconcile or void sessions using the RCSC screen. Therefore, the use of the CRSC should be limited to individuals with the authority to reconcile and void receipt sessions.

An individual may have multiple sessions, but only one open session at any time. Each session may be associated with multiple batches, but only one batch may be open at a time (and you cannot change the status of an open session if it has any open batches).

Step 1 – Access the Cash Receipt Session Control (CRSC) screen.

Step 2 – Enter the Status of the Session

- O – Open
 - Cashier can only have one open session at a time.
- C – Closed
- R – Reconciled
 - All batched within a session must be reconciled before the cash session can be reconciled. Once a session is reconciled, it can not be reopened. When a session is reconciled, any items that were not in a batch that needed to be posted to AR, but had been deferred, are posted to AR.
- V – Void
 - A session can only be voided if AR posting is deferred.

Step 3 – Receipt Date

- This date will default to the current date

Step 4 – Location – This field is required to be filled in.

- This will default from the Cashier Set-up Screen (CSHS). If the location does not default, this field must be populated.

Step 5 – Enter your starting cash amount

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- Enter the amount the session began with. This amount is added to the amounts entered for the session when the session is being marked as reconciled.

Step 6 – Enter the Actual End Balance when Reconciling or Closing a session.

- This is the amount at the end of the session. When the session is being marked as reconciled, an error is issued if the starting amount plus received amount minus change returned does not equal this end amount plus or minus corrections.

Step 7 – Enter any corrections

- Colleague subtracts the amount you enter here from the actual ending session balance to compute the adjusted ending balance. Before you can reconcile a session, the adjusted ending balance must equal the control ending balance.

Step 8 – Enter the AR Type

- This will default from the cashier set up screen

Step 9 – Enter the deposit type if you are entering deposits in this session.

Step 10 – Enter your smart coded Distribution method

- This will default from the cashier set up screen

Step 11 – Enter a term if you want the term to default to your cash session

Step 12 – Print a Receipt –Y or N

Step 13 – Prt Clr – this will detail to the CSRP screen (Cash Receipt session print)

- Yes/no flag specifying whether or not a receipt is to be automatically printed when the cash receipt is finished. Defaults from the cashier print receipt flag, and can be changed. Defaults to any batches created from this session. Controls receipt printing for any items not associated with a batch.
- Receipt Print Subroutine – Enter the receipt Print Subroutine name – Currently SD does not use.
- Receipt Print Printer – Enter the receipt print same – Currently SD does not use.

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Entering Receipts in Standard Mode

Responsibility – University

This section provides the following procedures:

- opening a session without a batch
- opening a session with a batch

Procedure for Opening a Session Without a Batch

Complete the following steps to begin a new receipts session, without a batch, for recording accounts receivable payments:

Step 1 - Access the Cash Receipt Entry (CREN) screen.

- The Restricted CR Session Control (RCSC) screen is displayed.
- If the CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt, you already have a session open.
 - See “Procedure for Adding Transactions to an Existing Session” to continue adding transactions to this session.
- If the Cash Receipt resolution screen is displayed, select one of the closed sessions to continue adding transactions to that session or enter **A** to create a new session.
- Be sure to start a new session every day or the date from the previous session will be used for the new receipts.

Step 2 - Complete the session information on the RCSC screen.

- When you save the session information, the CREN screen is redisplayed with the cursor at the Batch LookUp or (A)dd prompt.
- Edit/review the following information:

Status – This can be open, closed, reconciled or void.

- A cashier can only have one open session at a time.
- A session cannot be reconciled until all the batches within it (if any) are reconciled. Once the session is reconciled, it cannot be reopened.
 - When a session is reconciled, any items that were not in a batch that needed to be posted to AR, but had been deferred, are posted to AR.
- A session can only be voided if AR posting is deferred; once a session is voided, it cannot be changed in any way. Used to control items within a session.

Receipt Date - The session business day.

- This is the date that defaults to all the cash receipts in this session. Once this session has items, this date cannot be changed.

Location – The location of the session. **REQUIRED**

Starting Cash - This is the total amount the session began with.

- This amount is added to the amounts entered for the session when the session is being marked as reconciled.

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- An error is issued if the starting amount plus received amounts minus change returned does not equal ending amount plus or minus corrections.

Actual End Balance - This is the amount at the end of the session.

- When the session is being marked as reconciled, an error is issued if the starting amount plus received amount minus change returned does not equal this end amount plus or minus corrections.

Corrections – Enter a positive or negative amount to balance the session.

- Colleague subtracts the amount you enter here from the actual ending session balance to compute the adjusted ending balance. Before you can reconcile a session, the adjusted ending balance must equal the control ending balance.
- If, after you reconcile the receipts in your cash drawer with the session reconciliation report, you have had a cash shortage, enter the amount of the shortage as a negative value.
- If, after you reconcile the receipts in your cash drawer with the session reconciliation report, you have had a cash overage, enter the amount of the shortage as a positive value.

Defaults for :

AR Type
Deposit Type (Smart Coded)
Distribution (Smart Coded)
Non-AR Rcpt Code
Prt Rcpt/Ctrl

Enter any comments

- Insert a blank line, date and time stamp first, then enter comments
- Enter the Payment method
- Edit/review the batches associated with this session

Step 3 - Bypass Batch LookUp or (A)dd prompt.

- The cursor moves to the Person LookUp prompt.

Step 4 - Enter the name or ID of the account holder.

- If you are recording a deposit, go to the Deposit holder field.

Step 5 - Enter each receipt using the CREN screen.

Step 6 – Define whether this entry is for an AR Account Holder, Non AR Receipt Code or Deposit Account Holder or a combination

- AR Account Holder
 - Enter the ID of the person whose AR account this payment affects
 - Enter the AR type is not default type
 - Enter the term (required)
- Non AR Receipt Code
 - Enter a valid non-AR receipt code
 - You do not need to enter an account holder with a non AR receipt code
- Deposit Account Holder
 - Enter the name or ID of the deposit account holder

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Step 7 – Enter the Payment Plan payment

- Enter Y in Pay Plan

Step 8 – Enter Payment to students account

- See 9.10 Manually Allocating Payments to One or More Invoice Items

Step 9 – Enter the Pay Method

- Enter a code to indicate the form of non-cash payment being recorded such as check, credit card, etc.
- This code is used to determine to which GL account the payment gets posted, since checks may get posted to a different GL account than credit cards, etc.

Step 10 – Enter the Cash received

Note: If you want to allocate the payment to one or more invoices or invoice items, see “Procedures for Allocating Payments Manually”.

Step 11 - Update the Cash Receipt Entry (CREN) screen.

Procedure for Opening a Session With a Batch

Complete the following steps to begin a new receipts session, with a batch, for recording accounts receivable payments:

Step 1 - Access the Cash Receipt Entry (CREN) screen.

- The Restricted CR Session Control (RCSC) screen is displayed.
- If the CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt, you already have a session open.
- See “Procedure for Adding Transactions to an Existing Session” to continue adding transactions to this session.
- If the Cash Receipt resolution screen is displayed, select one of the closed sessions to continue adding transactions to that session or enter **A** to create a new session.

Step 2 - Complete the session information on the RCSC screen.

- When you save the session information, the CREN screen is displayed with the cursor at the Batch LookUp or (A)dd prompt.
- Edit/review the following information:
 - Status** – This can be open, closed, reconciled or void.
 - Receipt Date** - The session business day.
 - Location** – The location of the session. - REQUIRED
 - Starting Cash** - This is the total amount the session began with.
 - Actual End Balance** - This is the amount at the end of the session.
 - Corrections** – Enter a positive or negative amount to balance the session.

Defaults for :

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AR Type
Deposit Type - Smart Coded
Distribution – Smart Coded
Non-AR Rcpt Code
Prt Rcpt/CtrlEnter any comments
Enter the Payment method
Edit/review the batches associated with this session

Step 3 - Enter A at the Batch LookUp or (A)dd prompt.

- The Restricted CR Batch Control (RCBC) screen is displayed.

Step 4 - Complete the Restricted Cash Receipt Batch Control (RCBC) screen.

- When you save the batch information the CREN screen is redisplayed with the cursor at the Person LookUp prompt.

Status - The current status of the batch.

- This can be open, closed, reconciled or void.

Number of Items

- Enter the number of items expected to be in the batch

Batch Total

- Enter the total amount expected for the batch

Location

- Enter the location for the batch

Update AR Immediately

- Yes/no flag specifying if cash receipts in this batch are immediately posted to the AR files.

Comments

- Insert a line so the latest comment is at the top
- Date and time stamp first, then
- Enter a comment

Defaults for:

AR Type
Deposit Type – Smart Coded
Fee AR Code
Term
Distribution – Smart Coded
Payment Method
Non-AR Rcpt Code
Amt

Rcpt Print Subr

- Enter the name of the program used to print cash receipts

Rcpt Printer

- Enter the name of the dedicated printer

Prt Rcpt

- Y/N flag to print a receipt

Step 5 - Enter the name or ID of the account holder.

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- If you are recording a deposit, go to the Deposit holder field.

Step 6 - Enter each receipt using the CREN screen.

Step 7 – Define whether this entry is for an AR Account Holder, Non AR Receipt Code or Deposit Account Holder or a combination

- AR Account Holder
 - Enter the ID of the person whose AR account this payment affects
 - Enter the AR type is not default type
 - Enter the term (required)
- Non AR Receipt Code
 - Enter a valid non-AR receipt code
 - You do not need to enter an account holder with a non AR receipt code
- Deposit Account Holder
 - Enter the name or ID of the deposit account holder

Step 8 – Enter the Pay Method

Step 9 – Enter the Cash received

Note: When you enter transactions associated with a batch, Colleague will automatically associate the next transaction with the same batch.

Step 10 - Update the Cash Receipt Entry (CREN) screen.

- See “Procedure for Closing an Open Batch” for information about closing this batch.
- See “Procedure for Reconciling a Cash Receipt Batch” for information about reconciling this batch.

Adding a Batch to an Existing Receipts Session

Complete the following steps for adding a batch to an existing receipts session.

Note: The procedure assumes that you want to add a batch to either an open session or a closed session.

Step 1 - Access the Cash Receipt Entry (CREN) screen.

Step 2 - Enter A at Batch LookUp prompt.

Step 3 - Complete the Restricted Cash Receipt Batch Control (RCBC) screen.

- When you save the batch information the CREN screen is redisplayed.

- Edit/review the following information:

Status – This can be open, closed, reconciled or void.

Receipt Date - The session business day.

Location – The location of the session.

Starting Cash - This is the total amount the session began with.

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Actual End Balance - This is the amount at the end of the session.

Corrections – Enter a positive or negative amount to balance the session.

Defaults for :

AR Type

Deposit Type – Smart Coded

Distribution – Smart Coded

Non-AR Rcpt Code

Prt Rcpt/Ctrl

Insert a blank line, date and time stamp first, then enter any comments

Enter the Payment method

Edit/review the batches associated with this session

Step 4 - Add transactions to the current session.

- Continue with step 3 of the “Procedure for Adding Transactions to an Existing Batch”.

Adding Transactions to an Existing Batch

Complete the following steps for adding receipts to an existing batch.

Note: This procedure assumes that you want to add receipts to either an open or closed batch associated with an opened or closed session.

Step 1 - Access the Cash Receipt Entry (CREN) screen.

Step 2 - Enter the ID of the batch you want or use the LookUp function to locate the specific batch.

- If the Restricted Cash Receipt Batch Control (RCBC) screen is displayed, you did not have an open batch associated with this session. Select an existing batch and open that batch by entering **O** in the Status field.

Step 3 - Enter the name or ID of the first person whose payment you are processing.

Step 4 - Enter the receipt using the CREN screen.

Step 5 – Define whether this entry is for an AR Account Holder, Non AR Receipt Code or Deposit Account Holder or a combination

- AR Account Holder
 - Enter the ID of the person whose AR account this payment affects
- Non AR Receipt Code
 - Enter a valid non-AR receipt code
 - You do not need to enter an account holder with a non AR receipt code
- Deposit Account Holder
 - Enter the name or ID of the deposit account holder

Step 6 – Enter the Pay Method

- Enter a code to indicate the form of non-cash payment being recorded such as check, credit card, etc.

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- This code is used to determine to which GL account the payment gets posted, since checks may get posted to a different GL account than credit cards, etc.

Step 7 – Enter the Cash received

Note: If you want to allocate the payment to one or more invoices or invoice items, see “Procedures for Allocating Payments Manually”.

Step 8 – Enter appropriate comments

- Insert a line so the latest comment is at the top
- Date and time stamp first, then
- Enter a comment

Step 9 - Save the cash receipt.

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Manually Allocating Payments to One or More Invoice Items

Responsibility – University

Complete the following steps to manually allocate a payment to a specific invoice item such as non-term transcripts.

Step 1 - Access the Cash Receipt Entry (CREN) screen.

- If the Restricted Cash Receipt Session Control (RCSC) screen is displayed, you must first define a cash receipts session.
- See “Procedure for Opening a Session without a Batch” or “Procedure for Opening a Session with a Batch” if you want to associate this payment with a batch.

Step 2 - Enter the name or ID of the account holder.

- Complete the AR Account Holder group.

Step 3 - Enter the payment amount.

- The payment amount may be different from the amount displayed, which is the current account balance.
- If you entered a Term for the payment, the balance for the corresponding term displays; otherwise, the entire account balance displays.

Step 4 - Access the AR Payment Allocation (ARPA) screen from the Amount field.

Step 5 - Go to the Pay field of the invoice you want to allocate this payment to.

Step 6 - Access the AR Payment Detail (ARPD) screen.

Step 7 - Go to the Pay field of the invoice item you want to allocate this payment to.

Step 8 - Enter Y in the Pay field.

- Colleague defaults the balance of that invoice item in the Payment field.

Step 9 - Enter the amount that you want to allocate toward this invoice item if different from the amount defaulted into the Payment field.

Step 10 - Repeat this procedure, beginning with step 7 for each invoice item you want to allocate the payment toward.

Step 11 - Save the information recorded on the AR Payment Detail screen.

- The AR Payment Allocation screen is redisplayed.

Step 12 - Repeat this procedure, beginning with step 5 for each invoice item you want to allocate the payment toward.

- See “Procedure for Manually Allocating Payments to One or More Invoices” if you want to allocate the remainder of the payment to a specific invoice.

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Step 13 - Save the information recorded on the AR Payment Allocation screen.

- The Cash Receipt Entry screen is redisplayed.

Step 14 - Finish recording the payment on the CREN screen.

Step 15 – Define whether this entry is for an AR Account Holder, Non AR Receipt Code or Deposit Account Holder or a combination

- AR Account Holder
 - Enter the ID of the person whose AR account this payment affects
 - Enter the AR type is not default type
 - Enter the term (required)
- Non AR Receipt Code
 - Enter a valid non-AR receipt code
 - You do not need to enter an account holder with a non AR receipt code
- Deposit Account Holder
 - Enter the name or ID of the deposit account holder

Step 16 – Enter the Pay Method

- Enter a code to indicate the form of non-cash payment being recorded such as check, credit card, etc.
- This code is used to determine to which GL account the payment gets posted, since checks may get posted to a different GL account than credit cards, etc.

Step 17 – Enter the Cash received

Step 18 - Save your work.

- See “Procedure for Closing an Open Batch” for information about closing this batch.
- See “Procedure for Reconciling a Cash Receipt Batch” for information about reconciling this batch.

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Manually Allocating Payments to One or More Invoices

Responsibility – University

Complete the following steps to manually allocate a payment to a specific invoice.

Note: Use “Procedure for Manually Allocating Payments to One or More Invoice Items” if you want to allocate all or part of the payment to specific invoice items.

Step 1 - Access the Cash Receipt Entry (CREN) screen.

- If the Restricted Cash Receipt Session Control (RCSC) screen is displayed, you must first define a cash receipts session.
- See “Procedure for Opening a Session Without a Batch” or “Procedure for Opening a Session With a Batch” if you want to associate this payment with a batch.

Step 2 - Enter the name or ID of the account holder.

- Complete the AR Account Holder group.
- Datatel strongly recommends that you record payments for term-related charges with the corresponding term.

Step 3 - Enter amount of the payment.

- The payment amount may be different from the amount displayed, which is the current account balance.
- If you entered a Term for the payment, the balance for the corresponding term displays; otherwise, the entire account balance displays.

Step 4 - Access the AR Payment Allocation (ARPA) screen from the Amount field.

Step 5 - Go to invoice you want to allocate this payment to.

Step 6 - Enter Y in the Pay field.

- Colleague defaults the balance of that invoice in the Payment field.

Step 7 - Enter the amount that you want to allocate toward that invoice if different from the amount defaulted into the Payment field.

Step 8 - Repeat this procedure, beginning with step 5 for each invoice you want to allocate the payment toward.

Step 9 - Save the information recorded on the AR Payment Allocation screen.

- The Cash Receipt Entry screen is redisplayed.

Step 10 - Finish recording the payment on the CREN screen.

Step 11 – Define whether this entry is for an AR Account Holder, Non AR Receipt Code or Deposit Account Holder or a combination

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- AR Account Holder
 - Enter the ID of the person whose AR account this payment affects
 - Enter the AR type is not default type
 - Enter the term (required)
- Non AR Receipt Code
 - Enter a valid non-AR receipt code
 - You do not need to enter an account holder with a non AR receipt code
- Deposit Account Holder
 - Enter the name or ID of the deposit account holder

Step 12 – Enter the Pay Method

- Enter a code to indicate the form of non-cash payment being recorded such as check, credit card, etc.
- This code is used to determine to which GL account the payment gets posted, since checks may get posted to a different GL account than credit cards, etc.

Step 13 – Enter the Cash received

Step 14 - Save your work.

- See “Procedure for Closing an Open Batch” for information about closing this batch.
- See “Procedure for Reconciling a Cash Receipt Batch” for information about reconciling this batch.

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Entering Receipts in Quick Entry Mode

Responsibility – University

Complete the following steps to enter receipts using the quick entry processing option:

Step 1 - Access the Batch Cash Receipt Entry (BCRE) screen.

- The Restricted CR Session Control (RCSC) screen is displayed.
- If the BCRE screen is displayed with the cursor at the Person LookUp prompt, you already have a session and batch open.
- If ...
 - you want to add transactions to this batch, continue this procedure with step 7.
 - you want to add a new batch to the current session, exit from the BCRE screen and following the procedure to close the open batch. Then repeat this procedure.
 - you want to start a new batch and session for these transactions, exit from the BCRE screen and follow the procedure to close the current batch and session. Then repeat this procedure.
- If the Cash Receipt resolution screen is displayed
 - select one of the closed sessions to continue adding transactions to that session
 - enter **A** at the prompt to create a new session.

Step 2 - Complete the appropriate information on the Restricted Cash Receipt Session Control (RCSC) screen.

- Edit/review the following information:
 - Status** – This can be open, closed, reconciled or void.
 - Receipt Date** - The session business day.
 - Location** – The location of the session.
 - Starting Cash** - This is the total amount the session began with.
 - Actual End Balance** - This is the amount at the end of the session.
 - Corrections** – Enter a positive or negative amount to balance the session.

Defaults for :

AR Type
Deposit Type – Smart Coded
Distribution – Smart coded
Non-AR Rcpt Code
Prt Rcpt/Ctrl

Note: The AR Type should be deleted for deposits.

Enter any comments

- Insert a line so the latest comment is at the top
- Date and time stamp first, then
- Enter a comment
- Enter the Payment method

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- Edit/review the batches associated with this session

Step 3 - Save the information on the RCSC screen.

- When you save the RCSC screen the Restricted CR Batch Control (RCBC) screen is displayed.
- If the Cash Receipt resolution screen is displayed, then there are one or more closed batches associated with the session you selected in step 2. You can either
 - select one of these closed batches, reopen it, and continue with this procedure
 - enter **A** at the prompt and add a new batch.

Step 4 - Enter A at the Record not Found prompt.

Step 5 – Review/Edit the information on the RCBC screen.

Status - The current status of the batch.

- This can be open, closed, reconciled or void.

Number of Items

- Enter the number of items expected to be in the batch

Batch Total

- Enter the total amount expected for the batch

Location

- Enter the location for the batch

Update AR Immediately

- Yes/no flag specifying if cash receipts in this batch are immediately posted to the AR files.

Comments

- Insert a line so the latest comment is at the top
- Date and time stamp first, then
- Enter a comment

Defaults for:

R Type
Deposit Type – Smart Coded
Fee AR Code
Term
Distribution – Smart Coded
Payment Method
Non-AR Rcpt Code
Amt

Rcpt Print Subr

- Enter the name of the program used to print cash receipts

Rcpt Printer

- Enter the name of the dedicated printer

Prt Rcpt

- Y/N flag to print a receipt

Step 6 - Save the RCBC screen.

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- The Batch Cash Receipt Entry (BCRE) screen is redisplayed with the cursor at the Person LookUp prompt.

Step 7 - Enter the name or ID of the first person whose payment you are processing.

Step 8 - Make any necessary modifications to this cash receipt.

Step 9 - Update the cash receipt.

- The Batch Cash Receipt Entry (BCRE) screen is redisplayed with the cursor at the LookUp prompt.

Step 10 - Enter the name or ID of the next person whose payment you are processing.

Step 11 - Repeat this procedure beginning with step 8.

- When you complete all the data entry for this batch, continue with step 12.

Step 12 - Leave the Batch Cash Receipt Entry (BCRE) screen.

- See “Procedure for Closing an Open Batch” for information about closing this batch.
- See “Procedure for Reconciling a Cash Receipt Batch” for information about reconciling this batch.

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Modifying a Posted Payment

Responsibility – University

This section provides the procedures for making the following types of modifications to a payment that has been posted to accounts receivable:

- a correction
- a reversal
- a nonsufficient funds adjustment

Refer to “Modifying Posted Payments” for details about the differences between these types of modifications.

Procedure for Correcting a Posted Payment

Complete the following steps to correct or reverse a payment that has been posted to accounts receivable:

Step 1 - Access the Cash Receipt Reversal (CRRE) screen.

- The CRRE screen is displayed with the cursor at the Cash Receipts LookUp prompt.

Step 2 - Enter the Cash Receipt number of the receipt that you want to correct.

- The receipt displays in the header and the cursor moves to the Batch LookUp prompt.

Step 3 - Go to the Correct/Reverse/NSF field.

Step 4 - Enter the desired code:

- C for Corrections – saving out of CRRE reverses receipt, takes user to CREN with original receipt information, enter correct information.
- R for Reverse – saving out of CRRE reverses receipt and finishes
- N for NSF – saving out of CRRE reverses receipt and finishes
 - Bottom of CRRE can be used to create invoice for NSF charge fee, however, no term is attached to the invoice so it is recommended not to use this
- The cursor moves to the Reversal Reason field.

Step 5 - Enter a reversal reason.

- Refer to “Components of a Posted Payment Modification”.

Step 6 - Save the information on the CRRE screen.

The Cash Receipt Entry (CREN) screen is displayed with the information from the original payment displayed.

Step 7 - Make the necessary corrections to this payment.

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Step 8 - Save the correction made on the CREN screen.

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Reconciling a Cash Receipt Batch

Responsibility – University

There are two steps for reconciling a cash receipt batch:

- generate and review the cash receipt batch reconciliation report
- reconcile the batch

This section also provides the procedure for correcting errors found in a cash receipt batch after the batch has been closed. Each of these procedures is described below.

Procedure for Generating the Cash Receipt Batch Reconciliation Report

Complete the following procedure to generate the cash receipt batch reconciliation report:

Step 1 - Access the Cash Receipt Batch Reconciliation Report (CRBR) screen.

Step 2 - Select the batches that you want to reconcile by completing the CRBR screen.

- Define the parameters
 - Start Date
 - Cutoff Date
 - Print Summary
- Define the batches to be included
 - Enter a saved list of IDs from the RCPT.BATCHES.ID file
 - Enter a Location
 - Enter a Cashier(s)
 - Enter a Session(s)
 - Enter a Batch(es)

Step 3 - If you need to define additional criteria for selecting specific batches, go to the Additional Selection Criteria field.

- Otherwise, continue with step 7.

Step 4 - Enter Y.

Step 5 - Update the CRBR screen.

- The Additional Selection Criteria screen is displayed.

Step 6 - Complete the Additional Selection Criteria screen.

Step 7 - Save the information on this screen.

- The Change Peripheral Defaults screen is displayed.

Step 8 - Accept the defaults or change the name of the default printer, select a different printer, or choose to have the reports sent to a hold file.

- The Phantom Mode Specification screen is displayed.

South Dakota Colleague System Procedures

Step 9 - If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.

Step 10 - Review the report for accuracy.

- If there are discrepancies in the batch which need correcting, following procedure outlined to modify that payment.

Note: If the batch and session are closed, you must first open them before you can modify one or more of the transactions in the batch.

Step 11 - Reconcile the batch.

- Refer to “Procedure for Reconciling a Cash Receipt Batch”.

Procedure for Reconciling a Cash Receipt Batch

Complete the following steps to reconcile a cash receipt batch:

Step 1 - Generate the Cash Receipt Batch Reconciliation Report (CRBR) screen.

- See “Procedure for Generating the Cash Receipt Batch Reconciliation Report”

Step 2 - Access the Session Manager (SEMA) screen.

- The Staff LookUp or <Return> for All prompt is displayed.

Step 3 - Enter the ID of the staff member whose batches you want to reconcile.

- Bypass this prompt to view all sessions for all cashiers.

Step 4 - Go to the session that the batch is associated with.

Step 5 - Access the Cash Receipt Manager Session Detail (CMSD) screen.

- The CMSD screen is displayed with the cursor in the Starting Cash field.

Step 6 - Go to the batch you want to reconcile.

- The batches are listed in the Batches group on the CMSD field.

Step 7 - Access the Cash Receipt Manager Batch Detail (CMBD) screen.

- The CMBD screen is displayed with the cursor in the Batch Total field.

Step 8 - Go to the Status field.

Step 9 - Enter R.

Note: once you reconcile a batch you cannot reopen it for any reason and all transaction in that batch are posted to accounts receivable (if the Post Immediately parameter for the batch was set to “No”).

Step 10 - Save the batch.

South Dakota Colleague System Procedures

- The Cash Receipt Manager Session Detail (**CMSD**) screen is redisplayed.

Step 11 - Repeat this procedure beginning with step 6 for each batch in the current session you want to reconcile.

Step 12 - Save the session.

- The Session Manager screen is redisplayed.

Step 13 - Repeat this procedure beginning with step 4 for each session you want to reconcile.

Step 14 - Save the information on the Session Manager (SEMA) screen.

South Dakota Colleague System Procedures

Reconciling a Cash Receipt Session

Responsibility – University

There are two steps for reconciling a cash receipt session:

- generate and review the cash receipt session reconciliation report
- reconcile the session

This section also provides the procedure for correcting errors found in a cash receipt session after the session has been closed. Each of these procedures is described below.

Note: Before you can reconcile a session, all batches within that session must be reconciled. See “Procedures for Reconciling a Cash Receipt Batch”.

Procedure for Generating the Cash Receipt Session Reconciliation Report

Complete the following procedure to generate the cash receipt session reconciliation report:

Step 1 - Access the Cash Receipt Session Reconciliation Report (SSRC) screen.

Step 2 - Select the sessions that you want to reconcile by completing the SSRC screen.

NOTE – sessions must be closed before this report can be run.

- Define the parameters
 - Start Date
 - Cutoff Date
 - Print Summary
- Define the sessions to be included
 - Enter a saved list
 - Enter a Location
 - Enter a Cashier(s)
 - Enter a Session(s)

Step 3 - If you need to define additional criteria for selecting specific batches, go to the Additional Selection Criteria field.

- Otherwise, continue with step 7.

Step 4 - Enter Y and update the SSRC screen.

- The Additional Selection Criteria screen is displayed.

Step 5 - Complete the Additional Select Criteria screen.

Step 6 - Save the information on this screen.

- The Change Peripheral Defaults screen is displayed.

Step 7 - Accept the defaults or change the name of the default printer, select a different printer, or choose to have the reports sent to a hold file.

South Dakota Colleague System Procedures

- The Phantom Mode Specification screen is displayed.

Step 8 - If you want this process to run at a later time, complete the Phantom Mode Specification screen; otherwise, leave this screen blank.

Step 9 - Review the report for accuracy.

- If there are discrepancies in the session that need correcting, following procedure outlined modify that receipt.

Note: If the session is closed, you must first open it before you can modify one or more of the transactions in the session.

Step 10 - Reconcile the session.

- Refer to “Procedure for Reconciling a Cash Receipt Session” .

Procedure for Reconciling a Cash Receipt Session

Complete the following steps to reconcile a cash receipt session:

Step 1 - Reconcile all batches associated with the sessions you want to reconcile.

- See “Procedures for Reconciling a Cash Receipt Batch”

Step 2 - Generate the Cash Receipt Session Reconciliation Report (SSRC) screen.

- See “Procedure for Generating the Cash Receipt Session Reconciliation Report”

Step 3 - Access the Session Manager (SEMA) screen.

- The Staff LookUp or <Return> for All prompt is displayed.
- Each cashier can access their own sessions from CRSC to reconcile their own sessions without using SEMA.

Step 4 - Enter the ID of the staff member whose sessions you want to reconcile.

- Bypass this prompt to view all sessions for all cashiers.

Step 5 - Go to the session you want to reconcile.

Step 6 - Access the Cash Receipt Manager Session Detail (CMSD) screen.

- The CMSD screen is displayed with the cursor in the Starting Cash field.

Step 7 - Go to the Status field.

Step 8 - Enter R.

Note: once you reconcile a session you cannot reopen it for any reason and all transactions in that session are posted to accounts receivable, if applicable.

Step 9 - Save the session.

- The Session Manager screen is redisplayed.

South Dakota Colleague System Procedures

Step 10 - Repeat this procedure beginning with step 5 for each session you want to reconcile.

Step 11 - Save the information on the Session Manager (SEMA) screen.

South Dakota Colleague System Procedures

Recording Payments from Sponsors

Responsibility – Home

Complete the following steps to record payments received from a sponsor, if sponsor statement have been run from SPSP.

Note: The following procedure assumes that the person has already opened a session on the Restricted Cash Receipt Session Control (RCSC) screen. See “Components of a Session” for information about completing the Restricted Cash Receipt Session Control screen.

Step 1 - Access the Sponsor Payment Entry (SPEN) screen.

Step 2 - Enter sponsor’s name or ID.

Step 3 - Enter A to add a cash receipt.

Step 4 - Optionally, identify a batch in which to add the cash receipt.

Step 5 - Go to the statement in the Statement group that you want to pay.

Step 6 - Enter Y in the Pay field to record a payment for a specific statement.

- Colleague system-allocates the amount to outstanding charges on the statement, or you can continue with step 7 to manually allocate the payment to one or more invoices on the statement.
- Colleague defaults the statement balance into the Payment field, which you can accept or enter a different payment amount.

Step 7 - To manually allocate the payment to one or more specific invoices on the statement, access the Sponsor Payment Allocation (SPPA) screen from the Payment field on SPEN.

Step 8 - Enter Y in the Pay field on SPPA to allocate the payment against specific invoices.

- Colleague system-allocates the payment amount to outstanding charges on the invoice, or you can continue with step 9 to manually allocate the payment to one or more invoice items on the invoice.
- If the payment should only be allocated to one or more invoices, continue with step 12.

Step 9 - To manually allocate the payment to one or more specific invoice items on the invoice, access the Sponsor Payment Detail (SPPD) screen from the Payment field on SPPA.

Step 10 - Enter Y in the Pay field on SPPD to allocate the payment against specific invoice items.

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Step 11 - Save the information selected on the SPPD screen.

- The SPPA screen is redisplayed.

Step 12 - Save the information selected on the SPPA screen.

- The SPEN screen is redisplayed.

Step 13 - Repeat step 5 through step 12 as needed to record payments for additional statements you want to pay, or continue with the next step to complete the cash receipt.

Step 14 - Go to the Distribution field and enter the appropriate ID.

Step 15 - Complete the remainder of the Sponsor Payment Entry screen.

- Enter the Pay Method
- Enter the credit card number or check number in the Control Number field
- Enter the expiration date for the credit card
- Enter a confirmation number for the check or credit card

Step 16 - Save the receipt recorded on the Sponsor Payment Entry screen.

Recording Payment of One or More Application Fees

Responsibility – University

An undergraduate student pays a \$20 application fee to each university for which they are submitting a degree-seeking application or are changing from a special program to a degree seeking program. SDPURC students who apply to multiple universities pay a single application fee.

If the applicant was previously accepted as a special student, continuously enrolled and then changes to degree seeking, a new APPN will be created to record the application fee on APFE.

If the applicant has attended one of the six South Dakota public institutions for higher education (BHSU, DSU, NSU, SDSM&T, SDSU or USD), and the fee is recorded, the student does not need to pay another application fee

The application fee should be waived only for the following reasons:

- When the program, for which the student is submitting an application, is special or high school concurrent (xSPEC.SPEC, NHS.HS & xSPECG.SPEC). These programs are not required to pay an ap fee until the student becomes degree seeking.
- SDPURC applicants who apply to multiple universities pay a single application fee.
- When the student has previously paid the application fee, then reapplies at the same academic level, the application fee should be waived.

If the application was received via CollegeNet, enter the application fee of \$15.00 but do not post payment. Once the list of students and check is received from CollegeNet, go back in to each CRAF screen and post the payment as received.

- If the application was paid by a third party, record the payment on APFE using the procedures below and enter a comment when the third party payment is made by an agency or group. A comment is not required when payment is made by a relative or friend of the student.

If the application is at the graduate level, the AR code on the CRAF screen must be changed to reflect the proper AR code. For graduate applications, the AR code will be xAPLG (with x being your university identifier). The application charge of \$35 will automatically populate.

Complete the following steps to record the receipt of an admissions application fee at the time you record the application.

Note: Application fees show on the ARTI screen under Non-term.

South Dakota Colleague System Procedures

Note: Do not **add** the ar code on CRAF. If it is added, it will not be tied to an application. If it is incorrect, it can be changed.

Step 1 - Access the Application Fees Entry (CRAF) screen.

- The CRAF screen is displayed with the cursor at the Person LookUp prompt.
- The first time you access this screen you will have to fill out the Restricted CR Session Control (RCSC) screen.
 - This will create a session which you will post the days receipts.
 - Be sure to start a new session every day or the date from the previous session will be used for the new receipts.
- Enter through the RCSC screen. The information on this screen will default. This screen is a one time setup for each day.

Step 2 - Enter the name or ID of the individual whose application fee you are recording.

- The Cash Receipt LookUp or (A)dd prompt is displayed.

Step 3 - All the applications will be viewed. Choose the application to be paid.

- The Batch LookUp or (A)dd prompt is displayed.
- If the prompt, Record not Found, RETURN to reenter is displayed, the person you selected does not have an admissions application recorded.
 - Refer to *Using Recruitment/Admissions Management* for information about recording an admissions application.
- If this person's application fee has been recorded and you need to modify it, refer to "Procedures for Modifying a Payment".

Step 4 - Enter the ID of the batch you want to associate this fee with.

- Do not enter an ID for the batch number, batches will not be used.
- The cursor moves to the Acad Program field.
- If
 - you do not want to associate this payment with a batch, bypass this prompt.
 - a batch number displays from a previous entry and you want to add this transaction to that batch, bypass this prompt.
 - you do not have a batch open and want to open a new one, enter A and complete the Restricted CR Batch Control (RCBC) screen.
 - Refer to "Procedure for Adding a Batch to an Existing Receipts Session".

Step 5 - Go to the Amount field associated with the fee that you are processing.

- If the fee that you are processing is not listed in the Application Fees group, go to an empty line in that group and add the fee, using the appropriate AR code.

Step 6 - Enter the amount received.

- The amount received does not have to match the balance due, but does have to match the amount entered in step 5.

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- In the Pay Method field – enter the credit card or check information
 - Enter the Payment Method of check or credit card
 - Enter check number in the Control Number field
 - Enter the amount of the credit card or check in the amount field in the Pay Method group
- If cash is collection enter the cash collection in the cash field
- If you collected more money then the charge amount, the amount of the charge to return to the student will be shown on the Change returned line.

Step 7 - Complete the Application Fees Entry (CRAF) screen for each application fee.

Step 8 - Save the information on the CRAF screen.

- The CRAF screen redisplay with the cursor at the Person LookUp prompt.

Step 9 - Enter the name or ID of the next person whose fee you want to process.

Step 10 - Repeat this procedure beginning with step 3.

- When you are finished entering the application fees, continue with step 11.

Step 11 - Save the batch and session by exiting the CRAF screen.

Waiving an Admissions Application Fee

Complete the following steps to waive an application fee after it has been recorded on the admissions application:

Step 1 - Access the Application Fees (APFE) screen.

Step 2 - Enter the name or ID of the individual whose application fee you want to waive.

- The Applications Resolution screen is displayed.
- If the prompt, Record not Found, RETURN to reenter is displayed, the person you selected does not have an admissions application recorded.
 - Refer to *Using Recruitment/Admissions Management* for information about recording an admissions application.

Step 3 - Select the application for which you want the fee waived.

Step 4 - Go to the Charge field.

Step 5 - Enter 00.00 (zeros) in the Charge field to remove the application fee amount.

Step 6 - Save the Application Fees screen.

South Dakota Colleague System Procedures

South Dakota Colleague System Procedures

Deposit Types

Responsibility – University

Use the Deposit Types (DPTY) screen to define the different kinds of deposits you receive at your institution. Deposit types will be smart coded.

Step 1 - Access the Deposit Type (DPTY) screen.

Step 2 - Enter the name or ID of the smart coded deposit type.

Step 3 – Enter the GL number associated with the deposit type.

Step 4 – Enter Y or N for auto allocation

- Enter [Y] if you want Colleague to automatically allocate the money associated with this deposit type against specified charges.
- Enter [N] if you do not want Colleague to automatically allocate the money associated with this deposit type against specified charges.
 - When you define a deposit type without automatic allocation (when you enter "N"), Colleague will never apply the money associated with this deposit to any charges incurred by the individual. You can, however, manually allocate a deposit to one or more charges.
 - If you enter "Y," you will need to indicate how you want Colleague to allocate this deposit. If you want the money from this deposit only associated to specific charges, then you will define one or more allocation rules and list those rules in the Allocation Rules field. The other method of using automatic allocation is to enter "Y," in the Auto Allocation field and leave the Allocation Rules field empty. In this scenario, Colleague will apply the money associated with this deposit to any charges that the individual has incurred.

South Dakota Colleague System Procedures

Reallocating and Transferring Individual Deposits

Responsibility – University

Step 1 - Access the AR Deposit Term Transfer (ADTT) screen for the account holder and smart coded deposit you want to transfer.

Step 2 - From the Allocated field, access the Deposit Allocation (DEAL) screen.

Step 3 - Make any changes to the way the deposit is allocated.

- You can access the Deposit Allocation Detail (DEAD) screen to reallocate the deposit to specific invoice items.
- See “Allocating Deposits” for information on using the DEAL/DEAD screens.

Step 4 - Finish from the DEAL screen and return to the ADTT screen.

- If you make changes and update from the DEAL screen, the deposit is still reallocated even if you do not complete the transfer on the ADTT screen.

Step 5 - Enter the transfer amount.

- This amount cannot be greater than the potential transfer amount displayed.
- To change the potential transfer amount, repeat step 2 through step 4.

Step 6 - Enter the academic term to which you want the deposit transferred.

- If you do not enter a term, Colleague changes the deposit to a non-term-related deposit, which can then be allocated to charges from any term.
- This term cannot be the same as the term from which the deposit is being transferred.

Step 7 - Verify the information displayed on the ADTT screen.

- If correct, finish from the ADTT screen to complete the transfer.
- If not correct, repeat step 2 through step 6 until the information is correct.

South Dakota Colleague System Procedures

Creating a Deposit Refund Voucher

Responsibility – University

Step 1 - Access the Deposit Refund (DPRF) screen.

Step 2 - Enter the name or ID of the deposit holder.

- If the individual has more than one type of deposit, Colleague displays a resolution screen.

Step 3 - Select the smart coded deposit type to refund.

- The deposit type must have a balance to refund.

Step 4 - Enter A to create a new voucher.

- To avoid creating duplicate vouchers, you can use LookUp to verify that the voucher has not already been created.

Step 5 - Enter the deposit refund information.

- Enter the AP type.
- Enter a term if you want to limit the deposits displayed in the Deposit group.
- Enter any required approvals, if applicable.
- If a term is entered, you can only refund deposits displayed for the specified term.
- If no term is entered, all deposits are displayed.
- If the voucher must be paid by a certain date, you can enter it in the Due Date field.
- Your Accounts Payable department determines what, if any, approvals are needed for refunding this type of deposit.

Step 6 - Enter the refund amount for each deposit being refunded.

- The refund amount cannot exceed the deposit balance.
- From this field, you can detail to the Deposit Detail (DEPD) screen.

Step 7 - Update from the screen.

- If approvals are required and have not been entered, Colleague displays a warning message.
- If a voucher requires approvals, it cannot be paid unless they are entered.

South Dakota Colleague System Procedures

Creating Deposit Refund Vouchers For a Group

Responsibility – University

Step 1 - Identify specific account holders for whom you want to create deposit refund vouchers.

- You can create a saved list with IDs from the AR.DEPOSIT.ACCTS file to limit selection.

Step 2 - Access the Deposit Refund Register (DRRG) screen.

Step 3 - Enter an optional saved list used to limit the accounts processed.

Step 4 - Confirm or change the following required information:

- AR type
- AP type
- due date
- refund percent
- Colleague retains the settings from the previous time the register was run, but you can enter new values.

Step 5 - Enter an optional maximum refund amount.

- Even if an account holder's credit balance exceeds this amount, only this amount is refunded.

Step 6 - Enter an optional refund reason.

Step 7 - Enter any required approvals.

- You can create vouchers without entering the required approvals, but the vouchers remain outstanding until the approvals are entered.
- Outstanding vouchers requiring approvals cannot be paid until the approvals are entered.

Step 8 - Enter an optional range of credit balance amounts used to limit the accounts processed.

- If you enter a range, Colleague only processes accounts whose credit balance falls within the specified range.

Step 9 - Identify any specific payees you want to include or exclude when creating deposit refund vouchers.

- If you include payees, you cannot also exclude payees, and vice versa.

Step 10 - Enter an optional term to limit the deposits refunded.

- Only deposit balances for the specified term can be refunded.
- Colleague also associates the deposit refund voucher and reverse payment with any term entered here.

South Dakota Colleague System Procedures

Step 11 - Finish from the DRRG screen to run the deposit refund register.

Step 12 - Review the deposit refund register, and make any necessary corrections.

- You can make changes and run the register as many times as needed to get the correct results.

Step 13 - When the deposit refund register is correct, access the Deposit Refund Voucher Create (DRVC) screen.

- You cannot access this screen unless you have previously run the deposit refund register.

Step 14 - Enter any required approvals.

- You can create vouchers without entering the required approvals, but the vouchers remain outstanding until the approvals are entered.
- Outstanding vouchers requiring approvals cannot be paid until the approvals are entered.
- See “Modifying an Individual Deposit Refund Voucher”.

Step 15 - Confirm or change the voucher date displayed.

Step 16 - Finish from the DRVC screen to create the deposit refund vouchers.

- Creating a deposit refund voucher does not automatically produce a check.

South Dakota Colleague System Procedures

Generating the Deposit Trial Balance

Responsibility – University

Step 1 - Access the Deposit Trial Balance (DPTB) screen.

Step 2 - Define the report date range as follows:

- **Start Date** –
 - selects records with original transaction dates on or after this date.
- **Cutoff Date** –
 - selects records with original transaction dates on or before this date.
- The date range is usually defined as the period being reconciled.

Step 3 - Define whether to include zero balance accounts on the report.

- Enter [N] to exclude deposits with a zero balance as of the Cutoff Date from the Deposit Trial Balance.
- Note that only deposits with a zero balance that had activity during the reporting period can be on the report. Deposits with a zero balance as of the Start Date with no activity as of the Cutoff Date will not appear regardless of the value in Print Zero Balance. This is because the intent of this report is to balance the deposit subledger to the General Ledger (GL), and zero-dollar accounts that had no activity cannot have had any effect on GL.
- If you specify a Detail Level of Summary by Acct (SA), and have entered N in this field, then if the account balance is zero, the account will not be on the report.
- If you specify a Detail Level of Summary by Type (ST), and have entered N in this field, then if the deposit type balance is zero, the deposit type will not be on the report.

Step 4 - Select the level of detail at which you want to generate the report.

- Datatel recommends that you initially generate the DPTB using the “Summary by Type” detail level.
- If your deposit ledgers do not balance to the corresponding GL control accounts, you may want to generate this report with more detail.

Note - Each time you generate this process, Colleague prints a batch error report which counts the number of warning and error messages issued. Because Colleague includes both ERRORS and WARNING messages in the error count, the batch error report may reflect errors even if the process was successfully generated.

Step 5 - Enter any optional selection criteria to limit the records included on the report as follows:

- Saved list of account holders from the AR.DEPOSIT.ACCTS file
- Specific deposit types for which you want to generate the report
- Specific account holders for whom you want to generate the report
-

Step 6 - Finish from the DPTB screen to generate the report.

South Dakota Colleague System Procedures

Transferring Deposits in Batch Mode

Responsibility – University

Note - Prior to transferring deposits, you may want to run the batch deposit allocation (BDAL) process first. This ensures that all deposits have been properly allocated so that the deposit balances you transfer are accurate.

Step 1 - Identify any individual deposit holders for whom you want to transfer deposits.

- You can create a saved list with IDs from the AR.DEPOSITS file to limit selection.

Step 2 - Access the Batch Deposit Term Transfer (BDTT) screen.

Step 3 - Enter the following fields:

- Cutoff Date
- Deposit Type – Smart Coded
- From Term
- To Term
 - The From Term cannot be the same as the To Term.
 - If you do not enter a To Term, Colleague changes the deposit(s) to non-term-related, which can then be allocated to charges from any term.

Step 4 - Define the Incl Partially Allocated Deposits field as follows:

- Enter **N** if you want to transfer only totally unallocated deposits.
- Enter **Y** if you only want to transfer both totally unallocated deposits as well as the remaining parts of partially allocated deposits.

Step 5 - Enter any selection criteria used to limit the accounts processed.

- Enter a saved list of account holders, use the selection criteria on the BDTT screen, or a combination of both.
- Selection criteria includes:
 - Including or Excluding Locations
 - AR Accountholders

Step 6 - Finish from the BDTT screen to produce the term deposit transfer register.

Step 7 - Review the term deposit transfer register to verify that deposits will be correctly transferred.

Step 8 - If necessary, rerun the term deposit transfer register making any necessary changes.

- You can run the register as many times as needed to transfer deposits correctly.

South Dakota Colleague System Procedures

Step 9 - When the term deposit transfer register contains the correct information, access the Batch Deposit Term Update (DTTU) screen.

Step 10 - Verify the information displayed on the DTTU screen.

- If the information displayed is correct, enter **Y** and finish from the DTTU screen to complete the transfer process.
- If the information displayed is not correct, repeat step 1 through step 8 until the correct information is displayed.

South Dakota Colleague System Procedures

Transferring Individual Deposits

Responsibility – University

Step 1 - Access the AR Deposit Term Transfer (ADTT) screen for the deposit holder and smart coded deposit you want to transfer.

Step 2 - Enter the transfer amount.

- This amount cannot be greater than the potential transfer amount displayed.
- To change the potential transfer amount, see “Procedure for Reallocating and Transferring Individual Deposits”.

Step 3 - Enter the academic term to which you want the deposit transferred.

- If you do not enter a term, Colleague changes the deposit to a non-term-related deposit, which can then be allocated to charges from any term. Datatel strongly recommends using terms.
- This term cannot be the same as the term from which the deposit is being transferred.

Step 4 - Verify the information displayed on the ADTT screen.

- If correct, finish from the ADTT screen to complete the transfer.
- If not correct, make any changes and finish from the ADTT screen to complete the transfer.

South Dakota Colleague System Procedures

Creating an Individual Refund Voucher

Responsibility – Students Home FA Office
Student Home University

Revised 6/12/06

Note: In order to issue a refund check, Colleague must currently have something in the SSN field. International students are unable to apply for an SSN unless they have a job offer (which must be ‘on campus’).

The Home University can assign a fake SSN for these students using the range below:

BHSU – 999-6x-xxxx
DSU – 999-8x-xxxx
NSU – 999-5x-xxxx
SDSMT – 999-4x-xxxx
SDSU – 999-3x-xxxx
USD – 999-2x-xxxx

Complete the following steps to create a refund for an individual account holder.

Step 1 - Access the AR Refund (RFND) screen for the individual for whom you want to create a refund voucher.

Step 2 - Identify the type of receivable (AR type) for which you want the refund voucher created.

- A resolution screen will come up with the balances in the various AR Types, select the appropriate AR Type.
- If there is no credit balance in the AR Type selected, a warning will appear.

Step 3 - Enter A to add a new refund voucher.

Step 4 - Confirm or change the refund date displayed.

- Colleague defaults the refund date to the current date.

Step 5 - Enter the AP type associated with this voucher.

Step 6 - Confirm or change the payee name and address information.

- Any changes made affect this voucher only.

Step 7 - Enter an optional term to limit the payments and credits available for refunding.

- If you enter a term, Colleague displays in the Refund group only those payments and credits that fall within the specified term. It is strongly recommended that terms always be used to help to keep payment allocations in order.

Step 8 - Confirm or change the refund amount displayed.

- To select individual payments and credits to refund, see step 12.

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Step 9 - Confirm or change the due date displayed.

Step 10 - Enter any required approvals.

- You can create a voucher without entering the required approvals, but the voucher remains outstanding until the approvals are entered.
- Outstanding vouchers requiring approvals cannot be paid until the approvals are entered.
- See “Modifying an Unpaid Refund Voucher”.

Step 11 - Enter an optional refund number or reason if used by your institution.

Step 12 - Enter a Y next to the specific payments you want to refund.

- If you identify specific payments to refund, you cannot go back and change the amount in the Refund Amt field.

Step 13 - Enter a Y next to the specific credits you want to refund.

- If you identify specific credits to refund, you cannot go back and change the amount in the Refund Amt field.

Step 14 - Finish from the RFND screen to create the refund voucher.

- Creating a refund voucher does not automatically produce a check. See *Using Accounts Payable* for information about issuing checks.

Tracking Refund Check Mail out

Effective Fall 2006, if the student requests to have their refund check mailed from USD, the following procedure should be followed.

Step 1 – Access the Student Miscellaneous (STMC) screen for the student requesting the refund to be mailed

Step 2 – In the Misc7 field, enter the appropriate USD term based code

- UFA06 USD Refund Mail Out F06
- USP07 USD Refund Mail Out S07
- USU07 USD Refund Mail Out SS07

Step 3 – Update the STMC screen

South Dakota Colleague System Procedures

Creating Refund Vouchers in a Batch

Revised 1/14/05

Responsibility – Students Home FA Office
Student Home University

Changes: This process must be run with a saved list. The saved list will first look at the students home financial aid location and then the student's home location to determine who will process the refund.

Note: In order to issue a refund check, Colleague must currently have something in the SSN field. International students are unable to apply for an SSN unless they have a job offer (which must be 'on campus').

The Home University can assign a fake SSN for these students using the range below:

BHSU – 999-6x-xxxx
DSU – 999-9x-xxxx
NSU – 999-5x-xxxx
SDSMT – 999-4x-xxxx
SDSU – 999-3x-xxxx
USD – 999-2x-xxxx

Complete the following steps to create refund vouchers for one or more account holders in a batch.

Step 1 - Identify specific account holders for whom you want to create refund vouchers.

- You can create a saved list of accounts used to limit selection. XFVR/XFVC will only create refund vouchers if a credit balance exists.

Step 2 - Access the Refund Voucher Register (XFVR) screen.

- Enter your campus location at the University Code prompt
 - This does not select your university students.
 - This creates a dynamic key that is used in the naming of the register name and the savedlists.

Step 3 - Enter an optional saved list used to limit the accounts processed.

Step 4 - Confirm or change the following required information:

- AR type
- AP type
- due date
- refund percent
- Colleague retains the settings from the previous time the register was run, but you can enter new values.

Step 5 - Enter an optional maximum refund amount.

- Even if an account holder's credit balance exceeds this amount, only this amount is refunded.

07/27/07

- 185 -

Revisions approved through the Module → Module Coord Committee → UDA/SDA

South Dakota Colleague System Procedures

Step 6- Enter an optional refund reason.

Step 7 - Enter any required approvals.

- You can create vouchers without entering the required approvals, but the vouchers remain outstanding until the approvals are entered.
- Outstanding vouchers requiring approvals cannot be paid until the approvals are entered.

Step 8 - Enter an optional range of credit balance amounts used to limit the accounts processed.

- If you enter a range, Colleague only processes accounts whose credit balance falls within the specified range.

Step 9 - Identify any specific payees you want to include or exclude when creating refund vouchers.

- If you include payees, you cannot also exclude payees, and vice versa.

Step 10 - Enter an optional term to limit the payments or credits refunded.

- Only payments or credits for the specified term can be refunded. Colleague also associates the refund voucher and reverse payment with any term entered here.
- It is strongly recommended to use terms on refund vouchers to help keep payment allocations in order.

Step 11 - Finish from the XFVR screen to run the refund voucher register.

Step 12 - Review the refund voucher register, and make any necessary corrections.

- You can make changes and run the register as many times as needed to get the correct results.

Step 13 - When the refund voucher register is correct, access the Refund Voucher Creation (XFVC) screen.

- You cannot access this screen unless you have previously run the refund voucher register.
- Enter a campus location at the University Code prompt
 - This does not select your university students.

Step 14 - Enter any required approvals.

- You can create vouchers without entering the required approvals, but the vouchers remain outstanding until the approvals are entered.
- Outstanding vouchers requiring approvals cannot be paid until the approvals are entered.
- See “Modifying an Unpaid Refund Voucher”.

Step 15 - Confirm or change the voucher date displayed.

South Dakota Colleague System Procedures

Step 16 - Finish from the XFVC screen to create the refund vouchers.

- Creating a refund voucher does not automatically produce a check.
- See *Using Accounts Payable* for information about issuing checks.

South Dakota Colleague System Procedures

Student Refund to FIS Extract (XSRV)

Responsibility - University

Revised 1/14/05

This process allows the campus to identify the address for the student refund vouchers. The PERSON Preferred Address or Preferred Residence may be selected, or an address may be entered to be used for all selected student vouchers, such as the cashier's office address. AP Types are entered to limit the vouchers to just the student refund vouchers. The campus ID also limits the vouchers selected.

Note: In order to issue a refund check, Colleague must currently have something in the SSN field. International students are unable to apply for an SSN unless they have a job offer (which must be 'on campus').

The Home University can assign a fake SSN for these students using the range below:

BHSU – 999-6x-xxxx
DSU – 999-9x-xxxx
NSU – 999-5x-xxxx
SDSMT – 999-4x-xxxx
SDSU – 999-3x-xxxx
USD – 999-2x-xxxx

Step 1 – Enter the campus code

Step 2 – Enter the smart coded AP Type

Step 3 – Enter the Address Type

- This indicated which address to select for the student vender from the PERSON file.

South Dakota Colleague System Procedures

Student Revenue Process (XCBR/XGLP and FUPLOAD)

Responsibility - University

These processes are part of the Cash Interface, which is run centrally once a week for all universities.

Step 1 – ST - XCBR

This process is run on a Saturday for the previous Saturday through Sunday. It produces six files in `_HOLD_`, one for each university.

The files are named - **XH_ARFIS_x_MMDDYYYY_####**, where
x = the University number (2, 3, 4, 5, 6, or 8)
MMDDYYYY = the date the revenue is reported through
= a system-assigned number

Step 2 – CF - XGLP

This process is run for the previous Saturday through Sunday after deposits, financial aid and cash sessions are reconciled and posted using DGLR/DGLP, FGLR/FGLP AND CGLR/CGLP XGLP produces six files in `_HOLD_`, one for each university.

The files are named -
XH_GLFIS_x_MMDDYYYY_#### where
x = the University number (2, 3, 4, 5, 6, or 8)
MMDDYYYY = the date the revenue is reported through
= a system-assigned number

Step 3 – Universities review the files

When the processes completes the universities are sent the file names and report names so they can review the data.

Step 4 – Interface File Copied to Banner

The university will copy the revenue files to the Banner directory when they are ready to load the data into Banner. The process XRCF in Colleague is used to copy the file. The original file will remain in the HOLD file. If the university wants to retain a copy of the original file indefinitely in `_HOLD_`, they need to make a copy of it and append `.KEEP` to the end of the file name. XRCF prompts the user to enter the file name to be copied; if 'QUIT' is entered at the prompt, the paragraph will end without copying a file.

From the Colleague colon prompt, users can list the contents of the Banner directory by doing a list statement - `:LIST XH.BANNER.REVENUE`.

A process will be developed and implemented in the future to remove or archive the files from the Banner directory.

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Step 5 – Loading the file to Banner

Once the file has been copied to the Banner directory, the FUPLOAD process needs to be run by each campus to load their data. FUPLOAD will populate the Banner GURFEED table with the information to be processed with other journal vouchers.

When executing FUPLOAD, the user will be prompted to enter the following:

System ID
Location
File Name
Run Mode

Where:

The “System ID” -> CSTURECV

The file “Location” is -> /u03/COLLEAGUE/REVENUE/

The “File Name” is -> XH_GLFIS_x_MMDDYYYY_#### or

XH_ARFIS_x_MMDDYYYY_#### (consistent with the definition above)

The “Run Mode” is -> “A” for Audit or “U” for Update

Step 6 – Posting of information to Banner

The information will be posted from the GURFEED table to Banner during the regular run of the system posting processes.

Student Refund Process (XSRV and FZRAPAY)

Responsibility - University

This process allows the campus to identify the address for the student refund vouchers. An address hierarchy can be used to determine the address for the voucher or a default address can be used for all vouchers.

AP Types are entered to limit the vouchers to just the student refund vouchers.

The campus ID also limits the vouchers selected.

Note: In order to issue a refund check, Colleague must currently have something in the SSN field. International students are unable to apply for an SSN unless they have a job (which must be 'on campus').

The Home University can assign a fake SSN for these students using the range below:

BHSU – 999-6x-xxxx

DSU – 999-8x-xxxx

NSU – 999-5x-xxxx

SDSMT – 999-4x-xxxx

SDSU – 999-3x-xxxx

USD – 999-2x-xxxx

XSRV

Step 1 – Enter the campus code

Step 2 – Enter the smart coded AP Type

Step 3 – Enter the Address Hierarchy.

- Enter the address hierarchy to be used for the students refund address.
- Address hierarchies are determined on the NAHM screen.
- This field is an optional field.
- If this field is blank, the address on Field 4 and 5 will be printed on the student's refund check.

Step 4 – Enter the Default Address. This is a required field.

- Two address lines of the default address are required.
- This address will be used for students who don't have a valid address in the hierarchy you entered; or for all students if you don't enter an address hierarchy.

Step 5 – Enter the Default City/State/Zip. This is a required field.

- Enter the City, State, Zip to use for a default.

Note: The Carrier Route code in Banner will be populated based on the smart coded GL account number passed from Colleague. The smart coded Carrier Route code (xxST) will identify the check as a student refund that needs to be mailed back to the campus. Students who have received a taxable reimbursement for same day travel may be flagged

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in Banner as an ACH vendor. If so, their refund will be processed via ACH and no check will be issued.

Step 6 – The Interface File is Copied to Banner

XSRV creates a file consisting of refund information to be copied and made available to Banner. The file name will be in the following format:

XH_SRVOU_x_yyyyyyyy_zzzz.dat where:

- x=University Identifier
- y=Date in format MMDDYYYY
- z=System Assigned Number

The refund files will be transferred automatically to the Banner directory at 6:00 a.m. every day. The file will remain in the HOLD file with a .SENT appended to the name to indicate the file has been transferred to Banner. An email will also be sent to a designated person at each university indicating the file has been transferred.

From the Colleague colon prompt, users can list the contents of the Banner directory by doing a list statement - :LIST XH.BANNER.REFUNDS.

Step 7 – The file is loaded to Banner

Once the file has been copied to the Banner directory, the FZRAPAY process needs to be run by each campus to load their data. FZRAPAY performs two primary functions.

1. For each detail record in the file, the process will read the SSN and determine if a person already exists in the Banner system. If no match is found, FZRAPAY will create a basic person record to support the creation of a check. The process will also add an address record with an address type of “SR” and a sequence number of “1”. If the person already has an address with an address type of “SR” and sequence number of “1”, this address will be updated. Note, a new sequence number will not be added. The process will overlay the existing “SR”, “1” address. If no address exists in Banner and no address is coming across in the interface file from Colleague, a default address of the respective university’s cashier office will be added. This will ensure a check will be created even in the event no address information is available.
2. FZRAPAY will populate the Banner GURAPAY table with the information to be processed in the normal AP check cycle.

When executing FZRAPAY, the user will be prompted to enter the following:

File Location:

File Name:

Where:

The file location is -> /u03/COLLEAGUE/REFUNDS/

The file name is -> XH_SRVOU_x_yyyyyyyy_zzzz.dat

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(consistent with the definition above – do not enter .dat in the parameter field)

The FZRAPAY process relies on a specific Banner System ID when processing the information. This System ID, 'CSTURFND', that can be seen in the first 8 bytes of the detail information, is referenced when processing the information in Banner. When this information is posted to Banner, the CSTURFND record on the FOMFSEQ screen is accessed to determine certain parameters to be used when loading the data to Banner.

Those parameters are:

System ID = "CSTURFND"
Short Title = "Student Refunds"
Data = "DS" -> meaning Detail Summary
Document Prefix = "CR"

The FZRAPAY process will copy the input file from .dat to .processed. If a file needs to be re-processed for some reason, the university should contact IT staff at RIS.

Errors:

The process will mark records from the client file as "E" (error) in the GURAPAY_TEMP table if any required values are missing or malformed and a check will not be issued. An SSN, Colleague ID, Account information, amount, and last & first name are required to process an entry.

The process will create a .lis file of the "E" records and store said file in the BANJOBS directory for retrieval. It is the responsibility of SD to review this .lis file and take corrective action on any and all "E" records.

Subsequent execution of FZRAPAY will attempt to process the "E" records.

Step 8 – Generation of refund from Banner

Once the information has been successfully loaded into the Banner GURAPAY table via the FZRAPAY process, the shared services center for accounts payable will continue the processing up to and including the generation of the check.

The checks will be distributed back to the campus for final distribution according to the carrier route designation.

South Dakota Colleague System Procedures

Void Student Refund Process in Colleague (XRVS and VRAV)

Responsibility - University

This process allows the campus to change a paid voucher status to outstanding in order to void the student refund in Colleague.

NOTE: XRVS and VRAV must both be completed to void the voucher in Colleague.

Step 1 – Access XRVS

Step 2 - Enter the voucher number required to be void.

Step 3 – Verify the voucher by name and amount.

Step 4 – Insert a blank (shift F3) line on Field xx above the “Paid” status. Enter an “O” to change the status to outstanding and enter the current date.

Step 5 – Complete out of the XRVS screen.

Step 6 – Access VRAV

Step 7 – Enter the voucher number.

Step 8 – Verify the voucher by name and amount.

Step 9 – Complete out of the VRAV screen. This will reverse the refund on the student account.

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Void Student Refund Process in Banner

This will be a responsibility of AP Shared Services. Campuses will need to inform AP Shared Services of the Check Number and whether the payable needs to be reestablished or not.

AP Shared Services will follow these procedures:

The Check Cancellation Form (FAACHKS) is used to cancel previously issued checks and perform the associated reverse accounting. This form, like the Invoice Cancellation Form (FAAINVD), also gives you the option to reestablish the payable. If the payable is reestablished, then the invoices paid by this cancelled check will all be reopened in an incomplete status, pending your corrections.

SCT Banner will not permit cancellation of a check that is confirmed as reconciled. However, until final reconciliation, any check can be cancelled. It is important to maintain strict controls on check cancellations.

These steps to complete the process will be done by AP Shared Services.

1. Access the Check Cancellation Form (FAACHKS).
2. Enter the check number you want to cancel in the **Check** field.
3. Enter the Bank code.
4. Perform a **Next Block** function.
 - a. Vendor and check payment information default into the fields.
5. Select Accounting Information from the **Options** menu to navigate to the Invoice Accounting window.
 - a. Accounting distributions for the check are displayed.
6. Select Access Cancel Date from the **Options** menu to navigate to the Cancel Date window.
 - a. The **Cancel Date** field defaults to today's date.
 - b. You can change it to any date greater than the check date and within an open accounting period.
7. **IF you** wish to print a new check to replace the canceled one then
 - i. check the **Re-establish Payable** box.
 - ii. leave the checkbox blank
 - iii. SCT Banner closes the invoice and reverses the accounting entries.

Note: Checks can not be re-established for closed fiscal years.
8. Select Process Cancellation from the **Options** menu to cancel the check.
9. Click the **Exit** icon.

South Dakota Colleague System Procedures

Setting Up a Meal Plan

Responsibility – Home

Use the Meal Plan Setup (MPSU) screen to set up a meal plan.

Step 1 – Access the Meal Plan Set Up (MPSU) screen

Step 2 – At the Meal Plan LookUp or Add prompt, enter the name of the Meal Plan or type ... for a listing

Step 3 – Enter a Description for this meal plan – Smart coded.

Step 4 – Define the No of Meals/Freq

- Enter the number of meals to be used in the given time period (Freq field)
- For example, 200 per term

Step 5 – Define the Classification

- Enter the code for the meal plan classification
- For example, Resident, Commuter, Graduate

Step 6 – Define the Start/End Date of the meal plan

- Enter the Meal Plan Rate as defined on the Meal Plan Rates (MPRS) screen

Step 7 – Define the Meal Types

- Enter the codes for the types of meals included in the meal plan

Step 8 – Define the Start/End Day of Week

- Enter the code for the day of the week on which the meal plan becomes valid/invalid

Step 9 – Enter the Location for this meal plan

Step 10 – Define the Buildings/Rooms

- If this meal plan is only valid in a specific building, enter the building/room

Step 11 – Enter any comments

- Insert a line so the latest comment is at the top
- Date and time stamp first, then
- Enter a comment

Step 12 – Update the MPSU screen

South Dakota Colleague System Procedures

Appendix

South Dakota Colleague System Procedures

1098T

Responsibility:

Timeframe: Jan. each year

South Dakota Colleague System Procedures

Generating the AR Balance by AR Code Report

Complete the steps listed below to generate the AR Balance by AR Code report.

Step 1 - Access the AR Balance by AR Code (ABCO) screen.

Step 2 - Define the report date range as follows:

- **Start Date** - selects records with original transaction dates on or after this date.
- **Cutoff Date** - selects records with original transaction dates on or before this date.

Step 3 - Select one of the following summary levels:

- by AR code [CO]
- by date [DT]
- by term [TE]

Step 4 - Enter any optional selection criteria to limit the records included on the report as follows:

- saved list name
 - You can enter a pre-defined list of IDs from the AR.INVOICE.ITEMS file to limit the transactions included on the ABCO report. Colleague selects only those invoice items identified in the saved list that also meet any additional criteria you enter on the ABCO screen.
- AR types
 - You can limit the transactions on the ABCO report by specifying individual AR types you want included or excluded. Colleague includes or excludes invoice transactions for those AR types that also meet any additional criteria you enter on the ABCO screen. You can include AR types or exclude them, but you cannot do both.
- terms
 - You can limit the transactions included on the ABCO report by specifying individual terms you want included or excluded. Colleague includes or excludes invoice transactions only for those terms that also meet any additional criteria you enter on the ABCO screen. You can include terms or exclude them, but you cannot do both.
- AR codes
 - You can limit the transactions on the ABCO report by specifying individual AR codes you want included or excluded. Colleague includes or excludes invoice transactions for those AR codes that also meet any additional criteria you enter on the ABCO screen. You can include AR codes or exclude them, but you cannot do both.
- AR categories
 - You can limit the transactions on the ABCO report by specifying individual AR categories you want included or excluded. Colleague includes or excludes invoice transactions for those AR categories that also

South Dakota Colleague System Procedures

meet any additional criteria you enter on the ABCO screen. You can include AR categories or exclude them, but you cannot do both.

Step 5 - Finish from the ABCO screen.

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Generating the AR Balance by AR Type Report

Complete the steps listed below to generate the AR Balance by AR Type report.

Step 1 - Access the AR Balance by AR Type (ABTY) screen.

Step 2 - Define the report date range as follows:

- **Start Date** - selects records with original transaction dates on or after this date.
- **Cutoff Date** - selects records with original transaction dates on or before this date.

Step 3 - Select one of the following summary levels:

- by AR code [CO]
- by date [DT]
- by term [TE]

Step 4 - Enter any optional selection criteria to limit the records included on the report as follows:

- saved list name
 - You can enter a pre-defined list of IDs from the AR.INVOICE.ITEMS file to limit the transactions included on the ABTY report. Colleague selects only those invoice items identified in the saved list that also meet any additional criteria you enter on the ABTY screen.
- AR types
 - You can limit the transactions on the ABTY report by specifying individual AR types you want included or excluded. Colleague includes or excludes invoice transactions for those AR types that also meet any additional criteria you enter on the ABTY screen. You can include AR types or exclude them, but you cannot do both.
- terms
 - You can limit the transactions included on the ABTY report by specifying individual terms you want included or excluded. Colleague includes or excludes invoice transactions only for those terms that also meet any additional criteria you enter on the ABTY screen. You can include terms or exclude them, but you cannot do both.
- AR codes
 - You can limit the transactions on the ABTY report by specifying individual AR codes you want included or excluded. Colleague includes or excludes invoice transactions for those AR codes that also meet any additional criteria you enter on the ABTY screen. You can include AR codes or exclude them, but you cannot do both.
- AR categories
 - You can limit the transactions on the ABTY report by specifying individual AR categories you want included or excluded. Colleague includes or excludes invoice transactions for those AR categories that also

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meet any additional criteria you enter on the ABTY screen. You can include AR categories or exclude them, but you cannot do both.

Step 5 - Finish from the ABTY screen.

South Dakota Colleague System Procedures

Generating the AR Trial Balance

Step 1 - Access the AR Trial Balance (ARTB) screen.

Step 2 - Define the report date range as follows:

- **Start Date** –
 - Selects records with original transaction dates on or after this date.
- **Cutoff Date** –
 - Selects records with original transaction dates on or before this date.
- The date range is usually defined as the period being reconciled.

Step 3 – Define the Print Zero Balance

- Enter Y/N to include/exclude zero balances

Step 4 – Define the Detail Level

- D – Detail by item
- DT – Detail transaction
- SA – Summary by account
- ST – Summary by type

Step 5 – Select the accounts to include by defining the following selection criteria

- Use a saved list with IDs from the AR.ACCTS file
- AR types
- Account holders

Step 6 – Update the ARTB screen

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Generating the Posting Analysis Detail Report

Note - Each time you generate this process, Colleague prints a batch error report which counts the number of warning and error messages issued. Because Colleague includes both ERRORS and WARNING messages in the error count, the batch error report may reflect errors even if the process was successfully generated.

Step 1 - Access the AR/CR Posting Analysis (ARPN) screen .

Step 2 - Define the report date range as follows:

- **Start and Cutoff Dates** - together, select records that were posted to the GL on or after the start date, and on or before the cutoff date.
- The date range is usually defined as the period being reconciled.
- Colleague initially re-displays the dates entered the last time you used the ARPX screen.

Step 3 - Select “Detail” in the Summary/Detail Report field.

- You do not need to define the Normal Posting Method field when generating the posting analysis detail report.

Step 4 - Optionally, specify any AR type(s) for which you want to generate the posting analysis report.

- If you do not specify any AR type(s), Colleague reports transactions for all AR types.
- See “AR Types” for information.

Step 5 - Optionally, specify any transaction type(s) for which you want to generate the posting analysis report.

- If you do not specify any transaction type(s), Colleague reports all transactions types.

Step 6 - Optionally, specify any account holder(s) for which you want to generate the posting analysis report.

- If you do not specify any account holder(s), Colleague reports transactions for all account holders.

Step 7 - Finish from the ARPN screen to produce the posting analysis detail report.

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Generating the Posting Analysis Summary Report

Step 1 - Access the AR/CR Posting Analysis (ARPN) screen.

Step 2 - Define the report date range as follows:

- **Start and Cutoff Dates** - together, select records that were posted to the GL on or after the start date, and on or before the cutoff date.
- The date range is usually defined as the period being reconciled.
- Colleague initially re-displays the dates entered the last time you used the ARPX screen.

Step 3 - Select “Summary” in the Summary/Detail Report field.

Note - Each time you generate this process, Colleague prints a batch error report which counts the number of warning and error messages issued. Because Colleague includes both ERRORS and WARNING messages in the error count, the batch error report may reflect errors even if the process was successfully generated.

Step 4 - Indicate the method used to post the original transactions to the general ledger as follows:

- Select **S** if the original AR/CR transactions were posted to the general ledger using one of the summary posting methods (batch, session, date, or term).
 - If you select **S**, Colleague reports netted AR debits and credits.
- Select **D** if the original AR/CR transactions were posted to the general ledger using one of the detail posting methods (detail or no summary).
 - If you select **D**, Colleague reports a combination of AR debits and credits as applicable.

Step 5 - Optionally, specify any AR type(s) for which you want to generate the posting analysis report.

- If you do not specify any AR type(s), Colleague reports transactions for all AR types.
- See “AR Types” for information.

Step 6 - Optionally, specify any transaction type(s) for which you want to generate the posting analysis report.

- If you do not specify any transaction type(s), Colleague reports all transactions types.

Step 7 - Optionally, specify any account holder(s) for which you want to generate the posting analysis report.

- If you do not specify any account holder(s), Colleague reports transactions for all account holders.

Step 8 - Finish from the ARPN screen to produce the posting analysis summary report.

South Dakota Colleague System Procedures

Generating the Unallocated Financial Aid Report

Complete the steps listed below to generate and use the Unallocated Financial Aid Report.

Step 1 - Access the Unallocated Financial Aid (UNFA) screen.

Step 2 - Optionally, enter the name of a saved list to limit the financial aid payments included on this report.

- The saved list must contain IDs from the AR.PAYMENTS file.

Step 3 - Define the following fields:

- Term
- AR Type

Step 4 - Enter any selection criteria used to limit the individuals and/or awards included on the report.

Step 5 - Enter a name for the output saved list.

Note: If you do not enter a name, Colleague does not create a saved list. You can define a new name, or use a pre-existing saved list name. If you use a pre-existing saved list, Colleague overwrites the contents of the saved list.

Step 6 - Finish from the UNFA screen to generate the report and saved list.

Step 7 - Review the individuals and awards listed on the report, and determine the appropriate action needed (if any) to either adjust or refund the excess financial aid amounts.

- You can use the saved list created from the UNFA process to re-transmit financial aid for the individuals and awards listed on the report.
- It is important to be very careful when using the re-transmit FA process to avoid changing award amounts transmitted.

Step 8 - Repeat this procedure as needed to resolve any remaining unallocated financial aid amounts.

South Dakota Colleague System Procedures

Resolving AR Account Balance Differences

If your beginning account balance differs from the ending balance of the previous reconciliation period, follow the steps listed below to identify and resolve any discrepancies.

Step 1 - Generate ARTB report for the current reconciliation period.

- Use the “Summary by Type” detail level to list totals by account type.
- See “Generating the AR Trial Balance Report”.

Step 2 - Compare the ending balance for an account (AR type) from the ARTB report you just generated to the ending balance on the ARTB report on file from your previous reconciliation period.

Step 3 - If the balances do not match, run the Prior Month Posted report for the current reconciliation period to identify any transactions that may have been posted to a prior closed month.

- See “Prior Month Posted [PMP]” for information about using this report.

Step 4 - Note any amounts that were posted to a prior closed month.

Step 5 - If the balances still do not match, repeat step 1 and step 2 for each preceding reconciliation period until you find the period in which the accounts became out of balance.

Step 6 - When you identify the out-of-balance period, generate the ARTB in detail for that period.

Step 7 - Compare the total for each day on the detail ARTB to each day on the filed ARTB until you identify on which day(s) the difference occurred.

Step 8 - Research the cause of any difference(s) identified, and make any necessary corrections.

Step 9 - Regenerate the ARTB as needed to verify that the account balances now match.

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Resolving Deposit Account Balance Differences

If your beginning deposit account balance differs from the ending balance of the previous reconciliation period, follow the steps listed below to identify and resolve any discrepancies.

Step 1 - Generate DPTB report for the current reconciliation period.

- Use the “Summary by Type” detail level to list totals by account type. For example, if you are out of balance for the month of April, generate the DPTB for the month of March.

Step 2 - Compare the ending balance for a deposit account (deposit type) from the DPTB report you just generated to the ending balance on the DPTB report on file from your previous reconciliation period.

- For example, the report filed for the March reconciliation.

Step 3 - If the ending balances match, repeat step 1 and step 2 for each preceding reconciliation period until you find the period in which the ending balances do not match.

Step 4 - When you identify the out-of-balance period, generate the DPTB in detail for that period.

Step 5 - Compare the total for each day on the detail DPTB to each day on the filed DPTB until you find on which day(s) the difference occurred.

Step 6 - Research the cause of any difference(s) identified, and make any necessary corrections to your deposit account(s).

Step 7 - Regenerate the DPTB as needed to verify that the account balances now match.

South Dakota Colleague System Procedures

Using the AR-CR Posting Exception Report

Step 1 - Determine if your accounts are in balance.

- If not in balance, use the AR-CR Posting Exceptions report to help identify and resolve any posting exceptions.
- See “Preparing an AR Reconciliation Worksheet”.
- See “Generating the AR-CR Posting Exceptions Report” for detailed information about each report.

Step 2 - Use the AR-CR Posting Exceptions (ARPX) screen to generate the following exception reports:

- **NAR** - Non-AR Posting Transactions
- **UBS** - Unreconciled Batches/Sessions
- **UNP** - Unposted Transactions
- Record the amounts of any posting exceptions on your reconciliation worksheet.
- If your institution processes large numbers of posting records, you may want to run these reports one at a time.
- Datatel also recommends that you use these reports in the order in which they are listed to resolve the most common posting exceptions first.

Step 3 - Resolve any posting exceptions causing your accounts to be out of balance.

- Refer to the sections in this chapter about each report for information on how to correct each type of posting exception.

Step 4 - Create and post any additional GL posting records or journal entries as necessary to correct any posting exceptions.

- See “Creating GL Posting Records” and the *General Ledger Reference* manual.

Step 5 - Regenerate the AR and GL Trial Balance reports.

- See “Generating AR Trial Balance Reports” and “Generating General Ledger Trial Balance Reports”.

Step 6 - Determine if your accounts are in balance.

- If not in balance, use the AR-CR Posting Exceptions report to identify and resolve any remaining posting exceptions.

Step 7 - Use the AR-CR Posting Exceptions (ARPX) screen to generate the following reports:

- **DBP** - Double-Posted Transactions
- **TOR** - Transactions out of Range
- Record the amounts of any DBP posting exceptions on your reconciliation worksheet.

Step 8 - Repeat step 3 through step 6 for any exceptions identified on the DBP and TOR reports (if any).

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- Refer to the sections in this chapter about each report for information on how to correct each type of exception.

Step 9 - Use the AR-CR Posting Exceptions (ARPX) screen to generate the Prior Month Posted [PMP] report.

- Datatel recommends that you run the PMP report once for each reconciliation period.
- You may need to run the PMP report first if your beginning balance for the current reconciliation period does not match the ending balance from your prior reconciliation period.
- See “Verifying Beginning Account Balances”.

Step 10 - Determine if your accounts are in balance.

- If not in balance, use the AR/CR Posting Analysis (ARPN) report to identify and resolve any remaining imbalances.
- “Using the AR/CR Posting Analysis Report”.

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